

TREASURIES AND ACCOUNTS DEPARTMENT

From
Thiru.K.Vijayendra Pandian, I.A.S.,
Commissioner of Treasuries and
Accounts,
Perasiriyar K. Anbazhagan Maligai,
3rd Floor, No.571, Anna Salai,
Nanadanam, Chennai-35.

To
All Pay and Accounts Officers,
All Treasury Officers,
All Sub Pay and Accounts Officers

Rc.No.CTA/292/IFHRMS/2023, Dated: 05-06-2024

Sir/Madam,

Sub: Kalanjiyam (IFHRMS 2.0) - Recent updates and
re-orientation points in Kalanjiyam - **Advisory**
No.09/2024 - communicated - Regarding.

This is to inform that the following advisory is issued to ensure error free, efficient and user friendly transactions in Kalanjiyam (IFHRMS 2.0).

1. New Updates:

Sl.No.	Module and Sub Module		Details
1.	Finance-Adjustment/AM Deposit-Changing of DDO code and HOA	Issue:	It is found that some of the DDOs are remitting the Deposit amount in the wrong DDO code and wrong HOA and the request are being received from various DDOs and Treasury Officers to change the DDO Code and HOA.
		What to do:	Now provision has been given in the system to the PAOs/TOs to change the DDO Code and HOA for the Deposit amount by means of an Alteration Memorandum (AM) with due approval in three levels. The PAOs/TOs are requested to ensure correctness in all aspects and the balance before changing the DDO code and HOA. the AM for change of DDO Code can be made only at treasury level
		Path:	Login-e-Services-Finance-Adjustment/AM-Other DDO-Adj.Type-Source-Period name-Reference No.-Select Challan-

		Accounting entries-Select DDO code/Account code-Approve in three levels.
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2. Re-orientation Points:

Sl.No.	Module and Sub Module		Details
1.	Finance-Payroll-Bill Passing	Issue:	On scrutiny of the bills passed at Pay and Accounts Offices, Sub Pay and Accounts Offices, District and Sub Treasuries, it was found that some of the bills were admitted based on the administrative sanction and without proper "Financial Sanction" of the competent authority.
		What to do:	The Pay and Accounts Officers/Sub Pay and Accounts Officers/Treasury Officers and Assistant Treasury Officers are requested to instruct the staff under their control to check the proper Financial Sanction of the claim in Government orders/Proceedings without fail. They have to ensure proper documents such as Government orders, Sanction proceedings, and Release orders from Finance (BG) Department for new service and new instrument of service etc. before passing the bills.
		Path:	--
2.	Operation of Head of Account 0005 and 0006	Issue	The Accountant General, Chennai has pointed out that the department/entity inadvertently remitted the CGST/SGST through treasury instead of GST portal and booking made under the head of account 0005 (CGST) and 0006 (SGST). The Treasuries have subsequently proposing necessary Alteration Memorandum for rectifying the erroneous booking made during the month.
		What to Do:	The Pay and Accounts Officers and Treasury Officers are requested not to make deduct entries or propose Alteration

			<p>Memorandum against the head of accounts 0005 (CGST) and 0006 (SGST).</p> <p>The Pay and Accounts Officers and Treasury Officers are also requested to inform the DDOs not to remit or deduct the amount of CGST/SGST through treasury portal. The same has to be remitted via GST portal only.</p>
		Reference:	AG, Chennai Letter No.Pr.AG (A&E)/Book/I/2024-25/6307, Dated 14.05.2024.
3.	Raising tickets to correct/delete the entries.	Issue:	On analysing the tickets raised by the DDOs, it was found that repeated request are being received from the DDOs through tickets to correct/delete the entries erroneously made by the initiator in HR, Payroll, etc. This results delay in processing the pay bill till the entries corrected or deleted by the SI.
		What to do:	The Pay and Accounts Officers, Sub Pay and Accounts Officers, Treasury Officers and Assistant Treasury Officers are requested to sensitise the DDOs to make the entries correctly in the initiator level. The verifier has to check each and every entries before sending it to approver level and the approver also check the entries before approval so as to avoid raising of unnecessary tickets for correct/delete the entries.
4.	GPF Subscription	Issue:	In G.O.(Ms). No.15, Finance (allowances) Department, dated:18.01.2023, orders have been issued by the Government for restricting the maximum contribution to General Provident Fund at Rs.5,00,000/- (Rupees Five Lakh only) per annum. Instructions were already issued to restrict the maximum contribution to the General

			Provident Fund to Rs.5,00,000/- (Rupees Five Lakh only) per annum and the maximum subscription to be recovered from the salary bill at Rs.41660/- per month. Necessary validation has also been provided in Kalanjiyam for not exceeding the maximum amount of recovery of GPF subscription per month.
		What to do:	The Pay and Accounts Officers, Sub Pay and Accounts Officers, Treasury Officers and Assistant Treasury Officers are requested to instruct the staff under their control to verify the amount of GPF subscription while passing the salary bills. This also needs to be followed vigilantly in the cases of bills received in ATBPS(Aided Schools and Honble Judges of High Court of Madras) also

All Pay and Accounts Officers and Treasury Officers are requested to

1. Maintain separate file for all the advisories being shared and sensitize all officials of treasury offices by all modes of communication (U.O.Note, letters, eMail etc.)
2. Similarly the same has to be shared with **all Drawing and Disbursing Officers** by possible modes of communication (letters, eMail etc.,)
3. **Monthly meetings / re-orientation sessions** have to be organized for all subordinate offices and DDOs to ensure proper dissemination of all updates.

The **RJDs** are requested to ensure proper communication to all stake holders and conduct of monthly meetings by all treasury offices.

VIJAYENDRA PANDIAN K

Encl.: as above

Commissioner of Treasuries and Accounts

To

All Pay and Accounts Officers,
All Treasury Officers
All Sub Pay and Accounts Officers

Signed by

K Vijayendra Pandian

Date: 05-06-2024 10:35:03

Copy to

1. All Regional Joint Director of Treasuries and Accounts.
(To ensure proper and complete dissemination to all the stakeholders)
2. All Sections of CTA.
3. Department of Finance, IFHRMS, T&A-III
4. M/s Wipro Limited. (For uploading in portal)

//Forwarded by Order//

Chief

Accounts Officer (e-team)

5/6/2024

5/6/2024