

TREASURIES AND ACCOUNTS DEPARTMENT

From
Thiru.K.Vijayendra Pandian, IAS.,
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: 27-06-2024

Sir/Madam,

Sub:	Kalanjiyam (IFHRMS 2.0) - Recent updates and re-orientation points in Kalanjiyam - Advisory No.10/2024 - communicated-Regarding.
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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.	Pension-Auto Generation of "PENID"	Issue:	It is seen that repeated tickets are being raised by the Pension Pay Officer/Treasury Officers/Sub Treasury Officers for creation of "PENID" to commence the monthly pension to the pensioner. This results as delay in payment of pensionary benefits to the pensioners.
		What to do:	<ul style="list-style-type: none">• Now a provision for "Auto generation of PENID" has been enabled in the system for auto generation of PENID of the pensioner, upon receipt of the e-Authorization from the Accountant General. .• The notification will be triggered on creation of PENID after updating the entries such as Employee terminate entry, Retirement entry, Pension start date

			etc. <ul style="list-style-type: none"> • The status of above mentioned entries by the DDOs can be monitored by TOs/STOs through the MIS report. • The Treasury Officers and Assistant Treasury Officers have to make use of it and ensure timely creation of "PENID" without fail.
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2. Re-orientation Points:

Sl.No.	Module and Sub Module		Details
1.	Direct Treasury Payment for Boards and Corporation	<u>Issue:</u>	<p>The Government has issued guidelines for streamlining the fund release mechanism for few major schemes from advance drawl mode to "Direct Treasury Release" mode on reimbursement basis and instructed not to park the amount in DDO's Bank account/PD account.</p> <p>Now, it has been brought to the notice of the department that some of the payments of the identified schemes have been drawn and parked in DDO's account and the Government norms for the reimbursement are not followed.</p>
		<u>What to do:</u>	<p>The Pay and Accounts Officers and Treasury Officers have to follow the Government guidelines for releasing the payments under the identified schemes already communicated in this office Advisory No.05/2023, Dated: 31.01.2024.</p> <p>Further, the Pay and Accounts Officers and Treasury Officers have to ensure that the payments made under the identified schemes as reimbursement mode to beneficiary and not as advance mode to DDOs or parked in PD account of the concerned DDO.</p>
		<u>Reference:</u>	Government Letter No.29226/RDMU/2023-13, Dated:

			12.01.2024
2.	Annual Increment	<p>Issue:</p> <p>It is seen that some of the DDOs are using the update salary option for sanctioning the regular Annual increment of the employees and it may not be updated in eSR report. This may affect subsequent years Annual Increment process and updation of the same in e-SR .</p> <p>What to Do:</p> <p>To use the "Annual Increment Programme" under GTN pay service module for sanctioning the increment to the employees. For confirming eligibility of the employees, "Only report" option can be processed and after verification of the correctness, "process with report" can be generated.</p> <p>Path:</p> <p>HR->Pay Services->Increment->Annual Increment.</p>	
3.	ECS -Return.	<p>Issue:</p> <p>The SOP for making ECS Return Payment advice has already been communicated to the PAOs/TOs for sensitizing the DDOs on ECS return processing.</p> <p>It is noticed that many ECS Returns are not being processed within the prescribed time limit of three months including the retirement benefits. As the retirement benefit bills are generated based on the HR entries, If the ECS returns were not claimed within 90 days and get credited into the Government Account, it is difficult to claim again.</p> <p>What to do:</p> <ul style="list-style-type: none"> • The Pay and Accounts Officers and Treasury Officers have to sensitize the Drawing and Disbursing Officers to process the ECS Return amount within three month from the date of return. • Especially the retirement benefits of the pensioners are to given special care by PAOs/RJDs/TOs to monitor the same. • The MIS report on the same 	

			has to be regularly monitored.
		<u>Path:</u>	1. MIS report on Retirement benefits: Portal->Login->All Reports->MIS Reports->Retirement Benefits. 2. MIS report on ECS Return: Portal->Login->Finance->Reports->e-Payment Return Adjustment Abstract Report.
4.	Income Tax filing.	<u>Issue:</u>	It is seen that the DDOs are sharing their user credentials along with Account Identification Number to the external agencies engaged for filing the Income Tax Form 24 G and 24 Q.
		<u>What to do:</u>	The user credentials shared with the external agencies engaged for filing the Income Tax form 24 G and 24 Q in unavoidable circumstances should be immediately changed after completion of the filing work by the Drawing and Disbursing Officers.
6.	GPF Final Payment e-Authorization issued by the Accountant General	<u>Issue:</u>	It is seen that some of the Treasuries are waiting for the email from the Accountant General for GPF Final Payment authorization which results delay in settling the GPF final payment to the Pensioners and Family Pensioners.
		<u>What to do:</u>	<ul style="list-style-type: none"> • The Accountant General is sharing the GPF Final Payment both for Pensioners and Family Pensioner (on death case) as e-Authorization (PDF and eData) daily. • The e-Authorization issued by the Accountant General for making payment of GPF Final Payment to the Pensioners and Family Pensioners has to be downloaded from the portal by the PAOs/TOs/STOs without delay. • Necessary monitoring registers needs to be updated and reconciled with system reports on weekly/monthly basis.

		Path:	1. Portal->Other Applications->GPF Authorization->Action->Download Authorization. 2. Once the bill gets generated, the GPF Authorization will automatically attached in the bill.
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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 and aided institutions** by possible modes of communication (letters, eMail etc.,)
3. **Monthly meetings / re-orientation sessions** have to be organized for all subordinate offices, DDOs and aided institutions to ensure proper dissemination of all updates.

The **RJDs** are asked to ensure proper communication to all stakeholders and conduct of monthly meetings at all treasury offices.

VIJAYENDRA PANDIAN K

Encl.: as above.

Commissioner of Treasuries and Accounts

To

Signed by

All Pay and Accounts Officers,

K Vijayendra Pandian

All Treasury Officers

Date: 27-06-2024 11:36:30

All Sub Pay and Accounts Officers

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)

28/6/2024