

**TREASURIES AND ACCOUNTS DEPARTMENT**

**From**

**To**

**Thiru.H.Krishnanunni, IAS.,**  
Commissioner of Treasuries and  
Accounts,  
No.571, 3<sup>rd</sup> Floor,  
Perasiriyar K. Anbazhagan Maligai,  
Anna Salai, Nanadanam, Chennai-  
35.

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

**Rc.No.CTA/292/IFHRMS/2023, Dated: 12-08-2024**

**Sir/Madam,**

Sub:	Kalanjiyam (IFHRMS 2.0) - Recent updates and re-orientation points in Kalanjiyam - <b>Advisory No.11/2024</b> - 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.	Employee GPF/CPS/NPS remittance through e-Challan	<b>Issue:</b>	The employees on Foreign Service working in Boards and Corporations are remitting their GPF/CPS/NPS through e-Challan. While remitting the amount, if the employee selects wrong GPF Account Number and/or wrong head of account by mistake, resulted in mis-classification of head of account and missing credit.
		<b>What to do.:</b>	1. A separate option has been recently enabled in Kalanjiyam portal for the remittance of GPF/CPS/NPS through e-Challan, When employee ID is typed, the details of the employee Accounts number, Subscription, refund of withdrawal in case of GPF and

			<p>Head of Account are being fetched from the system by default so as to remit the GPF/CPS/NPS amount by the Foreign employer. This will avoid mis-classification of head of account and missing credit.</p> <p>2. The updation can be verified and confirmed by employees by using "Mobile App" Self Service Module in our Web Portal.</p>
		<b><u>Path:</u></b>	Portal->Login->E-Challan creation/payment->Employee GPF/CPF Remittance->Fillup Department details->ADD Contributor->Fillup the details.
2.	Payslip - Bulk download of payslip	<b><u>Issue:</u></b>	Provision is available in the Kalanjiyam portal to download the individual Payslip of the employee every month. Now option is given in the portal to download the Payslip in bulk by the DDOs for their employees.
		<b><u>What to do:</u></b>	The Pay and Accounts Officers and Treasury Officers are requested to inform the DDOs that they can download the payslip in bulk for the employees under their control.
		<b><u>Path:</u></b>	Portal->Login->All Reports->Payslip (DDO)
3.	Pensioner Mustering and Pensioner ID creation status	<b><u>Issue:</u></b>	During the review meeting, repeated request are being received from the Treasury Officers to know the status of the Pensioner Mustering and Pension ID creation and also for reports to check the status of the Annual Mustering and New Pensioner ID creation.
		<b><u>What to do:</u></b>	1. Provision has been given to view and download the Treasury wise report of

			1. Mustered 2. Mustered-Approver pending 3. Non-Mustered list as on date (or) Muster due month. II. The pensioner ID creation report is also available in the portal. This report is to check the status of Pen ID creation and if it is delayed, the reason for the delay in ID creation also can be viewed.
		<b>Path:</b>	Portal->Login->All Reports->MIS Reports ->Annual Mustering Summary, Pensioner Mustering Status, Pension ID creation status.
4.	Order change in Salary bill report.	<b>Issue:</b>	It is reported by the DDOs that while generating the salary bill, the reports are not coming in proper order which results difficulty to verify the salary bill.
		<b>What to do:</b>	Now the order changes have been incorporated in the following salary bill reports.  1. Bill Outer 2. Pay Statement 3. Enfacement slip

## 2. Re-orientation Points:

Sl.No.	Module and Sub Module		Details
1.	Regular Pay roll run Schedule	<b>Issue:</b>	The Centralized Payroll run for Salary and Pension are being processed every month during the third week. The DDOs are repeatedly instructed to complete all the salary related activities before the payroll run. But still the tickets are being raised by the DDOs to make certain changes in the salary bill after payroll run.
		<b>What to</b>	All the Pay and Accounts Officers

		<b>do:</b>	<p>and Treasury Officers are requested to instruct the DDOs to verify the following points before running the regular payroll.</p> <ul style="list-style-type: none"> <li>• Ensure the employee's date of retirement accurate. If is not correct, raise a ticket to correct the retirement date.</li> <li>• Confirm the employee's status is <b>"Active Assignment"</b> only</li> <li>• Verify that the employee is mapped to the appropriate bill group.</li> </ul>
2.	Mark recalculation for	<b>Issue:</b>	It is seen that some of the DDOs are raising tickets to delete an element entry after completion of payroll run.
		<b>What to Do:</b>	After payroll run is complete, if any correction are needed for an element, the DDO should make necessary changes on the Dues and Deduction page, then give mark for retry in payroll process page, wait for the result and don't remove the payroll run.
		<b>Path:</b>	HR -> Pay Services -> Increment -> Annual Increment
3.	Pensioner Creation. ID	<b>Issue:</b>	It is seen that repeated tickets are being raised by the Pension Pay Officer/Treasury Officers/Sub Treasury Officers for creation of <b>"PENID"</b> to commence the monthly pension to the pensioner. This will result delay in payment of pensionary benefits to the pensioners.
		<b>What to do:</b>	The Pay and Accounts Officers, Treasury Officers and Assistant Treasury Officers of Sub Treasury are requested to map the Employee ID in the Treasury DCRG bill Generation page as and when the e-Authorization

			received from the Accountant General so that the system will automatically create a Pension ID in the relevant Treasury and send a notification to the Treasury where the pensioner opted to get the pension.
4.	GPF Final Payment	<b>Issue:</b>	The Accountant General has reported that, with regard to GPF Final Payment authorization issued, many queries are being received by AG that, the no due certificate and NOC are insisted at Treasury level for processing the payment.
		<b>What to do:</b>	It is informed that the GPF Final Payment has nothing to do with regard to the Retirement Entry and NOC in the system. The Same can be processed if it is found otherwise in order.

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. Instruct the DDOs to update all the Leave Balances as per physical SR in eSR of HR Module.
4. Sensitize the DDOs to instruct their employees to download the Mobile App and to use it to apply for leave, short term advances etc. and to download payslip.
5. Review the status of sending the Pension Proposals and CPS final settlement proposals through OPPAS and OCPS respectively by DDOs during the monthly meeting and ensure all the proposals shall be sent through OPPAS and OCPS only.
6. To Sensitize all the DDOs to affix the Employee id in the First Page of the Service Register without fail.

The Treasury Officers and Assistant Treasury officers are requested to instruct the pensioners to make use of the Mobile App to download the Pension Slip, Pension Drawn particulars and Form-16.

**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 **Regional Joint Directors** are requested to ensure proper communication to all stakeholders and conduct of monthly meetings at all treasury offices.

**KRISHNANUNNI.IAS**

Encl.: as above

**Commissioner of Treasuries and Accounts**

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 //*

*13-8-2024.*  
*Chief Accounts Officer (e-team)*

*13.8.24*