

TREASURIES AND ACCOUNTS DEPARTMENT

From
Thiru.S.Nagarajan, IAS
Commissioner of Treasuries and
Accounts, (FAC) 3rd Floor,
Perasiriyar K. Anbazhagan Maaligai,
571, Anna Salai, Nandanam,
Chennai-35.

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

Rc.No.CTA/292/IFHRMS/2023, Dated:19-09-2024

Sir/Madam,

Sub: KALANJIYAM-Recent updates and re-orientation points in
Kalanjiyam-

Advisory No.12/2024 - 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.	HR Module Employee PF type categorization	Issue:	The employee basic details for the newly joined employees are being updated in the Employee profile. There is no separate field to capture the PF type of the employee so far.
		What to do.:	Now an additional sub type has been enabled to capture the PF type categorization based on the pension type (GPF/CPS/Pension not eligible) while creating an employee profile. The Pay and Accounts Officers and Treasury Officers are requested to inform the same to the DDOs to update the PF type of the employees while creating the Employee profile.
		Path:	Portal->Login->HRMS-Employee Profile
2.	HRMS- Bank account update-Two level authentication.	Issue:	It is seen that the bank accounts are getting frequently changed with or without the knowledge of the DDOs, which resulted in fraudulent transactions/ defalcation.
		What to do:	To ensure secured transaction, a provision has been enabled in the system at Treasury/PAO levels for approving the modification of the bank details which are created by the DDOs. The notification will be triggered

			<p>to concerned audit section.</p> <p>Hence all the Pay and Accounts Officers and Treasury Officers are requested to issue necessary instructions to all staff under their control for processing the requests as like bill notifications.</p> <p>While processing the notification, relevant supporting document such as bank pass book first page and Mandate form duly authenticated by concerned DDOs may be verified.</p> <p>TOs to ensure the timely action in this regard.</p>
		Path:	Portal->Login->HRMS-Employee Profile
3.	E-Challan-validation on remittance of amount over one crore into Government account.	Issue:	After remittance of amount into Government Account through e-Challan, the banks are crediting the amount to RBI on T+1 basis.
		What to do:	<p>A validation has been made in the system for directly remitting the amount above one crore into the Government Account through RBI NEFT/RTGS either online or offline mode.</p> <p>The mandate form has to be submitted along with the cheque/DD to the bank where the beneficiary is having account. This will enable the RBI to credit the Government money on the same day.</p>

2. Re-orientation Points:

Sl.No.	Module and Sub Module		Details
1.	Kalanjiyam Mobile Application-Preparatory activities.	Issue:	<p>Kalanjiyam Mobile App has been recently launched with the facilities to apply leave, GPF Advance, Festival Advance, Update and view profile etc., by the employees. The Mobile App also facilitates the Employees and Pensioners to download Pay/Pension slip, Pay/Pension Drawn particulars and Form-16. The DDOs have to do some preparatory activities immediately so that the employees can make use of the Mobile App effectively.</p>

		<p>What to do:</p>	<p>All the Pay and Accounts Officers and Treasury Officers are requested to instruct the DDOs to</p> <ul style="list-style-type: none"> • Update the inactive approval groups with end date so that the employee can select the approval group easily. • Create approval groups for all modules and map all the post in the approval group. (webadi is given) • Update the Leave balances of the employees for all kinds of Leave. • Update the employees status (Probationer or Approved probationer) • HODs & TOs are given an MIS to monitor the progress of <ul style="list-style-type: none"> (i) Active users of mobile app (ii) Module wise usage status. <p>The Pay and Accounts Officers and Treasury Officers are also requested to sensitize the employees and pensioners through the DDOs to download the Mobile App and use it regularly.</p>
		<p>Path</p>	<p>Portal->Login->All Reports-> MIS Reports</p>
2.	Digital Audit and Accounting system-Scanning of attachments	<p>Issue:</p>	<p>The Pay and Accounts Officers and Treasury Officers have already been instructed to inform the DDOs to ensure 100% all the mandatory attachment such as Supporting Government orders, Proceedings, arrear calculation sheet, Increment Certificate, Sub Vouchers, T.A.Bill form etc. in PDF with the soft copy of the salary and non-salary bills.</p>
		<p>What to do:</p>	<p>The Pay and Accounts Officers, Treasury Officers are requested to instruct the DDOs to attach all the mandatory documents as listed above in PDF only instead of JPEG, Excel, Word etc.</p> <p>Before scanning the sub voucher/Invoice, it may be ensured that</p>

			<p>i. Passed for payment entry furnished</p> <p>ii. Stock entry certificate furnished.</p> <p>iii. Sub Voucher cancelled.</p> <p>iv. Furnish bill number and date in all the sub vouchers before scanning.</p> <p>v. Documents may be attached in PDF not exceeding the maximum size of 1 MB for a single scanning document.</p>
3.	OPPAS-attachment of mandatory documents	Issue:	Instructions were already issued to all the DDOs through Pay and Accounts Officers/Treasury Officers to attach the mandatory documents in PDF along with the online Pension and Provident proposals. But some of the DDOs are attaching the required documents Excel, JPEG etc. instead of PDF.
		What to do:	The Pay and Accounts Officers and Treasury Officers are requested to inform the DDOs to attach all the mandatory documents in PDF only for the proposals sent through OPPAS.
4.	Annual Increment	Issue:	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 eSR .
		What to Do:	<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. The PAOs/TOs are requested to instruct the DDO's to use the "Annual Increment Programme" under GTN pay service module for sanctioning the increment to the employees.</p> <p>It may be noted that the pay update option will be disabled from next quarter.</p>
		Path:	HR->Pay Services->Increment->Annual Increment

5.	GPF Subscription	Issue:	<p>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.</p> <p>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 hence the monthly subscription may be recovered @ Rs.41660/- per month. Necessary validation has also been provided in Kalanjiyam .</p> <p>However many excess remittance were found to happened through challan, ATPBS cases.</p>
		What to do:	<p>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 not exceeding Rs.5 lakhs per annum i.e. Rs.41660/- per month while passing the salary bills especially ATBPS bills.</p>
		Reference:	<p>AG, Chennai Letter No. PAG (A&E)/FMI/I/Taxable-GPF/233/50663, Dated 18.03.2024.</p>
6.	Kalanjiyam Solution Team (KST) -Ticket handling by L1 Support Staff	Issue:	<p>The training has already been given to L1 Support staff to handle the tickets raised by the DDOs. The ticket status report shows that delay in closing of the tickets in some of the districts resulted in pending of tickets for more than 3 days.</p>
		What to do:	<p>PAOs/TOs are requested to monitor the status of the tickets raised by the DDOs and coordinate with the Wipro Team for the closure of the tickets.</p> <p>The PAOs and TOs are also requested to get the feedback from the DDOs to improve the system</p>

		functions and for closing of tickets early.
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		The daily ticket status report is being forwarded to all the Regional Joint Director of Treasuries and Accounts from CTA. Hence the RJDs are requested to monitor the daily closing of tickets duly getting the status report from the Treasury.
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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. Instruct the DDOs to update all the Leave Balances as per physical SR in eSR in 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.
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 OPPAS and OCPS only.

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.

S NAGARAJAN IAS

**Commissioner of Treasuries and
Accounts(FAC)**

Encl: As above

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

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28/9/2024
Chief Accounts Officer(e-Team)

23/9/24