

TREASURIES AND ACCOUNTS DEPARTMENT

From Thiru.S.Nagarajan, IAS., Commissioner of Treasuries and Accounts No.571, 3rd Floor Perasiriyar K. Anbazhagan Maligai Anna Salai, Nanadanam, Chennai-35.	To All Pay and Accounts Officers All Treasury Officers All Sub Pay and Accounts Officers
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Rc.No.CTA/292/IFHRMS/2023,

Dated 03-10-2024

Sir/Madam,

Sub: KALANJIYAM-Recent updates and re-orientation points in
Kalanjiyam- Advisory No.13/2024 - 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.	Online Pension and Provident Fund Authorization System (OPPAS)- Family Pension Proposal.	Issue:	Like the Superannuation cases, the Online Pension and Provident Fund Authorization System (OPPAS) has been enabled to send the Family Pension proposal (Form-17) to employees who died while in service.
		What to do.:	<p>The Pay and Accounts Officers/Treasury Officers are requested to sensitize the DDOs to send the Family Pension proposal for the employees deceased while in service through OPPAS.</p> <p>The DDOs have to ensure the following to be uploaded while sending the Family Pension proposal.</p> <ol style="list-style-type: none">1. System Generated Form – 17.2. System Generated Acknowledgement Slip to be pasted in the physical SR.3. Death Certificate4. Legal heir Certificate5. Nomination for LTA, DCRG and GPF Final payment. <p>The above copies have to be submitted to the Office of the Accountant General along with the physical SR.</p>

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2.	Online Pension and Provident Fund Authorisation System (OPPAS) - Capturing of Joint photo, Specimen Signature of the employee, Specimen Signature of the Witnesses and Spouse Signature.	Issue:	The Online Pension and Provident Fund Authorization System have already been implemented and the AG issues online authorization as outbound data based on the data provided by the DDOs. Previously the Joint photo, Employee Signature, Witness Signature and Spouse signature will be affixed in the hard copy of the Form-5 and forwarded to the Accountant General after scanning the same. Now provision is enabled in the system to upload the above details in Form-5.
		What to do:	The Pension forwarding authorities have to utilize this option for uploading the following documents for generating the Pension proposal forms affixed with such details. 1. Joint Photo (JPG/JPEG) Specimen Signature of the employee (JPG/JPEG). 2. Specimen Signature of the witness 1 (JPG/JPEG). 3. Specimen Signature of the witness 2 (JPG/JPEG). 4. Spouse Signature. (JPG/JPEG) 5. (File size maximum 1 MB per document)
		Path:	----

2. Re-orientation Points:

SI.No.	Module and Sub Module		Details
1.	Kalanjiyam Mobile Application- Festival Advance	Issue:	Kalanjiyam Mobile App has been launched with the facilities to apply leave, GPF Advance, Festival Advance, Update and view profile etc., by the employees. Instructions were issued to the major HODs to sensitize the DDOs to encourage the employees to apply Festival Advance through Mobile Application. WebAdi option has also been given to the DDOs to sanction the Festival Advance after the request received from the employees through Self Service or Mobile Application.

		What do:	<p>to The DDOs have to</p> <ol style="list-style-type: none"> 1. Complete the preparatory activity (one time) 2. Download FA Web Adi 3. Web Adi will list all employees with the mode of request (Employee Self Service or Mobile App) 4. Process flag set to Yes by Default. 5. Update the details with manual request received if any and upload the Web Adi. 6. Process the sanction entry based on HOA/Bill group wise. 7. Upon approval, the Sanction order (Pdf) will be generated by the system. The same can be downloaded for records.
2.	NPS-Adjustment of Employer Contribution	<p>Issue:</p> <p>The DDOs are repeatedly informing that they are unable to prepare the NPS-Employer contribution adjustment bill separately after the payment of the salary bill of the officer without NPS adjustment bill and the system requires budget for preparation of the NPS employer contribution adjustment bill.</p> <p>What to do:</p> <p>Drawing and Disbursing Officers: Prepare NPS-Employer Contribution adjustment bill along with the salary bill and forward both the bills to Treasury for payment. Do not present the salary bill alone without the adjustment bill.</p> <p>PAOs/TOs: Do not admit the salary bill of the Officers without the NPS Employer contribution adjustment bill and inform the DDOs to present both the bills for payment.</p>	
3.	Dearness Allowance to Other Government Pensioners	<p>Issue:</p> <p>Repeated tickets are being raised by the Treasury Officers/Assistant Treasury Officers to update/correct the rate of Dearness Allowance sanctioned to the Pensioners of the Other Governments.</p> <p>What to do:</p> <p>Previously option has been enabled to change the element manually. Now the rates of Dearness Allowance will be updated in the software. Therefore the Treasury Officers and Assistant Treasury Officers are requested to check and update the Pay Commission (6th or 7th) in which the Pension was sanctioned and also</p>	

			check the Pension amount in the Pensioner Profile.
4.	Temporary Advance Bills drawn for various purpose (57A)	Issue:	Requests are being received from various DDOs to change the bill type to Advance mode which was erroneously drawn as Contingent bill so as to adjust the advance amount. In this connection instructions were issued to DDOs and Pay and Accounts Officers and Treasury Officers to take care while preparing the bill and while passing the bill.
		What to do:	<p>Drawing and Disbursing Officers: To take adequate care while preparing the bills drawn under the Temporary Advance (Article 99 and TNTC 57A).</p> <p>PAOs/TOs: To scrutinize the bills thoroughly before making the payment and inform the DDOs that request for change of bill type will not be entertained after passing the bills.</p>

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.

Encl.: as above

S NAGARAJAN IAS

Commissioner of Treasuries and Accounts(FAC)

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. Personal Assistant (Admin) ,(TC)
4. Department of Finance, IFHRMS, T&A-III
5. M/s Wipro Limited. (For uploading in portal).

//Forwarded by order//


Accounts officer(e-Team)


17.10.24