

TREASURIES AND ACCOUNTS DEPARTMENT

From
Commissioner of Treasuries and Accounts,
Officers,
No.571, 3rd Floor,
Perasiriyar K. Anbazhagan Maligai,
Officers
Anna Salai, Nanadanam, Chennai-35.

To
All Pay and Accounts

All Treasury Officers,
All Sub Pay and Accounts

Rc.No.CTA/292/IFHRMS/2023, Dated 11-11-2024**Sir/Madam,**

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

Advisory No.14/2024 - communicated-Regarding.

Ref: e-Mail dated 28.10.2024 received from System Integrator M/s
Wipro Ltd.

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 Profile	Issue:	A provision has been enabled in the HR Module to attach mandatory documents such as TNPSC allotment order, HOD appointment order, Fitness Certificate issued by the Medical officer etc. for the newly joined employees in the employee profile.
		What to do.:	The Pay and Accounts Officers/Treasury Officers are requested to inform the DDOs under their control to attach the mandatory documents of the newly joined employees such as TNPSC allotment order, HOD appointment order, Fitness Certificate issued by the Medical officer etc. while updating the entries in the employee profile.
		Path:	----
2.	Pension- Verification of the death intimation of the pensioners.	Issue:	The death intimation of the pensioner are being received from the legal heir of the pensioners for stoppage of the pension by the Treasury Officers/Assistant Treasury Officers. Sometime the death intimation received belatedly from the legal heir

		of the pensioners which causes accumulation of the monthly pension in the bank account of the pensioner and delay in getting back the undrawn pension from the bank. Also delay in sanction of LTA and Family Pension due to these reasons.
		What to do: Now a report has been enabled in the system based on the CRS data from TNeGA regarding the Death intimation validated with aadhar number of the pensioners. This report will be generated every night based on the data provided by the TNeGA. The Treasury Officers and Assistant Treasury Officers are requested to verify the death of the pensioners. After ensuring the correctness of the death intimation further action may be taken.
		Path: -----

2. Re-orientation Points:

Sl.No.	Module and Sub Module		Details
1.	Deposit-remittance of Deposit amount through e-Challan.	Issue:	It is seen that repeated tickets are being received from the Administrators to change/update the Deposit Account Number in the e-challan for the remittance made for the Deposit Amount. Due to remittance of e-challan without Deposit Account number or wrong Deposit Account Number causes omission of receipt entry in the TA-22 Register and showing minus figure in the available balance.
		What to do:	The Pay and Accounts Officers/Treasury Officers are requested to instruct the Deposit Administrator having the Deposit Account in their PAO/Treasury to update the correct Deposit Account Number while creating the e-challan for the remittance of the Deposit Amount so as to avoid the omission in the receipt entry in TA-22 register.
2.	Deposit Module- Payment Advice	Issue:	The Deposit Administrators issuing the payment advice for making payment to the beneficiaries from the Deposit Account and processed in

			<p>the Treasuries for inclusion of the Payment Batch. It is seen that the Payment Advice are being received from the Deposit Administrator without any authentication for making payment. In some instance the Payment Advice are being issued without the knowledge of the Deposit Administrator for making payment to the beneficiaries which leads misappropriation of Government money.</p>
		<p>What to do:</p>	<p>Deposit Administrators: While sending the payment advice to the Pay and Accounts Officer/Treasury Officer/Assistant Treasury Officers the hard copy of the Payment Advice may be authenticated and send it to the concerned PAO/Treasury.</p> <p>PAOs/TOs: Instruct the Deposit Administrators to send the hard copy of the Payment Advice with Signature and Seal and process the Payment Advice for inclusion of payment batch to avoid any misappropriation.</p>
3.	HR Module- Annual Increment	<p>Issue:</p>	<p>It is seen that repeated tickets are being received from the Drawing and Disbursing Officers for not showing the employee name in the Annual Increment Programme Report.</p>
		<p>What to do:</p>	<p>The Pay and Accounts Officers/Treasury Officers are requested to instruct the DDOs to verify the following steps before sanction of Annual Increment.</p> <p>I. 1. Next Increment Date 2. Employee pay level 3. Assignment Status. 4. Check the stop</p> <p>II. Check Stop Salary Increment Entry.</p>
		<p>Path for I.</p>	<p>Human Resources>GTN Report Viewer>Employee List view Detail Report.</p>
		<p>Path for II.</p>	<p>Human Resources>GTN Pay Service>Stop Salary Increment.</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.

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Commissioner of Treasuries and Accounts

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 //

Chief Accounts Officer (e-team)

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11.11.24

11.11.2024