From
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

### Rc.No.CTA/292/IFHRMS/2023, Dated     .12.2024

**Sir/Madam,**

Sub:  KALANJIYAM-Recent updates and re-orientation points in Kalanjiyam-
**Advisory No.16/2024** - communicated-Regarding.

Ref:  e-Mail dated 10.12.2024 and 20.12.2024 received from System Integrator
M/s Wipro Ltd.

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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. | HR Module-Automatic generation of Leave sanction proceedings | **Issue:** | To update the leave details of the employees in Kalanjiyam, all HR related entries are being recorded by the initiator and the leave sanction proceeding submitted to verifier as hardcopy of the file for the sanction of all kinds of leave to the individual and sometimes delay in claiming the salary for want of leave sanction. |
| | | **Updates:** | Now provision has been enabled in the portal to generate the leave sanction proceedings to all kinds of leave such as Earned Leave, UEL on MC, UEL on PA etc. after approval of the leave sanction proceeding by the approver. <br> The steps involved in the automatic generation of leave sanction proceedings: <br> a) Employee applies leave in Mobile App (Leave other than CL/CH/RH) <br> b) Permission to go approval can be given in Mobile App itself by the appropriate authority. <br> c) **Leave Applied in Advance:**The leave sanction proceedings can be processed by the initiator in the portal verifying the notification for the leave applied in advance for approval along with the details of the employee placed additional charge to hold the post till the employee joins the duty after making relevant entries in the HR. |

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| | | | d) **Leave Applied after Joining**: The leave sanction proceedings can also be processed after joining/reporting by the employee and apply for the leave already availed by the initiator.<br>e) The system will generate the leave sanction proceeding upon approval of the leave by the approver. |
| | | **Path:** | Login->Human Resources->Leave process-> Proceeding order |
| 2. | GPF Advances- Sanction order | **Issue:** | While sanction of GPF Temporary Advance applied by the employees, all the entries for sanction of Temporary Advance are being recorded by the initiator and the sanction proceeding submitted to verifier as hardcopy of the file for the sanction. This process results delay in claiming the advance amount. |
| | | **Update:** | Now provision is enabled in the portal to generate the sanction order for the sanction of General Provident Fund Temporary Advance after approval of the sanction proceedings by the approver. |
| | | **Path:** | Login->Advances->GPF Temporary Advance-> proceeding order |
| 3. | AG Authorization- Return of authorization for re-validation and for issue of erratum. | **Issue:** | The Accountant General issues e-Authorization as out bound data for making payment of DCRG and GPF to the retired employees. When the validity of the authorization expires and for issue of erratum for any corrections in the authorization, the request are being sent to Accountant General with required certificates through e-Mail or Post by the Pay and Accounts Officers/Treasury Officers. This process causes delay in issue of erratum / revalidation of authorization by Accountant General and also delay in making payment of the pension benefits to the pensioners. |
| | | **Update:** | A provision has been enabled in the Kalanjiyam Portal for returning the e-Authorization to the Accountant General through system itself for revalidation and for issue of erratum for any correction in the authorization. This will helps the pensioners to get their benefits in time without any delay. |
| | | **Path:** | Login->Other Application-> DCRG Authorization-> Action->Erratum/Return-> Return for AG authorization. (SOP also enclosed) |

## 2. Re-orientation Points:

| Sl.No. | Module and Sub Module | | Details |
|---|---|---|---|
| 1. | Employee Self Service-Festival Advance request. | **Issue:** | Provision has been enabled in the Portal/Mobile App to give request for sanction of Festival Advance before one month from the date of Festival. Tickets are being raised by the user to rectify the error "already applied" while submitting the request for sanction of Festival Advance. |
| | | **What to do:** | 1. The user needs to check the old request bill generated or not. 2. If the bill is not generated, the user has to raise a ticket to delete the previous request. One the previous request deleted, the user can apply for new Festival Advance. |
| | | **Path:** | Employee Self Service->Festival Advance request (Application/Mobile App) |
| 2. | Employee Self Service-Mobile Application-Leave Request | **Issue:** | Many employees are not using the Mobile App to make leave requests as the "Leave Balances" are not correct. |
| | | **What to do:** | 1. Casual Leave:<br>As the new calendar year is commencing from 01.01.2025, all employees may be advised to apply "Casual Leave" through Mobile App, so as to have track the leave record from beginning.<br>2. Other Leaves:<br>The leave balances as on date to be updated by the admin officials immediately.<br>3. Leave Sanction Orders:<br>All sanction orders of all leave types are to be generated from the Portal only. |
| | | **Path:** | Leave Balance Update: HRMS->Leave Process->Leave balance web ADI<br>Leave Sanction Order: HRMS-> Leave process->proceeding order |
| 3. | HRMS-Updation of Transit period. | **Issue:** | Tickets are being raised by the users to rectify the transit period entries to claim the Transit period salary of the transferred employee. The user is not updating the transit period entries such as without prefix and suffix date, leave start date and end date etc. in the HRMS which results unable to claim the transit period salary. |
| | | **What to do:** | If Transit period selected as "Yes"<br>1.Update the Transit period start date and End date with prefix and suffix. |

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| | | | 2. For leave, update the Leave Start date and End date. |
| | | | 3. If the dates updated in Leave, respective leave entries to be updated in the HR-> Leave process->Leave creation and Leave reporting and sanctioning entry. |
| | | **Path:** | Login->HRMS-> Transfer & Postings->Transfer/promotion/Department transfer/Relief from transfer->Transit period pay entry. |
| 4. | Alteration Memorandum | **Issue:** | Provision is available in Kalanjiyam to propose Alteration Memorandum for correcting the mis-classification of accounts. Instruction were already issued that the Alteration Memorandum has to be approved by Treasury Officer not by the ATOs of Sub Treasuries |
| | | **What to do :** | All the Treasury Officers are requested to approve the Alteration Memorandum proposed by the DDOs of the Sub Treasuries instead of Assistant Treasury Officer duly verifying the records for any mis-classification of accounts. |
| | | **Path:** | ---- |
| 5. | Scanner for attachment of mandatory documents with salary and Non salary bills. | **Issue:** | A new auditing tool Digital Audit and Accounting system (DAAS) has been developed for AG to audit all the vouchers and sub-vouchers online. This tool enables to view the vouchers, schedule, proceedings and Digital signature online and eliminates the submission of physical voucher to AG in future. In this connection Instructions were already issued to the DDOs to ensure 100% attachments of all mandatory documents in respect of salary and non-salary bills in PDF not exceeding the maximum size of 1 MB for a single scanning documents. It is seen that some of the DDOs are not having Scanner in their office and failed to attach the mandatory documents with the soft and hard copy of the salary and non-salary bills. |
| | | **What to do:** | The Pay and Accounts Officers and Treasury Officer are requested to instruct the Drawing and Disbursing Officers to ensure the availability of the Scanner in their office so as to enable them to scan and attach the mandatory documents with the soft and hard copy of the salary and non-salary bills. |

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.

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

3. Instruct the DDOs to cleanse the Approval Group, DDO Master Details, Employee Master Details and leave balances of their employees.

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.

**"Wishing you all a very happy New Year 2025".**

Sd/-

**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//

Accounts Officer(e-team)