

## TREASURIES AND ACCOUNTS DEPARTMENT

From  
Commissioner of Treasuries and Accounts,  
No.571, 3<sup>rd</sup> 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 .01.2025**

Sir/Madam,

Sub: KALANJIYAM-Recent updates and re-orientation points in Kalanjiyam-  
**Advisory No.01/2025 (17-2024)** - communicated-Regarding.

Ref: e-Mail dated 21.01.2025 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-Auto Generation of both IFHRMS ID and CPS ID in one process.	<b><u>Issue:</u></b>	The employee details are being updated twice and delays the process of creation of IFHRMS ID and CPS number. The employee details are being updated in the Employee Profile for the newly joining employee for creation of IFHRMS ID. This apart, S1 Form is being obtained and processed for obtaining the Contributory Pension Scheme number.
		<b><u>Updates:</u></b>	Now provision has been enabled in the portal to generate both employee IFHRMS ID and CPS ID in single process. The system will auto generate both the IDs after updation of the employees details in HR.
		<b><u>Path:</u></b>	<b>For Employee ID and CPS Number creation:</b> Login->HR ->Employee Profile-> create new employee <b>For CPS allotment copy:</b> Login-> HR-> Scheme-> New Contributory Pension Scheme-> Report-CPS allotment copy.
2.	GPF Advances-Auto Generation of sanction order for Part Final Withdrawal as like Temporary Advance Sanction order.	<b><u>Issue:</u></b>	While sanction of GPF Part Final Withdrawal applied by the employees, all the entries for sanction of GPF Part Final Withdrawal are being recorded in Kalanjiyam upon the sanction being done manually. This process duplicates the work results in delay.
		<b><u>Update:</u></b>	Now similar to Temporary Advance sanction order, a provision is enabled in the portal to

			process the request given by the employees (either through Mobile App or manual) and to sanction the same. Upon the sanction given by the approver, the sanction order can be generated from the system and the same will also be updated in the relevant HR Module.
		<b><u>Path:</u></b>	Login->Advances->GPF PFW-> proceeding order

## **2. Re-orientation Points:**

Sl.No.	Module and Sub Module		Details
1.	Pension-Non Muster cases-payment of pension after Mustering.	<b><u>Issue:</u></b>	It is seen that some of the Treasuries are using the Retro option for calculation of Pension arrear after completion of Pension run on daily basis for Non Mustered pensioner who turned up for Mustering after the due date. The Pensioners unable to get the Pension slip or Pension drawn particulars for the pension arrears drawn through Retro option.
		<b><u>What to do:</u></b>	The Treasury Officers are requested to use the "Calculate Arrear option" for the disbursement of Pension arrears for the Pensioners mustered after the due date.
		<b><u>Path:</u></b>	----
2.	Payroll / Bills -Use of Digital Signature Certificate properly	<b><u>Issue:</u></b>	The Accountant General, Chennai has pointed out that the Digital Signature Certificate of the DDOs who was on Extra Ordinary Leave was used to present the Salary bills. This indicates a possible compromise at the user level on the usage of Digital Signature.
		<b><u>What to do:</u></b>	The Pay and Accounts Officers/Treasury Officers are requested to instruct the DDOs not to use the Digital Signature Certificate during their absence from duty like JEOL for presenting the bills to the Treasuries. Necessary alternative arrangements are to be made in advance.
		<b><u>Ref:</u></b>	Accountant General, Chennai Letter No.PAG (Audit-I)/FINAT/8-47A (IFHRMS) / 2024-25/41, Dated 08.01.2025.
3.	Stamp Module-Generation of Indent through Kalanjiyam	<b><u>Issue:</u></b>	Tickets are being raised by the users to rectify the issues while creating the e-Challan for the purchase of the stamps by the Stamp Vendors. It is seen that the Stamp Vendors are not creating the Stamp Indent through system and



			not creating the e-Challan after the Indent generation through system.
		<b><u>What to do:</u></b>	The Treasury Officers are requested to instruct all the Stamp Vendors 1. To create the Stamp Indent through System only. 2. To create the e-Challan after the Indent generation through system.
		<b><u>Ref:</u></b>	ASS's Letter No.Rc.0584/S5/2023, Dated 23.01.2025
4.	Alteration Memorandum	<b><u>Issue:</u></b>	Provision is available in Kalanjiyam to propose Alteration Memorandum for correcting the mis-classification of accounts. If any mis-classification found in e-Challan remitted for Deposit, the Alteration Memorandum has to be proposed only in Deposit Module not in the monthly accounts for e-Challan. Due to proposing the AM in monthly accounts for e-Challan remitted for Deposit, it will not effect in the TA 22 Register and not shows the correct balance
		<b><u>What to do :</u></b>	All the PAOs/TOs are requested to instruct the users to propose the Alteration Memorandum for any mis-classification in the Deposit Head of Account remitted through e-Challan in the Deposit Module only not in the monthly Accounts for e-Challan.
		<b><u>Path:</u></b>	----
5.	Finance – Payroll-NSD – Professional Tax	<b><u>Issue:</u></b>	It is seen that the remittance towards the Professional Tax (Non Statutory Deduction) to the ULBs are returning as e-Payment Return for want of correct Bank details.
		<b><u>What to do:</u></b>	The Drawing and Disbursing Officers to verify the bank details of the Professional Tax such as IFSC code, Account Number etc. before processing the salary bills itself.
6	Finance-Payroll-Creation of DDO code in DDO creation master	<b><u>Issue:</u></b>	Tickets are being raised by the various offices for creation of DDO code in IFHRMS so as to draw the bills at Treasury.
		<b><u>What to do:</u></b>	As directed by the CTA in the reference given the users have to send application in the format prescribed to the Commissioner of Treasuries and Accounts, Chennai for creation of DDO code in IFHRMS and not to raise ticket for the creation of DDO Code

		<b>Ref:</b>	CTA e-Mail dated 29.11.2024 addressed to all Treasury Officers.
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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, e-Mail etc.)
2. Similarly the same has to be shared with **all Drawing and Disbursing Officers and aided institutions** by possible modes of communication (letters, e-Mail 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. **All Regional Joint Directors** are requested to ensure proper communication to all stakeholders and conduct of monthly meetings at all Treasury offices.

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//

  
13.2.2025  
Chief Accounts Officer (e-team)

  
13/2/25