TREASURIES AND ACCOUNTS DEPARTMENT

From

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

To

All RJDs, Pay and Accounts

All Treasury Officers,
All Sub Pay and Accounts

Rc.No.CTA/292/IFHRMS/2023, Dated: .02.2025

Sir/Madam,

 Sub: KALANJIYAM-Recent updates and re-orientation points in
Kalanjiyam-
 Advisory No.02/2025 (18-2024) - Communicated-
Regarding.

 Ref: e-Mail dated 21.02.2025 and 25.02.2025 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.	Auto Arrear Calculation for Salary and Pension	**Issue:**	Any arrear bills pertaining to the employees and pensioners are being prepared in Retro option by attaching the arrear calculation sheet with the bill for payment.
		Updates:	A new provision will be enabled in the portal for auto generation of all types of arrear calculation for both Pension and Salary with effect from 01.03.2025 and 01.04.2025 respectively (cutoff date). The DDOs can generate the arrear bills as detailed below: 1. The arrear bills pertaining to period prior to the cutoff date o n l y can be generated in Retro option. For the arrear bills pertaining to the period from the cut off date and thereafter, the retro option will be disabled. 2. The Auto arrear bills can be generated in the system for all types of arrears along with the necessary working sheets.

		Path:	---

2. Re-orientation Points:

	Sl.No.	Module and Sub Module		Details
	1.	Pension-proposal through Online Pension and Provident fund Authorisation System (OPPAS)	**Issue:**	It is seen from the MIS report of the OPPAS that most of the Departments are sending the pension proposal of their employees through Off line mode only instead of OPPAS. The Accountant General has also pointed out that nearly 80% of the pension proposal of the retired employees are being received from the Department through offline mode. The AG also informed the Government to instruct all the HODs to forward all the pension proposals online through OPPAS with effect from 01.01.2025. The Government have instructed the HODs to send the pension proposals of their employees online through OPPAS.
			What to do:	As ordered by the Government, the DDOs may be instructed to send all the pension proposal of the employees through OPPAS so that the employee will get his pension benefits without any delay.
			Ref:	AG DO Letter No. PAG/(A&E)/Pen.30/IFHRMS/2024-25/36294, Dated 04.12.2024. Government Letter No.2241/FS/T/T&AIII)/2024, Finance (T&A-III) Department, Dated 12.12.2024.
	2.	OPPAS-Mapping of employee ID	**Issue:**	It is seen from the MIS report of the OPPAS, there is difference in employee count with that of e-Authorization issued by the Accountant General. This is due to Employee Number not Mapped with AG Authorizations which are

					not included in OPPAS MIS Report.
			What to do:		The Treasury users have to update the Employee Number for the Employee Not mapped in DCRG Authorizations (Regular & Family) and GPF Authorizations (Regular & Family) in respective Kalanjiyam Portal Pages on daily basis for newly received e-Authorizations from Accountant General. The Pay and Accounts Officers and Treasury Officers are requested to ensure the daily updation of Employee Number for the employee not mapped in the AG authorizations. *The DDO may be sensitized to incorporate the employee id in the Physical SR while sending the pension proposals*
			Path:		**1. DCRG Authorisation Regular:** Kalanjiyam Home --> Other Applications --> DCRG Authorisation --> Employee ID NULL tab. **2. DCRG Authorisation Family:** Kalanjiyam Home --> Other Applications --> DCRG Authorisation --> Employee ID NULL (Family) tab. **3. GPF Authorisation Regular:** Kalanjiyam Home --> Other Applications --> GPF Authorisation --> Employee ID NULL tab. **4. GPF Authorisation Family:** Kalanjiyam Home --> Other Applications --> GPF Authorisation --> Employee ID NULL (Family) tab.
	3.	HRMS - OPPAS-Pension and GPF Proposal (Combined Proposal)	**Issue:**		The Pension and GPF proposal (Combined Proposal) of the employees are being forwarded to the Accountant General, through Online Pension and Provident fund authorization system (OPPAS) for authorizing the pensionary benefits. But while preparing the proposal through OPPAS, the Debit & Credit details not shown in GPF proposal form and the user is raising ticket for the same.
			What to		The user has to update the pension

			do:	proposal initiation entry and then generate the GPF proposal form for the retired employees. (except deputation on foreign service employees). This will avoid delay in sending the pension proposal and raising of unnecessary tickets.
			Path:	Human Resource-> Pre-Retirement -> Pre-Retirement -> Pension Proposal Initiation Entry
	4.	HR-Refresh ID option available to DDOs	**Issue:**	On transfer of employee from one station to another station, the employee ID has to be transferred to the new station after making necessary transfer entries in HR so as to get the salary in the new station. But the user is raising the tickets that the employee ID is not showing in the new station even after the transfer entries updated in the old station.
			What to do:	The option is available to the Drawing and Disbursing Officers (DDOs) itself to refresh the ID of the employee and the employee will appear after refreshing the ID by the DDO initiator. This will avoid raising unnecessary ticket in this regard.
			Path:	Login->eServices->HR->GTN Functional Administration->Report->Type Employee ID->Submit-> monitor request action.
	5.	HR-Updation of employee status	**Issue:**	The repeated tickets are being received from the users to update the leave balance of the employees especially for Earned Leave. The system will calculate the leave balance based on the employee's status i.e. Probationer or Approved Probationer. Due to non updation of the employee status the system will show the incorrect leave balance of the employees.
			What to do :	The Drawing and Disbursing Officers (DDOs) have (i) check the status of the employee in Employee Profile (ii) If required, update the status of the employee i.e. Probationer / Approved

				Probationer by making relevant entry in the system based on the entries available in Physical SR so that the system will calculate all type of leave balance and show the correct leave balances.
			Path:	Login->eServices->HR->Employee Profile->Regularisation and Probhation
	6.	Deletion of elements in payroll	**Issue:**	Tickets are being raised by the users to correct / delete the entries erroneously made by the initiator in HR, Payroll etc. This results delay in processing the pay bill till the entries corrected or deleted by the System Integrator.
			What to do:	The Drawing and Disbursing Officers (DDOs) to make the entries correctly in the Initiator level. The verifier has to verify each and every entries before sending it to the approver level and the approver also check the entries before approval so as to avoid raising of unnecessary tickets to correction/deletion of entries.
			Ref:	----

All RJDs, 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.

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Director 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 DTA.
3. Department of Finance, IFHRMS, T&A-III
4. M/s Wipro Limited. (For uploading in portal)

//Forwarded by Order//

04.3.2025

chief **Accounts Officer(e-Team)**

4/3/2025