

TREASURIES AND ACCOUNTS DEPARTMENT

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

To
All Pay and Accounts Officers,
All Treasury Officers,
All Sub Pay and Accounts
Officers

Rc.No.CTA/292/IFHRMS/2023, Dated:15-04-2025

Sir/Madam,

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

Advisory No.03/2025 (19-2024) - communicated-Regarding.

Ref: e-Mail dated 28.03.2025 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.	TANGEDCO-Integration Payment of EB Charges.	<u>Issue:</u>	The DDOs are initially parking the EB charges payable to TANGEDCO in their Savings bank account and making the payment to TANGEDCO through cheque or DD. This will result in delay in payment of EB charges and leads to levy of belated payment charges.
		<u>Updates:</u>	A new provision has been enabled in the portal for the payment of EB charges directly to the single default account of the TANGEDCO after fetching the demand for the EB charges. This was already implemented in Erode, Theni, Mayiladuthurai and Ranipet district and it is proposed to implement in the remaining districts with effect from 01.04.2025. In this connection, please ensure that the DDOs have

			<p>completed the following</p> <ol style="list-style-type: none"> 1. Finalization of the EB Connection Master Data before 31.03.2025 2. Processing the pending bills before 31.03.2025. 3. Reimburse the paid by me bills to the payees before 31.03.2025.
		<u>Path:</u>	---
2.	BSNL-Integration of Payment Telephone Charges	<u>Issue:</u>	The DDOs are initially parking the Telephone charges payable to BSNL in their Savings bank account and making the payment to BSNL through cheque or DD. This will resulted in delay in payment of Telephone charges and leads to levy of late fee.
		<u>Updates:</u>	A new provision has been enabled in the portal for the payment of Telephone charges to the respective account number of the consumer's Telephone connection. Initially it was implemented in offices of T&A department. In this connection the TOs/PAOs have to advice the DDOs to update their telephone master details with effect from 01.04.2025.
		<u>Path:</u>	----
3.	Auto Arrear Calculation for Salary and Pension	<u>Issue:</u>	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.
		<u>Updates:</u>	<p>A new provision will be enabled in the portal for auto generation of all types of arrear calculation for both Salary and Pension with effect from 01.03.2025 and 01.04.2025 respectively (cutoff date). The DDOs can generate the arrear bills as detailed below:</p> <ol style="list-style-type: none"> 1. The arrear bills can be generated in Retro option upto the period of

		cutoff date. Thereafter the retro option will be disabled. 2. The Auto arrear bills can be generated in the system for all types of arrears.
	Path:	---

2. Re-orientation Points:

Sl.No.	Module and Sub Module		Details
1.	Temporary Advance Bills drawn for various purpose (57A)	<u>Issue:</u>	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.
		<u>What to do:</u>	<u>Drawing and Disbursing Officers:</u> To take adequate care while preparing the bills drawn under the Temporary Advance (Article 99 and TNC 57A). <u>PAOs/TOs:</u> 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.
2.	Correction of DDO code in e-Challan-Deposit Remittance	<u>Issue:</u>	Many tickets are being raised from the Drawing and Disbursing Officers to correct the DDO code in the e-challan which was erroneously entered while remitting the Deposit amount through e-Challan.

		<p><u>Updates:</u></p> <p>Provision has already been given at the Pay and Accounts Officers and Treasury Officers for correcting the DDO code in the Deposit remittance e-Challan in Kalanjiyam. Therefore all the Pay and Accounts Officers and Treasury Officers are requested to correct the DDO code in the Deposit e-Challans and when the request received from the DDOs after ensuring the correctness in all aspects before changing the DDO Code.</p>
		<p><u>Path:</u></p> <p>Login-e-Services-Finance-Adjustment/AM-Other DDO-Adj.Type-Source-Period name-Reference No.-Select Challan-Accounting entries-Select DDO code/Account code-Approve in three levels.</p>
3.	House Building Advance - Process through Kalanjiyam	<p><u>Issue:</u></p> <p>At present the House building Advance application is being processed manually for scrutinizing, forwarding of application to collector etc. by the Drawing and Disbursing Officers. Similarly assigning of seniority number for House Building Advance application, issue of formal sanction and release order are done manually at Collectorate, which are hindering the speedy disposal of the House Building Advance.</p> <p><u>Updates:</u></p> <p>Now a Centralized House Building Advance budget distribution process to be implemented with effect from 01.04.2025. The processes from the initiation of request by employees for the sanction of House Building</p>

			Advance, Assigning of seniority number, Sanction and disbursement of advance to the employee on the basis centralized budget approach are covered in the updated HBA Module. The DDO may be informed to process the House Building Advance application received from the employees through Kalanjiyam.
4.	Finance – Payroll-Salary Plus and Minus Report	<p><u>Issue:</u></p> <p>After payroll run, the Drawing and Disbursing Officers are unable to verify the salary claims of the employees comparatively with previous and present month which result irregular and excess claim of the salary.</p> <p><u>Update:</u></p> <p>A new provision has been enabled in the portal for auto generation of Bill Group Wise Employee Plus and Minus Report to verify the salary claims of the employees by the DDOs. The DDOs can view or download the bill group wise plus and minus employee salary report.</p> <p><u>Path:</u></p> <p>Finance->Payroll->Reports->Employee plus or Minus Bill Group Wise Report.</p>	
5.	Employee Bank Account update	<p><u>Issue:</u></p> <p>It is seen that the bank accounts are getting frequently changed with or without the knowledge of the DDOs which resulted in fraudulent transactions/defalcation.</p>	
		<p><u>Update:</u></p> <p>To ensure secured transaction, a provision has already been enabled in the system at Treasury/PAO levels for approving the modification of the bank details which are created by the DDOs.</p> <p>To simplify the process of</p>	

			approving the modification of the bank details, provision has now been enabled in the system for one level approval by the DDOs in case of modification of the bank details. The PAOs and TOs are requested to inform the DDOs accordingly.
		<u>Path:</u>	Portal->Login-> HRMS-> Employee Profile.
6.	Option for OPPAS, eSR (Part-I) to aided institutions "Sanctioners"	<u>Issue:</u>	The Correspondent/Secretary of the Aided Institutions have requested to give option to the "Sanctioners" to verify the eSR (Part-I), OPPAS proposals etc.
		<u>Update:</u>	As requested by the Correspondent/Secretary of the Aided Institutions, option is now enabled to all "Sanctioners" of the Aided institutions to verify the eSR (Part-I), OPPAS proposals etc. with effect from 01.04.2025. The PAOs and TOs are requested to inform the Correspondent / Secretary of the Aided Institutions through DEO/BEO regarding the option enabled to the "Sanctioner" of the aided institutions.
		<u>Path:</u>	----
7.	Employees & Pensioners data for cleansing GBM	<u>Issue:</u>	Global Beneficiary Master (GBM) is an initiative by the Government aimed at categorizing and maintaining a centralized database of all who receives payment from the Government Treasury. It is seen from the employees and pensioner data shared by the SI and found that there are duplicate GPF/CPS number, Bank Details, Aadhar, PAN etc. both for employees and pensioners. Hence, it is mandatory to cleanse the data of the employees and pensioners so as to generate the GBM ID for making all the payments henceforth.
			The PAOs and TOs have to

		Update:	sensitize the DDOs to cleanse the data of the employees immediately. The Pension Pay Officer and the Treasury Offices are requested to cleanse the pensioner data.
		Path:	Portal->Login->eServices (HR & Fin.)-> Home (HR)-> Employee profile-> update Employees Bank details and Employee Basic details.

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.

Signed by

Charusree Thiagarajan

Date: 15-04-2025 16:46:23

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

//Forwarded by order//

Assistant Accounts officer(e-team)