

TREASURIES AND ACCOUNTS DEPARTMENT

From

Director 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:07-05-2025

Sir/Madam,

Sub: Kalanjiyam(IFHRMS 2.0)-Recent updates and re-orientation points in Kalanjiyam-**Advisory No.04/2025 (20/2024)** - communicated-Regarding.

Ref: E-Mail dated 24.04.2025 and 28.04.2025 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.	Pension-Annual Mustering	Issue:	In G.O.Ms.No.165, Finance (Pension) Department, Dated 31.05.2023, the Government has accorded permission to carry out the mustering process of the pensioners every year in the month in which the Pensioners have retired and the month following the month of retirement will be allowed as grace period for mustering. But it is ascertained that the system allows the pensioner to muster before or after the due month/grace period.
		Updates:	Now the process of Mustering has been updated both in Portal and Mobile Application as detailed below:

			<p>1. Pensioner shall muster only on or after the due month.</p> <p>2. The grace period of one month is allowed after the expiry of the due month.</p> <p>3. After the expiry of grace period, the pensioner can still attempt mustering but the request will be sent to the Treasury Officer for review/approval.</p>
		<u>Path:</u>	---
2.	Way and Means module-Finance concurrence for higher value of bills through system.	<u>Issue:</u>	<p>The Finance (Ways and Means) Department is monitoring the High Value expenditures regularly and fixing the limit on value of bills that are required concurrence from Finance Department before adding the bill payment batch. At present the high value bills details are sent to Finance (Ways and Means) Department manually through mail by all the PAOs in Chennai soliciting approval for inclusion in payment batch.</p>
		<u>Updates:</u>	<p>To avoid manual intervention in approval process, a new module has been developed for auto approval of high value bills in Kalanjiyam.</p> <p>In the new module, the high value bills will automatically be forwarded to the Finance (Ways and Means) Department for approval. Upon their consent, the bill will be available for assigning a batch by the Treasury.</p> <p>Now the new Ways and Means module has been implemented in all treasury locations as per Finance (W&M) Department Letter No.806/Finance (W&M-I)/2025, Dated</p>

			25.04.2025.
		Path:	-----
3.	Pension-Retirement order entry and Issue of NOC with recovery details through system.	Issue:	After retirement of employees, the DDOs are not updating the Retirement entries immediately. Further it is found that the NOC for the deduction to be made in the DCRG has also not been issued by the DDOs on time to the Treasury concerned to draw and disburse the DCRG amount to the pensioners. The delay in issue of NOC resulting in delay in disbursing the retirement benefits to the pensioners.
		Updates:	<p>To avoid delay in settling the retirement benefits to the pensioners, a new provision has been enabled in the portal to capture the NOC with recovery details to be deducted in the DCRG amount after updating the Retirement order entry.</p> <ol style="list-style-type: none"> 1. The beneficiary details or recovery add or edit option for DCRG/GPF bills is now disabled. 2. If there is any deductions to be made in the DCRG, the concerned DDO's needs to make a 'NO DUES' entry in HRMS. 3. Verify and Ensure that the bank details are correct and the No dues entry is completed. 4. On completion of the above by the DDOs, the Treasury will generate the bills in the portal page. <p>This will help the pensioners in getting the retirement benefits in time without delay.</p>
		Path:	HRMS --> Retirement benefits --> No Dues
4.	Global Beneficiary	Issue:	The Global Beneficiary Master is an

Master-Employee Data validation-Consent WebADI.	<p>initiative by the Government aimed at categorizing and maintaining a centralized data base of all individuals and entities who receive payment from the Government Treasury. While verifying the employee's basic details such as Name, Aadhar number, Bank Account, PAN etc., it is found that there is difference in details available in employees profile and Aadhar, PAN, Bank Account etc. (e.g. Name as per Employee Profile A.Sivaramankrishnan whereas the name found in the Aadhar as Anantharaman Sivaramakrishnan i.e. the name with initial expansion).</p>
<u>Updates:</u>	<p>A provision has already been enabled in the portal to correct the data of the employees and Pensioners through WebADI.</p> <p>Now a new WebADI is also given for providing the consent for the data of the employee such as Name, Aadhar number, PAN, Bank Details etc.</p> <p>The DDOs have to cleanse the data of the employees before implementation of the Global Beneficiary Master so as to generate the GBM ID.</p>
<u>Path:</u>	<p>1. Pensioner Profile updation: Login with Initiator --> Pension Manager-->GTN pensioner basic details webAdi.</p> <p>2. Employee Profile updation: Login with Initiator--> Human Resource-->Employee Profile-->Employee basic details update WebAdi.</p> <p>3.Consent WebADI: Login with Initiator -->HRMS--> GBM</p>

2. Re-orientation Points:

Sl.No.	Module and Sub Module		Details
1.	Human Resources-> Pay Services	Issue:	Repeated tickets are being received from the users that the employee not showing in the Annual Increment Program report, which results delay in the sanction of Annual Increment.
		What to do:	The Increment Sanctioning authority has to verify the following steps before sanction of Annual Increment. 1. Next Increment Date. 2. Employee Pay level. 3. Employee Assignment status.
		Path:	Human Resources > Report Viewer > Employee List View Detail Report.
2.	HRMS -> Transfer & Postings -> Transfer/promotion/dept. transfer /Relief from transfer -> Transit period pay entry.	Issue:	Tickets are being raised by the DDOs to change/update the Transit period of the employees on relief from Transfer/Promotion. In some instances, the DDOs are updating the Transit without the Prefix & suffix date or the Leave start & End date.
		What to do:	For updating the Transit period entry the user must update prefix & Suffix of Transit start date & Transit End Date. In case of employee proceeding on leave, the user must update Leave Start Date and Leave End Date if transit period selected as YES and please note that If dates updated in Leave, respective leave entries to be updated in HR -- Leave Process -- Leave creation and Leave

		reporting and sanctioning entry also.
	Path:	1. Transit Period: Login with Initiator--> Human Resource--> Transfer and Posting->transfer-->transit period pay entry. 2. Leave Entry: Human Resources-->Leave Process-->Leave process 3. Leave Sanction Entry: Human Resource->Leave Process-> Leave Process--> Leave reporting and sanctioning. 4. Leave sanction order download: Human Resource --> Leave Process-->Leave sanction order proceeding.

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.

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Director of Treasuries and Accounts

Signed by

Charusree Thiagarajan

Date: 07-05-2025 14:52:49

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//

Opshir
7/5/25

Accounts officer/c-team)

oak
7/5/25