

**TREASURIES AND ACCOUNTS DEPARTMENT**

**From**  
Director of Treasuries and Accounts,  
No.571, 3<sup>rd</sup> Floor,  
Perasiriyar K. Anbazhagan Maligai,  
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Chennai-35.

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

**Rc.No.CTA/292/IFHRMS/2023, Dated:30-06-2025**

**Sir/Madam,**

**Sub:** Kalanjiyam(IFHRMS 2.0)-Recent updates and re-orientation points in Kalanjiyam-**Advisory No.06/2025 (22/2024)** - communicated-Regarding.

**Ref:** 1.E-mail received from System Integrator dated 16.06.2025  
2.E-mail received from System Integrator dated 16.06.2025  
3.E-mail received from PMU dated 17.06.2025

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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:**

S.No	Module and Sub Module		Details
1.	<b>Temporary post-further continuous next level approval from DDO to respective HOD</b>	<b>Issue:</b>	The Establishment section Initiator is responsible for updating the "Temporary Post Further Continuous" details, such as new order reference, end date, order type, etc., in the IFHRMS portal. This update directly impacts the post master and facilitates the generation of pay bills for employees linked to that post  Further, some incorrect data entries are noticed in the system that allowed salary claim for the posts that are not valid. These unauthorized entries pose significant risks to data integrity and financial accuracy.
		<b>Update:</b>	An approval process has been established in the system. In this process, Establishment section Initiator will submit a request to update the Temporary Post Further Continuous

			<p>through Webadi with relevant order details</p> <p>Upon submission of request at DDO level, the data will be automatically forwarded to HOD login for approval.</p> <p>The HOD Establishment section can approve them against each post through Web-Adi. Once approved, the post master will be updated, and the DDO can generate the pay bill accordingly.</p> <p>Note: the Establishment section Initiator at DDO level should not resubmit a request if it is already pending for approval system will throw validation error.</p>
		<b>Path:</b>	<p><b>DDO Level</b></p> <p>DDO level -&gt;Update Temporary Post WebADI</p> <p>Navigation Path: Human Resource-&gt;GTN Pay Services-&gt;Temporary Post Details-&gt;Update Temporary Post WebADI.</p> <p><b>HOD Level</b></p> <p>HOD Level-&gt;Approval by HODs Establishment (Human Resource Responsibility) - This will be available for HOD users only.</p> <p><b>Navigation path:</b> Human resource-&gt;Temporary Post Update WEBADI</p>
2.	<b>CPS remittance for local body employees</b>	<b>Issue</b>	<p>It is noticed that Local body employees are not able to remit the CPS deductions through e-challan</p>
		<b>Update</b>	<p>A provision has been enabled in the e-challan module to facilitate the remittance of CPS deductions for local body employees. Users can select the "Local Body CPS No." option within the e-challan module, input the CPS number, and proceed with the subscription remittance.</p>
		<b>Issue</b>	<p>It is observed that tickets are raised to update or delete Statutory/Non-statutory deduction in DCRG bills.</p>
			<p>It is clarified that in cases where <b>deductions (Statutory/Non-Statutory)</b> have been wrongly updated in a <b>draft bill</b>, the following procedure should be followed:</p> <p>a. <b>Cancellation of Draft Bill:</b></p>

3.	<b>DCRG bill process</b>		<p>The <b>draft bill should be cancelled</b> to allow for correction of the deduction entries.</p> <p>b. <b>Updation by DDO:</b> Upon cancellation, the <b>concerned DDO</b> can log in and update the <b>Statutory/Non-Statutory deductions</b> as required.</p> <p>c. <b>Generation of Revised Bill:</b> After all necessary modifications have been completed in the <b>DDO login</b>, the <b>Treasury Initiator</b> can proceed to generate the <b>revised bill</b> through their login.</p>
4.	<b>Employee creation (Enhanced)</b>	<b>Update</b> <b>Issue:</b>	<p>It has been observed that there is no connection established between the retired employee ID and the reemployment employee ID.</p> <p>This disconnect has led to data inconsistencies, which have been identified as errors in various reports and have caused issues in other HR processes. Addressing this linkage is essential to ensure data integrity across all HR systems and reports.</p>
		<b>Update:</b>	<p>To address the issue, the following provision has been newly enabled in the system in creation of the employee for Extension of service and reemployment process</p> <ol style="list-style-type: none"> <li><b>1. Extension of Service:</b> The employee's retirement date must be explicitly specified in the re-employment process. This ensures that the employee's assignment status and post remain unchanged throughout the extended service period. Accordingly, all retirement benefits will be processed and made available to the employee only after the extension of the service period has been formally concluded.</li> <li><b>2. Employee Re-Employment after Retirement:</b> For employees who are re-employed after retirement especially in School Education</li> </ol>

			<p>Department based on the academic year, end date will be considered as the retirement date. The retirement date needs to be provided explicitly in the reemployment process. Additionally, the retirement type for ex-employees should be indicated as "Superannuation."</p> <p>The following points should be considered before processing the Re-employment entry in HRMS.</p> <ol style="list-style-type: none"> <li>1. Rehire Type defaulted as Re-Employment.</li> <li>2. Date of Joining to be validated that should be after Date of Retirement.</li> <li>3. Ex-employee Date of Retirement shown for reference while creating Re-employment ID.</li> <li>4. Re-employment can be created only once for an Ex-employee id.</li> <li>5. In search page, Ex-employee GPF/TPF/CPS number added as search parameter and PPO Number will be available for retired GPF Employee. (If sanctioned by AG)</li> </ol>
		<b>Path:</b>	Portal-> Login-> HRMS-> Employee creation.
5.	<b>MIS 2.0 reports</b>	<b>Issue</b>	Data issues identified in various MIS
		<b>Update:</b>	The new revamped MIS 2.0 reports have been enabled as a pilot initiative for users within the Department of Treasuries and Accounts (DTA), specifically to the roles of RJDs, PAOs, TOs, and STOs. The role based access is linked with the post of the concerned, if any transfers happen, the role will automatically assigned to the new incumbent. This pilot aims to assess the functionality and effectiveness of the updated reports before a broader rollout.
6.	<b>Pension mustering and arrear</b>	<b>Issue:</b>	In the event of mustering, while creating arrear bills for mustered pensioners, users have faced errors like payroll run exists, results not shown & invalid calculation etc.,
			The issue has been addressed now. Once the assignment status is updated

	<b>bill payment</b>		from non-active to active, users are required to initiate the arrear calculation process to generate supplementary bills for the applicable arrear period. In near future, Auto arrear calculation will also be automated for the above cases.
7.	<b>Updation of GPF accounts statement for FY 2024-2025</b>	<b>Update Issue</b>	GPF FY 2024-2025 balances not updated in Self service portal and Mobile app.
		<b>Update</b>	GPF balances for the FY 2024-2025 have been updated in Kalanjyam mobile app & Self service portal.
		<b>Path</b>	Users can view in Self service portal and Mobil App
8	<b>e-challan</b>	<b>Issue</b>	During the process of remitting the e-challan for employee deductions, an error related to the PAN number is being displayed.
		<b>Update</b>	Now the issue has been addressed.
9	<b>Employee bio-data updation in Profile page by SR Maintaining Office</b>	<b>Issue</b>	It has been observed that a significant number of tickets are being raised to update employee information on the profile page.
		<b>Update</b>	<p>This option allows DDOs to update specific employee details, including:</p> <ul style="list-style-type: none"> <li>• Gender</li> <li>• Name</li> <li>• Salutation</li> <li>• Aadhaar Name</li> <li>• PAN Name</li> <li>• CPS/GPF/TPF Number</li> <li>• Date of Joining</li> <li>• Date of Birth</li> <li>• Employee Category</li> <li>• Father's Name</li> </ul> <p>All modifications must be supported by valid proof documents to ensure authenticity and compliance.</p> <p><b>Note:</b> Please ensure that all notifications</p>

		for the update requests are completed through to the DDO approval stage. Once the approvals are in place, the data corrections will be automatically updated in the application.
	<b>Path</b>	HRMS → Employee Profile → Enter Emp ID → Search → Edit → Continue → Click "Update Profile" → Select the field to be modified → Review → Upload the supporting proof → Submit

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

<b>S.No</b>	<b>Module and Sub Module</b>	<b>Details</b>
1	<b>HRMS - Leave Update</b>	<p><b>Issue:</b> It has been observed that repeated tickets are being received from users reporting errors while attempting to update leave balances through Web-ADI.</p> <p>The occurrence of errors during leave balance updates is primarily due to an incorrect or invalid employee status. To ensure successful leave balance updates, the employee's status must be set to "<b>Approved Probationer.</b>"</p> <p>Before proceeding with the update of leave balances via Web-ADI, users are advised to verify the current employee status. If the status is not already marked as "<b>Approved Probationer,</b>" the user must update the probation details accordingly. This can be done through the following navigation:</p> <p><b>HRMS -&gt; Employee Profile -&gt; Regularization and Probation</b></p> <p><b>Important Note:</b> Users are instructed to update the employee details exclusively through the above path. Please note that any information entered or modified in the <b>eSR Part-I update screen</b> will <b>not</b> be considered for employee status updates and will not impact the leave balance transactions.</p>

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.

Digitally signed by  
Charusree Thiagarajan  
Date: 30-06-2025  
17:52:51

**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 //*

*Charusree Thiagarajan*  
27/7/25

Accounts Officer  
O/o Principal Secretary/Commissioner of  
Treasuries and Accounts  
Chennai-600 035

*Charusree Thiagarajan*  
27/7/25