

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:08-09-2025

Sir/Madam,

Sub: Kalanjiyam(IFHRMS 2.0)-Recent updates and re-orientation points
in Kalanjiyam-**Advisory No.08/2025 (24/2024)** -
Communicated-Reg.

Ref: E-mail received from System Integrator dated: 21.08.2025

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.	Pensioner calculate arrear	Issue:	In the event of calculation of the first pension arrear, users have faced errors like payroll run exists, results not shown & invalid calculation etc.,
		Update:	1. Once pensioner id is created, First we have to do mustering process in pension manager. Please correctly update the below category. Select the Category/Sub Category given in AG Authorization copy, Double pensioner [yes/ No] and Calculate Arrear option as "Yes" in First pension visit. After completing first pension visit entry, pensioner status will be changed from "Pensioner - Stop Payment" to "Active Pensioner".

Path: Pension manager -> Pension Process -> Mustering process [First Pension Visit].

2. Then click on Pension Manager select Pensioner profile Update all basic and bank details of pensioners

Path: Pensioner Manager -> Pensioner profile

3. Add bill group for pensioner after completing First pension visit entry and Pensioner Profile in Pension Manager ,click on add/update bill group icon in pension processing ,select bill group name and effective date then submit

Path: Pension Processing -> bill group

4. Before processing Calculate Arrear, check pensioner Category Sub Category , Pension amount ,Pay commission and nature of the pensioner (normal/Double/Reemployed).

In Pension processing click on process tab search Pensioner id then click calculate arrear -> enter Effective date then Submit

Note: Give correct commence date.

Once Calculate Arrear Option Given, the concurrent completed within 15 minutes.

Path: Pension Processing -> Pension process -> Calculate Arrear

5. verify the calculate arrear amount by GTN Pensioner Arrear Calculation Report

Path: Pension Processing -> reports -> GTN Pensioner Arrear Calculation Report

Once value is correct then give the supplementary run for First pension run. Then check the result page. If result page is correct, then generate the bill.

2.	HRMS Leave Balance update Webadi	-->	Issue: Leave balance update in Webadi, but leave balance not shown in report. Update: Verify the employee's status before uploading leave balance details. Path: Human Resources -> Report Viewer -> Employee List View Detail Report. Ensure the employee is an approved probationer . If not, complete the regularization and probation entry. Once the employee's status is updated, upload the leave balance details. Leave balance update Path: Human Resources -> Leave Process -> Leave Balance Update Web ADI. Leave balance report. Path: HRMS -> Reports ->Employee Leave Balance Report
3.	Professional tax bank account number updation	Update:	The bank account number for deduction of Professional Tax has been changed to IDFC Bank by the Greater Chennai Corporation for all the offices in Greater Chennai Corporation limit. This change will replace the existing Canara Bank account. Hence, necessary changes have been made to deduct the Professional Tax for Greater Chennai Corporation limit offices to the IDFC bank account directly.
4	Advance Adjustment	Issue	DDOs are not able make adjustment for the advances drawn through SNA SPARSH module.
			Advance Adjustment option enabled to Agency Initiator. The following steps to be followed to Create / Submit the adjustment bill to Treasury in SNA SPARSH module. 1.Login as Agency initiator, and select Advance Settlement bills icon 2.Select SLS code and DDO code and proceed with GO button, Advance bills pending to adjust will be

	option Enabled in SNA SPARSH Module	Update	<p>listed in this page.</p> <p>3. User should select the adjustment type and create proposal.</p> <p>4. Add attachment if any, and forward the proposal to Agency approver.</p> <p>5. After approval, the proposal will be forwarded to DDO for creation of Adjustment Bill.</p> <p>6. DDO can create Adjustment bill by selecting individual proposal and forwarded to treasury for further process.</p> <p>7. DDO cannot be allowed to club the adjustment proposal. Each bill must be generated based on the individual proposal.</p>
		Path	Agency initiator -> Other application -> SNA SPARSH -Advance Settlement bills

2. Re-orientation points:

S.No	Module and Sub Module		Details
1.	Mustering payroll run	Update:	<p>In case of non-mustering of a pensioner, the pensioner should not be moved out to another bill group. Other "pension stoppage" reasons should not be selected non mustering pensioners at any cause. The non-mustering stoppage entry should be made without fail before monthly pension payroll run. Once, the pensioner is mustered, non-mustering arrear bill to be prepared first and paid. After processing of the Non Mustering Arrears only, the current month pension payment should be processed to avoid future payroll exist error.</p>
2.	Deposit Interest calculation at	Update:	Option is available in the IFHRMS for calculating the deposit interest. No manual interest calculation to be made for deposits.

	Treasuries	<p>Path: Finance->Deposit->Deposit Reports->Deposit Interest calculation Program</p> <p>After completing this program click on View Details->Output</p> <p>Pre-requisites: Deposit Account should be an interest bearing type Interest rate should have been updated correctly in Deposit Master.</p>
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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. **Organize structured training sessions** for Drawing and Disbursing Officers (DDOs) under their jurisdiction.
5. **Initiate awareness campaigns** through suitable channels (e.g., official meetings, internal circulars, demonstration sessions) to promote widespread adoption and effective use of the Mobile App services.
6. **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 CTA.
3. Department of Finance, IFHRMS, T&A-III
4. M/s Wipro Limited. (For uploading in portal)

//Forwarded by Order//


Accounts Officer (e-team)


8/9/25