

TREASURIES AND ACCOUNTS DEPARTMENT

From

Director of Treasuries and
Accounts,
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To

All Regional Joint Directors,
All Pay and Accounts Officers,
All Treasury Officers,
All Sub Pay and Accounts Officers.

Rc.No.CTA/292/IFHRMS/2023, Dated: 04.10.2025

Sir/Madam,

Sub: Kalanjiyam(IFHRMS 2.0)-Recent updates and re-orientation points in Kalanjiyam- **Advisory No.09/2025 (24/2024)** - communicated-Regarding.

Ref: 1.E-mail received from System Integrator dated 22.09.2025
2.E-mail received from System Integrator dated 24.09.2025
3.E-mail received from PMU dated 26.09.2025

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.	Surrender Leave Salary	Update:	<p>In accordance with G.O.(Ms) No.35, dated 30.06.2025, the Surrender Leave process has been enabled in the IFHRMS. Employees can now submit their Surrender Leave applications through the Self-Service Portal or Mobile App for greater convenience.</p> <p>The process is fully automated, enabling seamless workflow from application submission to sanction order generation, thereby ensuring timely approval and reducing manual intervention.</p> <p>It may be noted that an option to Preview of Sanction Order has been enabled for all roles in the workflow</p>

		(I-V-A). Prerequisites: <ul style="list-style-type: none"> Update the latest previous surrender information in e-SR part 1 and ensuring all details are correct. Path: Employee Self Service - eSR Part-I . Verify and update the employee's user type. It has to be as approved Probationer or Probationer (eligibility). Ensured that sufficient Earned leave should be available in leave balance account. <p>As per GO, necessary validations have been incorporated in the system.</p> <p>DDOs to be appraised to motivate the employees to tender the request through mobile app/SS portal and to generate the Sanction Order through Kalanjyam system.</p>
		Path: To apply SLS: Employee Self Services Leave Surrender Mobile APP -> Leave -> Surrender Leave. To Sanction SLS: HRMS-> Leave Process-> Surrender Leave Sanction
2.	MIS 2.0	Update: Post, role access based MIS 2.0 has been enabled to all Treasuries locations and RJDs to facilitate effective monitoring of daily functionalities. In order to monitor Salary and Pension bill processing , Under MIS 2.0, a new report has been enabled this month. Apart from MIS summary report, the line details (Dump data) is also available for the users. As these information are highly sensitive and critical , all users are strictly advised to:

			<ul style="list-style-type: none"> • Download and store data only in secure, protected environments • Ensure that the data is used solely for the intended official purpose • Safely dispose of the data once the purpose has been fulfilled, in accordance with data protection protocols • The requests for download will be processed at 12.00 PM, 3.00 PM, 6.00 PM and 9.00 PM.
		Path:	Login -> All reports -> MIS 2.0
3.	TANGEDCO connection De-whitlisting	Issue:	It has been observed that repeated tickets are being received from users to whitelist and de-whitelist the EB connections.
		Update:	<p>An option has been provided in the DDO Admin login to enable de-whitelisting of EB connections. When a DDO exercises the de-whitelisting option through the portal, the scheduled background process may take some time to complete.</p> <p>Hence, DDOs are advised to wait for one or two days for the automatic update to reflect in the EB master, depending on the scheduled run.</p> <p>Note: All TOs/PAOs are instructed to closely monitor the EB bills. Regular EB bills pertaining to Government buildings should not be paid to the DDO's bank account or any other beneficiary account under any circumstances.</p>
		Path:	Login->other application->TNEB->Connection number->Dewhitelist
4.	Employee Loans and Advance - Education Advance	Update:	<p>Education Advance:</p> <p>As per G.O.Ms.No.147, dated 25th June 2025, the required enhancements have been incorporated in the IFHRMS system to facilitate the application and sanction of Education Advance through</p>

		<p>both the Self Service Portal and the Mobile Application.</p> <p>To streamline the process and ensure ease of access for employees, the system has been enhanced with auto-generation of sanction orders, thereby eliminating the need for manual preparation of sanction proceedings. Furthermore, the centralized budget transfer mechanism has been enabled w.e.f 01.09.2025 within the Education Advance sanction workflow itself.</p> <p>Hence, there will be no requirement for separate release orders to be issued by the Directorate of Treasuries and Accounts (DTA) for Education Advance claims. With this enhancement, the budget transfer and fund allocation will be handled automatically through the system at the time of sanctioning.</p> <p>These changes are aimed at ensuring faster processing, improved transparency, and effective budget control within the Education Advance module.</p> <p>Note:</p> <p>Users are advised not to create the disbursement entry manually, as the process is fully automated.</p>
		<p>Path: Education Advance: Mobile App ->Advances -> Short Term advances Short Term ->Advances -> Short Term advances</p>
5.	Employee Loans and Advance - Marriage Advance	<p>Update: Marriage Advance:</p> <p>In accordance with G.O. (Ms) No.148, dated 27th June 2025, the enhanced rate of Marriage Advance has been incorporated in the IFHRMS system. Employees may now apply for and obtain sanction of the Marriage Advance through the Self-Service Portal as well as the Mobile App. The system has been</p>

			<p>enhanced with necessary validations and auto-generation of sanction orders to streamline the process.</p> <p>Furthermore, since the centralized budget distribution has been enabled w.e.f 22.09.2025 under the Marriage Advance Distribution Module, separate release orders from the Directorate of Treasuries and Accounts (DTA) will no longer be issued.</p> <p>Note:</p> <p>After completing the sanction process, the system will automatically generate the disbursement entry and initiate the fund release. Hence, Users are advised not to create the disbursement entry manually, as the process is fully automated.</p>
		Path:	<p>Marriage advance : Self Service -> Advance -> long term advance -> Marriage advance Mobile App ->Advances -> Long Term advances</p>
6.	Pensioner Mustering-Automatic updation on Non mustering entries	Issue:	Users are manually updating the Non-Mustered entry into system for stoppage of Pension
		Update:	<p>Pensioners who have not completed mustering within the prescribed grace period (T+1) will be automatically marked as "Stopped" in the system. The stoppage entries will take effect from the 1st of every month based on the mustering status, and no manual entries are required in the system for this process.</p>
		Path:	NA
7.	Bills - Duplicate Invoice alert	Issue:	Users are not able to identify duplicate invoices in manual bills.
		Update:	The Duplicate Invoice Detection Alert feature has been implemented in

		<p>the Regular Bills module to enhance accuracy and prevent payment errors. When bills are forwarded from the draft stage, an alert message will be triggered to inform the user of potential duplicate invoices. Users must provide the necessary comments or justifications before proceeding further with bill submission.</p> <p>A dedicated menu has been added in the system to allow users to view details of duplicate invoices. This menu will display both exact matches and probable matches, enabling users to verify and take corrective action if needed.</p> <p>This feature is applicable to all manual bills and aims to ensure better control, transparency, and accuracy in bill processing.</p> <p>DDOs and Treasury Officials have to exercise due caution in using this tool (i.e checking this duplicate invoice tab in the bills module) and to avoid unnecessary payments.</p>
		<p>Path: Login-> bills -> invoice details</p>
8.	Judicial Pay commission	<p>Issue: The Government has issued orders to implement the recommendations of a separate Pay Commission for Judicial Services. However, there is no dedicated provision or configuration available in the IFHRMS to incorporate these specific pay structure changes for Judicial Officers.</p> <p>As a result, pay and allowances are being managed individually for each Judicial Service officer, rather than through an automated or standardized system process.</p>
		<p>Update: In line with the Government Order, a separate Pay Commission configuration has been developed and implemented in the IFHRMS system</p>

			<p>specifically for Judicial Officers. With this enhancement, the pay and allowances for Judicial Officers are now processed centrally in automated manner through the system. Consequently, the earlier individual-based manual entries have been discontinued, ensuring uniform and automated handling of pay-related computations.</p> <p>Note: All Treasury Officers (TOs) and Pay and Accounts Officers (PAOs) are requested to closely monitor the changes implemented in the system and ensure smooth processing of pay and other related bills.</p> <p>Any issues or anomalies encountered during bill processing may be promptly reported for necessary action</p>
		Path:	NA
9	Loans and Advances - Principal and	Issue	<p>It has been observed that users are frequently raising tickets requesting changes in the system-generated Principal and Interest deduction details for long-term advances such as House Building Advance (HBA), Two Wheeler Advance (TWA), and similar loans.</p>
			<p>In order to prevent discrepancies and mismatches between manually prepared sanction orders and system-generated sanctions in respect of long-term advances, a new feature has been introduced in the IFHRMS system. This provision enables users to calculate the principal and interest recoveries based on the necessary entries made in the system like loan amount and repayment period etc.,.</p> <p>This facility will ensure uniformity and accuracy in the calculation of recovery schedules and will significantly reduce the chances of manual errors or</p>

	interest calculator	<p>inconsistencies in instalment computation.</p> <p>Update All Treasury Officers (TOs) and Pay and Accounts Officers (PAOs) are therefore instructed to educate and guide all Drawing and Disbursing Officers (DDOs) to make use of this facility before sanctioning any long-term advances, such as House Building Advance (HBA), Two Wheeler Advance (TWA), or other eligible advances, to ensure that the sanctioned principal and interest amounts are accurate and in line with Government norms.</p> <p>It is also informed that all applicable rules and interest computations are inbuilt in the Loan Calculator. Hence, the Loan Calculator output may be treated as the reference for determining the Principal and Interest amounts at the time of sanction.</p>
		Path Login-> Employee Self Service -> Long term Advance Calculator

2. Re-orientation points:

S.No	Module and Sub Module	Details
1.	Loans and Advances- Festival Advance	Issue: It has been observed that repeated tickets are being received from users to delete Festival advance requests
		<p>Update: Users are hereby informed that if a Festival Advance request is not sanctioned or claimed for the applied festival, the request will be automatically cancelled or deleted by the system after the festival date.</p> <p>Users may thereafter submit a new request for the next eligible festival. There is no need to delete the earlier request through Tickets</p>

		Path:	NA
2.	HRMS -> increment process	Issue:	Repeated Tickets are being received from the users for employees not showing in the annual increment program
		Update:	<p>Guidelines for Handling Annual Increment Issues in IFHRMS:</p> <ol style="list-style-type: none"> 1. If an employee is not reflecting the annual increment in the system, users are requested to: <ul style="list-style-type: none"> ◦ Verify whether there is a stoppage entries of annual increment exists for the concerned employee. ◦ Check the last increment date recorded in the system. 2. Impact of unauthorized leave: <ul style="list-style-type: none"> ◦ If the employee has availed unauthorized leave, the increment date may be adjusted or postponed as per rules.
		Path:	HR->GTN pay service->Increment->Stop Salary Stoppage
3.	Paybills- Multiple Supplementary runs	Issue:	It has been observed that the system permits multiple supplementary runs for the same employee, which may lead to discrepancies in payroll processing. As a result, excess or blank runs are recorded. To address this, users are raised tickets to remove the duplicate or incorrect runs
		Update:	A validation has been implemented in the system to prevent multiple payroll runs for the same employee. Under this validation, for any given month, only one supplementary run can be processed, except in the case of Salary Arrears . This ensures accurate payroll processing and prevents duplicate or erroneous entries.

4.	Bills- Return For Correction	Issue:	Attachments could not be added to a bill once it was forwarded by the Initiator , causing difficulties in updating supporting documents after submission.
		Update:	To address this issue, Verifier or Approver level users can utilize the "Return for Correction" option to send the bill back to the Initiator , allowing them to attach the necessary documents and make any required updates before resubmitting the bill.
		Path:	NA
5.	Bills- Automatic arrear calculation	Issue:	It has been noticed that multiple tickets are being raised by users indicating that the arrear run has been completed , but the corresponding elements are not reflected for bill creation.
		Update:	<p>The issue of arrear elements not being reflected for bill creation probably arises due to the following:</p> <ol style="list-style-type: none"> 1. Initiating a supplementary run before the Calculate Arrears process has fully completed. 2. Running Calculate Arrears without updating the relevant entries in HR or in Dues and Deductions (e.g., Increment Pay, Fixation Pay etc.,). 3. Entering an incorrect process Date under Payroll → Process → Calculate Arrears → Effective Date, <p>Users are advised to follow the correct sequence of arrear run processes and verify all necessary updates before proceeding arrear run in the system to prevent this issue.</p>
		Path:	NA
		Update:	1. The preview functionality has been

6.	Bug fixes	<p>corrected in Employee profile updation page. Attachments uploaded to employee profiles can now be opened and viewed without errors.</p> <p>2. The Challan Expiry Date was being displayed incorrectly in the RBI Mandate Form. The system has now been updated to ensure that the correct expiry date is automatically fetched and shown in the mandate form.</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. **All Regional Joint Directors** are requested to ensure proper communication to all stakeholders and conduct of monthly meetings at all Treasury offices.

Sd/-

Director of Treasuries and Accounts(FAC)

To

All Pay and Accounts Officers/ RJDs,
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//


Accounts Officer (e-team)


8/10/25

