

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: 08-11-2025

Sir/Madam,

Sub: Kalanjiyam(IFHRMS 2.0)-Recent updates and re-orientation points in Kalanjiyam- **Advisory No.10/2025 (25/2024)** - communicated-Regarding.

Ref: 1.E-mail received from System Integrator dated: 15.10.2025
2.E-mail received from System Integrator dated: 28.10.2025
3.E-mail received from System Integrator dated: 28.10.2025
4.E-mail received from System Integrator dated: 30.10.2025
5.E-mail received from System Integrator dated: 31.10.2025

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.	HRMS - Festival Advance	Issue:	Approver name and designation was wrongly shown in FA sanction order
		Update:	The system has been enhanced to automatically generate the sanction order in the name and designation of the approver. Before approving the FA sanction entry, the end users should ensure that the correct approver ID is selected by using the process. If the approver ID is incorrect, then correct it before submission.
2.	CPS Final Authorization Report Auto Attach at DDO / Employee Self Service after approval of authorization.	Update:	The CPS final settlement authorization report generation has been automated through both EBS-Offline Authorization and Apex-Online Authorization processes. This will enable DDOs and Employees to view or download the authorization order seamlessly after the transaction has been

			successfully approved.
		Path:	Navigation Path Employee SS: Employee Self Service -> CPS -> CPS Authorization Report. HRMS -> Schemes -> CPS -> CPS Final Settlement
3.	State Government Salary Package	Update:	<p>A provision to furnish the details of death (accidental / natural), date etc., has been made available within the SGSP menu. These details will be useful for monitoring the eligible claims.</p> <p>A provision to track the claim details will be made available soon under the sGSP module.</p> <p>The employers have to update the accident / death details without fail.</p>
		Path:	HRMS--> Schemes--> SGSP---> Accident Initiation Entry / Accident Completion Entry
4.	Post Head of Account (HOA) Update next level approval from DDO to respective Treasury bill audit	Update:	<p>When a DDO submits an Head of Account (HOA) change request for any post, it will be routed to the next level of approval with the respective treasury. Treasury Bill Audit should validate the request and approve in system.</p> <p>There are two scenarios for PSL Post HOA and Non PSL HOA. But currently, the DDO has provision only for the PSL Post HOA.</p> <p>Scenarios:</p> <p>a. For Own HOD, the system will check the office HOD's HOA and Detailed Head (DH) in the subhead master if token provision exists</p> <p>b. For Cross HOD, the system will check the selected HOD's HOA and DH in the subhead master if token provision exists.</p>

5.	Recovery of PLI change in GST norms	Update:	<p>It has been informed that due to removal GST for the premium of PLI the changes that are to be followed for the insurance premium from October 2025. Therefore, it is requested to take note of the below points and take necessary action to incorporate the same in the system</p> <ol style="list-style-type: none"> 1. No GST will be levied on premium of PLI/RPLI policies falling due on or after October 2025. 2. Premium due upto September 2025 will continued to attract GST, even if paid on or after 22.09.2025 (i.e) recovery of PLI in the monthly salary for Sep 2025 3. New Policies accepted on or after 22.09.2025 will not attract GST 4. For dues upto September 2025, GST 18% will be charged. 5. For dues from October 2025 onwards no GST on default /late fees.
6.	Finance - Surrender Leave Salary (SLS) Bill	Issue:	SLS entry done but not shown in result page
		Update:	<p>SLS Process Steps :</p> <ol style="list-style-type: none"> 1. After SLS Initiation & Sanction Entry: <ul style="list-style-type: none"> • Go to the Process Page and check if the SLS element is attached. 2. If Element is Attached: <ul style="list-style-type: none"> • Proceed with a Supplementary Run. • Then check the Result Page, if amount is correct please generate the bill. 3. If Element is NOT Attached: <ul style="list-style-type: none"> • Verify whether the SLS Sanctioned Entry is approved or not. • Once the Sanction Entry is

			approved, the system will automatically attach the element.
7.	HRMS - Leave Balance update Webadi	Issue:	Leave balance updated in web, but leave balance not shown in report.
		Update:	<p>1. Verify the employee's status before uploading leave balance details.</p> <p>Path: Human Resources > Report Viewer > Employee List View Detail Report</p> <p>2. Ensure the employee is an approved probationer. If not, complete the regularization and probation entry.</p> <p>3. Once the employee's status is updated, upload the leave balance details.</p> <p>4. Leave balance update path : Path: Human Resources >Leave Process ->Leave Balance Update Web ADI.</p> <p>Note: Leave balance upload date is current date.</p> <p>5. Leave balance report: Path: HRMS -> Reports ->Employee Leave Balance Report</p>

2. Re-orientation points:

S.No	Module and Sub Module		Details
1.	Family Pensioner Auto ID Creation	Issue:	Creation of Family Pensioner is an automated process, and Tickets are being raised for Cases where Employee Profile does not exist. AG

		<p>has observed and informed that in many cases instead of creating the Employee ID the authorization is being returned to AG with Non-Payment Certificate(NPC).</p>
		<p>Update: As per instructions, Pensioner ID should not be created without an Employee Profile. For the cases where Employee profile is not available the respective DDO should create the Employee profile as Ex-employee, and map it to the Authorization, so that the pensioner ID will be created as part of automatic Pensioner ID creation process.</p>
<p>2. Provisional Pension and Subsistence Allowance Details in First Pension and Pensioner Profile Page</p>		<p>Issue: Currently Pension office is required to manually verify the Employees SR for the payment of Provisional Pension or Subsistence Allowance paid, if any, for calculating the First Pension Arrear.</p> <p>Update: As per Instructions, additional Fields were added in Pensioner Profile to display the following fields</p> <ul style="list-style-type: none"> • Employee Last Pay Type as Provisional Pension / Subsistence Pay • Provisional Pension Amount • Subsistence Pay Amount • From and To date for the Pay Duration of Provisional Pension / Subsistence Pay <div data-bbox="810 1696 1305 2043" data-label="Form"> <p>The screenshot shows a form titled "HF Enrollment". It contains several fields: "NHS" with a dropdown arrow, "FSF" with a dropdown arrow, "Employee Last Pay Type" with a text input field and a dropdown arrow, "Subsistence Pay Amount" with a text input field, "Provisional Pay Amount" with a text input field, "Period From which Subsistence Pay Provisional Pension" with a date input field, and "Period To which Subsistence Pay Provisional Pension" with a date input field.</p> </div>

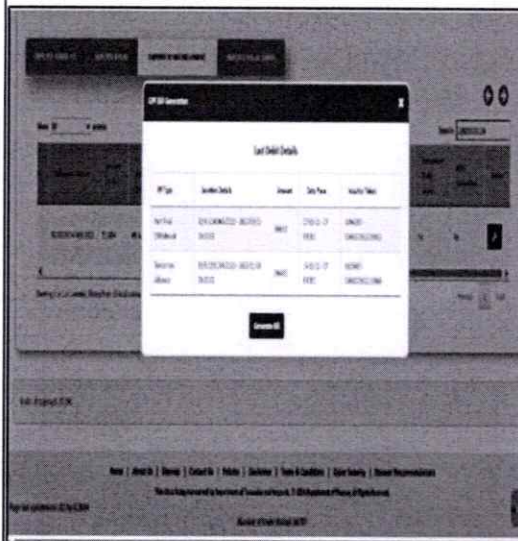
These Fields will be auto populated during the Auto Pensioner ID creation process. **In case if the pay duration is older the 12 months from DOR, then the field From Date will be displayed as null.**

The same fields will be displayed in the First Visit Pension Process. **In case if From Date is missing the same should be updated in the pensioner profile after completing the FVP process.**

3. GPF Data Validation on Last Withdrawal

Issue: Dispensing Of Annexure IV to avoid delay in GPF Bill generation due to requirement of physical Annexure IV document.

Update: System generated Annexure IV is enabled in Kalanjiyam application and last 12-month debit details from DOR are displayed in the report. Additionally in Portal bill generation Page Generate Bill button has been renamed as View debit details. On clicking it, a pop will be displayed with the debit details and generate Bill button will be available at the end of the pop up.



		And on clicking the Generate Bill button system will validate the details of last debit (month of debit furnished in the Authorization Data/pdf). In case the system shown debit details differs from the details furnished by AG in Authorization/pdf, the bill will be restricted and generation will not happen. The User has to submit the Return Process.
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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.

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VENKATESH IAS

Director of Treasuries and Accounts

(Forwarded by order)

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


 Asst. Accounts Officer 11/11/25
 O/o. Principal Secretary/Commissioner of
 Treasuries and Accounts
 Chennai-600 035

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)

