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:11-12-2025

Sir/Madam,

Sub: Kalanjiyam(IFHRMS 2.0)-Recent updates and re-orientation points in Kalanjiyam- **Advisory No.11/2025 (27/2024)** - communicated-Regarding.

Ref: 1.E-mail received from PMU dated: 20 .11.2025
2.E-mail received from PMU dated: 21.11.2025
3.E-mail received from System Integrator dated: 22.11.2025

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.	**SGSP- Bank modification through mobile app**	**Current status:**	Changing the Bank account from one bank to another by the Employee required manual processing wherein applicaiton with required documents was submitted to DDO physically. Recently, the provison was given through Self Service Portal.
		Update:	'Bank details updation' provision through mobile app has been introduced. The Employee can login with mobile app and change their bank account by uploading the key documents like Bank passbook page/ cancelled cheque for verification by DDO/TO.
		Path:	My Apps->Others->Bank details update->apply

2. **Re-orientation Points:**

S.No	Module and Sub		Details

	Module		
1.	**HRMS->Transfers and Postings**	**Issue:**	Many requests to cancel/delete the transfers and posting entries due to change in Relieving date, Joining date, Session (AN/FN) etc.,
		To do:	**Upon a transfer/retirement of an employee, the following needs to be ensured:** 1. All the pending notifications in the login of a reliving employee should be made "NIL", prior to relief from the post either by taking necessary action or by 'reassigning' the notifications to the person holding in charge. i.e., 'nil notification' has to be ensured before making relieving entries. 2. The DSC/user credentials of the relived person should not be used by others to carry out any the transactions. 3. While doing the employee transfers, users are advised to select the correct post, dates (relieving date, joining date, session(FN/AN) to avoid the issues.
2.	**HRMS - Education Advance**	**Issue:**	Education advance child name not shown.
		Update:	It is requested to check the

			following points in the employee's data: 1. **<u>Family member added:</u>** Ensure the child is added as a family member in the employee's profile. 2. **<u>Bank details of Family members</u>** _Confirm that the child's bank account details are entered (if required for the advance process). 3. **<u>Marital Status:</u>** As the child's marital status should be marked as "Single" to be eligible one for advance, verify the same as well.
3.	**HRMS- Advance**	**<u>Issue:</u>**	Many tickets are beign received for ***advance deletion requests.*** ***<u>Probable Reason:</u>*** *User has already paid the recovery/advance amount through E-challan, but details not shown in result page.*
		<u>To do:</u>	Upon payment of e-challan towards the recovery of pending advance/amount, the DDOs have to make adjustment entries (Stoppage of Recovery, Partial Payment, Pre-closure, and Missing Credit) before payroll run.
		<u>Path:</u>	HR -- > Advances -- > Advance Adjustment
4.	**HRMS-Death entries**	**<u>Issue:</u>**	Frequent requests are received to ***change the 'Date of Death' of pensioners*** at the time of family pension conversion

			and payment of LTA.
		To do:	1. To use the available provision to record the "Death intimation and to stop the payment of pension" temporarily. 2. Upon receipt of death certificate, the Death intimation entry made needs to be ***reversed*** and 3. Date Of Death to be recorded based on the Death Certificate. As the attachment of DC is mandatory, the same has to be verified properly at all levels (I-V-A) without fail.
5.	**Auto arrear calculations**	**Issue:** **To-Do**	During this month's payroll, it was observed that the DA arrear calculations were incorrect in cases where the arrear claims were prepared using the retro option for the period post the cut-off date (i.e pay 1.05.2025; pension 01.04.2025) by wrongly mentioning the period. These kind of dubious nature of preparation of claim has resulted in wrong calculation of DA arrears. 1. The arrear claims of pay and allowances pertaining to the period from May 2025 (pay) & (pension) onwards should be claimed only through auto arrear calculation mode

			ONLY.
6.	**Issues in SLS**	**<u>Issue:</u>**	Previous date of surrender not shown while initiation of sanction.
		<u>Update:</u>	The date of previous surrender will be fetched from e-SR if the entries are already available in the system. If the entries are not available in the system, then the dates have to be updated using the e-SR Part - I edit options available.
7.	**OPPAS**	_	In the recent meeting held with AG, the following issues were highlighted: (a) In many proposals the signature of the individual as well as the pension forwarding authorities were not affixed in the system generated pension proposals. **<u>To do:</u>** The system generated proposal (Form V) with its annexure needs to be duly signed and sent to the AG. The DDOs/Pension proposal forwarding authorities needs to be sensitized. (b) In the descriptive roll the 'joint photograph' is not affixed in its true sense and rather individual photos are clubbed or scanned and then affixed. **<u>To do:</u>** Only the actual joint photograph of employee and spouse to be uploaded. (c) Acknowledgment slips are not affixed in the online generated pension proposals and in physical SRs.

			To do: The system generated acknowledgement slip has to be affixed on the front cover page of the physical SR. (d) IFHRMS employee Id is missing in physical SR. i. Personal identification marks are not furnished in many cases ii. Pay has not been updated in the e-SR in many cases. iii. Random documents are attached irrelevant of the document type selected for attachment. iv. Still in many cases, separate proposal for GPF and Pension are sent rather than sending combined proposals. **To do:** As the Accountant General looking towards error-free pension proposals **from DDOs/Pension proposals forwarding authorities, it needs to be sensitized to ensure correctness in all aspects to avoid hardship to the retiring employees.** **The IFHRMS ID & GPF number needs to be boldly written in the front page of physical SR.**

Important points to be noted:

Sl No	Topic		Required Action
1	**Cyber Security**	Beware of Phishing	• Do not share your user id & passwords to any one. • Do not click suspicious links or open unexpected attachments. • Verify sender details before responding to any emails or messages.
2	**Digital Personal Data Protection Act (DPDP ACT)**	Data Minimization	• Should collect only necessary data for the stated purpose.
3		Purpose Limitation	• Data should be used only for the purpose you agreed to.
4	**Aadhaar Compliance**	Reporting of any misuse of Aadhaar details	• Inform misuse of any information or systems related to the Aadhaar framework or any compromise of Aadhaar related information or systems within its network and report any security breach of Aadhaar related information to Directorate (DTA Office) immediately.
5		Handling Aadhaar physical document	• Store physical Aadhaar copies securely and mask the first 8 digits to protect user privacy. When you no longer need them, dispose of them safely so that it cannot be misused. • Preferably, request the citizen to write on photo copy of the Aadhaar about the purpose for which the copy of the Aadhaar is furnished with self attestation i.e " The copy of the Aadhaar has been shared by me for ________

				purpose."

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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.

N VENKATESH IAS

Director of Treasuries and Accounts(FAC)

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// 16/12/25

Chief **Accounts Officer (e-team)**