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:09-01-2026

Sir/Madam,

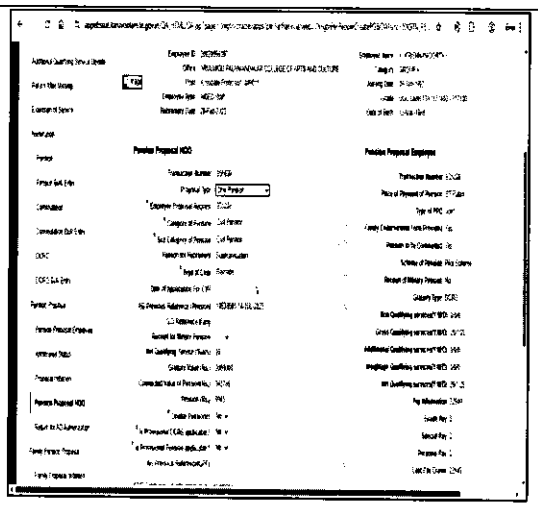
Sub: Kalanjiyam(IFHRMS 2.0)-Recent updates and re-orientation points in Kalanjiyam- **Advisory No.12/2025 (28/2024)** - communicated-Regarding.

Ref: 1.E-mail received from System Integrator dated: 10.12.2025
2.E-mail received from System Integrator dated: 15.12.2025
3.Letter received from Secretary to Government Letter No.9245/IFHRMS Core Cell/2025-1, dated: 15.12.2025
4.E-mail received from PMU dated: 27.12.2025
5.E-mail received from System Integrator dated: 30.12.2025

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.	**Pension Proposal – Revision Proposal**	**Issue:**	Online Process for submitting 'Revision of Pension Proposals'.
		Update:	A provision for Submitting the Revision of Pension Proposal with all relevant documents as the attachments is available. DDO users should update all the required Employee Pay related changes in Kalanjiyam Application and create the Initiation entry and then create the Pension Proposal (HOO) entry by selecting the Type of Case as "Revision" and Select the previous AG Reference Number from the List Of Values(LOV) and by clicking the submission button, the revision proposal will be forwarded to the AG.

			
2.	**NPS/UPS- NSDL Report and Interface Bill Generation**	**Update:**	1. UPS has been enabled effective from 1st December 2025 for those AIS Officers opted for it. 2. Employer contribution @ 10% of the pay + DA will be included in the bill outer and enfacement slip along with other regular statutory deductions. The employee contribution will be also be shown in the pay statement apart from the bill outer and enfacement slip. **3.** Hitherto, the adjustment bills were generated only after the accounting of the bills. However, **now, the adjustment bill can be generated immediately on adding the salary bill in the payment batch itself.** 4. For Remittance of UPS contributions to NSDL, similar process adopted for settlement NPS contributions to be adopted. **The UPS / NPS contribution bills are prepared only through the interface bill preparation method** by using the NPS / UPS report available in the system. **No UPS / NPS remittance bill shall be prepared manually (for which contributions are**

			recovered through the salary bills processed in the Treasuries / PAOs). **Path:** Treasury Admin ID --> Treasury Bill Report --> NPS/UPS NSDL Report / NPS/UPS Bill Generation Report
3.	**Festival Advance initiation**	**Issue:**	There was no option for submitting the festival advance through Karuvoolam website. Option to submit request was available only through mobile app.
		Update:	It is informed that the FA initiation has also been enabled in Karuvoolam website.
		Path:	Login-->Employee self service-->e-SR-->Advance
4.	**SGSP - Claim Submission & Nominee update**	**Issue:**	Under SGSP module, in the event of an accident/ death of an employee, the complete details of incident i.e from accident/death details till settlement of the claim to nominees (self in case of accident relief), has to be recorded in the system for regular monitoring and to ensure timely settlement to the respective claimants.
		To-Do	**Note:** • Please be aware that if an employee is deceased or is disabled, the claim submission must be made by the respective DDO (Due date: with 90 – 180 days for claim intimation Documents submission). • Appropriate entries to be made in the system. **A) SGSP: Report Accident** 1. Accident Initiation Entry. 2. Accident Completion Entry **B)** Based on above information, **Death Entry & Disability Information** to be entered in the system. **C) Claim details**: The application submissions details (especially the Claim Acknowledgement Number from the Insurance Company) should be entered in the system.

			Path: Treasury Admin ID --> Treasury Bil Report --> NPS/UPS NSDL Report NPS/UPS Bill Generation Report
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		Path:	**Human Resource Pre Retirement SGSP Claim Submissio Entry & Nomination for SGSP**
5	**Post Redeployment-Base post GO prints in Pay statement**	**Update:**	**Existing report:** • If any post is re-deployed, only the new Government Order (G.O) is printed in the Pay Statement Report. **Current change:** • Both the re-deployed G.O and the original post G.O will be printed along with the Post Sanction Ledger (PSL) number.
6	**Income Tax Savings Proof Submissions**	**Update:**	Option for furnishing the proof for Incom Tax Savings declaration made by the employee is enabled now. Employees can declare tax-savings/ investments details in the system and shall scan attach necessary proofs and submit to DDO for validation and acceptance by following the following steps. **PATH** • Navigate to: **Other Applications → Income Tax→ IT Declaration(Employee/Pensioner** **2. Select Tax Regime** • Choose **Old Regime** or **New Regime** based on employee preference. **3. Create/Update Declarations** ▪ Enter details under relevant sections: ▪ **Section 80C** (e.g., LIC, PPF, ELSS) ▪ **Section 80D** (Medica Insurance) ▪ **Housing Rent / HRA** ▪ Other applicable

			deductions. **4. Prepare Supporting Documents** • Collect proofs for all declared investments and expenses. • Examples: Rent receipts, insurance premium receipts, loan statements. **5. Upload Proofs**
		Update:	▪ Go to **IT Proof Submission** section. ▪ Attach scanned copies of all proofs. ▪ Ensure file names and formats meet system requirements. **6. Verify Approval Group:** ▪ Confirm the correct **Approval Group** is selected for your DDO. **7. Submit Before Deadline:** ▪ Submission window: **Dec 1 – Dec 10** (as per current SOP). ▪ Late submissions may lead to higher tax deductions. **8. Check Status:** ▪ After submission, monitor approval status: ▪ **Approved** → Tax continues as declared ▪ **Rejected** → System recalculates tax; you can claim refund later via IT return. **9. Keep Copies:** • Save a copy of uploaded proofs and submission confirmation for your records.

			Hence, the DDOs may be sensitized to collect IT savings proofs through system.

2. Re-orientation points:

S.No	Module and Sub Module		Details
1.	**Leave Balance Update**	**Update:**	In order to use the Leave Module in IFHRMS, it is essential that DDOs update the leave balance of their employees in the system as a one-time activity. **Key points:** • DDOs must update the leave balance of employees within their respective offices using their own login credentials. • This activity is mandatory to ensure accuracy and uniformity across the system. • Eligible employee would be able to request Surrender Leave Salary in time. • Eligible leave application and sanction can be processed to the employees using the IFHRMS.
		Path:	Login-->HRMS-->Leave-->Leave Balance Update Webadi
2.	**Bills - Workflow Notifications/Approval Group Region**	**Issue:**	Repeated Tickets are being received from the DDOs for wrong selection of approver group.

			1. Employees / Initiators may be requested to verify the name of the officials displayed on selection of a approver group. 2. If an employee Transferred / retired, update the approval group immediately. 3. Defunct / Not Functional Approval Groups may be reviewed on regular basis and end dated accordingly.
		Update:	
		Path:	DDO login-->GTN Functional Administrator Approver-->Home-->Approval group
3.	**SLS initiation and Sanction**	**Issue:**	Repeated Tickets are being received from the DDO for cancel/delete the SLS request
		Update:	Before initiating SLS and entering the sanction details, please ensure the following steps are completed: **1. Enter Physical SLS application Immediately in the IFHRMS:** DDOs may create the SLS application immediately on the date of receipt itself in the IFHRMS system, if the application is received physically. **2. Verify Last Surrender Details:** Confirm that the previous surrender details are accurately displayed in the system. If any details are missing or incorrect, update them promptly

			3. Validate Approval Group Ensure that the correct approval group has been selected. Make necessary corrections, if any discrepancies are identified **4.Apply Corrections Prior to Sanction** Review all entries for accuracy, including amount, group, and related details. Rectify any errors before proceeding further. **5. Government Order Reference** Please refer the G.O completely before raising a SLS request. The validations are implemented based on the G.O in the IFHRMS application **Surrender Leave Salary sanction order will be generated in the system in the name and designation of the SLS approver in the approval group.**
4.	**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 has observed and informed that in many cases instead of mapping the Employee ID the authorization is being returned to AG with Non-Payment Certificate (NPC).
		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 Ex-Employee ID and share it to the Treasury / PAO to map it to the Authorization, so that the pensioner id will be created as part of automatic Pensioner ID creation process.
5.	**Individual Authorization for DCRG and Pension**	**Issue:**	Currently the DCRG and Pension Authorizations are being sent via Mail to respective Treasuries.
		Update:	As part of OPPAS integration, AG has Implemented the Single PDF Authorizations for DCRG and Pension along with Photo ID. These Authorizations files will be shared along with the Authorization e-Data and the same will be displayed in the Portal Bill Generation.
6.	**Calculate Arrear**	**Issue:**	Calculate Arrear is being submitted before the First Pension Visit Process Completion, this causing failure in processing empty Payroll for the past period.
		Update:	User should Complete the First Pension Visit entry process and then submit the Calculate Arrear so as to avoid the interruption of the past payroll run.
7.	**TANGEDCO -issues in payment of Electricity charges**	**Issue:**	Many requests are received to resolve the issues in payment of Electricity charges in respect of the offices functioning in private rented buildings and the Quarters/Bungalow of Honorable Judges.
		Update:	**Scenario 1:** Government offices in the rental private buildings and payment made directly to TANGEDCO. These connections needs to be whitelisted. **Scenario 2:** Government offices in rental private buildings and paying electricity

			charges to the Building owner/societies/trust etc., The connections should not be whitelisted (To be de-whitelisted if whitelisted already) **<u>Scenario 3:</u>** Bungalows and residential building of the judges and magistrates not to be whitelisted (To be de-whitelisted if whitelisted already)
8.	**Surrender Leave Salary (SLS) issues** (many tickets are being raised)		**1. Incorrect Surrender Date** • Users often select the wrong surrender date and later request deletion. • **Action:** Ensure correct date entry during *Surrender Initiation*. Approvers must verify the surrender date before approval. **2. Allowance Removal in SLS Bill** • CCA, Hill Allowance, Personal Pay, and Special Pay delete. • **Action:** Validate eligibility at office and post level. For Special Pay, ensure SLS flag is set to "No" in element entry. **3. Empty Payroll run remove** **Action:** **I. Surrender Initiation & Sanction Entry** • Ensure the

			updated as "Approved Probationer." • **Action:** Complete probation regularization and check report (Employee List view Details Report)before uploading leave balance.
9.	**Pensioners mustering**	**Issue:**	It is reported that lot of cases of "mustering-pending for approval" during the month end. Due to this administrative delay, the reminder message is being triggered and sent to those pensioners for whom mustering approval is pending.
		Update:	To ensure that the approval for mustering has to be completed then and thereafter due verification (DAILY BASIS). Further, to ensure that all pending Mustering cases are completed by the end of the day especially the last Day of the month. RJDs are to monitor this as a system getting practiced in all treasuries.

Important points for sensitizing the DDOs for the use of Mobile Application among the employees:-

In the **Government Letter No.9245/IFHRMS Core Cell/2025-1, dated: 15.12.2025**, it has been requested that the mobile app to be used for the following activities:-

i. View/download the e-service register of the employees
ii. View/download monthly pay/pension slips
iii. View GPF/CPS balance

surrender leave request is initiated and sanctioned in the system.

II. Verify Element Entry

- Run the **Element Entry Report**.
- Check if the **Surrender Element** is added for the employee.
  - If **added**, proceed to supplementary payroll.
  - If **not added**, please check sanction entry approve or not.

III. Supplementary Payroll Run

- Once the element is attached, initiate the **Supplementary Run**.
- After the run, check:
  - **Result Page** for correctness.
  - **Bill Generation** for successful processing.

4. Leave Balance Update Issues

- Employee status not

iv. Apply for short-term loans and advances
v. Select Income Tax Regime
vi. Complete digital mustering (for pensioners)
vii. Leave requests and other facilities etc.,

Further in the **G.O.Ms.No.12 Information Technology(e.Gov.II) Department dated: 24.09.2019,** it has also been instructed to use Integrated Financial and Human Resources Management System (IFHRMS) application developed by WIPRO for all Human Resources (HR) / Office procedure (OP) related activities such as Pay Bills, sanction of leave, increments etc., and maintenance of associated registers in electronic form .Accordingly system generated sanction order has been enabled in the system.

1. **Leave requests:**
The employees can apply for Casual Leave, Restricted Holidays and the same can be granted by the competent authorities through the mobile app itself. The employees can also check the status of their leave request and its status in the app itself.

Further, the employees submit their request for other leave types through the mobile app and the sanction can be made by the competent authority through the IFHRMS and sanction order can also be previewed and generated in the system itself.

2.**Surrender Leave Salary (SLS) to employees w.e.f.01.10.2025 as per G.O:**

It is informed that SLS provision is already available in IFHRMS and SLS was drawn and paid to employees in IFHRMS from the date of launch of IFHRMS and bill withdrawal of the facility.

Consequently, now, the employees can apply for SLS through the mobile app/employee self service. Based on the request of the employee the notification will be triggered to the concern Initiator of the approval group for this approval group has to be created/mapped (preferably the approval group created and mapped already for sanction of EL)

The system will validate with the availability of leave at credit and upon approval sanction order also can be generated in the system.

For this, the DDOs have ensure that,

- Since the Leave calculations are based on the status of the employee viz, Probationer, approved probationer the entries related the probation has to be recorded in the system in respect of employees for whom relevant entries are not updated already.
- The leave balances as on 30.09.2025 are updated in the system for all the employees.
- All leave sanctions to be done through the system so that the leave account gets updated in the system regularly and maintained in the system itself.
- Approval group has to be created and mapped for Leave sanction as well as for SLS (if not done already).

10.

- The SLS has to be processed only through the system.
- All loan sanctions have to be processed only through the system so as to maintain the ledger in the system for each and every Loan and Advance drawn by the employee.

3. **Marriage Advance:**

The Employees can apply for Marriage Advance for Son/Daughter or for self as the case may be through the mobile App. They can also apply through the Employee Self Service Portal.

Upon application by the employee choosing the proper approval group, the notification is triggered to the initiator of the approval group and the Initiator can process the advance Necessary validations have been built in the system. On completion of the sanction budget transfer happens centrally to the DDO concerned and separate proposal for allocation of funds for every application need not be sent to DTA.

Sanction order can also be generated through the system and preview of sanction order is also available after due verification the sanction order can be printed and signed by the sanctioning authority.

4. **Education Advance:**

The Employees can apply for Education Advance for Son/Daughter be through the mobile App. They can also apply through the Employee Self Service Portal.

Upon application by the employee choosing the proper approval group, the notification is triggered to the Initiator of the approval group and the initiator can process the advance. Necessary validations have been built in the system. On completion of the sanction budget transfer happens centrally to the DDO concerned and separate proposal for allocation of funds for every application need not be sent to DTA, Sanction order can also be generated through the system and preview of sanction order is also available after due verification the sanction order can be printed and signed by the sanctioning authority.

5. Festival Advance:

The Employees can apply for Festival Advance through the mobile App. They can also apply through the Employee Self Service Portal.

Upon application by the employee choosing the proper approval group, the notification is triggered to the Initiator of the approval group and the initiator can process the advance Necessary validations have been built in the system. Once sanction process is completed in the system through the approval process flow the sanction order can be generated and signed by the sanctioning authority.

6.Common points:

1. It may be noted that the option of providing e-Signature to the Approvers of the sanction and auto attachment of the sanction order with the bills is also under development.

	2. DDO have to map the 'Approval Group' for each of the above processes well in advance in the system so as to ease out the application flow for the employees in the Mobile App.

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

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)

12/1/26