

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 District Collectors
All Pay and Accounts Officers,
All Treasury Officers,
All Sub Pay and Accounts Officers

Rc.No.CTA/292/IFHRMS/2023, Dated: 13-02-2026

Sir/Madam,

Sub: Kalanjyam(IFHRMS 2.0)-Recent updates and re-orientation points in Kalanjyam- **Advisory No.01/2026 (29/2024)** - communicated-Regarding.

Ref: 1.E-mail received from PMU dated: 20.01.2026
2.E-mail received from System Integrator dated: 25.01.2026
3.E-Mail received from System Integrator dated: 03.02.2026

This is to inform that the following advisory is issued to ensure error free, efficient and user friendly transactions in Kalanjyam (IFHRMS 2.0).This may be communicated to DDOs under your control for guidance.

1. New Updates:

S.No	Module and Sub Module	Update:	Details
1.	FSF Sanction Order and Payment:		<ul style="list-style-type: none"> As per Go.Ms.267/fin (Pen) dated 23-12-2025, The FSF Sanction process to be carried out by respective Treasury. Option enabled to process FSF Sanction Order under Pensioner Schemes Menu. Nominee details and sharing percentage for the nominees details can be updated under view/update menu Sanction and claim details can be entered under FSF claim menu. Available Beneficiary Details will be displayed in the right side of the page and if there is correction needed that can be entered through update Nominee menu.

Particulars Details

Beneficiary Name: [Name]
 Bank Account No: [Account No.]
 Branch: [Branch Name]
 City: [City]
 State: [State]

Particulars	Amount
Principal	
Interest	
Other	

The following necessary mandatory documents can be attached at Initiator level

- Form - FSF Application*
- Legal Heir / Succession Certificate (if Applicable)
- Death Certificate*
- Bank passbook copy*
- Aadhaar/PAN*
- NOC for other Legal Heirs (if Any)

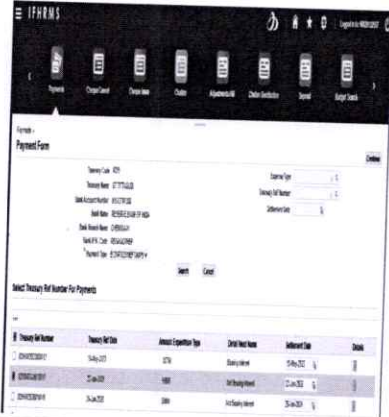
Sanction order can be generated in the system under the Reports menu.

Schedule Request Define

Request Type: [Dropdown]
 Request Date: [Date]

Report Type	Request Date
FSF Sanction Order	
FSF Sanction Order	

- Once approval is completed, System will automatically generate the Payment Advice and place it in the Payment batch for further process.
- Payment Advice can be included in the regular batch for beneficiary payment.

			
2	<p>Payroll Dashboard Validations</p>	<p>Issue:</p> <p>Update:</p>	<p>Tickets are raised to remove empty payroll runs.</p> <p>The following measures are taken to control Empty payroll runs</p> <ul style="list-style-type: none"> • Surrender, Additional Charge Allowance, EL Encashment, UEI On PA, CPS Final settlement, subsistence allowance-supplementary run restricted from creating empty payroll if the element is not available in the Payroll process page. • Once the element is available, the above-mentioned supplementary run will be allowed to proceed. • Browser back option restricted from running empty & duplicate payroll runs. • Browser page refresh restricted from running empty & duplicate payroll runs. • When an existing run is in Mark For Retry (MFR) Error payroll, the application does not allow duplicate payroll runs.
3.	<p>Unit Mapping in</p>	<p>issue</p>	<p>Pensioner unit mapping - certain issues identified while applying</p>

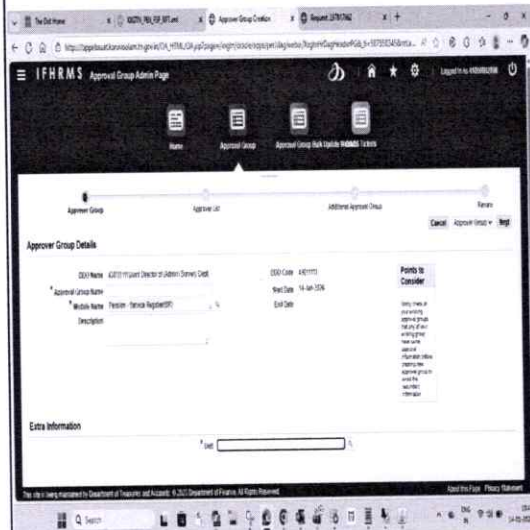
Pension Module Approval Group:

Update:

pongal bonus by Pensioners through Mobile App - Single initiator handling multiple groups

New functionality has been introduced to handle multiple Approval Groups (by initiator) for same Unit.

Unit Mapping option enabled in Approval group module. In Approval Group Module after selecting a pension Module Approval group, system will display an additional field as "Unit Mapping". Based on the Logged in User, List of Units will be displayed. Treasury User should select the specific Approval group for the respective Unit and complete the process. Henceforth, each Unit should have unique approval group.



All the existing units should be mapped on or before February Pension run.

2.Re-Orientation Points:

S.No	Module and Sub Module		Details
1	HRMS-Pay Service-Annual increment	Issue:	Tickets are raised that Employees not shown in Annual increment program report
		Update:	If the employee is not shown in increment reports, the data may not

			<p>be updated properly</p> <p>Possible Scenario 1: the following entry details may be re-verified in the system against the individual.</p> <ul style="list-style-type: none"> • Next increment date • Employee pay level • Assignment status <p>Above details can be verified in the below path</p> <p>Human Resources > Report Viewer > Employee List View Detail Report.</p> <p>Possible Scenario 2 : Salary Increment stoppage entries may be passed against the employees records.</p> <p>To Check Stop Salary Increment entries</p> <p>Human Resources > GTN Pay Service > Stop Salary Increment.</p> <p>After completion of all entries,</p>
<p>2. HRMS - Transit pay entries/Claim</p>		<p>Issue:</p> <p>Update:</p>	<p>increment process may be carried out through the regular menu</p> <p>Users are raising tickets for wrong Transit pay claims shown in the result page while processing transfe salary.</p> <p>The possible scenarios are explained below</p> <p>Prefix & suffix date or Leave start & End date may not be updated while updating Transit pay entries.</p> <p>For Transit Period(Joining Time) user must update prefix & Suffix and Transit start date & Transit End Date</p> <p>Similarly for Leave, user must update Leave Start Date and Leave End Date if transit period selected a YES</p> <p>Note: If Leave details updated in the transit pay , subsequently</p>

			<p>respective leave entries to be updated in HRMS also</p> <p>Leave Process -> Leave creation -> Leave reporting -> Leave sanctioning entry.</p>
3.	SNA -SPARSH- Budget issues	Issue:	<p>Tickets are raised to rectify the following error in SNA SPARSH "The Bill amount is greater than budget available" for the mentioned Head of Account combination at DDO initiator level.</p>
		Update:	<p>1. Regular DDOs:</p> <p>Budget may be verified through Budget Availability Report</p> <p>If any bills are currently in progress, those bills may be cancelled.</p> <p>If no budget is available even after verification, DDOs may contact your BCO/HOD for budget allocation in regular IFHRMS mode as per the standard process.</p> <p>2. DDOs of Boards or Corporations:</p> <p>The concerned HODs may be approached for necessary budget allocation in IFHRMS as per the standard process.</p>
4.	SNA -SPARSH- User control Option	Issue:	<p>User access control option not shown to DDO approver level.</p>
		Update:	<p>User May approach HOD to enable/assign User access control option to the DDO role.</p>
		Issue:	<p>SPARSH Login ID needs to be inactivate</p>
		Update:	<p>Users can inactivate the sparsh ID at DDO approver level itself using the options available at User Access Control</p>

			Path
			Other Applications -->SNA SPARSH--> User Access control
5.	SNA -SPARSH- Beneficiary selection	Issue:	GBM beneficiary ID is not shown while creating the proposal at sparsl agency initiator level for Aadhar based bill.
		Update:	GBM IDs are working based on the DDO tagging. DDO tagging can be verified in the below path. Other applications—GBM 2.0— Know your beneficiary If the beneficiary not tagged with th DDO, that may be resolved by using mapping option and proceed for proposal creation at agency level. (Search either using the account number or GBM id)
6.	Approval Group Management- Notification issues	issue	Repeated Tickets are being received from the users for notifications not received to the next level (Verifier/Approver) and providing new access roles, if the employee transferred
		Update:	The users are advised to end the approval group and role mappings if the employees in the approval groups is transferred / retired.
		Path:	To check the role assigned to the employees Login -> Eservices (HR & Finance) -> Human Resource ->Reports -> office roles view details To End the approval group Login-> GTN Functional Administrator -> Approval group -> Module Name
7.	e Challan (Public Challan) - Verification Menu	Update:	DDOs can verify the status of public challans before providing necessary services to the Public.

			<p>DDO Admin needs to assign the role to the concerned user of their respective office</p> <p>Path</p> <p>DDO Admin Login -> Other Application -> DDO role assignment -> Assign Role (Role Name - e-challan verifier)</p> <p>The user can verify the challans in the below mentioned path.</p> <p>User Login -> e Challan creation/payment-> Challan Deliver-> Details of Challan</p>
8	<p>Password Policy - IFHRMS (Recommendations)</p>	<p>Update</p>	<p>Password shall be enforced to be of a minimum length (minimum 8 characters) and comprising of mix of alphabets, numbers and special characters.</p> <p>The password shall not be a derivative of the user ID, e.g. 123. and the password shall not be a common usage word such as names of family, pets, friends, co-workers, fantasy characters, etc.</p> <p>Users shall be required to change their passwords periodically and preferably, avoid reuse of previous passwords.</p> <p>All access codes including user ID passwords, PINs etc. shall not be shared with anyone, including personal assistants or secretaries. These shall be treated as sensitive, confidential information.</p> <p>The "Remember Password" feature in the browser could not be used.</p>

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 HODs (Through the PAOs/TOS)

All District Collectors

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)

