

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: 02.04.2026

Sir/Madam,

Sub: Kalanjiyam(IFHRMS 2.0)-Recent updates and re-orientation points in Kalanjiyam- **Advisory No.02/2026 (30/2024)** - Communicated-Regarding.

Ref: 1.E-mail received from PMU dated: 27.02.2026
2.E-mail received from System Integrator dated: 05.03.2026

This is to inform that the following advisory is issued to ensure error free, efficient and user friendly transactions in Kalanjiyam (IFHRMS 2.0).This may be communicated to DDOs in the Districts /PAOs for guidance.

1. New Updates:

S.No	Module and Sub Module		Details
1.	HRMS --> Leave --> Surrender	Issue:	Multiple requests have been received regarding the non-provision of the due date for EL surrender in respect of employees availing SLS for the first time.
		Update	In order to address the above issue, a new column — “Proposed Due Date of Surrender / Due Date of Surrender” — has been enabled in the Surrender process. This option has been enabled at all levels, starting from the employee request stage itself. Users can now verify the proposed surrender date before initiating the sanction process, thereby ensuring greater accuracy and

			avoiding discrepancies.
		Path:	HRMS → Leave → Surrender Leave Salary
2.	SNA SPARSH	Issue:	<p>It has been observed that certain SNA SPARSH bills are being rejected due to missing attachments. This results in the entire process having to be reinitiated from the bill/FTO creation stage, as the case may be, causing delays in processing.</p> <p>In this regard, during review meetings, requests have been received to provide an alternative option to submit attachments at the Treasury Audit level, so as to avoid unnecessary bill rejections and reprocessing</p>
		Update:	<p>To address the above requests, a new provision has been enabled at the Treasury Bill Audit Approver (L3) level. An "On Hold" option has now been introduced in the system.</p> <p>If attachments are found to be missing in SNA SPARSH bills, the Treasury Approver can now select the "On Hold" option instead of rejecting the bill. Upon selecting this option, the bill will be made available at the DDO Approver level for uploading the required attachments.</p> <p>After completing the necessary updates, the DDO can use the "Release" option to resubmit the bill to the Treasury for further processing. Upon re-submission, the Auditor (L3) may proceed to pass the bill if found satisfactory.</p> <p>It is to be noted that bills can remain in the "On Hold" status at the DDO level for a maximum of 5 days. If the DDO fails to use the "Release" option within this period, the bill will be automatically rejected by the system.</p>
		Path	Login -> SNA SPARSH -> Treasury bill process

2. Re-Orientation Points:

S.No	Module and Sub Module		Details
1.	Finance --> Pay bill	Issue:	<p>It has been observed that leave entries are being made at the old station for employees who have been transferred to other departments. In some cases, it is observed that salary for the duty period also claimed and paid to employees at old station. This is resulting in issues while claiming pay at the new station.</p> <p>In this regard, various tickets have been raised by users highlighting the issues.</p>
		Update:	<p>In the case of a departmental transfer, leave entries should not be made at the old station for the concerned employee. Further, pay for the duty period at the old station should not be claimed separately, as this may lead to discrepancies in salary processing at the new station.</p> <p>In such scenarios, users are instructed to process only the Department Transfer Order, Relieving Order, and Joining Entry in the system. No additional entries, such as leave or separate pay claims at the old station, should be made.</p> <p>After the employee joins at the new station and the payroll process is completed, the monthly salary bill may be generated at the new station. The system is designed to automatically compute and display the detailed pay split-up in the bill reports, including pay for the old station period, leave salary (if applicable), transit pay, and pay for the new station.</p>
		Path :	HRMS --> Transfer and posting --> Department transfer
2.	HRMS --> Post HOA Update Process	Issue:	<p>It is observed that tickets have been received from various DDOs/HODs requesting mapping of the required Head of Account (HOA) at the post level. These requests have arisen due to changes/merger of HOAs at the Government level, as well as incorrect mapping at the time of post creation.</p>

			<p>In order to address the issue, a provision has been enabled to DDOs/Treasuries.</p> <p>DDO Level:</p> <p>The DDO user can update the correct Head of Account (HOA) against the specific post and upload the changes through the provided WebADI provision.</p> <p>Upon uploading the corrected HOA details, the system will automatically trigger a notification to the concerned Treasury Audit Unit for further verification and approval</p> <p>Update:</p> <p>Path: Payroll → Post HOA Update WebADI</p> <p>Treasury Level:</p> <p>The Treasury auditor L1 user can download the WebADI and approve the HOA correction request submitted by DDO if found correct. The post details can be verified with necessary documents before approving the request of the DDOs.</p> <p>Path: Finance → Bills → Post HOA Update WebADI</p>
3.	<p>Monthly Income Tax Projection Verification - Employee Instructions</p>	<p>Issue:</p>	<p>It has been observed that users are raising tickets at the end of the financial year to alter the automatically calculated income tax deduction amounts. This practice leads to last-minute adjustments and discrepancies in tax computations, affecting the accuracy of payroll processing and compliance</p>
		<p>Update:</p>	<p>All employees are required to download and verify their Income Tax Projection Report on a monthly basis and ensure that the calculated Gross Amount and Income Tax Amount are accurate.</p> <p>In case any discrepancies are noticed in the Income Tax projection for the month, users are requested to raise a ticket immediately for resolution. Users should not wait until the year-end to report such issues. Early identification and reporting will help in</p>

			<p>prompt rectification of discrepancies.</p> <p>This practice will also help in avoiding last-minute adjustments in income tax elements at the end of the financial year.</p> <p>NavigationPath: Login → Self Service → Reports → Income Tax Projection Report (Self Service)</p>
4.	Finance-Payroll	Issue:	<p>Many tickets are raised to rectify the incorrect values in the auto calculation of arrears.</p>
		Update:	<p>This is primarily due to incorrect entry of effective dates while processing pay-related events.</p> <p>The "Basic Pay" updates in events such as annual increments, promotions, etc., must be processed with the correct effective date. Similarly, while utilizing the "Calculate Arrear Reprocess Date" option, the effective date must strictly match the actual effective date of the promotion or pay revision. Any deviation in the effective date will result in incorrect arrear calculations by the system.</p> <p>For instance, if a promotion pay fixation is effective from 17-Sep-2025, but the arrear effective date is entered as 01-Sep-2025, the system will calculate arrears for an incorrect period, leading to erroneous values.</p> <p>All users are advised to exercise due diligence while entering effective dates to ensure accuracy in arrear calculations and to avoid discrepancies, rework, and unnecessary ticket raising.</p>
5.	Pay Update (Ad-hoc increment)	Issue:	<p>It is found that Annual increments are processed through Pay update option by selecting the Ad-hoc increment type.</p>
			<p>Adhoc increments are intended for special occasion increments and are to be used only under specific circumstances as prescribed in Government Orders (GOs) and applicable rules. They should not be used for processing regular annual increments.</p>

		Update:	<p>In such cases, incorrect usage may result in erroneous entries in the eSR, reflecting an improper purpose for the increment. This may attract objections during internal and Accountant General (AG) audits and could lead to serious complications at the time of retirement, particularly in pension fixation.</p> <p>Therefore, annual increments must be processed strictly through the Annual Increment Program without any deviation.</p> <p>Treasury Officers (TOs) / Pay and Accounts Officers (PAOs) are requested to provide necessary training and awareness sessions to the concerned DDOs who have utilized the Pay Update option incorrectly, ensuring adherence to the prescribed procedures.</p>
6.	Movement of bills to draft level at DDOs and Auditor L1 at Treasuries.	Issue:	<p>Around 500 Tickets have been raised in a month from the DDOs/Treasuries to move the bill at draft level/L1 auditor level.</p>
		Update:	<p>In this regard, it is advised that bills should be thoroughly scrutinized at each stage before being forwarded to the next level. In case any discrepancies or clarifications are required, the Auditor (L3) may either audit or reject the bill as deemed appropriate.</p> <p>It is also emphasized that last-minute rush, particularly at month-end, should be strictly avoided in bill processing at the Treasury level to ensure accuracy and smooth workflow.</p> <p>At the DDO level, the initiator must carefully verify the bill amount, annexures, and supporting attachments before forwarding the bill to the Verifier/Approver level. If any issues are identified at the Verifier/Approver stage, the "Return for Correction" option should be utilized instead of raising tickets to revert the bill to the draft stage.</p> <p>Henceforth, requests/tickets for reverting bills to the draft stage for such reasons will not be entertained.</p>

Suggestion/Recommendations - Government ID (Aadhaar, PAN, Voter ID..etc) as Proof in Applications and Public Places

DOs	DON'Ts
Share ID only with authorized and legitimate organizations	Do not share your ID with unknown individuals
Use masked or redacted versions when possible	Avoid uploading ID on unverified or suspicious websites/social media
Write purpose and date on photocopies	Never leave your ID unattended or as collateral
Carry original documents only when mandatory	Do not share more details than necessary
Verify the identity of the person requesting your ID	Avoid allowing photocopying without valid reason
Use secure sharing methods for digital uploads (like Authorized Websites)	Do not store ID copies on public or shared devices
Report any misuse or loss immediately	Do not ignore suspicious or inconsistent requests. Report it to the concerned authorities.

Cyber Safety Essentials & Responsibilities for End users:

Digital Signature Certificate (DSC) Security Guidelines:

- A DSC is legally equivalent to your **handwritten signature**.
- Sharing it allows others to sign documents on your behalf, leading to legal and financial risks.
- Keep DSC USB Tokens Physically Secured
- Do not allow anyone to access your system via remote tools (e.g., AnyDesk, TeamViewer) to use your DSC. Attackers can capture your PIN, access the token, or misuse certificates.
- Do not leave the DSC token plugged into a system unattended.
- Logout and unplug immediately after completing signing activities.
- Report Lost or Misused Tokens Immediately to the concerned authorities.

Practice Safe Browsing

- Visit only trusted websites (look for HTTPS).
- Avoid downloading software from unofficial sources.

Protect Your Wi-Fi Network

- Use strong, unique Wi-Fi passwords.
- Avoid using unsecured public Wi-Fi for sensitive tasks.

Be Cautious with Emails & Links

- Do *not* click on suspicious links or attachments received to mobile or Email.
- Always verify the sender's email address.
- Watch for phishing signs: urgency, spelling errors, unknown senders.

Never Share Passwords or OTPs With Anyone

- Passwords and OTPs are **strictly personal** and should not be shared even with colleagues, or other members.

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/- N.Venkatesh I.A.S

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//

P. Jayaram
Asst. Accounts Officer(E-team)

2/4/26