



Government of Rajasthan
Department of Finance

IFMS 3.0

User Manual

Employee Management

Document Control

| General Document Information | |
|------------------------------|---|
| Version | Initial draft |
| Version Date | |
| Purpose | User Manual – Employee Management Sub-Module under Disbursement Engine (Details update in Employee module), This User manual is prepared for – Employee/ Maker Checker/ Approver (Employee Module) |

| Contact for Enquiries and Changes | |
|-----------------------------------|--|
| Name | |
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Table of Contents

| | | |
|---------|--|----|
| 1. | Introduction | 15 |
| 2. | System Overview..... | 15 |
| 3. | Prerequisites | 16 |
| 3.1 | For System Access | 16 |
| 4. | Employee Management..... | 16 |
| 4.1 | Login into the System..... | 16 |
| 4.1.1 | HoO – Approver (Access Workspace)..... | 18 |
| 5. | HO/ DDO Declaration | 20 |
| 5.1 | Login into the System..... | 20 |
| 5.1.1.1 | Declaring New HO/ DDO | 23 |
| 5.1.1.2 | Changing Existing HO/ DDO | 24 |
| 6. | My Task List | 28 |
| 6.1.1 | Login into the System..... | 28 |
| 7. | Employee Management..... | 29 |
| 7.1 | Login into the System..... | 29 |
| 7.2 | Employee Registration | 29 |
| 7.2.1 | New Registration | 30 |
| 7.2.2 | Re-employment | 40 |
| 7.2.2.1 | New Registration..... | 41 |
| 7.2.2.2 | Re-registering | 42 |
| 7.3 | Employee Transfer Management | 44 |
| 7.3.1 | Relieving | 44 |
| 7.3.2 | Joining | 49 |
| 7.4 | Group Management..... | 54 |
| 7.4.1 | Change Status/ Group Creation | 54 |

| | | |
|---------|---|-----|
| 7.4.1.1 | Change Status | 54 |
| 7.4.1.2 | Group Creation | 57 |
| 7.4.2 | Allocation | 59 |
| 7.4.3 | Post De - allocation | 62 |
| 7.4.4 | Start Salary..... | 65 |
| 7.4.5 | Stop Salary | 69 |
| 7.5 | Employee Absentee Statement | 74 |
| 7.6 | Subsistence Management..... | 76 |
| 7.6.1 | Subsistence Allowance Initiation | 77 |
| 7.6.2 | Subsistence Allowance Modification..... | 80 |
| 7.6.3 | Subsistence Allowance Revoke | 84 |
| 7.7 | Post & Designation Mapping | 86 |
| 7.7.1 | Post and Designation availability | 86 |
| 7.7.2 | Post Allocation..... | 88 |
| 7.7.3 | Post De-allocation | 91 |
| 7.8 | Verification..... | 92 |
| 7.8.1 | Employee Verification..... | 92 |
| 8. | Bills | 100 |
| 8.1 | Salary Bills..... | 100 |
| 8.1.1 | Login into the System..... | 100 |
| 8.1.2 | Auto Salary Process | 100 |
| 8.1.2.1 | Salary Revert..... | 104 |
| 8.1.3 | Salary Not Process..... | 108 |
| 8.1.4 | Regular Salary (Manual) | 110 |
| 8.2 | MIS Reports | 113 |
| 8.2.1 | Salary Slip Report..... | 113 |
| 8.2.2 | GA-55 Report..... | 117 |
| 8.3 | Bill Status | 120 |
| 8.3.1 | Login into the System..... | 120 |

| | | |
|-------|---------------------------------------|-----|
| 8.3.2 | Bill Status | 120 |
| 9. | Sanctions | 121 |
| 9.1 | Salary Sanctions..... | 121 |
| 9.1.1 | Allowance Sanction (Individual) | 121 |
| 9.1.2 | Allowance Sanction (Bulk)..... | 127 |
| 9.1.3 | Deduction Sanction (Individual)..... | 132 |
| 9.1.4 | Deduction Sanction (Bulk) | 137 |

List of figures

| | |
|--|----|
| Figure 1: IFMS Home Page | 17 |
| Figure 2: SSO Login Page..... | 17 |
| Figure 3: Select Space..... | 18 |
| Figure 4: Desk and Role page | 19 |
| Figure 5: Select function page..... | 19 |
| Figure 6: My Dashboard Page..... | 20 |
| Figure 7: Select function page..... | 21 |
| Figure 8: My Dashboard page..... | 21 |
| Figure 9: HoO Authority Declaration..... | 22 |
| Figure 10: Select Office Page..... | 22 |
| Figure 11: Mark as HO | 23 |
| Figure 12: Save changes | 23 |
| Figure 13: Final confirmation | 24 |
| Figure 14: Successful message | 24 |
| Figure 15: Mark DDO | 25 |
| Figure 16: Select employee..... | 25 |
| Figure 17: Save Changes | 26 |
| Figure 18: Confirm submission request | 26 |
| Figure 19: Successful message | 27 |
| Figure 20: Changes displayed..... | 27 |
| Figure 21: My task list page..... | 28 |
| Figure 22: Employee Registration | 30 |
| Figure 23: New Registration | 31 |
| Figure 24: Tab 1- Personal Details..... | 32 |
| Figure 25: Enter details and upload document | 32 |
| Figure 26:Success upload message..... | 33 |

| | |
|---|----|
| Figure 27: Data saved successfully | 33 |
| Figure 28: Tab 2- Employee Service..... | 34 |
| Figure 29: Upload document page | 34 |
| Figure 30: Success Upload message | 35 |
| Figure 31: Save as draft | 35 |
| Figure 32: Data successfully saved | 36 |
| Figure 33: Tab 3- Address details..... | 36 |
| Figure 34: Data successfully saved | 37 |
| Figure 35: Tab 4- Family details..... | 37 |
| Figure 36: Tab 5- Bank details..... | 38 |
| Figure 37: Document upload successfully..... | 38 |
| Figure 38: Tab 6- Pay entitlement..... | 39 |
| Figure 39: Confirmation message..... | 39 |
| Figure 40: Screen Awaited | 40 |
| Figure 41: Re-employment screen | 41 |
| Figure 42: Register new employee..... | 41 |
| Figure 43: New registration | 42 |
| Figure 44: Existing employee | 42 |
| Figure 45: Fetch details | 43 |
| Figure 46: Next Screen | 43 |
| Figure 47: Employee Transfer Management..... | 44 |
| Figure 48: Relieving Screen | 45 |
| Figure 49: Relieving Initiation..... | 45 |
| Figure 50: Employee details displayed..... | 46 |
| Figure 51: Enter details | 46 |
| Figure 52: Select Designation and Submit..... | 47 |
| Figure 53: Enter Aadhar Number | 47 |
| Figure 54: Enter OTP | 48 |
| Figure 55: Successful message | 48 |

| | |
|---|----|
| Figure 56: Relieving letter..... | 49 |
| Figure 57: Joining Screen..... | 50 |
| Figure 58: Initiation process..... | 50 |
| Figure 59: Select options..... | 51 |
| Figure 60: Enter details..... | 51 |
| Figure 61: View details | 52 |
| Figure 62: Pdf displayed..... | 52 |
| Figure 63: Confirmation message..... | 53 |
| Figure 64: Successful message..... | 53 |
| Figure 65: Select group creation..... | 55 |
| Figure 66: Change status..... | 55 |
| Figure 67: Confirmation message..... | 56 |
| Figure 68: Successful message Awaited | 56 |
| Figure 69: Status changed..... | 57 |
| Figure 70: Add group | 57 |
| Figure 71: Enter details - Add group..... | 58 |
| Figure 72: Success message | 58 |
| Figure 73: Allocation | 59 |
| Figure 74: Select Group name..... | 60 |
| Figure 75: Employee details..... | 60 |
| Figure 76: Allocation Save..... | 61 |
| Figure 77: Confirmation submit request | 61 |
| Figure 78: Successful message for allocation..... | 62 |
| Figure 79: De-allocation | 63 |
| Figure 80: Select Group name | 63 |
| Figure 81:List of employees | 63 |
| Figure 82: Save changes | 64 |
| Figure 83: Submit request confirmation..... | 64 |
| Figure 84: Successful message De-allocation | 65 |

| | |
|--|----|
| Figure 85: Start Salary..... | 66 |
| Figure 86: List of employees..... | 66 |
| Figure 87: Start Salary selection..... | 66 |
| Figure 88: Employee details submit..... | 67 |
| Figure 89: Submit request | 67 |
| Figure 90: Confirmation to final submission..... | 68 |
| Figure 91: Success message- Start Salary..... | 68 |
| Figure 92: Stop Salary | 69 |
| Figure 93: Selection for details | 69 |
| Figure 94: Details selection..... | 70 |
| Figure 95: Select employee | 70 |
| Figure 96: Stop selected salary | 71 |
| Figure 97: Submit selection | 71 |
| Figure 98: Select reason for stop | 72 |
| Figure 99: Submit request..... | 72 |
| Figure 100: Confirmation to submit request | 73 |
| Figure 101: Success message -Stop Salary..... | 73 |
| Figure 102: Absentee- Employee list | 74 |
| Figure 103: Absentee details | 75 |
| Figure 104: Details submission..... | 75 |
| Figure 105: Successful Message | 76 |
| Figure 106: Subsistence Management..... | 77 |
| Figure 107: Initiate process..... | 77 |
| Figure 108: Subsistence Allowance History details..... | 78 |
| Figure 109: Subsistence Allowance details | 78 |
| Figure 110: Upload documents | 79 |
| Figure 111: Confirmation message | 79 |
| Figure 112: Successful message..... | 80 |
| Figure 113: Subsistence Allowance Modification..... | 80 |

| | |
|--|----|
| Figure 114: Modification Process | 81 |
| Figure 115: Subsistence Allowance history details..... | 81 |
| Figure 116: Subsistence Allowance details | 82 |
| Figure 117: Upload document | 82 |
| Figure 118: Submit request | 83 |
| Figure 119: Confirmation Message | 83 |
| Figure 120: Successful Message..... | 84 |
| Figure 121: Subsistence Allowance Revoke..... | 84 |
| Figure 122: Subsistence Allowance history details | 85 |
| Figure 123: Select details..... | 85 |
| Figure 124: Menu select | 86 |
| Figure 125: Post & Designation Availability..... | 87 |
| Figure 126: List of designation displayed..... | 87 |
| Figure 127: Post allocation menu select | 88 |
| Figure 128: Allocation of designation..... | 89 |
| Figure 129: Select designation | 89 |
| Figure 130: Click Allocation button..... | 90 |
| Figure 131: Successful message displayed..... | 90 |
| Figure 132: Post deallocation | 91 |
| Figure 133: Successful message awaited | 92 |
| Figure 134: Employee Verification | 93 |
| Figure 135: Select from Employee list | 93 |
| Figure 136: Employee details | 94 |
| Figure 137: Personal details | 94 |
| Figure 138: Service details | 95 |
| Figure 139: Bank account and Pay entitlement details | 95 |
| Figure 140: Family details-1..... | 96 |
| Figure 141: Family Details-2 | 97 |
| Figure 142: Submit Request..... | 98 |

| | |
|--|-----|
| Figure 143: Final confirmation screen | 98 |
| Figure 144: Successful message screen | 99 |
| Figure 145: Select Menu | 101 |
| Figure 146: Details selection | 101 |
| Figure 147: Check to proceed | 102 |
| Figure 148: Click Proceed to request | 102 |
| Figure 149: Select option | 103 |
| Figure 150: Final Confirmation | 103 |
| Figure 151: Success Message | 104 |
| Figure 152: Select details from filter | 104 |
| Figure 153: Search results | 105 |
| Figure 154: Revert Salary | 105 |
| Figure 155: Enter Remarks | 106 |
| Figure 156: Confirmation required | 106 |
| Figure 157: Bill Request ID generated | 107 |
| Figure 158: Revert Case Salary details displayed | 107 |
| Figure 159: Employee Details | 108 |
| Figure 160: Salary Not Process | 108 |
| Figure 161: Select details | 109 |
| Figure 162: List displayed | 109 |
| Figure 163: Print option | 110 |
| Figure 164: Regular Salary | 110 |
| Figure 165: Select details | 111 |
| Figure 166: Initiate the process | 111 |
| Figure 167: Final Confirmation | 112 |
| Figure 168: Success screen awaited | 112 |
| Figure 169: MIS Reports | 113 |
| Figure 170: Salary slip | 114 |
| Figure 171: Employee Details | 114 |

| | |
|---|-----|
| Figure 172: View Report | 115 |
| Figure 173: Select Period | 115 |
| Figure 174: Submit to View Report | 116 |
| Figure 175: PDF Display | 116 |
| Figure 176: GA-55 Reports | 117 |
| Figure 177: Details displayed | 118 |
| Figure 178: View Report | 118 |
| Figure 179: Select Year | 119 |
| Figure 180: GA-55 Report displayed | 119 |
| Figure 181: Select reference no. | 120 |
| Figure 182: Bill Status | 121 |
| Figure 183: Select Menu | 122 |
| Figure 184: Select Employee | 122 |
| Figure 185: Employee details | 123 |
| Figure 186: Add allowance | 123 |
| Figure 187: Add New Allowance | 124 |
| Figure 188: Details displayed | 124 |
| Figure 189: Upload documents | 125 |
| Figure 190: Select document to upload | 126 |
| Figure 191: Confirmation to proceed | 126 |
| Figure 192: Successful message | 127 |
| Figure 193: Allowance Sanction Bulk | 128 |
| Figure 194: Select employees | 128 |
| Figure 195: Enter details | 129 |
| Figure 196: Details displayed | 129 |
| Figure 197: Upload document | 130 |
| Figure 198: Select Document to upload | 130 |
| Figure 199: Confirmation message | 131 |
| Figure 200: Successful message | 131 |

| | |
|---|-----|
| Figure 201: Deduction allowance Individual- select employee | 132 |
| Figure 202: Employee details displayed | 133 |
| Figure 203: Add deduction button | 133 |
| Figure 204: Add deduction details | 134 |
| Figure 205: Upload document | 135 |
| Figure 206: Select Document to upload..... | 135 |
| Figure 207: Confirmation message | 136 |
| Figure 208: Successful message | 136 |
| Figure 209: Deduction Sanction Bulk | 137 |
| Figure 210: Employee details..... | 137 |
| Figure 211:Select multiple employees | 138 |
| Figure 212: Add deduction details | 138 |
| Figure 213: Upload documents..... | 139 |
| Figure 214: Select document to upload | 139 |
| Figure 215: Click Submit for submission of details | 140 |
| Figure 216: Confirmation message..... | 140 |
| Figure 217: Successful Message | 141 |

Acronyms

| Acronym | Description |
|-------------|--|
| DDO | Drawing & Disbursing Officer |
| ELD | Emoluments Last Drawn |
| EIM | Employee Information Management |
| ESS | Employee Self Service |
| EOL | Extra ordinary leave |
| FD | Finance Department |
| HO | Head of Office |
| IFMS | Integrated Financial Management System |
| SSO | Single Sign On |

1. Introduction

The Finance Department of the Government of Rajasthan is currently designing and developing the upgraded/ enhanced version of Integrated Financial Management System (IFMS 3.0), to improve financial management and streamline processes for Government Employees and various stakeholders. IFMS 3.0 is an integrated system that includes Budget Management, Expenditure Management (Disbursement Engine) including Treasury functions, Revenue Management, Accounting and Reporting. This new system aims to resolve the issues with previous disjointed modules by integrating them into one integrated system, simplifying and eliminating redundant processes, and adding new functionalities such as self-service for stakeholders. The IFMS 3.0 system will significantly improvise financial management for the Finance Department of the Government of Rajasthan and provide a more user-friendly experience for all stakeholders.

2. System Overview

Employee Management system is a critical component for organizations to efficiently manage their workforce. The purpose of the Employee Management & Salary Bill training manual is to facilitate the trainers to understand the functionality of modifying the Migrated Employee data from IFMS 2.0, Creating New Employee and Creating Group in which employee will be tagged for salary bill.

This training manual will also facilitate the master trainers to understand the system usability how the system will facilitate the users to generate the Salary Bill, associating it with other related processes such as subsistence allowance, allowance, deduction, etc. which are used in generating these bills. Based on the details saved in Employee Management module, the Salary Bill of the Employee will be prepared.

3. Prerequisites

3.1 For System Access

User should possess-

- URL link: <https://ifms.rajasthan.gov.in/ifmssso>
- SSO ID Credentials (User ID and Password)

4. Employee Management

4.1 Login into the System

| | |
|----------------------------|--|
| 1. Action URL link | https://ifms.rajasthan.gov.in/ifmssso |
| 2. Actor | -Maker/Checker/HoO (Approver) |
| 3. Navigation Steps | -To initiate details updation of employee application process, HoO shall follow the steps as given: - <ul style="list-style-type: none">• Please open web browser and enter https://ifms.rajasthan.gov.in/ifmssso in the URL.• Click Login button |

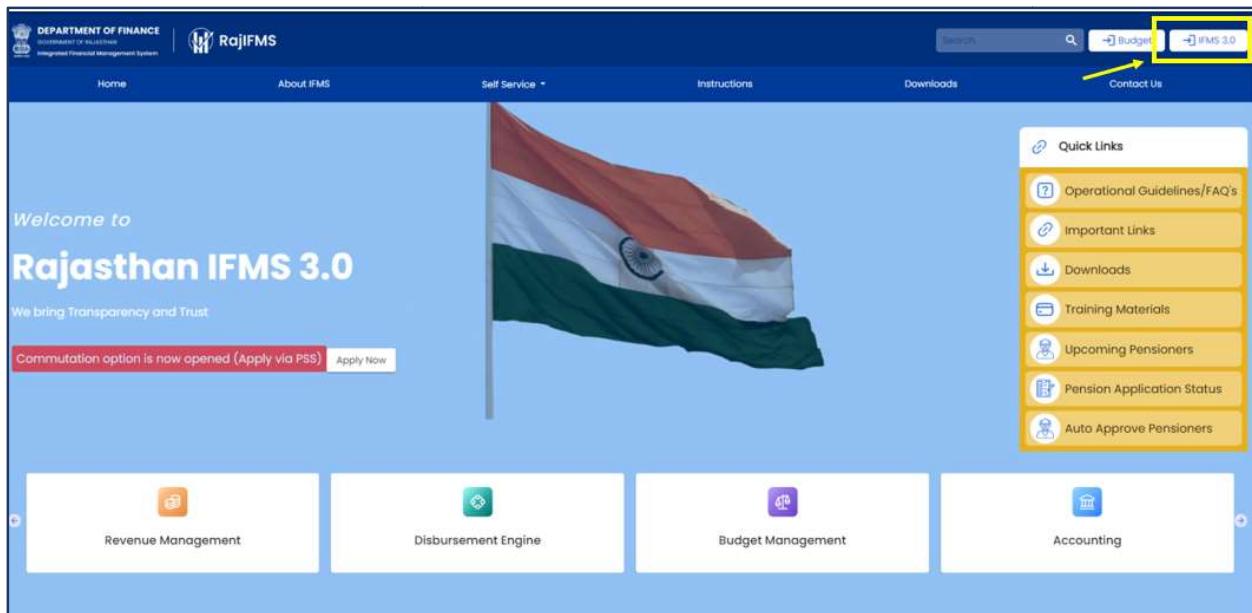


Figure 1: IFMS Home Page

- SSO Login page opens, please enter your SSO Login Credentials (User ID, Password, and captcha) to login

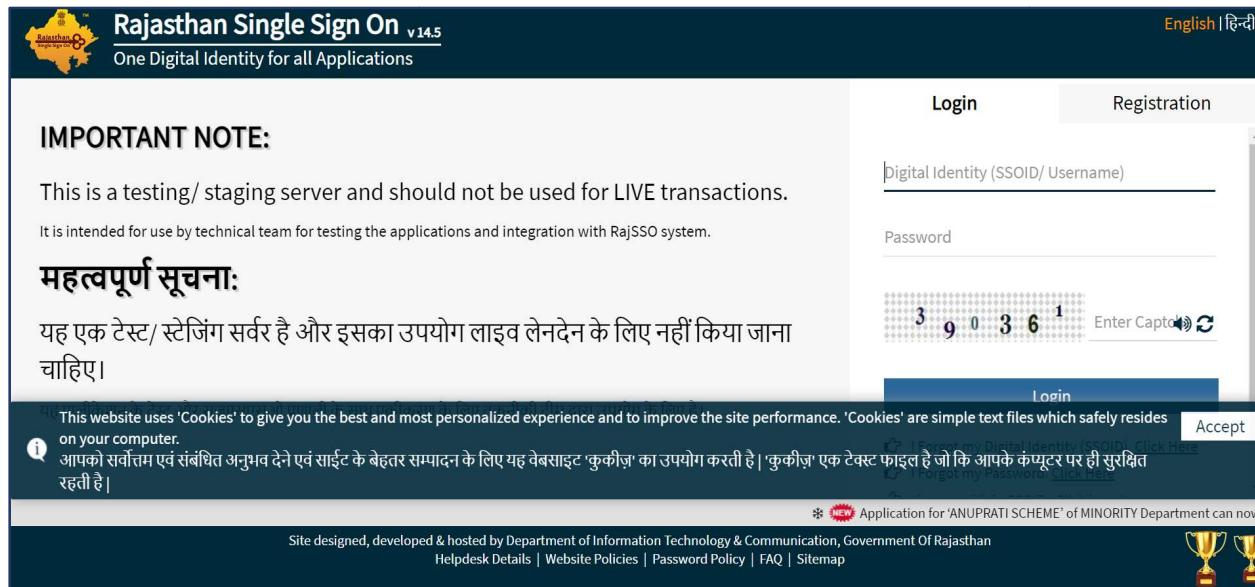


Figure 2: SSO Login Page

- After SSO login, welcome page appears only for three seconds at IFMS 3.0. It automatically redirects user to choose either Workspace Tile for office related work or Self-Service Tile to manage own service-related matters.
- Access workspace tile shall be used for official purposes, to perform roles and duties assigned/mapped by higher authorities.
- Access Employee Self Service tile is for employees, to raise requests, pay slips, leaves, etc.

Note - Under Employee Self Service (ESS), Employee can view or update his details and raise requests.

4.1.1 HoO – Approver (Access Workspace)

- For initiating the request for new employee, User shall select – “Access Workspace” tile

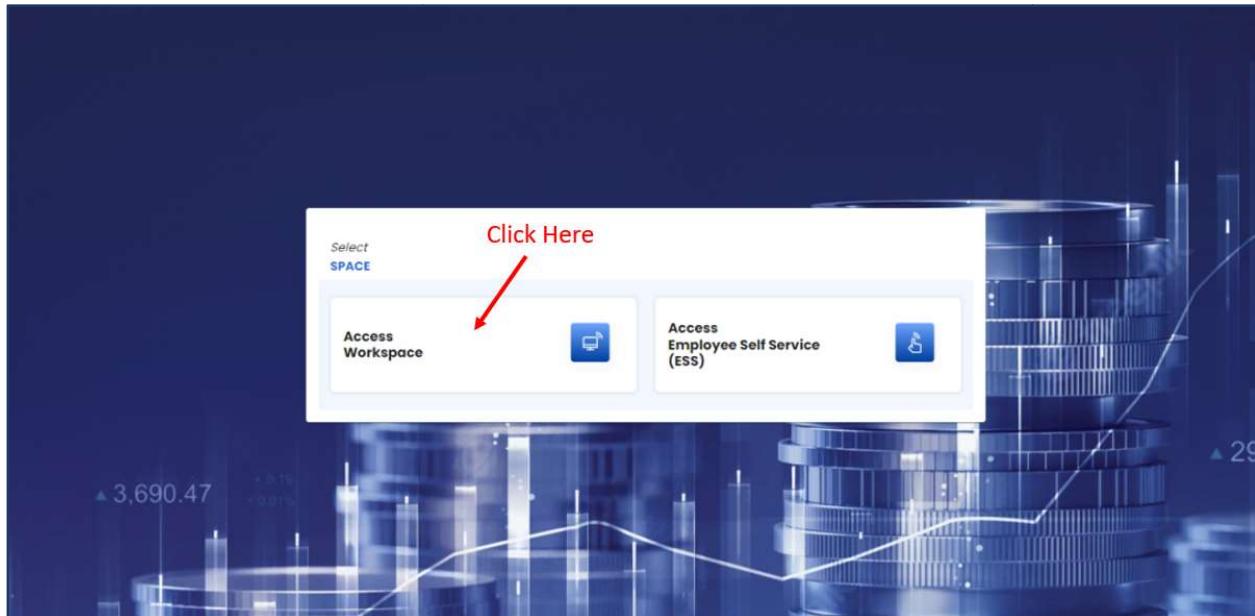
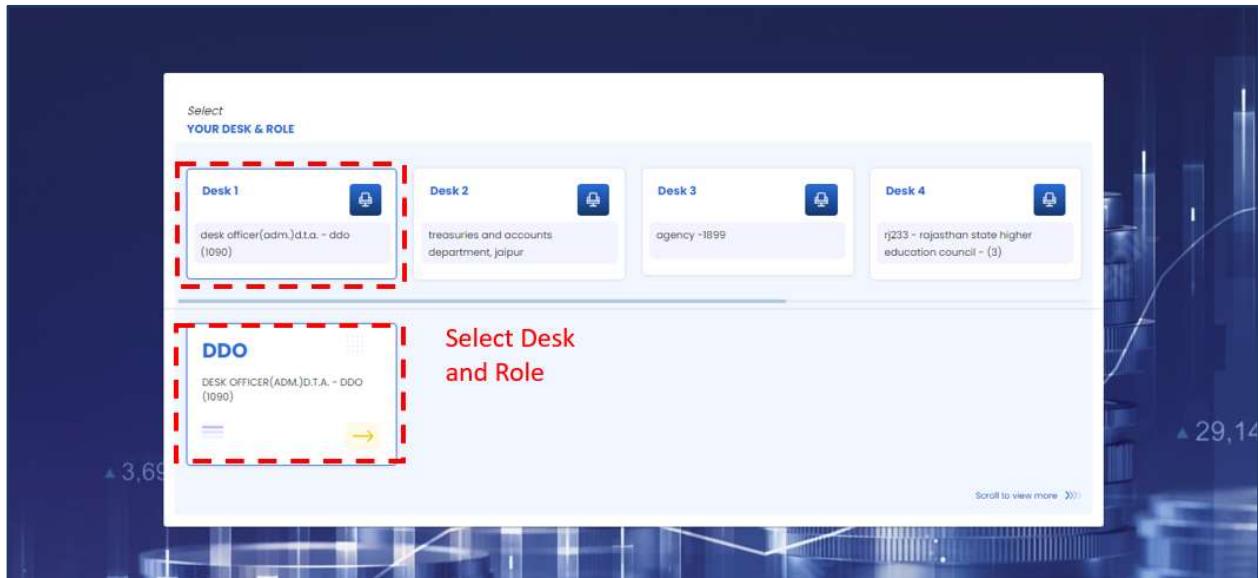


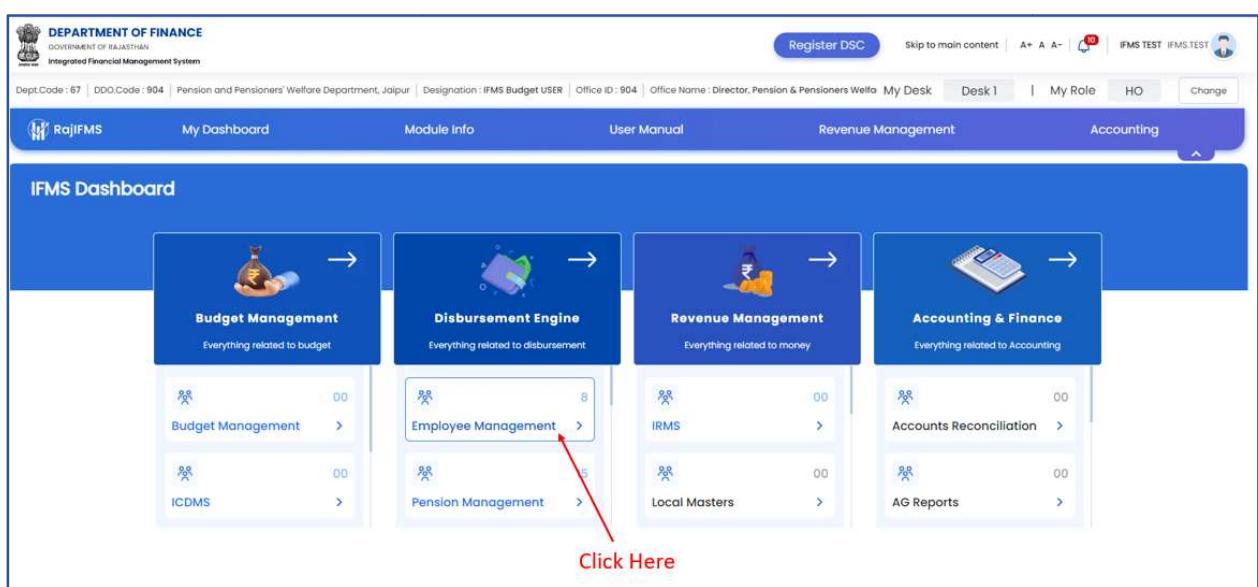
Figure 3: Select Space

- In upper part of screen, one or more desk(s) with name of offices will appear for which employee is having charge. Select Desk (Office) for which employee having charge.

According to selection of tile in upper part, role(s) assigned to an employee will appear in form of tile(s), in lower part of screen.



- As per selection of Role, Dashboard page gets open accordingly.



- ActivityDashboard page gets open, from this page User can view - check status for the Id's, My Activities list (All tasks), Task status, Employee MIS Reports, Quick links, etc.
- Click on “Employee Management”, from the menu (Left side)

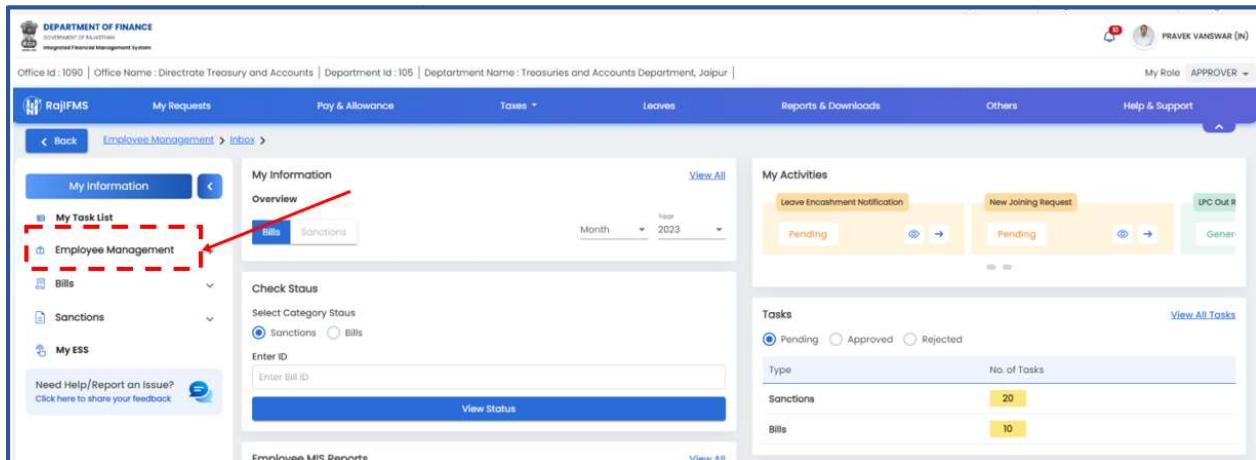


Figure 6: My Dashboard Page

5. HO/ DDO Declaration

5.1 Login into the System

1. Action URL link <https://ifms.rajasthan.gov.in/ifmssso>
2. Actor - HOD/ HO
1. Navigation Steps -User shall login into the system using steps as mentioned under **Section 4.1** for User SSO Login (till Figure 4)

- Dashboard page gets open

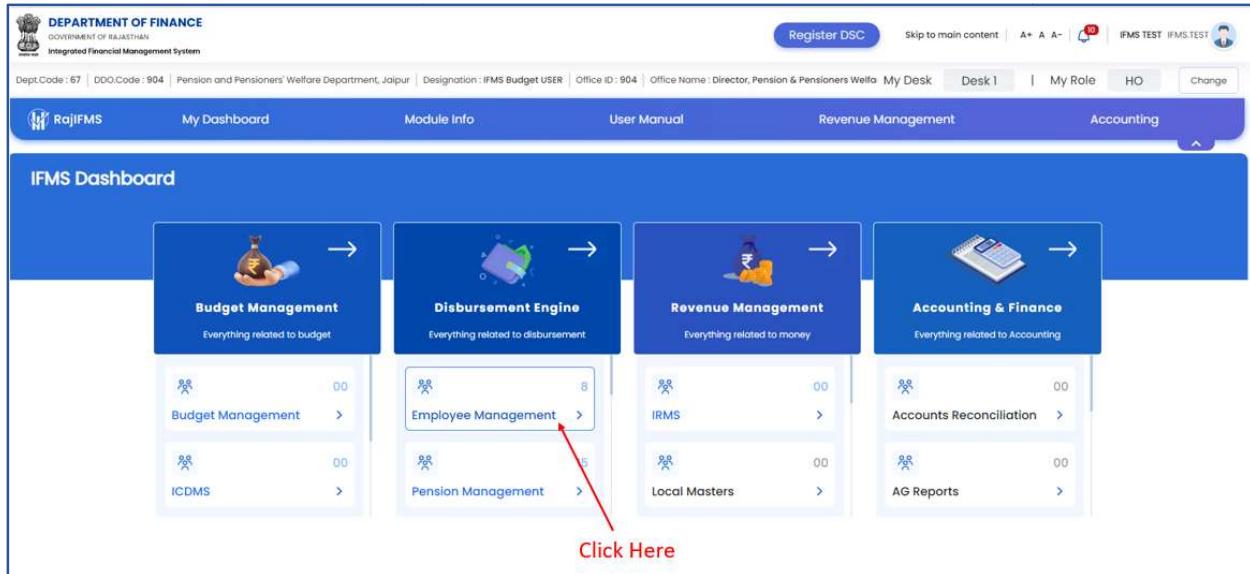


Figure 7: Select function page

- Click on Employee Management
- Dashboard page gets open, from this page User can view - check status for the Id's, My Activities list (All tasks), Task status, Employee MIS Reports, Quick links, etc. as per the rights authorized.

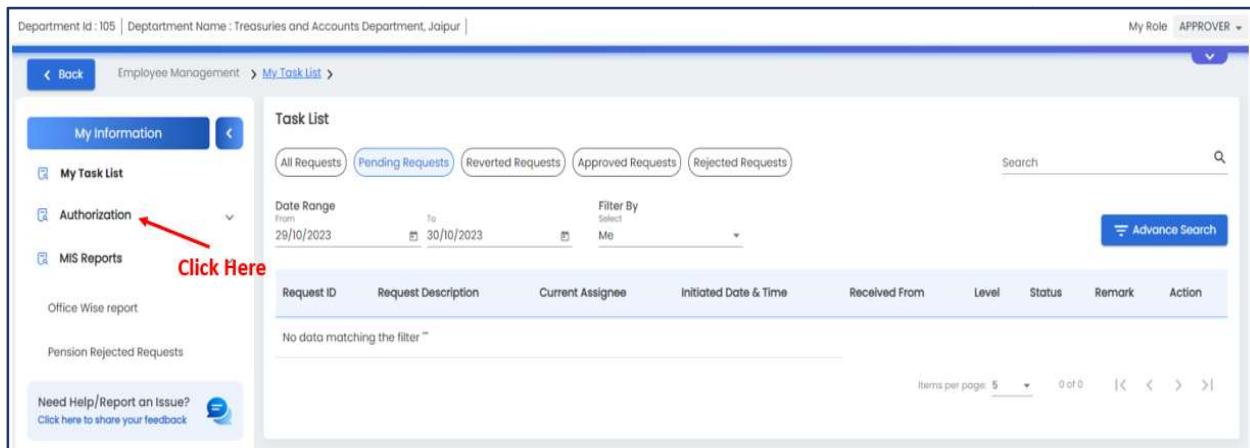


Figure 8: My Dashboard page

- To declare HO, task will initiate at HOD level. Click “**Authorization**”, and then click “**HO Authority Declaration**”

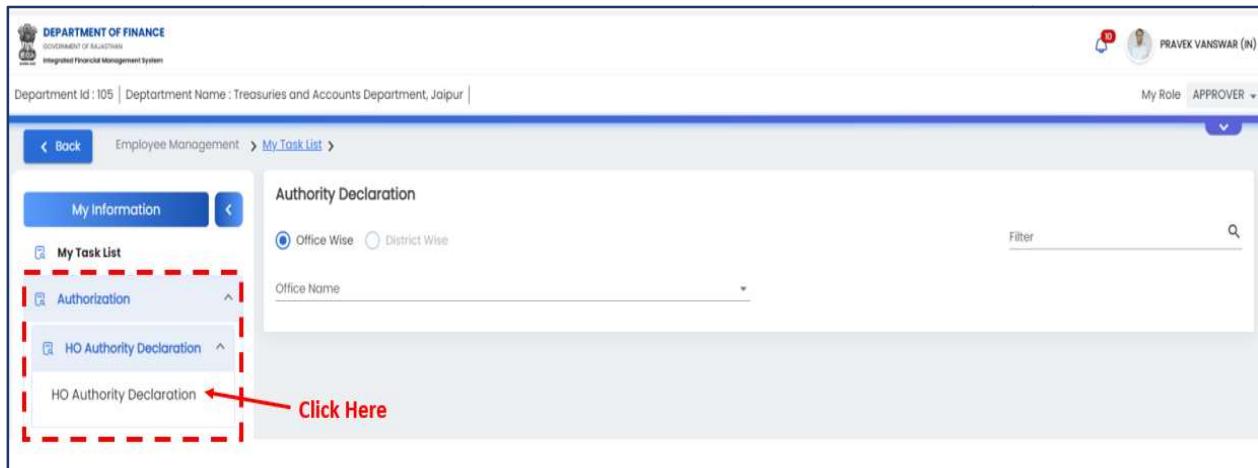


Figure 9: HoO Authority Declaration

- Please select the Office name from the drop-down list according to selected option. Self-office and Offices under subordination will appear as under. Select the office for which HO has to be declare.

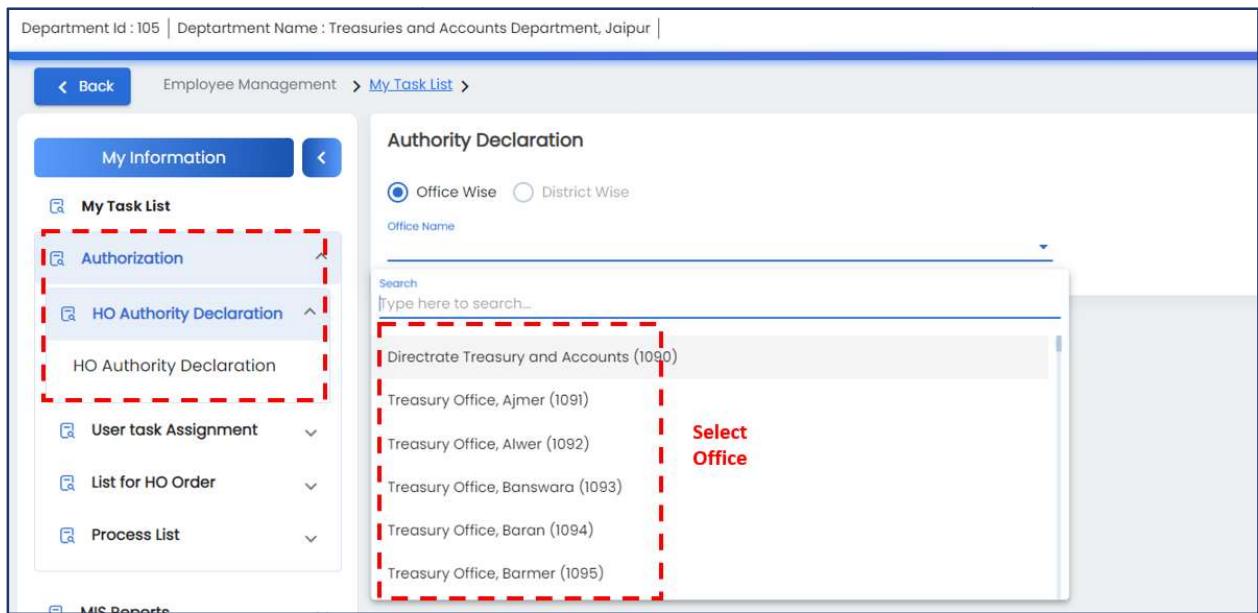
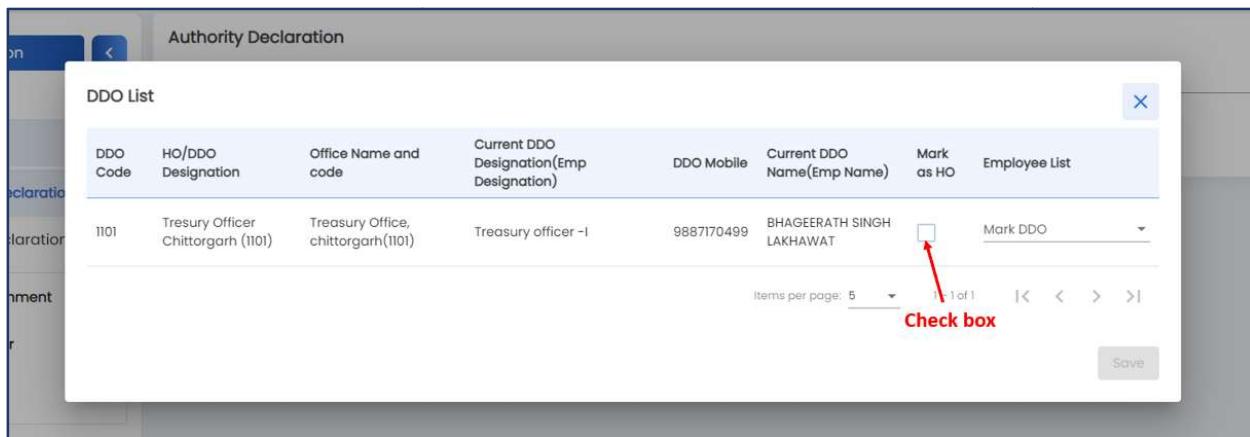


Figure 10: Select Office Page

5.1.1.1 Declaring New HO/ DDO

- List of assigned DDO(s) in selected office will appear. From the appeared list please select the employee to whom HO has to be declared and check mark the “**Mark as HO**” checkbox.



The screenshot shows a modal window titled "Authority Declaration" with a sub-section "DDO List". The table contains one row of data:

| DDO Code | HO/DDO Designation | Office Name and code | Current DDO Designation(Emp Designation) | DDO Mobile | Current DDO Name(Emp Name) | Mark as HO | Employee List |
|----------|-------------------------------------|------------------------------------|--|------------|----------------------------|--------------------------|---------------|
| 1101 | Treasury Officer Chittorgarh (1101) | Treasury Office, chittorgarh(1101) | Treasury officer -I | 9887170499 | BHAGEERATH SINGH LAKHAWAT | <input type="checkbox"/> | Mark DDO |

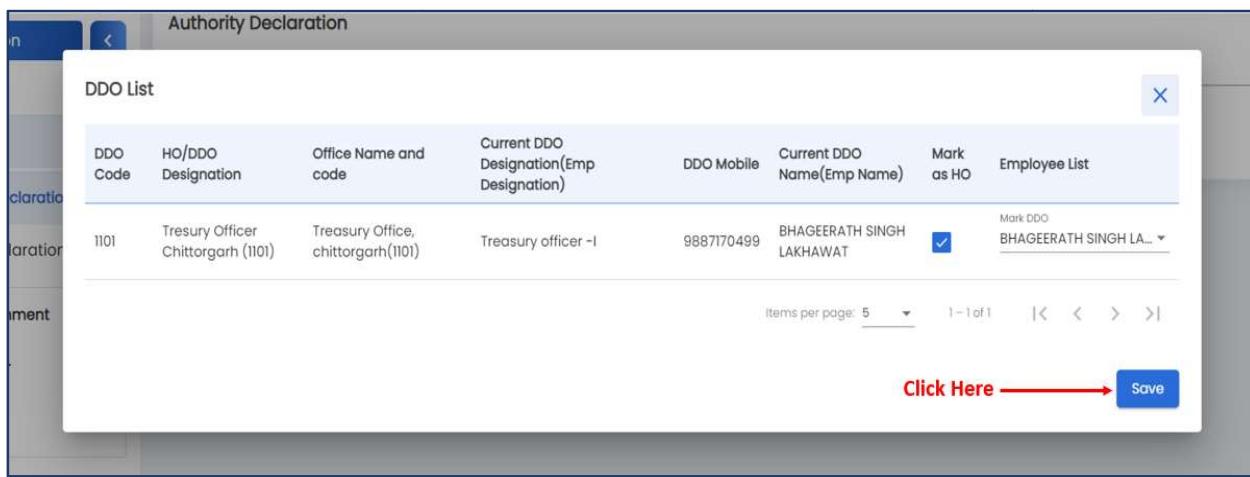
Items per page: 5 1 of 1

Check box

Save

Figure 11: Mark as HO

- Name of employee gets populated under “**Employee list**”, Please click “Save” button



The screenshot shows the same modal window as Figure 11, but the "Mark as HO" checkbox is checked for the first row. The "Employee List" column now shows "BHAGEERATH SINGH LAKHAWAT". The "Save" button is highlighted with a red arrow.

| DDO Code | HO/DDO Designation | Office Name and code | Current DDO Designation(Emp Designation) | DDO Mobile | Current DDO Name(Emp Name) | Mark as HO | Employee List |
|----------|-------------------------------------|------------------------------------|--|------------|----------------------------|-------------------------------------|------------------------------------|
| 1101 | Treasury Officer Chittorgarh (1101) | Treasury Office, chittorgarh(1101) | Treasury officer -I | 9887170499 | BHAGEERATH SINGH LAKHAWAT | <input checked="" type="checkbox"/> | Mark DDO BHAGEERATH SINGH LA... |

Items per page: 5 1 of 1

Click Here → Save

Figure 12: Save changes

- User needs to confirm the request by clicking “Yes” button

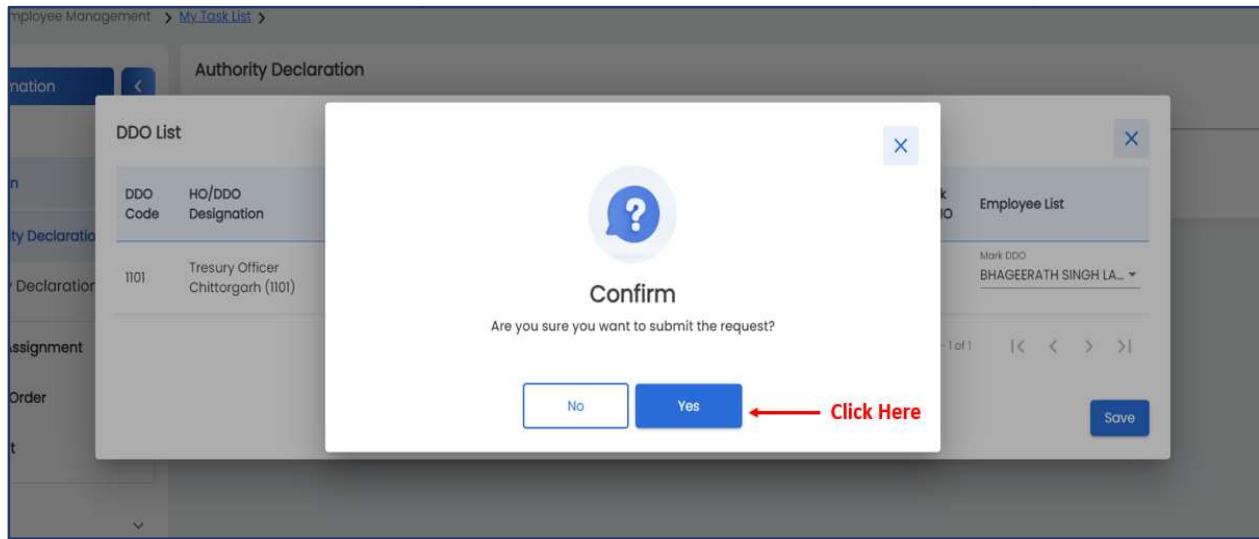


Figure 13: Final confirmation

- Success message gets displayed

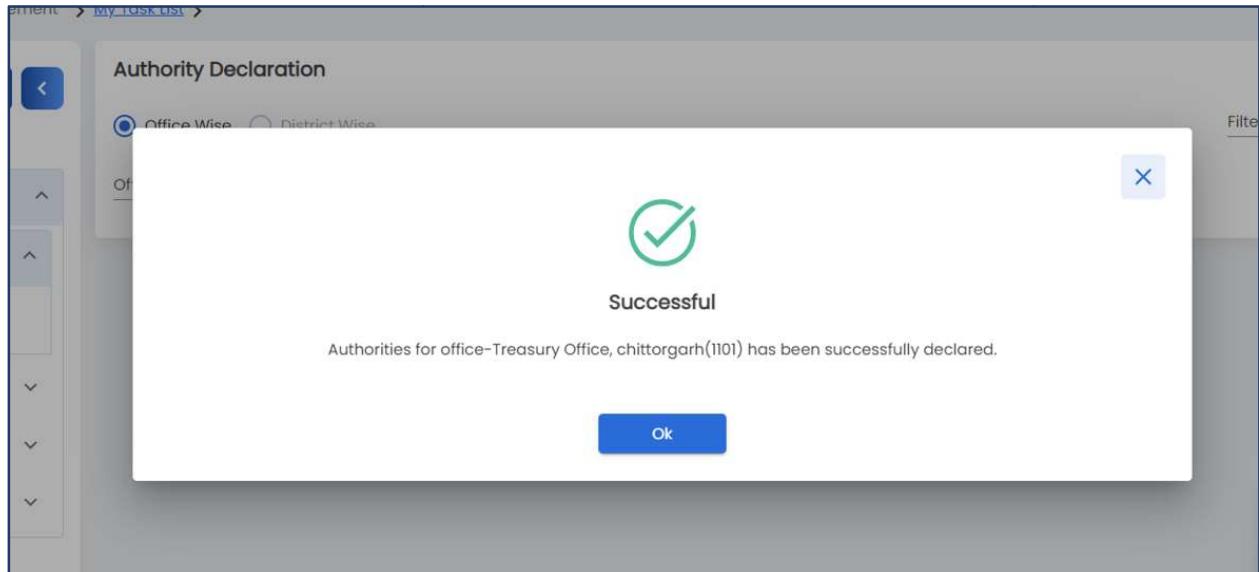


Figure 14: Successful message

5.1.1.2 Changing Existing HO/ DDO

- In Case, an employee is already mapped as HoO and that needs to be changed

- Please click over Employee list filter

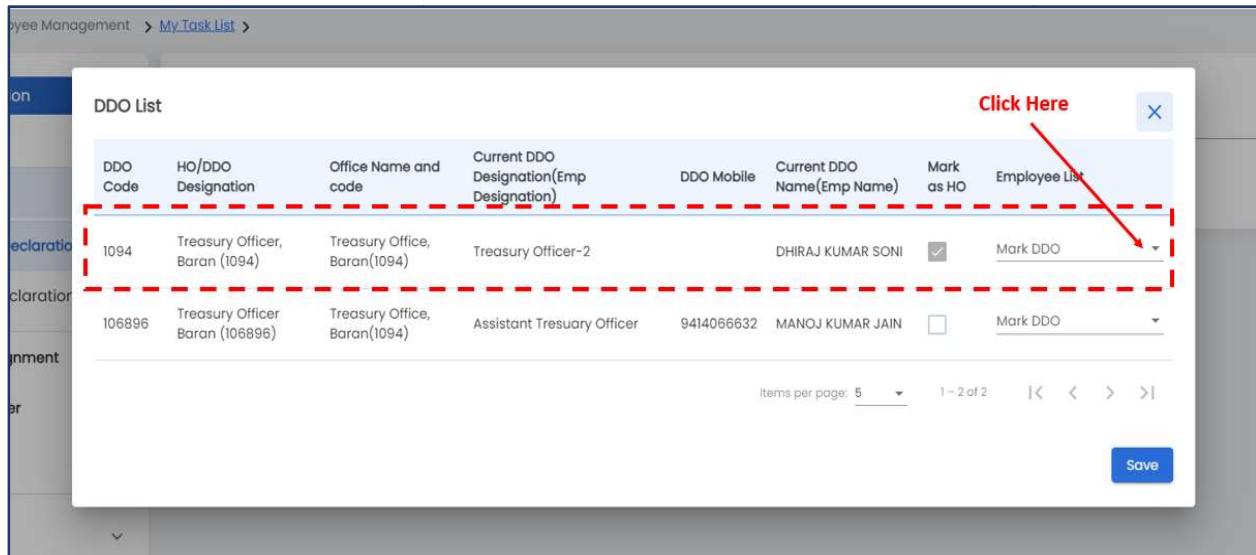


Figure 15: Mark DDO

- Please select the other employee from the drop-down list

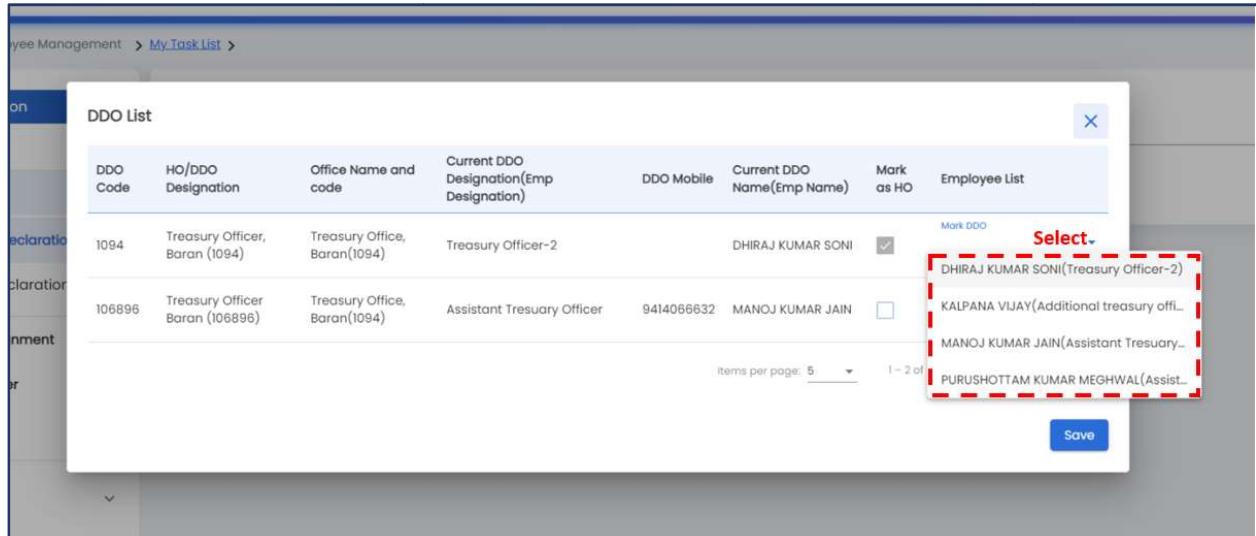


Figure 16: Select employee

- Click “Save” button

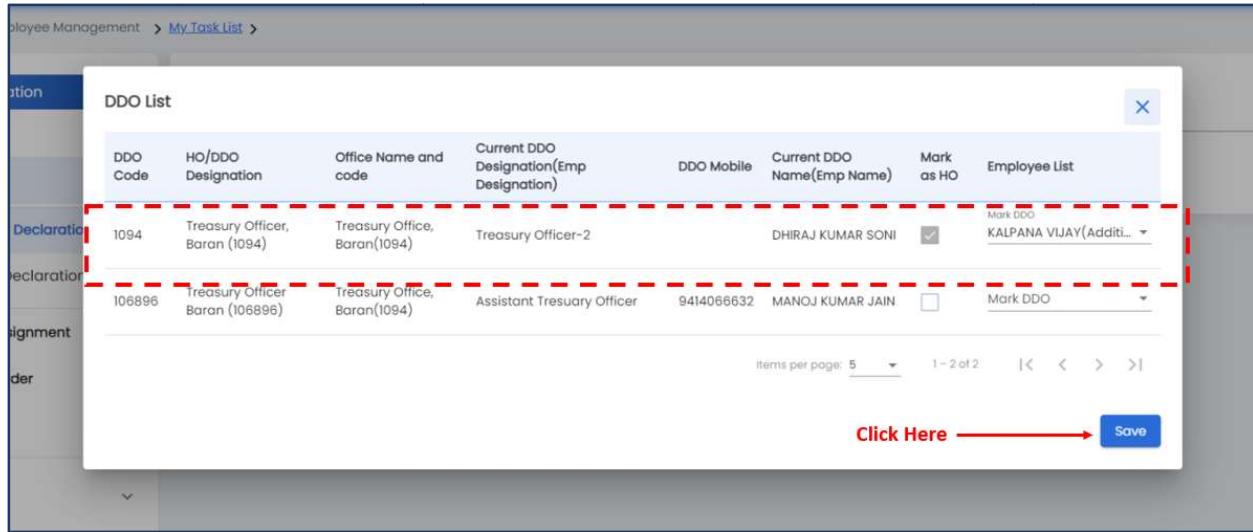


Figure 17: Save Changes

- User needs to confirm the request by clicking “Yes” button

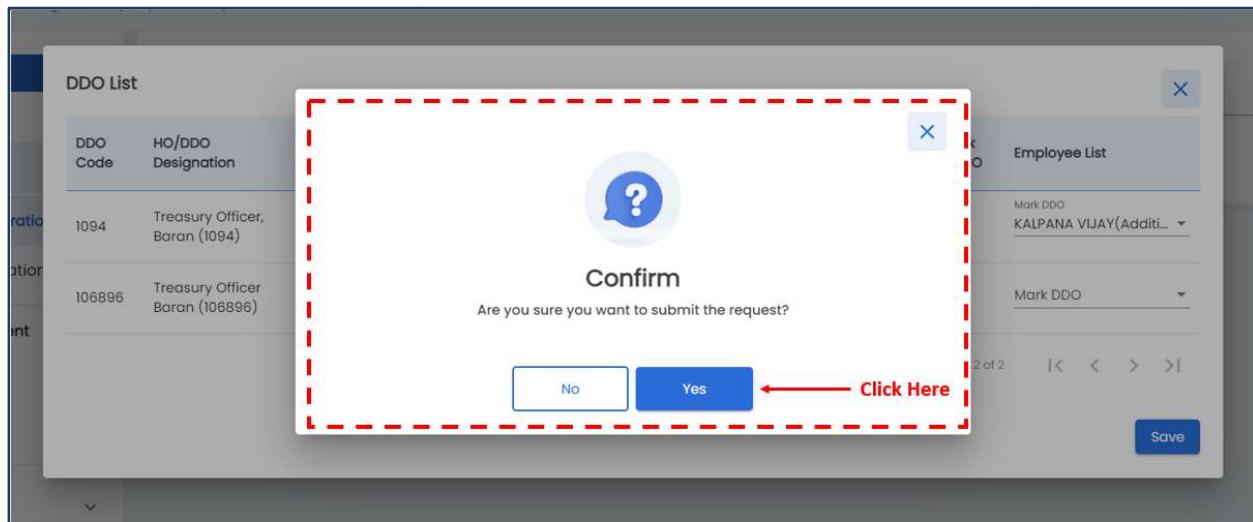


Figure 18: Confirm submission request

- Success message gets displayed

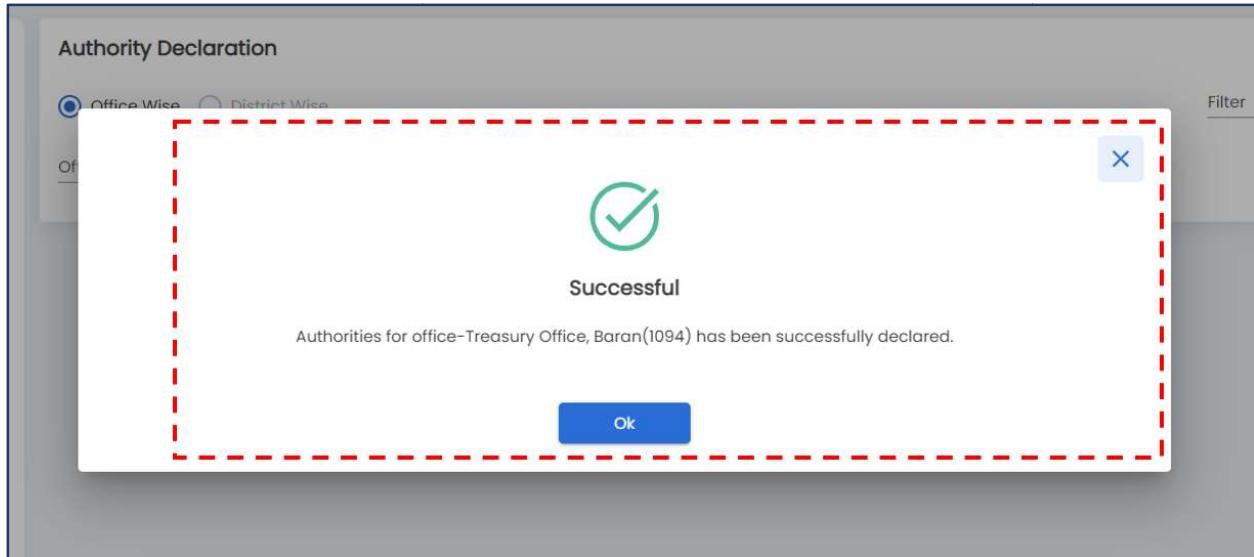


Figure 19: Successful message

- Employee details gets updated in the system as displayed in the screen below

The screenshot shows a table titled 'DDO List' with a red dashed border. The columns are: DDO Code, HO/DDO Designation, Office Name and code, Current DDO Designation(Emp Designation), DDO Mobile, Current DDO Name(Emp Name), Mark as HO, and Employee List. Two rows are visible. The first row has a checked 'Mark as HO' checkbox and the name 'KALPANA VIJAY'. The second row has an unchecked 'Mark as HO' checkbox and the name 'MANOJ KUMAR JAIN'. A red arrow points to the 'Current DDO Name(Emp Name)' column for the first row, with the text 'Details updated' above it. At the bottom right of the table is a 'Save' button.

| DDO Code | HO/DDO Designation | Office Name and code | Current DDO Designation(Emp Designation) | DDO Mobile | Current DDO Name(Emp Name) | Mark as HO | Employee List |
|----------|---------------------------------|------------------------------|--|------------|----------------------------|-------------------------------------|---------------|
| 1094 | Treasury Officer, Baran (1094) | Treasury Office, Baran(1094) | Additional treasury officer | 9636319846 | KALPANA VIJAY | <input checked="" type="checkbox"/> | Mark DDO |
| 106896 | Treasury Officer Baran (106896) | Treasury Office, Baran(1094) | Assistant Treasury Officer | 9414066632 | MANOJ KUMAR JAIN | <input type="checkbox"/> | Mark DDO |

Figure 20: Changes displayed

6. My Task List

6.1.1 Login into the System

- 3. Action URL link - <https://ifms.rajasthan.gov.in/ifmssso>
- 4. Actor - HoO (Approver)
- 5. Navigation Steps - User shall login into the system using steps as mentioned under **Section 4.1** for User SSO Login (till Figure 6)

- Click “My Task List”, from the menu (Left side)

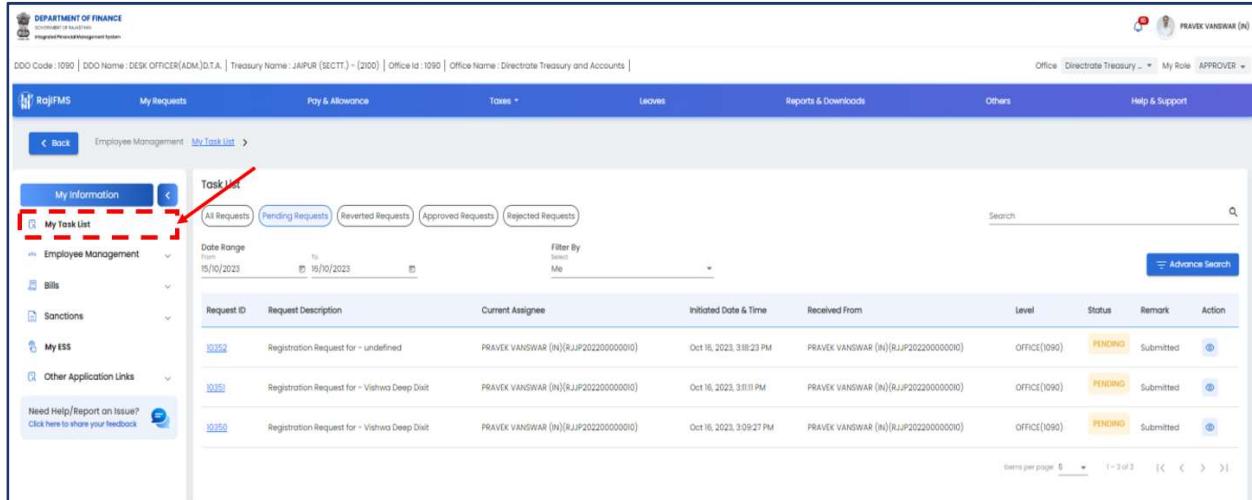


Figure 21: My task list page

- This shall display the details of task(s) of User that includes – All Requests, Pending Requests, everted Request, Approved Requests, Rejected Requests, etc.
- Click request ID to take appropriate action on the employee request.

7. Employee Management

Employee Management encompasses all processes related to Employee Registration, Sanctions, and Bills (both Salary and Non-Salary related). It also comprises of Employee Self Services and masters related to Employee Management.

7.1 Login into the System

- 2. Action URL link** - <https://ifms.rajasthan.gov.in/ifmssso>
- 3. Actor** - Maker/Checker/HoO (Approver)
- 4. Navigation Steps** - User shall login into the system using steps as mentioned under **Section 4.1** for User SSO Login (till Figure 6)
 - Click “Employee Management>> Employee Registration”, from the menu (Left side)

7.2 Employee Registration

This functionality includes these processes:

- **New Registration**
- **Re-employment**

- HO (Receiver / Approver) to initiate the request for creating new employee by entering minimum basic mandatory requirement as per provided in the appointment letter and forward the activity to HO (Maker).
- HO (Maker) will fill the remaining filed for employee registration as per the supporting document received along with the appointment letter and forward the request to HO (checker) for review.
- HO (Checker) will review the request along with the maker remarks and forward / revert the request to Approver/Maker
- HO (Approver) will review the request and approve or reject the request.

- System will return the request to checker if approver has rejected the request with remarks. Notification will be sent to concern stakeholders.
- Click “Employee Management >> Employee Registration >> New Registration”, from the menu (Left side)

7.2.1 New Registration

This functionality can be used to onboard new employee to the system by capturing employee related details such as Personal details, Service details, Address, Bank details, Family details, Nominee details, Pay component etc.

After HoO (Maker) initiates the request and verified by HoO (Checker), if HO/HOD (Approver) approves the request, system will input update the employee master and notification will be send to concern stakeholder and employee.

- Please select the New Registration tab at left side, as displayed in the screen below

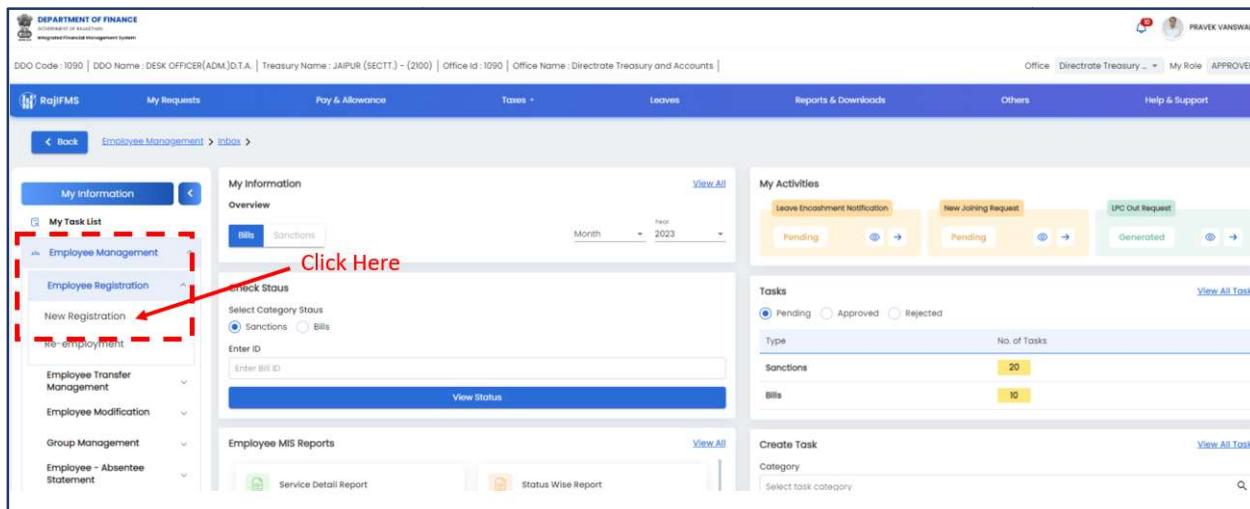


Figure 22: Employee Registration

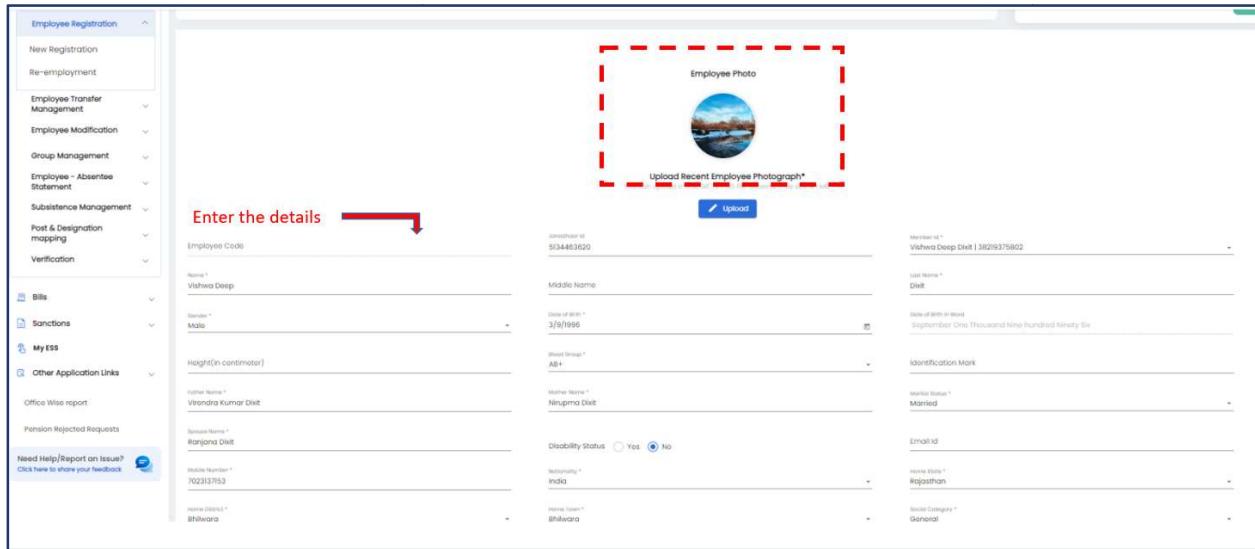
- Detail updation tabs for User to update the required details mandatorily-
 - Tab 1- Personal details
 - Tab 2 – Employee Service
 - Address Details
 - Family Details and Nomination
 - Bank Details
 - Pay Entitlement

Tab 1- Personal Details:

Figure 23: New Registration

- Upload- photograph/ joint photograph size shall not exceed 500Kb, and format shall be jpeg/ jpg only

- User shall Enter/update the details



Employee Registration

New Registration
Re-employment
Employee Transfer Management
Employee Modification
Group Management
Employee - Absentee Statement
Subsistence Management
Post & Designation mapping
Verification

Bills
 Sanctions
 My ESS
 Other Application Links
 Office Wise report
 Person Rejected Requests
 Need Help/Report on Issue? Click here to share your feedback

Employee Photo
Upload Recent Employee Photograph*

Enter the details

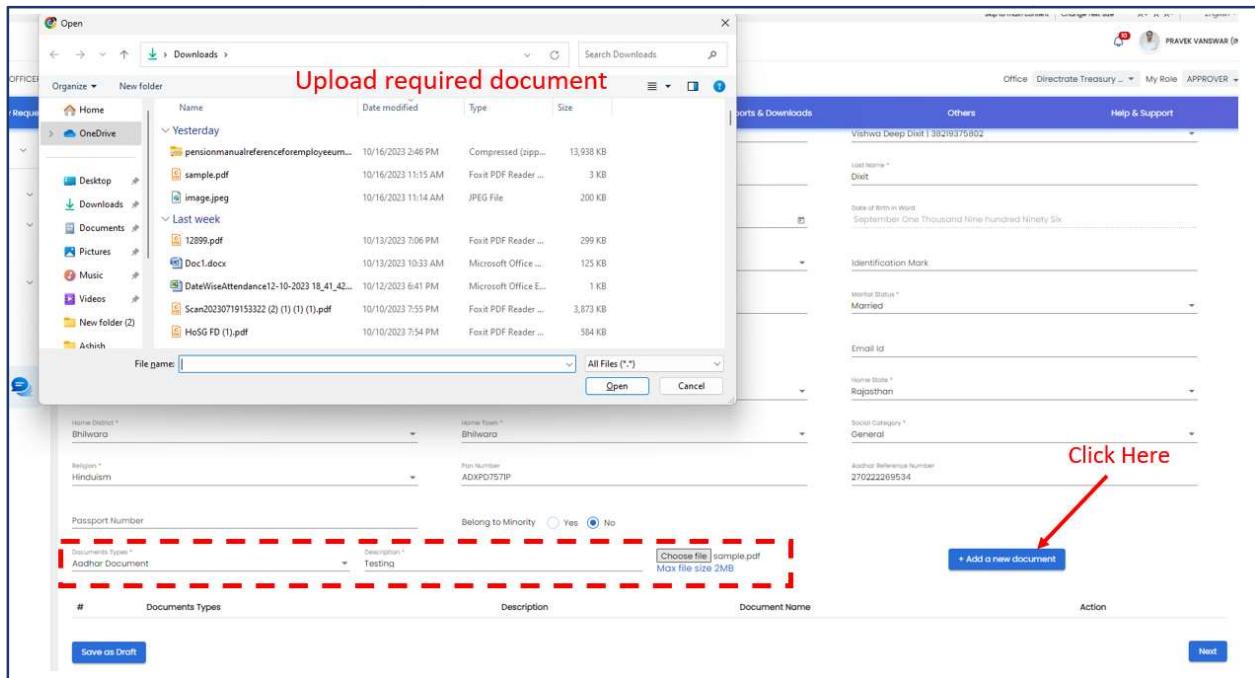
Name * Vishwa Deep
Gender * Male
Height(in centimetre)
Mother Name * Virendra Kumar Dixit
Spouse Name * Ranjana Dixit
Mobile Number * 7023127193
Home Town * Bhilwara

constraint id: 5134463620
Middle Name
Date of birth * 3/9/1996
Blood Group * AB+
Mother Name * Ninjuma Dixit
Disability Status Yes No
Nationality * India
Home Town * Bhilwara

Member id * Vishwa Deep Dixit | 38219375802
Last Name * Dixit
Date of birth in word September One Thousand Nine hundred Ninety Six
Identification Mark
Marital Status * Married
Email Id
Home State * Rajasthan
Social Category * General

Figure 24: Tab 1- Personal Details

- Upload the required documents and click “Add a new document”



Open

OFFICE Requests

Organize New folder

Downloads > Search Downloads

Upload required document

Name Date modified Type Size

Yesterday

pensionmanualreferenceforemployees... 10/16/2023 2:46 PM Compressed (zipp...) 13,938 KB

sample.pdf 10/16/2023 11:15 AM Foxit PDF Reader... 3 KB

image.jpeg 10/16/2023 11:14 AM JPEG File 200 KB

Last week

12399.pdf 10/13/2023 7:05 PM Foxit PDF Reader... 299 KB

Doc1.docx 10/13/2023 10:33 AM Microsoft Office... 125 KB

DateWiseAttendance12-10-2023 18_41_42... 10/12/2023 6:41 PM Microsoft Office E... 1 KB

Scan20230719153322 (2) (1) (1).pdf 10/10/2023 7:55 PM Foxit PDF Reader... 3,873 KB

HoSG FO (1).pdf 10/10/2023 7:54 PM Foxit PDF Reader... 584 KB

File name: All Files (*.*) Open Cancel

Home District * Bhilwara Home Town * Bhilwara

Religion * Hinduism

Passport Number

Belong to Minority Yes No

Choose file sample.pdf Max file size 2MB

Documents Types * Aadhar Document Description * Testing

Documents Types Description Document Name Action

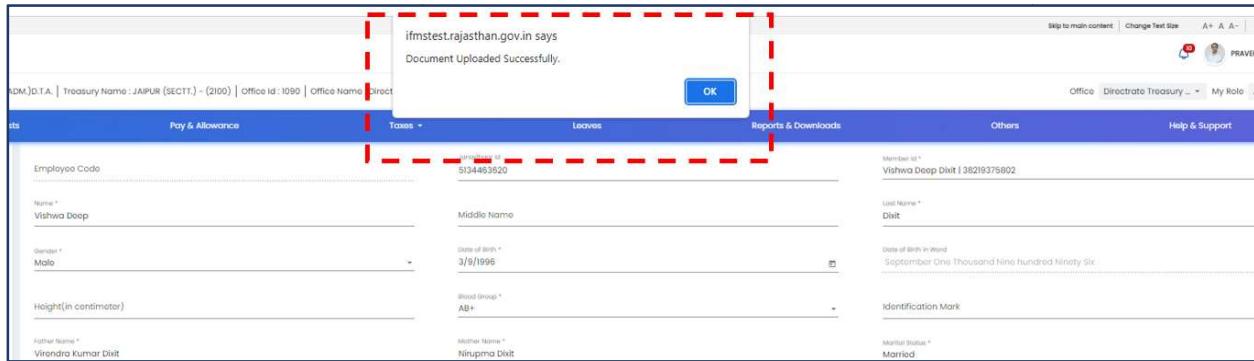
Save as Draft Next

Click Here

+ Add a new document

Figure 25: Enter details and upload document

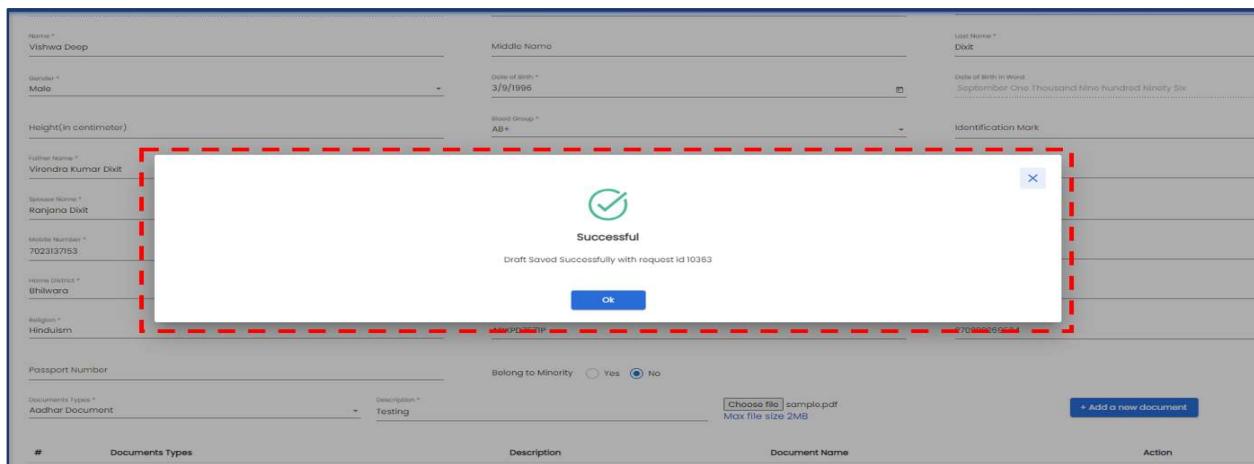
- Document uploaded successfully message displayed



The screenshot shows a user profile page for 'Vishwa Deep'. The 'Document Uploaded Successfully.' message is highlighted with a red dashed box. The 'OK' button in the message box is also highlighted with a red dashed box.

Figure 26: Success upload message

- Click on “Save as draft” button
- Success message will be displayed



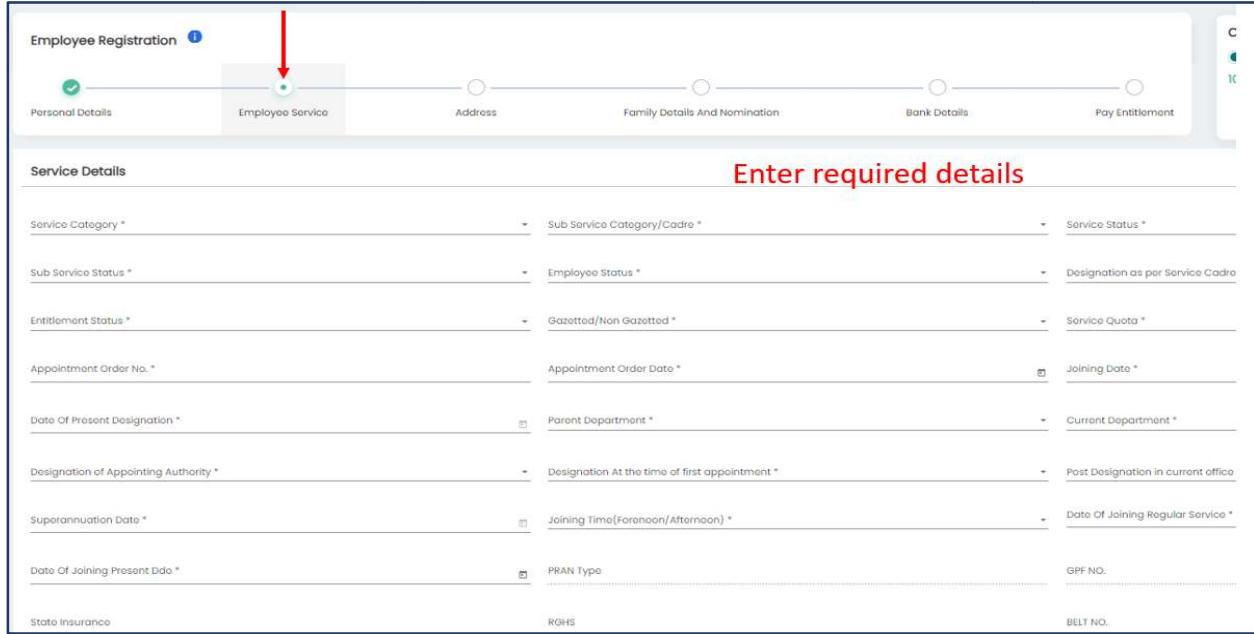
The screenshot shows a user profile page with various personal details. A modal dialog box is centered, containing a green checkmark icon, the word 'Successful', and the text 'Draft Saved Successfully with request id 10363'. The entire modal box is highlighted with a red dashed box.

Figure 27: Data saved successfully

- Click on “Save” button to save the details and “Next” button to move to next tab

Tab 2- Employee Service:

- User shall update the details



Employee Registration

Personal Details Employee Service Address Family Details And Nomination Bank Details Pay Entitlement

Service Details

Enter required details

Service Category * Sub Service Category/Cadre * Service Status *

Sub Service Status * Employee Status * Designation as per Service Cadre

Entitlement Status * Gazetted/Non Gazetted * Service Quota *

Appointment Order No. Appointment Order Date * Joining Date *

Date Of Present Designation * Parent Department * Current Department *

Designation of Appointing Authority * Designation At the time of first appointment * Post Designation in current office

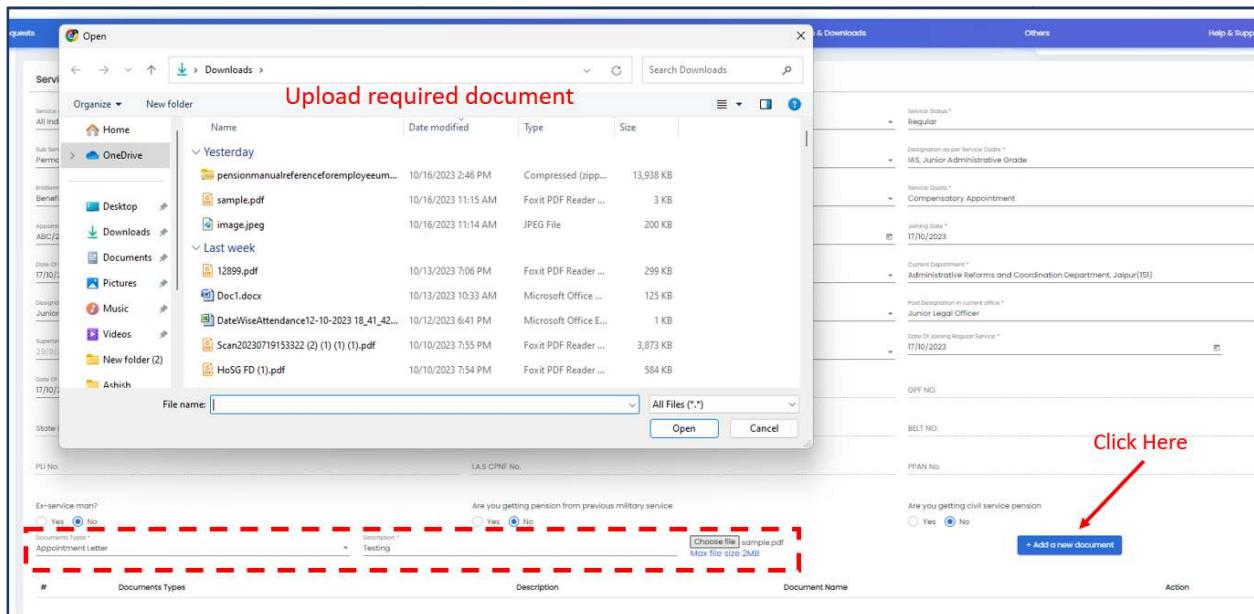
Superannuation Date * Joining Time(Forenoon/Afternoon) * Date Of Joining Regular Service *

Date Of Joining Present Ddo * PRAN Type GPF NO.

State Insurance ROHS BELT NO.

Figure 28: Tab 2- Employee Service

- Upload the required documents and click “Add a new document”



Upload required document

File name: Open Cancel

IAS CPN No.

Ex-service man? Yes No

Documents Types * Appointment Letter Description * Testing

Are you getting pension from previous military service? Yes No

Choose file sample.pdf Max file size 2MB

Document Name

Action

Click Here

Figure 29: Upload document page

- Document uploaded successfully message displayed

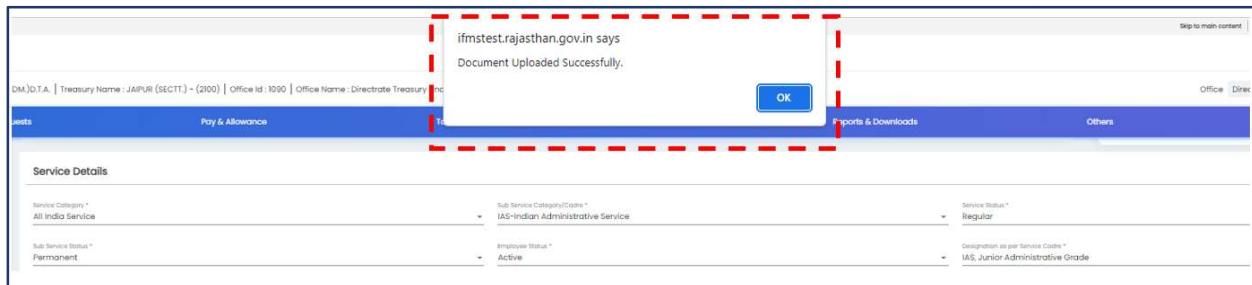


Figure 30: Success Upload message

- Click on “Save as draft” button

The screenshot shows a detailed service details form. A red arrow points to the 'Save as Draft' button at the bottom left of the page. The form includes fields for Service Category (All India Service), Sub Service Category (IAS-Indian Administrative Service), Service Status (Regular), and various appointment details like Appointment Order Date (4/6/2024), Joining Date (17/10/2023), and Post (Department Of Personnel). The 'Save as Draft' button is highlighted with a red box.

Figure 31: Save as draft

- Success message will get displayed with request Id

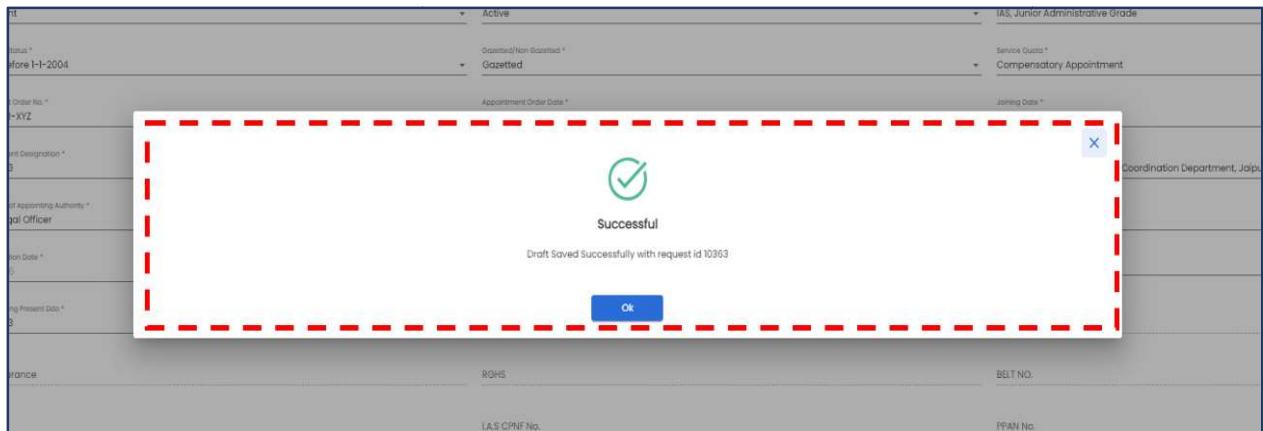


Figure 32: Data successfully saved

- Click on “Next” button

Tab 3- Address Details:

- User shall enter the required details for Current and Permanent Address

Figure 33: Tab 3- Address details

- Click on “Save as draft” button
- Success message get displayed with Request ID

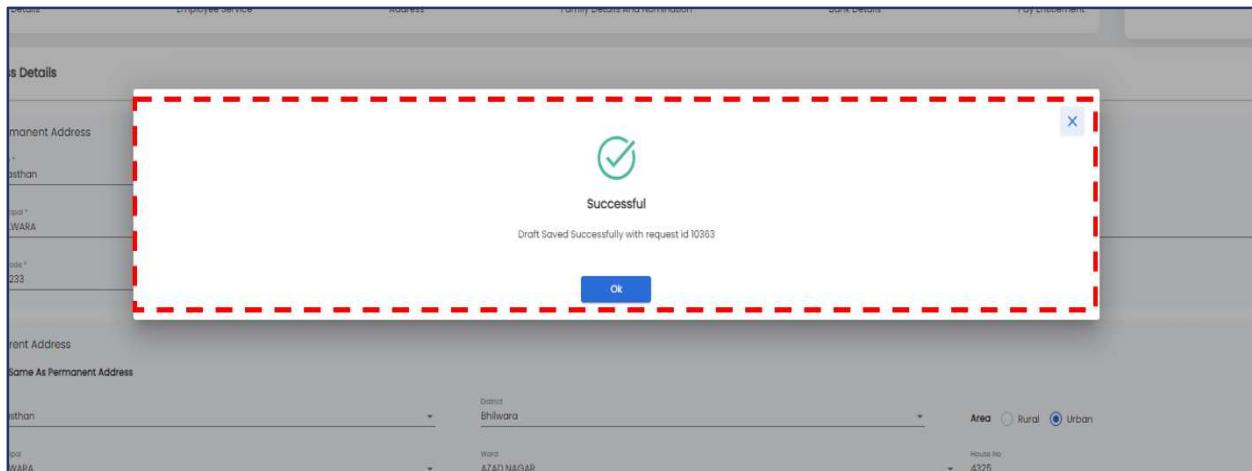


Figure 34: Data successfully saved

- Click on “Next” button to go to next tab for completing the details

Tab 4- Family Details and Nomination:

- If Janadhar details inserted, family details will be fetched from Janadhar portal otherwise User shall enter the required details for employee’s family details and nominations

 A screenshot of the 'Family Details and Nomination' tab. At the top, a progress bar shows '100% Complete'. Below it, a section titled 'Enter required details' contains a table of 'Family's Details' with four rows. Each row includes columns for Name, Relationship, Date of Birth, Janadhar Id, Janadhar Member Id, Gender, and Action (edit and delete icons). A red arrow points to the 'Family Details And Nomination' tab. The table shows entries for Rishabh Dikit, Anvay Dikit, Vishesh Deep Dikit, and Soumya Dikit. Below the table, there are sections for 'Dependent' (Yes/No), 'Nominee Details' (Schemes, Name of Nominee, Relation, Share %, Action), and 'Nominee Details' (Schemes, Name of Nominee, Relation, Share %, Action). At the bottom, there are 'Save as Draft' and 'Next' buttons.

Figure 35: Tab 4- Family details

- Click “Add” button, to add the details entered
- Click “Save as draft” button and then “Next” button to go to next Tab

Tab 5- Bank Details:

- User shall enter the required Bank details
- Upload the required documents and click “Add a new document”

Employee Registration

Bank Details

IFC Code * BKC0000629

Bank Name * BANK OF INDIA

Branch Name * NEW SANDAMER ROAD

Document Types * Description * Choose file No file chosen Max file size 2MB

+ Add a new document

Save as Draft Next

Figure 36: Tab 5- Bank details

- Document uploaded successfully message displayed

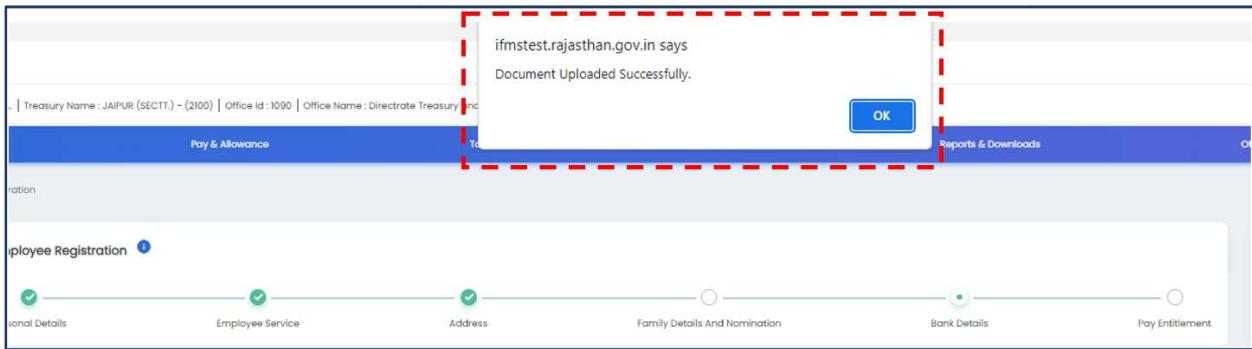


Figure 37: Document upload successfully

- Click “Save as draft” button and then “Next” button to go to next Tab

Tab 6- Pay Entitlement:

- User shall enter the required details and click “Submit” button

Employee Registration 1

Pay Entitlement Details

Enter required details

Service Category * All India Service

Pay Commission * Seventh

Date of present Pay Scale * 26/10/2023

Govt Quarter Yes No

Basic Service Category/Grade * IAS-Indian Administrative Service

Date of Entry in Existing Pay Band & Grade Pay * 10/10/2023

Basic Pay * 68000

Pay Scale * L6(21500-68000)

Designation as per Service Code * IAS, Junior Administrative Grade

Pay Scale * L6(21500-68000)

House Rent Allowance Rate *

Dearness Allowance 42

Show Salary Allowances and Deductions

Submit

Click Here

Figure 38: Tab 6- Pay entitlement

- Click “Yes” to the system confirmation, this is the final verification that all the details entered by User are correct.

Employee Registration 1

Pay Entitlement Details

Service Category * All India Service

Pay Commission * Seventh

Date of present Pay Scale * 26/10/2023

Govt Quarter Yes No

Designation as per Service Code * IAS, Junior Administrative Grade

Pay Scale * L6(21500-68000)

Dearness Allowance 42

Are you sure want to approve

Yes

No

Figure 39: Confirmation message

- Success message will be displayed

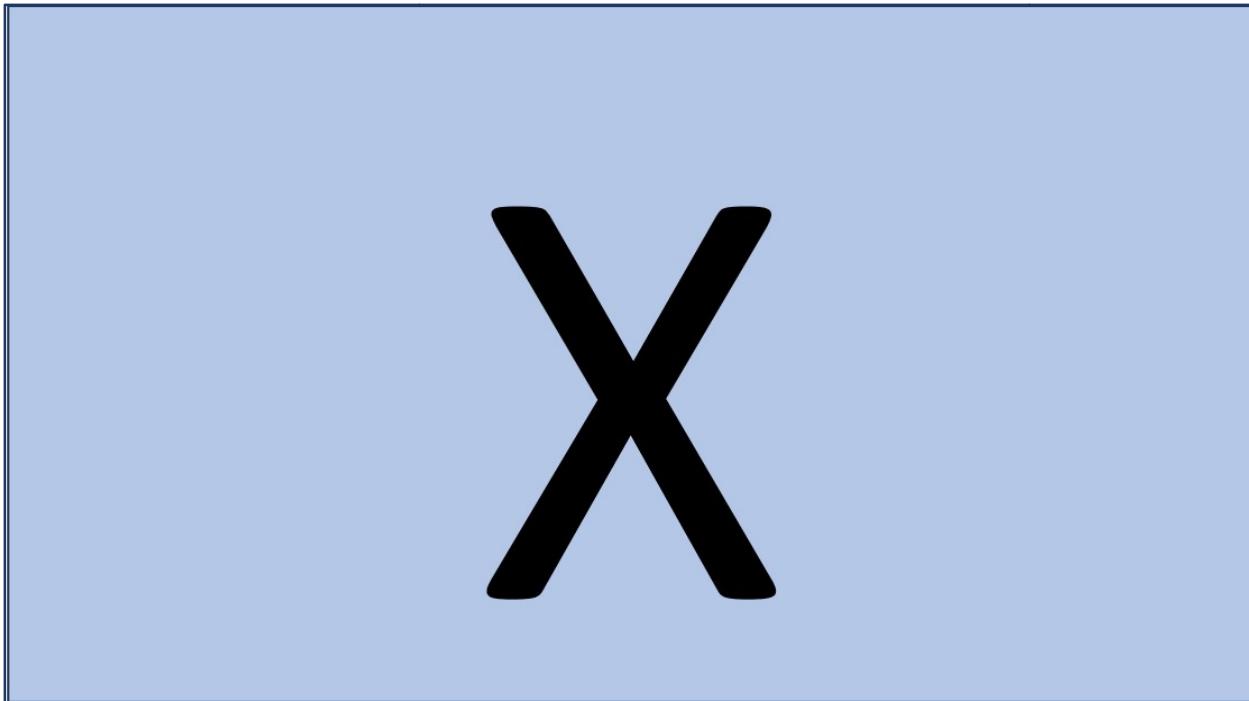


Figure 40: Screen Awaited

- This completed the New Employee registration by HoO (Approver)
- This request now will be sent to HoO (Checker) for approval

7.2.2 Re-employment

- Click “**Employee Management >> Employee Registration >> Re-employment**”, from the menu (Left side)

This functionality can be used to update-

- New Registration
- Re-registering existing employee/ pensioners details.

7.2.2.1 New Registration

- Click “Re-employment”

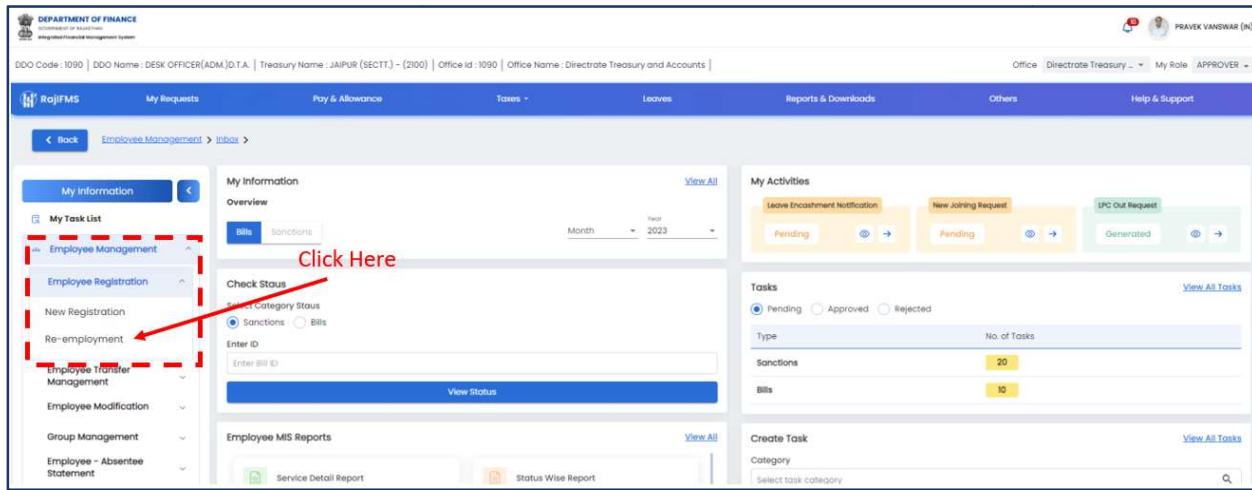


Figure 41: Re-employment screen

- For registering a new employee who is Reemployed after retirement but his data of previous service is not available in system, click “Register a new employee”

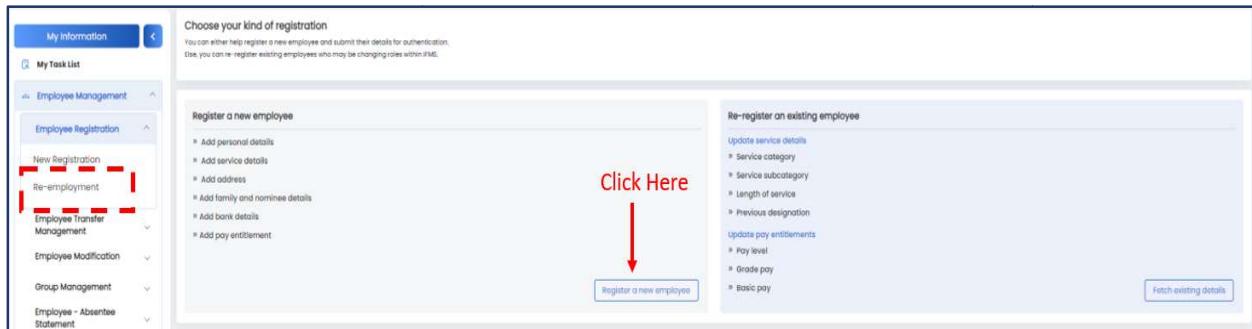


Figure 42: Register new employee

- Employee registration page gets open

Figure 43: New registration

7.2.2.2 Re-Registering

- For Re-registering aRe employed employee whose previous service-related data is existing Employee in system, click “Fetch existing details”

Figure 44: Existing employee

- Existing employee can be identified by-
 - Pay Minus Pension
 - Fixed Pay

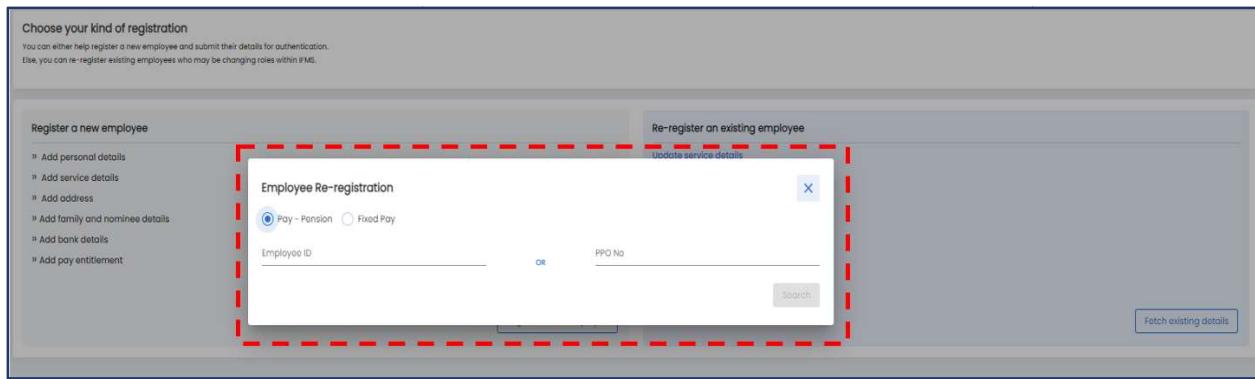


Figure 45: Fetch details

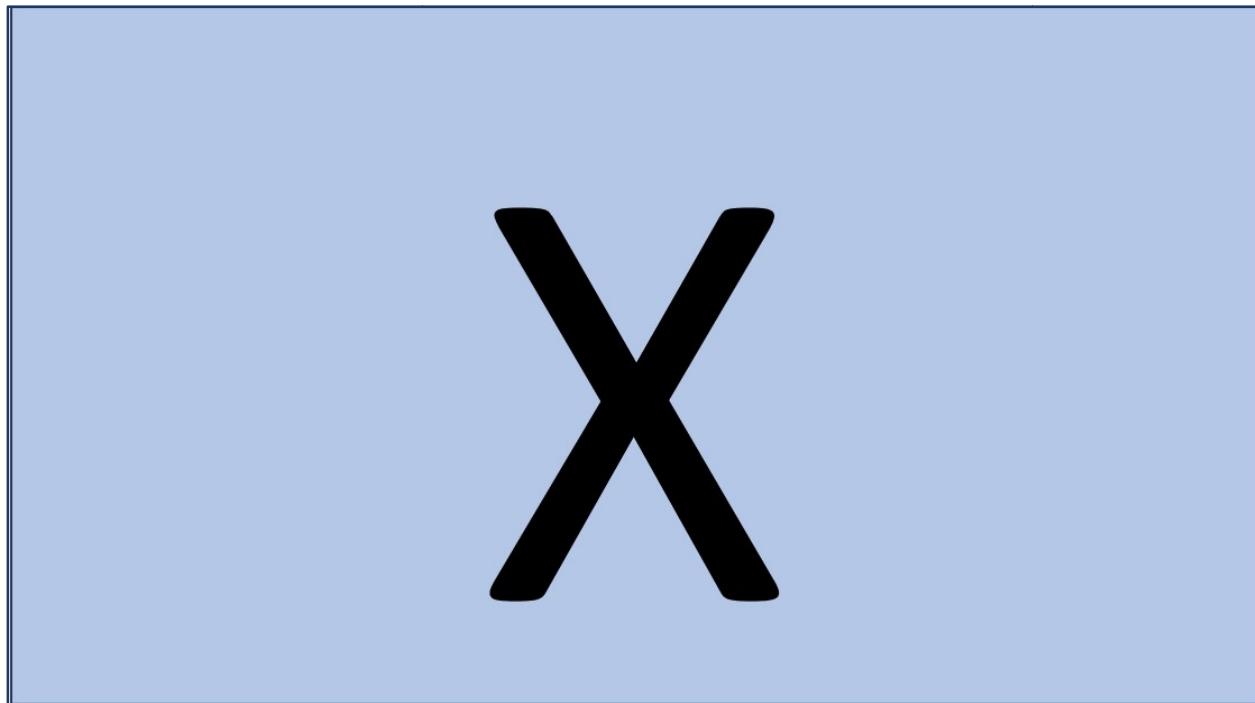


Figure 46: Next Screen

Next Screen not available

7.3 Employee Transfer Management

- Click “Employee Management >> Employee Transfer Management”, from the menu (Left side)

7.3.1 Relieving

- Based on transfer order, reliving request shall be triggered by office user (existing office) to initiate the reliving process.
- Click “Employee Management >> Employee Transfer Management”, from the menu (Left side)

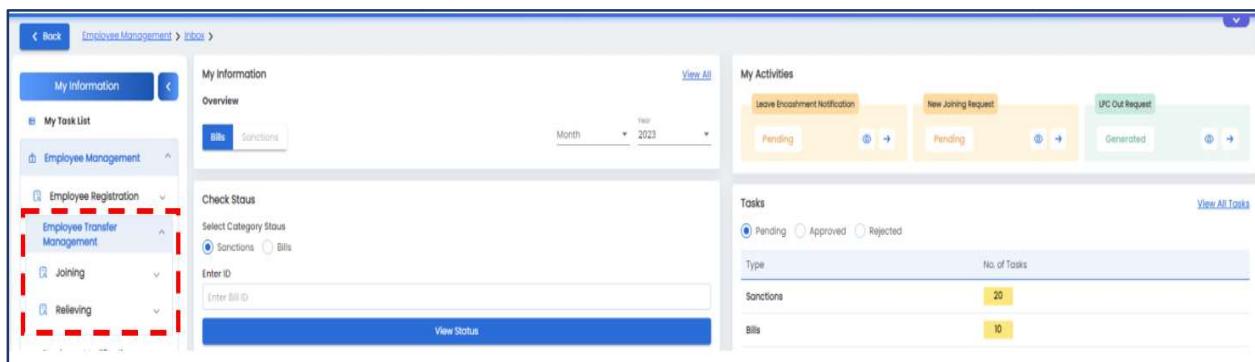


Figure 47: Employee Transfer Management

- Click “Relieving”option from the menu

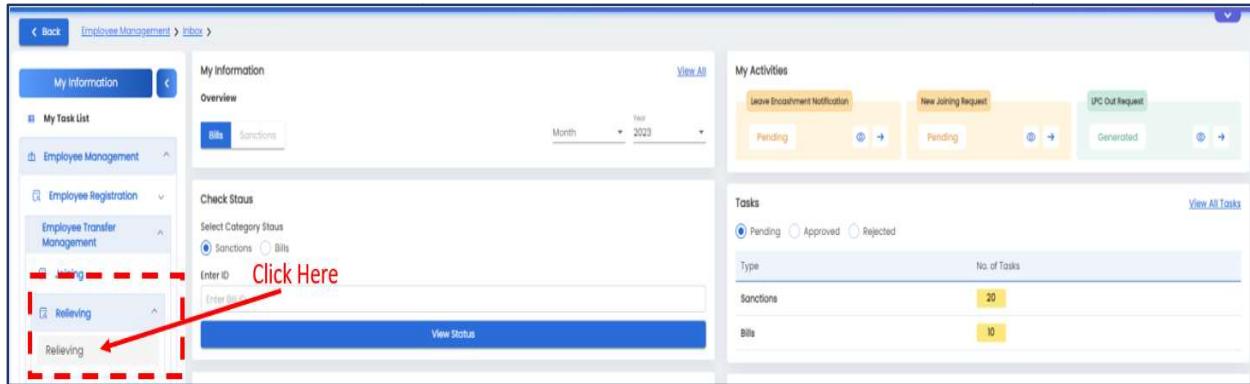


Figure 48: Relieving Screen

- Please click “**Search By**” button to search the required details using – All/ Name/ Employee ID or Group radio buttons
- Feature of “Advance Search” button is also provided to get the required details by entering the keywords
- Please click “**Initiate**” button to proceed with the Relieving process

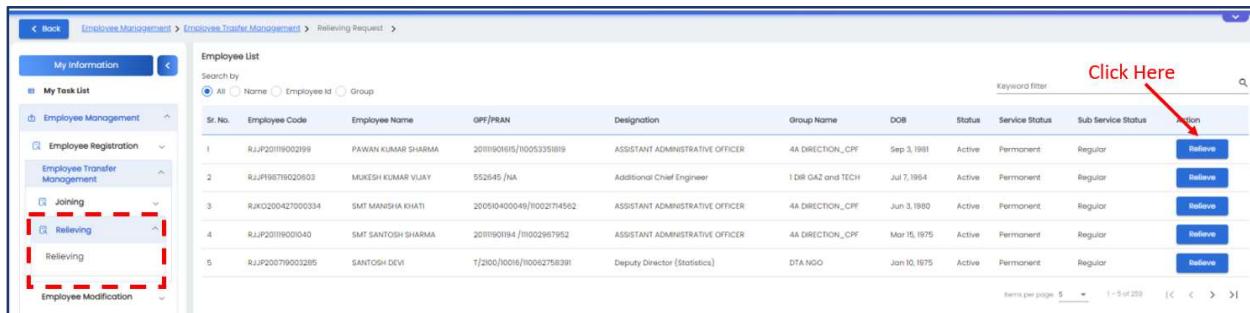


Figure 49: Relieving Initiation

- Employee details displayed

Employee details

Employee Name: PAWAN KUMAR SHARMA
Employee ID: RJP2019002199
Employee GPF/PRAN: 20110101/10005351819
Group: 4A DIRECTION_CFF
Employee Designation: ASSISTANT ADMINISTRATIVE OFFICER
Office Name: Chief Engineer, Water Resources Department, Rajasthan, Jaipur
DDO Code: 801

Figure 50: Employee details displayed

- Please fill the required details

Enter details

Relieving Request: General Transfer
Transfer Order No.: FIN258
Transfer Order Date: 3/11/2023
Relieving Order No.
Relieving Date: 3/11/2023
Relieving Time: Forenoon
Relieving Authority: HOD
Suspension Order No.
Joining Office: Directorate Treasury and Accounts (1090)
Joining Location: Jaipur
Remaining CI Balance: 12
Remaining RH Balance: 1
Joining Department: Treasuries and Accounts Department, Jaipur(105)
Salary Paid Upto: 3/11/2023

Figure 51: Enter details

- Please upload the supporting document(s) and select Designation or enter text to whom copy of order is to be send.

- Click “Submit” button

Figure 52: Select Designation and Submit

- After clicking submit button system will ask to enter Aadhar number to verify and e sign the order. And then click “Request OTP” button.

Figure 53: Enter Aadhar Number

- Enter OTP received at registered mobile number, and click “Submit” button



Figure 54: Enter OTP

- Application ID will get generate successfully

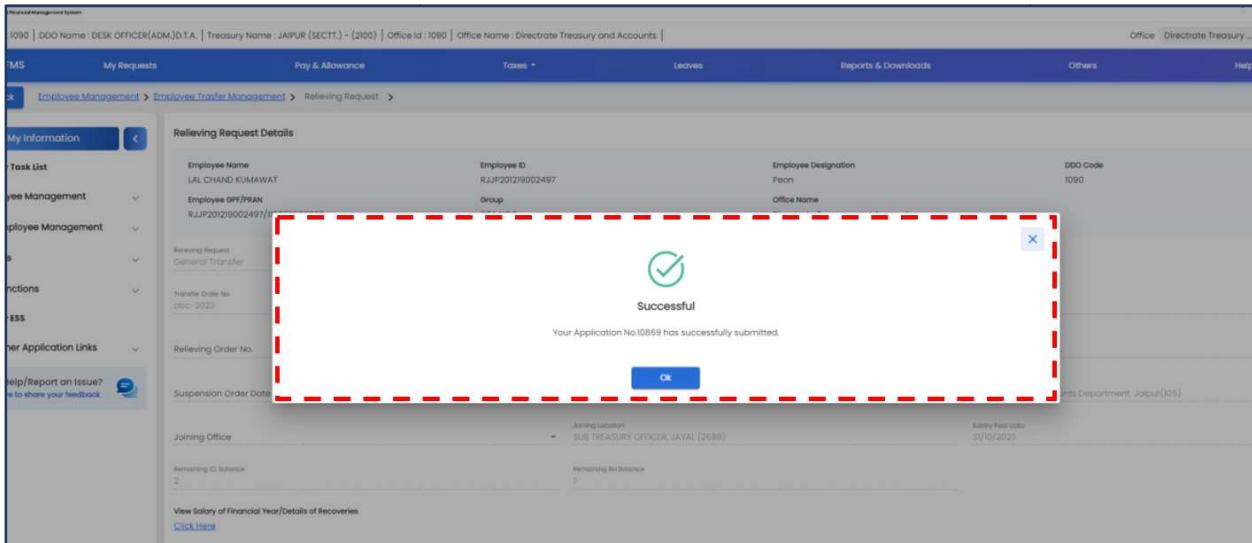


Figure 55: Successful message

- User can view the letter as displayed in screen below

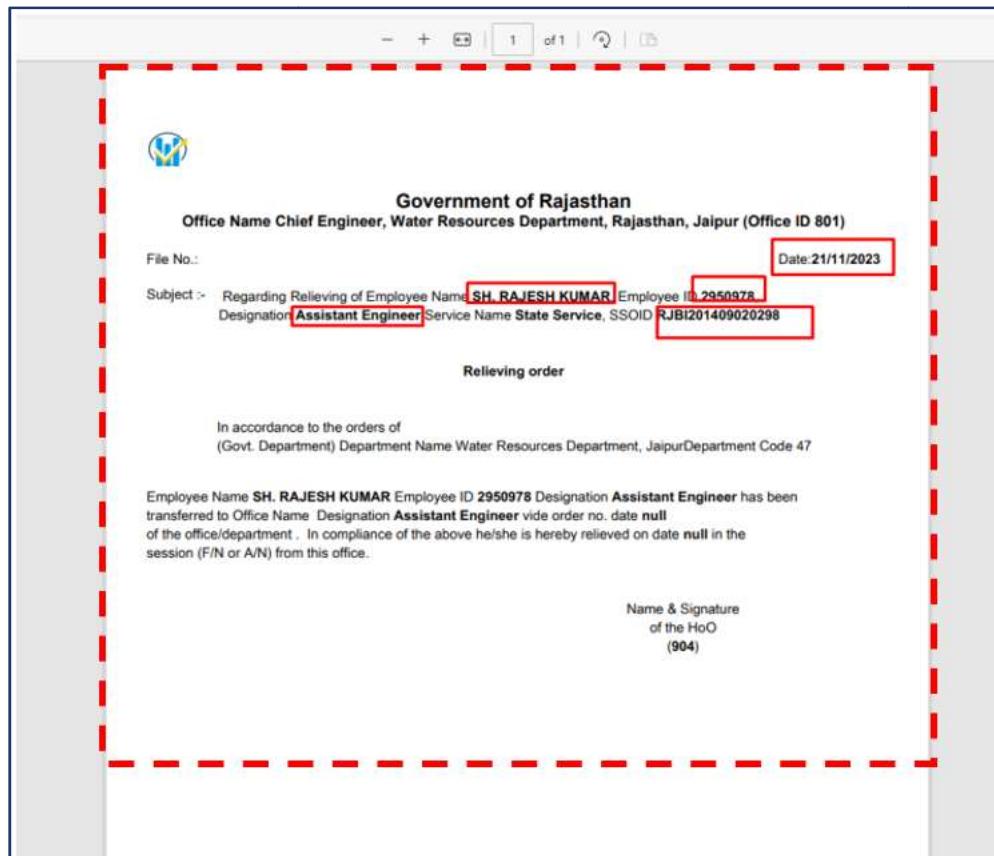


Figure 56: Relieving letter

7.3.2 Joining

- Based on Joining Order, Joining Request shall be triggered by office user (new / joining office) to initiate the joining process.
- Click “Employee Management >> Employee Transfer Management >> Joining”, from the menu (Left side)

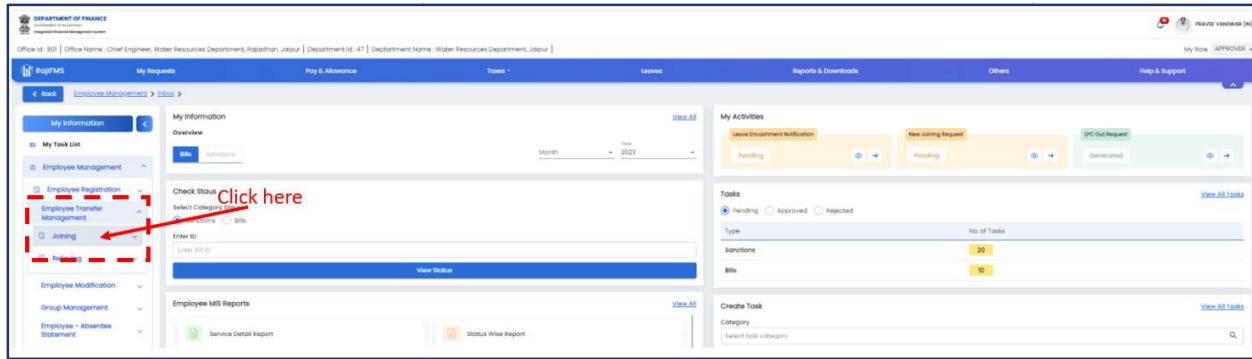


Figure 57: Joining Screen

- Please click “**Initiate**” button to proceed with the Joining process

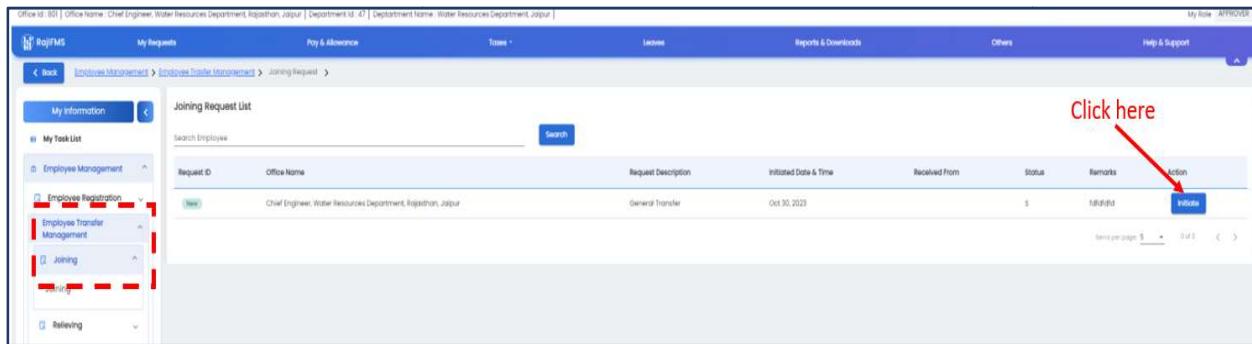
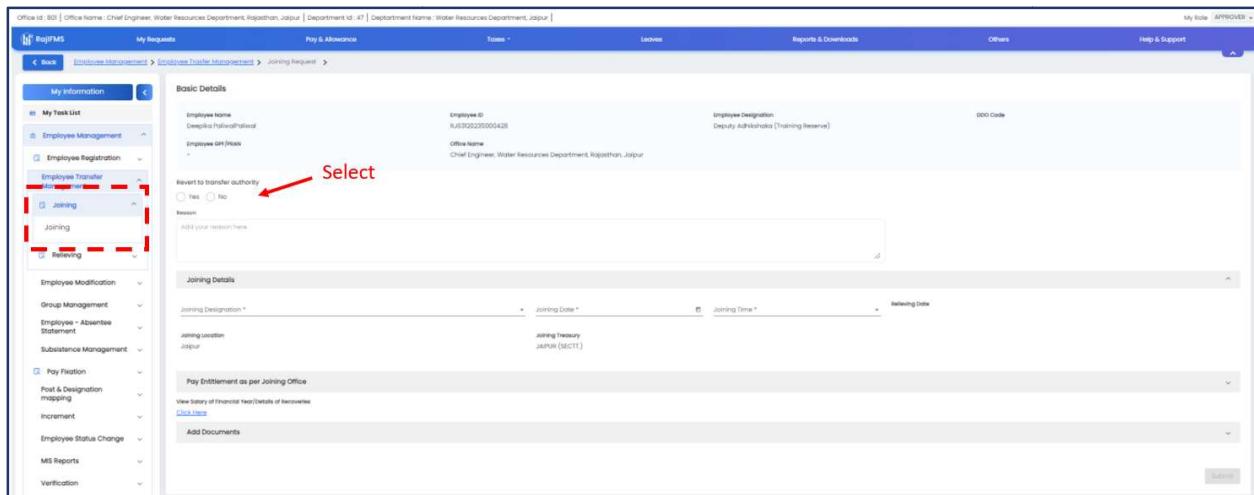


Figure 58: Initiation process

- Employee details displayed
- Select the options from radio button



Office id: 801 | Office Name : Chief Engineer, Water Resources Department, Roparhthan, Jaipur | Department id: 47 | Department Name : Water Resources Department, Jaipur | My Role : APPROVER

My Requests Pay & Allowance Tasks Issues Requests Reports & Downloads Others Help & Support

Employee Transfer Management > Employee Transfer Management > Joining Request

Basic Details

Employee Name: Deepika Patel/Polwal Employee ID: IU6302225000428 Employee Designation: Deputy Adhikshaka (Training Service)

Employee GIN/PRIN: Office Name: Chief Engineer, Water Resources Department, Roparhthan, Jaipur

Revert to transfer authority: Yes No

Reason: Add your reason here

Joining Details

Joining Designation: * Joining Date: * Joining Time: * Referring Date

Joining Location: Jaipur Joining Treasury: JAIPUR (SECT1)

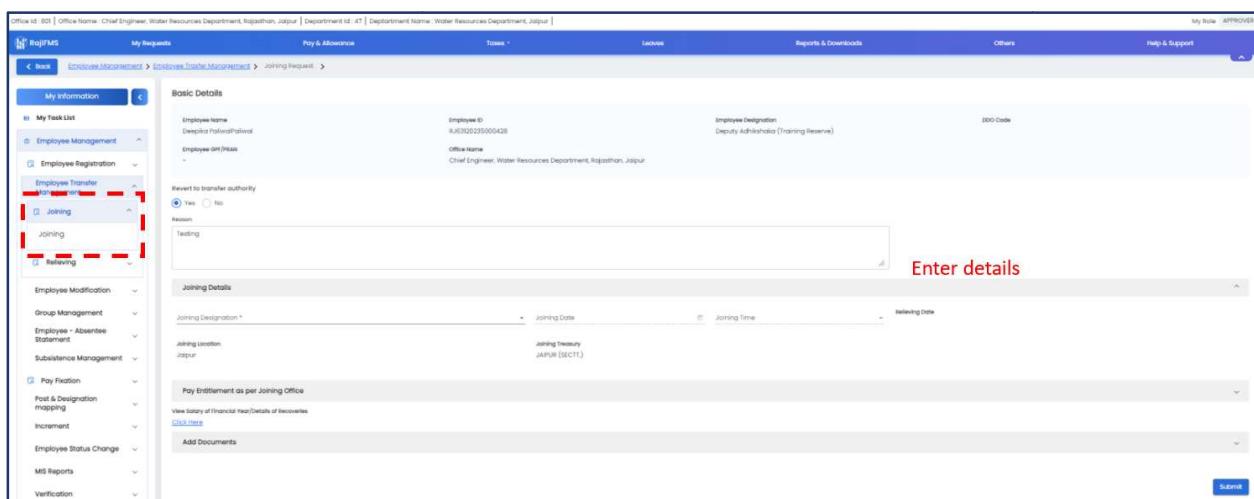
Pay Entitlement as per Joining Office

View Salary of Financial Year/Details of Incomes: [Click here](#)

Add Documents

Figure 59: Select options

- Enter the required details



Office id: 801 | Office Name : Chief Engineer, Water Resources Department, Roparhthan, Jaipur | Department id: 47 | Department Name : Water Resources Department, Jaipur | My Role : APPROVER

My Requests Pay & Allowance Tasks Issues Requests Reports & Downloads Others Help & Support

Employee Transfer Management > Employee Transfer Management > Joining Request

Basic Details

Employee Name: Deepika Patel/Polwal Employee ID: IU6302225000428 Employee Designation: Deputy Adhikshaka (Training Service)

Employee GIN/PRIN: Office Name: Chief Engineer, Water Resources Department, Roparhthan, Jaipur

Revert to transfer authority: Yes No

Reason: Testing

Joining Details

Joining Designation: * Joining Date: * Joining Time: * Referring Date

Joining Location: Jaipur Joining Treasury: JAIPUR (SECT1)

Pay Entitlement as per Joining Office

View Salary of Financial Year/Details of Incomes: [Click here](#)

Add Documents

Submit

Figure 60: Enter details

- Click the “Click here” button to get the pdf displayed

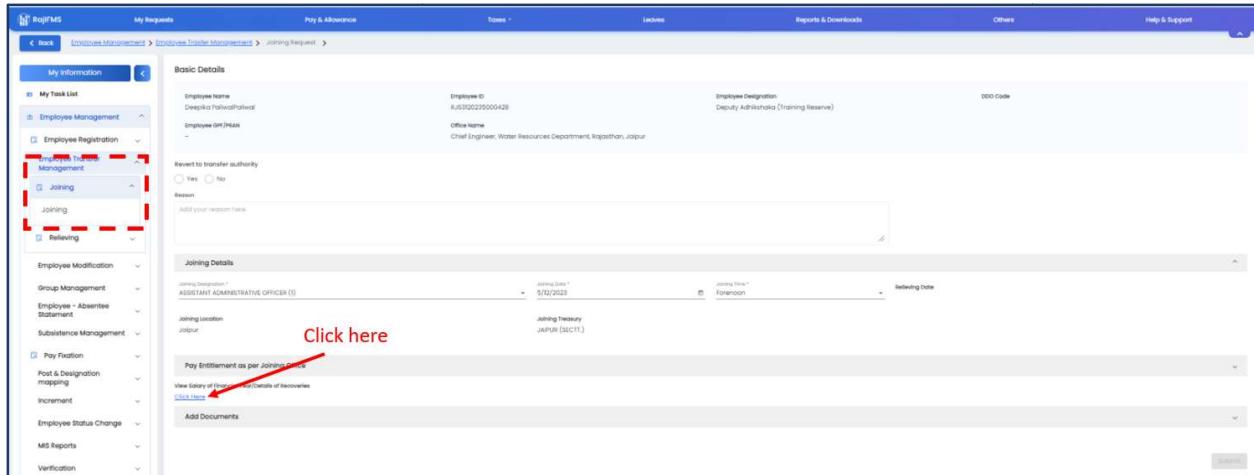


Figure 61: View details

- User can print/ download the pdf displayed

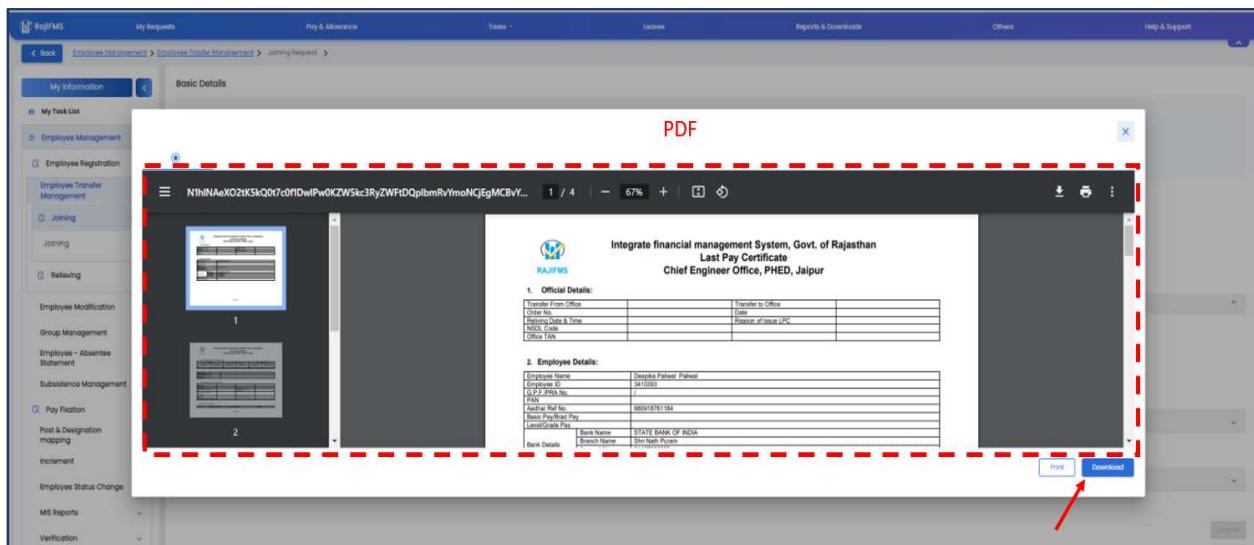


Figure 62: Pdf displayed

- Click Yes button to the Submit request confirmation message

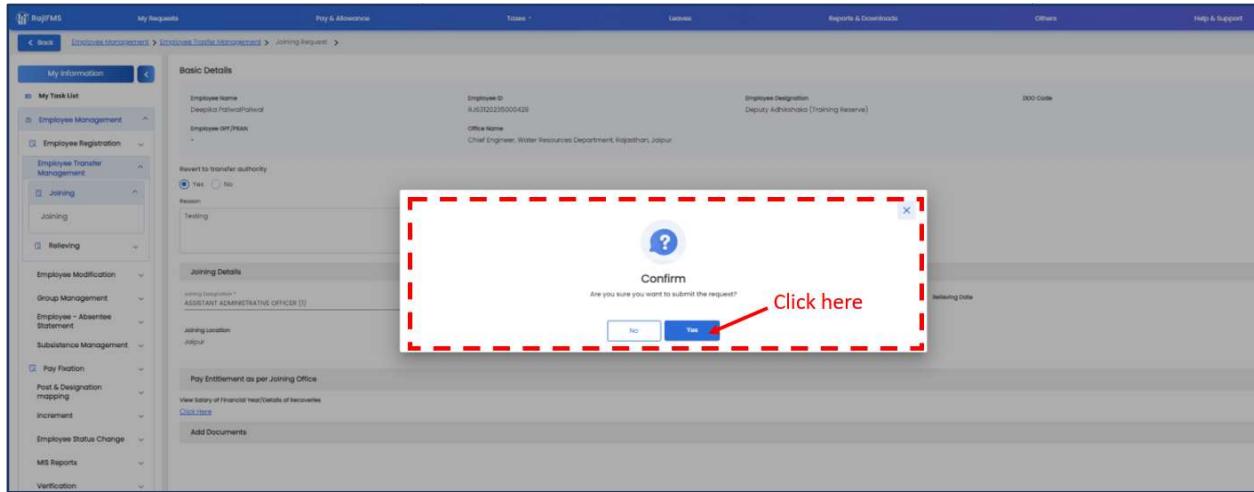


Figure 63: Confirmation message

- Success message will be displayed

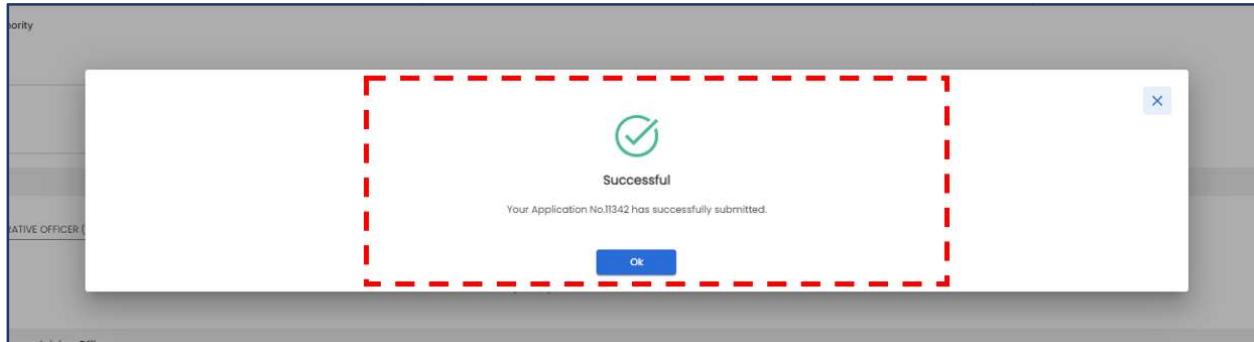


Figure 64: Successful message

7.4 Group Management

- Click “**Employee Management>> Group Management** from the menu (Left side)
- Group Management contains these options:
 - Group Creation
 - Allocation
 - De- Allocation
 - Start Salary
 - Stop Salary

7.4.1 Change Status/ Group Creation

7.4.1.1 Change Status

This functionality will be used to change status/ create new group based on budget head as initial step in Pre-salary process. Groups are created by authorized user as part of employee management to group a set of employees for processing bills like – Salary bill etc.

A group can be used for any kind of bill according to object Head. It is mandatory for each office to combine employees into employee groups. Any employee who is not in any group needs to be added to make sure employee's salary is processed.

- Click “**Employee Management>> Group Management >> Group Creation** from the menu (Left side)

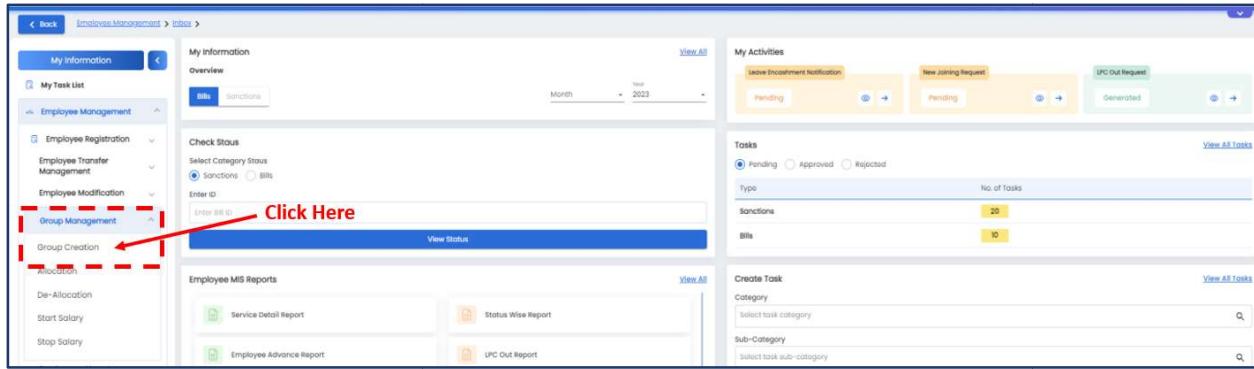


Figure 65: Select group creation

- To change the status of any group from Active to Inactive or vice-versa, User shall click the slide button as displayed in the screen below.

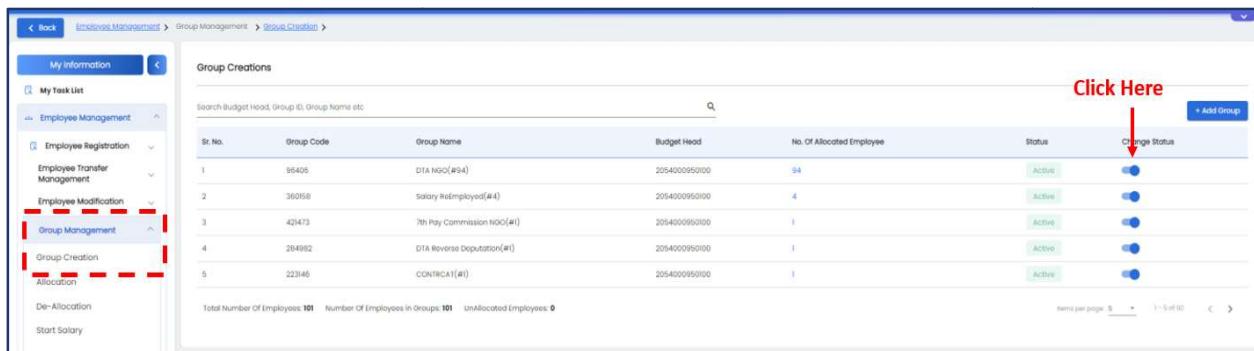


Figure 66: Change status

- Click “Yes” button to change the status

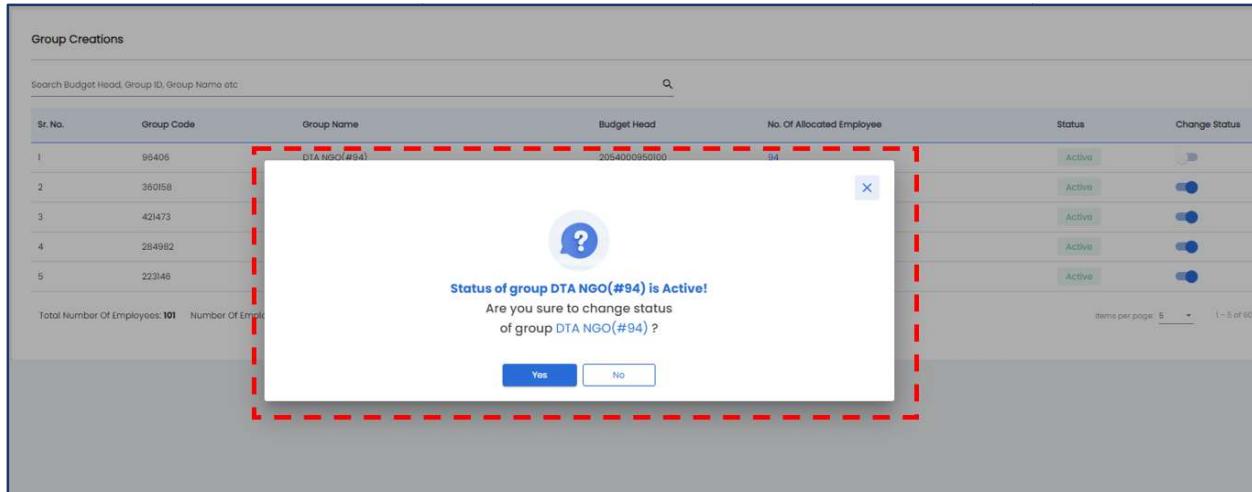


Figure 67: Confirmation message

- Successful message gets displayed.

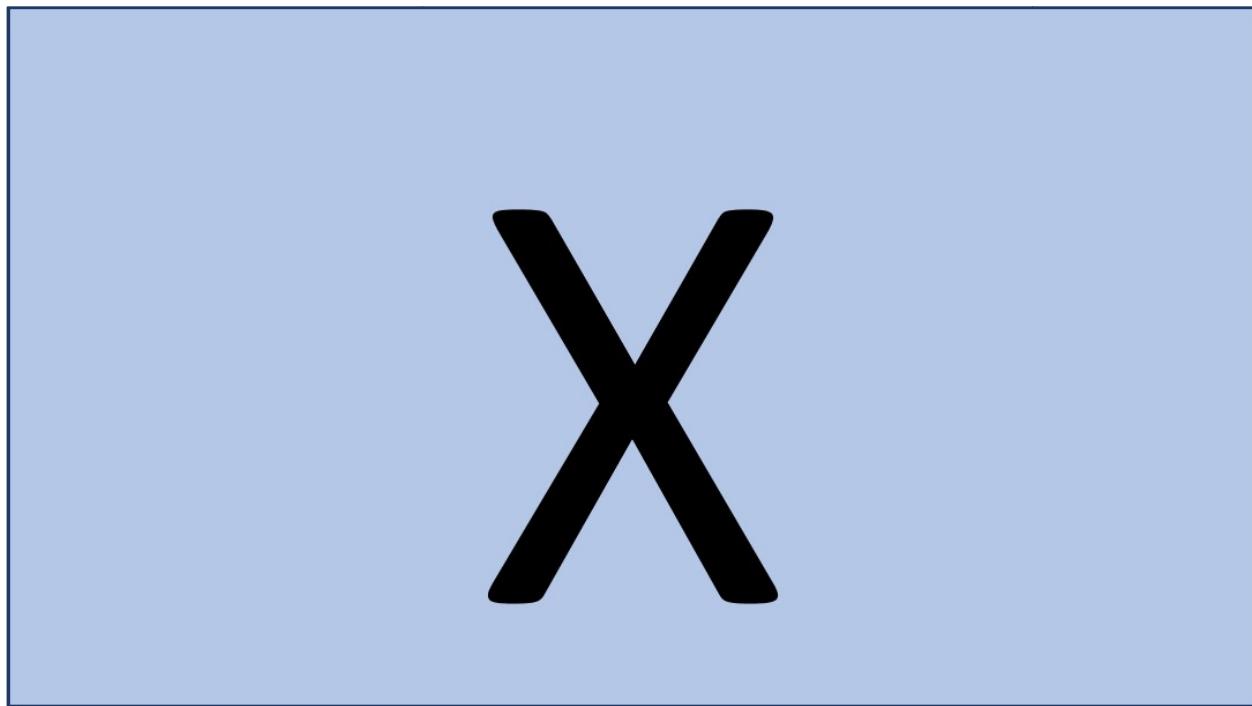


Figure 68: Successful message Awaited

- Status changed for the group

| Group Creations | | | | | | |
|---|------------|-----------------------------|---------------|---------------------------|----------|-------------------------------------|
| Search Budget Head, Group ID, Group Name etc. | | | | | Status | changed |
| Sr. No. | Group Code | Group Name | Budget Head | No. Of Allocated Employee | Status | Change Status |
| 1 | 96406 | DTA NGO (#94) | 2054000950100 | 94 | InActive | <input checked="" type="checkbox"/> |
| 2 | 360158 | Salary ReEmployed (#4) | 2054000950100 | 4 | Active | <input checked="" type="checkbox"/> |
| 3 | 421473 | 7th Pay Commission NGO (#1) | 2054000950100 | 1 | Active | <input checked="" type="checkbox"/> |
| 4 | 284982 | DTA Reverse Deputation (#1) | 2054000950100 | 1 | Active | <input checked="" type="checkbox"/> |
| 5 | 223146 | CONTRCAT (#1) | 2054000950100 | 1 | Active | <input checked="" type="checkbox"/> |

Total Number Of Employees: 101 Number Of Employees In Groups: 101 UnAllocated Employees: 0

Items per page: 5 1 - 5 of 60 < >

Figure 69: Status changed

7.4.1.2 Group Creation

- To Add new group, click “Add Group” button

| Group Creations | | | | | | |
|---|------------|-----------------------------|---------------|---------------------------|----------|-------------------------------------|
| Search Budget Head, Group ID, Group Name etc. | | | | | Status | Change Status |
| Sr. No. | Group Code | Group Name | Budget Head | No. Of Allocated Employee | Status | Change Status |
| 1 | 96406 | DTA NGO (#94) | 2054000950100 | 94 | InActive | <input checked="" type="checkbox"/> |
| 2 | 360158 | Salary ReEmployed (#4) | 2054000950100 | 4 | Active | <input checked="" type="checkbox"/> |
| 3 | 421473 | 7th Pay Commission NGO (#1) | 2054000950100 | 1 | Active | <input checked="" type="checkbox"/> |
| 4 | 284982 | DTA Reverse Deputation (#1) | 2054000950100 | 1 | Active | <input checked="" type="checkbox"/> |
| 5 | 223146 | CONTRCAT (#1) | 2054000950100 | 1 | Active | <input checked="" type="checkbox"/> |

Total Number Of Employees: 101 Number Of Employees In Groups: 101 UnAllocated Employees: 0

Items per page: 5 1 - 5 of 60 < >

Figure 70: Add group

- Please select – Non-sharing based/ Sharing based radio button and enter the required details and click “Submit” button

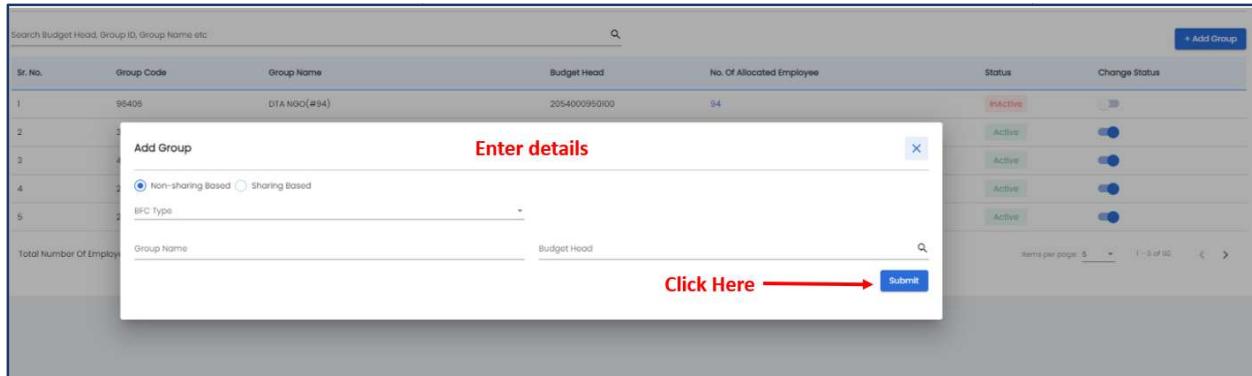


Figure 71: Enter details - Add group

- Successful message get displayed

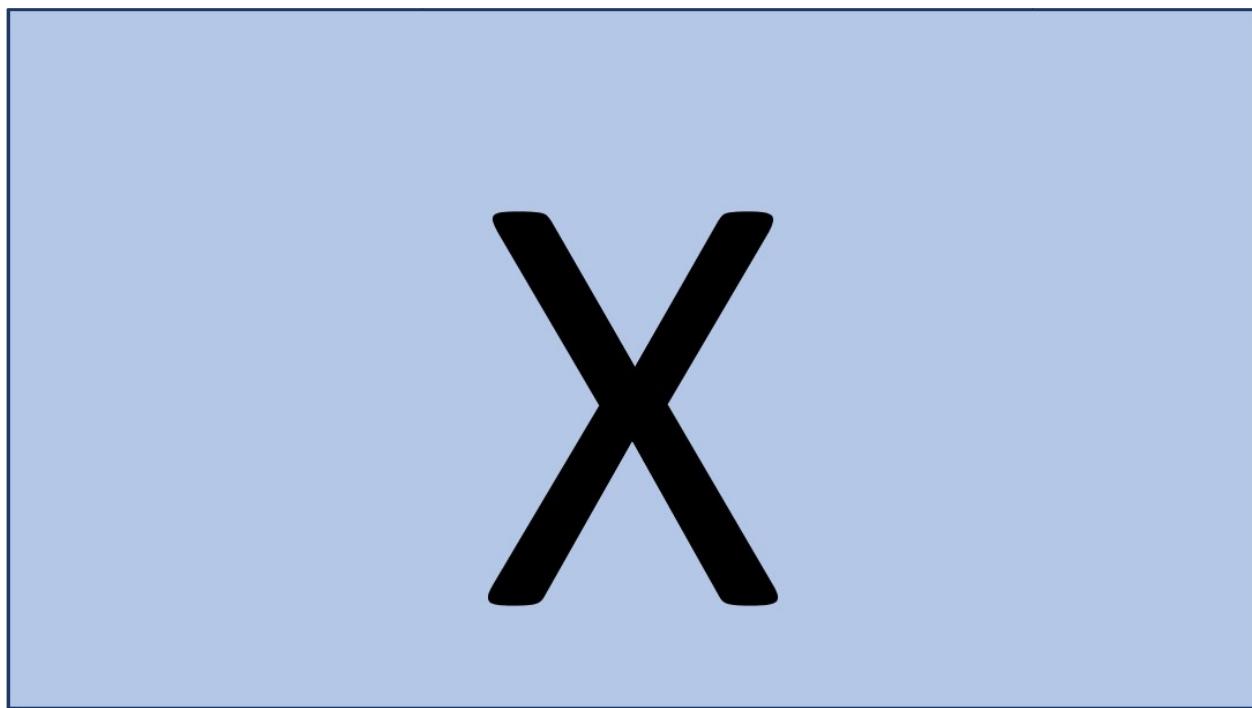


Figure 72: Success message

Success message screens unavailable

7.4.2 Group Allocation

DDO can assign group to an employee, who has not been attached with any of group. A list of employee(s) will appear in this option who are not attached with any of group.

This functionality will be used for allocating the employee to a group for Salary Bill processing.

To allocate group- please select Employee first then select group from drop down list of group(s).

- Click “Employee Management>> Group Management >> Allocation from the menu (Left side)

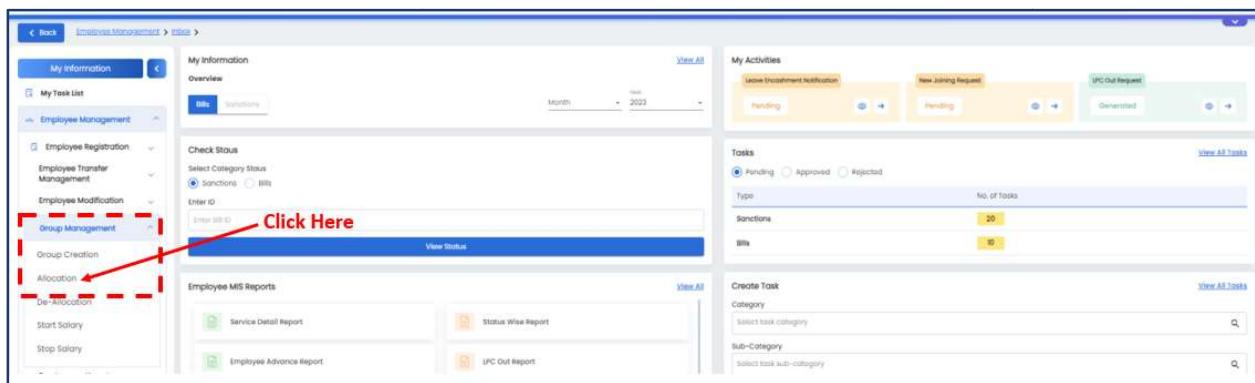
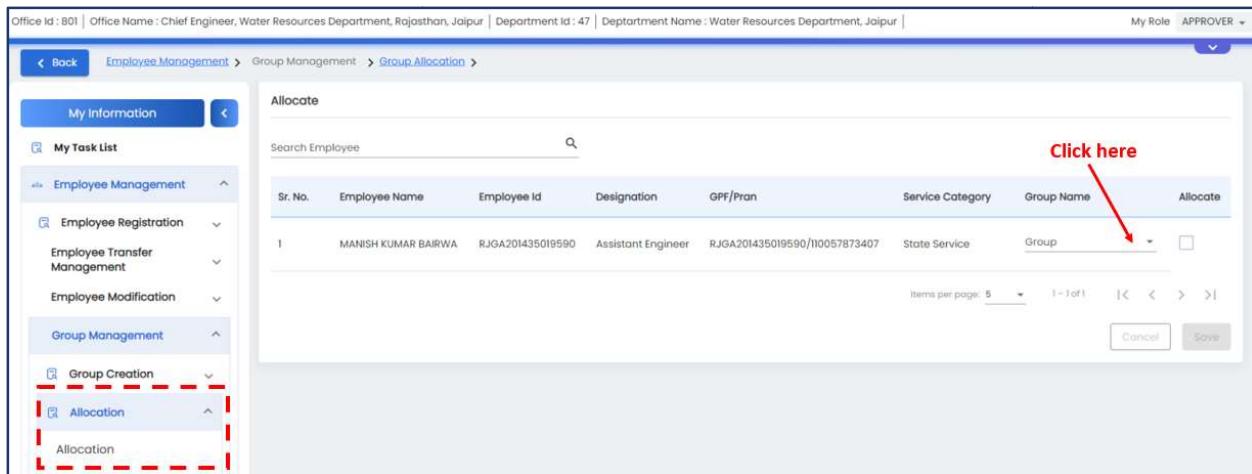


Figure 73: Allocation

- Click **Group Name** filter to get the drop down list



Office Id : B01 | Office Name : Chief Engineer, Water Resources Department, Rajasthan, Jaipur | Department Id : 47 | Department Name : Water Resources Department, Jaipur | My Role : APPROVER

Employee Management > Group Management > Group Allocation

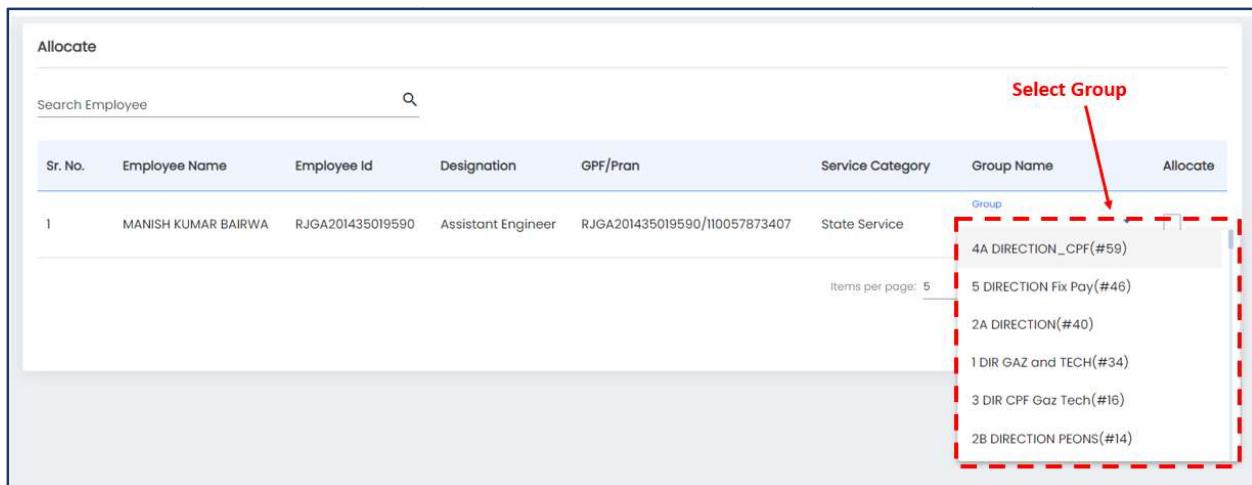
Allocate

| Sr. No. | Employee Name | Employee Id | Designation | GPF/Pran | Service Category | Group Name | Allocate |
|---------|---------------------|------------------|--------------------|-------------------------------|------------------|------------|--------------------------|
| 1 | MANISH KUMAR BAIRWA | RJGA201435019590 | Assistant Engineer | RJGA201435019590/I10057873407 | State Service | Group | <input type="checkbox"/> |

Items per page: 5 | 1 - 1 of 1 | < > | Cancel | Save

Figure 74: Select Group name

- Please select the **Group Name**



Allocate

| Sr. No. | Employee Name | Employee Id | Designation | GPF/Pran | Service Category | Group Name | Allocate |
|---------|---------------------|------------------|--------------------|-------------------------------|------------------|------------|--------------------------|
| 1 | MANISH KUMAR BAIRWA | RJGA201435019590 | Assistant Engineer | RJGA201435019590/I10057873407 | State Service | Group | <input type="checkbox"/> |

Items per page: 5 | 1 - 1 of 1 | < > | Select Group

Group

- 4A DIRECTION_CPF(#59)
- 5 DIRECTION Fix Pay (#46)
- 2A DIRECTION(#40)
- 1 DIR GAZ and TECH(#34)
- 3 DIR CPF Gaz Tech(#16)
- 2B DIRECTION PEONS(#14)

Figure 75: Employee details

- Tick the Allocate checkbox as displayed below in screen and click Save button

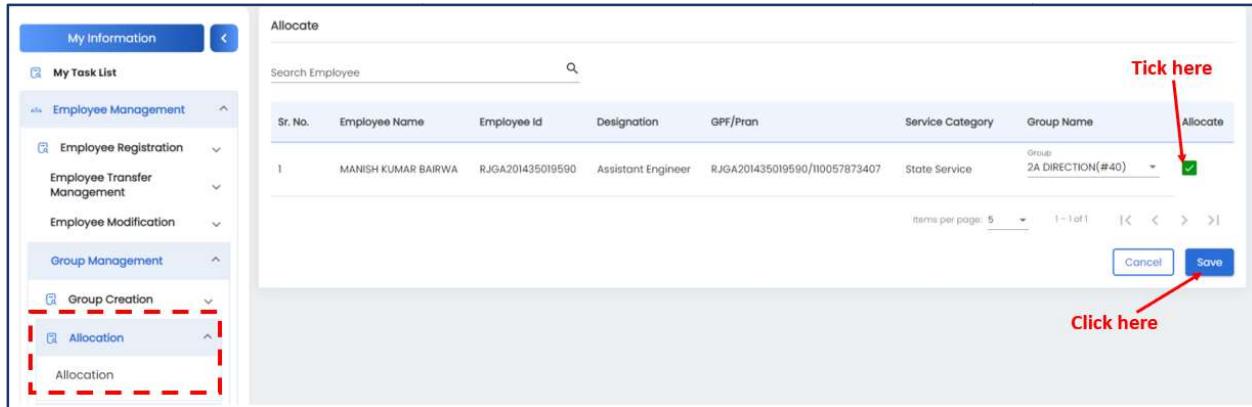


Figure 76: Allocation Save

- Click Yes button to Submit Request

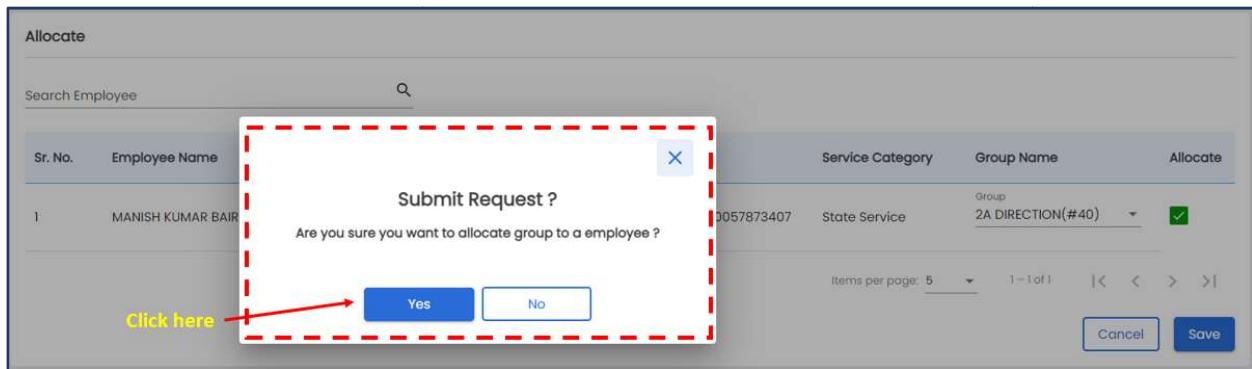


Figure 77: Confirmation submit request

- Success message gets displayed

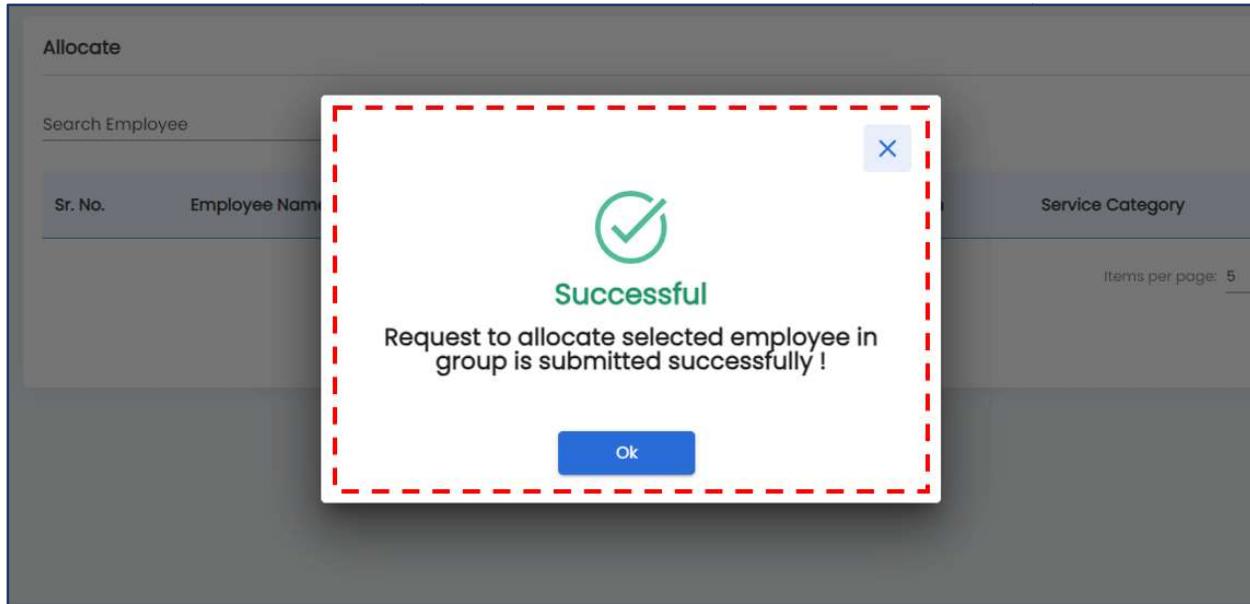


Figure 78: Successful message for allocation

7.4.3 GroupDe - allocation

This activity can be used if DDO want to shift any employee to another group, first he/she must de-allocate employee than allocate the group by using ‘Allocation’ option of group management. This functionality will be used to stop salary of a particular employee for a particular month by de-allocating the employee from the group.

- Click “Employee Management>> Group Management >> De-allocation from the menu (Left side)
- Click on **De-allocation** button to De-allocate the Post from particular employee as shown in screen below

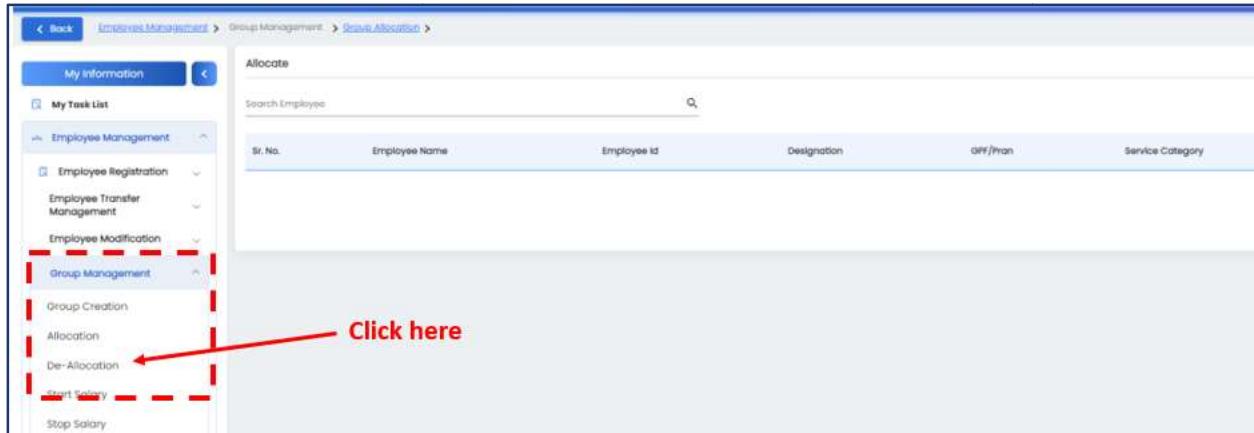


Figure 79: De-allocation

- Group Name list gets displayed, with hyperlink, User needs to click on the Group Name

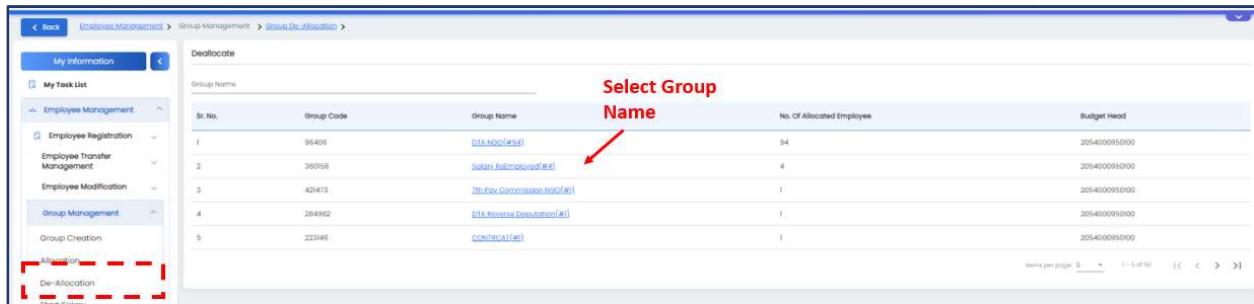


Figure 80: Select Group name

- List of Employees under selected Group gets displayed
- Functionality for “Search” button is provided for User’s to easy search of required details of Employee via Group Name and Employee



Figure 81: List of employees

- This feature can be used to update the allocation of post to map with another post.
- Check the De-allocate box for the employee that needs to be Deallocated from the group and click Save button.

Deallocate

Group Name: DTA NGO (#94)

Search Employee: Q

| Sr. No. | Employee Name | Employee Id | Group Name | Service Category | GPF Plan | Designation | DeAllocate |
|---------|-------------------|------------------|------------|------------------|-------------------------------|------------------|-------------------------------------|
| 1 | DIVYA SHARMA | RJJP2013I9028863 | DTA NGO | Subordinate | RJJP2013I9028863/I10005359188 | संस्कृत विद्यालय | <input checked="" type="checkbox"/> |
| 2 | NIDHI SHARMA | RJBR201204016790 | DTA NGO | Subordinate | RJBR201204016790/I10014276701 | संस्कृत विद्यालय | <input type="checkbox"/> |
| 3 | DHANSH JAIN | RJJP2013I7028000 | DTA NGO | Subordinate | RJJP2013I7028000/I10064854364 | संस्कृत विद्यालय | <input type="checkbox"/> |
| 4 | SITARAM BUNKAR | RJJP199919001585 | DTA NGO | Class IV | 1067092 /0 | पर्यावरण विभागी | <input type="checkbox"/> |
| 5 | LAL CHAND KUMAWAT | RJJP2012I9002497 | DTA NGO | Class IV | RJJP2012I9002497/I10072668827 | पर्यावरण विभागी | <input type="checkbox"/> |

Items per page: 5 | < > | 1 - 5 of 94 |

Figure 82: Save changes

- Click Yes button to the Submit request confirmation message

RJBR201204016790 DTA NGO Subordinate RJBR201204016790/I10014276701

RJJP2013I7028000 DTA NGO Subordinate RJJP2013I7028000/I10064854364

RJJP199919001585 DTA NGO Subordinate 7092 /0

RJJP2012I9002497 DTA NGO Subordinate P2012I9002497/I10072668827

Submit Request ?

Are you sure you want to deallocate employee from respective group ?

Figure 83: Submit request confirmation

- Successful message screen gets displayed

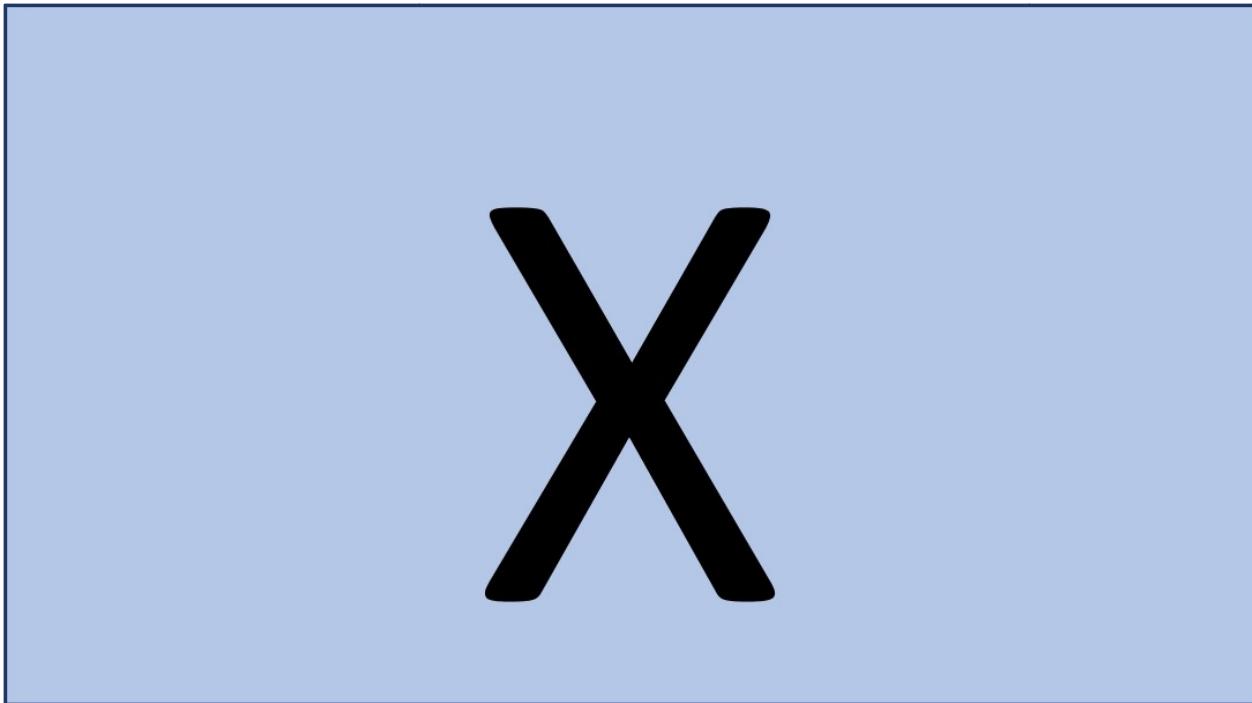


Figure 84: Successful message De-allocation

7.4.4 Start Salary

This functionality will be used to start the salary of employee, whom salary preparation process was stopped by concern DDO

- Click “**Employee Management>> Group Management >> Start Salary** from the menu (Left side)
- Functionality for “**Search**” button is provided for User’s to easy search of required details of Employee via Group Wise and Employee Name

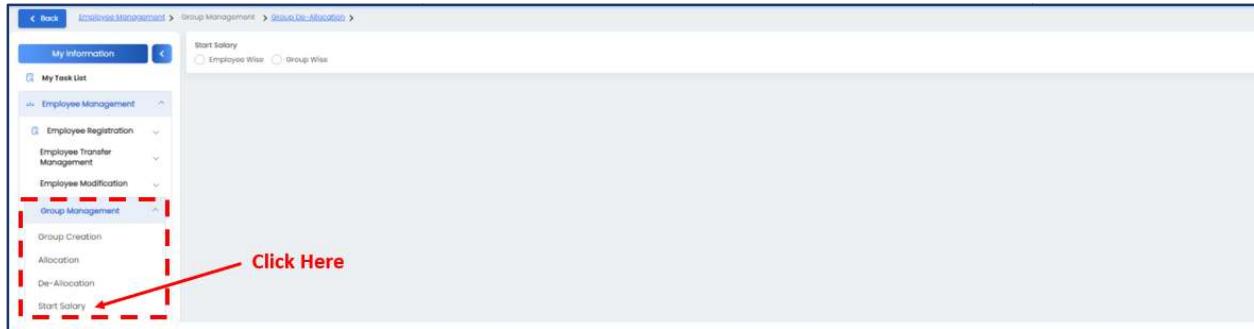


Figure 85: Start Salary

- Click **Start** button, to start the salary of Employee

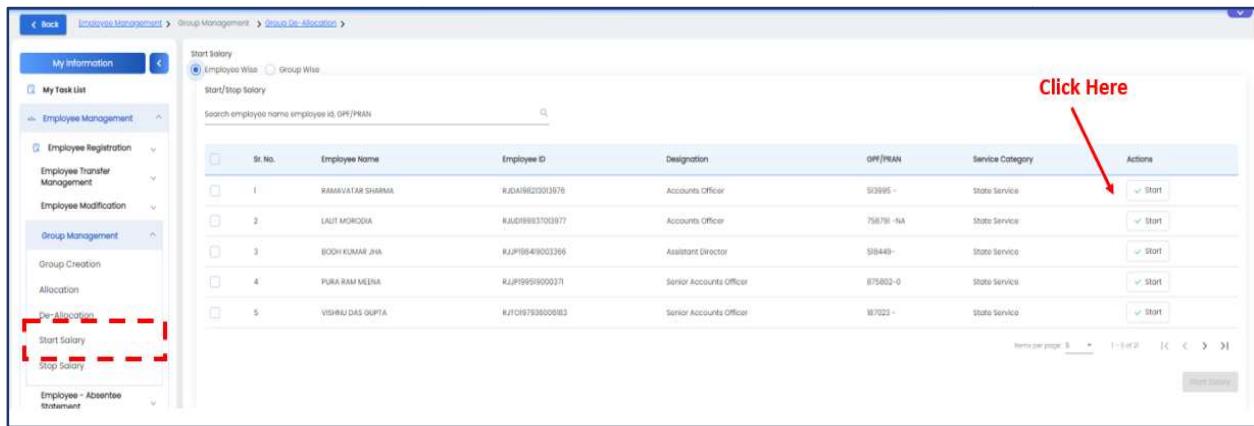


Figure 86: List of employees

- Once employee selected, please click on **Start Salary** button

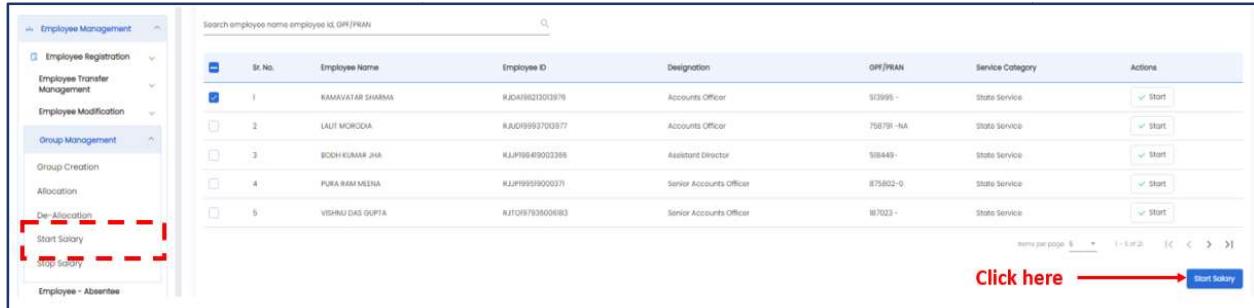


Figure 87: Start Salary selection

- Click “**Submit**” button, to start salary

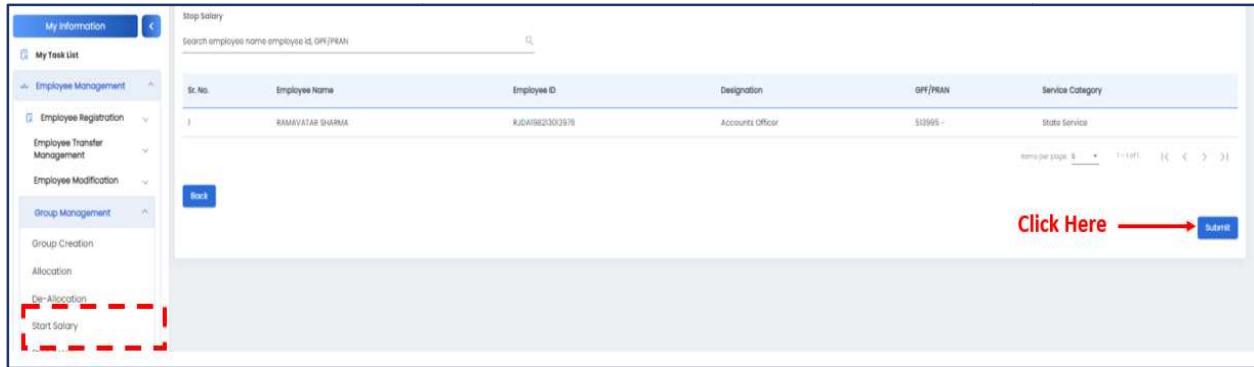


Figure 88: Employee details submit

- Please **Enter Remarks** and click **Submit** button

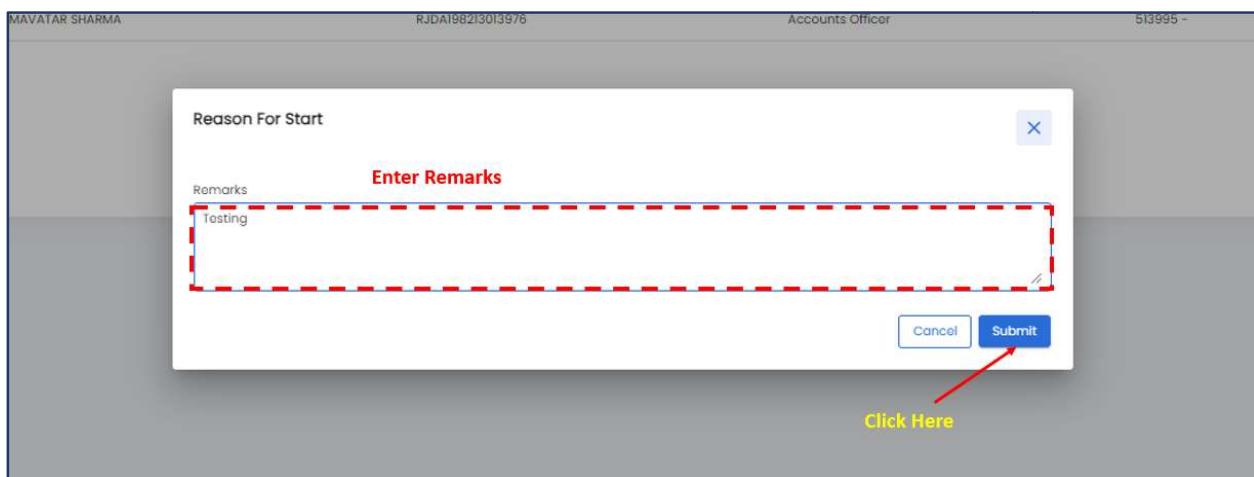


Figure 89: Submit request

- Click “**Yes**” button to confirmation of submit request

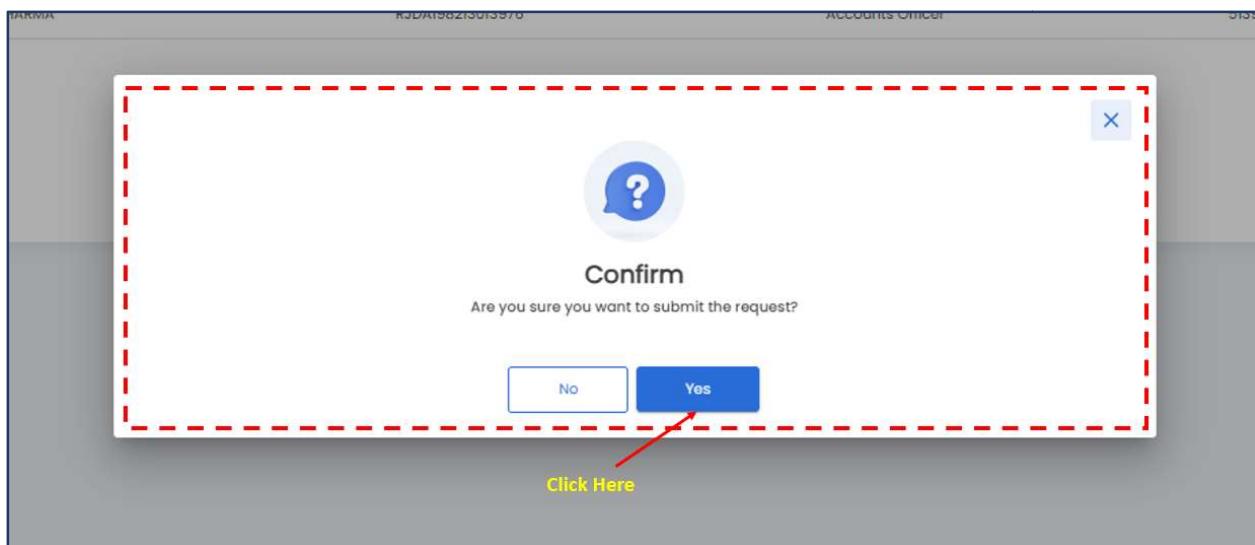


Figure 90: Confirmation to final submission

- Successful message screen gets displayed

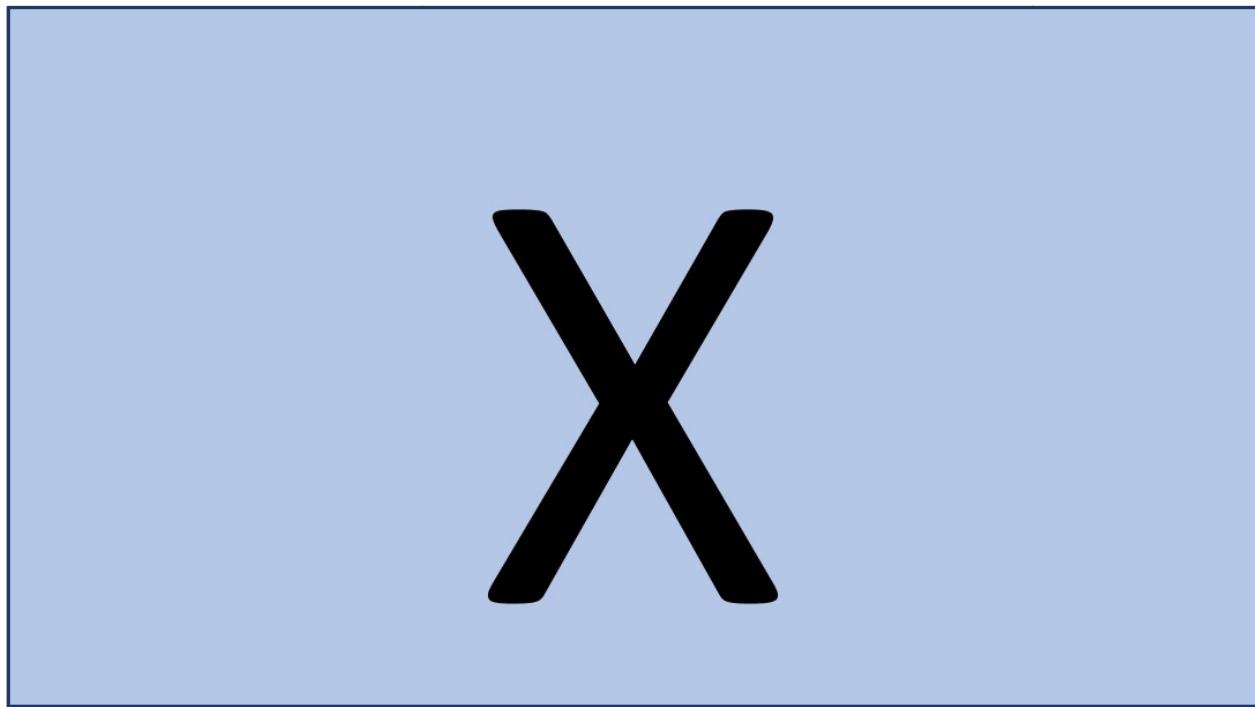


Figure 91: Success message- Start Salary

7.4.5 Stop Salary

This functionality will be used to stop the salary of employee.

- Click “Employee Management>> Group Management >> Stop Salary from the menu (Left side)

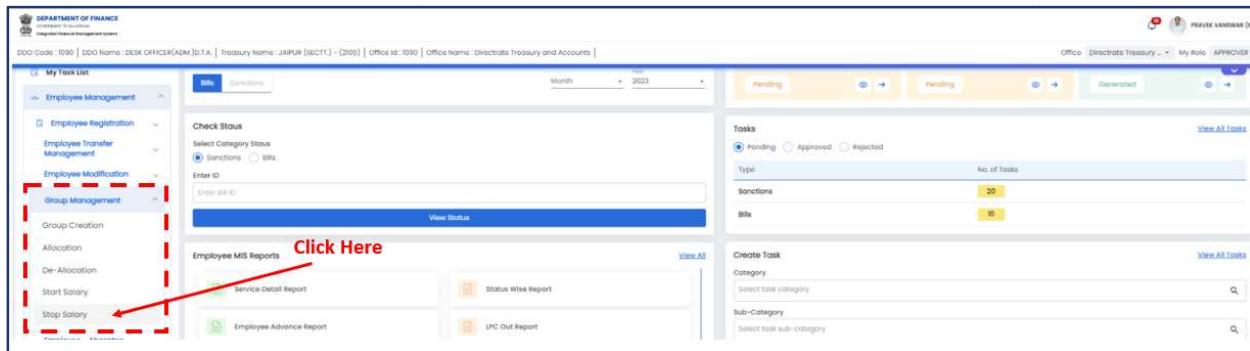


Figure 92: Stop Salary

- To get the list of Employee(s), select Search option- “Employee wise/ Group wise”

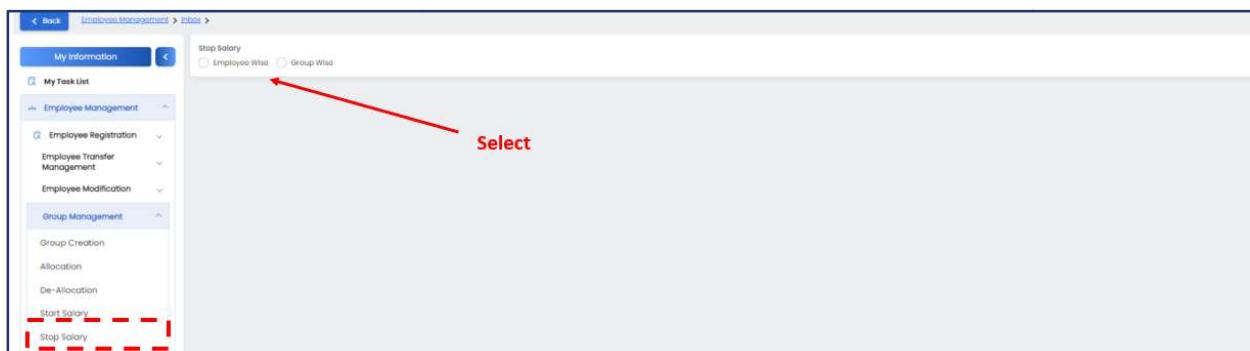


Figure 93: Selection for details

- Select Group name, to get the list of employee

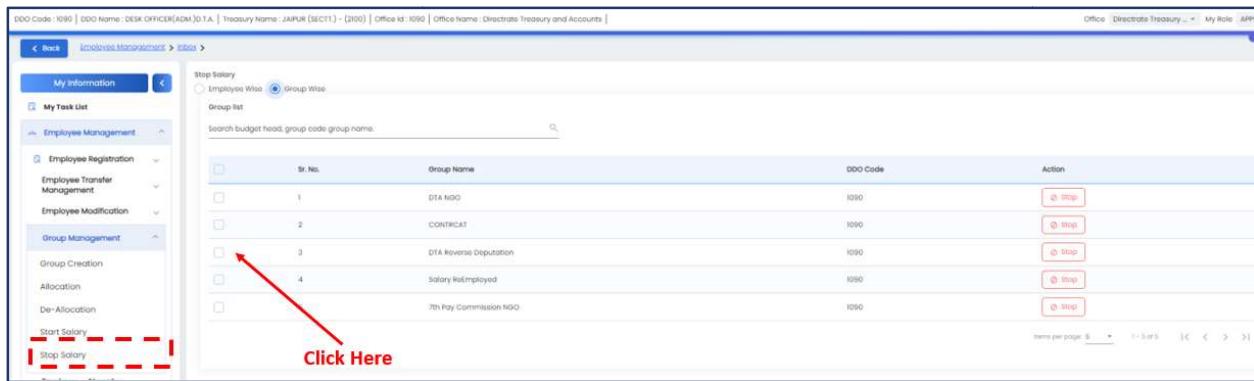


Figure 94: Details selection

- Functionality for “**Search**” button is provided for User’s to easy search of required details of Employee via All/Name/ Employee Id or Group radio and Keyword filter
- Click **Stop Salary** button

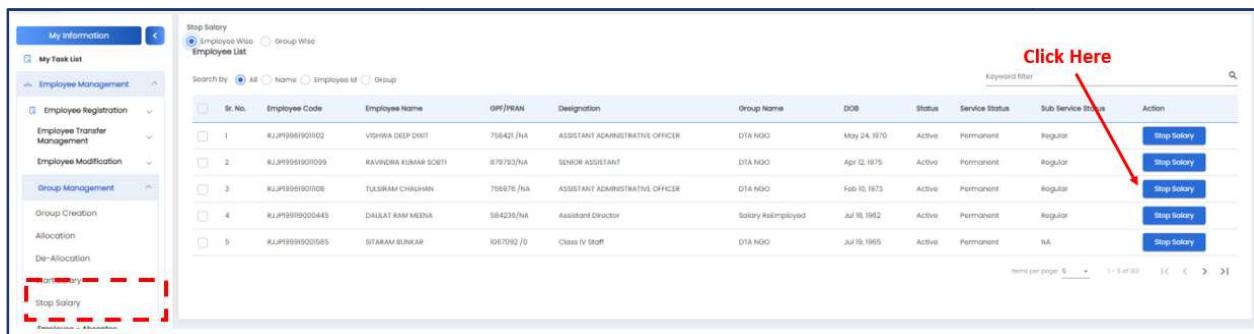


Figure 95: Select employee

- Select Employee, and click “**Stop selected salary**” button

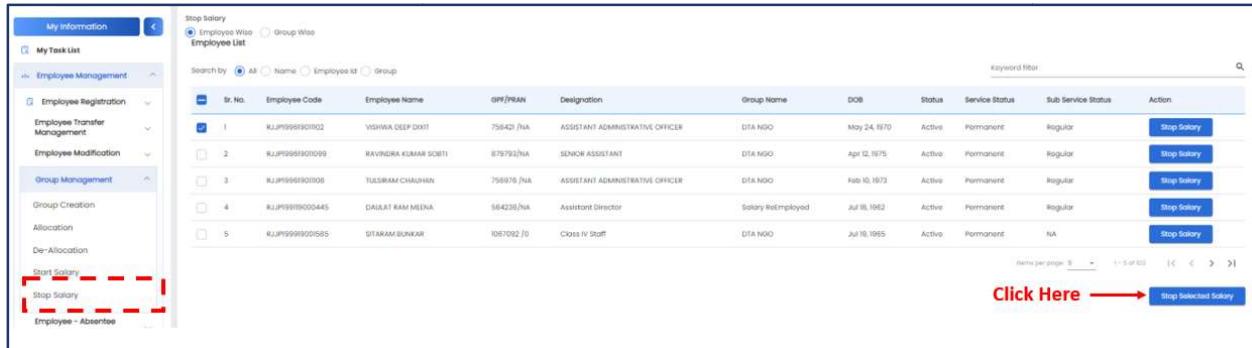


Figure 96: Stop selected salary

- Click “Submit” button

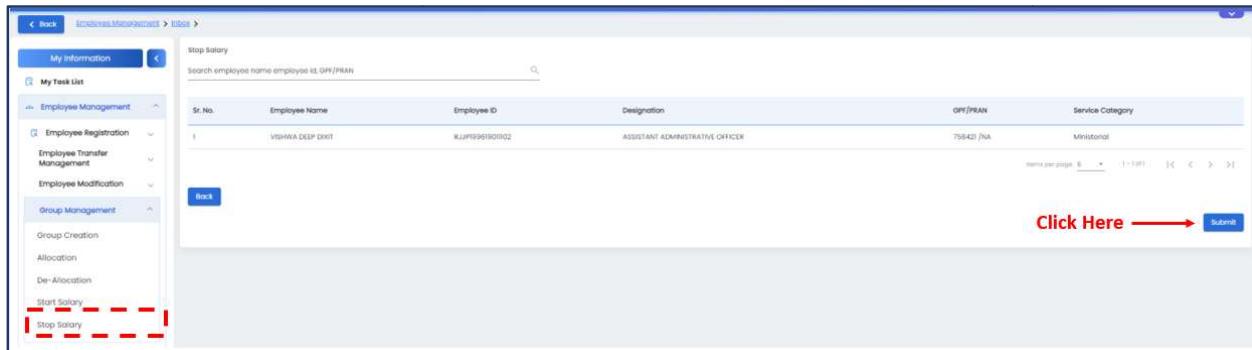


Figure 97: Submit selection

- Select Reason for Stop, from the drop-down list

| Employee Name | Employee ID | Designation | GPF/PRAN |
|---|-----------------|----------------------------------|------------|
| VISHWA DEEP DIXIT | RJJP19961901102 | ASSISTANT ADMINISTRATIVE OFFICER | 758421 /NA |
| <div style="border: 1px solid #ccc; padding: 10px;"> <p>Reason For Stop</p> <p>Reason *</p> <p style="color: red; font-weight: bold;">Select Reason for STOP</p> <p>Death</p> <p>Action from Court</p> <p>Action from State Govt</p> <p>Hold Pension</p> <p>Any Other</p> </div> | | | |

Figure 98: Select reason for stop

- Enter Remarks and click **Submit** button

| Employee Name | Employee ID | Designation |
|--|-----------------|----------------------------------|
| VISHWA DEEP DIXIT | RJJP19961901102 | ASSISTANT ADMINISTRATIVE OFFICER |
| <div style="border: 1px solid #ccc; padding: 10px;"> <p>Reason For Stop</p> <p>Reason *</p> <p>Action from Court</p> <p>Remarks</p> <p>Testing</p> <p style="color: red; font-weight: bold;">Enter remarks</p> </div> | | |
| <input type="button" value="Cancel"/> <input type="button" value="Submit"/> | | |

Figure 99: Submit request

- Click **Yes** button to confirm the submit request

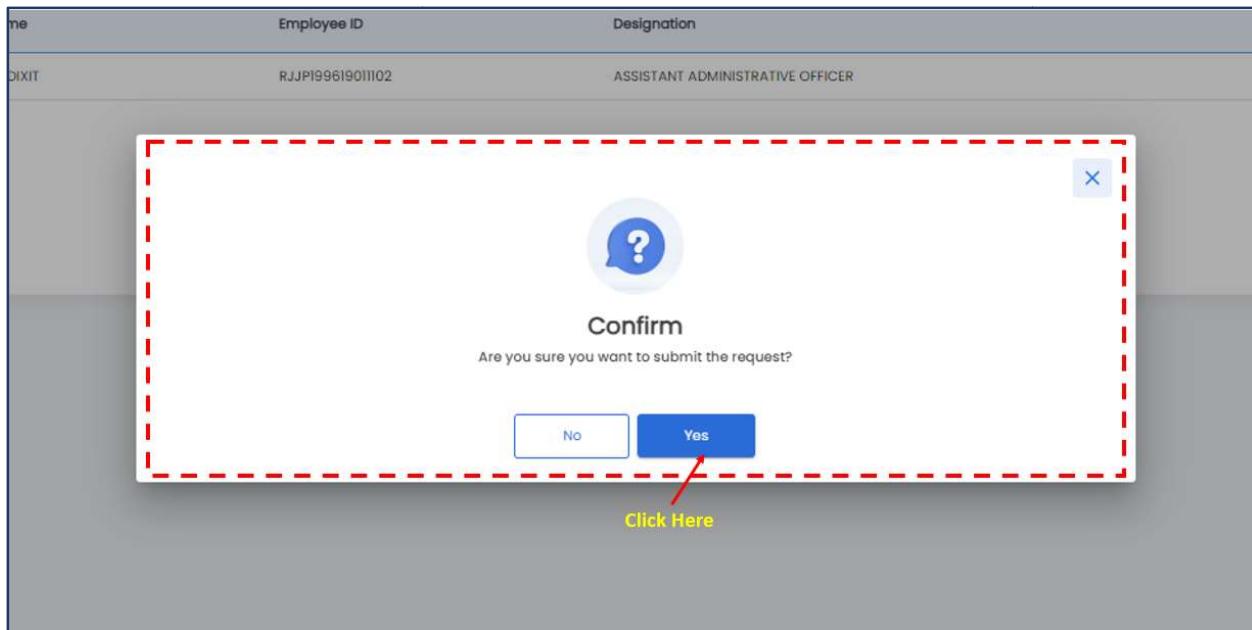


Figure 100: Confirmation to submit request

- Successful message screen gets displayed

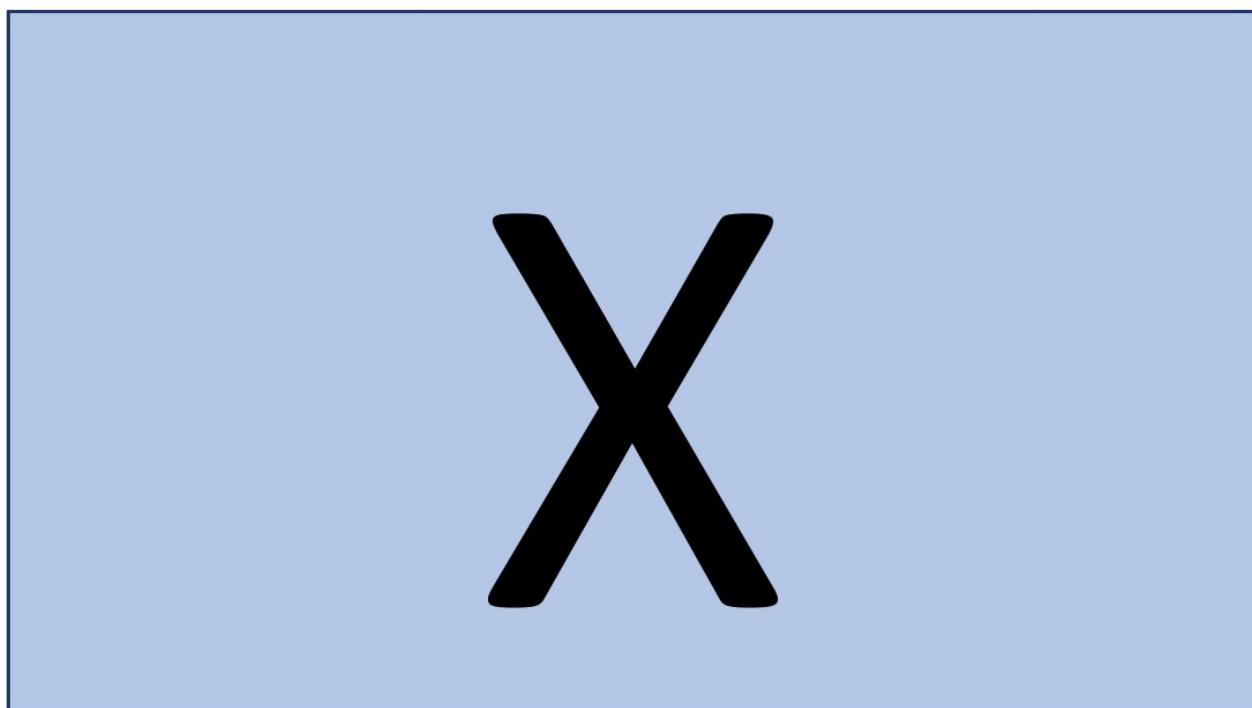


Figure 101: Success message -Stop Salary

7.5 Employee Absentee Statement

This functionality provides the facility to enter Absentee details of employee to prepare salary bill-

- Click “Employee Management >> Employee Absentee Statement >> Absentee Statement”, from the menu (Left side)
- To enter absentee details of a particular employee, user shall click Proceed button showing at the end of the line of that employee

| Sr. No. | Employee Code | Employee Name | GPF/PRAN | Designation | Group Name | DOB | Status | Service Status | Sub Service Status | Action |
|---------|------------------|---------------------|-----------|----------------------------------|-------------------|--------------|--------|----------------|--------------------|----------------|
| 1 | RJJP19961901102 | VISHWA DEEP DIXIT | 758421/NA | ASSISTANT ADMINISTRATIVE OFFICER | DTA NGO | May 24, 1970 | Active | Permanent | Regular | Proceed |
| 2 | RJJP199619011099 | RAVINDRA KUMAR SOTI | 879793/NA | SENIOR ASSISTANT | DTA NGO | Apr 12, 1975 | Active | Permanent | Regular | Proceed |
| 3 | RJJP19961901108 | TULSIRAM CHAUHAN | 756976/NA | ASSISTANT ADMINISTRATIVE OFFICER | DTA NGO | Feb 10, 1973 | Active | Permanent | Regular | Proceed |
| 4 | RJJP199619000445 | DAULAT RAM MEENA | 584236/NA | Assistant Director | Salary ReEmployed | Jul 18, 1962 | Active | Permanent | Regular | Proceed |
| 5 | RJJP199619001585 | SITARAM BUNKAR | 1067092/0 | Class IV Staff | DTA NGO | Jul 19, 1965 | Active | Permanent | NA | Proceed |

Figure 102: Absentee- Employee list

- Please enter details like financial year, month for which leave must be entered and Click “Add Row” button, repeat the process of entries, if leave has been taken and sanctioned in different parts of period.

Employee ID: RJJPI9961901102 Employee Name: VISHWA DEEP DIXIT GPF/PRAN
POST: ASSISTANT ADMINISTRATIVE OFFICER Designation: ASSISTANT ADMINISTRATIVE OFFICER Office Name: 758421 /NA Directorate Treasury and Accounts

Financial Year * Month *

From Date * To Date *

Add Row Total no. of days : 0

Remarks
Type remarks here...

Enter Details

Click Proceed

Figure 103: Absentee details

- Please enter Remarks and click “Submit” button

Employee ID: RJJPI9961901102 Employee Name: VISHWA DEEP DIXIT GPF/PRAN
POST: ASSISTANT ADMINISTRATIVE OFFICER Designation: ASSISTANT ADMINISTRATIVE OFFICER Office Name: 758421 /NA Directorate Treasury and Accounts

Financial Year * Month *

From Date * To Date *

Add Row Total no. of days : 0

Remarks
Type remarks here...

Enter Remarks

Click Here

Submit

Figure 104: Details submission

- Successful message gets displayed

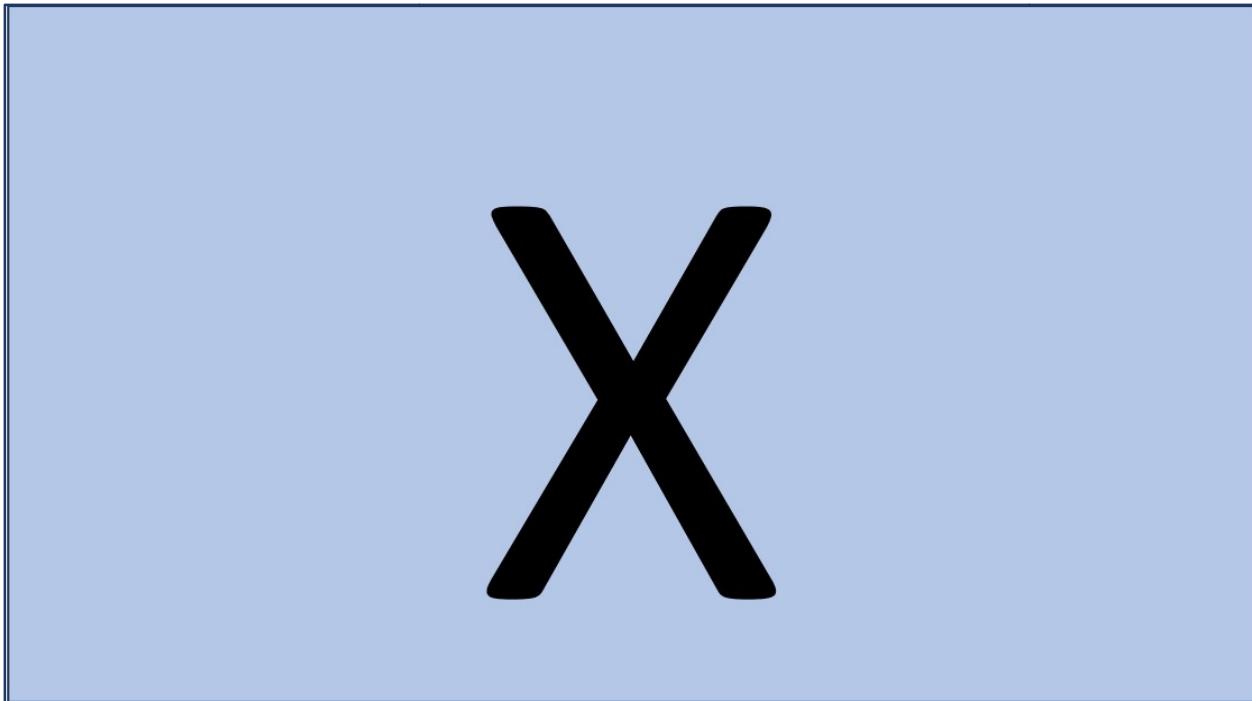


Figure 105: Successful Message

Successful message screen not available

7.6 Subsistence Management

- Click “Employee Management >> Subsistence Management”, from the menu (Left side)

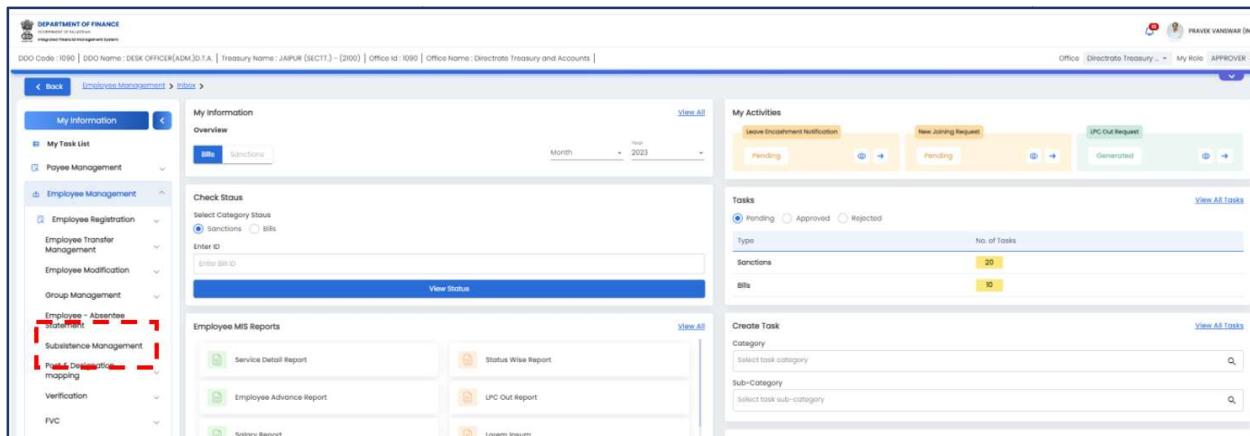


Figure 106: Subsistence Management

7.6.1 Subsistence Allowance Initiation

- Click “Employee Management >> Subsistence Management>> Subsistence Allowance Initiation”, from the menu (Left side)
- Functionality for “Search” button is provided for User’s to easy search of required details of Employee via All/Name/ Employee Id or Group radio option
- Please click “Initiate” button, to initiate the process.

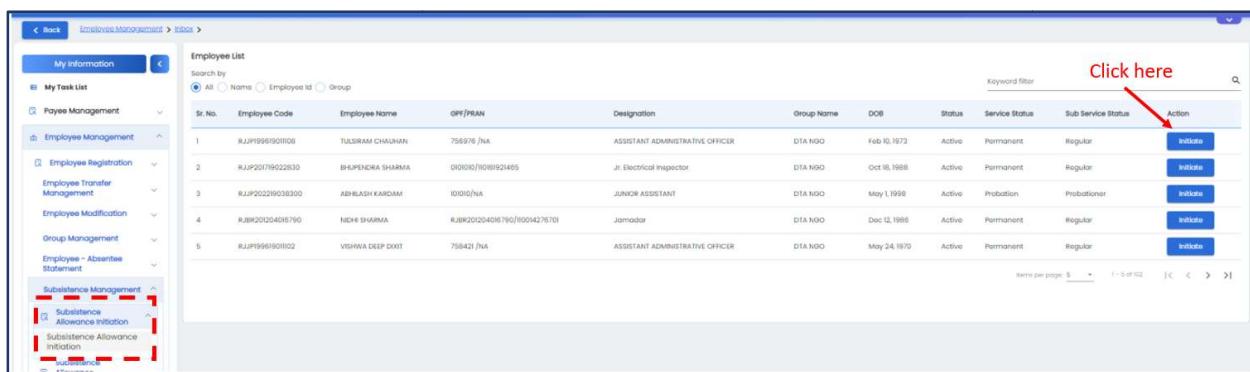


Figure 107: Initiate process

- Click “Subsistence Allowance History” to view the details, System will show the history if employee was suspended earlier.

Figure 108: Subsistence Allowance History details

- Click “Subsistence Allowance Details” to view the details, what system has calculated primarily.
- Please insert new updated page of screen.
- Tick on Check Box, if Employee wants to continue the contribution of GPF
- Fill all the required fields.

Figure 109: Subsistence Allowance details

- Click “Drag & Drop or Browse” button to upload the documents and “Submit”

The screenshot shows the 'Subsistence Allowance Management' section of the IFMS 3.0 application. On the left, a sidebar lists various management modules. The 'Subsistence Management' section is expanded, with 'Subsistence Allowance Initiation' and 'Subsistence Allowance Modification/Revoke' highlighted. The main content area displays 'Subsistence Allowance details' for an order. It includes sections for 'Employee Allowance Details', 'Allowance Rate (As Per Order)', and 'Gross Salary'. On the right, there is a preview of the document with the same information. Below these sections is a 'Upload document' area with a 'Drag & drop or browse' button, which is highlighted with a red arrow. At the bottom right of the page are 'Cancel' and 'Submit' buttons.

Figure 110: Upload documents

- Click “Yes” to the system confirmation, this is the final verification that all the details entered by User are correct.

The screenshot shows the 'Subsistence Allowance Management' section of the IFMS 3.0 application. The main content area displays 'Subsistence Allowance details' for an order. A confirmation dialog box is overlaid on the page, containing a question 'Are you sure you want to submit the request?' with 'No' and 'Yes' buttons. A red arrow points to the 'Yes' button. The background shows the same 'Subsistence Allowance details' section as in Figure 110, with a preview of the document on the right.

Figure 111: Confirmation message

- Success message will be displayed

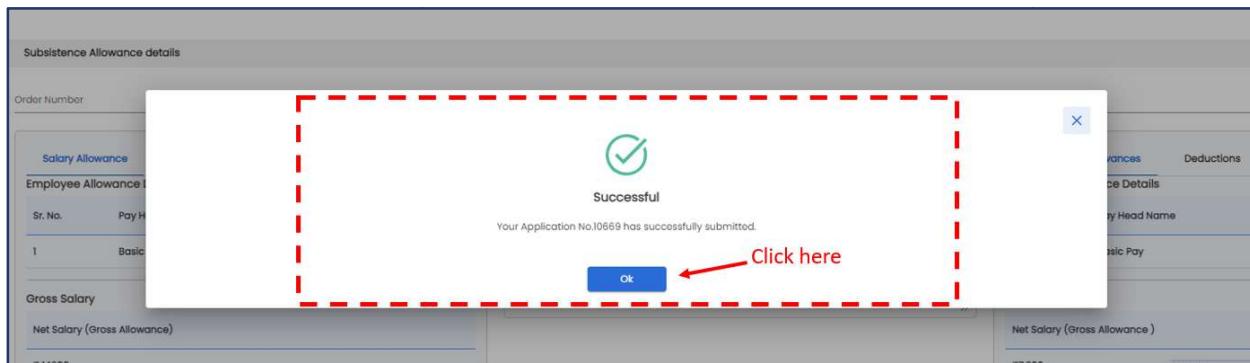


Figure 112: Successful message

7.6.2 Subsistence Allowance Modification

To modify the subsistence allowance –

- Click “Employee Management >> Subsistence Management >> Subsistence Allowance Modification/ Revoke”, from the menu (Left side)

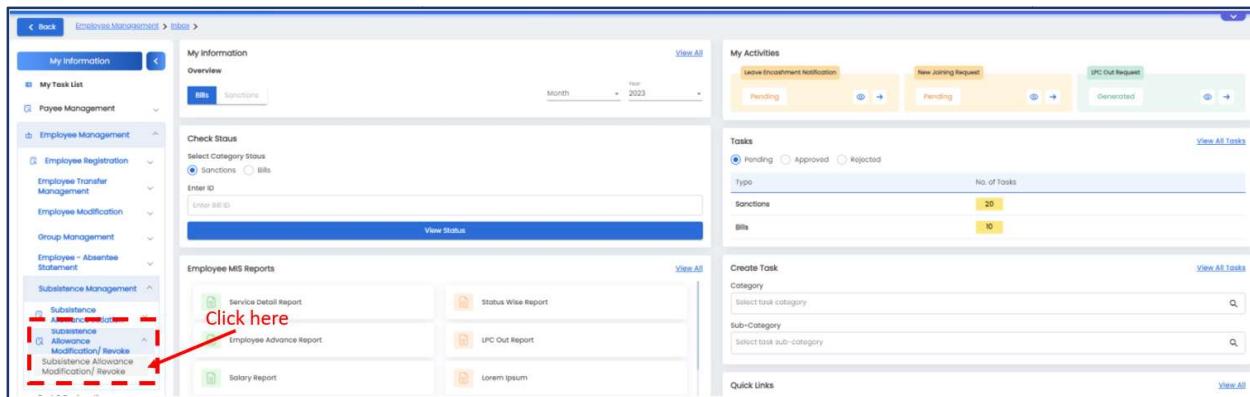


Figure 113: Subsistence Allowance Modification

- Please click “Modify” button, to modify the required details



Figure 114: Modification Process

- Click “Subsistence Allowance History” to view the details

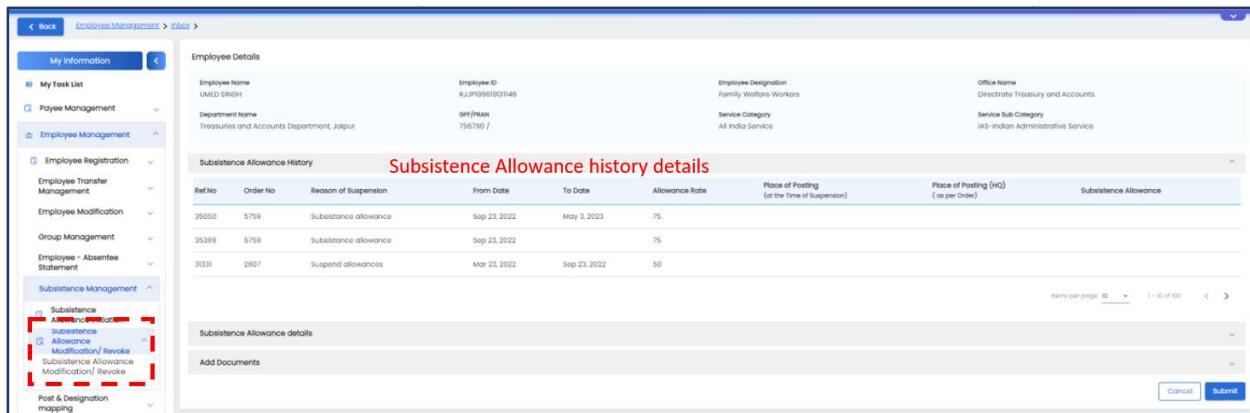


Figure 115: Subsistence Allowance history details

- Click “Subsistence Allowance Details” to view the details
- Fill/select the required fields.
- Select the modified rate of subsistence grant (Enhanced or Reduced)
- Click on ‘Calculate’ button, System will display the modified grant details.

Office ID: 1060 | Office Name: Directorate Treasury and Accounts | Department ID: 106 | Department Name: Treasuries and Accounts Department, Jolpur

Office: Directorate Treasury and Accounts | My Role: APPROVER

Subsistence Allowance
Post & Designation mapping
Increment
Employee Status Change
MIS Reports
Verification
Bills
Authorization
Sanctions
My ESS
Other Application Links
Need Help/Report an issue? Click here to share your feedback

Subsistence Allowance details

Order Number: 455345

With Effect From: 3/1/2023

Place of Posting HQ as per Order: Directorate Treasury and Accounts

Office Name: Directorate Treasury and Accounts

Subsistence Allowance details

Order Number: 455345

With Effect From: 3/1/2023

Office Name: Directorate Treasury and Accounts

Allowance Rate (As Per Order): Reduce subsistence Grant (selected)

Additional Comments:

Want to continue GPF contribution during suspension duration:

Subsistence Allowances

| Pay Head Name | Pay Head Value |
|---------------------|----------------|
| Basic Pay | ₹ 37900 |
| Dearness Allowances | ₹ 17434 |
| HRA | ₹ 6822 |
| CCA | ₹ 1000 |
| Washing Allowance | ₹ 150 |
| Cycle Allowance | ₹ 150 |

Deductions

| Pay Head Name | Pay Head Value |
|---------------|----------------|
| DA | ₹ 8717 |
| HRA | ₹ 6822 |
| CCA | ₹ 1000 |

Gross Salary: ₹ 35,789

Gross Allowance: ₹ 13830

Net Salary: ₹ 31,959

Figure 116: Subsistence Allowance details

- Click “Drag & Drop or Browse” button to upload the documents

Subsistence Allowance details

Subsistence Allowance details

Order Number: 455345

Office Name: Directorate Treasury and Accounts

Subsistence Allowance details

Order Number: 455345

With Effect From: 3/1/2023

Place of Posting HQ as per Order: Directorate Treasury and Accounts

Office Name: Directorate Treasury and Accounts

Subsistence Allowances

| Pay Head Name | Pay Head Value |
|---------------------|----------------|
| Basic Pay | ₹ 147000 |
| Dearness Allowances | ₹ 51740 |
| HRA | ₹ 25460 |
| CCA | ₹ 1000 |

Deductions

| Pay Head Name | Pay Head Value |
|---------------------|----------------|
| Basic Pay | ₹ 73500 |
| Dearness Allowances | ₹ 30870 |
| HRA | ₹ 26460 |
| CCA | ₹ 1000 |

Gross Salary: ₹ 13830

Gross Allowance: ₹ 13830

Net Salary: ₹ 13830

Add Documents

Document Type: Suspension Order

Description: Testing

Upload File: Drag & drop or browse

Upload document

Figure 117: Upload document

- Click “Submit” button

Figure 118: Submit request

- Click “Yes” to the system confirmation, this is the final verification that all the details entered by User are correct.

Figure 119: Confirmation Message

- Success message will be displayed

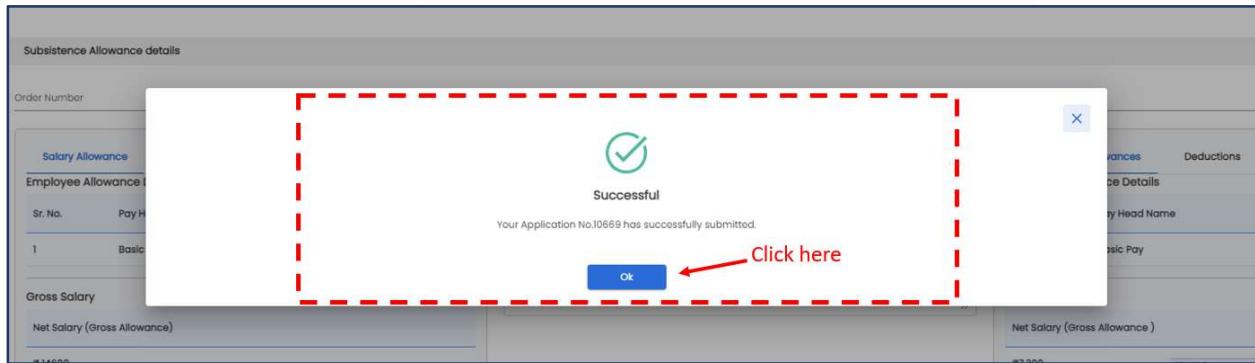


Figure 120: Successful Message

7.6.3 Subsistence Allowance Revoke

To revoke subsistence allowance-

- Click “Employee Management >> Subsistence Management >> Subsistence Allowance Modification/ Revoke”, from the menu (Left side)
- Please click “Revocation” button, to revoke the details

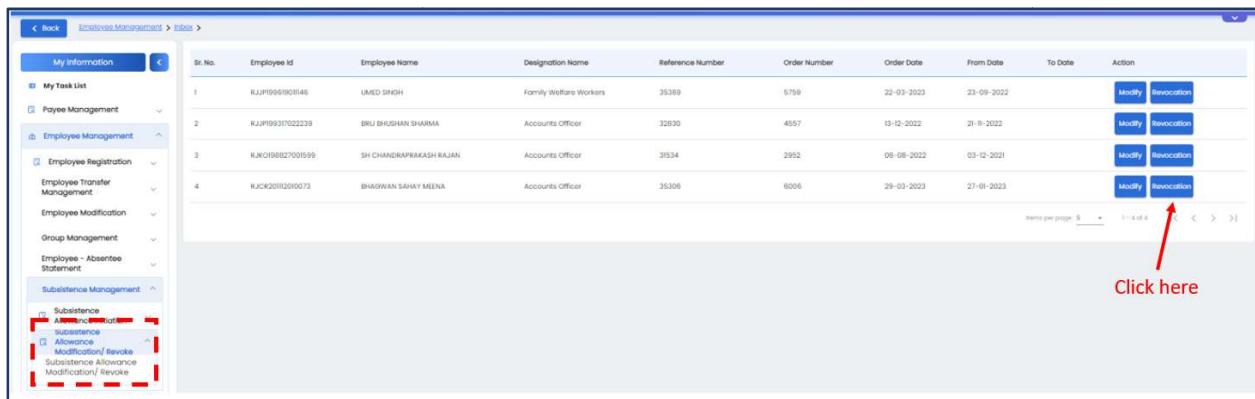


Figure 121: Subsistence Allowance Revoke

- Please click “Revoke Subsistence Allowance details” to view the details

Employee Details

| | | | | | | | |
|-----------------|--|-------------|------------------|----------------------|----------------|----------------------|-----------------------------------|
| Employee Name | BHAGWAN SAIHAI MEENA | Employee ID | KUJPRB0319007278 | Employee Designation | Class IV Staff | Office Name | Directorate Treasury and Accounts |
| Department Name | Treasury and Accounts Department, Jajpur | OFF/PRAN | 508787 / 23254 | Service Category | Class IV | Sub Service Category | The Rojgarthon-Class IV Service |

Subsistence Allowance History

| RefNo | Order No | Reason of Suspension | From Date | To Date | Allowance Rate | Place of Posting (at the Time of Suspension) | Place of Posting (HQ) (as per Order) | Subsistence Allowance |
|--------|----------|----------------------|-------------|-------------|----------------|--|--------------------------------------|-----------------------|
| 68895 | daividc | avtavtav | Jan 5, 2024 | Jan 5, 2024 | 40 | Directorate Treasury and Accounts | 92991599999999999999 | 17631 |
| 104025 | 5455454 | gfgfgfg | Jan 5, 2024 | | 50 | Directorate Treasury and Accounts | 9999999 | 17631 |

Items per page: 10 | 1 - 2 of 2 | < >

Click here

Revoke Subsistence Allowance Details

Decision as per revocation order

Add Documents

Cancel Submit

Figure 122: Subsistence Allowance history details

- Please enter revocation order details, select check box(s) as per revocation order, upload required document and click “Submit” button

Management

Employee Modification

Group Management

Employee - Absentee Statement

Subsistence Management

Subsistence Allowance Modification/ Revoke

Post & Designation mapping

Verification

IVC

Bills

Sanctions

My ESS

Other Application Links

Need Help/Report an Issue? Click here to share your feedback

Revoke Subsistence Allowance Details

Revocation Order Number * Sanction Date * Purpose of Sanction * With Effect From *

Decision as per revocation order

Select Revocation Order decision

Declared exonerated (matter will be forwarded to the pay fixation module for applying all benefits / arrear payments during suspension period)

Punished (benefits to be applied as per the decision taken by the appointing authority)

Neither employee is punished nor the suspension period is considered for providing benefits

No decision on suspension reinstatement and enquiry continues (system will reflect the pay details as on the suspension date)

Add Documents

Upload document

Documents Types * Description * Upload Files Drag & drop or browse Click here

Cancel Submit

Figure 123: Select details

- The confirmation and success message will be displayed

7.7 Post & Designation Mapping

- Click “Employee Management>> Post and Designation Mapping from the menu (Left side)
- Post and Designation Mapping contains these options:
 - Post and Designation availability
 - Post allocation
 - Post de-allocation

7.7.1 Post and Designation availability

This functionality provides the list of Post and Designation sanctioned for office as per budget module, count of total post, count of occupied/mapped post, and count of available post for mapping-

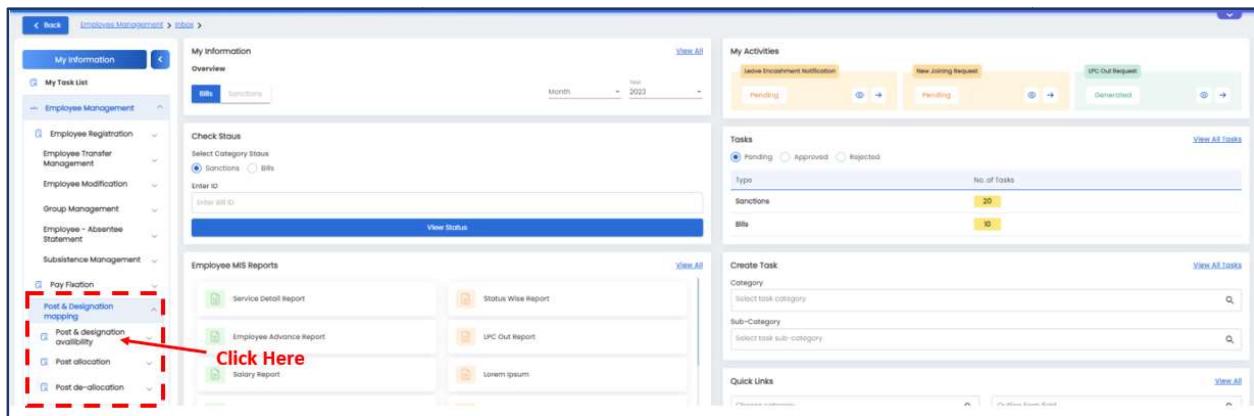
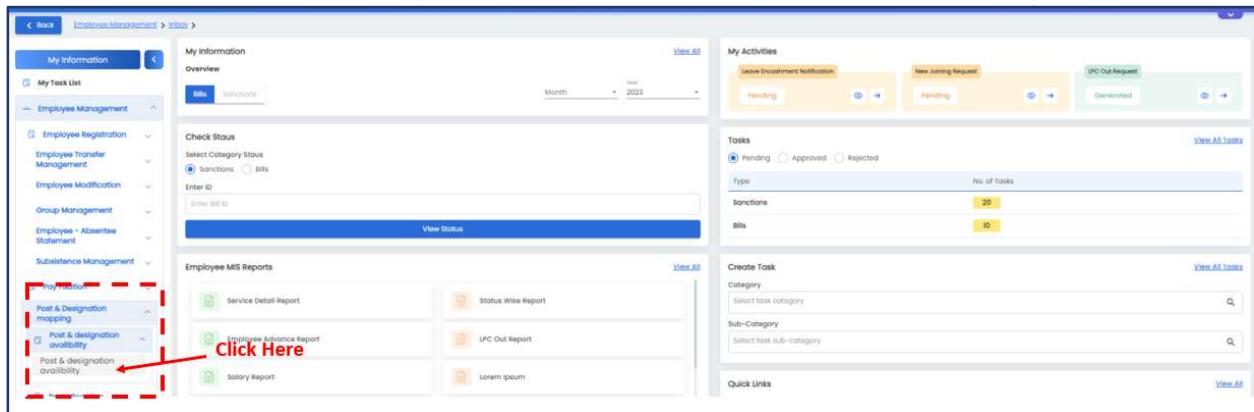


Figure 124: Menu select

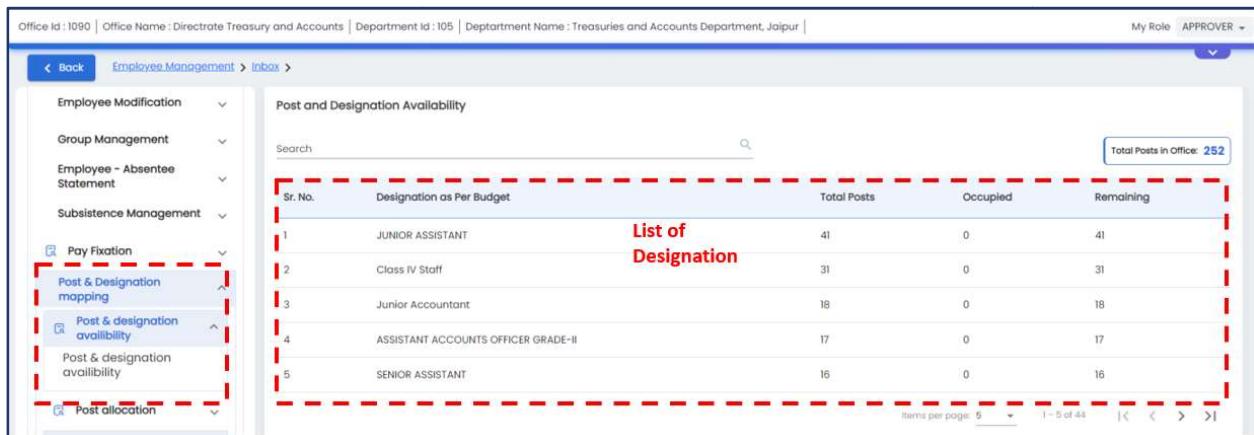
- Please click **Post and Designation availability** (left side menu)



The screenshot shows the 'Employee Management' section of the IFMS 3.0 interface. On the left, a sidebar menu is open, with the 'Post & designation availability' option highlighted by a red box and an arrow. The main content area displays 'My Information' and 'My Activities' sections. In the 'My Activities' section, there is a 'Tasks' table with two rows: 'Sanctions' (20) and 'Bills' (10). A red box highlights the 'Click Here' button in the 'Employee MIS Reports' section.

Figure 125: Post & Designation Availability

- List of Designations as per Budget gets displayed along with Total and Remaining count
- Functionality for “**Search**” is provided for User’s to easy search of required details of Employee by entering keywords



The screenshot shows the 'Post and Designation Availability' page. The left sidebar menu has the 'Post & designation availability' option highlighted. The main content area displays a table titled 'Post and Designation Availability' with the following data:

| Sr. No. | Designation as Per Budget | Total Posts | Occupied | Remaining |
|---------|-------------------------------------|-------------|----------|-----------|
| 1 | JUNIOR ASSISTANT | 41 | 0 | 41 |
| 2 | Class IV Staff | 31 | 0 | 31 |
| 3 | Junior Accountant | 18 | 0 | 18 |
| 4 | ASSISTANT ACCOUNTS OFFICER GRADE-II | 17 | 0 | 17 |
| 5 | SENIOR ASSISTANT | 16 | 0 | 16 |

A red box highlights the 'List of Designation' table. The top right corner shows 'My Role : APPROVER'.

Figure 126: List of designation displayed

7.7.2 Post Allocation

This functionality provides the facility of Post allocation to the Employee's.

- Please click **Post Allocation** (left side menu), list of employees gets displayed
- Click on Action icon to allocate the Post to particular employee as shown in screen below
- Functionality for “**Search**” is provided for User's to easy search of required details of Employee via Employee Name/ ID

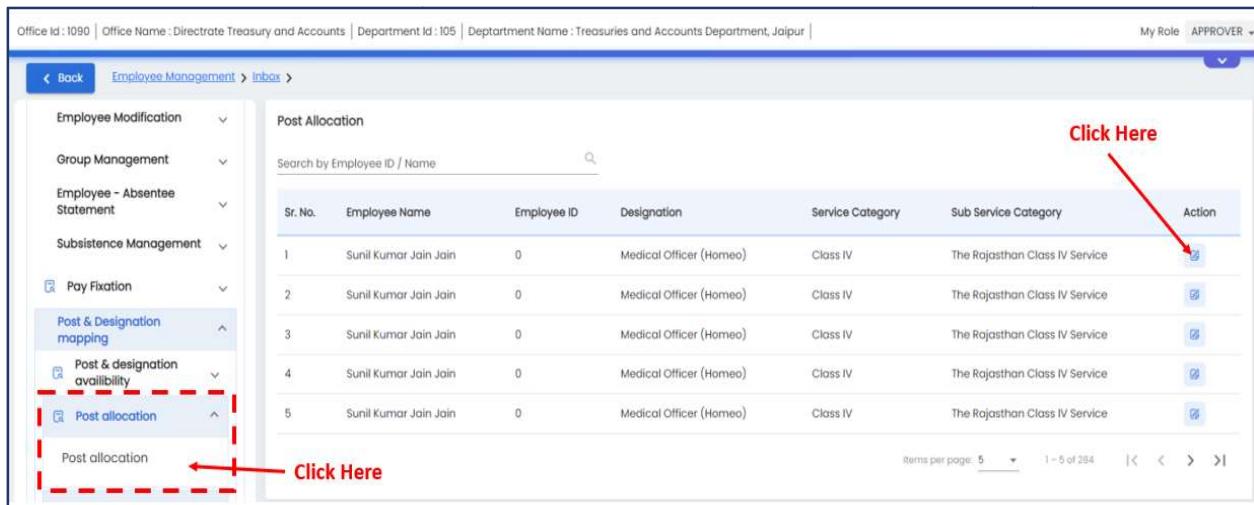


Figure 127: Post allocation menu select

- Pop up for post allocation gets open

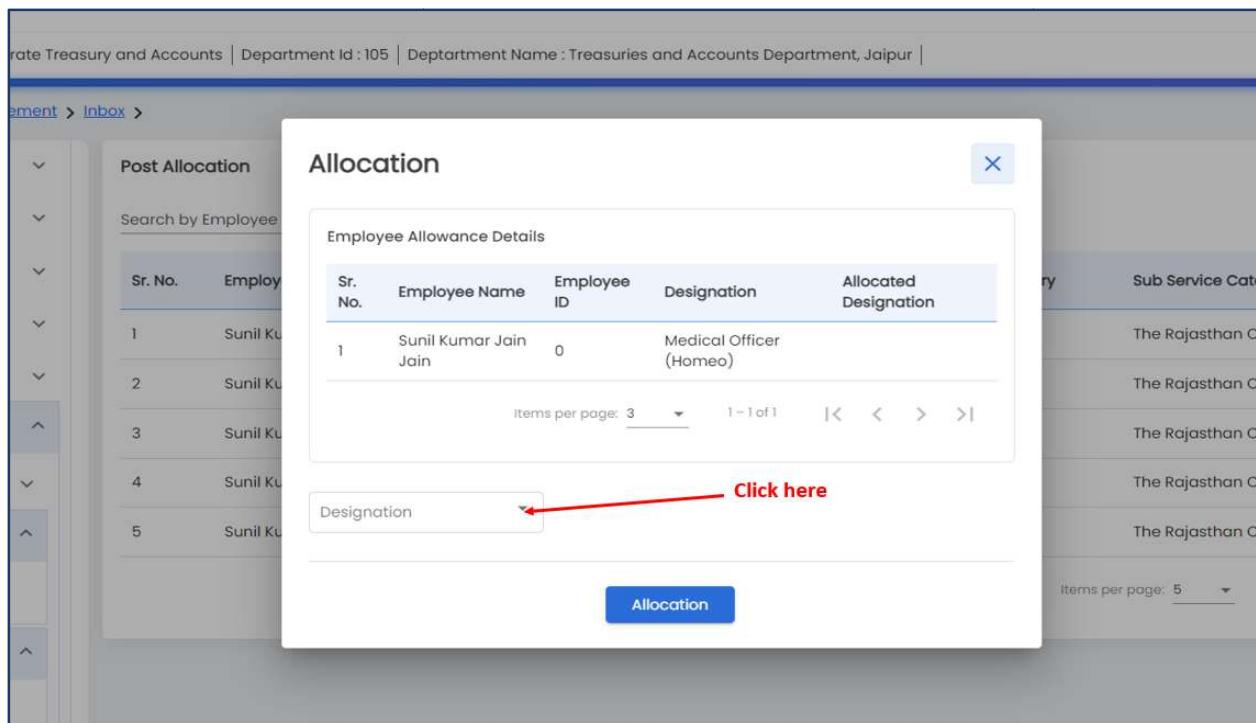


Figure 128: Allocation of designation

- Please select the Designation from the drop-down list

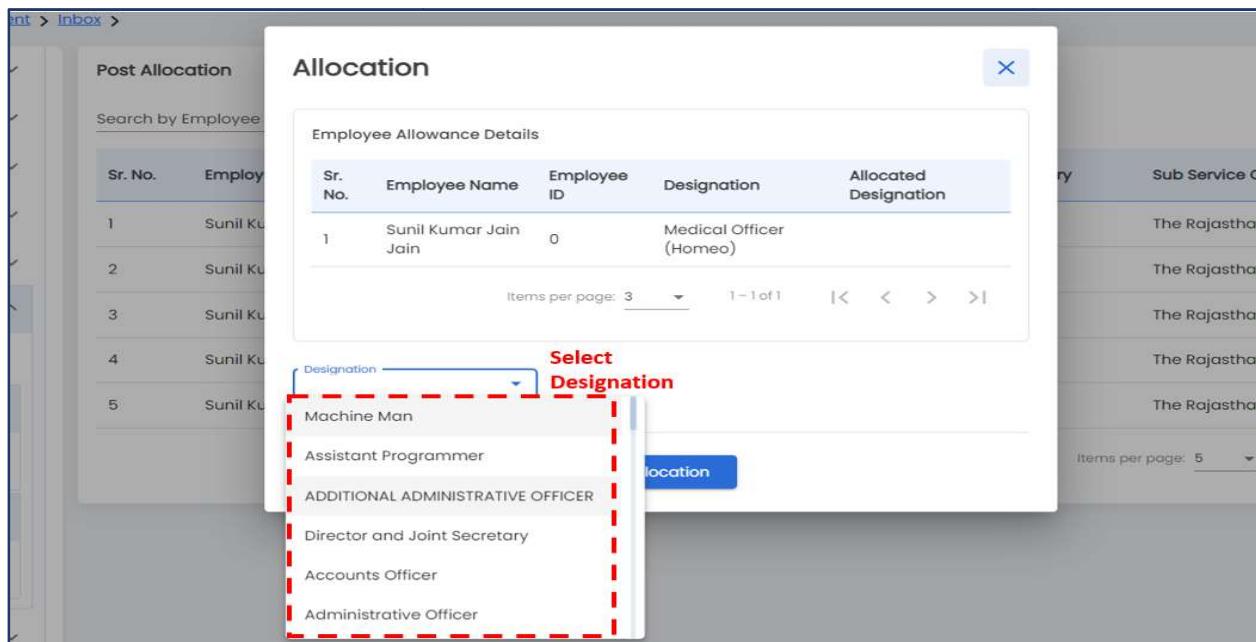


Figure 129: Select designation

- Click **Allocation** button

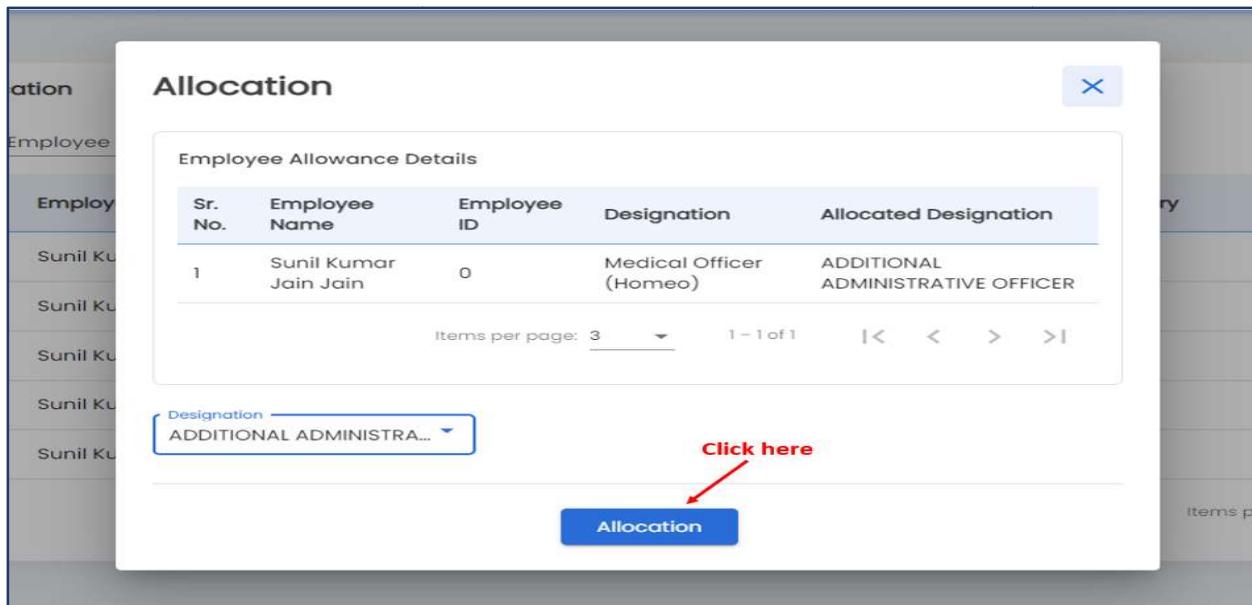


Figure 130: Click Allocation button

- Success message gets displayed

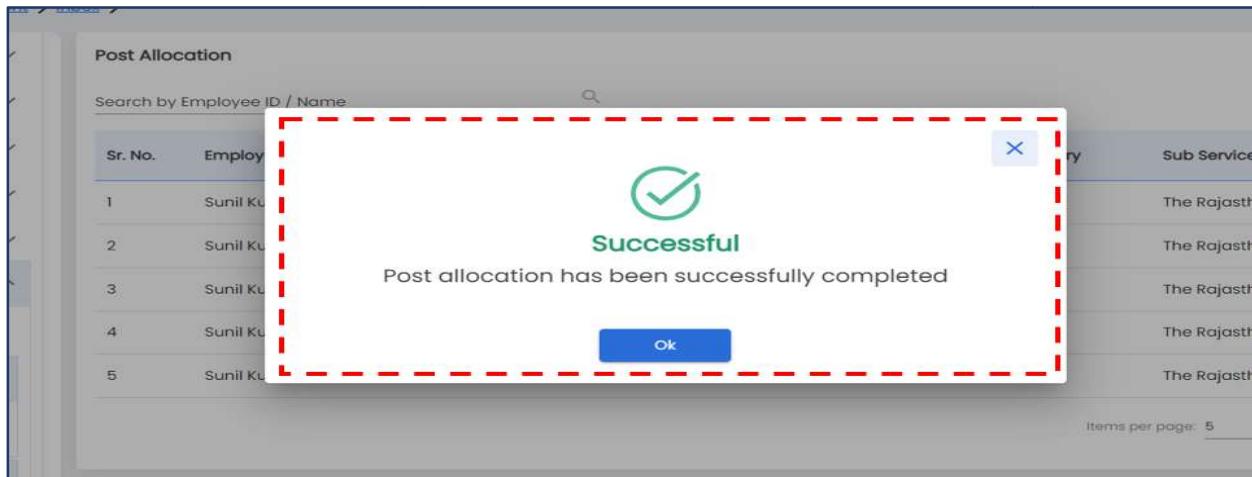


Figure 131: Successful message displayed

7.7.3 Post De-allocation

This functionality provides the facility of Post de-allocation to the Employee's.

- Please click **Post De-allocation** (left side menu), list of employees gets displayed
- Click on **De-allocation** button to De-allocate the Post from particular employee as shown in screen below
- Functionality for “**Search**” is provided for User's to easy search of required details of Employee via Employee Name/ ID
- This feature can be used to update the allocation of post to map with another post.

Office Id : 1090 | Office Name : Directorate Treasury and Accounts | Department Id : 105 | Department Name : Treasuries and Accounts Department, Jaipur | My Role APPROVER

Employee Management > Inbox >

Post De-allocation

Search by Employee Id / Name

| Sr. No. | Employee Name | Employee ID | Designation | Action |
|---------|-----------------------|------------------|----------------------------------|----------------------|
| 1 | Sunil Kumar Jain Jain | 0 | Medical Officer (Homeo) | De-allocation |
| 2 | Sunil Kumar Jain Jain | 0 | Medical Officer (Homeo) | De-allocation |
| 3 | KANHEYA LAL | RJJP198819007120 | ASSISTANT ADMINISTRATIVE OFFICER | De-allocation |
| 4 | BHANWAR SINGH | RJJP201019003309 | JUNIOR ASSISTANT | De-allocation |
| 5 | POOJA SINGH PANWAR | RJJP201719009449 | Informatics Assistant | De-allocation |

Items per page: 5 | 1 - 5 of 7 | < > |

Figure 132: Post deallocation

- Success message gets displayed

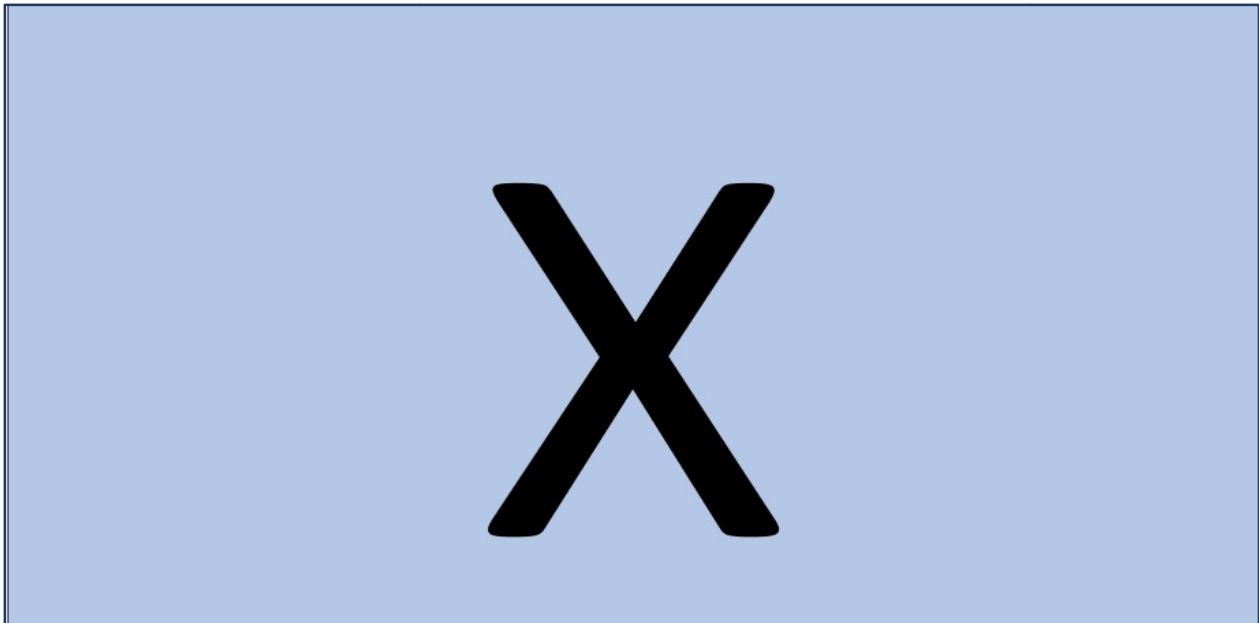


Figure 133: Successful message awaited

7.8 Verification

This option shall be used to verify & correct migrated employee data information.

7.8.1 Employee Verification

- Office wise migrated employee from IFMS 2.0 will be available in HO login for Verifying and confirming the details of employee as per new design of IFMS 3.0.
- Maker Will check the request and submits it to the checker for further verification process.
- Checker verifies the request forwarded by Maker and sends it to approver for approval if no discrepancy is found.
- If Approver requires any change in request forwarded by Checker, Approver will also have the privilege to modify the request forwarded from the Checker.

- Once the request gets approved by the approver, migrated employee validated in the system and will be active for processing salary and other process.
- Click “Employee Management >> Verification >> Employee Verification from the menu (Left side)

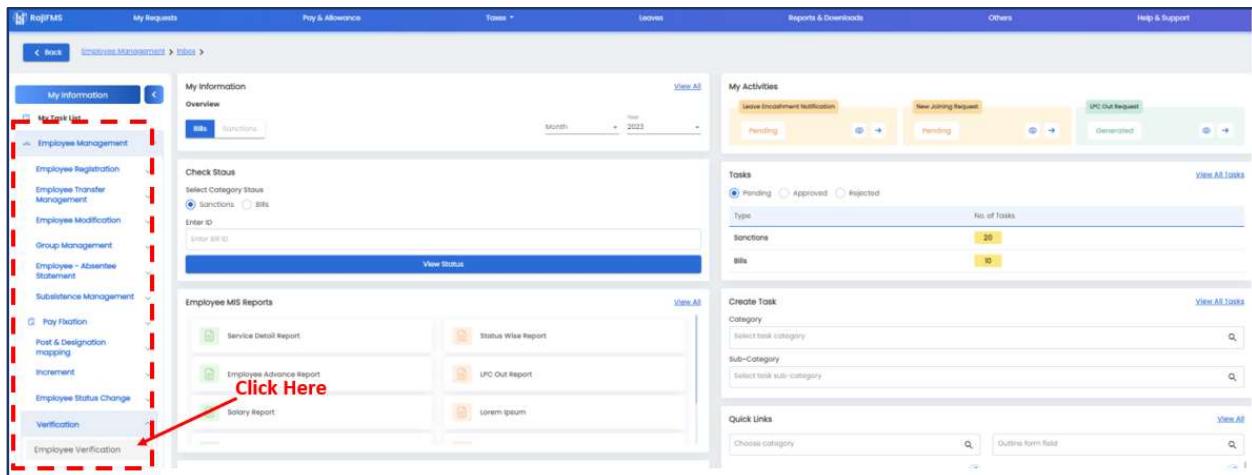


Figure 134: Employee Verification

- Employee list gets displayed, click Verify button to take action
- Functionality for “Search” button is provided for User’s to easy search of required details of Employee via All/Name/ Employee Id or Group radio option

| St. No. | Employee Code | Employee Name | OFF/PRAN | Designation | Group Name | DOB | Status | Service Status | Sub Service Status | Action |
|---------|----------------|----------------------|-----------|----------------------------------|-----------------------|--------------|--------|----------------|--------------------|-------------------------|
| 1 | RJPF090900102 | VISHWA DEEP DIXIT | 750421/NA | Not Known | Salary Retrenched | May 24, 1970 | Active | Permanent | Regular | <button>Verify</button> |
| 2 | RJPF090900109 | RAVINDRA KUMAR SOBRI | 878792/NA | Lower Division Clerk | Salary Retrenched | Apr 12, 1975 | Active | Permanent | Regular | <button>Verify</button> |
| 3 | RJPF090900108 | TULSI RAM CHAUHAN | 796976/NA | ASSISTANT ADMINISTRATIVE OFFICER | DATA Duplicate Emp ID | Feb 10, 1973 | Active | Permanent | Regular | <button>Verify</button> |
| 4 | RJPF0909000445 | DAULAT RAM MEENA | 584226/NA | Assistant Director | CONTNCT | Jul 18, 1962 | Active | Permanent | Regular | <button>Verify</button> |
| 5 | RJPF0909002585 | SITARAM BUNKAH | 9057092/0 | Cross N Staff | CONTNCT | Jul 18, 1965 | Active | Permanent | NA | <button>Verify</button> |

Figure 135: Select from Employee list

- Employee details and Personal Details of selected employee gets displayed, scroll down for more details to verify, make necessary corrections/enter required details.

Employee Management (IFMS 3.0) - Employee Verification

Employee Details

| Field Name | As migrated from IFMS 2.0 | To be Updated | Tick if change Required |
|--------------------|---------------------------|--------------------|--------------------------|
| NCUID | 3351415 | NCUID | <input type="checkbox"/> |
| Employee ID | RJJ202019045844 | Employee ID | <input type="checkbox"/> |
| Employee Status | Y | Employee Status | <input type="checkbox"/> |
| Service Status | Active | Service Status | <input type="checkbox"/> |
| Service Sub-Status | Regular | Service Sub-Status | <input type="checkbox"/> |
| SSO ID | RJJ202019045844 | SSO ID | <input type="checkbox"/> |

Personal Details

| Field Name | As migrated from IFMS 2.0 | To be Updated | Tick if change Required |
|------------|---------------------------|---------------|--------------------------|
| Janadhaar | 5120007418 | Janadhaar | <input type="checkbox"/> |

Figure 136: Employee details

Employee Management (IFMS 3.0) - Employee Verification

Personal Details

| Field Name | As migrated from IFMS 2.0 | To be Updated | Tick if change Required |
|----------------|---------------------------|---------------------------|-------------------------------------|
| ID | RJJ202019045844 | ID | <input type="checkbox"/> |
| Janadhaar | 5120007418 | Janadhaar | <input type="checkbox"/> |
| Member ID | 83795907912 | Member ID | <input type="checkbox"/> |
| Employee Name | PRIYANKA MEENA | Employee Name | <input type="checkbox"/> |
| Gender | F | Select Gender * Female | <input checked="" type="checkbox"/> |
| Date of Birth | Jun 10, 1997 | Choose a date | <input type="checkbox"/> |
| Father Name | DHARAM SINGH MEENA | Father Name | <input type="checkbox"/> |
| Marital Status | Widow | Marital Status * Widow | <input checked="" type="checkbox"/> |
| Disability | NO | Disability | <input type="checkbox"/> |
| Mobile Number | 860914568 | Mobile Number | <input type="checkbox"/> |
| Pan Number | FAUJM3599R | Pan Number | <input type="checkbox"/> |

Figure 137: Personal details

- Service Details of selected employee gets displayed, scroll down for more details to verify, make necessary corrections/enter required details.

| Service Details | | Details displayed for Verification | |
|---|---|---|--------------------------|
| Field Name | As migrated from IFMS 2.0 | To be Updated | Tick if change Required |
| Service Category | Subordinate | Service Category (Subordinate) | <input type="checkbox"/> |
| Service Sub-category | The Rajasthan Computer State and Subordinate Service | Service Sub-category | <input type="checkbox"/> |
| Designation as per service Cadre | Data validation failed | Designation as per service Cadre | <input type="checkbox"/> |
| Gazetted/Non Gazetted | NonGazetted | Gazetted/Non Gazetted | <input type="checkbox"/> |
| Parent department | | Parent department | <input type="checkbox"/> |
| Current department | Rajasthan High Court, Jodhpur राजस्थान उच्च न्यायालय, जोधपुर Data validation failed | Current department | <input type="checkbox"/> |
| Designation at first appointment in service Cadre | Informatics Assistant | Designation at first appointment in service Cadre | <input type="checkbox"/> |
| Post Mapped in Current Office | Assistant Programmer सहायता प्रोग्रामर | Post Mapped in Current Office | <input type="checkbox"/> |
| Actual Post in Current Office | सहायता प्रोग्रामर | Actual Post in Current Office | <input type="checkbox"/> |
| GPF No. | KUBP201204016790 | GPF No. | <input type="checkbox"/> |
| SI No. | 1207005 | SI No. | <input type="checkbox"/> |
| Date of joining | Nov 12, 2012 | Choose a date | <input type="checkbox"/> |
| Increment Date | | Choose a date | <input type="checkbox"/> |

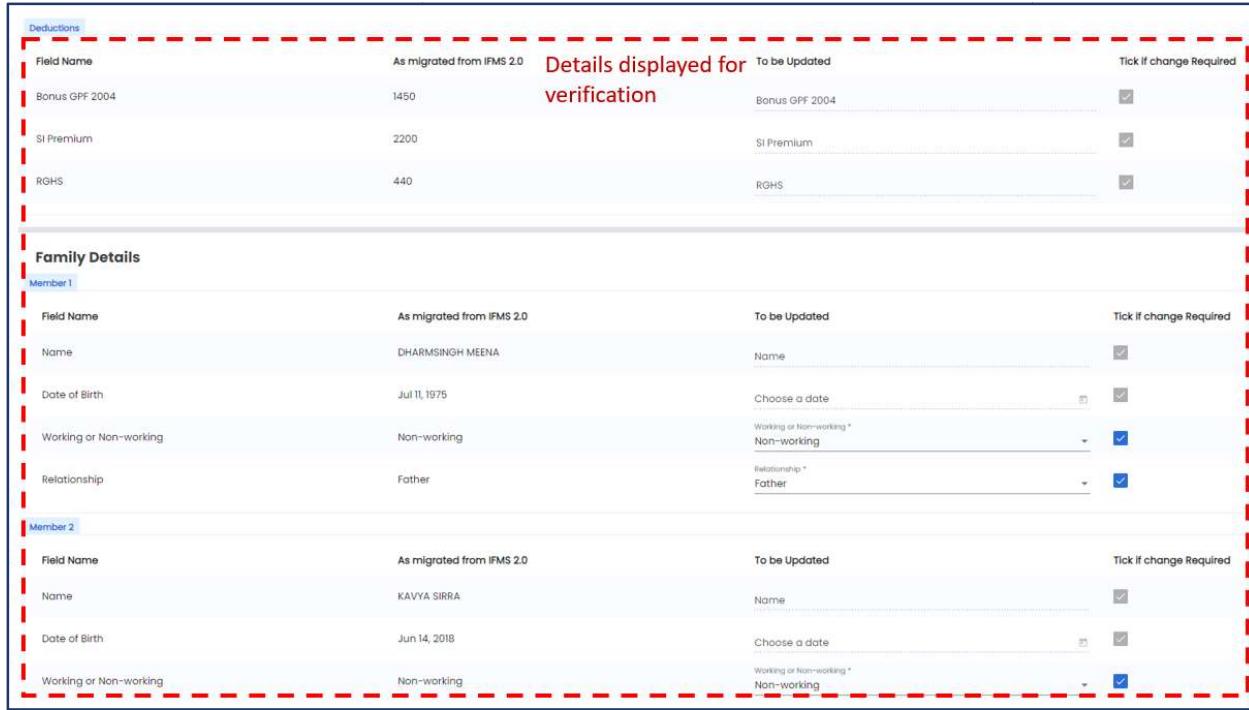
Figure 138: Service details

- Bank Account and Pay Entitlement Details of selected employee gets displayed, scroll down for more details to verify, make necessary corrections/enter required details.

| Bank Account details | | Details displayed for verification | |
|----------------------|---------------------------|------------------------------------|-------------------------------------|
| Field Name | As migrated from IFMS 2.0 | To be Updated | Tick if change Required |
| IFSC Code | SBIN0010548 | IFSC Code | <input checked="" type="checkbox"/> |
| Bank Name | STATE BANK OF INDIA | Bank Name | <input checked="" type="checkbox"/> |
| Branch Name | RPFC, JAIPUR | Branch Name | <input checked="" type="checkbox"/> |
| a/c Number | 39901287301 | a/c Number | <input checked="" type="checkbox"/> |
| Pay Entitlement | | | |
| Field Name | As migrated from IFMS 2.0 | To be Updated | Tick if change Required |
| Pay Commission | Seventh | Pay Commission | <input checked="" type="checkbox"/> |
| Pay Scale | L5 | Pay Scale | <input checked="" type="checkbox"/> |
| Allowances | | | |
| Field Name | As migrated from IFMS 2.0 | To be Updated | Tick if change Required |
| Basic Pay | 21400 | Basic Pay | <input type="checkbox"/> |
| Dearness Allowances | 8988 | Dearness Allowances | <input type="checkbox"/> |
| HRA | 3852 | HRA | <input type="checkbox"/> |
| CCA | 620 | CCA | <input type="checkbox"/> |

Figure 139: Bank account and Pay entitlement details

- Family Details of selected employee gets displayed, click “Raise a request to DTA/Submit” button, make necessary corrections through “Employee Detail Modification” process, if required



The screenshot shows a form titled 'Employee Detail Modification'. It is divided into two main sections: 'Deductions' and 'Family Details'.

Deductions:

| Field Name | As migrated from IFMS 2.0 | To be Updated | Tick if change Required |
|----------------|---------------------------|----------------|-------------------------------------|
| Bonus GPF 2004 | 1450 | Bonus GPF 2004 | <input checked="" type="checkbox"/> |
| SI Premium | 2200 | SI Premium | <input checked="" type="checkbox"/> |
| RGHS | 440 | RGHS | <input checked="" type="checkbox"/> |

Family Details:

| Details displayed for verification | | | |
|------------------------------------|------------------------|---------------------------|--------------------------|
| Member 1 | Field Name | As migrated from IFMS 2.0 | To be Updated |
| Member 1 | Name | DHARMSINGH MEENA | Name |
| | Date of Birth | Jul 11, 1975 | Choose a date |
| | Working or Non-working | Non-working | Working or Non-working * |
| | Relationship | Father | Relationship * |

| Details displayed for verification | | | |
|------------------------------------|---------------|---------------------------|---------------|
| Member 2 | Field Name | As migrated from IFMS 2.0 | To be Updated |
| Member 2 | Name | KAVYA SIRRA | Name |
| | Date of Birth | Jun 14, 2018 | Choose a date |

A red dashed box highlights the 'Details displayed for verification' section in the Family Details table.

Figure 140: Family details-1

- Select the ‘Yes’ or ‘No’ button to know the system, weather data has been verified or not. If verification cannot be done, due to incorrect migrated data, press ‘No’ click on ‘Submit’ button. Verify by pressing ‘Yes’ button and click on ‘Submit’ button.

| Field Name | As migrated from IFMS 2.0 | To be Updated | Tick if change Required |
|---|---------------------------|---|---------------------------------------|
| Name | SHUBHANGI VIJAY | Name | <input checked="" type="checkbox"/> |
| Date of Birth | Apr 19, 1995 | Choose a date | <input checked="" type="checkbox"/> |
| Working or Non-working | Working | Working or Non-working * | <input checked="" type="checkbox"/> |
| Relationship | Daughter | Relationship * | <input checked="" type="checkbox"/> |
| Member 3 | | | |
| Field Name | As migrated from IFMS 2.0 | To be Updated | Tick if change Required |
| Name | ANITA | Name | <input checked="" type="checkbox"/> |
| Date of Birth | Jun 2, 1967 | Choose a date | <input checked="" type="checkbox"/> |
| Working or Non-working | Non-working | Working or Non-working * | <input checked="" type="checkbox"/> |
| Relationship | Wife | Relationship * | <input checked="" type="checkbox"/> |
| Is Verified? <input checked="" type="radio"/> Yes <input type="radio"/> No Select | | | |
| Click here | | | |
| <input type="button" value="Back"/> | | <input type="button" value="Raise a Request to DTA"/> | <input type="button" value="Submit"/> |

Figure 141: Family Details-2

Note:

- **Raise a Request to DTA button:** If any of details are incomplete or not available to select click on “Raise a Request to DTA” button, enter required details to be add or modify in the system in remarks.
- **Submit button:** If employee details are complete and verified

| Field Name | As migrated from IFMS 2.0 | To be Updated | Tick if change Required |
|--|---------------------------|--------------------------|-------------------------------------|
| Name | SHUBHANGI VIJAY | Name | <input checked="" type="checkbox"/> |
| Date of Birth | Apr 18, 1995 | Choose a date | <input checked="" type="checkbox"/> |
| Working or Non-working | Working | Working or non-working * | <input checked="" type="checkbox"/> |
| Relationship | Daughter | Relationship * | <input checked="" type="checkbox"/> |
| Member 3 <div style="border: 2px dashed red; padding: 10px; margin-top: 10px;"> <p>Remarks</p> <p>Enter Remarks</p> <div style="text-align: right; margin-top: 10px;"> <input type="button" value="Cancel"/> <input type="button" value="Submit"/> </div> </div> | | | |
| Field Name | Remarks | Remarks | <input checked="" type="checkbox"/> |
| Name | remarks | Remarks | <input checked="" type="checkbox"/> |
| Date of Birth | | Date | <input checked="" type="checkbox"/> |
| Working or Non-working | | Working * | <input checked="" type="checkbox"/> |
| Relationship | Wife | Relationship | <input checked="" type="checkbox"/> |
| <p>Is Verified? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p style="text-align: right;">Back Raise a Request to DTA Submit</p> | | | |

Figure 142: Submit Request

- Confirmation message before final Submission, click “Yes” button

Member 3

| | | |
|------------------------|---------------------------|--------------------------|
| Field Name | As migrated from IFMS 2.0 | To be Updated |
| Name | DHAVIT GHASLYA | Name |
| Date of Birth | | |
| Working or Non-working | | |
| Relationship | | |
| Member 4 | | |
| Field Name | | |
| Name | | |
| Date of Birth | | |
| Working or Non-working | Non-working | Working or Non-working * |
| Relationship | Mother | Relationship * |

Confirm

Are you sure you want to submit the request?

No Yes

Click Here

Figure 143: Final confirmation screen

- Successful message appears and this completes the Migrated Employee Verification process

Member 3

| | | |
|------------------------|---|---|
| Field Name | As migrated from IFMS 2.0 | To be Updated |
| Name | DHAVIT GHASLYA | Name |
| Date of Birth | Aug 15, 2016 | Choose a date |
| Working or Non-working | | <input type="button" value="X"/> |
| Relationship | |  |
| Member 4 | Successful | |
| Field Name | Request has been raised to DTA | |
| Name | <input type="button" value="Ok"/> | |
| Date of Birth | Jan 1, 1978 | Choose a date |
| Working or Non-working | Non-working | Working or Non-working * |
| Relationship | Mother | Relationship * |
| Is Verified? | <input checked="" type="radio"/> Yes <input type="radio"/> No | Mother |

Figure 144: Successful message screen

8. Bills

8.1 Salary Bills

This section elaborates different types of employee related bills such as regular salary bills, salary arrears, DA arrears, EL encashment etc.

Salary Bill generation process is used to generate salary bill of employees which are allocated to a particular group for selected month and year.

8.1.1 Login into the System

1. Action URL link -<https://ifms.rajasthan.gov.in/ifmssso>

2. Actor -DDO (Approver)

3. Navigation Steps -User shall login into the system using steps as mentioned under **Section 4.1** for User SSO Login (till Figure 6)

- Click “**Bills >> Salary Bills** from the menu (Left side)
- There are 3 options in Salary Bills:
 - Auto Salary process
 - Salary Not Process
 - Regular Salary (Manual)

8.1.2 Auto Salary Process

System initiates the process to prepare regular salary bill automatically on 21st day of the month. Employee can request for any addition/changes in the applicable deductions through ESS or directly to the Maker at DDO before 10th of the month, which will be sanctioned/approved by the DDO, changes in deductions, leaves etc. will be triggered by employee or DDO and if approved by competent authorities through system effect of that in absentee statement/pay details automatically.

- Click “**Bills >> Salary Bills >> Auto Salary Process**” from the menu (Left side)

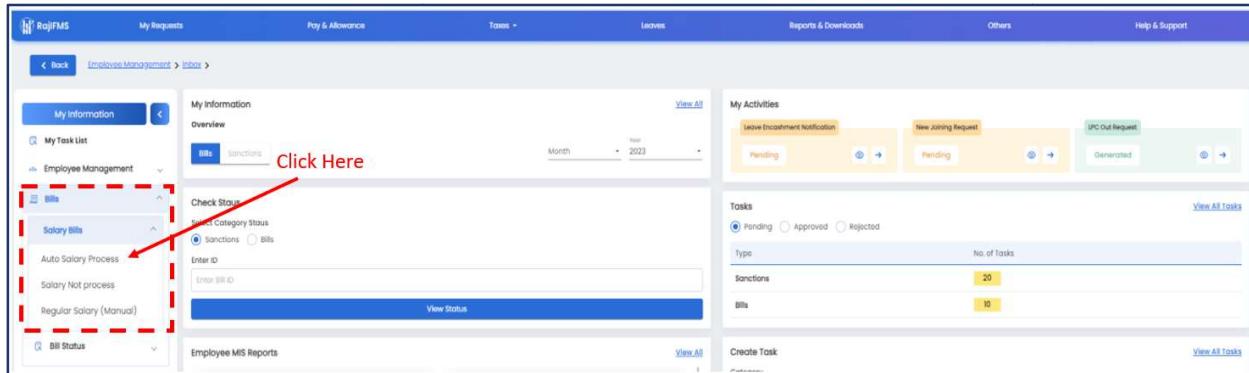


Figure 145: Select Menu

- Select details from filter, click Search button

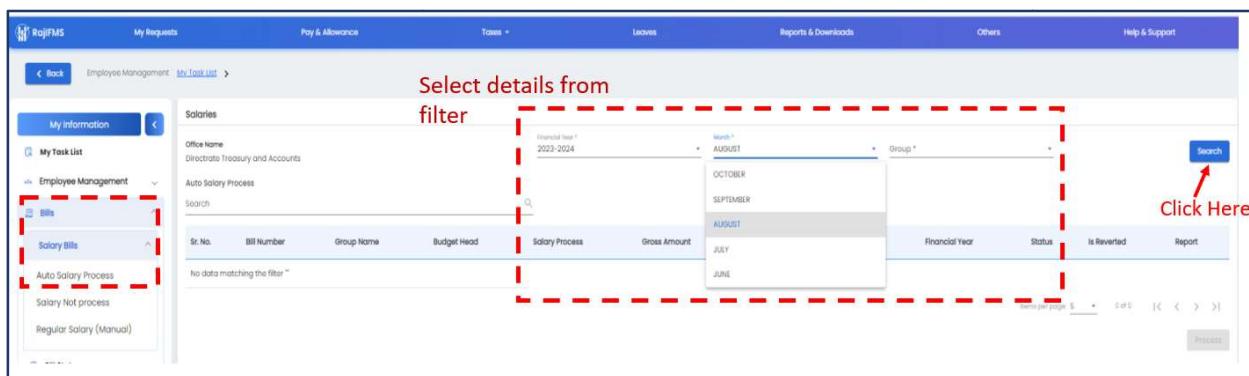


Figure 146: Details selection

- Functionality for “**Search**” button is provided for User’s to easy search of required details.
- To check employee wise salary details user has to click on hyperlink of Bill number.
- List of employees will appear on next visible screen, compression of pay will show, Click the Employee ID hyperlink to view the details
- To view the report, click on eye button.

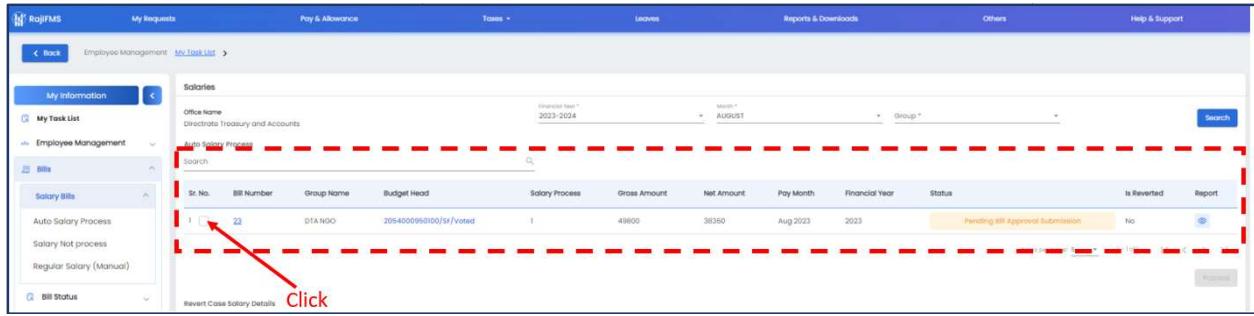


Figure 147: Check to proceed

- If Maker/checker and DDO is satisfied with the processed bill, tick check box and click “Process” button

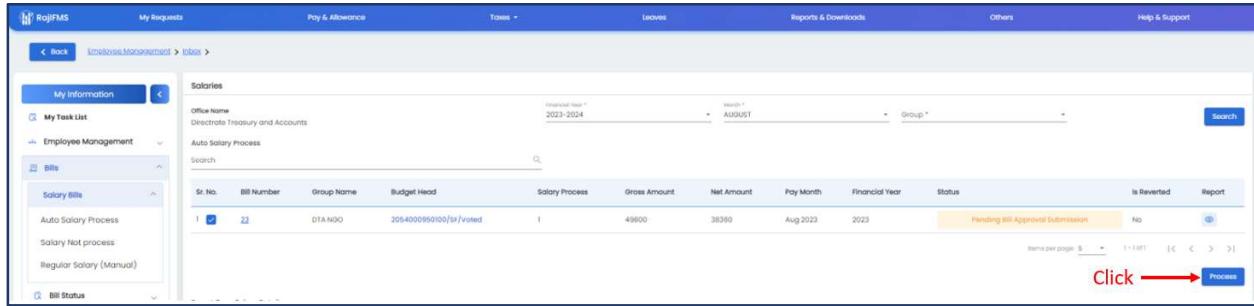


Figure 148: Click Proceed to request

- Before confirmation, User need to select from the list provided and then click Yes button

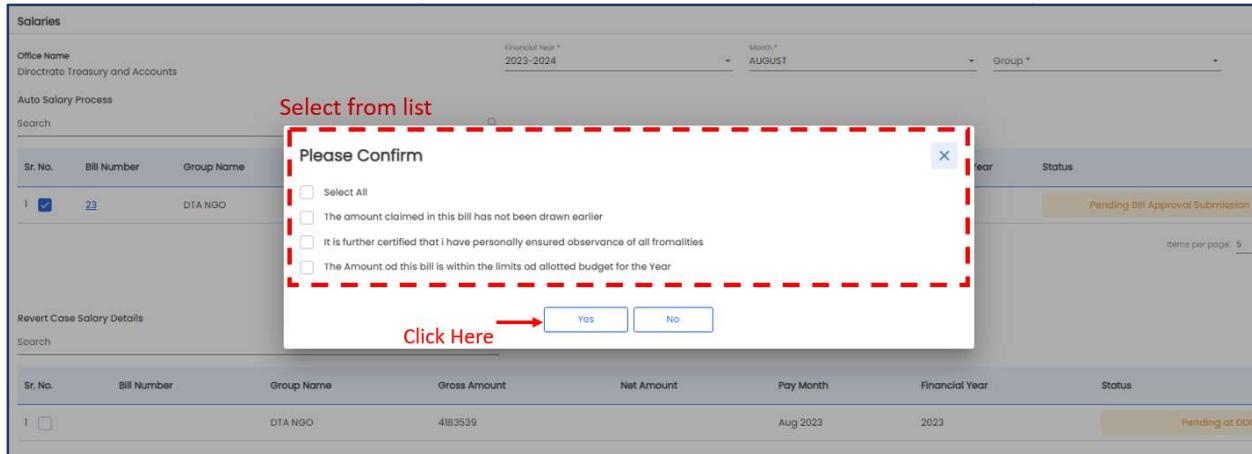


Figure 149: Select option

- Final confirmation screen, before User submits the request, click Yes button to proceed

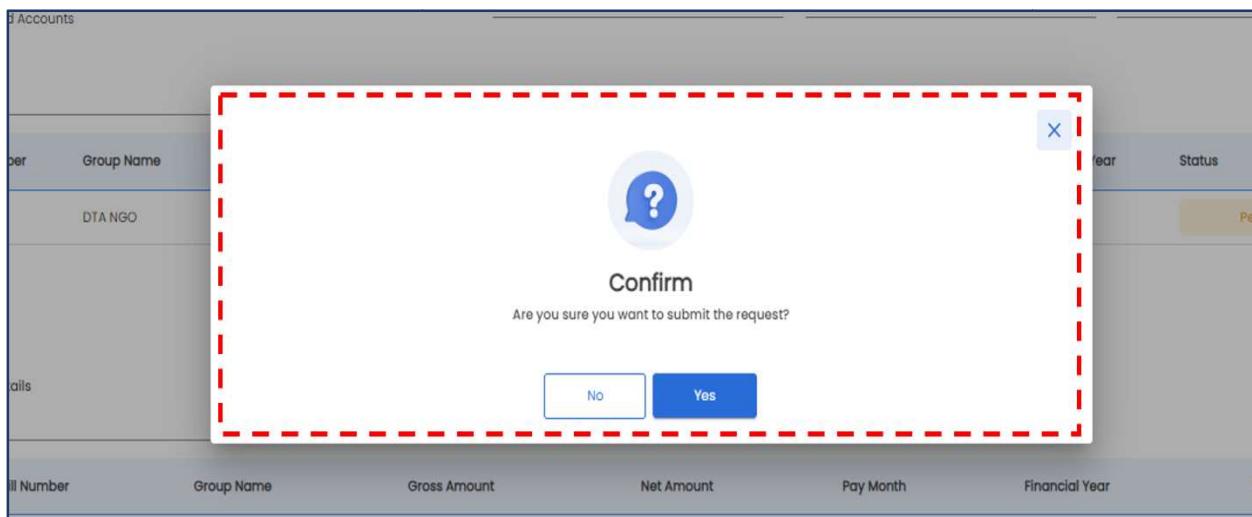


Figure 150: Final Confirmation

- Success message displayed with Bill Request ID

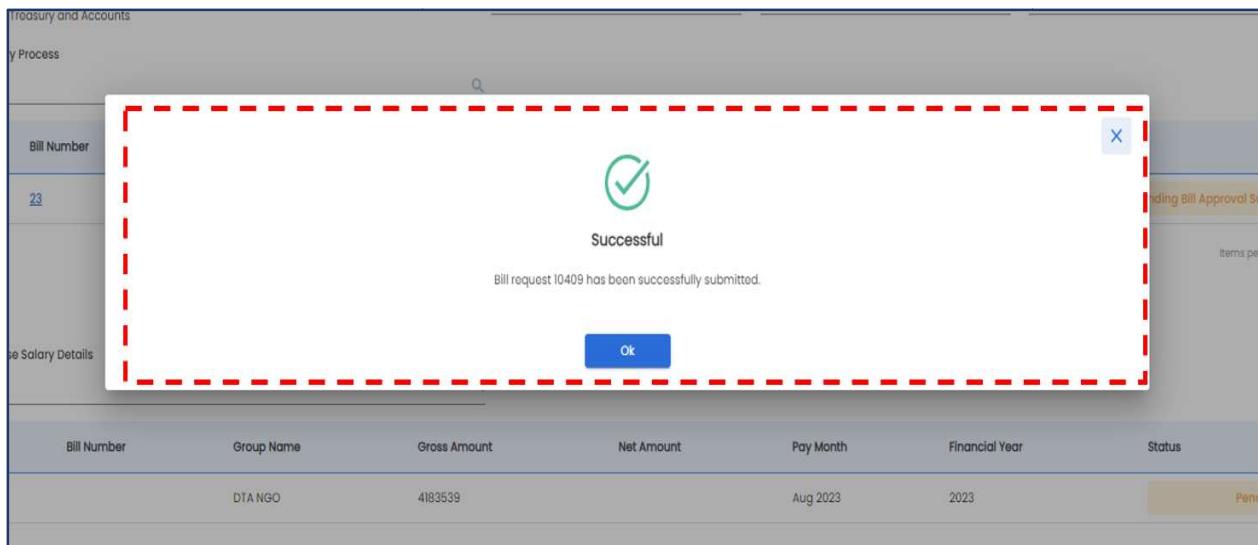


Figure 151: Success Message

8.1.2.1 Salary Revert

- Click “Bills >> Salary Bills >>Auto Salary Process”from the menu (Left side)
- Select details from filter, click Search button

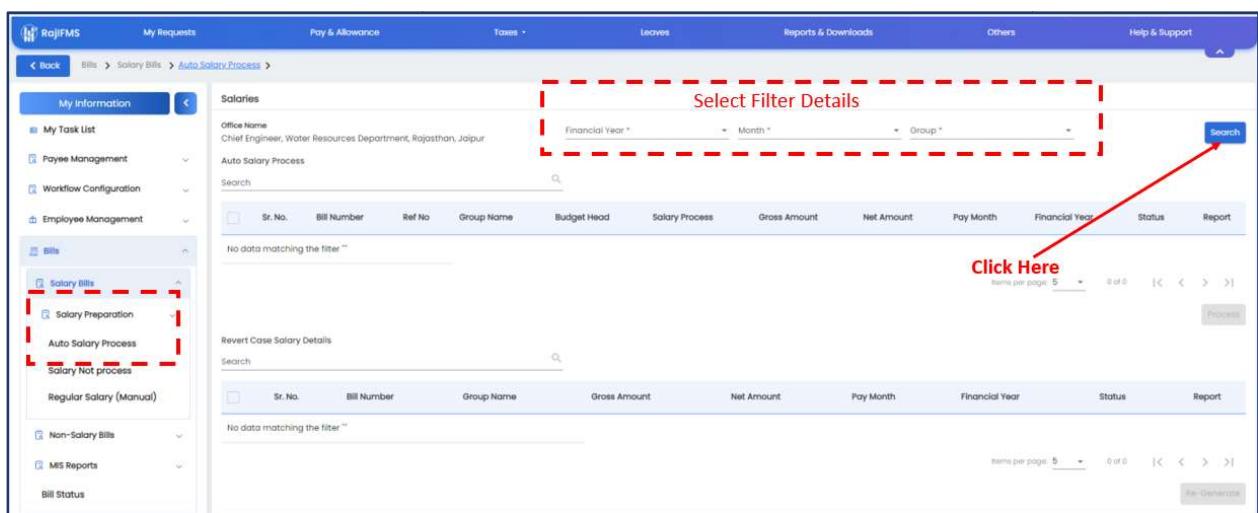


Figure 152: Select details from filter

- Functionality for “**Search**” button is provided for User’s to easy search of required details.
- To check employee wise salary details user has to click on hyperlink of Bill number.
- List of employees will appear on next visible screen, compression of pay will show, Click the Employee ID hyperlink to view the details
- To view the report, click on eye button.
- If user wants to revert the bill to make corrections, he has to click on bill number hyper link.

The screenshot shows the 'Salary Bills' section of the Employee Management module. A red arrow points to the fifth row in a table of bills, with the text 'Click Here' overlaid. The table columns include Sr. No., Bill Number, Ref No, Group Name, Budget Head, Salary Process, Gross Amount, Net Amount, Pay Month, Financial Year, and Status. All bills listed are in a 'Pending Bill Approval Submission' status.

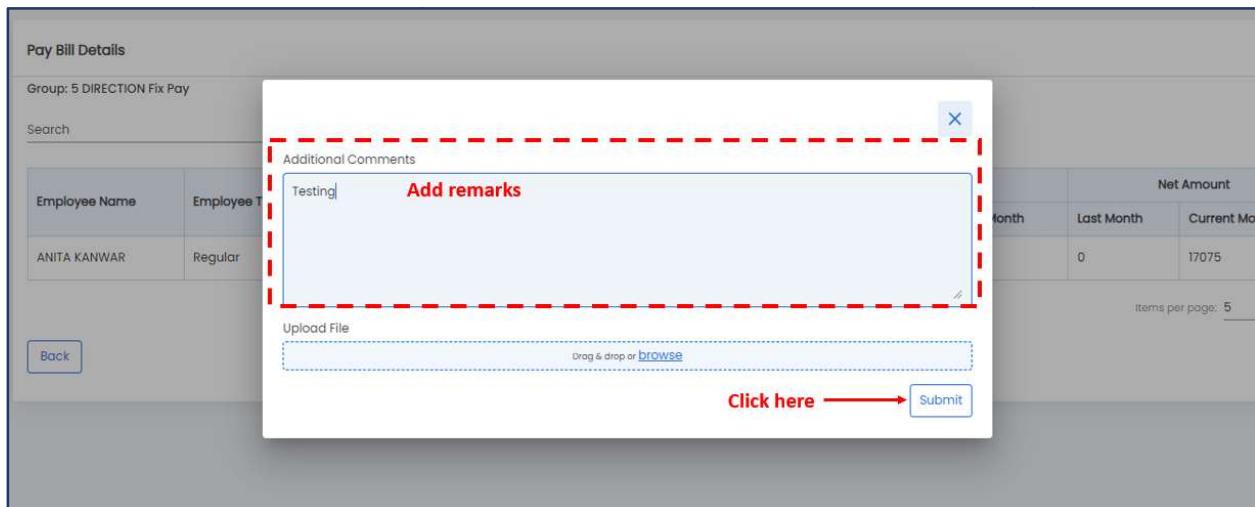
Figure 153: Search results

- Click **Revert** button on next visible screen.

The screenshot shows the 'Revert Salary Details' screen. It displays a table for 'Pay Bill Details' with columns for Employee Name, Employee Type, Employee ID, Actual, Gross Earnings, Deductions, Net Amount, No. of Days, and reason. The table shows one row for ANITA KANWAR. At the bottom right, there is a 'Revert' button with a red arrow pointing to it.

Figure 154: Revert Salary

- Add Remarks and click upload the required documents, click **Submit** button



The screenshot shows the 'Pay Bill Details' page. At the top, it says 'Group: 5 DIRECTION Fix Pay'. Below that is a search bar. The main area shows an employee record for 'ANITA KANWAR' (Regular). A red dashed box highlights the 'Additional Comments' section, which contains a text input field with 'Testing' and a button labeled 'Add remarks'. Below this is an 'Upload File' section with a 'Drag & drop or browse' input field. At the bottom right of the modal are buttons labeled 'Click here' and 'Submit'.

Figure 155: Enter Remarks

- Final confirmation screen, before User submits the request, click Yes button to proceed

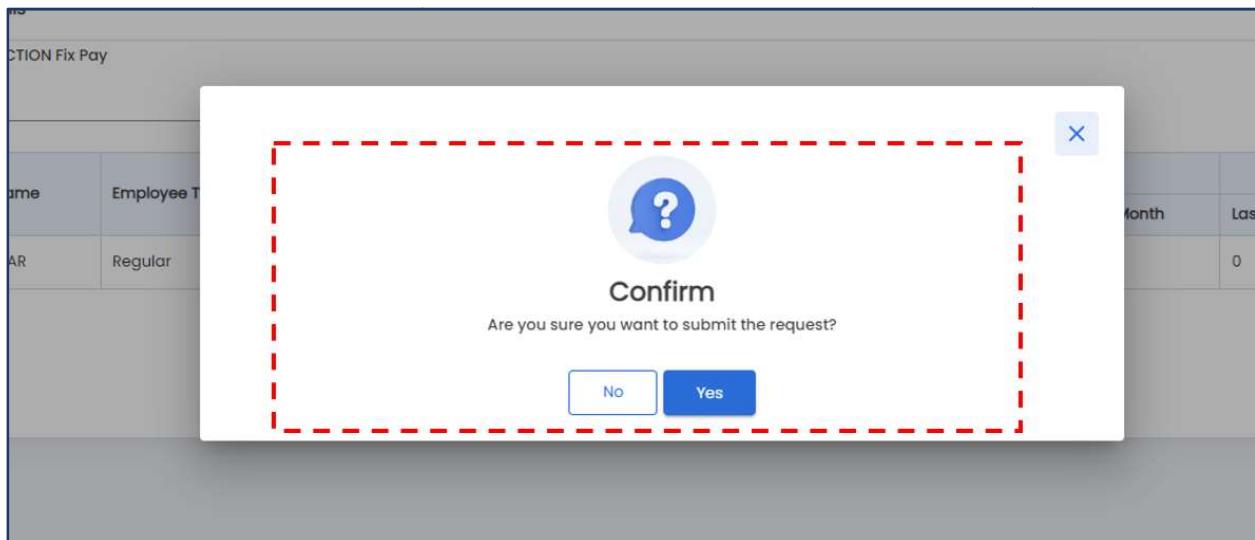


Figure 156: Confirmation required

- Success message displayed with Bill Request ID

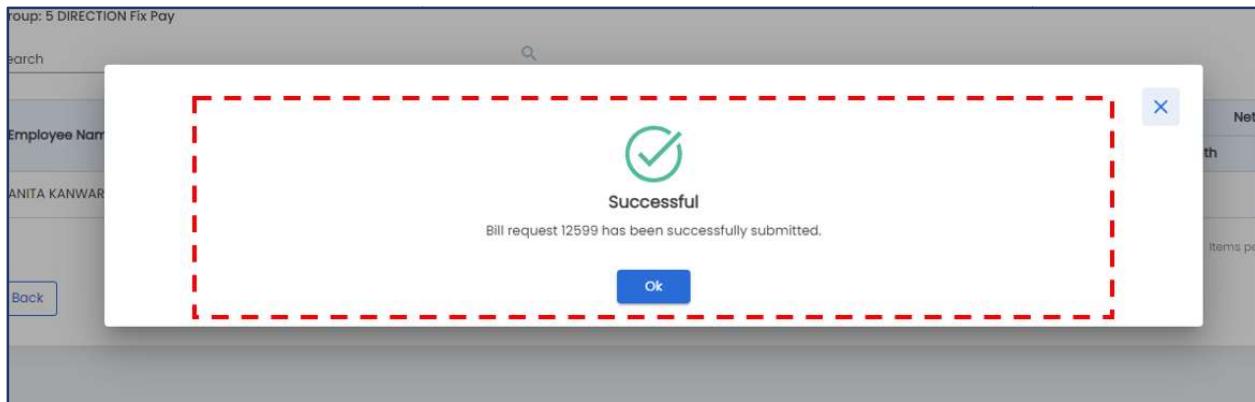


Figure 157: Bill Request ID generated

- Details will be displayed in the “Revert Case Salary Details” section at the lower screen
- After making necessary corrections, reverted Salary can be Re-generated by clicking on the tick box in Figure-158

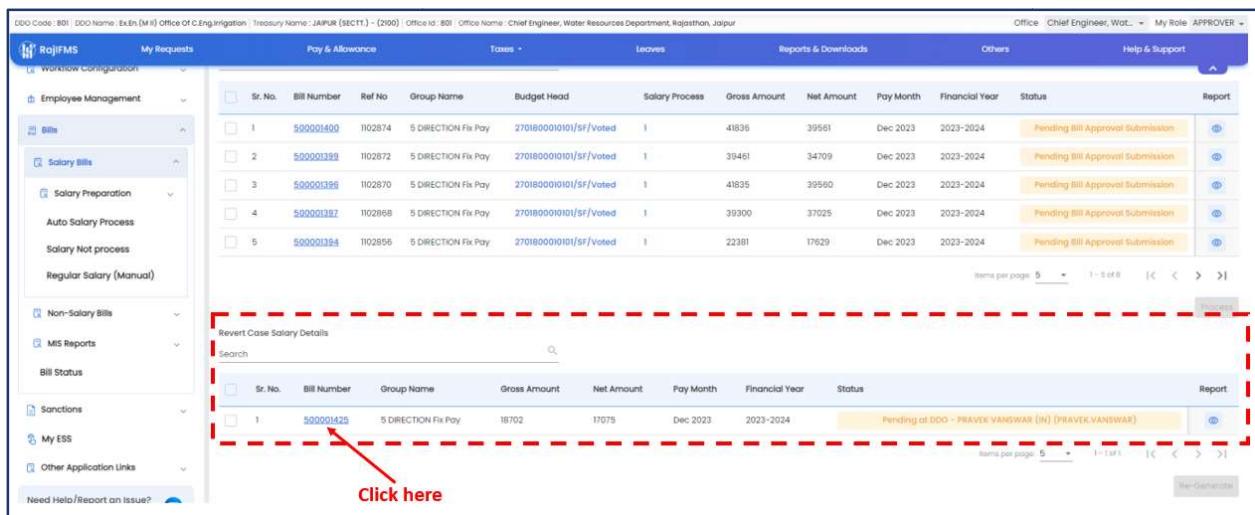


Figure 158: Revert Case Salary details displayed

- Click the Employee ID hyperlink to view the details

Pay Bill Details

Group: 5 DIRECTION Fix Pay

| Employee Name | Employee Type | Employee ID | Actual | Gross Earnings | | Deductions | | Net Amount | | No. of Days | Reason |
|---------------|---------------|-------------|--------|----------------|---------------|------------|---------------|------------|---------------|-------------|--------|
| | | | | Last Month | Current Month | Last Month | Current Month | Last Month | Current Month | | |
| ANITA KANWAR | Regular | 13460 | 0 | 18702 | 0 | 1627 | 0 | 17075 | 31 | | |

Items per page: 5 | 1-1 of 1 | < < > >|

Figure 159: Employee Details

8.1.3 Salary Not Process

- To view details, click “Salary Not Process”

Salary Not Process

Office Name: Directorate Treasury and Accounts

Financial Year: 2019-2020 Month: April Group: 5

Click Here

Figure 160: Salary Not Process

- Select details from filter, click Search button

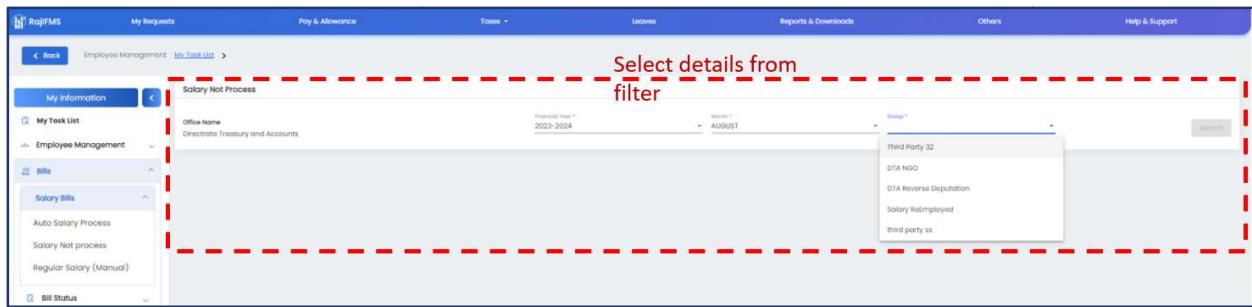


Figure 161: Select details

- Details gets displayed, whose salary has not been processed by system and reason, why salary has not been processed.
- To print click on “Print” button, if DDO/user wants to get print of it.

| Employee ID | Employee Name | Office | Group | Reason |
|-----------------|----------------|-----------------------------------|---------|----------------------------------|
| RJUP20199035968 | HEMANT KOU | Directorate Treasury and Accounts | DTA NGO | Monthly Salary Not Processed Yet |
| RJUP2017902198 | RAVI SHANKAR | Directorate Treasury and Accounts | DTA NGO | Monthly Salary Not Processed Yet |
| RJUP20079003285 | SANTOSH DEVI | Directorate Treasury and Accounts | DTA NGO | Monthly Salary Not Processed Yet |
| RJUP99499001858 | VIRENDRA MEHTA | Directorate Treasury and Accounts | DTA NGO | Monthly Salary Not Processed Yet |
| RJUP20199020774 | TUSHAR SONI | Directorate Treasury and Accounts | DTA NGO | Monthly Salary Not Processed Yet |

Figure 162: List displayed

- User can print the details using this option
- After rectifying the error(s) user can reprocess the employee(s) salary again. By selecting Employee in ‘Regular Salary’ (Manual) option.

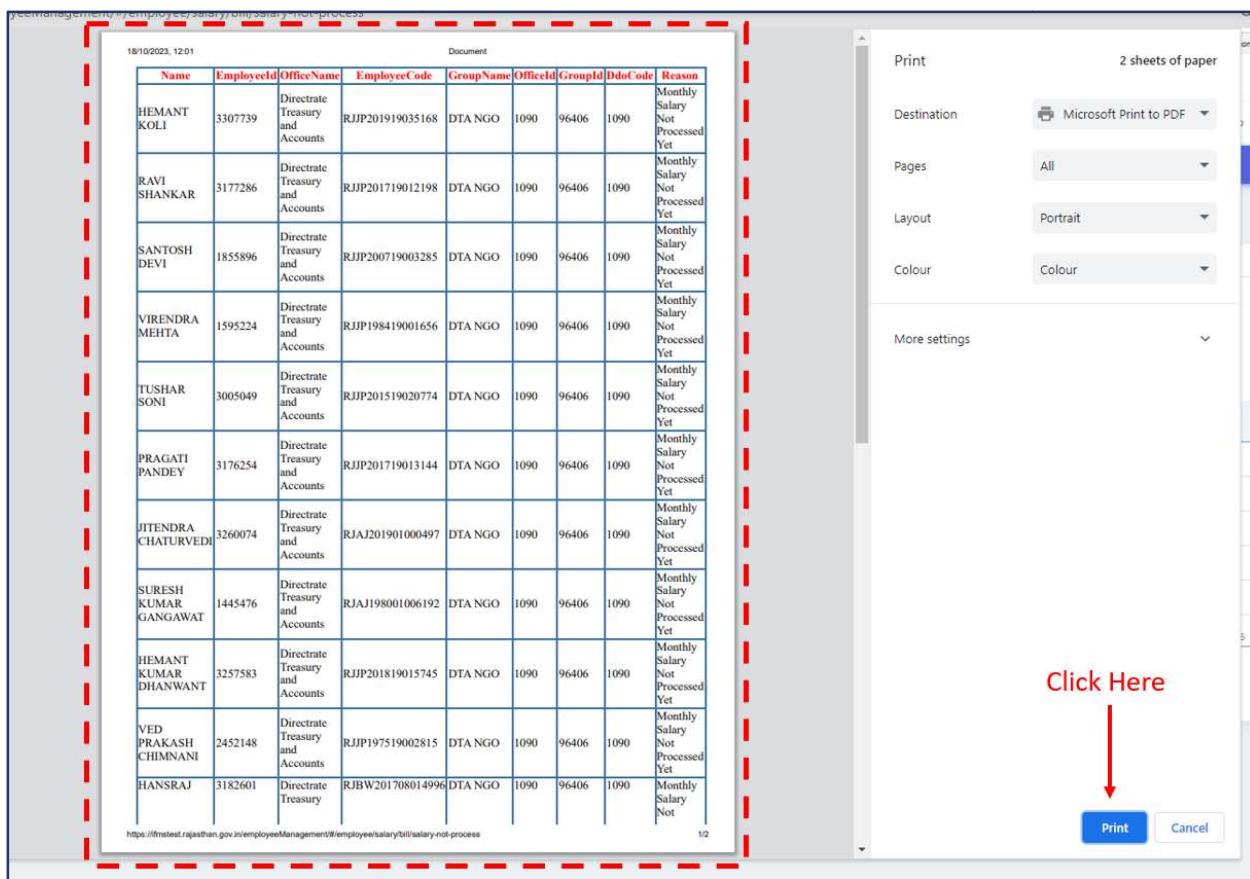


Figure 163: Print option

8.1.4 Regular Salary (Manual)

- Click “Regular Salary”

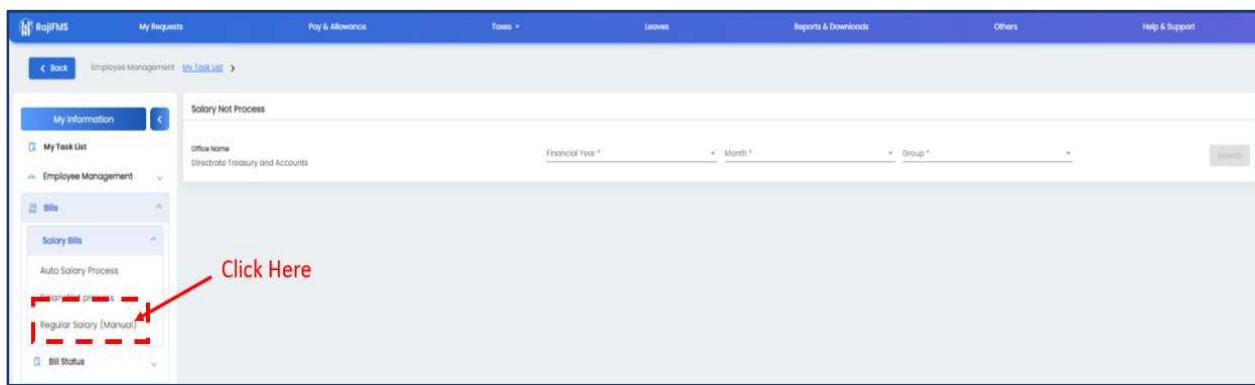


Figure 164: Regular Salary

- Select details from the filter and click search button

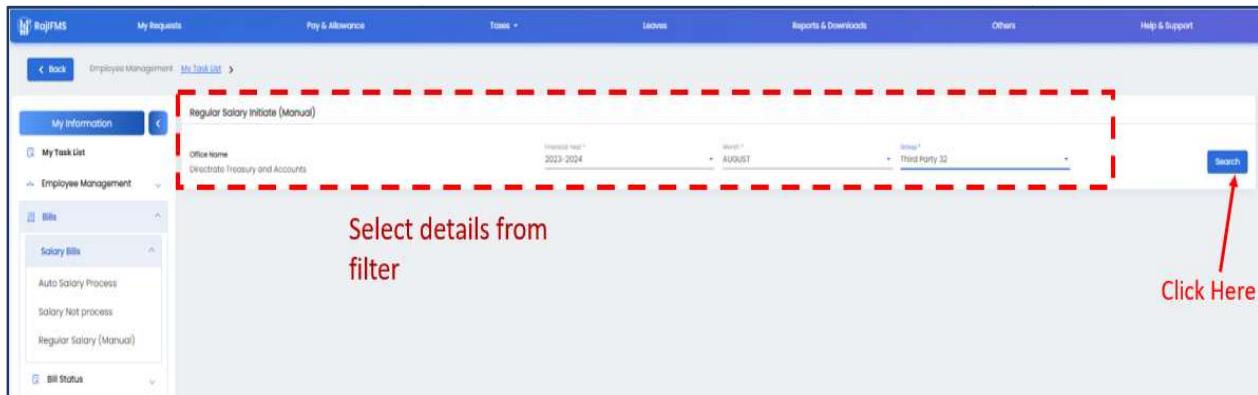


Figure 165: Select details

- System will show the list of employees, whom salary was not processed by system due to some validation or instructions given by concern DDO. After rectifying the error(s) or after giving revised instructions user can reprocess the employee(s) salary again by selection of employee.
- After selection, click Initiate button to initiate the process

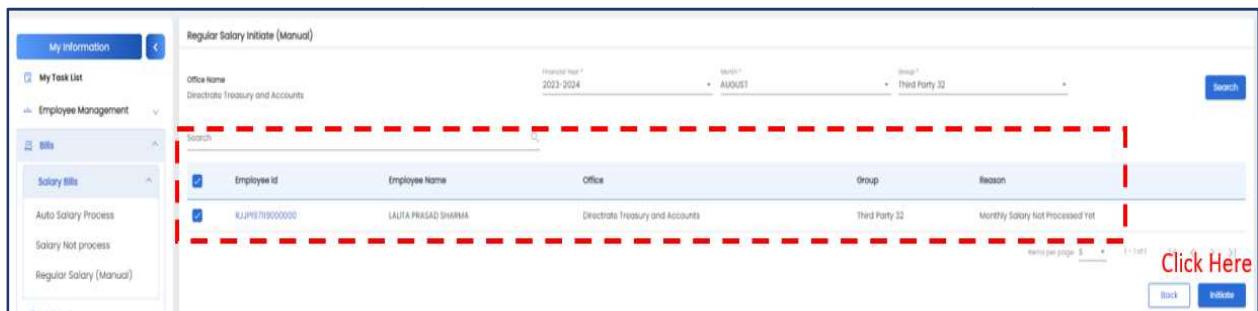


Figure 166:Initiate the process

- Final confirmation screen, before User submits the request, click Yes button to proceed.

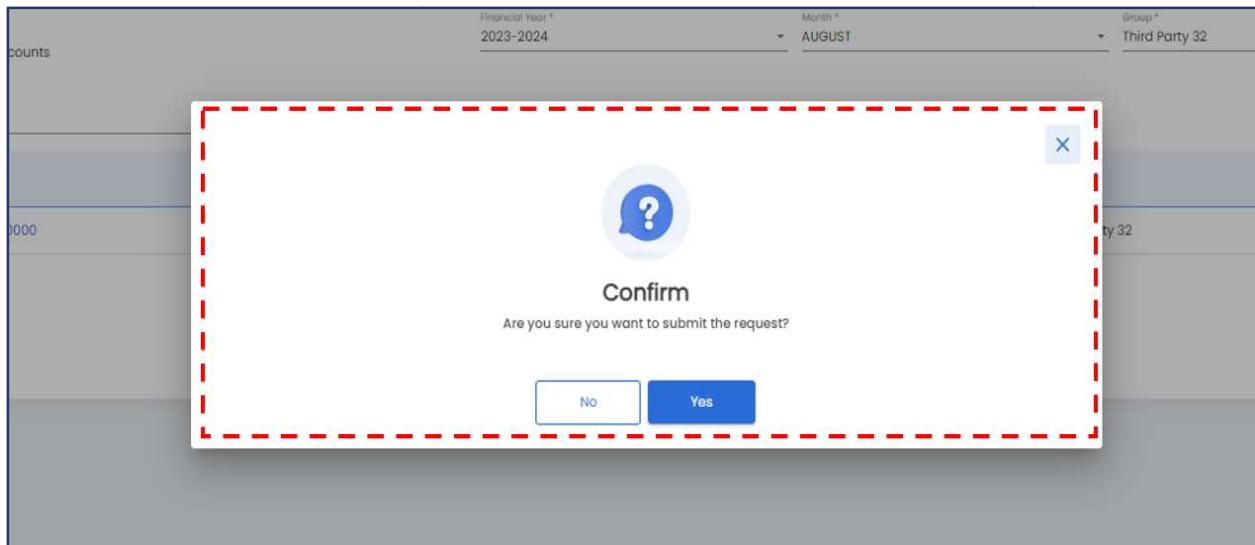


Figure 167: Final Confirmation

- Success message displayed with Bill Request ID

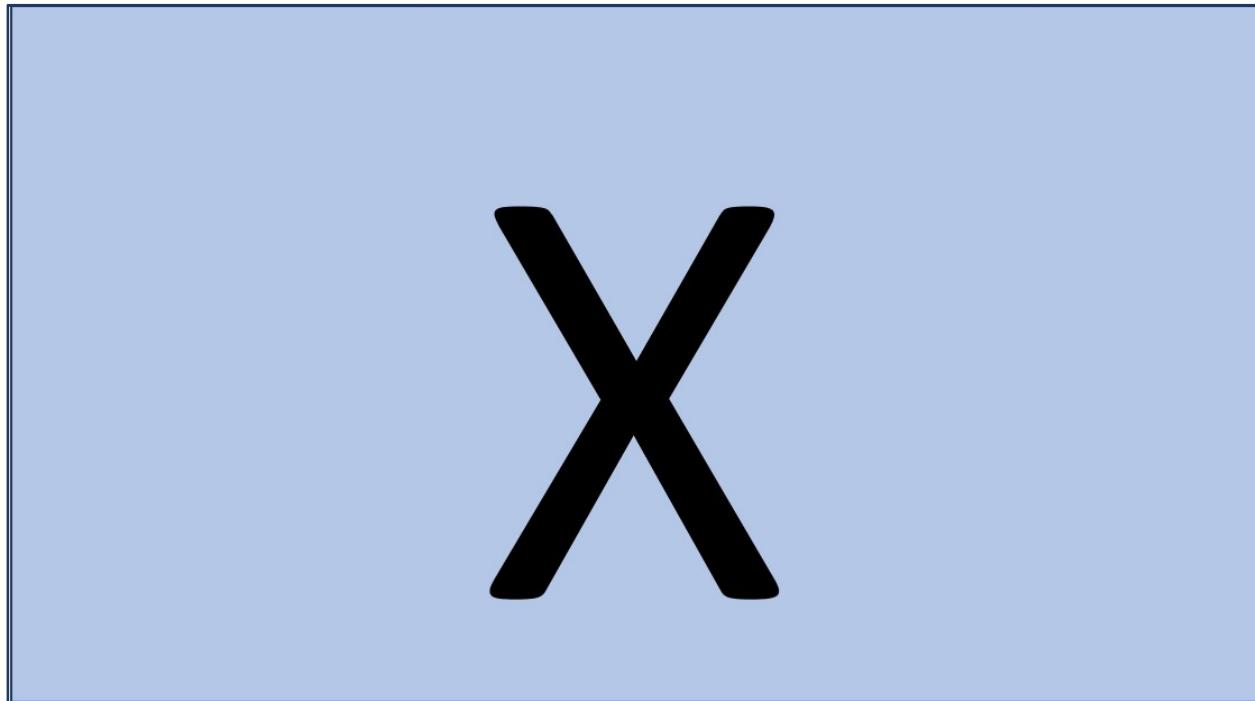


Figure 168: Success screen awaited

Successful message screen not available

8.2 MIS Reports

- Click “Bills >> MIS reports” from the menu (Left side)

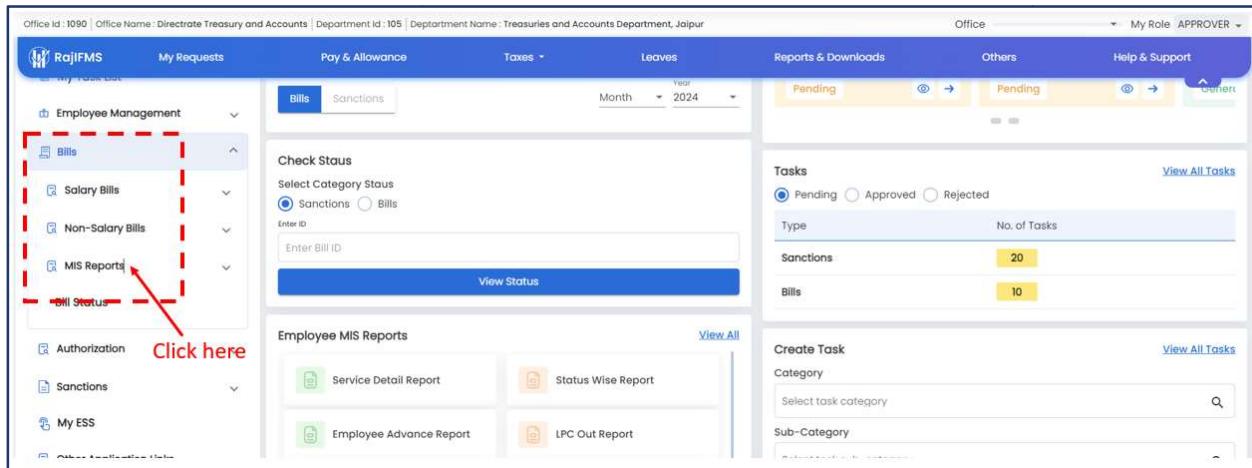


Figure 169: MIS Reports

8.2.1 Salary Slip Report

- Click “Salary Slip” from the menu (Left side)
- Employee List will get displayed
- Please click “Search By” button to search the required details using – All/ Name/ Employee ID or Group radio buttons
- Feature of “Advance Search” button is also provided to get the required details by entering the keywords
- Click hyperlinked “Employee Code” to view employee details

Office Id : 1090 | Office Name : Directorate Treasury and Accounts | Department Id : 105 | Department Name : Treasures and Accounts Department, Jaipur

Office My Role APPROVER

RajIFMS My Requests Pay & Allowance Taxes Leaves Reports & Downloads Others Help & Support

Back Bills > MIS Reports > Salary Slip >

Employee List

Search by: All Name Employee Id Group

Current page filter

| Sr. No. | Employee Code | Employee Name | GPF/PRAN | Designation | Group Name | DOB | Status | Service Status | Sub Service Status | Action |
|---------|------------------|----------------------|------------|------------------------------------|------------------|--------------|--------|----------------|--------------------|----------------------|
| 1 | RJJP199319020898 | AJAY DUTT MATHUR | 755576/NA | Assistant Accounts Officer Grade-I | DTA GO | Aug 15, 1967 | Active | Permanent | Regular | View |
| 2 | RJJP199619000678 | SURESH SOMANI | 723980 /NA | ASSISTANT ACCOUNTS OFFICER GRADE-I | DTA GO | Oct 2, 1968 | Active | Permanent | Regular | View |
| 3 | RJJP199619004014 | CHANDRODAYA SHRIMALI | 723999/NA | ASSISTANT ACCOUNTS OFFICER GRADE-I | DTA GO | Oct 15, 1970 | Active | Permanent | Regular | View |
| 4 | RJJP199317022239 | BRUJ BHUSHAN SHARMA | 708004 /NA | Accounts Officer | DTA GO SUSPENDED | Jul 2, 1971 | Active | Permanent | NA | View |
| 5 | RJJP199419017548 | SARVJEET SINGH | 875339 /NA | ASSISTANT ACCOUNTS OFFICER GRADE-I | DTA GO | Aug 22, 1967 | Active | Permanent | Regular | View |

Figure 170: Salary slip

- Employee details will get displayed

Employee Details

Details displayed

| | | | |
|---|------------------|---|--|
| Employee Name | Employee ID | Employee Designation | Office Name |
| AJAY DUTT MATHUR | RJJP199319020898 | Adhikshaon Engineer and Technical Assistant | Directorate Treasury and Accounts |
| Department Name | GPF/PRAN | Service Category | Sub Service Category |
| Treasures and Accounts Department, Jaipur | 755576 / | Subordinate | The Rajasthan Subordinate Accounts Service |

Allowance details

| Sr. No. | Pay Head Name | Pay Head Value |
|---------|---------------------|----------------|
| 1 | Basic Pay | ₹ 84900 |
| 2 | Dearness Allowances | ₹ 39054 |
| 3 | HRA | ₹ 15282 |

| Sr. No. | Pay Head Name | Pay Head Value |
|---------|------------------|----------------|
| 1 | Income Tax | ₹ 20000 |
| 2 | GPF Contribution | ₹ 24000 |
| 3 | SI Premium | ₹ 7000 |

 Net Salary: ₹ 88,361

Figure 171: Employee Details

- Click “View” button, to get the report in PDF format

Office Id : 1090 | Office Name : Directorate Treasury and Accounts | Department Id : 105 | Department Name : Treasuries and Accounts Department, Jaipur

Office My Role APPROVER

RajIFMS My Requests Pay & Allowance Taxes Leaves Reports & Downloads Others Help & Support

Back Bills > MIS Reports > [Salary Slip](#) >

Employee List

Search by: All Name Employee Id Group

Current page filter

| Sr. No. | Employee Code | Employee Name | GPF/PRAN | Designation | Group Name | DOB | Status | Service Status | Sub Service Status | Action |
|---------|----------------------------------|----------------------|-----------|------------------------------------|------------------|--------------|--------|----------------|--------------------|-------------------------------------|
| 1 | RJJP199319020888 | AJAY DUTT MATHUR | 755576/NA | Assistant Accounts Officer Grade-I | DTA GO | Aug 15, 1967 | Active | Permanent | Regular | <input type="button" value="View"/> |
| 2 | RJJP199619000678 | SURESH SOMANI | 723980/NA | ASSISTANT ACCOUNTS OFFICER GRADE-I | DTA GO | Oct 2, 1968 | Active | Permanent | Regular | <input type="button" value="View"/> |
| 3 | RJJP199619004014 | CHANDRODAYA SHRIMALI | 723999/NA | ASSISTANT ACCOUNTS OFFICER GRADE-I | DTA GO | Oct 15, 1970 | Active | Permanent | Regular | <input type="button" value="View"/> |
| 4 | RJJP199317022239 | BRU BHUSHAN SHARMA | 708004/NA | Accounts Officer | DTA GO SUSPENDED | Jul 2, 1971 | Active | Permanent | NA | <input type="button" value="View"/> |
| 5 | RJJP199419017548 | SARVJEET SINGH | 875339/NA | ASSISTANT ACCOUNTS OFFICER GRADE-I | DTA GO | Aug 22, 1967 | Active | Permanent | Regular | <input type="button" value="View"/> |

Figure 172: View Report

- Select Year and Month from the drop down list

Slip >

Employee List

Search by: All Name Group

| Sr. No. | Employee Code | Employee Name | GPF/PRAN | Designation | Group Name | DOB | Status |
|---------|----------------------------------|----------------------|-----------|------------------------------------|------------|--------------|--------|
| 1 | RJJP199319020888 | AJAY DUTT MATHUR | 755576/NA | Assistant Accounts Officer Grade-I | DTA GO | Aug 15, 1967 | Active |
| 2 | RJJP199619000678 | SURESH SOMANI | 723980/NA | ASSISTANT ACCOUNTS OFFICER GRADE-I | DTA GO | Oct 2, 1968 | Active |
| 3 | RJJP199619004014 | CHANDRODAYA SHRIMALI | 723999/NA | ASSISTANT ACCOUNTS OFFICER GRADE-I | DTA GO | Oct 15, 1970 | Active |

Salary Slip Report

Select Year and Month

Year Month Submit

Figure 173: Select Period

- Please click "Submit" button

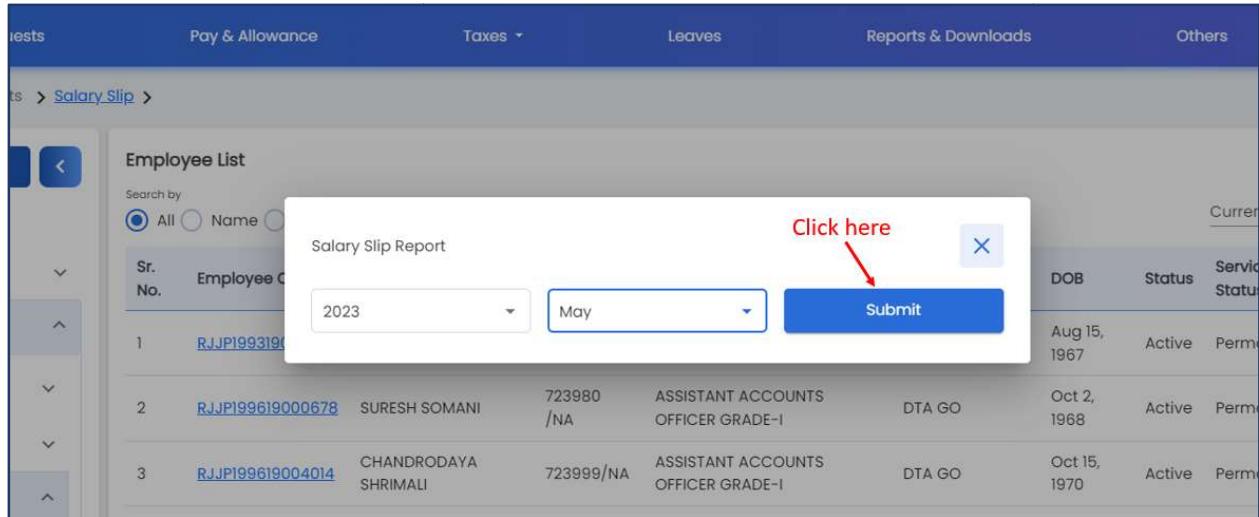


Figure 174: Submit to View Report

- Report will get displayed in PDF format
- Print and Download options are provided

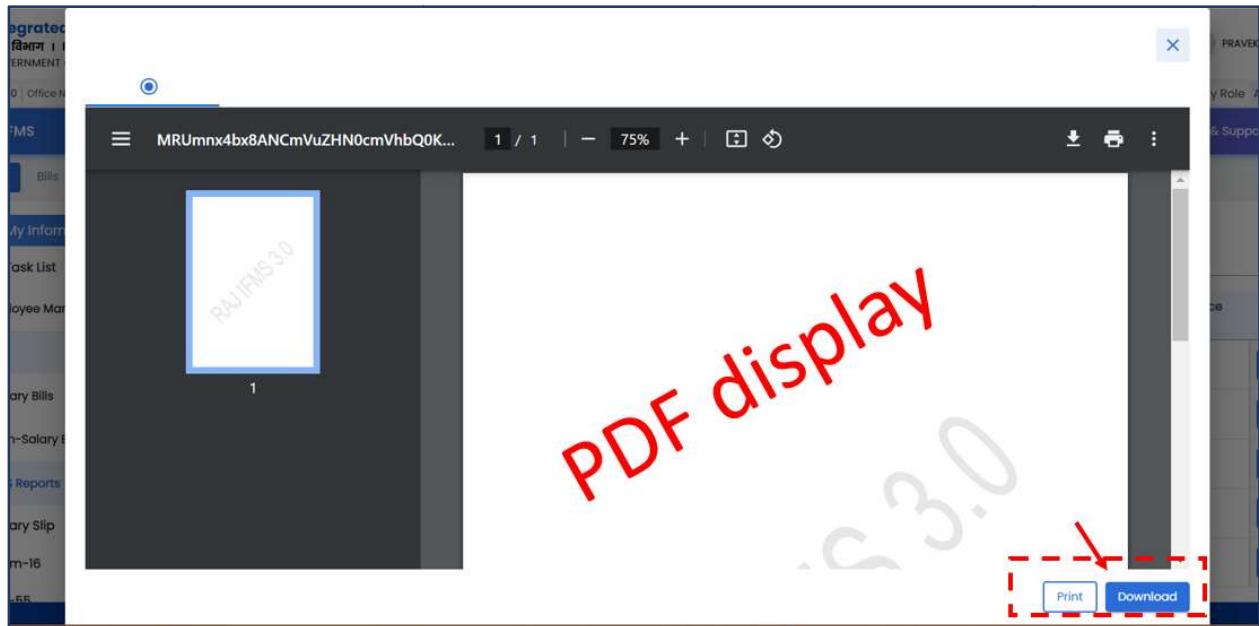
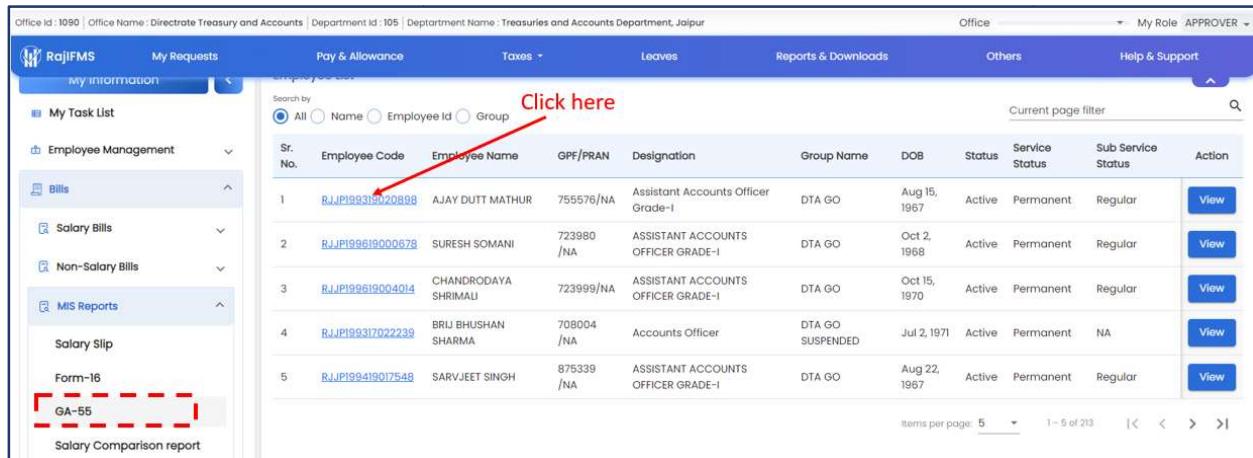


Figure 175: PDF Display

8.2.2 GA-55 Report

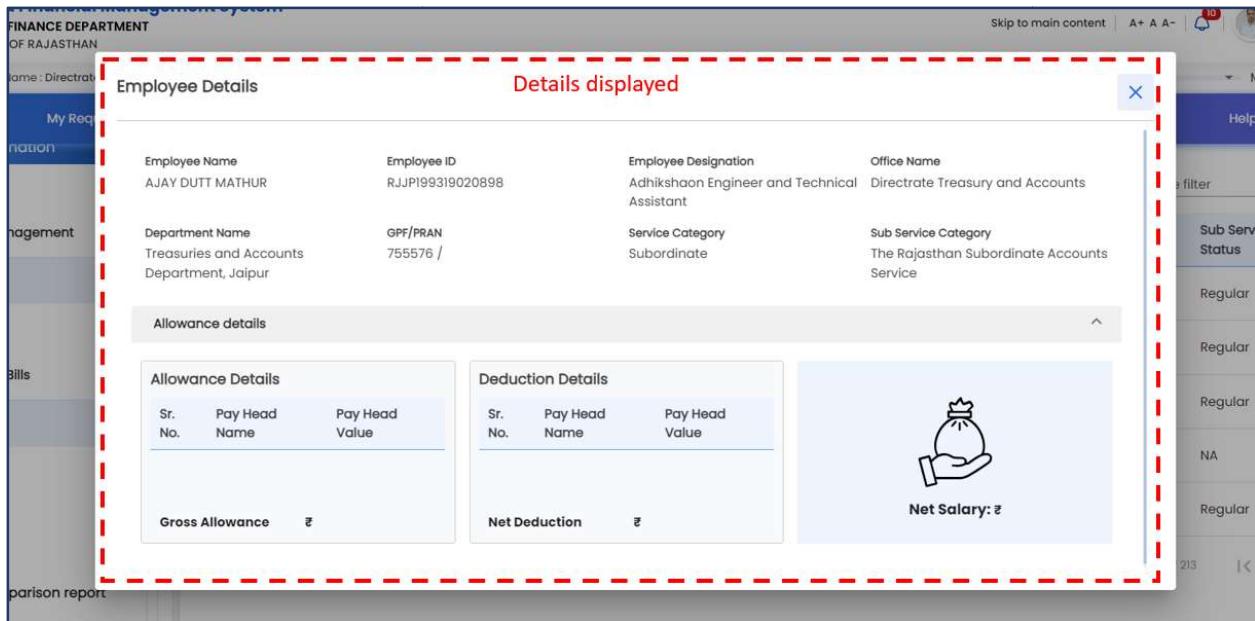
- Click “GA-55” from the menu (Left side)
- Employee List will get displayed
- Please click “Search By” button to search the required details using – All/ Name/ Employee ID or Group radio buttons
- Feature of “Advance Search” button is also provided to get the required details by entering the keywords
- Click hyperlinked “Employee Code” to view employee details



| Sr. No. | Employee Code | Employee Name | GPF/PRAN | Designation | Group Name | DOB | Status | Service Status | Sub Service Status | Action |
|---------|-------------------|----------------------|-----------|------------------------------------|------------------|--------------|--------|----------------|--------------------|----------------------|
| 1 | RJJP19931020898 | AJAY DUTT MATHUR | 755576/NA | Assistant Accounts Officer Grade-I | DTA GO | Aug 15, 1967 | Active | Permanent | Regular | View |
| 2 | RJJP199619000678 | SURESH SOMANI | 723980/NA | ASSISTANT ACCOUNTS OFFICER GRADE-I | DTA GO | Oct 2, 1968 | Active | Permanent | Regular | View |
| 3 | RJJP1996190004014 | CHANDRODAYA SHRIMALI | 723999/NA | ASSISTANT ACCOUNTS OFFICER GRADE-I | DTA GO | Oct 15, 1970 | Active | Permanent | Regular | View |
| 4 | RJJP199317022239 | BRU BHUSHAN SHARMA | 708004/NA | Accounts Officer | DTA GO SUSPENDED | Jul 2, 1971 | Active | Permanent | NA | View |
| 5 | RJJP199419017548 | SARVJEET SINGH | 875339/NA | ASSISTANT ACCOUNTS OFFICER GRADE-I | DTA GO | Aug 22, 1967 | Active | Permanent | Regular | View |

Figure 176: GA-55 Reports

- Employee details will get displayed



Employee Details

Details displayed

| | | | |
|---|---------------------------------|---|--|
| Employee Name AJAY DUTT MATHUR | Employee ID RJJPI99319020898 | Employee Designation Adhikshaon Engineer and Technical Assistant | Office Name Direcrtate Treasury and Accounts |
| Department Name Treasuries and Accounts Department, Jaipur | GPF/PRAN 755576 / | Service Category Subordinate | Sub Service Category The Rajasthan Subordinate Accounts Service |

Allowance details

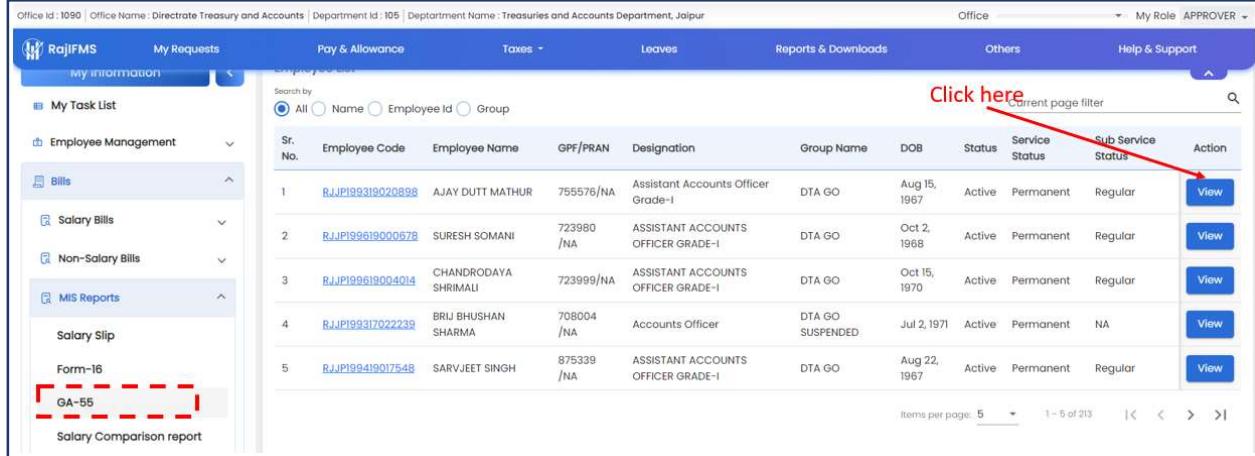
| | | |
|-------------------|---------------|----------------|
| Allowance Details | | |
| Sr. No. | Pay Head Name | Pay Head Value |
| Gross Allowance ₹ | | |

| | | |
|-------------------|---------------|----------------|
| Deduction Details | | |
| Sr. No. | Pay Head Name | Pay Head Value |
| Net Deduction ₹ | | |

 Net Salary: ₹

Figure 177: Details displayed

- Click “View” button, to get the report in PDF format



Office Id : 1090 | Office Name : Direcrtate Treasury and Accounts | Department Id : 105 | Department Name : Treasuries and Accounts Department, Jaipur

| Sr. No. | Employee Code | Employee Name | GPF/PRAN | Designation | Group Name | DOB | Status | Service Status | Sub Service Status | Action |
|---------|------------------|----------------------|-----------|------------------------------------|------------------|--------------|--------|----------------|--------------------|----------------------|
| 1 | RJJPI99319020898 | AJAY DUTT MATHUR | 755576/NA | Assistant Accounts Officer Grade-I | DTA GO | Aug 15, 1967 | Active | Permanent | Regular | View |
| 2 | RJJPI99619000678 | SURESH SOMANI | 723980/NA | ASSISTANT ACCOUNTS OFFICER GRADE-I | DTA GO | Oct 2, 1968 | Active | Permanent | Regular | View |
| 3 | RJJPI99619004014 | CHANDRODAYA SHRIMALI | 723999/NA | ASSISTANT ACCOUNTS OFFICER GRADE-I | DTA GO | Oct 15, 1970 | Active | Permanent | Regular | View |
| 4 | RJJPI99317022239 | BRU BHUSHAN SHARMA | 708004/NA | Accounts Officer | DTA GO SUSPENDED | Jul 2, 1971 | Active | Permanent | NA | View |
| 5 | RJJPI99419017548 | SARVJEET SINGH | 875339/NA | ASSISTANT ACCOUNTS OFFICER GRADE-I | DTA GO | Aug 22, 1967 | Active | Permanent | Regular | View |

Click here [Current page filter](#)

Items per page: 5 | 1- 5 of 213 | < > >>

Figure 178: View Report

- Select Year and click Submit button

Pay & Allowance Taxes Leaves Reports & Downloads Others

Employee List

Search by: All, Name, Employee Id, Group

Current

| Sr. No. | Employee Code | Employee Name | GPF/PRAN | Designation | Group Name | DOB | Status | Service Status |
|---------|------------------|---------------------|-------------|--|------------------|--------------|--------|----------------|
| 1 | RJJP199319010401 | GA-55 Report | | | | Aug 15, 1967 | Active | Permanent |
| 2 | RJJP199619010401 | | Select Year | Submit | | Oct 2, 1968 | Active | Permanent |
| 3 | RJJP199619004014 | SHRIMALI | 723999/NA | ACCOUNTANT ACCOUNTS OFFICER GRADE-I | DTA GO | Oct 15, 1970 | Active | Permanent |
| 4 | RJJP199317022239 | BRIJ BHUSHAN SHARMA | 708004/NA | Accounts Officer | DTA GO SUSPENDED | Jul 2, 1971 | Active | Permanent |
| 5 | RJJP199419017548 | SARVJEET SINGH | 875339/NA | ASSISTANT ACCOUNTS OFFICER GRADE-I | DTA GO | Aug 22, 1967 | Active | Permanent |

Figure 179: Select Year

- Report will get displayed in PDF format
- Print and Download options are provided

Government Of Rajasthan
GA55 A

Page No. : 1
Financial Year : 2022-23
TAN: JPRD02387A

| DDO Code: 102483 | Office Name: Directorate Treasury and Accounts | Employee ID: RJJP199319038998 | | | | | |
|---|--|-------------------------------|------------------------------|----------------------------|-----------------|------------------|-----------------------------|
| Employee Name: AJAY DUTT MATUR | Employee ID: RJJP199319038998 | Pay Scale: L14 | | | | | |
| Designation: सर्वज्ञ अधिकारी व नियमीय अधिकारी | Pay Scale: L14 | PAN: | | | | | |
| Group Number: 75557 | Account: 7108999201 | | | | | | |
| Pay Month: January | Bill No. 609912 | Bill Date: 01/01/2023 | Allowances: | Gross Amount | Deductions: | Total Deductions | Net Amount |
| Pay Year: 2023 | TV No. 0 | TV Date: 01/01/2023 | Basic: 84,900.00 | CCA: 1,000.00 | ITax: 20,000.00 | ESI: 7,000.00 | RHIS: 24,000.00 |
| | | | DA: 39,054.00 | HRDA: 15,282.00 | GPF: 215 | PF: 24,000.00 | |
| | | | | | SSP: 217 | PTD: 7,500.00 | |
| | | | | | RHES: 297 | PTD: 8,750.00 | |
| | | | Total Allowances: 140,236.00 | Total Deduction: 51,875.00 | | | Total Net Amount: 88,361.00 |

Print Download

Figure 180: GA-55 Report displayed

8.3 Bill Status

8.3.1 Login into the System

- 1.Action URL link** - <https://ifms.rajasthan.gov.in/ifmssso>
- 2.Actor** - HoO/DDO (Approver)
- 3.Navigation Steps** - User shall login into the system using steps as mentioned under **Section 4.1** for User SSO Login (till Figure 6)
 - Click “**Bills >> Bill Status** from the menu (Left side)

8.3.2 Bill Status

- User shall select the details from Search filters
- Details displayed accordingly, click Reference no.

| Reference No. | Bill No. | Office Name | Group Name | DDO Code | Bill Type | Budget Head | Gross Amount | Net Amount | Bill Status | View Reports |
|---------------|----------|---|------------|----------|-------------|---------------|--------------|------------|----------------------------------|------------------------------|
| 100 | 1090 | Directorate Treasury and Accounts (090) | 018 N00 | 1090 | Salary Bill | 2054000950100 | 248700.00 | 244800.00 | Pending Bill Approval Submission | View Reports |
| 101 | 1090 | Directorate Treasury and Accounts (090) | 018 N00 | 1090 | Salary Bill | 2054000950100 | 2639880.00 | 2471332.00 | Pending Bill Approval Submission | View Reports |

Figure 181: Select reference no.

- Bill Status details displayed



Figure 182: Bill Status

9. Sanctions

- Click “Employee Management >> Sanction >> Salary Sanctions”, from the menu (Left side)

9.1 Salary Sanctions

9.1.1 Allowance Sanction (Individual)

This functionality provides the facility to allow the Sanction for individual employee: -

- Click on “Allowance Sanction (Individual)”

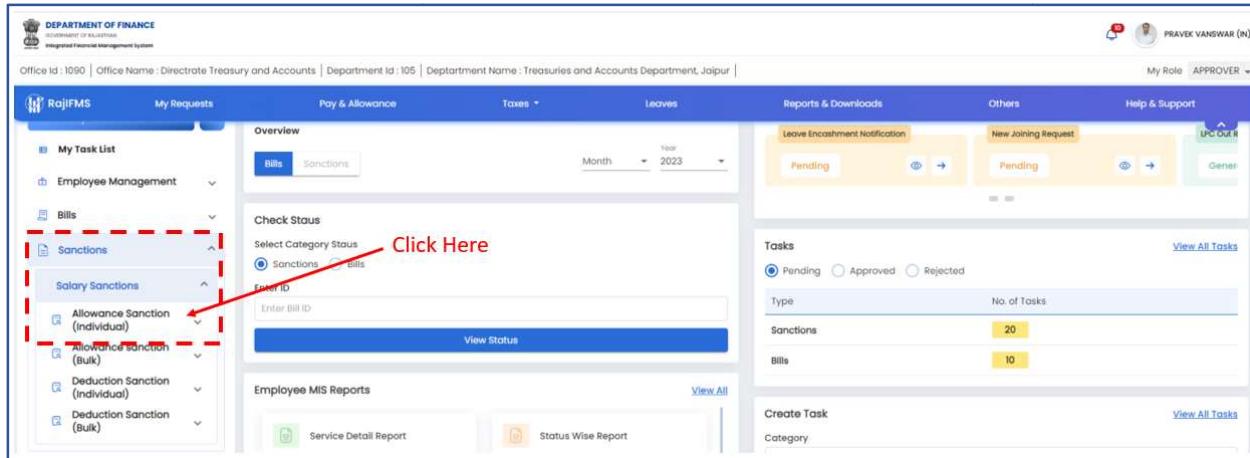


Figure 183: Select Menu

- User shall use 'search by' options or advance search options to get the list of employees and click **Initiate** button for whom allowance is to be added.

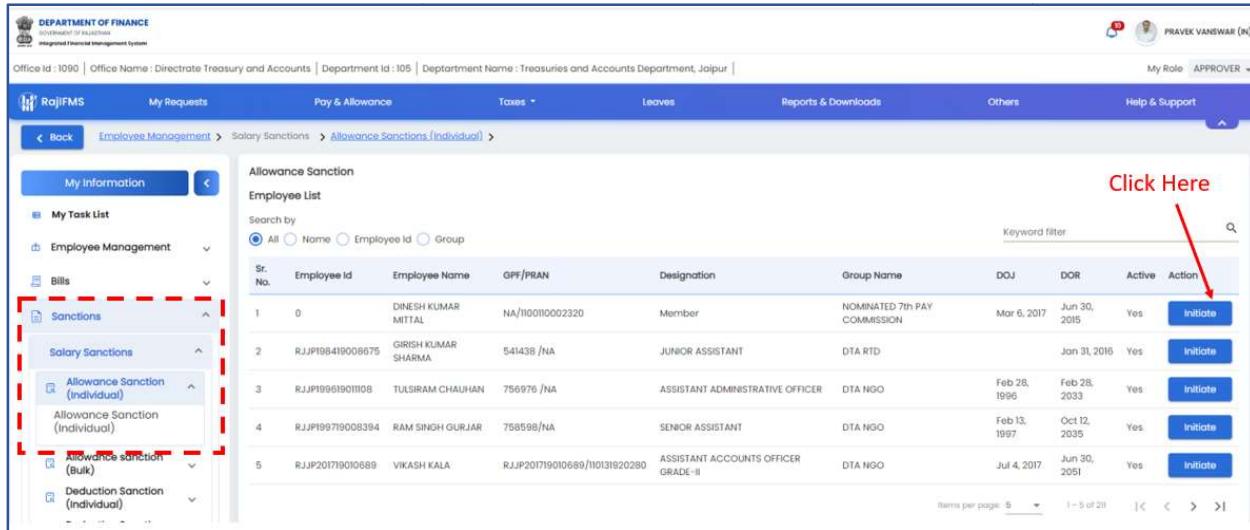


Figure 184: Select Employee

- Employee details will get displayed

Office Id :1090 | Office Name : Directorate Treasury and Accounts | Department Id :105 | Department Name : Treasuries and Accounts Department, Jaipur |

RajIFMS My Requests Pay & Allowance Leaves Reports & Downloads Others

Back Employee Management > Salary Sanctions > Allowance Sanctions (Individual) >

Employee Allowance Details Employee Details

Employee Basic details

| | | |
|--------------------|----------------------------------|-----------------|
| Employee ID | TULSI RAM CHAUHAN | GPF/PRAN |
| Designation | ASSISTANT ADMINISTRATIVE OFFICER | Group |
| Date of Retirement | Feb 28, 2033 | Pay Commission |
| Employee Status | Active | Date of Joining |
| | | Feb 28, 1996 |
| | | Pay Level |
| | | L1 |

Employee Allowance Details

| Sr. No. | Allowance Name | Allowance Value |
|---------|---------------------|-----------------|
| 1 | Basic Pay | ₹ 53900 |
| 2 | Dearness Allowances | ₹ 24794 |
| 3 | HRA | ₹ 9702 |

Figure 185: Employee details

- Click “Add Allowance” button to add the details

| | | |
|---------------|---------------------|---------|
| 2 | Dearness Allowances | ₹ 24794 |
| 3 | HRA | ₹ 9702 |
| 4 | CCA | ₹ 1000 |
| Gross Earning | | ₹ 89396 |

Click Here

Add Allowance

Add Allowance

Add Documents

Document Types

description *

Choose File

Drag & drop or browse

Add Remarks*

Add your remarks here

Back Cancel Submit

Figure 186: Add allowance

- Please enter the New Allowance details to add and click “Add” button

- User shall select non-recurring button if the Allowance / Sanction is just for one time and Recurring button if the Allowance / Sanction added will be used on regular monthly basis

Commissioner of Income Tax (Central) (M)

DHEER CHANDRA SAMANT
IAS

NA/02212/21200121 Nominated 7th PAY COMMISSION

President Mar 6, 2017 Jun 30, 2009 Re-Employed

Add Allowance

Add Documents

Document Types description * Choose File Drag

Add Remarks*

Add New Allowance

Enter Details

With effective Month Salary * OCTOBER

Allowance Name * Special Pay(10)

Order Number * FDHG231

With effective From date 1/10/2023

Allowance Category Formula Based

Order Date * 22/11/2023

Add

Figure 187: Add New Allowance

- Added details will get displayed

Office Id: 1090 | Office Name: Directorate Treasury and Accounts | Department Id: 105 | Department Name: Treasuries and Accounts Department, Jaipur | My Role: APPROVER

RajIFMS My Requests Pay & Allowance Taxes + Leaves Reports & Downloads Others Help & Support

My ESS Need Help/Report an Issue? Click here to share your feedback

Add Allowance

| Sr. No. | Allowance Name | Allowance Amount | Order Number | Order Date | With effective Mode | With effective Month Salary | With effective From date | Action |
|---------|----------------|------------------|--------------|--------------|---------------------|-----------------------------|--------------------------|--------|
| 1 | Fixed DA(97) | 5000 | FG765372 | Nov 22, 2023 | Recurring (Monthly) | September | Sep 1, 2023 | |

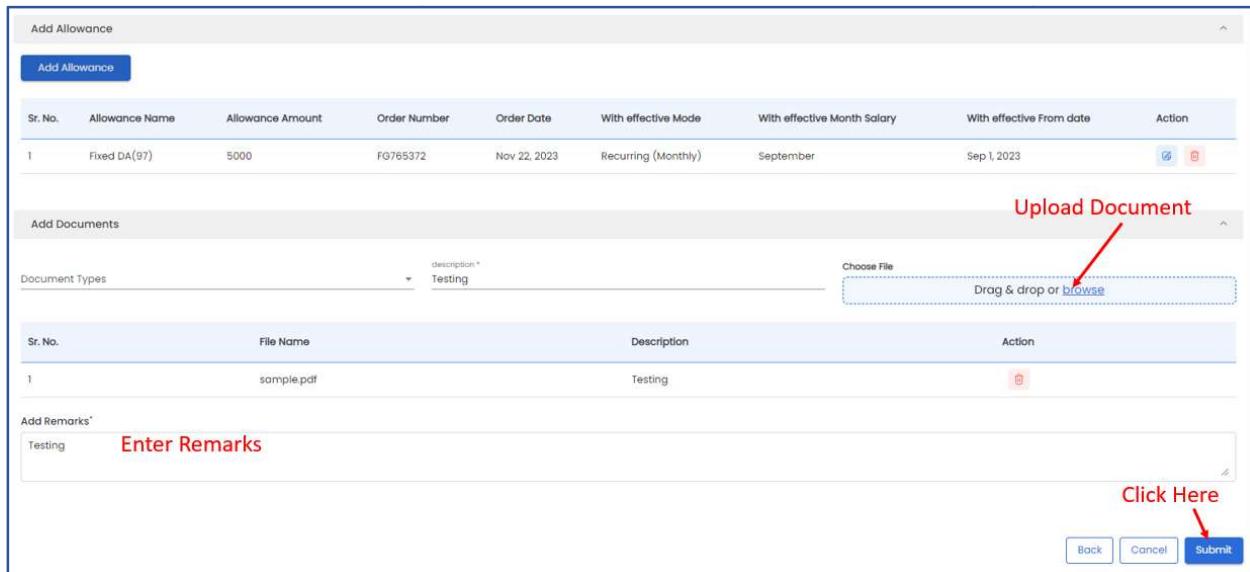
Add Documents

Document Types description * Choose File Drag & drop or browse

| Sr. No. | File Name | Description | Action |
|---------|------------|-------------|--------|
| 1 | sample.pdf | Testing | |

Figure 188: Details displayed

- Click “Drag & Drop or browse” button, please upload the required documents and enter the Remarks



The screenshot shows the 'Add Allowance' page. At the top, there is a table with one row containing allowance details. Below the table is a section titled 'Add Documents' with fields for 'Document Types' (set to 'Testing'), 'File Name' (set to 'sample.pdf'), 'Description' (set to 'Testing'), and an 'Action' column with a delete icon. Below this is a 'Add Remarks' section with a text input field containing 'Testing'. Red annotations include 'Upload Document' pointing to a 'Drag & drop or browse' button, 'Enter Remarks' pointing to the remarks input field, and 'Click Here' pointing to a 'Submit' button.

Figure 189: Upload documents

- Please select the pdf document to upload and Click “Submit” button

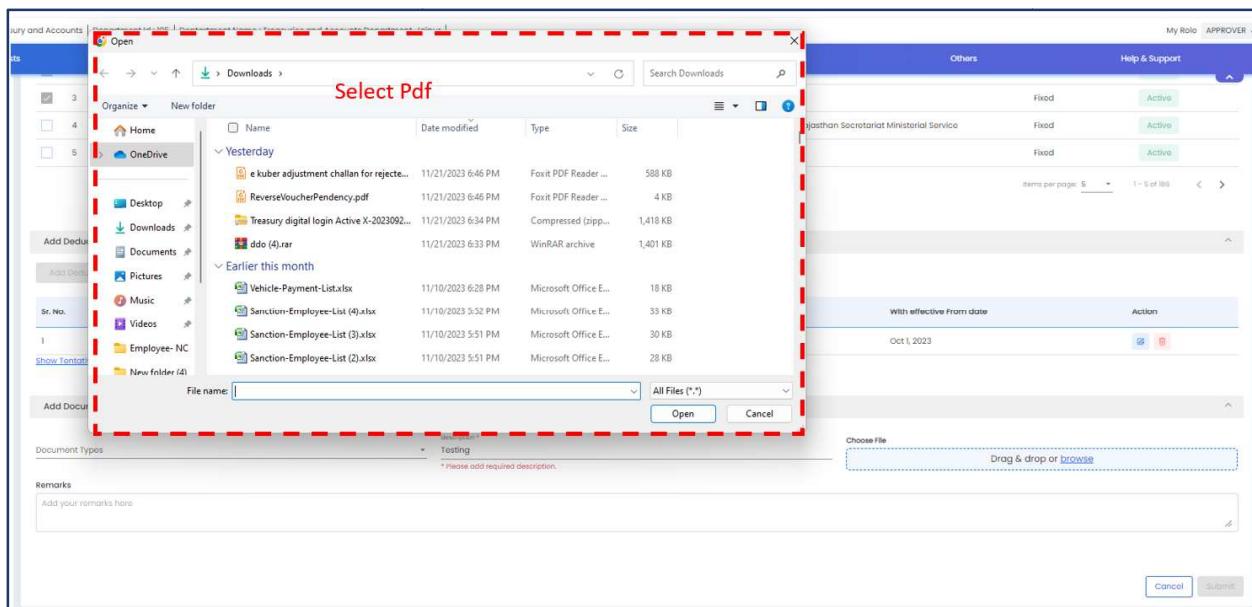


Figure 190: Select document to upload

- Click “Yes” to confirmation message

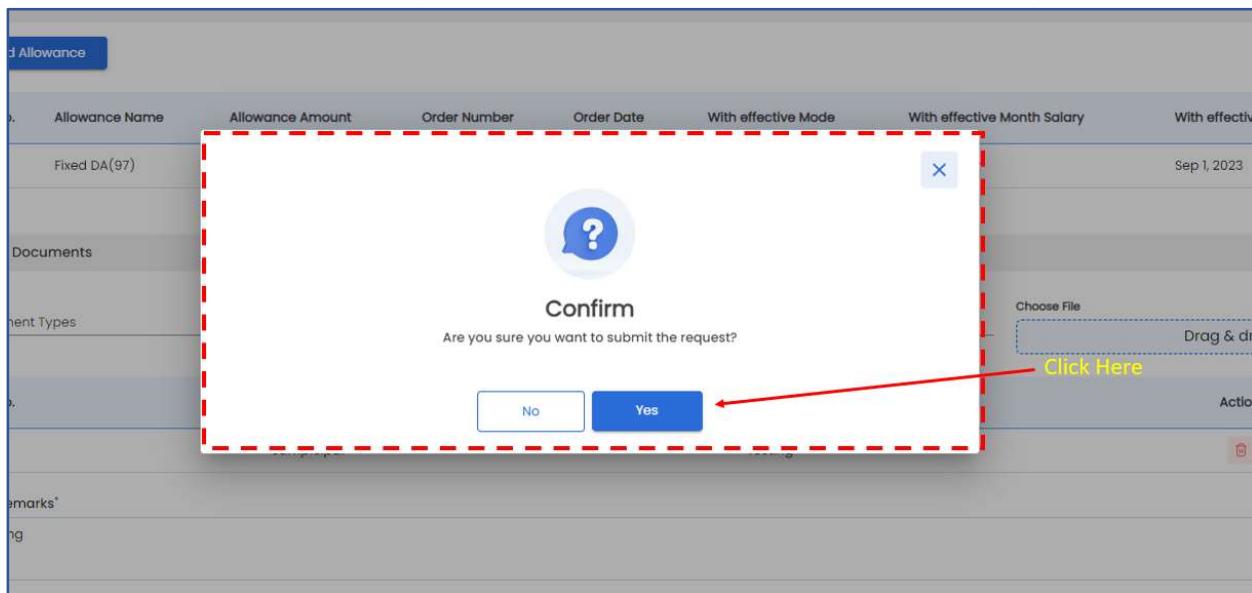


Figure 191: Confirmation to proceed

- Successful message gets displayed

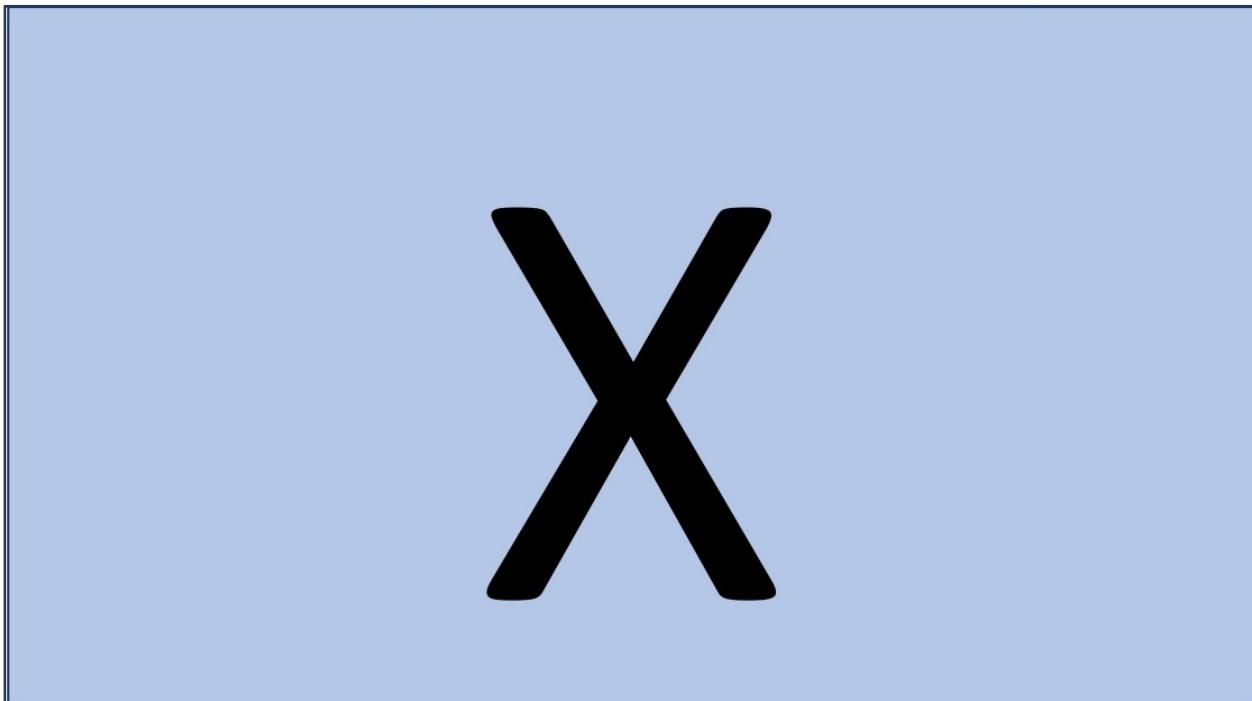


Figure 192: Successful message

Successful message screen not available

9.1.2 Allowance Sanction (Bulk)

This functionality provides the facility to allow the Sanction for multiple employees: -

- Click on “**Allowance Sanction (Bulk)**”

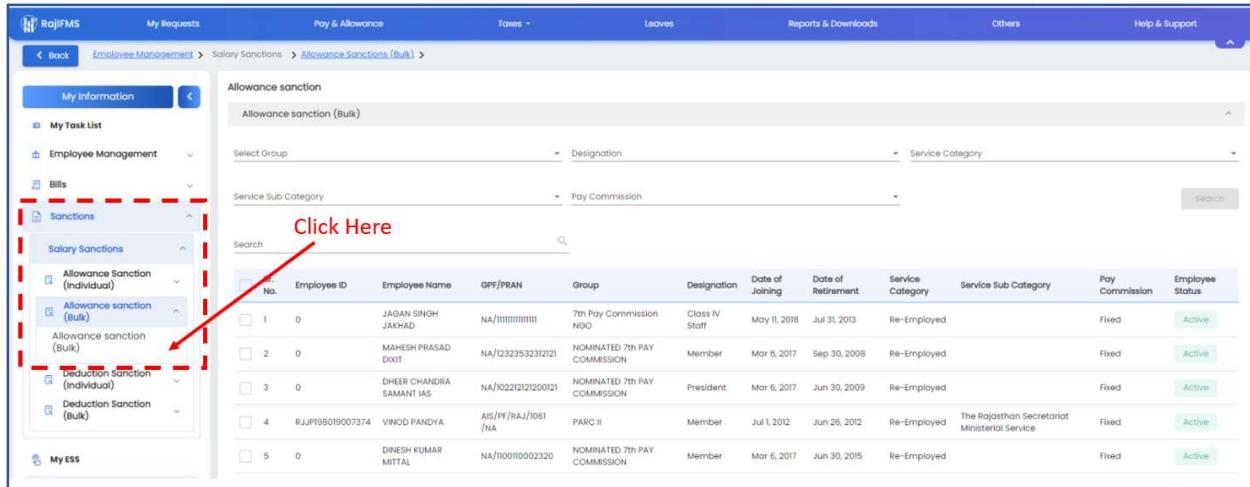


Figure 193: Allowance Sanction Bulk

- User shall Select the multiple employees by using filter button(s) and click “Add Allowance” button

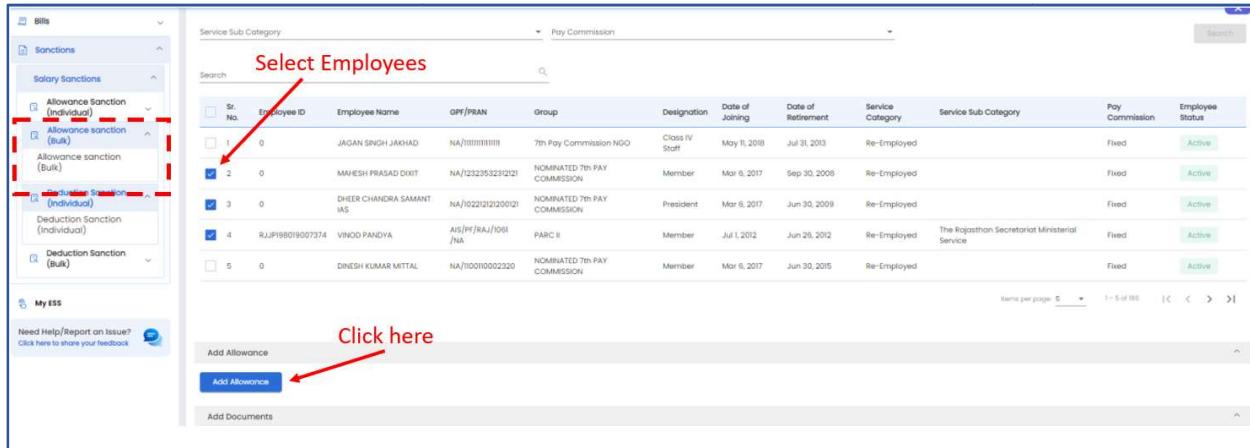


Figure 194: Select employees

- Please enter the Add Allowance details and click “Add” button
- User shall select Non- recurring button if the Allowance / Sanction is just for one time and Recurring button if the Allowance / Sanction added will be used on regular monthly basis

Figure 195: Enter details

- Add Allowance details will get displayed as highlighted in the below screen

Figure 196: Details displayed

- Click “Drag & Drop or browse” button, please upload the required documents and enter the Remarks

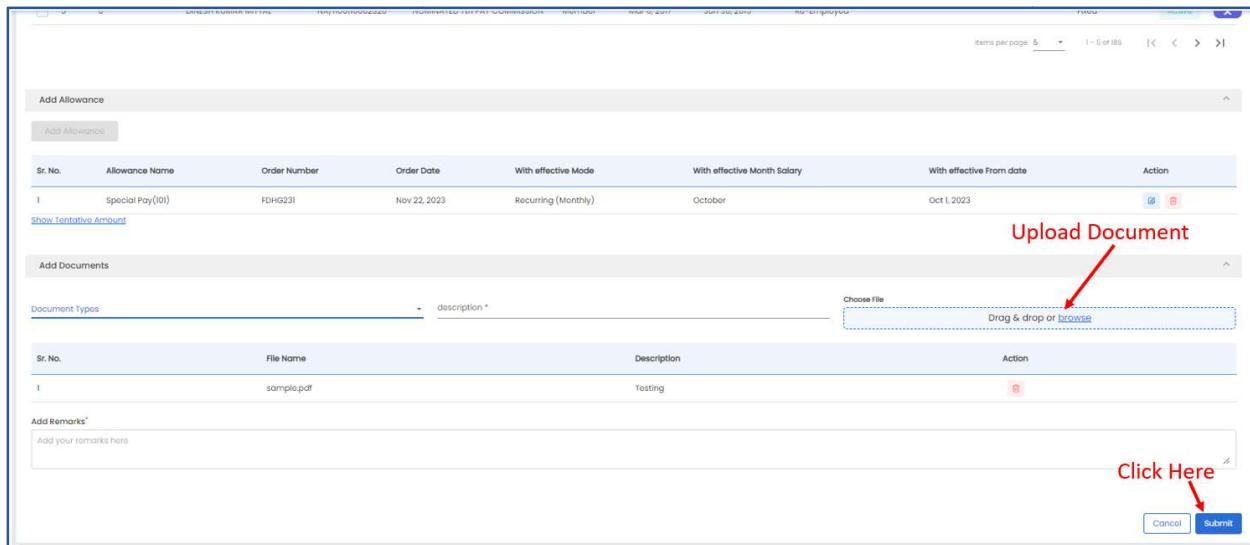


Figure 197: Upload document

- Please select the pdf document to upload and Click “Submit” button

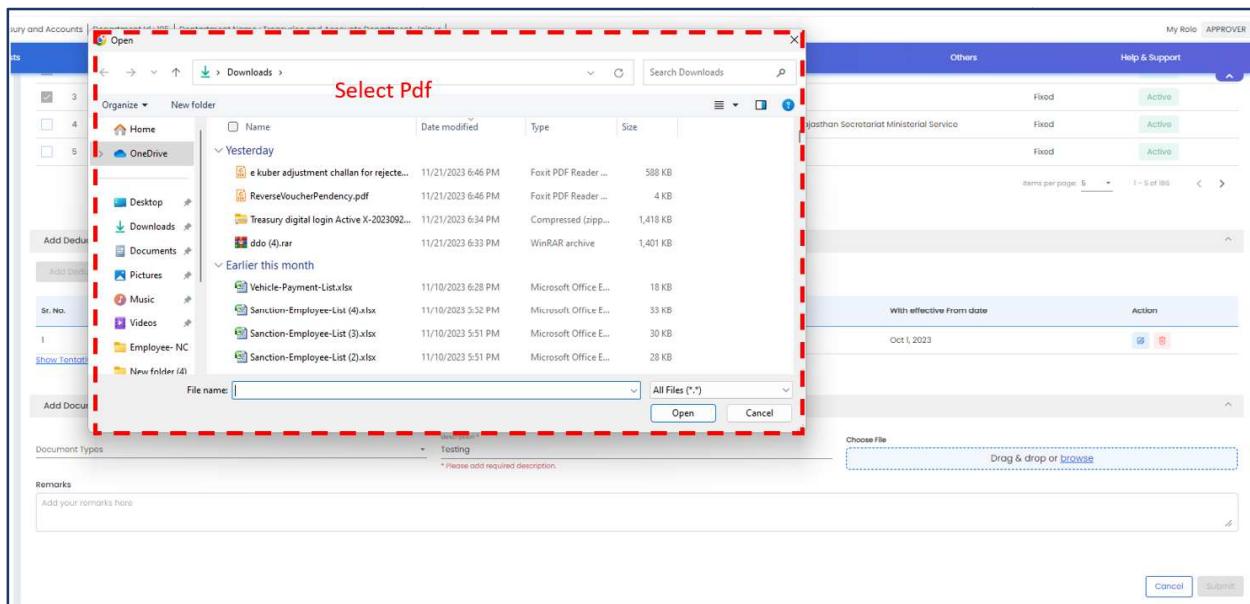


Figure 198: Select Document to upload

- Click “Yes” to confirmation message

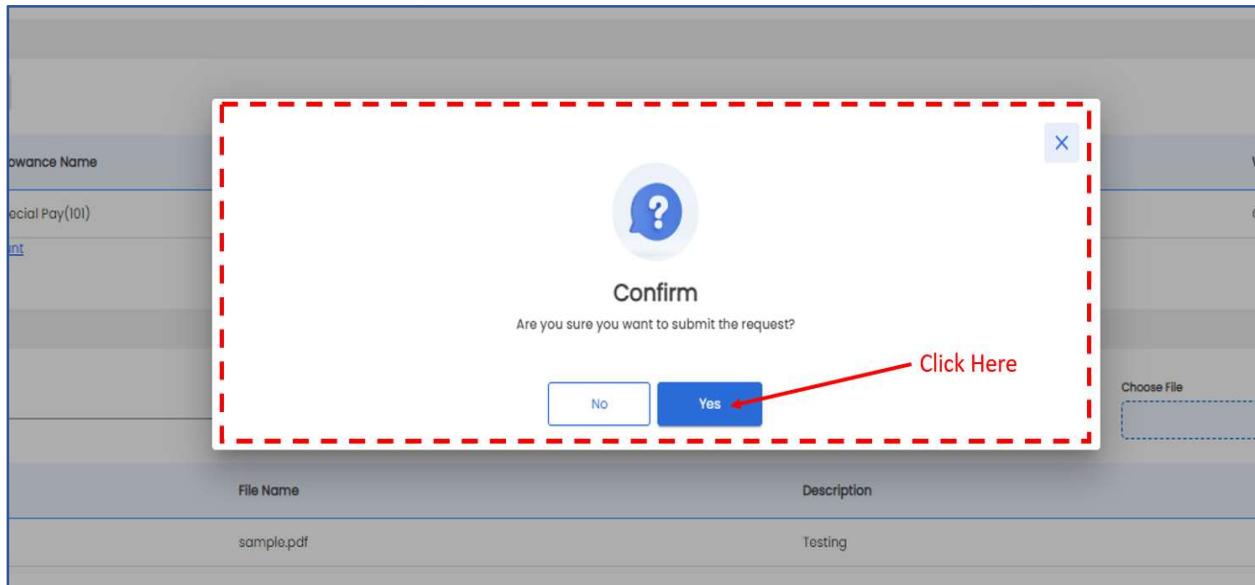


Figure 199: Confirmation message

- Successful message gets displayed

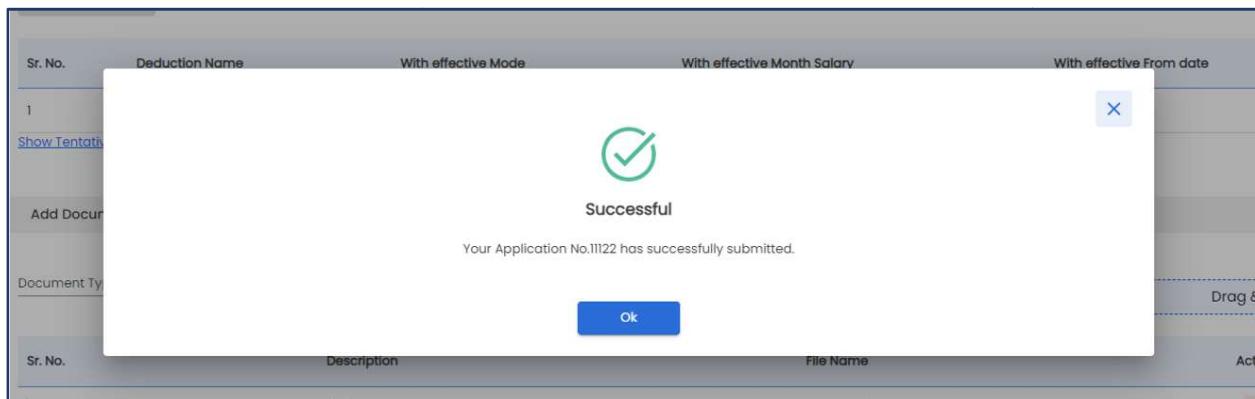


Figure 200: Successful message

9.1.3 Deduction Sanction (Individual)

This functionality provides the facility to allow the Deduction Sanction for individual employees: -

- Click on “**Deduction Sanction (Individual)**” user shall use ‘search by’ options or advance search options to get the list of employees and click **Initiate** button for whom deduction is to be added.

| Sr. No. | Employee Id | Employee Name | Off/PRAN | Designation | Group Name | DOJ | DOR | Active | Action |
|---------|------------------|---------------------|------------------------------|-------------------------------------|------------------------------|--------------|--------------|--------|-----------------|
| 1 | 0 | DINESH KUMAR MITTAL | NA/I100/I0002320 | Member | NOMINATED 7th PAY COMMISSION | Mar 6, 2017 | Jun 30, 2015 | Yes | Initiate |
| 2 | RJJPI98419008675 | GIRISH KUMAR SHARMA | 541438 /NA | JUNIOR ASSISTANT | DTA RTD | | Jan 31, 2015 | Yes | Initiate |
| 3 | RJJPI9961901108 | TULSRAM CHAUHAN | 756976 /NA | ASSISTANT ADMINISTRATIVE OFFICER | DTA NGO | Feb 28, 1996 | Feb 28, 2033 | Yes | Initiate |
| 4 | RJJPI9979008394 | RAM SINGH GURJAR | 758598/NA | SENIOR ASSISTANT | DTA NGO | Feb 13, 1997 | Oct 12, 2035 | Yes | Initiate |
| 5 | RJJP20179010689 | VIKASH KALA | RJJP20179010689/I103/I020280 | ASSISTANT ACCOUNTS OFFICER GRADE-II | DTA NGO | Jul 4, 2017 | Jun 30, 2051 | Yes | Initiate |

Figure 201: Deduction allowance Individual- select employee

- Employee details will get displayed

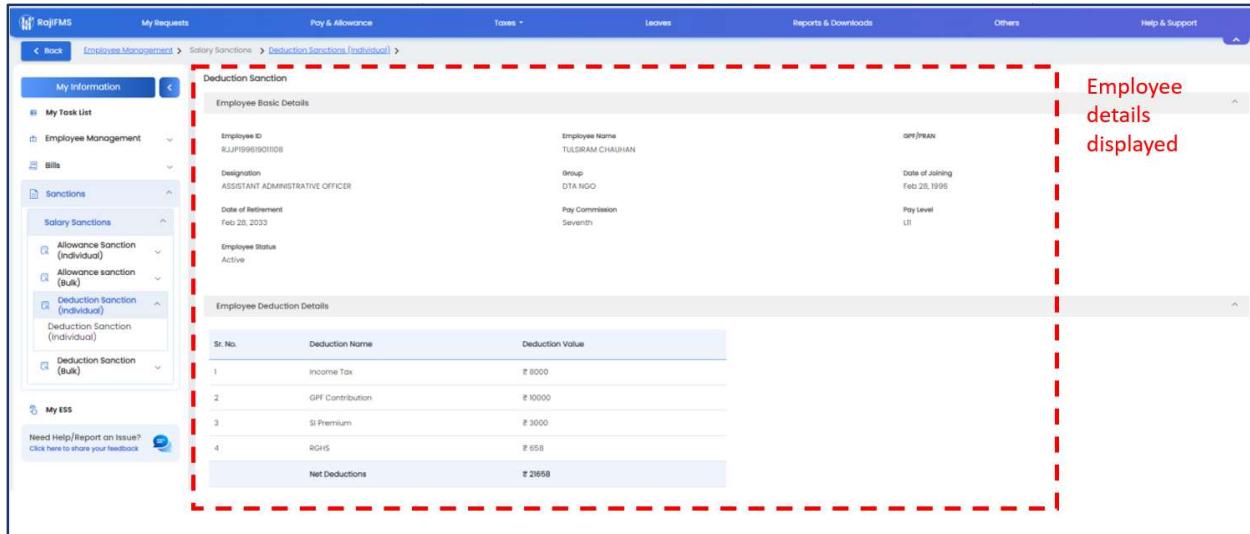


Figure 202: Employee details displayed

- Click “Add Deduction” button to add the details

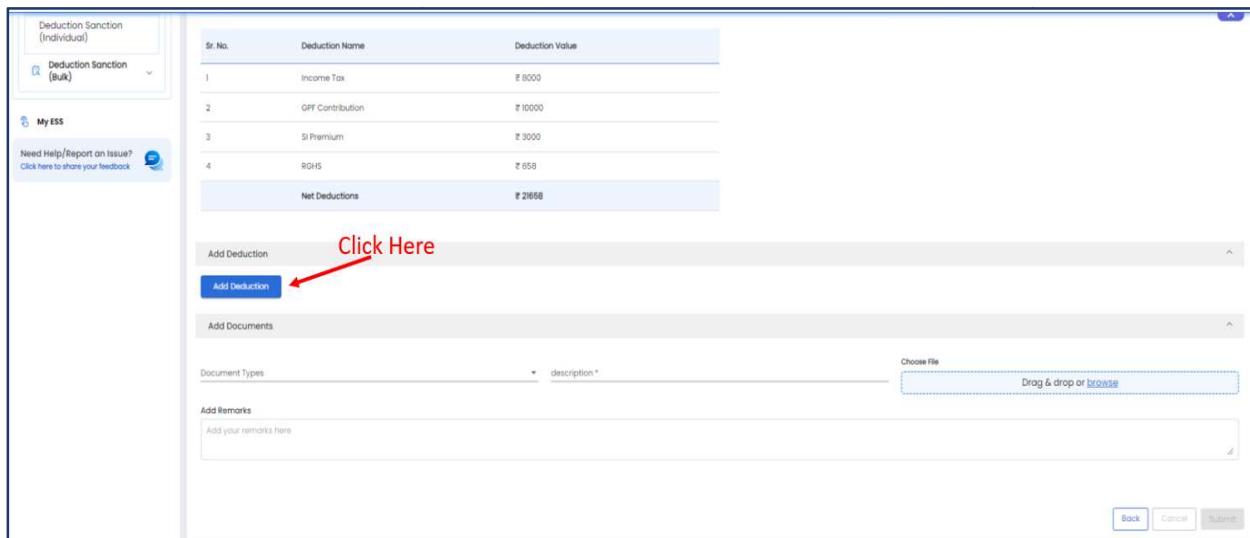


Figure 203: Add deduction button

- Please enter the New Deduction details to add and click “Add” button

- User shall select Non- recurring button if the Allowance / Sanction is just for one time and Recurring button if the Allowance / Sanction added will be used on regular monthly basis

Income Tax ₹ 8000

GPF Contribution ₹ 10000

SI Premium

RGHS

Net Deductions

Add New Deduction

Recurring (Monthly) Non-Recurring (Onetime)

With effective Month Salary *

With effective From date

Deduction Name *

Deduction Category

Add

Choose File

Figure 204: Add deduction details

- Added details will get displayed
- Click “Drag & Drop or browse” button, please upload the required documents and enter the Remarks

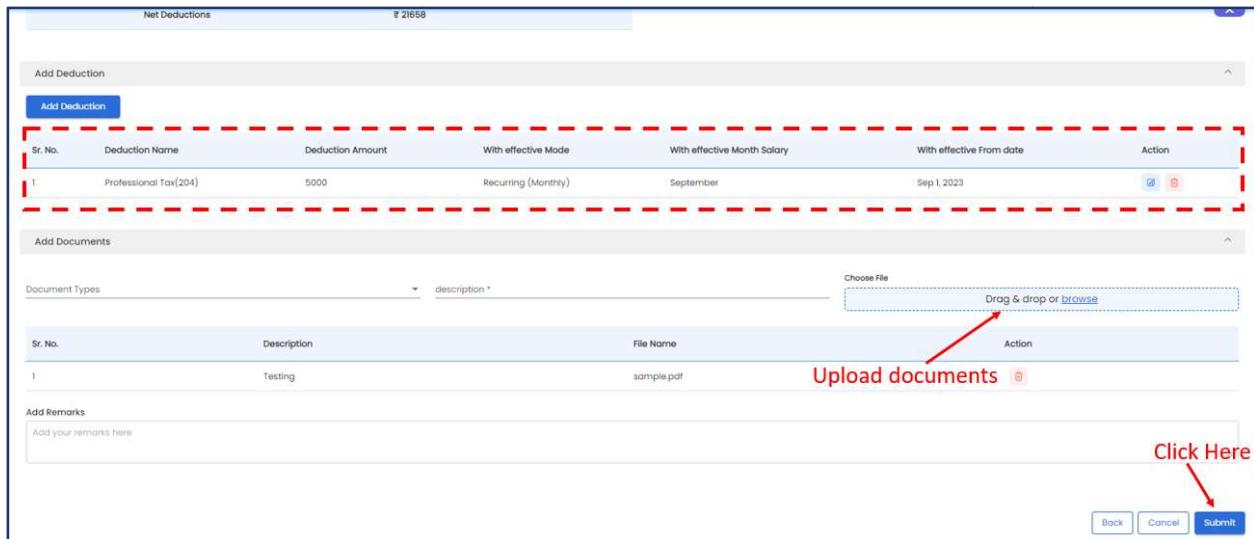


Figure 205: Upload document

- Please select the pdf document to upload and Click “Submit” button

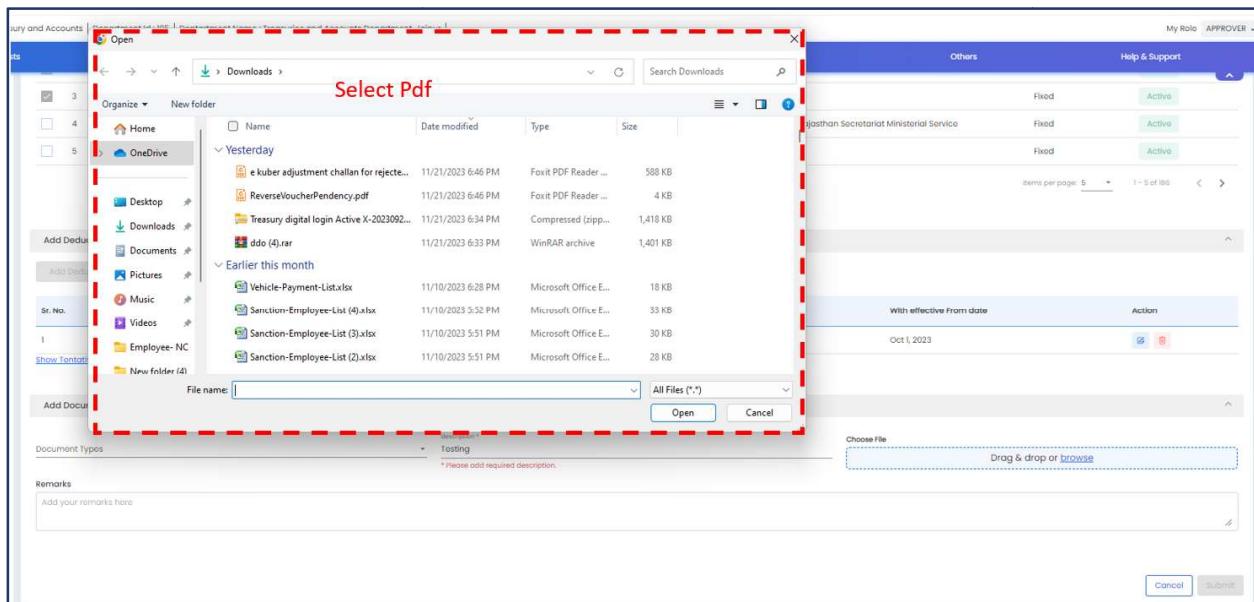


Figure 206: Select Document to upload

- Click “Yes” to confirmation message

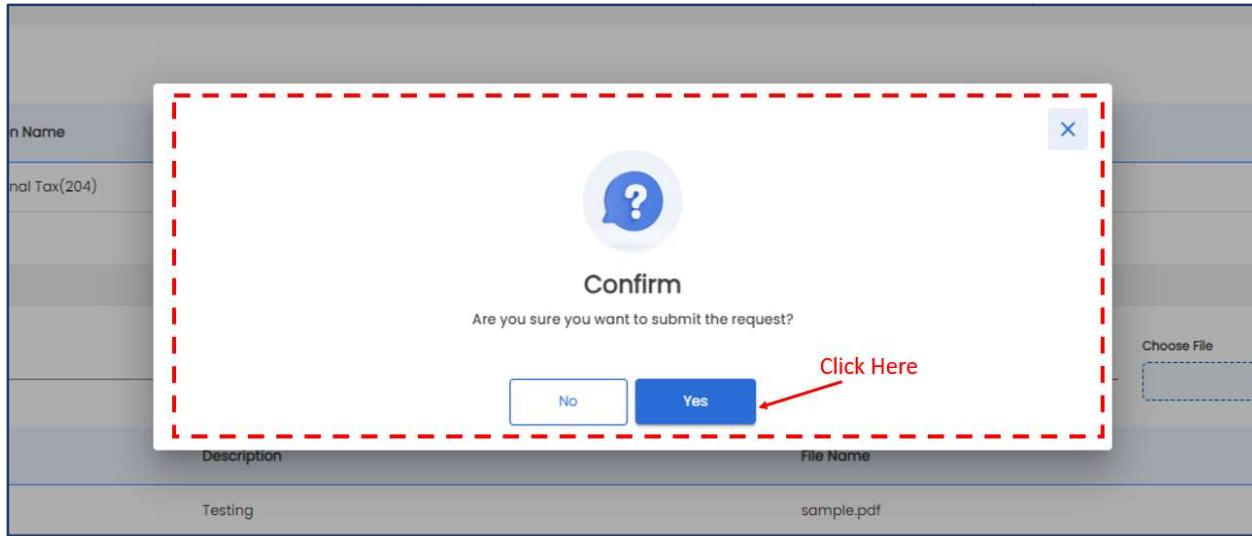


Figure 207: Confirmation message

- Successful message gets displayed

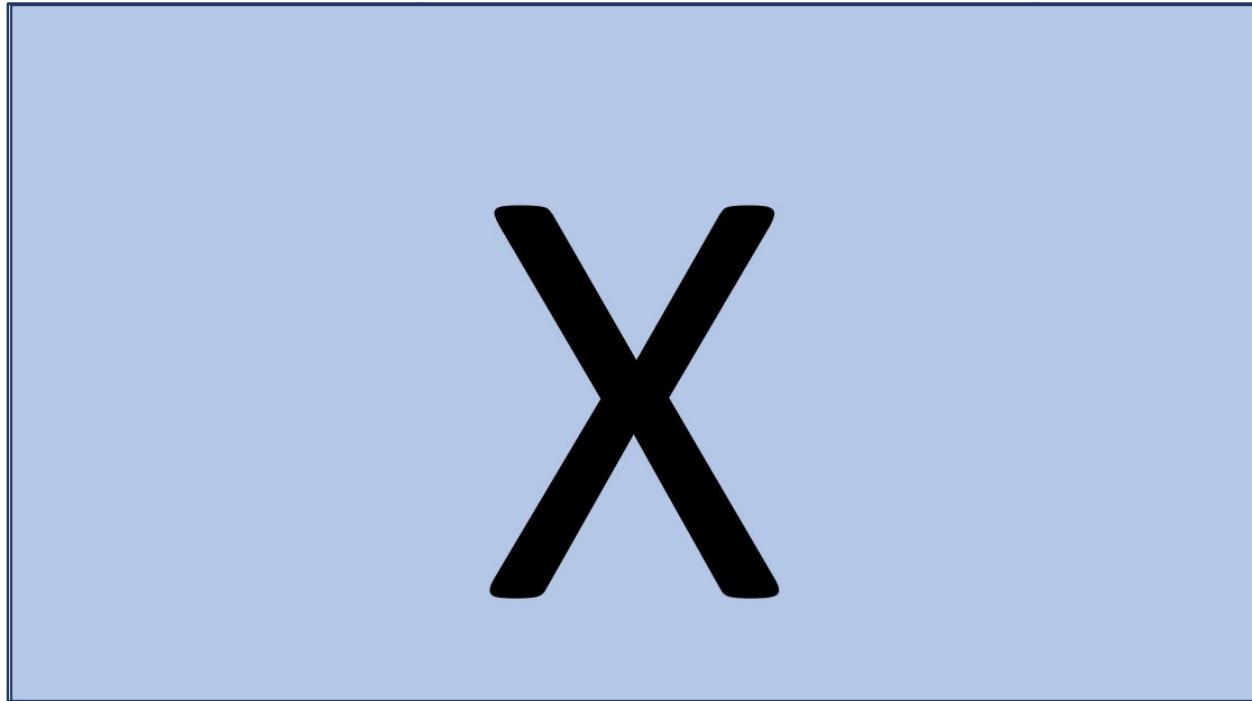


Figure 208: Successful message

9.1.4 Deduction Sanction (Bulk)

This functionality provides the facility to allow the Deduction Sanction for multiple employees: -

- Click on “Deduction Sanction (Bulk)”

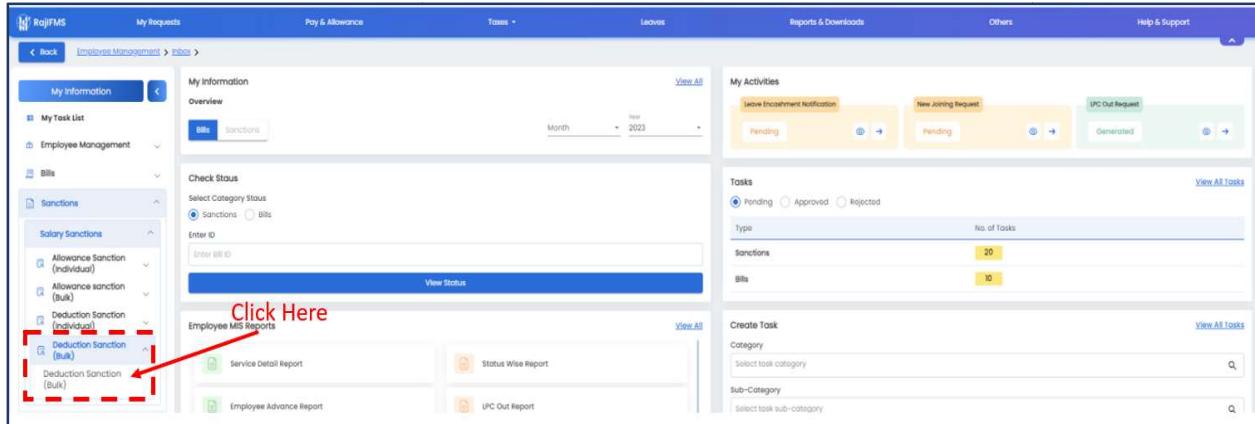


Figure 209: Deduction Sanction Bulk

- Employee details will get displayed

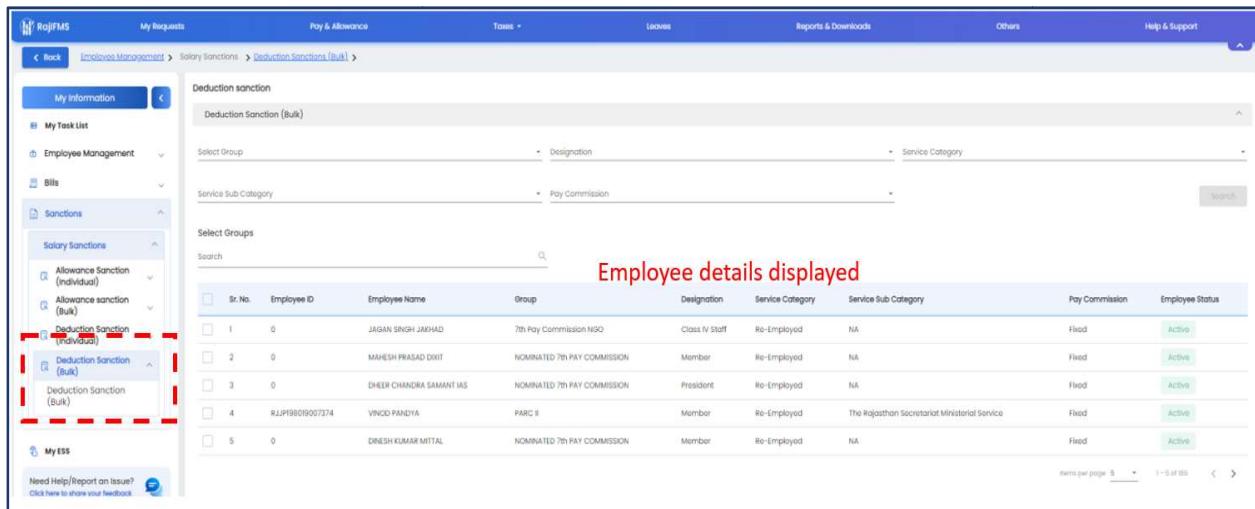


Figure 210: Employee details

- User shall Select the multiple employees for deduction sanction and click “Add Deduction” button

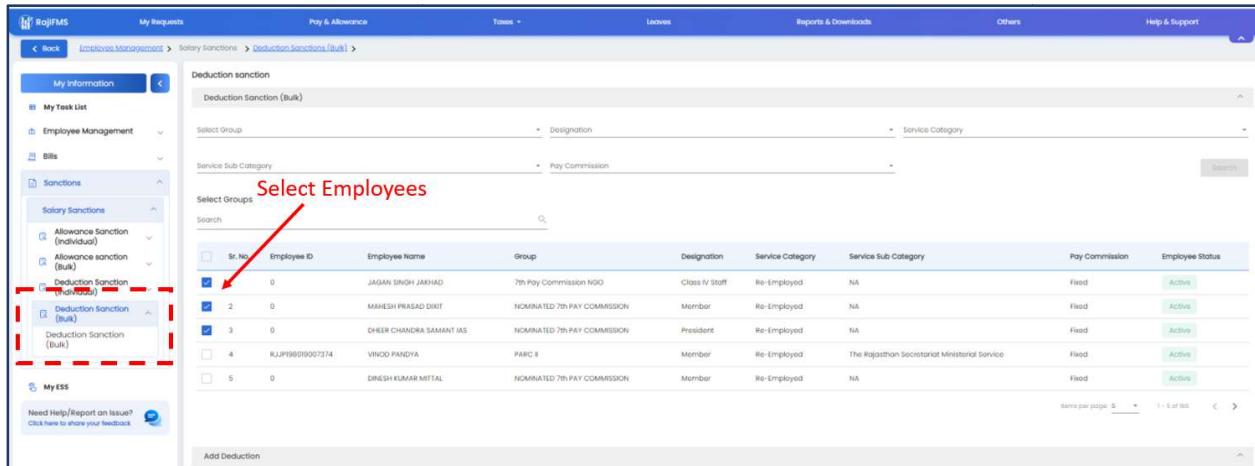


Figure 211:Select multiple employees

- Please enter the Deduction details and click “Add” button
- User shall select non-recurring button if the Deduction / Sanction is just for one time and Recurring button if the Deduction/ Sanction added will be used on regular monthly basis

| | | | | |
|--------------------------|------------------------------|-----------|-------------|----|
| JAGAN SINGH JAKHAD | NOMINATED 7th PAY COMMISSION | President | Re-Employed | NA |
| MAHESH PRASAD DIXIT | NOMINATED 7th PAY COMMISSION | Member | Re-Employed | NA |
| DHEER CHANDRA SAMANT IAS | NOMINATED 7th PAY COMMISSION | President | Re-Employed | NA |

Figure 212: Add deduction details

- Deduction details will get displayed

- Click “Drag & Drop or browse” button to upload the required documents

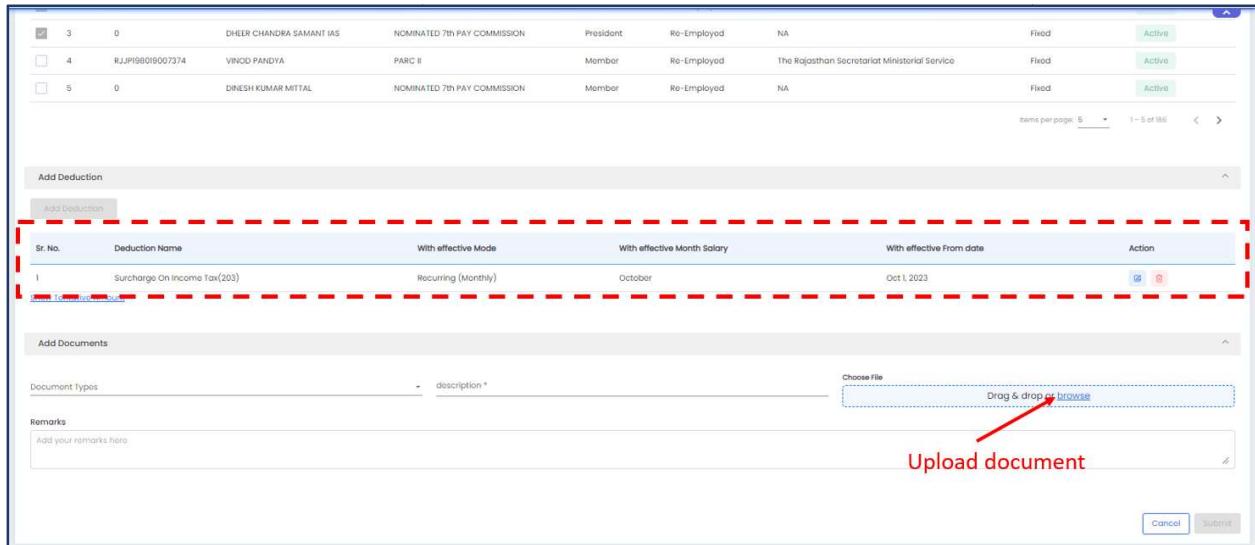


Figure 213: Upload documents

- Please select the Pdf document and click “Open” button

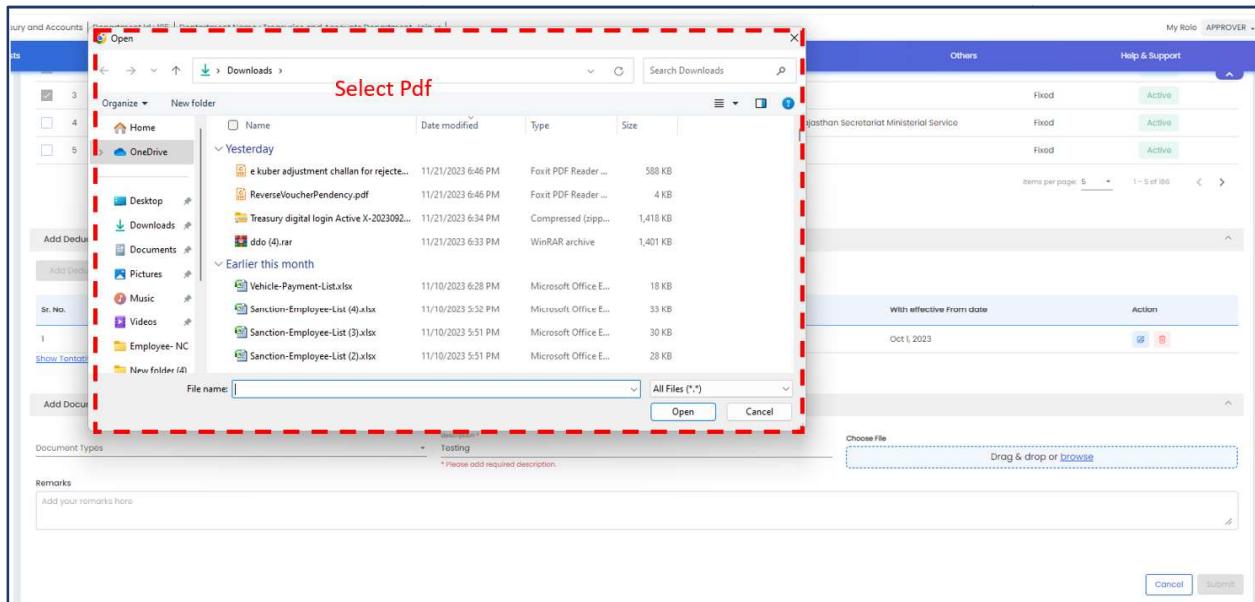


Figure 214: Select document to upload

- Click “Submit” button to proceed

The screenshot shows the 'Add Deduction' page. At the top, there is a table with columns: Sr. No., Deduction Name, With effective Mode, With effective Month Salary, With effective From date, and Action. One row is visible with Sr. No. 1, Deduction Name 'Surcharge On Income Tax(203)', Mode 'Recurring (Monthly)', Month 'October', and Date 'Oct 1, 2023'. Below this is a section titled 'Add Documents' with a 'Document Types' dropdown and a 'Choose File' button. A red dashed box highlights this entire section. At the bottom, there is a 'Remarks' text area and a 'Click here' button. The 'Submit' button is located at the very bottom right, with a red arrow pointing to it.

Figure 215: Click Submit for submission of details

- Click “Yes” to confirmation message

The screenshot shows the 'Add Deduction' page with a confirmation dialog box in the center. The dialog has a question mark icon, the word 'Confirm', and two buttons: 'No' and 'Yes'. A red arrow points from the text 'Click here' to the 'Yes' button. The background shows the 'Add Deduction' form with a 'Document Types' section and a table below it.

Figure 216: Confirmation message

- Successful message gets displayed

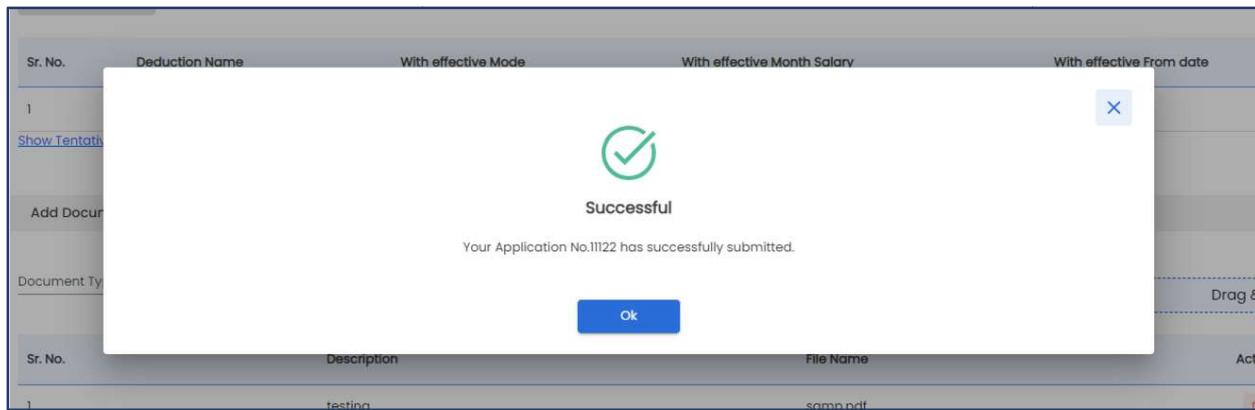


Figure 217: Successful Message