



**Government of Rajasthan**  
**Department of Finance**

# IFMS 3.0

## User Manual

## **Employee Management**

# DocumentControl

General Document Information	
<b>Version</b>	Initial draft
<b>Version Date</b>	
<b>Purpose</b>	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)

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## Acronyms

Acronym	Description
<b>DDO</b>	Drawing & Disbursing Officer
<b>ELD</b>	Emoluments Last Drawn
<b>EIM</b>	Employee Information Management
<b>ESS</b>	Employee Self Service
<b>EOL</b>	Extra ordinary leave
<b>FD</b>	Finance Department
<b>HO</b>	Head of Office
<b>IFMS</b>	Integrated Financial Management System
<b>SSO</b>	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 improve 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: -
  - Please open web browser and enter <https://ifms.rajasthan.gov.in/ifmssso> in the URL.
  - Click Login button

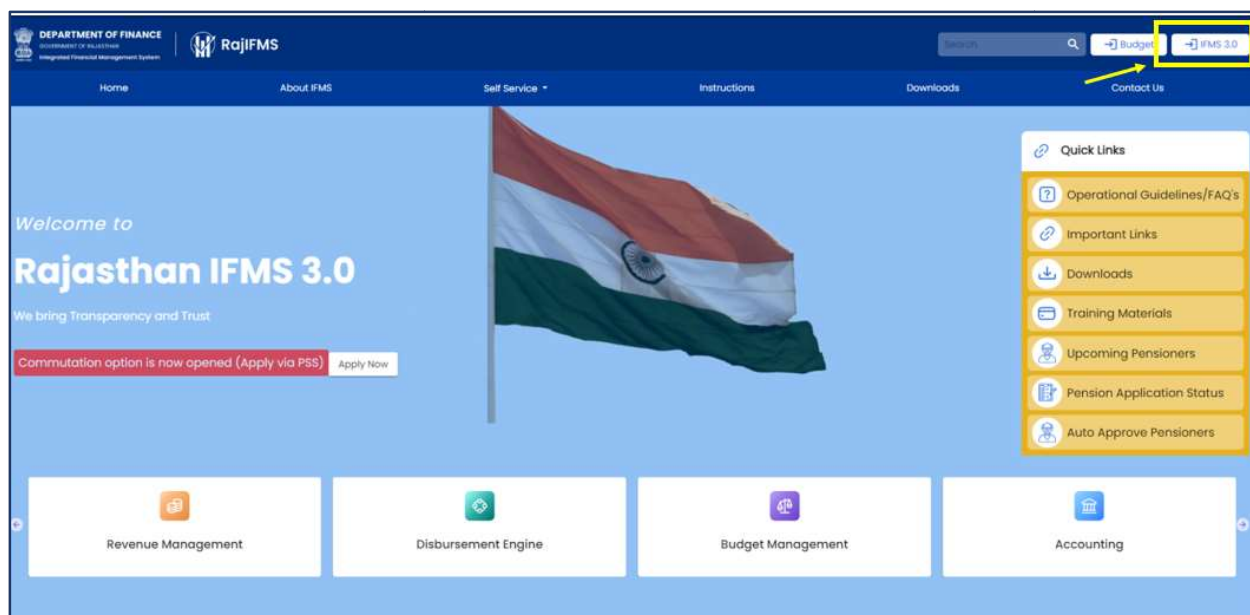


Figure 1: IFMS Home Page

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

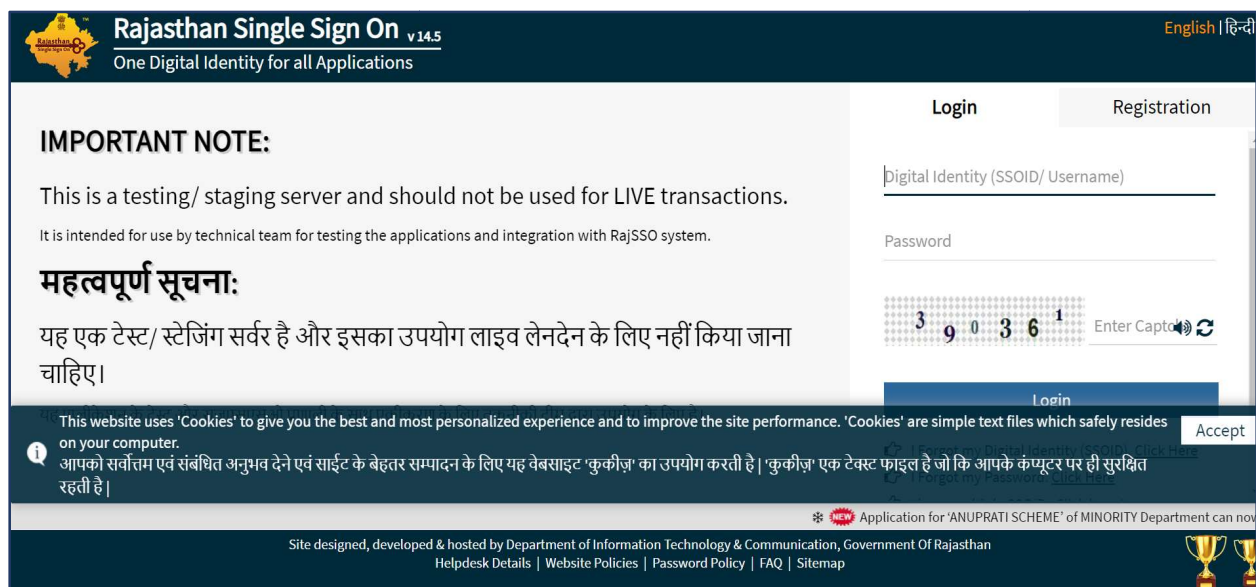


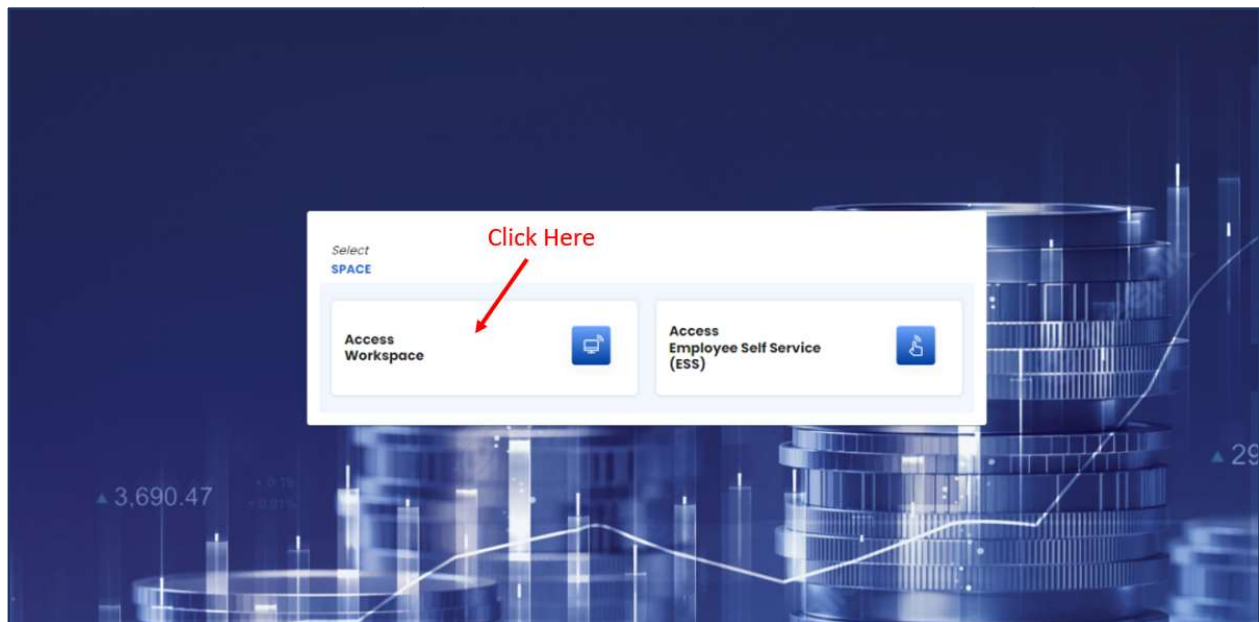
Figure 2: SSO Login Page

- 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.

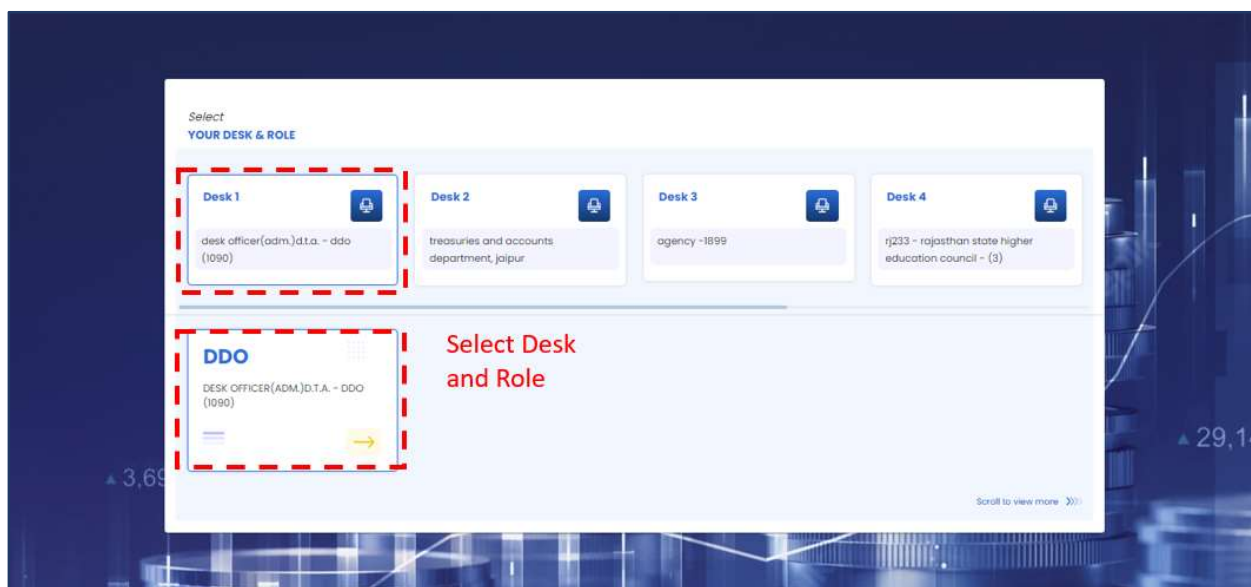


Figure 4: Desk and Role page

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

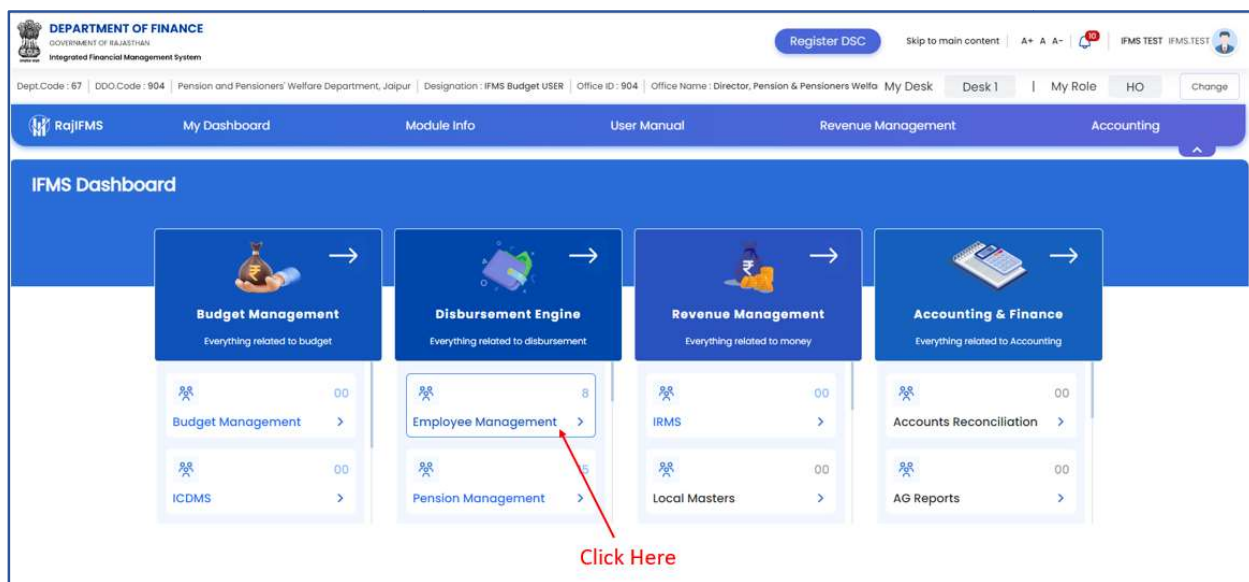


Figure 5: Select function page

- 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)

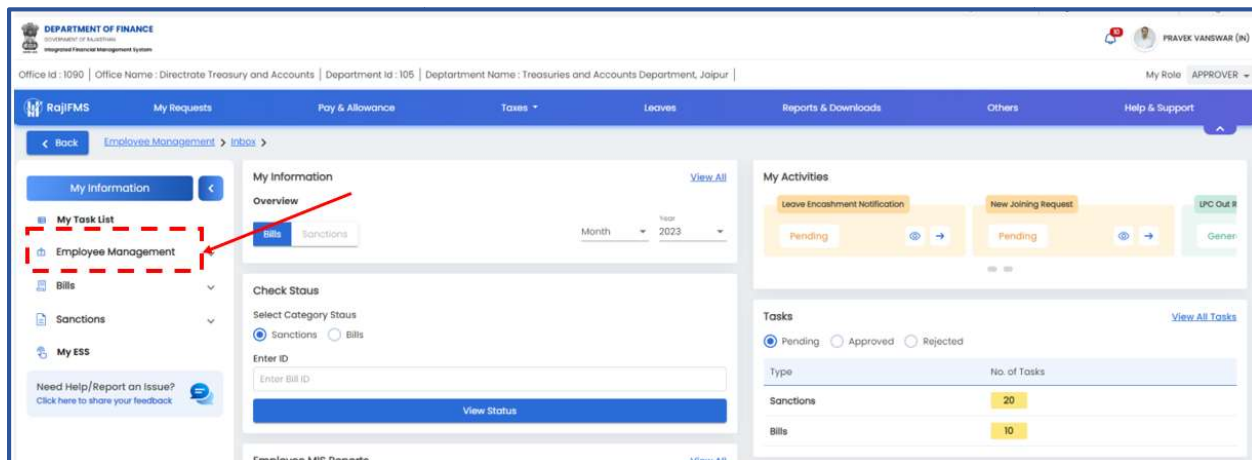


Figure 6: My Dashboard Page

## 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



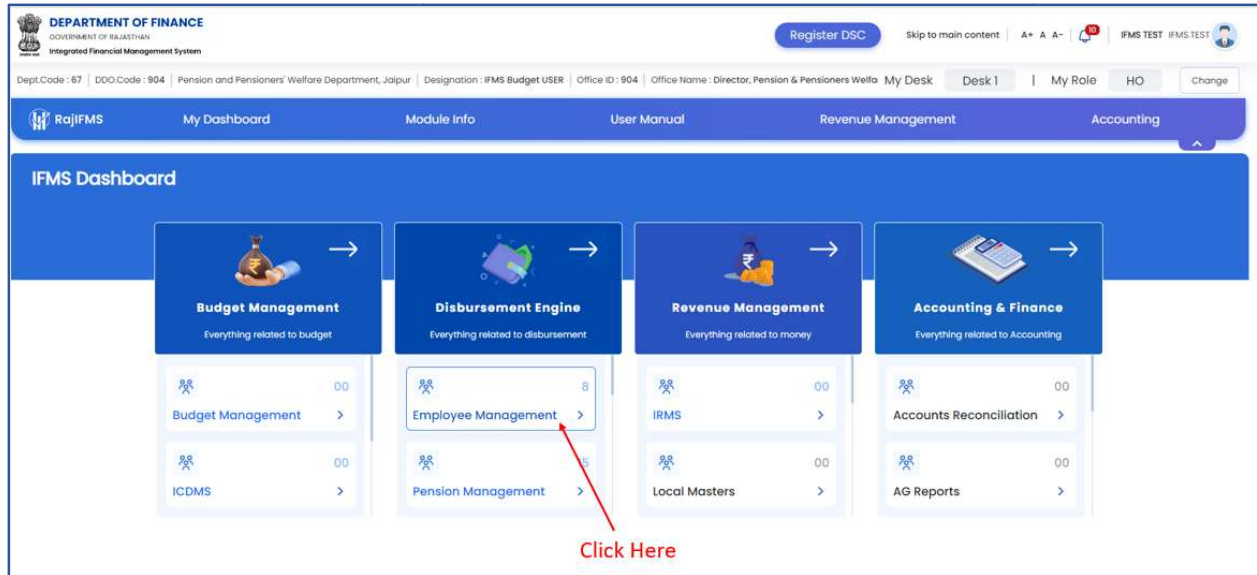


Figure 7: Select function page

- 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.

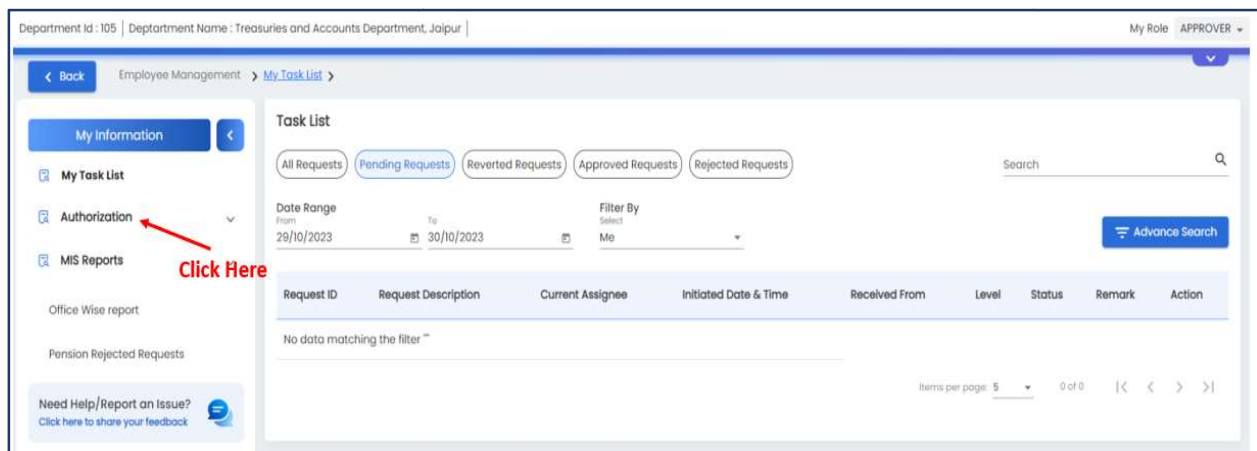


Figure 8: My Dashboard page

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

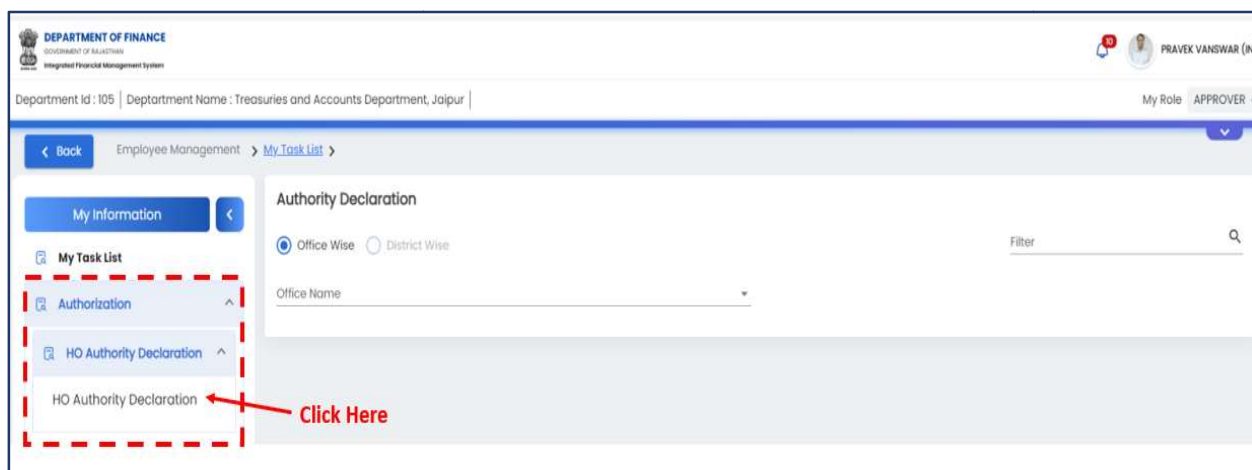


Figure 9: HoO Authority Declaration

- 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.

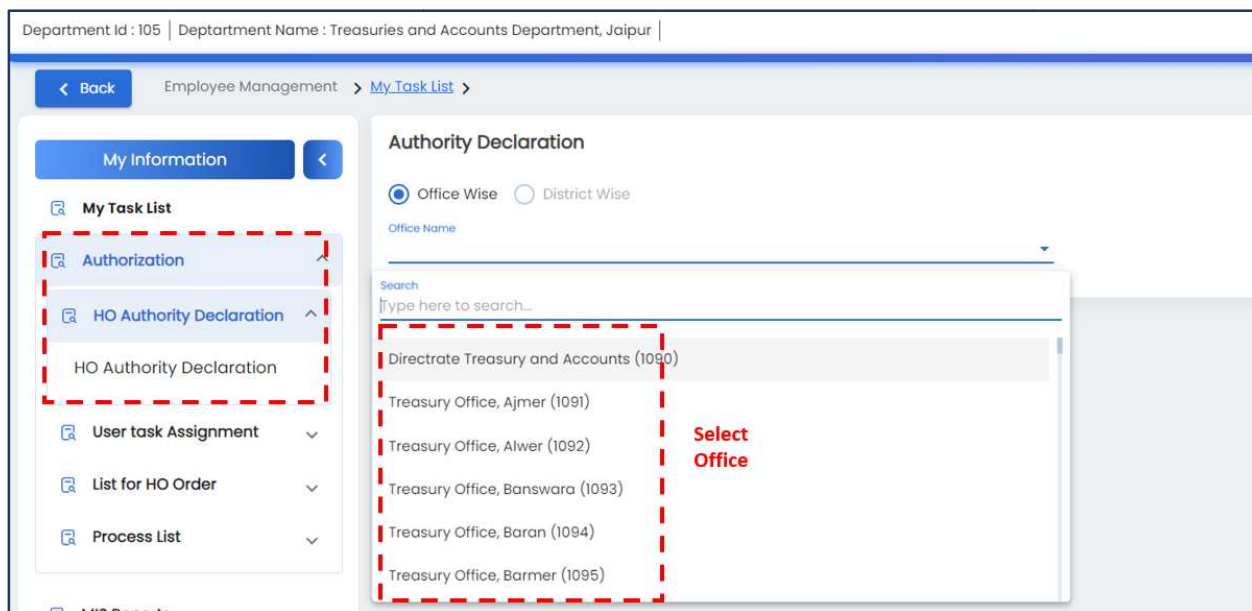


Figure 10: Select Office Page

### 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.

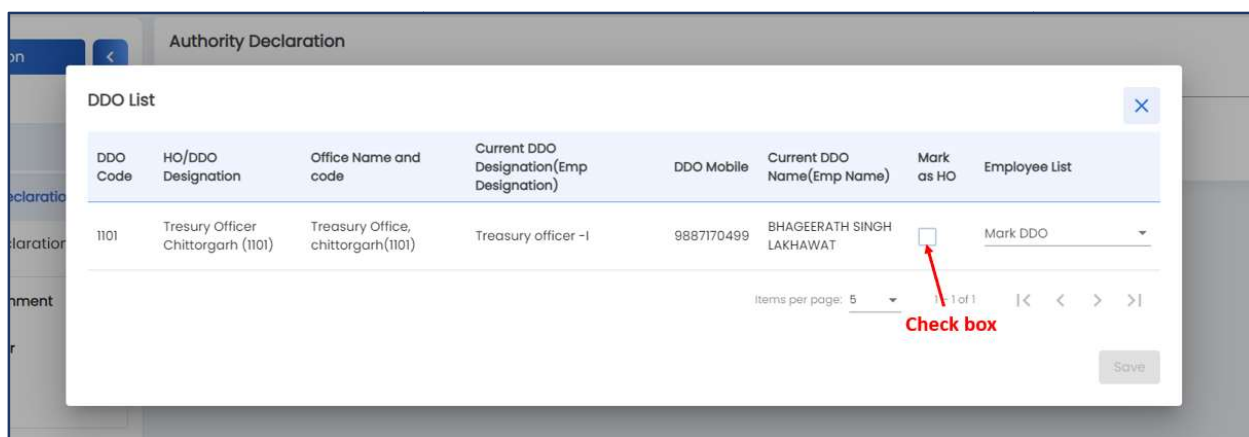


Figure 11: Mark as HO

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

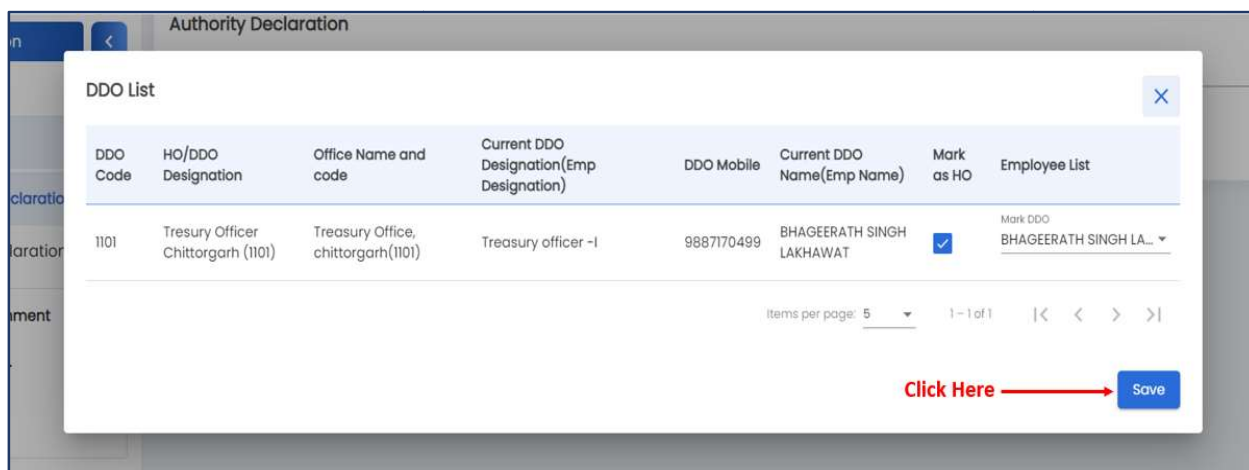


Figure 12: Save changes

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

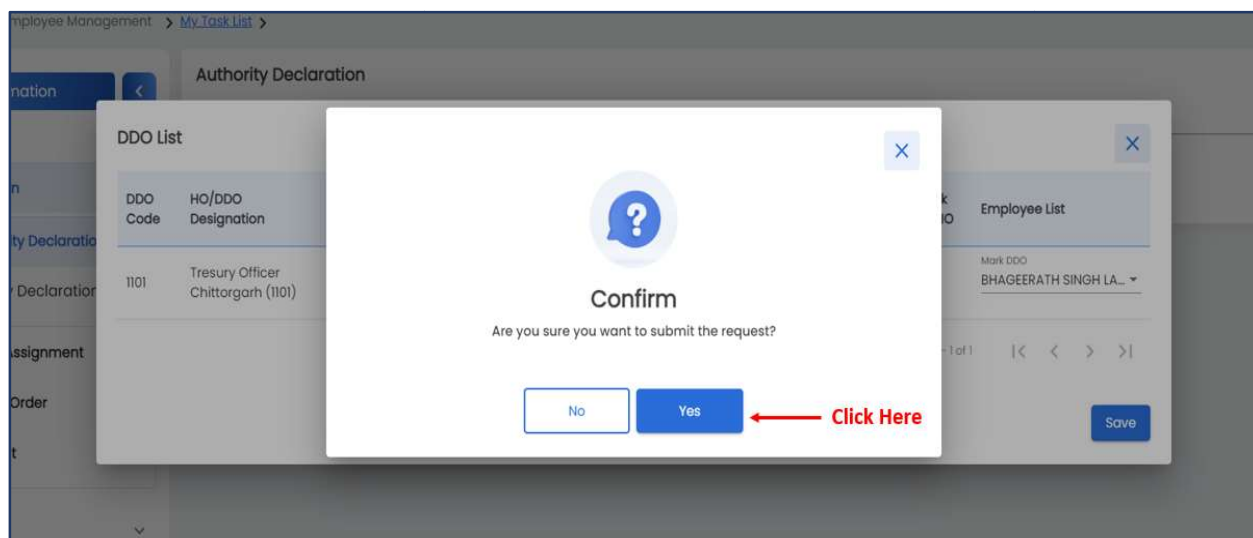


Figure 13: Final confirmation

- Success message gets displayed

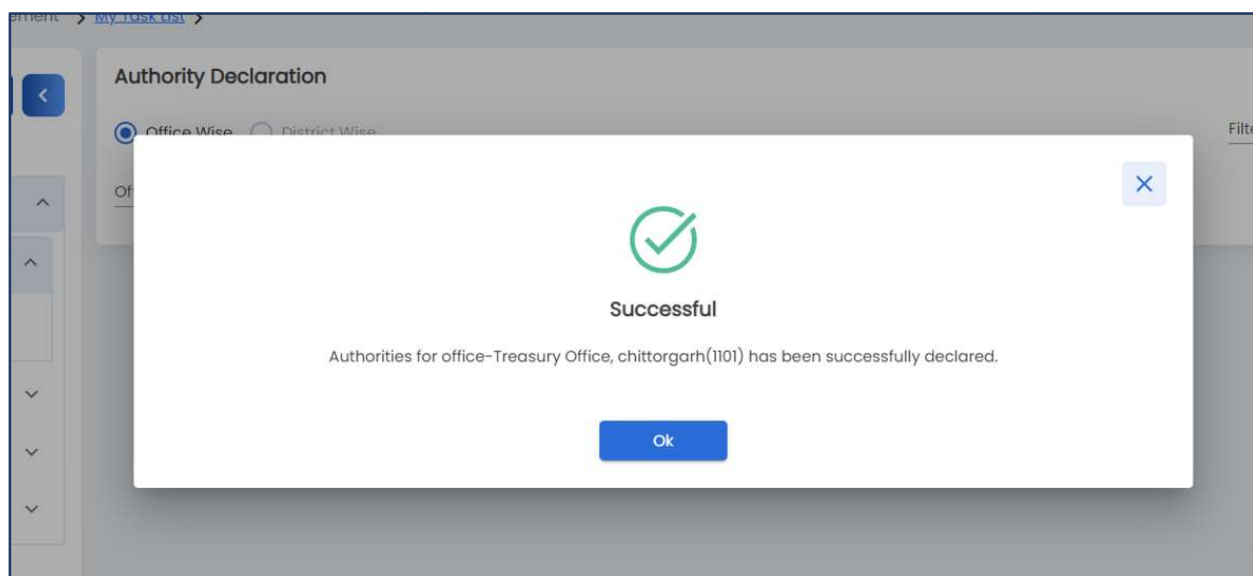


Figure 14: Successful message

### 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

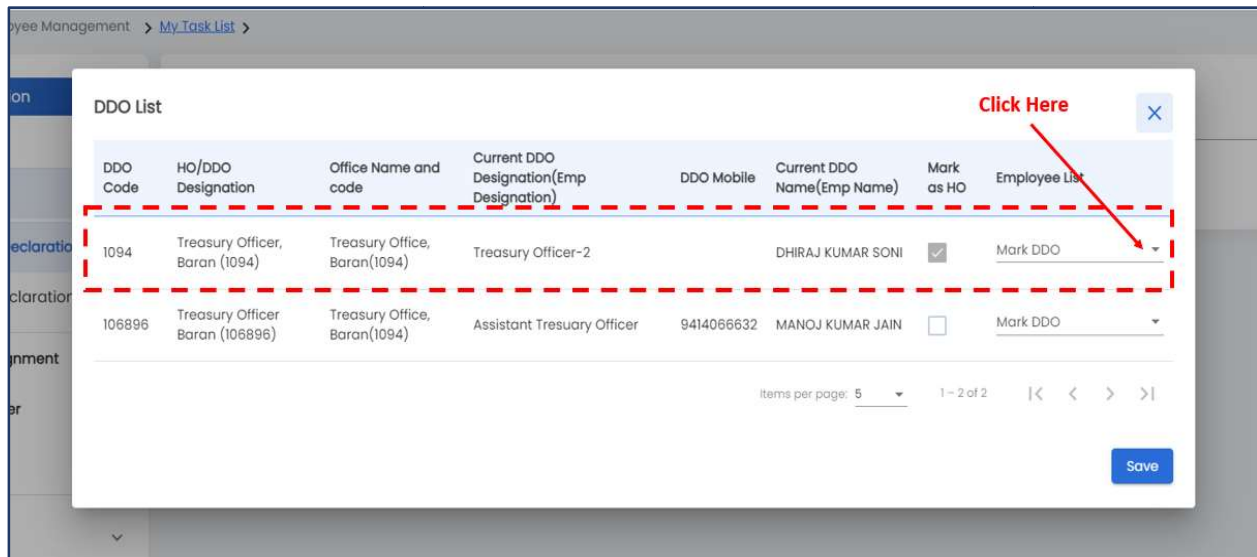


Figure 15: Mark DDO

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

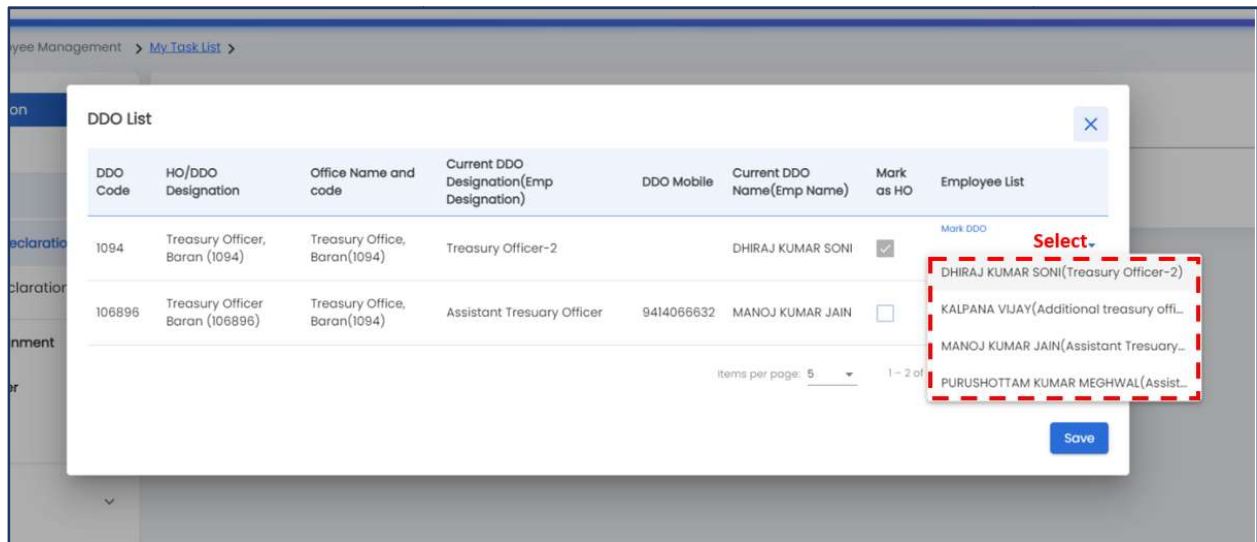


Figure 16: Select employee

- Click "Save" button

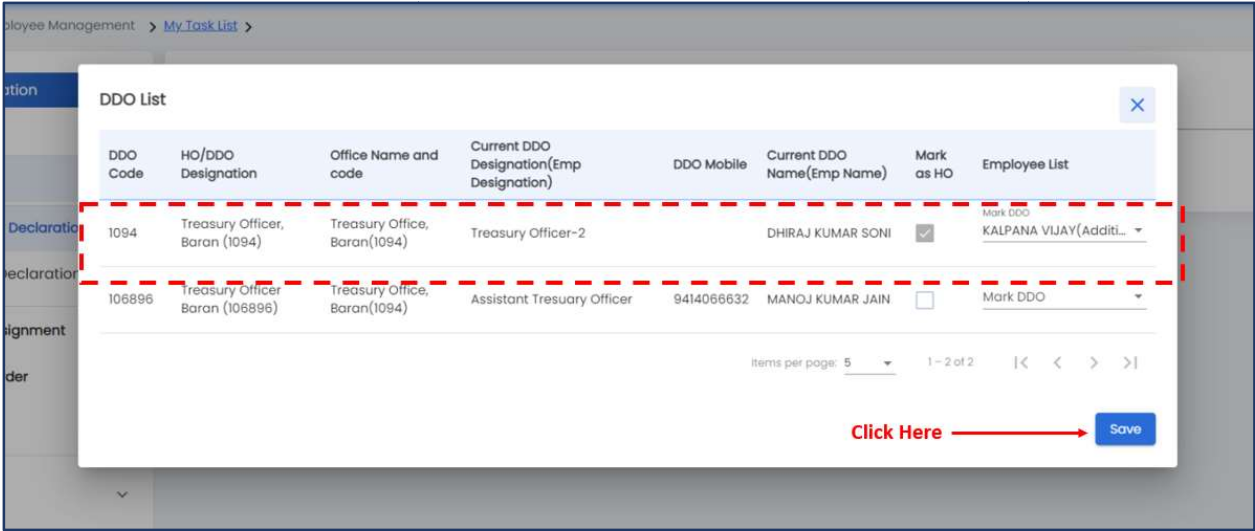


Figure 17: Save Changes

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

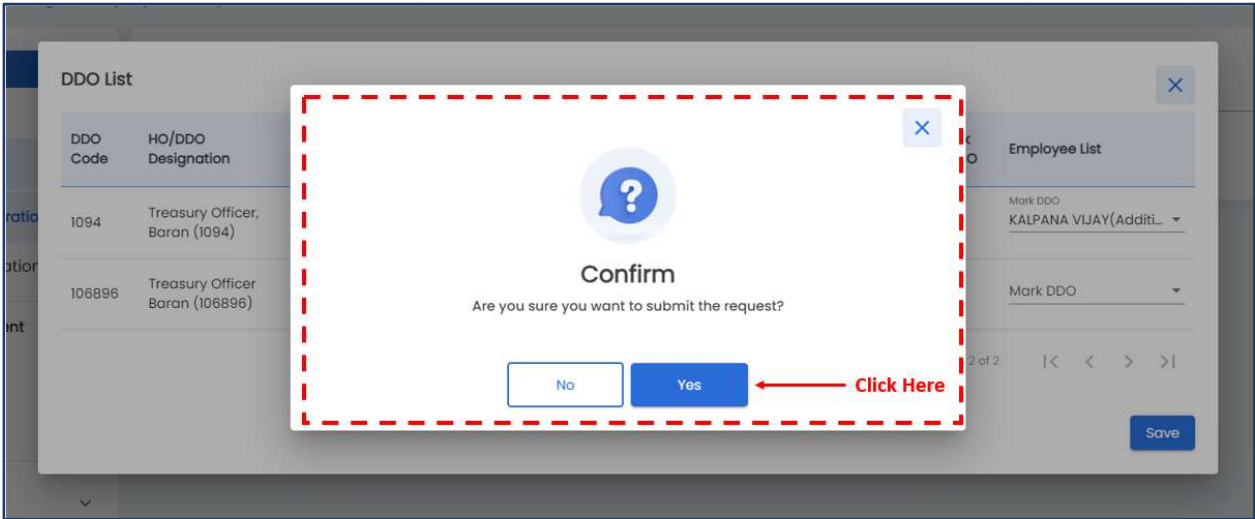


Figure 18: Confirm submission request

- Success message gets displayed

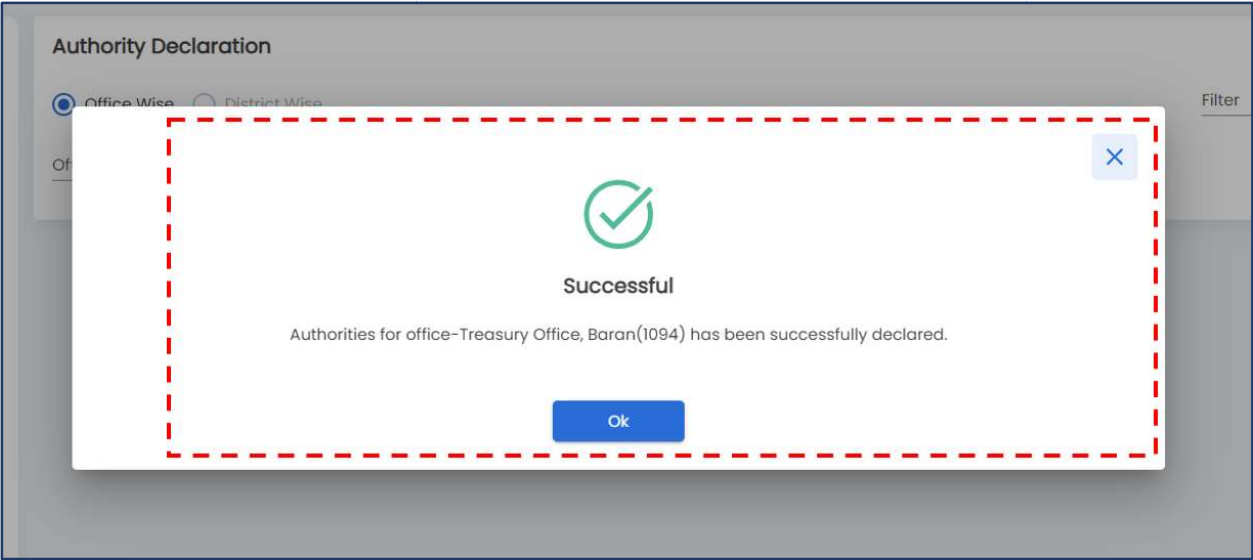


Figure 19: Successful message

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

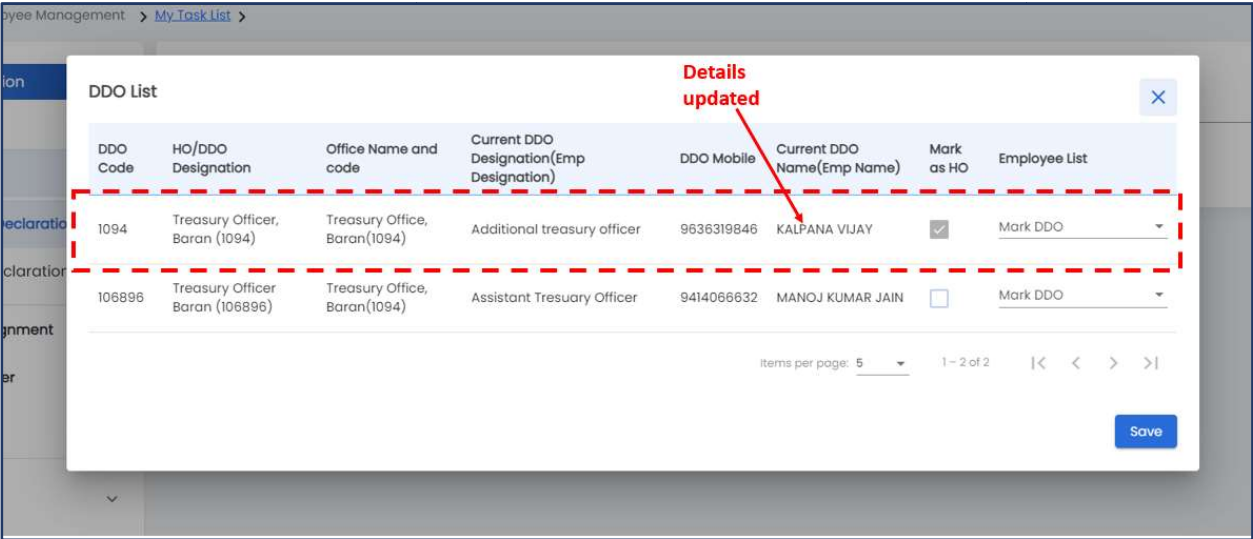


Figure 20: Changes displayed

## 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)

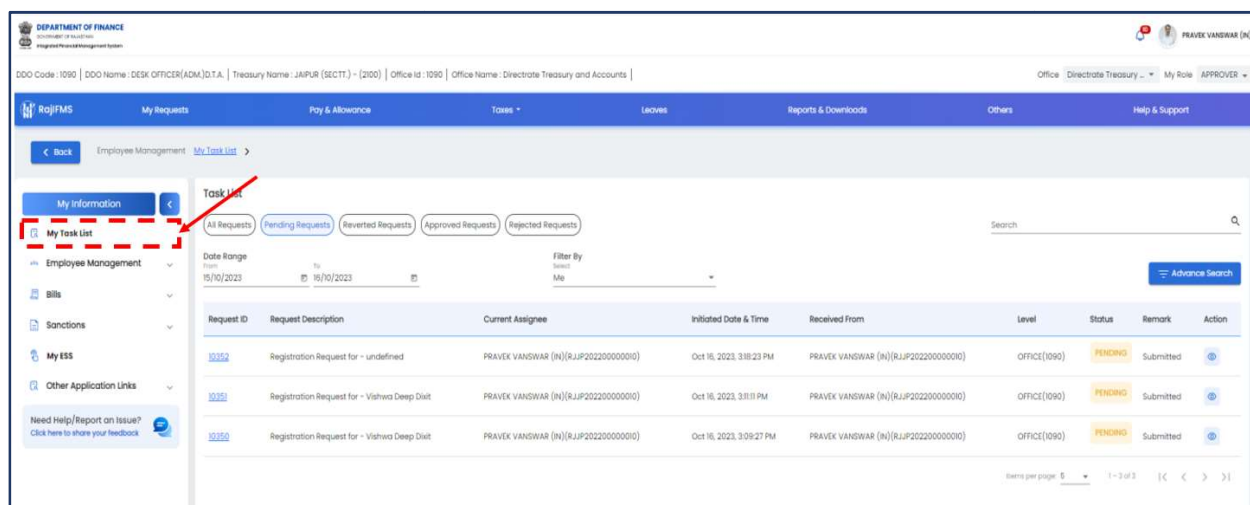


Figure 21: My task list page

- 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

- |                            |   |
|----------------------------|---|
| <b>2. Action URL link</b>  | - <a href="https://ifms.rajasthan.gov.in/ifmssso">https://ifms.rajasthan.gov.in/ifmssso</a>                             |
| <b>3. Actor</b>            | - Maker/Checker/HoO (Approver)  |
| <b>4. Navigation Steps</b> | - User shall login into the system using steps as mentioned under <b>Section 4.1</b> 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

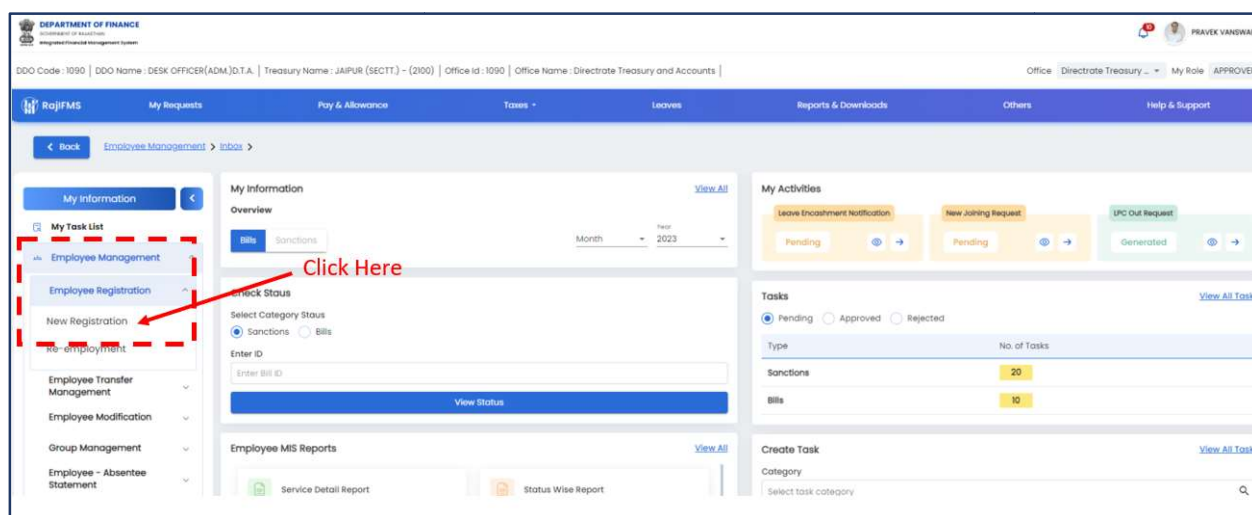


Figure 22: Employee Registration

- 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:

The screenshot shows the 'Employee Registration' interface in the IFMS 3.0 system. The left sidebar contains a 'My Task List' with 'Employee Management' expanded, and 'Employee Registration' is the selected option. The main content area features a progress bar for 'Employee Registration' with six steps: Personal Details, Employee Service, Address, Family Details And Nomination, Bank Details, and Pay Entitlement. The 'Personal Details' step is currently active. Below the progress bar, there is a section for 'Employee Photo' with a circular placeholder and an 'Upload' button. At the bottom, there are input fields for 'Employee Code', 'Jansadhaar id', 'Member id', 'Name', 'Middle Name', and 'Last Name'.

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

The screenshot displays the 'Employee Registration' form with a sidebar on the left containing navigation links like 'New Registration', 'Employee Transfer Management', and 'Bills'. The main form area is titled 'Enter the details' with a red arrow pointing to the input fields. It includes sections for 'Employee Photo' (with an upload button), 'Employee Code', 'Personal Details' (Name, Gender, Date of Birth, Height, Weight, Blood Group, Marital Status, Identification Mark, Email ID, Home State, Social Category), and 'Religion'.

Figure 24: Tab 1- Personal Details

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

This screenshot shows the document upload interface. An 'Open' file dialog is open over the 'Upload required document' section, displaying a list of files in the 'Downloads' folder. The background form shows the 'Documents' section with a table for document details. A red dashed box highlights the 'Choose file' button and the 'sample.pdf' file. A red arrow points to the '+ Add a new document' button with the text 'Click Here'.

Figure 25: Enter details and upload document

- Document uploaded successfully message displayed

The screenshot shows the IFMS 3.0 Employee Management interface. A success message dialog box is displayed in the center, stating "Document Uploaded Successfully." with an "OK" button. The background form contains employee details for Vishwa Deep Dixit, including fields for Name, Middle Name, Last Name, Gender, Date of Birth, Height, Blood Group, Identification Mark, and Marital Status. The interface also features a top navigation bar with links like "Pay & Allowance", "Taxes", "Leaves", "Reports & Downloads", "Others", and "Help & Support".

Figure 26: Success upload message

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

The screenshot shows the IFMS 3.0 Employee Management interface with a success message dialog box displayed in the center. The message states "Successful" and "Draft Saved Successfully with request id 10363", accompanied by a green checkmark icon and an "OK" button. The background form contains employee details for Vishwa Deep Dixit, including fields for Name, Middle Name, Last Name, Gender, Date of Birth, Height, Blood Group, Identification Mark, and Marital Status. The interface also features a top navigation bar with links like "Pay & Allowance", "Taxes", "Leaves", "Reports & Downloads", "Others", and "Help & Support".

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	RGHS	BELT NO.

Figure 28: Tab 2- Employee Service

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

**Upload required document**

File Name: [ ] All Files (\*.\*)

Open Cancel

Are you getting pension from previous military service?

Yes No

Are you getting civil service pension?

Yes No

Documents Types: Appointment Letter

Document Name: sample.pdf

Max file size 2MB

**Click Here**

+ Add a new document

Figure 29: Upload document page

- Document uploaded successfully message displayed

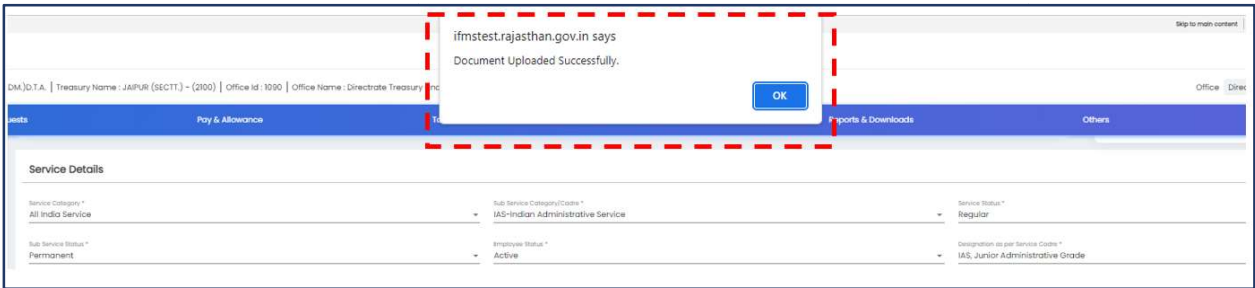


Figure 30: Success Upload message

- Click on “Save as draft” button

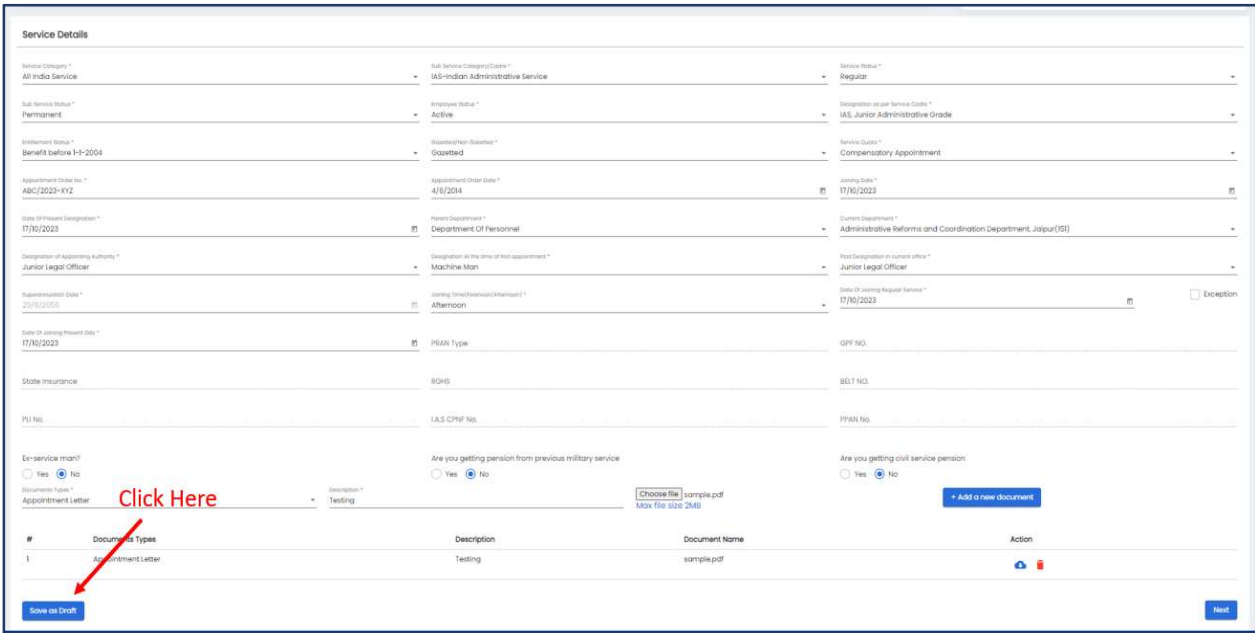


Figure 31: Save as draft

- Success message will get displayed with request Id

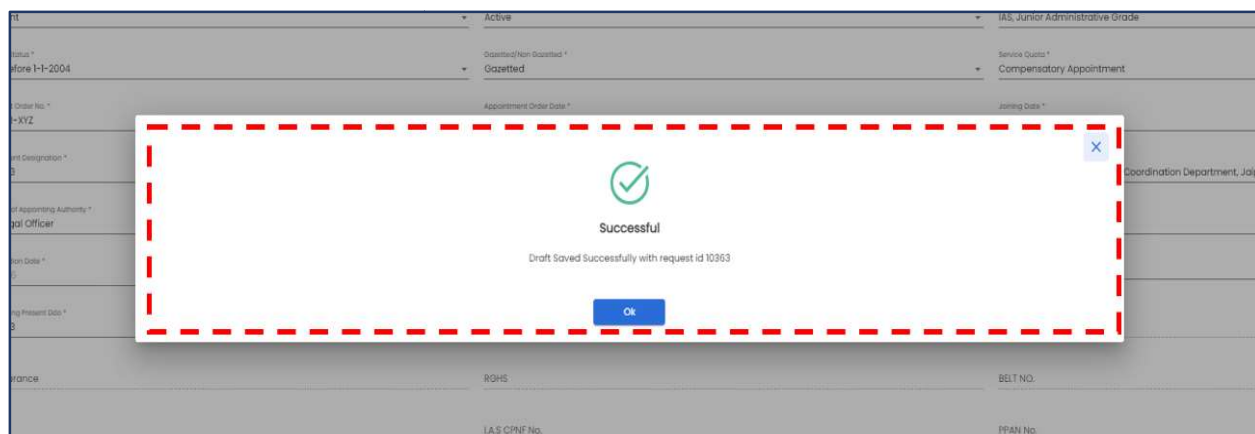


Figure 32: Data successfully saved

- 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

#	Name	Relationship	Date of Birth	Janadhar id	Janadhar Member id	Gender	Action
1	Ranjana Dixit			934403020	2249300894		
2	Anurag Dixit			934403020	508303477		
3	Vishwa Deep Dixit			934403020	3829375802		
4	Saumya Dixit			934403020	2670009834		

Schemes	Name Of Nominee	Relation	Share %	Action
Continuation			100	

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”

The screenshot shows the 'Bank Details' tab in the Employee Registration process. The progress bar at the top indicates that 'Bank Details' is the current step. The form contains the following fields:

- IFSC Code: BK00000629
- Bank Name: BANK OF INDIA
- Branch Name: NEW GANDHARI ROAD
- Account Number: 6429039000030
- Confirm Account Number: (empty)
- Documents Types: (dropdown menu)
- Description: (text input)
- Choose file: No file chosen (Max file size 2MB)
- Add a new document: (button)
- Save as Draft: (button)
- Next: (button)

*Figure 36: Tab 5- Bank details*

- Document uploaded successfully message displayed

The screenshot shows the same 'Bank Details' tab, but with a success message displayed. The message is: 'ifmstest.rajasthan.gov.in says Document Uploaded Successfully.' with an 'OK' button. The progress bar at the bottom shows that 'Bank Details' is completed, and the next step is 'Pay Entitlement'.

*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**

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

Complete the steps  
100% Complete

**Pay Entitlement Details**

**Enter required details**

Service Category \*  
All India Service

Sub Service Category/Code \*  
IAS-Indian Administrative Service

Designation as per Service Code \*  
IAS, Junior Administrative Grade

Pay Commission \*  
Seventh

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

Pay Scale \*  
L6(21500-68000)

Date of present Pay Scale \*  
26/10/2023

Basic Pay \*  
68000

Dearness Allowance \*  
42

Govt Quarter ☐ Yes ☒ No

House Rent Allowance Rate \*

☐ 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**

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

Complete the steps  
100% Complete

**Pay Entitlement Details**

Service Category \*  
All India Service

Sub Service Category/Code \*  
IAS-Indian Administrative Service

Designation as per Service Code \*  
IAS, Junior Administrative Grade

Pay Commission \*  
Seventh

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

Pay Scale \*  
L6(21500-68000)

Date of present Pay Scale \*  
26/10/2023

Basic Pay \*  
68000

Dearness Allowance \*  
42

Govt Quarter ☐ Yes ☒ No

House Rent Allowance Rate \*

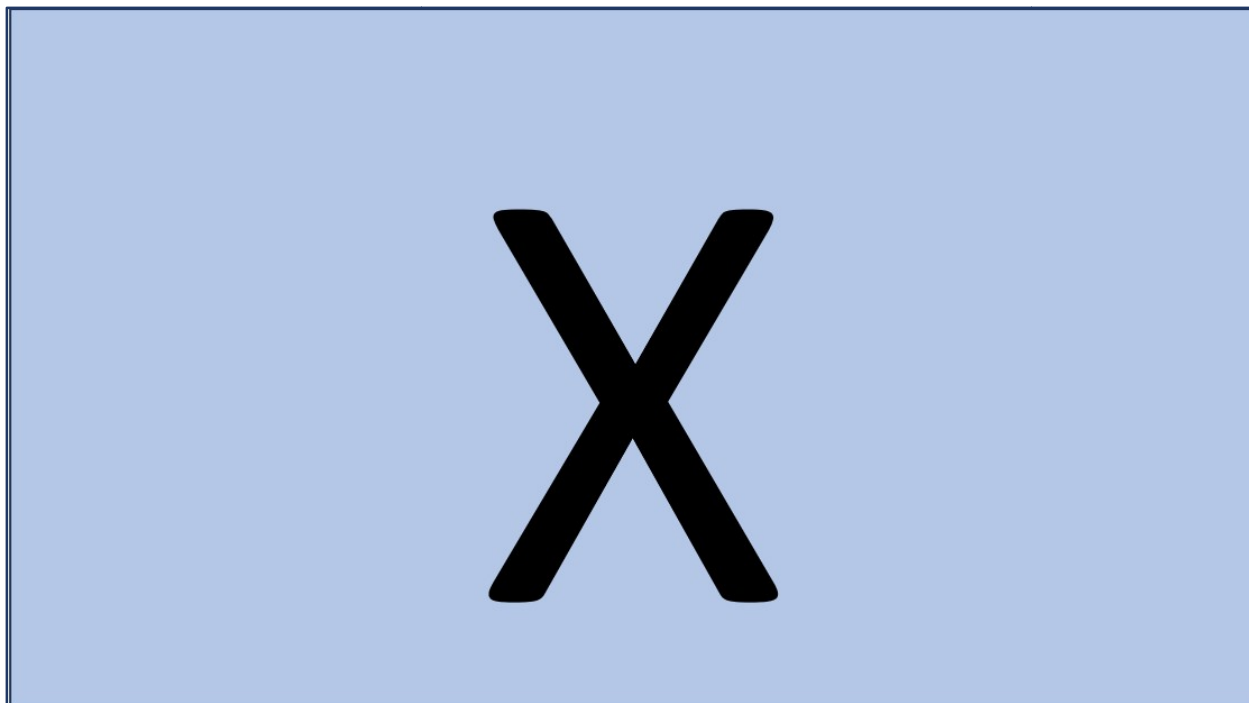
☐ Show Salary Allowances and Deductions

**Confirm**  
Are you sure want to approve

No Yes

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”

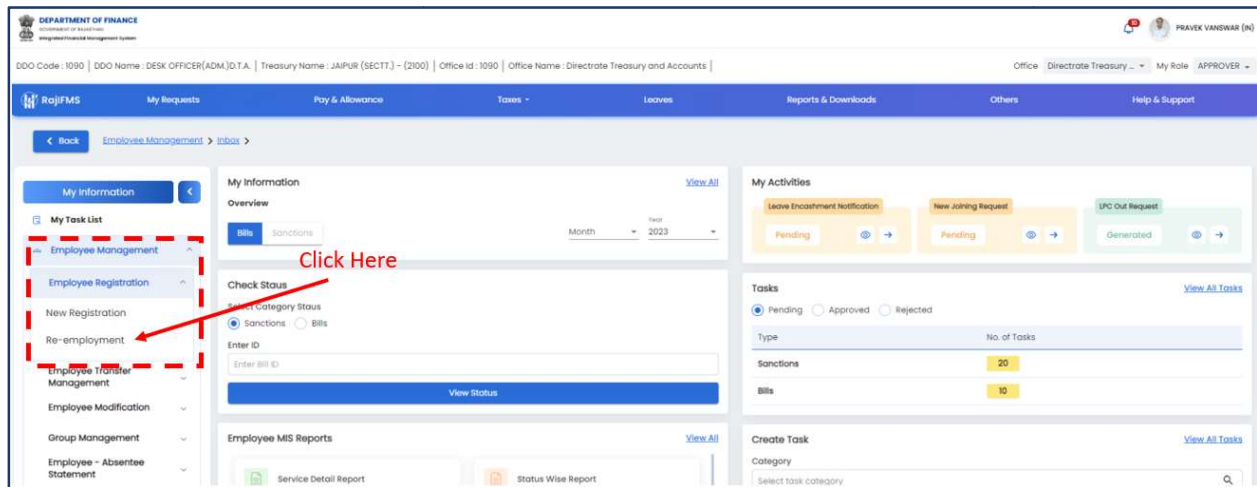


Figure 41: Re-employment screen

- 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”

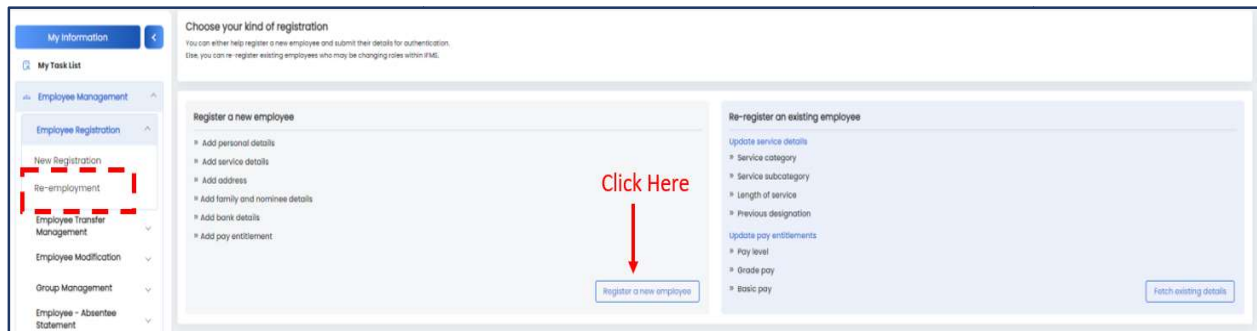


Figure 42: Register new employee

- Employee registration page gets open

DEPARTMENT OF FINANCE  
OFFICE OF THE SECRETARY  
Employee Management

DDO Code : 1090 | DDO Name : DESK OFFICER(ADM.)D.T.A. | Treasury Name : JAMPUR (SECT.) - (2100) | Office Id : 1090 | Office Name : Directorate Treasury and Accounts | Office : Directorate Treasury ... | My Role : APPROVER

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

Back Employee Management Registration

My Information My Task List

Employee Management

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

Employee Registration

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

Complete the steps

0% Complete

Employee Photo

Upload Recent Employee Photograph\*

YOU CAN UPLOAD A JPG, GIF, OR PNG FILE. MAXIMUM FILE SIZE IS 1 MB.

Upload

Employee Code Jonadhaar Id Member Id \*

Name \* Middle Name Last Name \*

Gender \* Date of Birth \* Date of Birth in Word

Height(in centimeter) Blood Group \* Identification Mark

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”

My Information My Task List

Employee Management

Employee Registration

New Registration

Re-employment

Employee Transfer Management

Employee Modification

Group Management

Employee - Absentee Statement

Choose your kind of registration

You can either help register a new employee and submit their details for authentication. Else, you can re-register existing employees who may be changing roles within IFMS.

Register a new employee

- Add personal details
- Add service details
- Add address
- Add family and nominee details
- Add bank details
- Add pay entitlement

Register a new employee

Re-register an existing employee

- Update service details
- Service category
- Service subcategory
- Length of service
- Previous designation
- Update pay entitlements
- Pay level
- Grade pay
- Basic pay

Fetch existing details

Click Here

Figure 44: Existing employee

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

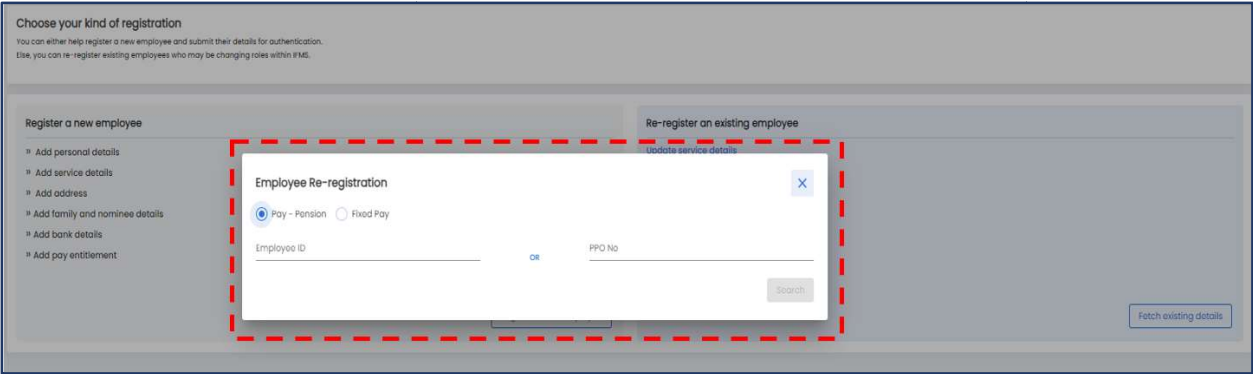


Figure 45: Fetch details

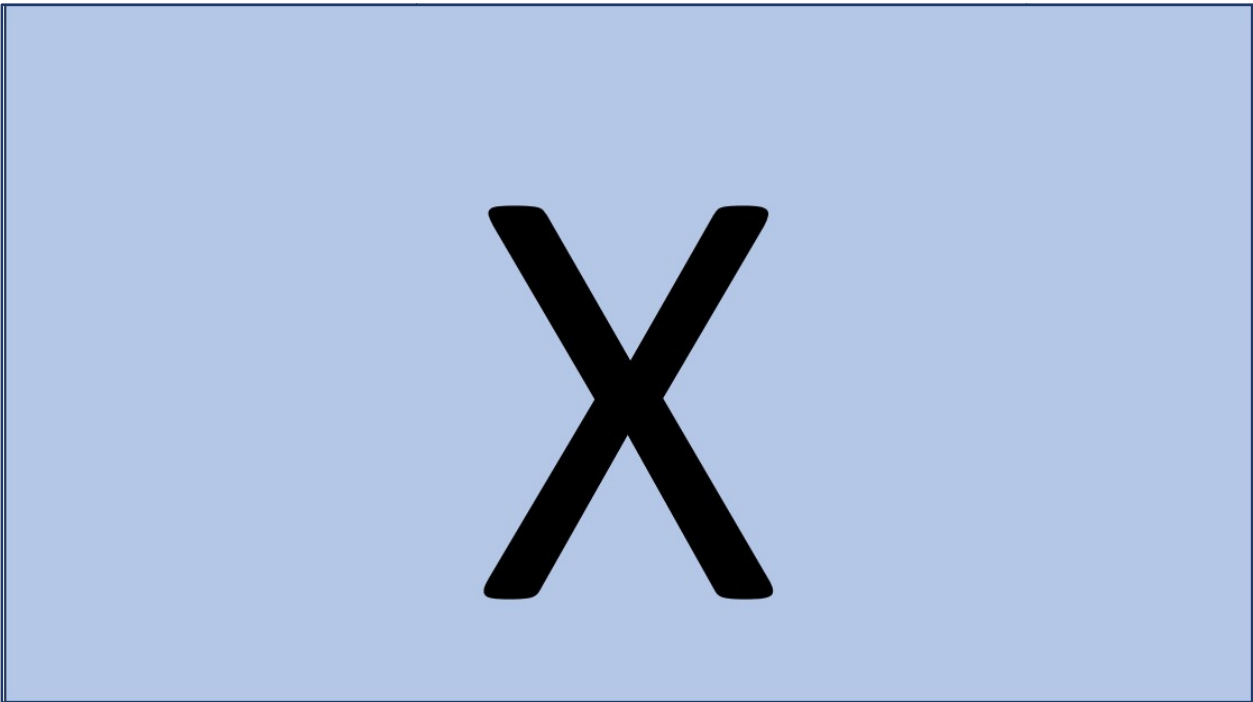


Figure 46: Next Screen

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)

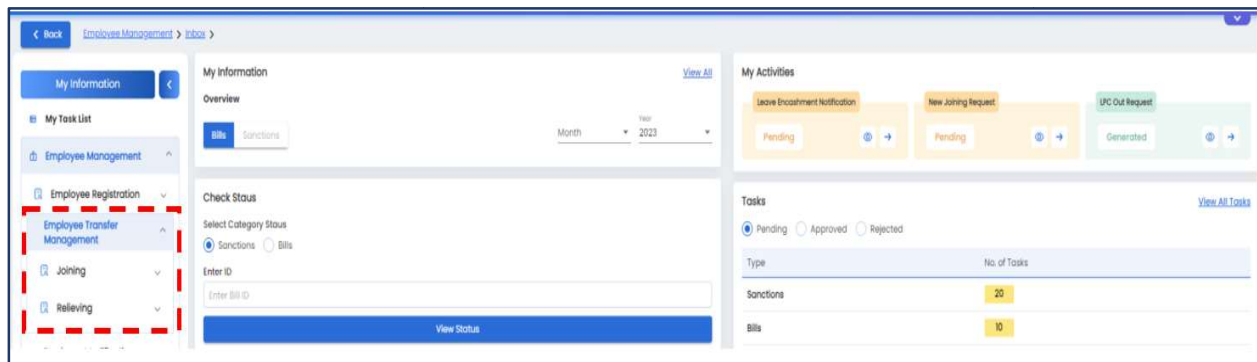


Figure 47: Employee Transfer Management

- Click “**Relieving**” option from the menu



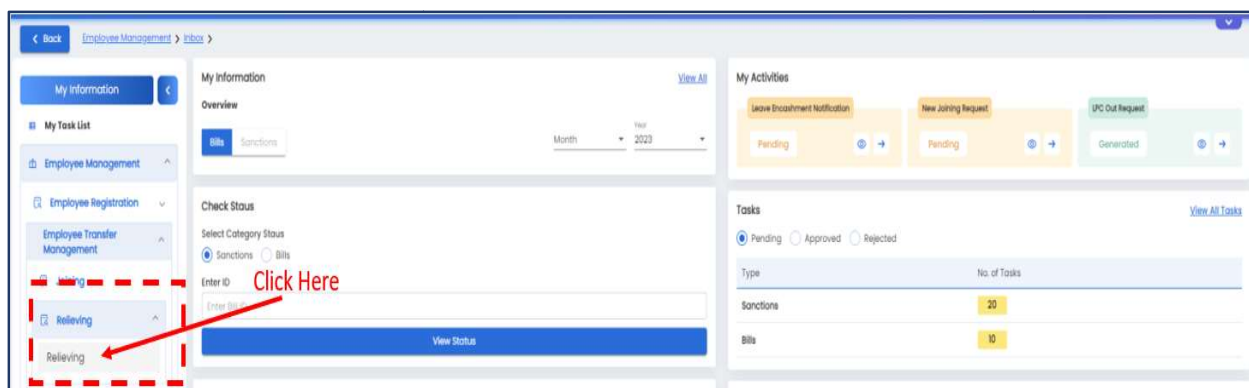


Figure 48: Relieving Screen

- 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

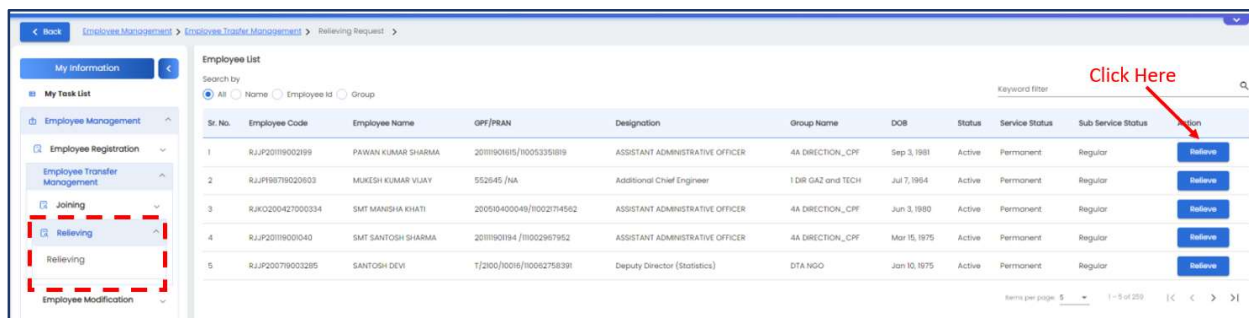


Figure 49: Relieving Initiation

- Employee details displayed

**Employee details**

Employee Name: PAWAN KUMAR SHARMA  
Employee ID: RJP201900299  
Employee Designation: ASSISTANT ADMINISTRATIVE OFFICER  
DDO Code: 801  
Employee GPF/PSAN: 20190105/1005335819  
Group: AA.DIRECTION\_CPF  
Office Name: Chief Engineer, Water Resources Department, Rajasthan, Jaipur

Relieving Request \*

Transfer Order No. \*  
Transfer Order Date \*  
Transfer Order Authority \*

Relieving Order No.  
Relieving Date \*  
Relieving Time \*  
Suspension Order No.

Suspension Order Date  
Suspension Time  
Relieving Authority \*  
Joining Department \*

Joining Office \*  
Joining Location \*  
Salary Paid Up to \*

Remaining CL Balance \*

View Salary of Financial Year/Details of Recoveries  
[Click Here](#)

**Documents**

Document Types  
Description \*

Choose File  
Drag & drop or browse

Figure 50: Employee details displayed

- Please fill the required details

**Enter details**

Employee Name: MUKESH KUMAR VIJAY  
Employee ID: RJP198719020503  
Employee Designation: Additional Chief Engineer  
DDO Code: 801  
Employee GPF/PSAN: 552545 /NA  
Group: 1 DIR GAZ and TECH  
Office Name: Chief Engineer, Water Resources Department, Rajasthan, Jaipur

Relieving Request \*  
General Transfer

Transfer Order No. \*  
FN256  
Transfer Order Date \*  
3/11/2023  
Transfer Order Authority \*  
HOD

Relieving Order No.  
Relieving Date \*  
3/11/2023  
Relieving Time \*  
Forenoon  
Suspension Order No.

Suspension Order Date  
Suspension Time  
Relieving Authority \*  
HOD  
Joining Department \*  
Treasures and Accounts Department, Jaipur(105)

Joining Office \*  
Directrate Treasury and Accounts (1090)  
Joining Location \*  
Jaipur  
Salary Paid Up to \*  
3/11/2023

Remaining CL Balance \*  
12  
Remaining RH Balance \*  
1

View Salary of Financial Year/Details of Recoveries  
[Click Here](#)

**Documents**

Document Types  
Description \*

Choose File  
Drag & drop or browse

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

Government of Rajasthan

Office Name Chief Engineer, Water Resources Department, Rajasthan, Jaipur (Office ID 801)

File No.: \_\_\_\_\_ Date: 21/11/2023

Subject > Regarding Relieving of Employee Name **SH. RAJESH KUMAR** Employee ID **2950978**  
 Designation **Assistant Engineer** Service Name **State Service, SSOID RJB1201409020298**

**Relieving order**

In accordance to the orders of  
 (Govt. Department) Department Name Water Resources Department, Jaipur Department Code 47

Employee Name **SH. RAJESH KUMAR** Employee ID **2950978** Designation **Assistant Engineer** has been transferred to Office Name Designation **Assistant Engineer** vide order no. date **null** of the office/department. In compliance of the above he/she is hereby relieved on date **null** in the session (F/N or A/N) from this office.

Name & Signature  
 of the HoO  
 (904)

*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)

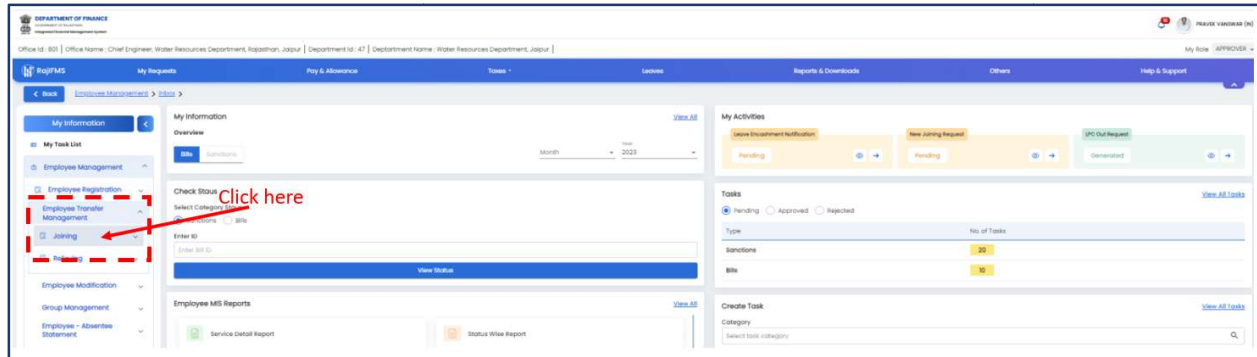


Figure 57: Joining Screen

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

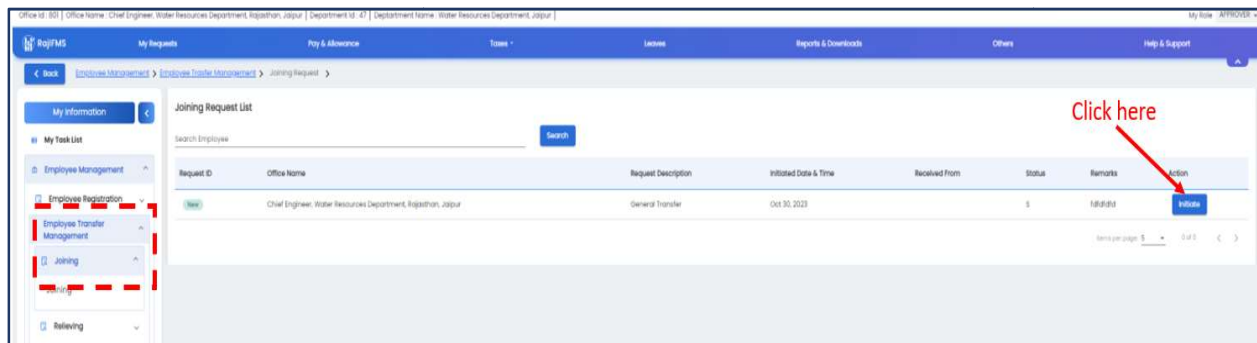


Figure 58: Initiation process

- Employee details displayed
- Select the options from radio button

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

Basic Details

Employee Name: Deepika Palwalpalwal | Employee ID: RAJSD225000428 | Employee Designation: Deputy Adikshaka (Training Reserve) | DOB Code: -

Employee GRI/NAE: - | Office Name: Chief Engineer, Water Resources Department, Rajasthan, Jaipur

Want to transfer authority: ☐ Yes ☒ No **Select**

Reason:

Joining Details

Joining Designation: - | Joining Date: - | Joining Time: - | Relieving Date: -

Joining Location: Jaipur | Joining Treasury: JAFUR (SECT1)

Pay Entitlement as per Joining Office:

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

Add Documents:

Submit

Figure 59: Select options

- Enter the required details

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

Basic Details

Employee Name: Deepika Palwalpalwal | Employee ID: RAJSD225000428 | Employee Designation: Deputy Adikshaka (Training Reserve) | DOB Code: -

Employee GRI/NAE: - | Office Name: Chief Engineer, Water Resources Department, Rajasthan, Jaipur

Want to transfer authority: ☐ Yes ☒ No **Enter details**

Reason:

Joining Details

Joining Designation: - | Joining Date: - | Joining Time: - | Relieving Date: -

Joining Location: Jaipur | Joining Treasury: JAFUR (SECT1)

Pay Entitlement as per Joining Office:

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

Add Documents:

Submit

Figure 60: Enter details

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

The screenshot shows the IFMS 3.0 Employee Management interface. The left sidebar contains a 'My Task List' with 'Employee Management' expanded, showing 'Employee Registration', 'Joining', and 'Relieving'. The 'Joining' option is highlighted with a red dashed box. The main content area displays 'Basic Details' for a joining request, including Employee Name, Employee ID, Employee Designation, and Office Name. Below this, there are sections for 'Revert to transfer authority', 'Joining Details', and 'Pay Entitlement as per joining details'. A red arrow points to the 'Click here' link under the 'Pay Entitlement as per joining details' section.

Figure 61: View details

- User can print/ download the pdf displayed

The screenshot shows the IFMS 3.0 Employee Management interface with a PDF document titled 'Last Pay Certificate' displayed in a viewer. The PDF content includes the header 'Integrate financial management System, Govt. of Rajasthan' and 'Last Pay Certificate, Chief Engineer Office, PHED, Jaipur'. It contains two sections: '1. Official Details' and '2. Employee Details'. The 'Official Details' section includes fields for Transfer From Office, Transfer to Office, Office No., Reporting Date & Time, Reason of Leave, and Office ID. The 'Employee Details' section includes fields for Employee Name, Employee ID, Employee Designation, Pay, Pay Band, Basic Pay, Dearness Allowance, and Bank Details. A red dashed box highlights the PDF content, and a red arrow points to the 'Download' button at the bottom right.

Figure 62: Pdf displayed

- Click Yes button to the Submit request confirmation message



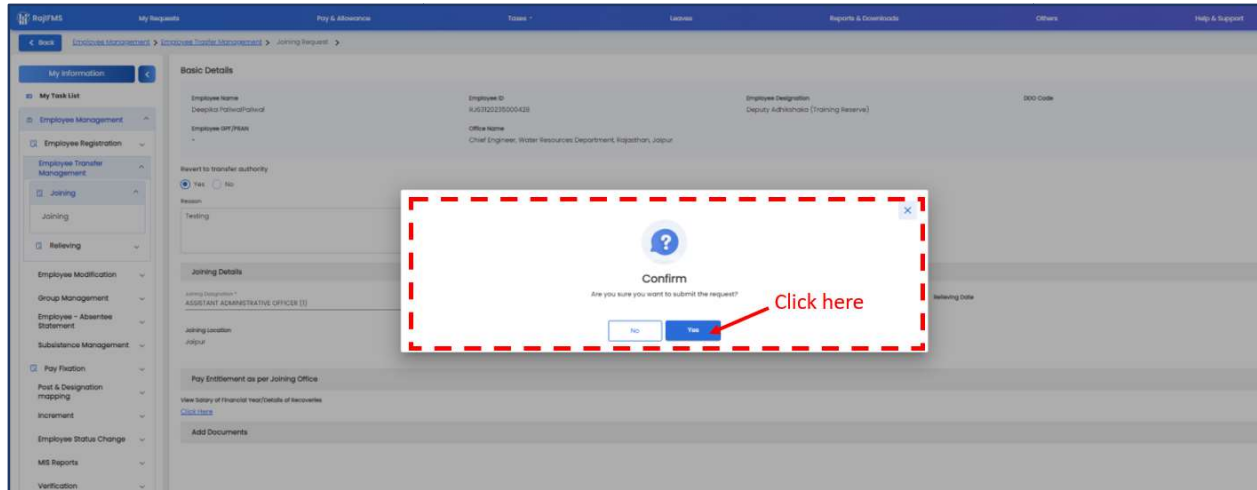


Figure 63: Confirmation message

- Success message will be displayed

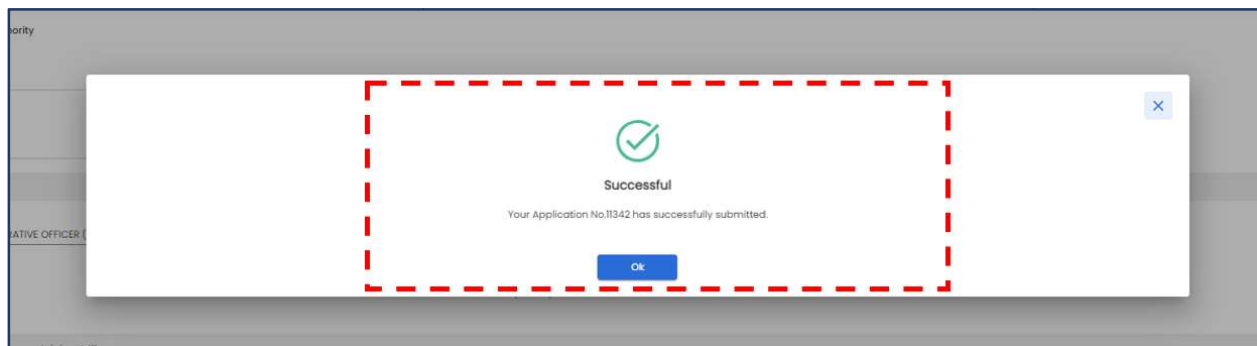


Figure 64: Successful message

## 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)

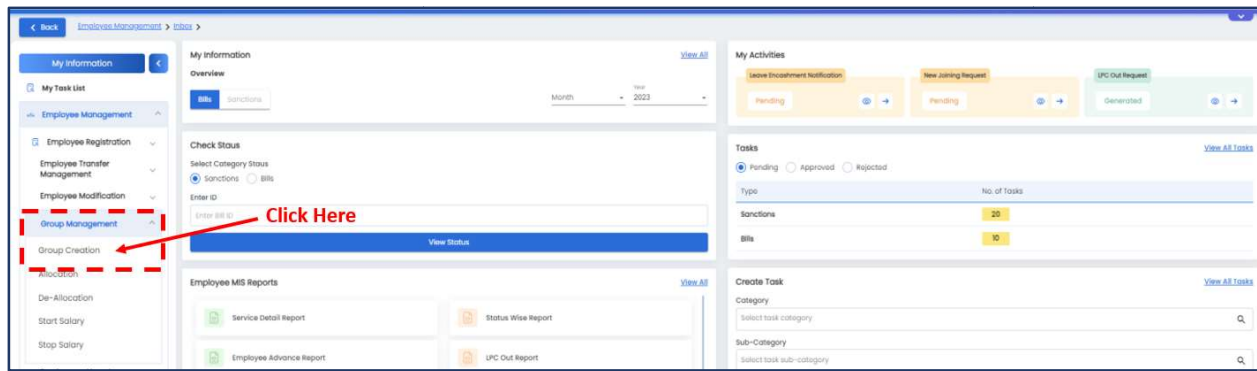


Figure 65: Select group creation

- 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.

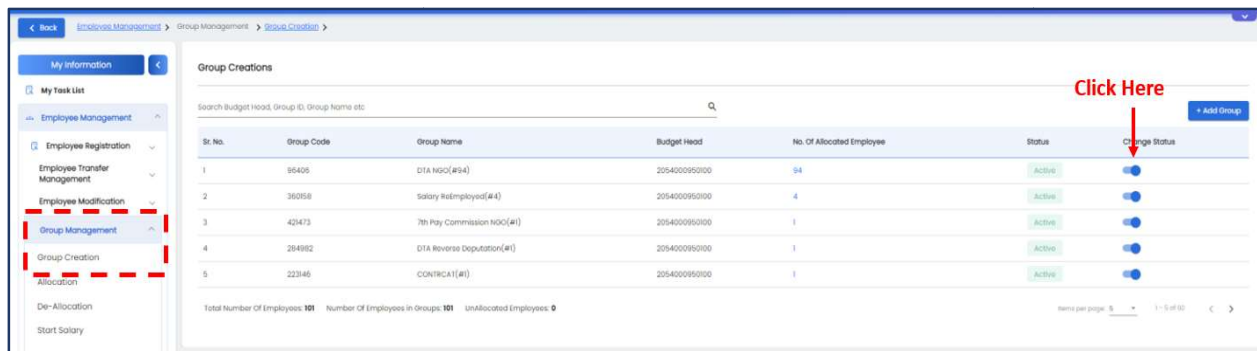


Figure 66: Change status

- Click “Yes” button to change the status

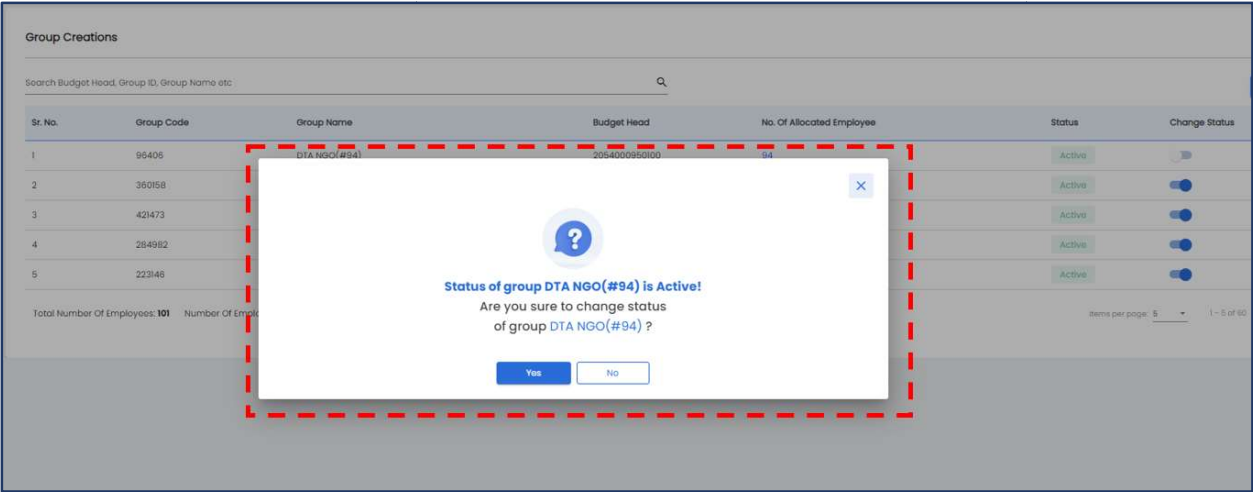


Figure 67: Confirmation message

- Successful message gets displayed.

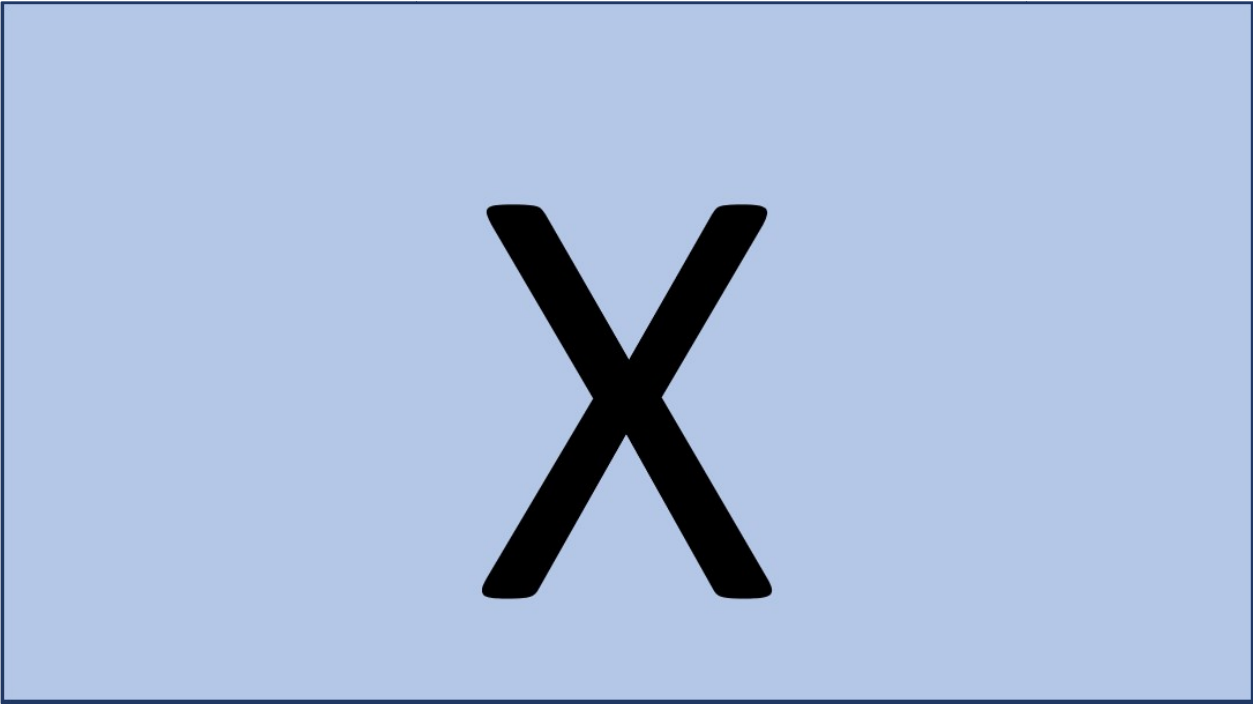


Figure 68: Successful message Awaited

- Status changed for the group

Group Creations

Search Budget Head, Group ID, Group Name etc

**Status changed** [+ Add Group](#)

Sr. No.	Group Code	Group Name	Budget Head	No. Of Allocated Employee	Status	Change Status
1	96406	DTA NGO(#94)	2054000950100	94	InActive	<input 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

**Click Here** [+ Add Group](#)

Sr. No.	Group Code	Group Name	Budget Head	No. Of Allocated Employee	Status	Change Status
1	96406	DTA NGO(#94)	2054000950100	94	InActive	<input 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

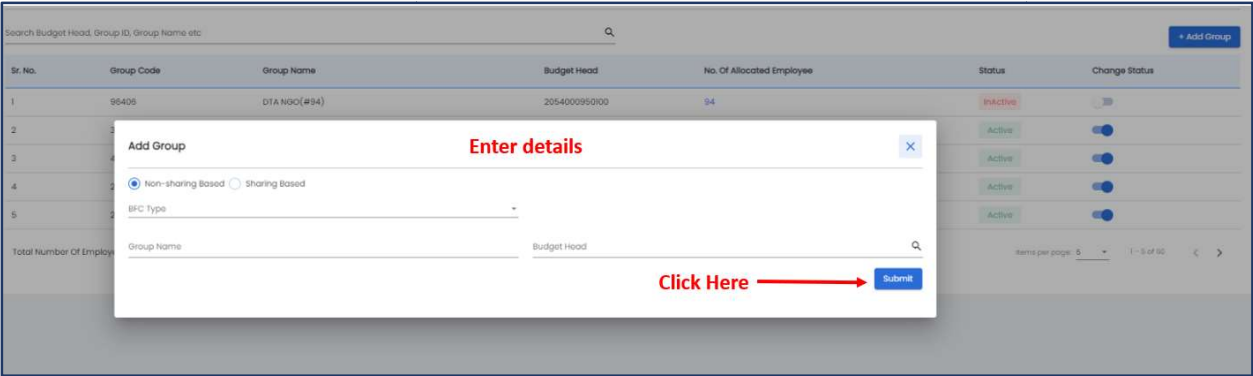


Figure 71: Enter details - Add group

- Successful message get displayed

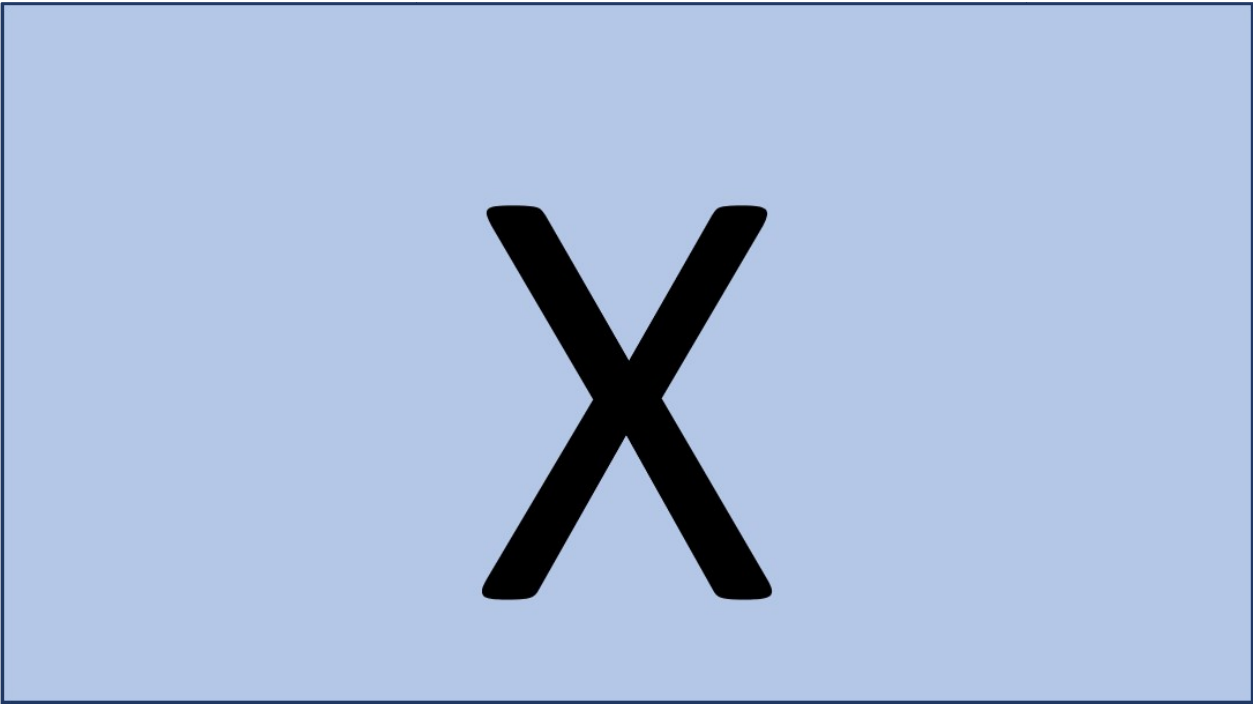


Figure 72: Success message

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)

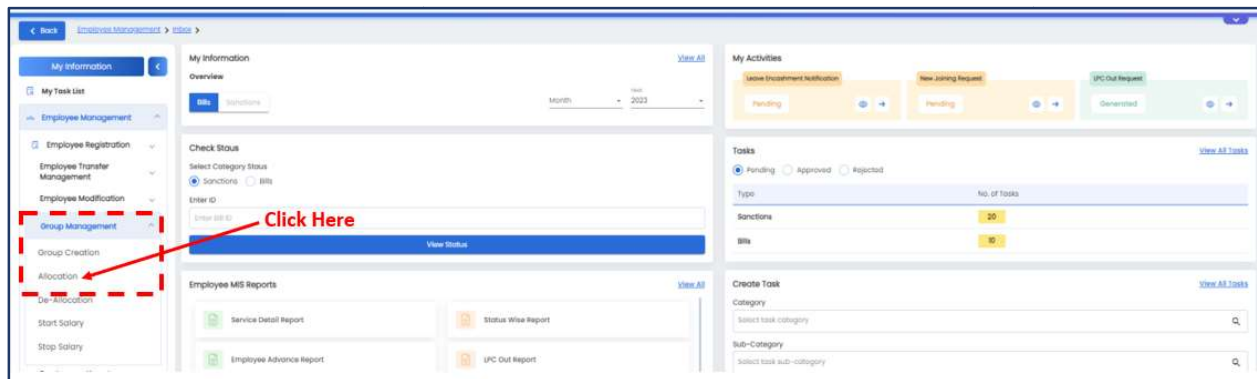


Figure 73: Allocation

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

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

Back Employee Management > Group Management > Group Allocation >

My Information <

My Task List

Employee Management

Employee Registration

Employee Transfer Management

Employee Modification

Group Management

Group Creation

Allocation

Allocation

Allocate

Search Employee

Sr. No.	Employee Name	Employee Id	Designation	GPF/Pran	Service Category	Group Name	Allocate
1	MANISH KUMAR BAIRWA	RJGA201435019590	Assistant Engineer	RJGA201435019590/110057873407	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

Search Employee

Sr. No.	Employee Name	Employee Id	Designation	GPF/Pran	Service Category	Group Name	Allocate
1	MANISH KUMAR BAIRWA	RJGA201435019590	Assistant Engineer	RJGA201435019590/110057873407	State Service	Group	<input type="checkbox"/>

Items per page: 5

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



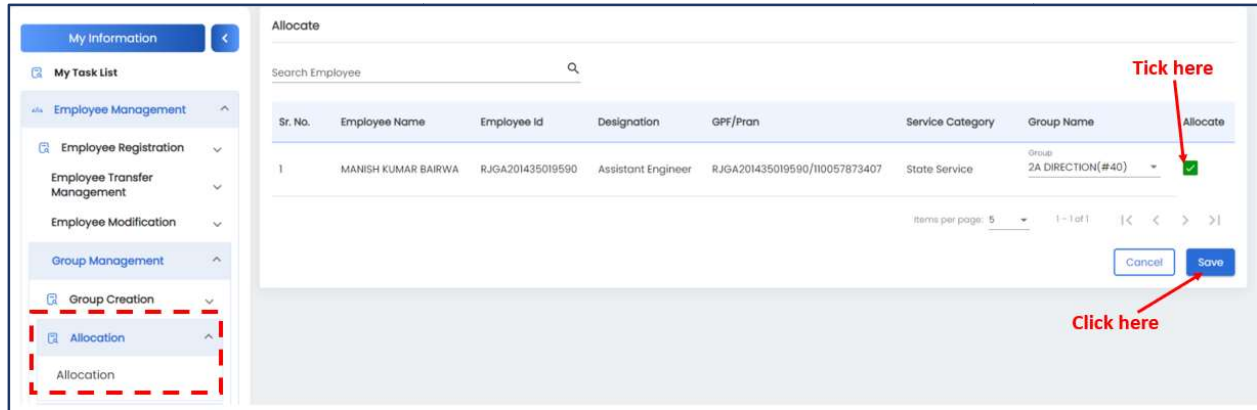


Figure 76: Allocation Save

- Click Yes button to Submit Request

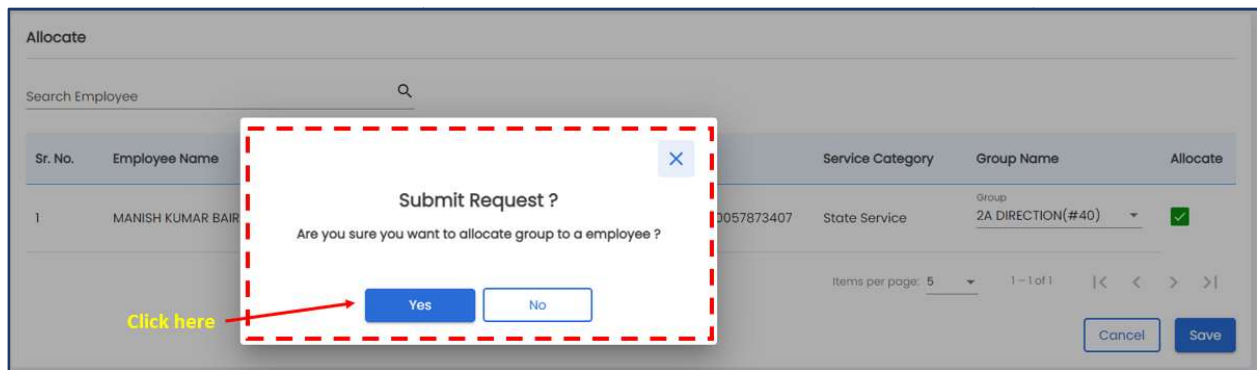
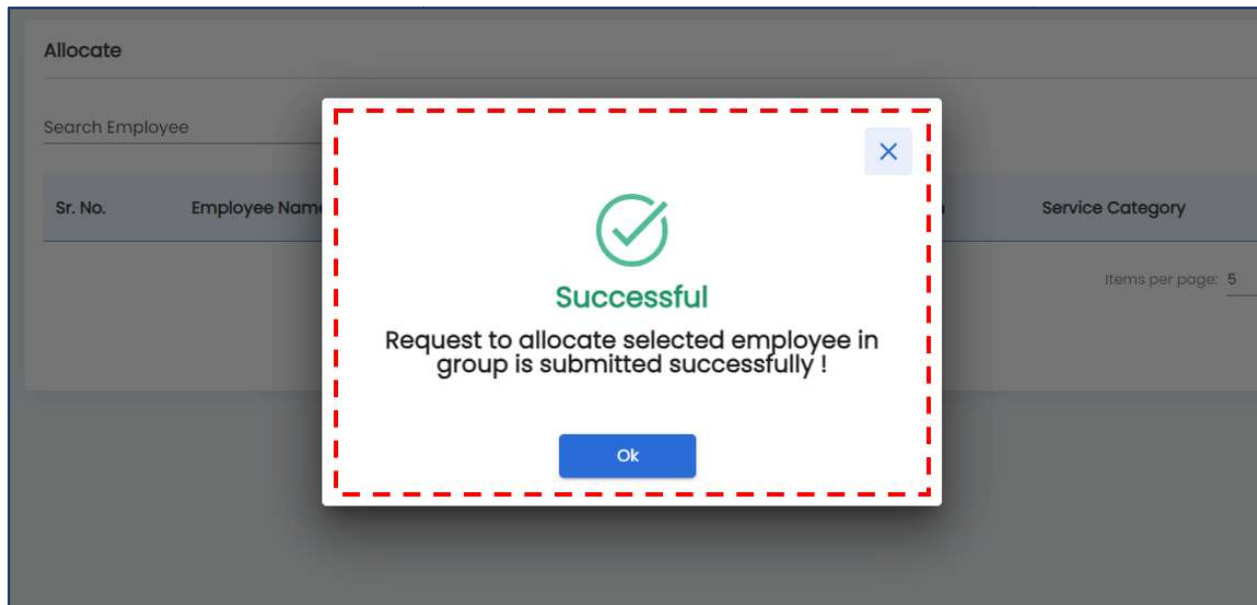


Figure 77: Confirmation submit request

- 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

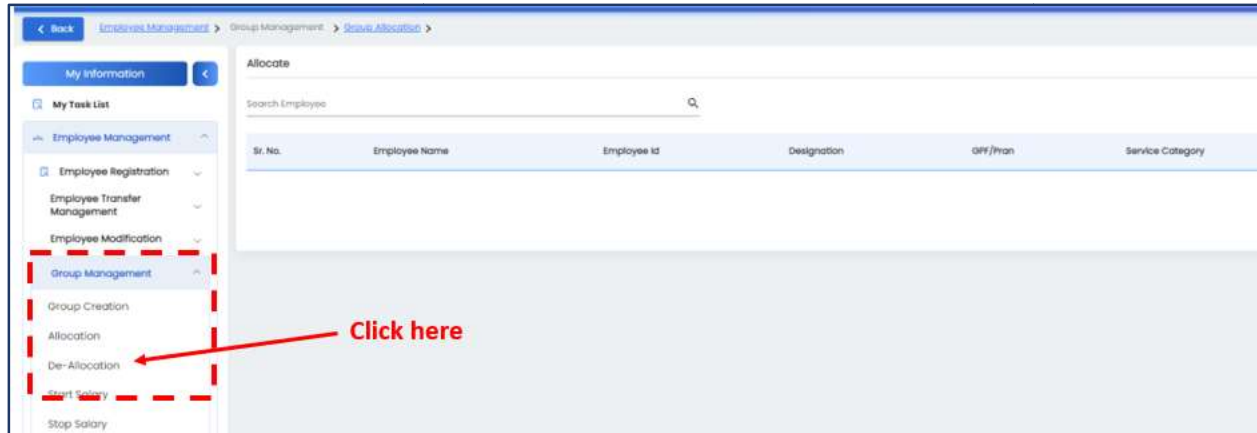


Figure 79: De-allocation

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

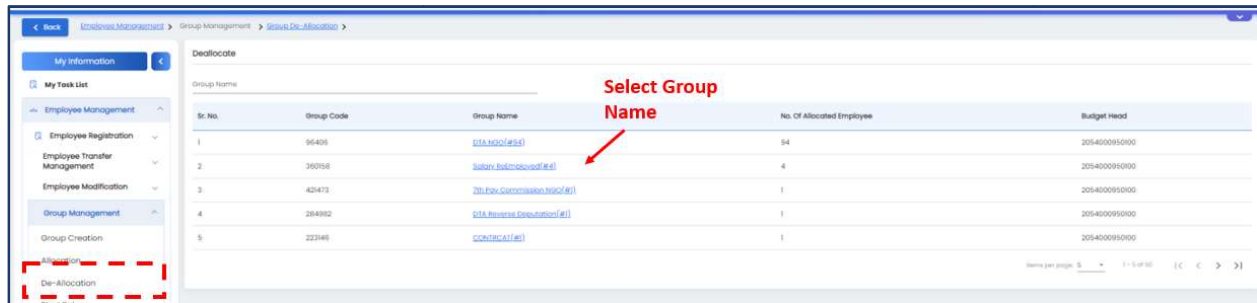


Figure 80: Select Group name

- 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(494) Search Employee

Sr. No.	Employee Name	Employee Id	Group Name	Service Category	GPF Post	Designation	DeAllocate
1	DRVYA SHARMA	RJJP201319028863	DTA NGO	Subordinate	RJJP201319028863/110005359188	सहायक प्रशासक	<input checked="" type="checkbox"/>
2	NIDHI SHARMA	RJBR201204016790	DTA NGO	Subordinate	RJBR201204016790/110014276701	सहायक प्रशासक	<input type="checkbox"/>
3	DHANESH JAIN	RJJP201317028000	DTA NGO	Subordinate	RJJP201317028000/110064854364	सहायक प्रशासक	<input type="checkbox"/>
4	SITARAM BUNKAR	RJJP999919001585	DTA NGO	Class IV	1067092 /0	प्राथमिक शैक्षणिक	<input type="checkbox"/>
5	LAL CHAND KUMAWAT	RJJP201219002497	DTA NGO	Class IV	RJJP201219002497/110072668827	प्राथमिक शैक्षणिक	<input type="checkbox"/>

Items per page: 5 1 - 5 of 54

Cancel Save

**Tick checkbox**

**Click here**

Figure 82: Save changes

- Click Yes button to the Submit request confirmation message

**Submit Request ?**

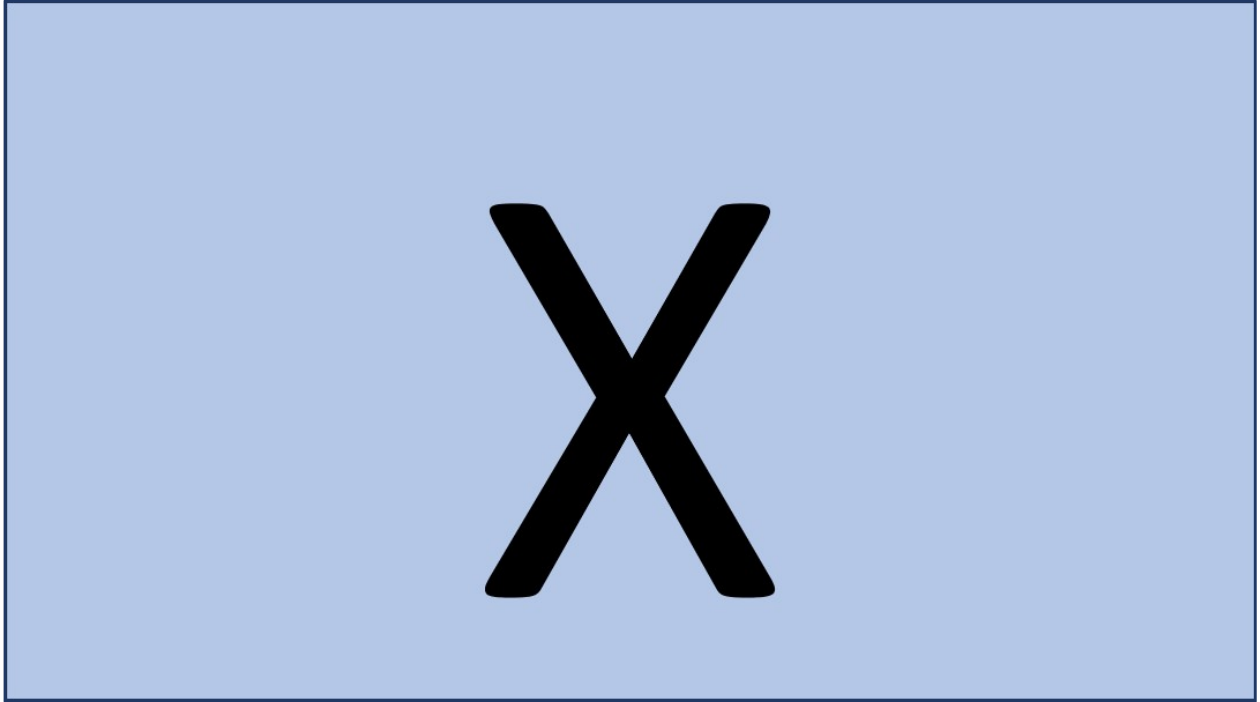
Are you sure you want to deallocate employee from respective group ?

Yes No

**Click here**

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

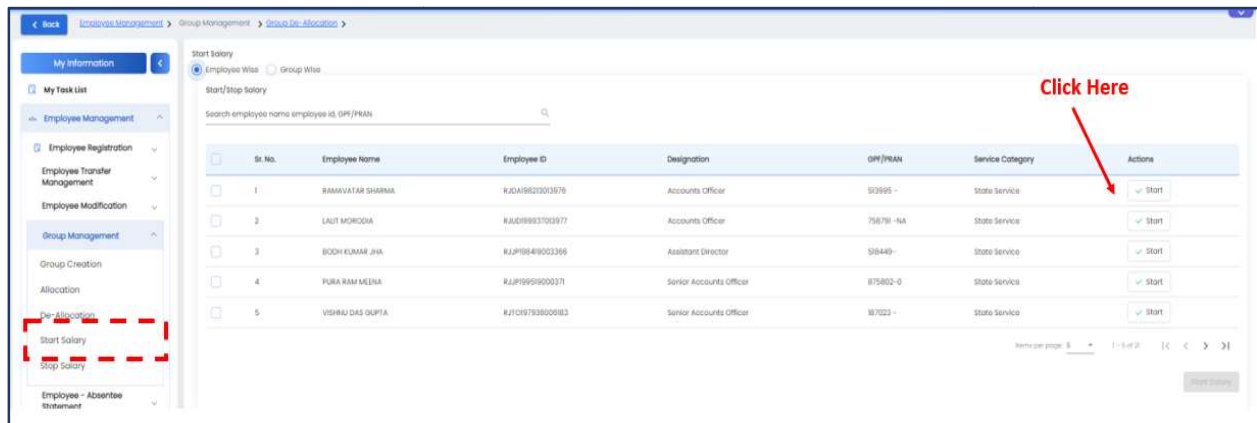


Figure 86: List of employees

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

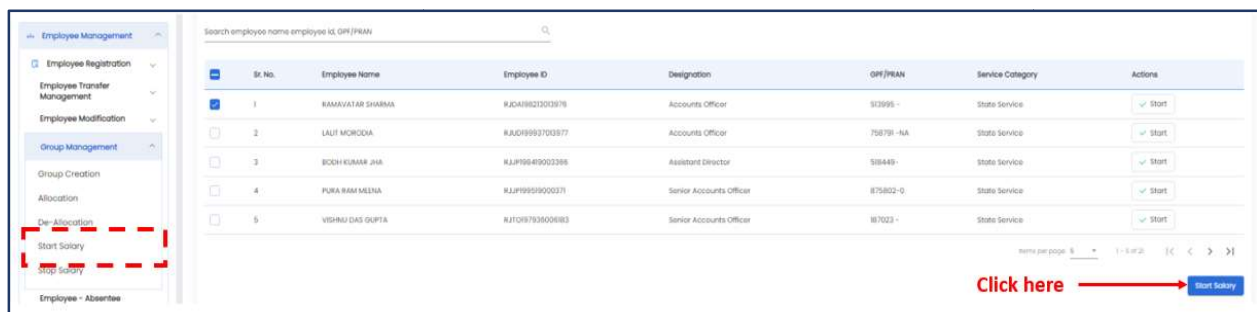


Figure 87: Start Salary selection

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

My Information

My Task List

Employee Management

Employee Registration

Employee Transfer Management

Employee Modification

Group Management

Group Creation

Allocation

De-Allocation

Start Salary

Stop Salary

Search employee name employee ID GPF/PMAN

Sl. No.	Employee Name	Employee ID	Designation	GPF/PMAN	Service Category
1	RAMDEVATAR SHARMA	RJDA198213013976	Accounts Officer	51995 -	State Service

Items per page: 8

Back

Click Here → Submit

Figure 88: Employee details submit

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

Reason For Start

Remarks

Enter Remarks

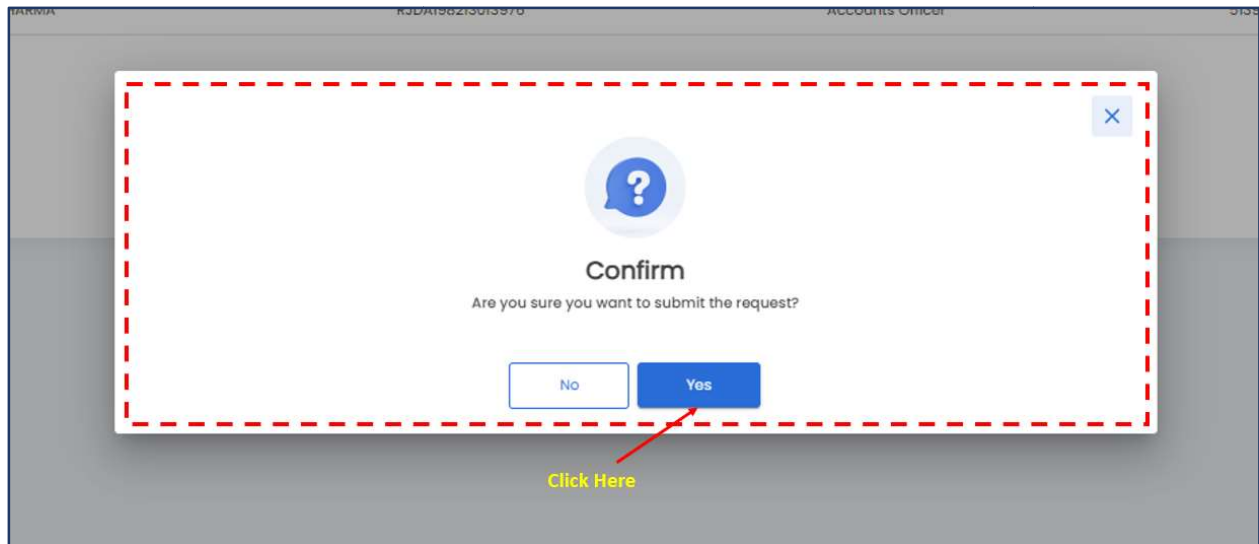
Testing

Cancel Submit

Click Here

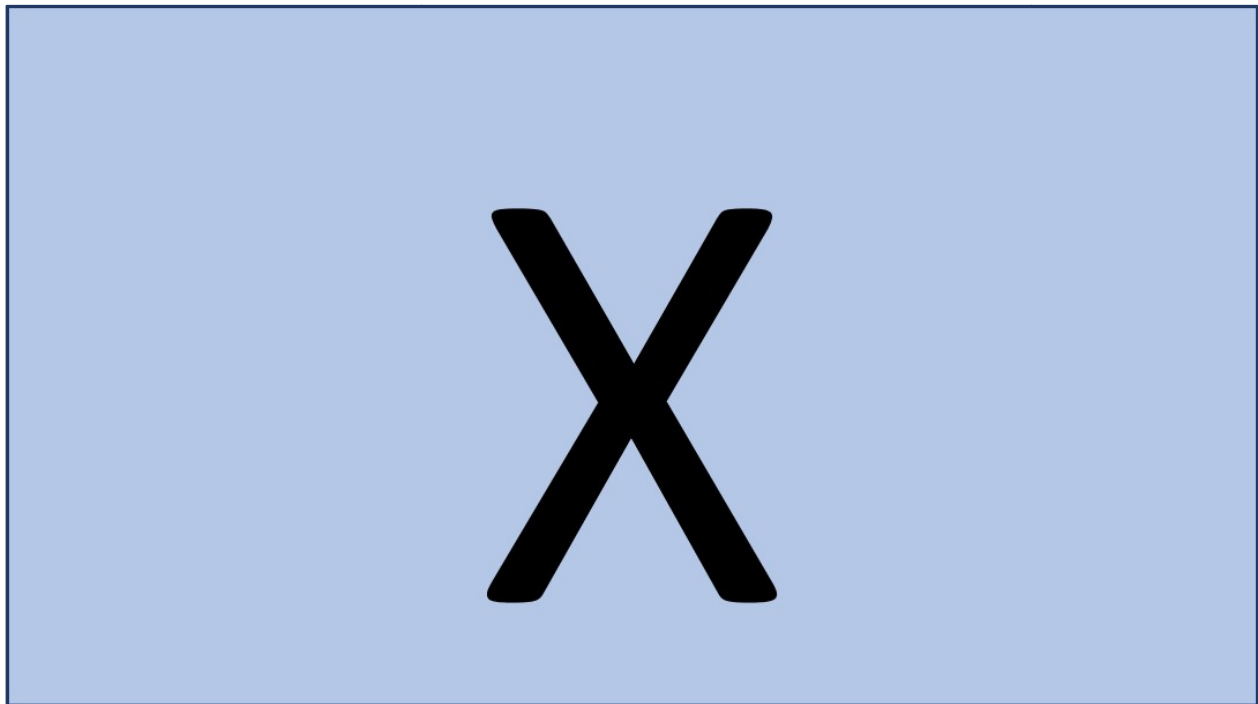
Figure 89: Submit request

- 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)

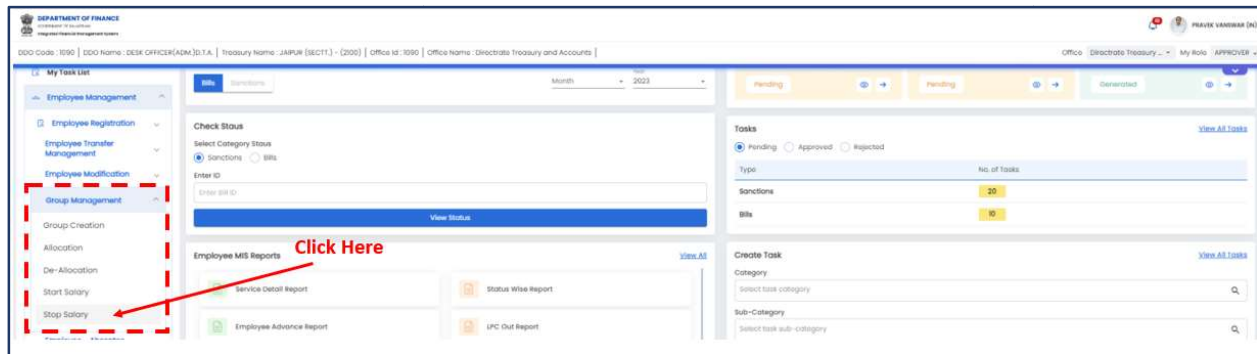


Figure 92: Stop Salary

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

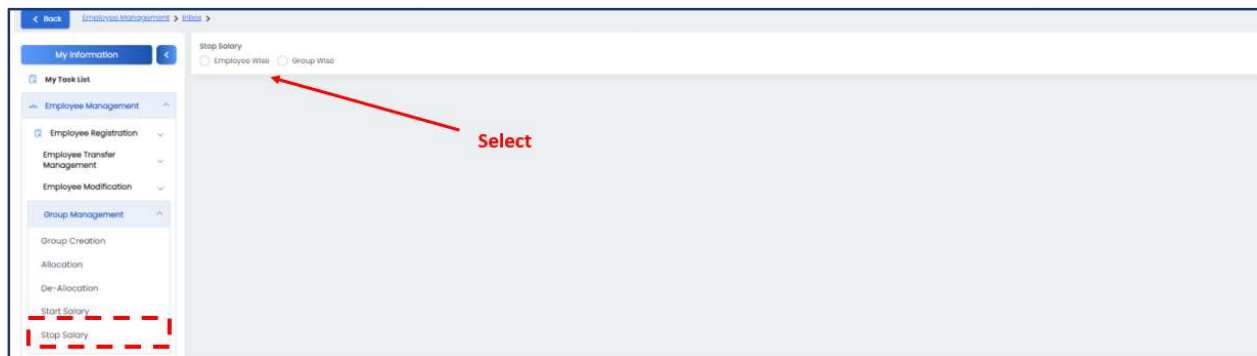


Figure 93: Selection for details

- Select Group name, to get the list of employee

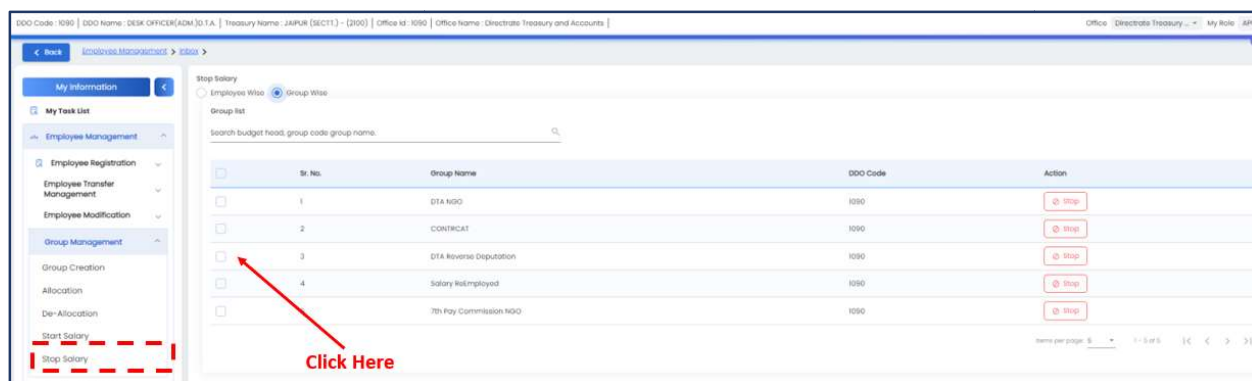


Figure 94: Details selection

- 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

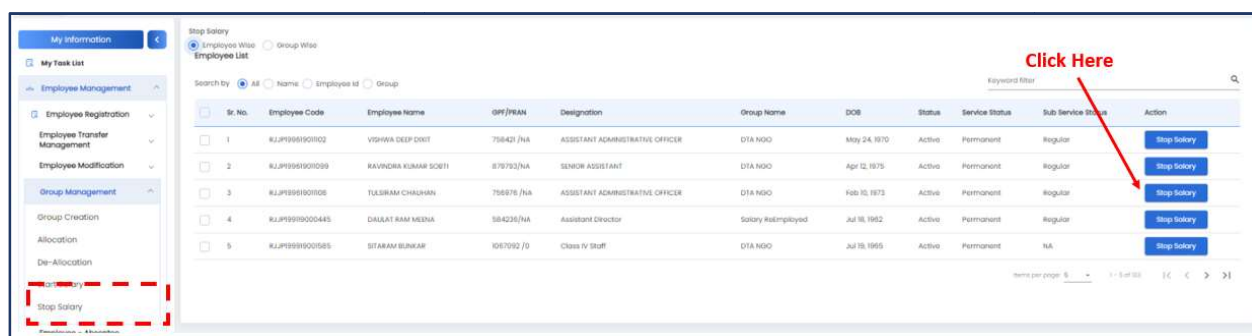


Figure 95: Select employee

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



Figure 96: Stop selected salary

- Click “**Submit**” button

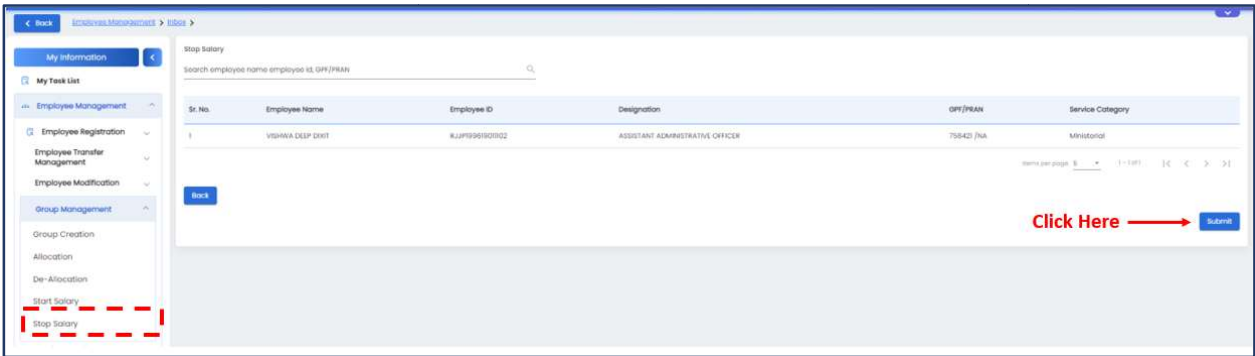


Figure 97: Submit selection

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

Employee Name	Employee ID	Designation	GPF/PRAN
VISHWA DEEP DIXIT	RJJPI99619011102	ASSISTANT ADMINISTRATIVE OFFICER	758421 /NA

**Reason For Stop** ✕

Reason \*

**Select Reason for STOP**

Death

Action from Court

Action from State Govt

Hold Pension

Any Other

Figure 98: Select reason for stop

- Enter Remarks and click **Submit** button

IT
RJJPI99619011102
ASSISTANT ADMINISTRATIVE OFFICER

**Reason For Stop** ✕

Reason \*

Action from Court

Remarks

Testing

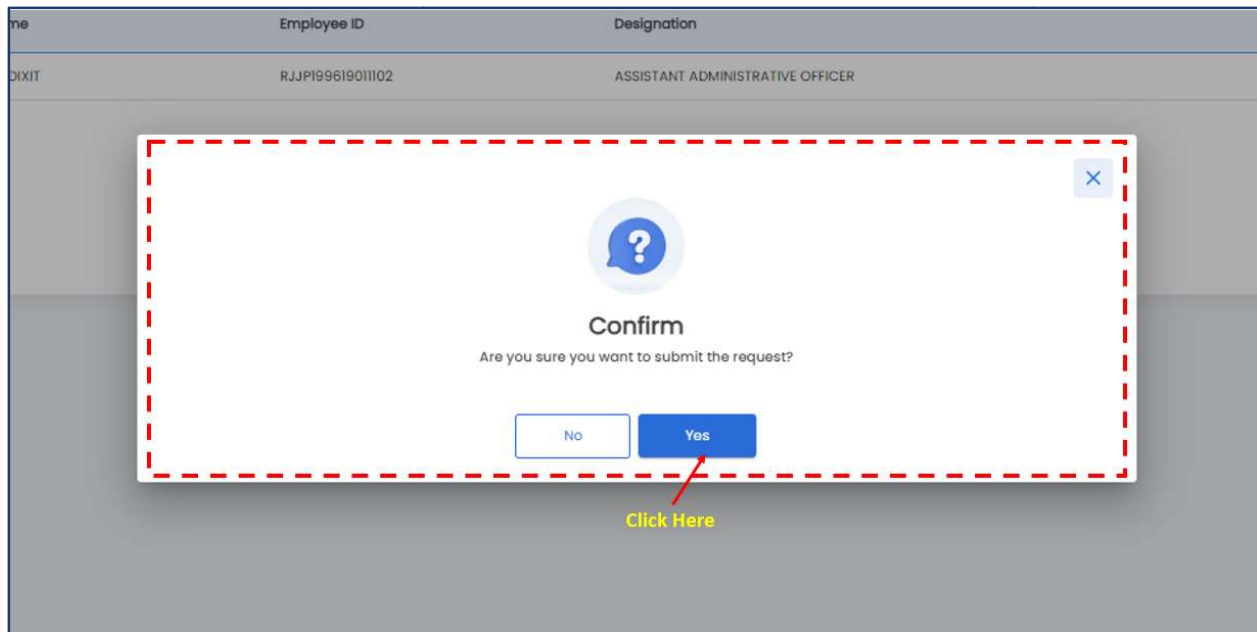
**Enter remarks**

Cancel Submit

Click Here

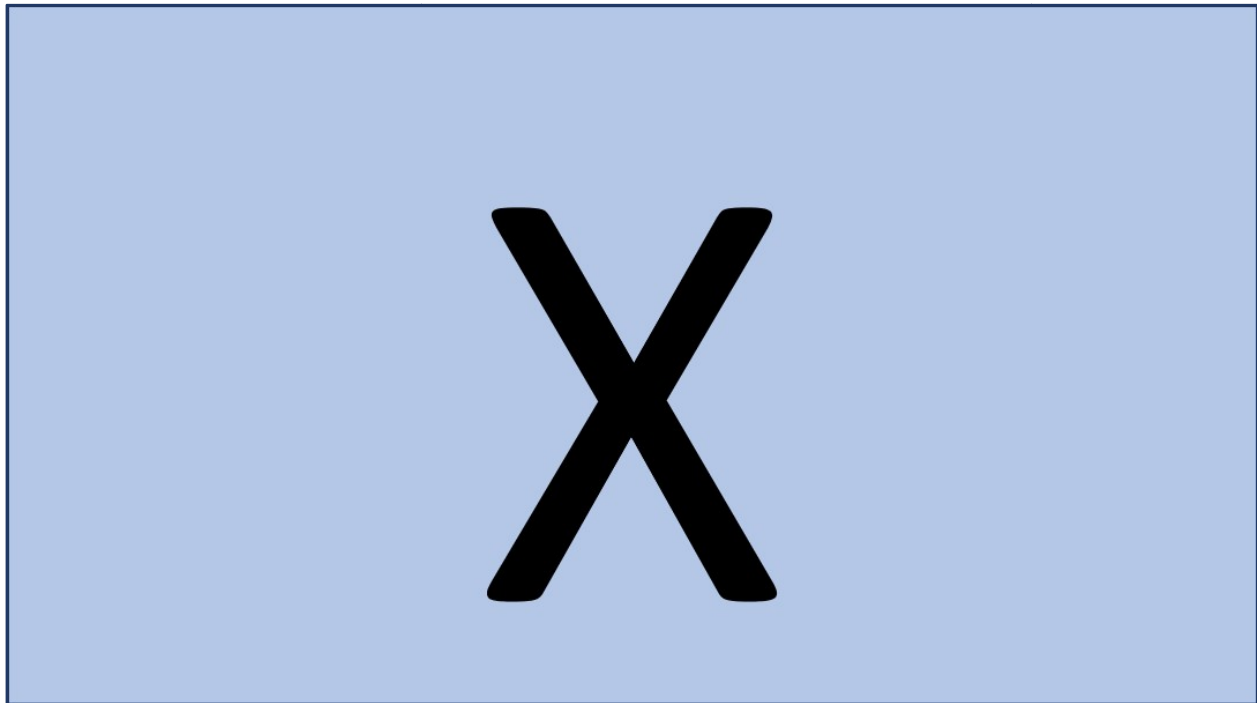
Figure 99: Submit request

- 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

DEPARTMENT OF FINANCE  
Integrated Financial Management System

DDO Code : 1090 | DDO Name : DESK OFFICER(ADM.)D.T.A. | Treasury Name : JAIPUR (SECTT.) - (2100) | Office Id : 1090 | Office Name : Directorate Treasury and Accounts | Office : Directorate Treasury ... | My Role : APPROVER

Employee Management > Verify Details List >

My Information <

My Task List

Employee Management

Employee Registration

Employee Transfer Management

Employee Modification

Group Management

Employee - Absentee Statement

Absentee Statement

Employee List

Search by: ☒ All ☐ Name ☐ Employee Id ☐ Group

Keyword filter

Sr. No.	Employee Code	Employee Name	GPF/PRAN	Designation	Group Name	DOB	Status	Service Status	Sub Service Status	Action
1	RJJPI9961901102	VISHWA DEEP DIXIT	758421 /NA	ASSISTANT ADMINISTRATIVE OFFICER	DTA NGO	May 24, 1970	Active	Permanent	Regular	Proceed
2	RJJPI99619011099	RAVINDRA KUMAR SOBTI	879793 /NA	SENIOR ASSISTANT	DTA NGO	Apr 12, 1975	Active	Permanent	Regular	Proceed
3	RJJPI99619011098	TULSIRAM CHALHAN	756976 /NA	ASSISTANT ADMINISTRATIVE OFFICER	DTA NGO	Feb 10, 1973	Active	Permanent	Regular	Proceed
4	RJJPI9919000445	DAULAT RAM MEENA	584236 /NA	Assistant Director	Salary ReEmployed	Jul 18, 1962	Active	Permanent	Regular	Proceed
5	RJJPI99619001585	SITARAM BUNKAR	1067092 /0	Class IV Staff	DTA NGO	Jul 19, 1965	Active	Permanent	NA	Proceed

Items per page: 5 | 1 - 5 of 102 | < > >>

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.

**Absentee Details**

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

Financial Year \*      Month \*

From Date \*      To Date \*

**Add Row** ← Click Proceed

Total no. of days : 0

Remarks  
Type remarks here..

Figure 103: Absentee details

- Please enter Remarks and click **“Submit”** button

**Add Row**

Total no. of days : 0

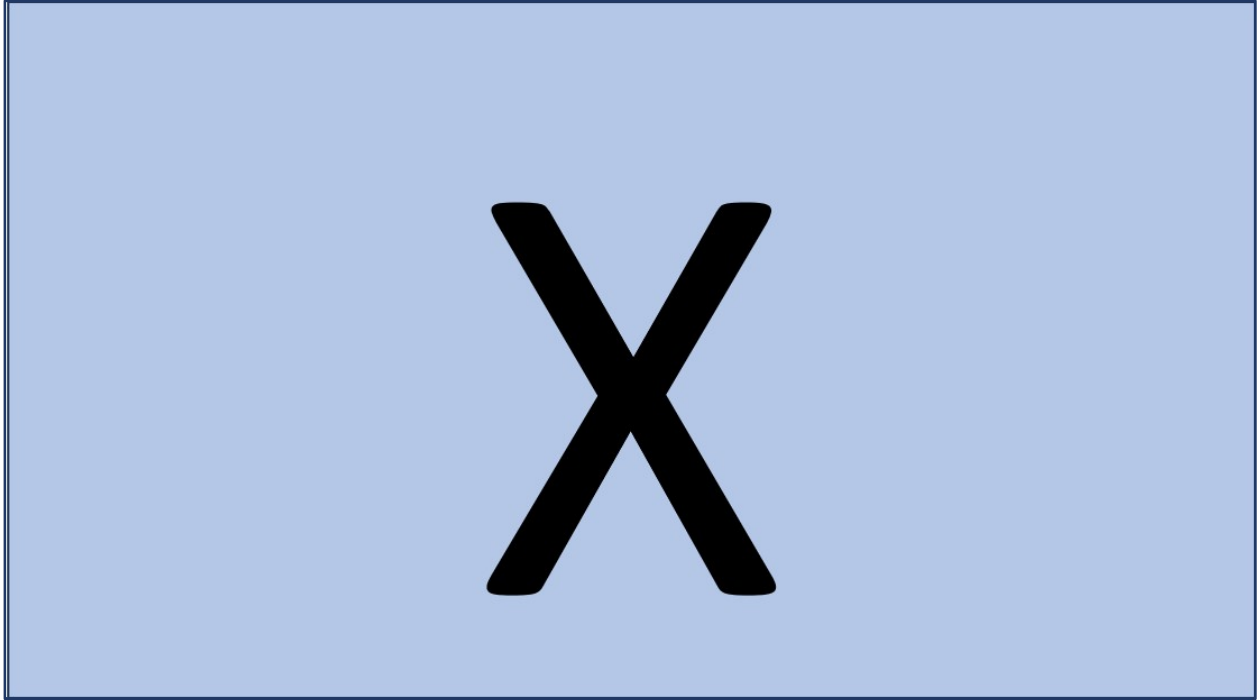
Remarks  
Type remarks here..

**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)



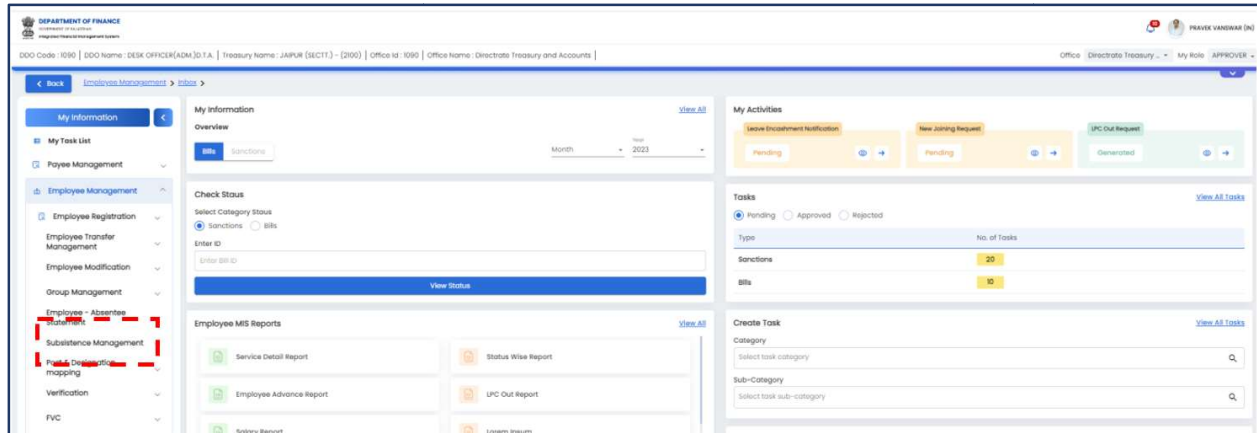


Figure 106: Subsistence Management

### 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.

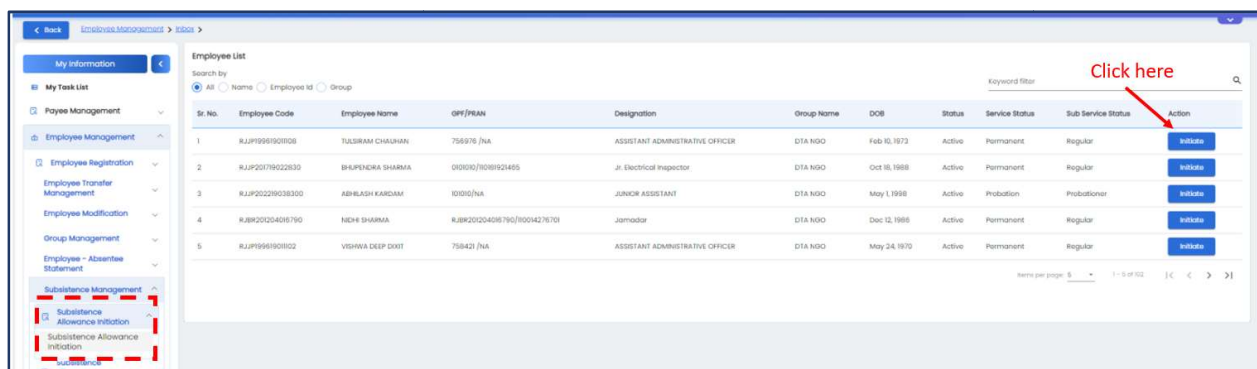


Figure 107: Initiate process

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

The screenshot displays the 'Employee Details' section for an employee named ABHASH KARDAM. The 'Subsistence Allowance History' table is currently empty, showing 'No Record Found'. The interface includes a sidebar with navigation options like 'My Task List', 'Payee Management', 'Employee Management', and 'Subsistence Management'. The 'Subsistence Management' section is highlighted with a red dashed box, showing options for 'Subsistence Allowance Initiation', 'Subsistence Allowance Initiation', and 'Subsistence Allowance Initiation'.

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.

The screenshot displays the 'Subsistence Allowance details' section. It includes a table for 'Subsistence Allowance History' (empty) and a 'Subsistence Allowance details' section. The 'Subsistence Allowance details' section contains a 'Salary Allowance' table with columns for 'Sr. No.', 'Pay Head Name', and 'Pay Head Value'. The 'Salary Allowance' table shows a 'Gross Salary' of ₹14800 and a 'Net Salary (Gross Allowance)' of ₹13460. The 'Subsistence Allowance details' section also includes a 'Subsistence Allowances' table with columns for 'Sr. No.', 'Pay Head Name', and 'Pay Head Value'. The 'Subsistence Allowances' table shows a 'Gross Salary' of ₹13000 and a 'Net Salary (Gross Allowance)' of ₹6730. The interface includes a sidebar with navigation options like 'Employee Management', 'Employee Registration', 'Employee Transfer Management', 'Employee Modification', 'Group Management', 'Employee - Absentee Statement', 'Subsistence Management', 'Port & Designation mapping', 'Verification', 'FVC', 'Bills', 'Sanctions', 'My ESS', and 'Other Application Links'. The 'Subsistence Management' section is highlighted with a red dashed box, showing options for 'Subsistence Allowance Initiation', 'Subsistence Allowance Initiation', and 'Subsistence Allowance Initiation'.

Figure 109: Subsistence Allowance details

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

The screenshot shows the 'Subsidence Allowance Initiation' form. The left sidebar has a red dashed box around the 'Subsidence Allowance Initiation' option. The main form area has a 'Subsidence Allowance History' table with columns: Ref.No, 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), and Subsidence Allowance. Below this is the 'Subsidence Allowance details' section, which includes a table for 'Employee Allowance Details' with columns: Sr. No, Pay Head Name, and Pay Head Value. The table shows one row with 'Basic Pay' and a value of ₹ 14600. There are also sections for 'Gross Salary' and 'Net Salary'. The 'Add Documents' section at the bottom has a table with columns: Documents Types and Description. A red arrow points to the 'Drag & drop or browse' button in the 'Add Documents' section, with the text 'Upload document' above it.

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 'Subsidence Allowance Initiation' form with a confirmation message overlay. The message is a white box with a red dashed border, containing a question mark icon and the text 'Confirm'. Below the icon, it asks 'Are you sure you want to submit the request?'. There are two buttons: 'No' and 'Yes'. A red arrow points to the 'Yes' button, with the text 'Click here' next to it. The background shows the same form as Figure 110, but the details are partially obscured by the confirmation message.

Figure 111: Confirmation message

- Success message will be displayed

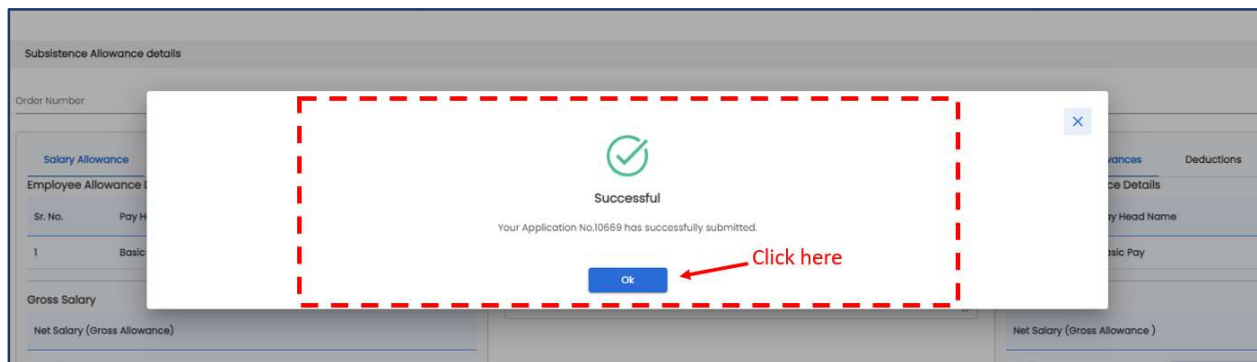


Figure 112: Successful message

## 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)

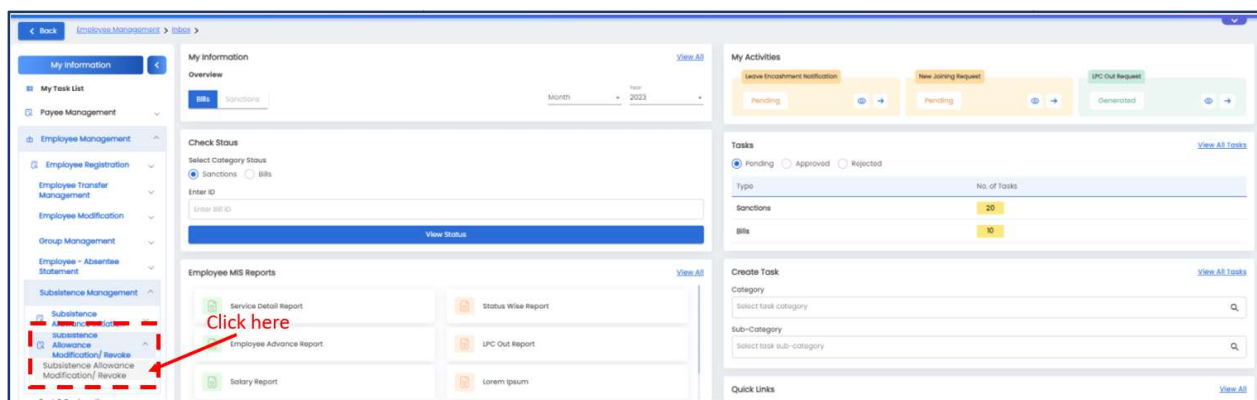


Figure 113: Subsistence Allowance Modification

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

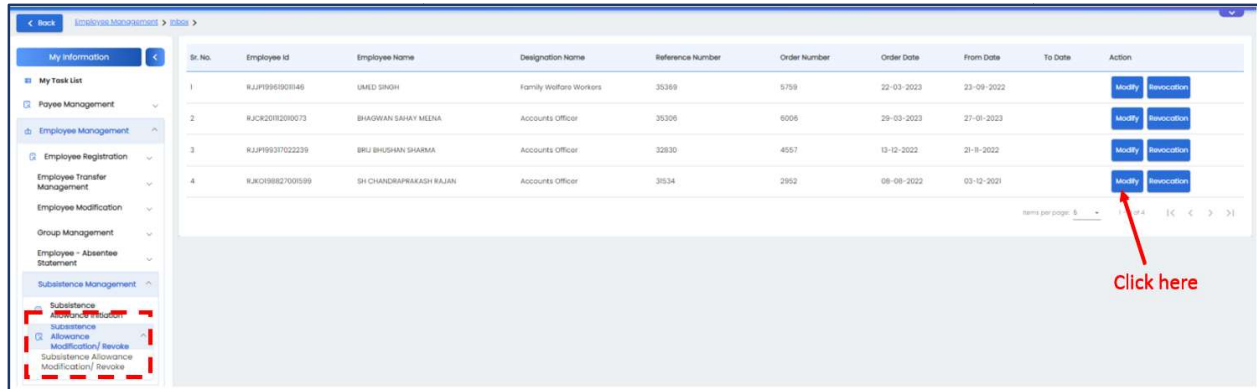


Figure 114: Modification Process

- Click “Subsistence Allowance History” to view the details

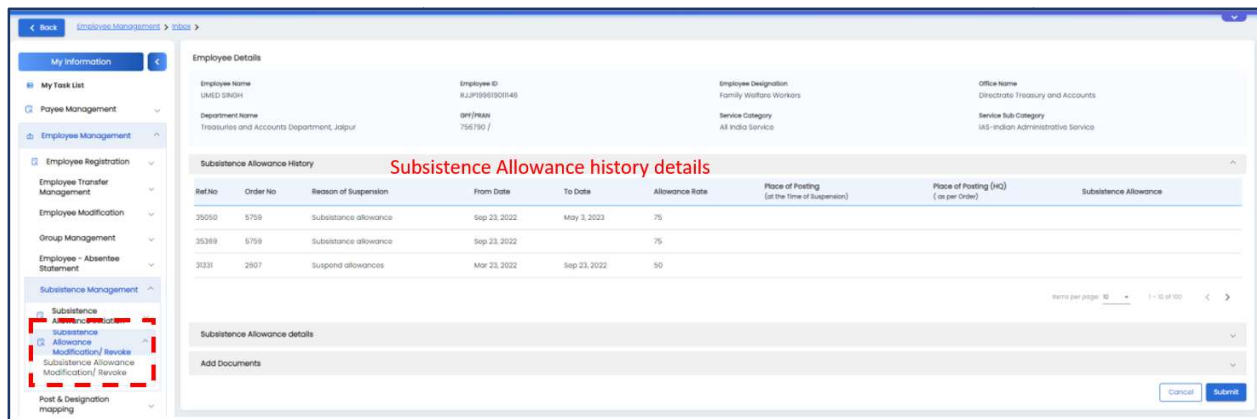


Figure 115: Subsistence Allowance history details

- 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.

**Subsidence Allowance details**

Order Number \* With Effect from \* Directorate Treasury and Accounts

Reason for change in place of posting \* Office Name \*

**Salary Allowance**

Sr. No.	Pay Head Name	Pay Head Value
1	Basic Pay	₹ 37900
2	Dearness Allowances	₹ 17434
3	HRA	₹ 5822
4	CCA	₹ 1000
5	Washing Allowance	₹ 150
6	Cycle Allowance	₹ 150
<b>Gross Salary</b>		
<b>Gross Allowance</b>		
<b>₹ 53,456</b>		
<b>Net Salary</b>		₹ 45,586

**Allowance Rate (As Per Order)**

☒ Reduce subsidence Grant ☐ Enhance subsidence Grant

Additional Comments

☐ Want to continue GPF contribution during suspension duration

**Subsidence Allowances**

Pay Head Name	Pay Head Value
Basic	₹ 18950
DA	₹ 8717
HRA	₹ 6622
CCA	₹ 1000
<b>Gross Salary</b>	
<b>Gross Allowance</b>	
<b>₹ 36,789</b>	
<b>Net Salary</b>	
<b>₹ 10,801</b>	

Figure 116: Subsidence Allowance details

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

**Subsidence Allowance details**

Subsidence allowance rate change \* Order Number \* Finance Department 456345 Office Name 1 Finance Department

Place of Posting HQ as per Order With Effect from \* 3/1/2023

**Salary Allowance**

Sr. No.	Pay Head Name	Pay Head Value
1	Basic Pay	₹ 147000
2	Dearness Allowances	₹ 61740
3	HRA	₹ 26450
4	CCA	₹ 1000
<b>Gross Salary</b>		
<b>Gross Allowance</b>		
<b>236200</b>		

**Allowance Rate (As Per Revised Order)**

☒ Reduce Allowance Rate ☐ Increase Allowance Rate

Additional Comments

**Subsidence Allowances**

Pay Head Name	Pay Head Value
Basic Pay	₹ 73500
Dearness Allowances	₹ 30870
HRA	₹ 26450
CCA	₹ 1000
<b>Gross Salary</b>	
<b>Gross Allowance</b>	
<b>131830</b>	

**Add Documents**

Documents Types \* Suspension Order Description \* Testing

Upload Files

Drag & drop or [browse](#)

**Upload document**

Cancel Submit

Figure 117: Upload document

- Click “Submit” button

The screenshot displays the 'Submit request' form in the IFMS 3.0 Employee Management system. The form is divided into several sections:

- Salary Allowance:** Includes a table for Employee Allowance Details with columns for Sr. No., Pay Head Name, and Pay Head Value. It lists Basic Pay, Dearness Allowances, HRA, and CCA. Below this, it shows Gross Salary and Gross Allowance.
- Substance Allowances:** Similar to the Salary Allowance section, it includes a table for Employee Allowance Details and summary fields for Gross Salary and Gross Allowance.
- Upload Documents:** A section for uploading documents, including a table with columns for Sr. No., File Name, Description, and Action. A red arrow points to the 'Submit' button with the text 'Click here'.

Figure 118: Submit request

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

The screenshot displays a confirmation message dialog box in the IFMS 3.0 Employee Management system. The dialog box is titled 'Confirm' and contains the text 'Are you sure you want to submit the request?'. It has two buttons: 'No' and 'Yes'. A red arrow points to the 'Yes' button with the text 'Click here'.

Figure 119: Confirmation Message

- Success message will be displayed

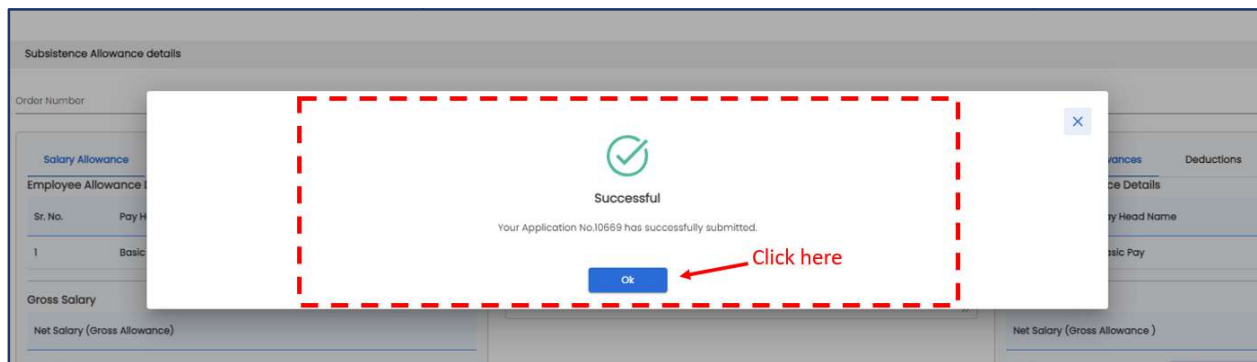


Figure 120: Successful Message

### 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

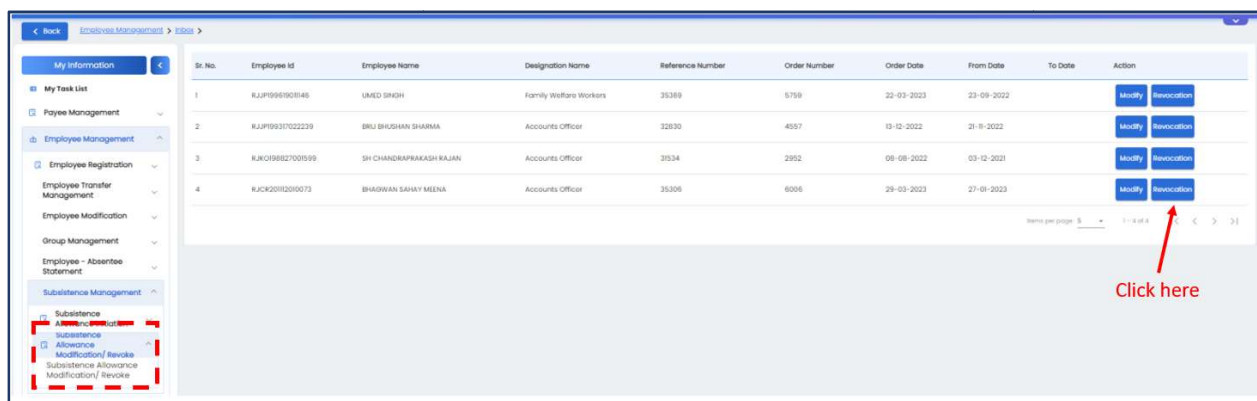


Figure 121: Subsistence Allowance Revoke



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

The screenshot shows the IFMS 3.0 interface for Subsistence Management. The left sidebar contains a 'My Task List' with various options, including 'Subsistence Management' which is highlighted. The main content area displays 'Employee Details' for an employee named BHAGWAN DASH MEENA. Below this is a table titled 'Subsistence Allowance History' with columns: Ref No, 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), and Subsistence Allowance. The table contains two rows of data. Below the table, there is a section titled 'Revoke Subsistence Allowance Details' with a 'Click here' link. Below this link is a 'Decision as per revocation order' section with a 'Select' dropdown and a 'Submit' button.

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

The screenshot shows the IFMS 3.0 interface for Subsistence Management. The left sidebar contains a 'My Task List' with various options, including 'Subsistence Management' which is highlighted. The main content area displays 'Employee Details' for an employee named BHAGWAN DASH MEENA. Below this is a table titled 'Subsistence Allowance History' with columns: Ref No, 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), and Subsistence Allowance. The table contains two rows of data. Below the table, there is a section titled 'Revoke Subsistence Allowance Details' with a 'Click here' link. Below this link is a 'Decision as per revocation order' section with a 'Select' dropdown and a 'Submit' button. Below this section is an 'Add Documents' section with a 'Click here' link.

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-

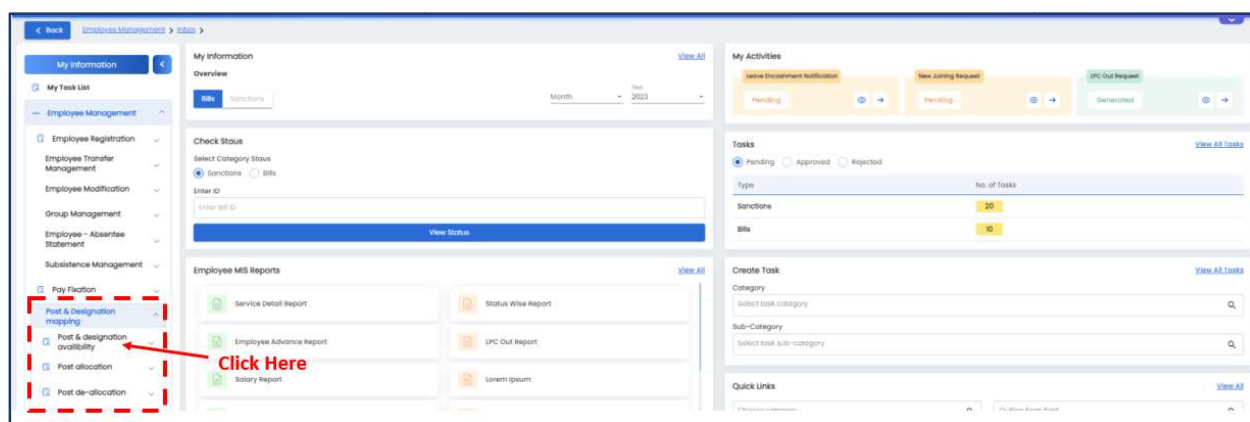


Figure 124: Menu select

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

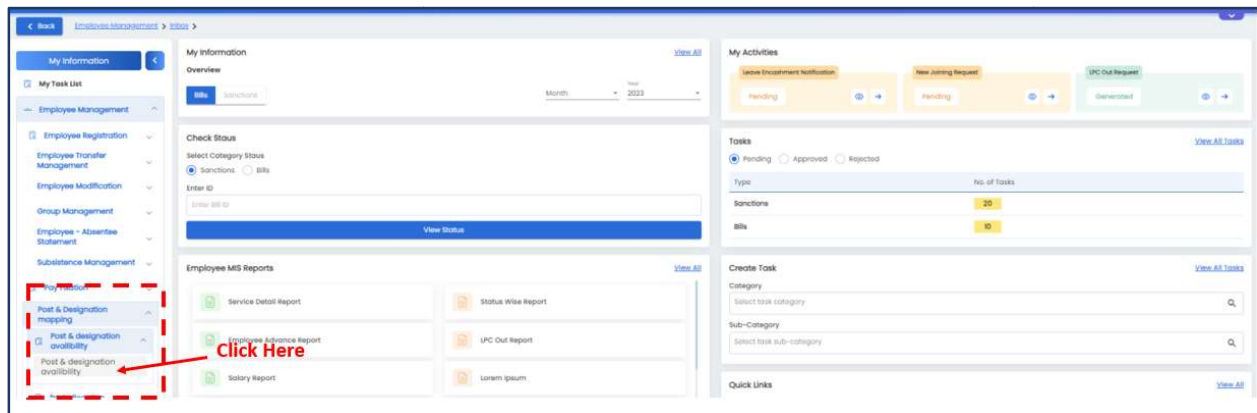


Figure 125: Post & Designation Availability

- 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

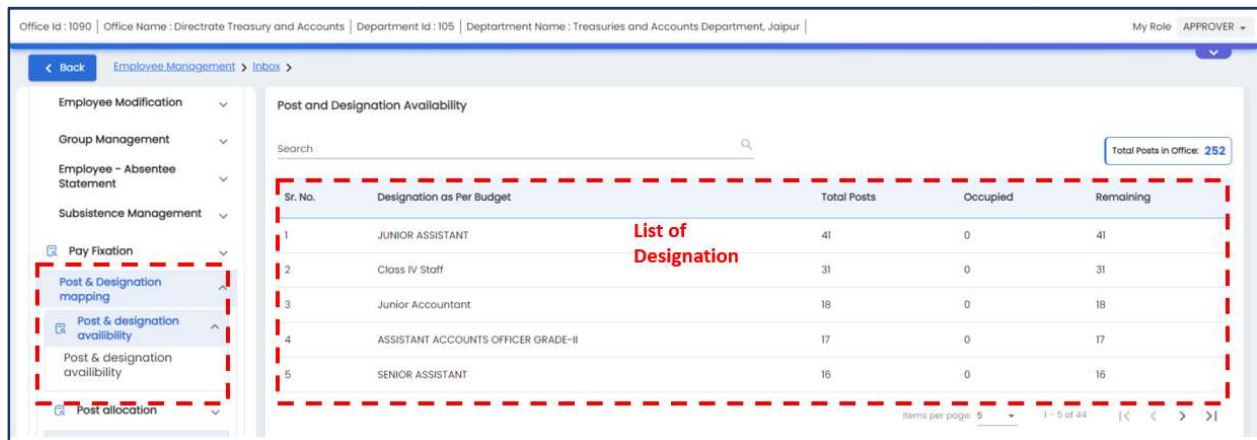


Figure 126: List of designation displayed

## 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

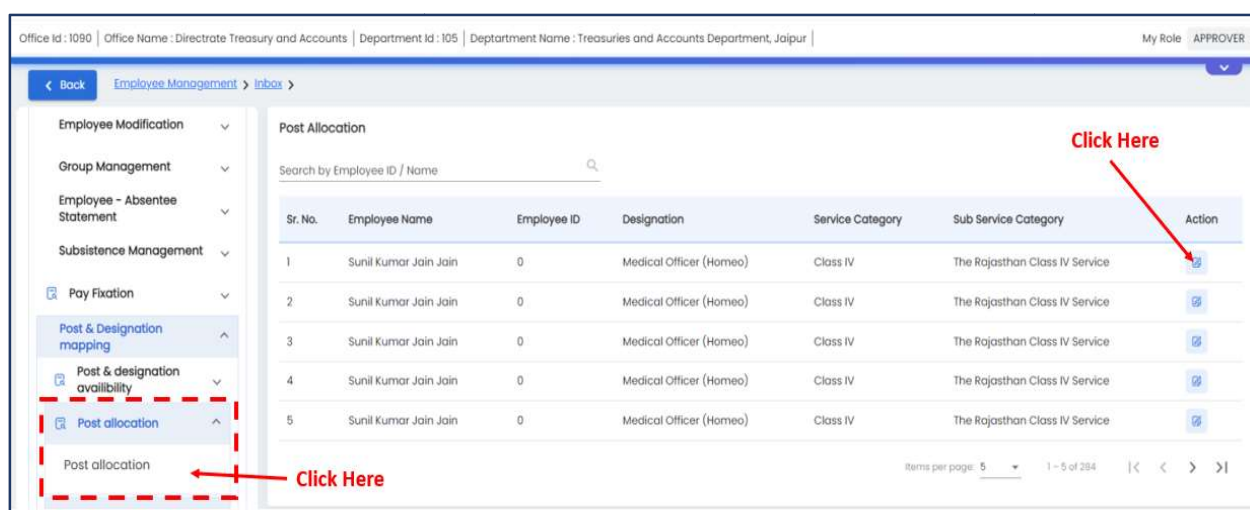


Figure 127: Post allocation menu select

- Pop up for post allocation gets open

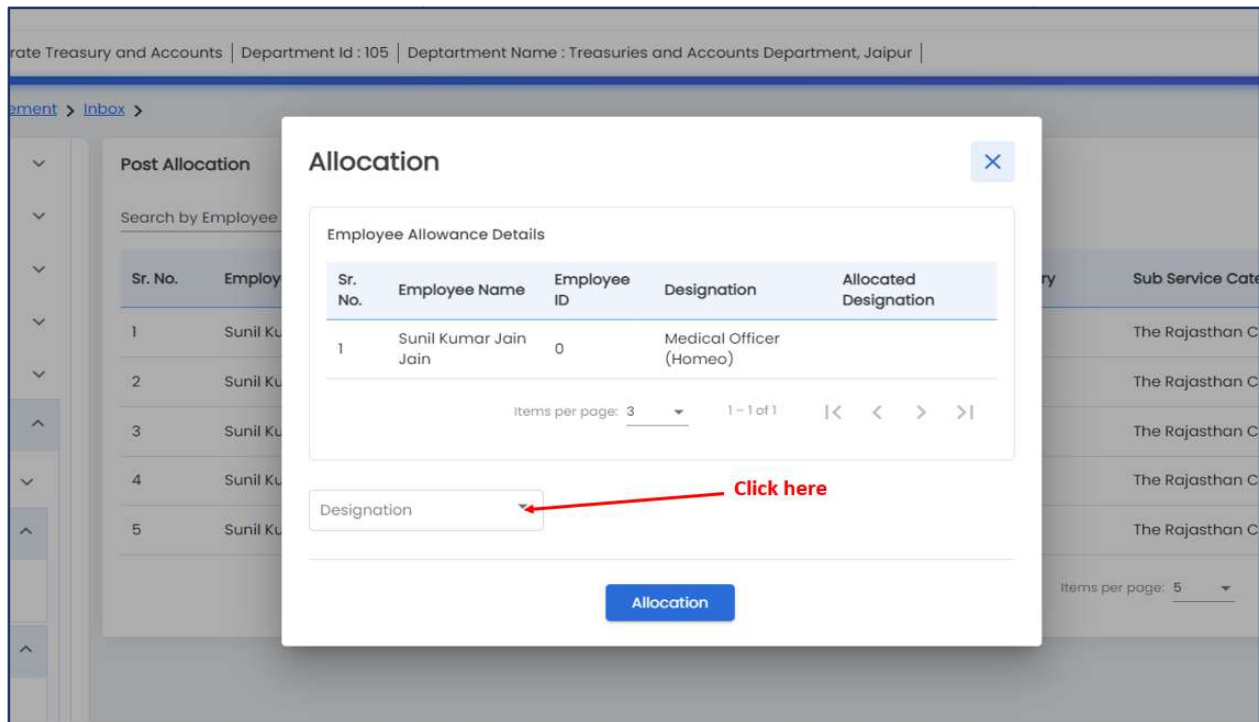


Figure 128: Allocation of designation

- Please select the Designation from the drop-down list

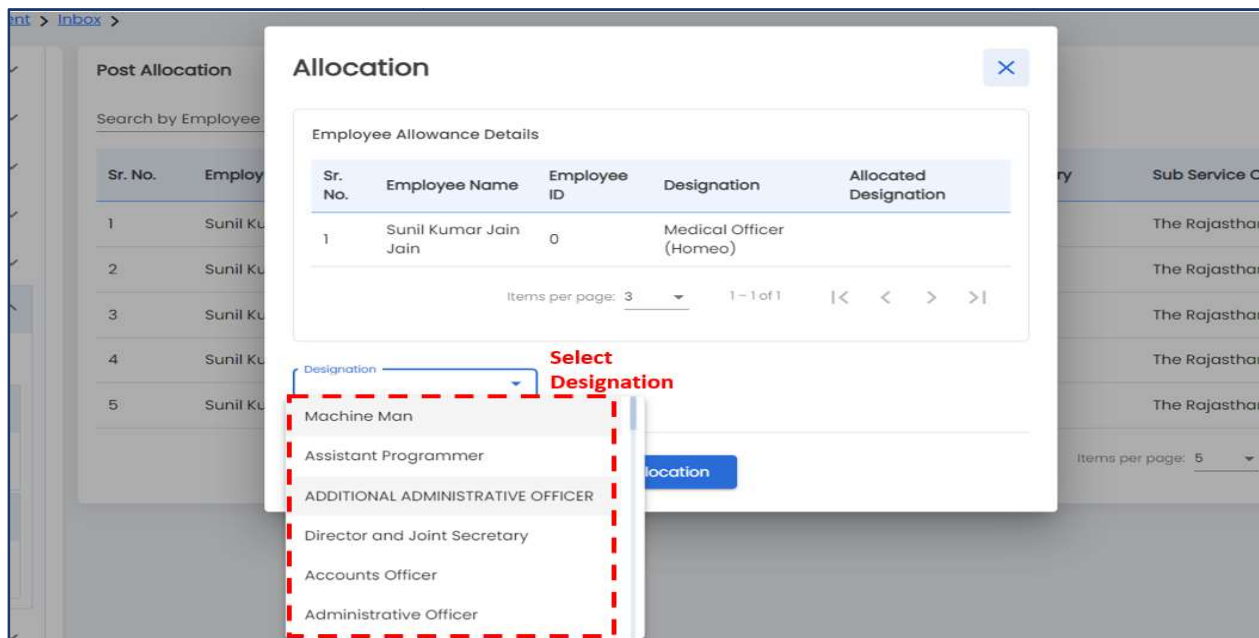


Figure 129: Select designation

- Click **Allocation** button

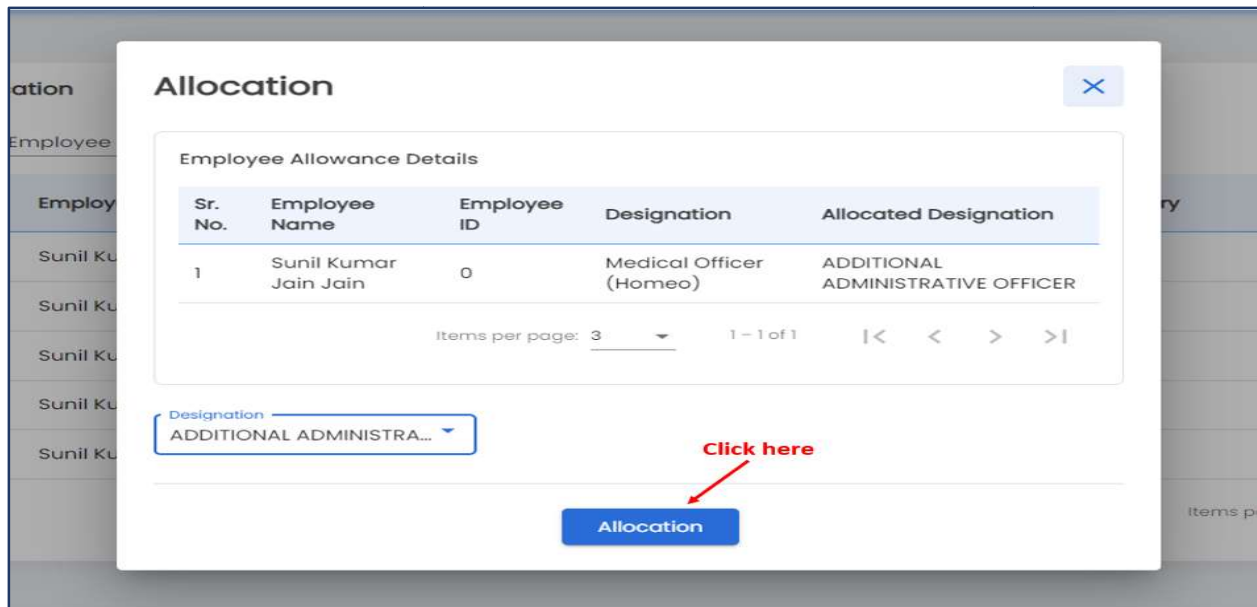


Figure 130: Click Allocation button

- Success message gets displayed

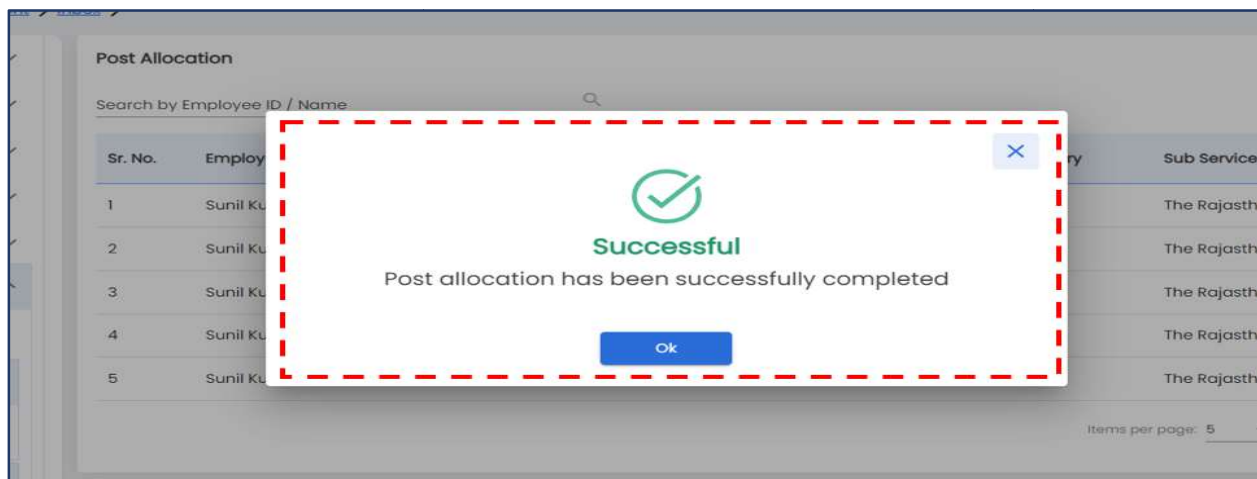


Figure 131: Successful message displayed

### 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.

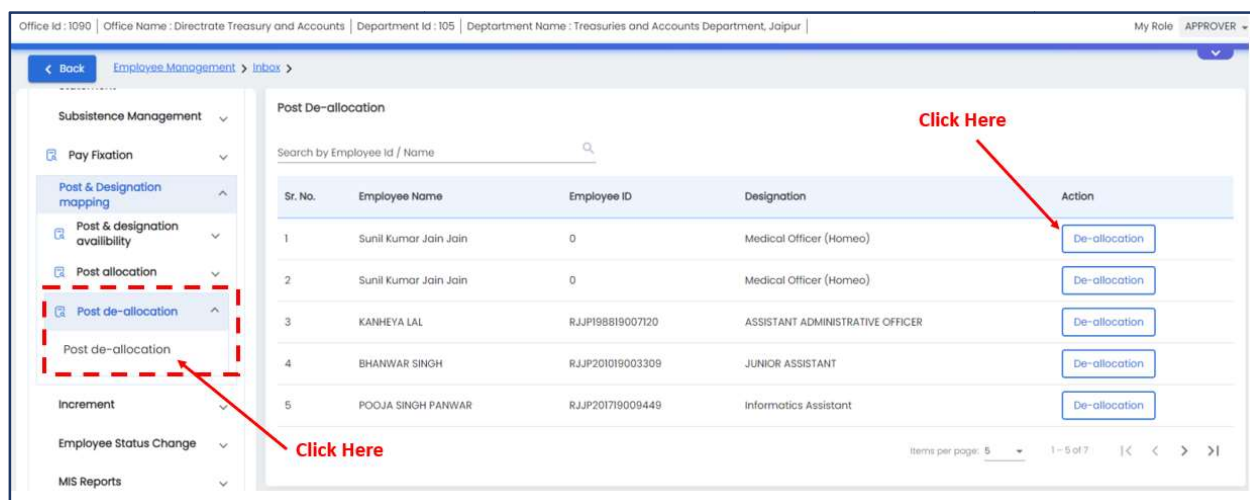
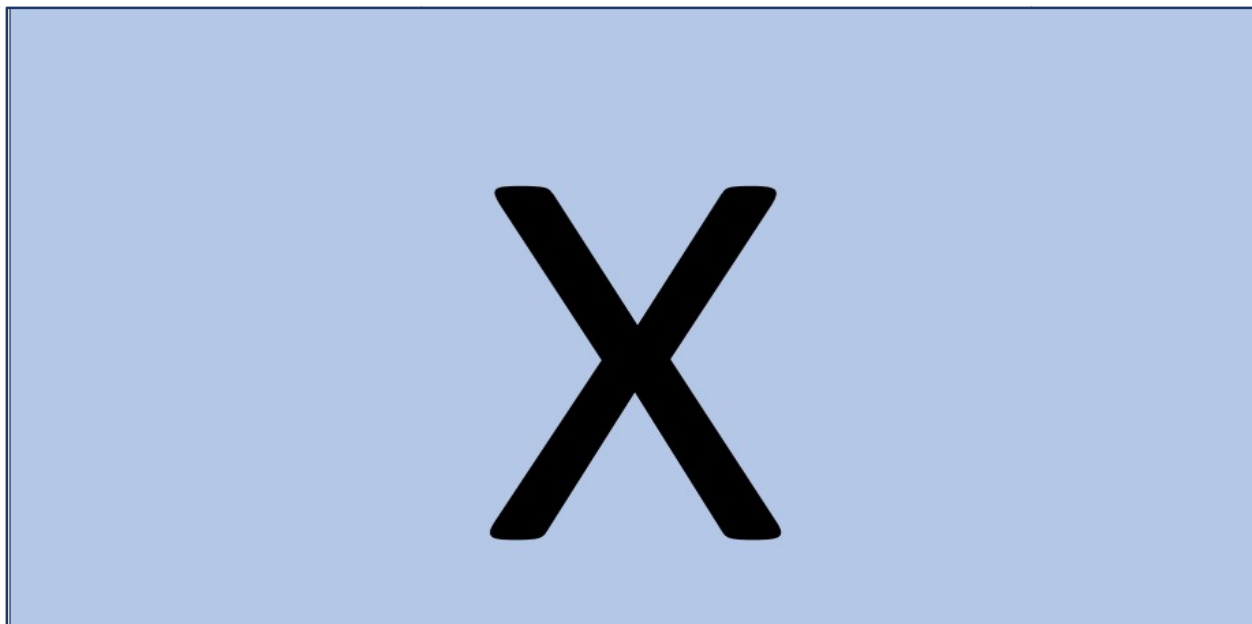


Figure 132: Post deallocation

- 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)

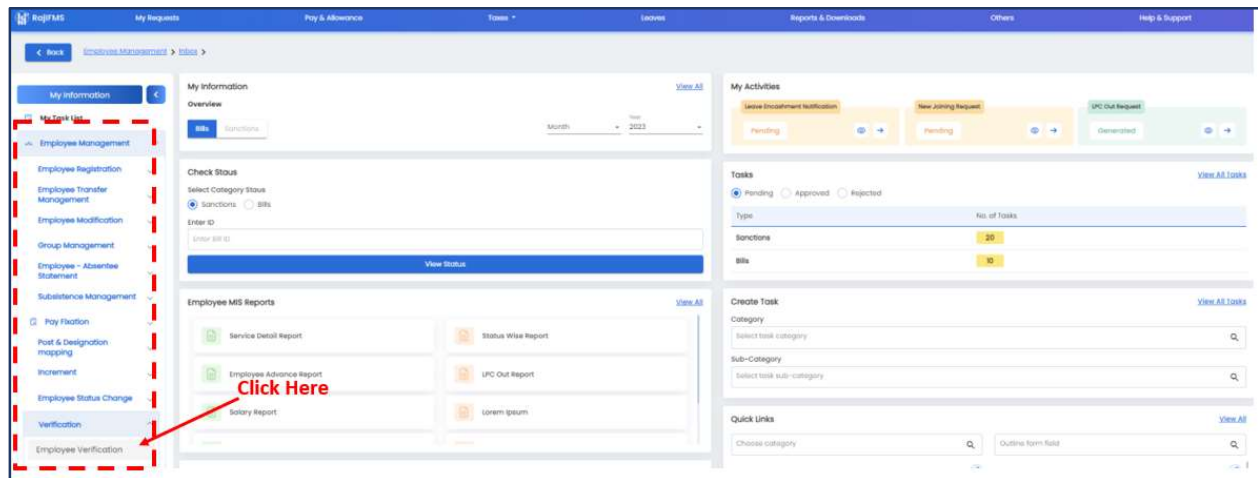


Figure 134: Employee Verification

- 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

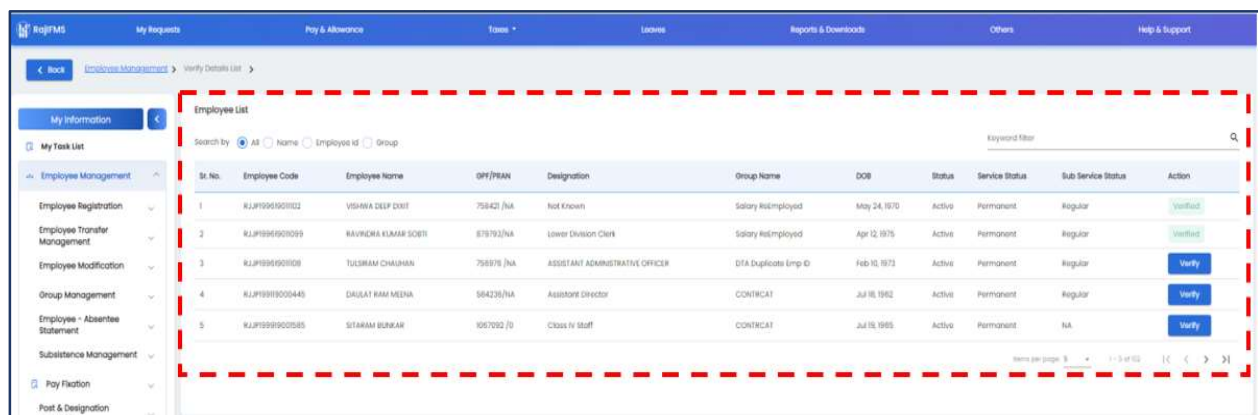


Figure 135: Select from Employee list

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

DDO Code : 1090 | DDO Name : DESK OFFICER(ADM,JD,T.A.) | Treasury Name : JAIPUR (SECTT) - (2100) | Office Id : 1090 | Office Name : Directorate Treasury and Accounts | Office : Directorate Treasury ... | My Role : APPROVER

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Verification

Employee Verification

Employee Verification

**Employee Master**

**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	RJJP202019045844	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	RJJP202019045844	SSO ID	<input type="checkbox"/>

**Personal Details**

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

Figure 136: Employee details

DDO Code : 1090 | DDO Name : DESK OFFICER(ADM,JD,T.A.) | Treasury Name : JAIPUR (SECTT) - (2100) | Office Id : 1090 | Office Name : Directorate Treasury and Accounts | Office : Directorate Treasury ... | My Role : APPROVER

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

Post & Designation mapping

Verification

Employee Verification

Employee Verification

FVC

Bills

Sanctions

My ESS

Other Application Links

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

**Personal Details**

Field Name	As migrated from IFMS 2.0	To be Updated	Tick if change Required
Janaadhaar	5120007418	Janaadhaar	<input type="checkbox"/>
Member ID	83795907912	Member ID	<input type="checkbox"/>
Employee Name	PRIYANKA MEENA	Employee Name	<input type="checkbox"/>
Gender	F	Select Gender *	<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 *	<input checked="" type="checkbox"/>
Disability	NO	Disability	<input type="checkbox"/>
Mobile Number	869704568	Mobile Number	<input type="checkbox"/>
Pan Number	FAUPM3599R	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**

Field Name: As migrated from IFMS 2.0

Service Category: Subordinate

Service Sub-category: The Rajasthan Computer State and Subordinate Service

Designation as per service Cadre: Data validation failed

Gazetted/Non Gazetted: Non/Gazetted

Parent department: Rajasthan High Court, Jodhpur

Current department: Data validation failed

Designation at first appointment in service Cadre: Informatics Assistant

Post Mapped in Current Office: Assistant Programmer

Actual Post in Current Office: Assistant Programmer

GPF No.: RJBR2020406790

SI No.: 1257005

Date of joining: Nov 12, 2012

Increment Date: Choose a date

**To be Updated**

Service Category: Subordinate

Service Sub-category: The Rajasthan Computer State and Subordinate Service

Designation as per service Cadre: Data validation failed

Gazetted/Non Gazetted: Non/Gazetted

Parent department: Rajasthan High Court, Jodhpur

Current department: Data validation failed

Designation at first appointment in service Cadre: Informatics Assistant

Post Mapped in Current Office: Assistant Programmer

Actual Post in Current Office: Assistant Programmer

GPF No.: RJBR2020406790

SI No.: 1257005

Date of joining: Choose a date

Increment Date: Choose a date

**Details displayed for Verification**

**Select to change**

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**

Field Name: As migrated from IFMS 2.0

IFSC Code: SBIN0010548

Bank Name: STATE BANK OF INDIA

Branch Name: RPF, JAIPUR

a/c Number: 39901287301

**Details displayed for verification**

**To be Updated**

IFSC Code: SBIN0010548

Bank Name: STATE BANK OF INDIA

Branch Name: RPF, JAIPUR

a/c Number: 39901287301

**Pay Entitlement**

Field Name: As migrated from IFMS 2.0

Pay Commission: Seventh

Pay Scale: L5

**Allowances**

Field Name: As migrated from IFMS 2.0

Basic Pay: 21400

Dearness Allowances: 8988

HRA: 3852

CCA: 620

**To be Updated**

Pay Commission: Seventh

Pay Scale: L5

Basic Pay: 21400

Dearness Allowances: 8988

HRA: 3852

CCA: 620

**Tick if change Required**

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

**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**

**Member 1**

Field Name	As migrated from IFMS 2.0	To be Updated	Tick if change Required
Name	DHARMSINGH MEENA	Name	<input checked="" type="checkbox"/>
Date of Birth	Jul 11, 1975	Choose a date	<input checked="" type="checkbox"/>
Working or Non-working	Non-working	Working or Non-working *	<input checked="" type="checkbox"/>
Relationship	Father	Relationship *	<input checked="" type="checkbox"/>

**Member 2**

Field Name	As migrated from IFMS 2.0	To be Updated	Tick if change Required
Name	KAVYA SIRRA	Name	<input checked="" type="checkbox"/>
Date of Birth	Jun 14, 2018	Choose a date	<input checked="" type="checkbox"/>
Working or Non-working	Non-working	Working or Non-working *	<input checked="" type="checkbox"/>

Figure 140: Family details-1

- Select the ‘Yes’ or ‘No’ button to know the system, whether 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.

**Details displayed for verification**

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? ☒ Yes ☐ No

Back Select Click here

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

The screenshot shows the IFMS 3.0 Employee Management interface. A modal dialog box titled 'Remarks' is open, prompting the user to 'Enter Remarks'. The dialog box has a red dashed border and a close button (X) in the top right corner. Below the input field are 'Cancel' and 'Submit' buttons. A red arrow points to the 'Submit' button with the text 'Click here'. The background shows a table with employee details for 'Member 3' and 'Member 4', including fields like Name, Date of Birth, Working or Non-working, and Relationship. At the bottom, there are buttons for 'Back', 'Raise a Request to DTA', and 'Submit'.

Figure 142: Submit Request

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

The screenshot shows the IFMS 3.0 Employee Management interface. A modal dialog box titled 'Confirm' is open, asking 'Are you sure you want to submit the request?'. The dialog box has a blue question mark icon and a close button (X) in the top right corner. Below the text are 'No' and 'Yes' buttons. A red arrow points to the 'Yes' button with the text 'Click Here'. The background shows a table with employee details for 'Member 3' and 'Member 4', including fields like Name, Date of Birth, Working or Non-working, and Relationship.

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		
Relationship		

Member 4

Field Name		
Name		
Date of Birth	Jan 1, 1978	Choose a date
Working or Non-working	Non-working	Working or Non-working *
Relationship	Mother	Relationship *
		Mother

Is Verified? ☒ Yes ☐ No

×

✓

Successful

Request has been raised to DTA

Ok

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 21<sup>st</sup> 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)

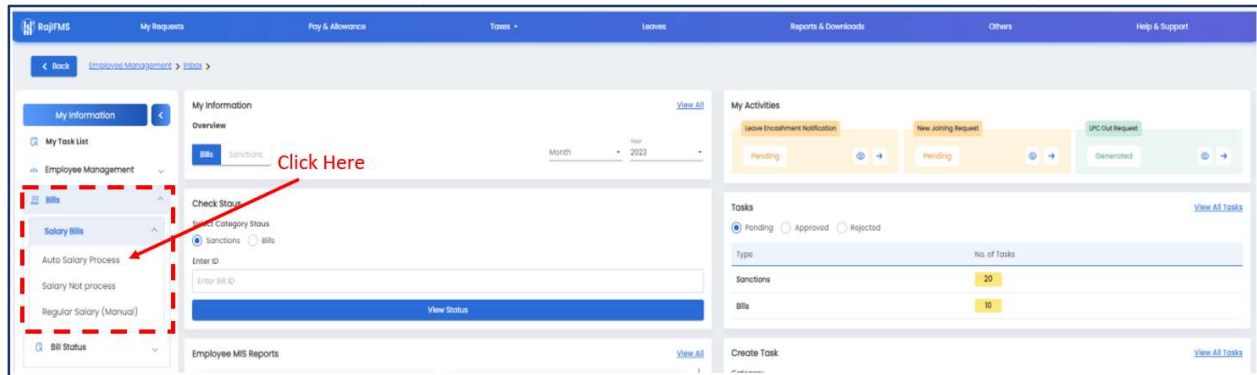


Figure 145: Select Menu

- Select details from filter, click Search button

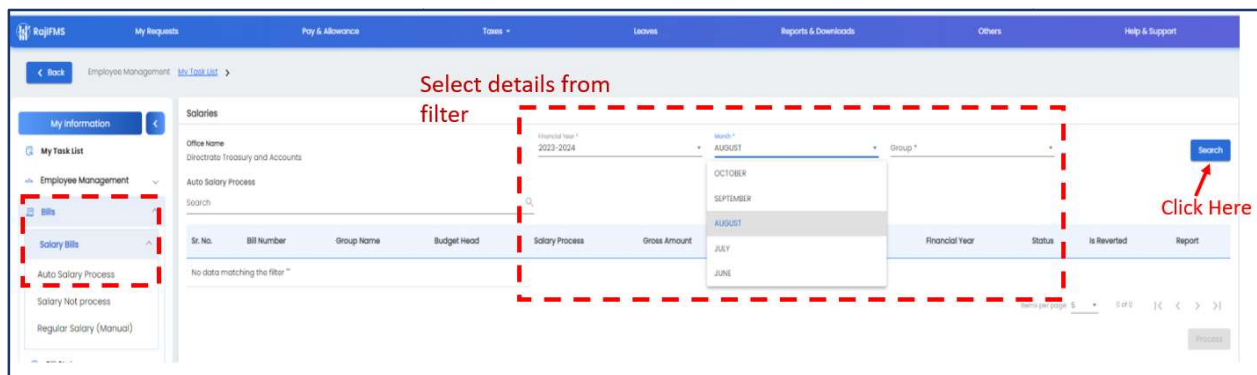


Figure 146: Details selection

- 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.

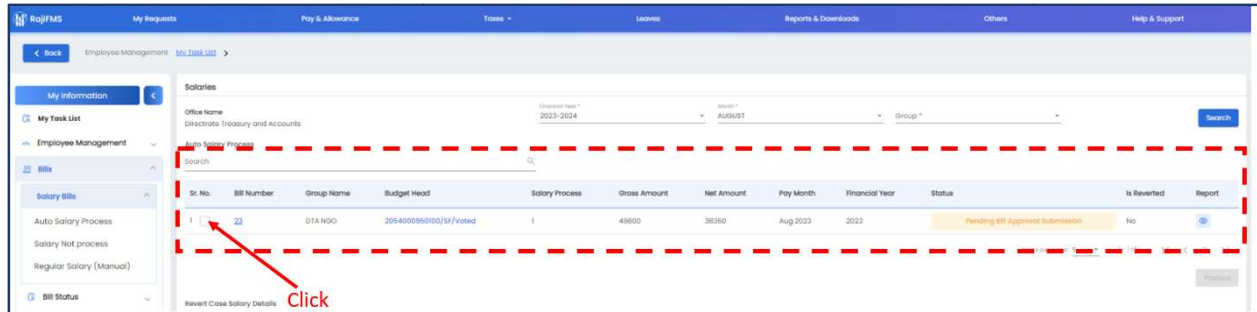


Figure 147: Check to proceed

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

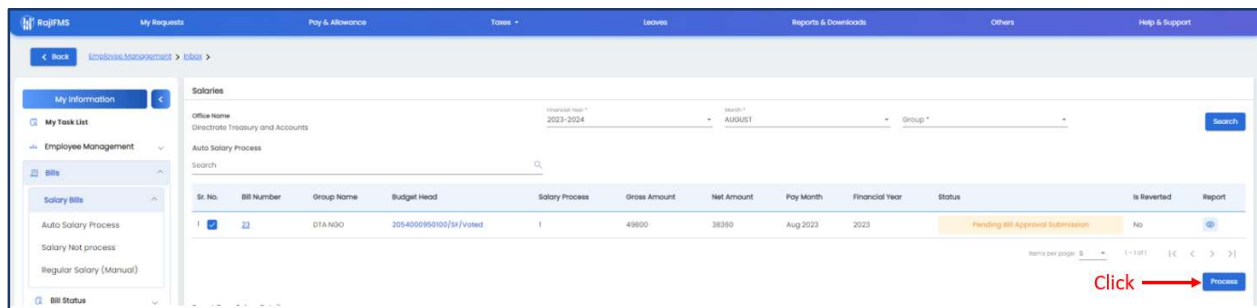


Figure 148: Click Proceed to request

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

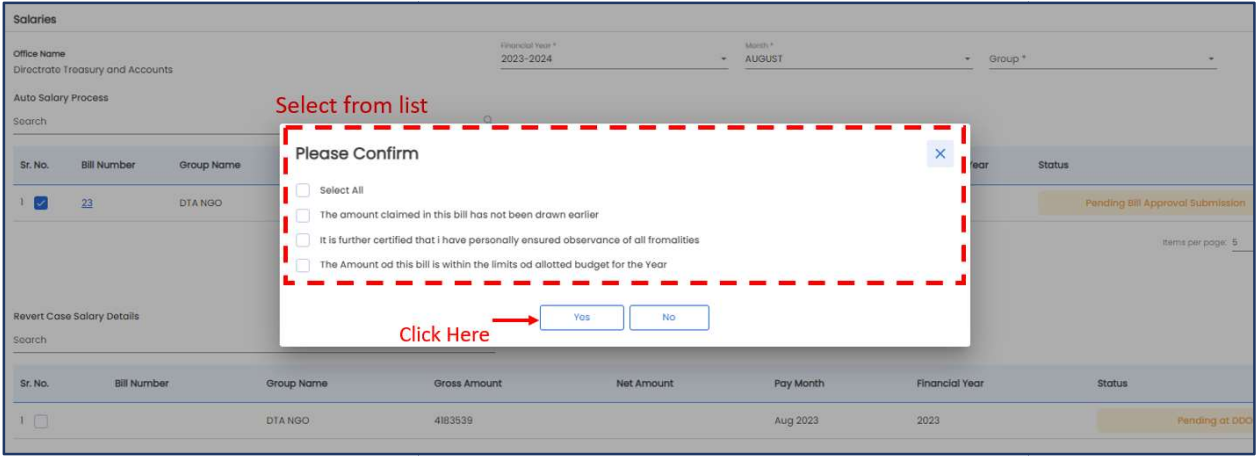


Figure 149: Select option

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

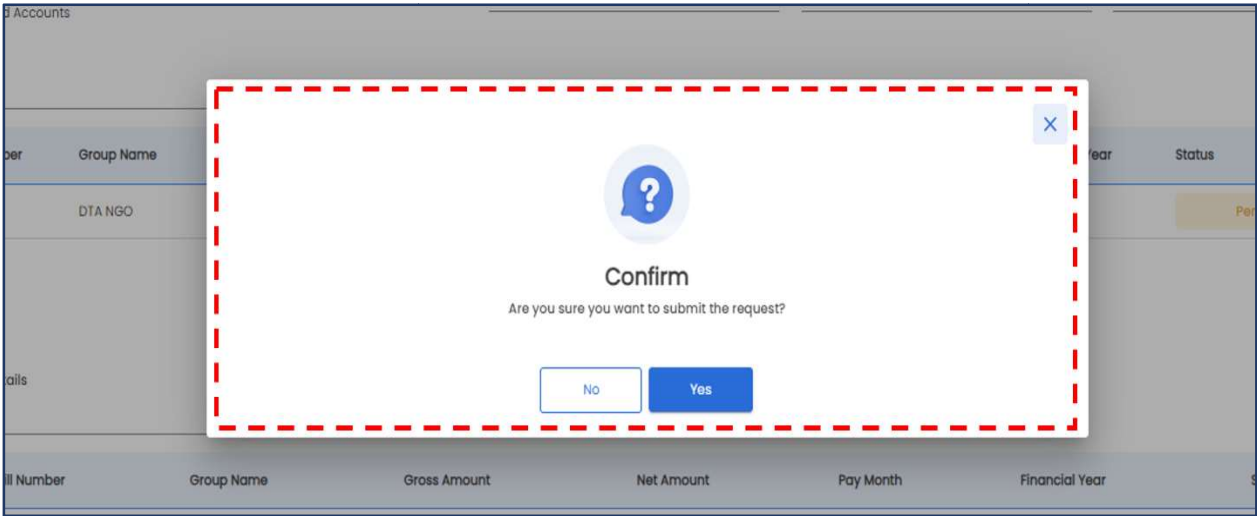


Figure 150: Final Confirmation

- Success message displayed with Bill Request ID

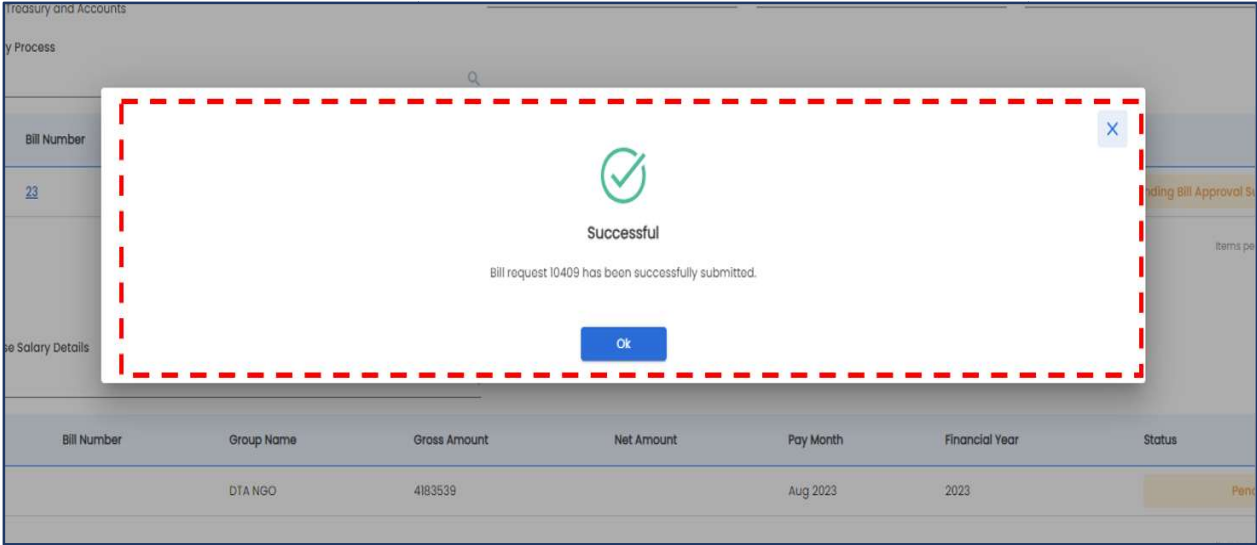


Figure 151: Success Message

### 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

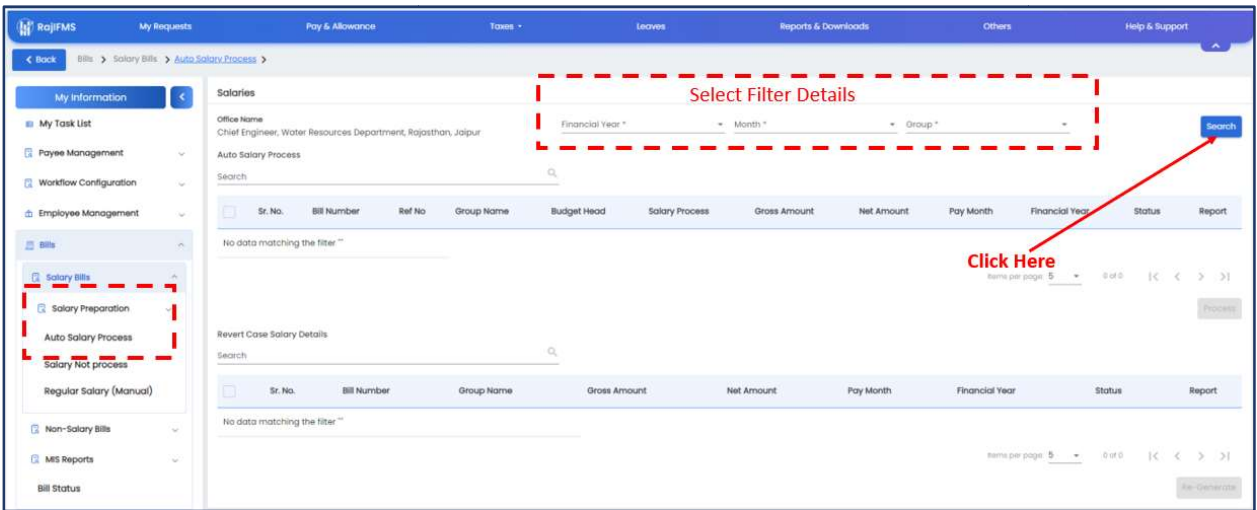
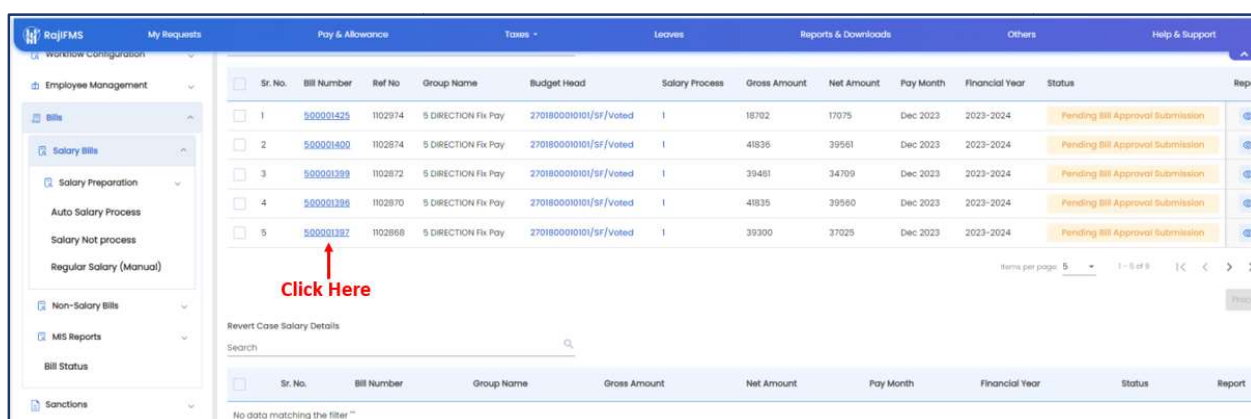


Figure 152: Select details from filter

- 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.



Sr. No.	Bill Number	Ref No	Group Name	Budget Head	Salary Process	Gross Amount	Net Amount	Pay Month	Financial Year	Status	Report
1	<a href="#">500001425</a>	1102974	S DIRECTION Fix Pay	2701800010101/sr/voted	1	18702	17075	Dec 2023	2023-2024	Pending Bill Approval Submission	
2	<a href="#">500001600</a>	1102874	S DIRECTION Fix Pay	2701800010101/sr/voted	1	41836	39561	Dec 2023	2023-2024	Pending Bill Approval Submission	
3	<a href="#">500001399</a>	1102872	S DIRECTION Fix Pay	2701800010101/sr/voted	1	39461	34709	Dec 2023	2023-2024	Pending Bill Approval Submission	
4	<a href="#">500001385</a>	1102870	S DIRECTION Fix Pay	2701800010101/sr/voted	1	41835	39560	Dec 2023	2023-2024	Pending Bill Approval Submission	
5	<a href="#">500001387</a>	1102868	S DIRECTION Fix Pay	2701800010101/sr/voted	1	39300	37025	Dec 2023	2023-2024	Pending Bill Approval Submission	

Click Here

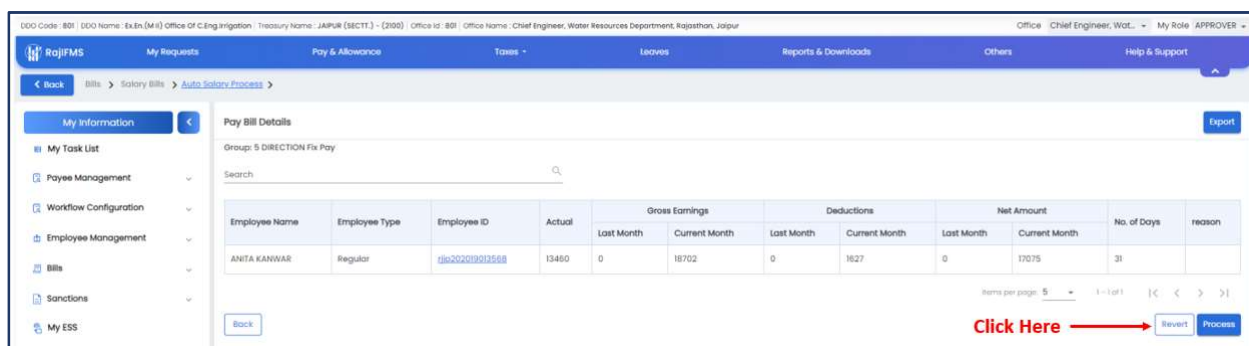
Revert Case Salary Details

Search

Sr. No.	Bill Number	Group Name	Gross Amount	Net Amount	Pay Month	Financial Year	Status	Report
No data matching the filter								

Figure 153: Search results

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



DDO Code: 801 | DDO Name: Ex.En.(M-3) Office Of C.Eng.irrigation, Treasury Name: JAPUR (SECT) - (2100) | Office Id: 801 | Office Name: Chief Engineer, Water Resources Department, Rajgadhon, Jalpur | Office: Chief Engineer, Wot... | My Role: APPROVER

Pay Bill Details

Group: S DIRECTION Fix Pay

Search

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	<a href="#">rja202019010568</a>	13460	0	18702	0	1627	0	17075	31	

Click Here

Back

Revert Process

Figure 154: Revert Salary

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

The screenshot shows the 'Pay Bill Details' form. A modal window is open with the title 'Additional Comments'. Inside the modal, there is a text input field containing 'Testing' and a red 'Add remarks' button. Below this is an 'Upload File' section with a dashed box for file upload and a 'Browse' link. At the bottom right of the modal, there is a red arrow pointing to a 'Submit' button with the text 'Click here'.

Employee Name	Employee T	Net Amount
ANITA KANWAR	Regular	0

Figure 155: Enter Remarks

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

The screenshot shows a 'Confirm' modal window. It features a blue circular icon with a white question mark. Below the icon, the text 'Confirm' is displayed, followed by the question 'Are you sure you want to submit the request?'. At the bottom, there are two buttons: 'No' and 'Yes'.

Figure 156: Confirmation required

- Success message displayed with Bill Request ID

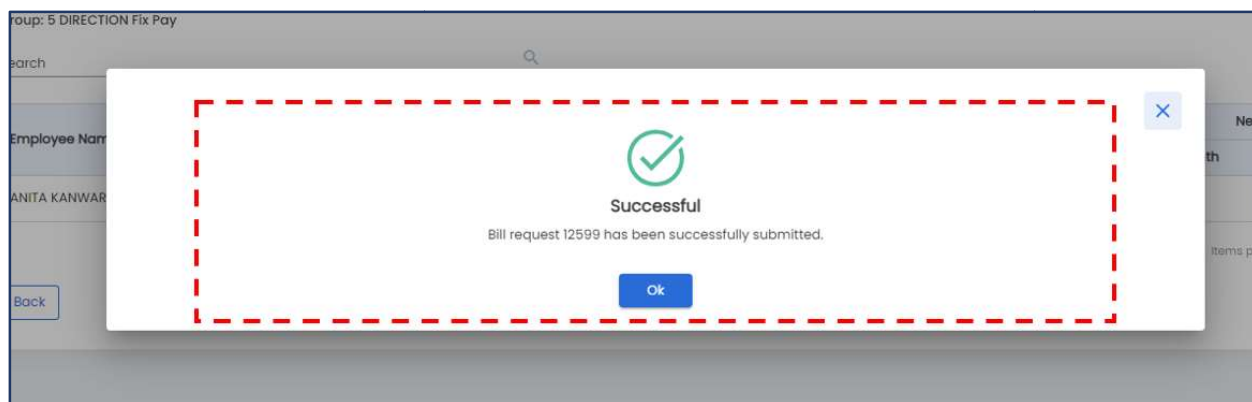


Figure 157: Bill Request ID generated

- 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

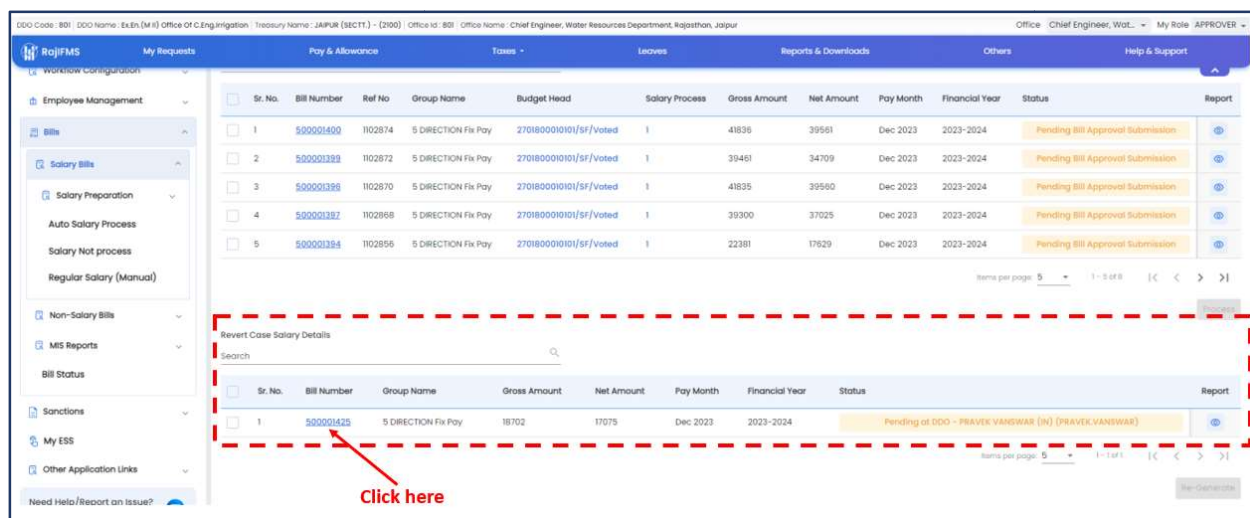


Figure 158: Revert Case Salary details displayed

- Click the Employee ID hyperlink to view the details

Pay Bill Details

Group: 5 DIRECTION Fix Pay

SEARCH

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	0162020090003566	13460	0	16702	0	1627	0	17075	31	

Items per page: 5 1 - 1 of 1

Back

Export

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 \* Month \* Group \*

SEARCH

Click Here

Salary Not process

Regular Salary (Manual)

Bill Status

Figure 160: Salary Not Process

- Select details from filter, click Search button



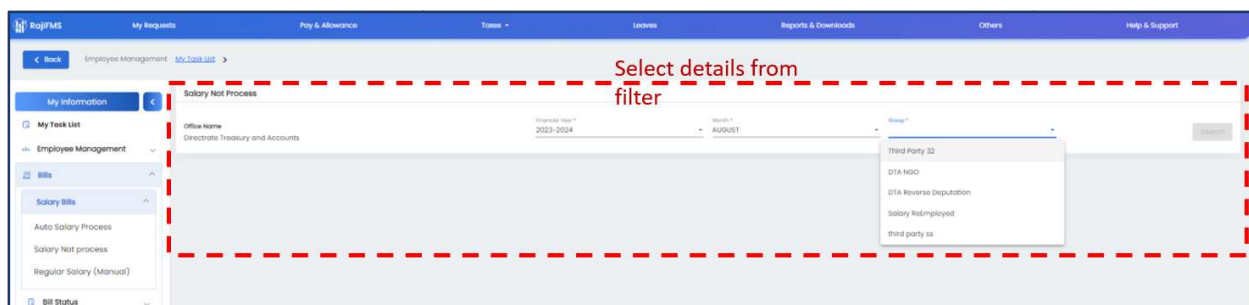


Figure 161: Select details

- 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.

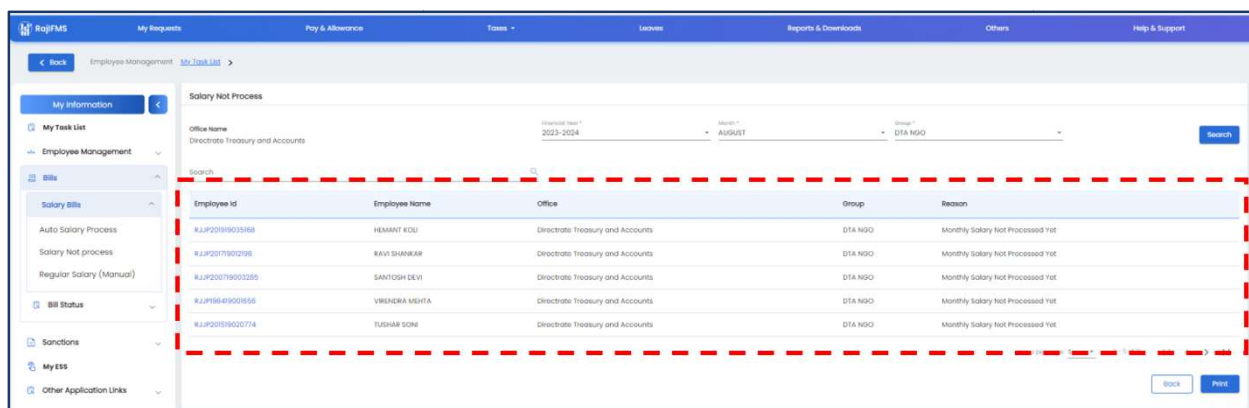


Figure 162: List displayed

- 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.

The screenshot displays a table of employees with the following columns: Name, EmployeeId, OfficeName, EmployeeCode, GroupName, OfficeId, GroupId, DdoCode, and Reason. The table lists 10 employees, all from the 'Directrate Treasury and Accounts' office, with various employee codes and group IDs. The 'Reason' column for all entries is 'Monthly Salary Not Processed Yet'.

On the right side of the interface, there is a 'Print' dialog box. It shows '2 sheets of paper' and includes settings for 'Destination' (Microsoft Print to PDF), 'Pages' (All), 'Layout' (Portrait), and 'Colour' (Colour). A red arrow points to the 'Print' button with the text 'Click Here'.

Figure 163: Print option

### 8.1.4 Regular Salary (Manual)

- Click “Regular Salary”

The screenshot shows the IFMS 3.0 interface with the 'Regular Salary (Manual)' option highlighted in the left sidebar. A red arrow points to this option with the text 'Click Here'. The main area of the interface shows the 'Salary Not Process' section with filters for 'Office Name' (Directrate Treasury and Accounts), 'Financial Year', 'Month', and 'Group'.

Figure 164: Regular Salary

- Select details from the filter and click search button

Regular Salary Initiate (Manual)

Office Name: Directorate Treasury and Accounts

Financial Year: 2023-2024

Month: AUGUST

Group: Third Party 32

Search

Select details from filter

Click Here

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

Regular Salary Initiate (Manual)

Office Name: Directorate Treasury and Accounts

Financial Year: 2023-2024

Month: AUGUST

Group: Third Party 32

Search

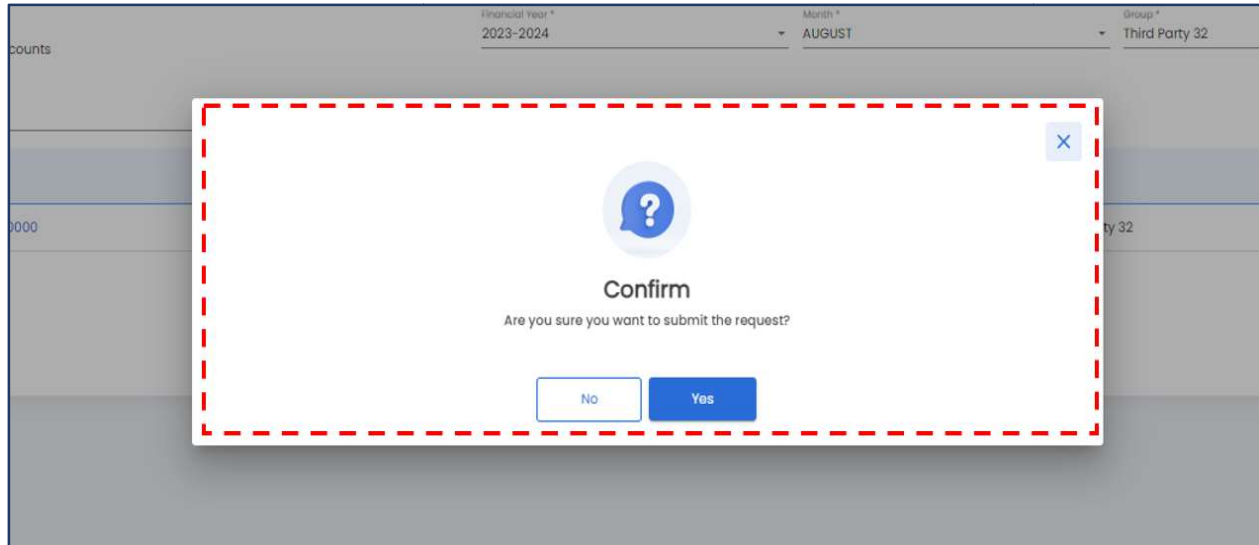
Employee Id	Employee Name	Office	Group	Reason
KLJPH9710000000	LAURA PRASAD SHARMA	Directorate Treasury and Accounts	Third Party 32	Monthly Salary Not Processed Yet

Click Here

Back Initiate

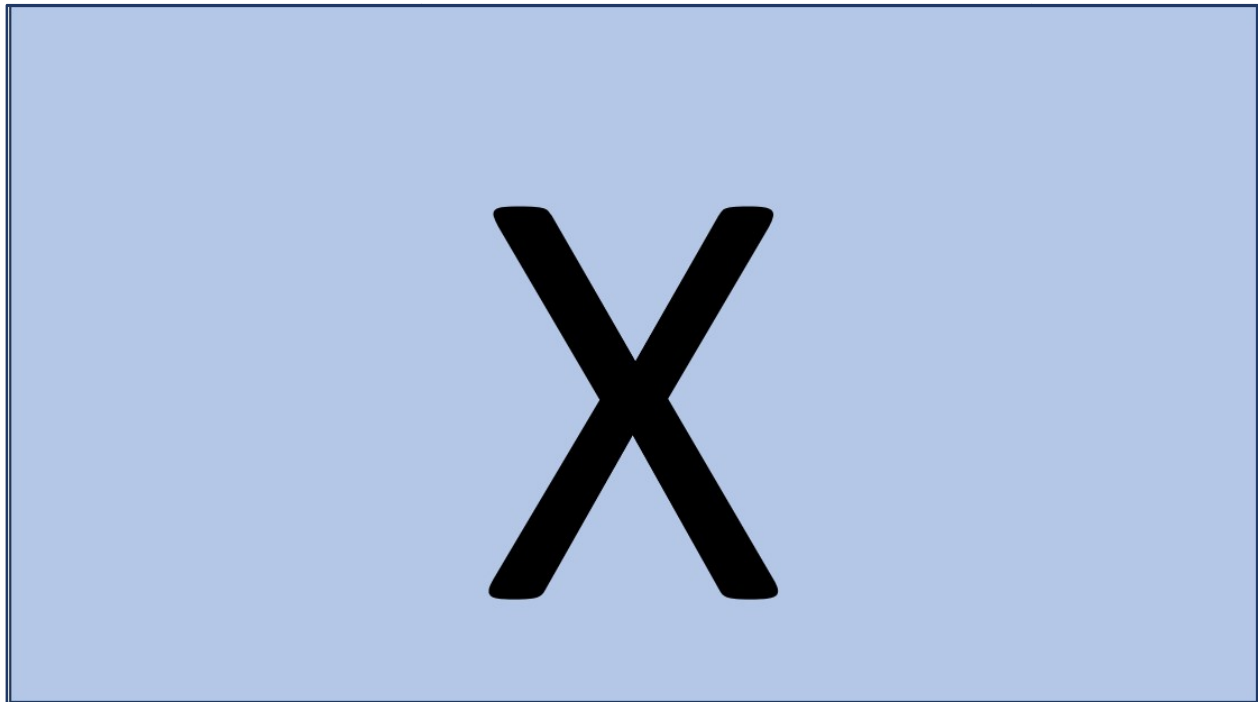
Figure 166: Initiate the process

- 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)

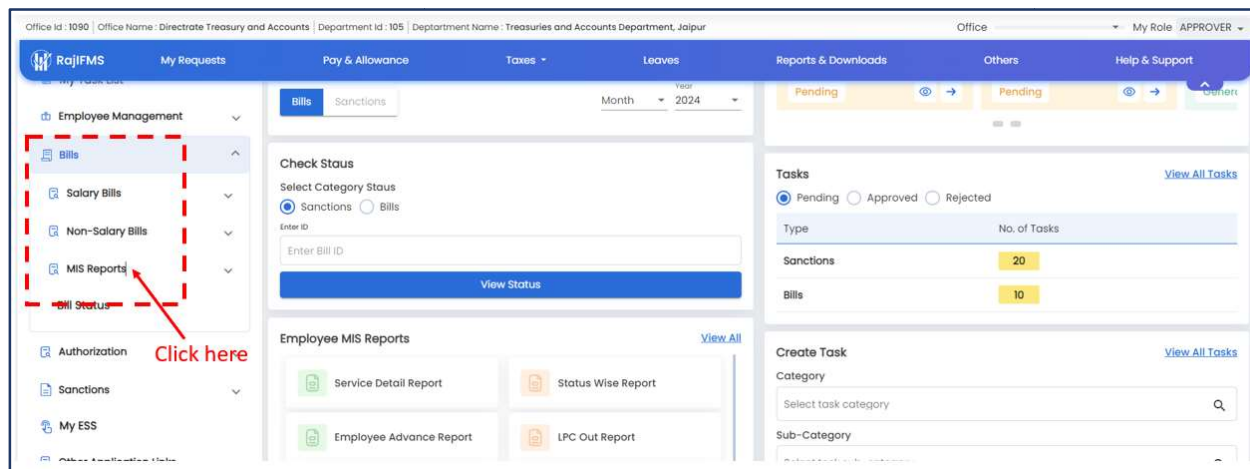


Figure 169: MIS Reports

### 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 : 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

My Information My Task List Employee Management Bills Salary Bills Non-Salary Bills MIS Reports Salary Slip Form-16

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	RJJPI99319020898	AJAY DUTT MATHUR	755576/NA	Assistant Accounts Officer Grade-I	DTA GO	Aug 15, 1967	Active	Permanent	Regular	View
2	RJJPI99319000678	SURESH SOMANI	723980 /NA	ASSISTANT ACCOUNTS OFFICER GRADE-I	DTA GO	Oct 2, 1968	Active	Permanent	Regular	View
3	RJJPI99319004014	CHANDRODAYA SHRIMALI	723999/NA	ASSISTANT ACCOUNTS OFFICER GRADE-I	DTA GO	Oct 15, 1970	Active	Permanent	Regular	View
4	RJJPI99317022230	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

Figure 170:Salary slip

- Employee details will get displayed

Finance Department

Employee Details

Details displayed

Employee Name	AJAY DUTT MATHUR	Employee ID	RJJPI99319020898	Employee Designation	Adhikshaan Engineer and Technical Assistant	Office Name	Directorate 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			Deduction Details		
Sr. No.	Pay Head Name	Pay Head Value	Sr. No.	Pay Head Name	Pay Head Value
1	Basic Pay	₹ 84900	1	Income Tax	₹ 20000
2	Dearness Allowances	₹ 39054	2	GPF Contribution	₹ 24000
3	HRA	₹ 15282	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 ▼

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

Back Bills MIS Reports Salary Slip

My Information My Task List Employee Management Bills Salary Bills Non-Salary Bills MIS Reports Salary Slip Form-16

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	<a href="#">RJJPI99319020898</a>	AJAY DUTT MATHUR	755576/NA	Assistant Accounts Officer Grade-I	DTA GO	Aug 15, 1967	Active	Permanent	Regular	<a href="#">View</a>
2	<a href="#">RJJPI99619000678</a>	SURESH SOMANI	723980/NA	ASSISTANT ACCOUNTS OFFICER GRADE-I	DTA GO	Oct 2, 1968	Active	Permanent	Regular	<a href="#">View</a>
3	<a href="#">RJJPI99619004014</a>	CHANDRODAYA SHRIMALI	723999/NA	ASSISTANT ACCOUNTS OFFICER GRADE-I	DTA GO	Oct 15, 1970	Active	Permanent	Regular	<a href="#">View</a>
4	<a href="#">RJJPI99317022239</a>	BRIJ BHUSHAN SHARMA	708004/NA	Accounts Officer	DTA GO SUSPENDED	Jul 2, 1971	Active	Permanent	NA	<a href="#">View</a>
5	<a href="#">RJJPI99419017548</a>	SARVJEET SINGH	875339/NA	ASSISTANT ACCOUNTS OFFICER GRADE-I	DTA GO	Aug 22, 1967	Active	Permanent	Regular	<a href="#">View</a>

Figure 172: view Report

- Select Year and Month from the drop down list

Slip >

Employee List

Search by ☒ All ☐ Name ☐ Employee Id ☐ Group

Sr. No. Employee Code Employee Name GPF/PRAN Designation Group Name DOB Status

1 [RJJPI99319020898](#) AJAY DUTT MATHUR 755576/NA Assistant Accounts Officer Grade-I DTA GO Aug 15, 1967 Active

2 [RJJPI99619000678](#) SURESH SOMANI 723980/NA ASSISTANT ACCOUNTS OFFICER GRADE-I DTA GO Oct 2, 1968 Active

3 [RJJPI99619004014](#) 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



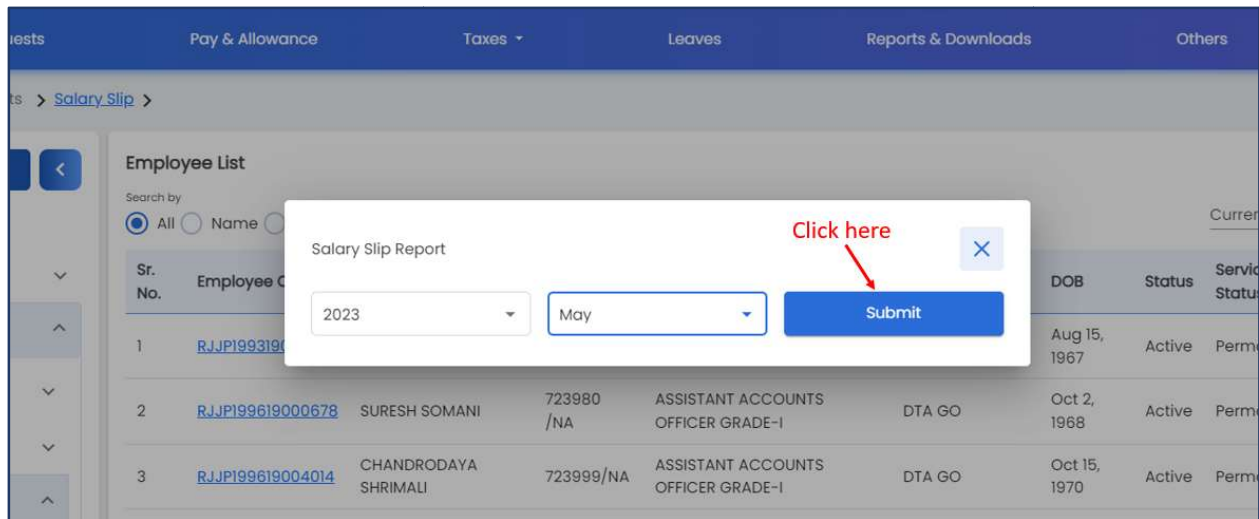


Figure 174: Submit to View Report

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

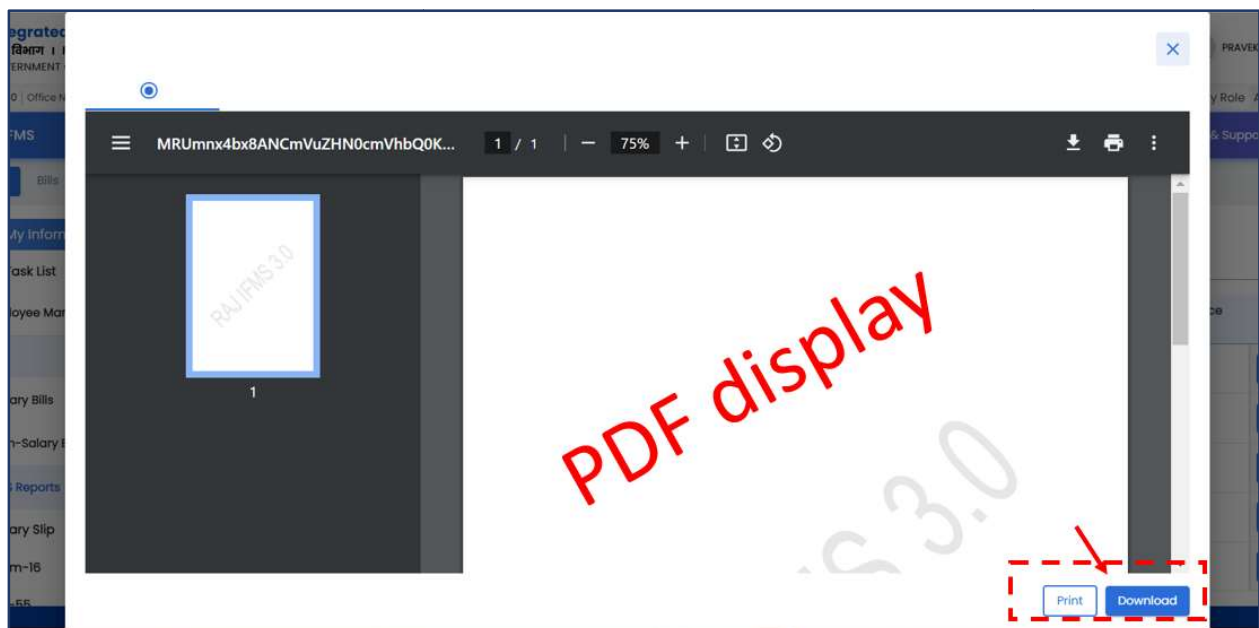
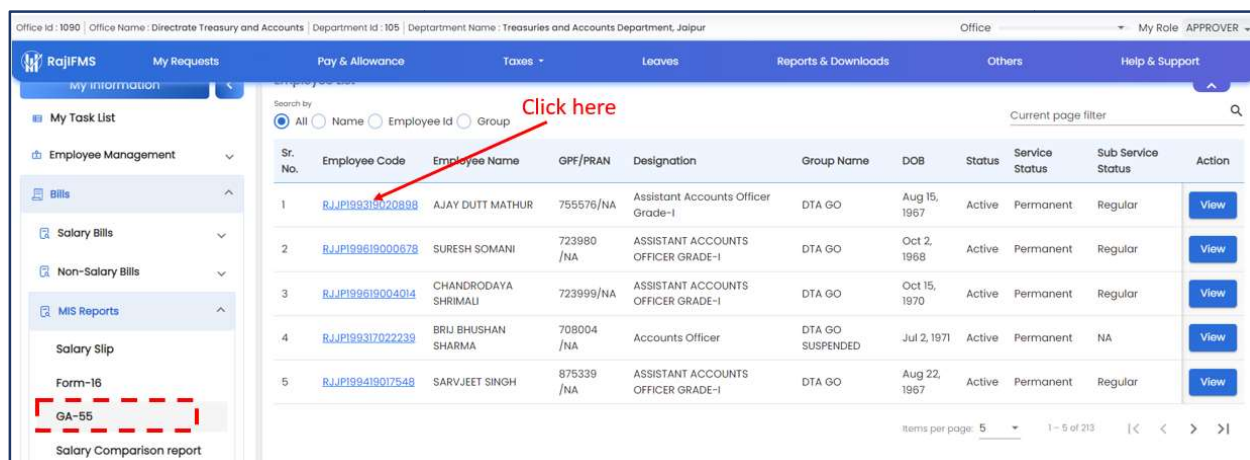


Figure 175: PDF Display



## 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



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

Office: My Role: APPROVER

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

My Task List

Employee Management

Bills

Salary Bills

Non-Salary Bills

MIS Reports

Salary Slip

Form-16

**GA-55**

Salary Comparison report

Search by: ☒ All ☐ Name ☐ Employee Id ☐ Group Click here

Current page filter

Sr. No.	Employee Code	Employee Name	GPF/PRAN	Designation	Group Name	DOB	Status	Service Status	Sub Service Status	Action
1	<a href="#">BJJP199319020888</a>	AJAY DUTT MATHUR	755576/NA	Assistant Accounts Officer Grade-I	DTA GO	Aug 15, 1967	Active	Permanent	Regular	<a href="#">View</a>
2	<a href="#">BJJP199619000678</a>	SURESH SOMANI	723980 /NA	ASSISTANT ACCOUNTS OFFICER GRADE-I	DTA GO	Oct 2, 1968	Active	Permanent	Regular	<a href="#">View</a>
3	<a href="#">BJJP199619004014</a>	CHANDRODAYA SHRIMALI	723999/NA	ASSISTANT ACCOUNTS OFFICER GRADE-I	DTA GO	Oct 15, 1970	Active	Permanent	Regular	<a href="#">View</a>
4	<a href="#">BJJP199317022239</a>	BRIJ BHUSHAN SHARMA	708004 /NA	Accounts Officer	DTA GO SUSPENDED	Jul 2, 1971	Active	Permanent	NA	<a href="#">View</a>
5	<a href="#">BJJP199419017548</a>	SARVJEET SINGH	875339 /NA	ASSISTANT ACCOUNTS OFFICER GRADE-I	DTA GO	Aug 22, 1967	Active	Permanent	Regular	<a href="#">View</a>

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

Figure 176: GA-55 Reports

- Employee details will get displayed

**Employee Details**

**Details displayed**

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

**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 : Directrate Treasury and Accounts | Department Id : 105 | Department Name : Treasuries and Accounts Department, Jaipur

Office : My Role : APPROVER

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

my information

My Task List

Employee Management

Bills

Salary Bills

Non-Salary Bills

MIS Reports

Salary Slip

Form-16

GA-56

Salary Comparison report

Search by: All Name Employee Id Group

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	BRIJ 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

Items per page: 5 1 - 5 of 213

Figure 178: View Report

- Select Year and click Submit button

GA-55 Report

Select Year

Submit

Click here

Sr. No.	Employee Code	Employee Name	GPF/PRAN	Designation	Group Name	DOB	Status	Service Status
1	RJJPI99319017548	SHARVJEET SINGH	723999/NA	ASSISTANT ACCOUNTS OFFICER GRADE-I	DTA GO	Aug 15, 1967	Active	Perma
2	RJJPI99619004014	SHRIMALI	708004/NA	Accounts Officer	DTA GO SUSPENDED	Oct 2, 1968	Active	Perma
3	RJJPI99317022239	BRIJ BHUSHAN SHARMA	875339/NA	ASSISTANT ACCOUNTS OFFICER GRADE-I	DTA GO	Oct 15, 1970	Active	Perma
4	RJJPI99419017548	SARVJEET SINGH				Jul 2, 1971	Active	Perma
5						Aug 22, 1967	Active	Perma

Figure 179: Select Year

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

Government Of Rajasthan  
GASS A

Page No. : 1  
Financial Year : 2022-23

DDO Code: 182483 | Office Name: Directorate Treasury and Accounts | TAN: JPR02187A

Employee Name	Employee ID	Pay Scale	Account No	PAN
AAJAY DUTTA MATHUR	RJJPI99119017548	L14	91089998201	

Pay Month	Pay Year	Bill No.	Bill Date	Allowance	Gross Amount	Deductions	Total Deductions	Net Amount
January	2023	089912	01/01/2023	Basic: 84,900.00 DA: 15,282.00 C.A: 1,000.00	1,00,000.00 1,00,000.00 1,00,000.00	ITax: 20,000.00 R.G.H.S: 875.00 GPF: 24,000.00	24,875.00	85,125.00

Total Allowances		Total Deductions	
Basic	84,900.00	ITax	20,000.00
DA	15,282.00	GPF	24,000.00
DA	15,282.00	R.G.H.S	875.00
C.A	1,000.00	GPF	24,000.00
<b>Total Allowances:</b>	<b>1,00,000.00</b>	<b>Total Deductions:</b>	<b>24,875.00</b>

Total Net Amount: 85,125.00

Print Download

Figure 180: GA-55 Report displayed

## 8.3 Bill Status

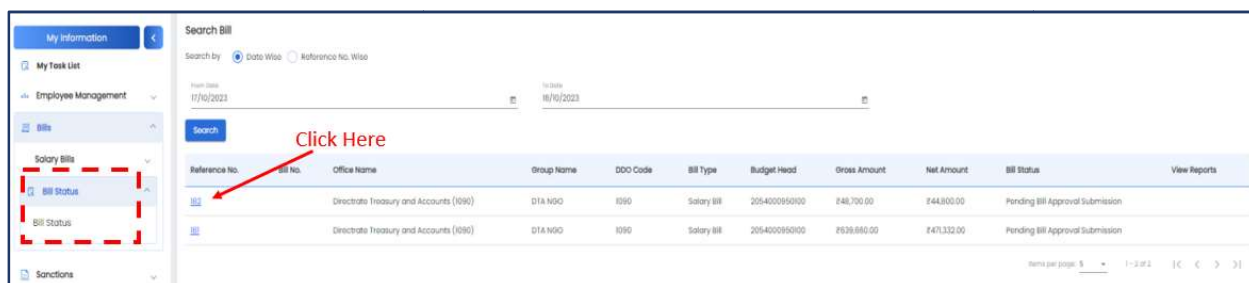
### 8.3.1 Login into the System

- 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.



Search Bill

Search by: ☒ Date Wise ☐ Reference No. Wise

From Date: 17/10/2023 To Date: 18/10/2023

Search

Click Here

Reference No.	Bill No.	Office Name	Group Name	DDO Code	Bill Type	Budget Head	Gross Amount	Net Amount	Bill Status	View Reports
<a href="#">111</a>		Directorate Treasury and Accounts (090)	DTA NGO	090	Salary Bill	2054000950100	₹48,700.00	₹44,900.00	Pending Bill Approval Submission	
<a href="#">111</a>		Directorate Treasury and Accounts (090)	DTA NGO	090	Salary Bill	2054000950100	₹538,860.00	₹471,322.00	Pending Bill Approval Submission	

Items per page: 5 1 - 2 of 2 |< < > >|

Figure 181: Select reference no.

- Bill Status details displayed

S.No.	Employee Name	Employee ID	Gross Amount	Net Amount	Payment Status	Utr No.
1	DAUAT RAM MEENA	543922	48700	44800	Not Paid	-

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)**”

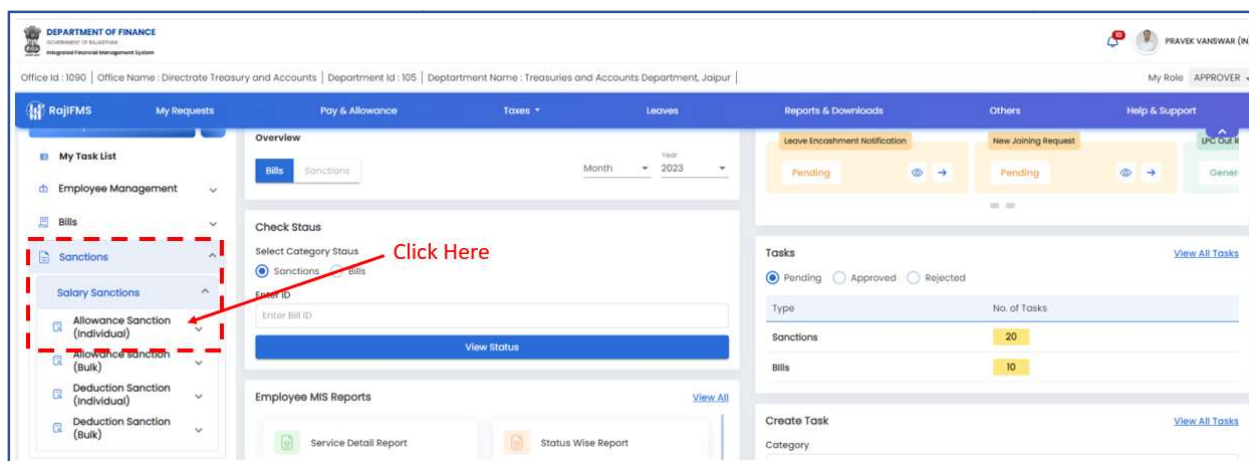


Figure 183: Select Menu

- 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.

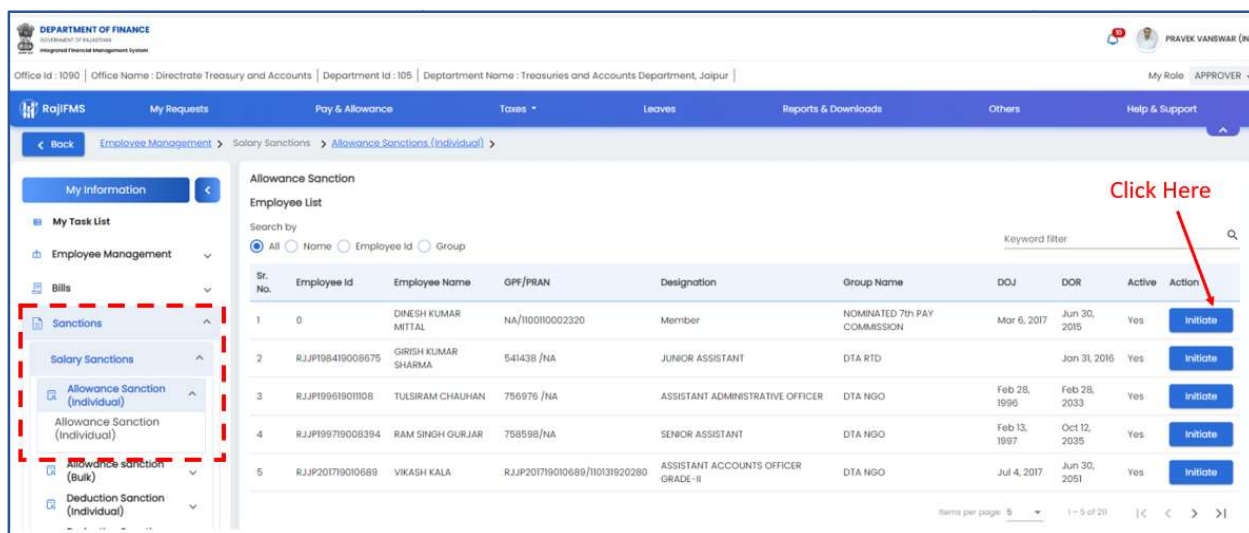


Figure 184: Select Employee

- 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 Taxes Leaves Reports & Downloads Others

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

My Information <

My Task List

Employee Management

Bills

Sanctions

Salary Sanctions

Allowance Sanction (Individual)

Allowance Sanction (Individual)

Allowance sanction (Bulk)

Deduction Sanction (Individual)

Deduction Sanction (Bulk)

My ESS

### Employee Allowance Details

### Employee Details

Employee Basic details

Employee ID RJJPI9961901108	Employee Name TULSIRAM CHAUHAN	GP/PRAN
Designation ASSISTANT ADMINISTRATIVE OFFICER	Group DTA NGO	Date of Joining Feb 28, 1996
Date of Retirement Feb 28, 2033	Pay Commission Seventh	Pay Level L11
Employee Status Active		

### Employee Allowance Details

Sl. 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

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

**Add New Allowance**

**Enter Details**

☒ Recurring (Monthly) ☐ Non-Recurring (Onetime)

With effective Month Salary \*  
OCTOBER

With effective From date  
1/10/2023

Allowance Name \*  
Special Pay(101)

Allowance Category  
Formula Based

Order Number \*  
FDHG231

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

**Pay & Allowance**

Sr. No.	Allowance Name	Allowance Amount	Order Number	Order Date	With effective Mode	With effective Month Salary	With effective From date	Action
2	Dearness Allowances	₹ 24794						
3	HRA	₹ 9702						
4	CCA	₹ 1000						
<b>Gross Earning</b>		<b>₹ 89396</b>						

**Add Allowance**

**Add Documents**

Document Types: Testing

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 displays the 'Add Allowance' form. At the top, there is a table with allowance details. Below this is the 'Add Documents' section, which includes a 'Document Types' dropdown set to 'Testing', a 'Choose File' button, and a 'Drag & drop or browse' button. A red arrow points to the 'Drag & drop or browse' button with the label 'Upload Document'. Below the document upload section is the 'Add Remarks' section, which has a text area with the placeholder 'Enter Remarks'. At the bottom right, there are 'Back', 'Cancel', and 'Submit' buttons. A red arrow points to the 'Submit' button with the label 'Click Here'.

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	

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

Back Cancel **Submit**

Figure 189: Upload documents

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

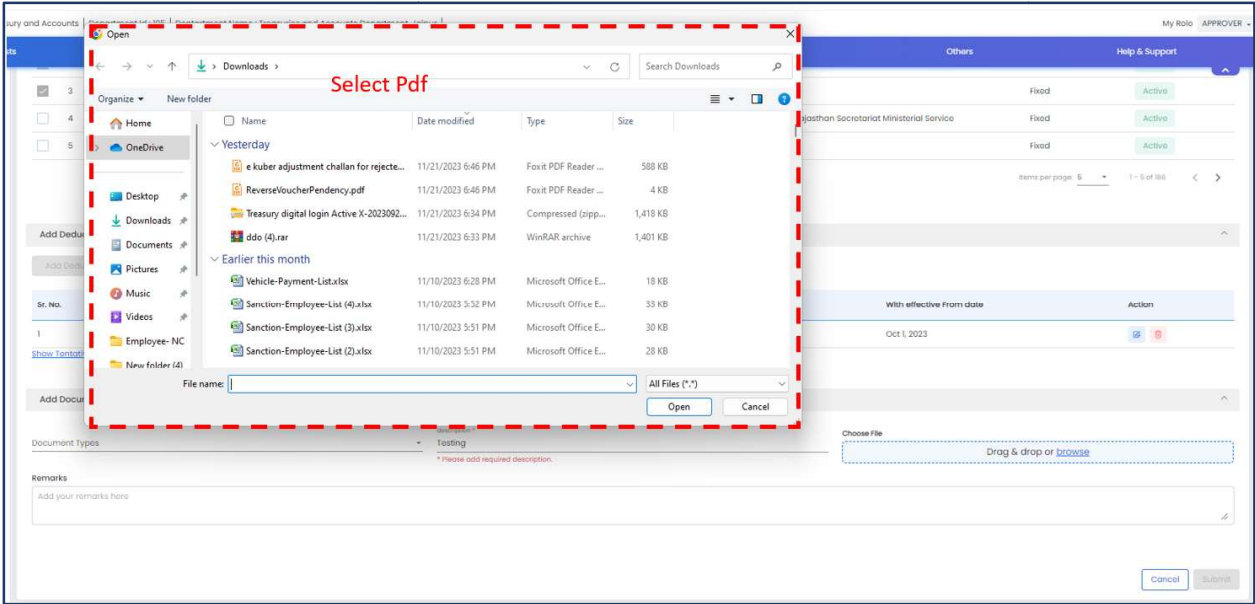


Figure 190: Select document to upload

- Click “Yes” to confirmation message

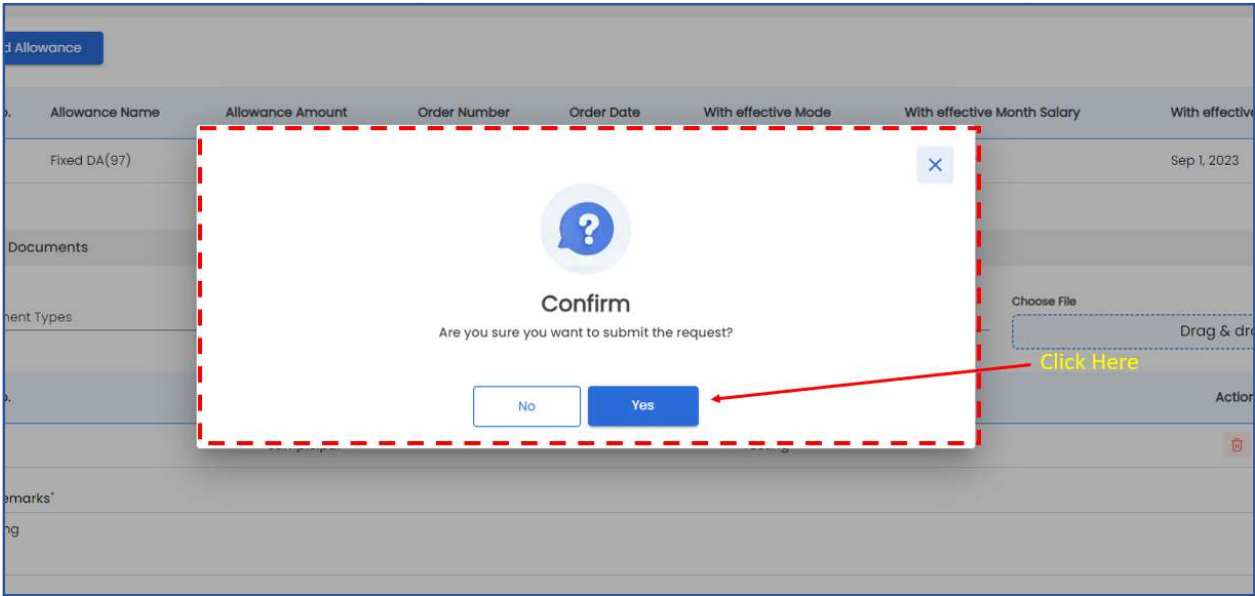
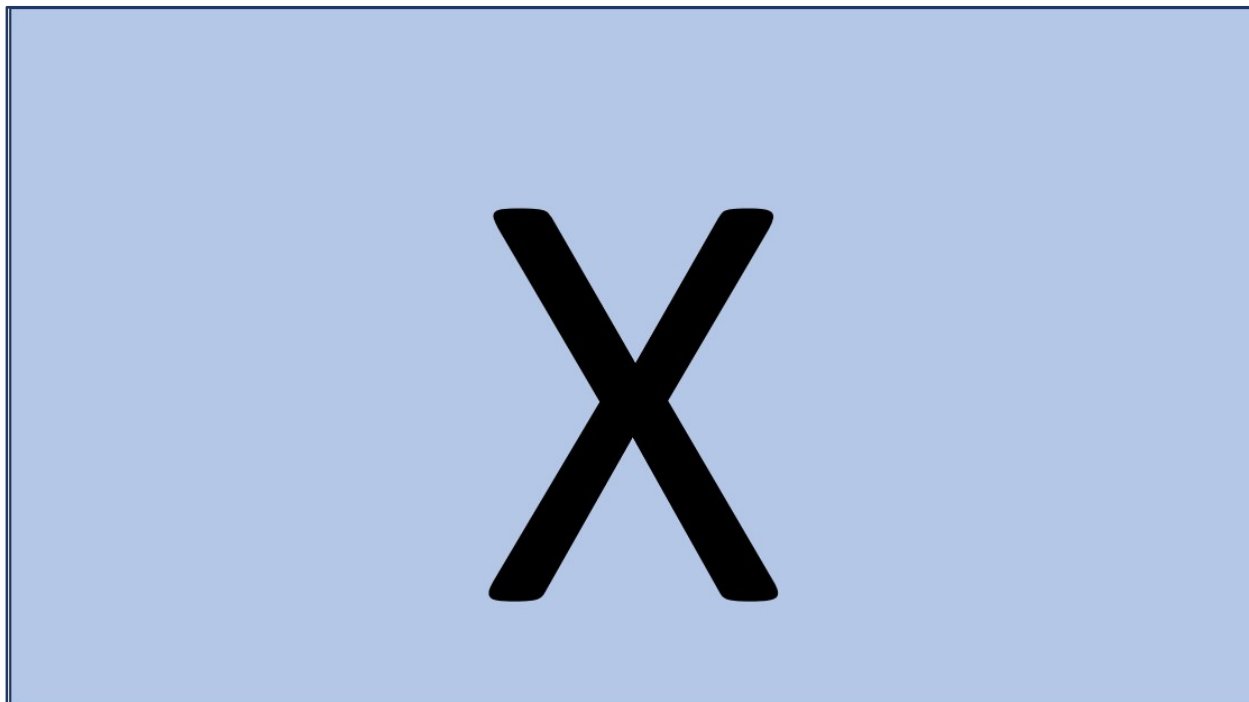


Figure 191: Confirmation to proceed

- 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)”**

Allowance sanction (Bulk)

Select Group: Designation: Service Category:

Service Sub Category: Pay Commission:

Search

Sr. No.	Employee ID	Employee Name	OPF/PRAN	Group	Designation	Date of Joining	Date of Retirement	Service Category	Service Sub Category	Pay Commission	Employee Status
1	0	JAGAN SINGH JAKHAD	NA/1111111111	7th Pay Commission NGO	Class IV Staff	May 11, 2018	Jul 31, 2013	Re-Employed		Fixed	Active
2	0	MAHESH PRASAD DIXIT	NA/123235323232	NOMINATED 7th PAY COMMISSION	Member	Mar 6, 2017	Sep 30, 2008	Re-Employed		Fixed	Active
3	0	DHEER CHANDRA SAMANT IAS	NA/10221212100121	NOMINATED 7th PAY COMMISSION	President	Mar 6, 2017	Jun 30, 2009	Re-Employed		Fixed	Active
4	RJJP198019007374	VINOD PANDYA	AS/11/RAJ/1061/NA	PARC II	Member	Jul 1, 2012	Jun 26, 2012	Re-Employed	The Rajasthan Secretariat Ministerial Service	Fixed	Active
5	0	DINESH KUMAR MITTAL	NA/10010002320	NOMINATED 7th PAY COMMISSION	Member	Mar 6, 2017	Jun 30, 2015	Re-Employed		Fixed	Active

Figure 193: Allowance Sanction Bulk

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

Service Sub Category: Pay Commission:

Search

Select Employees

Sr. No.	Employee ID	Employee Name	OPF/PRAN	Group	Designation	Date of Joining	Date of Retirement	Service Category	Service Sub Category	Pay Commission	Employee Status
1	0	JAGAN SINGH JAKHAD	NA/1111111111	7th Pay Commission NGO	Class IV Staff	May 11, 2018	Jul 31, 2013	Re-Employed		Fixed	Active
2	0	MAHESH PRASAD DIXIT	NA/123235323232	NOMINATED 7th PAY COMMISSION	Member	Mar 6, 2017	Sep 30, 2008	Re-Employed		Fixed	Active
3	0	DHEER CHANDRA SAMANT IAS	NA/10221212100121	NOMINATED 7th PAY COMMISSION	President	Mar 6, 2017	Jun 30, 2009	Re-Employed		Fixed	Active
4	RJJP198019007374	VINOD PANDYA	AS/11/RAJ/1061/NA	PARC II	Member	Jul 1, 2012	Jun 26, 2012	Re-Employed	The Rajasthan Secretariat Ministerial Service	Fixed	Active
5	0	DINESH KUMAR MITTAL	NA/10010002320	NOMINATED 7th PAY COMMISSION	Member	Mar 6, 2017	Jun 30, 2015	Re-Employed		Fixed	Active

Items per page: 5 1 - 5 of 5

Add Allowance

Add Documents

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

**Add New Allowance** **Enter Details**

☒ Recurring (Monthly) ☐ Non-Recurring ( Onetime)

With effective Month Salary \* OCTOBER With effective From date 1/10/2023

Allowance Name \* Special Pay(101) Allowance Category Formula Based

Order Number \* FDHG231 Order Date \* 22/11/2023

Click here → **Add**

Figure 195: Enter details

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

Sr. No.	Allowance Name	Order Number	Order Date	With effective Mode	With effective Month Salary	With effective From date	Action
1	Special Pay(101)	FDHG231	Nov 22, 2023	Recurring (Monthly)	October	Oct 1, 2023	<a href="#">Show Tentative Amount</a>

**Add Documents**

Document Types \* description \* Choose File Drag & drop or browse

**Add Remarks**

Add your remarks here

Figure 196: Details displayed

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

**Add Allowance**

**Add Documents**

Document Types: description \*

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

**Add Remarks\***

Add your remarks here

Cancel Submit

Figure 197: Upload document

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

**Select Pdf**

Name	Date modified	Type	Size
e kuber adjustment challan for rejecte...	11/21/2023 6:46 PM	Foxit PDF Reader ...	588 KB
ReverseVoucherPendency.pdf	11/21/2023 6:46 PM	Foxit PDF Reader ...	4 KB
Treasury digital login Active X-2023092...	11/21/2023 6:34 PM	Compressed (zipp...	1,418 KB
ddo (4).rar	11/21/2023 6:33 PM	WinRAR archive	1,401 KB
Vehicle-Payment-List.xlsx	11/10/2023 6:28 PM	Microsoft Office E...	18 KB
Sanction-Employee-List (4).xlsx	11/10/2023 5:32 PM	Microsoft Office E...	35 KB
Sanction-Employee-List (3).xlsx	11/10/2023 5:51 PM	Microsoft Office E...	30 KB
Sanction-Employee-List (2).xlsx	11/10/2023 5:51 PM	Microsoft Office E...	28 KB

File name: All Files (\*.\*)

Open Cancel

**Add Documents**

Document Types: Testing

\*Please add required description.

Remarks

Add your remarks here

Cancel Submit

Figure 198: Select Document to upload

- Click “Yes” to confirmation message

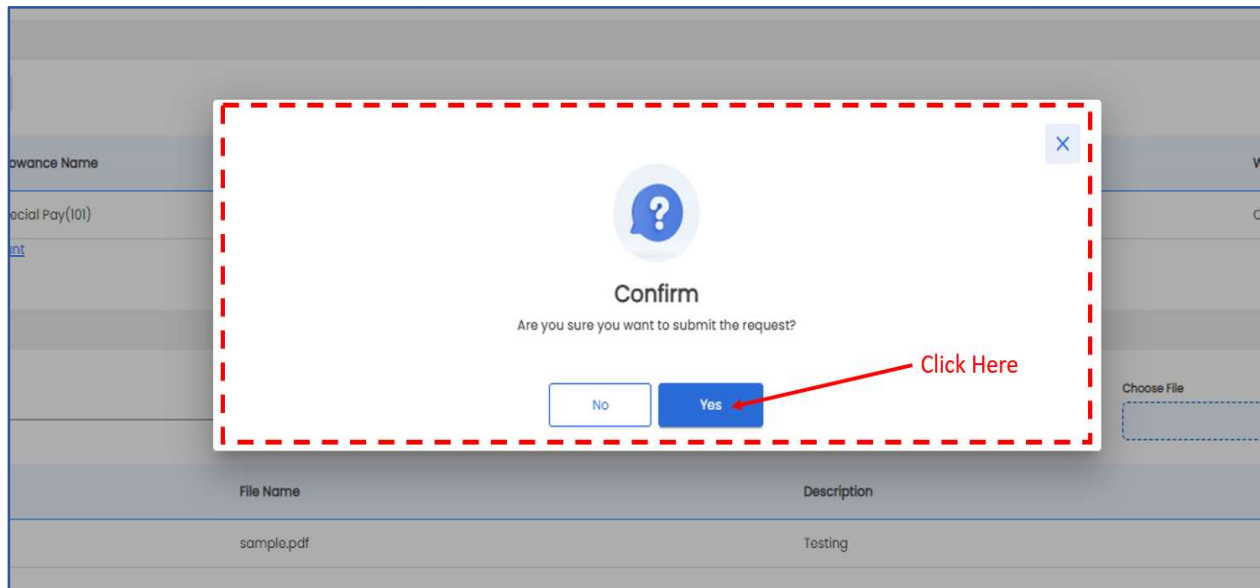


Figure 199: Confirmation message

- Successful message gets displayed

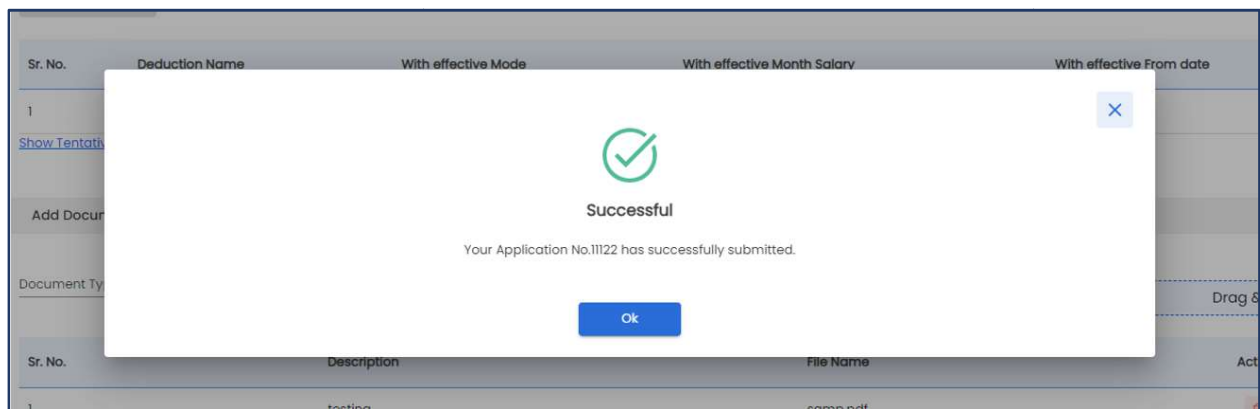


Figure 200: Successful message

### 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.

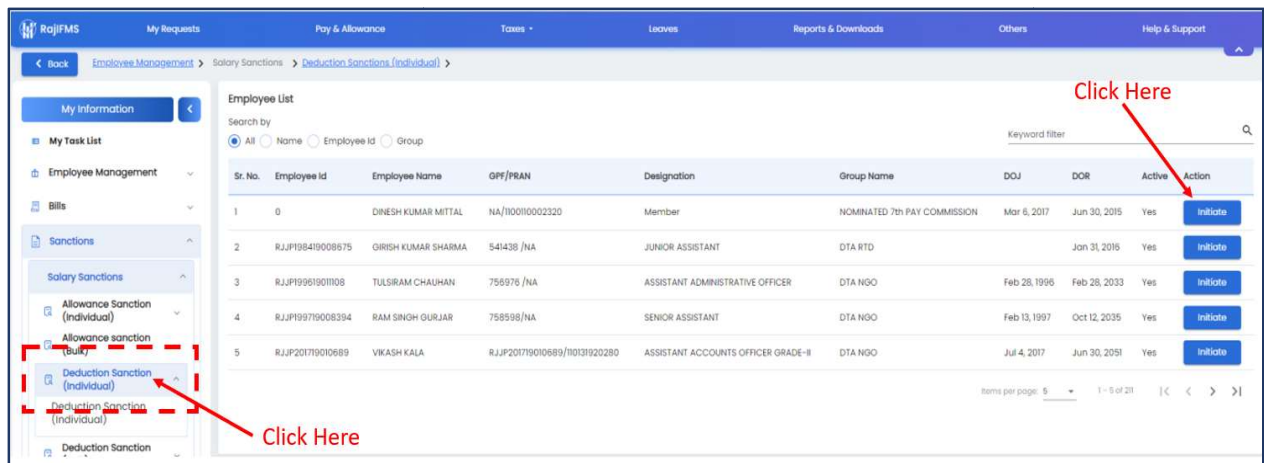


Figure 201: Deduction allowance Individual- select employee

- Employee details will get displayed



**Employee Basic Details**

Employee ID	Employee Name	EMP/ID/NAME
RJUP19915010108	TULSRAM CHAUHAN	
Designation	Group	Date of Joining
ASSISTANT ADMINISTRATIVE OFFICER	DTA NCO	Feb 28, 1999
Date of Retirement	Pay Commission	Pay Level
Feb 28, 2033	Seventh	L1
Employee Status		
Active		

**Employee Deduction Details**

Sr. No.	Deduction Name	Deduction Value
1	Income Tax	₹ 8000
2	GPF Contribution	₹ 10000
3	SI Premium	₹ 3000
4	RQHS	₹ 658
<b>Net Deductions</b>		<b>₹ 21658</b>

Figure 202: Employee details displayed

- Click “Add Deduction” button to add the details

**Add Deduction**

**Add Documents**

Document Types:  description:

Choose File:

Drag & drop or [browse](#)

**Add Remarks**

Add your remarks here

[Back](#) [Cancel](#) [Submit](#)

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

The screenshot shows the 'Add New Deduction' modal window. The sidebar on the left includes 'Income Tax' (₹ 8000), 'GPF Contribution' (₹ 10000), 'SI Premium', 'RGHS', and 'Net Deductions'. The modal has a close button (X) in the top right. The title is 'Add New Deduction' with a red 'Enter details' prompt. The form includes radio buttons for 'Recurring (Monthly)' and 'Non-Recurring (Onetime)'. There are four input fields: 'With effective Month Salary \*', 'With effective From date', 'Deduction Name \*', and 'Deduction Category'. An 'Add' button is located at the bottom right of the modal. The background interface shows a table with a 'description \*' column and a 'Choose File' button.

*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

Net Deductions 21658

Add Deduction

Add Deduction

Sr. No.	Deduction Name	Deduction Amount	With effective Mode	With effective Month Salary	With effective From date	Action
1	Professional Tax(204)	5000	Recurring (Monthly)	September	Sep 1, 2023	

Add Documents

Document Types description \*

Choose File Drag & drop or browse

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

Add Remarks

Add your remarks here

Back Cancel Submit

Figure 205: Upload document

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

Open

Select Pdf

Name	Date modified	Type	Size
e kuber adjustment challan for rejecte...	11/21/2023 6:46 PM	Foxit PDF Reader ...	588 KB
ReverseVoucherPendency.pdf	11/21/2023 6:46 PM	Foxit PDF Reader ...	4 KB
Treasury digital login Active X-2023092...	11/21/2023 6:34 PM	Compressed (zipp...	1,418 KB
ddo (4).rar	11/21/2023 6:33 PM	WinRAR archive	1,401 KB
Vehicle-Payment-List.xlsx	11/10/2023 6:28 PM	Microsoft Office E...	18 KB
Sanction-Employee-List (4).xlsx	11/10/2023 5:32 PM	Microsoft Office E...	33 KB
Sanction-Employee-List (3).xlsx	11/10/2023 5:51 PM	Microsoft Office E...	30 KB
Sanction-Employee-List (2).xlsx	11/10/2023 5:51 PM	Microsoft Office E...	28 KB

File name:  All Files (\*.\*)

Open Cancel

Figure 206: Select Document to upload

- Click “Yes” to confirmation message

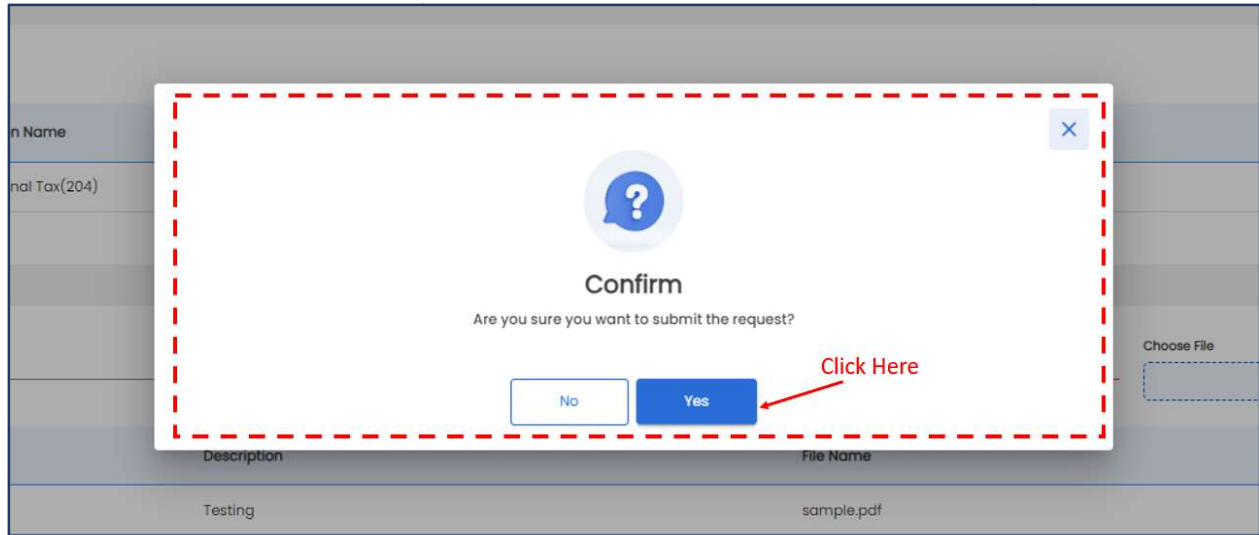


Figure 207: Confirmation message

- Successful message gets displayed

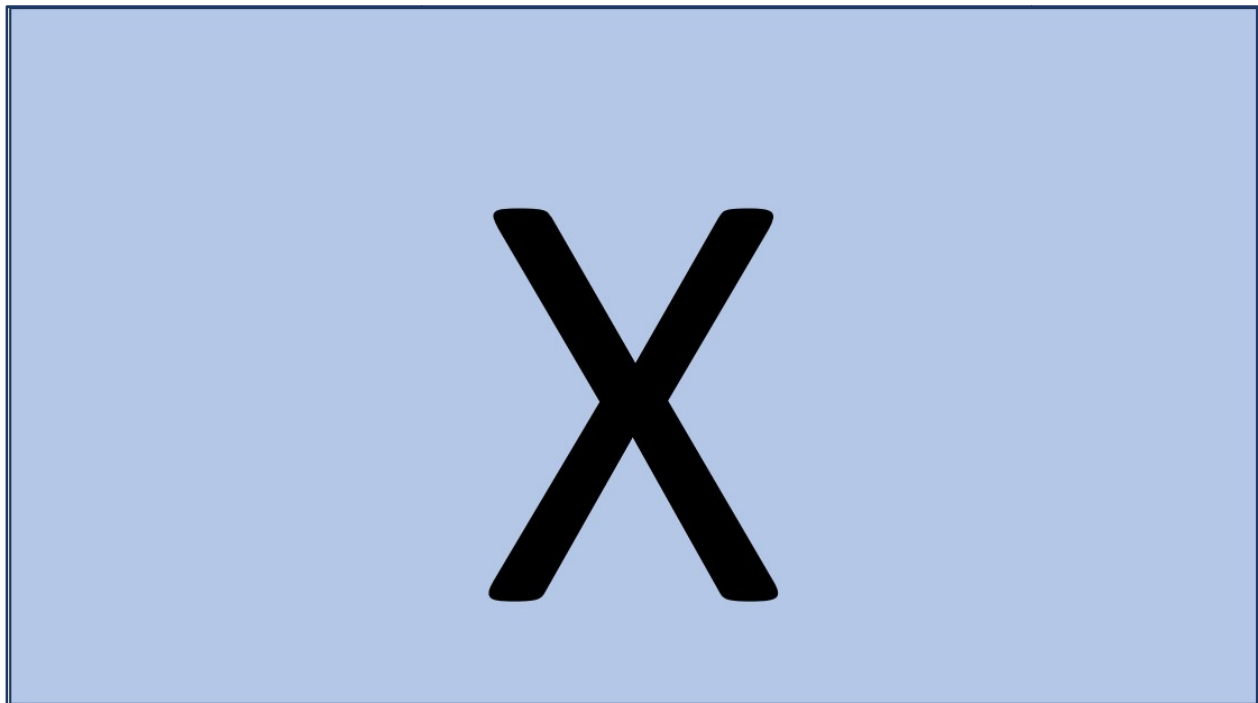


Figure 208: Successful message

## 9.1.4 Deduction Sanction (Bulk)

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

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

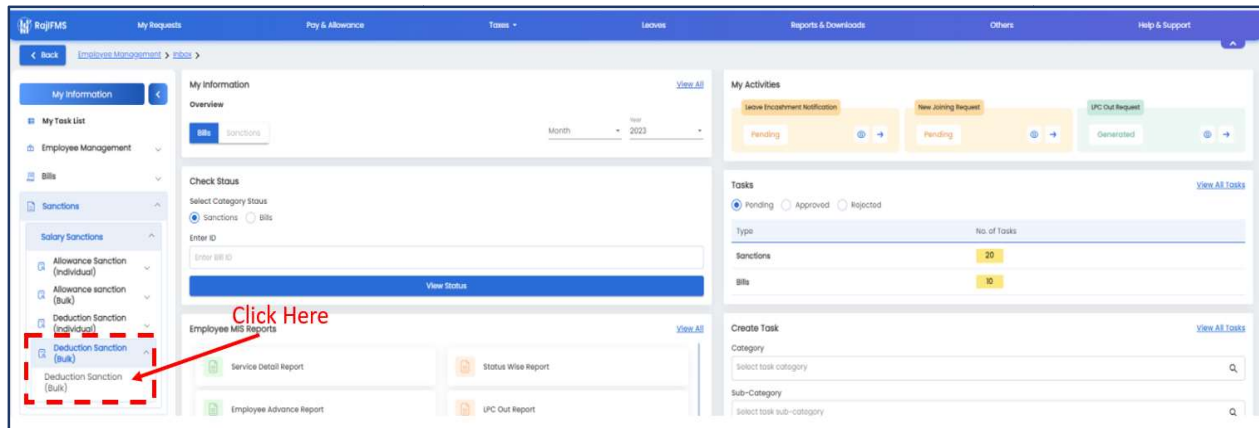


Figure 209: Deduction Sanction Bulk

- Employee details will get displayed

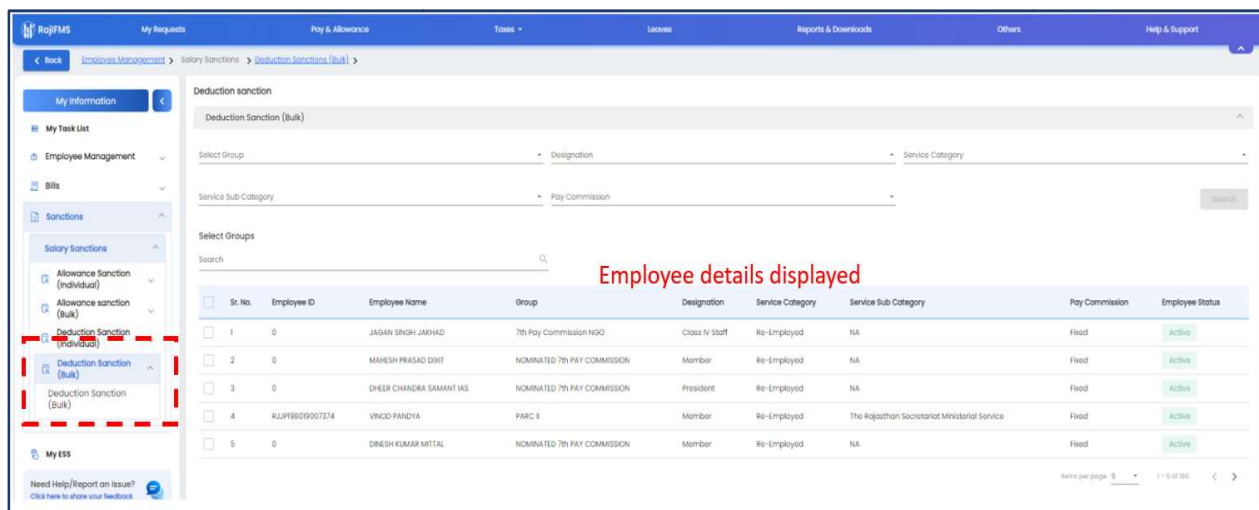


Figure 210: Employee details

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

The screenshot shows the 'Deduction Sanction (Bulk)' page in the IFMS 3.0 Employee Management module. The left sidebar contains a menu with 'Deduction Sanction (Bulk)' highlighted. The main area displays a table of employees with columns: Sr. No., Employee ID, Employee Name, Group, Designation, Service Category, Service Sub Category, Pay Commission, and Employee Status. Five employees are listed, and the first three have their selection checkboxes checked. A red arrow points to the 'Select Employees' text above the table.

Sr. No.	Employee ID	Employee Name	Group	Designation	Service Category	Service Sub Category	Pay Commission	Employee Status
1	0	JAGAN SINGH JAKHAD	7th Pay Commission NGO	Class IV Staff	Re-Employed	NA	Fixed	Active
2	0	MAHESH PRASAD DWIT	NOMINATED 7th PAY COMMISSION	Member	Re-Employed	NA	Fixed	Active
3	0	DHEER CHANDRA SAMANT IAS	NOMINATED 7th PAY COMMISSION	President	Re-Employed	NA	Fixed	Active
4	RUP9809007374	VINOD PANDYA	PARC II	Member	Re-Employed	The Rajasthan Secretariat Ministerial Service	Fixed	Active
5	0	DINESH KUMAR MITAL	NOMINATED 7th PAY COMMISSION	Member	Re-Employed	NA	Fixed	Active

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

The screenshot shows the 'Add New Deduction' modal form. The form has a title 'Add New Deduction' and a subtitle 'Enter details'. It includes radio buttons for 'Recurring (Monthly)' and 'Non-Recurring (Onetime)'. There are input fields for 'With effective Month Salary \*', 'With effective From date', 'Deduction Name \*', and 'Deduction Category'. An 'Add' button is at the bottom right.

Figure 212: Add deduction details

- Deduction details will get displayed

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

The screenshot shows the 'Add Documents' section of the IFMS 3.0 Employee Management interface. A red dashed box highlights the 'Drag & drop or browse' button, with a red arrow pointing to it and the text 'Upload document'.

Sr. No.	Deduction Name	With effective Mode	With effective Month Salary	With effective From date	Action
1	Surcharge On Income Tax(203)	Recurring (Monthly)	October	Oct 1, 2023	<a href="#">Edit</a> <a href="#">Delete</a>

Document types:  description \*

Remarks:

Choose File:

Figure 213: Upload documents

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

The screenshot shows the 'Add Documents' section of the IFMS 3.0 Employee Management interface. A red dashed box highlights the 'Open' button, with a red arrow pointing to it and the text 'Select Pdf'.

File Explorer (Downloads):

Name	Date modified	Type	Size
Yesterday			
e kuber adjustment challan for rejecte...	11/21/2023 6:46 PM	Foxit PDF Reader ...	588 KB
ReverseVoucherPendency.pdf	11/21/2023 6:46 PM	Foxit PDF Reader ...	4 KB
Treasury digital login Active X-2023092...	11/21/2023 6:34 PM	Compressed (zipp...	1,418 KB
ddo (4).rar	11/21/2023 6:33 PM	WinRAR archive	1,401 KB
Earlier this month			
Vehicle-Payment-List.xlsx	11/10/2023 6:28 PM	Microsoft Office E...	18 KB
Sanction-Employee-List (4).xlsx	11/10/2023 5:52 PM	Microsoft Office E...	33 KB
Sanction-Employee-List (3).xlsx	11/10/2023 5:51 PM	Microsoft Office E...	30 KB
Sanction-Employee-List (2).xlsx	11/10/2023 5:51 PM	Microsoft Office E...	28 KB

File name:  All Files (\*.\*)

Document types:  Testing



Remarks:

Choose File:

Figure 214: Select document to upload

- Click “Submit” button to proceed

The screenshot shows the 'Add Deduction' form. At the top, there's a table with columns: Sr. No., Deduction Name, With effective Mode, With effective Month Salary, With effective From date, and Action. Below this is a section for 'Add Documents' which includes a table with columns: Sr. No., Description, File Name, and Action. A red dashed box highlights the 'Add Documents' section. A red arrow points to the 'Submit' button at the bottom right, with the text 'Click here' next to it.


Sr. No.	Deduction Name	With effective Mode	With effective Month Salary	With effective From date	Action
1	Surcharge On Income Tax(203)	Recurring (Monthly)	October	Oct 1, 2023	 

[Show Tentative Amount](#)

Add Documents

Document Types:  description\*

Choose File:  Drag & drop or [browse](#)

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

Remarks:

[Cancel](#) [Submit](#)

Figure 215: Click Submit for submission of details

- Click “Yes” to confirmation message

The screenshot shows the 'Add Deduction' form with a confirmation dialog box overlaid. The dialog box has a title 'Confirm' and a question 'Are you sure you want to submit the request?'. It has two buttons: 'No' and 'Yes'. A red arrow points to the 'Yes' button with the text 'Click here'.

Add Deduction

Add Deduction


Sr. No.	Deduction Name	With effective From date
1	Surcharge On Income Tax(203)	Oct 1, 2023

[Show Tentative Amount](#)

Add Documents

Document Types:

Choose File:  Drag & drop or [browse](#)

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

Confirm

Are you sure you want to submit the request?

[No](#) [Yes](#)

Figure 216: Confirmation message

- Successful message gets displayed



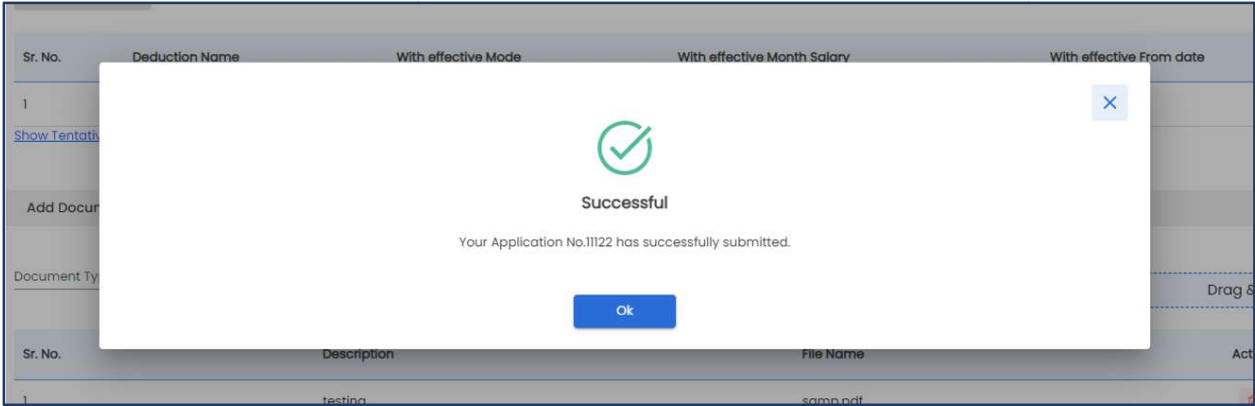


Figure 217: Successful Message

-----X-----