



Government of Rajasthan
Department of Finance

IFMS 3.0

User Manual

Pension Module

User Role Assignment

Document Control

General Document Information	
Version	V1
Version Status	
Version Date	24/06/2023
Purpose	User Manual - Pension Sub-Module under Disbursement Engine (Role Assignment)

Contact for Enquiries and Changes	
Name	
Title Role	
Department	
Telephone / e-Mail	
e-Mail	

Table of Contents

1	Introduction	5
2	System Overview	5
3	User Role Assignment	6
3.1	HoD – To create HoO	6
3.2	HoO – To create Maker/ Checker/ Approve	12

List of Figures

Figure 1: IFMS Home Page	6
Figure 2: Login Page.....	7
Figure 3: Welcome Page.....	7
Figure 4: Access Workspace Page.....	8
Figure 5: Desk and Role page.....	8
Figure 6: User Role Request page.....	9
Figure 7: Select office	10
Figure 8: Select User and Details.....	10
Figure 9: Mark HoO	11
Figure 10: Success Message	11
Figure 11: HoO Desk and role page	12
Figure 12: User Management.....	13
Figure 13: Role assignment page	13
Figure 14: Module Selection.....	14
Figure 15: Process selection	14
Figure 16: Role Assignment to Employees.....	15
Figure 17: Successful Message	15

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) portal, 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 planning, distribution/ allocation and fund management, expenditure management / disbursement engine including treasury functions, revenue management, accounts preparation etc. 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

The Pension Management sub-module in IFMS 3.0 handles all the pension related functions in the life cycle of a pensioner. It facilitates various stakeholders such as employees, HoO's / HoD's / AD's, pensioners, Pension Department Officials, Single DDO, etc., in executing their pension related activities online.

Before initiating the process of e-Pension file, HoO (Head of Office) to be created and Roles like – Maker, Checker, and Approver shall be assigned for smooth processing and e- pension generation. Here in this User manual, the process of HoO creation by HoD (Head of department) and Maker/ Checker/ Approver role assignment by HoO is explained.

3 User Role Assignment

3.1 HoD (Head of Department) – To create HoO (Head of Office)

In this functionality, HoD is provided with the facility to create HoO.

1. **Action URL link** - <https://ifms.rajasthan.gov.in/ifmssso>
2. **Actor** - HoD
3. **Brief Description** - List of all Offices/ employees mapped with HoD shall be displayed under User Role menu. HoD has the rights to create HoO.
4. **Navigation Steps** - To assign role to user as HoO, HoD must follow the steps as given: -
 - Please open web browser and enter <https://ifms.rajasthan.gov.in/ifmssso> in the URL.
 - Click IFMS 3.0 button to Login
 - SSO Login page opens, enter your SSO Login Credentials (User ID, Password, and captcha) to login

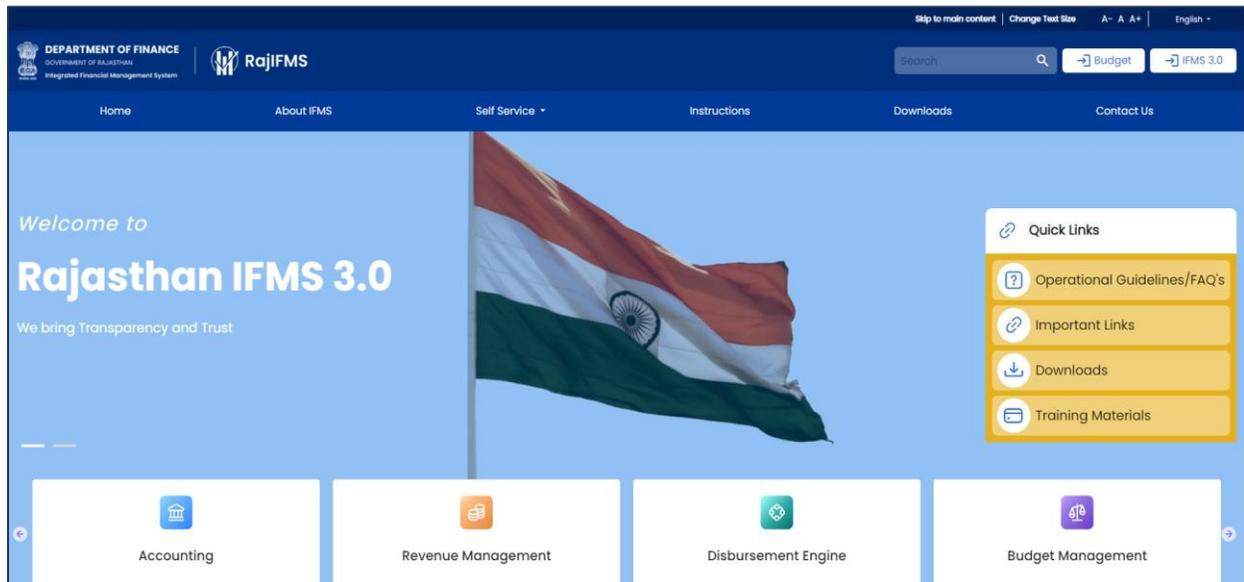


Figure 1: IFMS Home Page

Rajasthan Single Sign On v14.5
One Digital Identity for all Applications

English | हिन्दी

IMPORTANT NOTE:

This is a testing/ staging server and should not be used for LIVE transactions.
It is intended for use by technical team for testing the applications and integration with RajSSO system.

महत्वपूर्ण सूचना:

यह एक टेस्ट/ स्टेजिंग सर्वर है और इसका उपयोग लाइव लेनदेन के लिए नहीं किया जाना चाहिए।

यह एप्लीकेशन के टेस्ट और राजएसएसओ प्रणाली के साथ एकीकरण के लिए तकनीकी टीम द्वारा उपयोग के लिए है।

Login | Registration

Digital Identity (SSOID/ Username)

Password

4 4 8 1 5 4 Enter Captcha

Login

(RPSC), SANSKRIT APP, DCEAPP (G2C) & EODB REFORMS applications added. * w.e.f. 01 March, 2017, it would be mandatory for all govt. employees to have either AADHAAR or BHAMASHAH ID updated in SSO profile.

Site designed, developed & hosted by Department of Information Technology & Communication, Government Of Rajasthan
Helpdesk Details | Website Policies | Password Policy | FAQ | Sitemap

Figure 2: Login Page

- Welcome page opens



Figure 3: Welcome Page

- User shall click on Access Workspace

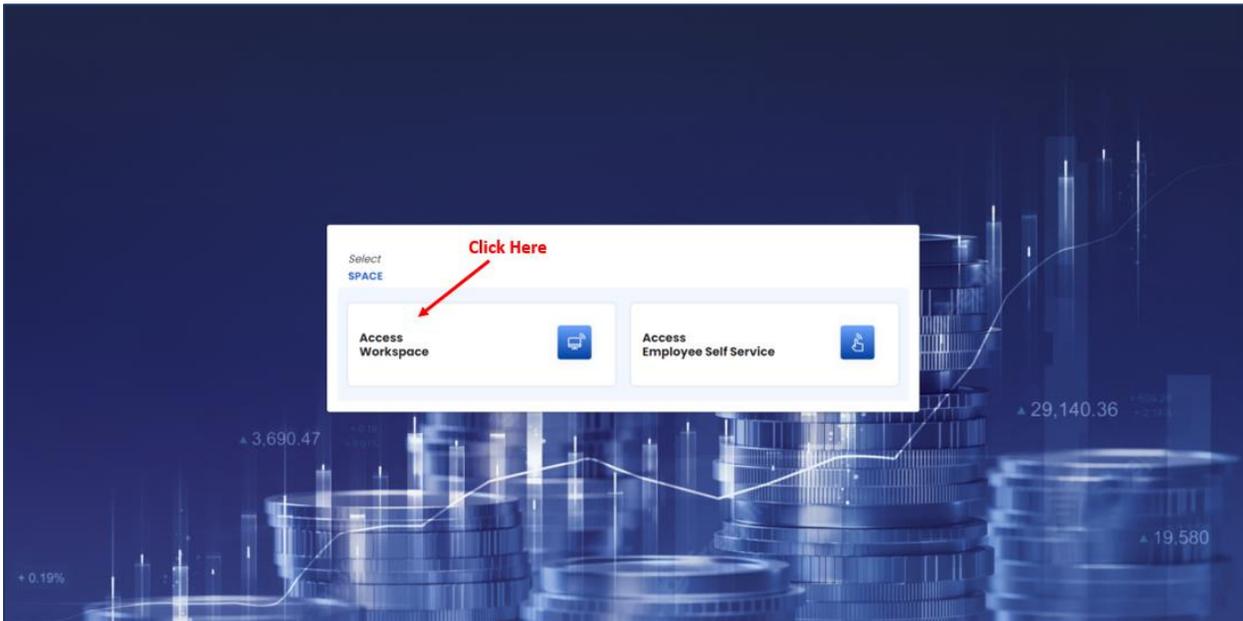


Figure 4: Access Workspace Page

- Single User may have multiple Desk(s) and under one desk he/she can be mapped with multiple Role(s)
- User shall select the Desk (Offices) and Role

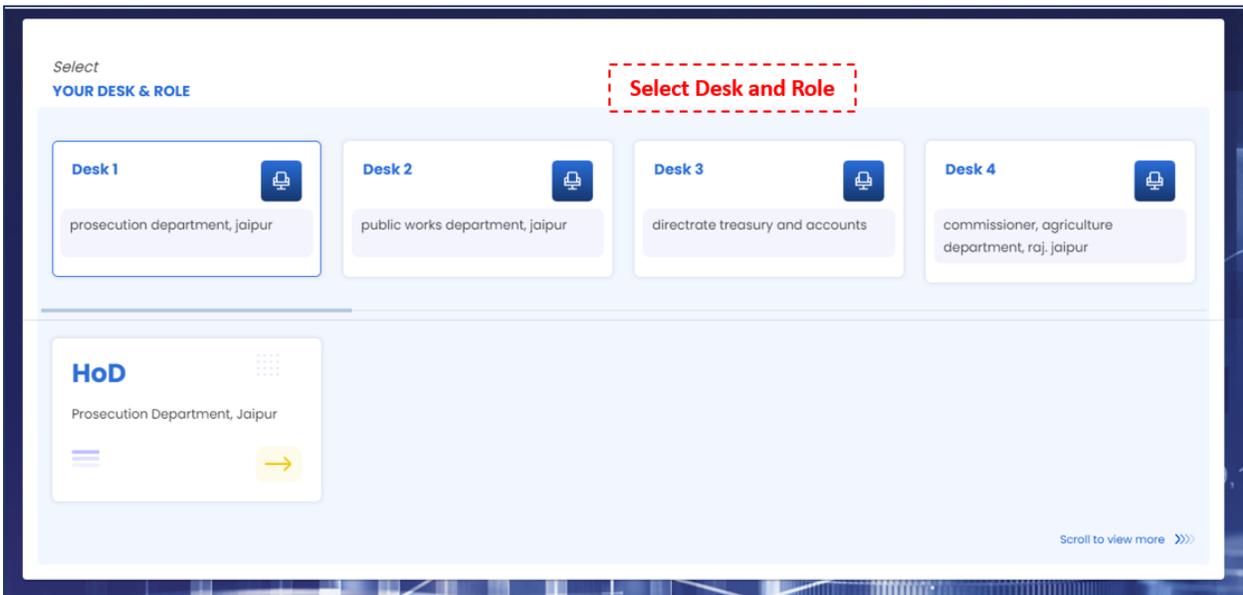


Figure 5: Desk and Role page

- Please select User Management

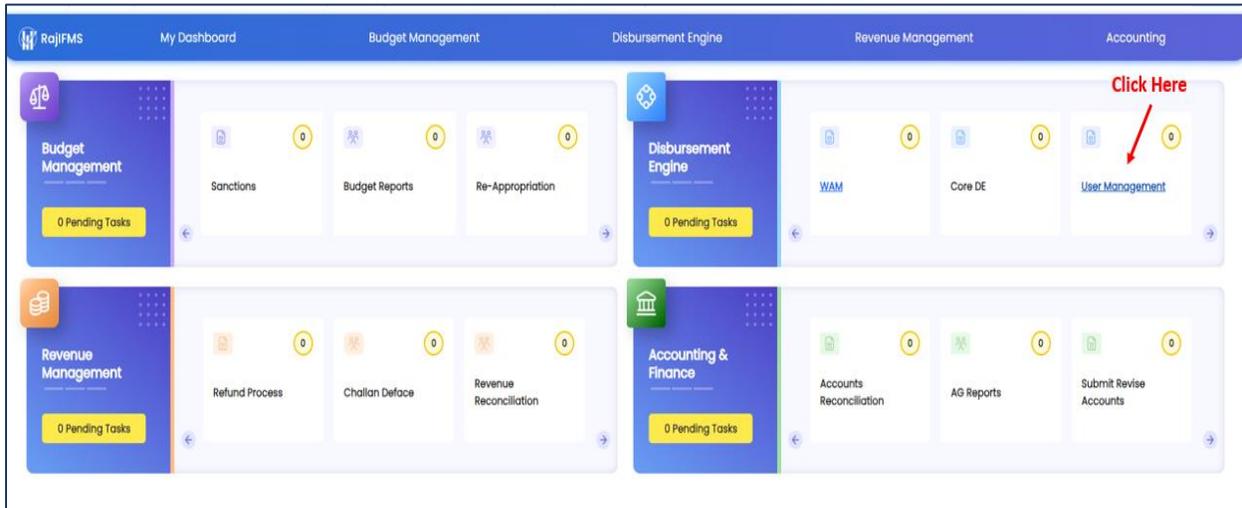


Figure 6:HoD User Management Page

- User Role Request page opens

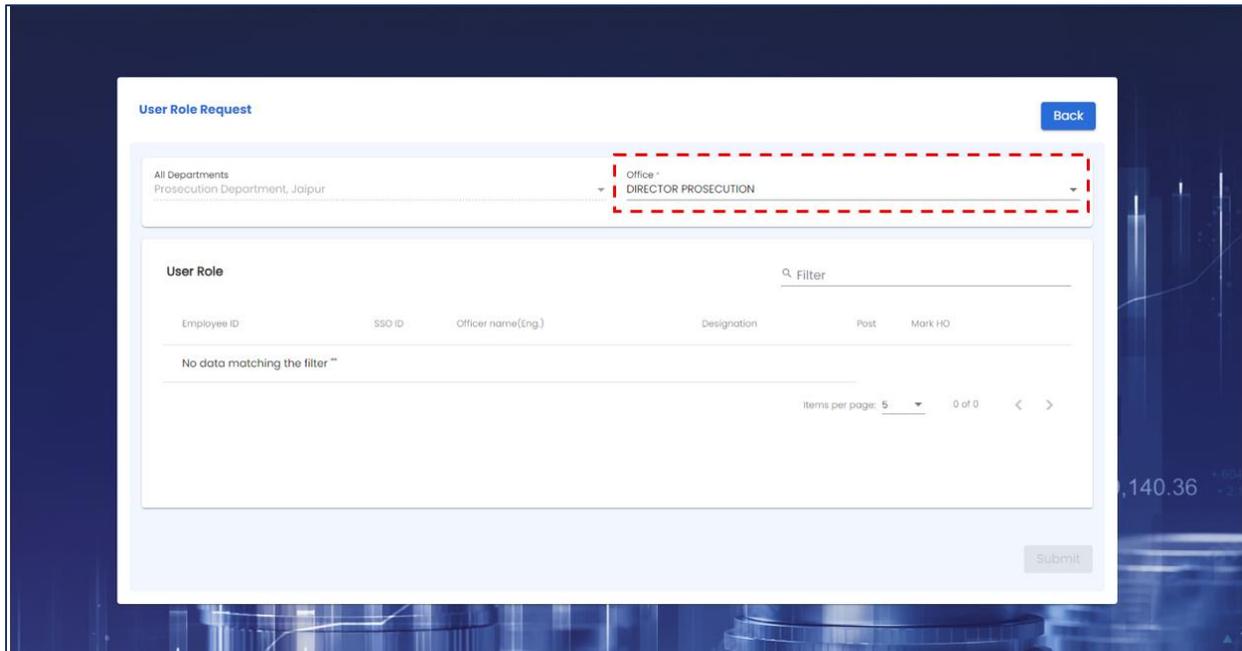


Figure 7: User Role Request page

- User shall select the Office for creating HoO

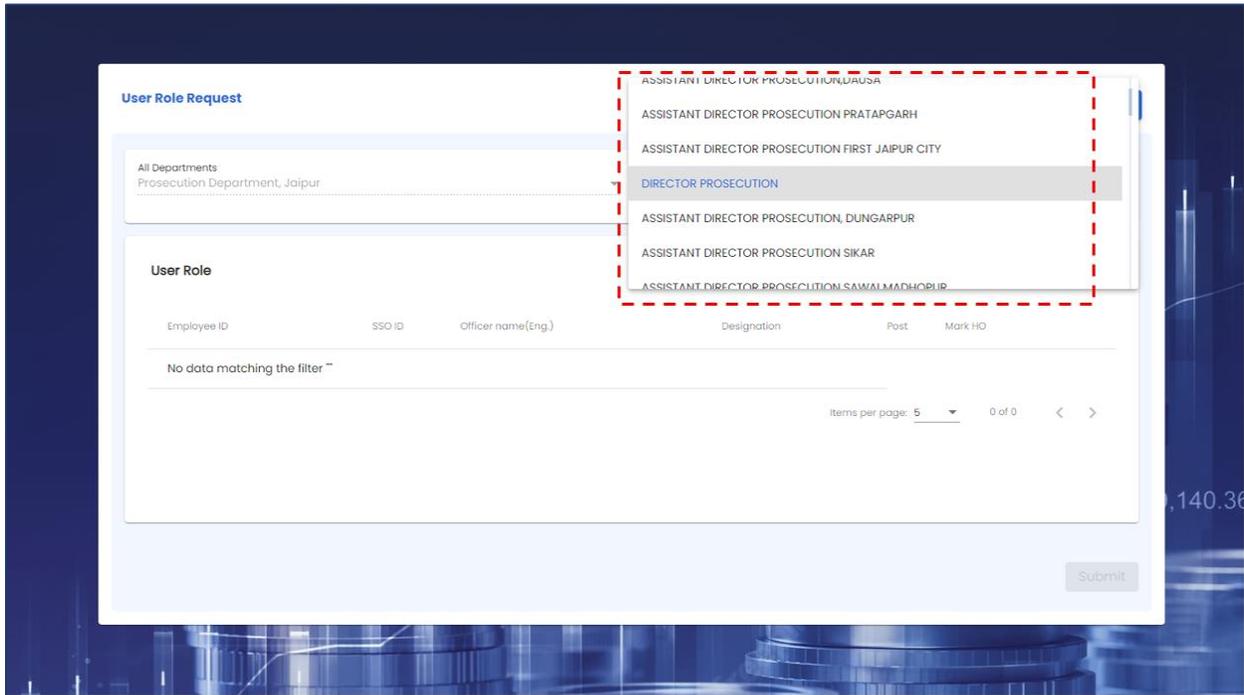


Figure 8: Select office

- Employee detail displays
- Filter option is also provided to search

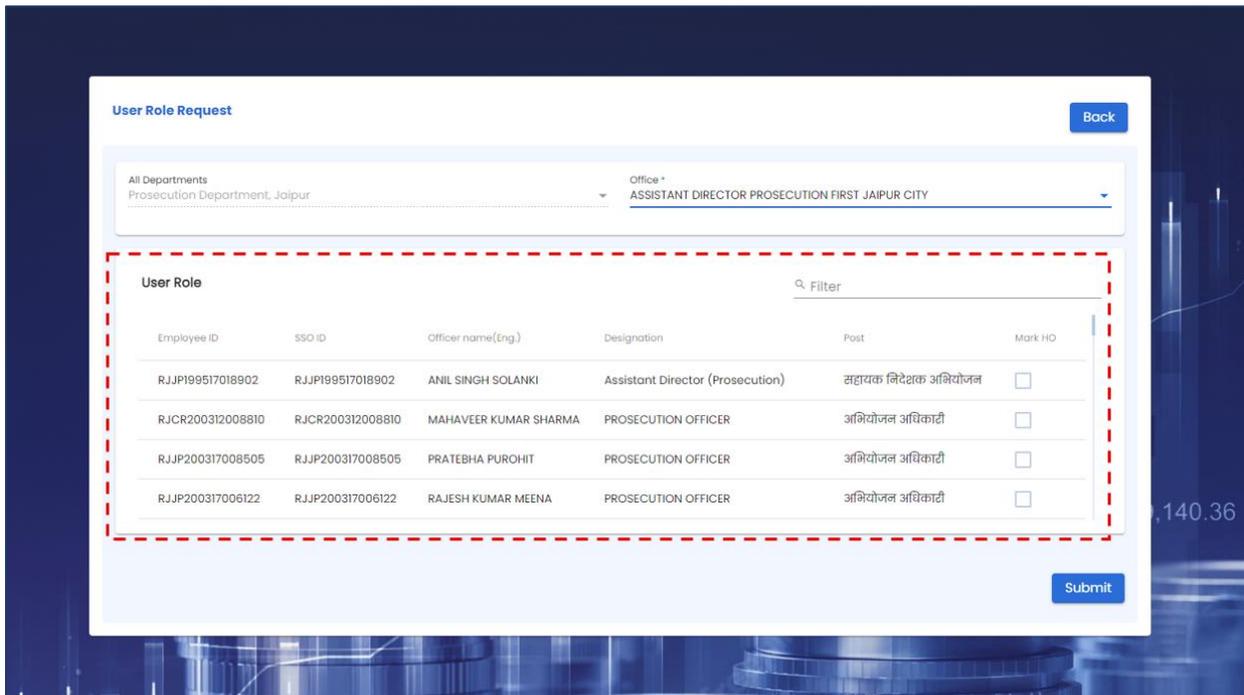


Figure 9: Select User and Details

- User shall Check the checkbox of Mark HO column to assign the role of HoO to the Employee

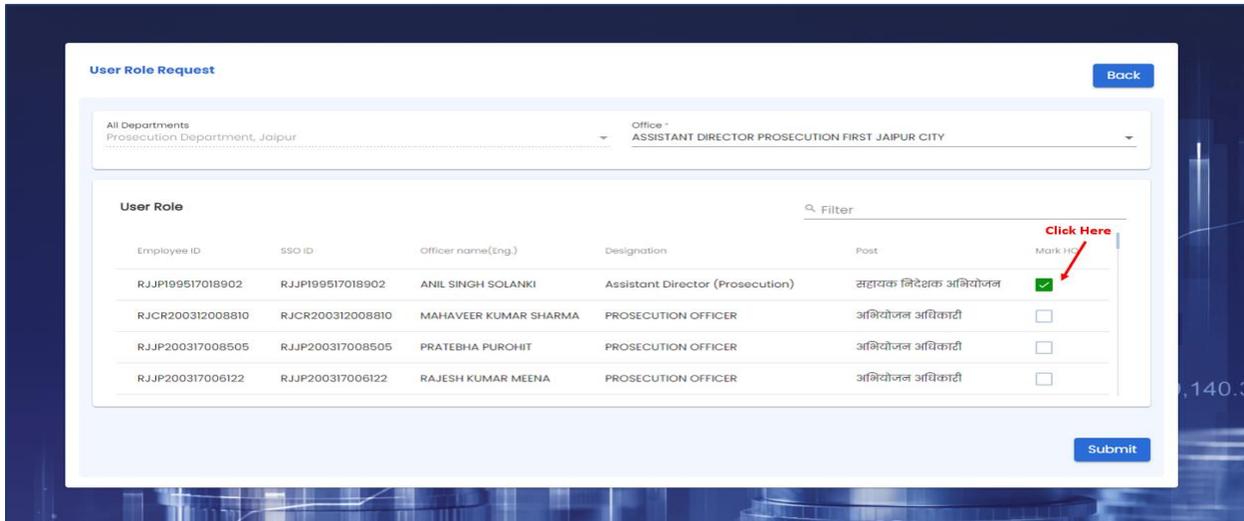


Figure 10: Mark HoO

- Success message displays as confirmation that HoO created, and data saved successfully



Figure 11: Success Message

- This completes the process of HoO creation

3.2 HoO – To create Maker/ Checker/ Approve

This functionality is provided for HoO to provide Role assignments for Maker/ Checker/ Approver

1. **Action URL link** - <https://ifms.rajasthan.gov.in/ifmssso>
2. **Actor** - HoO
3. **Brief Description** - List of all employees shall be displayed under User Role menu. HoD has the rights to create HoO.
4. **Navigation Steps** - To assign role to user as Maker/ Checker/ Approver, HoO must follow the steps as given: -

- Please open web browser and enter <https://ifms.rajasthan.gov.in/ifmssso> in the URL and follow steps as mentioned above in section 3.1 for login till figure 4
- User shall select Desk and Role

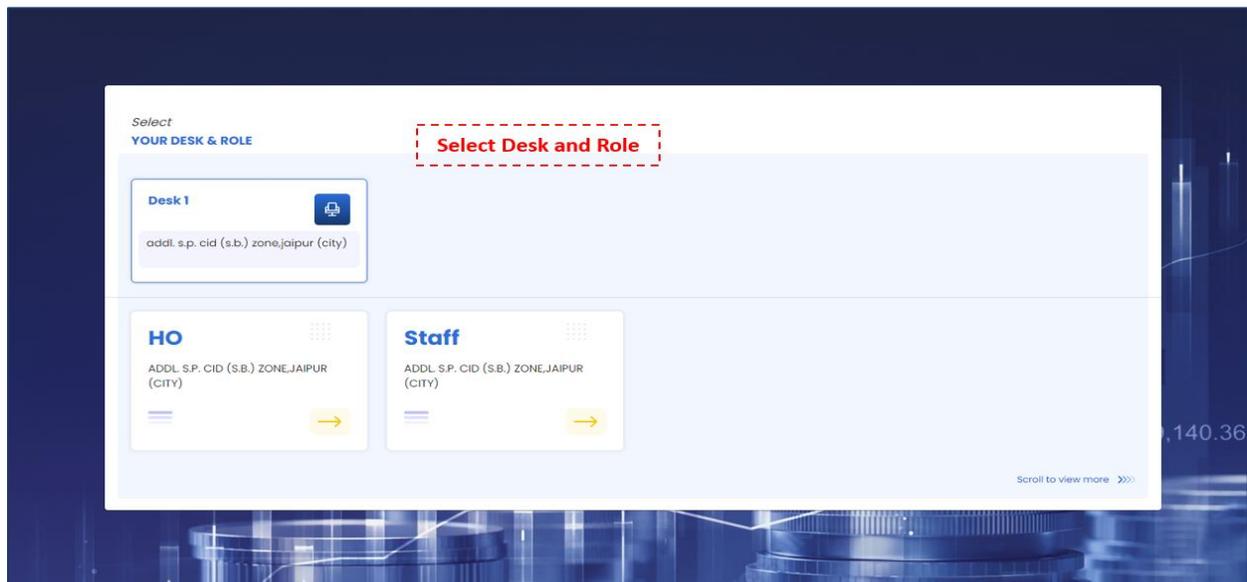


Figure 12: HoO Desk and role page

- Please select User Management

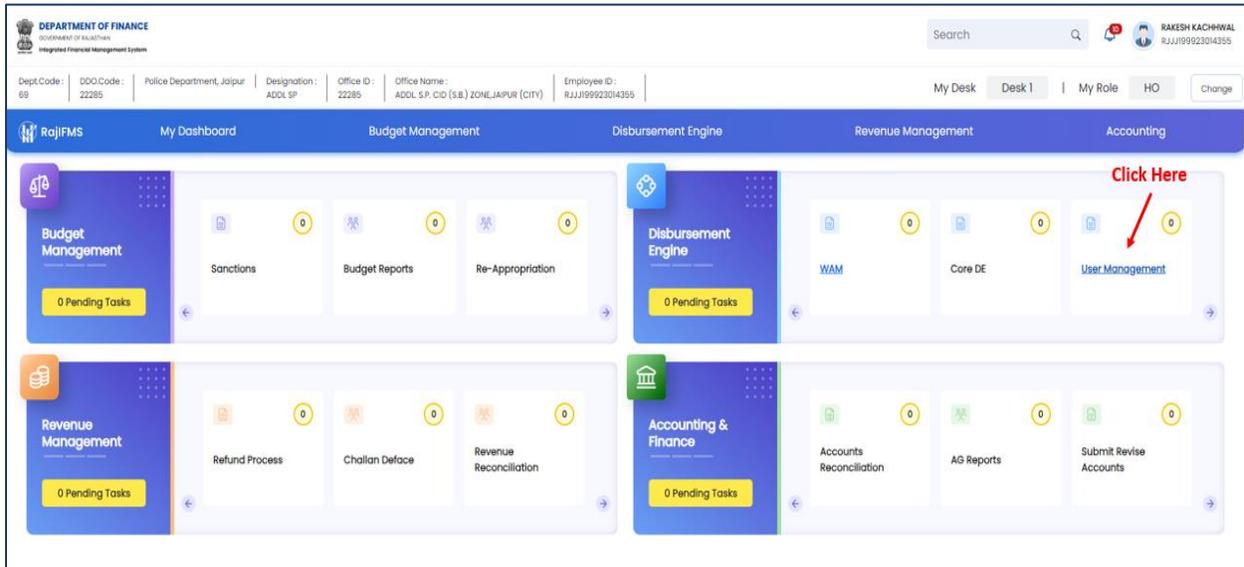


Figure 13: User Management

- Process Role Assignment page displays

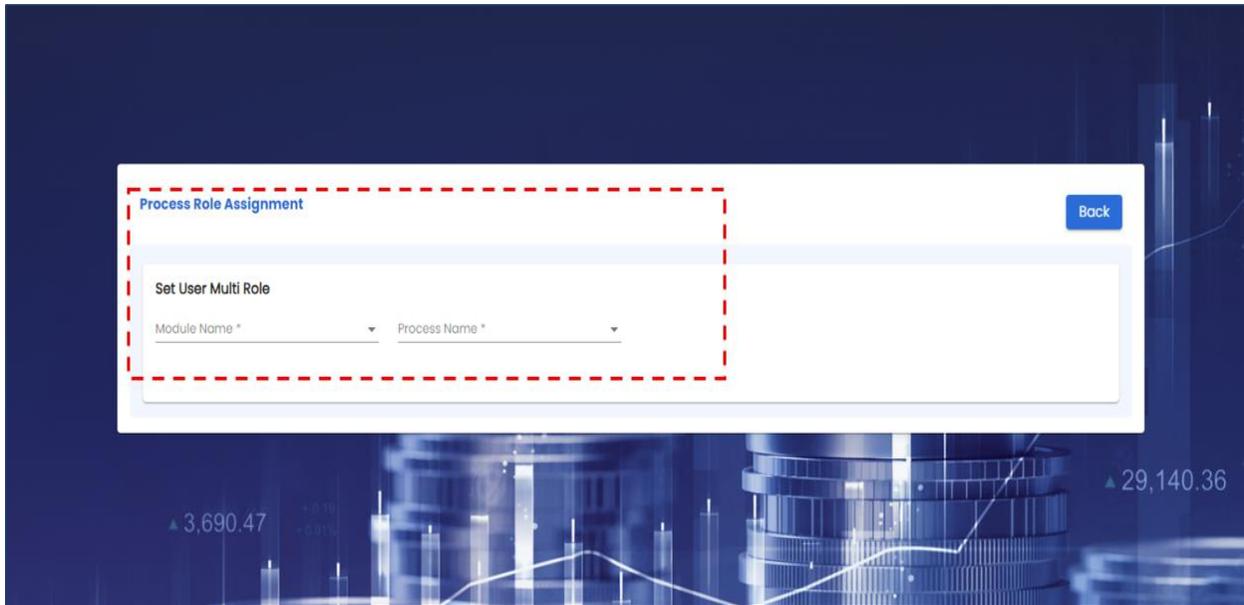


Figure 14: Role assignment page

- User shall select Module Name

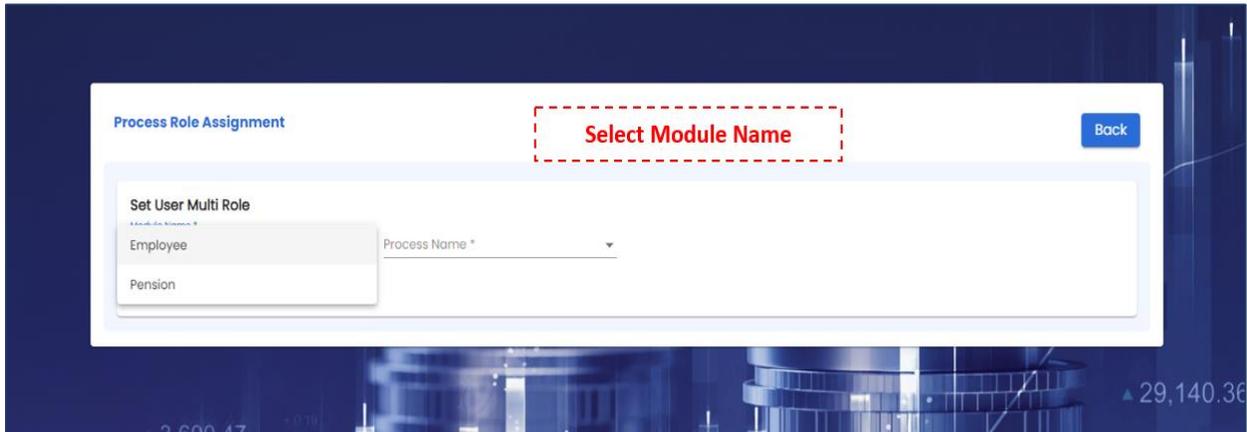


Figure 15: Module Selection

- User shall select Process Name

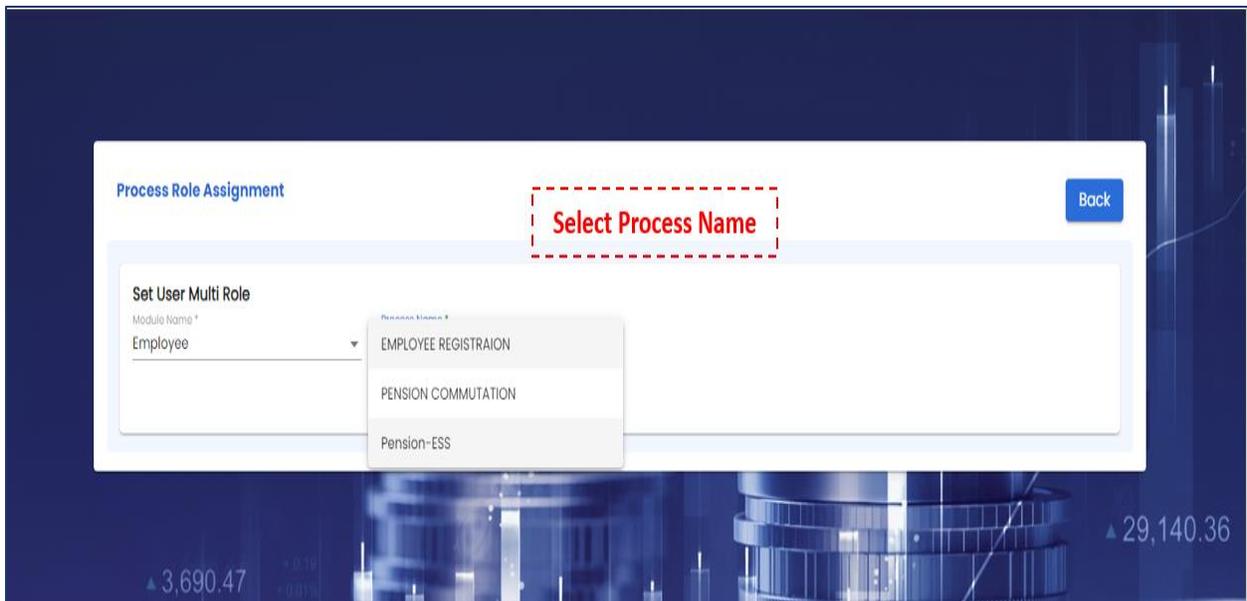


Figure 16: Process selection

- User shall Check the checkbox to assign the roles of Maker/ Checker / Approver and click Submit button

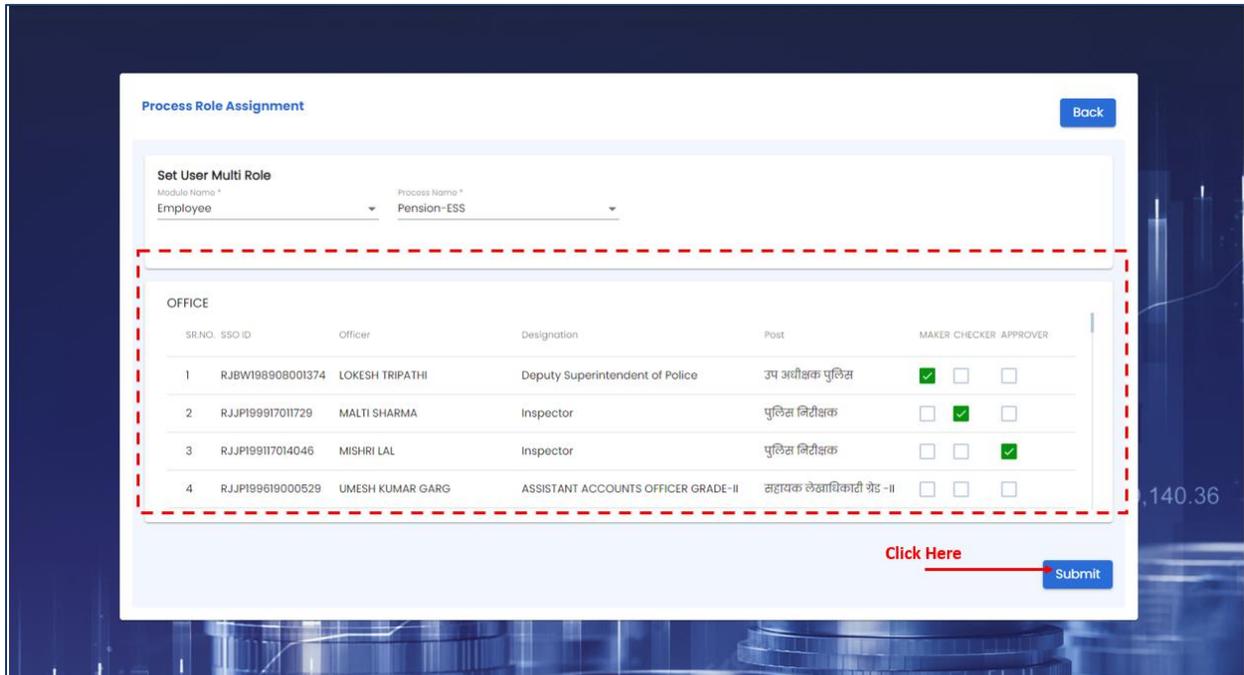


Figure 17: Role Assignment to Employees

- Success message displays as confirmation that roles have been assigned and data saved successfully



Figure 18: Successful Message

- This completes the process of Maker/ Checker/ Approver – Role Assignment.