Government of Rajasthan
Department of Finance

IFMS 3.0

User Manual

Pension Module

User Role Assignment

Document Control

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

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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 improvise financial management for the Finance Department of the Government of Rajasthan and provide a more user-friendly experience for all stakeholders.

2 System Overview

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/ifmsso
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

Figure 2: Login Page

- Welcome page opens

Figure 3: Welcome Page

- User shall click on Access Workspace
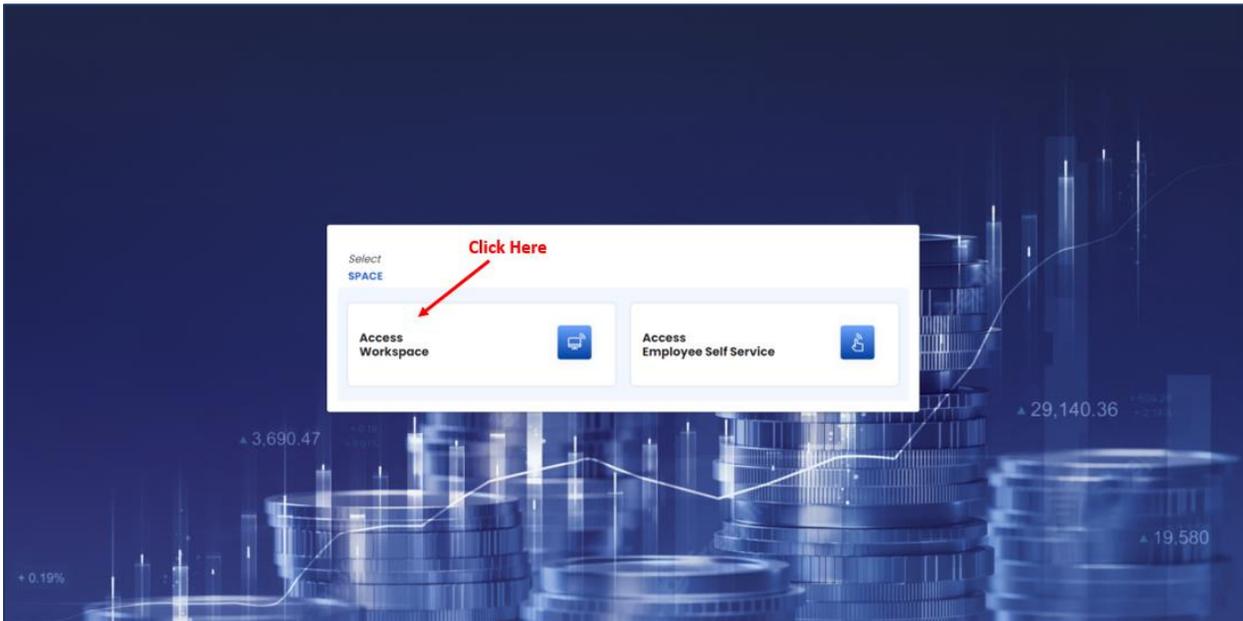
Figure 4: Access Workspace Page

- 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
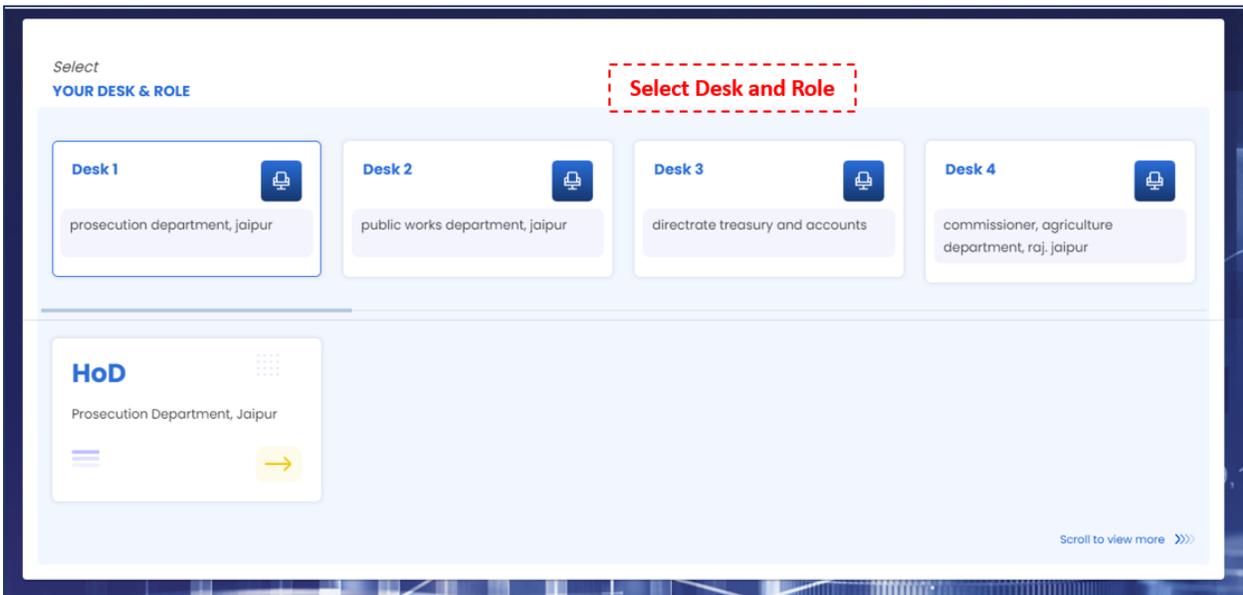
Figure 5: Desk and Role page

- Please select User Management
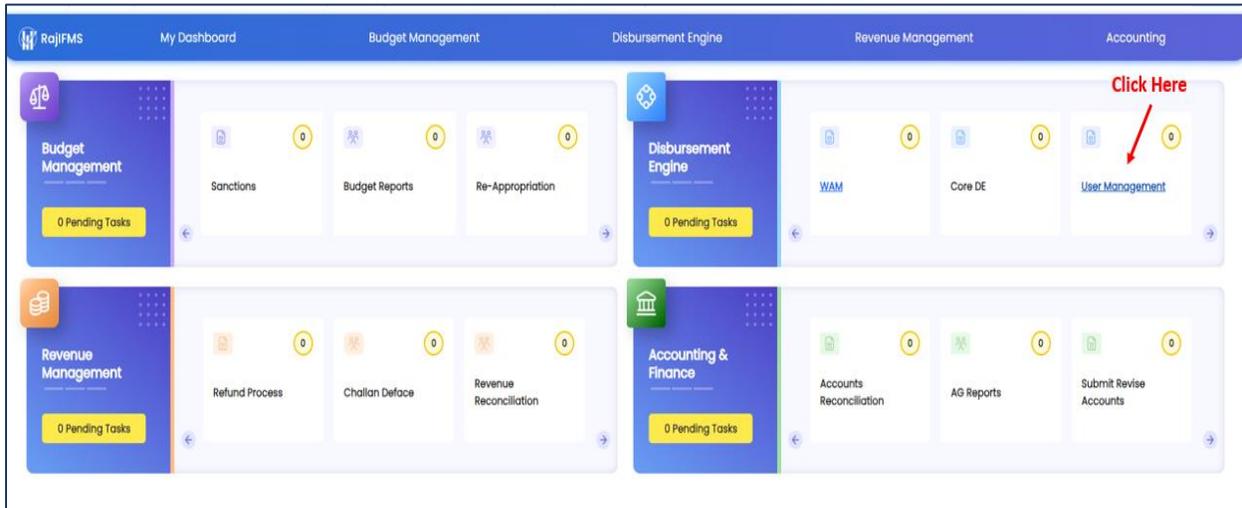
Figure 6:HoD User Management Page

- User Role Request page opens
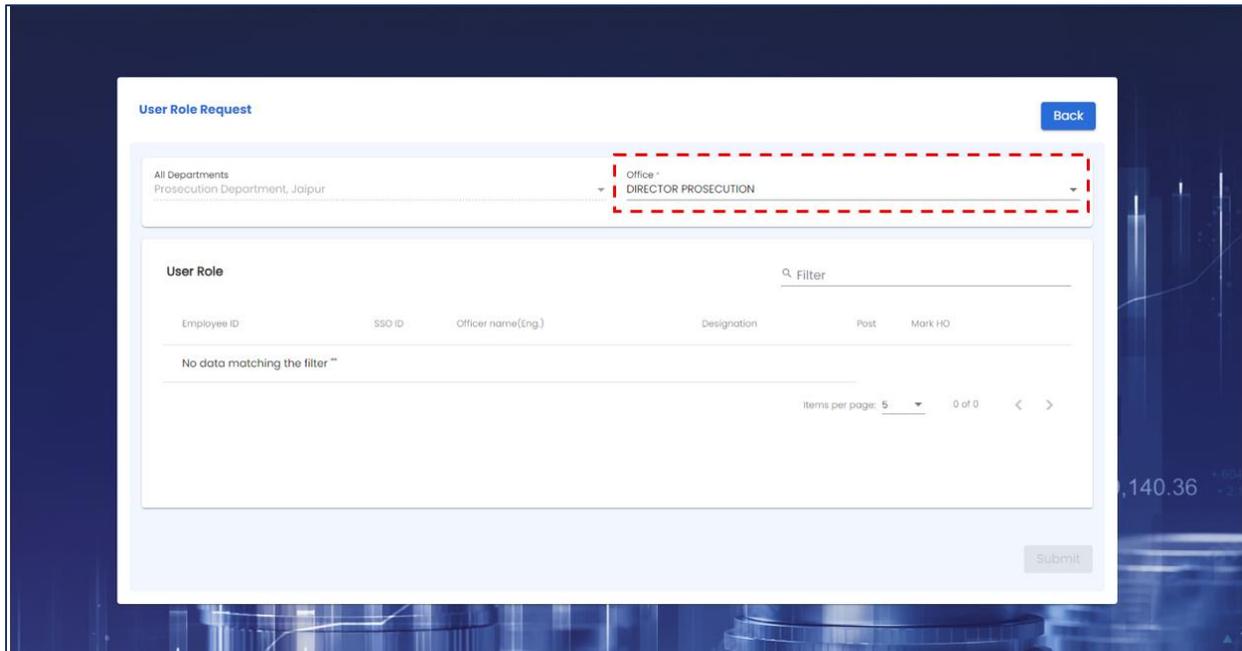
Figure 7: User Role Request page

- User shall select the Office for creating HoO
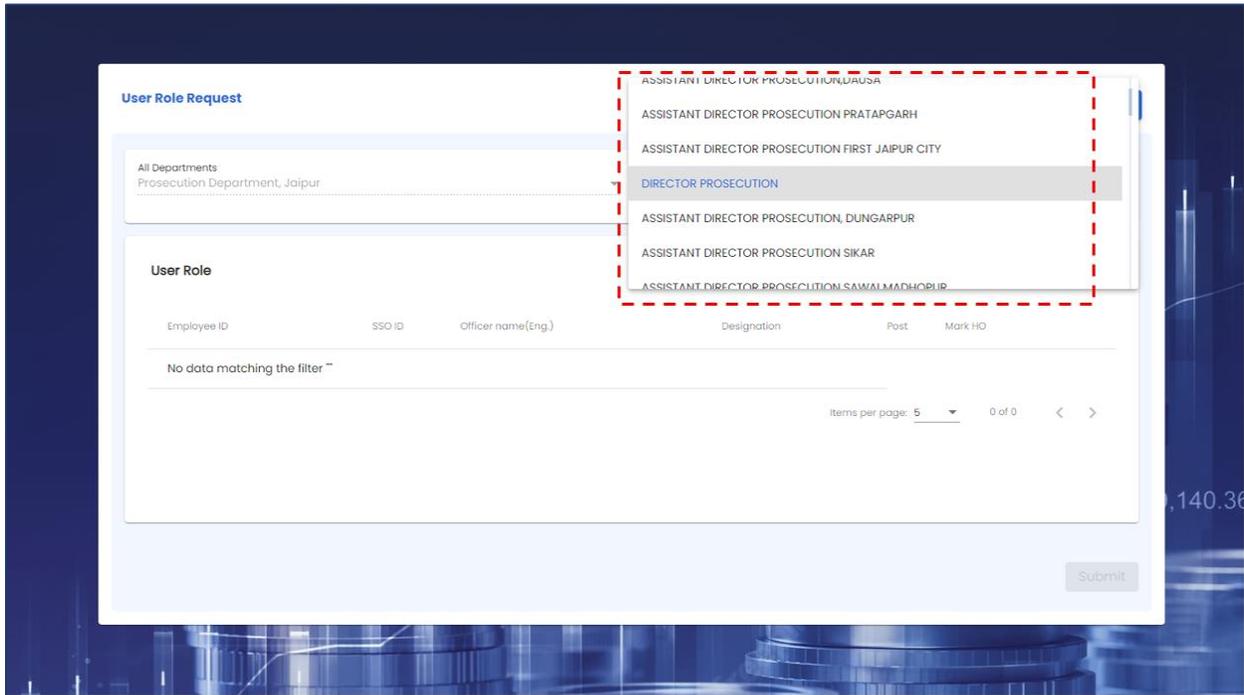
Figure 8: Select office

- Employee detail displays

- Filter option is also provided to search
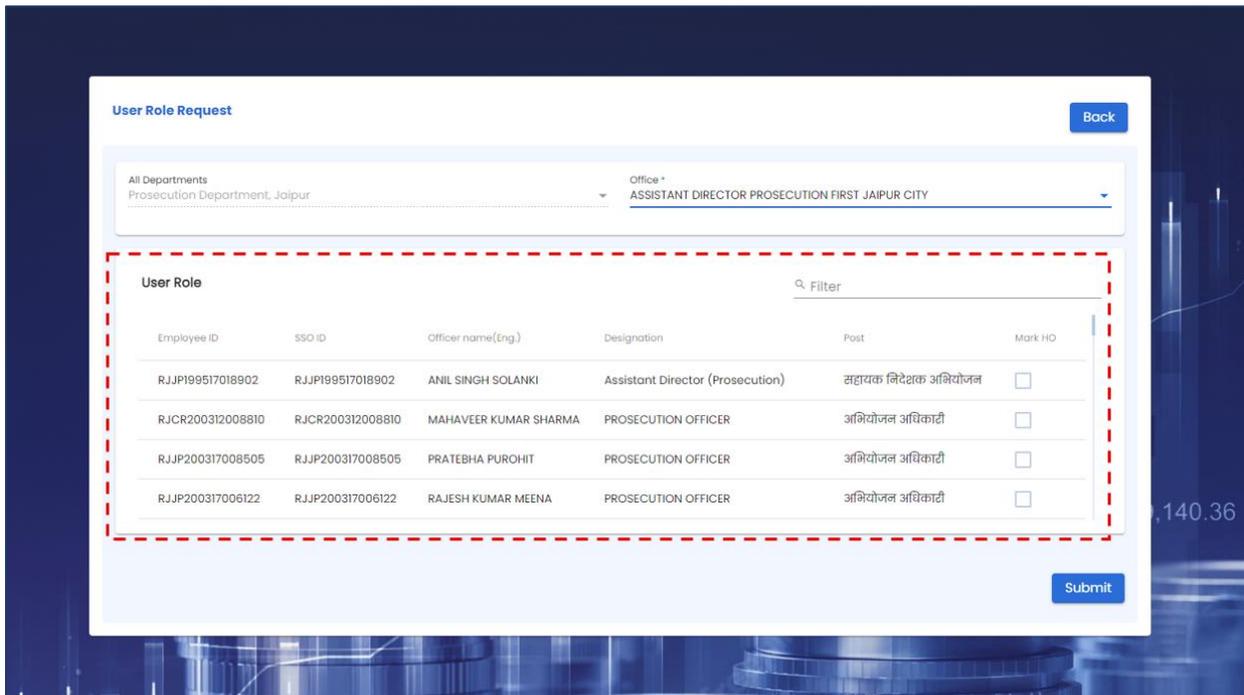
Figure 9: Select User and Details

- User shall Check the checkbox of Mark HO column to assign the role of HoO to the Employee
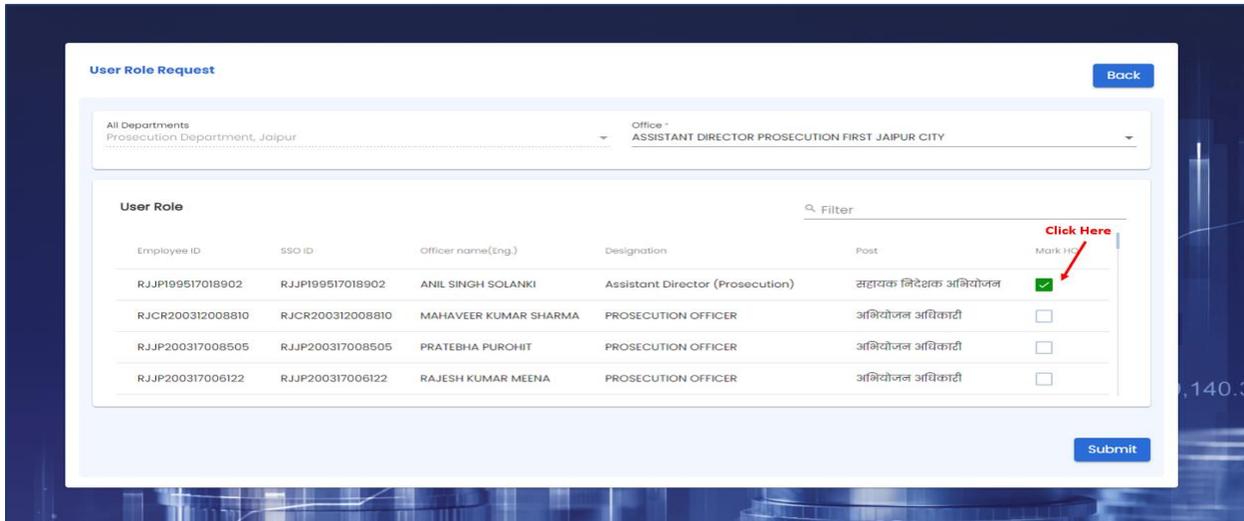
Figure 10: Mark HoO

- 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
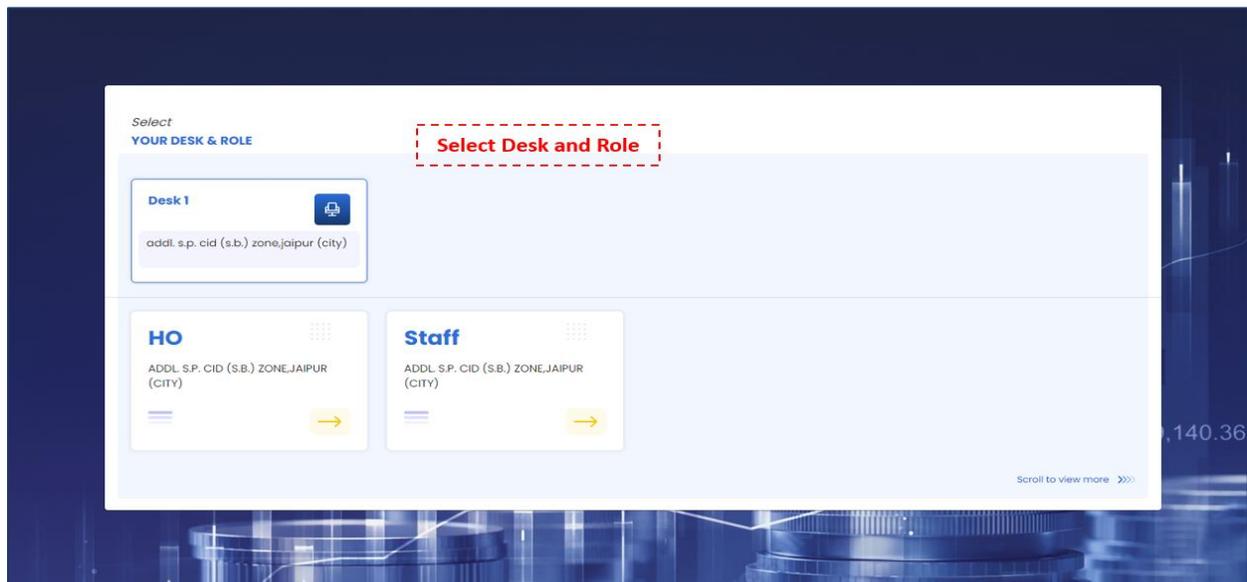
Figure 12: HoO Desk and role page

- Please select User Management
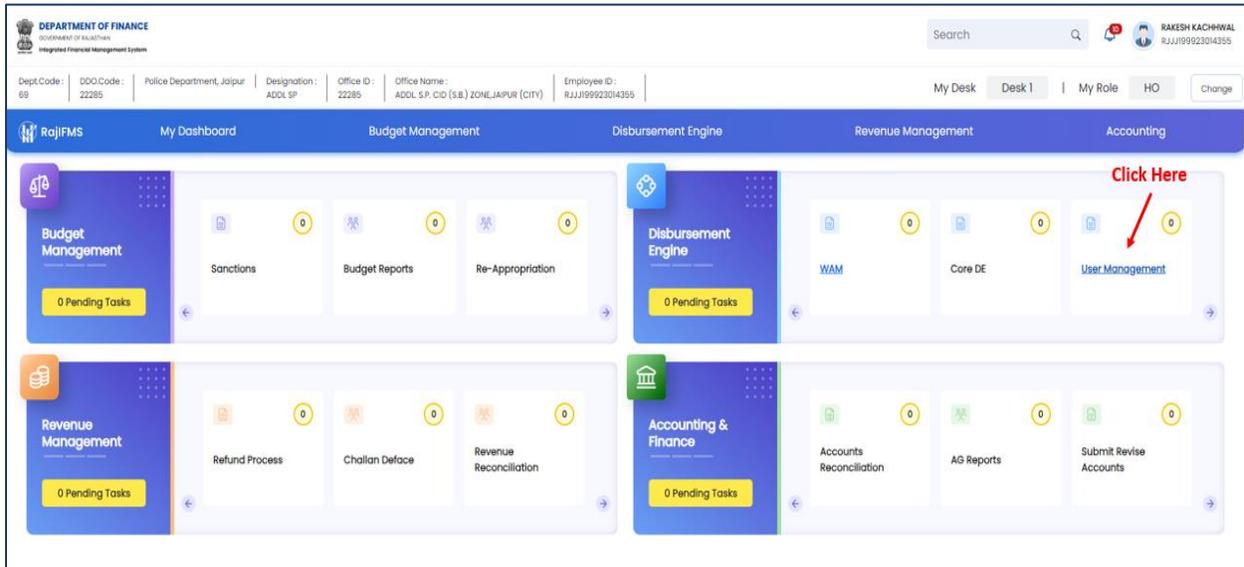
Figure 13: User Management

- Process Role Assignment page displays
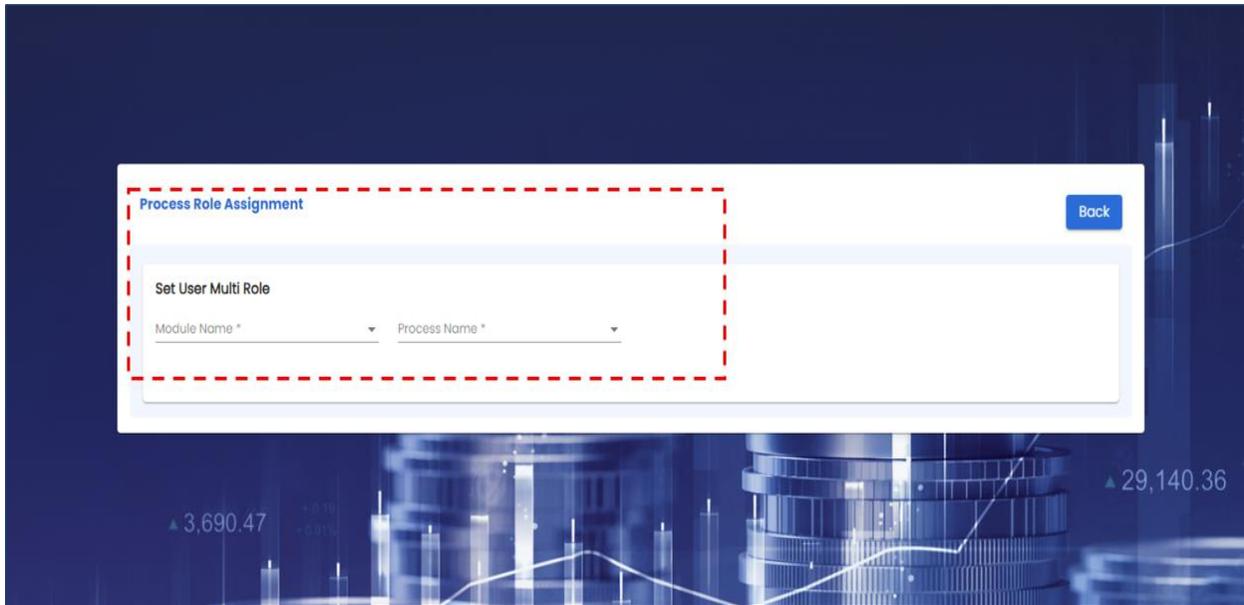
Figure 14: Role assignment page

- User shall select Module Name
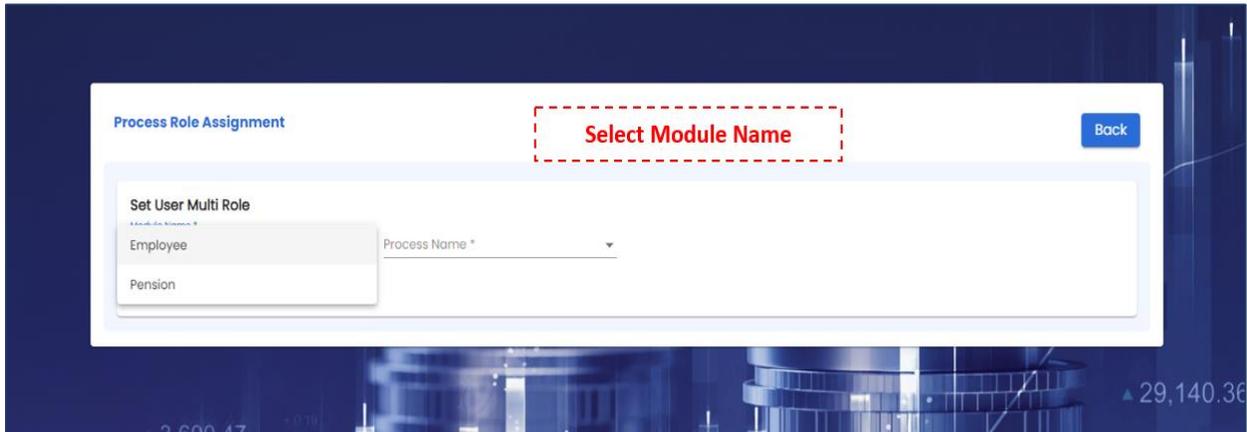
Figure 15: Module Selection

- User shall select Process Name
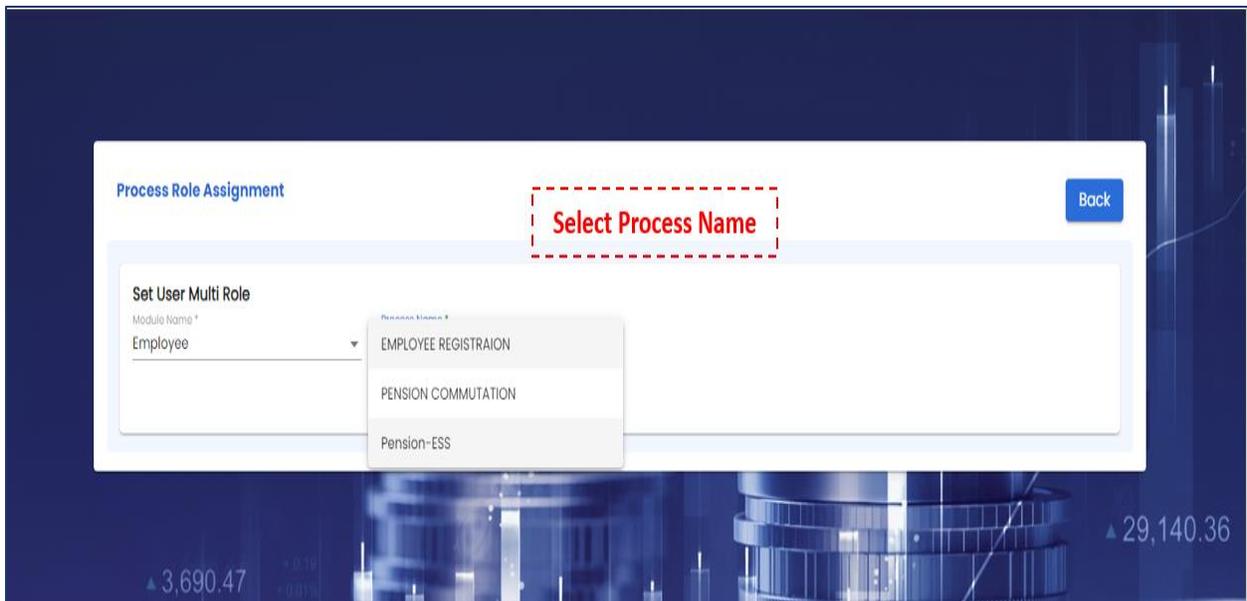
Figure 16: Process selection

- User shall Check the checkbox to assign the roles of Maker/ Checker / Approver and click Submit button
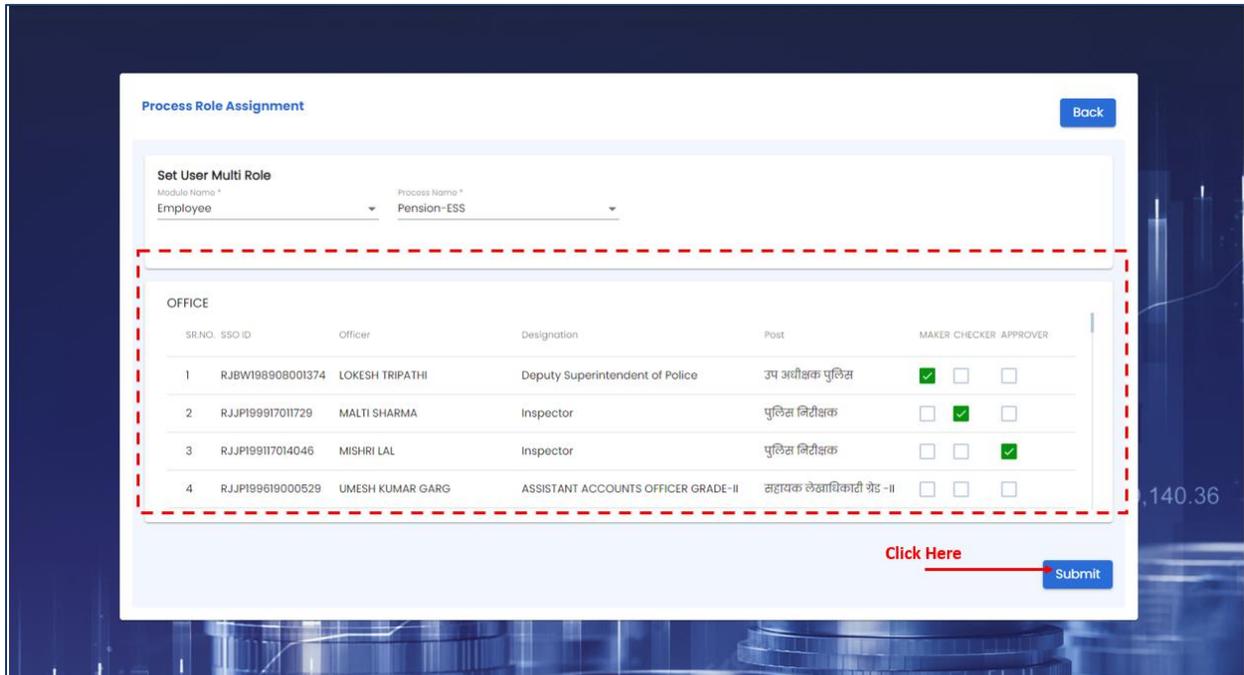
Figure 17: Role Assignment to Employees

- 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.