

Government of Rajasthan Department of Finance

IFMS 3.0

<u>User Manual</u>

Pension Module

User Role Assignment

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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 <u>https://ifms.rajasthan.gov.in/ifmsso</u>
- 2. Actor HoD
- 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
	Login	Registration
IMPORTANT NOTE:		A
This is a testing/ staging server and should not be used for LIVE transactions.	Digital Identity (SSOID/	Username)
It is intended for use by technical team for testing the applications and integration with RajSSO system.	Password	
महत्वपूर्ण सूचना: यह एक टेस्ट/ स्टेजिंग सर्वर है और इसका उपयोग लाइव लेनदेन के लिए नहीं किया जाना चालिप	4 _{4 8 1 5}	4 Enter Capto 🏟 🕱
पाए ए । यह एप्लीकेशन के टेस्ट और राजएसएसओ प्रणाली के साथ एकीकरण के लिए तकनीकी टीम द्वारा उपयोग के लिए है।	Le	ogin
n (RPSC), SANSKRIT APP, DCEAPP (G2C) & EODB REFORMS applications added. 🛛 🕸 w.e.f. 01 March, 2017, it would be mandatory for all govt. emplo	oyees to have either AADHAAR or E	BHAMASHAH ID updated in SSO profile.
Site designed, developed & hosted by Department of Information Technology & Communication, G Helpdesk Details Website Policies Password Policy FAQ Sitemap	overnment Of Rajasthan	

Figure 2: Login Page

• Welcome page opens



Figure 3: Welcome Page

• User shall click on Access Workspace

	Select SPACE Access Workspace	Access Employee Self Service	
▲ 3,690.47			29,140.36
+ 0.19%			▲ 19,580

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

			L	
Desk 1	₽	Desk 2	Desk 3	Desk 4
prosecution departm	ent, jaipur	public works department, jaipur	directrate treasury and accounts	commissioner, agriculture department, raj. jaipur
HOD Prosecution Departm	ent, Jaipur			
=	\rightarrow			

Figure 5: Desk and Role page

🙀 RajIFMS	My Dashboard	Budget Management	Disbursement Engine	Revenue Management	Accounting
Budget Management	© ⊙ Sanctions	🕅 🕐 🕅 Budget Reports Re-Appropriatio	Image: Second	Image: Core DE	Click Here
Revenue Management O Pending Tasks	Refund Process	Challan Deface	O Accounting & Finance OPending Tasks O	O Accounts Reconciliation	O Submit Revise Accounts

• Please select User Management

Figure 6:HoD User Management Page

• User Role Request page opens

All Departments Prosecution Department, Jaipur		office - URECTOR PROSECUTION		
		•		!
User Role			Q Filter	
Employee ID	SSO ID Officer name(Eng.)	Designation	Past Mark HO	
No data matching the filter **				
			items per page: 5 ▼ 0 of 0	< >

Figure 7: User Role Request page

• User shall select the Office for creating HoO

User Role Request			ASSISTANT DIRECTOR PROSECUTION	NDAUSA	1
All Departments Prosecution Department, Jai	pur		ASSISTANT DIRECTOR PROSECUTION DIRECTOR PROSECUTION ASSISTANT DIRECTOR PROSECUTION		
User Role			ASSISTANT DIRECTOR PROSECUTION		
Employee ID	SSO ID	Officer name(Eng.)	Designation	Post Mark HO	
	11.01		10	ems per page: 5 ▼ 0 of 0	< >

Figure 8: Select office

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

rosecul	ion Department, J	laipur		ASSISTANT DIRECTOR PROSEC	CUTION FIRST JAIPUR CITY	•
User F	₹ole				Q Filter	
Emp	oloyee ID	SSO ID	Officer name(Eng.)	Designation	Post	Mark HO
RJJ	P199517018902	RJJP199517018902	ANIL SINGH SOLANKI	Assistant Director (Prosecution)	सहायक निदेशक अभियोजन	
RJC	R200312008810	RJCR200312008810	MAHAVEER KUMAR SHARMA	PROSECUTION OFFICER	अभियोजन अधिकारी	
RJJ	P200317008505	RJJP200317008505	PRATEBHA PUROHIT	PROSECUTION OFFICER	अभियोजन अधिकारी	
RJJ	P200317006122	RJJP200317006122	RAJESH KUMAR MEENA	PROSECUTION OFFICER	अभियोजन अधिकारी	

Figure 9: Select User and Details

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

All Departments Prosecution De	əpartment, J	laipur		Office * ASSISTANT DIRECTOR PROSECUT	ION FIRST JAIPUR CITY	•
User Role				٩	Filter	
Employee	D	SSO ID	Officer name(Eng.)	Designation	Post	Click Here
RJJP1995	17018902	RJJP199517018902	ANIL SINGH SOLANKI	Assistant Director (Prosecution)	सहायक निदेशक अभियोजन	
RJCR200	312008810	RJCR200312008810	MAHAVEER KUMAR SHARMA	PROSECUTION OFFICER	अभियोजन अधिकारी	
RJJP2003	17008505	RJJP200317008505	PRATEBHA PUROHIT	PROSECUTION OFFICER	अभियोजन अधिकारी	
RJJP2003	17006122	RJJP200317006122	RAJESH KUMAR MEENA	PROSECUTION OFFICER	अभियोजन अधिकारी	

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 <u>https://ifms.rajasthan.gov.in/ifmssso</u>
- 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

DEPARTMENT OF FINANC OCHEMARNI OF BALARDINAN Integrated Financial Management System													Search		a 🧔	RAKESHI RJUJ199	KACHHWAL 923014355
Dept.Code: DDO.Code: 69 22285	Police Depart	ment, Joipur	Designation : ADDL SP	Office ID : Office	ice Name : DL S.P. CID (S.	.B.) ZONE, JAIPUR (CITY)	Employ RJJJ199	ee ID : 92301435	5				My Desk De	esk 1	My Role	НО	Change
🙀 RajiFMS	My Das	hboard		Budget	Managen	nent		Dis	pursement Engine		Rever	nue Mana	gement		Acc	ounting	
Budget Management O Pending Tasks	e	Sanctions	0	Rudget Report	o	Re-Appropriat	ion	•	Disbursement Engine O Pending Tasks	¢	D WAM	0	Core DE	0	Cl User Many	ick Here	÷
Revenue Management	¢	Refund Proc	0 :ess	Challan Defac	0 28	Revenue Reconcillation	0	÷	Accounting & Finance O Pending Tasks	¢	Accounts Reconciliation	0	AG Reports	0	Submit Re Accounts	o	÷

• Please select User Management

Figure 13: User Management

• Process Role Assignment page displays

			Back
Set User Multi Role Module Name *	✓ Process Name *	<u>.</u>	

Figure 14: Role assignment page

• User shall select Module Name

Process Role Assignment	Select Module Name	Back
Set User Multi Role		
Employee	Process Name *	
Pension		

Figure 15: Module Selection

• User shall select Process Name

Process Role Assignment	Select Proc	cess Name	Back
Set User Multi Role Module Name * Employee	EMPLOYEE REGISTRAION PENSION COMMUTATION Describe E00		
3,690.47	Pension-ESS		29,140.36

Figure 16: Process selection

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

5	Set User I Module Name Employee	Multi Role	Process Name * Pension-ESS	•						4
F	OFFICE								-	
	SR.NO.	SSO ID	Officer	Designation	Post	MAKI	ER CHECK	(ER APPROVER		
	1	RJBW198908001374	LOKESH TRIPATHI	Deputy Superintendent of Police	उप अधीक्षक पुलिस	~				
	2	RJJP199917011729	MALTI SHARMA	Inspector	पुलिस निरीक्षक		~			
	3	RJJP199117014046	MISHRI LAL	Inspector	पुलिस निरीक्षक			~		
	4	RJJP199619000529	UMESH KUMAR GARG	ASSISTANT ACCOUNTS OFFICER GRADE-II	सहायक लेखाधिकारी ग्रेड -॥					14

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.