

Government of Rajasthan Department of Finance

IFMS 3.0

<u>User Manual</u> Pension

Employee Details updation (ESS module)

Document Control

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Purpose	User Manual - Pension Sub-Module under Disbursement Engine (Details update in Employee module), This User manual is prepared for – Employee/ Maker Checker/ Approver (Employee Module)					

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

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Acronyms

Acronym	Description
AAO	Assistant Accounts Officer
AD	Assistant Director
AIS	All India Services
CPF	Central Provident Fund
СРО	Commutation Payment Order
CSV	Comma separated values
DA	Dearness Allowance
DCRG	Death Cum Retirement Gratuity
DDO	Drawing & Disbursing Officer
DE	Departmental Enquiry
DR	Dearness Relief
DTA	Department of Treasuries and Accounts
EIM	Employee Information Management
ELD	Emoluments Last Drawn
EOL	Extra Ordinary Leave
ESS	Employee Self Service
FD	Finance Department
GPF	General Provident Fund
GPO	Gratuity Payment Order
HoD	Head of Department
НоО	Head of Office
IFMS	Integrated Financial Management System
IFSC	Indian Financial System Code
LIC	Life Insurance Corporation
LTA	Leave Travel Allowance
NA	Not Applicable
OTP	One-time password
PAN	Permanent Account Number
PDF	Portable Document Format
РРО	Pension Payment Order
PR	Pension Reporting Section
PSS	Pension Self Service
RBI	Reserve Bank of India
RCPO	Revised Commutation Payment order
RGPO	Revised Gratuity Payment order
RIO	Return in Objection

Acronym	Description					
SLA	Service Level Agreement					
SMS	short Message Service					
SSO	Single Sign On					
ТО	Treasury Officer					
URL	Uniform Resource Locator					

1. Introduction

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

2. System Overview

The Pension module is a comprehensive system that handles all the retirement-related needs of Employee/ Pensioner. For stakeholders, the module offers a range of features including pension calculator, income tax statements, and processing pension bills and sanctions. With this portal, Employee can easily manage their retirement and make informed decisions about their pension plans. From the business perspective, the Pension module provides a centralized platform for processing all the needs of self-users, including pension plan administration, payments, and regulatory compliance. This system streamlines the pension process for Employee, reducing errors and improving efficiency. Overall, the Pension module is an essential tool for an Employee looking to manage their retirement with ease and confidence

3. Prerequisites

- The facilities of updation of personal profile, nominations, providing options for commutation and uploading documents etc. shall be made available on ESS of employee every time. Accordingly, e-pension application shall automatically be updated for further submission to the Head of Office or Head of Department or Administrative Department, as the case may be.
- All the HODs shall ensure that HoOs functioning under them have updated entire employee data in the system based on as per the data available in the service book. For this, employee pension qualifying service and non-qualifying service shall be calculated and updated in the system.

3.1 For System Access

User shall have-

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

3.2 For Commutation

• Registered mobile number (for OTP)

4. Details Updation for Employee

- Prior to 180 days of date of retirement, employee will be intimated to update his/ her information through a link on ESS portal and SMS on registered mobile number.
- Prior to 60 days of date of Retirement, employee mandatorily needs to submit the details, otherwise system will initiate the auto submission of the case and it will be forwarded for case processing to the Maker of the Office post auto e-signing the file.

4.1 Login into the System

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

- **3. Navigation Steps** To initiate details updation for e-Pension application process, Employee/ Maker shall follow the steps as given: -
- Please open web browser and enter https://ifms.rajasthan.gov.in/ifmssso in the URL.

DEPARTMENT OF FINANCE COMMAND OF RELATIONS Integrated President System	IS				Search Q
Home	About IFMS	Self Service +	Instructions	Download	Contact Us
					Quick links
					Operational Guidelines/FAQ's
Welcome to	1930				Important Links
We bring Transparency and Trust	13 3.0				Downloads
					Vendor Payments
ê	æ		۵	Ø	a
Master Management	Budget Management	Disburse	ment Engine	Revenue Management	Accounting
	A15			New Enhanced Mobile Jan V7.0 for IEMS Burinet on	nlination "Budnat Beinsthum"

• 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 like verification of requests for Employee/ Pensioner
- Access Employee Self Service tile shall be used 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 Employee (Employee Self Service)

• For initiating the details updation request for Pension, Employee shall select – "Access Employee Self- Service" tile



Figure 3: Select ESS

• This displays all the details for employee, please click on the Pension- ESS tile

DEPARTMENT OF FINANCE						Search	Q	P RAFIQ	KHAN 98417017033
(M) RajIFMS My Dashboard	My Information	My Requests	Pay & Allowance	Taxes	Leaves	Reports & Downloads	Others	Help & Supp	iort
Back Employee Managem	ent > Dashboard >								
HI, RAFIQ KHAN	My Information				My Requests			View All Re	quests
Employee ID	Salary Pay Slip		Salary Statement		Raise a New Request				
RJJP198417017033	Select - Select	• © ±	Select 🔻 🤕	<u>ل</u>	Search	Cl	ick Here	Q	Y
1						Raise a new r	quest		
Inbox My Task	My Activities							Coming Soon	
	Verify personal info		Form 18		EQ	EQ		EQ	
	Pending	⊚ →	Generated		GPF Premium	Pension-ESS		Pay Entitlement	
Download your Employee Kit									
	My Quick Links								_
Revenue Deposit 😄	Choose category	Q	Outline form field	Q	Check Request Status	S			_
Access Deposit		R		R	Enter your ticket nur	mber to view status	۹	View Status	-
😋 Need Help? Chat with Us	Tax Calculator		Income Tax Deductio	ns	Requests Raised			<u>لا</u>	/iew All
	View arrears	R	7 Track transactions	R					

Figure 4: Employee Information page

- Please select the Employee Self Service tab at left side, as displayed in the screen below
- Upload- photograph/ joint photograph size shall not exceed 500Kb, and format shall be jpeg/ jpg only

🙀 RajiFMS	My Dashboard	My Information	My Requests	Pay & Allowance	Taxes	Leaves	Reports & Downloads	Others	Help & Support
< Back	Employee Management	SESS-Commutation							
My Info	rmation <	Employee Self Servic	:e 🚺						
C Employee	Self Service ^	0	2	3	4		6	6	0
ESS		Personal Details	Employee Service	Address	Family Details And	Nomination	Bank Details	Commutation	Pay Entitlement
Commutati	on Details								
		Personal Details							
Need Help 1	, 🍤				Employee P	Photo			
Have questi regarding y experts are	ons or concerns our profile? Our here to help!								
Ch	at with Us								
				You can	Upload Recent Emplo upload a JPG, GIF, or PNG fi	byee Photograph* ille. Maximum file size	is 500KB.		
					🖍 Uplo	oad			

Figure 5: ESS selection

• Detail updation tabs for Employee to update the required details mandatorily

Tab 1- Personal Details:

• Employee shall update the details

Personal Details		
	Employee Photo	
	Upload Recent Employee Photograph*	
	You can upload a JPO, OIF, or PNO file. Maximum file size is SOOKB.	
	🖍 Upload	
Employee Code	Janadhaar M	Member II
RJJP198417017033	5118010682	Rafique Khai XXXXXXX
Linea -		
RAFIC VHAN	Gender I	01/07/1963
RAFIQ KHAN	Gender -	0/0//1463
Height(in centimeter)		Identification Mark
150	Blood Group	Cut mark on right hand two
Father Name	Mother Name *	
GAFOUR KHAN h	Sakeena	Marital Status *
Spouse Name(field related to family details)		Emoil Id
abc wife	Disability Status 🔵 Yes 💿 No	testl@amail.com
Mobile Mumber *	Nationality *	
	Indian	Raiasthan
10000000		
Home Listnict *	Home town -	Social Category *
Joibai	Johnen	General
Religion *	Pan Number	Aadhar Refernce Number
Islam -	200000000	

Figure 6: Personal Details tab

28	Personal Details			
			Contraction of the second s	
		Employee Photo		
incerns e? Our				
Idi				
ls		Upload Recent Employee Pho	otograph*	
		🖉 Upicod		
	Employee Code	Janachaar ka	Memberid	
	RJJP198417017033	5118010682	Rafique Khan 22754990052	
	torne	Gendar	Date of Brits	
	RAFIQ KHAN	Male	01/07/1963	
	Height(an cariterator)	Blood Group	Identification Mark	
	200	B+	identification aaa	
	Follhed Surrog	Mother Terrie *	Maninal Stresson *	
	GAEOUR KHANIN	Sakeena a	Morried	ž

• Please click on Upload button to upload the recent joint photograph

Figure 7: Upload joint photograph

- For Uploaded documents View/ Delete options are also provided
- Documents upload size shall not exceed 2Mb and Pdf format only
- Please click on the View icon to display the Pdf of document

My Dashboard		My Information	My Requests	Pay & Allowance	Taxes	Leaves	I	Reports & Downloads	Others	Help & !
tanagement > ESS ;	>									
	GAFOUR KHAN	h		Sakeena g			_	Married		
ion ce ^	Spouse Name Razia Begurn J	i		Disability Status	Yes 🔿 No			Type of Disobility Blindness		
	Percentage of Disat	sility		Disobility Category Permanent			*	Email Id test1@gmail.com		
	Mobile Number *			Nationality * Indian			×	Home State * Rajasthan		
Encerns	Home District * Jaipur			Home Town *			×	Social Category * Other Backward Class		
e? Our elp!	Religion * Parsi			Pon Number ZZZZZ0000Z				Aadhar Refernce Number 444401075265000		
15	Passport Number K1234567			Belong to Minority	• Yes No			Minority Category Jain		
	#	Documents Types			Document Name				Action	
	1	DOB Certificate			DOB Certificate				0	
	2	Joint Photograph			Joint Photograph				0	
	3	Marriage Certificate			Marriage Certificate			1	•	

Figure 8: View/ Delete Uploaded Documents

- PDF view of uploaded document, please click on back button to close the view
- Download and Print options available as highlighted in the screen below

PDF Display	≡ u0XfHLbq+K7H9vl9twtGiHg 1 /	2 - 65% + 🖸 🔇	Bock
The second secon	UOXIHLbq+K7H9vI9twtGiHg 1 /	2 − 65% + 主 🗞	<u> </u>
2 PDF Display			
2	1	PDF Display	locument
	2		

Figure 9: PDF View of uploaded document

• Please click Next button to move to the next tab

Tab 2- Employee Service:

• Please update the details

My Information <	Employee Self Service	Ð							
C Employee Self Service ^	ø	2		3	4		6	Ø	- 7
ESS	Personal Details	Employee Service	1	lddress	Family Details And Nomination	Bo	ank Details	Commutation	Pay Entitlement
Commutation Details									
	Service Details								
Need Help ?	Service Status * Regular		.	Sub Service Sta Permanent	lus *	*	Employee Type Active		*
regarding your profile? Our experts are here to help!	State Service		-	Rajasthan N	Idical (Collegiate Branch) Service	*	Head Const	able	•
Chat with Us	Entitlement Status *			Gazetted/Non G	azetted *		Service Quota *		
	Benefit before 1-1-2004		*	NonGazette	d	*	NA		*
	Appointment Order No. *			Appointment O	der Date *	5	Order Issuing Au	thority / Office *	÷
	ABC/2023/12345/45			20/02/1980			Finang and	stationery bepartment, salpar	
	Parent Department *		_	Current Departr	nent*	_	Designation of A	appointing Authority *	
				- once bepa	anen, saipa			sistem	
	Appointed As *			Current Designo	ation *		Date Of Present	Designation *	
	Head Constable (mounted	1)	Ŧ	Head Const	able (mounted)	Ŧ	28/02/1986		•
	Joining Date *			Joining Time(Fo	rencon/Alternoon) *		Superannuation	Date *	
	14/03/1986		Ē	Forenoon		*	30/06/2023		1

Figure 10: Tab 2 Service Details

									sep	to main content Change rest st	e A+ A A- ingish ·
	MENT OF FINANC	E							Searc	h Q	CP 3 RAFIQ KHAN RJJP19841701703
	My Dashboo	ird	My information	n My Requests	Pav &	Allowance	Taxes	Leaves	Reports & Downloo	ads Others	Help & Support
(M) welling											
K Back	mployee Monageme	nt > Re	gistration								
			Head Constable		*	Head Constable	e (mounted)		28/02/1986		Ð
My I	Information	_	Joining Date *			Joining Time(Foreno	on/Afternoon) *		tuperannuatio	on Date *	
C Employee S	Self Service	~	14/03/1986		Ē	Afternoon			30/06/2023	3	0
C Salary		~	Date Of Joining Regula	ar Service *	121	Date Of Joining Prese	ent Dido *		PRAN Type		
			14/03/1986			30/11/2021		٤.	TEST PRAN		
			GPF NO. 1234567890			State Insurance Num 1234567890	ber		ROHS 1234567890	0	
Need Help	? 🚬	2							-		
Have questi regarding y	ions or concerns our profile? Our		1234567890			PD No. 1234567890			1A3 CPNF No. 1234567890	0	
experts are	here to help!										
Ch	nat with Us		Ex-service man?			Are you getting	pension from pre	evious military servic	e Are you ge	tting civil service pension	
			Yes O No			🔵 Yes 🧿 No			🔘 Yes 🧯) No	
			# Doc	uments Types			Document Nar	ne	Ē	Action	
			1 Join	ing Application			Joining Applice	ation		0 🔋	
			2 Confirmation Order			Confirmation Order				0	
			3 Арр	ointment Letter			Appointment L	etter			L
				000	rights di 2023 Dano	tment of Eleance Cost of	Relation India All de	obte reserved.			

• Please click to View/ Delete Uploaded documents

Figure 11: View/ delete uploaded document

Tab 3- Address:

• Please update the address details

My Information	Employee Self Servic	e 🗊					
Employee Self Service	Ø		3		6		0
SS	Personal Details	Employee Service	Addre	s Family Details And Nomin	ation Bank Details	Commutation	Pay Entitlemen
Commutation Details	Address Details						
leed Help ?	Permanent Addres	35					
ive questions or concerns garding your profile? Our perts are here to help!	State *		-	District *	- Area 🔾	Rural 💿 Urban	
Chat with Us	Muncipal		*	Ward	Address *		
	Pin Code *			Assembly *			
	Current Address						
	Same As Permo	anent Address					
	State		*	District	- Area 🔾	Rural 🔵 Urban	

Figure 12: Tab 3- Address details

	My Dashboard	My Information	My Requests	Pay & Allowance	Taxes	Leaves	Reports & Downloads	Others	Help & Support
Bock Emplo	oyee Management > Re	gistration							
		Muncinal *		Ward *			Address *		
My Info	ormation	KANORE		* Kanore			• hjk		
Employee Self	Service 🗸	Pin Code *		Assembly *					
Salary	~	576556		Jhadol			• ·		
	8	Current Address							
Need Help ?	2	Same As Perma	anent Address						
Have questions regarding your	s or concerns profile? Our	Rajasthan		- Udaipur			- Area 💿 Rural 🔵 Urb	an	
experts are here	e to help!	Block *		Panchavat *			Villano/ Street / Nacar *		
	with Us	GIRWA		* Lalpura		,	• Devda		-
Chaty		House No		Pin Code			Assembly		
Chat				423424			Mavli		-
Chaty		sfs							
Chot		sfs							

• Click the check box to update the permanent address

Figure 13: Permanent Address

Tab 4- Family Details and Nomination:

C Employee Self Service ^	Ø	0	0			6		0
ESS	Personal Details	Employee Service	Address	Family Details And Nomination	Ban	k Details	Commutation	Pay Entitlement
Commutation Details								
	Family Details And	Nomination						
Need Help ?	Family's Detail	s						
	# Name	Relationship	Date of E	lirth Janadhaar Id	Janadhaar Merr	nber Id	Gender	Action
Have questions or concerns regarding your profile? Our experts are here to help!	1 abc wife	Wife	Dec 31, 19	172			Female	× •
Chat with Us	2 abc son two	Son	Dec 31, 19	997			Male	/ =
	3 abc son one	Son	Dec 31, 19	989			Male	1.
	Janadhaar Id		Me	ember Id	•	Name *		
	Relationship *		▼ Do	te Of Birth *	۵	Gender *		•
	Martial Status *		₹ Ph	ysically Disabled 🔵 Yes 💿 No		Dependent (Yes 💿 No	
	Is Employed 🔵 Yes	No						
	Add							

• Please update the family details

Figure 14: Family Details

- Update the Nomination details and click on Add button
- Nomination shall be done through family details only

DEPARTM Integrated Finan	ENT OF FINANCE notal Management System						Search	Q	P 🗿 RAFIQ KHAN RJJP1984170170
RajiFMS	My Dashboard	My Information	My Requests	Pay & Allowance	Taxes	Leaves	Reports & Downloads	Others	Help & Support
Bock Em	playee Management > Re	gistration							
My In	formation	Martial Status *		 Physically Dis 	sabled 🔵 Yes 🕻	No	Dependent O Yes	NO NO	
Employee Se	elf Service 🗸 🗸	feedback O Max O							
Salary	~	Employed Ves	NO						
		Add							
Need Help 2	0	Nominee Details	8						!
nood noip i	~	Schemes	No	ime Of Nominee		Relation	Share %	Action	
Have question regarding you experts are his	ns or concerns ur profile? Our ere to help!	Commutation	RA	EESA BEGUM		Wife	100	1.	
Cho	at with Us	Arrears	RA	EESA BEGUM		Wife	100	1.	1
-		Gratuity	RA	EESA BEGUM		Wife	100	11	
		Schemes *		Name Of Nominee *		Relation *	▼ Sha		Add
									Previous

Figure 15: Nominee details

Tab 5- Bank Details:

• Employee shall update the Bank details

DEPARTMENT OF FINAL Integrated Financial Management S	ystem						Search	Q	C 20 RAFIQ KHAN RJJP19841701703
🙀 RajiFMS My Dashb	ooard My Infor	mation My Req	juests Pay	& Allowance	Taxes	Leaves	Reports & Downloads	Others	Help & Support
K Bock Employee Mor	agement > ESS-Commuta	tion >							
My Information	Employe	e Self Service 🕕							
Employee Self Service	^ Ø		>	6	0		6	6	0
ESS	Personal De	tails Employe	e Service	Address	Family Details And	Nomination	Bank Details	Commutation	Pay Entitlement
Commutation Details	Bank I	Details							
Need Help ?	Bank Name *			Branch Name * ADARSH MAND	ASTHAL BARELI		FSC Code *		٩
Have questions or concern regarding your profile? Our experts are here to help! Chat with Us	S Bank Accoun	E. NG.							
Figure 16: Bai	Verity & S	dve							Previous Next

Tab 6- Commutation

• User shall opt for the commutation by clicking Yes button

Employee Self Service ^	0)	0	0		0
ESS	Personal Details Err	ployee Service Add	ess Family Details	and Nomination	Bank Details	Commutation	Pay Entitlement
Commutation Details							
	Employee Details						
Need Help ?	Name RAFIQ KHAN	Date Of Retiremen Jun 30, 2023					
Have questions or concerns regarding your profile? Our experts are here to help!	Commutation						
Chat with Us	Commutation Required () Yes () N	lo 02/07/2023	Đ	Commutation Percentage 30			

Figure 17:Commutation Details

• check all the checkboxes to provide consent and click Verify and Save button



Figure 18: Consent Check list

• User shall provide the OTP received at their registered Mobile number and click verify button

ed) agree and undertake to refu		not entitled or any amount which ma
self and my heirs, successor, ex	Verify OTP	rators to indemnify the Government of
y financial /monetary loss suffe		han in so crediting my pension to my
oners Welfare Department/any me in the possession of the ban	Enter OTP	asthan to recover the due amount ur
ion submitted in this application		vill be fully responsible for all legal act
und any over payment of salary and a or any department of Government Of	other emoluments /personnel o Rajasthan and any amount so	claims for which I am/was not entitled. I also o decided by the Government under rules / law
ertificate (under rule 134 of RCS pension ng which my payment of pensionary f Figure 19: Verify OTP	n rules,1996) or verification of o benefits shall not be released b	continuous existence through any of the authory pension payment officer/authority.

• This shall save the commutation details for User

Tab 7- Pay Entitlement:

• Employee shall check all the details mandatorily before submission

DEPARTM integrated Fire	MENT OF FINANCE ancial Management System									Search	Q	<i>.</i> • (RAFIQ KHAN RJJP198417017033
🙀 RojiFMS	My Dashboard	My Information	My Requests	P	ay & Allowance	Taxes	Leaves	Re	ports & Downloads	Others		Help & S	upport
< Bock	Employee Management >	ISS-Commutation >											
My Info	rmation <	Employee Self Service 🌗											
C Employee	Self Service	0	O		0	0			6				-0
ESS		Personal Details	Employee Service		Address	Family Details And Nomin	ation	Bar	nk Dotoils	Commutation			Pay Entitlement
Commutatio	on Details	Pay Entitlement Details											
Need Help ?	, 🧕	Service Category State Service			Sub Service Category/Cadre Rajasthan Mdical (Colleg	jiate Branch) Service			Designation * Head Constable (mounted	1)			
Have question regarding you experts are t	ons or concerns our profile? Our here to help!	Pay Commission * Seventh		÷	Date of Entry in Existing Pay Band 31/07/2021	& Grade Pay *		Ð	Pay Scale * L13(53100-167800)				
Ch	at with Us	Date of present Pay Scole * 31/07/2021		e	Bosic Pay * 53100			-	Dearness Allowance * 42				
		Submit											
													Provious

Figure 20: Pay entitlement

Commutation Details						
	Pay Entitlement Details					
Need Help ?	Service Category State Service		Sub Service Category/Cadre Rajasthan Mdical & Health Service		Designation * Head Constable (mounted)	•
Have questions or concerns regarding your profile? Our experts are here to help!	Pay Commission * Seventh	*	Date of Entry in Existing Pay Band & Grade Pay * 31/07/2021	Ē	Pay Scale * L13(53100-167800)	
Chat with Us	Date of present Pay Scale * 31/07/2021	Ť	Basic Pay * 53100	•	Dearness Allowance * 42	¥
	Click He	ere				
	Submit					
						Previous

• Click Submit button to initiate the details updation request

Figure 21: Submit details

- A Request ID gets generated after all the tabs gets filled and submitted and this Request Id shall be sent for first level Approval to Maker (HoO).
- User shall enter all the mandatory fields like
 - o joint photo and address,
 - pension additional bank account details,
 - o family/ nominee details etc.,
 - Commutation (opt and share)

Otherwise, Pension set shall not get generated.

• Bank Details, Address Details and commutation details are OTP approval based

4.1.2 Maker (HoO)

*Maker can also initiate the Request for Employee/ Pensioner detail updation for pension processing (as per the case)

- 1. Action URL link
- <u>https://ifms.rajasthan.gov.in/ifmssso</u>
- 2. Actor
- Maker (Initiate/ Edit / Forward, as per the case)
- **3.** Navigation Steps

-

- User shall login into the system using steps as mentioned under **Section 4** for User SSO Login (till Figure 2)
- For initiating the updation request for Pensioner or Verifying/ approving the employee details updation request, User (Maker) shall select "Access Workspace" tab



Figure 22: Access Workspace

• From Disbursement Engine section, please click Employee Management to Initiate / Edit/ Forward the employee/ pensioner details

4.1.2.1 Maker (As Initiator)

ode: DDO.Code: Police 22285	Department, Jaipur	Designation : ASSISTANT ADMI	NISTRATIVE OFFICER	Office ID : 22285	Coffice Name : ADDL. S.P. CID (S	.8.) ZONE, JAIPUR	(CITY) Employee ID : RJJP199117017691		My	Desk De	sk 1	My Role	Staff	Cho
tajIFMS N	ly Dashboard		Budge	t Managen	nent		Disbursement Engine	Revenu	ie Manage	ment		Accou	unting	
									Click H	lere				
udget anagement 0 Pending Tasks	Budget Estir	nation	Sanctions	٥	Budget Report	0 s	Disbursement Engine 3 Pending Tasks	Employee Management	2	Pension Man	1 agement	Payee Manc	agement	÷
evenue anagement	Refund Pro	0	Challan Defa	0	Revenue	٥	Accounting & Finance	Submit Accou	0 nt to AG	Accounts Reconciliati	0	AG Reports	(0) ts	

• Please click on Employee Management

Figure 23: Employee Management

 Go to Employee list to initiate the details updation request on behalf of Employee/ Pensioner

DEPARTM	MENT OF FINANCE ancial Management System							Search Q	🔎 🏮 DEVENDRA PRASAD
Office ID : 22285	ADDL. S.P. CID (S.B.) ZONE	JAIPUR (CITY)							My Role MAKER
🙀 RojiFMS	My Dashboard	My Informa	tion My Requests	Pay & Allowance	Taxes	Leaves	Reports & Downloads	Others	Help & Support
< Back	Employee Management >	Inbox >						Click Here	
My Info	ormation <	Application Requests						_	Employee List
C Employee	Self Service 🗸	Pending Request	Forwarded 1 Approved 1	Rejected Requests			9. Filter		
	_	Request ID	Initiator	Request Description	Initiated Date	Received From	Status	Remarks	Action
Need Help ?	' 💐	1112	DEVENDRA PRASAD	EMPLOYEE REGISTRAION	Jun 2, 2023	DEVENDRA PRASAD	PENDING AT USER	Submitted	1
Have question regarding yo	ons or concerns our profile? Our	855	RAKESH KACHHWAL	PENSION COMMUTATION	May 25, 2023	RAKESH KACHHWAL	PENDING AT OFFICE	Submitted	1
experts are h	here to help!	670	DEVENDRA PRASAD	EMPLOYEE REGISTRAION	May 19, 2023	DEVENDRA PRASAD	PENDING AT USER	Submitted	1
Che	iat with Us	669	DEVENDRA PRASAD	EMPLOYEE REGISTRAION	May 19, 2023	DEVENDRA PRASAD	PENDING AT USER	Submitted	1
		668	DEVENDRA PRASAD	EMPLOYEE REGISTRAION	May 19, 2023	DEVENDRA PRASAD	PENDING AT USER	Submitted	1
								items per pager. <u>5</u>	1-5 of 6 < >

Figure 24: Employee list

• User shall click on Make Request button

	MENT OF FINANCE ancial Management System							Search Q	🥙 🏮 DEVENDRA PRASAD
Office ID : 22285	ADDL. S.P. CID (S.B.) ZONE	JAIPUR (CITY)							My Role MAKER
RojiFMS	My Dashboard	My Information	My Requests	Pay & Allowance	Taxes	Leaves	Reports & Downloads	Others	Help & Support
K Bock	Employee Management >	inbox > EmoloveeList >							
My Info	rmation <	Employee List					Q, Filter		click these
C Employee	Self Service 🗸	Employee Code	Name	Designati	n		Department Name	Action	
		RJBW198906001374	LOKESH TRIPATHI	Deputy 1	uperintendent of Police		Police Department, Jaipur	Make Request	
Need Help ?	, 🧕	RJJP1991170140-46	MISHRI LAL	Inspecto	e e e e e e e e e e e e e e e e e e e		Polico Department, Jaipur	Make Request	
Have question	ons or concerns	RJJP199917011729	MALTI SHARMA	Inspecto	e in the second s		Police Department, Jaipur	Make Request	
regarding yo experts are h	our profile? Our here to help!	RJJP199619000529	UMESH KUMAR GARG	ASSISTA	IT ACCOUNTS OFFICER GRADE	-1	Police Department, Jaipur	Make Request	
Ch	at with Us	RJJP199617016829	SANGEETA SHARMA	Inspecto	e		Police Department, Jaipur	Make Request	
		RJJP198817017331	MAHENDRA SINGH RAJAWAT	Inspecto	e		Police Department, Jaipur	Make Request	
		RJJP199117017691	DEVENDRA PRASAD	ASSISTAL	AT ADMINISTRATIVE OFFICER		Police Department, Jaipur	Make Request	
		198435011950	RAM SINGH PARMAR	Police su	ib-inspector		Police Department, Jaipur	Make Request	
		RJJP198417020115	MAHESH KUMAR MEENA	Police su	b-inspector		Police Department, Jaipur	Make Request	
		RJJJ199923014355	RAFIQ KHAN	Head Co	nstable (mounted)		Police Department, Jalpur	Make Request	
		RJJJ199923014355	RAFIQ KHAN	Head Co	nstable (mounted)		Police Department, Jalpur	Make Request	
		RJJP198417017033	RAFIQ KHAN	Head Co	nstable (mounted)		Polico Department, Jaipur	Make Request	

Figure 25: Initiate request

• Employee/ Pensioner details updation screen displays

DEPARTM	IENT OF FINANCE							Search	C 🥵 👶 DEVENDRA PRASAD
Office ID : 22285	ADDL. S.P. CID (S.B.) ZON	e, Jaipur (City)							My Role MAKER
	My Dashboard	My information	My Requests	Pay & Allowance	Taxes	Leaves	Reports & Downloads	Others	Help & Support
< Back	Employee Management >	ESS-Commutation >							
My infor	rmation <	Employee Self Service ()							
🕄 Employee S	Self Service \lor	Personal Details	2 Employee Service	Address	Family Details And Nor	mination	Bank Details	Commutation	2 Pay Entitlement
Need Help ?	۹								
Have question regarding yo experts are h	ons or concerns our profile? Our here to help!	Personal Details							
Cho	at with Us				Employee Pho	to			
					Upload Recent Employee u con upload a JPG, OF, or PNO 186.1	e Photograph* Moximum file size is 500KB.			
					🖉 🖉 Upload				
		Imployee Code P IBWIG8008001374		Jonadhoor id			Member Id.*		

Figure 26: Employee Details updation screen

• Maker shall update the details from Tab 1 to Tab 7, as shown above from screen 6 to screen 20 under section- 4.1.1. Employee self service

4.1.2.2 Maker (As Verifier)

- Maker as verifier have the rights to verify / update the employee/ pensioner details
- Please click on Employee Management after login into the system as shown above

egrated Financial Management System																CON RUDHAT	11/01/
ode: DDO.Code: Polic 22285	e Department,	Jaipur D A	esignation : SSISTANT ADMI	VISTRATIVE OFFICER	Office ID 22285	Contract Con	.B.) ZONE, JAIF	UR (CITY)	Employee ID : RJJP199117017691			My	Desk De	sk 1	My Role	Staff	Chr
tajIFMS I	My Dashbo	ard		Budge	t Managen	nent		Dist	oursement Engine		Revenue	Manag	ement		Acce	ounting	
									↔		ç	lick	Here				
tudget Vanagement O Pending Tasks	Bu	R udget Estim	ation	Sanctions	0	Budget Reports	0		Disbursement Engine 3 Pending Tasks	¢	Employee Management	2	Rension Man	(1) agement	Payee Mar	o	
evenue			0		0		0		Accounting &		萘	0		0	20	0	
0 Pending Tasks	R	efund Proce	iss	Challan Defa	сө	Revenue Reconciliation			0 Pending Tasks		Submit Account t	to AG	Accounts Reconciliat	lon	AG Repor	ts	

Figure 27: Employee Management screen

• User shall click on 3 dots at right side under Action column, to View the details/ View History

DEPARTI Integrated Fire	MENT OF FINANCE nancial Management System						Search	Q	🖉 🍶 DEVENDRA PRASAL
Office ID : 22285	ADDL. S.P. CID (S.B.) ZONE	e, JAIPUR (CITY)							My Role MAKER
🙀 RajIFMS	My Dashboard	My Information	My Requests	Pay & Allowance	Taxes	Leaves Repor	rts & Downloads	Others	Help & Support
< Back	Employee Management >	Inbox >							
My Info	ormation <	Application Requests							Employee List
C Employee	e Self Service 🗸	Pending Request 7	Forwarded 1	Approved • Reje	cted Requests 0		Q. Filter	Click	Here
_		Request ID	Initiator	Request Description	Initiated Date	Received From	Status	Remarks	Action
Need Help	? 💐	1112	DEVENDRA PRASAD	EMPLOYEE REGISTRAION	Jun 2, 2023	DEVENDRA PRASAD	PENDING AT USER	Submitted	1
Have quest regarding y	ions or concerns our profile? Our	907	Employee	PENSION COMMUTATION	May 26, 2023	Employee	PENDING AT	Submitted	O View
experts are	here to help!	855	RAKESH KACHHWAL	PENSION COMMUTATION	May 25, 2023	RAKESH KACHHWAL	PENDING AT OFFICE	Submitted	View History
Cł	hat with Us	670	DEVENDRA PRASAD	EMPLOYEE REGISTRAION	May 19, 2023	DEVENDRA PRASAD	PENDING AT USER	Submitted	ŀ
		669	DEVENDRA PRASAD	EMPLOYEE REGISTRAION	May 19, 2023	DEVENDRA PRASAD	PENDING AT USER	Submitted	I
							items p	er page: 5 💌	1-5 of 7 < >

Figure 28: View Request

DEPARTMENT OF FINANCE Integrated Financial Management System						Search	Q	🕐 DEVENDRA PRASAD
Office ID : 22285 ADDL. S.P. CID (S.B.) ZONE,J	AIPUR (CITY)							My Role MAKER
RajIFMS My Dashboard	My Information	My Requests	Pay & Allowance	Taxes	Leaves	Reports & Downloads	Others	Help & Support
Bock Employee Management > Ink	<u>20x</u> >							
My Information	FORWARDED	DEVEND Staff - MA OFFICE	RA PRASAD KER	Submitted		×		Employee List
Need Help ?							Remarks	Action
						Cancel	Submitted	:
regarding your profile? Our	907	Employee	PENSION COMMUTATION	May 26, 2023	Employee	PENDING AT	Submitted	:
experts are here to help!	855	RAKESH KACHHWAL	PENSION COMMUTATION	May 25, 2023	RAKESH KACHHWA	L PENDING AT OFFICE	Submitted	:
Chat with Us	670	DEVENDRA PRASAD	EMPLOYEE REGISTRAION	May 19, 2023	DEVENDRA PRASAD	PENDING AT USER	Submitted	:
	669	DEVENDRA PRASAD	EMPLOYEE REGISTRAION	May 19, 2023	DEVENDRA PRASAD	PENDING AT USER	Submitted	:
						items	per page: 5 💌	1-5 of 7 < >

• <u>View History</u> - displays the history of the updation request

Figure 29: View History

- <u>View</u> displays the employee details that is required to update
- Maker shall verify/ update the details from Tab 1 to Tab 7, as shown above from screen 6 to screen 20 under section 4.1.1. Employee Self Service
- Post verification each tab details, user shall click
 - o Forward to forward the request to next level Verification
 - Reject to reject the details updation request

fice ID : 22285	ADDL. S.P. CID (S.B.) ZON	IE, JAIPUR (CITY)									My Role	MAKER
👔 RajiFMS	My Dashboard	My Information	My Requests	Pay & Allov	ance	Taxes	Leaves	Repo	rts & Downloads	Others	Help & Sup	port
< Book	Employee Management	ESS-Commutation >										
My Info	ormation	Employee Self Service	ce 0									
Employee	Self Service 🗸 🗸	0	0	6		0			6	Ø		7
		Personal Details	Employee Service	Addres	s Fo	amily Details And	d Nomination	Вс	ank Details	Commutation	Pay Enti	itlement
Need Help	? 🧕											
Have questi	ons or concerns our profile? Our	Pay Entitlement Det	ails									
experts are	here to help!	Service Category			ub tervice Category/C	adre riculture Subor	rdinate Service		Designation * Accounts Office	/ Assistant Director		
Ch	at with Us	Subordinote			ne kojastnom Agi				Accounts office	T Assistant Director		
		Pay Commission * Seventh		- 0	ote of Entry in Existing 4 1/05/2013	Pay Band & Grade I	Pay *	۵	Poy Scale * L14(56100-17750	0)		
		Date of present Pay Scale *			asic Pay *				Dearness Allowance			
		01/05/2013			5000			•	42			
		Click Here										
		FORWARD										
											Pr	revious

Figure 30: Maker Action Screen

Office ID : 22285	ADDL. S.P. CID (S.B.) ZONE	"JAIPUR (CITY)							My Role MAKER
🕼 RajiFMS	My Dashboard	My Information	My Requests	Pay & Allowance	Taxes	Leaves		Others	Help & Support
¢ Back	Employee Monogement >	ESS-Commutation >							
My Info	ormation (Employee Self Service	0						
C Employee	Self Service 🗸 🗸			<u>0</u>			Bank Datalla	🕑	
Need Help 1	? 🧕	Personal Details	Engloyee	Are you sure war	nt to forward		Bunk Obtuins	Committeeen	Puy characteria
Have questi regarding ye	ions or concerns our profile? Our	Pay Entitlement Deta	lis Enter	Remarks					
experts are	nere to help! hat with Us	Subordinate		No	Yes	ice	Accounts Officer	/ Assistant Director	
		Poy Commission * Seventh		· 01/05/2013			Pay Scale * El L14(56100-177500))	
		Date of present Pay Scale * 01/05/2013		Basic Pay *			Dearness Allowance* 42		<u>.</u>
		FORWARD REJECT							
									Previous

• User shall update Remarks and click 'Yes', to Forward the request

Figure 31: Confirmation screen

• Request Id generated for the details for updation, success message displayed and request send to Checker (next level verification)

DNE, JAIPUR (CITY)							My Role MAKER
My Information	My Requests	ruy a Allowance	ind your request id is 907	LEUVES	Reports & Downloads	Others	Help & Support
t > Inbox >							
Application Requests							Employee List
Pending Request 6	Forwarded 2	Approved O Reje	cted Requests		Q. Filter		
Request ID	Initiator	Request Description	Initiated Date	Received Fron	n Status	Remarks	Action

Figure 32: Request generation message

- Application request displays tabs:
 - o Pending Request
 - \circ Forwarded
 - \circ Approved
 - Rejected request

Clicking on each tab shall take the User to display respective field status along with count.

4.1.3 Checker (HoO)

- 1. Action URL link
- https://ifms.rajasthan.gov.in/ifmssso
- 2. Actor
- Checker (Verify/Edit/ Forward)
- 3. Navigation Steps
- User shall login into the system using steps as mentioned under **Section 4** for User SSO Login (till Figure 2)
- To Verify/ Forward/ Revert the updation request of Pensioner, User (Checker) shall select "Access Workspace" tab



Figure 33: Access Workspace

• Select Desk and Role

Select YOUR DESK & ROL	E					
Desk 1 addi. s.p. cid (s.b.) zone,jaipur (city)					
HO ADDL S.P. CID (S.E (CITY)	3.) ZONE, JAIPUR	Staff ADL S.P. CID (S.B.) ZO (CITY)	NE,JAIPUR			
=	\rightarrow	=	\rightarrow		0,140	
				Scroll to view mi	ore >>>	
	12					▲ 19,58

Figure 34: Desk and Role selection

• From Disbursement Engine section, please click Employee Management to verify the details

22285	sice pepare	sent, Jaipur	ADDL SP	Office ID : Of 22285 AD	fice Name : DDL S.P. CID (S.	B.) ZONE, JAIPUR (CITY)	RJJJ199923): 014365		,	vy Desk D	esk1	My Role	Staff	c
ajIFMS	My Das	nboard		Budge	t Managen	nent		Disbursement Engine		Revenue Mana	ogement		Acco	unting	
										Click	Here				
ludget Kanagement O Pending Tasks	e	Rudget Esti	mation	Sanctions	0	Budget Reports	•	Disbursement Engine 1 Pending Tasks	e	aloyee pagement	N. Pension Mo	o nagement	👷 Payee Man	agement	
avenue			o	Revenue	0	Contraction Revenue Report	0 ts	Accounting & Finance		0 mit Account to AG	Colored Colore	0	AG Reports	0	

Figure 35: Checker Employee Management

- User shall click on 3 dots at right side under Action column, to View the details/ View History
- <u>View History</u> displays the status of the updation request
- <u>View</u> displays the employee details that is required to verify/ forward

Office ID : 22285	ADDL. S.P. CID (S.B.) ZONI	E,JAIPUR (CITY)							My Role	CHECKER
	My Dashboard	My Information	My Requests	Pay & Allowance	Taxes	Leaves	Reports & Downloads	Others	Help & Suj	oport
< Back	Employee Management >	inbox >								
My Infor	rmation	Application Requests								
C Employee S	Self Service 🗸	Pending Request 🦲	Forwarded 🤒	Approved (* Reje	cted Requests 🤗		9, Filter	C	lick Here	
		Request ID	Initiator	Request Description	Initiated Date	Received From	Status	Remarks	-	ction
Need Help ?	. 🧕	1498	Employee	Pension-ESS	Jun 15, 2023	DEVENDRA PRASAD	PENDING AT CHECKE	R OFFICE Forward		1
Have question regarding yo experts are h Cho	ons or concerns our profile? Our sere to help! at with Us						(ter	ns per pager 5 🛛 👻	T-Tott 4	*

Figure 36: Application request screen

• Checker shall verify/ update the details from Tab 1 to Tab 7, as shown above from screen 6 to screen 20 under section 4.1.1. Employee Self Service

Office ID : 22285	ADDL. S.P. CID (S.B.) ZON	e, JAIPUR (CITY)								My Role CHECKER
🙀 RajiFMS	My Dashboard	My Information	My Requests	Pay & Allowan	ice Taxes	Leaves	Repor	ts & Downloads	Others	Help & Support
< Back	Employee Management >	ESS-Commutation >								
My Info	ormation	Employee Self Servi	ce 🕕							
Employee	Self Service v	0	0			4		0	6	0
		Personal Details	Employee Service	Address	Family Deta	ils And Nomination	Bo	nk Details	Commutation	Pay Entitlement
Need Help Have questi regarding y experts are CH	? Source of the second	Pay Entitlement De Service Category Subordinate Pay Commission * Seventh	tails	Sub t The Date	tervice Category/Cadre Rajasthan Agriculture ! of Entry in Existing Pay Band & 15/2013	Subordinate Service Grade Pay *	Ð	Designation * Accounts Office Pay Scole * L14(56100-17750	r / Assistant Director 0)	
		Date of present Pay Scale * 01/05/2013		Basic 650	00 00			Dearness Allowance		•
		FORWARD REVERT								Previous

Figure 37: Update details tab 7

• Please enter Remarks and click on 'Yes' button, to confirm

Office ID : 22285	ADDL. S.P. CID (S.B.) ZONE,	JAIPUR (CITY)							My Role CHECKER
🙀 RajiFMS									
✓ Back	Employee Management > I	ESS-Commutation >							
My Info	rmation <	Employee Self Servic	e 🕕						
C Employee	Self Service 🗸	0					6	6	
		Personal Details	Employee Service	Address	Family Details An	d Nomination	Bank Details	Commutation	Pay Entitlement
Need Help ? Have question regarding yo	ons or concerns our profile? Our	Pay Entitlement Deta	ills forwo	Are you sure war	nt to forward				
experts are h	here to help! at with Us	Service Category Subordinate		No	Yes	ice	Designation * Accounts Officer	/ Assistant Director	<u> </u>
		Pay Commission * Seventh		• 01/05/2013		_	Pay Scale * L14(56100-177500))	*
		Date of present Pay Scale * 01/05/2013 FORWARD REVERT		Bosic Pay* 65000			Dearness Allowance *		•

Figure 38: Confirmation Screen

• Success message for the same request id displayed

Office ID : 22285	ADDL. S.P. CID (S.B.) ZONE,	JAIPUR (CITY)							My Role CHECKER
	My Dashboard	My Information	My Requests	Pay & Allowance	Taxes	Leaves	Reports & Downloads	Others	Help & Support
< Back	Employee Management >	Inbox >		Your Request Forwarded wi	h request id 1498 Ok				
My Infor	mation <	Application Requests Pending Request	Forworded 1	Approved (5) Rejer	cted Requests		Q. Filter		
Need Help ?	9	Request ID No data	Initiator	Request Description	Initiated Date	Received From	Status	Remarks	Action
Have question regarding you experts are he Cha	ns or concerns ur profile? Our ere to help! it with Us							terns per page: 5 🛛 👻	0 of 0 < >

Figure 39: Success message

• Request Id shall be sent to Approver

Office ID : 22285	ADDL. S.P. CID (S.B.) ZONE	JAIPUR (CITY)							My Role CHECKER
RajiFMS	My Dashboard	My Information	My Requests	Pay & Allowance	Taxes	Leaves	Reports & Downloads	Others	Help & Support
< Bock	Employee Management >	Inbox >							
My Info	rmation	Application Requests							
Employee	Self Service 🗸	Pending Request	Forwarded	Approved . Reje	cted Requests 🧧		Q. Filter		
		Request ID	Initiator	Request Description	Initiated Date	Received From	Status	Remarks	Action
Need Help ?	• 🧕	1498	Employee	Pension-ESS	Jun 15, 2023	DEVENDRA PRASAL	D PENDING AT APPROVER OFFICE	forward	I
Have question regarding you experts are t	ons or concerns our profile? Our here to help!						Rems pe	r page: <u>6 •</u>	1-1of1 < >
Ch	at with Us								

Figure 40: Request ID

4.1.4 Approver (HoO)

- 1. Action URL link <u>https://ifms</u>
 - <u>https://ifms.rajasthan.gov.in/ifmssso</u>
- 2. Actor
- Approver (Verify/Edit/ Approve)
- 3. Navigation Steps
- User shall login into the system using steps as mentioned under **Section 4** for User SSO Login (till Figure 2)
- To Verify/ Edit/ Approve the updation request of Pensioner, User (Approver) shall select "Access Workspace" tab

	Select SPACE Click He Access Workspace	ere	Access Employee Self Service	¢٦	
▲ 3,690.47					→2

Figure 41: Access Workspace-Approver

• Select Desk and Role

Select							
YOUR DESK & ROLE	Cone,jaipur (city)						
HO ADDL SP. CID (S.B.) (CITY)	zone, jaipur	Staff ADDL SP. CID (S.B.) (CITY)	zone,jaipur			140.36	
					Scroll to view more >>>	, 140.30 ▲ 19,	.58

Figure 42: Desk and Role Selection

• From Disbursement Engine section, please click Employee Management to verify and forward the details

OUTERMENT OF FINANCE OUTERMENT OF FINANCE Unterproted Finances Menogeneon System	E											3	Search		a 🥐	RAKES	1 KACHHWAL 9923014355
Dept.Code: DDO.Code: 69 22285	Police Departm	nent, Jaipur	Designation : ADDL SP	Office ID : 0 22285	Office Name : NDDL S.P. CID (S.	B.) ZONEJAIPUR (CIT)	r) Employe RJJJ1995	e ID : 2301435	5			1	My Desk D	esk 1	My Role	НО	Change
🙀 RajIFMS	My Dash	nboard		Budg	et Managen	nent		Dis	bursement Engine		Reve	nue Manaç	gement			ounting	
6TB									()			C	lick Here				
Budget Management		Budget Utiliz	ation	RCDMS	0	Budget Estimo	ation	*	Disbursement Engine	e	User Manag	ement	Employee Manageme	1 ent	Pension	Management	
Revenue Management O Pending Tasks	e	Purpose and	0 d services	Revenue sta	o	Local Masters	0	•	Accounting & Finance O Pending Tasks	e	Monthly Acco Generation	unts	Submit Acco	0 unt to AG	Accounts Reconcilio	o	۲

Figure 43: Employee Management – Approver

• User shall click on 3 dots at right side under Action column, to View the details/ View History

DDO.Code : Offi	ice ID : 22285 ADDL S.P. (CID (S.B.) ZONE, JAIPUR (CIT	r)						My Role APPROVER
🙀 RajIFMS	My Dashboard	My Information	My Requests	Pay & Allowance	Taxes	Leaves	Reports & Downloads	Others	Help & Support
< Back	Employee Management >	Inbox >							
My Info	ormation	Application Requests							
		Pending Request	Forwarded 🥚	Approved (5) Rej	ected Requests 🥚		Q. Filter		
Need Help ?	P 🧕	Request ID	Initiator	Request Description	Initiated Date	Received From	Status	Remarks	Action
Have question regarding you experts are l	ons or concerns our profile? Our here to help!	1498	Employee	Pension-ESS	Jun 15, 2023	RAKESH KACHHWA	PENDING AT APPROVER OFFICE	forward	I
Ch	at with Us						items pe	r page: 5 •	1-1of1 < >

Figure 44: Application Request

- Click on either View History or View option
- <u>View History</u> displays the status of the updation request

DEPARTN Integrated Fine	MENT OF FINANCE ancial Management System						Search	Q @Roles	P 🐉 RAKESH KACHHWAL
DDO.Code : Offi	ice ID : 22285 ADDL S.P. CIE	D (S.B.) ZONE, JAIPUR (CITY)							My Role APPROVER
🕼 RajiFMS									
< Back My Info	Employee Management > In Irmation	FORWARDED	DEVEND Staff - MAI	RA PRASAD (ER	Need verification	Jun 8	, 2023 ×		
Need Help 7 Have question regarding you	e S	• FORWARDED	RAKESH staff - CH	KACHHWAL	Submitted	Jun	8, 2023	Remarks	Action
Ch	at with Us						Ren	ns për page 5 💌	t-tort < S

Figure 45: History update

- View Employee details displayed, for verification and Approval
- Approver shall verify/ update the details from Tab 1 to Tab 7, as shown above from screen 6 to screen 20 under section 4.1.1. Employee Self Service

DDO.Code : Offi	ce ID : 22285 ADDL S.P. C	CID (S.B.) ZONE, JAIPUR (CIT))						My Role APPROVER
🙀 RajiFMS	My Dashboard	My Information	My Requests	Pay & Allowance	Taxes L	leaves	Reports & Downloads	Others	Help & Support
< Back	Employee Monagement >	ESS-Commutation >							
My Info	rmation	Employee Self Servic	ce 📵						
		0	0		0		6	6	0
Need Help ?	. 9	Personal Details	Employee Service	Address	Family Details And Non	mination	Bank Details	Commutation	Pay Entitlement
Have question regarding you experts are the Characteristics	ons or concerns our profile? Our nere to help! at with Us	Pay Entitlement Det Service Category Subordinate Pay Commission * Seventh	alls	Sub Service The Rajas Date of Entry 01/05/201	Category/Cadre than Agriculture Subordinc 'n Diating Pay Band & Grade Pay * 3	ate Service	Designation * Accounts Office Pay Scale * L14(56100-17750	er / Assistant Director	* *
		Date of present Pay Scale * 01/05/2013		E Basic Pay * 65000			▼ Dearness Allowance		
		REVERT APPROVE-C	COMPLETE						Provinces

Figure 46: Update details

- User shall click- Revert/ Approve- Complete button to take action
- Revert button reverts the request to previous level i.e., Checker

DEPARTMENT OF FINANCE Integrated Financial Management System						Search	Q @Roles	🥙 🌏 RAKESH KACHHWAL
DDO.Code : Office ID : 22285 ADDL, S.P. C	ID (S.B.) ZONE, JAIPUR (CITY)							My Role APPROVER
RajIFMS My Dashboard	My Information	My Requests	Pay & Allowance	Taxes	Leaves	Reports & Downloads	Others	Help & Support
too: Employee Management > I My Information Need Help ? Need Help ? Have questions or concerns regarding your profile? Our experts are here to help: Chat with Us	ESS-Commutation > Employee Details Nome Commutation Commutation Required REVERT APPROVE-CO	• Yes	Are you sure wo r Remarks	ves	an P	ercentoge		

Figure 47: Revert Screen

• Update Remarks and click 'Yes'

• Approve- Complete button – Approves the details updation request of the employee/ pensioner and saves the details in the database.

DDO.Code : Offi	ice ID : 22285 ADDL. S.P. (CID (S.B.) ZONE, JAIPUR (CITY)							My Role APPROVER
🕼 RajiFMS									
K Bock	Employee Management >	ESS-Commutation >							
My Info	irmation <	Employee Self Service	0						
		0					6		0
Need Help 7	, 🧕	Personal Details	Employee Service	Address	Family Details And	d Nomination	Bonk Details	Commutation	Pay Entitlement
Have question regarding you experts are l	ons or concerns our profile? Our here to help!	Are you sure want to approve Pay Entitiement Details Anormed							
Ch	at with Us	Service Category Subordinate		No	Yes	ice	Designation * Accounts Office	r / Assistant Director	
		Poy Commission * Seventh		· 01/05/2013		_	Pay Scale * L14(56100-17750	0)	•
		Date of present Pay Scale * 01/05/2013		Basic Pay * 65000			 Dearness Allowance 42 		<u> </u>
		REVERT APPROVE-CO	MPLETE						
									Previous

• Update Remarks and click 'Yes'

Figure 48: Approval screen

• Success message for the same request id displayed- details updated successfully

DDO.Code : Office ID : 22285 ADDL S.P. CID (S.B.) ZONEJAIPUR (CITY)								My Role APPROVER	
🙀 RajiFMS	My Dashboard	My Information	My Requests	Pay & Allowance	Taxes	Leaves	Reports & Downloads	Others	Help & Support
< Back	Employee Management >	inbox >		Your Request Approved w	th request id 1498 Ok	i.			
My Info	mation (Application Requests		!		1			
		Pending Request	Forwarded (***	Approved 🥌 Reje	ected Requests		Q. Filter		
Need Help ?	2	Request ID	Initiator	Request Description	Initiated Date	Received From	Status	Remarks	Action
Have question regarding you	ns or concerns ur profile? Our	No data							
Cho	at with Us							Items per page: 5 -	0 of 0 < >

Figure 49: Success Message

• This completes the process of details updation.