



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

# **IFMS 3.0**

## **User Manual** **Pension**

### **Employee Details updation** **(ESS module)**

# Document Control

General Document Information	
<b>Version</b>	V1
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<b>Purpose</b>	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	
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## Acronyms

Acronym	Description
AAO	Assistant Accounts Officer
AD	Assistant Director
AIS	All India Services
CPF	Central Provident Fund
CPO	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
HoO	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
PPO	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

<b>Acronym</b>	<b>Description</b>
SLA	Service Level Agreement
SMS	Short Message Service
SSO	Single Sign On
TO	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 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 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: <https://ifms.rajasthan.gov.in/ifmssso>
- 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** - <https://ifms.rajasthan.gov.in/ifmssso>
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.
- Click Login button

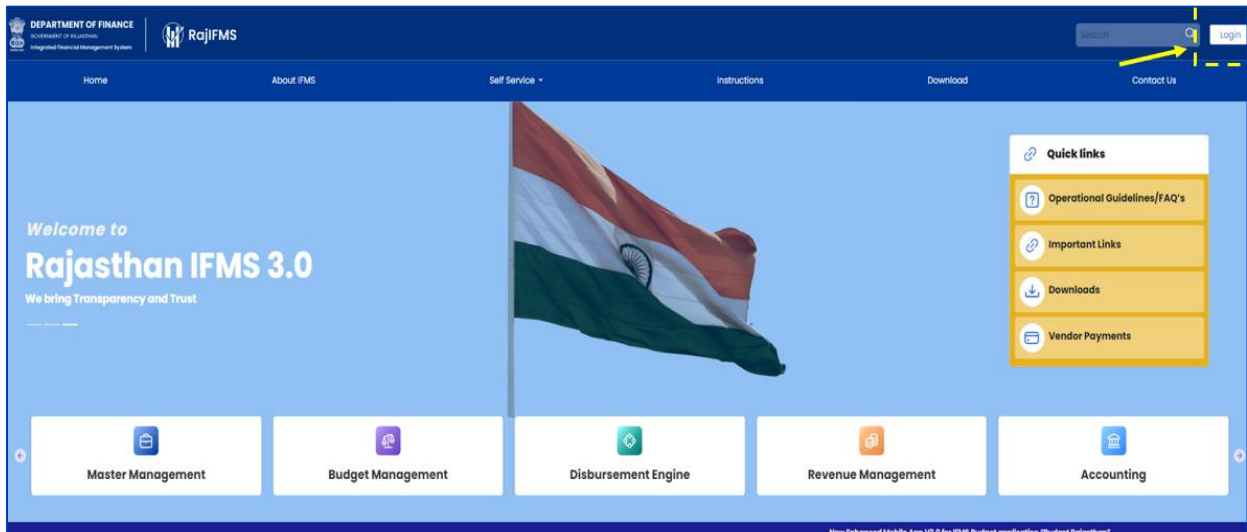


Figure 1: IFMS Home Page

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



**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।

Digital Identity (SSOID/ Username)

Password

3 9 0 3 6 1 Enter Captcha

Login

This website uses 'Cookies' to give you the best and most personalized experience and to improve the site performance. 'Cookies' are simple text files which safely resides on your computer.  
आपको सर्वोत्तम एवं संबंधित अनुभव देने एवं साइट के बेहतर सम्पादन के लिए यह वेबसाइट 'कुकीज़' का उपयोग करती है। 'कुकीज़' एक टेक्स्ट फाइल है जो कि आपके कंप्यूटर पर ही सुरक्षित रहती है।

Accept

Application for 'ANUPRATI SCHEME' of MINORITY Department can now

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

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

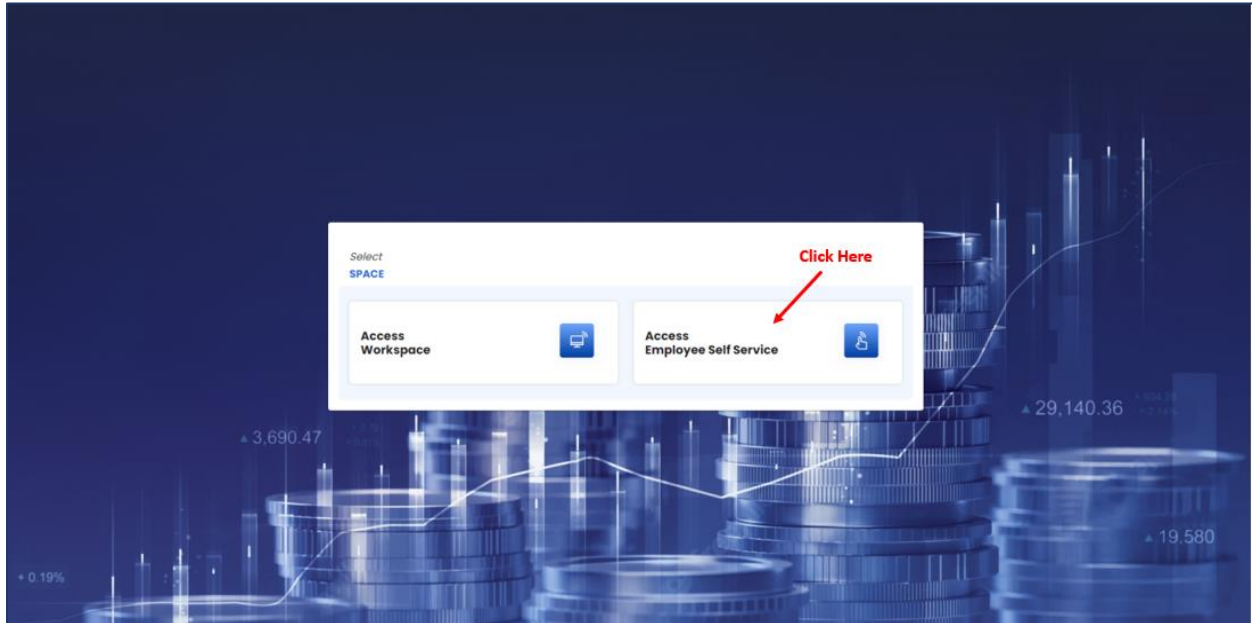


Figure 3: Select ESS

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

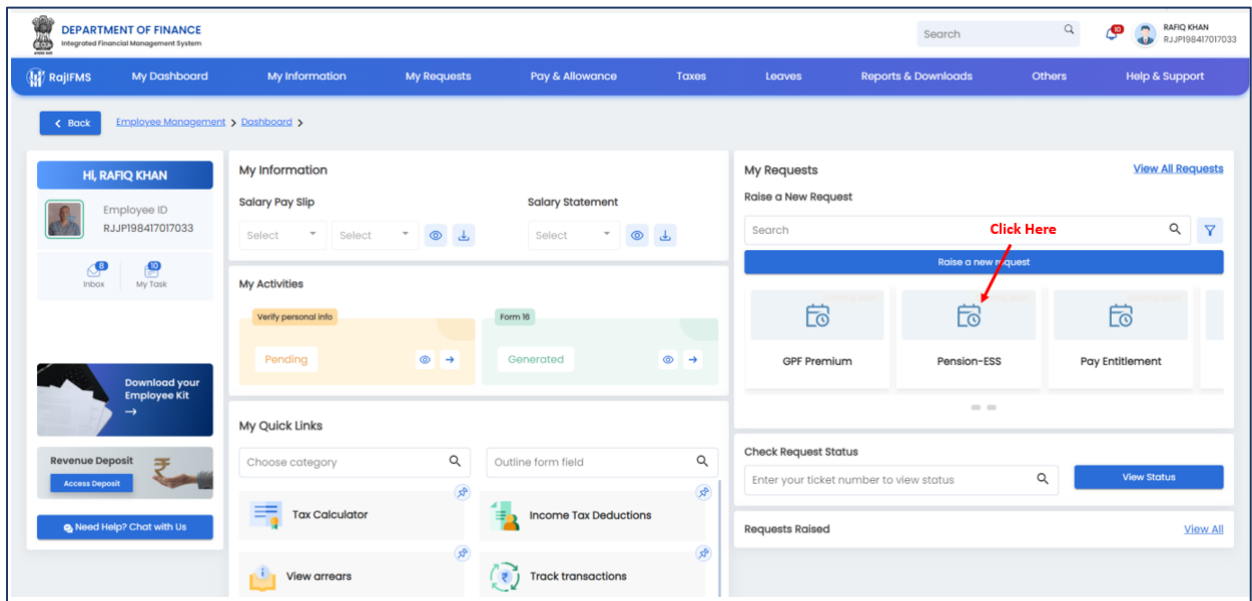


Figure 4: Employee Information page

- 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

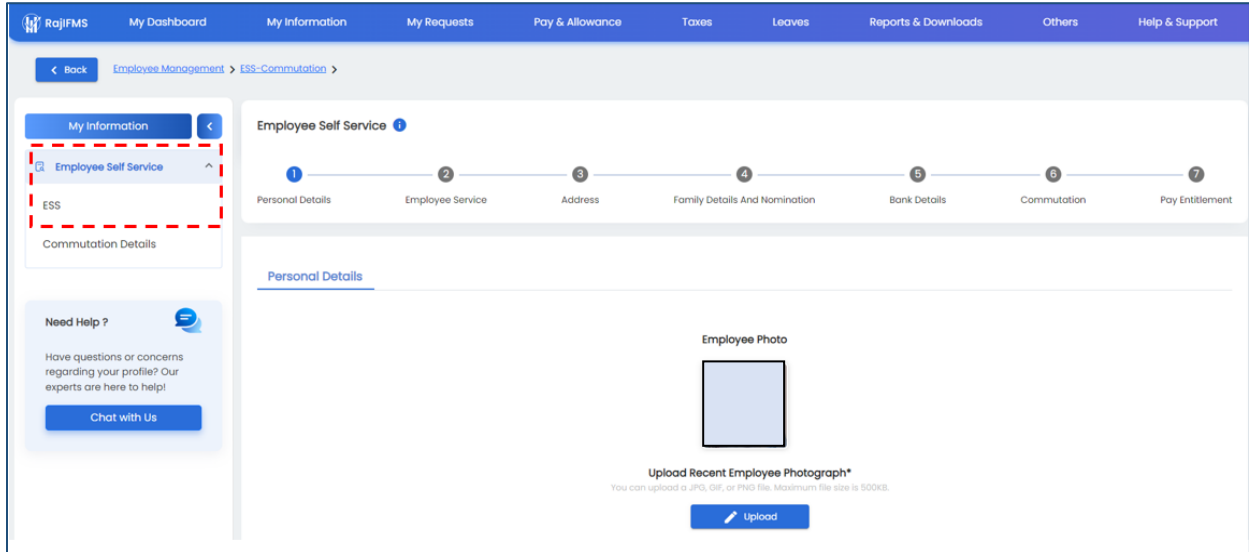


Figure 5: ESS selection

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

**Tab 1- Personal Details:**

- Employee shall update the details

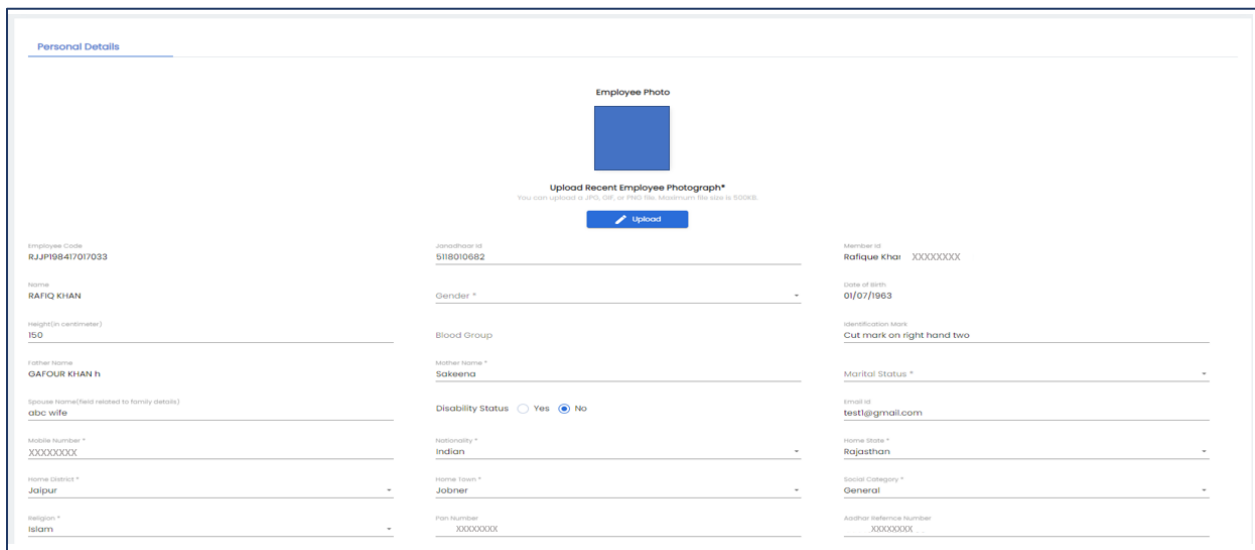


Figure 6: Personal Details tab

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

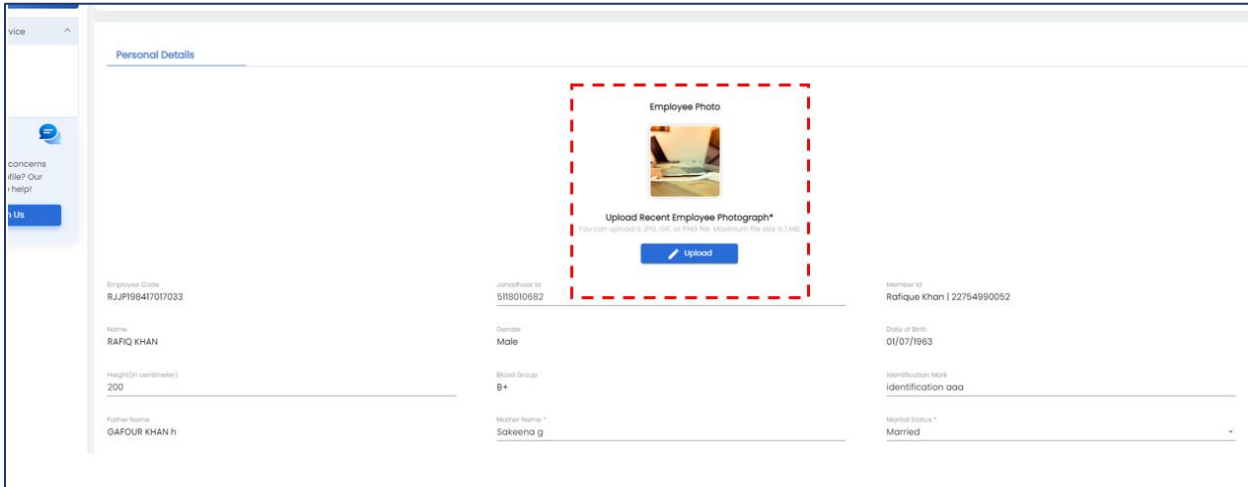


Figure 7: Upload joint photograph

- 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

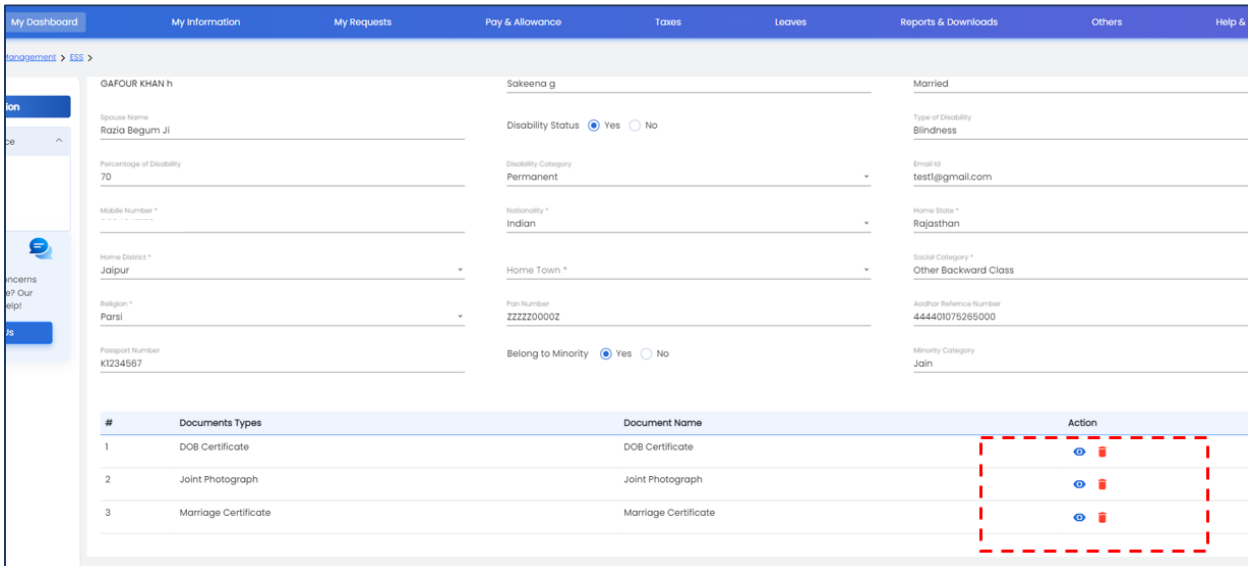


Figure 8: View/ Delete Uploaded Documents

- 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

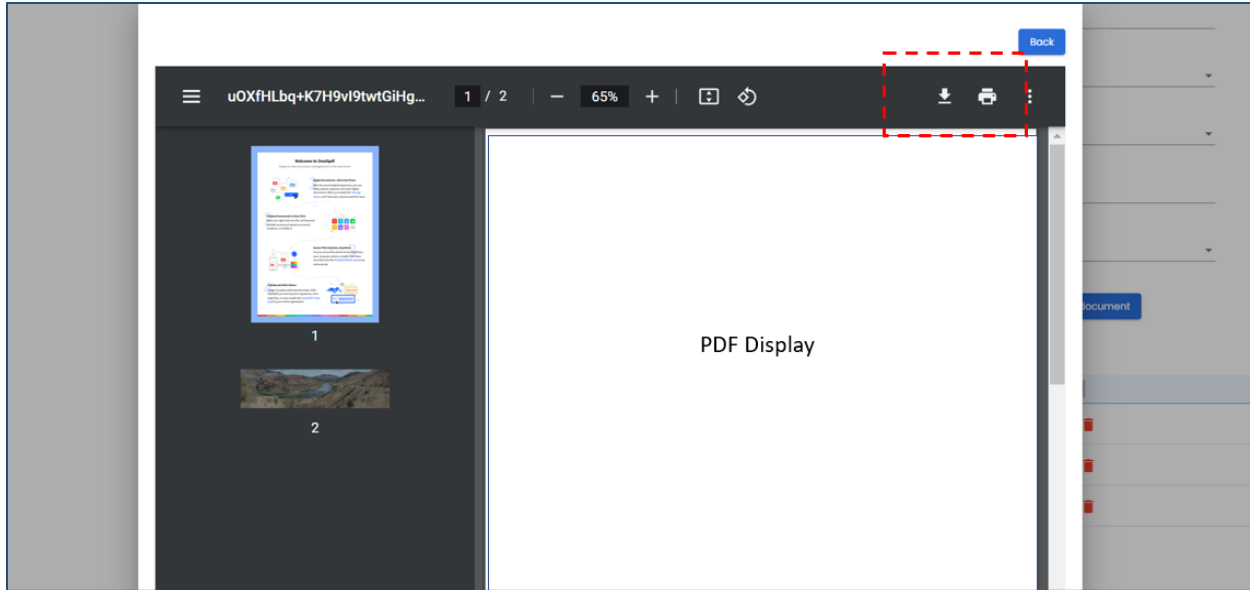


Figure 9: PDF View of uploaded document

- Please click Next button to move to the next tab

**Tab 2- Employee Service:**

- Please update the details

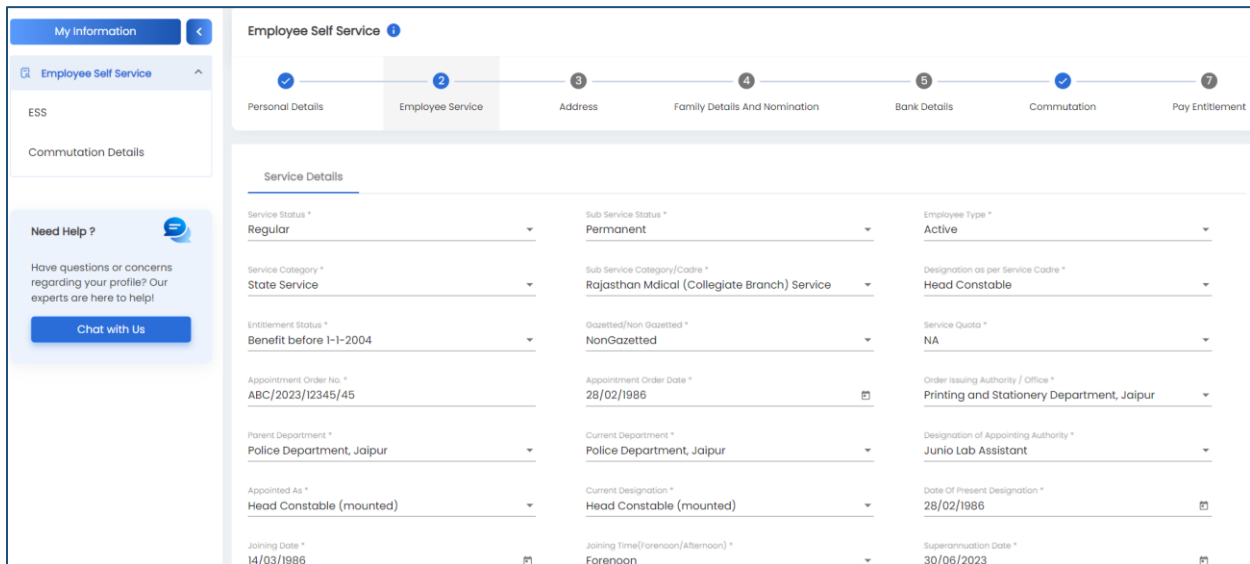


Figure 10: Tab 2 Service Details

- Please click to View/ Delete Uploaded documents

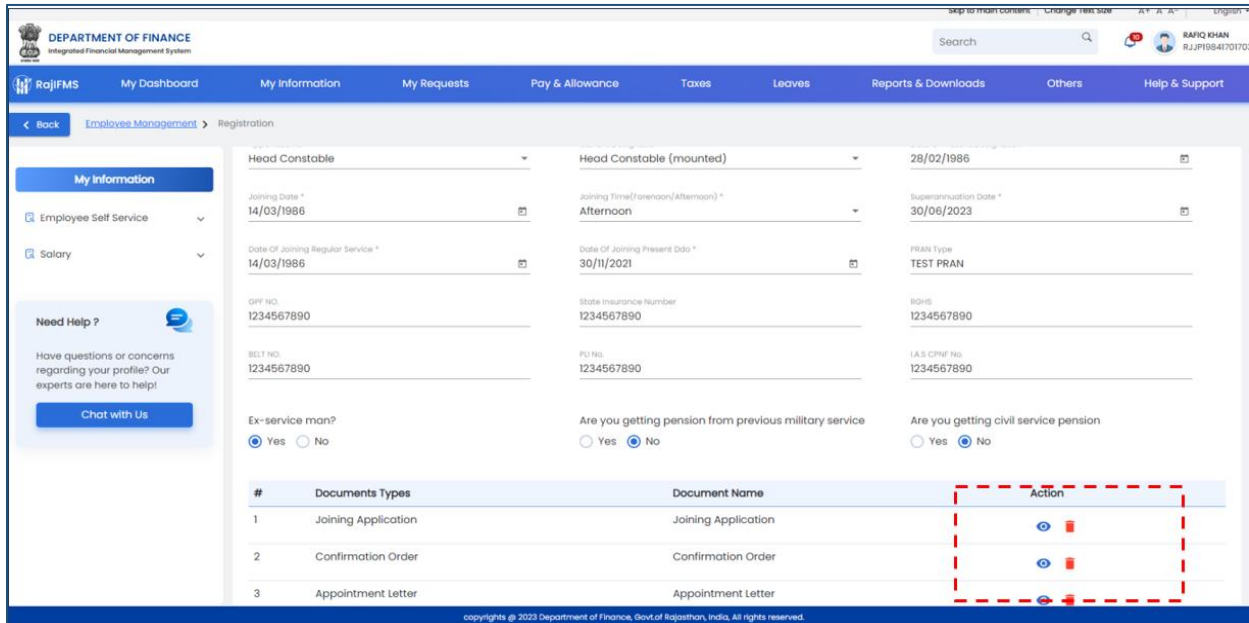


Figure 11: View/ delete uploaded document

**Tab 3- Address:**

- Please update the address details

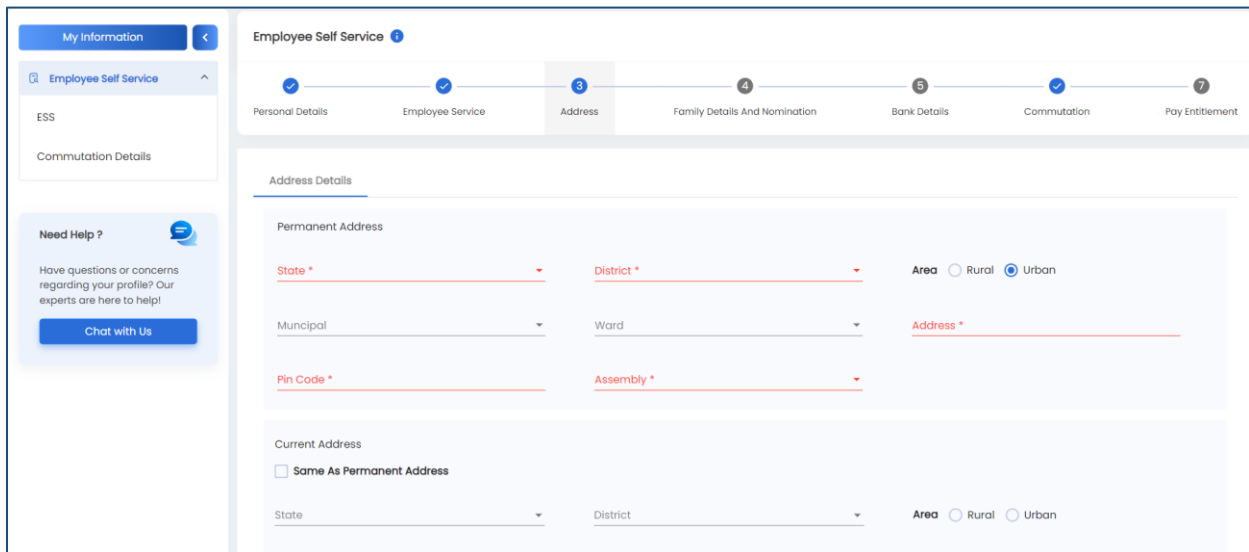


Figure 12: Tab 3- Address details

- Click the check box to update the permanent address

Figure 13: Permanent Address

**Tab 4- Family Details and Nomination:**

- Please update the family details

#	Name	Relationship	Date of Birth	Janadhaar id	Janadhaar Member id	Gender	Action
1	abc wife	Wife	Dec 31, 1972			Female	
2	abc son two	Son	Dec 31, 1997			Male	
3	abc son one	Son	Dec 31, 1989			Male	

Figure 14: Family Details

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

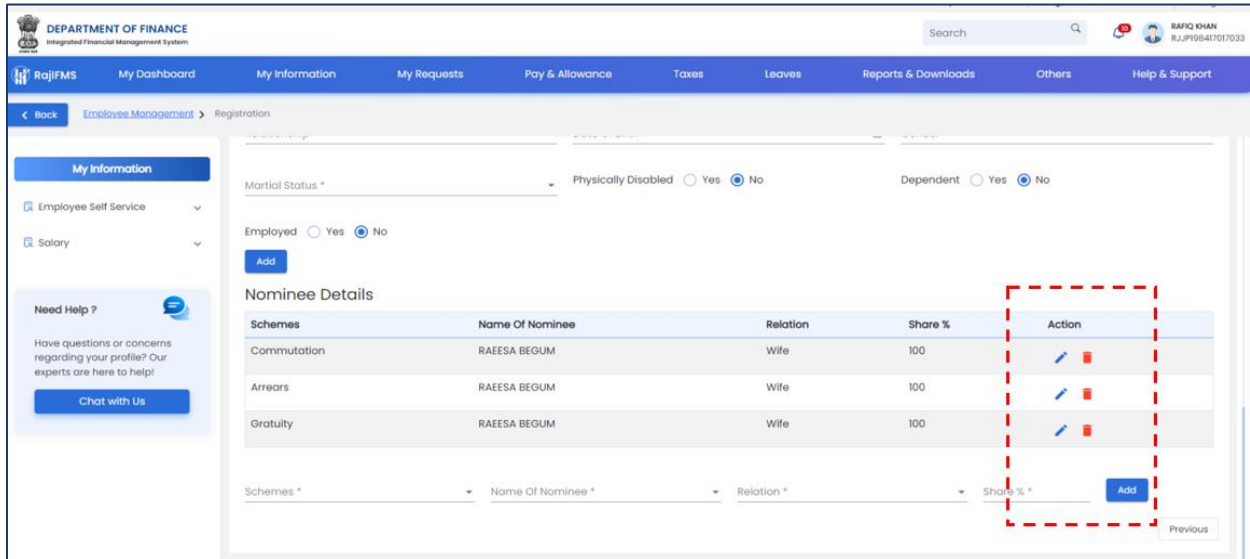


Figure 15: Nominee details

**Tab 5- Bank Details:**

- Employee shall update the Bank details

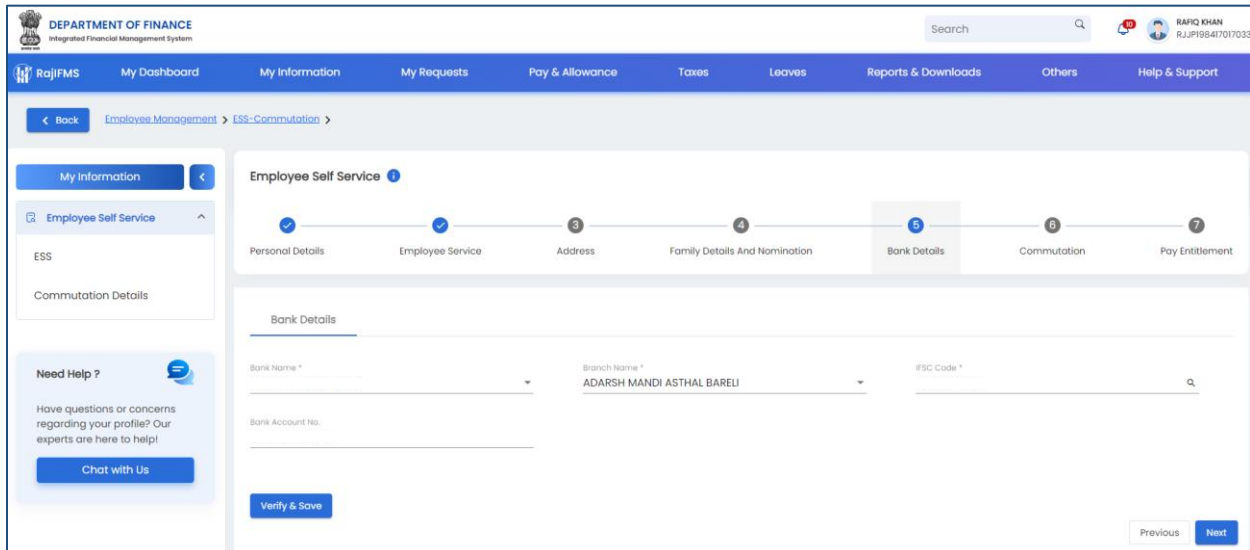


Figure 16: Bank details



## Tab 6- Commutation

- User shall opt for the commutation by clicking Yes button

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

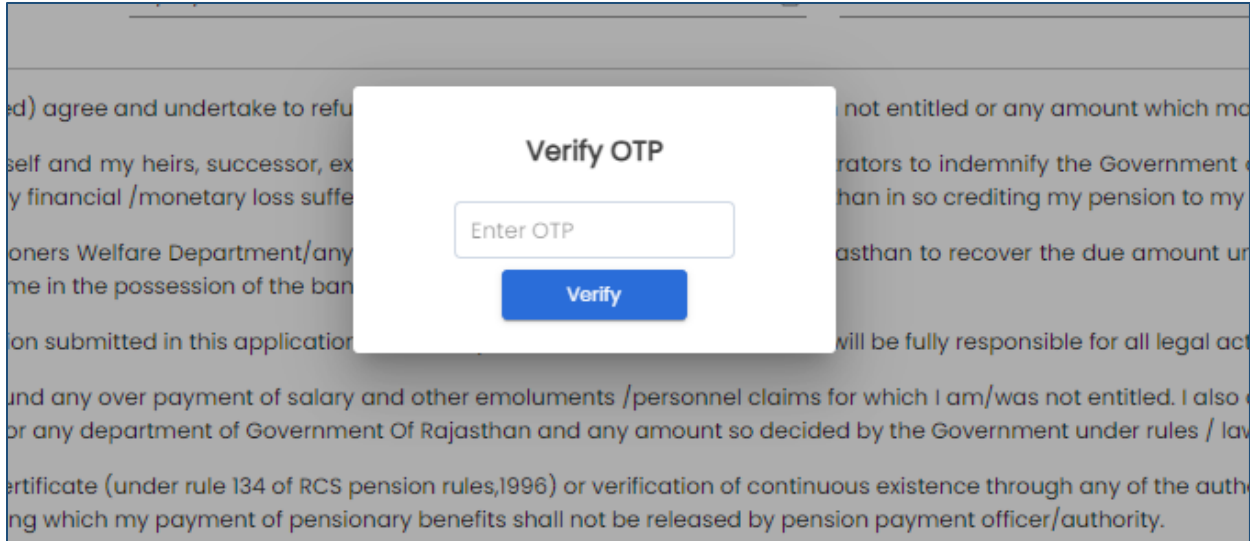


Figure 19: Verify OTP

- This shall save the commutation details for User

**Tab 7- Pay Entitlement:**

- Employee shall check all the details mandatorily before submission

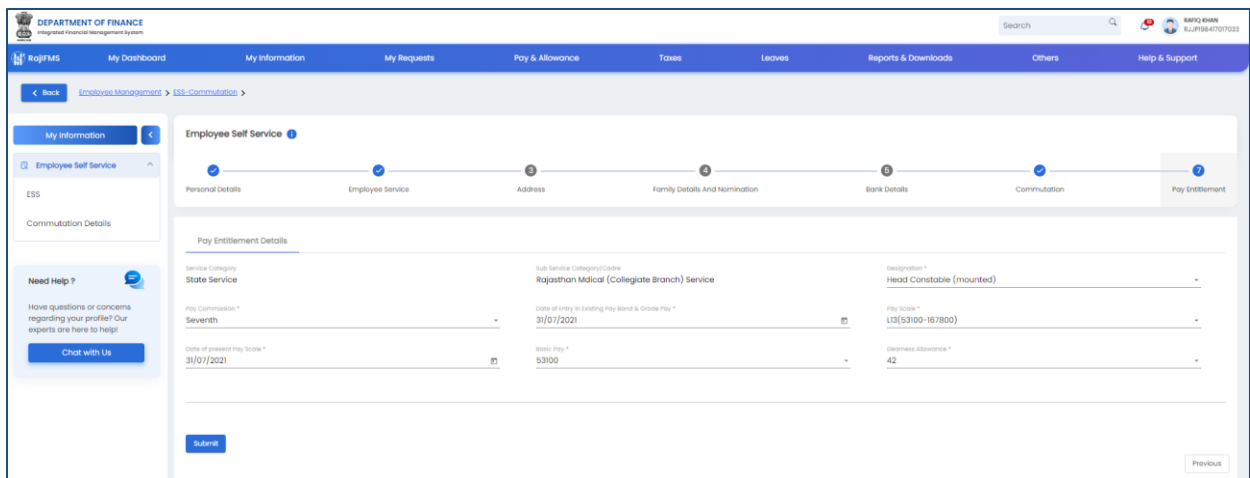


Figure 20: Pay entitlement

- Click Submit button to initiate the details update request

The screenshot shows a web form titled 'Pay Entitlement Details'. On the left, there is a sidebar with a 'Need Help?' section and a 'Chat with Us' button. The main form area contains the following fields:

Service Category State Service	Sub Service Category/Cadre Rajasthan Mdical & Health Service	Designation * Head Constable (mounted)
Pay Commission * Seventh	Date of Entry in Existing Pay Band & Grade Pay * 31/07/2021	Pay Scale * L13(53100-167800)
Date of present Pay Scale * 31/07/2021	Basic Pay * 53100	Dearness Allowance * 42

A red arrow points to the 'Submit' button with the text 'Click Here'. A 'Previous' button is located at the bottom right of the form.

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-
  - joint photo and address,
  - pension additional bank account details,
  - 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** - <https://ifms.rajasthan.gov.in/ifmssso>
  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

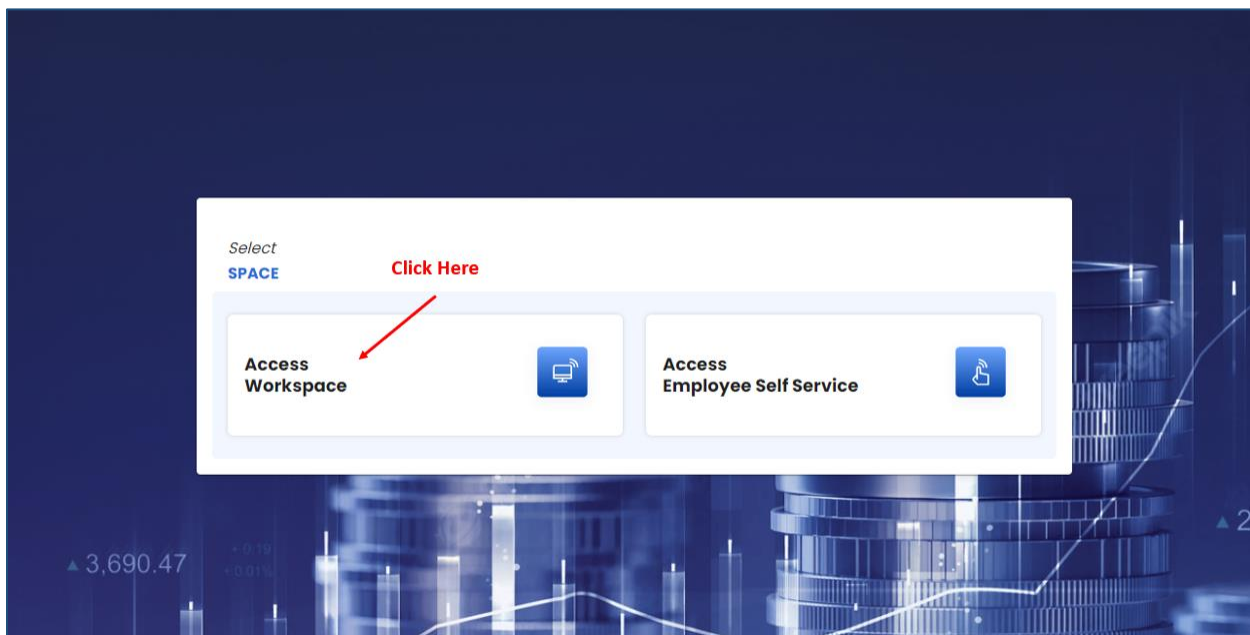


Figure 22: Access Workspace

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

### 4.1.2.1 Maker (As Initiator)

- Please click on Employee Management

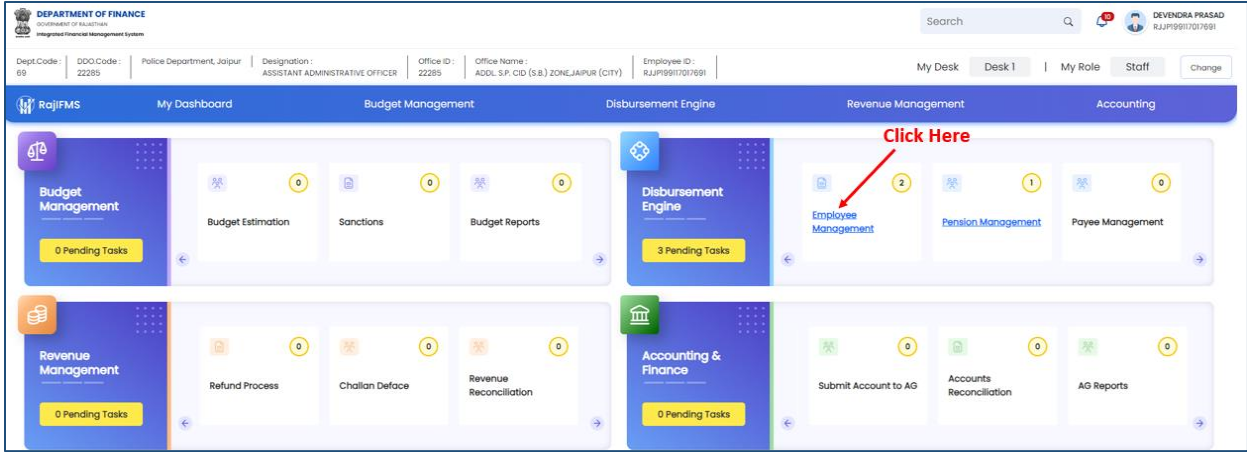


Figure 23: Employee Management

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

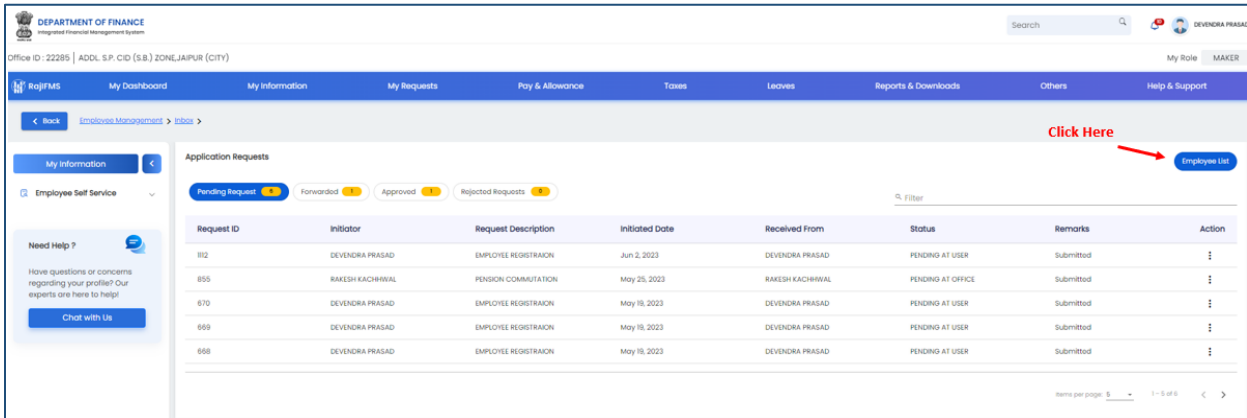


Figure 24: Employee list

- User shall click on Make Request button

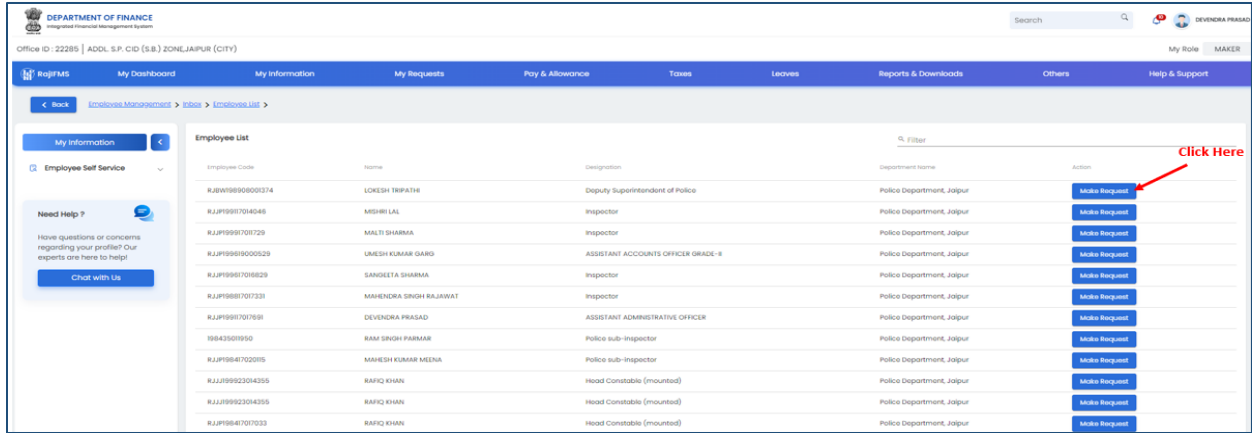


Figure 25: Initiate request

- Employee/ Pensioner details updation screen displays

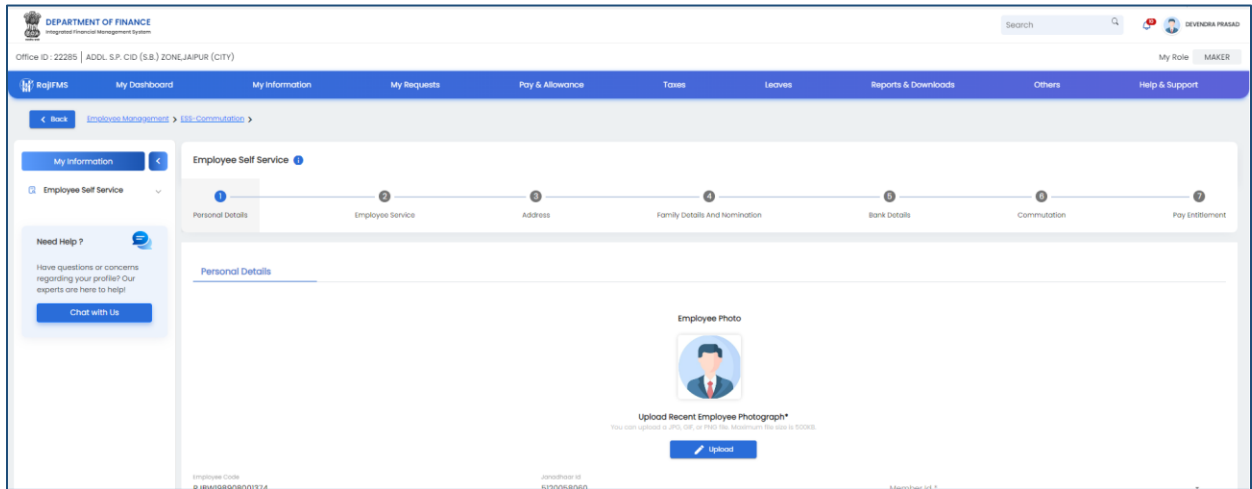


Figure 26: Employee Details updation screen

- 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

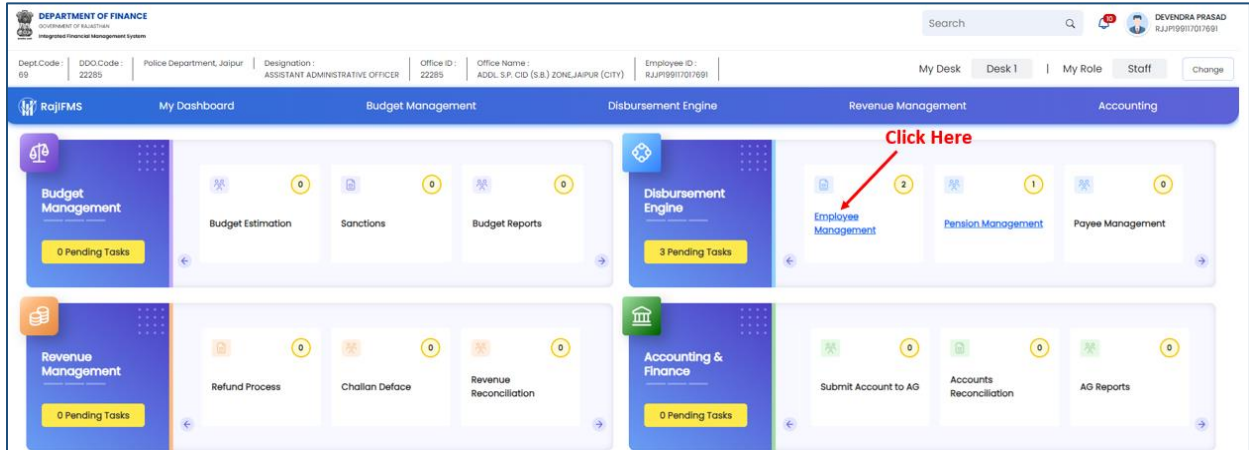


Figure 27: Employee Management screen

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

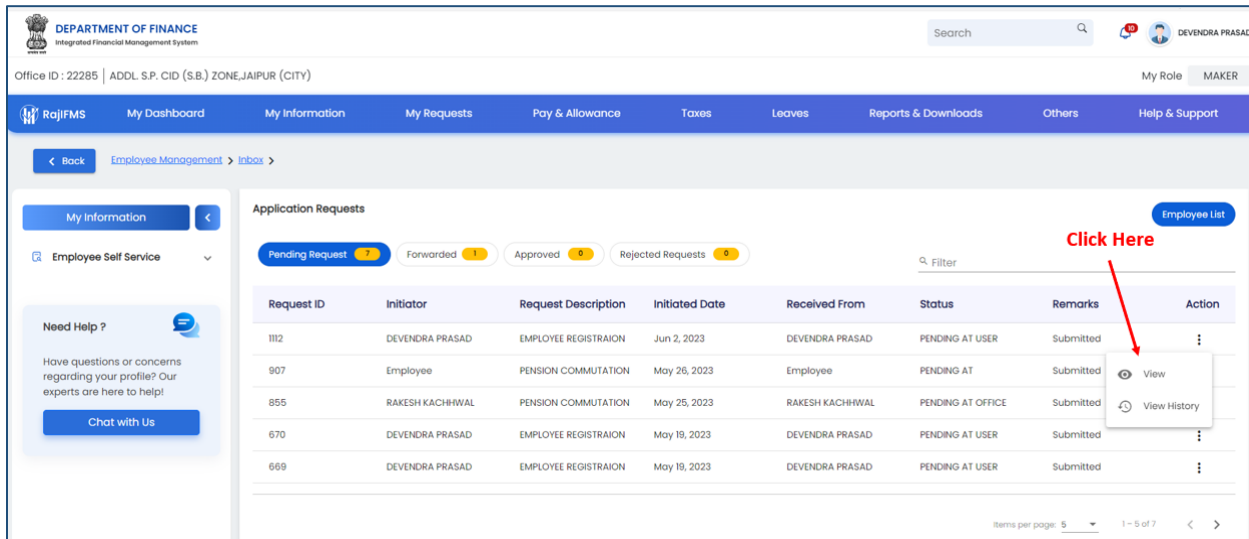


Figure 28: View Request

- View History - displays the history of the updation request

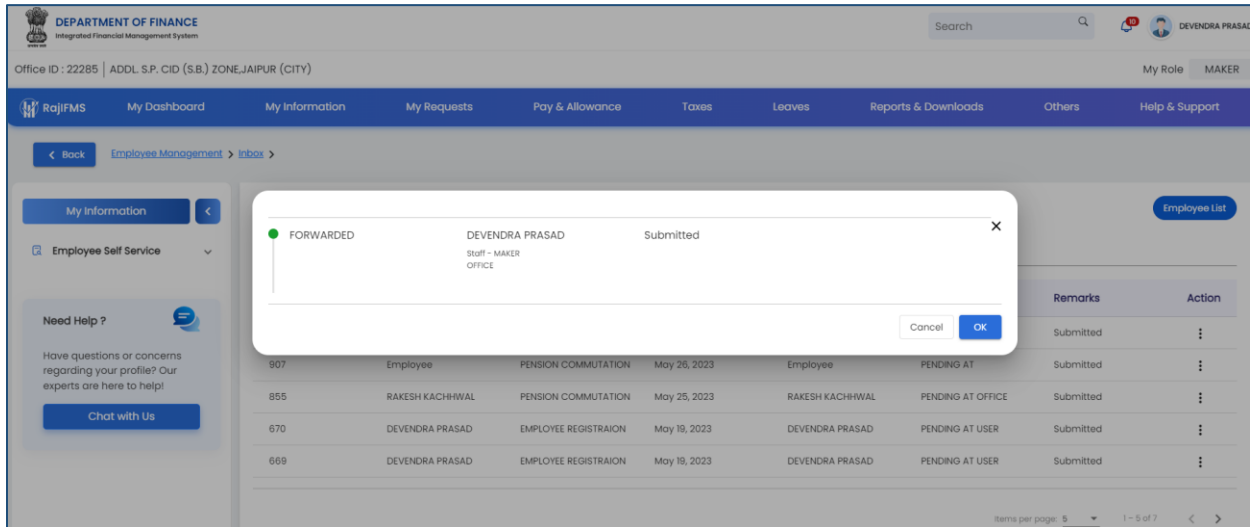


Figure 29: View History

- View – 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-
  - Forward to forward the request to next level Verification
  - Reject to reject the details updation request

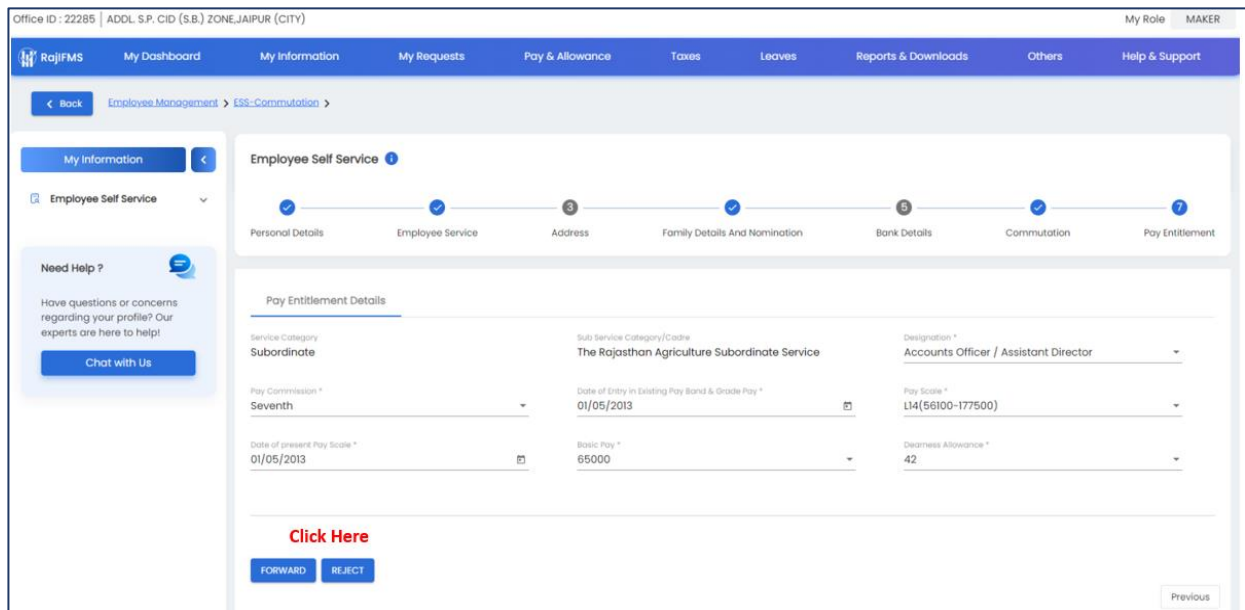


Figure 30: Maker Action Screen



- User shall update Remarks and click ‘Yes’, to Forward the request

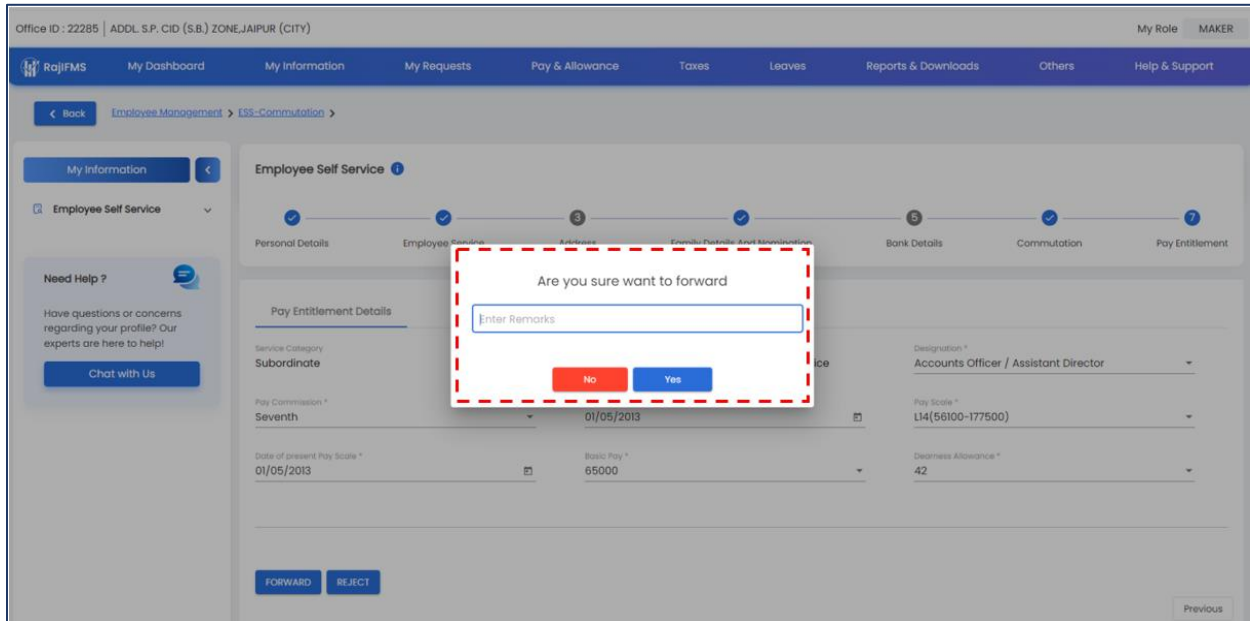


Figure 31: Confirmation screen

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

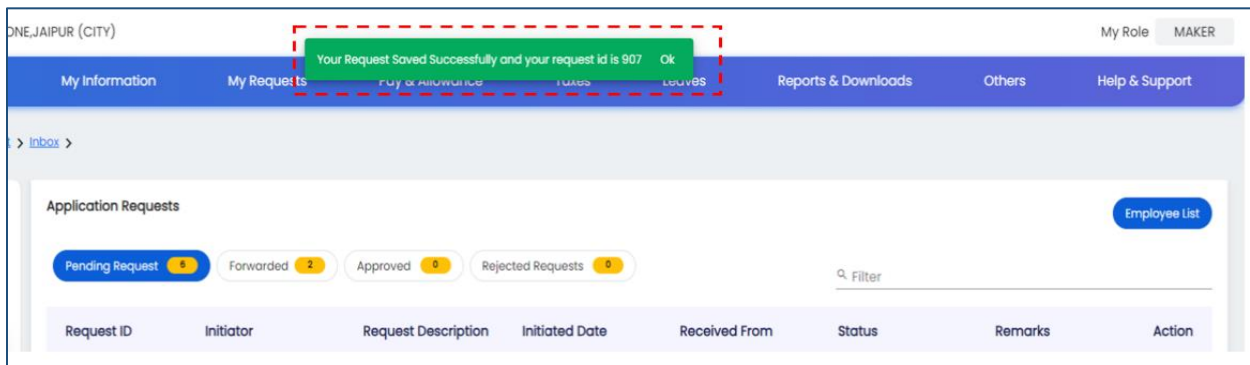


Figure 32: Request generation message

- Application request displays tabs:
  - Pending Request
  - Forwarded
  - 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

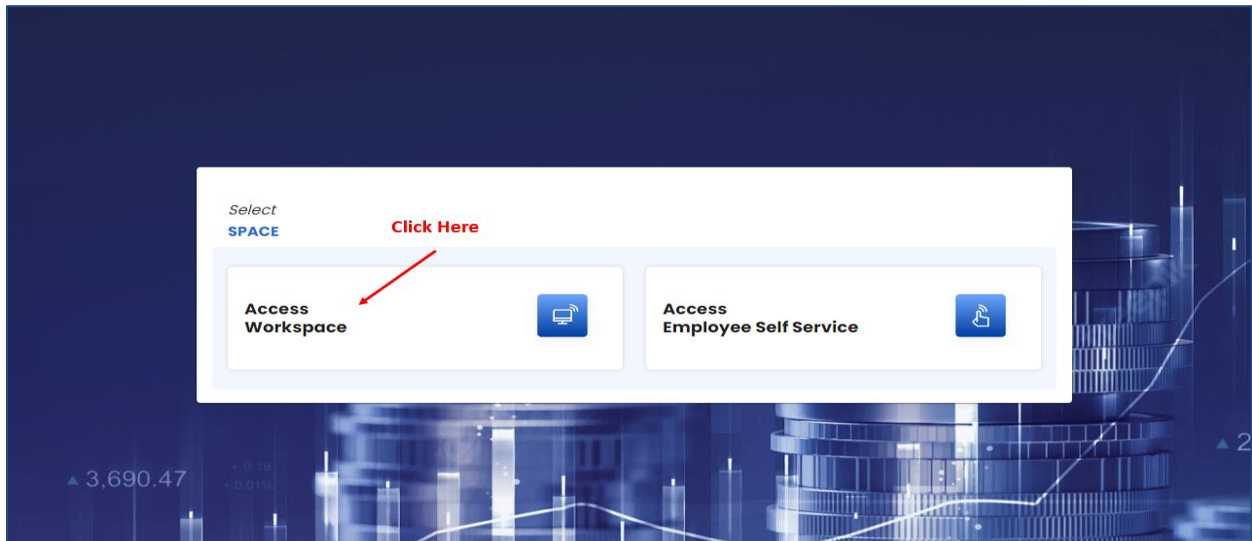


Figure 33: Access Workspace

- Select Desk and Role

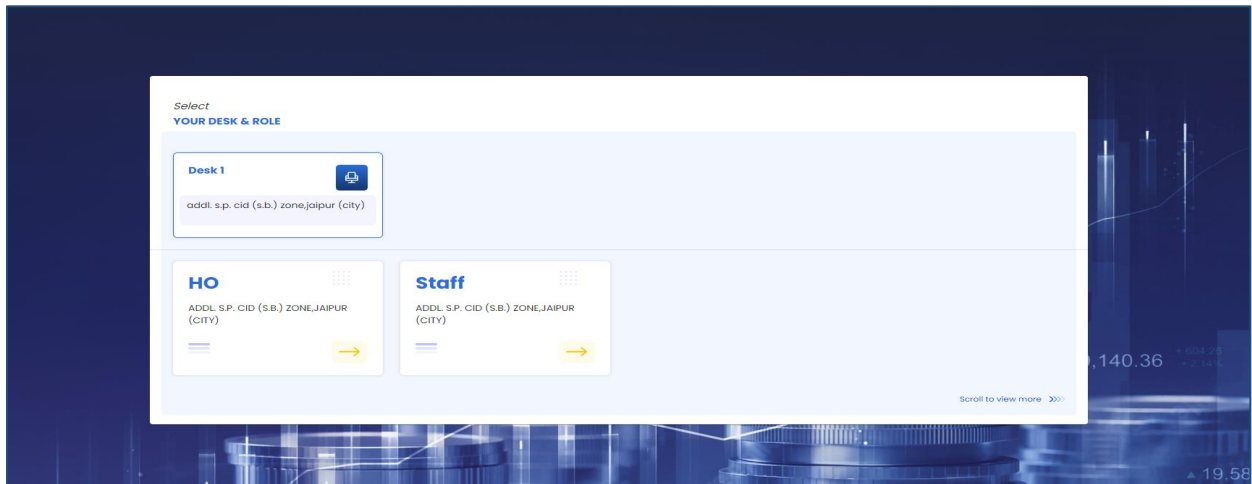


Figure 34: Desk and Role selection

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

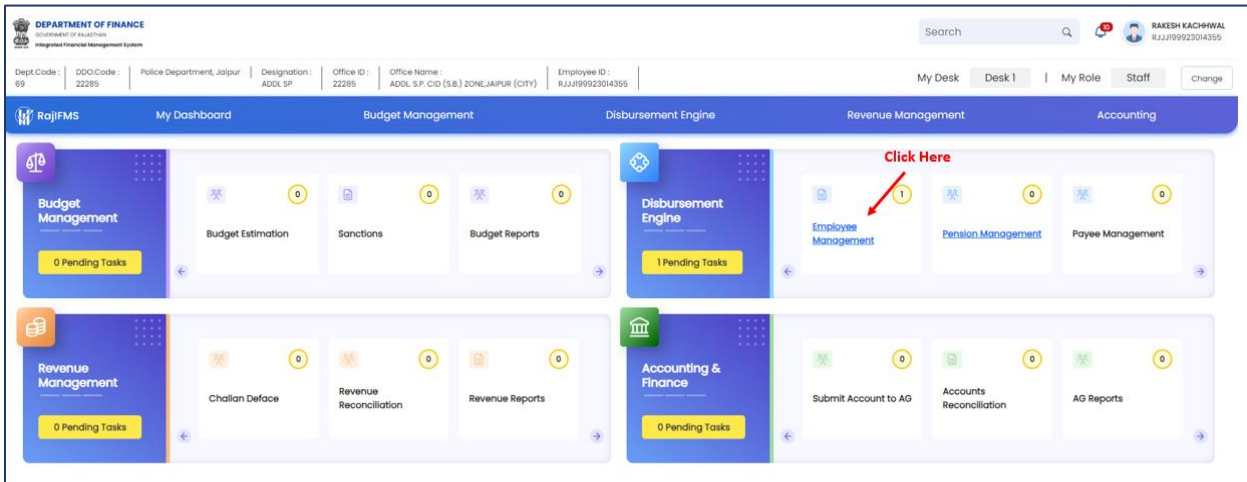


Figure 35: Checker Employee Management

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

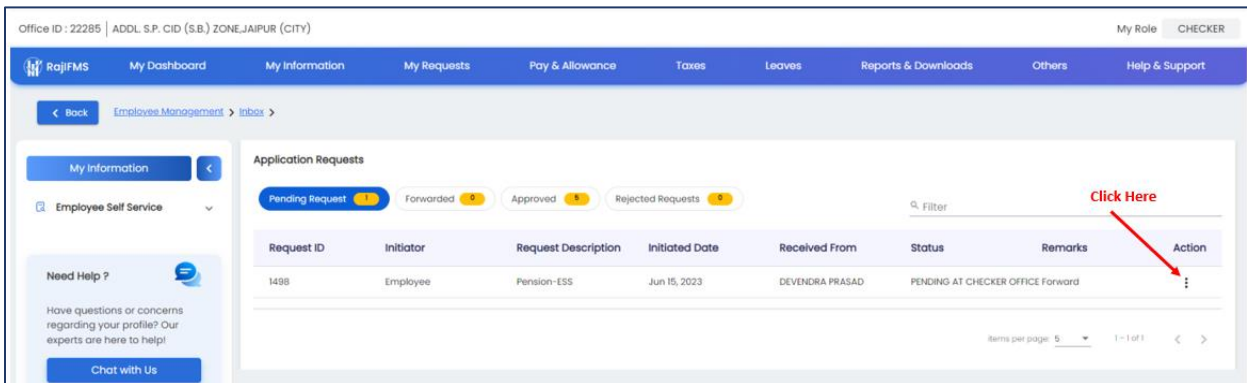


Figure 36: Application request screen

- 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

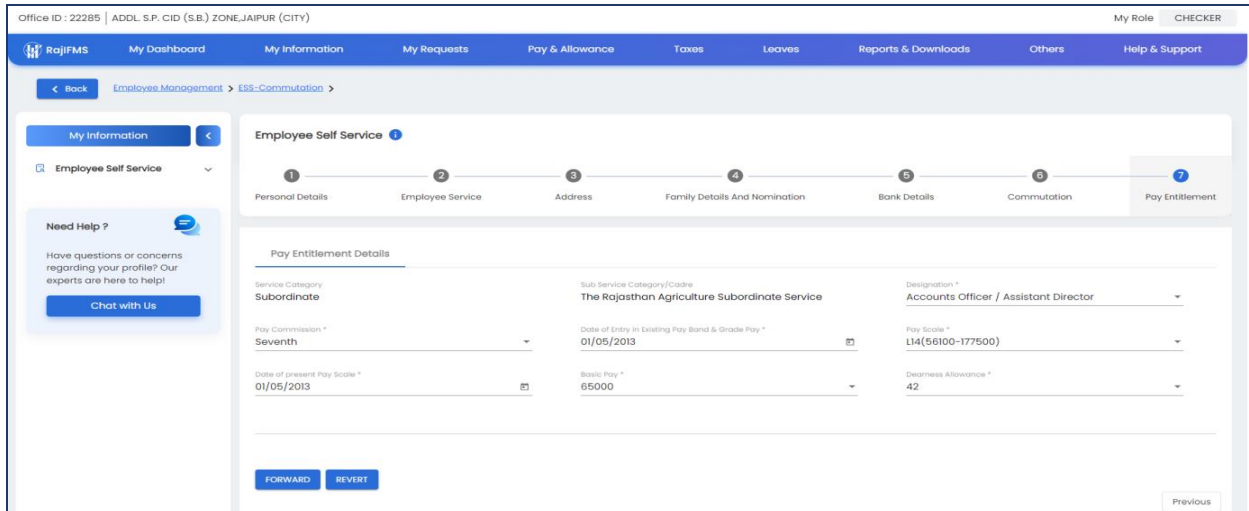


Figure 37: Update details tab 7

- Please enter Remarks and click on ‘Yes’ button, to confirm

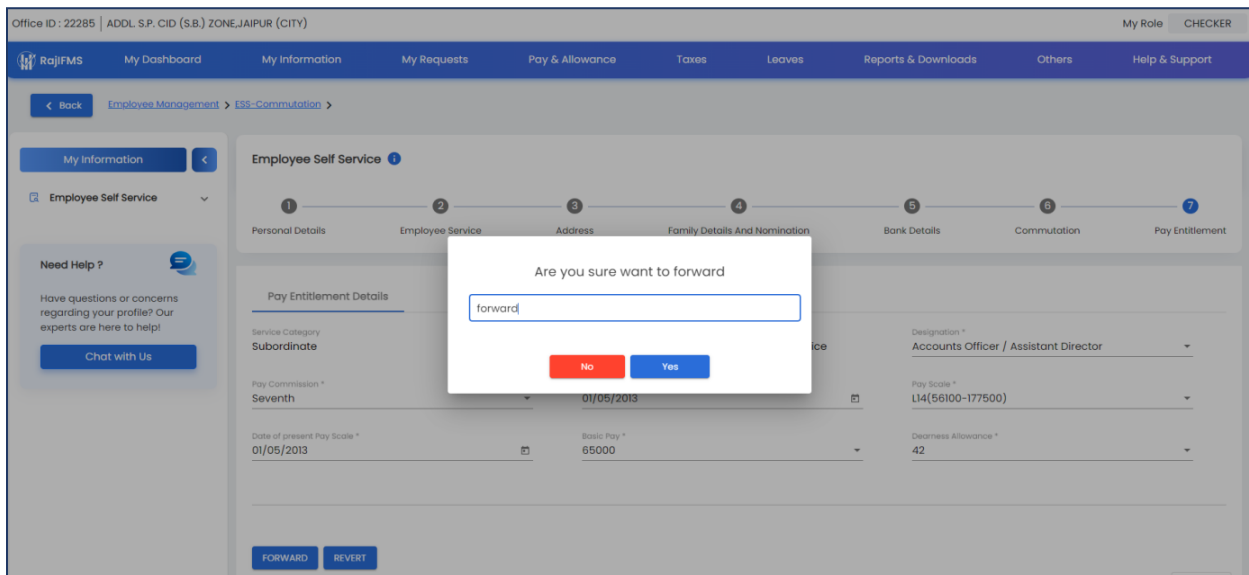


Figure 38: Confirmation Screen

- Success message for the same request id displayed

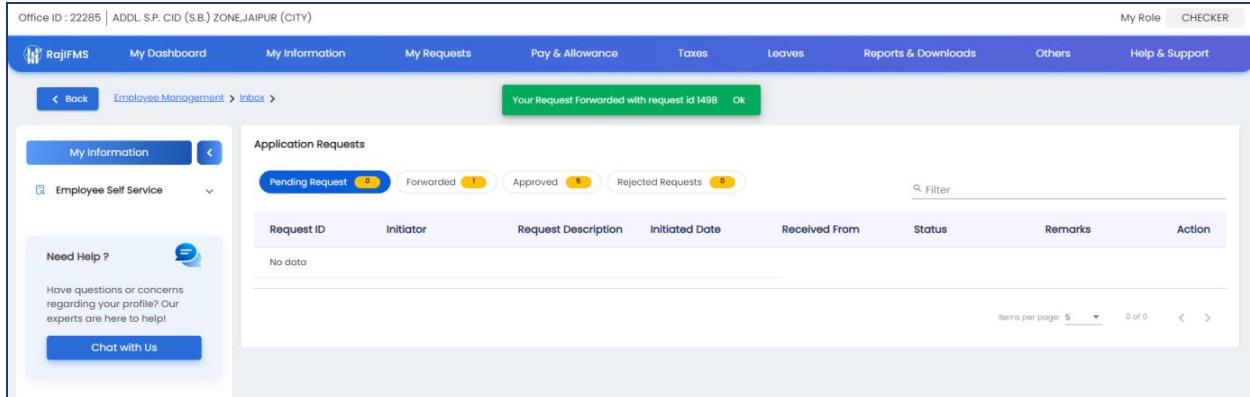


Figure 39: Success message

- Request Id shall be sent to Approver

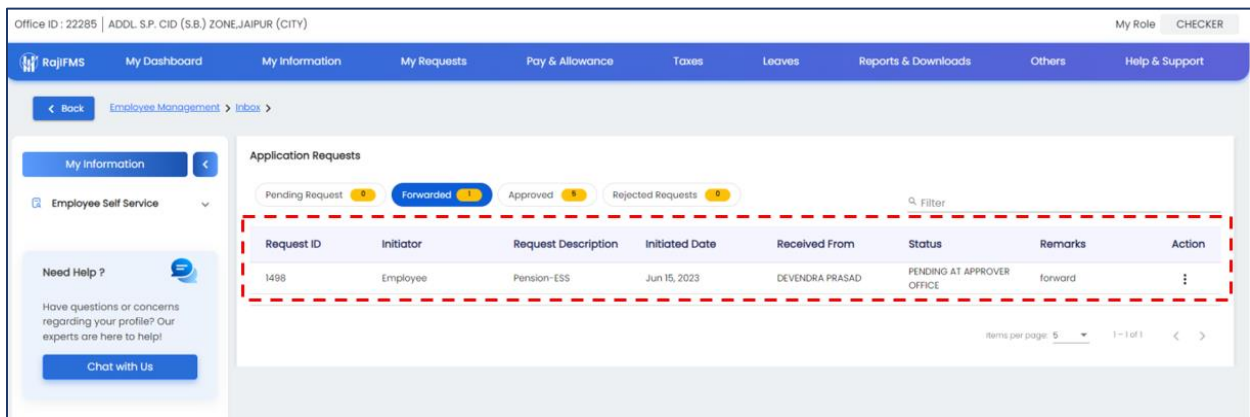


Figure 40: Request ID

#### 4.1.4 Approver (HoO)

- 1. Action URL link** - <https://ifms.rajasthan.gov.in/ifmssso>
- 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

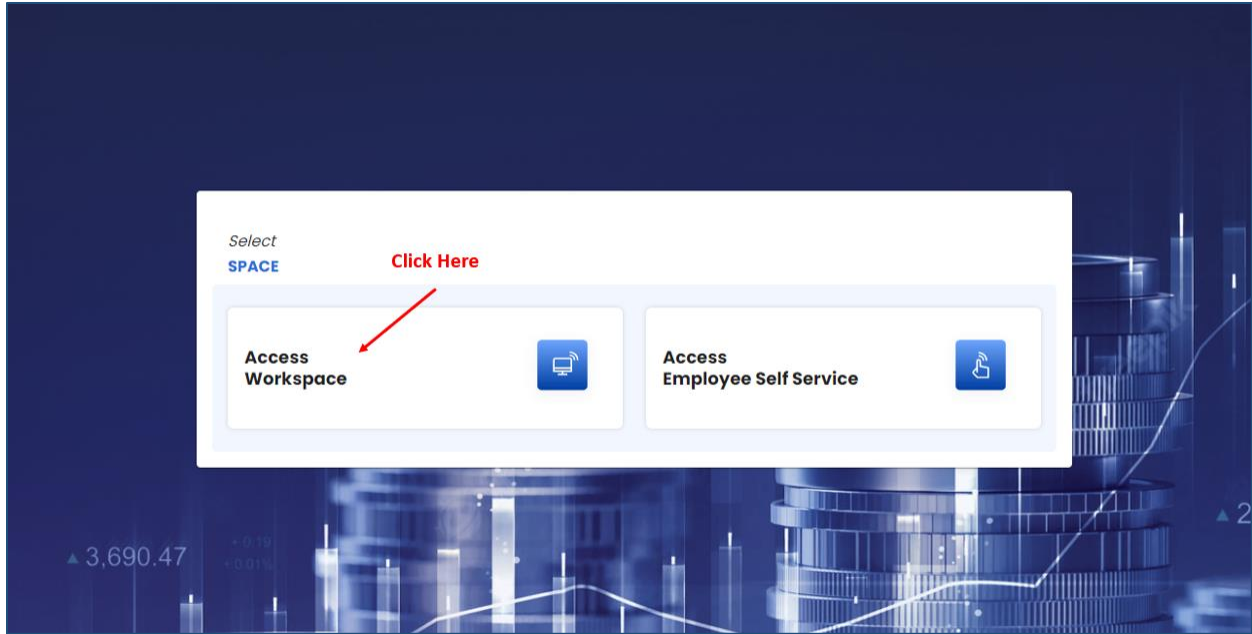


Figure 41: Access Workspace- Approver

- Select Desk and Role

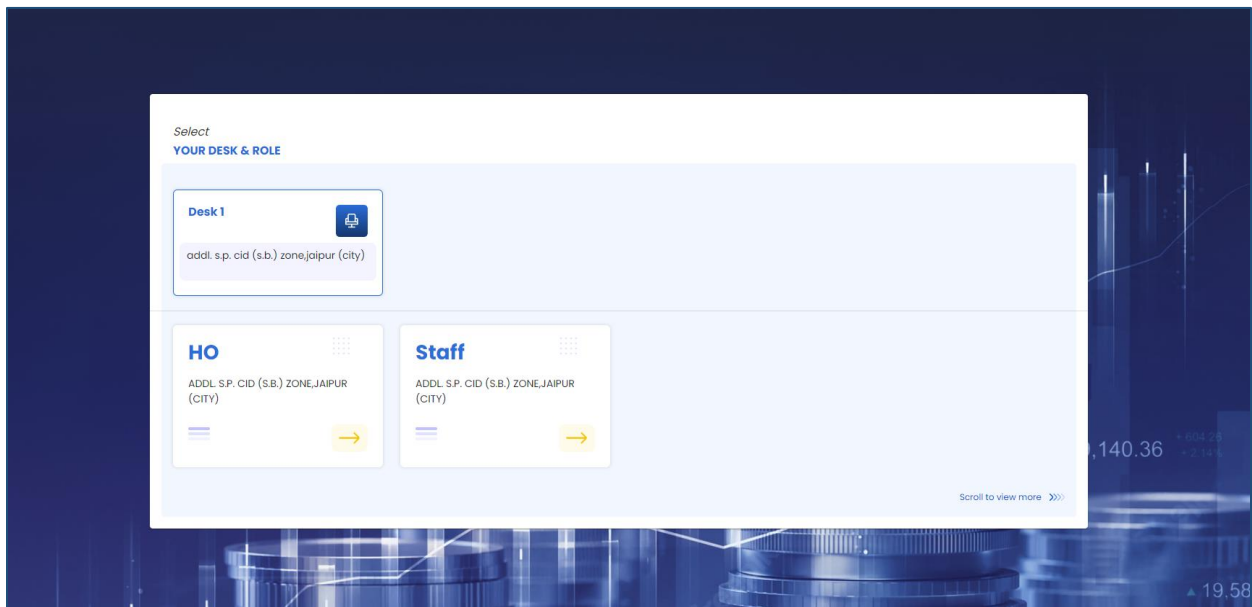


Figure 42: Desk and Role Selection

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

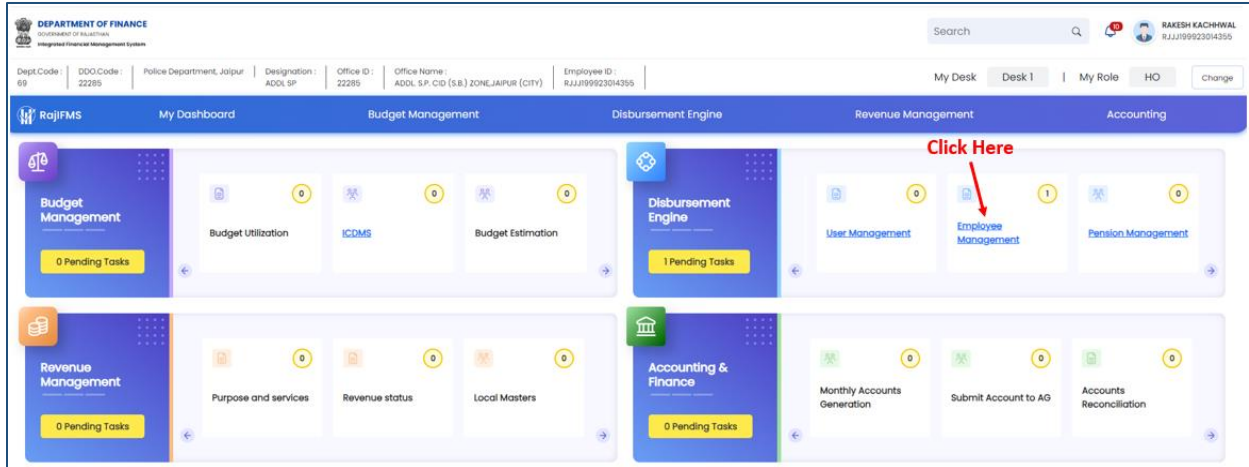


Figure 43: Employee Management – Approver

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

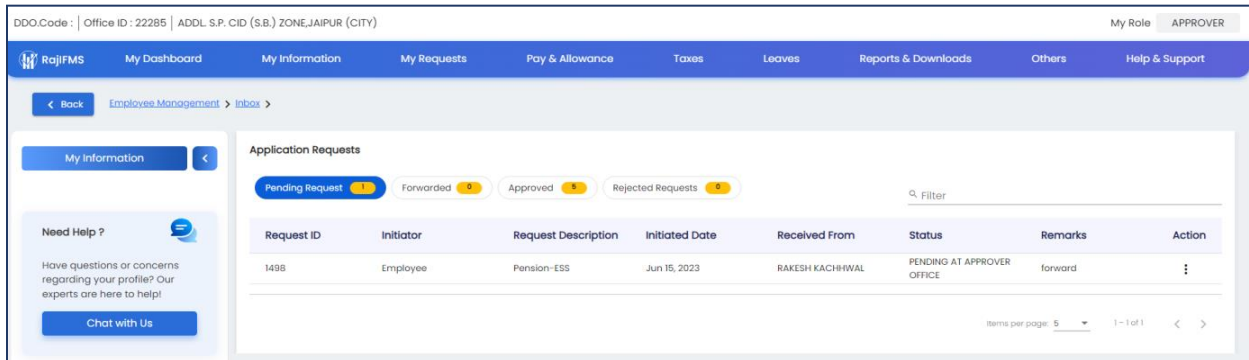


Figure 44: Application Request

- Click on either View History or View option
- View History - displays the status of the updation request

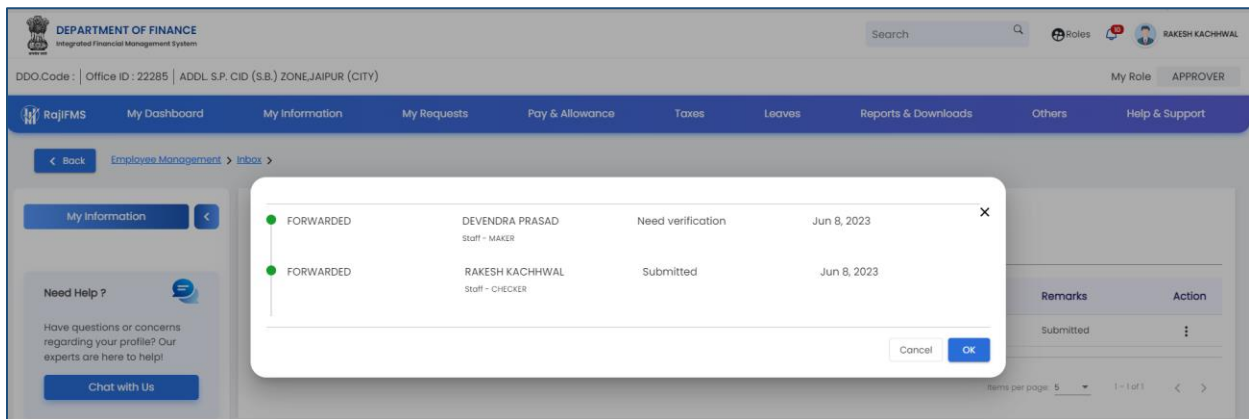


Figure 45: History update

- 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

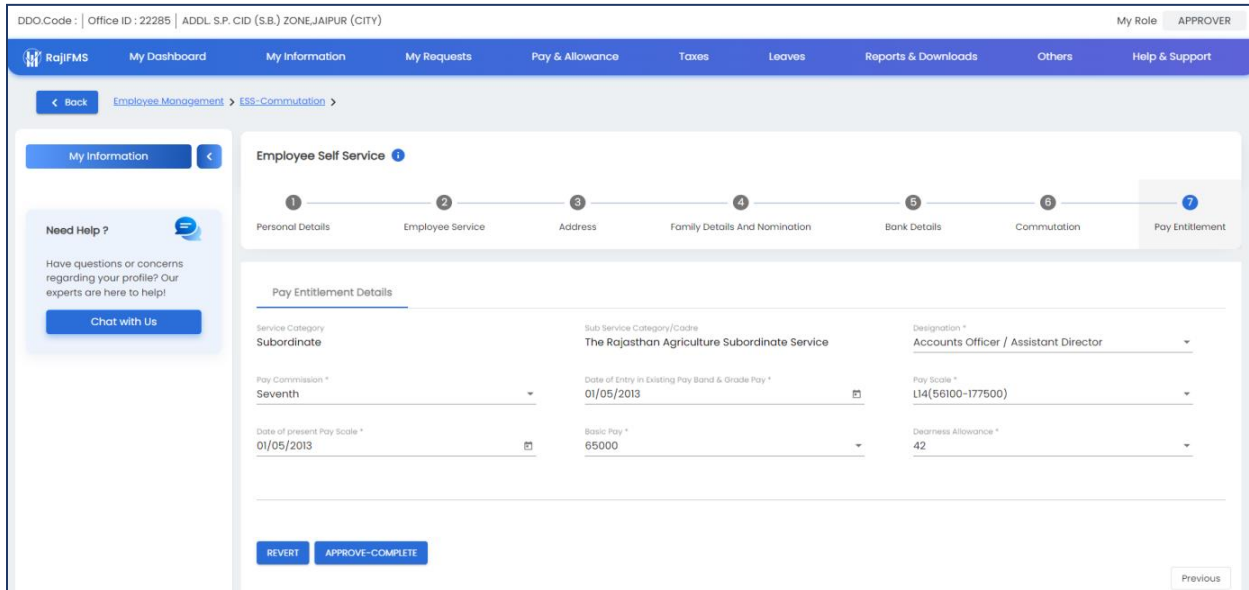


Figure 46: Update details

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

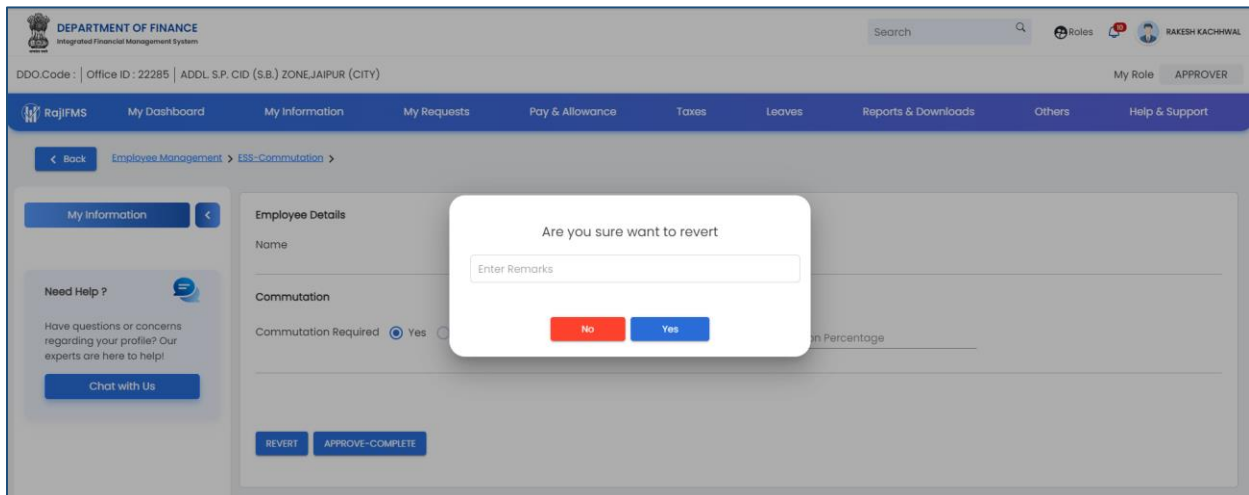


Figure 47: Revert Screen

- Update Remarks and click 'Yes'



- Approve- Complete button – Approves the details updation request of the employee/pensioner and saves the details in the database.
- Update Remarks and click 'Yes'

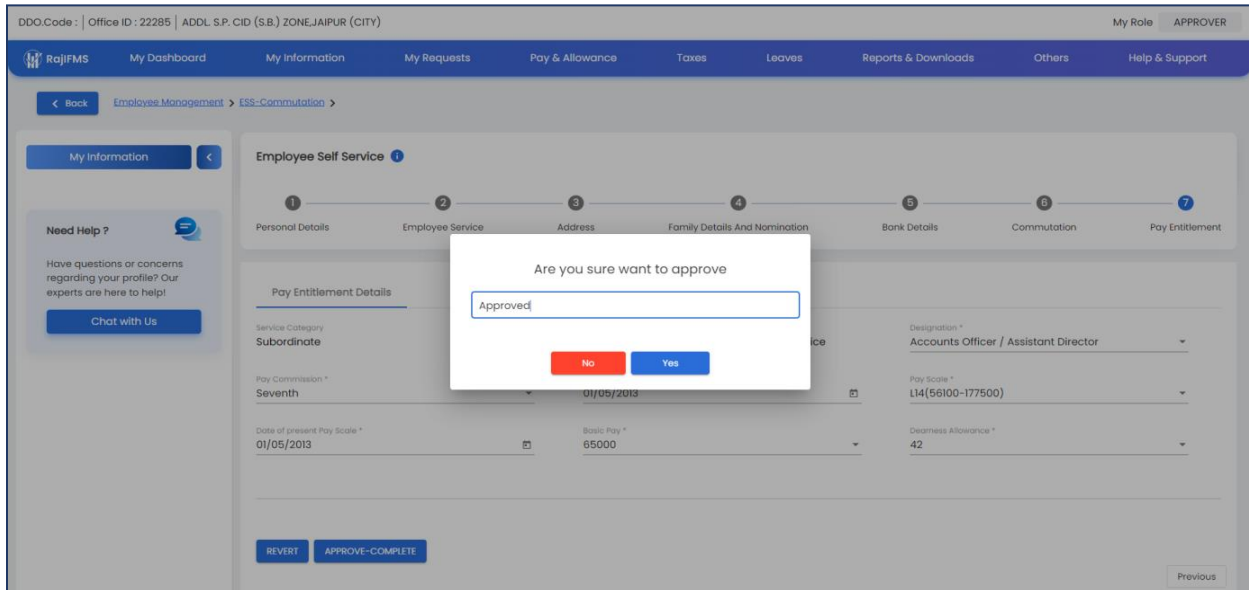


Figure 48: Approval screen

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

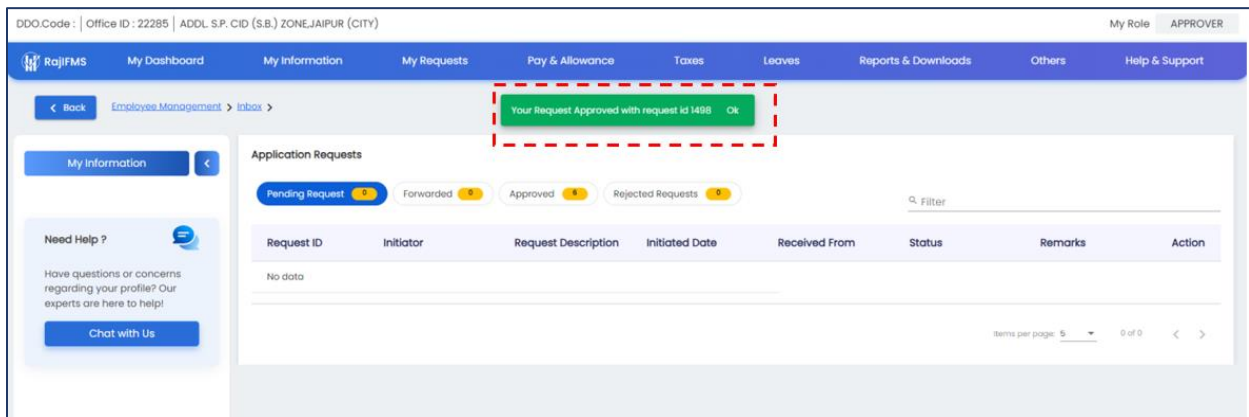


Figure 49: Success Message

- This completes the process of details updation.