



Government of Rajasthan
Department of Finance

IFMS 3.0

User Manual

Pension

**Payment Office / Single
DDO**

e-Pension File Processing

Document Control

General Document Information	
Version	V1
Version Status	
Version Date	11/05/2023
Purpose	User Manual - Pension Sub-Module under Disbursement Engine (e-Pension File Processing) This User Manual is prepared for Single DDO Office

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Acronyms

Acronym	Description
AD	Associate Director
AIS	All India Services
BCO	Budget Controlling Officer
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

Acronym	Description
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 Management sub-module in IFMS 3.0 handles all the pension related functions. It facilitates various stakeholders such as employees, HoO's / HoD's / AD's, pensioners, Pension Department Officials, Single DDO, etc., in executing their respective activities online. Following are some of the key features of the New Pensions Management sub-module:

- Pension master data management including management of pension categories, dearness relief rates, admissible details, pension components and their rates
- Migration of existing Pensioner data from legacy system
- Online updation of pension related details in e-Pension set
- Online verification and uploading of all the required documents by the HoO / HoD / AD
- Online generation of PPO, CPO, and GPO against the approved e-Pension Set
- Forwarding the PPO online to Pension Payment Officer/ Single DDO for pension payments
- Pension Self Service facilitates the pensioner to access pension calculator, track grievance, submit income tax investment declarations, download pension pay slips, etc.
- Facilitate in online capture of life certificates, conversion from service to family pension, PPO transfer, etc.
- Online generation of pension bills and approvals
- Online updation of PPO w.r.t. revisions, arrears, etc.
- Auto calculation of Additional Pension (Age benefit calculation)
- Integration with Bank (RBI) through e-Kuber for pension payments (Details in Treasury Module)
- Reconciliation done through bank scrolls (Details in Treasury Module)

3. Prerequisites

- e-Pension Set shall be approved and e-signed by Approver of Head of Office or Head of Department or Assistant Director and application shall be forwarded to Zonal Pension Office by 15th of the month of the retirement of the employee. If HoO/ HoD/ AD fails to do so, it shall be forwarded automatically to Zonal Pension Office.
- At Zonal Pension Office, Auditor, AAO and Assistant Director will have 2 working days' time to act on the pension case, otherwise it will be automatically forwarded to next hierarchy level.
- If any departmental enquiry / judicial proceeding is initiated against the employee on the day of retirement, it shall be displayed/ uploaded/ forwarded to the Zonal Pension Office through the System, failing which, it shall be deemed as 'No departmental enquiry', and the system generated PPO/GPO/CPO shall be processed for pension payment. If departmental enquiry / judicial proceeding is initiated later, Pension case shall be converted to 100% provisional pension and Gratuity shall be calculated as per applicable rules, before making such payments.
- The Final Report (FR) and all other details are verified, and the final approval is accorded by the designated authority.
- Upon approval of the e-Pension set by designated authority, the system shall auto generate the PPO, GPO and CPO on the 28th day of the month of retirement and to be made available to the concerned employee, HoO/HoD/AD to download.
- The PPO, GPO and CPO shall also be made available in the dashboard of the Pension Payment Officer / Single DDO for further processing.

3.1 For System Access

User shall have-

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

4. Pension File Processing by Pension Payment Officer (i.e., Single DDO)

The Pension Payment Officer shall verify the gratuity payment, commutation payment, first monthly pension payment and other related details of the pensioner and follow these steps:

- Stop and revert to Zonal Pension Office in the following cases:
 - Death of the pensioner
 - Any court decision impacting the gratuity payment, commutation payment and monthly pension payment
 - Any State Government decision impacting the gratuity payment, commutation payment and monthly pension payment
 - Hold pension for any other reason (as specified)

4.1 Login into the System

1. **Action URL link** - <https://ifms.rajasthan.gov.in/>
2. **Actor** - Pension Payment Office (Single DDO)
3. **Navigation Steps** - To login into the system User must follow the steps as given: -

- Please open web browser and enter <https://ifms.rajasthan.gov.in/> in the URL.
- Click Login button

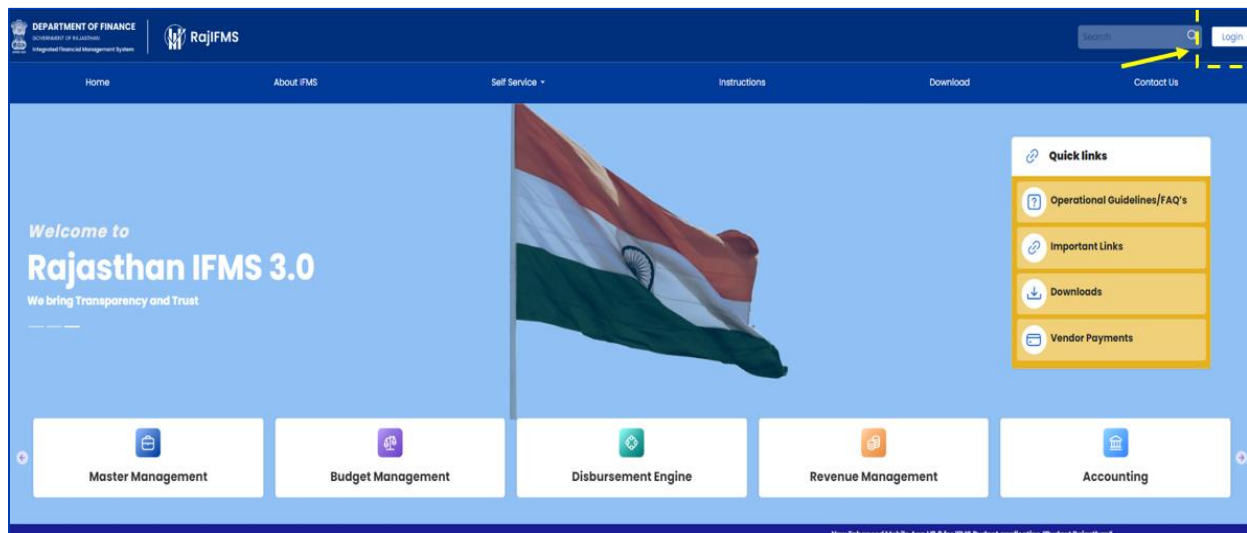


Figure 1: IFMS Home Page

- SSO Login page opens, 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

- User shall click on Access Workspace.
- 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.

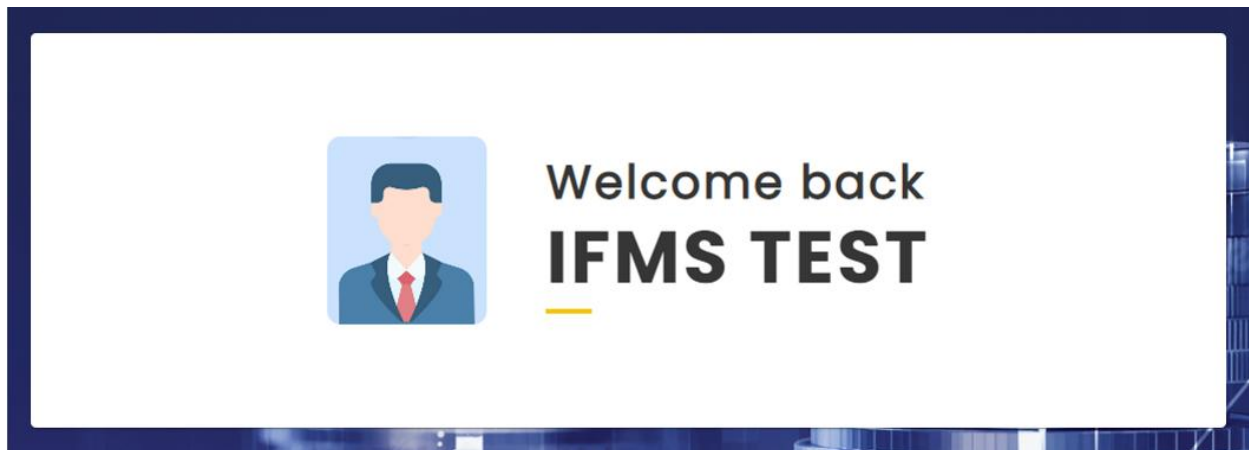


Figure 3: Welcome Screen

- Please select the Space

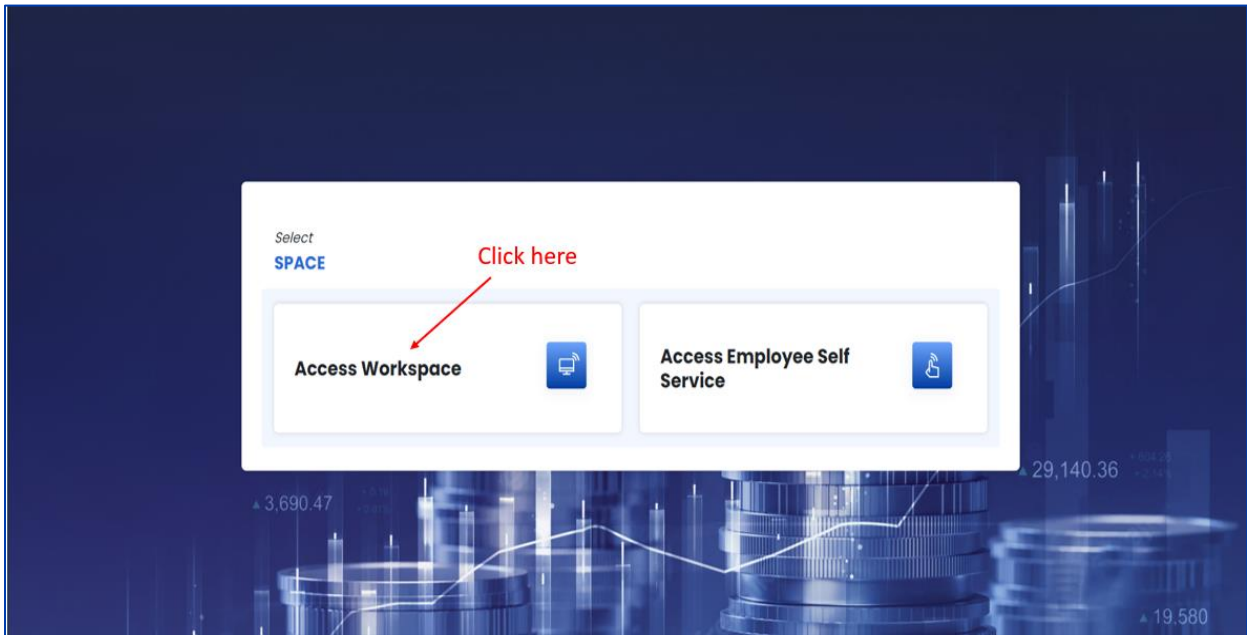


Figure 4: Workspace Page

- Please select Desk as displayed in the screen below

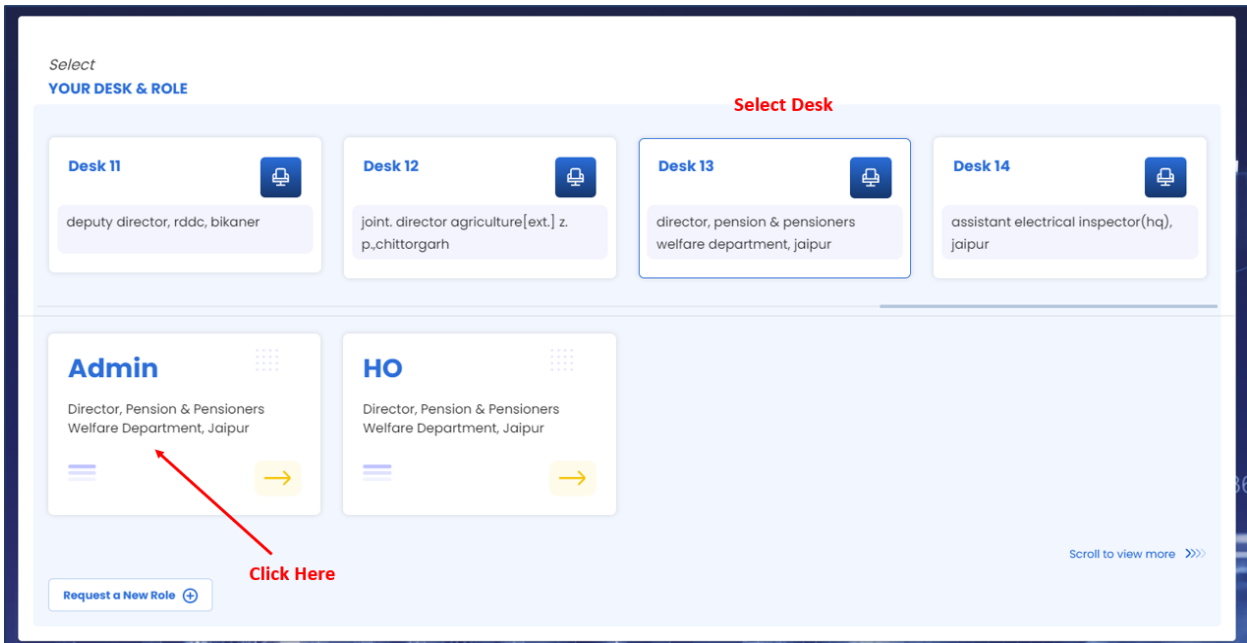


Figure 5: Role selection Page

- Please click on the Pension Management tile

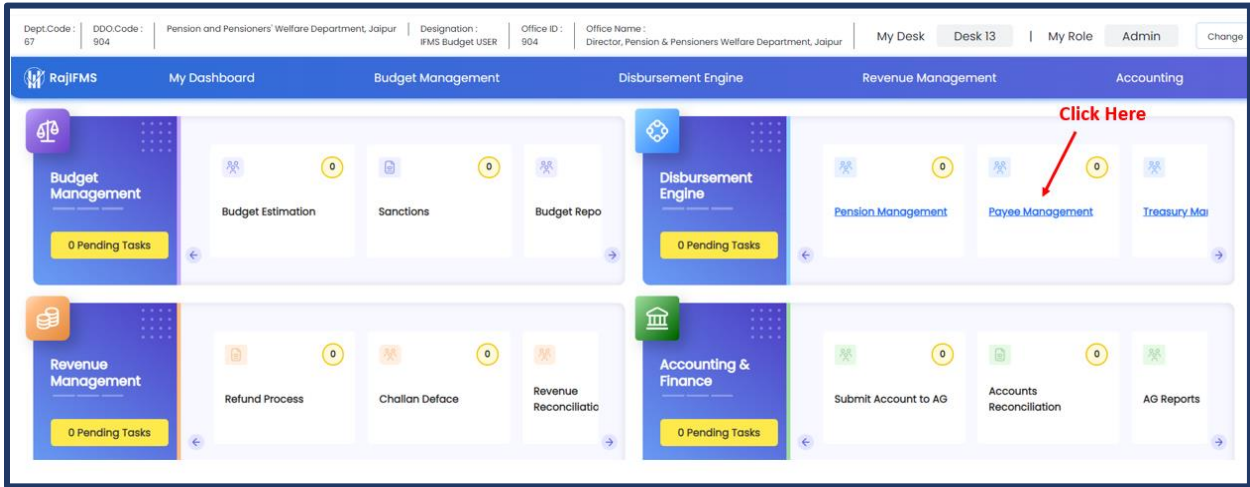


Figure 5: Pension Management Page

- Please select the Pension case, by ticking the check box

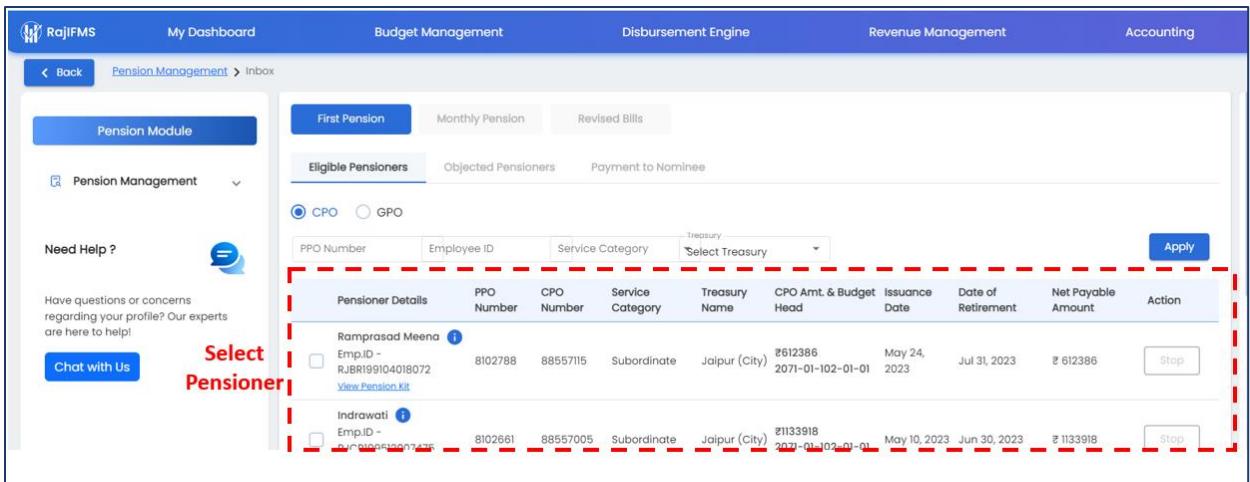


Figure 6: Select Pensioner Case

- Please click on the Stop button to take action

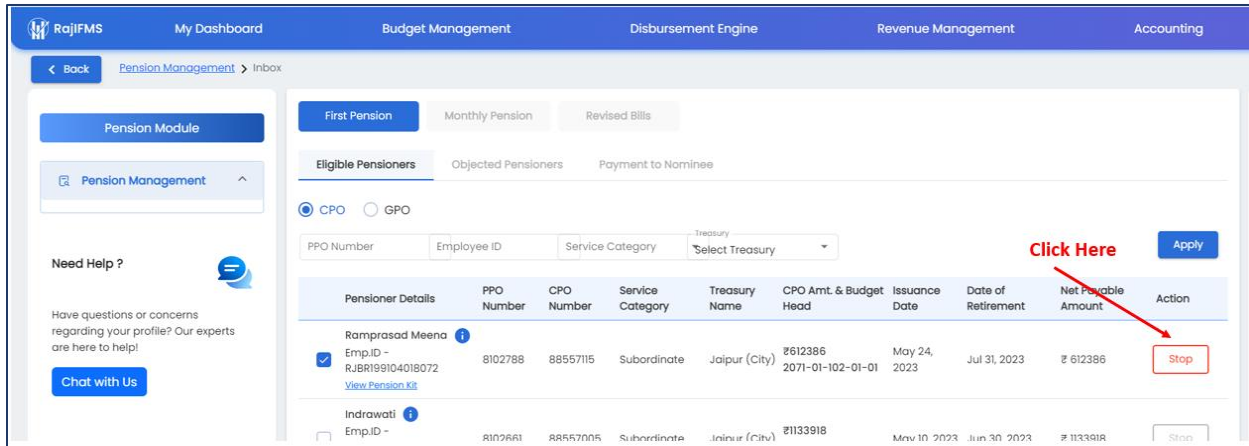


Figure 7: Stop the CPO/ GPO

- User shall select the Stop Reason to move further the documents to be uploaded as per the selection as displayed in below screens

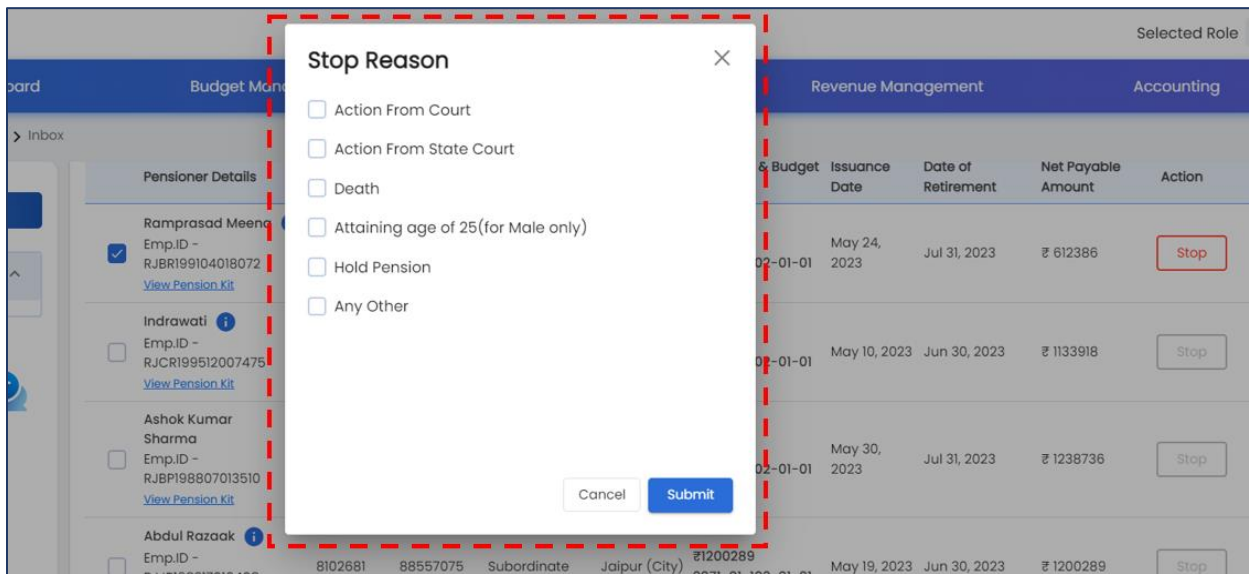


Figure 8: Select Reason to stop pension

- If User selects Reason- Action from Court, the required details to be completed and click on Submit button

The image shows a 'Stop Reason' dialog box with a close button (X) in the top right corner. A blue checkmark is next to the 'Action From Court' option, which is highlighted with a light blue background and an upward-pointing arrow. Below this, a red dashed box encloses the required input fields: 'Order No' (a text input field), 'Order Date' (a date input field with a calendar icon and the format MM/DD/YYYY), a blue dashed box containing the text 'Drag & drop or [browse](#)', and 'Additional Comments' (a large text area with a placeholder 'Ex. It makes me feel...' and a pencil icon). At the bottom right of the dialog are 'Cancel' and 'Submit' buttons.

Figure 9: Reason - Action from Court

- If User selects Reason- Action from State Court, the required details to be completed and click on Submit button

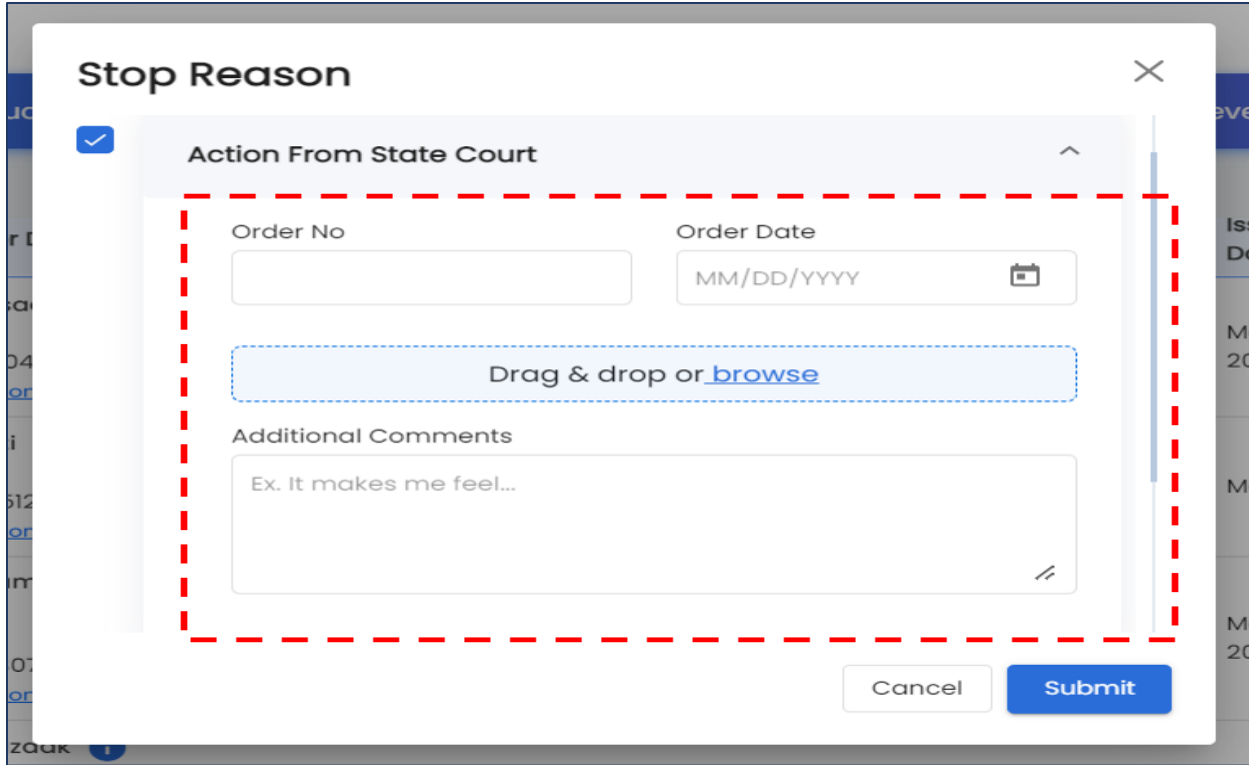


Figure 10: Reason- Action from State Court

- If User selects Reason- Death, the required details to be completed and click on Submit button

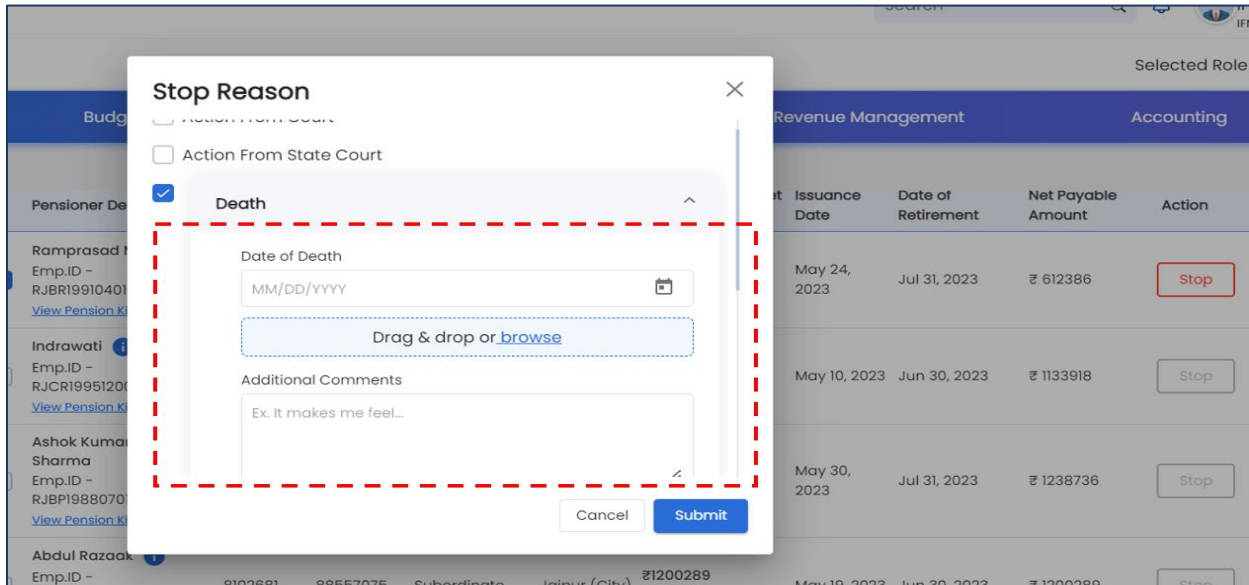


Figure 11: Reason- Death

- If User selects Reason- Attaining age of 25, the required details to be completed and click on Submit button

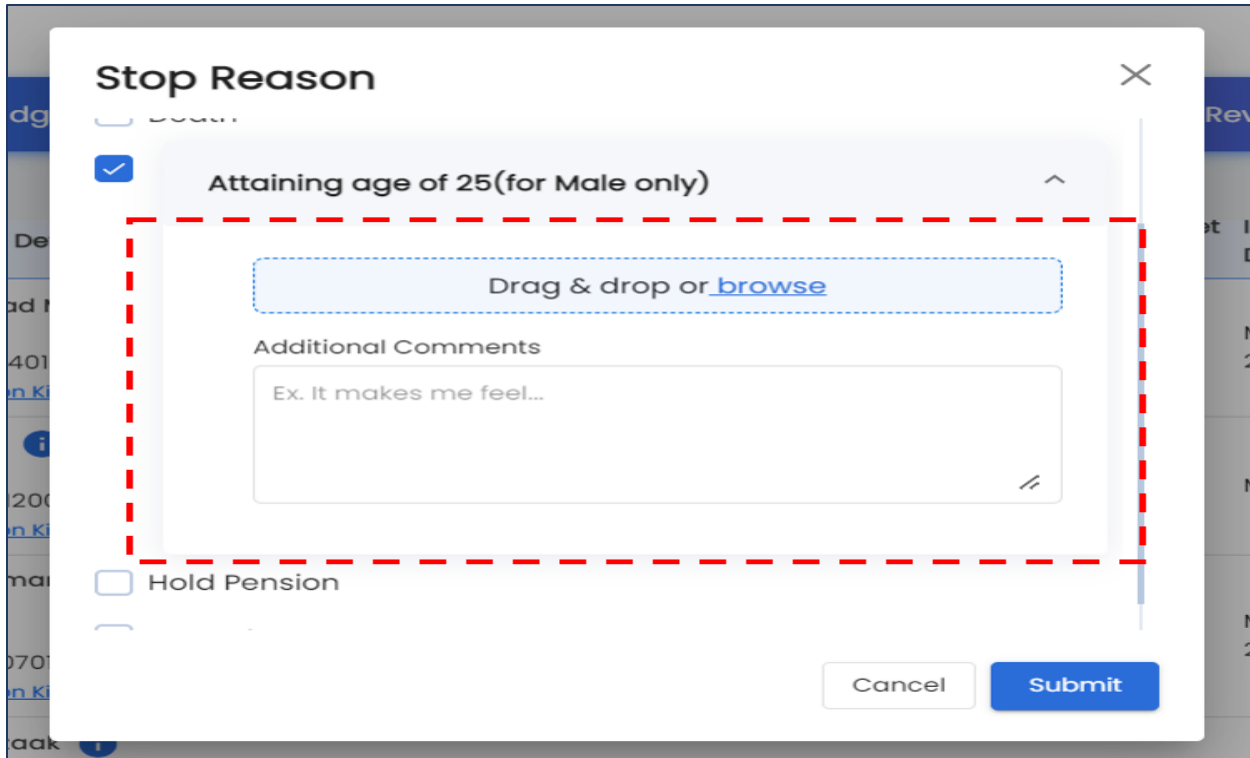


Figure 12: Reason- Attaining age of 25

- If User selects Reason- Hold Pension, the required details to be completed and click on Submit button

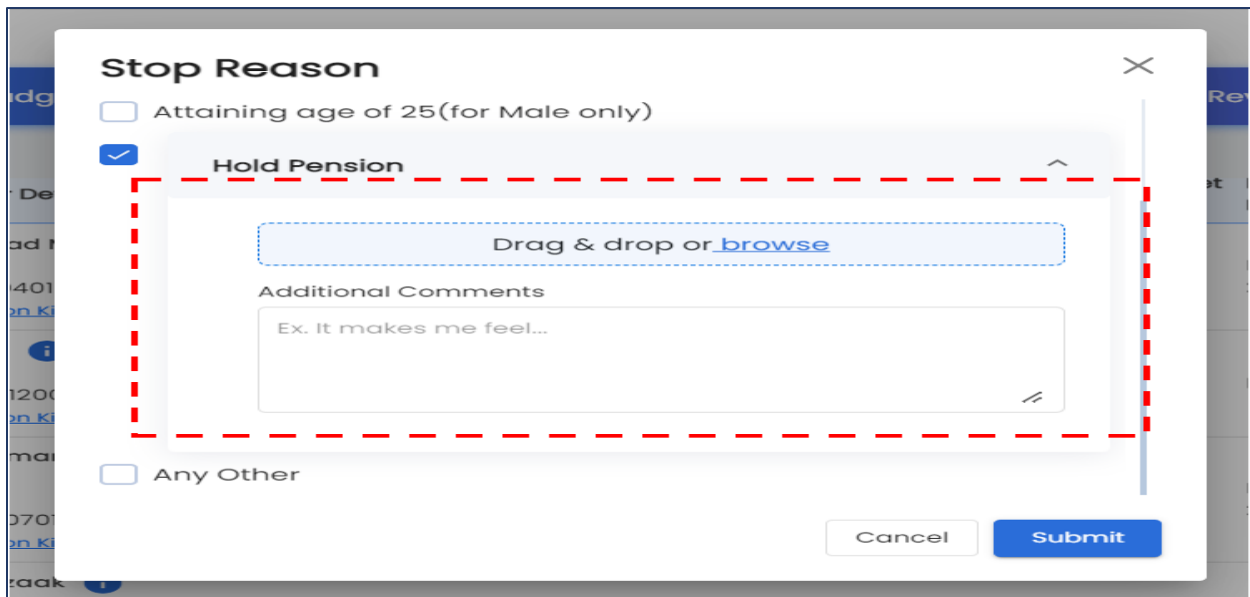


Figure 13: Reason- Hold Pension

- If User selects Reason- Any other, the required details to be completed and click on Submit button

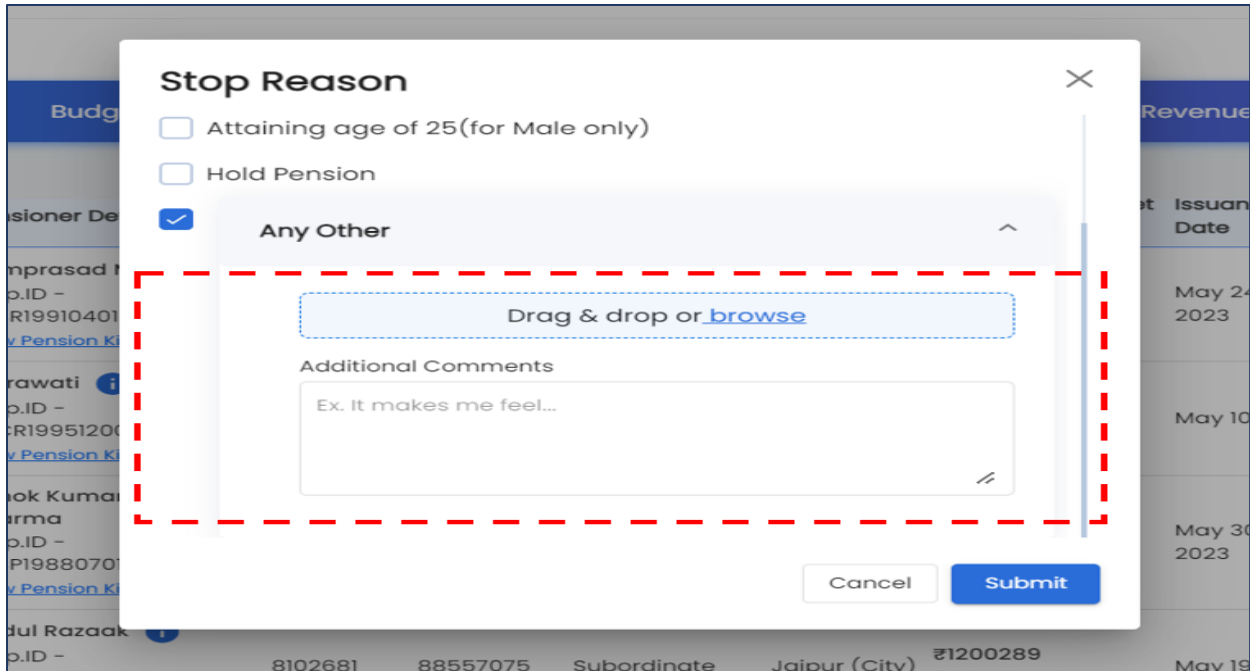


Figure 14: Reason- Any other

- At Submit, Document uploaded successful message will be displayed.

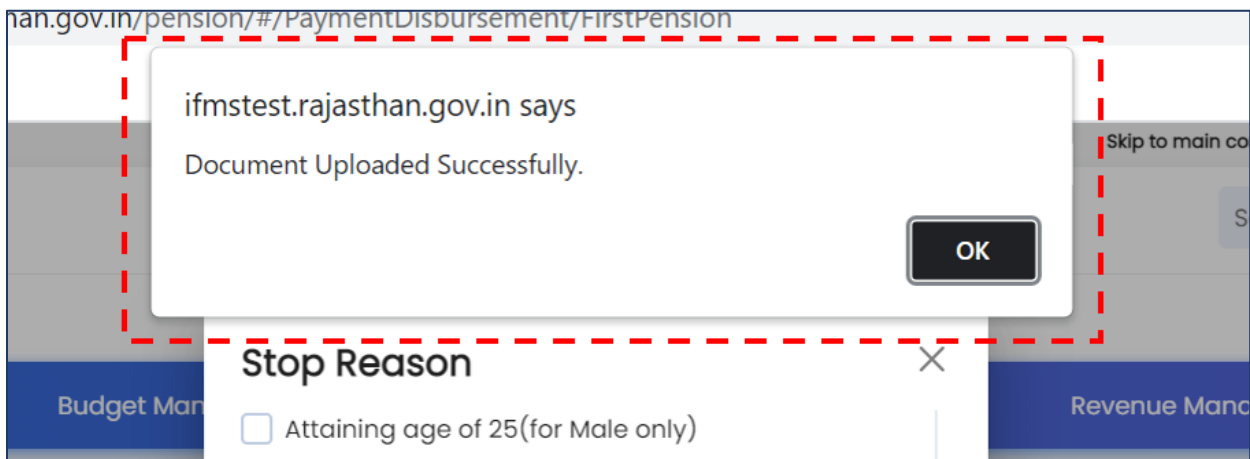


Figure 15: Document successfully updated message

- Pension stopped final message displayed



Figure 16: First Pension stopped

- Case shall be reverted to Pension Zonal Office.
- Single DDO has 2 working days' time to take action otherwise it shall be sent for Payment processing.