



Government of Rajasthan
Department of Finance

IFMS 3.0

User Manual

Zonal Pension Office

e-Pension File Processing

Document Control

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Purpose	User Manual - Pension Sub-Module under Disbursement Engine (e-Pension File Processing), This User manual is prepared for - Auditor, AAO, AD (Zonal Pension Office)

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Acronyms

Acronym	Description
AAO	Assistant Accounts Officer
AD	Assistant 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

Acronym	Description
RIO	Return in Objection
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 eKuber for pension payments (Details in Treasury Module)
- Reconciliation done through bank scrolls (Details in Treasury Module)

3. Prerequisites

- Maker and checker of Head of Office or Head of Department or Administrative Department shall verify, update and upload the required documents (like Certificate from Accounts Officer) and forward it to Approver.
- 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.

3.1 For System Access

User shall have-

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

3.2 For e-sign

- Aadhar number
- Aadhar linked registered mobile number (for OTP)

4. Pension File Processing at Zonal Pension Office

At the Zonal Pension Office, the authority concerned reviews and verifies the e-Pension set. If all the details are accurate, the Final Report (Refer 4.4.1 section: Final Report) shall generate. In case of discrepancy, it is reverted for necessary correction or is rejected (as the case may be).

Authorities shall verify each detail on every page mandatorily before processing, to ensure that they are accurate and then forward the case.

4.1 Login into the System

1. **Action URL link** - <https://ifms.rajasthan.gov.in/>
2. **Actor** - Zonal Office (Auditor/ AAO/ AD)
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

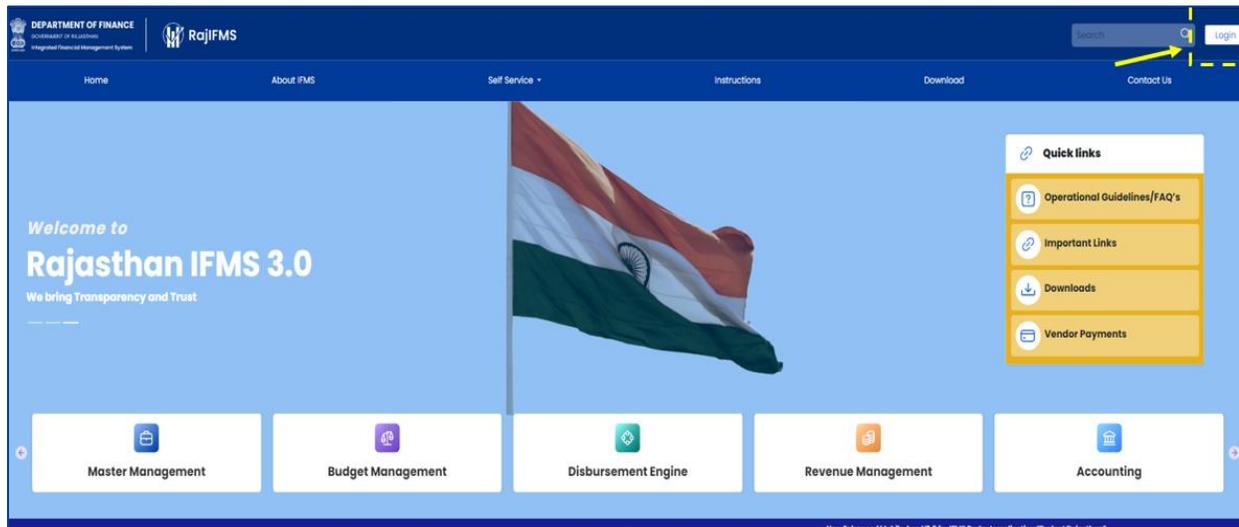


Figure 1: IFMS Home Page

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

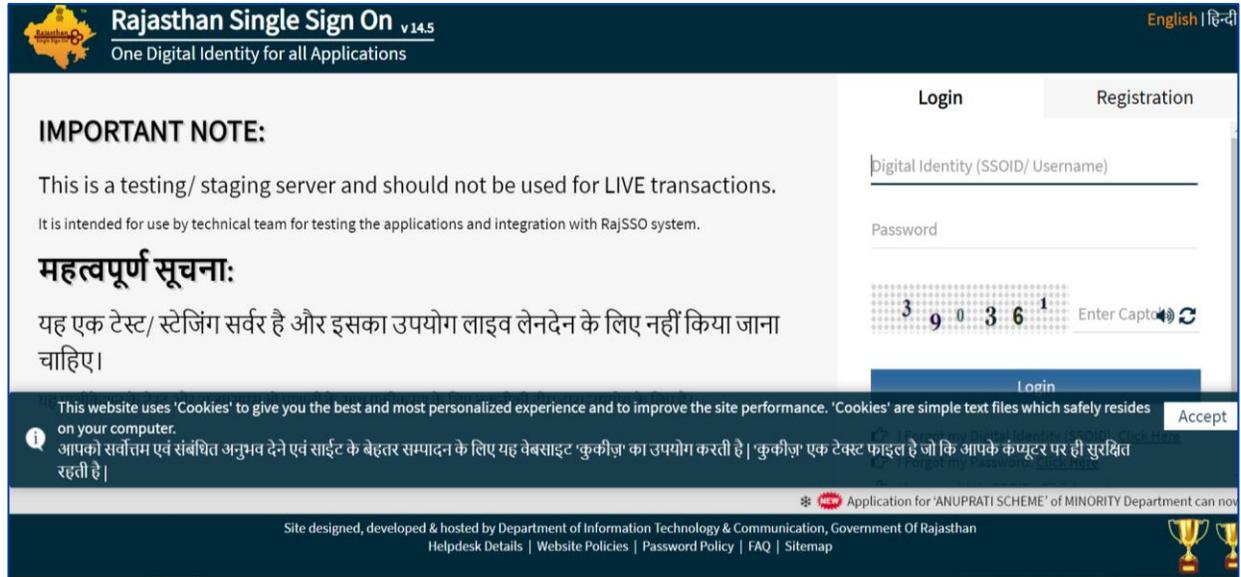


Figure 2: SSO Login Page

- 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.

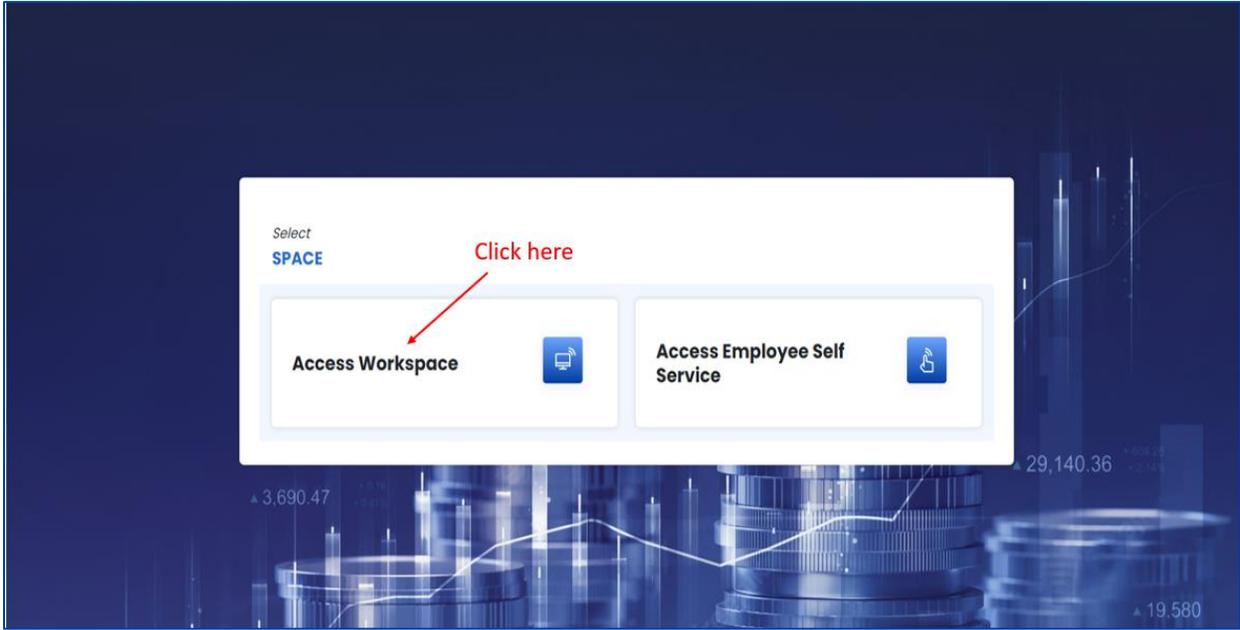


Figure 3: Workspace Page

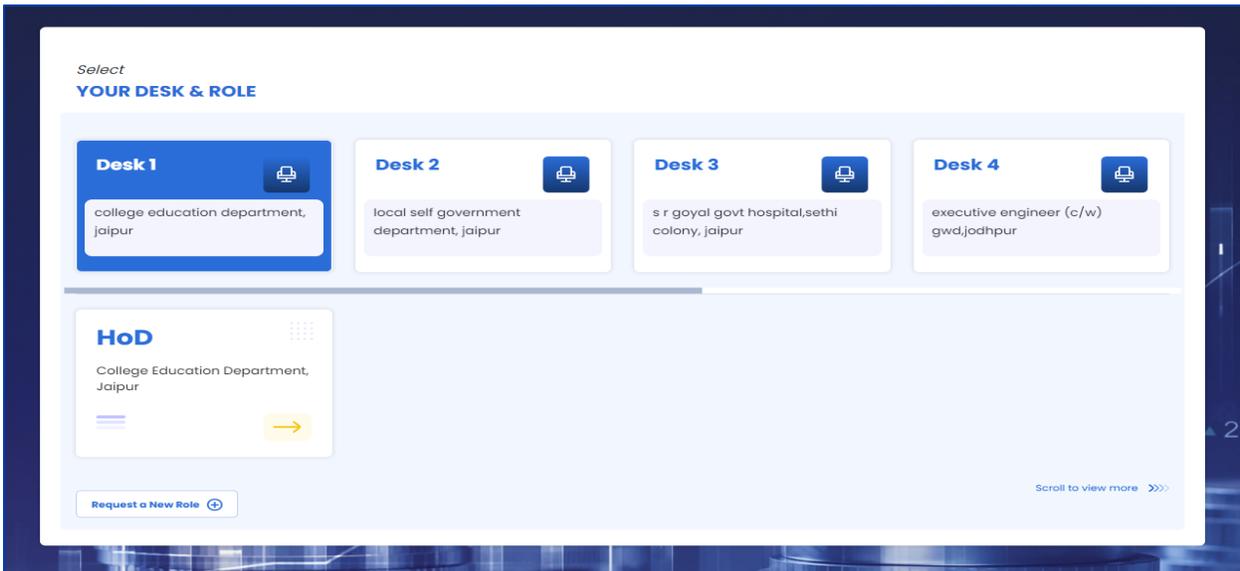


Figure 4: Desk role page

4.2 Auditor

1. **Prerequisites** - HoO Approver validates all the information of e-Pension application filled by Employee / Pensioner successfully and Pension set is successfully generated and e- signed by HoO Approver
2. **Action URL link** - <https://ifms.rajasthan.gov.in/>
3. **User Role (Actor)** - Auditor
4. **Navigation Steps** - The steps are as given below:
 - User needs to login using steps as mentioned under **4.1** section above
 - Select the Desk and Role

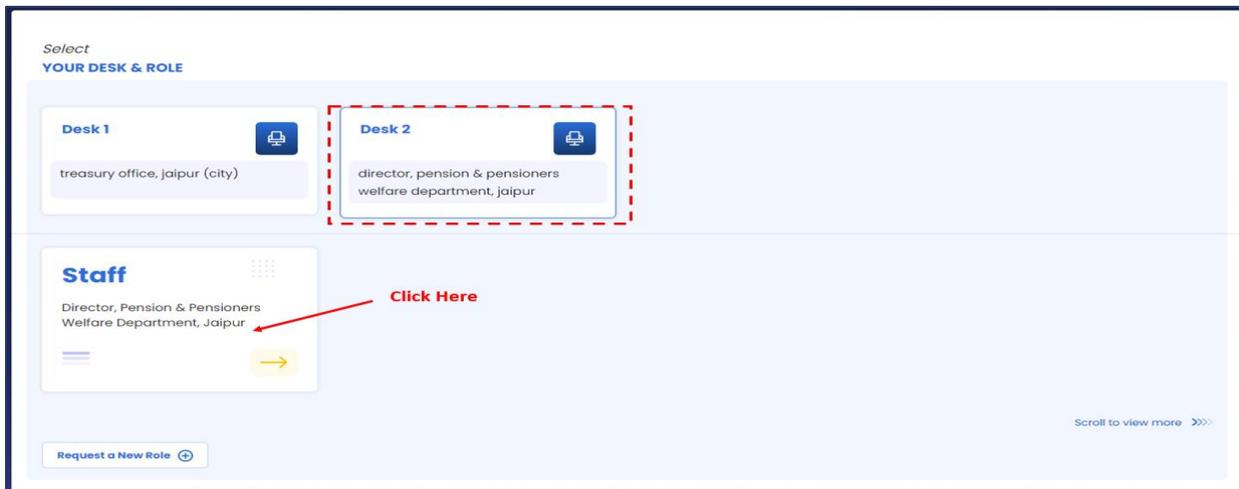


Figure 5: Auditor Desk/ Role Page

- Click on Pension management tile

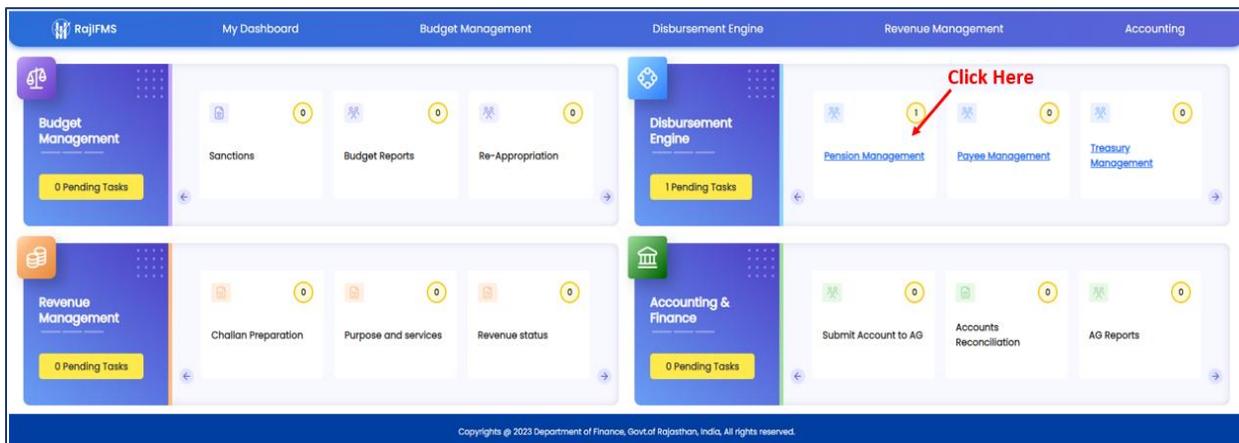


Figure 6: Auditor Pension Management page

- Click on request ID to open the case

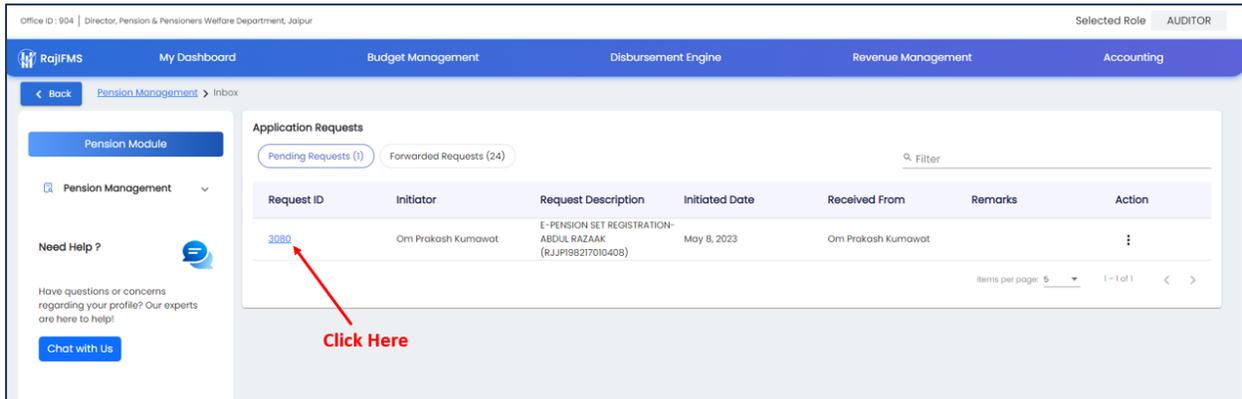


Figure 7: Auditor Request ID selection Page

- User (Auditor) must validate all the tabs (Tabs 1 to 7) which were already verified by HoO Approver as displayed below

Tab 1- Profile – Personal Details

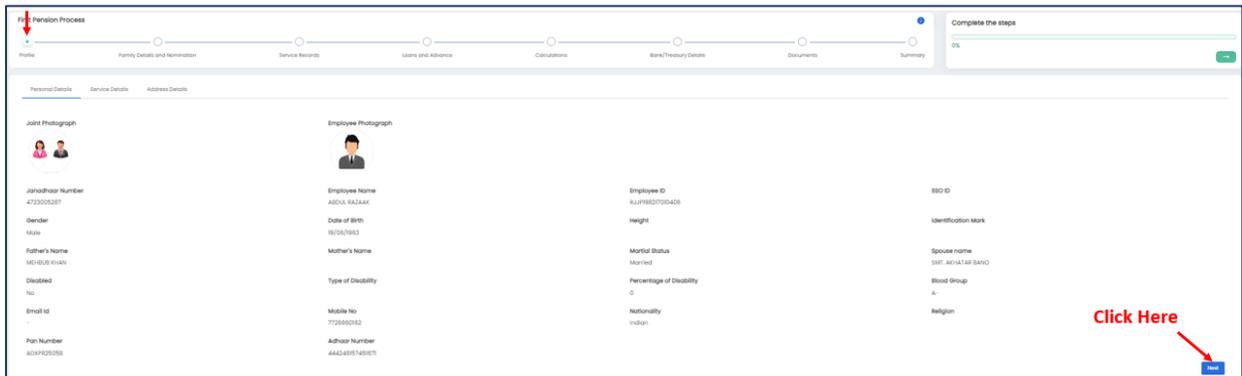


Figure 8: Personal Details Page

Tab 1- Profile – Service Details

Personal Details	Service Details	Address Details	
Service Category Subordinate	Category of Pension Superannuation	Office Name COMDT. IV Bn. RAC JAIPUR	Gazetted NO
Admin Department Home Department, Jaipur	Current Department Police Department, Jaipur	Current Designation Head Kanstabal	Current Office Address
Appointment Order No	Appointment Order Date	Order issuing Authority/Office DTA	Appointment Authority DTA
Date of Joining Regular Service 10-09-1982	Date of Joining Current Designation 31-12-2008	Date of Joining Present DDO 25-06-1993	Joining Date 10-09-1982
Date of Retirement 30-Jun-2023	Retirement Order, Sanction 0	PRAN No.	GPF No. 514851
State Insurance 498	I.A.S CPNF Number	PPD Number	Foreign Services
Foreign Employer	Foreign Services From-To Date -	Opt for Commutation No	Commutation Percentage 0
Income Tax Regime New			

Click Here 

Previous **Next**

Figure 9: Service Details Page

Tab 1- Profile – Address Details

First Pension Process

Profile Family Details and No... Service Rec... Loans and Adv... Calculat... Bank/Treasury ... Docum... Summ...

Complete the steps
 0%
 

Personal Details	Service Details	Address Details
Current Address CHAINPURA, JHUNJHUNU, Jhunjhunun, Rajasthan, 333011, COMDT. IV Bn. RAC JAIPUR	Current Address , JHUNJHUNU, Jhunjhunun, Rajasthan, 333011, COMDT. IV Bn. RAC JAIPUR	Office Address COMDT. IV Bn. RAC JAIPUR, 22248, COMDT. IV Bn. RAC JAIPUR

Click Here 

Previous **Next**

Figure 10: Address Details Page

Tab 2 – Family Details and Nomination - Family Details

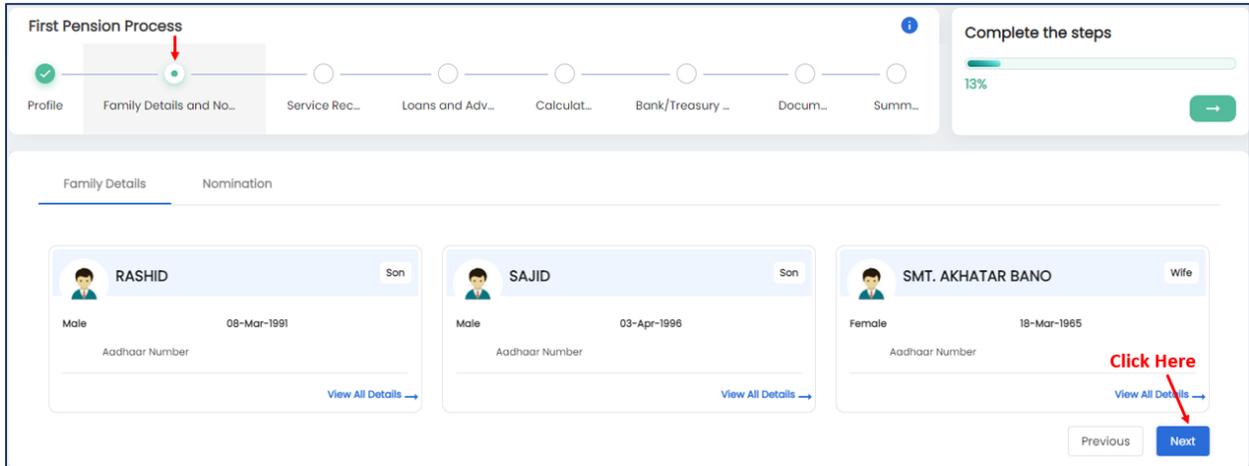


Figure 11: Family Details Page

Tab 2 – Family Details and Nomination - Nomination

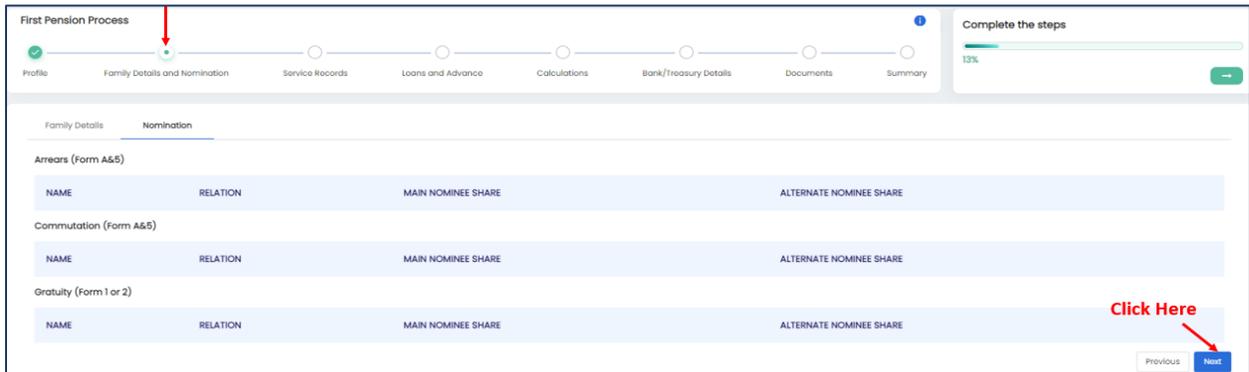


Figure 12: Nomination details Page

Tab 3 – Service Records

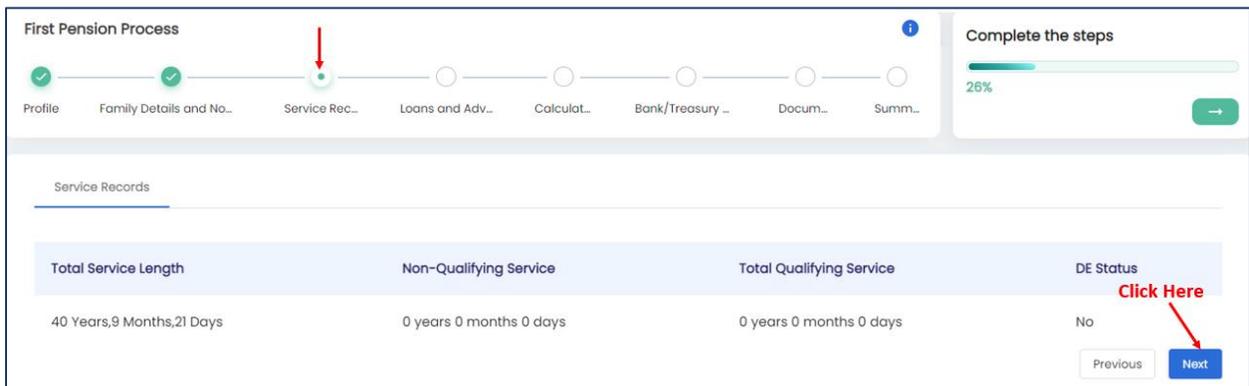


Figure 13: Service Records Page

Tab 4- Loans and Advance

First Pension Process

Profile Family Details and No... Service Rec... **Loans and Adv...** Calculat... Bank/Treasury _ Docum... Summ...

Complete the steps: 39%

Kind of Demand	Treasury	Sanction Number	Sanction Date	Amount Sanction	Amount recovered	Principle	Interest	Net due Pay	Remove

Click Here

Previous Next

Figure 14: Loans and Advance page

Tab 5 - Calculations

First Pension Process

Profile Family Details and No... Service Rec... Loans and Adv... **Calculat...** Bank/Treasury _ Docum... Summ...

Complete the steps: 52%

Budget Head	Pension Type/Rule	Basic Pay	Pay Level in the Pay Matrix
2071-01-101-01-00	Superannuation	73200	L12
NPA/NCA	Special Pay	Pay Commission	DA Amount
	50	Seventh	30744
Others Special Pay Allowance			

Click Here

Previous Next

Figure 15: Calculation's page

Tab 6- Bank / Treasury

First Pension Process

Profile Family Details and No... Service Rec... Loans and Adv... Calculat... **Bank/Treasury _** Docum... Summ...

Complete the steps: 65%

Treasury Name	Bank Name	Branch Name	Account Number	IFSC Code
JAIPUR (CITY)	STATE BANK OF INDIA	S M S HIGHWAY, JAIPUR	61011333807	SBIN0031032

Click Here

Previous Next

Figure 16: Bank/ Treasury Page

Tab 7 - Documents

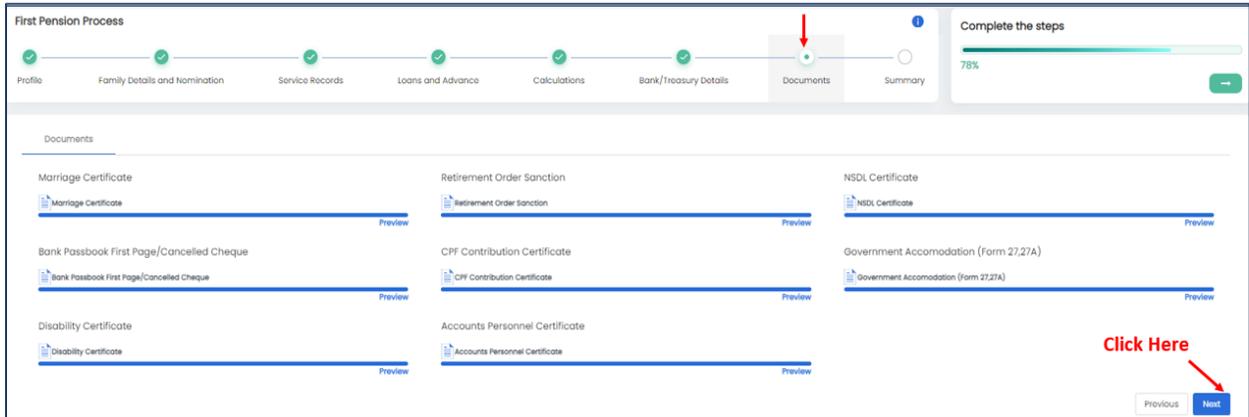


Figure 17: Documents Page

Tab 8– Summary

- check the box for confirmation and click on Next button

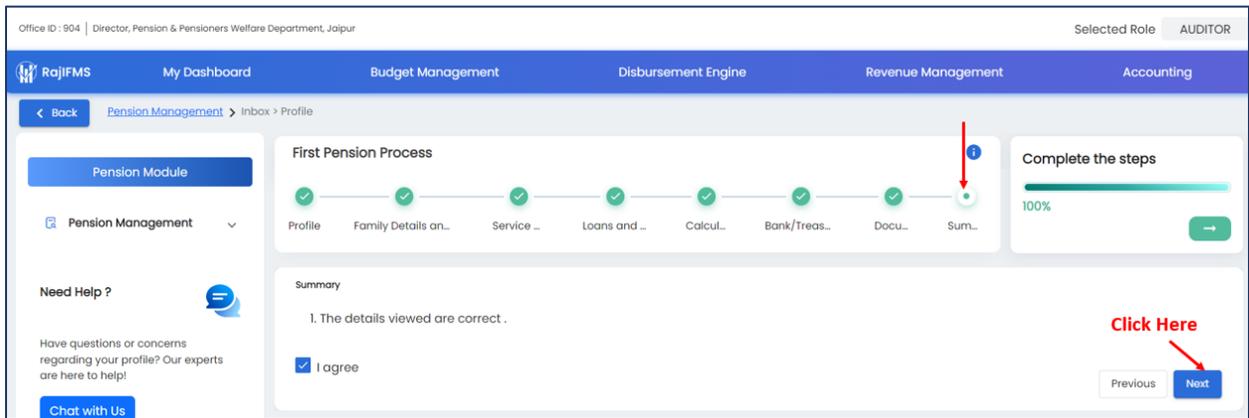


Figure 18: Summary Page

- If all the information is correct and validated, then User shall provide Remarks and click on Forward button

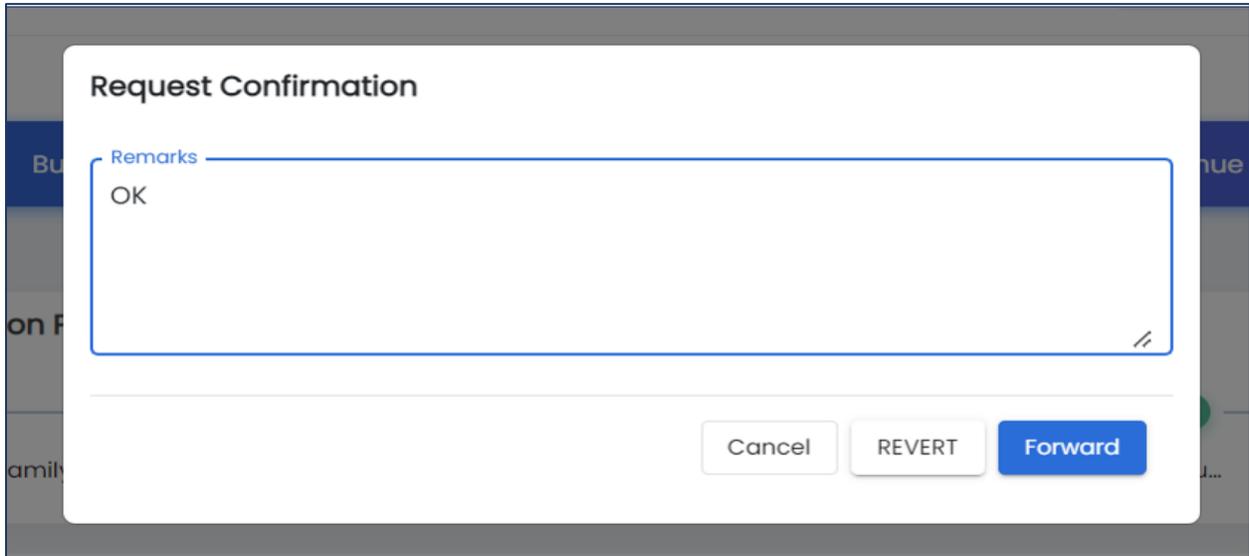


Figure 19: Auditor's Confirmation Page

- Auditor's approval reference id generated

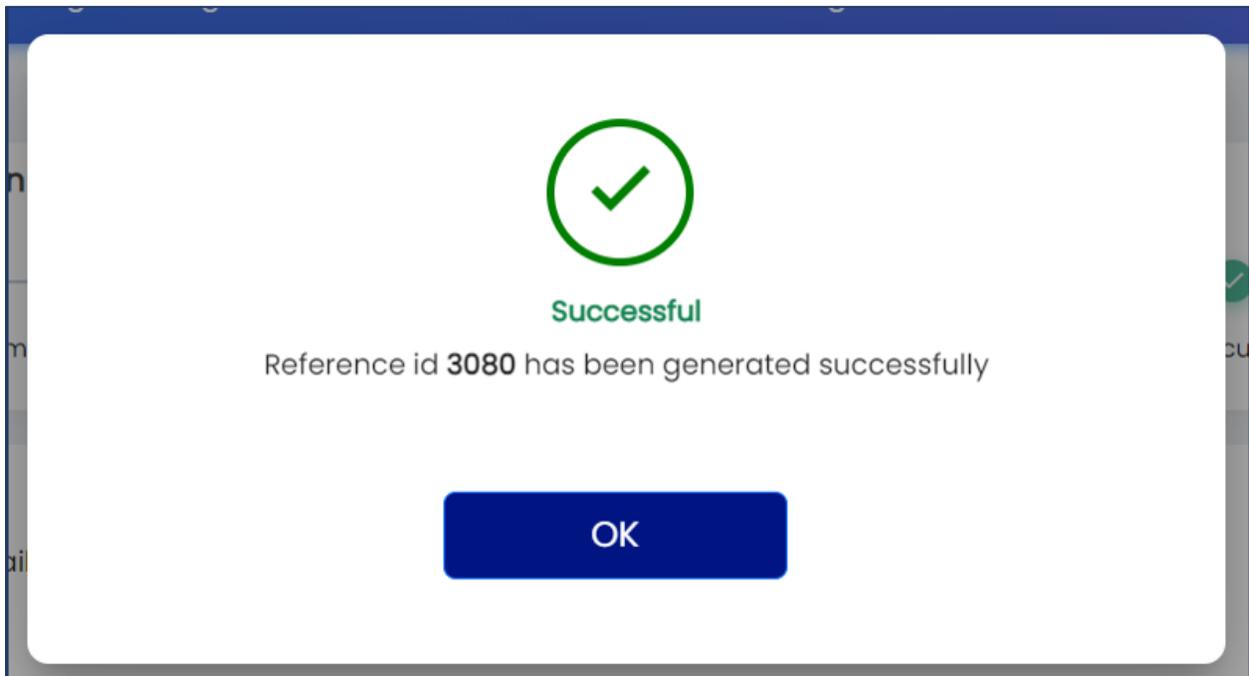


Figure 20: Reference ID generation Page

- FR Pdf will be generated once the Auditor forward the request to AAO
- After this, the Request shall be landed on AAO's dashboard for further verification of data.

4.3 AAO

1. **Prerequisites** - Auditor validates all the information of e-Pension application filled by Employee/Pensioner successfully.
2. **Action URL link** - <https://ifms.rajasthan.gov.in/>
3. **User Role (Actor)** - AAO
4. **Navigation Steps** - The steps are as given below:
 - User needs to login using steps as mentioned under 4.1 section above
 - Select the Desk and Role

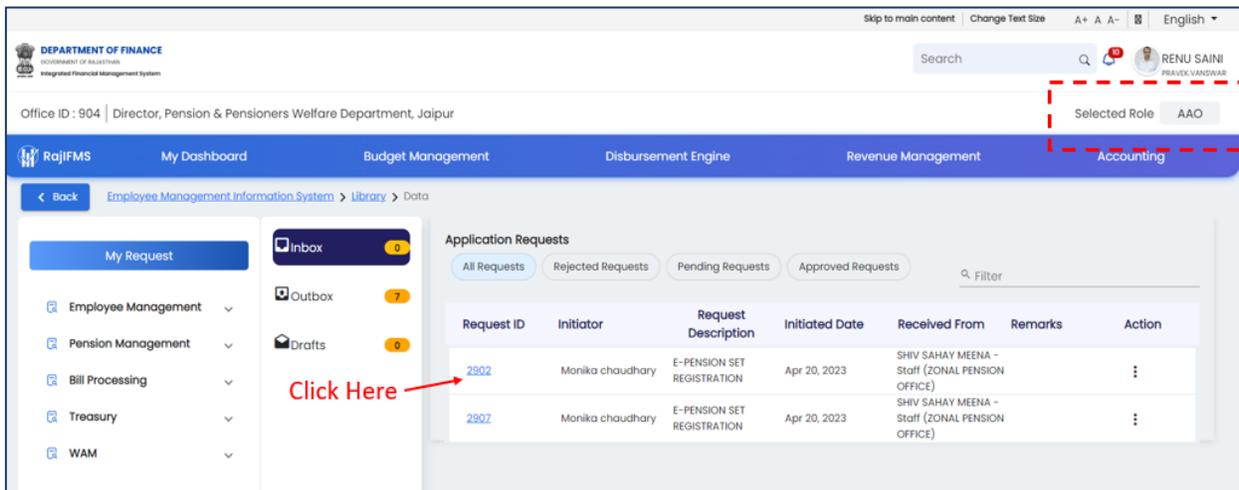


Figure 21: AAO Request ID Selection Page

- User (AAO) must validate all the tabs (Tabs 1 to 7) which were already verified by Auditor

Tab 8– Summary

- Click on the check box to confirm

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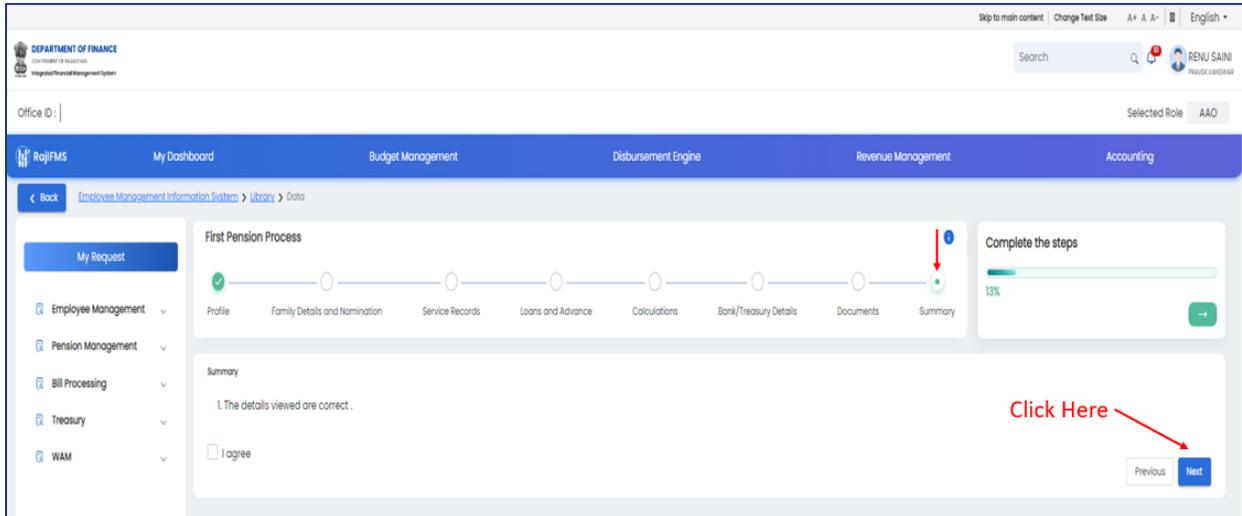


Figure 22: AAO Review Page

- If all the information is correct and validated, User shall provide Remarks and click on Forward button.

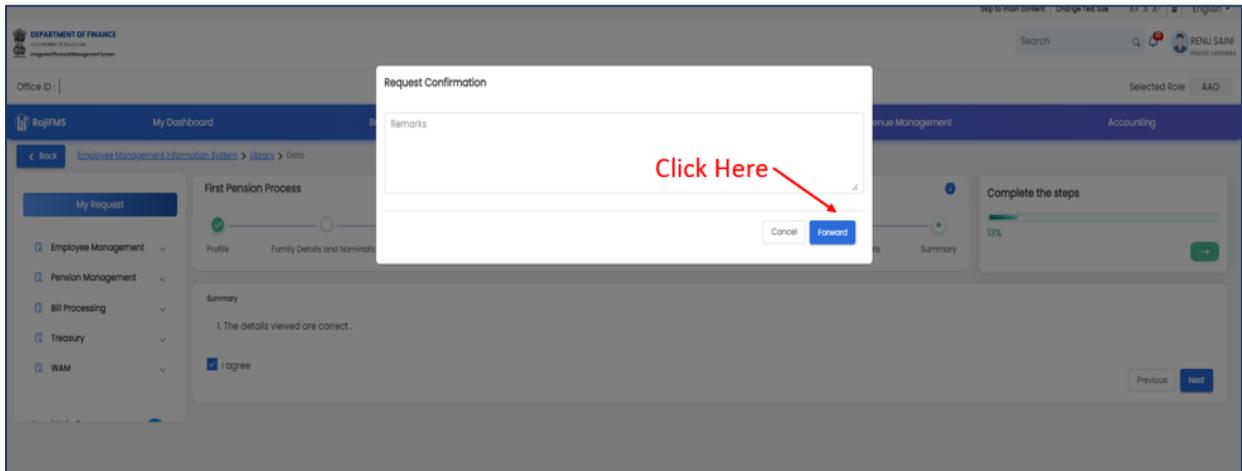


Figure 23: AAO Confirmation Page

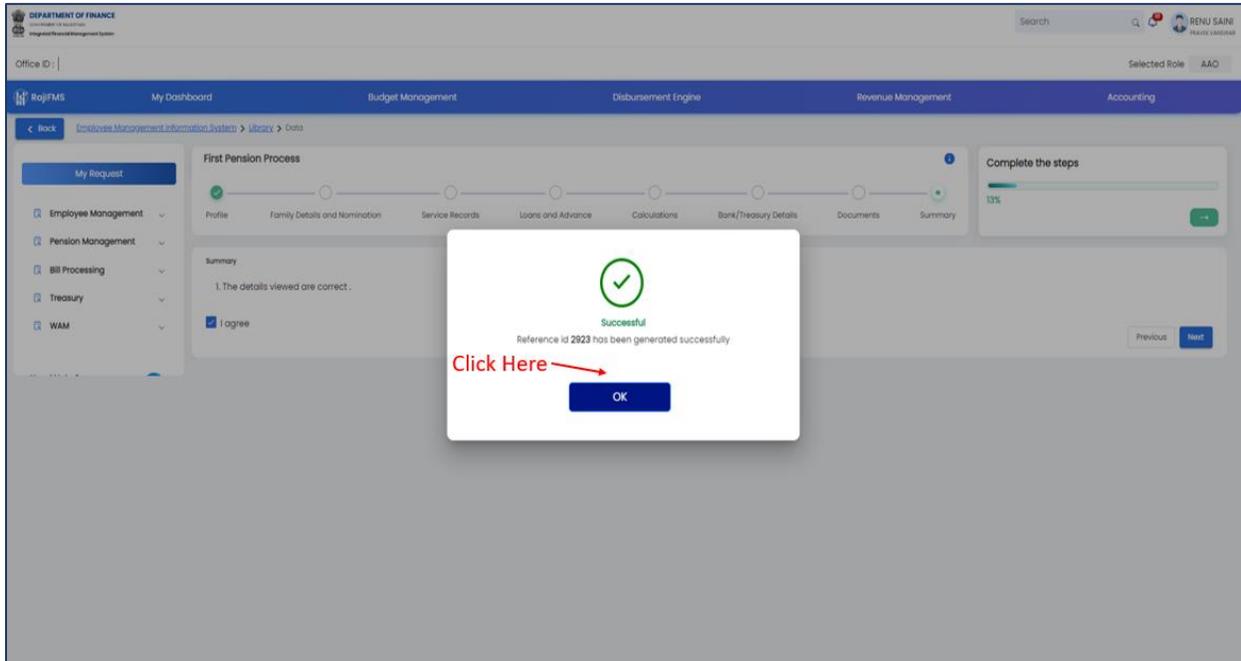


Figure 24: Reference ID Generation Page

- After this, the Request shall be landed on AD's dashboard for further verification of data.

4.4 Assistant Director

- 1. Prerequisite** - AAO validates all the information of e-Pension application filled by Employee/ pensioner successfully.
- 2. Action URL link** - <https://ifms.rajasthan.gov.in/>
- 3. User Role (Actor)** - AD
- 4. Navigation Steps** - The steps are as given below:
 - User needs to login using steps as mentioned under 4.1 section above
 - Select the Desk and Role

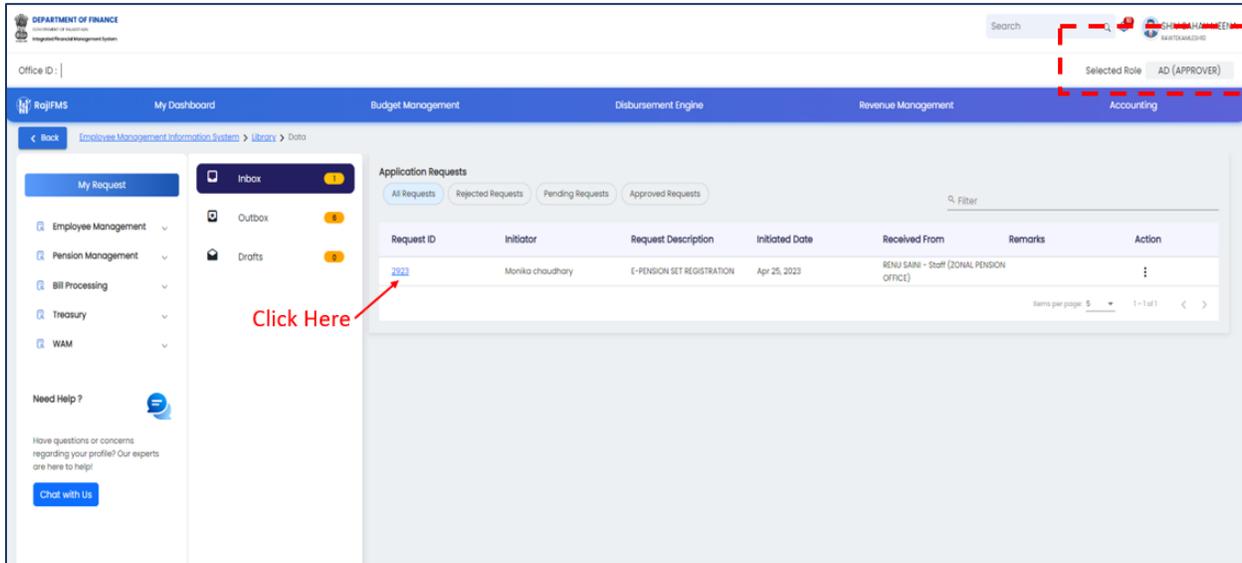


Figure 25: AD Request ID Selection Page

- User (AD) must validate all the tabs (Tabs 1 to 7) which were already verified by AAO.

Tab 8 – Summary

- Click on the check box to confirm

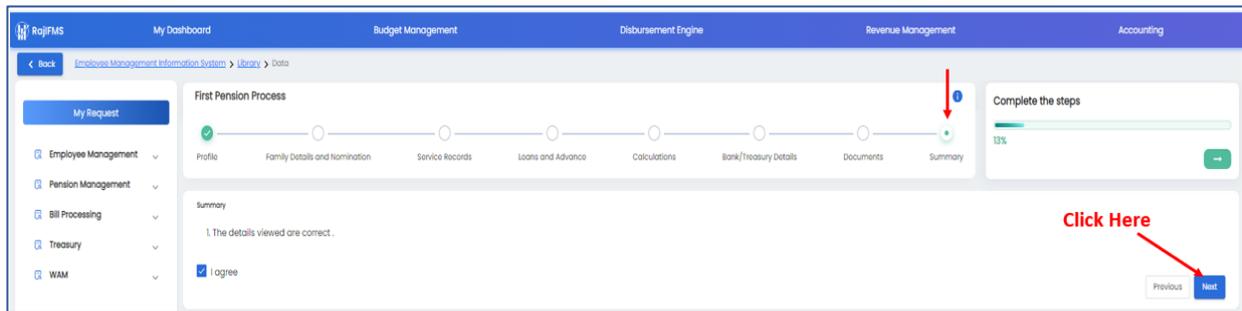


Figure 26: AD Summary page

- If all the information is correct and validated, then User will provide Remarks and click on Approve button.
- User can revert the request if any discrepancies found by using Revert button

- For e-sign, please enter Aadhar number and request to generate OTP for verification

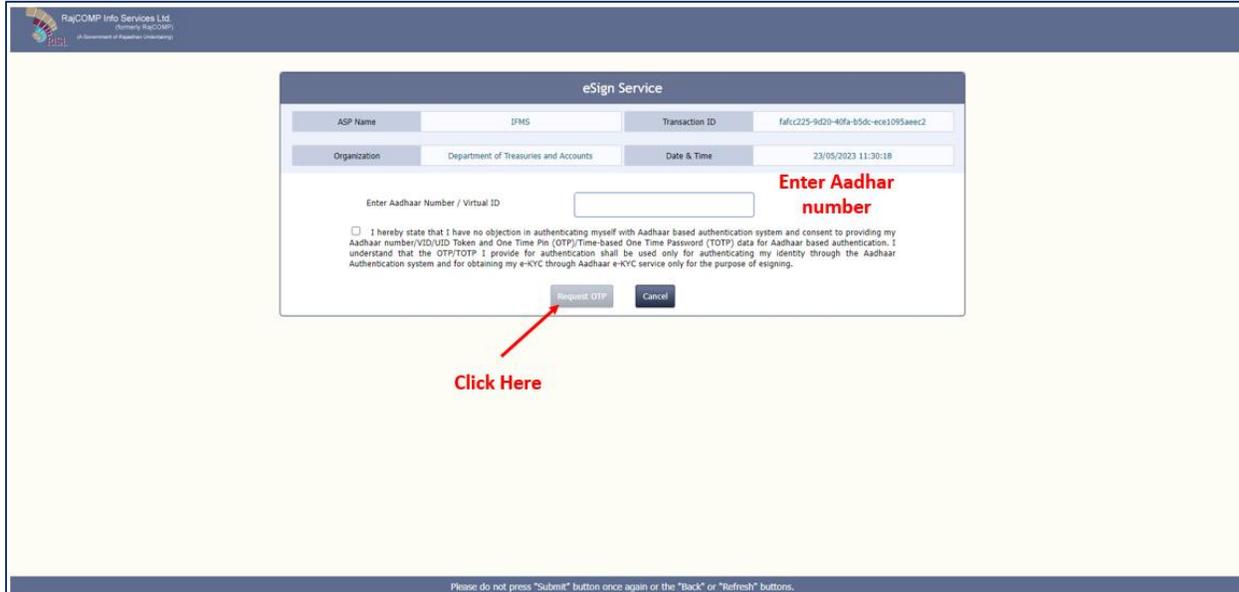


Figure 27: e-sign Aadhar number verification

- Please enter the OTP received on the registered mobile number and email ID

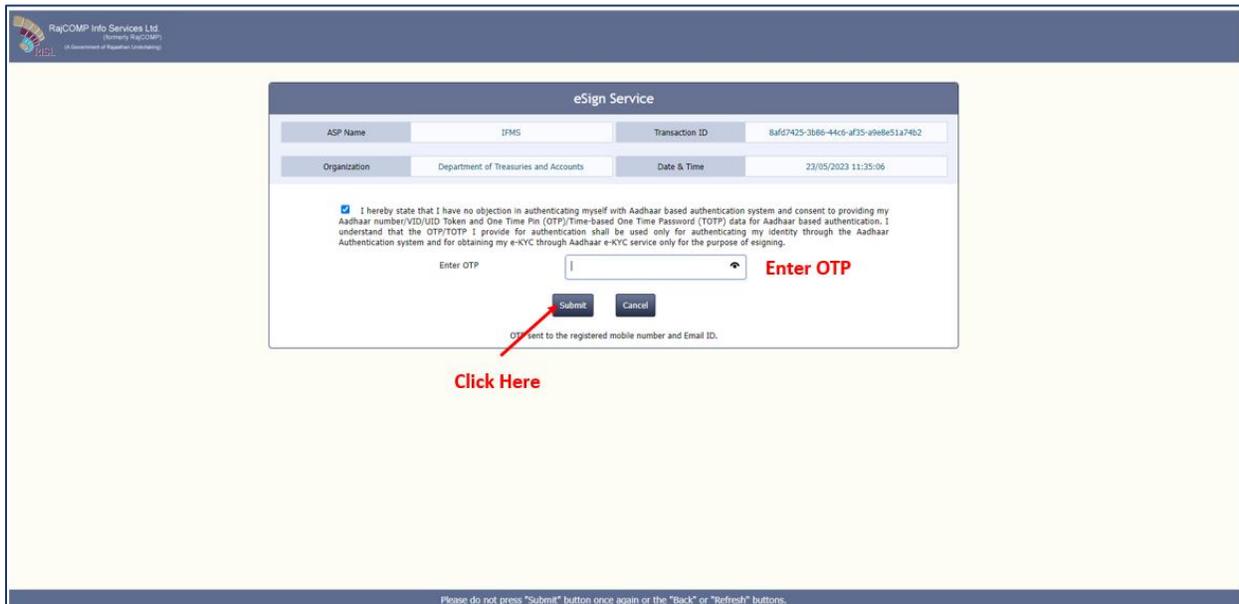


Figure 28: OTP verification

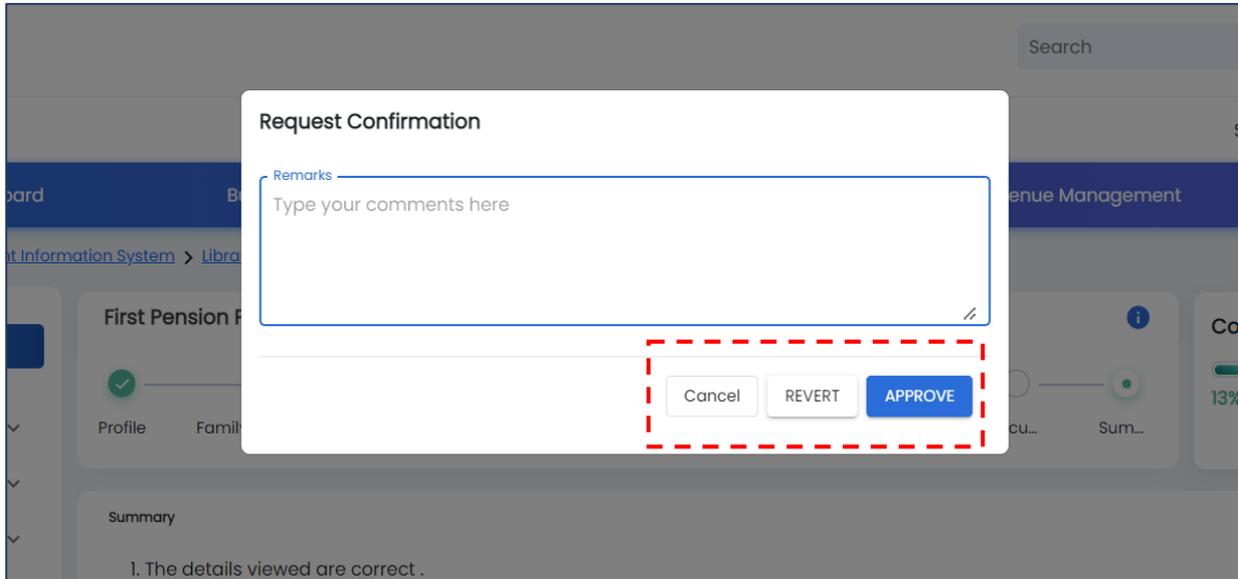


Figure 29: AD Request Confirmation Page

4.4.1 Final Report (FR) Generation

- After prior approval, Final Report (FR) is generated, and AD has to e-sign FR.
- The e-signed FR is as given below for reference: -



fr.pdf

4.4.2 Pension Kit Generation

- After Pension Kit is e-signed, then Pension Kit is generated, and AD has to e-sign Pension Kit.
- The e-signed Pension Kit is as given below for reference: -



PENSION_KIT_RPT.pdf

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