

# **IFMS 3.0**

## <u>User Manual</u> 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)			

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
BCO	Budget Controlling Officer
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
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
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 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: <u>https://ifms.rajasthan.gov.in/</u>
- 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.

#### Login into the System 4.1

- 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 <a href="https://ifms.rajasthan.gov.in/">https://ifms.rajasthan.gov.in/</a> in the URL.

DEPARTMENT OF FINANCE	ajIFMS				Steph Q	Login
Home	About IFMS	Self Service +	Instructions	Download	Contact Us	
					🖉 Quick links	
					? Operational Guidelines/FAQ's	
Welcome to Paiasthan I	EMS 3 0				🥖 Important Links	
We bring Transparency and Trust	1 145 5.0				Jownloads	
					C Vendor Payments	
	@		۵	<b>a</b>	Ê	•
Master Managemer	nt Budget Man	agement Disburse	ment Engine Re	venue Management	Accounting	
	2.15		2966			

• 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

Desk 1	Desk 2	Desk 3	Desk 4
college education department jaipur	t, local self government department, jaipur	s r goyal govt hospital,sethi colony, jaipur	executive engineer (c/w) gwd.jodhpur
HoD			
College Education Departmen Jaipur	t,		

Figure 4: Desk role page

#### 4.2 Auditor

4.

- 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

   Action UBL link
   HoO Approver rejection gay in (
- 2. Action URL link <u>https://ifms.rajasthan.gov.in/</u>
- 3. User Role (Actor) Auditor
  - **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

OUR DESK & ROLE	B	
Desk 1	Desk 2	
treasury office, jaipur (city)	director, pension & pensioners welfare department, jaipur	
Staff	Click Hore	
Director, Pension & Pensioners Welfare Department, Jaipur	Click Here	
-		
		Scroll to view more

Figure 5: Auditor Desk/ Role Page

- **Click Here** ٩ 0 0 0 0 . Disbursement Engine Budget Repo 1 Pendi na Tasks 0 0 0 0 0 0 Accounting & Finance unt to AG Copyrights @ 2023 Departm ce. Govt of Ralasthan, India, All rights
- Click on Pension management tile

Figure 6: Auditor Pension Management page

• Click on request ID to open the case

Office ID: 904   Director, Pension & Pensioners Welfore Department, Joipur Sele						Selected Role	AUDITOR		
🙀 RajIFMS	My Dashboard	Buc	dget Management	Disburseme	nt Engine	Revenue Manager	ment	Accountin	
K Back Pension	Management > Inbox								
Pension M	odule	Application Requests Pending Requests (1)	Forwarded Requests (24)			Q Filter			
🕄 Pension Manag	ement 🗸	Request ID	Initiator	Request Description	Initiated Date	Received From	Remarks	Action	
Need Help ?	<b>S</b>	3080	Om Prakash Kumawat	E-PENSION SET REGISTRATION- ABDUL RAZAAK (RJJP198217010408)	May 8, 2023	Om Prakash Kumawat		:	
Have questions or cor regarding your profile are here to help! Chat with Us	cerns ? Our experts	Click H	ere				items per page: 5	j v I-Tofi	< >

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

First Pension Process					Complete the steps	
Partie Family Details and Nomination	Service Records Licens and Advance	Colculations	Bonk/Treasury Details	Documents Summ	ory or a second s	
Personal Details Service Details Address Details						
Joint Photograph	Employee Photograph					
<u>&amp;</u> <u>&amp;</u>	<b>.</b>					
Janadhaar Number	Employee Name		Employee ID		550 ID	
Gender Male	Date of Birth 19/06/1963		Height		Identification Mark	
Father's Name MDHBUB KHAN	Mother's Name		Martial Status Married		Spouse name SMT, AKHATAR BANO	
Disotiled No	Type of Disobility		Percentage of Disability		Blood Group A-	
limail id -	Mobile No 7726860162		Nationality		Religion	Click Here
Pan Number ACKR28058	Adhaor Number 44424815745107					

Figure 8: Personal Details Page

#### Tab 1- Profile – Service Details

Service Category	Category of Pension	Office Name	Gazetted	
Subordinate	Superannuation	COMDT. IV Bn. RAC JAIPUR	NO	
Admin Department	Current Department	Current Designation	Current Office Address	
Home Department, Jaipur	Police Department, Jaipur	Head Kanstabal		
Appointment Order No	Appointment Order Date	Order Issuing Authority/Office	Appointment Authority	
		DIA	DIA	
Date of Joining Regular Service	Date of Joining Current Designation	Date of Joining Present DDO	Joining Date	
10-09-1982	31-12-2008	25-06-1993	10-09-1982	
Date of Retirement	Retirement Order, Sanction	PRAN No.	GPF No.	
30-Jun-2023	0		514851	
State Insurance	LA.S CPNF Number	PPO Number	Foreign Services	
498				
Foreign Empolyer	Foreign Services From-To Date	Opt for Commutation	Commutation Precentage	Click Here
	-	No	0	
Income Tax Regime				
New				
				Previous N

Tab 1- Profile – Address Details

First Pension Process	o o	0 () Summ	Complete the steps 0% →
Current Address CHAINPURA,JHUNJHUNU,Jhunjhunun,Rojasthan,333011,COMDT. IV Bn. RAC JAIPUR	Current Address ,JHUNJHUNU,Jhunjhunun,Rojasthan,333011,COMDT. IV Bn. RAC JAIPUR	Office Address COMDT. IV Bn. RA	Click Here

Figure 10: Address Details Page

#### Tab 2 – Family Details and Nomination - Family Details

First Per	nsion Process					0	Complete the step	os
Profile	Family Details and No	Service Rec Loan	ns and Adv	Calculat Bank/Treas	ury Docum	. Summ	13%	-
Fan	nily Details Nominatio	n						
	RASHID	Son	SAJ	IID	Son	👷 ѕмт.	AKHATAR BANO	Wife
Male	e 08-Mar Aadhaar Number	-1991	<b>Male</b> Aadhaa	03-Apr-1996 ar Number		Female Aadhaar 1	18-Mar-1965 Number	Click Here
		View All Details 🛶			View All Details $\rightarrow$			View All Details
							Pre	Next

Figure 11: Family Details Page

#### Tab 2 – Family Details and Nomination - Nomination

First Pension Process Profile Family Family Details	Details and komination Service Records	Loans and Advance	Calculations	Bank/Treasury Details	Documenta	C Summary	Complete the steps	
Arrears (Form A&5)	RELATION	MAIN NOMINEE SHARE			ALTERNATE NOMINEE	SHARE		
NAME	RELATION	MAIN NOMINEE SHARE			ALTERNATE NOMINEE	SHARE		
NAME	RELATION	MAIN NOMINEE SHARE			ALTERNATE NOMINEE	SHARE		Click Here

Figure 12: Nomination details Page

#### Tab 3 – Service Records

irst Pen	sion Process	1					0	Complete	the steps
ofile	Family Details and No	Service Rec	Loans and Adv	Calculat	Bank/Treasury	() Docum	Summ	26%	C
Servio	ce Records								
Total	Service Length		Non-Qualifying S	ervice	To	otal Qualifying S	Service		DE Status Click Here
40 Ye	ars,9 Months,21 Days		0 years 0 months	s 0 days	0	years 0 month	s 0 days		No Previous Next

*Figure 13: Service Records Page* 

Tab 4- Loans and Advance

irst Pension	Process						0	Comp	ete the ste	ps
ofile Fam	ily Details and No	Service Rec	Loans and Adv	Calculat	Bank/Treasury _		Summ	39%		
Loans and A	Advance									
Kind of Demand	Treasury	Sanction Number	Sanction Date	Amount Sanction	Amount	d	Principle	Interest	Net due Pay	Remove
									Pre	Click Here

Figure 14: Loans and Advance page

#### Tab 5 - Calculations

First Pension	Process						0	Complete the steps	
Profile Far	mily Details and No	Service Rec	Loans and Adv	Calculat	Bank/Treasury	Docum	Summ	52%	-
Pay Deta	ails Types of Ad	ditional Allowance,R	ecovery and Deductio	ns Details	Pension Details				
Budget Hee	ad	Pensio	n Type/Rule		Basic Pay		Pay	Level in the Pay Matrix	
2071-01-101	-01-00	Superc	anuation		73200		L12		
NPA/NCA		Specio	ıl Pay		Pay Commision		DA	Amount	
		50			Seventh		3074	44 Click	Here
Others Spe	cial Pay Allowance								1
								Previous	Next
Figure 15:	Calculation's	page							

#### Tab 6- Bank / Treasury

First Per	nsion Process						0	Complete	the steps
Profile	Family Details and No	Service Rec	Loans and Adv	Calculat	Bank/Treasury	Docum	Summ	65%	
Bank	<td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>								
<b>Treas</b> JAIPU	<b>ury Name</b> R (CITY)								
<b>Bank</b> STATE	Name E BANK OF INDIA	Brancl SMSF	<b>n Name</b> HIGHWAY, JAIPUR		Account Number 61011333807		IFSC SBIN	Code 0031032	Click Here
ligure	16: Bank/ Treast	ury Page							

t Pension Process						0	Complete the steps
ile Family Details and Nomination	Service Records	Loans and Adv	ance Calculations	Bank/Treasury Details	 Documents	Summary	78%
Documents							
Marriage Certificate		Reti	ement Order Sanction			NSDL Certificate	
Marriage Certificate		∎ R	stirement Order Sanction			NSDL Certificate	
		Preview			Preview		Proview
Bank Passbook First Page/Cancelled Cheque		CPF	Contribution Certificate			Government Accomo	dation (Form 27,27A)
Bank Passbook First Page/Cancelled Cheque		e	PF Contribution Certificate			Government Accomodat	ion (Form 27,27A)
		Preview			Preview		Preview
Disability Certificate		Acc	ounts Personnel Certificate				
Disability Certificate			ccounts Personnel Certificate				Click Here
		Preview			Preview		Desident N

#### Tab 7 - Documents

Figure 17: Documents Page

#### Tab 8– Summary

• check the box for confirmation and click on Next button

Office ID : 904   Directo	r, Pension & Pensioners Welfare (	Department, Jaipur							Selected Role	AUDITOR
🙀 RajIFMS	My Dashboard	Budget Manager	Disbursement Engine			Revenue M	lanagement	Accour	Accounting	
K Back Per	nsion Management > Inbox	> Profile								
Pensi	on Module	First Pension Process						0	Complete the steps	
Pension M	anagement v	Profile Family Details an_	Service	Loans and	Calcul	Bank/Treas	Docu	Sum	100%	
Need Help ?	Ę	summary 1. The details viewed are co	prrect .						Click H	lere
Have questions regarding your p are here to help Chat with Us	or concerns orofile? Our experts	🗹 l agree							Previous	Next

Figure 18: Summary Page

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

	Request Confirmation	
Bu	OK	nue
on F		
amily	Cancel REVERT Forward	,

Figure 19: Auditor's Confirmation Page

• Auditor's approval reference id generated

n	Successful	
m Xil	Reference id <b>3080</b> has been generated successfully	SU

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

- 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

					Skip to r	main content Change	rext Size A+ A A- 🛛 English ▼
DEPARTMENT OF FINANCE     OCVEINMENT OF RAILSTWAY     Weigrated Financial Management System						Search	Q P RENU SAINI
Office ID : 904   Director, Pension 8	& Pensioners Welfare D			Selected Role AAO			
( RajIFMS My Dasht	board	Budget Management	Disbursen	nent Engine	Revenue	Management	Accounting
Back Employee Management	ent Information System >	Library > Data					
My Request		Application Re     All Requests	quests Rejected Requests	Pending Requests	Approved Requests	Q. Filter	
Employee Management     Pension Management		Request ID	Initiator	Request Description	Initiated Date	Received From	Remarks Action
Bill Processing		Horo	Monika chaudhary	E-PENSION SET REGISTRATION	Apr 20, 2023	SHIV SAHAY MEENA – Staff (ZONAL PENSION OFFICE)	:
C Treasury	~	2907	Monika chaudhary	E-PENSION SET REGISTRATION	Apr 20, 2023	SHIV SAHAY MEENA – Staff (ZONAL PENSION OFFICE)	:
C WAM	~						

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

										Skip to main content Change Test Size	A+ A A- 📓 English •
DEPARTMENT OF FINANCE Southwater of Industrials Integrated Floated Management System										Search	Q 🥙 了 RENU SAINI Praviscvansmar
Office ID :											Selected Role AAO
🙀 RajIFMS	My Dost	shboard	Budget	Management		Disbursement Engine		Revenue N	lanagement	A	counting
C Bock Employee Mon	igement infor	rmation System > L	ibrary > Data								
My Request		First Pensio	on Process						0	Complete the steps	
		0-	0		0	O			—•	13%	
Employee Managem	nt v	Profile	Family Details and Nomination	Service Records	Loans and Advance	Calculations	Bank/Treasury Details	Documents	Summary		-
Pension Managemen	t v										
Bill Processing	$\sim$	Summary									
C Treasury	~	1. The det	tails viewed are correct .							Click Here	
🛛 WAM	v	I agree									Previous Next

Figure 22: AAO Review Page

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

				Skip to man content Change Text Size	A+ A A- B English •
DEPARTMENT OF FINANCE Scientific (19.52) 100 Scientific (19.52) 100 Scienti				Search	Q. 🥙 🕃 RENU SAINI RAIDE VANCHAR
Office ID :		Request Confirmation			Selected Role AAO
🙀 RajiFMS My Dast		Remarks	enue Management		
Bock Imployee Management Inform	mation System > Library > Data	Click Here >			
My Request	First Pension Process		0	Complete the steps	
	0	Cancel Forward	<u> </u>	13%	
🗟 Employee Management 🗸	Profile Family Details and Nomination		es Summary		•
R Pension Management 🗸					
Bill Processing ~	Summary				
🛛 Treasury 🗸	I. The details wewed are correct.				
🛛 WAM 🗸 🗸	I ogree				Previous Next
					_

Figure 23: AAO Confirmation Page

DEPARTMENT OF FINANCE				Search Q C QRENU SAIN
Office ID :				Selected Role AAO
🙀 ROJEMS M	Budget Management			Accounting
Reyrus Monogement     Employee Management     Bernotowe Management     Bernotowe Management     Bit Processing     Treasury     WAM	tor Bevice Reads Constant Adverse	Coloursement Engine Colourstore Bonk/Treesury Details Successful hose been generated successfully K	Rovenue Monogement	Accounting

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

CONTRACTOR OF FINANCE				Search	
Office ID :					Selected Role AD (APPROVER)
(a) RojiFMS	My Dashboard	Budget Management	Disbursement Engine	Revenue Management	Accounting
C Back Employee Manage	ment information System > Library > Data				
My Request		Application Requests All Requests Rejected Requests Pending Reque	ats Approved Requests	Q. Filter	
Employee Management		Request ID Initiator	Request Description Initiated Date	Received From Remarks	Action
Pension Management     Pall Processing	V Drofts O	2923 Monika chaudhary	E-PENSION SET REGISTRATION Apr 25, 2023	RENU SAINI - Staff (ZONAL PENSION OFFICE)	÷
Treasury     WAM	Click Here?			larrs	perpage 5 • 1-1of1 < >
Need Help ?	Ð				
Have questions or concerns regarding your profile? Our exp ore here to help!	erts				
Chot with Us					

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

🙀 RajIFMS	My Do	ashboard	Bud	get Management		Disbursement Engine		Revenue Management		Accounting
K Back Employee M	anagement inforr	mation System > Libr	ary > Data						1	
My Request	1	First Pension	Process						0	Complete the steps
		0	0	0					— <u>•</u>	13%
🕄 Employee Manage	ment <sub>v</sub>	Profilo	Family Details and Nomination	Service Records	Loans and Advance	Calculations	Bank/Treasury Details	Documents	Summary	
Pension Managem	ient v									
Bill Processing	~	Summary								Click Here
🔀 Treasury	~	I. The detail	is viewed are correct .							
🕄 WAM	~	🗹 l agree								Previous Next

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

RajCOMP Info Services Ltd. (tomatri BacOMP) (Altownwait of Readlass (Interding)					
			eSign Service		
	ASP Nan	e IFMS	Transaction ID	fafcc225-9d20-40fa-b5dc-ece1095aeec2	
	Organizat	on Department of Treasuries and Acc	ounts Date & Time	23/05/2023 11:30:18	
		inter Aadhaar Number / Virtual ID		Enter Aadhar number	
	Aadh unde Auth	1 hereby state that I have no objection in sub-metic an unmeriv/DUD Token and One Time Pin (OTP) stand that the OTP/TOT I provide for authent mitication system and for obtaining my e-KYC through the objective state of the objective state of the objective state of the objective state of the objective state of the objective state of the state of the objective state of the objective state of the objective state of the state of the objective state of the objective state of the objective state of the state of the objective state of the objective state of the objective state of the state of the objective state of the obje	ting myself with Aadhaar based authentic (Time-based One Time Password (TOTP) (Cation shall be used only for authentic, a Aadhaar e-KYC service only for the purpo used (OTP) Cancel	stion system and cansent to providing my data for andham seeked authentication. I ating my identity through the Aadhaar se of esigning.	
		Click Here			
		Please do not news "Subma"	button once again or the "Back" or "Bac	resh" buttons	
		rease do not press. Submit	Dattor of the again of the back of the		

Figure 27: e-sign Aadhar number verification

RaCOMP Info Services Ltd					
		eSign S	ervice		
	ASP Name				
	Organization	Department of Treasuries and Accounts	Date & Time	23/05/2023 11:35:06	
	I hereby st Aadhaar number understand that Authentication sy	ade the 1 house no objection in authentication mysich of NYDD/UD Tablen and One Time Pn. (CTP/Time share) the CTP/TITP 1 provide for authentication shall have and for obtaining my e-KYC through Audhaar e-K Enter OTP []	th Aadhaar based authenticat One Time Password (TOTP) d De used only for authenticat YC service only for the purpose Cancel	on system and consert to providing my its for Authora Inseed authentication. I in my identify through the Authorar of esigning. Enter OTP	
		Click Here	oole number and Email ID.		J
		Place do pot press "Submit" button once	again or the "Rack" or "Refre	sh* huttone	
Figure 28: OTP verification	n	rause us me press sound backet unce	agoin of the outer of rene	DIT DUTUIS	

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

		Search
	Request Confirmation	ç
bard	B Type your comments here	enue Management
<u>it Information s</u>	System > Libra	
Fi	rst Pension F	Co
	Cancel REVERT APPROVE	) ——•• 13%
✓ Pro		cu Sum
× ∽	ummary	
	1. The details viewed are correct .	

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: -



#### 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: -

