

1. Plan

- Open Internet explorer.
- Write <http://ifms.raj.nic.in> in the address bar. IFMS login page will be displayed.
- Click on Budget. Enter user Id and password. User Id and password is same as that of budget.
- This document can be downloaded from Information - > Instruction.

Objective:

The objective of this form is to enter annual estimates for Existing /New schemes running under the department. The schemes for which estimates be entered belong to 'State Plan'.

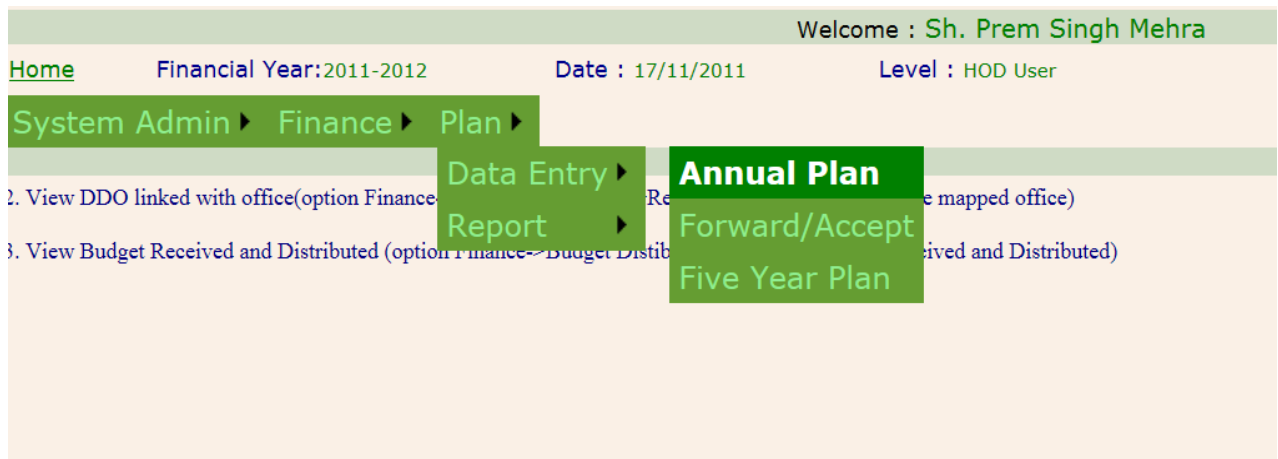


Figure 1

- The above form is available for HOD/BCO.
- Click on Plan -> Data Entry -> Annual Plan as shown in Figure 1.

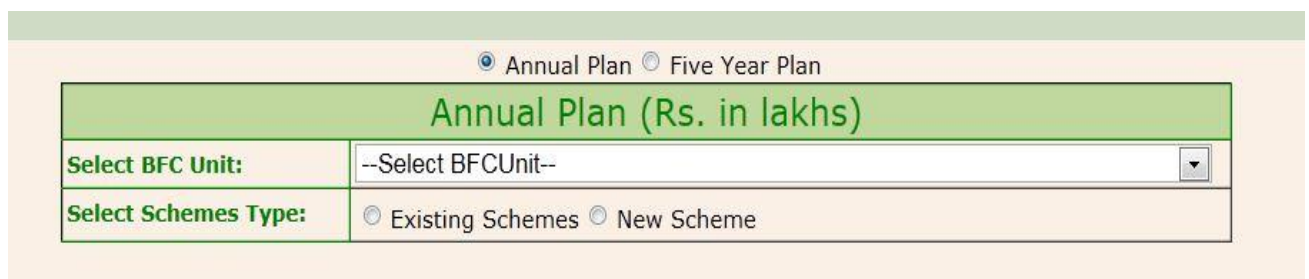
The screenshot shows the 'Annual Plan (Rs. in lakhs)' form. At the top, there are two radio buttons: 'Annual Plan' (selected) and 'Five Year Plan'. Below this, there is a table with two rows. The first row is 'Select BFC Unit:' with a dropdown menu showing '--Select BFCUnit--'. The second row is 'Select Schemes Type:' with two radio buttons: 'Existing Schemes' (selected) and 'New Scheme'.

Figure 2

- Select Annual Plan option as shown in figure 2.
- List of BFC Units for the logged in user will be displayed.
- Select the BFC Unit for whose schemes annual plan estimates need to be entered.
- Select the Scheme type: Existing / New.


The screenshot shows the 'Annual Plan (Rs. in lakhs)' form. At the top, there are two radio buttons: 'Annual Plan' (selected) and 'Five Year Plan'. Below this, there is a table with three rows. The first row is 'Select BFC Unit:' with a dropdown menu showing 'Cooperative Department. , Jaipur - 99'. The second row is 'Select Schemes Type:' with two radio buttons: 'Existing Schemes' (selected) and 'New Scheme'. The third row is 'Select Proposal For:' with three radio buttons: 'Normal (Total-TSP-SCSP)' (selected), 'TSP', and 'SCSP'.

Figure 3

- Select Proposal for i.e. Normal (Total – TSP – SCSP) / TSP (Tribal Sub Plan)/ SCSP (Schedule Caste Sub Plan) as shown in figure 3.
- Entries for Normal, TSP and SCSP category will be done on selection of Normal, TSP and SCSP respectively.
- List of Schemes will be displayed on basis of selected category (Normal/TSP/SCSP) as shown in Figure 4.

Annual Plan Five Year Plan

Annual Plan (Rs. in lakhs)	
Select BFC Unit:	Cooperative Department , Jaipur - 99
Select Schemes Type:	<input checked="" type="radio"/> Existing Schemes <input type="radio"/> New Scheme
Select Proposal For:	<input checked="" type="radio"/> Normal (Total-TSP-SCSP) <input type="radio"/> TSP <input type="radio"/> SCSP
Select Existing Scheme :	507-Investment in Credit Cooperative Societies
Department Information Hide	
BFC Unit	99-Cooperative Department. , Jaipur - 99
Administrative Department	10-Co-operative Department, Jaipur
Controlling Officer	107-Registrar, Co-operative Societies, Rajasthan, Jaipur
Department	158-Cooperative Department
HOD	158-Cooperative Department
Revenue Capital Loan	
(A) Additional Authorization	0.00
(B) Expenditure	0.00
(C) BE	0.00
Budgeted Outlay 2011-2012	
Recurring (1)	0
Non Recurring (2)	0
Anticipated Expenditure 2011-2012	
Recurring (3)	0
Non Recurring (4)	0
Committed Liabilities 2012-2013	
Recurring (Details of Salary) (5)	0
Recurring(Offices Expenses) (6)	0
Recurring(Other Expenses) (7)	0
Non Recurring (8)	0
New 2012-2013	
Recurring(Details of Salary) (9)	0
Recurring(Offices Expenses) (10)	0
Recurring(Other Expenses) (11)	0
Non Recurring (12)	0
Details of New Items	
<input type="button" value="Save"/> <input type="button" value="Reset"/>	

Figure 4

- **Existing Scheme:** Select the Scheme from the list.
- On selection of scheme, department information will be displayed along with the tabs of Revenue, Capital and Loan as shown in Figure 5.
- In addition, BE (Budget estimate), expenditure amount till date and Additional Authorization amount will also be displayed.
- Enter the details of Revenue: Enter Recurring and Non-Recurring Budgeted Outlay in column 1 and 2 respectively for current year.
- Enter Recurring and Non-Recurring Anticipated Expenditure in column 3 and 4 respectively for current year.
- Enter Recurring (details of salary, office expenses, others) and Non-Recurring Committed Liabilities in column 5, 6, 7 and 8 respectively for next year.
- Enter Recurring (details of salary, office expenses, others) and Non-Recurring New in column 9, 10, 11 and 12 respectively for next year.

Revenue		Capital		Loan	
(A) Additional Authorization				0.00	
(B) Expenditure				1285.00	
(C) BE				7999.05	
Budgeted Outlay 2011-2012			Anticipated Expenditure 2011-2012		
Building (14)	0	Building (16)	0		
Other Works (15)	0	Other Works (17)	0		
Committed Liabilities 2012-2013			New 2012-2013		
Building (18)	0	Building (20)	0		
Other Works (19)	0	Other Works (21)	0		
Details of New Items					
<input type="button" value="Save"/> <input type="button" value="Reset"/>					

Figure 5

- Enter the details of Capital: Enter Building(14) and Other Works(15) of Budgeted Outlay for current year
- Enter Building and Other Works of Anticipated Expenditure for current year in column 16 and 17 respectively for current year
- Enter Building and Other Works of Committed Liabilities and New for next year in column 18, 19, 20 and 21 respectively as shown in Figure 6.

Revenue		Capital		Loan	
(A) Additional Authorization				0.00	
(B) Expenditure				0.00	
(C) BE				0.00	
Budgeted Outlay (22) 2011-2012	0	Anticipated Expenditure (23) 2011-2012	0		
Committed Liabilities (24) 2012-2013	0	New (25) 2012-2013	0		
Details of New Items					
<input type="button" value="Save"/> <input type="button" value="Reset"/>					

Figure 6

- Enter the details of Loan: Enter Budgeted Outlay (22) and Anticipated Expenditure (23) for current year.
- Enter Committed Liabilities (24) and New (25) for next year as shown in Figure 7.
- Details of new items can be entered by clicking on the link in all the tabs, if required.
- Click on '**Save**' button to save the details of Revenue, Capital and Loan for existing Scheme.
- If value has already been entered for the selected scheme, those will be displayed as soon as scheme is selected.
- Click on '**Update**' button.
- Click on '**Reset**' button for change in scheme / category.

Annual Plan
 Five Year Plan

Annual Plan (Rs. in lakhs)	
Select BFC Unit:	Cooperative Department , Jaipur - 99
Select Schemes Type:	<input type="radio"/> Existing Schemes <input checked="" type="radio"/> New Scheme
Select Proposal For:	<input checked="" type="radio"/> Normal (Total-TSP-SCSP) <input type="radio"/> TSP <input type="radio"/> SCSP
select Sector:	2-RURAL DEVELOPMENT
Enter Scheme Name in English:	
Enter Scheme Name in Hindi:	

Figure 7

- **New Scheme:** Select New Scheme, Select the sector in which New scheme will be created.

- Enter the Scheme name in English and Hindi as shown in Figure 7.
- As soon as Scheme name is entered, screen will appear in which entries for Revenue, Capital and Loan are to be done as shown in Figure 8.

Annual Plan Five Year Plan

Annual Plan (Rs. in lakhs)

Select BFC Unit:	Cooperative Department. , Jaipur - 99
Select Schemes Type:	<input type="radio"/> Existing Schemes <input checked="" type="radio"/> New Scheme
Select Proposal For:	<input checked="" type="radio"/> Normal (Total-TSP-SCSP) <input type="radio"/> TSP <input type="radio"/> SCSP
select Sector:	5-POWER
Enter Scheme Name in English:	new for power
Enter Scheme Name in Hindi:	

Department Information Show

Revenue	Capital	Loan
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Budgeted Outlay 2011-2012	Anticipated Expenditure 2011-2012
Recurring (1) <input type="text" value="0"/>	Recurring (3) <input type="text" value="0"/>
Non Recurring (2) <input type="text" value="0"/>	Non Recurring (4) <input type="text" value="0"/>
Committed Liabilities 2012-2013	New 2012-2013
Recurring (Details of Salary) (5) <input type="text" value="0"/>	Recurring(Details of Salary) (9) <input type="text" value="0"/>
Recurring(Offices Expenses) (6) <input type="text" value="0"/>	Recurring(Offices Expenses) (10) <input type="text" value="0"/>
Recurring(Other Expenses) (7) <input type="text" value="0"/>	Recurring(Other Expenses) (11) <input type="text" value="0"/>
Non Recurring (8) <input type="text" value="0"/>	Non Recurring (12) <input type="text" value="0"/>
	Details of New Items

Figure 8

- Enter the details of Revenue, Capital and Loan for new scheme. All entries are similar to that of existing scheme.
- Anticipated Expenditure will be entered for Scheme proposed in current year.
- Click on '**Save**' button to save the details of Revenue, Capital and Loan for New Scheme.
- Click on '**Reset**' button to enter new scheme or to change the sector / proposal for

Annual Plan Five Year Plan

Annual Plan (Rs. in lakhs)

Select BFC Unit:	Cooperative Department. , Jaipur - 99
Select Schemes Type:	<input type="radio"/> Existing Schemes <input checked="" type="radio"/> New Scheme
Select Proposal For:	<input checked="" type="radio"/> Normal (Total-TSP-SCSP) <input type="radio"/> TSP <input type="radio"/> SCSP
select Sector:	2-RURAL DEVELOPMENT
Select New Scheme:	<-Select Scheme-->

Figure 9

- Once new scheme is created, they are displayed as list as shown in Figure 9.
- If already created scheme is selected from the list, textboxes are filled by already saved values which can be updated on click of 'Update' button.

Validations:

- Only numeric values be entered in the various estimates.
- After creation of new scheme, same scheme (schemes with same name) can't be created again.
- All the figures/rupees are entered in Lac only

2. Five Year Plan

Objective:

The objective of this form is to save the estimation of Five Year Plan

- Click on Five year plan option.

Annual Plan Five Year Plan

Five Year Plan (Rs. in lakhs)

Select BFC Unit	--Select BFCUnit--
Select Schemes Type	<input type="radio"/> Existing Schemes <input type="radio"/> New Scheme

Figure 10

- List of BFC Units for the logged in user will be displayed as shown in Figure 10.
- Click/ Select the BFC Unit
- Select the Scheme type: Existing / New.

Annual Plan Five Year Plan

Five Year Plan (Rs. in lakhs)

Select BFC Unit	Cooperative Department, Jaipur - 99
Select Schemes Type	<input checked="" type="radio"/> Existing Schemes <input type="radio"/> New Scheme
Select Proposal For	<input checked="" type="radio"/> Normal (Total-TSP-SCSP) <input type="radio"/> TSP <input type="radio"/> SCSP

Figure 11

- List of Schemes will get displayed on basis of selected category (Normal/TSP/SCSP).
- Entries for Normal, TSP and SCSP category will be done on selection of Normal (Total – TSP-SCSP), TSP and SCSP respectively

Annual Plan Five Year Plan

Five Year Plan (Rs. in lakhs)

Select BFC Unit	Cooperative Department, Jaipur - 99
Select Schemes Type	<input checked="" type="radio"/> Existing Schemes <input type="radio"/> New Scheme
Select Proposal For	<input checked="" type="radio"/> Normal (Total-TSP-SCSP) <input type="radio"/> TSP <input type="radio"/> SCSP
Scheme Name:	1139-Computerisation of Central Cooperative Banks (Rural Branches)

Department Information		Hide
BFC Unit	99-Cooperative Department, Jaipur - 99	
Administrative Department	10-Co-operative Department, Jaipur	
Controlling Officer	107-Registrar, Co-operative Societies, Rajasthan, Jaipur	
Department	158-Cooperative Department	
HOD	158-Cooperative Department	

Financial Year : 2013-2014

Proposed Outlay 2013-2014

Revenue Capital Loan

Committed	0	
New	0	Details of New Items

Save Reset

Figure 12

- **Existing Scheme:** Select the Scheme from the list.
- On selection of scheme, department information will be displayed along with the tabs of Revenue, Capital and Loan as shown in Figure 12.
- Select the financial year for which Five year plan is to be entered. List of Financial years will be displayed on basis of Five year plan. E.g. If Five year plan starts in year 2012, and ends in 2017. Financial year from 2013-2014 to 2016-2017 will be displayed in the list. Financial year 2012-2013 is already entered as Annual Plan.
- Enter the value for committed, new and details of new items for Revenue, Capital and Loan.
- Click on '**Save**' button to save the values of Revenue, Capital and Loan
- If value is already entered for the selected scheme, form will open in Edit mode.
- Previously saved value will get displayed, which can be changed, if required.
- Click on '**Update**' button.
- Click on '**Reset**' button to change the scheme.
- Details of new items can be entered by clicking on the link.
- **New Scheme:** similar process as that of Annual Plan. Screen is shown below as figure 13.

Annual Plan Five Year Plan

Five Year Plan (Rs. in lakhs)	
Select BFC Unit	Cooperative Department. , Jaipur - 99
Select Schemes Type	<input type="radio"/> Existing Schemes <input checked="" type="radio"/> New Scheme
Select Proposal For	<input checked="" type="radio"/> Normal (Total-TSP-SCSP) <input type="radio"/> TSP <input type="radio"/> SCSP
select Sector	4-IRRIGATION & FLOOD CONTROL
Enter Scheme Name in English	new sch
Enter Scheme Name in Hindi	
Department Information Hide	
BFC Unit	99-Cooperative Department. , Jaipur - 99
Administrative Department	10-Co-operative Department, Jaipur
Controlling Officer	107-Registrar, Co-operative Societies, Rajasthan, Jaipur
Department	158-Cooperative Department
HOD	158-Cooperative Department
Financial Year : 2013-2014	
Proposed Outlay 2013-2014	
Revenue Capital Loan	
Committed	
New	Details of New Items
<input type="button" value="Save"/> <input type="button" value="Reset"/>	

Figure 13

Validations:

- Only numeric values can be entered in the shown fields.
- All entered values are stored are in Lac.

3. Report

Annual Plan

Objective:

Draft Annual Plan (Statement – 1, 1A, 1B) / Five Year Plan (Statement – IV, IV A, IV B) for various schemes running under the department can be generated using this option. The report can be generated BFC Unit wise within a department.



Figure 14

- The above report is available for HOD. List of BFC Unit for the logged in user will be shown.
- Click on Plan -> Report -> Annual Plan as shown in Figure 12.

Draft Annual Plan			
Scheme-wise Breakup of Committed / Spillover Liabilities and New items			
<input checked="" type="radio"/> Annual Plan <input type="radio"/> Five Year Plan			
Select BFC Unit :	--Select BFCUnit--	Financial Year	--Select--
Select Category	<input type="radio"/> Total (Statement I) <input type="radio"/> TSP (Statement I A) <input type="radio"/> SCSP (Statement I B)	Report Type:	<input type="radio"/> PDF <input checked="" type="radio"/> Other
<input type="button" value="Show Report"/>			

Figure 15

- Select Annual Plan option.
- Select BFC Unit – report will contain the draft for all the schemes for selected BFC.
- Select financial year – draft of selected year will be displayed.
- Select Category:
 - 'Total':- 'Total Amount – (Normal + TSP + SCSP)' will be displayed in the report.
 - 'TSP':- 'TSP Amount' will be displayed in the report.
 - 'SCSP':- 'SCSP Amount' will be displayed in the report.
- Select report type:
 - PDF – report will be open as pdf file.
 - Other – report will be displayed below .
- Select 'Show Report' to view the report.

Draft Five Year Plan Scheme-wise Breakup of Committed / Spillover Liabilities and New items			
<input type="radio"/> Annual Plan <input checked="" type="radio"/> Five Year Plan			
Select BFC Unit :	<input type="text" value="99-Cooperative Department , Jaipur"/>	Five Year Plan <input type="text" value="12"/>	From Year <input type="text" value="2012"/> To Year <input type="text" value="2015"/>
Select Category	<input checked="" type="radio"/> Total (Statement IV) <input type="radio"/> TSP (Statement IV A) <input type="radio"/> SCSP (Statement IV)	Report Type:	<input type="radio"/> PDF <input checked="" type="radio"/> Other
<input type="button" value="Show Report"/>			

Figure 16

- Select Five Year Plan option.
- Select BFC Unit – report will contain the draft for all the schemes for selected BFC.
- Running Plan Number will be filled automatically in Five Year Plan No.
- List of plan years will be displayed in From Year and To Year.
- User can view the Five year plan draft for the as many years (in the plan span) as desired. Report for one or more years can be viewed.
- Select Category:
 - 'Total':- 'Total Amount – (Normal + TSP + SCP)' will be displayed in the report.
 - 'TSP':- 'TSP Amount' will be displayed in the report.
 - 'SCSP':- 'SCSP Amount' will be displayed in the report.
- Select report type:
 - PDF – report will be open as pdf file.
 - Other – report will be displayed below.
- Select 'Show Report' to view the report

Details of New Items

Objective:

Details of New Items (Statement – III) for various schemes running under the department can be generated using this option. The report can be generated BFC Unit wise within a department. This report gives total of 'Proposed Amount', 'TSP' amount and 'SCSP' amount for Revenue, Capital and Loan.



Figure 17

- The above report is available for HOD. List of BFC Unit for the logged in user will be shown.
- Click on Plan -> Report -> Details of new items as shown in Figure 15.

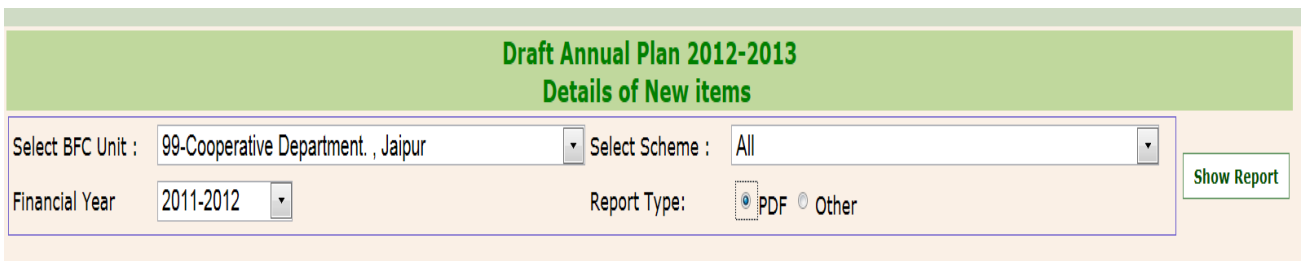
The screenshot shows a form titled 'Draft Annual Plan 2012-2013 Details of New items'. The form has a light green header. Below the header, there are four main input areas: 'Select BFC Unit' with a dropdown menu showing '99-Cooperative Department, Jaipur'; 'Select Scheme' with a dropdown menu showing 'All'; 'Financial Year' with a dropdown menu showing '2011-2012'; and 'Report Type' with radio buttons for 'PDF' (selected) and 'Other'. A 'Show Report' button is located on the right side of the form.

Figure 18

- Select BFC Unit
- Select Scheme –If all is selected, report will contain the draft for all the schemes for selected BFC. If specified scheme is selected, report for that scheme will be displayed.
- Select financial year – draft of selected year will be displayed.
- Select report type:
 - PDF – report will be open as pdf file.
 - Other – report will be displayed below Figure 13.
- Select 'Show Report' to view the report.

4. Forward / Reject / Accept

Objective:

The objective of this form is to check the entries and Accept / Reject / Forward.



Figure 19

- Click on Plan -> Data Entry -> Forward/Accept as shown in figure 19.
- Option for Forward will be shown as in figure 20.

Forward/Accept/Reject Annual Plans	
Select Action	<input type="radio"/> Accept <input type="radio"/> Reject <input type="radio"/> Accept&Forward <input checked="" type="radio"/> Forward <input type="radio"/> Reject Accepted Data
Select BFC Unit	<input type="text" value="-Select BFC Unit-"/>
<input type="button" value="Forward"/>	

Figure 20

- HOD/BCO user will Select Forward option and click on Forward button.
- The form is thus forwarded to AD for verification.
- Go on main/Home page. Click on Budget.
- AD will login.
- Click on Plan -> Data Entry -> Forward/Accept as shown in figure 19.

Forward/Accept/Reject Annual Plans	
Select Action	<input checked="" type="radio"/> Accept <input type="radio"/> Reject <input type="radio"/> Accept&Forward <input type="radio"/> Forward <input type="radio"/> Reject Accepted Data
Select BFC Unit	<input type="text" value="-Select BFC Unit-"/>
<input type="button" value="Accept"/>	

Figure 21

- Form for accept as in figure 21 will be shown
- AD can select Accept/Reject.
- If accepted, he can view the form and verify.
- If rejected, it will go back to HOD/BCO for corrections.