Integrated Financial Management System

BFC Profoma 14 (A) – User Manual

This document will help User in understanding the process of BFC Profoma 14 (A)

Prepared By:
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1 Introduction

1.1 About IFMS

Integrated Financial Management System (IFMS) is an e-Governance initiative of Rajasthan Government for effective, accountable and transparent Public Finance Management. IFMS has been conceptualized as an umbrella system covering all modular systems and their integration. The main objective of IFMS is to achieve computerization of state wide financial transactions and efficient monitoring and facilitate a Single Window interface across various functions.

1.2 Help Desk

In case of any query please contact at Help Desk –

<table>
<thead>
<tr>
<th>Email ID</th>
<th><a href="mailto:ifms-rj@nic.in">ifms-rj@nic.in</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone No.</td>
<td>0141-5153222</td>
</tr>
<tr>
<td>Extension</td>
<td>24452</td>
</tr>
</tbody>
</table>

2 Product Features

(1) Web application is developed in ASP.NET

(2) Reports are generated using Crystal Reports and SQL Server Reporting tool.

3 Installation Instructions

3.1 Software requirement

- Internet Explorer 7.0 or higher version
- PDF Acrobat Reader (9.0)

3.2 Hardware requirement

- Pentium 4 Desktop
- 512 MB RAM
- Printer (Dot-Matrix Printer or Laser)

3.3 Networking requirement

- Internet Connection with uninterrupted 512 kbps speed

3.4 Installation procedure

- User need to Access the application through following URL

URL: http://ifms.raj.nic.in/
4 BFC Profoma 14 (A)

**BFC Profoma 14 (A)** is related to **Work Module**. Before Entry in BFC Profomas user has to enter **Work Sanction** in this form. AD is the starting role in this form. AD has rights to create Work Sanction. Next screen shows login page from AD. (In Figure-1) This form helps HoD to add work. In this form it will display the Work Sanction form.

1) AD has rights to generate new sanction and after the finalization of sanction it will display on HOD level.
2) And also update or delete the sanction.
3) After create sanction user has rights to check the report.
4) After check the port user has also rights to finalize the Sanction.

**Login Screen AD:**

![Login Screen AD](image)

After selection the **Log in** Button Next screen will display. It is shown in figure-1

**Application Path:**

Sanctions ➔ Work ➔ Generate Sanctions

![Application Path](image)

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**State Budget Document**

Kindly visit for State Budget Document at (https://www.slt.gov.in/aspfiles/statebudget.aspx)

**Modified Budget Estimates for FY**

Modified BE for FY 2019-20 is available on IFMS at 31/07/20

Figure No -2
4.1.1 Generate Sanction

1) After Selection of **Generate sanction** next screen will display. There is three links and each link has some functionality.

   ![Sanctions Letter Entry Form](image)
   
   **Figure No -3**

2) Link :
   - **Sanction Entry**
   - **Remarks for Sanction Letter(Entry Form)**
   - **Sanction Letter to be send(CC)**

4.1.1.1 Sanction Entry

**Add/Save New Sanction Entry**

1) After click on **Sanction Entry** as shown in above diagram.

   ![Sanctions Letter Entry Form](image)
   
   **Figure No -4**

2) The following parameters inputs need to be provided by user.
   - **Budget Head** - It is display in read only mode
   - **BFC Type** - User has to select BFC Type
   - **Head Type** - User has to select Head Type

3) After the selection click on **Search** button it will display the following screen and user need to be input following parameters.
### Sanction Details

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sanction Type</td>
<td>- User has to select <strong>Add</strong> or <strong>Edit</strong></td>
</tr>
<tr>
<td>Sanction Year</td>
<td>- User has to select the Sanction Year</td>
</tr>
<tr>
<td>FD Approval ID</td>
<td>- User has to enter the FD Approval ID</td>
</tr>
<tr>
<td>FD Letter Date</td>
<td>- User has to enter the FD Approval Date</td>
</tr>
<tr>
<td>Sanction</td>
<td>- User has to select <strong>Revised</strong> or <strong>New</strong> or <strong>EditRevisedWork</strong></td>
</tr>
<tr>
<td>Ad Sanction Number</td>
<td>- User has to enter the Ad Sanction Number</td>
</tr>
<tr>
<td>AD Sanction Date</td>
<td>- User has to enter the Sanction Date</td>
</tr>
<tr>
<td>Total Sanction Amount</td>
<td>- User has to enter the Amount (in Thousand)</td>
</tr>
<tr>
<td>Sanction for Department</td>
<td>- User has to select Department for Sanction</td>
</tr>
<tr>
<td>Sanction to</td>
<td>- User has to enter Receiver’s Post Name for Sanction</td>
</tr>
<tr>
<td>Sanction Subject</td>
<td>- User has to enter Sanction Subject</td>
</tr>
<tr>
<td>Sanction Reference</td>
<td>- User has to enter Sanction Reference</td>
</tr>
<tr>
<td>Sanction Content</td>
<td>- User has to enter Sanction Content</td>
</tr>
<tr>
<td>Sanction From</td>
<td>- User has to enter Sender’s Post Name for Sanction</td>
</tr>
</tbody>
</table>

### Instructions

- **Figure No - 5**
  - After that **Save** to save the sanction. It will display the **Sanction Saved Successfully** message.

4) **Figure No - 6**

5) After that Two more following Parameters inputs need to be provided by User
- **Amount** - User has to enter the Amount (In thousands) against Current Financial Year
- **Date** - User has to enter the Date

6) After that click on Save to save the sanction. It will display the **Data Saved Successfully** message.

7) After that it will display following screen and user need to be input following parameters.

- **Work Name** - User has to enter Work Name in Hindi
- **Work Category** - User has to select Work Category
- **Add Sanction Amount** - User has to click on Add Sanction Amount for Work
- **Sanction Amount type** - User has to select Sanction Amount type and enter the Amount
- **Remark for Work** - User has to enter Remark for this work.

8) After that click on Save to save the sanction it will display the **Work Saved Successfully** message and done entry.
Update Sanction

1) To update in sanction click on Edit, User has enter the Sanction Id in Sanction Id and press the enter button. It will display Update and Cancel Option. You can change any field.
Figure No- 13

Figure No- 14

Figure No- 15

Figure No- 16
2) After update the fields click on **Update**. It will display the **Data Update Successfully** message.

![Data Update Successfully](image)

3) If you don’t want update any field click on **Cancel**.

### 4.1.1.2 Remarks for Sanction Letter (Entry Form)

1) Now User will choose second link **Remarks for Sanction Letter (Entry Form)** for Remarks.

![Remarks for Sanction Letter (Entry Form)](image)

Sanction Letter Remarks Entry Corresponding to Sanction Id is:5299 Saved Successfully.
2) After selection to **Remarks for Sanction Letter (Entry Form)** it will display the **Sanction ID**. User has to enter the **Sanction ID** and press the button Enter.

3) After press the button Enter it will display the **1. Remark**. User has to enter Remark.

4) For more than one remark User has to click **Add** Remarks for more remarks.

5) After that click on **Save** to save the remarks.

6) After click on **Save** it will display the **Sanction Letter Remarks Entry Corresponding to Sanction id is: Saved Successfully** message.

### 4.1.1.3 Sanction Letter to be Sent(CC)

1) Now User will choose the link **Sanction Letter to be Sent(CC)** to send copy to other Related Departments.

<table>
<thead>
<tr>
<th>Sanctions Entry</th>
<th>Remarks for Sanction Letter (Entry Form)</th>
<th>Sanction Letter to be Sent(CC)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sanction ID</td>
<td>5299</td>
<td>Sanction Number: 12345</td>
</tr>
<tr>
<td>Add Copy To</td>
<td>(Click On this button if you want to Add more Text Box Of Copy To)</td>
<td></td>
</tr>
</tbody>
</table>

- **1. Copy To**
  - मुख्य अभियोजन, पी.टी.डी. जेल, बंगाल

- **2. Copy To**
  - नक्शा वाली

   ![Sanction Letter to be Sent(CC) Figure No -21](image)

   **Sanction Letter Copies Corresponding to Sanction Id is: 5299 Saved Successfully.**

   ![Save](image)

   **Figure No -22**

2) After selection to **Sanction Letter to be Sent(CC)** it will display the **Sanction ID**. User has to enter the **Sanction ID** and press the button Enter.

3) After press the Enter button it will display the **1. Copy**. User has to enter Copy.

4) For more than one Copy user has to click **Add Copy to** for more copies.

5) After that click on **Save** to save the copies.

6) After click on **Save** it will display the **Sanction Letter Copies Corresponding to Sanction Id is: Saved Successfully** message.
4.1.2 Report
- Sanction Letter
- Status of Sanctions
- Sanction wise Detail

4.1.2.1 Sanction Letter
1) After Creation of Sanction, Click on Sanction Letter Button in Report option for Verification of Sanction. Next screen will display. It is shown in figure-..

Application Path:--
Sanctions --- Work --- Report --- Sanction Letter

![Image 23](image23.png)
Figure No - 23

2) After selection the Sanction Letter Button in Report option it will display the following parameters inputs need to be provided by user

![Image 24](image24.png)
Figure No - 24

- **Sanction ID (IFMS)** - User has to enter Sanction ID
- **Select Amount Type** - User has to select the Amount Type (Thousand or Lakh)
- **Report Show in** - User has to select PDF or Other format for Report.

3) Click on Show Report for Report. After Click on Show Report it will display the following report.
4.1.2.2 Status of sanctions

1) After checking Sanction Letter, Click on Status of Sanctions option in Report option for check status of sanctions. Next screen will display. It is shown in figure.-

Application Path:--

Sanctions ——> Work ——> Report ——> Status of Sanctions
2) After selection the **Status of Sanctions** option in **Report** option it will display the following parameters inputs need to be provided by user

<table>
<thead>
<tr>
<th>Financial Year</th>
<th>2019-2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Type</td>
<td>Summary, Detailed</td>
</tr>
<tr>
<td>Report Show in</td>
<td>PDF, Other</td>
</tr>
</tbody>
</table>

![Show Report Button]

**Figure No - 27**

- **Financial year** - User has to select Financial Year
- **Report Type** - User has to select the Report Type (Summary or Detailed)
- **Report Show in** - User has to select PDF or Other format for Report.

3) Click on **Show Report** for Report. After Click on **Show Report** it will display the following reports.

![NIC Logo]

**Government of Rajasthan**

**Financial Year: 2019-2020**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Department</td>
<td>Public Works Department, Jaipur(48)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Budget Head</td>
<td>4905-00-789-05-00-17-(P)-(V)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>12345-(5299)</td>
<td>10</td>
<td>10</td>
<td>N</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Grand Total:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Figure No. 28**

**4.1.2.3 Sanction Works Detail**

1) After checking Status of sanctions, Click on **Sanction Works Detail** option in **Report** option for check Sanction Works Detail. Next screen will display. It is shown in figure-..

**Application Path:**

Sanctions ➔ Work ➔ Report ➔ Sanction Works Detail
2) After selection the **Sanction Works Detail** link in **Report** option. There is three links and each link has some functionality.

3) **Link:**
   - **Budget Head Wise**
   - **Sanction ID Wise**
   - **Department Wise**

4.1.2.3.1 **Budget Head Wise**

After selection the **Budget Head Wise** link it will display the following screen and user need to be input following parameters.

- **Budget Head** - User has to enter Complete Budget Head with Object Head
- **Report Type** - User has to select PDF or Other format for Report.
4.1.2.3.2 Sanction ID Wise

After selection the Sanction ID Wise link it will display the following screen and user need to be input following parameters.

![Sanction Works Allotted to Offices](image)

- **Sanction ID** - User has to enter Sanction ID
- **Report Type** - User has to select PDF or Other format for Report.

4.1.2.3.3 Department Wise

After selection the Department Wise link it will display the following screen and user need to be input following parameters.

![Sanction Works Allotted to Offices](image)

- **Department Name** - User has to select Department Name from List.
- **Report Type** - User has to select PDF or Other format for Report.

4) After that Click on Show Report for Report. After selection the Show Report it will display the following reports.

![Government of Rajasthan](image)
4.1.3 Sanction Finalization

1) After Creation and Verification of sanction, Click on Finalization of Sanctions link for Sanction Finalization. Next screen will display. It is shown in figure -.

Application Path:--

![Sanctions to Work to Finalization of Sanctions](image)

Figure No – 35

2) After selection the Finalization of Sanctions link. There is two links and each link has some functionality.

![Finalization For Administrative Sanctions](image)

Figure No – 36

3) Link:
   - All
   - Budget Head Wise

4.1.3.1 All

After Click on All link it will display the following parameters inputs need to be provided by user.

![Finalization For Administrative Sanctions](image)

Figure No - 37

- Sanction All  - User has to select Selection Button of that Sanction Id.
4.1.3.2 Budget Head Wise

After that Click on **Budget Head Wise** link it will display the following parameters inputs need to be provided by user.

- **Budget Head** - User has to enter Complete Budget Head with object head
- **BFC Type** - User has to select BFC type
- **Head Type** - User has to select Head Type

4) After that Click on **Finalize** for sanction finalize. After Click on **Finalize** it will display the following display.

![Data Finalized Successfully](image)

Figure No - 38

After the Finalization of Sanction, HoD user will work on this sanction.