Integrated Financial Management System

Contingency – User Manual

This document will help User in understanding the process of contingency request.

Prepared By:
National Informatics Centre
## Contents

1 Introduction ........................................................................................................................................... 3
  1.1 About IFMS .................................................................................................................................. 3
  1.2 Help Desk ..................................................................................................................................... 3

2 Product Features .................................................................................................................................. 3

3 Installation Instructions .......................................................................................................................... 3
  3.1 Software requirement ...................................................................................................................... 3
  3.2 Hardware requirement ..................................................................................................................... 3
  3.3 Networking requirement .................................................................................................................. 3
  3.4 Installation procedure .................................................................................................................... 3

4 Contingency ........................................................................................................................................ 4-31
  4.1 On HoD Level ................................................................................................................................. 4-11
    4.1.1 Contingency Request ............................................................................................................... 5
    4.1.2 Forwarding Request to AD ....................................................................................................... 10
    4.1.3 Request Rejected By AD .......................................................................................................... 11

4.2 On AD Level .................................................................................................................................... 12-16
    4.1.1 Accept/Reject Request ............................................................................................................... 13
    4.1.2 Forwarding Request to BFC .................................................................................................... 14
    4.1.3 Request Rejected By BFC ........................................................................................................ 16

4.2 On BFC Level ................................................................................................................................... 17-21
    4.1.1 Accept/Reject Request ............................................................................................................... 18
    4.1.2 Forwarding Request to Budget ................................................................................................ 19
    4.1.3 Request Rejected By Budget .................................................................................................... 21

4.2 On Super User Level .......................................................................................................................... 22-31
    4.1.1 Accept/Reject Request ............................................................................................................... 23
    4.1.2 Generate Sanction ..................................................................................................................... 24
      4.1.2.1 Add Endorsement ............................................................................................................... 28
      4.1.2.1 Finalize Sanction ............................................................................................................... 29
    4.1.3 Transfer to HoD ....................................................................................................................... 29
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 Contingency

This form has multiple levels and each level has a role. Level is HoD to AD, AD to BFC then BFC to Budget and Budget to HoD. HoD is the starting role in this form. HoD has rights to add new contingency request. Next screen shows login page from HoD. (In Figure-1)

This form helps HoD and other user to add or deducted contingency request. In this form the contingency request sent from lower level to its higher level and finally the sanction is finalized by Budget user.

Flow of Level:

- HoD → AD
- AD ↔ BFC
- BFC → Budget
- Budget → HoD

4.1 On HoD Level

1) HoD has rights to add new request and forward this request to its upper level.
2) And also update or delete the contingency request.

Login Screen HoD:

![Login Screen HoD]

After Click on Log in Button Next screen will display. It is shown in figure-1

Application Path:

- Finance → Contingency → Contingency Request
1) After Selection of **Contingency Request** next screen will display. There is three links and each link has some functionality.

2) Link :
   - **Contingency Request**.
   - **Forwarding Request to AD**.
   - **Requests Rejected By AD**

![Contingency Request By HOD](image)

**4.1.1 Contingency Request**

**Add/Save Contingency Request**

1) After click on **Contingency Request** as shown in above diagram. It will display the four option.

2) The following parameters inputs need to be provided by user.
   - **Select BFC Unit** - User has to select the BFC Unit
   - **Budget Head** - It is display in read only mode
   - **Order Id** - User has to enter the order id in numeric
   - **Order date** - User has to enter the order date

3) After that click on **Add Service Head** It will also display the following parameters inputs need to be provided by user
   - **Service Head** - User has to enter the Budget Head with Object Head Code
   - **BFC Type** - User has to select the BFC Type
   - **Head Type** - User has to select the Head Type
   - **Rec Amount** - User has to enter the amount
   - **Non Rec Amount** - User has to enter the non rec amount
4) After that click on Add to save the contingency request.
5) It will display the Contingency Request Successfully saved message.

Refer Fig. - 4 to 9
Figure No -7

Contingency Request Successfully saved

OK

Figure No -8

Figure No -9
Update Operation

1) To update the amount click on Edit. It will display the Update and Cancel option.
2) After update the amount click on Update. It will display the Contingency Request Successfully Updated.
3) Otherwise click on Cancel.

Refer Fig. - 10 to 12
Remove/Delete Operation

1) To remove or delete the service head information click on Remove.
2) It will delete the service head information with amount.
3) And display the Contingency Request Successfully Deleted

Refer Fig. - 13, 14
4.1.2 Forwarding Request To AD

1) Now User will choose second link **Forwarding Request To AD** to forward requests.
2) After click on **Forwarding Request To AD** as shown in above diagram.
3) It will display the **BFC Unit**. User has to select the **BFC Unit**.
4) After select the **BFC Unit** it will display the **Contingency IFMS ID**.
5) After select the **Contingency IFMS ID** it will display the **service head information with rec amount and non rec amount**.
6) To forward the request to AD click on **Forward** button.
7) After click on Forward it will display the **Contingency Request Successfully Forwarded to AD** message.

Refer Fig. - 15 to 18

---

**Figure No -15**

**Contingency Request By HOD**

<table>
<thead>
<tr>
<th>Contingency Request</th>
<th>Forwarding Request To AD</th>
<th>Requests Rejected By AD</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Select BFC Unit</strong></td>
<td>Select BFCUnit--</td>
<td></td>
</tr>
</tbody>
</table>

**Figure No -16**

**Contingency Request By HOD**

<table>
<thead>
<tr>
<th>Contingency Request</th>
<th>Forwarding Request To AD</th>
<th>Requests Rejected By AD</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Select BFC Unit</strong></td>
<td>Treasuries and Accounts Department, Jaipur</td>
<td></td>
</tr>
<tr>
<td><strong>Contingency IFMS ID</strong></td>
<td>Select IFMSID--</td>
<td></td>
</tr>
</tbody>
</table>

**Figure No -17**

**Contingency Request By HOD**

<table>
<thead>
<tr>
<th>Contingency Request</th>
<th>Forwarding Request To AD</th>
<th>Requests Rejected By AD</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Select BFC Unit</strong></td>
<td>Treasuries and Accounts Department, Jaipur</td>
<td></td>
</tr>
<tr>
<td><strong>Contingency IFMS ID</strong></td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

**Budget Head | BFC Type | Head Type | RecAmount | NonRecAmount**

| 2054-00-095-01-00-01 | P | V | 143.5000 | 5055.5000 |

**Forward**

**Figure No -18**

**Message from webpage**

⚠️ **Contingency Request Successfully Forwarded to AD**

OK
### 4.1.3 Requests Rejected By AD

1) Now User will choose the link **Request Rejected By AD** to see rejected request which is rejected by AD.
2) After click on **Request Rejected By AD** It will display the BFC Unit.
3) After select the BFC Unit it will display the **Contingency IFMS ID**.
4) After select the **Contingency IFMS ID** it will display the **service head information with rec amount and non rec amount**.
5) To forward the rejected request to AD click on Forward.
6) It will display the **Contingency Request Successfully Forwarded to AD** message

Refer Fig. – 19 to 22

<table>
<thead>
<tr>
<th>Contingency Request</th>
<th>Forwarding Request To AD</th>
<th>Requests Rejected By AD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select BFC Unit</td>
<td>–Select BFC Unit--</td>
<td></td>
</tr>
</tbody>
</table>

Figure No -19

<table>
<thead>
<tr>
<th>Contingency Request</th>
<th>Forwarding Request To AD</th>
<th>Requests Rejected By AD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select BFC Unit</td>
<td>Treasuries and Accounts Department, Jaipur</td>
<td></td>
</tr>
<tr>
<td>Contingency IFMS Id</td>
<td>–Select IFMSID--</td>
<td></td>
</tr>
</tbody>
</table>

Figure No -20

<table>
<thead>
<tr>
<th>Contingency Request</th>
<th>Forwarding Request To AD</th>
<th>Requests Rejected By AD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select BFC Unit</td>
<td>Treasuries and Accounts Department, Jaipur</td>
<td></td>
</tr>
<tr>
<td>Contingency IFMS Id</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Budget Head</th>
<th>BFC Type</th>
<th>Head Type</th>
<th>RecAmount</th>
<th>NonRecAmount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2054-00-095-01-00-01</td>
<td>P</td>
<td>V</td>
<td>143.5000</td>
<td>5055.5000</td>
</tr>
</tbody>
</table>

![Forward button]

Figure No -21

![Message from webpage](image)

**Contingency Request Successfully Forwarded to AD**

![OK button]

Figure No -22
4.2 On AD Level

1) AD level user has the rights to update delete the contingency request amount after accept the request.
2) To accept the request AD user will have to login.

Login Screen AD

![Login Screen AD](image)

Figure No - 23

3) After Click on Log in Button Next screen will display.

Application Path:

Finance ➔ Contingency ➔ Contingency Request

![Application Path](image)

Figure No - 24

4) After Selection of Contingency Request next screen will display.
5) There is three links and each link has some functionality.
6) Link:
   - Accept/Reject Request
   - Forwarding Request to BFC
   - Request Rejected By BFC

4.2.1 Accept/Reject Request
1) After click on Accept/Reject Request it will display the BFC Unit.
2) After select the BFC Unit it will display the Contingency IFMS ID.
3) After select the Contingency IFMS ID it will display the service head information with rec amount and non rec amount.
4) To accept the request click on Accept Button
5) To reject the request click on Reject Button.

Refer Fig.- 26 to 28

---

### Contingency Request By AD (Amount In Thousand)

<table>
<thead>
<tr>
<th>Accept/Reject Request</th>
<th>Forwarding Requests to BFC</th>
<th>Requests Rejected By BFC</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Select BFC Unit</strong></td>
<td>--Select BFC Unit--</td>
<td></td>
</tr>
</tbody>
</table>

**Figure No - 26**

---

### Contingency Request By AD (Amount In Thousand)

<table>
<thead>
<tr>
<th>Accept/Reject Request</th>
<th>Forwarding Requests to BFC</th>
<th>Requests Rejected By BFC</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Select BFC Unit</strong></td>
<td>Treasuries and Accounts Department, Jaipur</td>
<td></td>
</tr>
<tr>
<td><strong>Contingency IFMS Id</strong></td>
<td>--Select IFMSID--</td>
<td></td>
</tr>
</tbody>
</table>

**Figure No - 27**

---

### Contingency Request By AD (Amount In Thousand)

<table>
<thead>
<tr>
<th>Accept/Reject Request</th>
<th>Forwarding Requests to BFC</th>
<th>Requests Rejected By BFC</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Select BFC Unit</strong></td>
<td>Treasuries and Accounts Department, Jaipur</td>
<td></td>
</tr>
<tr>
<td><strong>Contingency IFMS Id</strong></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td><strong>Budget Head</strong></td>
<td><strong>BFC Type</strong></td>
<td><strong>Head Type</strong></td>
</tr>
<tr>
<td>2054-00-095-01-00-01</td>
<td>P</td>
<td>V</td>
</tr>
</tbody>
</table>

**Figure No - 28**
Accept Operation

6) After click on Accept it will display the Contingency Request Successfully Accepted.

![Image of Contingency Request Successfully Accepted]

Figure No - 29

Reject Operation

7) After click on Reject it will display the Contingency Request Successfully Rejected to HoD.

![Image of Contingency Request Successfully Rejected to HoD]

Figure No - 30

4.2.2 Forwarding Request To BFC

1) After click on Forwarding Request To BFC It will display the BFC Unit.
2) After select the BFC Unit it will display the Contingency IFMS ID.
3) After select the Contingency IFMS ID it will display the service head information with rec amount and non rec amount.

Refer Fig. - 31, 32

<table>
<thead>
<tr>
<th>Select BFC Unit</th>
<th>--Select BFC Unit--</th>
</tr>
</thead>
</table>

Figure No - 31

<table>
<thead>
<tr>
<th>Select BFC Unit</th>
<th>Treasuries and Accounts Department, Jaipur</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contingency IFMS Id</td>
<td>--Select IFMS ID--</td>
</tr>
</tbody>
</table>

Figure No - 32
**Update Operation**

4) To update the amount click on **Edit** it will display the **Update** and **Cancel** option.
5) After update the amount click on **Update** it will display the **Data is Updated Successfully**.
6) Otherwise click on **Cancel**.

Refer Fig. - 33 to 35

![Figure No - 33](image)

![Figure No - 34](image)

![Figure No - 35](image)

**Forward Operation**

1) To forward the request to next level click on **Forward** button
2) After click on **Forward** it will display the **Contingency Request Successfully Forwarded to BFC**.

Refer Fig. - 36

![Figure No - 36](image)
4.2.3 Request Rejected By BFC

1) After click on **Request Rejected By BFC** it will display the BFC Unit.
2) After select the **BFC Unit** it will display the **Contingency IFMS ID**.
3) After select the **Contingency IFMS ID** it will display the service head information with rec amount and non rec amount.
4) To forward the Request click on **Forward** button.
5) After click on **Forward** it will display the **Contingency Request Successfully Forwarded to BFC**.

Refer Fig. - 37 to 40

<table>
<thead>
<tr>
<th>Contingency Request By AD (Amount In Thousand)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accept/Reject Request</td>
</tr>
<tr>
<td>-----------------------</td>
</tr>
</tbody>
</table>

**Select BFC Unit** --Select BFC Unit--

**Contingency Request By AD (Amount In Thousand)**

<table>
<thead>
<tr>
<th>Accept/Reject Request</th>
<th>Forwarding Requests to BFC</th>
<th>Requests Rejected By BFC</th>
</tr>
</thead>
</table>

**Select BFC Unit** Treasuries and Accounts Department, Jaipur

**Contingency IFMS Id** --Select IFMS ID--

**Contingency Request By AD (Amount In Thousand)**

<table>
<thead>
<tr>
<th>Accept/Reject Request</th>
<th>Forwarding Requests to BFC</th>
<th>Requests Rejected By BFC</th>
</tr>
</thead>
</table>

**Select BFC Unit** Treasuries and Accounts Department, Jaipur

**Contingency IFMS Id** 3

<table>
<thead>
<tr>
<th>Budget Head</th>
<th>BFC Type</th>
<th>Head Type</th>
<th>RecAmount</th>
<th>NonRecAmount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2054-06-05-01-00-01</td>
<td>P</td>
<td>V</td>
<td>143,5000</td>
<td>5055,5000</td>
</tr>
</tbody>
</table>

**Forward**

**Contingency Request Successfully Forwarded to BFC**

**Message from webpage**

**OK**

Figure No - 37

Figure No - 38

Figure No - 39

Figure No - 40
4.3 On BFC Level

1) BFC level user has the rights to update delete the contingency request amount after accept the request
2) To accept the request BFC user will have to login.

**Login Screen BFC**

![Login Screen BFC](image)

3) After Click on **Log in** Button Next screen will display.

**Application Path:**

```
Finance → Contingency → Contingency Request
```

![Application Path](image)

4) After Selection of **Contingency Request** next screen will display.

![Contingency Request By BFC](image)
5) There is three links and each link has some functionality.
6) Link:
   - Accept/Reject Request
   - Forwarding Request to Budget
   - Request Rejected By Budget

4.3.1 Accept/Reject Request at BFC level
1) After click on Accept/Reject Request it will display the BFC Unit.
2) After select the BFC Unit it will display the Contingency IFMS ID.
3) After select the Contingency IFMS ID it will display the service head information with rec amount and non rec amount.
4) To accept the request click on Accept Button
5) To reject the request click on Reject Button.

Refer Fig. - 44 to 46
Accept Operation at BFC level

6) After click on Accept it will display the **Contingency Request Successfully Accepted**.

![Figure No - 47](image)

Reject Operation at BFC level

7) After click on Reject it will display the **Contingency Request Successfully Rejected to AD**.

![Figure No - 48](image)

### 4.2.2 Forwarding Request To Budget

1) After click on **Forwarding Request To Budget** it will display the **BFC Unit**.
2) After select the **BFC Unit** it will display the **Contingency IFMS ID**.
3) After select the **Contingency IFMS ID** it will display the **service head information with rec amount and non rec amount**.

Refer Fig. - 49 to 51

![Figure No - 49](image)
Update Operation

4) To update the amount click on **Edit** it will display the **Update** and **Cancel** option.
5) After update the amount click on **Update** it will display the **Data is Updated Successfully**.
6) Otherwise click on **Cancel**.
Refer Fig. - 52, 53

Forward Operation

7) To forward the request to next level click on **Forward** button
8) After click on **Forward** it will display the **Contingency Request Successfully Forwarded to Budget**.

Refer Fig. - 54
4.3.3 Request Rejected By Budget

1) After click on Request Rejected By BFC it will display the BFC Unit.
2) After select the BFC Unit it will display the Contingency IFMS ID.
3) After select the Contingency IFMS ID it will display the service head information with rec amount and non rec amount.
4) To forward the Request click on Forward button.
5) After click on Forward it will display the Contingency Request Successfully Forwarded to Budget.

Refer Fig. - 55 to 58

---

**Contingency Request By BFC (Amount In Thousand)**

<table>
<thead>
<tr>
<th>Accept/Reject Request</th>
<th>Forwarding Requests to Budget</th>
<th>Requests Rejected By Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select BFC Unit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>--Select BFC Unit--</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Figure No - 55**

---

**Contingency Request By BFC (Amount In Thousand)**

<table>
<thead>
<tr>
<th>Accept/Reject Request</th>
<th>Forwarding Requests to Budget</th>
<th>Requests Rejected By Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select BFC Unit</td>
<td>Treasuries and Accounts Department, Jaipur</td>
<td></td>
</tr>
<tr>
<td>--Selected IFMSID--</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Figure No - 56**

---

**Contingency Request By BFC (Amount In Thousand)**

<table>
<thead>
<tr>
<th>Accept/Reject Request</th>
<th>Forwarding Requests to Budget</th>
<th>Requests Rejected By Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select BFC Unit</td>
<td>Treasuries and Accounts Department, Jaipur</td>
<td></td>
</tr>
<tr>
<td>Contingency IFMS Id</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Budget Head</th>
<th>BFC Type</th>
<th>Head Type</th>
<th>RecAmount</th>
<th>NonRecAmount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2054-00-015-01-00-01</td>
<td>P</td>
<td>V</td>
<td>142,500.00</td>
<td>5055,500.00</td>
</tr>
</tbody>
</table>

**Forward**

**Figure No - 57**

---

**Message from webpage**

Contingency Request Successfully Forwarded to Budget

**Figure No - 58**

---
4.4 On Super User Level

1) **Super User** has rights to accept or reject the request and also generate and finalize the request.
2) the **Super User Level** (DSBudget) has to login for that request

**Login Screen Super User:**

![Login Screen](image)

Figure No - 59

After Click on **Log in** Button Next screen will display. It is shown in figure

**Application Path:**

Finance ➔ Contingency ➔ Contingency Request

![Application Path](image)

Figure No - 60

1) After selection of **Contingency Request** next screen will display as shown in figure

![Contingency Request](image)

Figure No - 61
2) There is three links and each link has some functionality.
3) Link:
   - Accept/Reject Request
   - Generate Sanction
   - Transfer To HoD

4.4.1 Accept/Reject Request at Budget Level

1) After click on Accept/Reject Request it will display the BFC Unit.
2) After select the BFC Unit it will display the Contingency IFMS ID.
3) After select the Contingency IFMS ID it will display the service head information with rec amount and non rec amount.
4) To accept the request click on Accept Button
5) To reject the request click on Reject Button.

Refer Fig.- 62 to 64

---

**Contingency Request By Budget (Amount In Thousand)**

<table>
<thead>
<tr>
<th>Accept/Reject Request</th>
<th>Generate Sanction</th>
<th>Transfer To HOD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Select BFC Unit --Select BFC Unit--

---

**Contingency Request By Budget (Amount In Thousand)**

<table>
<thead>
<tr>
<th>Accept/Reject Request</th>
<th>Generate Sanction</th>
<th>Transfer To HOD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Select BFC Unit Treasuries and Accounts Department, Jaipur

Contingency IFMS Id --Select IFMS ID--

---

**Contingency Request By Budget (Amount In Thousand)**

<table>
<thead>
<tr>
<th>Accept/Reject Request</th>
<th>Generate Sanction</th>
<th>Transfer To HOD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Select BFC Unit Treasuries and Accounts Department, Jaipur

Contingency IFMS Id 3

<table>
<thead>
<tr>
<th>Budget Head</th>
<th>BFC Type</th>
<th>Head Type</th>
<th>RecAmount</th>
<th>NonRecAmount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2054-00-095-01-00-01</td>
<td>P</td>
<td>V</td>
<td>143,5000</td>
<td>5065,5000</td>
</tr>
</tbody>
</table>

Accept | Reject

---

Figure No - 62

Figure No - 63

Figure No - 64
Accept Operation at Budget level

6) After click on Accept it will display the **Contingency Request Successfully Accepted**.

![Contingency Request Successfully Accepted](image)

Figure No - 65

Reject Operation at Budget level

7) After click on Reject it will display the **Contingency Request Successfully Rejected to BFC**.

![Contingency Request Successfully Rejected to BFC](image)

Figure No - 66

4.4.2 Generate Sanction

1) After click on **Generate Sanction** It will display the **IFMS ID**.
2) and the following parameters inputs need to be provided by user.

- **IFMS ID** - User has to select the Contingency IFMS ID.
- **Sanction Number** - Enter the alphanumeric sanction number.
- **Admin/Section Name** - Enter admin name otherwise section name.
- **Sanction Subject** - Enter the subject for sanction request.
- **Reference** - Enter the reference for sanction request.
- **Sanction Text** - Enter the text for sanction request.
- **Issued By** - Enter the name which is issued by this sanction.
- **Endorsed By** - Enter the name endorsed name.
- **Designation** - Enter the designation name.
- **Effective Date** - Enter the date on which sanction is generated.
- **Designation (Issuer)** - Enter the designation name.

Refer Fig. - 67
<table>
<thead>
<tr>
<th><strong>IFMS ID</strong></th>
<th>--Select IFMSID--</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sanction No</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Admin / Section Name</strong></td>
<td>नेता विभाग</td>
</tr>
<tr>
<td><strong>Sanction Subject</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Reference</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Sanction Text</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Issued By</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Endorse By</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Designation</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Effective Date</strong></td>
<td></td>
</tr>
</tbody>
</table>

Figure No - 67
Generate/Save Sanction

3) After that to save the sanction click on Generate Sanction it will display the Data Save Successfully message.

Refer Fig. - 68, 69
**Update Sanction**

4) To Update the Sanction select the IFMS ID. It will display the sanction information
5) After update the sanction click on Update button
6) It will display the Data Updated Successfully message.

Refer Fig. - 70, 71

<table>
<thead>
<tr>
<th>IFMS ID</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sanction No</td>
<td>प 11(15)/उद्धो/1/97</td>
</tr>
<tr>
<td>Admin / Section Name</td>
<td>वित्त विभाग</td>
</tr>
<tr>
<td>Sanction Subject</td>
<td>संचालनकाल विभिन्न, राजु</td>
</tr>
<tr>
<td>Reference</td>
<td>आदेश नं. 11(15)/उद्धो/1/97/बैंकअ-04-05-2019</td>
</tr>
<tr>
<td>Sanction Text</td>
<td>प्रतिपादकीय मुद्दा, विभिन्न वर्षों और आयकर कानून के कुछ कुछ केंद्र 5.00 आयकर केंद्र</td>
</tr>
<tr>
<td>Characters remaining:</td>
<td>1000</td>
</tr>
<tr>
<td>Issued By</td>
<td>पी.एस.अकरम</td>
</tr>
<tr>
<td>Endorse By</td>
<td>प्र यापतक कवित</td>
</tr>
<tr>
<td>Designation</td>
<td>प्र उपचार कवित</td>
</tr>
<tr>
<td>Effective Date</td>
<td>04/05/2019</td>
</tr>
</tbody>
</table>

**Figure No - 70**

![Message from webpage]

**Figure No - 71**
**Add Endorsement**

1) To add the endorsement click on **Add Endorsement**
2) To save endorsement select **Remark** and enter the **Sequence Number**
3) After that click on **Save** it will display the **Data Save Successfully** message.

Refer Fig. - 72 to 75

---

### Add Endorsement

<table>
<thead>
<tr>
<th>Update</th>
<th>Reset</th>
<th>Add Endorsement</th>
<th>IsFinalized</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Remark</strong></td>
<td>--Select Remark--</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Sequence No</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Save**

**Figure No - 72**

---

<table>
<thead>
<tr>
<th>Update</th>
<th>Reset</th>
<th>Add Endorsement</th>
<th>IsFinalized</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Remark</strong></td>
<td>अधिकृता जिला परिषदें जमशेदपुर, सर्व शिक्षा अभियान, जमशेदपुर</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Sequence No</strong></td>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Save**

**Figure No - 73**

---

**Message from webpage**

![Data Save Successfully](image)

**Figure No - 74**

---

<table>
<thead>
<tr>
<th>Update</th>
<th>Reset</th>
<th>Add Endorsement</th>
<th>IsFinalized</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Remark</strong></td>
<td>--Select Remark--</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Sequence No</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Save**

**Figure No - 75**

---

<table>
<thead>
<tr>
<th>Add New</th>
<th>S.No.</th>
<th>IFMSId</th>
<th>Sequence Number</th>
<th>Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>3</td>
<td>1</td>
<td>1</td>
<td>अधिकृता जिला परिषदें जमशेदपुर, सर्व शिक्षा अभियान, जमशेदपुर</td>
</tr>
<tr>
<td>2</td>
<td>3</td>
<td>2</td>
<td>2</td>
<td>अधिकृता जिला परिषदें जमशेदपुर, सर्व शिक्षा अभियान, जमशेदपुर</td>
</tr>
</tbody>
</table>

**Figure No - 75**
Finalize Sanction Process

1) To finalize the generated Sanction click on **IsFinalized** button.
2) After click on **IsFinalized** it will display the **Data Finalized Successfully** message.

Refer Fig. - 76

---

4.4.3 Transfer to HoD

1) After click on **Transfer To HoD** it will display the **BFC Unit**.
2) After select the **BFC Unit** it will display the **Contingency IFMS ID**.
3) After select the **Contingency IFMS ID** it will display the service head information with rec amount and non rec amount.
4) To send the request to HoD click on **Transfer** button.
5) Before send the request to HoD, user also can update the request.

Refer Fig.- 77, 78
**Update Operation**

6) To update the amount click on **Edit** it will display the **Update** and **Cancel** option.
7) After update the amount click on **Update** it will display the **Data is Updated Successfully**.
8) Otherwise click on **Cancel**.

Refer Fig.- 79 to 81

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**Figure No - 79**

**Figure No - 80**

**Figure No - 81**
Transfer Operation

9) To send the finalized request to HoD click on Transfer button it will display the Contingency Request Successfully Final message.

Refer Fig.- 82, 83