Integrated Financial Management System

Loan From State Government – User Manual

This document will help User in understanding the process of State Loan.

Prepared By:
National Informatics Centre
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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>4452</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 State Loan – User Manual

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

This form helps Ad and BFC user to add or deducted State Loan amount. In this form the State Loan request sent from lower level to its higher level and finally the sanction is finalized by AD user.

Flow of Level:

| AD | BFC | BFC | AD | AD | Budget |

4.1 On AD Level

1) AD has rights to add new request and forward this request to its upper level.
2) And also update or delete the State Loan amount.

Login Screen AD:

![Login Screen AD](image)

Figure No -1

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

Application Path:

| Loan | State Loan | State Loan Request |
After Selection of **State Loan Request** next screen will display. There is seven links and each link has some functionality.

2) Link :
   - **Sanction Request By AD**.
   - **Forward Sanction Request to Expenditure**.
   - **AD Requests Rejected By Expenditure**
   - **AD Requests Accepted By Expenditure**
   - **Generate Sanction**
   - **Sanction Finalized By AD**
   - **Forward Sanction Request To Budget**

Refer Fig. - 3

**4.1.1 Sanction Request By AD operation on AD Level**

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

2) User has to select any one option of Loan
   - **New Loans**
   - **New Request**
   - **Edit Request**
   - **Request Status**
3) In the above screen following input parameters are needed.
- **New Loans** - To save new state loan
- **New Request** - To save state loan request
- **Edit Request** - To update the state loan request
- **Request Status** - To see the current status of the state loan request

### New Loan Process

**New Loans** - If user wants to save new loan choose this option.

#### Save Operation

4) After selection of **New Loans**, the above screen will display that shown in figure-5.

   The following parameters inputs need to be provided by user.
   - **Loan Name Hindi** - Enter loan name in Hindi
   - **Loan Name English** - Enter loan name in English

5) Now User will enter data as specified input parameter. it is showed in figure-6

---

**Figure No -4**

**Figure No -5**

**Figure No -6**
6) Thereafter user has to click on **Save** button.
7) If all the details are correct then it will show **Loan Save Successfully** message otherwise error message.
8) After save the new loan it will display in the **Loan Number** list.

Refer Fig. 7,8

![Message from webpage](image)

**Figure No - 7**

---

<table>
<thead>
<tr>
<th>Loan</th>
<th>New Loans</th>
<th>New Request</th>
<th>Edit Request</th>
<th>Request Status</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Loan Number</th>
<th>- Select Loan –</th>
</tr>
</thead>
<tbody>
<tr>
<td>-2. [नेहरू प्राथमिक विद्यालय]</td>
<td></td>
</tr>
<tr>
<td>-1. [Jaipur Metals &amp; Electricals Limited]</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Loan Name Hindi</th>
<th>Jaipur Metals &amp; Electricals Limited</th>
</tr>
</thead>
</table>

**Sanction Request By AD**

**Figure No - 8**

**Update Operation**

1) If user wants to update loan name then select the loan name from **Loan Number** list.
2) The input fields will have been filled by according to selected loan
3) After update the loan name user clicks on **Update** button then changes will occur
4) And **Loan Update Successfully** message is display.

Refer Fig. - 9,10

![Sanction Request By AD](image)

**Figure No - 9**
Delete Operation

1) If user wants to delete loan then select the loan from Loan Number list.
2) And click on Delete button and it will display the confirmation message.
3) To delete the Request click on OK otherwise Cancel.
4) After click on OK It will display the Loan Deleted Successfully message.

Refer Fig.- 11

New Request Process

New Request - if user wants to save the new sanction request choose this option.

Save Operation

<table>
<thead>
<tr>
<th>Loan</th>
<th>New Loans</th>
<th>New Request</th>
<th>Edit Request</th>
<th>Request Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loan Number</td>
<td>— Select Loan —</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Figure No - 12

1) After selection of New Request, the above screen will display that shown in figure-12.
2) User has to select the Loan Number.
3) After select the loan 'Loan Terms And Condition' section has been shown as shown in figure-13
4) The following parameters inputs need to be provided by user.
   - **Repayment** – User has to select this option that loan is repayment or not
   - **Interest Rate** – User has to choose that the loan interest rate is fixed or variable.
   - **Moratorium Period (Year)** – User has to select the moratorium period for loan
   - **Moratorium Repay Condition** – User has to select the moratorium repay condition for loan
   - **Period of Loan (Year)** – User has to select the period of loan
   - **No of Installment per Year** – User has to select the number of installment for loan.
   - **Budget Head** – User Enter Budget Head details
   - **BFC Type** – User has to select BFC Type from the following options
     - Central Assistance
     - State Fund
   - **Head Type** – User has to select Head Type from the following options
     - Voted
     - Charged

5) Once the user has entered all the details, he has to click **Search** button (Fig. no. 14).
6) As soon as user clicks search button, validation checks occur and if user has entered correct details than it will show next screen with **Department Information** section otherwise it shows error message.

Refer Fig. - 14, 15
### Sanction Request By AD

<table>
<thead>
<tr>
<th>Loan</th>
<th>○ New Loans ○ New Request ○ Edit Request ○ Request Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loan Number</td>
<td>-1- [Jaipur Metals &amp; Electricals Limited]</td>
</tr>
</tbody>
</table>

#### Loan Terms and Condition

<table>
<thead>
<tr>
<th>Repayment</th>
<th>○ Yes ○ No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interest Rate</td>
<td>○ Fixed ○ Variable Floating</td>
</tr>
<tr>
<td>Moratorium Period (Year)</td>
<td></td>
</tr>
<tr>
<td>Period Of Loan (Year)</td>
<td></td>
</tr>
<tr>
<td>No Of Installment Per Year</td>
<td></td>
</tr>
<tr>
<td>Rate Of Interest</td>
<td></td>
</tr>
<tr>
<td>Delay Interest Rate</td>
<td></td>
</tr>
</tbody>
</table>

#### Budget Head

<table>
<thead>
<tr>
<th>Budget Head</th>
<th>BFC Type</th>
<th>Head Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>6235</td>
<td></td>
<td>#Voted</td>
</tr>
<tr>
<td>02</td>
<td></td>
<td>#Charged</td>
</tr>
<tr>
<td>800</td>
<td></td>
<td></td>
</tr>
<tr>
<td>04</td>
<td></td>
<td></td>
</tr>
<tr>
<td>01</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Department Information

**Budget Head**: सामाजिक सुरक्षा तथा कल्याण के लिए कार्य - सामाजिक कल्याण - अन्य कार्य - वेतन व वेतनबंदी को अंतरंग प्रिंसिपल सुविधा योजना - राजस्थान वेतन विभाग कमिटा कंड को उपरांत

**BFC Unit**: 15-Pension and Pensioners' Welfare Department, Jaipur

**Budget Controlling Officer**: 11-Director, Pension and Pensioners' Welfare Department, Rajasthan, Jaipur

**Admin Department**: 20- विनियम विभाग, जयपुर

**Office**: 004-Director, Pension & Pensioners Welfare Department, Jaipur

**Demand Name**: 33-सामाजिक सुरक्षा और कल्याण

**Scheme Name**: [2895]- राजस्थान वेतन विभाग कंड कंड को उपरांत

**BE**: 500000.000

**RE**: 0.000

**Expenditure**: 0.000

**Reappropriation**: 0.000

**Supplementary**: 0.000

**Amount**: 678767.6570

**Required Loan Amount**: [Amount in Thousand]

**Purpose**: 0.000

---

**Figure No - 14**

**Figure No - 15**
7) To save the loan sanction request click on **Save**
8) After click on Save it will show **Sanction Request is inserted successfully** message otherwise error message.

Refer Fig. - 16 to 20

---

Figure No - 16

![Department Information](image)

---

Figure No - 17

![Message from webpage](image)
Repayment - Yes
Interest Rate - Fixed

<table>
<thead>
<tr>
<th>Sanction Request By AD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loan</td>
</tr>
<tr>
<td>○ New Loan</td>
</tr>
<tr>
<td>○ New Request</td>
</tr>
<tr>
<td>○ Edit Request</td>
</tr>
<tr>
<td>○ Request Status</td>
</tr>
<tr>
<td>Loan Number</td>
</tr>
<tr>
<td>1. (Jaspur Metals &amp; Electricals Limited)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Loan Terms and Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Repayment</td>
</tr>
<tr>
<td>○ Yes</td>
</tr>
<tr>
<td>○ No</td>
</tr>
<tr>
<td>Interest Rate</td>
</tr>
<tr>
<td>○ Fixed</td>
</tr>
<tr>
<td>○ Variable/Floting</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Moratorium Period (Year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Moratorium Repay Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Half Year</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Period Of Loan (Year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>No Of Installment Per Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rate Of Interest</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Delay Interest Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Budget Head</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Scheme</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>20686 Loan For Rajasthan Pensioners Medical Fund</td>
<td>100000</td>
</tr>
</tbody>
</table>

Figure No - 18
Repayment - Yes

**Interest Rate - Variable/Floating**

![Image of Sanction Request By AD form]

Figure No - 19

Repayment - No

![Image of Sanction Request By AD form]

Figure No - 20

**Note:-**

IFMS_SLoan ID does not generate in New Request Process. It's generate only in **Forward Sanction Request To Expenditure** option.
**Edit Request Process**

**Edit Request** - If user wants to update or delete the sanction request choose this option.

**Update Operation**

![Figure No - 21](image1)

1) After selection of **Edit Request**, the above screen will display that shown in figure-21.
2) User has to select the **Loan Number**.
3) After select the loan. '**Loan Terms And Condition**' section has been shown as shown in figure-22

![Figure No - 22](image2)

4) To update the Amount and Purpose user has to select the **Budget Head**.
5) User can update both **Loan Terms and Condition** and **Amount** or any one.
6) Thereafter user has to click on **Update** button.
7) If all the details are correct then it will show **Update Request Successfully** message otherwise error message.
Refer Fig. - 23 to 25

### Loan Terms and Condition

<table>
<thead>
<tr>
<th>Repayment</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interest Rate</td>
<td>Fixed</td>
<td>Variable/Floating</td>
</tr>
<tr>
<td>Moratorium Period (Year)</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Moratorium Repay Condition</td>
<td>Half Year</td>
<td></td>
</tr>
<tr>
<td>Period Of Loan (Year)</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>No Of Installment Per Year</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Rate Of Interest</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>Delay Interest Rate</td>
<td>1.50</td>
<td></td>
</tr>
</tbody>
</table>

### Budget Head

- **Budget Head**: 6235-02-800-(04)-(01)
- **BFC Type**: Central Assistance
- **Head Type**: Voted
- **Required Loan Amount**: 200000 (Amount In Thousand)

**Purpose**: नयाँ मैटरियल एण्ड वीर्य उपरोक्तक्षण तत्त्वात्मक के लिए कर्म

---

**Figure No - 23**

**Message from webpage**

*Update Request Successfully*

**Figure No - 24**

**Figure No - 25**
### Delete Operation

1) To delete Request select Loan from **Loan Number** list
2) After that select the budget head from **Budget Head** list
3) And click on **Delete** button and it will display the confirmation message.
4) To delete the Request click on **OK** otherwise **Cancel**.
5) After click on **OK** It will display the **Data Deleted Successfully** message.

Refer Fig. 26 to 29

---

<table>
<thead>
<tr>
<th>Loan Terms and Condition</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Repayment</strong></td>
<td><img src="radio" alt="Yes" /> <img src="radio" alt="No" /></td>
</tr>
<tr>
<td><strong>Interest Rate</strong></td>
<td><img src="radio" alt="Fixed" /> <img src="radio" alt="Variable/Floating" /></td>
</tr>
<tr>
<td><strong>Moratorium Period (Year)</strong></td>
<td>1</td>
</tr>
<tr>
<td><strong>Moratorium Repay Condition</strong></td>
<td>Half Year</td>
</tr>
<tr>
<td><strong>Period Of Loan (Year)</strong></td>
<td>8</td>
</tr>
<tr>
<td><strong>No Of Installment Per Year</strong></td>
<td>1</td>
</tr>
<tr>
<td><strong>Rate Of Interest</strong></td>
<td>1.00</td>
</tr>
<tr>
<td><strong>Delay Interest Rate</strong></td>
<td>1.50</td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th>Budget Head</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Budget Head</strong></td>
<td><img src="dropdown" alt="Select Budget Head-" /></td>
</tr>
</tbody>
</table>

---

*Figure No - 26*
### Loan Terms and Condition

<table>
<thead>
<tr>
<th>Loan Terms and Condition</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Repayment</td>
<td>Yes</td>
</tr>
<tr>
<td>Interest Rate</td>
<td>Fixed</td>
</tr>
<tr>
<td>Moratorium Period (Year)</td>
<td>1</td>
</tr>
<tr>
<td>Moratorium Repay Condition</td>
<td>Half Year</td>
</tr>
<tr>
<td>Period Of Loan (Year)</td>
<td>8</td>
</tr>
<tr>
<td>No Of Installment Per Year</td>
<td>1</td>
</tr>
<tr>
<td>Rate Of Interest</td>
<td>1.00</td>
</tr>
<tr>
<td>Delay Interest Rate</td>
<td>1.50</td>
</tr>
</tbody>
</table>

### Budget Head

<table>
<thead>
<tr>
<th>Budget Head</th>
<th>6235-02-800-(04)-[01]</th>
</tr>
</thead>
<tbody>
<tr>
<td>BFC Type</td>
<td>Central Assistance</td>
</tr>
<tr>
<td>Head Type</td>
<td>Voted</td>
</tr>
<tr>
<td>Required Loan Amount</td>
<td>200000.0000 (Amount in Thousand)</td>
</tr>
<tr>
<td>Purpose</td>
<td>बांडासू वैद्यक्ष एवं खेतीदारांक प्राधिकृत के लिए अर्थ</td>
</tr>
</tbody>
</table>

**Update** **Reset** **Delete**

**Figure No - 27**

**Message from webpage**

Are you sure to Delete this Request

- **OK**
- **Cancel**

**Figure No - 28**

**Message from webpage**

Data Delete Successfully

- **OK**

**Figure No - 29**
**Request Status Process**

**Request Status** - To see the current status of Request user has to select this option.

![Request Status Process Diagram](image)

1) After selection of **Request Status**, the above screen will display that shown in figure-31.
2) By default it will show the current status of all request.
3) User also see the current status by **Loan Number** or **IFMS_SLoanID**.
4) After select the loan from **Loan Number** list it will display the current status of selected loan.
5) Or after select the **IFMS_SLoanID** it will display the current status of selected **IFMS_SLoanID**.

Refer Fig. - 32,33

![Request Status Process Diagram](image)
**4.1.2 Forward Sanction Request to BFC**

1) Now User will choose second link **Forward Sanction Request To Expenditure** to forward entered requests.

2) After click on **Forward Sanction Request To Expenditure** as shown in above diagram.

3) It will display the four option.

   - **New Request** - To forward new sanction request
   - **Reject Request** - To forward that request which is rejected by Expenditure
   - **Pull Back Request** - To pull back that request which has been forwarded to Expenditure division but not accepted by Expenditure division.

**New Request Process**

1) To forward new request to Expenditure Division choose **New Request** option
2) After click on **New Request** It will display the **Loan** list.
3) After select the **Loan** it will display the Loan information and also Rate of Interest information.
4) After that click on **Forward** Button then confirmation message will generate.
5) User click on **OK** button then it will generate message **Request Forwarded Successfully**.

Refer Fig. - 35 to 38
Figure No - 35

Figure No - 36

Figure No - 37

Figure No - 38
Rejected Request Process

1) To forward rejected request which is rejected by Expenditure division
   1) After click on **Reject Request** it will display the **IFMS_SLoanID**.
   2) After select the **Loan** it will display the Loan information and also Rate of Interest information.
   3) After that click on **Forward Button** then confirmation message will generate.
   4) User click on **OK** button then it will generate message **Request Forwarded Successfully**.

Refer Fig. - 39 to 42
Pull Back Request Process

1) To pull back the request which has been forwarded but not accepted by Expenditure division.
2) After click on Pull Back Request it will display the IFMS_SLoanID.
3) After select the IFMS_SLoanID it will display the Loan Name.
4) After that click on Pull Back Request Button then confirmation message will generate.
5) User click on OK button then it will generate message Pull Back Request Successfully.

Refer Fig. - 44 to 46
4.1.3 AD Requests Rejected by Expenditure

1) Now User will choose the link **AD Request Rejected By Expenditure** to see rejected request which is rejected by Expenditure.

2) After click on **AD Request Rejected By Expenditure** as shown in above diagram.
3) It will display the **IFMS_SLoanID** list
4) After select the **IFMS_SLoanID** it will display the Loan Information.

Refer Fig. – 48
4.1.4 AD Requests Accepted by Expenditure

1) Now User will choose the link AD Request Accepted By Expenditure, to see accepted request which is Accepted by Expenditure.

![Figure No - 49]

2) After click on AD Request Accepted By Expenditure as shown in above diagram.
3) It will display the IFMS_SLoanID list
4) After select the IFMS_SLoanID it will display the Loan Information.
5) To see more information click on Loan Detail or ROI Detail

Refer Fig. - 50

![Figure No - 50]

4.1.5 Generate Sanction

To Generate Sanction user has to click the Generate Sanction. It will display the two option

- **Generate Sanction** - To generate sanction choose this option
- **Finalize Sanction** - To finalize the generated sanction choose this option
Generate Sanciton Process

Save Operation

1) After choose the **Generate Sanction** it will display the **IFMS_SLoanID** list.
2) After select the **IFMS_SLoanID** it will display the following parameters.
3) The following parameters inputs need to be provided by user in Generate Sanction Section.
   - **State Loan** - it will display the name of the loan of selected IFMS_SLoanID.
   - **Is Related to PD Account** - choose Yes if loan is related to PD Account otherwise No.
   - **Department/Institute Name** - Enter department name otherwise institute name.
   - **Admin/Section Name** - Enter admin name otherwise section name.
   - **Group Name** - Enter group 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 To** - Enter the name whose issue this sanction.
   - **Issued By** - Enter the name which is issued by this sanction.
   - **Endorsed By** - Enter the name endorsed.
   - **Designation To** - Enter the designation name.
   - **Designation (Issuer)** - Enter the designation name.
   - **Sanction Number** - Enter the alphanumeric sanction number.
   - **Sanction Date** - Enter the date on which sanction is generated.
4) **Is Related to PD Account** will show that loan is related to PD Account or not.
5) choose **Yes** if loan is related to PD Account otherwise **No**
6) After choose the **Yes**, It will display the **PD Account Number** list.
7) After Enter the required parameters click on **Save** to save the sanction request
8) it will display the **Sanction Generated Successfully**.

Refer Fig. - 51 to 55

---

**Figure No - 51**

**Figure No - 52**
| Choose Option | Generate Sanction ☑ | Finalize Sanction ☐ |
|---------------|---------------------|
| IFMS_SLoanID  | 100000              |
| State Loan    | 1- Jaipur Metals & Electricals Limited |
| Is Related to PD Account | Yes ☑ No ☐ |
| Department/Institute Name |  |
| Admin/Section Name | Finance Department, Jaipur |
| GroupName      |                     |
| Sanction Subject |                   |
| Reference      |                     |
| Sanction Text  |                     |
| Issued To      |                     |
| Issued By      |                     |
| Endorsed By    |                     |
| Designation To |                     |
| Designation (Issuer) |               |
| Sanction Number |                   |
| Sanction Date  | (dd/mm/yyyy)(01/01/2000) |

Figure No - 53
<table>
<thead>
<tr>
<th><strong>Integrated Financial Management System</strong></th>
</tr>
</thead>
</table>

| **State Loan** | -1. [Jaipur Metals & Electricals Limited] |
| **Is Related to PD Account** | Yes ☑ No |
| **PD Account Number** | 8334-मदरसा क्रिस्ट पाल्सक स्कूल |
| **Department/Institute Name** | सचिव |
| **Admin/Section Name** | वित्त विभाग, जयपुर |
| **Group Name** | ( गृह - 1 ) |
| **Sanction Subject** | जयपुर मैटल्स एंड इलेक्ट्राइक्स लिमिटेड को नई योजना हेतु ऊर्जा ] |
| **Reference** | पत्र क्रमांक प. 11 (15) उद्घोष 1/97 |
| **Sanction Text** | उर्जा: विभागीय जिम्मवाद में भाग लेने के लिए जिम्मदार व उम्मीदवार क्षेत्र के वालों के लिए 2 दिन (आगे बढ़ा दिए गए) के बाद के उद्घोष की संबंधित प्रमाणित तिथि तक तक सभी वालों के अधिभीत में उर्जा कार्य की आयु की है - |
| **Issued To** | आमदनी |
| **Issued By** | कृति वारुपाल |
| **Endorsed By** | |
| **Designation To** | उप शासन सचिव |
| **Designation (Issuer)** | उप शासन सचिव |
| **Sanction Number** | पत्र क्रमांक प. 11 (15) उद्घोष 1/97 |
| **Sanction Date** | 04/05/2019 (dd/mm/yyyy)(01/01/2000) |

**Figure No - 54**

**Message from webpage**

*Save Sanction Successfully*

**Figure No - 55**
9) After save the sanction it will also display the **Update** button with **Add Endorsement** and **Add Other Terms and Conditions** button

- **Update** - To update the generated sanction
- **Add Endorsement** - to save the endorsement
- **Add Other Terms and Conditions** - to save other terms and conditions for loan

**Update Operation**

10) After update the sanction click on **Update**. It will display the message **Update Sanction Successfully**.

Refer Fig. - 56, 57

<table>
<thead>
<tr>
<th>Generate Sanction</th>
</tr>
</thead>
<tbody>
<tr>
<td>IFMS_SLoanID</td>
</tr>
<tr>
<td>State Loan</td>
</tr>
<tr>
<td>Is Related to PD Account</td>
</tr>
<tr>
<td>PD Account Number</td>
</tr>
<tr>
<td>Department/Institute Name</td>
</tr>
<tr>
<td>Admin/Section Name</td>
</tr>
<tr>
<td>GroupName</td>
</tr>
<tr>
<td>Sanction Subject</td>
</tr>
<tr>
<td>Reference</td>
</tr>
<tr>
<td>Sanction Text</td>
</tr>
<tr>
<td>Issued To</td>
</tr>
<tr>
<td>Issued By</td>
</tr>
<tr>
<td>Endorsed By</td>
</tr>
<tr>
<td>Designation To</td>
</tr>
<tr>
<td>Designation (Issuer)</td>
</tr>
<tr>
<td>Sanction Number</td>
</tr>
<tr>
<td>Sanciton Date</td>
</tr>
</tbody>
</table>

**Figure No - 56**
Add Endorsement Process

Save Operation

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

Refer Fig. - 58 to 61
Update Operation

1) To update the endorsement click on Edit.
2) After update the sequence number click on Update otherwise Cancel.
3) After click on Update it will display the Data Update Successfully message.
Refer Fig. - 62, 63

<table>
<thead>
<tr>
<th>S.No.</th>
<th>IFMS_SLoanID</th>
<th>Sequence Number</th>
<th>Remark</th>
<th>Add New</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>100000</td>
<td>4</td>
<td>अति:िक कलकर (पुनर्निः) एवं थूम्ब अवृत्ति अधिकारी बीसलपुर परियोजना, केन्द्री</td>
<td>Update Cancel</td>
</tr>
<tr>
<td>2</td>
<td>100000</td>
<td>2</td>
<td>अति:िक जिला परियोजना समन्वय, सर्व शिक्षा अधियान, कोटा</td>
<td>Edit Delete</td>
</tr>
</tbody>
</table>

Delete Operation

1) To delete the endorsement click on Delete.
2) It will display the confirmation message.
3) To delete the click on OK otherwise click on Cancel.
4) It will display the Data Delete Successfully message.
Refer Fig. - 65 to 66
Add Other Terms and Conditions Process

Save Operation

1) To add extra terms and condition click on Add Other Terms and Conditions
2) To save Enter Sequence Number, and select Other Terms and Conditions
3) After that click on Save otherwise Cancel
4) After click on Save it will display the Data Save Successfully message.

Refer Fig. - 67 to 71
<table>
<thead>
<tr>
<th>S.No.</th>
<th>IFMS_SLoanID</th>
<th>Sequence Number</th>
<th>Other Terms And Condition</th>
<th>Add New</th>
</tr>
</thead>
</table>

**Figure No - 67**

<table>
<thead>
<tr>
<th>S.No.</th>
<th>IFMS_SLoanID</th>
<th>Sequence Number</th>
<th>Other Terms And Condition</th>
<th>Save</th>
<th>Cancel</th>
</tr>
</thead>
</table>

**Figure No - 68**

<table>
<thead>
<tr>
<th>S.No.</th>
<th>IFMS_SLoanID</th>
<th>Sequence Number</th>
<th>Other Terms And Condition</th>
<th>Save</th>
<th>Cancel</th>
</tr>
</thead>
</table>

The AD Advised that this amount shall be used only for the purpose of meeting out the liabilities of Retired benefits.

**Figure No - 69**

**Figure No - 70**
Update Operation

1) To update the terms and condition click on Edit.
2) After update the sequence number or terms and conditions click on Update otherwise Cancel.
3) After click on Update it will display the Data Update Successfully message.

Refer Fig. -

Delete Operation

1) To delete terms and conditions click on Delete.
2) It will display the confirmation message.
3) To delete the terms and conditions click on OK otherwise click on Cancel.
4) It will display the Data Delete Successfully message.
Finalize Sanction Process

1) To finalize the generated Sanction choose Finalize Sanction.
2) After choose the Finalize Sanction it will display the IFMS_SLoanID
3) Before Finalize the sanction request user has to transfer amount in PD Account if Loan is related to PD Account otherwise finalize the sanction request.

Refer Fig. - 76, 77
Figure No - 76

Figure No - 77

**Amount Transfer in PD Account Process**

1) To Transfer the amount in PD Account
2) Select **IFMS_SLoanID** it will display the Amount Transfer in PD Account section
3) It will display the following parameters
   - **State Loan** - state loan Name
   - **PD Account Number** - loan related pd account number
   - **Treasury office** - the list of treasury office
4) After select the **Treasury Office** click on **Edit** to enter the amount which is transferred.

Refer Fig.- 78, 79
Amount Transfer Process

5) After Enter the amount click on **Amount_Transfer** to transfer the amount
6) OR to undo the amount transfer operation click on **Amount_Transfer_Cancel**
7) OR to cancel the amount transfer click on **Cancel**.
8) After click on **Amount_Transfer** it will display the confirmation message
9) To Transfer the amount click on **OK** otherwise **Cancel**.
10) After click on **OK** it will display the **Amount Transfer Successfully** message.

Refer Fig - 80 to 83
Integrated Financial Management System

Figure No - 80

Figure No - 81

Figure No - 82

Figure No - 83
Amount Transfer Cancel Process

11) To undo the amount transfer click on **Edit**.
12) After enter the amount click on **Amount_Transfer_Cancel**
13) It will display the message **Amount Transfer Cancel Successfully** message.

Refer Fig. - 84 to 86

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**Figure No - 84**

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**Figure No - 85**

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**Finalize Operation**

14) To finalize the sanction request click on **Finalize**.
15) It will display the confirmation message to finalize the request click on **OK** otherwise **Cancel**.
16) After click on **OK** it will display the **Finalize Sanction Request Successfully** message.
4.1.6 Sanction Finalized By AD

1) To see the finalized sanction request click on Sanction Finalized By AD.
2) After click on Sanction Finalized By AD it will display the IFMS_SLoanID.
3) After select the IFMS_SLoanID it will display the Finalized Sanction Information or PD Account Amount Transfer Information section.

Refer Fig.- 90, 91
4.1.7 Forward Sanction Request To Budget

1) This option is used to send the request to budget whose state loan is related to pd account number.
2) To send the request to Budget click on Forward Sanction Request to Budget
3) After click on Forward Sanction Request to Budget it will display the two options
   - **Forward Request** - To forward the request to Budget
   - **Pull Back Request** - To pull back the request which is not accepted by Budget.

Forward Request Operation

4) After select the Forward Request it will display the IFMS_SLoanID
5) It will display the Loan Information. To see more information click on Loan Detail or ROI Detail.
6) To Forward the request click on Forward it will display the message Request Forwarded Successfully.

Refer Fig.- 93 to 96
**Integrated Financial Management System**

### Figure No - 93

#### Forward Sanction Request To Budget

<table>
<thead>
<tr>
<th>Request</th>
<th>Forward Request</th>
<th>Pull Back Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>IFMS_SLoanID</td>
<td>-Select IFMS_SLoanID-</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>IFMS_SLoanID</th>
<th>Loan</th>
<th>IsRepayment</th>
<th>BudgetHead</th>
<th>ITC Type</th>
<th>Head Type</th>
<th>Scheme Code</th>
<th>PDAccountNumber</th>
<th>Amount</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>100000</td>
<td>1. [Jagur Metals &amp; Electrical Limited]</td>
<td>Yes</td>
<td>2015-02-300 (04-01)</td>
<td>Stable Fund</td>
<td>Valid</td>
<td>24966</td>
<td>Loan For Rejcted Pensioners Medical Fund</td>
<td>150000</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>IsRepayment</th>
<th>MoratoriumPeriod</th>
<th>MoratoriumRepay</th>
<th>PeriodOfLoan</th>
<th>NoOfInstalmentPerYear</th>
<th>ROI Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>1</td>
<td>HalfYear</td>
<td>8</td>
<td>1</td>
<td>ROI Detail</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rate Of Interest</th>
<th>Delay Pay Interest</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.00</td>
<td>1.90</td>
</tr>
</tbody>
</table>

[Forward]

### Figure No - 94

**Message from webpage**

Are you sure to Forward this Request?

[OK] [Cancel]

### Figure No - 95

**Message from webpage**

Request Forwarded Successfully

[OK]

### Figure No - 96
Pull Back Request Operation

1) To pull back the request which is not accepted by budget choose **Pull Back Request**.
2) After select the **Pull Back Request** it will display the **IFMS_SLoanID**.
3) After select the **IFMS_SLoanID** it will display the Loan Name
4) To pull back the request click on **Pull Back Request** button it will display the confirmation message.
5) click **OK** to pull back request otherwise Cancel
6) After click on **OK** it will display the **Pull Back Request Successfully** message.

Refer Fig.- 97 to 101

---

### Figure No - 97

### Figure No - 98

### Figure No - 99
4.2 On BFC Level

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

Login Screen BFC

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

Application Path:-

Loan → State Loan → State Loan Request
4) After Selection of **State Loan Request** next screen will display.

5) There is four links and each link has some functionality.

6) Link :
   - Sanction Request By AD.
   - Accepted/Modify Request By BFC
   - Finalize Sanction Request By BFC
   - Sanction Finalized By BFC

### 4.2.1 Sanction Request by AD Operation at BFC level

7) After click on **Sanction Request by AD** as shown in above diagram figure - 105.
8) It will display the forwarded sanction **IFMS_SLoanID** of AD.
9) To Accept the Request select **IFMS_SLoanID**.
10) It will display the Loan Information and Rate of Interest information. To see this information click on **Loan Detail** or **ROI Detail**.
11) To Accept click on Accept Button
12) To Reject click on Reject Button.

**Accept Operation in (Sanction Request by AD) at BFC level**

1) To accept the request user has to click on **Accept**.
2) After click on **Accept** it will display the confirmation message.
3) To accept this request click on **OK** otherwise click on **Cancel**
4) After click on **OK** it will generate message **Request Accepted Successfully** message.

Refer Fig. - 106 to 108
Reject Operation in (Sanction Request by AD) at BFC level

1) To reject the request user has to click on **Reject**.
2) After click on **Reject** it will display the confirmation message .
3) To reject this request click on **OK** otherwise click on **Cancel**.
4) After click on **OK** it will generate message **Request Rejected Successfully** message

Refer Fig. - 109 to 111
4.2.2 Accepted/Modify Request by BFC

1) To modify the loan amount, loan terms and rate of interest user has to click on Accepted/Modify Request by BFC.
2) It will display the accepted sanction IFMS_SLoanID of BFC.
3) After select the IFMS_SLoanID, it will display the loan amount, Loan Information and Rate of Interest.
4) To update this click Edit and to update more information click on Loan Detail or ROI Detail.
5) To update click on Update otherwise click on Cancel.
6) After update it will display Data Updated Successfully message.

Refer Fig. - 112 to 114
4.2.3 Finalized Sanction Request by BFC

1) To finalize the request user has to click on **Finalized Sanction Request by BFC**.
2) After click on this if will display the list of **IFMS_SLoanID**.
3) After select the **IFMS_SLoanID** it will display the loan information
4) User has to save **FileID** before finalize the request.

Refer Fig.- 115, 116
Save FileID Process

1) To save fileId click on **Save FileID**. It will display the Enter File ID panel to save file id.

2) The following parameters inputs need to be provided by user.
   - **File ID** - user will enter alphanumeric File ID.
   - **File ID Date** – user will enter date on which the request has been finalized.

3) Now user enter all require input and click on **Save** to save the File ID. it will generate message **File ID Save Successfully**.

Refer Fig. - 117 to 119
Update FileID Process

1) To update fileld click **on Save FileID.** It will display the Enter File ID panel.
2) It will display the **File ID** and **File ID Date**.
3) After update the following parameter user will click on **Update**.
4) it will generate message **Update File ID Successfully**.

Refer Fig. - 120, 121
**Finalize Process**

1) To finalize the request click on **Finalize**.
2) After click on **Finalize** button the confirmation message will be display.
3) After click on **OK** button then request will finalize and it will show message ‘**Request finalized successfully**’.
4) User finalized the request only one time and after finalization the **Edit FileID** and **Finalized** button will be disabled.

Refer Fig. - 122 to 124
4.2.4 Sanction Finalized by BFC

1) To saw the finalized Request user has to click on **Sanction Finalized by BFC**.
2) After click on this it will display the list of **IFMS_SLoanID**.
3) After select the **IFMS_SLoanID** it will display the loan information and also the File ID information.
4) To see more Loan information click on **Loan Detail** or **ROI Detail**.

Refer Fig.- 125, 126
4.3 On Super User Level

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

Login Screen Super User:--

After Click on Log in Button Next screen will display. It is shown in figure-127

**Application Path:**--

Loan → State Loan → State Loan Request

Figure No - 127

1) After selection of **State Loan Request** next screen will display as shown in figure-.
2) There is three links and each link has some functionality.
3) Link:
   - Sanction Request By AD.
   - Accepted Request
   - Forward Request for Sanction

### 4.3.1 Sanction Request By AD operation on Budget Level

1) After click on **Sanction Request by AD** it will display the list of **IFMS_SLoanID**.
2) After select the **IFMS_SLoanID** it will display the loan information.
3) To see more information click on **Loan Detail** or **ROI Detail**.
4) To Accept the Request click on **Accept**.
5) To Reject the Request click on **Reject**.

Refer Fig.- 129, 130
Accept Operation

1) To accept the request click on Accept
2) After click on Accept it will display the confirmation message.
3) To accept the request click on OK otherwise click on Cancel.
4) After click on OK it will display the Request Accept Successfully message.

Refer Fig. - 131 to 133
Reject Operation

1) To reject the request click on **Reject**
2) After click on **Reject** it will display the confirmation message.
3) To reject the request click on **OK** otherwise click on **Cancel**.
4) After click on **OK** it will display the **Request Rejected Successfully** message.

Refer Fig. - 134 to 136

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**Figure No - 134**

![Reject Operation Figure 134](image1)

**Figure No - 135**

![Reject Operation Figure 135](image2)

**Figure No - 136**

![Reject Operation Figure 136](image3)
### 4.3.2 Accepted Request

1) To see the request accepted by Super User click on **Accepted Request**
2) After click **Accepted Request** it will display the list of IFMS_SLoanID.
3) After select the **IFMS_SLoanID** it will display the loan information.
4) To see more information click on **Loan Detail** or **ROI Detail**.

Refer Fig.- 137, 138

<table>
<thead>
<tr>
<th>IFMS_SLoanID</th>
<th>-Select IFMS_SLoanID-</th>
</tr>
</thead>
</table>

**Figure No - 137**

<table>
<thead>
<tr>
<th>IFMS_SLoanID</th>
<th>Loan</th>
<th>IsRepayment</th>
<th>BudgetHead</th>
<th>BFC Type</th>
<th>Head Type</th>
<th>Scheme Code</th>
<th>Amount</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>100000</td>
<td>[Jatpur Meats &amp; Electricals Limited] Yes</td>
<td>6236-02-200-04(JT) State Fund</td>
<td>Yoked</td>
<td>[2866]: Loan For Ragathan Prisoners Medical Fund</td>
<td>100000</td>
<td>[दरांग नेत्रों के लायक] जेलीयांकलन के लिए लोन प्रदान करने के लिए</td>
<td>Loan Detail</td>
<td></td>
</tr>
</tbody>
</table>

**Figure No - 138**

<table>
<thead>
<tr>
<th>IsRepayment</th>
<th>MoratoriumPeriod</th>
<th>Moratorium Repay Condition</th>
<th>PeriodOfLoan</th>
<th>NoOfInstallmentPerYear</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>1</td>
<td>Half Year</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rate Of Interest</th>
<th>Delay Per Interest</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>150</td>
</tr>
</tbody>
</table>
4.3.2 Forward Request For Sanction

1) To forward the Request for PD Fund Sanction click on Forward Request for Sanction.
2) After click Forward Request for Sanction it will display the list of IFMS_SLoanID.
3) After select the IFMS_SLoanID it will display the PD Account Number and Treasury Office list with the loan information.
4) To forward the request select Treasury Office and click on Forward button.
5) After click on Forward it will display the confirmation message.
6) To forward the request click on OK otherwise click on Cancel.
7) After click on OK it will display the Request Forwarded for Sanction Successfully message

Refer Fig.- 139 to 141
Figure No - 143

Figure No - 144