Administrative & Financial Sanctions Management System
Introduction
AFSMS is a tool for online generation and dissemination of Administrative & Financial Sanctions. URL: https://afs.raj.nic.in

Roles
1. Nodal Admin
2. Admin
3. HO
4. SA
5. DSC Admin
6. DSC Nodal
1. Nodal Admin :-

Nodal Admin is Nodal of all the departments. It has privilege to create and modify admin users of all the departments. Nodal Admin can view department wise Released, Canceled Sanctions and Summary reports . After login to the Nodal admin user will get the screen as shown in Fig. (2).

Fig. (2)
Master Entry

User Administration :-

Nodal Admin can create and modify admin users for all departments, administrative departments and financial department. On clicking User Administration in Menu Bar respective form will open as shown in fig (3)

![Image of User Administration Form](image.png)

Fig.(3)
**Reports:** Nodal Admin can view department wise Released, Canceled Sanctions and Summary reports.
- Released Sanction
- Cancelled Sanction
- Department wise Summary.

On clicking Reports in Menu Bar respective form will open as shown in fig (4)
**Home** :- On clicking Home - Home page will be displayed.

**Password** :- for change own Password.

**Logout** :- On clicking Logout - User will be logged out from the system.

**2. Admin :-**

Each department has an admin login. Admin can create and modify various Masters. After login to the admin user will get the screen as shown in Fig. (5).
Master Entry

Designation Master :- Add and Modify Concerning Designation of Department.
Committee Master :- Add and Modify Concerning Committee’s of Department.
Sanctioning Authority :- Admin can create and Modify Sanctioning authority Master.
User Administration :- Admin can create and Modify login for various offices of their department.

Role
- HO (Head of Office)
- SA (Sanctioning Authority )
- DSC Admin (DSC Approvals)
- DSC Nodal (DSC Admin Approvals)

Funding Source Master :- Admin can create and Modify Local Source of Funding.
Category Master :- Admin can create and Modify category Master.
Terms & Conditions Master :- Admin can create and Modify term and conditions.
Dimension Formula Master :- Admin can create and Modify Dimension Formula.
Designation Master:-

Fig. (6)
Committee Master:-

![Integrated Financial Management System](image_url)

**Committee Master**

- Mandatory fields are marked with an asterisk (*).
- **Committee Name**: [Field]
- **Committee Short Name**: [Field]

**Committee List**

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Committee Name</th>
<th>Committee Short Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Empowered Board Committee</td>
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<td>Finance Committee</td>
<td>FC</td>
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<td>3</td>
<td>Policy Planning Committee</td>
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<td>4</td>
<td>State Level Scheme Sanctioning Committee</td>
<td>SLSSC</td>
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**Disclaimer**: Data owned and managed by Public Health Engineering Department, Jaipur, Govt. of Rajasthan. Website designed and developed by National Informatics Centre, Rajasthan.

Fig. (7)
Sanctioning Authority Master:

![Sanctioning Authority Master](image)

**Fig. (8)**
User Administration:

![User Administration Interface](image)

**Fig. (9)**
Funding Source Master:

![Image of Funding Source Master interface]

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**Fig. (10)**
Fig. (11)
Terms & Conditions Master:

Fig. (12)
Dimension Master :-

Fig. (13)
3. HO (Head of Office) :-

This User can initiate

- Administrative Approvals.
- Financial Approvals.
- Combine Administrative Financial Approvals.
- BFC Proposals.
- Forest department subordinate level Procedure are different.
- A & F Sanction Proposals.
After Login user will get the screen as shown in Fig. (14)
Master Entry :-
  1. User Administration
  2. Approving Authority
  3. Approving Authority Verification

BFC New Proposal :-
  4. BFC Performa 14(B)
  5. BCF Approvals

Approvals :-
  6. Draft Administrative Approval
  7. Administrative Approvals
  8. Draft Financial Approvals
  9. Financial Approvals
  10. Approvals for A&F Sanction
  11. Forwarded Approvals for A&F Sanction
  12. Released A&F Sanction

Combine Approvals :-
  13. Draft Combined Admin & Fin. Approval
  14. Combined Admin & Fin. Approval
  15. Approvals for A&F Sanction
16. Forwarded Approvals for A&F Sanction
17. Released A&F Sanctions

Send to Other Dept. :-
18. Draft Proposal
19. Proposals
20. Draft Financial Approval
21. Financial Approvals
22. Approvals for A&F Sanction
23. Forwarded Approvals for A&F Sanction
24. Released A&F Sanctions

Non BSR Items:-
25. Forward Non BSR Item

Received for Approvals (within department ):-
26. Received Administrative Approval
27. Received Financial Approvals
28. Received Combined Admin & Fin Approvals
29. Received A&F Sanctions
Received BFC Proposals :-
   30. BFC Approval Performa 14(B)

Received from Other Dept. (for Approvals) :-
   31. Received Proposals
   32. Proposals Administrative Approvals
   33. Released A&F Sanctions

Home :- On clicking Home - Home page will be displayed.
Password :- Admin can change own Password.
Logout :- On Logout - User will be logged out from the system.
Master Entry:

1. User Administration:

User can Create, Modify Subordinate Offices by User Administration option. screen shown as in Fig. (15)
2. Approving Authority :

User can Add, Modify Approving Authority Master. On clicking Approving Authority option user will get the screen as shown in Fig. (16)
3. Approving Authority Verification :-
User can verify/reject Approving Authority Verification request. On clicking Approving Authority Verification option user will get the screen as shown in Fig. (17).

![Image of Approving Authority Verification screen]

**Fig. (17)**

**BFC New Proposal :-**

4. BFC Performa 14(B) :-

On clicking BFC Performa 14(B) option user will get the screen as shown in Fig. (18) on the next page. User has to fill the required details for the BFC New Project Proposal and submit. After than forward to HOD (Head Of Department).
Fig. (18)
5. BFC Approval: -

In this section you see Forwarded, BFC Approved, Rejected and all record of BFC Approval. On clicking BFC Approval option user will get the screen as shown in Fig. (19) on the next page.
Approvals (with in department):

6. Draft Administrative Approval:

On clicking Draft Administrative Approval option user will get the screen as shown in Fig. (20) on the next page. User has to fill the required details for the Administrative Approval of the new project and submit. After than forward to Approving Authority.

Fig. (20)
7. Administrative Approvals :-

In this section you see Forwarded, Approved, Rejected and all record of Administrative level and if you select Approved in Status then Proceed to Financial Approval option is appeared in the last column as shown in Fig. (21) Click on this user will get the screen as shown in Fig. (22) Financial Approval of the Project.
Estimate Detail of the Project (Financial)

Mandatory fields are marked with an asterisk (*).

**Project Name**: Performing energy audit services for all working pump units at Five Pumping Stations of Panna Lal Banupal Lift

**Project Description**: Performing energy audit services for all working pump units at Five Pumping Stations of Panna Lal Banupal Lift

**Project Cost (Foreseen Estimated)**: ₹68 (in lacs)

**Project Start Financial Year**: 2019-20

**Project Completion Period (in Financial Year)**: 2

**Work Type**: Capital

**Work Category**:

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<tr>
<th>S.No</th>
<th>Budget Head</th>
<th>Amount (in lacs)</th>
<th>Funding Agency</th>
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<tbody>
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<td>1</td>
<td>4700-04-04-01-11-11 (D/V)</td>
<td>₹68</td>
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</tr>
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</table>

Fig (22)
8. Draft Financial Approval :-

On clicking this option user will get the screen as shown in Fig (23). Click on Forward button for Financial Approval of the project.

Fig (23).

In this section you see Forwarded, Approved, Rejected and all record of Financial level (Select Status) as shown in Fig. (24).

Fig (24)
10. Approvals for A&F Sanction :-

In this section user will see all the Financial Approvals of the Projects. User has to click on Send Proposal for A&F Sanction option as shown in Fig. (25) to send proposal for A&F Sanction.

Fig (25)
11. Forwarded Approvals for A&F Sanction:

In this section user will see forwarded proposals of A&F Sanctions with status as shown in Fig. (26).

![Integrated Financial Management System](image)

**Fig (26)**
12. Released A&F Sanction:­
In this section user will see Released A&F Sanctions as shown in Fig. (27).
Combine approval :-

13. Draft Combined Administrative & Fin. Approval :-

On clicking Draft Combined Administrative & Approval option user will get the screen as shown in Fig. (28). User has to fill the required details for the Combined Administrative & Approval of the new project and submit. After than forward to Approving Authority.
14. Combined Admin & Fin Approval :-
In this section you see Forwarded, Approved, Rejected and all record of Combined Admin & Financial Approval. On clicking this option user will get the screen same as shown in Fig (21).

15. Approvals for A&F Sanction :-
In this section user will see all the Combined Admin & Financial Approvals of the Projects. On clicking this option user will get the screen same as shown in Fig (25).

16. Forwarded Approvals for A&F Sanction :-
In this section user will see forwarded Combined proposals of A&F Sanctions with status. On clicking this option user will get the screen same as shown in Fig (26).

17. Released A&F Sanction :-
In this section user will see all the Combined Released A&F Sanctions of the Projects. On clicking this option user will get the screen same as shown in Fig (25).
Send to Other Dept. :-

18. Draft Proposal :-
In this option we create new proposal, modify proposal and forward to other Department office for Administrative approval. This option uses only other department. In this section user will see Released A&F Sanctions as shown in Fig. (29).

![Fig (29)](image-url)
19. Proposals :-
In this option user can see forwarded, In process, approved, rejected record. On clicking Proposals option user will get the Proposals screen as shown in Fig. (30).
20. Draft Financial Approvals: -
When Proposal Administrative level approved than proceed to Financial Approval. Proposal goes to financial level and then enter the Finance and BSR Details and after Submitting the Record data will show in draft financial approval. On clicking Draft Financial Approval option user will get the Draft Financial Approval screen as shown in Fig. (31).

Fig (31)
21. Financial Approvals:-

In this option user can see forwarded, approved, rejected record of other department in finance level. On clicking Financial Approval option user will get the Financial Approval screen as shown in Fig. (32).

![Financial Approval Screen](image)
22. Approvals for A&F Sanction :-
When Proposal Financial level approved then record show in Approvals for A&F Sanction. After Approval of both Administrative and Finance Level then proposal will send to Sanction Authority for A&F Sanction. On clicking Approvals for A&F Sanction option user will get the Approvals for A&F Sanction screen as shown in Fig. (33).
23. Forwarded Approvals for A&F Sanction: -
When Proposal send for A&F Sanction then forwarded record show in Forwarded Approvals for A&F Sanction. On clicking Forwarded Approvals for A&F Sanction option user will get the Forwarded Approvals for A&F Sanction screen as shown in Fig. (34).

![Fig (34)](image)
24. Released A&F Sanctions: -

Released A&F Sanction record show in Released A&F Sanction. this option use only for other department case. On clicking Released A&F Sanction option user will get the Released A&F Sanction screen as shown in Fig. (35).

![Image of Released A&F Sanction screen]

**Fig (35)**
Non BSR Items:-

25. Forward Non BSR Item :-
In this option user can see pending, forwarded, approved, rejected record of Non BSR Items. When non BSR item will approve from HOD office than use in A&F Sanction. On clicking Forwarded Non BSR Item option user will get the Forwarded Non BSR Item as shown in Fig. (36).

Fig (36)
26. Received Administrative Approval:-
In this option user can see forwarded, approved, rejected record of other office in same department. and can also further forward for approval to another office. this show only administrative level record in own department. On clicking Received Administrative Approvals option user will get the Received Administrative Approvals as shown in Fig. (37).

Fig (37)
27. Received Financial Approval :-

![Image of Integrated Financial Management System]

**Fig (38)**
28. Received Combined Admin & Fin Approvals :-

Fig (39)
29. Released A&F Sanctions :-
Released A&F Sanction record show in Released A&F Sanction (Signed by Sanction Authority). this option use only for other office in same department case. On clicking Released A&F Sanction option user will get the Released A&F Sanction screen as shown in Fig. (40).

![Fig (40)]
Received BFC Proposals: -

30. BFC Approval Performa 14(B): -

Fig (41)
Received from Other Dept. (for Approvals) :-

31. Received Proposals :-

This option user can see Received, Accepted, rejected record of other department. and can also Accepted and rejected Proposals. when Accepted Proposal than take further action in same department. this show only administrative level record of other department. On clicking Received Proposals option user will get the Screen Received Proposals as shown in Fig. (42).

Fig (42)
32. Proposals Administrative Approvals :-
This option user can see pending, forwarded, approved, rejected record of other office in other department and can also further forward for approval to another office. This shows only administrative level record in other department. On clicking Proposals Administrative Approvals option user will get the Screen Proposals Administrative Approvals as shown in Fig. (43).

![Administrative Approval of the Project](image_url)
33. Released A&F Sanctions:
This option is used for A&F Sanction received from other departments. On clicking the Released A&F Sanctions option, the user will get the Screen Released A&F Sanctions as shown in Fig. (44).

![Integrated Financial Management System](image)

**Fig (44)**
4. SA (Sanctioning Authority) :-

After login user will get the screen as shown in Fig. (45).

**Fig (45)**

Options for SA user
- Default copy to
- eToken Registration
- Received AFS Proposal, Corrigendum, Cancellation and Revised A&F.
- Draft Sanctions, Released Sanctions and Cancelled Sanctioned
Master Entry :-

Default copy to :-
User can add and modify Default Copy to Master as shown in Fig. (46).

![Web Interface for Financial Management System](image_url)
eToken Registration :-

User can register his DSC eToken as shown in Fig. (47).
AFS :

New AFS Proposals :
On clicking New AFS Proposals option will get the screen as shown in Fig. (48).

![Fig (48)](image-url)
A & F Sanction form for New AFS Proposals:-
On clicking Sanction button as shown in Fig. (48) user will get the screen as shown in Fig. (49).
A&F Corrigendum :-

On clicking A&F Corrigendum option user will get the screen as shown in Fig. (50).

Fig (50)
A&S Cancellation :-
On clicking AFS Cancellation option user will get the screen as shown in Fig. (51).

![Fig. (51)](image-url)
Revised A&F :-
On clicking Revised A&F option user will get the screen as shown in Fig. (52).
Report :-

Draft Sanctions :-
In this section user can see Draft Sanctions as shown in Fig. (53) and Fig. (54) on the next page.

Fig. (53)
<table>
<thead>
<tr>
<th>S.No</th>
<th>Project</th>
<th>Submitted By</th>
<th>A &amp; F No</th>
<th>A &amp; F Date</th>
<th>Budget Head</th>
<th>Estimated Cost (in lacs)</th>
<th>Habituation Detail</th>
<th>Attachment</th>
<th>Modify</th>
<th>Remove</th>
<th>Digital Signature</th>
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<tr>
<td>1</td>
<td>Project 366</td>
<td>U&amp;M City Dev. I, Jaipur</td>
<td>1029-CBB9-6-C-1</td>
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<td>10</td>
<td>MH, OH, Town</td>
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<tr>
<td>2</td>
<td>Replacement of old blockage/managed &amp; under sized pipe line in various moallas at U&amp;WS, Bhandal</td>
<td>ASTEXG.CITY SUBDIV/WRTH MHS, JAIPUR</td>
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<td>3</td>
<td>Replacement of old blockage/managed &amp; under sized pipe line in various moallas at U&amp;WS, Bhandal</td>
<td>ASTEXG.CITY SUBDIV/WRTH MHS, JAIPUR</td>
<td>1029-CBB9-7-C-1</td>
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<td>4</td>
<td>Replacement of infiltration pipe line in ward no. 60 and 72 at Ghaziabad under city sub division VIII North Jaipur</td>
<td>ASTEXG.CITY SUBDIV/WRTH MHS, JAIPUR</td>
<td>1029-CBB9-10-C-1</td>
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<td>5</td>
<td>Construction and commissioning of 2 ren. 200 mm dia take wells in rotary strata at U&amp;WS, Bhor</td>
<td>ASTEXG.CITY SUBDIV/WRTH MHS, JAIPUR</td>
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<td>6</td>
<td>Augmentation of U&amp;WS Seawater line</td>
<td>ASTEXG.CITY SUBDIV/WRTH MHS, JAIPUR</td>
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<td>7</td>
<td>Providing, installation, of GSM and GPS based real time water tanker tracking management information system with dedicated mobile and web application under city circle (South) Jaipur</td>
<td>Chief Engineer, Jaipur</td>
<td>1029-CBB9-13</td>
<td>04/04/2019</td>
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<td>575</td>
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<tr>
<td>8</td>
<td>Replacement of polluted prone pipe line in Krishna Colony, Sita Colony and Reviwala Kashiw Ameer Road under city division of North Jaipur</td>
<td>Chief Engineer, Jaipur</td>
<td>1029-CBB9-14</td>
<td>04/04/2019</td>
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<td>9</td>
<td>Replacement of polluted prone pipe line at doshi mohalla, checha hamta mohalla ward no. 10, 12 and 18 U&amp;WS Bagar</td>
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<td>Distribution of water at Bistaklia borewell works, U&amp;WS Bhimani</td>
<td>Chief Engineer, Jaipur</td>
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</table>
Released Sanctions :-
In this section user can see Released A & F Sanctions as shown in Fig. (55) and Fig (56) on the next page.

Fig. (55)
<table>
<thead>
<tr>
<th>S. No.</th>
<th>Project</th>
<th>Submitted By</th>
<th>A &amp; F No</th>
<th>A &amp; F Date</th>
<th>Estimated Cost (in Lacs)</th>
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<th>OH</th>
<th>Town</th>
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<td>SITC Work of OE Bumps: NDE bearing at Veer</td>
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<td>Repairing of Syphon Breaker Valve at Veer</td>
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<td>Cost Estimate</td>
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Fig. (56)
Cancelled Sanctions :-

In this section user can see Cancelled A & F Sanctions as shown in Fig. (57) on the page.

Fig. (57)
5. DSC Admin (DSC Approvals):-

After login user will get the screen as shown in Fig. (58).
Master Entry :-

**eToken Registration :-**
User can register his DSC eToken as shown in Fig. (59).
Registration Activation :-

User we can activate pending e-Token for AFS users as shown in Fig. (60).
Report:-

Active e-Token:-
In this section user can see Active e-Token report as shown in Fig. (61).

![Image of e-Token report](image-url)
Deactivate e-Token:

In this section user can see deactivate e-Token report as shown in Fig. (62).
6. DSC Nodal (DSC Admin Approvals) :-

After login user will get the screen as shown in Fig. (63).
Master Entry :-

Registration Activation :-
User can activate pending e-Token for DSC admin user only as shown in Fig. (64).
Report:-

Active e-Token:-

In this section user can see Active e-Token report as shown in Fig. (65).
Deactive e-Token:-

In this section user can see deactive e-Token report as shown in Fig. (66).
Thanks