Integrated Financial Management System
AD Level

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/](http://ifms.raj.nic.in/)

![FigureNo.-1]
4 PD Fund Transfer:

This form helps AD user to add PD Fund Transfer Entry under IFMS. The AD will login to the IFMS for using the web based application PD Fund Transfer.

Figure No.- 2

5 Requests For Fund Transfer By AD:

Finance —> PD Fund Transfer —> PD Fund Transfer Sanction

Figure No.- 3

1) Click on Request for fund transfer by AD link button.
5.1 Sanction Entry New:

1) Select New from radio button list.

2) Select Sanction Entry With Budget Head (Multiple).
5.1.1 Sanction Entry Budget Head (Multiple):

1) Select the Sanction Entry Budget Head (multiple).
2) Enter the Budget Head.
3) Select Head Type Voted or Charged.
4) Select the BFC type Central Assistance or State Fund
5) Select PD Institute Type Self Or Other. If we select other option then below screen will appear.

![Figure No.-6](image)

6) Select Administrative Department From Drop Down Box.

![Figure No.-7](image)
7) Select PD Account Number From Drop Down Box.

8) Select Treasury From Drop Down Box.
9) Then Click On Search. After Click on Search Button Department Information Block is as shown below:-
1) On Click Hide Button Department Information Hide.

2) Department Information Contains BFC Unit, Administration Department, Department, Scheme Name Budget Controlling Officer, Demand Name and Budget Head.

5.1.1 Sanction Entry:

1) Click on Sanction Entry Tab.(Grid View Show Which Contains all object head code with corresponding budget head)

2) Insert the Transfer money that can't exceed the difference of allotment and expenditure (Transfer Amount <= Allotment - expenditure).

3) Insert the Purpose (mandatory), After Insertion we can update it also.

4) Click on Save Button for saving the data. And Data Saved Successfully message will appear on the screen.

5) Click on Another Budget head for another fund transfer entry else not.

6) Other options are Checklist Details, PD Account At Glance, Transfer the Budget head(Discuss Below).
5.1.1.2 Checklist Detail:

1) Click on Checklist Detail Tab.

2) Enter the Utilization Certificate number (Number only).

3) Enter the Utilization Certificate Date.

4) Upload Utilization certificate file.

5) Click on Save button for uploading Utilization Certificate file.

6) For Another fund transfer entry click on Another Budget Head.

5.1.1.3 PD Account at Glance:

1) Click on PD Account At Glance Tab.

2) PD Account balance is shown.
3) PD Account expenditure is shown.

5.1.1.4 Transfer to Budget Head:

1) Click on Transfer To Budget Head Tab. (Grid View Show all PD Budget Head with same fund transfer amount which is previously entered in Sanction Entry.)

2) If you add one more budget head as revenue then the amount added will be deduct form PD Budget Head amount.

3) If you edit the amount then it will be adjust from PD Budget head amount. Edit is used to update the Amount and given Reason. Edit or Add Block shown below.
1) Enter Amount to update.
2) Enter Reason to update.
3) On Click Update Button. Data save successful.
4) Click on Another Budget Head to add one more budget head to PD Budget Head.
5) Click on Close link button to close the popup window.

5.1.2 Sanction Entry PD Account (Multiple):

![Figure No.-17](image1.png)

![Figure No.-18](image2.png)
1) Select the Sanction Entry PD Account (multiple).
2) Select the PD institute Type. If we select Others option than below screen will appear.

![Image of PD Account Fund Transfer](image)

3) Fill the Budget Head.
4) Fill the Budget head.
5) Select Head Type Voted or Charged.
6) Select the BFC type Central Assistance or State Fund
7) Select the Treasury from the drop down list.
8) Click on Search Button.

After select or fill entire field and search for account transfer Department information shown below.

![Image of Department Information](image)

1) On Click Hide Button, Department Information will hide.
2) Click on Sanction Entry.
5.1.2.1 Sanction Entry:

1) Insert the transfer amount that can’t exceed the difference of allotment and expenditure (Transfer Amount <= Allotment - expenditure).

2) Insert the Purpose (mandatory), After Insertion we can update it also.

3) Click on Save Button for saving the data. And Data Saved Successfully message will appear on the screen.

4) Click on Another Budget head for another fund transfer entry else not.

5.1.2.2 Checklist Details:

[Diagram of the checklist details with steps 1 to 5 indicated]

1) Department Information
2) Scheme Name
3) Budget Controlling Officer
4) Demand Name
5) Budget Head

[Description of the checklist details with steps 1 to 5]
1) Insert the Utilization Certificate number. It will take numeric only.

2) Select the Utilization Certificate date.

3) Select Utilization Certificate File to Upload. It can includes pdf or image file.

4) Click on Save Button for saving the data. And Data Saved Successfully message will appear on the screen.

5) Click on Another Budget head for another fund transfer entry else not.

5.1.2.3 PD Account at Glance:

1) Click on PD Account At Glance Tab.

2) PD Account balance is shown.

3) PD Account expenditure is shown.

5.1.2.4 Transfer To Budget Head:

1) Click on Transfer To Budget Head Tab.(Grid View Show all PD Budget Head with same fund transfer amount which is previously entered in Sanction Entry.)

2) If you add one more budget head as revenue then the amount added will be deduct form PD Budget Head amount.

3) If you edit the amount then it will be adjust from PD Budget head amount. Edit is used to update the Amount and given Reason. Edit or Add Block shown below.
6) Enter Amount to update.

7) Enter Reason to update.

8) On Click Update Button. Data save successful.

9) Click on Another Budget Head to add one more budget head to PD Budget Head.

10) Click on Close link button to close the popup window.

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Figure No.-26
5.2 Sanction Entry Forwarded By HOD:

1) Select Forwarded from the list.

2) Enter Purpose If you want to update it.

3) Check the row in which you want to update purpose.

4) Click on Accept button to accept Fund Transfer Request Forwarded by HOD.

5) Click on Reject Button to reject the Fund Transfer Request Forwarded by Hod.
6) Enter Remarks for rejection of fund transfer request forwarded by hod.

7) Click on Reject Button to reject the Fund Transfer Request Forwarded by Hod.

Figure No.-29

Figure No.-30
5.3 Sanction Entry Modification:

1) Select Modification from the list.

2) Select Sanction / Note Sheet Modification from the list.

5.3.1 Sanction Modification:
3) Select Ifms ID from the dropdown list.
4) Select Budget Head(Multiple) / PD Account(Multiple) from the Sanction Entry List.

5.3.1.1 Sanction Modification Budget Head (Multiple):

5) Select PD Account Number from drop down list.

6) Select Budget Head from drop down list.
7) Enter Transfer Amount to be change/update. Transfer amount must be less than equal to the difference of allotted amount and expenditure (Allotment - Expenditure).

8) Enter Purpose to update.

9) Check that row which you want to update.

10) Click on Modification Button to save the data. Below screen will appear.

11) Click on Reset Button to reset entry.
### 5.3.1.2 Sanction Modification PD Account (Multiple):

1) Select PD Account (Multiple) from Sanction Entry.
2) Select Budget Head from drop down list.

3) Enter Transfer Amount to be change/update. Transfer amount must be less than equal to the difference of allotted amount and expenditure( Allotment - Expenditure).

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**Figure No.-38**

**Figure No.-39**

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**NIC-IFMS-Budget-PD Fund Transfer Module**

Page 22
4) Enter Purpose to update.
5) Check that row which you want to update.
6) Check that row which you want to update.
7) Click on Modification Button to save the data. Below screen will appear.

![Figure No.-40]

**5.3.2 NoteSheet Modification:**

![Figure No.-41]

1) Select NoteSheet from the list.
2) Select Ifms Id from the list.
3) Enter NoteSheet Number.
4) Select NoteSheet Date.
5) Browse Pdf/image file to upload.

6) Click on Upload Button and Data Upload Successfully message will appear on the screen.

7) Click on Reset Button to reset all the entries.

8) Click on download link button to open the uploaded NoteSheet file.
6 Forwarding Request to Expenditure :

1) Enter Purpose to update.

2) Check that row which you want to update.

3) Click on Forward Button to save the data. Below screen will appear.
# 7 Request Rejected By BFC:

<table>
<thead>
<tr>
<th>IFMS ID</th>
<th>Admin Code</th>
<th>PDAccountNumber</th>
<th>PD Account Balance</th>
<th>Demand Number</th>
<th>Budget Head</th>
<th>ObjectHeadCode</th>
<th>BFC Type</th>
<th>Head Type</th>
<th>Transfer Amount</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>20</td>
<td>63024-मैत्री क्रिकेट पंचीत स्वल्प</td>
<td>25</td>
<td>2004-00-007-05-01</td>
<td>01</td>
<td>P</td>
<td>V</td>
<td>1000</td>
<td></td>
<td>testing to check 353</td>
</tr>
<tr>
<td>1</td>
<td>20</td>
<td>63024-मैत्री क्रिकेट पंचीत स्वल्प</td>
<td>25</td>
<td>2004-00-007-05-01</td>
<td>03</td>
<td>P</td>
<td>V</td>
<td>570</td>
<td></td>
<td>test 2 changed by agent</td>
</tr>
<tr>
<td>1</td>
<td>20</td>
<td>63024-मैत्री क्रिकेट पंचीत स्वल्प</td>
<td>25</td>
<td>2004-00-007-05-01</td>
<td>04</td>
<td>P</td>
<td>V</td>
<td>500</td>
<td></td>
<td>changed when all reject</td>
</tr>
<tr>
<td>4</td>
<td>2</td>
<td>6852-AGRICULTURE UNIVERSITY KOTA</td>
<td>2000</td>
<td>25</td>
<td>2004-00-007-05-01</td>
<td>01</td>
<td>P</td>
<td>V</td>
<td>10000</td>
<td>In testing modify for acc</td>
</tr>
</tbody>
</table>

Figure No.-48

# 8 Request Accepted By BFC:

<table>
<thead>
<tr>
<th>IFMS ID</th>
<th>Admin Code</th>
<th>PDAccountNumber</th>
<th>PD Account Balance</th>
<th>Demand Number</th>
<th>Budget Head</th>
<th>ObjectHeadCode</th>
<th>BFC Type</th>
<th>Head Type</th>
<th>Transfer Amount</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>20</td>
<td>63024-मैत्री क्रिकेट पंचीत स्वल्प</td>
<td>25</td>
<td>2004-00-007-05-01</td>
<td>01</td>
<td>P</td>
<td>V</td>
<td>1000</td>
<td></td>
<td>testing to check 353</td>
</tr>
<tr>
<td>1</td>
<td>20</td>
<td>63024-मैत्री क्रिकेट पंचीत स्वल्प</td>
<td>25</td>
<td>2004-00-007-05-01</td>
<td>03</td>
<td>P</td>
<td>V</td>
<td>570</td>
<td></td>
<td>test 2 changed by agent</td>
</tr>
<tr>
<td>1</td>
<td>20</td>
<td>63024-मैत्री क्रिकेट पंचीत स्वल्प</td>
<td>25</td>
<td>2004-00-007-05-01</td>
<td>04</td>
<td>P</td>
<td>V</td>
<td>500</td>
<td></td>
<td>changed when all reject</td>
</tr>
<tr>
<td>4</td>
<td>2</td>
<td>6852-AGRICULTURE UNIVERSITY KOTA</td>
<td>2000</td>
<td>25</td>
<td>2004-00-007-05-01</td>
<td>01</td>
<td>P</td>
<td>V</td>
<td>10000</td>
<td>In testing modify for acc</td>
</tr>
</tbody>
</table>

Figure No.-49
9 PD Fund Transfer Report:

1) Select Financial Year.
2) Select IFMS ID.
3) Select Report Type PDF or Other.
4) Click on Show Report.

After Click on Button Report is as shown below.

Figure No.-52

![Figure No.-52](image)

Figure No.-53

![Figure No.-53](image)
10 Sanction Finalized By AD:

1) Click on Sanction Finalized By AD Link Button.

10.1 Generate Sanction By AD:

1) Select the Generate Sanction from radio button list.
2) Select IFMS ID.

3) Enter Admin / Section Name.

4) Enter Sanction Subject.

5) Enter Sanction Reference.
6) Enter Sanction Text.
7) Enter Issued By for Sanction.
8) Enter Endorse By for Sanction.
9) Enter Designation for Sanction.

10) Click on Sanction Button to save the data. Below screen will appear.
11) Click on Reset Button to reset the data.
10.1.1 Sanction Remarks Entry:

Figure No.-58

Figure No.-59
1) Click on Add New link button to add new remark to the sanction.

![Figure No.-60](image)

2) Enter Sequence Number.

3) Select Remark.

![Figure No.-61](image)

4) Click on Save Button. After Click on save button below screen will appear.

5) Click on Cancel button to cancel the Remark Entry.

![Figure No.-62](image)

6) Click on Edit Button to edit the remark entry.

7) Click on Delete Button to delete the remark entry.

![Figure No.-63](image)

8) Edit Sequence Number.

9) Click on Update Button.
10.2 Finalize Sanction By AD:

1) Select the Finalize Sanction from radio button list.

Figure No.-64

1)

Figure No.-65

1) Select Ifms ID.

Figure No.-66
2) Enter Dispatch Number.

3) Enter Dispatch Date.

4) Click on Finalize Data Button to Finalize the Sanction and below screen will appear.

5) Click on Reset Button to reset the finalize sanction.
10.3 PD Fund Transfer Sanction Report:

**Figure No.-69**

**Figure No.-70**

1) Select Financial Year.
2) Select IFMS ID.
3) Select Is Finalized Yes/No.
4) Select Report Type PDF or Other.
Figure No.-71

5) Click on Show Report.

After Click on Button Report is as shown below.
| परिषिक्ष | राशि (ञंत्र में) |
|----------|----------------|---|
| क्र. स. | क्रिया वरीया / कार्यालय / तिजी निषेध खाते का नाम | राशि |
| 25 | 2054-00-097-(05)-01(राज्य लिपि) | |
| | 2900 - कोटा | |
| 1 | 5852 - AGRICULTURE UNIVERSITY, KOTA | 1,00.00 |
| | योग कोटा | 1,00,00 |
| | महायोग | 1,00,00 |

Endorse By

---

Figure No.-73
10.4 Upload/Download Sanction By AD:

1) Select the Finalize Sanction from radio button list.

2) Select Ifms ID.

3) Select PDF / Image Sanction File to Upload.
4) Click on Upload button to upload the Sanction Generate File and below screen will appear.

![Image of Upload Screen]

Figure No.-77

![Image of Download Screen]

Figure No.-78

5) Click on Download button to download the Sanction Generate File.