

2016

Integrated Financial Management System

PD Account – User Manual

This document will help User in Understanding the process of PD Account creation and finalization for treasury.

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Integrated Financial Management System

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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 –

Email ID	ifms-rj@nic.in
Phone No.	0141 -5153222
Extension	4452

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)

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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/>

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4 PD Account -- User Manual

General Instruction

The following are given general process for using application-

- Open Internet explorer and write <http://ifms.raj.nic.in> on address bar. As Shown in fig.1 –



Figure No.-1

Click on Budget module for login. After Clicking on this, Login Screen will be display. As shown in fig.2

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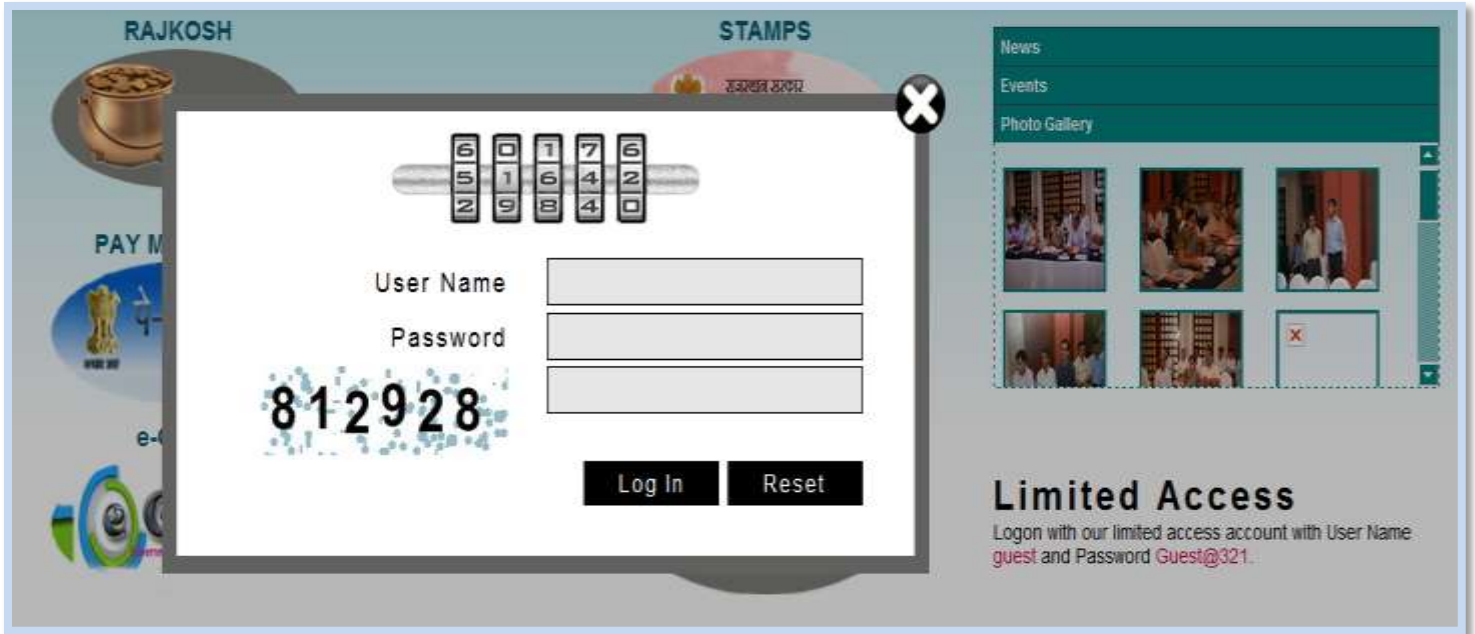


Figure No.-2

Enter Username and Password and click on login button.

This Module helps Super User and Office User to create and manage PD Account .The super user and office user will login to the IFMS for using the web based application for PD Account.

Application Path:-

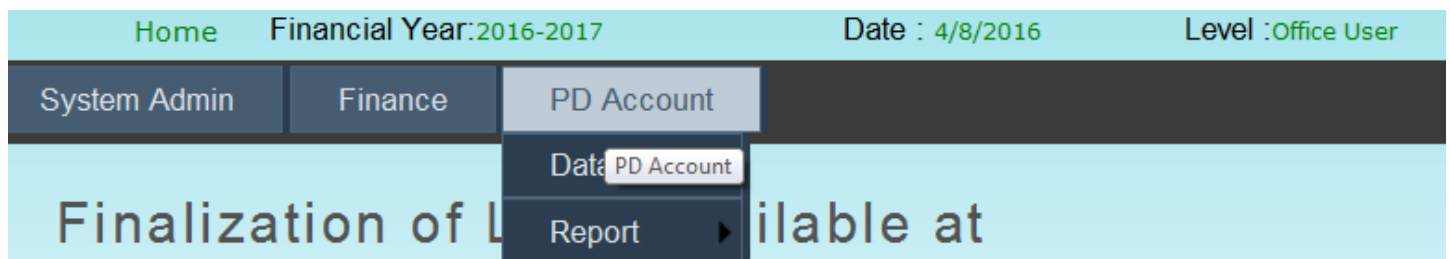


Figure No.-3

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4.1 Master Data:-

This Module helps Super User to create and manage Budget Head, PD Account Category, mode of transaction and copy to (remark).

Application Path:-

Ways and Means → PD Account → Master Data

It has an option:-

- PD Account Heading

4.1.1 PD Account Heading: -

This 'PD Account Heading' module is used to keeps heading and designation for PD Account sanction report.

Application Path:-

Ways and Means → PD Account → Master Data → PD Account Heading

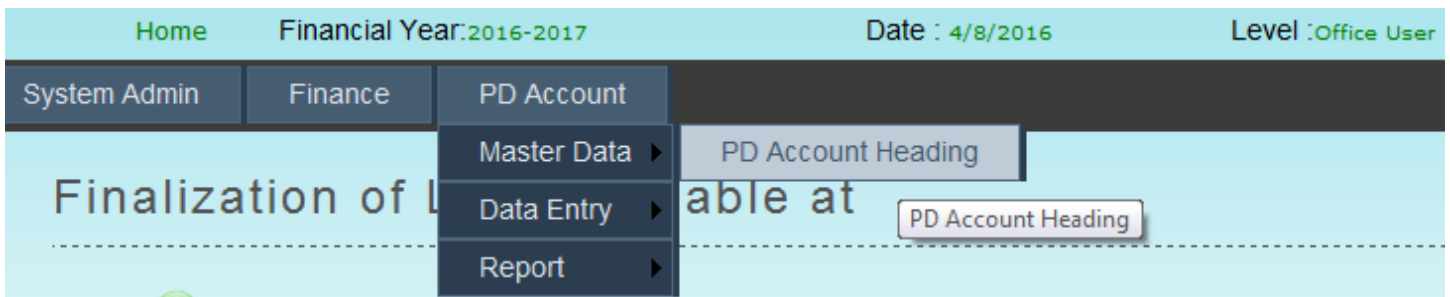


Figure No.-4

After click on PD Account Heading the following Screen is opened as showed in below Diagram (Figure No. 5)

The screenshot shows a form titled 'Header And Footer for PD Account'. At the top, there are radio buttons for 'DS WM', 'Treasury/Office', and 'SubTreasury/Office'. Below this, there are three input fields: 'DS WM/Treasury heading', 'DS WM/Treasury Sub Heading', and 'Desingation for Sign'. At the bottom, there are 'Save' and 'Cancel' buttons.

Figure No.-5

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1) Save Operation of PD Account Heading:-

- 1) To save heading for PD Account for Super User choose DS WM or for Treasury/Office user choose Treasury/Office option or for SubTreasury/Office user choose SubTreasury/Office option
- 2) To save heading for Super User enter heading, sub heading and designation for sign
- 3) To save heading for Treasury/Office or for SubTreasury/Office enter heading, sub heading, designation for sign, sanction date and file number
- 4) And click on Save to save otherwise click on Cancel
- 5) After save it will display the 'Data Save Successfully' message.

Refer Fig. – 6, 7

Header And Footer for PD Account			
<input type="radio"/> DS WM <input checked="" type="radio"/> Treasury/Office <input type="radio"/> SubTreasury/Office			
DS WM/Treasury heading	<input type="text" value="कार्यालय कोषाधिकारी"/>	DS WM/Treasury Sub Heading	<input type="text" value="शासन सचिवालय जयपुर"/>
Desingation for Sign	<input type="text" value="कोषाधिकारी"/>		
Sanction Date	<input type="text" value="12/05/2016"/>	File No.	<input type="text" value="4(11)गुप -0204"/>
<input type="button" value="Save"/>		<input type="button" value="Cancel"/>	

Figure No.-6

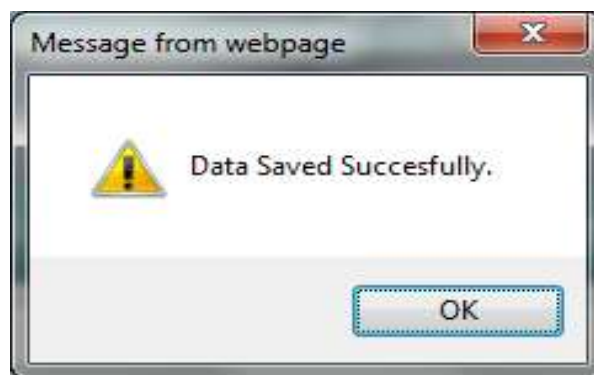


Figure No.-7

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2) Update Operation of PD Account Copy to Master:-

- 1) To Update heading click on Edit
- 2) After change the heading click on Update
- 3) It will display the 'Data Updated Successfully' message.

Refer Fig. – 8 to 10

Header And Footer for PD Account			
<input type="radio"/> DS WM <input checked="" type="radio"/> Treasury/Office <input type="radio"/> SubTreasury/Office			
DS WM/Treasury heading	कार्यालय कोषाधिकारी	DS WM/Treasury Sub Heading	शासन सचिवालय जयपुर
Desingation for Sign	कोषाधिकारी		
Sanction Date	12/05/2016	File No.	4(11) गुप -0204
<input type="button" value="Save"/>		<input type="button" value="Cancel"/>	

Figure No.-8

Header And Footer for PD Account			
<input type="radio"/> DS WM <input checked="" type="radio"/> Treasury/Office <input type="radio"/> SubTreasury/Office			
DS WM/Treasury heading	कार्यालय कोषाधिकारी	DS WM/Treasury Sub Heading	शासन सचिवालय जयपुर
Desingation for Sign	कोषाधिकारी		
Sanction Date	12/05/2016	File No.	4(11) गुप -0204
<input type="button" value="Update"/>		<input type="button" value="Cancel"/>	

Action	User Role	Main Heading	Sub Heading	Designation For Sign	Sanction Date	File No.
Edit Delete	Treasury/Office	कार्यालय कोषाधिकारी	शासन सचिवालय जयपुर	कोषाधिकारी	12/05/2016	4(11) गुप -0204

Figure No.-9

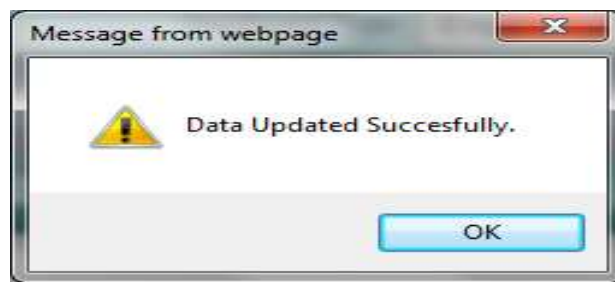


Figure No.-10

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3) Delete Operation of PD Account Copy to Master:-

- 1) To delete heading click on Delete
- 2) It will display the confirmation message 'Are you sure to Delete This data' for deletion click OK otherwise Cancel
- 3) After click OK it will display the 'Deleted successfully' message

Refer Fig. – 12, 13

Header And Footer for PD Account						
DS WM <input checked="" type="radio"/> Treasury/Office <input type="radio"/> SubTreasury/Office						
DS WM/Treasury heading	कार्यालय कोषाधिकारी	DS WM/Treasury Sub Heading	शासन सचिवालय जयपुर			
Desingation for Sign	कोषाधिकारी					
Sanction Date	12/05/2016	File No.	4(11) बुप -0204			
<input type="button" value="Update"/> <input type="button" value="Cancel"/>						
Action	User Role	Main Heading	Sub Heading	Designation For Sign	Sanction Date	File No.
Edit Delete	Treasury/Office	कार्यालय कोषाधिकारी	शासन सचिवालय जयपुर	कोषाधिकारी	12/05/2016	4(11) बुप -0204

Figure No.-12



Figure No.-13

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4.2 Data Entry:-

This Module helps Treasury/Office User to create and manage PD Account, treasury mapping, signatory mapping, PD copy to mapping and also helps to finalize or keep the request of update for PD account.

Application Path:-

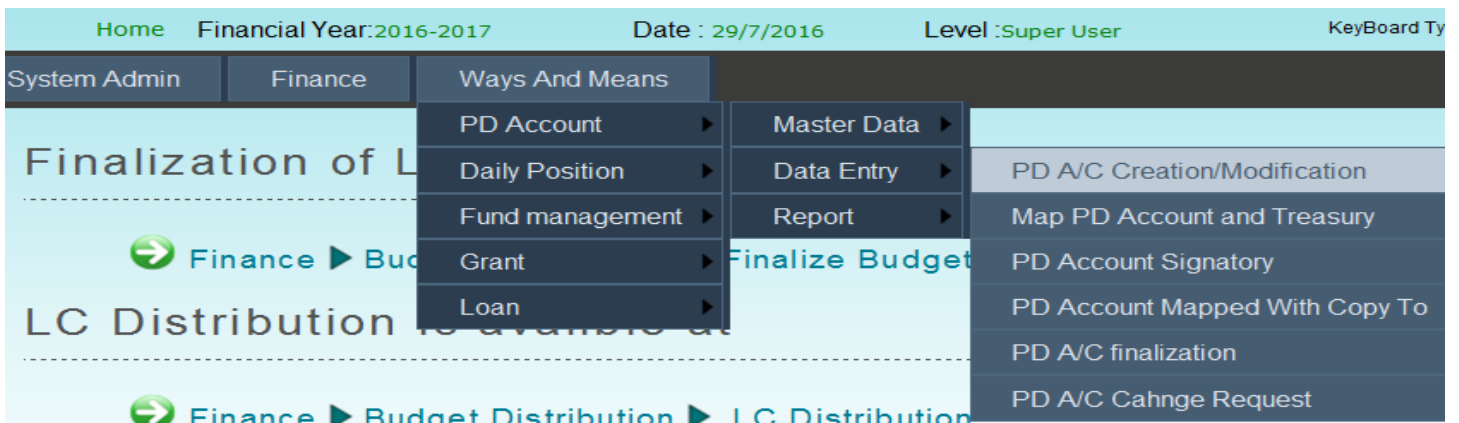


Figure No.-14

4.2.1 PD Account Creation/Modification:-

This Module helps Treasury/Office User create and manage PD Account. It will display the new created or revised PD Accounts and also close PD Account. The revised PD Account means a PD Account which is come from the change request or update in PD Account process.

Application Path:-

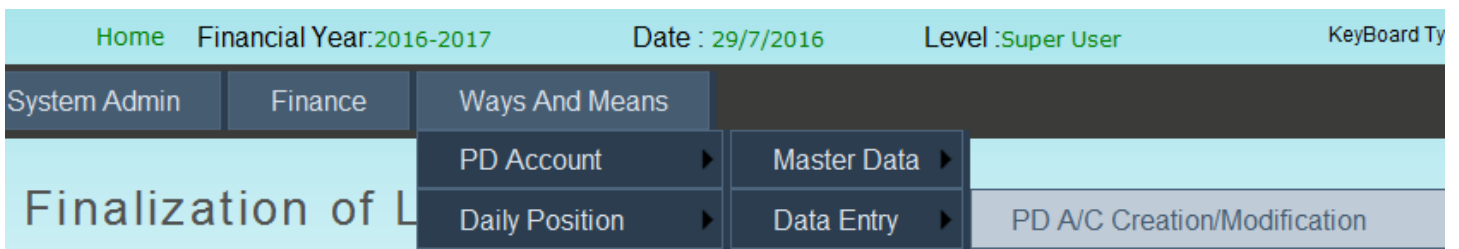


Figure No.-15

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After click on PD Account Creation/Modification as shown in above Diagram (Figure No.15), following Screen is opened as shown in below Diagram (Figure No.16)

PD Account Creation/Modification	
Action	<input type="radio"/> Open <input type="radio"/> Close <input type="radio"/> Revised

Figure No.-16

Action has three options

- **Open** :- used for new PD Account creation
- **Close** :- used to close the PD Account
- **Revised** :- used to update the PD Account which is come from change request or updating in PD Account process

1) Open:-

1) This Open option has two option

- **New PD Account**: - used for new PD Account creation
- **Reopen PD Account**: - used to open the closed PD Account

PD Account Creation/Modification	
Action	<input checked="" type="radio"/> Open <input type="radio"/> Close <input type="radio"/> Revised
Action	<input type="radio"/> New PDAccount <input type="radio"/> Reopen PDAccount

Figure No.-17

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1) New PD Account:

- 1) To Create new PD Account choose **New PD Account** option
- 2) User has to enter **Budget Head** details. The Budget head comprises of following parameters
- 3) After enter the Budget head click Search it will display the following diagram as shown in fig. 56

S. No.	Head Code	Number of digits
1	Major Head Code	4
2	Sub-Major Head Code	2
3	Minor Head Code	3
4	Sub-Minor Head Code	2
5	Group Sub-Head Code	2

PD Account Creation/Modification

Action	<input checked="" type="radio"/> Open <input type="radio"/> Close <input type="radio"/> Revised
Action	<input checked="" type="radio"/> New PDAccount <input type="radio"/> Reopen PDAccount
Budget Haed*	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	<input type="button" value="Search"/>

Figure No.-18

Integrated Financial Management System

PD Account Creation/Modification			
Action	<input checked="" type="radio"/> Open <input type="radio"/> Close <input type="radio"/> Revised		
Action	<input checked="" type="radio"/> New PDAccount <input type="radio"/> Reopen PDAccount		
Budget Head*	<input type="text" value="8338"/> <input type="text" value="00"/> <input type="text" value="103"/> <input type="text" value="00"/> <input type="text" value="00"/>		<input type="button" value="Search"/>
Account Name English*	<input type="text"/>		
Account Name Hindi*	<input type="text"/>		
Admin Department Name*	<input type="text" value="--Select Admin Department--"/>		
BFCUnit Name*	<input type="text" value="--Select BFCUnitCode--"/>		
DDO Code	<input type="text"/>		
Category*	<input type="text" value="--Select Category--"/>	Mode of Transaction*	<input type="text" value="--Select Mode of Transaction--"/>
AD File No.*	<input type="text"/>	Reference No.	<input type="text"/>
Sanction Number*	<input type="text"/>	Sanction Date*	<input type="text" value="29/07/2016"/>
Interest Bearing	<input type="checkbox"/>		
Purpose (खाता खोलने का उद्देश्य)	<input type="text"/>		
Remark	<input type="text"/>		
	<input type="button" value="Save"/>	<input type="button" value="Cancel"/>	

Figure No.-19

1) Save Operation of PD Account Creation/Modification:-

- 1) To create new PD Account enters the Account name either in Hindi or English.
- 2) Choose Admin department, BFCUnit name, Category and Mode of transaction.
- 3) Enter the DDO code, File number, Reference number and Sanction number
- 4) Or choose Interest Bearing
- 5) Or after enter the Purpose or Remark click on Save to save otherwise click Cancel.
- 6) After click on Save it will display the 'Data Save Successfully' message and its create the new PD Account

Refer Fig. 20 to 23

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PD Account Creation/Modification			
Action	<input checked="" type="radio"/> Open <input type="radio"/> Close <input type="radio"/> Revised		
Action	<input checked="" type="radio"/> New PDAccount <input type="radio"/> Reopen PDAccount		
Budget Head*	<input type="text" value="8338"/> <input type="text" value="00"/> <input type="text" value="103"/> <input type="text" value="00"/> <input type="text" value="00"/>	<input type="button" value="Search"/>	
Account Name English*	<input type="text" value="Nagar Palika Pokaran"/>		
Account Name Hindi*	<input type="text" value="नगर पालिका पोकरान"/>		
Admin Department Name*	<input type="text" value="नगरीय विकास एवं आवासन विभाग, जयपुर"/>		
BFCUnit Name*	<input type="text" value="नगर नियोजन विभाग, जयपुर"/>		
DDO Code	<input type="text" value="001001"/>		
Category*	<input type="text" value="Autonomous Body/Corporation/Company"/>	Mode of Transaction*	<input type="text" value="संबुक्त"/>
AD File No.*	<input type="text" value="प. स. 4(11) चुप -02/04"/>	Reference No.	<input type="text" value="0124(11) चुप -02/04"/>
Sanction Number*	<input type="text" value="San4(11) चुप -02/04"/>	Sanction Date*	<input type="text" value="29/07/2016"/>
Interest Bearing	<input checked="" type="checkbox"/>		
Purpose (खाता खोलने का उद्देश्य)	<input type="text" value="नगर पालिका पोकरान खाता खोलना"/>		
Remark	<input type="text" value="Remark"/>		
<input type="button" value="Save"/> <input type="button" value="Cancel"/>			

Figure No.-20

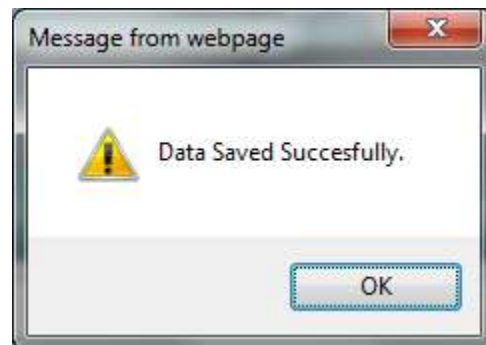


Figure No.-21

Integrated Financial Management System

Action	Budget Head	Account Number	Account Name Hindi	Account Name English	Admin Department	BFCUnitName	DDOCode	Category	Interest Bearing	File No	Reference No	Sanction Number	Mode of Transaction	From Date	Remark	Purpose
Edit Delete	8338-00-103-00-00	5953	नगर पालिका पोकरण	Nagar Palika Pokaran	नगरीय विकास एवं आवासन विभाग, जयपुर	नगर नियोजन विभाग, जयपुर	001001	Autonomous Body/Corporation/Company	Y	प.स. 4 (11) बुप-02/04	0124(11) बुप-02/04	San4(11) बुप-02/04	संयुक्त	29/07/2016		नगर पालिका पोकरण खाता कोलना

Figure No.-22

Action	Budget Head	Account Number	Account Name Hindi	Account Name English	Admin Department	BFCUnitName
Edit Delete	8338-00-103-00-00	5953	नगर पालिका पोकरण	Nagar Palika Pokaran	नगरीय विकास एवं आवासन विभाग, जयपुर	नगर नियोजन विभाग, जयपुर

Figure No.-23

2) Update Operation of PD Account Creation/Modification:-

- 1) To Update PD Account information click on Edit.
- 2) After change the account information click on Update otherwise click on Cancel.
- 3) After click on Update it will display the 'Data Updated Successfully' message.

Refer Fig.—24 to 26

Action	Budget Head	Account Number	Account Name Hindi	Account Name English	Admin Department	BFCUnitName
Edit Delete	8338-00-103-00-00	5953	नगर पालिका पोकरण	Nagar Palika Pokaran	नगरीय विकास एवं आवासन विभाग, जयपुर	नगर नियोजन विभाग, जयपुर

Figure No.-24

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PD Account Creation/Modification			
Action	<input checked="" type="radio"/> Open <input type="radio"/> Close <input type="radio"/> Revised		
Action	<input checked="" type="radio"/> New PDAccount <input type="radio"/> Respen PDAccount		
Budget Head*	8338 00 103 00 00	<input type="button" value="Search"/>	
Account Name English*	Nagar Palika Pokaran		
Account Name Hindi*	नगर पालिका पोकरण		
Admin Department Name*	नगरीय विकास एवं आवासन विभाग, जयपुर		
BFCUnit Name*	नगर नियोजन विभाग, जयपुर		
DDO Code	001001		
Category*	Autonomous Body/Corporation/Company	Mode of Transaction*	संचुक्त
AD File No.*	प.स. 4(11) रुप -02/04	Reference No.	0124(11) रुप -02/04
Sanction Number*	San4(11) रुप -02/04	Sanction Date*	29/07/2016
Interest Bearing	<input checked="" type="checkbox"/>		
Purpose (खाता खोलने का उद्देश्य)	नगर पालिका पोकरण खाता खोलना		
Remark	Remark		
<input type="button" value="Update"/> <input type="button" value="Cancel"/>			

Figure No.-25

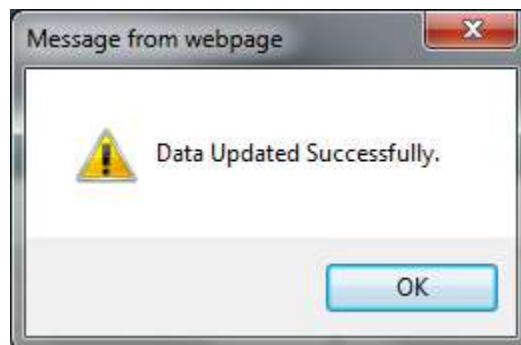


Figure No.-26

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3) Delete Operation of PD Account Creation/Modification:-

- 1) For deletion click on Delete.
- 2) After click on Delete it will display the warning message. For deletion click on OK otherwise click on Cancel
- 3) After click on OK it will display the “Deleted Successfully” message

Refer Fig. – 27 to 29

Action	Budget Head	Account Number	Account Name Hindi	Account Name English	Admin Department	BFCUnitName	DDCode	Category	Interest Bearing	File No	Reference No	Sanction Number	Mode of Transaction	From Date	Remark
Edit Delete	8338-00-103-00-00	5853	नगर पालिका पोकरण	Nagar Palika Pokaran	नगरीय विकास एवं आवासन विभाग, जयपुर	नगर नियोजन विभाग, जयपुर	001001	Autonomous Body/Corporation/Company	Y	प.स. 4 (11) बुप-02/04	0124(11) बुप-02/04	San4(11) बुप-02/04	संयुक्त	29/07/2016	Remark

Figure No.-27

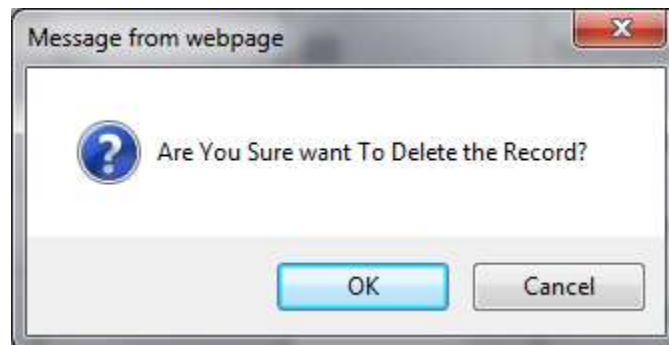


Figure No.-28

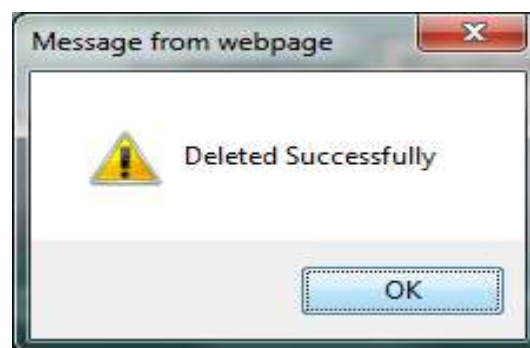


Figure No.-29

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2) ReOpen PD Account:-

- 1) To open the close PD Account choose this option
- 2) After choose this option the following diagram will be display

PD Account Creation/Modification	
Action	<input checked="" type="radio"/> Open <input type="radio"/> Close <input type="radio"/> Revised
Action	<input type="radio"/> New PDAccount <input checked="" type="radio"/> Reopen PDAccount
PD Account Number	--Select PD Account Number--

Figure No.-30

- 3) After select the PD Account Number it will display the closing reason and remark.
- 4) To reopen the PD Account click ReOpen otherwise click Cancel
- 5) it will display the confirmation message “Are you sure you want to ReOpen this PD Account”.
- 6) After click OK it will display “PD Account ReOpen Successfully”

Refer Fig. – 31 to 33

PD Account Creation/Modification	
Action	<input checked="" type="radio"/> Open <input type="radio"/> Close <input type="radio"/> Revised
Action	<input type="radio"/> New PDAccount <input checked="" type="radio"/> Reopen PDAccount
PD Account Number	5953-नगर पालिका रायपूर
Closing Reason	खाता बंद करना
Remark	खाता बंद करना
<input type="button" value="ReOpen"/> <input type="button" value="Cancel"/>	

Figure No.-31

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Figure No.-32

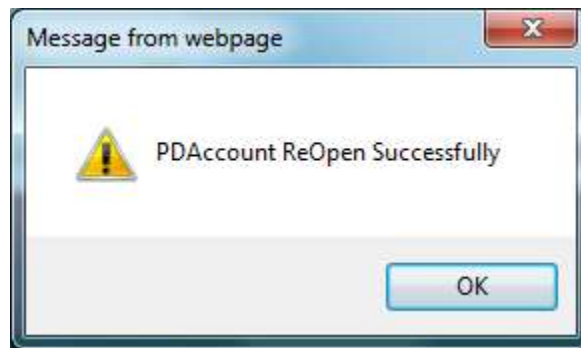


Figure No.-33

2) Revised:-

- 1) PD Account which are come from PD Account Change Request process they will be display in Revised option.
- 2) After choose the Revised option it will display the following diagram will be shown as fig. - 34

PD Account Creation/Modification	
Action	<input type="radio"/> Open <input type="radio"/> Close <input checked="" type="radio"/> Revised
PD Account Number	--Select PD Account Number-- <input type="text"/>

Figure No.-34

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3) After choose the account number it will display the Request list for changes

Refer Fig. – 35 to 41

PD Account Creation/Modification	
Action	<input type="radio"/> Open <input type="radio"/> Close <input checked="" type="radio"/> Revised
PD Account Number	5953-नगर पालिका पोकरण
Request	
<input type="checkbox"/> Change in Treasury <input type="checkbox"/> Change in Autharised Signatory <input type="checkbox"/> Change in Mode of Transaction <input type="checkbox"/> Change in Admin Department <input type="checkbox"/> Change in PD account Name	
Show	

Figure No.-35

4) After choose the request for changes click on Show

5) After click on Save it will display the account information

PD Account Creation/Modification	
Action	<input type="radio"/> Open <input type="radio"/> Close <input checked="" type="radio"/> Revised
PD Account Number	5953-नगर पालिका पोकरण
Request	
<input type="checkbox"/> Change in Treasury <input type="checkbox"/> Change in Autharised Signatory <input checked="" type="checkbox"/> Change in Mode of Transaction <input checked="" type="checkbox"/> Change in Admin Department <input checked="" type="checkbox"/> Change in PD account Name	
Show	

Figure No.-36

Integrated Financial Management System

Action	Budget Head	Account Number	Account Name Hindi	Account Name English	Admin Department	BFCUnitName	DDOCode	Category	Interest Bearing	File No	Reference No	Sanction Number	Mode of Transaction
Edit Delete	8338-00-103-00-00	5953	नगर पालिका पोकरण	Nagar Palika Pokaran	नगरीय विकास एवं आवासन विभाग, जयपुर	नगर नियोजन विभाग, जयपुर	001001	Autonomous Body/Corporation/Company	Y	प.स. 4(11) ग्रुप - 02/04	0124(11) ग्रुप -02/04	San4(11) ग्रुप -02/04	संयुक्त

Mode of Transaction	From Date	Remark	Purpose
संयुक्त	29/07/2016	Remark	नगर पालिका पोकरण खाता खोलना

Figure No.-37

6) To update the PD Account click on Edit

Action	Budget Head	Account Number	Account Name Hindi	Account Name English	Admin Department	BFCUnitName
Edit Delete	8338-00-103-00-00	5953	नगर पालिका पोकरण	Nagar Palika Pokaran	नगरीय विकास एवं आवासन विभाग, जयपुर	नगर नियोजन विभाग, जयपुर

Figure No.-38

Integrated Financial Management System

7) After click on Edit it will display the PD Account information

Budget Haed*	8338	00	103	00	00	
Account Name English*	Nagar Palika Pokaran					
Account Name Hindi*	नगर पालिका पौकरण					
Admin Department Name*	नगरीय विकास एवं आवासन विभाग, जयपुर					
BFCUnit Name*	नगर नियोजन विभाग, जयपुर					
DDO Code	001001					
Category*	Autonomous Body/Corporation/Company			Mode of Transaction*	संयुक्त	
AD File No.*	प.स. 4(11) गुप -02/04			Reference No.	0124(11) गुप -02/04	
Sanction Number*	San4(11) गुप -02/04			Sanction Date*	29/07/2016	
Interest Bearing	<input checked="" type="checkbox"/>					
Purpose (खाता खोलने का उद्देश्य)	नगर पालिका पौकरण खाता खोलना					
Remark	Remark					
<input type="button" value="Update"/> <input type="button" value="Cancel"/>						

Figure No.-39

Integrated Financial Management System

8) And for changes click on Update it will display the message “Data Updated Successfully”.

Budget Haed*	8338	00	103	00	00	
Account Name English*	Nagar Palika Raipur					
Account Name Hindi*	नगर पालिका रायपुर					
Admin Department Name*	नगरीय विकास एवं आवासन विभाग, जयपुर					
BFCUnit Name*	नगर नियोजन विभाग, जयपुर					
DDO Code	001001					
Category*	Autonomous Body/Corporation/Company				Mode of Transaction*	संयुक्त
AD File No.*	प. स. 4(11) गुप -02/04				Reference No.	0124(11) गुप -02/04
Sanction Number*	San4(11) गुप -02/04				Sanction Date*	29/07/2016
Interest Bearing	<input checked="" type="checkbox"/>					
Purpose (खाता खोलने का उद्देश्य)	नगर पालिका पोकरण खाता खोलना					
Remark	Remark					
<input type="button" value="Update"/> <input type="button" value="Cancel"/>						

Figure No.-40

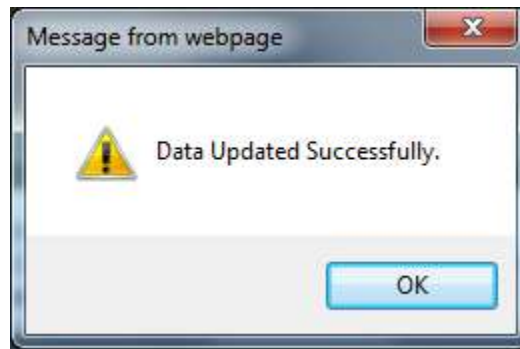


Figure No.-41

Integrated Financial Management System

Note:-

This updated Pd Account shown in Open-> New PD Account option of Pd Account Creation/Modification.

3) Close:-

- 1) To close the PD Account uses this option.
- 2) After choose **Close** option it will display the following diagram as shown if fig. – 42

PD Account Creation/Modification	
Action	<input type="radio"/> Open <input checked="" type="radio"/> Close <input type="radio"/> Revised
PD Account Number	--Select PD Account Number--

Figure No.-42

- 3) After select the PD Account Number enter the close reason or remark
- 4) And click on Close to close the PD Account Number otherwise click Cancel.

Refer Fig - 43 to 45

PD Account Creation/Modification	
Action	<input type="radio"/> Open <input checked="" type="radio"/> Close <input type="radio"/> Revised
PD Account Number	5953-नगर पालिका रायपूर
Closing Reason	खाता बंद करना
Remark	खाता बंद करना
<input type="button" value="Close"/> <input type="button" value="Cancel"/>	

Figure No.-43

Integrated Financial Management System

- 5) After click on Close it will display the confirmation message “Are you sure you want to close this PD Account”
- 6) After click on OK it will display the message “PD Account close successfully”

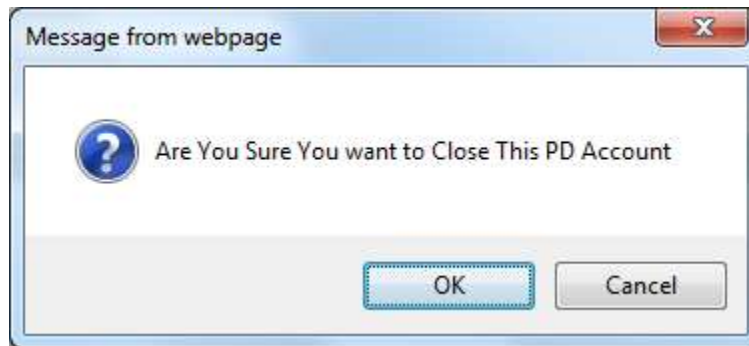


Figure No.-44

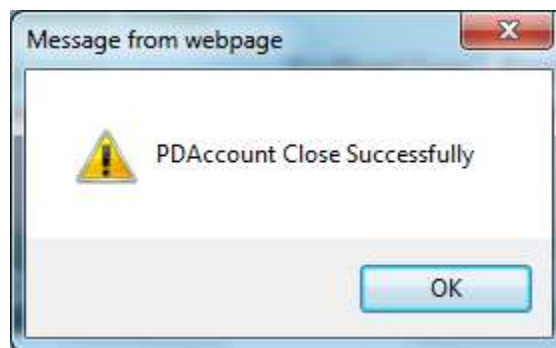


Figure No.-45

Integrated Financial Management System

4.2.2 Map PD Account and Treasury: -

This Map PD Account and Treasury module is used to map the treasury to PD Account.

Application Path:-



Figure No.-46

After click on Map PD Account and Treasury the following Screen is opened as showed in below Diagram (Figure No.47)

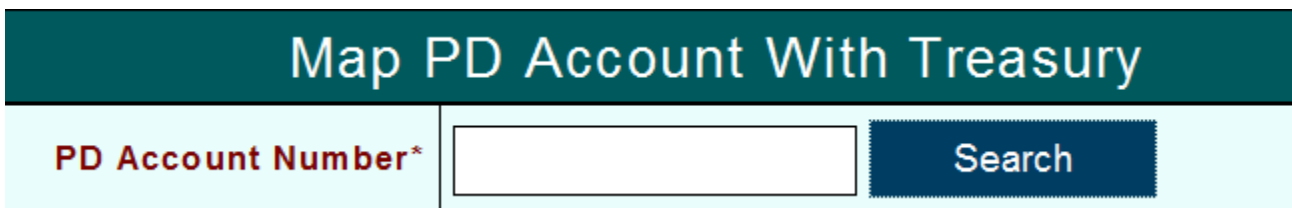


Figure No.-47

Integrated Financial Management System

1) Save Operation of Map PD Account and Treasury:-

- 1) To map treasury to PD Account enter PD Account Number and click on Search.
- 2) After click on Search it will display the following diagram (Fig. – 48,49)

Map PD Account With Treasury	
PD Account Number*	<input type="text" value="5953"/> <input type="button" value="Search"/>

Figure No.-48

Map PD Account With Treasury	
PD Account Number*	<input type="text" value="5938"/> <input type="button" value="Search"/>
Treasury Code*	<input type="text" value="-Select Tresury Code-"/>
From Date*	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Figure No.-49

- 3) Select treasury code after treasury code selection user can select Sub Treasury Code also and then select From Date
- 4) From date should be current date
- 5) and click on Save for mapping otherwise click on Cancel
- 6) After click on Save it will display the 'Data Save Successfully' message

Refer Fig. – 50 to 54

Integrated Financial Management System

Map PD Account With Treasury	
PD Account Number*	<input type="text" value="5953"/> <input type="button" value="Search"/>
Treasury Code*	<input type="text" value="उदयपुर - (3800)"/>
SubTreasury Code*	<input type="text" value="-Select Tresury Code-"/>
From Date*	<input type="text" value="02/08/2016"/>
<input type="button" value="Save"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>	

Figure No.-50

Map PD Account With Treasury	
PD Account Number*	<input type="text" value="5953"/> <input type="button" value="Search"/>
Treasury Code*	<input type="text" value="-Select Tresury Code-"/>
SubTreasury Code*	<input type="text" value="-Select Tresury Code-"/>
From Date*	<input type="text" value="02/08/2016"/>
<input type="button" value="Save"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>	

PD Account Number	Treasury Name	Treasury Code	From Date	Action
5953	उदयपुर	3800	02/08/2016	Edit Delete Change Treasury

Figure No.-51

Integrated Financial Management System

Map PD Account With Treasury	
PD Account Number*	<input style="width: 90%;" type="text" value="5953"/> <input style="width: 10%; background-color: #006666; color: white; border: none;" type="button" value="Search"/>
Treasury Code*	<input style="width: 90%;" type="text" value="नागौर - (3000)"/>
SubTreasury Code*	<input style="width: 90%;" type="text" value="जायल - (3003)"/>
From Date*	<input style="width: 90%;" type="text" value="02/08/2016"/>
<input style="width: 30%; background-color: #006666; color: white; border: none;" type="button" value="Save"/> <input style="width: 30%; background-color: #006666; color: white; border: none;" type="button" value="Reset"/> <input style="width: 30%; background-color: #006666; color: white; border: none;" type="button" value="Cancel"/>	

PD Account Number	Treasury Name	Treasury Code	From Date	Action
5953	उदयपुर	3800	02/08/2016	Edit Delete Change Treasury

Figure No.-52

Map PD Account With Treasury	
PD Account Number*	<input style="width: 90%;" type="text" value="5953"/> <input style="width: 10%; background-color: #006666; color: white; border: none;" type="button" value="Search"/>
Treasury Code*	<input style="width: 90%;" type="text" value="-Select Tresury Code-"/>
SubTreasury Code*	<input style="width: 90%;" type="text" value="-Select Tresury Code-"/>
From Date*	<input style="width: 90%;" type="text" value="02/08/2016"/>
<input style="width: 30%; background-color: #006666; color: white; border: none;" type="button" value="Save"/> <input style="width: 30%; background-color: #006666; color: white; border: none;" type="button" value="Reset"/> <input style="width: 30%; background-color: #006666; color: white; border: none;" type="button" value="Cancel"/>	

PD Account Number	Treasury Name	Treasury Code	From Date	Action
5953	उदयपुर	3800	02/08/2016	Edit Delete Change Treasury
5953	जायल	3003	02/08/2016	Edit Delete Change Treasury

Figure No.-53

Integrated Financial Management System

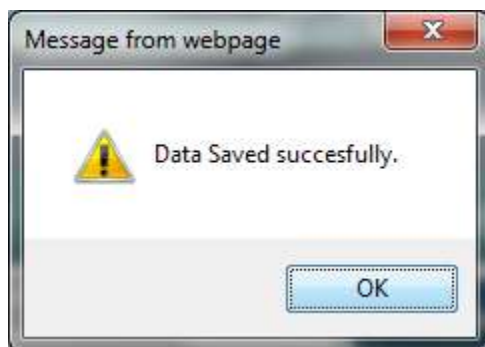


Figure No.-54

2) Update Operation of Map PD Account and Treasury:-

- 1) To update the mapping click on Edit
- 2) And change the Treasury Code or Sub Treasury Code and
- 3) And click on update to save mapping otherwise click on Cancel
- 4) After click on Update it will display the 'Data Updated Successfully' message.

Refer Fig. – 55 to 60

PD Account Number	Treasury Name	Treasury Code	From Date	Action
5953	उदयपुर	3800	02/08/2016	Edit Delete Change Treasury
5953	जायल	3003	02/08/2016	Edit Delete Change Treasury

Figure No.-55

Integrated Financial Management System

Map PD Account With Treasury

PD Account Number*	<input type="text" value="5953"/>	Search		
Treasury Code*	<input type="text" value="उदयपुर - (3800)"/>			
From Date*	<input type="text" value="02/08/2016"/>			
Update		Reset	Cancel	

PD Account Number	Treasury Name	Treasury Code	From Date	Action
5953	उदयपुर	3800	02/08/2016	Edit Delete Change Treasury
5953	जायल	3003	02/08/2016	Edit Delete Change Treasury

Figure No.-56

Map PD Account With Treasury

PD Account Number*	<input type="text" value="5953"/>	Search		
Treasury Code*	<input type="text" value="करौली - (2800)"/>			
SubTreasury Code*	<input type="text" value="-Select Tresury Code-"/>			
From Date*	<input type="text" value="02/08/2016"/>			
Update		Reset	Cancel	

PD Account Number	Treasury Name	Treasury Code	From Date	Action
5953	उदयपुर	3800	02/08/2016	Edit Delete Change Treasury
5953	जायल	3003	02/08/2016	Edit Delete Change Treasury

Figure No.-57

Integrated Financial Management System

Map PD Account With Treasury	
PD Account Number*	5953 <input type="button" value="Search"/>
Treasury Code*	नागौर - (3000)
SubTreasury Code*	नावा - (3007)
From Date*	02/08/2016
<input type="button" value="Update"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>	

PD Account Number	Treasury Name	Treasury Code	From Date	Action
5953	करौली	2800	02/08/2016	Edit Delete Change Treasury
5953	जायल	3003	02/08/2016	Edit Delete Change Treasury

Figure No.-58

PD Account Number	Treasury Name	Treasury Code	From Date	Action
5953	करौली	2800	02/08/2016	Edit Delete Change Treasury
5953	नावा	3007	02/08/2016	Edit Delete Change Treasury

Figure No.-59

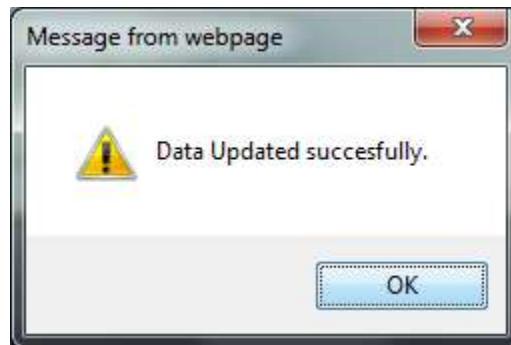


Figure No.-60

Integrated Financial Management System

3) Delete Operation of Map PD Account and Treasury:-

- 1) To delete any mapping click on Delete
- 2) And click on Delete it will display the confirmation message 'Are you sure you want to Delete Data'
- 3) For deletion click OK otherwise Cancel
- 4) After click on OK it will display the 'Data Deleted Successfully' message.

Refer Fig. – 61 to 63

PD Account Number	Treasury Name	Treasury Code	From Date	Action
5953	करौली	2800	02/08/2016	Edit Delete Change Treasury
5953	नावा	3007	02/08/2016	Edit Delete Change Treasury

Figure No.-61

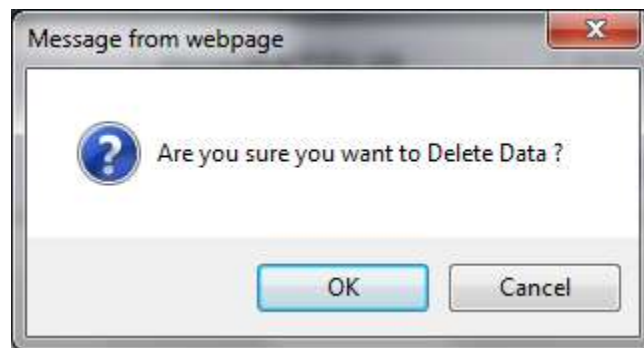


Figure No.-62

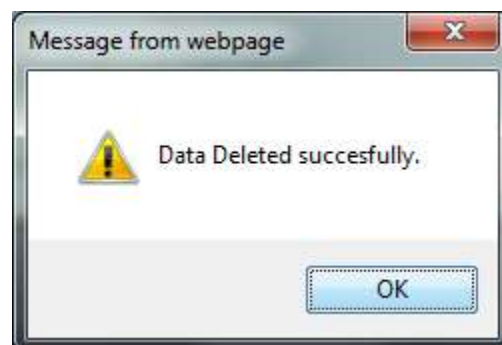


Figure No.-63

Integrated Financial Management System

4) Change Treasury Operation of Map PD Account and Treasury:-

- 1) Change Treasury option is work for that PD Account which is come from PD Account Request process
- 2) To change the existing treasury clicks on Change Treasury.
- 3) After click on Change Treasury it will display the confirmation message ‘Are you sure to change the Treasury Mapping’
- 4) To change the treasury click on Change Treasury button
- 5) It will display the ‘Change Treasury Successfully’ message

Refer Fig. – 64 to 70

Map PD Account With Treasury				
PD Account Number*	<input type="text" value="5953"/>	<input type="button" value="Search"/>		
Treasury Code*	<input type="text" value="-Select Tresury Code-"/>			
From Date*	<input type="text" value="02/08/2016"/>			
<input type="button" value="Save"/>		<input type="button" value="Reset"/>	<input type="button" value="Cancel"/>	
PD Account Number	Treasury Name	Treasury Code	From Date	Action
5953	करौली	2800	02/08/2016	Edit Delete Change Treasury
5953	नावा	3007	02/08/2016	Edit Delete Change Treasury

Figure No.-64



Figure No.-65

Integrated Financial Management System

Map PD Account With Treasury	
PD Account Number*	<input style="width: 90%;" type="text" value="5953"/> <input style="width: 10%; background-color: #006666; color: white; border: none;" type="button" value="Search"/>
Treasury Code*	<input style="width: 90%;" type="text" value="करौली - (2800)"/>
Change Treasury Code*	<input style="width: 90%;" type="text" value="-Select Tresury Code-"/>
From Date*	<input style="width: 90%;" type="text" value="02/08/2016"/>
<input style="width: 30%; background-color: #006666; color: white; border: none;" type="button" value="Change Treasury"/> <input style="width: 30%; background-color: #006666; color: white; border: none;" type="button" value="Reset"/> <input style="width: 30%; background-color: #006666; color: white; border: none;" type="button" value="Cancel"/>	

PD Account Number	Treasury Name	Treasury Code	From Date	Action
5953	करौली	2800	02/08/2016	Edit Delete Change Treasury
5953	नावा	3007	02/08/2016	Edit Delete Change Treasury

Figure No.-66

PD Account Number	Treasury Name	Treasury Code	From Date	Action
5953	करौली	2800	02/08/2016	Edit Delete Change Treasury
5953	नावा	3007	02/08/2016	Edit Delete Change Treasury

Figure No.-67

Integrated Financial Management System

Map PD Account With Treasury	
PD Account Number*	5953 <input type="button" value="Search"/>
Treasury Code*	नागौर - (3000)
SubTreasury Code*	नावा - (3007)
Change Treasury Code*	-Select Tresury Code-
From Date*	02/08/2016
<input type="button" value="Change Treasury"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>	

PD Account Number	Treasury Name	Treasury Code	From Date	Action
5953	करौली	2800	02/08/2016	Edit Delete Change Treasury
5953	नावा	3007	02/08/2016	Edit Delete Change Treasury

Figure No.-68

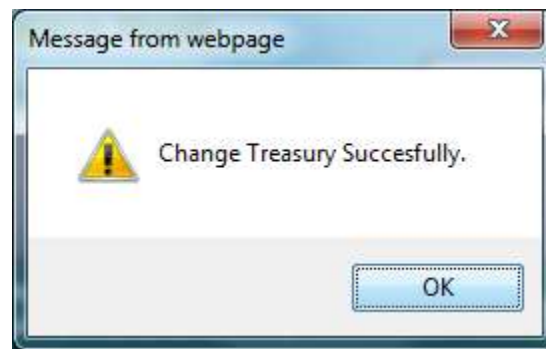


Figure No.-69

PD Account Number	Treasury Name	Treasury Code	From Date	Action
5953	कोटा	2900	02/08/2016	Edit Delete Change Treasury
5953	नावा	3007	02/08/2016	Edit Delete Change Treasury

Figure No.-70

Integrated Financial Management System

Note:-

1. User cannot perform the insert operation on same day of deletion if he does than a message 'Insertion on same day of deletion not allowed' will be display.

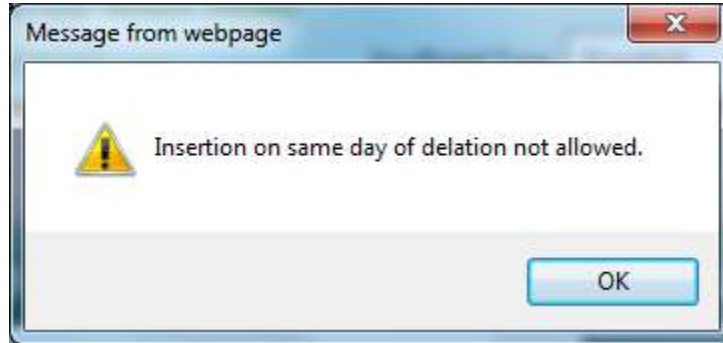


Figure No.-71

2. If Change Treasury request does not exists for PD Account than it will display the "Change Treasury Request does not exists" message.
3. If PD Account is not applicable for treasury than Treasury entry is not possible for Office User.

Integrated Financial Management System

4.2.3 PD Account Signatory: -

This PD Account Signatory module is used to manage the signatory of PD Account with sequence number or limit.

Application Path:-

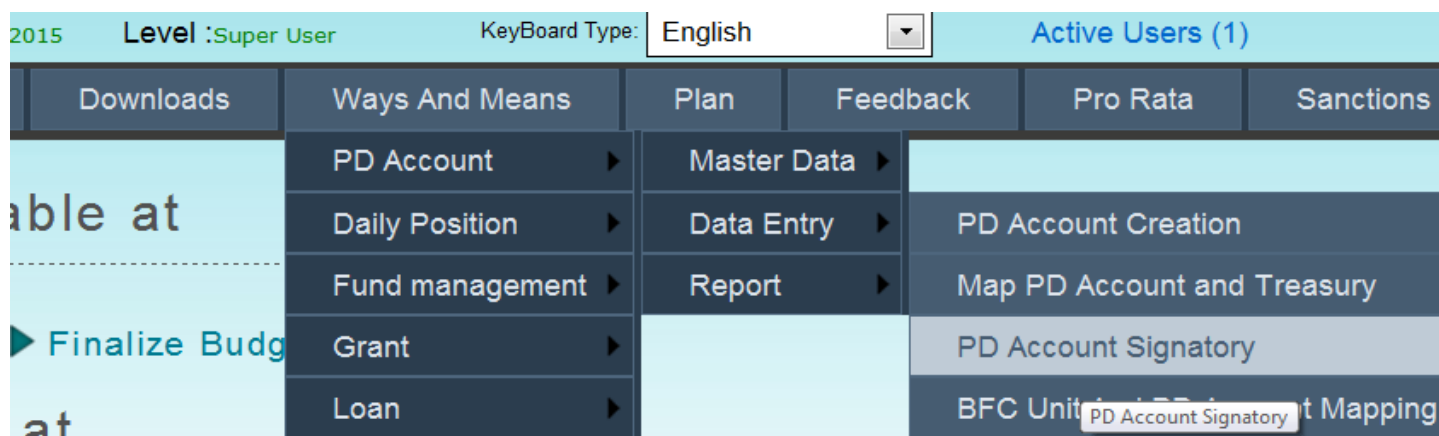


Figure No.-72

After click on PD Account Signatory the following Screen is opened as showed in below Diagram (Figure No.73)

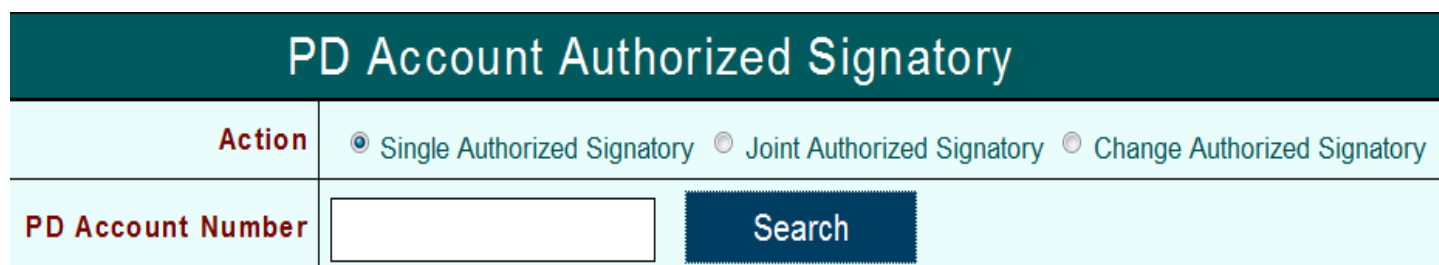


Figure No.-73

Action has three options

- **Single Authorized Signatory** :- used to map a single authorized signatory on PD Account
- **Joint Authorized Signatory** :- used to map a authorized signatory on other authorized signatory
- **Change Authorized Signatory**: - used to change the authorized signatory for PD Account which is come from change request process.

Integrated Financial Management System

1) Save Operation of PD Account Signatory:-

1) Save in Single Authorized Signatory

- 1) To save PD Account Signatory in **Single Authorized Signatory** enter PD Account Number and click on Search

PD Account Authorized Signatory	
Action	<input checked="" type="radio"/> Single Authorized Signatory <input type="radio"/> Joint Authorized Signatory <input type="radio"/> Change Authorized Signatory
PD Account Number	<input type="text" value="5953"/> <input type="button" value="Search"/>

Figure No.-74

- 2) After click on Search the following diagram (Fig. 75) will be shown

PD Account Authorized Signatory	
Action	<input checked="" type="radio"/> Single Authorized Signatory <input type="radio"/> Joint Authorized Signatory <input type="radio"/> Change Authorized Signatory
PD Account Number	<input type="text" value="5953"/> <input type="button" value="Search"/>
Authorized Signatory(ies)	<input type="text" value="--Select Authorized Signatory--"/> <input type="text"/>
Sequence Number	<input type="text" value="2"/>
Limit(Rs)	min: <input type="text"/> max: <input type="text"/>
From Date	<input type="text" value="02/08/2016"/>
<input type="button" value="Save"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>	

Figure No.-75

Integrated Financial Management System

- 3) User can enter or select Authorized Signatory and
- 4) Enter the Sequence Number, limit and Form Date
- 5) From Date should be current date
- 6) And to save this signatory click on Save otherwise Cancel
- 7) After save it will display the 'Data Saved Successfully' message.

Refer Fig. – 76, 77

PD Account Authorized Signatory	
Action	<input checked="" type="radio"/> Single Authorized Signatory <input type="radio"/> Joint Authorized Signatory <input type="radio"/> Change Authorized Signatory
PD Account Number	<input type="text" value="5953"/> <input type="button" value="Search"/>
Authorized Signatory(ies)	<input type="text" value="4-ए.पी.पी."/> <div style="border: 1px solid black; height: 60px; width: 100%;"></div>
Sequence Number	<input type="text" value="2"/>
Limit(Rs)	min: <input type="text" value="20000"/> max: <input type="text" value="30000"/>
From Date	<input type="text" value="02/08/2016"/>
<input type="button" value="Save"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>	

Figure No.-76

S.No.	Account Number	Authorized Signature	Sequence Number	Min Limit	Max Limit	Is Joint	From Date	Action
1	5953	ए.पी.पी.	1	20000.0000	30000.0000	N	01/08/2016	Edit Delete

Figure No.-77

Integrated Financial Management System

2) Save in Joint Authorized Signatory:-

- 1) To save PD Account Signatory in **Joint Authorized Signatory** enter PD Account Number and click on Search

PD Account Authorized Signatory	
Action	<input type="radio"/> Single Authorized Signatory <input checked="" type="radio"/> Joint Authorized Signatory <input type="radio"/> Change Authorized Signatory
PD Account Number	<input type="text" value="5953"/> <input type="button" value="Search"/>

Figure No.-78

- 2) After click on Search the following diagram (Fig. 79) will be shown

PD Account Authorized Signatory	
Action	<input type="radio"/> Single Authorized Signatory <input checked="" type="radio"/> Joint Authorized Signatory <input type="radio"/> Change Authorized Signatory
PD Account Number	<input type="text" value="5953"/> <input type="button" value="Search"/>
Authorized Signatory(ies)	<input type="text" value="--Select Authorized Signatory--"/> <input type="text"/>
Sequence Number	<input type="text" value="2"/>
Limit(Rs)	min: <input type="text"/> max: <input type="text"/>
Is Joint	<input checked="" type="checkbox"/>
Joint Authorized Signatory(ies)	<input type="text" value="--Select Authorized Signatory--"/> <input type="text"/>
Sequence Number	<input type="text" value="3"/>
From Date	<input type="text" value="02/08/2016"/>
<input type="button" value="Save"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>	

Figure No.-79

Integrated Financial Management System

- 3) User can enter or select Authorized Signatory and
- 4) Enter the Sequence Number for Authorized Signatory, limit for both Joint and Authorized Signatory
- 5) And select or enter the Joint Authorized Signatory
- 6) Enter the Sequence Number for Joint Authorized Signatory and From Date
- 7) From Date should be current date
- 8) And to save this signatory click on Save otherwise Cancel
- 9) After save it will display the 'Data Saved Successfully' message.

Refer Fig. – 80 to 82

PD Account Authorized Signatory	
Action	<input type="radio"/> Single Authorized Signatory <input checked="" type="radio"/> Joint Authorized Signatory <input type="radio"/> Change Authorized Signatory
PD Account Number	<input style="width: 150px;" type="text" value="5953"/> <input style="background-color: #006666; color: white; padding: 2px 10px;" type="button" value="Search"/>
Authorized Signatory(ies)	<div style="border: 1px solid #ccc; padding: 5px;"> <input style="width: 100%; height: 20px;" type="text" value="6-व्याख्याता अभि."/> </div> <div style="border: 1px solid #ccc; height: 60px; margin-top: 5px;"></div>
Sequence Number	<input style="width: 50px;" type="text" value="2"/>
Limit(Rs)	min: <input style="width: 100px;" type="text" value="25000"/> max: <input style="width: 100px;" type="text" value="35000"/>
Is Joint	<input checked="" type="checkbox"/>
Joint Authorized Signatory(ies)	<div style="border: 1px solid #ccc; padding: 5px;"> <input style="width: 100%; height: 20px;" type="text" value="7-शैक्षणिक अधिकारी"/> </div> <div style="border: 1px solid #ccc; height: 60px; margin-top: 5px;"></div>
Sequence Number	<input style="width: 50px;" type="text" value="3"/>
From Date	<input style="width: 150px;" type="text" value="02/08/2016"/>
<input style="background-color: #006666; color: white; padding: 5px 15px;" type="button" value="Save"/> <input style="background-color: #006666; color: white; padding: 5px 15px; margin-left: 20px;" type="button" value="Reset"/> <input style="background-color: #006666; color: white; padding: 5px 15px; margin-left: 20px;" type="button" value="Cancel"/>	

Figure No.-80

Integrated Financial Management System

PD Account Authorized Signatory	
Action	<input type="radio"/> Single Authorized Signatory <input checked="" type="radio"/> Joint Authorized Signatory <input type="radio"/> Change Authorized Signatory
PD Account Number	<input type="text" value="5953"/> <input type="button" value="Search"/>
Authorized Signatory(ies)	<input type="text" value="-Select Authorized Signatory-"/>
	<div style="border: 1px solid black; height: 50px;"></div>
Sequence Number	<input type="text" value="4"/>
Limit(Rs)	min: <input type="text"/> max: <input type="text"/>
Is Joint	<input checked="" type="checkbox"/>
Joint Authorized Signatory(ies)	<input type="text" value="-Select Authorized Signatory-"/>
	<div style="border: 1px solid black; height: 50px;"></div>
Sequence Number	<input type="text" value="5"/>
From Date	<input type="text" value="02/08/2016"/>
<input type="button" value="Save"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>	

S.No.	Account Number	Authorized Signature	Sequence Number	Min Limit	Max Limit	Is Joint	From Date	Action
1	5953	सैद्धांतिक अधिकारी	3	25000.0000	35000.0000	Y	02/08/2016	Edit Delete
2	5953	व्याख्याता अभि.	2	25000.0000	35000.0000	Y	02/08/2016	Edit Delete

Figure No.-81

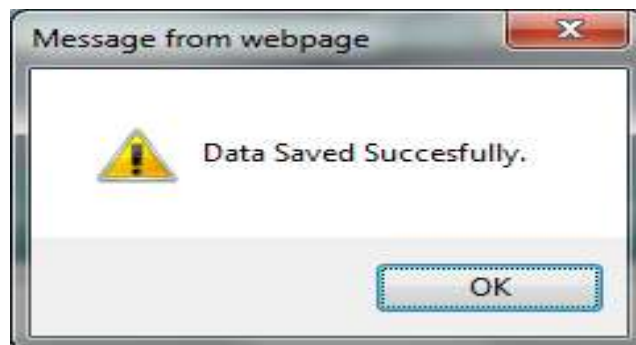


Figure No.-82

Integrated Financial Management System

Note: -

1. Only one signatory will be enter by user if mode of transaction is 'एकल' otherwise user can save multiple signatory if mode of transaction is 'संयुक्त'
- 2.If user save multiple signatory for a PD Account which has mode of transaction 'एकल' than it will display the 'Multiple Authorized Signatory is not Possilbe' message.



Figure No.-83

3. If Authorized Signatory already exists than it display the message 'Authorized Signatory already exists'.

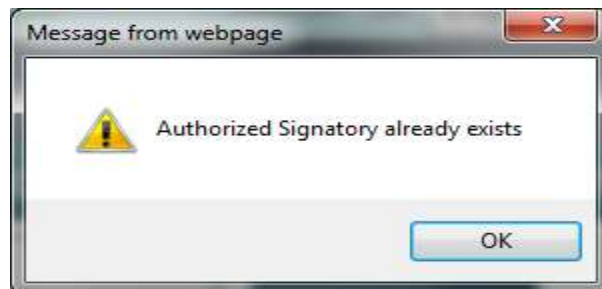


Figure No.-84

4. If Sequence Number already exists than it display the message 'Sequence Number already exists'.

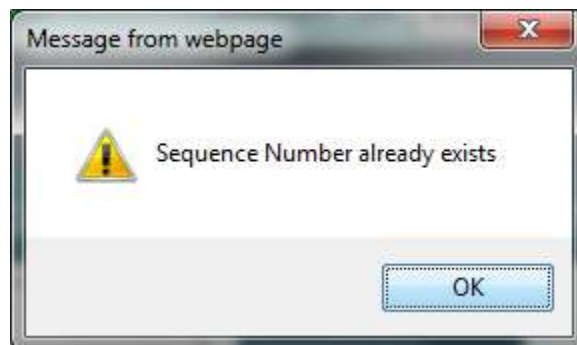


Figure No.-85

Integrated Financial Management System

2) Update Operation of PD Account Signatory:-

1) Update in Single Authorized Signatory:-

- 1) To Update the PD Account Signatory click on Edit
- 2) And change the authorized signatory, sequence number or limit and click on Update.
- 3) It will display the 'Data Updated Successfully' message.

Refer Fig. – 86,87

S.No.	Account Number	Authorized Signature	Sequence Number	Min Limit	Max Limit	Is Joint	From Date	Action
1	5953	र.पी.पी.	1	20000.0000	30000.0000	N	01/08/2016	Edit Delete

Figure No.-86

PD Account Authorized Signatory

Action Single Authorized Signatory Joint Authorized Signatory Change Authorized Signatory

PD Account Number

Authorized Signatory(ies)

Sequence Number

Limit(Rs) min: max:

From Date

S.No.	Account Number	Authorized Signature	Sequence Number	Min Limit	Max Limit	Is Joint	From Date	Action
1	5953	र.पी.पी.	1	20000.0000	30000.0000	N	01/08/2016	Edit Delete

Figure No.-87

Integrated Financial Management System

2) Update in Joint Authorized Signatory:-

- 1) To Update the PD Account Signatory click on Edit
- 2) And change the authorized signatory, sequence number or limit and click on Update.
- 3) It will display the 'Data Updated Successfully' message.

Refer Fig- 88 to 90

S.No.	Account Number	Authorized Signature	Sequence Number	Min Limit	Max Limit	Is Joint	From Date	Action
1	5953	शैक्षणिक अधिकारी	3	25000.0000	35000.0000	Y	02/08/2016	Edit Delete
2	5953	व्याख्याता अभि.	2	25000.0000	35000.0000	Y	02/08/2016	Edit Delete

Figure No.-88

PD Account Authorized Signatory

Action Single Authorized Signatory Joint Authorized Signatory Change Authorized Signatory

PD Account Number

Authorized Signatory(ies)

Sequence Number

Limit(Rs) min: max:

From Date

S.No.	Account Number	Authorized Signature	Sequence Number	Min Limit	Max Limit	Is Joint	From Date	Action
1	5953	शैक्षणिक अधिकारी	3	25000.0000	35000.0000	Y	02/08/2016	Edit Delete
2	5953	व्याख्याता अभि.	2	25000.0000	35000.0000	Y	02/08/2016	Edit Delete

Figure No.-89

Integrated Financial Management System

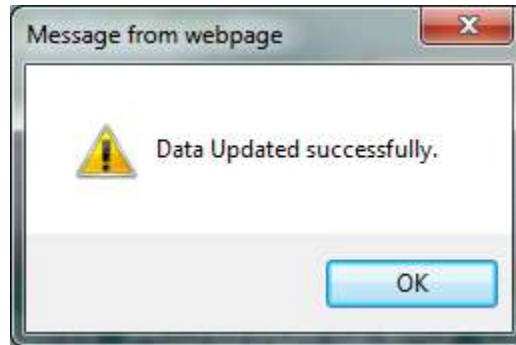


Figure No.-90

Note:-

1. If Authorized Signatory joint with other signatory than update operation is not possible and this Authorized Signatory display with yellow color.

S.No.	Account Number	Authorized Signature	Sequence Number	Min Limit	Max Limit	Is Joint	From Date	Action
1	5953	शैक्षणिक अधिकारी	3	25000.0000	35000.0000	Y	02/08/2016	Edit Delete
2	5953	व्याख्याता अभि.	2	25000.0000	35000.0000	Y	02/08/2016	Edit Delete

Figure No.-91

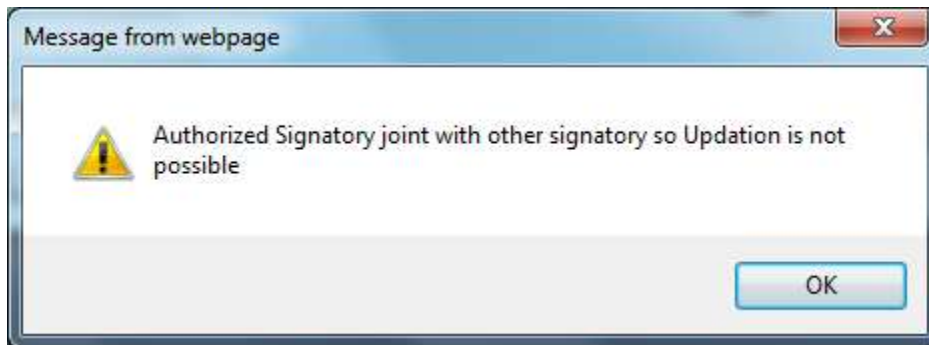


Figure No.-92

Integrated Financial Management System

3) Delete Operation of PD Account Signatory:-

- 1) To delete the PD Account Signatory click on Delete
- 2) It will display the confirmation message 'Are you sure to Delete data' for deletion click OK otherwise Cancel
- 3) After click OK it will display the 'Deleted successfully' message.

Refer Fig. – 93 to 96

S.No.	Account Number	Authorized Signature	Sequence Number	Min Limit	Max Limit	Is Joint	From Date	Action
1	5953	शैक्षणिक अधिकारी	3	25000.0000	35000.0000	Y	02/08/2016	Edit Delete
2	5953	व्याख्याता अभि.	2	25000.0000	35000.0000	Y	02/08/2016	Edit Delete

Figure No.-93

S.No.	Account Number	Authorized Signature	Sequence Number	Min Limit	Max Limit	Is Joint	From Date	Action
1	5953	र.पी.पी.	1	20000.0000	30000.0000	N	01/08/2016	Edit Delete

Figure No.-94

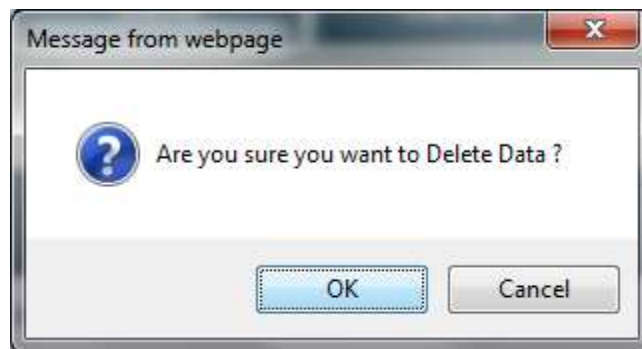


Figure No.-95

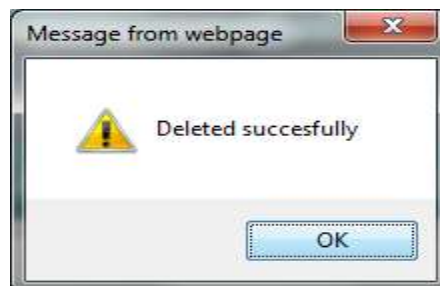


Figure No.-96

Integrated Financial Management System

4) Change Signatory Operation of PD Account Signatory:-

- 1) To change the existing signatory or limit clicks on Change Signatory.
- 2) After click on Change Signatory it will display the confirmation message ‘Are you sure to change the Authorized Signatory(ies)’ to change the signatory click on OK otherwise click on Cancel
- 3) Enter the signatory in the Change Authorized Signatory(ies) or limit
- 4) And click on Change Signatory button it will display the ‘Change Signatory Successfully’ message.

Refer Fig.—97 to 101

PD Account Authorized Signatory								
Action		<input type="radio"/> Single Authorized Signatory <input type="radio"/> Joint Authorized Signatory <input checked="" type="radio"/> Change Authorized Signatory						
PD Account Number		<input type="text" value="5953"/>	<input type="button" value="Search"/>					
Authorized Signatory(ies)		<input type="text" value="--Select Authorized Signatory--"/>						
Change Authorized Signatory(ies)		<input type="text" value="--Select Authorized Signatory--"/> <div style="border: 1px solid black; height: 60px; width: 100%;"></div>						
Sequence Number		<input type="text" value="4"/>						
Limit(Rs)		min: <input type="text"/>	max: <input type="text"/>					
From Date		<input type="text" value="02/08/2016"/>						
		<input type="button" value="Change Signatory"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>						

S.No.	Account Number	Authorized Signature	Sequence Number	Min Limit	Max Limit	Is Joint	From Date	Action
1	5953	शैक्षणिक अधिकारी	3	25000.0000	35000.0000	Y	02/08/2016	Change Signatory
2	5953	व्याख्याता अभि.	2	25000.0000	35000.0000	Y	02/08/2016	Change Signatory
3	5953	ए.पी.पी.	1	20000.0000	30000.0000	N	01/08/2016	Change Signatory

Figure No.-97

Integrated Financial Management System



Figure No.-98

PD Account Authorized Signatory								
Action	<input type="radio"/> Single Authorized Signatory <input type="radio"/> Joint Authorized Signatory <input checked="" type="radio"/> Change Authorized Signatory							
PD Account Number	5953	Search						
Authorized Signatory(ies)	4-ए.पी.पी.							
Change Authorized Signatory(ies)	--Select Authorized Signatory--							
Sequence Number	1							
Limit(Rs)	min:	20000.0000	max:	30000.0000				
From Date	01/08/2016							
<div style="text-align: right;"> <input type="button" value="Change Signatory"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/> </div>								
S.No.	Account Number	Authorized Signature	Sequence Number	Min Limit	Max Limit	Is Joint	From Date	Action
1	5953	शैक्षणिक अधिकारी	3	25000.0000	35000.0000	Y	02/08/2016	Change Signatory
2	5953	व्याख्याता अभि.	2	25000.0000	35000.0000	Y	02/08/2016	Change Signatory
3	5953	ए.पी.पी.	1	20000.0000	30000.0000	N	01/08/2016	Change Signatory

Figure No.-99

Integrated Financial Management System

PD Account Authorized Signatory	
Action	<input type="radio"/> Single Authorized Signatory <input type="radio"/> Joint Authorized Signatory <input checked="" type="radio"/> Change Authorized Signatory
PD Account Number	<input type="text" value="5953"/> <input type="button" value="Search"/>
Authorized Signatory(ies)	<input type="text" value="4-ए.पी.पी."/> <input type="button" value="v"/>
Change Authorized Signatory(ies)	<input type="text" value="5-ए.टी.पी.ओ."/> <input type="button" value="v"/> <input type="text"/>
Sequence Number	<input type="text" value="1"/>
Limit(Rs)	min: <input type="text" value="20000.0000"/> max: <input type="text" value="30000.0000"/>
From Date	<input type="text" value="01/08/2016"/>
<input type="button" value="Change Signatory"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>	

Figure No.-100

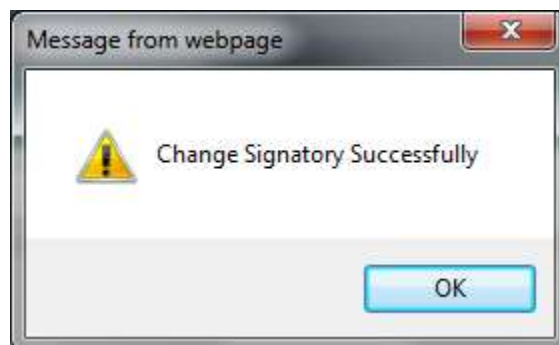


Figure No.-101

Integrated Financial Management System

Note:-

1. User cannot perform the insert or delete operation on same day if he does than a message 'Deletion or Insertion on same day is not possible' will be display.

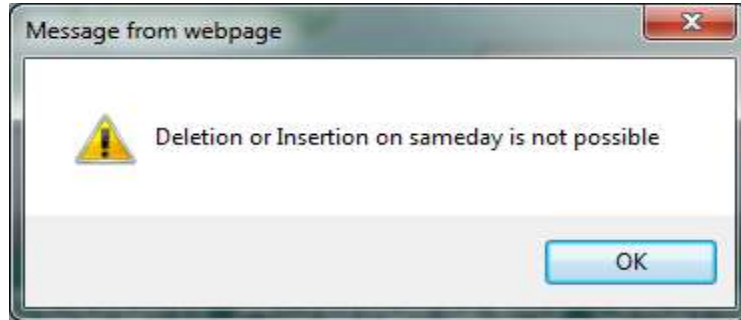


Figure No.-102

2. User cannot perform the insert or Change Signatory operation on same day if he does than a message 'Deletion or Insertion on same day is not possible' will be display.

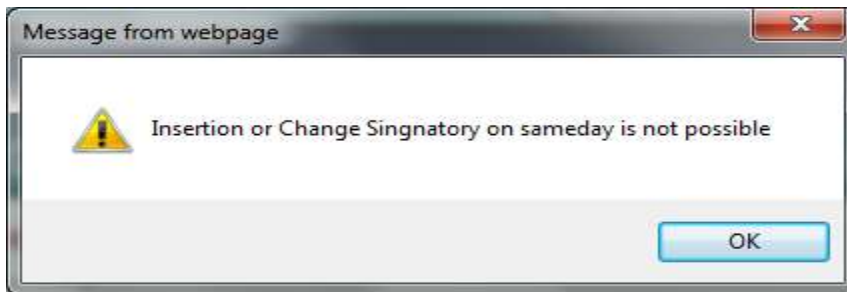


Figure No.-103

3. If Change Signatory request does not exists than it will display the "Change Signatory Request does not exists"

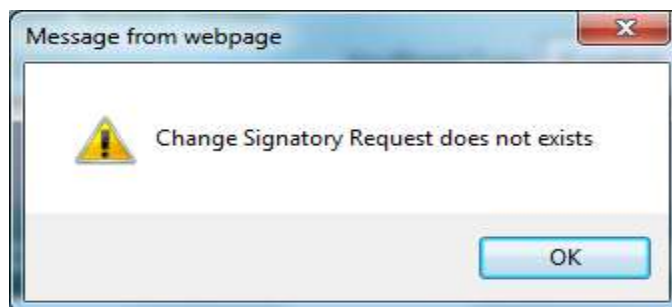


Figure No.-104

4. If PD Account is not applicable for treasury than signatory entry is not possible for Office User.

Integrated Financial Management System

4.2.4 PD Account Map with Copy to: -

This PD Account Map with Copy to module is used to map the remark to PD Account.

Application Path:-

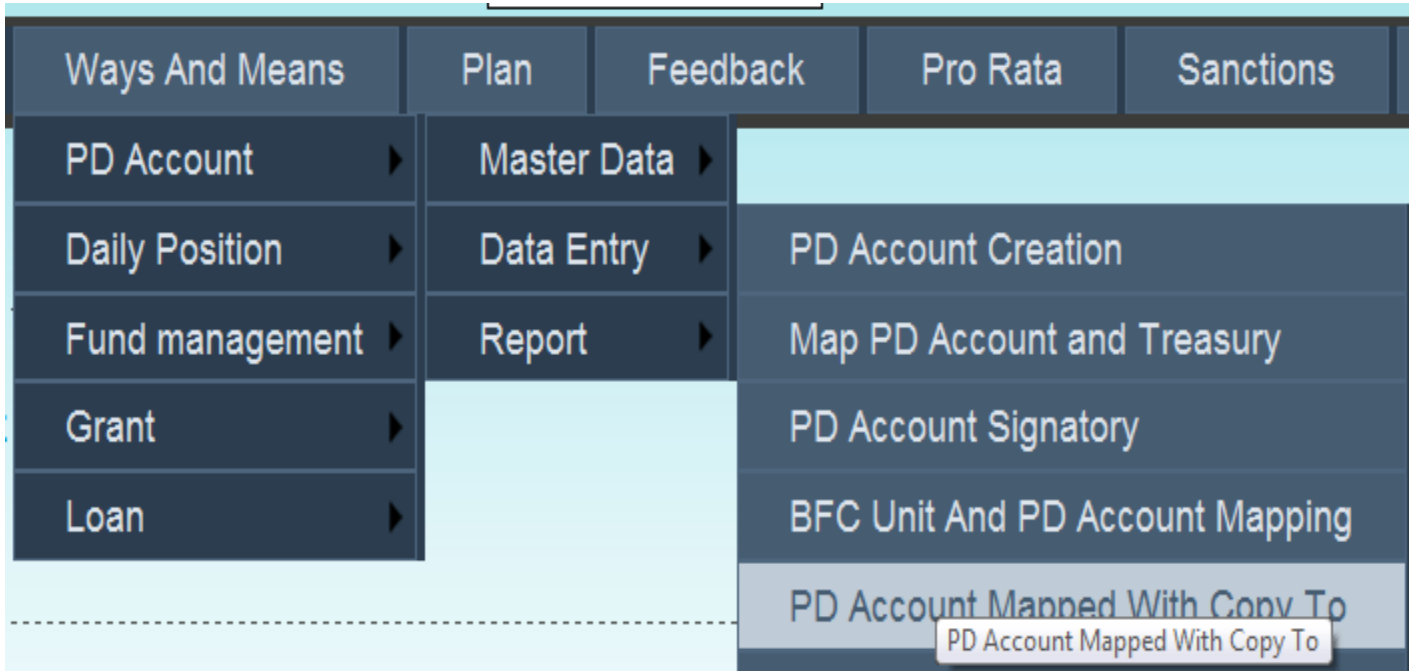


Figure No.-105

After click on PD Account Map with Copy to the following Screen is opened as showed in below Diagram (Figure No. 106)

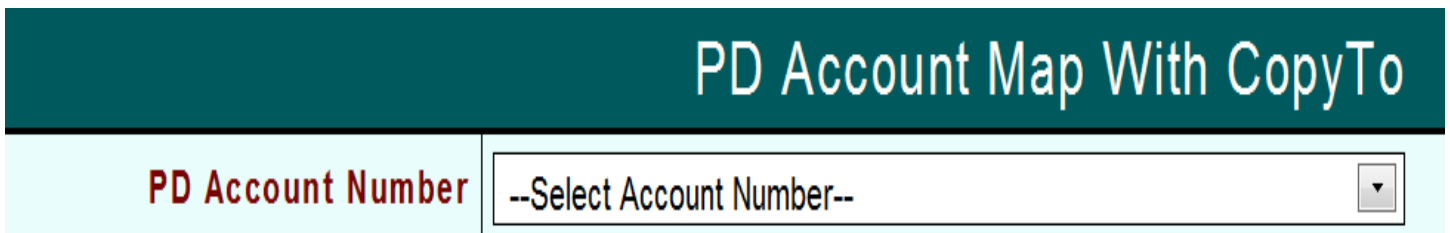
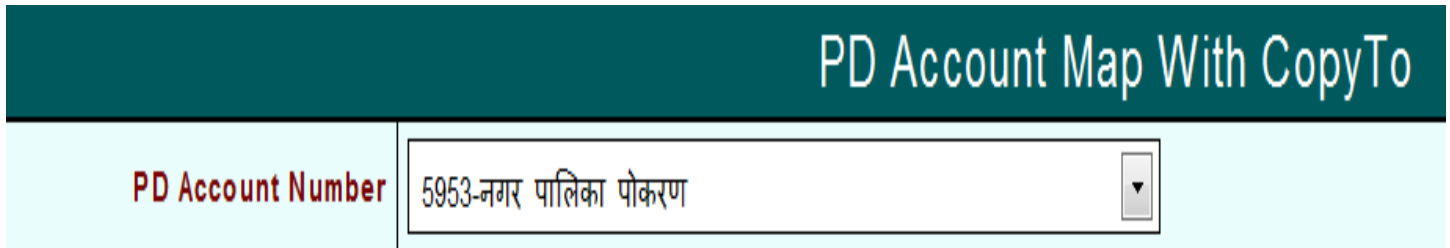


Figure No.-106

Integrated Financial Management System

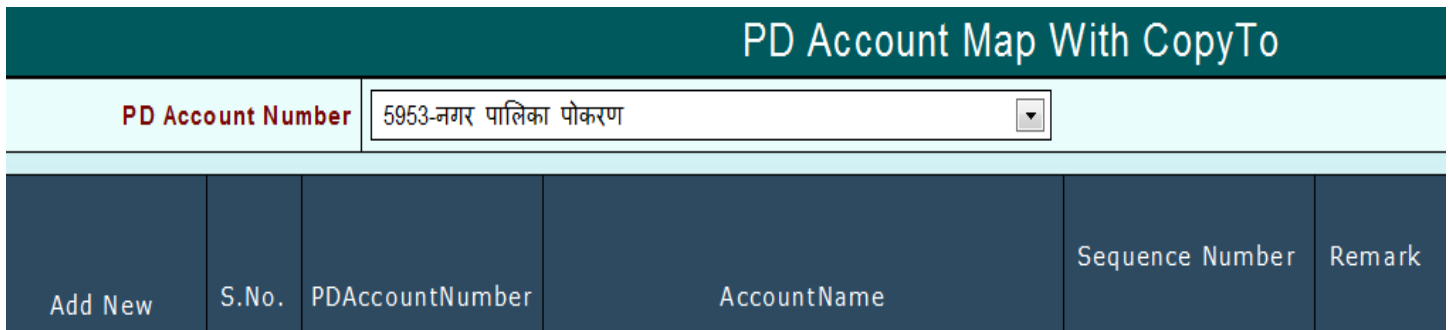
1) Save Operation of PD Account Map with Copy to:-

- 1) To map the remark to PD Account Select PD Account Number it will display the following diagram as shown in fig.-107, 108



The screenshot shows a dark green header with the text "PD Account Map With CopyTo". Below the header is a light blue bar containing the label "PD Account Number" and a dropdown menu. The dropdown menu is open, showing the selected option "5953-नगर पालिका पोकरण".

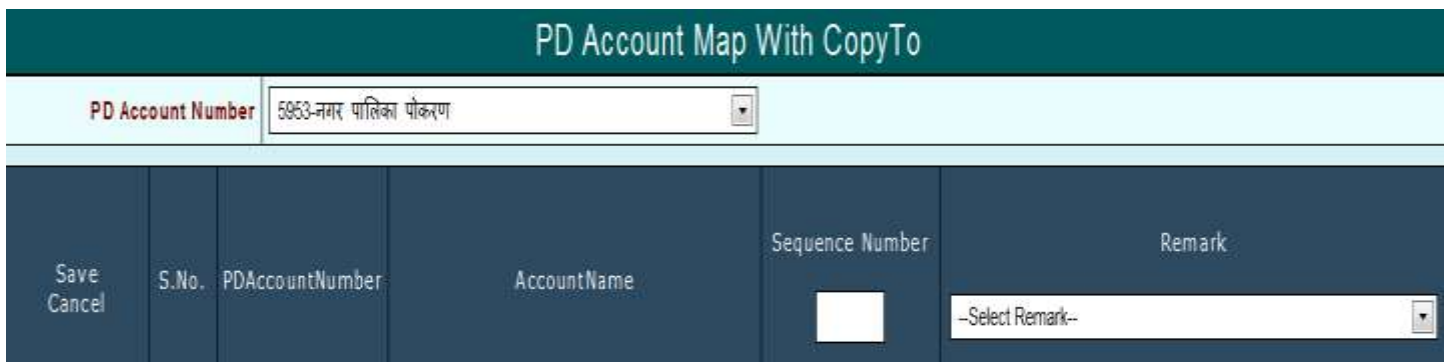
Figure No.-107



The screenshot shows the same dark green header and light blue bar as Figure No.-107. Below the bar is a table with a dark blue background. The table has five columns: "Add New", "S.No.", "PDAccountNumber", "AccountName", and "Sequence Number". The "Remark" column is also visible. The "Add New" button is highlighted.

Figure No.-108

- 2) Click on Add New it will display the following diagram as shown in fig.- 109



The screenshot shows the same dark green header and light blue bar as Figure No.-107. Below the bar is a form with a dark blue background. The form has five columns: "Save Cancel", "S.No.", "PDAccountNumber", "AccountName", and "Sequence Number". The "Remark" column is also visible. The "Save Cancel" button is highlighted. The "Sequence Number" field is empty, and the "Remark" field is a dropdown menu with the text "-Select Remark-".

Figure No.-109

- 3) Enter the Sequence Number and select the Remark
- 4) To map the remark with PD Account Number click on Save otherwise Cancel

Integrated Financial Management System

5) After save it will display the 'Data Save Successfully' message.

Refer Fig. 110 to 112

PD Account Map With CopyTo					
PD Account Number: 5953-नगर पालिका पोकरण					
Save Cancel	S.No.	PDAccountNumber	AccountName	Sequence Number	Remark
				3	उप शासन सचिव, कृषि (सुप-2) विभाग को पत्रावली के साथ संलग्न कर

Figure No.-110

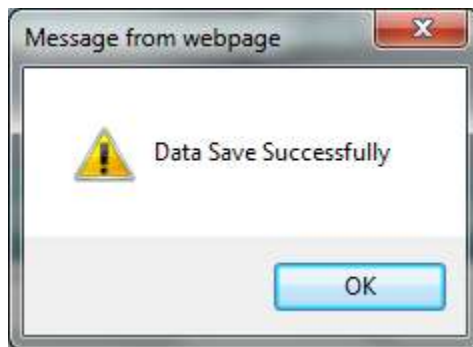


Figure No.-111

PD Account Map With CopyTo					
PD Account Number: 5953-नगर पालिका पोकरण					
Add New	S.No.	PDAccountNumber	AccountName	Sequence Number	Remark
Edit Delete	1	5953	नगर पालिका पोकरण	1	तकनीकी निदेशक, NIC (IFMS Cell), वित्त भवन, ज्योति नगर, जयपुर।
Edit Delete	2	5953	नगर पालिका पोकरण	2	निदेशक, कोष एवं लेखा, राजस्थान, जयपुर।
Edit Delete	3	5953	नगर पालिका पोकरण	3	उप शासन सचिव, कृषि (सुप-2) विभाग को पत्रावली के साथ संलग्न कर लौटाने हेतु।

Figure No.-112

Integrated Financial Management System

Note:-

1. If the some common remark is available then they are display otherwise not
2. some common remarks are display with zero sequence number and user has to update that sequence number
3. The Delete operation is always disabling for common remarks.

PD Account Map With CopyTo						
PD Account Number		5953-नगर पालिका पौकरण				
Add New	S.No.	PDAccountNumber	AccountName	Sequence Number	Remark	
Edt Delete	1	5953	नगर पालिका पौकरण	0	तकनीकी निदेशक, NIC (IFMS Cell), वित्त भवन, ज्योति नगर, जयपुर।	
Edt Delete	2	5953	नगर पालिका पौकरण	2	निदेशक, कोष एवं लेखा, राजस्थान, जयपुर।	
Edt Delete	3	5953	नगर पालिका पौकरण	3	उप शासन सचिव, कृषि (सुप-2) विभाग को पत्रावली के साथ संलग्न कर लौटाने हेतु।	

Figure No.-113

2) Update Operation of PD Account Map with Copy to:-

- 1) To Update the Sequence Number click on Edit
- 2) After change the Sequence number click on Update
- 3) After click on Update it will display the 'Data Updated Successfully' message.

Refer Fig. – 114 to 117

Add New	S.No.	PDAccountNumber	AccountName	Sequence Number	Remark
Edt Delete	1	5953	नगर पालिका पौकरण	0	तकनीकी निदेशक, NIC (IFMS Cell), वित्त भवन, ज्योति नगर, जयपुर।
Edt Delete	2	5953	नगर पालिका पौकरण	2	निदेशक, कोष एवं लेखा, राजस्थान, जयपुर।
Update Cancel	3	5953	नगर पालिका पौकरण	4	उप शासन सचिव, कृषि (सुप-2) विभाग को पत्रावली के साथ संलग्न कर लौटाने हेतु।

Integrated Financial Management System

Figure No.-114

Update	Cancel	1	5953	नगर पालिका पौकरण	1	तकनीकी निदेशक, NIC (IFMS Cell), वित्त भवन, ज्योति नगर, जयपुर।
Edit	Delete	2	5953	नगर पालिका पौकरण	2	निदेशक, कोष एवं लेखा, राजस्थान, जयपुर।
Edit	Delete	3	5953	नगर पालिका पौकरण	3	उप शासन सचिव, कृषि (गुप-2) विभाग को पत्रावली के साथ संलग्न कर लौटाने हेतु।

Figure No.-115

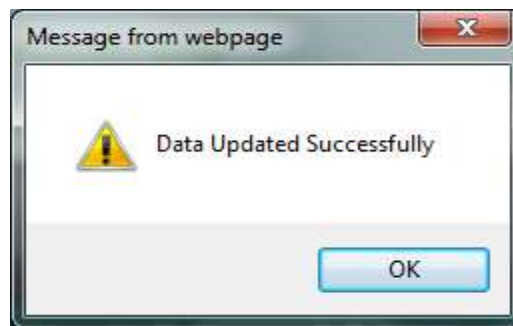


Figure No.-116

PD Account Map With CopyTo						
PD Account Number		5953-नगर पालिका पौकरण				
Add New	S.No.	PDAccountNumber	AccountName	Sequence Number	Remark	
Edit	Delete	1	5953	नगर पालिका पौकरण	1	तकनीकी निदेशक, NIC (IFMS Cell), वित्त भवन, ज्योति नगर, जयपुर।
Edit	Delete	2	5953	नगर पालिका पौकरण	2	निदेशक, कोष एवं लेखा, राजस्थान, जयपुर।
Edit	Delete	3	5953	नगर पालिका पौकरण	4	उप शासन सचिव, कृषि (गुप-2) विभाग को पत्रावली के साथ संलग्न कर लौटाने हेतु।

Figure No.-117

Integrated Financial Management System

Note: -

1. Duplicate Sequence Number or Remark mapping is not possible it will give the message “Either Sequence Number Or Remark is already exists for PD Account Number” (Fig. - 118)

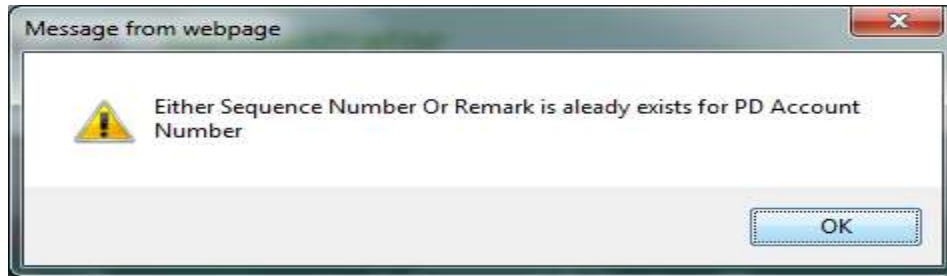


Figure No.-118

3) Delete Operation of PD Account Map with Copy to:-

- 1) To delete the mapping click on Delete
- 2) It will display the confirmation message ‘Are you sure to Delete data’ for deletion click OK otherwise Cancel
- 3) After click OK it will display the ‘Deleted successfully’ message

Refer Fig. 119 to 121

PD Account Map With CopyTo						
PD Account Number		5953-नगर पालिका पौकरण				
Add New	S.No.	PDAccountNumber	AccountName	Sequence Number	Remark	
Edit Delete	1	5953	नगर पालिका पौकरण	1	तकनीकी निदेशक, NIC (IFMS Cell), विल्ल भवन, ज्योति नगर, जयपुर।	
Edit Delete	2	5953	नगर पालिका पौकरण	2	निदेशक, कोष एवं लेखा, राजस्थान, जयपुर।	
Edit Delete	3	5953	नगर पालिका पौकरण	3	उप शासन सचिव, कृषि (सुप-2) विभाग को पत्रावली के साथ संलग्न कर लौटाने हेतु।	

Integrated Financial Management System

Figure No.-119

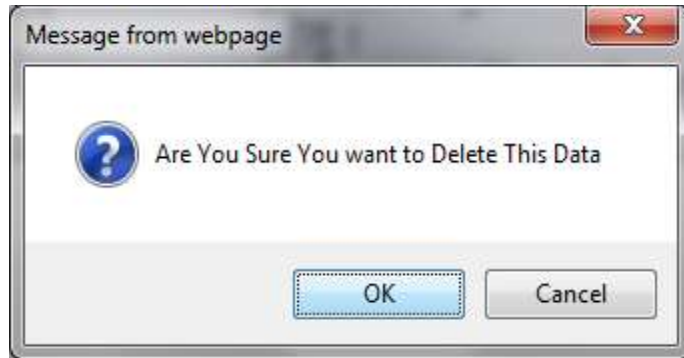


Figure No.-120

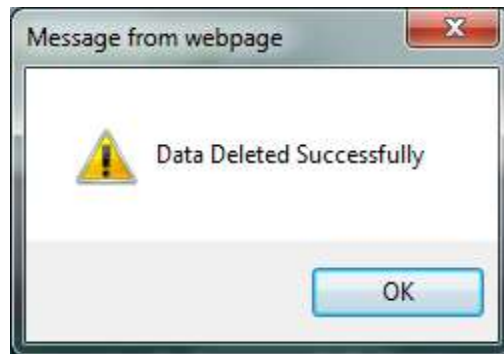


Figure No.-121

Integrated Financial Management System

4.2.5 PD Account Finalization:-

This 'PD Account Finalization' module is used to finalize the PD Account.

Application Path:-

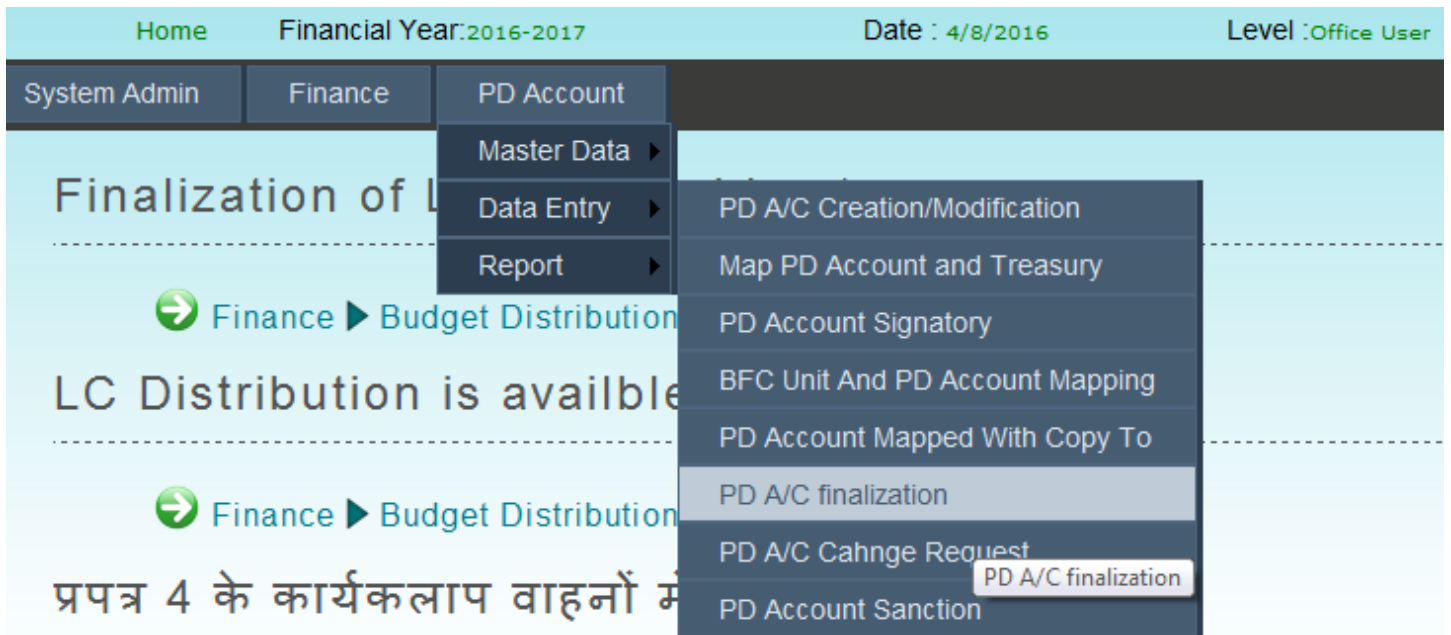


Figure No.-122

After click on PD A/C Finalization the following Screen is opened as showed in below Diagram (Figure No. 123)

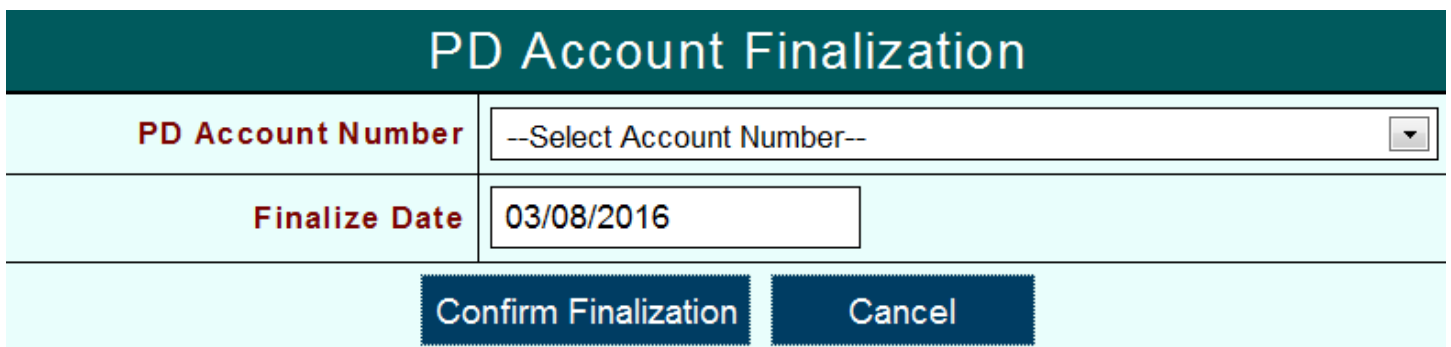


Figure No.-123

Integrated Financial Management System

1) Finalize:-

- 1) To finalize PD Account select PD Account from PD Account Number list
- 2) Select Finalize date and
- 3) Click on Confirm Finalization to confirm finalization of PD account
- 4) After click on Confirm Finalization enter password and click on Submit
- 5) After confirmation click Finalize to finalize the PD Account otherwise click Cancel.
- 6) After click Finalize it will display the confirm message box 'Are you sure to finalize PD Account Number'
- 7) For finalization click on OK otherwise click Cancel.
- 8) After click OK it will display the 'PD Account Number finalized successfully'.

Refer Fig. – 124 to 131

PD Account Finalization	
PD Account Number	5953-नगर पालिका पोकरण
Finalize Date	03/08/2016
<input type="button" value="Confirm Finalization"/> <input type="button" value="Cancel"/>	

Figure No.-124

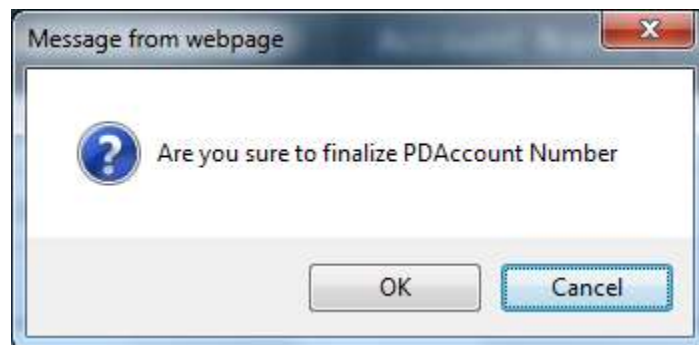


Figure No.-125

Integrated Financial Management System

PD Account Finalization	
PD Account Number	5953-नगर पालिका पोकरण
Finalize Date	03/08/2016
<input type="button" value="Confirm Finalization"/> <input type="button" value="Cancel"/>	
Password	<input type="password"/>
<input type="button" value="Submit"/>	

Figure No.-126

PD Account Finalization	
PD Account Number	5953-नगर पालिका पोकरण
Finalize Date	03/08/2016
<input type="button" value="Confirm Finalization"/> <input type="button" value="Cancel"/>	
Password	<input type="password" value="••••••••"/>
<input type="button" value="Submit"/>	

Figure No.-127

Integrated Financial Management System

PD Account Finalization	
PD Account Number	5953-नगर पालिका पोकरण
Finalize Date	03/08/2016
<input type="button" value="Finalize"/> <input type="button" value="Cancel"/>	

Figure No.-128

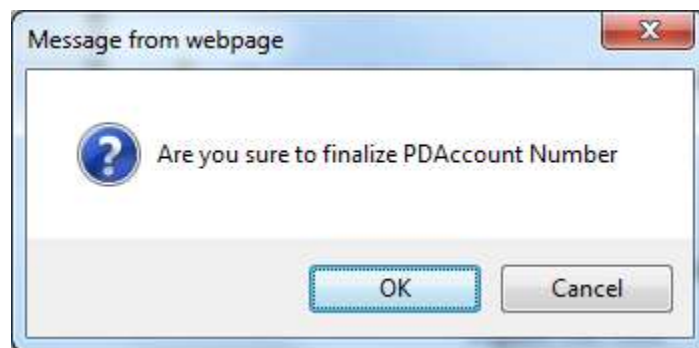
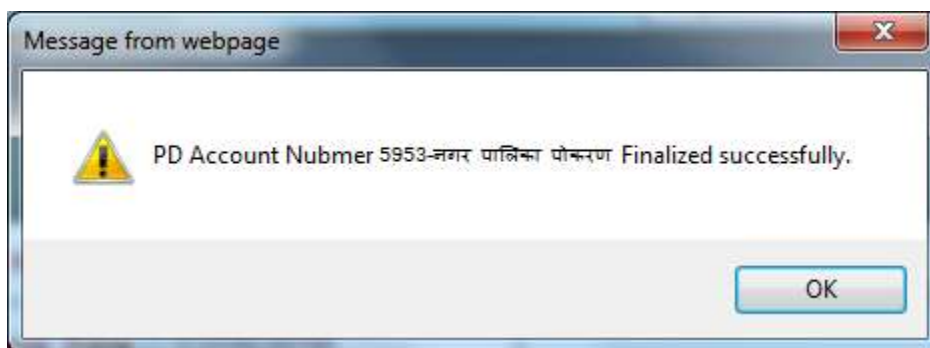


Figure No.-129



Integrated Financial Management System

Figure No.-130

PD Account Finalization			
PD Account Number	<input type="text" value="--Select Account Number--"/>		
Finalize Date	<input type="text" value="03/08/2016"/>		
<input type="button" value="Finalize"/>		<input type="button" value="Cancel"/>	
Account Number	Account Name	Account Name English	Finalize Date
5954	नगर पालिका र र	NAGAR PALIKA RR	01/08/2016
5953	नगर पालिका पोकरण	Nagar Palika Pokaran	03/08/2016

Figure No.-131

Integrated Financial Management System

4.2.6 PD A/C Change Request:-

To change the finalized PD Account used this ‘PD A/C Change Request’ module. It gives the facility to change the PD Account Name, Mode of Transaction, Administrative Department, change the Treasury and Signatory.

Application Path:-

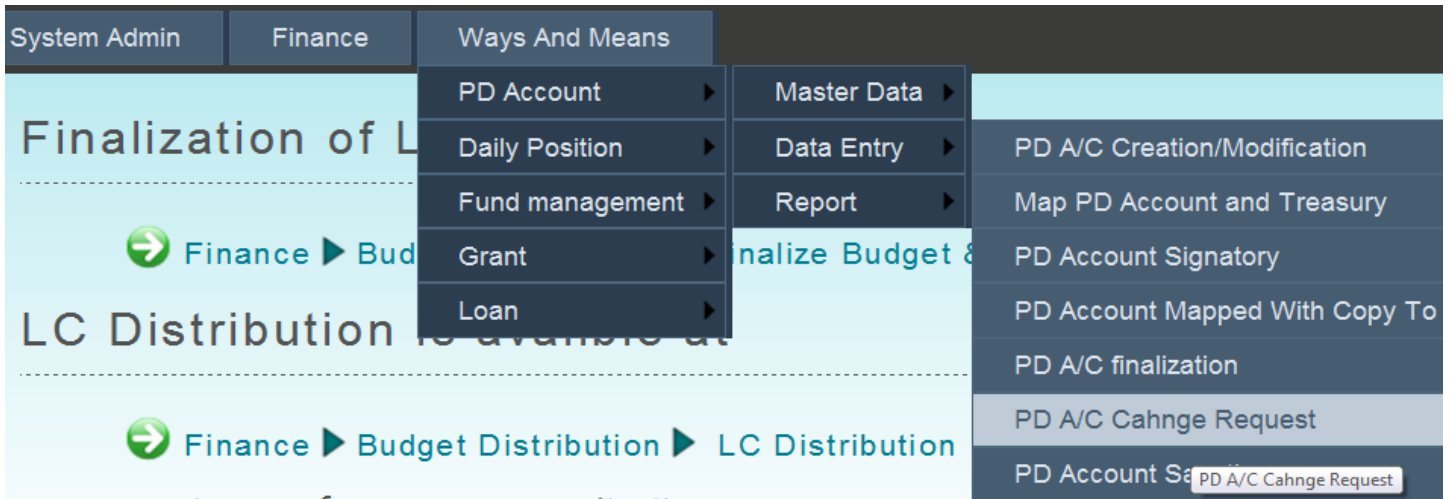


Figure No.-132

After click on PD A/C Change Request the following Screen is opened as showed in below Diagram (Figure No. 133)

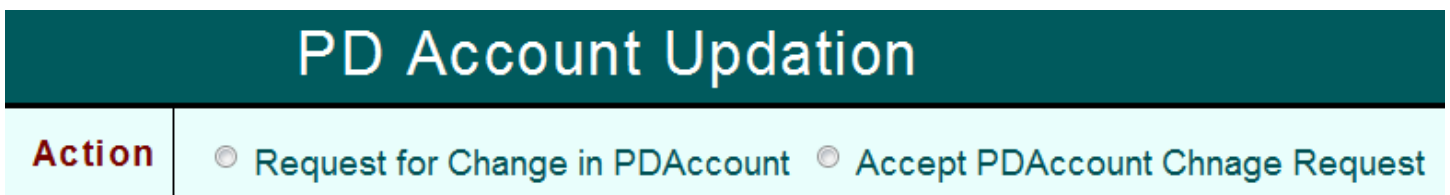


Figure No.-133

1) It will display two options

- **Request for Change in PD Account :-** - Choose the request for changes on selected PD Account
- **Accept PD Account Change Request:** - Accept the selected request for changes.

Integrated Financial Management System

1) Request for Change in PD Account :-

After choose the **Request for Change in PD Account** option it will display the following diagram as fig.-134

PD Account Updation	
Action	<input checked="" type="radio"/> Request for Change in PDAccount <input type="radio"/> Accept PDAccount Chnage Request
PD Account Number	--Select Account Number--
Date	03/08/2016
<input type="button" value="Save"/> <input type="button" value="Reset"/>	

Figure No.-134

1) Save Operation of Request for Change in PD Account:-

1) After select the PD Account Number it will display the following diagram as fig.-135

PD Account Updation	
Action	<input checked="" type="radio"/> Request for Change in PDAccount <input type="radio"/> Accept PDAccount Chnage Request
PD Account Number	5953-नगर पालिका पोकरण
Request	
<input type="checkbox"/> Change in Admin Department <input type="checkbox"/> Change in Autharised Signatory <input type="checkbox"/> Change in Mode of Transaction <input type="checkbox"/> Change in PD account Name <input type="checkbox"/> Change in Treasury <input type="checkbox"/> Close PD Account <input type="checkbox"/> Revised PD A/C Sanction	
Date	03/08/2016
<input type="button" value="Save"/> <input type="button" value="Reset"/>	

PDAccount Number	Budget Head	Admin Department	Category	Interest Bearing	File No	Sanction Number	Sanction Date	Mode of Transaction	From Date
5953	8338-00-103-00-00	नगरीय विकास एवं आवासन विभाग, जयपुर	Autonomous Body/Corporation/Company	Y	प. स. 4(11) शुप - शुप -02/04	San4(11) शुप - 02/04	29/07/2016	संयुक्त	29/07/2016

Figure No.-135

Integrated Financial Management System

- 2) Choose the Request for changes and click Save
- 3) After click on Save it will display the 'Request Save Successfully' message

Refer Fig. – 136 to 138

PD Account Updation	
Action	<input checked="" type="radio"/> Request for Change in PDAccount <input type="radio"/> Accept PDAccount Chnage Request
PD Account Number	5953-नगर पालिका पोकरण
Request	
<input type="checkbox"/> Change in Admin Department	
<input checked="" type="checkbox"/> Change in Autharised Signatory	
<input checked="" type="checkbox"/> Change in Mode of Transaction	
<input type="checkbox"/> Change in PD account Name	
<input checked="" type="checkbox"/> Change in Treasury	
<input type="checkbox"/> Close PD Account	
<input type="checkbox"/> Revised PD A/C Sanction	
Date	03/08/2016
<input type="button" value="Save"/> <input type="button" value="Reset"/>	

Figure No.-136

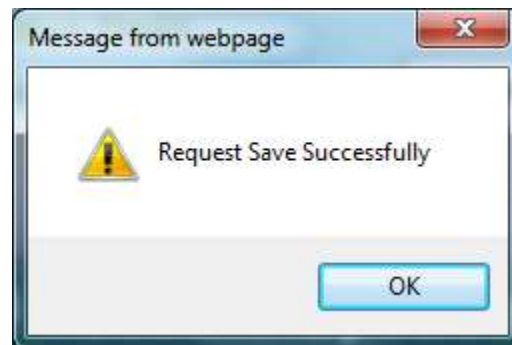


Figure No.-137

Integrated Financial Management System

PD Account Number	Budget Head	Admin Department	Category	Interest Bearing	File No	Sanction Number	Sanction Date	Mode of Transaction	From Date
5953	8338-00-103-00-00	नगरीय विकास एवं आवासन विभाग, जयपुर	Autonomous Body/Corporation/Company	Y	प. स. 4 (11) गुप -02/04	San4(11) गुप -02/04	29/07/2016	संयुक्त	29/07/2016

Action	PD Account Number	Account Name	Reason	Request for Update PD Account Date	Request Accept Status
Delete	5953	नगर पालिका पोकरण	Change in Authorised Signatory	03/08/2016	Entered
Delete	5953	नगर पालिका पोकरण	Change in Mode of Transaction	03/08/2016	Entered

Figure No.-138

2) Delete Operation of Request for Change in PD Account:-

- 1) To delete the reason click on Delete
- 2) It will display the confirmation message for deletion click on OK otherwise click Cancel
- 3) After click on OK it will display the message 'Data deleted successfully'.

Refer Fig - 139 to 141

Action	PD Account Number	Account Name	Reason	Request for Update PD Account Date	Request Accept Status
Delete	5953	नगर पालिका पोकरण	Change in Authorised Signatory	03/08/2016	Entered
Delete	5953	नगर पालिका पोकरण	Change in Mode of Transaction	03/08/2016	Entered

Figure No.-139

Integrated Financial Management System

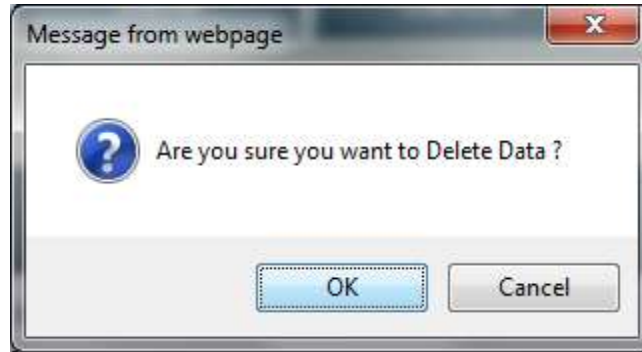


Figure No.-140

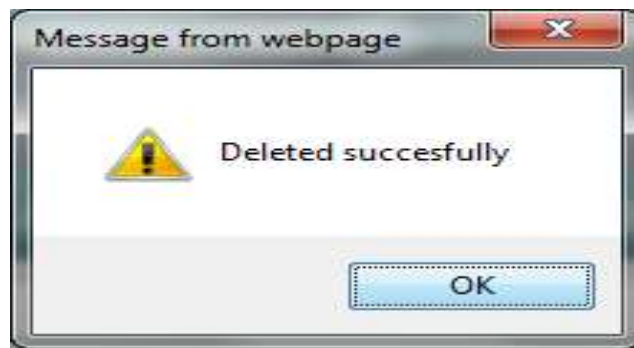


Figure No.-141

Note:-

1. If request already save for selected PD Account than it will display the message.

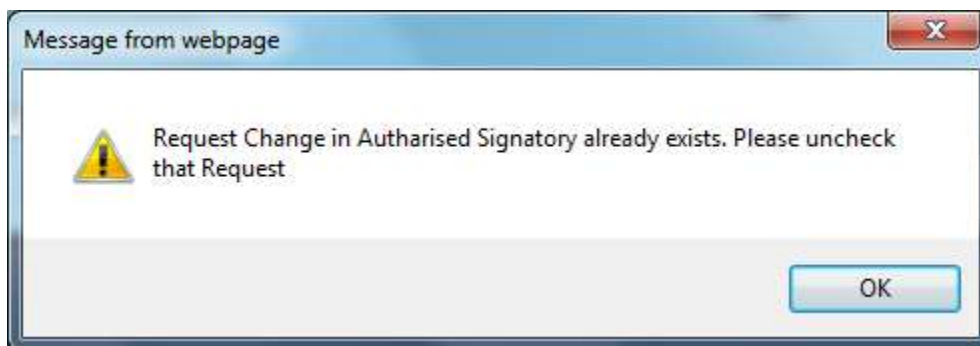


Figure No.-142

Integrated Financial Management System

2) Accept Operation of Accepted PD Account Change Request:-

1) After choose **Accepted PD Account Change Request** option it will display the following diagram as fig.-143

Refer Fig. – 143, 144

PD Account Updation	
Action	<input type="radio"/> Request for Change in PDAccount <input checked="" type="radio"/> Accept PDAccount Chnage Request
PD Account Number	--Select Account Number--
Date	03/08/2016
<input type="button" value="Accept"/> <input type="button" value="Reset"/>	

Figure No.-143

2) After select the PD Account Number it will display the accepted or not accepted request list of request

PD Account Updation	
Action	<input type="radio"/> Request for Change in PDAccount <input checked="" type="radio"/> Accept PDAccount Chnage Request
PD Account Number	5953-नगर पालिका पोकरण
Date	03/08/2016
<input type="button" value="Accept"/> <input type="button" value="Reset"/>	

PDAccount Number	Account Name	Reason	Request for Update PDAccount Date	Request Accept Status
5953	नगर पालिका पोकरण	Change in Treasury	01/08/2016	Accepted
5953	नगर पालिका पोकरण	Change in Autharised Signatory	03/08/2016	Not Accepted
5953	नगर पालिका पोकरण	Change in Mode of Transaction	03/08/2016	Not Accepted

Figure No.-144

Integrated Financial Management System

Note: -

1. Treasury/Office user view only accepted or not accepted request.
2. PD Accounts whose request are accepted shown in Revised option of PD A/C Creation/Modification

PD Account Creation/Modification	
Action	<input type="radio"/> Open <input type="radio"/> Close <input checked="" type="radio"/> Revised
PD Account Number	--Select PD Account Number--
	--Select PD Account Number--
	5953-नगर पालिका पोकरण
	5940

Figure No.-145

Integrated Financial Management System

4.2.7 PD Account Sanction:-

This module is used by Treasury/Office User. In this module the office user generate sanction for finalized PD Account which is created by Super User and its mapped treasury is same for Super User and Treasury/Office User.

Application Path:-

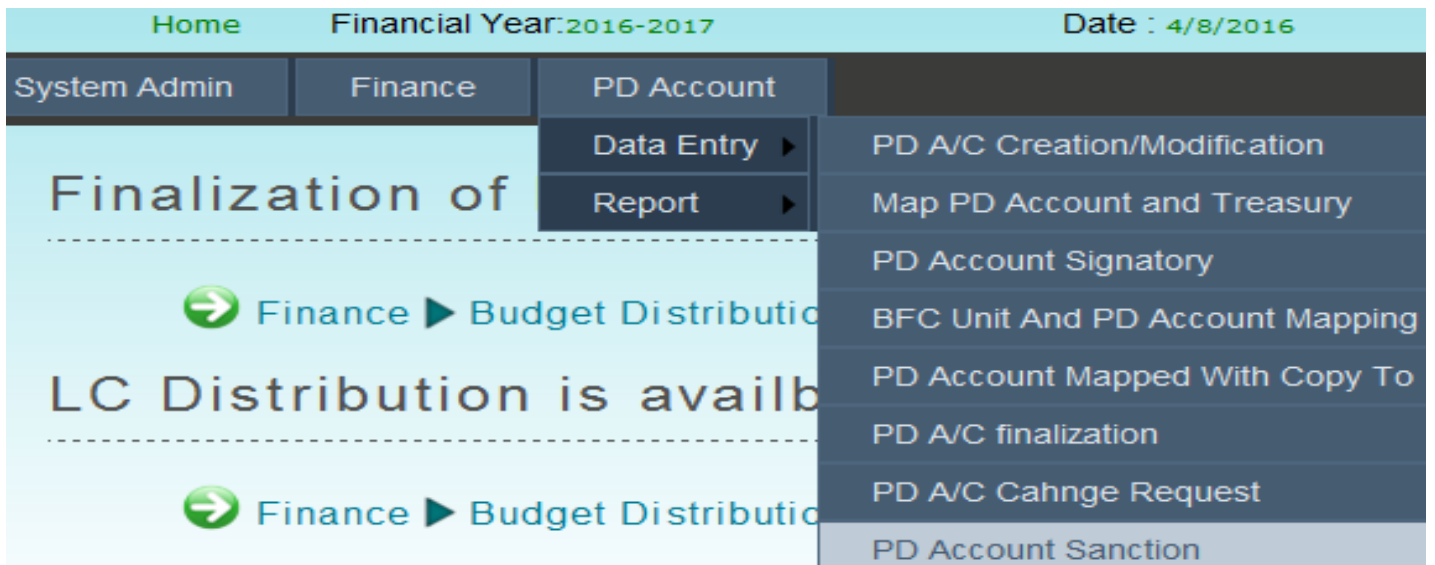


Figure No.-146

After click on PD Account Map with Copy to the following Screen is opened as showed in below Diagram (Figure No. 147)

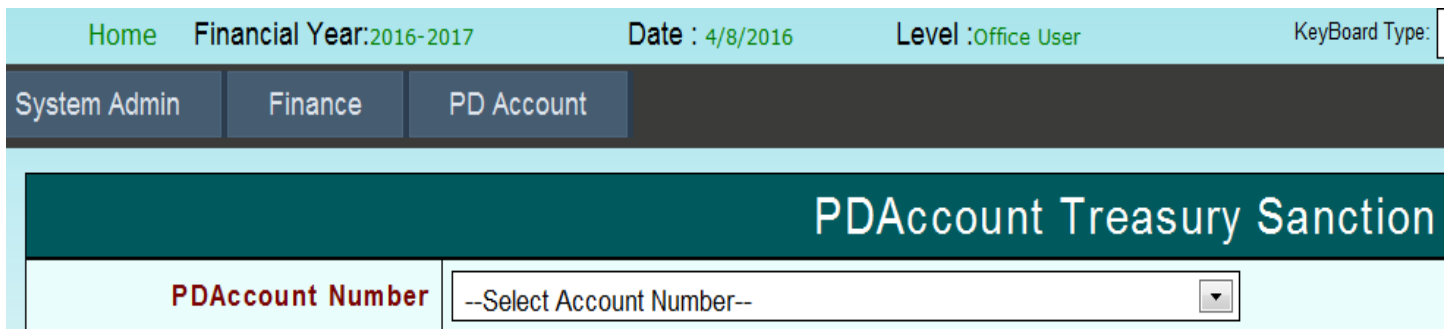


Figure No.-147

1) Save Operation of PD Account Sanction:-

Integrated Financial Management System

- 1) Select the PD Account Number.
- 2) After select the PD Account Number enter the file number, reference number, DDO Code, Sanction Number, Sanction Date, Purpose and Remark
- 3) To save information click on Save otherwise click on Cancel.
- 4) It will display the message “Data Save Successfully”

Refer Fig. – 148 to 151

PD Account Treasury Sanction			
PD Account Number	<input type="text" value="5953-नगर पालिका रायपुर"/>		
Account Name Hindi	नगर पालिका रायपुर		
Account Name English	Nagar Palika Raipur		
Category	Autonomous Body/Corporation/Company	Mode of Transaction	संयुक्त
Office file No.*	<input type="text"/>	Reference Number	<input type="text"/>
DDO Code	<input type="text"/>		
Sanction Number*	<input type="text"/>	Sanction Date*	04/08/2016
Purpose	<input type="text"/>		
Remark	<input type="text"/>		
<input type="button" value="Save"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>			

Figure No.-148

Integrated Financial Management System

PDAccount Treasury Sanction			
PDAccount Number	5953-नगर पालिका रायपुर		
Account Name Hindi	नगर पालिका रायपुर		
Account Name English	Nagar Palika Raipur		
Category	Autonomous Body/Corporation/Company	Mode of Transaction	संयुक्त
Office file No.*	प. क्रम संख्या 34(54)345	Reference Number	4(55)555
DDO Code	001001		
Sanction Number*	क्रम संख्या 34(54)345123	Sanction Date*	04/08/2016
Purpose	खाता खोलना उद्देश्य		
Remark	खाता खोलना उद्देश्य		
Save Reset Cancel			

Figure No.-149

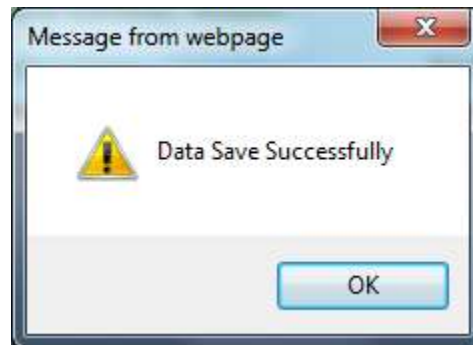


Figure No.-150

Integrated Financial Management System

Action	PD Account Number	AD File No	DDO Code	Sanction Number	Sanction Date	Reference Number	Purpose	Remark
Edit Delete	5953	प. क्रम संख्या 34 (54)345	001001	क्रम संख्या 34(54) 345123	04/08/2016	4(55)555	खाता खोलना उद्देश्य	खाता खोलना उद्देश्य

Figure No.-151

2) Update Operation of PD Account Sanction:-

- 1) To update the PD Account Number click Edit
- 2) After update the information click on Update
- 3) It will display the message “Data Update Successfully”

Refer Fig. – 152 to 154

Action	PD Account Number	AD File No	DDO Code	Sanction Number	Sanction Date	Reference Number	Purpose	Remark
Edit Delete	5953	प. क्रम संख्या 34 (54)345	001001	क्रम संख्या 34(54) 345123	04/08/2016	4(55)555	खाता खोलना उद्देश्य	खाता खोलना उद्देश्य

Figure No.-152

Integrated Financial Management System

PDAccount Treasury Sanction			
PDAccount Number	5953-नगर पालिका रायपुर		
Account Name Hindi	नगर पालिका रायपुर		
Account Name English	Nagar Palika Raipur		
Category	Autonomous Body/Corporation/Company	Mode of Transaction	संयुक्त
Office file No.*	प. क्रम संख्या 34(54)345	Reference Number	4(55)555
DDO Code	001001		
Sanction Number*	क्रम संख्या 34(54)345123	Sanction Date*	04/08/2016
Purpose	खाता खोलना उद्देश्य		
Remark	खाता खोलना उद्देश्य		
Update Reset Cancel			

Figure No.-153

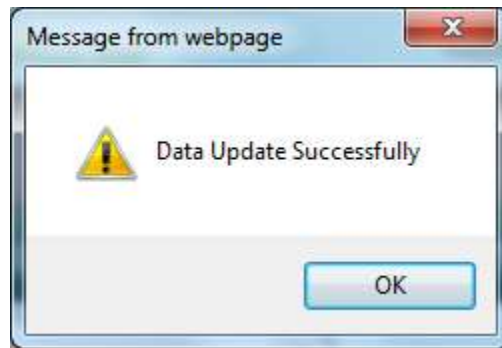


Figure No.-154

Integrated Financial Management System

3) Delete Operation of PD Account Sanction:-

- 1) To delete the PD Account Number click Delete
- 2) It will display the confirmation message “Are you sure to delete this Data”
- 3) After click OK it will display the message “Data Delete Successfully”.

Refer Fig. – 155 to 157

Action	PD Account Number	AD File No	DDO Code	Sanction Number	Sanction Date	Reference Number	Purpose	Remark
Edit Delete	5953	प. क्रम संख्या 34 (54)345	001001	क्रम संख्या 34(54) 345123	04/08/2016	4(55)555	खाता खोलना उद्देश्य	खाता खोलना उद्देश्य

Figure No.-155

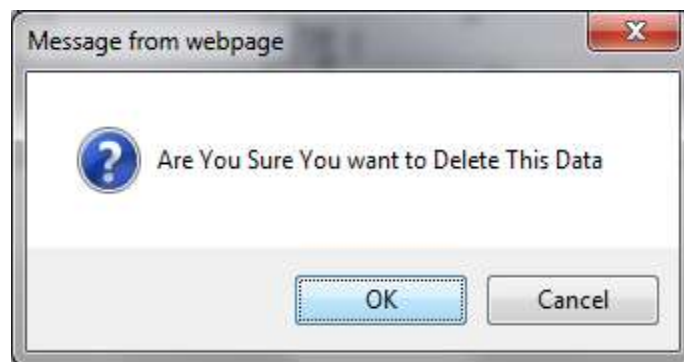


Figure No.-156

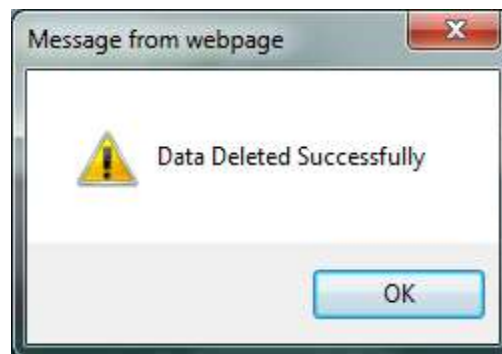


Figure No.-157

Integrated Financial Management System

4.3 Report:-

This Module helps Super User or Office User to get report of PD Account Sanction, Modification, Transfer or Close letter.

Application Path:-

Ways and Means → PD Account → PD Account Sanction Letter

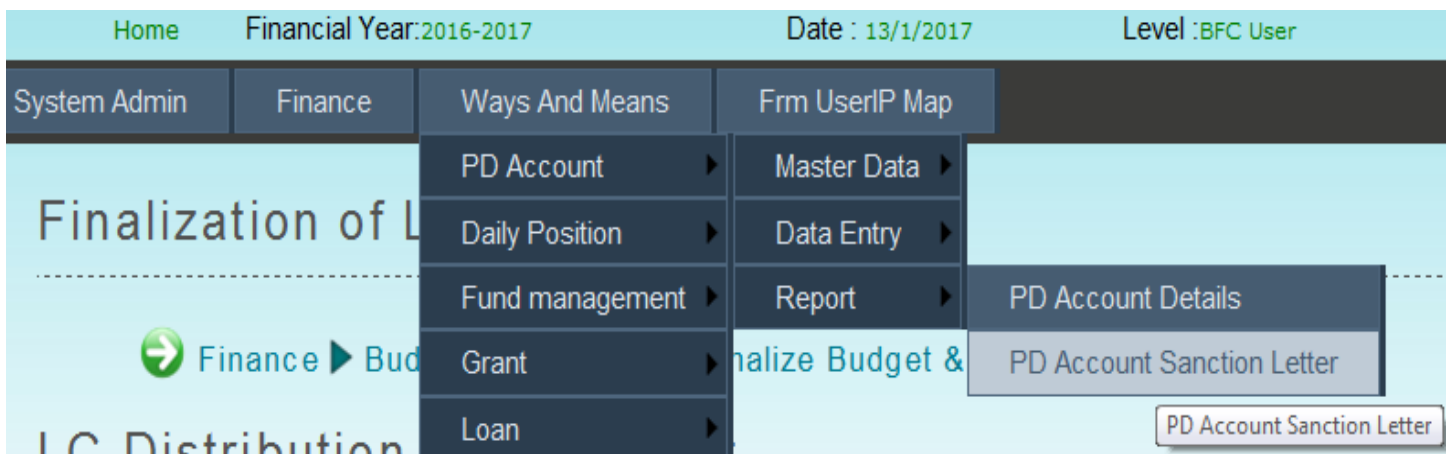


Figure No.-158

After click on PD Account Sanction Letter as shown in above Diagram (Figure No.186), following Screen is opened as shown in below Diagram (Figure No.187)

PD Account Sanction Letter	
PD Account Number	<input type="text"/>
Report For	<input type="radio"/> PD Account Sanction Letter <input type="radio"/> PD Account Modification Letter <input type="radio"/> PD Account Transfer Letter <input type="radio"/> PD Account Close Letter
Show Report In	<input checked="" type="radio"/> PDF <input type="radio"/> Other
<input type="button" value="Show Report"/>	

Figure No.-159

Integrated Financial Management System

Report For has four options

- **PD Account Sanction Letter**
- **PD Account Modification Letter**
- **PD Account Transfer Letter**
- **PD Account Close Letter**

Report

- 1) To get report enter PD Account Number and choose any one option
- 2) After select Show Report in Option either PDF or other
- 3) After that click on Show Report
- 4) It will display the Report

PD Account Sanction Letter	
PD Account Number	<input type="text" value="5975"/>
Report For	<input checked="" type="radio"/> PD Account Sanction Letter <input type="radio"/> PD Account Modification Letter <input type="radio"/> PD Account Transfer Letter <input type="radio"/> PD Account Close Letter
Show Report In	<input checked="" type="radio"/> PDF <input type="radio"/> Other
<input type="button" value="Show Report"/>	

Figure No.-160

Integrated Financial Management System

PD Account Sanction Letter:

Without Finalized PD Account Report for Treasury and Sub Treasury

राजस्थान सरकार
कार्यालय कोषाधिकारी
शासन सचिवालय जयपुर

क्रमांक क्रमांक प.13(17) विमा/2017-पार्ट 13

दिनांक: 13 फरवरी, 2017

अधिक्षक (तकनीकी),
पंचायत समिति उदयपुर।

विषय :- पंचायत समिति उदयपुर के नाम से ब्याज सहित निजी निक्षेप खाता खोलने बाबत।

संदर्भ : क्रमांक 01132017

महोदय,

उपर्युक्त विषयांतरगत संदर्भित स्वीकृति के अनुसार पंचायत समिति उदयपुर के नाम से ब्याज सहित निजी निक्षेप खाता 5975 निम्नांकित मद में खोल दिया गया है :-

8338 - स्थानीय निधियों की जमा

00 - स्थानीय निधियों की जमा

103 - राज्य आवास बोर्ड की जमा

(00) - राज्य आवास बोर्ड की जमा

[00] - राज्य आवास बोर्ड की जमा

खाता खोलने का उद्देश्य

उक्त खाते का संचालन निम्न प्रकार से किया जावेगा

क्र. सं.	राशि रूप में	खाता संचालनकर्ता का नाम
1	राशि रूप 25000 से 35000 तक	अधिक्षक (तकनीकी) के हस्ताक्षर द्वारा
2	राशि रूप 45000 से 55000 तक	अधिआपी अभियन्ता, अधिआपी अभियन्ता (सिंचाई) के संयुक्त हस्ताक्षर द्वारा

उक्त खाते के संचालन हेतु डी.डी.ओ. कोड 001001 आवंटित किया गया है [कृपया नमूने के हस्ताक्षर निर्धारित प्रपत्र में कोषालय को प्रेषित करावे।]

भवदीय,

कोषाधिकारी

प्रतिलिपि निम्नांकित को सूचनार्थ एवं आवश्यक कार्यवाई हेतु प्रेषित है :-

1. उप शासन सचिव, वित्त (बजट) विभाग।
2. शासन सचिव, वित्त (बजट) विभाग।
3. रजिस्ट्रार पत्रावली।

कोषाधिकारी

Figure No.-161

Integrated Financial Management System

राजस्थान सरकार
कार्यालय कोषाधिकारी
शासन सचिवालय जयपुर

क्रमांक क्रमांक प.13(17) विमा/2017-पार्ट 13

दिनांक-13 जनवरी, 2017

अधिक (तकनीकी),
पंचायत समिति उदयपुर |

विषय :- पंचायत समिति उदयपुर के नाम से ब्याज सहित निजी निक्षेप खाता खोलने बाबत ।

संदर्भ :- क्रमांक 01132017

महोदय,

उपर्युक्त विषयांतर्गत संदर्भित स्वीकृति के अनुसार पंचायत समिति उदयपुर के नाम से ब्याज सहित निजी निक्षेप खाता 5975 निम्नलिखित मद में खोल दिया गया है :-

- 8338 - स्थानीय निधियों की जमा
- 00 - स्थानीय निधियों की जमा
- 103 - राज्य आवास बोर्ड की जमा
- (00) - राज्य आवास बोर्ड की जमा
- [00] - राज्य आवास बोर्ड की जमा

खाता खोलने का उद्देश्य

उक्त खाते का संचालन निम्न प्रकार से किया जावेगा

क्र. सं.	राशि रुपए में	खाता संचालनकर्ता का नाम
1	राशि रुपए 25000 से 35000 तक	अधिक (तकनीकी) के हस्ताक्षर द्वारा
2	राशि रुपए 45000 से 55000 तक	अधिसारी अभियन्ता, अधिसारी अभियन्ता (सिंचाई) के संयुक्त हस्ताक्षर द्वारा

उक्त खाते के संचालन हेतु डी.डी.ओ. कोड 001001 आवंटित किया गया है [कृपया नमूने के हस्ताक्षर निर्धारित प्रपत्र में कोषालय को प्रेषित करावे ।]

भवदीय,

कोषाधिकारी

प्रतिलिपि निम्नांकित को सूचनार्थ एवं आवश्यक कार्यवाई हेतु प्रेषित है :-

1. उप शासन सचिव, वित्त (बजट) विभाग!
2. शासन सचिव, वित्त (बजट) विभाग!
3. रजिस्ट्रार पत्रावली!

कोषाधिकारी

Figure No.-162

Integrated Financial Management System

Finalized PD Account Report for Treasury and Sub Treasury

राजस्थान सरकार
कार्यालय कोषाधिकारी
शासन सचिवालय जयपुर

क्रमांक क्रमांक प.13(17) विमा/2017-पार्ट 13

जयपुर, दिनांक 13 जनवरी, 2017

अधिक्षक (तकनीकी),
पंचायत समिति उदयपुर।

विषय :- पंचायत समिति उदयपुर के नाम से ब्याज सहित निजी निक्षेप खाता खोलने बाबत।

संदर्भ : क्रमांक 01132017

महोदय,

उपर्युक्त विषयांतर्गत संदर्भित स्वीकृति के अनुसार पंचायत समिति उदयपुर के नाम से ब्याज सहित निजी निक्षेप खाता 5975 निम्नांकित मद में खोल दिया गया है :-

8338 - स्थानीय निधियों की जमा
00 - स्थानीय निधियों की जमा
103 - राज्य आवास बोर्ड की जमा
(00) - राज्य आवास बोर्ड की जमा
[00] - राज्य आवास बोर्ड की जमा

खाता खोलने का उद्देश्य

उक्त खाते का संचालन निम्न प्रकार से किया जावेगा

क्र. सं.	राशि रुपए में	खाता संचालनकर्ता का नाम
1	राशि रुपए 25000 से 35000 तक	अधिक्षक (तकनीकी) के हस्ताक्षर द्वारा
2	राशि रुपए 45000 से 55000 तक	अधिक्षापी अभियन्ता, अधिक्षापी अभियन्ता (सिंचाई) के संयुक्त हस्ताक्षर द्वारा

उक्त खाते के संचालन हेतु डी.डी.ओ. कोड 001001 आवंटित किया गया है [कृपया नमूने के हस्ताक्षर निर्धारित प्रपत्र में कोषालय को प्रेषित करावे।]

भवदीय,

कोषाधिकारी

प्रतिलिपि निम्नांकित को सूचनाार्थ एवं आवश्यक कार्यवाई हेतु प्रेषित है :-

1. उप शासन सचिव, वित्त (बजट) विभाग।
2. शासन सचिव, वित्त (बजट) विभाग।
3. रक्षित पत्रावली।

कोषाधिकारी

Figure No.-163

Integrated Financial Management System

राजस्थान सरकार
कार्यालय कोषाधिकारी
शासन सचिवालय जयपुर

क्रमांक क्रमांक प.13(17) विमा/2017-पार्ट 13

जयपुर, दिनांक 13 जनवरी, 2017

अधिक्षक (तकनीकी),
पंचायत समिति उदयपुर।

विषय :- पंचायत समिति उदयपुर के नाम से ब्याज सहित निजी निक्षेप खाता खोलने बाबत।

संदर्भ : क्रमांक 01132017

महोदय,

उपर्युक्त विषयांतर्गत संदर्भित स्वीकृति के अनुसार पंचायत समिति उदयपुर के नाम से ब्याज सहित निजी निक्षेप खाता 5975 निम्नलिखित मद में खोल दिया गया है :-

- 8338 - स्थानीय निधियों की जमा
- 00 - स्थानीय निधियों की जमा
- 103 - राज्य आवास बोर्ड की जमा
- (00) - राज्य आवास बोर्ड की जमा
- [00] - राज्य आवास बोर्ड की जमा

खाता खोलने का उद्देश्य

उक्त खाते का संचालन निम्न प्रकार से किया जावेगा

क्र. सं.	राशि रुपए में	खाता संचालनकर्ता का नाम
1	राशि रुपए 25000 से 35000 तक	अधिक्षक (तकनीकी) के हस्ताक्षर द्वारा
2	राशि रुपए 45000 से 55000 तक	अधिक्षापी अभियन्ता, अधिक्षापी अभियन्ता (सिंचाई) के संयुक्त हस्ताक्षर द्वारा

उक्त खाते के संचालन हेतु डी.डी.ओ. कोड 001001 आवंटित किया गया है [कृपया नमूने के हस्ताक्षर निर्धारित प्रपत्र में कोषालय को प्रेषित करावे।]

भवदीय,

कोषाधिकारी

प्रतिलिपि निम्नांकित को सूचनार्थ एवं आवश्यक कार्यवाई हेतु प्रेषित है :-

1. उप शासन सचिव, वित्त (बजट) विभाग।
2. शासन सचिव, वित्त (बजट) विभाग।
3. रजित पत्रावली।

कोषाधिकारी

Figure No.-164

Integrated Financial Management System

PD Account Modification Letter:

- 1) To update the Admin Department, Mode of Transaction and PD Account Name give the change request of finalized PD Account from **PD A/C Change Request**
- 2) And after complete the acceptance of that request from Super User
- 3) Update that PD Account information from the **revised** option of **PD A/C Creation/Modification**
- 4) After that get the PD Account Modification letter.

PD Account Sanction Letter	
PD Account Number	<input type="text" value="5975"/>
Report For	<input type="radio"/> PD Account Sanction Letter <input checked="" type="radio"/> PD Account Modification Letter <input type="radio"/> PD Account Transfer Letter <input type="radio"/> PD Account Close Letter
Show Report In	<input checked="" type="radio"/> PDF <input type="radio"/> Other
<input type="button" value="Show Report"/>	

Figure No.-165

Request
<input checked="" type="checkbox"/> Change in Admin Department
<input type="checkbox"/> Change in Autharised Signatory
<input checked="" type="checkbox"/> Change in Mode of Transaction
<input checked="" type="checkbox"/> Change in PD account Name
<input type="checkbox"/> Change in Treasury
<input type="checkbox"/> Close PD Account
<input type="checkbox"/> Revised PD A/C Sanction

Integrated Financial Management System

कार्यालय कोषाधिकारी
शासन सचिवालय जयपुर

क्रमांक प.13(17) विमा/2017-पार्ट 13

दिनांक :12 मई , 2016

अधिक्षक (तकनीकी),
पंचायत समिति उदयपुर राजस्थान ।

विषय :- पंचायत समिति उदयपुर राजस्थान का 5975 ब्याज सहित पी.डी.खाता संख्या 5975,में संशोधन बाबत ।

संदर्भ :- क्रमांक 01132017

महोदय,

उपर्युक्त विषयांतर्गत संदर्भित स्वीकृति की अनुपालना में पत्रों के क्रम में 5975 व पंचायत समिति उदयपुर राजस्थान में

निम्न संशोधन किए जाते हैं ।

संशोधन का प्रकार : निजी निक्षेप खाते के नाम में परिवर्तन

क्र. सं.	वर्तमान खाते का नाम	नवीन खाते का नाम
1	पंचायत समिति उदयपुर	पंचायत समिति उदयपुर राजस्थान

कृपया उपर्युक्त संशोधनों के अनुसार नमूने के हस्ताक्षर निर्धारित प्रपत्र में कोषालय को प्रेषित करावे ।

भवदीय,

कोषाधिकारी

Figure No.-166

Integrated Financial Management System

राजस्थान सरकार
कार्यालय कोषाधिकारी
शासन सचिवालय जयपुर

क्रमांक प.13(17) विमा/2017-पार्ट 13

दिनांक :12 मई , 2016

अधिक्षक (तकनीकी),

पंचायत समिति उदयपुर राजस्थान |

विषय :- पंचायत समिति उदयपुर राजस्थान का 5975 ब्याज सहित पी.डी.खाता संख्या 5975,में संशोधन बाबत ।

संदर्भ :- क्रमांक 01132017

महोदय,

उपर्युक्त विषयांतर्गत संदर्भित स्वीकृति की अनुपालना में पत्रों के क्रम में 5975 व पंचायत समिति उदयपुर राजस्थान में निम्न संशोधन किए जाते हैं ।

संशोधन का प्रकार : निजी निक्षेप खाते के नाम में परिवर्तन

क्र. सं.	वर्तमान खाते का नाम	नवीन खाते का नाम
1	पंचायत समिति उदयपुर	पंचायत समिति उदयपुर राजस्थान

कृपया उपर्युक्त संशोधनों के अनुसार नमूने के हस्ताक्षर निर्धारित प्रपत्र में कोषालय को प्रेषित करावे ।

भवदीय,

कोषाधिकारी

Figure No.-167

Integrated Financial Management System

- 1) To change the Authorized Signatory set the change request of finalized PD Account from **PD A/C Change Request**
- 2) And after complete the acceptance of that request from Super User
- 3) Change that PD Account Authorized Signatory information from the Change Signatory option of **PD A/C Signatory**
- 4) After that get the PD Account Modification letter.

Request	
<input type="checkbox"/>	Change in Admin Department
<input checked="" type="checkbox"/>	Change in Autharised Signatory
<input type="checkbox"/>	Change in Mode of Transaction
<input type="checkbox"/>	Change in PD account Name
<input type="checkbox"/>	Change in Treasury
<input type="checkbox"/>	Close PD Account
<input type="checkbox"/>	Revised PD A/C Sanction

Integrated Financial Management System

राजस्थान सरकार
कार्यालय कोषाधिकारी
शासन सचिवालय जयपुर

क्रमांक प.13(17) विमा/2017-पार्ट 13

दिनांक : 12 नवंबर, 2016

अधिक्षक (तकनीकी),

पंचायत समिति उदयपुर राजस्थान।

विषय :- पंचायत समिति उदयपुर राजस्थान का 5975 ब्याज सहित पी.डी.खाता संख्या 5975,में संशोधन बाबत।

संदर्भ :- क्रमांक 01132017

महोदय,

उपर्युक्त विषयांतर्गत संदर्भित स्वीकृति की अनुपालना में पत्रों के क्रम में 5975 व पंचायत समिति उदयपुर राजस्थान में निम्न संशोधन किए जाते हैं।

संशोधन का प्रकार : निजी निक्षेप खाते के संचालन कर्ता के नाम में परिवर्तन

क्र. सं.	निजी निक्षेप खाते के वर्तमान संचालन कर्ता	नवीन संचालन कर्ता
1	अधिक्षापी अभियन्ता (सिचार्ज)	अधिक्षापी अभियन्ता (सिविल)

संशोधन का प्रकार : निजी निक्षेप खाते के नाम में परिवर्तन

क्र. सं.	वर्तमान खाते का नाम	नवीन खाते का नाम
2	पंचायत समिति उदयपुर	पंचायत समिति उदयपुर राजस्थान

संशोधन का प्रकार : आहरण राशि सीमा में परिवर्तन

क्र. सं.	आहरण राशि सीमा	संचालन कर्ता का पद
3	राशि रूपए 45000 से 55000 तक	अधिक्षापी अभियन्ता (सिविल)

कृपया उपर्युक्त संशोधनों के अनुसार नमूने के हस्ताक्षर निर्धारित प्रपत्र में कोषालय को प्रेषित करावे।

भवदीय,

कोषाधिकारी

Figure No.-168

Integrated Financial Management System

PD Account Transfer Letter:

- 1) To change the Treasury set the change request of finalized PD Account from **PD A/C Change Request**
- 2) And after complete the acceptance of that request from Super User
- 2) Change that PD Account Treasury from then **Change Treasury** action of Map **PD Account and Treasury**
- 3) After that get the report of **PD Account Transfer letter**.

PD Account Sanction Letter	
PD Account Number	<input type="text" value="5975"/>
Report For	<input type="radio"/> PD Account Sanction Letter <input type="radio"/> PD Account Modification Letter <input checked="" type="radio"/> PD Account Transfer Letter <input type="radio"/> PD Account Close Letter
Show Report In	<input checked="" type="radio"/> PDF <input type="radio"/> Other
<input type="button" value="Show Report"/>	

Figure No.-169

Request
<input type="checkbox"/> Change in Admin Department
<input type="checkbox"/> Change in Autharised Signatory
<input type="checkbox"/> Change in Mode of Transaction
<input type="checkbox"/> Change in PD account Name
<input checked="" type="checkbox"/> Change in Treasury
<input type="checkbox"/> Close PD Account
<input type="checkbox"/> Revised PD A/C Sanction

Integrated Financial Management System

राजस्थान सरकार
कार्यालय कोषाधिकारी
शासन सचिवालय जयपुर

क्रमांक प.13(17) विमा/2017-पार्ट 13

दिनांक :12 मई , 2016

अधिक्षक (तकनीकी),

पंचायत समिति उदयपुर राजस्थान |

विषय :- निजी निक्षेप खाता संख्या 5975 पंचायत समिति उदयपुर राजस्थान को स्थानान्तरित करने बाबत ।

संदर्भ : क्रमांक प.13(17) विमा/2017-पार्ट 13/12 मई , 2016

महोदय, उपर्युक्त विषयांतर्गत निर्देशानुसार लेख है कि निम्नांकित निजी निक्षेप खातों को निम्नानुसार स्थानान्तरित किए जाने की स्वीकृति प्रदान की जाती है :-

क्र. सं.	निजी निक्षेप खाता संख्या, प्रकार	निजी निक्षेप खाते का नाम	कोषालय जहाँ संचारित किए जा रहे हैं।	कोषालय जहाँ स्थानान्तरित किया जाना है।	विशेष विवरण
1	5975 ब्याज सहित	पंचायत समिति उदयपुर राजस्थान	किशनगढ़ (0103)	रूपनगढ़(0108)	खाता खोलने का उद्देश्य

कृपया उक्त खाते/खातों को स्थानान्तरित कर इस विभाग एवं संबंधितों को सूचित करने का श्रम करावें ।

भवदीय,

कोषाधिकारी

Figure No.-170

Integrated Financial Management System

PD Account Close Letter:

- 1) To close the finalized PD Account set request of finalized PD Account from **PD A/C Change Request**
- 2) And after complete the acceptance of that request from Super User
- 3) Close that PD Account from the **Close** option of **PD A/C Creation/Modification**
- 4) After that get the **PD Account Close Letter**

PD Account Sanction Letter	
PD Account Number	<input type="text" value="5975"/>
Report For	<input type="radio"/> PD Account Sanction Letter <input type="radio"/> PD Account Modification Letter <input type="radio"/> PD Account Transfer Letter <input checked="" type="radio"/> PD Account Close Letter
Show Report In	<input checked="" type="radio"/> PDF <input type="radio"/> Other
<input type="button" value="Show Report"/>	

Figure No.-171

Request
<input type="checkbox"/> Change in Admin Department
<input type="checkbox"/> Change in Autharised Signatory
<input type="checkbox"/> Change in Mode of Transaction
<input type="checkbox"/> Change in PD account Name
<input type="checkbox"/> Change in Treasury
<input checked="" type="checkbox"/> Close PD Account
<input type="checkbox"/> Revised PD A/C Sanction

Integrated Financial Management System

राजस्थान सरकार
कार्यालय कोषाधिकारी
शासन सचिवालय जयपुर

क्रमांक प.13(17) विमा/2017-पार्ट 13

दिनांक :13 जनवरी , 2017

अधिक्षक (तकनीकी),
पंचायत समिति उदयपुर |

विषय :- 5975 व ब्याज सहित पंचायत समिति उदयपुर को बंद/निरस्त/चालू करने के क्रम में।

संदर्भ : क्रमांक 01132017

महोदय,

उपर्युक्त विषयान्तर्गत संदर्भित पत्र के क्रम में निर्देशानुसार लेख है कि निम्न निजी निक्षेप खातों को (बंद/निरस्त/चालू) करने की स्वीकृति वित्त विभाग द्वारा प्रदान की गई है :-

क्र. सं.	निजी निक्षेप खाता संख्या व प्रकार	निजी निक्षेप खाते का नाम	बजट मद	(बंद / निरस्त / चालू) करने / रखने का कारण	विशेष विवरण
1	5975 ब्याज सहित	पंचायत समिति उदयपुर राजस्थान	8338-00-103-(00)-[00]	पंचायत समिति उदयपुर राजस्थान बंद	पंचायत समिति उदयपुर राजस्थान बंद

संदर्भित स्वीकृति के अनुसरण में उक्त निजी निक्षेप खाता को (बंद/निरस्त/चालू) किया जाता है।

भवदीय,

कोषाधिकारी

Figure No.-172