2017

Integrated Financial Management System

PD Account Office and Designation – User Manual

This document will help User in Understanding the process of creation and mapping of office and designation for PD Accounts

Prepared By:
National Informatics Centre

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1 Introduction

1.1 About the Module

This module is developed to facilitate Administrative Departments to create and map offices and designations for those PD Accounts where they get funds from other than govt resources . This also facilitates Treasury officers to create and map office and designation for those PD Accounts are treasury officers are autharised to open PD accounts at their own level.

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)

3.3 Networking requirement

- Internet Connection with uninterrupted 512 kbps speed

3.4 Installation procedure

- User need to Access the application through following URL

URL: http://ifms.raj.nic.in/

4 Creation and Mapping Process for PD Account Offices and Designations

General Instruction

- 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 Login Screen will be display as shown in fig.2

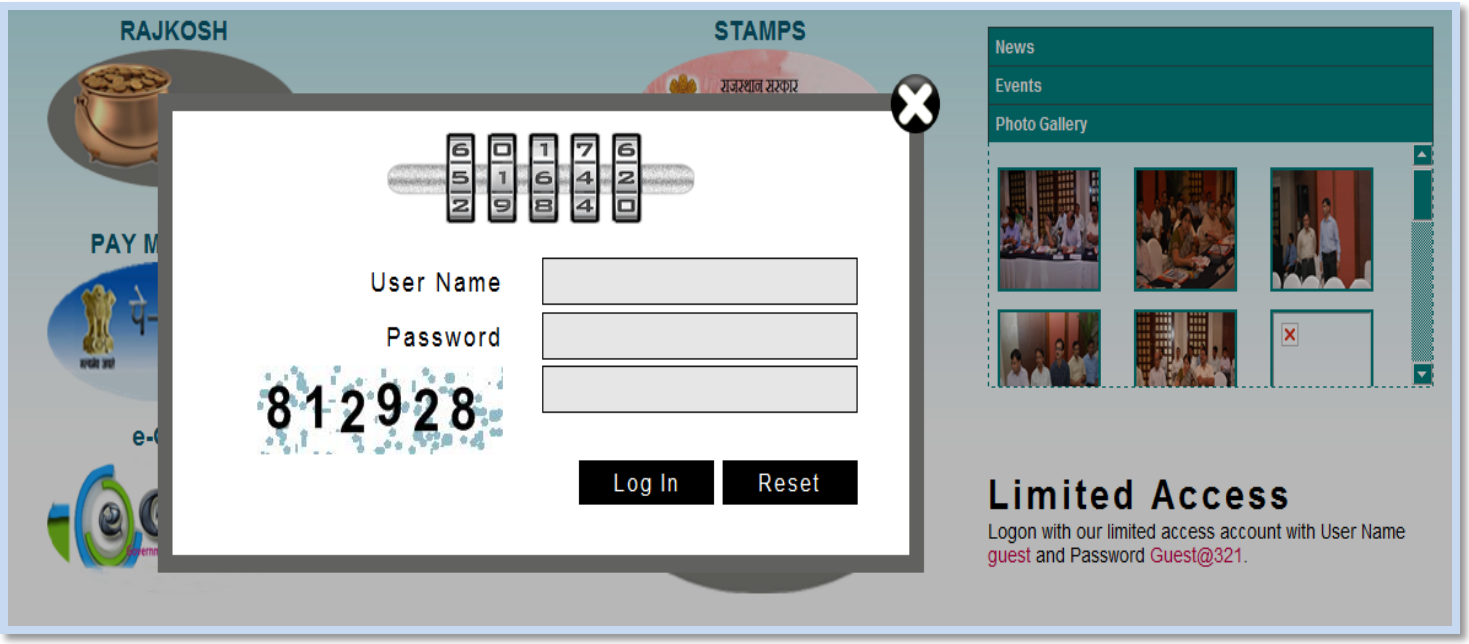


Figure No.-2

Enter your Username and Password and click on Log In button.

4.1 Creation of PD Account Office & Designation:-

This Module helps users of the administrative departments and treasury office user to create and map office with PD Account also create and map designations with PD Account.

Application Path:-

Ways and Means ⟹ PD Account ⟹ Master Data ⟹ Creation of PD Account Office & Designation

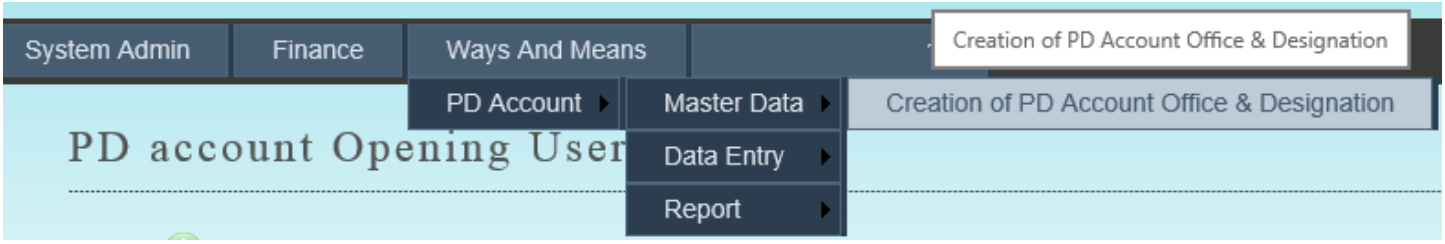


Figure No.-3

1) After clicking option "Creation of PD Account Office & Designation" as shown in above Diagram (Figure No.3), following Screen will appear (Figure No.4)

Figure No.-4

2) After selecting the PD Account Number the following screen will appear.

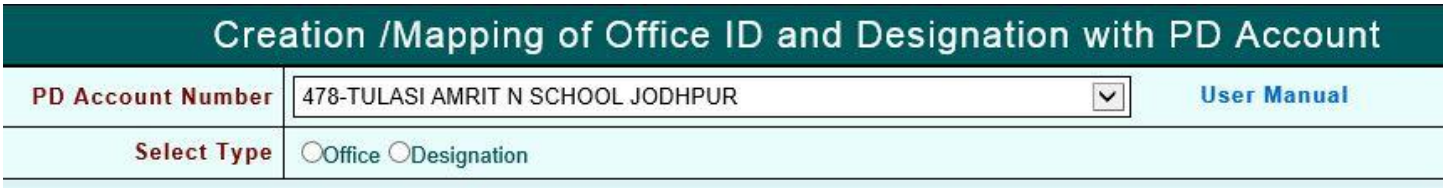


Figure No.-5

3) 'Select Type' has two options

- **Office** :- Create, Update ,Delete and Map office with selected PD Account Number
- **Designation** :- Create , Update, Delete and Map designation with selected PD Account Number

4) After selecting the **Office** option the following screen will appear.

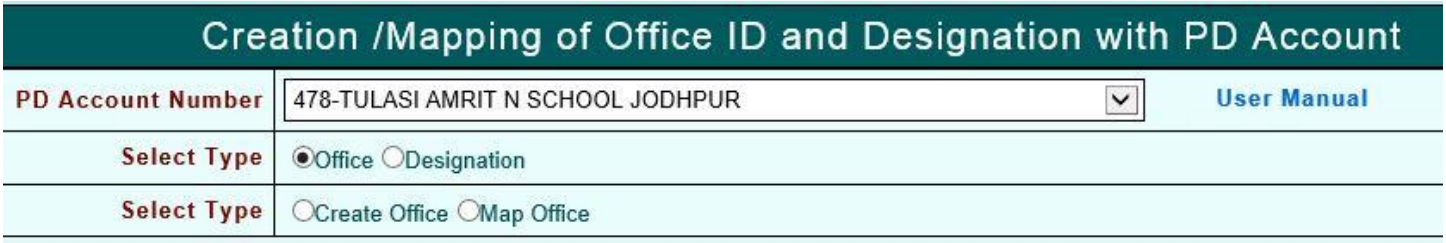


Figure No.-6

5) 'Select Type' has two options

- **Create Office** :- Create, Update and Delete office with selected PD Account Number
- **Map Office**:- Map office with selected PD Account Number

6) After selecting the **Designation** option the following screen will appear.

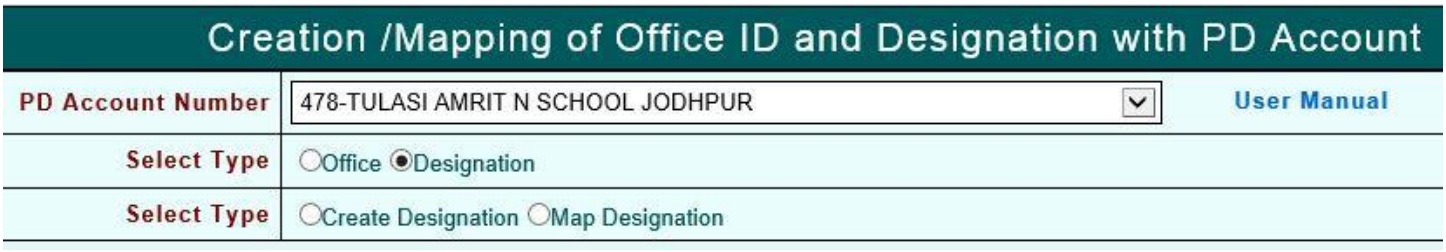


Figure No.-7

- **Create Office** :- Create, Update and Delete designation with selected PD Account Number
- **Map Office**:- Map the designation of a PD Account Number on another selected PD Account Number

1) Office creation and mapping with PD Account

Office: - After selecting the **Office** option the following screen will appear.

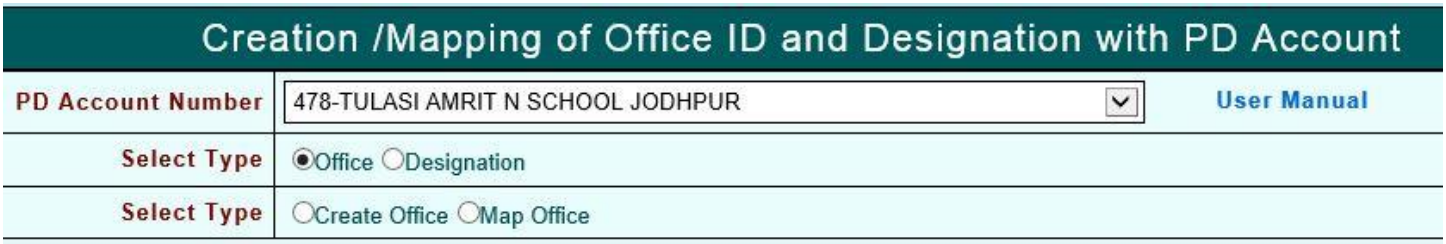


Figure No.-8

7) 'Select Type' has two options

- **Create Office** :- Create, Update and Delete office with selected PD Account Number
- **Map Office** :- Map office with selected PD Account Number

7.1) Create Office: - After select the **Create Office** option the following screen will appear.

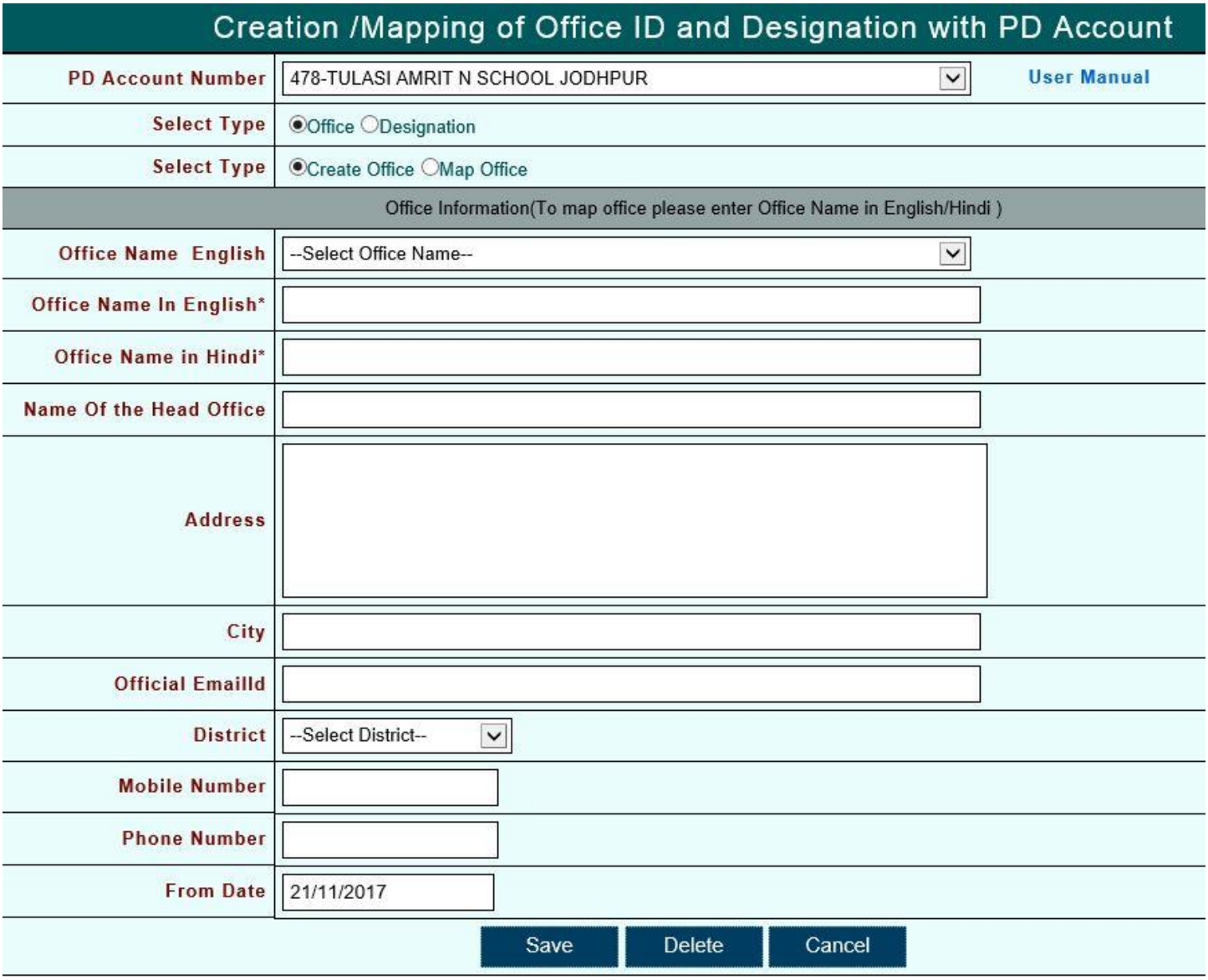


Figure No.-9

1) Save Operation for Create Office

1.1) Create office for selected PD Account

To create office with PD Account

1) Enter Office Name and other information

2) Click on Save button

Creation /Mapping of Office ID and Designation with PD Account

User Manual

PD Account Number	478-TULASI AMRIT N SCHOOL JODHPUR
Select Type	◉Office ○Designation
Select Type	◉Create Office ○Map Office
Office Information(To map office please enter Office Name in English/Hindi)	
Office Name English	--Select Office Name--
Office Name In English*	Animal husbandary department, Ajmer
Office Name in Hindi*	पशुपालन विभाग, अजमेर
Name Of the Head Office	Dr. Gulab Chand Jindal
Address	Assistant director, R.D.D.C. Department of Animal Husbandry, Shastri Nagar Ajmer
City	Ajmer
Official EmailId	gcjindal@rediffmail.com
District	21-अजमेर
Mobile Number	9460180510
Phone Number	0145-2660214
From Date	21/11/2017

Save Delete Cancel

Figure No.-10

3) After clicking the Save button it will display the 'Data Save Successfully' message.

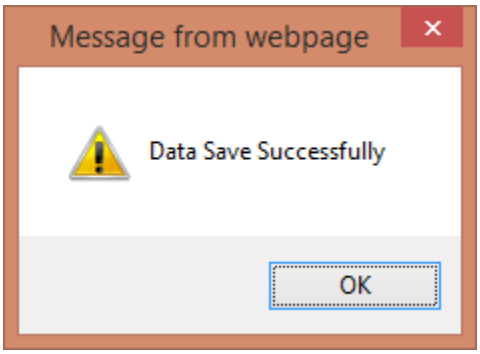
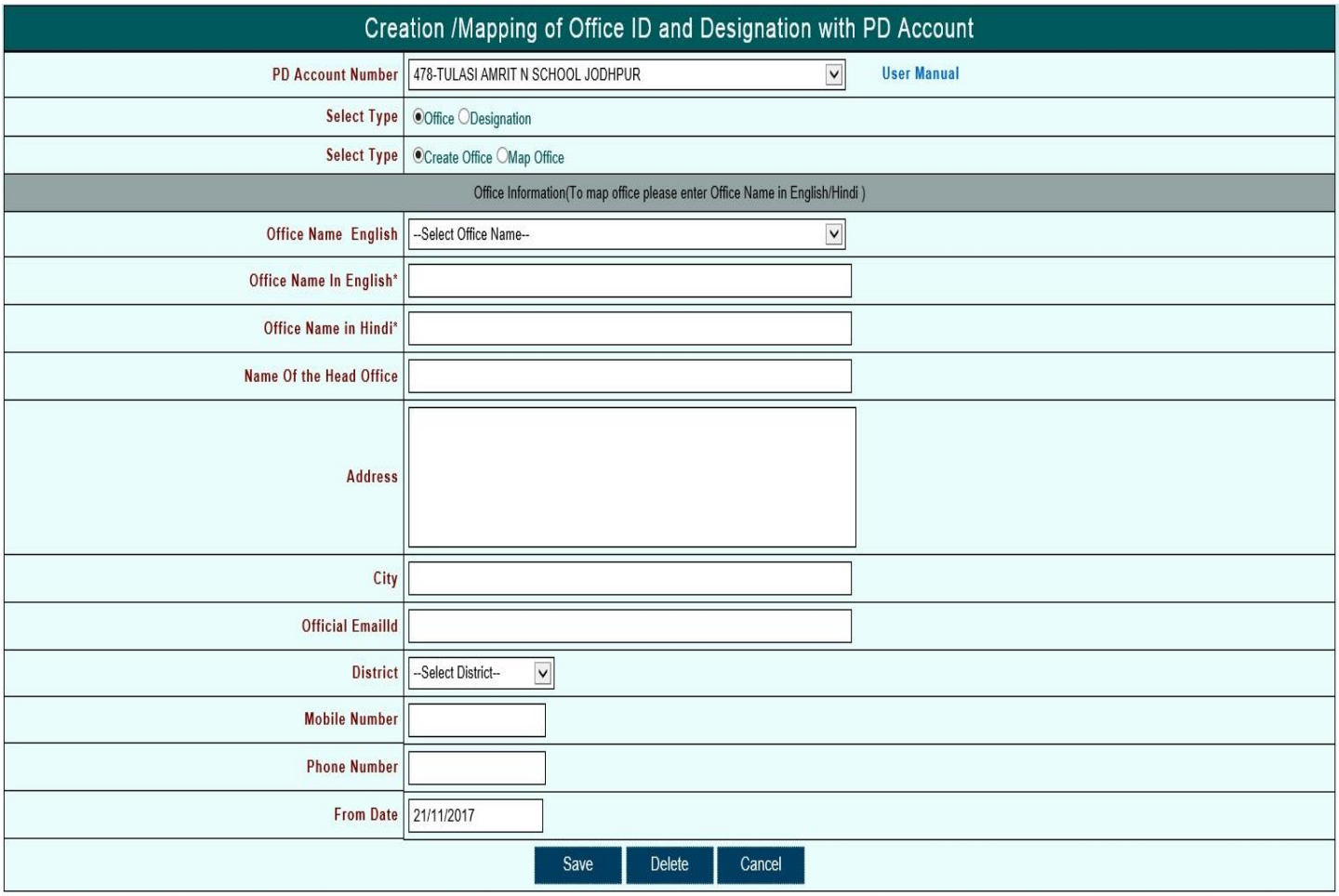


Figure No.-11

4) After that following screen will appear with detail.



PDAccountNumber	Office Id	Office Name Hindi	Office Name English	Name Of The Head OfOffice	Address	City	Mobile Number	Phone Number	Official emailid	District	From Date
478	100115	पशुपालन विभाग, अजमेर	Animal husbandary department, Ajmer	Dr. Gulab Chand Jindal	Assistant director, R.D.D.C. Department of Animal Husbandry, Shastri Nagar Ajmer	Ajmer	9460180510	0145-2660214	gcjindal@rediffmail.com	21	21/11/2017

Figure No.-12

2) Update Operation for Create Office

To Update the map office information

1) Select office from office list and
2) Click on Update to update the office information
3) After clicking the Update button it will display the 'Data Updated Successfully' message.

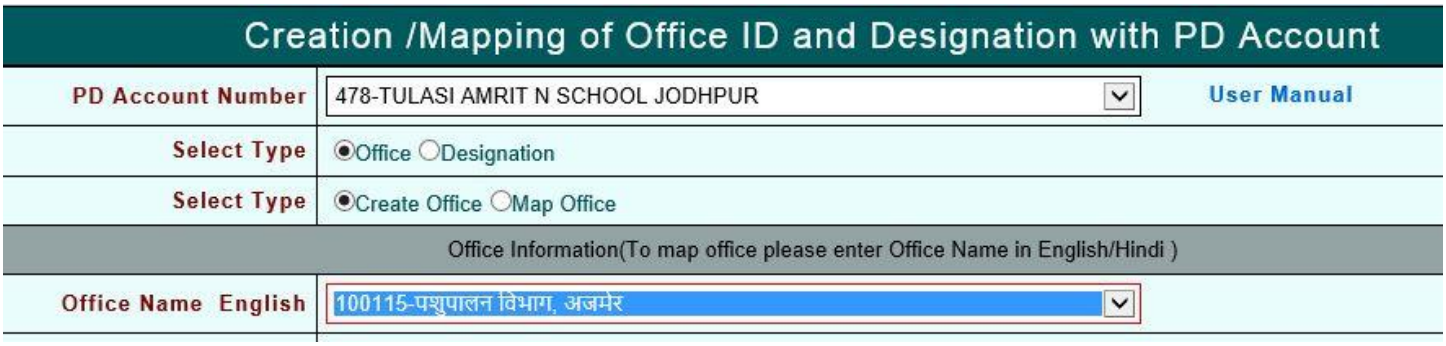


Figure No.-13

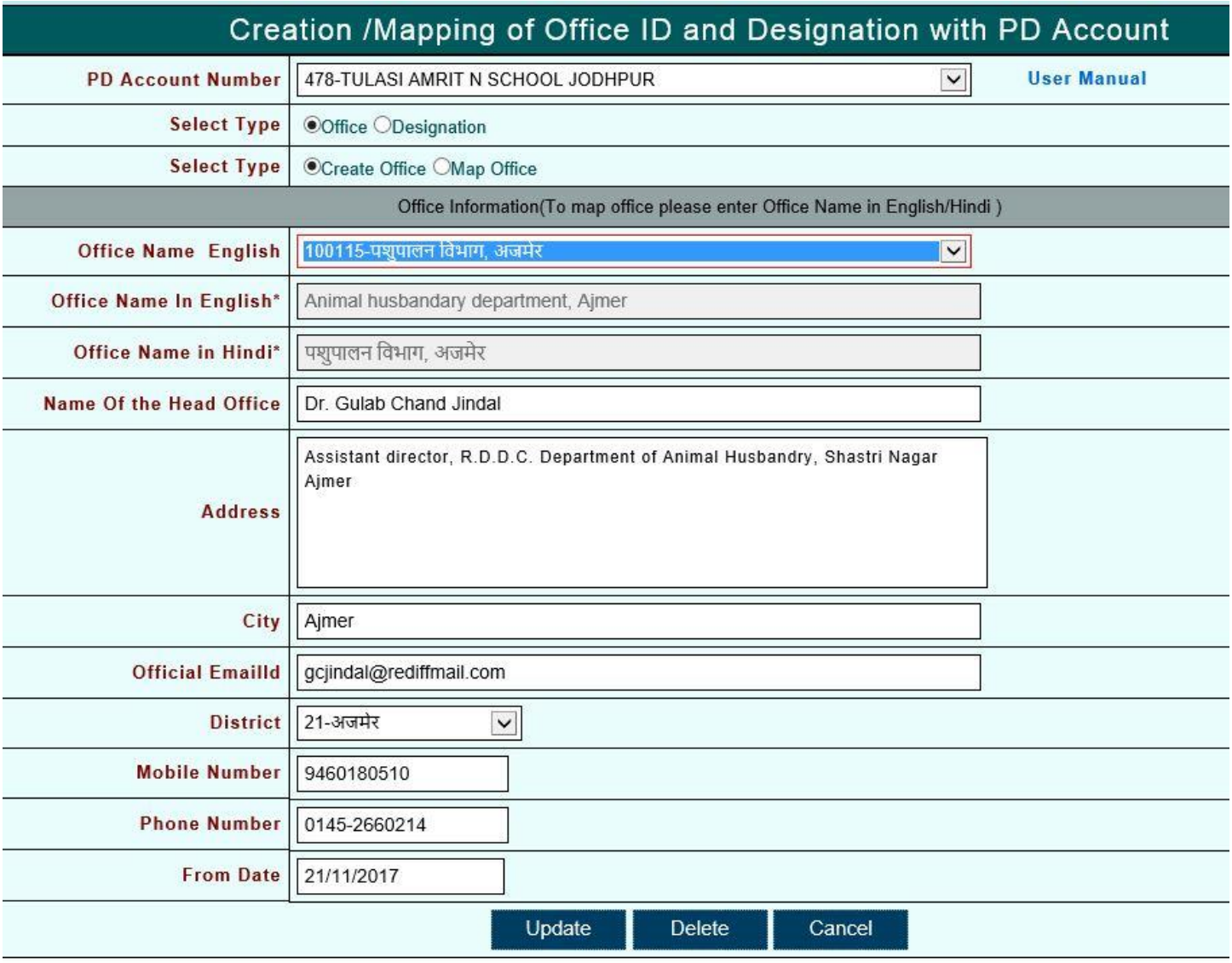


Figure No.-14

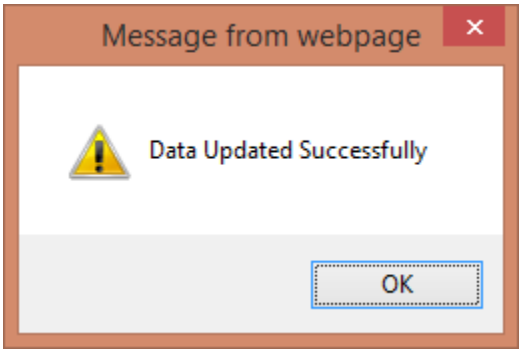


Figure No.-15

3) Delete Operation for Office mapping:

To Delete the map office information

1) Select office from office list and

2) Click on Delete to delete the office information

3) After clicking the Delete button it will display the confirmation message

4) To delete the information click on OK otherwise Cancel

5) After click on OK it will display the "Data deleted Successfully" message

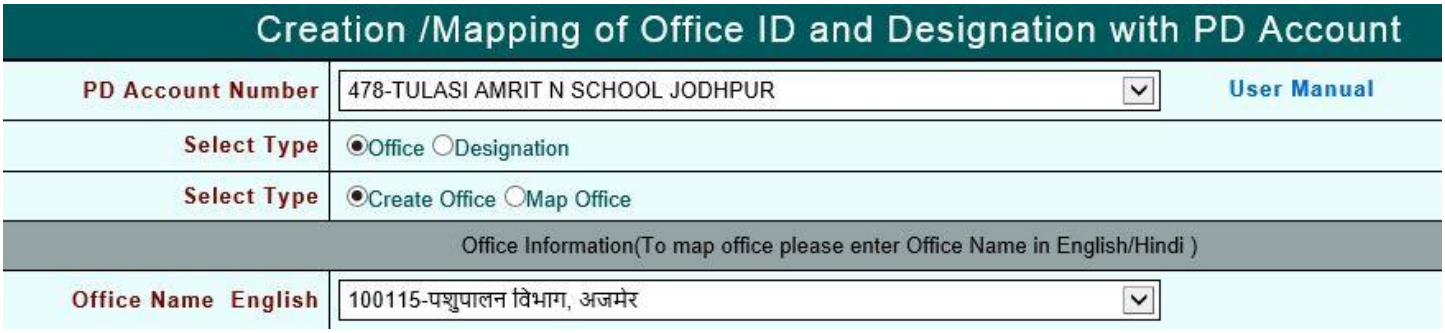


Figure No.-16

Creation /Mapping of Office ID and Designation with PD Account

PD Account Number	478-TULASI AMRIT N SCHOOL JODHPUR
Select Type	◉Office ○Designation
Select Type	◉Create Office ○Map Office

Office Information(To map office please enter Office Name in English/Hindi)

Office Name English	100115-पशुपालन विभाग, अजमेर
Office Name In English*	Animal husbandary department, Ajmer
Office Name in Hindi*	पशुपालन विभाग, अजमेर
Name Of the Head Office	Dr. Gulab Chand Jindal
Address	Assistant director, R.D.D.C. Department of Animal Husbandry, Shastri Nagar Ajmer
City	Ajmer
Official EmailId	gcjindal@rediffmail.com
District	21-अजमेर
Mobile Number	9460180510
Phone Number	0145-2660214
From Date	21/11/2017

Update Delete Cancel

Figure No.-17

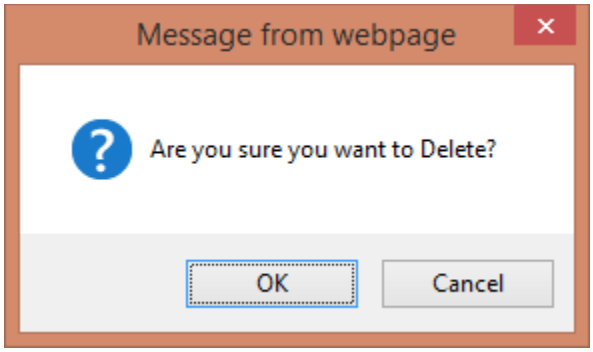


Figure No.-18

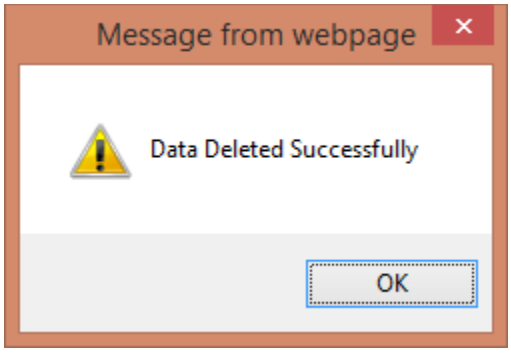


Figure No.-19

7.2) Map Office: - After selecting the **Map Office** option the following screen will appear.

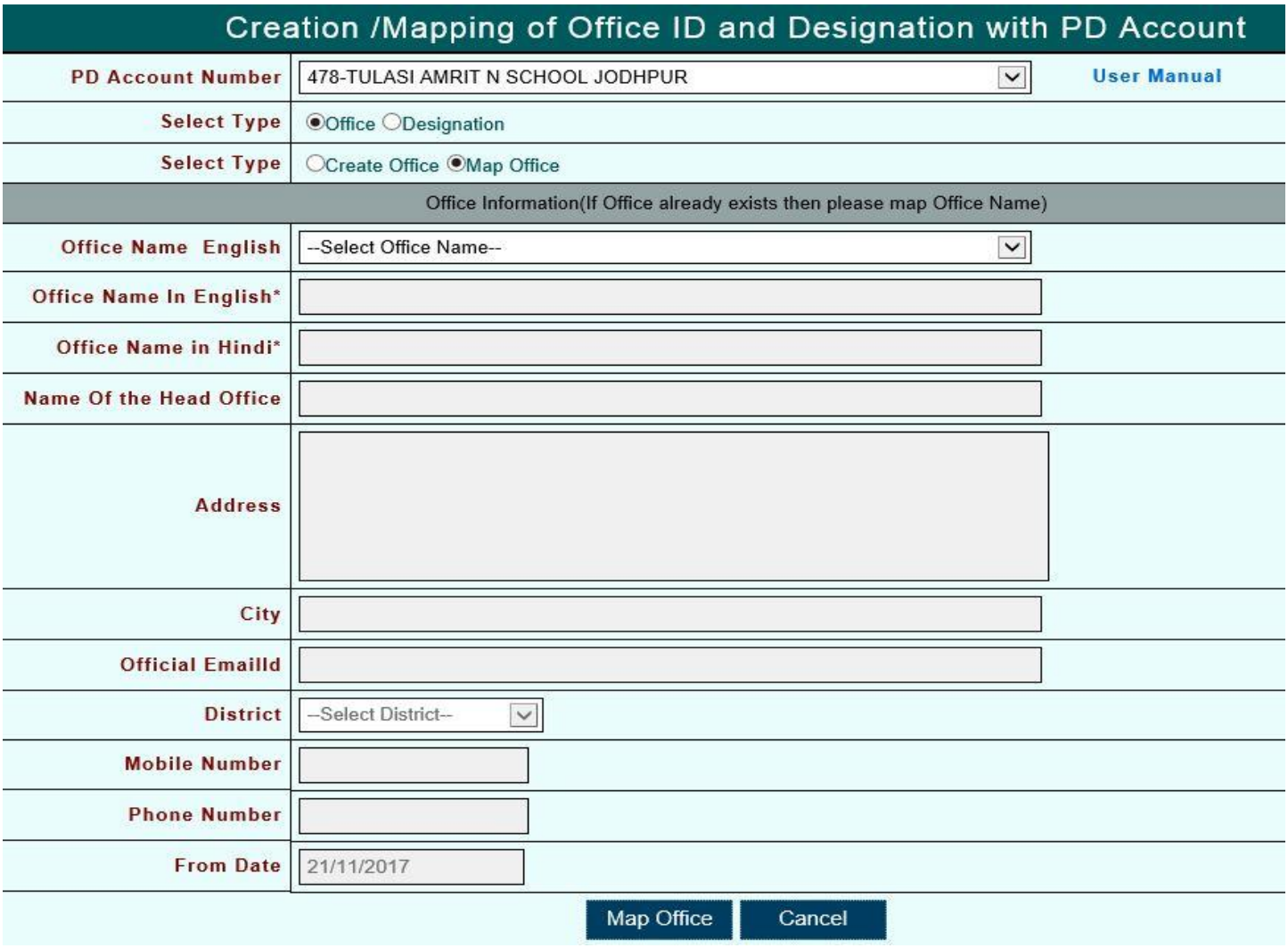


Figure No.-20

1) Map Office Operation for Office mapping:

1.1) Mapping of PD Account with Existing Office

To map PD Account with existing office

1) Select Office Name

2) Click on Map office button to map office with PD account.

3) After clicking on Map Office it will display the "Map Office Successfully" message

Note: - The office information display only in read only mode.

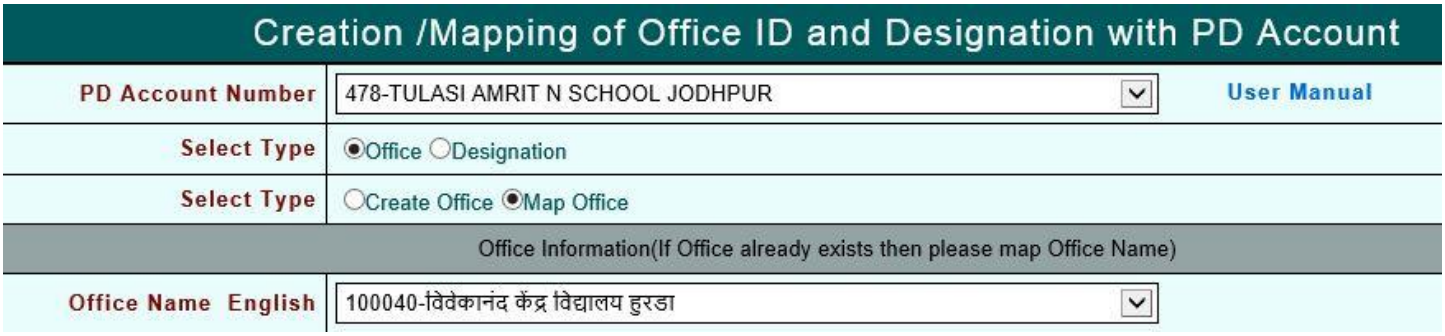


Figure No.-21

Creation /Mapping of Office ID and Designation with PD Account

PD Account Number	478-TULASI AMRIT N SCHOOL JODHPUR — User Manual
Select Type	(•) Office ( ) Designation
Select Type	( ) Create Office (•) Map Office
Office Information(If Office already exists then please map Office Name)	
Office Name English	100040-विवेकानंद केंद्र विद्यालय हुरडा
Office Name In English*	VIVEKANAND KENDRA VIDHYALAYA HURDA
Office Name in Hindi*	विवेकानंद केंद्र विद्यालय हुरडा
Name Of the Head Office	HURDA
Address	VIVEKANAND KENDRA VIDHYALAYA HURDA
City	BHILWARA
Official Emailld	
District	24-भीलवाडा
Mobile Number	9413357229
Phone Number	01483229395
From Date	06/11/2017

Map Office | Cancel

Figure No.-22

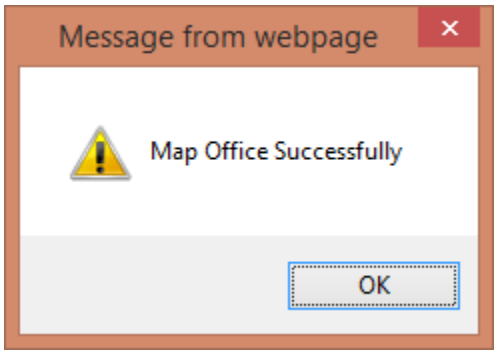
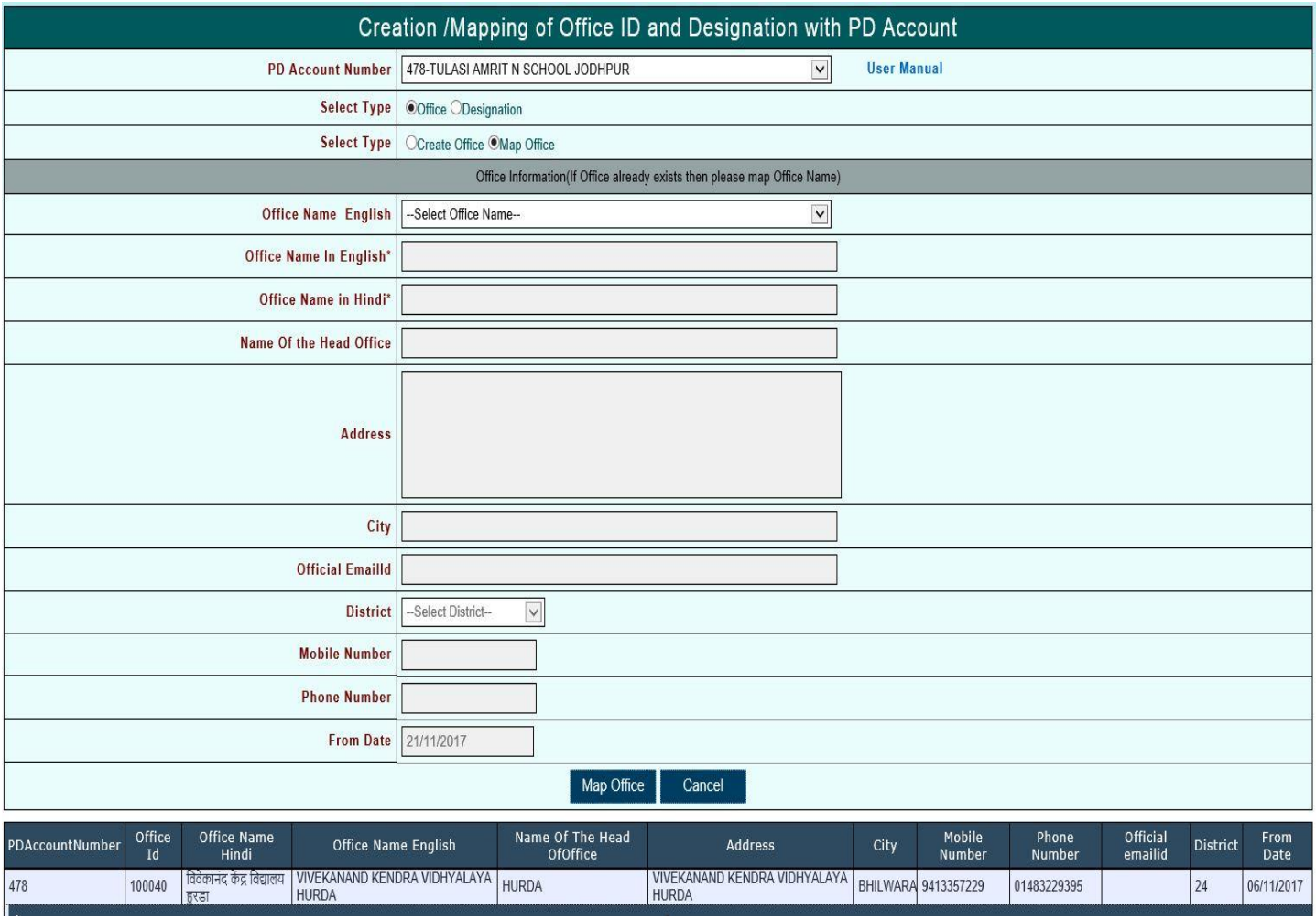


Figure No.-23

4) After that following screen will appear with detail.



PDAccountNumber	Office Id	Office Name Hindi	Office Name English	Name Of The Head OfOffice	Address	City	Mobile Number	Phone Number	Official emailid	District	From Date
478	100040	विवेकानंद केंद्र विद्यालय हुरडा	VIVEKANAND KENDRA VIDHYALAYA HURDA	HURDA	VIVEKANAND KENDRA VIDHYALAYA HURDA	BHILWARA	9413357229	01483229395		24	06/11/2017

Figure No.-24

2) Designation creation and mapping with PD Account

Designation: After select the **Designation** option the following screen will appear

Figure No.-25

8) 'Select Type' has two options

- **Create Designation** :- Create, Update and Delete designation with selected PD Account Number
- **Map Designation**:- Map the designation of one PD Account Number on other selected PD Account Number

8.1) Create Designation: - After select the **Create Designation** option the following screen will appear.

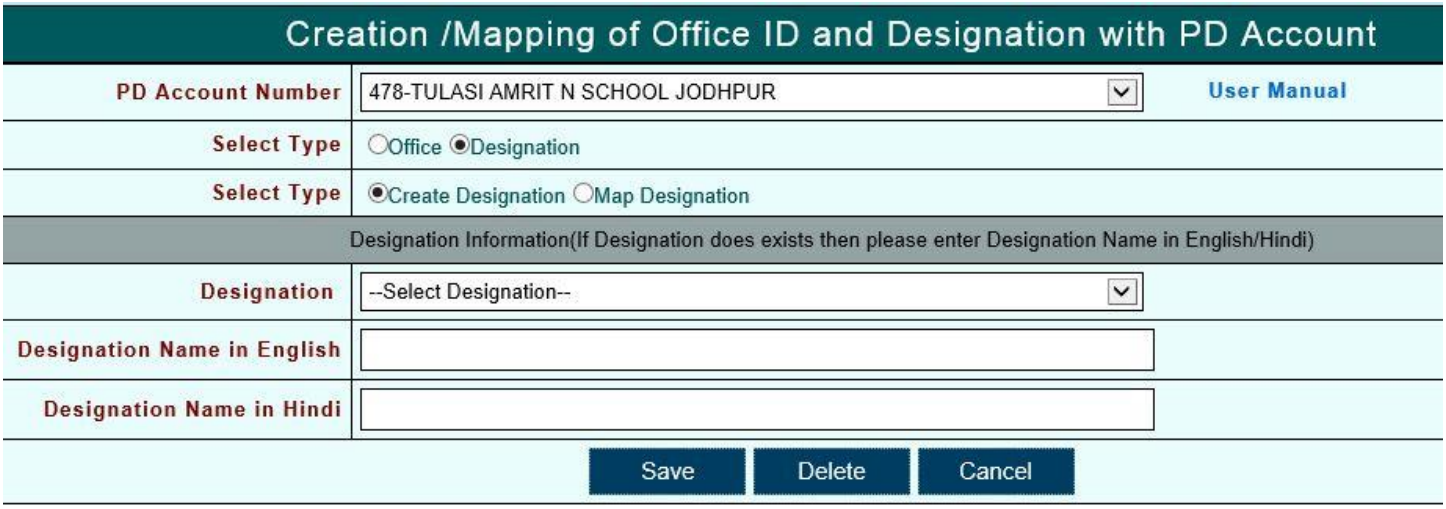


Figure No.-26

1) **Save Operation for Create Designation :-**

1.1) Mapping of Designation with PD Account

To map designation with selected PD Account:-

1) Select the designation Name and

2) Click on Save button for mapping

3) After clicking the Save button it will display the 'Data Save Successfully' message.

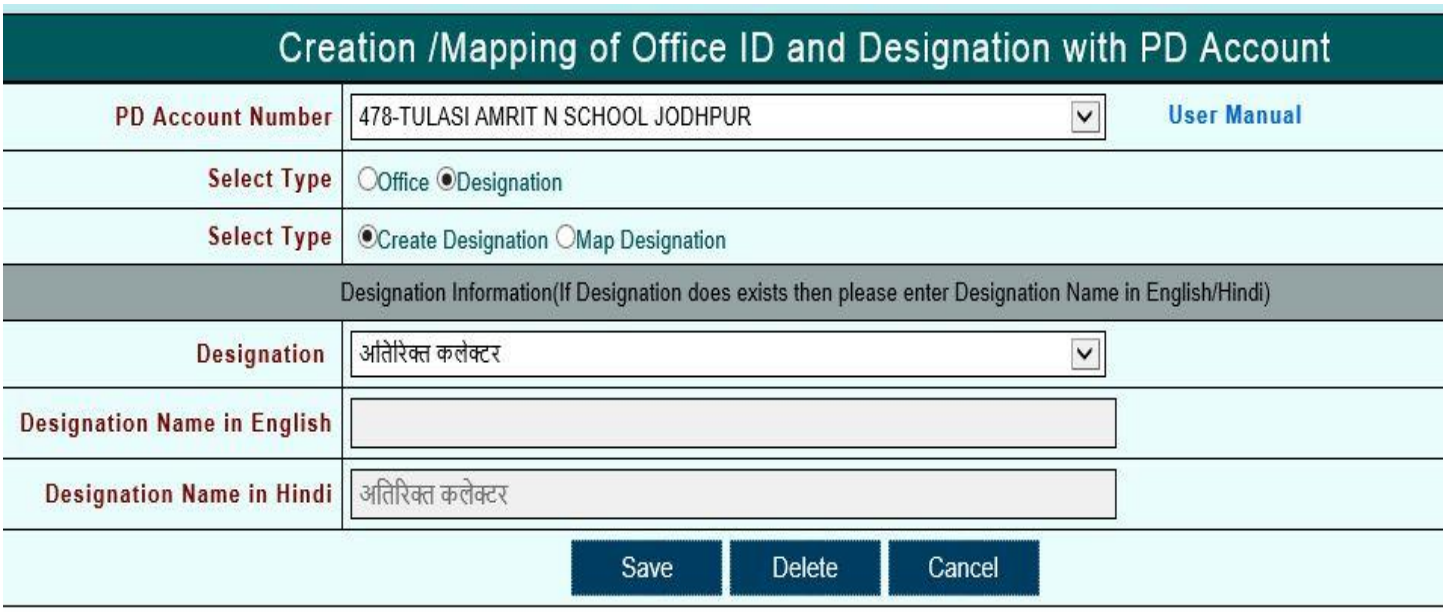


Figure No.-27

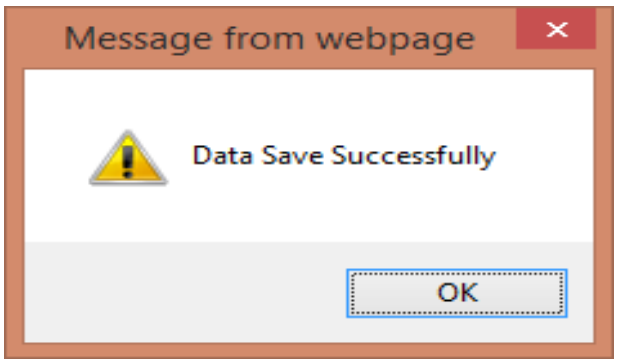


Figure No.-28

4) After that following screen will appear with detail.

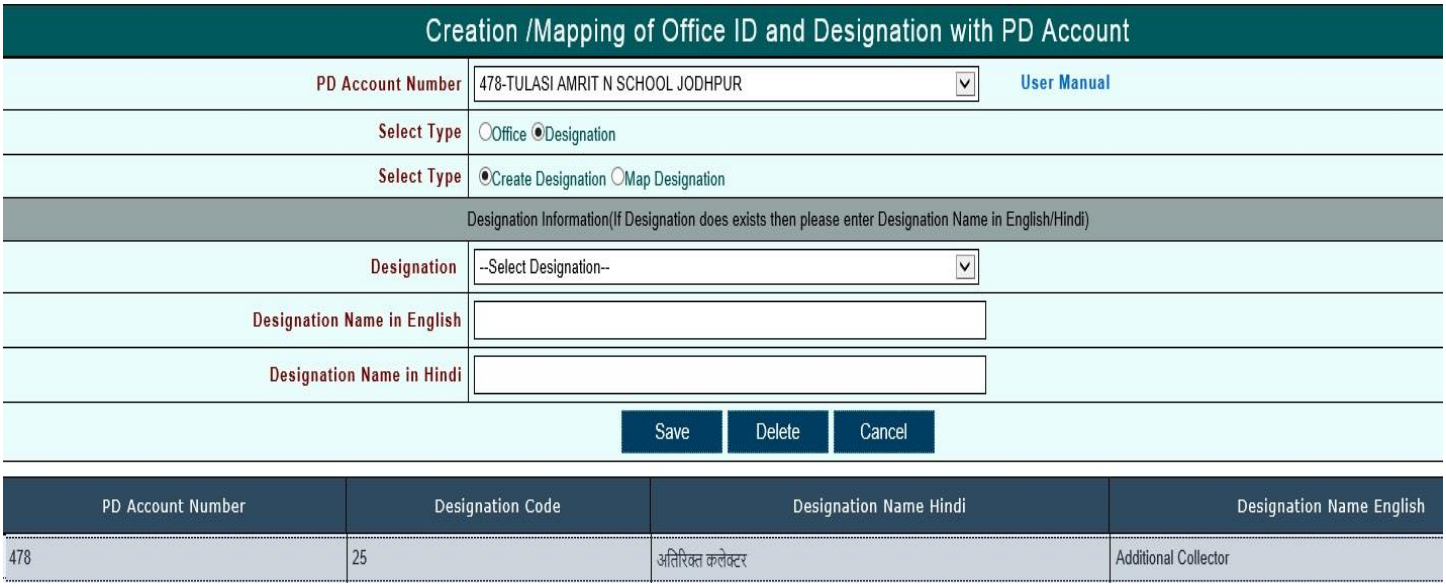


Figure No.-29

1.2) Creation of Designation with PD Account

To create designation with selected PD Account:-

1) Enter the designation Name in Hindi and English
2) Click on Save button for creation
3) After clicking the Save button it will display the 'Data Save Successfully' message.

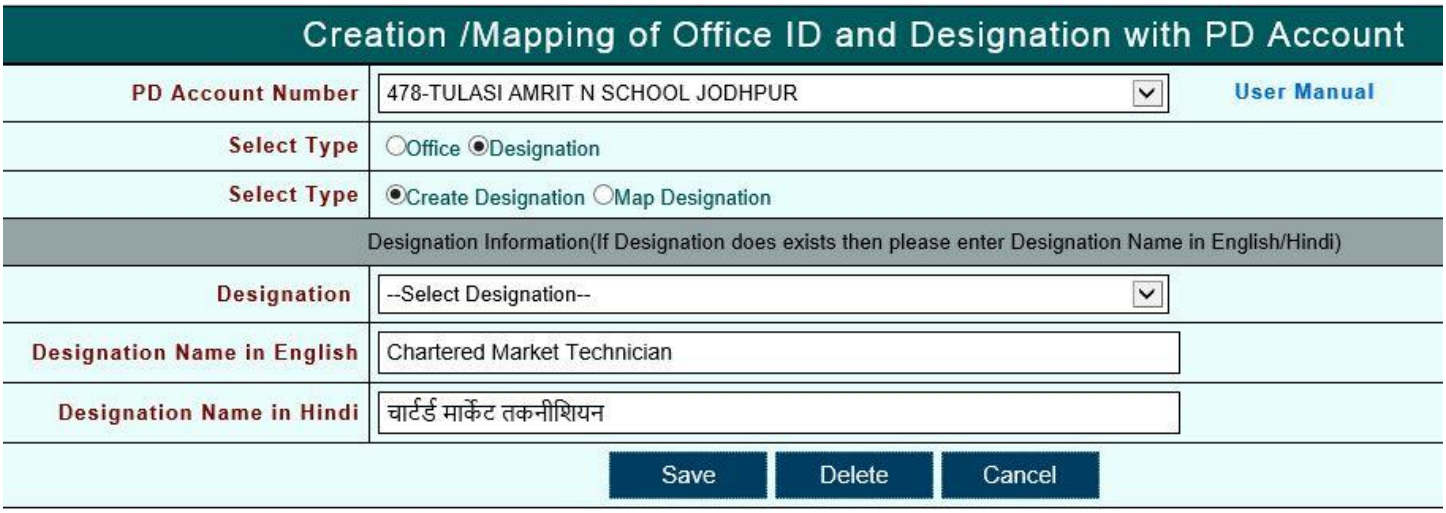


Figure No.-30

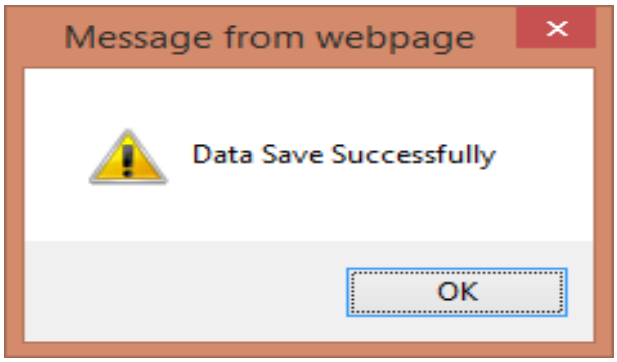


Figure No.-31

4) After that following screen will appear with detail.

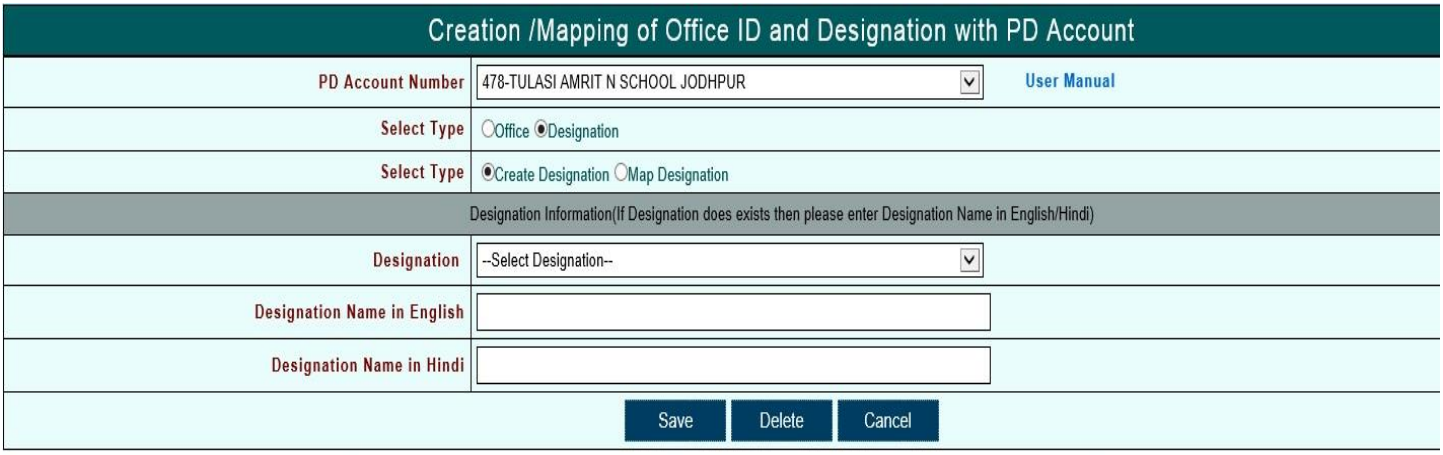


Figure No.-32

2) Delete Operation for Create Designation:-

1) To delete designation select the designation Name and
2) Click Delete button
3) After click the Delete button it will display the confirmation message
4) For deletion click on OK otherwise click on Cancel
5) After click on OK it will display the 'Data deleted successfully' message.

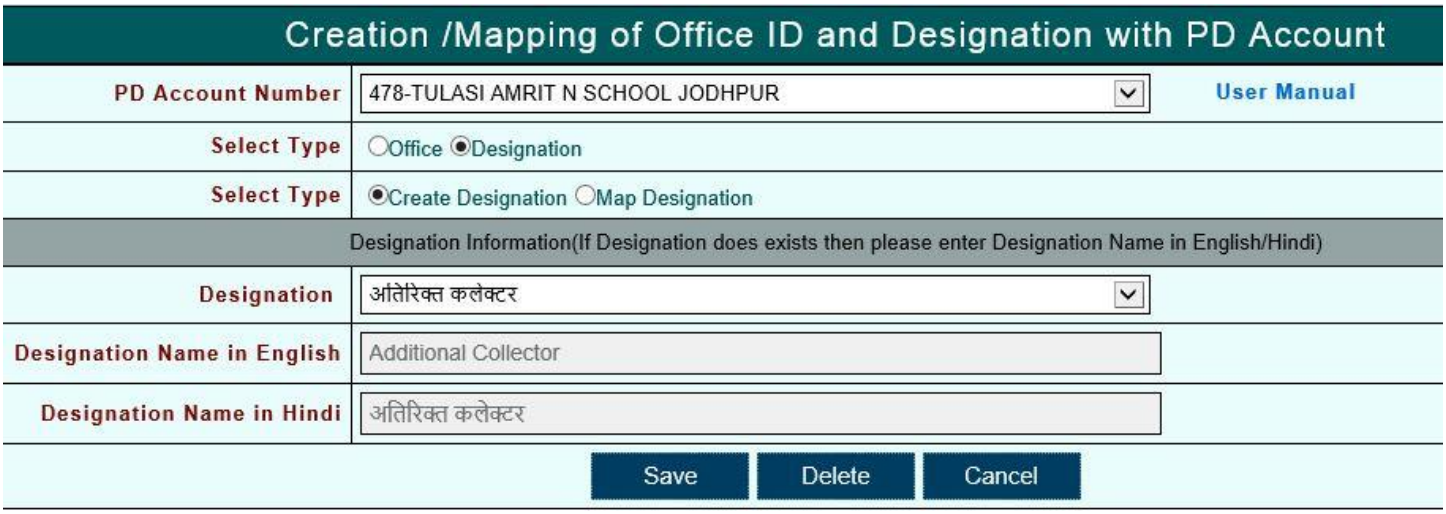


Figure No.-33

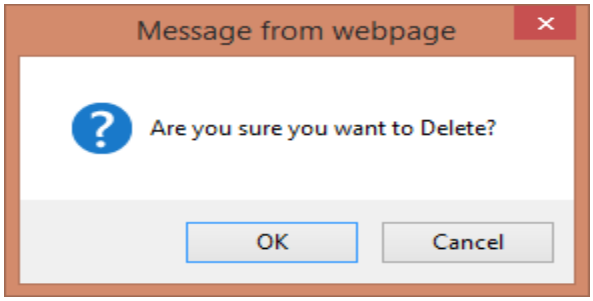


Figure No.-34

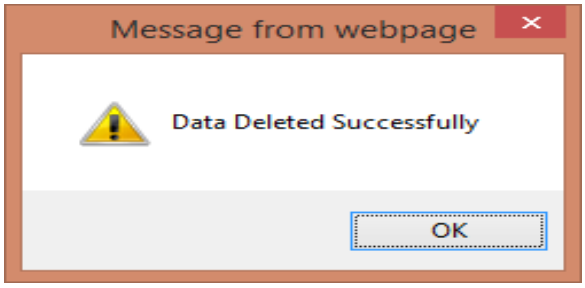


Figure No.-35

8.2) Map Designation: - After select the **Map Designation** option the following screen will appear with list of designation of above selected PD Account Number

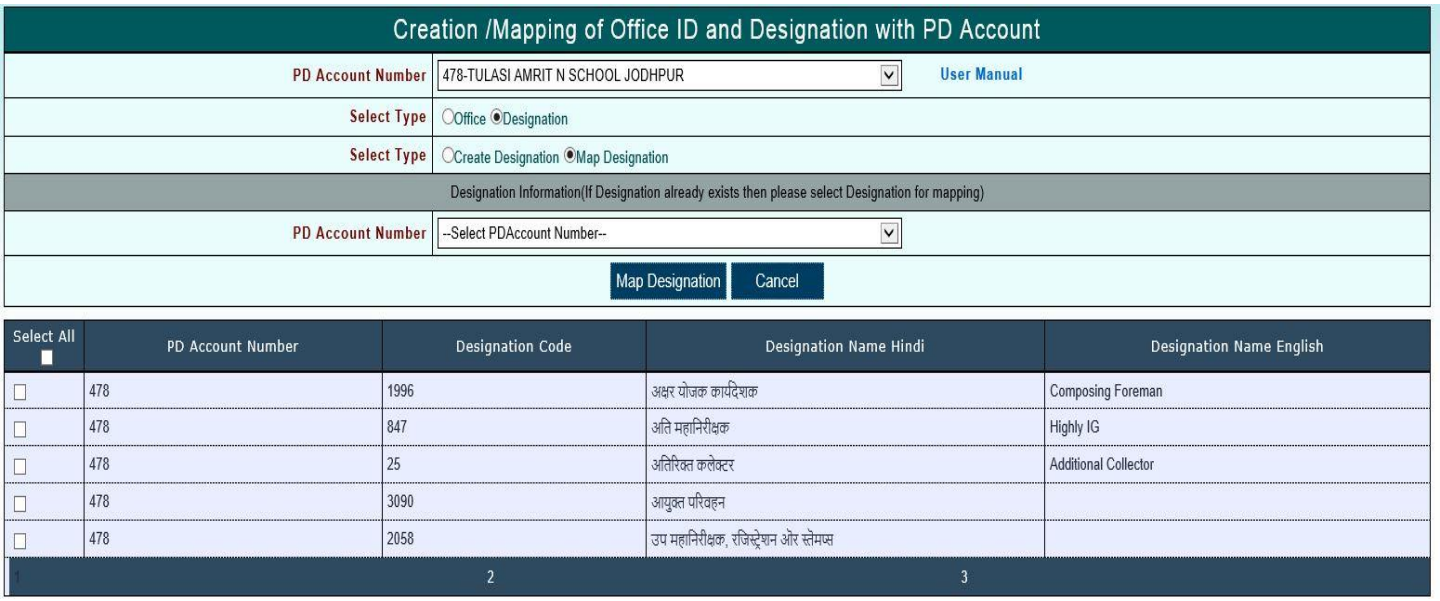


Figure No.-36

1) Map Designation Operation for Map Designation:-

1.1) Mapping of Designation with PD Account

To Map the designation of one PD Account Number on other selected PD Account Number

1) Select the PD Account Number for Designation Mapping
2) Select the designation Name form the list and
3) Click on Map Designation button for mapping
4) After clicking the **Map Designation** button it will display the 'Map Designation Successfully' message.

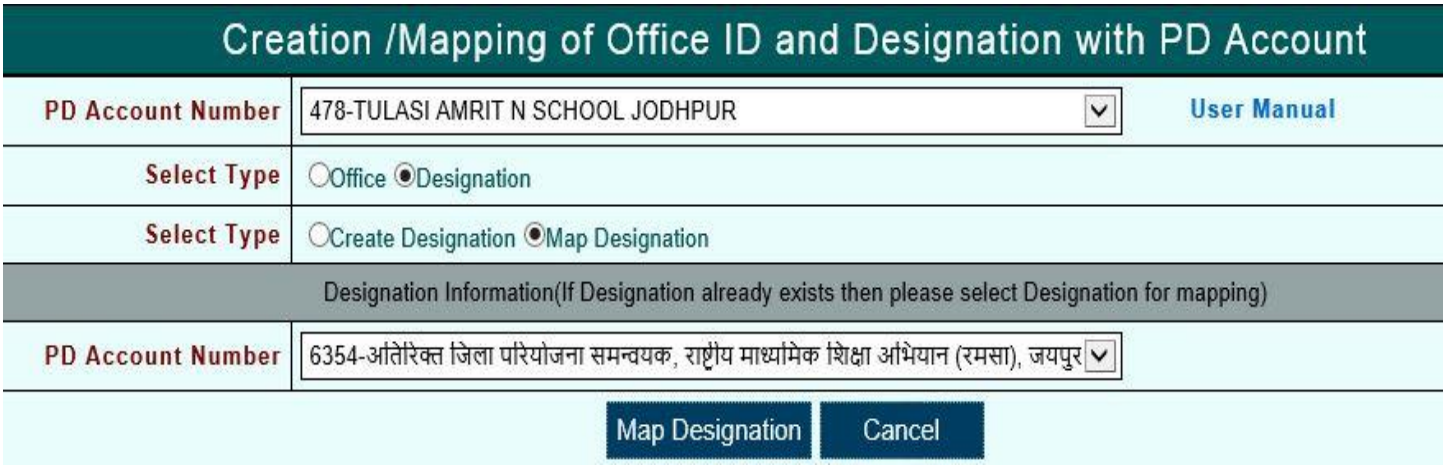


Figure No.-37

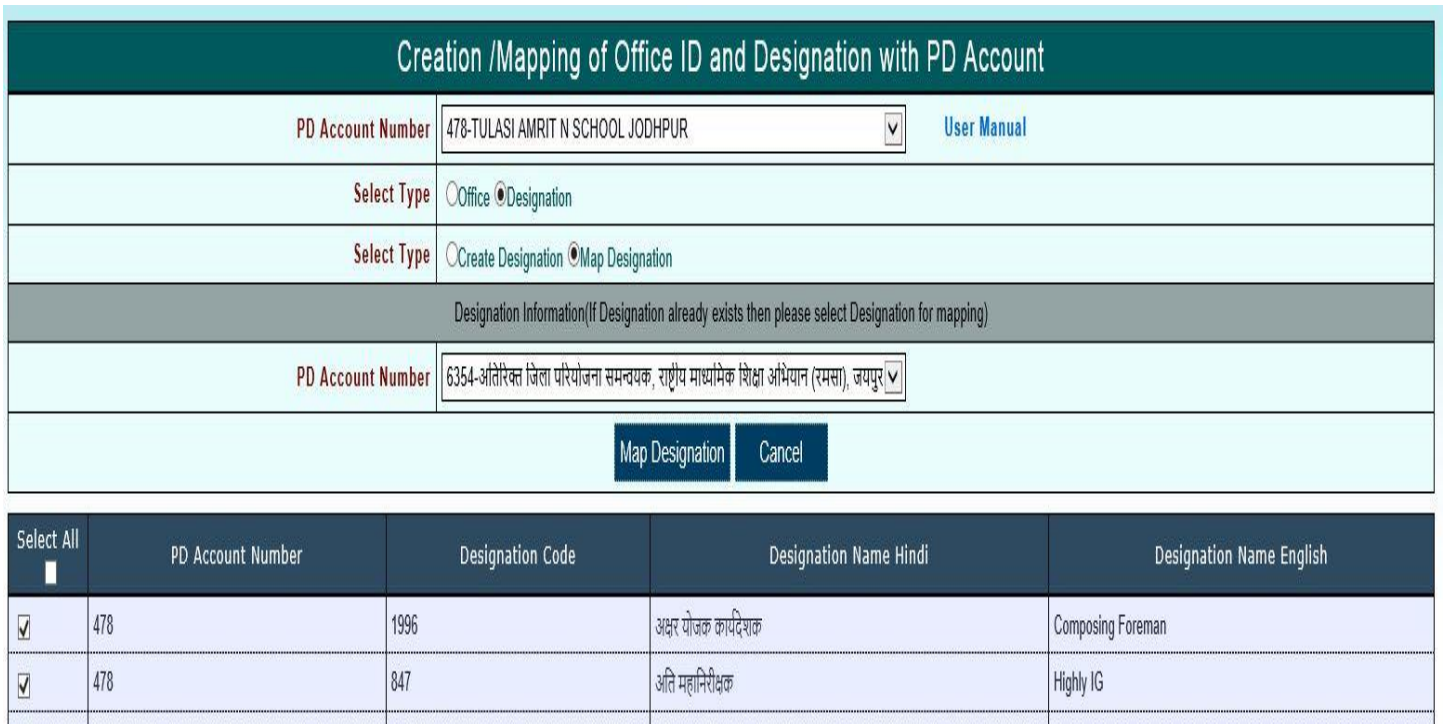


Figure No.-38

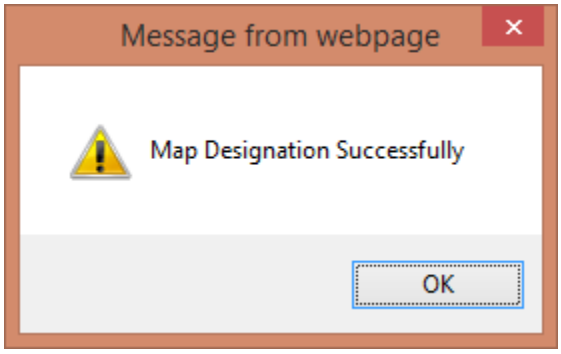
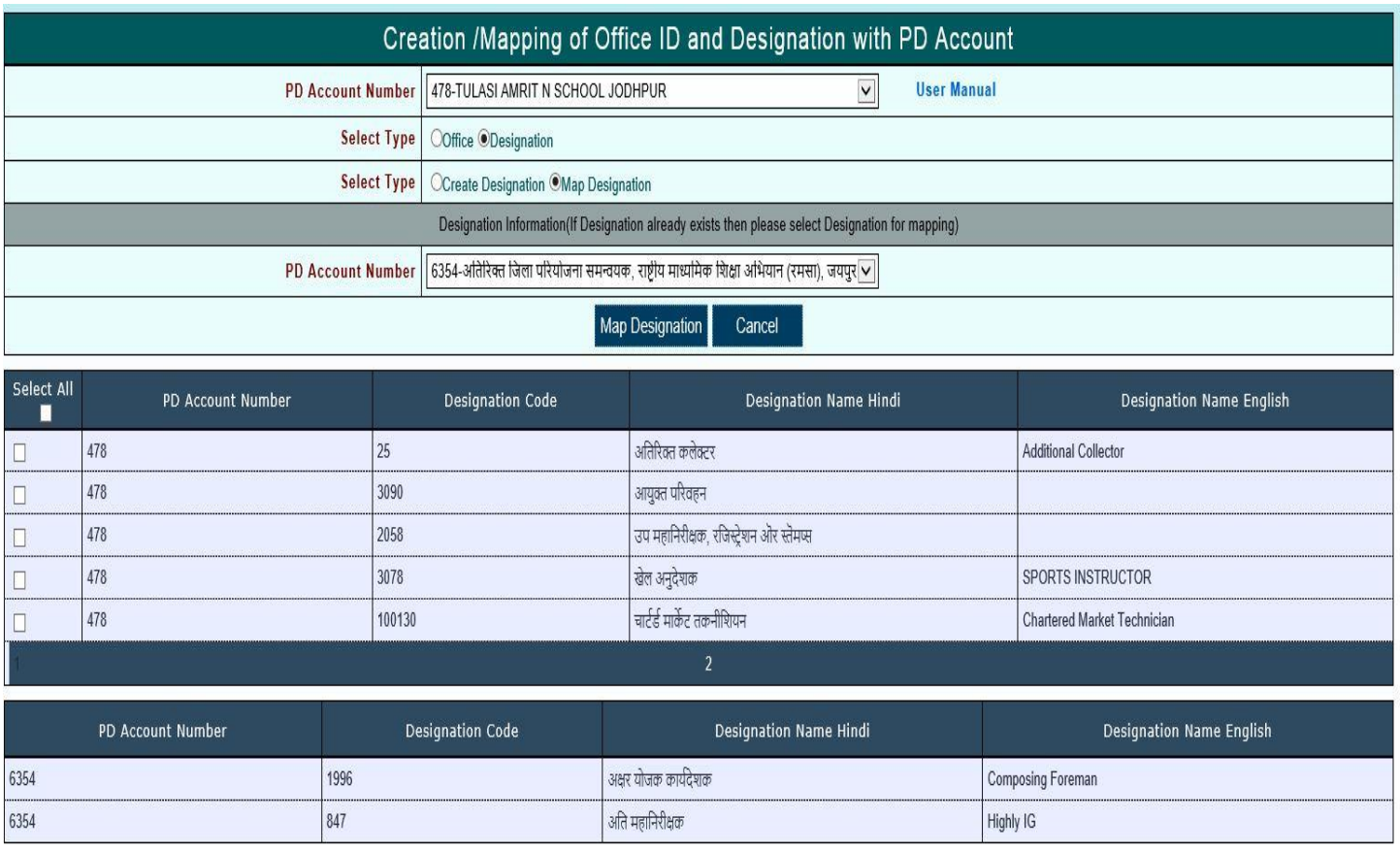


Figure No.-39

5) After that following screen will appear with mapped designation.



Creation /Mapping of Office ID and Designation with PD Account

PD Account Number	478-TULASI AMRIT N SCHOOL JODHPUR — User Manual
Select Type	○Office ◉Designation
Select Type	○Create Designation ◉Map Designation

Designation Information(If Designation already exists then please select Designation for mapping)

PD Account Number	6354-अतिरिक्त जिला परियोजना समन्वयक, राष्ट्रीय माध्यमिक शिक्षा अभियान (रमसा), जयपुर

Map Designation | Cancel

Select All	PD Account Number	Designation Code	Designation Name Hindi	Designation Name English
☐	478	25	अतिरिक्त कलेक्टर	Additional Collector
☐	478	3090	आयुक्त परिवहन	
☐	478	2058	उप महानिरीक्षक, रजिस्ट्रेशन ओर स्टेमप्स	
☐	478	3078	खेल अनुदेशक	SPORTS INSTRUCTOR
☐	478	100130	चार्टर्ड मार्केट तकनीशियन	Chartered Market Technician

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PD Account Number	Designation Code	Designation Name Hindi	Designation Name English
6354	1996	अक्षर योजक कार्यदेशक	Composing Foreman
6354	847	अति महानिरीक्षक	Highly IG

Figure No.-40