

2020

Integrated Financial Management System

Post Distribution Of Other Office
– User Manual

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Integrated Financial Management System

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Integrated Financial Management System

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

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- 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/>

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4. Post Distribution Of Other Office -- 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 –

The screenshot shows the homepage of the Department of Finance, Government of Rajasthan, for the Integrated Financial Management System. The header includes the state emblem and the motto 'सत्यमेव जयते'. The main title is 'Department of Finance, Government of Rajasthan, Integrated Financial Management System'. A vision statement reads: 'IFMS Vision : Financial Position of State on "Real Time Basis"'. The main content area features several modules: RAJKOSH (Treasury Module), STAMPS (Stamp Department), Social Security Pension (SSP), Works Accounting (WAM), PAY MANAGER (पे-मेनेजर), BUDGET (with a 'Click here for Login to Budget Module' button), and e-GRAS (Government Receipt Accounting System). A 'Limited Access' section provides login details: 'Logon with our limited access account with User Name guest and Password Guest@321.'. A sidebar on the right contains 'News', 'Events', and 'Photo Gallery' sections.

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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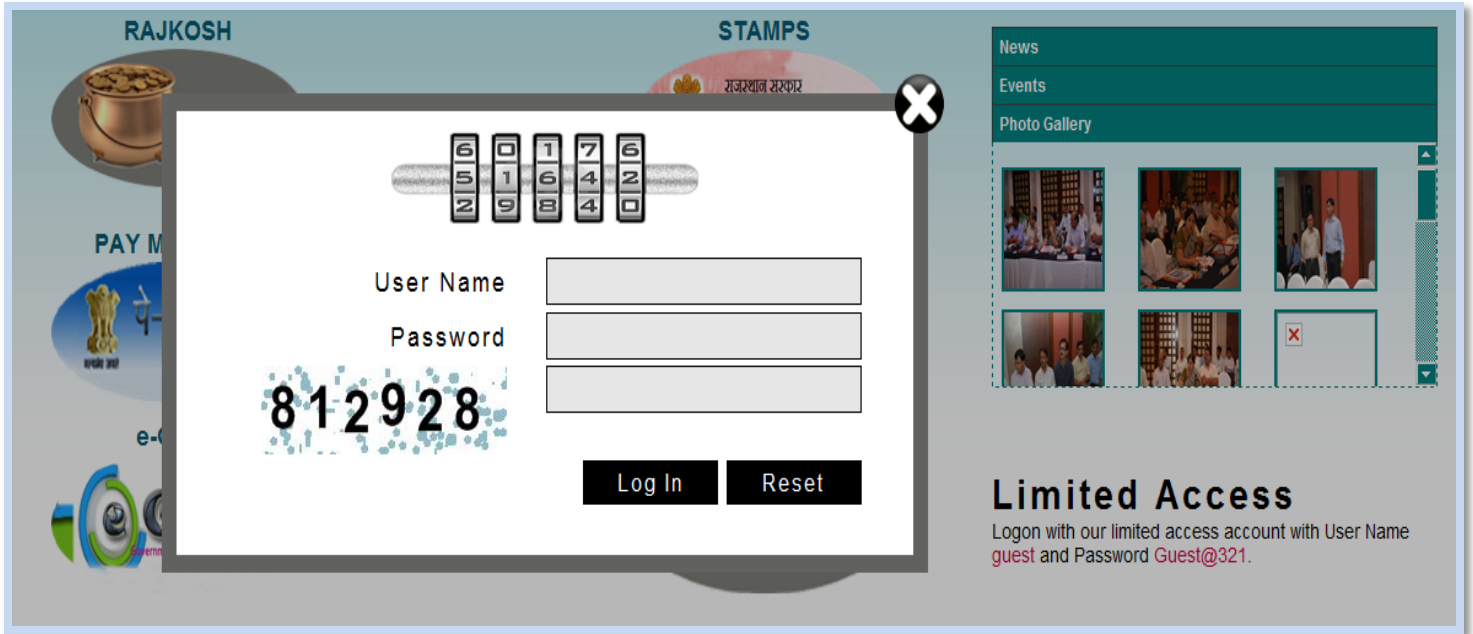


Figure No.-2

Enter Username and Password and click on login button.

This form helps Hod and Office User to distribute Post to other offices .The HOD and office user will login to the IFMS for using the web based application for Post Distribution.

Application Path:-



Figure No.-3

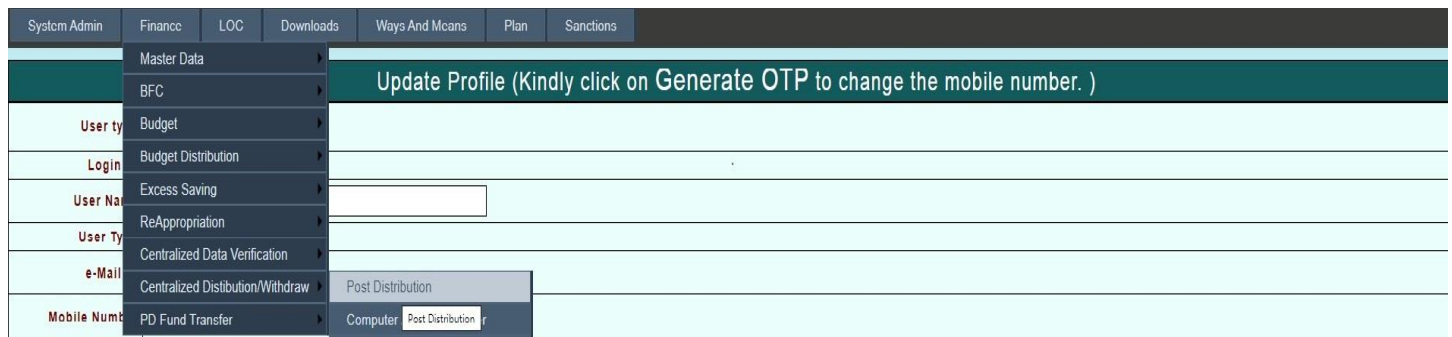


Figure No.-4

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5.1 Distribution

- 1) This form helps to keep Budget Head, BFC Type, Head Type, Post Type information for Post Distribution. Refer fig 5 to 10
- 2) After Select "Post Distribution" following Screen is opened as Shown in diagram (Figure No. 4)

Distribution of Posts											
Action	<input checked="" type="radio"/> Distribution <input type="radio"/> Withdraw <input type="radio"/> Incorporate from Excel <input type="radio"/> Distribution of Other Department										
Budget Head	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	BFC Type	<input type="radio"/> Central Assistance <input type="radio"/> State Fund	Post Type	<input type="radio"/> Regular <input type="radio"/> Work Charged	Head Type	<input checked="" type="radio"/> Voted <input type="radio"/> Charged	<input type="button" value="Search"/>

Figure No.-5

- 3) After Select "Distribution" as shown in Diagram. User has to enter **Budget Head** details.

Distribution of Posts												
Action	<input checked="" type="radio"/> Distribution <input type="radio"/> Withdraw <input type="radio"/> Incorporate from Excel <input type="radio"/> Distribution of Other Department											
Budget Head	<input type="text" value="2054"/>	<input type="text" value="00"/>	<input type="text" value="095"/>	<input type="text" value="01"/>	<input type="text" value="00"/>	BFC Type	<input type="radio"/> Central Assistance <input checked="" type="radio"/> State Fund	Post Type	<input type="radio"/> Regular <input checked="" type="radio"/> Work Charged	Head Type	<input checked="" type="radio"/> Voted <input type="radio"/> Charged	<input type="button" value="Search"/>

Figure No.-6

- 4) The Budget head comprises of following parameters:

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

- 5) After enter "Budget Head Applicable For login User" ,BFC Type ,Post Type , Head Type Click on "Search" button as shown in above Diagram (Fig No.6), following Screen is opened as shown in Diagram (Fig No.7)
- 6) After Select "Designation Name" , "Grade Pay", Post Details display (Total Sanction Post, Available Post in Office ,Distributed Post in self and other office) as shown in diagram(Figure No.-7).
- 7) select "Other Department" option to distribute other office. as shown in diagram(Figure No.-7).
- 8) After select "Other Department" option below screen is opened.(Fig No.-8)

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Distribution of Posts											
Action	<input checked="" type="radio"/> Distribution <input type="radio"/> Withdraw <input type="radio"/> Incorporate from Excel <input type="radio"/> Distribution of Other Department										
Budget Head	2054	00	095	01	BFC Type	<input type="radio"/> Central Assistance <input checked="" type="radio"/> State Fund	Post Type	<input checked="" type="radio"/> Regular <input type="radio"/> Work Charged	Head Type	<input checked="" type="radio"/> Voted <input type="radio"/> Charged	Search
Distribution Details											
BFC Unit : 116 - Treasuries and Accounts Department, Jaipur			Head Office : 1090 - Directorate Treasury and Accounts			Controlling Officer		71 - Director, Treasuries and Accounts, Rajasthan, Jaipur		Department	105 - Treasuries and Accounts Department, Jaipur
Designation Name		चतुर्थ श्रेणी कर्मचारी-426			Grade Pay		L-1				
(Available) Total Sanction Post		32		(Available) Post in Office		30		Distributed Post To Own Office	2	Distributed Post To Other Office	Remaining Post
Distribute To		<input type="radio"/> Self(Hierarchy) <input type="radio"/> Other Department									

Select this Option

Figure No.-7

Distribution of Posts											
Action	<input checked="" type="radio"/> Distribution <input type="radio"/> Withdraw <input type="radio"/> Incorporate from Excel <input type="radio"/> Distribution of Other Department										
Budget Head	2054	00	095	01	BFC Type	<input type="radio"/> Central Assistance <input checked="" type="radio"/> State Fund	Post Type	<input checked="" type="radio"/> Regular <input type="radio"/> Work Charged	Head Type	<input checked="" type="radio"/> Voted <input type="radio"/> Charged	Search
Distribution Details											
BFC Unit : 116 - Treasuries and Accounts Department, Jaipur			Head Office : 1090 - Directorate Treasury and Accounts			Controlling Officer		71 - Director, Treasuries and Accounts, Rajasthan, Jaipur		Department	105 - Treasuries and Accounts Department, Jaipur
Designation Name		चतुर्थ श्रेणी कर्मचारी-426			Grade Pay		L-1				
(Available) Total Sanction Post		32		(Available) Post in Office		30		Distributed Post To Own Office	2	Distributed Post To Other Office	Remaining Post
Distribute To		<input type="radio"/> Self(Hierarchy) <input checked="" type="radio"/> Other Department									
OrderID					Order date						
To OfficeId		--Select Office--									
		Save		Change Budget Head		Change Designation					

Figure No.-8

9) Enter "Order ID","Order date" and select "To OfficeId" as shown in diagram(Figure No.-9)

Distribution of Posts											
Action	<input checked="" type="radio"/> Distribution <input type="radio"/> Withdraw <input type="radio"/> Incorporate from Excel <input type="radio"/> Distribution of Other Department										
Budget Head	2054	00	095	01	BFC Type	<input type="radio"/> Central Assistance <input checked="" type="radio"/> State Fund	Post Type	<input checked="" type="radio"/> Regular <input type="radio"/> Work Charged	Head Type	<input checked="" type="radio"/> Voted <input type="radio"/> Charged	Search
Distribution Details											
BFC Unit : 116 - Treasuries and Accounts Department, Jaipur			Head Office : 1090 - Directorate Treasury and Accounts			Controlling Officer		71 - Director, Treasuries and Accounts, Rajasthan, Jaipur		Department	105 - Treasuries and Accounts Department, Jaipur
Designation Name		चतुर्थ श्रेणी कर्मचारी-426			Grade Pay		L-1				
(Available) Total Sanction Post		32		(Available) Post in Office		30		Distributed Post To Own Office	2	Distributed Post To Other Office	Remaining Post
Distribute To		<input type="radio"/> Self(Hierarchy) <input checked="" type="radio"/> Other Department									
OrderID		9			Order date		09/02/2020				
To OfficeId		Dr.Sarvepalli Radhakrishnan Rajasthan Ayurved University, Jodhpur-1									

Figure No.-9

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10) if distribution amount is not available for "To OfficeId" then error message will display. as shown in following screen.(Fig No.-10)



Figure No.-10

11) User has to select valid Office (that has amount for distribution) As shown in screen(Figure No.-11)

Distribution of Posts											
Action	<input checked="" type="radio"/> Distribution <input type="radio"/> Withdraw <input type="radio"/> Incorporate from Excel <input type="radio"/> Distribution of Other Department										
Budget Head	2054	00	095	01	BFC Type	<input type="radio"/> Central Assistance <input checked="" type="radio"/> State	Post Type	<input checked="" type="radio"/> Regular <input type="radio"/> Work Charged	Head Type	<input checked="" type="radio"/> Voted <input type="radio"/> Charged	Search
Distribution Details											
BFC Unit : 116 - Treasuries and Accounts Department, Jaipur			Head Office : 1090 - Directorate Treasury and Accounts			Controlling Officer 71 - Director, Treasuries and Accounts, Rajasthan, Jaipur			Department 105 - Treasuries and Accounts Department, Jaipur		
Designation Name	चतुर्थ श्रेणी कर्मचारी-426			Grade Pay	L-1						
(Available) Total Sanction Post	32			(Available) Post in Office	30		Distributed Post To Own Office	2		Distributed Post To Other Office	Remaining Post
Distribute To	<input type="radio"/> Self(Hierarchy) <input checked="" type="radio"/> Other Department										
OrderID	9			Order date	09/02/2020						
To OfficeId	Commissioner, Agriculture Department, Raj, Jaipur-3										
Number of Post To be Distribute	1										
<input type="button" value="Save"/> <input type="button" value="Change Budget Head"/> <input type="button" value="Change Designation"/>											

Figure No.-11

12) User has to enter "Number of Post To be Distribute" and Click on "Save" button ,it will display "Data Distributed Successfully" message as shown in below diagram.



Figure No.-12

Note-User has to enter post to be distributed is less than or equal to Available Post in Office.

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13) Update Operation:

- 1) To update the existing Post Detail repeat step 5 to 8 .
- 2) After "Other Department" option existing details display.
- 3) To save the changes click on Update otherwise click on Cancel.
- 4) After click on update it will display the 'Data Update Successfully' message.

Refer Fig.-13-14

Distribution of Posts											
Action	<input checked="" type="radio"/> Distribution <input type="radio"/> Withdraw <input type="radio"/> Incorporate from Excel <input type="radio"/> Distribution of Other Department										
Budget Head	2054	00	095	01	BFC Type	<input type="radio"/> Central Assistance <input type="radio"/> State Fund	Post Type	<input checked="" type="radio"/> Regular Charged <input type="radio"/> Work	Head Type	<input checked="" type="radio"/> Voted <input type="radio"/> Charged	Search
Distribution Details											
BFC Unit : 116 - Treasuries and Accounts Department, Jaipur			Head Office : 1090 - Directorate Treasury and Accounts			Controlling Officer		71 - Director, Treasuries and Accounts, Rajasthan, Jaipur		Department	105 - Treasuries and Accounts Department, Jaipur
Designation Name	चतुर्थ श्रेणी कर्मचारी-426			Grade Pay	L-1						
(Available) Total Sanction Post	32			(Available) Post in Office	30	Distributed Post To Own Office	2	Distributed Post To Other Office		Remaining Post	
Distribute To	<input type="radio"/> Self(Hierarchy) <input checked="" type="radio"/> Other Department										
OrderID	9			Order date	09/02/2020						
To OfficeId	Commissioner, Agriculture Department, Raj. Jaipur-3										
Number of Post To be Distribute	1										
<input type="button" value="Update"/> <input type="button" value="Change Budget Head"/> <input type="button" value="Change Designation"/> <input type="button" value="Finalize"/>											

Figure No.-13



Figure No.-14

14) Finalize Operation :-

- 1) To Finalize enter Post details ,Click on "Finalize" button it will display "Data Finalize Successfully" message. as Show in Figure 15-16

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Distribution of Posts											
Action	<input checked="" type="radio"/> Distribution <input type="radio"/> Withdraw <input type="radio"/> Incorporate from Excel <input type="radio"/> Distribution of Other Department										
Budget Head	2054	00	095	01	BFC Type	<input type="radio"/> Central Assistance <input checked="" type="radio"/> State Fund	Post Type	<input checked="" type="radio"/> Regular <input type="radio"/> Work Charged	Head Type	<input checked="" type="radio"/> Voted <input type="radio"/> Charged	Search
Distribution Details											
BFC Unit : 116 - Treasuries and Accounts Department, Jaipur				Head Office : 1090 - Directorate Treasury and Accounts		Controlling Officer		71 - Director, Treasuries and Accounts, Rajasthan, Jaipur		Department	105 - Treasuries and Accounts Department, Jaipur
Designation Name	चतुर्थ श्रेणी कर्मचारी-426			Grade Pay	L-1						
(Available) Total Sanction Post	32			(Available) Post in Office	30		Distributed Post To Own Office	2		Distributed Post To Other Office	Remaining Post
Distribute To	<input type="radio"/> Self(Hierarchy) <input checked="" type="radio"/> Other Department										
OrderID	9			Order date	09/02/2020						
To OfficeId	Commissioner, Agriculture Department, Raj. Jaipur-3										
Number of Post To be Distribute	1										
<input type="button" value="Update"/> <input type="button" value="Change Budget Head"/> <input type="button" value="Change Designation"/> <input type="button" value="Finalize"/>											

Figure No.-15



Figure No.-16

User can check Post details in report. As Shown in following screen (Fig.No.- 16.1)

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Government of Rajasthan Budget Head wise Post in Offices

Budget Head Code / Name 2054-00-095-01-00
BFC Unit Name कोष एवं लेखा विभाग, जयपुर(116)
Post Type Regular
Office Name and Code Directorate Treasury and Accounts-1090
Distribution Category Other Department

Designation Name	Grade Pay	State Fund
अतिरिक्त प्रशासनिक अधिकारी -3304	4200(L-11)	4
चतुर्थ श्रेणी कर्मचारी-426	1700(L-1)	1

Distributed Post
To Other Office

Figure No.-16.1

Change Budget Head - User wants to change budget head then click on "Change Budget Head" button. after click on this button below screen is opened as shown in diagram (Figure No. -17-18)

Change Designation -User wants to Change Designation then click on "Change Designation" button after click on this button screen is opened as shown in diagram(Figure No. - 19,20)

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Distribution of Posts											
Action <input checked="" type="radio"/> Distribution <input type="radio"/> Withdraw <input type="radio"/> Incorporate from Excel <input type="radio"/> Distribution of Other Department											
Budget Head 2054 00 095 01				BFC Type <input type="radio"/> Central Assistance <input checked="" type="radio"/> State Fund		Post Type <input checked="" type="radio"/> Regular <input type="radio"/> Work Charged		Head Type <input checked="" type="radio"/> Voted <input type="radio"/> Charged		<input type="button" value="Search"/>	
Distribution Details											
BFC Unit : 116 - Treasuries and Accounts Department, Jaipur				Head Office : 1090 - Directorate Treasury and Accounts		Controlling Officer 71 - Director, Treasuries and Accounts, Rajasthan, Jaipur		Department 105 - Treasuries and Accounts Department, Jaipur			
Designation Name चतुर्थ श्रेणी कर्मचारी-426				Grade Pay L-1							
(Available) Total Sanction Post 32				(Available) Post in Office 30		Distributed Post To Own Office 2		Distributed Post To Other Office 1		Remaining Post 29	
Distribute To <input type="radio"/> Self(Hierarchy) <input checked="" type="radio"/> Other Department											
OrderID 6				Order date 06/02/2020							
To OfficeId Commissioner, Agriculture Department, Raj. Jaipur-3											
Number of Post To be Distribute 1											
<input type="button" value="Save"/>				<input type="button" value="Change Budget Head"/>				<input type="button" value="Change Designation"/>			

Figure No.-17

Distribution of Posts											
Action <input checked="" type="radio"/> Distribution <input type="radio"/> Withdraw <input type="radio"/> Incorporate from Excel <input type="radio"/> Distribution of Other Department											
Budget Head [] [] [] []				BFC Type <input type="radio"/> Central Assistance <input checked="" type="radio"/> State Fund		Post Type <input type="radio"/> Regular <input type="radio"/> Work Charged		Head Type <input type="radio"/> Voted <input type="radio"/> Charged		<input type="button" value="Search"/>	

Figure No.-18

Distribution of Posts											
Action <input checked="" type="radio"/> Distribution <input type="radio"/> Withdraw <input type="radio"/> Incorporate from Excel <input type="radio"/> Other Department Post											
Budget Head 2054 00 095 01 00				BFC Type <input type="radio"/> Central Assistance <input checked="" type="radio"/> State Fund		Post Type <input checked="" type="radio"/> Regular <input type="radio"/> Work Charged		Head Type <input type="radio"/> Voted <input type="radio"/> Charged		<input type="button" value="Search"/>	
Distribution Details											
BFC Unit : 116 - Treasuries and Accounts Department, Jaipur				Head Office : 1090 - Directorate Treasury and Accounts		Controlling Officer 71 - Director, Treasuries and Accounts, Rajasthan, Jaipur		Department 105 - Treasuries and Accounts Department, Jaipur			
Designation Name चतुर्थ श्रेणी कर्मचारी-426				Grade Pay L-1							
(Available) Total Sanction Post 32				(Available) Post in Office 30		Distributed Post To Own Office 2		Distributed Post To Other Office 1		Remaining Post 29	
Distribute To <input type="radio"/> Self(Hierarchy) <input checked="" type="radio"/> Other Department											
OrderID 6				Order date 06/02/2020							
To OfficeId Commissioner, Agriculture Department, Raj. Jaipur-3											
Number of Post To be Distribute 1											
<input type="button" value="Save"/>				<input type="button" value="Change Budget Head"/>				<input type="button" value="Change Designation"/>			

Figure No.-19

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Distribution of Posts											
Action	<input checked="" type="radio"/> Distribution <input type="radio"/> Withdraw <input type="radio"/> Incorporate from Excel <input type="radio"/> Other Department Post										
Budget Head	2054	00	095	01	BFC Type	<input type="radio"/> Central Assistance <input checked="" type="radio"/> State	Post Type	<input checked="" type="radio"/> Regular <input type="radio"/> Work	Head Type	<input checked="" type="radio"/> Voted <input type="radio"/> Charged	Search
Distribution Details											
BFC Unit : 116 - Treasuries and Accounts Department, Jaipur				Head Office : 1090 - Directorate Treasury and Accounts		Controlling Officer : 71 - Director, Treasuries and Accounts, Rajasthan, Jaipur		Department : 105 - Treasuries and Accounts Department, Jaipur			
Designation Name	--Select Designation Name--			Grade Pay	--Select Grade Pay--						

Figure No.-20

15) Other Department Post - Office user wants to distribute or withdrawal post to offices in same hierarchy then choose "Other Department Post" option. After select Other Department Post ,screen shown in diagram (Figure No.- 21)

Distribution of Posts of Other Office											
Select	<input checked="" type="radio"/> Distribution <input type="radio"/> Withdraw										
Action	<input checked="" type="radio"/> Single <input type="radio"/> Excel <input type="radio"/> Finalize										
Budget Head					BFC Type	<input type="radio"/> Central Assistance <input type="radio"/> State	Head Type	<input checked="" type="radio"/> Voted <input type="radio"/> Charged	Post Type	<input type="radio"/> Regular <input type="radio"/> Work	Search

Figure No.-21

Distribution - To Distribute Post in same hierarchy user choose this option. After Select this option user has to select "Action". There are three parameters.

- 1) Single - To distribute single office at a time.
- 2) Excel - To distribute multiple office .
- 3) Finalize- To Finalize distributed Posts.

Save Operation

- 1) Single -After select "Single" option .
 - i) Enter valid Budget Head,BFC Type, Head Type, Post Type then click on Search button.
 - ii) After Click on Search button, screen is opened as Shown below screen (Figure No. -22)

Distribution of Posts of Other Office											
Select	<input checked="" type="radio"/> Distribution <input type="radio"/> Withdraw										
Action	<input checked="" type="radio"/> Single <input type="radio"/> Excel <input type="radio"/> Finalize										
Budget Head	2054	00	095	01	BFC Type	<input type="radio"/> Central Assistance <input checked="" type="radio"/> State	Head Type	<input checked="" type="radio"/> Voted <input type="radio"/> Charged	Post Type	<input type="radio"/> Regular <input type="radio"/> Work	Search
Distribution Details											
BFC Unit : 116 - Treasuries and Accounts Department, Jaipur				Head Office : 3 - Commissioner, Agriculture Department, Raj. Jaipur		Controlling Officer : 71 - Director, Treasuries and Accounts, Rajasthan, Jaipur		Department : 105 - Treasury and Accounts Department			
Designation Name	--Select Designation Name--			Grade Pay							

Figure No.-22

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iii) Select "Designation Name" and "Grade Pay", as shown in diagram (Fig.-23)

Distribution of Posts of Other Office											
Select	<input checked="" type="radio"/> Distribution <input type="radio"/> Withdraw										
Action	<input checked="" type="radio"/> Single <input type="radio"/> Excel <input type="radio"/> Finalize										
Budget Head	2054	00	095	01	BFC Type	<input type="radio"/> Central Assistance <input checked="" type="radio"/> State Fund	Head Type	<input checked="" type="radio"/> Voted <input type="radio"/> Charged	Post Type	<input checked="" type="radio"/> Regular <input type="radio"/> Work Charged	Search
Distribution Details											
BFC Unit	116 - Treasuries and Accounts Department, Jaipur					Head Office	3 - Commissioner, Agriculture Department, Raj. Jaipur				
Controlling Officer	71 - Director, Treasuries and Accounts, Rajasthan, Jaipur					Department	105 - Treasury and Accounts Department				
Designation Name	सहायक लेखाधिकारी ग्रेड -II-3116				Grade Pay	L-11					
OrderID					Order date						
(Available)Total Post	4				Distributed Post					Remaining Post	
To OfficeId					Get Office Name						
Nubmer of Post To be Distribute											
					Save	Change Budget Head					

Figure No.-23

iv) Enter OrderID , Order date, Office Id. To get office Name click on "Get Office Name" button. next option is opened as shown below diagram(Figure No. - 24)

Distribution of Posts of Other Office											
Select	<input checked="" type="radio"/> Distribution <input type="radio"/> Withdraw										
Action	<input checked="" type="radio"/> Single <input type="radio"/> Excel <input type="radio"/> Finalize										
Budget Head	2054	00	095	01	BFC Type	<input type="radio"/> Central Assistance <input checked="" type="radio"/> State Fund	Head Type	<input checked="" type="radio"/> Voted <input type="radio"/> Charged	Post Type	<input checked="" type="radio"/> Regular <input type="radio"/> Work Charged	Search
Distribution Details											
BFC Unit	116 - Treasuries and Accounts Department, Jaipur					Head Office	3 - Commissioner, Agriculture Department, Raj. Jaipur				
Controlling Officer	71 - Director, Treasuries and Accounts, Rajasthan, Jaipur					Department	105 - Treasury and Accounts Department				
Designation Name	सहायक लेखाधिकारी ग्रेड -II-3116				Grade Pay	L-11					
OrderID	12				Order date	12/02/2020					
(Available)Total Post	4				Distributed Post					Remaining Post	
To OfficeId	4378				Get Office Name	Asstt.Dir.Agril. (EXT) AJMER					
Nubmer of Post To be Distribute	1										
					Save	Change Budget Head					

Figure No.-24

v) Enter Number of Post to be distribute then Click on Save Button. After Click on Save button it will display "Data Distribute Successfully". As shown in diagram (Figure No. -25)

Note - user enter office which exists in same hierarchy otherwise after click on "Get Office Name" button ,it will display message "office in Hierarchy". user enter post less than or equal to Available post of Head office. As shown above diagram. Available post is 2 so user enter less than or equal to 2 post.

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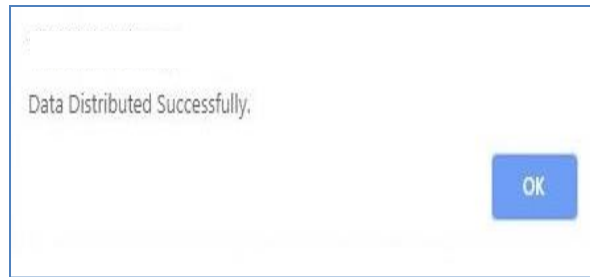


Figure No.-25

2) Excel -After Select "Excel" option,

i) Enter valid Budget Head, BFC Type, Post Type, Head Type then Click on Search button. After Click on Search button window is opened as shown in below diagram(Figure No.-26)

Distribution of Posts of Other Office											
Select	<input checked="" type="radio"/> Distribution <input type="radio"/> Withdraw										
Action	<input type="radio"/> Single <input checked="" type="radio"/> Excel <input type="radio"/> Finalize										
Budget Head	2054	00	095	01	BFC Type	<input type="radio"/> Central Assistance <input checked="" type="radio"/> State Fund	Head Type	<input checked="" type="radio"/> Voted <input type="radio"/> Charged	Post Type	<input checked="" type="radio"/> Regular <input type="radio"/> Work Charged	Search
Distribution Details											
BFC Unit	116 - Treasuries and Accounts Department, Jaipur					Head Office	3 - Commissioner, Agriculture Department, Raj. Jaipur				
Controlling Officer	71 - Director, Treasuries and Accounts, Rajasthan, Jaipur					Department	105 - Treasury and Accounts Department				
OrderID	<input type="text"/>				Order date	<input type="text"/>					
Import From Excel	<input type="button" value="Choose File"/> No file chosen										
<input type="button" value="Save"/> <input type="button" value="Change Budget Head"/>											
Instructions(Data can be imported on IFMS site in .xls file)											
<ol style="list-style-type: none"> Excel sheet name must be in (BudgetHeadCode-BfcType-PostType) format . e.g. "2054-00-095-01-00-N-R.xls" Excel sheet should be in proper(following) format. If any error found regarding data or format then data will not be saved. File should contain data in the following format:- Officeld, DesignationId, GradePayNo, Number of post Column value should be zero(0) if not available or applicable 											
Download :- Help: excel file preparation Sample file											

Figure No.-26

ii) Enter "OrderID" and Order date than click on "Choose File" to select excel to import data.

iii) Click on save button it will display "Data imported Successfully" message.(Figure No. -27,28)

Note - User has to follow instruction to import data from Excel File. As shown in above diagram (Fig. No.-26). To Help excel file preparation click on "Help" and "Sample file".

Integrated Financial Management System

Distribution of Posts of Other Office											
Select	<input checked="" type="radio"/> Distribution <input type="radio"/> Withdraw										
Action	<input type="radio"/> Single <input checked="" type="radio"/> Excel <input type="radio"/> Finalize										
Budget Head	2054	00	095	01	BFC Type	<input type="radio"/> Central Assistance <input checked="" type="radio"/> State	Head Type	<input checked="" type="radio"/> Voted <input type="radio"/> Charged	Post Type	<input checked="" type="radio"/> Regular <input type="radio"/> Work Charged	Search
Distribution Details											
BFC Unit	116 - Treasuries and Accounts Department, Jaipur				Head Office	3 - Commissioner, Agriculture Department, Raj. Jaipur					
Controlling Officer	71 - Director, Treasuries and Accounts, Rajasthan, Jaipur				Department	105 - Treasury and Accounts Department					
OrderID	8			Order date	08/02/2020						
Import From Excel	Choose File 2054-00-095-01-00-P-R.xls										
Save					Change Budget Head						
Instructions(Data can be imported on IFMS site in .xls file)											
<p>1. Excel sheet name must be in (BudgetHeadCode-BfcType-PostType) format . e.g. "2054-00-095-01-00-N-R.xls"</p> <p>2. Excel sheet should be in proper(following) format. If any error found regarding data or format then data will not be saved.</p> <p>3. File should contain data in the following format:- Officeld, DesignationId, GradePayNo, Number of post</p> <p>4. Column value should be zero(0) if not available or applicable</p> <p>Download :- Help: excel file preparation Sample file</p>											

Figure No.-27



Figure No.-28

Note- User has to enter valid entry in Excel file otherwise it will display "Data could not be imported. Please check below Error Details" message. Ex. In below diagram(Figure No. - 30) User entered invalid Grade pay. As shown in diagram (Figure No. - 29,30)



Figure No.-29

Integrated Financial Management System

Distribution of Posts of Other Office													
Select		<input checked="" type="radio"/> Distribution <input type="radio"/> Withdraw											
Action		<input type="radio"/> Single <input checked="" type="radio"/> Excel <input type="radio"/> Finalize											
Budget Head		2054	00	095	01	00	BFC Type	<input type="radio"/> Central Assistance <input checked="" type="radio"/> State Fund	Head Type	<input checked="" type="radio"/> Voted <input type="radio"/> Charged	Post Type	<input checked="" type="radio"/> Regular <input type="radio"/> Work Charged	Search
Distribution Details													
BFC Unit		116 - Treasuries and Accounts Department, Jaipur					Head Office		3 - Commissioner, Agriculture Department, Raj. Jaipur				
Controlling Officer		71 - Director, Treasuries and Accounts, Rajasthan, Jaipur					Department		105 - Treasury and Accounts Department				
OrderID		6			Order date		06/02/2020						
Import From Excel		Choose File No file chosen											
<input type="button" value="Save"/> <input type="button" value="Change Budget Head"/>													
RecordStatus	RecordId	ToOfficeId	officename	DesignationCode	GradePayCode	NoOfPost	Reason	DesignationDescEnglish					
Invalid Records exists	3	4673	Asstt. Dir. Agri.(Ext.), Sojat	426	109	1	Grade Pay Number in row number : is invalid	Class IV Staff					

Figure No.-30

Update Operation-

- 1) Enter existing Post Details.
- 2) Change number of post to distribute.
- 3) Click on "Update" button, it will display "Data Update Successfully" message.

Refer Fig.- 31-34

Distribution of Posts of Other Office													
Select		<input checked="" type="radio"/> Distribution <input type="radio"/> Withdraw											
Action		<input checked="" type="radio"/> Single <input type="radio"/> Excel <input type="radio"/> Finalize											
Budget Head		2054	00	095	01	00	BFC Type	<input type="radio"/> Central Assistance <input checked="" type="radio"/> State Fund	Head Type	<input checked="" type="radio"/> Voted <input type="radio"/> Charged	Post Type	<input checked="" type="radio"/> Regular <input type="radio"/> Work Charged	Search
Distribution Details													
BFC Unit		116 - Treasuries and Accounts Department, Jaipur					Head Office		3 - Commissioner, Agriculture Department, Raj. Jaipur				
Controlling Officer		71 - Director, Treasuries and Accounts, Rajasthan, Jaipur					Department		105 - Treasury and Accounts Department				
Designation Name		--Select Designation Name--			Grade Pay								

Figure No.-31

Integrated Financial Management System

Distribution of Posts of Other Office											
Select	<input checked="" type="radio"/> Distribution <input type="radio"/> Withdraw										
Action	<input checked="" type="radio"/> Single <input type="radio"/> Excel <input type="radio"/> Finalize										
Budget Head	2054	00	095	01	BFC Type	<input type="radio"/> Central Assistance <input checked="" type="radio"/> State	Head Type	<input checked="" type="radio"/> Voted <input type="radio"/> Charged	Post Type	<input checked="" type="radio"/> Regular <input type="radio"/> Work Charged	Search
Distribution Details											
BFC Unit	116 - Treasuries and Accounts Department, Jaipur					Head Office	3 - Commissioner, Agriculture Department, Raj. Jaipur				
Controlling Officer	71 - Director, Treasuries and Accounts, Rajasthan, Jaipur					Department	105 - Treasury and Accounts Department				
Designation Name	सहायक लेखाधिकारी ग्रेड -II-3116				Grade Pay	L-11					
OrderID	12				Order date	12/02/2020					
(Available)Total Post	4				Distributed Post					Remaining Post	
To Officeld	4378										
Nubmer of Post To be Distribute	1										
<input type="button" value="Update"/> <input type="button" value="Change Budget Head"/>											

Figure No.-32

Distribution of Posts of Other Office											
Select	<input checked="" type="radio"/> Distribution <input type="radio"/> Withdraw										
Action	<input checked="" type="radio"/> Single <input type="radio"/> Excel <input type="radio"/> Finalize										
Budget Head	2054	00	095	01	BFC Type	<input type="radio"/> Central Assistance <input checked="" type="radio"/> State	Head Type	<input checked="" type="radio"/> Voted <input type="radio"/> Charged	Post Type	<input checked="" type="radio"/> Regular <input type="radio"/> Work Charged	Search
Distribution Details											
BFC Unit	116 - Treasuries and Accounts Department, Jaipur					Head Office	3 - Commissioner, Agriculture Department, Raj. Jaipur				
Controlling Officer	71 - Director, Treasuries and Accounts, Rajasthan, Jaipur					Department	105 - Treasury and Accounts Department				
Designation Name	सहायक लेखाधिकारी ग्रेड -II-3116				Grade Pay	L-11					
OrderID	12				Order date	12/02/2020					
(Available)Total Post	4				Distributed Post					Remaining Post	
To Officeld	4378										
Nubmer of Post To be Distribute	3										
<input type="button" value="Update"/> <input type="button" value="Change Budget Head"/>											

Figure No.-33



Figure No.-34

Integrated Financial Management System

3) Finalize- User has to finalize data to distribute and Withdraw. Finalization process is same for both distribution and withdrawal.

i) To Finalize user has to choose "Finalize" action. After this enter Budget Head details, Select BFC Type, Head Type, Post Type and Click on Search button. After Click on search button following screen will display as shown in diagram(Fig. No.-35)

Distribution of Posts of Other Office											
Select	<input checked="" type="radio"/> Distribution <input type="radio"/> Withdraw										
Action	<input type="radio"/> Single <input type="radio"/> Excel <input checked="" type="radio"/> Finalize										
Budget Head	2054	00	095	01	BFC Type	<input type="radio"/> Central Assistance <input checked="" type="radio"/> State Fund	Head Type	<input checked="" type="radio"/> Voted <input type="radio"/> Charged	Post Type	<input checked="" type="radio"/> Regular <input type="radio"/> Work Charged	Search
Distribution Details											
BFC Unit	116 - Treasuries and Accounts Department, Jaipur				Head Office	3 - Commissioner, Agriculture Department, Raj. Jaipur					
Controlling Officer	71 - Director, Treasuries and Accounts, Rajasthan, Jaipur				Department	105 - Treasury and Accounts Department					
											Get Detail

Figure No.-35

ii) Click on "Get Detail" button. After click following screen will display.(Fig.No.-36)

iii) Click on Finalize button ,it will display "Data Finalized Successfully" message.(Fig No.- 37)

Distribution of Posts of Other Office											
Select	<input checked="" type="radio"/> Distribution <input type="radio"/> Withdraw										
Action	<input type="radio"/> Single <input type="radio"/> Excel <input checked="" type="radio"/> Finalize										
Budget Head	2054	00	095	01	BFC Type	<input type="radio"/> Central Assistance <input checked="" type="radio"/> State Fund	Head Type	<input checked="" type="radio"/> Voted <input type="radio"/> Charged	Post Type	<input checked="" type="radio"/> Regular <input type="radio"/> Work Charged	Search
Distribution Details											
BFC Unit	116 - Treasuries and Accounts Department, Jaipur				Head Office	3 - Commissioner, Agriculture Department, Raj. Jaipur					
Controlling Officer	71 - Director, Treasuries and Accounts, Rajasthan, Jaipur				Department	105 - Treasury and Accounts Department					
											Get Detail
SrNo	Designation	grade	payname	Office Id	Office Name				Distributed Post		
1	चतुर्थ श्रेणी कर्मचारी-426	L-1		4702	Dy.Director Agri. (Ext.)Z.P.,Dungarpur				1		
2	सहायक लेखाधिकारी ग्रेड -I-3115	L-12		4947	Dy.Dir. Agriculture,(Botany) Seed Testing Lab., Sriganganagar				1		
3	सहायक लेखाधिकारी ग्रेड -II-3116	L-11		4898	Asstt. Dir. Agri. (EXT), SADULSHAHAR				1		
4	चतुर्थ श्रेणी कर्मचारी-426	L-1		4673	Asstt. Dir. Agri.(Ext.), Sojat				1		
Finalize											

Figure No.-36

Integrated Financial Management System



Figure No.-37

5.2 Withdrawal

To withdraw distributed post user has to select this option as shown in following screen.

Distribution of Posts of Other Office											
Select	<input type="radio"/> Distribution <input checked="" type="radio"/> Withdraw										
Action	<input checked="" type="radio"/> Single <input type="radio"/> Excel <input type="radio"/> Finalize										
Budget Head	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	BFC Type	<input type="radio"/> Central Assistance <input type="radio"/> State	Head Type	<input type="radio"/> Voted <input type="radio"/> Charged	Post Type	<input type="radio"/> Regular <input type="radio"/> Work Charged	<input type="button" value="Search"/>

Figure No.-38

Note-As above diagram, Excel option is disabled for Withdraw.

Save Operation

There are two parameters - Single and Finalize.

- 1) Single - User select "Single" option to withdrawal.
 - i) Enter valid Budget Head, BFC Type, Head Type, Post Type.
 - ii) Click on "Search" button ,following screen is shown (Fig. No. - 39)

Distribution of Posts of Other Office											
Select	<input type="radio"/> Distribution <input checked="" type="radio"/> Withdraw										
Action	<input checked="" type="radio"/> Single <input type="radio"/> Excel <input type="radio"/> Finalize										
Budget Head	<input type="text" value="2054"/>	<input type="text" value="00"/>	<input type="text" value="095"/>	<input type="text" value="01"/>	BFC Type	<input type="radio"/> Central Assistance <input checked="" type="radio"/> State	Head Type	<input checked="" type="radio"/> Voted <input type="radio"/> Charged	Post Type	<input checked="" type="radio"/> Regular <input type="radio"/> Work Charged	<input type="button" value="Search"/>
Distribution Details											
BFC Unit	116 - Treasuries and Accounts Department, Jaipur				Head Office	3 - Commissioner, Agriculture Department, Raj. Jaipur (Office that Withdraws Post)					
Controlling Officer	71 - Director, Treasuries and Accounts, Rajasthan, Jaipur				Department	105 - Treasury and Accounts Department					
Designation Name	--Select Designation Name--				Grade Pay						

Figure No.-39

- iii) After select Designation Name and Grade pay following screen is shown.

Integrated Financial Management System

Distribution of Posts of Other Office												
Select	<input type="radio"/> Distribution <input checked="" type="radio"/> Withdraw											
Action	<input checked="" type="radio"/> Single <input type="radio"/> Excel <input type="radio"/> Finalize											
Budget Head	2054	00	095	01	BFC Type	<input type="radio"/> Central Assistance <input checked="" type="radio"/> State	Head Type	<input checked="" type="radio"/> Voted <input type="radio"/> Charged	Post Type	<input checked="" type="radio"/> Regular <input type="radio"/> Work Charged	Search	
Distribution Details												
BFC Unit	116 - Treasuries and Accounts Department, Jaipur				Head Office	3 - Commissioner, Agriculture Department, Raj. Jaipur (Office that Withdraws Post)						
Controlling Officer	71 - Director, Treasuries and Accounts, Rajasthan, Jaipur				Department	105 - Treasury and Accounts Department						
Designation Name	सहायक लेखाधिकारी ग्रेड -II-3116			Grade Pay	L-11							
OrderID				Order date								
(Available)Total Post	2			Distributed Post	2		Remaining Post					
Office from Withdrawal Post	Select Office											
Number of Post To be Withdrawal												
					Save	Change Budget Head						

Figure No.-40

- iv) Select office from withdrawal post.
- v) Enter Number of Post to be withdrawal.
- vi) Click on Save button it will display "Post Withdrawal Successfully" message.(Refer Fig.- 41,42)

Distribution of Posts of Other Office												
Select	<input type="radio"/> Distribution <input checked="" type="radio"/> Withdraw											
Action	<input checked="" type="radio"/> Single <input type="radio"/> Excel <input type="radio"/> Finalize											
Budget Head	2054	00	095	01	BFC Type	<input type="radio"/> Central Assistance <input checked="" type="radio"/> State	Head Type	<input checked="" type="radio"/> Voted <input type="radio"/> Charged	Post Type	<input checked="" type="radio"/> Regular <input type="radio"/> Work Charged	Search	
Distribution Details												
BFC Unit	116 - Treasuries and Accounts Department, Jaipur				Head Office	3 - Commissioner, Agriculture Department, Raj. Jaipur (Office that Withdraws Post)						
Controlling Officer	71 - Director, Treasuries and Accounts, Rajasthan, Jaipur				Department	105 - Treasury and Accounts Department						
Designation Name	सहायक लेखाधिकारी ग्रेड -II-3116			Grade Pay	L-11							
OrderID	77			Order date	13/02/2020							
(Available)Total Post	2			Distributed Post	2		Remaining Post					
Office from Withdrawal Post	4378-Asstt.Dir.Agri. (EXT) AJMER											
Number of Post To be Withdrawal	1											
					Save	Change Budget Head						

Figure No.-41

Integrated Financial Management System



Figure No.-42

Update Operation- 1) Enter existing Post Details for Withdrawal.

2) Change number of post to be withdrawal.

3) Click on Update button.

Refer Fig.- 43-46

Distribution of Posts of Other Office											
Select	<input type="radio"/> Distribution <input checked="" type="radio"/> Withdraw										
Action	<input checked="" type="radio"/> Single <input type="radio"/> Excel <input type="radio"/> Finalize										
Budget Head	2054	00	095	01	BFC Type	<input type="radio"/> Central Assistance <input checked="" type="radio"/> State	Head Type	<input checked="" type="radio"/> Voted <input type="radio"/> Charged	Post Type	<input checked="" type="radio"/> Regular <input type="radio"/> Work Charged	Search
Distribution Details											
BFC Unit	116 - Treasuries and Accounts Department, Jaipur				Head Office	3 - Commissioner, Agriculture Department, Raj. Jaipur (Office that Withdraws Post)					
Controlling Officer	71 - Director, Treasuries and Accounts, Rajasthan, Jaipur				Department	105 - Treasury and Accounts Department					
Designation Name	--Select Designation Name--				Grade Pay	--Select Grade Pay--					

Figure No.-43

Distribution of Posts of Other Office											
Select	<input type="radio"/> Distribution <input checked="" type="radio"/> Withdraw										
Action	<input checked="" type="radio"/> Single <input type="radio"/> Excel <input type="radio"/> Finalize										
Budget Head	2054	00	095	01	BFC Type	<input type="radio"/> Central Assistance <input checked="" type="radio"/> State	Head Type	<input checked="" type="radio"/> Voted <input type="radio"/> Charged	Post Type	<input checked="" type="radio"/> Regular <input type="radio"/> Work Charged	Search
Distribution Details											
BFC Unit	116 - Treasuries and Accounts Department, Jaipur				Head Office	3 - Commissioner, Agriculture Department, Raj. Jaipur (Office that Withdraws Post)					
Controlling Officer	71 - Director, Treasuries and Accounts, Rajasthan, Jaipur				Department	105 - Treasury and Accounts Department					
Designation Name	सहायक लेखाधिकारी ग्रेड -II-3116				Grade Pay	L-11					
OrderID	77				Order date	13/02/2020					
(Available)Total Post	2				Distributed Post	1		Remaining Post			
Office from Withdraw Post	Select Office										
Number of Post To be Withdrawal	1										
<input type="button" value="Update"/> <input type="button" value="Change Budget Head"/>											

Integrated Financial Management System

Figure No.-44

Distribution of Posts of Other Office											
Select	<input type="radio"/> Distribution <input checked="" type="radio"/> Withdraw										
Action	<input checked="" type="radio"/> Single <input type="radio"/> Excel <input type="radio"/> Finalize										
Budget Head	2054	00	095	01	BFC Type	<input type="radio"/> Central Assistance <input checked="" type="radio"/> State Fund	Head Type	<input checked="" type="radio"/> Voted <input type="radio"/> Charged	Post Type	<input checked="" type="radio"/> Regular <input type="radio"/> Work Charged	Search
Distribution Details											
BFC Unit	116 - Treasuries and Accounts Department, Jaipur					Head Office	3 - Commissioner, Agriculture Department, Raj. Jaipur (Office that Withdraws Post)				
Controlling Officer	71 - Director, Treasuries and Accounts, Rajasthan, Jaipur					Department	105 - Treasury and Accounts Department				
Designation Name	सहायक लेखाधिकारी ग्रेड -II-3116				Grade Pay	L-11					
OrderID	77				Order date	13/02/2020					
(Available)Total Post	2				Distributed Post	1			Remaining Post		
Office from Withdrawl Post	4378-Asstt.Dir.Agri. (EXT) AJMER										
Nubmer of Post To be Withdrawal	1										
<input type="button" value="Update"/> <input type="button" value="Change Budget Head"/>											

Figure No.-45



Figure No.-46

- Finalize Operation-
- 1) Enter existing Post Details.
 - 2) Click on Get Detail button.
 - 3) Click on Finalize button to finalize post. Refer Fig. 47-49

Distribution of Posts of Other Office											
Select	<input checked="" type="radio"/> Distribution <input type="radio"/> Withdraw										
Action	<input type="radio"/> Single <input type="radio"/> Excel <input checked="" type="radio"/> Finalize										
Budget Head	2054	00	095	01	BFC Type	<input type="radio"/> Central Assistance <input checked="" type="radio"/> State Fund	Head Type	<input checked="" type="radio"/> Voted <input type="radio"/> Charged	Post Type	<input checked="" type="radio"/> Regular <input type="radio"/> Work Charged	Search
Distribution Details											
BFC Unit	116 - Treasuries and Accounts Department, Jaipur					Head Office	3 - Commissioner, Agriculture Department, Raj. Jaipur				
Controlling Officer	71 - Director, Treasuries and Accounts, Rajasthan, Jaipur					Department	105 - Treasury and Accounts Department				
<input type="button" value="Get Detail"/>											

Figure No.-47

Integrated Financial Management System

Distribution of Posts of Other Office											
Select	<input type="radio"/> Distribution <input checked="" type="radio"/> Withdraw										
Action	<input type="radio"/> Single <input type="radio"/> Excel <input checked="" type="radio"/> Finalize										
Budget Head	2054	00	095	01	BFC Type	<input type="radio"/> Central Assistance <input checked="" type="radio"/> State Fund	Head Type	<input checked="" type="radio"/> Voted <input type="radio"/> Charged	Post Type	<input checked="" type="radio"/> Regular <input type="radio"/> Work Charged	Search
Distribution Details											
BFC Unit	116 - Treasuries and Accounts Department, Jaipur				Head Office	3 - Commissioner, Agriculture Department, Raj. Jaipur (Office that Withdraws Post)					
Controlling Officer	71 - Director, Treasuries and Accounts, Rajasthan, Jaipur				Department	105 - Treasury and Accounts Department					
											Get Detail
SrNo	Designation	gradepayname	Office Id	Office Name			Distributed Post				
1	सहायक लेखाधिकारी ग्रेड -I-3115	L-12	3	Commissioner, Agriculture Department, Raj. Jaipur			1				
2	चतुर्थ श्रेणी कर्मचारी-426	L-1	3	Commissioner, Agriculture Department, Raj. Jaipur			1				
3	सहायक लेखाधिकारी ग्रेड -II-3116	L-11	3	Commissioner, Agriculture Department, Raj. Jaipur			1				
Finalize											

Figure No.-48



Figure No.-49

Integrated Financial Management System

6. Report - Other Department Post Detail

Finance → Centralized Distribution/Withdraw → Report → Other Department Post Details

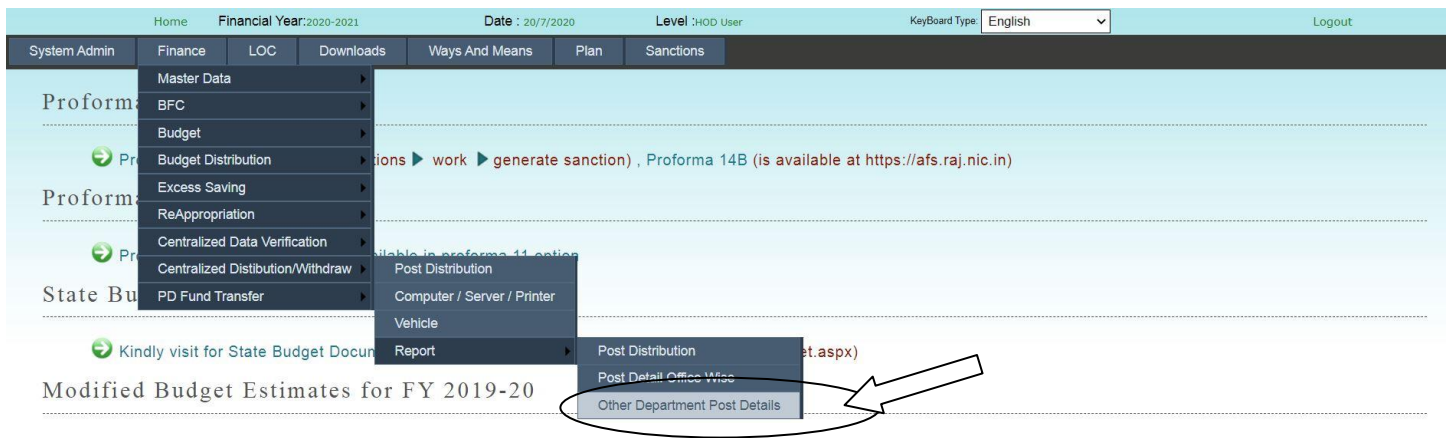


Figure No.-50

- 1) User has to select "Other Department Post Details" for Report. As mention in screen.
- 2) After selecting menu following screen will open.
- 3) Three options for Report -
 - a) Post in Passbook Format
 - b) Post in Budget Head
 - c) Post Distribution to Other Department.

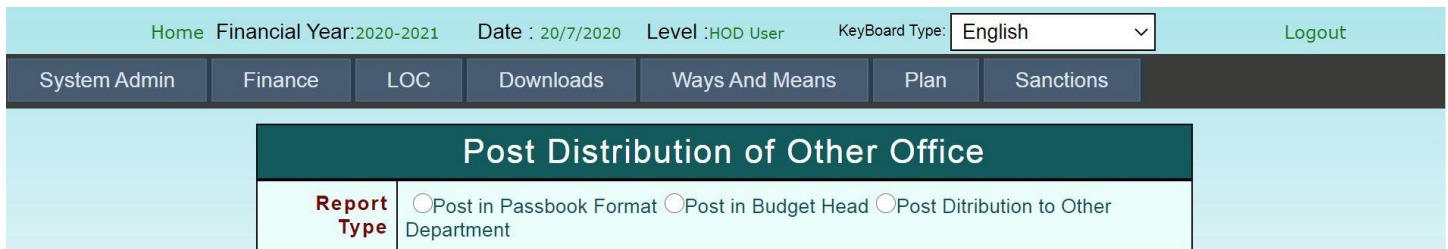


Figure No.-51

Integrated Financial Management System

4) User select 1st option "Post in Passbook Format". As shown in following screen.

Post Distribution of Other Office	
Report Type	<input checked="" type="radio"/> Post in Passbook Format <input type="radio"/> Post in Budget Head <input type="radio"/> Post Dtribution to Other Department
Financial Year	--Select Financial Year-- ▾
Budget Head	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> (Leave Blank for all.)
Enter Office ID	<input type="text"/>
Transaction Dates Between	From <input type="text"/> To <input type="text"/>
BFC Type	(Leave Blank for all.)
Post Type	<input type="radio"/> Regular <input type="radio"/> Work Charged (Leave Blank for all.)
Show Report In	<input checked="" type="radio"/> PDF <input type="radio"/> Other
<input type="button" value="Show Report"/>	

Figure No.-52

- 1) Select Financial Year.
- 2) Enter Budget Head or Leave blank for all.
- 3) Enter Office ID.
- 4) Enter Transaction Dates.
- 5) Select BFC Type or Leave blank for all.
- 6) Select Post Type or Leave blank for all.
- 7) Select Report In.
- 8) Then click on "Show Report" Button.

As Shown in following screen.

Integrated Financial Management System

Post Distribution of Other Office	
Report Type	<input checked="" type="radio"/> Post in Passbook Format <input type="radio"/> Post in Budget Head <input type="radio"/> Post Dtribution to Other Department
Financial Year	2020-2021 <input type="button" value="v"/>
Budget Head	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> (Leave Blank for all.)
Enter Office ID	3 <input type="text"/>
Transaction Dates Between	From <input type="text" value="01/04/2020"/> To <input type="text" value="19/07/2020"/>
BFC Type	<input type="radio"/> Central Assistance <input checked="" type="radio"/> State Fund (Leave Blank for all.)
Post Type	<input checked="" type="radio"/> Regular <input type="radio"/> Work Charged (Leave Blank for all.)
Show Report In	<input checked="" type="radio"/> PDF <input type="radio"/> Other
<input type="button" value="Show Report"/>	

Figure No.-53

5) After user click on "Show Report" button following screen will display.

Integrated Financial Management System



Government of Rajasthan

Financial Year 2020-2021

Post Detail of 3-Commissioner, Agriculture Department, Raj. Jaipur

BFC Type : State Fund

Budget Head : 2054-00-095-(01)-[00]

Post Type : Regular

Designation : ADDITIONAL ADMINISTRATIVE OFFICER-3304

Pay-Level : L-11

Transaction Date : 29/06/2020

Distributed By	Narration	Received Post	Distributed Post	Remaining Post
3 - Commissioner, Agriculture Department, Raj. Jaipur	Distribution to Self Office	2		2
3 - Commissioner, Agriculture Department, Raj. Jaipur	Distribution to Self Office	2		2
1090 - Directorate Treasury and Accounts	Distribution by Other Office	4	4	0
2687 - Asst.Dir. Agri. (Ext.) Kishangarh Bas	Withdraw from Self Office	1	4	-3
2713 - Dy Director Agriculture[Ext.] Z. P.,Chittorgarh	Withdraw from Self Office	1	4	-3

Budget Head : 2202-01-001-(02)-[01]

Post Type : Regular

Designation : ADDITIONAL DIRECTOR(SI PF NPS)-3143

Pay-Level : L-21

Transaction Date : 13/07/2020

Distributed By	Narration	Received Post	Distributed Post	Remaining Post
3 - Commissioner, Agriculture Department, Raj. Jaipur	Distribution to Self Office	1		1
1558 - Director Elementary Education,Bikaner	Distribution by Other Office	1	1	0
2713 - Dy Director Agriculture[Ext.] Z. P.,Chittorgarh	Withdraw from Self Office	1	1	0

Figure No.-54

6) Now, user select 2nd Option "Post in Budget Head" for report. As shown in following screen.

Integrated Financial Management System

Post Distribution of Other Office	
Report Type	<input type="radio"/> Post in Passbook Format <input checked="" type="radio"/> Post in Budget Head <input type="radio"/> Post Dtribution to Other Department
Financial Year	--Select Financial Year-- <input type="checkbox"/> 1
BFC Unit	--Select BFC Unit-- <input type="checkbox"/> 2
Budget Head	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> (Leave Blank for all.) <input type="checkbox"/> 3
BFC Type	<input type="radio"/> Central Assistance <input type="radio"/> State Fund <input type="checkbox"/> 4
Post Type	<input checked="" type="radio"/> Regular <input type="radio"/> Work Charged <input type="checkbox"/> 5
Show Report In	<input checked="" type="radio"/> PDF <input type="radio"/> Other <input type="checkbox"/> 6
<input type="button" value="Show Report"/> <input type="checkbox"/> 7	

Figure No.-55

7) User has to select following options

- 1) Select Financial Year.
- 2) Select BFC Unit.
- 3) Enter Budget Head or leave blank for all.
- 4) Select BFC Type.
- 5) Select Post Type.
- 6) Select Show Report In
- 7) Then click on "Show Report" Button.

Entered Report Details as shown in following screen.

Integrated Financial Management System

Post Distribution of Other Office	
Report Type	<input type="radio"/> Post in Passbook Format <input checked="" type="radio"/> Post in Budget Head <input type="radio"/> Post Dtribution to Other Department
Financial Year	2020-2021 <input type="button" value="v"/>
BFC Unit	Treasuries and Accounts Department, Jaipur (116) <input type="button" value="v"/>
Budget Head	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> (Leave Blank for all.)
BFC Type	<input type="radio"/> Central Assistance <input checked="" type="radio"/> State Fund
Post Type	<input checked="" type="radio"/> Regular <input type="radio"/> Work Charged
Show Report In	<input checked="" type="radio"/> PDF <input type="radio"/> Other
<input type="button" value="Show Report"/>	

Figure No.-56

8) After Click on "Show Report" button following screen will display.

Integrated Financial Management System



Government of Rajasthan

Financial Year : 2020-2021

Post In Budget Head(Other Department Post)

BFC Unit : Treasuries and Accounts Department, Jaipur (116)

BFC Type : State Fund

Post Type : Regular

Budget Head : 2054-00-095-(01)-[00]

Designation : ADDITIONAL ADMINISTRATIVE OFFICER(3304)

Pay Level : L-11

S.No.	Office	Number Of Post
1	Commissioner, Agriculture Department, Raj. Jaipur-3	4
2	Director, Agriculture Marketing Department-4	4
3	Asst.Dir. Agri. (Ext.) Kishangarh Bas-2687	0
4	Dy Director Agriculture[Ext.] Z. P.,Chittorgarh-2713	0
Total : (BudgetHead : 2054-00-095-(01)-[00])		8

Budget Head : 2202-01-001-(02)-[01]

Designation : ADDITIONAL DIRECTOR(SI PF NPS)(3143)

Pay Level : L-21

S.No.	Office	Number Of Post
1	Commissioner, Agriculture Department, Raj. Jaipur-3	1
2	Dy Director Agriculture[Ext.] Z. P.,Chittorgarh-2713	0
Total : (BudgetHead : 2202-01-001-(02)-[01])		1

Figure No.-57

9) When user select 3rd Option "Post Distribution To Other Department" following screen will display.

Integrated Financial Management System

Post Distribution of Other Office	
Report Type	<input type="radio"/> Post in Passbook Format <input type="radio"/> Post in Budget Head <input checked="" type="radio"/> Post Dtribution to Other Department
Budget Head	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> (Leave Blank for all.) 1
Enter Office ID	<input type="text"/> 2
Ordering By	<input checked="" type="radio"/> Designation Name <input type="radio"/> Designation Code <input type="radio"/> Grade Pay Code 3
Report Format	<input checked="" type="radio"/> Format 1 (office Wise Designation) <input type="radio"/> Format 2 (Designation Wise office) 4
Report Type	<input checked="" type="radio"/> Budget Head Wise Offices <input type="radio"/> Office Wise Budget Head 5
Show Report In	<input checked="" type="radio"/> PDF <input type="radio"/> Other 6
<input type="button" value="Show Report"/> 7	

Figure No.-58

10) User has to select following options.

- 1) Enter Budget Head or leave blank for all.
- 2) Enter Office ID
- 3) Select Ordering By to sort.
- 4) Select Report Format.
- 5) Select Report Type.
- 6) Select Show Report In.
- 7) Then Click on "Show Report" button.

Entered Details in following screen.

Integrated Financial Management System

Post Distribution of Other Office	
Report Type	<input type="radio"/> Post in Passbook Format <input type="radio"/> Post in Budget Head <input checked="" type="radio"/> Post Dtribution to Other Department
Budget Head	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> (Leave Blank for all.)
Enter Office ID	<input type="text" value="1090"/>
Ordering By	<input checked="" type="radio"/> Designation Name <input type="radio"/> Designation Code <input type="radio"/> Grade Pay Code
Report Format	<input checked="" type="radio"/> Format 1 (office Wise Designation) <input type="radio"/> Format 2 (Designation Wise office)
Report Type	<input checked="" type="radio"/> Budget Head Wise Offices <input type="radio"/> Office Wise Budget Head
Show Report In	<input checked="" type="radio"/> PDF <input type="radio"/> Other
<input type="button" value="Show Report"/>	

Figure No.-59

11) After Click on "Show Report" button following screen will display.

Integrated Financial Management System



Government of Rajasthan Budget Head wise Post in Offices

Budget Head Code / Name 2054-00-095-01-00
BFC Unit Name कोष एवं लेखा विभाग, जयपुर(116)
Post Type Regular
Office Name and Code Directrate Treasury and Accounts-1090
Distribution Category Other Department

Designation Name	Grade Pay	State Fund
अतिरिक्त प्रशासनिक अधिकारी -3304	4200(L-11)	4
Total		8

Figure No.-60