2020

Integrated Financial Management System

Post Distribution Of Other Office
 – User Manual

Prepared By:
National Informatics Centre

Contents

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)

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. 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 –

Figure No.-1

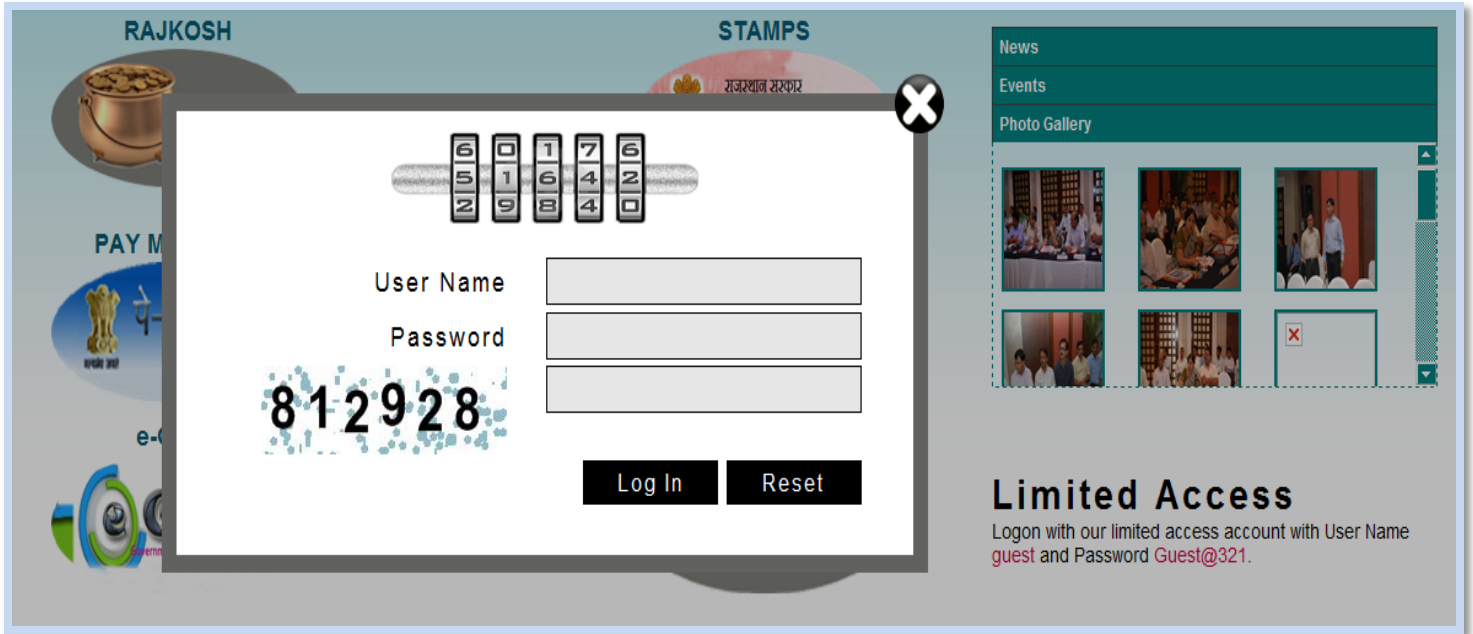Click on Budget module for login. After Clicking on this, Login Screen will be display. As shown in fig.2

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.
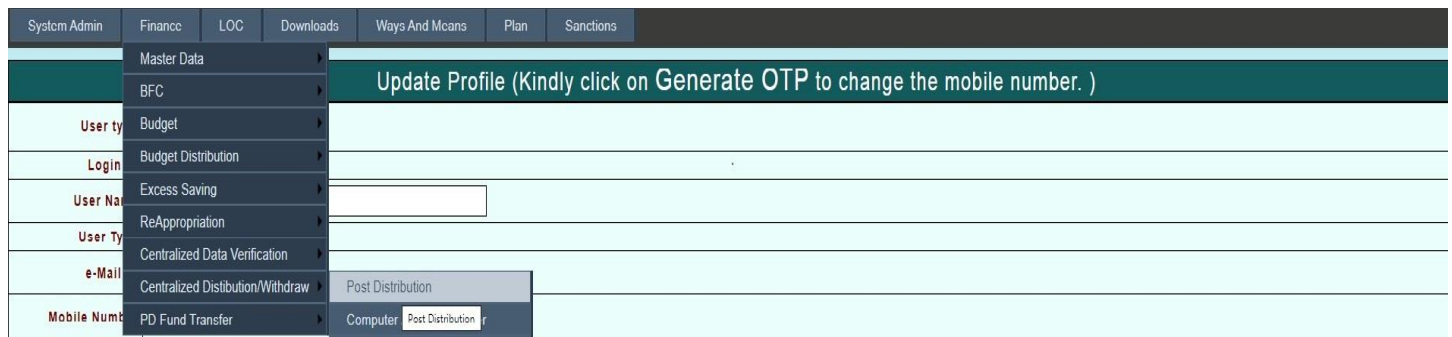
Application Path:-

Finance ⟹ Centralized Distribution/Withdraw ⟹ Post Distribution

Figure No.-3

Figure No.-4

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)

Figure No.-5

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

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)

Figure No.-7

Figure No.-8

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

Figure No.-9

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)

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.

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

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

Figure No.-15

Figure No.-16

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

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
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)

Figure No.-17

Figure No.-18

Figure No.-19

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)

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)

Figure No.-22

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

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)

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.
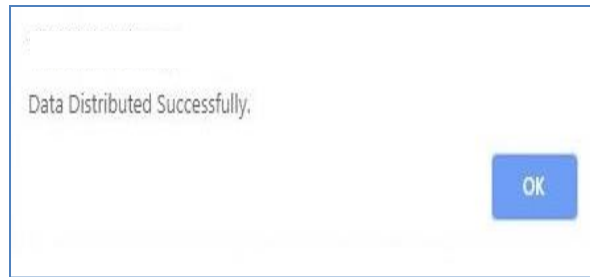
Figure No.-25

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)

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".

Distribution of Posts of Other Office

Select	● Distribution ○ Withdraw
Action	○ Single ● Excel ○ Finalize

Budget Head	2054	00	095	01		BFC Type	○ Central Assistance ● State Fund		Head Type	● Voted ○ Charged		Post Type	● Regular ○ Work Charged		Search
	00													

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)

1. Excel sheet name must be in (BudgetHeadCode-BfcType-PostType) format . e.g. "2054-00-095-01-00-N-R.xls"
2. Excel sheet should be in proper(following) format. If any error found regarding data or format then data will not be saved.
3. File should contain data in the following format:-
   OfficeId, DesignationId, GradePayNo, Number of post
4. Column value should be zero(0) if not available or applicable
Download :-   Help: excel file preparation   Sample file

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

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

Figure No.-31

Distribution of Posts of Other Office

Select	⦿Distribution ◯Withdraw							
Action	⦿Single ◯Excel ◯Finalize							
Budget Head	2054	00	095	01	BFC Type	◯Central Assistance ⦿State Fund	Head Type	⦿Voted ◯Charged	Post Type	⦿Regular ◯Work Charged	Search
	00										

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			
Nubmer of Post To be Distribute	1			

Update   Change Budget Head

Figure No.-32

Distribution of Posts of Other Office

Select	⦿Distribution ◯Withdraw							
Action	⦿Single ◯Excel ◯Finalize							
Budget Head	2054	00	095	01	BFC Type	◯Central Assistance ⦿State Fund	Head Type	⦿Voted ◯Charged	Post Type	⦿Regular ◯Work Charged	Search
	00										

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			
Nubmer of Post To be Distribute	3			

Update   Change Budget Head

Figure No.-33

localhost says

Data Update Successfully.

OK

Figure No.-34

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)

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)

Figure No.-36

Figure No.-37

5.2 Withdrawal

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

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)

Figure No.-39

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

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)

Figure No.-41

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

Figure No.-43

Figure No.-44

Distribution of Posts of Other Office

Select	○ Distribution ● Withdraw
Action	● Single ○ Excel ○ Finalize

| Budget Head | 2054 | 00 | 095 | 01 | | **BFC Type** | ○ Central Assistance ● State Fund | **Head Type** | ● Voted ○ Charged | **Post Type** | ● Regular ○ Work Charged | Search |
| | 00 | | | | | | | | | | | |

Distribution Details

BFC Unit	116 - Treasuries and Accounts Department, Jaipur
Controlling Officer	71 - Director, Treasuries and Accounts, Rajasthan, Jaipur
Designation Name	सहायक लेखाधिकारी ग्रेड -II-3116 ▼
OrderID	77
(Available)Total Post	2
Office from Withdrawl Post	4378-Asstt.Dir.Agri. (EXT) AJMER ▼
Nubmer of Post To be Withdrawal	1

Head Office	3 - Commissioner, Agriculture Department, Raj. Jaipur (Office that Withdraws Post)
Department	105 - Treasury and Accounts Department
Grade Pay	L-11 ▼
Order date	13/02/2020
Distributed Post	1
Remaining Post	

Update   Change Budget Head

Figure No.-45

localhost says

Data Update Successfully.

OK

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	● Distribution ○ Withdraw
Action	○ Single ○ Excel ● Finalize

| Budget Head | 2054 | 00 | 095 | 01 | **BFC Type** | ○ Central Assistance ● State Fund | **Head Type** | ● Voted ○ Charged | **Post Type** | ● Regular ○ Work Charged | Search |
| | 00 | | | | | | | | | | |

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.-47

Distribution of Posts of Other Office

Select	◯ Distribution ● Withdraw					
Action	◯ Single ◯ Excel ● Finalize					
Budget Head	2054 00 095 01 00	BFC Type	◯ Central Assistance ● State Fund	Head Type	● Voted ◯ Charged	Post Type	● Regular ◯ 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

Data Finalized Successfully

OK

Figure No.-49

6. Report - Other Department Post Detail

Finance ⟹ Centralized Distribution/Withdraw ⟹ Report ⟹ Other Department Post Details
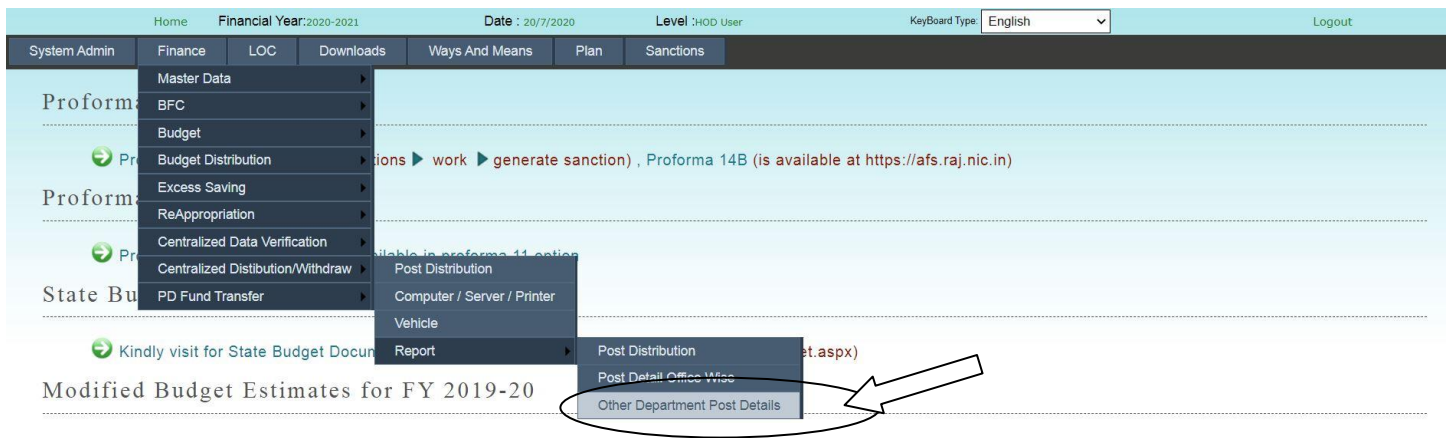
Figure No.-50

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.
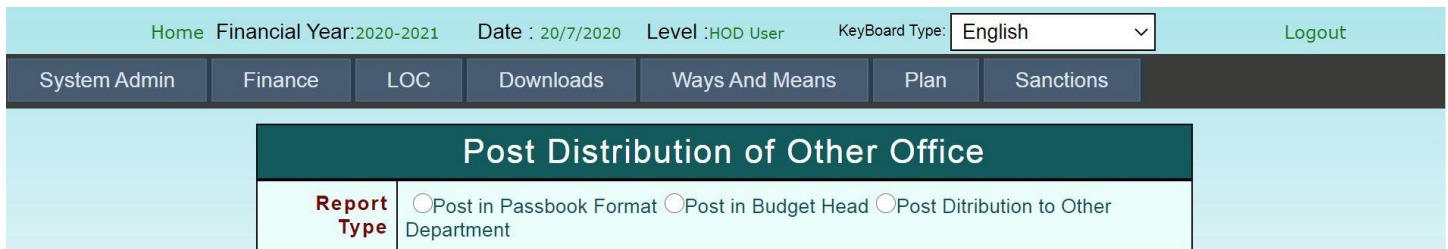
Figure No.-51

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

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.

Post Distribution of Other Office

Report Type	◉Post in Passbook Format ○Post in Budget Head ○Post Ditribution to Other Department
Financial Year	2020-2021 ⌄
Budget Head	▢ ▢ ▢ ▢ ▢ (Leave Blank for all.)
Enter Office ID	3
Transaction Dates Between	From 01/04/2020 To 19/07/2020
BFC Type	○Central Assistance ◉State Fund (Leave Blank for all.)
Post Type	◉Regular ○Work Charged (Leave Blank for all.)
Show Report In	◉PDF ○Other
	Show Report

Figure No.-53

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

NIC

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 - Directrate 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.

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.

Figure No.-56

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

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.

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.

Post Distribution of Other Office

Report Type	○Post in Passbook Format ○Post in Budget Head ●Post Ditribution to Other Department
Budget Head	[ ] [ ] [ ] [ ] [ ] (Leave Blank for all.)
Enter Office ID	1090
Ordering By	●Designation Name ○Designation Code ○Grade Pay Code
Report Format	●Format 1 (office Wise Designation) ○Format 2 (Designation Wise office)
Report Type	●Budget Head Wise Offices ○Office Wise Budget Head
Show Report In	●PDF ○Other
	Show Report

Figure No.-59

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

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