

Integrated Financial Management System

1. Performa With E-sign

After DSC registration, HOD User can only be done E-Sign on report and download and see signed PDF HOD as well as Upper level. User will be logging in With **HOD** user through OPT as shown in below figure 1.1.

Login with OTP	
Login ID' : *	1234534
	Proceed

Click on Proceed button

(Figure 1.1)

As soon as user clicks Proceed button, validation checks occur and if user has entered correct Login id than it will show next screen otherwise it shows error message.

In the below screen figure 1.2 Select OTP on Checkbox list (Email or mobile) then click on "Send OTP" button .

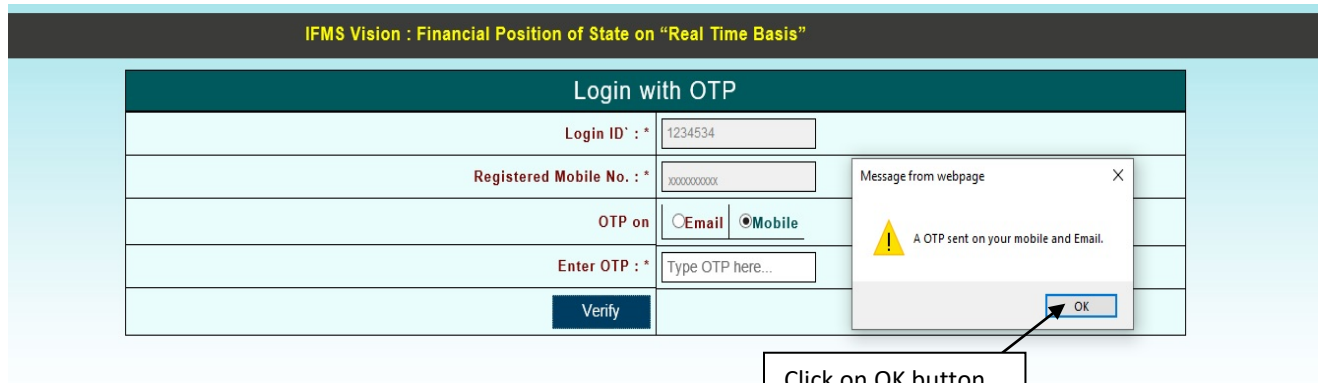
Login with OTP	
Login ID' : *	1234534
Registered Mobile No. : *	XXXXXXXXXX
OTP on	<input checked="" type="radio"/> Email <input type="radio"/> Mobile
	Send OTP

Click on Send OTP button

(Figure 1.2)

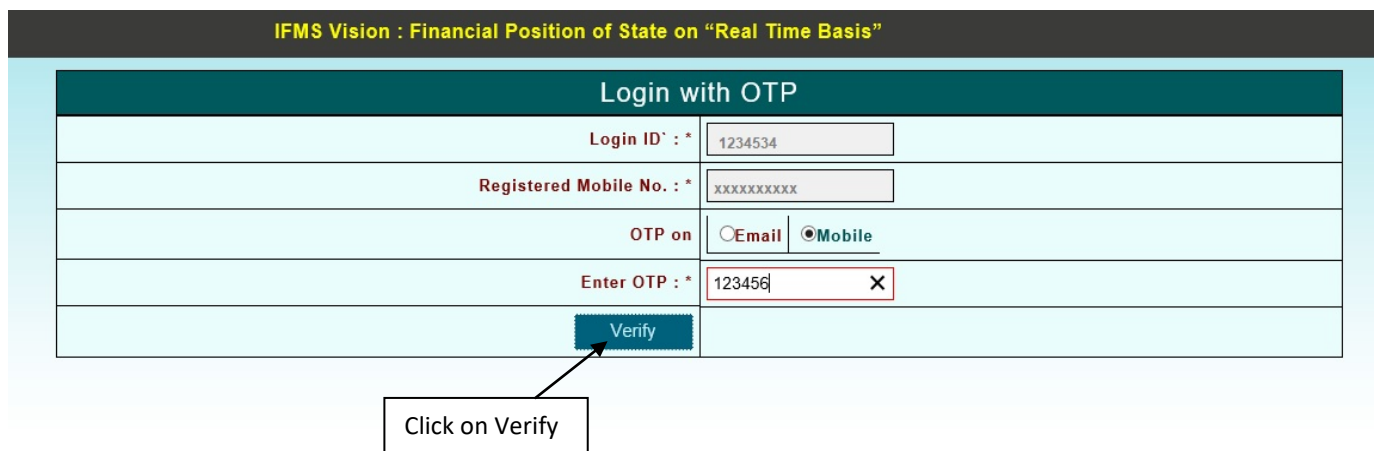
After Click on "Send OTP" button then its shows Sent OTP message. It shows in below screen figure 1.3 .

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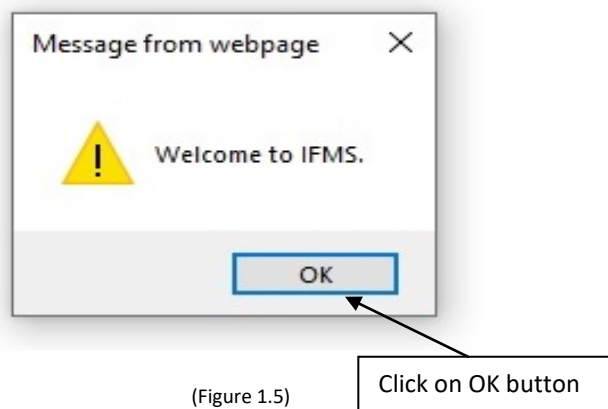
(Figure 1.3)

After click on "Ok" button enter OTP in Enter OTP and click on verify button as shown in figure 1.4.



(Figure 1.4)

If OTP are correct then Welcome message will display as shown in figure 1.5.

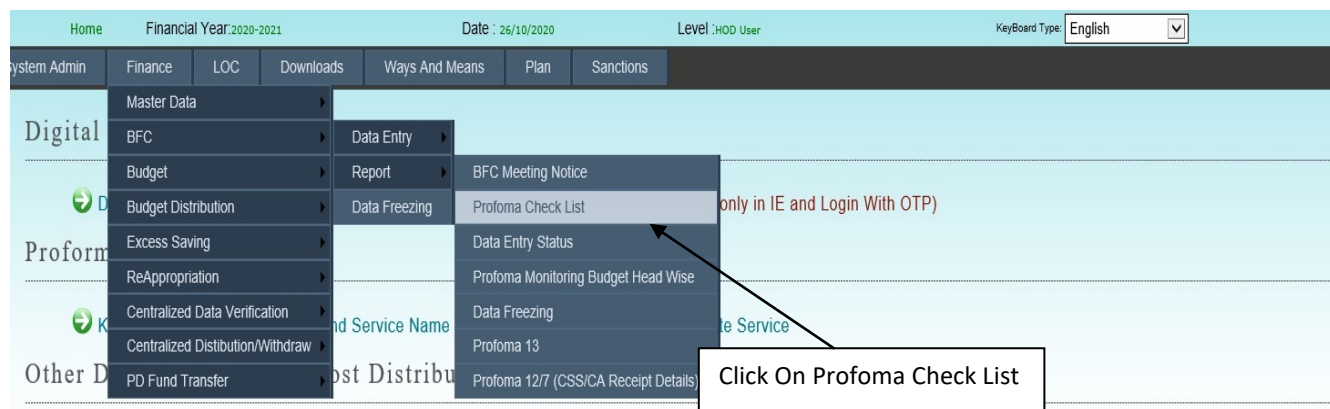


(Figure 1.5)

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After **Log In** Next screen will display. It is shown in figure 1.6

Application Path:--



(Figure 1.6)

After Selection of **Profoma Check List** next screen will display in figure 1.7.

In the below screen following input parameters are needed.

- **Level of Reporting** -- User select Level.
- **Financial Year** -- User select Financial Year.
- **Select Profoma** – User select Profoma.
- **BFC Unit** -- User select BFC Unit.
- **Report Type** -- User select Report Type (a) Office Wise Detail (b) Budget Head Wise Detail (c) summary
- **Select BFC Type** -- User select BFC Type (a) Central Assistance (b) State Fund
- **Sub BFC Type** -- User select Sub BFC Type (a) Committed (b) Scheme (c) Both
- **Report Shown In** -- User select Report Shown In (a) PDF (b) Other

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User Click on **Download User Manual For Digital Sign** button For Download manual for guide how to digital sign in profoma report.

The screenshot shows the 'Budget Profoma' form with the following fields and options:

- Level of Reporting: HOD (dropdown)
- Financial Year: 2019-2020 (dropdown)
- Select Profoma: Profoma-1(A) (dropdown)
- BFC Unit: Treasuries and Accounts Department, Jaipur(116) (dropdown)
- Report Type: Office Wise Detail, Budget Head Wise Detail, Summary
- Select BFC Type: Central Assistance, State Fund
- Sub BFC Type: Committed, Schemes, Both
- Report Shown In: PDF, Other

Buttons: Show Report, Get Unsign Pdf

Callout boxes:

- 1. Click on Show Report (Figure 1.7)
- 2. Click on Get Unsign Pdf
- Click on Download User Manual For Digital Sign pdf

1. User Click on **Show Report** to generate report. It is unsigned report show in figure 1.8.

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Government of Rajasthan
Financial Year : 2019-20

प्रपत्र-1(ब)

स्वीकृत रिक्त पदों के विरुद्ध विभाग में कार्यरत अन्य कार्मिकों का विवरण

BFC Unit Name	Treasuries and Accounts Department, Jaipur(116)
Budget Controlling Officer(BCO)	Director, Treasuries and Accounts, Rajasthan, Jaipur(71)
Administrative Department	Finance Department, Jaipur(20)

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

BFC Type : State Fund
Record Status : Data Accepted

क्रम संख्या	पद नाम(कोड सहित)	ग्रेड पे (कोड सहित)	कार्मिकों को रिक्त पदों की संख्या	रिक्त पदों के विरुद्ध		वार्षिक वित्तीय भार (एफि सहित में)	
				नियुक्ति का प्रकार	पदों की संख्या		
1	सहायक कोषाधिकारी (3004)	4800(L-12)	1	कार्मिक विभाग के परिपत्र के अनुसार	1	23,40,00.00	
Total						1	23,40,00.00
1	सहायक प्रशासनिक अधिकारी(3113)	3600(L-10)	9	कार्मिक विभाग के परिपत्र के अनुसार	2	27,00,00.00	
Total						2	27,00,00.00
1	गाइड चालक(668)	2400(L-5)	1	अन्य	1	50,40,00.00	
Total						1	50,40,00.00
1	चतुर्थ श्रेणी कर्मचारी(426)	1700(L-1)	18	अन्य	17	24,15,60.00	
Total						17	24,15,60.00

Budget Head : 2054-00-097-(05)-[01]
Post Type : Regular

BFC Type : State Fund
Record Status : Data Accepted

क्रम संख्या	पद नाम(कोड सहित)	ग्रेड पे (कोड सहित)	कार्मिकों को रिक्त पदों की संख्या	रिक्त पदों के विरुद्ध		वार्षिक वित्तीय भार (एफि सहित में)	
				नियुक्ति का प्रकार	पदों की संख्या		
1	सहायक कोषाधिकारी (3004)	4800(L-12)	1	कार्मिक विभाग के परिपत्र के अनुसार	1	23,40,00.00	
Total						1	23,40,00.00
1	अतिरिक्त प्रशासनिक अधिकारी (3304)	4200(L-11)	2	कार्मिक विभाग के परिपत्र के अनुसार	2	32,16,00.00	
Total						2	32,16,00.00
1	कनिष्ठ लेखाकार(932)	3600(L-10)	2	कार्मिक विभाग के परिपत्र के अनुसार	2	46,80,00.00	
Total						2	46,80,00.00
1	आधुनिक(1654)	3600(L-10)	1	कार्मिक विभाग के परिपत्र के अनुसार	1	23,40,00.00	
Total						1	23,40,00.00

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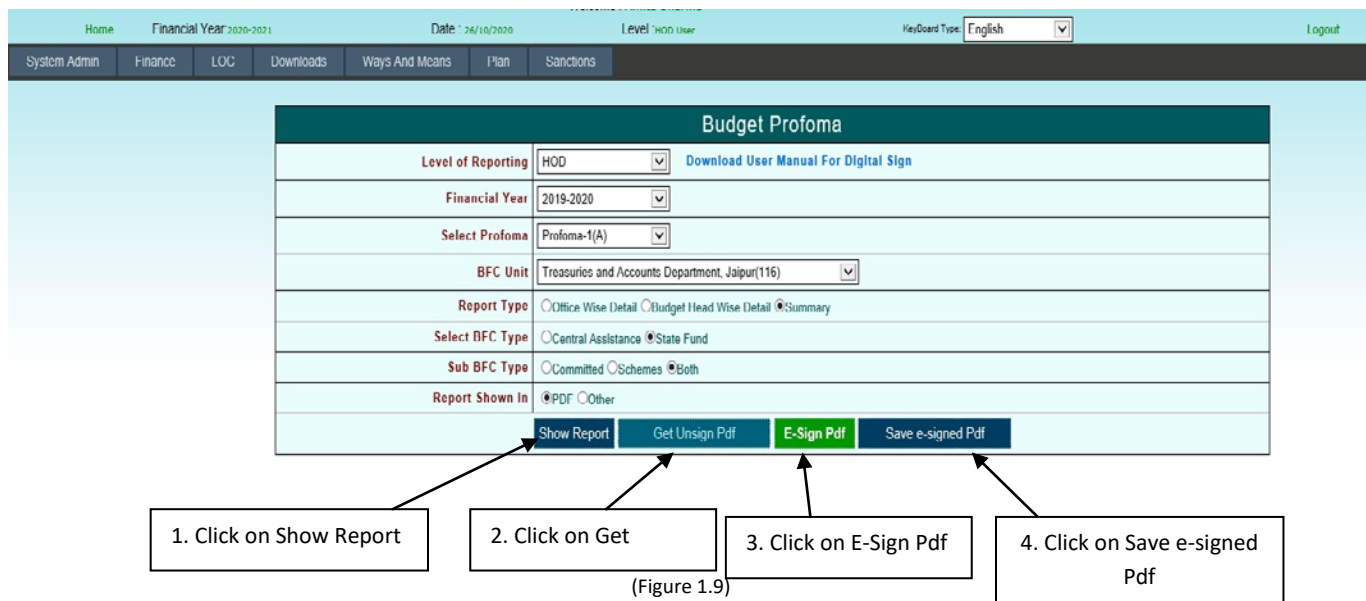
1

Report printed on : 28/10/2020 12:27:23

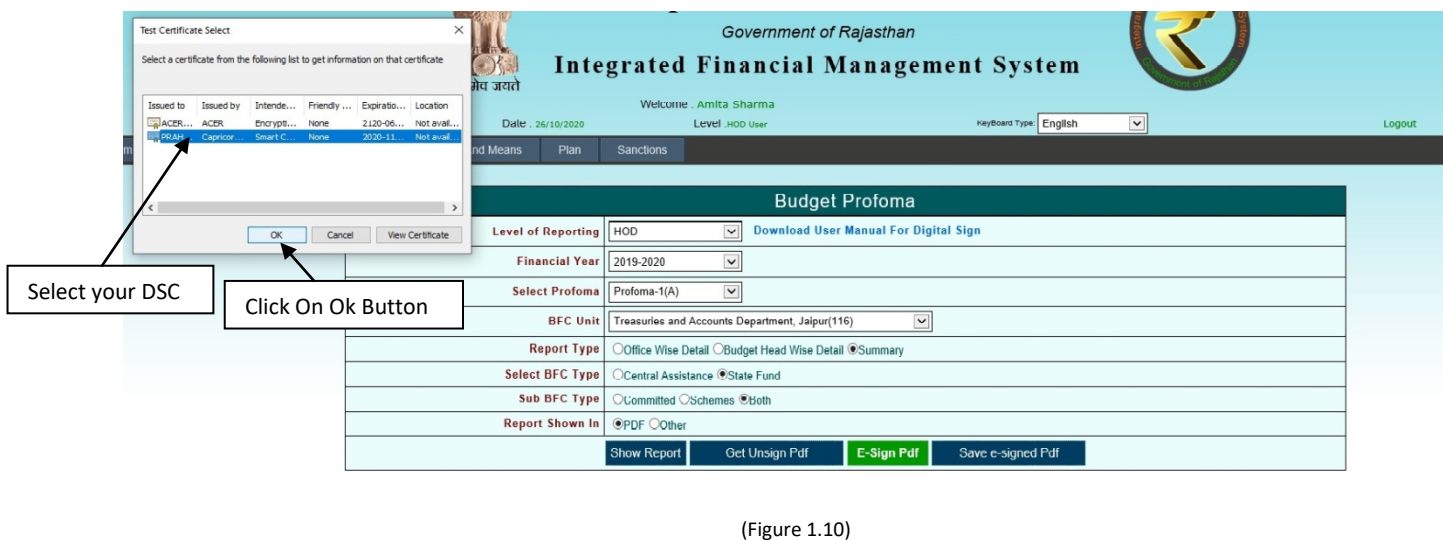
(Figure 1.8)

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2. User Click on **Get Unsign Pdf** button for next screen is shown will display as shown in figure 1.9.

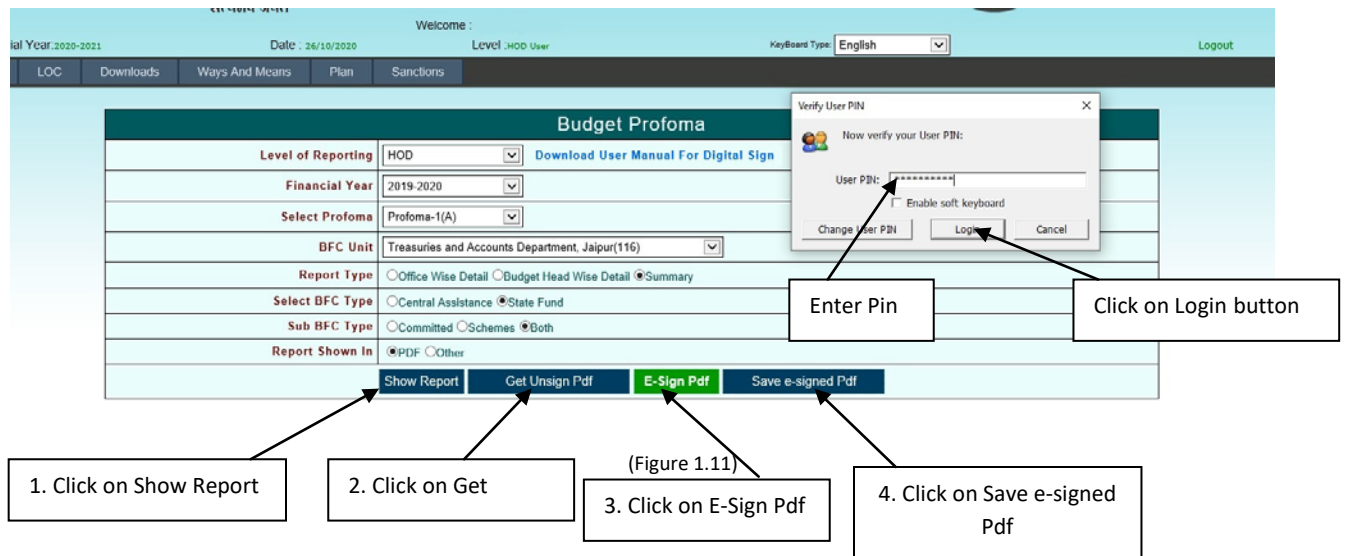


3. Click on **E-Sign Pdf** button A popup window (**Test Certificate Select**) appears as shown in figure 1.10. Then select your Certificate and click on **[OK]** button

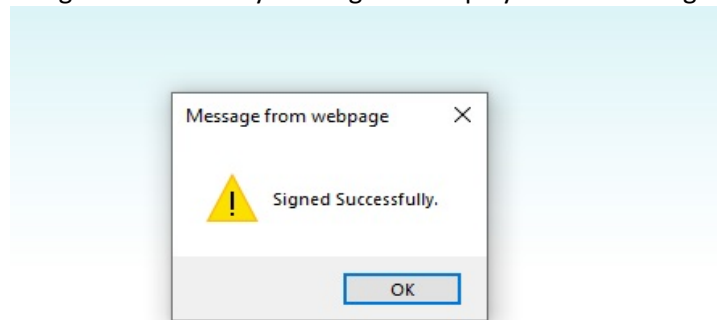


Click on **Ok** button A popup window (**Verify User PIN**) appears as shown in figure 1.11. Then enter your PIN and click on **[Login]** button

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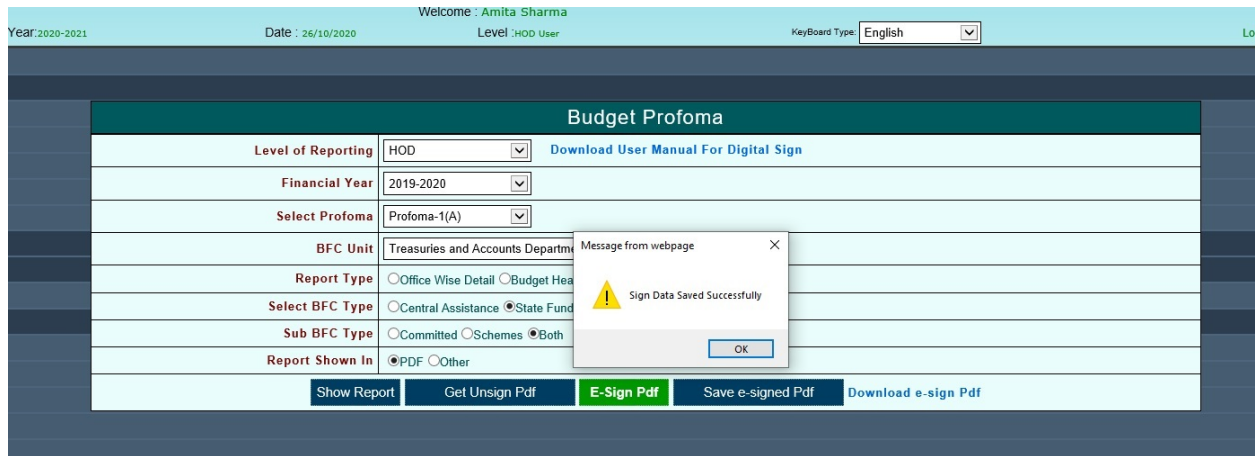
If PIN are correct then Signed Successfully message will display as shown in figure 1.12.



(Figure 1.12)

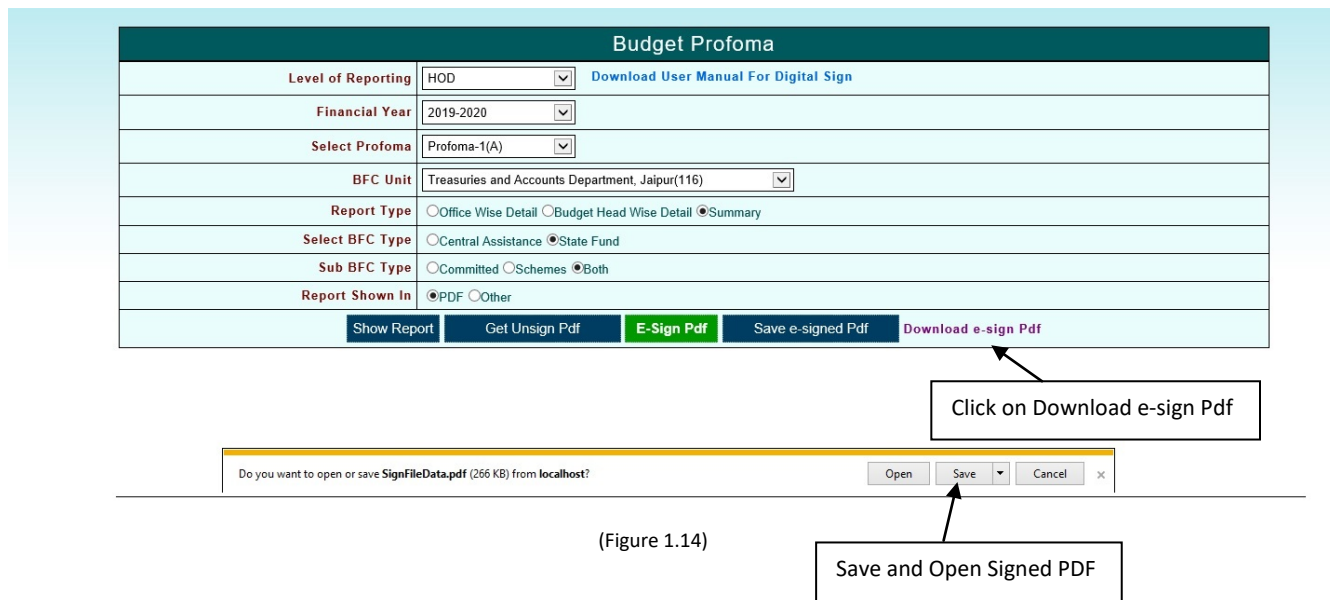
4. Click **Save e-signed Pdf** button For Save signed Pdf then Signed Successfully saved message will display as shown in figure 1.13

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(Figure 1.13)

If E- Signed Pdf was saved then user can download Signed Pdf. User can click on **download e-sign pdf** button then user can save pdf on system as shown in figure 1.14.



(Figure 1.14)

After click on **Download e-signed Pdf** button then signed report show in figure 1.15.

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Government of Rajasthan

Financial Year : 2019-20

प्रपत्र-1(ब)

स्वीकृत रिक्त पदों के विरुद्ध विभाग में कार्यरत अन्य कर्मिकों का विवरण

BFC Unit Name	Treasuries and Accounts Department, Jaipur(116)
Budget Controlling Officer(BCO)	Director, Treasuries and Accounts, Rajasthan, Jaipur(71)
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Budget Head : 2054-00-095-(01)-[00]

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Post Type : Regular

Record Status : Data Accepted

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				नियुक्ति का प्रकार	पदों की संख्या		
1	सहायक कोषाधिकारी (3004)	4800(L-12)	1	कार्मिक विभाग के परिपत्र के अनुसार	1	23,40,00.00	
Total						1	23,40,00.00
1	सहायक प्रशासनिक अधिकारी(3113)	3600(L-10)	9	कार्मिक विभाग के परिपत्र के अनुसार	2	27,00,00.00	
Total						2	27,00,00.00
1	वाहन चालक(668)	2400(L-5)	1	अन्य	1	50,40,00.00	
Total						1	50,40,00.00
1	चतुर्थ श्रेणी कर्मचारी(426)	1700(L-1)	18	अन्य	17	24,15,60.00	
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1	अतिरिक्त प्रशासनिक अधिकारी (3304)	4200(L-11)	2	कार्मिक विभाग के परिपत्र के अनुसार	2	32,16,00.00	
Total						2	32,16,00.00
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Total						2	46,80,00.00
1	आशुतिपिका(1654)	3600(L-10)	1	कार्मिक विभाग के परिपत्र के अनुसार	1	23,40,00.00	
Total						1	23,40,00.00

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1

Report printed on : 23/10/2020 11:23:05:30

Signature valid

Digitally signed by 23/10/2020 11:23:05:30

(Figure 1.15)

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If user is **AD** then he cannot E-sign. AD User can download only Unsign PDF and Signed PDF made by HOD. It is shown in figure 1.16.

