2022

# Integrated Financial Management System

PD Account Fund Transfer – User Manual HOD Level

Prepared By:
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# 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/



FigureNo.-1

## 4 PD Account Fund Transfer:

This form helps HOD user to add PD Fund Transfer Entry under IFMS.The HOD will login to the IFMS for using the web based application PD Fund Transfer.



Figure No.- 2

## 5 Request For Fund Transfer By HOD :

Finance ⟹ PD Fund Transfer ⟹ PD Account Fund Transfer

1) Select Request for Fund Transfer By HOD Link.

2) Select Sanction Entry With  Budget Head (Multiple), or

3) Select Sanction Entry With PD Account(Multiple).



Figure No.-3

## 5.1 Sanction Entry Budget Head(Multiple):-



Figure No.-4

1) Select the Sanction Entry Budget Head(multiple).

2) Enter the Budget Head.

3) Select Head Type Voted or Charged.

4) Select the BFC type Central Assistance or State Fund

5) Select PD Institute Type Self Or Other. I f we select other option then below screen will appear.

Figure No.-5

6) Select Administrative Department From Drop Down Box.



Figure No.-6

7) Select PD Account Number From Drop Down Box.

Figure No.-7

8) Select Treasury From Drop Down Box.

9) Then Click On Search.

After Click on Search Button Department Information Block is as shown below:-



Figure No.-8

1) On Click Hide Button Department Information Hide.

2) Department Information Contains BFC Unit, Administration Department, Department, Scheme Name Budget Controlling Officer, Demand Name and Budget Head.

## 5.1.1 Sanction Entry:-

| ObjectHeadCode | BE | Supp. | Add. Auth. | Re-app In | Re-app Out | LC | Allotment | Budget Head Expenditure | HOD Expenditure | Already Transfer | Transfer | Purpose |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 01 | 1243000 | 0 | 13000 | 0 | 0 | 0 | 125000 | | 0 | 0 | 10000 | to testing |
| 03 | 11500 | 0 | 200 | 0 | 0 | 0 | 1955 | | 0 | 0 | 0.00 | |
| 04 | 10000 | 0 | 100 | 0 | 0 | 0 | 3350 | | 0 | 0 | 0.00 | |
| 05 | 58493 | 0 | 3300 | 0 | 0 | 0 | 14568 | | 0 | 0 | 0.00 | |
| 09 | 642 | 0 | 100 | 0 | 0 | 0 | 131 | | 0 | 0 | 0.00 | |
| 26 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | | 0 | 0 | 0.00 | |
| 28 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | | 0 | 0 | 0.00 | |
| 36 | 11400 | 0 | 0 | 0 | 0 | 0 | 3400 | | 0 | 0 | 0.00 | |
| 37 | 490 | 0 | 0 | 0 | 0 | 0 | 36 | | 0 | 0 | 0.00 | |
| 41 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | | 0 | 0 | 0.00 | |
| 62 | 51600 | 0 | 5040 | 0 | 0 | 0 | 8480 | | 0 | 0 | 0.00 | |

Save    Another Budget Head

Figure No.-9

1) Click on Sanction Entry Tab.(Grid View Show Which Contains all object head code with corresponding budget head)

2) Insert the Transfer money.

3) Insert the Purpose (mandatory), After Insertion we can update it also.

4) Click on Save Button for saving the data. And Data Saved Successfully message will appear on the screen.

5) Click on Another Budget head for another fund transfer entry else not.

6) Other options are Checklist Details, PD Account At Glance, Transfer the Budget head(Discuss Below).

## 5.1.2 Checklist Detail:-



| Sanction Entry | Checklist Detail | PD Account At Glance | Transfer To Budget Head |
|---|---|---|---|
| Utilization Certificate No | | | |
| Utilization Certificate Date | | | |
| Upload Utilization Certificate File | Choose File No file chosen | | |

Save    Another Budget Head

Figure No.-10

1) Click on Checklist Detail Tab.

2) Enter the Utilization Certificate number (Number only).

3) Enter the Utilization Certificate Date.

4) Upload Utilization certificate file.



Figure No.-11

5) Click on Save button for uploading Utilization Certificate file.

6) For Another fund transfer entry click on Another Budget Head.

## 5.1.3 PD Account at Glance:-



Figure No.-12

1) Click on PD Account At Glance Tab.

2) PD Account balance is shown.

3) PD Account expenditure is shown.

## 5.1.4 Transfer to Budget Head:-

1) Click on Transfer To Budget Head Tab..(Grid View Show all PD Budget Head with same fund transfer amount which is previously entered in Sanction Entry.)

2) If you add one more budget head as revenue then the amount added will be deduct form PD Budget Head amount.

3) If  you edit the amount then it will be adjust from PD Budget head amount. Edit is used to update the Amount and given Reason. Edit or Add Block shown below.



Figure No.-14

1) Enter Amount  to update.

2) Enter Reason to update.

3) On Click Update Button. Data save successful.

4) Click on Another Budget Head to add one more budget head to PD Budget Head.

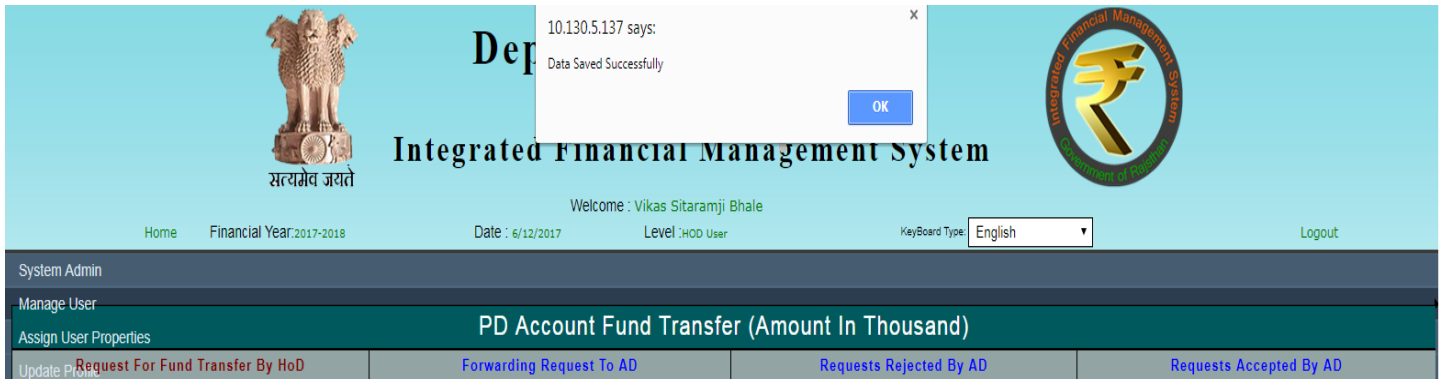5) Click on Close link button to close the popup window.



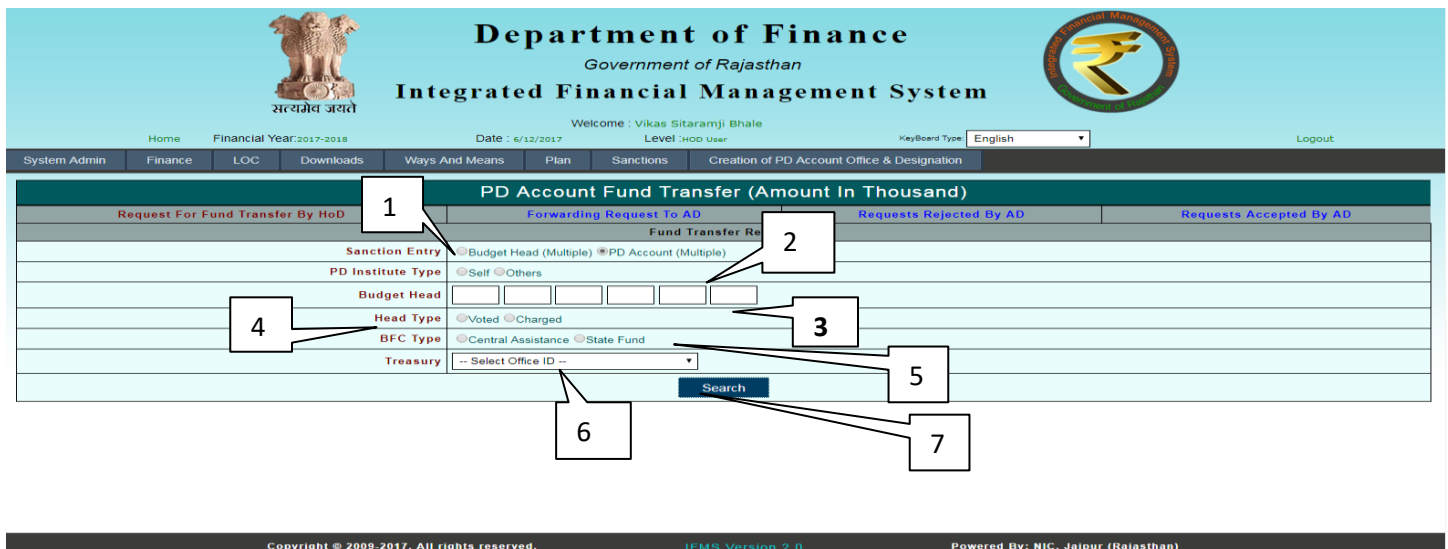Figure No.-15

## 5.2 Sanction Entry PD Account (Multiple):-



Figure No.-16

1) Select the Sanction Entry PD Account(multiple).
2) Select the PD institute Type.
3) Fill the Budget head.
4) Select Head Type Voted or Charged.
5) Select the BFC type Central Assistance or State Fund

6) Select the Treasury from the drop down list.

| PD Account Fund Transfer (Amount In Thousand) | | | |
|---|---|---|---|
| Request For Fund Transfer By HoD | Forwarding Request To AD | Requests Rejected By AD | Requests Accepted By AD |
| **Fund Transfer Request** | | | |
| Sanction Entry | ○Budget Head (Multiple) ⦿PD Account (Multiple) | | |
| PD Institute Type | ○Self ⦿Others | | |
| Administrative Department | 2-Agriculture Department, Jaipur ▾ | | |
| Budget Head | 2054  00  097  05  01  01 | | |
| Head Type | ⦿Voted ○Charged | | |
| BFC Type | ○Centr...ce ⦿ State Fund | | |
| Treasury | 1118-T...ota ▾ **7** | | |
|  | Search | | |

Figure No.-17

7) Click on Search Button.

After select or fill entire field and search for account transfer Department information shown below.

| Department Information | | **1** Hide |
|---|---|---|
| BFC Unit | 116-Treasuries and Accounts Department, Jaipur | |
| Administrative Department | 20-Finance Department, Jaipur | |
| Department | 105-Treasuries and Accounts Department, Jaipur | |
| Scheme Name | -1-Not Available | |
| Budget Controlling Officer | 71-Director, Treasuries and Accounts, Rajasthan, Jaipur | |
| Demand Name | 25-कोषागार व लेखा प्रशासन | |
| Budget Head | खजाना तथा लेखा प्रशासन - - खजाना स्थापना - खजाना - संस्थापन व्यय | |
| **2** Sanction Entry | Checklist Detail | PD Account At Glance | Transfer To Budget Head |

Figure No.-18

1) On Click Hide Button, Department Information will hide.
1) Click on Sanction Entry.

## 5.2.1 Sanction Entry:-

| Sanction Entry | Checklist Detail | PD Account At Glance | Transfer To Budget Head |
|---|---|---|---|
| BE | 1243000.0000 | | |
| Alloted Amount | 125000.0000 | | |
| Supplementary | 0.0000 | | |
| Additional Authorization | 13000.0000 | | |
| Re-app In | 0.0000 | | |
| Re-app Out | 0.0000 | | |
| LC | 0.0000 | | |
| Budget Head Expenditure | 0.0000 | | |
| HOD Expenditure | 0.0000 | | |
| **PD Account Number** | **Transfer** **1** | **Purpose** **2** | |
| 5852-AGRICULTURE UNIVERSITY, KOTA | 10000.00 | to testing | |
| **3** | Update  Another Budget Head **4** | | |

Figure No.-19

1) Insert the transfer amount that can't exceed the difference of allotment and expenditure (Transfer Amount <= Allotment - expenditure).

2) Insert the Purpose (mandatory), After Insertion we can update it also.

3) Click on Save Button for saving the data. And Data Saved Successfully message will appear on the screen.

4) Click on Another Budget head for another fund transfer entry else not.

## 5.2.2 Checklist Detail:-



| Sanction Entry | Checklist Detail | PD Account At Glance | Transfer To Budget Head |
|---|---|---|---|
| Utilization Certificate No | | | |
| Utilization Certificate Date | | | |
| Upload Utilization Certificate File | Choose File  No file chosen | | |
| | Save   Another Budget Head | | |

Figure No.-20

1) Click on Checklist Detail Tab.

2) Enter the Utilization Certificate number (Number only).

3) Upload Utilization certificate file.



| Sanction Entry | Checklist Detail | PD Account At Glance | Transfer To Budget Head |
|---|---|---|---|
| Utilization Certificate No | 1 | | |
| Utilization Certificate Date | 12/12/2017 | | |
| Upload Utilization Certificate File | Choose File  rptPdFundTra...tion (2).pdf | | |
| | Save   Another Budget Head | | |

Figure No.-21

4)  Click on Save button for uploading Utilization Certificate file.

5)  For Another fund transfer entry click on Another Budget Head.

**5.2.3 PD Account at Glance:-**
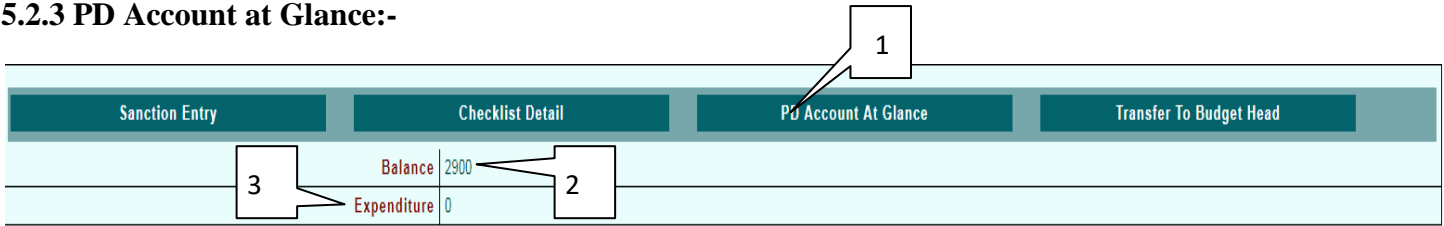


Figure No.-22

1)  Click on PD Account At Glance Tab.

2)  PD Account balance is shown.

3)  PD Account expenditure is shown.

**5.2.4 Transfer To Budget Head:-**



Figure No.-23

1)  Click on Transfer To Budget Head Tab.(Grid View Show all PD Budget Head with same fund transfer amount which is previously entered in Sanction Entry.)

2)  If you add one more budget head as revenue then the amount added will be deduct form PD Budget Head amount.

3)  If  you edit the amount then it will be adjust from PD Budget head amount. Edit is used to update the Amount and given Reason. Edit or Add Block shown below.

Figure No.-24

1) Enter Amount to update.

2) Enter Reason to update.

3) On Click Update Button. Data save successful.

4) Click on Another Budget Head to add one more budget head to PD Budget Head.

5) Click on Close link button to close the popup window.



Figure No.-25

# 6. Forwarding Request to AD:-

Figure No.-26

1) Select the checkbox for forwarding.
2) Update the purpose.
3) Click on Forward Button to Forward the Request to AD.
4) Click on Reset for Clear the field.



Figure No.-27

# 7. Requests Rejected By AD:-

## 8. Request Accepted By AD:-



Figure No.-29

## 9. PD Fund Transfer Report:-

Figure No.-30



Figure No.-31

1)  Select Financial Year.

2)  Select IFMS ID.

3)  Select Report Type PDF or Other.

Figure No.-32

4) Click on Show Report.

After Click on Button Report is as shown below.



Figure No.-33