Government of Rajasthan
Department of Finance

IFMS 3.0

User Manual

Mark DE in Pension Process

# Mark DE in Pension Process

Action URL link   -   http://ifms.rajasthan.gov.in/ifmssso

Actor   -   HoO Approver

Navigation Steps -   To mark DE in pension process (For the upcoming pensioners and pensioners), HoO Approver must follow the steps as given below:-

- Open web browser and enter URL https://ifms.rajasthan.gov.in/ifmssso in the address bar.
- IFMS Home Page will appear. On clicking Login button, it will redirect to Single Sign On (SSO) Page.
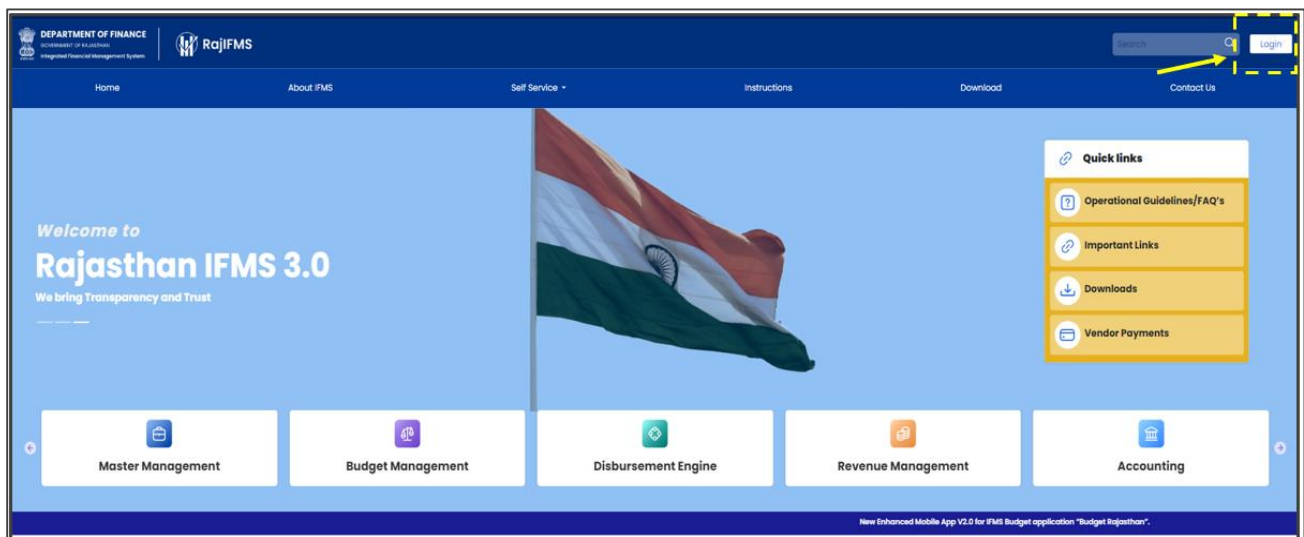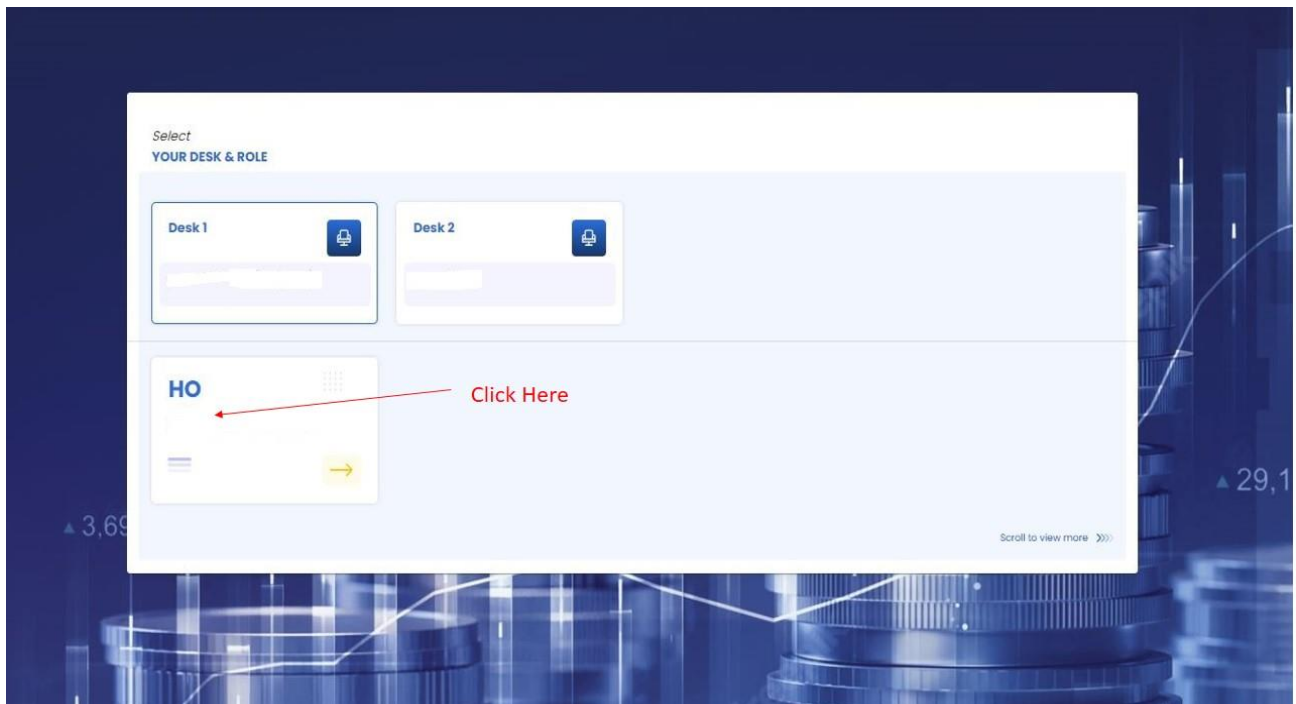

- Now HoO Approver needs to enter the SSO Login Credentials (User ID, Password, and Captcha) to login.

HoO Approver

- To mark the DE for the upcoming pensioners and pensioners, HoO Approver should click on Access Workspace.
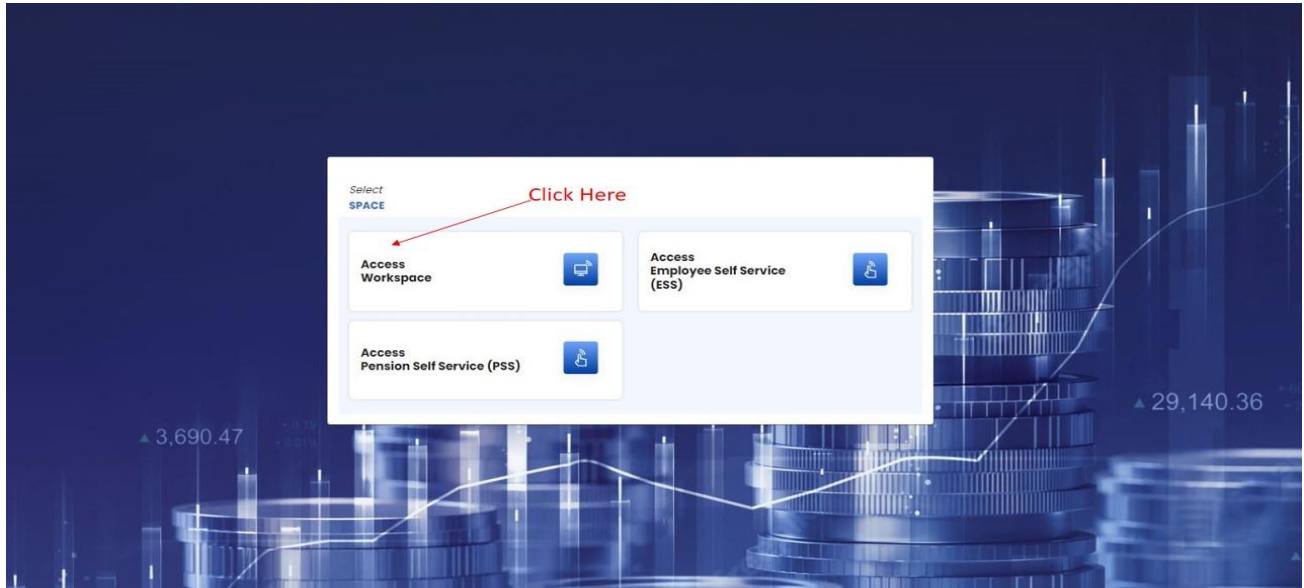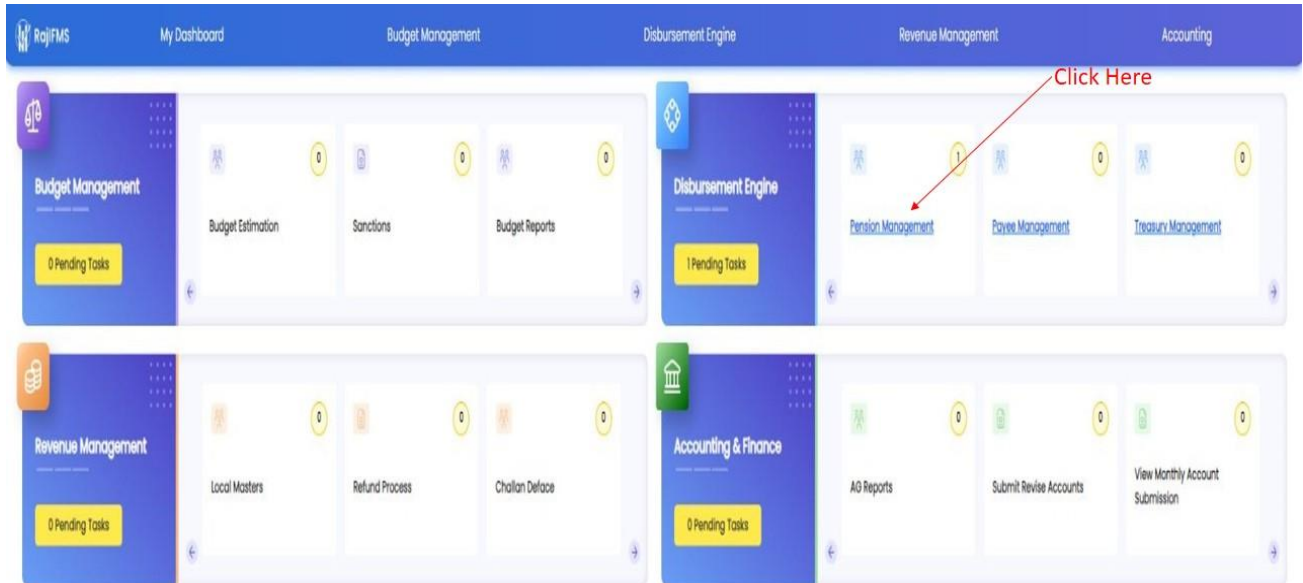

- HoO Approver should select corresponding Desk and Role as HO as given below:-
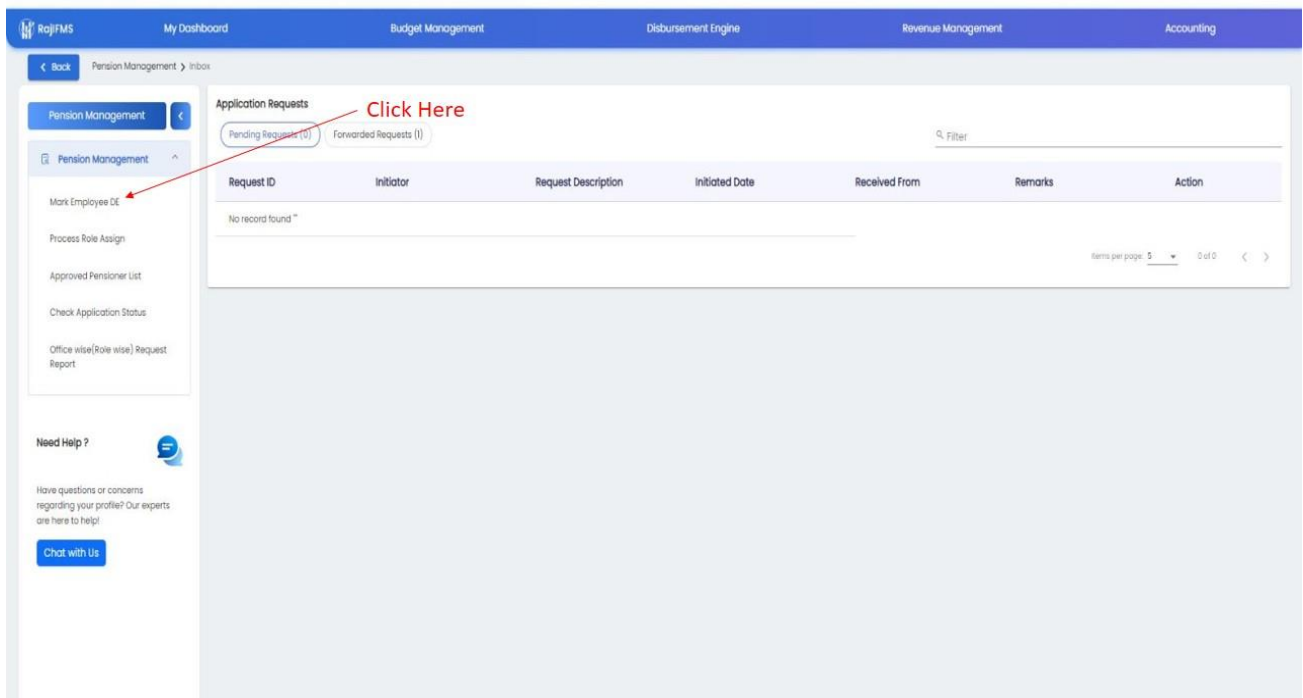
- HoO Approver should click on Pension Management:-

- HoO Approver should click on Mark Employee DE:-

- HoO Approver should click on "Mark employee DE" Button shown right side of Employee Record as given below:-
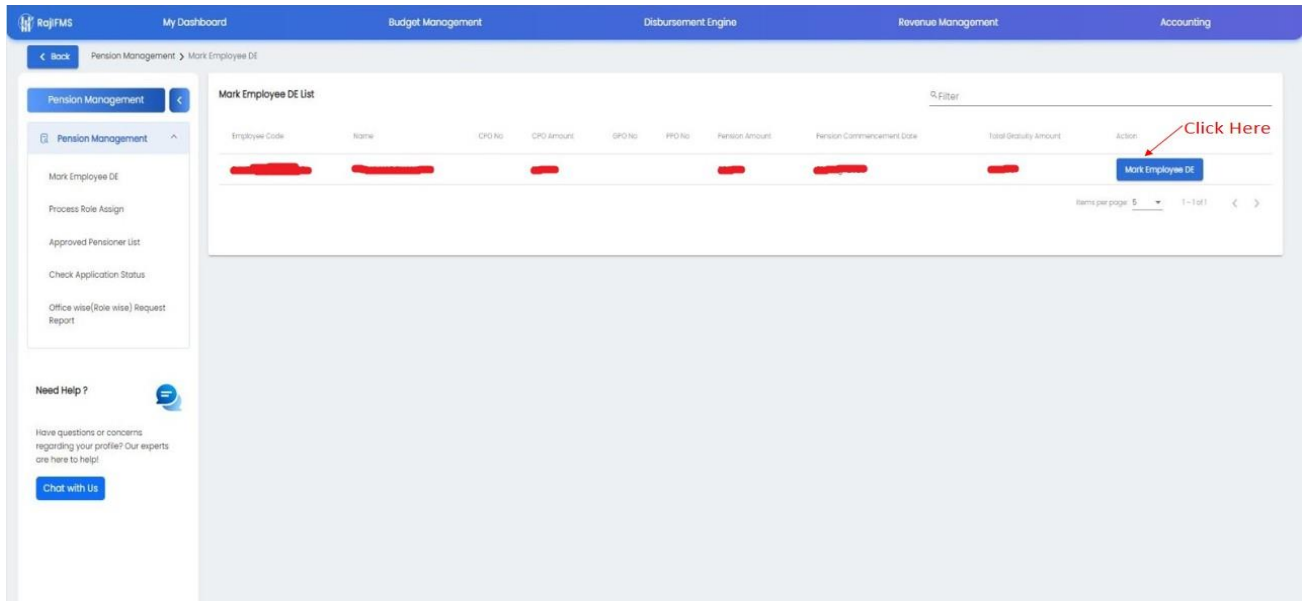
- HoO Approver should select the Type of DE and enter the Remarks and upload DE document then click on "Submit" Button as given below. After clicking on Submit button DE will to marked to particular employee.