



**Government of Rajasthan**  
**Department of Finance**

# **IFMS 3.0**

## **User Manual** **Pension** **(HoO/HoD/AD)**

### **e-Pension File Processing**

# Document Control

General Document Information	
<b>Version</b>	V1
<b>Version Status</b>	
<b>Version Date</b>	03/05/2023
<b>Purpose</b>	User Manual - Pension Sub-Module under Disbursement Engine (e-Pension File Processing)

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## Acronyms

Acronym	Description
AAO	Assistant Accounts Officer
AD	Administrative Department
AIS	All India Services
BCO	Budget Controlling Officer
CPF	Central Provident Fund
CPO	Commutation Payment Order
CSV	Comma separated values
DA	Dearness Allowance
DCRG	Death Cum Retirement Gratuity
DDO	Drawing & Disbursing Officer
DE	Departmental Enquiry
DR	Dearness Relief
DTA	Department of Treasuries and Accounts
EIM	Employee Information Management
ELD	Emoluments Last Drawn
EOL	Extra Ordinary Leave
ESS	Employee Self Service
FD	Finance Department
GPF	General Provident Fund
GPO	Gratuity Payment Order
HoD	Head of Department
HoO	Head of Office
IFMS	Integrated Financial Management System
IFSC	Indian Financial System Code
LIC	Life Insurance
LTA	Leave Travel Allowance
NA	Not Applicable
OTP	One-time password
PAN	Permanent Account Number
PDF	Portable Document Format
PPO	Pension Payment Order
PR	Pension Reporting section
PSS	Pension Self Service
RBI	Reserve Bank of India
RCPO	Revised Commutation Payment order
RGPO	Revised Gratuity Payment order
RIO	Return in Objection
SLA	Service Level Agreement
SMS	Short Message Service
SSO	Single Sign On
TO	Treasury officer

Acronym	Description
URL	Uniform Resource Locator

# 1 Introduction

The Finance Department of the Government of Rajasthan is currently designing and developing the upgraded/ enhanced version of Integrated Financial Management System (IFMS) portal, IFMS 3.0, to improve financial management and streamline processes for Government Employees and various stakeholders. IFMS 3.0 is an integrated system that includes budget planning, distribution/ allocation and fund management, expenditure management / disbursement engine including treasury functions, revenue management, accounts preparation etc. This new system aims to resolve the issues with previous disjointed modules by integrating them into one integrated system, simplifying and eliminating redundant processes, and adding new functionalities such as self-service for stakeholders. The IFMS 3.0 system will significantly improve financial management for the Finance Department of the Government of Rajasthan and provide a more user-friendly experience for all stakeholders.



## 2 System Overview

The Pension Management sub-module in IFMS 3.0 handles all the pension related functions in the life cycle of a pensioner. It facilitates various stakeholders such as employees, HoO's / HoD's / AD's, pensioners, Pension Department Officials, Single DDO, etc., in executing their pension related activities online. Following are some of the key features of the New Pensions Management sub-module:

- Management of pension related master data such as pension categories, Dearness Relief rates, admissible details, pension components and their rates
- Facilitates in checking and fixing the pension related details in e-Pension set
- Online verification and uploading of all the required documents by the HoO / HoD / AD
- Online generation and issue PPO, CPO, and GPO against the approved e-Pension Set
- Forwarding the PPO online to Pension payment officer/Single DDO for pension payments
- Online Pension Self Service provides various features to the pensioner including access to pension calculator, grievance tracking and management, income tax investment declarations, pension pay slips, etc.
- Managing pension related functions online like capturing life certificates, conversion from service to family pension, PPO transfer, etc.
- Generation of pension bills and approvals online
- Modification of PPO as per requirements like revision, arrears, etc.
- Additional Pension (Age benefit calculation) shall be auto calculated
- Shall be integrated with Bank (RBI) for pension payments (Details in Treasury Module)
- The success and failure scrolls shall be received from the Bank against the payment mandated through payment advice. (Details in Treasury Module)
- Pensioner data shall be captured/ migrated from previous system.

### 3 Prerequisites

The facility for updating personal profile, nomination details, options for commutation, etc. shall be made available through ESS for the Employee, 180 days prior to his retirement. Bank account details shall be fetched from ESS to e-Pension set. If employee does not update Bank Account for pension payment, pension shall be credited to the salary Bank Account of the employee. Updation of the bank account is mandated in case employee intends to receive pension in a bank account, which is different from the salary account of the employee. The employee is required to update the bank account details in the system 60 days prior to the date of retirement. As per the changes made through ESS, the e-Pension Set shall automatically be updated for further submission to the concerned HoO/HOD/AD and a unique reference id shall be generated. (Pls Note: All the Employee details shall be migrated from IFMS 2.0 to IFMS 3.0 database and additional fields data to be updated mandatorily before starting the processing of the pension case.)

- Maker, Checker and Approver levels shall be available/ provisioned in the system for scrutiny/ verification and preparing e-Pension Set at the level of HoO/ HoD/ AD level for this purpose. HoO/ HoD/ AD shall allocate the responsibility / role of Maker and Checker to his subordinate employees. The Maker at HoO/ HoD/ AD shall initiate the verification of the e-Pension Set, 60 days prior to the employee's retirement.
- All the Heads of Departments/ Administrative Departments shall ensure that HoO's functioning under them have verified/ updated the employee data in the system as per the data available in the respective employee's service book. Based on the updated details, the employee's qualifying service for pension and non-qualifying service shall be calculated and updated in the system.
- Bank account details shall be fetched from ESS to e-Pension set. If employee does not update Bank Account for pension payment, pension shall be credited to the salary Bank Account of the employee. Updation of the bank account is mandated in case employee intends to receive pension in a bank account, which is different from the salary account of the employee. The employee is required to update the bank account details in the system 60 days prior to the date of retirement. Service-related details related to e-Pension Set such as duration of qualifying/non-qualifying service as per the service book, last drawn pay and pay fixation, status of departmental enquiry, long term advance/adjustment, shall be completed by the concerned Head of Office, which can be fetched and auto-populated in the e-Pension set.
- The pay entered in the salary bill for the month of retirement of the employee shall be treated as basic pay for the purpose of system generated Final LPC for calculation and preparation of PPO, GPO, and CPO. If any increment/ financial up-gradation falls due in the month of retirement, it shall be finalized before 15th of the month through the system.
- e-Pension Set shall be forwarded by Head of Office or Head of Department or Administrative Department after due verification, updation, uploading documents (Certificate from Accounts Officer), to Zonal Pension Office by 15th of the month of the retirement of the employee after e-signing the same. If HoO/ HOD/ AD fails to do so, it shall be forwarded automatically to Zonal Pension Office.
- If any departmental enquiry / judicial proceeding is initiated against the employee on the day of retirement, it shall be displayed/ uploaded/ forwarded to the Zonal Pension Office through the System, failing which it shall be deemed as 'No departmental enquiry', and the system generated PPO/GPO/CPO shall be processed for pension distribution. If departmental enquiry / judicial

proceeding is initiated later, Pension case shall be converted to 100% provisional pension and Gratuity shall be calculated as per applicable rules, before making payments.

- A Reference No. shall automatically be generated by the system on receiving the e-Pension application file in the Zonal Pension Office and an SMS alert shall be sent to Employee and HoO/HOD/AD.
- System shall facilitate Employee and HoO/HOD/AD in tracking the status of the e-Pension Set.

### **3.1 For System Access**

User shall have-

- URL link: <https://ifms.rajasthan.gov.in/>
- SSO ID Credentials (User ID and Password)
- System Credentials (User ID and Password)

### **3.2 For declaration and verification**

- Retirement Order
- No- Dues for Long term advances and others including physical items issued by office
- No DE certificate in prescribed format
- Certificate regarding deposition of total amount received from CRA/NSDL (for employees appointed on or after 01.01.2004 and who were not in service as on 01.04.2022)
- If Accommodation occupied, then upload form 27 otherwise 27A
- If any family member is disable, then upload the disability certificate of the member
- Certificate mentioning correctness of fixation and last pay obtained from senior most account person of the concerned office/department
- If any recovery applicable from the gratuity

### **3.3 For e-sign**

- Aadhar number
- Aadhar linked registered mobile number (for OTP)

## 4 User Role Assignment

1. **Action URL link** - <https://ifms.rajasthan.gov.in/>
2. **Actor** - HoO/ HoD/ AD
3. **Brief Description** - List of all employees shall be displayed under User Role menu. HoO/ HoD/ AD has the rights to assign roles like Maker/Checker/Approver to user. HoO can assign multiple roles to single user.
4. **Navigation Steps** - To assign role to user, HoO/ HoD/ AD must follow the steps as given: -
  - Please open web browser and enter <https://ifms.rajasthan.gov.in/> in the URL.
  - Click Login button

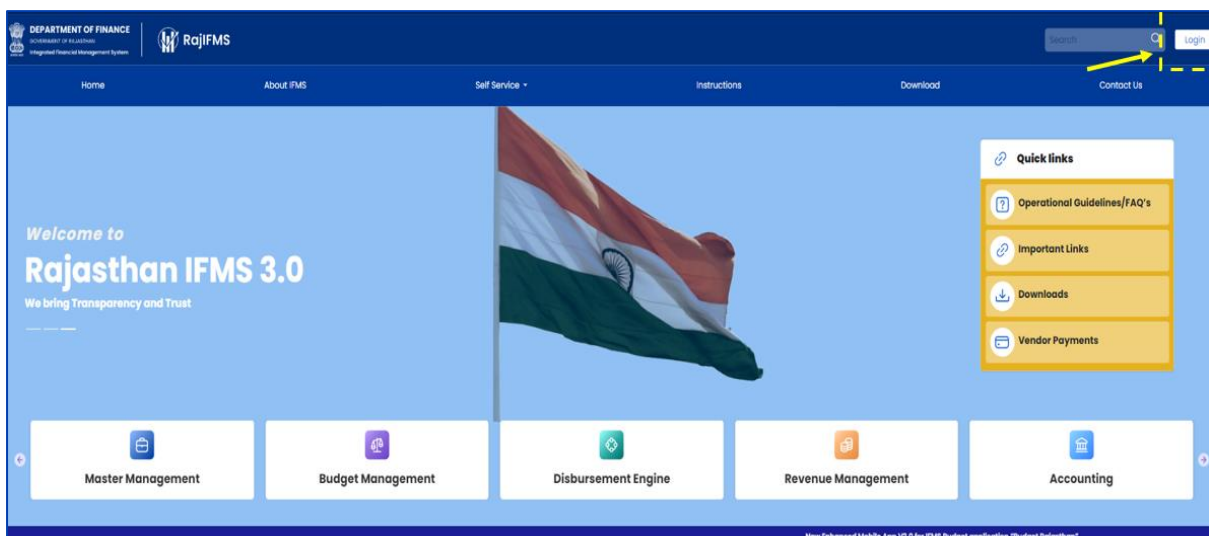


Figure 1: IFMS Home Page

- SSO Login page opens, enter your SSO Login Credentials (User ID, Password, and captcha) to login

**Rajasthan Single Sign On** v 14.5  
One Digital Identity for all Applications

English | हिन्दी

**IMPORTANT NOTE:**  
This is a testing/ staging server and should not be used for LIVE transactions.  
It is intended for use by technical team for testing the applications and integration with RajSSO system.

**महत्वपूर्ण सूचना:**  
यह एक टेस्ट/ स्टेजिंग सर्वर है और इसका उपयोग लाइव लेनदेन के लिए नहीं किया जाना चाहिए।

This website uses 'Cookies' to give you the best and most personalized experience and to improve the site performance. 'Cookies' are simple text files which safely resides on your computer.  
आपको सर्वोत्तम एवं संबंधित अनुभव देने एवं साइट के बेहतर सम्पादन के लिए यह वेबसाइट 'कुकीज़' का उपयोग करती है। 'कुकीज़' एक टेक्स्ट फाइल है जो कि आपके कंप्यूटर पर ही सुरक्षित रहती है।

Application for 'ANUPRATI SCHEME' of MINORITY Department can now

Site designed, developed & hosted by Department of Information Technology & Communication, Government Of Rajasthan  
Helpdesk Details | Website Policies | Password Policy | FAQ | Sitemap

Figure 2: SSO Login Page

- User shall click on Access Workspace.
- Access workspace tile shall be used for official purposes like verification of requests for Employee/ Pensioner
- Access Employee Self Service tile shall be used for employees to raise requests, payslips, leaves, etc.

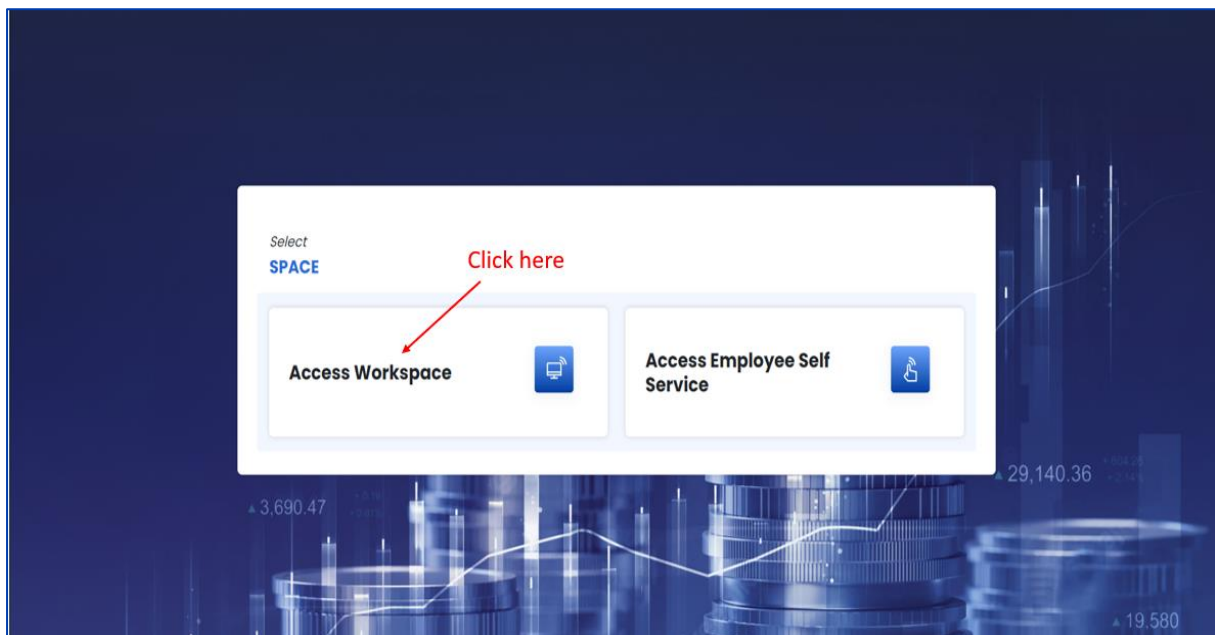


Figure 3: Workspace Page

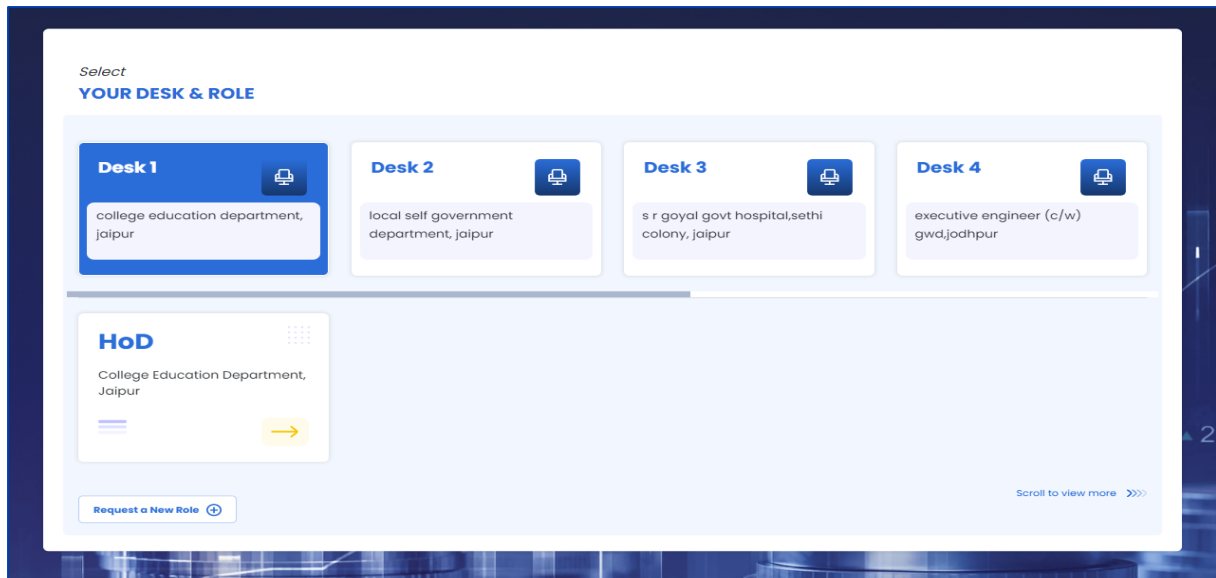


Figure 4: Desk role page

- Click Employee Management tile

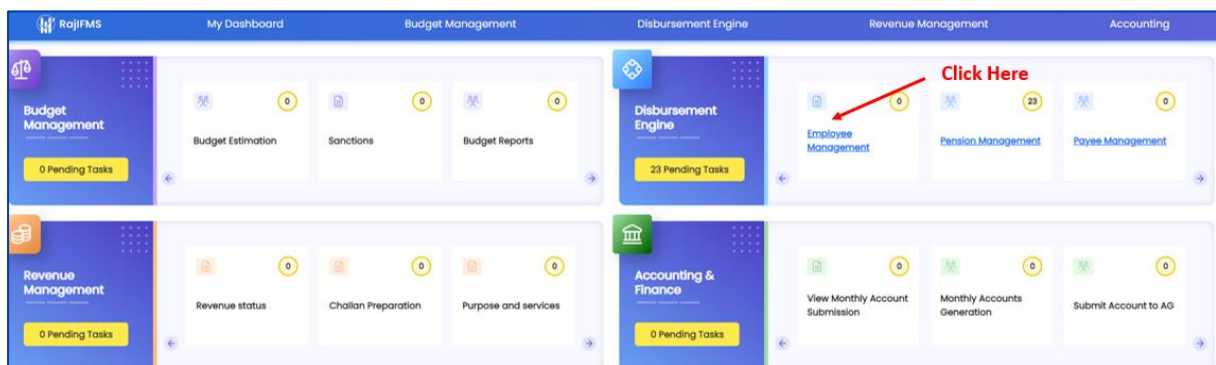


Figure 5: Employee Management Screen

- HoO/ HoD/ AD shall map the roles to provide access to User, who shall take action on the Employee request.
- There are 3 roles i.e., Maker/ Checker/ Approver
- Multiple offices (Desks) charge as well as Multiple Roles can be mapped with the authorized User by HoO/ HoD/ AD as displayed in the screen above
- Click on Show role for assigning the Role(s)

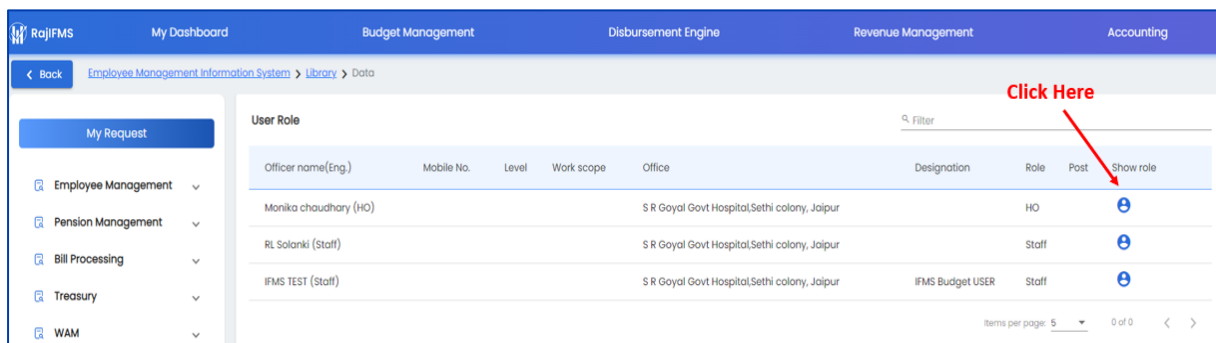


Figure 6: Role assignment

- On User Role Mapping page, select the Module Name, Process Name, Process Level and Role Name from the drop-down lists

The screenshot shows the 'Set User Multi Role' form. It has four dropdown menus: 'Module Name' (with 'Employee' and 'Pension' options), 'Process Name' (empty), 'Process Level' (empty), and 'Role Name' (empty). Below these is a blue 'Add role' button. At the bottom, there is a table with columns 'SR.NO.', 'Process Name', 'Role', and 'Remove'. The table is currently empty, displaying 'No data matching the filter'.

Figure 7: Module wise Role selection

- Click Add Role button - to Add the Role
- Click Remove button – to Remove the Role

This screenshot shows the 'Set User Multi Role' form after some data has been entered. The 'Module Name' dropdown is set to 'Pension', 'Process Name' to 'E-PENSION SET REGISTRA...', and 'Process Level' to 'OFFICE(Current Office)'. The 'Role Name' dropdown is open, showing 'MAKER', 'CHECKER', and 'HOO (APPROVER)'. A red arrow points to the 'Add Role' button with the text 'Click Here to Add Role'. Below, the table now contains two rows:
 

SR.NO.	Process Name	Role	Remove
1	E-PENSION SET REGISTRATION	HOO (APPROVER)	<a href="#">Remove</a>
2	E-PENSION SET REGISTRATION	MAKER	<a href="#">Remove</a>

 A second red arrow points to one of the 'Remove' buttons with the text 'Click Here to Remove Role'.

Figure 8: Mapping of user role

## 5 e-Pension File Processing

### 5.1 Pension File Processing at HoO/HOD/AD

#### 5.1.1 Maker

1. **Pre- requisite**
    - e-Pension Set shall be filled by Employee prior to 180 days or auto -forward to authorized user for verification
  2. **Action URL link**
    - <https://ifms.rajasthan.gov.in/>
  3. **User Role (Actor)**
    - HoO/ HoD/ AD Maker
  4. **Navigation Steps**
    - Refer the steps mentioner under section 4- User Role Assignment for User to login till figure 4- Desk role page:
- Desk and Roles displays according to the roles assigned to User, here this user is assigned with four different roles so four desks are visible in the screen.

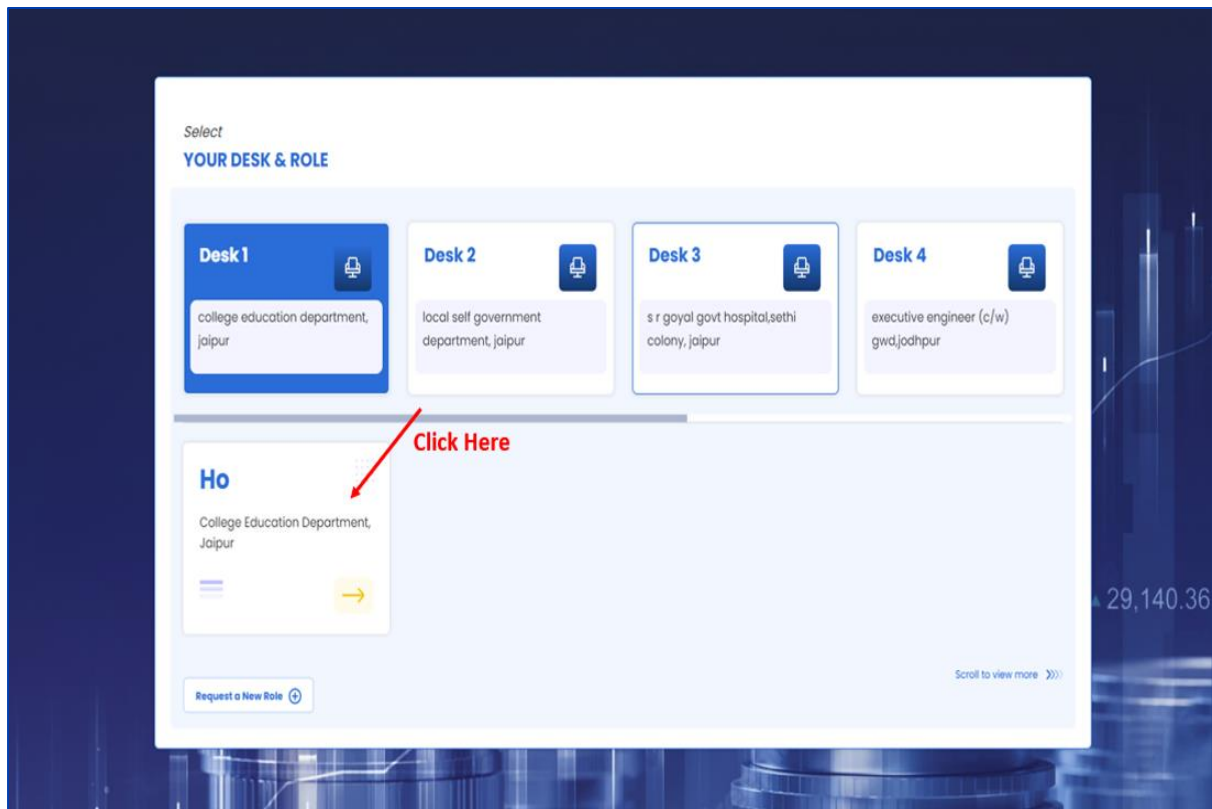


Figure 9: Desk Role Page

- Click Pension Management tile



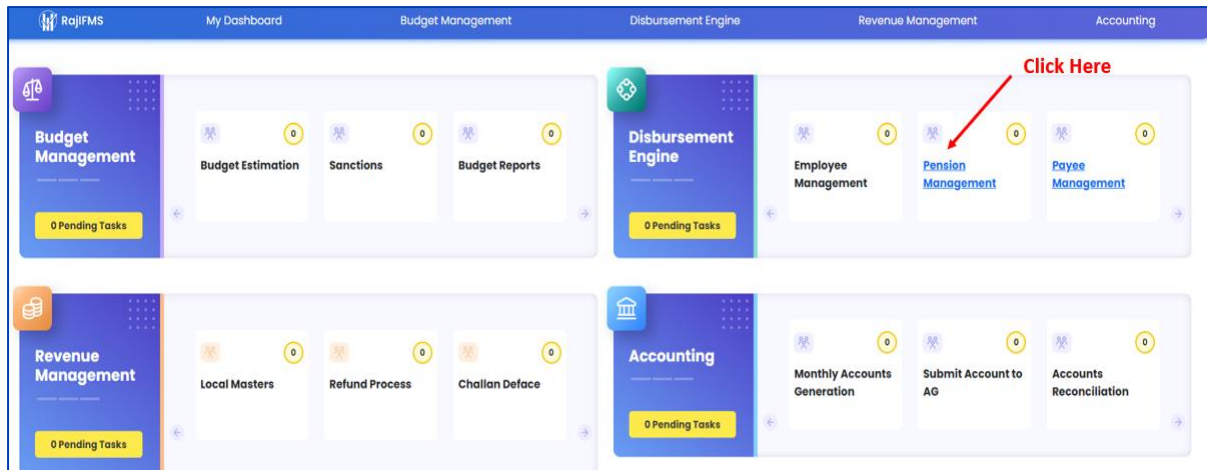


Figure 10: User Dashboard

- Click on the Upcoming Pensioner button to get the list of Pensioners

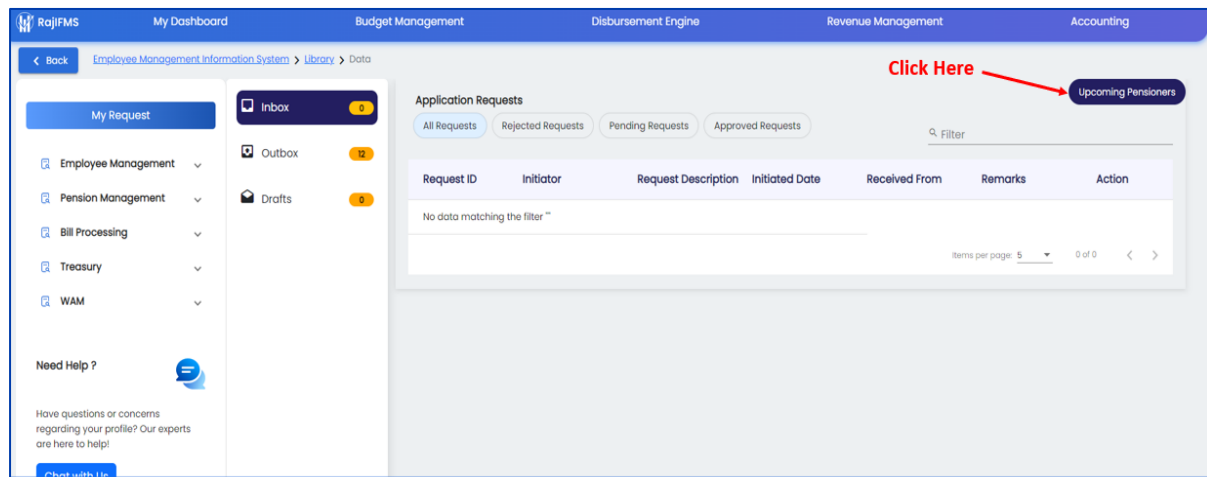


Figure 11: Upcoming pensioners

- Click **Initiate First Pension** button

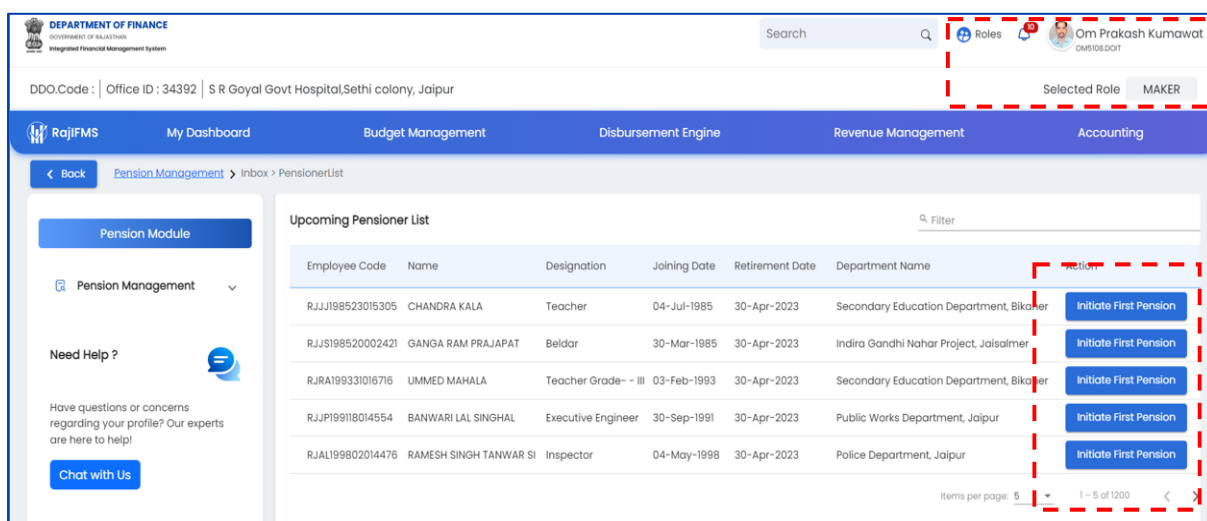


Figure 12: Initiate first pension

**Tab 1- Profile (Personal Details)**

- Verify Personal Details and click on Service details

**First Pension Process**

Complete the steps: 0%

Personal Details | Service Details | Address Details

**Joint Photograph**

**Employee Photograph**

Janadhaar Number: 487243870

Employee Name: CHANDRA KALA

Employee ID: RJJ/198523075305

SSO ID

Gender: Female

Date of Birth: 05-Apr-1983

Height

Identification Mark

Father's Name: PRATAP SINGH

Mother's Name

Marital Status: Married

Spouse name

Upload certificate

Disabled: No

Type of Disability

Percentage of Disability

Blood Group: A+

Religion

Email id: ckdhoka2015@gmail.com

Mobile No: 9772429574

Nationality: Indian

Pan Number: AFBPK5870N

Adhaar Number: 444585523307365

**Click Here** → Next

Figure 13: Profile Details

- Verify service Details and Address details and click Next button

**First Pension Process**

Complete the steps: 0%

Personal Details | Service Details | Address Details

Service Category: Subordinate

Category of Pension: Superannuation

Office Name: GSSS, WAH-DUPUR

Gazetted: NO

Admin Department: School Education Department, Jaipur

Current Department: Secondary Education Department, Bikaner

Current Designation: Teacher

Current Office Address

Appointment Order No

Appointment Order Date

Order Issuing Authority/Office: DTA

Appointment Authority: DTA

Date of Joining Regular Service: 01-Jul-2015

Date of Joining Current Designation: 01-Jul-2015

Date of Joining Present DDO: 04-Jul-2015

Joining Date: 04-Jul-1985

Date of Retirement: 30-Apr-2023

Retirement Order, Sanction: 0

PRAN No: 0000000000

GPF No: 00502734

State Insurance: 498

I.A.S CNMF Number: 0

PPO Number

Foreign Services

Foreign Employer

Foreign Services From-To Date

Opt for Commutation: Yes

Commutation Percentage: 33.33

Income Tax Regime: New

Are you A Ex-Service Man?: No

Are You Getting Pension From The Previous Military Service?: No

Are You Getting Civil Service Pension?: No

**Click Here** → Next

Figure 14: Service Details

**Tab 2- Family Details and Nomination**

- Verify the Family details and click on nomination tab

Figure 15: Family Details

- Verify Nomination details, click on the Next button

Figure 16: Nomination Details

### Tab 3- Service Records

- Click edit button to update the details

Figure 17: Service record

- Enter the details for Qualifying services

Total Service length  
38 Years, 1 Months, 1 Days

Qualifying Service (From Previous Organisation)

Non-Qualifying Service Date Range

EOL Non-Qualifying Service Date Range

Suspension period non treated as Qualifying Date Range

Services Rendered below 18 years age Date Range

MAY 2023

S M T W T F S

1 2 3 4 5 6

7 8 9 10 11 12 13

14 15 16 17 18 19 20

21 22 23 24 25 26 27

28 29 30 31

Figure 18: Add qualifying service

- Enter the details for non-qualifying services

Update Service Records

Total Service length  
38 Years, 1 Months, 1 Days

Qualifying Service (From Previous Organisation)

Non-Qualifying Service Date Range

EOL Non-Qualifying Service Date Range

Suspension period non treated as Qualifying Date Range

Services Rendered below 18 years age Date Range

Interruption in service condoned Under rule -17 Date Range

APR 2023

S M T W T F S

1 2 3 4 5 6 7 8

9 10 11 12 13 14 15

16 17 18 19 20 21 22

23 24 25 26 27 28 29

30

Figure 19: Add non-qualifying screen

- Appointing Authority shall issue DE/ No DE certificate timely in one year from Date of Retirement
- DE/ No DE Certificates to upload mandatorily

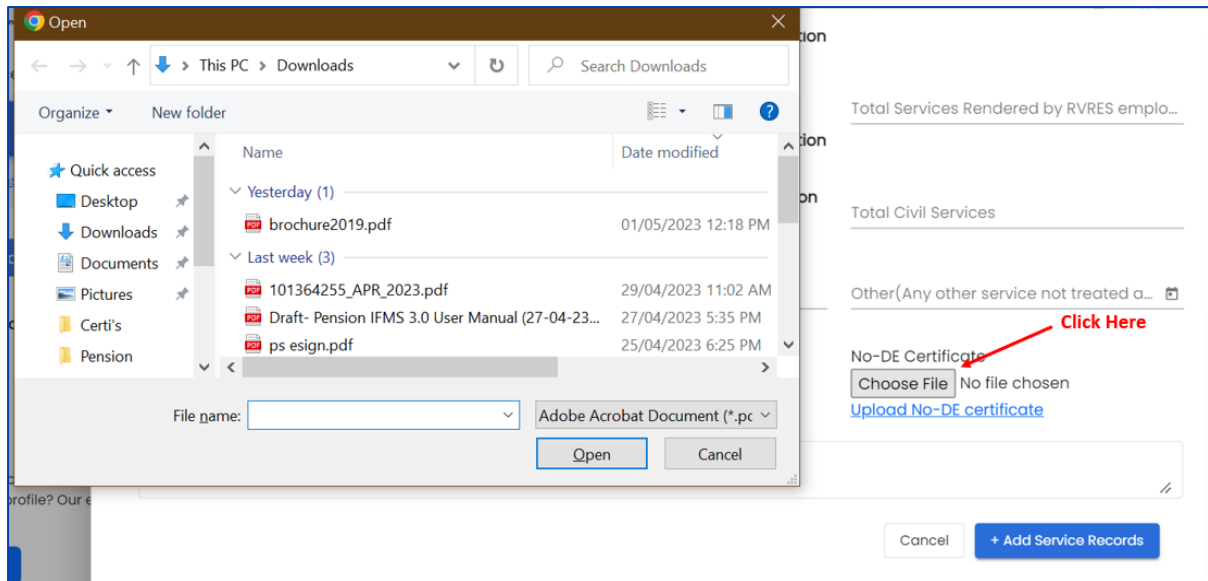


Figure 20: Add DE certificate

- In case- No DE certificate is not uploaded then Gratuity be disbursed at 50% rate

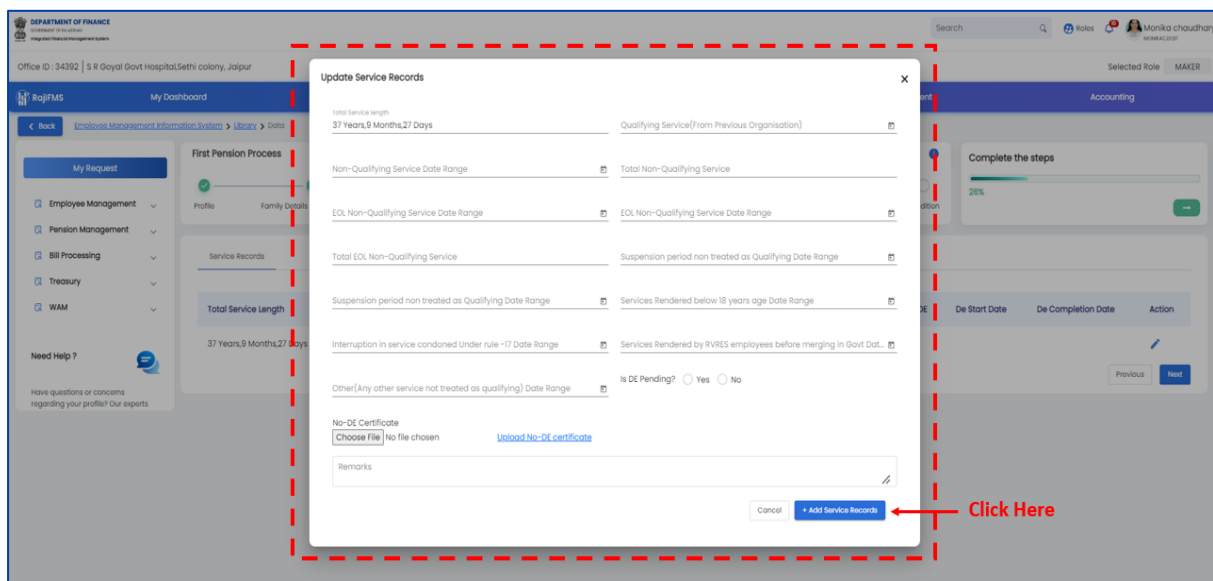


Figure 21: Update the service record

#### Tab 4- Loan and Advance

- Add Loan and advances details (if any) and click **Next** button to go to Next tab

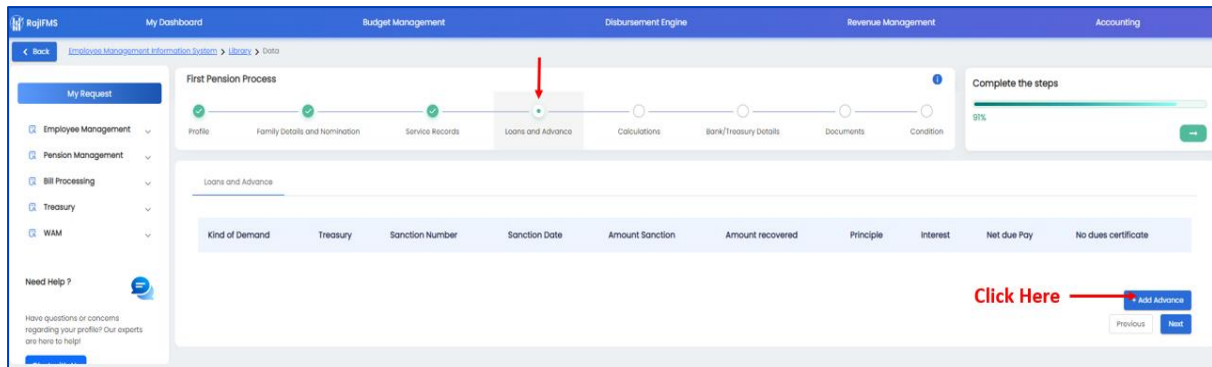


Figure 22: Add loan and advances details

- Click Add Advance button to add Loans and advances
- If No Dues certificate is not uploaded, then it may impact the Pension calculation, for this case Provisional pension to be provided (100%).

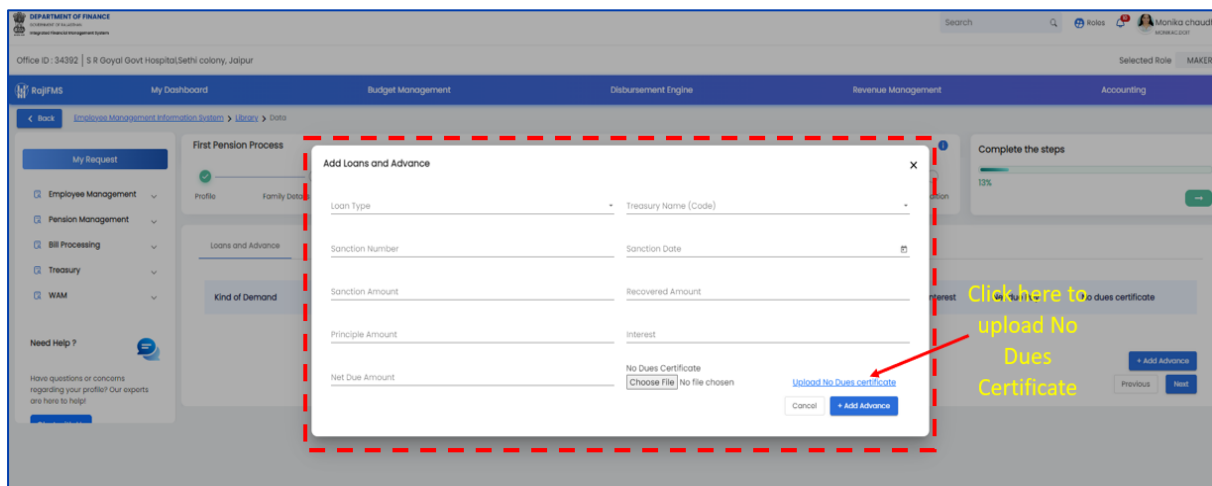


Figure 23: Upload Non-Dues certificate

- Click on Upload No Dues Certificate hyperlink to browse, and select the file to attach
- Uploading No Due Certificate is mandatory

## Tab 5- Calculations

- Verify the Calculation from all the tabs i.e., Pay details, Types of additional allowance and deduction details, Pension details, and Commutation details, click **Next** button to go to Next tab as displayed in below four screens below

**First Pension Process**

Profile Family Details and Nomination Service Records Loans and Advance **Calculations** Bank/Treasury Details Documents Condition

Complete the steps 100%

**Pay Details** Types of Additional Allowance/Recovery and Deductions Details Pension Details Commutation Details

Budget Head	Pension Type/Rule	Basic Pay	Pay Level in the Pay Matrix
207-01-101-01-00	Superannuation	75600	L13
NPA/NCA	Special Pay	Pay Commission	OCA
		Seventh	
DA Amount	HRA		
25704	6804		

**Click Here** → **Next**

Figure 24: Emoluments Details

**First Pension Process**

Profile Family Details and Nomination Service Records Loans and Advance **Calculations** Bank/Treasury Details Documents Condition

Complete the steps 100%

**Types of Additional Allowance/Recovery and Deductions Details**

Recovery Type	Recovery Amount	Recovery Head	Add Items
Recovery Type	Recovery Amount	Recovery Head	Add Items
Deduction Type	Deduction Amount	Deduction Head	Add Items
Allowance Type	Allowance Amount	Allowance Head	Add Items
With Held Type	With Held Amount	With Held Reason	

**Click Here** → **Next**

Figure 25: Add recovery, deductions, and allowances

**First Pension Process**

Profile Family Details and Nomination Service Records Loans and Advance **Calculations** Bank/Treasury Details Documents Condition

Complete the steps 100%

**Pension Details**

Pension Amount	Family Pension	Enhance Pension	DR Rate
37800	22680	37800	
Enchance Date	DCRG (Gratuity)	Payable DCRG	Budget Head For Gratuity
05-Apr-2030		167816	207-01-104-01-00
Applicable Emolument			
75600			

**Click Here** → **Next**

Figure 26: Pension Details

**First Pension Process**

Profile Family Details and Nomination Service Records Loans and Advance **Calculations** Bank/Treasury Details Documents Condition

Complete the steps 100%

**Commutation Details**

Commutation Effective Date	Budget Head for Commutation	Commutation Amount	Commutation Factor
	207-01-102-01-01	1229543	9.194
Commutation Value			
12474			

**Click Here** → **Next**

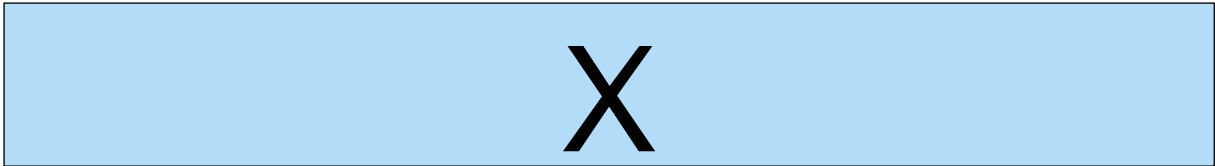
Figure 27: Commutation Details

**Tab 6 – Bank / Treasury Details**

- User shall validate the auto-populated fields as displayed on the screen and upload Cancelled cheque on behalf of Employee if available.
- Click on Next button after verification of data.

*Figure 28: Bank Details***Tab 7– Document**

- Screen awaited

*Figure 29: Documents***Tab 8– Condition**

- User must check the conditions and click Process button

*Figure 30: Conditions*

- User shall provide Remarks and click on Forward button.



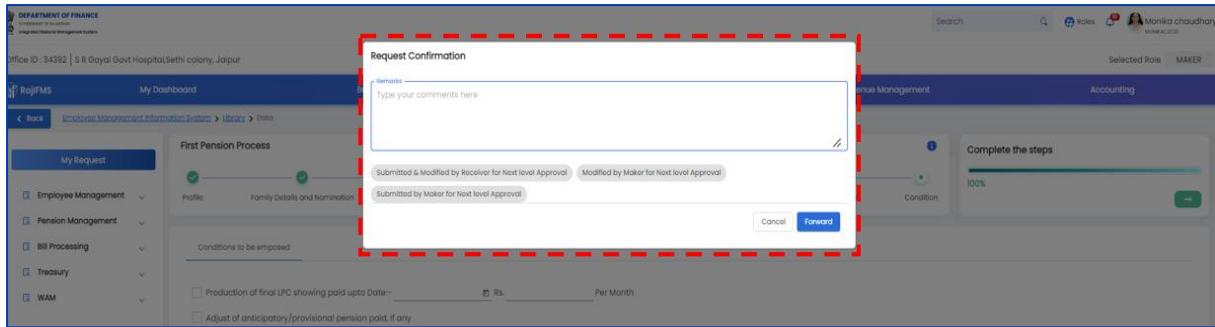


Figure 31: Forward and Remarks

- User shall note the Reference ID generated for the Pension case.

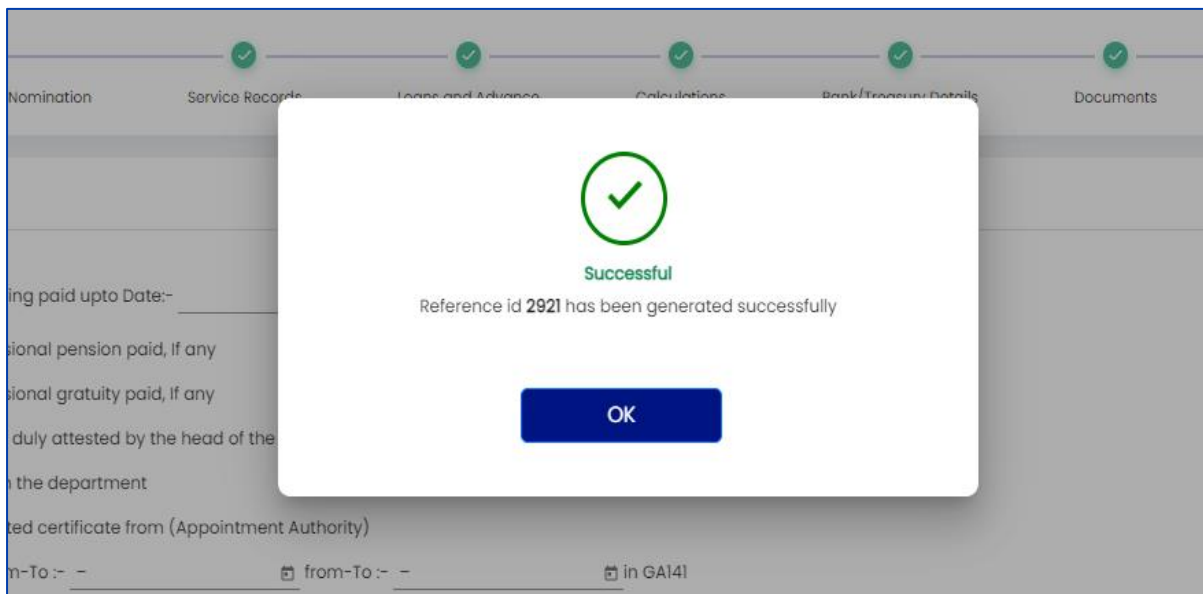


Figure 32: Reference ID Generation

- After this, the Request shall be landed on HoO Checkers dashboard for further verification of data.

### 5.1.2 Checker

1. **Pre- requisites** - HoO/ HoD/ AD checker validates all the information of e-Pension set filled by Employee / Maker successfully
2. **Action URL link** - <https://ifms.rajasthan.gov.in/>
3. **User Role (Actor)** - HoO/ HoD/ AD Checker
4. **Navigation Steps** - The steps are as given below:

- Refer the steps mentioner under section 4- User Role Assignment for User to login till figure 4- Desk role page
- Click Pension Management and select the Request ID

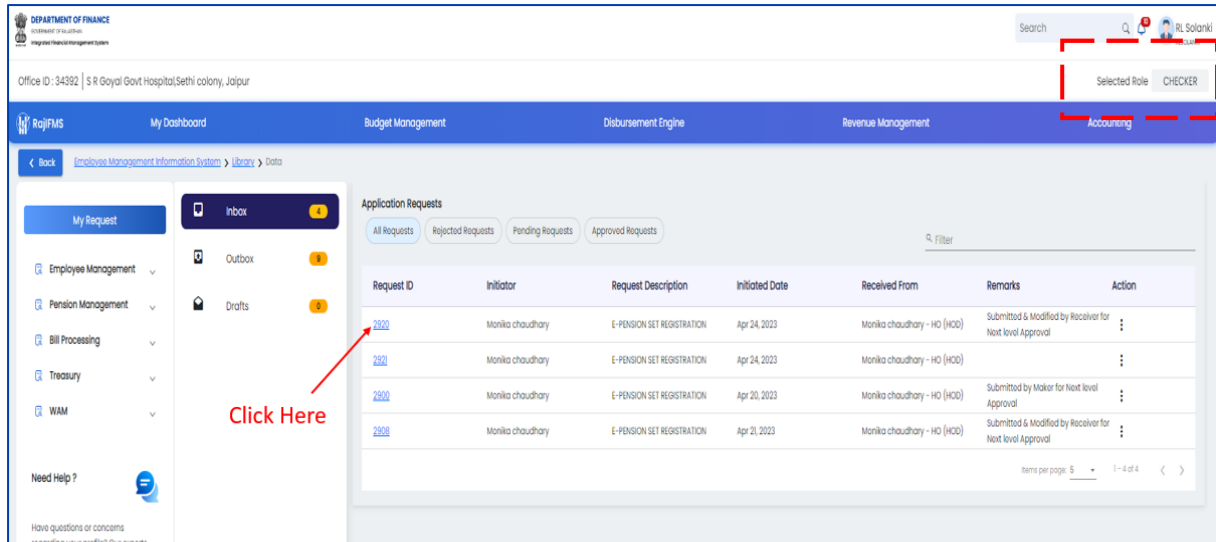


Figure 33: Checker Dashboard

- User (Checker) shall validate all the tabs (Tabs 1 to 7) which were already verified by Maker during first level verification stage.
- At Tab-7 Documents, Checker shall download Account Personnel Certificate, fill and upload, click Next button

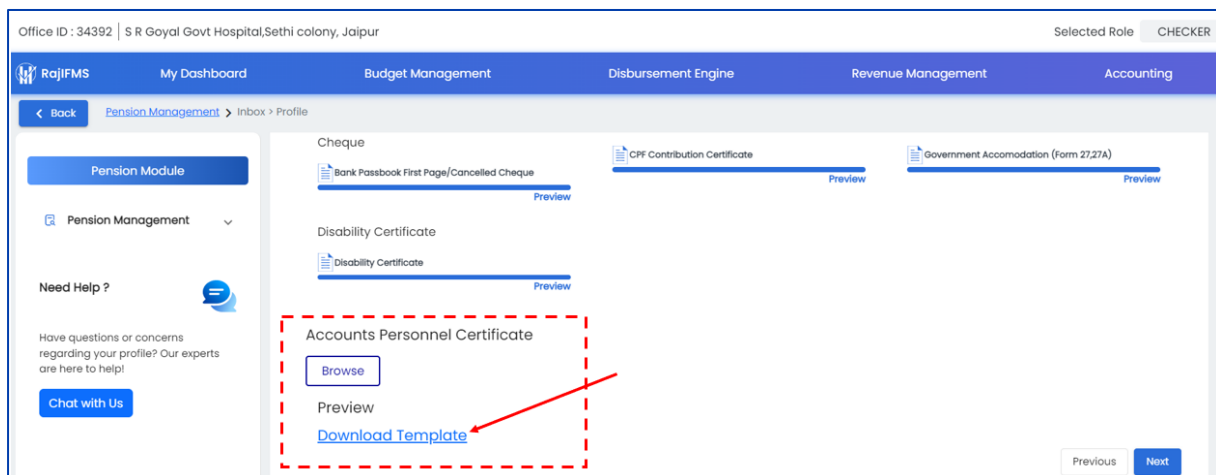


Figure 34: Checker Accounts Personnel Certificate

- Below is the sample for Accounts Personnel Certificate

**Accounts Personnel Certificate**

i. It is certified that Sri/Smt. \_\_\_\_\_ Son/Daughter/Wife of Sri \_\_\_\_\_ who's post is \_\_\_\_\_, place of posting \_\_\_\_\_ is retiring/has retired from date \_\_\_\_\_, As per record in the service book, Salary/Approved Increment in Salary, Approved Pay Scale, sectioned ACP/ selection scales made to employee is checked and found in accordance to the Rules/Instructions of Government of Rajasthan, and his/her latest salary is Rs. \_\_\_\_\_ (in words \_\_\_\_\_) of pay matrix level \_\_\_\_\_ on which pension is to be calculated, is shown correctly. Service period of Sri/Smt. \_\_\_\_\_ has been verified from the service book, total duration of the service book is \_\_\_\_ Year \_\_\_\_ Months \_\_\_\_ Days.

ii. It is also certified that non-practicing allowance is paid in the employee's salary in accordance to the rules and regulations of the State Government, the total duration month \_\_\_\_\_ (till the duration of \_\_\_\_ year \_\_\_\_ months \_\_\_\_ day) in the recent 36 months. (Applicable for Doctors only)

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Office: \_\_\_\_\_

Figure 35: Accounts Personal Certificate

## Tab 8– Summary

- Check and verify the details and click on Next button

The screenshot displays the 'First Pension Process' workflow in the IFMS application. The 'Summary' step is the current stage, indicated by a red arrow and the text 'Click Here'. The summary text states: 'I. The details viewed are correct..'. Below this, there is a checkbox labeled 'I agree' which is checked. At the bottom right, there are 'Previous' and 'Next' buttons. A progress bar on the right shows 13% completion.

Figure 36: Checker Verify the details

- Click on Forward button, if all the details / information is correct and validated, otherwise, User shall Revert back the application to previous level (Maker) for modifications/ amendments required.

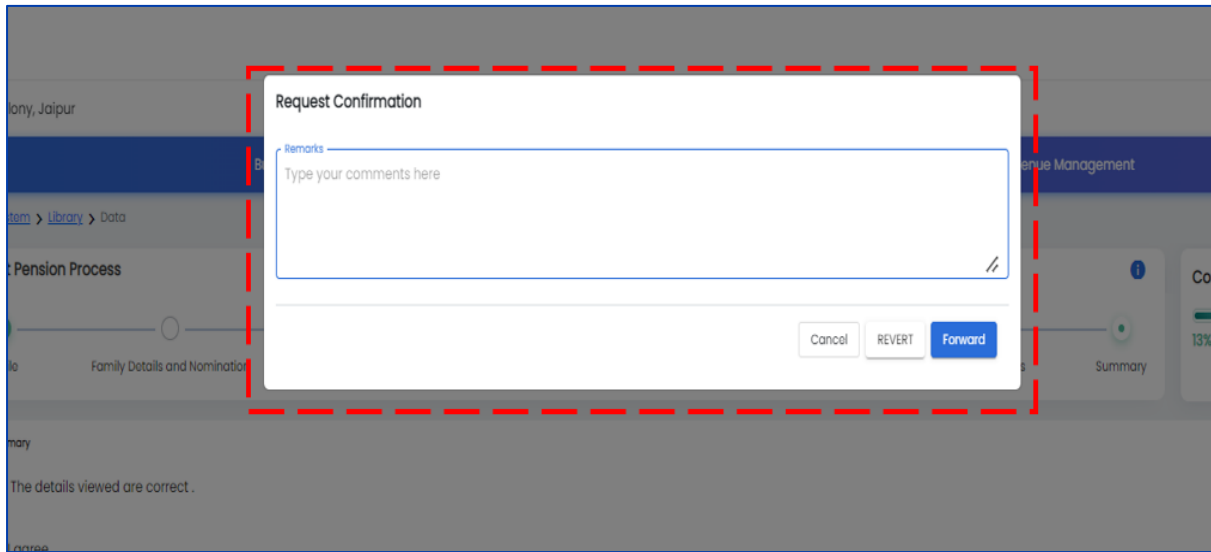


Figure 37: Checker forward the Case

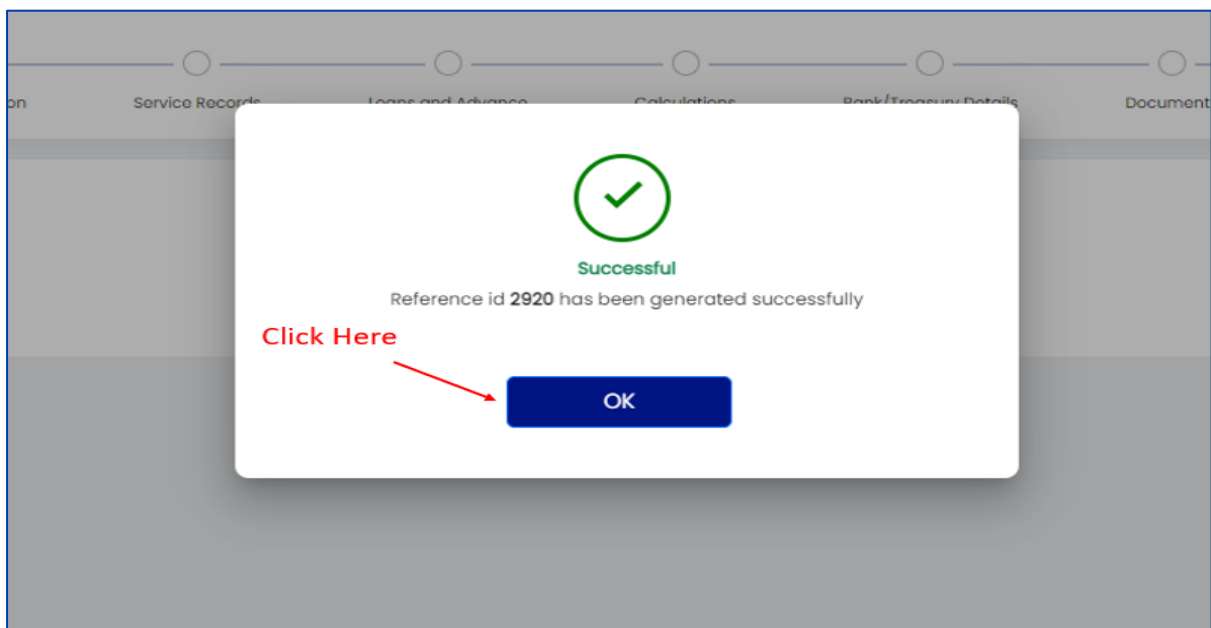


Figure 38: Reference ID Generated at Checker Level

- After this, the Request shall land on Approver's dashboard for further verification of data.
- It is **suggested that Checker role User shall be an Accounts person**

### 5.1.3 HoO Approver

- Pre-requisite**
  - HoO/ HoD/ AD Approver validates all the information of e-Pension set verified by Checker successfully.
- Action URL link**
  - <https://ifms.rajasthan.gov.in/>

- 3. User Role (Actor)** - HoO/ HoD/ AD Approver
- 4. Navigation Steps** - The steps are as given below:

- Refer the steps mentioned under section 4- User Role Assignment for User to login till figure 4- Desk role page
- Click Pension Management and select the Request ID

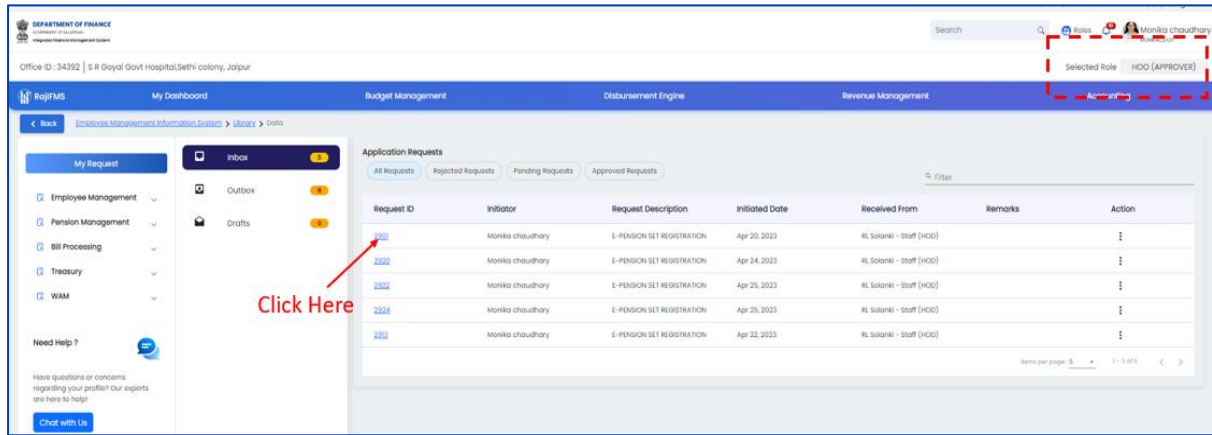


Figure 39: Approver Dashboard

- User (Approver) must validate all the tabs (Tabs 1 to 7) which were already verified by Checker during second level verification stage.

#### Tab 8– Summary

- Check and verify the details and click on Next button

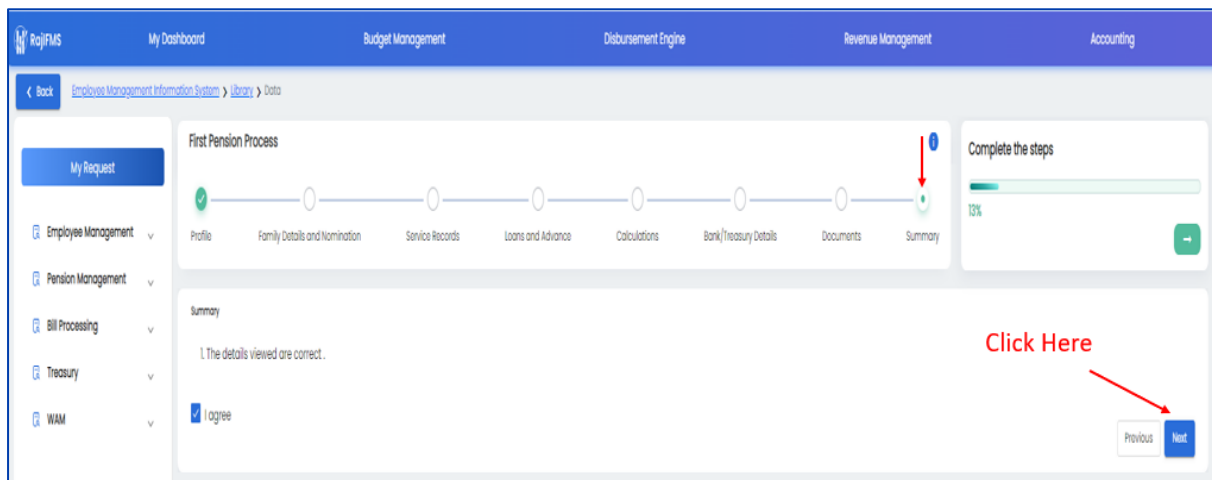


Figure 40: Approver verify the case

- User has rights to Revert back the application to previous level (Checker) for modifications/ amendments required
- Pension set Preview button facilitate the preview details to recheck before signing the e-Pension set
- If all the information is correct and validated, then User to provide Remarks and click on **e-sign pension set** button

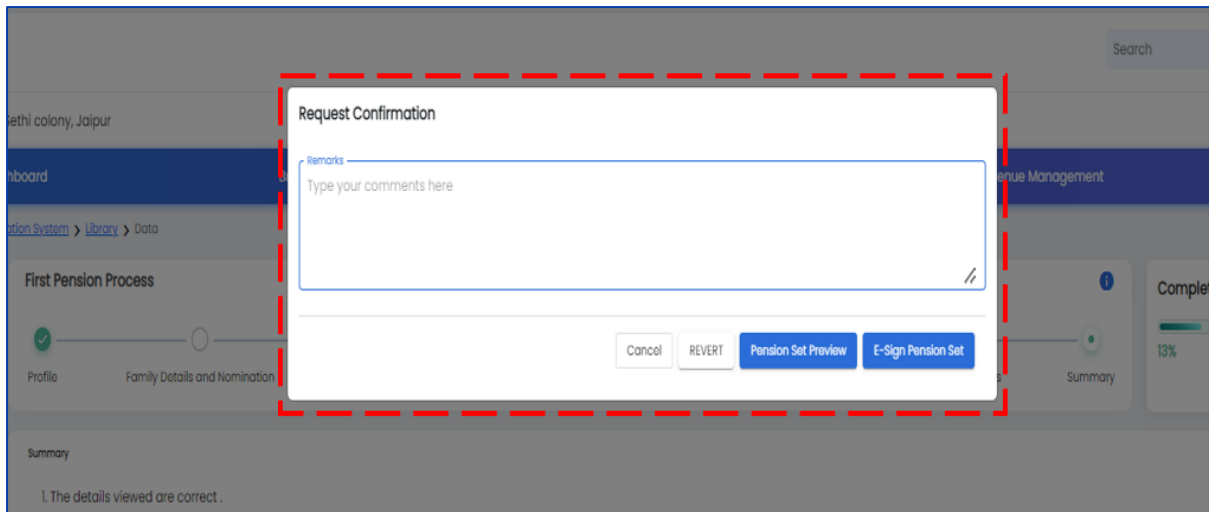


Figure 41: E-sign at approver

- Click e- sign pension set button to e-sign the e-Pension set.

**Screen awaited** – enter Aadhar

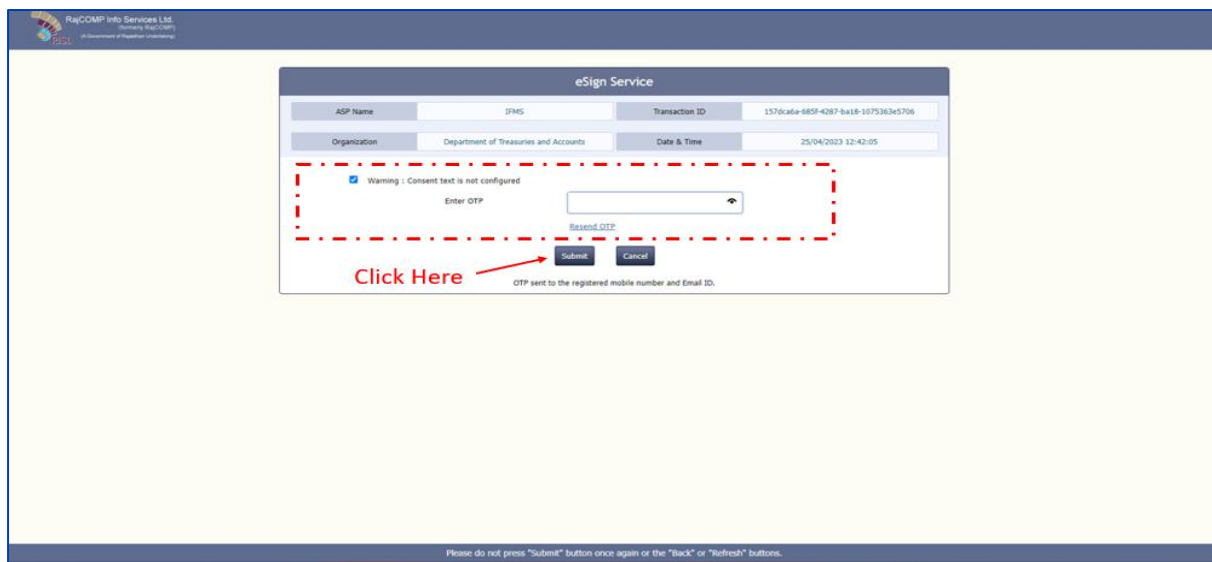
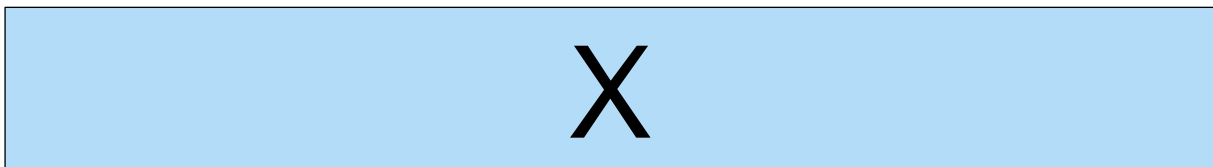


Figure 42: Validate the OTP

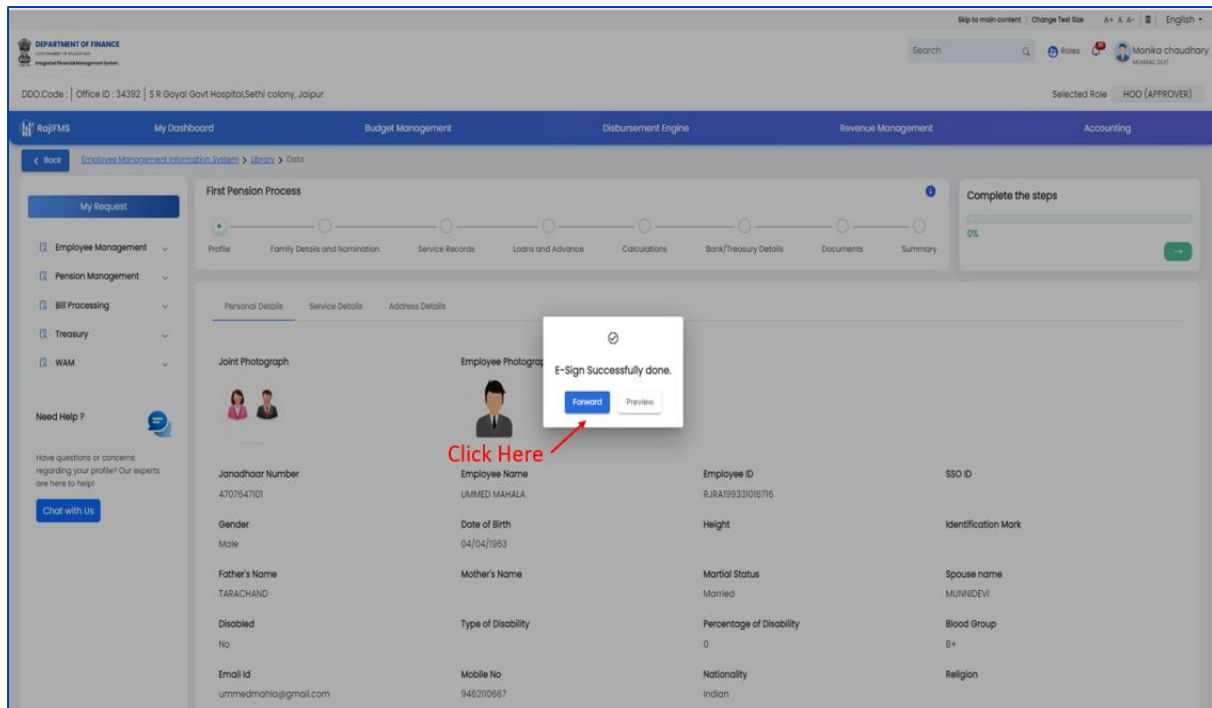


Figure 43: E-sign successfully



- After this, the Request shall be landed on Zonal Office- Auditor's dashboard for further verification of data.

#### Note:

- 1) As per hierarchy level, Maker/ Checker/ Approver shall process the case prior to 45 days of date of retirement, otherwise it shall auto initiate the process if only 15 days left for employee to get retired and forwarded to next hierarchy level post e-signing the file.
- 2) In case of resubmission after Reversion from Pension Office, time limit to act is seven days before it goes to auto re-submission process to Zonal Pension Office.