



USER MANUAL for DDO

iFMS Integrated Financial Management System
WEST BENGAL

Finance Department
Government of West Bengal

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User Administration
DSC Administration
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DSC iFMS Signer
Centrally Sponsored Schemes

New features
GIS Sanction and Leave Encashment sanction from HOD end
Initiation of HRA declaration, Deduction of IT, Change of GPF subscription from ESE portal
Work Flow for Pay fixation and GPF Advance
Redistribution of AAFS project 'task' among the users and creation of 'Paral Samadhan' Project in AAFS
Initiation of making payment through SBMIS with SBI/PNB/UCO/CICLIAXIS/Canara Bank and Bank of INDIA
Non Government Institutions Provident Fund(NGIPF) Module for capturing of opening balance and submission of PF register to DIPP

Coming up next
Non-Functional promotion integrated with pay fixation and e-Service book
Work Flow chain for e-Service Book and TAGA Management
Bulk ECS cancellation at DDO and as well as Treasury end for cancellation of Failed Transactions
Project Close Facility Before completing Year End Activity and Revision of Project as per Go No- 2527 Dated 27/08/21
Roll out of GRIPS 2 with newly added features

Our Inspiration
Mamata Banerjee
Chief Minister
Government of West Bengal

Help Desk
+91 9038003413/14/15/16/17

Complaint / Call Log

Know Your Payment Status

e-Pension WEST BENGAL

Secondary School Registration

WBIFMS Mobile App
e-Services for Employees
Sign in
Sign up for Registration
Forgot Password

eSE(Employee) e-Bantan CTS e-Billing HRMS Compassionate Employment e-Pradan NGIPF DTA Inspection STAMP Vendor/ Individual Login GRIPS 2.0 SNA SPANSH JIT

Recipient of CSI-Nihilent Award of Excellence

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Step-1: DDO have to visit WBIFMS portal (<https://www.wbifms.gov.in>) then have to click on "Login" link pointed in the above image.

iFMS Integrated Financial Management System
WEST BENGAL Finance Department, Government of West Bengal

FINANCE LOGIN

Security advisories and best practices

- Update operating system, browsers, plugins, and supporting software to the latest version
- Remove unauthorized software (especially legacy programs)
- Enable the firewall and install suitable anti-malware, anti-ransomware, and anti-spyware software
- Configure regular system scans
- Disable unnecessary network ports and services
- Do not save user credentials in browser store

Use this login for performing official functions. Please go to e-Services for Employees (eSE) login for individual/personal matters like:

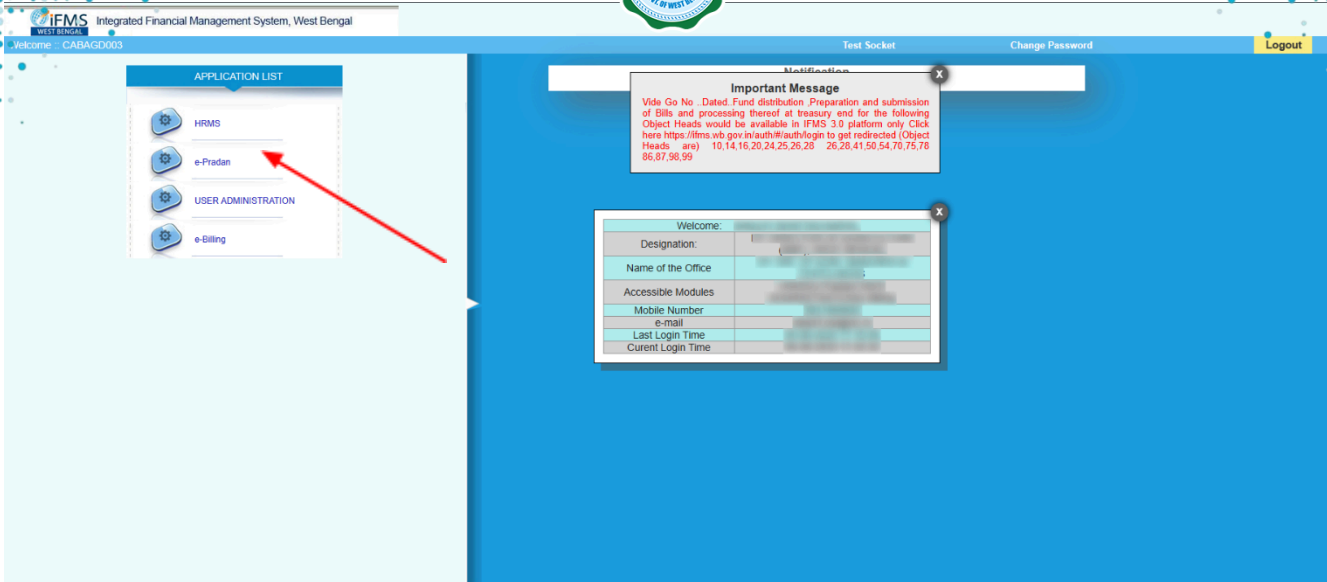
- Viewing Pay slip/IT statement/Loan/Leave/TA/DA/LIC sanction orders
- Applying for Loan/Leave/TA/DA/LIC
- Writing SAR as 'Officer Reported upon' (self)
- Writing comments as Reporting/Reviewing/Accepting Authorities in SAR

User
Login ID
Password
Forgot Password
LOGIN

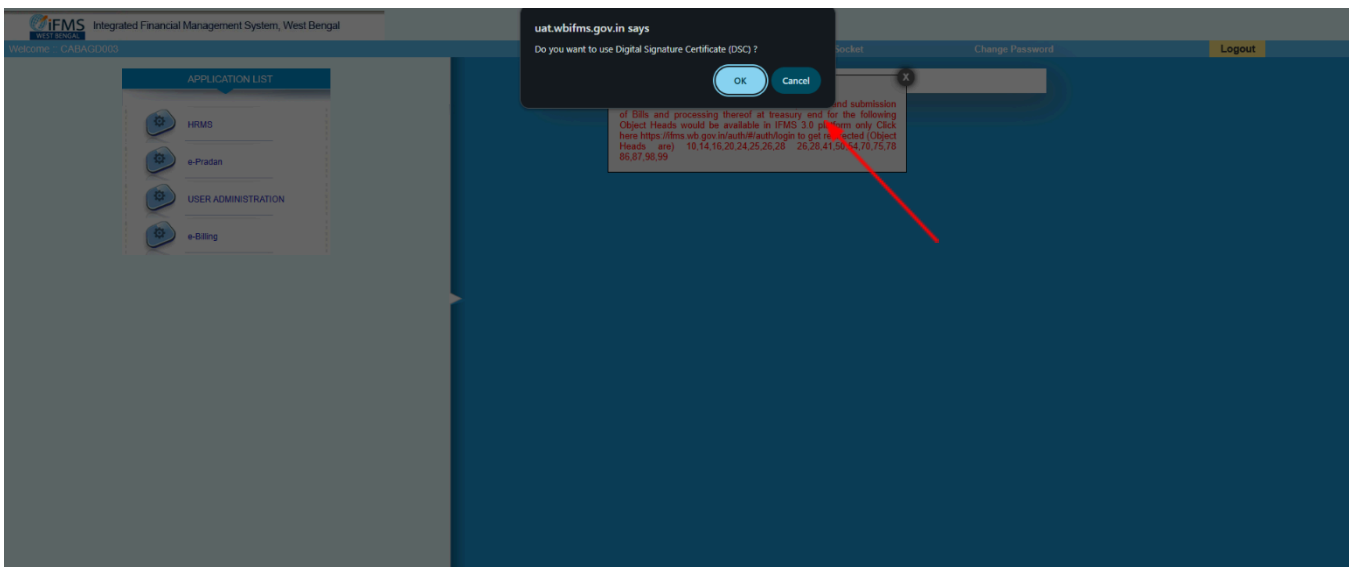
iFMS WEST BENGAL
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Step-2: DDO have to give their DDO code and password to login.



Step-3: After successful login, the above page will appear. Then DDO have to click on “HRMS” link pointed in above image.



Step-4: After click on “HRMS” link, a confirmation will appear. Then DDO have to click on “Cancel” button to proceed further pointed in above image.



- HRMS
- Search
- HRMS/Supplementarity
- T/ATC/HTC/LTC
- UO Details
- Pay Fixation
- Employee Information
- GPF
- Mobile App
- Organizational Structure and Work
- HRMS MIS
- Bank Account Modification
- TR 50 sanction
- Employee Search
- Workflow Service Book test
- DDO Transfer
- Declaration (development ongoing)
- RHE Menu(MVC)
- Bulk Out of deduction
- HR/AT/GPF Declaration Report
- RHE Menu (Development ongoing)

Signature Not Verified

No notification available!



Step-5: After that DDO user profile page will appear. From there, he/she have to click on “RHE” link pointed in the above image. After clicking the “RHE” link, the dashboard from the RHE website (<https://rhe.wb.gov.in>) will be displayed.

Dashboard
Home / Dashboard

Welcome to e-Allotment of Rental Housing Estate

Name: [Redacted]
Designation: [Redacted]
Office: [Redacted]
Mobile Number: [Redacted]
Email: [Redacted]

0 New Application View Details	0 Vertical Shifting Application View Details	0 Category Shifting Application View Details
0 Allotted New Application View Details	0 Allotted VS Application View Details	0 Allotted CS Application View Details

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Step-6: The DDO can view all three types of application lists (pointed in the above picture) across two distinct phases:

Before Allotment Approval Phase – including ‘New Application’, ‘Vertical Shifting Application’, and ‘Category Shifting Application’.

After Allotment Approval Phase – including ‘Allotted New Application’, ‘Allotted VS Application’, and ‘Allotted CS Application’.



The DDO is required to review each of these lists thoroughly before making any approval or rejection decisions.

Step-7: The DDO can see here all application lists for which flat possession are taken.

Step-8: The DDO can see here the list of all applicants whose flats are released.