



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

# **IFMS 3.0**

## **User Manual for Revised Commutation**

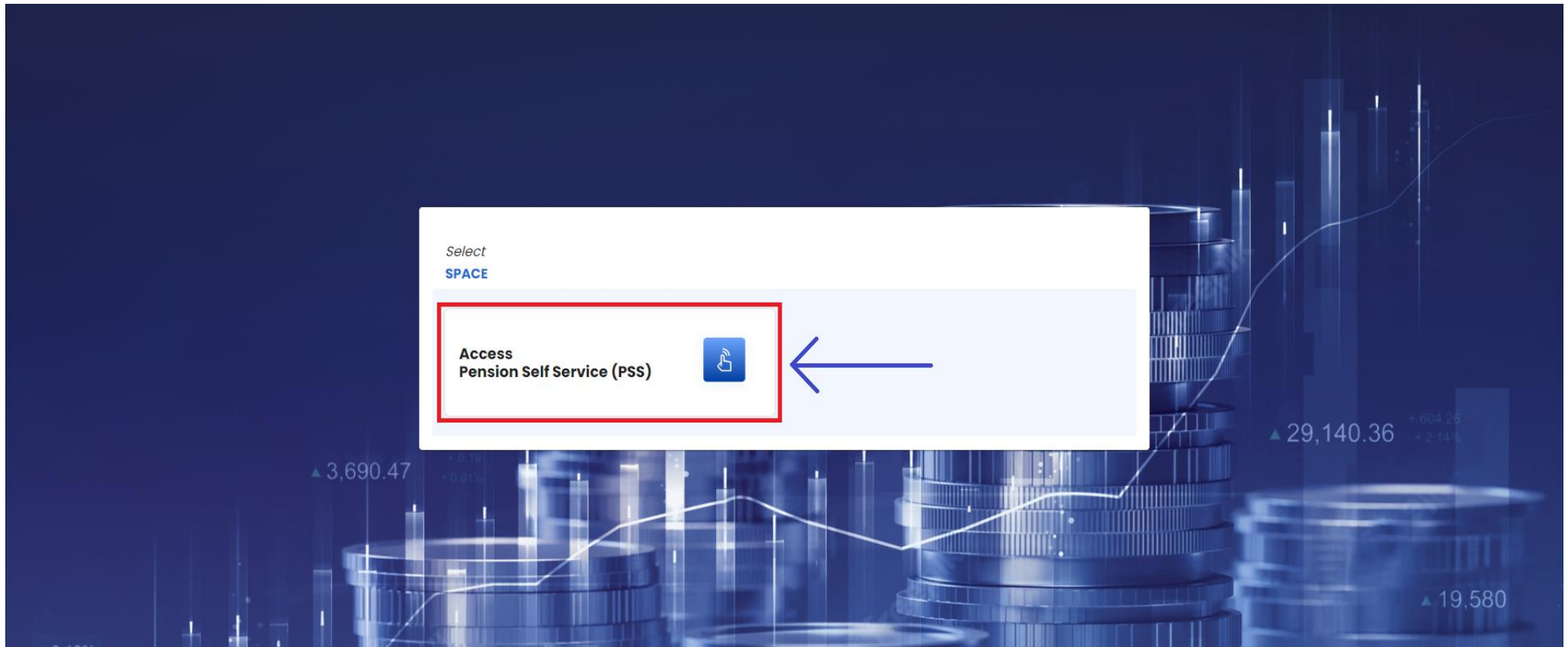
“**Revised Commutation**” process steps:-

1. Pensioner request for “**Commutation**”.
2. HO (Approver) take action on the request.
3. Zonal (Approver) take action on the request

## 1. Pensioner request for “**Commutation**”

Pensioners (whose pension case auto approved or commutation not opted) can opt the commutation after the retirement.

**A:** - Pensioner will login through the **SSO id** and **Password** on **IFMS 3.0**. After login the below option will show and pensioner will select “**Pensioner Self Service (PSS)**”.



**B: -** After selecting the “PSS” option, on dashboard there are multiple options and for “Opt Commutation” pensioner need to select “Commutation Request” option as shown below.

The screenshot displays the PSS Pensioner Self Service dashboard for a user named RAFIQUE KHAN. The dashboard is organized into several sections:

- Header:** Includes the Department of Finance logo, PSS Pensioner Self Service branding, a search bar, and a user profile icon.
- Navigation Bar:** Features tabs for My Dashboard, My Information, My Pension, My Request, Ess Related, Taxes, and Help & Support.
- Left Sidebar:** Contains a user profile card for RAFIQUE KHAN with PPO No. 18888880, Pensioner Details (Superannuation Pension U/R 30), and a download link for the Pension Kit.
- Main Content Area:**
  - Select Profile:** RAFIQUE KHAN
  - My Information:** Lists PPO (Pension Payment Order), CPO (Commutation Payment Order), and GPO (Commutation Payment Order) with their respective values and frequencies.
  - My Request:** A section titled "Raise a New Request" with a search bar and three options: **Commutation Request** (highlighted with a red box), Update Bank Details, and Update Address. Below this is another "My Request" section with a search bar and a "View Status" button.
  - Request Raised:** A section with a search bar and a "View all" link.
- Bottom Section:** Includes "Pension Pay Slip" and "Pension Statement" filters, and "Life Certificate" and "Tax Declaration" filters.


C: - After that the below page will open and pensioner need to fill the details i.e. if Pensioner / Joint photo is not uploaded then pensioner will upload the photo and click on “Yes” of commutation request after it user can also check and change the office where he wants to submit the “Commutation Request”.

← Back Pensioner Self Service

My Request <

Request Management ▾

Download your Pension Kit →


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Chat with Us

### Commutation Requests Details

Name: [REDACTED]

Single Photo 

Joint Photo 

Employee Code: [REDACTED] Name [REDACTED] Date Of Retirement 31-JUL-23 PPO No: [REDACTED]

Commutation Required  Yes  No Date \* 01-10-2023 Commutation Percentage\* \* 33.33 Confirm Commutation Percentage\* \* 0

Your Request Office Are Following, If You Want to Change it, then Select Other :

Office Name: [REDACTED] Office Code: [REDACTED] HO Name: [REDACTED]

Employee Office  Other

\*Once the commutation option is chosen, it cannot be revised.

Verify & Submit



## 2. HO (Approver) take action on the request

HO (Approver) can take the action on pensioners request for “**Commutation**”. HO (Approver) can either approve the commutation request or can reject the request in case of any pending “**DE**”.

**A:** - HO (Approver) will login through the **SSO id** and **Password** on **IFMS 3.0**. After login, dashboard will be shown as below.

**B:** - On dashboard there will multiple options. Select “Pension Management” option.

The screenshot displays the IFMS 3.0 dashboard with a blue header bar containing navigation tabs: My Dashboard, Budget Management, Disbursement Engine, Revenue Management, and Accounting. The main content area is divided into four quadrants, each with a vertical sidebar and a grid of cards. Each card shows a count of '0' pending tasks.

- Budget Management (top-left):** Sidebar icon is a scale of justice. Cards include Re-Appropriation, Surrender, and Budget Utilization.
- Disbursement Engine (top-right):** Sidebar icon is a blue diamond. Cards include User Management, Employee Management, and Pension Management. A red box highlights the Pension Management card, and a blue arrow points from the Employee Management card towards it.
- Revenue Management (bottom-left):** Sidebar icon is a stack of coins. Cards include Refund Process, Challan Deface, and Revenue Reconciliation.
- Accounting & Finance (bottom-right):** Sidebar icon is a green building. Cards include Submit Revise Accounts, View Monthly Account Submission, and BAM - Bank Account Management.

C: - After selecting the “Pension Management”, select “**Commutation Request**”. After selecting the option, all the request will show and HO (Approver) can select the request to take the action on that request.

The screenshot displays the RajiFMS Pension Management interface. At the top, the Department of Finance logo and name are visible, along with a search bar and user information (IFMS TEST). The navigation bar includes options like My Dashboard, Budget Management, Disbursement Engine, Revenue Management, and Accounting. The main content area shows a 'Pensioner Commutation Request List' with a table containing one entry for SARDAR KHAN. The 'View' button in the 'Action' column is highlighted with a red box. A sidebar on the left lists various pension management options, with 'Commutation Request' also highlighted with a red box.

DEPARTMENT OF FINANCE  
Integrated Financial Management System

DDO.Code: | Office ID : 904 | Director, Pension & Pensioners Welfare Department, Jaipur

Selected Role HOO (APPROVER)

RajiFMS My Dashboard Budget Management Disbursement Engine Revenue Management Accounting

< Back Pension Management > Inbox

Pension Management

Pension Management

Process Role Assign

Commutation Request

Send Data to IFMS

Report Bill Push to Pay-Manager

E-Sign Pending List

Approved Pensioners

Check Application Status

Office wise(Role wise) Request Report

Stop Pension

Upcoming Pensioners List

Pensioner Commutation Request List

Filter



Request Id	Employee Code	Name	Pensioner ID	PPO NO	Retirement Date	Action
297	RJJP199317012753	SARDAR KHAN	1640954	1415170160	31-Jul-2023	View

Items per page: 5 1 - 1 of 1 < >

**D:** - After selecting the pensioner's commutation request the below details page will open. HO (Approver) can select the DE status of pensioner.

The screenshot displays the 'Commutation e-Pension' details page in the RajiFMS system. The page is viewed from the perspective of an Approver (HOO). The interface includes a sidebar with navigation options, a main content area with employee details, and a right-hand panel with a 'Verified & Forward' button.

**Commutation e-Pension**

Employee Photograph:  Joint Photograph: 

Employee Name: **SANMUKHANI** Employee Code: **MMMMMMMM753** PPO No: **14888880**

Pension Amount: **38950** Commuted Pension: **12983** Reduced Pension Amount: **25967**

Family Pension: **23370**

Date of Retirement: **16-Jul-2030** Budget Head For Commutation: **2071-01-102-01-01** Applicable Emolument: **77900**

Office Address:  
**DIG, REGISTRATION & STAMPS, JAIPUR CIRCLE-(9060)**

Commutation Amount: **1416185** Commutation Factor: **9.09** Commutation Percentage: **33.33**

Select DE/Judiciary Proceedings  
No

Selected Role: HOO (APPROVER)

Accounting

Action

Verified & Forward

per page: 5 1 - 1 of 1

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**E:** - And if there are any DE pending for pensioner, select DE status as “**YES**” and select the DE type and upload the DE document and Reject the Commutation Request.

The screenshot displays the RajiFMS Pension Management interface. The main content area shows a form for a pensioner's commutation request. The form includes the following fields and values:

- Employee Name: **SMMANMAN**
- Employee Code: **RMNMMNMMNMM3**
- PPO No: **199888888**
- Pension Amount: **38950**
- Commuted Pension: **0**
- Reduced Pension Amount: **38950**
- Family Pension: **23370**
- Date of Retirement: **16-Jul-2030**
- Budget Head For Commutation: **2071-01-102-01-01**
- Applicable Emolument: **77900**
- Office Address: **DIG, REGISTRATION & STAMPS, JAIPUR CIRCLE-I(9060)**
- Commutation Amount: (empty)
- Commutation Factor: **8.194**
- Commutation Percentage: (empty)
- Select DE/Judiciary Proceedings: **Yes**
- Select DE/Judiciary Proceedings Type: (empty)
- Remark: (empty)
- DE Document\*: **Drag & drop or [browse](#)**

A blue arrow points down to a button labeled **Reject Request**, which is highlighted with a red border. The interface also shows a sidebar with navigation options, a top header with 'RajiFMS My Dashboard', and a right sidebar with 'Accounting' and 'Selected Role HOO (APPROVER)'.

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### 3. Zonal (Approver) take action on the request

Zonal (Approver) can take the action on pensioners request for “**Commutation**”. Zonal (Approver) can either approve the commutation request or can “**Revert**” the request to the HO (Approver) in case of any pending “**DE**”.

**A:** - Zonal (Approver) will login through the **SSO id** and **Password** on **IFMS 3.0**. After login the below dashboard will show.

**B:** - On dashboard there will multiple options. Select “Pension Management” option.

The screenshot displays the IFMS 3.0 dashboard with a blue header bar containing navigation links: My Dashboard, Budget Management, Disbursement Engine, Revenue Management, and Accounting. The main content area is divided into four quadrants, each with a sidebar and a grid of cards. Each card shows an icon, a title, and a '0' in a yellow circle, indicating zero pending tasks.

- Budget Management (Top Left):** Sidebar icon is a scale of justice. Grid cards include Re-Appropriation, Surrender, and Budget Utilization.
- Disbursement Engine (Top Right):** Sidebar icon is a diamond with four dots. Grid cards include User Management, Employee Management, and Pension Management. A blue arrow points from Employee Management to Pension Management, which is highlighted with a red border.
- Revenue Management (Bottom Left):** Sidebar icon is a stack of coins. Grid cards include Refund Process, Challan Deface, and Revenue Reconciliation.
- Accounting & Finance (Bottom Right):** Sidebar icon is a building. Grid cards include Submit Revise Accounts, View Monthly Account Submission, and BAM - Bank Account Management.

C: - After selecting the “Pension Management”, select “**Commutation Request**”. After selecting the option, all the request will show and HO (Approver) can select the request to take the action on that request.

The screenshot displays the RajiFMS interface for Pension Management. The top header includes the Department of Finance logo and the text "DEPARTMENT OF FINANCE Integrated Financial Management System". A search bar and user profile information (Roles, IFMS TEST) are visible. The main navigation bar contains "RajiFMS", "My Dashboard", "Budget Management", "Disbursement Engine", "Revenue Management", and "Accounting". The current page is "Pension Management > Inbox".

The left sidebar menu includes "Pension Management" (highlighted with a red box) and several sub-options: "Mark DE(Pensioner)", "Mark DE(Employee)", "Process Role Assign", "Approved Pensioner List", "Commutation Request" (highlighted with a red box), "Send Data to IFPMS", "Report Bill Push to Pay-Manager", "Check Application Status", "Office wise(Role wise) Request Report", and "Upcoming Pensioners List".

The main content area is titled "Pensioner Commutation Request List" and features a table with the following data:

Request Id	Employee Code	Name	Pensioner ID	PPO NO	Retirement Date	Action
297	RJJP199317012753	SARDAR KHAN	1640954	1415170160	31-Jul-2023	<a href="#">View</a>

Below the table, there is a pagination control showing "Items per page: 5" and "1 - 1 of 1".

At the bottom of the page, a footer states: "copyrights @ 2023 Department of Finance, Govt.of Rajasthan, India, All rights reserved."

**D:** - After selecting the pensioner's commutation request the below details page will open. Zonal (Approver) can select the DE status of pensioner. And if there are any DE pending for pensioner, select DE status as **“YES”** and select the DE type and revert the Commutation Request to the HO (Approver).

The screenshot displays the RajiFMS Pension Management interface. The main content area shows a form for a commutation request. The form includes the following fields and values:

- Employee Name: **SAVINDRA KUMAR**
- Employee Code: **RUMVMA00000053**
- PPO No: **18888880**
- Pension Amount: **38950**
- Commutated Pension: **0**
- Reduced Pension Amount: **38950**
- Family Pension: **23370**
- Date of Retirement: **16-Jul-2030**
- Budget Head For Commutation: **2071-01-102-01-01**
- Applicable Emolument: **77900**
- Office Address: **DIG, REGISTRATION & STAMPS, JAIPUR CIRCLE-I(9060)**
- Commutation Amount: (empty)
- Commutation Factor: **8.194**
- Commutation Percentage: (empty)
- Select DE/Judiciary Proceedings: **Yes**
- Select DE/Judiciary Proceedings Type: (empty)
- Remark: (empty)

The form is displayed in a modal window. The background shows the application's navigation menu on the left and a sidebar on the right with the role "ZONAL (APPROVER)". A "Revert Request" button is highlighted with a red box at the bottom right of the modal.

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**E:** - If DE status is “NO”, select check box and approve the Commutation request. After approving the request OTP authentication will required and after that the commutation request will auto calculate and request will complete.

The screenshot displays the RajiFMS Pension Management interface. The main content area shows a form for a commutation request. The form includes the following fields and values:

Employee Name: SMMMMMMMM	Employee Code: R88888888888888	PPO No: 148888880
Pension Amount: 38950	Commuted Pension: 12983	Reduced Pension Amount: 25967
Family Pension: 23370		
Date of Retirement: 16-Jul-2030	Budget Head For Commutation: 2071-01-102-01-01	Applicable Emolument: 77900
Office Address: DIG, REGISTRATION & STAMPS, JAIPUR CIRCLE-I(9060)		
Commutation Amount: 1416185	Commutation Factor: 9.09	Commutation Percentage: 33.33
Select DE/Judiciary Proceedings		
No		

A blue arrow points from the 'Approve Request' button to the 'Select DE/Judiciary Proceedings' dropdown menu, which is currently set to 'No'. The 'Approve Request' button is highlighted with a red border.

The interface also shows a sidebar with navigation options: Process Role Assign, Commutation Request, Send Data to IFPMS, Report Bill Push to Pay-Manager, E-Sign Pending List, Approved Pensioners, Check Application Status, Office wise(Role wise) Request Report, Stop Pension, and Upcoming Pensioners List. The top right corner indicates the user's role as 'ZONAL (APPROVER)' and the selected role as 'Accounting'. A 'Verified & Submit' button is visible in the bottom right corner.

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**THANKS**