

राजस्थान सरकार
वित्त (आर्थिक मामलात) विभाग

क्रमांक: एफ.5(थ-75)कोष/IFMS/पे-मैनेजर/12031-12181 दिनांक 17/3/2020

विभागाध्यक्ष

समस्त।

विषय:— राजकीय संव्यवहारों/भुगतानों में शुद्धता प्रतिस्थापित करने एवं कर्मचारियों के मास्टर डाटा में संशोधन की प्रक्रिया के संबंध में।

संदर्भ:— परिपत्र क्रमांक एफ.5(थ-75)कोष/आई.एफ.एम.एस./3666-4165 दिनांक 13.09.2019 एवं एफ.5(थ-75)कोष/आई.एफ.एम.एस./पे-मैनेजर/9023-9522 दिनांक 23.01.2020

महोदय,

समस्त विभागाध्यक्षों को उक्त संदर्भित परिपत्रों द्वारा संवेतन हेतु उपलब्ध मास्टर डाटा की शुद्धता, कार्यालयवार पद वितरण तथा मास्टर डाटा की जाँच कर अधिकृत किये जाने एवं अन्य राजकीय भुगतानों के डेटा की पूर्ण शुद्धता (मय बैंक खातों के विवरण सहित) सुनिश्चित करने हेतु स्पष्ट निर्देश जारी किये गये हैं, जिनकी पूर्ण पालना अपेक्षित है।

इस संबंध में कतिपय विभागों द्वारा HOD रजिस्ट्रेशन के रूप में संभवतया विभाग में पदस्थापित लेखा सेवा/अन्य राज्य सेवाओं के अधिकारियों का रजिस्ट्रेशन किया गया है जो कि निर्धारित प्रक्रिया के सर्वथा विपरीत है। संदर्भित सूची परिशिष्ट 'क' पर जाँच हेतु उपलब्ध है।

HOD रजिस्ट्रेशन में विभागाध्यक्ष का ही रजिस्ट्रेशन किया जाना अपेक्षित है। संदर्भित परिपत्र दिनांक 13.12.2019 के बिन्दु संख्या 2 के अनुसार विभाग में पदस्थापित अन्य अधिकारीगणों का रजिस्ट्रेशन Sub HOD के रूप में किया जा सकता है। वित्त विभाग के परिपत्र दिनांक 23.01.2020 के अनुसार HOD रजिस्ट्रेशन का कार्य दिनांक 10.02.2020 तक पूर्ण किया जाना था जो अभी तक भी अपेक्षित है।

संवेतन से संबंधित मास्टर डाटा में किसी भी प्रकार के संशोधन की प्रक्रिया परिशिष्ट 'अ' (संलग्न) में वर्णित है। यह परिशिष्ट पे-मैनेजर व पीआरआई पे-मैनेजर पर भी उपलब्ध होगा।

अतः वित्त विभाग के संदर्भित परिपत्रों की पूर्ण पालना सुनिश्चित करते हुए समस्त अपेक्षित कार्यवाही अतिशीघ्र सम्पादित करने का श्रम करे, जिससे संवेतन माह अप्रैल देय मई 2020 की संवेतन आहरण प्रक्रिया प्रभावित नहीं हो।

संलग्न:— उपरोक्तानुसार

क्रमांक: एफ.5(थ-75)कोष / IFMS/पे-मैनेजर /12182-12223 दिनांक 17/3/2020
प्रतिलिपि: निम्न को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है :-

1. निदेशक, कोष एवं लेखा राजस्थान, जयपुर
2. तकनीकी निदेशक, वित्त विभाग, शासन सचिवालय, जयपुर को साईट पर अपलोड हेतु।
3. कोष मस्त।



संयुक्त शासन सचिव

Employee Updation Facility Chart

42/2014 - 37

Sr. No.	Particulars	Employee Login	DDO login	HOD login	Treasury Login	Remarks
1	Employee Personal Data (Name, Fname, DOB(For regular employees, details will be fetch from SIPF through Employee ID))	Apply	verify /Forward / Reject	Approve / Reject		(a) In case of ZERO Emp. ID, new window is to be provided, to provide correct details of Name, Fname, DOB , with facility to upload documents. *Document mandatory* (b) After one time correction in these details, this data will be freezed and futher correction will not be allowed.
2	Employee Dates (Joining, Regular service , fixation, Present DDO etc.) *Doc mandatory*	Apply	verify /Forward / Reject	Approve / Reject		
3	Employee Scheme (Group insurance, GI Police, GPF, CPF AIS, NPS etc.) *Doc mandatory*	Apply	verify /Forward / Reject	Approve / Reject		
4	Employee Personal Details (Sequence No, Group master, Blood Group, Gender)		Apply/Verify /Approve / Reject			
5	Employee Personal Detail Address (parament/present) Family detail (Update/ Delete) -Image, Signature *Doc mandatory*	Apply	verify /Forward / Reject	Approve / Reject		
6	Employee Personal Details (Designation, Post At Appointment)		Apply-Verify /Approve - Reject	Approve / Reject		Designation may be update and approved at DDO level in transfer case, at the time acceptance of ID
7	Employee numbers GPF NO, BELT NO, AADHAR NO, PAN NO SI Policy NO, CPF NO, CPENF NO, PRAN NO, PLI NO, IAS CPNF NO, Mobile No) *Doc mandatory* *OTP Based*	Apply	verify /Forward / Reject	Approve / Reject		GPF No., S.I. Ploicy No., Pran No. will be verified from SIPF Portal. System should ask to opt out OTP facility. Yes or No

8	Employee Status Service category, Service Sub category, Status(Retired/Deputation/Death/A PO/VRS/Suspend) Temporary/Permanent, Service Quota, Category, Gazetted/NonGazetted, Entitlement Status, Marital Status *Doc mandatory*		Apply/Verify /Forward / Reject	Approve / Reject		DDO will verify/forward/reject, where request is raised by employee. DDO may also raise request
9	Employee Pay detail (Pay Commission, PayScale, Basic (In case of Confirmation/ACP/Promotion/ new Service)		Apply/Verify /Forward / Reject *Doc mandatory*	Approve / Reject		DDO will verify/forward/reject, where request is raised by employee. DDO may also raise request Annual Increment will be applied and approved at DDO level.
10	Employee Pay detail (HRA, CCA))		Apply/Verify /Approve / Reject *Doc mandatory*			DDO will verify/forward/reject, where request is raised by employee. DDO may also raise request
11	Employee Pay detail (NPA)	Apply *Doc mandatory*	Verify /Forward / Reject *Doc mandatory*	Approve / Reject		
12	Employee Bank Details Account number, IFSC code, Branch	Apply *Doc mandatory*	Verify /Forward / Reject *Doc mandatory*		Approve / Reject	
13	Nominee Bank Details Account number, IFSC code, Branch		Apply/Verify /Forward / Reject *Doc mandatory*		Approve / Reject	In case of death of employee only
14	Employee ID updation Duplicate data merge		Apply/Verify /Forward / Reject *Doc mandatory*		Approve / Reject	Fetch from SIPF and update
15	Employee Date of Retirement		Apply/Verify /Forward / Reject *Doc mandatory*	Approve / Reject		
16	Parental Department	Apply *Doc mandatory*	Verify /Forward / Reject *Doc mandatory*	Approve / Reject		

S.No	Name Of Department	Name Of HOD	Mobile No/LandLine No	Email
1	Treasuries and Accounts Department, Jaipur	MUKUND SOHONI	9414053689	dir-ta-rj@nic.in
2	Public Works Department, Jaipur	SUNIL KUMAR GUPTA	9414207190	skgupta2910@gmail.com
3	Pension and Pensioners' Welfare Department, Jaipur	SULTAN SINGH	9414077261	dir-pen-rj@nic.in
4	Agriculture Census Department, Jaipur	SHYAM SINGH MEENA	9414709950	directoragcensus@yahoo.co.in
5	Forensic Science Laboratory, Jaipur	RAJESH KUMAR	9414042885	rajeshsero@gmail.com
6	Technical (Training) Education, Jodhpur	A K ANAND	9461114955	anil.anand3@gmail.com
7	Ground Water Department, Jodhpur	SURAJ BHAN SINGH	9571099900	singhsb68@gmail.com
8	Ayurved Department, Ajmer	MAHENDRA MATHUR	9414707814	drmahendramathur@gmail.com
9	Agriculture Marketing Department, Jaipur	TARA CHAND MEENA	9414027148	dir.dam@rajasthan.gov.in
10	State Election Commission, Jaipur	SHYAM SINGH RAJPUROHIT IAS	9829062639	shyamsrp61@gmail.com
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13	Medical and Health Services, Jaipur	DR K K SHARMA	9414361856	directorph-rj@nic.in
14	Bhasha and Library Department, Jaipur	VISHNU KUMAR GOYAL	9950434000	vkgras@gmail.com
15	Dr. S.N. Medical College and Associated Group of Hospitals, Jodhpur	SHAITAN SINGH RATHORE	9414051460	ssrathore36@gmail.com
16	Registration and Stamps Department, Ajmer	MAHAVEER PRASAD	9461046911	igrs@rajasthan.gov.in
17	Elementary Education Department, Bikaner	KANCHAN MEHNDIRATTA	7357850222	budgetele.edu@gmail.com
18	State Directorate of Revenue Intelligence, Jaipur	ADARSH LOHIA	9929310018	adlohia66.ctd@rajasthan.gov.in
19	Women Empowerment Department, Jaipur	PRAKASH CHAND PAWAN	9414186231	pcpawan70@gmail.com
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24	Colonization Department, Bikaner	CHHAGAN LAL SHRIMALI	9414325397	eaccbikaner@gmail.com
25	Arabic, Persian Research Institute, Tonk	SAULAT ALI KHAN	9667489786	drsaulatalikhan@gmail.com
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Date & Time : 05/03/2020

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