

**GOVERNMENT OF ODISHA
FINANCE DEPARTMENT**

No. 2 8 8 1 2 /F.,
FIN-BUD2-VR-0001-2014

Dt. 10-10-2014

From

**Sri U.N. Behera, IAS,
Addl. Chief Secretary to Govt.**

To

**All Addl. Chief Secretaries/
Principal Secretaries/
Commissioner-cum-Secretaries/
Secretaries/Special Secretaries to Govt.
All Heads of Departments.**

Sub: ***Verification and Reconciliation of Departmental receipt and expenditure figures for 2014-15 with those of Accountant General (A & E), Odisha.***

Sir/ Madam,

I am directed to say that, monthly verification and reconciliation of Departmental figures with Accountant General (A&E) relating to receipts and payments in the Consolidated Fund of the State Government is necessary to watch the trend of receipts as well as payments and avoid misclassification of receipts and expenditure which results in incorrect reporting of receipts and expenditure.

2. **(i)** Further, the expenditure incurred under a particular scheme is required to be reconciled/verified with the Accountant General (A&E), Odisha for issue of Audit Certificate by the Accountant General (G&SSA and E&RSA), Odisha. Without such Audit Certificate, Government of India and External Funding Agencies will not allow reimbursement of expenditure. It is, therefore, necessary that Controlling Officers/Heads of the Departments should reconcile the accounts with Accountant General (A&E), Odisha on monthly basis as per schedule.

(ii) During the year 2013-14, the dates fixed by Accountant General (A&E), Odisha for verification/ reconciliation of expenditure for different months were communicated to the Controlling Officers/ Heads of Departments in Finance Department Circular No.20160(226)/F., dated 10.06.2013 and despite repeated request, some of the Controlling Officers/ HODs did not ensure verification/ reconciliation for which concern was expressed by the Accountant General (A&E), Odisha. At the end of the year, difficulty was also experienced in reconciliation of the departmental

figures with those in the books of Accountant General (A&E), Odisha. Even in some grants excess expenditure was booked owing to misclassification for want of reconciliation and reported in the Draft Appropriation Accounts 2013-14.

3. The Controlling Officers are required to reconcile their receipts and expenditure with that of the Accountant General (A&E), Odisha as per Rule-25 and Rule-319 (vi) of O.G.F.R. Volume-I.

During the year 2013-14, the Controlling Officer-wise monthly expenditure and receipt statement were made available to the Controlling Officers from the Treasury Portal in PDF format. However, any suggestion for change or correction was to be communicated to the O/o Accountant General (A&E), Odisha manually.

4. In the meanwhile the online reconciliation facility has been made available in the Treasury Portal. In this facility, the expenditure and receipt data compiled in the VLC system of Accountant General (A&E), Odisha is to be uploaded into the Treasury Portal through the Accountant General (A&E), Odisha interface in the IFMS. The data pertaining to expenditure and receipts generated from the VLC system should now form the basis of reconciliation of accounts between the Controlling Officer & Accountant General (A&E), Odisha. The user manual and process flow is at Annexure-I. **However, it will take some time for the receipt reconciliation module to be fully functional. Till such time, the receipt reconciliation can be carried out in the manual process indicated in Paragraph- 3 above.**

5. The Controlling Officers' reconciliation functionality in the Treasury Portal is carried out in two separate stages : *At the first instance, this functionality provides facility for correction of accounts between the Drawing & Disbursing Officer and the Treasury/Sub-Treasuries before the submission of monthly accounts to Accountant General (A&E), Odisha. In the second stage, the receipt and expenditure reports compiled by the Accountant General (A&E), Odisha is made available to the Controlling Officers in the Treasury Portal.*

6. The DDO-wise break up of expenditure/receipt details in the Treasuries are provided to each Controlling Officers against the respective Chart of Accounts both in the consolidated manner and also in details, chalan/voucher-wise for identification and settlement of the discrepant items of receipts and expenditure.

7. Further, the Treasury/Sub-Treasury Officers are required to ensure that the DDOs under their jurisdiction should verify and submit the proposal for correction of accounts, if any, in the online reconciliation module prior to finalization of Treasury accounts. For the purpose of the accounting classification of all vouchers passed for payment at the Treasury level will be made available to the DDO in the online reconciliation functionality. If there is any misclassification in booking of the receipt/expenditure at the Treasury level or otherwise, the DDO shall send a proposal

for correction of accounts to the Treasury Officer/Sub-Treasury Officer before closure of monthly accounts i.e. before 3rd day of the subsequent month. The proposal received from the DDO will be examined by the Treasury and necessary correction may be made in the accounts. The effective use of this functionality will substantially reduce the possibility of mis-classification at the level of Accountant General (A&E), Odisha as they are importing data from IFMS and the burden of monthly accounting reconciliation for the Controlling Officers. The COs may impress upon DDOs under their control to ensure that the head classification booked by the treasuries are correct.

8. After submission of Treasury accounts, the proposal for correction has to be submitted by the DDO to their respective Treasuries who shall forward it to Accountant General (A&E), Odisha for acceptance. On receipt of approval from the Accountant General (A&E), Odisha, Treasury Accounts will be revised by the Treasury Officer. Treasury will not accept any proposal of DDO relating to budgeted heads after submission of accounts to AG.

Secondly, if any correction of account is made through the process of reconciliation between the Controlling Officer and the Accountant General (A&E), Odisha, the same will also be reflected in the Treasury Accounts and shall be communicated to the DDO. The DDO/Controlling Officer shall verify the same from the reports available and update their records accordingly.

9. The Controlling Officers are required to cause verification of the month-wise payment & receipt details in the Controlling Officers reconciliation functionality of Treasury Portal and indicate the discrepant items and suggests corrections/ transfer entry online to the Accountant General (A&E), Odisha, or their acceptance of the accounts as compiled in the VLC system. In case of any discrepancy, the Controlling Officers are required to mention the details and suggest the appropriate Chart of Account in which the expenditure/receipt should be booked. In case where the Controlling Officer has no knowledge as to where the receipt or expenditure would be booked, it should mark the reported figure as not related to them and may also record his/her specific observation, in the remark field.

10. On receipt of the online request from the Controlling Officer, the Accountant General (A&E), Odisha shall examine each such suggestion for rectification/transfer entry and carry out the adjustment on the basis of vouchers /chalan and also the data available at their end. If the suggestion is accepted, then the Accountant General (A&E), Odisha will instruct the Treasuries to rectify the accounts wherever required within a defined time frame which is to be given effect to through the Treasury Portal. On acceptance of the request of the Controlling Officer by the Accountant General (A&E), Odisha, the Treasury accounts should be revised in the Treasury Portal. The Treasury Officers are required to submit revised account as per the prescribed procedure. The Accountant General (A&E), Odisha will download the revised electronic accounts into

the VLC after submission of system generated revised Treasury Accounts by the Treasury Officer.

11. Where the Accountant General (A&E), Odisha does not agree to the suggestion of the Controlling Officer the request may be rejected with reasons or suggestion. The Controlling Officer in such a case can either accept the suggestion of Accountant General (A&E), Odisha leading to confirmation of provisional account or may send back to Accountant General (A&E), Odisha with a request to reconsider its decision. It may also suggest a fresh Chart of Account along with the request for reconsideration. Subsequently, the Accountant General (A&E), Odisha will indicate the appropriate head of account for classifying the receipt and expenditure and intimate the Controlling Officers in writing the reasons for non- acceptance.

12. In order to help the Controlling Officer in causing online reconciliation of expenditure, hand holding support will be provided as per the programme schedule as at Annexure-II. The officials of the Controlling Officers and the Administrative Department handling distribution of budgetary allocation and reconciliation of expenditure are requested to attend the handholding training programme for completion of the reconciliation exercise for the months of April to August, 2014.

13. The reconciliation can be taken up by the officials of the Controlling Officers by using their own User ID & Password subsequently for the remaining part of the financial year as per the programme schedule. **In case of failure on the part of the officials of the Controlling Officer to reconcile the expenditure in time, a system generated mail will be provided to the Administrative Department, Finance Department & Principal Accountant General (A&E), Odisha.**

14. The deadline fixed by Principal Accountant General (A&E), Odisha for monthly verification/reconciliation of expenditures during the year 2014-15 is modified after due consultation and indicated in the following table.

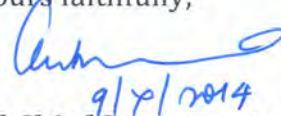
Month of Account	Uploading of Data in iOTMS/iFMS by	Cut-off date for receipt of alteration proposal
April, 2014	02.06.2014	31st October, 2014
May, 2014	01.07.2014	
June, 2014	01.08.2014	
July, 2014	01.09.2014	
August, 2014	01.10.2014	
September, 2014	03.11.2014	17.11.2014
October, 2014	01.12.2014	15.12.2014
November, 2014	02.01.2015	15.01.2015
December, 2014	02.02.2015	16.02.2015
January, 2015	02.03.2015	16.03.2015
February, 2015	01.04.2015	15.04.2015
March(P), 2015	20.05.2015	27.05.2015

15. The reconciliation of the receipt can be made by the Controlling Officer after downloading the report on receipts from the Treasury portal. The suggestion for correction can be made manually in the usual process till the software development in respect of such reconciliation is complete. The time schedule prescribed for reconciliation of expenditure is also to be followed in case of receipts. A list containing the names of the Controlling Officers responsible for reconciliation of various kinds of receipts is enclosed in the **Annexure-III** which is indicative.

16. It has been categorically stated by the Principal Accountant General (A&E), Odisha that reconciliation of receipt and expenditure figures beyond the above time schedule shall not be entertained and the figures booked by Principal Accountant General's office will be treated as final and will be reflected in the Finance and Appropriation Accounts for the year 2014-15.

17. I would, therefore, request you to kindly issue necessary instructions to the Controlling Officers for causing online reconciliation of Departmental expenditure figures and also carry out verification of departmental receipts by the prescribed timeframe failing which they would be debarred from carrying out any transaction through the Treasury Portal.

Yours faithfully,



9/7/2014
Additional Chief Secretary to Govt.

Memo No. 28813/F Dt. 10/10/2014

Copy forwarded to the Registrar General, Odisha High Court, Cuttack/ Special Secretary, Odisha Public Service Commission, Cuttack/ Secretary, Odisha State Election Commission, Bhubaneswar./ Secretary, Staff Selection Commission, Odisha, Bhubaneswar/ Registrar, Odisha Administrative Tribunal, Bhubaneswar/ Secretary, Human Rights Commission, Bhubaneswar/ Secretary, Odisha Electricity Regulatory Commission, Bhubaneswar/ Resident Commissioner, Odisha, New Delhi for favour of information and necessary action.

Memo No. 28814/F Dt. 10/10/2014 Deputy Secretary to Government

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Deputy Secretary to Government

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Copy to all Controlling Officers for information and necessary action.

Deputy Secretary to Government

Memo No. 28816/F Dt. 10/10/2014

Copy forwarded to Principal Accountant General (A&E)/ Accountant General (G&SSA and E&RSA), Odisha for information.

Deputy Secretary to Government

Memo No. 28817/F Dt. 10/10/2014

Copy forwarded to FAs/ AFAs of all Departments for information. They should ensure timely reconciliation/verification of departmental receipt and expenditure towards with those of Accountant General (A&E), Odisha as per the schedule, under intimation to Finance Department.

Deputy Secretary to Government

Memo No. 28818/F Dt. 10/10/2014

Copy forwarded to all Officers/ Sections of Finance Department for information and necessary action.

Deputy Secretary to Government

IFMS – Odisha Online CO Reconciliation

Version 1.0

User Manual



User Manual

Online CO Reconciliation

December, 2013

Copy No: 1 of 1



CMC - ER

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Document Control:

Document No.	IFMS _Odisha_User_Manual_ Online_ CO_Reconciliation
Version No.	1.0
Prepared By	CMC Limited, IFMS Project Team
Release Date	03/12/2013
Effective Date	03/12/2013
Template Version	

Revision Control Information

File Name : IFMS_Odisha_UM_02

File Creation Date : 03/12/2013

Author(s) : IFMS Project Team

Approvers : Rupjit Roy

Sr. No.	Section Number	Nature of Amendment	Document Version No.	Document Release Date	Remarks
1.	N.A.	First version	1.0	03/12/2013	

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Online CO Reconciliation Module

1 Introduction

1.1 Executive Summary

It is an online reconciliation process of CO-wise monthly expenditure between AG (O) and CO. CO can view the month wise accounts uploaded by the AG on the IFMS system. If the CO wants to make any modifications in the accounts, this module gives him the facility to raise an online request to the AG for the same and also keep a track of his request.

1.2 Functional Scope of the System

Functionalities under this module are:

- Generation of electronic file containing reconciliation related data by AG user
- Uploading of reconciliation related electronic file to IFMS by AG user
- Reconciliation by CO user including functionality to make an online request to AG (O), mentioning the necessary transaction details for modification of accounts
- Functionality for AG user to view the online request, and to take necessary action on the rectification request.
- Facility for treasury user to make necessary correction of the transaction (voucher).
- Download of revised accounts by AG user.

1.3 Stakeholders

- Accountant General (Odisha)
- Controlling Officer
- Treasury

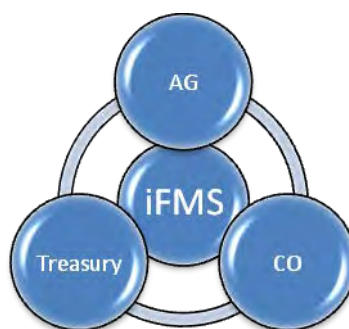


Figure 1: Stakeholders

1.4 Related Documents

IFMS Users Password Policy as Annexure I

1.5 Customer Support

- CMC Helpdesk: (0674) 6450530 / 6450116.
- DTI Helpdesk: (0674) 2393852

1.6 Definitions and Acronyms

Acronyms	Definition of Acronyms
DD	2 digits Day of a particular month (01, 02...)
MM	2 digits Month of a particular year (01, 02...)
YYYY	4-digit year (2000, 2001 etc.)
HH	Hour
MM	Minute
SS	Second

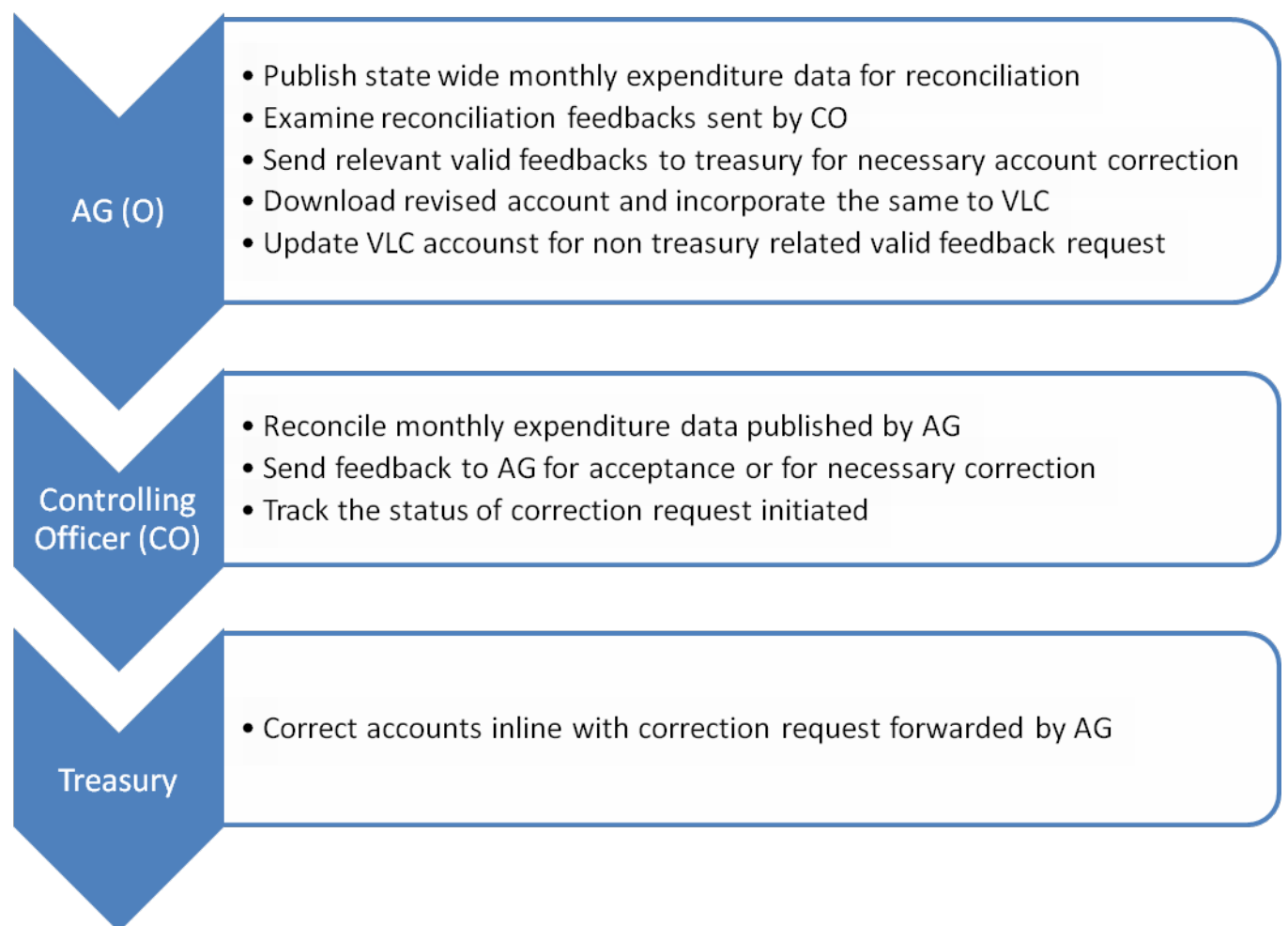
Table 1: Acronyms and Descriptions

Abbreviations	Description of Abbreviations
IFMS	Integrated Financial Management System
DTI	Directorate of Treasuries and Inspection
CO	Controlling Officer
AG	Accountant General
PDF	Portable Document Format
PC	Personal Computer

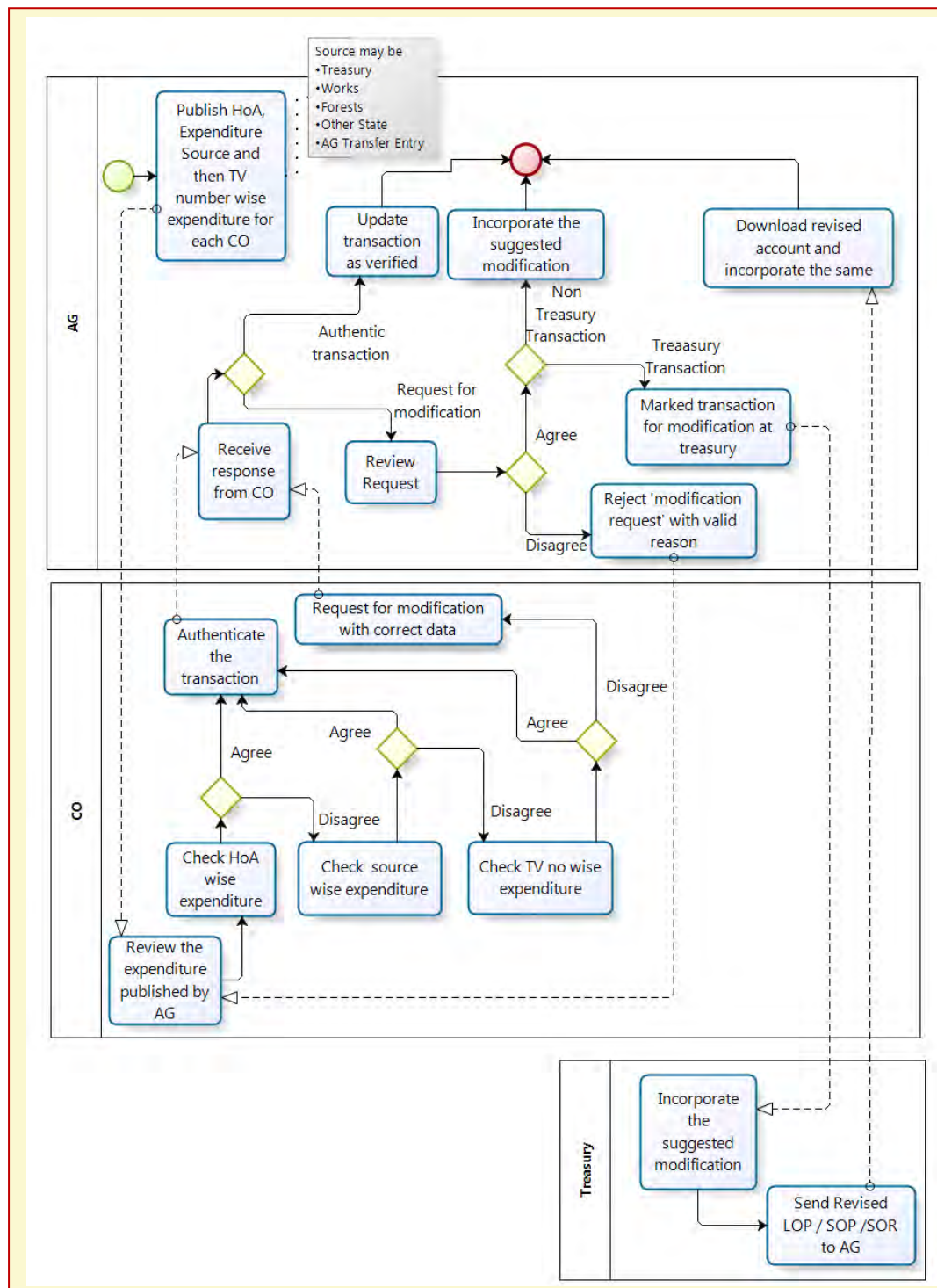
Table 2: Abbreviations and Descriptions

2 Process Flow

2.1 Stakeholder wise overall process



2.2 Detail level activity flow



3 Process Description

AG Odisha
- Close the Monthly Accounts for a particular month under consideration at VLC System - Generates electronic file (.txt) containing CO-Reconciliation related data. - Login into IFMS application - Uploads e-file using AG interface of IFMS
Controlling Officer
- Login into IFMS application - Verifies HoA wise expenditure/Receipt data in IFMS. - CO can view the Expenditure Source(like treasury, works, forest, other state, transfer entry etc) wise data on clicking the HoA link - CO will verify the Voucher-wise data on clicking the Source link - In case of discrepancy, CO shall click on disagree button. Alternatively, CO clicks on agree button - CO sends online correction request to AG with suggested data using IFMS
AG Odisha
- Examines the online correction request received from CO - Valid requests will be accepted by AG and becomes available to treasury for rectification
Treasury
Treasury activates the request. The correction will be reflected in the accounts.
AG Odisha
AG will download the revised account containing the changed data.
Controlling Officer
CO can track status of the correction request.
AG Odisha
- Close the Monthly Accounts for a particular month under consideration at VLC System - Generates electronic file (.txt) containing CO-Reconciliation related data. - Login into IFMS application

4 System Set-up

4.1 System Start up Parameters

Each stakeholder should have the following infrastructure

- PC / Laptop / Tablet. It is recommended that the terminal should have 1GB memory (RAM)
- Broadband Internet connection
- The terminal must have internet browser installed. The recommended browser version is IE 9.
- The terminal must have Adobe PDF reader 8 or higher installed to open the different type of reports

4.2 Master File Set-up

- Master data will be entered from central location.
- Preliminary users will be created, to access the application, from the central location. User ID and default password will be sent to the user via SMS. User must change the password after first login.

4.3 Print Set-up

The documents ready for printout are in PDF format and hence it can be saved on the hard disk and printout's can be taken from any printer which recognizes PDF files.

5 Getting Started

5.1 Login into IFMS – User Authentication

Open an internet browser (e.g. Internet Explorer, Firefox etc.). Type the following URL in the address bar –

<http://172.30.40.31:7001/coReconciliation>

The login screen will appear as follows:





Figure 2: IFMS Login Screen

Type the User ID and Password and click on the Login button to enter the application.

5.2 System Wide Features

5.2.1 Home Screen



Figure 3:CO-Reconciliation user Home Page

After successful login the user will get the Online Co-Reconciliation user home page. The homepage includes a number of components and services for the user. Various services available in the user's home page are:



Figure 4: Application Menu

Represent's the logged in user's available menu links for a specific role in a tree like structure.



Figure 5: Header

Figure 5:- At the top navigation bar of the home page as well as in all the forms user's basic information's will be displayed. This information's include – Users Name, Parent Treasury Code, Treasury Code and CO Code. The user logged in can be identified from this information.

5.2.2 Menu Bar Functions

The application menu for the logged in user with a specific role has been represented in a tree structure (Figure 4). There are 'expand all' and 'collapse all' links available on top of the tree menu. Click on the [+] sign on the left side of a menu link open the sub links under the same. After opening the sub links the sign will change to [-]. By clicking on a link, it will redirect you to the respective form. Each form has its own set of specific operations – Add, Modify, Delete, Refresh etc.

5.2.3 Selection Lists

In the forms selection lists are given in LOV (List of Values) represented by the icon . To select from a LOV click on the LOV icon. A pop up window will open. Select the required from the list and it will be copied to the form field.

6 Step by Step Activity

6.1 Step 1 [AG User]: Closing of monthly accounts

After compilation of monthly state account for a particular month, AG will lock the accounts for the month under consideration at VLC system. It is totally a VLC related activity.

6.2 Step 2 [AG User]: Generation of reconciliation related electronic file

After closing of monthly accounts at VLC end, AG User will generate two text files containing HoA, Expenditure Source, TV No wise CO-Reconciliation related data for uploading of reconciliation data to IFMS. One standalone batch application, icon is shown as figure 1, has been developed for AG user for creation of these files. User will just double click this icon. On double clicking the icon, system will ask for month and year for which the file needs to be created. After providing the Month and Year values,



Figure 6: Standalone application for creating e-file

System will first create the desired text files into a folder named 'CO_Recon_Month_Year', and then zip this folder to make a CO_Recon_Month_Year. Zip file in the desktop. User will upload this zip file into IFMS application for the specific month and year.

6.3 Step 3 [AG]: Login into IFMS – User Authentication

Already explained in section 5.1

6.4 Step 4 [AG]: Uploading of Reconciliation related expenditure data

After successful login, AG user will upload the zipped file, as explained in step 2, containing reconciliation related expenditure data using this functionality.

6.4.1 Menu Navigation

AG Inbox -> Upload e-Accounts

6.4.2 User Group

Users of Accountant General, Odisha

6.4.3 Form Layout

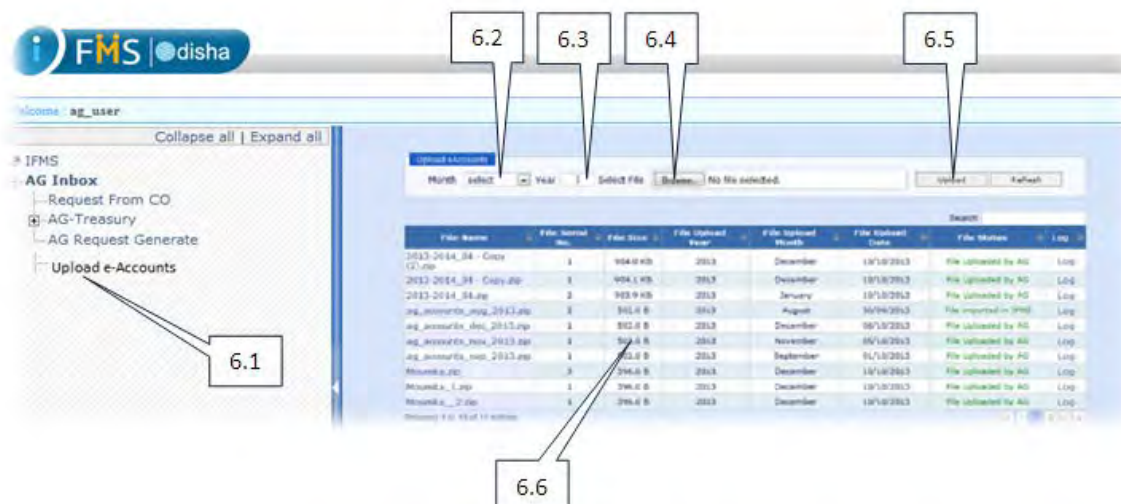


Figure 7: e-file Upload Screen

Step	Activities
6.1	Click 'Upload e-Accounts' link. The form shown in Right Panel will come
6.2	Select Month for which re-conciliation will be carried out
6.3	Select Year for which re-conciliation will be carried out
6.4	Click Browse button for selecting the electronic file(Zip), generated in step 2
6.5	Click Upload
6.6	The uploaded files are shown in the table in the right panel. User may use the Refresh button to clear the data.

6.5 Step 5[CO user]: Login into IFMS application

Already explained in section 5.1

6.6 Step 6[CO user]: Reviews the accounts

As shown in figure 3 the user is greeted with the home screen. From the panel on the left side user goes to 'CO Inbox' and clicks on the 'HOA wise search' to view the transactions HOA wise.

6.6.1 Menu Navigation

IFMS Login>Co Inbox>HOA wise search

6.6.2 User group

Controlling Officer

6.6.3 Form Layout

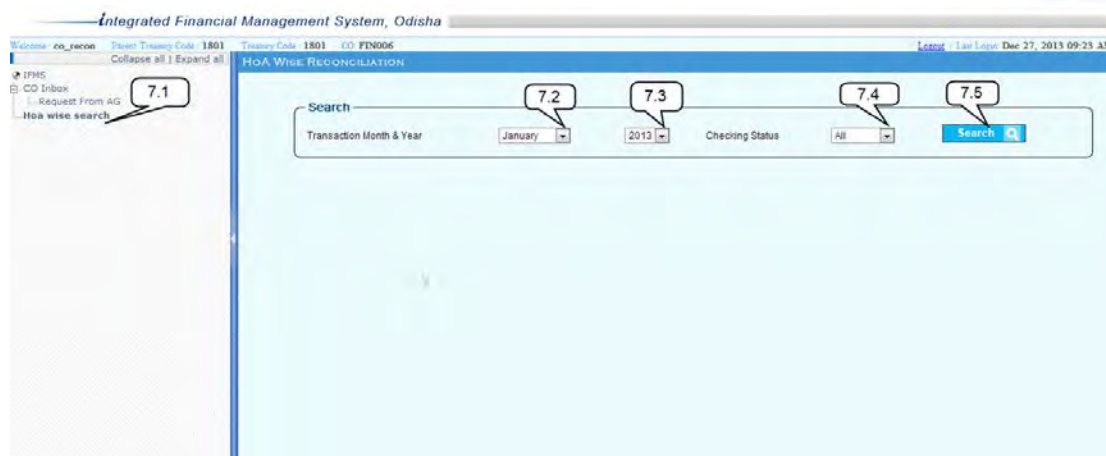


Figure 8: Hoa Wise Search Page

Step	Activities
7.1	Click on 'Hoa wise search'. The form on right side will appear.
7.2	Select month for which accounts are to be reviewed
7.3	Select the year for which accounts are to be reviewed
7.4	Checking Status field can have three values a) All-displays all the transactions b) Agree-Displays only the transactions which have been agreed by the CO c) Disagree-Displays only the transactions disagreed by CO. User selects the field as per his requirement.
7.5	Clicks on Search to view the accounts.

6.7 Step 7[CO user]: Hoa Wise transactions

To view the overall transaction for a particular month HOA wise the user makes use of this functionality.

6.7.1 Menu Navigation

IFMS login>Co inbox>Hoa wise Search>Search

6.7.2 User group

CO

6.7.3 Form Layout

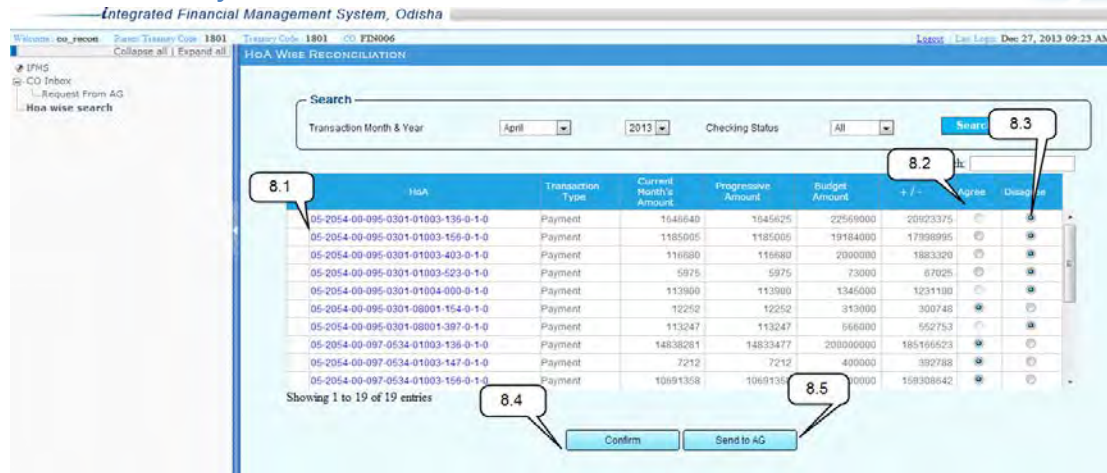


Figure 9:HoA wise Reconciliation

Step	Activities
8.1	As seen for each HOA the overall transaction details along with the current amount, progressive amount and budget amount is shown.
8.2	If the CO agrees with the transaction he selects the 'Agree'
8.3	Alternatively in case of disagreement the user selects the 'Disagree' button and it will then be required to provide the correct details.
8.4	Once the CO has verified all the transactions he can click on 'Confirm Button' to confirm the changes.
8.5	In order to send the accounts to AG along with all the modification requests the user clicks on 'Send to AG'. The user cannot submit the accounts to AG unless and until all the transactions have been agreed or disagreed upon.
8.6	'Search' field gives user the ease to search for any value in the form by simply typing the same in the space given

6.8 Step 8[CO user]: Source wise Reconciliation

A HOA may have transactions from any of the following five sources:

- Treasury source
- Works department
- Forest department
- Other State
- AG transfer Entry

Discrepancies in account may arise from any of the above sources. This functionality helps the user to view details of transactions for each HoA source wise.

6.8.1 Menu Navigation:

CO Inbox>Hoa Wise Search>Search>HOA link

6.8.2 User group:

CO

6.8.3 Form layout

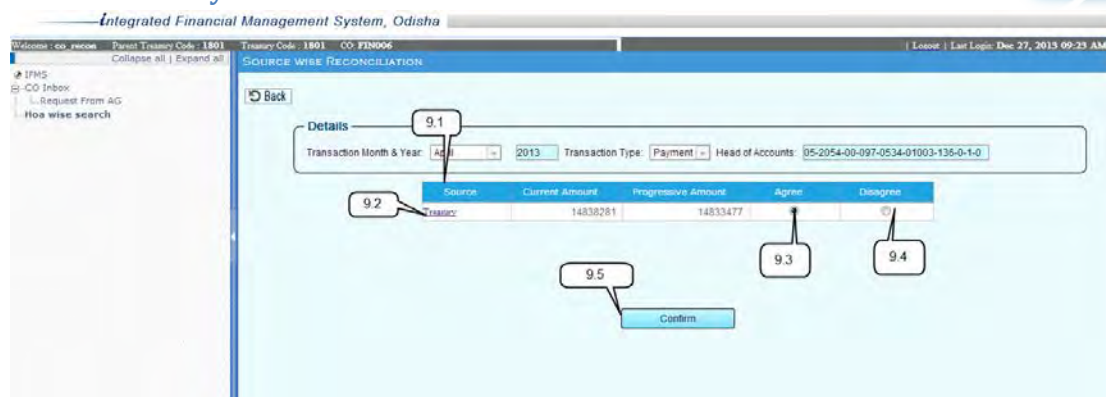


Figure 10: Source wise Reconciliation

Step	Activities
9.1	On clicking on any HOA the above form is displayed which consists of all the sources from which the HoA has transactions along with the current and progressive amount.
9.2	To view the detailed transaction under a source the user may click on the name of source. On doing so the user is presented with the detail of all the vouchers corresponding to that source
9.3	User may agree on the transaction by selecting the 'Agree' button
9.4	However if he disagrees he can select the 'Disagree' button in case of which he needs to provide the correct details.
9.5	Clicking on 'Confirm' button confirms the action taken by the CO.

6.9 Step 9[CO user]: Treasury source Reconciliation

If the user finds discrepancy in accounts in the treasury source of transaction he may want to have a detailed view of the vouchers that have been passed in the treasury under the particular HoA. This functionality helps him to do so.

6.9.1 Menu Navigation

CO Inbox>Hoa Wise search>Hoa link>Treasury

6.9.2 User group:

CO

6.9.3 Form Layout

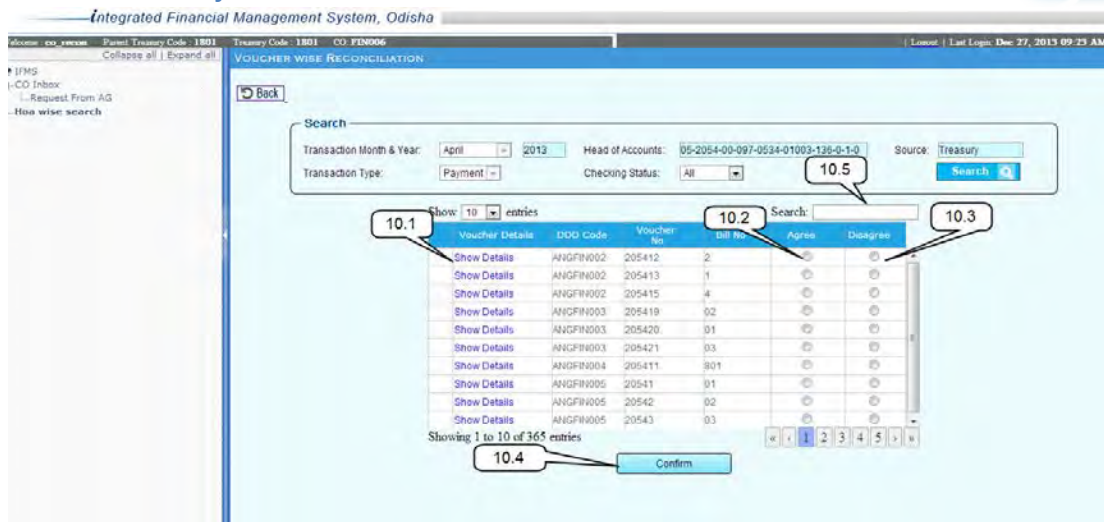


Figure 11: Voucher Wise Reconciliation

Step	Activities
10.1	Once the user clicks on the treasury link the above form is displayed which contains details of all the vouchers passed in the treasury along with the DDO code
10.2	If the user clicks on 'Show Details' he can view the details of the voucher as shown in figure 12.
10.3	The user may agree to transaction by selecting the 'Agree' button.
10.4	Alternatively if the user disagrees with the transaction he selects the 'Disagree' He is then taken to another form as shown below where he is required to enter the correct details and initiate a correction request to Ag.
10.5	User can use 'Search' field to look for any particular voucher by typing the voucher no.

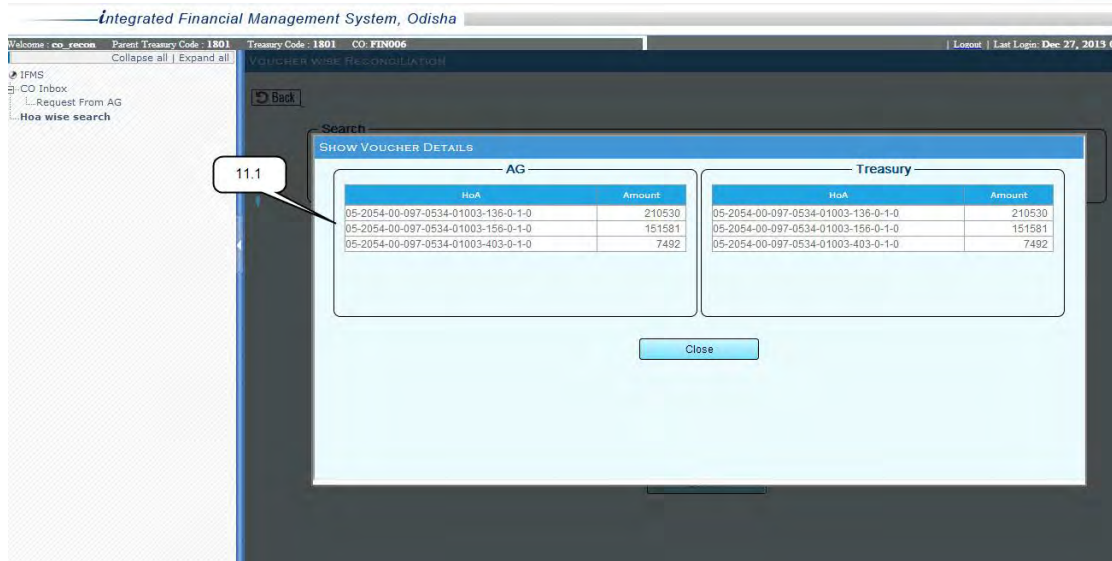
6.10 Step 10[CO user]: Show voucher details:

In case the user just wants to view details of any voucher this functionality allows him to do so by clicking on Show Details link.

6.10.1 Menu Navigation

Hoa Wise Search>HoA>Treasury>Show Voucher

6.10.2 Form Layout



Integrated Financial Management System, Odisha

Welcome : co_recon Parent Treasury Code : 1801 Treasury Code : 1801 CO: FIN006 | Logout | Last Login: Dec 27, 2013 0

IFMS
CO Inbox
Request From AG
HoA wise search

Back

Search

SHOW VOUCHER DETAILS

AG		Treasury	
HoA	Amount	HoA	Amount
05-2054-00-097-0534-01003-136-0-1-0	210530	05-2054-00-097-0534-01003-136-0-1-0	210530
05-2054-00-097-0534-01003-156-0-1-0	151581	05-2054-00-097-0534-01003-156-0-1-0	151581
05-2054-00-097-0534-01003-403-0-1-0	7492	05-2054-00-097-0534-01003-403-0-1-0	7492

Close

Figure 12: View Voucher Details

Step	Activities
11.1	On clicking Show voucher the user is shown the form above which contains details of the voucher

6.11 Step 11[CO user]: View Voucher details

In order to correct the discrepancy the user needs to view the voucher details and make the rectifications. This functionality enables him to do so where the user is provided with the current voucher details and facility to give the correct details.

6.11.1 Menu Navigation

HoA Wise Search>HoA link >Treasury>Voucher no

6.11.2 User Group

CO

6.11.3 Form Layout

Figure 13: Treasury Contra Entry Form

Step	Activities
12.1	On clicking disagree the treasury contra form is presented above. The current voucher details are provided and on right side user can enter the correct details

6.12 Step12 [CO user]: Capture of Contra Entry:

This functionality provides the user with the ability to enter the correct details for the voucher because of which a discrepancy in accounts has occurred.

6.12.1 Menu Navigation

Hoa wise Search>Hoa Link>Treasury>Voucher>Disagree

6.12.2 User group

CO

6.12.3 Form Layout

Figure 14: Capture of Contra Entry

Step	Activities
13.1	A blue arrow is present in middle of the page. If user clicks on that the details on the left side get copied to the right
13.2	In order to give correct information the user can make use of the LOV provided.
13.3	Clicking on LOV besides HOA presents user with a list of all the HOA's as shown from where he can select the correct HOA. Similarly he can choose demand no from lov.
13.4	After providing all the correct details user saves the data by clicking on 'Save'
13.5	User also needs to enter his comments in the 'Remarks field'

6.13 Step 13[CO user]: Generation Of Unique Reference Id

The user might want to track the status of his request for which a unique reference id is generated.

6.13.1 Form Layout

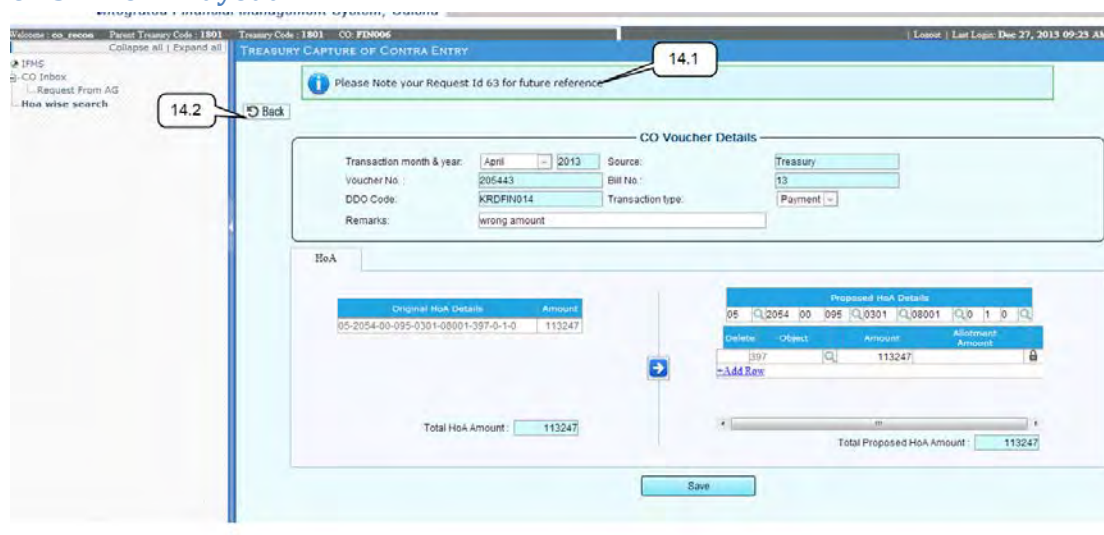


Figure 15: Generation of Unique Id

Step	Activities
14.1	A unique request id is generated for future reference
14.2	The User clicks on back button at top left corner of page to go back to previous page.

6.14 Step 14[CO user]: View Other Vouchers

If user disagrees to more than one voucher he might want to give details for that too. The user can individually agree/disagree for each voucher.

6.14.1 Form Layout

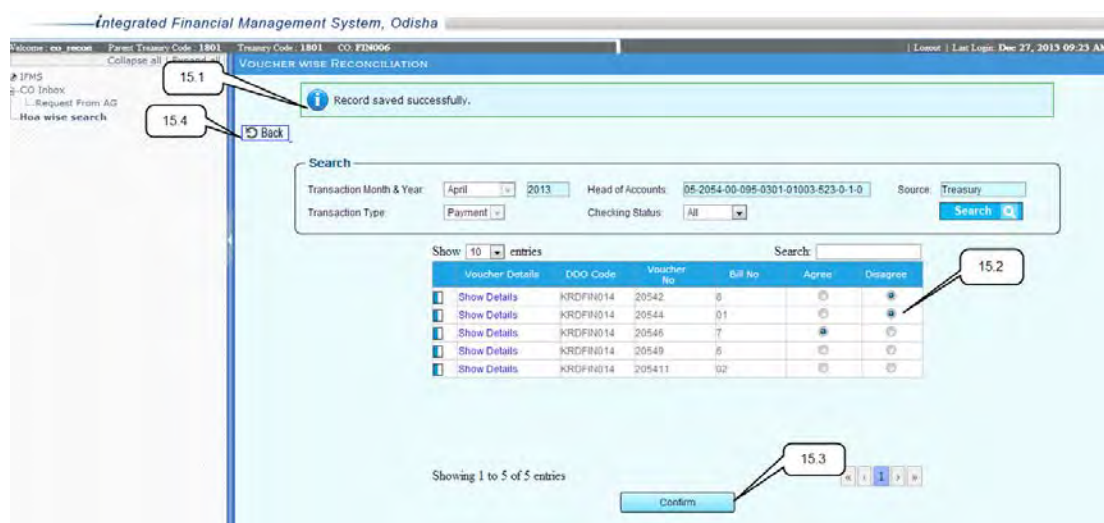


Figure 16: Confirm Modification Information

Step	Activities
15.1	Once user clicks on save and back he is taken to previous form where a message is displayed saying 'Records saved successfully'.
15.2	In case if any other voucher is disagreed upon the user can select 'Disagree' for the same and provide the correct details in the same manner.
15.3	Once the user is done with complete verification of all the vouchers he can click on 'Confirm' button to confirm all the changes made by him
15.4	The user then clicks on 'Back' button on the top left corner of page and is taken back to the source wise details page

6.15 Step 15[CO user]: Check Other Sources for Discrepancy

Discrepancy might occur from any other source also. This functionality allows the user to view the other sources also.

6.15.1 Form Layout

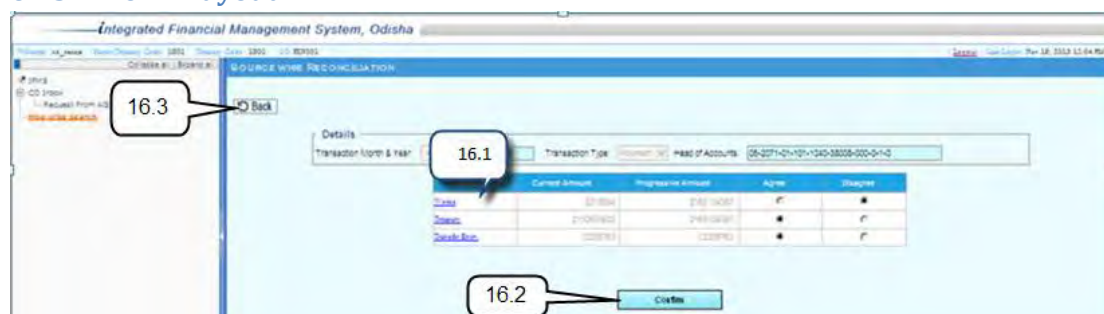


Figure 17: View other Sources Discrepancy

Step	Activities
16.1	User may find discrepancy in other sources also other than the treasury. He may disagree to any source where he is required to fill in the correct details in same manner as for treasury
16.2	Once user is done with verification of all the sources he clicks on the 'Confirm' button to submit his modifications
16.3	User clicks on back to go back to the previous 'HoA wise reconciliation' page

6.16 Step 16[CO user]: In case of any mismatch:

It might so happen that a user might disagree to a voucher but fails to provide the correct voucher details for that. In such a case if he tries to confirm the changes made by him the system sends an alert stating that lower level details are not entered and an icon is shown beside each HoA for whom the mismatch has occurred.

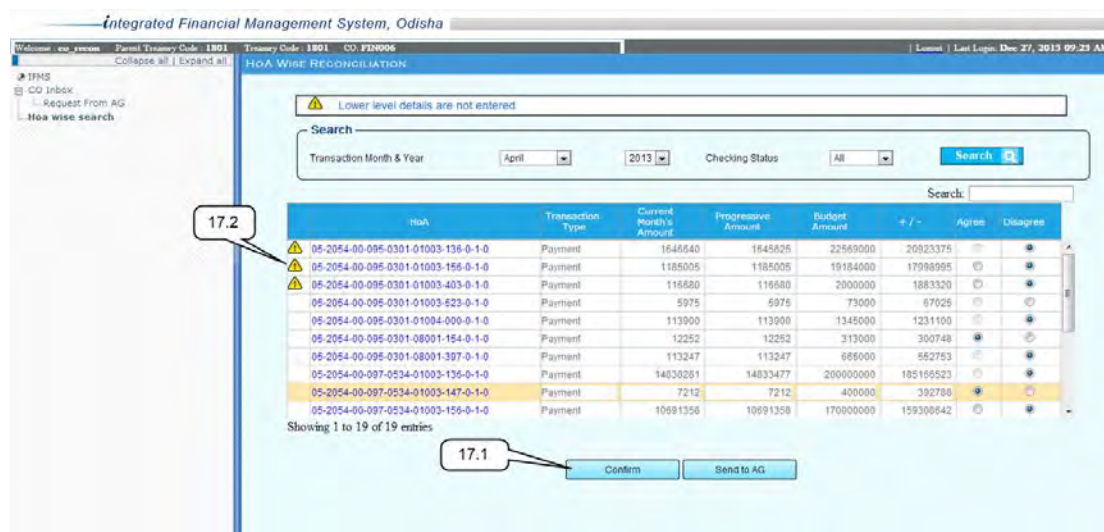


Figure 18: Mismatch in Information

Step	Activities
17.1	User clicks on 'Confirm' to confirm the changes made by him
17.2	If the user has disagreed for a particular HOA at this level but at the source level he has not provided the correct information then the user is presented with a message 'Lower level details are not entered'

6.17 Step 18[CO user]: Confirm Changes

After making all the changes and complete detailed verification of the accounts the data needs to be send to AG. This functionality allows the user to do so.

Integrated Financial Management System, Odisha

Records Saved Successfully.

Search

Transaction Month & Year: April 2013 Cheeking Status: All

HOA	Transaction Type	Current Month's Amount	Progressive Amount	Budget Amount	+ / -	Agree	Disagree
05-2054-00-095-0301-01003-120-0-1-0	Payment	1646640	1646625	22599000	20823375		
05-2054-00-095-0301-01003-150-0-1-0	Payment	1185005	1185005	19184000	17990995		
05-2054-00-095-0301-01003-403-0-1-0	Payment	116680	116680	2000000	1883320		
05-2054-00-095-0301-01003-523-0-1-0	Payment	5975	5975	73000	67025		
05-2054-00-095-0301-01004-090-0-1-0	Payment	113900	113900	1345000	1231100		
05-2054-00-095-0301-08001-154-0-1-0	Payment	12252	12252	313000	300748		
05-2054-00-095-0301-08001-397-0-1-0	Payment	113247	113247	666000	552753		
05-2054-00-097-0534-01003-138-0-1-0	Payment	14838281	14833477	20000000	18516623		
05-2054-00-097-0534-01003-147-0-1-0	Payment	7212	7212	400000	392788		
05-2054-00-097-0534-01003-156-0-1-0	Payment	10591358	10591358	17000000	15930642		

Showing 1 to 19 of 19 entries

Confirm Send to AG

Figure 19: Confirm Modification Requests

Step	Activities
18.1	Once the user has made the necessary rectifications at the lower level he clicks on 'Confirm' button again
18.2	A message is displayed saying 'Records Saved Successfully'
18.3	Next user clicks on 'Send to Ag' to send the data to AG.

6.18 Step 18[CO user]: Send Data to AG

The System presents the CO with a brief view of all the HOA for whom the CO has found a discrepancy and also the no of transactions for which he has disagreed.

Integrated Financial Management System, Odisha

Records Saved Successfully.

Send To AG

Search

Transaction Month & Year: April 2013

HOA	Source	Details
05-2054-00-095-0301-08001-397-0-1	Treasury	2 TRANSACTION'S HAVE BEEN DISAGREED
05-2054-00-095-0301-01004-000-0-1	Treasury	3 TRANSACTION'S HAVE BEEN DISAGREED
05-2054-00-097-0534-01003-138-0-1	Treasury	2 TRANSACTION'S HAVE BEEN DISAGREED

OK Exit

Figure 20: Send Data to Ag

Step	Activities
19.1	The user is presented with the form above where he is shown the HOA and the corresponding no of transactions the user has disagreed with.
19.2	On confirmation the user clicks on 'OK' and the accounts are

	submitted to the Ag
--	---------------------

6.19 Step 19[AG user]: Login into IFMS

The AG Odisha now logs into IFMS to review the requests for modification made by the CO. For this the login is already explained in section 5.1

6.20 Step 20[AG user]: View Requests

The AG needs to view all the correction requests made by CO in order to accept or reject the same and this functionality allows him to do so.

6.20.1 Menu Navigation

Ag Login>Ag Inbox>Request from CO

6.20.2 Form layout



Figure 21: View Requests made by CO

Step	Activities
20.1	AG home screen is presented with menu on the left side from where he selects 'AG inbox' and 'Request from CO'
20.2	The AG is presented with all the requests made by CO which contains the reference no the voucher no and other details. The user clicks on any request to open the same
20.3	The source of request i.e. who has initiated the request is also mentioned

6.21 Step 21[AG user]: Accept/Reject Changes

The AG has the sole discretion to either accept the change request made by CO or simply reject it by giving his remarks.

Figure 22:AG Agree/Disagree to CO's Request

Step	Activities
21.1	Once the AG clicks on any request he is presented with the form above
21.2	If the AG accepts the modification request by clicking on 'Accept' then the treasury receives a notification to make the changes in the accounts.
21.3	The AG may disagree upon the changes made by CO by clicking in the 'Reject' button
21.4	In either case the user has to enter his comments in the 'Remark' field
21.5	Similarly the user agrees/disagrees upon all the requests made by the AG.

6.22 Step 22[Treasury user]: Login into IFMS application

The treasury needs to make modifications for all the requests accepted by the AG for which he needs to login into the application as explained in section 5.1 where he is taken to his home page.

6.22.1 Form Layout

Figure 23: Treasury Home Page

6.23 Step23 [Treasury user]: View Request Send By AG

6.23.1 Menu Navigation

IFMS login>Treasury Inbox>Search

6.23.2 User Group

Treasury

6.23.3 Form Layout



Request Id	Subject	Voucher No.	Voucher Date	Initiate Date	Initiate By	Status
62	A request has been generated to change Bill Type/Chart of Accou	201212	02/07/2013	27/12/2013	Treasury	Approved
35	A request has been generated to change Chart of Accounts	204515	07/08/2013	26/12/2013	Treasury	Rejected
47	A request has been generated to change Chart of Accounts	8009314	27/08/2013	27/12/2013	DDO	Initiated
52	A request has been generated to change Chart of Accounts	83425	21/08/2013	27/12/2013	DDO	Initiated

Figure 24: View Requests from AG

Step	Activities
22.1	From the panel on left hand side in treasury home page the user goes to treasury inbox and then on clicking search he is presented with the list of requests made.
22.2	The various details like the request id etc are presented along with the status of the request.
22.3	The user clicks on any link to view the details of the request

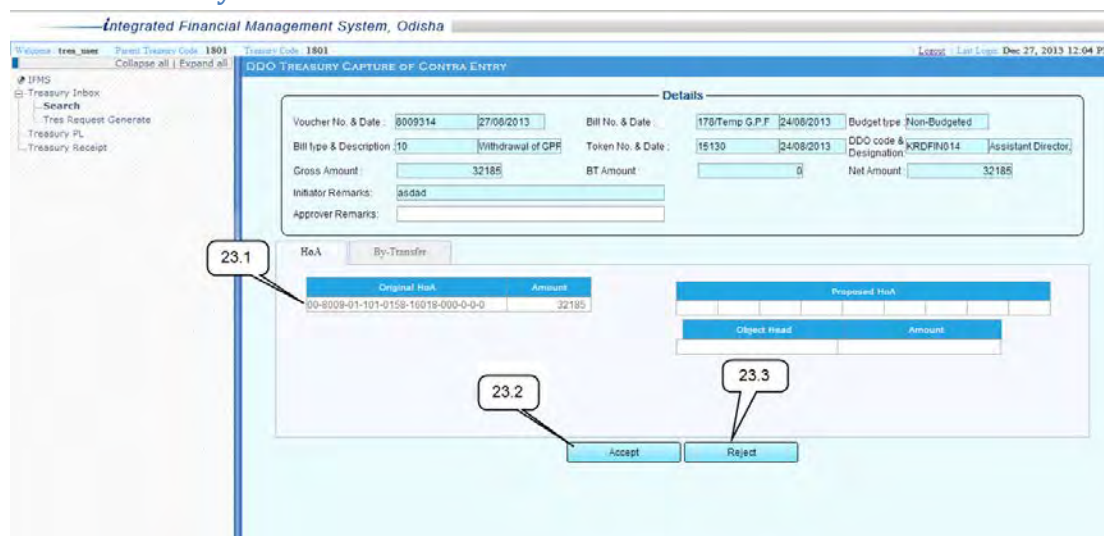
6.24 Step 24[Treasury user]: View Details of Request

This functionality enables the treasury to view the details of the request send by the AG.

6.24.1 Menu Navigation

IFMS login>Treasury>Search>Message link

6.24.2 Form Layout



Original Vch	Amount
00-0009-01-101-0158-16019-000-0-0-0	32185

Figure 25: View Request details

Step	Activities
23.1	The user is presented with the details as above.

23.2	The user can activate the change request made by CO by clicking on the 'Accept' button
23.3	The user can also reject the changes by clicking on 'Reject'

6.25 Step 25[Treasury user]: Activate changes

The treasury needs to respond to request made by AG for which he needs to click on 'Accept'/'Reject'

6.25.1 Menu Navigation

Treasury Inbox>Search>Message Link>Accept

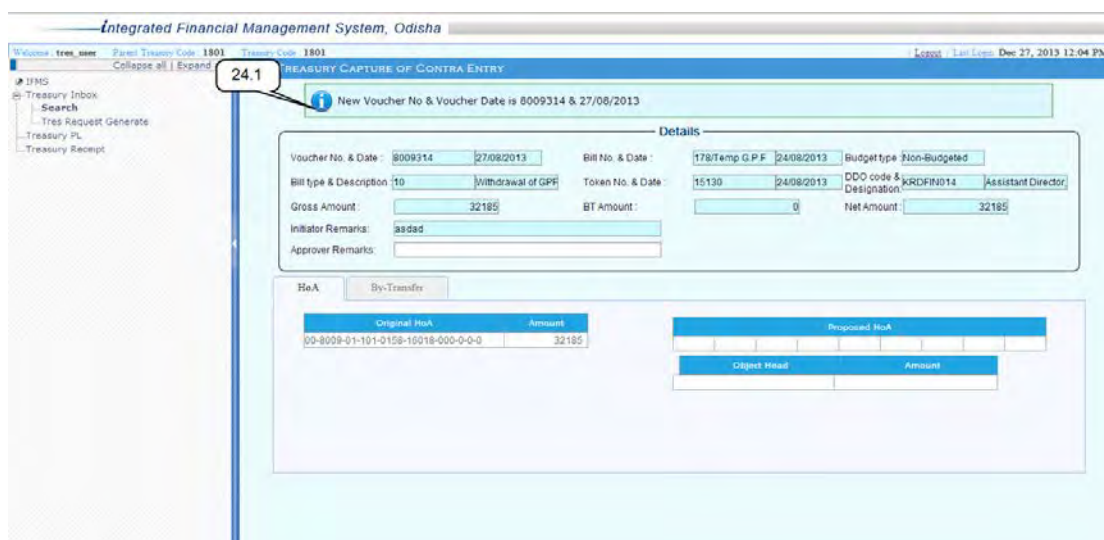


Figure 26: Activate Changes

Step	Activities
24.1	Once user clicks on accept he is presented with the new voucher no and date
24.2	Treasury performs the same action for all requests

6.26 Step 26[CO user]: Track Status of Request

CO might want to track the status of the request made by him. This functionality allows him to do so.

6.26.1 Menu Navigation

IFMS login>Co Inbox>Request from AG

6.26.2 Form Layout



Figure 27: CO view of Status of Requests made by him

Step	Activities
25.1	In Co inbox the Co goes to 'Request from AG' link where he is presented with a list
25.2	The details pertaining to whether the Ag has accepted or rejects the request is shown
25.3	In case if AG has disagreed with a modification request made by CO the CO can again raise a request for modification. Accounts cannot be closed until all requests made by CO have been closed by the AG.

6.27 Step 27[CO user]

The accounts for a month can be sent to the Ag only once. In case if the CO again tries to view the account for a month for which he has already send the data he gets a message stating that the 'Records have already been sent to AG'



Figure 28: Attempt to view accounts already send

6.28 Step 28[AG user]: Download Revised Accounts

After all the requests made by CO have been closed the AG downloads the revised accounts.

7 Reports / Query

7.1 Report / Query Title

CO Wise Monthly Rectification Statement

7.1.1 Selection Rules <Selection criteria in report calling form>

- Financial Year
- Month

7.1.2 Description

This report gives details of each request made by the CO. Reference ID generated during the initiation of request is used to identify each rectification individually. Details like the source where rectification is to be done, HOA and amount change are given . The status of the request is also displayed.

7.1.3 Report / Query Layout

Govt. of Odisha									
CO wise Monthly Rectification Statement for the Month of APR , 2013									
CO Code / Designation : FIN001 / Principal Secretary to Govt., Finance Department, Bhubaneswar									
Req ID	Req Date	Source	Source Details	Original HOA	Suggested HOA	Original Amount	Suggested Amount	Action	
1	24/10/201	Treasury	Voucher No.- 20521 Bill No.- 9FDE	05-2052-00-090-0488-01003-136-0-1-0	05-2052-00-090-0488-01003-156-0-	26350	18973	Approved	
				05-2052-00-090-0488-01003-136-0-1-0	05-2052-00-090-0488-01003-136-0-	26350	26350	Approved	
4			Voucher No.- 20522 Bill No.- 11FDE	05-2052-00-090-0488-01003-136-0-1-0	05-2052-00-090-0488-01003-156-0-	65990	61914	Approved	
				05-2052-00-090-0488-01003-136-0-1-0	05-2052-00-090-0488-01003-136-0-	65990	65990	Approved	
				05-2052-00-090-0488-01003-136-0-1-0	05-2052-00-090-0488-01003-403-0-	65990	5818	Approved	
5			Voucher No.- 2052199 Bill No.-	05-2052-00-090-0488-07001-000-0-1-0	05-2052-00-090-0488-07001-000-0-	10000	10000	Initiated	
6	25/10/201		Voucher No.- 205257 Bill No.-	05-2052-00-090-0488-01003-403-0-1-0	05-2052-00-090-0488-01003-403-0-	3817	3817	Rejected	
				05-2052-00-090-0488-01003-403-0-1-0	05-2052-00-090-0488-01003-136-0-	3817	2528	Rejected	
CO wise total :			8						

Figure 29 CO wise monthly Rectification Report

7.2 Report/Query Title:

Monthly Rectification Statement

7.2.1 Selection Rules

- Financial Year
- Month

7.2.2 Description

This report gives the details of the rectification request made to a particular treasury. The Treasury code, name and district are mentioned.

Details like Request id, transaction type and the modification done are presented. Along with it the current data and the suggested change in data is also mentioned.

The last column indicates the current status of the request i.e. whether the rectification has been done and request closed or is it still pending.

7.2.3 Report Layout:



Govt. of Odisha						
Monthly Rectification Statement for the Month of may , 2010						
Treasury Code / Name : 1801 / District Treasury Khurda						
Req Id	Request Date	Transaction Type	Modification Type	Entered Data	Suggested Data	Status
4	29/10/201	Payment	HOA			Closed
5	29/10/201	Payment	HOA			Pending
7	29/10/201	Payment	HOA			Pending
14	30/10/201	PL Challan	PL Operator			Pending
15	30/10/201	PL Cheque	PL Operator			Pending
23	31/10/201	Payment	HOA			Pending
32	31/10/201	Payment	HOA			Pending
35	31/10/201	Payment	HOA			Pending
36	31/10/201	Payment	HOA			Pending
37	31/10/201	Payment	HOA			Pending
38	31/10/201	Payment	HOA			Pending
39	31/10/201	Payment	HOA			Pending
39	31/10/201	Payment	By-Trans			Pending
40	31/10/201	Payment	By-Trans			Pending
41	31/10/201	Payment	HOA			Pending
63	01/11/201	Payment	HOA			Closed
71	01/11/201	Payment	HOA			Closed
87	06/11/201	Payment	By-Trans			Pending

Figure 30:Monthly Rectification Statement Report

7.3 Report/Query title

Monthly Treasury wise Modification Request

7.3.1 Selection Rules:

- Financial year
- Month

7.3.2 Description

This report gives the status of the modification requests done at treasury end for a particular month and year.

The total no of requests made,the no of pending request and the no of closed request are presented.

For each request id individually the type of modification done and its status is presented.

Govt. of Odisha

Monthly Treasury wise Modification Request

Treasury Code / Name :1801 / District Treasury Khurda

No of Request : 18 No of Pending Request : 15 No of Closed Request : 3

Request Id	Request Date	Transaction Type	Modification Type	Status
4	29/10/2013	Payment	Head Of Account	Closed
5	29/10/2013	Payment	Head Of Account	Pending
7	29/10/2013	Payment	Head Of Account	Pending
14	30/10/2013	null	PL Operator	Pending
15	30/10/2013	null	PL Operator	Pending
23	31/10/2013	Payment	Head Of Account	Pending
32	31/10/2013	Payment	Head Of Account	Pending
35	31/10/2013	Payment	Head Of Account	Pending
36	31/10/2013	Payment	Head Of Account	Pending

Figure 31:Monthly Treasury Modification Report

8 Interfaces

8.1 Interfaces to other systems

A stand alone application, explained in section 6.2, will interact with VLC system of AG, Odisha for generation of reconciliation related electronic file.

8.2 Data Files Upload / Down Load

8.2.1 Description

8.2.2 File Format

9 Error Messages and Corrective Action

Login Time Error

Error: Login ID not found

Reason & Possible Solution: Invalid login id entered. Please check your Login id.

Error: Incorrect Password entered. Your are left with 4 attempts

Reason & Possible Solution: Incorrect password entered. Please enter correct one.

Error: Incorrect Password entered. Your account will be locked now. To unlock contact System Administrator



Reason & Possible Solution: Maximum number wrong attempt crossed. To reset your password please contact System Administrator.

Error: Your Password has been expired. Change your password to login to the system.

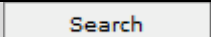
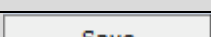
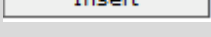
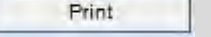
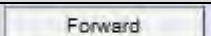
Reason & Possible Solution: Password validity period is 3 months only. Once the validity period is expired, you need to reset the password.

Bibliography

Our special thanks to AG, Odisha, DTI for giving important inputs to us.

Glossary <Modify these tables as per current application>

Icon	Details
	LOV Icon – Click to open associated LOV
	Modify Icon – Click to modify the selected record
	Delete Icon – Click to delete the selected row.
	Refresh the selected form block
	Calendar
<u>Add New Row</u>	Add New Row to enter details

Button	Details
	Search Button – Click to search a record
	Save Button – Click to save the form data
	Refresh Button – Click to clear and reload the form
	Modify Button – Click to modify the record
	Inset Button – Click to open the form in insert mode
	Print Button – Click to generate the report
	Forward Button – Click to forward to a bill to approver level
	Submit Button-Click to submit a bill to treasury end

Search Mode: When a form opens, by default the form opens in Search Mode for viewing data only. To search and view a record enter the search criteria fields and click on the search button. Record will be displayed in the form. In search mode all the field are disabled.

Insert Mode: To insert a new record user has to open the form in insert mode. To open a form in insert mode click on the insert button available in the form. Enterable fields in the form become enabled. All other fields will remain disabled and will be populated depending on other dependent fields. Enter the fields and click on the save button to save the record.

Modify Mode: To modify an existing record user has to open a form in modify mode. To open a form in modify mode first select the record to be modified using search mode. Then click on the modify button available in the form. The fields which can be modified become enabled. Make the necessary changes and click on the save button to save the record.

Forward Mode: By clicking on Forward button, the data goes to the next level of for necessary action.

Submit Mode: Whenever approver logs into the system, if he searches for that bill, submit button is enabled. Then approver submits that bill and the bill goes to treasury end and Token number is generated, it is displayed on the top of the form. Once a bill submitted user can't re-submit it. If the bill has already been submitted a message "Bill already passed to next level" will be displayed.

Approver can directly submit a bill and generate Token number without the form being forwarded by operator.

Annexure – I

IFMS Password Policy (V 1.0)

Overview

Passwords are an important aspect of computer security. They are the first level of protection for user account and the precious data of an organization. A poorly chosen password may result in the unauthorized access into the system and there will be every possibility of malicious activities.

Purpose

The purpose of this policy is to establish a standard for creation of strong passwords, the protection of those passwords, and the frequency of change.

Scope

The scope of this policy includes all the staff members who have been given an account to access IFMS.

Policy

- A password must be a minimum of 8 characters and maximum of 15 characters long.
- It should be alphanumeric.
- It must contain a special character like @, #, \$, %, ^, &, *, (,), {, }, [,], ~, ?, _ , -, +, =, |, \, !, <, >.
- Should contain both Upper and Lower case characters (A-Z, a-z).
- A password must be changed after 90 days.
- Account lockout threshold is 5 failed login attempts.
- While assigning new passwords, last 3 old passwords should not be repeated.
- When users will be away from their systems for more than 15 minutes the user session must be terminated.
- Intentional cracking of passwords will be performed by the technical team of IFMS to ensure the strength of the password given by users. If a password is guessed then the user will be instructed to change his/her password.
- When the policy will be implemented for the first time, all the user password will be set to 'changeme'. All the users must change their password at the time of first login.

Password Protection

- Never write down your password.
- Never share your password with anyone.
- Don't use the login name as your password.
- Be careful about letting someone see you type your password.
- The password should not be a word found in dictionary (English, Hindi, Oriya etc.)
- The password should not contain personal information like pet name, birthday, phone no etc.
- The password should not be a word spelled backwards(e.g. nature – e)

ANNEXURE - II**TRAINING PROGRAMME ON ONLINE VERIFICATION AND
RECONCILIATION OF EXPENDITURE FIGURES****VENUE: TRAINING CENTRE, FINANCE DEPARTMENT**

Sl.	D.No.	Department	Date	Time
1	22	Forest & Environment and their Controlling Officers	14.10.2014	11 AM to 1.30 PM
2	23	Agriculture and their Controlling Officers		
3	33	Fisheries and Animal Resources and their Controlling Officers		
4	34	Cooperation and their Controlling Officers		
5	19	Industries and their Controlling Officers	14.10.2014	2.30 PM to 5 PM
6	24	Steel & Mines and their Controlling Officers		
7	31	Handloom, Textiles and Handicrafts and their Controlling Officers		
8	39	Employment & Technical Education and Training and their Controlling Officers		
9	40	Micro, Small and medium Enterprises and their Controlling Officers	15.10.2014	11 AM to 1.30 PM
10	6	Commerce and their Controlling Officers		
11	9	Food Supplies and Consumer Welfare and their Controlling Officers		
12	16	Planning & Coordination and their Controlling Officers		
13	21	Transport and their Controlling Officers		
14	27	Science & Technology and their Controlling Officers		
15	35	Public Enterprises and their Controlling Officers	15.10.2014	2.30 PM to 5 PM
16	37	Information and Technology and their Controlling Officers		
17	1	Home and their Controlling Officers		
18	3	Revenue and their Controlling Officers		
19	26	Excise and their Controlling Officers	16.10.2014	11 AM to 1.30 PM
20	2	General Administration and their Controlling Officers		
21	4	Law and their Controlling Officers		
22	8	Odisha Legislative Assembly and their Controlling Officers		
23	15	Sports & Youth Services and their Controlling Officers		
24	18	Public Grievances and pension Administration and their Controlling Officers		
25	25	Information & Public Relations and their Controlling Officers	16.10.2014	2.30 PM to 5 PM
26	29	Parliamentary Affairs and their Controlling Officers		
27	32	Tourism & Culture and their Controlling Officers		
28	5	Finance Department and their Controlling Officers		
29	10	School & Mass Education and their Controlling Officers	17.10.2014	11 AM to 1.30 PM
30	38	Higher Education and their Controlling Officers		
31	11	ST & SC Development and their Controlling Officers	17.10.2014	2.30 PM to 5 PM
32	14	Labour & Employees State Insurance and their Controlling Officers		
33	17	Panchayati Raj and their Controlling Officers	18.10.2014	11 AM to 1.30 PM
34	12	Health & Family Welfare and their Controlling Officers		
35	36	Women & Child Development Department and their Controlling Officers	18.10.2014	2.30 PM to 5 PM
36	7	Works		
37	13	Housing & Urban Development and their Controlling Officers	18.10.2014	11 AM to 1.30 PM
38	28	Rural Development and their Controlling Officers		
39	20	Water Resources and their Controlling Officers	18.10.2014	2.30 PM to 5 PM
40	30	Energy and their Controlling Officers		

Indicative list of Controlling Officers for Receipt reconciliation

Major Head of Receipts &		Controlling Officers
0028	Other Taxes on Income and Expenditure-Tax on Professions	Commissioner of Commercial Taxes, Odisha
0029	Land Revenue	Secretary, Board of Revenue
0030	Stamp Duty & Registration Fees	Inspector General, Registration(IGR)
0039	State Excise	State Excise Commissioner
0040	Taxes on Sales, Trade Etc.- Sales Tax, VAT & CST	Commissioner of Commercial Taxes, Odisha
0041	Taxes on Vehicles	Transport Commissioner
0042	Taxes on Goods and Passengers-Entry Tax	Commissioner of Commercial Taxes, Odisha
0043	Taxes and Duties on Electricity	Principal Chief Electrical Inspector
0045	Other Taxes and Duties on Commodities and Services-	Commissioner of Commercial Taxes, Odisha/ Principal Chief Conservator of
0047	Other Fiscal Services	Director Small Savings/ Dy.Examiner-cum-Dy.Secretary(LFA)
0049	Interest Receipts	Cooperation/ Industries Deptt. and other Departments in which loans & advances have
0050	Dividends & Profits	Administrative Departments under which the PSUs, Statutory Corporations & Cooperatives
0051	Public Service Commission	OPSC, OSSC, Subordinate Staff Selection Commission
0055	Police	Director General of Police
0056	Jails	Inspector General of Prisons
0058	Stationery & Print.	Director, Printing & Stationary & Publication
0059	Public Works	Works, H&UD, R.D. Departments & Heads of Departments of these Departments
0070	Other Administrative Services	Administrative Tribunal /Chairman, Administrative Tribunal
0071	Contribution & Recovery - Towards Pension/ Leave Salary	Finance Department
0075	Miscellaneous General Services	Principal Chief Conservator of Forests(PCCF), Odisha /Administrative Departments
0202	Education, Sports, Art and Culture	Director, Mass Edn/ Elementary Edn/Secondary Edn./Higher Edn./Vocational Edn./ Technical Edn.& Training/ Sports & Youth Services/ Culture
0210	Medical and Public Health	Director Health Services/Director, Medical Edn & Training/ Director, Employees State Insurance
0211	Family Welfare	Director, Family Welfare/Director, Employees State Insurance
0215	Water Supply and Sanitation	Chief Engineer, Rural Water Supply & Sanitation (RWSS) /Chief Engineer, Public Health
0216	Housing	Chief Engineer, Rural Works, Roads & Building, Public Health/ Director, Housing/ Rent Officer, General Administration Deptt.

Major Head of Receipts &		Controlling Officers
0217	Urban Development	Director, Municipal Administration
0220	Information and Publicity	Director, Information & Public Relation
0230	Labour and Employment	Labour Commissioner / Director Factories & Boilers
0235	Social Security and Welfare	Women & Child Welfare Department
0250	Other Social Services	Women & Child Welfare Department
0401	Crop Husb.	Director of Agriculture & Food Production / Director, Horticulture / Director of Soil Conservation
0403	Animal Husbandry	Director, AH&VS, Odisha
0404	Dairy Development	Director, AH&VS, Odisha
0405	Fisheries	Director, Fisheries, Odisha
0406	Forestry & Wild Life.	Principal Chief Conservator of Forests(PCCF), Odisha/PCCF (KL) / (WL)
0408	Food Storage and Warehousing	Director, Agricultural Marketing/ F. S.& C.W Department
0415	Agricultural Research and Education	Agriculture Department
0425	Co-operation	Co-operation Department / Registrar of Co-operative Societies(RCS), Odisha
0435	Other Agricultural Programmes	Agriculture Department
0506	Land Reforms	Revenue & Disaster Management Department / Board of Revenue / R D Cs
0515	Other Rural Development Programmes	Panchayati Raj Department
0700	Major Irrigation	(a) Industrial Water Rate - E.I.C., Water Resources and Chief Engineers of W.R. Department (b) Irrigation Water Rate - Board of Revenue and R D Cs
0701	Medium Irrigation.	
0702	Minor Irrigation	
0801	Power	Energy Department / P.C.E.I & E.I.C. , Electricity
0810	Non Con. Energy	Science & Technology Department
0851	Village and Small Ind.	Industries Department/MSME Department
0852	Industries	Director, Industries
0853	Mining Revenue	Director of Mines
1051	Ports and Light	Director, Inland Water Transport
1053	Civil Aviation	Director, Civil Aviation, Odisha
1054	Roads and Bridges	Works Department / H&UD Department / R.D. Departments & Chief Engineers of Heads of Departments
1055	Road Transport	Transport Department
1056	Inland Water Transp.	Director of Ports & Inland Water Transport
1425	Other Scientific	Science & Technology Department
1452	Tourism	Tourims Department
1456	Civil Supplies	Food Supply & Consumer Welfare Department
1475	Other Gen.Eco.Service	Food Supply & Consumer Welfare Department