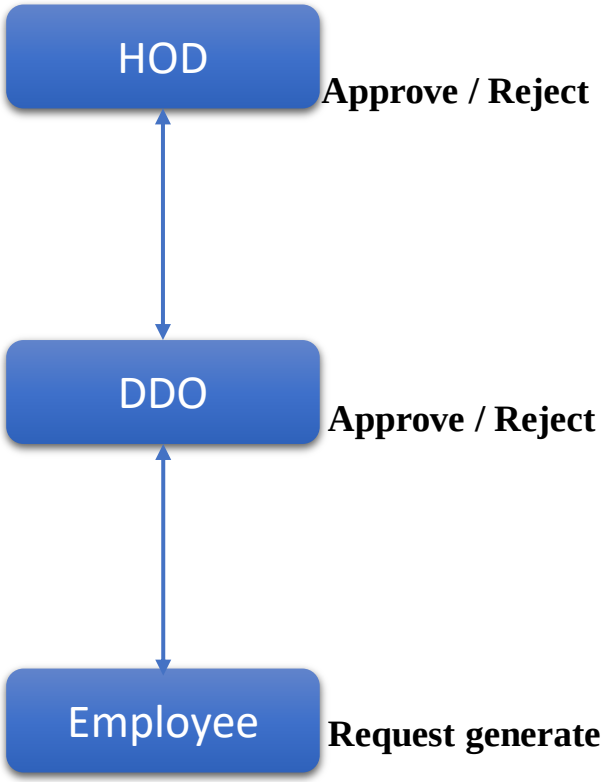
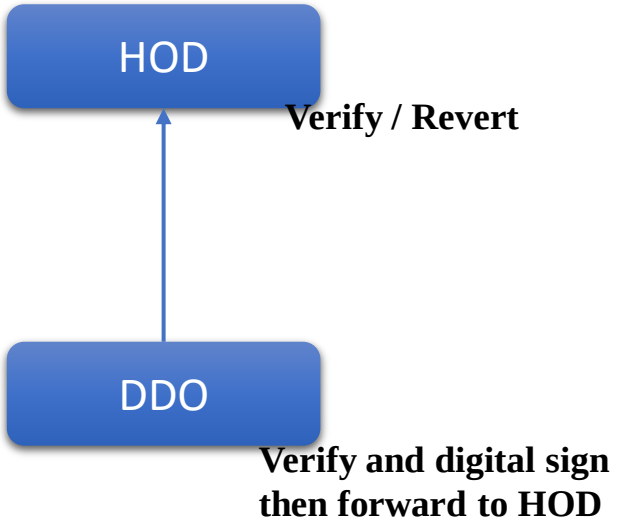
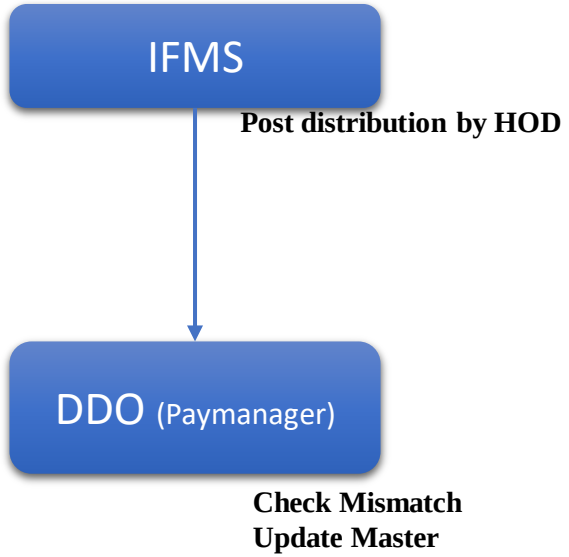
Employee Detail updation



Employee Data OneTime Verification



Post Distribution

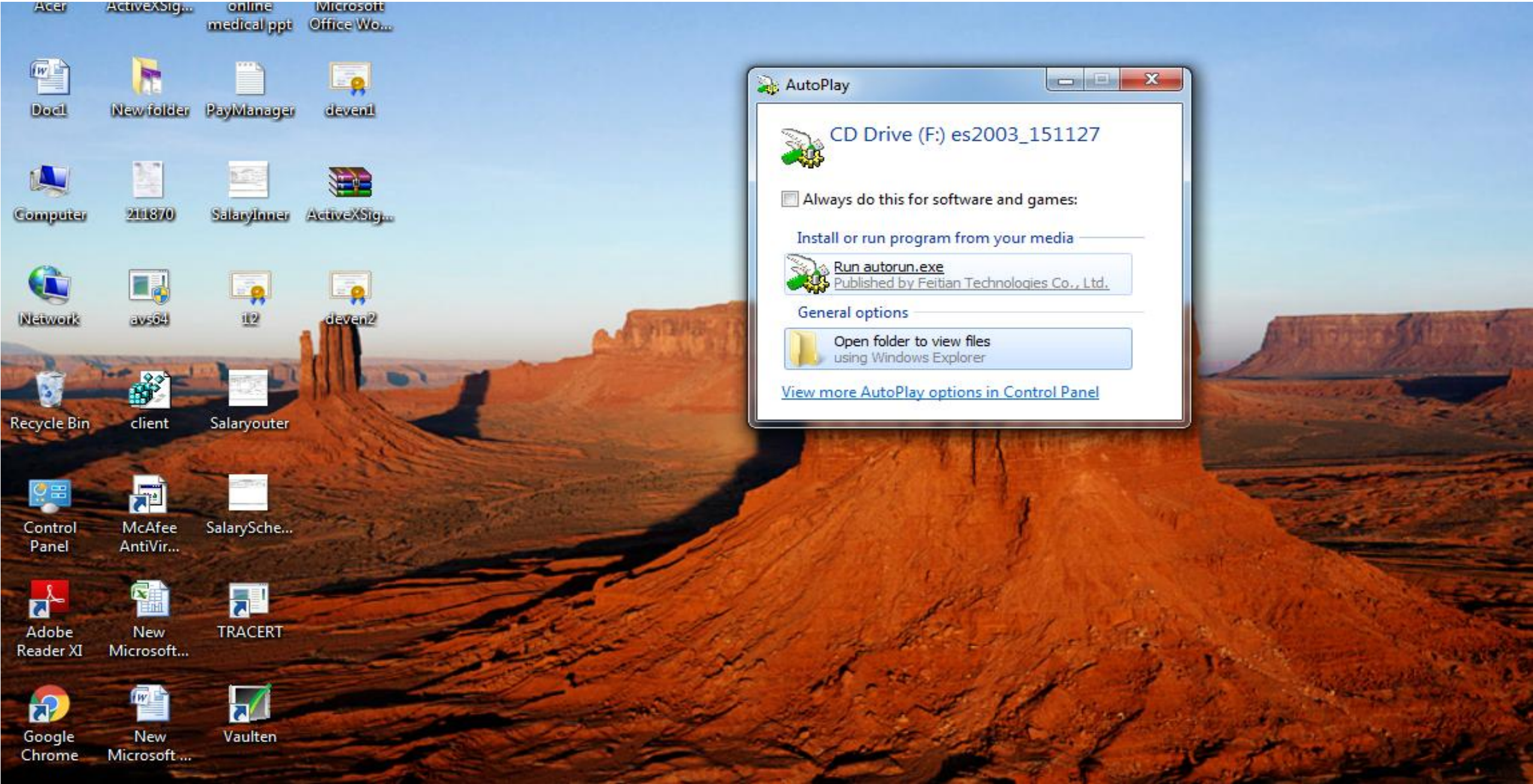


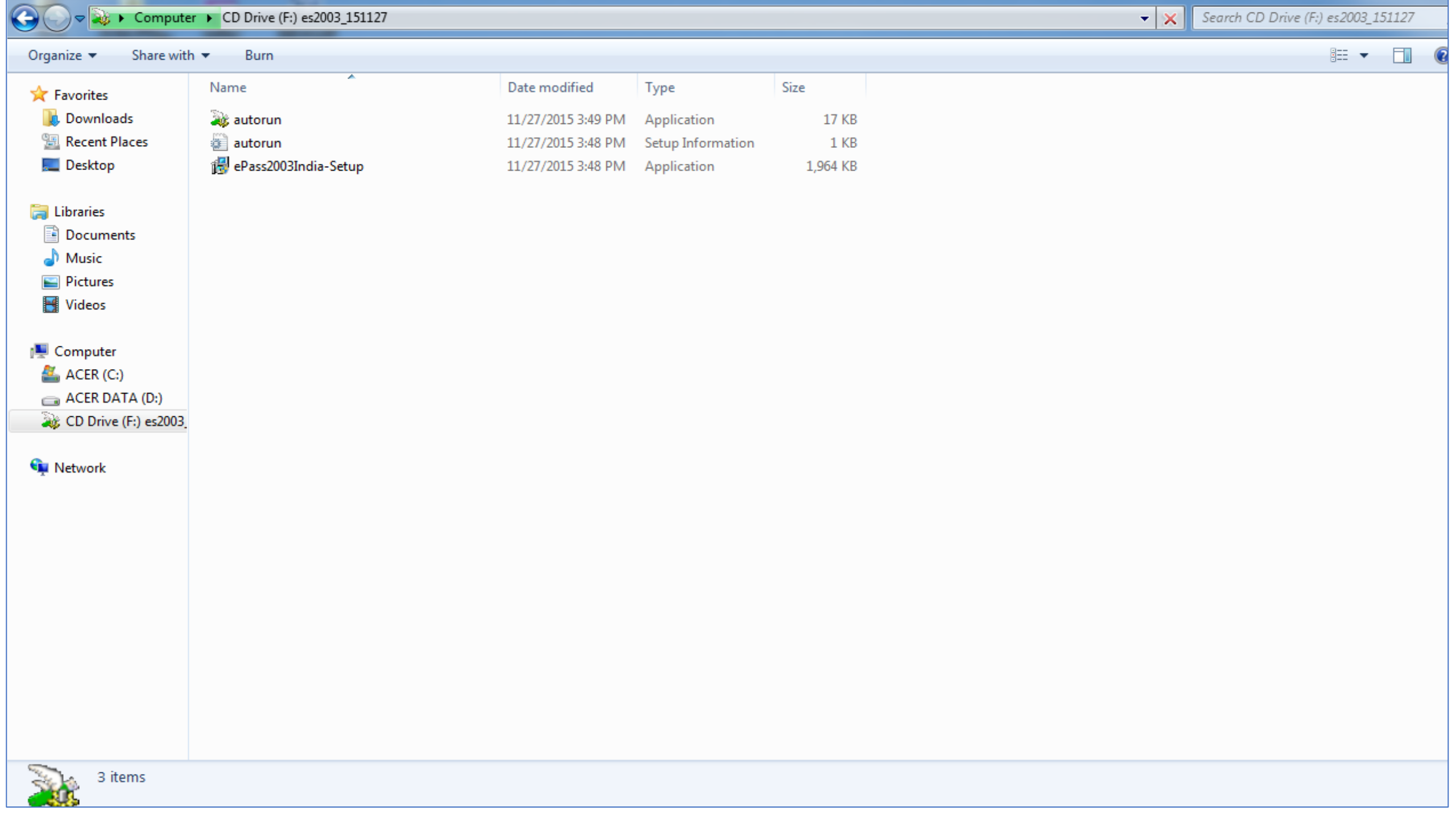
HOD digital certificate registration process on Paymanager

Internet Explorer 9 or Above

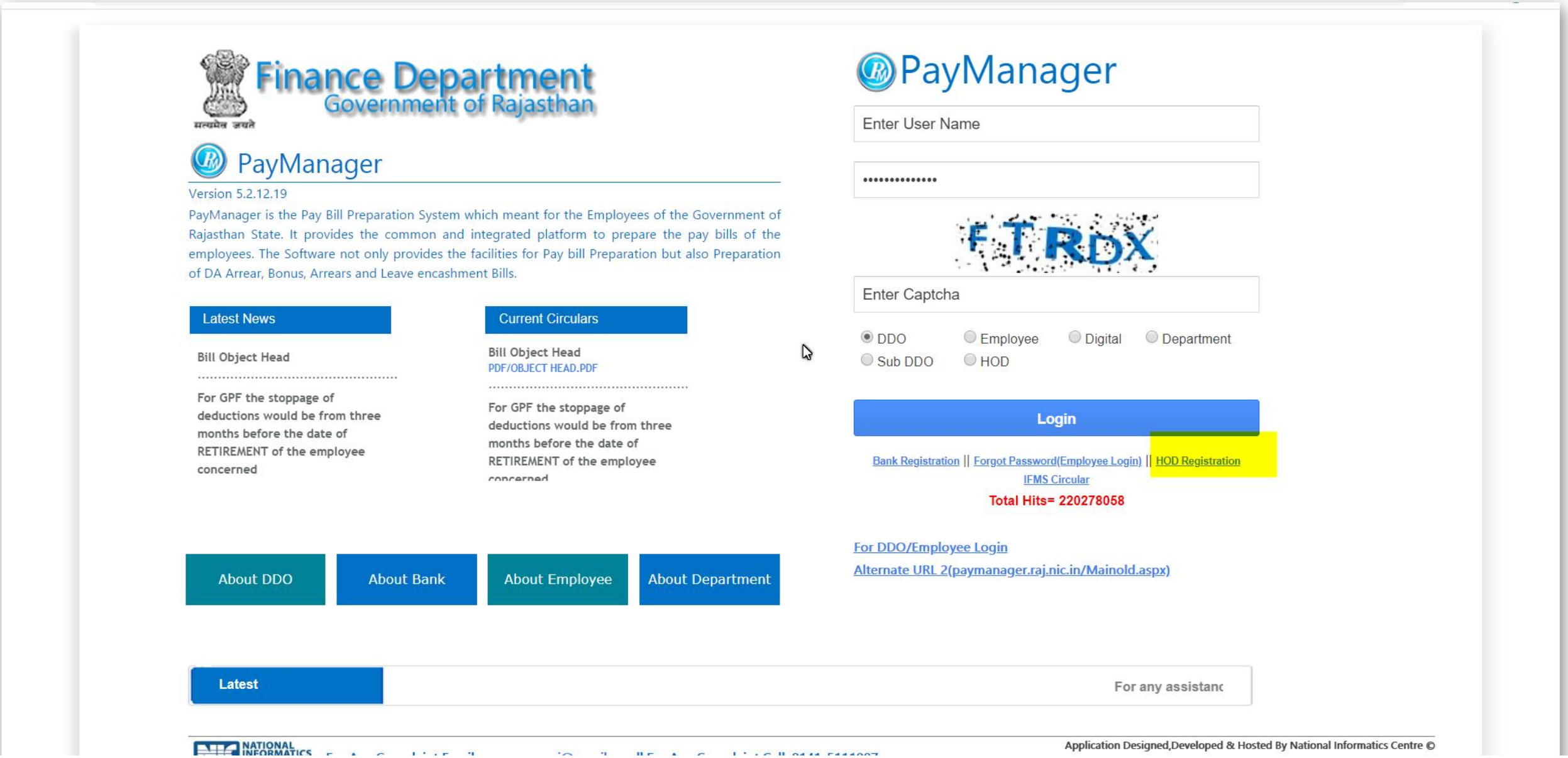
- **1. I**nstall **Driver** of digital certificate
- **2.** Download and install **ActiveX** software
- **3.** open internet explorer and change security setting

1. Install **Driver** of digital certificate



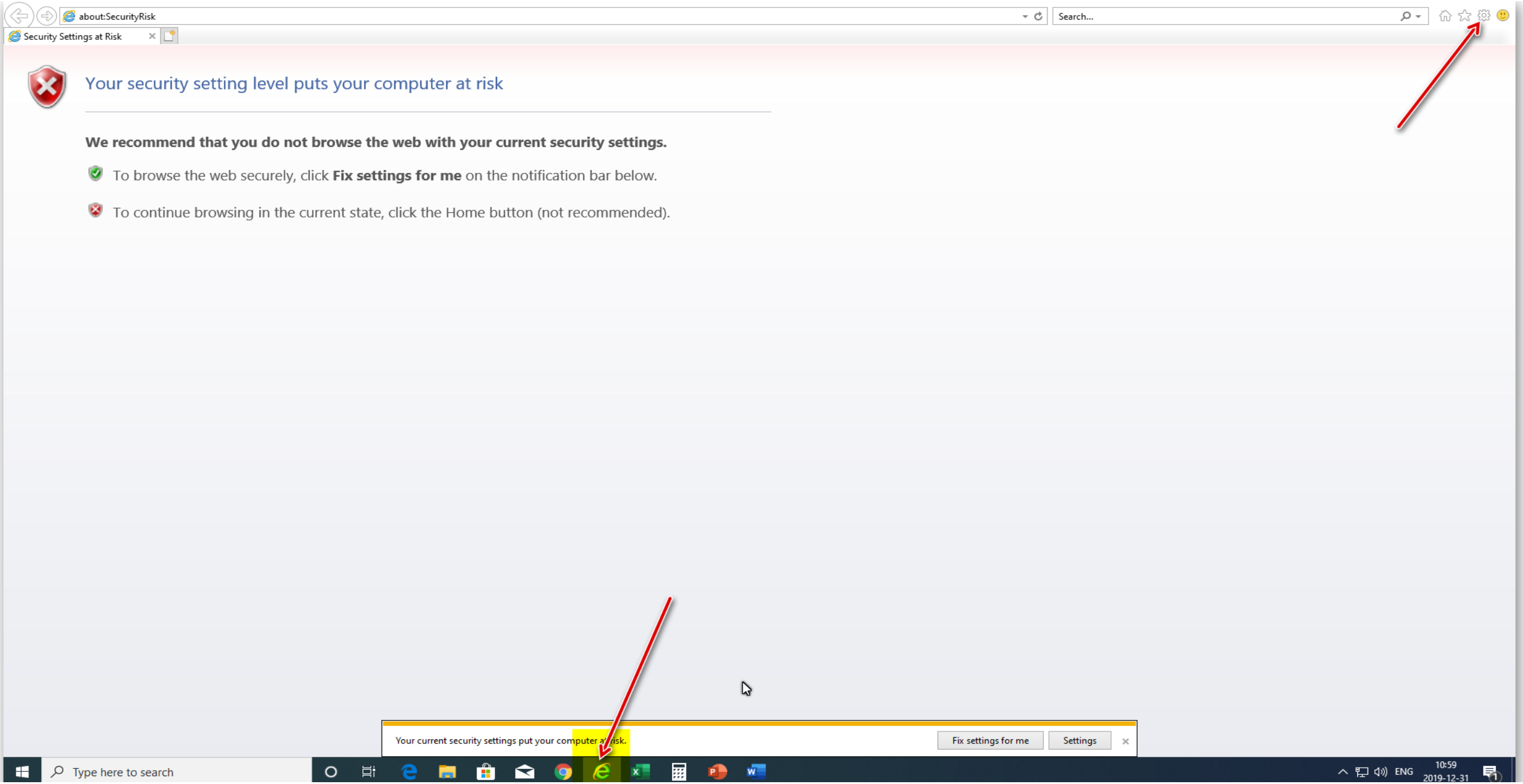

Computer
CD Drive (F:) es2003_151127
Search CD Drive (F:) es2003_151127
Organize
Share with
Burn
Favorites
Downloads
Recent Places
Desktop
Libraries
Documents
Music
Pictures
Videos
Computer
ACER (C:)
ACER DATA (D:)
CD Drive (F:) es2003_
Network
Name
Date modified
Type
Size
autorun
11/27/2015 3:49 PM
Application
17 KB
autorun
11/27/2015 3:48 PM
Setup Information
1 KB
ePass2003India-Setup
11/27/2015 3:48 PM
Application
1,964 KB
3 items

2. Download and install **ActiveX** software

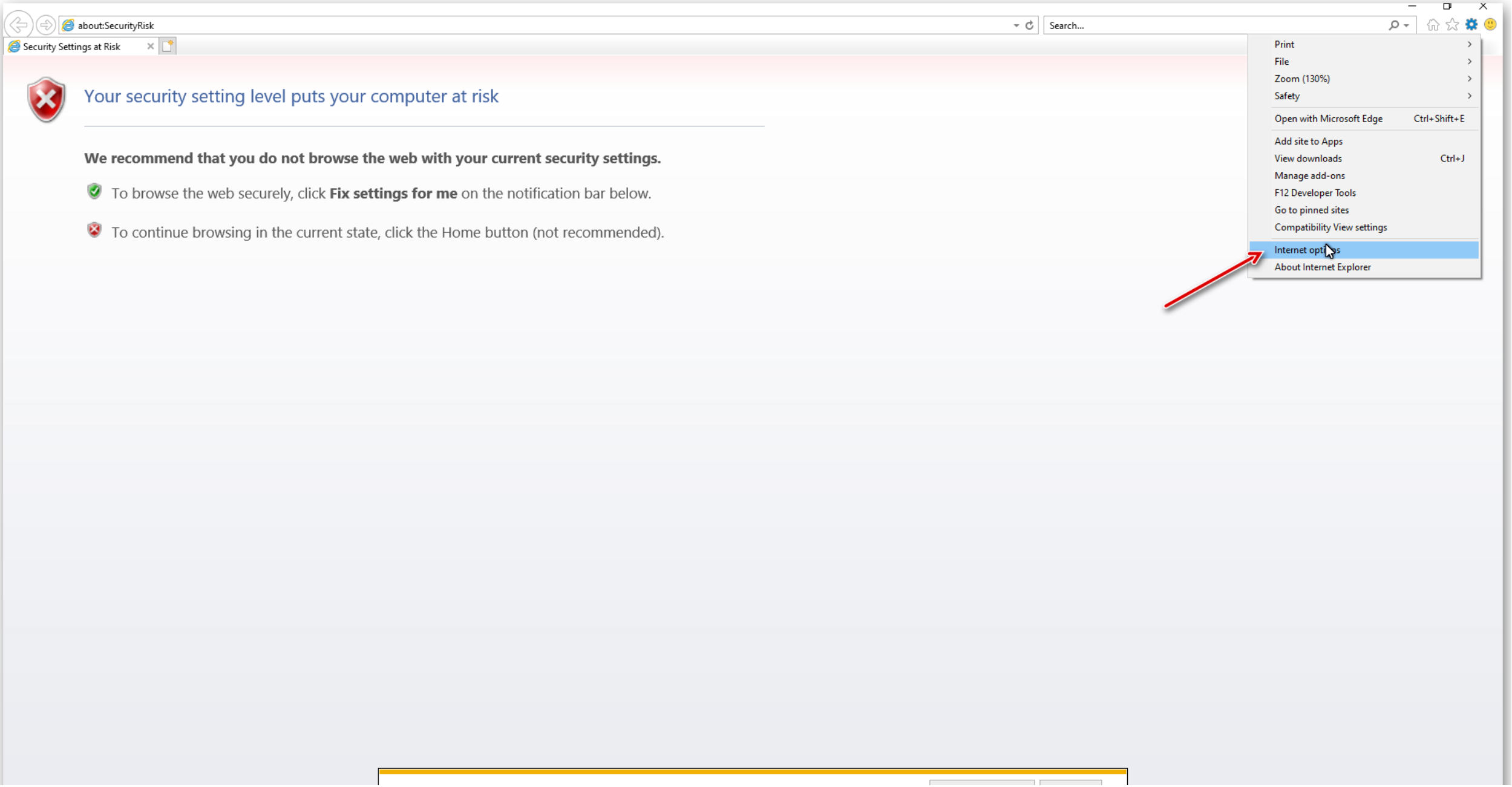


2. Download and install **ActiveX** software

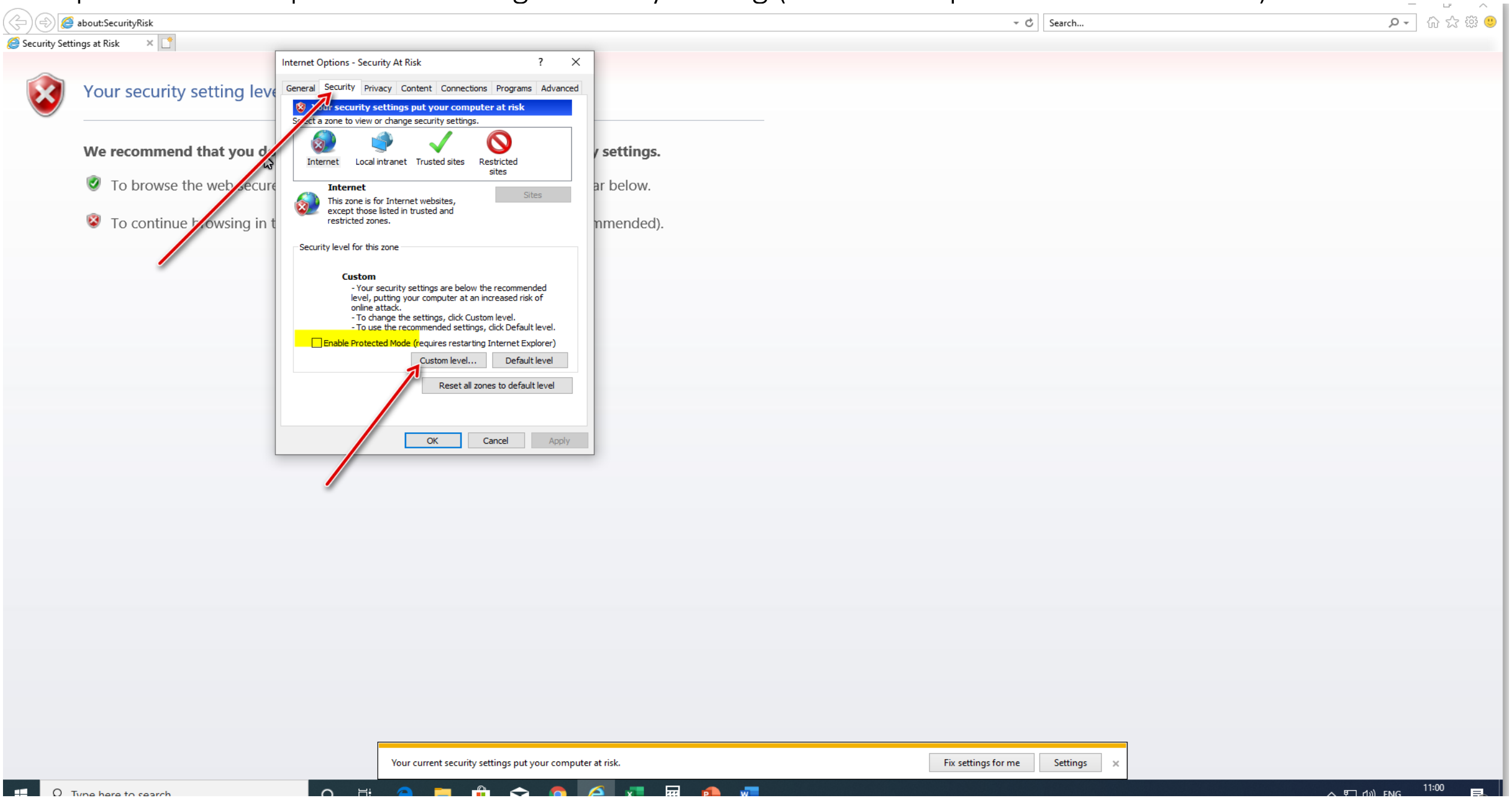
3. open internet explorer and change security setting (enable all option in these 2 menu)



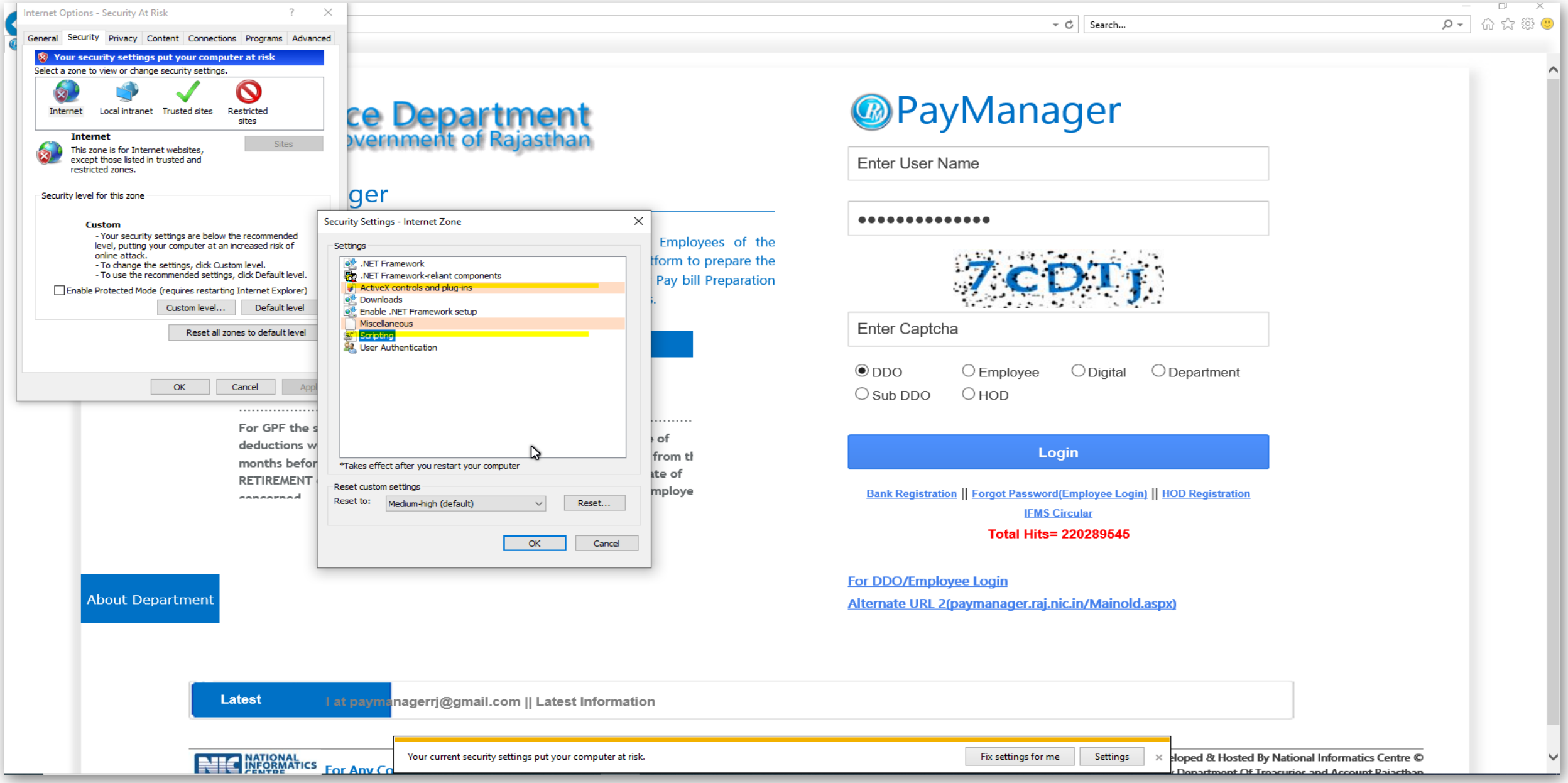
3. open internet explorer and change security setting (enable all option in these 2 menu)



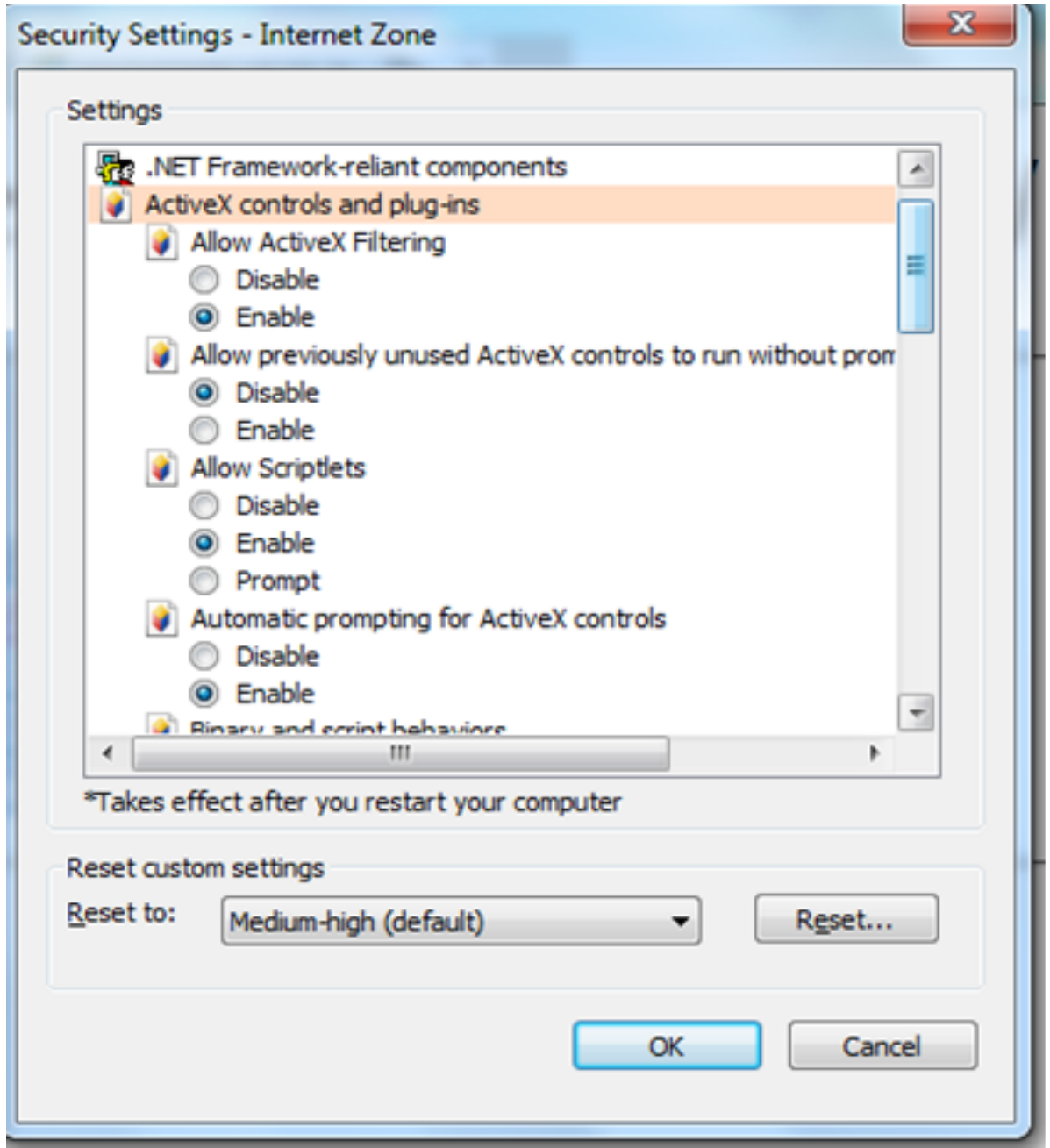
3. open internet explorer and change security setting (enable all option in these 2 menu)

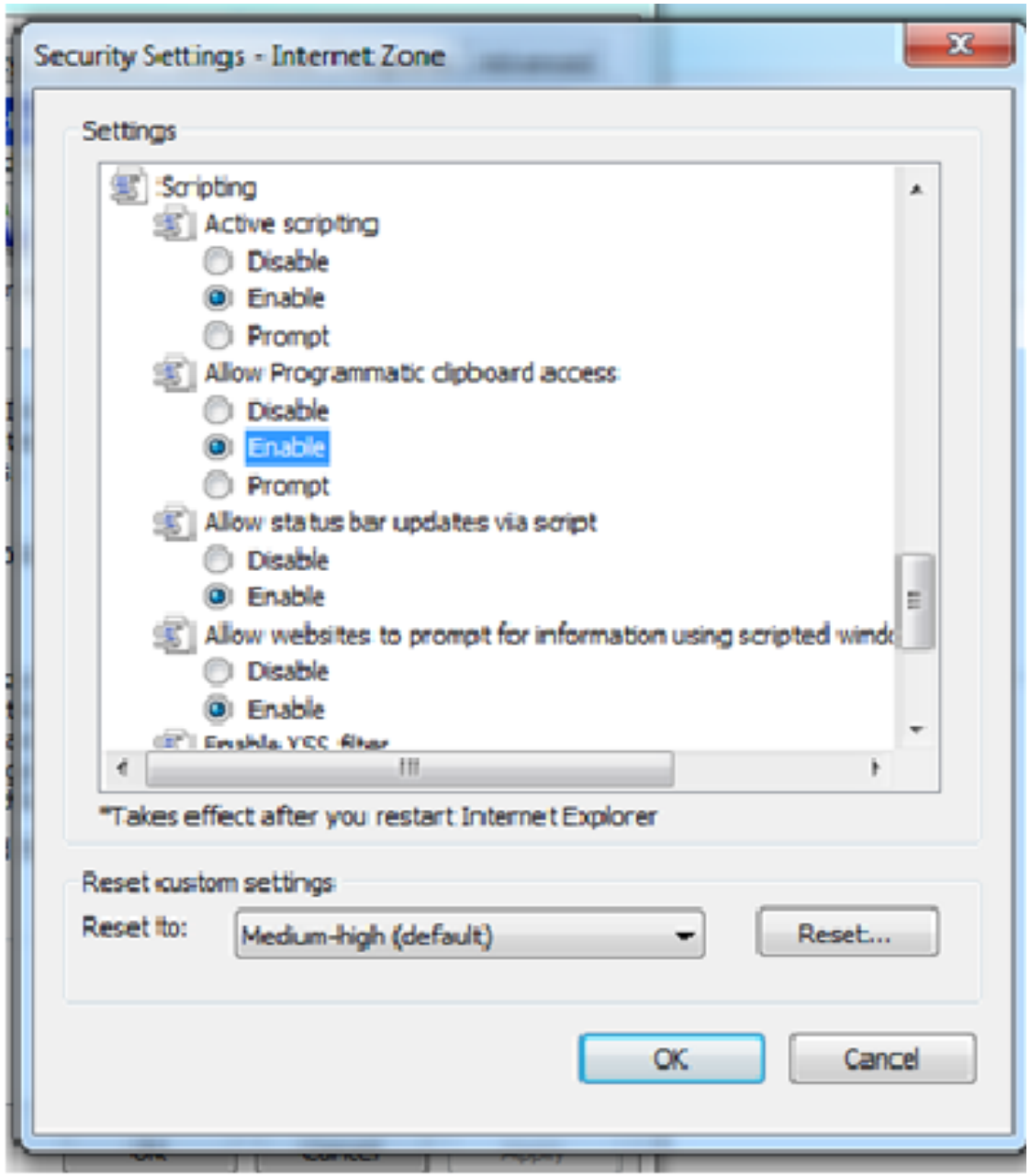


3. open internet explorer and change security setting (enable all option in these 2 menu)

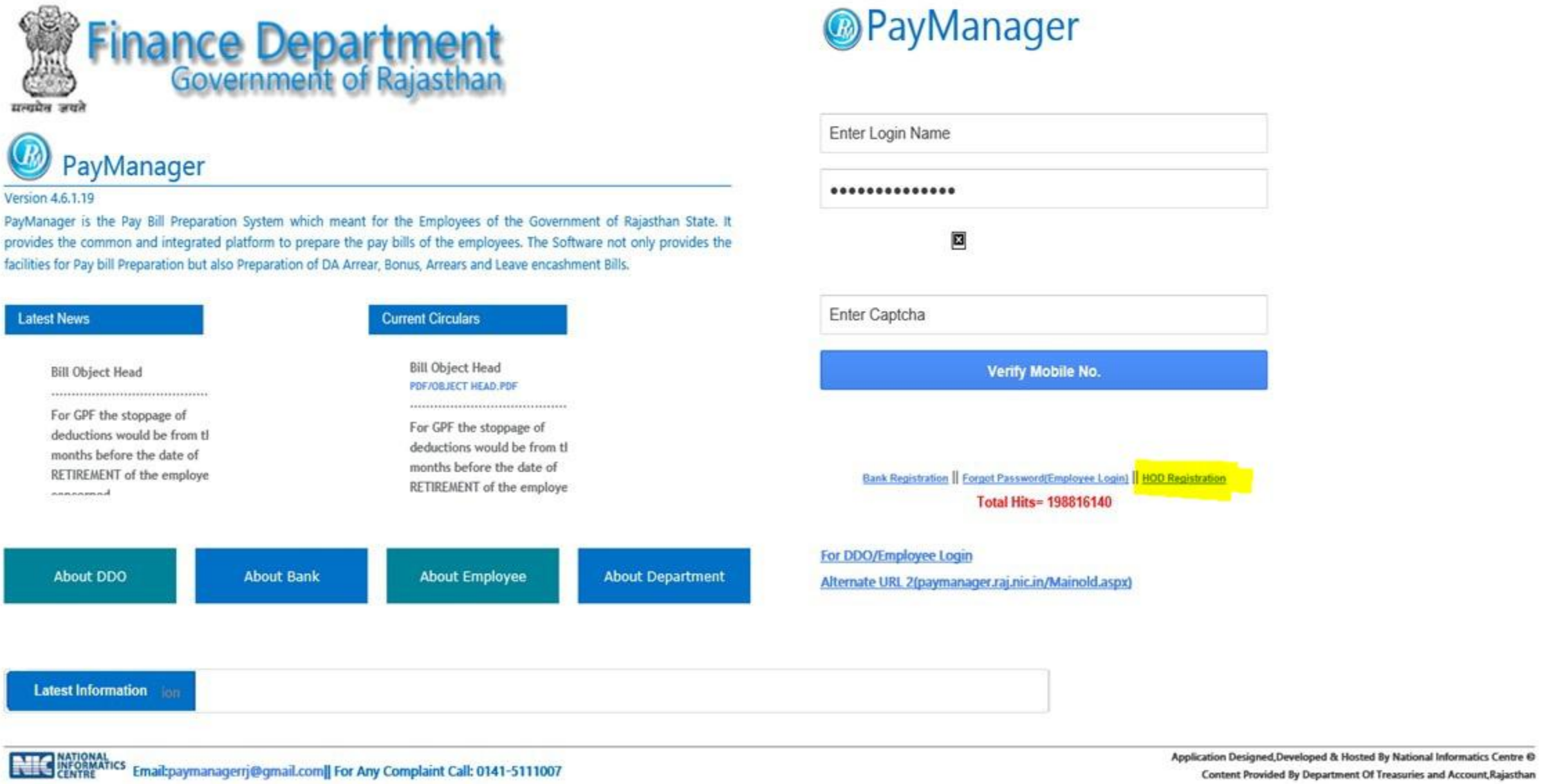


3. open internet explorer and change security setting (enable all option in these 2 menu)

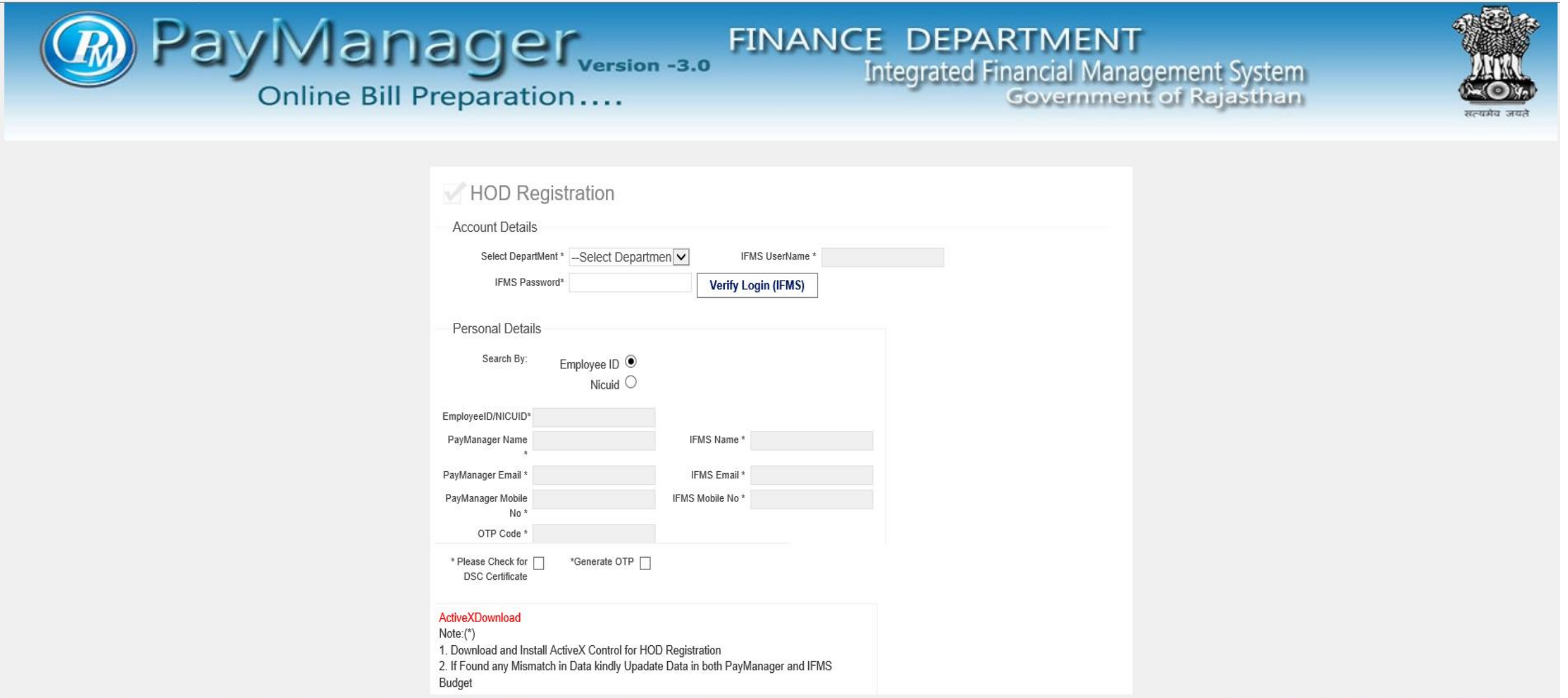




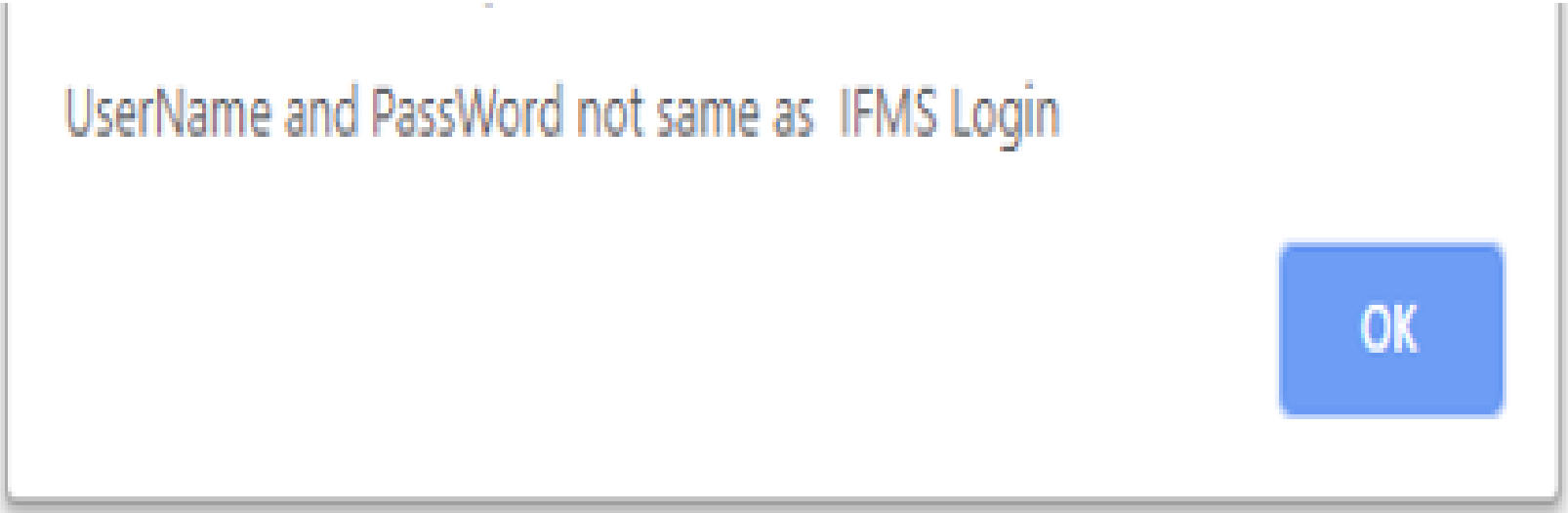
HOD DSC Registration on PayManager.



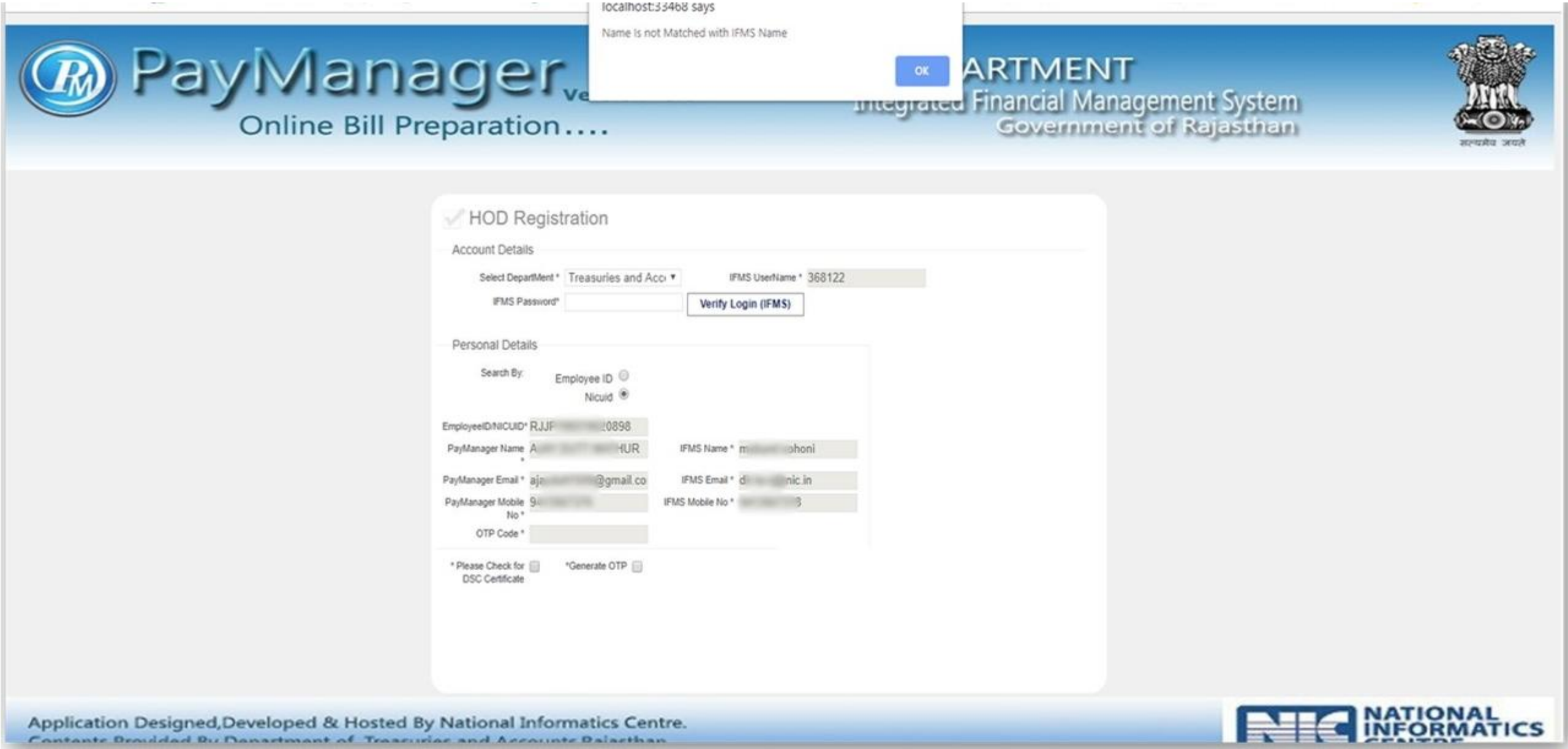
Select department and verify IFMS portal departmental Credentials.



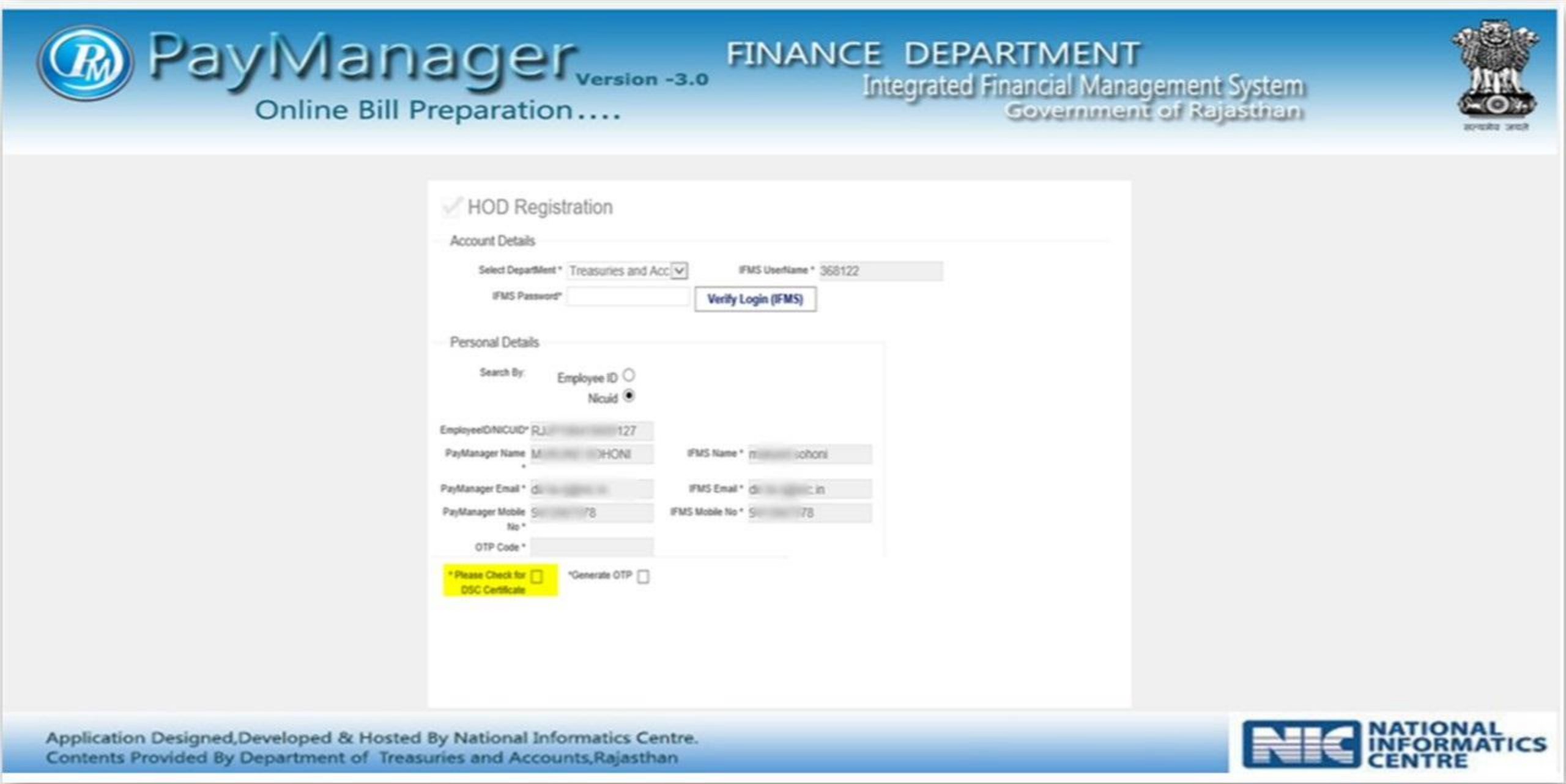
IF IFMS portal departmental Credentials not match, following massage will be display

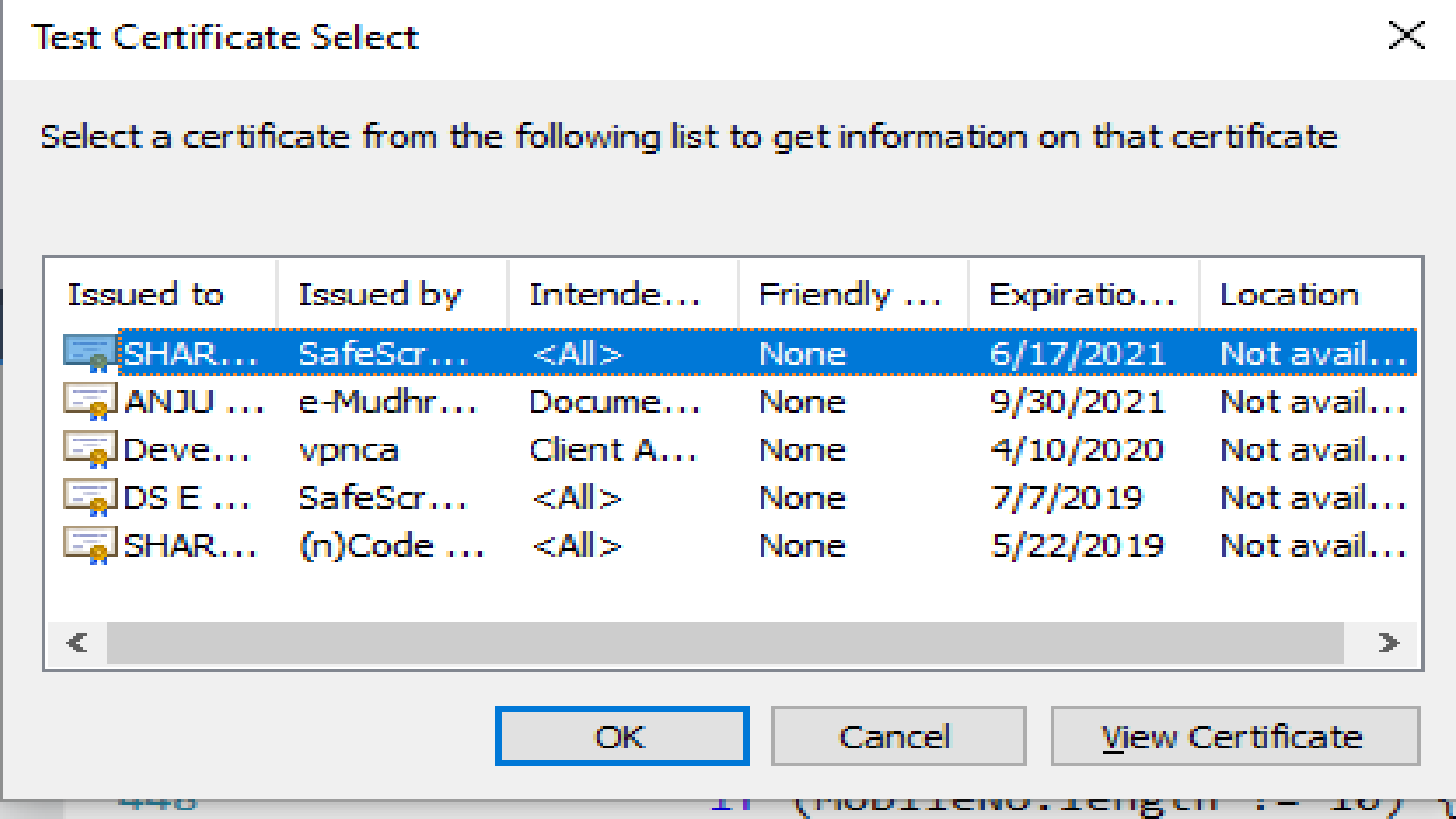


After verify Credentials, search HOD detail by Employee id or Nicuid
If detail of HOD on paymanager found any mismatch with IFMS then following massage will be display

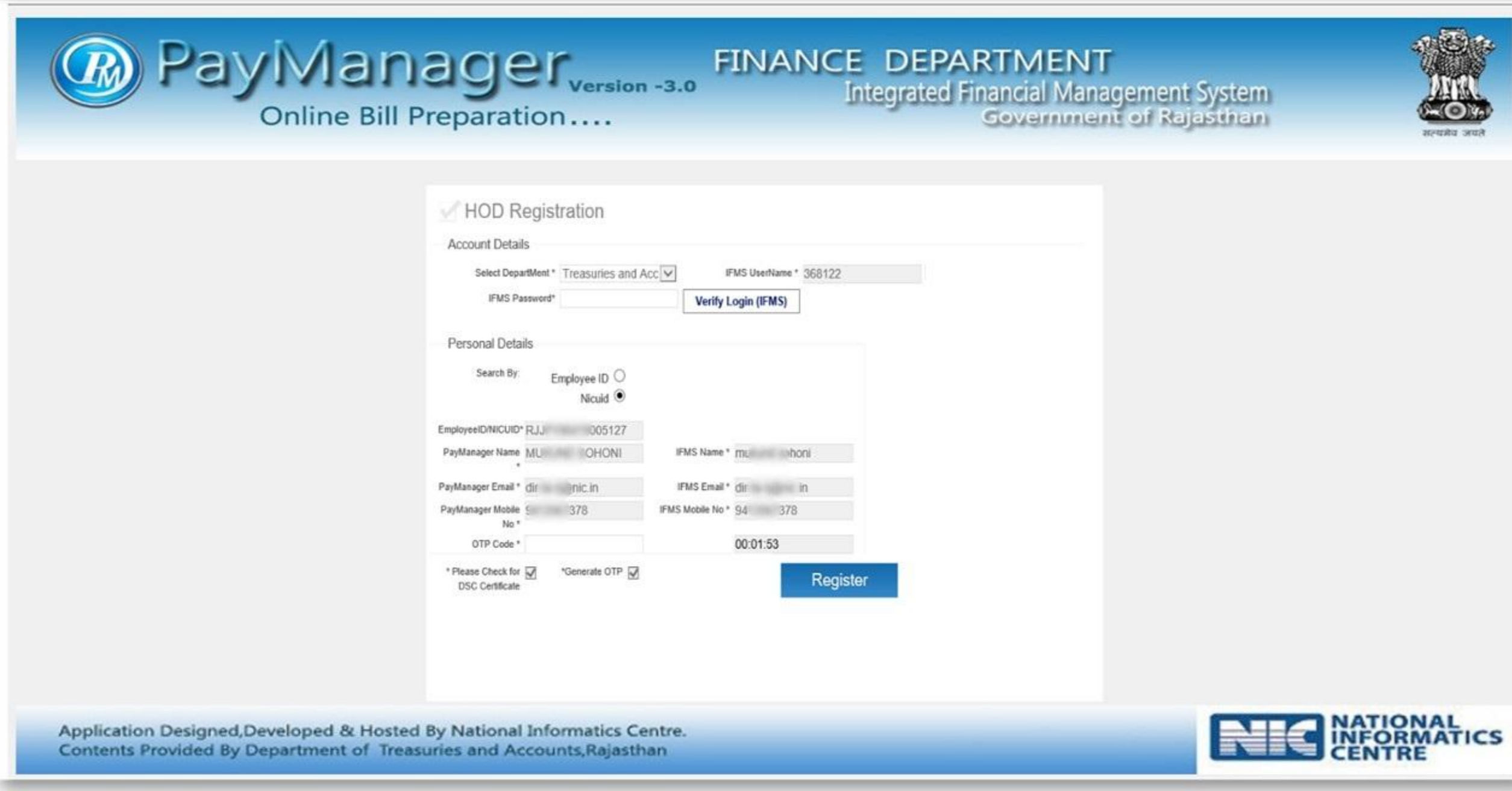


If no mismatch found on both portal (paymanager and IFMS) then select DSC option

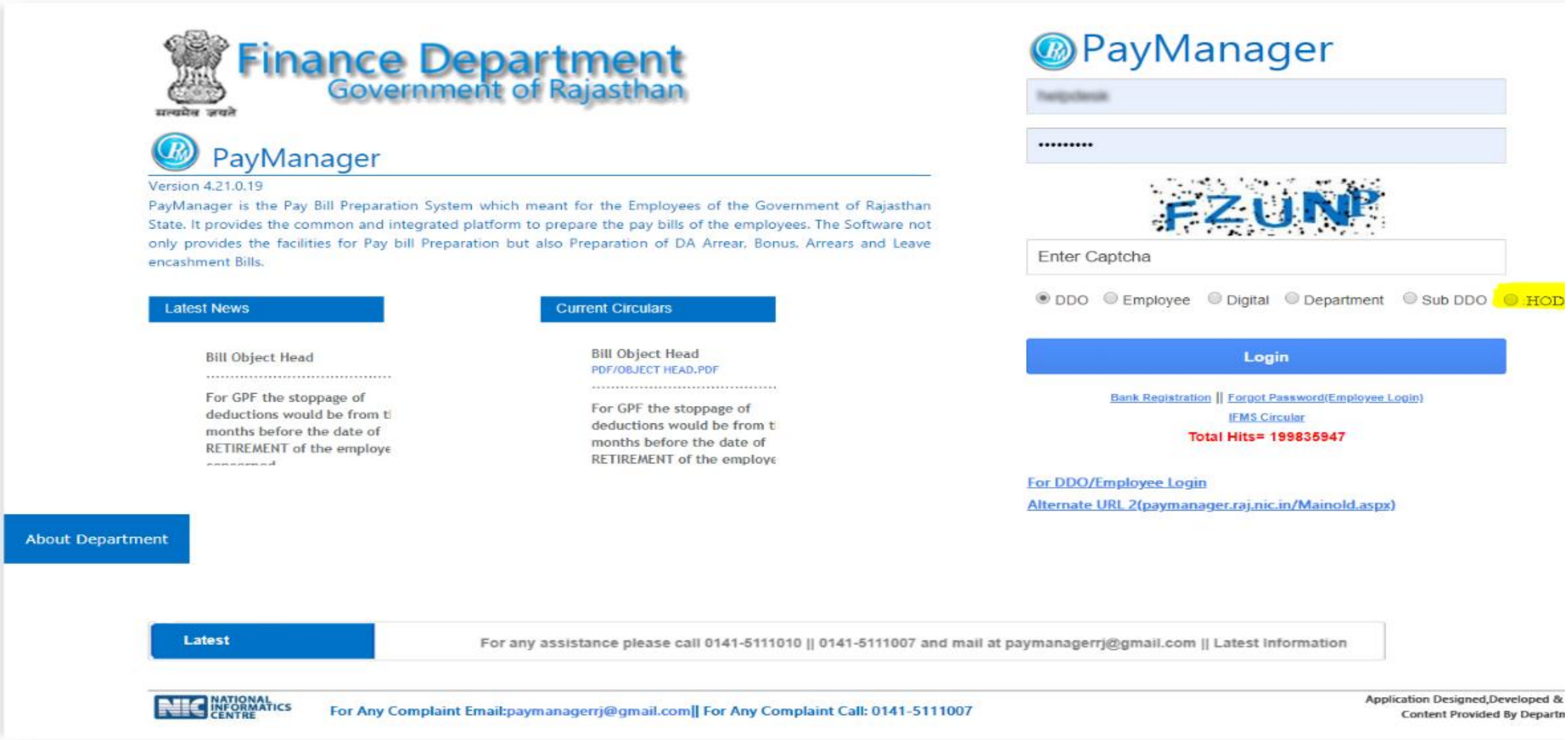



Test Certificate Select
Select a certificate from the following list to get information on that certificate
Issued to
Issued by
Intende...
Friendly ...
Expiratio...
Location
SHAR...
SafeScr...
<All>
None
6/17/2021
Not avail...
ANJU ...
e-Mudhr...
Docume...
None
9/30/2021
Not avail...
Deve...
vpnca
Client A...
None
4/10/2020
Not avail...
DS E ...
SafeScr...
<All>
None
7/7/2019
Not avail...
SHAR...
(n)Code ...
<All>
None
5/22/2019
Not avail...
OK
Cancel
View Certificate

After select DSC certificate, Generate OTP and enter in text box and click on **Registration**



After successfully registration , Login as HOD



PayManager Version -3.0

Online Bill Preparation....

FINANCE DEPARTMENT

Integrated Financial Management System

Government of Rajasthan

सत्यमेव जयते

Home LoginID: Year:**2010-11**

Master	Reports	LogOut
Create & Register Sub HOD Login		
Verify Employee Detail SubHOD		
Verify Employee Detail HOD		
SUB HOD Permission		
De-Activate SubHOD		
Aprrove Employee details Change Request		
Verify TA/Medical Bills		
HOD approval		
SUB HOD District Mapping		
Designation Add Office Wise Pri		

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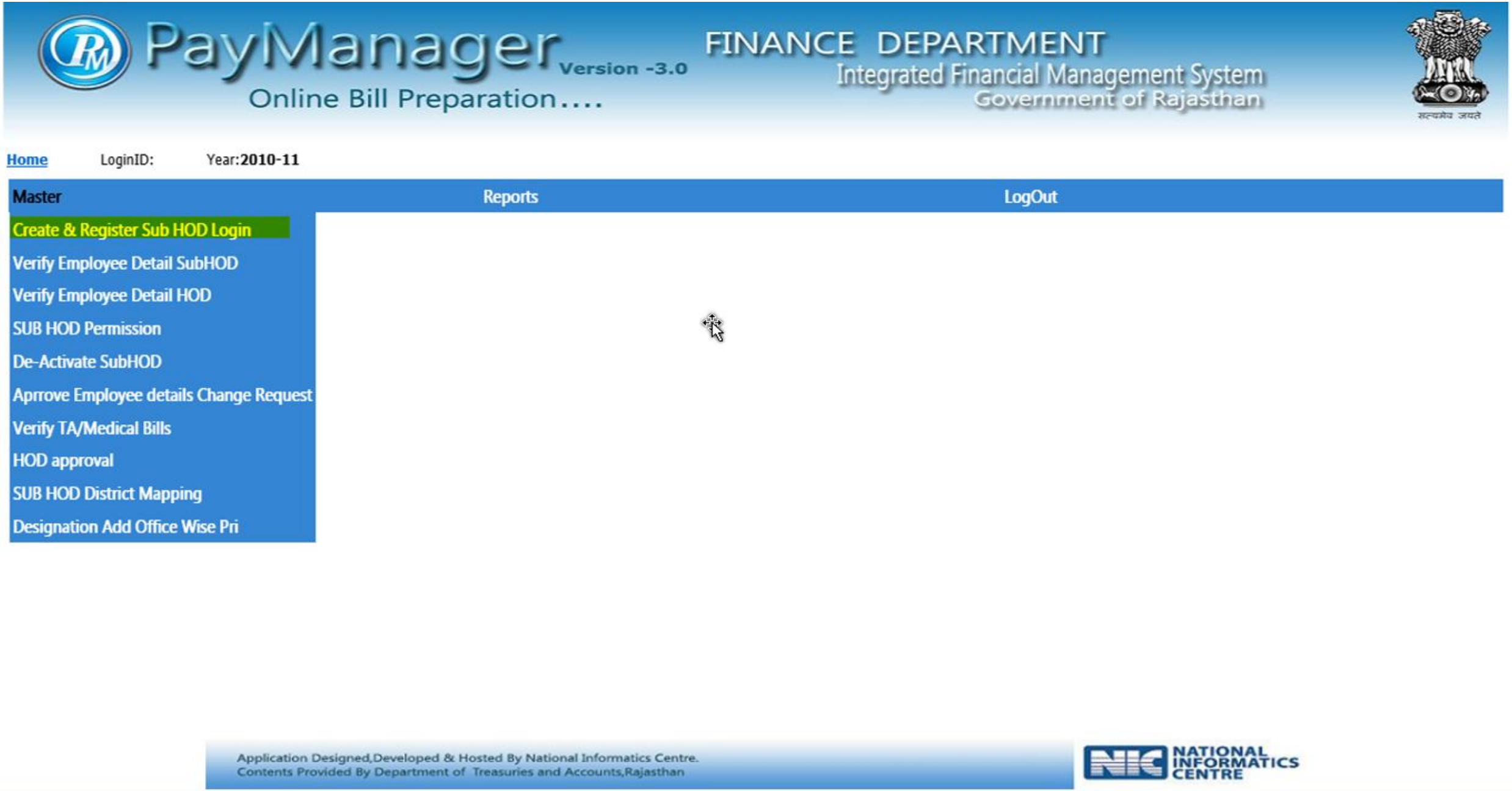
NIC NATIONAL INFORMATICS CENTRE

Create & Registration Sub HOD Login



SUB-HOD Registration

Account Details

UserName * testSubHOD

Repeat UserName * testSubHOD

Check UserName

Password*

Repeat Password*

* obligatory fields

Personal Details

First Name *

Last Name *

Email *

EmployeeID *

Mobile No *

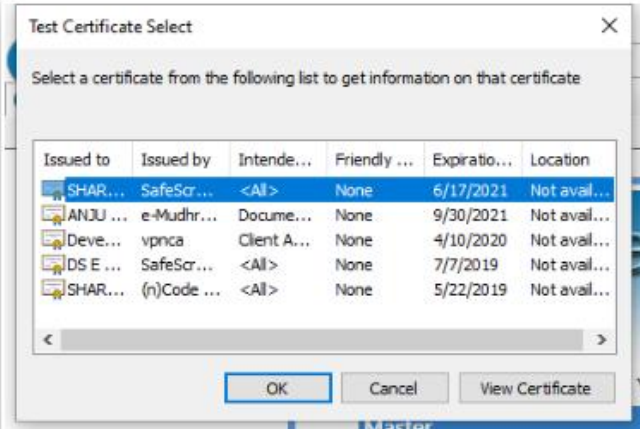
OTP Code *

Certifcate Details

* Please Check for DSC Certificate

*Generate OTP

Register



Search...

ayManager Version -3.0

Online Bill Preparation....

FINANCE DEPARTMENT

Integrated Financial Management System

Government of Rajasthan

Year:**2010-11**

Master | Reports | LogOut

SUB-HOD Registration

Account Details

UserName * devv

Repeat UserName * devv

Check UserName

Password* •••••

Repeat Password* •••••

** obligatory fields*

Personal Details

Search By: Employee ID ○ Nicuid ◉

EmployeeID/NICUID* RJJ[illegible]0898

Name * A[illegible]HUR

Email * ajay[illegible]@gmail.co

Mobile No * 94[illegible]78

OTP Code *

Certifcate Details

☑ * Please Check for DSC Certificate

☐ *Generate OTP

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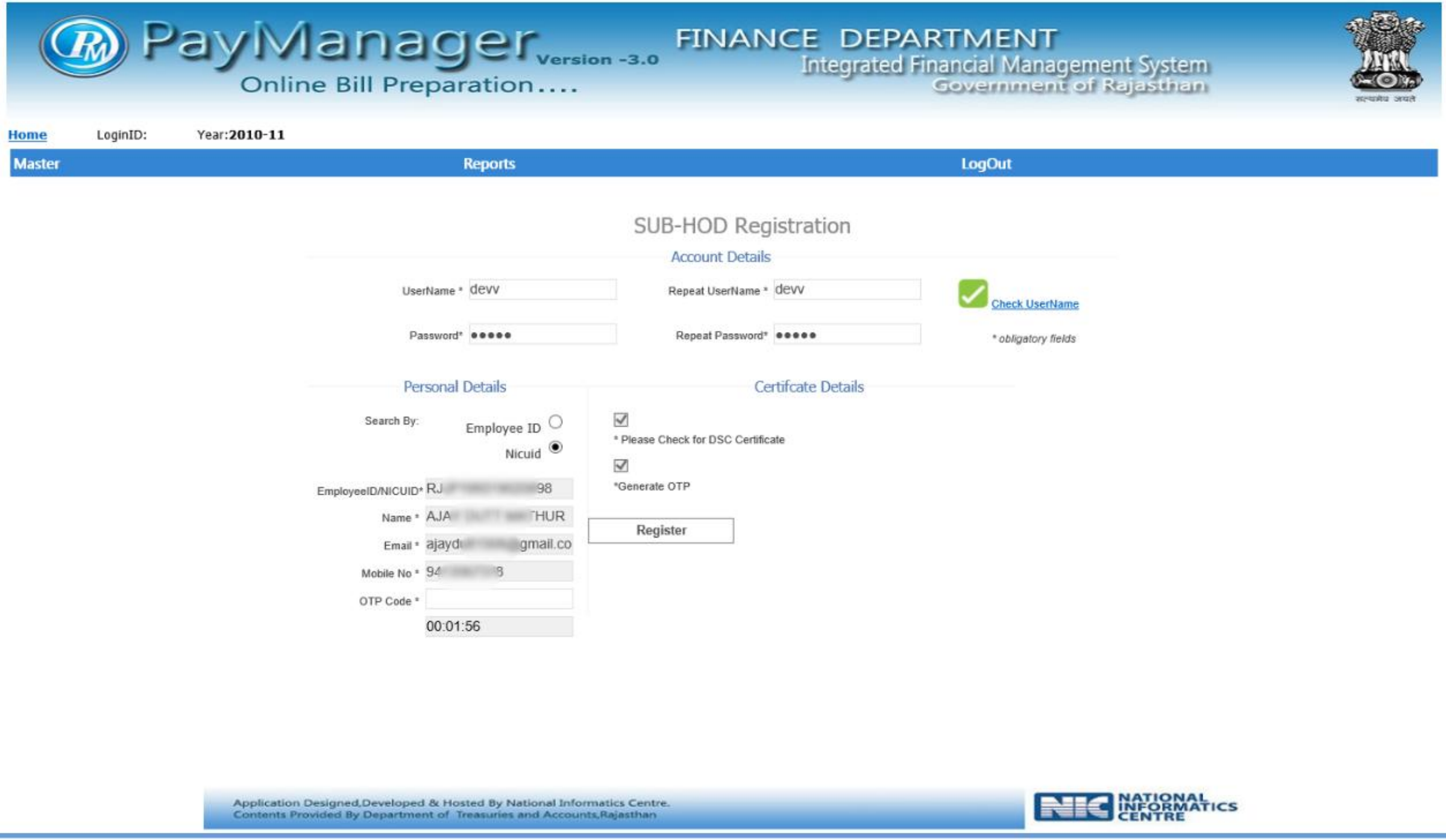
PayManager Version -3.0
Online Bill Preparation....
FINANCE DEPARTMENT
Integrated Financial Management System
Government of Rajasthan
Home
LoginID:
Year:2010-11
Master
Reports
LogOut
SUB-HOD Registration
Account Details
UserName * devv
Repeat UserName * devv
Check UserName
Password* •••••
Repeat Password* •••••
* obligatory fields
Personal Details
Certifcate Details
Search By:
Employee ID
Nicuid
* Please Check for DSC Certificate
*Generate OTP
EmployeeID/NICUID* RJ
Name * AJA
Email * ajayd
gmail.co
Mobile No * 94
OTP Code *
00:01:56
Register
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NATIONAL INFORMATICS CENTRE

PayManager Version -3.0

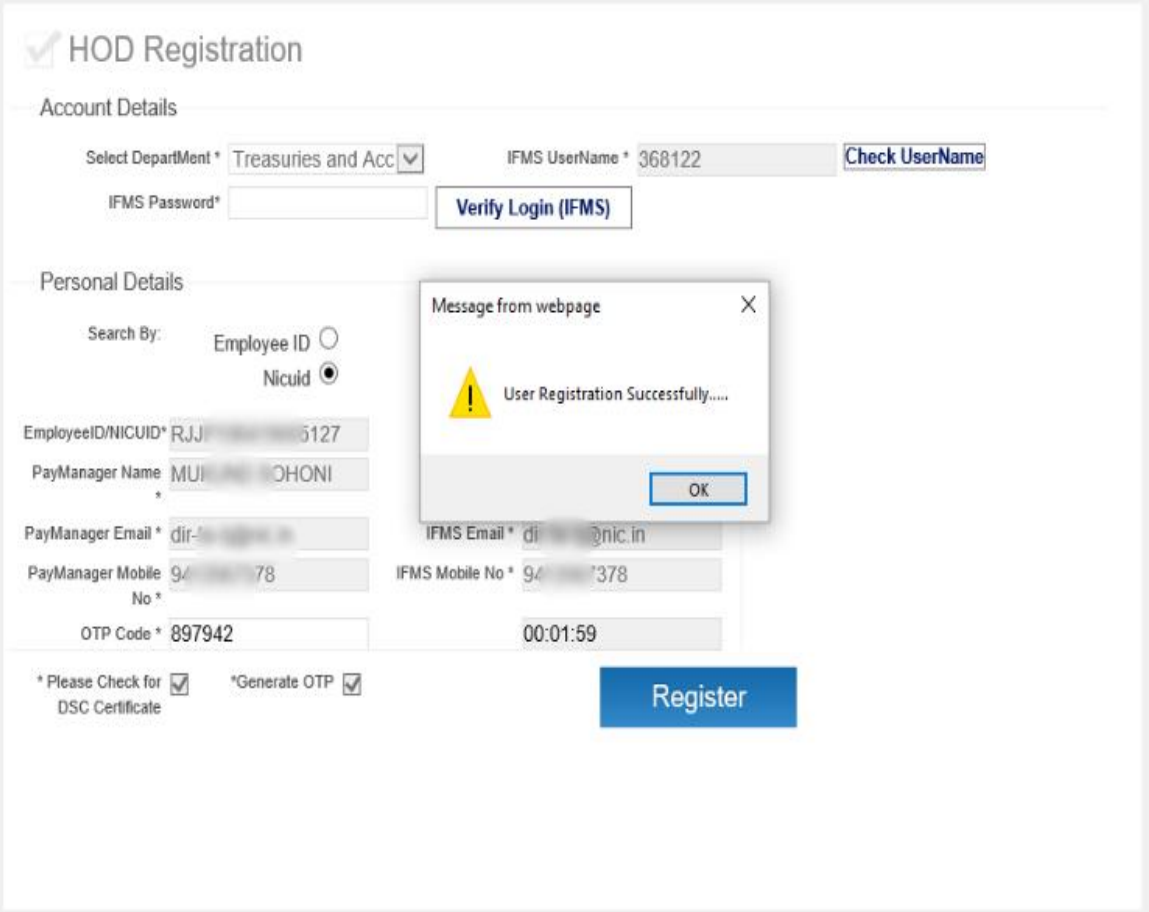
Online Bill Preparation....

FINANCE DEPARTMENT

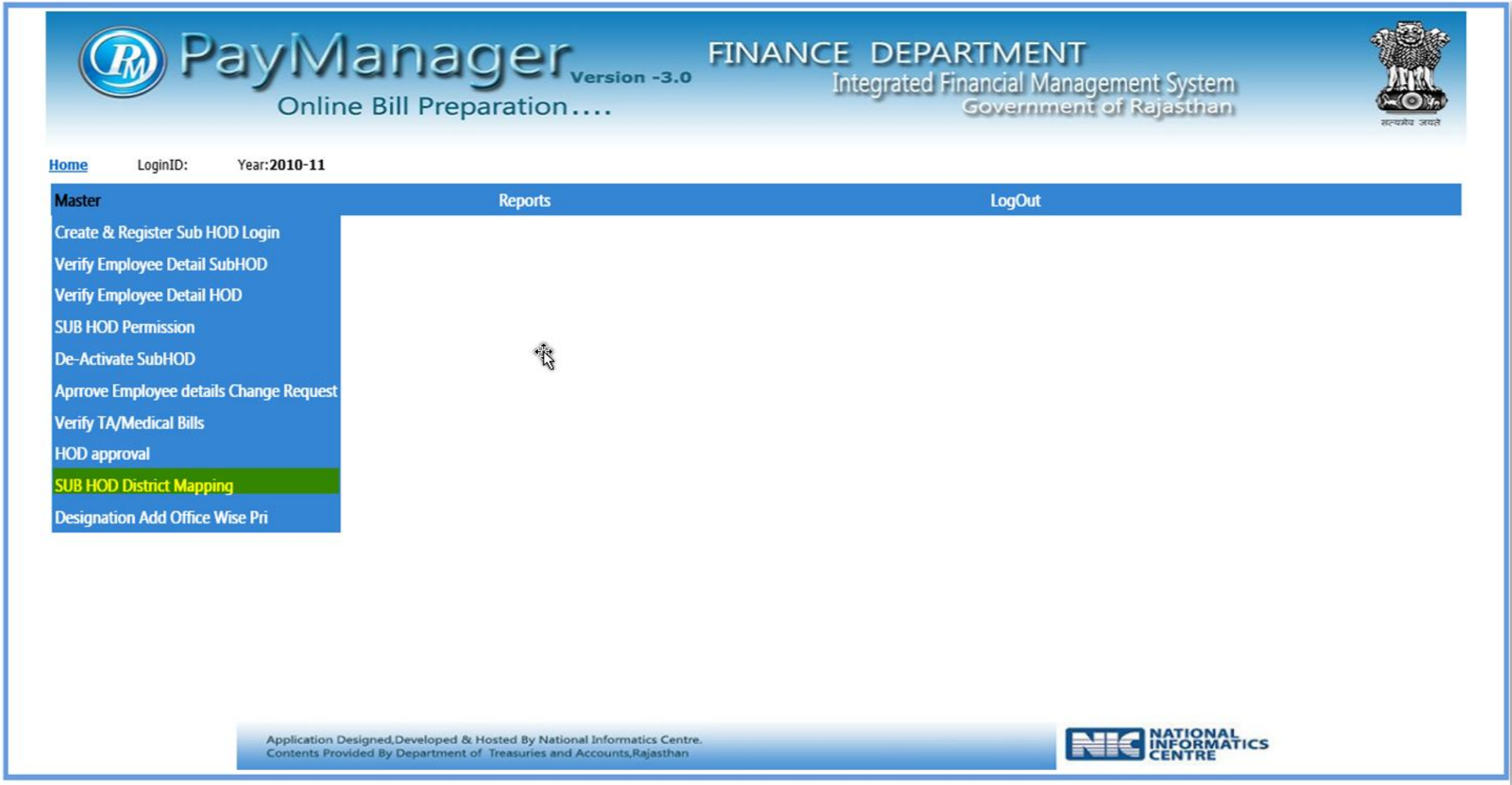
Integrated Financial Management System

Government of Rajasthan

सत्यमेव जयते



- District wise Mapping Facility for SubHOD



SUB HOD Mapping

Select Sub HOD: subhod

Select District:

- Select All
- Ajmer, Alwar, Banswara, Baran, Barmer, Bharatpur, Bhilwara, Bikaner, Bundi
- Central Delhi, Chittaurgarh, Churu, Dausa, Dhaulpur, Dungarpur, East Delhi, Ganganagar, Hanumangarh
- Jaipur, Jaisalmer, Jalor, Jhalawar, Jhunjhunun, Jodhpur, Karauli, Kota
- Nagaur, New Delhi, North Delhi, North East Delhi, North West Delhi, Pali, Pratapgarh, Rajsamand
- Sawai Madhopur, Sikar, Sirohi, South Delhi, South West Delhi, Tonk, Udaipur, West Delhi

Submit

PayManager Version -3.0

Online Bill Preparation....

FINANCE DEPARTMENT

Integrated Financial Management System

Government of Rajasthan

Home LoginID: Year:**2019-2020**

Master	Reports	LogOut

- Create & Register Sub HOD Login
- Verify Employee Detail SubHOD
- Verify Employee Detail HOD
- Super Admin Login
- SUB HOD Permission
- De-Activate SubHOD
- Aprrove Employee details Change Request
- Verify TA/Medical Bills
- SUB HOD District Mapping
- HOD DDO Mapping
- Designation Add Office Wise Pri
- HOD Status Report

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HOD DDO MAPPING

Sub HOD : --Select SubHOD Name--

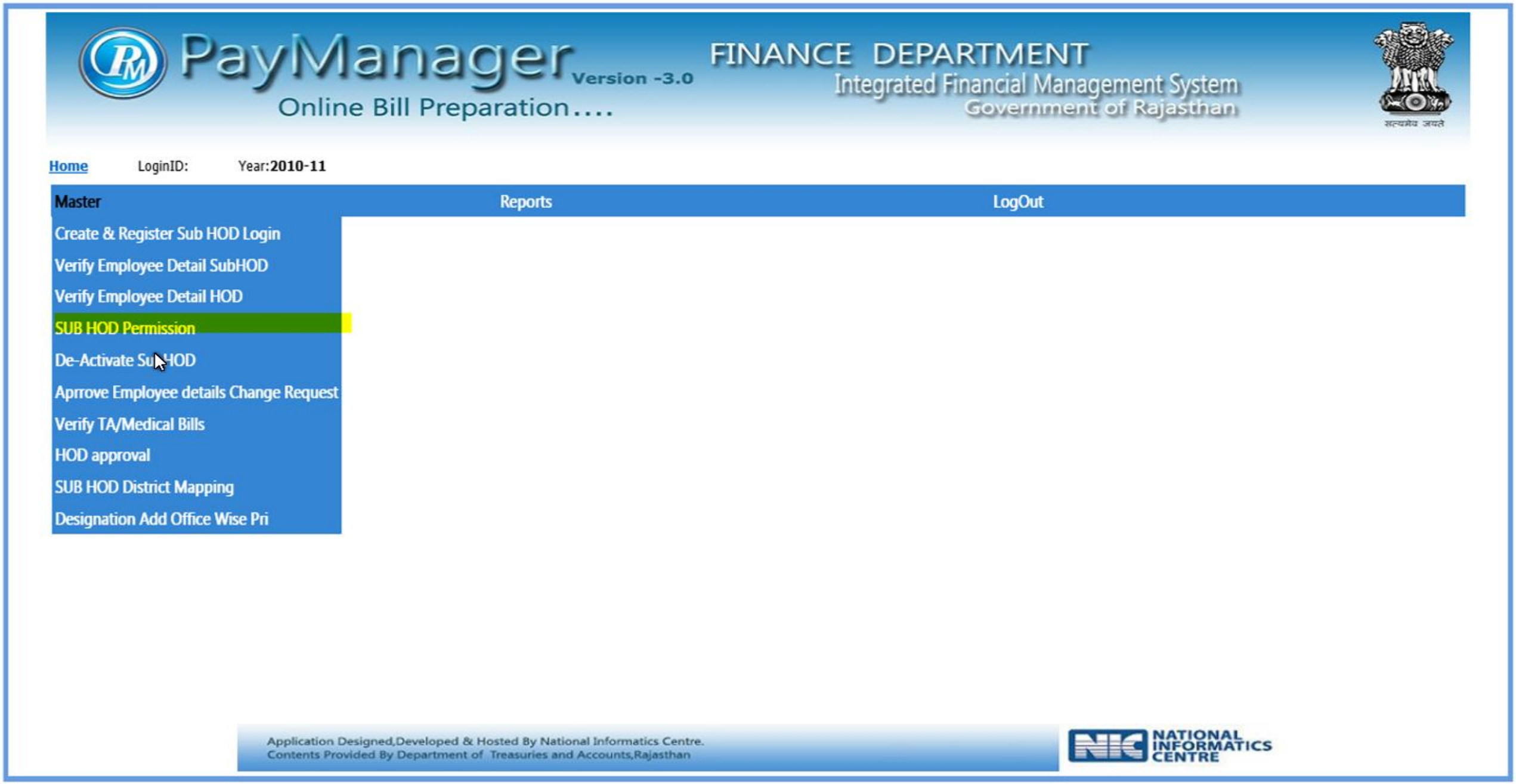
Office Name : --Select Office Name--

DDO Name : --Select DDO Name--

Submit

Office ID	Sub HOD	DDO Name	DDO Code	Delete
10037	sanjaysub	AAO.RAJ.TAX BOARD AJMER	100149	Delete

- Sub HOD Permission



SUB HOD Permission

User:	--Select Fill User--
Menu Parent:	--Select Fill MenuPare
Sub Menu	Select Menu Parent

Submit

- Facility to deactivate / activate Sub HOD login

SUB HOD Activate/Deactivate

Login Name	Name	Email	MobileNo	Status	
deven	Devendra	dad[illegible]il.com	94[illegible]78	Active	Activate/De-Activate

PayManager
Version -3.0
Online Bill Preparation....
FINANCE DEPARTMENT
Integrated Financial Management System
Government of Rajasthan
सत्यमेव जयते
Home
LoginID:
Year:2010-11
Master
Reports
LogOut
Create & Register Sub HOD Login
Verify Employee Detail SubHOD
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SUB HOD Permission
De-Activate SubHOD
Aprrove Employee details Change Request
Verify TA/Medical Bills
HOD approval
SUB HOD District Mapping
Designation Add Office Wise Pri
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NATIONAL INFORMATICS CENTRE

Employee Detail Verify

Office Name: A.R.O. Soil (chem.) Te

	Office Name	Name	Father Name	DOB	Joining Date	Basic Pay	Pay Scale	Report
☐	A.R.O. Soil (chem.) Testing Lab, Sri Ganganagar	K[illegible]	R[illegible]P	25/01/1965	18/04/1996	31100.00	L3	View
☐	A.R.O. Soil (chem.) Testing Lab, Sri Ganganagar	SA[illegible]	KI[illegible]	01/01/1987	06/09/2005	26300.00	L2	View
☐	A.R.O. Soil (chem.) Testing Lab, Sri Ganganagar	[illegible]I	D[illegible]M	05/07/1979	28/10/1997	53900.00	L11	View
☐	A.R.O. Soil (chem.) Testing Lab, Sri Ganganagar	SATY[illegible]CH	RA[illegible]	30/12/1967	22/06/1998	87400.00	L14	View

Verify Revert ☐ Check for Revert

PayManager
Version -3.0
Online Bill Preparation....
FINANCE DEPARTMENT
Integrated Financial Management System
Government of Rajasthan
सत्यमेव जयते
Home
LoginID:
Year:2010-11
Master
Reports
LogOut
Create & Register Sub HOD Login
Verify Employee Detail SubHOD
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De-Activate SubHOD
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Verify TA/Medical Bills
HOD approval
SUB HOD District Mapping
Designation Add Office Wise Pri
Application Designed,Developed & Hosted By National Informatics Centre.
Contents Provided By Department of Treasuries and Accounts,Rajasthan
NATIONAL INFORMATICS CENTRE

PayManager Version -3.0

Online Bill Preparation....

FINANCE DEPARTMENT

Integrated Financial Management System

Government of Rajasthan

Home LoginID: Year:**2019-2020**

Master | Reports | LogOut

Employee Detail Verify

Office Name: Treasury Office, Jaipu

	Employee ID	Name	Father Name	DOB	Joining Date	Basic Pay	Pay Scale	Report
☐	R[illegible]7	[illegible]EEK	[illegible]SH [illegible]/AN	29/03/1991	01/07/2013	[illegible].00	L3	View

Approve | Revert | ☐ Check for Revert

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NATIONAL INFORMATICS CENTRE

PayManager
Version -3.0
Online Bill Preparation....
FINANCE DEPARTMENT
Integrated Financial Management System
Government of Rajasthan
सत्यमेव जयते
Home
LoginID:
Year:2010-11
Master
Reports
LogOut
Create & Register Sub HOD Login
Verify Employee Detail SubHOD
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SUB HOD mission
De-Activate SubHOD
Aprrove Employee details Change Request
Verify TA/Medical Bills
HOD approval
SUB HOD District Mapping
Designation Add Office Wise Pri
Application Designed,Developed & Hosted By National Informatics Centre.
Contents Provided By Department of Treasuries and Accounts,Rajasthan
NATIONAL INFORMATICS CENTRE

APPROVE/REJECT EMPLOYEE PERSONAL DETAILS UPDATE REQUEST

S.No.	Name	EmployeeID	Request Type	Download	Details	Approve	Reject/Reason
1)	BHOM SINGH SHEKHAWAT	[illegible]	Present Address	Download	View	Approve	Reject
2)	RAMESH CHAND YADAV	[illegible]	Permanent Address	Download	View	Approve	Reject
3)	ANIL	RJ[illegible]	Family Detail (Delete)	Download	View	Approve	Reject
4)	SHIV RATAN VYAS	RJ[illegible]	Family Detail (Delete)	Download	View	Approve	Reject
5)	SHIV RATAN VYAS	RJ[illegible]	Family Detail (Delete)	Download	View	Approve	Reject
6)	SUSHILA MEENA	RJ[illegible]	Family Detail (Delete)	Download	View	Approve	Reject
7)	SUSHILA MEENA	RJ[illegible]	Family Detail (Delete)	Download	View	Approve	Reject
8)	SUSHILA MEENA	[illegible]	Family Detail (Delete)	Download	View	Approve	Reject
9)	SHIV RATAN VYAS	[illegible]	Family Detail (Delete)	Download	View	Approve	Reject
10)	AJAY DUTT MATHUR	RJ[illegible]	Images Detail	Download	View	Approve	Reject
11)	GOPAL RAM	RJ[illegible]	Images Detail	Download	View	Approve	Reject