

GOVERNMENT OF TELANGANA
OFFICE OF THE COMMISSIONER, PANCHAYATI RAJ AND RURAL EMPLOYMENT,
URDU HALL LANE, HIMAYATHNAGAR, HYDERBAD -500029

Circular. No.CPRRE-EPTS/14/2020/Dy. Commissioner(Admin.), dt:16.05.2020

SUB: PR&RE – e-Panchayat–usage of IFMIS Portal by Panchayat Secretaries of Gram Panchayats – Certain instructions to be followed by the Panchayat Secretaries on usage of IFMIS Portal –issuance of instructions -reg.

REF: 1.Usage of IFMIS Portal (URL:<https://ifmis.telangana.gov.in>) by Panchayat Secretaries of Gram Panchayats.

1. All the DPOs are aware that, the Government is releasing funds on a regular monthly basis to all the Gram Panchayats in the State. DPOs are also aware that these funds are adjusted into the PD Account of the Gram Panchayat maintained at the respective STO/DTO. This PD Account of the Gram Panchayat has to be operated through the IFMIS Portal URL:<https://ifmis.telangana.gov.in> of the Finance Department, Government of Telangana. Further this online PD Account of the Gram Panchayat has two logins, Maker login- for the Panchayat Secretary and Checker login- for the Sarpanch.

The Panchayat Secretary is the Owner and Operator of the Maker login of the Online PD Account of the Gram Panchayat. As Owner, the Panchayat Secretary is accountable for all the transactions that happen in this login.The Panchayat Secretary should ensure that

- 1.1. The login credentials are maintained by him and he should not share his login details with anyone.
 - 1.2. He should ensure that his mobile number is updated on IFMIS Portal so that he receives the OTP to forward the e-Cheque to Checker Login.
 - 1.3. Only in case of transfer / long leave of the Panchayat Secretary, the phone number of the maker login should be changed by the respective DPO only and not by anyone else.
2. In this regard, the following activities are to be done by the Panchayat Secretary in this IFMIS Portal(URL: <https://ifmis.telangana.gov.in>).The DPOs should monitor this closely.
 - 2.1. Maker and Checker Logins
 - 2.2. Procedure for payment of Current Consumption charges.
 - 2.3. Except for wages & salaries, for all other purposes, cheques are to be issued on “Single Party” only.
 - 2.4. CAB Confirmation

3. Panchayat Secretary is Owner of the Maker login on IFMIS:

- 3.1. On IFMIS Portal, every Gram Panchayat has two logins, one is “Maker Login” and the other one is “Checker Login”.
- 3.2. The “Maker Login” is for Panchayat Secretary of GP and the “Checker Login” is for Sarpanch of GP.
- 3.3. The Panchayat Secretary shall not share his Login (Maker Login) credentials with any one and OTP will be received to his mobile number registered on IFMIS Portal.
- 3.4. In “Maker Login”, the Panchayat Secretary has to prepare the cheque based on the Resolution of Gram Panchayat and has to send it to the “Checker Login” for further action.
- 3.5. In this process, the Panchayat Secretary will get an OTP to his mobile number registered on IFMIS Portal. The Panchayat Secretary should not share this OTP with others and shall enter in the concerned field by himself.
- 3.6. The Panchayat Secretary has to enter the details of the Head of Account (Source of Fund), Purpose and Cheque details i.e., Cheque Number, Cheque issue date, Cheque Amount, SA (Senior Accountant) date, debit date of each transaction of IFMIS Portal in Monthly Activity Statement of Gram Panchayat of ePanchayat website, at “Cheques passed” screen (ScreenSl. No. 9).

4. Procedure for Payment of Current Consumption charges:

- 4.1. The Panchayat Secretary has to book the Current Consumption charges to Central Finance Commission Grant (14th/15th Finance Commission Grant) if funds are available, else pay from available Grants.
- 4.2. The Panchayat Secretary has to pay the Current Consumption charges as Single Party Cheque only.
- 4.3. The Panchayat Secretary is aware that Cheques can be issued to make the payment (i) on Single Party, (ii) on Multiple Parties and (iii) from one PD Account to another PD Account. Hence the Panchayat Secretary has to issue cheques on “Single Party” only for all purposes including payment of Current Consumption charges only and on “Multiple Parties” for the purpose of Wages & Salaries of GP employees.
- 4.4. The Panchayat Secretary, at the time of payment of CC Charges, has to upload the PDF Document consisting of all the Current Consumption Charges Bills at “Upload Documents” of web screen.
- 4.5. In this regard, the Panchayat Secretary has to convert each CC Charge Bill into PDF Format and then merge all those PDFs into single PDF and then upload it.

4.6. The Screen shots of screen “Issue Cheque” are as below.

STEP 1:

Path: <https://ifmis.telangana.gov.in> → PS Login (Maker’s Login)→ Deposit Accounts → Transactions → Issue Cheque.

STEP2:

The below screen will appear.

The screenshot displays the 'Issue Cheque' interface. On the left, a dark blue sidebar menu contains options: Home, Masters, Transactions (highlighted with a red box and a red arrow), Issue Cheque, Reports, Return Cheque Generation, E-Kuber Returns Received List, E-kuber Return Challan Print, UTR Search, Failed transactions (ACK Reject), and Cheque Status Report. The main content area is titled 'Issue Cheque (E-kuber cheque from 01/03/2019)'. It features a 'Points to remember' section with a list of instructions. Below this is a 'Transaction Type' section with radio buttons for 'Single Party' (selected), 'Multiple Parties', and 'PD Account to PD Account'. The form includes several input fields: 'Enter Party Account No *', 'Confirm Party Account No *', 'Enter Party Name *', 'Enter Bank IFSC Code *' (with a search button), 'Bank Name', 'Bank Branch', 'Select Head of Account *', 'Balance (in Rs.)', 'LOC (in Rs.)', 'Select Expenditure Type *', 'Select Purpose type *', 'Enter Purpose *', 'Enter Party Amount (in Rs.) *', and 'Party Amount in words (in Rs.) *'. There is also an 'Upload Documents' section with a 'Choose File' button, a 'No file chosen' indicator, and an 'Add' button. A note at the bottom states: 'Note: Documents of Cheque (Letter/G.O. etc) can be uploaded here.' A green 'Next>>' button is located at the bottom center.

STEP 3:

Transaction Type : Single Party Multiple Parties PD Account to PD Account

Enter Party Account No * :

Confirm Party Account No * : Confirm A/c No

Enter Party Name * : TSSPDCL

* Please Enter your IFSC Code and click on search to find that bank

Enter Bank IFSC Code * : SBIN0020066

Bank Name : SBI

Bank Branch : GUNFOUNDRY

Select Head of Account * : 13th_Fin_Commission_Funds (8448001090)

Balance (in Rs.) : 10,97,589.00

LOC (in Rs.) : Not Applicable

Select Expenditure Type * : 8448001090001005000NVN (13th_Fin_Corr)

Select Central Finance Commission Grant from the drop-down List

Select Head of Account * : 13th_Fin_Commission_Funds (8448001090)

Balance (in Rs.) : 10,97,589.00

LOC (in Rs.) : Not Applicable

Select Expenditure Type * : 8448001090001005000NVN (13th_Fin_Corr)

Select Purpose type * : Water / Electricity / Telephone

Enter Purpose * : Enter Purpose here

Enter Party Amount (in Rs.) * : Enter party amount here

Party Amount in words (in Rs.) * : ---Please enter Party amount to display relevant data---

Upload Documents : No file chosen

Note: Documents of Cheque (Letter/G.O. etc) can be uploaded here.

Upload the signed consolidated statement of CC Charges Bills

5. Except for wages & salaries, for all other purposes, cheques are to be issued on "Single Party" only.

- 5.1. The Panchayat Secretaries are instructed to issue cheques on "Single Party" only for all purposes except for the purpose of Wages & Salaries of GP employees.
- 5.2. For the purpose of Wages & Salaries of GP employees, the Panchayat Secretaries are to issue cheques on "Multiple Parties"

6. CAB Confirmation:

- 6.1. The Panchayat Secretaries who do not confirm the balance amount of each Head of Account on "CAB Confirmation" of "Masters" of "Deposit Accounts" in IFMIS Portal, so far, are requested to confirm it immediately
- 6.2. CAB means "Certificate of Acceptance of Balance".
- 6.3. The Panchayat Secretary in his login, in the beginning of every Financial Year, has to certify the PD Account Balance of previous Financial Year at "CAB Confirmation" of "Masters" in IFMIS Portal.
- 6.4. Example:
In the beginning of FY 2020-21, the Panchayat Secretary has to confirm the PD Account Balance of previous Financial Year 2019-20 shown in the web screen of "CAB Confirmation" of "Masters" in IFMIS Portal by reconciling with updated PD Account Pass Book details for each Head of Account.

Opening Balance (as on 01/04/2019) + Total Receipts (01/04/2019 to 31/03/2020) - Total Paid Expenditure (01/04/2019 to 31/03/2020) = Closing Balance (as on 31/03/2020).

7. Hence, all the District Panchayat Officers are requested to instruct all the Panchayat Secretaries to (1) use the Maker Login with at most care, (2) follow the procedure to make the payment of Current Consumption Charges and Upload CC Charges Bills in PDF Format at "Upload Documents" field at the time of Payment of CC Charges, (3) issue cheques on "Single Party" only, for all other purposes, except for wages & salaries.
8. The District Panchayat Officers are requested to instruct those Panchayat Secretaries who do not confirm the balance amount of each Head of Account on "CAB Confirmation" of "Masters" of "Deposit Accounts" in IFMIS Portal, so far, to confirm "CAB Confirmation" immediately.
9. The District Panchayat Officers are requested to instruct the Divisional Panchayat Officers and Mandal Panchayat Officers to monitor the task at their level.

To
All the District Panchayat Officers in the State.

Commissioner,
PR&RE
15/5/2020
19/5/2020