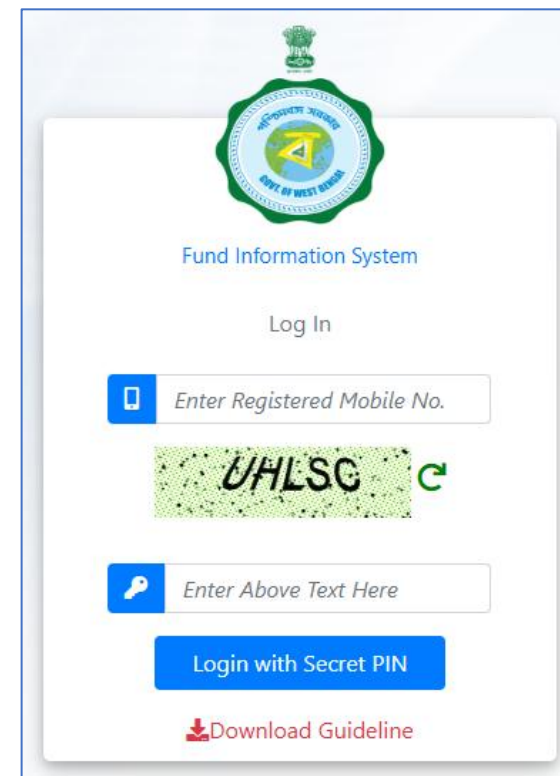


**Government of West Bengal**  
**Finance Department**  
**Fund Information System**

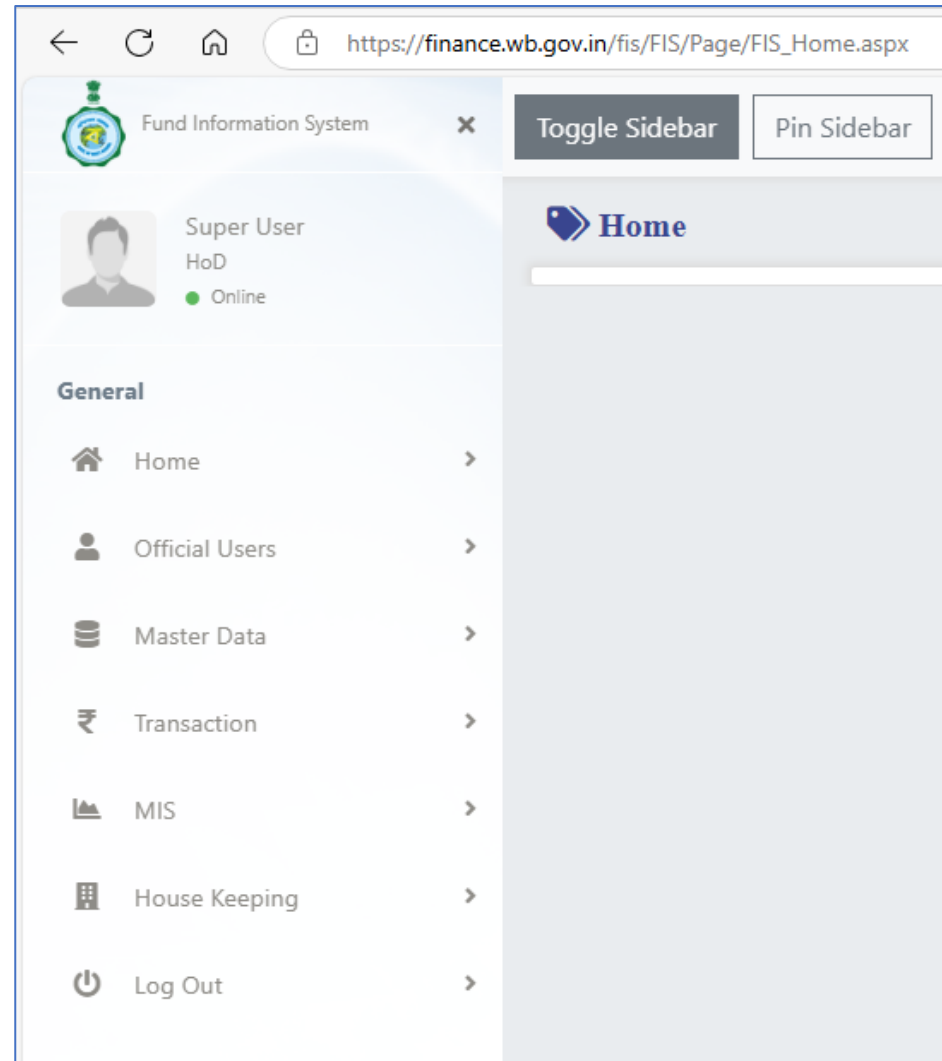
Online System to capture Bank Account details of Administrative Departments & Parastatals/PSUs

**Login Procedure**

- In the Finance Department Portal (<https://finance.wb.gov.in>), there is a link button “Fund Information System” under Services at the right hand side of home page. On clicking the button, it will take to the Login Screen. Alternatively, it can be accessed directly at URL <https://finance.wb.gov.in/FIS> .
- Login to the system is OTP based.
- Officials whose mobile numbers are registered in the portal can login.
- During first-time login in the system by such officials, after entering the mobile no. & Captcha value, Secret Pin will be sent through SMS from the system. There is no validity period of this Secret Pin, unless it is changed by concerned official.
- In case, the Secret Pin is lost, the official may click on ‘Forgot your Secret PIN?’ link, clicking on it, new Secret Pin will be sent by the system through SMS to the official’s mobile.
- Mobile numbers of all Department Heads are already entered in the system as Registered Users.
- Department Heads may register Officials by entering their mobile numbers in the system using ‘User Directory Updation’ menu.



- After successful login, following page will appear. On the left side of the page, user will get the menu to enter Master and Transaction data and MIS to generate reports.



- **Officials Users**

Admin user can create new user from “Department User Creation” menu. Mobile No. is mandatory for any user creation. New user will get OTP during First time login. This OTP is valid until the user update it. Admin User can disable any user (in case of Transfer / Retirement etc.) from this page.

Directory Updation : Department Level User(s)

Select Department Cooperation ▼

Select User Role  Department Admin  Nodal Officer

Update User Detail(s)

SI No	Name	Designation	Mobile No	Email Id	Click To
1	TATHAGATA CHAKLADER	Nodal Officer	XXXXXXXXXX	coopwbmarketingcell@gmail.c	Disable
2	<input type="text" value="Enter Name (max 100 characters)"/>	Nodal Officer	<input type="text" value="Enter Mobile No"/>	<input type="text" value="Enter Email Id"/>	
3	<input type="text" value="Enter Name (max 100 characters)"/>	Nodal Officer	<input type="text" value="Enter Mobile No"/>	<input type="text" value="Enter Email Id"/>	
4	<input type="text" value="Enter Name (max 100 characters)"/>	Nodal Officer	<input type="text" value="Enter Mobile No"/>	<input type="text" value="Enter Email Id"/>	
5	<input type="text" value="Enter Name (max 100 characters)"/>	Nodal Officer	<input type="text" value="Enter Mobile No"/>	<input type="text" value="Enter Email Id"/>	

Update User Detail(s)

- **Master Data**

Names of the banks are already entered. However, to enter any other Bank Name, facility is there under Master Data menu “Bank Master”, related screenshot is as follows.

**Master Data : Bank**

Enter Bank Name \* \* Marked fields are mandatory

[Save](#) [Cancel](#)

SI No	Bank	Click To
1	AXIS BANK LTD	<a href="#">Edit</a>
2	BALAGERIA CCB	<a href="#">Edit</a>
3	BANDHAN BANK LTD	<a href="#">Edit</a>
4	BANGIYA GRAMIN VIKASH BANK (BGVB)	<a href="#">Edit</a>
5	BANK OF BARODA (BOB)	<a href="#">Edit</a>
6	BANK OF INDIA (BOI)	<a href="#">Edit</a>
7	BANK OF MAHARASHTRA (BOM)	<a href="#">Edit</a>
8	BANKURA DCCB	<a href="#">Edit</a>
9	BIRBHUM DCCB	<a href="#">Edit</a>
10	BURDWAN CCB	<a href="#">Edit</a>
11	CANARA BANK (CB)	<a href="#">Edit</a>
12	CENTRAL BANK OF INDIA (CBI)	<a href="#">Edit</a>
13	DAKHIN DINAJPUR DCCB	<a href="#">Edit</a>
14	DARJEELING DCCB	<a href="#">Edit</a>
15	HDFC BANK LTD	<a href="#">Edit</a>

- **Transaction**

Bank account details can be entered from “Fund Info Entry” menu. In this menu, department can enter the bank account details for Self or Parastatal wise. User can add New Parastatal names by choosing “New” option from Parastatal list. They can enter multiple accounts type “Savings/Current/FD”. The records will be saved as draft first. User can edit or delete record if required. After verification, user must “Submit” the drafted data. Once the data is submitted, user will not be able to ‘Edit’ or ‘Delete’.

**Fund Information Entry**
\* Marked fields are mandatory

Select Department \*

⌵
~~Choose~~

Select Option

Parastatal / PSU
  Department

Select Parastatal / PSU \*

⌵

Enter IFSC \*

✎

Select Bank Name \*

⌵
~~Choose~~

**Bank Account Details**

SI No.	Acct. Type	Account No.	Amount in Unit of (₹)	Purpose [Max 500 Chars Allowed]
1	<input checked="" type="radio"/> Savings <input type="radio"/> Current	<input type="text" value="Enter Account Number"/>	₹ <input type="text" value="Amount"/>	<input style="width: 100%;" type="text" value="Enter (eg. Food Subsidy / Jal Jiban Mission / Security Deposit / State Share of Finance Commission / Fee Collection)"/>
<a href="#" style="float: right; border: 1px solid #ccc; padding: 2px 5px;">Add New</a>				

**Fixed Deposit Details**

SI No.	Acct. Type	FD Instrument No.	Amount in unit of (₹)	Interest Rate	Maturity Date	Purpose [Max 500 Chars Allowed]
1	<input checked="" type="radio"/> FD	<input type="text" value="Enter Account Number"/>	₹ <input type="text" value="Amount"/>	<input type="text" value="Interest R"/>	<input type="text" value="dd/MM/yyyy"/>	<input style="width: 100%;" type="text" value="Enter (eg. Food Subsidy / Jal Jiban Mission / Security Deposit / State Share of Finance Commission / Fee Collection)"/>
<a href="#" style="float: right; border: 1px solid #ccc; padding: 2px 5px;">Add New Row</a>						

Save
Refresh

If user wants to update bank account balance, user can select the corresponding account from previously submitted record list. A “Select” option has been given at right side of the list. The record will be saved as draft record. Last entered data will be considered as latest balance of a particular account and will be reflected in the MIS report.

SI No.	Acct. Type	Account No.	Amount in Unit of (₹)	Purpose [Max 500 Chars Allowed]
1	<input checked="" type="radio"/> Savings <input type="radio"/> Current	Enter Account Number	₹ <input type="text" value="Amount"/>	Enter (eg. Food Subsidy / Jal Jiban Mission / Security Deposit / State Share of Finance Commission / Fee Collection)
<a href="#">Add New</a>				

**Fixed Deposit Details**

SI No.	Acct. Type	FD Instrument No.	Amount in unit of (₹)	Interest Rate	Maturity Date	Purpose [Max 500 Chars Allowed]
1	<input checked="" type="radio"/> FD	Enter Account Number	₹ <input type="text" value="Amount"/>	Interes	dd/MM/yyyy	Enter (eg. Food Subsidy / Jal Jiban Mission / Security Deposit / State Share of Finance Commission / Fee Collection)
<a href="#">Add New Row</a>						

[Save](#) [Refresh](#)

**View Status :**  Drafted  Submitted


Report Date	Parastatal Name	Bank name	Acct. Type	Bank Account / FD Details	Amount in Unit of (₹)	Purpose	Click To
Jan 28 2025 5:30PM	Test	BALAGERIA CCB	Savings	Acct.No.: 67777666 IFSC: IFSC3333333	3400.00	iuiy6767	Select

Print As :


## MIS

In the “Summary Report” menu, user will get the department wise total count of Bank Account and Account Balance. Last submitted amount of a particular account (by Department) will be considered in this report.

**Department Wise Summary Report**

Print As : 

Select Department \*

 ~~All~~

SI No	Name of Department	Total Bank Accounts	Total Amount in (₹)
1	Agricultural Marketing [AM]	1	3400.00
2	Agriculture [AG]	0	0.00
3	Animal Resources Development [AD]	0	0.00
4	Backward Classes Welfare [SC]	0	0.00
5	Consumer Affairs [CA]	0	0.00
6	Cooperation [CO]	0	0.00
7	Correctional Administration [JL]	0	0.00
8	Disaster Management and Civil Defence [DM]	0	0.00
9	Environment [EN]	0	0.00
10	Finance [FD]	0	0.00
11	Fire & Emergency Services [FE]	0	0.00
12	Fisheries [FI]	0	0.00

**\*\* NOTE: Other MIS Reports as per requirements will be developed & made available.**

## House Keeping

Manage Login Secret PIN: User can update his secret PIN from this page. PIN needs to be always 6-digit integer number.

The screenshot displays the Fund Information System (FIS) portal interface. The browser address bar shows the URL: [https://finance.wb.gov.in/fis/FIS/Page/FIS\\_User\\_Login\\_Pin\\_Update.aspx#](https://finance.wb.gov.in/fis/FIS/Page/FIS_User_Login_Pin_Update.aspx#). The page header includes the 'Fund Information System' logo and navigation buttons for 'Toggle Sidebar' and 'Pin Sidebar'. The user profile section identifies the user as 'Super User HoD' who is 'Online'. The main content area is titled 'Manage Login Secret PIN' and features a text input field labeled 'Enter 6 Digit Login PIN \*' containing the value '645674'. To the right of the input field are 'Submit' and 'Back To Home' buttons. A red 'Please Note' message states: 'Please Note : You will need this Secret PIN for login to FIS Portal. Keep your Secret PIN Safe and do not share it with others.' The left sidebar lists navigation options: Home, Official Users, Master Data, Transaction, MIS, House Keeping (expanded), Manage Login Secret Pin, and Log Out.