

**Government of West Bengal**  
**Finance ( e-Governance ) Department**  
**Nabanna, 12<sup>th</sup> Floor**  
**325, Sarat Chandra Chatterjee Road, Howrah-711102**

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No. 5277-F(Y)

Date: 24/08/2017

To  
The Additional Chief Secretary /Principal Secretary/Secretary,  
Government of West Bengal

**Sub: Access for viewing various MIS reports in IFMS**

Sir,

The facility of accessing various MIS reports on expenditure, revenue, budget release, fund utilization and more for the purpose of monitoring at different levels by the Administrative Departments, Sub-Allotting Officers, District Magistrates have already been provided in IFMS portal (<https://www.wbifms.gov.in>).As development of HRMS is ongoing, additional reports shall also be added from time to time.

Therefore, MIS reports may be viewed/downloaded by logging into the portal with the login ID & password of the users who have been given such access by the administrator of the concerned Department. The guideline for user creation & role addition in MIS & Dashboard was intimated vide letter no 4130-F(Y) dated 04/08/2016 of Finance Department (Copy enclosed).

A detailed list of such reports is enclosed herewith for your necessary reference. An MIS report matrix is also available in IFMS portal (<https://www.wbifms.gov.in>) under the link Guideline> IFMS> IFMS MIS Reports Matrix. In case of any difficulty e-Governance Group may be contacted for assistance. (e-mail: [ifms-wb@gov.in](mailto:ifms-wb@gov.in)/[ifmswb@gmail.com](mailto:ifmswb@gmail.com); Phone: (033) 2253-5417/5469/5224.

Thanking you,

Yours faithfully

  
Principal Secretary to the  
Government of West Bengal

Encl: As stated above

**Government of West Bengal**  
**Finance Department**  
**NABANNA 12<sup>th</sup> Floor**  
**325 Sarat Chandra Chatterjee Road, Howrah – 711102.**

No: 4130 -F(Y)

Date: 04/08 /2016

To  
The Additional Chief Secretary/Principal Secretary/Secretary  
to the Govt of West Bengal  
.....Department,

Sub: Access of MIS dashboard and reports of IFMS to Financial Advisors

Sir,

I would like to inform you that MIS Reports have been developed and deployed in IFMS portal ([www.wbifms.gov.in](http://www.wbifms.gov.in)) under MIS dashboard & Report link for Departmental view. The same had been intimated vide this Department letter No: 7468-F(Y) Dated 14/10/2015.

Now, in order to monitor, coordinate and supervise financial transactions regularly, a role based access may also be given to Financial Advisors to enable them to view the MIS dashboard and reports. This, in turn may help you to ensure efficiency & effectiveness of Fund management in a better way.

The guidelines for User creation for Financial Advisors at Departmental level with access to view only the MIS dashboard and reports is enclosed herewith. Further, in case of any difficulty faced while creating such roles for Financial Advisors E-Governance group, Finance Department may please be contacted in 2253-5417/5469/5224 on any working day or through emailID [ifmswb@gmail.com](mailto:ifmswb@gmail.com)/[ifms-wb@gov.in](mailto:ifms-wb@gov.in).

Thanking you,

Yours faithfully,

  
Principal Secretary to the  
Government of West Bengal

Enclosed:-As above

## **Guidelines for User creation & Role addition in MIS dashboard to view Reports**

Following steps may be followed for User Creation and role addition

- The super Admin will log in to the system using login ID & password
- To click 'User Administration' and subsequently 'User management' links after logging in.
- To add new user, all requisite details about the user is required to be filled in the respective fields of ' User creation' and then ' save' button is required to be clicked, if Financial Advisor has not been created as user already.
- To click to 'ADD/Update role' and select the user.
- To add role for the user, Sub-system menu-< MIS & DASHBOARD>, Module menu-< *Master Maintenance & dashboard*> and Role-< *MIS-ADMIN DEPT.*> are required to be selected and then 'Save' button is required to be clicked.

# INTEGRATED FINANCIAL MANAGEMENT SYSTEM

## MIS & DASHBOARD MATRIX

### e-Bantan

Report No.	Name of the report	Available at	PDF format	XLS format
MEA-01	Deptt. Wise fund release and expenditure	Finance Deptt., Admin Deptt., DTA, SAO	✓	✓
MEA-01-A	Deptt. Wise fund release and expenditure (Specific date)	Finance Deptt, DTA	✓	✓
MEA-02	HoA wise Fund Release & Exp.	Finance Deptt., Admin Deptt., DTA, SAO	✓	
MEA-02-A	HoA wise Fund Release & Exp. (Specific date)	Finance Deptt, DTA	✓	✓
MEA-03	Sub-allotment pending	Finance Deptt., Admin Deptt., DTA, SAO	✓	
MEA-04	DDO wise allot. & exp.	Finance Deptt., Admin Deptt., DTA, SAO	✓	
MEA-05	DDO wise allotment received status	Finance Department, DTA	✓	

### MIS-Expenditure

Report No.	Name of the report	Available at	PDF format	XLS format
MEX-1	Try wise exp. vs allot	Finance Deptt., DTA	✓	
MEX-2	Plan Payment	Finance Deptt., DTA	✓	
MEX-3	Dept. Wise exp.	Finance Deptt., DTA	✓	
MEX-4	DDO wise exp.	Finance Deptt, DTA	✓	
MEX-5	Gr. Payment detailed Head	Finance Deptt., DTA	✓	
MEX-6	Net Payment detailed Head	Finance Deptt., DTA	✓	
MEX-7	Dept. release to DDO & exp.	Finance Deptt., Admin Deptt., DTA	✓	
MEX-8	Dept.total release to DDO & exp.	Finance Deptt., Admin Deptt., DTA	✓	✓
MEX-9	DDO payment	Finance Deptt., DTA	✓	
MEX-10	Try wise exp.	Finance Deptt., DTA	✓	
MEX-11	GISS payment	Finance Deptt., DTA	✓	

### MIS-Receipts

Report No.	Name of the report	Available at	PDF format	XLS format
MRE-1	Maj head wise revenue	Finance Deptt.,Admin Deptt., DTA	✓	✓
MRE-2	Sch. wise revenue	Finance Deptt.,Admin Deptt., DTA	✓	✓

RE-3	Head wise revenue	Finance Deptt., DTA	✓	✓
MRE-4	GISS receipt	Finance Deptt., DTA	✓	✓
MRE-5	Revenue Report Head wise	Finance Deptt., Admin Deptt., DTA	✓	✓
MRE-6	Total Revenue Report	Finance Deptt., DTA	✓	✓

### MIS-NPS

Report No.	Name of the report	Available at	PDF format	XLS format
MNP-1	Arr.-Govt. contribution	Finance Deptt., DTA	✓	✓
MNP-2	Arr.-Emp. Contribution	Finance Deptt., DTA	✓	✓
MNP-3	Curr.-Govt. contribution	Finance Deptt., DTA	✓	✓
MNP-4	Curr.-Emp. Contribution	Finance Deptt., DTA	✓	✓
MNP-5	NPS report	Finance Deptt., DTA		✓
MNP-6	NPS Details	Finance Deptt., DTA		✓

### e-CTS

Report No.	Name of the report	Available at	PDF format	XLS format
MEC-01A	Bill amount query	Finance Deptt., DTA	✓	✓
MEC-01B	Bill pending status	Finance Deptt., DTA, D.M, SDO	✓	
MEC-02	Allotment register	Finance Deptt., DTA	✓	
MEC-03	RBD report	Finance Deptt., DTA	✓	
MEC-04	GRN challan	Finance Deptt., Admin Dept, SAO, DTA	✓	
MEC-05	Category wise total pensioner	Finance Deptt. DTA, DM	✓	
MEC-06	Pension/CVP/Gratuity Payment	Finance Deptt., DTA	✓	
MEC-07	Vendor details	DTA, DM, SDO	✓	
MEC-08	Stamp balance	Finance Deptt., DTA	✓	
MEC-09	Balance of LF/PL Operator	Finance Deptt., DTA	✓	
MEC-10	Stamp Vendor commn.	Finance Deptt., DTA	✓	✓
MEC-11	Payment liability	Finance Deptt., DTA	✓	
MEC-12	Accounts status	Finance Deptt., DTA	✓	
MEC-13	Stamp sale	Finance Deptt., DTA	✓	
MEC-14	Stamp stock summary	Finance Deptt., DTA, IGR, DM, SDO	✓	✓
MEC-15	Stamp sale with deno.	Finance Deptt., DTA, IGR, DM, SDO	✓	✓
MEC-16	Bill pending at Try.	Finance Deptt., DTA, DM, SDO	✓	

EC-17	Pension Component Rate	Finance Deptt., DTA	✓	
MEC-18	Unadjsuted advance	Finance Dept, Admin Dept,DTA, DM, SDO	✓	
MEC-19	TDS Details Treasury wise	Finance Deptt., DTA	✓	
MEC-20	PL LF Consolidated Balance	Finance Deptt., DTA	✓	
	Treasury Master	Finance Deptt., DTA	✓	
	Treasury Officer	Finance Deptt., DTA	✓	
	e-PPO	Finance Deptt., DTA	✓	
MEC-21	Unadjusted Advance Bill	Finance Deptt., DTA	✓	

### e-Pradan

Report No.	Name of the report	Available at	PDF format	XLS format
MEP-01	DSC regn. status	Finance Deptt., DTA	✓	✓
MEP-02	e-Pradan payments	Finance Deptt., DTA	✓	
MEP-03	Pension (e-Pradan)	Finance Deptt., DTA	✓	
MEP-04	Payments & Pension Status	Finance Deptt., DTA	✓	
MEP-05	e-payment beneficiary	Finance Deptt., DTA	✓	
MEP-06	Mandate Pending	Finance Deptt., DTA	✓	
MEP-07	Schedule Payment	Finance Deptt., DTA	✓	
MEP-08	Failed txn report	Finance Deptt., DTA	✓	
MEP-09	Refund bill generation	Finance Deptt., DTA	✓	
MEP-10	Unappr. refund bill	Finance Deptt., DTA	✓	
MEP-11	DSC OTP Treasurywise	Finance Deptt., DTA	✓	
MEP-12	Epradan PL Payment	Finance Deptt., DTA	✓	
MEP-13	PL/LF/PD/PF/School PF DSC OTP	Finance Deptt., DTA	✓	
MEP-14	Beneficiary Request/Accept	Finance Deptt., DTA	✓	

### e-Billing

Report No.	Name of the report	Available at	PDF format	XLS format
MEB-01	DDO wise STDS-TCS deduction	Finance Deptt., DTA	✓	
MEB-02	Directorate of Commercial Tax	DTA, SAO of Commercial Tax	✓	