

1/41127/2020

No. FD-FB-101/4/2020-SFB1

**GOVERNMENT OF PUNJAB  
DEPARTMENT OF FINANCE,  
(FINANCE BUDGET-I BRANCH)**

Dated, Chandigarh the : 26 June, 2020

To,

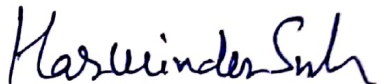
- i) All Special Chief Secretaries, Additional Chief Secretaries, Financial Commissioners, Principal Secretaries & Administrative Secretaries to Govt. of Punjab
- ii) All Heads of the Department of the State,
- iii) All Commissioners of Divisions,
- iv) All District & Session Judges and Deputy Commissioners of Districts,
- v) The Registrar, Punjab & Haryana High Court, Chandigarh
- vi) Secretary, Punjab Vidhan Sabha

**Subject: Self- Monitoring of the Receipt achievement and Budget Utilisation by the Administrative Department- regarding.**


Madam/Sir,

1. The Department of Finance, Government of Punjab had, vide its letter No.1/5/2019/1-FB1/287 dated 30.03.2020, informed about the roll out of new IFMS developed by NIC Punjab with effect from 1st April 2020.
2. The Department of Finance, Government of Punjab, in its efforts to bring transparency and empowerment of Administrative Departments (ADs), has developed a MIS module to provide real time access to ADs to self monitor their Receipt achievement as well as expenditure/ Budget utilization.
3. The module can be accessed by using the URL <https://ifms2.punjab.gov.in/mis/login>.
4. The Login credentials of AD/HoDs issued and shared by the Budget Branch shall be used to access the MIS.
5. The Receipt report MIS depicts the Actual Receipts (achievement) of the AD against the Budgeted receipts of the Financial Year. Further, the achievements can be tracked and monitored HoD wise, District wise and DDO wise, thus, assisting the ADs/ HoDs to identify the laggards and take corrective action accordingly. All the reports are drill down and goes upto the last milestone i.e. Receipt. The reports can also be generated in an interactive interface for better understanding and assimilation of ADs/ HoDs.

6. It has also been decided that since the reports are on real time basis, the same shall be used for the purpose of review of receipts achievements of the ADs as laid down in the instructions issued by this Department w.r.t. Management of Financial Resources of Government of Punjab.
7. The Budget report MIS depicts the allocation & utilization of the Budget by HoDs to the DDOs under their control. The budget allocation & utilization reports can be tracked and monitored SoE (subject of expenditure)-wise, Head of Account Wise (DDO Operator List Report), Scheme Wise (Plan Budget Expenditure Report)
8. The ADs are requested to use the above-mentioned MIS reports to control the undue spending and to take the necessary actions for ensuring the receipt collection as per their budgeted estimates.
9. The procedure for accessing the above-mentioned reports are given in Annexure-I & II annexed to this letter.

  
(Harwinder Singh)  
Budget Officer

A copy is forwarded to the Chief Secretary to the Government of Punjab for his information please.

  
(Harwinder Singh)  
Budget Officer

To

Chief Secretary to Government of Punjab.

ID No. No. FD-FB-101/4/2020-5FB1/1/41127/2020

Dated, Chandigarh 26.06, 2020

A copy is forwarded to Secretary Expenditure/Finance, Special Secretary Expenditure, Special Secretary Finance and Additional Secretaries Finance for information and necessary action.

  
(Harwinder Singh)  
Budget Officer

To

1. Secretary Expenditure/Finance
2. Special Secretary Expenditure
3. Special Secretary Finance
4. All Additional Secretaries Finance

ID No. No. FD-FB-101/4/2020-5FB1/1/41127/2020

Dated, Chandigarh 26.06, 2020

A copy of above is forwarded to all Deputy/Under Secretaries Finance for information and necessary action.

*Harvinder Singh*  
Budget Officer

To

1. All Deputy Secretaries Finance.
2. All Under Secretaries Finance.

**ID No. No. FD-FB-101/4/2020-5FB1/1/41127/2020**

**Dated, Chandigarh 26.06, 2020**

A copy of the above is forwarded to Superintendent of all Finance Expenditure Branches and Finance Budget Branches for information and necessary action.

*Harvinder Singh*  
Budget Officer

To

Superintendent of all Finance Expenditure Branches  
and Finance Budget 2 Branch

**ID No. No. FD-FB-101/4/2020-5FB1/1/41127/2020**  
**Endst No. FD-FB-101/4/2020-5FB1/1/41127/2020**

**Dated, Chandigarh 26.06, 2020**  
**Dated, Chandigarh 26.06, 2020**

A copy of the above is forwarded to the following for information and necessary action please:-

1. Director, Treasuries and Accounts, Punjab, Chandigarh;
2. All District Treasury Officers and Treasury Officers, Punjab;
3. Project Manager, IFMS in NIC, Punjab.

*Harvinder Singh*  
Budget Officer

**Endst No. FD-FB-101/4/2020-5FB1/1/41127/2020**

**Dated, Chandigarh: 26.06, 2020**

A copy of the above is forwarded to the Accountant General (A&E), Punjab and Accountant General (Audit), Punjab, Chandigarh for information and necessary action.

*Harvinder Singh*  
Budget Officer

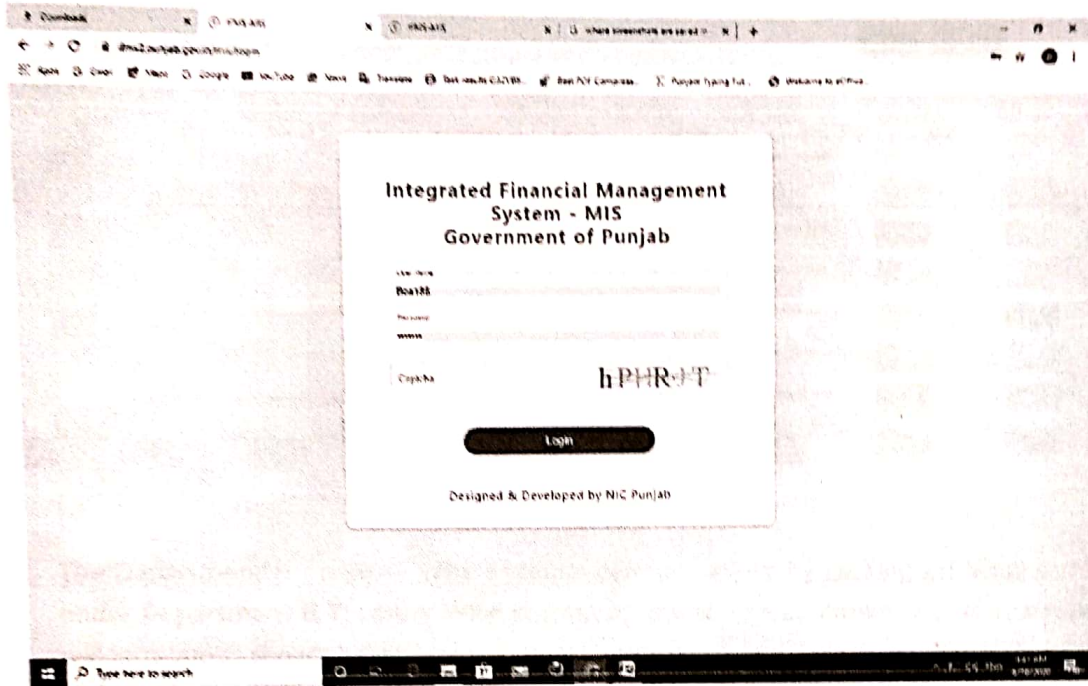
Copy to:-

Private Secretary/Principal Secretary Finance

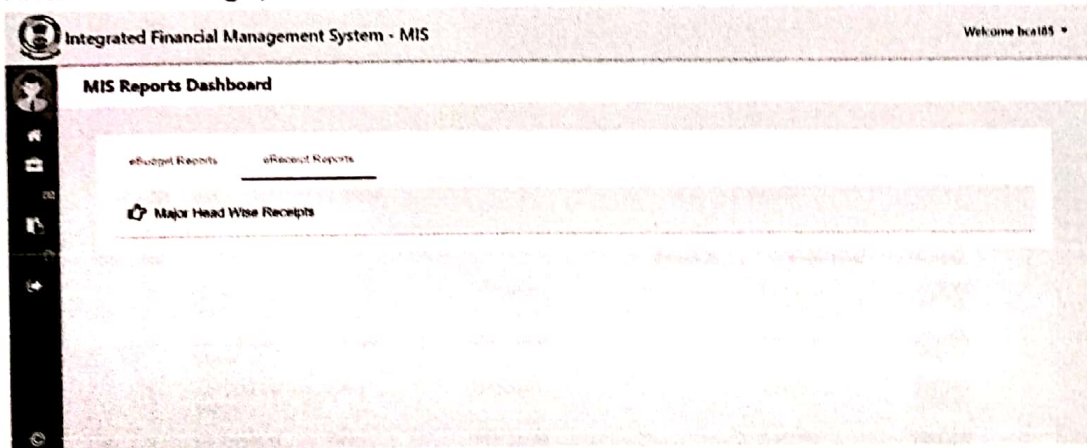


### Annexure-I (Receipt Achievement)

1. To know the status of Receipts, AD/HoDs have to login through URL <https://ifms2.punjab.gov.in/mis/login>.



2. After successful login, MIS dashboard will look like as shown below:



3. After clicking **Major Head Wise Receipts** link on the screen as shown above, user can see Major Head Wise Receipt.

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### Major Head Wise Receipts

Major Head List: **All** From Date: **1/1/2020** To Date: **20/10/2020** Search Excel

[HOME](#) Search any Column Data

Sr. No.	Major Head	No. of Transactions	Amount of Transactions	Department & Treasury Wise	District Wise
1	0008-State Goods and Services Tax (SGST)	1	₹ 600	<a href="#">View</a>	<a href="#">View</a>
2	0028-Taxes on Income and Expenditure	3210	₹ 3,30,88,717	<a href="#">View</a>	<a href="#">View</a>
3	0029-Land Revenue	2580	₹ 3,32,49,058	<a href="#">View</a>	<a href="#">View</a>
4	0030-Stamp and Registration	5133	₹ 1,35,96,35,776	<a href="#">View</a>	<a href="#">View</a>
5	0039-State Excise	16988	₹ 5,46,72,00,973	<a href="#">View</a>	<a href="#">View</a>
6	0040-Taxes on Sales, Trade etc.	377	₹ 58,78,92,949	<a href="#">View</a>	<a href="#">View</a>
7	0041-Taxes on Vehicles	1	₹ 12,500	<a href="#">View</a>	<a href="#">View</a>

4. The Department & Treasury Wise Receipts can be viewed by clicking on **View** button under **Department & Treasury Wise** column on the screen as shown above. The report will look like as shown below:

Integrated Financial Management System - MIS Welcome bca185

### Major Head Wise Receipts

#### Department & Treasury Wise Receipts For 0028-Taxes on Income and Expenditure

Department List: **All** District List: **All** Treasury/Sub-Treasury List: **All** Search Excel

[GO BACK ON PREVIOUS TABLE](#) Search any Column Data

Sr. No.	Department	District	Treasury/Sub-Treasury	No. of Transaction	Amount of Transactions	DOO Wise Receipts
1	072- Excise and Taxation	Amritsar	DTO-Amritsar	14	₹ 1,03,300	<a href="#">View</a>
2	072- Excise and Taxation	Ludhiana	DTO-Ludhiana	29	₹ 3,17,000	<a href="#">View</a>
3	072- Excise and Taxation	Patiala	DTO-Patiala	2877	₹ 2,84,05,960	<a href="#">View</a>
4	072- Excise and Taxation	Patiala	STO-Rajpura	18	₹ 3,41,600	<a href="#">View</a>

5. DDO Wise Receipt can be viewed by clicking **View** button under **DDO Wise Receipts** column on the screen as shown above. The report will look like as shown below:

Integrated Financial Management System - MIS Welcome bca185

**Major Head Wise Receipts**

DDO Wise Receipts For 0028-Taxes on Income and Expenditure  
District: Amritsar, Department: 072-Excise and Taxation, Treasury/Sub-Treasury: DTO- Amritsar

GO BACK ON PREVIOUS TABLE Excel Search any Column Data

Sr. No.	DDO Code	DDO Name	No. of Transactions	Amount of Transactions	Receipts
1	ASR00/0509	0509-A.E.T.C. ASR 1	12	₹ 85,700	<a href="#">View</a>
2	ASR00/0543	0543-A.E.T.C. ASR-2	2	₹ 17,600	<a href="#">View</a>
		<b>TOTAL</b>	<b>14</b>	<b>₹ 1,03,300</b>	

6. By moving further, Receipts can be seen by clicking **View** button under **Receipts** column on the screen as shown above. The report will look like as shown below:

Integrated Financial Management System - MIS Welcome bca185

**Major Head Wise Receipts**

Receipts For (0028-Taxes on Income and Expenditure) of DDO Code: ASR00/0509, DDO Name: 0509-A.E.T.C. ASR 1  
District: Amritsar, Department: 072-Excise and Taxation, Treasury/Sub-Treasury: DTO- Amritsar

GO BACK ON PREVIOUS TABLE Excel Search any Column Data

Sr. No.	Receipt Number	Tax Challan Type	Payer Name	CIN NO.	Transaction Date	Total Challan Amount	Total Treasury Amount	Bank Reference No.	Mode of Payment	
1	0000060668	0028-Taxes on Income and Expenditure	GHS TUNGBALA AMRITSAR	00032480206202054335	02/06/2020	₹ 800	₹ 800	CPAADKRM/C8	Online	0
2	0000071679	0028-Taxes on Income and Expenditure	LJNWARINDER SINGH	00032480706202013408	07/06/2020	₹ 1,000	₹ 1,000	CPAADGOTF4	Online	0
3	0000078779	0028-Taxes on Income and Expenditure	rajesh	00032460906202038881	08/06/2020	₹ 9,600	₹ 9,600	CPAADQIPV5	Online	0
4	0000085335	0028-Taxes on Income and Expenditure	Senior Executive Engineer ME D	00032461106202056041	11/06/2020	₹ 15,000	₹ 15,000	CPAADSGNO7	Online	1
5	0000085358	0028-Taxes on Income and Expenditure	Senior Executive Engineer ME D	00032461106202056879	11/06/2020	₹ 2,500	₹ 2,500	CPAADSGUO5	Online	1



7. District Wise Receipts of a Major Head can be seen by clicking View button (on the screen as shown below) under District Wise column on the first screen of Major Head Wise Receipts dashboard.

Integrated Financial Management System - MIS Welcome bca185

### Major Head Wise Receipts

From Date: 1/8/2020 To Date: 20/8/2020 Search Excel

HOME Search any Column Data

Sr. No.	Major Head	No. of Transactions	Amount of Transactions	Department & Treasury Wise	District Wise
1	0009-State Goods and Services Tax (SGST)	1	₹ 600	<a href="#">View</a>	<a href="#">View</a>
2	0028-Taxes on Income and Expenditure	3210	₹ 3,38,68,717	<a href="#">View</a>	<a href="#">View</a>
3	0029-Land Revenue	2590	₹ 3,32,49,058	<a href="#">View</a>	<a href="#">View</a>
4	0030-Stamp and Registration	5133	₹ 1,35,88,35,778	<a href="#">View</a>	<a href="#">View</a>
5	0039-State Excise	19689	₹ 5,48,72,00,873	<a href="#">View</a>	<a href="#">View</a>
6	0040-Taxes on Sales, Trade etc.	377	₹ 58,78,92,949	<a href="#">View</a>	<a href="#">View</a>
7	0041-Taxes on Vehicles	1	₹ 12,500	<a href="#">View</a>	<a href="#">View</a>
8	0043-Taxes and Duties on Electricity	1444	₹ 44,10,389	<a href="#">View</a>	<a href="#">View</a>
9	0045-Other Taxes and Duties on Commodities and Services	7	₹ 2,20,019	<a href="#">View</a>	<a href="#">View</a>

8. District Wise Receipts of a Major Head will look like as shown below:

Integrated Financial Management System - MIS Welcome bca185

### Major Head Wise Receipts

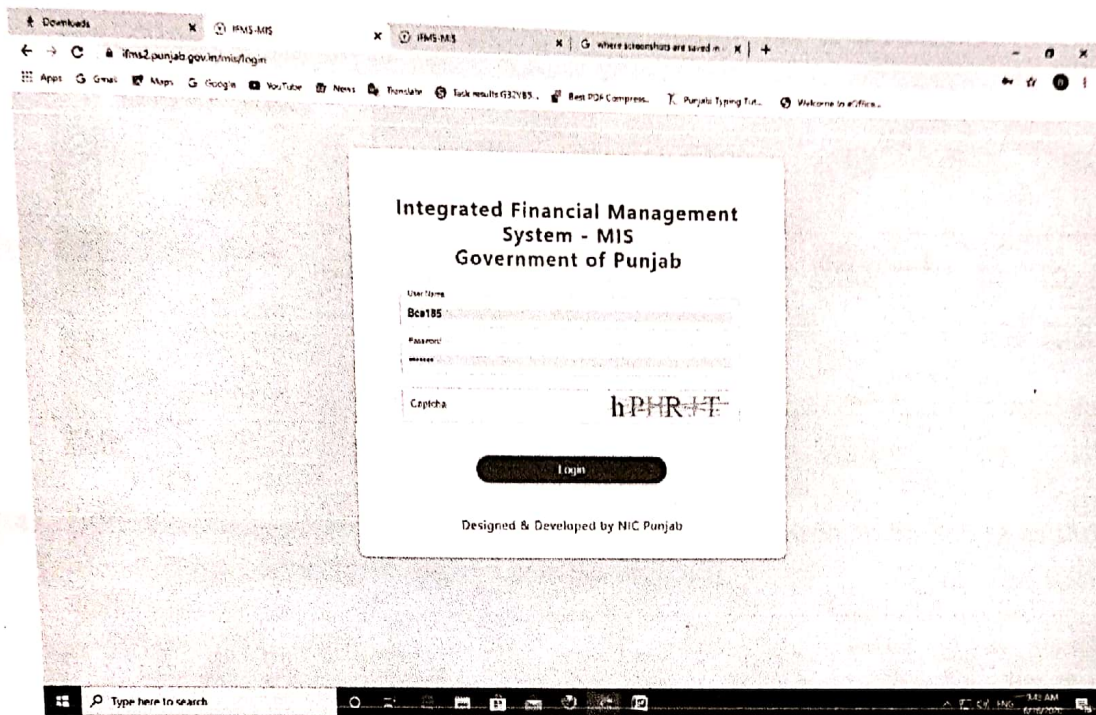
District Wise Receipts For 0028-Taxes on Income and Expenditure

[GO BACK ON PREVIOUS TABLE](#) Excel Search any Column Data

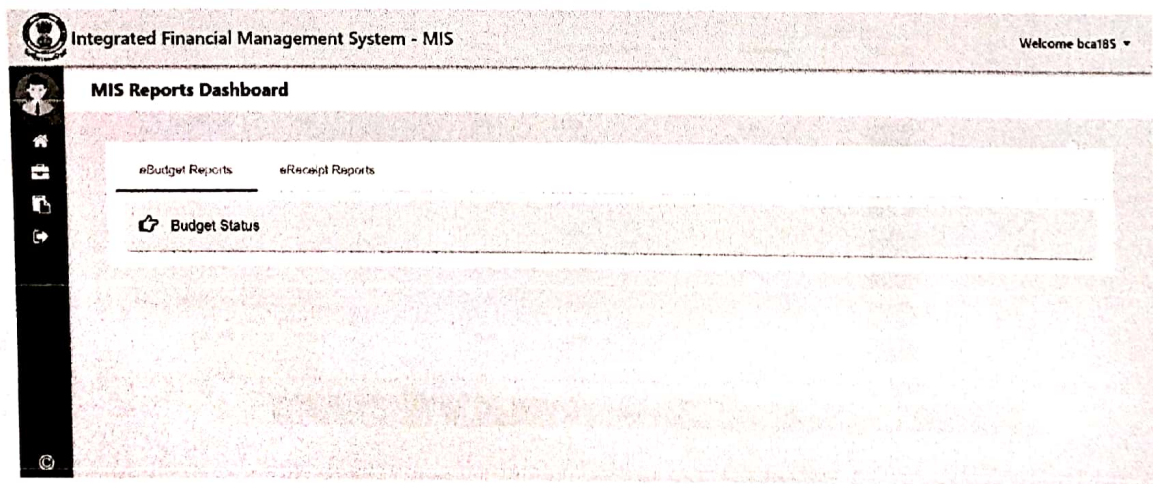
Sr. No.	District	No. of Transactions	Amount of Transactions
1	Amritsar	14	₹ 1,03,300
2	Ludhiana	29	₹ 3,17,000
3	Patiala	2895	₹ 2,97,67,590
4	Gurdaspur	8	₹ 14,000
5	Jalandhar	14	₹ 84,200
6	Ferozepur	9	₹ 73,000
7	Sangrur	35	₹ 2,35,800
8	Mohalsapur	43	₹ 87,000
9	Bathinda	17	₹ 8,560
10	Tarn Taran	7	₹ 48,600

## Annexure-II (Budget Utilisation)

1. To know the status of Budget Utilisation, AD/HoDs have to login through URL <https://ifms2.punjab.gov.in/mis/login>.



2. After successful login, MIS dashboard will look like as given below:





3. After clicking **Budget Status** button on the screen as shown above, user can see the HoD Wise Budget Status as shown below:

The screenshot shows the 'HOD Wise Budget Status' report in the Integrated Financial Management System - MIS. The report displays a table with columns for Sr. No., HOD Name, Total Budget, Unallocated (@HOD), Allocated, % of Budget Allocated, Used, % of Budget Used (Allocated), % of Budget Used (Total), Remaining, and a 'View' button for each row. The data is as follows:

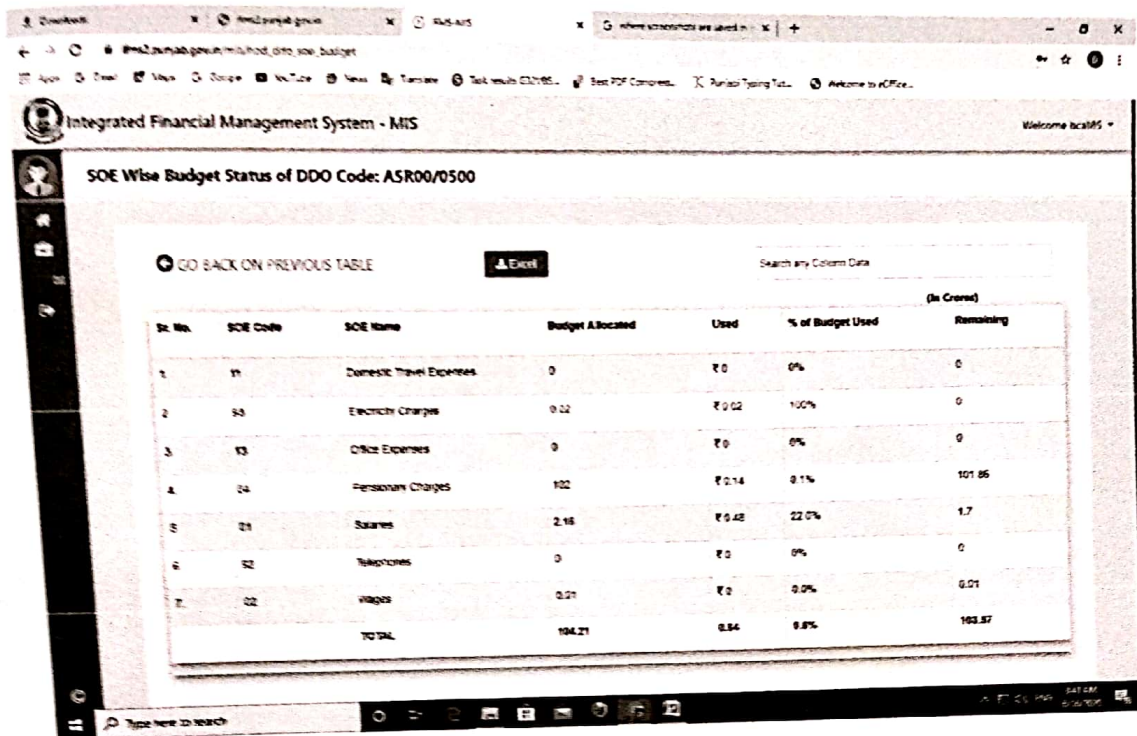
Sr. No.	HOD Name	Total Budget	Unallocated (@HOD)	Allocated	% of Budget Allocated	Used	% of Budget Used (Allocated)	% of Budget Used (Total)	Remaining	View
1	ADDITIONAL DIRECTOR, FINANCE	1,852.99	48.12	1,807.87	96.7%	28.04	2.0%	1.0%	1,281.83	View
	<b>TOTAL</b>	<b>1,852.99</b>	<b>48.12</b>	<b>1,807.87</b>	<b>96.7%</b>	<b>28.04</b>	<b>2%</b>	<b>1.0%</b>	<b>1,281.83</b>	

4. DDO Wise Budget Status can be viewed by clicking **View** button on the screen as shown above. The report will look like as shown below:

The screenshot shows the 'DDO Wise Budget Status For HOD of Additional Director, Finance' report. The report displays a table with columns for Sr. No., DDOs, Budget Allocated, Used, % of Budget Used, Remaining, and a 'View' button for each row. The data is as follows:

Sr. No.	DDOs	Budget Allocated	Used	% of Budget Used	Remaining	View
1	ASR0000500	104.21	0.04	0.6%	103.87	View
2	ASR0000041	0.33	0.07	21.2%	0.28	View
3	BAR0000000	23.51	0.18	0.7%	23.35	View
4	BT00000500	63.42	3.32	5.2%	60.10	View
5	DT00000541	0.4	0.1	25.0%	0.3	View
6	CH00000025	0.18	0.04	26.7%	0.11	View
7	CH00000096	2.52	0.88	28.0%	1.75	View
8	CH00000116	6.01	0.89	15.7%	5.51	View
9	CH00000221	4.89	1.68	30.8%	3.01	View

5. Further, SoE Wise Budget Status can be viewed by clicking **View** button on the screen as shown above. The report will look like as shown below:



Integrated Financial Management System - MIS

SOE Wise Budget Status of DDO Code: ASR00/0500

GO BACK ON PREVIOUS TABLE

Search any Column Data

Sl. No.	SOE Code	SOE Name	Budget Allocated	Used	% of Budget Used	Remaining
1	11	Domestic Travel Expenses	0	₹ 0	0%	0
2	53	Electricity Charges	0.02	₹ 0.02	100%	0
3	13	Office Expenses	0	₹ 0	0%	0
4	24	Personnel Charges	102	₹ 0.14	0.1%	101.86
5	01	Salaries	2.16	₹ 0.48	22.0%	1.7
6	52	Telephones	0	₹ 0	0%	0
7	02	Wages	0.01	₹ 0	0.0%	0.01
		TOTAL	104.21	0.64	0.6%	103.57