

राजस्थान सरकार
वित्त (आर्थिक मामलात) विभाग

क्रमांक: एफ.5(थ-75)कोष/IFMS/पे-मैनेजर/12031-12181 दिनांक 17/3/2020

विभागाध्यक्ष

समस्त।

विषय:— राजकीय संव्यवहारों/भुगतानों में शुद्धता प्रतिस्थापित करने एवं कर्मचारियों के मास्टर डाटा में संशोधन की प्रक्रिया के संबंध में।

संदर्भ:— परिपत्र क्रमांक एफ.5(थ-75)कोष/आई.एफ.एम.एस./3666-4165 दिनांक 13.09.2019 एवं एफ.5(थ-75)कोष/आई.एफ.एम.एस./पे-मैनेजर/9023-9522 दिनांक 23.01.2020

महोदय,

समस्त विभागाध्यक्षों को उक्त संदर्भित परिपत्रों द्वारा संवेतन हेतु उपलब्ध मास्टर डाटा की शुद्धता, कार्यालयवार पद वितरण तथा मास्टर डाटा की जाँच कर अधिकृत किये जाने एवं अन्य राजकीय भुगतानों के डेटा की पूर्ण शुद्धता (मय बैंक खातों के विवरण सहित) सुनिश्चित करने हेतु स्पष्ट निर्देश जारी किये गये हैं, जिनकी पूर्ण पालना अपेक्षित है।

इस संबंध में कतिपय विभागों द्वारा HOD रजिस्ट्रेशन के रूप में संभवतया विभाग में पदस्थापित लेखा सेवा/अन्य राज्य सेवाओं के अधिकारियों का रजिस्ट्रेशन किया गया है जो कि निर्धारित प्रक्रिया के सर्वथा विपरीत है। संदर्भित सूची परिशिष्ट 'क' पर जाँच हेतु उपलब्ध है।

HOD रजिस्ट्रेशन में विभागाध्यक्ष का ही रजिस्ट्रेशन किया जाना अपेक्षित है। संदर्भित परिपत्र दिनांक 13.12.2019 के बिन्दु संख्या 2 के अनुसार विभाग में पदस्थापित अन्य अधिकारीगणों का रजिस्ट्रेशन Sub HOD के रूप में किया जा सकता है। वित्त विभाग के परिपत्र दिनांक 23.01.2020 के अनुसार HOD रजिस्ट्रेशन का कार्य दिनांक 10.02.2020 तक पूर्ण किया जाना था जो अभी तक भी अपेक्षित है।

संवेतन से संबंधित मास्टर डाटा में किसी भी प्रकार के संशोधन की प्रक्रिया परिशिष्ट 'अ' (संलग्न) में वर्णित है। यह परिशिष्ट पे-मैनेजर व पीआरआई पे-मैनेजर पर भी उपलब्ध होगा।

अतः वित्त विभाग के संदर्भित परिपत्रों की पूर्ण पालना सुनिश्चित करते हुए समस्त अपेक्षित कार्यवाही अतिशीघ्र सम्पादित करने का श्रम करे, जिससे संवेतन माह अप्रैल देय मई 2020 की संवेतन आहरण प्रक्रिया प्रभावित नहीं हो।

संलग्न:— उपरोक्तानुसार

भवदीय

Heemant Kumar Gera
13/3/20

(हेमन्त कुमार गेरा)

शासन सचिव, वित्त (बजट)

क्रमांक: एफ.5(थ-75)कोष / IFMS/पे-मैनेजर /12182-12223 दिनांक 17/3/2020
प्रतिलिपि: निम्न को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है :-

1. निदेशक, कोष एवं लेखा राजस्थान, जयपुर
2. तकनीकी निदेशक, वित्त विभाग, शासन सचिवालय, जयपुर को साईट पर अपलोड करने हेतु।
3. कोषाधिकारी समस्त।



संयुक्त शासन सचिव

Employee Updation Facility Chart

42/2014 - 37

Sr. No.	Particulars	Employee Login	DDO login	HOD login	Treasury Login	Remarks
1	Employee Personal Data (Name, Fname, DOB(For regular employees, details will be fetch from SIPP through Employee ID))	Apply	verify /Forward / Reject	Approve / Reject		(a) In case of ZERO Emp. ID, new window is to be provided, to provide correct details of Name, Fname, DOB , with facility to upload documents. *Document mandatory* (b) After one time correction in these details, this data will be freezed and futher correction will not be allowed.
2	Employee Dates (Joining, Regular service , fixation, Present DDO etc.) *Doc mandatory*	Apply	verify /Forward / Reject	Approve / Reject		
3	Employee Scheme (Group insurance, GI Police, GPF, CPF AIS, NPS etc.) *Doc mandatory*	Apply	verify /Forward / Reject	Approve / Reject		
4	Employee Personal Details (Sequence No, Group master, Blood Group, Gender)		Apply/Verify /Approve / Reject			
5	Employee Personal Detail Address (parament/present) Family detail (Update/ Delete) -Image, Signature *Doc mandatory*	Apply	verify /Forward / Reject	Approve / Reject		
6	Employee Personal Details (Designation, Post At Appointment)		Apply-Verify /Approve - Reject	Approve / Reject		Designation may be update and approved at DDO level in transfer case, at the time acceptance of ID
7	Employee numbers GPF NO, BELT NO, AADHAR NO, PAN NO SI Policy NO, CPF NO, CPENF NO, PRAN NO, PLI NO, IAS CPNF NO, Mobile No) *Doc mandatory* *OTP Based*	Apply	verify /Forward / Reject	Approve / Reject		GPF No., S.I. Ploicy No., Pran No. will be verified from SIPP Portal. System should ask to opt out OTP facility. Yes or No

8	Employee Status Service category, Service Sub category, Status(Retired/Deputation/Death/APO/VRS/Suspend) Temporary/Permanent, Service Quota, Category, Gazetted/NonGazetted, Entitlement Status, Marital Status *Doc mandatory*		Apply/Verify /Forward / Reject	Approve / Reject		DDO will verify/forward/reject, where request is raised by employee. DDO may also raise request
9	Employee Pay detail (Pay Commission, PayScale, Basic (In case of Confirmation/ACP/Promotion/ new Service)		Apply/Verify /Forward / Reject *Doc mandatory*	Approve / Reject		DDO will verify/forward/reject, where request is raised by employee. DDO may also raise request Annual Increment will be applied and approved at DDO level.
10	Employee Pay detail (HRA, CCA))		Apply/Verify /Approve / Reject *Doc mandatory*			DDO will verify/forward/reject, where request is raised by employee. DDO may also raise request
11	Employee Pay detail (NPA)	Apply *Doc mandatory*	Verify /Forward / Reject *Doc mandatory*	Approve / Reject		
12	Employee Bank Details Account number, IFSC code, Branch	Apply *Doc mandatory*	Verify /Forward / Reject *Doc mandatory*		Approve / Reject	
13	Nominee Bank Details Account number, IFSC code, Branch		Apply/Verify /Forward / Reject *Doc mandatory*		Approve / Reject	In case of death of employee only
14	Employee ID updation Duplicate data merge		Apply/Verify /Forward / Reject *Doc mandatory*		Approve / Reject	Fetch from SIPF and update
15	Employee Date of Retirement		Apply/Verify /Forward / Reject *Doc mandatory*	Approve / Reject		
16	Parental Department	Apply *Doc mandatory*	Verify /Forward / Reject *Doc mandatory*	Approve / Reject		

**Government Of Rajasthan
List Of HOD's**

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S.No	Name Of Department	Name Of HOD	Mobile No/LandLine No	Email
1	Treasuries and Accounts Department, Jaipur	MUKUND SOHONI	9414053689	dir-ta-rj@nic.in
2	Public Works Department, Jaipur	SUNIL KUMAR GUPTA	9414207190	skgupta2910@gmail.com
3	Pension and Pensioners' Welfare Department, Jaipur	SULTAN SINGH	9414077261	dir-pen-rj@nic.in
4	Agriculture Census Department, Jaipur	SHYAM SINGH MEENA	9414709950	directoragcensus@yahoo.co.in
5	Forensic Science Laboratory, Jaipur	RAJESH KUMAR	9414042885	rajeshsero@gmail.com
6	Technical (Training) Education, Jodhpur	A K ANAND	9461114955	anil.anand3@gmail.com
7	Ground Water Department, Jodhpur	SURAJ BHAN SINGH	9571099900	singhsb68@gmail.com
8	Ayurved Department, Ajmer	MAHENDRA MATHUR	9414707814	drmahendramathur@gmail.com
9	Agriculture Marketing Department, Jaipur	TARA CHAND MEENA	9414027148	dir.dam@rajasthan.gov.in
10	State Election Commission, Jaipur	SHYAM SINGH RAJPUROHIT IAS	9829062639	shyamsrp61@gmail.com
11	Labour Department, Jaipur	CHANDRA BHAN SINGH	9414049483	cbsrathore@yahoo.com
12	State Insurance and Provident Fund Department, Jaipur	ANAND SWAROOP	9602836316	dir-sipf-rj@nic.in
13	Medical and Health Services, Jaipur	DR K K SHARMA	9414361856	directorph-rj@nic.in
14	Bhasha and Library Department, Jaipur	VISHNU KUMAR GOYAL	9950434000	vkgras@gmail.com
15	Dr. S.N. Medical College and Associated Group of Hospitals, Jodhpur	SHAITAN SINGH RATHORE	9414051460	ssrathore36@gmail.com
16	Registration and Stamps Department, Ajmer	MAHAVEER PRASAD	9461046911	igrs@rajasthan.gov.in
17	Elementary Education Department, Bikaner	KANCHAN MEHNDIRATTA	7357850222	budgetele.edu@gmail.com
18	State Directorate of Revenue Intelligence, Jaipur	ADARSH LOHIA	9929310018	adlohia66.ctd@rajasthan.gov.in
19	Women Empowerment Department, Jaipur	PRAKASH CHAND PAWAN	9414186231	pcpawan70@gmail.com
20	Integrated Child Development Services, Jaipur	DR PRATIBHA SINGH IAS	9717821183	director.wcd@rajasthan.gov.in
21	Secondary Education Department, Bikaner	PRAKASH CHANDRA JATOLIYA	9414026136	caosecedu@gmail.com

Government Of Rajasthan
List Of HOD's

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22	Rajasthan Public Service Commission, Ajmer	SU SHREE RENU JAIPAL	9414004066	rpscvenue@gmail.com
23	Lokayukta Secretariat, Jaipur	MADAN LAL KUMAWAT	9414028838	mlk8661@gmail.com
24	Colonization Department, Bikaner	CHHAGAN LAL SHRIMALI	9414325397	eaccbikaner@gmail.com
25	Arabic, Persian Research Institute, Tonk	SAULAT ALI KHAN	9667489786	drsaulatalikhan@gmail.com
26	Rajasthan Civil Services Appellate Tribunal, Jaipur	MUNNI MEENA	9587011101	munnimeena50@gmail.com
27	Planning (Man Power) Department, Jaipur	RAJENDRA SINGH TAWAR	9413962976	rstsp1971@gmail.com
28	Disaster Management and Relief Department, Jaipur	KALPANA AGARWAL	9413318811	adm-kot-rj@nic.in
29	Technical Education Department, Jodhpur	DARIA SINGH YADAV	9828499860	istedsy2@gmail.com
30	Autonomous Bodies	ASLAM SHER KHAN	9799491377	aslamskhan77@yahoo.com.in
31	Jail Department, Jaipur	VIKRAM SINGH KARNAWAT	8619274900	caoprisonraj@gmail.com
32	Industries Department, Jaipur	MUKTANAND AGRAWAL	9468585123	indraj@rajasthan.gov.in
33	Social Justice and Empowerment Department, Jaipur	NANNU MAL PAHADIA	9414033400	nannumalpahadia@gmail.com
34	Anti Corruption Bureau, Jaipur	ALOK TRIPATHI	9414040411	aloktripathiips@gmail.com
35	Mines and Geology Department, Udaipur	HARSH SAWANSUKHA	9414165247	harshsawansukha@yahoo.com
36	College Education Department, Jaipur	RAM CHARAN MEENA	9414344597	rcmabst@gmail.com
37	R.N.T. Medical College and Associated Group of Hospitals, Udaipur	DR ASHOK KUMAR VERMA	7976352461	gunjankhungar@gmail.com
38	Estate Department, Jaipur	MUKESH KUMAR KAYATHWAL	9829600441	kayathwal@gmail.com
39	Watershed Development and Soil Conservation Department, Jaipur	SITARAM BANJARA	9414863432	cao.wdsc@rajasthan.gov.in
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41	Directorate, Gopalan, Jaipur	KHAJAN SINGH	9414015939	Khajansingh67@gmail.com
42	Rural Development and Panchayati Raj Department, Jaipur	KAILASH CHAND MEENA	9414292983	meenakailash1964@gmail.com
43	Electrical Inspectorate, Jaipur	GAURISHANKAR JEENGAR	9414262244	sei.rajasthan@gmail.com

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45	Indira Gandhi Nahar Project, Jaisalmer	RAJENDRA KUMAR PAREEK	9414010773	aceignpjsm.wr@rajasthan.gov.in
46	Indira Gandhi Nahar Project, Bikaner	VINOD KUMAR CHOUDHARY	9413315069	ceignp@gmail.com
47	Evaluation organization, Jaipur	YOGESH CHAND JHALANI	8696904799	yogjh@yahoo.com.in
48	Local Self Government Department, Jaipur	UJJWAL RATHORE	9414112303	ujjwalrathore@gmail.com
49	Panchayati Raj Department, Jaipur	HARI SINGH MEENA	9887500310	HSMEENAAJMER@gmail.com
50	Information Technology and Communication Department, Jaipur	BHANWAR SINGH NATHAWAT	9413387303	bsnathawat@rajasthan.gov.in
51	Inspection Department, Jaipur	SURESH KUMAR ASWAL	9928666002	dir-ins-rj@nic.in
52	Command Area Development, IGNP, Bikaner	SH RAJENDRA SINGH DUDI	9413301238	fa.cadbkn@rajasthan.gov.in
53	Water Resources Department, Jaipur	HARDYESH KUMAR JUNEJA	9828588252	fawrd.jaipur@rajasthan.gov.in
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56	Revenue Research and Training Institute, Ajmer	BHANWAR SINGH SANDU	9414301216	bs.sandu1964@gmail.com
57	Rajasthan Urban Infrastructure Development Project (RUIDP), Jaipur	JITENDRA KUMAR SONI	9166755000	jksoniias@gmail.com
58	Indira Gandhi Nahar Project(Pre Check Set Up), Bikaner	MEENA SONGARA	9414103141	fapcsuignpbkn@gmail.com
59	Food, Civil Supplies and Consumer Affairs, Jaipur	SH MAHENDRA SINGH RATHOR	9414356151	sdmapg@gmail.com
60	Local Fund Audit Department, Jaipur	RAM KISHOR REGAR	9829895059	dir-lfad-rj@nic.in
61	Printing and Stationery Department, Jaipur	RAM CHANDRA DHENWAL	9829326677	rcdhenwal@gmail.com
62	Homeopathic Chikitsa Department Jaipur	RENU BANSAL	9414336897	asstdir1-homoeo-raj@nic.in
63	Board of Revenue, Ajmer	SURAJ PRAKASH MONGA	9414478365	faborajm@gmail.com
64	Rajasthan Tax Board, Ajmer	DHARMENDRA SINGH CHOUDHARY	8003825445	rajtaxboard@yahoo.co.in

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66	Home Guards Department, Jaipur	PANKAJ MEHRISHI	9828291114	fa.hgcd.rj@nic.in
67	Mobile Surgical Unit, Jaipur	DR SHYAM SUNDAR	9414412952	s.sunder1961@gmail.com
68	Rajasthan State Motor Garage Department, Jaipur	RAMAVATAR MEENA	9414110811	ramavatarmeena6865@gmail.com
69	Harish Chandra Mathur Rajasthan Institute of Public Administration, Jaipur	SANDEEP CHAUHAN	9414041096	schauhan1965@rediffmail.com
70	Medical and Health Services (ESI), Jaipur	VIRENDRA KUMAR MATHUR	9414004448	dmhsesi@yahoo.co.in
71	Commercial Taxes Department, Jaipur	VRADHI CHAND BUNKAR	9799396313	vcbunkar@gmail.com
72	Sanskrit Education Department, Jaipur	HARJI LAL ATAL	9414890094	atal69@gmail.com
73	State Litigation Department, Jaipur	HUKAM SINGH RAJPUROHIT	9829403350	hsrajpurohit1965@gmail.com
74	Medical College and Associated Group of Hospitals, Kota	DR VIJAY SARDANA	9414182141	principalmck@gmail.com
75	Animal Husbandry Department, Jaipur	VIRENDRA SINGH MEENA	9950356867	compdah@yahoo.co.in
76	Rajasthan Sub-ordinate & Ministerial Service Selector Board	DR B L JATAWAT	9829224262	secyrsmssb@rajasthan.gov.in
77	Archaeology and Museums Department, Jaipur	PRAKASH CHANDRA SHARMA	9829218555	dirarchraj@gmail.com
78	Forest Department, Jaipur	G VISWANATHA REDDY	8764186175	gvreddy.rajforest@gmail.com
79	Horticulture Department, Jaipur	V SARAVANA KUMAR	9414152444	saravanakumar@gmail.com
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81	Water Resource Department (CE, Hanumangarh)	VINOD MITTAL	8209612035	cewrhdmh@gmail.com
82	Literacy and Continuing Education, Jaipur	ABHISHEK BHAGOTIA	8787442099	ABHISHEKBHAGOTIA@GMAIL.COM
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