राजस्थान सरकार
वित्त (वित्तीय नियम) विभाग

क्रमांकः एफ.5(थ—75)कोष / IFMS/R-ITMS-III/ 6640 - 6661   दिनांक 03|02|25

परिपत्र

वित्त (जी.एण्ड टी.) विभाग द्वारा जारी परिपत्र क्रमांक एफ.5 / 75 / कोष / IFMS/ R-ITMS दिनांक 03.04.2024 की निरन्तरता में राज्य सरकार के कार्मिकों के भुगतानों से सम्बद्ध आयकर कटौती, प्रोजेक्शन्स, Declaration, 24Q जनरेशन, कोषालय व आहरण वितरण अधिकारी से सम्बद्ध आयकर प्रक्रिया के प्रबन्धन हेतु राजस्थान एकीकृत कर प्रबन्धन प्रणाली (Rajasthan Integrated Tax Management System) के अन्तर्गत आई.एफ.एम.एस. 3.0 से सम्बंद्ध कर प्रक्रियाऐं विकसित की गयी है जिसे निम्न विभागों में पायलट आधार पर दिनांक 01.02.2025 से प्रारम्भ किया जा रहा है :—

1. निदेशक, कोष एवं लेखा विभाग
2. आयुक्त, सूचना प्रौद्योगिकी एवं संचार विभाग
3. निदेशक, पेंशन एवं पेंशनर्स कल्याण विभाग
4. निदेशक, स्थानीय निधि अंकेक्षण विभाग
5. निदेशक, निरीक्षण विभाग

दिनांक 01.04.2025 से यह प्रक्रिया सभी विभागों में लागू हो जायेगी।

राजस्थान एकीकृत कर प्रबन्धन प्रणाली (R-ITMS) पर उक्त कार्य सम्पादन हेतु निम्नलिखित प्रावधान उपलब्ध होगें :—

1. कार्मिक मॉड्यूल –

कार्मिक को SSO Id के माध्यम से आई.एफ.एम.एस. 3.0 के ESS पर जाकर Taxes के अन्तर्गत R-ITMS एप्लीकेशन पर जाना होगा। कार्मिक के Dashboard पर निम्नलिखित Functionality उपलब्ध होगी :—

(i) **My Income** – इसमें कार्मिक को वित्तीय वर्ष के दौरान की Projected Income एवं Tax की जानकारी उपलब्ध होगी, इसमें किसी प्रकार की विसंगति होने पर कार्मिक द्वारा Request raise कर सम्बद्ध आहरण वितरण अधिकारी प्रदर्शित करा, संशोधन कराने की कार्यवाही की जा सकेगी।

(ii) **My Certificate** – इसके अन्तर्गत कार्मिक को फॉर्म—16 प्रदर्शित होगा परन्तु आहरण वितरण अधिकारी द्वारा चारों क्वार्टर के रिटर्न फाईल करने के बाद ही फॉर्म—16 डाऊनलोड किया जा सकता है।

(iii) **My Declaration** – इसके अन्तर्गत कार्मिक को आहरण वितरण अधिकारी के माध्यम से प्राप्त आय के अतिरिक्त आय एवं संभावित निवेश आदि की घोषणा की जा सकती है। अंतरिम घोषणा कितनी भी बार Submit की जा सकती है परन्तु अंतिम रूप से की जाने वाली घोषणा के साथ सभी दस्तावेज अपलोड किए जाने अनिवार्य होगे। सभी Declarations, आहरण वितरण अधिकारी से अनुमोदन के बाद ही प्रभावी होगें।

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(iv) **My Request** – कार्मिक के Dashboard में प्रदर्शित विवरण में कमी होने या अन्य तकनीकी समस्या आने पर कार्मिक को Request जनरेट करने का प्रावधान किया गया है जिसका आहरण वितरण अधिकारी द्वारा समाधान कराया जाएगा। आहरण वितरण अधिकारी द्वारा Request को Accept/Reject करने से पूर्व कार्मिक द्वारा Edit/Cancel किया जा सकता है।

(2) आहरण वितरण अधिकारी मॉड्यूल –

1. आहरण वितरण अधिकारी द्वारा कार्मिकों द्वारा की गई Request को Approve/Reject किया जा सकता है।

2. आहरण वितरण अधिकारी को किसी प्रकार की तकनीकी समस्या होने पर Request raise की जा सकती है।

3. आहरण वितरण अधिकारी द्वारा उससे संबंधित कार्मिक के bills और उनका Status check किया जा सकता है।

4. आहरण वितरण अधिकारी के पक्ष में कोषालय द्वारा जमा आयकर एवं वास्तविक कटौती का Comparison देखा जा सकता है।

5. 24Q, 26Q returns जनरेट किए जाकर फॉर्म–27A एवं .fvu (File validation utility) फाइल तैयार की जायेगी। .fvu फाइल NSDL की साईट पर अपलोड की जा सकेगी।

6. आहरण वितरण अधिकारी के लिए MIS reports का प्रावधान किया गया है।

(3) कोषालय मॉड्यूल –

1. कोषाधिकारी द्वारा R-ITMS संबंधी समस्याओं के लिए Request raise की जा सकती है और उसका Status check किया जा सकता है।

2. कोषाधिकारी द्वारा IFMS 3.0 एवं राजकोष पर कार्मिक से संबंधित टीडीएस की समीक्षा / मिलान किया जा सकता है।

3. TDS की समीक्षा के बाद Error Validation किया जाकर, 24G FVU विकल्प के माध्यम से Fileable 24G return जनरेट एवं डाऊनलोड किया जा सकता है।

4. .fvu फाइल NSDL की साईट पर अपलोड की जा सकेगी।

5. 24G return फाईल करने के बाद, कोषाधिकारी को रिटर्न डिटेल्स में आयकर विभाग से प्राप्त Acknowledgment नम्बर को अपडेट करना होगा।

6. रिपोर्ट्स व डाऊनलोड्स के विकल्प के माध्यम से किसी भी माह / त्रैमास का चयन कर MIS रिपोर्ट्स देखी जा सकती है।
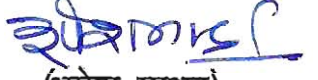
राजस्थान एकीकृत कर प्रबन्धन प्रणाली (R-ITMS) पर कार्मिक, आहरण वितरण अधिकारी एवं कोषाधिकारी को उपलब्ध प्रक्रिया का विस्तृत विवरण Annexure-A पर उपलब्ध है। मॉड्यूल वाईज यूजर मैन्युअल संबंधित मॉड्यूल पर उपलब्ध कराया गया है। तकनीकी समस्याओं के समाधान हेतु हैल्प डेस्क उपलब्ध रहेगी। प्रशिक्षण कार्यक्रम RISL द्वारा आयोजित किए जाएगें।

संलग्नः– उपरोक्तानुसार

(देबाशीष पृष्टी)
प्रमुख शासन सचिव, वित्त (बजट)

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क्रमांकः एफ.5(थ–75)कोष / IFMS/R-ITMS-III/ 6640-6661   दिनांक 03|02|25

प्रतिलिपिः निम्न को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है :–

1. समस्त अतिरिक्त मुख्य सचिव / प्रमुख शासन सचिव / शासन सचिव / विशिष्ट शासन सचिव

2. प्रधान महालेखाकार (लेखा एवं हक / सिविल लेखा परीक्षा / वाणिज्यिक एवं प्राप्ति लेखा परीक्षा) राजस्थान, जयपुर

3. सचिव, राजस्थान विधानसभा, जयपुर।

4. सचिव, लोकायुक्त सचिवालय, राजस्थान, जयपुर।

5. सचिव, राजस्थान लोक सेवा आयोग, राजस्थान, अजमेर।

6. रजिस्ट्रार, राजस्थान उच्च न्यायालय, जोधपुर।

7. समस्त संभागीय आयुक्त / जिला कलक्टर

8. आयुक्त, सूचना प्रौद्योगिकी एवं संचार विभाग, जयपुर।

9. उपशासन सचिव, मुख्य सचिव, राजस्थान

10. निदेशक, वित्त (बजट) विभाग, सचिवालय, जयपुर

11. संयुक्त शासन सचिव, वित्त (वित्तीय नियम) विभाग, सचिवालय, जयपुर

12. संयुक्त शासन सचिव, वित्त (मार्गोपाय) विभाग, सचिवालय, जयपुर।

13. राज्य सूचना विज्ञान अधिकारी, एन.आई.सी. सचिवालय, जयपुर।

14. समस्त कोषाधिकारी / उपकोषाधिकारी

15. निदेशक, कोष एवं लेखा विभाग, राजस्थान, जयपुर।

16. आयुक्त, सूचना प्रौद्योगिकी एवं संचार विभाग, जयपुर।

17. निदेशक, पेंशन एवं पेंशनर्स कल्याण विभाग, जयपुर।

18. निदेशक, स्थानीय निधि अंकेक्षण विभाग, जयपुर।

19. निदेशक, निरीक्षण विभाग, जयपुर।

20. संयुक्त निदेशक, वित्त (कम्प्यूटर सैल) विभाग को प्रेषित कर लेख है कि उक्त परिपत्र को वित्त विभाग की वेबसाईट पर अपलोड कराने का श्रम करें।

21. वरिष्ठ निदेशक (आई.टी.), एन.आई.सी. एल.आई.सी. भवन, जयपुर।

(भूपेश माथुर)
संयुक्त शासन सचिव

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Process of Employee Role		
Sr No	Process	Description of Process
1	Employee access to "RITMS Employee Module"	Employees can access RITMS Employee Module from following 2 ways: - A. "Login to Raj SSO >> IFMS 3.0 >> Select Access Employee Self Service (ESS) >> Taxes " and user will be landed to **Dashboard**; B. "Login to Raj SSO >> IFMS 3.0 >> Select Access Employee Self Service (ESS) >> Income Tax >> View Details and user will be landed to **My Declaration Page**"
2	"RITMS - My Dashboard"	**"My Dashboard"** have employee's Personal details and Some Shortcuts to Other Features which are described as follows: - A. Employee can review their **"Employee Profile"** in first tile having details like(**"Employee Name", "Employee Designation", "Date of Birth" etc.)**; B. Employee can review their **"Salary Computation"** in second tile having details like (**"Yearly Projected Income and TDS" etc.**) and Link below will redirect user to **"My Declaration"** to check Bifurcations and submit Investment Declaration; C. Employee can review their **"Request Summary"** in third tile having count of below details.(**"In Progress Request","Approved Request","Rejected Request")** and shortcut to access "**My Request**" Screen; D. Employee can Download their **"Form 16"** and shortcut to access "**My Certificate"** Screen
3	"RITMS - My Income"	A. Employee can click on **"My Income"** to view **Bill Wise Salary Transactions,** B.Employee can click on individual transaction to View Detailed Allowance & Deduction Wise Breakup like (**"Basic Pay", "Dearness Allowances", "HRA", etc);** C. Employee can use **"Download"** icon to download list of Transactions in **"Excel" & "PDF"** formats.
4	"RITMS - My Certificate"	Employee can click on **"My Certificate"** to **View** List of TDS Certificate i.e., **Form 16** and can **Download** the Certificate in **"PDF"** format by clicking on each PDF Icon.

5	"RITMS - My Declaration"	Employee can click on **"My Declaration"** for multiple purposes as follows: - A. View Bifurcation Details of Yearly Projected Income, Deductions & Computation of Income Tax, Rebate. "i" button can be used to view allowance & deduction wise details with actual income received and projection for the year; B. Employee can click on **"Download Projected Form16"** to download "Projected Salary Computation" as of date in "PDF" format; C. Employee can click on **"Declaration"** button to choose **"Tax Regime" between "Old" & "New";** D. After choosing **"Tax Regime"** employee can submit details of **"Investment Done"** according to selected **"Tax Regime"** like "Interest Paid on Home Loan", "HRA", "Investment under 80C", "Health Insurance Premium", etc along with documentry evidence if Employee wants to choose Old Tax Regime; E. Emplyees can use **"Tax calulator"** for comparing **"Income Tax"** as per both regime and choose **best option** before submitting the request to the **"DDO" for Approval.**
6	"RITMS - My Request"	Employee can click on **"My Request"** to View Status of **All Submitted Request** and can **Manage** Submitted request in following ways: - A. Employee can click on Individual Request to view complete details of the **"Request"**, details of **"Approving Authority, Comments"** if any raised by approving authority. Here employee can also **Edit and Cancel** submitted request; and B. Employee can click on **"Raise Request"** button to raise new ticket under avalibale request category like **"Pan Correction"**, "Teachnical **Issue"**, etc.

| Process of DDO Role |

Process of DDO Role

Sr No	Process	Description of the Process
1	DDO access to "RITMS DDO Module"	DDO can access R-ITMS DDO Module in a following way **"Login to Raj SSO >> IFMS 3.0 >> Access Workspace >> Select assigned "DDO Code" under "Access Workspace" >> "Disbursement Engine" >> "Employee Management" >> "Taxes" >> "R-ITMS"**. Now DDO will be redirected to **Deductor**.
2	"RITMS - Dedutor"	DDO can access **"Deductors"** option to view list of **"DDO's"** or **"TAN Return Level"** available for the DDO on which DDO want to work. DDO can switch between available DDO's simply by clicking on the **"DDO"**. If DDO want to do Office Activity Like **"View TDS Transaction"**, **"Request Approval or Raise Request"** then DDO can select DDO Code and if DDO wants to do TDS Compliances then DDO have to select **"TDS Return Level."**
3	"RITMS - Dashboard"	DDO can can view different kind of statistics for selected **"DDO Office"** as follows under **Dashboard Option:** - A. Month wise **"Return Filling Status"** along with "Return Due Date" for both **"24Q & 26Q Return"**; B. List of **Employees** mapped under selected DDO with **"Amount of Projected Income and Tax"**; C. Month wise **comparision** of Total TDS Deducted as per **"IFMS 3.0,Pay Manager"** and Total TDS to reported in **"24G Returns"** as per Rajkosh; D. Month wise **Count** of **Approved Bills** & **Count** of **Unique Employees** to whom payment is made; E. Employee & Vendor **PAN Verification Status**; F. DDO can review **"Status Summary"** of the raised request; G. List of **Annoucements** released by RITMS Admin and List of recent activities performed by DDO.
4	"RITMS - Return"	DDO can Generate **"24Q/26Q Quarterly Returns"** under **Return** Option and before generating Return, DDO can do following Activities like: - A. DDO can review Total TDS amount as per **"IFMS 3.0, Paymanager"** under **"Transactions"** Tile and **Total Challan Amount as per "Bin View"** under **"Challan" Tile**. DDO can click on respective tile to view transastion wise details and reconcile data if required; B. After reviewing Data Allocation, DDO needs to click on option **"Data Error Processing and Validation"** to start error validation as per Income Tax Schema. If any structure error is detected, DDO needs to rectify the error by using "Fix It" button. If any validation error is detected, DDO can rectify the error or go ahead by simply entring review comment; C. After validation of IT TDS data as per income tax schema, DDO need to click on option "Generate FVU" to generate & download fileable "TDS Returns"
5	"RITMS - Reports & Downloads"	A. **"Reports & Downloads"** Option provides various MIS Reports to DDO like **"Bill Status Report"**, **"PAN Status Report"** etc; B. DDO can use "Generate" button to generate and download MIS Report in **"Excel"** & **"PDF"** formats.
6	"RITMS - My Request"	DDO can click on **"Request"** Option to view Status Wise list of **All Submitted Request** and **manage** Submitted Request in following ways: - A. DDO can see list of **Salary Declaration & Pan Correction** request raised by employees mapped with the DDO. DDO can click on individual request to view complete details of the **"Request"** along with attached documents and take action like "Approve" or "Reject". B. DDO can click of **"Raise Request"** button to raise new ticket under avalibale request category like "Missing Bill Details", "Mismatch in Bill Details", "Statement Upload Request" etc to R-ITMS support Team.

Process of Treasury Role

Sr No	Process	Description of the Process
1	Treasury Officer (TO) access to "RITMS Treasury Module"	Treasury Officer (TO) can access R-ITMS Treasury Module in a following way "**Login to Raj SSO >> IFMS 3.0 >> Access Workspace >> Select assigned "Treasury Office" under "Access Workspace" >> "Disbursement Engine" >> "Employee Management" >> "Taxes" >> "R-ITMS"**. Now TO will be redirected to **Deductor** .
2	"RITMS - Dedutor"	TO can access **"Deductors"** option to View list of **"Treasury Offices"** available for the TO. TO can **switch** between available roles simply by clicking on the "Treasury Office" on which User wants to Work.
3	"RITMS - Dashboard"	Treasury Officer can view different kind of statistics for selected **"Treasury Office"** as follows under **Dashboard Option**: - A. Month wise **"Return Filling Status"** along with Return Due Date for **24G Return**; B. List of **"Budgethead Summary"** along with Amount of TDS deducted during a selected month; C. Month wise **comparision** of Total TDS Deducted as per **"IFMS 3.0, Pay Manager"** and Total TDS to reported in **"24G Returns"** as per Rajkosh; D. TO can review **"Status Summary"** of the raised request; E. List of "**Annoucements**" released by RITMS Admin and List of recent activities performed by TO.
4	"RITMS - Return"	TO can Generate monthly **"24G Returns"** under **Return Option** and before generating Return, TO can do following Activities like: - A. TO can review Total TDS Transactions as per **"IFMS3.0, Paymanager"** under **"Transactions"** Tile and Total TDS Transactions as per **"Rajkosh"** under "**24G Transaction**" Tile and Reconcile Data **DDO wise/Bill Wise**; B. TO can do **"Data Error Processing and Validation"** to make Return as per Income Tax Schema. If any structure Error is Detected, TO need to rectify the error by using **"Fix It"** button; C. After Validation of TDS data as per Income Tax Schema, Officer can generate & download fileable "24G FVU"
5	"RITMS - Reports & Downloads"	A. "**Reports & Downloads**" Option provides various **MIS Reports** to Treasury Officer like "**Summary Of Transaction - DDO Wise**", "**Summary Of 24G Transaction - DDO Wise**", etc.; B. TO can use **"Generate"** button to Generate and Download MIS Report in **"Excel"** & "**PDF**" formats.
6	"RITMS - My Request"	TO can click on **"Request"** Option to view Status Wise list of **All Submited Request** and can **Manage** Submitted Request in following way: - A. TO can click on individual request to view complete details of the **"Request"** sent to **R-ITMS** support team. here TO can **Edit and Cancel** submitted request. B. TO can click of "**Raise Request**" button to raise new ticket under avalibale request category like "**Correction Request - Add Details**", "**Correction Request - Update Details**", "**Teachnical Issue**", etc.

| Process of DDO Role |
Sr No	Process	Description of the Process
1	DDO access to **"RITMS DDO Module"**	DDO can access R-ITMS DDO Module in a following way **"Login to Raj SSO >> IFMS 3.0 >> Access Workspace >> Select assigned "DDO Code" under "Access Workspace" >> "Disbursement Engine" >> "Employee Management" >> "Taxes" >> "R-ITMS".** Now DDO will be redirected to **Deductor**.
2	**"RITMS - Dedutor"**	DDO can access **"Deductors"** option to view list of **"DDO's" or "TAN Return Level!"** available for the DDO on which DDO want to work. DDO can switch between available DDO's simply by clicking on the "DDO". If DDO want to do Office Activity Like **"View TDS Transaction", "Request Approval or Raise Request"** then DDO can select DDO Code and if DDO wants to do TDS Compliances then DDO have to select **"TDS Return Level."**
3	**"RITMS - Dashboard"**	DDO can can view different kind of statistics for selected **"DDO Office"** as follows under **Dashboard Option:** - A. Month wise **"Return Filling Status"** along with "Return Due Date" for both **"24Q & 26Q Return"**; B. List of **Employees** mapped under selected DDO with **"Amount of Projected Income and Tax"**; C. Month wise **comparision** of Total TDS Deducted as per **"IFMS 3.0,Pay Manager"** and Total TDS to reported in **"24G Returns"** as per Rajkosh; D. Month wise **Count** of Approved **Bill**s & **Count** of **Unique Employees** to whom payment is made; E. Employee & Vendor **PAN Verification Status**; F. DDO can review **"Status Summary"** of the raised request; G. List of **Annoucements** released by RITMS Admin and List of recent activities performed by DDO.
4	**"RITMS - Return"**	DDO can Generate **"24Q/26Q Quarterly Returns"** under **Return** Option and before generating Return, DDO can do following Activities like: - A. DDO can review Total TDS amount as per **"IFMS 3.0, Paymanager"** under **"Transactions"** Tile and **Total Challan Amount as per "Bin View"** under **"Challan" Tile**. DDO can click on respective tile to view transastion wise details and reconcile data if required; B. After reviewing Data Allocation, DDO needs to click on option **"Data Error Processing and Validation"** to start error validation as per Income Tax Schema. If any structure error is detected, DDO needs to rectify the error by using "Fix It" button. If any validation error is detected, DDO can rectify the error or go ahead by simply entring review comment; C. After validation of IT TDS data as per income tax schema, DDO need to click on option "Generate FVU" to generate & download fileable "TDS Returns"
5	**"RITMS - Reports & Downloads"**	A. **"Reports & Downloads"** Option provides various MIS Reports to DDO like **"Bill Status Report"**, **"PAN Status Report"** etc; B. DDO can use "Generate" button to generate and download MIS Report in **"Excel"** & **"PDF"** formats.
6	**"RITMS - My Request"**	DDO can click on **"Request"** Option to view Status Wise list of **All Submitted Request** and **manage** Submitted Request in following ways: - A. DDO can see list of **Salary Declaration & Pan Correction** request raised by employees mapped with the DDO. DDO can click on individual request to view complete details of the **"Request"** along with attached documents and take action like **"Approve"** or **"Reject"**. B. DDO can click of "Raise Request" button to raise new ticket under avalibale request category like "Missing Bill Details", "Mismatch in Bill Details", "Statement Upload Request" etc to R-ITMS support Team.