

बिहार सरकार  
उद्योग निदेशालय

पत्रांक ..... /

पटना, दिनांक .....

सं० सं०-०५/उ०नि०ब० (विविध CFMS) ०१/२०१८

प्रेषक,

उद्योग निदेशक,  
बिहार, पटना।

सेवा में,

सभी महाप्रबंधक, जिला उद्योग केन्द्र, बिहार।

सहायक उद्योग निदेशक(लेखा), उद्योग निदेशालय, बिहार, पटना।

सहायक उद्योग निदेशक(तकनीकी), तकनीकी विकास निदेशालय, उद्योग विभाग, बिहार, पटना।

वरीय लेखा पदाधिकारी, हस्तकरघा एवं रेशम निदेशालय, बिहार, पटना।

प्रशाखा पदाधिकारी, खाद्य प्रसंस्करण निदेशालय, उद्योग विभाग, बिहार, पटना।

सहायक निबंधक, सहयोग समितियाँ (हस्तकरघा), राजेन्द्रनगर, पटना एवं सहायक निबंधक, बुनकर सहयोग समितियाँ, गुलजारबाग, पटना-८००००८

सहायक उद्योग निदेशक (कोटि नियंत्रण) कार्यालय, तिरहुत प्रमंडल, मुजफ्फरपुर/पटना प्रमंडल, पटना एवं भागलपुर प्रमंडल, भागलपुर।

सहायक उद्योग निदेशक(रेशम), पूर्णिया, पटना, मुजफ्फरपुर एवं भागलपुर।

उप विकास पदाधिकारी(वस्त्र), गया, दरभंगा, मुजफ्फरपुर एवं भागलपुर।

प्राचार्य, बिहार रेशम एवं वस्त्र संस्थान, नाथनगर, भागलपुर।

प्रबंधक, पोलिस्टर एवं सिल्क वस्त्र प्रशिक्षण-सह-उत्पादन केन्द्र, बरारी, भागलपुर।

परियोजना प्रबंधक, मलवरी-प्रसार-सह प्रशिक्षण केन्द्र, रानी पोखर, वैशाली/फरीदपुर, सिवान/मुशहरी, मुजफ्फरपुर/ढेकसार, किशनगंज/सहरसा/राघोपुर-बखरी, सीतामढ़ी/कुमारबाग, बेतिया/लकडीकोला, बांका।

अग्र-परियोजना पदाधिकारी, इनारावरण कटोरिया, बांका/श्याम बाजार, बांका/गंगटामोड़, मुंगेर/कौवाकोल, नवादा/अधौरा, कैमूर/तसर क्रय-विक्रय संगठन, बांका

विषय :- **CFMS के Office Admin के संबंध में।**

महाशय,

उपर्युक्त विषयक वित्त विभाग के पत्रांक 9229, दिनांक 17.12.18 की प्रति संलग्न कर कहना है कि पूर्व में **CFMS के System Admin Module** में कार्यालयों का Office Creation किया गया है। CFMS प्रणाली में System Admin Module को संशोधित करते हुए Office Admin Module को प्रारंभ किया गया है। CFMS के Admin Module में कार्यालयों से संबंधित की गयी प्रविष्टि में एकरूपता का अभाव है तथा प्रविष्टि की गयी डाटा त्रुटिपूर्ण एवं अपूर्ण है।

पूर्व में CFMS में प्रविष्टि कार्यालयों से संबंधित डाटा, नये Office Creation से संबंधित प्रपत्र, नये Use: (Office Admin) Creation हेतु आवश्यक प्रपत्र (KYU form), नये Office के Creation एवं पूर्व से किये गये Office Creation को सत्यापित करने से संबंधित Guideline एवं पूर्व प्रक्रिया से संबंधित विस्तृत अनुदेश की प्रति संलग्न कर कहना है कि पत्र में दिए गए निदेश के आलोक में कार्रवाई कर संबंधित प्रतिवेदन अधोहस्ताक्षरी को उनके ई-मेल पर दिनांक 24.12.2018 तक उपलब्ध कराना सुनिश्चित करें। पत्र के अनुपालन में कठिनाई होने पर आई०टी० मैनेजर के मोबाईल नं० 8789284649 से सम्पर्क किया जा सकता है।

अनुलग्नक:- यथोक्त।

विश्वासभाजन

ह०/-

उद्योग निदेशक  
बिहार, पटना।

ज्ञापांक ..... /

पटना, दिनांक .....

प्रतिलिपि :-अपर सचिव/उप उद्योग निदेशक, उद्योग विभाग, बिहार, पटना को सूचनार्थ हेतु प्रेषित।

ह०/-

उद्योग निदेशक  
बिहार, पटना।

ज्ञापांक 416751

पटना, दिनांक 20.12.18

प्रतिलिपि :-आई०टी० मैनेजर, उद्योग विभाग, बिहार, पटना को विभागीय वेबसाईट पर अनुलग्नक सहित पत्र को अपलोड करने हेतु प्रेषित।

उद्योग निदेशक  
बिहार, पटना।

डॉ. एस. सिद्धार्थ, भा.प्र.से.

प्रधान सचिव

वित्त विभाग

बिहार सरकार



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ई-मेल : finsecy-bih@nic.in

7453/10  
19/12/18

प्रेषक,

पत्र सं०-को०प्र०/CFMS-09/2017.....वि०

डॉ० एस० सिद्धार्थ,  
प्रधान सचिव ।

सेवा में,

प्रधान सचिव,  
उद्योग विभाग, बिहार, पटना ।



पटना, दिनांक 17-12-18

विषय:- CFMS के Office Admin के संबंध में ।

महाशय,

उपर्युक्त विषय के संबंध में कहना है कि राज्य सरकार के सभी प्रकार के वित्तीय कार्यों को Online करने हेतु CTMIS के स्थान पर समेकित वित्तीय प्रबंधन प्रणाली (CFMS) को विकसित किया गया है । पूर्व में CFMS के System Admin Module में विभागों द्वारा अपने अंतर्गत आने वाले क्षेत्रीय कार्यालयों का Office Creation किया गया है । CFMS प्रणाली में System Admin Module को संशोधित करते हुए Office Admin Module को प्रारंभ किया गया है । CFMS के Admin Module में विभिन्न स्तर पर कार्यालयों से संबंधित की गयी प्रविष्टि में एकरूपता का अभाव है तथा प्रविष्टि की गयी डाटा त्रुटिपूर्ण एवं अपूर्ण है । TCS द्वारा System Admin Data को नये Office Admin Module में Migrate किया गया है । इसके अतिरिक्त शेष बचे कार्यालयों, जिसकी प्रविष्टि CFMS में नहीं की गयी है, उसके डाटा का भी प्रविष्टि नये Office Admin Module में किया जाना है ।

सभी विभागों के CFMS के नोडल पदाधिकारी द्वारा Office Admin में सृजित क्षेत्रीय कार्यालयों के सत्यापन एवं शेष कार्यालयों की प्रविष्टि CFMS Office Admin Module में किया जाना है । इस हेतु BKC Centre, (Hall-1 & 2), चतुर्थ एवं पंचम तल्ला, ललित भवन, बेली रोड, पटना में दिनांक-20.12.2018 से 07.01.2019 तक विभागवार कार्यशाला का आयोजन किया गया है जिसमें पूर्वाह्न 10.00 बजे से अपराह्न 6.00 बजे तक TCS एवं वित्त विभाग के प्रतिनिधि द्वारा CFMS में सृजित कार्यालयों के सत्यापन, प्रविष्टि एवं संशोधन में सहयोग प्रदान किया जायेगा । आपके विभाग के लिए इस कार्य हेतु दिनांक 26.12.2018 तिथि निर्धारित की गई है ।

अतः अनुरोध है कि अपने-अपने विभाग के CFMS के नोडल पदाधिकारी को सभी क्षेत्रीय कार्यालयों से संबंधित प्रविष्टि विहित प्रपत्र में कराने हेतु निदेशित किया जाय एवं उराके सत्यापन, संशोधन एवं प्रविष्टि हेतु ललित भवन, पटना में आयोजित कार्यशाला में इस कार्य से सम्बद्ध 6-7 कर्मियों के साथ निर्धारित तिथि को भाग लेने हेतु निदेश देने की कृपा की जाय ।

अनुलग्नक-

- (1) पूर्व में CFMS में प्रविष्टि कार्यालयों से संबंधित डाटा ।
- (2) नये office creation से संबंधित प्रपत्र ।
- (3) नये User (office admin) creation हेतु आवश्यक प्रपत्र(KYU form) ।
- (4) नये office के creation एवं पूर्व से किये गये office creation को सत्यापित करने से संबंधित guideline ।
- (5) पूर्ण प्रक्रिया से संबंधित विस्तृत अनुदेश ।

विश्वासभाजन,

(एस० सिद्धार्थ)

4541/AKT  
20/12/18

2134/11  
20/12/18

Industries

	office	employee_name	name	DDO Code	
Weavers Training Centre, Nepura, Silao, Nalanda	NLDIND002	patna	Mr shatrughan prasad sinha	shatrughan.sinha	NLDIND002
Mulberry Extension cum Training Centre, Saharsa	SAHIND002	patna	Mr Prakash Chaudhary	prakash.chaudhary	SAHAGR017
Mulberry Extention cum Training Centre, Dheksara, Kishanganj	KSJIND004	patna	Mr Md. Zakir Hossain	md..hossain	KSJIND004
Asst. Dir. Ind. (QC) Patna Division, Patna	PBBIND004	Patna	Mr umesh kumar	umesh.kumar2	PBBIND004
Leather Products training centre jehanabad	JNDIND003	patna	Mr MD. Belal	md..belal	JNDIND003
SWTC, Pattharkatti, Gaya	GYAIND013	patna	Mr Makeswar Dwivedi	makeshwar.dwivedi	GYAIND013
HID Scheme, Gaya	GYAIND006	patna	Mr Ashok Kumar	ashok.kumar35	GYAIND006
mulberry extension cum sub centre raniganj, araria, raghopur, and madhepura	PRNIND005	patna	Mr Md. Zakir Hossain	md..hossain	PRNIND005
Mulberry Relling Training cum Demonstration Centre	PRNIND003	Patna	Mr Md. Zakir Hossain	md..hossain	PRNIND003
Rajkiya Mulberry Farm, Roshna, Katihar	PRNIND002	patna	Mr Md. Zakir Hossain	md..hossain	PRNIND002
Assistant Director of Industries (Seri), Purnea	PRNIND004	Patna	Mr Md. Zakir Hossain	md..hossain	PRNIND004
DIC, Sheohar	SHRIND001	Patna	Mr Lalan Kumar	lalan.kumar3	SHRIND001
Dy. Dev. Off. Tex. Weaver Trg. Cntr. Obra, Aurangabad	GYAIND008	Patna	Mr Ashok Kumar	ashok.kumar35	GYAIND008
Dy. Dev. Off. Tex. Weavers Trg. C. Kako Jhnbd	GYAIND007	patna	Mr Ashok Kumar	ashok.kumar35	GYAIND007

Weavers Training Centre, Chakand, Gaya	GYAIND001	Panta	Mr Ashok Kumar	ashok.kumar35	GYAIND001
Weavers Training Centre Amarpur Banka	BGPIND013	patna	Mr nirmal kishore jha	nirmal.jha	BGPIND013
Asst. Director, Industries (Sericulture) patna	PBBIND008	patna	Mr Natheshwar Sah	natheshwar.sah	PBBIND008
Tasar pilot project centre Adhaura Kaimur	BBWIND003	patna	Mr Natheshwar Sah	natheshwar.sah	BBWIND003
DIC Bettiah	WCHIND001	patna	Mr krishna kumar Bharti	krishna.bharti	WCHIND001
DIC, Katihar	KTRIND001	patna	Mr MD Anis	md.anis	KTRIND001
DIC, Purnea	PRNIND009	patna	Mr Shyamu Ram	shyamu.ram	PRNIND009
Hastkargha Saghan Vikash Ki Yojana, Bhagalpur	BGPIND003	Patna	Mr nirmal kishore jha	nirmal.jha	BGPIND003
Bihar Institute of Silk & Textile Nathnagar Bhagalpur	BGPIND011	patna	Mr raman jee prasad	raman.prasad	BGPIND011
DIC, Vaishali	VSLIND001	patna	Mr sunit kumar mishra	sunit.mishra	VSLIND001
Mulberry Rilling Training Centre Bhagalpur	BGPIND007	patna	Mr chandan kumar ghosh	chandan.ghosh	BGPIND007
Mulberry Extension Sub Centre Bhagalpur	BGPIND006	patna	Mr chandan kumar ghosh	chandan.ghosh	BGPIND006
ADI (S), Bhagalpur	BGPIND004	patna	Mr chandan kumar ghosh	chandan.ghosh	BGPIND004
TMO, Banka	BNKIND004	patna	Mr chandan kumar ghosh	chandan.ghosh	BNKIND004
Pilot Project Centre (Tasar) Shyambazar, Banka	BNKIND003	patna	Mr Pranay Kumar	pranay.kumar	BNKIND003
Industries Department	IND	Bhawan	Mr pradeep Kumar	pradeep.kumar	#N/A

Mulberry Extension cum Training Centre Banka	BNKIND001	patna	Mr Santosh Kumar Sinha	santosh.sinha	BNKIND001
Mulberry Extension Cum Training Centre Kumarbag Betia	WCHIND002	Patna	Mr Ram Kumar Sinha	ram.sinha3	WCHIND002
DIC, Gaya	GYAIND010	patna	Mr Makeswar Dwivedi	makeshwar.dwivedi	GYAIND010
DIC, Khagaria	KGRIND003	Patna	Mr Ram Sharan Ram	ram.ram10	KGRIND003
DIC, Arwal	ARWIND012	patna	Mr Barun Kumar	barun.kumar1	ARWIND012
DIC, Siwan	SWNIND004	Patna	Mr Manoj Ranjan Shirivastwa	manoj.shirivastwa	SWNIND004
DIC, Supaul	SPLIND001	patna	Mr Parimal Kumar Sinha	parimal.sinha	SPLIND001
Assistant Registrar (weavers) Co-operative societies, Bihar, Patna-8	PTNIND001	patna	Mr Kumar Shant Rakshit	kumar.rakshit	PTNIND001
Tasar Pilot Project Center Inaravaran, Katoria, Banka	BNKIND002	patna	Mr chandan kumar ghosh	chandan.ghosh	BNKIND002
METC Ranipokhar, Vaishali	MHUIND001	patna	Mr Pratul Kumar Sinha	pratul.sinha	MHUIND001
Tasar Pilot Project Cente, Kawakole Nawada	NWDIND001	patna	Mr kamal Kishor	kamal.kishor1	NWDIND001
ADI (Q.C), Muzaffarpur	MUZIND001	patna	Mr Viprendra Nath Thakur	viprendra.thakur	MUZIND001
Uprendra Maharathi Shilp Anusandhan Sansthan patna	PTCIND018	patna	Mr ranjit kumar	ranjit.kumar2	PTCIND018
Uprendra Maharathi Shilp Anusandhan Sansthan patna	PTCIND017	patna	Mr ranjit kumar	ranjit.kumar2	PTCIND017
DIC, Banka	BNKIND005	patna	Mr Ratan Kumar	ratan.kumar4	BNKIND005
Uprendra Maharathi Shilp Anusandhan Sansthan patna	PTCIND016	patna	Mr ranjit kumar	ranjit.kumar2	PTCIND016

Mulberry extension cum training centre, faridpur, siwan	SWNIND001	patna	Mr Pankaj Kumar	pankaj.kumar11	SWNIND001
DIC, Bhojpur	BJRIND002	patna	Mr Mithilesh Kumar Singh	mithilesh.singh2	BJRIND002
DIC, Kishanganj	KSJIND001	patna	Mr Ram Prapanna Chaudhary	ram.chaudhary1	KSJIND001
DIC, Araria	ARRIND001	patna	Mr Ram Prapanna Chaudhary	ram.chaudhary1	ARRIND001
DIC, Aurangabad	ARDIND004	Patna	Mr khurshid ahmad	khurshid.ahmad	ARDIND004
DIC, Saran	SRNIND001	patna	Mr Prem Chandra Jha	prem.jha2	SRNIND001
DIC, Darbhanga	DBGIND001	patna	Mr Shishu Kant Mishra	shishu.mishra	DBGIND001
DIC, Gopalganj	GLJIND002	patna	Mr Manoj Ranjan Shirivastwa	manoj.shirivastwa	GLJIND002
DIC, Samastipur	STRIND001	patna	Mr Alakh Kumar Sinha	alakh.sinha	STRIND001
DIC, East Champaran	ECHIND003	patna	Mr Sanjay Kumar Sinha	sanjay.sinha8	ECHIND003
DIC, Buxar	BXRIND001	patna	Mr Ranjan Kumar Sinha	ranjan.sinha	BXRIND001
DIC, Muzaffarpur	MUZIND008	patna	Mr Raj Kumar Sharma	raj.sharma	MUZIND008
DIC, Jehanabad	JNDIND002	patna	Mr MD. Belal	md..belal	JNDIND002
Upendra Maharathi Shilp Anusandhan Sansthan patna	PTCIND015	patna	Mr ranjit kumar	ranjit.kumar2	PTCIND015
DIC, Nawada	NWDIND002	patna	Mr Manoj Verma	manoj.verma1	NWDIND002
Assistant Director Industry (Sericulture) Muzaffarpur	MUZIND002	patna	Mr Ram Nandan Singh	ram.singh15	MUZIND002

Mulberry Exension cum Training Centre Mushhari Muzaffarpur	MUZIND009	patna	Mr Ram Nandan Singh	ram.singh15	MUZIND009
Laather Treatment Centre Jehanabad	JNDIND004	Patna	Mr MD. Belal	md.belal	JNDIND004
DIC, Saharsa	SAHIND001	patna	Mr sanjay kumar	sanjay.kumar45	SAHIND001
DIC, Madhubani	MDNIND001	Patna	Mr Permod Kumar Tiwari	permod.tiwari	MDNIND001
DIC, Rohtas (SASARAM)	RTSIND004	patna	Mr Akhilesh Kumar	akhilesh.kumar3	RTSIND004
DIC, Lakhisari	LKSIND001	patna	Mr ram kishore kumar	ram.kumar8	LKSIND001
DIC, Begusarai	BGSIND001	patna	Mr Damoodar Tiwari	damoodar.tiwari	BGSIND001
Tssar Pilot Project Centre, Gangtamore, Munger	MGRIND005	Patna	Mr Prakash Chaudhary	prakash.chaudhary	MGRIND005
DIC, Kaimur	BBWIND001	patna	Mr Nagendra Sharma	nagendra.sharma1	BBWIND001
DIC, Sitamarhi	SMRIND001	Patna	Mr Binay Kumar Mallik	binay.mallik	SMRIND001
Mulberry Extension cum training centre	SMRIND002	Patna	Mr Ram Kumar Sinha	ram.sinha3	SMRIND002
Polister & Silk Cloth Training Cum Production Centre Barari bhagalpur	BGPIND002	patna	Mr raman jee prasad	raman.prasad	BGPIND002
DIC Madhepura	MDPIND001	patna	Mr Ram Kumar Singh	ram.singh13	MDPIND001
Readymade Garments Training centre Rajbhawan patna	PTCIND011	patna	Mr umesh kumar	umesh.kumar2	PTCIND011
Copper bronze TC Pareb Patna	PTCIND010	patna	Mr umesh kumar	umesh.kumar2	PTCIND010

Cane bamboo TC Pareb Patna	PTCIND009	patna	Mr umesh kumar	umesh.kumar2	PTCIND009
DIC Patna (IEO)	PTCIND008	patna	Mr umesh kumar	umesh.kumar2	PTCIND008
ADI (QC) Bhagalpur	BGPIND008	Patna	Mr raman jee prasad	raman.prasad	BGPIND008
GM, DIC, Patna	PTCIND004	Patna	Mr umesh kumar	umesh.kumar2	PTCIND004
DIC Jamui	JMIIND002	Patna	Mr sanjay kumar verma	sanjay.verma	JMIIND002
DIC Munger	MGRIND001	Patna	Mr satyendra kumar	satyendra.kumar4	MGRIND001
DIC Bhagalpur	BGPIND009	patna	Mr nirmal kishore jha	nirmal.jha	BGPIND009
DIC, Shekhpura	SKPIND001	Patna	Mr rama shankar pandey	rama.pandey	SKPIND001
DIC Nalanda	NLDIND003	patna	Mr shatrughan prasad sinha	shatrughan.sinha	NLDIND003
Directorate of food processing Investment commissioner office, Mumbai	IND2010200	patna	Mr PANKAJ KUMAR SINGH	pankaj.singh	#N/A
	PBBIND011	Patna Industry Departmen t, New Secretariat, Vikas Bhawan, Bailey Road,	Mr ASHOK KUMAR MANDAL	ashok.mandal	PBBIND011
Directorate of industries	IND2010100	Patna.	Mr PANKAJ KUMAR SINGH	pankaj.singh	#N/A



## CFMS OFFICE CREATION FORM

\* Indicates Mandatory fields

## OFFICE DETAILS

Office Type\* :-Office

1) LEVEL:- LEVEL 2  LEVEL 3  LEVEL 4  (Please click as appropriate)

2) Office Name\*(In English).....3) Office Name\*(In Hindi).....

4) Reporting Office\*.....5) Treasury Name\*.....

## ADDRESS DETAILS

6) Address Line.\*.....7) State\*.....8) Division\*.....

9) District\*.....10) Sub Division\*.....11) Block\*.....12) Pin.....

13) Office Phone Number.....14) Mobile.....15) Email ID.....

## OFFICE-CTMIS DDO CODE

16) CTMIS DDO CODE.....

17) TAN Number.....18) NSDL DDO CODE\*.....19) GSTIN.....

## Office Bank Details

20) IFSC CODE.....21) Bank Account Number.....22) Bank Name.....23) Branch Name.....

24) OFFICE ADMIN\*.....

## NOTE

Please mention single/multiple CTMIS DDO Codes which will be merged into a single Office.  
 In case of multiple CTMIS DDO Codes, mention all the TAN Numbers for all the CTMIS DDOs.  
 In case of multiple CTMIS DDO Codes, mention all the NSDL Numbers for all the CTMIS DDOs.

**CFMS USER CREATION FORM**  
**KYU - Government Staff**

New OR  Change Request (Please tick as appropriate)

In case of change request please tick the box in the left margin where change / correction is required and provide details in the corresponding row.

**OFFICE DETAILS**

DISTRICT: \_\_\_\_\_

OFFICE NAME : \_\_\_\_\_

DATE : \_\_\_\_\_

All fields marked \* are mandatory

EMPLOYEE NAME\* : \_\_\_\_\_  
Mr / Mrs / Miss / Dr / Prof / Rev/

DESIGNATION\* : \_\_\_\_\_

DATE OF BIRTH\* : \_\_\_\_\_

ADDRESS\* : \_\_\_\_\_

GENDER\* : \_\_\_\_\_

PERMANENT ACCOUNT NUMBER (PAN)\* : \_\_\_\_\_

AADHAAR NUMBER\* : \_\_\_\_\_

MOBILE NUMBER\* : \_\_\_\_\_

OFFICIAL EMAIL ID\* : \_\_\_\_\_

OFFICIAL LANDLINE No

PERSONAL EMAIL ID

**DECLARATION**

I do hereby solemnly declare that the information provided above is upto date and correct and I undertake to inform you of any changes therein immediately in case any information is found to be false or untrue or misleading or misrepresenting. I am aware that I may be held liable for it. I accept all the Terms and Conditions mentioned herewith and hereby submit my recent photograph and self attested photocopy of the following

PROOF OF ADDRESS\* : \_\_\_\_\_

PROOF OF IDENTITY\* : \_\_\_\_\_

**CONSENT FOR AUTHENTICATION**  
**GOVERNMENT OF BIHAR**

I hereby give my consent for using my identity and address data received from e-KYC provider to generate and submit the electronic Digital Signature Certificate (DSC) application form to Certifying Authority (CA), creation of key pairs by eSign Service Provider (ESP) on my behalf, submission of certificate to CA for certification, one time creation of signature on the hash along with this request, deletion of key pairs after applying signature(s). I have no objection in the use of my Aadhaar number for authenticating myself with Aadhaar based authentication system for the purposes of availing of the services under Comprehensive Financial Management System (CFMS) application from Finance Department, Government of Bihar. I understand that the Biometrics and/or OTP I provide for authentication shall be used only for authenticating my identity through the Aadhaar Authentication system for obtaining my e-KYC through Aadhaar e-KYC service and for the issuance of Digital Signature Certificate (DSC) for this specific transaction and for no other purposes. For the creation of DSC, I understand that the options that I have chosen are the ones that shall be populated in the DSC generated by the CA and I provide my consent for the same. I also understand that the following fields in the DSC generated by the CA are mandatory and I give my consent for using the Aadhaar provided e-KYC information to populate the corresponding fields in the DSC: (i) Common Name (name as obtained from e-KYC), (ii) Unique Identifier (hash of Aadhaar number), (iii) Pseudonym (unique code sent by UIDAI in e-KYC response), (iv) State (state as obtained from e-KYC), (v) Postal Code (postal code as obtained from e-KYC). I understand that Finance Department, Government of Bihar shall ensure security and confidentiality of my personal identity data provided for the purpose of Aadhaar based authentication.

(Signature/Thumb impression)

NAME

DATE

**FOR OFFICE USE ONLY**

Request Received Date: \_\_\_\_\_

Request Accepted By: \_\_\_\_\_

Forwarded to HOO/HOD  
Office Name & Date: \_\_\_\_\_

Post/Designation: \_\_\_\_\_

Signature

**VALID LIST OF DOCUMENTS FOR EMPLOYEES**

- Documents for establishing proof of Identity and address: (submit any one)
- 1 Pan Card (separate address proof required)
  - 2 Aadhaar card issued by government of India/E-Aadhaar letter downloaded from UIDAI site
  - 3 Valid Government ID/Employee ID
  - 4 Election Card/Voter's ID card

**GENERAL INSTRUCTIONS**

- 1 Fields marked with (\*) are mandatory
- 2 Tick wherever applicable
- 3 Please fill the Form in English and in BLOCK letters
- 4 Please fill the dates in DD-MM-YYYY Format
- 5 For Present Post Attach copy of Posting Order or Additional Detail Form

**Clarification/Guidelines for providing 'Proof Of Identity (PoI)'**

- 1 One certified copy of any one of the mentioned Proof of Identity (PoI) needs to be submitted.

**Clarification/Guidelines for providing 'Proof Of Address (PoA)'**

- 1 PoA to be submitted only if the submitted PoI does not have an address or address as per PoI is invalid for verification.

## ADMIN MODULE

Below are the descriptions of different Levels used in Admin:

Levels:

1. **Level 1 Offices:** It is equivalent to Department Offices
2. **Level 2 Offices:** It is equivalent to Directorate Offices
3. **Level 3 Offices:** It is equivalent to Regional Controlling Offices
4. **Level 4 Offices:** It is equivalent to Field Level Offices.

Below is the description of new fields used during Office Creation in Admin:

1. **CTMIS DDO CODE:** While creating any new Office, Actor (Super Admin/Level 1 Office Admin) will select CTMIS DDO Code from List of Values(LOV). This List of Values(LOV) will populate the CTMIS DDO Code and Designation in a pop up screen from where the Actor can select single/multiple CTMIS DDO Code. This selection of CTMIS DDO Code will be optional for Office Creation. Hence an Office can be created without selecting the CTMIS DDO Code (Not applicable for Treasury Office). This LOV will auto populate the CTMIS DDO Codes (filtered on the basis of Treasury) and the Actor can select the CTMIS DDO Code/s with which the Office will be mapped. Multi Selection will be enabled for this LOV.

**NOTE:** CTMIS DDO Code will be on the basis of Treasury Code and DDO Code as provided during login in CTMIS application. For Eg: During login to CTMIS Application, if the Treasury Code selected is PTS and DDO Code selected is FIN001 then the CTMIS DDO Code is PTSFIN001. If there are multiple DDO logins in CTMIS then multiple CTMIS DDO Codes can be selected.

2. **TAN No:** Selection from List of Values and User Input, Non Mandatory. It means an Office can be created without entering the TAN No. for that Office. New TAN No will be entered during Office Modification. Based on the selection of CTMIS DDO Code from List of Values(LOV), the TAN Number List of Values (LOV) will display all the TAN Numbers (in CTMIS) of the selected CTMIS DDO Codes. Actor can select the required TAN Number (only single TAN Number can be selected). If there is no TAN Number available in CTMIS for the selected CTMIS DDO Code, then the LOV will display Null value and the Actor can enter the TAN Number manually.
  3. **NSDL DDO Code:** Selection from List of Values and User Input, Mandatory. Based on the selection of CTMIS DDO Code from List of Values(LOV), the NSDL DDO Code List of Values(LOV) will display all the NSDL DDO Code (in CTMIS) of the selected DDOs. Actor can select the required NSDL DDO Code (only single NSDL DDO Code can be selected). If there is no NSDL DDO Code available in CTMIS for the selected DDOs, then the LOV will display Null value and the Actor can enter the NSDL DDO Code manually.
  4. **GSTIN:** User Input, Non-Mandatory
- NOTE:** LOV refers to List of Values.

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LOV will display the data in a new pop up screen with required values. For Eg: CTMIS DDO Code LOV will contain CTMIS DDO Code along with its Designation. TAN No LOV will contain the TAN Numbers tagged with selected CTMIS DDO Codes(single/multiple). NSDL DDO Code LOV will contain the NSDL DDO Code/s of selected CTMIS DDO Codes(single/multiple).

Since all the Offices and Users will be migrated from Production, hence below will be the 2 cases while Office Creation/Modification

### 1. For Existing Office:

For existing Offices, below fields(as per Annexure attached) will have to be manually provided.

2)-Auto Populated, Can be modified, 3)-Auto Populated, Can be modified, 4), 6)-Auto Populated, Can be modified 7)-Auto Populated, Can be modified 8)-Auto Populated, Can be modified 9)-Auto Populated, Can be modified 10)-Auto Populated, Can be modified, 11)-Auto Populated, Can be modified 12)-Auto Populated, Can be modified 13)-Auto Populated, Can be modified, 14)-Auto Populated, Can be modified, 15)-Auto Populated, Can be modified, 16)-Optional, 17)-Optional, 18), 19)-Optional, 20)-Optional, 21)-Optional, 22)-Optional, 23)-Optional, 24)-Auto Populated, Can be modified.

**Note:** Field Numbers: 2), 3), 4), 6), 7), 8), 9), 10), 11), 18) and 24) are Mandatory. Rest all fields are optional.

### 2. For new Office:

For creating new Offices, below fields(as per Annexure attached) will have to be manually provided.

1), 2), 3), 4), 5), 6), 7), 8), 9), 10), 11), 12)-optional, 13)-optional, 14)-Optional, 15)-Optional, 16)-Optional, 17)-Optional, 18), 19)-Optional, 20)-Optional, 21)-Optional, 22)-Optional, 23)-Optional, 24)

**Note:** Field Numbers: 1), 2), 3), 4), 5), 6), 7), 8), 9), 10), 11), 18) and 24) are Mandatory. Rest all fields are optional.

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### **Basic Instructions:**

1. While creating any new Office, the tagging of its Office Admin(Head of the Office) is mandatory. If the User (which has to be tagged as its Office Admin) is already created and available in CFMS, then its tagging as Office Admin is mandatory. However, if the User (which has to be tagged as its Office Admin), is not available in CFMS then, that User has to be created in CFMS (after filling the KYC Form) and then that User has to be tagged as Office Admin.
2. The tentative CTMIS DDO Code for each Office will be provided through a separate Annexure. Each Office will have to validate this CTMIS DDO Code and post validation, select the same CTMIS DDO Code from the List of Values(LOV).
3. The NSDL DDO Code is not required to be taken from the respective Field Offices. Based on the selection of CTMIS DDO Code from the List of Values(LOV), the NSDL DDO Code will get displayed in the List of Values(LOV). Hence the Office Admin can select the NSDL DDO Code from the List of Values(LOV).

**Annexure V – General Guidelines for updating of existing offices and creation of remaining offices in the CFMS**

Reference: (i) Letter No. 1671 dated 6<sup>th</sup> March, 2018. (ii) Letter No. CFMS -01/2016/ 2684 dated 2<sup>nd</sup> April, 2018. (iii) Letter No. CFMS -05/2017/ 2731 dated 3<sup>rd</sup> April, 2018. (iv) Letter No. CFMS -01/16/ 3853 dated 28<sup>th</sup> May, 2018.

As you are aware, we had gone live with the select modules of CFMS application which include "Administrative Module" in April, 2018. The "Administrative Module" was used to

- (i) Create offices at various levels of vertical hierarchy i.e. Administrative Department, Directorates, Regional Controlling Offices and Field Offices,
- (ii) Identifying and mapping an user with the Office Administrative role (Office Admin)
- (iii) The office admin will create CFMS users who will be using the application, and will also be responsible for assigning the application users with posts & roles within the application for execution of the office functions and processes, such as Budget Preparation Maker, Budget Allotment Maker etc.
- (iv) The Office Admin role can be played by the Head of Office himself or delegate the power to another user who will be performing these functions after due authority from the HoO.
- (v) Create three tier horizontal hierarchy/ structure within the office for various functions. Refer to our Letter No. 3203 dated 27<sup>th</sup> April, 2018 where details about horizontal hierarchy for Budget Allotment module has been explained.

We have been able to achieve a compliance of approximately 82% in introducing the offices in the system, when the application was launched in April'18. However, upon the release of the modules and during the course of office creation, allotment execution activity and on assessing the data created, the following gaps and issues were observed and all data entry activity were put on hold:

- (i) The vertical hierarchy was not formed due to non-creation and mapping of the field offices to Regional Controlling Offices, Directorate and Administrative Department. As a result, it was becoming difficult to validate the hierarchy and ultimately impacted the budget allotment functions
- (ii) The office creation screens were not intuitive nor user friendly, hence did not ease the office creation process resulting in incorrect and incomplete data entry
- (iii) Gaps in implementation resulting in failure to capture all the related functions such as availability of allotment sanctions to Treasury/Field offices, mapping of DM office to the functional hierarchy for budget allotments, mapping of Head of Account (HoA) with activities and users for ease of workflow execution, activity tracking etc. Limitations in the application to handle Inter-Office and Intra-Office workflow for various functions
- (iv) There was no provision of Head of Office role which becomes critical for certain functions such as Employee Management, Approval of Sanctions, Countersigning etc.
- (v) Inconsistency in the office creation
- (vi) Duplicate entry and Office creation of existing offices by multiple Departments etc.

Over the last few months we have attempted to address majority of the gaps/ issues aforementioned and are hence re-launching the enhanced "System Administration Module" on which trainings were conducted for the master trainers and the Departmental office Admins. Furthermore, owing to the confusion and issues encountered during the office creation activity previously, for this release, we have decided to monitor and facilitate the office creation activity in a centralized and controlled environment, to ensure consistency in office creation with minimum ambiguity. To accord the same, we have scheduled the office creation/ update process between 20<sup>th</sup> December, 2018 – 7<sup>th</sup> January, 2019 at LalitBhawan,

Additionally, in order to ensure the office creation activity is effective and efficient, we are sharing the list of offices created/available in the CFMS application for your Department (Refer Annexure I). We request

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you to verify the office details and update the same accordingly in lines with the guidelines available with the 'Office Creation Form'. The verification and cleansing activity will require that you assess the available information for the below issues/variances/scenarios and you have to undertake necessary preparatory activities accordingly to correct & update the office data. Furthermore, you are requested to come prepared with requisite information/data to ensure that the data creation activity is completed in time bound manner.

- **Scenario I: Verify the Offices with the CTMIS DDO codes tagged to the same** - Refer to the attached list of offices created in CFMS (provided at Annexure I) and validate the CTMIS DDO codes indicated against each of these offices.
  - If the CTMIS DDO code is available and correct then no action is required,
  - If the CTMIS DDO code is available but incorrect, then you are requested to collect the correct CTMIS DDO Code,
  - If there is no CTMIS DDO code available against any office, then you are requested to collect the CTMIS DDO code. Refer the guidelines available with the 'Office Creation form' (Annexure IV) on identifying the CTMIS DDO codes for the office.

Additionally, Department is requested to verify whether the TAN No. is in the name of the Head of Office (HoO), if not then the same should be updated with appropriate authority and a necessary instruction in this regard may be issued to the concerned sub-ordinate offices. This will be a mandatory requirement for the CFMS to go live in April, 2019 and you are requested to ensure compliance of the same before 31<sup>st</sup> March, 2019.

- **Scenario II: For the Offices which are already created in CFMS, and multiple CTMIS DDO Codes are functional in the office** - After our initial analysis of office data, we have observed that offices corresponding to a Drawing and Disbursing Officer (DDO) code has been created although these DDO wise offices are part of the same office and need not be created as separate office. For example, there are multiple DDOs operating within the collector office such as Establishment Deputy Collector (EDC), Nazareth Deputy Collector (NDC) etc. for which separate offices has been created within the CFMS which ideally should not have been. In such scenario, it may be required that a Collector office is created and the CTMIS DDO operating within such office need to be merged and included as part of this office. In order to address such scenario:
  - Department need to identify such offices and determine only 1 office details which will have to be retained in the enhanced office structure, and the multiple CTMIS DDO codes will have to be mapped to that office.
  - If multiple offices are not created and a single office exists, then determine the DDO codes that is to be mapped to the office and update the same in the 'office creation form/template

Since, multiple DDO codes will be mapped to the office, the Department will also have to identify a single NSDL DDO code amongst the multiple NSDL DDO code available for each DDO to be tagged to the office. Please note that in the enhanced office structure, mapping of NSDL code and Office code will be maintained for interfaces.

Additionally, Department is requested to verify whether the TAN No. is in the name of the Head of Office (HoO), if not then the Department should issue necessary instruction to get a new TAN in the name of Head of Office from appropriate authority. This will be a mandatory requirement for the CFMS to go live in April, 2019 and you are requested to ensure compliance of the same before 31<sup>st</sup> March, 2019.

- **Scenario III: Office Admin has changed and need to be updated** - Collect the updated KYU form (Annexure III) and bring it on the scheduled date for data entry. The user manual on the same has already been shared with Departmental Admin during training and has been emailed to department admin once again.

- **Scenario IV: Offices not created in CFMS** - Collect details in requisite provided at Annexure I along with office admin details (Refer Annexure III - "Know Your User (KYU)" form). Further if the newly created office caters to Scenario I (single DDO functioning in the office) or Scenario II (multiple DDO's functioning in the office) then please refer to the guidelines aforementioned to determine the CTMIS DDO code and other relevant details.
- **Scenario V: Creation of horizontal hierarchy within own office** - Office Admin of the Administrative Department will also be required to create three level horizontal hierarchy within the office for necessary functional hierarchy. You may refer to Letter No. 3203 dated 27<sup>th</sup> April, 2018 about the horizontal hierarchy creation for budget allotment function.

In case, we have missed out on any possible scenarios you may contact Shri Udayan Mishra, Joint Secretary, Finance Department for necessary clarifications. You are requested to bring at least 5-6 staff who will be able to assist in office creation activity as per the attached schedule.