

**GOVERNMENT OF ODISHA**  
**FINANCE DEPARTMENT**

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No. **4525** \_\_\_\_\_/F,, Bhubaneswar, Dt. **08/02/2019**  
FIN-TRY-MISC-0017-2016

From

**Sri A.K.K. Meena, IAS**  
**Principal Secretary to Government.**

To

**The Additional Chief Secretaries/**  
**Principal Secretaries/**  
**Commissioner cum Secretaries/**  
**Secretaries to Government/**  
**All Heads of Department/**  
**All Collectors.**

Sub: **Submission of online Pension Applications in IFMS-creation of User ids in respect of Heads of Office and PSAs**

**Sir,**

In inviting a reference to the subject cited above, I am directed to say that, it has been decided to make it mandatory for all the Head of Offices and Pension Sanctioning Authorities to process the pension applications online in IFMS w.e.f. 01.08.2018 vide Finance Department letter No.23885/F dated 20.7.2018. The procedures for submission of Pension Application Forms through online in IFMS has been prescribed in FDOM No. 32888/F dated 13.11.2017.

As a pre-requisite to submit the online Pension application in IFMS, all Heads of Offices/ PSAs have to create users with defined role to process the Pension applications. The request for creation of Users should be submitted to the concerned Treasury to which the DDO is attached for drawal of its establishment claims. The PSAs should intimate the Heads of offices under their control about the details to whom the Pension application should be forwarded from the field offices.

In the meanwhile, Principal Accountant General have received only 600 nos of Online Pension applications out of 6000 Pensioners, who have retired since August.2018. DDOs have not been able to submit online Pension applications to the PSAs, as the User ids of Head of Office and PSAs in the roles of Operator and Approver have not been created and intimated

to the subordinate offices to help them forward the Pension Papers of retired employees to the proper quarters on time.

I would, therefore, request you to ensure completion of the creation of users Login Ids in respect of Heads of Office and PSA by **20.2.2019** and intimate the same to the sub-ordinate offices so as to enable all the DDOs to submit online Pension applications in IFMS thereafter.

It is also requested to consult with the concerned Treasury Officer and Directorate of Treasuries and inspection, Odisha for training and handholding support on online Pension Preparation module in IFMS.

Yours faithfully,

Sd/-

**Principal Secretary to Govt.**