

Government of West Bengal
Finance Department
NABANNA 12th Floor
325 Sarat Chandra Chatterjee Road, Howrah – 711102.

No: 4130 -F(Y)

Date: 04/08 /2016

To
The Additional Chief Secretary/Principal Secretary/Secretary
to the Govt of West Bengal
.....Department,

Sub: Access of MIS dashboard and reports of IFMS to Financial Advisors

Sir,

I would like to inform you that MIS Reports have been developed and deployed in IFMS portal (www.wbifms.gov.in) under MIS dashboard & Report link for Departmental view. The same had been intimated vide this Department letter No: 7468-F(Y) Dated 14/10/2015.

Now, in order to monitor, coordinate and supervise financial transactions regularly, a role based access may also be given to Financial Advisors to enable them to view the MIS dashboard and reports. This, in turn may help you to ensure efficiency & effectiveness of Fund management in a better way.

The guidelines for User creation for Financial Advisors at Departmental level with access to view only the MIS dashboard and reports is enclosed herewith. Further, in case of any difficulty faced while creating such roles for Financial Advisors E-Governance group, Finance Department may please be contacted in 2253-5417/5469/5224 on any working day or through email ID ifmswb@gmail.com/ifms-wb@gov.in.

Thanking you,

Yours faithfully,


Principal Secretary to the
Government of West Bengal

Enclosed:-As above

Guidelines for User creation & Role addition in MIS dashboard to view Reports

Following steps may be followed for User Creation and role addition

- The super Admin will log in to the system using login ID & password
- To click 'User Administration' and subsequently 'User management' links after logging in.
- To add new user, all requisite details about the user is required to be filled in the respective fields of ' User creation' and then ' save' button is required to be clicked, if Financial Advisor has not been created as user already.
- To click to 'ADD/Update role' and select the user.
- To add role for the user, Sub-system menu-< MIS & DASHBOARD>, Module menu-< *Master Maintenance & dashboard*> and Role-< *MIS-ADMIN DEPT.*> are required to be selected and then 'Save' button is required to be clicked.