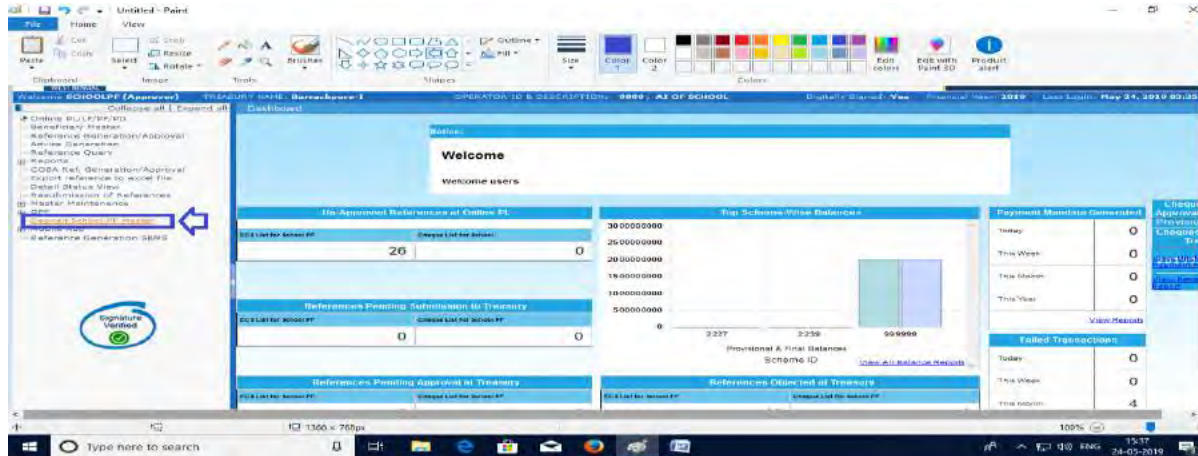
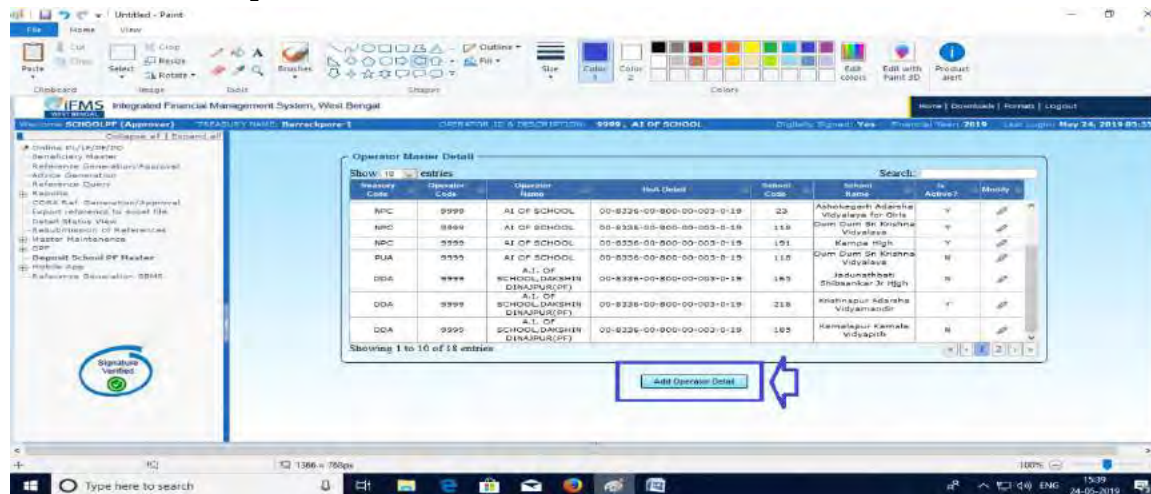


USER MANUAL FOR INTER-TREASURY TRANSFER OF SCHOOL PF MONEY

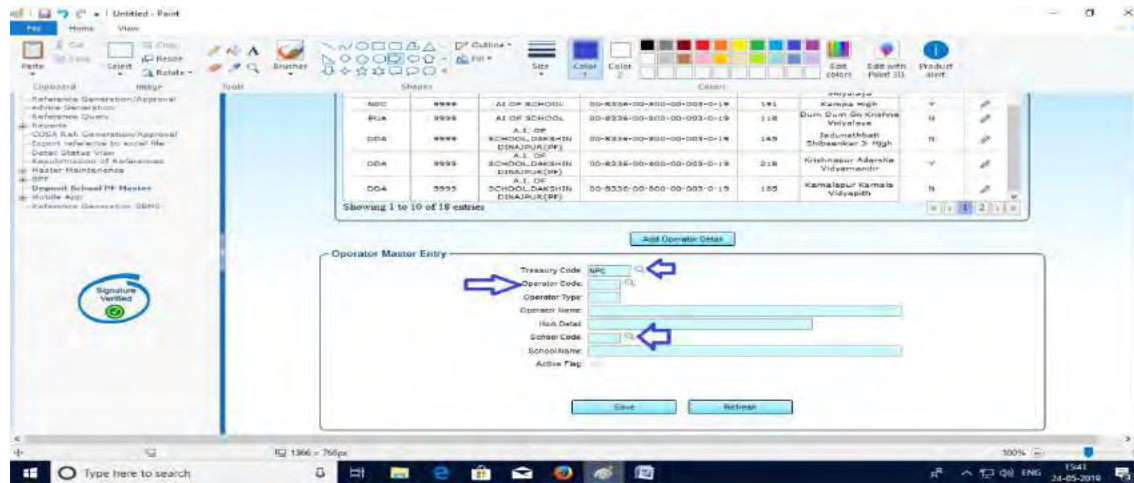
1. AI/DI of School (SE) shall login in the IFMS Portal with the login and password provided by Treasury Officer having access to the “Online PL Module”. Click on “Online PL/LF/PF/PD” link as shown in the screenshot below:
2. User shall click on “Deposit School PF Master” link to enter the School Code under the respective Treasury jurisdiction in which the School Teacher has been transferred.



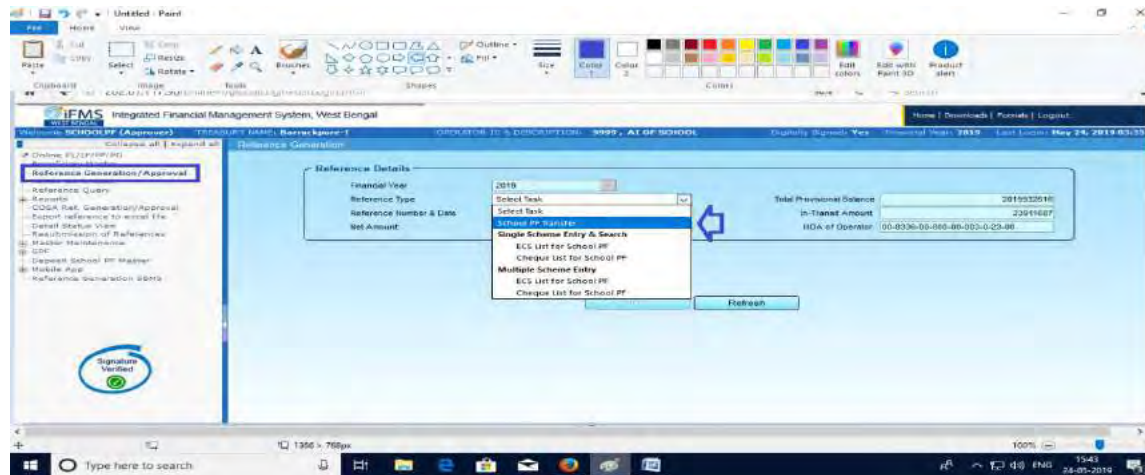
3. Click on “Add Operator Details” link



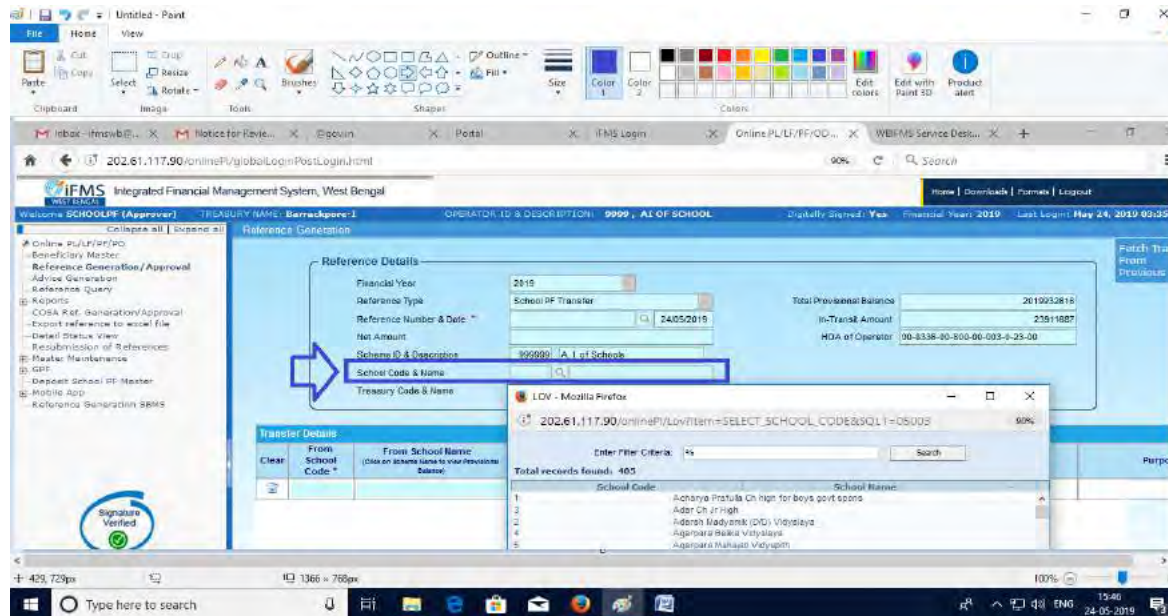
- Select the “Transferee Treasury Code”, “Operator Code” and “School Code” where the School Teacher has been transferred.



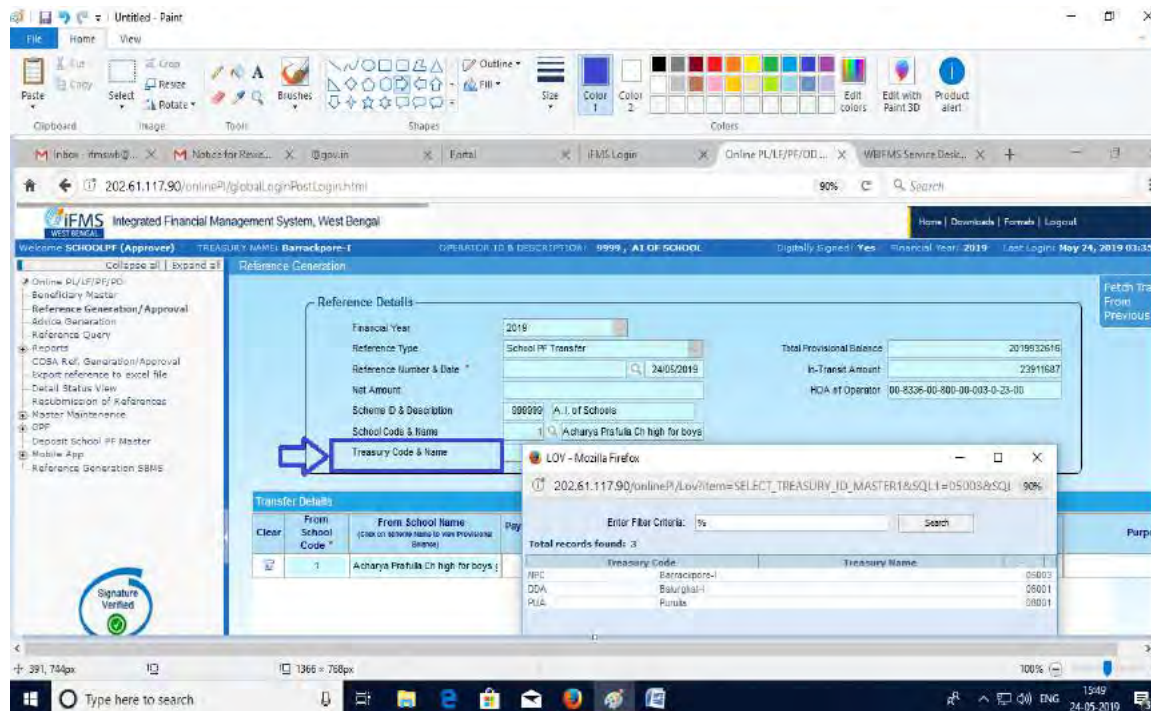
- Click on “SAVE” to Save the data.
- Now click on “Reference Generation/Approval” link and Select the “Reference Type” as “School PF Transfer”



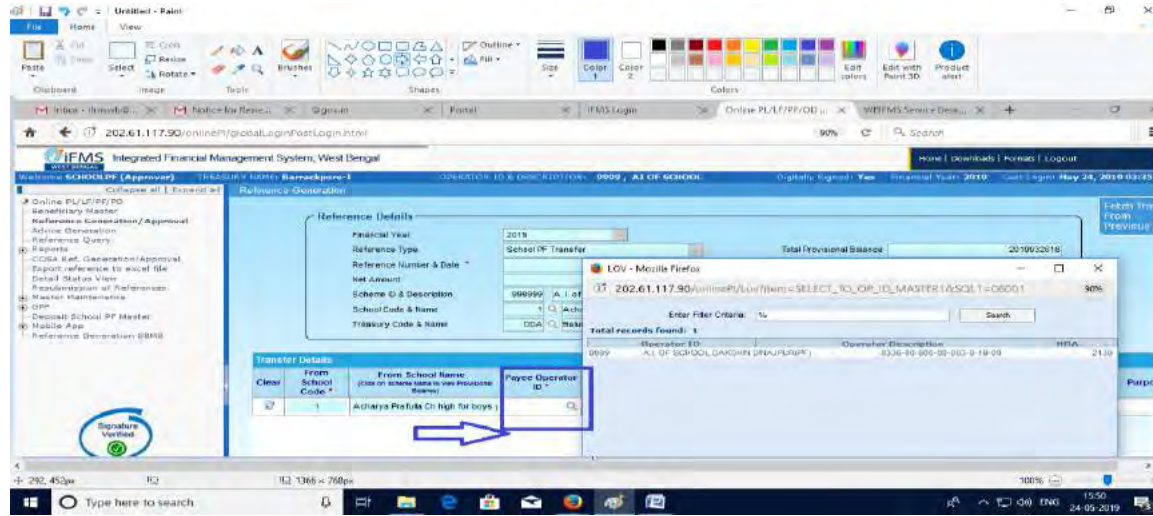
7. After selecting the Reference Type as “School PF Transfer”, clicks on “Insert” Tab and Select the Transferor “School Code” from where the School Teacher has been transferred.



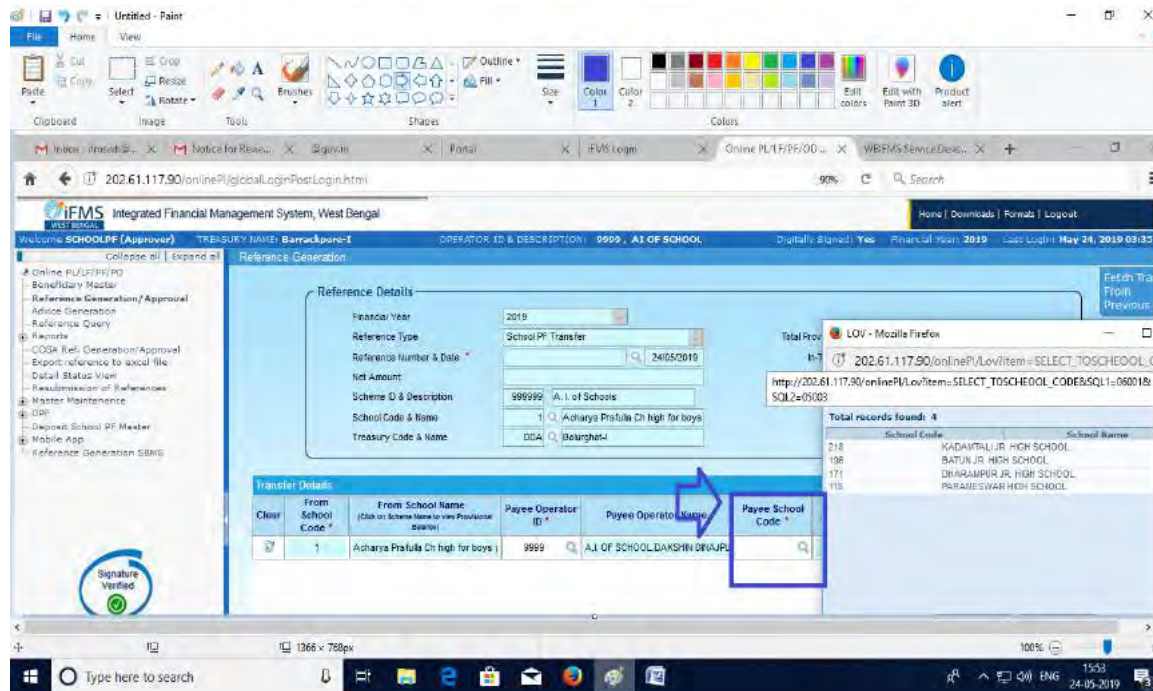
8. Now select the Transferee Treasury Code from the LoV namely “Treasury Code & Name”



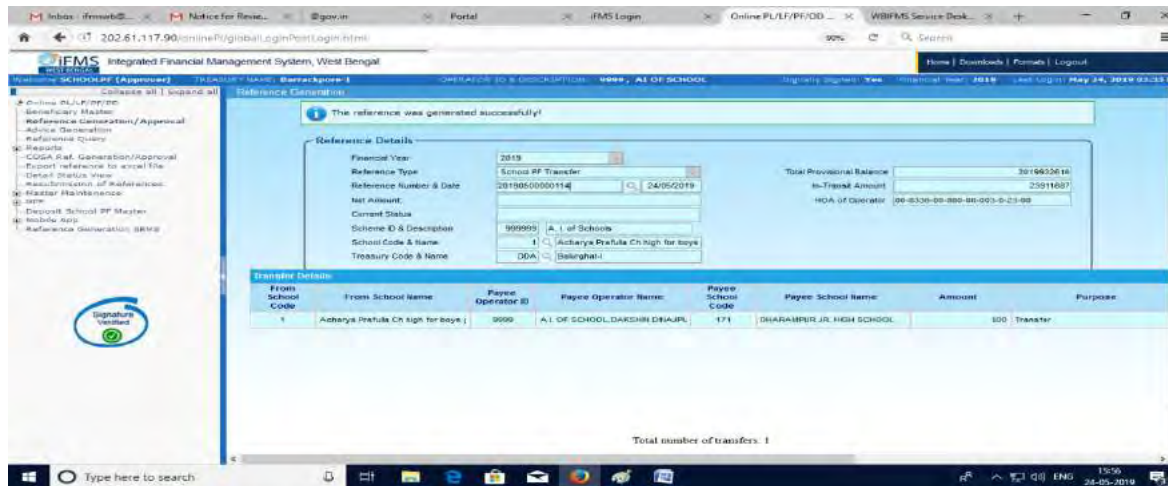
9. Select the "Payee Operator ID" which has been entered in "Deposit School PF master" as per Screenshot-1



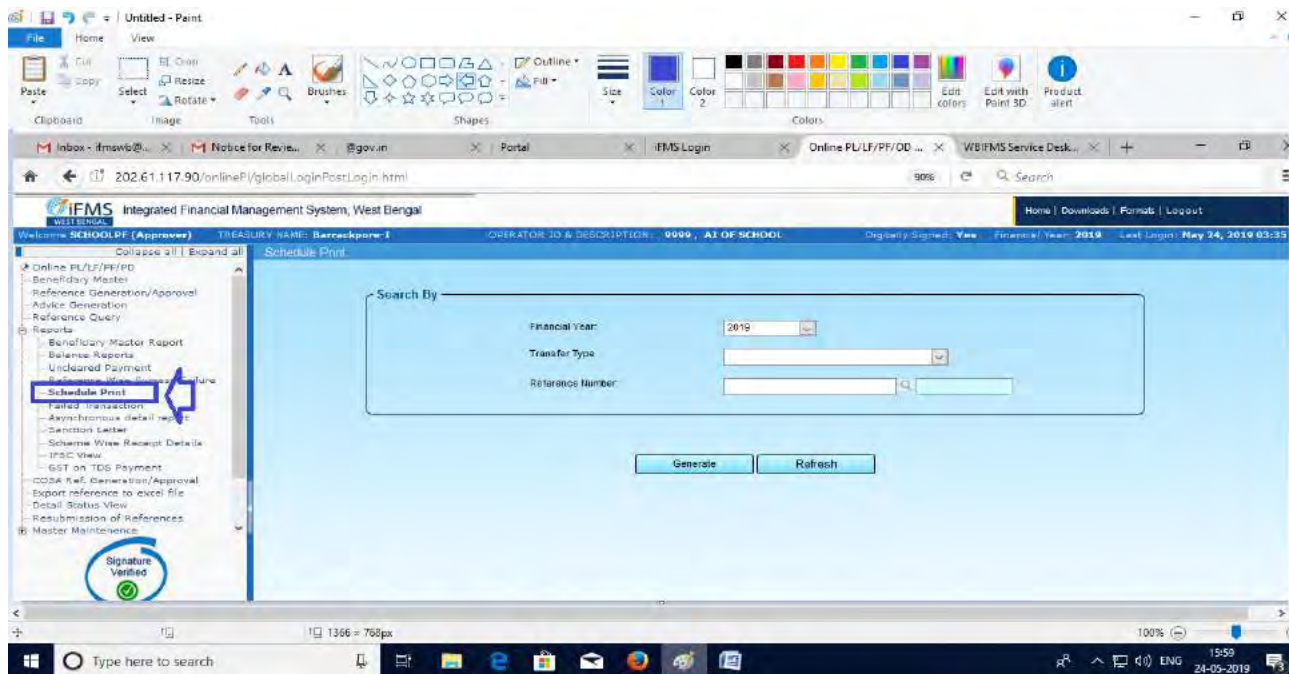
10. Select the Transferee "School Code" i.e. where the Fund will be transferred.



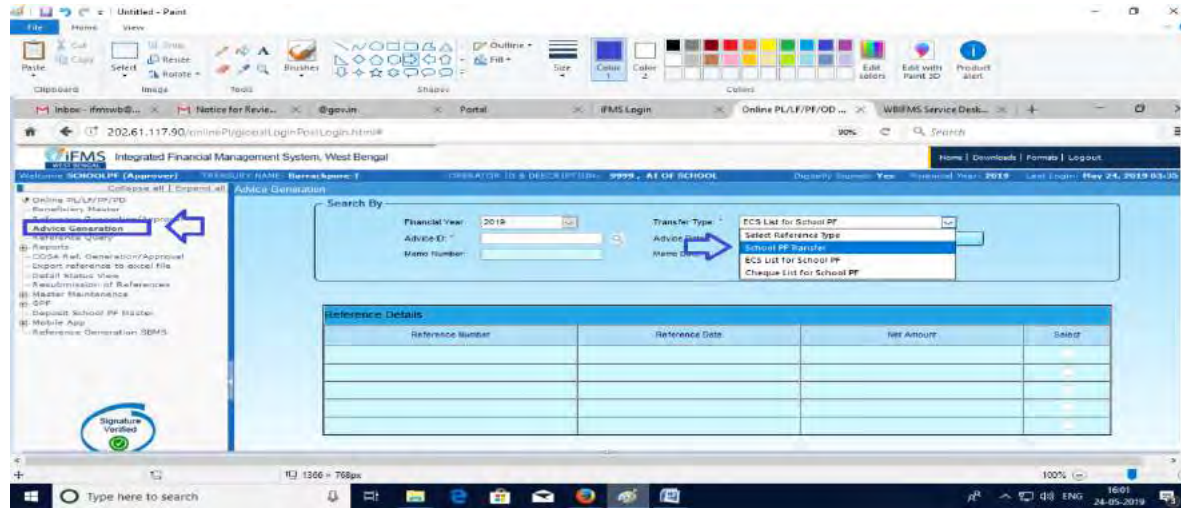
11. Provide the “Amount” to be Transferred and the Purpose.
12. Then Click on “SAVE” and “Reference Number” will be generated.



13. Then “Approve” the “Reference” and take print of the Reference.
14. Then go to “Reports-Schedule Print” link to generate the By-Transfer Schedule.



15. Go to “Advice Generation” link **using DSC** and select the Transfer Type as “School PF Transfer”



16. Click on “Query for Advice” link.

17. All the approved “School PF Transfer” Type references will come in the list. Select the Reference, Put the Memo No/date and click on “Submit” button.

18. On click on “Submit”, Advice Number will be generated and a report of Advice will be generated automatically.

19. Take print of “Advice”, “Reference” and “Schedule”. Sign the documents and submit the same at the Treasury physically.

For any IFMS related problem / issue please report through IFMS Call Logging System. If problem is not resolved after reasonable time please contact us at ifmswb@gmail.com / ifms-wb@gov.in or call us at 033-2253-5417.

Thank You