User Guides

for

Surrender of LoC in IFMIS, Mizoram
under
Budget Management Module
Version 0.1

Note:

1. User guides for necessary modules may be downloaded from IFMIS portal under User Manuals.

Dated: 04th October, 2023

STEPS TO PREPARE SURRENDER OF LOC IN IFMIS
(https://ifmis.mizoram.gov.in/IFMIS/login)

Budget Management Module - Surrender of LoC

1. Create & Forward : **Accounts User (AS)**
2. Verifier and Approval : **FAO/DDA/JDA/DDO**

Steps I: Creator
1. AS user shall login into IFMIS portal.
2. In the logon page, user may click on Budget Management and then click on **Surrender of LoC**.
3. User may select **correct HoA from which to surrender**. The selected HoA should also be mapped with **HoD/E-in-C**. If it is already mapped, system will display HoA automatically by default.
4. User can surrender only the remaining balance of LoC (equal to/less than LoC balance).
5. User may select **DDO Code** of where to surrender (HoD/E-in-C).
6. User is require to upload surrender order copy.

Steps II: Approver
1. FAO/DDA/JDA/DDO shall verify and approve the Surrender of LoC if it is found correct under Budget Management.
2. Approver is not require to fill up any input fields, however, comments is mandatory.

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Note:
i. In successful approval, the surrendered LoC fund shall re-allocate back to HoD/E-in-C by default.
ii. Once it is re-allocated back to HoD/E-in-C, Fresh/Addl. LoC or Re-distribution process remain same as existing.

End