

User Creation and Authorization Request Form

for Non-works Department in Commitment Control System (CCS),
Finance Department, Government of Rajasthan

1. Name of the Applicant Directorate:
2. Department Name:
3. Employee Name:
4. Gender:
5. Designation:
6. SSO ID:
7. Office ID (from IFMS):
8. Office Address:
.....
9. District:
10. Contact: (Office) (Mobile)
11. Email ID:
12. Accessibility of the System:

There are following three roles in the system:

- Maker:
In this role, a user will submit different information for a commitment under different modules of the system.
- Approver:
In this role, a user will verify the submitted information for a new commitment only and take an appropriate action accordingly. This role shall provide administrative approval for a new commitment registered by maker.
- HOD Office user:
This role will be applicable for a user, who shall be responsible to perform financial sanction and budget activities in the system.

Note: A user can assign only one of the above-mentioned roles at a time.

Please find the list of different activities in the system for above mentioned roles on next page. Please select one role for this user as per his relevant system modules/ activities.

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Sr. No.	Role	Activities	Tick here (✓) (only one role for a user)										
1.	Maker	<ul style="list-style-type: none"> - Commitment Registration - Edit Commitment - Multiyear Plan Submission - BFC Form 9 Submission - Quarterly Expenditure Plan Submission - Actual Expenditure Entry 											
2.	Approver	<ul style="list-style-type: none"> - Approval for a new commitment 	Please select one approval stage for the user: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 60%;">Approver Level</th> <th style="width: 40%;">Tick here (✓) (only one stage for a user)</th> </tr> </thead> <tbody> <tr> <td>Administrative Department</td> <td></td> </tr> <tr> <td>HOD</td> <td></td> </tr> <tr> <td>Regional Office</td> <td></td> </tr> <tr> <td>Subordinate Office/ Head of Office</td> <td></td> </tr> </tbody> </table>	Approver Level	Tick here (✓) (only one stage for a user)	Administrative Department		HOD		Regional Office		Subordinate Office/ Head of Office	
Approver Level	Tick here (✓) (only one stage for a user)												
Administrative Department													
HOD													
Regional Office													
Subordinate Office/ Head of Office													
3.	HOD Office	<ul style="list-style-type: none"> - Financial Sanction Entry - Revised Financial Sanction Entry - BFC Form 9 Finalization - Allotted Budget Entry 											

User

Approver (Higher Authority)

Signature:

Signature:

Name:

Name:

Designation:

Designation:

Date:

Date: