

User Creation and Authorization Request Form

for 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 (✓)														
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">- Administrative Approval for a new commitment	Please select one approval stage for the user: <table border="1"><thead><tr><th>Approver Level</th><th>Tick here (✓)</th></tr></thead><tbody><tr><td>Administrative Department</td><td></td></tr><tr><td>HOD</td><td></td></tr><tr><td>Zone</td><td></td></tr><tr><td>Circle</td><td></td></tr><tr><td>Division</td><td></td></tr><tr><td>Sub-division</td><td></td></tr></tbody></table>	Approver Level	Tick here (✓)	Administrative Department		HOD		Zone		Circle		Division		Sub-division	
Approver Level	Tick here (✓)																
Administrative Department																	
HOD																	
Zone																	
Circle																	
Division																	
Sub-division																	
3.	HOD Office User	<ul style="list-style-type: none">- A&F Sanction Entry- Revised A&F Sanction Entry- BFC Form 9 Finalization- Allotted Budget Entry															

User

Approver (Higher Authority)

Signature:

Signature:

Name:

Name:

Designation:

Designation:

Date:

Date: