STEP 1

Go to https://www.wbifms.gov.in, Click Secondary School Registration Please note only Employee with designation HM, TIC, AHM cum TIC are eligible



STEP 2

Registration Of Headmaste	r/Headmistress Of Secondary School Register Using IOSMS Id		2 3	Re 1.
	PF Account No.*	-	Presignation *	2.
	Treasury	2	PFD Admin *	2
	Sanction Admin *		Recommendation Admin	3.
	Section Code	-	Registered Mobile No. *	
	Email ID	-	Name *	
	Login ID *	-		
	BACK	RESET	REDISTER	

- Register using (Drop down) 1. OSMS ID or GPF number
- 2. Type OSMS ID of the HOI or GPF number
- 3. Click Search

STEP 3

IOSMS Id	• HNCLASES Q
	Please Search
PF Account No. *	Designation *
E55199300010	AHM CUM TIC
	You are eligible to register as Sanctioning Admin
Treasury	PFD Admin *
Barasat-I(NPA)	AI OF SCHOOL(S.E)(P.F) (9999)
Sanction Admin *	Registered Mobile No. *
ADHATA HIGH SCHOOL (5ESH006551)	9143065967
End ID	haven
Line to	CONTAM CHATTORADHYAY

Fields will be auto fetched from IFMS database

- 1. Suggest a login ID
- 2. Click Search to see availability
- 3. If available click Register

Your application will be forwarded to PFD Admin for acceptance, Click OK, wait for acceptance

Register Using		IOSMS1d *	
IOSMS Id		PRINCLESES	٩
			Please Search
PF Account No. *		Designation *	
6551W0300010		AHM CUM TIC	
Treasury		PED Admin *	
Barasat-I(NPA)			
	Success		
	0		
Sanction Admin *			
ADHATA HIGH SCHOOL (5E	Your Application has been successfully forw	arded to PED Admin MIHIP KI IMAR POV (A. L. OF SCHOOLS)	
	Four Application has been adocessibility form		
Email (D			
krika/2034@spnat.com			
		lo k ⊘	
adhatablab	0		
	<u> </u>		
	Please Search		
	BACK	RESET	

After acceptance by Admin you will receive a sms like :

Your login id : adhatahigh created successfully in IFMS WB. Initial password is : 690205aC123 You will be asked to change password at the time of first login.WBIFMS

STEP 5

Go to https://www.wbifms.gov.in, Click NGIPF



Login using your Login ID and temporary password, you will be asked to change password, change password accordingly and login again

STEP 6

Your HOI page looks like 🖊

	SOUTAM CHATTOPADHYAY -
Applications	
8	USER ADMINISTRATION Creation of Role, Office Codes and Users. Assigning/Tagging appropriate Role/Roles to appropriate user
	Designation: Ahm Cum Role: Sanction Admin GOUTAM CHATTOPADHYAY -
	Employee Details Facility to create/ view employee master of any institution
	Opening Balance Capture & PF Register Submission → Facility for Opening Balance Capture & Submission of PF Register
	BACK
= WEST BENGAL	Designation: Ahm Cum Role: Sanction Admin SOUTAM CHATTOPADHYAY -
	Generate Report Facility to view reports ■ ■ ■ ■ ■ ■ ■ ■ ■
MiEMS	Designation: Ahm Cum
	Role: Sanction Admin GUTAM CHATTOPADHYAY -
	Interest Rate Master + Facility to view reports + Facility to view reports + Facility to view reports +
	BACK
	Desie nation: Ahm Cum 🥴 GOUTAM CHATTOPADHYAY - 🤹 Finance Department Role Sanction Admin
PF Account statement	
	Search By PF Account Number
	Financial Vear * 2023-2024
	BACK GENERATE REPORT