

Guidelines for NewFM

NewFM is the old classic DOS based **FM** in a new look! But on the same context and similar concept. Menus and Submenus are same as in old FM and functionalities are exact replica of the old. This will provide you more seamless performance in a modern State-of-the-Art style online even from your home.

It helps the User to perform on-line compilation of Monthly Accounts, Revenue & Expenditure and several other Functions as envisaged in the old classic DOS based FM.

Like the old FM, Users will feel very comfortable to work on it. Moreover, all data are kept in cloud and it is integrated to Directorate Headquarters eliminating the need of manual submission of Monthly Reports.

Login:

To start working on NewFM, you have to Login with your unique Login Id & Password first. Unique Login Ids and temporary Passwords have been sent to all DDOs and other Users individually in their Mail Ids. You can't change your Login Id but it is advisable to change your initial Password. While Logging in, current Financial Year will automatically be selected though you can change it by its Drop-Down.

Tips:

All Pop-down Menus and Submenus will appear on your Screen with just Mouseover on any Item. If you want to keep the Pop-down Menu Items Static on Screen, just click on the Item after Mouseover. Whenever any Print Item is clicked, you will be prompted to Open or Save a File either in MS-Word format or in MS-Excel format. If the format is in MS-Word and if you are going to open the File, after opening the File go to View Tab and select **Print Layout**, as the file by default appears with **Web Layout**. Set **Top & Bottom Margins 0.5 cm** respectively. If the format is in MS-Excel and if you are going to open the File, after opening the File, click **Yes** on the initial prompt by MS-Excel. Format the Column Widths using Auto Column Width Format. If problems with Date Fields Input/Output occur, update your Browser to latest version.

Restrictions:

The Menus titled **Budget** and **Admin** are meant for use by the Directorate Headquarter only. In **RevExpr** Menu, all other Submenus except **Monthly A/c Submission Status** and **Print Progressive Statements** Submenus are also for use by the Directorate Headquarter only. The **Accounts** Menu is meant for use by the DDOs only.

Head Codes:

Head Codes are now formatted as : **RV**XXXXYY for Revenue, **AE**XXXXYY for Administrative Expenditure (old Non-Plan) and **SD**XXXXYY for State Development Schemes (old State-Plan). Example: NPDIRPA (old) → AEDIRPA (new) and so on. PSPUBOC (old) or NPPUXOC (old) → SDPUBOC (new) and so on.

New Head of Service:

In NewFM, you cannot alter, add or modify the Heads of Services yourself. If you require to add or insert any new HoS not available in NewFM but exists in the Bluebook, you have to open **Tools > HoS for yyyy-yyyy > Request New HoS** to send a message to Admin for the new HoS. After getting your message, Admin will act immediately on it and send you an action-reply. View the Status of your Message through **Tools > HoS for yyyy-yyyy > View Request Status**. Keep in mind that after taking action by Admin, you must have to update your Master File through **Tools > HoS for yyyy-yyyy > Update My HoS**, otherwise you will not get your desired HoS in your Account. HoS other than Forestry & Wildlife Budget will not be entertained.

- *Arup Kumar Roy*