



E-Pradan Training

User administration of e-Pradan

- ❖ DTA /IFMS Cell creates User for Treasury Officer.
- ❖ Treasury Officer creates user for DDO/Approver.
- ❖ DDO/Approver creates user for Operator.

Digital Signature Certificate Administration

- ❖ The Approver role with Digital Signatures are created through User Administrator module.
- ❖ The roles are approved by the administrator of User Administrator module.
- ❖ The Approvers with Digital Signature Certificate roles receive USB dongle to sign into e-Pradan.

Prerequisites of using Digital Signature Certificates

You need the followings to use Digital Signature Certificate enabled e-Pradan

- USB Dongle to access e-Pradan (given only to Approvers).
- Install JRE 1.6 or above from www.java.com if not already installed.
- Enable the plugin in the browser.
- Download required Dongle driver from www.e-mudhra.com.



Install JRE 1.6

To install JRE 1.6

1. Open www.java.com in a browser (Internet Explorer/Mozilla Firefox/Chrome, etc.)
2. Click on the **Free Java Download** link given on the page. Another page appears.



Install JRE 1.6

3. Click on the **Agree and Start Free Download** button.



The screenshot shows the Java download page for Windows. At the top is a red header with the Java logo, a search bar, and links for 'Download' and 'Help'. On the left is a sidebar with 'Help Resources' (What is Java?, Remove Older Versions, Disable Java, Error Messages, Troubleshoot Java, Other Help) and 'Offline Installation' (Trouble downloading?, Try the offline installer). The main content area is titled 'Download Java for Windows' and 'Recommended Version 8 Update 25 (filesize: 623 KB)'. A large red button labeled 'Agree and Start Free Download' is highlighted with a red box. Below the button, text states: 'By downloading Java you acknowledge that you have read and accepted the terms of the [end user license agreement](#)'. A lightbulb icon indicates a note: 'When your Java installation completes, you may need to restart your browser (close all browser windows and re-open) to enable the Java installation.' Below this are links for 'Installation Instructions' and 'System Requirements'. A link 'See all Java downloads.' is provided for users with different operating systems. At the bottom, there are links for 'Select Language', 'About Java', 'Support', 'Developers', 'Privacy', 'Terms of Use', 'Trademarks', and 'Disclaimer'. The Oracle logo is in the bottom right corner.

Java™

Search

Download Help

Help Resources

- > [What is Java?](#)
- > [Remove Older Versions](#)
- > [Disable Java](#)
- > [Error Messages](#)
- > [Troubleshoot Java](#)
- > [Other Help](#)

Offline Installation

Trouble downloading?
Try the [offline installer](#)

Download Java for Windows

Recommended Version 8 Update 25 (filesize: 623 KB)

Agree and Start Free Download

By downloading Java you acknowledge that you have read and accepted the terms of the [end user license agreement](#)

💡 When your Java installation completes, you may need to restart your browser (close all browser windows and re-open) to enable the Java installation.

- > [Installation Instructions](#)
- > [System Requirements](#)

Not the right operating system? [See all Java downloads.](#)

Java software for your computer, or the Java Runtime Environment, is also referred to as the Java Runtime, Runtime Environment, Runtime, JRE, Java Virtual Machine, Virtual Machine, Java VM, JVM, VM, Java plug-in, Java plugin, Java add-on or Java download.

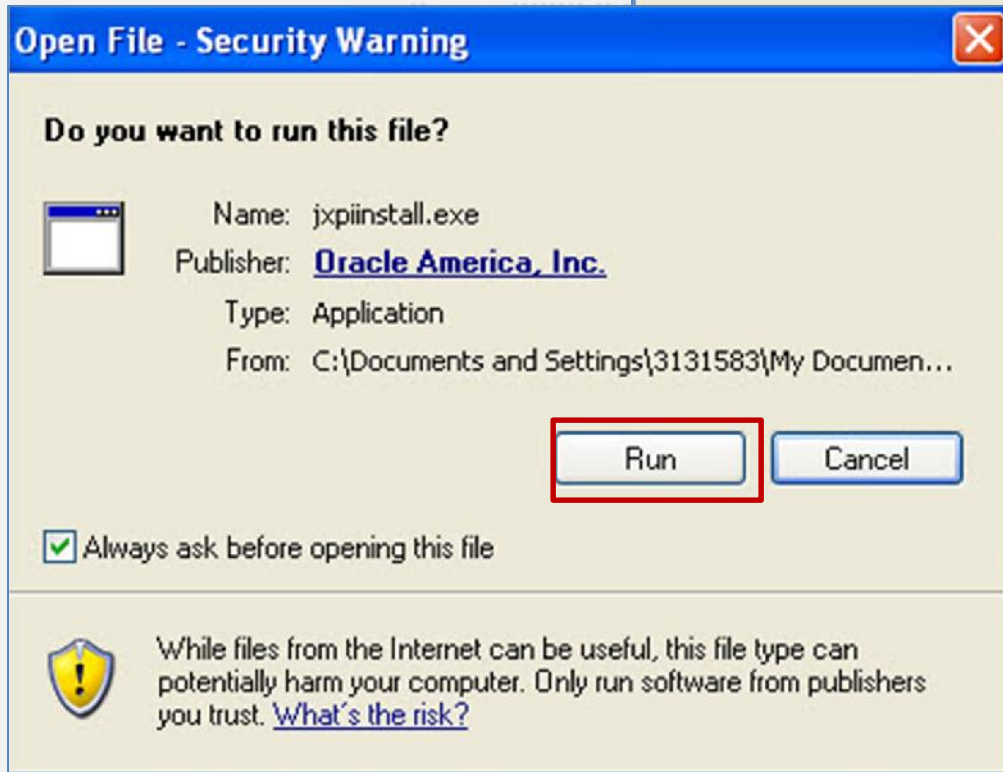
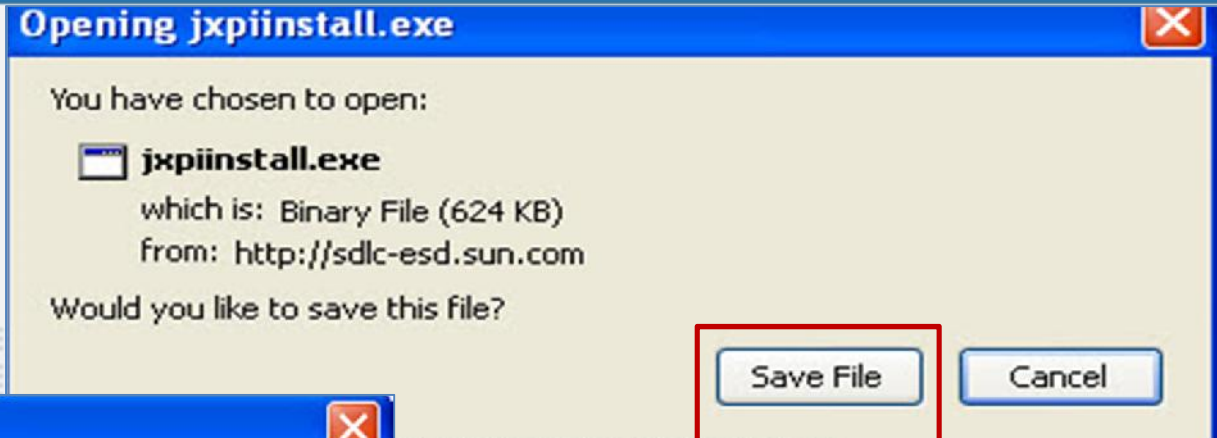
[Select Language](#) | [About Java](#) | [Support](#) | [Developers](#)
[Privacy](#) | [Terms of Use](#) | [Trademarks](#) | [Disclaimer](#)

ORACLE™

Install JRE 1.6

A downloader dialog box appears.

4. Click on the **Save File** button.



5. Open the file from the location you have saved it.
6. Click on the **Run** button to install the application.

Install JRE 1.6

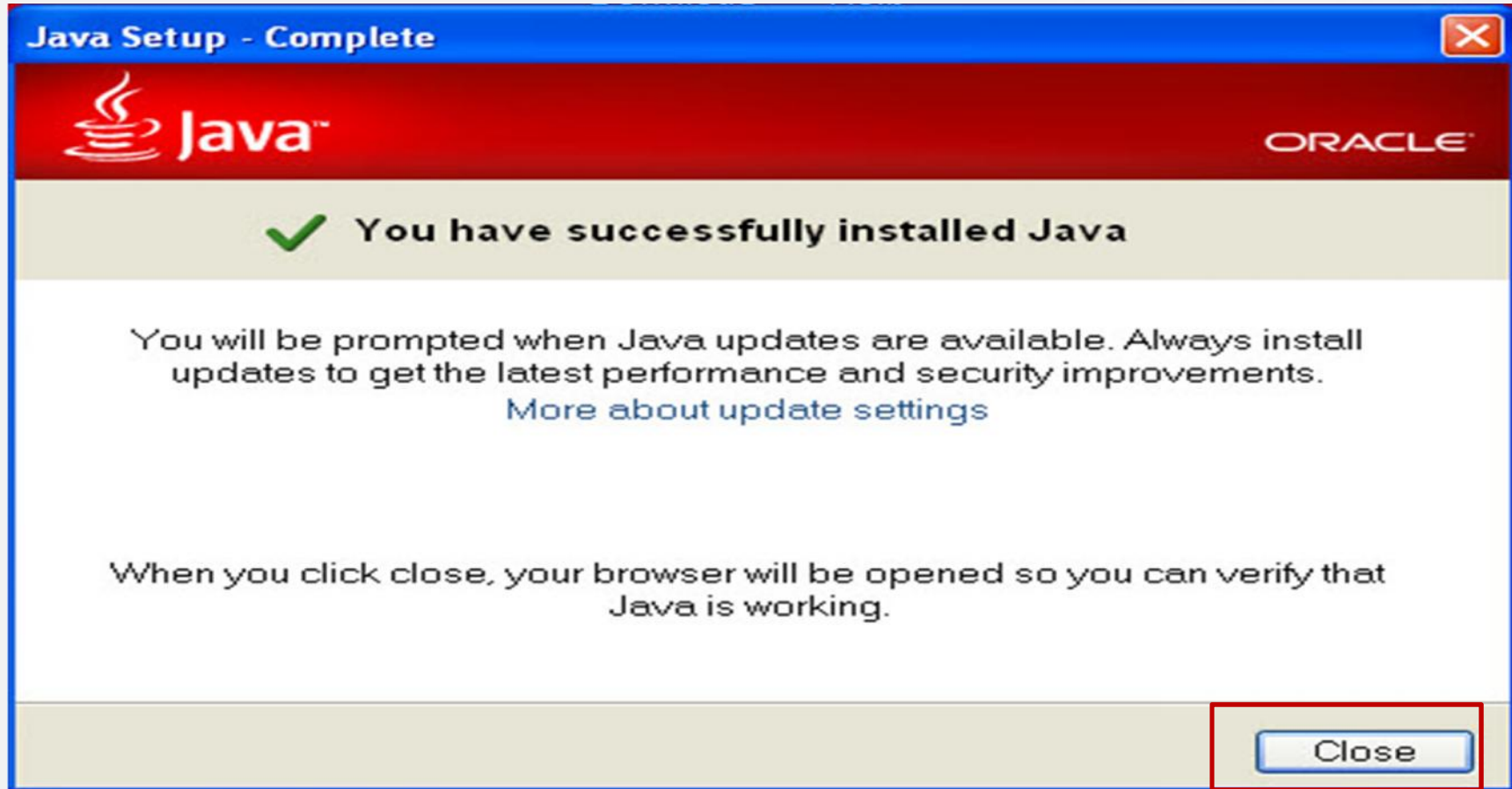
7. Click on the **Install** button in **Java Setup**.



Install JRE 1.6

You can view a success message in **Java Setup** after successful installation.

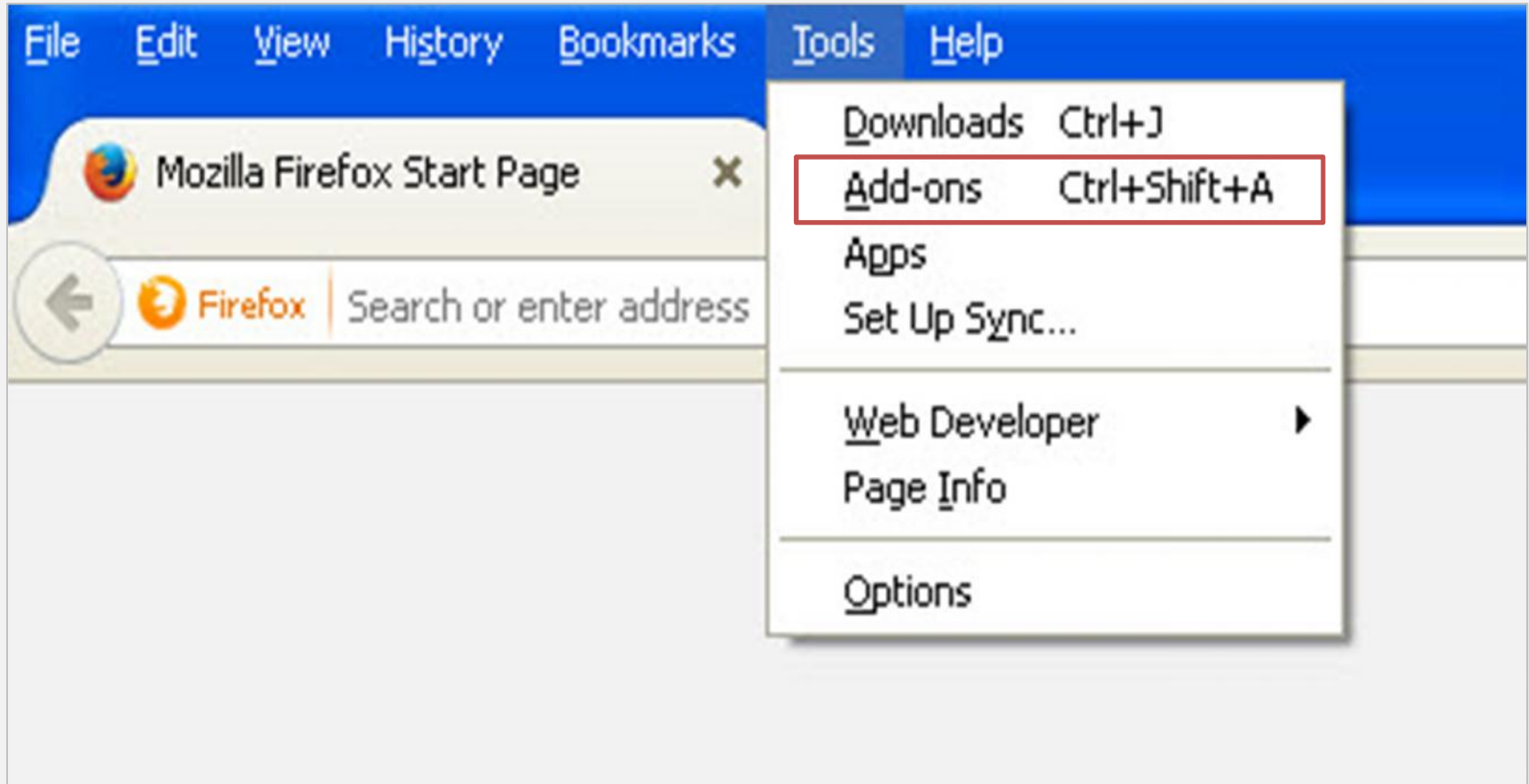
8. Click **Close** to exit the set up.



Enable Plugin

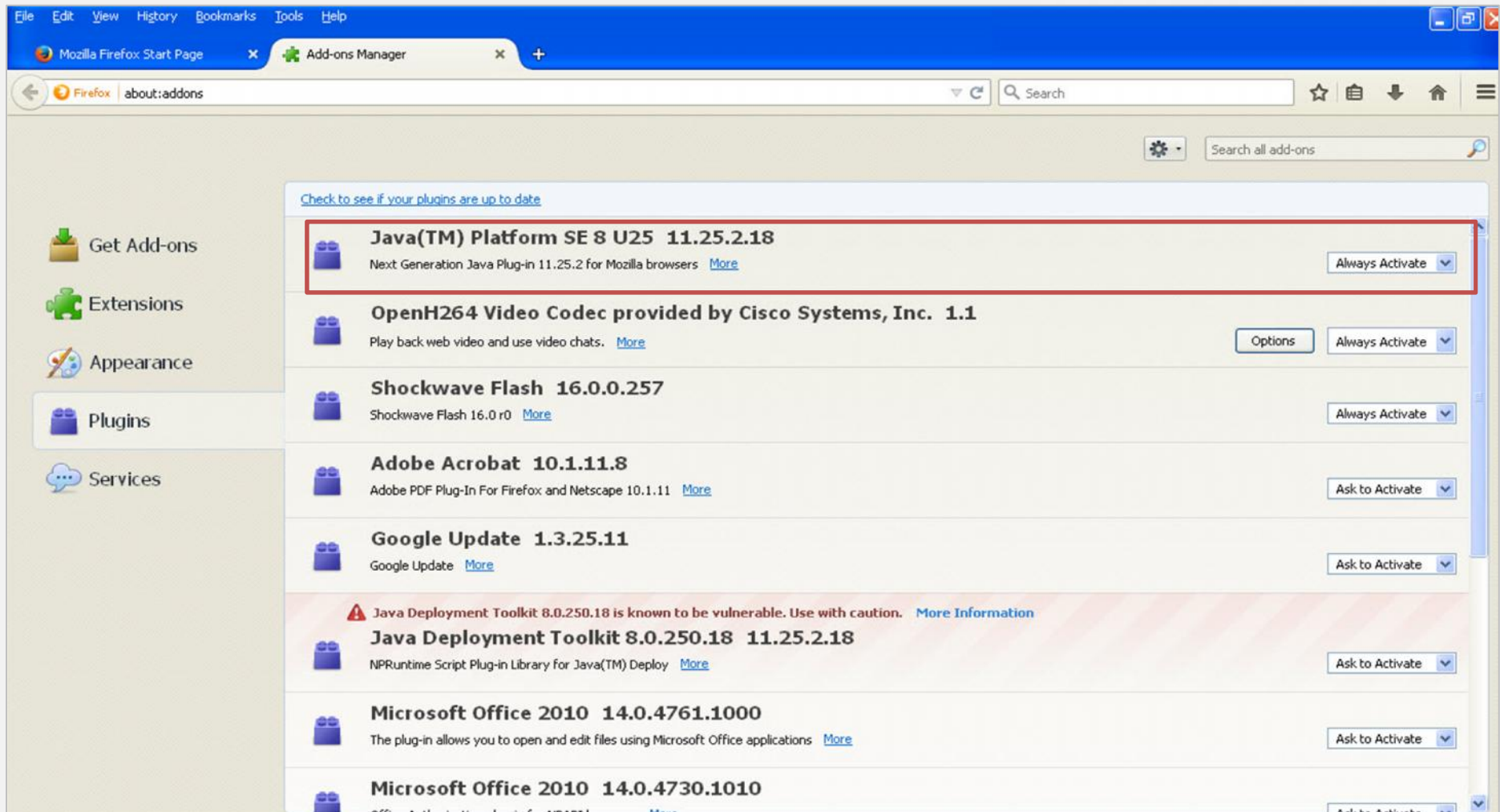
To enable plugin

1. Click on **Tools**→ **Add-ons** from the title bar your browser. Add-Ons Manager page appears.



Enable Plugin

2. Select **Always Activate** from the dropdown menu of all Java Plugins/Applications.



Install Dongle Driver

To install Dongle driver

1. Open www.e-mudhra.com.
2. Click on **Complete Repository**.

The screenshot shows the eMudhra website interface. The browser address bar displays 'www.e-mudhra.com'. The main content area includes a description of eMudhra Limited, followed by four service tiles: 'Track Application', 'Download Certificate', 'Renew Certificate', and 'Revoke Certificate'. Below these are sections for 'Using Digital Certificates', 'Types of Certificates', 'Class of Certificates', and 'Relying Parties'. On the right sidebar, there is contact information (080-43360000, info@e-mudhra.com, Live Chat - Offline), social network links, and a 'Repository' section. In the 'Repository' section, the 'Complete Repository' link is highlighted with a red rectangle. Other links in the repository include 'Application Forms', 'Search Certificate', and 'Practice Statement (CPS)'. At the bottom of the sidebar is a 'For Partners' section.

Install Dongle Driver

- Click on the appropriate Token Driver to download the driver. Choose the driver after checking your system type is 32 bit or 64 bit.

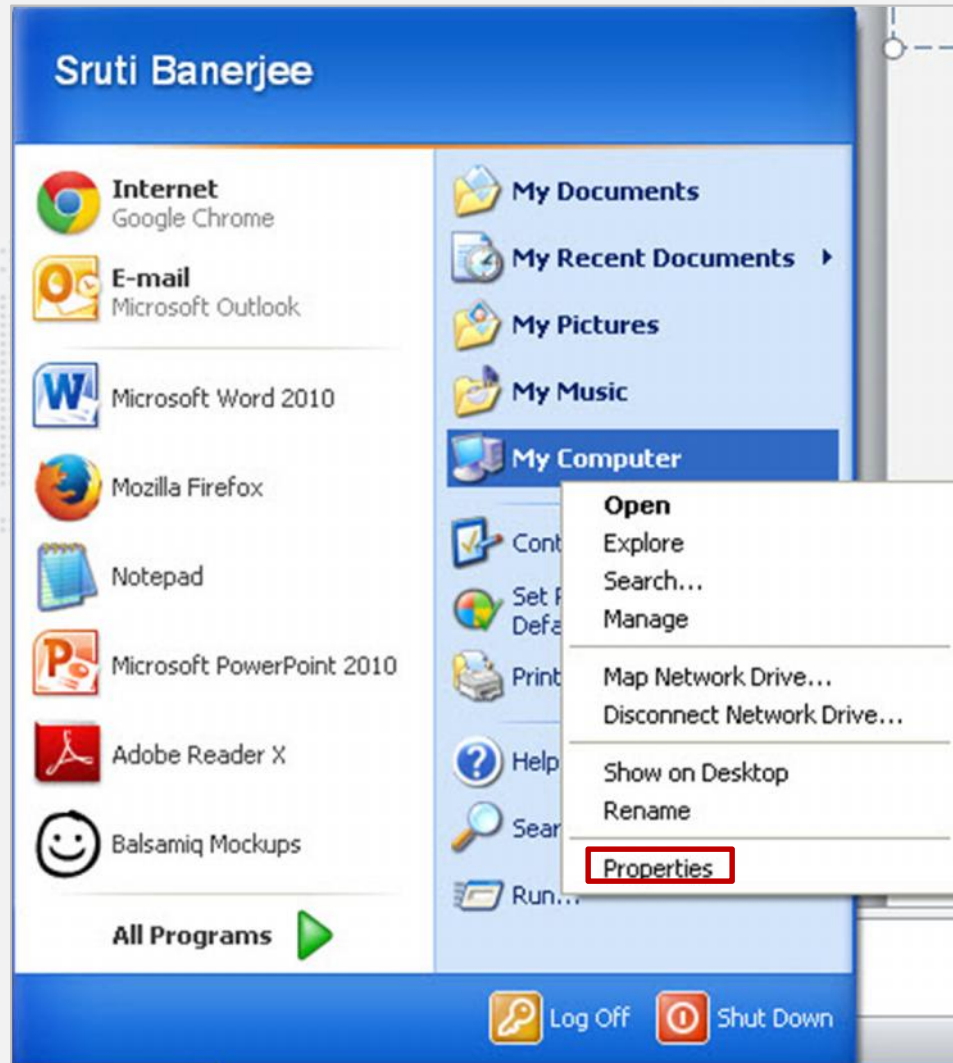
The screenshot shows the e-Mudhra Repository website. The 'Token Drivers' section is highlighted with a red box. Below it, a list of drivers is shown, with a red box highlighting 'Aladdin (Windows)', 'eToken PKI (32-bit)', and 'eToken PKI (64-bit)'. A callout box points to these options.

General Downloads	Root CA / CA / Sub CA	Aladdin (Windows)	eToken PKI (32-bit)	eToken PKI (64-bit)
eMudhra Application Forms	CCA India 2014			
eMclick Certificate Downloader [ZIP]	e-Mudhra CA 2014			
eMudhra Teamviewer [EXE]	e-Mudhra sub CA for Class 1 Individual 2014			
	e-Mudhra sub CA for Class 1 Organisation 2014			
	e-Mudhra sub CA for Class 2 Device 2014			
	e-Mudhra sub CA for Class 2 SSL 2014			
	e-Mudhra sub CA for Class 3 Device 2014			
	e-Mudhra sub CA for Class 3 SSL 2014			
	e-Mudhra Sub CA for DGFT 2014			
	e-Mudhra Sub CA for APTS 2014			
	e-Mudhra Sub CA Class 2 for Document signer 2014			
	e-Mudhra Sub CA Class 3 for Document signer 2014			
	CCA India 2011			NA
	e-Mudhra CA 2011			NA
	e-Mudhra sub CA for Class 1 Individual 2011			

Install Dongle Driver

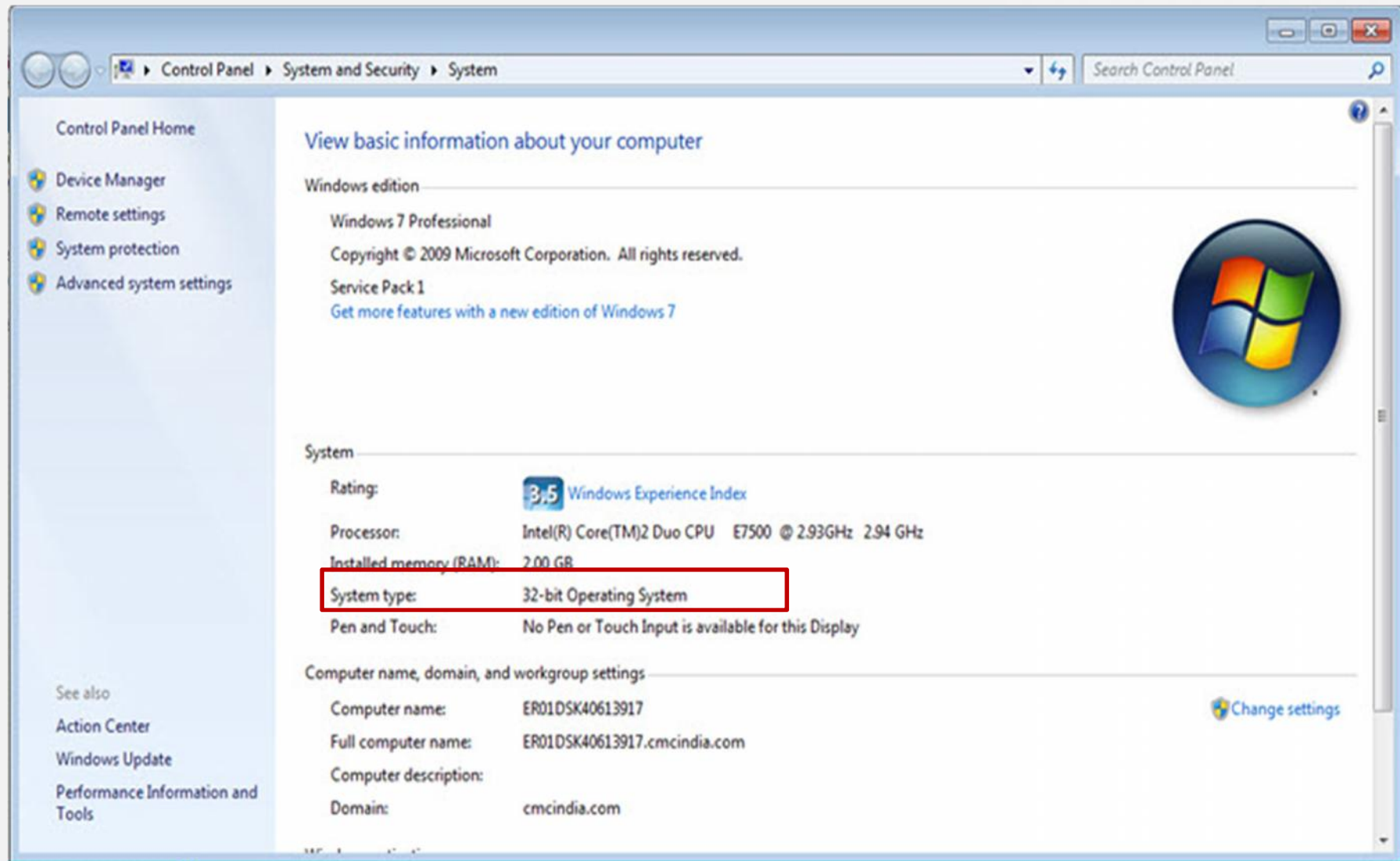
Check your system configuration before you download and install the driver. To check if your system is 32 bit or 64 bit

- Right-click on **My Computer**.
- Click on **Properties**.



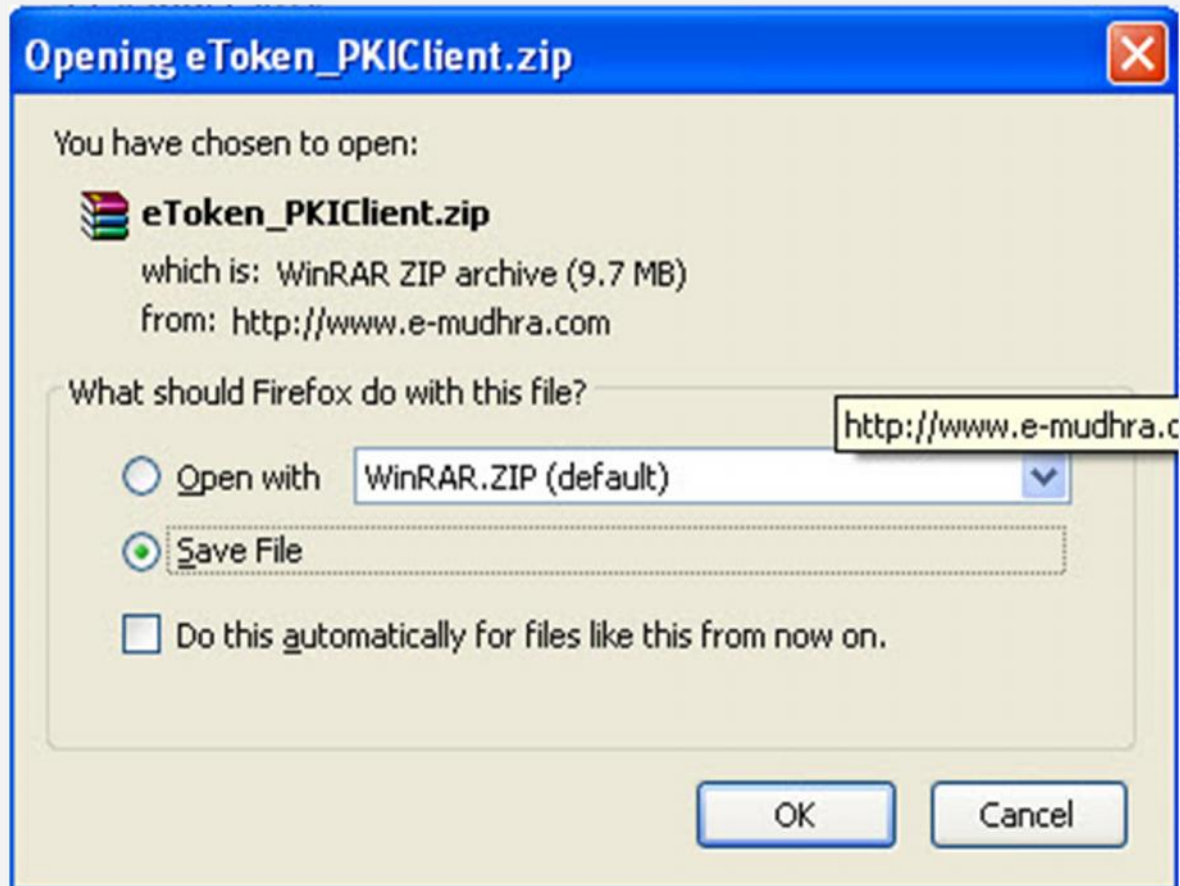
Install Dongle Driver

- Check the **System type**.



Install Dongle Driver

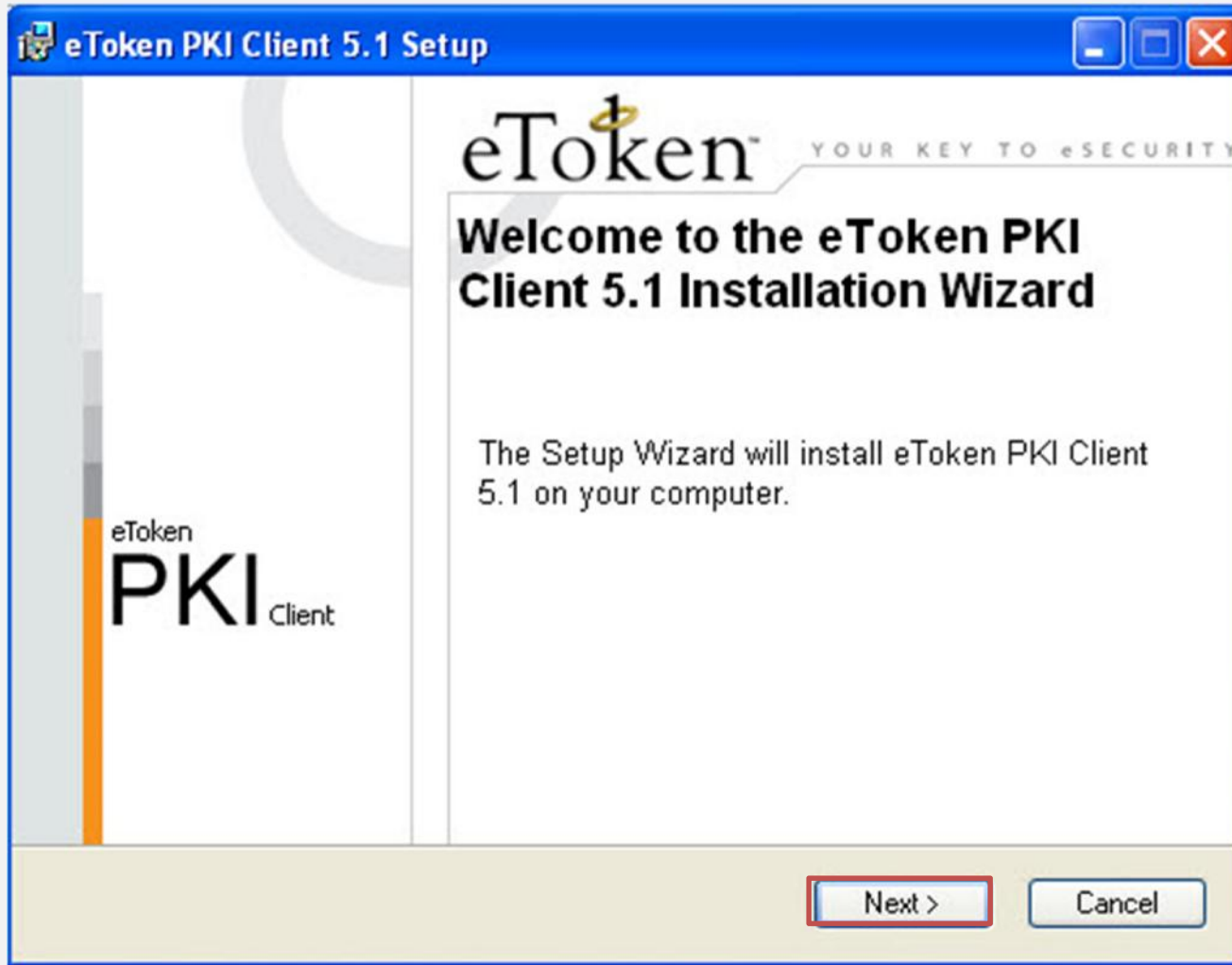
When you click on the Token driver to download a popup window appears to let you save the Installer.



Token Drivers
eMudhra Watchdata (Windows)
eMudhra Watchdata (Linux)
Trust Key (Windows)
Trust Key (Linux)
Aladdin (Windows)
eToken PKI (32-bit)
eToken PKI (64-bit)

Install Dongle Driver

5. Open the file from the location you have saved it. An installer appears.
6. Click **Next** to begin the Installation and continue to click **Next** until you reach the end of installation.



Install Dongle Driver

7. Click **Finish** to complete installation.



E-PRADAN Login

1. Open Internet explorer or any other web browser.
2. Type URL <http://www.wbfin.nic.in> & click on **IFMS WB** link as highlighted below:

The screenshot displays the E-PRADAN portal interface. On the left sidebar, there are several links: 'BUDGET 2014-15', 'IFMS WB Integrated Financial Management System' (highlighted with a red box), 'W.B A & A.S OFFICERS PROFILE', 'D Expenditure', 'D Receipt Data', 'O Reconciliation', 'Employee Corner', 'COSA IMPLEMENTATION STATUS', and 'GRIPS Government Receipt Portal System'. The main content area features a list of notices and updates, each with a 'For Details' link. The notices include: 'GO No. 5560-F(MED) dated 07.11.2014 - CORRIGENDUM against GO Notification No. 4979-F(MED) CORRIGENDUM from Medical Cell, Finance Department', 'GO No. 5690-F(MED) dated 13.11.2014 - Hands of software Training for West Bengal Health for all Employees and Pensioners Cashless Medical Treatm', 'Admission procedure and billing of indoor cashless treatment on the captioned as per scheduled program enclosed herewith.', 'GO No. 5069-F(MED) dated 26.09.2014 - Notification against West Bengal Health for All Employees and Pensioners Cashless Medical Treatment Scheme', 'Notification against West Bengal Health for All Employees and Pensioners Cashless Medical Treatment Scheme, 2014', 'GO NO. 4979-MED dated 27.10.2014 - Extension of empaneled Health Care Organizations under WBHS', 'Extend of empaneled of the following HCOs under WBHS.', and 'NOTICE INVITING TENDERS for Consumables items at the Finance Department. In cancellation of NIT No 103/FY/N/1E-248/2014 dated 14/10/2014 online tenders are invited for item wise rates in two bid systems from bona fide suppliers/ven'. On the right sidebar, there are links for '2014 for all Employees & Pensioners', 'Demo E-AUCTION', 'BAS Biometric Attendance System', 'MIS for Departmental Heads', 'CCCS Central Clearing System of Finance Deptt. For Despatch of Files Nabanna', and 'Re-appropriation System'.

E-PRADAN Login

The Home Page of iFMS Portal opens as follows:

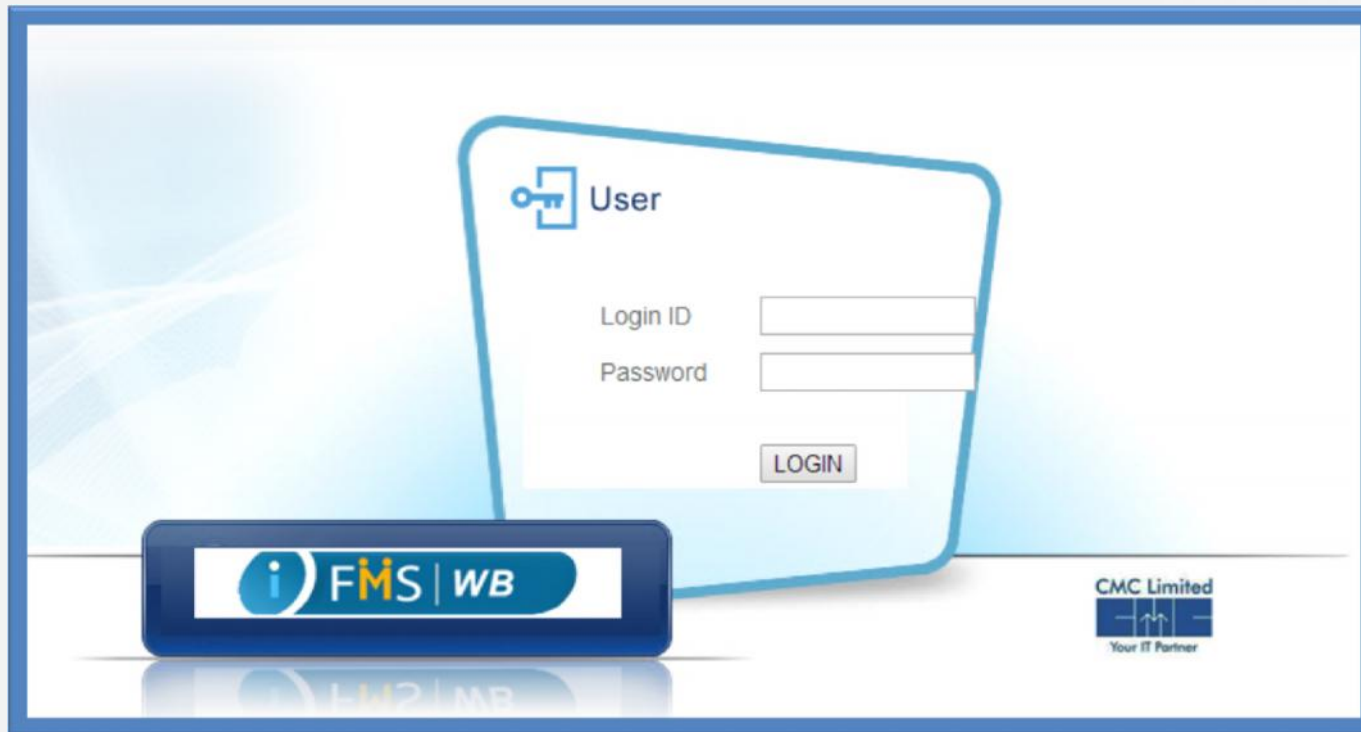


The screenshot displays the iFMS Portal Home Page. At the top, the header includes the iFMS | WB logo, the text "Integrated Financial Management System" and "Finance Department, Government of West Bengal", a "Help Desk" section with contact numbers (9378448802, 9378448803, 9378448804, 033 27064068, 033 27064069), and the text "Home | Download | Contact us" and "FINANCE STATE PORTAL". Below the header, a banner features the Government of West Bengal emblem, the text "GOVT. OF WEST BENGAL FINANCE DEPARTMENT", and a building image labeled "Nabanna". A "Welcome to iFMS Portal" message is on the left. A "What's New?" section states: "eBantan module has been launched on 01.04.2014". A left sidebar lists navigation links: About Us, eServices, FAQ, Organization Chart, Stakeholders, Contact Us, Training Setup, and Help Desk. The main content area shows a map of West Bengal, a hand holding a globe with an 'e' logo, and an "e-Services" menu with links to e-Bantan, User Administration, MIS and Report, e-Pradan (highlighted with a red box), and CTS. A "New" section on the right lists e-Bantan (with sub-links CTS and e-Pradan) and a "COMING SHORTLY" section for e-Billing. The footer includes the CMC Limited logo and the text "Powered by CMC Limited Your IT Partner".

❑ Click on **e-Pradan** link given under **e-Services** Menu on that page.

Login Screen

The Login Screen for **E-PRADAN** Module opens as follows:



- ❑ Enter your user id and password in the **Login ID** and **Password** fields respectively.
- ❑ Click **Login**.

Application Menu List

The Application list page appears.

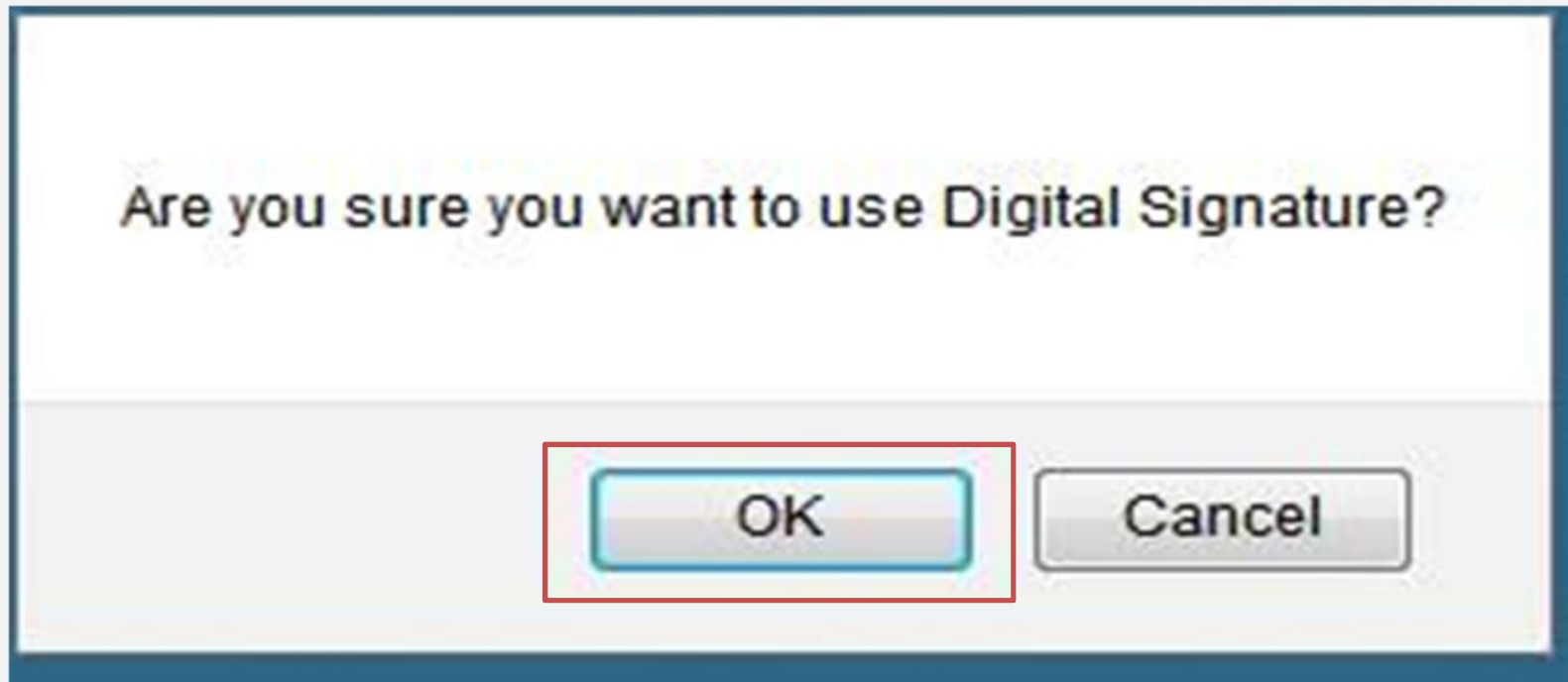
The screenshot displays the iFMS (Integrated Financial Management System, West Bengal) interface. The top navigation bar includes the iFMS logo, the text "Integrated Financial Management System, West Bengal", a "Welcome :: CMCADMIN" message, and links for "Change Password" and "Logout". The main content area features an "APPLICATION LIST" sidebar on the left with four items: E-BANTAN, USER ADMINISTRATION, e-Pradan (highlighted with a red box), and CTS. A central "Notice Board" contains a message about new modules in iFMS. A yellow callout box on the right states: "Note: Make sure to **logout** from this particular page for **security purpose** as it logs you out from all the running applications." A large grey arrow points from the red box around "e-Pradan" to a zoomed-in inset of the "APPLICATION LIST" sidebar, where "e-Pradan" is again highlighted with a red box.

➤ Click on **e-Pradan** from the menu list.

Application Menu List

One dialog box appears.

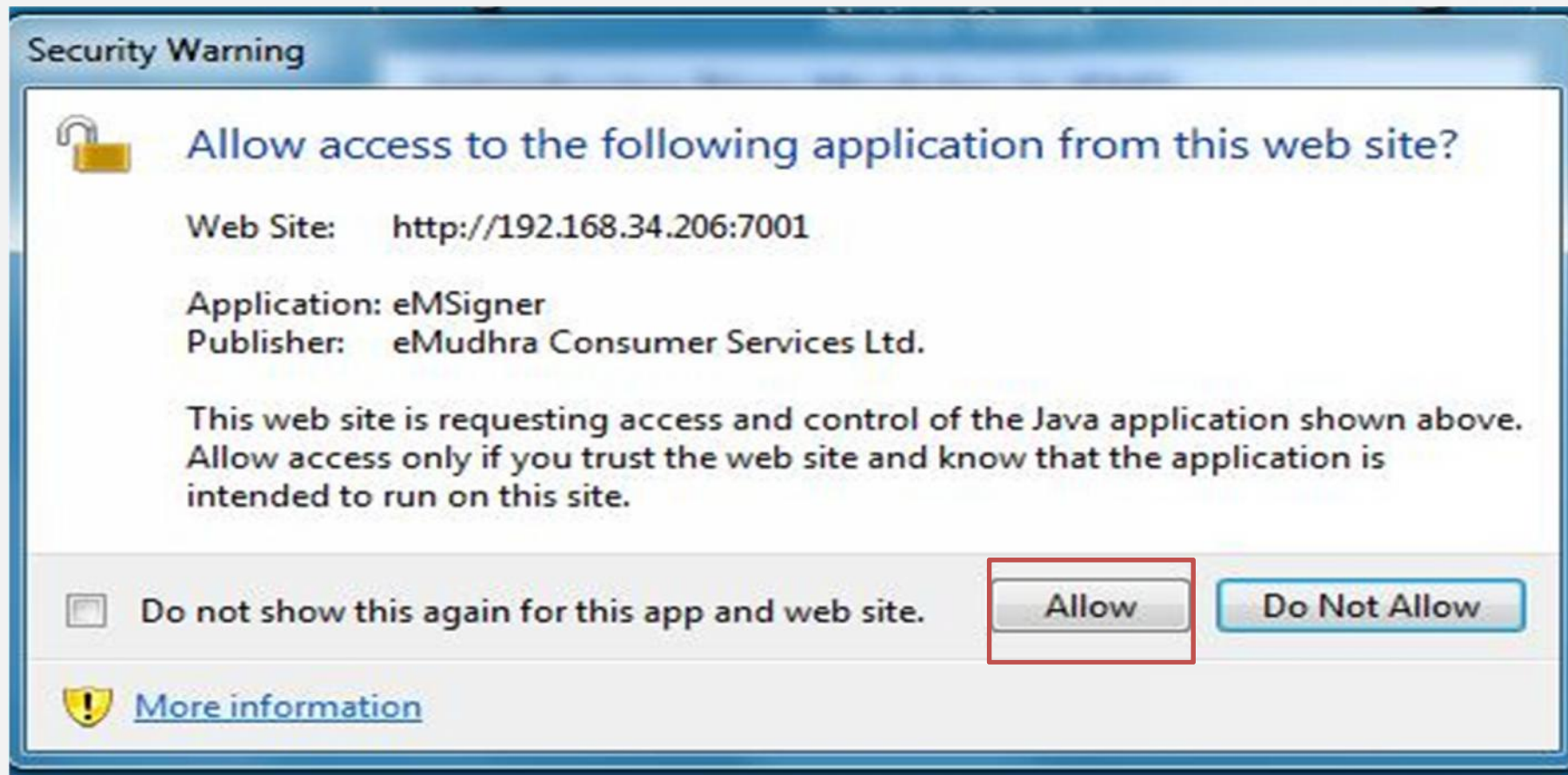
- Click on the **Ok** button in the dialog box if you have received the USB dongle physically. Otherwise, click **Cancel**.



Digital Signature

If you have clicked Ok in the last dialog box, another dialog box appears.

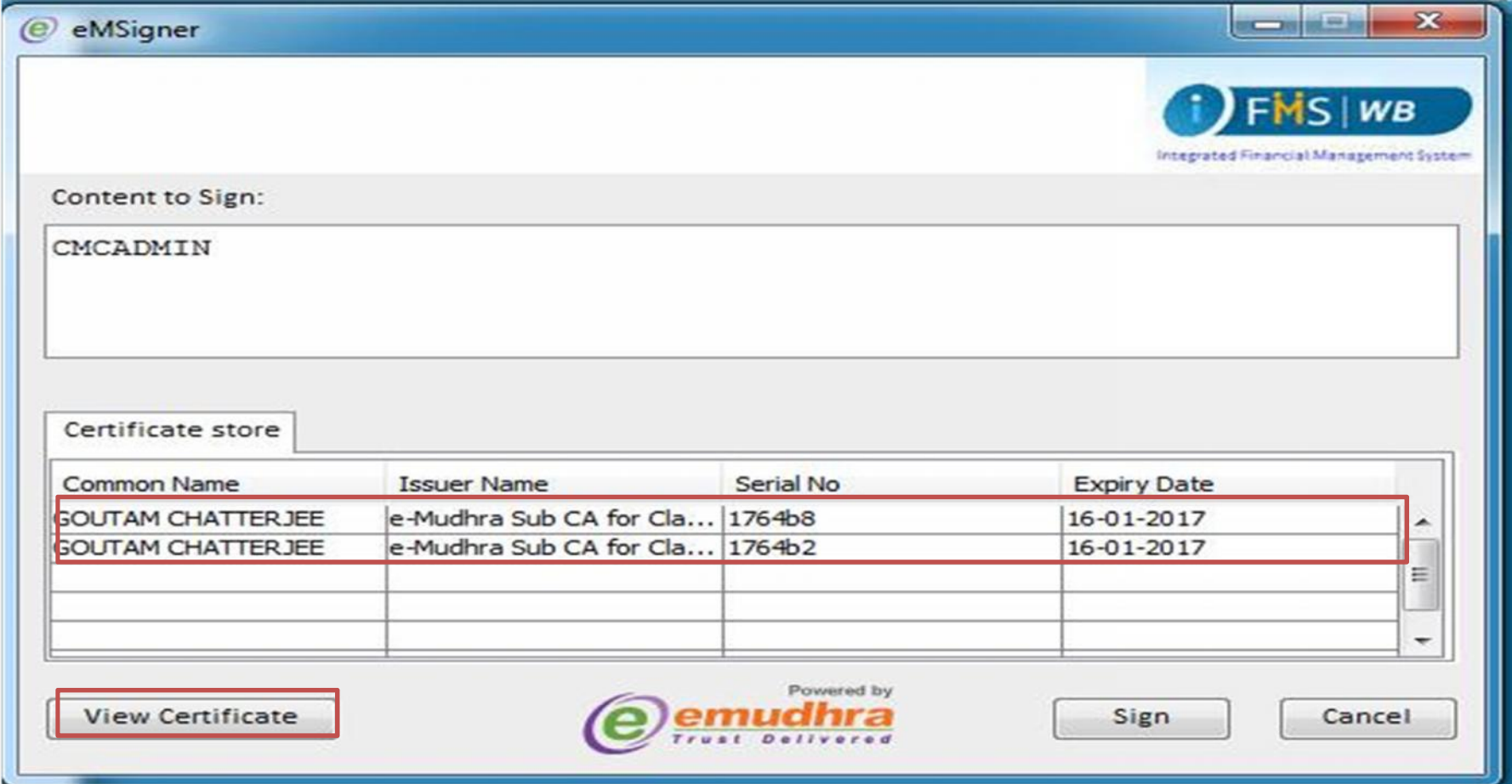
- Click on the **Allow** button in the dialog box.



Digital Signature

One applet named eMSigner appears on screen.

- Select one certificate from the lists and click on **View Certificate** button.



The eMSigner application window displays the 'Content to Sign' as 'CMCADMIN'. Below this, the 'Certificate store' tab is active, showing a table of certificates. The table has four columns: Common Name, Issuer Name, Serial No, and Expiry Date. Two certificates are listed, both with 'GOUTAM CHATTERJEE' as the Common Name and 'e-Mudhra Sub CA for Cla...' as the Issuer Name. The Serial Numbers are 1764b8 and 1764b2, and both expire on 16-01-2017. A red box highlights the first two rows of the table. At the bottom left, the 'View Certificate' button is highlighted with a red box. The bottom right contains 'Sign' and 'Cancel' buttons. The eMSigner logo and 'FMS WB Integrated Financial Management System' are in the top right corner. The emudhra logo is at the bottom center.

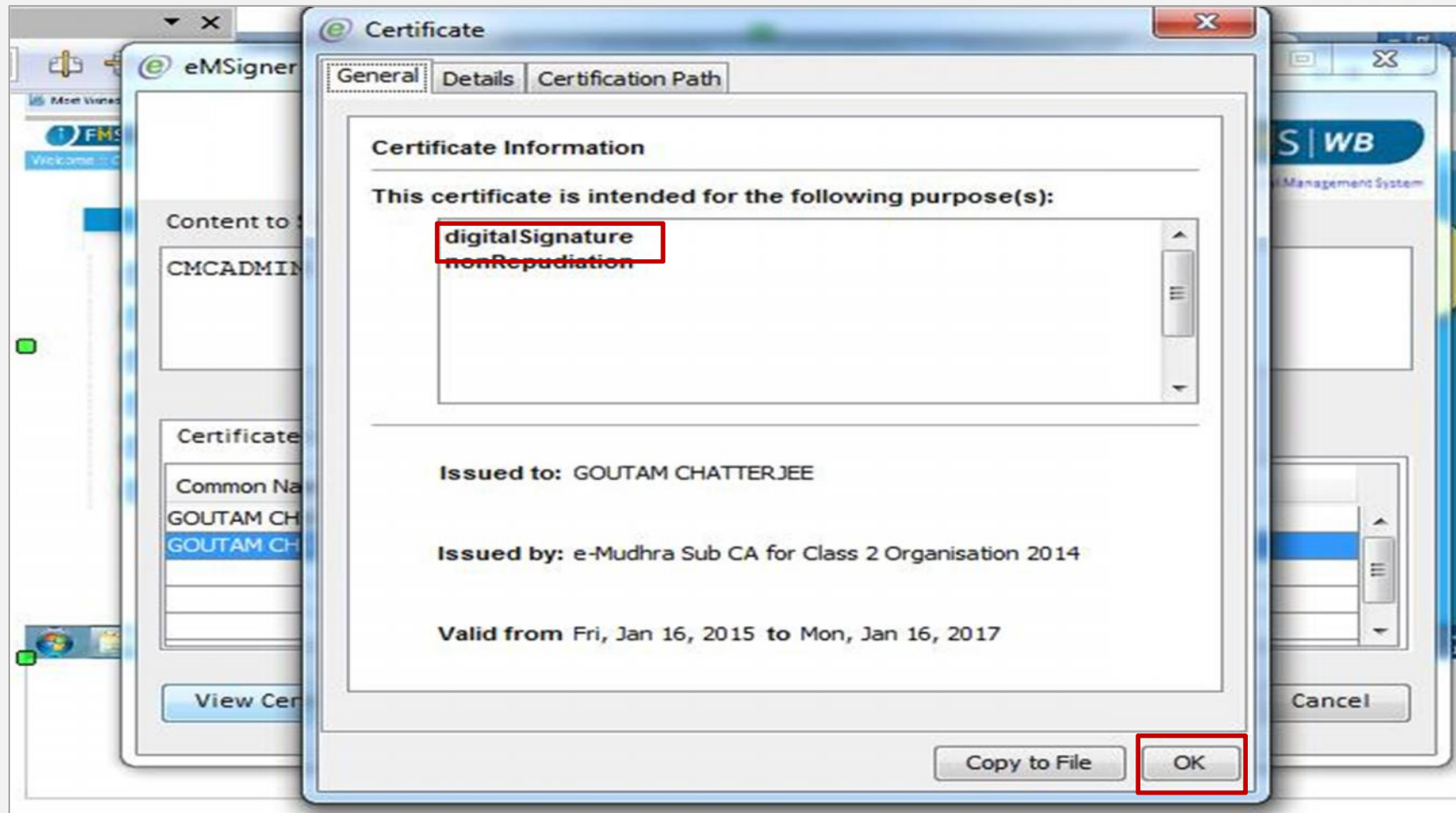
Common Name	Issuer Name	Serial No	Expiry Date
GOUTAM CHATTERJEE	e-Mudhra Sub CA for Cla...	1764b8	16-01-2017
GOUTAM CHATTERJEE	e-Mudhra Sub CA for Cla...	1764b2	16-01-2017

View Certificate Sign Cancel

Digital Signature

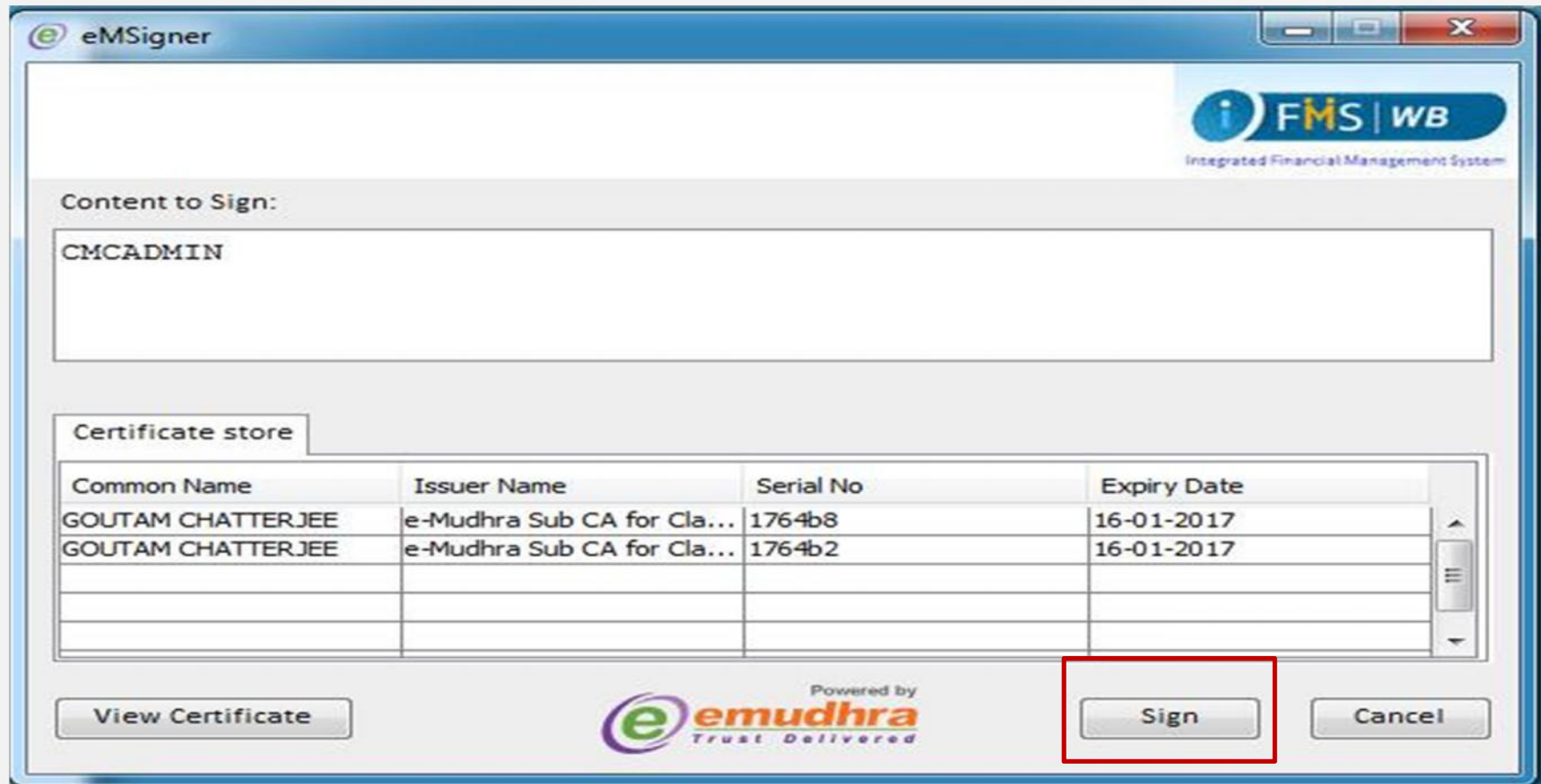
It opens another window that displays the details of the certificate. If the Certificate Information is digital Signature, you can use that certificate for signing in.

➤ Click **OK**.



Digital Signature

- Click on a certificate to select it.
- Click on the **Sign** button.



The image shows a screenshot of the eMSigner application window. The window has a title bar with the eMSigner logo and standard window controls. The main content area is divided into two sections. The top section, titled 'Content to Sign:', contains a text box with the text 'CMCADMIN'. The bottom section, titled 'Certificate store', contains a table with four columns: 'Common Name', 'Issuer Name', 'Serial No', and 'Expiry Date'. The table lists two certificates for 'GOUTAM CHATTERJEE' issued by 'e-Mudhra Sub CA for Cla...'. The 'Sign' button at the bottom right is highlighted with a red rectangle.

Content to Sign:

CMCADMIN

Certificate store

Common Name	Issuer Name	Serial No	Expiry Date
GOUTAM CHATTERJEE	e-Mudhra Sub CA for Cla...	1764b8	16-01-2017
GOUTAM CHATTERJEE	e-Mudhra Sub CA for Cla...	1764b2	16-01-2017

View Certificate

Powered by **emudhra** Trust Delivered

Sign Cancel

Digital Signature

A dialog box appears.

- Enter Token Password in the dialog box.
- Click **OK**.

The screenshot displays the iFMS WB Integrated Financial Management System interface. On the left, there is an 'APPLICATION LIST' with icons and labels for 'DashBoard', 'USER ADMINISTRATION', 'AG Interface', 'e-Pradan', 'BUDGET DISTRIBUTION', and 'CTS'. The main area shows a 'Welcome :: CMCADMIN' message and a 'Logout' button. A 'Change Password' link is also visible. A large 'eMSigner' dialog box is open in the center, showing 'Content to Sign: CMCADMIN'. A smaller 'eMSigner' dialog box is overlaid on top, prompting 'Enter token password :'. The 'OK' button in this smaller dialog is highlighted with a red rectangle. Below the password prompt, there is a table of certificates:

Common Name	Certificate store	Expiration Date
GOUTAM CHATTERJEE	e-Mudhra Sub CA for Cla... 1764b8	16-01-2017
GOUTAM CHATTERJEE	e-Mudhra Sub CA for Cla... 1764b2	16-01-2017

At the bottom of the 'eMSigner' dialog, there are buttons for 'View Certificate', 'Sign', and 'Cancel'. The 'Sign' button is highlighted. A yellow callout box on the right contains the following text:

Note: Make sure to **logout** from this particular page for **security purpose** as it logs you out from all the running applications.

E-Pradan Home Page

E-Pradan home page appears.

The screenshot displays the E-Pradan Home Page. At the top, there is a header bar with the logo 'iFMS WB' and the text 'Integrated Financial Management System, West Bengal'. Below this, a light blue banner contains the welcome message 'WELCOME : SADHAN KUMAR CHAKRABORTY' and system details: 'Treasury: CAF DDO_CODE: CAFHFH004 DDO: JOINT DIRECTOR H.S (A/CS) Financial Year: 2014-2015'. On the right side of this banner are links for 'Download' and 'Logout'. A left-hand sidebar menu is visible, featuring a 'Collapse all | Expand all' toggle at the top. The menu items are: 'E-PRADAN' (with a magnifying glass icon), 'Master' (with a plus icon), 'Beneficiary Bill Entry', 'Report' (with a plus icon), 'Failed Transactions', and 'Beneficiary Transfer'. The main content area of the page is currently blank.

