IFS Information Management System User Manual

1. Introduction

The IFS Information Management System (IFS-IMS) is a secure intranet-based portal designed to capture and manage comprehensive service records of Indian Forest Service officers. It streamlines data entry across four key annexure:

- **Annexure-A**: Personal Information
- **Annexure-B**: Posting History
- **Annexure-C**: Time Scale Allotment History
- **Annexure-D**: Training & Specialization Details

2. Officer Login

- Visit: **https://intranet.mahaforest.gov.in/ifsims**
- Enter:
    - **Employee Code**
    - **OTP** received on registered mobile number
- Click **Login** to access the dashboard.

3. Filling Annexure-A: Personal Information

After first login, the officer must complete their personal profile.

Required Fields:

- Date of Birth
- Qualification Details
- Allotment Year
- Recruitment Quota
- Home State
- Date of Retirement
- Present Pay Band + Grade
- PRAN Number
- Permanent Address
- Personal Phone & Email ID
- Official Phone & Email ID

Submission Steps:

- Enter **Captcha**
- Request and enter **OTP**
- Click **Submit**

4. Filling Annexure-B: Posting History

- Navigate to **Annexure-B** tab from left menu
- Add entries for each posting:
    o Select Post
    o From Date – To Date
    o Select Deputation
    o Select Posting Status (Current or History)
    o Select Level of Post
- Click **Save** after each entry

5. Filling Annexure-C: Time Scale Allotment History

- Navigate to **Annexure-C** tab from left menu
- Add promotion records:
    o Select Grade
    o Date of Allotment
    o Select Type of Promotion
- Click **Save**

6. Filling Annexure-D: Training & Specialization Details

- Navigate to **Annexure-D**
- Add training details:
    o Select Post
    o From Date – To Date
    o Select Multiple Specialization
    o Select Themes for Training
- Click **Save**

7. Security & Support

- OTP-based login ensures secure access.
- Captcha prevents automated submissions.

8. Tips for Officers

- Ensure mobile number is active and accessible.
- Use official email for correspondence.
- Save each annexure after entry to avoid data loss.