

AS-CFMS
(A Registered Society under Finance Department)
Assam Society for Comprehensive Financial Management System
Block- F, Assam Secretariat, Dispur, Guwahati- 781 006, Assam

NO. ASPIRe 51/2022/ 1

Dated Dispur the ^{26th}~~13th~~ April, 2022

OFFICE MEMORANDUM

Sub : User ID and password in FinAssam - Login credentials

In view of the use of FinAssam, every user must follow security discipline. User ID and password are the most sensitive information, misuse of which can lead to tampering of information. Login credentials should not be disclosed to any unintended or unauthorized individual. If shared, the person using login credentials may also be liable to consequences.

It is to make aware each office of the **User and Access** credentials in FinAssam that :

1. For creation or deactivation of user ID, the respective Head of the Office / Department shall send recommendation to the O/o Project Director, ASPIRe, Finance Department.

Alternatively, a Helpdesk ticket may be raised alongwith the copy of such recommendation on creation or deactivation of user ID from system.

2. While sending request for creation of user ID, the office should mention predefined job roles with specific sets of access privileges. Based on the information of user roles (work allotment) only, privileges to access different modules can be facilitated.
3. In order to map the hierarchical office administrative set up (ie. the file process movement) , the office must mention the users in the process which would be mapped in the system to establish the hierarchical work flow.
4. For each user the request must explicitly contain -
Name of the employee, Designation, email ID & contact No.
5. On creation of User ID, a system generated password is sent to the registered mobile no. through SMS. Accessing the credentials, user must reset the password.
6. User ID and Password should never be shared.

7. Offices should immediately send request for stoppage of user access when an employee ceases to belong to that office (eg. Cases arising out of retirement / transfers etc.)
8. For any anomalies / disruptions / unauthorized accesses noticed in respect of User ID , the offices must report it to the O/o Project Director, ASPIRe, Finance Department.



Commissioner & Secretary to the Government of Assam
and
Project Director, ASPIRe, AS-CFMS,
Finance Department

Memo No. ASPIRe 51/2022/1 - A Dated Dispur the ^{26th}~~13th~~ April, 2022

Copy for information to :

1. The Principal Secretary / Commissioner & Secretary / Secretary to the Govt. of Assam, for onward circulation the information to all offices under their control and jurisdiction. *(All Departments)*.
2. Principal Secretary to the Govt. of Assam, Finance Department
3. Secretary to the Govt. of Assam and Additional Project Director, ASPIRe, Finance Department.

By Order etc.



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