No.MF-CGA/ITD/SDTQC/A/2017-18/ 727 - 732 GOVERNMENT OF INDIA OFFICE OF CONTROLLER GENERAL OF ACCOUNTS MINISTRY OF FINANCE DEPTT OF EXPENDITURE IT-Division

Office Memorandum

Dated July 24, 2017

Sub: - Development of new functionality in PFMS for processing "NIL" bills.

A new functionality in PFMS for processing "NIL" bills has been developed for processing following types of NIL bill:

1. Govt. contribution bills of New Pension Scheme (NPS).

2. Adjustment of advance bills.

A user manual for processing the above types of NIL bill is enclosed herewith for the guidance of the users.

The user viz. program division, DDOs etc may be intimated about the said development accordingly.

This issues with approval of the competent Authority.

Encl: As above

Asstt. Controller General of Accounts (ITD)

То

- 1. All Pr.CCAs/CCAs/CAs with independent charge.
- 2. All PAOs through uploading of this O.M. on CGA web site.
- 3. Sr.TD, NIC-PFMS
- 4. Sr. A.O.(ITD) for uploading this O.M. on CGA web site.
- 5. PS to Jt.CGA(ITD)
- 6. PS to Dy.CGA(ITD)

PUBLIC FINANCIAL MANAGEMENT SYSYEM

PROCESSING OF NIL BILL IN PFMS

- A facility/functionality has been provided in PFMS for processing of "NIL" bills (debit and minus debit in the same head and in same bill, or both debit and credit under different head in the same bill and net amount is NIL like NPS bill).
- Voucher number in case of NIL bill will be generated after passing of the bill by PAO.
- No further action is required in NIL bill after its three level passing (DH, AAO and PAO) in PFMS.
- In case of "NIL' Bill i.e. where "Sanction Amount" is "Zero", the system will allow to enter multiple account heads with different Grants and/or different Functional Heads.
- > Two types of "NIL" bills can be processed in PFMS:
 - 1. "NIL" bill of New Pension Scheme.
 - 2. "NIL" bill for adjustment of Advance

CASE I: NIL BILL OF NEW PENSION SCHEME

PD will first create a sanction for "NIL" bill of NPS. For this, he will go to:

Sanctions > Create Sanction

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After filling in IFD Number & Date, Sanction Number & Date, he will select the concerned PAO and DDO. Sanction type **"Expenditure**" is to be selected and Sanction amount **"0" (Zero)** is to be entered in this case.

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Out of the three types of Sanction available, PD has to select the type "NPSNILBill".

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On selection of **"NPSNILBill"** as type of sanction, accoounting details viz. Grant, Function Head and Object Head will appear automatically. User has to select category 5(voted) or 4(charged) available in LOV, as per the requirement and enter the amount. The fields for **"Vendor Details**" will be no more available.

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After providing account head details, PD user will press the button **"Add Account Heads".** A grid showing the details of account head will appear below. User will press the button **"Create Sanction".**

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On pressing the button **"Create Sanction"**, system will display a message:

"Sanction has been saved successfully".

NOTE:- "The second accounting entry under '007101500010000' of equal amount will be posted by the system in case of NPS NIL Bill".

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PROCESS FLOW AFTER CREATION OF SANCTION OF NIL BILL

Once the sanction has been created successfully, it will be available for approval by PD. For this, PD will go to:

Sanctions > Approve Sanction

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All the created sanctions will be displayed to user or he can also make use of any of search criteria given to locate a particular sanction.

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On clicking the hyperlink of sanction, its details will be displayed. "NIL BILL" will automatically be displayed in the fields "Vendor Name" and "Payee remark". To approve a sanction, PD will press the button **"Approve/Reject".**

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After approval of Sanction for "NIL" bill, it will be available at DDO level, who will first receive it through the option:

Sanctions > Receive Sanctions

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Sanctions > Generate Bill

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<u>NOTE</u> : <u>The second accounting entry under '007101500010000' of equal amount</u> will be posted by the system in case of NPS NIL Bill.

User can view the details of deduction summary through the option "Sanction > Manage Sanction".

"NIL BILL" will appear automatically in the fields "Vendor Name', "Account Number" and "Payee Remarks".

Same amount will appear in the fields **"Gross Amount"** as well as in **"Deduction Amount"**.

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Hyperlink of "**Deduction Amount**" can be clicked to view the details of Deduction Summary.

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After the Bill Number has been generated by the system, it will be available at DH level in Pay & Accounts Office. DH will first receive the sanction through the option:

Sanctions > Receive Sanctions

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All the sanctions as approved by PD will be displayed. DDO can make use of search fields to trace a particular sanction. He will select the desired sanction and press the button **"Receive Sanction"**.

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Now to pass a bill, DH will go to the option:

Sanctions > Pass Bills

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DH will click the hyperlink of desired sanction. Sanction details will be displayed. To view the details of Deduction summary, user has to click the hyperlink of "Deduction Amount".

To pass a sanction, he will click the button "Forward to AAO (Pass)"

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System will display a message:

"Bill has been passed to AAO successfully".

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PAO will go to: **Sanctions > Pass Bills**

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Voucher number in case of "NIL" bill will be generated after passing of bill by PAO. There will be no further action required in this case.

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To see the voucher details, user has to click the button "Click here to see voucher details".

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The Report "CMP- 02 – Compilation Sheet" may be referred to for viewing the details of voucher.

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CASE II: NIL BILL OF ADJUSTMENT

PD will first create a sanction for "NIL" bill of Adjustment. After filling in IFD Number & Date, Sanction Number & Date, he will select the concerned Scheme, PAO and DDO from the drop down menu.

Sanction type "Expenditure" is to be selected and Sanction amount will be "0" (Zero) in this case.

Under **"Account Head Details"**, PD user will select the appropriate Grant, Functional Head, Object Head, category and enter amount (which was taken as Advance and adjustment of which is to be done through this "Nil bill of adjustment").

After entry of accounting head details, PD will press the button "Add Accounts Head".

Under the tab "Vendor Details", name of vendor is to be selected and "0" (Zero) is to be entered under the field "Amount".

On pressing **"Add"** button, a grid showing the details of selected vendor will appear below.

On pressing the button **"Create Sanction"**, system will display the following message:

"Sanction has been saved successfully".

"Deduction of equal amount will be posted by the system in case of adjustment Nil Bill".

"Do you want to proceed with Payee details"

YES or No

PD user will press "YES" button.

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e-Payment details of vendor will be displayed. User has to enter **"Payee Remarks"** and press **"CONFIRM**" button.

System will display a message:

"Payee details has been submitted successfully".

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NOTE: Similar process flow as explained above in respect of "NIL Bill of NPS", will be followed in case of "NIL Bill for Adjustment" also.

In case of NIL Bill for Adjustment, deduction of equal amount will be posted by the system automatically.

DDO can view the details of **"Deduction Summary"** through the option **"Sanction > Manage Sanction"**.

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Voucher generated at PAO level in case of **"NIL Bill for Adustment"** may also be viewed using the report **"CMP- 02 – Compilation Sheet"**.

This completes the process for functionality of "NIL BILL" in PFMS.
