

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:

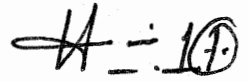
1. Govt. contribution bills of New Pension Scheme (NPS).
2. Adjustment of advance bills.

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



(Hanumaiah K.)

Asstt. Controller General of Accounts
(ITD)

To

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



Public Financial Management System-PFMS
(Formerly CPMS)

O/a Controller General of Accounts, Ministry of Finance

Welcome: **BHARTI TULI**
User Type: **PG**
Financial Year: **2017-2018**



00:31:30 AM

Home

C&M Reports

Users Master

Agency Master

Sanctions

Prosecution Process

Sanction Control Fields

Sanction Printing Templates

Employee Info. System

Reports

Agency Master Data

Agency Schemes

Other Agencies

BHARTI TULI

The following table shows the summary of sanctions according to status and type. To find out what a particular status means, take a look at the status list. To find the details of sanctions in a status type, click on the corresponding status.

Status	Type	No. of Sanctions
All	All	0
To Education Institution	All	0
IED Limit	All	0
Budget Availability	All	0
Ext System Sanction	All	0
Manage IGA Sanctions	All	0
Manage Sanctions	All	0
Print Sanction Order	All	0

Common Search

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.

Public Financial Management System-PFMS
G/o Controller General of Accounts, Ministry of Finance

Welcome: Shanti kulkarni
User Type: PD
Financial Year: 2017-2018

02:41:09 PM

Common Search

Home
CAM Reports
Users Master
Agency Master
Sanctions
PreSanction Process
Sanction Custom Fields
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Reports
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Agency Schemes
Other Agencies

Create Sanction

Sanction Header

Controller Name : EXPENDITURE
Division Diary/BOD File No. : IFD1407/NPS NIL BILL
IFD/BOD File Date (dd/mm/yyyy) : 14/07/2017
Sanction Number : SANCTION/1407/NPS NIL BILL
Sanction Date (dd/mm/yyyy) : 14/07/2017
Scheme : --Select--
PAO : 015954 - PAC(DE), New Delhi
DOO : 200702 - PAC, Department of Expenditure
Sanction Type : Expenditure
Sanction Amount : 0 (In Actuals)
Upload Scanned Sanction: Choose file Upload
Note: Only PDF files are allowed with size not more than 4 MB
Select Invoice: Add Invoice / Claim

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

Agency Master Data
Agency Schemes
Other Agencies
Scheme Allocation
OLD UC

Sanction Amount : 0 (In Actuals)
Upload Scanned Sanction: Choose file Upload
Note: Only PDF files are allowed with size not more than 4 MB
Select Invoice: Add Invoice / Claim

Account Head Details

BillType : NormalBill
Grant : NormalBill
Function Head : Adjustment(Paid) (PSP333)
Category : --Select--
Object Head : --Select--
Amount : 0
Note: In case of Expenditure type sanction, object heads "31,33,35,36,54,55" are not listed for selection.
Add Account Heads

Vendor Details

Vendor Type : --AF--
State :
Unique Code :
Amount : 0
Vendor : --Select--
District :
Add Reset

On selection of “NPSNILBill” as type of sanction, accounting 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.

Sanction Printing Templates
Employee Info. System
Reports
Agency Master Data
Agency Schemes
Other Agencies
Scheme Allocation
OLD UC

Scheme : --Select--
PAO : 015954 - PAC(DE), New Delhi
DOO : 200702 - PAC, Department of Expenditure
Sanction Type : Expenditure
Sanction Amount : 0 (In Actuals)
Upload Scanned Sanction: Choose file Upload
Note: Only PDF files are allowed with size not more than 4 MB
Select Invoice: Add Invoice / Claim

Account Head Details

BillType : NPSNILBill
Grant : 039 - Pensions
Function Head : 2071011170100 - GOVERNMENT CONTRIBUTION
Category : --Select--
Object Head : 04 - PENSIONARY CHARGES
Amount : 0
Note: In case of Expenditure type sanction, object heads "31,33,35,36,54,55" are not listed for selection.
5 - VOTED
4 - CHARGED
Add

Create Sanction Clear

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”**.

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”.

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

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.

Public Financial Management System-PFMS
G/o Controller General of Accounts, Ministry of Finance

Welcome: BHARTI TULI
User Type: DDO
Financial Year: 2017-2018

11/07/21 AM

Receive Sanctions

Sanction No:
From Date: (dd/mm/yyyy) 01/04/2017
Sanction Amount:
Scheme: -AS-

Sanction Status: Approved
To Date: (dd/mm/yyyy) 17/07/2017

PD Username:

Sanction has been received by DDO Successfully.

No Record Found

After the sanction has been received successfully by DDO, it will be available for Bill generation under the option:

Sanctions > Generate Bill

BHARTI TULI

The following table shows the summary of sanctions according to status and type. To find out what a particular status means, take your mouse over the status name. To find the details of sanction in a status type, click on the corresponding status.

Sanction Status	Type	No. of Sanctions
Approved	(AR)	0
Self Generated	(AR)	0
DDO Received	(AR)	0
PAO Returned	(AR)	0
Receive Sanctions	(AR)	0
Pass Bills	(AR)	0
Digitally Sign Pay File	(AR)	0
Challan Entry	(AR)	0
Digital Sign Batch	(AR)	0
Chaque Error	(AR)	0
Generate Bills		

Public Financial Management System-PFMS
G/o Controller General of Accounts, Ministry of Finance

Welcome: BHARTI TULI
User Type: DDO
Financial Year: 2017-2018

11/07/21 AM

Generate Bills

Sanction No:
From Date: (dd/mm/yyyy) 01/04/2017
Sanction Amount:
Scheme: -AS-

Sanction Status: DDO Received
To Date: (dd/mm/yyyy) 17/07/2017

PD Username:

**For Bills to be generated without deduction click on checkbox and then on Generate bills.
For bills with deduction Click on sanction no to open the sanction and then click on Generate bill no, to add the deductions.**

All	Sanction Number	Sanction Date	Scheme	DDO	PAO	Amount	View File
<input checked="" type="checkbox"/>	SANCTION/LAC/704241 BILL	14/07/2017		220702 - PAO, Department of Expenditure	SLR204 - PAO/DEL, Rec (Self)	0.00	File not exists

164.100.129.32 says: Are you sure you want to generate bill(s) without deductions?

OK Cancel

Public Financial Management System
O/e Controller General of Accounts, Ministry of Finance

SHARATI TULI
11/11/2018
11:31:12 AM

Generate Bills

Sanction No: Sanction Status: DDOReceived

From Date: (dd/mm/yyyy) 01/04/2017 To Date: (dd/mm/yyyy) 17/07/2017

Sanction Amount: Scheme: -AS-

PD Username:

Search Reset

For Bills to be generated without deduction click on checkbox and then on Generate bills.
For bills with deduction Click on sanction no to open the sanction and then click on Generate bill no, to add the deductions.

Half Sanction DDA Sanction

All	Sanction Number	Sanction Date	Scheme	DDO	PAO	Amount	View File
<input checked="" type="checkbox"/>	SHARATI TULI'S NIL BILL	14/07/2017		330702 - PWD, Department of Expenditure	11/2018 - 04/2018, New Delhi	0.00	File not exists

Generate Bills Return Sanction To PD

Bill number will be generated automatically by the system. DDO can also take a print out of bill.

Public Financial Management System-PFMS
O/e Controller General of Accounts, Ministry of Finance

SHARATI TULI
User Type: DDO
Financial Year: 2017-2018
11/11/2018
11:49:36 AM

Generate Bills

Sanction No: Sanction Status: DDOReleased

From Date: (dd/mm/yyyy) 01/04/2017 To Date: (dd/mm/yyyy) 17/07/2017

Sanction Amount: Scheme: -AS-

PD Username:

Search Reset

For Bills to be generated without deduction click on checkbox and then on Generate bills.
For bills with deduction Click on sanction no to open the sanction and then click on Generate bill no, to add the deductions.
Bill(s) has been generated successfully.

Sanction Number	Bill Number
SHARATI TULI'S NIL BILL	00000000

Half Sanction DDA Sanction

No Record Found

Generated Bill Numbers By Sanction Number:

NOTE : The second accounting entry under '007101500010000' of equal amount 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".

Register / Track Issue

Account Details:

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	External PAO	Available Budget
029 - Pensions		0071011170100 - GOVERNMENT CONTRIBUTION	04 - PENSIONARY CHARGES	S - VOTED	5000		1

Bill Details:

Bill Number: CP00000009 Bill Date: 20/07/2017

Deduction Summary:

DeductionType	Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Deduction Amount	Budget
Others	NO RECEIPT		0071013000100-SUBSCRIPTION TOWARDS NPS 2004 FOR GOVERNMENT SERVANTS	00-DEFAULT	1-RECEIPT	5000	

Vendor Details:

Sr.No	Vendor Name	Account Number	Gross Amount	Deduction Amount	Net Amount	Payee Remarks
1	NO BILL	NO BILL	5,000	5,000	0	NO BILL

Print Edit Bill Number Back

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

Grant Department (For UT Grants Only) Function Head Object Head Category Amount External PAO Available Budget

029 Pensions 0071011170100 GOVERNMENT CONTRIBUTION 04 PENSIONARY CHARGES S VOTED 5000 1

Bill Details:

Bill Number: CP00000009 Bill Date: 20/07/2017

Deduction Summary:

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Deduction Amount
NO RECEIPT		0071013000100-SUBSCRIPTION TOWARDS NPS 2004 FOR GOVERNMENT SERVANTS	00-DEFAULT	1-RECEIPT	5000.00

Close

Vendor Details:

Sr.No	Vendor Name	Account Number	Gross Amount	Deduction Amount	Net Amount	Payee Remarks
1	NO BILL	NO BILL	5,000	5,000	0	NO BILL

Print Edit Bill Number Back

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

Public Financial Management System-PFMS
D/o Controller General of Accounts, Ministry of Finance

Welcome: PANKAJ KOCHHAR
User Type: Dashboard
Financial Year: 2017-2018

11:53:11 AM

Common Search

PANKAJ KOCHHAR

The following table shows the summary of Agency according to status and type. To find out what a particular status means, take your mouse over the status name. To find the bank of Agency, click on the corresponding status.

Status	Resource Group/Status
Sanctions	Pass B Receive Sanctions
Pension	Create Advice
Bank Uploads	Forward Advice
Transfer Entry	Digital Sign Batch
Bank Reconciliation	Cheque Releasing
Employee Info. Upload	Track CPMS Transaction
Reports	Single Voucher Multiple Cheque
Bank	Download Advice TS

Agency Bank Account Validation Status

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"**.

On receiving a sanction, token number will be generated automatically by the system.

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

Sanctions > Pass Bills

Public Financial Management System-PFMS
 O/o Controller General of Accounts, Ministry of Finance
 (Sanction PFMS)

Welcome: PANKAJ KOCHHAR
 User Type: Darbhanga
 Financial Year: 2017-2018

11:56:01 AM

Common Search

Home
 BharatKash
 CAR Reports
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 Reprocessed Transaction
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 Penalties
 Self Uploads
 Transfer Entry
 Bank Reconciliation
 Employee Info. System
 Reports
 Bank
 Register/ Track Issues

Sanctions

Business Sanctions
 Pass Bills
 Create Bill
 Pass Bills

Agency Bank Account Validation Status

Forward Advice
 Digital Sign Batch
 Cheque Printing
 Track CPMS Transaction
 Single Voucher Multiple Cheque
 Household Address TF

All the sanctions as received by DH will be displayed. User can make use of search fields to trace a particular sanction.

Public Financial Management System-PFMS
 O/o Controller General of Accounts, Ministry of Finance
 (Sanction PFMS)

Welcome: PANKAJ KOCHHAR
 User Type: Darbhanga
 Financial Year: 2017-2018

11:56:33 AM

Common Search

Sanction No.:
 From Date: (dd/mm/yyyy) 01/04/2017
 To Date: (dd/mm/yyyy) 17/07/2017
 Sanction Amount:
 Scheme: -48-
 DDO: -48-
 Bill No.:
 Token No.:
 Search Reset

Sanction Status: ReceivedByDH

Sanction Details

Sanction Number	Sanction Date	Scheme	DDO	PAO	Amount	Status	Bill Number	Token Number	Token Date	View File
40CHD-2018-Sanction-18	30/04/2017	1000 - TECHNOLOGY DEVELOPMENT PROGRAMME	21999 - SECTION OFFICER (A & B) SECTION, DEPARTMENT OF EXPENDITURE, NORTH BLOCK, NEW DELHI-110001	019994 - PAO(DC), New Delhi	0000.00	ReceivedByDH	CR00000001	30	18/09/2017	File not exists
40CHD-2018-Sanction-22	01/04/2017	1000 - TECHNOLOGY DEVELOPMENT PROGRAMME	21999 - SECTION OFFICER (A & B) SECTION, DEPARTMENT OF EXPENDITURE, NORTH BLOCK, NEW DELHI-110001	019994 - PAO(DC), New Delhi	0000.00	ReceivedByDH	CR00000008	27	18/09/2017	File not exists
40CHD-2018-Sanction-06	01/04/2017	1000 - TECHNOLOGY DEVELOPMENT PROGRAMME	21999 - SECTION OFFICER (A & B) SECTION, DEPARTMENT OF EXPENDITURE, NORTH BLOCK, NEW DELHI-110001	019994 - PAO(DC), New Delhi	0000.00	ReceivedByDH	CR00000023	26	18/09/2017	File not exists
40CHD-2018-Sanction-10	01/04/2017	1000 - TECHNOLOGY DEVELOPMENT PROGRAMME	21999 - SECTION OFFICER (A & B) SECTION, DEPARTMENT OF EXPENDITURE, NORTH BLOCK, NEW DELHI-110001	019994 - PAO(DC), New Delhi	0000.00	ReceivedByDH	CR00000006	28	18/09/2017	File not exists
40CHD-2017-00-1111-07-New	14/04/2017	1000 - TECHNOLOGY DEVELOPMENT PROGRAMME	21999 - SECTION OFFICER (A & B) SECTION, DEPARTMENT OF EXPENDITURE, NORTH BLOCK, NEW DELHI-110001	019994 - PAO(DC), New Delhi	0000.00	ReceivedByDH	CR00000013	31	18/09/2017	File not exists
40CHD-2017-00-1111-07-New	14/04/2017	1000 - TECHNOLOGY DEVELOPMENT PROGRAMME	200702 - PAO, Department of Expenditure	019994 - PAO(DC), New Delhi	0.00	ReceivedByDH	CR00000040	17	17/07/2017	File not exists

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)"**

Public Financial Management System-PFMS
G/o Controller General of Accounts, Ministry of Finance

Welcome: PANKAJ KACHHAB
User Type: Designated
Project Name: 2017-2018

11:56:30 AM

Control Search

Sanction Details

Contract: 312 0079101705
Sanction Status: ReceivedByBH
Section Number: SANCTION/407/MS MS SLL
Section Date: 14/07/2017
Sanction Type: Sanction (SOG SO)
Sanction Amount: 0
JED Number: 010/407/MS MS SLL
JED Date: 14/07/2017
Plan Scheme: -
PAD: 010000 000/000, New Delhi
DDO: 00770-060, Department of Expenditure
Remarks:
Created By: shantkumar
Created On: 14/07/2017 10:46:00 AM
Modified By: pankaj.kachhab
Modified On: 13/07/2017 11:55:02 AM

Account Details

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	External PAD	Available Budget
000 - Revenue		00701117000 - GOVERNMENT CONTRIBUTION	00 - RECURRING CHARGES	0 - VOTED	000		-

Bill Details

Bill Number: 000000000
Bill Date: 13/07/2017
Token Number: 77
Token Date: 13/07/2017

Employee Info. System

Reports

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Account Details

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	External PAD	Available Budget
000 - Revenue		00701117000 - GOVERNMENT CONTRIBUTION	00 - RECURRING CHARGES	0 - VOTED	000		-

Bill Details

Bill Number: 000000000
Bill Date: 13/07/2017
Token Number: 77
Token Date: 13/07/2017

Deduction Summary

DeductionType	Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Deduction Amount	Budget
Others	000 (Revenue)		00701117000 (SUBSCRIPTION TOWARDS MS 2004 FOR GOVERNMENT PRIVATE)	00 (DEFAULT)	0 (RECEIPT)	000	

Vendor Details

Sr.No	Vendor Name	Account Number	Gross Amount	Deduction Amount	Net Amount	Payee Remarks
1	MSRLL	MSRLL	0.00	0.00	0	MSRLL

Forward To AAO (Pass) **Forward To AAO (Return)** **Back**

App Home New Tab SOMC Property Tax And Bank

164,100,129.32 says:
Are you sure you want to pass this Sanction/Bill further?

OK **Cancel**

Account Details

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	External PAD	Available Budget
000 - Revenue		00701117000 - GOVERNMENT CONTRIBUTION	00 - RECURRING CHARGES	0 - VOTED	000		-

Bill Details

Bill Number: 000000000
Bill Date: 13/07/2017
Token Number: 77
Token Date: 13/07/2017

Deduction Summary

DeductionType	Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Deduction Amount	Budget
Others	000 (Revenue)		00701117000 (SUBSCRIPTION TOWARDS MS 2004 FOR GOVERNMENT PRIVATE)	00 (DEFAULT)	0 (RECEIPT)	000	

Vendor Details

Sr.No	Vendor Name	Account Number	Gross Amount	Deduction Amount	Net Amount	Payee Remarks
1	MSRLL	MSRLL	0.00	0.00	0	MSRLL

Forward To AAO (Pass) **Forward To AAO (Return)** **Back**

System will display a message:

“Bill has been passed to AAO successfully”.

Public Financial Management System-PFMS
 O/o Controller General of Accounts, Ministry of Finance
 (Home PFMS)

Welcome: PAMEJA KODIRAM
 User Type: Shaligram
 Financial Year: 2017-2018
 11:56:21 AM

(Shaligram) Logout
 Change Password

Common Search

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 Register/ Track Issues

Sanction No:
 From Date: (dd/mm/yyyy) 01/04/2017
 To Date: (dd/mm/yyyy) 17/07/2017
 Sanction Amount:
 Scheme: -48-
 DDO: -48-
 Bill No:
 Token No:
 Search Reset

Bill has been passed to AAO successfully.

Sanction Number Sanction Date Scheme DDO PAO Amount Status Bill Number Token Number Token Date View File

ASDHO-484- Sanction-18	02/04/2017	0100 - TECHNOLOGY DEVELOPMENT PROJECTS	01000 - SECTION OFFICER (A & B SECTION) DEPARTMENT OF EXPENDITURE NORTH BLOCKS, NEW DELHI-110001	01000 - SECTION OFFICER (A & B SECTION) DEPARTMENT OF EXPENDITURE NORTH BLOCKS, NEW DELHI-110001	1500.00	ReceivedByDD	000000007	00	18/05/2017	File not exists
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Thereafter, AAO will pass the bill and forward it to PAO.

Public Financial Management System-PFMS
 O/o Controller General of Accounts, Ministry of Finance
 (Home PFMS)

Welcome: BHARATI TULI
 User Type: AssistantAccountantOfficer
 Financial Year: 2017-2018
 12:04:29 PM

(BharatiTuli) Logout
 Change Password

Common Search

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 Shortcuts
 CAM Reports
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 Sanctions
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 Transfer Entry

Sanctions
 Payments
 Transfer Entry

The following table shows the summary of Agency according to status and type. To find out about a particular status record, click your mouse over the status name. To find the details of agency in a status, click on the corresponding status.

Agency Bank Account Validation Status

Public Financial Management System-PFMS
 O/o Controller General of Accounts, Ministry of Finance
 (Home PFMS)

Welcome: BHARATI TULI
 User Type: AssistantAccountantOfficer
 Financial Year: 2017-2018
 12:04:51 PM

(BharatiTuli) Logout
 Change Password

Common Search

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 Register/ Track Issues

Sanction No:
 From Date: (dd/mm/yyyy) 01/04/2017
 To Date: (dd/mm/yyyy) 17/07/2017
 Sanction Amount:
 Scheme: -48-
 DDO: -48-
 Bill No:
 Token No:
 Search Reset

Sanction Number Sanction Date Scheme DDO PAO Amount Status Bill Number Token Number Token Date View File

000000007	02/04/2017	0100 - TECHNOLOGY DEVELOPMENT PROJECTS	01000 - SECTION OFFICER (A & B SECTION) DEPARTMENT OF EXPENDITURE NORTH BLOCKS, NEW DELHI-110001	01000 - SECTION OFFICER (A & B SECTION) DEPARTMENT OF EXPENDITURE NORTH BLOCKS, NEW DELHI-110001	1500.00	ReceivedByDD	000000007	00	18/05/2017	File not exists
-----------	------------	--	--	--	---------	--------------	-----------	----	------------	-----------------

164.100.129.32 says:

Are you sure you want to pass this Sanction/Bill further?

OK **Cancel**

Account Details

Grant	Department (For HT Grants Only)	Function Head	Category	Amount	External PAF	Available Budget
HT / Housing				10000000	0	0000

BILL Details

Bill Number: CP00000400 Bill Date: 11/07/2017

Tollax Number: 77 Token Date: 11/07/2017


Deduction Summary:

Deduction Type	Grant	Department (For HT Grants Only)	Function Head	Object Head	Category	Deduction Amount	Budget
Others	HQ (Housing)		HR/PYU/HQS/USC/UBS/CAP/Ten Toward HQ 2004-PDR-System/MSB/Servants(T)	(04)DBR(AA)	(1)G(4)PT	0000	

Voucher Details:


Sr.No	Vendor Name	Account Number	Gross Amount	Deduction Amount	Net Amount	Payee Remarks
1	MARLL	MARLL	2,000	0000	2	m2016

Forward To PAF (Pass) **Forward To PAF (Reject)** **Back**



Public Financial Management System-PFMS
 D/o Controller General of Accounts, Ministry of Finance
(Version 2.0000)

Welcome: SMARTS TULLI
 User Type: AssistantAccounts/Office
 Financial Year: 2017-2018



12:05:30 PM

Home

SmartDash

CAP Reports

My Account

Budget

Represented/Full Transaction

Sanctions

Payment

Transfer Entry

Bank Reconciliation

Employee Info. System

Reports

Agency Monitor Data

Register / Track Issue

Sanction No.

From Date : (dd/mm/yyyy)

Sanction Amount :

Scheme :

DDO :

B-I No. :

Sanction Status :

To Date : (dd/mm/yyyy)

Token No. :

Bill has been passed to PAO successfully.

[Click here to see voucher details](#)

Self Sanction
TAA Sanction

Sanction Number	Sanction Date	Scheme	DDO	PAO	Amount	Status	Bill Number	Token Number	Token Date	View File
9008	18/05/2017	5396 - Corporation	233503 - SECTION OFFICER (A & B) SECTION, DEPARTMENT OF EXPENDITURE, NORTH BLOCK, NEW DELHI-110001	010998 - PAO(DCE), New Delhi	11000.30	Ready to Bill	CR90000923	62	18/05/2017	File View

After the bill has been passed by AAO, it will be available at PAO user.

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

Public Financial Management System-PFMS
 O/o Controller General of Accounts, Ministry of Finance
 (Since 1996)

Welcome: PANKAJ KOCHHAR
 User Type: RAO
 Financial Year: 2017-2018
 12:07:58 PM

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Sanction Status

Type

No. of Sanctions

Multi-headed

Transfer (2000 R/L)

3

Sanctioned

Expenditure (2000 R/L)

4

Sanctioned

Expenditure

3

Sanctioned

Expenditure (2000 R/L)

11

Sanctioned

Expenditure

5

Sanctioned

Expenditure

3

Sanctioned

Expenditure (2000 R/L)

3

Sanctioned

Expenditure (2000 R/L)

33

Sanctioned

Expenditure

5

Sanctioned

Expenditure (2000 R/L)

10

Public Financial Management System-PFMS
 O/o Controller General of Accounts, Ministry of Finance
 (Since 1996)

Welcome: PANKAJ KOCHHAR
 User Type: RAO
 Financial Year: 2017-2018
 12:08:03 PM

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Sanction No.

From Date : (dd/mm/yyyy)

Sanction Amount

Scheme

DDO

Bill No.

Token No.

Sanction Status

To Date : (dd/mm/yyyy)

Search

Reset

Sanction Number

Sanction Date

Scheme

DDO

Amount

Status

Bill Number

Token Number

Token Date

View File

SACTION/1407/MS RL 804

14/07/2017

200702 - RAO, Department of Expenditure

500

PassedByRAO

020000406

77

13/07/2017

File not found

Public Financial Management System-PFMS
 O/o Controller General of Accounts, Ministry of Finance
 (Since 1996)

Welcome: PANKAJ KOCHHAR
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 Financial Year: 2017-2018
 12:08:00 PM

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Sanction Details

Sanction Number

Sanction Type

DDO Number

Plan Scheme

DDO

Sanction Status

Sanction Date

Sanction Amount

WD Date

PWD

Remarks

Created By

Modified By

Created On

Modified On

Grant

Department (For IIT Grants Only)

Function Head

Object Head

Category

Amount

External PAO

Available Budget

500 - Revenue

2007020200 - GOVERNMENT CONTRIBUTION

54 - NON-DONOR CHARGES

5 - NOTED

5000

Bill Details

Bill Number

Token Number

Bill Date

Token Date

020000406

77

13/07/2017

13/07/2017

14

The screenshot shows the PFMS interface with a sidebar on the left containing navigation links like Home, Master, Budget, Payments, Pre-Check, and Compilation. The main area displays a 'Voucher Details' form. At the top, there are fields for 'Sanction No.' and 'Sanction Date'. Below these, a table shows the 'Sanction Number' as 'SANCTION/STOPS NO. BUL' and the 'Voucher Number' as 'VSA'. A 'Close' button is located at the bottom of the table.

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

This screenshot shows the 'Compilation' menu in the PFMS interface. The 'CMP-02 - Compilation Sheet' option is highlighted. Other options in the menu include CMP-01 - Instrument Wise Accounting Details, CMP-03 - Classified Abstract Report, CMP-04 - Major Head Wise Total Report, CMP-05 - Object Head Wise Report of Schemes/States, CMP-06 - Date Wise Transfer Entry Summary, and CMP-07 - Cancellation/No-issue Register.

The screenshot displays the 'CMP-02 - Compilation Sheet' configuration screen. It includes fields for 'Fund/Category' (013 - EXPENDITURE), 'AO' (015954 - PAO(DE), New Delhi), 'DDO' (200703 - PAO, Department of Expenditure), 'Report Type' (Transfer Entry, Voucher, Draft, Receipt), 'Financial Year' (2017-2018), 'From Date' (14/07/2017), and 'To Date' (17/07/2017). A 'View Report' button is at the bottom.

Compilation Sheet For Voucher Entries													
Control No:	013 - EXPENDITURE												
PAO:	020954 - PAO(DR), New Delhi												
Period:	14-07-2017 To 17-07-2017			Figures In:			Actuals						
Voucher Number	Voucher Date	BILL Number	Voucher Amount	Grant No	Func Head	Object Head	Category	EXT. PAO	Receipts (Category-1)	Charged	Voted	Public Account Receipt (Category-6)	Public Account Payment
Grand Total:									5,000.00	0.00	0.00	0.00	0.00
DDO wise Total:									5,000.00	0.00	0.00	0.00	0.00
DDO : PAO, Department of Expenditure - [100792]													
V54	17-07-2017	CP00000400	5,000	900	SUBSCRIPTION TOWARDS NPS 1004 FOR GOVERNMENT SERVANTS [0071013000100]	DEFAULT [00] RECEIPT [1]			5,000.00	0.00	0.00	0.00	0.00

View Report													
Voucher Number	Voucher Date	BILL Number	Voucher Amount	Grant No	Func Head	Object Head	Category	EXT. PAO	Receipts (Category-1)	Charged	Voted	Public Account Receipt (Category-6)	Public Account Payment
Grand Total:									5,000.00	0.00	0.00	0.00	0.00
DDO : PAO, Department of Expenditure - [100792]													
V54	17-07-2017	CP00000400	5,000	900	SUBSCRIPTION TOWARDS NPS 1004 FOR GOVERNMENT SERVANTS [0071013000100]	DEFAULT [00] RECEIPT [1]			5,000.00	0.00	0.00	0.00	0.00
				088	GOVERNMENT CONTRIBUTION [207101170100]	PENSIONARY CHARGES [04]	VOTED [5]		0.00	0.00	0.00	0.00	0.00

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:

Financial Management System-PFMS
General of Accounts, Ministry of Finance

Welcome: PANKAJ KODHAR
User Type: PD
Financial Year: 2017-2018

02:44:25 PM

[Logout] Logout
Change Password

Help

Common Search

Payee Details

Controller: 013-EXPENDITURE
Sanction Number: test/NE/7717
Sanction Type: Expenditure (DDO B/L)
IPD Number: test/NE/7717
Plan Scheme: -
DOO: 215WS-SECTION OFFICER (A & B SECTION),DEPARTMENT OF EXPENDITURE,NORTH BLOCK,NEW DELHI-110001

Sanction Status: Created
Sanction Date: 07/07/2017
Sanction Amount: 0
IPD Date: 07/07/2017
PAID: 015954-PAID(DP), New Delhi
Remarks:

Account Details:

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	External PAID	Available Budget
010 - Department of Expenditure		205200001001 - ESTABLISHMENT	13 - OFFICE EXPENSES	B - VOTED	500		400150100

Vendor	Bank Account No	Amount	Instrument Type
Ashok	55113209545 - Ashok	0.00	* RTGS

Next

Confirm Reset Back

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”.

Financial Management System-PFMS
General of Accounts, Ministry of Finance

Welcome: PANKAJ KODHAR
User Type: PD
Financial Year: 2017-2018

02:47:54 PM

[Logout] Logout
Change Password

Help

Common Search

Payee Details

Controller: 013-EXPENDITURE
Sanction Number: test/NE/7717
Sanction Type: Expenditure (DDO B/L)
IPD Number: test/NE/7717
Plan Scheme: -
DOO: 215WS-SECTION OFFICER (A & B SECTION),DEPARTMENT OF EXPENDITURE,NORTH BLOCK,NEW DELHI-110001

Sanction Status: Submitted
Sanction Date: 07/07/2017
Sanction Amount: 0
IPD Date: 07/07/2017
PAID: 015954-PAID(DP), New Delhi
Remarks:

Account Details:

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	External PAID	Available Budget
010 - Department of Expenditure		205200001001 - ESTABLISHMENT	13 - OFFICE EXPENSES	B - VOTED	500		400150100

Vendor	Bank Account No	Amount	Instrument Type
Ashok	55113209545 - Ashok	0.00	* RTGS

Next

ePayment Details

Accredited bank : STATE BANK OF INDIA Amount : 0 Net Payable Before : Required

Party Name	IFSC Code	Party Account No	Amount	Payee Remarks	Delete
Ashok	SBIN0000001	55113209545	0	FAS	X

Note: If the IFSC Code is not automatically shown it means bank A/C is not validated. If payment process is urgent please key in the IFSC Code and process payment. Please ensure IFSC Code is correct.

Payee details has been submitted successfully...

Confirm Reset Back

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”.

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	External PAO	Available Budget
030 - Department of Expenditure		205200001001 - ESTABLISHMENT	13 - OFFICE EXPENSES	5 - VOTED	500		9985500

Bill Details:

Bill Number: CP00000067 Bill Date: 07/07/2017

Taken Number: 75 Taken Date: 07/07/2017

Deduction Summary:

Deduction Type	Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Deduction Amount	Budget
Others	030(Department of Expenditure)		205200001001(ESTABLISHMENT)	13(OFFICE EXPENSES)	5(VOTED)	500	

Vendor Details

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

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