

**File No. MF-CGA/ITD/SDTQC/A/2017-2018/2573**  
**Government of India**  
**Ministry of Finance,**  
**Department of Expenditure**  
**Office of the Controller General of Accounts**  
**IT-Division**

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3<sup>rd</sup> Floor, MLN Bhawan,  
GPO Complex, INA Colony  
New Delhi-110023  
Dated: January 16<sup>th</sup>, 2018

**Office Memorandum**

**Sub: Change in the process flow of approval of login id & DSC of Pr.AO level user in PFMS.**

As on date PFMS is functional in 476 PAOs for payments & Accounting purpose, including DBT payment. Various users viz Program Division (PDs), Drawing and Disbursing Officer (DDOs), Pay & Accounts Officer (PAOs), Pr. AO Officers(Pr.AOs) etc. are doing daily transactions through PFMS portal.

2. To facilitate the Controllers for better monitoring of the User interfaces in PFMS under their ministries, a new user level "CCA" was introduced in PFMS for Controller level users. Certain work flow was assigned to the said CCA user level which was circulated vide this office O.M. No.C-13015(375)/MFCGA/PFMS-PMIG/2016-17/1027 dated 10-02-2017(Copy enclosed).

3. In continuation of the same the following two process flows have also been changed and assigned to CCA level user:

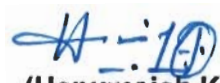
- A. Approval of registration of Pr.AO level User by CCA Level User, which was earlier being done by PFMS.
- B. Approval of Enrolled DSC of Pr.AO level user by CCA level User, which was earlier being done by PFMS.

4. To use the above functionality, CCAs/CAs will be required to register in the PFMS portal for creation of "CCA" level user, if not created already.

5. A user manual of the above functionality is enclosed herewith for the guidance of the users. This user manual is also available on CGA's website in "Other Books Manuals and Forms" under 'Publications'.

6. It is requested that the concerned users of Principal Accounts Office, CCA/CA level user may be educated accordingly. For any support related issues in this regard the helpdesk may be contacted at 011-24665410, 24665411 or at email pao2000@nic.in.

This issues with the approval of the competent authority.

  
(Hanumaiah K.)  
**Asstt. Controller General of Accounts**  
**(ITD)**

To,

- 1. All Pr.CCAs/CCAs/CAs with independent charge. (through uploading of this O.M. on CGA website)
- 2. Sr.T.D. NIC-PFMS with the request to deploy the CCA level user utility on production server.
- 3. Sr.A.O. (ITD) for uploading of this O.M. on CGA website and user manual in other Books Manual and Forms under Publications.
- 4. PS to Jt.CGA(ITD).
- 5. PS to Dy.CGA(ITD).

## USER MANUAL FOR APPROVAL LOGIN ID & DSC OF Pr.AO LEVEL USER BY “CCA” LEVEL USER

### A. APPROVAL OF REGISTRATION OF “Pr.AO LEVEL USER”:

Registration of “Pr.AO level User” will approved by CCA level user of concerned Chief Controller/Controller of Accounts of the Ministries

Go to Menu “**USER MASTER**” > “**MANAGE USER**”

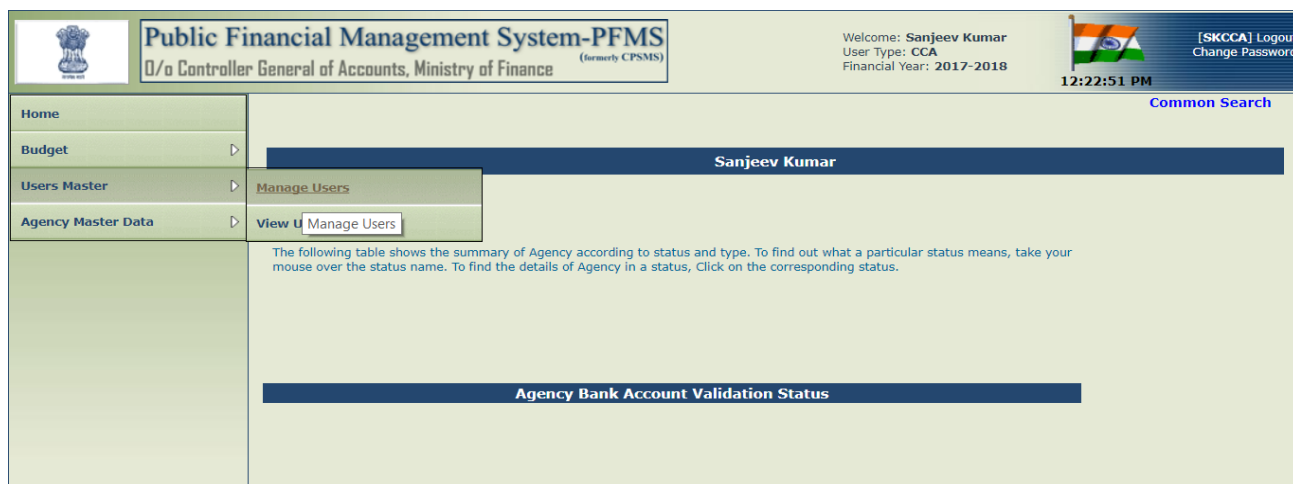


Fig.-01

From the list under Login Name Click on the hyperlink to see the details of user required to be approved. The details of the user will come on the screen:

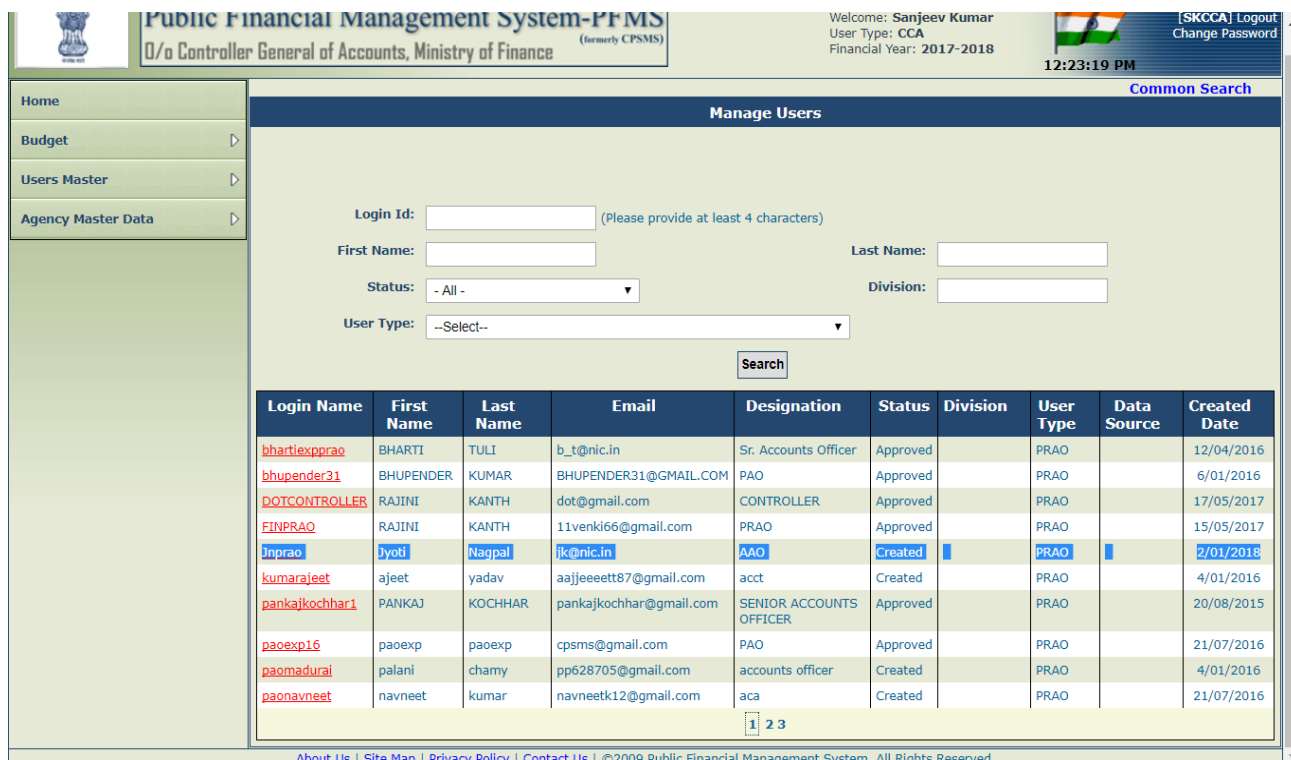



Fig.-02

On clicking at the blue hyperlink under login name user can view the details and have an option for approval/rejection of user id.



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

Welcome: Sanjeev Kumar  
User Type: CCA  
Financial Year: 2017-2018

[SKCCA] Logout  
Change Password

12:23:29 PM

[Common Search](#)

**User Details**

Login ID: Jnpao  
Controller: EXPENDITURE  
First Name: Jyoti  
Last Name: Nagpal  
Phone: 645563453  
Mobile No:  
Email: jk@nic.in  
Designation: AAO  
Status: Created  
Created By: Jnpao  
Created Time: 1/2/2018 12:20:33 PM


[Back](#)

**Pending Requests For This User**

Login Name	First Name	Last Name	Phone No	Mobile No	Email	Designation	Division	User Type	Created Date
Jnpao	Jyoti	Nagpal	645563453		jk@nic.in	AAO		PRAO	2/01/2018

Fig.-03

As the user will press the **“APPROVE”** Button, The system will appear the message **“Request approved successfully”**.



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

Welcome: Sanjeev Kumar  
User Type: CCA  
Financial Year: 2017-2018

[SKCCA] Logout  
Change Password

12:23:41 PM


[Common Search](#)

**Approve/ Reject User**

Edited By: Jyoti Nagpal ( Phone : 645563453 )  
Login Id: Jnpao  
Controller: EXPENDITURE  
First Name: Jyoti  
Last Name: Nagpal  
Phone: 645563453  
Email: jk@nic.in  
Designation: AAO  
Status: Created  
Created By: Jnpao  
Created Time: 1/2/2018 12:20:32 PM  
Remarks: approved


[Approve](#) [Reject](#) [Defer Decision](#) [Back](#)

Fig.-04



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

Welcome: **Sanjeev Kumar**  
 User Type: **CCA**  
 Financial Year: **2017-2018**

  
 12:23:52 PM

[\[SKCCA\] Logout](#)  
[Change Password](#)

Home  
 Budget  
 Users Master  
 Agency Master Data

User Details

**Request approved successfully**


Login ID: Jnprao  
 Controller: EXPENDITURE  
 First Name: Jyoti  
 Last Name: Nagpal  
 Phone: 645563453  
 Mobile No:  
 Email: jk@nic.in  
 Designation: AAO  
 Status: Approved  
 Created By: Jnprao  
 Created Time: 1/2/2018 12:20:33 PM  
 Modified By: SKCCA  
 Last Modified: 1/2/2018 12:23:50 PM

[Disable](#)
[Back](#)

Fig.-05


## B. MASTER MODULE FOR APPROVAL OF DIGITAL SIGNATORY CERTIFICATES (DSCS) ENROLLED BY CONCERNED Pr.AO.

To approve Digital Signatory Certificate go to Menu **“Agency Master Data”** > **“DSC Management”** > **“Approve DSC”**. Select DSC to be approved and choose **“Approve”** button. A message **“Approved”** will appear at top of the screen.



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

Welcome: **Sanjeev Kumar**  
 User Type: **CCA**  
 Financial Year: **2017-2018**

  
 12:40:54 PM

[\[SKCCA\] Logout](#)  
[Change Password](#)

Home  
 Budget  
 Users Master  
 Agency Master Data


Sanjeev Kumar

DSC Management  
 Approve DSC  
 DeActivate DSC


The following table shows the summary of DSCs. To find out what a particular status means, take your mouse over the status name. To find out what a particular status means, take your mouse over the status name. To find out what a particular status means, take your mouse over the status name.

Agency Bank Account Validation Status

Fig.-06


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

Welcome: Sanjeev Kumar  
 User Type: CCA  
 Financial Year: 2017-2018

  
 12:41:19 PM

[\[SKCCA\] Logout](#)  
[Change Password](#)

[Common Search](#)


[Home](#)  
[Budget](#)  
[Users Master](#)  
[Agency Master Data](#)

**Digital Signature Approval**


<input checked="" type="checkbox"/>	User Name	Enrolled Date	Owner Name	Owner Organization	PAO	DDO	Issuer Organization	Valid From	Valid Upto	Registration From	Registration Upto	Status
<input checked="" type="checkbox"/>	<a href="#">Incras</a>	02/01/2018 12:40:07	SEEMA	OFFICE OF CGA MINISTRY OF FINANCE.			Gujarat Narmada Valley Fertilizers and Chemicals Limited	12/01/2016	08/01/2018	12/01/2016	08/01/2018	Created

Reason For Rejection:

Fig.-07


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

Welcome: Sanjeev Kumar  
 User Type: CCA  
 Financial Year: 2017-2018

  
 12:41:33 PM

[\[SKCCA\] Logout](#)  
[Change Password](#)

[Common Search](#)

[Home](#)  
[Budget](#)  
[Users Master](#)  
[Agency Master Data](#)

**Digital Signature Approval**

**Approved**

No Record Found

Fig.-08

To deactivate approved DSC go **“Agency Master Data” > “DSC Management” > “Deactivate DSC”**. Select DSC to be deactivated and select reasons from drop down list. Click **“Deactivate Button”**. A message **“Deactivated Successfully”** will appear at top of the screen. Screen will appear as figure shown below.

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

Welcome: Sanjeev Kumar  
User Type: CCA  
Financial Year: 2017-2018

12:45:21 PM [SKCCA] Logout Change Password

Home Budget Users Master Agency Master Data

Digital Signature Deactivate  
Deactivated successfully

	User Name	Enrolled Date	Owner Name	Owner Organization	PAO	DDO	Issuer Organization	Valid From	Valid Upto	Registration From	Registration Upto	Approved By	Approved Date	Status
<input type="checkbox"/>	shoraa	02/01/2018 12:40:07	SEEMA	OFFICE OF CGA MINISTRY OF FINANCE			Gujarat Namada Valley Fertilizers and Chemicals Limited	12/01/2016	08/01/2018	12/01/2016	08/01/2018	SKCCA	02/01/2018 12:41:32	Approved

Deactivate Reason For Deactivation: --Select--

Fig.-09

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

Welcome: Sanjeev Kumar  
User Type: CCA  
Financial Year: 2017-2018

11:43:05 AM [SKCCA] Logout Change Password

Home Budget Users Master Agency Master Data

DSC Management Approve DSC Deactivate DSC

The following table shows the sum of the corresponding status.

Deactivate DSC

Agency Bank Account Validation Status

Fig.-10

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

Welcome: Sanjeev Kumar  
User Type: CCA  
Financial Year: 2017-2018

11:44:03 AM [SKCCA] Logout Change Password

Home Budget Users Master Agency Master Data

Digital Signature Deactivate

	User Name	Enrolled Date	Owner Name	Owner Organization	PAO	DDO	Issuer Organization	Valid From	Valid Upto	Registration From	Registration Upto	Approved By	Approved Date	Status
<input checked="" type="checkbox"/>	shoraa	02/01/2018 12:40:07	SEEMA	OFFICE OF CGA MINISTRY OF FINANCE			Gujarat Namada Valley Fertilizers and Chemicals Limited	12/01/2016	08/01/2018	12/01/2016	08/01/2018	SKCCA	02/01/2018 12:41:32	Approved
<input type="checkbox"/>	shoraa	01/01/2018 14:32:55	Nearaj	PFMS Development Team 3rd Floor, Shivaji Stadium Annex, Coimbatore				18/08/2017	18/08/2019	18/08/2017	18/08/2019	SKCCA	01/01/2018 15:00:08	Approved

Deactivate Reason For Deactivation: --Select--  
--Select--  
User Not Authorized

Fig.-11