No. I-115/MF.CGA/ITD/2017-18/468 – 481

Government of India
Ministry of Finance, Department of Expenditure
Controller General of Accounts

Mahalekha Niyantrak Bhawan, New Delhi
Dated, 03rd July 2017

Office Memorandum

Subject: **Delineation of roles of IT Division and PFMS for implementation of tasks outlined in 2nd December 2014 OM issued by Ministry of Finance.**

In pursuance of the OM No I-115/MFCGA/ITD/2017-18/412 dated 06th June 2017 regarding relocation of Information Technology division (ITD) of O/o CGA from Shivaji Stadium to Mahalekha Niyantrak Bhawan, the roles of IT Division and PFMS with respect to software development will be as under:

a) Activities at the conceptual stage/fresh cases

(i)   Request of ministries/departments for development of new functionalities/ modules on PFMS platform will be routed through the Technical Assistance (TA) Section of the O/o CGA for initial assessment and guidance.

(ii)   On receipt of the document from TA Section, the IT Division will prepare a detailed activity chart and process flow, which will be shared with PFMS/NIC and TA Section.

(iii)   Based on activity chart and process flow, PFMS/NIC will prepare SRS for the same and share with ITD for scrutiny and vetting.

(iv)   The vetted SRS document will be returned to PFMS/NIC for initiating development along with timelines. PFMS/NIC and ITD will interact regularly during development stage to eliminate any gap in understanding of requirements.

(v)   On completion of the development work, PFMS/NIC will conduct alpha testing or system level testing. The utility will then be kept online for User Acceptance Test (UAT) by IT Division and concerned users. After successful testing report from ITD, the software will be placed online by PFMS/NIC.

(vi)   The sensitization, training and handholding to be done for the users on the developed application will be carried out by the Training Wing of ITD or any other agency/Institution nominated by it. The roll out will be effected by utilizing the services of the Master Trainers developed by ITD during the testing phase and involvement of representatives of the user departments.

(vii)   The implementation and roll out of the application will be done by the IT Division in the manner decided in consultation with the user departments.

b) Activities already under development

(i)   The software applications for which development activities are already underway but the process flow has not yet been defined and approved by the TA Section and communicated by the IT Division will also have to adhere to the procedure enunciated in the OM No. S-11012/e-payment-PFMS/9(4)/TA-II/206-17/251 dated 22nd March 2017 and the OM No. S-11012/e-payment-PFMS/9(4)/TA-II/206-17/553 dated 7th June 2017. However, if the development work has been completed without preparing the SRS, the SRS will be prepared by PFMS/ NIC for which ex-post facto approval will be sought from TA Section. UAT, Training, and roll out in such cases will be done as per guidelines mentioned in point (a) above.

c) Development activities completed but testing is to be carried out

(i)   In all such cases where development activities have been completed but testing is yet to be carried out, NIC after the successful alpha testing, will place the utility/application on UAT server for online testing and roll out by IT Division. However, if the development has taken place without preparing the SRS, the SRS will be prepared by the NIC Division and communicated for obtaining ex-post facto approval of TA Section.

The above instructions shall be applicable to all modules outlined in OM dated 2nd December 2014, including the modules of PAO, CDDO, EIS, NTRP etc.

This issues with the approval of Controller General of Accounts.

(Hanumaiah K)
Assistant Controller General of Accounts

To

Pr. CCAS/CCAs/CAs (with independent charge)
All Joint CGAs/Dy CGAs/ACGAs
DDG, NIC
Sr. TD, NIC
PPS to CGA
PPS to Addl. CGAs
Sr. AO(ITD) for uploading on CGA's website.