

**Government of India
Ministry of Finance
Department of Expenditure
Controller General of Accounts
IT Division**

No. MF.CGA/ITD-SPC/Password Policy/2012-13(Pt.File)/2329 Dated. 27.12.2018

OFFICE MEMORANDUM

Subject: Guidelines for IT platforms and Revised Password Policy for online Payments under Civil Accounts Organization.

In Supersession of this office earlier OM No.MF.CGA/ITD-SPC/Password Policy/2012-13/08:43 dated 17th April 2014 the following password policy is enunciated with immediate effect in order to ensure more secure environment for online payments processing, under Civil Accounts Organization.

1. Password should be of length of minimum 8 and maximum 10 characters.
2. Password mandatorily should include both special as well as Alpha numeric characters.
3. Password should not have the similarity with user name or part of the user name.
4. To ensure that only the User knows the password he/she should change the password at the time of the first Login into the system.
5. User needs to change password every few weeks as the system automatically prompts for the change in password and does not allow Login without changing the password.
6. A new user is created in PFMS only with the approval of authority which has been authorised for the same by system configuration.
7. In case the user is transferred/leaves the office the responsibility rests with the approving authority to disable the User ID.
8. The CCA level user access facilitates MIS at the apex level, which can work as a deterrent to the unscrupulous elements and all the users approved at various levels should be closely monitored as such.
9. The I Key of the Pr. AO has to be invariably approved by the CCA, whereas I Key of PAOs by Pr. Accounts Officers and for the CDDOs by PAOs, thus ensuring a check and balance accordingly. The Timeout procedure for inserting the I Key for every session has been made in PFMS.
10. The password and user name should not be shared with anyone by the owner and any legal issue arising out of sharing the password/user name shall be the liability of the owner.
11. The digital signature key used at various level in PFMS is not to be shared with anyone by the person in whose name the key has been issued and any loss/theft thereof should be immediately reported to senior officials and the same should be disabled on PFMS immediately.
12. Any legal issue arising because of sharing of digital signature key shall be the liability of the owner of digital signature key.

13. All guide lines stipulated to be followed for making payments should be strictly adhered to and verification against physical documents should be done at all levels unless stipulated by explicit directions for use of electronic mediums.
14. In case of any suspicion of the password being compromised, it must be changed immediately by logging into PFMS portal.
15. Going forward, GOV/NIC domain email ids are mandatory to register on PFMS portal to perform any part of treasury function for the Government of India, all current users making use of Non-GOV/Non-NIC email ids to register on PFMS are supposed to obtain the same at earliest and register using the same. All other ids not using GOV/NIC domain emails for registering on PFMS shall be disabled with effect from 01st February, 2019

This issues for adherence to the above stipulations by the users.



(Anupam Raj)

Asstt. Controller General of Accounts

To

All Pr. CCAs/CCAs/CAs with independent charge