

NO. C-13015(375)/MFCGA/PFMS-PMIG/2015-16/191-212

Ministry of Finance, Department of Expenditure  
Office of the Controller General of Accounts  
(PFMS Project Office)  
Shivaji Stadium, New Delhi

Office Memorandum

Dated July 5, 2016

A reference is invited to this office O.M. No.I-115/MF/CGA/ITD/2014-15/558 dated September 24, 2015 and subsequent OMs regarding roll out of payment and accounting module of PFMS in Pay & Accounts Offices. The programme has so far been rolled out in 242 PAOs.

2. It has now been decided to roll out the enhanced PFMS in 107 more PAOs located in different states of India with effect from 1<sup>st</sup> August, 2016 (**Annexure-1 and 2**). Each of these PAOs will be assigned a Key Resource Person (KRP) selected from the ongoing training/sensitization of PFMS, who shall support the PAO in completing the preparatory activities and also for running the application during the initial period of implementation.

3. Practical trainings of the staff and officers of the PAOs located in Delhi/NCR, UP, Kerala, Tamil Nadu, Jammu, Uttarakhand, Maharashtra and West Bengal selected for roll out of PFMS from 1<sup>st</sup> August, 2016 and sensitization programmes for their DDOs/PDs have already been conducted in February/March, 2016. Practical training for PAOs located in Bihar, Jharkhand, Goa, Andhra Pradesh, Orissa, Chhattisgarh, Madhya Pradesh and Gujarat and sensitization programmes for their DDOs/PDs are being organized in July, 2016.

4. **Annexure-3** provides the list of **preparatory activities** to be completed by Pr.AOs and PAOs before 31<sup>st</sup> July, 2016 for smooth roll out of PFMS from 1<sup>st</sup> August 2016. **PAOs are also advised to carefully go through the "Steps for implementation of PFMS in new PAOs" published in the website of CGA (cga.nic.in) under IT DEVELOPMENT AND SYSTEMS/IT related Orders and Circulars New and complete all the steps well before end of this month i.e. before 31<sup>st</sup> July, 2016.**

5. For activation of **Bank Accounts** of PAO and Cheque Drawing DDOs (separately for each CDDO) under their jurisdiction, the PAO may login with his user id (after approval by Pr.AO) and select the form **Masters>ADD PAO/CDDO Bank Account** from the menu on the left side and fill in all the columns then press the button 'Add Account Details' first for PAO & then for CDDOs. This process may please be started immediately from the date of issue of this OM. A screen shot of the menu is enclosed as **Annexure-4**.

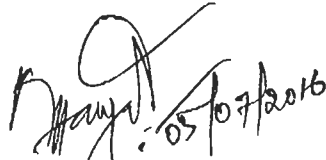
6. The entire **process flow** of the PFMS for processing of generation of sanctions and bills at Programme Division/head of Office/DDO and the processing of bills in PAO is elaborated at **Annexure-5**.

7. Principal Accounts Offices not already having their **user-id** approved on PFMS may send user details in the form at **Annexure-6 duly signed** for approval.

8. For the roll out PAOs from 1<sup>st</sup> August, 2016, Pre-check module of **COMPACT package will be blocked** (except for salaries, GPF and pension). Therefore, the PAOs need to ensure that all the bills received from DDOs in July (i.e. up to 31<sup>st</sup> July, 2016) are cleared till the end of July, 2016. All the bills received by PAO from 1<sup>st</sup> August, 2016 will be processed online on PFMS at all levels viz. generation of sanction by Programme Division/Head of Office, generation of bill by DDO and bill passing and payment by PAO.

9. The concerned Pr. CCAs/CCAs/CAs (independent charge) are requested to issue necessary instructions to their Pr.AO and the selected PAOs to complete the pre-requisite activities before 31<sup>st</sup> July, 2016 as also to co-ordinate with the respective Heads of offices and DDOs and guide them in completion of the activities required on their part.

This issues with the approval of CGA.

  
(K V Hamza)  
Sr. Accounts officer (ITD/PFMS-PMIG)

To

1. The Pr. Chief Controller of Accounts, Central Board of Excise & Customs, AGCR Building, New Delhi.
2. The Pr. Chief Controller of Accounts, Ministry of Home Affairs, North Block New Delhi.
3. The Pr. Chief Controller of Accounts, Central Board of Direct Taxes, Lok Nayak Bhavan, New Delhi.
4. The Pr. Chief Controller of Accounts, Ministry of Shipping and Ministry of Road Transport and Highways, IDA Building, Jamnagar House, New Delhi.
5. The Financial Adviser, Election Commission of India, Nirvachan Sadan, Ashoka Road, New Delhi
6. The Chief Controller of Accounts, Ministry of Agriculture, Krishi Bhawan, New Delhi.
7. The Chief Controller of Accounts, Ministry of Finance, New Delhi.
8. The Chief Controller of Accounts, Ministry of Information & Broadcasting, New Delhi
9. The Chief Controller of Accounts, Ministry of Law & Justice and Ministry of Corporate Affairs Lok Nayak Bhavan, New Delhi.
10. The Chief Controller of Accounts, Ministry of Steel & Mines, Udyog Bhavan, New Delhi.
11. The Chief Controller of Accounts, Ministry of Human Resource Development, Ministry of Culture, and Ministry of Women & Child Development, Shastri Bhawan, New Delhi.

12. The Chief Controller of Accounts, Ministry of Urban Development, Nirman Bhavan, New Delhi.
13. The Chief Controller of Accounts, Ministry of Rural Development and Ministry of Drinking Water & Sanitation, Krishi Bhawan, New Delhi – 110001.
14. The Controller of Accounts, Ministry of Water Resources, New Delhi
15. The Controller of Accounts, Ministry of Coal, Shastri Bhawan, New Delhi.
16. The Controller of Accounts, Ministry of Labour and Employment, Shram Shakti Bhawan, New Delhi.
17. The Controller of Accounts, Ministry of Science & Technology, Technology Bhavan, Qutab Institutional Area, New Mehrauli Road, New Delhi.
18. The Controller of Accounts, Ministry of Environment & Forest, Paryavaran Bhavan, CGO Complex Lodhi Road, New Delhi.
19. The Controller of Accounts, Ministry of Earth Science, New Delhi.
20. The Controller of Accounts, Ministry of Chemicals and Fertilizers, Shastri Bhawan, New Delhi – 110001

**Copy for information and necessary preparatory activities on the PFMS system:**

1. Shri Alok Verma CA, CBEC (Head of Development team of PFMS).
2. Smt. Medha Dalvi, Sr. TD, NIC-PFMS.

**Annexure-1****STATE WISE ROLL OUT PLAN FOR AUGUST, 2016**

State	No. of PAOs	Total No. of DDOs	NCDDOs
Delhi/NCR	13	226	189
Uttar Pradesh	15	344	211
Kerala	7	124	86
Bihar	4	205	136
Jharkhand	5	69	54
Goa	2	37	24
Andhra Pradesh	13	323	170
Tamil Nadu	2	129	120
Jammu	1	10	10
Uttarakhand	3	23	22
Maharashtra	14	187	140
West Bengal	3	20	16
Orissa/Chhattisgarh	4	115	77
Madhya Pradesh	9	185	88
Gujarat	12	314	259
	<b>107</b>	<b>2311</b>	<b>1602</b>

## Annexure-2

### LIST OF PAOs SELECTED FOR ROLL OUT OF PFMS from AUGUST, 2016

Sl. No.	PAO Sl. No.	Code	Description	Building	Bank	Total No. of DDOs	NCDDOs	
1		001 - AGRICULTURE						
	1	000476 - PAO (Agri-Coop), Cochin		Cochin	SBI	20	20	
2		002 - WATER RESOURCES						
	2	001954 - PAO (CWPRS), Pune		Pune	Canara Bank	4	4	
3		011 – COAL						
	3	014859 - RPAO (Coal), Dhanbad		Dhanbad	United Bank of India	1	1	
4		014 - ECONOMIC AFFAIRS						
	4	017940 - PAO, New Mint Project, Noida		Noida	SBI	2	2	
	5	017476 - PAO (ISP), Nasik Road		Nasik	SBI	3	3	
	6	017859 - PAO (CNP), Nasik Road		Nasik	SBI	2	2	
	7	017555 - PAO (BNP), Dewas		Dewas	SBI	3	3	
	8	017320 –Asstt. Director (Cost)& PAO(I.G. Mint), Hyderabad		Hyderabad	RBI	2	2	
	9	017784 - Asstt. Director (Cost)& PAO(SSP), Hyderabad		Hyderabad	RBI	2	2	
	10	017632 - PAO (SPM), Hoshangabad		Hoshangabad	SBI	2	2	
	5		016 – REVENUE					
		11	053509 - PAO (GOAW), Ghazipur		Ghazipur (UP)	Allahabad Bank	2	2
12		053401 - PAO (CBN), Gwalior		Gwalior	Allahabad Bank	21	3	
13		053586 - PAO (GOAW), Neemuch		Neemuch	Allahabad Bank	2	2	
6		018 - HOME AFFAIRS						
	14	001818 - Pay & Accounts Office, National Disaster Management Authority, NDMA Safdarjung Enclave		New Delhi	SBI	16	16	
	15	024450 - PAO, National Security Gaurd. Mehram Nagar, Near Domestic Airport		New Delhi	SBI	21	20	
	16	068447 - PAO No. IV ( Delhi Police Tiz Hazari )		New Delhi	SBI	28	28	
	17	070332 - PAO No. XVI ( Delhi Police) Man Singh Road,		New Delhi	SBI	23	23	
	18	001761 - RPAO, NSG, Kolkata		Kolkata	SBI	5	5	
	19	024886 - PAO, Shashastra Seema Bal, Lucknow		Lucknow	SBI	38	37	
	20	022878 - PAO,(IB), AGCR Building New Delhi		New Delhi	SBI	37	6	
	21	024876 - SSB, Patna		Patna	SBI	54	53	

	22	001762 - RPAO, NSG, HYD	Hyderabad	<b>SBI</b>	4	4
	23	005718 - ZPAO,SSB, Haldwani	Haldwani	<b>SBI</b>	0	0
7		<b>020 - INFORMATION &amp; BROADCASTING</b>				
	24	027752 - PAO, AIR, Akashvani Bhavan	New Delhi	<b>SBI</b>	2	2
	25	027886 - PAO, Doordarshan, Mandi House	New Delhi	<b>SBI</b>	67	67
	26	028139 - PAO (All India Radio), Lucknow	Lucknow	<b>SBI</b>	7	7
	27	028554 - PAO (AIR), Chennai	Chennai	<b>SBI</b>	56	56
	28	028660 - PAO (Doordarshan), Chennai	Chennai	<b>SBI</b>	73	64
	29	028750 - PAO (Doordarshan), Kolkata	Kolkata	<b>SBI</b>	14	10
	30	028233 - PAO (All India Radio), Mumbai	Mumbai	<b>SBI</b>	2	1
	31	028438 - PAO(All India Radio), Kolkata	Kolkata	<b>SBI</b>	1	1
	32	029100 - PAO (Doordarshan), Nagpur.	Nagpur	<b>SBI</b>	2	2
8		<b>021 - LABOUR AND EMPLOYMENT</b>				
	33	030352 - PAO,(DGMS), Dhanbad	Dhanbad	<b>Union Bank</b>	12	8
9		<b>022 - LAW &amp; JUSTICE</b>				
	34	031709 - PAO, Supreme Court of India, New Delhi	New Delhi	<b>UCO Bank</b>	2	2
10		<b>024 - ROAD TRANSPORT &amp; HIGHWAYS</b>				
	35	035036 - RPAO (NH), Lucknow	Lucknow	<b>Syndicate Bank</b>	7	7
	36	002193 - Regional Pay & Accounts Office (NH), Hyderabad	Hyderabad	<b>Syndicate Bank</b>	5	5
	37	002192 - RPAO (NH), Bhopal	Bhopal	<b>Syndicate Bank</b>	3	3
11		<b>026 - MINES</b>				
	38	036963 - PAO (GSI),Lucknow	Lucknow	<b>UCO Bank</b>	10	6
	39	037055 - PAO (GSI), Hyderabad	Hyderabad	<b>UCO Bank</b>	11	9
12		<b>028- CULTURE</b>				
	40	011309 - PAO (Archeological Survey of India), Hyderabad	Hyderabad	<b>Canara Bank</b>	27	4
13		<b>030 - URBAN DEVELOPMENT AND URBAN POVERTY ALLEVIATION</b>				
	41	042890 - PAO, Printing, Nasik	Nasik	<b>IDBI bank</b>	3	3
14		<b>035 - CBEC</b>				
	42	054825 - PAO, CEX & Customs,Lucknow	Lucknow	<b>SBI</b>	19	15
	43	052000 - PAO (Collec. of Central Excise), Kanpur	Kanpur	<b>SBI</b>	9	8
	44	053844 - PAO (Collectorate of C&CE), Merrut	Meerut	<b>SBI</b>	21	12

45	050812 - PAO (Collec. of Central Excise), Allahabad	Allahabad	<b>SBI</b>	8	5
46	051408 - PAO (Collec. of Central Excise), Cochin	Cochin	<b>SBI</b>	7	7
47	052853 - PAO (Collectorate of Customs), Cochin	Cochin	<b>SBI</b>	7	6
48	054750 - PAO, CEX & Customs Calicut	Calicut	<b>SBI</b>	7	7
49	054926 - PAO CBEC, Trivandrum	Thiruvananthapuram	<b>SBI</b>	6	6
50	052338 - PAO (Collectorate of C&CE), Patna	Patna	<b>SBI</b>	22	16
51	055140 - PAO, CEX & Customs, Ranchi	Ranchi	<b>SBI</b>	6	5
52	054876 - PAO (Central Excise & Customs), Jamshedpur	Jamshedpur	<b>SBI</b>	8	8
53	051581 -PAO, Colle. of Central Excise and customs, Goa	Goa	<b>SBI</b>	10	9
54	052425 - PAO (Collection of central excise), Pune	Pune	<b>SBI</b>	46	35
55	054975 - PAO CEX & CUSTOMS, NASIK	Nasik	<b>SBI</b>	19	18
56	054180 - PAO(Collec.of Central Excise), Aurangabad	Aurangabad	<b>SBI</b>	9	7
57	050045 - PAO, CENTRAL EXCISE & CUSTOMS, Belapur & Raigarh	Aurangabad	<b>SBI</b>	14	9
58	051743 - PAO (Collec. of Central Excise), Hyderabad	Hyderabad	<b>SBI</b>	41	39
59	055240 - PAO,CEX & Customs Tirupati	Tirupati	<b>SBI</b>	8	6
60	051659 - PAO (Collec. of Central Excise), Guntur	Guntur	<b>SBI</b>	9	7
61	053084 - PAO (Collec. of customs), Visakhapatnam	Vishakhapatnam	<b>SBI</b>	13	9
62	051070 - PAO(Central Excise Collec.), Bhubneshwar	Bhubaneshwar	<b>SBI</b>	22	16
63	054565 - PAO,(Comm.of Central Excise & Customs), Raipur	Raipur	<b>SBI</b>	14	12
64	050135 - PAO, CENTRAL EXCISE & CUSTOMS, BHOPAL	Bhopal	<b>SBI</b>	17	14
65	051830 - PAO (Collectorate of C&CE), Indore	Indore	<b>SBI</b>	13	10
66	050725 - PAO (Collectorate of C&CE), Ahmedabad	Ahmedabad	<b>SBI</b>	32	32
67	050170 - PAO, CENTRAL EXCISE, BHAVNAGAR	Bhavnagar	<b>SBI</b>	7	6
68	050275 - PAO, CUSTOMS (PREV), JAMNAGAR	Jamnagar	<b>SBI</b>	5	3
69	050982 - PAO (Central Excise Collectorate), VADODRA	Vadodra	<b>SBI</b>	25	25
70	053007 - PAO (Collec. of customs), Kandla (Gujrat)	Kandla	<b>SBI</b>	4	4
71	054347 - PAO (Collec. of Central Excise), Rajkot	Rajkot	<b>SBI</b>	15	15

	72	055210 - PAO, CEX & Customs Surat	Surat	<b>SBI</b>	19	19
	73	055405 - PAO, CEX & Customs Vapi	Vapi	<b>SBI</b>	25	25
15		<b>036 - CBDT</b>				
	74	004165 - ZAO, CBDT, Jammu	Jammu	<b>SBI</b>	10	10
	75	004164 - ZAO, CBDT, Dehradun	Dehradun	<b>SBI</b>	13	13
	76	056260 - ZAO (CBDT), Lucknow	Lucknow	<b>SBI</b>	71	36
	77	056658 - ZAO (CBDT), Allahabad	Allahabad	<b>SBI</b>	40	17
	78	004163 - ZAO, CBDT, Bareilly	Bareilly	<b>SBI</b>	32	15
	79	055940 - ZAO (CBDT), Kanpur	Kanpur	<b>SBI</b>	24	23
	80	056815 - ZAO (CBDT), Agra	Agra	<b>SBI</b>	25	16
	81	056496 - ZAO (CBDT), Meerut	Meerut	<b>SBI</b>	31	5
	82	057208 - ZAO (CBDT), Cochin	Cochin	<b>SBI</b>	60	23
	83	004178 - ZAO, CBDT, Trivandrum	Trivandrum	<b>SBI</b>	17	17
	84	055623 - ZAO (CBDT), Patna	Patna	<b>SBI</b>	110	48
	85	004189 - ZAO, CBDT, Bhagalpur	Bhagalpur	<b>SBI</b>	19	19
	86	004190 - ZAO, CBDT, Ranchi	Ranchi	<b>SBI</b>	42	32
	87	004182 - ZAO, CBDT, Panaji	Panaji	<b>SBI</b>	27	15
	88	055461 - ZAO (CBDT), Pune	Pune	<b>SBI</b>	54	29
	89	004180 - ZAO, CBDT, Nasik	Nasik	<b>SBI</b>	18	18
	90	056576 - ZAO (CBDT), Hyderabad	Hyderabad	<b>SBI</b>	155	42
	91	004179 - ZAO, CBDT, Vishakhapatnam	Vishakhapatnam	<b>SBI</b>	35	35
	92	056180 - ZAO (CBDT), Bhubaneswar	Bhubaneswar	<b>SBI</b>	55	25
	93	004172 - ZAO, CBDT, Raipur	Raipur	<b>SBI</b>	24	24
	94	055703 - ZAO (CBDT), Bhopal	Bhopal	<b>SBI</b>	99	26
	95	004173 - ZAO, CBDT, Indore	Indore	<b>SBI</b>	26	26
	96	056017 - ZAO (CBDT), Ahmedabad	Ahmedabad	<b>SBI</b>	122	70
	97	004183 - ZAO, CBDT, Baroda	Vadodra	<b>SBI</b>	18	18
	98	004184 - ZAO, CBDT, Surat	Surat	<b>SBI</b>	14	14
	99	004185 - ZAO, CBDT, Rajkot	Rajkot	<b>SBI</b>	28	28
16		<b>037 - SCIENCE AND TECHNOLOGY</b>				
	100	058374 - CPAO(Survey of India), Dehradun	Dehradun	<b>Union Bank</b>	10	9
	101	058490 - RPAO (Survey of India), Hyderabad	Hyderabad	<b>Union Bank</b>	11	6
17		<b>081 - EARTH SCIENCE</b>				
	102	000113 - PAO, IMD, M/o Earth Science, PUNE	Pune	<b>SBI</b>	8	6



18		<b>083 - CHEMICALS and PETROCHEMICALS</b>				
	103	075800 - PAO Bhopal (Gas Victims)	Bhopal	<b>SBP</b>	2	2
19		<b>084 - ELECTION COMMISSION</b>				
	104	084001 - PAO, Election Commission of India, Nirvachan Sadan	New Delhi	<b>PNB</b>	1	1
20		<b>086 - MINISTRY OF CORPORATE AFFAIRS</b>				
	105	086000 - PAO Corporate Affairs, New Delhi Paryavaran Bhavan, CGO Complex	New Delhi	<b>PNB</b>	26	21
21		<b>115 - DRINKING WATER</b>				
	106	005788 - PAO, Drinking Water, Paryavaran Bhavan, CGO Complex	New Delhi	<b>SBBJ</b>	1	1
22		<b>116 - Department of Financial Services</b>				
	107	006077 - PAO, Banking, AGCR Building New Delhi	New Delhi	<b>SBI</b>		
		<b>TOTAL</b>			<b>2311</b>	<b>1602</b>

## Preparations for roll out of PFMS to be completed before July 31, 2016

### Action by Pr.AOs

- (a) **Creation of users:** All officials working on PFMS portal have to create their user id and password to log into the system. The Principal Accounts Office will create its user on the system and send a formal request in the prescribed proforma (**Annexure-6** also available at CGA's web site) to Jt. CGA (ITD), O/o CGA, 4<sup>th</sup> Floor, B Wing, Shivaji Stadium Annexe, New Delhi - 110001. Once the user id of Pr.AO is approved by CGA, he/she would be able to approve the users created by the PAOs. Further the Pr.AO will create the users of AAO and DH of their office and also approve the same.
- (b) **DDG/Sy-I/Sy-II/Sy-III:** Pr.AOs will enter the DDG/Sy-I/Sy-II/Sy-III grants on PFMS portal as and when the same are available.
- (c) **Supplementary Grants/Re-appropriation/Surrender:** Pr.AOs to obtain DDO wise bifurcation of Supplementary Grants Re-appropriation and Surrender of funds from the Budget section of the concerned Ministry/Department and enter the details in PFMS.
- (d) **Pr.AO to approve the signatories:** Pr.AOs are required to approve the enrolment of signatures in Pay & Accounts Offices on PFMS portal so to enable them to configure the digital signatures for signatory-1 and signatory-2 for initiating e-payment.

### Action by PAOs

- (e) **Creation of users:** All officials working on PFMS portal have to create their user id and password to log into the system. The PAO will create its user on the system which will be approved by Pr.AO. The PAO in turn will approve the users of DDO and the DDO will approve the users of Programme Division (Head of Office). Further the PAO will create the users of AAO and DH of their respective office and also will approve the same.
- (f) **Bank Details:** Separate Bank Account Number for e-payment, Cheque payment and Receipts should be obtained by PAO from the eFPB/FPB of the accredited bank and the same should be entered in the relevant form (**Masters>ADD PAO/CDDO Bank Account**) on the PFMS portal. Similarly, separate Bank Account Numbers for e-payment, Cheque payment, and Receipts of CDDOs under the control of PAO should also be obtained and entered on the PFMS portal for activation on the portal and validation thereof by the respective banks.
- (g) **Data Entry of DDO-wise Budget Allocation:** The development of forms/module for entry of DDO-wise budget allocation has been completed and tested. In order to start all non-plan payments, it is imperative that all the PAOs complete data entry of DDO-wise budget allocation on the PFMS portal as they are presently doing in COMPACT and reconcile the figures with the information received by PAOs from Budget Section of the respective Ministry/Department.
- (h) **Digital Signatures:** Presently all the PAOs making e-payment through GePG have two digital signatures each. In order to ensure seamless process of online payments all PAOs can have at least three digital signatures.

- (i) **Alternate Internet Connection:** Unlike COMPACT which is a standalone system, processing of sanctions and bills through PFMS will be online. Therefore, apart from the internet connection through VPN (Virtual Private Network of CGA), every Pr.AO and PAO should have alternate internet connection so as to rule out any issue related to connectivity.
- (j) **Update 'JAVA'** on their machines so that they may not face any problem during signatory registration etc.
- (k) **Internet browsers:** PAOs to have 'Mozilla Firefox' and 'Google Chrome' browsers on each computer in addition to 'internet explorer' browser.
- (l) **Email\_id:** All the login id users viz PD/DDO/PAO/Pr.AO./DH/AAO etc. have to open an official e-mail id with 'NIC' and the same may be entered in login id creation form of PFMS.
- (m) **Guide HOOs/DDOs:** Initially the PAOs may help the Head of Office (Programme Division or PD in PFMS) in generation of few sanctions to ensure that a sanction does not include, vendors for e-payment as well as cheque payments. Separate sanction is to be generated for each type of payment.
- (n) **Sanction backlog/Advance sanction:** It has to be ensured that all Plan Sanctions generated in PFMS upto 31.7.2016 are either in 'closed' or 'Cancelled' status before switch over by PAO on 1.8.2016. It may also be ensured that no fresh sanctions are issued in advance for 1.8.2016.
- (o) **User manual:** PAOs may download the User Manual of PFMS from the website of CGA and provide a softcopy of the same to each of the Head of Office and DDOs handling non-plan payments.

#### **Action by Head of Office [Programme Division (PD)]**

- (p) **Internet Connectivity:** The system enables online sanction generation at PFMS portal by Program Division (Head of Office for non-plan payments) and online receiving of sanctions by DDO and preparation of bill on PFMS. This requires internet connectivity at the site of Head of Office as well as DDO.
- (q) **Creation of users:** All officials working on PFMS portal have to create their user id and password to log into the system. Each sanctioning authority will create a user as Programme Division (PD). The said user type 'PD' will be approved by the user type 'DDO'.
- (r) **Vendor Creation:** PDs may start creating the vendors both for e-payment as well as for cheque payments on PFMS portal so that before roll out of PFMS their account number gets validated online by the bank.
- (s) **Mapping of Vendors:** PDs may start mapping the DDOs/Vendors etc. on PFMS portal so that this exercise is completed before roll out of PFMS.

#### **Action by DDOs**

- (t) **Internet Connectivity for Head of Office and DDO:** The system enables online sanction generation at PFMS portal by Program Division (Head of Office for non-plan payments) and online downloading of sanctions by DDO and preparation of bill on PFMS. This requires internet connectivity at the site of Head of Office as well as DDO.
- (u) **Creation of users:** All officials working on PFMS portal have to create their user id and password to log into the system. The user id of user type 'DDO' will be approved by the user type 'PAO'.

**Process flow of sanctions and bills in PFMS  
(Other than Salaries, Pension and GPF)**

**A. Processes at Programme Division/head of Office (PD user):**

- (i) **Vendor/beneficiary Registration:** Before generation of sanction on PFMS, the sanctioning authority will register the particulars of each payee (including Government employees) as vendor.
- (ii) **Mapping of Vendor/beneficiary:** The vendors created in the above process, will be automatically mapped with the PD user by whom they were created. Vendors which are already available on PFMS portal (registered by any users type 'PD') may also be mapped by the different PDs with them for initiating payment to such vendors.
- (iii) **Sanction Generation:** After registration of vendor, the PD user may generate a sanction for payment (gross amount) indicating the amount payable to each payee, and the grant number, head of account to which the expenditure is debitale. Once the sanction is approved after generation, it goes online to the DDO for preparation of bill.

**B. Processes at the office of Drawing and Disbursing Office (DDO user)**

- (i) **Receiving sanction:** The sanction generated by PD user will be received online by the DDO user. The sanction, after being received by the DDO user, will not be available to PD user for editing. If necessary, the sanction may be returned to PD user by the DDO user for correction.
- (ii) **Generation of Bill:** The DDO user will generate a bill online and indicate the amount of deductions, if any, recoverable from each user under different heads of accounts.
- (iii) **Challan Entry:** All the challans in respect of non-tax receipts will be entered by the DDOs from 1st August, 2016 onwards on PFMS portal.

**C. Processes at the Pay & Accounts Office:**

- (i) **Receiving Bills by Dealing Hand:** On receipt of physical ink signed bills from DDO, the Dealing Hand (DH) in PAO will receive the bills online on PFMS. The system will automatically generate a token number for each of the bills received by DH in PAO. This may be indicated in ink on the physical bill.
- (ii) **Pre-check of bill at three levels:** The bills for which token number has been generated on PFMS will be processed for pre-check at three levels viz. DH, AAO and PAO as is being done presently in COMPACT.
- (iii) **Payment by PAO:** After passing of the bill at three levels, the PAO will authorize payment online through PFMS using digital signature.
- (iv) **Payment Scrolls:** After processing of payments through, NEFT/RTGS/ECS as the case may be, the bank will send electronic payment scrolls online on PFMS portal. The scrolls will be automatically incorporated and processed. The process of cancellation and re-issue cheque/e-payment will be carried out on PFMS portal only.

- (v) **Receipt Scrolls:** As in the case of Payment Scrolls, the bank will send receipts scrolls also in electronic format on the PFMS portal and the same will be automatically incorporated and reconciled with the challans entered by DDO on PFMS portal.
- (vi) **Physical (manual) Scrolls:** Physical (manual) scrolls, if any, in respect of receipts and cheque payments, and Daily Main Scrolls, received from the bank will be entered by the Dealing Hand manually in the screen forms provided in the Bank Reconciliation module of PFMS and the same will be approved by the AAO. **Daily main scroll will be entered before entering detailed receipt and cheque payment scrolls for a given date.** IFSC Code in respect of PAO's accredited bank as well as IFSC Code of the bank branch of the CDDOs' accredited bank will be required at the time of data entry. IFSC Code of the Focal Point Branch will be required for entering the DMS.
- (vii) **Date-wise Monthly Statement (DMS):** Date wise Monthly Statement (DMS) excluding eDMS of e-payments will also be entered by the Dealing hand in the form available in the Bank Reconciliation module and the same will be approved by the AAO.
- (viii) **Monthly Accounts:** The monthly account from August, 2016 onwards in respect of these 107 PAOs will be generated on the PFMS portal and transferred/uploaded to e-lekha directly by the PFMS.
- (ix) **List of Payments:** All the LOPs (List of Payments) of Cheque Drawing DDOs (CDDOs) will be entered by the PAOs/CDDOs on the interface being provided at the PFMS.
- (x) **Transfer Entries:** All the transfer entries will be entered by PAO in the PFMS in the interface being provided in the PFMS for this purpose.

**D. Bills of Salary, GPF and Pension:**

- (i) **Processing of Bills:** The bills of Salaries, GPF and Pension will be processed in COMPACT at all three levels and thereafter the bills will be uploaded on PFMS portal for payment processing i.e. digital signing/cheque writing etc.
- (ii) After processing of payment in respect of the above bills at PFMS, the voucher details etc. will be downloaded from PFMS and will be incorporated into COMPACT so as to facilitate up-dation of GPF/Pension module.

**E. Blocking of COMPACT:** The PAOs selected for roll out of PFMS from 1<sup>st</sup> August, 2016 will not be able to use the following modules of COMPACT as the same will be blocked:

- (i) **Pre-check module:** The pre-check module will be blocked for processing of bills except the bills of Salaries, GPF and Pension.
- (ii) **Compilation module:** All the data entry forms in compilation module will be completely blocked as the List of Payments in respect of CDDOs will also be entered on PFMS portal.

**F. PAOs not switching over to PFMS:** For all other PAOs which have not been selected for processing of payments through PFMS so far will continue to use COMPACT for payments as well as for accounting.


\*\*\*\*\*

## Annexure-4


Inbox (1,659) - kvhamza@g... x Add PAO Account Details x

https://pfms.nic.in/Administration/Master/PAOAccountDetails.aspx

Most Visited Getting Started Suggested Sites Web Slice Gallery Central Plan Scheme ... Online Payment CGA | Admin Panel

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

Welcome: KV HAMZA  
User Type: Root  
Financial Year: 2016-2017

 [hamzakv] Logout  
Change Password

### PAO Account Details

Controller Name: \* 001 - AGRICULTURE PAO Description: \* 000085-PAO(DMS), New Del

Account Type: \* --Select-- Account Number: \*

Account Holder: ☒ PAO Account ☐ CDDO Account

Bank Name: PAO Contact No.: \*

IFSC Code: \* PAO Address: \*

PAO District: \* PAO City: \*

PAO PinCode: \* E-mail Id: \*

AdhocReports

BharatKosh Report

Home

Scholarship Management

BharatKosh

CAM Reports

Masters

Users

Daily Activity

Agency

Sanctions

Sanction Custom Fields

Sanction Templates

Reports

Masters

My Schemes

Dashboards

Bank

Register/ Track Issue

Audit Trail

Bank Printing Templates

Users

DSC Management

ADD PAO/CDDO Bank Account

Details

https://pfms.nic.in/Administration/Master/PAOAccountDetails.aspx

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16-06-2016

## Annexure-6

## Form for approval/deactivation of Pr. AO User ID in PFMS

Controller Code	Controller Description	Contact Details including Address, Tel. No. And email ID of Pr.AO User	User ID/Login ID to be approved *	Reason for new User ID mentioned in Col.4	Existing user ID of Pr. AO for PFMS (Plan/ Non-Plan), if any	User ID to be deactivated/disabled	Reason for retaining multiple User Ids, if Col.4 + Col.6 > 1
1	2	3	4	5	6	7	8

Signature of Pr. AO

Name

Designation