

PUBLIC FINANCIAL MANAGEMENT SYSTEM

CCA LEVEL USER FUNCTIONALITY FOR RE-APPROPRIATION

Provision has been made available for CCA level user creation in PFMS with effect from 1st February, 2017 for doing the following type of activities in PFMS with regards to Re-Appropriation:

- A. To redirect the already entered cases of Re-Appropriation wherein changes are required due to some data entry error or due to some modifications as communicated by Ministry. At present these types of cases are being handled from backend.
- B. Approving the cases of exceptional nature viz where Re-Appropriation is being done from Supplementary & no B.E. is available etc.

CREATION OF USER ID OF CCA USER

- (a) CCA level user first needs to register himself on PFMS portal. He will open the web portal pfms.nic.in and click the option “REGISTER SANCTION ID GENERATION USERS” given below the button “LOG IN” on home page. A screen for “USER DETAILS” will appear. “CCA” is to be selected as the “Type of user “. After filling up all the personal details and other required columns, user will press the button “SUBMIT”. System will display a message “User has been saved successfully”.
- (b) Registration of CCA User on PFMS requires to be approved by PFMS office. For approval, request from concerned Principal Accounts Office, in the form of scanned copy of letter addressed to ACGA (ITD-PFMS), O/o CGA, may be forwarded to email id sys@nic.in.
- (c) Once the registration is approved by PFMS, CCA user can login the PFMS web portal. However on first login, system will ask to change the password. After the password has been changed, CCA user can log in PFMS.
- (d) For performing all the activities related to Re-Appropriation, as mentioned above, CCA user will go to:

“BUDGET” > “BE” > “MANAGE RE-APPROPRIATION”.

1. PROCESS FLOW FOR MODIFYING THE ALREADY SAVED RE-APPROPRIATION ORDER

(A) At Pr.AO. Level User

- (a) Once a Re-Appropriation order has been accepted by Principal Accounts Officer, budget provision in both the heads (From) and (to) will be updated accordingly. The system will display a message **“Successfully Passed”**.
- (b) At Pr.AO user level, an option for **“RE-INITIATION REQUEST”** under the column **“ACTION”** will be available. This option has been made available to get redirected following two kind of cases:-
 - (i) All the already entered cases of Re-Appropriation wherein changes are required due to some data entry error or due to some modifications communicated by Ministry.
 - (ii) All the cases of exceptional nature accepted/approved by CCA user.
- (c) In case any modification is required in already accepted Re-Appropriation order, PrAO user will forward the request for redirection to CCA user by pressing the button **“RE-INITIATION REQUEST”**. System will ask for confirmation of action. User will press **“OK”**. User will enter relevant remarks for Re-Appropriation, and press **“SUBMIT”** button. System will display a message for successful forwarding of record to CCA user. Status of record will displayed as **“Reinitiated by PrAO”**.

(B) At CCA Level User

- (a) CCA level user will open PFMS web portal with his login id and password. On home page, user will go to:

“BUDGET” > “BE” > “MANAGE RE-APPROPRIATION”

A screen for **“View Budget Re-Appropriation”**, displaying a list of forwarded records by Pr. AO, will appear. In case, desired record is not displayed on screen, user can make use of search criteria viz. Re-Appropriation Number, Grant Number, Re-Appropriation Status to trace a particular record. The details of desired record viz. Re-Appropriation Number, Order No., Grant Details, Status will appear in a grid.

- (b) CCA user can view the details of Re-Appropriation orders by clicking the hyperlink **“VIEW DETAILS”**. After viewing the details, **“CANCEL”** is to be pressed to go back to previous screen
- (c) By clicking the hyperlink **“VIEW FILE”**, CCA user can also view the pdf file of Re-Appropriation order uploaded on PFMS.
- (d) After viewing the details and pdf file of Re-Appropriation order, CCA user can proceed to opt either of the two available options – **“Acceptance of Re-Initiation”** or **“Rejection of Re-Initiation”**.

(e) NOTE-

(i) If Re-initiation of Re-appropriation is accepted at CCA Level, then the request will be accepted and returned back to DH for modification in the already saved Re-appropriation order.

(ii) If Re-initiation of Re-appropriation is rejected at CCA Level, then no modification in the already saved Re-appropriation order will be allowed.

(C) In Principal Accounts Office

(a) Now this Re-Appropriation order in respect of which Re-Initiation request has been accepted by CCA, will be available at DH user for further modifications or even deletion (if required). DH will open PFMS web portal and go to:

“BUDGET” > “BE” > “MANAGE RE-APPROPRIATION”

DH user can make use of search criteria to trace the desired record. The status of Re-Appropriation will be shown as **“Re-Initiation Passed by CCA”**. By clicking the hyperlink **“View Details”**, details of Re-Appropriation order can be seen. By clicking the hyperlink **“View File”**, pdf copy of Re-Appropriation order can be viewed.

(b) DH user will have three options available for taking action. He can opt either to **“EDIT”** record for carrying out any modifications, or even **“DELETE”** the record, if required. System will not allow DH to forward the record to AAO without opting any action. DH can carry out the required modifications by pressing the button **“EDIT”**. He will carry out the modifications, save the record, and thereafter forward it to AAO for onward transmission to PrAO for final acceptance. If required, the incorrect record can be deleted by DH user by pressing the button **“DELETE”**

(c) NOTE: In the latest functionality for Re-Appropriation, DH user has been provided with the facility of **“INTERMEDIATE SAVE”**. Re-Appropriation number will be generated by the system. For further modification (edit/delete), user can retrieve the saved record through the option **“Manage Re-Appropriation”**. After making required modifications, DH will again press the button **“INTERMEDIATE SAVE”** to update the record. Thereafter, he has to press the button **“FINAL SAVE”**, after which option for **“FORWARD TO AAO”** will become available.

(2) PROCESS FLOW FOR APPROVING THE EXCEPTIONAL CASES

(A) At CCA Level User for Exceptional Cases

(a) All the cases of exceptional nature, will be forwarded to CCA level user for approval.

(b) In such cases, record will be marked as exceptional case and will be forwarded to CCA user by PrAO user.

(c) CCA user can view Re-Appropriation exception details by clicking the hyperlink **“VIEW EXCEPTIONS”**.

Press **“CANCEL”** button to go back to previous screen.

(d) He will have two options available here **“ACCEPT”** or **“RETURN TO PrAO”** In case CCA user opts to **“ACCEPT”** the Re-Appropriation order, budget will be updated accordingly.

In case, CCA user opts to **“RETURN TO PrAO”**, Re- Appropriation order will be forwarded to Pr.AO for further necessary action.

NOTE- All the records in respect of Re-Appropriation orders accepted, either by PrAO user or CCA user (cases of exceptional nature), will be available for making Re-Initiation request by PrAO to CCA user, for modification purpose, and the same process flow, as already explained, will be followed.
