

MOST URGENT

No.MF-CGA/PFMS-PDTG/A/2016-17/ 1309
Ministry of Finance, Department of Expenditure
Office of the Controller General of Accounts
(PFMS Project Office)
Shivaji Stadium, New Delhi

Office Memorandum

Dated March 20, 2017

Subject: Regarding processing of March, 2017 salary on PFMS portal.

As on date 393 PAOs are on board PFMS. Various users viz Program Divisions (PDs), Drawing and Disbursing Officer (DDOs), Pay & Accounts Offices (PAOs) etc are doing their daily transactions through PFMS portal. In order to process the March, 2017 Salary on PFMS portal the following instructions are being issued to the users of PFMS:

For processing March, 2017 salary through COMPACT:

- A. The user will process the March, 2017 salary bills through COMPACT as usual i.e. after clicking the check box 'token for 2017-2018'. After getting the said bills passed at PAO level user, the txt file for financial year 2017-2018 is to be generated separately and uploaded on PFMS portal. A new upgrade for COMPACT is being made available at pao2000.nic.in site for the operation of categories consequent upon merger of Plan and Non-Plan during the financial year 2017-2018. Both in COMPACT and e-lekha apart from Category-1 (Receipt), Category-6 (Public Account-Receipt), and Category-7 (Public Account-Payment), Category-2 (Charged) and Category-3 (Voted) will now be operated in the financial year 2017-2018.
- B. User needs to enter DDO wise budget allocation for 2017-2018 in PFMS before uploading the COMPACT generated file on PFMS portal.
- C. Apart from the 'Salary' object head all other expenditure head will be allowed to operated in bill as 'recoveries head' i.e. with minus booking subject to the condition that its DDO wise budget allocation is available in PFMS portal.
- D. All such payments files uploaded on PFMS portal will be available for batch generation/cheque issue on or after 1st April, 2017. However, cheque printing in such cases can be done before 1st April, 2017 also.
- E. From 1st April, 2017 onwards all the files related to Salary, GPF, Pension are allowed to be uploaded from COMPACT to PFMS portal as usual.

For processing March, 2017 salary through PFMS:

- F. In the month of March, 2017 itself, PD user can generate sanction by logging in to the financial year 2017-2018 on PFMS portal. The sanction will be generated in the same manner as is being done in normal sanction generation.
- G. In the financial year 2017-2018 the Category-1 (Receipt), Category-4 (Charged), Category-5 (Voted), Category-6 (Public Account-Receipt) and Category-7 (Public Account-Payment) will be in operation in PFMS.

- H. In the month of March, 2017 the sanction for the financial year 2017-2018 can be generated in respect of the object head '01-Salary', '02-Wages', '04-Pensionary charges', '23-Cost of Ration', '42-Lum-Sum provision', '63-Inter Account Transfer' only. However, the other expenditure head will be allowed to be operated in bill as 'recoveries head' i.e. with minus booking subject to the condition that its DDO wise budget allocation is available in PFMS portal.
- I. User need to enter the DDO wise budget allocation for 2017-2018 in PFMS portal before generating the sanction.
- J. All such sanctions generated in the month of March, 2017 pertaining to the financial year 2017-2018 will be allowed to be passed at PAO level user. However, the batch generation/cheque issue of the same will be allowed on or after 1st April, 2017. The cheque printing of the same will however be allowed before 1st April, 2017 also.
- K. On 1st April, 2017 or afterwards the sanction module in PFMS portal will run normally as is being run at present. Thus, all the sanctions can be generated through the said module.

For processing March, 2017 salary through EIS:

- L. PAO should enter DDO wise budget allocation in PFMS for salary heads for the financial year 2017-2018.
- M. DDO Maker needs to create Default Bill Groups for the new scheme heads using option Create Default Group option.
- N. Creation of additional bill groups as required using option Create/Modify Bill Groups.
- O. Attach/Detach employees to Bill Groups.
- P. The rest of the process i.e. generation of bills, passing of bills in Pay & Accounts Office will remains the same. However, the batch generation/cheque issue of the salary bill will be allowed in PFMS on or after 1st April, 2017. The cheque printing of the same will however be allowed before 1st April, 2017 also.

This issues with the approval of Jt. Controller General of Accounts.

AKS
25/3/17
25/3/17
**Asstt. Controller General of Accounts
(PFMS)**

To

1. All Pr.CCAs/CCAs/CAs with independent charge.
2. All PAOs through uploading of this O.M. on CGA web site.
3. Shri. K.V. Hamza, Sr. A.O.(PFMS) for uploading this O.M. on CGA web site.
4. PS to Jt.CGA(SD)
5. PA to Dy. CGA(RL)
6. Sr.T.D.(NIC-PFMS)
7. Sr. T.D.(ACID-NIC)