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Ministry of Finance
Department of Expenditure
Controller General of Accounts
Public Financial Management System
(GIFMIS Vertical)

Dated- 11.11.2025

OFFICE MEMORANDUM

Sub- Introduction of new feature of Digital signing of Multiple Documents at one go in e-bill scenario- reg

This is regarding development of a new feature in e-bill scenario wherein the Users (DDO/DH/AAO/PAO) would be able to select multiple documents (eBill Pass order or Return order/Return Memo) simultaneously at one go in PFMS.

2. Accordingly, for ease of users in PFMS in e-bill mode, this new feature has been introduced in which the system will allow the users to digitally sign the multiple documents (eBill Pass order or Return order/Return Memo) simultaneously at one go. This feature is available to the users under a separate menu “eSanction > Multiple Signing”. This feature will be in addition to the existing process of signing the documents individually through menu “eSanction > Manage eSanction”.

3. In this regard, a handout/user guide has been prepared and attached as Annex to sensitize & familiarise the users with this new feature.

4. All the Pr. CCAs/ CCAs/CAs (I/C) are therefore requested to give wide publicity of this new feature in their Ministries/Departments and sensitize the users accordingly.

This issues with the approval of competent authority.

Encl.: As Above.



**Dy. Controller General of Accounts
(GIFMIS), O/o CGA**

To:

All Pr. CCAs/CCAs/CAs (with independent charge)

Copy for information to:

1. PS to Addl. CGA (PFMS), O/o CGA
2. Sr. Accounts officer, GIFMIS, for uploading on the website of CGA.

PUBLIC FINANCIAL MANAGEMENT SYSTEM (PFMS)

Website: www.gifmis.cga.gov.in



USER MANUAL ON DIGITAL SIGNING OF MULTIPLE DOCUMENTS AT ONE GO IN e-BILL

**CONTROLLER GENERAL OF ACCOUNTS
DEPARTMENT OF EXPENDITURE
MINISTRY OF FINANCE
NEW DELHI**

November, 2025

PREFACE

The Public Financial Management System (PFMS) is a web-based application for payment, accounting and reconciliation of Government transactions and integrates various existing standalone system. The PFMS software application has been programmed in user friendly manner. The user of PFMS will find onscreen information to run the various modules.

E-bill is an online bill generation system where bills are generated online in PFMS, payment is being done through a process flow in paperless mode. Claims are registered in e-Bill and payment is being done against the claims via sanction process.

This User Manual presents step-wise guide of digital signing of multiple Bills / Pass/Return order in one go at DDO, DH, AAO and PAO level while processing bills in eBill module at PFMS. Multiple signing streamlines business processes by making document signing a quick and productive activity, which improves overall workflow efficiency.

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A. GLOSSARY OF IMPORTANT TERMS

Unless there is something averse in the subject or context, the terms defined in this section are used in this Manual in the sense hereunder explained:

S. No.	Abbreviations	Definitions
1	AAO	Assistant Accounts Officer
2	Checker	Signifies approving Authority
3	Claimants	Vendor, denotes payee (To whom payment is to be made)
4	CPSMS	Central Plan Scheme Monitoring System
5	DDO	Drawing & Disbursing Officer
6	DH	Dealing Hand
7	DSC	Digital Signature Certificate
8	FY	Financial Year
9	Maker	Denotes data entry operator/Dealing hand
10	Sanctioning Authority	Program Division User in Ministry/ Department to whom the vendor/claimant would submit claims
11	PAO	Pay & Accounts Officer
12	PD	Program Division (Administrative Division)
13	PFMS	Public Financial Management System
14	Vendor Code	Denotes the PFMS unique code generated by system against the Bank Account Number of claimant. It may one to many but not many to one.

B. INTRODUCTION, OBJECTIVES AND PAYMENT PROCESS FLOW

INTRODUCTION

This user manual contains process of digital signature of all the selected bills simultaneously in eBill module at PFMS. Digital Signing of multiple documents i.e. Bills, Pass order/Return order / Return Memo will be done at DDO, DH, AAO and PAO level in eBill module.

Note -The feature of digitally signing the multiple document at one go is available to the users under a separate menu “eSanction > Multiple Signing” along with the existing process of signing the documents individually under the menu “eSanction> Manage eSanction”

OBJECTIVES

The primary objective of this guide is to provide directions and detailed instructions to digital sign multiple documents online at one go in e-Bill module in PFMS. Digital signing of multiple documents drastically cutting down the time and manual effort required as compared to signing each one individually.

C. REQUIREMENT

A) SYSTEM RELATED

- (i) Up gradation of all computers to 64 bit and Windows 10 and above operating system.
- (ii) Minimum 8 GB RAM and i3 processor, AMD ryzen 3 or similar.
- (iii) Window DSC Utility (to be downloaded from PFMS), in case DSC is to be used.

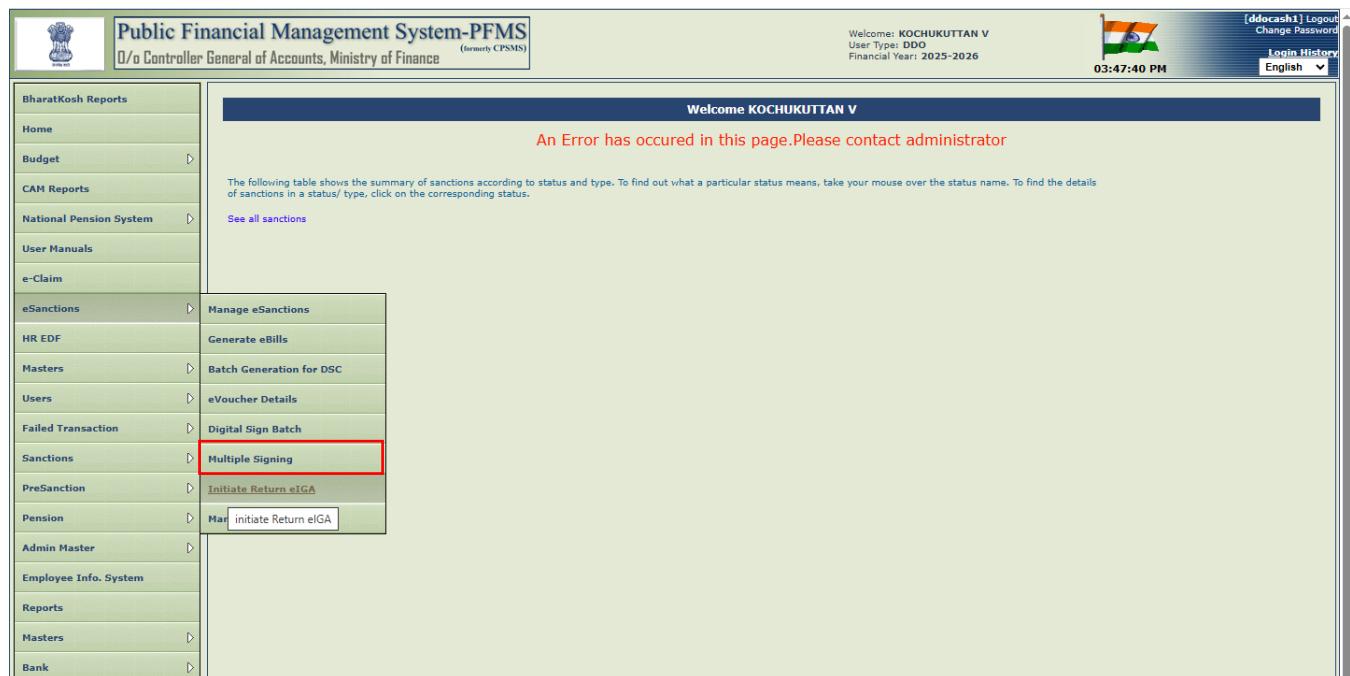
B) DIGITAL SIGNATURE

Digital signatures (obtained from the Certifying Authority, authorized by the Controller of Certifying Authority of India-<https://cca.gov.in/>) for Claimant/Vendor

D. DIGITAL SIGNING OF MULTIPLE BILLS AT DDO LEVEL

- PD Maker will prepare sanction and forwards to PD Checker. Further PD Checker will approve and digitally sign the eSanction individually. .
- Sanction(s) will land at DDO level in PFMS for bill generation after approving with DSC from PD Checker.
- DDO will generate the bill(s).
- To digitally sign multiple bills, DDO will follow the below path.

eSanctions→Multiple Signing



- All the sanctions will be displayed whose bills are pending for DSC as shown in the below screenshot. By default sanction status would be 'PendingDDODSC' and all the checkboxes will be enabled at first page for multiple signing.

Digital Signing on Multiple Documents in eBill

Download DSC Window Application (Version : 1.0.1.4)

SanctionNumber	Type	Scheme	DDO Name	Bill Type Description	PAO Name	Amount	Current Status	Bill Number	View File
29_hd12	Expenditure	2043 - SUGAR SUBSIDY PAYABLE UNDER POS	222745 - Under Secretary Ministry of Home Affairs(ProperSect)	EPR - 29 Advance Contingent Bill	022744 - PAO (Sect.), New Delhi	1000.00	PendingDDOOSC	CR0000041	View
m23	Transfer		222745 - Under Secretary Ministry of Home Affairs(ProperSect)	EPR - 344 Grants In Aid Bill	022744 - PAO (Sect.), New Delhi	100.00	PendingDDOOSC	CR00000106	View
36_dr54	Expenditure		222745 - Under Secretary Ministry of Home Affairs(ProperSect)	EPR-46 Refund of Lapsed Deposit	022744 - PAO (Sect.), New Delhi	100.00	PendingDDOOSC	CR00000073	View
hd2	Transfer	0489 - SCHEMES OF DEPTT OF OFFICIAL LANGUAGE HOME AFFAIRS	222745 - Under Secretary Ministry of Home Affairs(ProperSect)	EPR - 344 Grants In Aid Bill	022744 - PAO (Sect.), New Delhi	10.00	PendingDDOOSC	CR00000114	View
at5	Expenditure	0489 - SCHEMES OF DEPTT OF OFFICIAL LANGUAGE HOME AFFAIRS	222745 - Under Secretary Ministry of Home Affairs(ProperSect)	EPR - 29 Advance Contingent Bill	022744 - PAO (Sect.), New Delhi	50.00	PendingDDOOSC	CR00000115	View
hd3	Transfer	0489 - SCHEMES OF DEPTT OF OFFICIAL LANGUAGE HOME AFFAIRS	222745 - Under Secretary Ministry of Home Affairs(ProperSect)	EPR - 344 Grants In Aid Bill	022744 - PAO (Sect.), New Delhi	20.00	PendingDDOOSC	CR00000116	View
hd5	Expenditure	0489 - SCHEMES OF DEPTT OF OFFICIAL LANGUAGE HOME AFFAIRS	222745 - Under Secretary Ministry of Home Affairs(ProperSect)	EPR - 29 Advance Contingent Bill	022744 - PAO (Sect.), New Delhi	50.00	PendingDDOOSC	CR00000117	View
hd6	Expenditure	0489 - SCHEMES OF DEPTT OF OFFICIAL LANGUAGE HOME AFFAIRS	222745 - Under Secretary Ministry of Home Affairs(ProperSect)	EPR - 29 Advance Contingent Bill	022744 - PAO (Sect.), New Delhi	50.00	PendingDDOOSC	CR00000118	View
hd9	Transfer	0489 - SCHEMES OF DEPTT OF OFFICIAL LANGUAGE HOME AFFAIRS	222745 - Under Secretary Ministry of Home Affairs(ProperSect)	EPR - 344 Grants In Aid Bill	022744 - PAO (Sect.), New Delhi	10.00	PendingDDOOSC	CR00000119	View
hd7	Expenditure	0489 - SCHEMES OF DEPTT OF OFFICIAL LANGUAGE HOME AFFAIRS	222745 - Under Secretary Ministry of Home Affairs(ProperSect)	EPR - 29 Advance Contingent Bill	022744 - PAO (Sect.), New Delhi	50.00	PendingDDOOSC	CR00000120	View

I have viewed & verified the details of the Bill. [Apply Digital Signature](#)

- User will Click on '**View**' hyperlink to view the e-bill PDF generated by system for digital signing.
- Tick the multiple checkboxes and certificate. Certificate will be mandatory to tick for digital signing.
- Click on '**Apply Digital Signature**' button to digitally sign the multiple bills as shown in the below screenshot.

Note: Digital Signing to multiple documents will be applied page wise. Maximum 10 documents can be digitally signed simultaneously on a page.

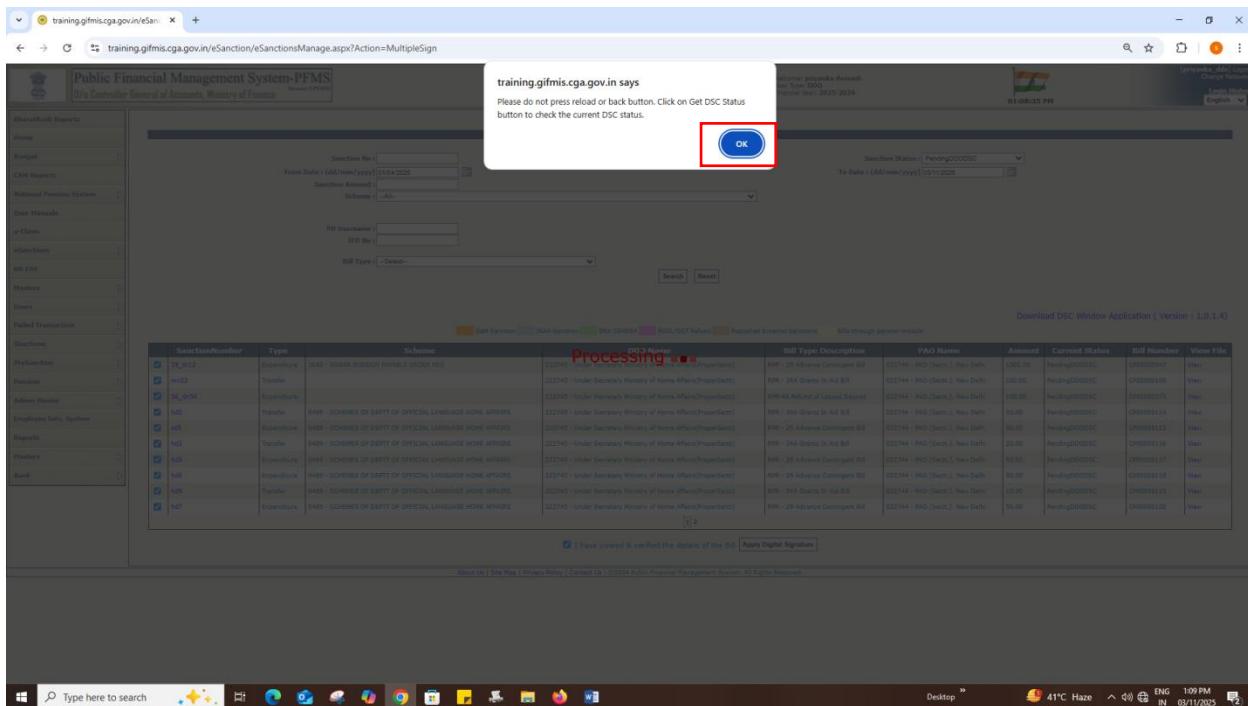
Download DSC Window Application (Version : 1.0.1.4)

SanctionNumber	Type	Scheme	DDO Name	Bill Type Description	PAO Name	Amount	Current Status	Bill Number	View File
29_hd12	Expenditure	2043 - SUGAR SUBSIDY PAYABLE UNDER POS	222745 - Under Secretary Ministry of Home Affairs(ProperSect)	EPR - 29 Advance Contingent Bill	022744 - PAO (Sect.), New Delhi	1000.00	PendingDDOOSC	CR00000047	View
m23	Transfer		222745 - Under Secretary Ministry of Home Affairs(ProperSect)	EPR - 344 Grants In Aid Bill	022744 - PAO (Sect.), New Delhi	100.00	PendingDDOOSC	CR00000106	View
36_dr54	Expenditure		222745 - Under Secretary Ministry of Home Affairs(ProperSect)	EPR-46 Refund of Lapsed Deposit	022744 - PAO (Sect.), New Delhi	100.00	PendingDDOOSC	CR00000073	View
hd2	Transfer	0489 - SCHEMES OF DEPTT OF OFFICIAL LANGUAGE HOME AFFAIRS	222745 - Under Secretary Ministry of Home Affairs(ProperSect)	EPR - 344 Grants In Aid Bill	022744 - PAO (Sect.), New Delhi	10.00	PendingDDOOSC	CR00000114	View
at5	Expenditure	0489 - SCHEMES OF DEPTT OF OFFICIAL LANGUAGE HOME AFFAIRS	222745 - Under Secretary Ministry of Home Affairs(ProperSect)	EPR - 29 Advance Contingent Bill	022744 - PAO (Sect.), New Delhi	50.00	PendingDDOOSC	CR00000115	View
hd3	Transfer	0489 - SCHEMES OF DEPTT OF OFFICIAL LANGUAGE HOME AFFAIRS	222745 - Under Secretary Ministry of Home Affairs(ProperSect)	EPR - 344 Grants In Aid Bill	022744 - PAO (Sect.), New Delhi	20.00	PendingDDOOSC	CR00000116	View
hd5	Expenditure	0489 - SCHEMES OF DEPTT OF OFFICIAL LANGUAGE HOME AFFAIRS	222745 - Under Secretary Ministry of Home Affairs(ProperSect)	EPR - 29 Advance Contingent Bill	022744 - PAO (Sect.), New Delhi	50.00	PendingDDOOSC	CR00000117	View
hd6	Expenditure	0489 - SCHEMES OF DEPTT OF OFFICIAL LANGUAGE HOME AFFAIRS	222745 - Under Secretary Ministry of Home Affairs(ProperSect)	EPR - 29 Advance Contingent Bill	022744 - PAO (Sect.), New Delhi	50.00	PendingDDOOSC	CR00000118	View
hd9	Transfer	0489 - SCHEMES OF DEPTT OF OFFICIAL LANGUAGE HOME AFFAIRS	222745 - Under Secretary Ministry of Home Affairs(ProperSect)	EPR - 344 Grants In Aid Bill	022744 - PAO (Sect.), New Delhi	10.00	PendingDDOOSC	CR00000119	View
hd7	Expenditure	0489 - SCHEMES OF DEPTT OF OFFICIAL LANGUAGE HOME AFFAIRS	222745 - Under Secretary Ministry of Home Affairs(ProperSect)	EPR - 29 Advance Contingent Bill	022744 - PAO (Sect.), New Delhi	50.00	PendingDDOOSC	CR00000120	View

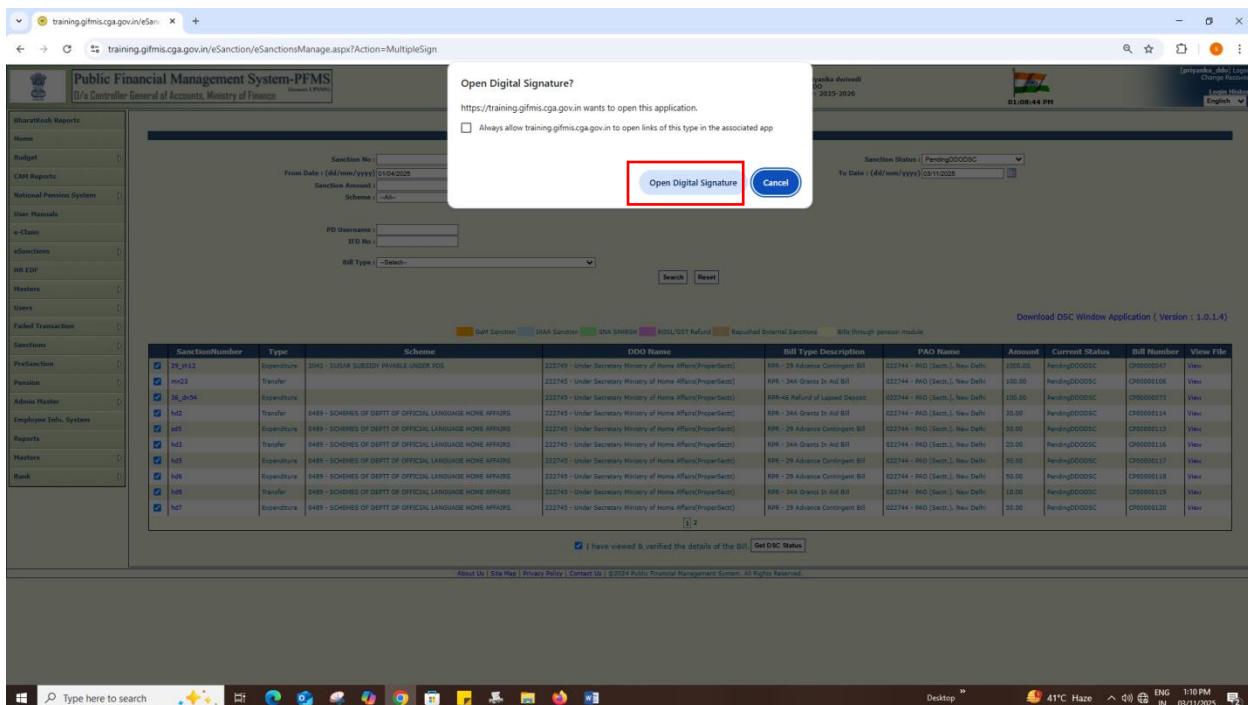
I have viewed & verified the details of the Bill. [Apply Digital Signature](#)

- A below popup message will appear on the screen. Click on '**Ok**' button.

Digital Signing on Multiple Documents in eBill



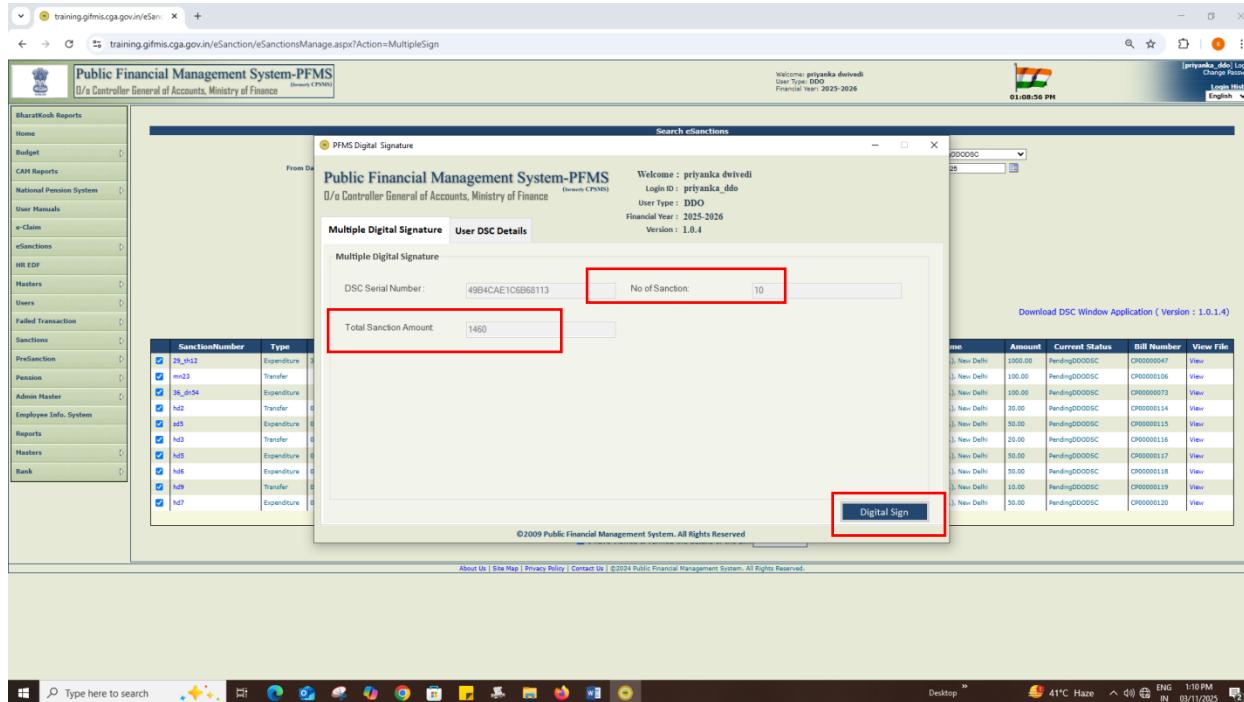
- A below popup message will appear on the screen. Click on 'Open Digital Signature' button.



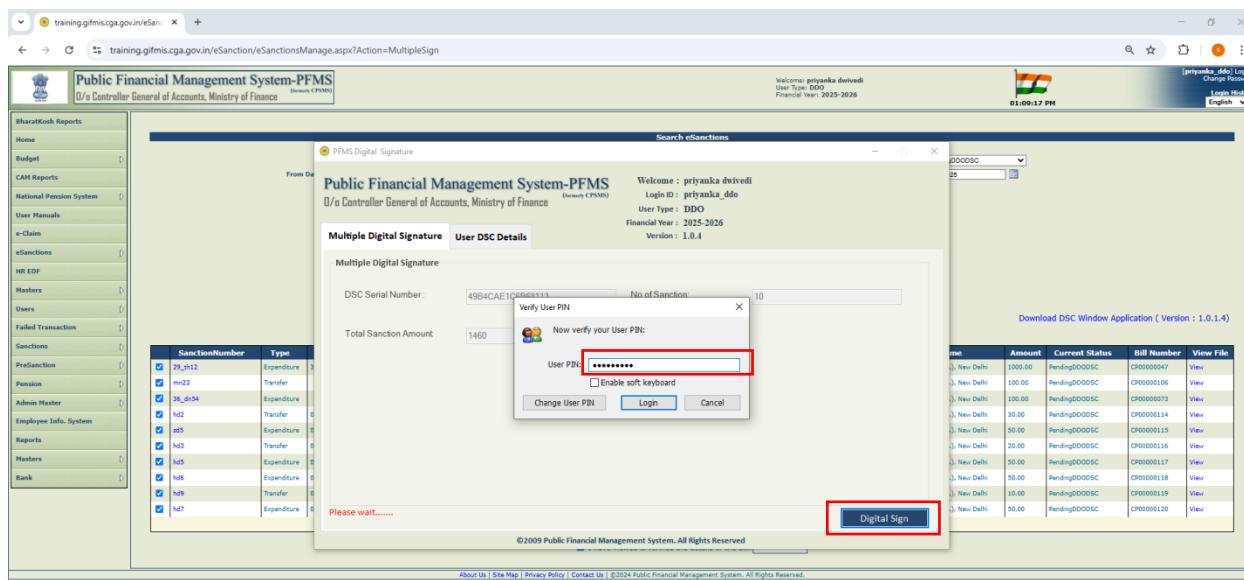
- A popup screen of 'PFMS Digital Signature' will appear.

Digital Signing on Multiple Documents in eBill

- The popup will display the no. of sanctions to be digitally signed and total sanction amount as shown in the below screenshot.
- Click on 'Digital Sign' button.

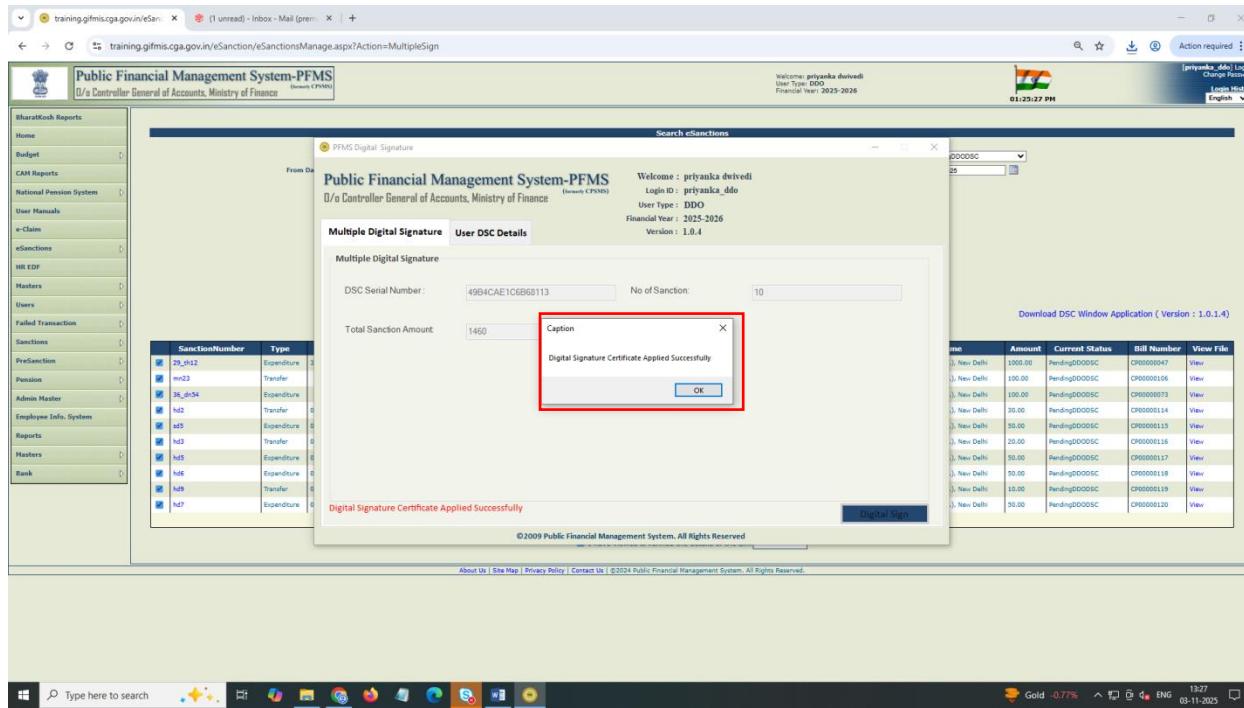


- System will prompt the user to enter the pin. Enter the DSC pin and click on 'Digital Sign' button.

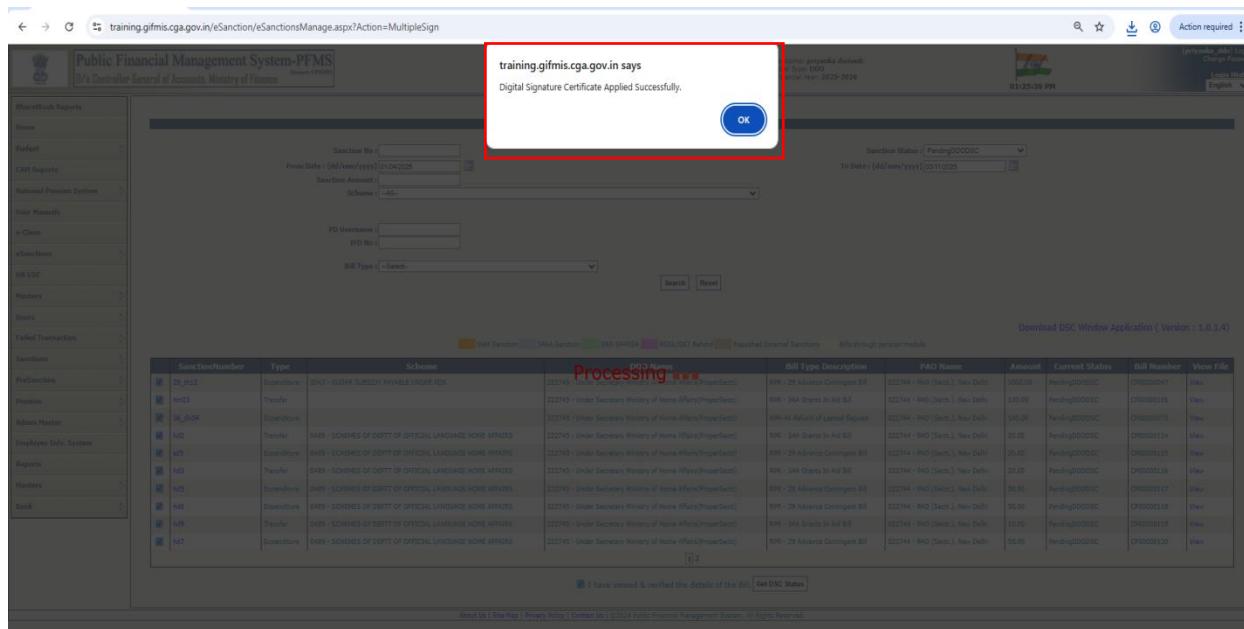


Digital Signing on Multiple Documents in eBill

- A popup screen with success message 'Digital Signature Certificate applied successfully' will appear on the interface. Click on 'OK' button.

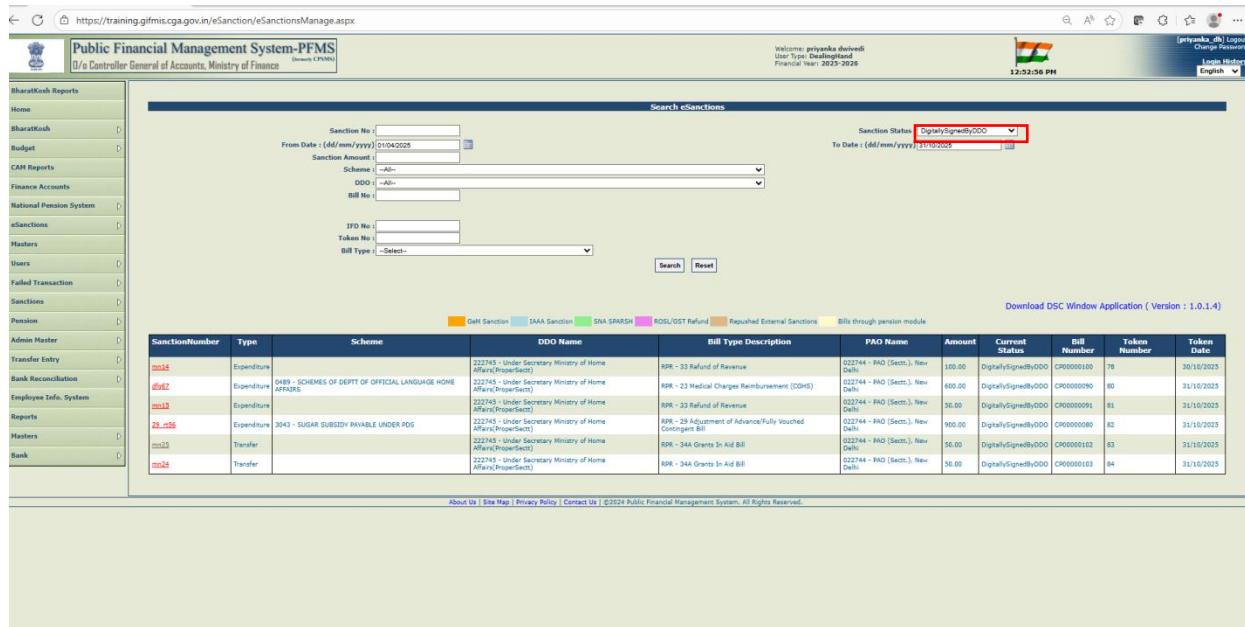


- After successfully signing the bill, below screen of multiple signing will appear. Click on 'Get DSC Status' button.
- Success message will be displayed as shown in the below screenshot and click on 'OK' button.



Digital Signing on Multiple Documents in eBill

- After successfully digital signing of the e-Bill(s), status will be updated to 'DigitalSignedbyDDO' as shown in the below screenshot and e-bill will be available at Bill Distributor level for the distribution of the bills.



SanctionNumber	Type	Scheme	DDO Name	Bill Type Description	PAO Name	Amount	Current Status	Bill Number	Token Number	Token Date
mo14	Expenditure	222743 - Under Secretary Ministry of Home Affairs(Projects)	RRR - 23 Refund of Revenue	022744 - PAO (Sectt.), New Delhi	RRR - 23 Medical Charges Reimbursement (DGHIS)	100.00	DigitalSignedbyDDO	CR00000100	78	30/10/2023
dsb2	Expenditure	0489 - SCHEMES OF DEPTT OF OFFICIAL LANGUAGE HOME AFFAIRS	RRR - 23 Refund of Revenue	022744 - PAO (Sectt.), New Delhi	RRR - 23 Refund of Revenue	600.00	DigitalSignedbyDDO	CR00000200	80	31/10/2023
mo15	Expenditure	222743 - Under Secretary Ministry of Home Affairs(Projects)	RRR - 23 Refund of Revenue	022744 - PAO (Sectt.), New Delhi	RRR - 23 Refund of Revenue	50.00	DigitalSignedbyDDO	CR00000901	81	31/10/2023
23_156	Expenditure	0503 - SUGAR SUBSIDY PAYABLE UNDER POS	RRR - 29 Adjustment of Advance/Fully Vouched Contingent Bill	022744 - PAO (Sectt.), New Delhi	RRR - 29 Adjustment of Advance/Fully Vouched Contingent Bill	900.00	DigitalSignedbyDDO	CR00000800	82	31/10/2023
mo22	Transfer	222743 - Under Secretary Ministry of Home Affairs(Projects)	RRR - 344 Grants In Aid Bill	022744 - PAO (Sectt.), New Delhi	RRR - 344 Grants In Aid Bill	50.00	DigitalSignedbyDDO	CR00000102	83	31/10/2023
mo24	Transfer	222743 - Under Secretary Ministry of Home Affairs(Projects)	RRR - 344 Grants In Aid Bill	022744 - PAO (Sectt.), New Delhi	RRR - 344 Grants In Aid Bill	50.00	DigitalSignedbyDDO	CR00000103	84	31/10/2023

- If sanction will be returned by DDO, eSanction return order will be generated and multiple eSanction return order will be available at DDO user for digitally signed as per the above mentioned process. To digitally sign eSanction return order, user has to select the status 'PendingDDODSCReturnOrder'.

E. BILL(S) DISTRIBUTION

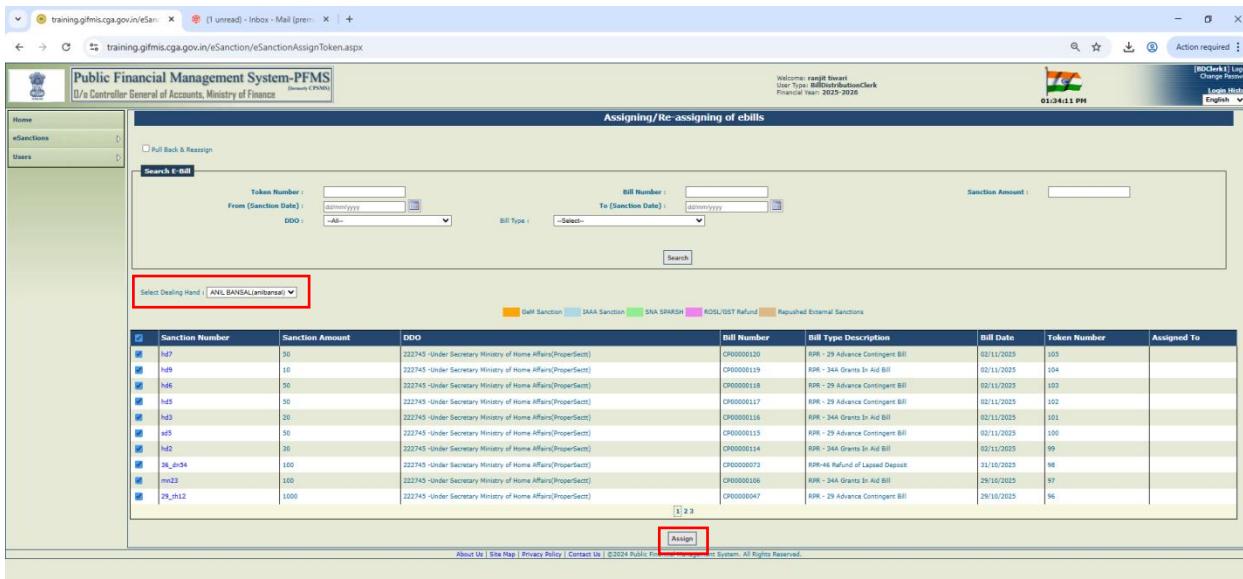
- Bill Distributor will login and follow the below path as shown in the below screenshot.

eSanctions-> Bill Distribution



Digital Signing on Multiple Documents in eBill

- As like existing flow in e-Bill, Bill Distributor will select the concern Dealing Hand from the drop down and select the sanctions by ticking the check box to assign Bill(s) to respective Dealing Hand.
- Single/multiple bill(s) can be assigned to DH by clicking on the multiple check boxes as shown in the below screenshot.
- Bill Distributor will click on 'Assign' button.



Assigning/Re-assigning of eBills

Search e-Bill

From (Sanction Date): dd/mm/yyyy To (Sanction Date): dd/mm/yyyy Sanction Amount: _____

Bill Type: [Select] DDO: _____

Search

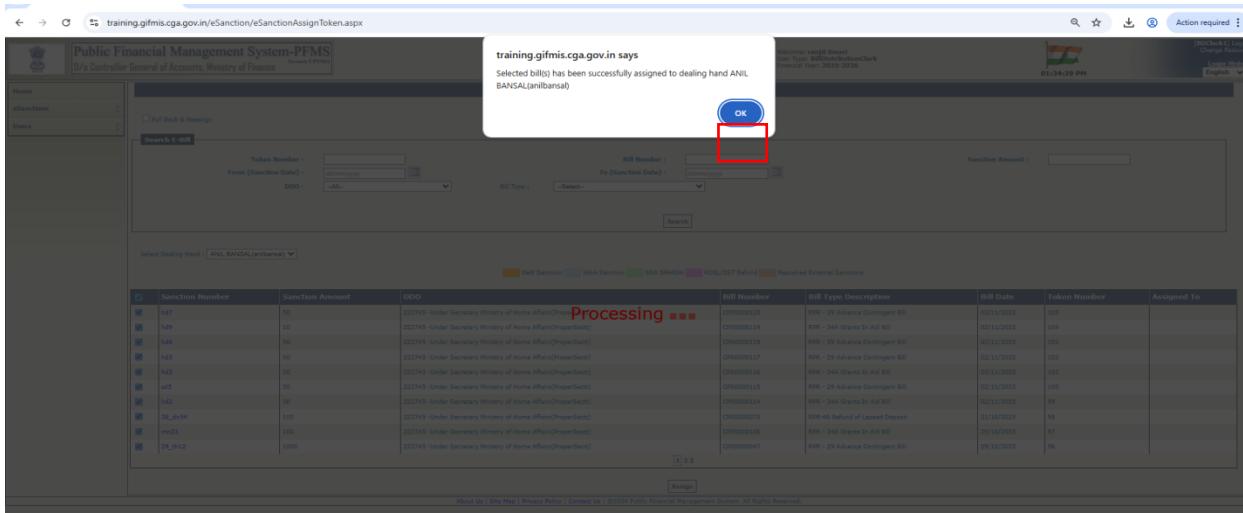
Select Dealing Hand: ANIL_BANSAL(anilbansal)

Assign

Sanction Number	Sanction Amount	DDO	Bill Number	Bill Type Description	Bill Date	Token Number	Assigned To
hd7	50	222743 - Under Secretary Ministry of Home Affairs[ProperSe]	CP00000120	HR - 29 Advance Contingent Bill	02/11/2023	103	
hd9	10	222743 - Under Secretary Ministry of Home Affairs[ProperSe]	CP00000119	HR - 344 Grants In Aid Bill	02/11/2023	104	
hd6	50	222743 - Under Secretary Ministry of Home Affairs[ProperSe]	CP00000118	HR - 29 Advance Contingent Bill	02/11/2023	103	
hd5	50	222743 - Under Secretary Ministry of Home Affairs[ProperSe]	CP00000117	HR - 29 Advance Contingent Bill	02/11/2023	102	
hd3	20	222743 - Under Secretary Ministry of Home Affairs[ProperSe]	CP00000116	HR - 344 Grants In Aid Bill	02/11/2023	101	
hd5	50	222743 - Under Secretary Ministry of Home Affairs[ProperSe]	CP00000115	HR - 29 Advance Contingent Bill	02/11/2023	100	
hd2	30	222743 - Under Secretary Ministry of Home Affairs[ProperSe]	CP00000114	HR - 344 Grants In Aid Bill	02/11/2023	99	
hd6+54	100	222743 - Under Secretary Ministry of Home Affairs[ProperSe]	CP00000073	HR-44 Refund of Lapsed Deposit	31/10/2023	98	
mn23	100	222743 - Under Secretary Ministry of Home Affairs[ProperSe]	CP00000106	HR - 344 Grants In Aid Bill	29/10/2023	97	
29_hd12	1000	222743 - Under Secretary Ministry of Home Affairs[ProperSe]	CP00000047	HR - 29 Advance Contingent Bill	29/10/2023	96	

Assign

- On successful assigning the bill(s), success message will be displayed on the interface and click on 'OK' button.



training.gifmis.cga.gov.in says

Selected bill(s) has been successfully assigned to dealing hand ANIL_BANSAL(anilbansal)

OK

Assigning/Re-assigning of eBills

Search e-Bill

From (Sanction Date): dd/mm/yyyy To (Sanction Date): dd/mm/yyyy Sanction Amount: _____

Bill Type: [Select] DDO: _____

Search

Select Dealing Hand: ANIL_BANSAL(anilbansal)

Processing ■■■

Assign

Sanction Number	Sanction Amount	DDO	Bill Number	Bill Type Description	Bill Date	Token Number	Assigned To
hd7	50	222743 - Under Secretary Ministry of Home Affairs[ProperSe]	CP00000120	HR - 29 Advance Contingent Bill	02/11/2023	103	
hd8	50	222743 - Under Secretary Ministry of Home Affairs[ProperSe]	CP00000119	HR - 344 Grants In Aid Bill	02/11/2023	104	
hd6	50	222743 - Under Secretary Ministry of Home Affairs[ProperSe]	CP00000118	HR - 29 Advance Contingent Bill	02/11/2023	103	
hd5	50	222743 - Under Secretary Ministry of Home Affairs[ProperSe]	CP00000117	HR - 29 Advance Contingent Bill	02/11/2023	102	
hd3	20	222743 - Under Secretary Ministry of Home Affairs[ProperSe]	CP00000116	HR - 344 Grants In Aid Bill	02/11/2023	101	
hd5	50	222743 - Under Secretary Ministry of Home Affairs[ProperSe]	CP00000115	HR - 29 Advance Contingent Bill	02/11/2023	100	
hd2	30	222743 - Under Secretary Ministry of Home Affairs[ProperSe]	CP00000114	HR - 344 Grants In Aid Bill	02/11/2023	99	
hd6+54	100	222743 - Under Secretary Ministry of Home Affairs[ProperSe]	CP00000073	HR-44 Refund of Lapsed Deposit	31/10/2023	98	
mn23	100	222743 - Under Secretary Ministry of Home Affairs[ProperSe]	CP00000106	HR - 344 Grants In Aid Bill	29/10/2023	97	
29_hd12	1000	222743 - Under Secretary Ministry of Home Affairs[ProperSe]	CP00000047	HR - 29 Advance Contingent Bill	29/10/2023	96	

F. DIGITAL SIGNING OF MULTIPLE PASS/ RETURN ORDER/ RETURN MEMO AT DH,AAO, PAO LEVEL

- Dealing Hand will login and follow the below path to view/pass bill.

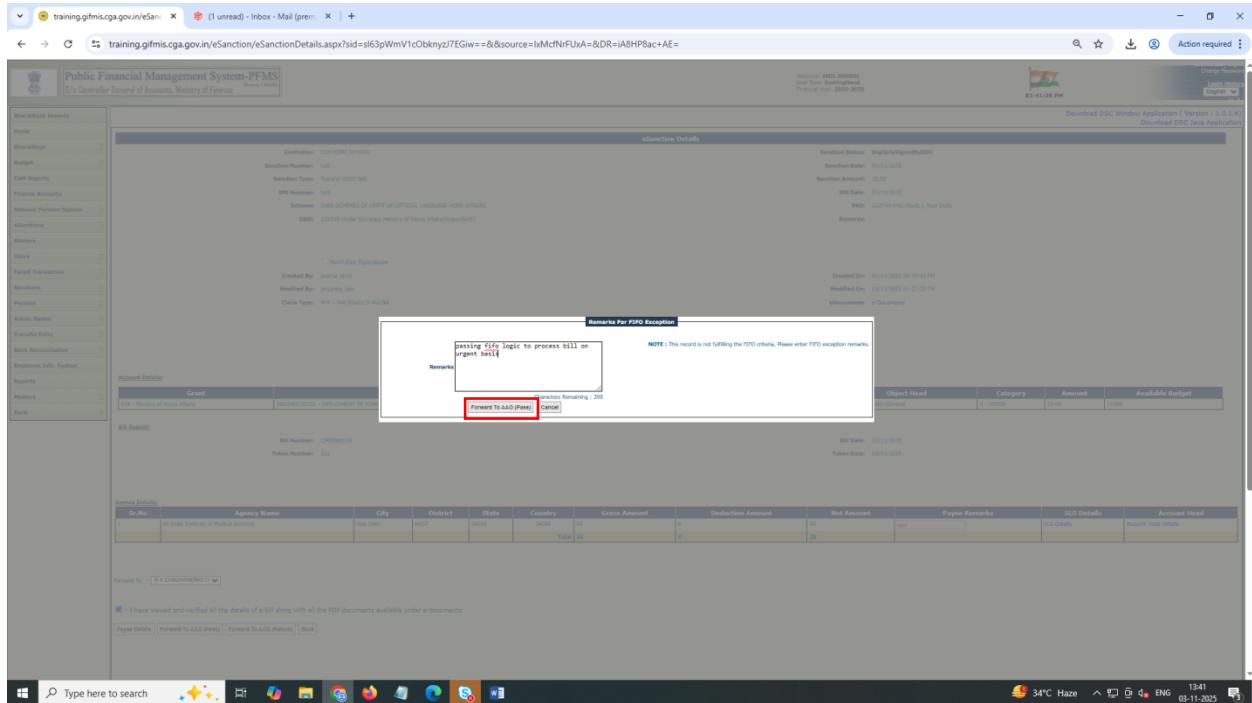
eSanctions-> Manage eSanctions

- Click on sanction number hyperlink as shown in the below screenshot.

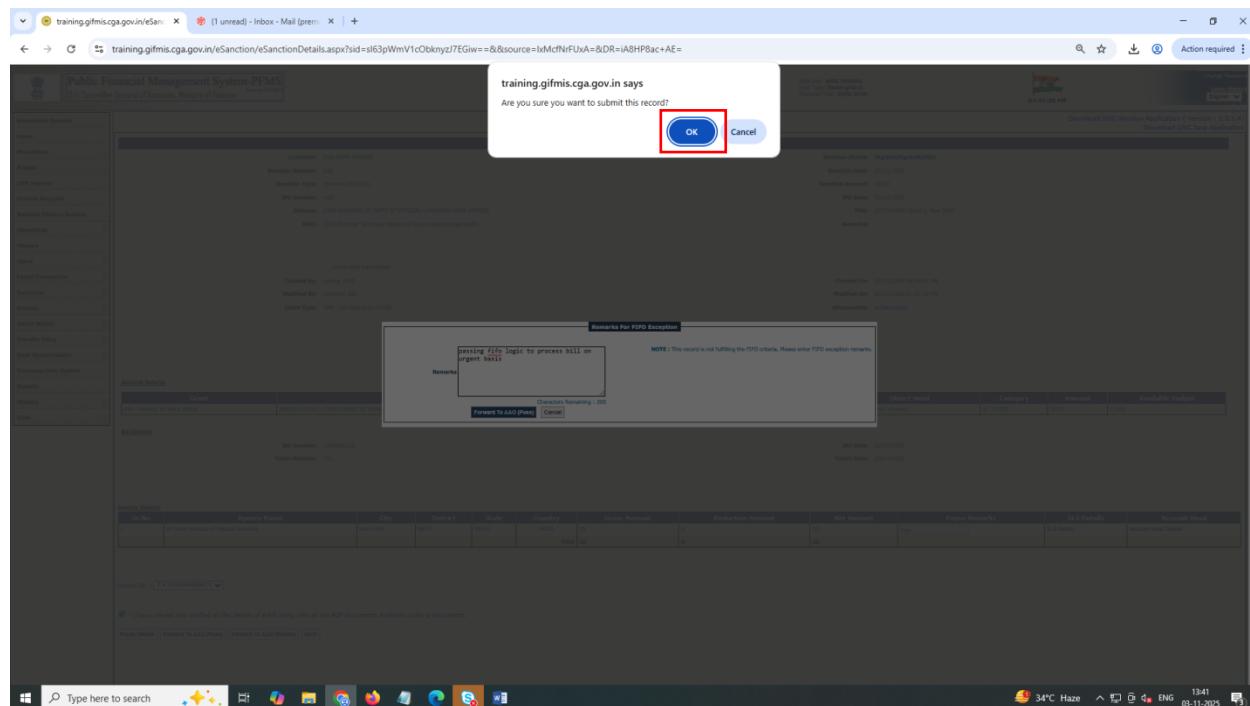
- DH will select AAO from the drop down, certify the certificate and click on '**Forward To AAO(Pass)**' button. Pass order will be generated in PDF format and will be available for digitally signing at the same level.
- To return the bill click on '**Forward To AAO(Return)**' button. On returning, return order will be generated in the PDF format. Further it will be available for digitally signed by DH.

Digital Signing on Multiple Documents in eBill

- System will prompt the user to enter the FIFO remarks, if bypassing the FIFO. Enter the FIFO remarks and click on ‘Forward To AAO(Pass)’ button.



- System will display the confirmation message ‘Are you sure you want to pass this Sanction/Bill further’ on the interface as shown in the below screenshot.
- Click on ‘OK’ button.



Digital Signing on Multiple Documents in eBill

- Similarly DH will take action (pass or return) on each bills separately.

➤ DH will follow the below path to view/digitally sign the multiple pass order simultaneously.

eSanctions-> Multiple Signing

- Search the sanction(s) with sanction status as '**PendingDHDSCPassOrder**'.
- All the sanctions will be displayed whose pass order will be pending for DSC as shown in the below screenshot.
- Click on '**View**' hyperlink to view the pass order PDF generated for digitally signing.
- Tick the multiple checkboxes and the certificate appearing below on the page. Certificate is mandatory to tick.
- And will Click on '**Apply Digital Signature**' to digitally sign the multiple pass order as shown in the below screenshot.

Public Financial Management System-PFMS (From PVS)
D/o Comptroller General of Accounts, Ministry of Finance

Welcome: ANIL BANSAL
User Type: DealingLand
Financial Year: 2022-2023

01:49:37 PM

Search eSanctions

Sanction No.:
From Date : (dd/mm/yyyy) 01/04/2025
Sanction Amount :
Scheme : -All-
BDO : -All-
Bill No.:

IDF No.:
Token No.:
Bill Type : -Select-

Sanction Status : PendingDHS/CS/PassOrder
To Date : (dd/mm/yyyy)

Search

Sanction Number Type Scheme DDO Name Bill Type Description PAO Name Amount Current Status Bill Number Token Number Token Date View File

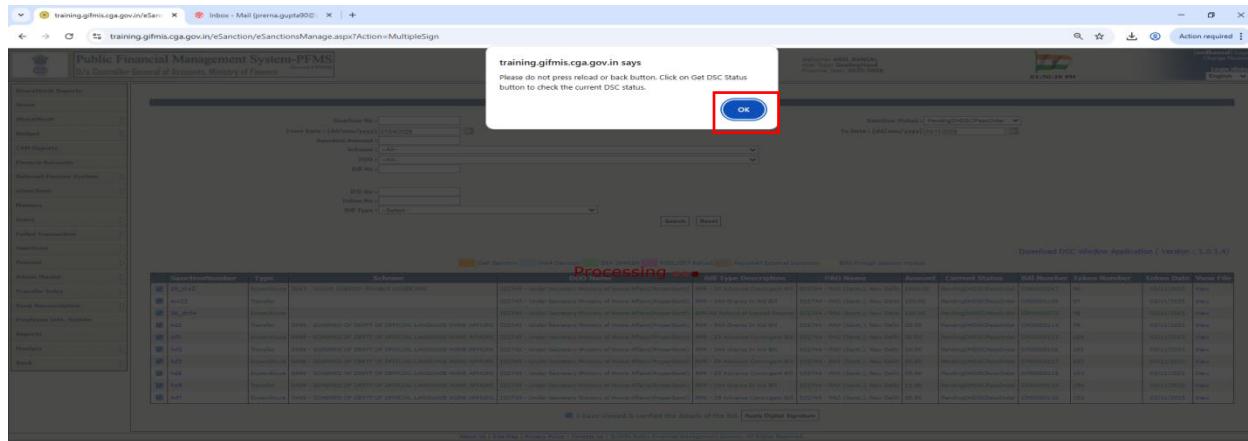
29_m32	Expenditure	3043 - SUGAR SUBSIDY PAYABLE UNDER PDS	222743 - Under Secretary Ministry of Home Affairs/[Project/Spec]	RPR - 29_Advance Contingent Bill	PWD (Sectt.), New Delhi	1000.00	PendingDHS/CS/PassOrder	C90000047	96	03/11/2023	View
26_m33	Transfer		222743 - Under Secretary Ministry of Home Affairs/[Project/Spec]	RPR - 344_Grants In Ad Bill	PWD (Sectt.), New Delhi	100.00	PendingDHS/CS/PassOrder	C90000106	97	03/11/2023	View
26_m54	Expenditure		222743 - Under Secretary Ministry of Home Affairs/[Project/Spec]	RPR - 46_Refund of Lapsed Deposit	PWD (Sectt.), New Delhi	100.00	PendingDHS/CS/PassOrder	C90000073	98	03/11/2023	View
h2	Transfer	0489 - SCHEMES OF DEPTT OF OFFICIAL LANGUAGE HOME AFFAIRS	222743 - Under Secretary Ministry of Home Affairs/[Project/Spec]	RPR - 344_Grants In Ad Bill	PWD (Sectt.), New Delhi	30.00	PendingDHS/CS/PassOrder	C90000114	99	03/11/2023	View
h3	Expenditure	0489 - SCHEMES OF DEPTT OF OFFICIAL LANGUAGE HOME AFFAIRS	222743 - Under Secretary Ministry of Home Affairs/[Project/Spec]	RPR - 29_Advance Contingent Bill	PWD (Sectt.), New Delhi	50.00	PendingDHS/CS/PassOrder	C90000115	100	03/11/2023	View
h3	Transfer	0489 - SCHEMES OF DEPTT OF OFFICIAL LANGUAGE HOME AFFAIRS	222743 - Under Secretary Ministry of Home Affairs/[Project/Spec]	RPR - 344_Grants In Ad Bill	PWD (Sectt.), New Delhi	20.00	PendingDHS/CS/PassOrder	C90000116	101	03/11/2023	View
h6	Expenditure	0489 - SCHEMES OF DEPTT OF OFFICIAL LANGUAGE HOME AFFAIRS	222743 - Under Secretary Ministry of Home Affairs/[Project/Spec]	RPR - 29_Advance Contingent Bill	PWD (Sectt.), New Delhi	50.00	PendingDHS/CS/PassOrder	C90000117	102	03/11/2023	View
h9	Transfer	0489 - SCHEMES OF DEPTT OF OFFICIAL LANGUAGE HOME AFFAIRS	222743 - Under Secretary Ministry of Home Affairs/[Project/Spec]	RPR - 344_Grants In Ad Bill	PWD (Sectt.), New Delhi	10.00	PendingDHS/CS/PassOrder	C90000118	103	03/11/2023	View
h7	Expenditure	0489 - SCHEMES OF DEPTT OF OFFICIAL LANGUAGE HOME AFFAIRS	222743 - Under Secretary Ministry of Home Affairs/[Project/Spec]	RPR - 29_Advance Contingent Bill	PWD (Sectt.), New Delhi	30.00	PendingDHS/CS/PassOrder	C90000120	103	03/11/2023	View

I have verified the details of the Bill [Apply Digital Signature](#)

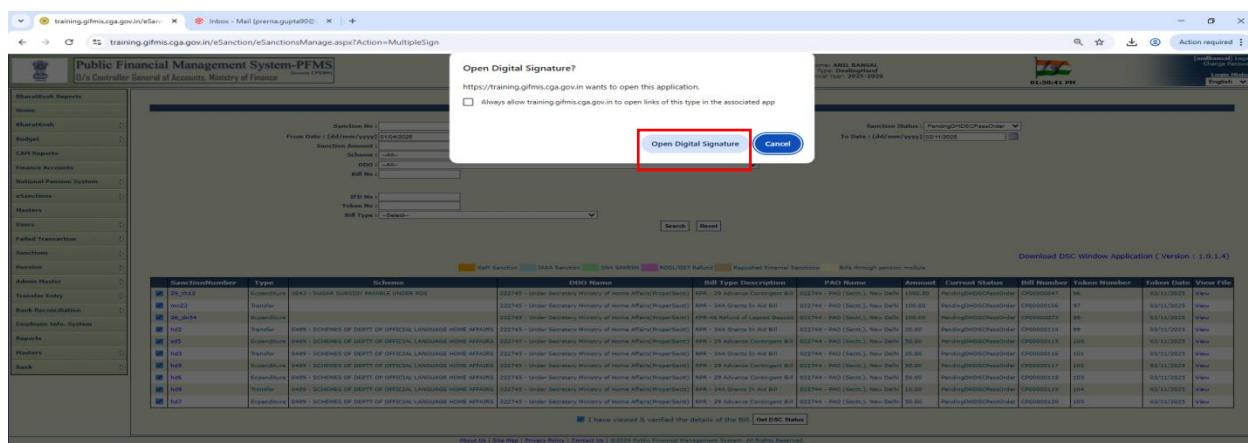
Download DSC Window Application (Version : 1.0.1-4)

Digital Signing on Multiple Documents in eBill

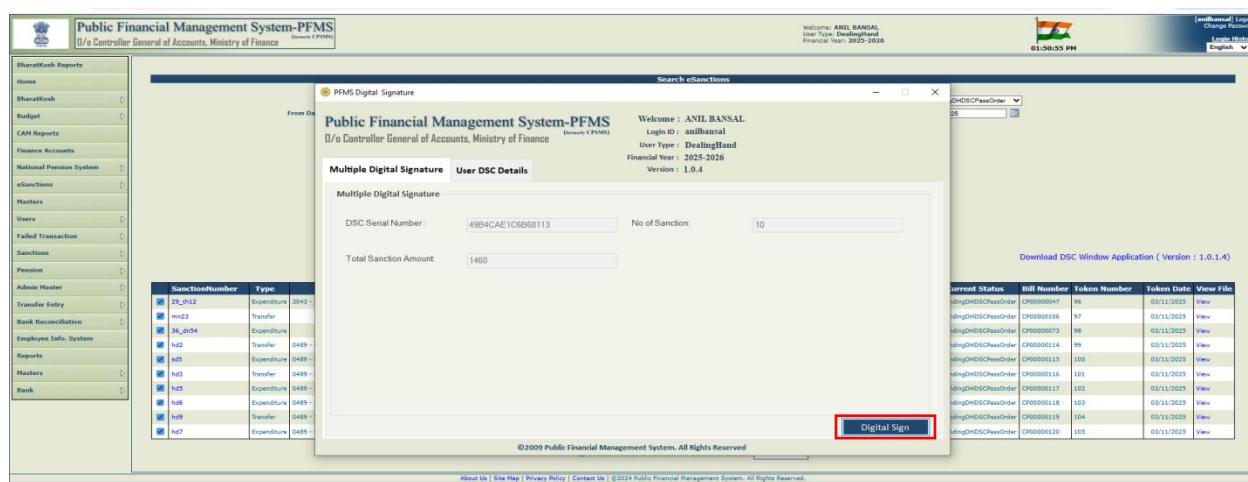
➤ A below popup message will appear on the screen. Click on 'Ok' button.



➤ A below popup message will appear on the screen. Click on 'Open Digital Signature' button.

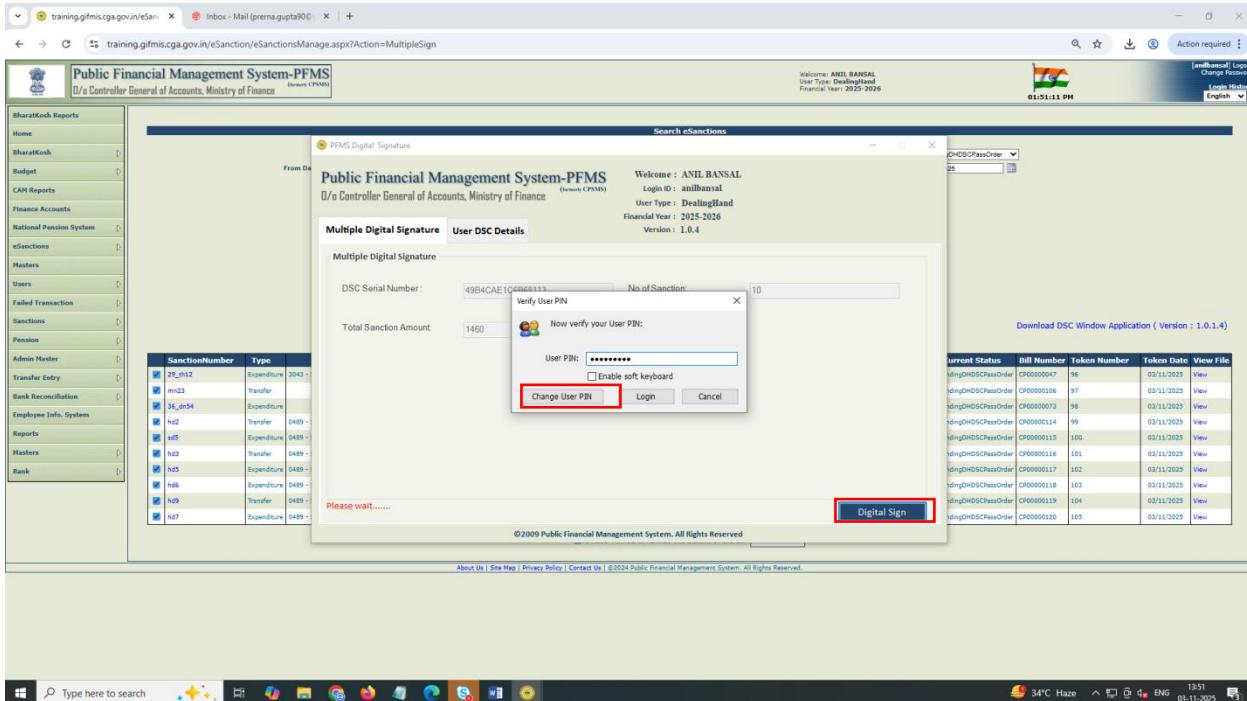


➤ A popup screen of 'PFMS Digital Signature' will appear. Click on 'Digital Sign' button.

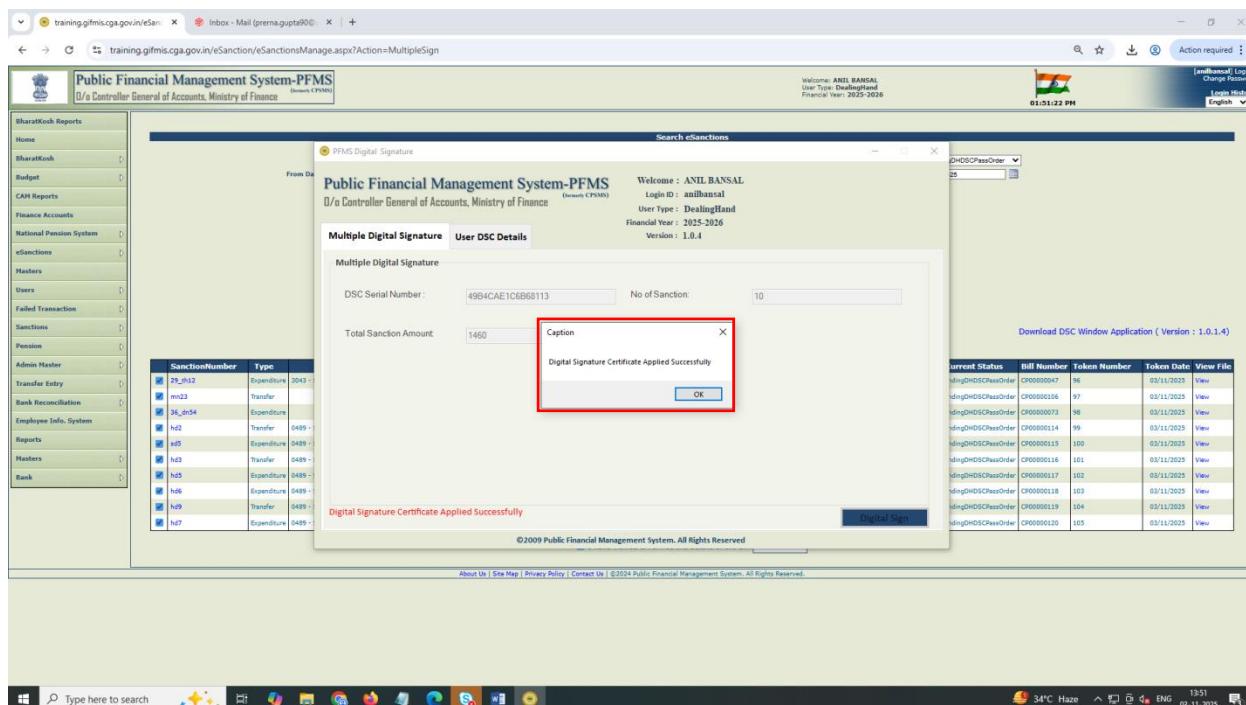


Digital Signing on Multiple Documents in eBill

- System will prompt the user to enter the pin. Enter the DSC pin and click on ‘Digital Sign’ button.

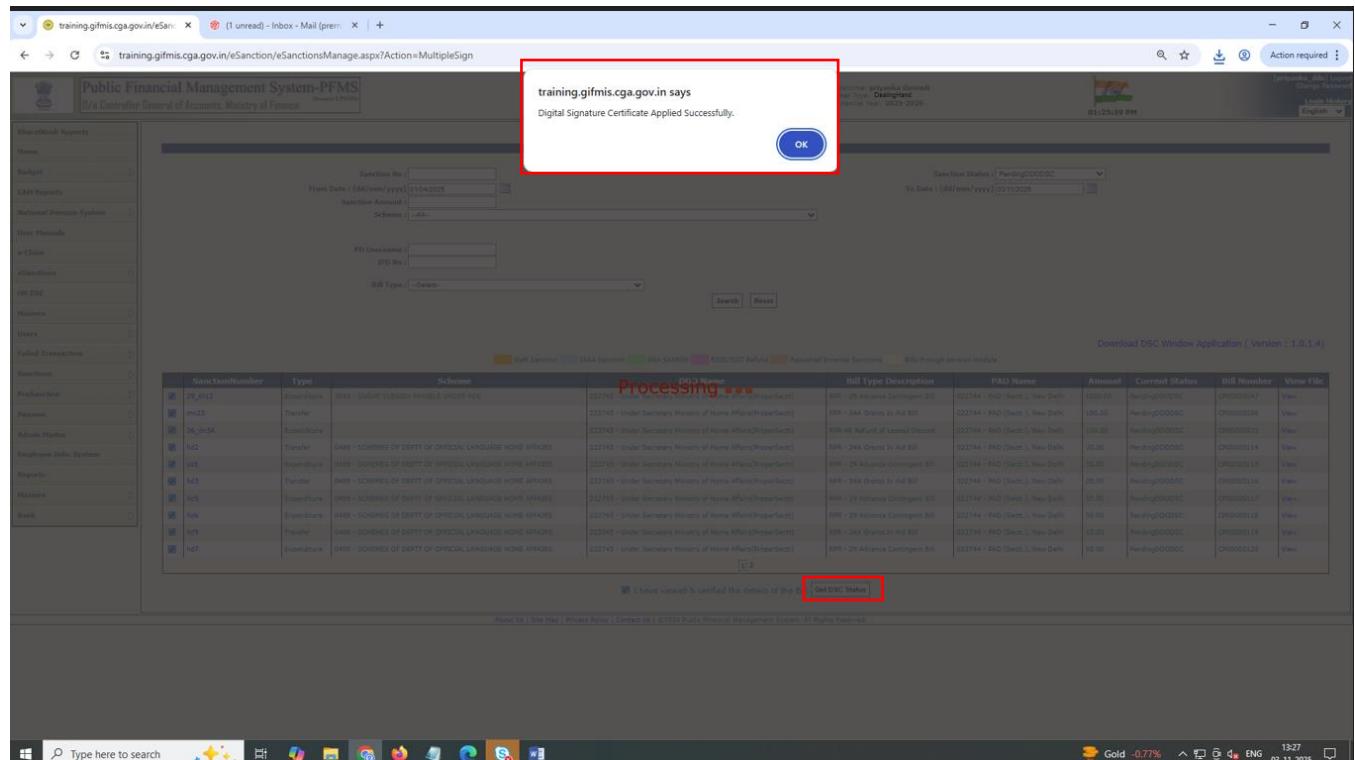


- A popup screen with success message ‘Digital Signature Certificate applied successfully’ will be displayed on the interface as shown in the below screenshot. Click on ‘OK’ button.



Digital Signing on Multiple Documents in eBill

- After successfully signing the pass order, below screen of multiple signing will appear. Click on 'Get DSC Status' button.
- Success message will be displayed as shown in the below screenshot and click on 'OK' button.



- If bill will be returned by DH, return order will be generated and multiple return order will be digitally signed as per the above mentioned process. To digitally sign return order select the status 'PendingDHDSReturnOrder'.
- **Similarly, multiple signing of pass order/return order/Return Memo will be done at AAO and PAO level as explained in the above mentioned process at DDO and DH level.**

* * *