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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 > Mulple 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.

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.

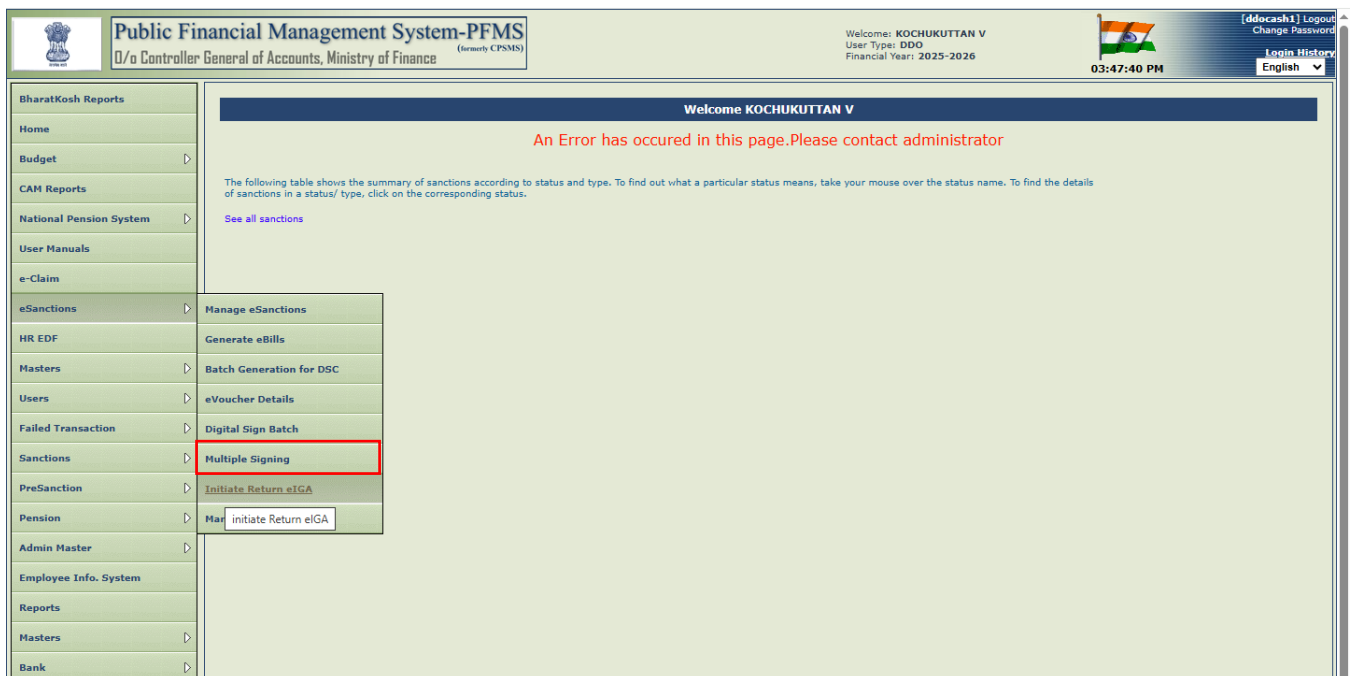
B) DIGITAL SIGNATURE

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

Public Financial Management System-PFMS
U/o Controller General of Accounts, Ministry of Finance

Search eSanctions

Sanction No: From Date: (dd/mm/yyyy) To Date: (dd/mm/yyyy)

Sanction Status:

Sanction Amount: Scheme:

PD Username: SFD No:

Bill Type:

Search Reset

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_312	Expenditure	2043 - SUGAR SUBSIDY PAYABLE UNDER POS	222745 - Under Secretary Ministry of Home Affairs(ProperSeet)	RRP - 29 Advance Contingent Bill	022744 - RAO (Sect.), New Delhi	100.00	Pending/DODSC	CP00000047	View
m23	Transfer	222745 - Under Secretary Ministry of Home Affairs(ProperSeet)	RRP - 24A Grants In Aid Bill	022744 - RAO (Sect.), New Delhi	100.00	Pending/DODSC	CP00000106	View	
36_354	Expenditure	222745 - Under Secretary Ministry of Home Affairs(ProperSeet)	RRP-46 Refund of Lapsed Deposit	022744 - RAO (Sect.), New Delhi	100.00	Pending/DODSC	CP00000073	View	
n2	Transfer	0489 - Schemes of Deptt of Official Language Home Affairs	RRP - 34A Grants In Aid Bill	022744 - RAO (Sect.), New Delhi	30.00	Pending/DODSC	CP00000114	View	
n2	Expenditure	0489 - Schemes of Deptt of Official Language Home Affairs	RRP - 29 Advance Contingent Bill	022744 - RAO (Sect.), New Delhi	30.00	Pending/DODSC	CP00000115	View	
n2	Transfer	0489 - Schemes of Deptt of Official Language Home Affairs	RRP - 24A Grants In Aid Bill	022744 - RAO (Sect.), New Delhi	20.00	Pending/DODSC	CP00000116	View	
n2	Expenditure	0489 - Schemes of Deptt of Official Language Home Affairs	RRP - 29 Advance Contingent Bill	022744 - RAO (Sect.), New Delhi	30.00	Pending/DODSC	CP00000117	View	
n2	Expenditure	0489 - Schemes of Deptt of Official Language Home Affairs	RRP - 29 Advance Contingent Bill	022744 - RAO (Sect.), New Delhi	30.00	Pending/DODSC	CP00000118	View	
n2	Transfer	0489 - Schemes of Deptt of Official Language Home Affairs	RRP - 34A Grants In Aid Bill	022744 - RAO (Sect.), New Delhi	10.00	Pending/DODSC	CP00000119	View	
n2	Expenditure	0489 - Schemes of Deptt of Official Language Home Affairs	RRP - 29 Advance Contingent Bill	022744 - RAO (Sect.), New Delhi	30.00	Pending/DODSC	CP00000120	View	

☐ I have viewed & verified the details of the Bill.

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- 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.

Public Financial Management System-PFMS
U/o Controller General of Accounts, Ministry of Finance

Search eSanctions

Sanction No: From Date: (dd/mm/yyyy) To Date: (dd/mm/yyyy)

Sanction Status:

Sanction Amount: Scheme:

PD Username: SFD No:

Bill Type:

Search Reset

Download DSC Window Application (Version : 1.0.1.4)

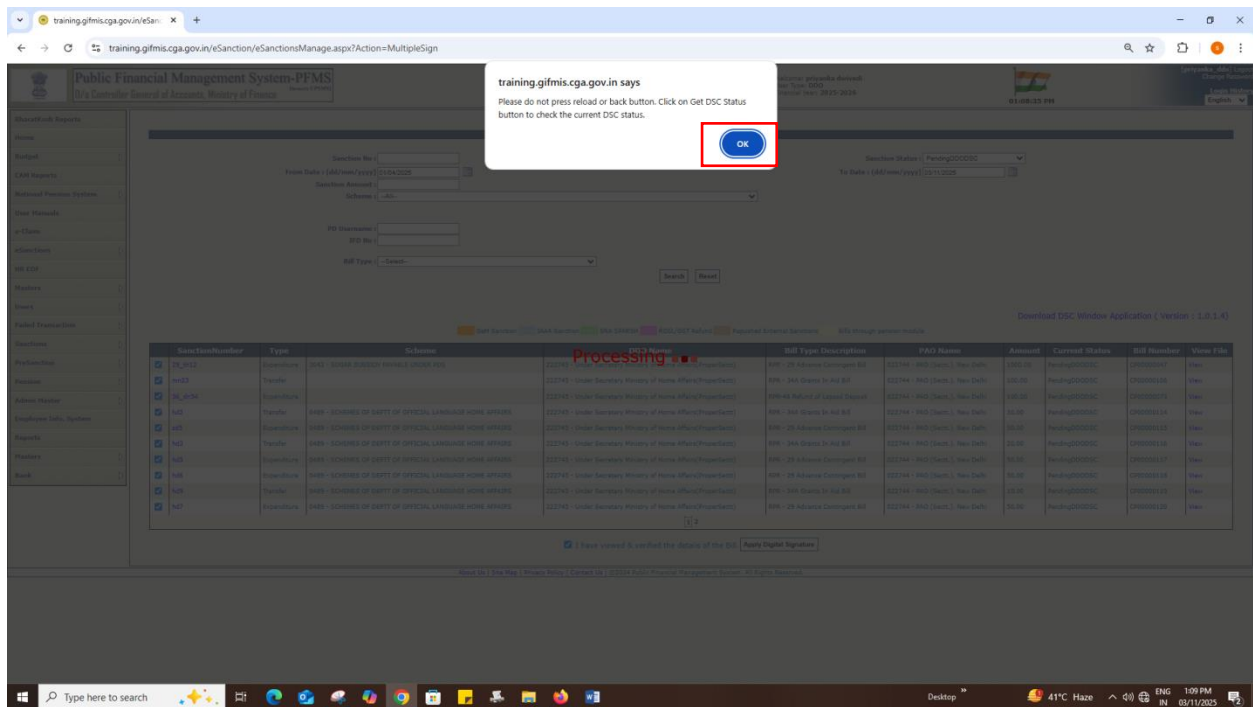
SanctionNumber	Type	Scheme	DDO Name	Bill Type Description	PAO Name	Amount	Current Status	Bill Number	View File
29_312	Expenditure	2043 - SUGAR SUBSIDY PAYABLE UNDER POS	222745 - Under Secretary Ministry of Home Affairs(ProperSeet)	RRP - 29 Advance Contingent Bill	022744 - RAO (Sect.), New Delhi	100.00	Pending/DODSC	CP00000047	View
m23	Transfer	222745 - Under Secretary Ministry of Home Affairs(ProperSeet)	RRP - 24A Grants In Aid Bill	022744 - RAO (Sect.), New Delhi	100.00	Pending/DODSC	CP00000106	View	
36_354	Expenditure	222745 - Under Secretary Ministry of Home Affairs(ProperSeet)	RRP-46 Refund of Lapsed Deposit	022744 - RAO (Sect.), New Delhi	100.00	Pending/DODSC	CP00000073	View	
n2	Transfer	0489 - Schemes of Deptt of Official Language Home Affairs	RRP - 34A Grants In Aid Bill	022744 - RAO (Sect.), New Delhi	30.00	Pending/DODSC	CP00000114	View	
n2	Expenditure	0489 - Schemes of Deptt of Official Language Home Affairs	RRP - 29 Advance Contingent Bill	022744 - RAO (Sect.), New Delhi	30.00	Pending/DODSC	CP00000115	View	
n2	Transfer	0489 - Schemes of Deptt of Official Language Home Affairs	RRP - 24A Grants In Aid Bill	022744 - RAO (Sect.), New Delhi	20.00	Pending/DODSC	CP00000116	View	
n2	Expenditure	0489 - Schemes of Deptt of Official Language Home Affairs	RRP - 29 Advance Contingent Bill	022744 - RAO (Sect.), New Delhi	30.00	Pending/DODSC	CP00000117	View	
n2	Expenditure	0489 - Schemes of Deptt of Official Language Home Affairs	RRP - 29 Advance Contingent Bill	022744 - RAO (Sect.), New Delhi	30.00	Pending/DODSC	CP00000118	View	
n2	Transfer	0489 - Schemes of Deptt of Official Language Home Affairs	RRP - 34A Grants In Aid Bill	022744 - RAO (Sect.), New Delhi	10.00	Pending/DODSC	CP00000119	View	
n2	Expenditure	0489 - Schemes of Deptt of Official Language Home Affairs	RRP - 29 Advance Contingent Bill	022744 - RAO (Sect.), New Delhi	30.00	Pending/DODSC	CP00000120	View	

☒ I have viewed & verified the details of the Bill.

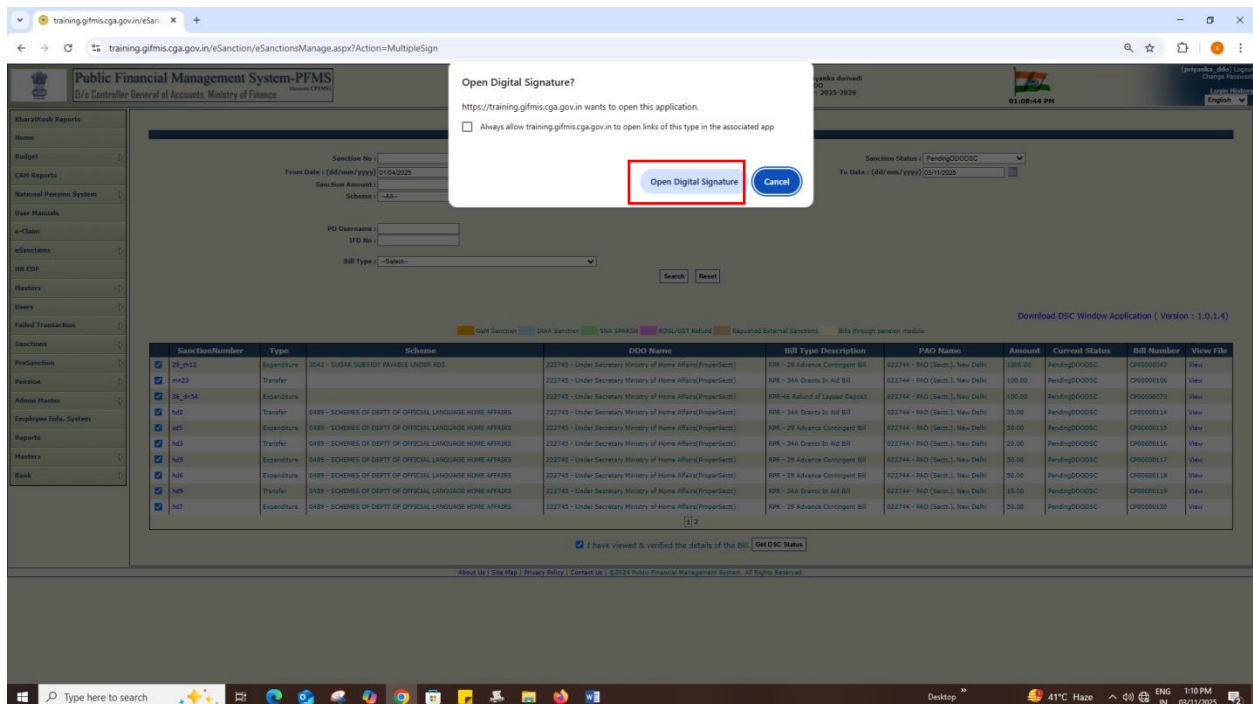
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- A below popup message will appear on the screen. Click on 'Ok' button.

Digital Signing on Multiple Documents in eBill



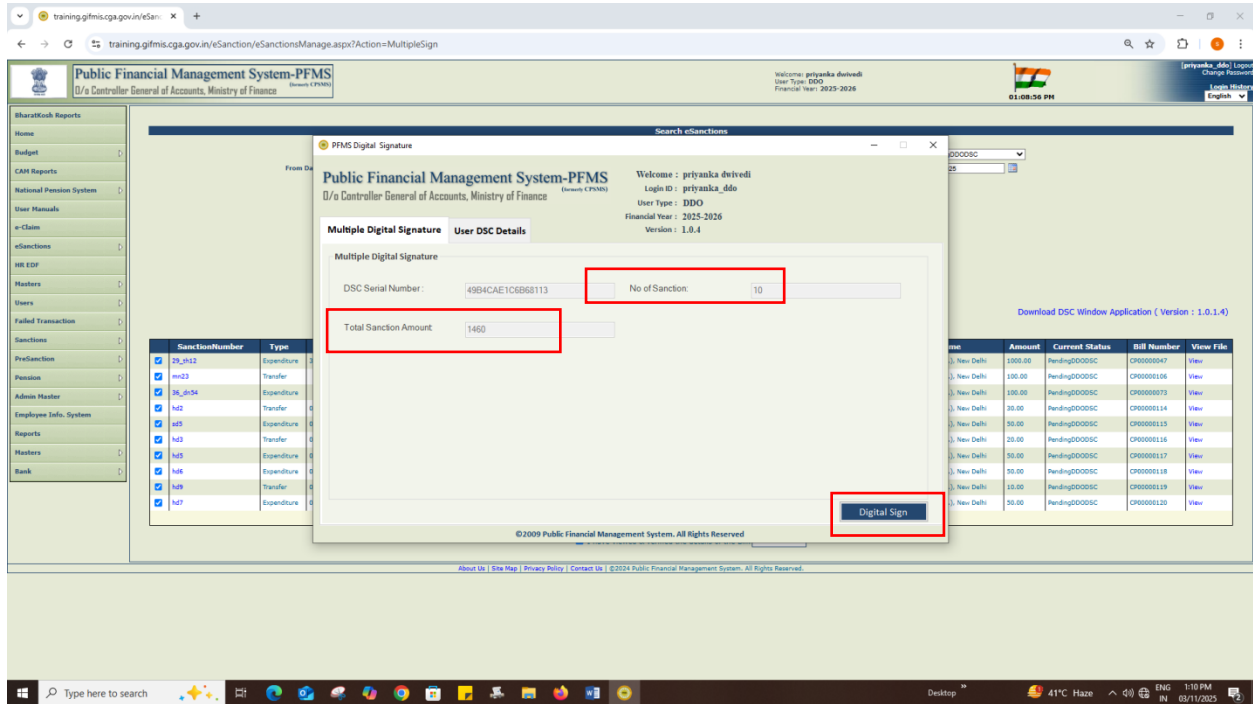
- A below popup message will appear on the screen. Click on 'Open Digital Signature' button.



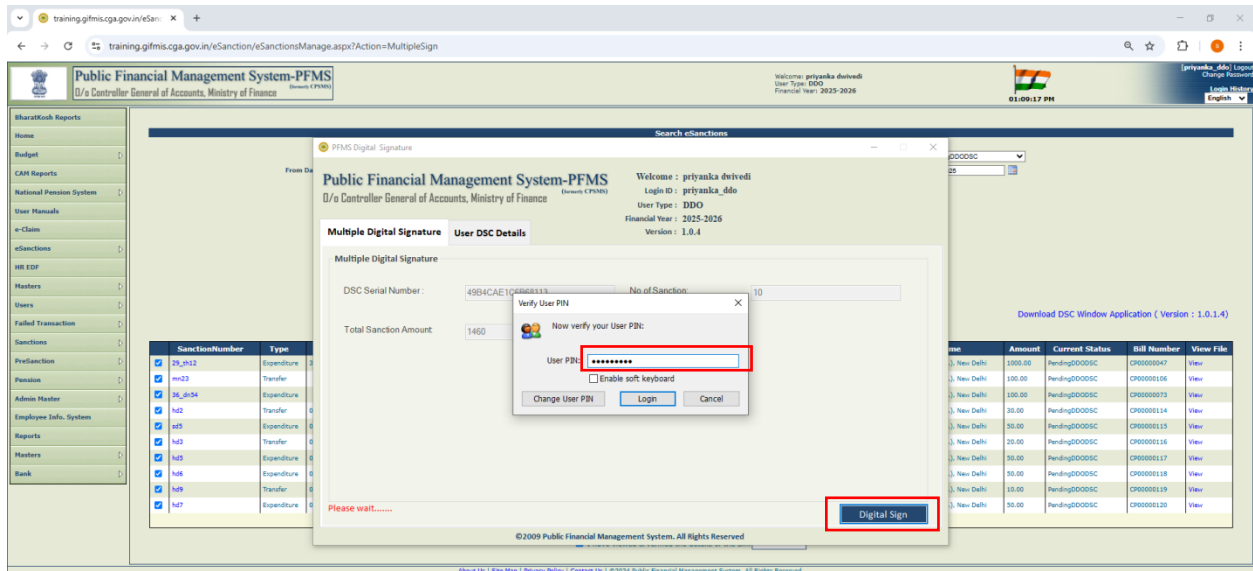
- A popup screen of 'PFMS Digital Signature' will appear.

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.

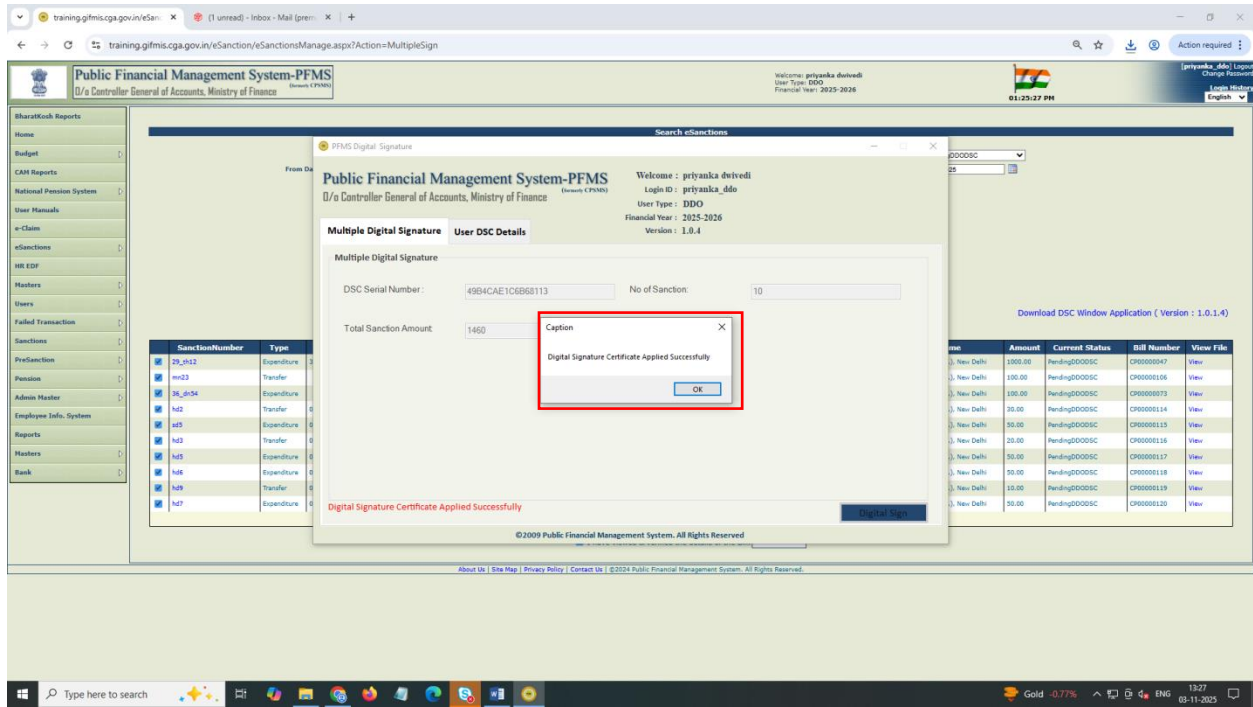


- System will prompt the user to enter the pin. Enter the DSC pin and click on '**Digital Sign**' button.

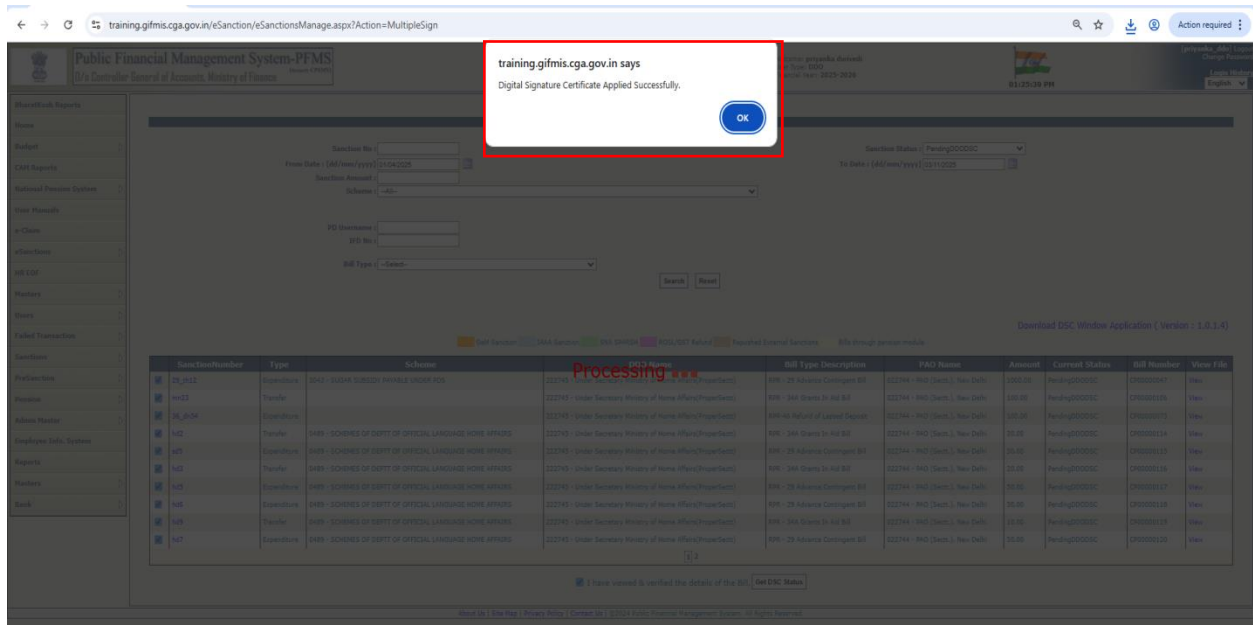


Digital Signing on Multiple Documents in eBill

- 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.

The screenshot displays the 'eSanctions' module of the PFMS. The top navigation bar includes the PFMS logo, user information (priyanka.duvedi), and the time (12:52:56 PM). The left sidebar lists various reports and modules. The main area shows a search filter for 'Sanction Status' set to 'DigitalSignedbyDDO'. Below the search filters is a table of sanctions.

SanctionNumber	Type	Scheme	DDO Name	Bill Type Description	PAO Name	Amount	Current Status	Bill Number	Token Number	Token Date
0014	Expenditure	222743 - Under Secretary Ministry of Home Affairs (Proper Sect)	222743 - Under Secretary Ministry of Home Affairs (Proper Sect)	50R - 33 Refund of Revenue	022744 - PAO (Sect.), New Delhi	100.00	DigitalSignedbyDDO	CP00000100	78	30/10/2023
0012	Expenditure	2489 - SCHEMES OF DEPT OF OFFICIAL LANGUAGE HOME AFFAIRS	222743 - Under Secretary Ministry of Home Affairs (Proper Sect)	50R - 23 Medical Charges Reimbursement (CONS)	022744 - PAO (Sect.), New Delhi	600.00	DigitalSignedbyDDO	CP00000090	80	31/10/2023
0013	Expenditure	222743 - Under Secretary Ministry of Home Affairs (Proper Sect)	222743 - Under Secretary Ministry of Home Affairs (Proper Sect)	50R - 33 Refund of Revenue	022744 - PAO (Sect.), New Delhi	50.00	DigitalSignedbyDDO	CP00000091	81	31/10/2023
23-056	Expenditure	2043 - SUGAR SUBSIDY PAYABLE UNDER PGS	222743 - Under Secretary Ministry of Home Affairs (Proper Sect)	50R - 29 Adjustment of Advances/Fully Vouched Contingent Bill	022744 - PAO (Sect.), New Delhi	900.00	DigitalSignedbyDDO	CP00000080	82	31/10/2023
0015	Transfer	222743 - Under Secretary Ministry of Home Affairs (Proper Sect)	222743 - Under Secretary Ministry of Home Affairs (Proper Sect)	50R - 344 Grants In Aid Bill	022744 - PAO (Sect.), New Delhi	50.00	DigitalSignedbyDDO	CP00000102	83	31/10/2023
0016	Transfer	222743 - Under Secretary Ministry of Home Affairs (Proper Sect)	222743 - Under Secretary Ministry of Home Affairs (Proper Sect)	50R - 344 Grants In Aid Bill	022744 - PAO (Sect.), New Delhi	50.00	DigitalSignedbyDDO	CP00000103	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

The screenshot shows the 'eSanctions' module of the PFMS. The left sidebar has 'eSanctions' selected, and 'Bill Distribution' is highlighted in red. The main area displays a welcome message for 'priyanka.duvedi' and an error message: 'An Error has occurred in this page. Please contact administrator'. The top navigation bar includes the PFMS logo, user information (priyanka.duvedi), and the time (12:47:42 PM).

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.

The screenshot shows the 'Assigning/Re-assigning of bills' screen in the PFMS. The interface includes a search bar with fields for Token Number, Bill Number, From (Sanction Date), To (Sanction Date), and Bill Type. Below the search bar is a table of bills with columns: Sanction Number, Sanction Amount, DDO, Bill Number, Bill Type Description, Bill Date, Token Number, and Assigned To. The table contains 10 rows of data. A red box highlights the 'Assign' button at the bottom right of the table.

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

The screenshot shows the 'Assigning/Re-assigning of bills' screen in the PFMS. A success message is displayed in a white box: "training.gfmis.cga.gov.in says Selected bill(s) has been successfully assigned to dealing hand ANIL BANSA(unilbansar)". Below the message is a red box highlighting the 'OK' button. The background interface is dimmed, showing the same search bar and table of bills as the previous screenshot.

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.

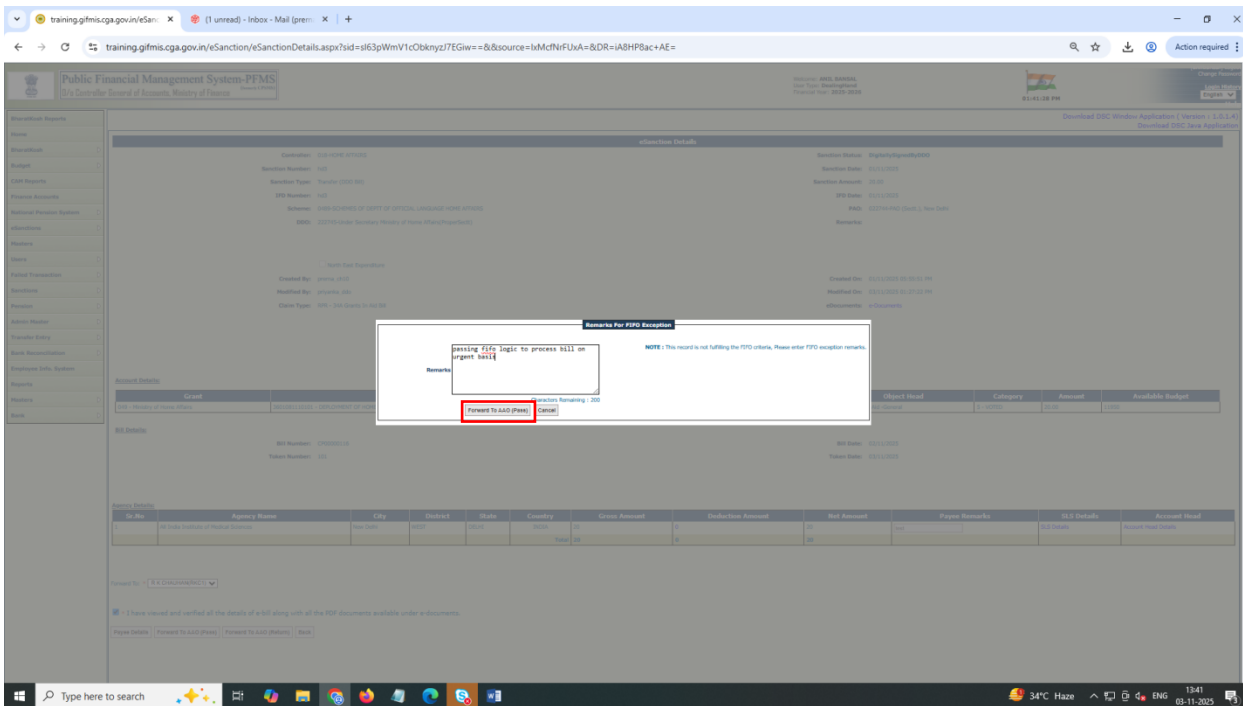
The screenshot shows the PFMS interface with the 'Manage eSanctions' screen. The search filter is set to 'Sanction Number'. The list of sanctions includes columns for Sanction Number, Type, Scheme, DDO Name, Bill Type Description, PAO Name, Amount, Date, Current Status, Bill Number, Token Number, and Token Date. The 'Sanction Number' column contains links to individual sanction details.

- 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.

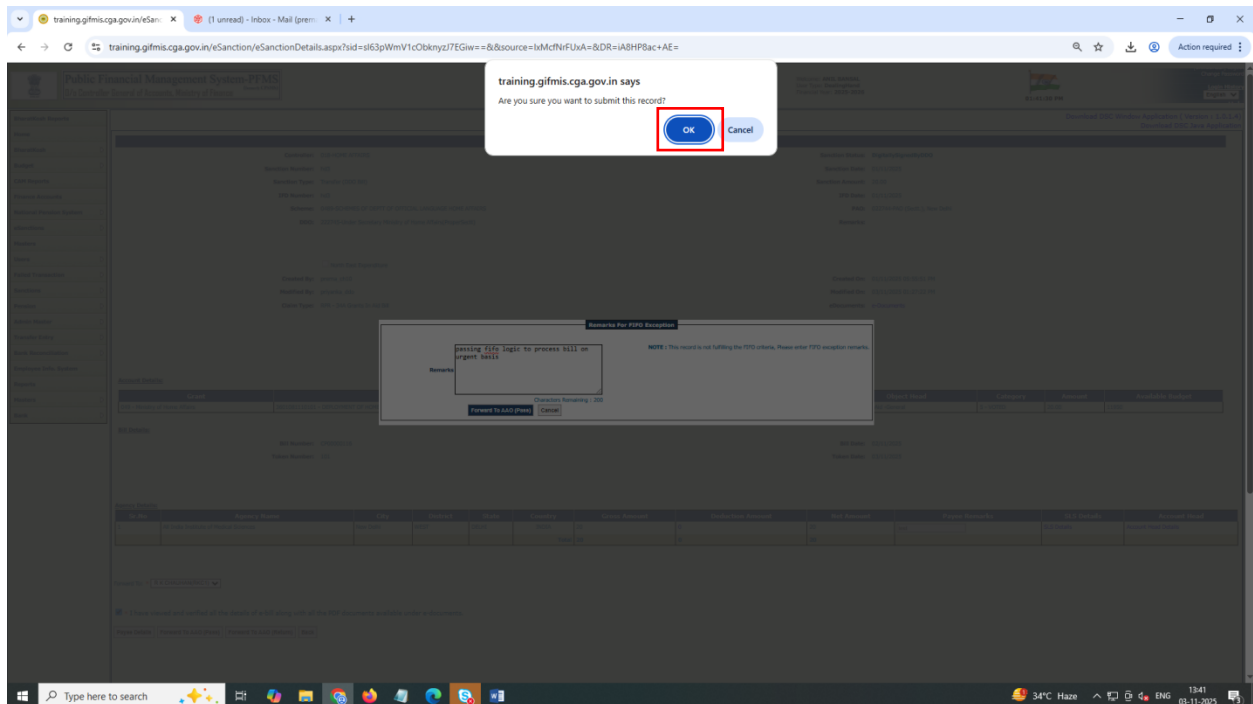
The screenshot shows the PFMS interface with the 'eSanction Details' screen. The details of a specific sanction are displayed, including the sanction number, type, scheme, DDO name, bill type description, PAO name, amount, date, current status, bill number, token number, and token date. The 'Forward To AAO(Pass)' button is highlighted.

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.

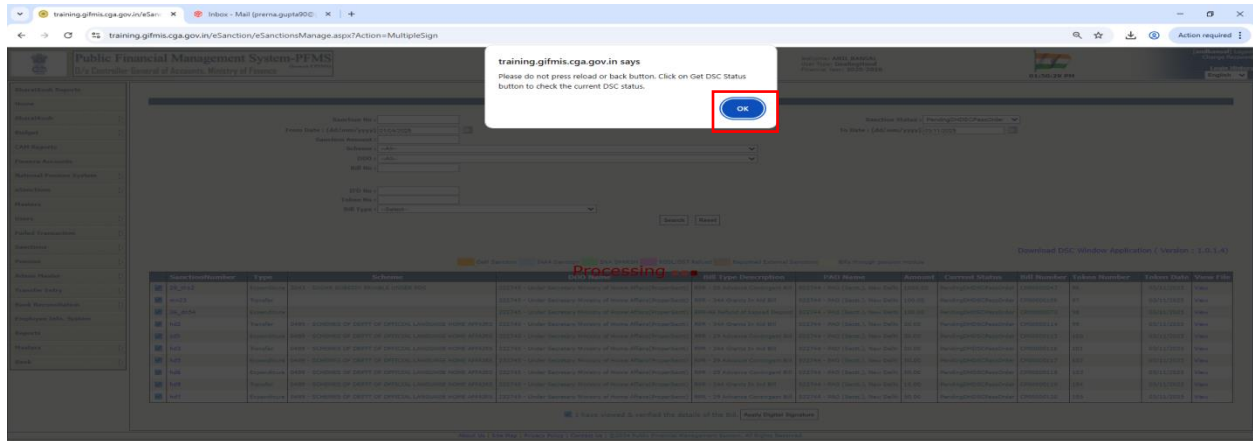
- DH will follow the below path to view/digitally sign the multiple pass order simultaneously.

eSanctions-> Multiple Signing

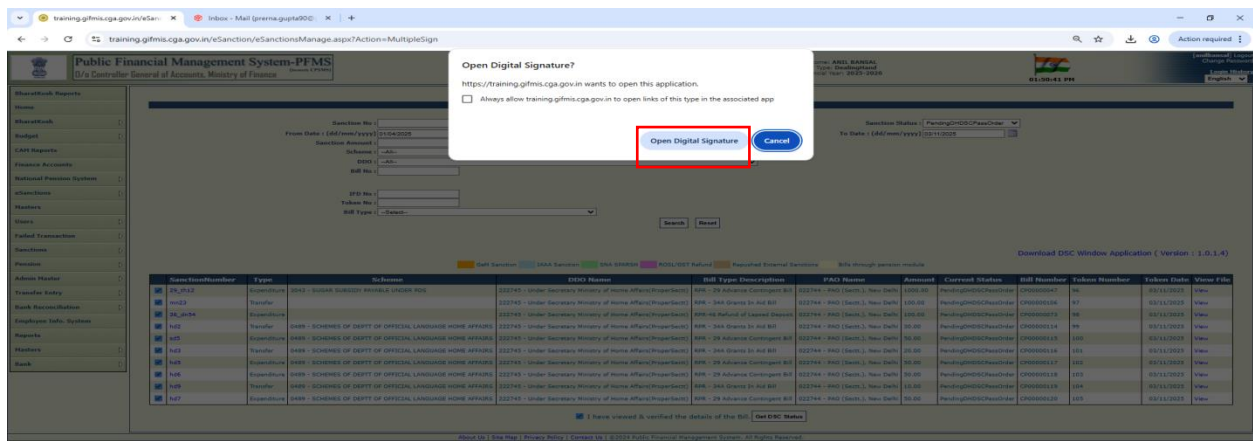
- Search the sanction(s) with sanction status as 'PendingDHDSCPassOrder'.
- All the sanctions will be displayed whose pass order will be pending for DSC as shown in the below screenshot.
- Click on 'View' hyperlink to view the pass order PDF generated for digitally signing.
- Tick the multiple checkboxes 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.

Digital Signing on Multiple Documents in eBill

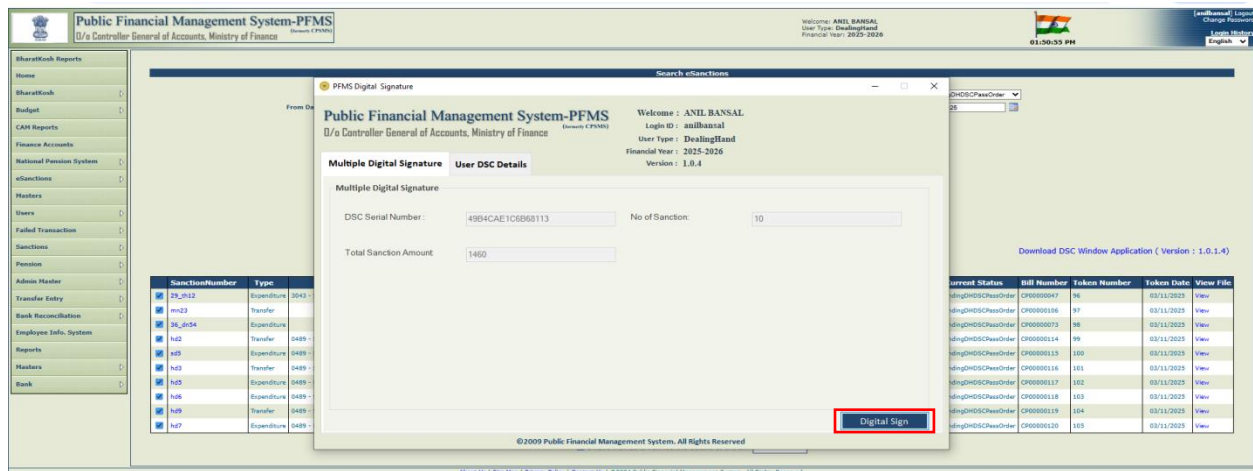
- A below popup message will appear on the screen. Click on 'Ok' button.



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

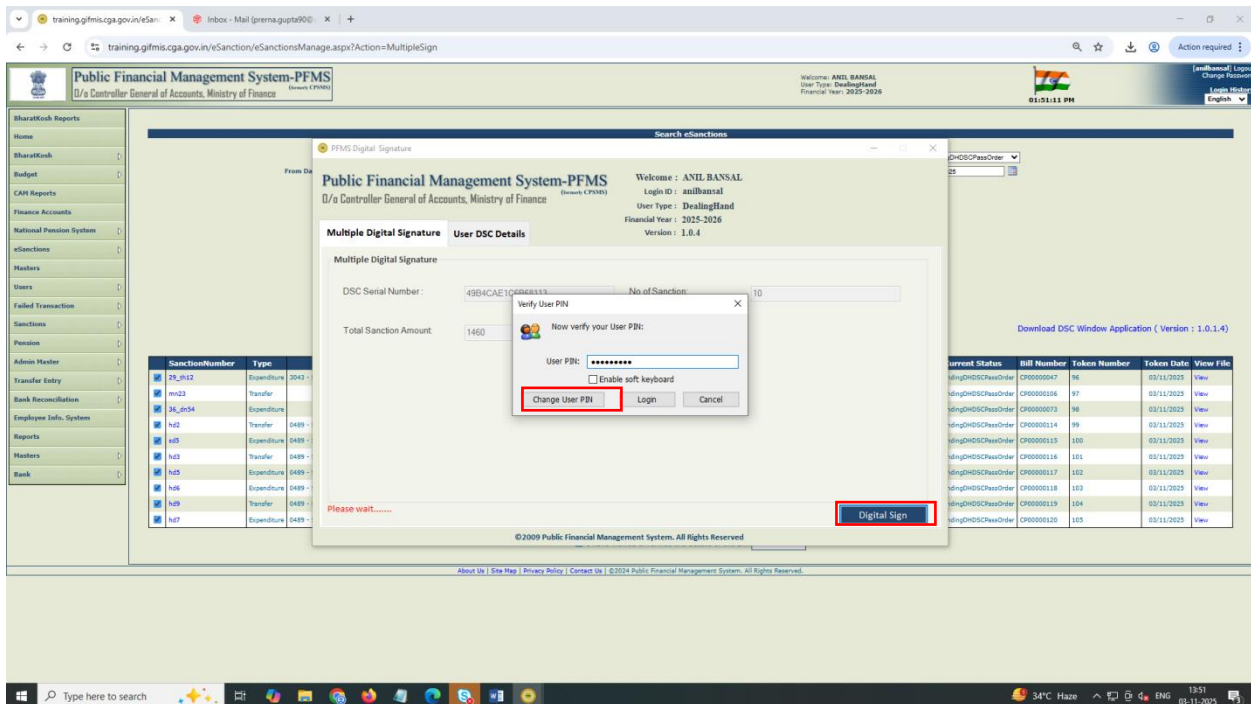


- A popup screen of 'PFMS Digital Signature' will appear. Click on 'Digital Sign' button.

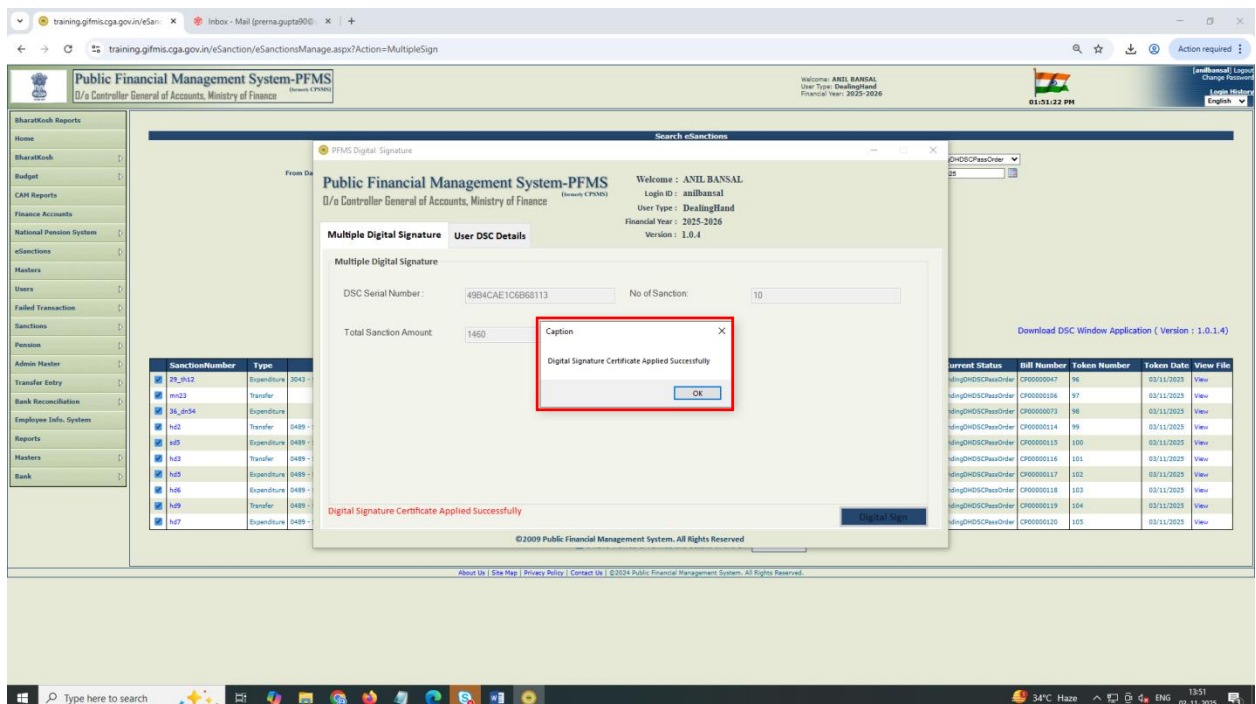


Digital Signing on Multiple Documents in eBill

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

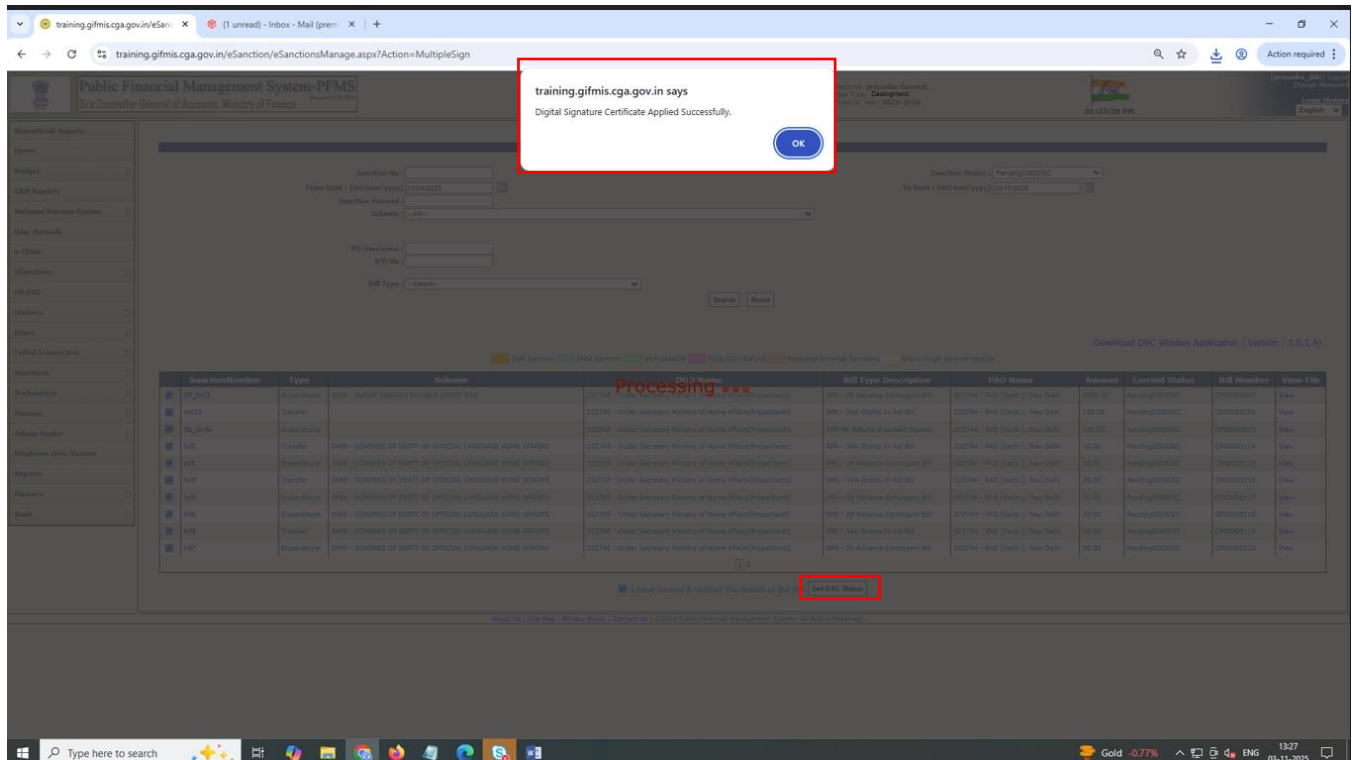


- A popup screen with success message '**Digital Signature Certificate applied successfully**' will be displayed on the interface as shown in the below screenshot. Click on '**OK**' button.



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 '**PendingDHDSCReturnOrder**'.
- 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.