

**Ministry of Finance
Department of Expenditure
Controller General of Accounts,
GIFMIS (PFMS Division)**

**Mahalekha Nyantrak Bhawan,
INA New Delhi - 110023**

F. No.- 1-115001/1 12024-ITD-CGA-Parl (1)/E-18057/~~330-33~~ Dated: 12/08/2025

OFFICE MEMORANDUM

Sub: Rollout of e-bill in EIS Module and training for DDOs - reg.

Reference is invited to this office OM of even number dated 27.11.2024" 30.12.2024, 21.01.2025, 31.01.2025, 31.03.2025, 16.04.2025, 27.05.2025, 13.06.2025, 09.07.2025 and 04/08/2025 on the subject mentioned above. A training program to roll-out e-Bill in EIS-Module has been scheduled for DDOs at **AGRA** stations in the month of **August-2025** on the venue mentioned below:

Station	Date	Venue	Annexure
AGRA	19.08.2025	VIKAS BHAWAN, AUDITORIUM, C-9/7, Mahatma Gandhi Rd, Sanjay Place, Civil Lines, Agra, Uttar Pradesh 282002	A

i. DDO along with DDO Maker* is requested to attend/participate in the training on the scheduled date and time from each DDO Office. (These DDOs will be enabled for e-Bill in EIS Module from **August-2025** onwards and bill processing through normal mode will not be available from the month of **August-2025**).

*(*Only two persons i.e. DDO and DDO-maker can be accommodated due to limited availability of seats in Training Lob)*

- ii. DDO must bring their DSC for Hand holding during training.
- iii. All the participants may reach the training venue at scheduled time positively.
- iv. Process flow and Annexure for Training Schedule comprising of date and time is attached.

This issues with the approval of competent authority.

Encl.: As above


(B Gopala Krishnakanth Raju)
ACGA. GIFMIS

To,

1. The concerned Pr. CCAs/CCAs/CAs /PAO of the Ministry/ Department concerned with the request to direct DDOs attached as per ANNEXURE A to attend the training programme.
2. The ACGA (PFMS State Directorate, Lucknow, Uttar Pradesh) for information making necessary arrangements and logistics for the training at their end. Additional LOC may be obtained from PFMS HQ for this purpose.
3. The Sr. AO, Admin, GIFMIS, with request to upload the O.M. on CGA's website.

Copy to:

1. The Joint CGA, (SD PFMS), Shivaji Stadium New Delhi for information please.

Process Flow for implementation of e-bill in EIS Module

Pre-Requisite for e-bill processing in EIS Module:

1. DDOs should be enable for e-bill in PFMS as well as in EIS module.
2. Two types of Users i.e. DDO Maker and DDO (Drawing and Disbursing Officer) instead of existing DDO Checker required for e-bill in EIS module.
3. Latest version of DSC utility should be installed and configured in PFMS.
4. Other requirement for e-bill implementation in EIS Module e.g. System requirements, latest version of windows, Scanners etc. are same as PFMS e- bill Sanction Module.

Process Flow

DDO MAKER:

5. DDO Maker will process the e-bill through EIS module as per existing procedure.
6. DDO Maker may create/upload up to 5 (five) additional PDF file of 2 MB each for other than EIS generated files and schedules i.e. Office Order, Promotion Order, Joining Report etc.
7. After processing and checking the Outer, Inner and all Schedules including (NG Recovery schedules) DDO maker should forward the same to DDO.
8. No Documents are required to forward/send physically in e-bill processing.

DDO (Drawing and Disbursing Officer), (New user in EIS Module) instead of DDO Checker:

9. Bill will be available for further processing at DDO login by clicking “Employee Information System” through PFMS page.
10. EIS e-Bills will be available at DDO login in EIS at Pay-Bills – Verification - Verification of e-bills.
11. DDO will prepare the Outer, Inner, Bank Statement, Suspense Schedules and all other Schedules in 5 (five) PDF format including manual creating PDF file through DDO Maker level.
12. DDO must read and confirm each PDF file before DSC.
13. After “Read and Confirm” the PDF file, e-bill is available for DSC with NPB.
14. After DSC e-bill is available to forward the same to PFMS.
15. At the time of forwarding the bill to PFMS, DDO can return/reject the same e-bill to DDO maker for reprocessing/correction after deletion.

ANNEXURE - A

Timing: 11:00 AM to 01:30 PM		Training of DDOs for E-Bill in EIS Module			Dated: 19-08-2025
Sl. No.	Controller Name	PAO Name	DDO Name	Address	City
1	001 - AGRICULTURE	000569 - PAO(Plant Protection & Misc), Faridabad	208513 - Plant Protection Officer (E)CIPMC, Agra	H.NO 760 , near Kar Kunj, Awas Vikas colony, Sector 14, Sikandra	Agra
2	022 - LAW & JUSTICE	031438 - PAO(Legal Affairs), New Delhi	131474 - Assistant Registrar,ITAT, Agra	63/4 CGO COMPLEX CPW, D KENDRALAYA SANJAY, PLACE	Agra
3	023 - PLANNING STATISTICS AND PROGRAM IMPLEMENTATION	032800 - PAO(Statistics), New Delhi	132813 - ASSTT.DIRECTOR,NATIONAL SAMPLE SURVEY ORGN,FIELD OPERATION DIVISION 37,SURYA NAGAR,UP(W)REGIO	NSSO(FOD), HOUSE NO., 1054, KHALIL MANZIL, , MARIS ROAD, ALIGAR, H	Agra
4	035 - CBEC	052000 - PAO(Collec. of Central Excise), Kanpur	207416 - Administrative Officer, Mathura Division, CGST Agra Commissiionerate	Arya Nagar kosikal	Agra
5	035 - CBEC	052000 - PAO(Collec. of Central Excise), Kanpur	292314 - Administrative Officer, Agra-I Division, CGST Agra Commissionerate	113/4 3rd floor Sanjay Place Agra, ay Place Agra	Agra
6	035 - CBEC	052000 - PAO(Collec. of Central Excise), Kanpur	292315 - Administrative Officer. C.Ex. Comm tt, Agra	113/4 Sanjay Place A, gra	Agra
7	035 - CBEC	052000 - PAO(Collec. of Central Excise), Kanpur	292316 - Administrative Officer, Agra-II Division, CGST Agra Commissionerate	113/4 Sanjay Place A, gra	Agra
8	036 - CBDT	056815 - ZAO(CBDT), Agra	216801 - DDO, ITO, Exemption, Agra	Room no-604,6th Floor Aaykar Bhawan sanjay place	Agra
9	036 - CBDT	056815 - ZAO(CBDT), Agra	256833 - Range-5, Ferozabad	AAYAKAR BHAWAN CIVIL, LINE NH-2, DABRAI F, IROZABAD	Agra
10	036 - CBDT	056815 - ZAO(CBDT), Agra	256834 - ITO, Jhansi	INCOME TAX OFFICE 1090 CIVIL LINES JHANSI, 90 CIVIL LINES JHANS, I	Agra
11	036 - CBDT	056815 - ZAO(CBDT), Agra	256847 - ITO (HQ), O/O THE CIT-II, AGRA	Aykar Bhawan, ,Sanja, y Place, Ist Floor A, gra,	Agra
12	036 - CBDT	056815 - ZAO(CBDT), Agra	256848 - ITO, RANGE II, O/O THE JCIT-II, AGRA	INCOME TAX OFFICE, S, ANJAY PLACE, AGRA	Agra
13	036 - CBDT	056815 - ZAO(CBDT), Agra	256849 - ACIT, CENTRAL CIRCLE, AGRA	Aayakr Bhawan, Sanja, y Place Agra	Agra
14	036 - CBDT	056815 - ZAO(CBDT), Agra	256850 - ITO, CIB - 1, AGRA	INCOME TAX OFFICE SA, NJAY PLACE	Agra
15	036 - CBDT	056815 - ZAO(CBDT), Agra	256852 - ITO, RANGE 4, O/O THE JCIT, AGRA	Room No. 410, 4th Fl, oor, Aayakar Bhawan,, Sanjay Place, Agra	Agra

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Sl. No.	Controller Name	PAO Name	DDO Name	Address	City
16	036 - CBDT	056815 - ZAO(CBDT), Agra	256854 - ITO, LALITPUR	INCOME TAX OFFICE zi, la panchayat buildin, g lalitpur	Agra
17	036 - CBDT	056815 - ZAO(CBDT), Agra	256855 - ITO, RANGE 1, AGRA	INCOME TAX OFFICE SA, NJAY PLACE AGRA	Agra
18	036 - CBDT	056815 - ZAO(CBDT), Agra	205919 - ITO, Auraiya, Uttar Pradesh	INCOME TAX OFFICE NE, AR INDIAN OIL POLICE, CHAUKI KANPUR ROAD, AURAIYA	Agra
19	036 - CBDT	056815 - ZAO(CBDT), Agra	255846 - ACCOUNTS OFFICER,ZAO,CBDT,AAYA KAR BHAWAN,SANJAY PLACE, AGRA.	ROOM NO. 601, AAYAKA, R BHAWAN SANJAY PLAC, E AGRA	Agra
20	036 - CBDT	056815 - ZAO(CBDT), Agra	256818 - ITO (PR), O/O CIT, AAYAKAR BHAWAN, SANJAY PLACE, AGRA.	AAYAKAR BHAWAN, SANJAY PLACE, M.G.ROAD, AGRA, AY PLACE, M.G.ROAD,, AGRA	Agra
21	036 - CBDT	056815 - ZAO(CBDT), Agra	256831 - ITO, Etawah	INCOME TAX OFFICE 123 CIVIL LINES ETAWAH, 3 CIVIL LINES ETAWA, H	Agra
22	016 - REVENUE	053401 - PAO(CBN), Gwalior	253402 - ASSTT. NARCOTICS COMMISSIONER,CBN,GW ALIOR	19 MALL ROAD MORAR G, NARCOTICS OFFICE, MALL ROAD, MORAR	Agra
23	016 - REVENUE	053401 - PAO(CBN), Gwalior	253434 - PAO,NARCOTICS COMM GWALIOR.	PAO, CBN, 19 MALL ROAD, MORAR, MALL ROAD, MORAR	Agra
24	035 - CBEC	050135 - PAO, CENTRAL EXCISE & CUSTOMS, BHOPAL	206258 - Administrative Officer, O/o the Commissioner of Customs, Central Excise and Service Tax, Audi	1st floor mela pradh, ikaran Building, Mel, a Ground, Gwalior	Agra
25	086 - CORPORATE AFFAIRS	086200 - PAO Corporate Affairs, Mumbai	286206 - ROC, Gwalior	A BLOCK THIRD FLOOR , SANJAY COMPLEX JAYEN, DRAGANJ LASHKAR GWAL, IOR	Agra
26	123 - Ministry of Textiles	017186 - Regional Pay & Accounts Office, Ministry of Textiles, Mumbai	217247 - Handicraft Service Centre, Gwalior	REGIONAL ART CRAFT AND DESIGN CENTRE BAIJAATAAL MOTIMAHAL GWALIOR	Agra
27	001 - AGRICULTURE	000569 - PAO(Plant Protection & Misc), Faridabad	217971 - Plant Protection Officer, Central Integrated Pest Management Centre, CIPMC	Central Integrated Pest Management Centre, Morena Maharajpur, Ward Number -45, Maharajpur road, Behind New Housing B	Agra
28	035 - CBEC	051917 - PAO(Collec. of Central Excise), Jaipur	207045 - AO/Supdt, CGST Div-F, Bharatpur	Bharatpur	Agra

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29	001 - AGRICULTURE	000569 - PAO(Plant Protection & Misc), Faridabad	217971 - Plant Protection Officer, Central Integrated Pest Management Centre, CIPMC	Central Integrated Pest Management Centre, Morena Maharajpur, Ward Number -45, Maharajpur road, Behind New Housing B	Agra