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GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF EXPENDITURE
CONTROLLER GENERAL OF ACCOUNTS
GIFMIS, PFMS DIVISION

Mahalekha Niyantak Bhawan
INA Colony, New Delhi

Date: 26-10-2026

OFFICE MEMORANDUM

Subject: Standard Operating Procedure (SOP) for Reinitiation of Failed ePPA Payments under TSA Hybrid framework.

The undersigned is directed to forward herewith the Standard Operating Procedure (SOP) for Reinitiation of Failed ePPA Payments under the Treasury Single Account (TSA)/TSA Hybrid framework for information, guidance, and necessary action.

2. The SOP outlines the procedure to be followed for reinitiation of failed ePPA claims, approval of the reinitiated claims by the concerned Agency/Sub-Agency DA, and e-signing of the reinitiated payment file through ePPA, followed by downloading and submission of the duly signed Payment Advice (PPA) to the concerned bank for further processing.
3. All concerned are requested to take note of the enclosed SOP and get the OM circulated to the respective divisions and their implementing agencies. The concerned stakeholders may be advised to familiarise themselves with the prescribed procedure and follow the instructions contained therein while handling cases of reinitiation of failed ePPA payments.
4. This is issued with the approval of the Competent Authority.

(Deepak Gupta)
Assistant CGA (GIFMIS)

Encl: As above.

To:

1. All Pr. CCAs/CCAs/CAs with independent charge, with a request to get the OM circulated to Program Divisions and all concerned Implementing Agencies.

Copy to:

1. Sr.AO (GIFMIS) to upload a copy on CGA's website

STANDARD OPERATING PROCEDURE FOR REINITIATION OF FAILED ePPA PAYMENTS

TSA/TSA Hybrid is an initiative for disbursement of funds under Central Sector Schemes to enable more effective cash management and achieve the goal of “Just-in-Time” fund flow from Central Ministries/Departments/Central Nodal Agencies/Autonomous Bodies/Sub-Autonomous Bodies directly to beneficiaries, vendors, and implementing agencies through an integrated network of PFMS, RBI and Scheduled Commercial Banks.

The reinitiation functionality under the Hybrid TSA framework can be used if the funds are successfully received from the RBI, but the transaction fails at the scheduled commercial bank for any reason which can be checked in the HTSA -02 report. Further, claims signed through ePPA shall remain valid for a period of 15 days from the date of e-signing by the data approver of Child agency. Upon expiry of the 15-day validity period, the ePPA shall be treated as expired.

In such cases, the bank needs to provide the failed response to the PFMS. Thereafter, the user shall be required to re-initiate the Hybrid Claim process, re-sign the claim through ePPA, and submit the duly signed PPA to the respective Bank for further processing.

Note: One thing to be considered is that while reinitiating the failed claim, the demand file will not go to the Funding Agency level, as the funds have already been transferred from the RBI Account to the Savings Account of the Recipient Agency.

Steps for reinitiation of claim and eSigning the claim is given below:

1. Initiating a failed claim by DO user.

- a) Agency DO (Data Operator) user will follow the path: **TSA > TSA Hybrid> Reinitiate Failed Claims**. The following screen will appear:



Welcome:ert tre
User Type:AGENCYDO
Agency:Test TSA2
Agency Unique Code:DLIN00002704
Financial Year:2026-2027

Failed Payment Reinitiation/Permanent Cancel

Financial Year:*

2026-27

Scheme:*

1410-CLIMATE RESILIENT AGRICULTURE INITIATIVE

Bank Account:*

--Select--

Credit/Debit Failed:*

--Select--

Module:*

--Select--

Old PFMS Transaction No

From Date

dd/mm/yyyy

To Date

dd/mm/yyyy

Old Office Order Number

Search

Reset

- b) User will select the Scheme and Bank Account Number from drop down menu.
- c) Select type of transaction failed as Credit/Debit Failed.
- d) Select the module as **TSAHybridReinitiateClaims**.
- e) Click on Search.

Failed Payment Reinitiation/Permanent Cancel

Financial Year: 2024-25
 Scheme: 1410-CLIMATE RESILIENT AGRICULTURE INITIATIVE
 Bank Account: 01231052777 - UNION BANK OF INDIA
 Credit/Debit Failed: Credit Failed
 Payment Type: Vendor
 Module: TSAHybridReinitiateClaims
 Old PFMS Transaction No: 240000007767
 From Date: dd/mm/yyyy To Date: dd/mm/yyyy
 Old Office Order Number:

Selection	Sl No	Scheme	Branch A/C	Old Letter Office Order Number	Old PFMS Transaction No	Transaction Type	Total No. Of Credit	Total No. Of Debit Failed	Gross Amount	Deduction Amount	Net Amount	Amount To Reinitiated	Failure Date	Failure Reason	Total No. Of Credit Permanent Cancelled	Total Trans Not Reinitiated
☐	1	CLIMATE RESILIENT AGRICULTURE INITIATIVE	01231052777		24072400007767	Single	2	1	20.00	10.00	10.00	20.00			0	1
☐	2	CLIMATE RESILIENT AGRICULTURE INITIATIVE	01231052777		24072400007767	Single	2	1	21.00	10.00	10.00	21.00			0	1
☐	3	CLIMATE RESILIENT AGRICULTURE INITIATIVE	01231052777		24072400007767	Single	2	2	18.00	5.00	13.00	18.00			1	0
☐	4	CLIMATE RESILIENT AGRICULTURE INITIATIVE	01231052777		24072400007767	Single	2	1	21.00	5.00	16.00	21.00			0	1
☐	5	CLIMATE RESILIENT AGRICULTURE INITIATIVE	01231052777		24072400007767	Single	2	1	13.00	8.00	5.00	13.00			0	1
☐	6	CLIMATE RESILIENT AGRICULTURE INITIATIVE	01231052777		24072400007767	Single	2	2	25.00	10.00	15.00	25.00			0	1
☐	7	CLIMATE RESILIENT AGRICULTURE INITIATIVE	01231052777		24072400007767	Single	2	1	21.00	10.00	11.00	21.00			0	1
☐	8	CLIMATE RESILIENT AGRICULTURE INITIATIVE	01231052777		24072400007767	Single	2	1	30.00	20.00	10.00	30.00			0	1
☐	9	CLIMATE RESILIENT AGRICULTURE INITIATIVE	01231052777		24072400007767	Single	2	1	25.00	5.00	20.00	25.00			0	1
☐	10	CLIMATE RESILIENT AGRICULTURE INITIATIVE	01231052777		24072400007767	Single	2	2	15.00	10.00	5.00	15.00			0	0

- f) Select the transaction from the list of failed transactions available. Select the respective radio button. Click on **Reinitiate Claim**.
- g) A pop-up message will appear asking to move forward.
- h) Click on **Yes**. The following screen will appear.

Reinitiate Hybrid Claim / Permanent Cancel

Scheme: CLIMATE RESILIENT AGRICULTURE INITIATIVE
 Bank Account: 01231052777

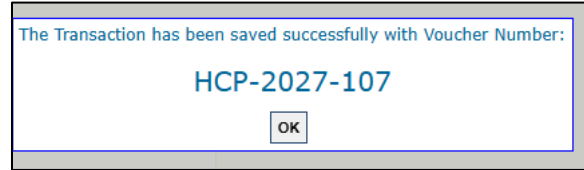
Received Sanction Details:

Transaction ID	Sanction Number	Function Head	Amount Received	Total Expenditure Limit	Balance Expenditure Limit
5082001069402	New Assignment 2026-27	240100103400031	65000000	600000	597805

Letter/office order no.: 01
 Letter/office order Date: 10/10/2026
 Actual Transaction Date: 10/10/2026
 Total Amount to Reinitiate: 10
 Total Claim Amount: 20
 Narration: ok
 Voucher Number:
 Old Office Order No:
 Old PFMS Transaction Id: H072400007767
 Action: ☒ Reinitiate Txn ☐ Permanent Cancel Txn

Vendor Name	Vendor Account Details	Component Details	Deduction Details	Reinitiate Amount	Total Amount
xxxxDr Axxxx	10001234 - xxxxDr	Component Name: [2]TA Amount: 20	Deduction Type: Accommodation Recovery Amount: 10	10.00	20.00

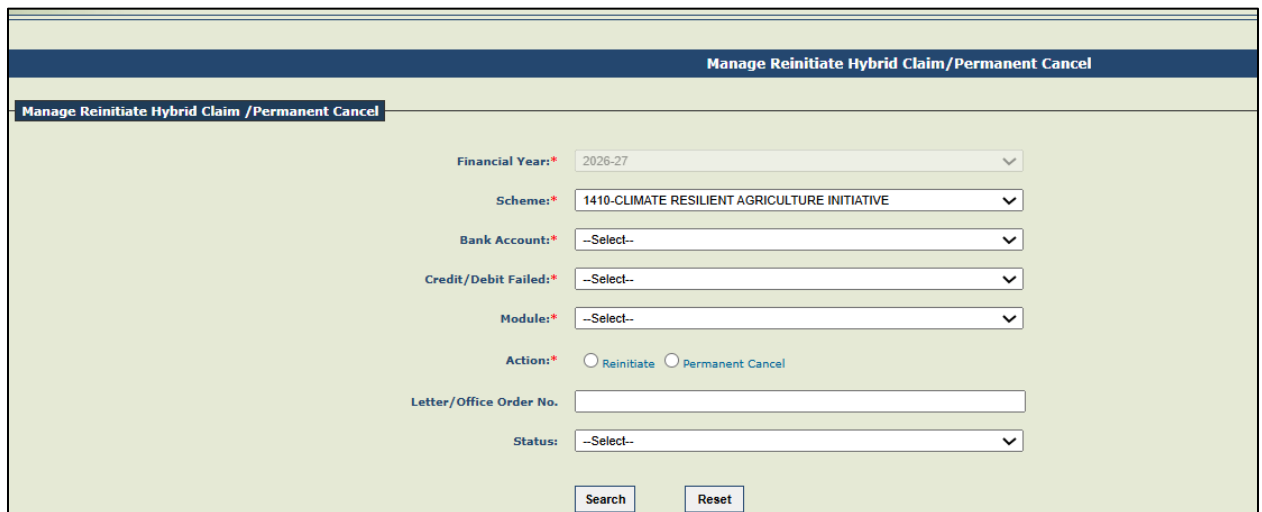
- i) Write comment in Narration Dialog Box, fill in the Letter/Office Date No. and modify the vendor account number if required. Then Click on Submit for Approval.
- j) A pop-up message will appear asking for proceeding forward. Click on Yes.
- k) After clicking yes, Voucher no will generate.



Click on OK. The message will appear: **Transaction Re-Initiated successfully and Submitted to DA User.**

2. Approval of Reinitiated Claim by DA user

- a) Agency/Sub-Agency DA (Data Approver) will follow the path: TSA > TSA Hybrid> Manage Claims Reinitiate. The following screen will appear:



- b) User will select the Bank account No.
- c) Select type of transaction failed as Credit/Debit Failed.
- d) Select the module as **TSAHybridReinitiateClaims.**
- e) Click on Action as **Reinitiate.**
- f) Click on Search

Manage Reinitiate Hybrid Claim/Permanent Cancel

Manage Reinitiate Hybrid Claim /Permanent Cancel

Financial Year: 2026-27

Scheme: 1410-CLIMATE RESILIENT AGRICULTURE INITIATIVE

Bank Account: 01231052777 - UNION BANK OF INDIA

Credit/Debit Failed: Credit Failed

Payment Type: Vendor

Module: TSAHybridReinitiateClaims

Action: ☒ Reinitiate ☐ Permanent Cancel

Letter/Office Order No.

Status: --Select--

Search

Reset

Letter/Office Order Number	Debit Batch No.	Letter/Office Order Date	Actual Transaction Date	Amount	Scheme Code-Scheme Name	Status
01	H072400007833	10/10/2026	10/10/2026 12:00:00 AM	20.0000	1410-CLIMATE RESILIENT AGRICULTURE INITIATIVE	Submitted
01	H072400007776	09/10/2026	10/9/2026 12:00:00 AM	50.0000	1410-CLIMATE RESILIENT AGRICULTURE INITIATIVE	Approved
01	H072400007785	09/10/2026	10/9/2026 12:00:00 AM	40.0000	1410-CLIMATE RESILIENT AGRICULTURE INITIATIVE	Approved

- Select the transaction which needs to be approved.
- In case the vendor account is inactive/ frozen etc, Agency DO will be able to change the account.
- Click on Approve/ Reject. The pop up will appear and enter Remarks.

Reinitiate Hybrid Claim / Permanent Cancel

Scheme : CLIMATE RESILIENT AGRICULTURE INITIATIVE

Bank Account : 01231052777

Received Sanction Details :

Transaction ID	Sanction Number	Function Head	Amount Received	Total Expenditure Limit	Balance Expenditure Limit
S082001069402	New Assignment 2026-27	240100103400031	65000000	600000	597805

Letter/office order no.: 01

Letter/office order Date: 10/10/2026

Actual Transaction Date: 10/10/2026

Total Amount to Reinitiate: 10

Total Claim Amount: 20

Narration: ok

200

Voucher Number: HCP-2027-107

PFMS Transaction ID: H072400007833

Old Office Order No:

Old PFMS Transaction Id: H072400007767

Action: ☒ Reinitiate Txn ☐ Permanent Cancel Txn

	Vendor Name	Vendor Account Details	Component Details	Deduction Details	ReInitiate Amount	Total Amount
			Component Name	Amount	Deduction Type	Amount
☒	xxxxDr Asxxxx	10801234 - xxxxDr	[2]TA	20	Accomodation Recovery	10
						20.00

Approve

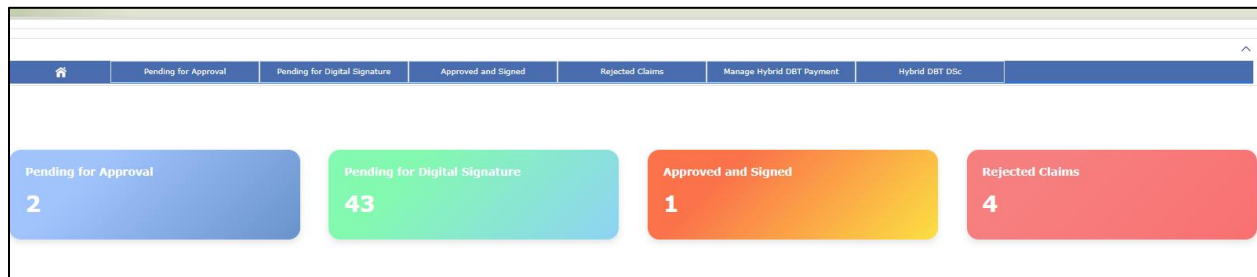
Reject

Back

- Click on OK. The following message will appear: **Successfully Approved.**

3. E-Signing the Reinitiated Payment file through ePPA mode

- a) Child Agency Checker must log in to the PFMS and navigate to **TSA Hybrid Dashboard** by clicking on collapsed menu icon at the left side. Click on **Pending for Digital Signature** tab from the Menu Bar.



- b) User will select the Scheme Name and Account Number and Module as **TSAHybridReinitiateClaims**. Click on Search.

The screenshot shows the search form for reinitiating claims. It includes a navigation bar with tabs: Pending for Approval, Pending for Digital Signature (selected), Approved and Signed, Rejected Claims, Manage Hybrid DBT Payment, and Hybrid DBT Disc. Below the navigation bar, there is a message: "Important Note : Install the latest DSC utility (last updated on 10 MAR 2026) for digitally signing multiple payment files in one click." The search form contains the following fields: Scheme Name (dropdown menu with "1410-CLIMATE RESILIENT AGRICULTURE INITIATIVE" selected), Account Number (dropdown menu with "01231052777 - UNION BANK OF INDIA" selected), Payment Transaction ID (text input field), and Module (dropdown menu with "TSAHybridReinitiateClaims" selected). There are "Search" and "Reset" buttons at the bottom of the form.

- c) The table containing the list of all claims pending for e- signing will be appeared on the screen automatically.

Important Note : Install the latest DSC utility (last updated on 10 MAR 2026) for digitally signing multiple payment files in one click.

Download DSC Window Application

Scheme Name: 1410-CLIMATE RESILIENT AGRICULTURE INITIATIVE
 Account Number: 61231052777 - UNION BANK OF INDIA
 Payment Transaction ID:
 Public: TSAnyHyndRainRateClaims

Search Reset

Select All	Scheme Name	Transaction ID	Amount	Action
☐	CLIMATE RESILIENT AGRICULTURE INITIATIVE	H072400007833	10	--Select-- Reject
☐	CLIMATE RESILIENT AGRICULTURE INITIATIVE	H072400007831	15	--Select-- Reject
☐	CLIMATE RESILIENT AGRICULTURE INITIATIVE	H072400007825	15	--Select-- Reject
☐	CLIMATE RESILIENT AGRICULTURE INITIATIVE	H072400007819	25	--Select-- Reject
☐	CLIMATE RESILIENT AGRICULTURE INITIATIVE	H072400007808	15	--Select-- Reject
☐	CLIMATE RESILIENT AGRICULTURE INITIATIVE	H072400007798	35	--Select-- Reject
☐	CLIMATE RESILIENT AGRICULTURE INITIATIVE	H072400007792	10	--Select-- Reject
☐	CLIMATE RESILIENT AGRICULTURE INITIATIVE	H072400007787	21	--Select-- Reject
☐	CLIMATE RESILIENT AGRICULTURE INITIATIVE	H072400007785	9	--Select-- Reject
☐	CLIMATE RESILIENT AGRICULTURE INITIATIVE	H072400007779	16	--Select-- Reject
☐	CLIMATE RESILIENT AGRICULTURE INITIATIVE	H072400007776	34	--Select-- Reject
☐	CLIMATE RESILIENT AGRICULTURE INITIATIVE	H072400007770	10	--Select-- Reject
☐	CLIMATE RESILIENT AGRICULTURE INITIATIVE	H072400007765	5	--Select-- Reject
☐	CLIMATE RESILIENT AGRICULTURE INITIATIVE	H072400007763	10	--Select-- Reject
☐	CLIMATE RESILIENT AGRICULTURE INITIATIVE	H072400007761	5	--Select-- Reject
☐	CLIMATE RESILIENT AGRICULTURE INITIATIVE	H072400007749	5	--Select-- Reject
☐	CLIMATE RESILIENT AGRICULTURE INITIATIVE	H072400007744	5	--Select-- Reject
☐	CLIMATE RESILIENT AGRICULTURE INITIATIVE	H072400007738	5	--Select-- Reject
☐	CLIMATE RESILIENT AGRICULTURE INITIATIVE	H072400007721	15	--Select-- Reject
☐	CLIMATE RESILIENT AGRICULTURE INITIATIVE	H072400007706	22	--Select-- Reject

Apply eSign

- d) Select one or more claims and click **Apply eSign** button. The following page will appear. Click on Continue.

Applicant's Declaration and Consent for sharing Aadhaar details for online Aadhaar based authentication and/or eKYC and/or eSign

I agree and give my consent to submit my Aadhaar identity information for authentication only with UIDAI CIDR. This identity information includes my Aadhaar number or VID and my biometric information and/or OTP.

I am aware that my demographic data like name, address, date of birth, gender, phone number, email and photo will be returned by UIDAI CIDR to Verasys Ltd. I give my consent to Verasys Ltd. to use this demographic data to create my eKYC account and/or issue DSC and/or to eSign my documents by Verasys CA.

Further, I agree and give my consent to voluntarily share my Aadhaar based eKYC to avail Digital Signature Certificate and/or ESign services from Verasys Ltd.

I am aware that, there are other methods to obtain KYC such as by filling up a paper application and providing the necessary supporting documents like PAN card and Driving Licenses etc.

I also understand that this information may be disclosed to law enforcing agencies as per the provisions of IT Act 2000 and the rules and regulations of CCA, MEITY, Govt. Of India or by any other applicable act or by order of any competent court and/or authority.

By choosing to continue and, I as the applicant/subscriber agree to the terms and conditions mentioned in the Verasys CA e-KYC subscriber agreement.

I have read and understood and agree/consent to the above.

English

Continue Cancel

- e) Agency Checker will enter the valid Aadhar Number and Aadhar authentication will be done through OTP received on Aadhar linked mobile number.

eSign Authentication

Transaction ID	PFMSUAT001202610100052uOsu8J0m
ASP Name	PFMS
Current Time:	10-10-2026 00:52:16

Aadhaar Number:^{*}

Enter UID or VID or UID Token

Send OTP

Enter OTP^{*}

Enter OTP

Verify & eSign

Cancel

This electronic document is being eSigned as per the second schedule of the IT Act 2008 and eSign guidelines of the CCA, Govt. Of India.

ESP - Verasys Ltd, Mumbai

⚠ Please note by pressing back or refresh buttons transaction will be terminated also press submit button only once during the transaction

- f) Upon successful completion of the process message will appear: **Claim has been signed successfully.**
- g) As the funds have already been transferred from the RBI Account to the Savings Account of the Recipient Agency, the PPA will be directly available for download under the Implementing Agency DA login after the payment file is generated and sent to the bank. User will have to submit hard copy of PPA to the bank.