Mahalekha Niyantrak Bhawan
GPO Complex, Block E, INA Colony, New Delhi

File No. I-104/5/2024-ITD-CGA /945 - 283

Date: 27/11/2024

OFFICE MEMORANDUM

Sub: Standard Operating Procedure on DBT using Intra Bank Transfer of Funds from TSA/TSA Hybrid Account to Non-TSA/Non-TSA Hybrid Account within same agency.

The undersigned is directed to refer to Ministry of Finance DoE OM of even no. dated 21st May' 2024 regarding the revised procedure of fund flow under Central Sector Schemes and to forward the Standard Operating Procedure on DBT using Intra Bank Transfer of Funds from TSA/TSA Hybrid Account to Non-TSA/Non-TSA Hybrid Account within same agency.

This issues with the approval of Competent Authority.

Yours sincerely,

(Anupam Raj)

Dy. Controller General of Accounts

To:

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

Copy to:

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

STANDARD OPERATING PROCEDURE FOR TRANSFER OF FUNDS FROM TSA/TSA HYBRID ACCOUNT TO NON TSA/NON TSA HYBRID ACCOUNT WITHIN SAME AGENCY

1. Introduction

TSA/TSA Hybrid is an attempt for disbursement of funds under Central Sector Schemes for more effective cash management and with an aim of achieving the goal of "Just–in–time" fund flow from the Central Ministries/Departments/Central Nodal Agencies to Autonomous Bodies/Sub-Agencies and down the line agencies through an integrated network of PFMS, RBI and Scheduled Commercial Banks.

At present in TSA and TSA hybrid, there is no functionality for DBT (Direct Benefit Transfer) as it is not allowed to make DBT from RBI Account. Hence, new functionality has been developed to register a commercial bank A/c for TSA / TSA Hybrid agencies, transfer DBT funds from RBI Assignment Account / TSA Hybrid flagged Account to this commercial bank A/c (Non-TSA/Non-TSA Hybrid A/c), and make DBT from commercial Bank A/c.

2. Steps to be followed by Agency DO User/ Sub- Agency DO User

2.1 In addition to the TSA/TSA Hybrid/ Holding Account, a commercial bank account needs to be opened, validated by the bank, and mapped with the scheme.
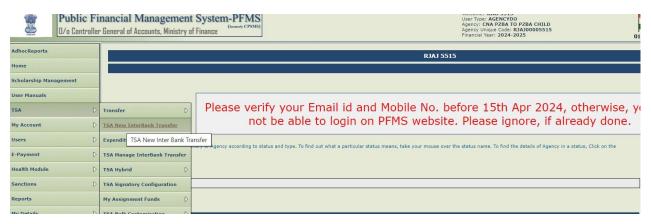
This new account (Saving/ Current) will be mapped to the existing TSA/ TSA Hybrid Scheme and the steps to be followed are given below:

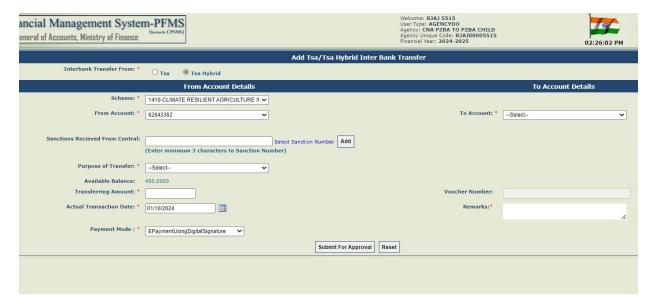**My Scheme > Register New Scheme/Bank Account.**

Once the account is created, it will be available for funds transfer.

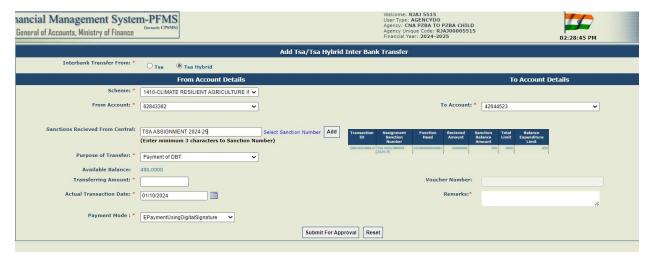**2.2 Fund Transfer Process flow from TSA hybrid Account to new DBT Account**

   a) **Agency /Sub-Agency DO** will follow the path: **TSA > TSA New InterBank Transfer**

The following screen will appear

b) User will select **Inter Bank Transfer From** as TSA or TSA Hybrid

  ➢ On Clicking "TSA/TSA Hybrid", the respective TSA/ TSA Hybrid mapped scheme and its corresponding account will appear in the **From Account** field.

c) Select **Sanction Number** and then add the Sanction. Click **Add.**

d) Select **Purpose of Transfer** from the drop down menu,

e) Select the newly mapped account in **To Account** where fund needs to be transferred.

f) Select the transfer date from **Actual Transaction Date.**

g) Payment mode will be selected as **E-payment Using Digital Signature**

h) Enter **Transferring Amount**

i) Add **Remarks**

j) Click on **Submit for Approval**

Post successful submission, **Voucher no** will be generated

Then, the message will appear on the screen

"Funds Created Successfully"

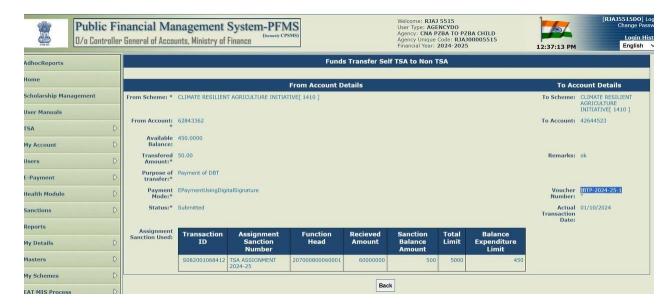| Add Tsa/Tsa Hybrid Inter Bank Transfer |
|---|
| Fund Created Successfully |

Interbank Transfer From: *   ○ Tsa   ● Tsa Hybrid

2.3 View / Manage InterBank Transfer

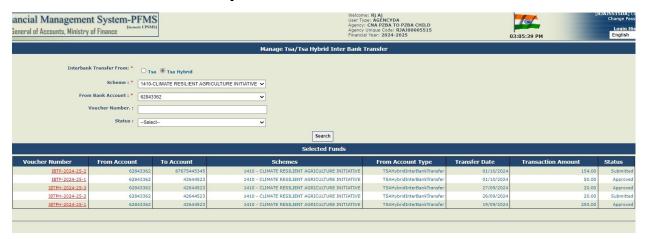**a) DO User** can manage the DBT Account by using the path: **TSA > Manage TSA/ TSA hybrid InterBank Transfer**

➢ On clicking on the **TSA Hybrid** Radio Button**,** the following screen will appear

b) On clicking on **Voucher No**., the following screen will appear which will show the details related to the fund transfer request.

2.4 Approval of Inter Bank Transfer

a) DA user will follow the path: **TSA> TSA manage InterBank Transfer.**

➢ Click on **"TSA Hybrid"** Radio Button

b) Click on the **Voucher No.** which needs to be approved

➢ The following screen will appear:

c) Click on **Approve**
➢ A dialog box appear for **remarks**

d) The request for DBT Transfer will be approved and the following message will appear on the screen

"Request has been approved successfully"

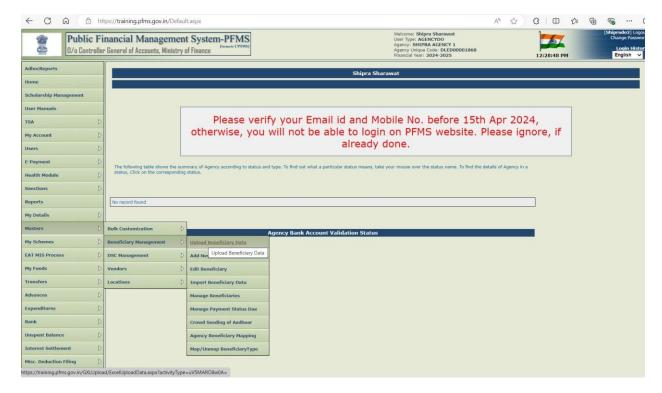## 2.5 Activation of commercial bank A/c for ePayment using DSC.

Agency Admin needs to activate the commercial bank A/c for ePayment using DSC from the path **Bank -> Account Activation E Payment.**
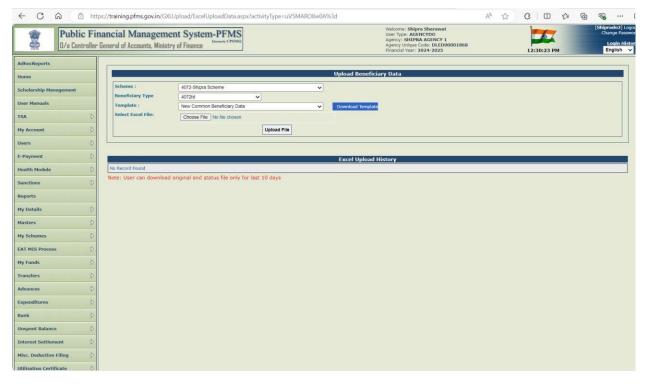
2.6 Activation of scheme for DBT

Agency will submit requisite form to DBT Mission and get the DBT Mission code for the scheme. Then update the DBT configuration on PFMS including mapping of DBT Mission code and Commercial Bank A/c to be used for DBT.

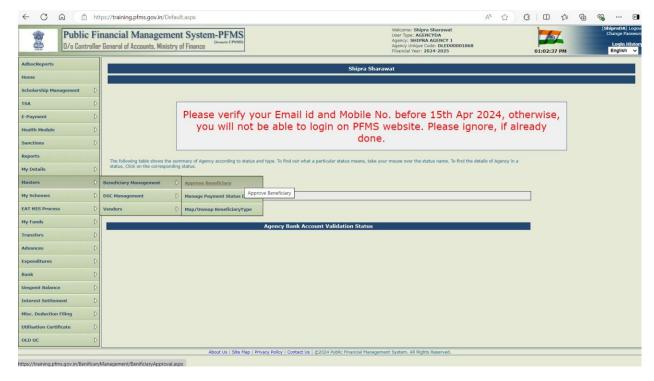## 2.7 Uploading beneficiary data and account validation

DO user will upload beneficiary data on path **Masters -> Beneficiary Management -> Upload Beneficiary Data**
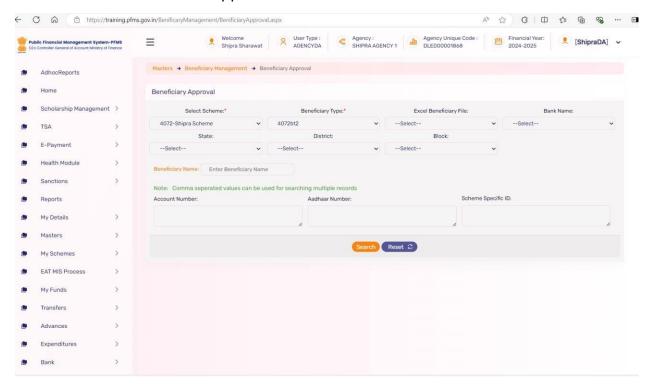
User will download the excel format, fill beneficiary details including Bank A/c or Aadhaar No. and submit the same for validation.

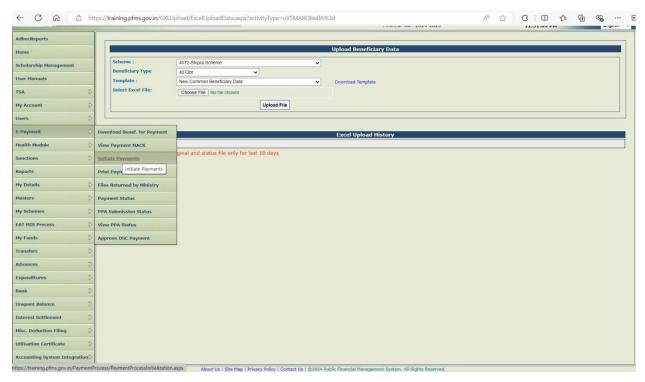Agency DA user will login and go to path **Masters -> Beneficiary Management -> Approve Beneficiary**

Below screen will appear and user will search the beneficiary excel file, check the validation status and then approve it.

2.8 DBT payment to beneficiaries

Agency DO will login to PFMS and navigate to Path **E-Payment -> Initiate Payments**
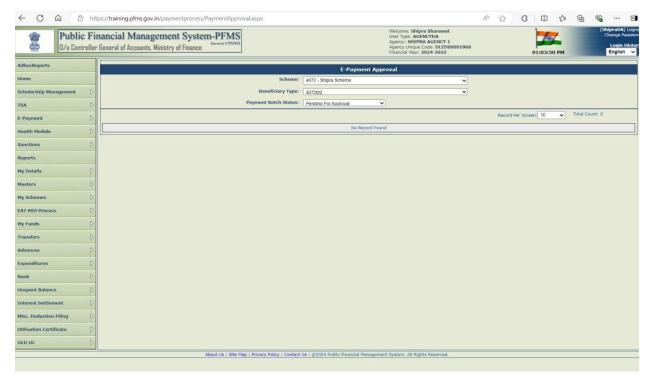

User will select payment through **Self Account**, Scheme, Beneficiary Type, DBT Mission code, Payment period, officer order details and select the payment file.
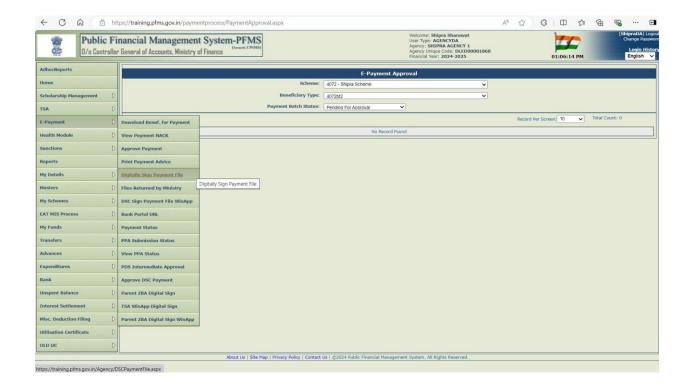
User will complete all steps and submit to DA User.

Agency DA will go to **E-payment -> E-Payment Approval** and search the payment request submitted by DO user, the review and approve it.

Subsequently DA user will Digital signing of payment file and after digital signing payment file would be sent to NPCI/Bank for Payment disbursement.

for step by step detailed process of DBT configuration and payment explained in section 2.6 to 2.8, please refer DBT user manual on PFMS website.