

GOVERNMENT OF INDIA
MINISTRY OF FINANCE, DEPARTMENT OF EXPENDITURE
O/O CONTROLLER GENERAL OF ACCOUNTS,
GIFMIS – PFMS

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

File No. I-104001/2/2022-ITD-CGA/28

Date: 04-06-2025

OFFICE MEMORANDUM

Sub: Standard Operating Procedure for Configuration of Digital Signatories

The undersigned is directed to refer to the OM No. 3/(06)/PFMS/2023 dated 21-05-2024 of the Department of Expenditure, Ministry of Finance containing the Master Circular for CNA Model outlining the procedure for release of funds under Central Sector Schemes and to forward the Standard Operating Procedure for Configuration of Digital Signatories of any agency, be it a Funding Agency or any child agency.

2. The aforementioned SOP are intended to provide assistance to Agencies in setting the DSC based hierarchy levels and adding multiple Digital Signatories at each level.

3. Therefore, it is requested that the enclosed SOP be circulated extensively to all Agency Users.

This is issued with the approval of the competent authority.



(Anupam Raj)

Dy. Controller General of Accounts

Encl: As above.

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

Steps to be followed for signatory configuration of enrolled Data Approvers

Hybrid TSA module of PFMS has the facility to allow more than one signatory in any agency. Multiple signatories can be registered and added but it is advisable to configure at least two signatories at each signatory level for avoiding disruption in operation. The other signatory at same level will continue to approve claims if the first one is not available.

This action shall be performed by Agency Admin User of each agency (be it Funding Agency or child agency) who will be processing claims and claim transfers.

Agency Admin User of the Agency has to follow the path: Bank → Signatory Configuration.



The below screen will appear.



At this screen, select 'Scheme' and 'Account Number' for which Signatory Configuration is to be done. No navigation shall take place. The page will expand as below:

Bank → Signatory Configuration

SIGNATORY CONFIGURATION

Note: Only those Accounts will appear on this page which are activated for E-Payment Digital Mode.

Scheme : 1410 - CLIMATE RESILIENT AGRICULTURE INITI

Agency Account Choice: ☒ Self ☐ Parent Agency

Account Number : 12233445566 - STATE BANK OF INDIA

Minimum Amount(Per Batch)	Maximum Amount(Per Batch)	No. Of Level	
1	500000	1	
no value			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>

At this screen, click '+' in the displayed grid to add signatory level for concerned amount limit. On clicking '+', a new row in the grid will appear wherein user shall select signatory level and enter signatory details. Click Save icon on right hand side in the grid to save and add the concerned signatory.

SIGNATORY CONFIGURATION

Note: Only those Accounts will appear on this page which are activated for E-Payment Digital Mode.

Scheme : 1410 - CLIMATE RESILIENT AGRICULTURE INITIATIVE

Agency Account Choice: ☒ Self ☐ Parent Agency

Account Number : 8010545168 - RESERVE BANK OF INDIA

Minimum Amount(Per Batch)	Maximum Amount(Per Batch)	No. Of Level	
1	500000	1	
Signatory Level	Designation	User	From Date
1	DA	Data Approver	11/05/2022
1		Data Approver(TSA00002022DA)	
			To Date
			02/04/2025
			Status
			Activate
			Activate
500001			2
10000001			3
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>

The user will follow the same procedure for adding more than one signatory at each level as indicated in the below screens.

SIGNATORY CONFIGURATION

Note: Only those Accounts will appear on this page which are activated for E-Payment Digital Mode.

Scheme : 1410 - CLIMATE RESILIENT AGRICULTURE INITIATIVE ▼

Agency Account Choice: ☒ Self ☐ Parent Agency

Account Number : 8010545168 - RESERVE BANK OF INDIA

Minimum Amount(Per Batch)		Maximum Amount(Per Batch)		No. Of Level	
1	500000	1			
500001	10000000	2			

Signatory Level	Designation	User	From Date	To Date	Status	
1	da	Data Approver	01/02/2023	30/04/2024	Activate	
1	da	Delhi Delhi	01/02/2023	30/12/2023	Deactivate	
2	daa	Data Approver	14/03/2023	26/06/2024	Deactivate	
2	DyDirector	delhi tsa	20/12/2023	02/04/2025	Activate	
1		Data Approver(TSA00002022DA)			Activate	

Minimum Amount(Per Batch)		Maximum Amount(Per Batch)		No. Of Level	
10000001	70000000	3			

				Add
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SIGNATORY CONFIGURATION

Note: Only those Accounts will appear on this page which are activated for E-Payment Digital Mode.

Scheme : 1410 - CLIMATE RESILIENT AGRICULTURE INITIATIVE ▼

Agency Account Choice: ☒ Self ☐ Parent Agency

Account Number : 8010545168 - RESERVE BANK OF INDIA

	Minimum Amount(Per Batch)	Maximum Amount(Per Batch)	No. Of Level	
+	1	500000	1	
+	500001	10000000	2	
+	10000001	70000000	3	

Signatory Level	Designation	User	From Date	To Date	Status	
1	DA	Data Approver	20/12/2023	02/04/2025	Activate	
1	DAA	Delhi Delhi	20/12/2023	20/12/2023	Deactivate	
2	DDA	Delhi Delhi	20/12/2023	04/07/2024	Activate	
3	ddaa	delhi tsa	20/12/2023	31/08/2024	Activate	
1 ▼	<input type="text"/>	Data Approver(TSA00002022DA) ▼	<input type="text"/>	<input type="text"/>	Activate ▼	

<input type="text"/>	<input type="text"/>	<input type="text"/>	Add
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Important points to be noted:

- Payment limit may be modified (enhanced/reduced).
- It is suggested not to modify signatory configuration if any payment file is under pipe line or after approval of payment by data approver.
- Payment limit must not be overlapped.
- No. of Level may be modified.
- New Data Approvers may be configured in any payment limit.
- It is advisable to have at least two signatories at each level.
- It is suggested that same DA should not be configured twice in the same payment limit.
- Data Approvers must be deactivated in case of transfer/retirement or withdrawal of digital signatory power.
- "To Date" may be enhanced in case of extension of digital signature power.
- All configured DAs have to sign enrollment file after every modification in SC page through the path:- Bank → Enroll account DSC Winapp.