

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

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

File No. I-104001/2/2022-ITD-CGA/29

Date: 04-06-2025

**OFFICE MEMORANDUM**

**Sub: Standard Operating Procedure for bulk payment to vendors under TSA Hybrid System**

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 processing bulk payments to vendors/beneficiaries by child agencies under TSA Hybrid.

2. The aforementioned SOP are intended to help the Agencies in making bulk customizations using excel/UI and further making bulk payments to numerous vendors/beneficiaries in one go.

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

## **STANDARD OPERATING PROCEDURE FOR BULK PAYMENTS TO VENDORS IN TSA-HYBRID**

### **1. Introduction**

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.

In TSA Hybrid, managing payments for multiple vendors individually can be a tedious process. However, the system offers a bulk customization feature that allows users to register vendors in bulk and process payments collectively in a single transaction. This functionality has significantly streamlined the process, reducing the time consumption and minimizing workload.

### **2. Steps involved in Bulk Customization**

#### **2.1 Vendor Registration in Bulk**

It is a one time process unless the user needs to register new vendors.

- a) User (Data Operator) will follow the path: “**Masters> Vendors> Upload Vendors Data**”
- b) Click on Download Template hyperlink to download the template for uploading vendor data.

**Upload Vendor Data**

Template : Excel\_Based\_Vendor\_Registration [Download Template](#)

Select Excel File:  No file chosen

**Excel Upload History**

No Record Found

Note: User can download original and status file only for last 10 days

- c) After filling the excel sheet, Rename File and save it in a desired location.

	B	C	D	E	F	G	H	I	J	K	L
1	Vendor Name	Father/Husband Name	DOB	PAN Number	Aadhaar Number	TAN Number	TIN Number	Service TaxNo	Address1	Address2	Address3
2	Ahindra Nayak	Narendra Nayak							JAJPUR		
3	ALOK SWAIN	Satyendra Swain							PURI		
4											
5											
6											


  

M	N	O	P	Q	R	S	T	U	V	W
City	Country	State	District	Pincode	Mobile	Phone	Email	Bank Name	IFSCCode	Account Number
JAJPUR		ODISHA						STATE BANK OF INDIA		30432128711
PURI		ODISHA						STATE BANK OF INDIA		32611839717

■ Red Marked Fields Are Mandatory

■ Yellow Marked Fields Are Not Mandatory, But If You are filling, Data Should Be Valid..

**Click On 'Instructions' Sheet**



- d) Go to **"Masters>Vendors>Upload Vendors Data"**. Then choose the file and upload the file in prescribed format.

## 2.2 Mapping of Bulk Vendors

Vendors who are already registered by any other user in PFMS, need not be registered again by concerned agency user. These vendor codes are to be mapped only.

- a) User will follow the path **"Master > Vendors > Bulk mapping of Vendors"**.

Bulk Mapping of Vendors	
Template :	Excel_Based_Vendor_Mapping <span>▼</span> <a href="#">Download Template</a>
Select Excel File:	<input type="button" value="Choose File"/> No file chosen
<input type="button" value="Upload File"/>	
Excel Upload History	
No Record Found	
Note: User can download original and status file only for last 10 days	

- b) Download the template from Download Template. Upload the file in prescribed format.
- c) Once uploaded, vendor account validation is required.

## 2.3 Bulk Customization and thereupon making bulk payments

Bulk customization functionality is a pre-requisite for making each bulk payment to vendors.

### 2.3.1 Excel based

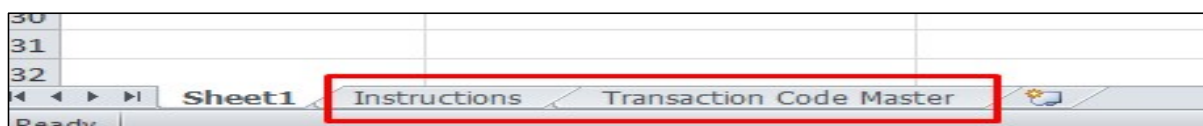
- a) DO has to create Excel Based Bulk Customization file by following Path  
**"Masters>Bulk Customization>Bulk Customization Using Excel"**
- b) User has to select scheme and **download** an existing template for  
**"EPaymentUsingDigitalSignature"**

The screenshot shows the 'Bulk Customization Using Excel' interface in the Financial Management System-PFMS. The form includes the following fields and options:

- Scheme:** 1410 - CLIMATE RESILIENT AGRICULTURE INITIATIVE
- Project:** Select Project
- Template:** Excel\_Based\_Bulk\_Customization\_Epayment
- Select Excel File:** Choose File (No file chosen), Upload File
- Customization Name:** salary
- Module:** Expenditure (selected), Advances, Transfers
- Vendors:** Vendors (selected), Beneficiaries
- Agency Account Choice:** Self
- Bank Account:** 0552258001016 - Shri A.K.S Memorial Charita
- Payment Mode:** EPaymentUsingDigitalSignature

- c) Bulk Customization Template will appear as follow. Fill all details and save it at desired location.

	A	B	C	D	E	F
1	Receiving Party Code	Receiving Party Name	Transaction Code	Transaction Key	Component Code	Expense Type
2						
3						
4						
5	Amount	Remarks	Action Type	Account Number	Payment Method	NarrationForPassBook
6						
7						
8						
9						
10						



**Note:-** Keep account no. Column in text format. User may get assistance from Instruction Transaction code master available at the bottom of template to fulfil the details

- d) To upload the bulk customized file, click on **Choose File** option, select the file, type customization name, select module as **"Expenditure"**, **Agency Account Choice** as **"Self"**, **"Bank Account no."** and **payment mode** as **"EPaymentUsingDigitalSignature"** and upload the bulk file. Post upload we can see the file status as well

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

Welcome: Data 1 Operator test  
User Type: AGENCYDO  
Agency: Agency Of TSA  
Agency Unique Code: TSA00002022  
Financial Year: 2022-2023

02:42:53 PM

TSAA0000202200 | Login History | English

**Bulk Customization Using Excel**

Scheme: 1410 - CLIMATE RESILIENT AGRICULTURE INITIATIVE  
Project: --Select--  
Template: Excel\_Based\_Bulk\_Customization\_Epayment  
Select Excel File: Choose File | No file chosen | Upload File

Customization Name: Salary June 2022[Self]  
Module: ☒ Expenditure ☐ Advances ☐ Transfers  
Vendors: ☒ Vendors ☐ Beneficiaries  
AgencyAccountChoice: ☒ Self ☐ Parent Agency ☐ SNA ☐ Parent TSA  
Bank Accounts: 0010545100 - headof - RESERVE BA  
Payment Mode: ☒ EPaymentUsingDigitalSignature

**Excel Upload History**

FileName	Template	Scheme	Total Records	Valid Records	Invalid Records	Status	Uploaded on	Uploaded By
Salary June 22.xls	Excel Based Bulk Customization Epayment	1410 - CLIMATE RESILIENT AGRICULTURE INITIATIVE				Pending	23/06/2022 02:42 PM	TSAA0000202200

Note: User can download original and status file only for last 10 days

**CPSMS**  
File uploaded Successfully! To check update(s) status, click on "Refresh Upload History" button.  
OK

## Process of Excel Based Bulk Payment

a) To process a payment file to vendor, the DO must go to the below mentioned path **"TSA > TSA Hybrid > New Hybrid Claim."**

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

Welcome: Rachita Raj  
User Type: AGENCYDO  
Agency: TSA Hybrid\_2  
Agency Unique Code: DLSD00002035  
Financial Year: 2025-2026

**Add New Hybrid Claim**

Scheme: 1261 Member of Parliament Local Area Development Scheme (MPLAD)  
Bank Account: --Select--  
Show Customisation  
Project: --Select--  
Received Sanction List: Select Sanction Number Add  
(Enter minimum 3 characters to Sanction Number)  
Claim Done For: --Select--  
Letter/Office Order No.:  
Office Order Letter Attachment (if any): Choose File | No file chosen | Upload  
Office Order Letter: Remove  
Sanction Date: ddmm/yyyy  
Transaction Date: 30/05/2025  
Available Amount: 0  
Total Amount: 0  
Narration:   
Voucher Number:   
Expense Type: ☐ Revenue ☐ Capital  
Percentage:   
Scheme Component: Select Scheme component

b) Select **"Scheme"**, **"Bank Account"** and link the available Sanction then click on **"Add"** button, after that click on **customizations** (Excel based payment) file available to choose.

**Note:-** All PFMS validated files will be visible for selection.



**Add New Hybrid Claim**

Scheme: \* 1261-Member of Parliament Local Area Development Scheme (MPLAD) Customization Name  
FY 2025-26 Excel payment(Self)  
Test deduction UI  
New tax deduction01

Bank Account: \* 1277889900 Hide Customisation

Project: --Select--

Received Sanction List: Select Sanction Number Add  
(Enter minimum 3 characters to Sanction Number)

Claim Done For: \* --Select--

Letter/Office Order No.: \*

Office Order Letter Attachment (if any): Choose File No file chosen Upload  
Note: Only files of type jpg, png, and pdf of size not more than 4MB are allowed.

Uploaded Office Order Letter: Remove

Sanction Date: \* dd/mm/yyyy

Actual Transaction Date: \* 30/05/2025

Total Available Amount: 399375

Total Amount: \*

Narration: \*

Voucher Numbers:

Scheme: 1261-Member of Parliament Local Area Development Scheme (MPLAD)

Bank Account: 1277889900 Available balance : 399375

Project: --Select--

Received Sanction List: Select Sanction Number Add  
(Enter minimum 3 characters to Sanction Number)

Transaction ID	Sanction Number	Function Head	Amount Received	Sanction Balance Amount	Balance Expenditure Limit	Total Limit	Balance Child Limit	Project Name	Remove
8082001069311	TEST MPLAD	205200090180101	50000000	400000	399375	500000	100000	N.A.	<span style="color: red;">✖</span>

Letter/office order no.: 11d 12456

Office Order Letter Attachment (if any): Choose File No file chosen Upload  
Note: Only files of type jpg, png, and pdf of size not more than 4MB are allowed.

Uploaded Office Order Letter: Remove

Letter/office order Date: 30/05/2025

Actual Transaction Date: 30/05/2025

Expenditure Amount: 400

Narration: 200

Voucher Numbers:

Pre-Processing verification Cancel

- c) After selection of other required data click on **"Preprocessing verification"** button. It will verify the data. If any mismatch will occur, then it will show error message. Then rectify it and again go for preprocessing verification.

Narration: 200

Voucher Number:

Pre-Processing verification Process and Save Cancel

No.	Receiving Party Name	Receiving Party Name As Per PFMS	Receiving Party Code	Bank Name	IFSC Code	Bank Account No.	Aadhaar No	Trans
	VendorTSAtest2	VendorTSAtest2	V2443800000001	AXIS BANK	UT180000863	561561565545		
	Vikas19	Vikas19	VABRGA00058003	HDFC BANK LTD	HDF00005523	660977559		

Note:- Put Not Payable Before (NPB) date if required, if NPB date is selected as 31.10.2024 then it will be credited on or after 31.10.2024 only.

When error is rectified and list of vendors are displayed then click on **"Process and save button"**. The message will display a message **"Record submitted successfully"**

Bulk Claim View Using Excel

Record submitted successfully

Uploaded Office Order Letter:

1 of 1

Find | Next

TSA Hybrid Claim Details

Letter/Office Order No:	Id 12456	Letter/Office Order Date:	30-05-2025	Bank Account:	1277889900
Scheme Name:	Member of Parliament Local Area Development Scheme (MPLAD) (1261)	Project:			
Figures In:	Actuals	Actual Transaction Date:	30-05-2025	Status:	Submitted
Claim Amount:	400.00	Purpose of Claim:		Remark:	Save
Limit Allocation No.:	136	Claim Payment Advice No.:	H072400001720		
Not Payable Before:	30-05-2025				

Assignment Sanction :	TEST MPLAD	Transaction ID :	3082001069311	Transaction Amount :	400.00
Function Head No :	205200090180101	Amount Received :	50,000,000.00	Sanction Balance Amount :	9,999,590.00
Total Limit :	500,000.00	Balance Expenditure Limit :	999,375.00		

Receiving Vendors:	Receiving Party Name	Payment Mode	Bank Name	Account Number	IFSC Code	Deduction Amount	Non Deductable Amount	Net Amount	Claim Amount	Component Details	
										Name	Amount
	TSA Hybrid_7	EPaymentUsingDigitalSignature	ICICI BANK LTD	369854788883	ICICI0006942	0.00	0.00	140.00	0.00		0.00
	Vendor'sATest2	EPaymentUsingDigitalSignature	AXIS BANK	561561565545	UTIB0000869	90.00	0.00	110.00	200.00	[1.1]-Test	200.00
	Vikas19	EPaymentUsingDigitalSignature	HDFC BANK LTD	660977559	HDFC0005523	50.00	0.00	150.00	200.00	[1.1]-Test	200.00

Cancel TransactionBack

2.3.2 UI Based Bulk Payment

- a) First of all DO has to create **UI Based Bulk Customization** file by following path **"Masters>Bulk customization >Manage"**
- b) User has to select **"scheme"**, **"Type customization name"** select **"transaction type"**, **"payment mode"**, **module (expenditure)**, **"select bank account"**, select **"vendors"** and **"save"**.

Public Financial Management System-PFMS

0/a Controller General of Accounts, Ministry of Finance

Welcome: Data 1 Operator Test

User Type: AGENCYDO

Agency: Agency of TSA

Agency Internal Code: TSA00002022

Financial Year: 2022-2023

03:55:50 PM

TSA0000202200

Change Password

Login Help

English

Authorizations

Home

Scholarship Management

User Manuals

TSA

My Account

Users

E-Payment

Health Module

Sanctions

Reports

My Details

Masters

My Schemes

Agencies

EAT RES Process

My Funds

Transfers

Advances

Expenditures

Bank

Misc. Deduction Filing

Scheme Bulk Customization

Scheme: W10-CLIMATE RESILIENT AGRICULTURE INITIATIVE

Project: -Select-

Customized Name: Salary of Group A

Transaction Type: ☒ Component Wise ☐ Bulk ☐ Default Component

Scheme Component: ☒ Bulk ☐ [1.2]Salary ☐ [1.3]Medical ☐ [1.4]DE ☐ [1.5]TA ☐ [1.6]Hec

Module: ☒ Expenditure ☐ Advances ☐ Transfers

Agency/AccountChoice: ☒ Self ☐ Parent Agency ☐ BSA ☐ Parent ZBA

Bank Account: TD10545168 - Interest - RESERVE

Vendors: ☒ Vendors ☐ Beneficiary

☒ Vendor0001\VA2LAC000042493 ☒ Vendor0002\VA2LAC000042493 ☒ Vendor0003\VA2LAC000042493 ☒ Vendor0004\VA2LAC000042493 ☒ Vendor0005\VA2LAC000042493 ☐ Vendor0006\VA2LAC000042493 ☐ Vendor0007\VA2LAC000042493 ☐ Vendor0008\VA2LAC000042493

☐ DD ☐ RTGS ☐ ECS ☐ BLC ☐ P/LC

☒ EPaymentUsingDigitalSignature

Manage

SaveCancel

Manage Scheme Bulk Customization

☒ Enduser ☐ Designer

Customization Name	Customization Type	Module	Scheme Name	Default Amount	DELETE
EAT p file (PPA)[Self]	Excel	Expenditure	CLIMATE RESILIENT AGRICULTURE INITIATIVE	0.00	X
EAT p file (DSC)[Self]	Excel	Expenditure	CLIMATE RESILIENT AGRICULTURE INITIATIVE	0.00	X
EAT p file (DSC1)[Self]	Excel	Expenditure	CLIMATE RESILIENT AGRICULTURE INITIATIVE	0.00	X
Salary of Group A	UT	Expenditure	CLIMATE RESILIENT AGRICULTURE INITIATIVE	0.00	X

## Process of UI Based Bulk Payment

- To process a payment file to vendor, the DO must go to the below mentioned path: **"TSA >TSA Hybrid >New Hybrid Claim"**
- Select **"scheme, Bank Account"** and link the available Sanction then click on ADD button, after that click on **customizations** (UI based payment) file available to choose.

**Add New Hybrid Claim**

Scheme: \* 1261-Member of Parliament Local Area Development Scheme (MPLAD)

Bank Account: \* 1277889900

Project: --Select--

Received Sanction List:  **Select Sanction Number** **Add**  
(Enter minimum 3 characters to Sanction Number)

Claim Done For: \* --Select--

Letter/Office Order No.: \*

Office Order Letter Attachment (if any):     
Note: Only files of type jpg, png, and pdf of size not more than 4MB are allowed.

Uploaded Office Order Letter:

Sanction Date: \* dd/mm/yyyy

Actual Transaction Date: \* 30/05/2025

Total Available Amount: 399375

Total Amount: \*

Narration: \*

Voucher Number: \*

Customization Name										
FY 2025-26 Excel payment(Self)										
Test deduction UI										
New tax deduction01										

- After selection of UI based bulk customization and sanction, click on **"Add"** button. It will display details of sanction and after selection of other required data user will select check box and fill the amount, thereafter Click **"Submit"**. Bulk Claim would be saved and a corresponding voucher number is generated by system.

Scheme: \* 1261-Member of Parliament Local Area Development Scheme (MPLAD)

Bank Account: \* 1277889900

Project: --Select--

Received Sanction List: \*  **Select Sanction Number** **Add**  
(Enter minimum 3 characters to Sanction Number)

Transaction ID	Sanction Number	Function Head	Amount Received	Total Expenditure Limit	Balance Expenditure Limit	Total Limit	Balance Child Limit	Project Name	Remove
S982001069311	TEST MPLAD	205200090180101	50000000	400000	399575	500000	100000	N.A.	<input checked="" type="checkbox"/>

Letter/office order no.: \*

Office Order Letter Attachment (if any):     
Note: Only files of type jpg, png, and pdf of size not more than 4MB are allowed.

Uploaded Office Order Letter:

Letter/office order Date: \* 30/05/2025

Actual Transaction Date: \* dd/mm/yyyy

Expenditure Amount: \*

Narration:  **200**

Voucher Number: \*

Set Default Component: ☐ [1]Test

Set Expense Type: \* ☐ Revenue ☐ Capital

Net Amount:

Maximum 5 Components can be checked from list. If you want to select another component(s), please uncheck selected component.



Letter/office order Date: 30/05/2025  
 Actual Transaction Date: 31/05/2025  
 Expenditure Amount: 200  
 Narration:   
 Voucher Number:   
 Set Default Component: ☒ [1]Test  
 Set Expense Type: ☒ Revenue ☐ Capital  
 Net Amount: 0

Maximum 5 Components can be checked from list. If you want to select another component(s) please uncheck selected component.

Vendor Name	Component Details	Total Amount						
<input checked="" type="checkbox"/> VendorTSATest2	<table border="1"> <thead> <tr> <th>Component Name</th> <th>Amount</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>[1]Test</td> <td>0</td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table>	Component Name	Amount	Delete	[1]Test	0	<input checked="" type="checkbox"/>	0
Component Name	Amount	Delete						
[1]Test	0	<input checked="" type="checkbox"/>						
<input checked="" type="checkbox"/> Vikash jha	<table border="1"> <thead> <tr> <th>Component Name</th> <th>Amount</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>[1]Test</td> <td>0</td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table>	Component Name	Amount	Delete	[1]Test	0	<input checked="" type="checkbox"/>	0
Component Name	Amount	Delete						
[1]Test	0	<input checked="" type="checkbox"/>						

Net Amount: 200

Vendor Name	Component Details	Total Amount						
<input checked="" type="checkbox"/> VendorTSATest2	<table border="1"> <thead> <tr> <th>Component Name</th> <th>Amount</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>[1]Test</td> <td>100</td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table>	Component Name	Amount	Delete	[1]Test	100	<input checked="" type="checkbox"/>	100
Component Name	Amount	Delete						
[1]Test	100	<input checked="" type="checkbox"/>						
<input checked="" type="checkbox"/> Vikash jha	<table border="1"> <thead> <tr> <th>Component Name</th> <th>Amount</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>[1]Test</td> <td>100</td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table>	Component Name	Amount	Delete	[1]Test	100	<input checked="" type="checkbox"/>	100
Component Name	Amount	Delete						
[1]Test	100	<input checked="" type="checkbox"/>						

200

The Transaction has been saved successfully with Voucher Number:

**HCP-2025-26-101**

d) Click on **OK**. Message will display " **Bulk UI Claim saved successfully. Do you want to process with payee details?"**

Vendor Name	Component Details	Total Amount						
<input checked="" type="checkbox"/> VendorTSATest2	<table border="1"> <thead> <tr> <th>Component Name</th> <th>Amount</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>[1]Test</td> <td>100</td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table>	Component Name	Amount	Delete	[1]Test	100	<input checked="" type="checkbox"/>	100
Component Name	Amount	Delete						
[1]Test	100	<input checked="" type="checkbox"/>						
<input checked="" type="checkbox"/> Vikash jha	<table border="1"> <thead> <tr> <th>Component Name</th> <th>Amount</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>[1]Test</td> <td>100</td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table>	Component Name	Amount	Delete	[1]Test	100	<input checked="" type="checkbox"/>	100
Component Name	Amount	Delete						
[1]Test	100	<input checked="" type="checkbox"/>						

Bulk UI Claim saved successfully  
 Do you want to proceed with payee details?

e) Click on **"Next"** button after that confirm the payees.  
 f) Below screen shows Payee details being saved successfully and to be confirmed by DO before sending for approval of DA

TSA Claim Bulk Uploading Payee Details

Letter/office order no. : JFD 12345

Uploaded Office Order Letters

Letter/office order Date : 30/05/2025

Agency : ok

Scheme Name/Code : MP's LOCAL AREA DEVELOPMENT SCHEME MPLADS[1241]

Bank Account : 1277889900

Project :

Claim Amount : 200.00

Status : PendingPayeeDetails

Remarks :

Instrument Type : EPaymentUsingDigitalSignature

S.No.	Vendor Name	Account No.	Total Amount
1	VendorTSAtest2(V2443800000001)	561561565545 - VendorTSAtest2	100.00
2	Vikash.jha(VABRB000017841)	215487896 - Vikash.jha	100.00

Next

Confirm
Reset
Back

- g) On clicking **"Yes"**, payment details will appear where user can omit/ add deduction details.
- Without Deduction

E-Payment Details											
Vendor Name	Party Account No	Party Name	IFSC Code	Amount	Date	NarrationForPassBook	Aadhar	Aadhar No Status	Payment Mode	IsDeduction	Deduction Details
VendorTSAtest2(V2443800000001)	561561565545	VendorTSAtest2	UTBI00000863	100.00	30/05/2025				Account-Based-Payment	<input type="checkbox"/>	<span style="border: 1px solid black; padding: 2px;">Add</span>
Vikash.jha(VABRB000017841)	215487896	Vikash.jha	HDFC00000860	100.00	30/05/2025				Account-Based-Payment	<input type="checkbox"/>	<span style="border: 1px solid black; padding: 2px;">Add</span>

Confirm
Reset
Back

- Including Deduction(User can click on check box and fill the deduction details)

E-Payment Details											
Vendor Name	Party Account No	Party Name	IFSC Code	Amount	Date	NarrationForPassBook	Aadhar	Aadhar No Status	Payment Mode	IsDeduction	Deduction Details
VendorTSAtest2(V2443800000001)	561561565545	VendorTSAtest2	UTBI00000863	100.00	30/05/2025	OK			Account-Based-Payment	<input checked="" type="checkbox"/>	<div style="border: 1px solid black; padding: 2px;"> <div style="display: flex; justify-content: space-between;"> <span>Deduction Type</span> <span>Amount</span> <span>Delete</span> </div> <div style="display: flex; justify-content: space-between;"> <span>Account</span> <span></span> <span><span style="color: red;">X</span></span> </div> <div style="text-align: right;"><span style="border: 1px solid black; padding: 2px;">Add</span></div> </div>
Vikash.jha(VABRB000017841)	215487896	Vikash.jha	HDFC00000860	100.00	30/05/2025	OK			Account-Based-Payment	<input checked="" type="checkbox"/>	<div style="border: 1px solid black; padding: 2px;"> <div style="display: flex; justify-content: space-between;"> <span>Deduction Type</span> <span>Amount</span> <span>Delete</span> </div> <div style="display: flex; justify-content: space-between;"> <span>Account</span> <span></span> <span><span style="color: red;">X</span></span> </div> <div style="text-align: right;"><span style="border: 1px solid black; padding: 2px;">Add</span></div> </div>

Confirm
Reset
Back

- h) Click on **"confirm"** for Approval button.

E-Payment Details											
Vendor Name	Party Account No	Party Name	IFSC Code	Amount	Date	NarrationForPassBook	Aadhar	Aadhar No Status	Payment Mode	IsDeduction	Deduction Details
VendorTSAtest2(V2443800000001)	561561565545	VendorTSAtest2	UTBI00000863	100.00	30/05/2025				Account-Based-Payment	<input type="checkbox"/>	<span style="border: 1px solid black; padding: 2px;">Add</span>
Vikash.jha(VABRB000017841)	215487896	Vikash.jha	HDFC00000860	100.00	30/05/2025				Account-Based-Payment	<input type="checkbox"/>	<span style="border: 1px solid black; padding: 2px;">Add</span>

Payee details saved successfully.

Confirm
Reset
Next

- i) Click on **"Submit for Approval"**.

Bulk Claim View Using UI																				
Uploaded Office Order Letter:																				
TSA Hybrid Claim Details																				
<b>Letter/Office Order No.:</b>		IFD 12345		<b>Letter/Office Order Date:</b>		30-05-2025		<b>Bank Account:</b>		1277889900										
<b>Scheme Name:</b>		Member of Parliament Local Area Development Scheme (MPLAD) (L261)		<b>Project:</b>																
<b>Figures In :</b>		Actuals		<b>Actual Transaction Date:</b>		30-05-2025		<b>Status:</b>		Created										
<b>Claim Amount:</b>		200.00		<b>Purpose of Claim :</b>				<b>Remark:</b>		Payee Details Filled										
<b>Limit Allocation No. :</b>		136		<b>Claim Payment Advice No. :</b>		H072400001713														
<b>Assignment Sanction :</b>		TEST MPLAD		<b>Transaction ID :</b>		S082001069311		<b>Transaction Amount :</b>		200.00										
<b>Function Head No :</b>		205200090180101		<b>Amount Received :</b>		50,000,000.00		<b>Sanction Balance Amount :</b>		9,999,590.00										
<b>Total Limit :</b>		500,000.00		<b>Balance Expenditure Limit :</b>		399,575.00														
<b>Receiving Vendors:</b>	<b>Receiving Party Name</b>		<b>Payment Mode</b>		<b>Bank Name</b>		<b>Account Number</b>		<b>IFSC Code</b>		<b>Deduction Amount</b>		<b>Non Deductable Amount</b>		<b>Net Amount</b>		<b>Claim Amount</b>		<b>Component Details</b>	
	VendorTS&est2		EPaymentUsingDigitalSignature		AXIS BANK		561561565545		UTIB0000863		0.00		0.00		100.00		100.00		[1.1]-Test      100.00	
	Vikash Jha		EPaymentUsingDigitalSignature		CITY CO-OP BANK LTD. (SHIMOGA)		215487896		HDFCCOCCBHO		0.00		0.00		100.00		100.00		[1.1]-Test      100.00	

After submission, the claim will land at Agency Data Approver.

## 2.4 Approval of Bulk Claims (Both Excel/ UI based customization)

- a) User (DA) goes to the below mentioned path and gets the screen for approval of bulk vendors payment file **"TSA > TSA Hybrid > Manage Hybrid Claims"**

Manage Bulk Hybrid Claims						
Schemes :*	1261.Member of Parliament Local Area Development Scheme (MPLAD)					
Agency Account Choice:	Set					
Bank Account*	1277889900					
Project :	--Select--					
Letter/office order no. :						
Status :	--Select--					
<input type="button" value="Search"/>						
Selected Funds						
Letter/office order no.	Customization Type	Project	Letter/office order Date	Amount	Status	
0005	Excel		03/04/2025	400	Submitted	
12478745	UI		03/04/2025	50	PendingPayeDetails	
05252	Excel		03/04/2025	400	Approved	
052452632	UI		29/05/2025	50	Approved	
01654	UI		03/04/2025	50	PendingPayeDetails	
021	UI		03/04/2025	50	Created	
0211	UI		03/04/2025	50	PendingPayeDetails	
051	Excel		08/04/2025	400	Submitted	
05112345	UI		30/05/2025	200	Approved	
0512456	Excel		30/05/2025	400	Submitted	

- b) Select the **"Scheme"**, select the **"Bank account no"**. and **"status"** as **"Submitted"** then search. All excel based or UI based bulk vendor expenditure files submitted by DO will be appeared. Click on letter/Office order no. hyperlink.
- c) Details of the bulk expenditure file will appear, user has to verify all details and approve if details are correct or reject if details are not correct.

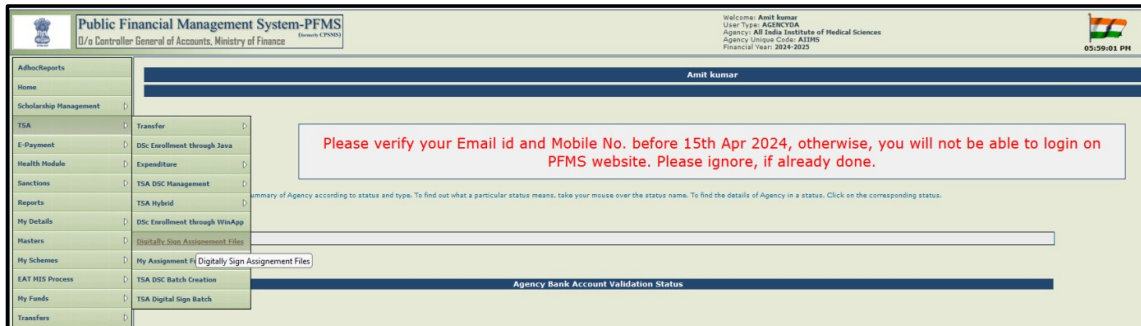
Bulk Claim View Using Excel											
Uploaded Office Order Letter:											
TSA Hybrid Claim Details											
Letter/Office Order No:	Ifd 12456		Letter/Office Order Date:	30-05-2025		Bank Account:	1277889900				
Scheme Name:	Member of Parliament Local Area Development Scheme (MPLAD) (1261)		Project:								
Figures In:	Actuals		Actual Transaction Date:	30-05-2025		Status:	Submitted				
Claim Amount:	400.00		Purpose of Claim :	Remark: Save							
Limit Allocation No.:	136		Claim Payment Advice No.:	H072400001720							
Not Payable Before:	30-05-2025										
Assignment Sanction:	TEST MPLAD		Transaction ID :	S082001069311		Transaction Amount :	400.00				
Function Head No :	205200090180101		Amount Received :	50,000,000.00		Sanction Balance Amount :	9,999,590.00				
Total Limit :	500,000.00		Balance Expenditure Limit :	399,375.00							
Receiving Vendors:	Receiving Party Name	Payment Mode	Bank Name	Account Number	IFSC Code	Deduction Amount	Non Deductable Amount	Net Amount	Claim Amount	Component Details	
	Name Amount										
	TSA Hybrid_7	EPaymentUsingDigitalSignature	ICICI BANK LTD	369854788883	ICIC0006942	0.00	0.00	140.00	0.00	0.00	
	VendorTSaTest2	EPaymentUsingDigitalSignature	AXIS BANK	561561565545	UTIB0000863	90.00	0.00	110.00	200.00	[1.1]-Test 200.00	
Vikas19	EPaymentUsingDigitalSignature	HDFC BANK LTD	660977559	HDFC0005523	50.00	0.00	150.00	200.00	[1.1]-Test 200.00		
<input type="button" value="Approve"/> <input type="button" value="Reject"/> <input type="button" value="Back"/>											

Bulk Claim View Using Excel											
Approved Successfully											
Uploaded Office Order Letter:											
TSA Hybrid Claim Details											
Letter/Office Order No:	Ifd 12456		Letter/Office Order Date:	30-05-2025		Bank Account:	1277889900				
Scheme Name:	Member of Parliament Local Area Development Scheme (MPLAD) (1261)		Project:								
Figures In:	Actuals		Actual Transaction Date:	30-05-2025		Status:	Submitted				
Claim Amount:	400.00		Purpose of Claim :	Remark: Save							
Limit Allocation No.:	136		Claim Payment Advice No.:	H072400001720							
Not Payable Before:	30-05-2025										
Assignment Sanction:	TEST MPLAD		Transaction ID :	S082001069311		Transaction Amount :	400.00				
Function Head No :	205200090180101		Amount Received :	50,000,000.00		Sanction Balance Amount :	9,999,590.00				
Total Limit :	500,000.00		Balance Expenditure Limit :	399,375.00							
Receiving Vendors:	Receiving Party Name	Payment Mode	Bank Name	Account Number	IFSC Code	Deduction Amount	Non Deductable Amount	Net Amount	Claim Amount	Component Details	
	Name Amount										
	TSA Hybrid_7	EPaymentUsingDigitalSignature	ICICI BANK LTD	369854788883	ICIC0006942	0.00	0.00	140.00	0.00	0.00	
	VendorTSaTest2	EPaymentUsingDigitalSignature	AXIS BANK	561561565545	UTIB0000863	90.00	0.00	110.00	200.00	[1.1]-Test 200.00	
Vikas19	EPaymentUsingDigitalSignature	HDFC BANK LTD	660977559	HDFC0005523	50.00	0.00	150.00	200.00	[1.1]-Test 200.00		

## 2.5 Application of DSC

After approval of claim file, it will be available for digital signature.

- a) Agency DA User will login into PFMS and can select the menu using this path **"TSA>Digitally Sign Assignment/Claim Files"**



- b) User will select the **Scheme**, Module as **TSAHybridClaim**. Click on **Search**.



- c) Three tabs are available:

- Digital Sign Payment File: Unsigned Payment Files will show under this tab.
- Digital Signed Payment File: Payment Files which are signed will show under this tab.
- Reject Payment File: Payment Files which are rejected will show under this tab.



- d) User should click on Digital Sign Payment Files to apply **DSC**.



*Once the payment files are digitally signed by the configured signatories of child agencies, the files will be consolidated Recipient Agency wise at PFMS end. Post consolidation, the consolidated demand file will land at Funding Agency Data Operator Level for claim transfer process.*