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-104/5/2024-ITD-CGA/351-352

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 the same agency.

The undersigned is directed to refer to the 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 apprise that Hybrid TSA System has been developed in PFMS as per instructions contained in the aforesaid OM.

Furthermore, for making DBT payments for Central Sector Schemes covered under the ambit of TSA/TSA Hybrid, a SOP for the same has been circulated vide OM No. I-104/5/2024-ITD-CGA/245-283 dated 27th November 2024. The Standard Operating Procedure for DBT using Intra Bank Transfer of Funds from a TSA/TSA Hybrid Account to a Non-TSA/Non-TSA Hybrid Account within the same agency is reiterated herewith and forwarded with a request to get it circulated to concerned Agencies.

This issues with the approval of the Competent Authority.

Date: 28/01/2025

(Anupam Raj) Dy. Controller General of Accounts

To:

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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 TSA(*RBI Account*) / TSA Hybrid(*Savings/ZBS Account*) / Holding Account, a commercial Savings Bank Account needs to be opened, validated by bank and mapped with the scheme.

This new Savings Account will be mapped to 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 mapped with the scheme, it will be available for InterBank 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

Public Fi D/o Controlle	nancial Management r General of Accounts, Ministry of	System-PFMS User Type: AGENCYDD Agency: CNA P2BA CHILD Agency: CNA P2BA CHILD Agency: CNA P2BA CHILD Agency: Unique Code: RIAJ00000515 Pinance Pinance 2024-2025 01
AdhocReports		RJAJ 5515
Home		
Scholarship Management		
User Manuals		
tsa D	Transfer D	Please verify your Email id and Mobile No. before 15th Apr 2024, otherwise, yo
My Account	TSA New InterBank Transfer	not be able to login on PFMS website. Please ignore, if already done.
Users D	Expendit TSA New Inter Bank Tra	nsfer annou according to attain and time To find out what a nationalize status many take your moure over the status name. To find the details of Anenov in a status. Click on the
E-Payment	TSA Manage InterBank Transfer	ary or Hydrixy according to status and type, to find our what a particular atatus means, take your mouse over the status hame, to find the details or Hydrixy in a status, take on the
Health Module	TSA Hybrid	
Sanctions D	TSA Signatory Configuration	
Reports	My Assignment Funds	
My Dataile	TEA Bulk Customization	

The following screen will appear

ancial Management System eneral of Accounts, Ministry of Finance	n-PFMS (arminy CPSMS)	Welcome: RJAJ 5515 User Type:: AGENCYDO Agency Unique Cede: RJAJ00005515 Financial Year: 2024-2025	02:26:02 PM
	Add Tsa/Tsi	a Hybrid Inter Bank Transfer	
Interbank Transfer From: *	○ Tsa		
	From Account Details		To Account Details
Scheme: *	1410-CLIMATE RESILIENT AGRICULTURE II 🗸		
From Account: *	62843362	To Account: *	Select 🗸
Sanctions Recieved From Central:	Select Sanction Number (Enter minimum 3 characters to Sanction Number)	r Ad	
Purpose of Transfer: *	Select 🗸		
Available Balance:	450.0000		
Transferring Amount: *		Voucher Number:	
Actual Transaction Date: *	01/10/2024	Remarks:*	
Payment Mode : *	EPaymentUsingDigitalSignature	nit For Approval Reset	<i>k</i>

- 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

nancial Management System General of Accounts, Ministry of Finance	m-PFMS (termity CPSMB)	Welcome: RJAJ 5515 User Type: AGENCYO PDBA CHILD Agency UNA Code: RJA0000515 Financial Year: 2024-2025	02:28:45 PM
	Add Tsa/Tsa I	tybrid Inter Bank Transfer	
Interbank Transfer From: *	O Tsa 🖲 Tsa Hybrid		
	From Account Details	To Account	t Details
Scheme: *	1410-CLIMATE RESILIENT AGRICULTURE II 🗸		
From Account: *	62843362	To Account: * 42644523	~
Sanctions Recieved From Central:	TSA ASSIGNMENT 2024-24 Select Sanction Number (Enter minimum 3 characters to Sanction Number)	Add Transaction Assignment Function Reviewed Sound Intel Expenditors Unit Expenditors Unit Expenditors Unit Expenditors Unit Expenditors Unit Expenditors	99
Purpose of Transfer: *	Payment of DBT	1404-49	1
Available Balance:	450.0000		
Transferring Amount: *		Voucher Number:	
Actual Transaction Date: *	01/10/2024	Remarks:*	,
Payment Mode : *	EPaymentUsingDigitalSignature		
	Submit	For Approval Reset	

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

Then, the message will appear on the screen

"Funds Created Successfully"



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

2	Public Fi D/o Controller	nancial Manag General of Accounts,	gement Sys Ministry of Finan	tem-PFMS (formerty CPSM	S Welct User Agen Agen Finan	D 15 12:3	(RJA) 36:36 PM	5515DO] Logo Change Passwor Login Histor English Y	
AdhocReports		l			Manage Tsa/Tsa Hybrid Inte	er Bank Transfer			
Home		Interbank Tra	nsfer From: *						
Scholarship Mar	nagement		Scheme : * 141	Tsa U Tsa Hybri 0-CLIMATE RESILI	ENT AGRICULTURE INITIATIVE				
User Manuals		From Ban	k Account : *	Aaaba					
TSA	D	Vouch	er Number. :	4331,2	•				
My Account	D		Status :Se	ect	~				
Users	D				Search				
E-Payment	D				Selected Fund	ls			
Health Module	D	Voucher Number	From Account	To Account	Schemes	From Account Type	Transfer Date	Transaction Amount	Status
Sanctions	D	IBTP-2024-25-1	62843362	42644523	1410 - CLIMATE RESILIENT AGRICULTURE	TSAHybridInterBankTransfer	01/10/2024	50.00	Submitted
Reports		IBTPH-2024-25-3	62843362	42644523	1410 - CLIMATE RESILIENT AGRICULTURE INITIATIVE	TSAHybridInterBankTransfer	27/09/2024	20.00	Approved
My Details	D	<u>IBTPH-2024-25-2</u>	62843362	42644523	1410 - CLIMATE RESILIENT AGRICULTURE INITIATIVE	TSAHybridInterBankTransfer	26/09/2024	20.00	Submitted
Masters	D	IBTPH-2024-25-1	62843362	42644523	1410 - CLIMATE RESILIENT AGRICULTURE INITIATIVE	TSAHybridInterBankTransfer	19/09/2024	250.00	Approved
My Schemes	D								
EAT MIS Proces	s D								

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

	Public Fi 1/o Controller	nancial Ma General of Acco	inagement unts, Ministry of	12:37:13 PM	[RJAJ5515DO] Log Change Passw Login Hist English								
AdhocReports					Fund	s Transfer Sel	f TSA to Non T	SA					
Home			From Account Details										
Scholarship Manage	ement	From Scheme: *	CLIMATE RESILIEN	T AGRICULTURE INITIA	TIVE[1410]					To Scheme:	CLIMATE RESILIENT		
User Manuals											INITIATIVE[1410]		
TSA	Þ	From Account:	62843362							To Account:	42644523		
My Account	Þ	Available Balance:	450.0000										
Users	Þ	Transfered Amount:*	50.00							Remarks:	ok		
E-Payment	Þ	Purpose of transfer:*	Payment of DBT										
Health Module	D	Payment Mode:*	EPaymentUsingDig	talSignature						Voucher Number:	BTP-2024-25-1		
Sanctions	⊳	Status:*	Submitted							Actual Transaction	01/10/2024		
Reports		Assignment							0 - 10 - 10 0 0 0 0 0	Date:			
My Details	Þ	Sanction Used:	Transaction ID	Assignment Sanction Number	Function Head	Amount	Sanction Balance Amount	Limit	Balance Expenditure Limit				
Masters	D		S082001068412	TSA ASSIGNMENT 2024-25	207000800060001	6000000	500	5000	450				
My Schemes	Þ					Bac	ĸ						

2.4 Approval of Inter Bank Transfer

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

ancial Managemen General of Accounts, Ministry	af Finance	5.	Welcom User Ty Agency Finance Manage Tsa/Tsa Hybrid Inter Bank 1	e: Rj Aj be: AGENCYDA CNA P2BA TO P2BA CHILD Unique Code: RJAJ00005515 Year: 2024-2025	0	3:05:39 PM	Change Pass Change Pass Login His English			
Interbank Transfer From: * O Tsa ® Tsa Hybrid Scheme : * 1410-CLIMATE RESILIENT AGRICULTURE INITIATIVE V From Bank Account : * 02043302 V Voucher Number. : Status :Splect V Search										
			Selected Funds							
Voucher Number	From Account	To Account	Schemes	From Account Type	Transfer Date	Transaction Amount	Status			
IBTP-2024-25-2	62843362	87675445345	1410 - CLIMATE RESILIENT AGRICULTURE INITIATIVE	TSAHybridInterBankTransfer	01/10/2024	154.00	Submitted			
IBTP-2024-25-1	62843362	42644523	1410 - CLIMATE RESILIENT AGRICULTURE INITIATIVE	TSAHybridInterBankTransfer	01/10/2024	50.00	Approved			
IBTPH-2024-25-3	62843362	42644523	1410 - CLIMATE RESILIENT AGRICULTURE INITIATIVE	TSAHybridInterBankTransfer	27/09/2024	20.00	Approved			
IBTPH-2024-25-2	62843362	42644523	1410 - CLIMATE RESILIENT AGRICULTURE INITIATIVE	TSAHybridInterBankTransfer	26/09/2024	20.00	Submitted			
IBTPH-2024-25-1	62843362	42644523	1410 - CLIMATE RESILIENT AGRICULTURE INITIATIVE	TSAHybridInterBankTransfer	19/09/2024	250.00	Approved			

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

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

> The following screen will appear:

nancial Manage General of Accounts, Mi	ment System inistry of Finance	m-PFMS (farmerty CPSMS)		Welcon User Ty Agency Agency Financi	rpe: AGENCYE : CNA PZBA 1 Unique Code: al Year: 2024-	DA FO PZBA CHILD RJAJ00005515 -2025	03:08:36 PM							
	Funds Transfer Self TSA to Non TSA													
From Account Details To Account Details														
From Scheme: *	CLIMATE RESILIENT	AGRICULTURE INITIATIVE[1410]						To Scheme:	CLIMATE RESILIENT AGRICULTURE INITIATIVE[1410]					
From Account: *	62843362							To Account:	87675445345					
Available Balance:	450.0000													
Transfered Amount:*	154.00							Remarks:	Test Remark					
Purpose of transfer:*	Payment of DBT													
Payment Mode:*	EPaymentUsingDigita	alSignature						Voucher Number:	IBTP-2024-25-2					
Status:*	Submitted							Actual Transaction Date:	01/10/2024					
Assignment Sanction Used:	Transaction ID	Assignment Sanction Number	Function Head	Recieved Amount	Sanction Balance Amount	Total Limit	Balance Expenditure Limit							
	5082001068412	TSA ASSIGNMENT 2024-25	207000800060001	6000000	500	5000	450							
				Ap	prove Reject Back									

c) Click on Approve

> A dialog box appear for **remarks**

Function Head	Recieved	Sanction Balance	1
000 Remark		500	
	Confirm	Incel	

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

nancial Manage General of Accounts, Mit	ment Syste	m-PFMS (formerly CPSMS)		Welcon User T Agency Agency Financ	ne: Rj Aj ype: AGENCYE (CNA PZBA 1 y Unique Code: ial Year: 2024-	DA TO PZBA CHILD RJAJ00005515 -2025	03:08	IRJA 36 PM					
Funds Transfer Self TSA to Non TSA													
				Request has	been approved succ	essfully							
			From Account	t Details				1	o Account Details				
From Scheme: *	CLIMATE RESILIENT	AGRICULTURE INITIATIVE[1410]						To Scheme:	CLIMATE RESILIENT AGRICULTURE INITIATIVE[1410]				
From Account: *	62843362							To Account:	87675445345				
Available Balance:	450.0000												
Transfered Amount:*	154.00							Remarks:	Test Remark				
Purpose of transfer:*	Payment of DBT												
Payment Mode:*	EPaymentUsingDigita	alSignature						Voucher Number:	IBTP-2024-25-2				
Status:*	Approved							Actual Transaction Date:	01/10/2024				
Assignment Sanction Used:	Transaction ID	Assignment Sanction Number	Function Head	Recieved Amount	Sanction Balance Amount	Total Limit	Balance Expenditure Limit						
	S082001068412	TSA ASSIGNMENT 2024-25	207000800060001	6000000	500	5000	450						
<u> </u>					Back								

"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

	tps://training.pfms.gov.in/Defa	ult.aspx		A* ☆ 3 0 ¢ @ % …									
Public Fi D/o Controlle	nancial Managemen r General of Accounts, Ministry	of Finance	Welcome: Shipra Sharawat User Type: AGENCTOO Agency: SHIPPA AGENCY Agency Unique Code: DLED00018668 Financial Twer: 704-7025	(Shiprade2) Log Change Passw Login Hild 12:28:48 PM English									
AdhocReports			Shipra Sharawat										
Home													
Scholarship Management													
User Manuals	[
tsa D		Please verify your Email id and Mobile No. before 15th Apr 2024,											
My Account		otherwise, you will not be able to login on PFMS website. Please ignore, if											
Users D			already done.										
E-Payment	The following table shows the su	mmary of Agency according to status an	nd type. To find out what a particular status means, take your mouse over the status name. To find the def	tails of Agency In a									
Health Module	status, Click on the correspondir	ng status.											
Sanctions D													
Reports	No record found												
My Details													
Masters D	Bulk Customization		Agency Bank Account Validation Status										
My Schemes	Beneficiary Management	Upload Beneficiary Data											
EAT MIS Process	DSC Management	Add Net Upload Beneficiary Data											
My Funds	Vendors [Edit Beneficiary											
Transfers D	Locations [Import Beneficiary Data											
Advances D		Manage Beneficiaries											
Expenditures D		Manage Payment Status Due											
Bank D		Crowd Seeding of Aadhaar											
Unspent Balance		Agency Beneficiary Mapping											
Interest Settlement		Map/Unmap BeneficiaryType											
Misc. Deduction Filing													
https://training.pfms.gov.in/GXLUploa	d/ExcelUploadData.aspx?activityTyp	e=uV5MARO8w0A=											

User can download the excel format, fill beneficiary details including Bank A/c orAadhaar No. and submit the same for validation.

\leftarrow C	A	https	://training.pfms.gov.in/GX	LUpload/ExcelUploadData.	aspx?activityType=uV5M	ARO8w0A%	3d		Aø.		ЗIФ	£_≡	··· 😵 🕀
	Public I 0/o Control	Fina Iler G	ancial Manageme eneral of Accounts, Minist	ent System-PFMS (Greater CPSAR)	5,			Welcome: Shipra Sharawat User Type: AGENCYDO Agency: SHIPRA AGENCY 1 Agency Unique Code: DLED00001868 Financial Year: 2024-2025			12:30:23 P	м	[Shiprado2] Logo Change Passwo Login Histo English V
AdhocReport	s												
Home							Upload Beneficia	ry Data					
Calculate black			Scheme :	4072-Shipra Scheme		~							
Scholarship	Management		Beneficiary Type	4072bt	~								
User Manuals			Template :	New Common Beneficiary D	ata	~	Download Template						
TSA		D	Select Excel File:	Choose File No file chose	n								
My Account		D			Upload File								
Users		D											
E-Payment		D					Excel Upload H	istory	_	_			
Health Modul	le	D	No Record Found										
Sanctions		D	Note: User can download	d original and status file only	y for last 10 days								
Reports													
My Details		D											
Masters		D											
My Schemes		D											
EAT MIS Proc	ess	D											
My Funds		D											
Transfers		D											
Advances		D											
Expenditures		D											
Bank		D											
Unspent Bala	ince	D											
Interest Sett	lement	D											
Misc. Deducti	ion Filing	D											
Utilisation Ce	rtificate	D											

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

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Public Fi D/o Controlle	inancial Management r General of Accounts, Ministry	nt System-PFMS		Welcome: Shipra Sharawat User Type: AGENCYDA Agency: SHIPRA AGENCY 1 Agency: Unique Code: DLED00001868 Finandi Ver: 1204-2025		01:02:37	PM	(ShipraDA) Logou Change Password Login History English V					
AdhocReports				Shipra Sharawat									
Home													
Scholarship Management													
tsa D													
E-Payment		Please verify your Email id and Mobile No. before 15th Apr 2024, otherwise,											
Health Module		you will not b	be able to login	on PEMS website. Please igno	ore, if aire	ady							
Sanctions D				done.									
Reports	The following table shows the su	ummary of Agency according to status an	nd type. To find out what a particular	status means, take your mouse over the status name. To find the det	tails of Agency in a								
My Details	status, Click on the correspondin	ng status.	_										
Masters D	Beneficiary Management	D Approve Beneficiary											
My Schemes	DSC Management	Manage Payment Status D Approv	ove Beneficiary]							
EAT MIS Process	Vendors	Map/Unmap BeneficiaryType											
Ny Funds			Agency Bank Account Valie	dation Status		1							
Transfers D													
Advances D													
Expenditures D													
Bank D													
Unspent Balance	-												
Interest Settlement													
Misc. Deduction Filing													
Utilisation Certificate													
OLD UC													
		About Us Site Map Priv	ivacy Policy Contact Us ©2024 Pub	olic Financial Management System. All Rights Reserved.									

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

Public Finan o/o Controller	nclal Management System-P r General of Account Ministry of Find DCReports IE	Masters H	Beneficiary N	Welcome Shipra Shara Management	wat	Q User AGEN	Type : ICYDA	Agence SHIPR	y :	Be Age	ncy Unique Code :		Financia	I Year:			
Adho	ocReports e	Masters -	Beneficiary N	tanagement -					A AGENCY	1 DLE	000001868		2024-20	025	0	[ShipraDA]	~
-	e				Benefic	iary Approv	val										
Home		Beneficia	ry Approval														
💼 Scho	olarship Management	>	Select Scher	me:*		Be	eneficiary Ty	ype:*		Excel Be	neficiary File:			Bar	nk Name		
TSA		> 4072-SI	nipra Scheme		•	4072bt2			•	Select		~	Sele	ct			~
E-Pa	wmont		State:				District:			1	Block:						
G C-Fa	lyment	Selec			~	Select			~	Select		~					
💼 Healt	th Module	> Beneficiar	Name: En	ter Beneficiary	Name												
🛢 Sanc	ctions	> Note: Co	mma seperate	ad values can	be used f	or searchir	na multiple	records									
💼 Repo	orts	Account N	umber:				Aadhaar Ni	umber:			Schem	e Specifi	c ID:				
💼 My D	letails	>															6
💼 Mast	ters	>															
My Si	chemes	>						Sear	ch Re	eset C							
EAT N	MIS Process	>															
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Expe	enditures	>															
🖨 Bank	¢	>															

2.8 Procedure for DBT payment to beneficiaries

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

	ttps://training.pfms.gov.in/GXLUp	pload/ExcelUploadData.aspx?act	tivityType=uV5MARO8w0A5	63d	A & & C & A	@ % ··
AdhocReports						
Home				Upload Beneficiary Data		
Scholarship Management	Scheme :	4072-Shipra Scheme	~			
User Manuals	Beneficiary Type Template :	4072bt	<u>v</u>	Developed Template		
TSA D	Select Excel File:	Choose File No file chosen		Download remplace		
My Account			Upload File			
Users D						
E-Payment	Download Benef. for Payment			Excel Upload History		
Health Module	View Payment NACK					
Sanctions D	Initiate Payments	ginal and status file only for las	it 10 days			
Reports	Print Payn Initiate Payments					
My Details	Files Returned by Ministry					
Masters D	Payment Status					
My Schemes	PPA Submission Status					
EAT MIS Process	View PPA Status					
My Funds	Approve DSC Payment					
Transfers D		-				
Advances						
Expenditures						
Bank D						
Unspent Balance						
Interest Settlement						
Misc. Deduction Filing						
Utilisation Certificate						
Accounting System Integration						

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.

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Public Fina D/o Controller G	ancial Management System-P eneral of Accounts, Ministry of Finance	PFMS arty CPSMS)		Welcome User Typ Agency: Agency L Financial	: Shipra Sharawat e: AGENCYDO SHIPRA AGENCY 1 Jnique Code: DLED00001868 Year: 2024-2025		12:32:57 PM	[Shiprado2] Legou Change Password Login Histor English V
AdhocReports		Par	yment Process					
Home	Step 1 : Payment Initialization	Step 2 : Search	St	ep 3 : Verification	Step 4 : Confirmation	on]	
Scholarship Management			Transaction Re	ference No: NEW				
User Manuals	Payment Through						1	
TSA D	Self Account / SNA / CNA / CSNA Account	Higher Level Agency Acco	unt High	r Level Agency Code:				
My Account	Paid By PD(Program Divison)	O Paid By PD & Approve By	Higher Level Agency	Tokon Number				
Users D	Authorization to Lower Level Agency	to debit Higher Agency Accourt	t	Token Humber.				
E-Payment							1	
Health Module	Scheme & Beneficiary Type		Payment Period		Office Order		Г	
Sanctions D	Scheme: 4072-Shipra Schem	ne 🗸	From : 01/09/2024		Number 1234			
Reports	Beneficiary Type : 4072bt2	~	To : 30/09/2024		Date : 15/10/2024			
Ny Details	DBT Mission Scheme Code shrikantSBI-shrika	intSBI ~						
Masters D								
My Schemes D	Choose Excel Upload for more than 5,000 Be	eneficiaries.					1	
EAT MIS Process	Show/Search Beneficiaries (i)	Excel Upload O Grou	p IdSelect		~			
My Funds D]	
Transfers D								
Advances D						Next		
Expenditures	Incomplete Payment Batch(S)						7	
Bank D	Transaction Ref No.	Scheme Beneficiary	Option _Num	per ofTotal	Created By Created	Action		
Unreast Balance		Code Type	Benefi	ciaries Amount (In Rs.)	Date			
Unspent Balance	DLED00001868-2025-00000048	4072 4072bt	Show/Search Show/Search	5 174	Shiprado2 15/10/2024	* X		
Interest Settlement D	DLED00001868-2025-00000047	4072 4072bt	Beneficiaries Show/Search		Shiprado2 15/10/2024	×		
Misc. Deduction Filing	Dispono 1868-2025-00000038	4072 407250	Beneficiaries Show/Search	1000	Shiprado2 30/09/2024	~ ~		
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Agency DA will go to **E-payment -> E-Payment Approval** and search the payment request submitted by DO user, the review and approve it.

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

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*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.