

**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/354-357

Date: 29/01/2025

**OFFICE MEMORANDUM**

**Sub: User Manual for Project wise release and monitoring of funds under Central Sector Schemes through TSA/TSA Hybrid**

The undersigned is directed to refer to the OM No. 3/(06)/PFMS/2023 dated 21-05-2024 of the D/o Expenditure, Ministry of Finance containing the Master Circular for CNA and Hybrid TSA.

2. In this regard, it is informed that a new functionality for Project creation and Project-wise Agency mapping has been developed under the TSA/TSA Hybrid System for Central Sector Schemes as requested by various Ministries/Departments/Agencies. This will facilitate project-wise sanction creation and monitoring by the relevant Ministries/Departments/agencies.

3. Currently, this functionality shall be enabled for select Ministries/Departments having project-wise releases and monitoring under the Central Sector Schemes. Accordingly, it is requested that Ministries/Departments may send the scheme details in the attached template for enabling the functionality for their specific schemes in PFMS, to this office email address: **tsahybrid-cga@gov.in**.

4. The user guide and SOP for using the functionality is enclosed.

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 this OM and SoP widely circulated to respective Program Divisions and Agencies.

Copy to:

1. PPS to Additional Secretary (PFS), D/o Expenditure, Ministry of Finance
2. PS to Additional CGA (PFMS)
3. Sr.AO (GIFMIS) for uploading a copy on CGA's website



# **Public Financial Management System (PFMS)**

## **Project Creation and Mapping TSA HYBRID Module**

January 2025

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## **Standard Operating Procedure for Project wise monitoring of Scheme in TSA Hybrid**

### **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.

The new project-wise implementation functionality in TSA Hybrid allows users to monitor project-specific implementation. Ministries/CNA/Agency/sub-agency can track expenditure and utilization at the project level under the scheme. Ministries/Departments can now give project wise sanctions to CNA. CNA now can provide project wise sub-assignments to Funding agencies under it. Funding agencies/Recipient Agencies can set project-wise drawing limits to Sub-agencies using this functionality. To allocate sub-assignments to funding agencies and set project-specific drawing limits for sub-agencies, the agencies must be mapped to their respective projects by their parent agencies using Project wise Agency Mapping menu.

The various features under the Project Monitoring functionality in TSA Hybrid are:

- 1 Sanction Creation:** The Programme Division (PD) in the Ministry will create project wise sanctions under the central sector scheme onboarded onto TSA Hybrid. Program Division now can issue project wise assignment sanctions to CNA. Funds will be transferred in the assignment account of the CNA as per the project wise sanction.
- 2 Assignment/Limit Allocation:** The Parent Agency / Funding Agency will provide the assignment/limit allocation to the Funding agency/Recipient Agency against the projects wise sanctions received from Ministry/CNA. The Funding agency/Recipient Agency will incur expenditure against the given assignment/limit and the unspent against the project can also be tracked.

- 3 Project wise hierarchy under one scheme:** Programme Division can now create project-specific scheme hierarchies within the same TSA Hybrid scheme. For example, under Project 'P1,' implementing agency 'B' may be a child of parent agency 'A,' while under Project 'P2,' agency 'B' can act as the parent for agency 'A.' This allows each project (e.g., 'P1' and 'P2') to have its own unique scheme hierarchy configured under the same scheme.
- 4 One child agency, Multiple Parent Agencies:** In scenarios where an implementing agency (child agency) receives funds from multiple funding agencies (parent agencies) under a single scheme, the following applies:
- a. Child agency (Funding agency) bank account is in RBI –** In this case, a child can receive assignments against multiple projects from multiple parent agencies while maintaining a single RBI account for the child agency (Funding agency).

<b>Projects</b>	<b>Child agency (Funding Agency) having RBI A/c</b>	<b>RBI bank accounts required by Child agency</b>
Single Project	Single parent Agency	Single Account
Single Project	Multiple Parent Agencies	Single Account
Multiple Projects	Single Parent Agency	Single Account
Multiple Projects	Multiple Parent Agencies	Single Account

This setup ensures that a child agency can manage funds efficiently with just one RBI account, regardless of the number of projects or funding agencies involved.

**b. Child agency bank account is in Scheduled Commercial bank –**

**Case I:** The child agency (Recipient agency) can receive a drawing limit for multiple projects from one funding agency (e.g Funding agency 'A') in the same commercial bank savings account to incur project-wise expenditure against the same project. In case there are multiple funding agencies, the Recipient agency can receive project-wise drawing limits from each funding agency under the same scheme. Separate savings accounts in a commercial bank (SCB) are required for receiving drawing limits from each funding agency to ensure project-wise expenditure.

<b>Projects</b>	<b>Child agency (Recipient agency) receiving funds from</b>	<b>Savings bank accounts required by Child agency</b>
Single Project	Single Funding Agency	Single savings bank Account in SCB
Single Project	Multiple Funding Agencies	Multiple Savings bank Accounts in SCB (One account per Funding Agency)
Multiple Projects	Single Funding Agency	Single savings bank Account in SCB
Multiple Projects	Multiple Funding Agencies	Multiple savings bank Accounts in SCB (One account as per Funding Agency)

**Case II:** Any subagency can receive drawing limits for multiple projects from one Recipient agency (e.g recipient agency 'A') in the same commercial bank ZBSA account. Expenditure for all projects can be incurred from this single account. If there are multiple projects under same Recipient agency, the sub- agency can receive project wise drawing limits from each funding agency. In this case, separate ZBSA accounts are required for

receiving project-wise drawing limits from each Recipient agency in the same scheme.

<b>Projects</b>	<b>Child agency receiving funds from</b>	<b>ZBSA bank accounts required by Child agency to receive funds from RA</b>
Single Project	Single Recipient Agency	Single ZBSA bank account in same bank as Recipient agency
Single Project	Multiple Recipient Agencies	Multiple ZBSA bank Account (One account per Recipient Agency bank account). Agency to ensure ZBSA account is opened in same bank as that of the concerned Recipient agency
Multiple Projects	Single Recipient Agency	Single ZBSA bank account in same bank as the Recipient agency
Multiple Projects	Multiple Recipient Agencies	Multiple ZBSA bank Accounts (One account per Recipient Agency bank account). Agency to ensure ZBSA account is opened in the same bank as that of the concerned Recipient agency

**5 Bank Consistency:** The bank for both the Parent agency and the Child agency must be the same in the case of Scheduled Commercial Banks.

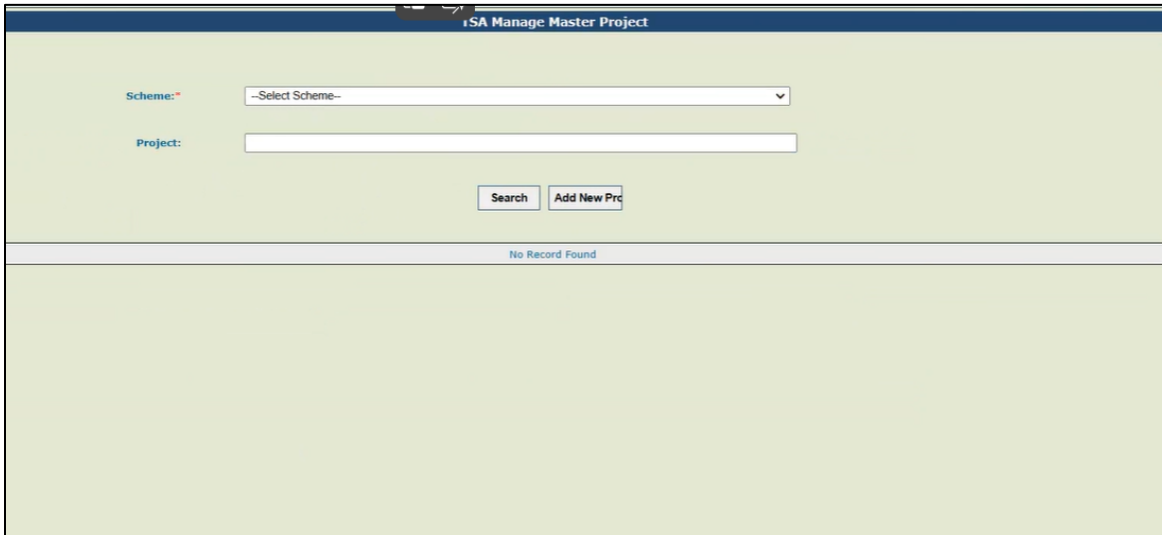


## 2. Steps to be followed in Project Creation:

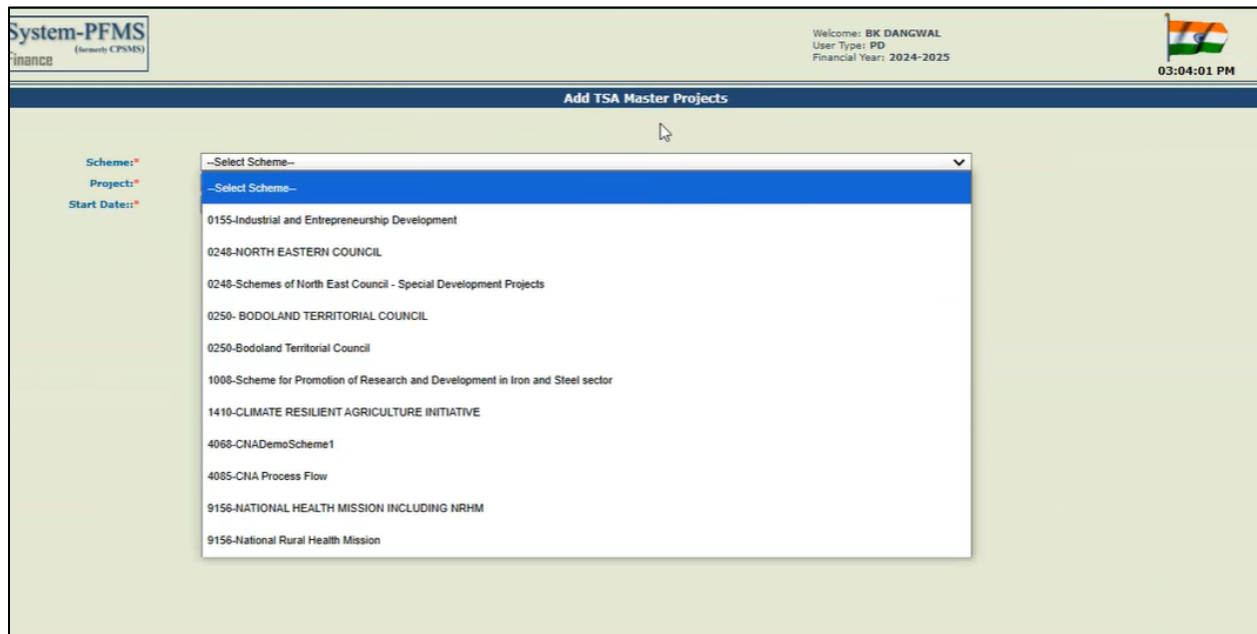
### 2.1 Addition of new Project by PD (Programme Division)

a) PD will login on PFMS and go to menu: **TSA > TSA Manage Master Project**

The following screen will appear:



b) User will select the "Scheme" from drop down menu.



c) User will add the name of the project manually. Click on the "Add New Project" button.

d) User will select the "Project start date" and "Project end date".

ment System-PFMS  
Ministry of Finance

Welcome: BK DANGWAL  
User Type: PD  
Financial Year: 2024-2025

**Add TSA Master Projects**

Scheme:\* 1410-CLIMATE RESILIENT AGRICULTURE INITIATIVE  
Project:\* New Demo Project  
Start Date:\* 01/04/2024  
End Date:\* 30/04/2025

April, 2024

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

Today: January 20, 2025

Save Back

e) Click on "Save" button. The message will be displayed as "Project Details Saved Successfully."

**Add TSA Master Projects**

Project Details saved Successfully.You Can View The Project Details On manage Master Project Page

Scheme:\* 1410-CLIMATE RESILIENT AGRICULTURE INITIATIVE  
Project:\* New Demo Project  
Start Date:\* 01/04/2024  
End Date:\* 19/01/2025

dd/mm/yyyy

Save Back

## 2.2 Manage Project Details by PD User

a) PD will login on PFMS and go to menu: **TSA> TSA Manage Master Project**

**TSA Manage Master Project**

Scheme:\* --Select Scheme--  
Project: [ ]

Search Add New Prj

No Record Found

b) User will select the "Scheme" from drop down menu.

c) To search the project user will click on "Search" button.

SOP for Project Creation & Mapping – TSA Hybrid

Financial Management System-PFMS  
General of Accounts, Ministry of Finance

Welcome: BK DANGWAL  
User Type: PD  
Financial Year: 2024-2025

03:08:21 PM

TSA Manage Master Project

Scheme: 1410-CLIMATE RESILIENT AGRICULTURE INITIATIVE

Project:

Search Add New Project

Sr No.	Project Name	Project Id	Start Date	End Date	Component Mapped	Created Date	Created By
1	TSA Test Project 12345	TSAHP01114	01/01/2023	31/12/2025	NO	19/01/2025	cashidare
2	New Demo Project	TSAHP01115	01/04/2024	19/01/2025	NO	20/01/2025	cashidare

d) User will click on "Project Id" Hyperlink.

Financial Management System-PFMS  
General of Accounts, Ministry of Finance

Welcome: BK DANGWAL  
User Type: PD  
Financial Year: 2024-2025

03:09:55 PM

Update TSA Master Projects

Scheme: 1410 - CLIMATE RESILIENT AGRICULTURE INITIATIVE

Project: New Demo Project

Start Date: 01/04/2024 End Date: 19/01/2025

Scheme Component: [Select Component](#)

Update Back

e) User can edit Project Name, Start Date, End Date

f) User must configure the Scheme Component by clicking on "Select Component" hyperlink.

Financial Management System-PFMS  
General of Accounts, Ministry of Finance

Welcome: power power  
User Type: PD  
Financial Year: 2024-2025

Update TSA Master Projects

Scheme: 4072 - Shipra Scheme

Project: IT development

Start Date: 01/01/2025 End Date: 31/03/2027

Scheme Component: [Select Component](#)

Update Back

TSA Component Mapping Close

Project Component

Project Component: Search

Save

- Bulk
  - salary
  - wages
  - other

- g) After update, the message will be displayed “Components has been successfully updated”

Management System-PFMS  
(formerly CPSMS)  
Accounts, Ministry of Finance

Welcome: power power  
User Type: PD  
Financial Year: 2024-2025

**Update TSA Master Projects**

Scheme:\* 4072 - Shipra Scheme  
Project:\* IT development  
Start Date:\* 01/01/2025 End Date:\* 31/03/2027  
Scheme Component: [Select Component](#)

Update Back

TSA Component Mapping Close

**Project Component**  
Component has been Successfully added/updated

Project Component: Search

Save

Bulk  
 salary  
 wages  
 other

- h) After making changes user will click on “Update”. The message will be displayed “Project Details Saved Successfully.”

### 2.3 Account Flagging by Funding Agency Admin

- a) Agency Admin will login on PFMS and go to menu: **TSA> TSA Hybrid> TSA Account Flagging.**
- b) User will select the “Scheme” from drop down menu.

Management System-PFMS  
(formerly CPSMS)  
Accounts, Ministry of Finance

Welcome: AGENCYADM  
User Type: AGENCYADM  
Agency: TSA5  
Agency Unique Code: DLIN00002707  
Financial Year: 2024-2025

**Add TSA Hybrid Account Flagging**

Scheme:\* 1410-CLIMATE RESILIENT AGRICULTURE INITIATIVE  
Bank Account: --Select--  
Project: --Select--  
Account Type:  TSA Hybrid  Holding Account  
Received Funds From:  Central Government  Parent Agency

Submit

c) User will select "Bank Account Number" and required "Project Name"

The screenshot shows the 'Add TSA Hybrid Account Flagging' form in the PFMS system. The form includes the following fields and options:

- Scheme:** 1410-CLIMATE RESILIENT AGRICULTURE INITIATIVE
- Bank Account:** 32145698778
- Project:** Test Project 01
- Account Type:**  TSA Hybrid  Holding Account
- Received Funds From:**  Central Government  Parent Agency

A 'Submit' button is located at the bottom right of the form.

d) User will select "Account type" using radio button as TSA Hybrid or Holding Account.

e) User will select "Received Funds From" option using radio button. After that a text field will pop-up and user will enter the name of the "funding agency" and click on "Search" button.

The screenshot shows the 'Add TSA Hybrid Account Flagging' form in the PFMS system. The form includes the following fields and options:

- Scheme:** 1410-CLIMATE RESILIENT AGRICULTURE INITIATIVE
- Bank Account:** 32145698778
- Project:** Test Project 01
- Account Type:**  TSA Hybrid  Holding Account
- Received Funds From:**  Central Government  Parent Agency
- Funding Agency:** [Text field]

A 'Submit' button is located at the bottom right of the form.

f) Upon adding the funding agency, user will click on "Submit" button. After clicking the message will be displayed "Record Submitted Successfully Pending approval at funding agency level"

Welcome:  
User Type: AGENCYADM  
Agency: TSA5  
Agency Unique Code: DLIN00002707  
Financial Year: 2024-2025

**Add TSA Hybrid Account Flagging**

**Record Submitted successfully, Pending for approval at funding agency Level.**

Scheme: \* 1410-CLIMATE RESILIENT AGRICULTURE INITIATIVE

Bank Account: \* 32145698778

Project : Test Project 02

Account Type: \*  TSA Hybrid  Holding Account

Received Funds From: \*  Central Government  Parent Agency

Funding Agency: \* Agency Of TSA [TSA00002022]

## 2.4 Approval of Account Flagging by Funding Agency Admin

- a) Agency Admin will login on PFMS and go to menu: **TSA > TSA Hybrid> Approve Account Flagging.**

ent System-PFMS  
y of Finance (formerly CPSMS)

Welcome: TSA TESTING GG  
User Type: AGENCYADM  
Agency: Agency Of TSA  
Agency Unique Code: TSA00002022  
Financial Year: 2024-2025

**Approve TSA Hybrid Account Flagging**

Scheme: \* 1410-CLIMATE RESILIENT AGRICULTURE INITIATIVE

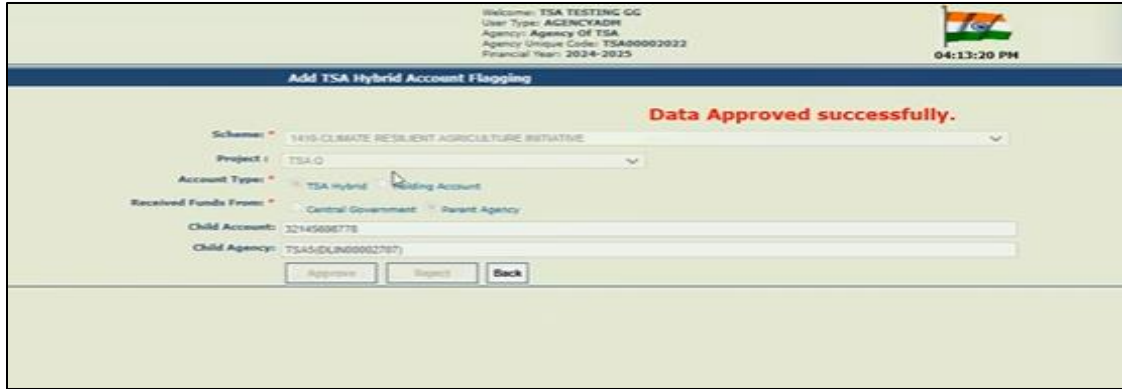
Child Agency Unique Code: Please Enter Child Agency Unique Code

Account Type: --Select--

Project : --Select--

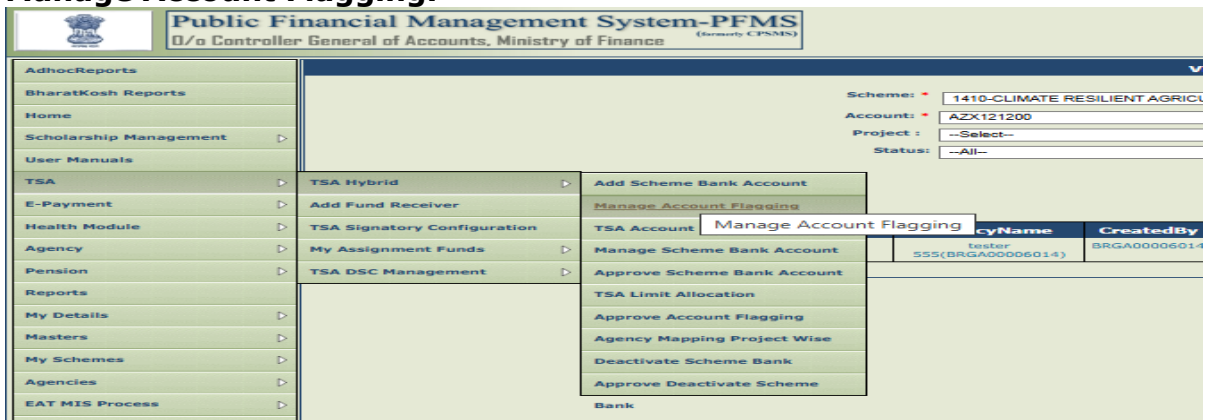
Status: Submitted

- b) User will select "Account Type" from Drop down menu.
- c) After Selecting respective Project and user will click on "Approve". The message will be displayed as "Data Approved Successfully."

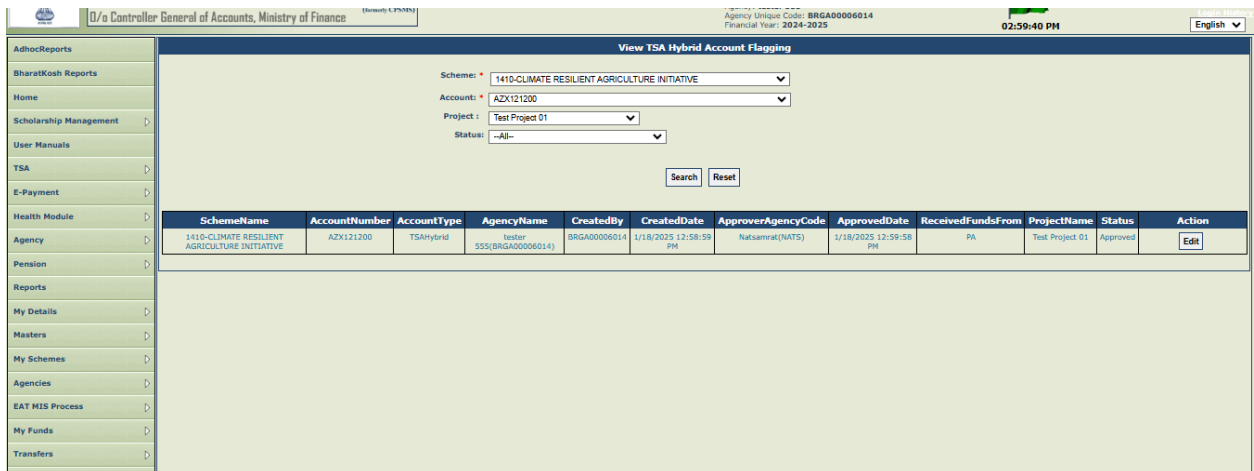


## 2.5 Removal of Account flagging in case any account has been incorrectly flagged as TSA Hybrid/Holding Account

- a) Agency Admin will login on PFMS and go to menu: **TSA> TSA Hybrid> Manage Account Flagging.**

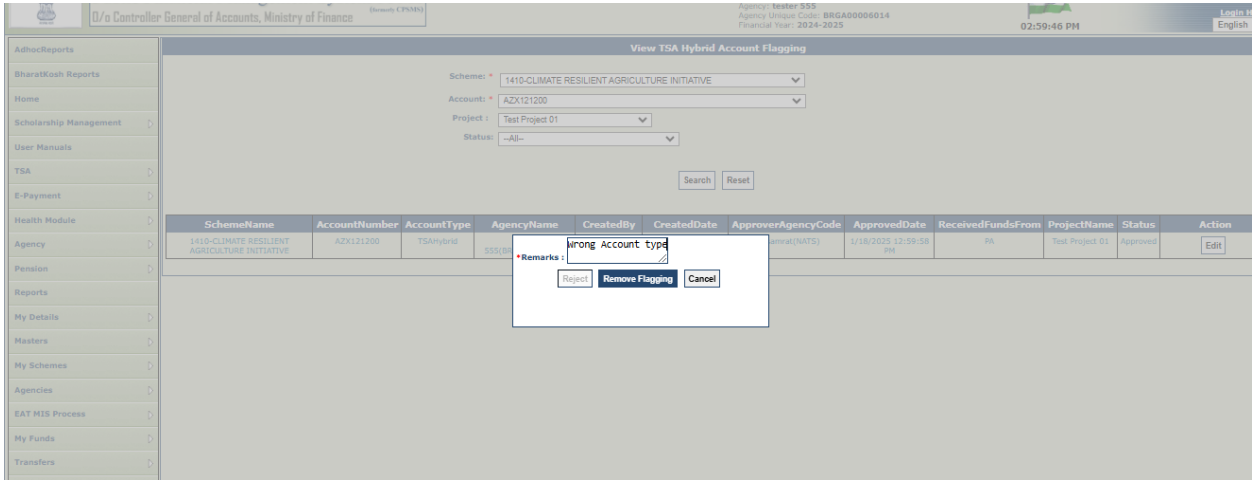


- b) User will select the "Scheme" from drop down menu.



- c) User will select "Bank Account Number" and required "Project Name".

- d) After clicking on search, a grid showing the flagged account with all details will appear. User has to click on “Edit”.



- e) A popup will appear for keying in the remarks. After the remarks have been provided, the User can remove the flagging.  
 f) If the limit has already been allocated to the account by the parent Agency, User cannot remove Hybrid Account flagging and an error will be given as shown in the screen below:

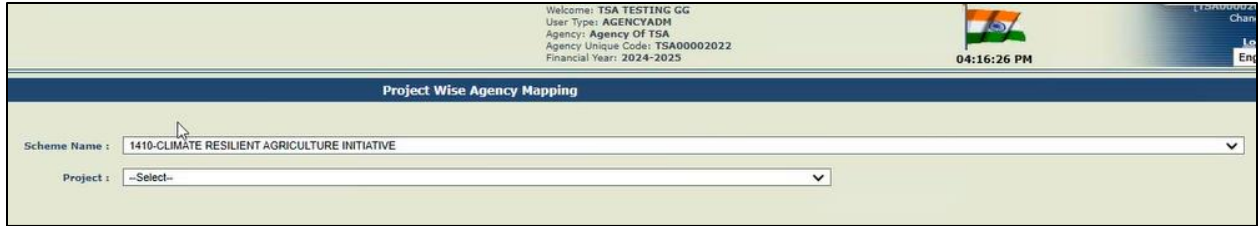


If the limit has not been allocated for that account and there are no transactions in the pipeline, the account flagging can be removed successfully.

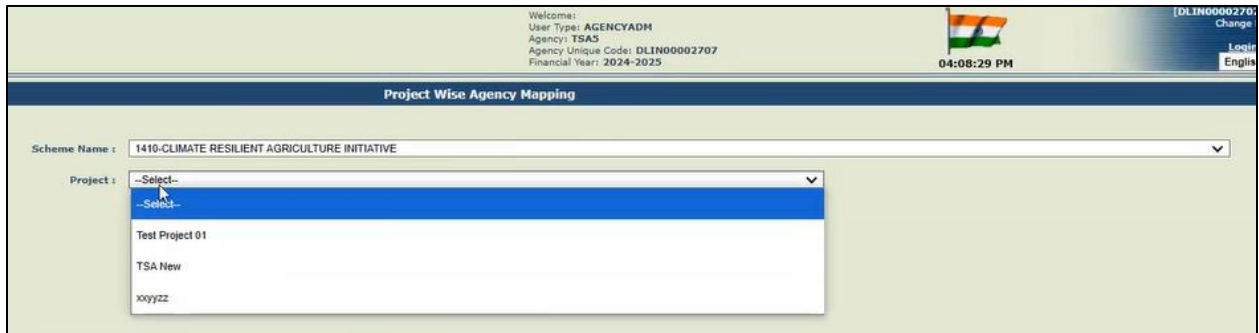
## 2.6 Project-wise Agency mapping

- a) User will login to PFMS and go to menu: **TSA>TSA Hybrid> Agency Mapping Project wise.**  
 b) User will select the “Scheme” from drop down menu.





c) User will select the "Project" from dropdown menu.



d) To search the project user will click on "Search" button.

- The hierarchy mapping related to the selected scheme will appear.
- The user will click on "Hierarchy" where agency has to be mapped.
- The unmapped agencies will appear for mapping to the project selected at the selected hierarchy level.

e) Click on agencies that are required to be mapped.

f) Click on "Map New Agency."

*Further, the CNA will map all state-level agencies down the ladder and so has to be done by the downstream agencies with the respective project.*

**Project Wise Agency Mapping**

Scheme Name : 1410-CLIMATE RESILIENT AGRICULTURE INITIATIVE

Project : TSA New

**Scheme Fund Flow Hierarchy**

- Ministry
  - Central Level
    - State Level
      - Dist Level
        - Block Level
          - Panchayat Level

**Mapped Agency Details**

	View Detail	Agency Name	Agency Type	Contact Details	Unique Code	Agency State
<input type="checkbox"/>		tsa4	Central Government	tsa4 54895 sjmudgal@gmail.com	DLIN0002706	DELHI

g) Upon successful mapping of scheme, the message will be displayed “Data saved Successfully”.

**Project Wise Agency Mapping**

**Data Saved Successfully**

Scheme Name : 1410-CLIMATE RESILIENT AGRICULTURE INITIATIVE

Project : Test Project 01

**Scheme Fund Flow Hierarchy**

- Ministry
  - Central Level
    - State Level
      - Dist Level
        - Block Level
          - Panchayat Level

Note : Inactive Agency Account's rows are Shown in grey colour.

**Mapped Agency Details**

	View Detail	Agency Name	Agency Type	Contact Details	Unique Code	Agency State
<input type="checkbox"/>		Natsamrat	Registered Societies (NGOs)	FAREED AHMED 9811212345 abcd@xy.com	NATS	DELHI

**Search agency(s) for mapping**

Agency Name :

Agency Type : --All--

Unique Code :

State : --All--

## 2.7 Assignment creation by PD level

a) PD user will login on PFMS and go to menu: **Sanction > Create New**

**Financial Management System-PFMS**  
(formerly CPSMS)  
Comptroller and Auditor General of Accounts, Ministry of Finance

Welcome: BK DANGWAL  
User Type: PD  
Financial Year: 2024-2025

02:40:53 PM

Change Password  
Login History  
English

### Create Sanction

#### Sanction Header

Controller Name : AGRICULTURE

Division Diary/IFD/HOD File No. : \* IFD/5

IFD/HOD File Date (dd/mm/yyyy) : \* 01/01/2025

Sanction Number : \* 5

Sanction Date (dd/mm/yyyy) : \* 21/01/2025

Scheme : 1410 - CLIMATE RESILIENT AGRICULTURE INITIATIVE

PAO : \* 000001 - PAO(Sect)-I

DDO : \* 200008 - UNDER SECRETARY(E), DEPTT.OF AGRICULTURAL RESEARCH AND EDUCATION

Sanction Type : \* Assignment

Project : \* TSA Test Project 12

Sanction Amount : \* 500000 (In Actuals)  
RUPEES FIVE LAKH(S) ONLY

North East Expenditure

Upload Scanned Sanction:

**Note:** Only PDF files are allowed with size not more than 4 MB

#### Account Head Details

Grant : \* 001 - Department of Agriculture and Farmers Welfare

Function Head : \* 2070008000600 - IMPLEMENTATION OF INSECTICIDES ACT

Category : \* 5 - VOTED

Object Head : \* 01 - SALARIES

Amount : \* 500000

**Note:** In case of Expenditure type sanction, object heads "31,33,35,36,54,55" are not listed for selection.

- b) PD user will fill all requisite data and ensure the sanction type as "Assignment" only.
- c) User will enter the "Project name" from drop down menu.
- d) User will add "Account details."
- e) User will click on "Next" button.

Financial Management System-PFMS  
 Controller General of Accounts, Ministry of Finance

Welcome: BK DANGWAL  
 User Type: PD  
 Financial Year: 2024-2025

02:42:11 PM

Sanction Status: Created  
 Sanction Date: 21/01/2025  
 Sanction Amount: 500000.00  
 IFD Date: 01/01/2025  
 PAO: 000001-PAO(Sectt)-1  
 Remarks:

Controller: 001-AGRICULTURE  
 Sanction Number: 5  
 Sanction Type: Assignment (DDO Bill)  
 IFD Number: IFD/5  
 Scheme: 1410-CLIMATE RESILIENT AGRICULTURE INITIATIVE  
 DDO: 200008-UNDER SECRETARY(E), DEPTT.OF AGRICULTURAL RESEARCH AND EDUCATION

North East Expenditure

Account Details:

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	External PAO	Available Budget
001 - Department of Agriculture and Farmers Welfare		2070008000600 - IMPLEMENTATION OF INSECTICIDES ACT	01 - SALARIES	5 - VOTED	500000.00		-999001061

Agency	Bank Account No	Amount	Instrument Type
Agency Of TSA - TSA00002022	8010545168 - TSA test1	500,000.00	<input checked="" type="radio"/> RTGS <input type="radio"/> IMPS

Next

Confirm Reset Back

Activate Windows

f) After Click on "Confirm" button.

Account Details:

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	External PAO	Available Budget
001 - Department of Agriculture and Farmers Welfare		2070008000600 - IMPLEMENTATION OF INSECTICIDES ACT	01 - SALARIES	5 - VOTED	500000.00		-999001061

Agency	Bank Account No	Amount	Instrument Type
Agency Of TSA - TSA00002022	8010545168 - TSA test1	500,000.00	<input checked="" type="radio"/> RTGS <input type="radio"/> IMPS

Next

ePayment Details

Accredited Bank : \* STATE BANK OF INDIA Amount : 500000 Not Payable Before : \*  Required

Party Name	IFSC Code	Party Account No	Amount	Payee Remarks
testdbt	RBISOPFMS01	8010545168	500000	[For test project 12] *

Note: If the IFSC Code is not automatically shown it means bank A/C is not validated.If payment process is urgent please key in the IFSC Code and process payment.Please ensure IFSC Code is correct.

Confirm Reset Back

## 2.8 Approval of Assignment Sanction

a) User will login on PFMS will follow the path: **Sanction >Approve**

SoP for Project Creation & Mapping – TSA Hybrid

**Search Sanctions**

Sanction No :

Sanction Status : Submitted

From Date : (dd/mm/yyyy) 01/04/2024

To Date : (dd/mm/yyyy) 21/01/2025

Sanction Amount :

Scheme : --All--

PAO : --All--

DDO : --All--

IFD No :

GeM Sanction IAAA Sanction ROSL/GST Refund

SanctionNumber	Type	Scheme	DDO Name	PAO Name	Amount	Date	View File
<a href="#">5</a>	Assignment	1410 - CLIMATE RESILIENT AGRICULTURE INITIATIVE	200008 - UNDER SECRETARY(E), DEPTT.OF AGRICULTURAL RESEARCH AND EDUCATION	000001 - PAO(Sectt)-I	500,000	21/01/2025	File not exists
<a href="#">Test24/01</a>	Transfer	9148 - National Programme for Dairy Development	200008 - UNDER SECRETARY(E), DEPTT.OF AGRICULTURAL RESEARCH AND EDUCATION	000001 - PAO(Sectt)-I	1,000	24/05/2024	Demo.pdf,pdf

b) Click on "Sanction Number" hyperlink.

**Sanction Details**

Controller: 001-AGRICULTURE

Sanction Number: 5

Sanction Type: Assignment (DOO Bill)

IFD Number: 3FD/5

Scheme: 1410-CLIMATE RESILIENT AGRICULTURE INITIATIVE

DDO: 200008-UNDER SECRETARY(E), DEPTT.OF AGRICULTURAL RESEARCH AND EDUCATION

North East Expenditure

Created By: cashdare

Modified By: cashdare

Project: TSA Test Project 12

Sanction Status: Submitted

Sanction Date: 21/01/2025

Sanction Amount: 500000.00

IFD Date: 01/01/2025

PAO: 000001-PAO(Sectt)-I

Remarks:

Created On: 21/01/2025 02:41:33 PM

Modified On: 21/01/2025 02:43:12 PM

**Account Details:**

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	External PAO	Available Budget
001 - Department of Agriculture and Farmers Welfare		2070008000600 - IMPLEMENTATION OF INSECTICIDES ACT	01 - SALARIES	5 - VOTED	500000.00		-999001061

**Agency Details:**

Sr.No	Agency Name	City	District	State	Country	Gross Amount	Deduction Amount	Net Amount	Payee Remarks
1	Agency Of TSA - TSA00002022	newdelhi	NEW DELHE	DELHI	INDIA	500,000	0	500,000	For test project 12
<b>Total</b>						<b>500000</b>	<b>0</b>	<b>500000</b>	

c) Click "Approve" button.

Thereafter the sanction will be available at DDO level for generation of bill, then PAO will proceed with payment process.

## 2.9 Limit Allocation (Agency Admin)

- a) Agency Admin user will login on PFMS and go to menu: **TSA>TSA-Hybrid>TSA Limit Allocation**

The screenshot shows the 'Add/Update Drawing Limits' interface. On the left is a navigation menu with options like AdhocReports, BharatKosh Reports, Home, Scholarship Management, User Manuals, TSA, E-Payment, Health Module, Agency, and Pension. The main form area contains the following fields:

- Scheme:** 1410-CLIMATE RESILIENT AGRICULTURE INITIATIVE
- Hierarchy Level:** --Select--
- Bank Account:** --Select--
- State:** --Select--
- Received Sanction List:** Number Add (with a note: Enter minimum 3 characters to Sanction Number)
- Allocation Done For:** Self Allocation (radio button), Child Agencies Allocation (radio button)
- Search Agency for Limit Allocation:** Agency Name, Unique Code, Agency Type: --All--
- Search** button

- b) User will select Scheme, Hierarchy level, Bank Account No, State and Sanction No from the Sanction list.

This screenshot shows the PFMS system with the 'Add/Update Drawing Limits' form filled out. The top header includes the PFMS logo, user information (User Type: AGENCYADM, Agency: Natsamrat, Agency Unique Code: NATS, Financial Year: 2024-2025), and the time (06:46:31 PM). The form fields are populated as follows:

- Scheme:** 1410-CLIMATE RESILIENT AGRICULTURE INITIATIVE
- Hierarchy Level:** Dist Level
- Bank Account:** 24191234254
- State:** CENTRAL
- Received Sanction List:** Select Sanction Number Add
- Allocation Done For:** Child Agencies Allocation (selected)

Below the form is a table with the following data:

Transaction ID	Sanction Number	Function Head	Amount Received	Total Expenditure Limit	Balance Expenditure Limit	Total Limit	Balance Child Limit	Project Name	Remove
C092021299477	215487/New Assignment	207000800060001	20000	1000	0	19000	9000	Test Project 01	X

Below the table is the 'Search Agency for Limit Allocation' section, which is currently empty. At the bottom, there are two summary tables:

Agency Code	Parent Agency Name	Total Limit	Expenditure Limit	Limit for Child Agencies	Balance Expenditure Limit	Balance Child's Limit	Total Expenses	Is Consolidation Agency	Action
NATS	Natsamrat	19000	0	19000	0	9000	0	Yes	

Agency Code	Child Agency Name	Total Limit	Expenditure Limit	Limit for Child Agencies	Balance Expenditure Limit	Balance Child's Limit	Total Expenses	Is Consolidation Agency	Action
BRGA00006014	tester 555 [BRGA00006014]	10000	5000	5000	5000	5000	0	No	Save

Note: User needs to follow the certain steps prior to claim generation

- Bank Account Activation for e-payment
- Signatory configuration

## 2.10 Claim generation at Agency DO level

- a) DO User will follow the path: **TSA>TSA-Hybrid>New Hybrid Claim**
- b) User will select the scheme and Bank Account No.
- c) Select the Project from dropdown menu.
- d) Select the Sanction No.
  - Only those sanctions will appear which are mapped with the selected project and flagged bank account will appear.

Transaction ID	Sanction Number	Function Head	Amount Received	Total Expenditure Limit	Balance Expenditure Limit	Total Limit	Balance Limit	Project Name	Remove
C092021299477	215487/New Assignment	207000000000001	20000	5000	5000	10000	5000	Test Project 01	X

Claim Done For: Vendors

Vendor Name: [14901573]VEN001 [WADLN00047473] Select Vendor  
(Enter minimum 3 characters to Vendor Name)

Letter/Office Order No.: testdoman2

Office Order Letter Attachment (if any): Choose File No file chosen Upload

Uploaded Office Order Letter: Remove

Sanction Date: 01/01/2025

Actual Transaction Date: 22/01/2025

Total Available Amount: 5000

Total Amount: 200

Rupees two hundred only

Narration: Medical

Voucher Number:

Scheme Component Details:

Scheme Component	Amount	Expense Type
[2438687] [1.3]Medical	200	Revenue

Total Amount: 200  
Component Amount: 200  
Balance Amount: 0

Save Reset Back

- e) User will fill all the requisite data and click on Save button. After that the Voucher No will be generated.

SoP for Project Creation & Mapping – TSA Hybrid

Project:

Received Sanction List:    
 (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
C092021299477	2154877/New Assignment	207000800060001	20000	5000	5000	10000	5000	Test Project 01	X

Claim Done For:

Vendor Name:

Letter/Office Order No.

Office Order Letter Attachment (if any)

Uploaded Office Order Letter:

Sanction Date:

Actual Transaction Date:

Total Available Amount: 5000

Total Amount: 200

Rupees two hundred only

Narration:

Voucher Number: HCP-2024-25-29

f) User will click on Yes to proceed with the payee details.

Sanction Date:

Actual Transaction Date:

Total Available Amount: 5000

Total Amount: 200

Rupees two hundred only

Narration:

Voucher Number: HCP-2024-25-29

Scheme Component Details:

Scheme Components:    
 (Enter minimum 3 characters to Scheme Components)

Expense Type:  Revenue  Capital

Percentage:  Amount:

Scheme Component	Amount	Expense Type
[ 2438687 ] [1.3] Medical	200	Revenue

Total Amount: 200

Component Amount: 200

Balance Amount: 0

Activate Windows  
Go to Settings to activate Windows.

Voucher Number: HCP-2024-25-29

Account Number: AZX121200

Agency Name In Bank: BRGA0006014

Plan Scheme: 1410-CLIMATE RESILIENT AGRICULTURE INITIATIVE[1410]

Project: RWHS - KNRY W-7, Jyattingathara

Status: Created

Bank name: HDFC BANK LTD

Amount: 200

Remarks:

Created By: brgad001

Created On: 22/01/2025

Modified By: brgad001

Modified On: 22/01/2025

Purpose for Claim: Medical

Uploaded Sanction Letter:

Payment Details:

Favouring	Amount	Instrument Type	Instrument Date	NarrationForPassBook
vikash	200	EPaymentUsingDigitalSignature	1/22/2025 11:34:54 AM	Medical claim

Scheme Component Details:

Component Name	Amount
[ 1.3 ] Medical	200

Assignment Sanction Used:

Payment Advice Number	Assignment Sanction Number	Function Head	Amount Received	Total Expenditure Limit	Balance Expenditure Limit	Total Limit	Balance Child Limit	Project Name
C092021299477	2154877/New Assignment	207000800060001	20000	5000	5000	10000	5000	Test Project 01

Vendor/Beneficiary Details:

Account No.	Name	Amount
12345678901 - vikash - SBIN00020209	ven001(VADLND000047473)	200

Payee details has been confirmed successfully

Activate Windows  
Go to Settings to activate Windows.

g) User will click on "Submit for Approval".



Created By: brgadu01  
 Modified By: brgadu01  
 Purpose for Claim: Medical  
 Created On: 22/01/2025  
 Modified On: 22/01/2025  
 Uploaded Sanction Letter:

Favouring	Amount	Instrument Type	Instrument Date	NarrationForPassBook
Vikash	200	EPaymentUsingDigitalSignature	1/22/2025 11:34:54 AM	Medical claim

Component Name	Amount
[ 1.3 ] Medical	200

Payment Advice Number	Assignment Sanction Number	Function Head	Amount Received	Total Expenditure Limit	Balance Expenditure Limit	Total Limit	Balance Child Limit	Project Name
C092021299477	215487/New Assignment	207000800050001	20000	5000	5000	10000	5000	Test Project 01

Account No.	Name	Amount
12345678901 - vikash - SSIN0002000	ven01(VADLN00047473)	200

Successfully submitted to DA user.

Back

h) The Message will be displayed "Successfully submitted to DA User."

### 2.11 Claim Approval at DA User

a) User will follow the path: **TSA>TSA-Hybrid>Manage Claim**

Manage TSA Claims

Manage TSA Claims

Scheme: 1410-CLIMATE RESILIENT AGRICULTURE  
 Bank Account: AZX121200  
 Projects: --Select--  
 Sanction Number:   
 Status: --All--  
 Amount From:   
 Amount To:   
 Search Reset

Letter/Office Order No.	Debit Batch No.	Sanction Date	Actual Transaction Date	Amount	Scheme Code - Scheme Name	Project Name	Status
testdomain2	H072400001204	01/01/2025	22/01/2025	200	CLIMATE RESILIENT AGRICULTURE INITIATIVE	RWHS - KNRV W-7, Jyatingathara	Submitted

b) User will select on the Letter / Office No Hyperlink. The following page will be appeared.

## SoP for Project Creation & Mapping – TSA Hybrid

The screenshot displays the 'Payment Details' section of a claim. The 'Approve/Reject' button is highlighted with a red box. Below the button, there is a 'Back' button and a footer with 'Activate Windows' and 'Go to Settings to activate Windows.' text.

Favouring	Amount	Instrument Type	Instrument Date	NarrationForPassBook
vikash	200	EPaymentUsingDigitalSignature	1/22/2025 11:34:54 AM	Medical claim

Component Name	Amount
[ 1.3 ] Medical	200

Payment Advice Number	Assignment Sanction Number	Function Head	Amount Received	Total Expenditure Limit	Balance Expenditure Limit	Total Limit	Balance Child Limit	Project Name
C09202129477	215487/New Assignment	207000800060001	20000	5000	5000	10000	5000	Test Project 01

Account No.	Name	Amount
12345678901 - vikash - SBIN0002008	ven001(VADLND000047473)	200

Activate Windows  
Go to Settings to activate Windows.

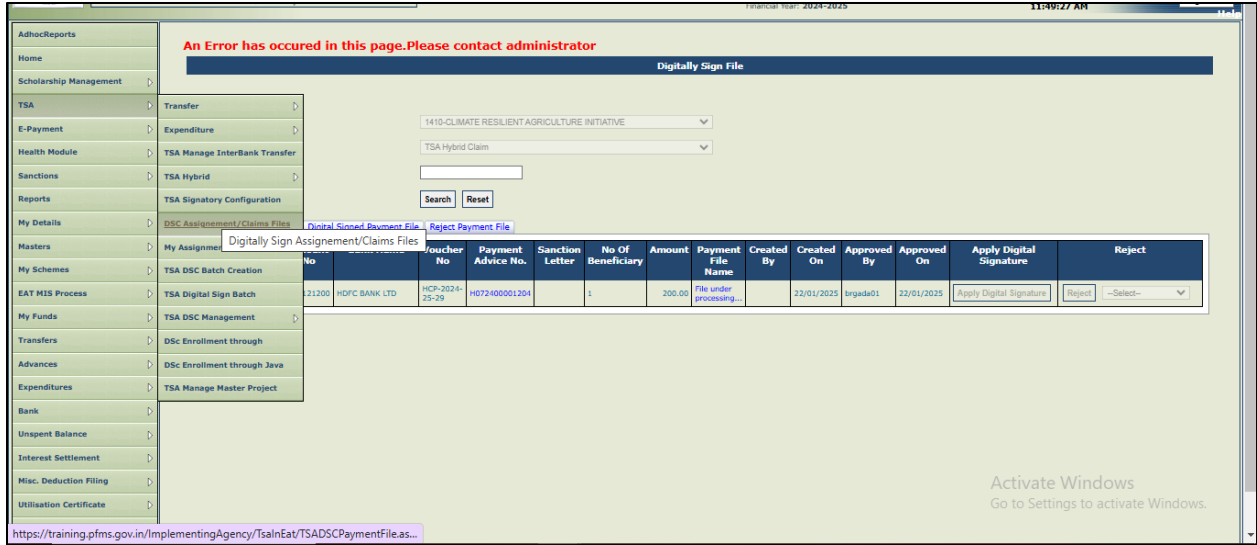
c) User will click on "Approve" button.

The screenshot shows a 'Remarks' dialog box overlaid on the 'Payment Details' section. The dialog box contains the text 'Please Enter Remark ok' and three buttons: 'Approve', 'Reject', and 'Cancel'. The 'Approve' button is highlighted.

d) Enter Remarks and it will be approved.

### 2.12 Digital signing of the Approved Claim File by DA user

a) User will follow the path: **TSA> DSC Assignment/ Claim Files**

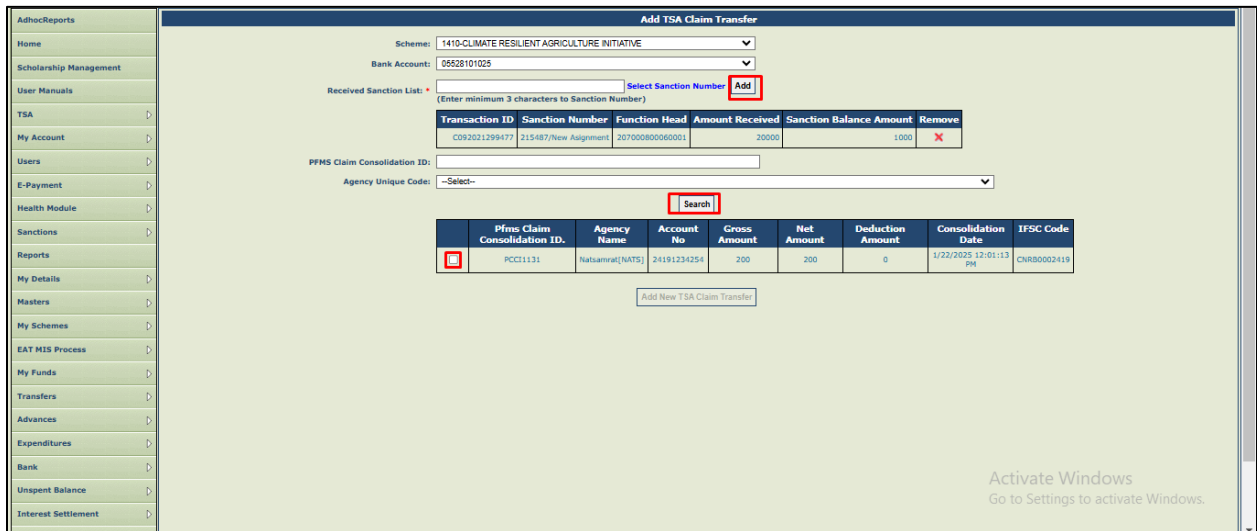


b) Thereafter, concerned signatories will apply DSC and sign the payment files.

### 2.13 Claim Transfer by Funding Agency DO user

a) User will follow the path: **TSA> TSA Hybrid> TSA Claim Transfer**

Following screen will appear:



b) User will fill up all the requisite data. Then click "Search" button.

List of consolidated Claims will be displayed.

c) Then Click on Radiohead of claim which requires to transferred. Click on "Add new Claim Transfer."

Following screen will be displayed:

- d) User will select the "Project" from Drop down.
- e) User will select the "Sanction No." and click on "Add" button.
- f) User will fill up all the required fields and data.

Module: Claim Transfer  
 Scheme: 1410-CLIMATE RESILIENT AGRICULTURE INITIATIVE  
 Bank Account: 05528101025  
 Project: -Select-

Transaction ID	Sanction Number	Function Head	Amount Received	Sanction Balance Amount
C92021299477	215487/New Assignment	207000000060001	20000	1000

Sanction Date: 01/01/2025  
 Actual Transaction Date: 22/01/2025  
 Total Available Amount: 1009450  
 Total Amount: 200  
 Narration: HONORARIUM  
 Voucher Number: HTP-2024-25-4

Pfms Claim Consolidation ID.	Agency Name	Account No	Amount	Consolidation Date	Account Type	IFSC Code
PCC1131	Nahammatt(NATS)	24191234254	200	1/22/2025 12:01:13 PM	TSA Hybrid	CNR80002419

Claim transfer details saved successfully. Do you wish to proceed with submit details?

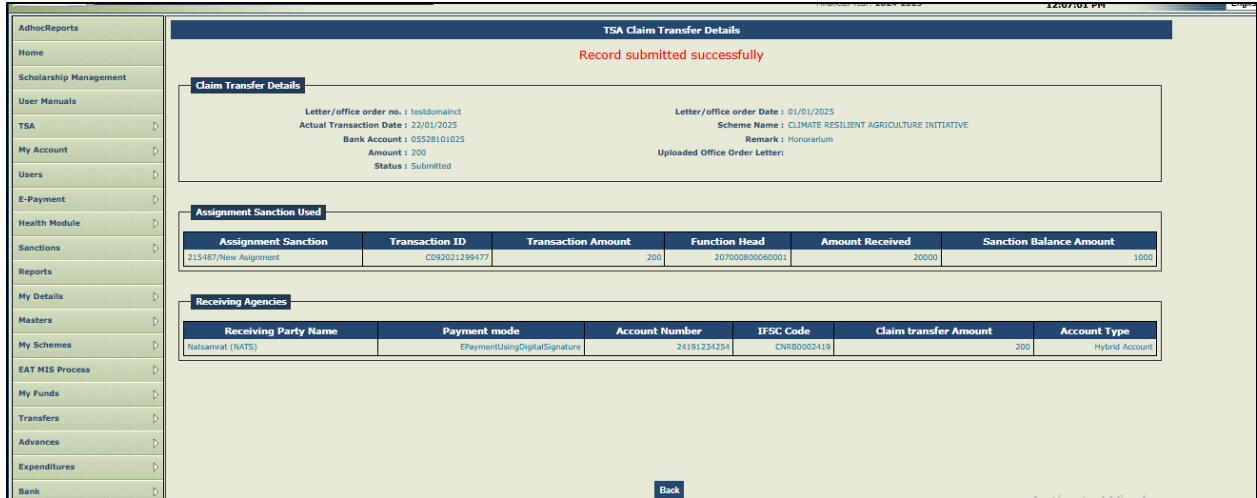
- g) Upon adding all the details, click on "Yes" button to proceed with the Payee Details.

Letter/office order no.: testdomainct  
 Letter/office order Date: 01/01/2025  
 Actual Transaction Date: 22/01/2025  
 Scheme Name: CLIMATE RESILIENT AGRICULTURE INITIATIVE  
 Bank Account: 05528101025  
 Amount: 200  
 Remark: Honorarium  
 Status: Created  
 Uploaded Office Order Letter:

Assignment Sanction	Transaction ID	Transaction Amount	Function Head	Amount Received	Sanction Balance Amount
215487/New Assignment	C92021299477	200	207000000060001	20000	1000

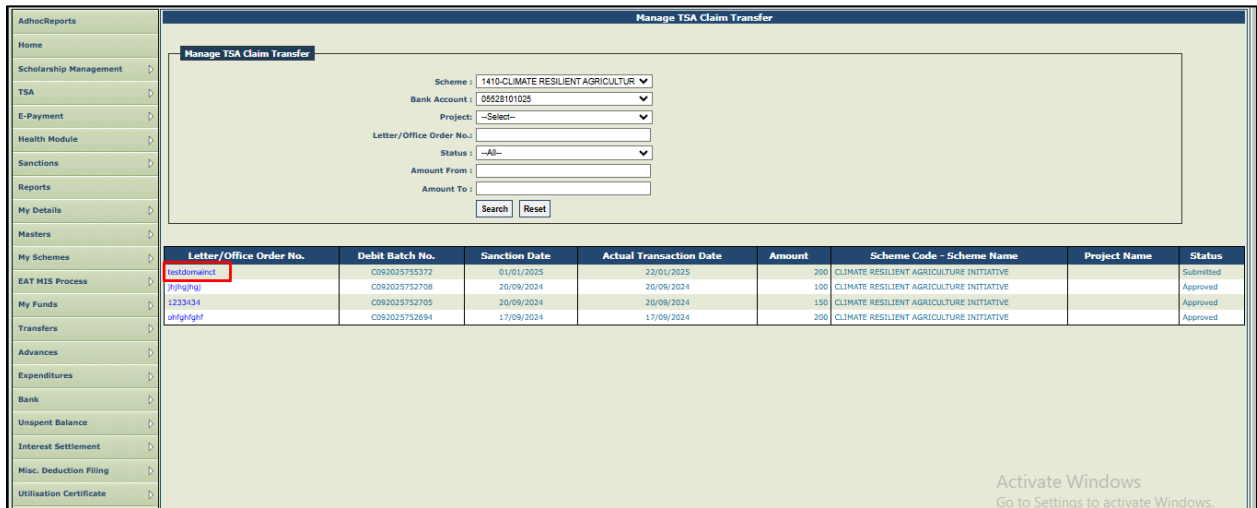
Receiving Party Name	Payment mode	Account Number	IFSC Code	Claim transfer Amount	Account Type
Nahammatt (NATS)	EPaymentUsingDigitalSignature	24191234254	CNR80002419	200	Hybrid Account

- h) After that user will click on "Submit for Approval."



## 2.14 Claim transfer approval at Funding Agency DA User

- User will login on PFMS and go to menu: **TSA>TSA-Hybrid >Manage Claim Transfer**.
- User will select the "Scheme", "Bank Account", and "project".



- User will click on respective "Letter / Office Order No Hyperlink".
- Click on "Approve" button.

e) After entering Remarks user will click on “Confirm” button.

f) After the claim transfer has been approved by the Funding Agency DA User, it will be available for the creation of a batch at the 1<sup>st</sup> signatory configured by the Agency Admin by following the path: TSA→TSA DSC Batch Creation. After the batch has been created, all the configured signatories have to digitally sign the batch file through the path: TSA→TSA DSC Digital Sign Batch.

Post Digital Signatures of the claim transfer file by the Authorized Signatories of the Funding Agency, the demand file will be pushed to RBI for the release of funds.