File No.1-104/1/2025-ITD-CGA-Part(3)/81-85

Ministry of Finance Department of Expenditure Controller General of Accounts GIFMIS (PFMS DIVISION)

> Mahalekha Niyantrak Bhawan INA, New Delhi-110023 Dated:29 July 2025

Office Memorandum

Subject: Uploading of Revised User Guide on TSA and Hybrid TSA Modules - UI/UX Changes

In compliance with the directions of Secretary (Expenditure) the entire UI/UX 1or Hybrid TSA on PFMS portal has been redesigned and upgraded, with a focus on simplification, standardization, and improved operational navigation for Maker and Checker roles at the Child Agency and Funding Agency levels. These changes have been implemented without altering the core business logic or validation architecture of the Hybrid TSA module.

 The user interface and user experience (UI/UX) of the TSA and Hybrid TSA modules in the PFMS portal have been significantly enhanced to streamline workflows and improve ease of use. The updated interface incorporates simplified navigation, intuitive layouts, and consolidated dashboards for better transaction handling.

3. To aid smooth transition and user onboarding a comprehensive User Guide detailing all enhancements is available on the CGA website under the TSA/Hybrid TSA Guidelines section for easy access by stakeholders

4. All Ministries, Departments, Program Divisions, PAOs, and Implementing Agencies using the Hybrid TSA module are requested to widely disseminate this information to all concerned field units, thereby facilitating seamless adoption of the upgraded interface.

(Anupam Raj) Dy. Controller General of Accounts GIFMIS

To:

- All Pr. CCAs/CCAs/CAS with independent charge with a request to get the OM circulated to concerned Program Divisions and Agencies.
- 2. Sr.AO (GIFMIS) to upload a copy on CGA's website

Public Financial Management System

(PFMS- GIFMIS)

TSA HYBRID Module

Standard Operating Procedure for Making and Approving Claims at Child Agency and Funding Agency Level

July 2025

	User Guide – Maker and Checker Process - TSA Hybrid
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4	Fund Transfer Approval – Funding Agency Level

User Guide – Maker and Checker Process - TSA Hybrid 1 Creating a New Claim by Child Agency Maker

Following are the steps to be followed for making claims at Agency Maker Level:

Step 1: Accessing the Dashboard

a. Child Agency Maker must log in to the PFMS portal (https://pfms.nic.in/) and navigate to **TSA Hybrid Dashboard** by clicking on collapsed menu icon at the left side.

Public Financial Management System-PF D/o Controller General of Accounts, Ministry of Finance	MS (TSMS)	Welcome: Test Maker User Type:: ACENCYDO Agency: TSA Hybrid_7 Agency Unique Code:: DLSD00002835 Financial Year: 2025-2026	(DLSD0001/2455b0) Tog Change Passw Login Histe English V
Adhoc Reports	View Draft Claim View Su	bmitted Claim View Approved Claim	View Returned Claim
Scholarship Management User Manuals TSA D ISA Hybrid Dashboard Hy Account TSA Hybrid Dashboard Create New Claim	Saved As Draft Claims	Submitted Claims	Claims Returned by Checker
tisers D E-Payment D Health Module D Sanctions D Reports 110 My Details D Masters D	59		52

From the dashboard, select the **Create New Claim** option or click on **Create New Claim** tab from the Menu Bar. The **Create New Claim** interface consists of four main sections:

- i. Scheme Details
- ii. Claim Details
- iii. Vendor Details
- iv. Deduction Details

Upon selection, the following screen will appear.

Create New Claim	View Draft Claim	View Submitted Claim	View Approved Claim	View Returned Claim	
Scheme Details					
cheme Name*		Pr	oject Name		
Select Scheme		~			
ank Account Number*		A	ssignment*		
		~			
laim Details					
aim Order Number					
Enter claim Order number					
laim Amount (in INR)*					
0					
endor Details					

Step 2: Entering Scheme Details

a. Select the appropriate Scheme, Project (if applicable), and Bank Account Number from the dropdown menus.

						^
ñ	Create New Claim	View Draft Claim	View Submitted Claim	View Approved Claim	View Returned Claim	
Coloren Dotolla						A
Scheme Details						<u>^</u>
Scheme Name*			Pr	oject Name		
1261-Member of	Parliament Local Area Developme	ent Scheme (MPLAD)	~	Select		~
Bank Account Number	r*		As	signment*		
1277889900			~	Select		~
				Select		
				S082001069311 500000.00 54	177.00	

b. Based on your selection, the corresponding Assignment List will be displayed.

c. Choose the desired Assignment. The Assignment Grid will then be shown, including:

- Transaction ID •
- Limit Assigned •
- Available Balance •

d. Remove button (X) may be used to delete the assignment from the grid.

ñ	Create New Claim	View Draft Claim	View Submitted Claim	View Approved Claim	View Returned Claim	
Scheme Details						^
Scheme Name*			Pri	oject Name		
1261-Member	of Parliament Local Area Developme	nt Scheme (MPLAD)	~	Select		~
Bank Account Num	ber*		As	signment*		
1277889900			~	5082001069311 500000.00 54	177.00	~
	Transation ID		insit Assistand	A	ilabla Dalawaa	Demeure
	5082001069311		500000		54177	×

T 7 $\alpha \cdot i$ 1 1

Step 3: Entering Claim Details

- a. Manually enter the Claim Order Number. Once entered:
 - A field to upload the Claim Order Document will appear.
 - Date field will also be enabled. Upload the document and enter the appropriate date.

b. Enter the Claim Amount.

Claim Details		
Claim Order Number	Date*	
Test Order	17/07/2025	Choose File No file chosen Upload Remove
		File Uploaded: MAIL 2.pdf
Claim Amount (in INR)*		
1080		

Step 4: Entering Vendor Details

a. Input vendor details. You can add one or multiple vendors (vendors must already be mapped in the system).

Vendor Details			^
Individual Payment OBulk Payment			
Select Vendor*	Select Vendor	Add Vendor	

You may also upload vendor details using a pre-prepared Excel file (useful for bulk payments such as salary disbursements).

For Single/Multiple Vendor Payments:

- i. Click on Individual Payment.
- ii. Add one or more vendors by selecting them from the dropdown.
- iii. Click on Search Hyperlink. List of Vendors will appear with its vendor code. User can search the Vendors by Vendor Name or Vendor Account Number or Vendor Unique Code. Select the vendor.

	User Guide – Maker and Checker	Process - TSA Hy
XXXXXX9900	✓ \$082001069311 \$00000.00 \$1782.00	
Transaction ID	nce	Remove
S082001069311	Vendor Name : Vendor Account	×
	Vendor Unique Code	
laim Details	Search	
	Select Select	
aim Order Number	[15234832]VENDORTSATEST2 [V2443800000001]	
Enter claim Order number	[15238258]SURAJ THAKUR [V274820000018]	
aim Amount (in IND)*	[15264572]VIKASH JHA [VABRBU00017841]	
Anount (in 14K) -	[15264573]VIKAS19 [VABRGA00058003]	
90	[15272832]MUKESH KUMAR [V2749000000001]	
	[15553327]SEEMA SINGH [VADLSD00046675]	
	[15553332]REEMA SINGH [VADLSD00046676]	
endor Details	[15553525]LIN LAISHRAM [VADLSD00046677]	
	[15553530]DEEPAK KUMAR [VADLSD00046678]	
Individual Payment OBulk Payment	[15553531]ASHUTOSH YADAV [VADL5D00046679]	
lect Vendor*		
eduction Details		
Concrete Decans		

iv. Select the vendor.

Vendor Detaile			^
Vendor Details			\sim
Individual Payment OBulk Payment			
Select Vendor*			
VENDORTSATEST2 V2443800000001	Select Vendor	Add Vendor	

- v. Click on Add vendor. A grid will display the vendor's auto-populated details:
 - Vendor Name
 - Account Number
 - IFSC Code

Vendor Details					^		
Individual Payment OBulk Payment							
Select Vendor*							
	Select Vendor Add V	endor					
Vendor Name	Account Number	IFSC Code	Components	Gross Amount	Remove		
VENDORTSATEST2 V2443800000001	561561565545 ~	UTIB0000863	Select		×		

vi. Select the Component from the Component list against which payment is to be made to vendors.

Transaction ID		Limit Assigned Available Balar		ice	Remove	
5082001069311		500000 54177		×		×
Jaim Details Jaim Order Number Test Order	Dati 13	Scheme Components	Search	temove		
1080 Vendor Details		(U)spore (U)spore (1) Works relating to Animal Husbandry, Dairy and Fishert (0) Selectricity Facility (-12) Works relating to Agriculture (-13) Works relating to Cluster Development for Handloom 1	es Neavers			
Individual Payment OBulk Payment elect Vendor* VIKAS19 VABRGA00058003		(-) Torona reacting to dream development (-) (-0) Health and Family weifare (-) (-0) Irrigation Facilities (-) (-0) Non-Conventional Energy Sources (-) (-07) Other Public Facilities				
Vendor Name	1			G	ross Amount	Remove
VIKASH JHA VABRBU00017841	21548	[09]Sanitation and Public Health		Select		×

vii. Enter the Gross Amount.

Vendor Details						^		
Individual Payment OBulk Payment								
Select Vendor*								
VIKAS19 VABRGA00058003	A	dd Vendor						
Vendor Name	Account Number	IFSC Code	Components		Gross Amount	Remove		
VIKASH JHA VABRBU00017841	215487896 ~	HDFC0000937	[1]Test	Select	1000	×		

To add multiple vendors, user can select the vendors from the dropdown and add them. Remove button (X) may be used to delete the vendor from the list.

Ve	ndor Details						^
	Individual Payment OBulk Payment						
Sel	ect Vendor*						
E	nter Vendor Name		Add Vendor				
	Vendor Name	Account Number	IFSC Code	Components		Gross Amount	Remove
	VIKASH JHA VABRBU00017841	215487896 🗸	HDFC0000937	[1]Test	Select	1000	×
	VIKAS19 VABRGA00058003	660977559 ~	HDFC0005523	[15]Administrative Expens	Select	80	×
							,

Note: The total gross amount of all vendors must be equal to the overall Claim Amount.

For Bulk Payments: If user want to add many vendors at once:

i. Select **Bulk Payment** radio button option.

O Individual Payment OBulk Payment

Vendor Details

Customization Name FY 2025-26 Excel payment[Self]

ii. A list of pre-uploaded Excel sheets (excel based bulk customization file) will be displayed.

Note: Maker has to create Excel Based Bulk Customization file by following Path: Masters>Bulk Customization>Bulk Customization Using Excel

Vendor	Details											
	🚫 Individual Payment 🛛 🗑 Bulk Payment											
	Customization Name											
	FY 2025-26 Excel payment[Self]											
Report	Details											
			D									
14 4		Find r	vext 🛋 🔹 🤕									
					Vendor D	etails fo	r Bulk Upload	: "FY 2025-26 Excel pay	ment[Self]"			
S. No.	Vendor Name	Vendor Code	Bank Name	IFSC Code	Bank Account No.	S. No.	Deduction Code	Deduction Description	Component Code	Component Name	Transaction Amount (In Rs.)	Net Payable (In Rs.)
1	VendorTSATest2	V2443800000001	AXIS BANK	UTIB0000863	561561565545	1	TDS	TDS			40.00	
						2	п	IncomeTax			50.00	
						3	GP	Gross Payment	1	Test	200.00	110.00
2	Vikas19	VABRGA00058003	HDFC BANK LTD	HDFC0005523	660977559	1	TDS	TDS			20.00	
						2	п	IncomeTax			30.00	
						3	GP	Gross Payment	1	Test	200.00	150.00

iii. Choose the required excel sheet (excel based bulk customization file) to auto-populate prefilled vendor details in a grid.

Note: Deduction details are automatically populated from the uploaded Excel file and displayed under the **Report Details** section. This replaces the manual **Deduction** section.

Step 5: Submitting the Claim

a. In case of Individual Payment, the Deduction Details section will auto-populate based on the vendors selected. User can add the required deductions in the table and can select more than one category of deduction by clicking on "+" button.

Deduction Details						^
●Yes ○No						
Vendor Name	Gross Amount	Deductions			Net Amount	Remove
VIKASH JHA VABRBU00017841	1000	Category	Amount	Add	990	×
		Contributory Pension Scheme 🗸	10	Ð		
VIKAS19 VABRGA00058003	80	Accomodation Recovery 🗸	8	Ð	72	×
			· · ·			

b. Click **Save as Draft** if you wish to save the claim for submission at a later time. A confirmation popup will confirm the claim is saved as draft.



- c. To submit the claim, click **Submit**. A confirmation popup will appear—click **OK** to proceed.
- d. Upon successful submission, a final confirmation popup will be displayed. The claim will then be available for the Agency Checker to approve.

1090			training.pfms.go	ov.in says						
1080			Do you want to sub	bmit the claim for Rs. 1080.						
					OK Cancel					
lendor Details					_					^
Individual Payment OBulk Payment										
select Vendor*										
Enter Vendor Name			A	dd Vendor						
Vendor Name		Account No	umber	IFSC Code	c	omponents		Gros	s Amount	Remove
VIKASH JHA VABRBU0001784	41	15487896	~	HDFC0000937	[1]Test		Select	1000		×
VIKAS19 VABRGA00058003	3	60977559	~	HDFC0005523	[15]Admir	nistrative Expens	Select	80		×
Doduction Dataile										
Jeduction Details										~
										^
€Yes ○No										^
Yes No Vendor Name	Gross Amoun	:		Deduc	tions				Net Amount	Remove
Yes No Vendor Name VIKASH JHA VABRBU00017841	Gross Amoun	: 		Deduc	tions	Ai	nount	Add	Net Amount	Remove
Yes No Vendor Name VikaSH JHA VABRBU00017841	Gross Amoun	Contributory Pe	nsion Scheme	Dedu: Category	-tions ~	A 1	nount	Add	Net Amount	Remove
Yes No Vendor Name VikaSH JHA VABRBU00017841	Gross Amoun	Contributory Pe	nsion Scheme	Dedu Category	-tions ~	Ar 10	nount	Add	Net Amount	Remove
Yes No Vendor Name VIKASH JHA VABRBU00017841 VIKAS19 VABRGA00058003	Gross Amoun 1000 80	Contributory Pe	nsion Scheme Recovery	Dedur Category	-tions ~	A1 10 8	nount	Add	Net Amount 990 72	Remove X X



User Guide – Maker and Checker Process - TSA Hybrid 2 View Draft and Submitted Claims - Child Agency Maker

1. Accessing and Submitting Draft Claims

This feature allows the Child Agency Maker to view, edit, and submit previously saved draft claims.

Steps:

- a. Navigate to the **Saved as Draft Claims** option on dashboard or click on **View Draft Claim** tab from the Menu Bar.
- b. The table contains the list of all saved draft claims will be appeared on the screen automatically.
- c. In case, there is a requirement to check the saved draft claims against specific scheme, user can select **Scheme Name** and **Project Name** if applicable.
- d. The Status field will be pre-set to Saved as Draft.
- e. Click on **Search** button.
- f. A table will appear displaying all draft claims, including the Transaction Id, Claim Amount, Date and Submitted By.

ñ	Create New Claim	View Draft Claim	View Submitted Claim	View Approved Cla	aim View Returned Cl	aim
Scheme Name*			1	Project Name		
1261-Member of P	arliament Local Area Developmen	t Scheme (MPLAD)	~	Select		· · · · · · · · · · · · · · · · · · ·
Status						
Saved As Draft			~			
		4	Saved As Draft			
			Searc	n		
Sr.No.	CI	SMS Transaction Id		Amount	Date	Submitted By
1		H072400003536		15	17/07/2025	Test
2		H072400003481		2300	17/07/2025	Nk
3		H072400003466		2133	17/07/2025	Nk
4		H072400003463		1120	17/07/2025	Nk
5		H072400002874		1680	16/07/2025	Nk
6		H072400002861		1150	16/07/2025	Nk
7		H072400002848		10	16/07/2025	Test

g. Click on the hyperlink of the desired CPSMS transaction ID to open it.

Create New Claim	View Draft Claim V	iew Submitted Claim View Ap	pproved Claim View Returned Clair	n	
Scheme Details					
Scheme Name*			Project Name		
1261-Member of Parliament Local Area Development	Scheme (MPLAD)	¥	Select		
Bank Account Number* 1277889900		ý	Assignment*		
Transaction ID		Limit Assigned	•	wailable Balance	Remove
\$082001069311		500000		52962	×
13	1//0//2025		tronge File No file chosen		
Claim Amount (in INR)* 2300			choose new invite choose	opidad kemove	
Claim Ansunt (in INR)* 2300 Vendor Details				oppose remove	
Claim Amount (in 1148)* 2300 Vendor Details Deduction Details				opposu remove	
Claim Amount (in 1148)* 2300 Vendor Details Deduction Details Transaction Details (For Office Record)				opposu remove	
Claim Amount (in 11/8)* 2300 Vendor Details Deduction Details Transaction Details (For Office Record) Transaction ID:			Voucher No.:	opposu remove	
Claim Amount (in INR)* 2300 Vendor Details Deduction Details Transaction Details (For Office Record) Tensaction ID: H072400003481			Voucher No.: HCP-2025-26-411	opnou remove	
Claim Anourt (in INR)* 2300 Vendor Details Deduction Details Transaction Details (For Office Record) Transaction ID: H072400003481 Submitted By:			Voucher No.: HCP-2023-26-411 Date:		

- h. The Claim details will appear along with an additional section: Transaction Details (For Office Records), displaying the Transaction ID and Voucher Number.
- i. The user can either make changes or submit the claim directly. The same Transaction ID and Voucher Number will be retained upon submission.

2. Viewing Submitted Claims

This function enables the Agency Maker to view all claims that have been submitted to the Child Agency Checker.

Steps:

- a. Navigate to the Submitted claim option on dashboard or click on **View Submitted Claim** tab from the Menu Bar.
- b. The table containing the list of all Submitted Claims will be appeared on the screen automatically.
- c. In case, there is a requirement to check the submitted claim against specific scheme, user can select **Scheme Name** and **Project Name** if applicable.
- d. The Status field will be pre-set to **Submitted**.
- e. Click on Search tab to view the list of submitted claims under the Scheme.

					User Guide	e – Ma	ker and Check	ker Process - T	TSA Hybrid
	Public D/o Contr		Welcome: Ni User Type: A Agency: TSA Agency Uniqu Financial Year	k Jha IGENCYDO k Hybrid_7 ue Code: DLSD00002835 r: 2025-2026	70	[DLSD00002835do1] Change Pa Login H English			
)	ñ	Create New Claim	View Draft Claim	View Submitted Claim	View Approved	Claim	View Returned Claim		^
	Scheme Name* 1261-Member of Parlia Status Submitted	ment Local Area Developmer	nt Scheme (MPLAD)		Project Nan VSelect V Search	ne			v
	Sr.No.		CPSMS Transaction Id		Amount		Date	Submitted	ІВу
	1		H072400002877		2000		16/07/2025	Test	
	2		H072400002831		1995		16/07/2025	Nk	
	3		H072400002812		1980		16/07/2025	Nk	
	4		H072400002808		1400		16/07/2025	Nk	
	5		H072400002799		1000		16/07/2025	Test	
	6		H072400002729		1250		16/07/2025	Test	
	7		H072400002694		400		15/07/2025	Nk	
	8		H072400002690		300		15/07/2025	Nk	

3. Viewing Approved Claims

This feature allows the Child Agency Maker to view claims approved by the Child Agency Checker.

Steps:

- a. Navigate to the **Approved claim** option on dashboard or click on **View Approved Claim** tab from the Menu Bar.
- b. The table containing the list of all Approved Claims will be appeared on the screen automatically.
- c. There is a functionality to check the approved claim against specific scheme, user can select **Scheme Name** and **Project Name** if applicable.
- d. The Status field will be pre-set to Approved by Checker.
- e. Click on **Search** tab to view the list of approved claims under that Scheme.

ñ	Create New Claim	View Draft Claim	View Submitted Claim	View Approved Claim	View Returned Claim	
Scheme Name*				Project Name		
1261-Member of Parlia	ment Local Area Development	Scheme (MPLAD)		Select		
tatus						
Approved by Checker				~		
				Search		
Sr.No.		CPSMS Transaction Id		Search Amount	Date	Submitted By
Sr.No.		CPSMS Transaction Id		Search Amount 14000	Date 16/07/2025	Submitted By Test
Sr.No. 1 2		CPSMS Transaction Id H072400002837 H072400002833		Search Amount 14000 400	Date 16/07/2025 16/07/2025	Submitted By Test
Sr.No. 1 2 3		CPSMS Transaction Id H072400002837 H072400002833 H072400002824		Search Amount 14000 400 200	Date 16/07/2025 16/07/2025 16/07/2025	Submitted By Test Test Test
Sr.No. 1 2 3 4		CPSMS Transaction Id H072400002837 H072400002833 H072400002824 H072400002824		Search Amount 14000 400 200 12	Date 16/07/2025 16/07/2025 16/07/2025 15/07/2025	Submitted By Test Test Test Nic
Sr.No. 1 2 3 4 5		CPSMS Transaction Id H072400002837 H072400002833 H072400002834 H072400002844 H072400002704 H072400002696		Search 14000 200 12 50	Date 16/07/2025 16/07/2025 16/07/2025 15/07/2025 15/07/2025	Submitted By Test Test Test Nk Nk Nk
Sr.No. 1 2 3 4 5 6		CPSMS Transaction Id H072400002837 H072400002833 H07240000284 H07240000286 H07240000266 H07240000266		Search Amount 14000 400 200 12 50 40	Date 16/07/2025 16/07/2025 16/07/2025 15/07/2025 15/07/2025 15/07/2025	Submitted By Test Test Test Nic Nic Nic Nic
Sr.No. 1 2 3 4 5 6 7		CPSMS Transaction Id H072400002837 H072400002834 H072400002844 H072400002894 H072400002690 H072400002690 H072400002680		Search Amount 14000 400 200 12 50 40 10 100	Date 16/07/2025 16/07/2025 16/07/2025 15/07/2025 15/07/2025 15/07/2025 15/07/2025 15/07/2025	Submitted By Test Test Test Nk:

4. Viewing Returned Claims

This functionality is used by Agency Maker to edit the claims retuned by Agency Checker. User can make necessary changes and re-submit to the Agency Checker for approval.

Steps:

- a. Navigate to the **Claim Returned by Checker** option on dashboard or click on **View Returned Claim** tab from the Menu Bar.
- b. The table containing the list of all Returned Claims will be appeared on the screen automatically. The Status field will be pre-set to Returned by Checker. Click on **Search** tab to view the list of returned claims under that Scheme.

						^
กั	Create New Claim	View Draft Claim	View Submitted Claim	View Approved Claim	View Returned Claim	
Scheme Name*				Project Name		
1261-Member of	Parliament Local Area Developme	nt Scheme (MPLAD)	~	Select		~
Status						
Returned by Che	cker		~	•		
			s	earch		
Ca Na		Termenetien Tel			Data	Cubmitted Bu
Sr.No.		Transaction Iu	Amot	int int	Date	Submitted by
1		H072400003815	4	0	23/07/2025	Test
2		H072400003575	5	D	18/07/2025	Nk
3		H072400003479	13	50	17/07/2025	Nk
4		H072400002877	20	00	16/07/2025	Test
5		H072400002866	14	40	16/07/2025	Nk
6		H072400002856	12	00	16/07/2025	Nk

c. User can click on Transaction ID hyperlink and check, edit and resubmit the returned claim against specific scheme to the Checker.

ñ	Create New Claim	View Draft Claim	View Submitted Claim	Viev	/ Approved Claim	View Returned Claim	
•• [
Scheme Details							
Scheme Name*				Project	Name		
1261-Member of Pa	arliament Local Area Development	Scheme (MPLAD)		✓Se	elect		
Bank Account Number*				Assignr	ment*		
1277889900				✓Se	elect		
	Transaction ID		Limit Assigned			Available Balance	Remove
	5082001069311		500000			52797	×
		I					
Claim Details							
Vendor Details							
Part at a part to							
Deduction Details							
Transaction Dotails	(For Office Record)						
Transaction Details	(For Onice Record)						
Transaction ID:				Vouche	r No.:		
H072400003815				HCP	2025-26-443		
Submitted By:				Date:			
Test Maker				23/0	7/2025		
Remarks for Returning t	he Claim:						
testing Rachita							
				1.			

User Guide – Maker and Checker Process - TSA Hybrid 3 Claim Approval Process at Child Agency Checker Level

1. Accessing the Dashboard

a. Child Agency Checker must log in to the PFMS portal (<u>https://pfms.nic.in/</u>) and navigate to **TSA Hybrid Dashboard** by clicking on collapsed menu icon at the left side.

Public Financial Management Sys D/o Controller General of Accounts, Ministry of Finan	(nearth CFININ) CB	Woldmen No Jba Werzy, Kotocroa Agency, Tak Hehrd, 2 Agency Uniga: Code US00002835 Financial Yerr. 2025-2026	I	(disd00002855661) Lögeut Change Password Login History English ❤
Pending for Approval 61	Digital Signature Approved and Signed Pending for Digital Signature 96	Rejected Clams Approved and Signed 38	Rejected Claims 11	Conglish -

2. Approving/Returning Claim by Agency Checker

- a. Navigate to the **Pending for Approval** option on dashboard or click on **Pending for Approval** tab from the Menu Bar.
- b. The table containing the list of all pending for approval claims will be appeared on the screen automatically.

					User Guide -	- Maker and Che	ecker Process -	TSA Hybrid
	Public D/o Contro	Financial Manag	gement System-PFM Ministry of Finance	S	Wel Use Age Age Fina	come: Nk Jha Type: AGENCYDA ncy: TSA Hybrid_7 ncy Unique Code: DLSD00002835 nclal Year: 2025-2026		[disd00002835dn1] Logoul Change Password Login History English V
•	ñ	Pending for Approval	Pending for Digital Signature	Approved and Signed	Rejected Claims			^
	Scheme Name*				Project Name			
	1261-Member of Parlian	nent Local Area Developmen	t Scheme (MPLAD)		←Select			~
	Status Pending for Approval				~			
	Sr.No.		CPSMS Transaction Id		Search	Date	Submitted By	,
	1		H072400002831		1995	16/07/2025	Nk	
	2		H072400002812		1980	16/07/2025	Nk	
	3		H072400002808		1400	16/07/2025	Nk	
	4		H072400002799		1000	16/07/2025	Test	
	5		H072400002729		1250	16/07/2025	Test	
	6		H072400002694		400	15/07/2025	Nk	
	7		H072400002690		300	15/07/2025	Nk	
	8		H072400002683		200	15/07/2025	Nk	

c. In case, there is a requirement to check the pending for approval claim against specific scheme, user can select **Scheme Name** and **Project Name** if applicable. The Status field will be pre-set to **Pending for Approval**. Click on **Search** button. A table will appear displaying all pending for approval claims, including the Transaction Id, Claim Amount, Date and Submitted By.

ñ	Pending for Approval	Pending for Digital Signature	Approved and Signed	Rejected Claims		
cheme Details						
heme Name				Project Name		
MPs LOCAL AREA DE	VELOPMENT SCHEME MPLADS	[1261]		*		
ink Account Number				Assignment		
1277889900				~		
	Transaction ID		Limit As	ssigned	Available Balance	
	S082001069311		500	000	56501	
	5082001069311		500	000	56501	
aim Details	5082001069311		500	000	56501	
laim Details	5082001069311	1	500	000	56501	
laim Details endor Details	5082001069311		500	000	56501	
laim Details iendor Details	5082001069311	I	500	000	56501	
laim Details endor Details eduction Details	5082001069311		500	000	56501	
laim Details endor Details reduction Details	5082001069311		500		56501	
laim Details endor Details eduction Details ransaction Details	5082001069311 (For Office Record)		500		56501	
taim Details endor Details eduction Details ransaction Details	(For Office Record)		500		56501	

- d. Details of claim will appear after clicking on the Transaction ID hyperlink. The four pre-filled standard sections of the claims will appear along with addition section Transaction Details (*For Office Record*), displaying the Submitted Claim Transaction ID and Voucher Number.
- e. Agency Checker user verifies all details and selects either
 - i. **Approve** button A confirmation message will appear. To proceed with Digital Signature right away, user will click on **Yes** button and will automatically

User Guide – Maker and Checker Process - TSA Hybrid redirect to the apply Digital Signature page. On clicking **No** button user can keep the claim for later DSC application.



ii. **Return** Button - The claim will be sent back to the Agency Maker for editing and resubmission.

3. Applying Digital Signature (DSC) by Agency Checker

- a. Navigate to the **Pending for Digital Signature** option on dashboard or click on **Pending for Digital Signature** tab from the Menu Bar.
- b. The table containing the list of all claims pending for digital signature will be appeared on the screen automatically.

Public Financial Management D/s Cantroller Seneral of Accounts, Maintry a	System-FFMS Farera - Inner Hand	Wolanne: NX Bra Van Tana AddReima Agence: TBA Malend, J Agence: Unique: Callo: (0.508682835 Foreman Van 2018: 0.818	7	, deal Anno 1997 (1997) Change France Logist Hints Regists ❤
ff Providing for Appr	na Nang Digat gawa ana ang ang ang ang ang ang ang ang an			Â
	Linear None 130 Applies of Andreaset Linear (None) Neuron Example 2 Neuron Exampl			
Select All	Scherne Name	Transaction ID	Amount	Action
	HPs LOCAL AREA DEVELOPMENT SCHEME INVADIS	HE7240002831	1995	-Select- V Reject
0	MPLICER, ADEA DIVESORMENT SCHOTE BYLADS	HETAKKOGAKET	1400	-Salect 🗸 Report
0	NPL LOCAL AREA DEVISIONMENT SCHWIM REVADS	HETSHIRODHIL	40	-Stiet- V Reject
0	HAV LIDER AREA DEVELOPMENT SCHEME REVAILS	1672+0002406	54	-Select 🗸 Reject
0	WPA LOCKLAREA DOVELOPHENT SCHOPE WYLADS	H872+R0002833	400	-Stiet Y Reject
	HP4 LDCK, AREA DEVELOPMENT SCHOPE RFLADS	H875+8000282+	200	-isist Y Reject
0	HPA LIDORA AREA DEVELOPMENT SCHEME REFLAGS	H872#8000270#	12	-Select- V Reject
	HPA LOCAL AREA DEVELOPMENT SCHERE RULADS	HE7240002640	190	-Select- V Reject
0	MPA LOCAL AREA SEVELOPHERT SCHEME MPLADS	H87240003801	1409	-Select 🛩 Reject
0	NPA LOCAL AREA SPREAMENT SCHORE INFLADS	HE7248002444	44	-Sdet- V Reject
0	HPV LOCAL AREA DEVISIONMENT SCHWEIN VALUE	HE7SHIK002K7D	523	-Select- 🗸 Reject
0	MPL LOCKL ANEA DEVELOPMENT SCHEME MYLLON	H81540002412	123	-Select- V Reject
	HPV LOCKLANER DEVELOPMENT SCHEME HPLADE	HETSHROODANK	1000	-Select V Reject
0	WYN LOCKLANER ODURLOWNIN'T SCHEME WYLADS	H872+R0002583	1000	-Select- V Reject
	NPA LOCAL AREA SURVEOMENT SCHORE INVADS	H872+80002591	500	-Select- V Reject
0	HIN LOCK AND DUTLOMENT SCHEME HULDS	HE7240002566	2000	-Select- V Reject
-	NPA LOCAL AREA SAVELOPHENT SCHEM INLADS	HETSHIKOO2KKI	41	-Sdect- V Reject
0	HPN LOCKLANER DEVELOPMENT SCHEME HPLADS	HETSHIROODATN	21	-Select- V Reject
0	NPV LOCAL AREA DEVISIONERY SCHORE RYLADS	HETSHEROODKITE	54	-Stiet- V Reject
0	HPV LOCKLANEA DEVELOPMENT SCHEME HPLADE	HETSHIDDOX/N	m	-Stiet- V Report
1 2245	Augly 100C			

- c. In case, there is a requirement to check the claims pending for DSC against specific scheme, user can select **Scheme Name** and **Project Name** if applicable. User may also enter Payment Transaction ID to search specific claim file. Click on **Search** button. A table will appear displaying all claims pending for DSC, including the Scheme Name, Transaction ID, Amount and Action.
- d. Select one or more claims and click **Apply DSC** button.

e. If the Agency Checker chooses to reject a transaction at this stage, the claim's transaction lifecycle will not be restored, and the assignment limit will be restored. A **valid reason** for rejection must be selected using dropdown

4. Viewing Approved and Digitally Signed Claims

- a. Navigate to the **Approved and Signed** option on dashboard or click on **Approved and Signed** tab from the Menu Bar.
- b. The table containing the list of all claims approved and digitally signed will be appeared on the screen automatically to view all digitally signed transactions.
- c. In case, there is a requirement to check the claims approved and signed against specific scheme, user can select **Scheme Name** and **Project Name** if applicable. User may also enter Payment Transaction ID to search specific claim file. Click on **Search** button. A table will appear displaying all approved and digitally signed claims, including the Scheme Name, Transaction ID, Amount and Date.
- d. User can also generate **PPA (Print Payment Advice)** by clicking on the Hyperlink provided on the Transaction ID.

	Public Financial Management System-PFMS D/a Cantroller General of Accounts, Ministry of Finance		Welcome: Nk Jha User Type: AGEHCYDA Agency: T5A Hybrid_2 Agency: T5A Hybrid_5 Einancial Year: 2025-2026		(disd00002835da1) L Change Pas Login H English
)	Pending for Approval Pending for Digital Signature Approved and	Signed Rejec	ted Claims		^
	Scheme Name: Payment Transaction ID:	1261-Member of Parliame Search Reset	nt Local Area Development Scheme (MI 💙		
	Scheme Name		Transaction ID	Amount	Date
	MPs LOCAL AREA DEVELOPMENT SCHEME MPLADS		H072400002542	11	16/07/2025
	MPs LOCAL AREA DEVELOPMENT SCHEME MPLADS		H072400002628	2100	16/07/2025
	MPs LOCAL AREA DEVELOPMENT SCHEME MPLADS		H072400002562	44	16/07/2025
	MPs LOCAL AREA DEVELOPMENT SCHEME MPLADS		H072400002214	10	16/07/2025
	MPs LOCAL AREA DEVELOPMENT SCHEME MPLADS		H072400002252	1000	16/07/2025
	MPs LOCAL AREA DEVELOPMENT SCHEME MPLADS		H072400002269	2100	16/07/2025
	MPs LOCAL AREA DEVELOPMENT SCHEME MPLADS		H072400002318	1000	16/07/2025
	MPs LOCAL AREA DEVELOPMENT SCHEME MPLADS		H072400002300	1000	16/07/2025
	MPs LOCAL AREA DEVELOPMENT SCHEME MPLADS		H072400002290	1000	16/07/2025
	MPs LOCAL AREA DEVELOPMENT SCHEME MPLADS		H072400001916	50	16/07/2025
	MPs LOCAL AREA DEVELOPMENT SCHEME MPLADS		H072400001898	40	16/07/2025
	MP8 LOCAL AREA DEVELOPMENT SCHEME MPLADS		H072400001914	100	16/07/2025

5. Viewing Rejected Claims by Child Agency Checker

- a. Navigate to the **Rejected Claims** option on dashboard or click on **Rejected Claims** tab from the Menu Bar.
- b. The table containing the list of all rejected claims will be appeared on the screen automatically to view all claims rejected during the DSC process.
- c. In case, there is a requirement to check the rejected claims against specific scheme, user can select Scheme Name and Project Name if applicable. User may also enter Payment Transaction ID to search specific claim file. Click on Search button. A table will appear

displaying all rejected claims, including the Scheme Name, Transaction ID, Amount, Reason of Rejection and Date.

							^
ñ	Pending for Approval	Pending for Digital Signature	Approved and Signed	Rejected Claims			
L							
			Scheme Name:	1261-Member of Parliament Local Area	Development Scheme (ML	×	
			Payment Transaction ID:				
				Search Reset			
	Schen	ne Name		Transaction ID	Amount	Reason of Rejection	Date
	MPs LOCAL AREA DEVEL	LOPMENT SCHEME MPLADS		H072400003817	40	Invalid Category	23/07/2025
	MPs LOCAL AREA DEVEL	LOPMENT SCHEME MPLADS		H072400003621	44	Invalid Category	18/07/2025
	MPs LOCAL AREA DEVEL	LOPMENT SCHEME MPLADS		H072400003589	20	Incorrect Amount Mentioned	18/07/2025
	MPs LOCAL AREA DEVEL	LOPMENT SCHEME MPLADS		H072400003582	60	Incorrect Amount Mentioned	18/07/2025
	MPs LOCAL AREA DEVEL	LOPMENT SCHEME MPLADS		H072400002866	1440	Incorrect Amount Mentioned	17/07/2025
	MPs LOCAL AREA DEVEL	LOPMENT SCHEME MPLADS		H072400002808	1400	Incorrect Amount Mentioned	17/07/2025
	MPs LOCAL AREA DEVEL	LOPMENT SCHEME MPLADS		H072400002831	1995	Incorrect Amount Mentioned	16/07/2025
	MPs LOCAL AREA DEVEL	LOPMENT SCHEME MPLADS		H072400002851	1252	Incorrect Amount Mentioned	16/07/2025
	MPs LOCAL AREA DEVEL	LOPMENT SCHEME MPLADS		H072400002856	1200	Incorrect Amount Mentioned	16/07/2025
	MPs LOCAL AREA DEVEL	LOPMENT SCHEME MPLADS		H072400002837	14000	Invalid Category	17/07/2025
	MPs LOCAL AREA DEVEL	LOPMENT SCHEME MPLADS		H072400002844	400	Invalid Category	16/07/2025
	MPs LOCAL AREA DEVEL	LOPMENT SCHEME MPLADS		H072400001716	400	Invalid Category	16/07/2025
	MPs LOCAL AREA DEVEL	LOPMENT SCHEME MPLADS		H072400002782	400	Incorrect Amount Mentioned	16/07/2025
	MPs LOCAL AREA DEVEL	LOPMENT SCHEME MPLADS		H072400002699	230	Incorrect Amount Mentioned	15/07/2025
	MPs LOCAL AREA DEVEL	LOPMENT SCHEME MPLADS		H072400002568	44	Incorrect Amount Mentioned	16/07/2025
	MPs LOCAL AREA DEVEL	LOPMENT SCHEME MPLADS		H072400002512	10	Incorrect Amount Mentioned	16/07/2025

User Guide – Maker and Checker Process - TSA Hybrid 4 Fund Transfer Approval – Funding Agency Level

As Per DoE's OM No. 03/(30)/PFMS/2022 dated 3^{rd} June 2025, There will be only one level to approve the consolidated demand.

Steps:

- a. Funding Agency Checker must log in to the PFMS portal (https://pfms.nic.in/) and navigate to TSA Hybrid Fund Transfer Menu by clicking on collapsed menu icon at the left side. The interface displays two tabs:
 - i. **Pending for DSC** Transactions awaiting digital signature.
 - ii. Already Signed Transactions already signed.
- 1. Pending for DSC at Funding Agency Checker Level: The table containing the list of all the transactions pending for DSC will be appeared on the screen automatically under Pending for DSC tab.

	Public Finar	ncial Management System-PFMS leral of Accounts, Ministry of Finance	Wilcome: Rachta Gupta User Type: AGENCYDA Agency: TSA Hybrid Agency Unique Code: UBGR0001748 Financial Year: 2025-2026	8	UPGR00017488DA1) Lo Change Pass Login His English
)			Fund Transfer		
		Scheme Name	1261-Member of Parliament Local Area Developr		
		Bank Account Number	1234567845	View Assignment	
	Pending for DSC Already Signed Select All	Fund Transfer ID	Search Number of Recipient Agencies		Amount
		C092021300240	2		1011
		C092021300203	1		1000
		C092021300191	1		2100
		C092021300195	1		10
		C092021300181	1		1000
		C092021300177	1		1000
		C092021300168	1		90
		C092021300166	1		100
		C042500000354	1		70
		C042500000352	1		400
		Total An	nount (Rs:)		6781
			Apply DSC		

- b. In case, there is a requirement to check transaction against specific scheme, user can select **Scheme Name** and **Project Name** if applicable.
- c. The **Bank Account Number** field will be auto populated.
- d. Click on **Search** button.
- e. Click on the **View Assignment hyperlink** to view related assignments based on the selected **Scheme** and **Bank Account Number**.
- f. A table will appear displaying all transactions pending for DSC, including the Amount Fund Transfer ID and Number of Recipients agencies

g. Select one or more transactions and click **Apply DSC**. The digital signature process will proceed, and the transaction will be forwarded to the RBI for payment processing.

			Search		
List of	f Assignments				
1	Transaction ID	Sanction Number	Sanction Date	Total Amount	Balance Amount
	S082001069311	TEST MPLAD	28/04/2025	5000000	4990939
		Grand Total (Rs:)		5000000	4990939
			Close		·
				1	

h. Click on the **No. of Recipient Agencies** hyperlink to view the files that have been consolidated for processing at the Funding Agency level.

Consolidation ID.	Recipient Agency Name	Bank Account Number	Consolidated Amount	Consolidation Date & Time
PCCI1362	TSA Hybrid[UPGR00017488]	1277889900	1000	03/07/2025 11:10:55
PCCI1370	TSA Hybrid[UPGR00017488]	1277889900	11	14/07/2025 15:22:20
	Grand Total (Rs:)		1011	
		Close		

i. Click on the **Consolidation ID** hyperlink to view how many files have been grouped for visibility at the **Recipient Agency** level.

Transaction ID.	Child Agency Name	Bank Account Number	Claim Amoun
H072400002318	TSA Hybrid_7 [DLSD00002835]	1277889900	1000
	Grand Total (Rs:)		1000
	Close		

2. Viewing Fund Transfers Already Approved by Funding Agency Checker

- a. Go to the **Already Signed** tab to view all transactions that have been approved and signed by the Checker at the Funding Agency level.
- b. The table containing the list of all the transactions already approved and signed will be appeared on the screen automatically under Already Signed tab.
- c. In case, there is a requirement to check transaction against specific scheme, user can select
 Scheme Name and Project Name if applicable.
- d. The Bank Account Number field will be auto populated. Click on Search button.

D/o Controller General of Accounts	gement System-PFMS Ministry of Finance	Welcome: Rachi User Type: AGEP Agency: TSA Hy Agency Unique C Financial Year: 2	ta Gupta VCYDA brid ode: UPGR00017488 025-2026	LOPGROUD 74890 Change Logi
		Fund Transfer		
	Scheme Name	1261-Member of Parliament Local Area Develop	n 🗸	
	Bank Account Number	1234567845	✓ View Assign	nment
nding for DSC Already Signed		Search		Amount
und Transfer ID	Number of Recipies			150
und Transfer ID	Number of Recipier	1		460
Fund Transfer ID	Number of Recipier	1		460

e. User will be able to view all the signed Fund Transfer IDs.