

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

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110023

Dated: 29 July 2025

Office Memorandum

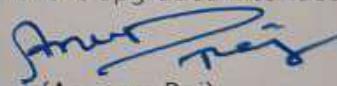
Subject: Uploading of Revised User Guide on TSA and Hybrid TSA Modules – UI/UX Changes

In compliance with the directions of Secretary (Expenditure) the entire UI/UX for 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.

2. 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:

1. 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

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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.



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.

The screenshot shows the 'Scheme Details' section of a web application. At the top, there is a navigation bar with buttons for 'Create New Claim', 'View Draft Claim', 'View Submitted Claim', 'View Approved Claim', and 'View Returned Claim'. The 'Scheme Details' section contains four dropdown menus: 'Scheme Name*' (with a placeholder '--Select Scheme--'), 'Project Name', 'Bank Account Number*', and 'Assignment*'. Below this are three expandable sections: 'Claim Details' (with 'Claim Order Number' and 'Claim Amount (in INR)*' fields), 'Vendor Details', and 'Deduction Details'.

Step 2: Entering Scheme Details

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

This screenshot shows the 'Scheme Details' form with the 'Assignment*' dropdown menu open. The 'Scheme Name' is set to '1261-Member of Parliament Local Area Development Scheme (MPLAD)' and the 'Bank Account Number' is '1277889900'. The 'Assignment' dropdown shows a list of options, including 'S082001069311 | 500000.00 | 54177.00'.

- 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

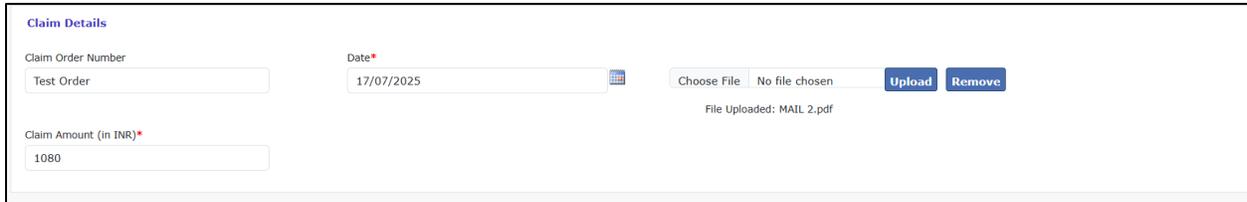
- d. Remove button (X) may be used to delete the assignment from the grid.

The screenshot shows the 'Assignment Grid' table with the following data:

| Transaction ID | Limit Assigned | Available Balance | Remove |
|----------------|----------------|-------------------|--------|
| S082001069311 | 500000 | 54177 | X |

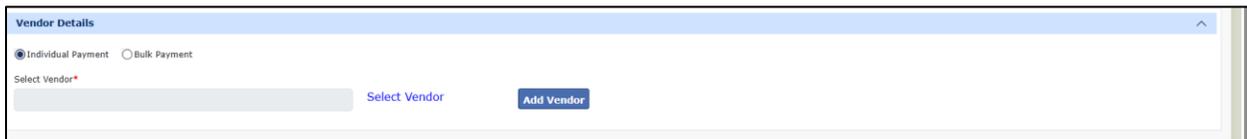
Step 3: Entering Claim Details

- 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**.



Step 4: Entering Vendor Details

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



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.

iv. Select the vendor.

v. Click on **Add vendor**. A grid will display the vendor’s auto-populated details:

- Vendor Name
- Account Number
- IFSC Code

| Vendor Name | Account Number | IFSC Code | Components | Gross Amount | Remove |
|---------------------------------|----------------|-------------|------------|--------------|--------|
| VENDORTSATEST2 V2443800000001 | 561561565545 | UT180000863 | Select | | X |

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

vii. Enter the Gross Amount.

| Vendor Name | Account Number | IFSC Code | Components | Gross Amount | Remove |
|----------------------------|----------------|-------------|------------|--------------|--------|
| VIKASH JHA VABRB00017841 | 215487896 | HDFC0000937 | [1]Test | 1000 | X |

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.

| Vendor Name | Account Number | IFSC Code | Components | Gross Amount | Remove |
|----------------------------|----------------|-------------|---------------------------|--------------|--------|
| VIKASH JHA VABRB00017841 | 215487896 | HDFC0000937 | [1]Test | 1000 | X |
| VIKAS19 VABRGA00058003 | 660977559 | HDFC0005523 | [15]Administrative Expens | 80 | X |

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.

Vendor Details

Individual Payment Bulk Payment

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

1 of 1 Find | Next

Vendor Details for Bulk Upload : "FY 2025-26 Excel payment[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 | IT | IncomeTax | | | 50.00 | |
| | | | | | | 3 | GP | Gross Payment | 1 | Test | 200.00 | 110.00 |
| 2 | Vikas19 | VABRGA00058003 | HDFC BANK LTD | HDFC0005523 | 660977539 | 1 | TDS | TDS | | | 20.00 | |
| | | | | | | 2 | IT | 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

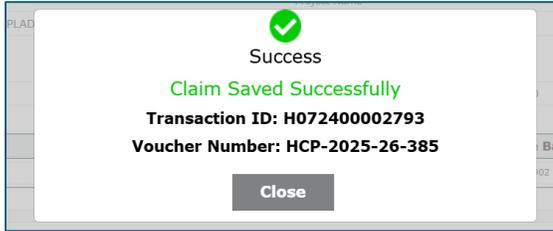
- In case of Individual Payment, the Deduction Details section will auto-populate based on the vendors selected. User can add the required deductions in the table and can select more than one category of deduction by clicking on “+” button.

Deduction Details

Yes No

| Vendor Name | Gross Amount | Deductions | | | Net Amount | Remove |
|-----------------------------|--------------|-----------------------------|--------|-----|------------|--------|
| | | Category | Amount | Add | | |
| VIKASH JHA VABRBU00017841 | 1000 | Contributory Pension Scheme | 10 | + | 990 | ✗ |
| VIKAS19 VABRGA00058003 | 80 | Accommodation Recovery | 8 | + | 72 | ✗ |

- 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.

Claim Amount (in INR)*
1080

training.pfms.gov.in says
Do you want to submit the claim for Rs. 1080.
OK **Cancel**

Vendor Details

Individual Payment Bulk Payment

Select Vendor*
Enter Vendor Name **Add Vendor**

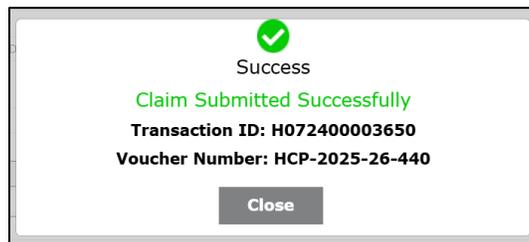
| Vendor Name | Account Number | IFSC Code | Components | Gross Amount | Remove |
|-----------------------------|----------------|-------------|--|--------------|----------|
| VIKASH JHA VABRBU00017841 | 215487896 | HDFC0000937 | [1]Test Select | 1000 | X |
| VIKAS19 VABRGA00058003 | 660977559 | HDFC0005523 | [15]Administrative Expens Select | 80 | X |

Deduction Details

Yes No

| Vendor Name | Gross Amount | Deductions | | | Net Amount | Remove |
|-----------------------------|--------------|-----------------------------|--------|----------|------------|----------|
| | | Category | Amount | Add | | |
| VIKASH JHA VABRBU00017841 | 1000 | Contributory Pension Scheme | 10 | + | 990 | X |
| VIKAS19 VABRGA00058003 | 80 | Accomodation Recovery | 8 | + | 72 | X |

Save As Draft **Submit** **Reset**



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:

- Navigate to the **Saved as Draft Claims** option on dashboard or click on **View Draft Claim** tab from the Menu Bar.
- The table contains the list of all saved draft claims will be appeared on the screen automatically.
- 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.
- The Status field will be pre-set to **Saved as Draft**.
- Click on **Search** button.
- A table will appear displaying all draft claims, including the Transaction Id, Claim Amount, Date and Submitted By.

The screenshot shows the 'View Draft Claim' interface. At the top, there is a navigation bar with tabs: 'Create New Claim', 'View Draft Claim' (selected), 'View Submitted Claim', 'View Approved Claim', and 'View Returned Claim'. Below the navigation bar, there are search filters: 'Scheme Name' (dropdown menu with '1261-Member of Parliament Local Area Development Scheme (MPLAD)'), 'Project Name' (dropdown menu with '--Select--'), and 'Status' (dropdown menu with 'Saved As Draft'). A 'Search' button is located below the filters. Below the search filters, there is a table displaying draft claims.

| Sr.No. | CPSMS 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 |

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

The screenshot displays the 'Scheme Details' section with the following information:

- Scheme Name:** 1261-Member of Parliament Local Area Development Scheme (MPLAD)
- Project Name:** --Select--
- Bank Account Number:** 1277889900
- Assignment:** --Select--

Below this is a table with the following data:

| Transaction ID | Limit Assigned | Available Balance | Remove |
|----------------|----------------|-------------------|--------|
| 8082001069311 | 900000 | 52962 | X |

The 'Claim Details' section includes:

- Claim Order Number:** 19
- Date:** 17/07/2025
- Claim Amount (in INR):** 2300

The 'Transaction Details (For Office Record)' section shows:

- Transaction ID:** H072400003481
- Voucher No.:** HCP-2025-26-411
- Submitted By:** Nk Jha
- Date:** 17/07/2025

- 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.

| Sr.No. | CPSMS Transaction Id | Amount | Date | Submitted By |
|--------|----------------------|--------|------------|--------------|
| 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:

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

| Sr.No. | CPSMS Transaction Id | Amount | Date | Submitted By |
|--------|----------------------|--------|------------|--------------|
| 1 | H072400002837 | 14000 | 16/07/2025 | Test |
| 2 | H072400002833 | 400 | 16/07/2025 | Test |
| 3 | H072400002824 | 200 | 16/07/2025 | Test |
| 4 | H072400002704 | 12 | 15/07/2025 | Nk |
| 5 | H072400002696 | 50 | 15/07/2025 | Nk |
| 6 | H072400002691 | 40 | 15/07/2025 | Nk |
| 7 | H072400002680 | 100 | 15/07/2025 | Nk |
| 8 | H072400002628 | 2100 | 11/07/2025 | Test |

4. Viewing Returned Claims

This functionality is used by Agency Maker to edit the claims returned 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.

The screenshot shows the 'View Returned Claim' dashboard. At the top, there is a navigation bar with tabs: 'Create New Claim', 'View Draft Claim', 'View Submitted Claim', 'View Approved Claim', and 'View Returned Claim'. Below the navigation bar, there are search filters for 'Scheme Name*' (1261-Member of Parliament Local Area Development Scheme (MPLAD)), 'Project Name' (--Select--), and 'Status' (Returned by Checker). A 'Search' button is located below the filters. Below the search filters is a table with the following data:

| Sr.No. | Transaction Id | Amount | Date | Submitted By |
|--------|-------------------------------|--------|------------|--------------|
| 1 | H072400003815 | 40 | 23/07/2025 | Test |
| 2 | H072400003575 | 50 | 18/07/2025 | NK |
| 3 | H072400003479 | 1350 | 17/07/2025 | NK |
| 4 | H072400002877 | 2000 | 16/07/2025 | Test |
| 5 | H072400002866 | 1440 | 16/07/2025 | NK |
| 6 | H072400002856 | 1200 | 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.

The screenshot shows the 'View Returned Claim' details page. At the top, there is a navigation bar with tabs: 'Create New Claim', 'View Draft Claim', 'View Submitted Claim', 'View Approved Claim', and 'View Returned Claim'. Below the navigation bar, there are search filters for 'Scheme Name*' (1261-Member of Parliament Local Area Development Scheme (MPLAD)), 'Project Name' (--Select--), 'Bank Account Number*' (1277889900), and 'Assignment*' (--Select--). Below the search filters is a table with the following data:

| Transaction ID | Limit Assigned | Available Balance | Remove |
|----------------|----------------|-------------------|-------------------|
| 5082001069311 | 500000 | 52797 | ✖ |

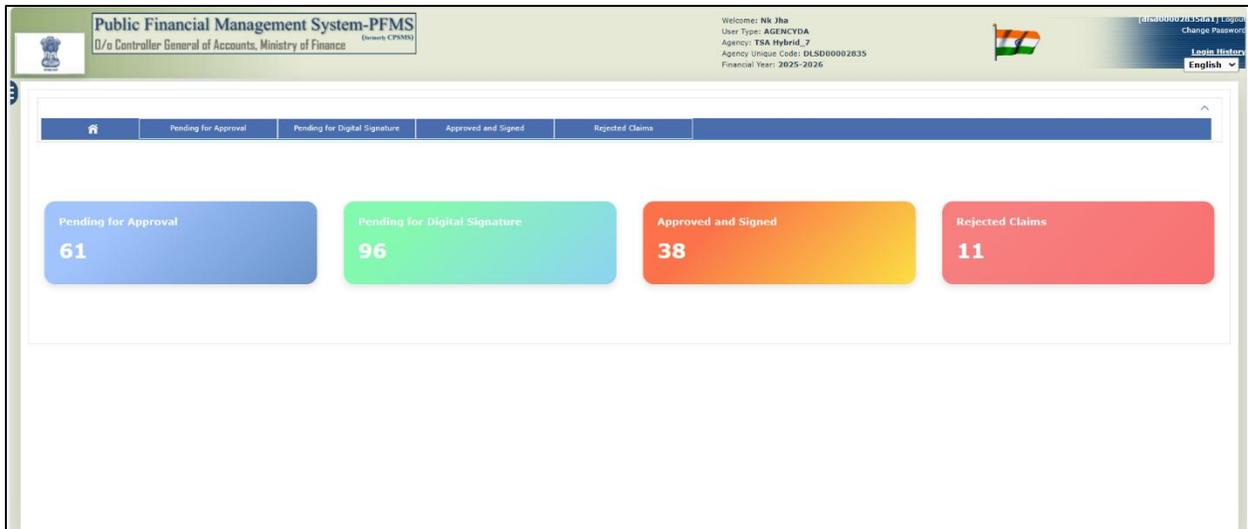
Below the table, there are sections for 'Claim Details', 'Vendor Details', 'Deduction Details', and 'Transaction Details (For Office Record)'. The 'Transaction Details (For Office Record)' section contains the following information:

Transaction ID: H072400003815
 Voucher No.: HCP-2025-26-443
 Submitted By: Test Maker
 Date: 23/07/2025
 Remarks for Returning the Claim: testing Rachita

3 Claim Approval Process at Child Agency Checker Level

1. Accessing the Dashboard

- a. Child Agency Checker 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.



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.

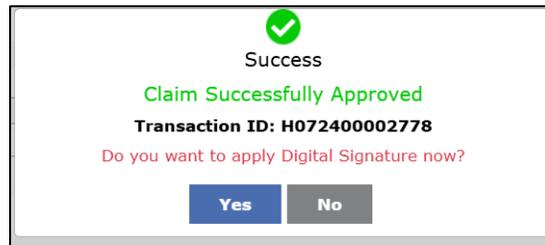
| Sr.No. | CPSMS Transaction Id | Amount | Date | Submitted By |
|--------|-------------------------------|--------|------------|--------------|
| 1 | H072400002831 | 1995 | 16/07/2025 | NK |
| 2 | H072400002812 | 1980 | 16/07/2025 | NK |
| 3 | H072400002808 | 1400 | 16/07/2025 | NK |
| 4 | H072400002799 | 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.

| Transaction ID | Limit Assigned | Available Balance |
|----------------|----------------|-------------------|
| S082001069311 | 500000 | 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
- 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.

The screenshot shows the PFMS interface with a table of pending claims. The table has the following columns: Select All, Scheme Name, Transaction ID, Amount, and Action. The table contains multiple rows of data for various schemes and transaction IDs.

| Select All | Scheme Name | Transaction ID | Amount | Action |
|--------------------------|--|----------------|--------|-----------------|
| <input type="checkbox"/> | MPLA LOCAL AREA DEVELOPMENT SCHEME PHASE 1 | 1012400000001 | 1000 | Select- [Apply] |
| <input type="checkbox"/> | MPLA LOCAL AREA DEVELOPMENT SCHEME PHASE 1 | 1012400000002 | 1000 | Select- [Apply] |
| <input type="checkbox"/> | MPLA LOCAL AREA DEVELOPMENT SCHEME PHASE 1 | 1012400000003 | 40 | Select- [Apply] |
| <input type="checkbox"/> | MPLA LOCAL AREA DEVELOPMENT SCHEME PHASE 1 | 1012400000004 | 90 | Select- [Apply] |
| <input type="checkbox"/> | MPLA LOCAL AREA DEVELOPMENT SCHEME PHASE 1 | 1012400000005 | 400 | Select- [Apply] |
| <input type="checkbox"/> | MPLA LOCAL AREA DEVELOPMENT SCHEME PHASE 1 | 1012400000006 | 200 | Select- [Apply] |
| <input type="checkbox"/> | MPLA LOCAL AREA DEVELOPMENT SCHEME PHASE 1 | 1012400000007 | 100 | Select- [Apply] |
| <input type="checkbox"/> | MPLA LOCAL AREA DEVELOPMENT SCHEME PHASE 1 | 1012400000008 | 10 | Select- [Apply] |
| <input type="checkbox"/> | MPLA LOCAL AREA DEVELOPMENT SCHEME PHASE 1 | 1012400000009 | 100 | Select- [Apply] |
| <input type="checkbox"/> | MPLA LOCAL AREA DEVELOPMENT SCHEME PHASE 1 | 1012400000010 | 1000 | Select- [Apply] |
| <input type="checkbox"/> | MPLA LOCAL AREA DEVELOPMENT SCHEME PHASE 1 | 1012400000011 | 40 | Select- [Apply] |
| <input type="checkbox"/> | MPLA LOCAL AREA DEVELOPMENT SCHEME PHASE 1 | 1012400000012 | 100 | Select- [Apply] |
| <input type="checkbox"/> | MPLA LOCAL AREA DEVELOPMENT SCHEME PHASE 1 | 1012400000013 | 100 | Select- [Apply] |
| <input type="checkbox"/> | MPLA LOCAL AREA DEVELOPMENT SCHEME PHASE 1 | 1012400000014 | 100 | Select- [Apply] |
| <input type="checkbox"/> | MPLA LOCAL AREA DEVELOPMENT SCHEME PHASE 1 | 1012400000015 | 100 | Select- [Apply] |
| <input type="checkbox"/> | MPLA LOCAL AREA DEVELOPMENT SCHEME PHASE 1 | 1012400000016 | 100 | Select- [Apply] |
| <input type="checkbox"/> | MPLA LOCAL AREA DEVELOPMENT SCHEME PHASE 1 | 1012400000017 | 100 | Select- [Apply] |
| <input type="checkbox"/> | MPLA LOCAL AREA DEVELOPMENT SCHEME PHASE 1 | 1012400000018 | 100 | Select- [Apply] |
| <input type="checkbox"/> | MPLA LOCAL AREA DEVELOPMENT SCHEME PHASE 1 | 1012400000019 | 100 | Select- [Apply] |
| <input type="checkbox"/> | MPLA LOCAL AREA DEVELOPMENT SCHEME PHASE 1 | 1012400000020 | 100 | Select- [Apply] |
| <input type="checkbox"/> | MPLA LOCAL AREA DEVELOPMENT SCHEME PHASE 1 | 1012400000021 | 100 | Select- [Apply] |
| <input type="checkbox"/> | MPLA LOCAL AREA DEVELOPMENT SCHEME PHASE 1 | 1012400000022 | 100 | Select- [Apply] |
| <input type="checkbox"/> | MPLA LOCAL AREA DEVELOPMENT SCHEME PHASE 1 | 1012400000023 | 100 | Select- [Apply] |
| <input type="checkbox"/> | MPLA LOCAL AREA DEVELOPMENT SCHEME PHASE 1 | 1012400000024 | 100 | Select- [Apply] |
| <input type="checkbox"/> | MPLA LOCAL AREA DEVELOPMENT SCHEME PHASE 1 | 1012400000025 | 100 | Select- [Apply] |
| <input type="checkbox"/> | MPLA LOCAL AREA DEVELOPMENT SCHEME PHASE 1 | 1012400000026 | 100 | Select- [Apply] |
| <input type="checkbox"/> | MPLA LOCAL AREA DEVELOPMENT SCHEME PHASE 1 | 1012400000027 | 100 | Select- [Apply] |
| <input type="checkbox"/> | MPLA LOCAL AREA DEVELOPMENT SCHEME PHASE 1 | 1012400000028 | 100 | Select- [Apply] |
| <input type="checkbox"/> | MPLA LOCAL AREA DEVELOPMENT SCHEME PHASE 1 | 1012400000029 | 100 | Select- [Apply] |
| <input type="checkbox"/> | MPLA LOCAL AREA DEVELOPMENT SCHEME PHASE 1 | 1012400000030 | 100 | Select- [Apply] |

- 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.

| 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 |
| MPs 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

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

| Home Pending for Approval Pending for Digital Signature Approved and Signed Rejected Claims | | | | |
|---|----------------|--------|----------------------------|------------|
| Scheme Name: 1261-Member of Parliament Local Area Development Scheme (MI) ▼ Payment Transaction ID: <input type="text"/> <div style="text-align: center;"> <input type="button" value="Search"/> <input type="button" value="Reset"/> </div> | | | | |
| Scheme Name | Transaction ID | Amount | Reason of Rejection | Date |
| MPs LOCAL AREA DEVELOPMENT SCHEME MRLADS | H072400003817 | 40 | Invalid Category | 23/07/2025 |
| MPs LOCAL AREA DEVELOPMENT SCHEME MRLADS | H072400003821 | 44 | Invalid Category | 18/07/2025 |
| MPs LOCAL AREA DEVELOPMENT SCHEME MRLADS | H072400003589 | 20 | Incorrect Amount Mentioned | 18/07/2025 |
| MPs LOCAL AREA DEVELOPMENT SCHEME MRLADS | H072400003582 | 60 | Incorrect Amount Mentioned | 18/07/2025 |
| MPs LOCAL AREA DEVELOPMENT SCHEME MRLADS | H072400002866 | 1440 | Incorrect Amount Mentioned | 17/07/2025 |
| MPs LOCAL AREA DEVELOPMENT SCHEME MRLADS | H072400002808 | 1400 | Incorrect Amount Mentioned | 17/07/2025 |
| MPs LOCAL AREA DEVELOPMENT SCHEME MRLADS | H072400002831 | 1995 | Incorrect Amount Mentioned | 16/07/2025 |
| MPs LOCAL AREA DEVELOPMENT SCHEME MRLADS | H072400002851 | 1252 | Incorrect Amount Mentioned | 16/07/2025 |
| MPs LOCAL AREA DEVELOPMENT SCHEME MRLADS | H072400002856 | 1200 | Incorrect Amount Mentioned | 16/07/2025 |
| MPs LOCAL AREA DEVELOPMENT SCHEME MRLADS | H072400002837 | 14000 | Invalid Category | 17/07/2025 |
| MPs LOCAL AREA DEVELOPMENT SCHEME MRLADS | H072400002844 | 400 | Invalid Category | 16/07/2025 |
| MPs LOCAL AREA DEVELOPMENT SCHEME MRLADS | H072400001716 | 400 | Invalid Category | 16/07/2025 |
| MPs LOCAL AREA DEVELOPMENT SCHEME MRLADS | H072400002782 | 400 | Incorrect Amount Mentioned | 16/07/2025 |
| MPs LOCAL AREA DEVELOPMENT SCHEME MRLADS | H072400002699 | 230 | Incorrect Amount Mentioned | 15/07/2025 |
| MPs LOCAL AREA DEVELOPMENT SCHEME MRLADS | H072400002568 | 44 | Incorrect Amount Mentioned | 16/07/2025 |
| MPs LOCAL AREA DEVELOPMENT SCHEME MRLADS | H072400002512 | 10 | Incorrect Amount Mentioned | 16/07/2025 |

4 Fund Transfer Approval – Funding Agency Level

As Per DoE’s OM No. 03/(30)/PFMS/2022 dated 3rd 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.

The screenshot shows the PFMS Fund Transfer interface. At the top, there is a header with the PFMS logo and name, the user's name (Rachita Gupta), user type (AGENCYDA), agency (TSA Hybrid), agency unique code (UPGR00017488), and financial year (2025-2026). Below the header, there is a 'Fund Transfer' section with a dropdown for 'Scheme Name' (1261-Member of Parliament Local Area Develop) and a dropdown for 'Bank Account Number' (1234567845). A 'View Assignment' link is visible next to the bank account number. A 'Search' button is located below the dropdowns. Below the search section, there are two tabs: 'Pending for DSC' (selected) and 'Already Signed'. A table displays the following data:

| Select All | Fund Transfer ID | Number of Recipient Agencies | Amount |
|---------------------------|------------------|------------------------------|-------------|
| <input type="checkbox"/> | C092021300240 | 2 | 1011 |
| <input type="checkbox"/> | C092021300203 | 1 | 1000 |
| <input type="checkbox"/> | C092021300191 | 1 | 2100 |
| <input type="checkbox"/> | C092021300195 | 1 | 10 |
| <input type="checkbox"/> | C092021300181 | 1 | 1000 |
| <input type="checkbox"/> | C092021300177 | 1 | 1000 |
| <input type="checkbox"/> | C092021300168 | 1 | 90 |
| <input type="checkbox"/> | C092021300166 | 1 | 100 |
| <input type="checkbox"/> | C042500000354 | 1 | 70 |
| <input type="checkbox"/> | C042500000352 | 1 | 400 |
| Total Amount (Rs:) | | | 6781 |

At the bottom of the table, there is an 'Apply DSC' button.

- 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.

| List of Assignments | | | | |
|--------------------------|-----------------|---------------|-----------------|----------------|
| Transaction ID | Sanction Number | Sanction Date | Total Amount | Balance Amount |
| S082001069311 | TEST MPLAD | 28/04/2025 | 50000000 | 4990939 |
| Grand Total (Rs:) | | | 50000000 | 4990939 |

Close

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

| List of Recipient Agencies of Fund Transfer Id : C092021300240 | | | | |
|--|--------------------------|---------------------|---------------------|---------------------------|
| 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.

| List of Claim for Consolidation ID: PCCI1362 | | | |
|--|----------------------------|---------------------|--------------|
| Transaction ID. | Child Agency Name | Bank Account Number | Claim Amount |
| H072400002318 | TSA Hybrid_7 [DLS00002835] | 1277889900 | 1000 |
| Grand Total (Rs:) | | | 1000 |

Close

2. Viewing Fund Transfers Already Approved by Funding Agency Checker

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

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Public Financial Management System-PFMS
(formerly CPMS)

U/o Controller General of Accounts, Ministry of Finance

Welcome: Rachita Gupta
User Type: AGENCYDA
Agency: TSA Hybrid
Agency Unique Code: UPGR00017488
Financial Year: 2025-2026

[UPGR00017488DA1] Logout
Change Password
Login History
English

Fund Transfer

Scheme Name: 1261-Member of Parliament Local Area Developn
Bank Account Number: 1234567845 [View Assignment](#)

Pending for DSC | **Already Signed**

| Fund Transfer ID | Number of Recipient Agencies | Amount |
|---------------------------|------------------------------|------------|
| CD4250000277 | 1 | 460 |
| CD4250000321 | 1 | 100 |
| Total Amount (Rs:) | | 560 |

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