

No. I -17008/2/2024-CGA/CF-No.17744/559
Government of India
Ministry of Finance,
Department of Expenditure
Office of the Controller General of Accounts
PFMS -GIFMIS

3rd Floor, MLN Bhawan,
'E' Block, GPO Complex, INA Colony
New Delhi-110023
Dated: 18.12.2025

Office Memorandum

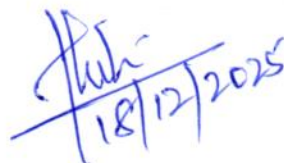
Subject: Reiteration of the instructions related to pre-requisites for eBills Usage in PFMS.

The undersigned is directed to refer this office OM No. I-15036/1/2023-CGA/12496/016 dated 02.04.2024 on the subject above. It has been observed that the configurations of the IT system and network speed could be the reasons for slowness of operations of E-bill as reported by various field units. GIFMIS Vertical have been regularly reviewing its processes for further improvement based on the user's feedback gathered from the ground.

2. It is once again requested of all Pr. CCAs / CCAs / CAs (IC) to ensure that the computer systems being used by various users across Program Divisions, Drawing & Disbursing Offices and Pay & Accounts Offices are in line with **minimum requirements for computer system configuration (64 bit, 8GB RAM, Window 10 & above operating system, Microsoft Dot Net Framework 4.6.1. etc)** to avoid facing any performance related issues in processing of eBills.

3. Furthermore, it has also been noticed that the bandwidth of the internet connection being used for Treasury operations on PFMS by various Ministries / Departments are sub-optimal / shared across large number of users / used for buffering or other high bandwidth requirement tasks. In this regard, it is advisable for all treasury users operating eBills to ensure **a moderate to high speed bandwidth broadband connection with respect to the number of users utilizing the broadband connection.**

Enclosure(s) : As above


18/12/2025

(H.Atheli)

Jt. CGA, PFMS Division,
O/o CGA, Ministry of Finance

To-

1. All Pr CCAs / CCAs / CAs (IC) of all Ministries and departments

Copy to –

1. PPS to Controller General of Accounts
2. PPS to Addl.CGA(GIFMIS-PFMS)
3. PS to Jt.CGA (GIFMIS-PFMS)

No. I-15036/1/2023-CGA/12496/ 016
Government of India
Ministry of Finance,
Department of Expenditure
Office of the Controller General of Accounts
PFMS -GIFMIS

3rd Floor, MLN Bhawan,
'E' Block, GPO Complex, INA Colony
New Delhi-110023
Dated:02.04.2024

Office Memorandum

Subject: Reiteration of the instructions related to pre-requisites for eBills Usage in PFMS.


It has been observed that some field offices while making use of eBills module of PFMS for treasury operations, report the system to be slow and face issues with system responsiveness. This was particularly during the days leading up to the closure of FY 2023-24. In this regard, reference is drawn to pre-requisites for eBills usage issued vide OM number MF-I-17008/4/2020-CGA/153 dated 16.09.2021, reiterated vide OM No.I-17008/4/2021-CGA(8128)/376 dated 30.03.2022 and the Check list for eBill implementation circulated with the training links (copies enclosed).

2. It is once again requested to all Pr. CCAs / CCAs / CAs (IC) to please ensure that the computer systems being used by various users across Program Divisions, Drawing & Disbursing Offices and Pay & Accounts Offices are in line with minimum requirements for computer system configuration as prescribed by aforementioned OMs to avoid facing any performance issues in eBills.

3. Furthermore, it has also been noticed that the bandwidth of the internet connection being used for Treasury operations on PFMS by various Ministries / Departments are sub-optimal / shared across large number of users / used for buffering or other high bandwidth requirement tasks. In this regard, it is advisable for all treasury users operating eBills to ensure a moderate to high speed bandwidth broadband connection to avoid any performance issues on eBills.

· This issues with the approval of competent authority.

Enclosure(s) : As above


(Anupam Raj)
Dy . CGA, PFMS Division,
O/o CGA, Ministry of Finance

To-

1. All Pr CCAs / CCAs / CAs (IC) of all Ministries and departments

Copy to -

1. PPS to Finance Secretary and Secretary Expenditure
2. PPS to Controller General of Accounts
3. PPS to Additional CGA, PFMS
4. PPS to Additional Secretary PF-States, Department of Expenditure
5. All Joint CGAs , PFMS Division



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

Date: 30/03/2022

OFFICE MEMORANDUM

Subject: Implementation of e-bill module for end to end digitization of bill processing in PFMS.

Reference: This office OM No. MF-I-17008/4/2020-CGA/153 dated 16/09/2021 on the subject above. (Copy Attached).

It is planned to roll out e-Bill in all the Civil Ministries/Departments in the financial year 2022-23 in a phased manner. Currently, the pilot is running in 9 PAOs of selected Ministries and Departments.

2. The roll out of e-bill requires a set of pre-requisites. These are detailed below: -

A. Hardware Requirements:-**I System Related**

- (i) Computers 64 bit with Windows 10 and above operating system.
- (ii) Minimum 8 GB RAM and i3 processor, AMD Ryzen 3 or similar.
- (iii) Microsoft Dot Net Framework 4.6.1 in every system where PFMS is operated.
- (iv) Window DSC Utility (to be downloaded from PFMS & installed on all systems).

II Document Scanner: The document scanner should be capable of scanning **at least 72 dpi resolution** and should be able to support the page sizes required to be uploaded in e-bill with the following attributes.

	If its only text (irrespective of colour)	If the pdf document is combination of image and text	If the pdf document contains only image to be printed
Preferred dpi of PDF document	72 dpi	100-150 dpi (for computer digital screen display)	Minimum 300 dpi
Estimated number of pages covered in 2 MB document	200 pages approx	5-10 pages	1-2 pages

The system requires upload of scanned invoices/claims by vendors/suppliers on PFMS through digital signature. However, an option of upload by HoD Authorized (Sanction Maker) user is also configured in the system. Necessary communication in this regard to HoD Authorized (Sanction Maker) users of respective Ministry/Department may also be sent.

III. **Digital Signature Certificates (DSC):-** The DSCs can be of same specification as used currently by various PAOs on PFMS. The users already having DSC need not procure the same again. In e-bill model, DSC shall be required for the following users:-

- (a) Claimant
- (b) HoD Authorized (Sanction Maker)
- (c) HoD Authorized (Sanction Checker)
- (d) DDO
- (e) NCDDO
- (f) CDDO- Maker, Checker and Admin
- (g) NCDDO attached to CDDO – Maker, checker and Admin
- (h) One each for Dealing hand, AAO, PAO, Signatory-1 and Signatory-2
- (i) One each for Pr.AO – Dealing hand, Pr.AO-AAO, Pr.AO (for Inter Government Adjustment Advice purpose).

Digital signatures may be obtained from the **Certifying Authority, authorized by the Controller of Certifying Authority of India-<https://cca.gov.in/>**. The OM No. V-12025/1/2021-PFMS/Cyber Security/CN-6609/2781-2834 dated 16/09/2021 and subsequent corrigendum V-12025/1/2021-PFMS/Cyber Security/CN-6609/4630-83 dated 27/10/2021 may also be referred in this regard. (copy enclosed).

In addition to above the facility of e-signing to the vendors is also being provided in e-Bill Module.

IV. **Codification of Program Division in PFMS:-**In lines of PAO Codes and DDO Codes in accounting organization, authorized HOD users are also required to be codified. The detailed guidelines for the codification process are being issued separately.

3. **General Instructions for E-Bill Pilot:-** Keeping in view of the proposed rollout out as above, OM No. TA-2-17002(01)/17/2020-TA-II/(e-4426)/39 dated 01/02/2022 may also be referred for general instructions annexed with Standard Operating Procedure(SOP), Hardware requirements and process flow of E-Bill.
4. **Training:-** This office shall hold comprehensive training in the new e-bill process for all types of users in INGAF/RTCs etc. The calendar in this regard shall be communicated soon. It may be ensured that all concerned officials attend the training.
5. All Pr. CCAs/CCAs/CAs with independent charges are, therefore, requested to complete the preparatory work as indicated above and arrange for the readiness to begin pilot roll out in their respective PAOs. They are requested to closely review the preparedness at the level of DDOs and PDs. The communication regarding the selection of PAOs shall be issued soon.

This issues with the approval of Additional CGA (PFMS).

Encl:- As Above


(Anupam Raj)

Assistant Controller General of Accounts,
GIFMIS, PFMS Division

To

All Pr CCAs / CCAs/ CAs (IC) (Through Website)

Copy for information to:-

1. All Additional CGAs , O/o CGA (including PFMS)
2. All Joint CGAs, O/o CGA (including PFMS)
3. All Dy CGAs, O/o CGA (including PFMS)
4. PPS to CGA
5. Sr AO, GIFMIS (to upload on CGA website)



(Anupam Raj)

**Assistant Controller General of Accounts,
GIFMIS, PFMS Division**

No.-MF-I-17008/4/2020-CGA/153

Ministry of Finance
Department of expenditure
Controller General of Accounts
GIFMIS (PFMS Division)

Date: ~~14~~-09-2021

16

OFFICE MEMORANDUM**Subject: Implementation of e-bill module in PFMS.**

The undersigned is directed to refer to the subject above and state that a module (e-bill) for end to end digitisation of bill processing is under development and would be rolled out soon. The new system would entail processing of digital form of bills/claims from the HoD Authorized user up to PAO users.

2. The roll out of the e - bill module would require following activities to be completed in all field accounting units:

1. **Codification of Program Division in PFMS:** TA Section has circulated an OM No. TA-2-17002(01)/15/2020-TA-CGA/368 Dated 19th April 2021 in this regard. The requisite information sought by this OM may be provided and Pr. AOs may coordinate with TA Section to ensure completion of the codification for respective Ministry/Department.
2. **Procurement of Hardware and Digital signature:** The system requires upload of scanned invoices/claims by vendors/suppliers on PFMS through digital signature. However, an option of upload by HoD Authorized (Sanction Maker) user is also configured in the system. Accordingly, the HoD Authorized (Sanction Maker) user would require a good quality scanners for this purpose. Necessary communication in this regard to HoD Authorized (Sanction Maker) user of respective Ministry/Department may be sent. Digital Signature Certificates (DSC) shall be required for the following users
 - I. HoD Authorized (Sanction Maker)
 - II. HoD Authorized (Sanction Checker)
 - III. DDO
 1. NCDDO
 2. CDDO- Maker, Checker and Admin
 3. NCDDO attached to CDDO - Maker, checker and Admin
 - IV. One each for Dealing hand, AAO, PAO
 - V. One each for Pr.AO - Dealing hand, Pr.AO-AAO, Pr.AO (for Inter Government Adjustment Advice purpose)

The DSCs can be of same specification as used currently by various PAOs on PFMS. It should be as per guidelines of MEITY. The users already having DSC need not procure the same again.

42495/2021/CGA. You are requested to arrange for completion of the preparatory work as indicated above.

This issues with the approval of Additional CGA (PFMS).



Anupam Raj, ICAS
Assistant Controller General of Accounts,
GIFMIS, PFMS Division

To.

1. All Pr CCAs / CCAs/ CAs (IC)

Copy for information to

1. All Additional CGAs , O/o CGA (including PFMS)
2. All Joint CGAs, O/o CGA (including PFMS)
3. All Dy CGAs, O/o CGA (including PFMS)
4. PPS to CGA
5. Sr AO, GIFMIS (to upload on CGA website)