

F. No. I-1010111(111)/1/2026-PFMS/e-20774/803

Government of India  
Ministry of Finance, Dept of Expenditure  
O/o Controller General of Accounts  
(GIFMIS Vertical)

Dated- 24.06.2026

Office Memorandum

Sub- Capturing of location details in PFMS in respect of PAOs- reg.

In order to improve user management, have location wise records of Pay and Accounts Offices (PAOs) under the concerned Ministries/Departments, as well as to provide important alerts/reminder over mail to Pay and Accounts offices, state-wise location details of PAOs, along with few additional requisite details are required to be captured in PFMS.

2. Accordingly, a functionality has been developed in PFMS wherein the PAO user will be able to add/update their location details in PFMS viz. State, City, PIN Code etc. so as to factor in State/UT reports in PAO specific reports in PFMS.

3. A Standard Operating Procedure (SoP) in this regard is enclosed for ready reference and necessary action.

4. All the Pr. CCAs/ CCAs/ CAs are, therefore, requested to direct PAOs offices for updation of above details by **06<sup>th</sup> July 2026**. A compliance report in this regard may be sent to GIFMIS, O/o CGA through email at [itd-pfms@gov.in](mailto:itd-pfms@gov.in).

This issues with the approval of the competent authority

Encl.: As above.



**Assistant Controller General of Accounts  
GIFMIS, O/o CGA**

To,

1. All Pr. CCAs/ CCAs/ CAs (with independent charge)

Copy for information to-

1. Sr. PPS to CGA
2. PPS to Addl. CGA (PFMS)
3. PS to Jt. CGA (GIFMIS)
4. Sr. AO (GIFMIS) to upload the OM on CGA website.

**PUBLIC FINANCIAL MANAGEMENT SYSTEM (PFMS)**

Website: [www.gifmis.cga.gov.in](http://www.gifmis.cga.gov.in)



**Add/Update PAO Details**

**O/o CONTROLLER GENERAL OF ACCOUNTS  
DEPARTMENT OF EXPENDITURE  
MINISTRY OF FINANCE  
NEW DELHI**

**June, 2026**

### PREFACE

The Public Financial Management System (PFMS) is a web-based application for payment, accounting and reconciliation of Government transactions and integrated with various existing standalone system. The PFMS software application has been programmed in user friendly manner. The user of PFMS will find onscreen information to run the various modules.

This User Manual presents step-wise guide to Add and Update PAO details in PFMS. Updating of PAO Details will be at single level i.e. PAO level only.

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### A. GLOSSARY OF IMPORTANT TERMS

Unless there is something averse in the subject or context, the terms defined in this section are used in this Manual in the sense hereunder explained:

S. No.	Abbreviations	Definitions
1.	PFMS	Public Financial Management System
2.	PAO	Pay & Accounts Officer

### B. INTRODUCTION AND OBJECTIVE

#### INTRODUCTION

PAO user can Add/Update their contact and location details in PFMS. PAO user will login in PFMS and add/update the details i.e. email id, state city, pin code, mobile no. etc. Updating of PAO will be at single level i.e. PAO User level.

#### OBJECTIVE

The objective is to allow the PAO user to update their contact and location details in PFMS.

### C. ADD/UPDATE PAO DETAILS IN PFMS


Adding/ updating of the PAO details i.e. contact and location will be done through the single interface i.e., PAO User.

1. PAO User will login and follow the below path to add and update PAO details.

**Masters → Add/Update PAO Details**


# Add/Update PAO Details

HR EDF	
Masters	▷
Users	▷
Failed Transaction	▷
Sanctions	▷
Pension	▷
Admin Master	▷
NER Corrections	▷
SNA SPARSH	▷
Transfer Entry	▷
Review Sanctions	▷
Bank Reconciliation	▷
Monthly Accounts Processing	▷
Employee Info. System	
Reports	
Masters	▷ DSC Management ▷
Agencies	FIDO Registration
Bank	▷ Sanction Vendors ▷
E-UC	▷ Add/Update PAO Details
Unspent Balance	▷ FIDO User Exempti... Add/Update PAO Details
Interest Settlement	▷ FIDO Device Unmapping
UC-CSS	FIDO Multi Role Registration



**Public Financial Management System-PFMS**  
(formerly CPMS)  
D/o Controller General of Accounts, Ministry of Finance

Welcome: Umesh Kumar  
User Type: PAO  
Financial Year: 2026-2027



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- Adhoc Reports
- BharatKosh Reports
- Home
- BharatKosh ▷
- Budget ▷
- CAM Reports
- HSM Utility ▷
- National Pension System ▷
- User Manuals
- eSanctions ▷
- HR EDF
- Masters ▷
- Users ▷
- Failed Transaction ▷
- Sanctions ▷
- Pension ▷
- Admin Master ▷
- NER Corrections ▷
- SNA SPARSH ▷
- Transfer Entry ▷
- Review Sanctions ▷

Add/Update PAO Details

<p>Controller Name: * 001 - AGRICULTURE ▾</p> <p>Email ID: * <input type="text"/></p> <p>PAO State: * DELHI ▾</p> <p>PAO City: * New Delhi</p> <p>Contact Person Name: * <input type="text"/></p> <p>Landline No.: * 01123389060</p>	<p>PAO Description: * 000001-PAO(Sectt)-I ▾</p> <p>Country: * INDIA ▾</p> <p>PAO District: * --Select-- ▾</p> <p>PAO Pincode: * 110001</p> <p>Designation: * <input type="text"/></p> <p>Mobile No.: * <input type="text"/></p>
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2. PAO User will add/update the details and click on 'Save' button to save the details in PFMS.
3. Controller Code, Controller Description, PAO Code and PAO Description will be displayed by default.
4. All the fields are mandatory to enter.

**Public Financial Management System-PFMS**  
(formerly CPMS)

0/o Controller General of Accounts, Ministry of Finance

Welcome: Umesh Kumar  
User Type: PAO  
Financial Year: 2026-2027

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**Add/Update PAO Details**

**Details updated successfully.**

Controller Name: \* 001 - AGRICULTURE

Email ID: \* paoagriex@nic.in

PAO State: \* DELHI

PAO City: \* New Delhi

Contact Person Name: \* ABC

Landline No.: \* 01123389060

PAO Description: \* 000001-PAO(Sectt)-I

Country: \* INDIA

PAO District: \* CENTRAL

PAO Pincode: \* 110001

Designation: \* SAO

Mobile No.: \* 9874466656

Save Retrieve

5. After successfully saving the details success message '**Details updated successfully**' will be displayed on the screen as shown in the below screenshot.

**Note:** A CAM Report viz. **MST- 05 – PAO Details** is under development and shall be made available soon wherein the details of PAO can be reviewed.