GOVERNMENT OF INDIA MINISTRY OF FINANCE, DEPARTMENT OF EXPENDITURE O/o CONTROLLER GENERAL OF ACCOUNTS GIFMIS-PFMS

Mahalekha Niyantrak Bhawan GPO Complex, Block E, INA Colony, New Delhi

File No.I-104001/2/2022-ITD-CGA/26

Date: 04-06-2025

OFFICE MEMORANDUM

Subject: Issue of Standard Operating Procedure (SOP) for Re-Initiation/ Permanent Cancellation of Failed Claims under TSA Hybrid

The Treasury Single Account (TSA)/TSA Hybrid module under the Public Financial Management System (PFMS) has been developed to enable timely, efficient, and "just-in-time" fund disbursement for Central Sector Schemes through an integrated platform comprising PFMS, the Reserve Bank of India, and Scheduled Commercial Banks.

2. In order to ensure greater operational flexibility and to address instances of transaction failure, a functionality has been developed in PFMS to facilitate the reinitiation/permanent cancellation of failed claims by agency users, in Hybrid TSA. This will allow corrective action in case of earlier errors or technical failures and help maintain the integrity and continuity of the claims process.

3. A **Standard Operating Procedure (SOP)** has accordingly been prepared to guide users—particularly at the Data Operator (DO) and Data Approver (DA) levels.

4. The SOP enclosed as **Annexure-I**, is to be followed in all cases where claims have failed under TSA Hybrid, to ensure timely resolution and improved financial governance.

5. It is requested that the SOP may be circulated to all the concerned CNAs/Implementing Agencies to bring this to the notice of concerned users and ensure strict adherence to the process outlined therein.

This is issued with the approval of the competent authority.

(Anupam Raj) Dy. Controller General of Accounts

Encl: as above

To:

All Pr CCAs/CCAs/Cas with independent charge with the request to get the OM circulated to Program Divisions and all concerned Agencies.

Copy to:

Sr AO(GIFMIS) with the request to upload the OM on CGA Website.

STANDARD OPERATING PROCEDURE FOR REINITIATION/PERMANENT CANCELLATION OF FAILED CLAIMS IN TSA HYBRID

Introduction

TSA/TSA Hybrid is an attempt for disbursement of funds under Central Sector Schemes for more effective cash management and with an aim of achieving the goal of "Just-in-time" fund flow from the Central Ministries/Departments/Central Nodal Agencies to Autonomous Bodies/Sub-Agencies and down the line agencies through an integrated network of PFMS, RBI, and Scheduled Commercial Banks.

Furthermore, a need has emerged for reinitiating the transactions that have failed (Debit/Credit) due to various reasons at the bank's end. Through this functionality, the agency user will be able to initiate the failed claims in TSA Hybrid. This facility will Correct any previous mistakes, leading to a more precise and transparent claims process. This functionality will also minimize potential monetary setbacks by successfully recovering failed claims.

2 Steps to be followed by Agency DO/DA user for reinitiation of failed claim

2.1 Initiating a failed claim by DO user.

a) Agency/Sub-Agency DO will follow the path: TSA > TSA Hybrid> Reinitiate Failed Claims

The following screen will appear	r:
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Public 0/a Control	Fi	nancial Managemen General of Accounts, Ministry (t System-PFMS (hemority CPSMS)	Welcome: RJAJ 5515 User Types ACENCYDO Agency: CNA PZBA TO PZBA CHILD Agency: Unique Coder RJAJ00005515 Financial Year: 2024-2025
AdhocReports				
Home				Failed Payment Reinitiation
Scholarship Management			Scheme:*	1410-CLIMATE RESILIENT AGRICULTURE INITIATIVE
User Manuals			Bank Account:*	62843362
TSA	D	Transfer D	Credit/Debit Failed:*	-Select-
My Account	Þ	TSA New InterBank Transfer	Old PFMS Transaction No	
Users	D	Expenditure D	From Date	dd/mm/www
E-Payment	Þ	TSA Manage InterBank Transfer	Old Office Order Number	
Health Module	Þ	TSA Hybrid D	T5A Limit Allocation	
Sanctions	Þ	TSA Signatory Configuration	New Hybrid Claims	Search Reset
Reports		My Assignment Funds	Manage Hybrid Claims	
My Details	D	TSA Bulk Customization	Manage Bulk Hybrid Claims	
Masters	Þ	DSc Enrollment through	View Claims For Consolidation	
My Schemes	Þ	DSc Enrollment through Java	View Consolidated Claims	
EAT MIS Process	Þ	TSA Manage Master Project	Manage Child Claim	
My Funds	D		Add Claim Transfer	
Transfers	Þ		Manage Claim Transfer	
Advances	Þ		Manage TSA Hybrid Deduction	
Expenditures	Þ		Reinitiate Failed Claims	
Bank	D		Manage CI Reinitiate Failed Claims	

- b) User will select the Scheme and Bank Account Number from drop down menu.
- c) Select type of transaction failed as Credit/Debit Failed
- d) Click Search.

							Failed Payn	nent Rei	initiation	1					
			s	icheme:*	1410-CI	LIMATE RESILIEN	IT AGRICULTURE	INITIATIV	н		Ŷ				
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Selection	5No 1	Old O Scheme CLIMATE RESILIENT AGRICOLUTURE INITIATIVE	Bank A/C 58241841	Old Le Office (Num)	Search Stter Order ber	Reset Old PFMS Transaction No H072400001160	Transaction Type Single	Total No Of Credit	Total No Of Credit Failed	Gross Amount 90.00	Deduction Amount	Net Amount -90.00)	Amount To Reinitiated	Failure Date 12/10/2024 12:00:00 AM	Failu Reaso

- e) Select the **transaction** from the list of failed transactions available. Select the respective radio button.
- f) Click on **Reinitiate Claim.**Following pop up message will appear

Old Office Order Number Do you want to Re-initiate the Transaction ?			
Yes No			

g) Click on **Yes.** The following screen will appear.

		Re	initiate Hybrid Claiı	n	
S	cheme: CLIMATE RESILIE	IT AGRICULTURE INI	TIATIVE[1410]		
Bank A Received Sanction	Detail: 58241841				
Transaction ID	Sanction Number	Function Head	Amount Received	Total Expenditure Limit	Balance Expenditure Limit
S082001068412	SA ASSIGNMENT 2024-25	207000800060001	6000000.00	39000.00	30762.00
Letter/Office Orde	r No.:* KDOK 1				
Letter/Office Order	Date: * dd/mm/vvvv				
Actual Transaction	Date: * 24/12/2024				
Total Amount to Rei	nitiate: 90.0000				
Total Claim A	mount: 90.0000				
Narr	ation: *				
	Status - Daadia - Davis - Data	0-		4	
Voucher N	umber:	lis			
PFMS Transact	ion ID :				
Old Office Ord	er No.: KDOK				
Old PFMS Transact	ion ID: H072400001160				
		Submit For Ap	proval View Transacti	on Back	

h) Write comment in **Narration** Dialog Box and fill the **Letter/Office Date No.** Click on **Submit for Approval.** Following pop up message will appear

Narration: * done			_
Are you sure to proceed ?			
rice you build to proceed .			
	Voc No		
	Tes NO		
Tunner stion ID :			
Transaction ID :			

i) After clicking yes, Voucher no will generate.



 j) Click on OK. The message will appear: Transaction Re-Initiated successfully and Submitted to DA User.

2.2 Manage Reinitiated Claim by DO user

a) Select type of transaction failed as Credit/Debit Failed.

	Manago Doinitiato Uulurid Claim									
	Manage Reinitiate Hybrid Clain									
Manage Reinitiate Hybrid Claim										
Scheme:*	1410-CLIMATE RESILIENT AGRICULTURE INITIATIVE	~								
Bank Account:*	58241841	~								
Credit/Debit Failed:*	Debit Failed	~								
Letter/Office Order No.										
Status:	-Select	~								
	Report Beent									
	searcr									

b) Click on Search.

		Man	age Reinitiate Hybrid Clai	im		
e Reinitiate Hybrid Claim						
	Scheme:*	1410-CLIMATE RESILIENT	AGRICULTURE INITIATIVE	*		
	Bank Account:*	58241841		٧		
	Credit/Debit Falled:*	Debit Failed		×		
	Letter/Office Order No.					
	Status:	-Select-		v		
		Course Docord				
Letter/Office Order Number	Debit Batch No.	Letter/Office Order Date	Actual Transaction Date	Amount	Scheme Code Scheme Name	Status
Letter/Office Order Number	Debit Batch No. H072400001162	Letter/Office Order Date 24/12/2024	Actual Transaction Date 12/24/2024 12:00:00 AM	Amount 90.0000	Scheme Code Scheme Name 1410-CLIMATE RESILIENT AGRICULTURE INITIATIVE	Status
Letter/Office Order Number KDQK_1 Tost/Reinhiste/01_1	Debit Batch No. H072400001162 H072400001082	Letter/Office Order Date 24/12/2024 17/13/2024	Actual Transaction Date 12/24/2024 12:00:00 AM 12/17/2024 12:00:00 AM	Amount 90.0000 385.0000	Scheme Code Scheme Name 1410-CLIMATE RESILIENT AGRICULTURE INITIATIVE 1410-CLIMATE RESILIENT AGRICULTURE INITIATIVE	Status Submitted Rejected
Letter/Office Order Number KDOK_1 Test/Reinitiste/01_1 21457Test UI Claim_1	Debit Batch No. H072400001162 H072400001082 H072400001037	Letter/Office Order Date 24/12/2024 17/13/2024 11/12/2024	Actual Transaction Date 12/24/2024 12:00:00 AM 12/17/2024 12:00:00 AM 12/12/2024 12:00:00 AM	Amount 90.0000 385.0000 31.0000	Scheme Code Scheme Name 1410-CLIMATE RESILIENT AGRICULTURE INITIATIVE 1410-CLIMATE RESILIENT AGRICULTURE INITIATIVE 1410-CLIMATE RESILIENT AGRICULTURE INITIATIVE	Status Submitted Rejected Approved

c) Status of the all the reinitiated failed claim can be viewed by DO user.

2.3 Approval of Reinitiated Claim by DA user

a) Agency/Sub-Agency DA will follow the path: **TSA > TSA Hybrid> Manage Claims Reinitiate.** The following screen will appear:

Public 0/o Contr	Fi	nancial Management General of Accounts, Ministry of	f Finance	Vieldmen test test User Type: ACENCYDA Agency: BR8U00003830 child Agency: Unique Code: BR8U00003848 Fishar031 Vari: 2024 2025
AdhocReports Home Scholarship Management	D	Manage Reinitiate Hyl	orid Claim	Manage Reinitiate Hybrid Claim
TSA E-Payment Health Module Sanctions Reports My Details Masters		Transfer D Expenditure D TSA Manage InterBank Transfer D TSA Hybrid D TSA Signatory Configuration D DSC Assignement/Claims Files My Assignment Finds	Scheme:* Bank Account:* Cradit /Dobit Eatled:* TSA Limit Allocation 40. New Hybrid Claims 45: Manage Hybrid Claims 45:	1410-CLIMATE RESILIENT AGRICULTURE INITIATIVE • 50241041 • Select- •
My Schemes EAT MIS Process My Funds Transfers Advances	D D D D	TSA DSC Batch Creation TSA Digital Sign Batch TSA DSC Management DSc Enrollment through DSc Enrollment through Java	View Claims For Consolidation View Consolidated Claims Manage Child Claim Add Claim Transfer Manage Claim Transfer	
Expenditures Bank Unspent Balance Interest Settlement	D D D	TSA Manage Master Project	Manage TSA Hybrid Deduction Manage Claim Reinitiate View R Manage Claim Reinitiate View TSA Hybrid Deduction	

b) Select type of transaction failed as Credit/Debit Failed.

		Man	age Reinitiate Hybrid Clai	m		
Reinitiate Hybrid Claim						
	Scheme:*	1410 CLIMATE RESILIENT.	AGRICUI TURE INITIATIVE	0		
	Pauls Arrowshit	58241841				
	BADK ACCOUNT:*	30241041				
	Credit/Debit Failed:*	Debit Failed		~		
	Letter/Office Order No.					
	Status:	-Select-		~		
		Searct				
Letter/Office Order Number	Debit Batch No.	Searct Reset	Actual Transaction Date	Amount	Scheme Code- Scheme Name	Status
Letter/Office Order Number KDOK_1	Debit Batch No. H072400001162	Searct Reset	Actual Transaction Date 12/24/2024 12:00:00 AM	Amount 90.0000	Scheme Code- Scheme Name 1410-CLIMATE RESILIENT AGRICUGURE INITIATIVE	Status
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Letter/Office Order Number KDOK_1 Test/Reinitiate/01_1 21457Test UI Claim_1 TestMukul12 disdf01	Debit Batch No. H072400001162 H072400001082 H072400001037 H072400001037 H072400000177 H072400000204	Searct Reset Letter/Office Order Date 24/12/2024 17/12/2024 11/12/2024 02/12/2024 02/12/2024 04/12/2024 04/12/2024	Actual Transaction Date 12/24/2024 12:00:00 AM 12/17/2024 12:00:00 AM 12/12/2024 12:00:00 AM 12/9/2024 12:00:00 AM 12/9/2024 12:00:00 AM	Amount 90.0000 365.0000 31.0000 31.0000 365.0000	Scheme Code- Scheme Name 1410-СЦИАТЕ RESILIENT АGRICULTURE INITIATIVE 1410-СЦИАТЕ RESILIENT AGRICULTURE INITIATIVE 1410-СЦИАТЕ RESILIENT AGRICULTURE INITIATIVE 1410-СЦИАТЕ RESILIENT AGRICULTURE INITIATIVE	Status Submitted Rejected Rejected Rejected
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c) Select the transaction which needs to be approved.

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Bank A	Count: 58241841				
Transaction ID	Sanction Number	Function Head	Amount Received	Total Expenditure Limit	Balance Expenditure Limi
S082001068412 T	5A ASSIGNMENT 2024-25	207000800060001	6000000.00	39000.00	30762.0
Letter/Office Orde	No.:* KDOK 1	•			
Letter/Office Order	ate: * 24/12/2024				
Actual Transaction	Date: * 24/12/2024				
Total Amount to Rei	itiate: 90.0000				
Total Claim Ar	ount: 90.0000				
Narra	tion: * done				
5	tatus : Submitted			le .	
Voucher N	imber: HCP-2025-287				
PFMS Transacti	on ID : H072400001162				
Old Office Orde	r No.: KDOK				
Old PEMS Transacti	on ID: H072400001160				

- d) Click on **Approve/ Reject.** The pop up will appear.
 - > Enter Remarks

	Remarks	Ĩ	
DONE	Please Enter Remark		
	Approve Reject Cancel	h	

e) Click on OK. The following message will appear : **Successfully Approved**

Once approved, the reinitiated claims will be available on the DSC page. The configured signatory will navigate to TSA—DSC Assignment/Claim files and digitally sign the claims for further processing of reinitiated claims at the bank's end.

Home			Digitally Sign File
Scholarship Management	t ()		
TSA	D	Transfer 🗦	
E-Payment	D	Expenditure D	1410-CLIMATE RESILIENT AGRICULTURE INITIATIVE
Health Module	D	TSA Manage InterBank Transfer	TSAHybridReinitiateClaims
Sanctions	Þ	TSA Hybrid	
Reports		TSA Signatory Configuration	Search Reset
My Details	D	DSC Assignement/Claims Files	Digital Signed Payment File Reject Payment File
Masters	D	My Assignment Funds Digitally Si	an Assianement/Claims Files
My Schemes	Þ	TSA DSC Batch Creation	
EAT MIS Process	D	TSA Digital Sign Batch	
My Funds	D	TSA DSC Management	
Transfers	D	DSc Enrollment through	
Advances	D	DSc Enrollment through Java	
Expenditures	D	TSA Manage Master Project	Actival Go to Se

One thing to be taken into account is that while reinitiating the failed claim, the demand file will not go to the Funding Agency level as the funds have already been transferred from the RBI Account to the Savings Account of the Recipient Agency.

3 Steps to be followed by Agency DO/DA user for permanent cancellation of failed claims

a) Agency/Sub-Agency DO/DA will follow the path: **TSA -> TSA Hybrid - >Reinitiate Failed Claim'.** The following screen will appear:

Public Fina 0/s Controller Ed	nocial Management System-PFMS morel of Accounts, Ministry of Feature		viccove Raciota Nat en Type: ACENECTRC garca: TSA Hajked, 7 garca: Uviso: Cole: DESCRIPTIZES Aanta Yee: 2017-2014	05:41:28 PM	pet Sheeker xx (Story) 1.4 Changa Tanan Lagin Hint English
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- b) User will select the Scheme and Bank Account Number from drop down menu.
- c) Select type of transaction failed as **Credit/Debit Failed**
- d) User will select the **Modules**.
- e) Click Search.

Public Fi	nancial Management System-PFMS		Reform: Rochita Raj User Type: AGERCYD0 Agence: TSA Hybrid_7	1	[DLSDH004783500] Lago Change Pission						
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My Funds											
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and the second sec											

- f) Select the **transaction** from the list of failed transactions available. Select the respective radio button.
- g) Select on radio button **Permanent Cancel Txn** to cancel the transaction permanently.

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Following pop up message will appear:

"Once a transaction has been cancelled permanently, it can never be reinitiated in the future and its limit will not be restored"

Note : Once a transaction has been cancelled permanently,	it can never be reinitiated ever again in the future. And, its limit will not restored.
Tes	No

NOTE: Since funds have been credited in the Savings Bank Account of the Recipient Agency therefore limit will not be restored/recouped at child agency level"

 h) Click on 'Yes' to cancel the transaction permanently. Once the transaction is permanently cancelled, then a new status will be updated for that transaction in the table as below:

1	Public I I/e Sertral	Financia Ir Beerd	ancial Management System-PFMS General of Accounts, Newtry of France					works (2004) ap tar (2004) 2004 Aprices 150 AP(4) (1 Aprices 150 AP(4) (1 Aprice 1004) 2004 Francis Visc 2025 2026										Charge Housen Logis Holae Englisi V	
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Transaction Cancelled permanently.