File No. I-126/3/2022-ITD-CGA/95 Ministry of Finance Department of Expenditure O/o Controller General of Accounts Mahalekha Niyantrak Bhawan GIFMIS-PFMS

Dated: 11.08.2025

OFFICE MEMORANDUM

Subject: Standard Operating Procedure for Just-In-Time Transfer of Centre Share to State Governments under Centrally Sponsored Schemes through SNA-SPARSH

The undersigned is directed to refer to the subject above and state that the standard operating procedure for generation of daily sanction for release of Centre share to the States has been revised.

- 2. Under the revised workflow, the claims received from States will now land on PFMS in the Program Division Checker's login and the centre share shall be released through three user roles namely Program Division Checker --> Principal Accounts Office --> Pay & Accounts Office
- 3. The annexed SOP may be kindly be circulated amongst concerned stakeholders for information.
- 4. For any clarification/query the following officers may be contacted:
 - a) Sh. Shalinder Sachdeva, AAO (Email: shalinder.sachdeva@mea.gov.in)
 - b) Ms. Meghna Sen, AAO (Email: meghna.sen@gov.in)

This is issued with the approval of the Competent Authority.

(B Gopala Krishnakanth Raju) Assistant Controller General of Accounts

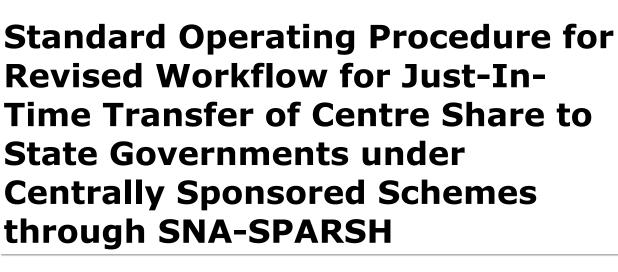
Enclosure: As above

To

- 1. Financial Advisors of Ministries/Departments handling schemes notified under SNA SPARSH
- 2. All Pr. CCAs/CCAs/CAs with independent charge
- 3. Principal Finance Secretary/ Finance Secretary of all the State Governments.

Copy to:

- PPS to Additional Secretary (PFS), DoE, MoF
 PPS to Additional Controller General of Accounts, PFMS
- Joint CGA (Rollout), PFMS
 Joint CGA (DBT), PFMS



CENTRAL MINISTRY/DEPARTMENT USERS

Table of Contents

<u>Intro</u>	<u>oduction</u>	2
SEC	TION A: Revised e-bill Flow for SNA SPARSH	3
SEC	TION B: Processing of Daily Claims under SNA SPARSH – Revised Flow	5
1.	Generation of Daily Sanction against an Active Mother Sanction	5
2.	Return of the Payment files by Program Division	11
3.	Generation of Payment Authorization	13
4.	Disbursement of Centre's share to the SG Account	16
SEC	TION D: Annexures	24
Anne	exure A- Format for Daily Sanction	25
Anne	exure B – Format for Payment Authorization	26
Anne	exure C- Claim details	28

INTRODUCTION

Department of Expenditure notified SNA-SPARSH vide OM dated 13.07.2023 (Annexure 1) to bring in more efficiency in cash management and to achieve the goal of "Just-in-time" fund flow from both the Centre and State Consolidated Funds through an integrated network of State IFMIS, e-kuber of RBI and PFMS. The new system has been named SNA-SPARSH (समयोचित प्रणाली एकोकृत शीघ्र हस्तांतरण- Real-time System for integrated Quick Transfers). Under SNA-SPARSH, the center's share is released only when the beneficiary incurs an actual expenditure, and a claim is raised. The State's account is pre-funded with the center's share before release of payment to the end beneficiary by the State Government.

The release of Central share followed the existing e-bill flow where the claim would be processed through seven user roles namely: PD Maker \rightarrow PD Checker \rightarrow Pr. A0 \rightarrow Bill Distributor \rightarrow PA0 DH \rightarrow PA0 AA0 \rightarrow PA0. The States often raised their concern over delay in release of Centre share. The Ministries had also flagged their concern on multiple issues they face while processing the claim files through SNA SPARSH leading to unavoidable delay in release of the Centre's share to the State. Hence, to make the process more robust and to reduce the average processing time for release of Center share, a new work flow for SPARSH bills has been designed with three user roles: Program Division Checker --> Principal Accounts Office --> Pay & Accounts Office

This manual describes the standard operating procedure to be followed for generation of daily sanction under SNA SPARSH.

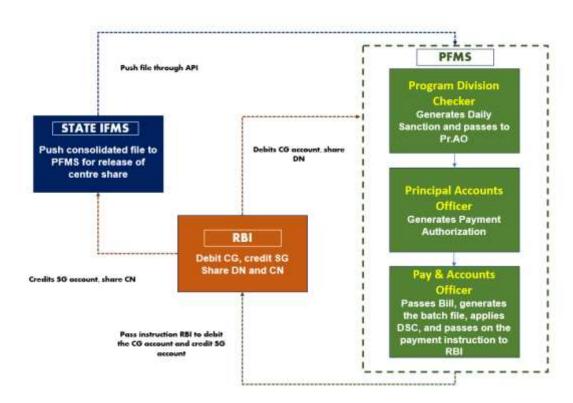
SECTION A

Revised e-Bill Flow for SNA SPARSH

The revised flow involves three user roles only: PD Checker \rightarrow Principal Accounts Office \rightarrow Pay & Accounts Office

- (1) Program Division Checker
 - 1. The claim pushed by the State IFMS will land on PFMS at PD Checker's login
 - 2. PD Checker will select the CSS, State and SLS to view the payment files
 - 3. PD Checker will select the payment file(s) and click on create sanction
 - 4. The IFD Number, IFD Date, Daily Sanction Number, Daily Sanction Date, Sanction Amount & workflow type will be pre-filled
 - 5. The head of accounts under which the budget has been allocated in the mother sanction will only be available in dropdown. On selecting the HoA, the corresponding sanction amount will be auto-filled
 - 6. Vendor name, Vendor Account Number & Payee Remarks will be pre-filled
 - 7. PD Checker will click on create sanction to create the sanction and the Apply DSC button will be activated
 - 8. On application of DSC, the claim will be passed on to Principal Accounts
 Office
- (2) Principal Accounts Office
 - 1. The claim will land at PRAO login on PFMS
 - 2. The PRAO will go to manage e-sanction, click on the sanction number and generate payment authorization
 - 3. On clicking generate payment authorization, the Apply DSC button will be activated
 - 4. On application of DSC, the claim will be passed on to Pay & Accounts Office (PAO code linked to claim)

- (3) Pay & Accounts Office
 - 1. The claim will land at PAO login directly on PFMS
 - 2. The pre-checks will be executed by PAO only. After due pre-check, the PAO will apply DSC to pass the bill
 - 3. After passing of the bill, the PAO generates the batch file, applies DSC and passes on the payment instruction to RBI for debiting the Central Ministry/ Department's RBI account and crediting the State Government RBI Account



SECTION B

<u>Processing of Daily Sanction through SNA SPARSH: Revised</u> <u>Flow</u>

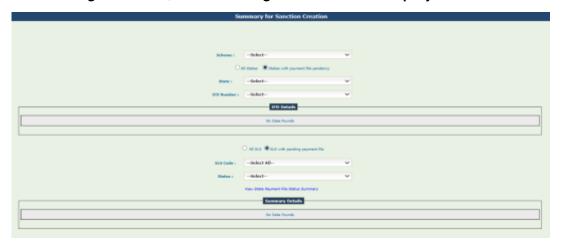
1. Generation of Daily Sanction against an Active Mother Sanction

The daily sanction will be generated & approved by PD Checker only.

(a) PD Checker will log in on PFMS and navigate to the menu Mother Sanctions → SNA SPARSH Mother Sanction Summary



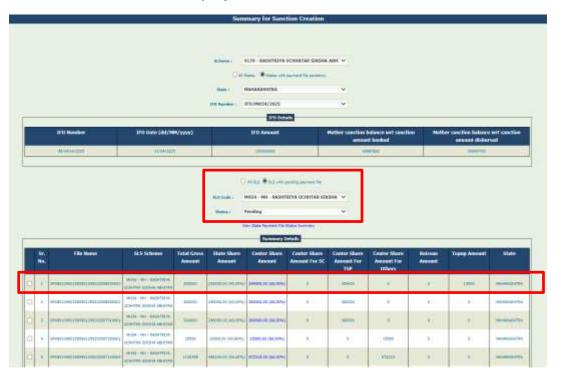
(b) On clicking the menu, the following screen will be displayed



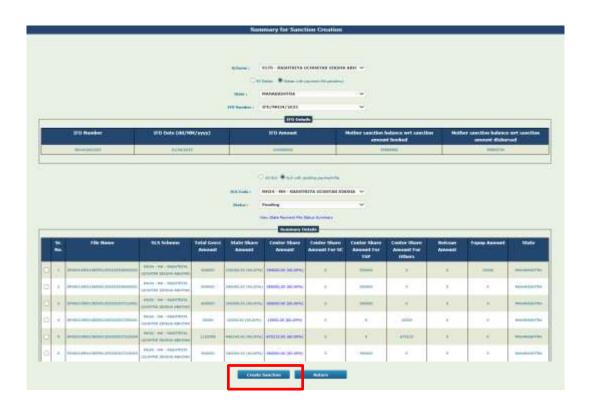
(c) PD Checker will select the CSS, State (either All states or States with payment file pendency) & IFD Number to view the active mother sanction for the selection



(d) On further selection of the SLS (either all SLS or SLS with pending payment file), SLS code and status as "pending", the e- payment file(s) that have been pushed by the State Treasury for disbursement of the Centre's share will be displayed



(e) The PD checker may select one or multiple files and click on "Create Sanction" to generate the daily sanction. The user can click the checkbox next to the file name to select all files in one go. A single daily sanction will be created with the total amount w.r.t the multiple files selected by the user



(f) On clicking the "Create Sanction" button, the user will be redirected to the e-sanction page. The IFD approval number, IFD date, CSS, sanction type, workflow type and sanction amount will be pre- filled and uneditable. The sanction number and IFS approval is to be uploaded mandatorily. The sanction amount will be calculated on the basis of the Centre: State ratio approved by the PD Checker.



(g) The user will select the function head (if more than one function head is mapped to the CSS) and enter the amount.



(h) The agency details would be pre-filled and un-editable. The user will click on "Create Sanction" button to generate the sanction.



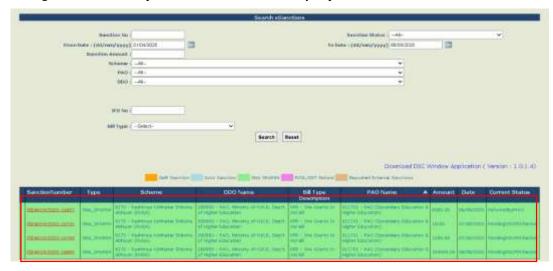
(i) On clicking "Create Sanction", the following message will be displayed.



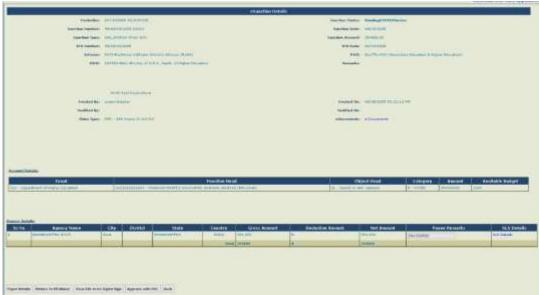
(j) The PD checker will now navigate to the menu eSanctions → Manage eSanctions



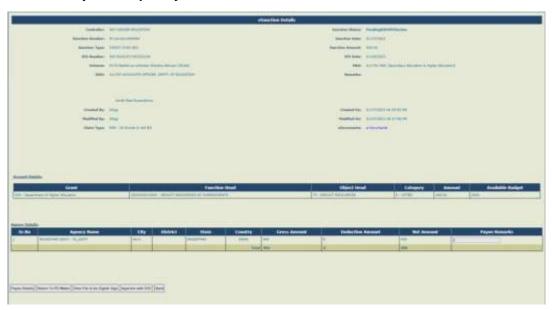
(k) The generated daily sanctions will be displayed



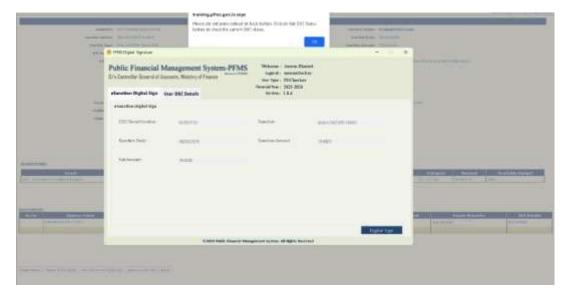
(I) On clicking the "Sanction Number" hyperlink, the details of the daily sanction will be displayed. If the sanction is found to be ok, the user will click on "Pass to PD Checker"



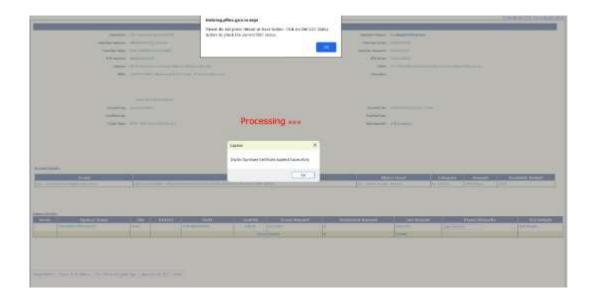
(m) If the sanction is found to be ok, the user will click on "Approve with DSC" after viewing the file using "View file to be digital Sign" button. In case of any discrepancy, the user will click on "Cancel" for correction



(n) On clicking "Approve with DSC", the following screen will be displayed



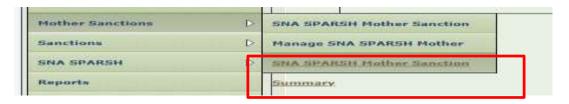
(o) The user will click on "Digital Sign", enter user PIN and digitally sign the sanction. On authentication, the following screen will be displayed and the sanction will be pushed to the Pr. AO for the generation of the payment authorization. Format of the Daily Sanction is annexed as Annexure 4.



2. Return of the Payment files by Program Division (Checker)

In case the Ministries/Departments find that a particular payment file is not as per the checks stipulated under para 2 (iii), (iv) and (v) of OM No. 1(27)/PFMS/2020 dated 7.08.2023, the same will be returned to the State Government.

(a) PD checker will log in on PFMS and navigate to the menu Mother Sanctions → SNA SPARSH Mother Sanction



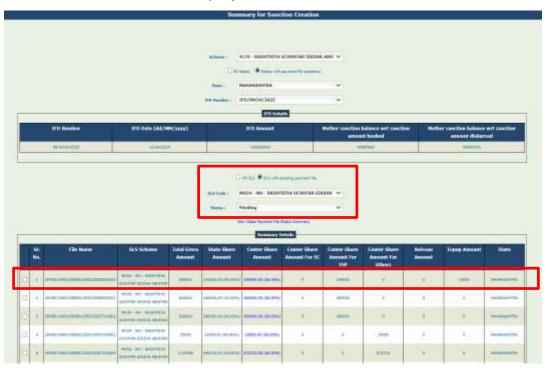
(b) On clicking the menu, the following screen will be displayed



(c) PD Checker will select the CSS, State (either All states or States with payment file pendency) & IFD Number to view the active mother sanction for the selection



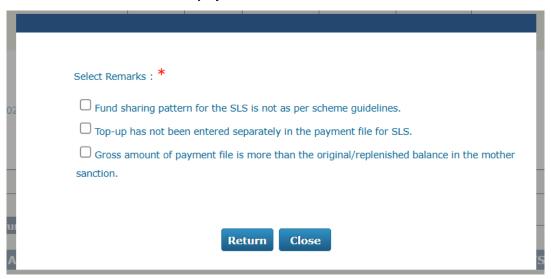
(d) On further selection of the SLS (either all SLS or SLS with pending payment file), SLS code and status as "pending", the e- payment file(s) that have been pushed by the State Treasury for disbursement of the Centre's share will be displayed



- (e) The details of the e-payment file pushed by the State can be viewed under SPARSH-05 report
- (f) The PD checker will select one or multiple files at a time and click on "Return" to return the payment file to the State for necessary correction.



(g) The PD checker will elect one of the following reasons for return and click on return to send the payment file back to the State Government



3. Generation of Payment Authorization

Payment Authorization will be generated by Pr.AO user

- (a) Pr. A0 will login on PFMS and navigate to eSanctions → Manage eSanctions
- (b) The approved daily sanction will be displayed in the table



(c) On clicking the "Sanction Number" hyperlink, the details of the sanction will be displayed. In case of a discrepancy, the Pr.AO will click on "Return Sanction to PD Checker" for correction.



(d) If the details are found to be ok, the Pr. AO will Generate Advice/Bill and below details will be displayed



- (e) The user will select the appropriate checkboxes and click on "Generate e-bill" button.
- (f) On clicking the "Generate e-bill" button, the pop-up screen will appear

where the user will enter remarks and click on "Generate e-bill".



(g) The Bill number will be generated as follows



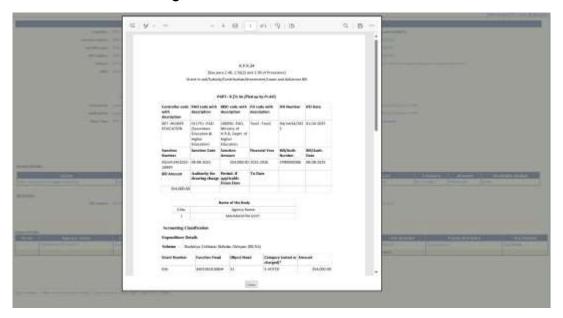
(h) The user will again navigate to eSanctions→ Manage eSanctions, the below screen will appear with current status as "PendingPrAOBillDSC"



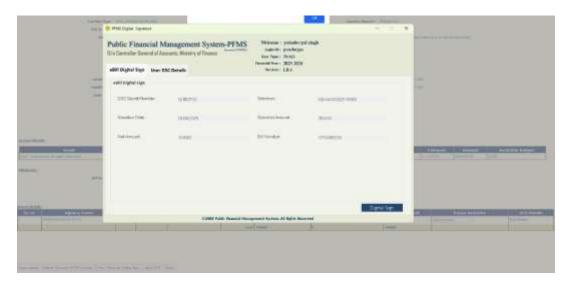
(i) On clicking the "Sanction Number" hyperlink, the details of the sanction will be displayed



(j) On clicking the "View File to be Digital Sign" button, the detailed pdf will be available for viewing



(k) If the details are found to be ok, the Pr. A0 will "Apply DSC"



4. Disbursement of Centre's share to the SG Account

The payment authorization will be processed by the Pay and Account Office through PAO only

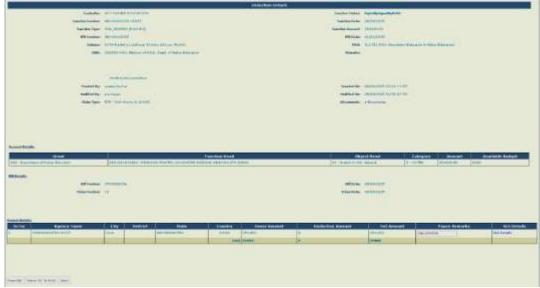
(a) Pay and Accounts Officer (PAO) will navigate to the menu eSanctions to view the entry forwarded by PrAO.



(b) On clicking the "Manage eSanctions" sub menu, the following details will be displayed



(c) On clicking the "Sanction Number" hyperlink, the details will be displayed.



(d) If the details are satisfactory, PAO will click on "Pass Bill", the following message will appear



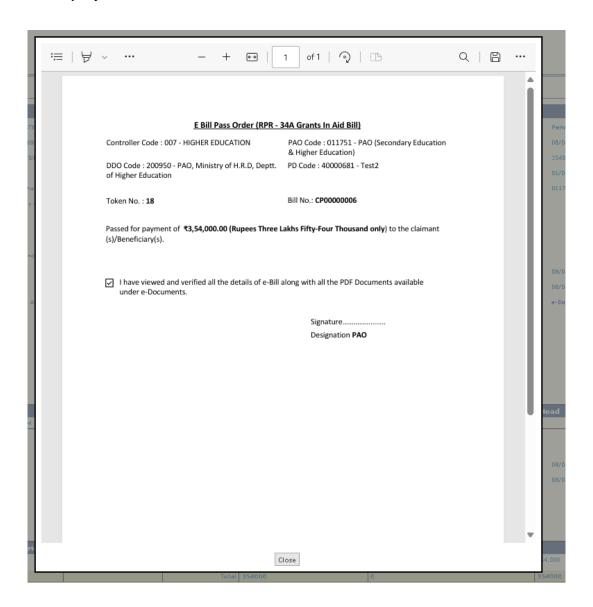
(e) PAO will navigate to the menu eSanctions to view Sanctions for which the ebill has been passed by PAO for DSC.



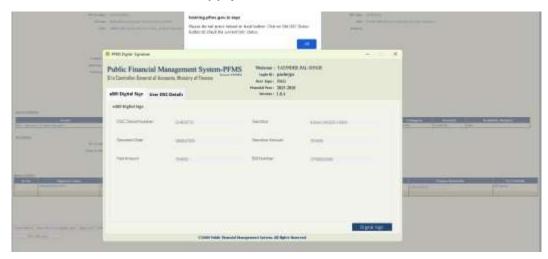
(f) Click on the "Sanction Number" hyperlink, the details will be displayed.



(g) On clicking on the "View File to be Digital sign" hyperlink, the details will be displayed.



(h) If sanction details are ok, apply DSC



(i) For Batch generation, the user will navigate to eSanctions -> Batch Generation for DSC



(j) The below screen will appear. The user will verify the bill details by clicking on the Sanction Number hyperlink. In case of discrepancy, the user will click on "Return to DDO"



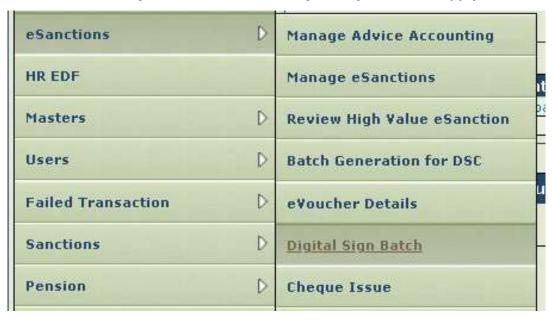
(k) The user will be able to select the checkbox after the verification and will click on "Generate Payment Batch file" and click on "Generate Batch"



(l) The below message will be displayed



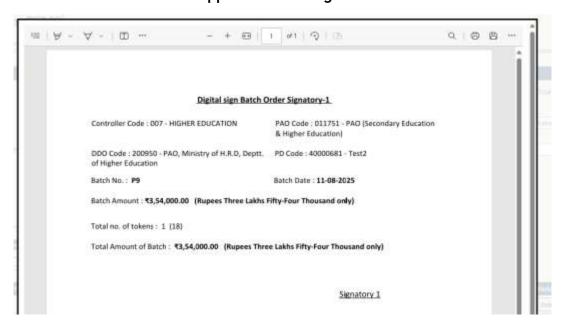
(m) The user will navigate to eSanctions-> Digital Sign Batch to apply DSC



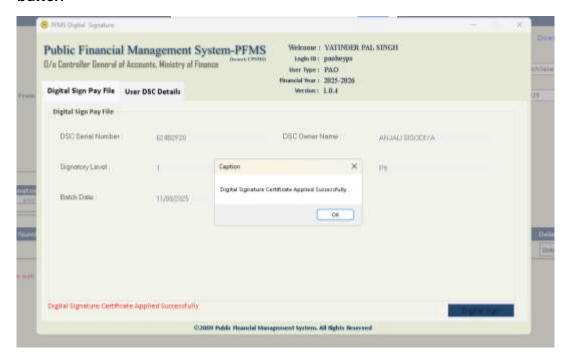
(n) The user will land on the below page where they have the option to View DSC batch order, Digital Sign and Delete batch



(o) The below document will appear on clicking "View DSC Batch Order"



(p) On clicking "Digital Sign", the user will apply DSC using "Digital Sign" button



(q) On applying DSC, an instruction will be passed on to the ekuber system to debit the CG account and credit the SG account.
23

Ī

SECTION D
Annexures
24

Annexure A- Format for Daily Sanction

Government of India Ministry of Finance Department of Expenditure O/o Controller General of Accounts E-Block, GPO Complex, INA, New Delhi 110023

Place: DELHI

Dated: 21-06-2023

To

PAO 022744 - PAO (Sectt.), New Delhi Department of HOME AFFAIRS Ministry of HOME AFFAIRS

Sir,

Sanction of the Competent Authority is accorded/conveyed for release/payment of Rs.100.00 (One Hundred Only) to Shri/Smt/Messrs

This is in continuation of the earlier release/payment vide Sanction number 21_San dated 4/5/2023 12:00:00 AM. This is to certify that the present sanction/expenditure is covered under MEP for the month of April/2023. The necessary authorization may be issued in the case the above release is covered under TSA. (wherever applicable)

The expenditure involved on this account would be debitable to the under-mentioned Head of Account for the year 2023-2024 under Demand-for-Grant No. 049

Major Head	Sub- Major Head	Minor Head	Sub- Head	Detaile -Head	Head	Object- Head (Descripti on)	Category
3602	08	104	16	00	31	GRANTS- IN-AID GENERAL	VOTED

This issues with the concurrence of the IFD, Department of HOME AFFAIRS, Ministry of HOME AFFAIRS vide their U.O. / Diary/ e-fileNo. 324 dated 3/2/2023 12:00:00 AM. (wherever applicable)

Yours faithfully

Sanctioning/Conveying Authority PD Code:PD00000021

- Prerna

Copy to:

(All concerned authorities including DDO 222745 - Under Secretary, Ministry of Home Affairs(Proper/Sectt.))

Annexure B – Format for Payment Authorization

R.P.R.34

[See para 2.40, 2.56(2) and 2.99 of Procedure]
Grant-in-aid/Subsidy/Contribution/Investment/Loans and Advances Bill

PART- B (To be filled up by Pr.AO)

Controller code with description	PAO code with description	DDO code with description	PD code with description	IFD Number	IFD Date
007 -HIGHER EDUCATION	011751 -PAO (Secondary Education & Higher Education)	211767 - ACCOUNTS OFFICER, DEPTT. OF EDUCATION	Test2 -Test2	IFD NO20/07/2023 (01)RJ	4/1/2023
Sanction Number	Sanction Date	Sanction Amount	Financial Year	Bill/Auth. Number	Bill/Auth. Date
SNASPARSH2DIF SLS	7/24/2023	650.00	2023-2024	CP00000004	7/24/2023
Bill Amount	Authority for drawing charge	Period, if applicable From Date	To Date		
650.00					

	Name of the Body	
S.No.	Agency Name	
1	RAJASTHAN GOVT.	

Accounting Classification

Expenditure Details

Scheme : Rashtriya Uchhatar Shiksha Abhiyan (RUSA)

Grant Number	Function Head	Object Head	Category (voted or charged)*	Amount
026	2202029110000	70	5-VOTED	650.00

^{*}charged-4, voted-5, receipts-1, Public account receipts-6, Public account payment-7

Deduction Details

Grant Number	Function Head	Object Head	Category	Amount	

Summary

Agency Name	Gross Amount	Deduction Amount	Net Payable		
RAJASTHAN GOVT.	650.00	0.0000	650.00		

Certified that

a. Amount claimed in this bill was not drawn before.
 The utilization report in respect of the previous Grant-in-aid and Loans and Advances drawn has been furnished and accepted by the sanctioning authority.
 Utilization report in respect of the present amount will be obtained from the loanee by this office and will be furnished to the sanctioning authority.

Appropriation for the current year	Expenditure including this bill	Amount of work bill annexed	Balance Available		
3404000.00	1940738.00	0.00	1458062.00		

Pay Rs 650.00 (Rupees Six Hundred Fifty only to the claimant stated above.

Signature/DSC

Designation: Pr.AO

Annexure C- Claim details

4 4	3	of 1 >	M La	0	(A) D		100%	44		JI S 28 11	Find Ne	2						
N N	1	OF I	n ×		Economic Property	NA SPA		State E	-Pa				Detai	ls				
Paymer	nt File N	ame :	RJ0000	020230	0802050				-	ite:		RAJASTHAN						
Ministr	Ministry: 007 - HIGHER EDUCATION							- 30	Section 181	Process	mun mun	2.4						
State Scheme : RJ504 - RASHTRIYA				TRIYA UC	HHATAR SIKSH	A ABHIYAN	A	CSS	Scheme	9170	- Ras	htriya Uchh	atar Shiksh	a Abhiyan (RUSA)			
DEBIT D	ETAILS		10			100 - 1	The state of the s	n.	A.		- 49		CHECK THE CONTRACTOR			and the second s		
Beneficiary File Name			it Bank t holde	(SG) er Name	Unique Trans for De		Debit Bank (S Account No	100.00	No. of Transact ons	Total Gr i Amou	202	Total Net Amount	Total Topup Amount	Total Reissue Amount	Digitally Sign Date	Not Payable Before date as per RBI file		
RJ00002023080205055 5		BOLL AND STREET STREET, STREET			EPAYREQ202317060361 0158620107 213323		01586201071	3		3 60	600.00 40		20.00	40.00	02-Aug- 2023 10:15:00	02-Aug-202 14:15:00		
otal Ar Center [A	Share	SC Amt in [A] = [B]	Com	Other Comp. in [B] Cap. Comp. in [B] Salary Comp. in [C] ST Amt in [A] = [C] Other Comp. in [C]			Cap. Comp. Sa in [C] Comp			in (Other Comp. in [D]	Cap. Comp. in [D]	Salary Comp. in [D]	Return Remarks				
	540.00	260.	00 2	00.00	30.	00 30.00	140.00	60.00		45.00	35.00)	140.00	0.00	0.00	140.00		
REDIT	DETAILS					- 3L		1					Li.					
S.No. Unique Transaction ID		Benific	iary Na	ame	Account No.	iccount No. IFSC Co		ode Aadhaar No.		e Categor	В	State udget Head	District	Gross Amoun	Net Amount	TopUp Amount		
. 8	8	7	iz.		(8)			<i>\$</i> i.		*	- to	2)=	2	Total	: 2.	.00 600.0	60.00	
1 RJBP5678102		AJAY		02	563612542514	ICIC0000	0838		N	Test 1	Test	t A 8	7 - ALWAR	0.	00 200.0	20.00		
2	RJBP56	78103	Sushma	ß	02	5636362100	ICIC0000	0838		N	Test 2	Test	t B 8	7 - ALWAR	0.	00 200.00	20.00	
3	RJBP56	78104	Sanjay		02	563636255	ICIC0000	0848		N	Test 3	Test	t C 8	7 - ALWAR	2.	00 200.0	20.00	