**Ministry of Finance**
**Department of Expenditure**
**O/o the Controller General of Accounts**
**Mahalekha Niyantrak Bhawan**
**GPO Complex, E-Block, INA,**
**New Delhi – 110 023**

**No. R- 16001/1/2020-GBA-CGA/1495-1595** **Dated:- 20th March 2025**

**Office Memorandum**

Subject: **Advisory for payments towards closing of the financial year 2024-25 through PFMS/RBI especially on 31st March 2025**

Reference is invited to following Office Memorandum issued by this office in connection with the arrangements for closing of Financial Year 2024-2025

(i) OM No. R-16001/1/2020-GBA-CGA/1313-17 dated 17th January 2025 regarding status of March 30, 2025 for Government Transactions **(Annexure -I)**

(ii) OM No. R-08/4/2-24-GBA-CGA/1343-1381 dated 17th February 2025 regarding opening of Agency Banks on March 31, 2025 (Monday – Public Holiday) **(Annexure -II)**

(iii) OM No. TA-2-03001(03)/1/2021-TA-II (E.5450)/64 dated 5th March 2025 regarding advisory to avoid system overload during the last hours of the end of FY 2024-25 **(Annexure-III)**

**(iv)** OM No. TA-2-03002(03)/1/2021-TA-II/e-5450/80 dated 12th March 2025 regarding rush of expenditure in the month of March 2025 **(Annexure -IV)**

2. In order to ensure smooth closure of the financial year 2024-2025, the following special arrangements are also put in place in consultation with RBI and PFMS for March 31, 2025, under IGA, IAAA, TSA, Central Sector Schemes payments (implemented through TSA Model) i.e. under e-kuber integration framework:-

**A. For Inter-Governmental Advices (IGAs):-**

(i) Electronic IGAs through PFMS can be processed up to 2345 hours on 31st March 2025, as per the RBI window for processing electronic IGAs on the same day. Electronic IGAs which are processed through PFMS and sent to RBI after 2345 hours shall be processed as March Residual. PFMS will remain up and running till the end of FY i.e. up to 2400 hours on 31st March, 2025.

(ii) In case, the IGAs cannot be processed electronically, then the same may be processed physically up to 2400 hours under the signatures of an authorized person updated at RBI and sent to CAS, RBI, Nagpur **(format attached as Annexure-V)**

(iii) IGA should not be processed through both channels (that is, physically and as well as through PFMS). It should be processed either electronically through PFMS or physically.

**B. For IAAA Payments:-**

All the payments files under IAAA payments (for above Rs. 100 crores) and other e-payments can be processed through PFMS till the end of FY 2024-25 i.e. up to 2400 hours on 31st March 2025. However, efforts should be made that e-payments files are processed well in advance by 2300 hours and latest by 2330 hours on 31st March 2025 to enable both PFMS and e-kuber system of the RBI process these files smoothly.

**C. For Treasury Single Accounts (TSA) and Central Sector Schemes Payments (implemented through TSA framework):-**

(i) Under the TSA Systems/Central Sector Schemes, all the assignment advice issued by the PAOs/ABs are valid up to 2400 hours of 31st March 2025.

(ii) However, considering that issuance of e-assignments is pre-payment activity followed by action at the end of the RBI, PFMS and Agencies to begin payment transactions. Accordingly, it must be ensured that assignment limit files meant for FY 2024-25 are sent to e-kuber well in advance by 1800 hours and latest by 2000 hours so that the e-payments against these balance assignments are completed well before closing hours on 31st March 2025.

(iii) In order to avoid system overload during the last days of FY 2024-25, Pr. CCAs/CCAs/CA (i/c) of Ministries/Departments may also request the Programme Divisions in their Ministries/Departments to complete the processing of sanctions expeditiously after taking IFD concurrence etc. wherever applicable for expediting issue of assignment and release of payments against these assignments well before 31st March 2025)

3. Help Desk and Nodal Officers for any issues related to March closing operations are annexed **(Annexure –VI)**

4. All Pr. CCAs/CCAs/CAs (IC) are requested to issue necessary directions for processing payments accordingly by PAOs/Pr.AOs.

**(Sanchita Shukla )**
Joint Controller General of Accounts (GBA)

Encl. as above

To

1. All the Financial Advisors of the Ministries/Departments
2. Addl. Secretary (PF-State), DoE, MoF, New Delhi
3. Addl. Secretary (Budget), DoEA, MoF, New Delhi
4. All Pr. CCAs/CCAs/CAs of Ministries/Departments (holding independent charge)
5. CGM in charge, Government Business, DGBA, RBI, Mumbai
6. All the concerned PAOs administering the identified ABs under TSA and Central Sector Schemes implemented through TSA framework with the request to inform all the concerned ABs/Sub ABs/IAs/CNAs.
7. Sr. AO (ITD) with the request to upload said OM on CGA's website.

ANNEXURE - I

**Office of the**
**Controller General of Accounts**
**Ministry of Finance,**
**Department of Expenditure**
**Mahalekha Niyantrak Bhawan**
**E-Block, GPO Complex, INA,**
**New Delhi-110023**

**File No. R-16001/1/2020-GBA-CGA/ 1313-17** **Dated: 17th January 2025**

**Office Memorandum**

**Subject: - Status of March 30, 2025 for Government transactions – regarding**

As you are aware, the 'e-kuber' which is the Core Banking Solution platform of RBI for Government and other payments does not process any Government transactions on Global holidays (which are 26th January, 15th August, 2nd October, all 2nd and 4th Saturdays of a month and on all Sundays). It is observed that March 30, 2025 falls on a Sunday.

2. In order to account for all the Government transactions relating to receipts and payments in the financial year 2024-25 itself, it is to inform that DGBA, RBI vide circular dated January 3, 2025 (copy enclosed) addressed to all the Agency Banks has intimated that it has been decided that e-kuber will be open for Government transactions on March 30, 2025 so that all the Government transactions through integration with e-kuber processed on March 30, 2025 are accounted for and the cash balance of Central Government and State Governments are arrived as on 30th March 2025.

3. Also, the luggage files from banks for transferring the data related to Government transactions to RBI would also be accepted by e-kuber system on March 30, 2025 (Sunday) upto the stipulated cut-off time for accounting of the same on March 30, 2025 itself.

Amit
**(Amit Malhan)**
Deputy Controller General of Accounts (GBA)

Encl. as above

To

1. All the Pr. CCAs/CCAs/CAs (independent charge) of the Ministries/Departments
2. Jt. CGA (GIFMIS), O/o the CGA, Mahalekha Niyantrak Bhawan, New Delhi
3. Jt. CGA (Banking – PFMS)
4. All the General Managers (Government Business) of Public and Private Sector Banks authorized for doing Government Agency Business.

भारतीय रिज़र्व बैंक
RESERVE BANK OF INDIA
www.rbi.org.in

RBI/2024-25/103
CO.DGBA.GBD.No.S770/42-01-029/2024-2025 January 03, 2025

All Agency Banks

Madam/Dear Sir,

**Status of March 30, 2025 for Government transactions through integration with e-Kuber**

The 'e-Kuber' which is the Core Banking Solution platform of RBI for Government and other payments does not process any Government transactions on Global holidays (which are 26th January, 15th August, 2nd October, all 2nd and 4th Saturdays of a month and on all Sundays). It is observed that March 30, 2025 falls on a Sunday. The Office of Controller General of Accounts, Government of India has advised that in order to account for all the Government transactions relating to receipts and payments in the financial year 2024-25 itself, March 30, 2025 (Sunday) be marked as a working day for the Government transactions.

2. Accordingly, it has been decided that e-Kuber will be open for Government transactions on March 30, 2025 so that all the Government transactions through integration with e-Kuber processed on March 30, 2025 are accounted for and the cash balances of Central Government and State Governments are arrived as on March 30, 2025.

3. Also, the luggage files from banks for transferring the data related to Government transactions to RBI would also be accepted by e-Kuber system on March 30, 2025 (Sunday) up to the stipulated cut-off time for accounting of the same on March 30, 2025 itself.

Yours faithfully

(Indranil Chakraborty)
Chief General Manager

सरकारी और बैंक लेखा विभाग, केन्द्रीय कार्यालय, मुंबई सेंट्रल रेल्वे स्टेशन के सामने, भायखला, मुंबई -400 008
Department of Government and Bank Accounts, Central Office, Opp. Mumbai Central Railway Station, Byculla, Mumbai - 400 008
Telephone: (022) 2308 4121, Fax No. (022) 2300 0370/2301 6072/2301 0095, e-mail: cgmicdgbaco@rbi.org.in

हिन्दी आसान है, इसका प्रयोग बढ़ाइए।

File No. R-16001/1/2020-GBA-CGA-Part(I) (Computer No. 16704)
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ANNEXURE - II

**Ministry of Finance**
**Department of Expenditure**
**Controller General of Accounts**
**Mahalekha Niyantrak Bhawan,**
**E-Block, GPO Complex, INA**
**New Delhi – 110 023**

No. R-08/4/2024-GBA-CGA/1343 -1381 Dated:- 17th February 2025

**Office Memorandum**

**Subject: Opening of Agency Banks on March 31, 2025 (Monday- Public Holiday) – regarding**

Reserve Bank of India, vide notification No. RBI/2024-2025/112 DOR.SOG (LEG) No. 59/09.08.024/2024-25 dated February 11, 2025 (copy enclosed), has advised all the Agency Banks to keep all branches of the banks dealing with Government receipts and payments open for transactions on March 31, 2025 (Monday – Public Holiday) so as to account for all the Government transactions relating to receipts and payments in the FY 2024-2025 itself. **The notification is also available on the website of the Reserve Bank of India (www.rbi.org.in)**

2. In view of the above, all the Agency Banks dealing with Government receipts and payments are requested to put in place necessary arrangements to carry out government business so that the transactions are processed, reported and accounted for in the Financial Year 2024-2025 itself for arriving at the correct picture of cash balance of the Government of India as on 31st March 2025.

Amit

**(Amit Malhan)**
Deputy Controller General of Accounts (GBA)

Encl. as above

To

All the General Managers of the Agency Banks doing Government Agency Business

Copy to:-

1. The Pr. CCAs/CCAs/CAs (independent charge of all the Ministries/Departments)
2. Joint Controller General of Defence Accounts (Accounts and Budget), O/o the CGDA, Raksha Lekha Bhawan, Ulan Batar Road, Palam, Delhi Cantt – 1100010
3. Sr. Deputy Director General (PAF), Department of Posts, Dak Bhawan, New Delhi.
4. Director Finance (CCA), Ministry of Railways, Railway Board, New Delhi
5. Deputy Director General (Accounts), Department of Telecommunications, Sanchar Bhawan, 20, Ashoka Road, New Delhi
6. Sr. AO (ITD) with the request to upload the above OM on the O/o the CGA's website

भारतीय रिज़र्व बैंक
RESERVE BANK OF INDIA

www.rbi.org.in

RBI/2024-25/112

DOR.CO.SOG(Leg) No.59/09.08.024/2024-25 February 11, 2025

All Agency Banks

Madam / Dear Sir

**All Agency Banks to remain open for public on March 31, 2025 (Monday)**

The Government of India has made a request to keep all branches of the banks dealing with Government receipts and payments open for transactions on March 31, 2025 (Monday-Public Holiday) so as to account for all the Government transactions relating to receipts and payments in the Financial Year 2024-25 itself. Accordingly, Agency Banks are advised to keep all their branches dealing with government business open on March 31, 2025 (Monday).

2. Banks shall give due publicity about the availability of above banking services on this day.

Yours faithfully

(Sunil T S Nair)
Chief General Manager

ANNEXURE - III

**F.No. TA-2-03001(03)/1/2021-TA-II (E-5450)/64**
**Government of India**
**Ministry of Finance**
**Department of Expenditure**
**Office of Controller General of Accounts**
**Mahalekha Niyantrak Bhawan,**
**INA, New Delhi-110023**
***

**Date: 05.03.2025**

**OFFICE MEMORANDUM**

**Subject: - Advisory to avoid system overload during last hours of the end of FY 2024-25-reg**

According to Rule 62(3) of General Financial Rules, 2017, rush of expenditure, particularly in the closing month of the financial year, should be avoided. This is also required to obviate system overload due to last-minute piling up of payment files.

2. The final batch of Supplementary Demands for Grants for the financial year 2024-25 is likely to be issued in coming days. It needs to be ensured that processes involved at every stage are planned and staggered in a way that there is no system overload and the system is able to handle the increased volume of sanctions and bills in the closing days of March, 2025.

3. In view of the above, the following is advised:

i. Ministries/Departments may be sensitized to submit the bills for the available budget in a timely manner.
ii. Ministries/ Departments may also be sensitized to prepare re-appropriation proposals in time.
iii. The Programme Division of Ministries/Departments may be requested to complete the processing of sanctions expeditiously so that the process of bill preparation by DDO can start on the same day and be forwarded to PAO through PFMS.
iv. Sufficient time should be available with PAO to carry out scrutiny of bills and ensure necessary pre-check requisites being the last stage of release of payment.

This issues with the approval of Addl. CGA (A&FR).

**(Sanchita Shukla)**
**Jt. Controller General of Accounts**

**To,**

**All Pr.CCAs/CCAs/CAs (i/c) of Ministries/Departments.**

**Copy for kind information to:**

1) Secretary (Expenditure)
2) Secretaries of Ministries/ Departments
3) Controller General of Accounts
4) Addl. CGA (A&FR)/Addl. CGA (PFMS)/ Addl. CGA (CVO)
5) Financial Advisors of Ministries/Departments
6) Additional Secretary (Budget), D/o Economic Affairs, MoF

ANNEXURE - IV

**F. No.TA-2-03002(03)/1/2021-TA-II/e-5450/80**
**Ministry of Finance**
**Department of Expenditure**
**Office of Controller General of Accounts**

...

Mahalekha Niyantrak Bhawan
E-Block, INA, New Delhi,
**Dated, the 12th March, 2025.**

**OFFICE MEMORANDUM**

**Subject: Rush of expenditure in the month of March, 2025-reg**

In order to avoid last minute rush of expenditure & system overload in PFMS during the closing month/days of the financial year 2024-25 due to likelihood of rush of bills towards the end of the year, it is hereby advised that the following actions may be taken as pro-active measures to ensure streamlining of bills payments for March 2025: -

i. Head of Accounting Organisations of all Ministries/Departments need to ensure smooth clearance of bills in PAOs and monitor daily stock of bills in hand in each PAO. Pr.CCA/CCA/CA(i/c) of Ministries/Departments should consider opening of Pay and Accounts Office on Saturdays and Sundays falling in March, 2025 to clear the pendency of bills in hand.

ii. Engagement and close coordination by Pr.CCA/CCA/CAs within their respective Ministries/ Departments should be ensured. Programme Divisions, Administrative offices, DDOs and other stakeholders may be sensitized and requested to submit bills in a timely manner with a specific date (say 21st March) by which bills may be submitted in PAOs.

iii. A copy of the instructions issued by the field offices to the offices under their payment control for the time-schedule for timely submission of various types of bills may also be endorsed to this office.

iv. In order to avoid system overload during last hours of the end of FY 2024-25, Pr.CCAs/CCAs/CA(i/c) of Ministries/Departments may also request Programme Divisions in their Ministries/Departments to complete the processing of sanctions expeditiously after taking IFD concurrence etc. wherever applicable for expediting onward submission of bills by DDOs to PAOs.

v. In the light of the bank holiday falling on the last day of March i.e. 31 March 2025 (Monday-Public Holiday), Reserve Bank of India has advised all the Agency Banks to keep all branches of the banks dealing with Government receipts and payments open for transactions on March 31,2025. However, it is expected that all types of bills for payments should be processed well in time.

vi. In case of opening of head of accounts become necessary as per RE 2024-25, the request for opening of heads should be sent to CGA Office online at the earliest through e-lekha.

P.T.O.

vii. Reconciliation of balances may be carried out by PAO especially the figures appearing under Major Head 8454-Treasury Single Account with actual expenditure as reported by autonomous bodies utilized against assignments issued by PAO under TSA.

viii. Token generation in the case of ebill is automated. In case of bills preferred other than through ebill module, it should be ensured by PAOs that requisite token has been generated in PFMS against such bills on the same day when ink-signed bills from DDOs are received. It may be strictly ensured that there should not be any delay in generation of tokens by PAOs and the same may be closely monitored by Pr. CCA/CCA/CAs.

**(Sanjeev Shrivastava)**
**Addl. Controller General of Accounts (A&FR)**

**To**

Pr.CCAs/CCAs/CA(i/c) of Ministries/Departments

**Copy for kind information to:**

1. Addl. CGA (HR & Oversight)/ Addl.CGA(PFMS)
2. FAs of Ministries/Departments
3. PPS to CGA

ANNEXURE - V

(To be printed on official letterhead of the Govt./Ministry/Department)

To,

The Chief General Manager
Reserve Bank of India
Central Accounts Section
Additional Office Building
East High Court Road
Nagpur – 440001.

Madam / Dear Sir

With reference to your letter No./ e-mail _____ dated _____.

We are furnishing herewith the information as stated herein.

| | |
|---|---|
| **Name of Office/ Institution/ Ministry/ Department/ AG's/ Fin. Sec./ Postal/ Railway/ Defence etc. :** | |
| **Code No. (Allotted by RBI, CAS):** | |
| **Latest Postal address (in detail): (With Pin Code)** | |
| **Fax Numbers (with STD Code):** | |
| **Telephone Numbers : (With STD Code)** | |
| **E-mail Addresses / Website:** | |

Yours faithfully,

(To be printed on official letterhead of the Govt./Ministry/Department)

Date:

**SPECIMEN SIGNATURE CARD**

NAME OF ACCOUNT : _____

NAME OF AUTHORIZED OFFICIAL : _____

Designation : _____

Email ID : _____

Mobile Number : _____

Signature valid for financial year : _____

SPECIMEN SIGNATURE : 1) _____

2) _____

3) _____

ATTESTED BY : _____

(Signature with Name, Designation and Stamp)

**IMPORANT: Please enclose official ID card of the Signing and Attesting officials for KYC records.**

**Annexure -VI**

## Help Desk Details

(i) **PFMS (GIFMIS): For PFMS/e-bill issues**

Email: pao2000@nic.in
Land Line: 011-24665410, 011-24665411

| S. No. | Name and Designation | Contact Details | email ID |
|---|---|---|---|
| 1. | Mr. Anil Kumar Mahendru, Sr. AO | 011-24665411 | PFMS/e-bill issues Email: pao2000@nic.in |
| 2. | Ms. Anjali Sisodiya, AAO | 011-24665410 | |
| 3. | WhatsApp group (Technical): PFMS-CGA | | |

(ii) **TSA Help Desk**

Email : tsa-helpdesk-cga@gov.in, Landline: 011-24665598

| S. No. | Name and Designation | Contact Details | email ID |
|---|---|---|---|
| 1. | Ms. Gayatri Devi, Sr. AO | 011-24665477 | tsa-helpdesk-cga@gov.in |
| 2. | Mr. Girish Goel, AAO | 011-24665598 | |
| 3. | Ms. Neelima Gulati, AAO | 011-24665406 | |
| 4. | Mr. Ashutosh Bhaskar, AAO | 011-24665605 | |

(iii) **SNA SPARSH**

email - helpdesk-snasparsh@gov.in, Landline : 011-24664637

| S. No. | Name and Designation | Contact Details | email ID |
|---|---|---|---|
| 1. | Mr. Pradeep Kumar Deshmukh, Sr. AO | 011-24665637 | Email: helpdesk-snasparsh@gov.in |
| 2. | Mr.. Shalinder Sachdeva, AAO | 011-24665606 | |
| 3. | Ms. Meghna Sen, AAO | 011-24665470 | |
| 4. | Mr. Gaurav Acharjee, AAO | 011-24665413 | |

**Escalation matrix in respect of any issue in GIFMIS-PFMS will be -**

| S. No. | Name and Designation | Contact Details | email ID |
|---|---|---|---|
| 1 | Sh. Anupam Raj, Dy.CGA | 011-24665312 | anupam.raj@gov.in |
| 2 | Sh. B.GopalakrishnaKanth Raju, ACGA | 011-24665524 | b.krishnak@gov.in |
| 3 | Sh. Hemant Gupta, ACGA | 011-24665529 | gupta.hemant19@gov.in |

(iv) **GBA Section**

Email: sao-rbd@nic.in, Landline: 011-24665382/383/384

(v) **DGBA, RBI, Mumbai**

(i) Shri Arjya Chakrabarti, Manager, DGBA, RBI, Mumbai
Email: arjyachakrabarti@rbi.org.in (Phone : 022-23028544)

(ii) Smt. Chandni M, Assistant Manager, DGBA, RBI, Mumbai.
Email mchandni@rbi.org.in (Phone : 022-23028512)

Note: While raising queries to PFMS/RBI, please provide e-payment file name/electronic IGA file name and end to end ID of PFMS.

(vi) For TSA and Central Sector Schemes (implemented through TSA Model) related **non-technical queries**:-

(i) Banking Department, New Delhi Regional Office, Email: bankingnewdelhi@rbi.org.in, Phone Nos: 011-23716095, 23318753, 23353097

(ii) Shri Gurdev Vashishth, Manager, (gurdev@rbi.org.in)

(iii) Shri Parveen Singh Rawat, Assistant General Manager, parveensrawat@rbi.org.in

(vii) Help Desk in PFMS for any PFMS related banking, accounting and reports issues are as below:-

| S. No. | Name and Designation | Contact Details | Issues |
|---|---|---|---|
| 1. | Shri Danish Faizan, Joint Director (IT) | 9532778607<br>danish.faizan@nic.in | System response/slowdown of application etc. |
| 2. | Shri Ratnesh Raushan, Scientist C, NIC | 7827951788<br>ratnesh.raushan@nic.in | |
| 3. | Shri Puneet Srivastava, Sr. TD, NIC | 9871930920<br>punit@nic.in | |
| 4. | Shri Rahul Garg, ACGA (Tech).<br><br>Shri Anil Kumar, ACA (Tech)<br><br>Shri Vivek Kandpal Sr. AO | 011-23343860 Extn. 315<br>rahulg.13@gov.in<br><br>011-23343860 Extn. 224<br>anilk.09@gov.in<br><br>011-23343860 Extn. 284<br>Vivek.kandpal@nic.in | |
| 5. | Shri Kaushal Meena Asstt. CGA (Banking) | 011-23343860 Exn. 313<br>Kaushal.90@gov.in | Banking |
| 6. | Shri N.K. Mehta, Sr. AO | 011-23343860 Extn. 447<br>mehta.nk@mea.gov.in, | |
| 7. | Shri Vijay Choudhary Dy. CGA (Reports) | 011-23343860 Extn. 317<br>vijay.choudhary82@nic.in, | Reports |
| 8. | Smt. Gitanjali, Sr. AO | 011-23343860 Exn. 280<br>9810639937<br>geetanjali.72@nic.in | |
| 9. | Smt. Deepshikha Kapoor, Sr. AO | 9871203091<br>deepshikak.17@gov.in | Helpdesk |
| 10. | Shri Pawan Kumar, Sr. AO | 9958886611<br>pawan.kr68@nic.in | DBT |