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

Dated: 10.09.2026

OFFICE MEMORANDUM

Sub: Standard Operating Procedure For Rejection Of Scheme Configuration And SG Account Details Under SNA SPARSH and One-Time Update Of DBT And Third-Party Contribution Applicability In Approved Scheme Configurations

Under SNA SPARSH, the Scheme Configuration and State Government (SG) Account Mapping form critical components for operationalizing State Linked Schemes and facilitating the accurate and seamless processing of payments. Since these configurations and mappings directly influence fund flow and payment processing, it is essential that any inaccuracies or changes identified after approval are addressed through a defined and controlled process.

To address such requirements, the functionality has been enhanced to provide for deactivation of approved SG Account Mappings and rejection of approved Scheme Configurations, based on specified reasons and subject to review by the concerned PD Checker. Further, the Scheme Configuration has been enhanced with the introduction of fields relating to Third Party Funding Applicability, Third Party Contribution (%) and DBT Applicability. These details are required to appropriately capture the funding and payment characteristics of SLS and shall form part of the Scheme Configuration for new SLS.

For Scheme Configurations that were approved prior to introduction of these fields, a one-time mandatory update has been provided to enable the SSM to capture the newly introduced details. Such updation does not require approval by the PD Checker and, once completed, the Scheme Configuration shall continue to remain in Approved status. The one-time update is restricted to the newly introduced fields and is not intended to modify any of the previously approved configuration parameters.

Accordingly, this Standard Operating Procedure on the process to be followed by the State Scheme Manager and PD Checker for (i) deactivation of approved SG Account Mappings, (ii) one-time updation of DBT Applicability and Third-Party Contribution details in approved Scheme Configurations, and (iii) submission and review of requests for rejection of approved Scheme Configurations has been issued for necessary action.

This is issued with the approval of Competent Authority

Gupta

(Deepak Gupta)
Assistant Controller General of Accounts

To,

1. Pr. Finance Secretary/Finance Secretary of State of Governments of Uttar Pradesh, Madhya Pradesh, Uttarakhand, Kerala, Assam, Punjab, Tripura, Manipur, Meghalaya, Arunachal Pradesh, Nagaland, Jammu & Kashmir, Puducherry, Jharkhand, Chhattisgarh, West Bengal, Rajasthan, Karnataka, Odisha, Telangana, Gujarat, Andhra

Pradesh, Bihar, Maharashtra, Tamil Nadu, Himachal Pradesh, Haryana, Sikkim, Mizoram, Delhi, Goa

2. Financial Advisors of Ministries/Departments handling schemes notified under SNA SPARSH.
3. All Pr. CCAs/CCAs/CAs with independent charge

Copy to:

1. PPS to Additional Secretary (PFS), DoE, MoF
2. PPS to Additional Controller General of Accounts, PFMS
3. Joint CGA (Rollout), PFMS
4. Joint CGA (DBT), PFMS

STANDARD OPERATING PROCEDURE FOR REJECTION OF SCHEME CONFIGURATION AND SG ACCOUNT DETAILS UNDER SNA SPARSH
AND
ONE-TIME UPDATE OF DBT APPLICABILITY AND THIRD-PARTY APPLICABILITY IN APPROVED SCHEME CONFIGURATIONS

GIFMIS-PFMS, O/O CONTROLLER GENERAL OF ACCOUNTS OF INDIA
Department of Expenditure, Ministry of Finance

Table of Contents

Introduction 2

A. Rejection of Approved SG Account details for SLS 3

I. Submission of SG Account Deactivation Request by State Scheme Manager (SSM) User 3

II. Review of SG Account Deactivation Request by PD Checker User 5

B. Introduction of DBT Applicability and Third Party Contribution Details in Scheme Configuration 8

C. One-Time Update of DBT Applicability and Third Party Contribution Details for Approved Scheme Configurations 10

D. Rejection of Approved Scheme Configuration for SLS 13

I. Submission of Rejection Request for Scheme Configuration of SLS by State Scheme Manager (SSM) User 13

II. Review of Rejection Request for Scheme Configuration of SLS by PD Checker User 15

Introduction

Under SNA SPARSH, the Scheme Configuration and State Government (SG) Account Mapping form critical components for operationalizing State Linked Schemes (SLS) and facilitating the accurate and seamless processing of payments. Since these configurations and mappings directly influence fund flow and payment processing, it is essential that any inaccuracies or changes identified after approval are addressed through a defined and controlled process.

To address such requirements, the functionality has been enhanced to provide for **deactivation of approved SG Account Mappings and rejection of approved Scheme Configurations**, based on specified reasons and subject to review by the concerned PD Checker. These provisions enable the State Scheme Manager (SSM) to initiate a request for correction while ensuring that the existing approved configuration or account mapping is not altered without appropriate review and approval. Upon approval of such requests, the concerned SSM may submit the corrected SG Account Mapping or Scheme Configuration for the SLS.

Further, the Scheme Configuration has been enhanced with the introduction of fields relating to **Third Party Funding Applicability, Third Party Contribution (%) and DBT Applicability**. These details are required to appropriately capture the funding and payment characteristics of SLS and shall form part of the Scheme Configuration for new SLS.

For Scheme Configurations that were approved prior to introduction of these fields, a **one-time mandatory update** has been provided to enable the SSM to capture the newly introduced details. Such updation does not require approval by the PD Checker and, once completed, the Scheme Configuration shall continue to remain in **Approved** status. The one-time update is restricted to the newly introduced fields and is not intended to modify any of the previously approved configuration parameters.

Accordingly, this Standard Operating Procedure lays down the process to be followed by the **State Scheme Manager (SSM)** and **PD Checker** for (i) deactivation of approved SG Account Mappings, (ii) one-time updation of DBT Applicability and Third-Party Contribution details in approved Scheme Configurations, and (iii) submission and review of requests for rejection of approved Scheme Configurations. The SOP also specifies the applicable system statuses, reasons for initiating such requests, and the subsequent actions available to the respective users.

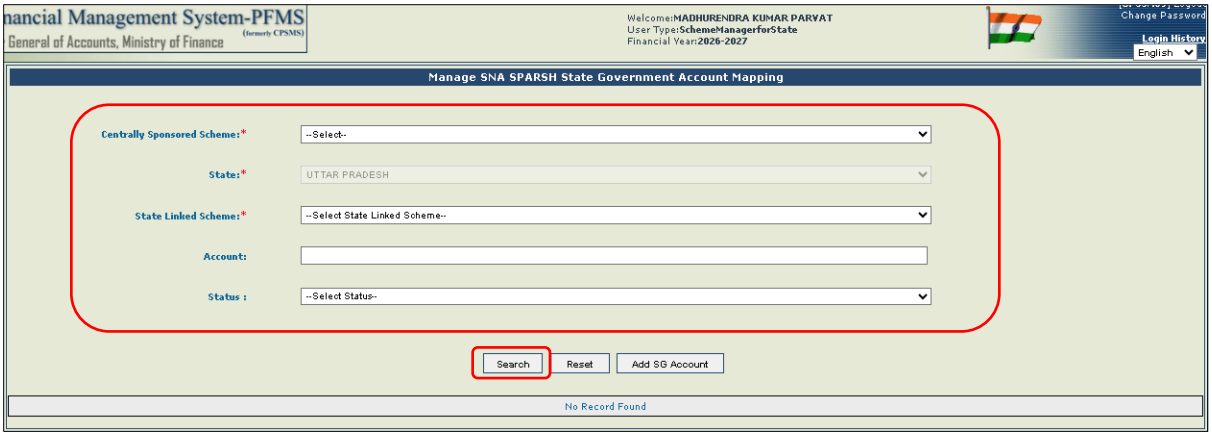
A. Rejection of Approved SG Account details for SLS

A deactivation request for an approved State Government (SG) Account Mapping may be submitted by the State Scheme Manager (SSM) user in case any correction is required in the approved SG Account Mapping. The deactivation request will be reviewed by the PD Checker user of the concerned Ministry/Department controlling the CSS.

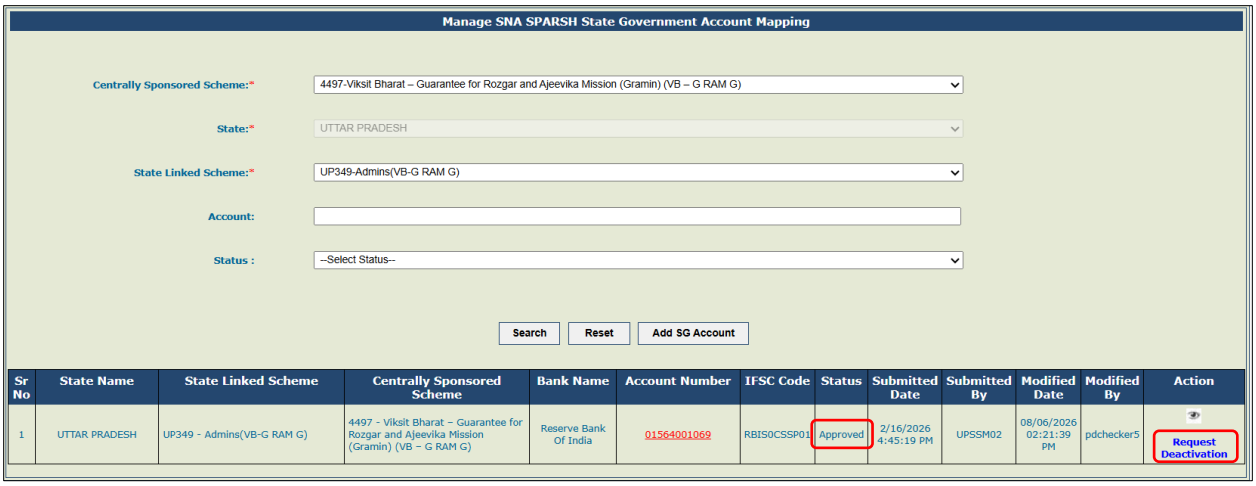
I. Submission of SG Account Deactivation Request by State Scheme Manager (SSM) User

a) SSM will login on PFMS and go to the menu SNA-SPARSH → Manage SG Account Mapping.

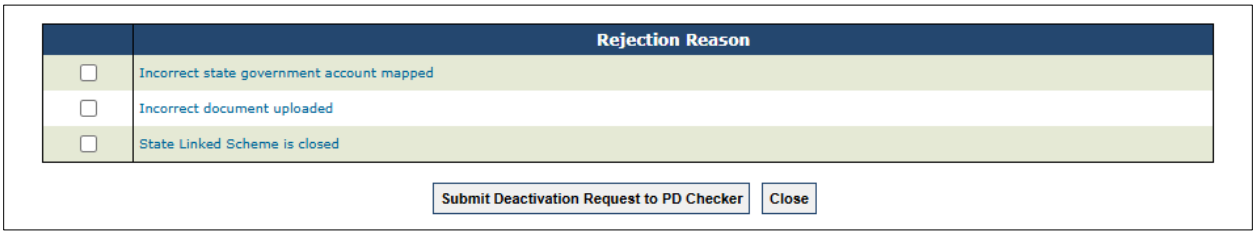
b) The user will search for the required SG Account Mapping using the available filters and click on the "Search" button.



c) Against “Approved” records, a “Request Deactivation” hyperlink shall be displayed under the Action column.

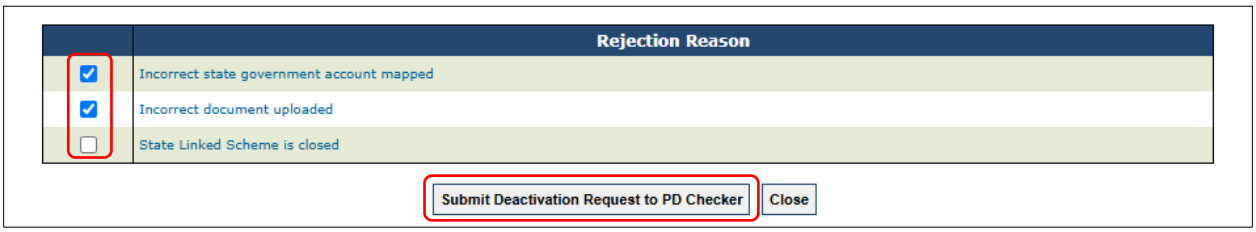


d) On clicking the hyperlink, a “Rejection Reason” pop-up will be displayed.



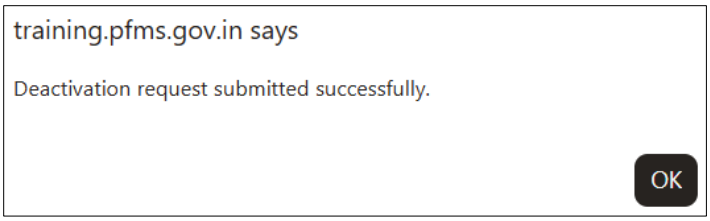
e) The user will select one or more of the following reasons and click on the "Submit Deactivation Request to PD Checker " button:

- Incorrect state government account mapped
- Incorrect document uploaded
- State Linked Scheme is closed



f) Selection of at least one deactivation reason will be mandatory.

g) Upon successful submission of the deactivation request, the alert message “Deactivation request submitted successfully” will be displayed.



h) The deactivation request will be submitted to the PD Checker for review. The status of the SG Account Mapping will be displayed as "Deactivation Pending" until the request is reviewed by the PD Checker.

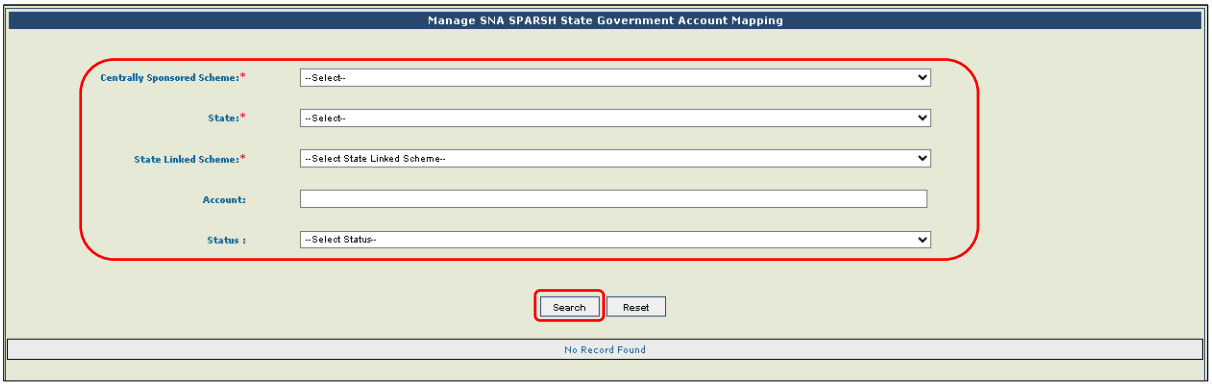
Sr No	State Name	State Linked Scheme	Centrally Sponsored Scheme	Bank Name	Account Number	IFSC Code	Status	Submitted Date	Submitted By	Modified Date	Modified By	Action
1	UTTAR PRADESH	UP349 - Admins(VB-G RAM G)	4497 - Viksit Bharat – Guarantee for Rozgar and Ajeevika Mission (Gramin) (VB – G RAM G)	Reserve Bank Of India	01564001069	RBIS0CSSP01	Deactivation Pending	2/16/2026 4:45:19 PM	UPSSM02	08/21/2026 10:55:05 AM	UPSSM09	

i) Upon approval of the deactivation request by the PD Checker, the SSM will be able to submit a new SG Account Mapping for the concerned SLS.

II. Review of SG Account Deactivation Request by PD Checker User

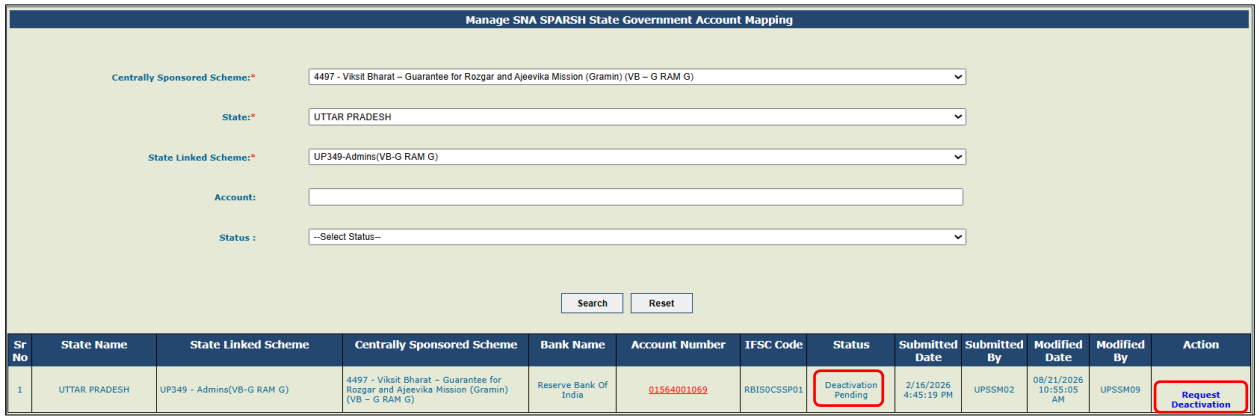
a) PD Checker will login on PFMS and go to the menu SNA-SPARSH → Manage SG Account Mapping.

b) The user will search for the required SG Account Mapping using the available filters and click on the "Search" button.

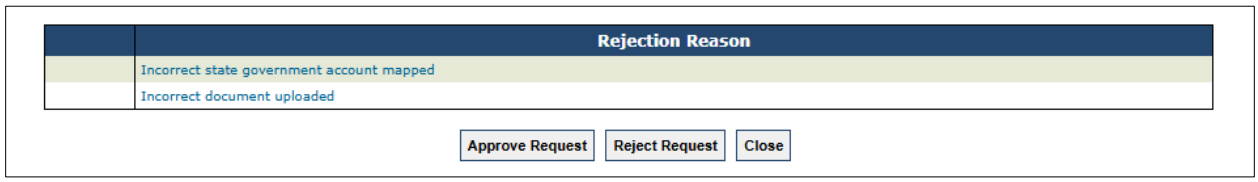


c) A hyperlink "Request Deactivation" will be displayed under Action column against the SG Account for which a deactivation request has been submitted by the SSM. The Status of the

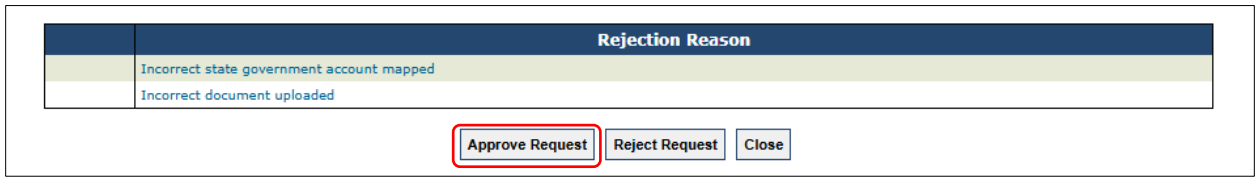
SG Account details for which deactivation request has been submitted by the SSM will be displayed as “Deactivation Pending”.



d) On clicking the hyperlink, a pop-up displaying the deactivation reason(s) selected by the SSM will be displayed. The PD Checker may either approve or reject the deactivation request.



e) If the PD Checker agrees with the deactivation request, the user will click on the "Approve Request" button to approve the deactivation request.

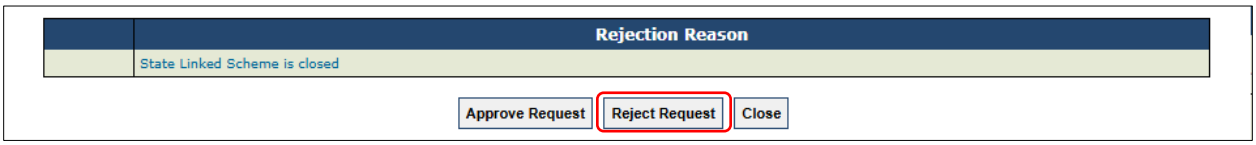


f) Upon successful approval of the deactivation request, the alert message “The deactivation request has been Approved” will be displayed.

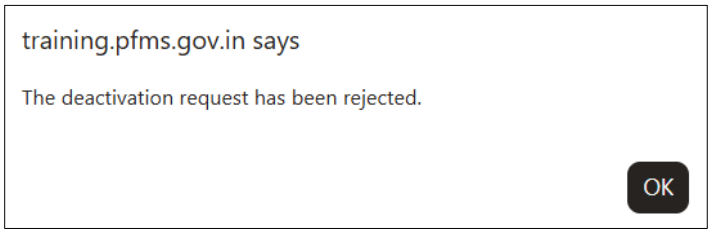
g) The SG Account Mapping status will be updated as "Deactivated" and the SSM will be able to submit a new SG Account Mapping for the concerned SLS.

Sr No	State Name	State Linked Scheme	Centrally Sponsored Scheme	Bank Name	Account Number	IFSC Code	Status	Submitted Date	Submitted By	Modified Date	Modified By	Action
1	UTTAR PRADESH	UP349 - Admins(VB-G RAM G)	4497 - Viksit Bharat – Guarantee for Rozgar and Ajeevika Mission (Gramin) (VB – G RAM G)	Reserve Bank Of India	01564001069	RBIS0CSSP01	Deactivated	2/16/2026 4:45:19 PM	UPSSM02	08/21/2026 11:53:00 AM	pdchecker5	

h) If the PD Checker does not agree with the deactivation request, the user will click on the "Reject Request" button to reject the deactivation request.



i) Upon successful rejection of the deactivation request, the alert message “The deactivation requested has been rejected” will be displayed.



j) The SG Account Mapping will be reverted to "Approved" status and the SSM will not be permitted to submit a new SG Account Mapping for the concerned SLS.

Sr No	State Name	State Linked Scheme	Centrally Sponsored Scheme	Bank Name	Account Number	IFSC Code	Status	Submitted Date	Submitted By	Modified Date	Modified By	Action
1	UTTAR PRADESH	UP348 - Materials(VB-G RAM G)	4497 - Viksit Bharat – Guarantee for Rozgar and Ajeevika Mission (Gramin) (VB – G RAM G)	Reserve Bank Of India	01564001066	RBIS0CSSP01	Approved	2/16/2026 4:44:37 PM	UPSSM02	08/21/2026 11:58:18 AM	pdchecker5	

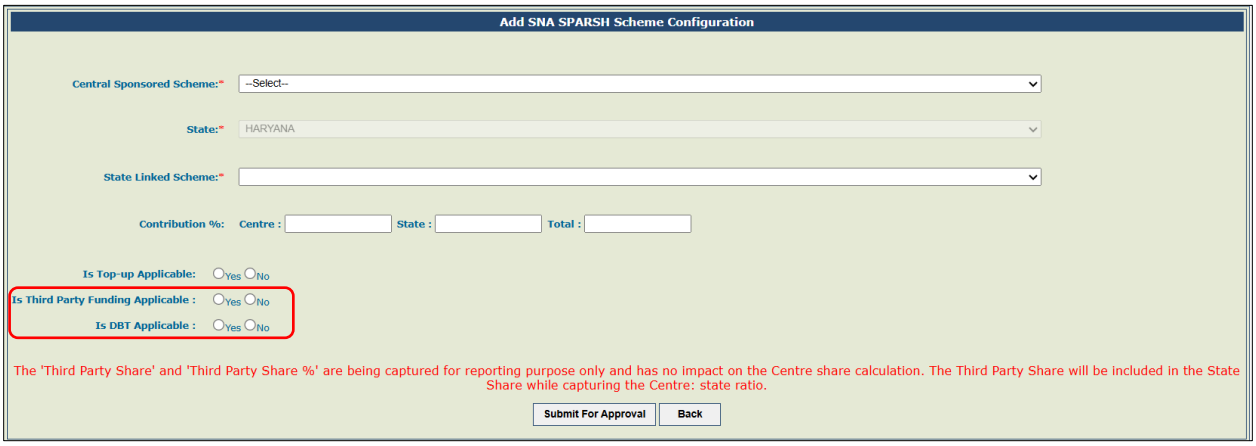
k) The SSM will be permitted to submit a new rejection request for Scheme Configuration for the concerned SLS.

B. Introduction of DBT Applicability and Third-Party Contribution Details in Scheme Configuration

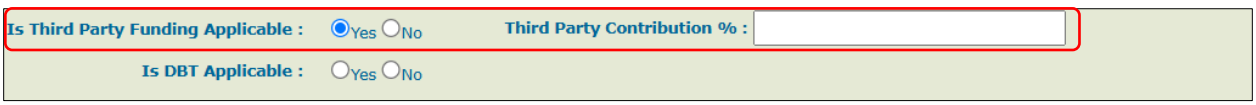
The Scheme Configuration details under SNA SPARSH has been enhanced with the introduction of the following fields in addition to the existing Centre Share (%), State Share (%) and Top-Up Applicability fields:

- **Third Party Funding Applicability (Yes/No)** – Third Party Funding Applicability shall be selected as "Yes" where Third Party contribution is involved. Where no such contribution is involved, "No" shall be selected.
- **Third Party Contribution (%)** - Where Third-Party Funding Applicability is selected as "Yes", the corresponding Third-Party Contribution (%) shall be captured. The value entered in Third Party Contribution (%) shall be greater than 0 and less than or equal to the State Share (%) captured in the Scheme Configuration. Where Third Party Funding Applicability is selected as "No", the Third-Party Contribution (%) field shall not be displayed.
- **DBT Applicability (Yes/No)** – DBT Applicability shall be selected as "Yes" where Direct Benefit Transfer (DBT) is applicable in the scheme. Where DBT is not applicable under the scheme, "No" shall be selected.

a) These fields shall be captured as part of the Scheme Configuration process for all new State Linked Schemes (SLS).



b) "Third Party Contribution %" field is visible only when the "Is Third Party Funding Applicable" is selected as "Yes".



Note 1: *For Scheme Configurations approved prior to the introduction of these fields, the State Scheme Manager (SSM) shall be required to carry out a one-time update activity to capture the newly introduced details. No approval from the PD Checker shall be required for such update.*

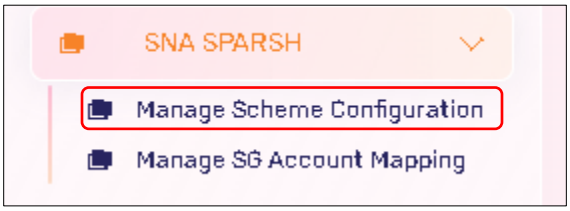
Note 2: *The "Third Party Share" and "Third Party Share %" are being captured for reporting purposes only and shall have no impact on the Centre Share calculation. The Third-Party Share shall be included in the State Share while capturing the Centre:State ratio.*

C. One-Time Update of DBT Applicability and Third-Party Contribution Details for Approved Scheme Configurations

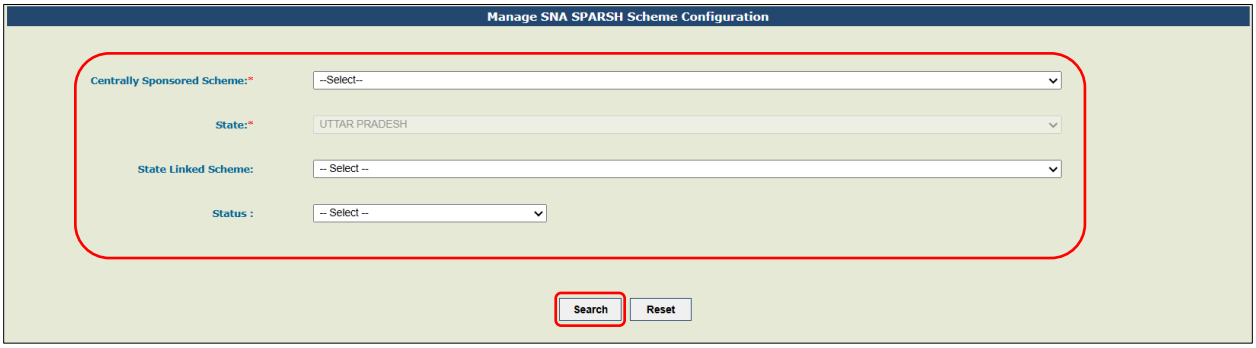
DBT Applicability, Third Party Funding Applicability and Third-Party Contribution details shall be updated by the State Scheme Manager (SSM) user for those Scheme Configurations which were approved prior to the introduction of these fields. This shall be a one-time mandatory activity for capturing the newly introduced fields in already approved Scheme Configurations and no approval from the PD Checker shall be required for this update. Upon successful update, the revised details will be reflected in the Scheme Configuration details.

Note: *Edit functionality shall not be available for records for which the Third-Party Funding Applicability and DBT Applicability details have already been captured.*

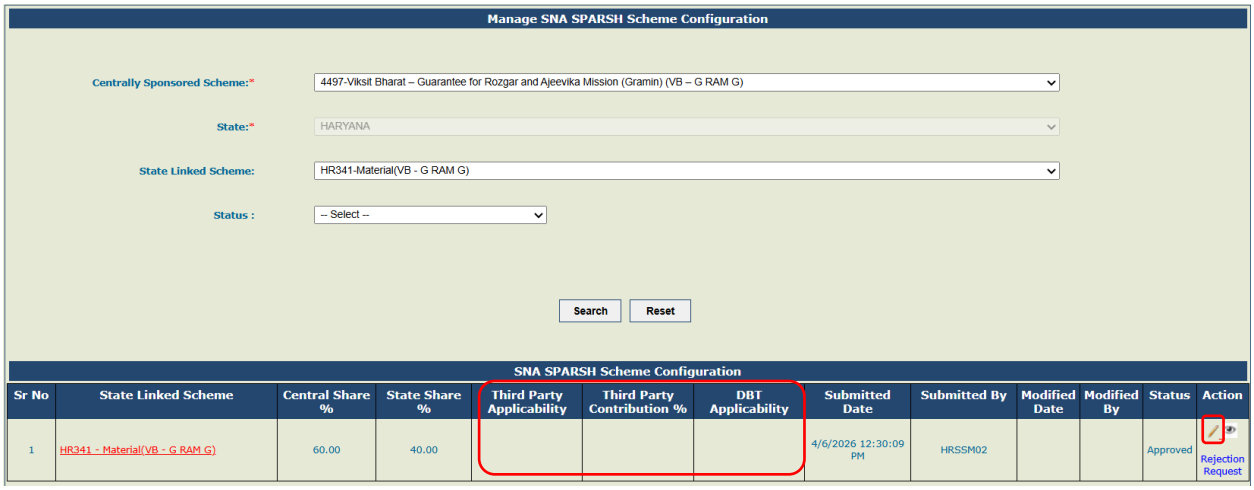
a) SSM will login on PFMS and go to the menu SNA-SPARSH → Manage Scheme Configuration.



b) On the page "Manage CSS Just-In-Time Scheme Configuration", the user will search for the required Scheme Configuration using the available filters and click on the "Search" button to view the Scheme Configuration details for the selected CSS and SLS.



c) For approved Scheme Configuration records where Third Party Funding Applicability and DBT Applicability details have not been captured, an "Edit" option will be available in the Action column.

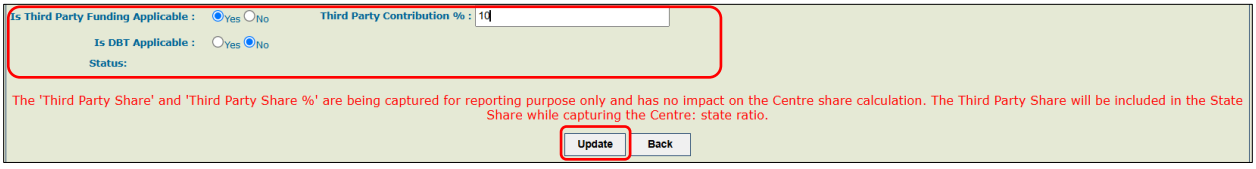


d) On clicking the "Edit" button, the SNA SPARSH Scheme Configuration Details page will be displayed. The previously approved fields will remain non-editable and disabled.

e) The following fields will be available for update:

- Third Party Funding Applicability (Yes/No)
- Third Party Contribution (%) *[Displayed only when Third Party Funding Applicability is selected as "Yes"]*
- DBT Applicability (Yes/No)

f) If Third Party Funding is applicable to the scheme, the user will select "Yes" for Third Party Funding Applicability. Upon selection, the Third Party Contribution (%) field will be displayed, and the user will enter the applicable percentage. If Third Party Funding is not applicable, the user will select "No". The value entered in Third Party Contribution (%) shall be greater than 0 and less than or equal to the State Share (%) configured for the scheme. If DBT is applicable in the scheme, the user will select “Yes” for DBT Applicability. If DBT is not applicable, the user will select “No”. The user will click on “Update” button to submit the details.



g) Upon successful update, the message "Record Saved Successfully" will be displayed.

h) No approval will be required for update of these new fields in already approved Scheme Configurations. The status of the Scheme Configuration after update will continue to remain "Approved".

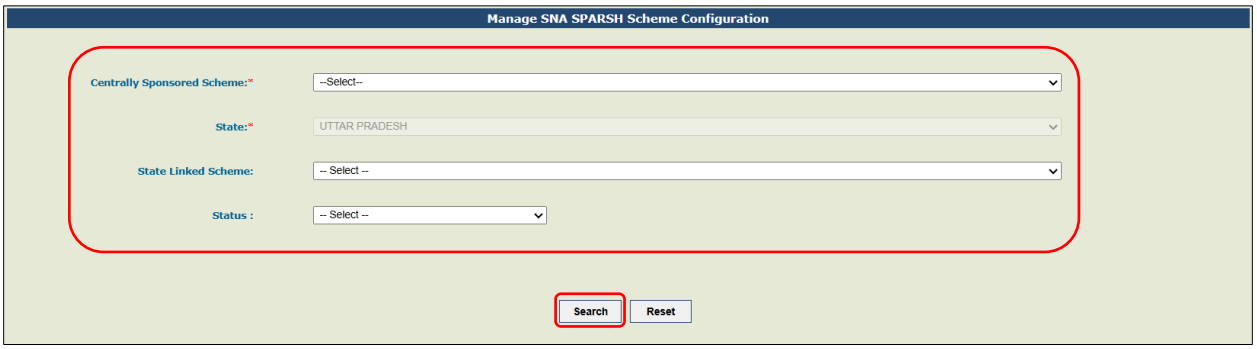
D. Rejection of Approved Scheme Configuration for SLS

A rejection request for an approved Scheme Configuration may be submitted by the State Scheme Manager (SSM) user in case any correction is required in the approved Scheme Configuration. The rejection request will be reviewed by the PD Checker user of the concerned Ministry/Department controlling the CSS.

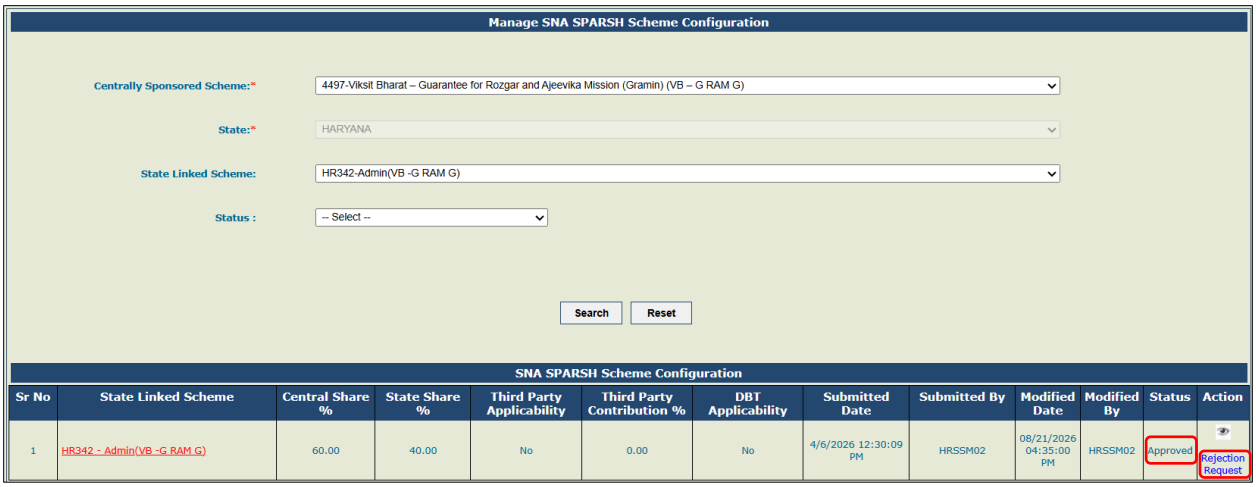
I. Submission of Rejection Request for Scheme Configuration of SLS by State Scheme Manager (SSM) User

a) SSM will login on PFMS and go to the menu SNA-SPARSH → Manage Scheme Configuration.

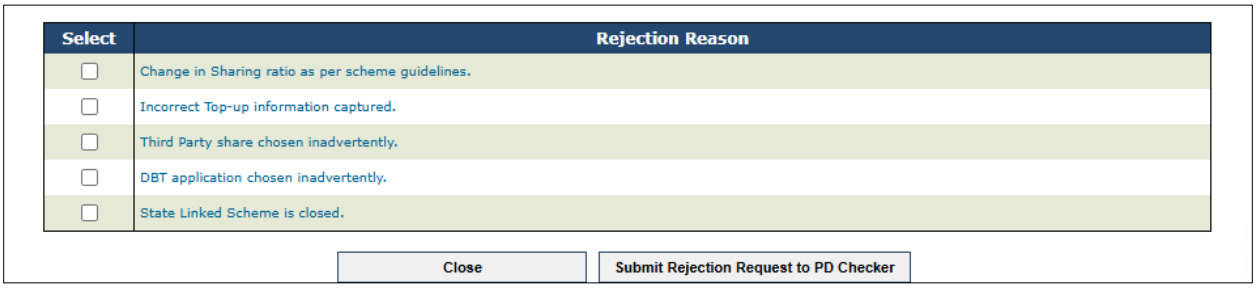
b) On the page "Manage CSS Just-In-Time Scheme Configuration", the user will search for the required Scheme Configuration using the available filters and click on the "Search" button to view the Scheme Configuration details for the selected CSS and SLS.



c) "Rejection Request" hyperlink will be displayed under the Action column against the “Approved” Scheme Configuration records.

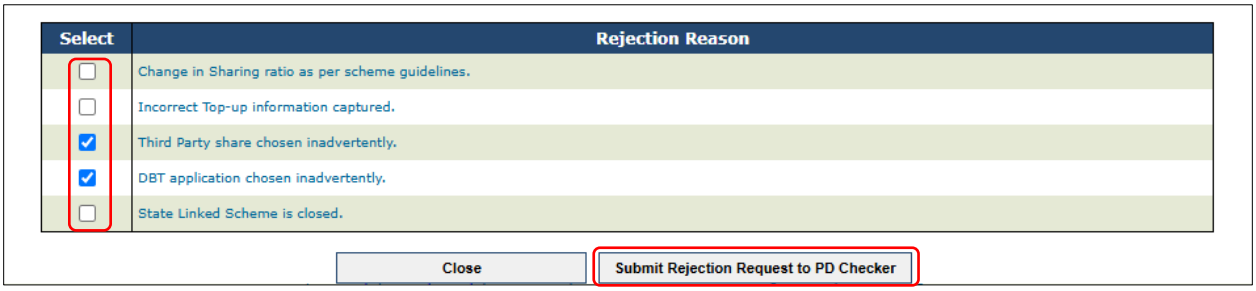


d) On clicking the "Rejection Request" hyperlink, a Reason for Rejection pop-up will be displayed.



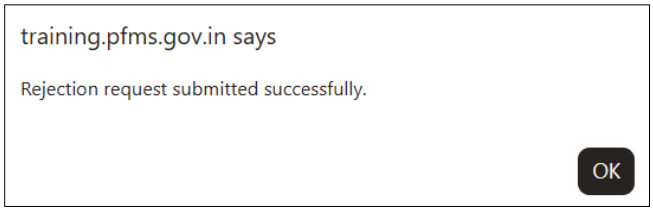
e) The user will select one or more of the following reasons and will click on the "Submit Rejection Request to PD Checker" button.

- Change in sharing ratio as per scheme guidelines
- Incorrect Top-Up information captured
- Third Party Share chosen inadvertently
- DBT Applicable chosen inadvertently
- State Linked Scheme is Closed

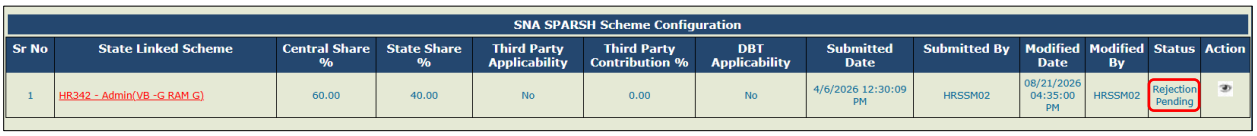


f) Selection of at least one rejection reason will be mandatory.

g) Upon successful submission of the rejection request, the alert message “Rejection request submitted successfully” will be displayed.



h) The rejection request will be submitted to the PD Checker for review. The status of the Scheme Configuration Mapping will be displayed as "Rejection Pending" until the request is reviewed by the PD Checker.

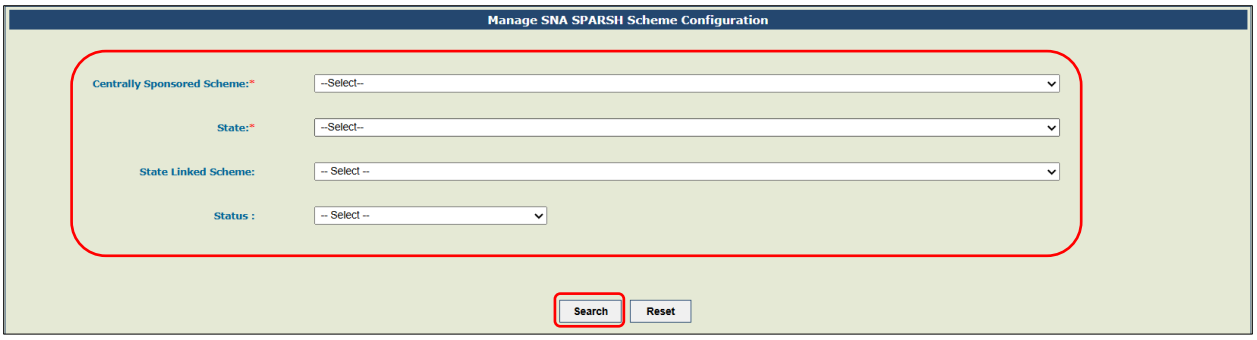


i) Upon approval of the rejection request by the PD Checker, the SSM will be able to submit a new Scheme Configuration for the concerned SLS.

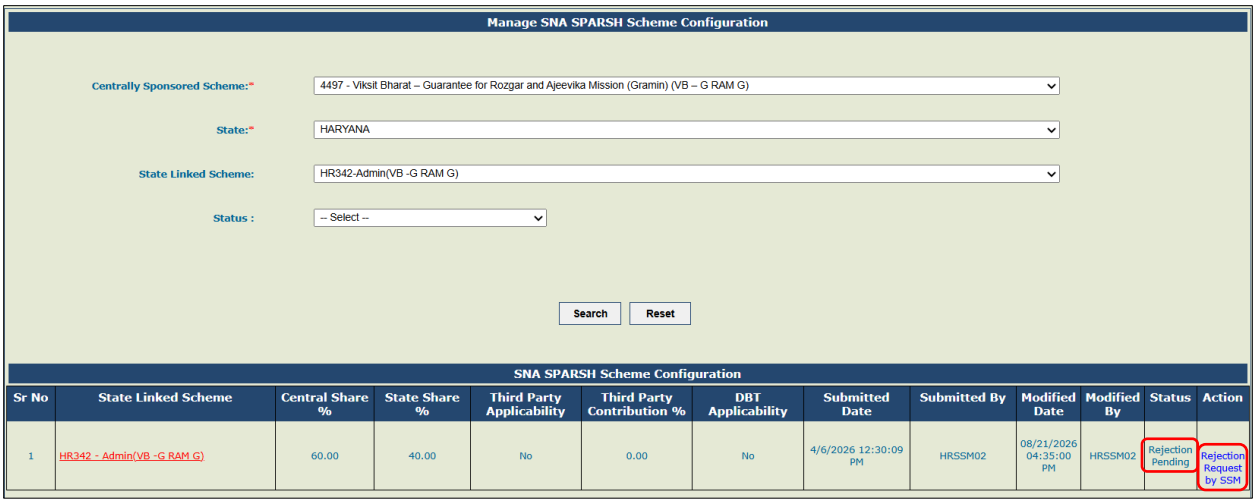
II. Review of Rejection Request for Scheme Configuration of SLS by PD Checker User

l) PD Checker will login on PFMS and go to the menu SNA-SPARSH → Manage Scheme Configuration.

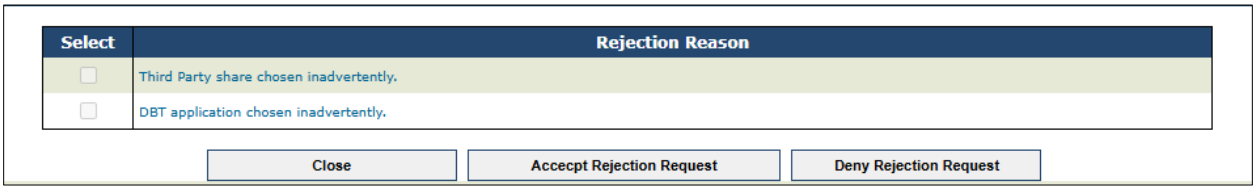
m) On the page "Manage CSS Just-In-Time Scheme Configuration", the user will search for the required Scheme Configuration using the available filters and click on the "Search" button to view the Scheme Configuration details.



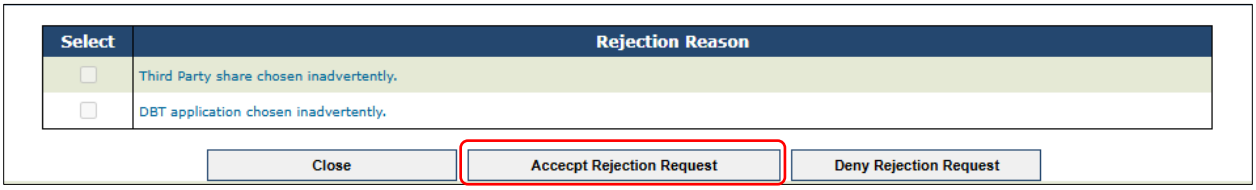
n) A hyperlink "Rejection Request by SSM" will be displayed against the Scheme Configuration for which a rejection request has been submitted by the SSM. The Status of the Scheme Configuration will be displayed as “Rejection Pending”.



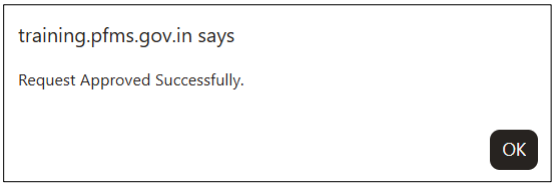
o) On clicking the hyperlink, a pop-up displaying the rejection reason(s) selected by the SSM will be displayed. The PD Checker may either approve or deny the rejection request.



p) If details are correct user will click on “Accept Rejection Request” button to approve the rejection request.



q) Upon successful approval of the rejection request, the alert message “Request Approved Successfully” will be displayed.

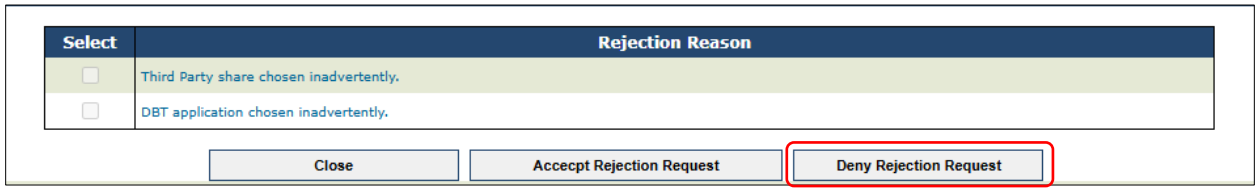


r) The Scheme Configuration status will be updated as "Rejected" and the SSM will be able to submit a new Scheme Configuration for the concerned SLS.

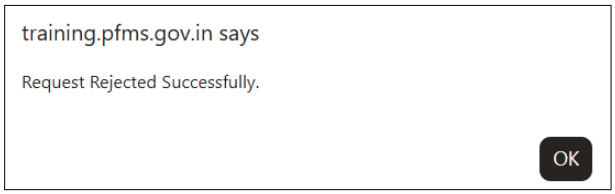
SNA SPARSH Scheme Configuration

Sr No	State Linked Scheme	Central Share %	State Share %	Third Party Applicability	Third Party Contribution %	DBT Applicability	Submitted Date	Submitted By	Modified Date	Modified By	Status	Action
1	HR342 - Admin(VB -G RAM G)	60.00	40.00	No	0.00	No	4/6/2026 12:30:09 PM	HRSSM02	08/21/2026 05:02:55 PM	pdchecker5	Rejected	

s) If details are incorrect user will click on “Deny Rejection Request” button to reject the rejection request.



t) Upon successful denial of the rejection request, the alert message “Request Rejected Successfully” will be displayed.



u) The Scheme Configuration will continue to remain in "Approved" status and the SSM will not be permitted to submit a new Scheme Configuration for the concerned SLS.

SNA SPARSH Scheme Configuration

Sr No	State Linked Scheme	Central Share %	State Share %	Third Party Applicability	Third Party Contribution %	DBT Applicability	Submitted Date	Submitted By	Modified Date	Modified By	Status	Action
1	HR343 - Audit(VB - G RAM G)	60.00	40.00				4/6/2026 12:30:09 PM	HRSSM02	08/21/2026 05:07:19 PM	pdchecker5	Approved	

v) The SSM will be permitted to submit a new rejection request for Scheme Configuration for the concerned SLS.