

**Ministry of Finance  
Department of Expenditure  
Controller General of Accounts  
Public Financial Management System  
GIFMIS Vertical**

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**OFFICE MEMORANDUM**


**Subject:- User Guide for unlocking the locked treasury user id's.**

In the existing functionality of PFMS, after 5 unsuccessful login attempts by the user in PFMS, system locks the login id for 30 minutes and after 30 minutes its gets unlocked automatically.

2. A process of unlocking of the locked treasury user id's **instantly** by the 1st level approving authority of user registration process has now been developed in PFMS. The user guide of the said process is enclosed.
3. All PrCCAs/CCAs/CAs with independent charge are requested to educate the concerned users and circulate this O.M. and attached user guide among all concerned users offices. Copy of this OM is also being uploaded on the website of O/o CGA.

This issues with the approval of Competent authority.

**Encl: As Above.**

  
**(B. Gopala Krishnakanth Raju)  
Asstt. Controller General of Accounts  
(GIFMIS)**

To:

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

Copy to:

1. Joint CGA (GIFMIS)/Joint CGA (TRBR)/Joint CGA (Roll out)/Joint CGA (DBT)
2. All Sr.AO./AOs of GIFMIS, O/o CGA.
3. Sr.Accounts officer, GIFMIS, O/o CGA for uploading on the website of CGA

# PUBLIC FINANCIAL MANAGEMENT SYSTEM (PFMS)

Website: [www.pfms.nic.in](http://www.pfms.nic.in)



सत्यमेव जयते

## USER Guide for Unlock User

**CONTROLLER GENERAL OF ACCOUNTS  
DEPARTMENT OF EXPENDITURE  
MINISTRY OF FINANCE  
NEW DELHI**

**April, 2024**

## **PREFACE**

*Public Financial Management System (PFMS)* has established a common transaction-based on-line fund management & payment system as well as Management Information System (MIS) for the Plan Schemes of Government of India.

In the existing functionality, due to security reasons after 5 unsuccessful login attempts by the user in PFMS, system locks the login id for 30 minutes and after 30 minutes it gets unlocked automatically. Provision has been provided to unlock the user id instantly in PFMS. The purpose of this document is to present step-wise guide for unlocking of user id by 1<sup>st</sup> approving authority.

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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 here under explained:

S. No.	Abbreviations	Definitions
1	PD	Program Division (Administrative Division)
2	PFMS	Public Financial Management System
3	DDO	Drawing & Disbursing Officer
4	PAO	Pay & Accounts Officer
5	DH	Dealing Hand
6	AAO	Assistant Accounts Officer
7	PrAO	Principal Account Officer

## B. INTRODUCTION, OBJECTIVE

### INTRODUCTION

This user guide contains process of unlocking user id instantly if the user gets locked after 5 unsuccessful login attempts in PFMS. The feature of unlock user id will be applicable to all the treasury users.

### OBJECTIVE

The objective of this user manual is to explain the process of unlocking of user id instantly in PFMS through the user management module to avoid deliberate attempts to lock the login id of a specific person with malafide intention, if any.

## C. Pre-Requisite

- User ID should exist in PFMS.
- User ID should be in approved status.

## D. Process Flow

The unlocking of the locked user ID will be done by the first approving authority of the concern treasury user as per the list below :-

Sl. No.	User Role	1st Level Approving Authority
1	CCA	Root
2	Pr. Accounts Office	CCA
3	Pr. AO(AAO)	Pr. Accounts Office
4	Pr. AO(DH)	Pr. Accounts Office
5	Pay & Accounts Officer	Pr. AccountsOffice
6	PAO(AAO)	Pay & Accounts Officer
7	PAO(DH)	Pay & Accounts Officer
8	Drawing & Disbursing Officer	Pay & Accounts Officer
9	DDO Checker	Drawing & Disbursing Officer
10	DDO Maker	DDO
11	Programme Division	Drawing & Disbursing Officer
12	Programme Division Checker	Drawing & Disbursing Officer
13	Programme Division Maker	Programme Division Checker
14	Claimant (Vendors)	PD Maker
14	DDO wise Budget allocation maker	Pr. AccountsOffice
15	DDO wise Budget Allocation Checker	Pr. AccountsOffice

The brief process is as below: -

- 1<sup>st</sup> approving authority user will login and follow the below path.

### Users-> Ministry Users List

The screenshot shows the PFMS interface with the following details:

- Header:** Public Financial Management System-PFMS (formerly CPMS), D/o Controller General of Accounts, Ministry of Finance. Welcome: KAPIL KUMAR SHARMA, User Type: DDO, Financial Year: 2023-2024. Time: 03:22:47 PM.
- Left Navigation Menu:** BharatKosh Reports, Home, Budget, CAM Reports, National Pension System, User Manuals, eSanctions, Masters, Users, Failed Transaction, Sanctions, PreSanction, Pension, Admin Master, Employee Info. System, Reports, Masters, Bank.
- Main Content Area:** Displays a summary of sanctions and Agency Bank Account Validation Status. The 'Users' menu item is highlighted in red, and its sub-menu 'Ministry Users List' is also highlighted in red.

2. Clicking on 'Ministry User List' sub menu, Manage users screen will appear.
3. Enter the Login ID and User Type to search the user.
4. Clicking on 'Search' button, user(s) will be displayed in a grid as shown in the below screenshot.
5. Click on hyperlink of Login ID.

The screenshot shows the 'Manage Users' screen with the following details:

- Header:** Public Financial Management System-PFMS (formerly CPMS), D/o Controller General of Accounts, Ministry of Finance. Welcome: KAPIL KUMAR SHARMA, User Type: DDO, Financial Year: 2023-2024. Time: 02:06:52 PM.
- Search Form:** Login Id: pdpower, Mobile No: [empty], First Name: [empty], Last Name: [empty], Status: --All--, Division: [empty], User Type: Programme Division, Email Id: [empty]. A 'Search' button is present.
- User Table:**

Login Id	First Name	Last Name	Designation	Status	Email	Mobile No	User Type	Date Created	Division
<a href="#">pdpower</a>	power	power	sp	Approved	uat-pfms@inc.in	8010545168	PD	23/03/2011	power

6. User details will be displayed on the screen.
7. Click on '**Unlock**' button to unlock the user.

The screenshot displays the 'User Details' page in the PFMS. The user information is as follows:

Login ID:	pdpower
Controller:	POWER
PAO:	013455 - PAO(Sett.), Ministry of Power, New Delhi
DDO:	213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI (DDO DSC Active)
PD Code:	
First Name:	power
Last Name:	power
Phone:	24108102
Mobile No:	8010545168
Email:	uat-pfms@nic.in
Designation:	so
Status:	Approved
Created By:	pdpower
Created Time:	3/23/2011 2:11:11 PM
Modified By:	pdpower
Last Modified:	2/2/2024 2:05:40 PM
IP Address of the last Unsuccessful Login:	106.215.242.56
Date and Time of the Unsuccessful Login:	3/21/2024 2:03:46 PM

At the bottom of the user details section, there are four buttons: 'Disable', 'Reject', 'Back', and 'Unlock'. The 'Unlock' button is highlighted with a red rectangular box.

8. Success message '**Login ID has been unlocked successfully**' will be displayed on the screen after the user id will be unlocked successfully.

The screenshot shows the 'User Details' page after the user has been unlocked. A red box highlights the message: "Login ID has been unlocked successfully". The user information is updated as follows:

Login ID:	pdpower
Controller:	POWER
PAO:	013455 - PAO(Sett.), Ministry of Power, New Delhi
DDO:	213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI (DDO DSC Active)
PD Code:	
First Name:	power
Last Name:	power
Phone:	24108102
Mobile No:	8010545168
Email:	uat-pfms@nic.in
Designation:	so
Status:	Approved
Created By:	pdpower
Created Time:	3/23/2011 2:11:11 PM
Modified By:	APTELD00
Last Modified:	3/21/2024 2:08:00 PM

The 'Unlock' button is no longer visible, and the 'Modified By' field now shows 'APTELD00'.

9. An email will be triggered at the registered email id of the login id which is unlocked immediately upon unlocking of login id by the 1<sup>st</sup> Approving Authority.

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