

Ministry of Finance,
Department of Expenditure
O/o Controller General of Accounts
(GIFMIS - PFMS-)

No. I-104/2/2023-ITD-CGA-Part(1)/ 87-100

Dated: 25 July 2024

Subject: User Guide for Hybrid TSA - 'Just-in-time' release of Central Sector Scheme funds

The undersigned is directed to refer to the OM No. 3/(06)/PFMS/2023 dated 21-05-2024 of Department of Expenditure, Ministry of Finance on the subject above and state that the module of Hybrid TSA is developed, deployed on production and is ready for use by Ministries/Departments. A user guide detailing the step wise processes to be followed while using the module is enclosed for guidance of all stakeholders/users.

It is requested that the user guide may be widely circulated to all PDs/DDOs/PAOs/Pr.AOs and CNAs.

This is issued with the approval of Joint CGA (GIFMIS - PFMS)

(Anupam Raj)
Dy CGA(GIFMIS-PFMS)

Encl: As above.

To:

- a. Pr CCAs/CCAs/CAs of Ministry/Departments
- b. PS to Additional Secretary (PFS), Department of Expenditure, Ministry of Finance.
- c. PS to Additional CGA (PFMS)
- d. Sr AO(GIFMIS), for uploading on CGA(Website)

Treasury Single Account (TSA) – Hybrid

User Manual **(Users of Central Government** **Ministries/Departments)**

July 2024

Version 1.0

Prepared by
GIFMIS, PFMS

Controller General of Accounts,
Department of Expenditure
Ministry of Finance, GoI

Table of Contents

1	INTRODUCTION	3
2	PART I - ROLES AND RESPONSIBILITIES OF THE STAKEHOLDERS	4
3	PART II	6
3.1	Scheme Mapping by PD User	6
3.2	Account Flagging by Agency Admin user	9
3.3	TSA Limit Allocation by Agency Admin user	17
3.4	Claim Generation /New Claim Entry by Agency DO User	22
3.5	Claim Approval by Agency DA	31
3.6	DSC on Claim File by Agency DA user	36
3.7	Consolidation of Claim file by PFMS	38
3.8	Claim Transfer at Funding Agency DO User.....	42
3.9	DSC Batch Creation by authorised signatory	51
3.10	DSC Digital Sign Batch by Authorised Signatory	55
4	ABBREVIATIONS	59

1 Introduction

This document is a user guide for all types of stakeholders and users of TSA-Hybrid being issued in pursuance of OM NoF.No 3/(06)/PFMS/2023 dated 21 May'2024 of PFMS Division, Department of Expenditure, Ministry of Finance.

At present CNA-M1/TSA is being implemented upto second tier of Agencies, whereby necessary enhancements have been made in PFMS for implementation of TSA in compliance to revised guidelines issued vide OM No.26(118)/EMC Cell/2016 dated 24.02.2022 for TSA as well as OM dated 09.03.2022 for implementation of CNA Model 1. As per provisions in the guidelines referred to, the Autonomous Body/Sub Autonomous bodies/ Statutory bodies/CPSEs/CNAs/implementing Agencies have opened bank accounts with Reserve Bank of India in e-Kuber.

There is no provision in the above referred guidelines for opening of RBI accounts by agencies beyond 2nd level, whereas many schemes have implementing agencies at 3rd level and beyond and therefore, the Ministries/ Departments are facing issues in smooth implementation of the schemes onboarded on TSA/CNA-M1. Further, RBI has also expressed inability for opening TSA Accounts beyond 2nd level as the number of implementing agencies are very large.

To cater to the above problem, at present the 3rd level and beyond agencies are registered as vendors of 2nd level agencies, wherein 2nd level agencies making vendor payments from their assignments to 3rd level and beyond 3rd level are registered in EAT module as agencies. Parking of funds is being monitored through the EAT reports (already available) but this also has following issues:

- Parking of funds with third and below level agencies
- Unutilized funds cannot be returned to higher level agencies i.e. to 1st Level or 2nd level agencies.
- Creation of reports covering all levels of agencies of Scheme

2 Part I - Roles and Responsibilities of the Stakeholders

Definitions/Description	
Programme Division (PD)	The payment process in PFMS starts at Program Division level with the generation of sanction in the system.
Drawing and Disbursing Officer (DDO)	DDO receives sanction and processes it to generate a bill in the system and sends it to PAO.
Pay and Accounts Office (PAO)	The financial sanction and bills are checked by PAO and after performing required checks, it is sent to bank with a payment advice in favor of beneficiaries.
Treasury Single Account (TSA)	Treasury Single Account System is a system evolved to bring Autonomous Bodies/Sub-Autonomous Bodies under Treasury Single Account on the recommendation of Expenditure Management Committee (EMC) and facilitate Just in Time releases to ABs/Sub-ABs.
Central Nodal Agency (CNA)	As per O.M dated 21.05.2024, for each Central Sector Scheme, the concerned Ministry/Department will designate a Central Nodal Agency. The Central Nodal agency as per DoE O.M F.No. 3/(06)/PFMS/2023 dated 21.05.2024 may be an Autonomous body/CPSE/State Agency for implementing the same.
Government Sub-Agencies	2 nd level Government Agencies involved in the implementation of TSA Hybrid Schemes will be designated as Government SAs.

<p>Funding Agency</p>	<p>Funding agencies are Government agencies with RBI-TSA bank Account. The funding agency can be at level 1 or at level 2 of scheme hierarchy, as per the nature of scheme and nature of Agencies implementing the scheme. Funding agencies disburse funds to lower level - agencies Just-in-time as and when demand files are sent to Funding agency. Funding agencies should adhere to timelines prescribed in O.M dated 21.05.2024.</p>
<p>Recipient Agency</p>	<p>Recipient sub-agencies may be Government agencies or Private agencies. The private SAs at 2nd level and Government/Private SAs at 3rd level will be referred as Recipient SAs. Each Recipient SA will open a savings bank account in scheduled Commercial bank.</p>
<p>Zero balance subsidiary account (ZBSA)</p>	<p>A Zero-Balance Subsidiary Account (ZBSA) is an account in which zero balance is maintained by transferring funds to and from a master account (Recipient Sub-agency bank account). All the Sub-agencies below the Recipient Sub agency will open a Zero balance subsidiary Account (ZBSA) in the bank of Recipient Sub-agency.</p>
<p>Holding Account</p>	<p>Holding account is opened for the purpose of payment of TDS, Income Tax and GST and other deductions. All Implementing agencies of the scheme under Hybrid TSA shall open a Holding account in Scheduled Commercial Bank, in addition to the scheme account of the Implementing Agency. The Holding Account will be a non-interest-bearing account, where the transferred funds can be held for a maximum period of 14 days.</p>

3 Part II

The steps involved in TSA-Hybrid process in PFMS are listed below.

1. Scheme Mapping by PD User
2. Account Flagging by Agency Admin user
3. TSA Limit Allocation by Agency Admin user
4. Claim Generation /New Claim Entry by Agency DO User
5. Claim Approval by Agency DA
6. DSC on Claim File by Agency DA user
7. Consolidation of Claim file by PFMS
8. Claim Transfer at Funding Agency DO User
9. DSC Batch Creation by authorised signatory
10. DSC Digital Sign Batch by Authorised Signatory

Detailed process for each of these steps is also explained below.

3.1 Scheme Mapping by PD User

The purpose of this screen is to map the Schemes as TSA or TSA-Hybrid. The responsibility of handling Scheme mapping has been provided to **PD User**. User will login into PFMS and can select the menu using below path.

(a) TSA→TSA-Hybrid→ Manage TSA Scheme



- (b) User will navigate to the following screen and click on the “Manage TSA Scheme” Menu

Scheme Type: It is a mandatory field to be selected by PD User. All TSA types of Schemes will be available in dropdown.

Scheme Type will consist of following options:

- Central Sector Scheme
- Other Central Expenditure
- Establishment Expenditure

Scheme: As per the selection of Scheme type, Schemes list will be available in the dropdown.

After selection of Scheme type and Scheme from dropdown, user will have three options as below:

- **Search Button** – To view existing mapped Scheme
- **Reset Button**– To clear selected data
- **Add Button** –To map new Scheme

Search button is available to view the Scheme which is already marked as TSA-Hybrid. If specific scheme is not marked as TSA-Hybrid a message – “**No Record found**” will be displayed.

Financial Management System-PFMS
(formerly CPMS)

General of Accounts, Ministry of Finance

Welcome: BK DANGWAL
User Type: PD
Financial Year: 2024-2025

02:27:18 PM

[cashfare] Logout
Change Password
Login History
English

Manage TSA Hybrid Scheme Configuration

Scheme Type: Central Sector Scheme

Scheme: 0155-Industrial and Entrepreneurship Development

Search Reset Add

Sr No.	Scheme	Model	Submitted Date	Created By
1	0155-INDUSTRIAL AND ENTREPRENEURSHIP DEVELOPMENT	TSA Hybrid	7/2/2024 2:26:21 PM	cashfare

Financial Management System-PFMS
(formerly CPMS)

General of Accounts, Ministry of Finance

Welcome: BK DANGWAL
User Type: PD
Financial Year: 2024-2025

02:27:12 PM

[cashfare] Logout
Change Password
Login History
English

Manage TSA Hybrid Scheme Configuration

Scheme Type: Central Sector Scheme

Scheme: 0250-Bodoland Territorial Council

Search Reset Add

No Record Found

Reset Button – To clear selected data.

Public Financial Management System-PFMS
(formerly CPMS)

Controller General of Accounts, Ministry of Finance

Welcome: BK DANGWAL
User Type: PD
Financial Year: 2024-2025

10:02:49 AM

[cashfare] Logout
Change Password
Login History
English

Manage TSA Hybrid Scheme Configuration

Scheme Type: -- Select SchemeType --

Scheme: --Select Scheme--

Search Reset Add

Add Button- A new screen will open to map the Scheme as TSA-Hybrid.

Financial Management System-PFMS
General of Accounts, Ministry of Finance

Welcome: BK DANGUJA
User Type: PD
Financial Year: 2024-2025

02:13:43 PM

Logout, Help, Change Password, English

Add TSA Scheme Configuration

Scheme Type:

Scheme:

Model: ☒ TSA Hybrid ☐ TSA

Save Back

User will select the Scheme Type and Scheme from the dropdown and select **Model** as **TSA-Hybrid** or **TSA** and click on **save** button for Saving the Scheme model. Following message will appear.

Financial Management System-PFMS
General of Accounts, Ministry of Finance

Welcome: BK DANGUJA
User Type: PD
Financial Year: 2024-2025

02:14:05 PM

Logout, Help, Change Password, English

Add TSA Scheme Configuration

Save Successfully,

Scheme Type:

Scheme:

Model: ☒ TSA Hybrid ☐ TSA

Save Back

3.2 Account Flagging by Agency Admin user

Prerequisite for Account flagging- User must register the scheme bank account with existing registration process and account status should be approved in PFMS.

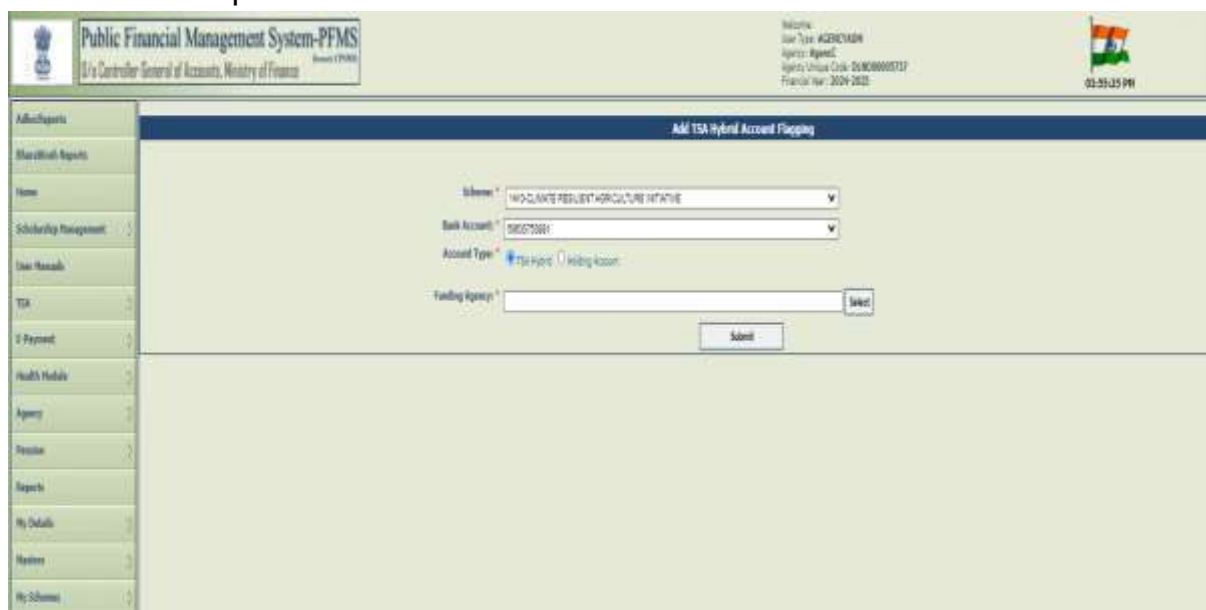
3.2.1 Add Account Flagging

The purpose of this screen is to map Accounts as TSA Hybrid account or Holding Account. The responsibility of account flagging has been provided to **Agency Admin** User. User will login into PFMS and select the menu using the path below.

- (a) TSA→TSA-Hybrid→TSA Account Flagging.



- (b) User will navigate to the following screen and click on the “TSA Account flagging” Menu. Add TSA Hybrid Account Flagging page will open.



- (c) User will select Scheme name and its corresponding Bank Account Number from the dropdown that was listed in Account Registration menu.
- (d) Account Type radio button consists of two options:
- TSA Hybrid
 - Holding Account
- (e) User will select Account type as TSA Hybrid or Holding Account.
- (f) Following buttons are provided -
- **Select button** to select its own Funding Agency.
 - **Submit button** to submit the records.

- (g) User will select Funding Agency by clicking on select button. User can search funding agency by Agency Name, Agency Unique Code, State and District.

- (h) After selecting Scheme, Bank Account, Account Type and Funding Agency, user needs to click on submit button.
- (i) After successful submission, the following message will appear and the request will be available to Funding Agency for approval.

3.2.2 Manage Account Flagging

The purpose of this screen is to view the status of TSA Hybrid Account Flagging. Agency Admin User can view the status of TSA Hybrid Account Flagging. Users will login into PFMS and can select the menu using the path below.

(a) TSA→TSA-Hybrid→Manage Account Flagging.

(b) User will navigate to the following screen and click on the “Manage Account Flagging” menu. View TSA Hybrid Account flagging page will open with following fields

- **Scheme**- User will select scheme name from dropdown list. It is a mandatory field.
- **Account** – User will select the account from dropdown as part of mandatory field.
- **Status**- Status dropdown consists of four options: Submitted, Approved, Rejected and Inactive. User will select the status from dropdown list.
- Two buttons are available in this screen.
 - **Search button** to view existing mapped Scheme
 - **Reset button** to clear the record.

(c) User will click on search button then grid will appear with details like Scheme Name, AccountNumber, AccountType, AgencyName, CreatedBy, CreatedDate, ApproverAgencyCode, ApprovedDate and Status.

3.2.3 Approval at Funding Agency level by Agency Admin User

The purpose of this screen is to provide approval for Account flagging for requests raised by its Child level Agency. The responsibility to provide

approval for Account flagging has been provided to **Agency Admin User**. User will login into PFMS and can select the menu using below path.

(a) TSA→TSA-Hybrid→Approve account flagging.



(b) User will navigate to the following screen and click on the “Approve account flagging” Menu. Approve TSA Hybrid Account Flagging Page will open.

SchemeName	AccountNumber	AccountType	ChildAgencyName	CreatedBy	CreatedDate	ApproveAgencyCode	ApproveDate	Status
WOLINTERRESIDENT AGRICULTURE INTMITE	2543210	TSA Hybrid	Central cooperative society (MHS)	ADMIN	6/25/2024 12:45:28 PM	Shri K.L.B. Memorial Charitable Trust (MHS)	6/25/2024 12:45:41 PM	Approved
WOLINTERRESIDENT AGRICULTURE INTMITE	2543210	TSA Hybrid	Central cooperative society (MHS)	ADMIN	6/25/2024 1:12:21 PM	Shri K.L.B. Memorial Charitable Trust (MHS)	6/25/2024 1:12:21 PM	Approved
WOLINTERRESIDENT AGRICULTURE INTMITE	2543210	TSA Hybrid	Central cooperative society (MHS)	ADMIN	6/25/2024 1:12:21 PM	Shri K.L.B. Memorial Charitable Trust (MHS)	6/25/2024 1:12:21 PM	Approved
WOLINTERRESIDENT AGRICULTURE INTMITE	2543210	TSA Hybrid	Central cooperative society (MHS)	ADMIN	6/25/2024 1:12:21 PM	Shri K.L.B. Memorial Charitable Trust (MHS)	6/25/2024 1:12:21 PM	Approved

(c) **Scheme**: It is a mandatory field to be selected by User.

(d) **AccountType** radio button consists of two options:

- TSA Hybrid
- Holding Account

- Financial Management System-PFMS**
General of Accounts, Ministry of Finance
(Version 2.0.0.0)

Welcome: RES SRINIVAS
User Type: AGENTSRINIVAS
Agency: SBI A.C.E./Regional Charitable Trust
Agency Unique Code: sbk0000
Timestamp: Wed, 2024-02-28

Approve TSA Hybrid Account Flagging

Schemes:

[Click Agency Unique Code](#)

Account Types:

Status:

- All
 - Pending
 - Approved
 - Rejected
 - Initiative

SchemeName	AccountNumber	AccountType	ChildAgencyName	Creatability	CreatedDate
WFO Climate Resilient Agriculture Initiative	7862278301	TShybrid	artical cooperative society (wfoce)	wfoce	6/22/2024 12:45:38 PM
WFO Climate Resilient Agriculture Initiative	7813994301	TShybrid	SHRISRI SRI SRI CHITRA (SHRISRI SHRI)	SHRISRI SHRI	6/25/2024 3:12:22 AM
WFO Climate Resilient Agriculture Initiative	22143478	TShybrid	Nesari SSSSRI (Nesari SSSSRI)	Nesari SSSSRI	7/1/2024 4:30:22 PM
WFO Climate Resilient Agriculture Initiative	7863773301	TShybrid	Agrico Co-operative Society	AGRICOCO	7/2/2024 4:09:26 PM

- Financial Management System-PFMS

Version: 170821

General of Accounts, Ministry of Finance

Network: MIS 00101

User Type: AGSOCAIN

Agency: Shree K.L.J. Bhawan Charitable Trust

Agency Unique Code: 000000

Financial Year: 2024-2025



13:48:13 AM

Approve TDA Hybrid Account Flagging

Scheme: 1410-UNIVERSITY EDUCATION AGRICULTURE NATIVE

Child Agency Unique Code: Please Enter Child Agency Unique Code

Account Type: -Select-

Status: -Select-

Search

Reset

SchemeName	AccountNumber	AccountType	ChildAgencyName	Creatibilty	CreatedDate	AgencyAgencyCode	ApprovalDate	Status
1410-UNIVERSITY EDUCATION AGRICULTURE NATIVE	7800000000	TDAHybrid	Shree K.L.J. Bhawan Charitable Trust	0000000000	6/25/2024 12:48:13 AM	Shree K.L.J. Bhawan Charitable Trust	6/25/2024 12:48:13 AM	Approved
1410-UNIVERSITY EDUCATION AGRICULTURE NATIVE	7800000001	TDAHybrid	Shree K.L.J. Bhawan Charitable Trust	0000000001	6/25/2024 12:48:13 AM	Shree K.L.J. Bhawan Charitable Trust	6/25/2024 12:48:13 AM	Approved
1410-UNIVERSITY EDUCATION AGRICULTURE NATIVE	7800000002	TDAHybrid	Shree K.L.J. Bhawan Charitable Trust	0000000002	6/25/2024 12:48:13 AM	Shree K.L.J. Bhawan Charitable Trust	6/25/2024 12:48:13 AM	Approved
1410-UNIVERSITY EDUCATION AGRICULTURE NATIVE	7800000003	TDAHybrid	Shree K.L.J. Bhawan Charitable Trust	0000000003	6/25/2024 12:48:13 AM	Shree K.L.J. Bhawan Charitable Trust	6/25/2024 12:48:13 AM	Approved

(g) User can search the TSA Hybrid account after selection of relevant fields from the available dropdowns.

SchemeName	AccountNumber	AccountType	ChildAgencyName	Creatability	CreatedDate	ApproverAgencyCode	ApprovalDate	Status
WICULTURE RESILIENT AGRICULTURE INITIATIVE	00000000000000000000	Standard	Agency Code: 000000000000	000000000000	11/03/2019 10:00:00 AM	00000000000000000000	11/03/2019 10:00:00 AM	Submitted

(h) A new screen will open showing Scheme Name, Account Number, Account Type, Child Agency Name, Created By, Created Date, Approver Agency Code, Approved Date and status.


(i) The hyperlink under Scheme Name may be clicked to view the details filled by Child Agency User.

SchemeName	AccountNumber	AccountType	ChildAgencyName	Creatability	CreatedDate	ApproverAgencyCode	ApprovalDate	Status
WICULTURE RESILIENT AGRICULTURE INITIATIVE	00000000000000000000	Standard	Agency Code: 000000000000	000000000000	11/03/2019 10:00:00 AM	00000000000000000000	11/03/2019 10:00:00 AM	Submitted

(j) Following options will be available.

- **Approve Button** – For final data approval
- **Reject Button**– For final data rejection
- **Back Button** –To return to previous page

Welcome: AGS DEBIT
User Type: AGENCY/NOI
Agency: Shri A.A.S.Narasimhan Charitable Trust
Agency Profile Code: akshatalla
Financial Year: 2024-2025


20:20:03 AM

[akshatalla](#) | [Log Out](#)
[Change Password](#)
[Link My Bank](#)
[English](#) | [Hindi](#)

Add TSA Hybrid Account Flagging

Data Approved successfully.

Scheme
*
INDICATE RESIDENT APOCATURE INTENTIVE

Account Type
*
☒ TSA Agent
☐ Working Account

Child Account:

Child Agency:

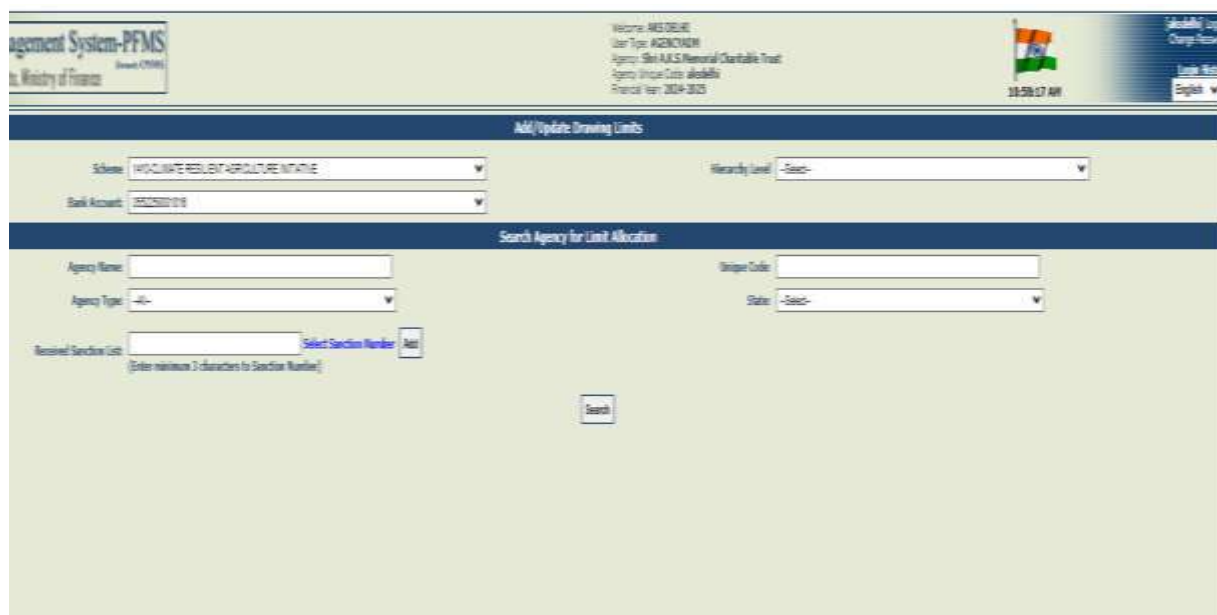
3.3.1 Add/Manage TSA Limit Allocation

Controller General of Accounts, DoE, MOF, GoI

(a) TSA→TSA-Hybrid→TSA Limit Allocation



(b) User will navigate to the following screen and click on the “TSA Limit Allocation” menu. Following screen will open to Add/Update Drawing Limits and Search Agency for Limit Allocation.



(c) User needs to select the scheme, Bank Account and Hierarchy Level under Add/Update Drawing Limits.

(d) User can search the Agency for Limit Allocation by following search criterion:

- Agency Name
 - Unique Code
 - Agency Type
 - State
 - Received Sanction List
- (e) Following buttons are available in this screen.
- **Add button** to add the sanction number.
 - **Search button** to search Agency for Limit Allocation.

- (f) User will select the state from dropdown.
- (g) User will click on 'select sanction Number' hyperlink. Following pop up will appear. User can search by updating the sanction number in the sanction number field or can directly click on search button and select the respective sanction number from the list.

- Financial Management System-PFMS**
General Accounts, Ministry of Finance

Welcome - MSB GROUP
User Type: AGENT/ADMIN
Agency Name: KILS Memorial Charitable Trust
Agency Unique Code: 4040404
Financial Year: 2019-2020

11:05:00 AM

Add/Update Drawing Limits

Scheme: HIGHER EDUCATION INITIATIVE
Bank Account: 0000000000000000

Search Agency for Limit Allocation

Agency Name:
Agency Type: -->
Unique Code:
State: CENTRAL

Received Sanction List:
(Enter minimum 7 characters to Sanction Number)

Transaction ID	Sanction Number	Function Head	Amount Received	Sanction Balance Amount	Remove
0000000000000000	TN 404040	2000000000000000	100000	100000	<input type="button" value="X"/>

- Page 20 of 59

- Balance Child's Limit is the difference of child agency limit and allocated amount to child agency against the claim raised.
- Total expenses- Total expenses are expenses made under parent agency.

(l) User can update the Expenditure Limit field only; rest fields will be non-editable and auto updated.

(m) Click on save button under parent agency grid. "Updated successfully" message will appear after user clicks on save button.

Financial Management System-PFMS
General of Accounts, Ministry of Finance (Security CPMS)

Welcome, A.K.S. DILSH
User Type: AGENCYADMIN
Agency: Shri A.K.S. Memorial Charitable Trust
Agency Unique Code: Akadali
Financial Year: 2024-2025

05:22:40 PM

Add/Update Drawing Limits

Scheme : 1410-CLIMATE RESILIENT AGRICULTURE INITIATIVE
Bank Account : 055225001018
Hierarchy Level : District
State : CENTRAL

Received Sanction List :
(Enter minimum 3 characters to Sanction Number)
Add

Transaction ID	Sanction Number	Function Head	Amount Received	Sanction Balance Amount	Remove
CG020212286001	TSA HYBRID	20700000000000	6000000	899500	X

Search Agency for Limit Allocation

Agency Name :
Agency Type : -AB-
Unique Code :
Search

Agency Code	Parent Agency Name	Total Limit	Expenditure Limit	Limit for Child Agencies	Balance Expenditure Limit	Balance Child's Limit	Total Expenses	Is Consolidation Agency	Action
akadali	Shri A.K.S. Memorial Charitable Trust	1000000	50000	950000	80000	800000	0	No	Save

Child Agency	Total Limit	Expenditure Limit	Limit for Child Agencies	Balance Expenditure Limit	Balance Child's Limit	Total Expenses	Action
ambikah cooperative society [Ambikah]	50000	500	49500	400	49100	100	Save

(n) Child agency grid consists of Child Agency Name and fields for Total Limit, Expenditure Limit, Limit for Child Agencies, Balance Expenditure Limit, Balance Child's Limit, Total Expenses and action button.

- Total limit of child agency is the amount allocated by parent agency. User will enter the total limit manually.
- Expenditure limit is the amount which can be used by child Agencies for raising their own claim. Expenditure limit will be entered manually by Agency Admin User.
- Limit for Child Agencies is the difference of Child Agency Total Limit and Child Agency Expenditure Limit.
- Balance expenditure Limit is the difference of expenditure limit and total expenses.
- Balance child limit is the difference of limit of child agencies and balance expenditure limit
- Total expenses field shows the expenses made by child agency.

(o) User can update the total limit and Expenditure Limit field only; rest fields will be non-editable and auto updated.

- (p) Click on save button under child agency grid. 'Child Agency Limit Updated Successfully' message will appear after user clicks on save button.

3.4 Claim Generation /New Claim Entry by Agency DO User

3.4.1 Add New Hybrid Claim

The purpose of this screen is to raise Claim. The responsibility of adding new claim has been provided to **Recipient/Child Agency DO User**. User will login into PFMS and can select the menu using below path.

- (a) TSA→TSA-Hybrid→New Hybrid Claim.

- (b) New Claim Entry page will open consisting of following fields.

- Page 23 of 59

Add New Hybrid Claim

Scheme: * 1410-CLIMATE RESILIENT AGRICULTURE INITIATIVE ▼

Bank Account: * 79825378301 ▼

Show Customisation

Sanction Number Search

Select
[14135044]TSA HYBRID 1000000.00 C092021298600 207000800060001 3 50000.00 200.00 2330
[14135045]Hybrid 02 2024-25 200000.00 C092021298632 207000800060001 6 8000.00 4000.00 2331

Customization Name

- HybridCustomization
- HybridExcelBulk(Self)

- After selecting the desired Assignment Sanction, user has to click on Add button. A screen will appear showing details of selected sanction.

- User can remove the selected sanction number by clicking on Remove button.
- Claim done for: It consists of Vendors and Beneficiary. User can select as per the requirement.
- Letter/Office Order No: User will enter Letter/Office Order No.
- Office Order Letter Attachment (if any): User can upload office order letter (upto 4 MB) by clicking on choose file button.
- Uploaded Sanction Letter: User can upload sanction letter
- Sanction Date: User will select sanction date from calendar selection.
- Actual Transaction Date: User will select actual transaction date from calendar selection.
- Total Available Amount: Total available amount will be displayed.
- Total Amount: User will enter gross amount of the Claim.
- Narration: User will enter remarks in narration field.
- Voucher Number: Voucher number will be displayed after submission of Claim.

Add New Hybrid Claim

Scheme:

Bank Account:

Project:

Received Sanction List:

(Enter minimum 3 characters to Sanction Number)

Transaction ID	Sanction Number	Function Head	Amount Received	Sanction Balance Amount	Total Limit	Balance Expenditure Limit	Remove
CES0011259600	TSA-HYBRID	2070000000000000	1000000	200000	50000	200	<input type="button" value="X"/>

Claim Done For:

Letter/Office Order No.:

Office Order Letter Attachment (If any): No file chosen

Note: Only files of type jpg, png, and pdf of size not more than 4MB are allowed.

- **Scheme Component Details:** This field will consist of following information:
 - Scheme Components: User will select respective scheme components from scheme component list.
 - Expense Type: User will select expense type from radio button.
 - Percentage: User will provide percentage.
 - Amount: Amount will be auto calculated as per percentage.

Note- Percentage and Amount are dependent on each other.

 - After selection of relevant fields, user has to click on add button to add the scheme component details.
- Total amount of the bill and component wise amount should be equal and balance amount should be zero.

The screenshot displays the 'Add New Hybrid Claim' form. At the top, there are dropdown menus for 'Scheme' (1410-CLIMATE RESILIENT AGRICULTURE INITIATIVE) and 'Bank Account' (79825375301), along with a 'Show Customisation' button. Below these is a 'Project' dropdown set to '--Select--'. A 'Transaction' dropdown is also visible. A modal window titled 'Scheme Components' is open, showing a list of components: [1.2]Salary, [1.3]Medical, [1.5]TA, [1.6]Misc, [7]OE, and [6]Financial. A search bar and a 'Close' button are at the top of the modal. In the background, there are fields for 'Scheme Components' (with a note to enter minimum 3 characters) and 'Total Amount'.

Scheme Component Details:

Scheme Component: [Select Scheme component](#)
(Enter minimum 3 characters to Scheme Components)

Expense Type: ☐ Revenue ☐ Capital

Percentage: Amount: [Add](#)

Total Amount:
 Component Amount:
 Balance Amount:

[Save](#) [Reset](#) [Back](#)

(c) If user intends to remove the selected scheme component details, then user will click on Remove button.

(d) Three buttons are available in this screen.

- **Save** button to save the details.
- **Reset** button to clear selected data
- **Back** Button to return to previous page.

(c) User will select the checkbox under scheme component details and then click on save button.

Where Customization

Project:

Received Transaction List: [Select Transaction Number](#) [Add](#)

(Enter minimum 7 characters to Transaction Number)

Transaction ID	Transaction Number	Transaction Head	Amount Received	Transaction Balance Amount	Total Limit	Balance Expense/Share Limit	Remove
TRANSL123456	TRAN123456	TRAN123456	100000	100000	100000	100000	<input checked="" type="checkbox"/>

Enter Scheme Type:

Vendor Name: [Select Vendor](#)
(Enter minimum 5 characters to Vendor Name)

Letter/Office Order No.:

Office Order Letter Attachment (if any): [Upload](#)

Signatured Signature Letter:

Signature Date:

Actual Transaction Date:

Total Available Amount:

Used Amount:

Remarks:

Transaction Description:

Scheme Component Details:

Scheme Component: [Select Scheme component](#)
(Enter minimum 3 characters to Scheme Components)

Expense Type: ☐ Revenue ☐ Capital

Percentage: Amount: [Add](#)

Scheme Component	Amount	Expense Type
TRANSL123456	100000	Revenue

Summary

Total Amount: 100
 Component Amount: 100
 Balance Amount: 0

[Save](#) [Reset](#) [Back](#)

(f) The next page will show popup message 'The transaction has been saved successfully with Voucher Number XX-XXXX-XX-X'.

(g) Upon clicking on ok button message will popup 'Claim details saved successfully. Do you want to proceed with payee details?' with 'Yes' and 'No' buttons.

- (h) If user clicks on 'No' button then following screen will appear along with three buttons

Manage TSA Claims

Claim Details

Transaction Number: 1000000000
 Transaction Number: 00-0000-00-00
 Account Number: 0000000000
 Plan Scheme: 1400-000000-0000000000-0000000000-0000000000
 Status: Pending/Under Review
 Amount: 0.00
 Created By: admin@1
 Modified By:
 Purpose for Claim: 00

Transaction Date: 10/07/2024
 Agency Name to Bank: 0000000000
 Project:
 Bank Name: 0000000000-0000000000
 Branch:
 Created On: 10/07/2024
 Modified On:
 Unchecked Transaction List:

Scheme Component Details

Component Name	Amount
1.0.0.0.0	0.00

Assignment Section Detail

Assignment Section Number	Payment Advice Number	Function Head	Amount Received	Sanction Balance Amount	Total Limit	Balance Expenditure Limit
0000000000	0000000000	0000000000	0.000000	0.000000	0.000000	0.000000

Vendor/Specifiers Details

Account No.	Name	Amount
0000000000-0000000000-0000000000	Vendor 0000000000-0000000000-0000000000	0.00

Buttons: **Edit** **Payment Details** **Back**

Activate Windows
Go to Settings to activate Windows.

- **Edit button:** User can edit the details by using edit button and once details are edited user will click on save button.

Edit TSA Claim

Scheme: 1400-000000-0000000000-0000000000-0000000000
 Bank Account: 0000000000
 Project: 0000000000
 Modified Transaction List: 0000000000
 Transaction Number: 0000000000
 Transaction Date: 10/07/2024
 Status: Pending/Under Review
 Amount: 0.00
 Created By: admin@1
 Modified By:
 Purpose for Claim: 00

Assignment Section Detail

Assignment Section Number	Payment Advice Number	Function Head	Amount Received	Sanction Balance Amount	Total Limit	Balance Expenditure Limit
0000000000	0000000000	0000000000	0.000000	0.000000	0.000000	0.000000

Vendor/Specifiers Details

Account No.	Name	Amount
0000000000-0000000000-0000000000	Vendor 0000000000-0000000000-0000000000	0.00

Buttons: **Edit** **Payment Details** **Back**

Activate Windows
Go to Settings to activate Windows.

- Payee Details button: User can view the payee details by using payee details button. In payee details, following three tabs will appear
 - a. Assignment Sanction Used
 - b. Vendor/Beneficiary Details
 - c. E-Payment Details.
- In Instrument tab user will select instrument type from dropdown. Upon selection of instrument type as E-payment using digital signature user will click on add button. If user intends to add any deduction details, 'yes' radio button needs to be clicked.
- Back button: User will click on back button to go back to previous screen.

[illegible]

- (i) If user clicks on Yes button, then following screen will appear

TSA Class Payment Details

Document Number: 123456789
 Amount: 1000000.00
 Created By: 123456789
 Modified By: 123456789
 Status: 100

Instrument Details

Assignment Number	Payment Amount	Function Head	Amount Received	Service Balance Amount	Total Limit	Balance Expectations Limit
123456789	1000000.00	123456789	1000000.00	1000000.00	1000000.00	1000000.00

Instrument Type

Instrument Type:

- (j) In Instrument tab, user will select instrument type from dropdown. After selecting instrument type, E-payment details tab will appear and user will click on add button. If user intends to add any deduction details user, will click on 'yes' radio button.

TSA Class Payment Details

Document Number: 123456789
 Amount: 1000000.00
 Created By: 123456789
 Modified By: 123456789
 Status: 100

E-Payment Details

Party Name	IFSC Code	Party Account No.	Amount	Narrative For Purpose
123456789	123456789	123456789	1000000.00	1000000.00

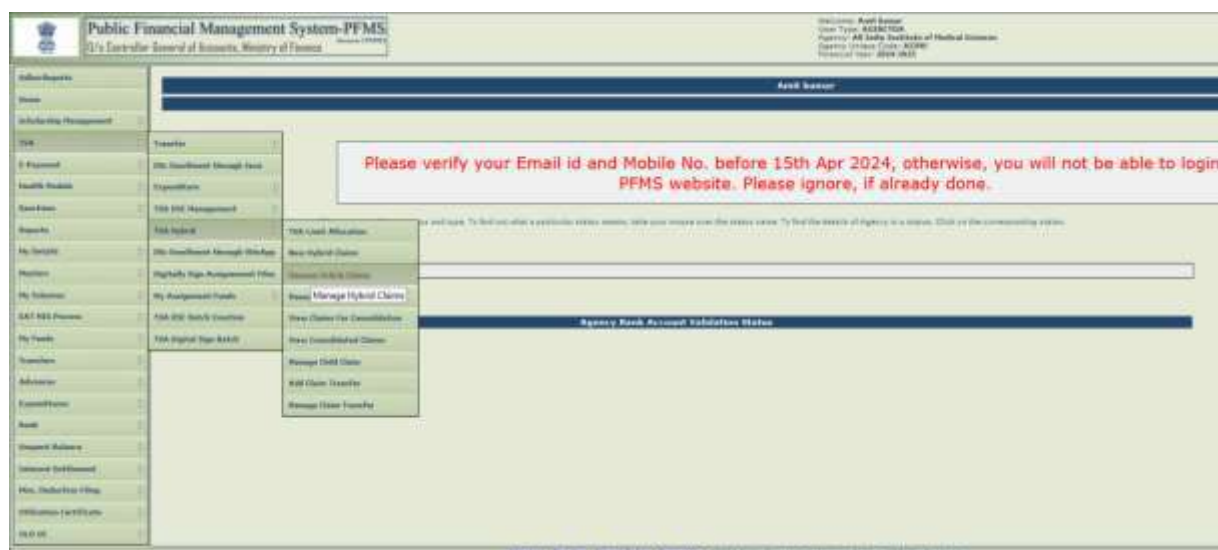
Add

[illegible][illegible]

3.5.1 Manage TSA Claims

The purpose of this screen is to provide claim approval. The responsibility of claim approval has been provided to Recipient/Child **Agency DA User** through the following path.

(a) TSA→TSA-Hybrid→Manage Claim



(b) Manage TSA page will open. Manage TSA Claim page will consist of following fields.

- Scheme: User will select the respective scheme from dropdown.
- Bank Account: User will select account whose scheme has been mapped in PFMS and status is approved
- Sanction number: User will enter sanction number.
- Status: User will select status from dropdown.
- Amount from: User will enter the amount from.
- Amount to: User will enter the amount to.

Letter/Office Order No.	Debit Batch No.	Sanction Date	Actual Transaction Date	Amount	Scheme Code - Scheme Name	Project Name	Status
02447	000000000000	04/07/2024	04/07/2024	000000000000	000 CLIMATE RESILIENT AGRICULTURE		Approved
02447	000000000000	04/07/2024	04/07/2024	000000000000	000 CLIMATE RESILIENT AGRICULTURE		Pending Approval
02447	000000000000	04/07/2024	04/07/2024	000000000000	000 CLIMATE RESILIENT AGRICULTURE		Pending Approval
02447	000000000000	04/07/2024	04/07/2024	000000000000	000 CLIMATE RESILIENT AGRICULTURE		Pending Approval
02447	000000000000	04/07/2024	04/07/2024	000000000000	000 CLIMATE RESILIENT AGRICULTURE		Submitted

- Two buttons are available in this screen.
 - **Search button** to search TSA claim details.
 - **Reset button** to clear selected data.

(c) User will click on search button a grid will open which consists of following details: Letter/order No., Debit Batch No., Sanction date, Actual transaction date, Amount, Scheme code- Scheme Name, Project Name and status.

(d) User will click on Hyperlink under Letter/order No.

The screenshot displays the 'Financial Management System-PFMS' interface. At the top, there is a header with the system name and a navigation bar. Below the header, the 'Manage TSA Details' form is visible. The form includes fields for 'Scheme Code', 'Bank Account', 'Project', 'Sanction Number', 'Status', 'Amount', and 'Received Date'. Below the form, there is a table with the following columns: 'Scheme/Office Code No.', 'Bank/State No.', 'Sanction Date', 'Actual Transaction Date', 'Amount', 'Scheme Code - Scheme Name', 'Project Name', and 'Status'. The table contains several rows of data, including entries for 'Scheme/Office Code No.', 'Bank/State No.', 'Sanction Date', 'Actual Transaction Date', 'Amount', 'Scheme Code - Scheme Name', 'Project Name', and 'Status'.

(e) Next Page will open which consist of following details:

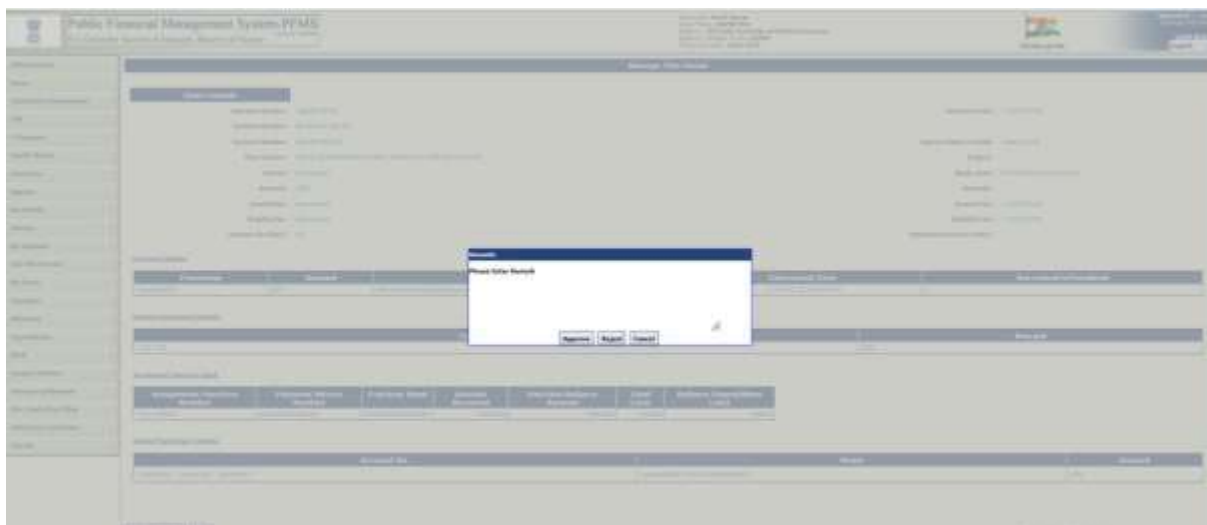
- **Claim details-** It will display details like Sanction Number, Voucher number, Account Number, Plan scheme, Status, Amount, created by, modified by, Purpose for claim, Sanction date, agency name in Bank, Project, Bank name, Remarks, created on, modified on, Uploaded sanction letter.
- **Payment details-** It will display details like Favouring, Amount, Instrument Type, Instrument date, Narration for Passbook.
- **Bill Deduction Details:** It will display details like - favouring, deduction type and amount.
- **Scheme component details** - It will display details like component Name and Amount.
- **Assignment Sanction used** - It will display details like Assignment sanction number, Payment Advice Number, Functional Head, Amount Received, Sanction Balance Amount, Total limit, Balance expenditure limit.
- **Vendor/ beneficiary details:** It will display details like Account Number, Name and Amount.

- **Approve/ Reject button** to approve or reject the claim.
- **Back button** to return to previous page.



- **Approve** to approve the claim.
- **Reject button** to reject the claim.
- **Cancel** to close the popup.

- User needs to enter the Remarks and then click on Approve or Reject button.



- (h) "Approved Successfully" will appear on the screen once user updates the Remark and clicks on Approve button.



3.6 DSC on Claim File by Agency DA user

After approval of claim file, it will be available for digital signature. The purpose of this screen is to digitally sign the claim file. The responsibility of Digitally signing of claim files has been provided to **Authorised Signatory (Agency DA User)**. User will login into PFMS and can select the menu using below path.

- (a) TSA → Digitally Sign Assignment Files



- **Scheme:** To select scheme from dropdown.
- **Module:** To select module as TSAHybridClaim from dropdown.
- **Payment Transaction ID:** It is a non-mandatory field.
- Two buttons are available in this screen
 - **Search:** To search the claim by clicking on search button.
 - **Reset:** To remove the selection.



(b) Three tabs are available:

- **Digital Sign Payment File:** Unsigned Payment Files will show under this tab.
- **Digital Signed Payment File:** Payment Files which are signed will show under this tab.
- **Reject Payment File:** Payment Files which are rejected will show under this tab.



3.7 Consolidation of Claim file by PFMS

NOTE: After the claim file has been successfully signed by the Authorized Signatory of the Recipient Agency, the claim will be automatically consolidated at PFMS and will be available to the Recipient Agency to view the same at the following path:

TSA→TSA-Hybrid →View Claims for Consolidation

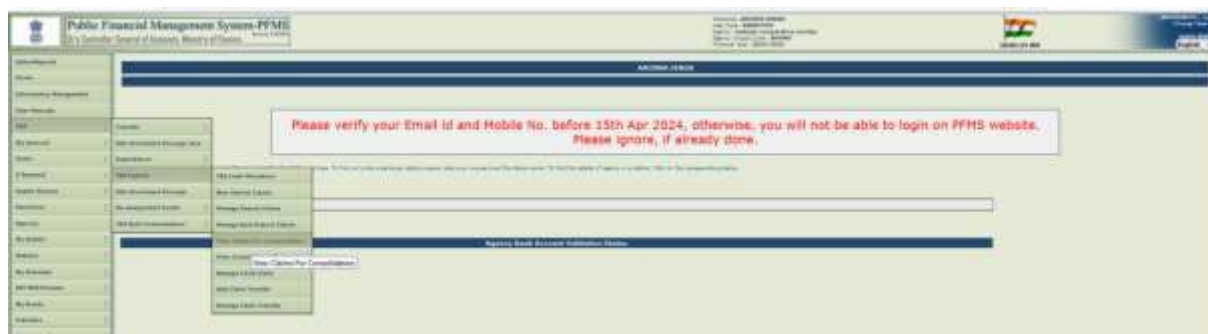
Simultaneously it will also be available to the DO User of Funding Agency for initiation of transferring the claim for approval to the DA user of Funding Agency after 3.00 PM

IMPORTANT: Digitally signed claims by Recipient Agencies, received by PFMS before 3.00 PM will be available the same day to the Funding Agency and those signed after 3.00 PM would be available to the Funding Agency, the next day after 3.00 PM, for processing of the consolidated claim.

3.7.1 View of Claim (before consolidation) at Recipient Level Agency

The purpose of this screen is to view claims for consolidation at Recipient level agency. **DO and DA Users** can view the consolidated files & its details. User will login into PFMS and can select the menu using below path.

(a) TSA→TSA-Hybrid →View Claims for Consolidation.



(b) View consolidated page will display following information:

- **Scheme:** User will select scheme name from dropdown.
- **Account number:** User will select account which is already TSA Hybrid flagged.

Financial Management System-PFMS
General of Accounts, Ministry of Finance

Version: 2023/04/01
User Type: ADMIN
Login: admin@pfms.gov.in
System Sanction Code: 000000
Financial Year: 2023-2024

Note: Data will come on this page after the last signatory signed on claim file.

View Claims

Scheme:

Account No:

Received Sanction Code:

Issuing Unit:

Agency Sanction Code:

From Date:

To Date:

PFMS - Financial Management System - A Hybrid System

- **Received Sanction List:** User will select sanction number from select sanction number hyperlink and then click on add button

Financial Management System-PFMS
General of Accounts, Ministry of Finance

Version: 2023/04/01
User Type: ADMIN
Login: admin@pfms.gov.in
System Sanction Code: 000000
Financial Year: 2023-2024

Note: Data will come on this page after the last signatory signed on claim file.

View Claims

Scheme:

Account No:

Received Sanction Code:

Issuing Unit:

Agency Sanction Code:

From Date:

To Date:

PFMS - Financial Management System - A Hybrid System

Select

Sanction Number	Sanction Description
144754477A	AGRICULTURE RESIDENT AGRICULTURE INITIATIVE

Financial Management System-PFMS
Ministry of Agriculture, Government of India

Note: Data will come on this page after the last signature signed on claim file.

View Claims

Agency:

Sanction Number:

Function Head:

Amount:

From Date:

To Date:

Search

Sl. No.	Sanction Number	Function Head	Amount	Sanctioned Amount	Total Cost	Sanctioned Expenditure	Balance
1	10000000000000000000	10000000000000000000	10000000000000000000	10000000000000000000	10000000000000000000	10000000000000000000	10000000000000000000

- **Hierarchy level:** User will select the hierarchy level from dropdown list.
- **Agency Unique Code:** User will select the agency unique code from dropdown list.
- **From Date:** User will select from date from calendar selection.
- **End date:** User will select end date from calendar selection.
- **Search Button:** User will click on search button then screen will appear with claim details.

Financial Management System-PFMS
Ministry of Agriculture, Government of India

Note: Data will come on this page after the last signature signed on claim file.

View Claims

Agency:

Sanction Number:

Function Head:

Amount:

From Date:

To Date:

Search

Sl. No.	Sanction Number	Function Head	Amount	Sanctioned Amount	Total Cost	Sanctioned Expenditure	Balance
1	10000000000000000000	10000000000000000000	10000000000000000000	10000000000000000000	10000000000000000000	10000000000000000000	10000000000000000000

- Details of Claim files can be viewed by clicking on hyperlink Sanction Number.

3.7.2 View Consolidated Claim files by DO and DA Users

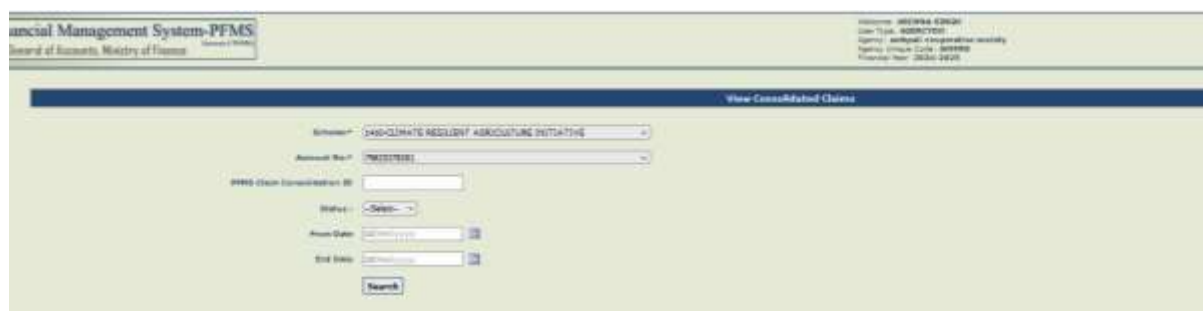
The purpose of this functionality is to view the consolidated claim files. **Respective Parent Agency DO and DA Users** can view the consolidated files & its details. User will login into PFMS and can select the menu using below path.

(a) TSA→TSA-Hybrid →View Consolidated Claims.



(b) View consolidated page will display following information:

- Scheme: User will select scheme from dropdown.
- Bank Account: User will select account whose scheme has been mapped in PFMS and status is approved.
- PFMS Claim Consolidation ID: User will enter PFMS Claim Consolidation ID.
- Status: User will select status from dropdown.
- From Date: User will select from date from calendar selection.
- End date: User will select end date from calendar selection



- **Search Button:** User will click on search button a following screen with relevant consolidation details will appear.

PFMS Claim Consolidation ID	No. of Claim File	Gross Amount	Net Amount	Deduction Amount	Created Date	Created By
PFMS00000001	1	100.00	100.00	0.00	12/01/2019	Admin
PFMS00000002	1	100.00	100.00	0.00	12/01/2019	Admin
PFMS00000003	1	100.00	100.00	0.00	12/01/2019	Admin
PFMS00000004	1	100.00	100.00	0.00	12/01/2019	Admin
PFMS00000005	1	100.00	100.00	0.00	12/01/2019	Admin

(c) Hyperlink is available under PFMS Claim Consolidation Id: User will click on hyperlink then following screen will appear

Claim ID	Agency Name	Sanction Number	Sanction Number	Amount	Approval Date	Approval By	Balance Sheet Other Claim Approval
1	Ministry of Finance	100.00.00.00	100.00.00.00	100.00	12/01/2019	Admin	
2	Ministry of Finance	100.00.00.00	100.00.00.00	100.00	12/01/2019	Admin	

- Details of Claim files can be viewed by clicking on hyperlink Sanction Number.

3.8 Claim Transfer at Funding Agency DO User

3.8.1 Add Claim Transfer

The purpose of this functionality is to add TSA claim transfer against the consolidated claim file received from Recipient Agency. This is two level approval process i.e. initiated by DO and review & approval by DA User.

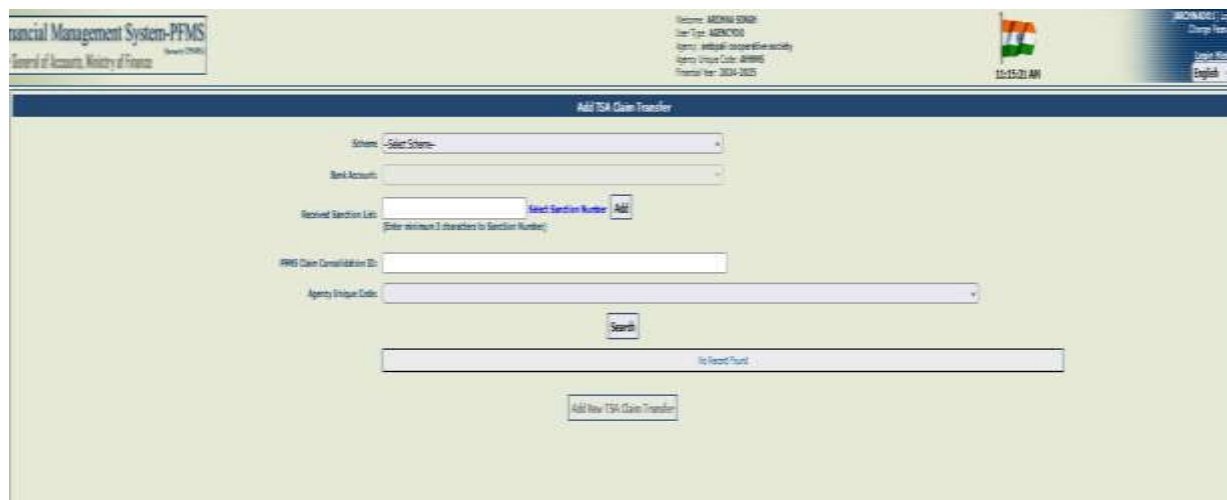
Funding Agency DO User will login into PFMS and can select the menu using the path below.

(a) TSA → TSA-Hybrid → Add Claim Transfer.

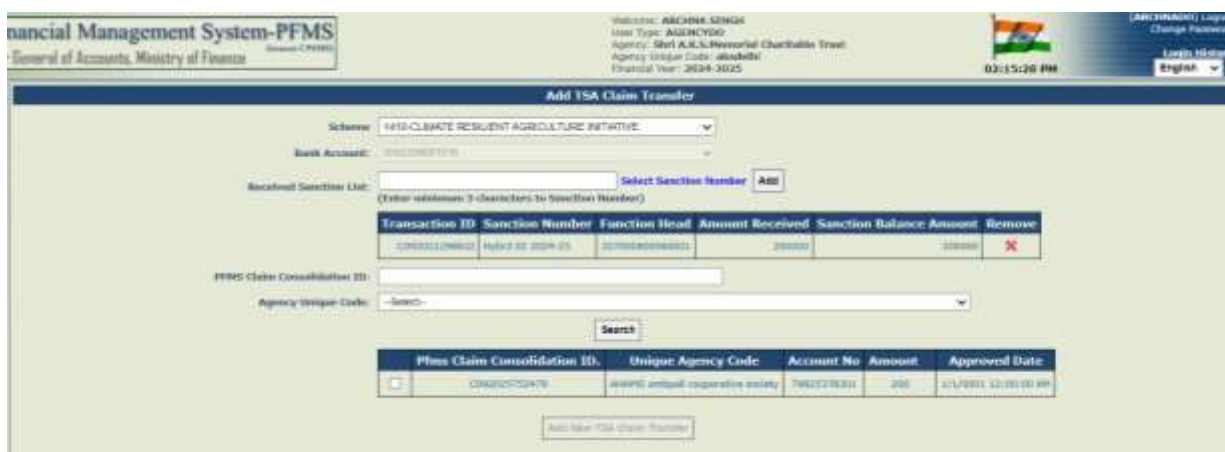
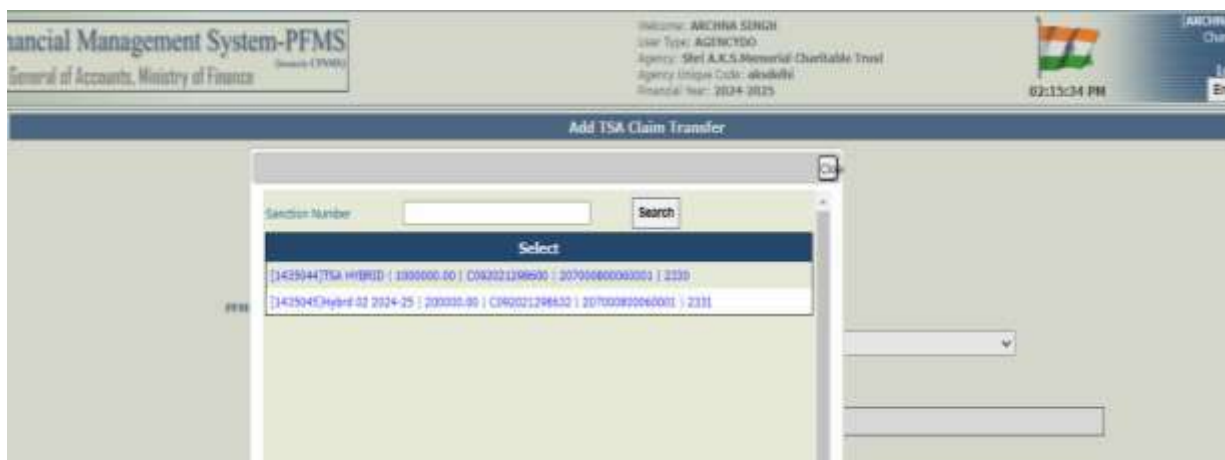


(b) Add TSA claim Transfer page will display following details.

- **Scheme:** User will select scheme from dropdown. Based on Scheme name selection all the associated Bank account numbers will be displayed in drop down.
- **Bank Account:** User will select account from dropdown selection.



- **Received Sanction List:** User will select sanction number from select sanction number hyperlink and then click on add button.



- **PFMS Claim Consolidation ID:** User will enter PFMS Claim Consolidation ID
- **Agency Unique Code:** User will select the agency unique code from dropdown list.
- **Search Button:** User will click on search button then following screen will appear.



(c) User will select the checkbox for the Claim Consolidation ID for which user has to create TSA claim transfer.

Note- User can do single or multiple selection as per requirement.

Add TSA Claim Transfer

Scheme: 1410-CLIMATE RESILIENT AGRICULTURE INITIATIVE

Bank Account: 14100000000000000000

Received Sanction List:

Transaction ID	Sanction Number	Function Head	Amount Received	Sanction Balance	Amount	Remove
14100000000000000000	Hybrid 02 2024-25	01000000000000000000	200000	200000	200000	X

PFMS Claim Consolidation ID: 14100000000000000000

Agency Unique Code: -Select-

Search

PFMS Claim Consolidation ID	Unique Agency Code	Account No	Amount	Approved Date
14100000000000000000	14100000000000000000	14100000000000000000	200	1/1/2024 12:00:00 AM

Add New TSA Claim Transfer

(d) User will click on Add New TSA claim transfer button.” Create TSA Claim Transfer” page will open.

Create TSA Claim Transfer

Scheme: 1410-CLIMATE RESILIENT AGRICULTURE INITIATIVE

Bank Account: 14100000000000000000

Project: -Select-

Received Sanction List:

Transaction ID	Sanction Number	Function Head	Amount Received	Sanction Balance	Amount
14100000000000000000	Hybrid 02 2024-25	01000000000000000000	200000	200000	200000

Letter/Office Order No.: 14100000000000000000

Office Order Letter Attachment (if any): 14100000000000000000

Uploaded Sanction Letter: Remove

Sanction Date: 1/1/2024

Actual Transaction Date: 1/1/2024

Total Available Amount: 1100000

Total Amount: 200

Remarks: 14100000000000000000

Voucher Number: 14100000000000000000

PFMS Claim Consolidation ID	Unique Agency Code	Account No	Amount	Approved Date	Approved By
14100000000000000000	14100000000000000000	14100000000000000000	200	1/1/2024 12:00:00 AM	

Submit Reset Back

(e) User will enter/select following details:

- **Scheme:** Select scheme from dropdown.
- **Bank Account:** Select account from dropdown selection.
- **PFMS Claim Consolidation ID:** The already entered PFMS Claim Consolidation ID by the user will appear.
- **Letter/Office Order No.:** Enter the Letter/Office Order No.
- **Office Order Letter Attachment** (if any): To upload Office Order Letter (4MB) from upload button.
- **Uploaded Sanction Letter:** To remove uploaded sanction letter.

- **Sanction Date:** To select sanction date from calendar selection.
- **Actual Transaction Date:** To select actual transaction date from calendar selection.
- **Total Available Amount:** Total available amount will be displayed as per selected Sanction.
- **Total Amount:** Gross amount of the claim.
- **Narration:** To enter remarks under narration field.
- **Voucher Number:** Voucher number will be displayed.
- Following screen with consolidated claim details will appear.

The screenshot shows the 'Create TSA Claim Transfer' form in the Social Management System-PFMS. The form includes the following fields and sections:

- Sanction Date:** A date picker field.
- Actual Transaction Date:** A date picker field.
- Total Available Amount:** A text field displaying the available amount.
- Total Amount:** A text field for the gross amount of the claim.
- Narration:** A text area for entering remarks.
- Assignment Sanction Used:** A table with columns: Transaction ID, Sanction Number, Function Head, Amount Received, Sanction Balance, and Remarks.
- Submit Button:** A button to submit the claim transfer.

(f) Three Button will be available.

- **Submit button** to submit the TSA claim transfer.
- **Reset button** to clear the selection.
- **Back button** to return to previous page.

(G) User will click on submit button then the message 'Record submitted successfully' will be available.

The screenshot shows the 'Record submitted successfully' message in the Social Management System-PFMS. The message displays the following details:

- Claim Transfer Details:**
 - Letter/office order no.: 21548796
 - Actual Transaction Date: 7/11/2024 12:00:00 AM
 - Bank Account: 0552258001016
 - Amount: 150.0000
 - Status: Submitted
 - Not Payable Before: 1/1/0001 12:00:00 AM
 - Letter/office order Date: 7/11/2024 12:00:00 AM
 - Scheme Name: CLIMATE RESILIENT AGRICULTURE INITIATIVE
 - Project:
 - Purpose of Expenditure: Record Submitted
 - Remark: Record Submitted
 - Uploaded Office Order Letter: 26_SASPMRGN/11/2024
- Assignment Sanction Used:** A table with columns: Assignment, Transaction, Transaction, Function, Amount, and Sanction Balance.

3.8.2 View Claim Transfer at Funding Agency DO User

The purpose of this functionality is to view TSA claim transfer details. **DO/DA User** can view this screen. Using this screen, the status of submitted file can be viewed by DO. Users will login into PFMS and can select the menu using the path below.

(a) TSA→TSA-Hybrid →Manage Claim Transfer.



(b) Add TSA claim Transfer page will display following details.

- **Scheme:** To select scheme name from dropdown.
- **Bank Account:** To select account from dropdown selection
- **Sanction number:** To enter section number
- **Status:** To select status from dropdown
- **Amount from:** To enter the amount from
- **Amount to:** To enter the amount to
- Two buttons are available in this screen.
 - **Search** button - to search TSA claim details
 - **Reset** button - to clear selected data

Financial Management System-PFMS
General of Accounts, Ministry of Finance

Welcome: ARCHANA SINGH
User Type: AGENT/DO
Agency: ANAND cooperative society
Agency Unique Code: ANAND
Financial Year: 2024-2025

12:37:46 PM

Manage TSA Claim Transfer

Manage TSA Claim Transfer

Scheme: HYDROCLIMATE RESILIENT AGRICULTURE

Bank Account: 0000000000

Project: 0000000000

Sanction Number:

Status: 00

Amount From:

Amount To:

Search Reset

No record found...

(c) After user clicks on search button following screen with claim transfer details will appear.

Financial Management System-PFMS
General of Accounts, Ministry of Finance

Welcome: ARCHANA SINGH
User Type: AGENT/DO
Agency: Shri A.R.S. Memorial Charitable Trust
Agency Unique Code: ANAND
Financial Year: 2024-2025

02:55:36 PM

Manage TSA Claim Transfer

Manage TSA Claim Transfer

Scheme: HYDROCLIMATE RESILIENT AGRICULTURE

Bank Account: 0000000000

Project: 0000000000

Sanction Number:

Status: 00

Amount From:

Amount To:

Search Reset

Letter/Office Order No.	Debit Batch No.	Sanction Date	Actual Transaction Date	Amount	Scheme Code - Scheme Name	Project Name	Status
00000000	0000000000	11/07/2024	11/07/2024	100	CLIMATE RESILIENT AGRICULTURE INITIATIVE		Approved
00000000	0000000000	06/07/2024	06/07/2024	200	CLIMATE RESILIENT AGRICULTURE INITIATIVE		Approved

(d) Hyperlink is available on **Letter/Office Order No.** User will click on hyperlink; TSA Claim Transfer Details Page will open which consists of following details.

- Claim Transfer Details
- Assignment Sanction Used
- Receiving Vendors details

Financial Management System-PFMS
General of Accounts, Ministry of Finance

Username: ARUNIMA SINGHA
User Type: ARUNIMA SINGHA
Agency: Govt A.K.S. Memorial Charitable Trust
Agency Contact Code: 00000000
Financial Year: 2023-2024

01:58:15 PM

TSA Claim Transfer Details

Claim Transfer Details

Letter/Office order no.: 33346796
Actual Transaction Date: 11/11/2024 12:00:00 AM
Bank Account: 0000000000000000
Amount: 250.0000
Status: Approved
Not Payable Before: 11/11/2024 12:00:00 AM

Letter/Office order Date: 11/11/2024 12:00:00 AM
Scheme Name: 11/11/2024 12:00:00 AM
Project:
Purpose of Expenditure: Approval
Remarks: Approved
Uploaded Office Order Letter: 25_000000000000_2024

Assignment Sanction Sheet

Assignment Sanction	Transaction ID	Transaction Amount	Function Head	Amount Received	Sanction Balance Amount
TSA Hybrid	0000000000000000	250.0000	0000000000000000	250.0000	0000000000000000

Receiving Vendors

Receiving Party Name	Payment mode	Account Number	IFSC Code	Expenditure Amount
central cooperative society (ARUNIMA)	Payment mode: Digital Signature	0000000000000000	0000000000000000	250.0000

3.8.3 Approve Claim Transfer

The purpose of this screen is to manage and approve TSA claim transfer. The responsibility is to manage and approve Claim has been provided to **Agency DA User**. Users will login into PFMS and can select the menu using the path below.

(a) TSA→TSA-Hybrid →Manage Claim Transfer.

Public Financial Management System-PFMS
Govt Controller General of Accounts, Ministry of Finance

Username: ARUNIMA SINGHA
User Type: ARUNIMA SINGHA
Agency: central cooperative society
Agency Contact Code: 00000000
Financial Year: 2023-2024

ARUNIMA SINGHA

Please verify your Email id and Mobile No. before 15th Apr 2024, otherwise, you will not be able to log PFMS website. Please ignore, if already done.

Agency Bank Account Validation Status

Manage Claim Transfer

(b) Add TSA claim Transfer page will display following details.

- **Scheme:** To select scheme name from dropdown.
- **Bank Account:** To select account from dropdown selection

- Sanction number: To enter section number.
- Status: To select status from dropdown.
- Amount from: To enter the amount from.
- Amount to: To enter the amount to.
- Two buttons are available in this screen.
 - Search button to search TSA claim details.
 - Reset button to clear selected data

Financial Management System-PFMS
General of Accounts, Ministry of Finance

Manage TSA Claim Transfer

Scheme: 140-CLIMATE RESILIENT AGRICULTURE

Bank Account: 68000000000000000000

Project: 68000000000000000000

Sanction Number:

Status: All

Amount From:

Amount To:

Search Reset

(c)After user clicks on search button following screen will appear showing claim transfer details for approval.

Financial Management System-PFMS
General of Accounts, Ministry of Finance

Manage TSA Claim Transfer

Scheme: 140-CLIMATE RESILIENT AGRICULTURE

Bank Account: 68000000000000000000

Project: 68000000000000000000

Sanction Number:

Status: All

Amount From:

Amount To:

Search Reset

Letter/Office Order No.	Debit Batch No.	Sanction Date	Actual Transaction Date	Amount	Scheme Code - Scheme Name	Project Name	Status
14000000000000000000	14000000000000000000	14000000000000000000	14000000000000000000	14000000000000000000	140-CLIMATE RESILIENT AGRICULTURE	140-CLIMATE RESILIENT AGRICULTURE	Approved
14000000000000000000	14000000000000000000	14000000000000000000	14000000000000000000	14000000000000000000	140-CLIMATE RESILIENT AGRICULTURE	140-CLIMATE RESILIENT AGRICULTURE	Approved
14000000000000000000	14000000000000000000	14000000000000000000	14000000000000000000	14000000000000000000	140-CLIMATE RESILIENT AGRICULTURE	140-CLIMATE RESILIENT AGRICULTURE	Approved

(d)Hyperlink is available on **Letter/Office Order No.** User will click on hyperlink, "TSA Claim Transfer Details" Page will open which consists of following details.

- Claim Transfer Details
- Assignment Sanction Used
- Receiving Vendors details

(e)Three buttons are available in this screen.

- **Approve** button to approve the claim transfer
- **Reject** button to reject the claim transfer
- **Back button** to return to previous page

Financial Management System-PFMS
Controller General of Accounts, Ministry of Finance

User Name: AG29C954
Agency: BSR A.R.S. Memorial Charitable Trust
Agency Unique Code: 444444
Financial Year: 2024-2025

85:00:15 PM

TSA Claim Transfer Details

Claim Transfer Details

Letter/Office order No.: 12345678
Actual Transaction Date: 15/11/2024 12:00:00 AM
Batch Account: 1000000000000000
Amount: 1000000
Status: Approved
Not Payable Scheme: 5/1/2002 12:00:00 AM

Letter/Office order Date: 15/11/2024 12:00:00 AM
Scheme Name: CLAIMS VERIFICATION AUTHORITY
Project:
Purpose of Expenditure: Approved
Receipt: Approved
Upgraded Office Order Letter: 1234567890123456

Assignment Sanction Sheet

Assignment Sanction	Transaction ID	Transaction Amount	Function Head	Amount Received	Sanction Balance Amount
TSA Hybrid	1234567890123456	1000000	1000000000000000	1000000	1000000

Receiving Parties

Receiving Party Name	Payment mode	Account Number	IFSC Code	Expenditure Amount
BSR A.R.S. Memorial Charitable Trust	Electronic transfer	1234567890123456	1000000000000000	1000000

Approve Reject Back

3.9 DSC Batch Creation by authorised signatory

The purpose of this screen is to create batch of claim files to be digitally signed by **authorized signatory** after approval by DA user. User will login into PFMS and can select the menu using the path below.

(a) TSA→TSA DSC Batch Creation.

Public Financial Management System-PFMS
Controller General of Accounts, Ministry of Finance

User Name: AG29C954
Agency: BSR A.R.S. Memorial Charitable Trust
Agency Unique Code: 444444
Financial Year: 2024-2025

ABHIRAM SINGH

Please verify your Email id and Mobile No. before 15th Apr 2024, otherwise, you will not be able to access PFMS website. Please ignore, if already done.

Agency Bank Account Validation Status

(b) Batch File Creation page will display following details.

- **Scheme:** To select scheme from dropdown.
- **Module:** It will consist of two options - Claim transfer and Expenditure. User need to select Claim transfer from dropdown list for TSA-Hybrid claims.
- **Payment Transaction ID:** To enter Payment Transaction ID.
- **Account Number:** To select account number from dropdown.

- **Approved By:** To select approver from dropdown.
- Two buttons are available in this screen.
 - **Search** button - to search digital sign payment file, rejected file and digital signed payment file.
 - **Reset** button - to clear selected data.


(c) Three tabs are available:

- **Digital Sign Payment File:** XML generated and unsigned payment files will show under this tab.
- **Digital Signed Payment File:** Payment Files which are signed will show under this tab.
- **Reject Payment File:** Payment Files which are rejected will show under this tab.

(d) **Generate Payment Batch File:** Up to 20 files can be selected for generation of batch.


Select a file	Account No	Batch Number	Voucher No	Payment Advice No	No. Of Beneficiary	Amount	Payment File Name	Created By	Created On	Approved By	Approved On	Reject	Old Batch Number
<input type="checkbox"/>	PFMS000001	PFMS000001	PFMS000001	PFMS000001	1	100.00	PFMS000001-PFMS000001-100.00.xml	ARORA SUDHA	15/07/2024	ARORA SUDHA	15/07/2024	Reject	
<input type="checkbox"/>	PFMS000001	PFMS000001	PFMS000001	PFMS000001	1	100.00	PFMS000001-PFMS000001-100.00.xml	ARORA SUDHA	15/07/2024	ARORA SUDHA	15/07/2024	Reject	
<input type="checkbox"/>	PFMS000001	PFMS000001	PFMS000001	PFMS000001	1	100.00	PFMS000001-PFMS000001-100.00.xml	ARORA SUDHA	15/07/2024	ARORA SUDHA	15/07/2024	Reject	
<input type="checkbox"/>	PFMS000001	PFMS000001	PFMS000001	PFMS000001	1	100.00	PFMS000001-PFMS000001-100.00.xml	ARORA SUDHA	15/07/2024	ARORA SUDHA	15/07/2024	Reject	
<input type="checkbox"/>	PFMS000001	PFMS000001	PFMS000001	PFMS000001	1	100.00	PFMS000001-PFMS000001-100.00.xml	ARORA SUDHA	15/07/2024	ARORA SUDHA	15/07/2024	Reject	
<input type="checkbox"/>	PFMS000001	PFMS000001	PFMS000001	PFMS000001	1	100.00	PFMS000001-PFMS000001-100.00.xml	ARORA SUDHA	15/07/2024	ARORA SUDHA	15/07/2024	Reject	

(e) User can review and print "PFMS Generated Print Payment advice" by clicking on hyperlink under Payment Advice No.

- 

Financial Management System-PFMS
General Accounts, Ministry of Finance

Reference: 48C2984 230629
User Type: 42230 9999
Agency: State A & S, Government of Karnataka
Agency Contact Email: 48C2984@pfms.gov.in
Registration No: 2324 4235



82.40.22 PM
13/06/2024

Note: Please open PFMS website in Internet Explorer for successful Digital Signature.

Batch File Creation

Agency:

Payment Transaction ID:

Account No:

Approved By:

[Digital Sign Payment File](#) |
 [Approved File](#) |
 [Digital Sign Payment File](#)

Select a file	Account No	Bank Name	Branch No	Payment Advice No.	No Of Beneficiary	Amount	Payment File Name	Created By	Created On	Approved By	Approved On	Subject	Old Batch Number
<input type="checkbox"/>	48C2984019	48C2984 230629	48C2984 230629	48C2984 230629	1	100.00	48C2984 230629 48C2984 230629	48C2984	13/06/2024	48C2984	13/06/2024	Subject - Search -	
<input type="checkbox"/>	48C2984019	48C2984 230629	48C2984 230629	48C2984 230629	1	100.00	48C2984 230629 48C2984 230629	48C2984	13/06/2024	48C2984	13/06/2024	Subject - Search -	
<input type="checkbox"/>	48C2984019	48C2984 230629	48C2984 230629	48C2984 230629	1	100.00	48C2984 230629 48C2984 230629	48C2984	13/06/2024	48C2984	13/06/2024	Subject - Income & Amount -	
<input type="checkbox"/>	48C2984019	48C2984 230629	48C2984 230629	48C2984 230629	1	100.00	48C2984 230629 48C2984 230629	48C2984	13/06/2024	48C2984	13/06/2024	Subject - Search -	
<input type="checkbox"/>	48C2984019	48C2984 230629	48C2984 230629	48C2984 230629	1	100.00	48C2984 230629 48C2984 230629	48C2984	13/06/2024	48C2984	13/06/2024	Subject - Search -	752
<input type="checkbox"/>	48C2984019	48C2984 230629	48C2984 230629	48C2984 230629	1	100.00	48C2984 230629 48C2984 230629	48C2984	13/06/2024	48C2984	13/06/2024	Subject - Search -	

[illegible]

- (h) To generate payment batch file user needs to click on hyperlink under particular Payment Advice No. and then click on Review and close option. A check box for reviewed Payment Advice No. will be enabled for generation of Payment Batch file.

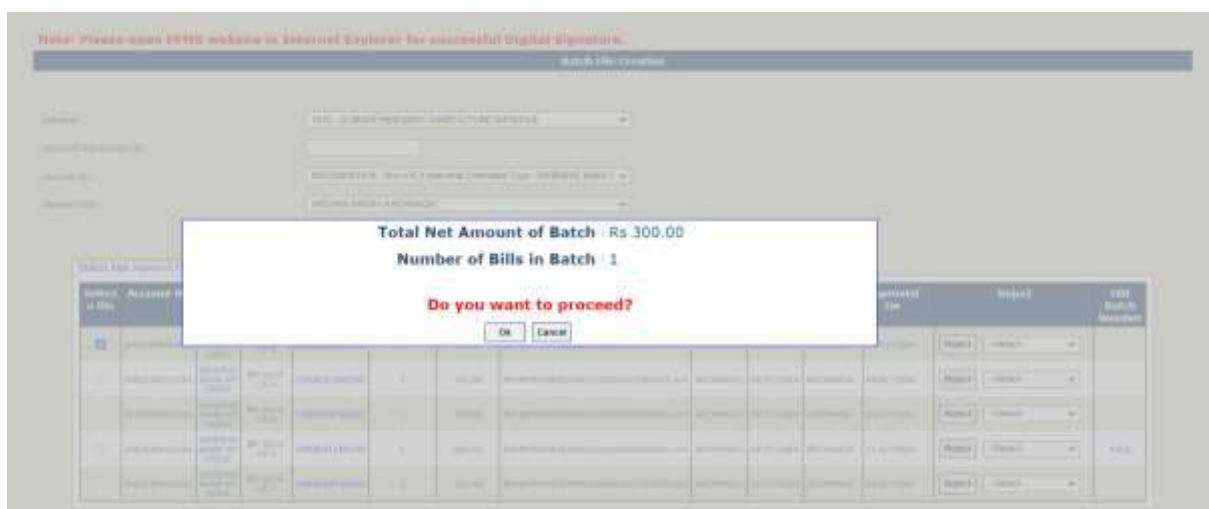
Account No:

Approved By:

Digital Sign Payment File | Rejected File | Digital Signed Payment File

Select a file	Account No.	Bank Name:	Voucher No.	Payment Advice No.	No Of Beneficiary	Amount	Payment File Name:	Created By	Created On	Approved By	Approved On	Reject	Old Batch Number
<input checked="" type="checkbox"/>	SRCLNBS0100A	ATC(2)RBS BANK OF INDIA	BP-2024- 25-6	CPO022198763	5	232.36	BPMSPYPS0221980001812247164002.dta	AKCHHAJA	18/07/2024	AKCHHAJA	18/07/2024	<input type="button" value="Reject"/> <input type="button" value="-Select-"/>	
<input type="checkbox"/>	SRCLNBS0101B	ATC(2)RBS BANK OF INDIA	BP-2024- 25-6	CPO022198765	5	232.49	BPMSPYPS0221980001812247164003.dta	AKCHHAJA	18/07/2024	AKCHHAJA	18/07/2024	<input type="button" value="Reject"/> <input type="button" value="-Select-"/>	
<input type="checkbox"/>	SRCLNBS0104A	ATC(2)RBS BANK OF INDIA	BP-2024- 25-6	CPO022198764	5	232.28	BPMSPYPS0221980001812247164001.dta	AKCHHAJA	18/07/2024	AKCHHAJA	18/07/2024	<input type="button" value="Reject"/> <input type="button" value="-Select-"/>	
<input type="checkbox"/>	SRCLNBS0101B	ATC(2)RBS BANK OF INDIA	BP-2024- 25-1	CPO022198765	5	232.49	BPMSPYPS0221980001812247164003.dta	AKCHHAJA	18/07/2024	AKCHHAJA	11/07/2024	<input type="button" value="Reject"/> <input type="button" value="-Select-"/>	T012
<input type="checkbox"/>	SRCLNBS0101A	ATC(2)RBS BANK OF INDIA	BP-2024- 2017	CPO022198765	5	232.36	BPMSPYPS0221980001812247164001.dta	AKCHHAJA	11/07/2024	AKCHHAJA	11/07/2024	<input type="button" value="Reject"/> <input type="button" value="-Select-"/>	

- (g) Popup message will show 'Do you want to proceed?' Click on ok to proceed. The next page will show successful message 'Payment batch file for selected Bill(s) has been generated successfully. Batch No is :TXXX'



The purpose of this screen is to Digitally Sign batch files. The responsibility of Digital Signature batch files is provided to Authorised Signatory. Users will login into PFMS and can select the menu using the path below.

Controller General of Accounts, DoE, MOF, GoI



(b) Digital Sign file page will consist of following details.

- **Scheme:** To select scheme from dropdown.
- **Batch No.:** To enter batch number
- **Account Number:** To select account number from dropdown.
- **Payment Transaction ID:** To enter Payment Transaction ID
- **Approved By:** To select approver from dropdown.
- **Rejected By:** To select rejected by (DA user) from dropdown
- Two buttons are available in this screen.
 - **Search button** - to show the batch file for digital signature.
 - **Reset button** - to clear selected data.



(c) User will click on search button. Following screen containing generated batch file details will appear with action buttons.

(d) User will click on hyperlink under Download Payment File to download batch file.

Financial Management System-PFMS General Accounts, Ministry of Finance <small>Budget FY-2024-25</small>		<small>Language: ARABICIA DONGAI</small> <small>User Type: AUSTPCDA</small> <small>Agency: West Bank & Jerusalem Occupiable Trust</small> <small>Agency Contact Code: 00000000</small> <small>Fiscal Year: 2024-2025</small>		 <small>07/02/2025 PM</small>		<small>(Add Translation) - English</small> <small>Login ID:</small> <small>English w</small>		
Digital Sign File								
Download DSC Windows Application (Version : 3.0.1.0)								
Signature:		WIS - CLIMATE RESILIENT AGRICULTURE INITIATIVE ▾						
Batch No.		<input type="text"/>						
Account No.		INDUSTRY01018 - Syria & Lebanon Climate Trust - AGSOPUS BANK ▾						
Payment Transaction ID:		<input type="text"/>						
Approved By:		AYOUB BACH JARCHMAD ▾						
Signed By:		[Blank] ▾						
		<input type="button" value="Search"/>		<input type="button" value="Reset"/>				
Show Current Signature Configuration								
Batch Number	Number of RfIs	Batch Date	Total Net Amount	Digital Sign	Delete Batch For Reason	Return Batch	Batch Generated By (Login Id)	Download Payment File
T023	1	07/12/2024 02:06:32 PM	300.00	<input type="button" value="DigitalSign"/>	<input type="button" value="Delete Batch"/>	<input type="button" value="ReturnBatch"/>	ARABICA DONGAI (ARCDONGAI@)	Summary_BatchT023.pdf

Note-Do not refresh or click on back button.

Financial Management System-PFMS
General of Accounts, Ministry of Finance

Username: ARJUNA SINGH
User Type: ARJUNA SINGH
Agency: Shri A.P.J. Memorial Charitable Trust
Agency Chapter Code: 0000000
Financial Year: 2024-2025

03-12-27 PM

Logout

Digitally Sign File

Download DSC Window Application (Version : 1.0.1.4)

Do not refresh and click on back button. For DSC Status update please click on Get DSC Status

Scheme: 1410 - CLIMATE RESILIENT AGRICULTURE INITIATIVE

Batch No:

Account No: 05225001010 - Shri A.P.J. Memorial Charitable Trust - RESERVE BANK ()

Payment Transaction ID:

Approved By: ARJUNA SINGH (ARJUNA)

Authorized By: -Select-

Search Reset

Show Current Signatory Configuration

Batch Number	Number of Bills	Batch Date	Total Net Amount	Digital Sign	Delete Batch For Return	Return Batch	Batch Generated By (Login Id)	Download Payment File
T022	5	27/12/2024 12:04:29 PM	250.00	Get Status	Delete Batch	Return Batch	ARJUNA SINGH (ARJUNA)	Summary_Batch02224.pdf

(g)The next page will show message "Payment file has been signed"

Financial Management System-PFMS
General of Accounts, Ministry of Finance

Username: ARJUNA SINGH
User Type: ARJUNA SINGH
Agency: Shri A.P.J. Memorial Charitable Trust
Agency Chapter Code: 0000000
Financial Year: 2024-2025

03-12-27 PM

Logout

Digitally Sign File

Download DSC Window Application (Version : 1.0.1.4)

Payment file has been signed.

Scheme: 1410 - CLIMATE RESILIENT AGRICULTURE INITIATIVE

Batch No:

Account No: 05225001010 - Shri A.P.J. Memorial Charitable Trust - RESERVE BANK ()

Payment Transaction ID:

Approved By: ARJUNA SINGH (ARJUNA)

Authorized By: -Select-

Search Reset

Show Current Signatory Configuration

Batch Number	Number of Bills	Batch Date	Total Net Amount	Digital Sign	Delete Batch For Return	Return Batch	Batch Generated By (Login Id)	Download Payment File
T022	5	27/12/2024 12:04:29 PM	250.00	Digitally Sign	Delete Batch	Return Batch	ARJUNA SINGH (ARJUNA)	Summary_Batch02224.pdf

Note: Post Digital Signatures of claim file by Authorised Signatory of Funding Agency, the demand file can be pushed by concerned Recipient Agencies to their ZBSA Accounts on receipt of ACK as well as Debit Notification from RBI. Thereafter, the payments will be executed to the concerned bank accounts of vendors/beneficiaries from their respective ZBSAs.

4 Abbreviations

Abbreviations	
PD	Program Division
DDO	Drawing and Disbursing officer
SA	Savings Accounts
TSA	Treasury Single Account
Government SAs	Government Sub-Agencies
IAs	Implementing Agencies
AB	Autonomous Body
CFI	Consolidated Fund of India
CGA	Controller General of Accounts
CNA	Central Nodal Agency
DoE	Department of Expenditure
DSC	Digital Signature Certificate
GFR	General Financial Rules
PAO	Pay & Accounts Officer
PFMS	Public Finance Management System
RBI	Reserve Bank of India
ZBSA	Zero Balance Subsidiary Account