

MOST URGENT

No.MF-CGA/ITD/Supports/2017-18/3050
Ministry of Finance, Department of Expenditure
Office of the Controller General of Accounts
Block "E", Mahalekha Niyantarak Bhawan
G.P.O. Complex, INA, New Delhi

Office Memorandum

Dated : March 23, 2018

Subject: Regarding processing of March, 2018 salary on PFMS portal.

As on date 477 PAOs are on board PFMS. Various users viz Program Divisions (PDs), Drawing and Disbursing Officer (DDOs), Pay & Accounts Offices (PAOs) etc are doing their daily transactions through PFMS portal. In order to process the March, 2018 Salary on PFMS portal the following instructions are being issued to the users of PFMS:

For processing March, 2018 salary through COMPACT:

- A. The user will process the March, 2018 salary bills through COMPACT as usual i.e. after clicking the check box 'token for 2018-2019'. After getting the said bills passed at PAO level user, the txt file for financial year 2018-2019 is to be generated separately and uploaded on PFMS portal.
- B. User need to enter DDO wise budget allocation for 2018-2019 in PFMS before uploading the *COMPACT generated file on PFMS portal.*
- C. *Apart from the 'Salary' object head all other expenditure head will be allowed to operated in bill as 'recoveries head' i.e. with minus booking subject to the condition that its DDO wise budget allocation is available in PFMS portal.*
- D. All such payments files uploaded on PFMS portal will be available for batch generation/cheque issue on or after 1st April, 2018. However, cheque printing in such cases can be done before 1st April, 2018 also.
- E. From 1st April, 2018 onwards all the files related to Salary, GPF, Pension are allowed to be uploaded from COMPACT to PFMS portal as usual.
- F. Steps/Documentation for Pre-Check Year Closing 2017-2018 in the COMPACT is available at "[http://pao2000.nic.in/Support/Downloads/Common Patches for COMPACT Version 6.01](http://pao2000.nic.in/Support/Downloads/Common_Patches_for_COMPACT_Version_6.01)

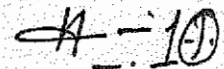
For processing March, 2018 salary through PFMS:

- G. In the month of March, 2018 itself, PD user can generate sanction by login to the financial year 2018-2019 on PFMS portal. The sanction will be generated in the same fashion as is being done in normal sanction generation.
- H. In the month of March, 2018 the sanction for the financial year 2018-2019 can be generated in respect of the object head '01-Salary', '02-Wages', '04-Pensionary charges', '23-Cost of Ration', '42-Lum-Sum provision', '63-Inter Account Transfer' only. However, the other expenditure head will be allowed to be operated in bill as 'recoveries head' i.e. with minus booking subject to the condition that its DDO wise budget allocation is available in PFMS portal.

- I. User need to enter the DDO wise budget allocation for 2018-2019 in PFMS portal before generating the sanction.
- J. All such sanctions generated in the month of March, 2018 pertaining to the financial year 2018-2019 will be allowed to be passed at PAO level user. However, the batch generation/cheque issue of the same will be allowed on or after 1st April, 2018. The cheque printing of the same will however be allowed before 1st April, 2018 also.
- K. On 1st April, 2018 or afterwards the sanction module in PFMS portal will run normally as is being run at present. Thus, all the sanctions can be generated through the said module.

For processing March, 2018 salary through EIS:

- L. PAO should enter DDO wise budget allocation in PFMS for salary heads for the financial year 2018-2019.
- M. PAO should map Minor Head 911- Deduct Recovery under Functional Head for DDO's for the Financial Year 2018-2019 to enable "Recovery of Excess Payment", if any. Zero Budget should also be filled in the concerned Scheme Code of Deduct Recovery.
- N. The EIS Salary bills for the month of March, 2018 will be available after login in Financial Year 2018-2019, for receiving/passing at DH Level (PAO)/DDO Maker Level(CDDO).
- O. **Mapping of Scheme Code** (having Object Head other than '01') for Work Charged Staff, PAO Office is required to map Scheme Code for Work Charged Staff using the option **Reference Data→Account Heads for Salary Generation of Work Charge Employees** after Login in EIS at PAO Level.
- P. The rest of process i.e. generation of bills, passing of bills in Pay & Accounts Office will be processed by logging into the financial year 2018-19 on PFMS. However, the batch generation / cheque issue of the salary bill will be allowed in PFMS on or after 1st April,2018. The cheque printing of the same will however be allowed before 1st April, 2018 also.



(Hanumaiah K.)

Asstt. Controller General of Accounts

To

1. All Pr.CCAs/CCAs/CAs with independent charge.
2. All PAOs through uploading of this O.M. on CGA web site.
3. Sr.TD, NIC-PFMS
4. Shri. K.V. Hamza, Sr. A.O.(PFMS) for uploading this O.M. on CGA web site.
5. PS to Addl. CGA(ITD)
6. PS to Jt.CGA(ITD)