

GOVERNMENT OF INDIA
MINISTRY OF FINANCE, DEPARTMENT OF EXPENDITURE
O/o CONTROLLER GENERAL OF ACCOUNTS
GIFMIS-PFMS

Mahalekha Niyantarak Bhawan
GPO Complex, Block E, INA Colony, New Delhi

File No.I-104001/2/2022-ITD-CGA/ 26

Date: 04-06-2025

OFFICE MEMORANDUM

**Subject: Issue of Standard Operating Procedure (SOP) for Re-Initiation/
Permanent Cancellation of Failed Claims under TSA Hybrid**

The Treasury Single Account (TSA)/TSA Hybrid module under the Public Financial Management System (PFMS) has been developed to enable timely, efficient, and "just-in-time" fund disbursement for Central Sector Schemes through an integrated platform comprising PFMS, the Reserve Bank of India, and Scheduled Commercial Banks.

2. In order to ensure greater operational flexibility and to address instances of transaction failure, a functionality has been developed in PFMS to facilitate the re-initiation/permanent cancellation of failed claims by agency users, in Hybrid TSA. This will allow corrective action in case of earlier errors or technical failures and help maintain the integrity and continuity of the claims process.

3. A **Standard Operating Procedure (SOP)** has accordingly been prepared to guide users—particularly at the Data Operator (DO) and Data Approver (DA) levels.

4. The SOP enclosed as **Annexure-I**, is to be followed in all cases where claims have failed under TSA Hybrid, to ensure timely resolution and improved financial governance.

5. It is requested that the SOP may be circulated to all the concerned CNAs/Implementing Agencies to bring this to the notice of concerned users and ensure strict adherence to the process outlined therein.

This is issued with the approval of the competent authority.



(Anupam Raj)

Dy. Controller General of Accounts

Encl: as above

To:

All Pr CCAs/CCAs/Cas with independent charge with the request to get the OM circulated to Program Divisions and all concerned Agencies.

Copy to:

Sr AO(GIFMIS) with the request to upload the OM on CGA Website.

STANDARD OPERATING PROCEDURE FOR REINITIATION/PERMANENT CANCELLATION OF FAILED CLAIMS IN TSA HYBRID

Introduction

TSA/TSA Hybrid is an attempt for disbursement of funds under Central Sector Schemes for more effective cash management and with an aim of achieving the goal of "Just-in-time" fund flow from the Central Ministries/Departments/Central Nodal Agencies to Autonomous Bodies/Sub-Agencies and down the line agencies through an integrated network of PFMS, RBI, and Scheduled Commercial Banks.

Furthermore, a need has emerged for reinitiating the transactions that have failed (Debit/Credit) due to various reasons at the bank's end. Through this functionality, the agency user will be able to initiate the failed claims in TSA Hybrid. This facility will Correct any previous mistakes, leading to a more precise and transparent claims process. This functionality will also minimize potential monetary setbacks by successfully recovering failed claims.

2 Steps to be followed by Agency DO/DA user for reinitiation of failed claim

2.1 Initiating a failed claim by DO user.

- a) Agency/Sub-Agency DO will follow the path: **TSA > TSA Hybrid > Reinitiate Failed Claims**

The following screen will appear:

The screenshot displays the PFMS interface for 'Failed Payment Reinitiation'. The header includes the system name 'Public Financial Management System-PFMS' and user details: 'Welcome: RJAJ 3515', 'User Type: AGENCYDO', 'Agency: CNA PZBA TO PZBA CHILD', 'Agency Unique Code: RJA300005515', and 'Financial Year: 2024-2025'. The left navigation menu lists various modules, with 'TSA Hybrid' selected. The main content area contains the following fields and buttons:

- Schema:** 1410-CLIMATE RESILIENT AGRICULTURE INITIATIVE
- Bank Account:** 62843362
- Credit/Debit Failed:** --Select--
- Old PFMS Transaction No:** [Empty field]
- From Date:** dd/mm/yyyy
- To Date:** dd/mm/yyyy
- Old Office Order Number:** [Empty field]
- Buttons:** Search, Reset

The bottom of the screen shows a list of actions related to 'Reinitiate Failed Claims', including 'Add Claim Transfer', 'Manage Claim Transfer', 'Manage TSA Hybrid Deduction', and 'Reinitiate Failed Claims'.

- b) User will select the **Scheme** and **Bank Account Number** from drop down menu.
- c) Select type of transaction failed as **Credit/Debit Failed**
- d) Click **Search**.

Failed Payment Reinitiation

Scheme:* 1410-CLIMATE RESILIENT AGRICULTURE INITIATIVE

Bank Account:* 58241841

Credit/Debit Failed:* Debit Failed

Old PFMS Transaction No:

From Date: To Date:

Old Office Order Number:

Selection	SNo	Scheme	Bank A/C	Old Letter Office Order Number	Old PFMS Transaction No	Transaction Type	Total No Of Credit	Total No Of Credit Failed	Gross Amount	Deduction Amount	Net Amount	Amount To Reinitiated	Failure Date	Failure Reason
<input type="radio"/>	1	CLIMATE RESILIENT AGRICULTURE INITIATIVE	58241841	KDOK	H072400001160	Single	1	1	90.00	0.00	90.00	90.00	12/10/2024 12:00:00 AM	
<input type="radio"/>	2	CLIMATE RESILIENT AGRICULTURE INITIATIVE	58241841	Test/Reinitiate/01	H072400000752	Bulk	9	9	385.00	68.00	317.00	317.00		

- e) Select the **transaction** from the list of failed transactions available. Select the respective radio button.
- f) Click on **Reinitiate Claim**.
Following pop up message will appear

Old Office Order Number

Do you want to Re-initiate the Transaction ?

- g) Click on **Yes**. The following screen will appear.

Reinitiate Hybrid Claim

Scheme: CLIMATE RESILIENT AGRICULTURE INITIATIVE[1410]
Bank Account: 58241841

Received Sanction Detail:

Transaction ID	Sanction Number	Function Head	Amount Received	Total Expenditure Limit	Balance Expenditure Limit
S082001068412	TSA ASSIGNMENT 2024-25	207000800060001	60000000.00	39000.00	30762.00

Letter/Office Order No.:* KDOK_1

Letter/Office Order Date:* dd/mm/yyyy

Actual Transaction Date:* 24/12/2024

Total Amount to Reinitiate: 90.0000

Total Claim Amount : 90.0000

Narration: *

Status : PendingPayeeDetails

Voucher Number:

PFMS Transaction ID :

Old Office Order No. : KDOK

Old PFMS Transaction ID : H072400001160

- h) Write comment in **Narration** Dialog Box and fill the **Letter/Office Date No.** Click on **Submit for Approval**. Following pop up message will appear

narration: * done

Are you sure to proceed ?

Transaction ID :

- i) After clicking yes, Voucher no will generate.

Amount : 90.0000

The Transaction has been saved successfully with Voucher Number:

HCP-2025-287

Order No. : KDOK

- j) Click on OK. The message will appear:
Transaction Re-Initiated successfully and Submitted to DA User.

2.2 Manage Reinitiated Claim by DO user

- a) Select type of transaction failed as **Credit/Debit Failed**.

Manage Reinitiate Hybrid Claim

Manage Reinitiate Hybrid Claim

Scheme:* 1410-CLIMATE RESILIENT AGRICULTURE INITIATIVE

Bank Account:* 50241841

Credit/Debit Failed:* Debit Failed

Letter/Office Order No.

Status: --Select--

b) Click on **Search**.

Manage Reinitiate Hybrid Claim

Manage Reinitiate Hybrid Claim

Scheme:* 1410-CLIMATE RESILIENT AGRICULTURE INITIATIVE

Bank Account:* 50241841

Credit/Debit Failed:* Debit Failed

Letter/Office Order No.

Status: --Select--

Letter/Office Order Number	Debit Batch No.	Letter/Office Order Date	Actual Transaction Date	Amount	Scheme Code- Scheme Name	Status
KDOK_1	H072400001162	24/12/2024	12/24/2024 12:00:00 AM	90.0000	1410-CLIMATE RESILIENT AGRICULTURE INITIATIVE	Submitted
Test/Reinitiate/01_1	H072400001082	17/12/2024	12/17/2024 12:00:00 AM	385.0000	1410-CLIMATE RESILIENT AGRICULTURE INITIATIVE	Rejected
21457Test Ui Claim_1	H072400001037	11/12/2024	12/12/2024 12:00:00 AM	31.0000	1410-CLIMATE RESILIENT AGRICULTURE INITIATIVE	Approved
TestMukul12	H072400000917	02/12/2024	12/9/2024 12:00:00 AM	31.0000	1410-CLIMATE RESILIENT AGRICULTURE INITIATIVE	Rejected

c) Status of the all the reinitiated failed claim can be viewed by DO user.

2.3 Approval of Reinitiated Claim by DA user

a) Agency/Sub-Agency DA will follow the path: **TSA > TSA Hybrid> Manage Claims Reinitiate**. The following screen will appear:

Public Financial Management System-PFMS
 O/o Controller General of Accounts, Ministry of Finance
 (Formerly CPSMS)

Welcome: TEST User
 User Type: AGENCYDA
 Agency: BRBU00003830 child
 Agency Unique Code: BRBU00003848
 Financial Year: 2024-2025

AdhocReports
 Home
 Scholarship Management

Manage Reinitiate Hybrid Claim

TSA Transfer
 E-Payment Expenditure
 Health Module TSA Manage InterBank Transfer
 Sanctions TSA Hybrid
 Reports TSA Signatory Configuration
 My Details DSC Assignment/Claims Files
 Masters My Assignment Funds
 My Schemes TSA DSC Batch Creation
 EAT MIS Process TSA Digital Sign Batch
 My Funds TSA DSC Management
 Transfers DSc Enrollment through
 Advances DSc Enrollment through Java
 Expenditures TSA Manage Master Project
 Bank
 Unspent Balance
 Interest Settlement

Manage Reinitiate Hybrid Claim

Scheme: 1410-CLIMATE RESILIENT AGRICULTURE INITIATIVE
 Bank Account: 50241041
 Credit/Debit Failed: --Select--
 No. []
 Status: --Select--
 Search Reset

TSA Limit Allocation
 New Hybrid Claims
 Manage Hybrid Claims
 Manage Bulk Hybrid Claims
 View Claims For Consolidation
 View Consolidated Claims
 Manage Child Claim
 Add Claim Transfer
 Manage Claim Transfer
 Manage TSA Hybrid Deduction
 Manage Claim Reinitiate
 View Reinitiate Manage Claim Reinitiate
 View TSA Hybrid Deduction

b) Select type of transaction failed as **Credit/Debit Failed**.

Manage Reinitiate Hybrid Claim

Manage Reinitiate Hybrid Claim

Scheme: 1410-CLIMATE RESILIENT AGRICULTURE INITIATIVE
 Bank Account: 50241041
 Credit/Debit Failed: Debit Failed
 Letter/Office Order No. []
 Status: --Select--
 Search Reset

Letter/Office Order Number	Debit Batch No.	Letter/Office Order Date	Actual Transaction Date	Amount	Scheme Code-Scheme Name	Status
KDOK_1	H072400001162	29/12/2024	12/24/2024 12:00:00 AM	90.0000	1410-CLIMATE RESILIENT AGRICULTURE INITIATIVE	Submitted
Test/Reinitiate/01_1	H072400001082	17/12/2024	12/17/2024 12:00:00 AM	385.0000	1410-CLIMATE RESILIENT AGRICULTURE INITIATIVE	Rejected
21457Test Uf Claim_1	H072400001037	11/12/2024	12/12/2024 12:00:00 AM	31.0000	1410-CLIMATE RESILIENT AGRICULTURE INITIATIVE	Approved
TestNukul12	H072400000917	02/12/2024	12/9/2024 12:00:00 AM	31.0000	1410-CLIMATE RESILIENT AGRICULTURE INITIATIVE	Rejected
dfsdF01	H072400000704	04/12/2024	12/4/2024 12:00:00 AM	385.0000	1410-CLIMATE RESILIENT AGRICULTURE INITIATIVE	Rejected
hdf	H072400000689	02/12/2024	12/1/2024 12:00:00 AM	385.0000	1410-CLIMATE RESILIENT AGRICULTURE INITIATIVE	ReinitiatedApproved
Vik22	H072400000731	18/11/2024	11/18/2024 12:00:00 AM	50.0000	1410-CLIMATE RESILIENT AGRICULTURE INITIATIVE	Reinitiated

c) Select the transaction which needs to be approved.

Reinitiate Hybrid Claim

Scheme: CLIMATE RESILIENT AGRICULTURE INITIATIVE[1410]
Bank Account: 58241841

Received Sanction Detail:

Transaction ID	Sanction Number	Function Head	Amount Received	Total Expenditure Limit	Balance Expenditure Limit
S082001068412	TSA ASSIGNMENT 2024-25	207000800060001	60000000.00	39000.00	30762.00

Letter/Office Order No.:* KDOK_1

Letter/Office Order Date: * 24/12/2024

Actual Transaction Date: * 24/12/2024

Total Amount to Reinitiate: 90.0000
Total Claim Amount : 90.0000
Narration: * done

Status : Submitted
Voucher Number: HCP-2025-287
PFMS Transaction ID : H072400001162
Old Office Order No. : KDOK
Old PFMS Transaction ID : H072400001160

- d) Click on **Approve/ Reject**. The pop up will appear.
 ➤ Enter Remarks

Transaction Date: * 24/12/2024

Remarks

Please Enter Remark

DONE

- e) Click on OK. The following message will appear :
Successfully Approved

Once approved, the reinitiated claims will be available on the DSC page. The configured signatory will navigate to TSA—DSC Assignment/Claim files and digitally sign the claims for further processing of reinitiated claims at the bank's end.

- Home
- Scholarship Management
- TSA
- E-Payment
- Health Module
- Sanctions
- Reports
- My Details
- Masters
- My Schemes
- EAT MIS Process
- My Funds
- Transfers
- Advances
- Expenditures

Digitally Sign File

- Transfer
- Expenditure
- TSA Manage InterBank Transfer
- TSA Hybrid
- TSA Signatory Configuration
- DSC Assignment/Claims Files
- My Assignment Funds
- TSA DSC Batch Creation
- TSA Digital Sign Batch
- TSA DSC Management
- DSC Enrollment through
- DSC Enrollment through Java
- TSA Manage Header Project

[Digital Signed Payment File](#)

[Reject Payment File](#)

One thing to be taken into account is that while reinitiating the failed claim, the demand file will not go to the Funding Agency level as the funds have already been transferred from the RBI Account to the Savings Account of the Recipient Agency.

3 Steps to be followed by Agency DO/DA user for permanent cancellation of failed claims

a) Agency/Sub-Agency DO/DA will follow the path: **TSA -> TSA Hybrid -> Reinitiate Failed Claim**. The following screen will appear:

b) User will select the **Scheme** and **Bank Account Number** from drop down menu.

c) Select type of transaction failed as **Credit/Debit Failed**

d) User will select the **Modules**.

e) Click **Search**.

Selection	SNo	Scheme	Bank A/C	Old Letter Office Order Number	Old PFMS Transaction No.	Transaction Type	Total No of Credit	Total No of Credit Failed	Gross Amount	Deduction Amount	Net Amount	Amount To Reinitiated	Failure Date	Failure Reason	Total no. of Payment Cancelled/Trans	Total Tots Not Reinitiated
<input type="checkbox"/>	1	MP LOCAL AREA DEVELOPMENT SCHEME (MP-LADS)	1277809999	1234567	467942001441	Single	1	1	100.00	5.00	95.00	100.00	27/03/2024 12:00:00 AM			
<input checked="" type="checkbox"/>	2	MP LOCAL AREA DEVELOPMENT SCHEME (MP-LADS)	1277809999	New of Bulk 07865	467942001442	Bulk	3	3	300.00	15.00	285.00	300.00	27/03/2024 12:00:00 AM		1	1

- f) Select the **transaction** from the list of failed transactions available. Select the respective radio button.
- g) Select on radio button **Permanent Cancel Txn** to cancel the transaction permanently.

Reliably Hybrid Claim

Scheme: APPLICATIONAL DEVELOPMENT SCHEMEMP

Bank Account: 12788900

Reversed Transaction Details:

Letter/Office order No: 1000000000

Letter/Office order Ref: 1000000000

Actual Transaction Date: 10/10/2010

Total Amount to be Reversed: 00

Total Claim Amount: 00

Narration: [Text Field]

View/Doc Number: [Text Field]

Old Office Order No: 1000000000

Old FPO Transaction ID: 1000000000

Action: Reinitiate Txn Permanent Cancel Txn

Vendor Name	Vendor Account Details	Component Details	Transaction Details	Bal/Total Amount	Total Amount
1000000000	1000000000	1000000000	1000000000	1000000000	1000000000

Submit For Approval [Back]

Note: Once a transaction has been cancelled permanently, it can never be reinitiated ever again in the future. And, its limit will not be restored.

Yes No

Following pop up message will appear:

“Once a transaction has been cancelled permanently, it can never be reinitiated in the future and its limit will not be restored”

Note: Once a transaction has been cancelled permanently, it can never be reinitiated ever again in the future. And, its limit will not be restored.

Yes No

NOTE: Since funds have been credited in the Savings Bank Account of the Recipient Agency therefore limit will not be restored/recouped at child agency level”

- h) Click on **'Yes'** to cancel the transaction permanently. Once the transaction is permanently cancelled, then a new status will be updated for that transaction in the table as below:

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

Financial Year: 2025-26
 Scheme: 001 (Scheme of Payment, Last Imp. Disbursement Scheme (SIP/LID))
 Bank Account: 027700400
 Credit/Debit Field: Debit Field
 Holder: TS Lakshmi Narayan Chari

Old PFMS Transaction No: [Blank]
 From Date: [Blank] To Date: [Blank]
 Old Office Order Number: [Blank]

Search Reset

Selection	SNo	Scheme	Bank A/C	Old Letter Office Order Number	Old PFMS Transaction No	Transaction Type	Total No. Of Credit	Total No. Of Credit Failed	Gross Amount	Debit/Net Amount	Net Amount	Amount To Reconciled	Failure Date	Failure Reason	Total no. of Permanent Cancellation Done	Total Times not Reinitiated
<input type="radio"/>	1	MHA LOCAL AREA DEVELOPMENT SCHEME PHASE	027700400	2194101048	4672400001700	Single	1	1	20.00	0.00	20.00	20.00				
<input checked="" type="radio"/>	2	Payable of Mahatma Last Imp Disbursement Scheme (SIP/LID)	027700400	2194101048	4672400001700	Single	1	1	20.00	0.00	20.00	20.00				1

Refresh Data

Transaction Cancelled permanently.