

No.9(4)/e-payment-PFMS/TA-II/2016-17/1064
Ministry of Finance
Department of Expenditure
Controller General of Accounts
Mahalekha Niyantrak Bhawan, E-Block, INA,
New Delhi – 110023

Dated: 11.10.2017

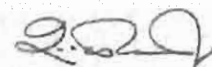
OFFICE MEMORANDUM

Subject: Procurement of Digital Signature Certificate by DDOs for digital signing of bills for payment to Vendor/Sellers/Suppliers etc.

A reference is invited to this office O.M. No. 1(8)/2016/DGS&D/TA/723 dated 17th July, 2017 on the subject cited above.

2. The provision for digitally signing of bills by the DDO has been prepared wherein XML file of bill will be digitally signed by the DDO. The said functionality is now available in PFMS with the following effects:-
 - i. Whenever a DDO is ready with his digital signature, the said DDO shall be configured/activated in PFMS for digital signature.
 - ii. After configuration/activation of DDO in PFMS for DSC, the electronic bills preferred in the format specified shall be enabled to be digitally signed by the DDO in PFMS.
3. Pr. CCAs/CCAs/CAs are requested to take up with the Ministries/Departments for procurement of Digital Signature Certificate (DSC) for all DDOs for roll out of the functionality in all DDOs and fixing of protocol for getting the information of readiness for its configuration in PFMS as indicated above. A copy of 'User Manual' for DSC enrolment in respect of all DDOs is enclosed for ready reference.

Encl: As above.



(Shailendra Kumar)
Deputy Controller General of Accounts (TA)

To

All Pr. CCAs/CCAs/CAs of all the Ministries/Departments.

Copy to:-

1. All Jt. CGAs
2. All Dy. CGAs
3. PS to CGA

PUBLIC FINANCIAL MANAGEMENT SYSTEM

USER MANUAL ON DSC (DIGITAL SIGNATURE CERTIFICATE)

ENROLMENT IN R/O of DDOs

(DRAWING & DISBURSING OFFICERS)



Prepared For

**CONTROLLER GENERAL OF ACCOUNTS,
MINISTRY OF FINANCE, DEPTT. OF EXPENDITURE
October, 2017**

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The provision for digital signature at DDO level is a requirement of GeM (Government e-Market Place), under which DDO needs to sign the bill digitally in PFMS.

Thus, all bills, which are being processed through PD route, are to be digitally signed by the DDO in PFMS. Once the DDO is configured for digital signature (which is required in case of GeM bills) then all the bills (including GeM bills) processed in PFMS, are required to be digitally signed by DDO.

EIS bills, other bills which are being processed in PFMS through other routes viz being uploaded from COMPACT, received in PFMS through integration (UT Chandigarh,) etc. will remain as it is (without enforcing digital signature at DDO level) at present.

DDO user, who needs to use Digital Signatures for signing bill, is first required to enrol his digital signatures at the PFMS portal through DSC (Digital Signature Certificate) Enrollment module. After enrolment has been done successfully, DSC will be approved by PAO user.

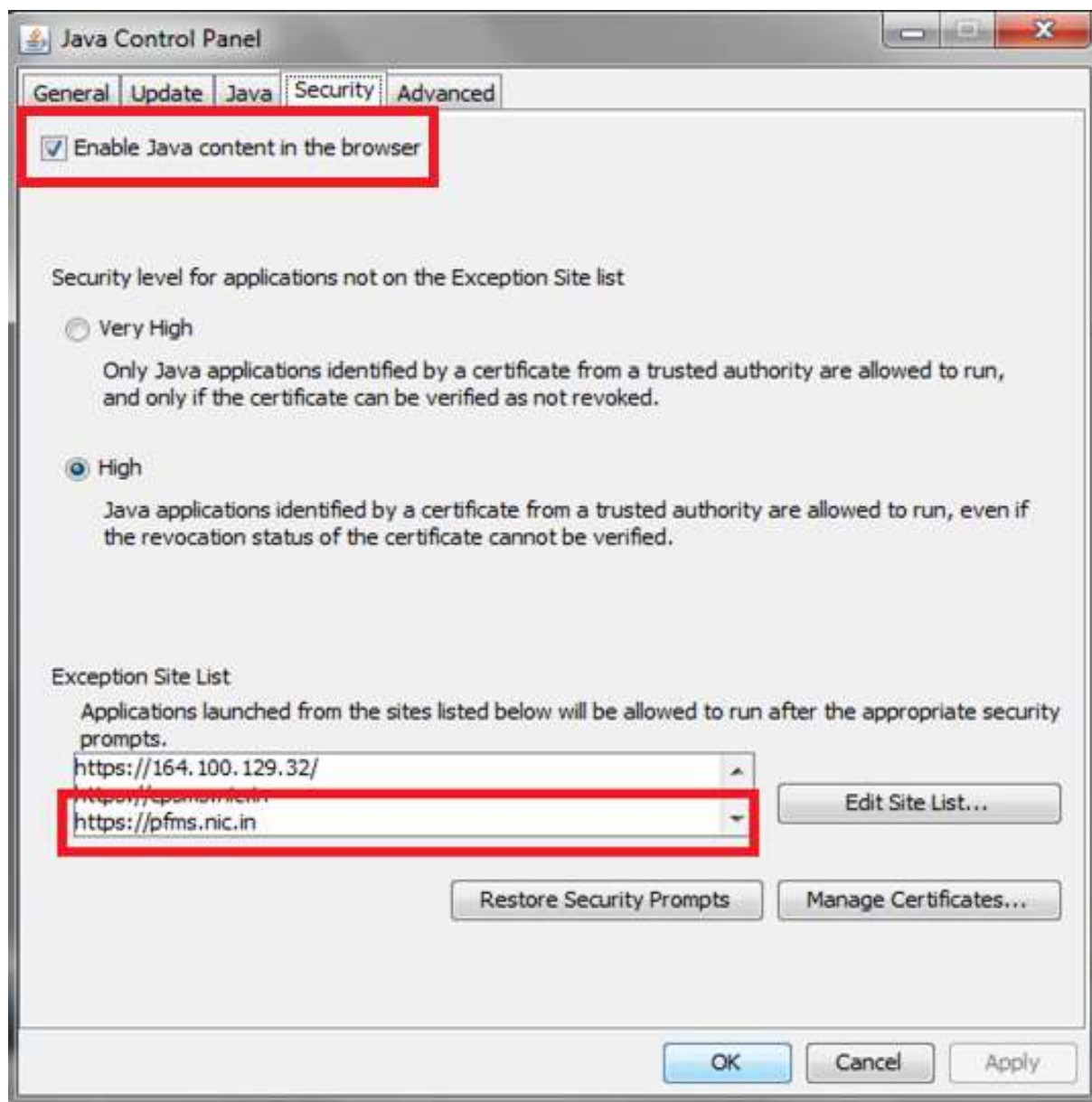
STEPS

- 1. PRE-REQUISITES TO ENROLL DIGITAL SIGNATURES.**
- 2. DIGITAL SIGNATURE ENROLLMENT BY DDO.**
- 3. EDIT/UPDATE DIGITAL SIGNATURES.**
- 4. APPROVAL OF DSC ENROLLMENT BY PAO.**
- 5. DEACTIVATION OF DSC ENROLLMENT BY PAO.**

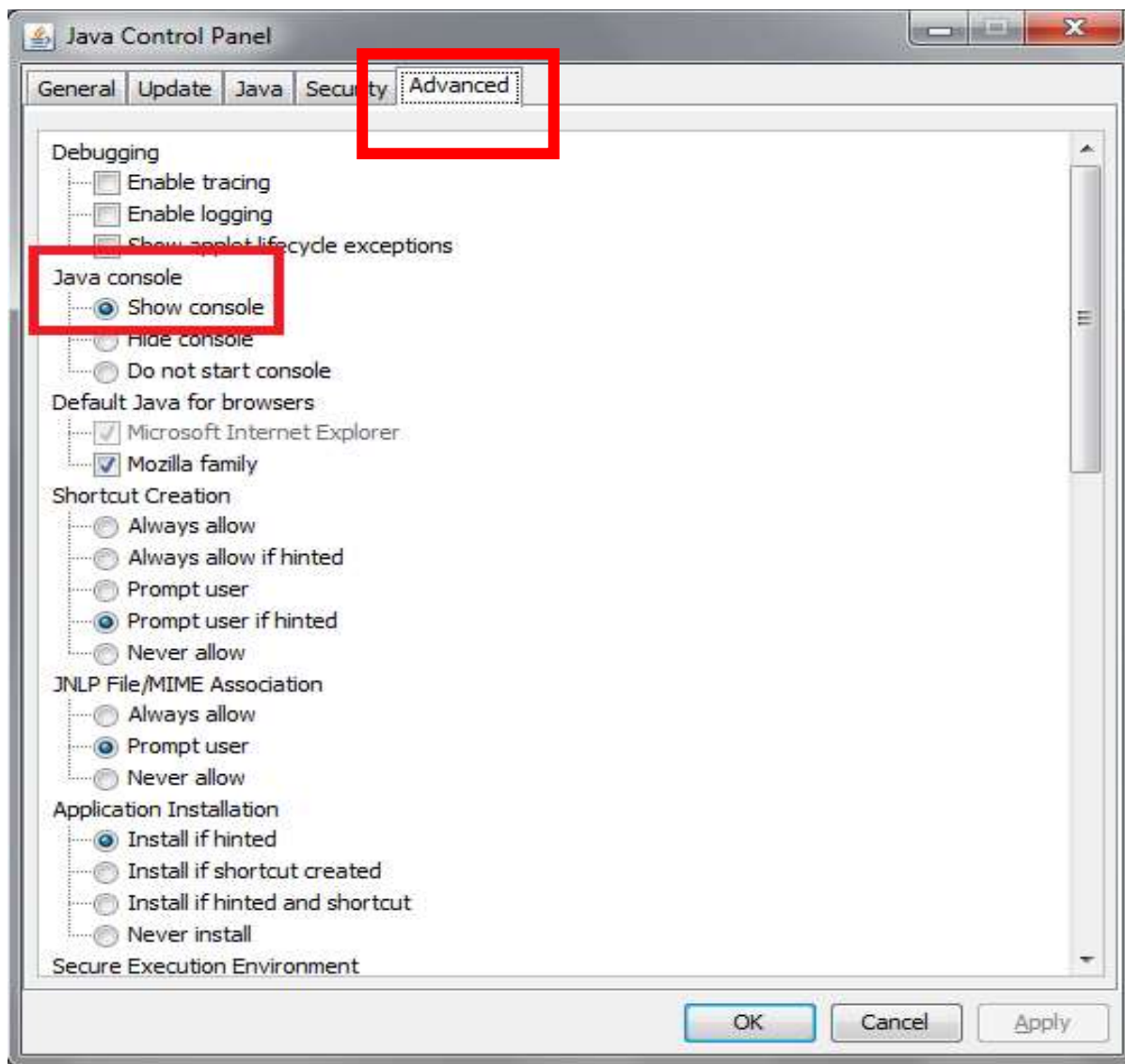
1. PRE-REQUISITES TO ENROLL DIGITAL SIGNATURES

- a. -Confirm that updated JAVA is installed on to your machine.
- b. -Confirm that Driver of DSC is installed on to your machine.
- c. -Go to Java Control panel > Security Tab > Edit Site List enter **https://pfms.nic.in.**
- d. -Go to Java Control Panel > Advance Tab > Java Console option Enable "Show - Console".
-In Miscellaneous Enable "Place java icon in System tray option".
- e. Go to Update Tab of Java and confirm "Check for Update Automatically" is Enabled.
- f. Close the Java and the Browser and login again to enrol DSC.

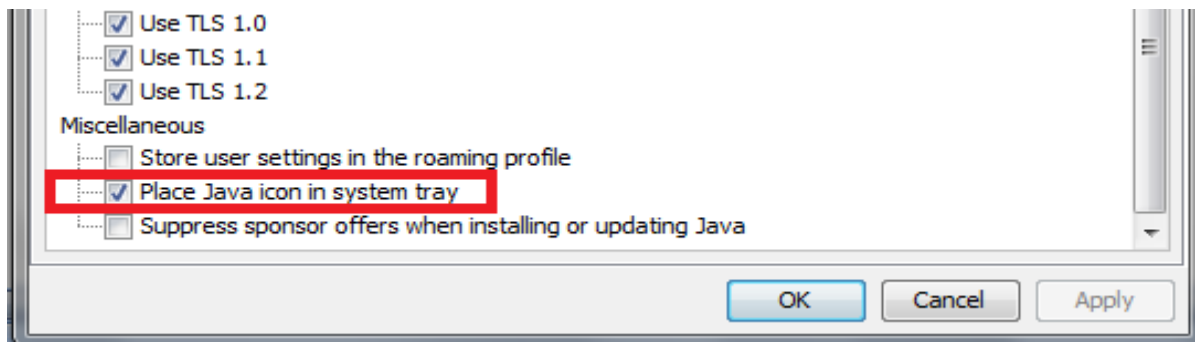
Java Control Panel: Security Tab



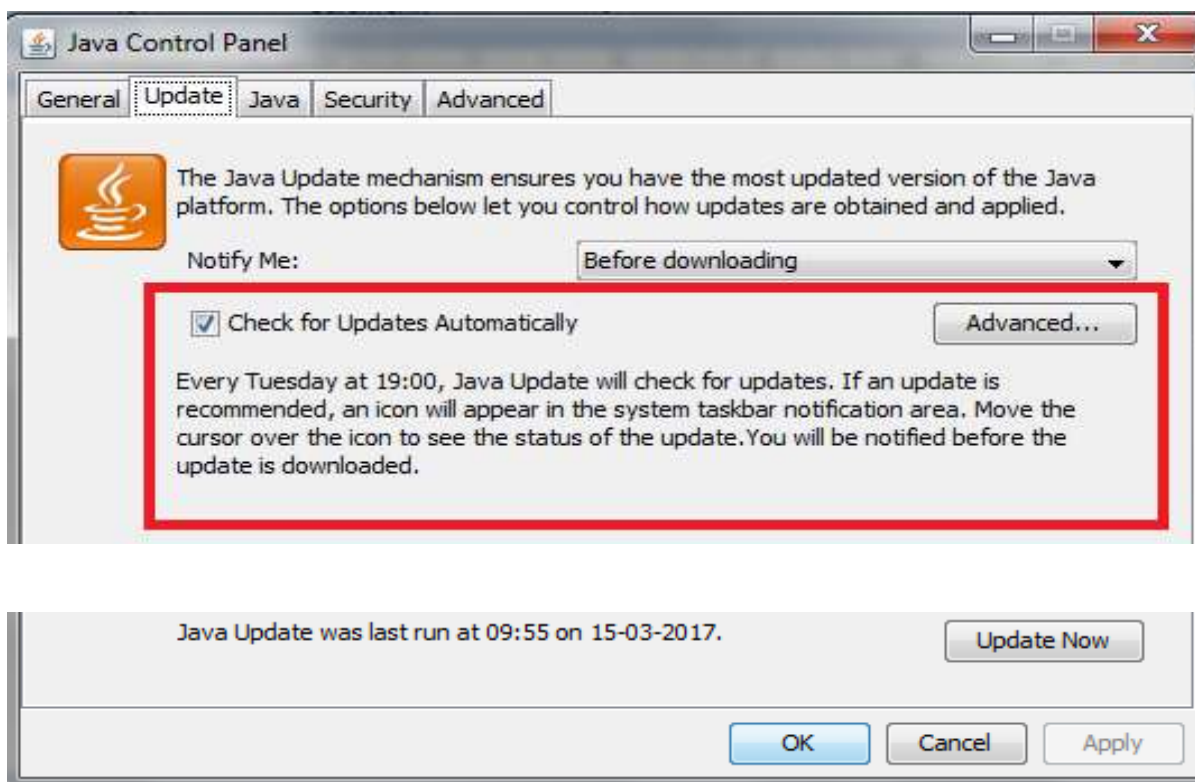
Java Control Panel: Advanced Tab > Java Console



Java Control Panel: Advanced Tab > Miscellaneous



Java Control Panel: Update Tab



2. ENROLLMENT OF DIGITAL SIGNATURE BY DDO USER

-To request initiation for enrolment of DSC, user will go to
“MASTERS” > DSC MANAGEMENT > ENROLL DSC”.



Following screen for **“Digital Signature Enrolment”** will appear.

System will display a message:

“Please open PFMS website in INTERNET EXPLORER for successful Digital Signature Enrolment”.



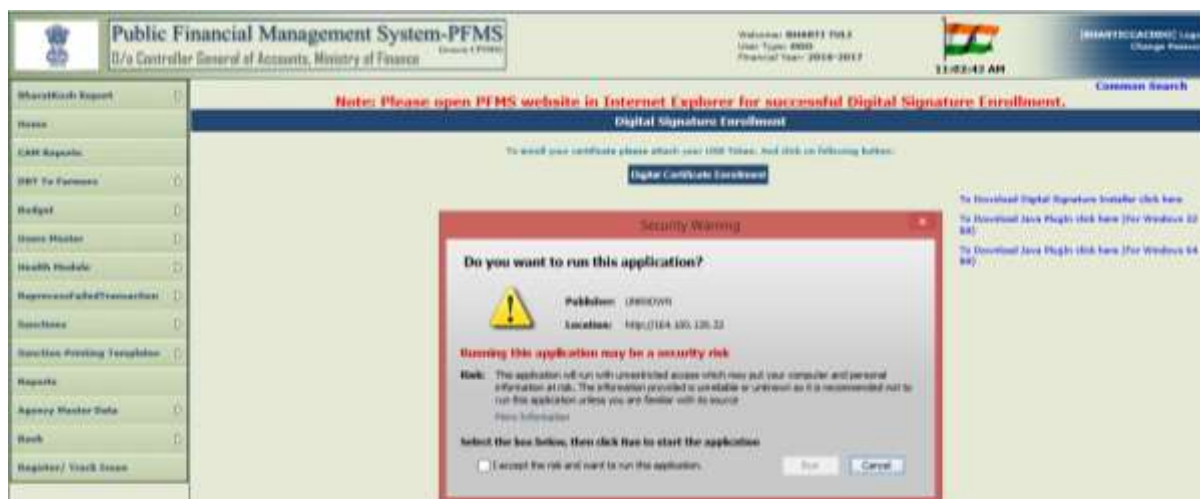
- If DSC driver is not already installed in the machine, then use the hyperlink (in blue colour) available on right hand side of the screen to download and install the driver. Similarly if the appropriate updated JAVA version is not installed in the machine as mentioned in the pre-requisites, then use the hyperlink available on the screen to download and install it.

- Insert Digital Signature certificate key on to your system.

- Click **‘DIGITAL CERTIFICATE ENROLLMENT’** button on the screen.

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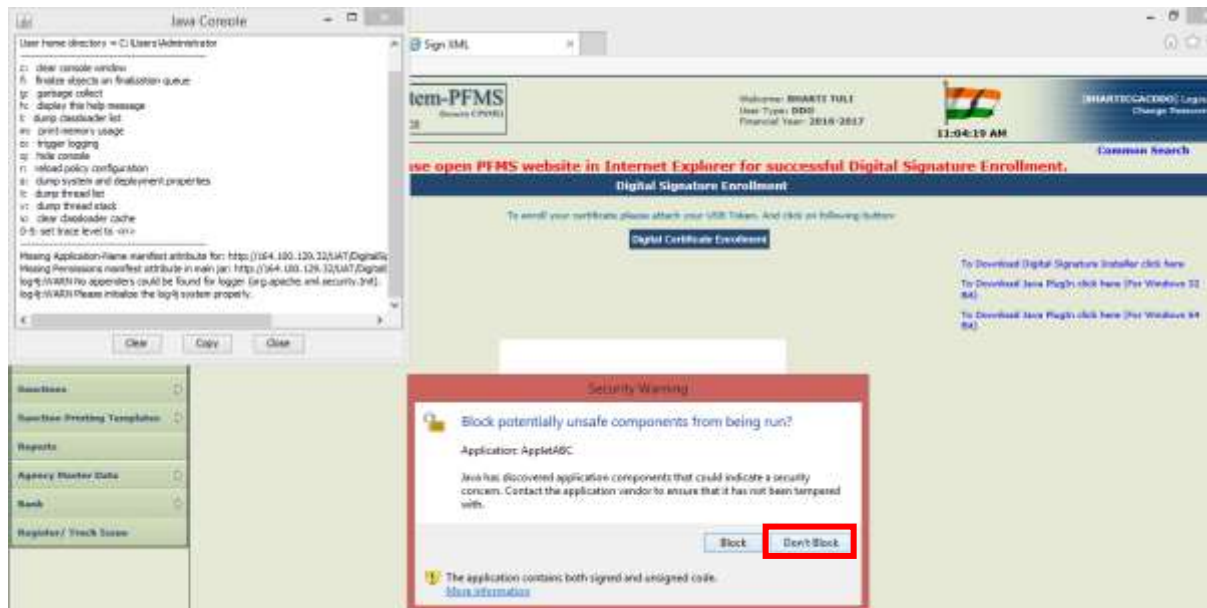
Following screen will appear:



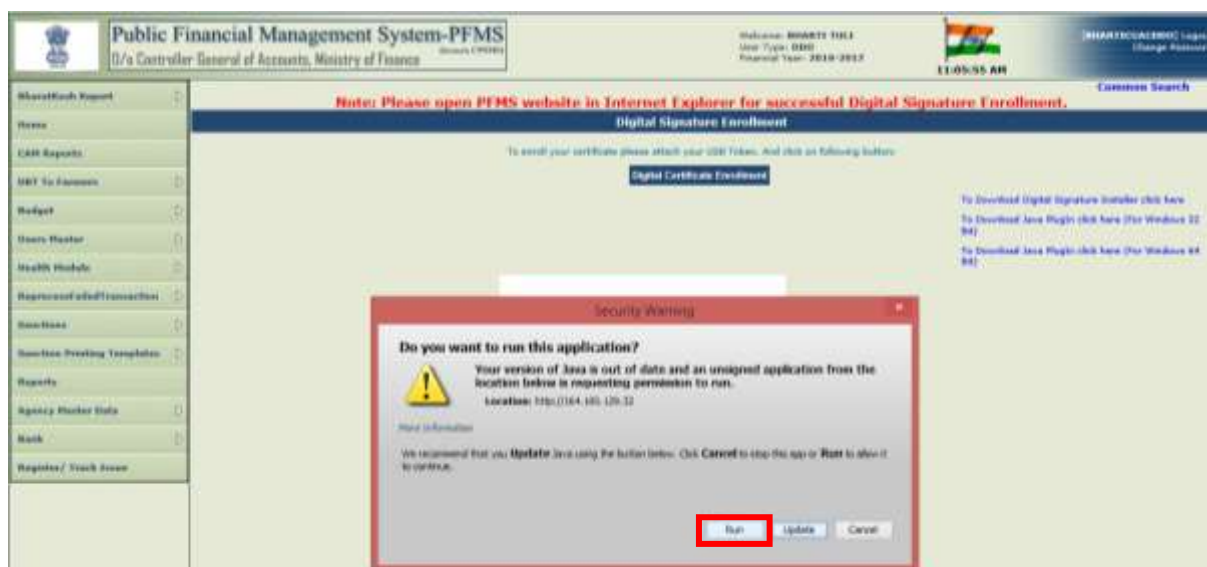
User will check the box “I accept the risk and want to run the application” and press “RUN” button.



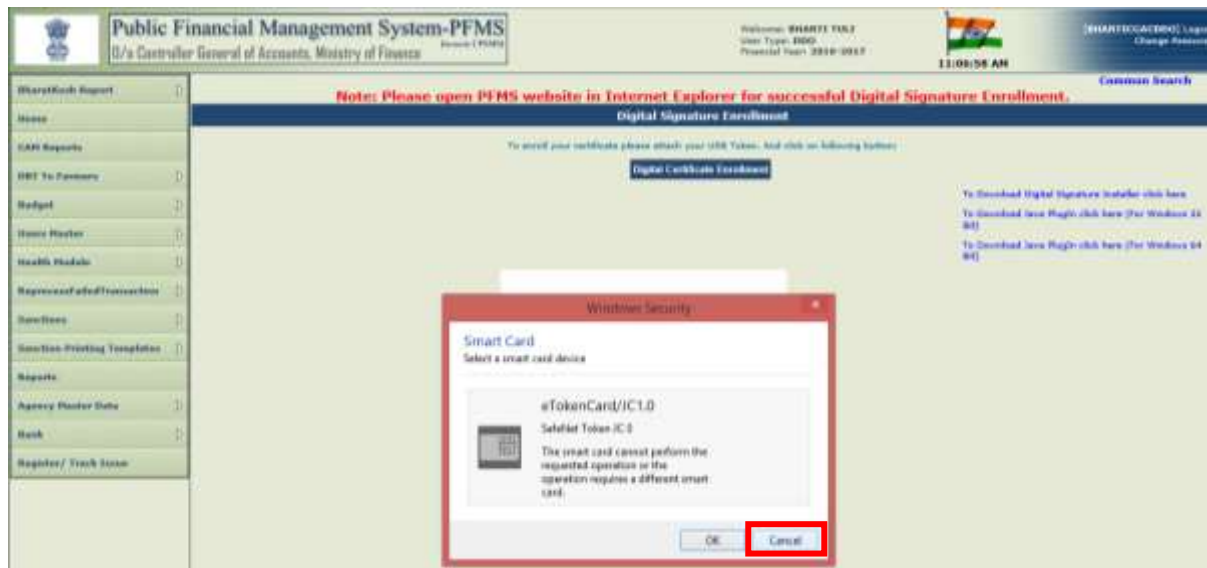
User has to press the button **“Don’t Block”** on next screen.



User will press **“RUN”** button on next screen.



Following screen, showing the pop up of “Windows Security”, will appear. User has to press the button **“CANCEL”** on pop up screen as many times as it appears.



-Next, a pop-up selection screen will appear containing the list of certificates which are installed/connected with the computer.



User shall select the desired certificate from dropdown list and click **“OK”**.



A progress bar will appear.

User has to press **“CANCEL”** on the pop up for “Windows Security”. Keep on pressing the button **“CANCEL”** till the time the screen disappears.



System shall ask user to enter Authentication pin. User shall enter valid pin and press “OK”



-‘Enrolled successfully’ message will be displayed for successful PIN validation.



-User shall click “OK” to proceed to enrol concerned digital certificate.

After clicking “OK”, user shall wait for few minutes; say for 5-6 minutes.

-“**View Certificate Details and Proceed for Enrollment**” button will appear on the screen. User will click this button to get the details of concerned certificate.



-The details of concerned digital signature will be displayed. “**Certificate valid from and valid up to Dates**” will appear automatically. User has to enter the dates for “**Enrollment Valid From and Enrollment Valid Up To**”.

User shall select “**PURPOSE**” for enrolment of Digital signatures.

Only one purpose “Digitally Sign Bill by DDO” is available for selection.



-After the user has selected purpose, he will press “**ADD**” button.



Selected purpose will appear in a grid below. In case of wrong record, same can be deleted using **"X"** given against record.



Public Financial Management System-PFMS
 O/o Controller General of Accounts, Ministry of Finance
(Version 1.0.0.0)

Welcome: BHARTI TOLD
 User Type: BMO
 Pincode: 280001



11/25/2018 AM
 (BHARTI TOLD) Logout
 Change Password

Dashboard Report

Home

CAR Reports

GET To Farmers

Budget

Issue Notice

Health Module

Approval and Transaction

Sanctions

Sanction Pending Transactions

Reports

Agency Master Data

Bank

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

Digital Signature Enrollment

View Certificate Details and Proceed For Enrollment

Serial Number: 12345678	Certificate Valid From: 12/31/2018	Certificate Valid Upto: 12/31/2018
Enrollment Valid From: 12/31/2018	Enrollment Valid Upto: 12/31/2018	

Source Name: BHARTI TOLD

Source Organization: OFFICE OF CGA, MINISTRY OF FINANCE

Source Organization Code: "MANAGEMENT/CGA - 4000001"

Source Organization: Central Haryana Valley Fertilizers and Chemicals Limited

Progress: Digitally sign SR to DDO Add

Purpose	Action
Digitally sign SR to DDO	X

Click “**ENROLL**” button at the bottom to enrol the concerned certificate.



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

WebSite: PFMS2017
 User Type: BBO
 Financial Year: 2016-2017



11:25:50 AM

Dashboard Report

Home

SAR Reports

GET To Finance

Budget

Users Master

Health Module

Represented Transaction

Sanctions

Sanction Pending Transactions

Reports

Agency Master Data

Bank

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

Digital Signature Enrollment

View Certificate Details and Proceed For Enrollment

Serial Number: 33388534 Certificate Valid From: 14/01/2018 Expiry Date Valid From: 14/01/2018 Issuer Name: PFMS2017 Issuer Organization: OFFICE OF CGA, MINISTRY OF FINANCE Issuer Organization Unit: "MANAGEMENT 2020 - K000001" Issuer Organization: Regional Veterinary Services and Chemicals Limited	Certificate Valid To: 08/01/2018 Expiry Date Valid To: 08/01/2018
--	---

Purpose: Digitally sign PDF to PDF

Purpose

Digitally sign PDF to PDF

Action

Enroll

A message will be displayed by system **"Digital Signatures enrolled successfully"**.



Public Financial Management System- PFMS
(Formerly PFMS)
 U/s Controller General of Accounts, Ministry of Finance

Welcome: BHARTE TULZ
 User Type: DDO
 Financial Year: 2008-2017


 11:26:50 AM
(BHARTI00AC660) Login
Change Password

Common Search

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

Digital Signature Enrollment

Digital Signature Enrolled Successfully

(View Certificate Details and Proceed For Enrollment)

Serial Number: T228E334
 Certificate Valid From: 12/01/2018
 Enrolled Valid From: 12/01/2018
 Scheme Name: BHARTE TULZ
 Scheme Organization: OFFICE OF CGA, MINISTRY OF FINANCE
 Scheme Organization Add: "MANAGEMENT-JCCE - 8080801"
 Scheme Organization: Rajarat Namdeva Valley, Particulars and Chemicals Limited

Certificate Valid Upto: 08/01/2019
 Enrolled Valid Upto: 08/01/2019
 Purpose: Digitally sign bill by DDO

Purpose	Action
Digitally sign bill by DDO	X

To view the status of Enrollment, user will go to:

“MASTER DATA” > “DSC MANAGEMENT” > “ENROLLED DSC”

The screenshot shows the PFMS interface with the 'ENROLLED DSC' status highlighted in red. The interface includes a sidebar with navigation options like 'Home', 'CAH Reports', 'BET To Foreman', 'Budget', 'Users Master', 'Health Module', 'Departmental Transaction', 'Sanction', 'Sanction Pending Transactions', 'Reports', 'Agency Master Data', and 'Bank'. The main content area displays a table titled 'ENROLLED DSC' with columns for 'Sanction Status', 'Type', and 'No. of Sanctions'. The table lists various sanction statuses and their corresponding types and counts.

Sanction Status	Type	No. of Sanctions
Enrolled DSC	Expenditure	0
Enrolled DSC	Expenditure	0
Enrolled DSC	Expenditure	0
Enrolled DSC	Expenditure	0
Enrolled DSC	Expenditure	0
Enrolled DSC	Expenditure	0
Enrolled DSC	Expenditure	0
Enrolled DSC	Expenditure	0
Enrolled DSC	Expenditure	0
Enrolled DSC	Expenditure	0

Here, the status will be shown as **“CREATED”**, as DSC enrollment is still pending for approval of PAO.

The screenshot shows the 'List of Enrolled Digital Signature' table in the PFMS interface. The table has columns for 'User Name/Date Login ID', 'Enrolled Date', 'Owner Name', 'Owner Organization', 'Owner Organization Unit', 'Enroller Organization', 'Valid From', 'Valid To', 'Registration Fee', 'Registration Date', 'Status', and 'Action'. The 'Status' column shows 'CREATED' for the first entry, which is highlighted with a red box.

User Name/Date Login ID	Enrolled Date	Owner Name	Owner Organization	Owner Organization Unit	Enroller Organization	Valid From	Valid To	Registration Fee	Registration Date	Status	Action
Enrolled DSC	11-01-2017	Enrolled DSC	Enrolled DSC	Enrolled DSC	Enrolled DSC	Enrolled DSC	Enrolled DSC	Enrolled DSC	Enrolled DSC	CREATED	Enroll DSC

After successful enrolment by signatory, DSC will be available at PAO level user for approval.

NOTE: Only one DSC can be enrolled with a single login ID.

If user tries to enrol some other DSC with same login ID, system does not allow that and displays a message **“You have already enrolled Digital Signature”**.

The screenshot shows the PFMS interface with a red box highlighting the error message: **You Have Already Enrolled Digital Signature**. The interface includes a sidebar with navigation options like 'Home', 'CAH Reports', 'BET To Foreman', 'Budget', 'Users Master', 'Health Module', 'Departmental Transaction', 'Sanction', 'Sanction Pending Transactions', 'Reports', 'Agency Master Data', and 'Bank'. The main content area displays a message: **Note: Please open PFMS website in Internet Explorer for successful Digital Signature Enrollment.**

After DDO has enrolled his enrolled DSCs, it will be available at PAO level user for approval of same.

3. EDIT/UPDATE DIGITAL SIGNATURE

Details of enrolled DSC, if required, can be edited by the user himself before/after the approval of DSC enrolment by PAO. In both cases, approval of PAO is required.

To edit/update the details of enrolled DSC, user will go to:

“MASTERS”>“DSC MANAGEMENT”>“ENROLLED DSC”

The screenshot shows the PFMS interface. The sidebar on the left contains navigation links. The main content area has a header 'SHARTE TULE' and a table with the following data:

Sanction Status	Type	No. of Sanctions
Enrolled DSC	Expenditure	1
Enrolled DSC	Income	0
Enrolled DSC	Expenditure	1
Enrolled DSC	Income	0
Enrolled DSC	Expenditure	1
Enrolled DSC	Income	0
Enrolled DSC	Expenditure	1
Enrolled DSC	Income	0

Below the table, there is a section for 'DSC Management' with a red box highlighting the 'Enrolled DSC' link.

User can view the details of the signatures enrolled against the user who is logged in. List of enrolled Digital Signatures will be displayed, with an option to update/view them. To view the details of desired user, click **“VIEW”** button given in right hand corner of selected record.

The screenshot shows the PFMS interface. The sidebar on the left contains navigation links. The main content area has a header 'LIST OF ENROLLED DIGITAL SIGNATURES' and a table with the following data:

User Name/User Login Id	Enrolled Date	Owner Name	Owner Organization	Owner Organization Unit	Issuer Organization	Valid From	Valid Upto	Registration From	Registration Upto	Status	Action
SHARTE TULE	01/11/2016	SHARTE TULE	OFFICE OF THE CONTROLLER GENERAL OF ACCOUNTS	MINISTRY OF FINANCE	SHARTE TULE	01/11/2016	01/11/2016	01/11/2016	01/11/2016	Created	VIEW

A red box highlights the 'VIEW' button in the 'Action' column.

Details of selected record will be displayed.

The screenshot displays the 'Digital Signature' details page in the PFMS. The header includes the PFMS logo, user information (SHARATI TULI, User Type: DDO, Financial Year: 2016-2017), and the time (11:38:11 AM). The left sidebar contains various report links. The main content area shows the following details:

- Serial Number: 00000004
- Certificate Valid From: 02/01/2016
- Certificate Valid Upto: 05/01/2016
- Enrollment Valid From: 12/01/2015
- Enrollment Valid Upto: 05/01/2016
- Owner Name: SHARATI TULI
- Owner Organization: OFFICE OF CGA MINISTRY OF FINANCE
- Owner Organization Unit: "MANAGEMENT, ICD - 400000"
- Issuer Organization: Gujarat Normada Value Partners and Chemicals Limited

Below the details, there is a 'Purpose' dropdown menu with the selected value 'Digitally sign bill by DDO'. A 'Cancel' button is located at the bottom.

This option is also used to edit the information of an already enrolled digital certificate.

Details can be updated by the user who enrolled the digital signatures.

Click on '**UPDATE**' hyperlink in the grid in last column for the DSC to be updated.

Screen containing the details for the concerned DSC shall be displayed.

The screenshot displays the 'List of Enrolled Digital Signatures' page in the PFMS. The header includes the PFMS logo, user information (SHARATI TULI, User Type: DDO, Financial Year: 2016-2017), and the time (11:39:18 AM). The left sidebar contains various report links. The main content area shows a table with the following columns:

User Name/User Login Id	Enrolled Date	Owner Name	Owner Organization	Owner Organization Unit	Issuer Organization	Valid From	Valid Upto	Registration From	Registration Upto	Status	Action
SHARATIGCAGDO	04/11/2015	SHARATI TULI	OFFICE OF CGA MINISTRY OF FINANCE	"MANAGEMENT, ICD - 400000"	Gujarat Normada Value Partners and Chemicals Limited	02/01/2016	05/01/2016	02/01/2016	05/01/2016	Created	Update

The 'Update' link in the 'Action' column is highlighted with a red box.

At this screen, user may make changes in the following editable fields:

- Enrollment Valid From date
- Enrollment Valid Up to date
- Since only one purpose is available for selection, hence only date fields can be updated.

The screenshot displays the 'Digital Signature' details page in the PFMS, similar to the first screenshot. The header includes the PFMS logo, user information (SHARATI TULI, User Type: DDO, Financial Year: 2016-2017), and the time (11:39:23 AM). The left sidebar contains various report links. The main content area shows the following details:

- Serial Number: 00000004
- Certificate Valid From: 02/01/2016
- Certificate Valid Upto: 05/01/2016
- Enrollment Valid From: 12/01/2015
- Enrollment Valid Upto: 05/01/2016
- Owner Name: SHARATI TULI
- Owner Organization: OFFICE OF CGA MINISTRY OF FINANCE
- Owner Organization Unit: "MANAGEMENT, ICD - 400000"
- Issuer Organization: Gujarat Normada Value Partners and Chemicals Limited

Below the details, there is a 'Scheme' dropdown menu with the selected value 'AMR RESEARCH AND DEVELOPMENT' and a 'Purpose' dropdown menu with the selected value 'Digitally sign bill by DDO'. An 'Add' button is located to the right of the 'Purpose' dropdown. A 'Scheme' table is displayed below the dropdowns:

Scheme	Purpose	Status
AMR RESEARCH AND DEVELOPMENT	Digitally sign bill by DDO	

'Update' and 'Cancel' buttons are located at the bottom.

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

Welcome: BHARTI TULI
User Type: DDO
Financial Year: 2016-2017

11:31:52 AM

Common Search

Serial Number: 32080294
Certificate Valid From: 02/01/2016
Certificate Valid Upto: 06/01/2016
Renewal Valid From: 06/01/2016

Owner Name: BHARTI TULI
Owner Organization: OFFICE OF CGA MINISTRY OF FINANCE
Owner Organization Web: MANAGEMENT.ECD - 400017
Owner Organization: Rajput Narada Valley Fisheries and Chemicals Limited

Subunit: -Select-
Purpose: -Select-
Add

Submit Cancel

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

Welcome: BHARTI TULI
User Type: DDO
Financial Year: 2016-2017

11:34:13 AM

Common Search

Serial Number: 32080294
Certificate Valid From: 02/01/2016
Certificate Valid Upto: 06/01/2016
Renewal Valid From: 06/01/2016

Owner Name: BHARTI TULI
Owner Organization: OFFICE OF CGA MINISTRY OF FINANCE
Owner Organization Web: MANAGEMENT.ECD - 400017
Owner Organization: Rajput Narada Valley Fisheries and Chemicals Limited

Subunit: -Select-
Purpose: -Select-
Add

Submit Cancel

After making desired changes, user shall click **"SUBMIT"** button at the bottom to save the changes in the database

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

Welcome: BHARTI TULI
User Type: DDO
Financial Year: 2016-2017

11:34:08 AM

Common Search

Serial Number: 32080294
Certificate Valid From: 02/01/2016
Certificate Valid Upto: 06/01/2016
Renewal Valid From: 31/12/2016

Owner Name: BHARTI TULI
Owner Organization: OFFICE OF CGA MINISTRY OF FINANCE
Owner Organization Web: MANAGEMENT.ECD - 400017
Owner Organization: Rajput Narada Valley Fisheries and Chemicals Limited

Subunit: -Select-
Purpose: -Select-
Add

Submit Cancel

System will display a message **“Updated successfully”**.

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

Welcome: BHARATI TULI
 User Type: DDO
 Financial Year: 2018-2017
 11:35:03 AM

Digital Signature

Serial Number: 3308034
 Certificate Valid From: 12/01/2016
 Certificate Valid Upto: 06/01/2018
 Smartcard Valid From: 01/11/2018
 Smartcard Valid Upto: 31/12/2018

Owner Name: BHARATI TULI
 Owner Organization: OFFICE OF CGA, MINISTRY OF FINANCE
 Owner Organization Unit: "MANAGEMENT-ECG - 408003"
 Issuer Organization: Gujarat Hormada Valley Fertilizer and Chemicals Limited

Scheme: --Select-- Purpose: --Select-- Add

Purpose	Status
Digital sign for DDO	

Cancel Cancel

Now the status of “Enrolled DSC” will be **“EDITED”**

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

Welcome: BHARATI TULI
 User Type: DDO
 Financial Year: 2018-2017
 11:35:44 AM

List of Enrolled Digital Signature

Note: To Activate expected signature, Enroll again.

User Name/User Login Id	Enrolled Date	Owner Name	Owner Organization	Owner Organization Unit	Issuer Organization	Valid From	Valid Upto	Registration From	Registration Upto	Status	Action
BHARATISGAC000	01/11/2018 11:35:44	BHARATI TULI	OFFICE OF CGA, MINISTRY OF FINANCE	"MANAGEMENT-ECG - 408003"	Gujarat Hormada Valley Fertilizer and Chemicals Limited	12/01/2016	06/01/2018	01/11/2018	31/12/2018	EDITED	Update Info

Details of edited information may be viewed by pressing **“VIEW”** button.

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

Welcome: BHARATI TULI
 User Type: DDO
 Financial Year: 2018-2017
 11:37:25 AM

List of Enrolled Digital Signature

Note: To Activate expected signature, Enroll again.

User Name/User Login Id	Enrolled Date	Owner Name	Owner Organization	Owner Organization Unit	Issuer Organization	Valid From	Valid Upto	Registration From	Registration Upto	Status	Action
BHARATISGAC000	01/11/2018 11:37:25	BHARATI TULI	OFFICE OF CGA, MINISTRY OF FINANCE	"MANAGEMENT-ECG - 408003"	Gujarat Hormada Valley Fertilizer and Chemicals Limited	12/01/2016	06/01/2018	01/11/2018	31/12/2018	VIEWED	Update Info

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

Welcome: BHARATI TULI
 User Type: DDO
 Financial Year: 2018-2017
 11:37:03 AM

Digital Signature

Serial Number: 3308034
 Certificate Valid From: 12/01/2016
 Certificate Valid Upto: 06/01/2018
 Smartcard Valid From: 01/11/2018
 Smartcard Valid Upto: 31/12/2018

Owner Name: BHARATI TULI
 Owner Organization: OFFICE OF CGA, MINISTRY OF FINANCE
 Owner Organization Unit: "MANAGEMENT-ECG - 408003"
 Issuer Organization: Gujarat Hormada Valley Fertilizer and Chemicals Limited

Scheme: RND RESEARCH AND DEVELOPMENT Purpose: Digital sign for DDO

Cancel

This updated information also needs to be approved by PAO

4. APPROVAL OF DSC BY PAO

Once the digital certificate is enrolled successfully, it is then available to the concerned approving authority for approval. PAO level user is authorized to approve enrolled DSC of DDO users.

For this purpose, PAO user will log in PFMS portal with his user id and password. He will go to:

“MASTER”>“DSC MANAGEMENT”>“APPROVE DSC”

The screenshot shows the PFMS interface with the following details:

- Header:** Public Financial Management System-PFMS, O/o Controller General of Accounts, Ministry of Finance. User: PANKAJ KOCHHAR, User Type: PAO, Financial Year: 2018-2017.
- Left Menu:** Master/Track Report, Home, Master/Track, CAN Reports, Masters, Budget, Users Master, Registered/Failed Transactions, Summaries, Payments, Transfer Entry, Bank Reconciliation, Employee Info. System, Reports, Agency Master Data, Bank, Register/Track Entry.
- Main Content:**
 - Section Status Table:**

Section Status	Type	No. of Sections
Enrolled	(AS)	0
Enrolled/NO	(AS)	0
Enrolled/NO	Expenditure (DDO bill)	1
Enrolled/NO	Expenditure (DDO bill)	1
Enrolled/NO	(AS)	0
Enrolled/NO	(AS)	0
Enrolled/NO	(AS)	0
Enrolled/NO	(AS)	0
Enrolled/NO	(AS)	0
Enrolled/NO	Expenditure (DDO bill)	2
Enrolled/NO	Expenditure (DDO bill)	1
Enrolled/NO	Authorization	2
Enrolled/NO	Expenditure (DDO bill)	2
 - DSC Management:**
 - Enroll DSC
 - Enroll Approve DSC
 - Enroll DSC** (highlighted with a red box)
 - ReActivate DSC

Screen for **“Digital Signature Approval”** will appear. Details of records pending for approval will be displayed. The status will be either **“CREATED”** or **“EDITED”**.

Here you can see the status of DSC enrolment of DDO user is being shown as **“EDITED”**.

The screenshot shows the 'Digital Signature Approval' screen with the following details:

- Header:** Public Financial Management System-PFMS, O/o Controller General of Accounts, Ministry of Finance. User: PANKAJ KOCHHAR, User Type: PAO, Financial Year: 2018-2017.
- Left Menu:** Master/Track Report, Home, Master/Track, CAN Reports, Masters, Budget, Users Master.
- Main Content:**
 - Digital Signature Approval Table:**

User Name	Enrolled Date	Owner Name	Owner Organization	Owner Organization Unit	Issue Organization	Valid From	Valid Up To	Registration From	Registration Up To	Status
SHRUTI KANDU	04/11/2016 12:26:09	SHRUTI KANDU	OFFICE OF CMA	MINISTRY OF FINANCE	MANAGEMENT, ICD: 4000007	04/11/2016	04/11/2018	04/11/2016	04/11/2018	EDITED (highlighted with a red box)
 - Buttons:** Approve, Reject, Reason For Rejection (dropdown).

PAO user can either **“APPROVE”** or **“REJECT”** the enrolment of DSC done by DDO user. For approval, select desired record by checking the box available in the grid for the DSC to be approved. Click **‘APPROVE’** button to approve selected DSC.



If required, PAO User can also reject the DSC enrolment request by selecting the **“Reason for Rejection”** from the available list and clicking on **‘REJECT’** button.



In case the approving authority wants to view more details for concerned DSC enrolment request before approval, user can click on Hyperlink shown in Red font in **‘User Name’** column in the displayed grid.



On clicking the hyperlink of User Name, details of signatory will be displayed.

After viewing the details, PAO level user can opt to **“Approve”** or **“Reject”**, as the case may be.



Public Financial Management System-PFMS

O/o Controller General of Accounts, Ministry of Finance

(Security: PFMS)

Welcome: PAREKJ BOONHAR

User Type: PAO

Financial Year: 2018-2017



12:04:28 PM

Common Search

Financial Management System

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In above screen, PAO user can view the details of approved signatory by clicking the button “View” button.

Public Financial Management System-PFMS O/o Controller General of Accounts, Ministry of Finance																
Welcome: PAREKJ BOONHAR User Type: PAO Financial Year: 2018-2017					12:04:45 PM											
Common Search																
Digital Signature																
Serial Number: 00000004																
Certificate Valid From: 01/01/2018					Certificate Valid Upto: 01/01/2018											
Enrollment Valid From: 01/01/2018					Enrollment Valid Upto: 01/01/2018											
Owner Name: PAREKJ TULI																
Owner Organization: OFFICE OF THE CONTROLLER GENERAL OF ACCOUNTS																
Owner Organization Unit: "MANAGEMENT, CGO - ACCOUNTS"																
Issuer Organization: Government of India (Ministry of Finance) and Department of Accounts																
Purpose																
Digitally signed by PAREKJ TULI																
Cancel																

It may be noted that PAO user cannot update the details of DSC enrolment of DDO user, as this can be done by the concerned user only. If PAO clicks the button “UPDATE”, system will display a message “Details can be updated by the user who enrolled the digital signature”.

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5. DEACTIVATION OF DSC ENROLLMENT BY PAO

An enrolled DSC may need to be de-activated under following circumstances:

- In case the authority in charges leaves office due to transfer/retirement/death etc.
- 'Enrollment Valid Up to' date for the DSC has expired.
- Enrolled DSC is revoked by the digital signature issuing authority.

For this, PAO user will go to

"MASTERS">"DSC MANAGEMENT">"DEACTIVATE DSC"

The screenshot shows the PFMS interface for a PAO user. The main menu on the left includes options like 'WharKash Report', 'Honor', 'CASH Reports', 'Masters', 'Budget', 'Users Master', 'Registration/Failed Transaction', 'Sanctions', 'Passbook', 'Transfer Entry', 'Bank Reconciliation', 'Employee Info. System', 'Reports', 'Agency Master Data', 'Bank', and 'Register/Track Issues'. The main content area displays a table titled 'PANKAJ KOCHHAR' with the following data:

Section Status	Type	No. of Sections
Enrolled	(AR)	0
Enrolled-DSC	(AR)	0
Enrolled-DSC	Expenditure (DDO Bill)	1
Enrolled-DSC	Expenditure (DDO Bill)	1
Enrolled-DSC	(AR)	0
Enrolled-DSC	(AR)	0
Enrolled-DSC	(AR)	0
Enrolled-DSC	(AR)	0
Enrolled-DSC	(AR)	0
Enrolled-DSC	Expenditure (DDO Bill)	2
Enrolled-DSC	Expenditure (DDO Bill)	1
Enrolled-DSC	Authorization	2
Enrolled-DSC	Expenditure (DDO Bill)	2

Below the table, there are buttons for 'Deactivate DSC' and 'Approve DSC'. The 'Deactivate DSC' button is highlighted in blue.

On the screen that follows, a grid containing the list of enrolled DSC available for deactivation, is displayed. At this screen, user shall select check box for the DSC to be deactivated. Select 'Reason for Deactivation' from dropdown list and click 'Deactivate' button.

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

Welcome: PANKAJ ROCHHAR
User Type: PBO
Financial Year: 2016-2017

12:09:30 PM

Common Search

Digital Signature Certificate

User Name	Enrolled Date	Owner Name	Owner Organization	Owner Organization Unit	Issuer Organization	Valid From	Valid Upto	Registration From	Registration Upto	Approved By	Approved Date	Status
Bank@CGA@CGA	04/11/2016 11:28:09	SHAKTI TULI	OFFICE OF CGA MINISTRY OF FINANCE	"MANAGEMENT,ACCT - 000000"	Signet Harmada Valley Parkhouse and Chemicals Limited	10/01/2016	06/01/2018	04/11/2016	03/12/2016	jeorge	04/11/2016 10:00:57	Approved
Bank@CGA@CGA	04/11/2016 11:22:15	PODYS RAOHRA	CONTROLLER GENERAL OF ACCOUNTS	"MANAGEMENT,ACCT - 000100"	Signet Harmada Valley Parkhouse and Chemicals Limited	24/12/2014	24/12/2018	04/11/2016	03/12/2016	jeorge	04/11/2016 12:00:25	Approved
Bank@CGA@CGA	01/11/2016 16:09:32	RATHNESH				01/01/2016	01/01/2017	01/01/2016	01/01/2017	jeorge	01/11/2016 16:25:31	Approved
Bank@CGA@CGA	27/10/2016 10:24:00	SURESH KUMAR	OFFICE OF CGA MINISTRY OF FINANCE	"MANAGEMENT,ACCT - 000000"	Signet Harmada Valley Parkhouse and Chemicals Limited	10/01/2016	06/01/2018	10/01/2016	05/01/2018	jeorge	27/10/2016 10:25:09	Approved
Bank@CGA@CGA	27/10/2016 10:27:24	PANKAJ ROCHHAR	OFFICE OF CGA MINISTRY OF FINANCE	"MANAGEMENT,ACCT - 000000"	Signet Harmada Valley Parkhouse and Chemicals Limited	10/01/2016	06/01/2018	10/01/2016	05/01/2018	jeorge	27/10/2016 10:41:07	Approved

Deactivate Reason For Deactivation: User Not Authorized

Success message shall be displayed on the screen once the concerned DSC is deactivated successfully.

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

Welcome: PANKAJ ROCHHAR
User Type: PBO
Financial Year: 2016-2017

12:09:47 PM

Common Search

Digital Signature Certificate

Deactivated successfully

User Name	Enrolled Date	Owner Name	Owner Organization	Owner Organization Unit	Issuer Organization	Valid From	Valid Upto	Registration From	Registration Upto	Approved By	Approved Date	Status
Bank@CGA@CGA	04/11/2016 12:28:09	SHAKTI TULI	OFFICE OF CGA MINISTRY OF FINANCE	"MANAGEMENT,ACCT - 000000"	Signet Harmada Valley Parkhouse and Chemicals Limited	10/01/2016	06/01/2018	04/11/2016	03/12/2016	jeorge	04/11/2016 12:00:57	Approved
Bank@CGA@CGA	04/11/2016 11:22:15	PODYS RAOHRA	CONTROLLER GENERAL OF ACCOUNTS	"MANAGEMENT,ACCT - 000100"	Signet Harmada Valley Parkhouse and Chemicals Limited	24/12/2014	24/12/2018	04/11/2016	03/12/2016	jeorge	04/11/2016 12:00:25	Approved
Bank@CGA@CGA	01/11/2016 16:09:32	RATHNESH				01/01/2016	01/01/2017	01/01/2016	01/01/2017	jeorge	01/11/2016 16:25:31	Approved
Bank@CGA@CGA	27/10/2016 10:27:08	PANKAJ ROCHHAR	OFFICE OF CGA MINISTRY OF FINANCE	"MANAGEMENT,ACCT - 000000"	Signet Harmada Valley Parkhouse and Chemicals Limited	10/01/2016	06/01/2018	10/01/2016	05/01/2018	jeorge	27/10/2016 10:41:07	Approved

Deactivate Reason For Deactivation: -Select-

Now the status of this DSC will be shown as "DEACTIVATED".

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

Welcome: PANKAJ ROCHHAR
User Type: PBO
Financial Year: 2016-2017

12:10:17 PM

Common Search

PANKAJ ROCHHAR

The following table shows the summary of sanctions according to status and type. To find out what a particular status means, take your mouse over the status name. To find the details of sanctions in a status type, click on the corresponding status.

Sanction Status	Type	No. of Sanctions
Deactivated	(AR)	0
Deactivated	(AR)	0
Deactivated	Expenditure (1000 SAR)	1
Deactivated	Expenditure (1000 SAR)	1
Deactivated	(AR)	0
Deactivated	(AR)	0
Deactivated	(AR)	0
Deactivated	(AR)	0
Deactivated	Expenditure (1000 SAR)	0
Deactivated	Expenditure (1000 SAR)	1
Deactivated	Authorization	0
Deactivated	Expenditure (1000 SAR)	0

See all sanctions

Sanction Management Enrolled DSC

Sanction Management Deactivated DSC

Sanction Management Approved DSC

Bank Account Validation Status

This completes the process of Enrolment of DSC in respect of DDOs.

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