

NO. C-13015(375)/MFCGA/PFMS-PMIG/2015-16/119-145
Ministry of Finance, Department of Expenditure
Office of the Controller General of Accounts
(PFMS Project Office)
Shivaji Stadium, New Delhi

Office Memorandum

Dated **June 21, 2016**

A reference is invited to this office O.M. No.I-115/MF/CGA/ITD/2014-15/558 dated September 24, 2015 and subsequent OMs regarding roll out of payment and accounting module of PFMS in Pay & Accounts Offices. The programme has so far been rolled out in 142 PAOs.

2. It has now been decided to roll out the enhanced PFMS in 100 more PAOs located in different states of India with effect from 1st July, 2016 (**Annexure-1 and 2**). Each of these PAOs has been assigned a Key Resource Person (KRP) who shall support the PAO in completing the preparatory activities and also for running the application during the initial period of implementation.

3. **Annexure-3** provides the list of **preparatory activities** to be completed by Pr.AOs and PAOs before 30th June, 2016 for smooth roll out of PFMS from 1st July 2016.

4. For activation of **Bank Accounts** of PAO and Cheque Drawing DDOs (separately for each CDDO) under their jurisdiction, the PAO may login with his user id (after approval by Pr.AO) and select the form **Masters>ADD PAO/CDDO Bank Account** from the menu on the left side and fill in all the columns then press the button 'Add Account Details'. A screen shot of the menu is enclosed as **Annexure-4**.

5. Principal Accounts Offices not already having their **user-id** approved on PFMS may send user details in the form at **Annexure-6 duly signed** for approval.

6. The entire **process flow** of the PFMS for processing of generation of sanctions and bills at Programme Division/head of Office/DDO and the processing of bills in PAO is elaborated at **Annexure-5**.

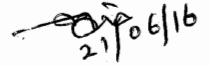
7. For the roll out PAOs from 1st July, 2016, Pre-check module of **COMPACT package will be blocked** (except for salaries, GPF and pension). Therefore, the PAOs need to ensure that all the bills received from DDOs in June (i.e. up to 30th June, 2016) are cleared till the end of June, 2016. All the bills received by PAO from 1st July, 2016 will be processed online on PFMS at all levels viz. generation of sanction by Programme Division/Head of Office, generation of bill by DDO and bill passing and payment by PAO.

8. Practical trainings of the staff and officers of the PAOs selected for roll out of PFMS from 1st July, 2016 have already been conducted in February and

March, 2016. Sensitization programmes for DDOs and Heads of Offices have also been conducted at various places in February and March, 2016.

9. The concerned Pr. CCAs/CCAs/CAs (independent charge) are requested to issue necessary instructions to their Pr.AO and the selected PAOs to complete the pre-requisite activities before 30th June, 2016 as also to co-ordinate with the respective Heads of offices and DDOs and guide them in completion of the activities required on their part.

This issues with the approval of CGA.



(S P Arora)

Sr. Accounts officer (ITD/PFMS-PMIG)

To

1. The Pr. Chief Controller of Accounts, Central Board of Excise & Customs, AGCR Building, New Delhi.
2. The Pr. Chief Controller of Accounts, Ministry of Home Affairs, North Block New Delhi.
3. The Pr. Chief Controller of Accounts, Central Board of Direct Taxes, Lok Nayak Bhawan, New Delhi.
4. The Pr. Chief Controller of Accounts, Ministry of Shipping and Ministry of Road Transport and Highways, IDA Building, Jamnagar House, New Delhi.
5. The Joint Secretary & Financial Advisor and Appellate Authority, Rajya Sabha Secretariat, Parliament Annexe, New Delhi.
6. The Chief Controller of Accounts, Ministry of Agriculture, Krishi Bhawan, New Delhi.
7. The Chief Controller of Accounts, Ministry of Consumer Affairs and Public Distribution, Krishi Bhawan, New Delhi.
8. The Chief Controller of Accounts, Ministry of Commerce and Textiles, Udyog Bhawan, New Delhi 110 107.
9. The Chief Controller of Accounts, Ministry of Social Justice & Empowerment, Shastri Bhawan, New Delhi.
10. The Chief Controller of Accounts, Ministry of Finance, New Delhi.
11. The Chief Controller of Accounts, Ministry of Health and Family Welfare, Nirman Bhawan, New Delhi - 110001
12. The Chief Controller of Accounts, Ministry of Law & Justice and Ministry of Corporate Affairs Lok Nayak Bhawan, New Delhi.
13. The Controller of Accounts, Ministry of Planning and Ministry of Statistics and Programme Implementation, Yojana Bhawan, New Delhi.
14. The Chief Controller of Accounts, Ministry of Steel & Mines, Udyog Bhawan, New Delhi
15. The Chief Controller of Accounts, Department of Commerce (Supply Division), Akbar Road Hutments, New Delhi.

17. The Financial Controller, Ministry of Civil Aviation and Tourism, Rajiv Gandhi Bhavan, Safdarjung Airport, New Delhi.
18. The Chief Controller of Accounts, Ministry of Urban Development, Nirman Bhavan, New Delhi.
19. The Chief Controller of Accounts, Ministry of Law, New Delhi.
20. The Controller of Accounts, Ministry of Labour and Employment, Shram Shakti Bhawan, New Delhi.
21. The Controller of Accounts, Ministry of Communication and Information Technology, Paryavaran Bhavan, CGO Complex, New Delhi
22. The Controller of Accounts, Ministry of Personnel, Public Grievances and Pension, Lok Nayak Bhavan, New Delhi.
23. The Controller of Accounts, Ministry of Earth Science, New Delhi.
24. The Controller of Accounts, Ministry of Environment & Forest, Paryavaran Bhavan, CGO Complex Lodhi Road, New Delhi.
25. The Controller of Accounts, Ministry of Earth Science, New Delhi.

Copy for information and necessary preparatory activities on the PFMS system:

1. Shri Alok Verma CA, CBEC (Head of Development team of PFMS).
2. Smt. Medha Dalvi, Sr. TD, NIC-PFMS.

Annexure-1

STATE WISE ROLL OUT PLAN FOR JULY, 2016

Sl. No.	State	No. of PAOs		Total No. of DDOs
1	Delhi/NCR	17		478
2	West Bengal	28		514
3	Himachal Pradesh	1		16
4	Punjab	6		139
5	Chandigarh/Panchkula	6		80
6	Rajasthan	7		217
7	Karnataka	8		243
8	Tamil Nadu	12		377
9	Maharashtra	15		332
		100		2396

Annexure-2

LIST OF PAOs SELECTED FOR ROLL OUT OF PFMS from JULY, 2016

Sl. No.	PAO Sl. No.	Code	Description	Location	Bank	Total No. of DDOs	Key Resource Person (KRP)	
1		001 - AGRICULTURE						
	1	000569 - PAO (Plant Protection &	Faridabad		SBI	39	Smt. Jyoti Nagpal, AAO	
	2	000743 - PAO(Sectt)-II, New Delhi	Akbar Road Hutments		SBI	20	Naresh Kumar, AAO, ITD	
	3	000824 - PAO (Agri-Coop), Kolkata	Kolkata		SBI	33	Prabendra N Samanta, AAO, PAO, Agriculture,	
	4	000264 - PAO (Agri-Coop), Mumbai	Mumbai		SBI	13	R.T. Mhaskar, AAO PAO Consumer Affairs	
	5	004797 - PAO (DMI), Nagpur	Nagpur		SBI	24	Arle Harikumar, Sr.AO, CBDT, Nagpur	
2		003 - CONSUMER AFFAIRS AND PUBLIC DISTRIBUTION						
	6	003710 - PAO (Consumer Affairs) Kolkata	Kolkata		Central Bank	6	Shri Souren Hazra, AAO, PAO(Consumer	
	7	003603 - PAO (Food) Kolkata	Kolkata		RBI	4	N Bhattacharjee, AAO, PAO, Food and PD, Kolkata	
	8	003521 - PAO (Food), Mumbai	Mumbai		RBI	5	R.T. Mhaskar, AAO PAO Consumer Affairs	
3		006 - COMMERCE						
	9	007032 - CPAO (DGFT), New Delhi	Udyog Bhavan		Central Bank	13	Nilmani, AAO, Commerce, Udyog Bhavan	
	10	007468 - CPAO (All Ind.Handicraft Board),New Delhi	West Block 7, R.K. Puram		Central Bank	41	Dipak Tripathi, AO, ITD	
	11	007815 - PAO (Textile), New Delhi	Udyog Bhavan		Central Bank	22	Nilmani, AAO, Commerce, Udyog Bhavan	
	12	007115 - RPAO (Commerce)	Kolkata		Central Bank	11	Shri Alope Dutta, Sr.AO RPAO(Commerce)	
	13	007377 - PAO(Textile), Kolkata	Kolkata		Central Bank	42	Debasis Roy, Sr. AO, PAO Textiles, Kolkata	
	14	007726 - PAO (Textile), Chennai	Chennai		Central Bank	33	Smt. Vasantha Mullai, Sr. AO, PAO, Textile, Chennai	
	15	007638 - PAO (Textile), Mumbai	Mumbai		Central Bank	29	R.T. Mhaskar, AAO PAO Consumer Affairs	
4		009 - SOCIAL JUSTICE & EMPOWERMENT						
	16	005782 - PAO Disability Affairs, New Delhi	Shastri Bhavan		SBP	3	Shammi Kapoor, AAO, HRD, Shastri Bhavan, New Delhi	
5		014 - ECONOMIC AFFAIRS						
	17	017057 - PAO (ERIS and Banking), New Delhi	AGCR Building		SBI	27	K.K. Sharma, Sr.AO, CBEC, AGCR Bldg.	
	18	017136 - PAO (NSO), Nagpur	Nagpur		SBI	31	Arle Harikumar, Sr.AO, CBDT, Nagpur	
	19	017242 - PAO (IG Mint), Kolkata	Kolkata		SBI	2	R.N. Mukhopadhyay, PAO, IG Mint, Kolkata	
6		016 - REVENUE						
	20	019795 - PAO (Revenue), New Delhi	AGCR Building		Allahabad Bank	40	K.K. Sharma, Sr.AO, CBEC, AGCR Bldg.	
7		017 - HEALTH & FAMILY WELFARE						
	21	021277 - PAO (MSD), Mumbai	Mumbai		BOB	21	Anil Kumar, AAO, PAO, PDTM, Mumbai	
	22	021371 - PAO(H & FW), Kolkata	Kolkata		BOB	36	Shri Bholanath Saha, Sr.AO, H&FW, kolkata	
8		018 - HOME AFFAIRS						
	23	025301 - Shashastra Seema Bal, New Delhi	Level 6, East Block-IX R K Puram, New Delhi		SBI	42	Dipak Tripathi, AO, ITD	
9		021 - LABOUR AND EMPLOYMENT						

	24	029803 - PAO(Main Sectt.), Ministry of	Shram Shakti Bhavan	Union Bank	24	B. Tiru, AAO, ITD
	25	029922 - PAO(DGET), New Delhi	Shram Shakti Bhavan	Union Bank	59	B. Tiru, AAO, ITD
	26	030181 - PAO(Labour Bureau), Chandigarh	Chandigarh	Union Bank	11	S N Pal, AAO, Labour Bureau, Chandigarh
	27	030461 - PAO, DGE&T-II, Chennai	Chennai	Union Bank	57	Smt. Vasantha Mullai, Sr. AO, PAO, Textile, Chennai
	28	030263 - PAO (DGFASLI), Mumbai	Mumbai	Union Bank	20	Anil Kumar, AAO, PAO, PDTM, Mumbai
10	022 - LAW & JUSTICE					
	29	031438 - PAO (Legal Affairs), New Delhi	Janpath Bhavan	Dena Bank	40	Bhoop Singh, Sr. AO, PAO Legal Affairs
11	023 - PLANNING STATISTICS AND PROGRAM IMPLEMENTATION					
	30	032991 - PAO (Stats.), Kolkata	Kolkata	Union Bank	20	Tapan Kumar, Sahoo, Acctt., PAO, Statistics, Kolkata
12	024 - ROAD TRANSPORT & HIGHWAYS					
	31	034756 - PAO (NH), Kolkata	Kolkata	Syndicate Bank	6	Shailesh Kumar Narayan, AAO, RPAO, NH, Kolkata
	32	034862 - RPAO (NH), Chandigarh	Chandigarh	Syndicate Bank	6	Harish Ghai, AAO, PAO, NH, Chandigarh
	33	034975 - PAO (NH), Jaipur	Jaipur	Syndicate Bank	3	O P Meena, AAO, PAO, NH, Jaipur
	34	034807 - PAO (NH), Bangalore	Bangalore	Syndicate Bank	6	Tarun Ranjan, AAO, PAO, NH, Bangalore
13	026 - MINES					
	35	036699 - PAO(GSI),Kolkata	Kolkata	UCO Bank	18	Shri P.K.Mirda, Sr.AO, PAO (GSI), Kolkata
	36	036879 - PAO (GSI), Jaipur	Jaipur	UCO Bank	7	Bhupendra Lal Bairwa, Sr.AO, PAO, GSI, jaipur
	37	037141 - PAO (GSI), Bangalore	Bangalore	UCO Bank	7	P. Brinda, Sr. Acctt., PAO, GSI, Bangalore
14	027 - SUPPLY					
	38	038447 - PAO(Supply),Kolkata	Kolkata	RBI	7	Shri Ashok Kumar, AAO, PAO, Supply, Kolkata
15	028- CULTURE					
	39	011397 - PAO(Culture), Kolkata	Kolkata	Canara Bank	12	Dibyendu Biswas, Sr.AO, PAO, Culture, Kolkata
16	029 - CIVIL AVIATION & TOURISM					
	40	041490 - PAO(CAD), Kolkata	Kolkata	ICICI Bank	7	Smt. Saswati Dutta, AAO,PAO(CAD),Kolkata
17	030 - URBAN DEVELOPMENT AND URBAN POVERTY ALLEVIATION					
	41	042805 - PAO, Printing, Kolkata	Kolkata	IDBI Bank	7	Kaushik Kr. Chaterjee, AAO, PAO, Printing Kolkata
18	032 - INFORMATION TECHNOLOGY					
	42	047315 - Pr. cum PAO (DIT), New Delhi	Electronics Niketan, CGO Complex	BOI	17	Harish Choudhary, Sr. AO, ITBP, CGO Complex
19	034 - PERSONNEL, P.G. & P.					
	43	049521 - PAO(CBI), New Delhi	CGO Complex	SBI/PNB	70	Mukesh Kumar, AAO, ITD
	44	006393 - PAO, UIDAI, New Delhi	Jeevan Bharti Building	Union Bank	7	Rajeev Kaushik, AAO, ITD
20	035 - CBEC					
	45	051237 - PAO(Collec.of Central Excise-I),Kolkata	Kolkata	SBI	52	Uttam Sikder, AAO, PAO, CBEC, Kolkata-I
	46	052679 - PAO (Collec.of Central ExciseII),Kolkata	Kolkata	SBI	13	Gautam Kumar, AAO, PAO, CBEC, Kolkatta-II
	47	052775 - PAO (Collectorate of Customs), Kolkata	Kolkata	SBI	3	Basudeb Chatopadhyay, Sr. AO, PAO, Customs,

48	054851 - PAO CEX KOLKATA-III	Kolkata	SBI	16	Dhritiman Das Chowdhary, AAO, PAO, CBEC, Kolkata-
49	054951 - PAO C.EX IV, KOLKATA	Kolkata	SBI	15	Shri Asoke Pal, Sr.AO, PAO CEX-IV,Kolkata
50	054432 - PAO (Collec.of Central Excise), Bolpur	Bolpur, West Bengal	SBI	11	Manas Bhakat, AAO, PAO, CBEC, Bolpur
51	050240 - PAO, Customs Amritsar	Amritsar	SBI	7	Atul Kumar, Sr. Acctt., PAO, Customs, Amritsar
52	055055 - PAO,CEX & Customs Ludhiana	Ludhiana	SBI	15	K K Kautish, Sr. AO, PAO, CEX, & Customs, Ludhiana
53	051323 - PAO(Collec.of Central Excise),Chandigarh	Chandigarh	SBI	16	Smt. Sunita, AAO, PAO, CEX, Chandigarh
54	055005 - PAO, CEX & Customs CHANDIGARH	Chandigarh	SBI	10	Smt. Jagjeev Kaur, AAO, PAO, CEX & Customs, Chandigarh
55	051917 - PAO (Collec. of Central Excise), Jaipur	Jaipur	SBI	30	Gopesh Kumar, AAO, PAO, CEX, Jaipur
56	050896 - PAO (Collec. of Central Excise) Bangalore	Bangalore	SBI	35	N. Shailaja, SrAO, PAO, Central Excise, Bangalore
57	054901 - PAO, C.EX, MANGALORE	Mangalore	SBI	10	G. Manilal, AAO, PAO, CEX, Mangalore
58	054097 - PAO (Collec. of Central Excise), Belgaum	Belgaum	SBI	7	M S Virinchi, AAO, PAO, CEX, Belgaum
59	055370 - PAO, CEX & Customs Mysore	Mysore	SBI	9	S Sivakumar, AAO, PAO, CEX & Customs, Mysore
60	053929 - PAO (Collec.of Central Excise), Coimbatore	Coimbatore	SBI	9	Suresh Joseph, Sr. Acctt., PAO, CEX, Coimbatore
61	054014 - PAO (Collectorate of C&CE), Tiruchirapalli	Tiruchirapalli	SBI	14	C S A Stanley, AAO, PAO, CEX, Trichy
62	052084 - PAO (Collec. of Central Excise), Chennai	Chennai	SBI	49	Somasundaram, AAO, PAO, CEX, Chennai
63	052930 - PAO (Collec. of Customs), Chennai	Chennai	SBI	8	Ravichandran, Sr. Acctt., PAO, Agriculture, Chennai
64	051151 - PAO (Collec. of Central Excise-I), Mumbai	Mumbai	SBI	33	Smt. V.G. Kailaje, Sr.AO, PAO, CBEC-II, Mumbai
65	054515 - PAO (Jawahar Customs House), Nhava Sheva	Mumbai	SBI	2	Nagesh Mendon, Sr.AO, PAO, CBEC, Nhava-Sheva
66	052257 - PAO (Collec. of Central Excise), Nagpur	Nagpur	SBI	24	Arle Harikumar, Sr.AO, CBDT, Nagpur
67	055275 - PAO,CEX & Customs Tirunelveli	Tirunelveli	SBI	7	D Sasidharan, Sr. AO, PAO, CEX & Customs,
21	036 - CBDT				
68	056971 - ZAO(CBDT), Kolkata	Kolkata	SBI	88	Shri Sujoy Das, Sr.AO, ZAO (CBDT) Kolkata
69	004187 - ZAO, CBDT, Durgapur	Durgapur (WB)	SBI	13	Rupam Chatterjee, AAO, ZAO, CBDT, Durgapur
70	056418 - ZAO(CBDT), Amritsar	Amritsar	SBI	32	Maninder Singh, Sr.AO, ZAO, CBDT, Amritsar
71	004166 - ZAO, CBDT, Ludhiana	Ludhiana	SBI	13	Ashok Kumar, Sr.AO, ZAO, CBDT, Ludhiana
72	055784 - ZAO(CBDT), Patiala	Patiala	SBI	48	Smt. V Vasumathy, AO, ZAO, CBDT, Patiala
73	056737 - ZAO(CBDT), Jalandhar	Jalandhar	SBI	24	Arvind Kumar, AAO, ZAO, CBDT, Jalandhar
74	004167 - ZAO, CBDT, Shimla	Shimla	SBI	16	Amit Kumar, AAO, ZAO, CBDT, Shimla
75	004168 - ZAO, CBDT, Chandigarh	Chandigarh	SBI	20	Ajay Kumar, AO, ZAO, CBDT, Chandigarh
76	004169 - ZAO, CBDT, Panchkula	Panchkula	SBI	17	Pankaj Jai, AAO, ZAO, CBDT, Panchkula
77	056099 - ZAO (CBDT), Jaipur	Jaipur	SBI	110	Devendra Singh Rathore, Acctt., ZAO, CBDT, Jaipur
78	004170 - ZAO, CBDT, Udaipur	Udaipur	SBI	27	Pradeep Kumar Gupta, Acctt., ZAO, CBDT, Udaipur
79	004171 - ZAO, CBDT, Jodhpur	Jodhpur	SBI	28	R K Meena, Acctt., ZAO, CBDT, Jodhpur

80	055542 - ZAO (CBDT), Bangalore	Bangalore	SBI	148	J. Vimala, AAO, ZAO, CBDT, Bangalore
81	004177 - ZAO, CBDT, Hubli	Hubli	SBI	21	J. E. John Paul, Sr. Acctt., ZAO, CBDT, Hubli
82	004174 - ZAO, CBDT, Coimbatore	Coimbatore	SBI	21	Smt. Rani Gunasekaran, Sr. AO, ZAO, CBDT,
83	004176 - ZAO, CBDT, Trichi	Trichi	SBI	32	N Venkatasubramaniam, AAO, ZAO, CBDT, Trichy
84	057127 - ZAO (CBDT), Chennai	Chennai	SBI	112	Smt. C. Deepa, AAO, ZAO, CBDT, Chennai
85	004175 - ZAO, CBDT, Madurai	Madurai	SBI	21	S Subramaniam, Sr.AO, ZAO, CBDT, Madurai
86	057050 - ZAO (CBDT), Mumbai	Mumbai	SBI	45	Smt. V.G. Kailaje, Sr.AO, PAO, CBEC-II, Mumbai
87	004181 - ZAO (CBDT), Thane	Mumbai	SBI	12	Nagesh Mendon, Sr.AO, PAO, CBEC, Nhava-Sheva
88	055862 - ZAO(CBDT), Nagpur	Nagpur	SBI	42	Arle Harikumar, Sr.AO, CBDT, Nagpur
22	037 - SCIENCE AND TECHNOLOGY				
89	058606 - RPAO(Survey of India), Kolkata	Kolkata	Union Bank	16	Abhijit Roy, AAO, RPAO, Survey of India, Kolkata
90	058743 - RPAO (Survey of India), Jaipur	Jaipur	Union Bank	12	J R Kumawat, AAO, PAO, Survey of India, Jaipur
23	041 - RAJYA SABHA				
91	065820 - PAO (Rajya Sabha)	Parliament Annexe	SBI	4	Mukesh Kumar, AAO, ITD
24	047 - WOMEN AND CHILD DEVELOPMENT				
92	011601 - PAO (WCD) Kolkata	Kolkata	SBP	2	K.C.Pal, AAO, PAO, WCD, Kolkata
25	079 - ENVIRONMENT and FORESTS				
93	075020 - PAO(BSI/ZSI), Kolkata	Kolkata	Union Bank	33	Subrata Desai, AAO, PAO, BZI/ZSI, Kolkata
26	081 - EARTH SCIENCE				
94	000111 - PAO, IMD, M/o Earth Science, KOLKATA	Kolkata	SBI	5	Nihar Ranjan Sarkar, AAO, PAO, IMD, Kolkata
27	086 - MINISTRY OF CORPORATE AFFAIRS				
95	086600 - PAO Corporate Affairs, Chennai	Chennai	PNB	14	Smt. V Saraswathy, AAO, PAO, Corporate Affairs, Chennai
96	086200 - PAO Corporate Affairs, Mumbai	Mumbai	PNB	15	J.K. Chatterjee, AAO, INGAF, RTC, Mumbai
97	086400 - PAO Corporate Affairs, Kolkata	Kolkata	PNB	25	T K Purakayastha, PAO, Corporate Affairs, Kolkata
28	088 - SHIPPING				
98	088300 - PAO (LHLS), Noida	Noida	Syndicate Bank	10	K Krishna Kumar, Sr.AO, ITD
99	088500 - PAO (Shipping), Kolkata	Kolkata	Syndicate Bank	11	Kamal Kumar Bhattacharya, Sr. AO, pao, Shipping Kolkata
100	088400 - PAO (Shipping), Mumbai	Mumbai	Syndicate Bank	16	J.K. Chatterjee, AAO, INGAF, RTC, Mumbai
	TOTAL			2396	

Preparations for roll out of PFMS to be completed before June 30, 2016

Action by Pr.AOs

- (a) **Creation of users:** All officials working on PFMS portal have to create their user id and password to log into the system. The Principal Accounts Office will create its user on the system and send a formal request in the prescribed proforma (**Annexure-8** also available at CGA's web site) to Asstt. CGA (ITD), O/o CGA, 4thFloor, B Wing, Shivaji Stadium Annexe, New Delhi - 110001. Once the user id of Pr.AO is approved by CGA, he/she would be able to approve the users created by the PAOs. Further the Pr.AO will create the users of AAO and DH of their office and also approve the same.
- (b) **DDG/Sy-I/Sy-II/Sy-III:** Pr.AOs will enter the DDG/Sy-I/Sy-II/Sy-III grants on PFMS portal as and when the same are available.
- (c) **Supplementary Grants/Re-appropriation/Surrender:** Pr.AOs to obtain DDO wise bifurcation of Supplementary Grants Re-appropriation and Surrender of funds from the Budget section of the concerned Ministry/Department and enter the details in PFMS.
- (d) **Pr.AO to approve the signatories:** Pr.AOs are required to approve the enrolment of signatures in Pay & Accounts Offices on PFMS portal so to enable them to configure the digital signatures for signatory-1 and signatory-2 for initiating e-payment.

Action by PAOs

- (e) **Creation of users:** All officials working on PFMS portal have to create their user id and password to log into the system. The PAO will create its user on the system which will be approved by Pr.AO. The PAO in turn will approve the users of DDO and the DDO will approve the users of Programme Division (Head of Office). Further the PAO will create the users of AAO and DH of their respective office and also will approve the same.
- (f) **Bank Details:** Separate Bank Account Number for e-payment, Cheque payment and Receipts should be obtained by PAO from the eFPB/FPB of the accredited bank and the same should be entered in the relevant form (**Masters>ADD PAO/CDDO Bank Account**) on the PFMS portal. Similarly, separate Bank Account Numbers for e-payment, Cheque payment, and Receipts of CDDOs under the control of PAO should also be obtained and entered on the PFMS portal for activation on the portal and validation thereof by the respective banks.
- (g) **Data Entry of DDO-wise Budget Allocation:** The development of forms/module for entry of DDO-wise budget allocation has been completed and tested. In order to start all non-plan payments, it is imperative that all the PAOs complete data entry of DDO-wise budget allocation on the PFMS portal as they are presently doing in COMPACT and reconcile the figures with the information received by PAOs from Budget Section of the respective Ministry/Department.

- (h) **Digital Signatures:** Presently all the PAOs making e-payment through GePG have two digital signatures each. In order to ensure seamless process of online payments all PAOs should have at least three digital signatures.
- (i) **Alternate Internet Connection:** Unlike COMPACT which is a standalone system, processing of sanctions and bills through PFMS will be online. Therefore, apart from the internet connection through VPN (Virtual Private Network of CGA), every Pr.AO and PAO should have alternate internet connection so as to rule out any issue related to connectivity.
- (j) **Update 'JAVA'** on their machines so that they may not face any problem during signatory registration etc.
- (k) **Internet browsers:** PAOs to have 'Mozilla Firefox' and 'Google Chrome' browsers on each computer in addition to 'internet explorer' browser.
- (l) **Email_id:** All the login id users viz PD/DDO/PAO/Pr.AO./DH/AAO etc. have to open an official e-mail id with 'NIC' and the same may be entered in login id creation form of PFMS.
- (m) **Guide HOOs/DDOs:** Initially the PAOs may help the Head of Office (Programme Division or PD in PFMS) in generation of few sanctions to ensure that a sanction does not include, vendors for e-payment as well as cheque payments. Separate sanction is to be generated for each type of payment.
- (n) **User manual:** PAOs may download the User Manual of PFMS from the website of CGA and provide a softcopy of the same to each of the Head of Office and DDOs handling non-plan payments.

Action by Head of Office [Programme Division (PD)]

- (o) **Internet Connectivity:** The system enables online sanction generation at PFMS portal by Program Division (Head of Office for non-plan payments) and online receiving of sanctions by DDO and preparation of bill on PFMS. This requires internet connectivity at the site of Head of Office as well as DDO.
- (p) **Creation of users:** All officials working on PFMS portal have to create their user id and password to log into the system. Each sanctioning authority will create a user as Programme Division (PD). The said user type 'PD' will be approved by the user type 'DDO'.
- (q) **Vendor Creation:** PDs may start creating the vendors both for e-payment as well as for cheque payments on PFMS portal so that before roll out of PFMS their account number gets validated online by the bank.
- (r) **Mapping of Vendors:** PDs may start mapping the DDOs/Vendors etc. on PFMS portal so that this exercise is completed before roll out of PFMS.

Action by DDOs

- (s) **Internet Connectivity for Head of Office and DDO:** The system enables online sanction generation at PFMS portal by Program Division (Head of Office for non-plan payments) and online downloading of sanctions by DDO and preparation of bill on PFMS. This requires internet connectivity at the site of Head of Office as well as DDO.
- (t) **Creation of users:** All officials working on PFMS portal have to create their user id and password to log into the system. The user id of user type 'DDO' will be approved by the user type 'PAO'.

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

Welcome: KV HAMZA
User Type: Root
Financial Year: 2016-2017

PAO Account Details

Controller Name: * 001 - AGRICULTURE
 Account Type: * --Select--
 PAO Description: * 000085-PAO(DMS), New Del
 Account Number: *

Account Holder: PAO Account CDDO Account

Bank Name: *
 IFSC Code: *
 PAO District: *
 PAO PinCode: *

PAO Contact No.: *
 PAO Address: *
 PAO City: *
 E-mail Id: *

[Add Account Details](#) [Reset](#)

Left Sidebar Menu:
 AdhocReports
 BharatKosh Report
 Home
 Scholarship Management
 BharatKosh
 CAM Reports
 Masters
 Users
 Daily Activity
 Agency
 Sanctions
 Sanction Custom Fields
 Sanction Templates
 Reports
 Masters
 My Schemes
 Dashboards
 Bank
 Register/ Track Issue
 Audit Trail
 Bank Printing Templates

Sub-menu for 'Masters':
 Users
 DSC Management
 ADD PAO/CDDO Bank Account
 Details

System Footer:
 About Us | Site Map | Privacy Policy | Contact Us | ©2009 CENTRAL PLAN SCHEME MONITORING SYSTEM. All Rights Reserved.
 13:32 16-06-2016

**Process flow of sanctions and bills in PFMS
(Other than Salaries, Pension and GPF)**

A. Processes at Programme Division/head of Office (PD user):

- (i) **Vendor/beneficiary Registration:** Before generation of sanction on PFMS, the sanctioning authority will register the particulars of each payee (including Government employees) as vendor.
- (ii) **Mapping of Vendor/beneficiary:** The vendors created in the above process, will be automatically mapped with the PD user by whom they were created. Vendors which are already available on PFMS portal (registered by any users type 'PD') may also be mapped by the different PDs with them for initiating payment to such vendors.
- (iii) **Sanction Generation:** After registration of vendor, the PD user may generate a sanction for payment (gross amount) indicating the amount payable to each payee, and the grant number, head of account to which the expenditure is debitible. Once the sanction is approved after generation, it goes online to the DDO for preparation of bill.

B. Processes at the office of Drawing and Disbursing Office (DDO user)

- (i) **Receiving sanction:** The sanction generated by PD user will be received online by the DDO user. The sanction, after being received by the DDO user, will not be available to PD user for editing. If necessary, the sanction may be returned to PD user by the DDO user for correction.
- (ii) **Generation of Bill:** The DDO user will generate a bill online and indicate the amount of deductions, if any, recoverable from each user under different heads of accounts.
- (iii) **Challan Entry:** All the challans in respect of non-tax receipts will be entered by the DDOs from 1st July, 2016 onwards on PFMS portal.

C. Processes at the Pay & Accounts Office:

- (i) **Receiving Bills by Dealing Hand:** On receipt of physical ink signed bills from DDO, the Dealing Hand (DH) in PAO will receive the bills online on PFMS. The system will automatically generate a token number for each of the bills received by DH in PAO. This may be indicated in ink on the physical bill.
- (ii) **Pre-check of bill at three levels:** The bills for which token number has been generated on PFMS will be processed for pre-check at three levels viz. DH, AAO and PAO as is being done presently in COMPACT.
- (iii) **Payment by PAO:** After passing of the bill at three levels, the PAO will authorize payment online through PFMS using digital signature.
- (iv) **Payment Scrolls:** After processing of payments through, NEFT/RTGS/ECS as the case may be, the bank will send electronic payment scrolls online on PFMS portal. The scrolls will be automatically incorporated and processed. The process of cancellation and re-issue cheque/e-payment will be carried out on PFMS portal only.

- (v) **Receipt Scrolls:** As in the case of Payment Scrolls, the bank will send receipts scrolls also in electronic format on the PFMS portal and the same will be automatically incorporated and reconciled with the challans entered by DDO on PFMS portal.
- (vi) **Physical (manual) Scrolls:**Physical (manual) scrolls, if any, in respect of receipts and cheque payments, and Daily Main Scrolls, received from the bank will be entered by the Dealing Hand manually in the screen forms provided in the Bank Reconciliation module of PFMS and the same will be approved by the AAO.**Daily main scroll will be entered before entering detailed receipt and cheque payment scrolls for a given date.**IFSC Code in respect of PAO's accredited bank as well as IFSC Code of the bank branch of the CDDOs' accredited bank will be required at the time of data entry. IFSC Code of the Focal Point Branch will be required for entering the DMS.
- (vii) **Date-wise Monthly Statement (DMS):**Date wise Monthly Statement (DMS)excluding eDMS of e-payments will also be entered by the Dealing hand in the form available in the Bank Reconciliation module and the same will be approved by the AAO.
- (viii) **Monthly Accounts:** The monthly account from July, 2016 onwards in respect of these 15 PAOs will be generated on the PFMS portal and transferred/uploaded to e-lekha directly by the PFMS.
- (ix) **List of Payments:**All the LOPs (List of Payments) of Cheque Drawing DDOs (CDDOs) will be entered by the PAOs/CDDOs on the interface being provided at the PFMS.
- (x) **Transfer Entries:**All the transfer entries will be entered by PAO in the PFMS in the interface being provided in the PFMS for this purpose.

D. Bills of Salary, GPF and Pension:

- (i) **Processing of Bills:**The bills of Salaries, GPF and Pension will be processed in COMPACT at all three levels and thereafter the bills will be uploaded on PFMS portal for payment processing i.e. digital signing/cheque writing etc.
- (ii) After processing of payment in respect of the above bills at PFMS, the voucher details etc. will be downloaded from PFMS and will be incorporated into COMPACT so as to facilitate up-dation of GPF/Pension module.

E. Blocking of COMPACT: The PAOs selected for roll out of PFMS from 1st July, 2016 will not be able to use the following modules of COMPACT as the same will be blocked:

- (i) **Pre-check module:** The pre-check module will be blocked for processing of bills except the bills of Salaries, GPF and Pension.
- (ii) **Compilation module:** All the data entry forms in compilation module will be completely blocked as the List of Payments in respect of CDDOs will also be entered on PFMS portal.

F. PAOs not switching over to PFMS: For all other PAOs which have not been selected for processing of payments through PFMS so far will continue to use COMPACT for payments as well as for accounting.

Form for approval/deactivation of Pr. AO User ID in PFMS

Controller Code	Controller Description	Contact Details including Address, Tel. No. And email ID of Pr.AO User	User ID/Login ID to be approved *	Reason for new User ID mentioned in Col.4	Existing user ID of Pr. AO for PFMS (Plan/ Non-Plan), if any	User ID to be deactivated/disabled	Reason for retaining multiple User Ids, if Col.4 + Col.6 > 1
1	2	3	4	5	6	7	8

Signature of Pr. AO

Name

Designation
