

STEPS FOR IMPLEMENTATION OF PFMS (FOR NON PLAN PAYMENTS) IN NEW PAOs

1. All the users viz. PD, DDO, PAO, AAO and DH have to get themselves registered on pfms.nic.in.
2. Get the user's registration approved by respective approving authority.
3. **Steps to be undertaken at Pay & Accounts for implementation of PFMS for Non-Plan Payments:**
 - a. First complete all the pre-requisite for PFMS and then run latest upgrade of COMPACT available under downloads on the site pao2000.nic.in.

PRE-REQUISITES FOR PFMS

- b. Registration of PAO user and get it approved by Principal Accounts Office.
- c. Registration & Approval of AAO and DH users by Pay & Accounts Officer
- d. Approval of registration of DDO user.
- e. Bank Account Configuration of PAO and its CDDOs.
- f. DDO wise allocation of Budget in Pay & Accounts Office- record to be entered by DH and approved by PAO.
- g. Digital Signature Enrolment (both For signatory 1 and signatory 2):

Prerequisite to enrol Digital Signature: installation of JAVA and DSC Driver

Enrollment of Digital Signature:

Approval of Digital Signatures by Principal Accounts Office

Signatory Configuration by PAO

Signing of Account Enrolment File by signatory 1 and signatory 2

Implementation of PFMS

- h. Bill Passing in Pay & Accounts Office (By all three levels viz. DH, AAO and PAO).
- i. In case of e-payment bill, generation of batch by signatory 1 and digital signature thereafter by signatory 1 or by both signatory 1 and signatory 2, as the case may be.
- j. In case of cheque payment, printing of cheque by DH and issue of cheque by PAO.

4. Steps to be undertaken by PD User (Sanction Issuing Authority)

- a. Registration of PD user and its approval by Drawing & Disbursing Officer.
- b. Mapping of PAO and DDO
- c. Creation of new vendors
- d. Mapping of already existing vendors on PFMS
- e. Creation of Sanction by PD user
- f. Approval of Sanction by PD User

5. Steps to be undertaken by DDO user

- a. Registration of DDO user and getting it approved by PAO user.
- b. Approval of Registration of PD user
- c. Receiving of sanctions.
- d. Generation of Bills (with or without deduction).
- e. Printing of Bill.

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