

**No.MF-CGA/PFMS-PDTG/A/2015-16/ 2921**  
**Ministry of Finance, Department of Expenditure**  
**Office of the Controller General of Accounts**  
**(PFMS Project Office)**  
**Shivaji Stadium, New Delhi**

**Office Memorandum**

Dated **March 18, 2016**

**Subject: Regarding processing of March, 2016 salary on PFMS portal.**

**21, 2016**

As on date 144 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, 2016 Salary on PFMS portal the following instructions are being issued to the users of PFMS:

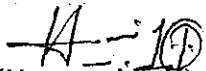
**For processing March, 2016 salary through COMPACT:**

- A. The user will process the March, 2016 salary bills through COMPACT as usual i.e. after clicking the check box 'token for 2016-2017'. After getting the said bills passed at PAO level user, the txt file for financial year 2016-2017 is to be generated separately and uploaded on PFMS portal. A new upgrade for COMPACT is being made available at pao2000.nic.in site for generating 'txt' file financial year wise separately.
- B. User need to enter DDO wise budget allocation for 2016-2017 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 operate in salary 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 digital signing/cheque issue on or after 1<sup>st</sup> April, 2016. However, cheque printing in such cases can be done before 1<sup>st</sup> April, 2016 also.
- E. From 1<sup>st</sup> April, 2016 onwards all the files related to Salary, GPF, Pension are allowed to upload from COMPACT to PFMS portal as usual.

**For processing March, 2016 salary through PFMS:**

- F. In the month of March, 2016 itself, PD user can generate sanction by login to the financial year 2016-2017 on PFMS portal. The sanction will be generated in the same fashion as is being done in normal sanction generation.
- G. In the month of March, 2016 the sanction for the financial year 2016-2017 can be generated in respect of the object head '01-Salary', '02-Wages', '04-Pensionary charges', '42-Lum-Sum provision', '63-Inter Account Transfer' only. However, the other expenditure head will be allowed to operate 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.
- H. User need to enter the DDO wise budget allocation for 2016-2017 in PFMS portal before generating the sanction.

- I. In case of Schemes/Plan payments user need to identify the schemes, map its functional head, get its GBE entered & map the scheme at PD level user for the year 2016-2017 as usual. Thereafter, the sanction for financial year 2016-2017 under schemes can also be generated in the same fashion as indicated at Point-F above.
- J. All such sanctions generated in the month of March, 2016 pertaining to the financial year 2016-2017 will be allowed to be passed at PAO level user. However, the digital signing/cheque issue of the same will be allowed on or after 1<sup>st</sup> April, 2016. The cheque printing of the same will however be allowed before 1<sup>st</sup> April, 2016 also.
- K. On 1<sup>st</sup> April, 2016 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.

  
(Hanumaiah K)

Asstt Controller General of Accounts (ITD)

To

1. The Pr. Chief Controller of Accounts, Central Board of Excise & Customs, AGCR Building, New Delhi.
2. The Pr. Chief Controller of Accounts, Central Board of Direct Taxes, Lok Nayak Bhawan, New Delhi
3. The Pr. Chief Controller of Accounts, Ministry of Shipping and Ministry of Road Transport and Highways, IDA Building, Jamnagar House, New Delhi.
4. The Controller of Accounts, Ministry of Science & Technology, Technology Bhawan, New Mehrauli Road, New Delhi
5. The Chief Controller of Accounts, Ministry of Power, Sewa Bhawan, R.K.Puram, New Delhi
6. The Chief Controller of Accounts, Ministry of Industry, Udyog Bhawan, New Delhi-110011
7. The Controller of Accounts, Ministry of Labour and Employment, Shram Shakti Bhawan, New Delhi.
8. The Pr. Chief Controller of Accounts, Ministry of Home Affairs, North Block, New Delhi
9. The Financial Adviser, Election Commission of India, Nirvachan Sadan, Ashoka Road, New Delhi
10. The Chief Controller of Accounts, Ministry of Consumer Affairs and Public Distribution, Krishi Bhawan, New Delhi – 110001.
11. The Chief Controller of Accounts, Ministry of Human Resource Development, and Ministry of Social Justice & Empowerment, and Ministry of Minority Affairs, Ministry of Culture, Shastri Bhawan, New Delhi.
12. The Financial Controller, Ministry of Civil Aviation and Tourism, Rajiv Gandhi Bhawan, Safdarjung Airport, New Delhi.

13. The Chief Controller of Accounts, Ministry of Information & Broadcasting, New Delhi
14. The Chief Controller of Accounts, Ministry of Agriculture, Krishi Bhawan, New Delhi – 110001
15. The Chief Controller of Accounts, Ministry of Rural Development, Krishi Bhawan, New Delhi – 110001
16. The Chief Controller of Accounts, Ministry of Law & Justice, 3<sup>rd</sup> Floor, Lok Nayak Bhawan, New Delhi
17. The Chief Controller of Accounts, Ministry of Commerce and Textiles, Udyog Bhawan, New Delhi 110 107
18. The Chief Controller of Accounts, Ministry of Health and Family Welfare, Nirman Bhawan, New Delhi - 110001
19. The Chief Controller of Accounts, Ministry of Finance, North Block, New Delhi
20. The Controller of Accounts, Ministry of Personnel, Public Grievances and Pension, Lok Nayak Bhawan, New Delhi.
21. The Controller of Accounts, Ministry of Water Resources, New Delhi
22. The Controller of Accounts, Ministry of Planning Statistics & Programme Implementation, New Delhi
23. The Controller of Accounts, Ministry of Communication and Information Technology, Paryavaran Bhavan, CGO Complex, New Delhi
24. The Chief Controller of Accounts, Department of Commerce (Supply Division), Akbar Road Hutments, New Delhi.
25. The Controller of Accounts, Ministry of Coal, Shastri Bhawan, New Delhi.
26. The Chief Controller of Accounts, Ministry of petroleum and natural Gas, Shastri Bhawan, New Delhi – 110001
27. The Chief Controller of Accounts, Ministry of Urban Development, New Delhi
28. The Chief Controller of Accounts, Ministry of Steel & Mines and Ministry of Skill Development and Entrepreneurship, Udyog Bhavan, New Delhi.
29. The Chief Controller of Pensions, CPAO, Bhikaji Cama Bhawan, New Delhi.
30. The Asstt. Controller of Accounts, Ministry of Earth Science, New Delhi
31. The Controller of Accounts, Ministry of Chemicals and Fertilizers, Shastri Bhawan, New Delhi – 110001
32. The Chief Controller of Accounts, Ministry of Food Processing Industries, Krishi Bhawan, New Delhi – 110001.
33. The Controller of Accounts, Ministry of Environment & Forest, Paryavaran Bhavan, CGO Complex Lodhi Road, New Delhi.
34. The Internal Financial Advisor, President's Secretariat, Rashtrapati Bhawan, New Delhi.
35. The Controller of Accounts, Ministry of New and Renewable Energy, Paryavaran Bhavan, CGO Complex Lodhi Road, New Delhi.

**Copy to**

1. PS to Addl. CGA (GPG), O/o CGA
2. PS to Jt. CGA (SD), ITD-PFMS
3. PS to Jt. CGA (SKM), PFMS

4. Shri Alok Verma CA, CBEC (Head of Development team of PFMS).
5. Ms. Parul Gupta, ACGA, PFMS
6. Smt. Medha Dalvi, Sr. TD, NIC-PFMS.
7. Sr.A.O.(ITD) with the request to upload the above O.M. on CGA's web site.