

NO. C-13015(375)/MFCGA/PFMS-PMIG/2015-16/558
Ministry of Finance, Department of Expenditure
Office of the Controller General of Accounts
(PFMS Project Office)
Shivaji Stadium, New Delhi

Office Memorandum

Dated January 22, 2016

A reference is invited to this office O.M. No.I-115/MF/CGA/ITD/2014-15/426-447 dated September 24, 2015 and subsequent OMs regarding roll out of payment and accounting module of PFMS in Delhi based Pay & Accounts Offices. The programme has so far been rolled out in 94 Delhi/NCR based PAOs.

2. It has now been decided to roll out the enhanced PFMS in 56 more PAOs (21 in NCR, 18 in Maharashtra and 17 PAOs in Tamil Nadu) with effect from 1st February, 2016 (**Annexure-1 to 3**).

3. **Annexure-4** provides the list of preparatory activities to be completed by Pr.AOs and PAOs before 31st January, 2016 for smooth roll out of PFMS from 1st February, 2016. Formats for activation of Bank Account(s) of PAO and Cheque Drawing DDOs (separately for each CDDO) under their jurisdiction are also enclosed as **Annexure-5** and **Annexure-6** respectively. Principal Accounts Offices not already having their user-id approved on PFMS may send user details in the form at **Annexure-8** for approval.

4. 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-7**.

5. For the roll out PAOs from 1st February, 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 January (i.e. up to 31st January, 2016) are cleared till the end of January, 2016. All the bills received by PAO from 1st February, 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.

6. Practical trainings of the staff and officers of the PAOs selected for roll out of PFMS from 1st February, 2016 have already been conducted in December, 2015 and January, 2016. Sensitization programmes for DDOs and Heads of Offices of the PAOs of Tamil Nadu and Maharashtra have also been conducted at respective Regional Training Centres (RTCs) of INGAF in this month and the same for DDOs and Heads of Offices of the NCR based PAOs is in progress.

7. 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 31st January, 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.


(Hanumatah K)

Asstt. Controller General of Accounts

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 Bhavan, 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 Chief Controller of Accounts, Ministry of Agriculture, Krishi Bhawan, New Delhi.
6. The Chief Controller of Accounts, Ministry of Consumer Affairs and Public Distribution, Krishi Bhawan, New Delhi.
7. The Chief Controller of Accounts, Ministry of Information & Broadcasting, Shastri 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 Urban Development, New Delhi
10. The Chief Controller of Accounts, Department of Commerce (Supply Division), Akbar Road Hutments, 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 Human Resource Development, Shastri Bhawan, New Delhi
13. The Chief Controller of Accounts, Ministry of Finance, New Delhi
14. The Chief Controller of Accounts, Ministry of Steel & Mines, Udyog Bhavan, New Delhi
15. The Chief Controller of Accounts, Ministry of Law & Justice, Lok Nayak Bhavan, New Delhi.
16. The Financial Controller, Ministry of Civil Aviation and Tourism, Rajiv Gandhi Bhavan, Safdarjung Airport, New Delhi.
17. The Controller of Accounts, Ministry of Planning and Ministry of Statistics and Programme Implementation, Yojana Bhavan, New Delhi.
18. 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.
3. *Shri Dipankar Sengupta, Sr. TD, NIC (ACID)*

Annexure-1

LIST OF NCR PAOs SELECTED FOR ROLL OUT OF PFMS from FEBRUARY, 2016

Sl. No.	PAO Sl. No.	Code	Description	Building	Bank	Total No. of DDOs	Key Resource Person (KRP)
1		001 - AGRICULTURE					
	1	000162 - PAO (Directorate of Extension), New Delhi	Shastri Bhavan	SBI	16	L.B. Gupta, AAO, Water Resources	
2		003 - CONSUMER AFFAIRS AND PUBLIC DISTRIBUTION					
	2	003433 - PAO (Food), New Delhi	Jeewan Deep Bldg., Sansad Marg	RBI	14	Smt. Sudha, AAO, ITD	
3		018 - HOME AFFAIRS					
	3	001807 - PAO, National Investigation Agency, NIA	Splendor Forum, Dist. Centre, Jasola, New Delhi-110025	SBI	5	Smt. Seema, Sr.AO, ITD	
	4	001818 - Pay & Accounts Office, National Disaster Management Authority, NDMA	Safdarjung Enclave	SBI	16	Dipak Tripathi, AO, ITD	
	5	022744 - PAO (Sectt.), New Delhi	Jamnagar House	SBI	45	Devendra Kumar, AAO, ITD	
	6	022984 - PAO(Census), New Delhi	AGCW&M Building	SBI	37	krishna Kumar, Sr.AO, ITD	
	7	023093 - PAO(DCPW), New Delhi	Block 9, CGO Complex	SBI	24	Harish Choudhary, Sr.AO, ITBP	
	8	024450 - PAO, National Security Gaurd.	Mehram Nagar, Near Domestic Airport	SBI	21	Pankaj Kochhar, Sr.AO, ITD	
	9	024650 - PAO (Pension & Misc.)	Jamnagar House	SBI	11	Devendra Kumar, AAO, ITD	
	10	068447 - PAO No. IV (Delhi Police Tiz Hazari)	Tis Hazari	SBI	28	Mukesh Kumar, AAO, ITD	
	11	070332 - PAO No. XVI (Delhi Police)	Man Singh Road, N Delhi	SBI	23	Mukesh Kumar, AAO, ITD	
4		020 - INFORMATION and BROADCASTING					
	12	027667 - PAO(Main Sectt.), Ministry of Information & Broadcasting, New Delhi	Shastri Bhavan	SBI	12	Shammi Kapoor, AAO, HRD	
5		022 - LAW & JUSTICE					
	13	031626 - PAO (Electoral Office), New Delhi	Lok Nayak Bhavan	Indian Bank	8	Smt. Sunita Sarkar, Sr.AO, Law & Justice	
6		023 - PLANNING STATISTICS AND PROGRAM					
	14	032714 - PAO (Planning), New Delhi	Yojana Bhavan	IOB	15	Rajeev Kaushik, AAO, ITD	
	15	032800 - PAO (Statistics), New Delhi	Sardar patel Bhavan	Union Bank	23	Smt. Sudha, AAO, ITD	
7		029 - CIVIL AVIATION & TOURISM					
	16	041056 - PAO (DGCA & Safdarjung Airport), New Delhi	Safdarjung Airport	ICICI Bank	8	A. Vishwanathan, Sr.AO, Civil Aviation	
8		035 - CBEC					
	17	051493 - PAO(Collec. of Central Excise), New Delhi	CR Building, I.P. Estate	SBI	32	K.K. Sharma, Sr.AO, CBEC	
	18	053161 - PAO(Dirc.of Inspc. & Audit,C&CE), N.Delhi	Drum Shape Building, I.P. Bhavan	SBI	19	K.K. Sharma, Sr.AO, CBEC	
	19	054775 - PAO,CEX & Customs, Rohtak	489/10, Bharat Nagar, Rohtak	SBI	11	Mukesh Kumar, AAO, ITD	
9		036 - CBDT					
	20	056892 - ZAO (CBDT), Rohtak	Civil Lines, Rohtak	SBI	45	Mukesh Kumar, AAO, ITD	
10		088 - SHIPPING					
	21	088000 - Pr.A.O.-cum-P.A.O., Shipping, New Delhi	Jamnagar House	Syndicate Bank	17	Devendra Kumar, AAO, ITD	
		TOTAL				430	

Annexure-2

**MAHARASHTRA BASED PAOs SELECTED FOR ROLL OUT OF PFMS from
FEBRUARY, 2016**

SI. No.	PAO SI. No.	Code	Description	Bank	Total No. of DDOs
1		001 - AGRICULTURE			
	1	075602	PAO AHD and Fisheries, Mumbai	SBI	13
2		003 - CONSUMER AFFAIRS AND PUBLIC DISTRIBUTION			
	2	003810	PAO (Consumer Affairs) Mumbai	Central Bank	4
3		006 - COMMERCE			
	3	007202	RPAO(Commerce), Mumbai	Central Bank	16
4		014 - ECONOMIC AFFAIRS			
	4	017398	PAO(I.G. Mint), Mumbai	SBI	4
5		020 - INFORMATION and BROADCASTING			
	5	028825	PAO(Films Division), Mumbai	SBI	14
6		023-PLANNING STATISTICS AND PROGRAMME IMPLEMENTATION			
	6	032895	PAO(Statistics), Nagpur	Union Bank	27
7		024 - ROAD TRANSPORT & HIGHWAYS			
	7	034650	PAO(NH),Mumbai	Syndicate Bank	4
8		026 - MINES			
	8	036794	PAO (GSI) Central Region, Nagpur	UCO Bank	9
	9	037307	PAO Indian Buearu of Mines, Nagpur	UCO Bank	16
9		027 - SUPPLY			
	10	038531	PAO(Supply), Mumbai	SBI	6
11		029 - CIVIL AVIATION & TOURISM			
	11	041255	PAO (CAD), Mumbai	ICICI Bank	6
12		035 - CBEC			
	12	050005	PAO, CEX IV, Thane, Mumbai	SBI	8
	13	050090	PAO, CUSTOMS (PREV.), MUMBAI	SBI	5
	14	054263	PAO(Collec.of Central Excise-III), Mumbai	SBI	14
	15	052598	PAO(Collectorate of Customs), Mumbai	SBI	6
	16	053755	PAO(Collec. of Central Excise-II), Mumbai	SBI	13
13		036 - CBDT			
	17	004181	ZAO, CBDT, Thane	SBI	12
14		047 - WOMEN AND CHILD DEVELOPMENT			
	18	011525	PAO(WCD),Mumbai	SBP	1
Total					178

Annexure-3

**TAMIL NADU BASED PAOs SELECTED FOR ROLL OUT OF PFMS from
FEBRUARY, 2016**

Sl. No.	PAO Sl. No.	Code	Description	Bank	Total No. of DDOs
1		001 - AGRICULTURE			
	1	000365	PAO(Agri-Coop), Chennai	SBI	28
2		003 - CONSUMER AFFAIRS AND PUBLIC DISTRIBUTION			
	2	003687	PAO(Food), Chennai	RBI	6
	3	003850	PAO (Consumer Affairs) Chennai	Cental Bank	3
3		006 - COMMERCE			
	4	007290	RPAO(Commerce), Chennai	Cental Bank	16
4		017 - HEALTH and FAMILY WELFARE			
	5	021545	PAO(H & FW), Chennai	BOB	27
	6	021468	PAO(H & FW), Pondicherry	BOB	2
5		027 - SUPPLY			
	7	038614	PAO(Supply), Chennai	SBI	5
6		029 - CIVIL AVIATION & TOURISM			
	8	041386	PAO(CAD), Chennai	ICICI bank	8
7		030 - URBAN DEVELOPMENT AND URBAN POVERTY ALLEVIATION			
	9	042972	PAO, Printing, Chennai	IDBI Bank	5
8		035 - CBEC			
	10	052930	PAO(Collectorate of customs), Chennai	SBI	7
	11	055310	PAO,CEX & Customs Tuticorin	SBI	3
	12	052170	PAO(Collec. of Central Excise), Madurai	SBI	8
	13	055275	PAO,CEX & Customs Tirunelveli	SBI	7
	14	055340	PAO,CEX & Customs Salem	SBI	8
	15	055105	PAO,CEX & Customs Pondicherry	SBI	7
9		047 - Women & Child Development			
	16	011676	PAO (WCD), Chennai	SBP	2
10		081 - EARTH SCIENCES			
	17	000112	RPAO, IMD, Chennai	SBI	4
Total					146

Preparations for roll out of PFMS to be completed before January 31, 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 on PFMS portal as and when the same are available.
- (c) **Supplementary Grants/Re-appropriation/Surrender:** Pr.A.Os 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:** obtaining e-payment/Cheque/Receipt account numbers by PAO from the eFPB/FPB of the accredited bank in the prescribed form (**Annexure-5**) also available at the CGA's web site) and sending the same to the PFMS Implementation teams of ITDivision, 3rd Floor, B Wing, Shivaji Stadium Annexe, New Delhi-110001. Similarly, e-payment/Cheque/Receipt account numbers of CDDOs under the control of PAO may also be obtained and sent to PFMS implementation team in the prescribed form (**Annexure-6**) in a separate excel sheet for each CDDO.
- (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.A.O./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'.

Annexure-5

Please do not use scanned copy of this form. Only excel sheet may be used to avoid any error while activating bank account(s).

Format for intimating Bank Account Number of PAO for configuration on PFMS portal		
1	CONTROLLER CODE	
2	CONTROLLER DESCRIPTION	
3	PAO CODE	
4	PAO DESCRIPTION	
5	PHONE NO. OF PAO	
6	MOBILE NO. OF PAO	
7	EMAIL ID OF PAO	
8	<u>PAOs BANK ACCOUNT DETAILS:</u>	
8.A	NAME OF THE BANK	
8.B	EPAYMENT ACCOUNT NO.	
i.	IFSC CODE	
ii.	BRANCH ADDRESS WITH PIN CODE	
iii.	CONTACT DETAILS OF BANK	
iv.	PHONE NO.	
v.	MOBILE NO.	
vi.	EMAIL ID	
8.C	CHEQUE ACCOUNT NO.	
i.	IFSC CODE	
ii.	BRANCH ADDRESS WITH PIN CODE	
iii.	CONTACT DETAILS OF BANK	
iv.	PHONE NO.	
v.	MOBILE NO.	
vi.	EMAIL ID	
8.D	RECEIPT ACCOUNT NO.	
i.	IFSC CODE	
ii.	BRANCH ADDRESS WITH PIN CODE	
iii.	CONTACT DETAILS OF BANK	
iv.	PHONE NO.	
v.	MOBILE NO.	
vi.	EMAIL ID	

- **Hard copy to be forwarded to: Sr. Accounts Officer, IT Division, O/o CGA, Min. of Finance, Deptt. of Expenditure, PFMS,3rd Floor, Shivaji Stadium Annexe, Shaheed Bhagat Singh Marg, New Delhi-110001**
- **Soft copy in EXCEL FORMAT to be downloaded and after keying in all the details, the same Excel sheet be forwarded to : sys@nic.in**

Sign & Stamp of PAO

Annexure-6

Please do not use scanned copy of this form. Only excel sheet may be used to avoid any error while activating bank account(s).

Format for intimating Bank Account Number of CDDO for configuration on PFMS portal		
1	CONTROLLER CODE	
2	CONTROLLER DESCRIPTION	
3	PAO CODE	
4	PAO DESCRIPTION	
5	PHONE NO. OF PAO	
6	MOBILE NO. OF PAO	
7	EMAIL ID OF PAO	
8	CDDO CODE	
9	CDDO DESCRIPTION AND ADDRESS	
10	PHONE NO. OF CDDO	
11	MOBILE NO. OF CDDO	
12	ACCOUNT DETAILS:	-
A	EPAYMENT ACCOUNT NO.	
i	IFSC CODE	
ii	NAME OF THE BANK & BRANCH ADDRESS WITH PIN CODE	
iii	CONTACT DETAILS OF BANK	
	PHONE NO.	
	MOBILE NO.	
	EMAIL ID	
B	CHEQUE ACCOUNT NO.	
i	IFSC CODE	
ii	BRANCH ADDRESS WITH PIN CODE	
iii	CONTACT DETAILS OF BANK	
	PHONE NO.	
	MOBILE NO.	
	EMAIL ID	
C	RECEIPT ACCOUNT NO.	
i	IFSC CODE	
ii	BRANCH ADDRESS WITH PIN CODE	
iii	CONTACT DETAILS OF BANK	
	PHONE NO.	
	MOBILE NO.	
	EMAIL ID	

- **Hard copy to be forwarded to: Sr. Accounts Officer, IT Division, O/o CGA, Min. of Finance, Deptt. of Expenditure, PFMS,3rd Floor, Shivaji Stadium Annexe, Shaheed Bhagat Singh Marg, New Delhi-110001**
- **Soft copy: The EXCEL file to be downloaded and after keying in all the details, the same Excel sheet be forwarded to : sys@nic.in**

**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 February, 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 February, 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 1stFebruary, 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
