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Ministry of Finance, Department of Expenditure
Office of the Controller General of Accounts
Lok Nayak Bhavan, Khan Market
New Delhi – 110 003

Office Memorandum

Dated September 24, 2015

Subject: Roll out of Payment and Accounting module of PFMS

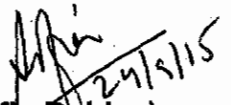
The PFMS module for Payment and Accounting of Plan and Non Plan expenditure and Non Tax Receipts is under testing in two pilot ministries since April 2015. It has now been decided to roll out the module in 57 Pay & Accounts Offices (list attached at **Annexure-1**). For ease of operation and hand holding purposes, each PAO has been assigned a Key Resource Person (KRP) who shall support the PAO for completing the preparatory activities for commencing PFMS in the PAO and also for running PFMS application during the initial period of implementation.

2. The entire process flow of the Payment & Accounting module of PFMS, from generation of sanctions to making payment and consolidating of Accounts is elaborated at **Annexure-2**.

3. **Annexure-3** provides the list of preparatory activities to be completed by PrAOs and PAOs before 30th September, 2015 for smooth roll out of PFMS from 1st October, 2015. Formats for activation of Bank Account(s) of PAO and approval of Pr.AO user are enclosed as **Annexure-4** and **Annexure-5** respectively.

4. For the roll out PAOs, from 1st October 2015, COMPACT package will be blocked for data entry (except for salaries, GPF and pension). Therefore, these PAOs need to ensure that all the bills received from DDOs in September (i.e. up to 30th September, 2015) are cleared till the end of September, 2015 and no bill remains pending for processing as on 1st October, 2015. All the bills received by PAO from 1st October, 2015 onwards shall 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.

5. 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 September, 2015 and also to co-ordinate with the respective Heads of offices and DDOs and guide them in completion of the activities required on their part.


(Sofia Dahiya)

Dy. Controller General of Accounts

To

1. The Pr. Chief Controller of Accounts, Central Board of Excise and Customs, AGCR Building, New Delhi
2. The Pr. Chief Controller of Accounts, Ministry of External Affairs, Jawahar Lal Nehru Bhavan, New Delhi.
3. The Pr. Chief Controller of Accounts, Ministry of Home Affairs, New Delhi
4. The Pr. Chief Controller of Accounts, Ministry of Shipping and Ministry of Road Transport and Highways, I.D.A. Building, Jamnagar House, New Delhi.
5. The Chief Controller of Accounts, Ministry of Rural Development and Ministry of Panchayati Raj, Krishi Bhawan, New Delhi – 110001
6. The Chief Controller of Accounts, Ministry of Human Resource Development, and Ministry of Social Justice & Empowerment, and Ministry of Minority Affairs, Shastri Bhawan, New Delhi
7. The Chief Controller of Accounts, Ministry of Information & Broadcasting, New Delhi
8. The Chief Controller of Accounts, Ministry of Agriculture, Krishi Bhawan, New Delhi – 110001
9. The Chief Controller of Accounts, Ministry of Law & Justice, 3rd Floor, Lok Nayak Bhawan, New Delhi
10. The Chief Controller of Accounts, Ministry of petroleum and natural Gas, Shastri Bhawan, New Delhi – 110001
11. The Chief Controller of Accounts, Ministry of Urban Development, New Delhi
12. The Chief Controller of Accounts, Ministry of Commerce and Textiles, Udyog Bhawan, New Delhi 110 107
13. The Chief Controller of Accounts, Ministry of Health and Family Welfare, Nirman Bhawan, New Delhi - 110001
14. The Chief Controller of Accounts, Ministry of Finance, New Delhi
15. The Chief Controller of Accounts, Ministry of Steel & Mines and Ministry of Skill Development and Entrepreneurship, Udyog Bhavan, New Delhi.
16. The Chief Controller of Pensions, CPAO, Bhikaji Cama Bhavan, New Delhi.
17. The Controller of Accounts, Ministry of Personnel, Public Grievances and Pension, Lok Nayak Bhavan, New Delhi.
18. The Controller of Accounts, Ministry of Water Resources, New Delhi
19. The Controller of Accounts, Ministry of Planning Statistics & Programme Implementation, New Delhi
20. The Controller of Accounts, Ministry of Science & Technology, Technology Bhavan, New Mehrauli Road, New Delhi
21. The Controller of Accounts, Ministry of Earth Science, New Delhi
22. The Controller of Accounts, Ministry of Chemicals and Fertilizers, Shastri Bhawan, New Delhi – 110001

LIST OF PAOs SELECTED FOR IMPLEMENTATION OF PFMS			
w.e.f. 1st October 2015			
PAO Sl. No.	PAO Code/Description	Bank	Key Resource Person (KRP)
	001 - AGRICULTURE		
1	000001 - PAO(Sectt)-I, krishi Bhavan, New Delhi	SBI	Vijay Choudhary, ACA, M/o Rural Development
2	000085 - PAO(DMS), New Delhi, Patel Nagar, New Delhi	SBI	
	002 - WATER RESOURCES		
3	001765 - PrPAO(WR), Shastri Bhavan, New Delhi	SBI	L.B. Gupta, AAO, WR, Shastri Bhavan, New Delhi
4	002450 - PAO(CSMRS), Hauz Khas, New Delhi	SBI	
	014 - ECONOMIC AFFAIRS		
5	016977 - PAO(Sectt.), Economic Affairs, North Block, New Delhi	SBI	Rajesh Valecha, Sr.AO and Balram jain, Sr. AO, MOF, North Block
	018 - HOME AFFAIRS		
6	003266 - Pay & Accounts Office, Shivaji Stadium, NATGRID	SBI	Smt. Seema, SR.AO, I T Division, Shivaji Stadium
7	004009 - PAO, Delhi Police Headquarter (DPH), Vikas Bhavan, I.P. Estate, New Delhi	SBI	Robin Jain, Sr. AO, MHA and Manoj, Sr. Acctt., MHA
8	005430 - Pay & Accounts Office, Land Port Authority of India, Lok Nayak Bhavan, New Delhi	SBI	Naresh Kumar, AAO, PPG&P, Lok Nayak Bhavan
	081 - EARTH SCIENCES		
9	000110 - PAO, IMD, M/o Earth Science, Lodhi Road, New Delhi	SBI	A. Vishwanathan, Sr. AO, Civil Aviation, Rajiv Gandhi Bhavan
10	075211 - PAO (Ocean Development) Lodhi Road, New Delhi	SBI	
	090 - DISINVESTMENTS		
11	026801 - PAO (Disinvestment), North Block, New Delhi	SBI	Rajesh Valecha, Sr.AO and Balram jain, Sr. AO, MOF, North Block
	091 - OVERSEAS INDIAN AFFAIRS		
12	091001 - PAO-CUM-PR. AO, MIN. OF OVERSEAS INDIAN AFFAIRS, J.L. Nehru Bhavan, New Delhi	SBI	Dipak Tripathi, AO, I T Division, Shivaji Stadium
	098 - Ministry of Development of North Eastern Region		
13	003240 - Pr.AO cum PAO, Ministry of Development of North Eastern Region, Lekha Bhavan, New Delhi	SBI	Anil Gupta, Sr. AO, DONER, Lekha Bhavan
	004 - RURAL DEVELOPMENT		
14	001710 - PAO, Land Resources, Blok 11, CGO Complex, New Delhi	SBBJ	Harish Choudhary, Sr.AO, ITBP, CGO Complex
15	001711 - PAO, Drinking Water Supply, Blok 11, CGO Complex	SBBJ	
16	004710 - PrAO cum PAO(Sectt.), Krishi Bhavan, New Delhi	SBBJ	Vijay Choudhary, ACA, M/o Rural Development
	005 - CHEMICAL AND FERTILIZERS		
17	005942 - PrAO-(Fert-I), Janpath Bhavan, New Delhi	SBP	Rajeev Kaushik, AAO, I T Division, Shivaji Stadium

	006 - COMMERCE		
18	006953 - CPAO(Commerce), Udyog Bhavan, New Delhi	Central Bank	Nilmani, AAO, Commerce, Udyog Bhavan
	007 - HIGHER EDUCATION		
19	011751 - PAO (Secondary Education & Higher Education), Shastri Bhavan, New Delhi	Canara bank	Shammi Kapoor, AAO, HRD, Shastri Bhavan, New Delhi
	008 - SCHOOL EDUCATION AND LITERACY		
20	011700 - PAO (Deptt. of Elementary Education & Literacy), Shastri Bhavan, New Delhi	Canara bank	Shammi Kapoor, AAO, HRD, Shastri Bhavan, New Delhi
	009 - SOCIAL JUSTICE AND EMPOWERMENT		
21	012435 - PAO(Min. Of SJ & E), Shastri Bhavan, New Delhi	SBP	Shammi Kapoor, AAO, HRD, Shastri Bhavan, New Delhi
	012 - TRIBAL AFFAIRS		
22	015200 - PrAO Cum PAO (M/O Tribal Affairs), Shastri Bhavan,	SBP	Shammi Kapoor, AAO, HRD, Shastri Bhavan, New Delhi
	013 - EXPENDITURE		
23	015954 - PAO(DE), North Block, New Delhi	SBI	Rajesh Valecha, Sr.AO and Balram jain, Sr. AO, MOF, North Block
24	016001 - PAO, O/O CGA, M/O Finance, D/O Exp., Lok Nayak Bhavan, New Delhi	Axis bank	Naresh Kumar, AAO, PPG&P, Lok Nayak Bhawan
	017 - HEALTH and FAMILY WELFARE		
25	020866-PAO Secretariat-1), M/o H&FW, Nirman Bhavan, New Delhi	BOB	Ravinder Kumar, AAO, H&FW, Nirman Bhavan, New Delhi
26	021029 - PAO (CGHS), New Rajender Nagar, New Delhi	BOB	Prem Kumar, AAO, I T Division, Shivaji Stadium, New Delhi
27	021108 - PAO(Safdarjung Hospital), New Delhi	BOB	Dipak Tripathi, AO, I T Division, Shivaji Stadium, New Delhi
28	021642 - PAO(RML Hospital), New Delhi	BOB	Ms. Mansha Bagai, AAO, I T Division, Shivaji Stadium, New Delhi
	020 - INFORMATION and BROADCASTING		
29	028062 - PAO(IRLA), CGO Complex, New Delhi	SBI	Harish Choudhary, Sr.AO, ITBP, CGO Complex
	022 - LAW & JUSTICE		
30	031545 - PAO(Legislative Department), Bhagwan Das Road, New Delhi	SBP	Smt. Sunita Sarkar, Sr. AO and Smt. Geeta Gulati, Sr. AO, Law & Justice
31	031709 - PAO(Supreme Court), New Delhi	UCO Bank	
	023-PLANNING STATISTICS AND PROGRAMME IMPLEMENTATION		
32	033500-PAO(PI), Sardar patel Bhavan, New Delhi	Union Bank	Rajeev Kaushik, AAO, IT Division, and Ms. Megha Sharma, Sr. Acctt., PAO, Planning

	024 - ROAD TRANSPORT & HIGHWAYS		
33	034050 - PAO(Sectt.), Road Transport, Transport Bhavan, New Delhi	Syndicate bank	Rajeev Kaushik, AAO, IT Division, Shivaji Stadium
34	034415 - PAO(NH), Jamnagar House, New Delhi	Syndicate bank	Mukesh Kumar, AAO, I T Division, Sjhivaji Stadium
	025 - STEEL		
35	035521 - PAO(Steel), New Delhi	Bank of India	Ms. Rekha Bakhuni, Sr.AO and Ms. Anuradha Thapar, AAO Ministry of Industry, Udyog Bhavan
	026 - MINES		
36	036617 - PAO(Mines), Lok Nayak Bhavan, New Delhi	UCO bank	Naresh Kumar, AAO, PPG&P, Lok Nayak Bhawan
	030 - URBAN DEVELOPMENT AND URBAN POVERTY ALLEVIATION		
37	042709 - PAY AND ACCOUNTS OFFICE (PTG.)	Axis bank	Mukesh Kumar, AAO, I T Division, Sjhivaji Stadium
38	043884 - PAO(Sectt.), Ministry of Urban Development, New Delhi	IDBI bank	Ms. Rekha Bakhuni, Sr.AO and Ms. Anuradha Thapar, AAO Ministry of Industry, Udyog Bhavan
	034 - PERSONNEL, P.G. & P.		
39	049429 - PAO(DP & AR), Lok Nayak Bhavan, New Delhi	SBI/PNB	Naresh Kumar, AAO, PPG&P, Lok Nayak Bhawan
40	049634 – PAO(Cabinet Affairs), Akbar Road Hutments, New Delhi	PNB	Naresh Kumar, AAO, PPG&P
41	049801 – PAO(Central Admn. Tribunal), AGCR Building, New Delhi	PNB	Naresh Kumar, AAO, PPG&P, K.K. Sharma, Sr.AO, CBEC
42	049720 - PAO(UPSC), New Delhi	Bank of Maharashtra	Naresh Kumar, AAO, PPG&P, Lok Nayak Bhawan
	035 - CBEC		
43	050672 - PAO Hq. (CBEC), AGCR Building, New Delhi	SBI	K.K. Sharma, Sr.AO, CBEC, and Rakesh Babbar, AAO, CBEC
44	053245 - PAO(Dirc.of Stat. & Intl..C&CE),Pushpa Bhavan, N.Delhi	SBI	
45	054700 - PAO (Commissionerate of Customs) Custom House, Near IGI Airport, New Delhi	SBI	
	037-SCIENCE AND TECHNOLOGY		
46	058296-PAO (DST), Technology Bhavan, New Mehrauli Road, New Delhi	Union Bank	Vivek Kumar, AAO, Science and Technology, Technology Bhavan
47	059161-PAO (DSIR), Technology Bhavan, New Mehrauli Road, New Delhi	Union Bank	
48	059241-PAO (Biotechnology), Block 2, CGO Complex, New Delhi	Union Bank	Harish Choudhary, Sr.AO, ITBP, CGO Complex
	047 - WOMEN AND CHILD DEVELOPMENT		
49	011450 - PAO(Women & Child Development), Shastri Bhavan, New Delhi	SBP	Shammi Kapoor, AAO, HRD, Shastri Bhavan, New Delhi
	082 - CENTRAL PENSION ACCOUNTING		

	OFFICE		
50	075305 - Sr. AO/Pay & Accounts Officer, Bhikaji Cama Place, New Delhi	PNB	Sanjeev Kumar, AAO, Coal, Bhikaji Cama Place
	083 - CHEMICALS and PETROCHEMICALS		
51	003479 - Pay & Accounts Office, Department of Pharmaceuticals, Janpath Bhavan, New Delhi	SBP	Rajeev Kaushik, AAO, IT Division, Shivaji Stadium
52	075691 - Pr.A.O-cum-PAO, Chemical & Petrochemicals, Janpath Bhavan, New Delhi	SBP	
	088 - SHIPPING		
53	088200 - PAO (Shipping), Transport Bhavan, New Delhi	Syndicate Bank	Rajeev Kaushik, AAO, I T Division, Shivaji Stadium
	089 - PANCHAYATI RAJ		
54	089001 - PAO PANCHAYATI RAJ, KRISHI BHAVAN, NEW DELHI	SBBJ	Vijay Choudhary, ACA, M/o Rural Development
	092 - MINISTRY OF MINORITY AFFAIRS		
55	092001 - PAO, MINISTRY OF MINORITY AFFAIRS, Shastri Bhavan, NEW DELHI	SBP	L.B. Gupta, AAO, WR, Shastri Bhavan, New Delhi
	093 - PETROLEUM AND NATURAL GAS		
56	005865 - PrAO-Cum-PAO (Petroleum) Shastri Bhavan, New Delhi	SBP	L.B. Gupta, AAO, WR, Shastri Bhavan, New Delhi
	117 - Ministry of Skill Development and Entrepreneurship		
57	005949-PAO, Ministry of Skill Development and Entrepreneurship, Shastri Bhavan, New Delhi	Bank of India	Smt. Seema, Sr.AO, IT Division, Shivaji Stadium

**Process flow of Sanctions,Bills, Payment & Accounting 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 employee) as vendor. If the IFSC code of the payee's banks is available, bank account details of the payee will be automatically validated through an interface of PFMS with banks' portal.
- (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, along with the grant number and head of account to which the expenditure is debitible. Once the sanction is generated, it can be approved by the appropriate level within PD. Once approved, it goes online to the DDO and is available 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 October, 2015 on PFMS portal. Challans for online payment of Non Tax receipts through the Non-Tax Receipt Portal (NTRP) shall be generated through the NTRP module of PFMS, at a later stage once this module is made operational and integrated with PFMS.

C. Processes at the Pay & Accounts Office (PAO):

- (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 (Assistant Accounts Officer) 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) **Monthly Accounts:** The monthly account will be generated on the PFMS portal and transferred/uploaded to e-lekha directly by the PFMS from October, 2015 onwards in respect of Phase-I PAOs. The detailed process of accounting shall be shared subsequently.
- (vii) **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 on PFMS portal.
- (viii) **Transfer Entries:** All the transfer entries will be entered in PFMS in the interface being provided in PFMS for this purpose.

D. Bills of Salary, GPF and Pension:

- (i) **Processing of Bills:** The bills in respect of Salaries, GPF and Pension will be processed in COMPACT at all three levels and thereafter an electronic file of such bills will be generated on COMPACT and 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 updation of GPF/Pension module.

E. Blocking of COMPACT: The PAOs selected for roll out of PFMS from 1st October, 2015 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 in respect 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 w.e.f. 1st October, 2015 will continue to use COMPACT for payments as well as for accounting.

Preparatory activities for roll out, to be completed before September 30, 2015**A. Action by Pr.AOs**

- i. **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-5** also available at CGA's web site) to sys@nic.in, the id operated by PFMS O/o CGA, 4th Floor, B Wing, Shivaji Stadium Annexe, New Delhi - 110001. Once the user id of Pr.AO is approved by o/o CGA, (s)he 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 will approve the same.
- ii. **DDG/Supplementary-I (Sy-I)/Supplementary-II (Sy-II)/Supplementary-III (Sy-III):** Pr.AOs will enter the DDG and the Supplementary(s) available as on date. For the subsequent supplementaries, data will be entered when the same is due.
- iii. **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.
- iv. **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 initiate the digital signing of e-payment.

B. Action by PAOs

- i. **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.
- ii. **Bank Details:** The PAO needs to obtain the e-payment/Cheque/Receipt account number from the e-FPB/FPB of the accredited bank in the prescribed form (**Annexure-4** also available at the CGA's web site) and submit the same to the PFMS Development and Implementation teams, 3rd Floor, B Wing, Shivaji Stadium Annexe, New Delhi-110001.
- iii. **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. Expenditure as on 30th September 2015 under each grant/head of account except salaries and pension heads will be migrated from e-Lekha to PFMS after consolidation of monthly accounts for September 2015. Till then, the PAOs will need to manually watch the progress of expenditure Vis a Vis budget allocation.

- iv. **Digital Signatures:** Presently all the PAOs making e-payment through GePG have two digital signatures each (i.e. at least two officials possess respective digital signatures). In order to ensure seamless process of online payments all PAOs should have at least three digital signatures.
- v. **Alternate Internet Connection:** Unlike COMPACT which is a standalone system for a PAO, 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.
- vi. **Update 'JAVA'** on their machines so that they may not face any problem during signatory registration etc.
- vii. **Internet browsers:** PAOs to have 'Mozilla Firefox' and 'Google Chrome' browsers on each computer in addition to 'internet explorer' browser.
- viii. **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.
- ix. **Guide HOO/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.
- x. **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)]

- i. **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.
- ii. **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'.
- iii. **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.
- iv. **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

- i. **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.
- ii. **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'.

Format for Bank Account Activation
(Please send this data in excel sheet only)

Format for intimating Bank Account Number 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 : sys@nic.in

Sign & Stamp of PAO

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
