## PFMS User Manual v1.0

### Contents

**Section 1: Overview**

- 1.1 Introduction .................................................................................................................. 5
- 1.2 Formatting Standards .................................................................................................... 5
  - 1.2.1 Formatting for Text Instructions ........................................................................... 5
  - 1.2.2 Formatting for Screenshots ................................................................................... 5

**Section 2: All Users** ........................................................................................................ 6

- 2.1 Overview of Section ..................................................................................................... 6
- 2.2 Logging In .................................................................................................................... 6
- 2.3 Password Retrieval for Admin Agency ....................................................................... 8
- 2.4 Changing Password ..................................................................................................... 14
- 2.5 Activating Accounts for e-Transactions ..................................................................... 19
- 2.6 Creating Data Operator and Data Approver Logins ..................................................... 25
- 2.7 Reports ......................................................................................................................... 31
  - 2.7.1 Reviewing Entered Data ....................................................................................... 31
    - 2.7.1.1 Summary Table ............................................................................................... 31
    - 2.7.1.2 Transaction Status .......................................................................................... 32
  - 2.7.2 Monitoring Reports ............................................................................................... 32
    - 2.7.2.1 Summary of Reports ....................................................................................... 32
    - 2.7.2.2 Report Filters .................................................................................................. 33

**Section 3: CTSA/SRLM** .................................................................................................. 34

- 3.1 Overview of role and responsibilities of CTSA/SRLMs in PFMS ............................... 34
- 3.2 Agency Registration .................................................................................................... 34
- 3.3 Agency Mapping .......................................................................................................... 50
- 3.4 Creation of Project Masters ....................................................................................... 54
- 3.5 Receiving Central Share Funds ................................................................................... 65
- 3.6 Receiving State Share Funds ....................................................................................... 77
- 3.7 Transferring Funds to PIAs ......................................................................................... 92

**Section 4: PIA** .................................................................................................................. 106

- 4.1 Overview of role and responsibilities of PIA in PFMS ................................................ 106
- 4.2 Data Administrator ..................................................................................................... 106
  - 4.2.1 Receiving Funds from CTSA/SRLM .................................................................. 107
  - 4.2.2 Mapping Training Centres .................................................................................. 113
4.2.3 Recording Bank Charges .................................................................................. 124
4.2.4 Recording Interest Income ............................................................................... 136

4.3 Data Operator ........................................................................................................ 145
  4.3.1 Recording Loans .............................................................................................. 145
    4.3.1.1 Adding Loans .............................................................................................. 146
    4.3.1.2 Settling Loans ............................................................................................ 163
  4.3.2 Uploading Beneficiary Data ............................................................................. 178
    4.3.2.1 Method A: Single Entry ............................................................................. 179
    4.3.2.2 Method B: Excel Upload ........................................................................... 184
  4.3.3 Editing/Deleting Beneficiary Details ................................................................. 195
  4.3.4 Uploading Vendor Data .................................................................................. 201
  4.3.5 Bulk Customization .......................................................................................... 208
    4.3.5.1 User Interface .............................................................................................. 208
    4.3.5.2 Excel Upload ............................................................................................... 218
  4.3.6 Recording Expenditures .................................................................................. 228
    4.3.6.1 Single Entry ............................................................................................... 229
    4.3.6.2 Expenditure Customization via User Interface ........................................... 250
    4.3.6.3 Expenditure Customization via Excel Upload ............................................. 269
  4.3.7 Recording Advances ....................................................................................... 279
    4.3.7.1 Recording Advances .................................................................................. 280
    4.3.7.2 Settling Advances ...................................................................................... 280
  4.3.8 Managing Deductions ..................................................................................... 296

4.4 Data Approver login .............................................................................................. 307
  4.4.1 Approving/Rejecting Loans ............................................................................. 308
    4.4.1.1 Approving/Rejecting Loans ...................................................................... 308
    4.4.1.2 Approving/Rejecting Loan Settlements ..................................................... 314
  4.4.2 Approving/Rejecting Beneficiary Data ............................................................. 321
  4.4.3 Approving/Rejecting Expenditure Entries ......................................................... 325
  4.4.4 Approving/Rejecting Advance Entries ............................................................. 330
  4.4.5 Approving/Rejecting Advance Settlements ....................................................... 337
  4.4.6 Approving/Rejecting Deduction Filing .............................................................. 343

Section 5: Frequently Asked Questions ..................................................................... 348
  5.1 Protocol for E-mailing Issues ............................................................................. 348
5.2 Expenditure Advance .................................................................................. 349
5.3 Project Loans .......................................................................................... 349
5.4 Excel Upload ............................................................................................ 350
5.5 Account Validation by Banks .................................................................... 350
5.6 E-Payments ............................................................................................. 351
5.7 Other Questions ....................................................................................... 351

Section 6: Glossary of Key Terms ................................................................... 351
Section 1: Overview

1.1 Introduction
Public Financial Management System (PFMS) is a financial management platform developed by the office of the Controller General of Accounts, Ministry of Finance in collaboration with the Planning Commission. PFMS leverages a unique interface with the Core Banking System (CBS) of banks, to provide real-time reporting of banking transactions. All financial data captured by the system can therefore be reconciled with system authenticated transactions. The system has the potential to provide end-to-end, real-time financial reporting based on system authenticated transactions for all projects sanctioned under DDU-GKY.

The purpose of this document is to provide detailed instructions on how to operate PFMS. As PFMS is continuously being developed and improved upon as a system, changes may be made to the Manual as and when required.

1.2 Formatting Standards
This document attempts to provide step-by-step instructions for every key action in PFMS. Each instruction is accompanied by a brief text write-up and a screenshot. For greater clarity, all text instructions and screenshots follow standardized formatting. These standards are briefly described in this section.

1.2.1 Formatting for Text Instructions
The text write-up uses standard formats to indicate various instructions:

1. **Messages in Blue and Underlined**: These are hyperlinks. Press the Ctrl button and click on these messages to go to the referred section of the document

2. **Messages in Italic**: These messages provide an example for the concept explained in the previous sentence.

3. **Note**: Any message beginning with ‘Note’ is an important additional instruction that is being highlighted for your attention.

1.2.2 Formatting for Screenshots
The page screenshots use standard visual markers to indicate various actions:

1. **Right/Left Arrow**: Indicates the area that the user should proceed to.

2. **Up/Down Arrow**: Indicates an important message or remark on the screen

3. **Underline**: Indicates a field where data needs to be manually typed

4. **Circle**: Indicates a button/link to be clicked by the end use
Section 2: All Users

2.1 Overview of Section
This section provides instructions on actions that are relevant for all DDU-GKY agencies. The main areas covered in this section are:

- **Login Information**
  - This includes how to login, changing and retrieving current password

- **Creating Multiple User Types**
  - How to create Data Operator(s) and Data Approver(s) from the primary Data Administrator login. These user types are required for multiple functions on PFMS.

- **Activation of accounts for e-Transactions**
  - This includes instructions on activating account as well as registering bank authenticated Digital Signature Certificates (DSCs)

- **Monitoring**
  - This section includes both reviewing individual transactions entered on the system, as well monitoring overall status of funds position and e-Transactions.

2.2 Logging In

**Purpose:** How to log in to your agency profile

**Additional Instructions:**

- If you have lost your agency login id and/or password, please refer to section 2.2
- If you are logging in for the first time, the system will ask you to change your password

**Key Terms:** Agency, Login ID, Financial Year

---

**Step by Step Instructions**

**Step 1:** On the [http://pfms.nic.in/](http://pfms.nic.in/) webpage, proceed to the Log In section
Step 1

Step 2: Select the FinancialYr

Step 2

Step 3: Enter Login ID and Password

Step 3

Step 4: Click Log In
Note: The system will ask you to change your password during your first login. The system will also do this periodically for all logins.

Step 4

![Login Interface]

2.3 Password Retrieval for Admin Agency

**Purpose:** How to retrieve your login ID and password for your admin agency profile

**Additional Instructions:**

- As the login id of an agency is created from the agency unique code, this section first details how to retrieve the agency unique code
- The login id is created from the first letters and last four digits of the agency unique code (Eg: For Agency Unique Code – DLIN00001234, Login ID: DLIN1234)

**Key Terms:** Agency, Unique Code, Login ID

**Step by Step Instructions**

**Step 1:** On [http://pfms.nic.in/](http://pfms.nic.in/), proceed to the REGISTERING AGENCIES PLEASE CHECK HERE IF AGENCY IS ALREADY REGISTERED section
Step 1

Step 2: Click on **REGISTERING AGENCIES PLEASE CHECK HERE IF AGENCY IS ALREADY REGISTERED**

Step 2

Step 3: In the new page, proceed to the **Manage Agency** section
Step 4: Under **Account No.**, enter any bank account number registered under your agency profile

![Manage Agency Form](image1)

Step 5: Click the **Search** button

![Manage Agency Form](image2)

Step 6: Proceed to the table that loads below

![Manage Agency Table](image3)
**Step 7:** Identify your agency in the table, copy (Ctrl+C) the Unique Code

![Table showing agency details]

**Step 8:** Next, proceed to the Log In section

![Log In section in PFMS]

**Step 9:** Click on Forgot Password

![Forgot Password link highlighted]

**Step 10:** In the new page proceed to the Forgot Password section
Step 10

Step 11: Paste (Ctrl+V) the unique agency code in the Login Id. The login id is made of the first four alphabets and last four digits of the unique agency code.

For example: if the Unique Code is DLIN00000013, Log in ID will be DLIN0013

Step 11

Step 12: Click on the Continue button

Step 12
**Step 13:** Proceed to the section that loads below

**Step 13**

**Step 14:** If the listed details are correct, click **Send Me Email**

**Step 14**

**Step 15:** If you see the message **Email has been sent**, the password details will be e-mailed to your registered email account

**Step 15**
2.4 Changing Password

**Purpose:** Changing the password of an agency login

**Additional Instructions:**
- These steps can be followed by any type of agency login i.e. Agency Administrators, Data Operators and Data Approvers

**Key Terms:** None

### Step by Step Instructions

**Step 1:** Proceed to the **Change Password** section

**Step 2:** Click on **Change Password**

**Step 3:** Under **Current Password**, enter the currently used password
Step 3

**Change Password**

User Name: Nirdhydoo

Current Password: 

New Password:  

(Password must contain minimum 6 characters and maximum 15 characters. Password should contain alphanumeric and at least one special character like [@#$%^&*~])

Confirm Password: Show Hint Question

[Change Password] [Reset]

---

**Step 4:** Under *New Password*, enter the desired new password

**Step 4**

**Change Password**

User Name: Nirdhydoo

Current Password: 

New Password:  

(Password must contain minimum 6 characters and maximum 15 characters. Password should contain alphanumeric and at least one special character like [@#$%^&*~])

Confirm Password: Show Hint Question

[Change Password] [Reset]

---

**Step 5:** Under *Confirm Password*, enter the desired password again
Step 5

Step 6: Click on **Show Hint Question**

Step 7: Under **Hint Question**, click on drop down list and select one option
Step 7

**Change Password**

- **User Name:** Nirdyddo
- **Current Password:**
- **New Password:**
  - (Password must contain minimum 6 characters and maximum 15 characters. Password should contain alphanumeric and at least one special character like [@#%^&*])
- **Confirm Password:**
- **Hint Question:** [Your favorite food?]
- **New Answer:**
- **Confirm New Answer:**

[Change Password] [Reset]

---

Step 8: Under **New Answer**, enter your answer for the hint question

**Change Password**

- **User Name:** Nirdyddo
- **Current Password:**
- **New Password:**
- **Confirm Password:**
- **Hint Question:** [Your favorite food?]
- **New Answer:**
- **Confirm New Answer:**

[Change Password] [Reset]

---

Step 9: Under **Confirm New Answer**, repeat your answer
Step 9

Step 10: Click on Change Password

Step 11: If the password change has been accepted by the system, you should see the message **Password changed successfully** at the top of the page.
2.5 Activating Accounts for e-Transactions

**Purpose:** To activate a registered account to initiate transactions electronically via PFMS

**Additional Instructions:**

- Activating e-Payments via digital signatures requires enrolling a bank authorized Digital Signature Certificate (DSC)

**Key Terms:** e-Transaction, Digital Signature Certificate (DSC), Payment Advice, Scheme ID

**Step by Step Instructions**

**Step 1:** In the agency admin homepage, proceed to the **Bank** section
Step 1

**Step 2:** In the Bank section, click on **Account Activation Epayment**

**Step 3:** In the new page, proceed to the **Activation of bank account** section
Step 3

Step 4: Click Select Scheme

Step 5: Under Scheme Name, type the scheme id

Step 6: Click Search
Step 7: Select the scheme name displayed below

Step 8: Click Search

Step 9: Proceed to the Account Activation for Epayment table below
**Step 10:** Under **Select**, indicate the account you wish to activate

<table>
<thead>
<tr>
<th>Select</th>
<th>Account Number</th>
<th>Bank - Branch</th>
<th>IFSC Code</th>
<th>UniqueCode</th>
<th>Agency</th>
<th>Name</th>
<th>AgencyName</th>
<th>AgencyName</th>
<th>Account Activation Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>5204470962</td>
<td>SBH-NEO RAJENDRAKARAN, HYDERABAD</td>
<td>SBHY00020962</td>
<td>NERIHY-NATIONAL INSTITUTE OF RURAL DEVELOPMENT HYDERABAD-9, NATIONAL INSTITUTE OF RURA</td>
<td>10/03/2015</td>
<td>Select</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>5204470211</td>
<td>SBH-NEO RAJENDRAKARAN, HYDERABAD</td>
<td>SBHY00020962</td>
<td>NERIHY-NATIONAL INSTITUTE OF RURAL DEVELOPMENT HYDERABAD-9, NER SAVINGS BANK GENERAL</td>
<td>10/03/2015</td>
<td>Select</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>622309035531</td>
<td>SBH-NEO RAJENDRAKARAN, HYDERABAD</td>
<td>SBHY00020962</td>
<td>NERIHY-NATIONAL INSTITUTE OF RURAL DEVELOPMENT HYDERABAD-9, NER SAVINGS BANK GENERAL</td>
<td>10/03/2015</td>
<td>Select</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Step 11:** Select the **Account Activation Type** as Epayment Using Print Advice or Epayment Using Digital Signature

<table>
<thead>
<tr>
<th>Select</th>
<th>Account Number</th>
<th>Bank - Branch</th>
<th>IFSC Code</th>
<th>UniqueCode</th>
<th>Agency</th>
<th>Name</th>
<th>AgencyName</th>
<th>AgencyName</th>
<th>Account Activation Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>5204470962</td>
<td>SBH-NEO RAJENDRAKARAN, HYDERABAD</td>
<td>SBHY00020962</td>
<td>NERIHY-NATIONAL INSTITUTE OF RURAL DEVELOPMENT HYDERABAD-9, NATIONAL INSTITUTE OF RURA</td>
<td>10/03/2015</td>
<td>Select</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>5204470211</td>
<td>SBH-NEO RAJENDRAKARAN, HYDERABAD</td>
<td>SBHY00020962</td>
<td>NERIHY-NATIONAL INSTITUTE OF RURAL DEVELOPMENT HYDERABAD-9, NER SAVINGS BANK GENERAL</td>
<td>10/03/2015</td>
<td>Epayment Using Print Advice</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>622309035531</td>
<td>SBH-NEO RAJENDRAKARAN, HYDERABAD</td>
<td>SBHY00020962</td>
<td>NERIHY-NATIONAL INSTITUTE OF RURAL DEVELOPMENT HYDERABAD-9, NER SAVINGS BANK GENERAL</td>
<td>10/03/2015</td>
<td>Select</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Step 12:** Click on **Submit**

**Step 13:** If the entry is accepted, you should see the message **Records Saved Successfully** at the top of the page.
Step 13: 

Step 14: Next, proceed to the **Account status for Activation Approval** section

Step 15: If the **Status** for the account is shown as **Activated**, the account can be used for e-Transactions.

**Note:** If your account has not been activated within 24 hours of completing step 14, please contact your nodal officer for PFMS.
2.6 Creating Data Operator and Data Approver Logins

**Purpose:** To activate a registered account to initiate transactions electronically via PFMS

**Additional Instructions:**

- It is essential that the Data Operator (DO) and Data Approver (DA) login are operated by separate individuals. Under no circumstance can the DO/DA login details be shared between or operated by the same individuals.

**Key Terms:** Data Administrator, Data Approver, Data Operator

**Step by Step Instructions**

**Step 1:** Login to the Data Administrator profile. In the homepage, proceed to the **Masters** section

**Step 2:** Under **Users**, click on **Add New**
Step 3: Proceed to the **Create Agency User** section

Step 4: Under **Type of User**, select the type of user
Note: To create a DO login select Agency Data Operator. To create a DA login select Agency Data Approver.

Step 4

Step 5: Under **First Name**, fill the first name of the DO/DA

Step 6: Under **Last Name**, provide the last name of the DO/DA
Step 6

Create Agency User

- Type of User: Agency Data Operator
- Last Name: Reddy

Step 7: Under Email, enter the email address of the DO/DA

Step 7

Create Agency User

- Type of User: Agency Data Operator
- Email: saylumur@yahoo.com

Step 8: Under Phone No, enter the phone details of the DO/DA
Step 8

Create Agency User

Type of User: Agency Data Operator
First Name: 
Last Name: 
Email: 
Phone No: 786458136
Mobile No: 
Login ID: 
(Login ID minimum 4 characters).

Submit  Cancel

Step 9: Under Login ID, provide the login id details of the DO/DA

Note: For DO login IDs, always add a ‘do’ to the existing login ID of the agency administrator Eg: If agency administrator login is ERTF7896, DO login will be ERTF7896do

For DA login IDs, always add a ‘da’ to the existing login ID of the agency administrator name Eg: If agency administrator login is ERTF7896, DA login will be ERTF7896da

Step 9

Create Agency User

Type of User: Agency Data Operator
First Name: 
Last Name: 
Email: 
Phone No: 
Mobile No: 
Login ID: Ravi123DC
(Login ID minimum 4 characters).

Submit  Cancel
**Step 10:** Click on **Submit**

![Create Agency User](image1)

**Step 10**

**Step 11:** If you see the message **Record Saved Successfully** at the top of the screen, login id and password details will be sent to the registered DO/DA login

**Note:** These DO/DA login details can be edited, de-activated at any point in the future

**Step 11**

![Agency Users Mapping](image2)
2.7 Reports
There are two kinds of reports relevant for PFMS users:

1) **Reports for Reviewing Entered Data**: These can only be viewed by the agency itself. Every agency that records a transaction on PFMS can review its entry details, transaction by transaction. These record entries allow agencies to review all details related to a transaction that have been manually entered on the system.

2) **Reports for Monitoring**: These are more widely available system generated reports that are useful for monitoring purposes. These reports use a combination of agency recorded transactions and bank authenticated data to allow supervising agencies to monitor the financial position and transactions of an agency.

A general overview of how both kinds of reports can be accessed is detailed below.

2.7.1 Reviewing Entered Data
This section details the various means to review entered data as well as the messages used by PFMS to indicate the status of a particular transaction.

2.7.1.1 Summary Table
The following table summarizes various means for reviewing data entered under different modules and functionalities in PFMS. The ‘Directions’ column describes the path to be followed in the left menu bar of PFMS.

<table>
<thead>
<tr>
<th>Corresponding Section(s) in User Manual</th>
<th>Area to be Reviewed</th>
<th>Directions</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTSA/SRLM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.2</td>
<td>Registered Agencies</td>
<td>Agencies → Manage Other Agencies</td>
</tr>
<tr>
<td>3.3</td>
<td>Agency Mapping</td>
<td>Agencies → Agency Mapping</td>
</tr>
<tr>
<td>3.4</td>
<td>Project Details</td>
<td>Masters → Add Master Project</td>
</tr>
<tr>
<td>3.5</td>
<td>Central Government Sanctions</td>
<td>My Funds → Received from Central Govt</td>
</tr>
<tr>
<td>3.6</td>
<td>State Government Sanctions</td>
<td>My Funds → Received from State Govt</td>
</tr>
<tr>
<td>3.7</td>
<td>Transferred Funds</td>
<td>Transfers → Manage</td>
</tr>
<tr>
<td>PIA</td>
<td>Grant-in-Aid Fund Receipts</td>
<td>My Funds → Received from Other Agency</td>
</tr>
<tr>
<td>4.2.1</td>
<td>Training Centre Details</td>
<td>Masters → Add Master Project</td>
</tr>
<tr>
<td>4.2.2</td>
<td>Bank Charges</td>
<td>Bank → Bank Charges</td>
</tr>
<tr>
<td>4.2.3</td>
<td>Interest</td>
<td>My Funds → Interest Income</td>
</tr>
<tr>
<td>4.3.1/4.4.1</td>
<td>Loans</td>
<td>My Funds → Income from Other Sources → Manage</td>
</tr>
<tr>
<td>4.3.2/4.4.2</td>
<td>Beneficiaries</td>
<td>Masters → Beneficiary Management → Edit Beneficiary (DO login only)</td>
</tr>
<tr>
<td></td>
<td>(Pre-DA Approval)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Beneficiaries</td>
<td>Masters → Beneficiary Management → Manage Beneficiary (DO and DA login only)</td>
</tr>
<tr>
<td></td>
<td>(Post-DA Approval)</td>
<td></td>
</tr>
</tbody>
</table>
4.3.4 Vendors Masters → Vendors → Manage
4.3.5 Bulk Customization Masters → Bulk Customization → Manage
4.3.6.1 Expenditure (Single Entry) Expenditures → Manage
4.3.6.2/4.3.6.3 Expenditure (Bulk) Transfers → Manage Bulks Transfer
4.3.7 Advance (Single Entry) Advances → Manage
4.3.7 Advance (Bulk) Transfers → Manage Bulks Transfer
4.3.8 Deductions Misc. Deduction Filing → Manage

2.7.1.2 Transaction Status
PFMS uses the following messages to indicate transaction status:

- **Released**: A transfer transaction that is yet to be received by the receiving agency on PFMS
- **Received**: A transfer transaction that has been received by the receiving agency on PFMS
- **PendingPayeeDetails**: A transaction where details of the payee have not been entered
- **Created**: A transaction that has been created by the DO, but not submitted to the DA for approval
- **Submitted**: A transaction that has been submitted to the DA for approval
- **Approved**: A transaction that has been approved by the DA. e-Transactions can only be initiated from the system once a transaction reaches this stage.
- **Rejected**: A transaction that has been rejected by the DA. These transactions can usually be edited by the DO and re-submitted for approval.
- **Cancelled**: An e-Transaction that has been cancelled by the DA/DO. These transactions cannot be edited or re-initiated.

2.7.2 Monitoring Reports
All the monitoring reports are available in reports module, which can be accessed from the left menu bar after logging into PFMS.

2.7.2.1 Summary of Reports
The following table summarizes the reports available on the system for monitoring financial position.

<table>
<thead>
<tr>
<th>Report Section</th>
<th>Report Code</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expenditure</td>
<td>E10</td>
<td>Reports expenditure, advance and bank statements</td>
</tr>
<tr>
<td>Monitoring</td>
<td>M04</td>
<td>Reports all transactions booked by Agency</td>
</tr>
<tr>
<td>Monitoring</td>
<td>M16</td>
<td>Reports receipts, expenditure, advance, transfers and bank statements</td>
</tr>
<tr>
<td>Monitoring</td>
<td>M24</td>
<td>Highlights all transaction amounts lying within a user defined range</td>
</tr>
<tr>
<td>E-Payment</td>
<td>EP04</td>
<td>Tracking beneficiary and vendor e-payments</td>
</tr>
<tr>
<td>E-Payment</td>
<td>EP14</td>
<td>Provides overview of all beneficiaries uploaded via excel</td>
</tr>
<tr>
<td>DBT</td>
<td>DBT01</td>
<td>Codes and validation status of all beneficiaries uploaded by Agency</td>
</tr>
</tbody>
</table>
Currently all PFMS reports are generated agency-wise. More customized project-wise reports for DDU-GKY are currently in development.

2.7.2.2 Report Filters

All reports on PFMS are generated on the basis of a number of filters. This section summarizes the details to be entered in the common filters that will be encountered by the user across system reports:

- **Controller**: 004 – Rural Development
- **Grant**: 084 – Department of Rural Development
- **Scheme Type**: Central Sector Scheme
- **Scheme**: 9388 – for YP/Roshini, 9389 – for AAP, 9390 – for Himayat
- **State**: Central Agency (wherever a single state is not applicable)
Section 3: CTSA/SRLM

3.1 Overview of role and responsibilities of CTSA/s/SRLMs in PFMS

CTSA/s/SRLMs are expected to perform the following roles inside PFMS:

- **Agency Registration**
  - A designated CTSA will be responsible for the first-time registration of all DDU-GKY PIAs on PFMS.

- **Account Approval**
  - A designated CTSA will be responsible for adding and approving any additional accounts to be registered for DDU-GKY PIAs on PFMS.

- **Agency Mapping**
  - Mapping registered PIAs to their respective states.

- **Creating Project Masters**
  - Creating a list of all sanctioned projects with all the requisite details required by the system.

- **Fund Receipts**
  - Recording receipts of all funds received by Central and State government for DDU-GKY.

- **Fund Transfers**
  - Recording all old transactions related to funds transferred to PIAs, and initiating all new transfer transactions to PIA accounts via PFMS.

- **Monitoring**
  - Monitoring beneficiary payments, transaction data and funds position of project accounts. CTSA/s/SRLMs shall be expected to familiar with all existing and new reports created for monitoring of DDU-GKY projects.

- **Expenditure**
  - CTSA/s/SRLMs may be expected to report expenditure on PFMS, as and when notified by the Ministry. The process for booking expenditure on PFMS is detailed in the PIA section.

3.2 Agency Registration

**Purpose:** How to complete a first-time registration of a PIA on PFMS

**Additional Instructions:**

- This section is only relevant for the designated nodal CTSA for agency registration.

**Key Terms:** Funding Agency, Scheme ID

**Step by Step Instructions**
Step 1: In the home screen, proceed to Agencies module

Step 1

Step 2: In Agencies module, click on Agency Registration

Step 2

Step 3: A new page will appear, proceed to Agency Registration
Step 3

Step 4: Click on **New Registration**

Step 4

Step 5: The screen will navigate to a new page, **Scheme Wise Institution Type**

Step 6: The type of institution is to be selected from the list appearing below

**Step 7:** PIA is to be selected from the correct scheme. *Scheme for DDU-GKY AAP, DDU-GKY (YP)/Roshni, Himayat*
**Step 7**

![Image of PFMS User Manual showing a webpage with Agency Registration details]

**Step 8:** Proceed to **Agency Registration** page.

![Image of PFMS User Manual showing the Agency Registration page]

**Step 9:** Enter the **Agency Name**
**Step 9**

**Agency Registration**

**Agency Registration Details**

- **Agency/Institution Type:** Local Bodies
- **Agency Name:** [Enter Agency Name]

**Agency Office Address Details**

- **State/UT:** [Select State/UT]
- **District:** [Select District]
- **Rural/Urban:** [Select Rural/Urban]

---

**Step 10:** In **State/UT** Select Central Agency from the drop down

---

**Step 11:** In **District** Select Central Agency from the drop down

---

**Step 12:** Select **Rural** from Rural/Urban
**PFMS User Manual v1.0**

### Step 12

![Agency Registration Form](image)

**Agency Registration Details**

- **Agency/Institution Type:** Local Bodies
- **Agency Name:** M/s. Stoxx society

**Agency Office Address Details**

- **State/UT:** HARYANA
- **District:** CENTRAL AGENCY
- **Rural/Urban:** Rural

### Step 13: Enter Pin Code

### Step 14: Enter Block No/Building/Village/Name Of Premises

### Step 15: Enter Road/Street/Post Office

### Step 16: Enter Area/Locality

### Step 17: Enter City

### Step 18: Enter name of Contact Person

### Step 19: Enter Phone No

### Step 20: Enter Mobile No

### Step 21: Enter Email and Word Verification
Step 22: Click on **Save and Continue**

Step 23: A pop-up will appear mentioning the Agency code, which will be required for all future references. Click **OK**

Step 24: New page will appear, **Agency Details**
Step 25: Proceed to **Agency Scheme Location, Contact and Funding Agency Details** section

**Step 25**

![Image of PFMS User Manual](image.png)

**Step 26: Select Administrative / Funding Level as CTSA**

**Step 26**

![Image of PFMS User Manual](image.png)

**Step 27: Select CTSA Agencies as NIRD / NABCONS as required**

**Step 27**

![Image of PFMS User Manual](image.png)

**Step 28: Please click on Add Funding Agency**

**Step 28**

![Image of PFMS User Manual](image.png)
Step 29: Click on **Save and Continue**

![Image of Save and Continue button]

Step 30: In the same page proceed to **Agency Bank Details** section

![Image of Agency Bank Details section]

Step 31: Select **Bank Name** by clicking **Select Bank**

![Image of Select Bank button]
Step 32: Select **Branch Address** by clicking **Select Branch**

Step 33: Select **Branch Name**

Step 34: Mention the **Account No**

**Step 34**

![Branch Address Selection](image1)

**Step 35: Click on Add Bank Details**

**Step 35**

![Add Bank Details](image2)

**Step 36: Click On Add/Edit Component**

**Step 36**

![Add/Edit Component](image3)
Step 37: Proceed to Agency User Login Details section

Step 38: Mention User Name as FIRST FOUR LETTERS and LAST FOUR NUMBERS of Unique Code (For eg: If Unique Code is ORBH00005820, Login ID will be ORBH5820)

Step 39: Mention Password as Put @ between letters and numbers of Login ID (For login ID ORBH5820, password will be ORBH@5820)

Step 40: Check on I Accept Terms and conditions

Step 41: Click on Submit
Step 42: Again proceed to home screen, click on Agencies module

Step 43: In Agencies module, click on Approve
Step 43

Step 44: Proceed to Agency Registration Approval page

Step 45: In Agency Status, select Agency created by me.
Step 45

![Agency Registration Approval](image)

Step 46: In the table appearing below, focus on **Agency Status** showing **Pending Agency Approval**

![Agency Registration Approval Table](image)

Step 47: Click on the hyperlink having pending status

![Agency Registration Approval Table](image)
Step 48: In the New page, Mention Approve in Remarks

Step 49: Click Approve

Step 50: The Approved Message will be displayed
3.3 Agency Mapping

**Purpose:** How to map the location of a registered agency

**Additional Instructions:**

- These steps can only be completed once agency registration is completed by the designated nodal CTSA for PFMS registration
- PIAs need to be mapped to all states where they have active projects

**Key Terms:** Agency Mapping, Unique Code, Scheme ID

**Step by Step Instructions**

**Step 1:** In the home page, proceed to **Agencies** module

**Step 1**

![Step 1 Image]

**Step 2:** In **Agencies** module, click on **Agency Mapping**

**Step 2**

![Step 2 Image]
Step 2

Step 3: Select **Scheme Name**

Step 4: Select **Rural** in **Rural / Urban**
Step 5: Select **State**

![Scheme Fund Flow Hierarchy](image)

Step 6: Proceed to **Scheme Fund Flow Hierarchy** section

![Public Financial Management System-PFMS](image)

Step 7: Select **PIA** from the hierarchy displayed on screen

![Scheme Fund Flow Hierarchy](image)
Step 8: Click on Map New Agency

<table>
<thead>
<tr>
<th>Name Detail</th>
<th>Agency Name</th>
<th>Agency Type</th>
<th>Contact Details</th>
<th>Unique Code</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>RTH Nature Capital Solutions PVT LTD</td>
<td>Local Bodies</td>
<td>website reg: 138-12539, <a href="mailto:person@rthglobal.com">person@rthglobal.com</a></td>
<td>EN350000013</td>
<td>CHATTISGARH</td>
</tr>
<tr>
<td></td>
<td>Defini Industries (India) Pvt Ltd</td>
<td>Local Bodies</td>
<td>website reg: 138-12539, <a href="mailto:person@rthglobal.com">person@rthglobal.com</a></td>
<td>EN350000013</td>
<td>CHATTISGARH</td>
</tr>
</tbody>
</table>

Step 9: Proceed to Search agency(s) for mapping. Enter the Unique Code and click on Search

Step 10: Select the Agency name to be mapped in the table and click Add Agency

Step 11: Click OK in the pop-up appearing on the screen, reconfirming the addition.
Step 12: If agency successfully mapped, a message in red will appear at the top of the page.

3.4 Creation of Project Masters

**Purpose:** Creating a master dataset of all sanctioned projects

**Additional Instructions:**

- All projects IDs must be created in the following format:
  - `<Two Letter State Code for Projects>_<Name of PIA – Maximum of first two words of organization name>_<Project Sanction File Number>`

**Key Terms:** State Code, Project ID, Scheme ID

**Step by Step Instruction**

**Step 1:** At the Home page, proceed to **Masters** Module.
Step 2: In Masters Module, click on Add Master Projects

Step 3: Select the *Scheme* as DDU-GKY (YP)/Roshni or DDU-GKY (AAP) or Himayat.

Step 4: Enter the *Project* name
Step 4

Step 5: Enter the **Start Date** of the project:

Step 6: Enter the **End Date** of the project:

Step 7: Click on **Add Project** button
Step 7

**Add Master Projects**

- **Scheme**: DDU-GKY/ROSHINI
- **Project**: OR_SKILLPRO PVT. J-17030/05/2013
- **Start Date**: 01/12/2014
- **End Date**: 31/12/2016

![Add Project button](image)

Step 8: Click **Ok** on the “Popup”

Step 8

**Add Master Projects**

- **Scheme**: DDU-GKY/ROSHINI
- **Project**: Project has been added Successfully
- **Start Date**: 01/12/2014
- **End Date**: 31/12/2016

![Ok button](image)

Step 9: Proceed to **Project List** section

Step 9

**Project List**

- **Project**: Added project can be seen in the **Project List**
**Step 10**

![Project List](image1.png)

**Step 11:** Location is to be mapped for this added project. Click on **Location Mapping**

![Location Mapping](image2.png)

**Step 12:** Proceed to the pop-up that appears for **Project Location Mapping**

![Project Location Mapping](image3.png)
Step 13: Select **State**

Step 14: Select **District**

Step 15: Check on **Rural**
Step 15

Step 16: Click on Add button

Step 17: Click on OK in the white pop-up box
Step 17: [Image of a popup window asking for confirmation to add location]

Step 18: Click on **OK** on the Popup

Step 19: You may see the added states and corresponding districts in the **Location List**.
Step 19

Step 20: Navigate back to the **Project List**

Step 21: Component is to be mapped for this added project, Click on [Component Mapping](#)
Step 21

Step 22: Proceed to the pop-up screen that appears for **Component Mapping**

Step 22

Step 23: Check the **Project Costs**
Step 23: Click on the Save Button

Step 24: Click on Save Button
3.5 Receiving Central Share Funds

**Purpose:** How to record receipt of central share of project funds

**Additional Instructions:**

- Please enter the date of receipt of funds in the Remarks

**Key Terms:** Scheme ID

**Step by Step Instructions**

**Step 1:** At the Home page, proceed to **My Funds** Module
Step 1

Step 2: In the My Funds module, click on Received from Central Govt.

Step 3: In the new page, proceed to the Manage Funds From Central Government table
Step 3

Step 4: Click on **Schemes**. From the drop down select 9222 National Rural Livelihood Mission

Step 5: Select the **Bank Account** from the drop down where the funds are received from Central Government

Step 6: Click on **Search** Button
Step 7: Focus on the entries where the **Status** is indicated as **Released**

Step 8: Click on the Sanction Number hyperlink marked in red underline

Step 9: In the new page, proceed to the **Funds From Central Government** section
Step 9

Step 10: If funds have been received in concerned bank account, enter the date funds were credited in bank account in the **Remarks** field.

**Note:** If funds have not yet been credited to your account, do not proceed further and contact DDU-GKY Division, Ministry of Rural Development.

Step 10

Step 11: Next, proceed to the **Bank Details** section.
Step 11

Step 12: Click on Received.

Step 12

Step 13: Click OK on the pop-up that appears on screen reconfirming the receipt.
Step 14: If funds are successfully received, a message in red will appear at the top of the page.

Note: Once all the funds are received, we have to transfer the received amount to correct scheme.

Step 15: At the Home page, proceed to Bank Module

Step 16: In Bank module, click on Inter Bank Transfer
Step 16

Expenditures
Bank
Misc. Deduction Filing
Utilisation Certificate
CPSMS Forum
Accounting System Integration
Bank Printing Templates

Step 17: Proceed to **Funds Transfer Self**

Step 18: Further, proceed to **From Account Details**

Step 19: Click on **From Scheme**. From the drop down select 9222 National Rural Livelihood Mission
Step 20: Click on **From Account**. From the drop down select the Bank account in which the amount was received.

Step 21: Enter the **Transferring Amount** field.
Step 21

Step 22: Enter **Cheque Number**.

Step 23: Enter the **Transfer Date**
Step 23

![From Account Details]

Step 24: Proceed to **To Account Details**

Step 24

![Funds Transfer Screen]

Step 25: Under **To Scheme** select the scheme ID to which funds are to be transferred

Step 25

![To Account Details]

Step 26: Select **To Account**
Step 26

To Account Details

To Scheme: 9388 - DDJ-SKY/RCSHINI - CS
To Account: 52040475313 - National Institute of Rural Devol
Available Balance: 155290793.00

---

Step 27: Click on Transfer

Step 28: Click OK on the pop-up that reconfirms the inter-bank transfer.

Step 29: If funds are successfully transferred, a message in red will appear at the top of the page. Funds Transferred Successfully
3.6 Receiving State Share Funds

**Purpose:** How to record receipt of state share of project funds

**Additional Instructions:**

- Unlike Central Share of funds, record of State Share is completely based on manual data entry. Additional care must be taken to ensure all records of state share releases are carefully maintained and recorded on the system.

**Key Terms:** Scheme ID

### Step by Step Instructions

**Step 1:** At the Home page, proceed to **My Funds** Module
Step 1

In the My Funds module, click on Received from State Govt.

Step 2

Step 3: In the new page, proceed to the Manage Funds From State Government.
Step 3

Step 4: Click on “Add New Fund From State Government”

Step 5: The screen with proceed to Funds From State Government page
Step 5

Step 6: Select correct **Scheme**

Step 6

Step 7: Select **Bank Account** from the drop down.

Step 7

Step 8: Enter the **Sanction Number** as mentioned in the State’s Sanction order.
Step 8

**Funds From State Government**

<table>
<thead>
<tr>
<th>Scheme</th>
<th>0388 - CDU/GKY/ROSHNI - CS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Account</td>
<td>52040473313 - National Institute of Rural Development - STATE BANK OF HYDERABAD</td>
</tr>
<tr>
<td>Sanction Number</td>
<td>KRD/2004/2013-15</td>
</tr>
<tr>
<td>Sanction Date</td>
<td>09/04/2015</td>
</tr>
</tbody>
</table>

Step 9: Enter the **Sanction Date** as mentioned in the State’s Sanction order

**Funds From State Government**

<table>
<thead>
<tr>
<th>Scheme</th>
<th>0388 - CDU/GKY/ROSHNI - CS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Account</td>
<td>52040473313 - National Institute of Rural Development - STATE BANK OF HYDERABAD</td>
</tr>
<tr>
<td>Sanction Number</td>
<td>KRD/2004/2013-15</td>
</tr>
<tr>
<td>Sanction Date</td>
<td>09/04/2015</td>
</tr>
<tr>
<td>Sanction Amount</td>
<td></td>
</tr>
</tbody>
</table>

Step 10: Enter the **Sanction Amount** as in the Sanction order for that project

**Funds From State Government**

<table>
<thead>
<tr>
<th>Scheme</th>
<th>0388 - CDU/GKY/ROSHNI - CS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Account</td>
<td>52040473313 - National Institute of Rural Development - STATE BANK OF HYDERABAD</td>
</tr>
<tr>
<td>Sanction Number</td>
<td>KRD/2004/2013-15</td>
</tr>
<tr>
<td>Sanction Date</td>
<td>09/04/2015</td>
</tr>
<tr>
<td>Sanction Amount</td>
<td>250000000</td>
</tr>
</tbody>
</table>

Step 11: Select **Instrument Type** through which the fund is received
Step 11

Step 12: Select **State Gov. Scheme** as Other

Step 13: In the blank box besides the **State Gov. Scheme** mention the scheme for which the fund is received viz. DDU-GKY (AAP), DDU-GKY (YP), DDU-GKY (Roshni) or Himayat along with the State’s name.
Step 13

**Instrument Type**: RTGS

**State Gov. Scheme**: Other

**Instrument Number**: 

**Favouring**: 

**Instrument Date**: 09/04/2015

**IFSC Code**: 

**Remark**: 

[Save, Cancel]

---

**Step 14**: Mention the **Instrument Number**

**Instrument Type**: RTGS

**State Gov. Scheme**: Other

**Instrument Number**: 1234567

**Favouring**: 

**Instrument Date**: 09/04/2015

**IFSC Code**: 

**Remark**: 

[Save, Cancel]

---

**Step 15**: Enter **Favouring**
Step 15

Step 16: Select the **Instrument Date** as per Bank Statement / Sanction order

Step 17a: In case **Instrument Type** is RTGS, mention the **IFSC code**.
Step 17a

<table>
<thead>
<tr>
<th><strong>Instrument Type</strong></th>
<th>RTGS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>State Gov. Scheme</strong></td>
<td>Other</td>
</tr>
<tr>
<td><strong>Instrument Number</strong></td>
<td>12345678</td>
</tr>
<tr>
<td><strong>Favouring</strong></td>
<td>NRO SBH</td>
</tr>
<tr>
<td><strong>Instrument Date</strong></td>
<td>08/04/2015</td>
</tr>
<tr>
<td><strong>IFSC Code</strong></td>
<td>SBHY000114</td>
</tr>
<tr>
<td><strong>Remark</strong></td>
<td></td>
</tr>
</tbody>
</table>

Step 17b: In case **Instrument Type** is ECS, mention MICR code.

Step 17b

<table>
<thead>
<tr>
<th><strong>Instrument Type</strong></th>
<th>ECS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>State Gov. Scheme</strong></td>
<td>Other</td>
</tr>
<tr>
<td><strong>Instrument Number</strong></td>
<td>12345002</td>
</tr>
<tr>
<td><strong>Favouring</strong></td>
<td>NRO SBH</td>
</tr>
<tr>
<td><strong>Instrument Date</strong></td>
<td>08/04/2015</td>
</tr>
<tr>
<td><strong>MICR Code</strong></td>
<td>2200020</td>
</tr>
<tr>
<td><strong>Remark</strong></td>
<td></td>
</tr>
</tbody>
</table>

Step 18: In **Remark** state the actual date of receipt of such fund.
Step 18

Step 19: Click Save

Step 20: If funds are successfully recorded, a message in red will appear at the top of the page.

Step 22: In My Funds module, click Received from State Govt.

Step 23: Proceed to Manage Funds From State Government
Step 23:

Step 24: Proceed to the table appearing below.

Step 25: Focus on the entries where the **Status** is indicated as **Created**.
Step 26: Select a State Scheme from the list.

Step 27: A new page will appear, Funds From State Government Details.

Step 28: Click Submit for Approval.
Step 28

If funds are successfully submitted, a message in red will appear at the top of the page. Fund has been submitted successfully.

Step 29

Step 30: Click on Approve
Step 30

**Funds From State Government Details**

- **Sanction Number:** 876
- **Sanction Date:** 1/02/2015
- **Scheme Name:** DDU-GKY/ROSHINI - CS
- **Bank Account:** 52040475313 - National Institute of Rural Developm
- **Sanction Amount:** 200000.00
- **Financial Year:** 2015
- **State Scheme Name:** Karnataka
- **Payment Mode:** RTGS
- **Favoring:** NIRD
- **IFSC Code:** SBHY002095
- **Instrument Number:** 1234
- **Instrument Date:** 11/03/2015
- **Status:** Submitted
- **Remark:** 1st installment

![Approve button highlighted]

Step 31: A white box shall appear.

Step 31

- **Bank Account:** 52040475313 - National Institute of Rural Developm
- **Sanction Amount:** 200000.00
- **Financial Year:** 2015
- **State Scheme Name:** Karnataka
- **Payment Mode:** RTGS
- **Favoring:** NIRD
- **IFSC Code:** SBHY002095
- **Instrument Number:** 1234
- **Instrument Date:** 11/03/2015
- **Remark:** 1st installment

![Confirm button highlighted]

Step 32: Click Confirm
Step 32

On approval, a message in red will appear at the top of the page.

Step 33

3.7 Transferring Funds to PIAs

**Purpose:** How to record transfer of funds to PIAs

**Additional Instructions:**
- In order to initiate e-Transaction to transfer funds to PIAs, you will need to customize lists for the Transfer module
- Steps for customizing lists are described in Section 4.3.5

**Key Terms:** Scheme ID, e-Transaction

**Step by Step Instructions**

**Step 1:** In the Home page, proceed to Transfers module

**Step 2:** In the Transfers module, click on Add New
Step 2

Step 3: A new page will appear, **Funds Transfer**

Step 4: Select the correct **Scheme**
**Step 4**

![Image showing Funds Transfer input fields](image)

**Step 5:** Select **Project**, to which the funds are to be transferred.

![Image showing selected Project](image)

**Step 6:** Select **Bank Account** from which the transfer is to be done.

![Image showing selected Bank Account](image)

**Step 7:** Enter the **Letter/office order no.**

![Image showing Letter/office order input fields](image)
Step 8: Choose the file of **Sanction Letter Attachment** and click **Upload**, Not mandatory.

Step 9: Select the **Letter/office order Date**

Step 10: Mention **Actual Transaction Date**

Step 11: Enter the **Transferring Amount** to be transferred for the project
Step 11

Step 12: Select **Transaction Type** as Bulk

Step 13: Select Agency by clicking on **Select Agency**

Step 14: Mention **Purpose for Transfer**, whether 1\(^{st}\), 2\(^{nd}\), 3\(^{rd}\) or final installment / other beneficiary transfers
Step 14

Transaction Type: ☐ Component Wise ☐ Bulk
Agency: APIN000000002-APITCO Limited
Purpose for Transfer: 1st Installment released

Submit Back

Step 15: Click on Submit

Transaction Type: ☐ Component Wise ☐ Bulk
Agency: APIN000000002-APITCO Limited
Purpose for Transfer: 1st Installment released

Submit Back

Step 16: If funds are successfully transferred, a message in Red will appear at the bottom of the page.

Purpose for Transfer: 1st Installment released

Amount being transferred saved successfully. Please click below at Payee Details button to complete funds transfer

Payee Details Back

Step 17: Click on Payee Details
Step 17

Purpose for Transfer: 1st Instalment released

Amount being transferred saved successfully, please click below at payee details button to complete funds transfer.

Payee Details | Back

Step 18: The screen will proceed to a new page, Payee Details

Step 18

Step 19: Select correct Bank Account (Receiving Agency)

Step 19

Step 20: Select Instrument Type
Step 20

Purpose for Advance: 1st instalment released
Bank Account (Receiving Agency): 0002102000062222 - M/S APIICOL ▼
Instrument Type: ▼

Add
Cancel

Step 21: Click Add

Purpose for Advance: 1st instalment released
Bank Account (Receiving Agency): 0002102000062222 - M/S APIICOL ▼
Instrument Type: RTGS ▼

Add
Cancel

Step 22a: If **Instrument Type** is Cheque, Cheque no. and Amount to be filled in the table which appears

Step 22b: If **Instrument Type** is ECS, Amount to filled in the appearing table

Step 22c: If **Instrument Type** is DD, DD no. and Amount to be filled in the table which appears

Step 22d: If **Instrument Type** is RTGS, **Debit Payment Mode** has to be selected

Step 22e: Click Submit
Step 22e

Step 23: Once payee details are successfully saved, a message in red will appear at the top of the page.

Step 23

Step 24: Click Next

Step 24
Step 25: Proceed to **Funds Transfer Details**

Step 25

![Image of PFMS User Manual interface](image)

Step 26: Click Submit for Approval

Step 26

![Image of PFMS User Manual interface](image)

Step 27: Once the record is successfully submitted, a message in red will appear at the top of the page.
Step 27

![Funds Transfer Details]

Record submitted successfully

Letter/office order no.: 450077
Uploaded Sanction Letter:
Letter/office order Date: 30/02/2015
Scheme Name/Code: NATIONAL HEALTH MISSION INCLUDING NRHM

Projects:
Bank Account: 100001000215
Transferring Amount: 50.00
Status: Submitted
Remark: Payee Details Filled

Back

Step 28: Click on Approve

Step 28

![Public Financial Management System-PFMS]

Funds Transfer Details

Letter/office order no.: 450077
Uploaded Sanction Letter:
Letter/office order Date: 30/02/2015
Scheme Name/Code: NATIONAL HEALTH MISSION INCLUDING NRHM

Projects:
Bank Account: 100002000213
Transferring Amount: 50.00
Status: Submitted
Remark: Payee Details Filled

Approve  Reject  Back

Step 29: A white box will appear on the screen.
Step 29

Step 30: Click Confirm

Step 30

Step 31: Once the record is successfully approved, a message in red will appear at the top of the page.

Step 32: If you chose to transfer funds via an e-Transaction from PFMS, you can now print your payment advice. Please present the signed payment advice to the branch of the bank account to be debited.

Note: This step is only for e-Transactions
Step 32

Letter/office order no.: ADAM-04.04.2015-01
Voucher Number: BP-2015-16-1

Uploaded Sanction Letter:

Letter/office order Date: 10/04/2015
Actual Transaction Date: 10/04/2015
Scheme Name/Code: DEU-GKY (99) / GRY-99
Bank Account: 05911130000404
Project: 140_11081 INFOTECH_J-1702/24/2013
Advance Amount: 30000.00

Purpose of Expenditure: PAID ADVANCE TO RAJASEKAR LAL BASED ON APPROVAL BY MRS. SELVY ROYAL

Vendor | Components Detail | Deduction Amount | Net Amount | Advance Amount
--|-----------------|-----------------|------------|--------------
RAJASEKAR LAL | Other Training Cost | 0.00 | 30000.00 | 30000.00

Status: Approved
Remark: advance paid after approval by selvy sir

[Exit Payment Advice]
Section 4: PIA

4.1 Overview of role and responsibilities of PIA in PFMS
PIAs are expected to perform the following roles inside PFMS:

☑ Mapping Training Centres
  o Creating a list of all training centres under each sanctioned project

☑ Recording Fund Receipts from CTSA/SRLM
  o Recording receipts of all funds received for each DDU-GKY project

☑ Recording Bank Charges
  o Record all applicable bank charges for project account transactions

☑ Uploading Beneficiary and Vendor details
  o Details of all program beneficiaries, vendors, including the bank accounts must be uploaded on PFMS to record transactions

☑ Creating Data Operator(s) and Data Approver(s)
  o DO and DA logins are required for completing most functions. The primary user i.e. the Data Administrator of the PIA will be responsible for creating these logins and distributing them to relevant staff members.

☑ Recording Legacy Transactions
  o All project account transactions i.e. final payments or advances, that have not been initiated from PFMS must be manually recorded on the system

☑ Initiating e-Transactions
  o All project account transactions i.e. final payments or advances to beneficiaries or vendors should be initiated through PFMS. This will become mandatory for project-related transactions as and when notified by the Ministry.

4.2 Data Administrator
The Data Administrator is the primary login of an agency. This is the first login a PIA will have access to in PFMS. The Data Administrator has the following functional roles on PFMS:

☑ Mapping Training Centres

☑ Recording Fund Receipts from CTSA/SRLM

☑ Recording Bank Charges

☑ Creating Data Operator(s) and Data Approver(s)

☑ Recording Interest Income

Apart from creation of DO and DA logins, the remaining functions of the Data Administrator are described in detail in the following section. Creation of DO and DA is detailed in Section 2.6.
4.2.1 Receiving Funds from CTSA/SRLM

**Purpose:** Receiving funds transferred by the CTSA/SRLM.

**Additional Instructions:**
- This step is not required for funds transferred electronically via PFMS. Any such funds will be automatically received upon credit confirmation by the bank.

**Key Terms:** Scheme ID

**Step by Step Instructions**

**Step 1:** Log into the Data Administrator profile. Proceed to the **My Funds** module.

**Step 2:** In the **My Funds** module, click on **Received from Other Agency**
Step 2

<table>
<thead>
<tr>
<th>Agencies</th>
<th>My Funds</th>
<th>Transfers</th>
<th>Advances</th>
<th>Expenditures</th>
<th>Bank</th>
<th>Register/ Track Issue</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Opening Balance</td>
<td>Received from Central Govt</td>
<td>Received from Other Agency</td>
<td>Returned by Other Agency</td>
<td>Received from State Govt</td>
</tr>
</tbody>
</table>

Step 3: In the new page, proceed to the Manage Funds Received From Other Agency table.

Step 4: Click on Schemes. From the drop down select the correct Scheme ID.

Step 5: Click on the Bank Account where the CTSA/SRLM has transferred funds.
Step 5

Step 6: Click on the Search button again.

Step 7: Now proceed to the Selected Funds section.

Step 8: Focus on the entries where the Status is indicated as Released.
Step 9: Click on the Sanction Number hyperlink marked in red underline

Step 9

<table>
<thead>
<tr>
<th>Scheme Name</th>
<th>Sanction Number</th>
<th>Sanction Date</th>
<th>Amount</th>
<th>Transferring Agency</th>
<th>Project Name</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU-GKY (TP)</td>
<td>147018/03/2013</td>
<td>03/09/2014</td>
<td>27767900.00</td>
<td>NATIONAL INSTITUTE OF RURAL DEVELOPMENT HYDERABAD</td>
<td></td>
<td>Released</td>
</tr>
</tbody>
</table>

Step 10: In the new page, proceed to the **Funds Received from Other Agency** section.

Step 10

Step 11: If funds have been received in project bank account, enter the date of credit in the **Remarks** field.

Note: If funds have not been received, do not proceed further and contact your respective CTSA/SRLM.
Step 11

Step 12: Next, proceed to the **Bank Details** section.

Step 13: Click on the **Received** button.
Step 13

![Bank Details](image)

**Step 14**: In the white pop-up box, click on **Ok**.

![Message from webpage](image)

**Step 15**: If funds are successfully received, a message in red will appear at the top of the page.

![Funds Received From Agency](image)
4.2.2 Mapping Training Centres

**Purpose:** Defining training centres for each project

**Additional Instructions:**

- Each training centre under each project must be mapped as separate entries
- Even if the same training centre is being used for multiple projects, it must be recorded under each project.
- Please ensure the name of the training centre includes the name of the project for greater clarity in the above cases

**Key Terms:** Agency Admin, Scheme ID, Project ID

**Step by Step Instructions**

**Step 1:** Log into the Data Administrator profile. Proceed to the Masters section

![Image](image.png)

**Step 2:** Under Masters, please click on Add Master Project
Step 2

Step 3: In the page that loads, proceed to the **Add Master Project** section

Step 3

Step 4: Under **Scheme**, select the correct scheme ID
Step 4

Add Master Projects

*Scheme: DDU-GKY (ydp) / ROSHINI

*Project: HR_IND\ACAN\EDUCATION\J-17018/05/2013

*Start Date: 26/05/2014

End Date: 30/10/2015

Add Project

Step 5: Under Project, select the project ID under which you wish to create a training centre.

Step 4

Add Master Projects

*Scheme: DDU-GKY (ydp) / ROSHINI

*Project: HR_IND\ACAN\EDUCATION\J-17018/05/2013

*Start Date: 26/05/2014

End Date: 30/10/2015

Add Project

Step 5: Under Sub Project, enter the name of the training centre.

Note: Please refer to the Additional Instructions before naming the training centre.
Step 5

**Add Master Projects**

- **Scheme:** DDU-GKY (YP) / ROSHINI
- **Project:** HR_INDIACAN EDUCATION_3-17018/05/2013
- **Sub Project:** RATIA
- **Start Date:** 15/01/2014
- **End Date:** 20/10/2017

Add Project

Step 6: Click on **Add Project**

Step 6

**Add Master Projects**

- **Scheme:** DDU-GKY (YP) / ROSHINI
- **Project:** HR_INDIACAN EDUCATION_3-17018/05/2013
- **Sub Project:** RATIA
- **Start Date:** 15/01/2014
- **End Date:** 20/10/2017

Add Project

Step 7: In the pop-up box, click **Ok**
Step 7

Add Master Projects

- Scheme: DDU-GKY (YP) / ROSHINI
- Project: HR_INDIAinan EDUCATION_J-17018/05/2013
- Sub Project: 
- Start Date:  
- End Date:  

Add Project

Step 8: Next, proceed to the Project List section

Add Master Projects

- Scheme: DDU-GKY (YP) / ROSHINI
- Project: HR_INDIAinan EDUCATION_J-17018/05/2013
- Sub Project: 
- Start Date:  
- End Date:  

Add Project

Project List

<table>
<thead>
<tr>
<th>Project</th>
<th>Start Date</th>
<th>End Date</th>
<th>Location Mapping</th>
<th>Component Mapping</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>KAAI</td>
<td>15/01/2014</td>
<td>20/10/2017</td>
<td>Location Mapping</td>
<td>Component Mapping</td>
<td>Edit</td>
</tr>
<tr>
<td>KAHSS</td>
<td>15/01/2014</td>
<td>20/10/2017</td>
<td>Location Mapping</td>
<td>Component Mapping</td>
<td>Edit</td>
</tr>
</tbody>
</table>

Step 9: For the training centre you created, click on Location Mapping

Project List

<table>
<thead>
<tr>
<th>Project</th>
<th>Start Date</th>
<th>End Date</th>
<th>Location Mapping</th>
<th>Component Mapping</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>KAHSS</td>
<td>15/01/2014</td>
<td>20/10/2017</td>
<td>Location Mapping</td>
<td>Component Mapping</td>
<td>Edit</td>
</tr>
</tbody>
</table>
Step 10: In the pop-up box under State, select the state of the training centre

Step 11: Under District, select the district of the training centre

Step 12: Select Rural or Urban location for training centre
Step 12

![Project Location Mapping Diagram]

**Step 13:** Under **Block**, select the block of the training centre

![Project Location Mapping Diagram with Block Selected]

**Step 14:** Click **Add** button
Step 14

Step 15: In the pop-up box click on Ok if the entered details are correct

Step 15

Step 16: Click Ok in the next pop-up message
Step 16

Step 17: Return to the **Project List** section

Step 18: Click on **Component Mapping**
Step 19: In the pop-up box, select the relevant component heads

Note: The moment you select a component, Bulk will automatically get selected. Do not unselect it.

Step 20: Click on the Save button
Step 20: Click on the Ok button

Step 21: Click on the Ok button
4.2.3 Recording Bank Charges

**Purpose:** Recording all bank charges levied on the project account

**Additional Instructions:**

- The total amount charged by a bank for a particular service must be periodically added up and entered in a single entry. *Eg: all NEFT charges can be added up at the end of the month and entered in a single entry*

**Key Terms:** Scheme ID, Bank Charges

**Step by Step Instructions**

**Step 1:** Log into the Data Administrator profile. Proceed to the **Bank** module.
Step 1

Step 2: Click on **Bank Charges**
Step 3: Under **Scheme**, select the correct Scheme ID

Step 4: Under **Project**, select the correct Project ID
Step 4

**Bank Charges**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scheme</td>
<td>03283 - DOUGKAY (VP) / ROSHI</td>
</tr>
<tr>
<td>Project</td>
<td>MP_LOK BHARTI /47024/03/2013</td>
</tr>
<tr>
<td>Bank Account</td>
<td>120002022402 -- ICICI BANK LTD</td>
</tr>
<tr>
<td>Type</td>
<td>Credit (or) Debit</td>
</tr>
<tr>
<td>Balance Amount</td>
<td></td>
</tr>
<tr>
<td>Amount</td>
<td></td>
</tr>
<tr>
<td>Narration</td>
<td></td>
</tr>
<tr>
<td>Voucher Number</td>
<td></td>
</tr>
</tbody>
</table>

Step 5: Under **Bank Account**, select the required bank account number

Step 5

**Bank Charges**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scheme</td>
<td>03283 - DOUGKAY (VP) / ROSHI</td>
</tr>
<tr>
<td>Project</td>
<td>MP_LOK BHARTI /47024/03/2013</td>
</tr>
<tr>
<td>Bank Account</td>
<td>120002022402 -- ICICI BANK LTD</td>
</tr>
<tr>
<td>Type</td>
<td>Credit (or) Debit</td>
</tr>
<tr>
<td>Balance Amount</td>
<td>32173023.00</td>
</tr>
<tr>
<td>Amount</td>
<td></td>
</tr>
<tr>
<td>Narration</td>
<td></td>
</tr>
<tr>
<td>Voucher Number</td>
<td></td>
</tr>
</tbody>
</table>
Step 6: Under **Reason**, select the reason for the bank charge

**Step 6**

![Bank Charges Form](image)

**Step 7:** Select the **Transaction Date.** The transaction date should be the last date the bank debited an amount from the project account for that type of charge.
**Step 7**

![Bank Charges Form](image)

**Step 8:** Select the **Actual Transaction Date**. The transaction date should be the latest date the bank debited an amount from the project account for that type of charge.
### Step 8

![Bank Charges Form]

- **Scheme:** 0388 - DDU-SKY (YP)/ROSHINI
- **Project:** MP_LOK BHARTI-J-17024/03/2013
- **Bank Account:** 000605028480 -- ICICI BANK LTD
- **Reason:** Issue of MICR cheque
- **Transaction Date:** 01/12/2014
- **Actual Transaction Date:** 18/09/2015
- **Type:** Credit, Debit
- **Balance Amount:** 32173023.00
- **Amount:**
- **Narration:**
- **Voucher Number:**

### Step 9: Choose the **Type** as **Debit**

**Note:** In case of reversal of any charges you may choose credit
Step 9

![Bank Charges Form]

Step 10: Under **Amount**, enter the total amount charged by the bank.

**Note:** This should be the total amount charged by the bank for that transaction type for the specified period.
Step 10

![Bank Charges Form](image)

**Step 11:** Under **Narration**, provide details on the period for which the total bank charge was calculated.

**Note:** Start and end date of the period must be clearly indicated in the remarks.
Step 11

![Bank Charges form](image)

**Step 12:** Click on the **Save** button
Step 12

Step 13: If the entry is accepted, you should see the message **Bank Charges Save Successfully** at the top of the page.

Step 13
**Step 14:** Return to the previous page

**Step 14**

![PFMS User Manual v1.0](image)

**Step 15:** In the table at the bottom of the page, click on red hyperlink of your entry

**Step 15**

![PFMS User Manual v1.0](image)

**Step 16:** In the page that loads, if the entry is correct, click on Approve

**Step 16**

![PFMS User Manual v1.0](image)
4.2.4 Recording Interest Income

**Purpose:** Recording all interest earned by the project account

**Additional Instructions:**

- PFMS cannot currently differentiate between interest earned by grant-in-aid funds and interest earned by funds loaned to project account
- If there is any interest earned only funds loaned to the project account, do not add the interest record to PFMS

**Key Terms:** Scheme ID, Project ID

**Step by Step Instructions**

**Step 1:** Log into the Data Administrator profile. In the home page proceed to the **My Funds** section
Step 1

Step 2: Under My Funds, click on Interest Income

Step 3: In the page that loads, proceed to Selected Interest Incomes
Step 9

Step 4: Click on Add Interest Income

Step 5: In the page that loads, proceed to Interest Incomes
Step 5

Step 6: Under **Bank Account**, select the account number for which interest is to be added

Step 7: Under **Period From**, select the start date mentioned in the bank statement for interest
Step 7

Step 8: Under **Period To**, select the end date mentioned in the bank statement for interest.

Step 8

Step 9: Under **Actual Transaction Date** enter the date interest was credited to account.
Step 9

| **Bank Account** | 1800010001162122 - CENTRE OF TECHNOLOGY AND ENTREPRENEURSHIP DE |
| **Period From** | 18/02/2015 |
| **Period To** | 18/02/2015 |
| **Actual Transaction Date** | 18/02/2015 |
| **Income From Interest** | 10000 |

**Instructions**

**Scheme:** 5555-CDUTP (IP) ROSEMAY

**Project:** -Select-

**Amount:**

**Add**

**Narration:**

**Voucher Number:**

---

Step 10: Under **Income from Interest** enter the total interest amount

**Step 10**

| **Bank Account** | 1800010001162122 - CENTRE OF TECHNOLOGY AND ENTREPRENEURSHIP DE |
| **Period From** | 18/02/2015 |
| **Period To** | 18/02/2015 |
| **Actual Transaction Date** | 18/02/2015 |
| **Income From Interest** | 10000 |

**Instructions**

**Scheme:** 5555-CDUTP (IP) ROSEMAY

**Project:** -Select-

**Amount:**

**Add**

**Narration:**

**Voucher Number:**

---

Step 11: Under **Scheme** select the required scheme
Step 11

![Image of PFMS User Manual interface showing step 11]

Step 12: Under **Project**, select the required project ID

![Image of PFMS User Manual interface showing step 12]

Step 13: Under **Amount**, enter the interest amount

![Image of PFMS User Manual interface showing step 13]
Step 13

Step 14: Click on the Add button to proceed to further

Step 14

Step 15: Under Narration, enter remarks regarding the interest income addition
Step 15

Step 16: Click on Submit Button

Step 17: A message should appear at the top of the screen - Interest Income details saved successfully
4.3 Data Operator

The Data Operator (DO) is the login for entering transaction data. With the exception of vendor details, all data entered by the DO will only be accepted by the system once it is approved by a Data Approver login.

The DO has the following functional roles on PFMS:

- Adding Loans Made to Project
- Uploading Beneficiary/Vendor Details
- Uploading Legacy Transaction Details
- Uploading e-Transaction Details

4.3.1 Recording Loans

**Purpose:** Recording details of all loans made to the project account

**Additional Instructions:**

- There are two steps to adding loans to the system:
  - Adding Loans: Recording the loan received in the project account
  - Settling Loans: Recording the return of the loan from the project account
- Both functions are detailed in this section

**Key Terms:** Project Loan, Scheme ID, Project ID
### 4.3.1.1 Adding Loans

**Step by Step Instructions**

**Step 1:** Log into the Data Operator profile. In the home page, proceed to the **My Funds** section

**Step 2:** Under **Income from Other Sources**, click on **Add New**
Step 2

Step 3: Proceed to the **Funds Received From Other Sources** box

Step 3
**Step 4:** Under **Scheme**, select the required scheme ID

**Step 4**

```
<table>
<thead>
<tr>
<th>Funds Received From Other Sources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scheme:</td>
</tr>
<tr>
<td>Project:</td>
</tr>
<tr>
<td>Bank Account:</td>
</tr>
<tr>
<td>Fund Sources:</td>
</tr>
<tr>
<td>Fund Type:</td>
</tr>
<tr>
<td>Funds Received From:</td>
</tr>
<tr>
<td>Ref No:</td>
</tr>
<tr>
<td>Actual Transaction Date:</td>
</tr>
<tr>
<td>Payment Mode:</td>
</tr>
<tr>
<td>Favouring Of:</td>
</tr>
<tr>
<td>Instrument Number:</td>
</tr>
<tr>
<td>Instrument Date:</td>
</tr>
<tr>
<td>Fund Amount:</td>
</tr>
<tr>
<td>Narration:</td>
</tr>
<tr>
<td>Voucher Number:</td>
</tr>
</tbody>
</table>
```

**Step 5:** Under **Project**, select the required project ID

**Step 5**

```
<table>
<thead>
<tr>
<th>Funds Received From Other Sources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scheme:</td>
</tr>
<tr>
<td>Project:</td>
</tr>
<tr>
<td>Bank Account:</td>
</tr>
<tr>
<td>Fund Sources:</td>
</tr>
<tr>
<td>Fund Type:</td>
</tr>
<tr>
<td>Funds Received From:</td>
</tr>
<tr>
<td>Ref No:</td>
</tr>
<tr>
<td>Actual Transaction Date:</td>
</tr>
<tr>
<td>Payment Mode:</td>
</tr>
<tr>
<td>Favouring Of:</td>
</tr>
<tr>
<td>Instrument Number:</td>
</tr>
<tr>
<td>Instrument Date:</td>
</tr>
<tr>
<td>Fund Amount:</td>
</tr>
<tr>
<td>Narration:</td>
</tr>
<tr>
<td>Voucher Number:</td>
</tr>
</tbody>
</table>
```
Step 6: Under **Bank Account**, select the account receiving the loan

![Step 6 Image]

Step 7: Under **Fund Sources**, select the type of loan

![Step 7 Image]
Step 8: Under **Fund Type**, select Loans Advances

Step 8

Step 9: Under **Funds Received from**, enter the name of the organization providing the loan
### Step 9

![Image of PFMS User Manual v1.0](image)

### Step 10: Under **Ref No.**, enter the reference number of the physical document supporting the loan

![Image of PFMS User Manual v1.0](image)
Step 11: Under **Actual Transaction Date**, enter the date the loan was credited to account

**Step 11**

![Image of Funds Received From Other Sources form]

- **Actual Transaction Date**: 18/09/2015

**Step 12: Under **Payment Mode**, choose the instrument type used to credit the loan**
**Step 12**

![Image of Funds Received From Other Sources form]

**Step 13:** Under **Favoring Of**, enter the full legal name of individual/institution receiving the loan.
Step 13

![Image of Funds Received From Other Sources form]

**Step 14:** Under **Instrument Number**, enter the reference number of the instrument used
Step 15: Under **Instrument Date**, enter the date of the instrument being drawn.
Step 17: Under **Fund Amount**, enter the total loan amount

Step 18: Under **IFSC Code**, provide details
Step 19: Under **Narration**, provide details and reason for the loan

**Step 19**

![Image of PFMS User Manual](image)

**Step 20:** Click on **Submit** button

**Step 20**

![Image of PFMS User Manual](image)

**Step 21:** In the white pop-up box, click on **Ok**
Step 21

The Transaction has been saved successfully with Voucher Number:

BP-2014-15-91

Step 22: At the top of the screen you see the message **Record saved successfully**

Step 23: Now proceed to the **My Funds** section again
Step 23

Step 24: Under **Income from Other Sources**, click on **Manage**

Step 25: Proceed to the **Manage Income From Other Sources** box
Step 25: Under Scheme, select the required scheme ID

Step 26: Under Bank Account, select the account receiving the loan

Step 27: Under Project, select the project
Step 28

![Image of Manage Income From Other Sources form]

Step 29: Under **Status**, select ‘Created’

![Image showing status set to 'Created']

Step 30: Click on **Search** button

![Image showing search button clicked]

Step 31: Proceed to the table that loads below

![Image of table loading after search]
Step 31

Step 32: Identify the loan entered and click on the red hyperlink

Step 32

Step 33: Proceed to the **Income From Other Sources Details** box

Step 33
Step 34: Review the details. If the details are correct, click on the Submit for Approval button

Step 35: At the top of the screen you see the message **Request has been submitted successfully**

4.3.1.2 Settling Loans

**Step by Step Instructions**

Step 1: In the home page, proceed to the My Funds section
Step 1

Step 2: Under Income from Other Sources, click on Manage

Step 3: Proceed to the Manage Income From Other Sources box
Step 3

Step 4: Under **Scheme**, select the required scheme ID

Step 5: Under **Bank Account**, select the account receiving the loan

Step 6: Under **Project**, select the project
**Step 6**

![Image of PFMS Manage Income From Other Sources interface]

**Step 7:** Under **Status**, select ‘Approved’

*Note: If the part of the loan has been previously returned on the system, select ‘Partially Settled’*

![Image of PFMS Manage Income From Other Sources interface with 'Approved' selected]

**Step 8:** Click on **Search** button

![Image of PFMS Manage Income From Other Sources interface with 'Approved' selected]

**Step 9:** Proceed to the table that loads below
Step 9

Step 10: Identify the loan entered and click on the red hyperlink

Step 11: Click on Add New Settlement for Refund
Step 11

<table>
<thead>
<tr>
<th>Scheme Name</th>
<th>NATIONAL HEALTH MISSION INCLUDING NRHM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Name</td>
<td>P4L_Project_Agency</td>
</tr>
<tr>
<td>Bank Account</td>
<td>2232323 - Hello - AXIS BANK</td>
</tr>
<tr>
<td>Voucher Number</td>
<td>BP-2015-16-109</td>
</tr>
<tr>
<td>Sources Type</td>
<td>Loan</td>
</tr>
<tr>
<td>Amount</td>
<td>100000.00</td>
</tr>
<tr>
<td>Status</td>
<td>Approved</td>
</tr>
<tr>
<td>Financial Year</td>
<td>2016</td>
</tr>
<tr>
<td>Payment Mode</td>
<td>RTGS</td>
</tr>
<tr>
<td>Bank Account</td>
<td>2233232 - Hello - AXIS BANK</td>
</tr>
<tr>
<td>Favoring</td>
<td>Amazing Builders</td>
</tr>
<tr>
<td>IFSC Code</td>
<td>icic000009</td>
</tr>
<tr>
<td>Instrument Number</td>
<td>123456789</td>
</tr>
<tr>
<td>Instrument Date</td>
<td>19/09/2015</td>
</tr>
<tr>
<td>Remark</td>
<td>Loan taken to start the project</td>
</tr>
</tbody>
</table>

Add New Settlement for Refund

Step 12: Proceed to the **Add New Refund Settlement** box

Step 13: Under **Instrument Type**, select the instrument used to return the loan
Step 13

Add New Refund Settlement

Bank Account: 232323 - help - AXIS BANK
Instrument Type: ECS
Voucher/Challan Number:
Voucher Date: 20/05/2016
Principle Amount:
Interest Amount:

Step 14: Under Voucher Date, enter the date loan amount was returned from project account

Step 15: Under Principle Amount, enter the principal amount being returned
Step 15

Step 16: Under **Interest**, enter 0

Step 16

Step 17: Proceed to the section below for Instrument Details
Step 17

Step 18: Enter all instrument related details

Step 19: Click on the Save button
Step 20: In the white pop-up box, click on the Ok button

Step 21: At the top of the screen you see the message Request saved successfully
Step 22: Now proceed to the **My Funds** section on the menu bar

Step 23: Under **Income from Other Sources**, click on **Manage Refund Settlement**
Step 23

Step 24: Proceed to the **Manage Refund Settlement** box

Step 24

Step 25: Under **Scheme**, select the required scheme ID
Step 25

Manage Refund Settlement

- FinancialYear: 2015-2016
- Scheme Code/Name: 0158 - NATIONAL HEALTH MISSION
- Bank Account: 2333333222 - AXIS BANK
- Project: -Select-
- Status: -Select-

[Search] [Reset]

Step 26: Under **Bank Account**, select the account whose loan is being settled

Manage Refund Settlement

- FinancialYear: 2015-2016
- Scheme Code/Name: 0158 - NATIONAL HEALTH MISSION
- Bank Account: 2333333222 - AXIS BANK
- Project: -Select-
- Status: -Select-

[Search] [Reset]

Step 27: Under **Project**, select the project id

Manage Refund Settlement

- FinancialYear: 2015-2016
- Scheme Code/Name: 0158 - NATIONAL HEALTH MISSION
- Bank Account: 2333333222 - AXIS BANK
- Project: Ps_Project_Agency
- Status: -Select-

[Search] [Reset]

Step 28: Under **Status**, select ‘Created’
Step 29: Click on the Search button

Step 30: Proceed to the table that loads below

Step 31: Identify the loan settlement and click on the red hyperlink
Step 31

Step 32: Proceed to the **Refund Settlement Details** box

Step 33: Click on **Submit for Approval**
Step 33

Refund Settlement Details

<table>
<thead>
<tr>
<th>Scheme Name</th>
<th>NATIONAL HEALTH MISSION INCLUDING NRHM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Name</td>
<td></td>
</tr>
<tr>
<td>Bank Account</td>
<td>232233 - hRo - AXIS BANK</td>
</tr>
<tr>
<td>Voucher Number</td>
<td>LVR-2015-16-18</td>
</tr>
<tr>
<td>Sources Type</td>
<td>WorldBank</td>
</tr>
<tr>
<td>Principle Amount</td>
<td>500.00</td>
</tr>
<tr>
<td>Interest Amount</td>
<td>10.00</td>
</tr>
<tr>
<td>Status</td>
<td>Approved</td>
</tr>
<tr>
<td>Refund Status</td>
<td>Created</td>
</tr>
<tr>
<td>Financial Year</td>
<td>2016</td>
</tr>
<tr>
<td>Payment Mode</td>
<td>Cheque</td>
</tr>
<tr>
<td>Favoring</td>
<td>hRo</td>
</tr>
<tr>
<td>Instrument Number</td>
<td>534534</td>
</tr>
<tr>
<td>Instrument Date</td>
<td>23/05/2015</td>
</tr>
</tbody>
</table>

Step 34: At the top of the screen you see the message **Request has been submitted successfully**

Step 34

Refund Settlement Details

Request has been submitted successfully

<table>
<thead>
<tr>
<th>Scheme Name</th>
<th>NATIONAL HEALTH MISSION INCLUDING NRHM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Name</td>
<td></td>
</tr>
<tr>
<td>Bank Account</td>
<td>232233 - hRo - AXIS BANK</td>
</tr>
<tr>
<td>Voucher Number</td>
<td>LVR-2015-16-18</td>
</tr>
<tr>
<td>Sources Type</td>
<td>WorldBank</td>
</tr>
<tr>
<td>Principle Amount</td>
<td>500.00</td>
</tr>
<tr>
<td>Interest Amount</td>
<td>10.00</td>
</tr>
<tr>
<td>Status</td>
<td>Approved</td>
</tr>
<tr>
<td>Refund Status</td>
<td>Submitted</td>
</tr>
<tr>
<td>Financial Year</td>
<td>2016</td>
</tr>
<tr>
<td>Payment Mode</td>
<td>Cheque</td>
</tr>
<tr>
<td>Favoring</td>
<td>hRo</td>
</tr>
<tr>
<td>Instrument Number</td>
<td>534534</td>
</tr>
<tr>
<td>Instrument Date</td>
<td>23/05/2015</td>
</tr>
</tbody>
</table>

4.3.2 Uploading Beneficiary Data

**Purpose:** Uploading all beneficiary details

**Additional Instructions:**

- The instructions below only cover the minimum data fields required to register a beneficiary. Additional details should be captured wherever available
- **Section 2.7.1.1** provides additional instructions on how to review uploaded beneficiary data
- There are 2 methods for uploading beneficiary details on PFMS:
  A. Single Entry: This method can be used for adding a single beneficiary
  B. Excel Upload: This method is more efficient for adding multiple beneficiaries.

This section covers both methods.

**Key Terms:** Beneficiary, Scheme ID, Excel Template

### 4.3.2.1 Method A: Single Entry

#### Step by Step Instructions

**Step 1:** Log on to the DO profile. On the home page, proceed to the **Masters** section.

**Step 2:** Under the **Beneficiary Management** tab, select **Add New Beneficiary**
### Step 2

<table>
<thead>
<tr>
<th>Reports</th>
<th>My Details</th>
<th>My Schemes</th>
<th>Agencies</th>
<th>My Funds</th>
<th>Transfers</th>
<th>Advances</th>
<th>Expenditures</th>
<th>Bank</th>
<th>Misc. Deduction Filing</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Step 3: In the new page, proceed to the **Scheme And Type** section

### Step 4: Under **Scheme**, select the correct scheme ID

### Step 5: Select the **Beneficiary Type**
Step 5

Step 6: Next, proceed to the **Personal Details** section

Step 7: Enter the **First Name** and **Last Name** of the beneficiary

Step 8: Select the **Gender** of the beneficiary

Step 9: Next, proceed to the **Address Details** section
Step 9

Step 10: Enter address details in the **Address** field

Step 11: Next, proceed to the **Bank Details** section

Step 12: Under **Bank**, begin entering the beneficiary’s bank name
Step 13: The bank name will appear in a drop down. Select the correct bank. If the bank name includes a (Y) skip to Step 16

Step 14: Under Branch, begin entering the branch address

Step 15: The branch details will appear in a drop down. Select the correct branch.

Step 16: Under Account No, enter the beneficiary’s account number details

Step 17: Click Submit
Step 18: If the entry is accepted, you should see the message **Records Saved Successfully** at the top of the page.

Note: Before a beneficiary is approved by the Data Approver, beneficiary details can be edited further. For more details, refer to **section 4.3.3**

4.3.2.2 Method B: Excel Upload

**Step by Step Instructions**

**Step 1:** Log on to the DO profile. On the home page, proceed to the **Masters** section.

**Step 2:** Under the **Beneficiary Management** tab, select **Upload Beneficiary Data**
Step 2

Step 3: Click on Download Template

Step 4: Open the excel file downloaded from PFMS. In the Excel sheet Proceed to Tab, Sheet1.
Step 5: In Sheet 1, enter the following data for all beneficiaries:

- Full Name in English
- Gender
- Address line 1
- District*: Standard District and State names can be located from the PFMS main page under Location Search Detail
- State*: Standard District and State names can be located from the PFMS main page under Location Search Detail
- Bank Name**: Standard bank can be located from the Add Beneficiary tab, as detailed in step 12 of Section 4.3.2.1
- IFSC Code
- Account Number

*Detailed instructions for locating District and State name
**Step 5.1:** Log out of your profile and return to the PFMS home page. Proceed to the **Location Search Detail** section

**Step 5.2:** Click on the **Location Search Detail** tab
Step 5.2

Step 5.3: Select the required **State**.

Step 5.4: View the required **District** name.
Step 5.4

Step 5.5: You can also download the entire district list by clicking on View Report

Step 5.5

Step 5.6: The same spelling of the State and District name in this list should be used in the excel template.

**Detailed instructions for locating Bank Name**

Step 5.7: Log on to the DO profile. As detailed in section 4.3.2.1, proceed to the Add New Beneficiary tab
Step 5.7

Step 5.8: Proceed directly to the **Bank Details** section

Step 5.9: As detailed in section 4.3.3, begin entering the bank name
Step 5.10: The full name of the bank displayed below should be used in the excel file. Wherever applicable, remove (Y) from the end of the bank’s name.

Step 6: Save the excel sheet on your computer.

Step 7: Return to the Upload Beneficiary Data page.
Step 8: In the new page, select **Scheme**

Step 9: Select **Beneficiary Type**

Step 10: Click Choose File
Step 11: Browse in your download folder and select the saved excel file

Step 12: Click Upload File

Step 13: In the white pop-up box, click OK
Step 13

Step 14: Now proceed to the **Excel Upload History** section

Step 14

Step 15: Wait for 10-15 minutes, click **Refresh Upload History**.

Step 15

Step 16: If the **Status** is **Successfully Complete**, beneficiary details have been successfully uploaded. You can skip the remaining steps in this section.
Step 16

Step 17: If the Status shows **Validation Errors**, click on the status to download an excel file.

**Note:** If you find **Configuration Errors**, you have either modified the template incorrectly or the file has been corrupted. Please download a fresh template, copy the required details onto it and proceed from Step 6.

Step 18: In the last column of the downloaded excel file, data entry errors will be highlighted under the column **GXLRemarks**. Download a fresh template, correct the highlighted errors and continue from Step 6.

4.3.3 Editing/Deleting Beneficiary Details

**Purpose:** How to edit beneficiary details uploaded on the system

**Additional Instructions:**
The steps below demonstrate how to edit beneficiary details before approval by DA

Editing beneficiary details after approval can be done from the Beneficiary Management ➔ Manage Beneficiaries section, following the same steps described in this section

**Key Terms:** Beneficiary, Scheme ID

**Step by Step Instructions**

**Step 1:** Log on to the DO profile. On the home page, proceed to the Masters section.

**Step 2:** Under the Beneficiary Management tab, select Edit Beneficiary Data
Step 2

Step 3: In the new page, proceed to the **Beneficiaries Pending For Approval** section

Step 4: Under **Scheme**, select the correct Scheme ID
Step 4

Step 5: Under **Beneficiary Type**, select the type of beneficiary record that requires editing

Step 5

Step 6: Click on the **Search** button
Step 6

Step 7: Proceed to the table below with list of beneficiaries

Step 8: Click on the Edit or Delete button, based on your requirement.
**Step 9:** If you clicked **Delete** click OK in the white pop-up box. You can skip the remaining steps.

**Note:** If you clicked **Edit** proceed to the next step.

**Step 10:** In the new page, edit the required fields and click **Submit**.

**Step 11:** If the edit entry is accepted, you should see the message **Records Saved Successfully** at the top of the page.
4.3.4 Uploading Vendor Data

**Purpose:** How to upload vendor details on the system

**Additional Instructions:**

- Unlike beneficiaries, presently, vendors do not need to approved by the Data Approver
- The instructions below only cover the minimum data fields required to register a vendor. Additional details should be captured wherever available.
- [Section 2.7.1.1](#) provides additional instructions on how to review uploaded vendor data

**Key Terms:** Beneficiary, Scheme ID

**Step by Step Instructions**

**Step 1:** Log on to the DO profile. On the home page, proceed to the Masters section.

**Step 2:** Under the Vendors tab, select Add New
Step 2

Step 3: In the new page that loads, proceed to the **Create Vendor/Beneficiary** section.

Step 4: Under **Type**, select the type of vendor organization/individual.
### Step 4

![Create Vendor/Beneficiary](image)

### Step 5: Under **Address1** fill the address details of the vendor

![Address Details](image)

### Step 6: Under **City** type the city where the vendor is located

![City Details](image)

### Step 7: Under **Mobile No** enter the mobile contact number of the vendor

![Mobile Contact](image)
Step 7

Step 8: Under **Name** type the full legal name of the vendor.

Step 8

Step 9: Proceed to the **Bank Details** section
Step 9

Step 10: Under **Bank Name** enter the Bank of the account being added

Step 11: Under **Branch Address** if Bank Name is integrated (Y) skip to add Branch details if not update the Branch details.
Step 11

**Bank Details**

- **Bank Name:** [Text input field]
- **Account No.:** [Text input field]
- **ADD BANK DETAILS**

**Save**  **Reset**

Step 12: Under **Account No.** need to fill the account details of the vendor.

Step 12

**Bank Details**

- **Account No.:** 7894567834
- **ADD BANK DETAILS**

**Save**  **Reset**

Step 13: Add Bank Details

Step 13

**Bank Details**

<table>
<thead>
<tr>
<th>Bank Name</th>
<th>Branch Name</th>
<th>Account Number</th>
<th>Status</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>STATE BANK OF INDIA</td>
<td>STATE BANK OF INDIA</td>
<td>7894567834</td>
<td>Active</td>
<td>X</td>
</tr>
</tbody>
</table>

**ADD BANK DETAILS**

**Save**  **Reset**

Step 14: **ADD BANK DETAILS** and review before saving the data
Step 14

[Bank Details]
Bank Name: STATE BANK OF INDIA (Y)
Account No: 70884966211

[ADD BANK DETAILS]

<table>
<thead>
<tr>
<th>Bank Name</th>
<th>Branch Name</th>
<th>Account Number</th>
<th>Status</th>
<th>Delete</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>STATE BANK OF INDIA (Y)</td>
<td></td>
<td>70884966211</td>
<td>Active</td>
<td></td>
<td></td>
</tr>
<tr>
<td>STATE BANK OF INDIA (Y)</td>
<td></td>
<td>70884966711</td>
<td>Active</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Step 15: Repeat steps 14 - 16 to add multiple Bank Accounts for the Vendor

Step 16: After saving the vendor details it will ask for create new vendor, if you wish to add new vendor click Yes,

[Create Vendor/Beneficiary]

Name| Unique code| TIN number| TAN Number| PAN Number
-----|------------|-----------|-----------|-------------
1. REA| 1234| 1234| 1234| 1234
2. JHE| 1234| 1234| 1234| 1234
3. KAH| 1234| 1234| 1234| 1234
4. TCA| 1234| 1234| 1234| 1234
5. A2S| 1234| 1234| 1234| 1234
6. ARS| 1234| 1234| 1234| 1234

Do you still want to create new vendor?
Yes | No
Step 17: Vendor creation done successfully

4.3.5 Bulk Customization

**Purpose:** How to customize a list for recording a transaction involving multiple beneficiaries or vendors

**Additional Instructions:**

- There are 2 methods for customizing lists on PFMS:
  
  A. **User Interface:** Creates a list of beneficiaries/vendors directly on the website. This method can be used for both legacy data and e-Transactions.

  B. **Excel Upload:** Creates a list of beneficiaries/vendors along with the transaction amounts. This list is entered on a PFMS generated excel file that is then uploaded on to the system. This method is only relevant for recording e-Transactions

This section covers both methods

- [Section 2.7.1.1](#) provides additional instructions on how to review customized lists

**Key Terms:** Beneficiary, Scheme ID, Project ID, Excel Template, e-Transactions, Legacy Transactions

4.3.5.1 **User Interface**

**Step by Step Instructions**

**Step 1:** Log onto the DO profile. In the home page, proceed to the Masters Section
Step 1

Step 2: Under Bulk Customization, click on Manage

Step 2
Step 3: In the new page that loads, proceed to the **Scheme Bulk Customization** section.

**Step 4:** Under **Scheme**, select the Scheme ID.

**Step 5:** Under **Project**, select the Project ID.

**Step 6:** Under **Customized Name**, provide a name for the customized list you wish to create.
Step 6

Step 7: Next, under **Module**, choose whether you wish to customize a list for **Expenditure** or **Advances**.

Step 7

Step 8: Under **Vendors**, choose whether you wish to customize list of **Vendors** or **Beneficiary**.

Step 8

Step 9: If you wish to customize a list for beneficiaries skip to Step 10.

In case of **Vendors**, select all the Vendors you wish to include in the list. Skip to Step 15.
Step 9

Step 10: Select **Beneficiaries**

Step 11: Click on **Select Beneficiary**

Step 12: In the pop-up **Beneficiary Details** box, select **Beneficiary Type**
### Step 12

**Beneficiary Details**

<table>
<thead>
<tr>
<th>Select All</th>
<th>Beneficiary Name</th>
<th>Father/Husband Name</th>
<th>Gender</th>
<th>Bank Name</th>
<th>Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>sanjeet 123</td>
<td></td>
<td>Male</td>
<td>JBK GRAMEEN BANK</td>
<td>1014652059865</td>
</tr>
<tr>
<td></td>
<td>sanjeet Kumar</td>
<td></td>
<td>Male</td>
<td>STATE BANK OF INDIA</td>
<td>10149520593</td>
</tr>
<tr>
<td></td>
<td>sanjeet</td>
<td></td>
<td>Male</td>
<td>STATE BANK OF INDIA</td>
<td>10149520595</td>
</tr>
<tr>
<td></td>
<td>Manish Kumar</td>
<td></td>
<td>Male</td>
<td>STATE BANK OF INDIA</td>
<td>103490511454</td>
</tr>
<tr>
<td></td>
<td>Preeti Rajput</td>
<td>Mahesh Pal singh</td>
<td>Female</td>
<td>STATE BANK OF SIKKIM</td>
<td>10490511454</td>
</tr>
<tr>
<td></td>
<td>Saroja Gochhayat</td>
<td>Akehay Kumar Gochhayat</td>
<td>Female</td>
<td>UCO BANK</td>
<td>10926</td>
</tr>
<tr>
<td></td>
<td>tester23Rajput</td>
<td>MPS</td>
<td>Female</td>
<td>AXIS BANK</td>
<td>123456789</td>
</tr>
<tr>
<td></td>
<td>prajput123</td>
<td></td>
<td>Female</td>
<td>STATE BANK OF HYDERABAD</td>
<td>1234569709</td>
</tr>
<tr>
<td></td>
<td>AJAYA DRAKASH AMBAT</td>
<td>PRAKASH AMBAT</td>
<td>Male</td>
<td>ABHYUDAYA CO-OP BANK LTD</td>
<td>1238547892000000</td>
</tr>
</tbody>
</table>

### Step 13: Click Search
Step 13

Step 14: Under Select, select all the beneficiaries you wish to include in the list

Step 14
Step 15: After selecting all your beneficiaries, at the bottom of the list, click **Submit**

Step 16: Now under **Transaction Type**, choose **Component Wise**

Step 17: Proceed to the scheme component section
**Step 18:** Now under **Scheme Component**, choose the components you wish to record transactions for

**Step 19:** Under **Default Amount**, define the default amount to be paid to each vendor/beneficiary

**Note:** This step is optional.
Step 20: Under **Payment Mode**, select the mode of making the expenditure/advance. For e-Transactions, choose between **EPaymentUsingPrintAdvice** or **EPaymentUsingDigitalSignature**

Step 21: Click the **Save** button
Step 22: If you see the message **Record saved successfully**, the entry has been accepted by the system.

### 4.3.5.2 Excel Upload

**Step by Step Instructions**

**Step 1:** In the home page, proceed to the **Masters** Section

**Step 2:** Under **Bulk Customization**, click on **Bulk Customization using Excel**
Step 2

Step 3: In the page that loads, proceed to the **Expenditure Excel Upload** section

Step 4: Under **Template**, choose **Excel_Based_Bulk_Customization**
Step 4

![PFMS User Manual v1.0]

Step 5: Click on [Download Template]

Step 5

![PFMS User Manual v1.0]

Step 6: In the downloaded excel sheet proceed to Tab, Sheet1.
Step 7: In Sheet1, enter the following details for each transaction:

- Receiving Party Name and Code:

  A. For Vendors:
  Vendor details can be found from the section Masters → Vendors → Manage

  B. For Beneficiaries:
  Beneficiary details can be found in the reports section under DBT, in report DBT 01
For Beneficiaries

- **Transaction Codes:** These are used to distinguish gross and deduction amounts
  - For gross amount
    - Use the code GP
  - For any deduction amount
    - Use the codes listed in **Transaction Code Master** sheet
  **Note:** The gross amount and all deduction amounts must be entered in separate rows. Eg: For a total gross salary of Rs 1000 with a TDS deduction of Rs 100 and Employee Provident Fund deduction of Rs. 150, we will enter three rows of data. First row will be for the gross Rs. 1000, second row will be for the Rs. 100 TDS deduction and third row will be for Rs. 150 Provident Fund deduction.

**Transaction Code Master**

- **Component Code:** Enter the component code listed in the expenditure/advance modules
  **Note:** Please leave this column blank for deduction transactions
Expense Type: ‘R’ for revenue and ‘C’ for capital expenditure. Note: Please leave this column blank for deduction transactions.

Amount: Enter the amount for the gross/deduction transaction.

Step 8: Save the excel sheet on your computer.

Step 9: Now return to the Expenditure Excel Upload section.

Step 10: Under Scheme, select the correct scheme ID.
Step 10

Step 11: Under **Project**, select the required project ID

Step 11

Step 12: Under **Customization Name**, select Expenditure OR Advance, as required

Step 12

OR
Step 13: Under **Vendor**, select Vendors OR Beneficiaries, as required

Step 14: Under **Payment Mode**, select E-Payment Using Payment Advice OR Digital Signature, as required
Step 15: Click Choose File

Step 16: In the pop-up window, find and select the saved excel file

Step 17: Click on Upload File
Step 17

In the white pop-up box, click on OK

Step 18: In the white pop-up box, click on OK

Step 19: Now proceed to Excel Upload History
Step 20: If the **Status** shows ‘Successfully Completed’, data has been accepted by the system. You can skip the remaining steps.

![Excel Upload History](image)

**Step 20**

Step 21: If the message shows ‘Validation Errors’, click on the link.

![Excel Upload History](image)

**Step 21**

Step 22: See the errors mentioned in the Remarks. Correct the required issues as described in Step 7. Follow the instructions from Step 8, to upload the corrected file.

![Excel Upload History](image)

**Step 22**

4.3.6 Recording Expenditures

**Purpose:** How to record expenditure transactions

**Additional Instructions:**

- There are 3 methods for recording expenditure:
  - **Single Entry:** Recording expenditure for a single vendor or beneficiary. This method can be used for both legacy and e-Transactions.
B. **Expenditure Customization via User Interface**: Recording expenditure for a list of beneficiaries/vendors created directly on the website through the Bulk Customization module. This method can be used for both legacy and e-Transactions.

C. **Expenditure Customization via Excel Upload**: Recording expenditure for a list of beneficiaries/vendors created by using the excel upload option in the Bulk Customization module. This allows the user to upload transaction amount and deduction details directly onto PFMS, and is the preferred method for e-Transactions. This method is only relevant for recording e-Transactions.

This section covers all the above methods.

- **Actual Transaction Date** should be the date of instrument used to book expenditure  
  *Eg: date of cheque or expected date of payment advice*

- **Letter/Office Order No.** should be the reference number of the documentary proof for the transaction  
  *Eg: Invoice number*

- **Section 2.7.1.1** provides additional instructions on how to review uploaded expenditure data done under single or bulk customized entry

**Key Terms**: Beneficiary, Scheme ID, Project ID, Excel Template, e-Transactions, Legacy Transactions

### 4.3.6.1 Single Entry

**Step by Step Instructions**

**Step 1**: Log in to the DO profile. Proceed to the **Expenditures** section
Step 1

Step 2: Under Expenditures, click on Add New
Step 2

Step 3: In the new page that loads, proceed to the **Create Expenditure Details** section

Step 4: Under **Scheme**, select the required scheme
Step 4

Step 5: Under **Project**, select the required project ID

Step 6: Under **Bank Account**, select the project account number
Step 7: Under **Expenditure Done for**, select **Vendors** or **Beneficiary**

*If the payment is for a beneficiary skip to Step 15*

Step 7

Step 8: Under **Vendor**, select the required vendor name

*After selecting Vendor, skip directly to Step 18*

Step 8

Step 9: Click on **Select Beneficiary**
Step 10: In the pop-up page, select **Beneficiary Type**

Step 11: Click on the **Search** button

Step 12: From the list that appears below, select the required beneficiaries
Step 12

[Image of Beneficiary Details]

Step 13: Click on the Submit button

Step 14: Under Letter/Office Order No., enter details of the payment voucher
Step 14

Step 15: In the existing page that loads, proceed to the lower section

Step 16: Under **Sanction Date**, enter date of the payment voucher
**Step 17:** Under *Actual Transaction Date*, enter date payment was/will be debited from project account

**Step 17**

![Step 17 screenshot](image)

**Step 18:** Under *Total Amount*, enter the total gross amount that has been/will be booked as expenditure

**Step 18**

![Step 18 screenshot](image)

**Step 19:** Under *Narration*, enter remarks related to transaction being recorded
Step 19

Step 20: Return to the upper section of the page

Step 21: Proceed to the Scheme Component Details section
Step 21

Step 22: Click on Select Scheme component

Step 23: In the pop-up page, select the required scheme component
Step 24: In the existing page that loads, proceed to the Second Part

Step 25: Under Expense Type, mark the expenditure as Revenue or Capital.

Step 26: Under Amount, fill the amount for expenditure

Step 27: Click on the Add button
Step 28: Review the details in the table. If any more components for expenditure are to be added, repeat steps 21-27.

Step 29: Once all components are added, click on Save button
Step 29

Step 30: Click on Ok

Step 31: If you get the below message, click on Yes
**Step 31**

In the new page, proceed to the **Expenditure Payee Details** section.

**Step 32**

Review the details on this page. If the details are correct, proceed to the **Instrument Type** section.

**Step 33**

Review the details on this page. If the details are correct, proceed to the **Instrument Type** section.
**Step 34**: Under **Instrument Type**, select the instrument for the transaction

**Step 35**: Click **Add**

**Step 36**: In the table that loads, select the type of instrument.
Step 36

Step 37: Click on Add to get the instrument details

Step 38: Under Amount, enter the gross amount i.e. the total amount including all deductions.

Example: If payment credited to vendor account is Rs. 900, and deduction for TDS is Rs. 100, then the total gross amount is Rs. 1000.
Step 38

Step 39: In the **Do you want to add the deduction details?** section, select **Yes** if you wish to add deductions. **Skip to Step 41 if there are no deductions**

Step 40: Click **Next**
Step 41: Under **Deduction Type**, select the type of deduction required.

Step 42: Under **Amount**, enter the amount for the type of deduction

Step 43: Click **Add Deduction**. Repeat steps 38–40 for any additional deductions. If all deductions are added proceed to the next step.
Step 43

Step 44: Once required all deductions are added, Click **Confirm**

Step 45: If you read the message *Payee details has been confirmed successfully*, entry has been successfully accepted
### Step 45

Payee details has been confirmed successfully.

- Payee Details
- Submit For Approval
- Back

<table>
<thead>
<tr>
<th>Favouring</th>
<th>Cheque/Account No.</th>
<th>Amount</th>
<th>IFSC/MICR Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vellore Tel</td>
<td>123456789123</td>
<td>100.00</td>
<td>xxx00000</td>
</tr>
</tbody>
</table>

### Step 46: Click on Submit for Approval

<table>
<thead>
<tr>
<th>Favouring</th>
<th>Cheque/Account No.</th>
<th>Amount</th>
<th>IFSC/MICR Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vellore Tel</td>
<td>123456789123</td>
<td>100.00</td>
<td>xxx00000</td>
</tr>
</tbody>
</table>

### Step 47: If you read the message: **Expenditure has been Submitted successfully**, entry has been successfully sent to Data Approver login for approval.
4.3.6.2 Expenditure Customization via User Interface

**Step by Step Instructions**

**Step 1:** Log in to the DO profile. Proceed to the Expenditures section.

*Step 1*
Step 2: Under Expenditures, click on Add New

Step 3: In the new page that loads, proceed to the Create Expenditure Details section

Step 4: Under Scheme, select the correct scheme ID
Step 4

Step 5: If you wish to use a customized expenditure record, proceed to the **Customization** section.

Note: For details on how to create a customization record, proceed to **section 4.3.5**

Step 6: Click on the required customization record.
Step 6

Step 7: In the new page that loads proceed to the **Funds Expenditure Bulk Uploading** section

Step 8: Under **Bank Account**, select the project account number
Step 8

![Funds Expenditure Bulk Uploading form]

Step 9: Under **Letter/Office Order No.**, enter details of the payment voucher

![Funds Expenditure Bulk Uploading form with detailed fields filled]

Step 10: Proceed to the lower section

![Funds Expenditure Bulk Uploading form with fields for transaction dates and amounts filled]
Step 11: Under **Letter/Office order Date**, enter date of the payment voucher

Step 11

![Image showing step 11 with a date entry field highlighting the date 3/3/2015 and other fields for Actual Transaction Date and Expenditure Amount]

Step 12: Under **Actual Transaction Date**, enter the date payment was or will be debited from project account

Step 12

![Image showing step 12 with a date entry field highlighting the date 3/3/2015 and other fields for Letter/Office order Date, Expenditure Amount, and Narration]

Step 13: Under **Expenditure Amount**, enter the gross total amount of the transaction
Step 14: Under **Narration**, enter remarks related to transaction being recorded

Step 15: Proceed below to the **Voucher Number** field
Step 16: Under **Set Default Component**, select default components if you wish to book the same components for every beneficiary/vendor.

*Note: If you do not need to select default components, skip to Step 22*

Step 17: Under **Set Expense Type**, mark the expenditure as **Revenue** or **Capital**
Step 17

![Image of a table with options for different components and a list of vendors/vendors.]

**Step 18**: Proceed to the table of beneficiaries/vendors listed

![Image of a table with a vendor list and options to select a vendor.]

**Step 19**: Select the beneficiary/vendor you wish to make a payment to

![Image of a table with a vendor list and options to select a vendor.]

**Step 20**: Under **Amount**, enter the amount under each default component
Step 20

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Component Name</th>
<th>Amount</th>
<th>Expense Type</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vellare Test</td>
<td>A.1.2.1 PCH Outreach Camps</td>
<td>100.00</td>
<td>Revenue</td>
<td>✗</td>
</tr>
</tbody>
</table>

Step 21: Under Expense Type, mark the expenditure as Revenue or Capital. Repeat Steps 35-38 for each required beneficiary/vendor.

Note: Components for every beneficiary/vendor are recorded, skip to Step 29

Step 21

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Component Name</th>
<th>Amount</th>
<th>Expense Type</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vellare Test</td>
<td>A.1.2.1 PCH Outreach Camps</td>
<td>100.00</td>
<td>Revenue</td>
<td>✗</td>
</tr>
</tbody>
</table>

Step 22: Proceed to the table at the bottom of the page

Step 22

Step 23: Select the beneficiary/vendor you wish to make a payment to
Step 23

![Vendor Name: Anapurna Behara, Component Details: Component Name | Amount | Expense Type | Delete](image)

Step 24: Under **Component Name**, select the scheme component

Step 24

![Vendor Name: Anapurna Behara, Component Details: Component Name | Amount | Expense Type | Delete](image)

Step 25: Under **Amount**, enter the amount for the component
Step 25

Step 26: Under **Expense Type**, mark the expenditure as **Revenue** or **Capital**

Step 27: If you wish to add another component for the beneficiary, click **Add More Component**. Repeat steps 24-26.
Step 27

Step 28: If you wish to make payment to another beneficiary/vendor, repeat steps 23-27.

Step 29: Once components for all beneficiaries are added, click Submit.

Step 30: If all the steps have been successfully completed, you should get the voucher no and click OK
Step 31: If all steps have been successfully completed, you should see the message **Fund expenditure saved successfully**

Step 32: Click Yes

Step 33: In the new page, proceed to the table at the bottom of the page
Step 33

Step 34: Under **Instrument Type**, select the instrument for the transaction

Step 35: Click Next

Step 36: In the table that loads, enter details of the instrument.
Step 36

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Vendor Name</th>
<th>Total Amount</th>
<th>Instrument Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Viveka Test</td>
<td>₹287.50</td>
<td>Cheque</td>
</tr>
</tbody>
</table>

**Cheque Details**

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Cheque No.</th>
<th>Cheque Favouring</th>
<th>Amount</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Viveka Test</td>
<td>A0001272</td>
<td>Civil Hospital</td>
<td>₹297.50</td>
<td>31/03/2019</td>
</tr>
</tbody>
</table>

**Step 37:** Under **Amount**, enter the net amount, i.e. the gross amount minus deductions.

*Example: If the total gross amount due is Rs. 1000 with a Rs. 100 deduction for TDS, then the net amount will be Rs. 900.*

**Step 38:** Click the box under **IsDeduction**, if a deduction is required. *If there is no applicable deduction skip to Step 43*

**Step 39:** Under **Deduction Type**, select the type of deduction required.
Step 39

Step 40: Under **Amount**, enter the amount for the type of deduction

Step 41: If any additional deductions are required, click **Add**. Repeat steps 39-40.

Step 42: Once all applicable deductions are entered, click on the **Confirm** button
Step 42

Step 43: If you see the message **Payee details saved successfully**, click the **Next** button

Step 43

Step 44: In the page that loads, review all details

Step 44
Step 45: Record of the payment details can be saved on the computer by selecting button

Note: This step is optional

Step 45

Step 46: If all the details shown are correct, click on Submit for Approval

Step 46
**Step 47:** If you see the message **Record submitted successfully**, the expenditure details have been sent to the Data Approver login for approval

![Expenditure Details](image)

### 4.3.6.3 Expenditure Customization via Excel Upload

**Step by Step Instructions**

**Step 1:** In the home page, proceed to the **Expenditures** section
Step 1

Step 2: Under Expenditures, click on Add New

Step 3: Proceed to the Customization Name box
Step 3

Create Expenditure Details

Step 4: Click on the customized list created via excel upload

Step 5: Under Bank Account, select the required bank account
Step 5

![Funds Expenditure Bulk Uploading Using Excel](image)

**Letter/office order no.:** Enter the relevant bill/invoice/support document number.

Step 6

![Funds Expenditure Bulk Uploading Using Excel](image)

**Letter/office order no.:** Enter the relevant bill/invoice/support document number.
Step 7: Under Letter/office order Date, enter the date of the relevant bill/invoice/support document number

Step 8: Under Actual Transaction Date, enter the expected date for DA approval of transaction
### Step 8

#### Funds Expenditure Bulk Uploading Using Excel

<table>
<thead>
<tr>
<th>Scheme</th>
<th>0329 - DDU-GKY (YF) / ROUSHI</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Account</td>
<td>911020054852451 - ▼ Available balance ▼</td>
</tr>
<tr>
<td>Project</td>
<td>AS_APOLO MEDSKILLS J-17813/05/2014 ▼</td>
</tr>
<tr>
<td>Letter/office order no.</td>
<td>Invoice 123</td>
</tr>
<tr>
<td>Office Order Letter Attachment (if any)</td>
<td>Choose File</td>
</tr>
</tbody>
</table>

Note: Only files of type jpg, png, and pdf of size not more than 4MB are allowed.

**Uploaded Office Order Letter:**

| Letter/office order Date: | 15/05/2015 |
| Actual Transaction Date: | 15/05/2015 |

**Expenditure Amount:**

**Narration:**

**Voucher Number:**

[Pre-Processing verification] [Cancel]

### Step 9: Under Expenditure, enter the total gross amount of the relevant bill/invoice/support document number

**Note:** The amount should match the total gross amount uploaded in the excel customization
Step 9

Step 10: Under **Narration**, provide complete details on purpose of transaction
Step 10

![Image of Funds Expenditure Bulk Uploading Using Excel]

**Step 11:** If the entered details are correct, click on **Pre-Process Verification**
Step 11

Step 12: Proceed to the table that loads below

Step 13: If the transaction details shown in the table are correct, click on **Process and Save** button
Step 13

Step 14: You should now see the message **Record submitted successfully** message at the top of the page

Step 14
Step 15: You can save the details of the transaction on your computer by clicking on the floppy disk image

Note: This step is optional

4.3.7 Recording Advances

Purpose: How to record and settle advance transactions

Additional Instructions:

- There are 3 methods for recording advance:
  A. Single Entry: Recording advances for a single vendor or beneficiary. This method can be used for both legacy and e-Transactions.
  
  B. Advance Customization via User Interface: Recording advances for a list of beneficiaries/vendors created directly on the website through the Bulk Customization module. This method can be used for both legacy and e-Transactions.
  
  C. Expenditure Customization via Excel Upload: Recording advances for a list of beneficiaries/vendors created by using the excel upload option in the Bulk Customization module. This allows the user to upload transaction amount and deduction details directly onto PFMS, and is the preferred method for e-Transactions. This method is only relevant for recording e-Transactions.

This section covers all the above methods.
• Actual Transaction Date should be the date of the instrument used to transfer the advance amount *Eg: date of cheque or expected date of payment advice*
• Letter/Office Order No. should be the reference number of the documentary proof for the advance transaction
• Section 2.7.1.1 provides additional instructions on how to review uploaded advance data done under single or bulk customized entry
• Once e-Transactions are notified to be mandatory, all advances for cash imprest provided at training centres should be done through the advance module within the limits prescribed by the SOP

**Key Terms:** Beneficiary, Scheme ID, Project ID, Excel Template, e-Transactions, Legacy Transactions

### 4.3.7.1 Recording Advances

**To record an advance, on the menu bar proceed to Advances → Add New**

Advances can be recorded on PFMS in precisely the same manner as expenditures. The rest of the steps are the same as those detailed for expenditure in **Section 4.3.6**

### 4.3.7.2 Settling Advances

**Step by Step Instructions**

**Step 1:** Log into the DO profile. In the home page, proceed to the Advances section
Step 1

Step 2: Under Advances, click on Advance Settlements
**Step 3:** In the page that loads, proceed to the *Manage Advance Settlement* section

![Manage Advance Settlement section](image)

**Step 4:** Under *FinancialYear*, select the financial year in which the advance was made

![FinancialYear selection](image)

**Step 5:** Under *Scheme ID/Name*, select the scheme if under which the advance was made

![Scheme ID/Name selection](image)
Step 5

Step 6: Under **Project** select the project id

Step 7: Under **Vendor/Beneficiary Name** select the name of beneficiary/vendor to whom an advance was made
Step 7

**Manage Advance Settlement**

- **Financial Year**: 2014-2015
- **Scheme Code/Name**: 9156 - NATIONAL HEALTH MISSION
- **Project**: Pd_Project_Agency 2
- **Vendor/Beneficiary Name**: MO BISTAN
- **Sanction Number**: [Blank]
- **Status**: All

[Search | Reset]

---

**Step 8**: Under status, select **Approved** or **Partially Settled**. Approved is for advances approved by the Data Approver, Partially Settled is for advances where some settlement has been recorded.

**Step 8**

**Manage Advance Settlement**

- **Financial Year**: 2014-2015
- **Scheme Code/Name**: 9156 - NATIONAL HEALTH MISSION
- **Project**: Pd_Project_Agency
- **Vendor/Beneficiary Name**: Sunil
- **Sanction Number**: [Blank]
- **Status**: Approved

[Search | Reset]

---

**Step 9**: Click on the **Search** button
Step 9

Step 10: Next proceed to the table that loads below

Step 10

<table>
<thead>
<tr>
<th>Sanction Number</th>
<th>A</th>
<th>Sanction Date</th>
<th>Scheme Code Name</th>
<th>Project Name</th>
<th>Vendor/Beneficiary Name</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>SLM</td>
<td>A</td>
<td>09/02/2013</td>
<td>9235-NATIONAL HEALTH MISSION INCLUDING BMNH</td>
<td>DTC DHAR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SLM</td>
<td>A</td>
<td>15/12/2014</td>
<td>9235-NATIONAL HEALTH MISSION INCLUDING BMNH</td>
<td>KAMALDEEP SHARMA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SLM</td>
<td>A</td>
<td>18/12/2014</td>
<td>9235-NATIONAL HEALTH MISSION INCLUDING BMNH</td>
<td>KAMALDEEP SHARMA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SLM</td>
<td>A</td>
<td>21/10/2014</td>
<td>9235-NATIONAL HEALTH MISSION INCLUDING BMNH</td>
<td>DR ANUBHINTI MENCIN R</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SLM</td>
<td>A</td>
<td>21/10/2014</td>
<td>9235-NATIONAL HEALTH MISSION INCLUDING BMNH</td>
<td>DR ANUBHINTI MENCIN R</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SLM</td>
<td>A</td>
<td>24/07/2014</td>
<td>9235-NATIONAL HEALTH MISSION INCLUDING BMNH</td>
<td>DR ANUBHINTI MENCIN R</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SLM</td>
<td>A</td>
<td>21/01/2014</td>
<td>9235-NATIONAL HEALTH MISSION INCLUDING BMNH</td>
<td>DR ANUBHINTI MENCIN R</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Step 11: Under Sanction Number select the red hyperlink of the advance you wish to settle

Step 11

<table>
<thead>
<tr>
<th>Sanction Number</th>
<th>A</th>
<th>Sanction Date</th>
<th>Scheme Code Name</th>
<th>Project Name</th>
<th>Vendor/Beneficiary Name</th>
<th>Advance Amount</th>
<th>Settled Amount</th>
<th>Balance Amount</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>SLM</td>
<td>A</td>
<td>15/12/2014</td>
<td>9235-NATIONAL HEALTH MISSION INCLUDING BMNH</td>
<td>KAMALDEEP SHARMA</td>
<td>100.00</td>
<td>0.00</td>
<td>100.00</td>
<td>Approved</td>
<td></td>
</tr>
<tr>
<td>SLM</td>
<td>A</td>
<td>31/01/2013</td>
<td>9235-NATIONAL HEALTH MISSION INCLUDING BMNH</td>
<td>KAMALDEEP SHARMA</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>Approved</td>
<td></td>
</tr>
<tr>
<td>SLM</td>
<td>A</td>
<td>31/10/2013</td>
<td>9235-NATIONAL HEALTH MISSION INCLUDING BMNH</td>
<td>DR ANUBHINTI MENCIN R</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>Approved</td>
<td></td>
</tr>
<tr>
<td>SLM</td>
<td>A</td>
<td>31/10/2013</td>
<td>9235-NATIONAL HEALTH MISSION INCLUDING BMNH</td>
<td>DR ANUBHINTI MENCIN R</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>Approved</td>
<td></td>
</tr>
<tr>
<td>SLM</td>
<td>A</td>
<td>31/01/2014</td>
<td>9235-NATIONAL HEALTH MISSION INCLUDING BMNH</td>
<td>DR ANUBHINTI MENCIN R</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>Approved</td>
<td></td>
</tr>
<tr>
<td>SLM</td>
<td>A</td>
<td>13/01/2014</td>
<td>9235-NATIONAL HEALTH MISSION INCLUDING BMNH</td>
<td>verifikat</td>
<td>100.00</td>
<td>0.00</td>
<td>100.00</td>
<td>Approved</td>
<td></td>
</tr>
<tr>
<td>SLM</td>
<td>A</td>
<td>13/01/2014</td>
<td>9235-NATIONAL HEALTH MISSION INCLUDING BMNH</td>
<td>verifikat</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>Approved</td>
<td></td>
</tr>
</tbody>
</table>
**Step 12:** In the new page, proceed to the lower section of the page

**Step 13:** Click on Add New Settlement

**Step 14:** In the new page proceed to the Add New Settlement section
Step 14

![Add New Settlement](image)

Step 15: Under **Settlement Type**, select Expenditure or Return Funds.

![Settlement Type Selected](image)

Step 16: Under **Bank Account**, select the account number for the advance.
Step 16

![Image of a webpage showing the Add New Settlement form with fields filled out]

**Step 17:** Under **Voucher Date**, enter the date of the voucher being used for settlement

**Step 17**

![Image of the same webpage with updated date in the Voucher Date field]

**Step 18:** Click on **Select Scheme component**
Step 18

![Image of Add New Settlement screen]

Step 19: In the pop-up box, select the required component

![Image of Scheme Components]

Step 20: Under **Amount**, enter the amount to be settled
### Step 20

<table>
<thead>
<tr>
<th>Settlement Type:</th>
<th>Expenditure ▼</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Account:</td>
<td>205010200001328 - Civil Hospital - AXIS ▼</td>
</tr>
<tr>
<td>Voucher/Challan Number:</td>
<td>MHR00001792-04-2015-0001</td>
</tr>
<tr>
<td>Voucher Date:</td>
<td>01/04/2015</td>
</tr>
<tr>
<td>Component Name:</td>
<td>[0010] LDG Typist</td>
</tr>
<tr>
<td>Expense Type:</td>
<td>Revenue □ Capital □</td>
</tr>
<tr>
<td>Amount:</td>
<td>45750</td>
</tr>
<tr>
<td>Remarks:</td>
<td></td>
</tr>
</tbody>
</table>

### Step 21: Under Remarks, enter the amount to be settled.

### Step 21

<table>
<thead>
<tr>
<th>Settlement Type:</th>
<th>Expenditure ▼</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Account:</td>
<td>205010200001328 - Civil Hospital - AXIS ▼</td>
</tr>
<tr>
<td>Voucher/Challan Number:</td>
<td>MHR00001792-04-2015-0001</td>
</tr>
<tr>
<td>Voucher Date:</td>
<td>01/04/2015</td>
</tr>
<tr>
<td>Component Name:</td>
<td>[0010] LDG Typist</td>
</tr>
<tr>
<td>Expense Type:</td>
<td>Revenue □ Capital □</td>
</tr>
<tr>
<td>Amount:</td>
<td>45750</td>
</tr>
<tr>
<td>Remarks:</td>
<td>Amount Paid</td>
</tr>
</tbody>
</table>

*If in Step 15 you selected Expenditure skip to Step 25. If you entered Return Funds proceed to the next step.*
Step 22: Under **Instrument Type**, enter the amount to be settled

Step 23: Next proceed to the **Details** section

Step 24: Enter details related to the credit instrument used to return funds. *Skip to Step 26*
Step 24

Step 25: Under Expense Type, select Revenue or Capital

Step 25

Step 26: Click Add button
Step 26

Settlement Type: Expenditure
Bank Account: 2850102000010328 - Civil Hospital - AIXIS B
Voucher/Challan Number: MHWR00001798-04-2015-0001
Voucher Date: 01/04/2015
Component Name: Select Scheme component
(Enter minimum 3 characters to Scheme Components)
Expense Type: Revenue
Amount: 45798
Remarks: Amount Paid

Add  Back

Step 27: Proceed to the voucher table displayed below

Step 27

Step 28: Click on Save button
**Step 29:** If the entry is successful, you should see the message *Settlement details saved successfully* at the top of the screen.

**Step 30:** Click the **Back** button.

**Step 31:** In the page that loads, proceed to the table at the bottom of the page.
Step 31

Step 32: Repeat Step 13-31 for any additional settlements

Step 33: Under **Voucher Number**, select the vouchers you entered settlement details for

Step 34: Click **Submit for Approval**

Step 35: If you see the message **Settlement details submitted successfully** at the top of the page, details have been sent to Data Approver login for approval
4.3.8 Managing Deductions

**Purpose:** How to settle all deductions on expenditure/advance transactions entered on the system

**Additional Instructions:**

- Deductions should only be settled when the final payment is made to statutory authority. Remarks should include the challan number.
- The instrument details provided should be the details of the instrument used to transfer the deduction amount from the project account. *Eg: If a cheque is used to transfer TDS due from the project account to HO or CA account, details of the cheque used to transfer TDS to their account should be provided.*
- *Section 2.7.1.1* provides additional instructions on how to review uploaded deductions details

**Key Terms:** Scheme ID, Project ID

**Step by Step Instructions**

**Step 1:** Log into the DO profile. In the home page, proceed to the Misc. Deduction Filing section
Step 1

Step 2: Under the Misc Deduction Filing module, click on Manage Deduction

Step 3: In the new page, proceed to the Manage Deduction section
Step 3

Step 4: Under **Scheme**, select the correct scheme id

Step 5: Under **Deduction Type**, select the type of deduction you wish to file

Step 6: Under **Module Name**, select the type of module you wish to file
Step 7: Under **Sanction Number**, enter the letter/voucher number of the expenditure/advance that you wish to file deduction for.

**Note:** This step is optional

Step 6

Step 8: Click on the **Search** button

Step 7: Proceed to the table that loads below
Step 7

Step 8: Select the entry that you wish to file deduction for

Step 9: Click the Add Deduction button

Step 10: In the new page that loads, proceed to the Tax Deduction Payment Detail section.
Step 11: Under **Bank Account**, select the account number that the expenditure/advance was recorded from

![Tax Deduction Payment Detail](image1)

**Step 12:** Under **Instrument Type**, select the type of debit instrument used to settle the deduction. The following sub-points

![Tax Deduction Payment Detail](image2)

**Step 13:** Next, proceed to the **Details** section
**Step 13**

In this section, provide details of the instrument used to settle the deduction. This includes the instrument number and date.

**Note:** If an account number is required, please enter the account number to which the deduction amount has been moved from the project account.

**Step 14**

In this section, provide details of the instrument used to settle the deduction. This includes the instrument number and date.

**Note:** If an account number is required, please enter the account number to which the deduction amount has been moved from the project account.

**Step 15** Return to the [Tax Deduction Payment Detail] section.
Step 15

Step 16: Under **Remarks**, enter some text comments on the deduction settlement

Step 16

**Remarks**: IDS @ 5% FOR SECURITIES
Step 17: Click on **Save** button

Step 17

![RTGS Details](image1)

Step 18: If the entry is successful, you should see the message **Tax deduction saved successfully** at the top of the screen

Step 18

![Tax Deduction Payment Detail](image2)

Step 19: Now proceed to the **Misc Deduction Filing** section
Step 19

Step 20: Under the Misc. Deduction Filing module, click on View Deduction

Step 21: Proceed to the Tax Deduction Details section
Step 21

Step 22: Under **Status**, select **Created**

Step 23: Click **Search**

Step 24: Proceed to the table generated below
**Step 24**

![Image of PFMS interface](image)

**Step 25:** In the table, select the required deduction entry

![Image of PFMS interface](image)

**Step 26:** Click on Submit for Approval

![Image of PFMS interface](image)

**4.4 Data Approver login**

The Data Approver (DA) is the login for reviewing and approving transaction data. With the exception of vendor details, all data entered by the DO will only be accepted by the system once it is approved by a Data Approver login. Under no circumstances must the DO and DA login be operated by the same individual.
The DA has the following functional roles on PFMS:

- Approving Loans Made to Project
- Approving Beneficiary/Vendor Details
- Approving Legacy Transaction Details
- Approving e-Transaction Details

4.4.1 Approving/Rejecting Loans

**Purpose:** Reviewing and Approving/Rejecting details of loans entered by the DO

**Additional Instructions:**

- There are two types of loan details added to the system by the DO:
  - **Adding Loans:** Receiving the loan in the project account
  - **Settling Loans:** Returning the loan from the project account

- Both functions are detailed in this section

**Key Terms:** Project Loan, Scheme ID, Project ID

4.4.1.1 Approving/Rejecting Loans

**Step by Step Instructions**

**Step 1:** Login to the DA profile. In the home page, proceed to the **My Funds** section

![Image of PFMS interface]
Step 2: Under **Income from Other Sources**, click on **Manage**

Step 3: Proceed to the **Manage Income From Other Sources** box

Step 4: Under **Scheme**, select the required scheme ID
Step 4

Step 5: Under **Bank Account**, select the account receiving the loan

Step 6: Under **Project**, select the project

Step 7: Under **Status**, select ‘Submitted’

Step 8: Click on **Search** button
Step 8

![PFMS User Manual v1.0](image)

Step 9: Proceed to the table that loads below

![PFMS User Manual v1.0](image)

Step 10: Identify the loan entered and click on the red hyperlink

![PFMS User Manual v1.0](image)

Step 11: Proceed to the **Income from Other Sources Details** box
Step 11

Step 12: Review the details. If found to be correct, click on Approve

Step 13: In the Remark pop up box, enter reason for approval
Step 13

![Income From Other Sources Details]

Step 14: Click on **Confirm** button

![Income From Other Sources Details]

Step 15: At the top of the screen you see the message **Request has been approved successfully**
4.4.1.2 Approving/Rejecting Loan Settlements

**Step by Step Instructions**

**Step 1:** Login to the DA profile. In the home page, proceed to the My Funds section
Step 1

Step 2: Under **Income from Other Sources**, click on **Manage Refund Settlement**

Step 3: Proceed to the **Manage Refund Settlement** box
Step 3

Step 4: Under **Financial Year** select the year

Step 5: Under **Scheme**, select the required scheme ID

Step 6: Under **Bank Account**, select the account receiving the loan
Step 6

Step 7: Under **Project**, select the project name

Step 8: Under **Status**, select ‘Submitted’

Step 9: Click on the **Search** button
Step 9

![Step 9 Image]

Step 10: Proceed to the table that loads below

Step 10

![Step 10 Image]

Step 11: Identify the loan settlement and click on the red hyperlink

Step 11

![Step 11 Image]

Step 12: Proceed to the Refund Settlement Details box

318 | Page
Step 12

Step 13: Review the details. If found to be correct, click on Approve

Step 13

Step 14: In the Remark pop up box, enter reason for approval
Step 14

Step 15: Click on **Confirm** button

Step 16: At the top of the screen you see the message *Request has been approved successfully*
4.4.2 Approving/Rejecting Beneficiary Data

**Purpose:** Reviewing and approving/rejecting all beneficiary details uploaded by DO

**Additional Instructions:**

- The DA must ensure he checks the beneficiary name provided by the bank against the name entered by the DO before approving
- This comparison is only available for accounts in banks integrated with PFMS. For non-integrated banks, the DA is responsible for ensuring the account number belongs to the correct beneficiary

**Key Terms:** Scheme ID, Beneficiary Type, Integrated Banks

**Step by Step Instructions**

**Step 1:** Login to the DA profile. Proceed to Master → Beneficiary Management → Approve Beneficiary:
Step 1

Step 2: Proceed for the Beneficiary Approval

Step 2
Step 3: Click the Search button

Step 4: Proceed to the lower section

Step 5: Select the beneficiary you wish to approve
Step 6: If the name matches with the Beneficiary Name as per Bank, click on **I confirm beneficiary name registered**

Note: In case of integrated banks, the DA must ensure that the Beneficiary Name as Per Bank matches the Beneficiary Name entered by the DO. DA should take care not to approve any case where the name does not match. In case of non-integrated banks, the DA is responsible for ensuring the bank account belongs to the correct beneficiary.

Step 7: Click on Approve button

Step 8: Check for Approved Successfully message
4.4.3 Approving/Rejecting Expenditure Entries

**Purpose:** How to approve/reject expenditure transactions uploaded by the DO

**Additional Instructions:**

- For expenditure entries done in bulk mode, the process described below can be followed under the section Transfers → Manage Bulk Transfer
- Actual Transaction Date should be the date of instrument used to book expenditure *Eg: date of cheque or expected date of payment advice*
- Letter/Office Order No. should be the reference number of the documentary proof for the transaction *Eg: Invoice number*
- **Section 2.7.1.1** provides additional instructions on how to review uploaded expenditure data done under single or bulk customized entry

**Key Terms:** Scheme ID, Project ID, e-Transactions, Legacy Transactions

**Step by Step Instructions**

**Step 1:** Login to the DA profile. In the home page, proceed to the **Expenditures** section

**Step 1**

![Diagram of PFMS interface]

**Step 2:** Under the **Expenditures** module, click on **Approve**
Step 2

Step 3: In the new page, proceed to the **Manage Expenditures** section

Step 3

Step 4: Under **Scheme**, select the correct scheme id

Step 4

Step 5: Under **Bank Account**, select the bank account
Step 5

Step 6: Under **Sanction Number**, enter the letter/voucher number for the expenditure entry you are wish to approve/reject.

Note: This step is optional – you can also proceed to Step 7 directly

Step 6

Step 7: Click the **Search** button

Step 7

Step 8: Now proceed to the table that loads below
Step 9: Click on red underlined sanction number hyperlink for the expenditure entry you wish to approve/reject

Step 10: Review all the details in the new page that loads

Step 11: Click on the Approve/Reject button
Step 12: In the white pop-up box, write comments in the **Please Enter Remark** area

Step 13: If the entry is correct click the **Approve** button. If the entry is incorrect, click **Reject**.

Step 14: An **Expenditure has been approved successfully** message should appear at the bottom of the screen. A similar message will appear if you reject the entry.
Step 15: DA can now print the payment advice. Please present the signed payment advice to the branch of the bank account to initiate the transaction.

Note: This step is only for e-Transactions using Payment Advices

4.4.4 Approving/Rejecting Advance Entries

**Purpose:** How to approve/reject advance transactions uploaded by the DO

**Additional Instructions:**
For advance entries done in bulk mode, the process described below can be followed under the section Transfers \(\rightarrow\) Manage Bulk Transfer

Actual Transaction Date should be the date of the instrument used to transfer the advance amount *Eg: date of cheque or expected date of payment advice*

Letter/Office Order No. should be the reference number of the documentary proof for the advance transaction

Section 2.7.1.1 provides additional instructions on how to review uploaded advance data done under single or bulk customized entry

**Key Terms:** Scheme ID, Project ID, e-Transactions, Legacy Transactions

**Step by Step Instructions**

**Step 1:** Login to the DA profile. In the home page, proceed to the *Advances* section

**Step 2:** Under advances, click on *Approve*
Step 2

Step 3: In the page that loads, proceed to **Manage Advance Settlement**

Step 4: Under **FinancialYear**, select the financial year in which the advance was made
Step 4

Step 5: Under **Scheme ID/Name** select the scheme if under which the advance was made

Step 6: Under **Project** select the project id
**Step 7:** Under **Vendor/Beneficiary Name** select the name of beneficiary/vendor whose advance has been settled

**Step 7**

![Manage Funds Advance](image1)

**Step 8:** Click on **Search** button

**Step 8**

![Manage Funds Advance](image2)

**Step 9:** Under **Sanction Number** select the red hyperlink of the advance you wish to approve
Step 9

![Image of the Sanction Screen]

**Step 10**: Review the details on the page that loads. Click on Approve/Reject

**Step 11**: In the white pop-up page under Remarks, provide reason for Approval/Rejection
Step 11

Step 12: Click on **Approve** or **Reject**

Step 13: If you see the message **Funds Advance has been approved/rejected successfully** at the bottom of the page, the entry has been approved
4.4.5 Approving/Rejecting Advance Settlements

**Purpose:** How to approve/reject advance settlements uploaded by the DO

**Additional Instructions:**

- Advance settlements should only be approved upon presentation of bills by the vendor/beneficiary against the advance given

**Key Terms:** Scheme ID, Project ID, e-Transactions, Legacy Transactions

**Step by Step Instructions**

**Step 1:** Login to the DA profile. In the home page, proceed to the *Advances* section
Step 1

Step 2: Under Advances, click on Advance Settlements

Step 3: In the page that loads, proceed to the Manage Advance Settlement section

Step 4: Under FinancialYear, select the financial year in which the advance was made
**Step 5:** Under **Scheme ID/Name** select the scheme if under which the advance was made

**Step 6:** Under **Project** select the project id
Step 6

![Manage Advance Settlement form]

Step 7: Under **Vendor/Beneficiary Name** select the name of beneficiary/vendor whose advance has been settled

Step 7

![Manage Advance Settlement form with Vellore Test selected]

Step 8: Click on **Search** button
Step 8

Step 9: Next proceed to the table that loads below

Step 9

Step 10: Under **Sanction Number** select the **red hyperlink** of the advance you wish to settle

Step 10

Step 11: In the new page, proceed to the table in the lower section of the page
Step 11

Step 12: Under **Voucher Number**, select the voucher(s) you wish to approve or reject

Note: You can only approve vouchers with the status **Submitted**

Step 13: Click **Approve/Reject**

Step 14: In the white pop-up page under **Remarks**, provide reason for Approval/Rejection

Step 15: Click on **Approve** or **Reject**
Step 15

Step 16: If you see the message **Settlement details approved successfully** at the top of the page, the entry has been approved.

Step 16

4.4.6 Approving/Rejecting Deduction Filing

**Purpose:** How to approve/reject deduction settlements uploaded by the DO

**Additional Instructions:**

- Deductions should only be approved when the final payment is made to statutory authority. Remarks by the DO should include the challan number.
- The instrument details provided should be the details of the instrument used to transfer the deduction amount from the project account. *Eg: If a cheque is used to transfer TDS due from the project account to HO or CA account, details of the cheque used to transfer TDS to their account should be provided*

**Key Terms:** Scheme ID, Project ID

**Step by Step Instructions**
Step 1: Login to the DA profile. In the home page, proceed to the **Misc Deduction Filing** section

**Step 1**

![Image of PFMS interface with arrow pointing to Misc Deduction Filing section]

Step 2: Under Misc. Deduction Filing, click on **View Deduction Filing**

**Step 2**

![Image of PFMS interface with arrow pointing to View Deduction Details]

Step 3: In the page that loads proceed to the **Tax Deduction Details** section
Step 3

Step 4: Under **Voucher Number**, enter details of the voucher number generated at the time of filing expenditure/advance

Note: This step is optional. Voucher number of a deduction is TD-<PFMS Unique Code>-<MM>-<YYYY>-<Four digit serial number> Eg: TD-MHWR00004389-06-2014-0001

Step 4

Step 5: Under **Status**, select ‘Submitted’
Step 6: Click Search

Step 6

![Tax Deduction Detail](image)

Step 7: Now proceed to the table that loads below

Step 7

![Public Financial Management System-PFMS](image)

Step 8: Select the voucher number you wish to approve/reject

Step 8

![Tax Deduction Detail](image)

Step 9: Click on Approve/Reject
Step 9

Step 10: In the white pop-up box under Remarks, give details for why you wish to approve/reject the transaction

Step 10

Step 11: Click Approve or Reject

Step 11

Step 12: The message Deduction details approved/rejected successfully should appear at the top of the page
Section 5: Frequently Asked Questions

This section details a number of FAQs that are posed by PIAs regarding entry on PFMS. Any question that is not addressed here can be directed to ddugky.pfms@gmail.com as per the protocol prescribed below.

5.1 Protocol for E-mailing Issues

Q 5.1.1 What is the protocol for flagging an issue on PFMS?

Protocol for messages:

- Any issue in PFMS should be e-mailed to ddugky.pfms@gmail.com.
- The e-mail must be clearly addressed to the PIA’s master trainer.
- The e-mail must also be accompanied by the following:
  1. A clear explanation of the problem
  2. Time-stamped screenshots of the PFMS page where the issue is being faced
  3. A phone to the nodal TSA master trainer for your agency explaining the issue.
- In case a phone call is made before an e-mail is sent, it must be followed up with an e-mail communication re-stating the issue conveyed.
- In case the problem is resulting in delay of payment to a beneficiary, immediately contact your master trainer. Clearly flag the e-mail subject as ‘URGENT PAYMENT ISSUE ATTN: <Nodal Master Trainer>’

Protocol for follow-up messages:

- **If no response is forthcoming within 2 working days of the last e-mail** communication, a reminder e-mail communication can be sent.
- **If no solution to the problem is communicated within 5 working days of the last e-mail** response from ddugky.pfms@gmail.com, a reminder e-mail communication can be sent.
• If no response is forthcoming after 3 reminder e-mail communications following the above protocol, a letter may be sent to the concerned CTSA highlighting the issue, with a copy of the e-mails communicated.

Note: Not following the above protocol may lead to delays in response and problem resolution.

5.2 Expenditure Advance
Q 5.2.1 I have booked an expenditure item whose cost is to be shared by multiple projects. How should I show book proportionate costs?

In such cases, the total cost should be paid from a common HO account. This account can be registered on the system as a vendor, as detailed in Section 4.3.4.

The proportionate cost due from the project account can be booked as expenditure as detailed in Section 4.3.6.

Q 5.2.2 How should I record transactions that need to be made through another online payment portal?

If any external organization providing services to the project cannot share its bank account details and mandates payment through its own online payment portal, the payment transaction must be recorded on PFMS as a legacy transaction as detailed in Section 4.3.6.

The record entry should be accompanied by an upload of a time-stamped screenshot of the payment confirmation page from the organization’s payment portal.

Q 5.2.3 What is the difference between the sanction date and actual transaction date?

Sanction Date is the date of the document(s) used to support record legacy transaction or initiate an e-Transaction.

Actual Transaction Date is the date of instrument used to record a legacy transaction or initiate an e-Transaction.

5.3 Project Loans
Q 5.3.1 I have recorded a loan to the project account as an opening balance. How can I correct this?

As detailed in Section 4.3.1 and Section 4.4.1, loans need to be added in PFMS from the ‘Income from Other Sources’ tab.
For a loan added as an opening balance, please make a reversal entry for the loan amount on the same date from the Add Opening Balance module.

5.4 Excel Upload

Q 5.4.1 I am facing validation errors while uploading my excel document.

Validation errors usually occur because all the instructions in Step 5 of Section 4.3.2.2 have not been followed correctly.

Please follow the following steps to correct this:

1) Click on Validation errors
2) Note the issues listed under column ‘GXLRemarks’
3) Download a fresh template from website
4) Copy-Paste the previously uploaded data in the new template
5) Correct the issues noted in pt 2
6) Save the new file and follow the instructions detailed from Step 6 of Section 4.3.2.2

Q 5.4.2 I am facing configuration errors after uploading my excel document?

Configuration errors usually occur because the template file downloaded from PFMS has been modified incorrectly or corrupted.

Please follow the following steps to correct this:

1) Download a fresh template from website
2) Re-enter the previously uploaded data in the fresh template
3) Save the new file and follow the instructions detailed from Step 6 of Section 4.3.2.2

5.5 Account Validation by Banks

Q 5.5.1 My beneficiary/vendor bank account has been pending for validation for more than 3 days. How can I proceed?

Please contact your nodal master trainer. Please provide a screenshot as well as an excel record of the bank name, account number and vendor/beneficiary name to ddugky.pfms@gmail.com

This is only relevant for banks that have (Y) against their name i.e. are integrated with PFMS.

Q 5.5.2 My beneficiary/vendor account’s bank has (N) against its’ name. How can I proceed?
This means the bank is not integrated with PFMS. In these cases, you can proceed with recording transactions as long as you are certain the account details are correct, and have adequate documents for the account details entered on the system to be verified.

5.6 E-Payments

Q 5.6.1 How can I register my Digital Signature Certificate (DSC) on PFMS?

The PFMS FAQ section (https://pfms.nic.in/Static/FAQ.aspx) provides more details on DSCs under the Digital Signature section. Please contact your nodal master trainer if you further have a more specific question.

5.7 Other Questions

Please access https://pfms.nic.in/Static/FAQ.aspx or contact your nodal master trainer for any other questions you may have.

Section 6: Glossary of Key Terms

This section provides an explanation for some of the terms used in this document. These explanations are only valid within the context of the PFMS User Manual.

**Advance**: Prepayment, payment made on account, or in anticipation of a contingent liability or obligation. Advance could be given to anybody, a vendor / Staff / Trainer etc.

**Advance Settlement**: Any advance made to a party shall be settled by booking the amount as an expenditure under appropriate component head. Any amount spent in excess of Advance remitted, shall be booked as an expenditure separately. Further, any amount unspent shall be refunded from the system to the concerned party.

**Agency**: Any organization registered on PFMS is referred to as a PFMS agency.

**e-Transaction**: Any financial transaction initiated electronically from PFMS is referred to as an e-Transaction

**Expenditure**: Payment of cash or cash-equivalent for goods or services, or a charge against available funds in settlement of an obligation as evidenced by an invoice, receipt, voucher, or other such document shall be treated as expenditure. Expenditure in PFMS shall be booked only at the time of making payment since currently it functions as an expenditure reporting system.

**Deductions**: Any amount subtracted from Gross sum of money due to tax laws / for employee benefits etc. shall be treated as deduction. It is pertinent to know that PFMS currently cannot
initiate payments to tax authorities on its own, these payments will have to be recorded manually on PFMS and payment to be made by through an online transfer or a cheque.

Digital Signature Certificate (DSC): A DSC can be presented electronically to prove your identity, to access information or services on the Internet or to sign certain documents digitally. In the context of PFMS, DSC is a certificate used to authorize payment. DSCs can only be used once they are registered on PFMS, and are accepted by the project account’s bank as means of payment authorization.

e-Transactions: Any transaction initiated electronically via PFMS is known as an e-Transaction.

Funding Agency: Funding agency in PFMS terms is the agency that can transfer grant-in-aid project funds into the project account.

Integrated Banks: Any bank that can complete the following 3 tasks on PFMS is considered integrated:

1) Validate bank accounts
2) Provide account statement
3) Process PFMS e-Transactions

Legacy Transactions: Any transaction initiated outside of PFMS is referred to as Legacy Transactions.

Project ID: The Project ID is identification number for:

1) DDU-GKY sanctioned projects. These Project IDs are created by SRLMs/CTSAs. The syntax for these IDs are _<State Code>_ _<First Two Words of PIA name>_ _<Sanction No>
2) DDU-GKY training centres. These Project IDs are created by PIAs for every training centre under each sanctioned project. The syntax for these Project IDs can be decided by the PIAs as per their convenience.

Project Loan: Any credit to the Project Account initiated by the PIA for the purpose of project related expenditure is referred to as a Project Loan.

Scheme ID: The Scheme ID refers to identification number of the schemes configured on PFMS. The Scheme ID for YP/Roshini is 9388, for AAP projects is 9389 and Himayat project is 9390.

State Code: This is the two letter code used to refer to a state at the time of creation of Project ID.
Transfer: Transfer refers to the amount provided by Central Government / State Government to the CTSAs for the projects sanctioned by Empowered Committee and also the amount further moved from the CTSAs to the Project Implementing Agencies (PIAs) for successful implementation of the project.

Unique Code: Every agency registered on PFMS is allotted a system generated reference code. This is referred to on PFMS as the Unique Code.