8th Floor (C), Sewa Bhawan
R K Puram, N. Delhi 110066
Dated: 14.11.2022

Subject: Implementation of e-bill in Central Water Commission -reg.

Kindly refer to this office Circular dated 13.10.2022, 18.10.2022 and 22.10.2022 in which the guideline related to implementation of e-bill module in PFMS in CWC was issued and simultaneously training program on implantation of e bill module was organised by O/o PFMS, CGA on 14.10.2022 and 20.10.2022.

This office vide circulars dated 18.10.2022 and 22.10.2022 has also requested to officers of CWC to take necessary action as per guidelines/instructions/SoP given in training programme for the (i) Upgradation of all computers system (ii) DSC Approval of users for e-bill, (iii) Sanctioning Authority/PD Codification (performa enclosed) (iv) Sanction/PD Checker& Sanction/PD Maker Creation & Approval(To be created only after generating PD Code) for the processing of e bill in PFMS.

The gist of SoP step by step is mentioned below:

Upgradation of all computers system

DSC Approval of users for e-bill

Creation of Sanctioning Authority/PD Codification (performa enclosed)

Creation of Sanction/PD Checker(proforma enclosed)

Creation of Sanction/PD Maker and Approval(To be created only after selecting the PD Code and PD maker will created by only PD Checker

No action in this regards has been taken so far by concerned Section/Estt./Dte. of CWC inspite of repeated request. It is therefore, again requested to take necessary action i.e. Submit the duly filled Sanctioning Authority/PD Codification performa and PD Checker to DDO, CWC (copy enclosed and take necessary action for creation of PD Maker, and Digital Signature(DSC), as per guideline given in training program as well information mention in **READING MATERIAL FOR E BILL IMPLANTATION IN PHASE VI** which was enclosed in this office Circular dated 18.10.2022.

- At this stage of implantation of e-Bill module in PFMS, it is applicable to NCDDO only.
- For any help these no.s may be contacted:
  Phone no. **:24665408, 24665410, 24665411, 24665414**
  And mail can be send on **pao2000@nic.in**.

Encl: Performa for Sanctioning Authority Codification of e-bill and PD Checker.

आदान एवं संवितरण अधिकारी
Drawing & Disbursement Officer
केन्द्रीय जल आयोग
Central Water Commission
नई दिल्ली/New Delhi

(Jogender Kumar)
DDO-I
☎: 011-2958 3706

To,

US, Estt. I, II, III, V, VI, VIII, IX, X, XI, XIV, DD-SMD, DD-PCP/DD all Dte. (as per list enclosed).
ID Note No.3/3/2018/Accounts I Section
dated: 14.11.2022

Copy for information:
(i)   PPS to CE (HRM) CWC.
(ii)   PPS to Secretary, CWC.

Annexure-A

Office of Controller General of Accounts Public Financial Management System

Sanctioning Authority Code Creation Form
(to be filled in bold letters)

Letter No.   Date:

S.No.		Particulars
1	Name of Ministry	Central Water Commission, Ministry of Jal Shakti
2	Controller code with Description	002-Water Resources
3	PAO code with Description	001872- PAO, CWC, New Delhi
4	DDO code with Description	201873- S.O, Central Water Commission, Sewa Bhawan R K Puram- 110066
5	Sanctioning Authority Description (Name of Office like Commissioner-IV, CBDT Mumbai or SO(Cash), MoF, DoE, New Delhi etc. The description entered will be published against the code being generated)	
6	Sanctioning Authority Office Address	
7	City	New Delhi
8	State	Delhi
9	PIN code	110066
10	Contact Person Name	
11	Sanctioning Authority Gov/NIC Email ID	
12	Sanctioning Authority Telephone Number	
E – Sanction Header Details (To be printed as office address on e-sanction etc)		
13	Header 1	Government of India
14	Header 2	Ministry of Jal Shakti
15	Header 3	Department of Water Resources
16	Header 4	Central Water Commission
17	Header 5	
18	Header 6	

* All fields including Letter No. and Date are mandatory.
* See the instructions/process flow indicated on next page.

Signature of DDO:
Name:
Designation:
Office:
Stamp:

Date:_____
Place:_____

Verification by Sanctioning Authority :-

Signature of Sanctioning Authority:
Name:
Designation:
Office:
Stamp:

Date:_____
Place:_____

Sanctioning Authority/PD Code generation request initiated in PFMS with the above details

on_____by Shri./Miss/Mrs _____

Designation_____office_____

_____

Signature of DDO:
Name:
Designation:
Office:
Stamp:

Date:_____
Place:_____

Sanctioning Authority/PD Code_____generated in PFMS

with the above details on_____by Shri./Miss/Mrs

_____Designation_____

office_____

Signature of PAO :
Name:
Designation:
Office:
Stamp:

Date : _____
Place:

Ministry User Registration Form

(IN CAPITAL LETTERS ONLY)

SI. No.	Particulars					
1.	Name*		First Name		Last Name	
2.	Designation*					
3.	Department	CENTRAL WATER COMMISSION, MINISTRY OF JALSHAKTI				
4.	Type of User*	**PD Checker**				
5.	Controller Code*	**002-Water Resources**				
6.	PAO Code (if any)	**001872- PAO, CWC, New Delhi**				
7.	DDO Code (if any)	**201872**				
8.	Sanctioning Authority/PD Code (if any)					
9.	Gazetted/ Non-Gazetted	**Gazetted**				
10.	Preferred Login ID*	1.		2.		3.
11.	Date of joining in Govt. Service (DD/MM/YYYY)					
12.	Date of Superannuation (DD/MM/YYYY)					
13.	Govt. E-mail ID(Gov/NIC)*					
14.	MHA/Office ID Card No.					
15.	ID Card Validity					
16.	Residential Address					
17.	Permanent Address					
18.	Office Address					

19.	Telephone number (Office)	
20.	Mobile number*	
21.	Counter Signed by	
21(a)	Name	
21(b)	Designation	
21(c)	e-mail id	
21(d)	Phone	

Document enclosed:
      Attested copy of MHA/Office ID card.

Signature of Officer/Official

Date:_____

Place:_____

_____

Date:_____

No. _____

     Certified that the above particulars have been verified from the service records of the official. It is verified that the mandatory fields in the form have been filled.

Forwarded by

(Signature with Official Seal) _____

Name of Officer(Block letter)_____

Designation _____

Phone No_____

Mobile No._____

E-mail ID_____

File No:<u>G-29011/26/2022-ACC-I</u>
Central Water Commission
(Accounts Wing)
****

8th Floor (C), Sewa Bhawan
R K Puram, N. Delhi 110066
Dated: 22.10.2022

<u>CIRCULAR</u>

The Implementation of e-bill module in PFMS in CWC is to be scheduled from 01.11.2022. In this regards, Training programme was conducted on 10.10.202, 14.10.2022 and 20.10.2022 by PFMS, CAG for the official of CWC for smooth implementation of e bill system.

This office vide circular dated 18.10.2022 has requested to officers of CWC may take necessary action as per guidelines/instructions/SoP given in training programme for the Codification of their office, creation of PD Checker, PD Maker, Digital signature (DSC) and with co ordination with DDO (HQ).

The gist of SoP step by step is mentioned below:
1. Upgradation of all computers system
2. DSC Approval of users for e-bill
3. Sanctioning Authority/PD Codification (performa enclosed)
4. Sanction/PD Checker& Sanction/PD Maker Creation & Approval(To be created only after selecting the PD Code)
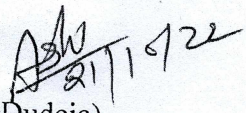
Therefore, all office of CWC are again requested to take necessary action i.e. Submit the duly filled Sanctioning Authority/PD Codification performa to DDO, CWC and take necessary action for creation of PD Maker, PD Checker and Digital Signatre(DSC), as per guideline given in training program as well information mention in **READING MATERIAL FOR E BILL IMPLANTATION IN PHASE VI** which is enclosed in Circular dated 09.10.2022.

For any help these no.s may be contacted:
Phone no. **:24665408, 24665410, 24665411, 24665414**
And mail can be send on **pao2000@nic.in**.

Encl: 1. General Instruction for introduction of End to End electronic processing of claim and bill through PFMS
2. Performa for Sanctioning Authority Codification of e-bill.

(Asha Dudeja)
DDO-II
☏: 011-2958 3706

To,
(i)   All officers of CWC (through CWC website).
(ii)   Deputy Director, SM Dte., for uploading in CWC website.

File No:G-29011/26/2022-ACC-I
Central Water Commission
(Accounts Wing)
****

8th Floor (C), Sewa Bhawan
R K Puram, N. Delhi 110066
Dated: 18.10.2022

CIRCULAR

This is regarding Implementation of e-bill module in PFMS in CWC. Training programme was organised by PFMS, CAG on 10.10.2022 and 14.10.2022 for implementation of e bill system. There are many officers of CWC who did not attend the said training programme and requested this office to arrange for conducting the training programme for e bill module again.

This office has requested again PFMS, CGA for conducting another training programme and PFMS CGA has informed that next date of organising of **Training on e bill system will be held on 20.10.2022 from 10:00AM to 05:00 PM.** Therefore, all concerned officers of CWC is requested to attend the said training programme for smooth implementation of e bill module from 01.11.2022 in CWC. The link of Training programme is given below will be opened with **WEBEX**.(Training is only for NCDDOs)

https://ingaf.webex.com/ingaf/j.php?MTID=mda424b f30e66635af63304bd57c6d785

It is also requested that all officers of CWC may take necessary action as per guidelines/instructions given in training programme for the creation of PD Checker, PD Maker and Codification of their office with co ordination with DDO(HQ).

Encl: 1. General Instruction for introduction of End to End electronic processing of claim and bill through PFMS
2. Process Flow of Sanctioning Authority Codification of e-bill.

18/10/2022
(Jogender Kumar)
DDO-I
☎: 011-2958 3706

To,
(i) All officers of CWC (through CWC website)
(ii) Deputy Director, SM Dte., for uploading in CWC website

Central Water Commission
(Accounts Wing)
****

8th Floor (Centre), Sewa Bhawan
R K Puram, N. Delhi 110066

Dated: 13.10.2022

CIRCULAR
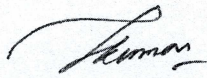
This is regarding Implementation of e-bill module in PFMS in CWC. In line with the digitization of Government processes, Central Government has decided to introduce 'e-bill system' in Central Ministries/Departments for End-to-End digital processing and payments of claims/invoices received from claimants like vendors/agencies/government employees, developed in PFMS of the Office of CGA. The new system involves a Business Process Re-engineering (BPR) by leveraging the Information Technology in Central Government system to transform entire payment process in the paperless concept.

It is informed that electronic Bill (e-Bill) system has currently been rolled out in phased manner on Pilot basis and the same has already been implemented in many ministries/dept. and it is to be implemented in Central Water Commission from 01.11.2022. It is to informed that initially the e bill is to be implemented for TA/LTC/Medical bill, Contingency bill etc. except for EIS module and GeMS which are to be integrated later.

An online training program on implementation of e-bill module in PFMS conducted by PFMS, CGA is scheduled on 14.10.2022 from 10:00AM to 05:00 PM. All concerned are requested to attend this online training program. The link for the online training as provided by PFMS, CGA is:

https://ingaf.webex.com/ingaf/j.php?MTID=mb854e56d61b157 0a94344614c2e22773

Encl: 1. General Instruction for introduction of End to End electronic processing of claim and bill through PFMS
2. Process Flow of Sanctioning Authority Codification of e-bill.

13/10/2022
(Jogender Kumar)
DDO-I
☎: 011-2958 3706

To,
    (i)   All officers of CWC (through CWC website)
    (ii) Deputy Director, SM Dte., for uploading on CWC website

Copy to PPS to CE (HRM) for information please.

File No. I-17008/6/2020/CGA/E-8128/230   Date: 03/10/2022

OFFICE MEMORANDUM

Sub:- Pan-India Training cum Roll out plan for electronic Bill system (e-bill) of Public Finance Management System (PFMS) in financial year 2022-2023-reg.

This is in continuation of this office O.M No. I-17008/4/2021-CGA/(8128)/376 dated 30/03/2022 regarding implementation of e-bill system for end to end digitization of bill processing in PFMS. In this regard it is intimated that electronic Bill (e-Bill) system has currently been rolled out in phased manner on Pilot basis in 126 PAOs of 47 selected Civil Ministries/ Departments and 50 more PAOs will on board e-bill from 1st October, 2022 as indicated in this office O.M. No I-17008/6/2020/CGA/E-8128/201 dated 7-9-2022.

2.   It is now proposed to extend e-Bill module in rest of the PAOs in Civil Ministries/Departments in phased manner. A Pan-India e-bill training cum rollout 2022-2023, has been planned in phased manner initiating from the month of October 2022 till January 2022 (training month). The training of these four phases will be imparted to the concerned officials of PAO, DDOs(NCDDO to PAO) and their Programme Division users at INGAF Delhi, RTC Kolkata and RTC Chennai.

3.   The e-bill is a new functionality in PFMS which is presently being rolled out in Pay and Accounts Offices for their non-cheque drawing DDOs (NCDDO to PAO) only. It requires new modalities which are reiterated as under:

     I.   Codification of Sanctioning Authority (PD) in PFMS:- Codification of Sanctioning Authority (PD Codification) is one of the pre-requisite of e-bill functionality. The sanctioning authorities of all the selected entities of e-bill needs to be codified. For this purpose, the "Sanctioning Authority Code creation form' (Annexed at A) needs to be filled up. Users may follow necessary instructions given at the back of form while filling and forwarding the said form. The process of generation of PD code in PFMS will be initiated by DDO and approved by PAO. Once the code is generated and approved by the competent authority (i.e. PAO), a system generated e-mail will be triggered at the email id of Sanctioning Authority as provided in the form and also to the concerned DDO. The details of PD code can also be checked from the CAM Reports->Masters->MST-04-Sanctioning Authority Code Details Report.

     II.   Training of Users:- In order to sensitize the user force for phase wise implementation of e-bill Rollout, PAO wise training program (Both physical and online) has been formalized. Physical training is being organized for DHs/AAOs/PAOs types of users and also for the officials of PFMS State

3-10-2022

Directorates at INGAF and its Regional Training Centre located at Kolkata and Chennai as per the schedule given as under:-

S.No.	Phase & Roll Out Month	Training Centre	Date of Training	Mode of training	Audience
1	Phase VI Nov-2022	INGAF-Delhi	10/10/2022 to 14/10/2022	Physical	Users of PAO Office(DH, AAO, PAO). Maximum three Officials users per PAO & officials of PFMS State Directorate (Maximum two) to attend training as per schedule annexed.
2			10/10/2022 to 14/10/2022 & 17/10/2022 to 21/10/2022	Online	Non-cheque Drawing & Disbursing Officers (NCDDOs to PAOs) and their PD users to attend training as per schedule annexed.
3	Phase VII Dec-2022	RTC-Kolkata	14/11/2022 to 18/11/2022	Physical	Users of PAO Office(DH, AAO, PAO). Maximum three Officials users per PAO & officials of PFMS State Directorate (Maximum two) to attend training as per schedule annexed.
4			17/11/2022 to 18/11/2022 & 21/11/2022 to 25/11/2022 & 28/11/2022 to 30/11/2022	Online	Non-cheque Drawing & Disbursing Officers (NCDDOs to PAOs) and their PD users to attend training as per schedule annexed.
5	Phase VIII Jan-2023	INGAF-Delhi	15/12/2022 to 16/12/2022 & 19/12/2022 to 21/12/2022	Physical	Users of PAO Office(DH, AAO, PAO). Maximum three Officials users per PAO & officials of PFMS State Directorate (Maximum two) to attend training as per schedule annexed.
6			15/12/2022 to 16/12/2022 & 19/12/2022 to 23/12/2022 & 26/12/2022 to 30/12/2022	Online	Non-cheque Drawing & Disbursing Officers (NCDDOs to PAOs) and their PD users to attend training as per schedule annexed.
7	Phase IX Feb-2023	RTC-Chennai	16/01/2023 to 20/01/2023	Physical	Users of PAO Office(DH, AAO, PAO). Maximum three

				Officials users per PAO & officials of PFMS State Directorate (Maximum two) to attend training as per schedule annexed.
8		16/01/2023 to 20/01/2023 & 23/01/2023 to 25/01/2023 & 30/01/2023 to 31/01/2023	Online	Non-cheque Drawing & Disbursing Officers (NCDDOs to PAOs) and their PD users to attend training as per schedule annexed.

Ministry wise. PAO wise, Date wise and User wise detailed training schedule is Annexed at "B", "C", "D" and Annexure "E". The training schedule of officials from PFMS State Directorates is annexed at Annexure "F".

The Link to join the scheduled online training will be given a day before the training day and will be e-mailed to the concerned CCAs/CAs & Nodal officers nominated by the Controller Offices. The nodal officers will in turn forward the link to the concerned Ministries/Deptt. and ensure that all the officials of Ministry/Deptt. office may receive the online training.

The concerned officials of your ministry may also be nominated to attend the physical/Online training as per attached schedule. Wide circulation of this Office Memorandum may be ensured at Controllers level and necessary communication may also be sent to HOD Authorized Users (Sanction Maker/Checker) and DDO's of the Ministries for involving the concerned officials in the scheduled trainings.

III. Checklist: - For pre-requisites of e-bill system viz. Hardware, software and other related requirement this office OM No. 17008/4/2021-CGA(8128)/376 dated 30.03.2022.(Copy enclosed) may be referred to. Compliance of the same may be ensured at all the users' levels before beginning of the rollout of e-bill. A check list for monitoring the compliance to the pre-requisite for the e-bill implementation is enclosed for ready reference. Controllers are requested to monitor the compliance of the check list at their end.

IV   General Instructions for E-Bill:- Keeping in view of e-bill being rolled out in your Ministries/Deptts, it is requested that OM No. TA-2-17002(01)/17/2022-TA-II/e-4426)/39 dated 01/02/2022 may be referred for general instructions annexed with Standard Operating Procedure(SOP), Hardware requirements and process flow of E-Bill. (Copy Enclosed)

V   Nomination of Nodal officials:- Considering it to be a system with many new protocols, it is important that the concerned officials are given comprehensive training in advance. Accordingly, it is requested to nominate one or more officials (Acctt/Sr. Acctt/AAO/AO/Sr. AO) from each selected PAOs who will coordinate with the Ministry (Sanctioning Authorities/DDOs) for smooth roll out of e-bill module. The training links, study material etc. will also be emailed to these nominated nodal officials of your Ministry/Deptt. The name, designation, mobile number & email id of nominated nodal officials may be sent at **jyoti.nagpal@gov.in** and at **itd-pfms@gov.in** by the Principal Accounts Office at least 20 days before the proposed training. It is important to add that these officials shall also be good resource
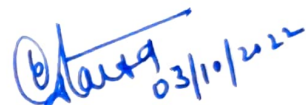
persons for your Ministry as and when other PAOs are on boarded on e-bill. These officials shall be first point of contact for any e-bill related support & roll-out issues in their concerned Ministry/Department and hence must be well versed with PFMS and payment process. The needful training to these officials on e-bill shall be ensured by GIFMIS, PFMS Division.

VI All Pr. CCAs/CCAs/CAs with independent charges are, therefore, requested to closely monitor the preparedness especially at the level of DDOs and Sanctioning Authorities (PD's) to begin roll out of e-bill in their Ministries/Deptts.

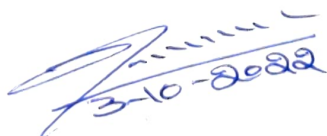This issues with the approval of competent authority.

Encl:- As above.

03/10/2022

(Harish K. Srivastav)
Jt. CGA(GIFMIS-PFMS)

To:-

1. Pr. Chief Controller of Accounts, Ministry of Finance, Department of Revenue, O/o Pr. CCA, Central Board of Direct Taxes, 9th Floor, Lok Nayak Bhavan, Khan Market, New Delhi – 110003.
2. Pr. Chief Controller of Accounts, Ministry of Education, Ministry of Women And Child Development, Ministry of Tribal Affairs, Ministry of Social Justice, Ministry of Culture, Room No. 515, C-Wing, Shastri Bhawan, New Delhi-110001
3. Pr. Chief Controller of Accounts, M/o Home Affairs, Room No. 7, Heritage Building, 1st Floor, Major Dhyan Chand National Stadium, India Gate, New Delhi-110002
4. Pr. Chief Controller of Accounts, Ministry of Shipping and Ministry of Road Transport & Highways, Room No. 4, Ground Floor, I.D.A. Building, Jam Nagar House, New Delhi –110011
5. Pr. Chief Controller of Accounts, Ministry of Finance, Department of Revenue, Central Board of Indirect Taxes and Customs, Room No. 105, 'B' Wing, AGCR Building, I.P. Estate, New Delhi – 110 002
6. Pr. Chief Controller of Accounts, Ministry of External Affairs, Room No. 2067, 2nd Floor, Wing-'A' 23-D, Jawahar Lal Nehru Bhawan, Janpath, New Delhi-110001.
7. Chief Controller of Accounts, Ministry of Information and Broadcasting, Room No.-744, 7th Floor, 'A' Wing, Shastri Bhavan, New Delhi- 110001
8. Chief Controller of Accounts, Ministry of Finance, Department of Economic Affairs, Department of Financial Services, Room No. 240 B, North Block, New Delhi – 110001
9. Chief Controller of Accounts, M/o Agriculture & Farmers Welfare, Ministry of Fisheries Animal Husbandry & Dairying, Room No. 241, Krishi Bhavan, Rafi Marg, New Delhi-110001
10. Chief Controller of Accounts, Ministry of Commerce & Textiles, Ministry of Industry, Room No.172, 1st Floor, Udyog Bhawan, New Delhi-110011
11. Chief Controller of Accounts, Ministry of Housing & Urban Affairs, Ministry of Development of North Eastern Region, Room No.111, 'B' Wing, Nirman Bhawan, New Delhi – 110011
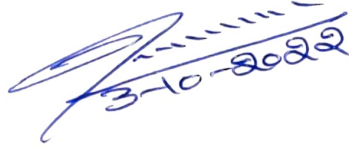
12. Chief Controller of Accounts, Ministry of Corporate Affairs, Ministry of Law & Justice, Supreme Court of India, 3rd Floor, 'C' Wing, Lok Nayak Bhavan, Khan Market,New Delhi-110003
13. Chief Controller of Accounts, Ministry of Mines, Room No. 299, 'C', Udyog Bhawan, New Delhi-110001
14. Chief Controller of Accounts, Ministry of Science & Technology, Hall 'K', O/o CCA, Technology Bhawan, New Mehrauli Road, New Delhi -110016
15. Chief Controller of Accounts, Ministry of Power, Room No. 844, 8th Floor, South Wing, Sewa Bhavan, R.K. Puram, New Delhi – 110066
16. Chief Controller of Accounts, Ministry of Chemicals & Fertilizers, Ministry of Petroleum and Natural Gas, Room No. 702, 'A' wing, Janpath Bhawan, New Delhi – 110 001
17. Chief Controller of Accounts, Ministry of Health & Family Welfare, Room No.147, A Wing, Nirman Bhavan, New Delhi-110011
18. Chief Controller of Accounts, Ministry of Consumer Affairs and Public Distribution, Room No. 280, Krishi Bhavan, New Delhi-110001
19. Chief Controller of Accounts, Ministry of Labour & Employment, Ministry of Skill Development & Entrepreneurship, Room No. 614, Shram Shakti Bhawan, Rafi Marg, New Delhi- 110001
20. Chief Financial Controller, Ministry of Civil Aviation and Tourism, Room No. 169, 'B' Block, Rajiv Gandhi Bhawan, Safdarjung Airport, New Delhi-110003
21. Chief Controller of Accounts, Ministry of Atomic Energy, Anushakti Bhawan, C.S.M. Marg, Mumbai -400001
22. Chief Controller of Accounts, Department of Space, Antariksh Bhawan, New B.E.L. Road, Bengaluru – 560094
23. Financial Adviser, Election Commission of India, Nirvachan Sadan, Ashoka Road, New Delhi-110001
24. Internal Financial Advisor, President's Secretariat, Rashtrapati Bhawan, New Delhi-110001
25. Controller of Accounts, M/o Personnel, P.G. & Pension, Room No. 349, Accounts Office, M/o Personnel, P.G. & Pension, 3rd Floor, Lok Nayak Bhawan, Khan Market, New Delhi- 110003
26. Controller of Accounts, Ministry of Water Resources, Ministry of Coal, Room No. 241, 2nd Floor, 'A' Wing, Shastri Bhavan, New Delhi –110001
27. Controller of Accounts, Ministry of Planning, Statistics & Programme Implementation, Room No. 237, 2nd Floor, Yojana Bhavan, Parliament Street, New Delhi-110001
28. Controller of Accounts, Ministry of Earth Science, Room No.307, Prithvi Bhawan Lodhi Road, New Delhi-110003
29. Principal Director(IS),O/o Comptroller & Auditor General of India, 9, Deendayal Upadhyaya Marg, New Delhi-110124
30. Director of Accounts & Budget, Andaman and Nicobar Islands Administration, Chief Pay & Accounts Office, Andaman & Nicobar Islands, Port Blair-744 101
31. Deputy Director, Accounts & Treasuries Finance Department, UT of Ladakh, Leh-194104
32. Accountant General (A&E), Punjab & U.T. (UT Sub office,) Plot No. 20, Sector 17-E, Chandigarh-160017
33. All PFMS State Directorates. The concerned officials of these offices may attend the training program as per schedule indicated at Annexure "F"

Copy for information to:

1. PPS to CGA, O/o CGA
2. PS to Addl.CGA(GIFMIS-PFMS), O/o CGA
3. PS to Joint CGA(PFMS-Roll Out/Admn), O/o CGA, Shjivaji Stadium, New Delhi.
4. Director (INGAF), New Delhi
5. Sr. AO(RTC, Kolkata)
6. Sr. AO(RTC, Chennai)
7. Sr. AO(GIFMIS) for uploading the O.M. on CGA's Website.
8. Sr. AO(Admn), PFMS Division, O/o CGA, Shivaji Stadium, New Delhi
9. Sh. Naresh Kumar, Sr. AO(GIFMIS)

76281/2022/CGA.

Annexure-A

Office of Controller General of Accounts
Public Financial Management System

<u>Sanctioning Authority Code Creation Form</u>
(to be filled in bold letters)

Letter No.   Date:

S.No.	Particulars	
1	Name of Ministry	
2	Controller code with Description	
3	PAO code with Description	
4	DDO code with Description	
5	Sanctioning Authority Description (Name of Office like Commissioner-IV, CBDT Mumbai or SO(Cash), MoF, DoE, New Delhi etc. The description entered will be published against the code being generated)	
6	Sanctioning Authority Office Address	
7	City	
8	State	
9	PIN code	
10	Contact Person Name	
11	Sanctioning Authority Gov/NIC Email ID	
12	Sanctioning Authority Telephone Number	
E – Sanction Header Details (To be printed as office address on esanction etc)		
13	Header 1	
14	Header 2	
15	Header 3	
16	Header 4	
17	Header 5	
18	Header 6	

76281/2022/CGA.

* All fields including Letter No. and Date are mandatory.
* See the instructions/process flow indicated on next page.

Signature of DDO:
Name:
Designation:
Office:
Stamp:

Date:_____
Place:_____

Verification by Sanctioning Authority :-

Signature of Sanctioning Authority:
Name:
Designation:
Office:
Stamp:

Date:_____
Place:_____

Sanctioning Authority/PD Code generation request initiated in PFMS with the above details

on _____ by Shri./Miss/Mrs _____

Designation_____ office_____

_____

Signature of DDO:
Name:
Designation:
Office:
Stamp:

Date:_____
Place:_____

Sanctioning Authority/PD Code _____ generated in PFMS

with the above details on _____ by Shri./Miss/Mrs

_____ Designation_____

office_____

Signature of PAO :
Name:
Designation:
Office:
Stamp:

Date:_____
Place:_____

76281/2022/CGA.

Process Flow of Sanctioning Authority Codification for ebill

1. All the sanctioning authorities (who are presently issuing ink signed paper sanction) needs to be codified in PFMS.

2. The Drawing and Disbursing Officer (DDO) of the sanctioning authority will download, fill up and ink sign the said form.

3. Thereafter the form will be verified and signed by the Sanctioning Authority and return it to DDO for codification of Sanctioning Authority in PFMS.

4. Drawing and Disbursing Officer (DDO) of the sanctioning authority will enter the details in PFMS and forward it to PAO in PFMS. DDO will simultaneously also forward the ink signed form to PAO.

5. PAO will approve the details entered by the DDO in PFMS and generate the sanctioning authority code and note down the same in the hard copy of the form received.

6. Upon generation of sanction authority code, a system generated email will be triggered from the system to the email id of the sanctioning authority entered in the system and to the registered email id of DDO type user.

7. The Sanction Authority Code generated by the system will be of 8 digit, beginning with 4 with the schema as under: -
   4_ _ _ _ _ _ x (X is one digit: Centre (1), state (2), UT (3)

8. A system generated email id will also be triggered to the sanctioning authority upon modification/deactivation/activation of sanctioning authority details in PFMS.

9. **Only after generation of sanctioning authority code**, Sanction Checker(s) user (sanction issuing/conveying Authority) can be created against the said code. For example multiple Sanction Checkers might be there under one Head of Office (HoO)/ Head of the Department (HoD)

10. Once the sanction checker is created, approved (2nd level approval) and activated, only then he/she can create sanction maker under him/her.

11. Editing of details of Sanctioning Authority (other than Name of Ministry, Controller Code, PAO Code, DDO Code & Sanction Authority Code) will be done by the Drawing and Disbursing Officer (DDO) in PFMS and approved by the PAO, If required.

12. The example of sanction header being entered could be as under:

Government of India (Header 1)
Ministry of Finance (Header 2)
Department of Expenditure (Header 3)
O/o Controller General of Accounts (Header 4)
E-Block, GPO Complex, (Header 5)
INA, New Delhi – 110023. (Header 6)

S. no	Rollout Phase	Rollout Month	Controller Code	Controller Name	PAO Code	PAO Name	PAO Physical Training Date	DDO & PD Online Training Date	Training Centre for Physical training
**eBill Pan India Training Schedule for Phase VI at INGAF Delhi**									
1	Phase VI	01-Nov-22	001	Agriculture	000162	PAO(Directorate of Extension),New Delhi	10/10/2022	10/10/2022	INGAF Delhi
2	Phase VI	01-Nov-22	001	Agriculture	000569	PAO(Plant Protection & Misc), Faridabad	10/10/2022	10/10/2022	INGAF Delhi
3	Phase VI	01-Nov-22	002	Water Resources	002450	PAO(CSMRS),New Delhi	10/10/2022	10/10/2022	INGAF Delhi
4	Phase VI	01-Nov-22	002	Water Resources	001872	PAO(CWC), New Delhi	10/10/2022	10/10/2022	INGAF Delhi
5	Phase VI	01-Nov-22	006	Commerce	007032	CPAO (DGFT), New Delhi	10/10/2022	10/10/2022	INGAF Delhi
6	Phase VI	01-Nov-22	006	Commerce	007468	CPAO(All Ind.Handicraft Board),New Delhi	10/10/2022	10/10/2022	INGAF Delhi
7	Phase VI	01-Nov-22	009	Social Justice And Empowerment	005782	PAO, Department of Disability Affairs, New Delhi	10/10/2022	10/10/2022	INGAF Delhi
8	Phase VI	01-Nov-22	012	Tribal Affairs	015200	PrAO Cum PAO (M/O Tribal Affairs) (New Delhi)	10/10/2022	10/10/2022	INGAF Delhi
9	Phase VI	01-Nov-22	017	Health And Family Welfare	020946	PAO(DGHS), New Delhi	10/10/2022	10/10/2022	INGAF Delhi
10	Phase VI	01-Nov-22	017	Health And Family Welfare	021108	PAO(Safdarjung Hospital), New Delhi	10/10/2022	10/10/2022	INGAF Delhi
11	Phase VI	01-Nov-22	018	Home Affairs	002183	PAO, BSF 1 (New Delhi)	11/10/2022	11/10/2022	INGAF Delhi
12	Phase VI	01-Nov-22	018	Home Affairs	002184	PAO, BSF 2 (New Delhi)	11/10/2022	12/10/2022	INGAF Delhi
13	Phase VI	01-Nov-22	018	Home Affairs	002185	PAO, BSF 3 (New Delhi)	11/10/2022	13/10/2022	INGAF Delhi

S. no	Rollout Phase	Rollout Month	Controller Code	Controller Name	PAO Code	PAO Name	PAO Physical Training Date	DDO & PD Online Training Date	Training Centre for Physical training
14	Phase VI	01-Nov-22	018	Home Affairs	002186	PAO, BSF 4 (New Delhi)	11/10/2022	14/10/2022	INGAF Delhi
15	Phase VI	01-Nov-22	018	Home Affairs	002187	PAO, BSF 6 (New Delhi)	11/10/2022	17/10/2022	INGAF Delhi
16	Phase VI	01-Nov-22	018	Home Affairs	003266	Pay & Accounts Office, NATGRID (New Delhi)	11/10/2022	18/10/2022	INGAF Delhi
17	Phase VI	01-Nov-22	018	Home Affairs	022744	PAO (Sectt.), New Delhi	11/10/2022	18/10/2022	INGAF Delhi
18	Phase VI	01-Nov-22	018	Home Affairs	024055	PAO, BSF-5, New Delhi	11/10/2022	17/10/2022	INGAF Delhi
19	Phase VI	01-Nov-22	018	Home Affairs	023184	PAO(ITBP), New Delhi	11/10/2022	18/10/2022	INGAF Delhi
20	Phase VI	01-Nov-22	018	Home Affairs	025301	Shashastra Seema Bal, New Delhi	11/10/2022	18/10/2022	INGAF Delhi
21	Phase VI	01-Nov-22	018	Home Affairs	024450	PAO, National Security Gaurd. (New Delhi)	12/10/2022	18/10/2022	INGAF Delhi
22	Phase VI	01-Nov-22	019	Industry	025426	PAO(Industrial Development), New Delhi	12/10/2022	19/10/2022	INGAF Delhi
23	Phase VI	01-Nov-22	020	Information And Broadcasting	027973	PAO Bureau of Outreach and Communication(BOC), New Delhi	12/10/2022	19/10/2022	INGAF Delhi
24	Phase VI	01-Nov-22	020	Information And Broadcasting	029100	PAO(Doordarshan), Nagpur	12/10/2022	19/10/2022	INGAF Delhi
25	Phase VI	01-Nov-22	020	Information And Broadcasting	028825	PAO(Films Division), Mumbai	Training already given	19/10/2022	INGAF Delhi
26	Phase VI	01-Nov-22	021	Labour And Employment	029922	PAO(DGET), New Delhi	12/10/2022	19/10/2022	INGAF Delhi
27	Phase VI	01-Nov-22	022	Law & Justice	031545	PAO(Legislative Department), New Delhi	12/10/2022	19/10/2022	INGAF Delhi

S. no	Rollout Phase	Rollout Month	Controller Code	Controller Name	PAO Code	PAO Name	PAO Physical Training Date	DDO & PD Online Training Date	Training Centre for Physical training
28	Phase VI	01-Nov-22	022	Law & Justice	031626	PAO(Electoral Office), New Delhi	12/10/2022	19/10/2022	INGAF Delhi
29	Phase VI	01-Nov-22	023	Planning Statistics And Program Implementation	032800	PAO(Statistics), New Delhi	12/10/2022	19/10/2022	INGAF Delhi
30	Phase VI	01-Nov-22	023	Planning Statistics And Program Implementation	033500	PAO(PI),New Delhi	12/10/2022	19/10/2022	INGAF Delhi
31	Phase VI	01-Nov-22	024	Road Transport & Highways	034415	PAO(NH), New Delhi	13/10/2022	19/10/2022	INGAF Delhi
32	Phase VI	01-Nov-22	034	Personnel, P.G. & P.	049720	PAO(UPSC), New Delhi	13/10/2022	20/10/2022	INGAF Delhi
33	Phase VI	01-Nov-22	034	Personnel, P.G. & P.	049801	PAO(Central Admn. Tribunal), New Delhi	13/10/2022	20/10/2022	INGAF Delhi
34	Phase VI	01-Nov-22	035	CBEC	051493	PAO(Collec. of Central Excise),New Delhi	13/10/2022	20/10/2022	INGAF Delhi
35	Phase VI	01-Nov-22	035	CBEC	053161	PAO(Dirc.of Inspc. & Audit,C&CE),New Delhi	13/10/2022	20/10/2022	INGAF Delhi
36	Phase VI	01-Nov-22	035	CBEC	053245	PAO(Dirc.of Stat. & Intll.,C&CE),New Delhi	13/10/2022	20/10/2022	INGAF Delhi
37	Phase VI	01-Nov-22	035	CBEC	054700	PAO (Commissionerate of Customs) New Dehi	13/10/2022	20/10/2022	INGAF Delhi
38	Phase VI	01-Nov-22	035	CBEC	054725	PAO,CEX & Customs, NOIDA	13/10/2022	21/10/2022	INGAF Delhi
39	Phase VI	01-Nov-22	039	Principal PAO, PAG, Audit Delhi	062376	PAO, O/O THE PR.AG (AUDIT)DELHI (New Delhi)	13/10/2022	21/10/2022	INGAF Delhi
40	Phase VI	01-Nov-22	047	Women And Child Development	011450	PAO(Women & Child Development),New Delhi	14/10/2022	21/10/2022	INGAF Delhi
41	Phase VI	01-Nov-22	078	External Affairs	073544	PrAO cum PAO(External Affairs), New Delhi	14/10/2022	21/10/2022	INGAF Delhi

S. no	Rollout Phase	Rollout Month	Controller Code	Controller Name	PAO Code	PAO Name	PAO Physical Training Date	DDO & PD Online Training Date	Training Centre for Physical training
42	Phase VI	01-Nov-22	081	Earth Sciences	000110	PAO, IMD, M/o Earth Science, NEW DELHI	14/10/2022	21/10/2022	INGAF Delhi
43	Phase VI	01-Nov-22	084	Election Commission	084001	PAO(Election Commission) (New Delhi)	14/10/2022	21/10/2022	INGAF Delhi
44	Phase VI	01-Nov-22	093	Petroleum And Natural Gas	005865	PrAO-Cum-PAO (Petroleum) New Delhi	14/10/2022	21/10/2022	INGAF Delhi
45	Phase VI	01-Nov-22	098	Ministry of Development of North Eastern Region	003240	Pr.AO cum PAO, Ministry of Development of North Eastern Region (New Delhi)	14/10/2022	21/10/2022	INGAF Delhi
46	Phase VI	01-Nov-22	116	Department of Financial Services Min of Finance	006077	PAO (Banking), Department of Financial Services (DFS), New Delhi	14/10/2022	21/10/2022	INGAF Delhi
47	Phase VI	01-Nov-22	118	Ministry of Fisheries Animal Husbandry & Dairying	008740	PAO, Extension, Deptt. of AHD, Delhi (New Delhi)	14/10/2022	21/10/2022	INGAF Delhi
48	Phase VI	01-Nov-22	118	Ministry of Fisheries Animal Husbandry & Dairying	008739	PAO, DMS, Deptt. of AHD, Delhi, (New Delhi)	14/10/2022	21/10/2022	INGAF Delhi

| **eBill Pan India Training Schedule for Phase VII at RTC Kolkata** |

S. no	Rollout Phase	Rollout Month	Controller Code	Controller Name	PAO Code	PAO Name	PAO Physical Training Date	DDO & PD Online Training Date	Training Centre for Physical training
1	Phase VII	01-Dec-22	002	Water Resources	002032	PAO(Farraka Barrage Proj),Farraka (MURSHIDABAD)	14/11/2022	17/11/2022	RTC Kolkata
2	Phase VII	01-Dec-22	006	Commerce	007377	PAO(Textile), Kolkata	14/11/2022	17/11/2022	RTC Kolkata
3	Phase VII	01-Dec-22	011	Coal	014859	RPAO(Coal), Dhanbad	14/11/2022	17/11/2022	RTC Kolkata
4	Phase VII	01-Dec-22	018	Home Affairs	001759	RPAO, ITBP,Guwahati	14/11/2022	17/11/2022	RTC Kolkata
5	Phase VII	01-Dec-22	018	Home Affairs	001761	RPAO, NSG, Kolkata	14/11/2022	17/11/2022	RTC Kolkata
6	Phase VII	01-Dec-22	018	Home Affairs	003237	Pay & Accounts Office, SSB, Guwahati	14/11/2022	17/11/2022	RTC Kolkata
7	Phase VII	01-Dec-22	018	Home Affairs	001754	RPAO, BSF, Shillong(Guwahati)	14/11/2022	18/11/2022 and 21/11/2022	RTC Kolkata
8	Phase VII	01-Dec-22	018	Home Affairs	004945	PAO , ITBP, Patna	14/11/2022	22/11/2022	RTC Kolkata
9	Phase VII	01-Dec-22	018	Home Affairs	023608	RPAO(CISF), Kolkata	15/11/2022	22/11/2022	RTC Kolkata
10	Phase VII	01-Dec-22	018	Home Affairs	023704	RPAO(CISF), Ranchi	15/11/2022	22/11/2022	RTC Kolkata
11	Phase VII	01-Dec-22	018	Home Affairs	024876	Shashastra Seema Bal, Patna	15/11/2022	22/11/2022	RTC Kolkata
12	Phase VII	01-Dec-22	021	Labour And Employment	030352	PAO(DGMS), Dhanbad	15/11/2022	23/11/2022	RTC Kolkata

S. no	Rollout Phase	Rollout Month	Controller Code	Controller Name	PAO Code	PAO Name	PAO Physical Training Date	DDO & PD Online Training Date	Training Centre for Physical training
13	Phase VII	01-Dec-22	024	Road Transport & Highways	006484	Regional Pay & Accounts Office (RPAO), National Highways, Patna (Additional Charge to PAO, CBDT Patna till 31.3.2017) (Patna)	15/11/2022	23/11/2022	RTC Kolkata
14	Phase VII	01-Dec-22	028	Culture	011397	PAO(Culture), Kolkata	15/11/2022	23/11/2022	RTC Kolkata
15	Phase VII	01-Dec-22	031	Atomic Energy	046550	PAO, Variable Energy Cyclotron Centre, Kolkata.	15/11/2022	23/11/2022	RTC Kolkata
16	Phase VII	01-Dec-22	035	CBEC	050045	PAO, CENTRAL EXCISE & CUSTOMS, BELAPUR & RAIGARH (Belapur)	16/11/2022	23/11/2022	RTC Kolkata
17	Phase VII	01-Dec-22	035	CBEC	050205	PAO, CENTRAL EXCISE, (Dibrugarh)	16/11/2022	23/11/2022	RTC Kolkata
18	Phase VII	01-Dec-22	035	CBEC	051070	PAO(Central Excise Collec.), Bhubneshwar (Orissa)	16/11/2022	23/11/2022	RTC Kolkata
19	Phase VII	01-Dec-22	035	CBEC	052338	PAO(Collectorate of C&CE), Patna	16/11/2022	23/11/2022	RTC Kolkata
20	Phase VII	01-Dec-22	035	CBEC	054432	PAO(Collec.of Central Excise),Bolpur(WB)	16/11/2022	23/11/2022	RTC Kolkata
21	Phase VII	01-Dec-22	035	CBEC	054851	PAO CEX KOLKATA-III(Kolkata)	16/11/2022	23/11/2022	RTC Kolkata
22	Phase VII	01-Dec-22	035	CBEC	054876	PAO(Central Excise & Customs), (Jamshedpur)	16/11/2022	24/11/2022	RTC Kolkata
23	Phase VII	01-Dec-22	035	CBEC	054951	PAO C.EX IV(Kolkata)	16/11/2022	24/11/2022	RTC Kolkata
24	Phase VII	01-Dec-22	035	CBEC	055140	PAO,CEX & Customs Ranchi	17/11/2022	24/11/2022	RTC Kolkata
25	Phase VII	01-Dec-22	035	CBEC	055185	PAO,CEX & Customs(Siliguri)	17/11/2022	24/11/2022	RTC Kolkata

S. no	Rollout Phase	Rollout Month	Controller Code	Controller Name	PAO Code	PAO Name	PAO Physical Training Date	DDO & PD Online Training Date	Training Centre for Physical training
26	Phase VII	01-Dec-22	035	CBEC	055210	PAO,CEX & Customs (Surat)	17/11/2022	24/11/2022	RTC Kolkata
27	Phase VII	01-Dec-22	036	CBDT	004186	ZAO, CBDT, (Jalpaiguri)	17/11/2022	24/11/2022	RTC Kolkata
28	Phase VII	01-Dec-22	036	CBDT	004187	ZAO, CBDT (Durgapur)	17/11/2022	25/11/2022	RTC Kolkata
29	Phase VII	01-Dec-22	036	CBDT	004188	ZAO, CBDT (Guwahati)	17/11/2022	25/11/2022	RTC Kolkata
30	Phase VII	01-Dec-22	036	CBDT	004189	ZAO, CBDT (Bhagalpur)	17/11/2022	25/11/2022	RTC Kolkata
31	Phase VII	01-Dec-22	036	CBDT	004190	ZAO, CBDT (Ranchi)	17/11/2022	25/11/2022	RTC Kolkata
32	Phase VII	01-Dec-22	036	CBDT	055623	ZAO, CBDT (Patna)	18/11/2022	28/11/2022	RTC Kolkata
33	Phase VII	01-Dec-22	036	CBDT	056180	ZAO, CBDT (Bhubaneshwar)	18/11/2022	28/11/2022	RTC Kolkata
34	Phase VII	01-Dec-22	075	UT, Andaman and Nicobar	071383	PAO(Andaman & Nicobar Island Admn.	18/11/2022	29/11/2022 & 30/11/2022	RTC Kolkata
35	Phase VII	01-Dec-22	075	UT, Andaman and Nicobar	071361	Dir. of A/Cs & Budget, Andaman & Nicobar (Port Blair)	18/11/2022	30/11/2022	RTC Kolkata
36	Phase VII	01-Dec-22	075	UT, Andaman and Nicobar	071405	PAO(Car Nicobar)	18/11/2022	30/11/2022	RTC Kolkata
37	Phase VII	01-Dec-22	075	UT, Andaman and Nicobar	071427	PAO(Rangat)	18/11/2022	30/11/2022	RTC Kolkata
38	Phase VII	01-Dec-22	088	Shipping	088100	PAO, Andaman Lakshadweep Harbour Words (ALHW), (Port Blair)	18/11/2022	30/11/2022	RTC Kolkata

**eBill Pan India Training Schedule for Phase VIII at INGAF Delhi**
S. no	Rollout Phase	Rollout Month	Controller Code	Controller Name	PAO Code	PAO Name	PAO Physical Training Date	DDO & PD Online Training Date	Training Centre for Physical training
1	Phase VIII	01-Jan-23	014	Economic Affairs	017555	PAO(BNP), Dewas	15/12/2022	15/12/2022	INGAF Delhi
2	Phase VIII	01-Jan-23	014	Economic Affairs	017632	PAO (SPM), Hoshangabad	15/12/2022	15/12/2022	INGAF Delhi
3	Phase VIII	01-Jan-23	018	Home Affairs	001818	Pay & Accounts Office, National Disaster Management Authority, NDMA (New Delhi)	15/12/2022	15/12/2022	INGAF Delhi
4	Phase VIII	01-Jan-23	018	Home Affairs	001807	PAO, National Investigation Agency, NIA (New Delhi)	15/12/2022	15/12/2022	INGAF Delhi
5	Phase VIII	01-Jan-23	018	Home Affairs	001760	RPAO, ITBP (Dehradun)	15/12/2022	15/12/2022	INGAF Delhi
6	Phase VIII	01-Jan-23	018	Home Affairs	024886	Shashastra Seema Bal, (Lucknow)	15/12/2022	15/12/2022	INGAF Delhi
7	Phase VIII	01-Jan-23	018	Home Affairs	001753	RPAO, BSF(Jammu)	15/12/2022	16/12/2022	INGAF Delhi
8	Phase VIII	01-Jan-23	018	Home Affairs	005430	Pay & Accounts Office, Land Port Authority of India (LPAI), Ministry of Home Affairs,Khan Market, (New Delhi)	15/12/2022	15/12/2022	INGAF Delhi
9	Phase VIII	01-Jan-23	021	Labour And Employment	030181	PAO(Labour Bureau), Chandigarh	15/12/2022	19/12/2022	INGAF Delhi
10	Phase VIII	01-Jan-23	024	Road Transport & Highways	035036	RPAO(NH), Lucknow	15/12/2022	19/12/2022	INGAF Delhi
11	Phase VIII	01-Jan-23	024	Road Transport & Highways	002192	Regional Pay & Accounts Office, (NH), Bhopal	16/12/2022	19/12/2022	INGAF Delhi

S. no	Rollout Phase	Rollout Month	Controller Code	Controller Name	PAO Code	PAO Name	PAO Physical Training Date	DDO & PD Online Training Date	Training Centre for Physical training
12	Phase VIII	01-Jan-23	026	Mines	036963	PAO(GSI),Lucknow	16/12/2022	19/12/2022	INGAF Delhi
13	Phase VIII	01-Jan-23	031	Atomic Energy	046380	PAO, Raja Rammana Centre for Advanced Technology, (Indore)	16/12/2022	19/12/2022	INGAF Delhi
14	Phase VIII	01-Jan-23	033	President S Secretariat	048406	PrAO cum PAO(President Sectt.),New Delhi	16/12/2022	19/12/2022	INGAF Delhi
15	Phase VIII	01-Jan-23	034	Personnel, P.G. & P.	008884	PAO Lokpal New Delhi	16/12/2022	19/12/2022	INGAF Delhi
16	Phase VIII	01-Jan-23	034	Personnel, P.G. & P.	049429	PAO(DP & AR), New Delhi	16/12/2022	19/12/2022	INGAF Delhi
17	Phase VIII	01-Jan-23	034	Personnel, P.G. & P.	049521	Pay & Account Office, Central Bureau of Investigation , New Delhi	16/12/2022	19/12/2022	INGAF Delhi
18	Phase VIII	01-Jan-23	034	Personnel, P.G. & P.	049634	PAO(Cabinet Affairs), New Delhi	16/12/2022	20/12/2022	INGAF Delhi
19	Phase VIII	01-Jan-23	035	CBEC	050135	PAO, CENTRAL EXCISE & CUSTOMS(Bhopal)	16/12/2022	20/12/2022	INGAF Delhi
20	Phase VIII	01-Jan-23	035	CBEC	051830	PAO(Collectorate of C&CE), Indore	19/12/2022	21/12/2022	INGAF Delhi
21	Phase VIII	01-Jan-23	035	CBEC	052000	PAO(Collec. of Central Excise), Kanpur	19/12/2022	21/12/2022	INGAF Delhi
22	Phase VIII	01-Jan-23	035	CBEC	053844	PAO(Collectorate of C&CE), Merrut	19/12/2022	21/12/2022	INGAF Delhi
23	Phase VIII	01-Jan-23	035	CBEC	054775	PAO,CEX & Customs,Rohtak	19/12/2022	21/12/2022	INGAF Delhi
24	Phase VIII	01-Jan-23	035	CBEC	054800	PAO,CEX & Customs,Ghaziabad	19/12/2022	22/12/2022	INGAF Delhi
25	Phase VIII	01-Jan-23	035	CBEC	054825	PAO,CEX & Customs,Lucknow (Lucknow)	19/12/2022	22/12/2022	INGAF Delhi
26	Phase VIII	01-Jan-23	035	CBEC	055005	PAO, CEX & Customs (Chandigarh)	19/12/2022	22/12/2022	INGAF Delhi

S. no	Rollout Phase	Rollout Month	Controller Code	Controller Name	PAO Code	PAO Name	PAO Physical Training Date	DDO & PD Online Training Date	Training Centre for Physical training
27	Phase VIII	01-Jan-23	035	CBEC	055055	PAO,CEX & Customs (Ludhiana)	19/12/2022	22/12/2022	INGAF Delhi
28	Phase VIII	01-Jan-23	035	CBEC	054565	PAO (Comm. of Central Excise & Customs) Raipur	19/12/2022	21/12/2022	INGAF Delhi
29	Phase VIII	01-Jan-23	035	CBEC	050812	PAO(Collec. of Central Excise), Allahabad	20/12/2022	21/12/2022	INGAF Delhi
30	Phase VIII	01-Jan-23	036	CBDT	004164	ZAO, CBDT (Dehradun)	20/12/2022	22/12/2022	INGAF Delhi
31	Phase VIII	01-Jan-23	036	CBDT	004165	ZAO, CBDT (Jammu)	20/12/2022	22/12/2022	INGAF Delhi
32	Phase VIII	01-Jan-23	036	CBDT	004167	ZAO, CBDT (Shimla)	20/12/2022	23/12/2022	INGAF Delhi
33	Phase VIII	01-Jan-23	036	CBDT	004172	ZAO, CBDT(Raipur)	20/12/2022	23/12/2022	INGAF Delhi
34	Phase VIII	01-Jan-23	036	CBDT	004173	ZAO, CBDT (Indore)	20/12/2022	23/12/2022	INGAF Delhi
35	Phase VIII	01-Jan-23	036	CBDT	055784	ZAO(CBDT), Patiala	20/12/2022	26/12/2022	INGAF Delhi
36	Phase VIII	01-Jan-23	036	CBDT	055940	ZAO(CBDT), Kanpur	20/12/2022	26/12/2022	INGAF Delhi
37	Phase VIII	01-Jan-23	036	CBDT	056260	ZAO(CBDT), Lucknow	20/12/2022	26/12/2022	INGAF Delhi
38	Phase VIII	01-Jan-23	036	CBDT	056658	ZAO(CBDT), Allahabad	21/12/2022	26/12/2022	INGAF Delhi
39	Phase VIII	01-Jan-23	036	CBDT	056737	ZAO(CBDT), Jalandhar	21/12/2022	26/12/2022	INGAF Delhi
40	Phase VIII	01-Jan-23	036	CBDT	056815	ZAO(CBDT), Agra	21/12/2022	26/12/2022	INGAF Delhi
41	Phase VIII	01-Jan-23	036	CBDT	056892	ZAO(CBDT), Rohtak (Haryana)	21/12/2022	26/12/2022	INGAF Delhi

S. no	Rollout Phase	Rollout Month	Controller Code	Controller Name	PAO Code	PAO Name	PAO Physical Training Date	DDO & PD Online Training Date	Training Centre for Physical training
42	Phase VIII	01-Jan-23	036	CBDT	055703	ZAO(CBDT), Bhopal	21/12/2022	23/12/2022	INGAF Delhi
43	Phase VIII	01-Jan-23	051	AG UT Chandigarh	070855	A.G. U.T. Chandigarh (Chandigarh)	21/12/2022	27/12/2022 & 28/12/2022	INGAF Delhi
44	Phase VIII	01-Jan-23	083	CHEMICALS and PETROCHEMICALS	075800	PAO Bhopal (Bhopal)	21/12/2022	28/12/2022	INGAF Delhi
45	Phase VIII	01-Jan-23	119	Administration of UT of Ladakh	009030	District Treasury Leh (Leh)	21/12/2022	29/12/2022	INGAF Delhi
46	Phase VIII	01-Jan-23	119	Administration of UT of Ladakh	009031	District Treasury Officer Kargil (Kargil)	21/12/2022	30/12/2022	INGAF Delhi

S. no	Rollout Phase	Rollout Month	Controller Code	Controller Name	PAO Code	PAO Name	PAO Physical Training Date	DDO & PD Online Training Date	Training Centre for Physical training
						eBill Pan India Training Schedule for Phase IX at RTC-Chennai			
1	Phase IX	01-Feb-23	001	Agriculture	000365	000365 - PAO(Agri-Coop), Chennai	16/01/2023	16/01/2023	RTC-Chennai
2	Phase IX	01-Feb-23	001	Agriculture	000476	000476 - PAO(Agri-Coop), Cochin	16/01/2023	16/01/2023	RTC-Chennai
3	Phase IX	01-Feb-23	003	Consumer Affairs And Public Distribution	003687	003687 - PAO(Food), Chennai	16/01/2023	16/01/2023	RTC-Chennai
4	Phase IX	01-Feb-23	003	Consumer Affairs And Public Distribution	003850	003850 - PAO (Consumer Affairs) Chennai	16/01/2023	16/01/2023	RTC-Chennai
5	Phase IX	01-Feb-23	006	Commerce	007290	007290 - RPAO(Commerce), Chennai	16/01/2023	16/01/2023	RTC-Chennai
6	Phase IX	01-Feb-23	006	Commerce	007726	007726 - PAO(Textile), Chennai	16/01/2023	16/01/2023	RTC-Chennai
7	Phase IX	01-Feb-23	010	Power	013617	013617 - PAO(CEA), Bangalore	16/01/2023	16/01/2023	RTC-Chennai
8	Phase IX	01-Feb-23	017	HEALTH And FAMILY WELFARE	021545	021545 - PAO(H & FW), Chennai	16/01/2023	17/01/2023	RTC-Chennai
9	Phase IX	01-Feb-23	017	HEALTH And FAMILY WELFARE	021468	021468 - PAO(H & FW), Pondicherry	16/01/2023	17/01/2023	RTC-Chennai
10	Phase IX	01-Feb-23	019	Industry	025898	025898 - PAO(SSI),Chennai	16/01/2023	17/01/2023	RTC-Chennai
11	Phase IX	01-Feb-23	020	Information And Broadcasting	028660	PAO(Doordarshan),Chennai	17/01/2023	17/01/2023	RTC-Chennai
12	Phase IX	01-Feb-23	021	Labour And Employment	030461	030461 - PAO, DGE&T-II, Chennai	17/01/2023	17/01/2023	RTC-Chennai
13	Phase IX	01-Feb-23	023	Planning Statistics And Program Implementation	008934	008934 - PAO Statistics Bangalore	17/01/2023	17/01/2023	RTC-Chennai

S. no	Rollout Phase	Rollout Month	Controller Code	Controller Name	PAO Code	PAO Name	PAO Physical Training Date	DDO & PD Online Training Date	Training Centre for Physical training
14	Phase IX	01-Feb-23	024	Road Transport & Highways	002193	002193 - Regional Pay & Accounts Office (NH), Hyderabad	17/01/2023	17/01/2023	RTC-Chennai
15	Phase IX	01-Feb-23	024	Road Transport & Highways	034807	034807 - PAO(NH),Bangalore	17/01/2023	17/01/2023	RTC-Chennai
16	Phase IX	01-Feb-23	026	Mines	037055	037055 - PAO(GSI),Hyderabad	17/01/2023	18/01/2023	RTC-Chennai
17	Phase IX	01-Feb-23	026	Mines	037141	037141 - PAO(GSI),Bangalore	17/01/2023	18/01/2023	RTC-Chennai
18	Phase IX	01-Feb-23	028	Culture	011309	011309 - PAO(Archeological Survey of India), Hyderabad	17/01/2023	18/01/2023	RTC-Chennai
19	Phase IX	01-Feb-23	029	Civil Aviation & Tourism	041386	041386 - PAO(CAD), Chennai	17/01/2023	18/01/2023	RTC-Chennai
20	Phase IX	01-Feb-23	030	Ministry Of Housing And Urban Affairs	042972	042972 - PAO, Printing, Chennai	17/01/2023	18/01/2023	RTC-Chennai
21	Phase IX	01-Feb-23	035	CBEC	050896	050896 - PAO(Collec. of Central Excise),Bangalore	18/01/2023	18/01/2023	RTC-Chennai
22	Phase IX	01-Feb-23	035	CBEC	051408	051408 - PAO(Collec. of Central Excise), Cochin (Kerala)	18/01/2023	18/01/2023	RTC-Chennai
23	Phase IX	01-Feb-23	035	CBEC	051659	051659 - PAO(Collec. of Central Excise), Guntur	18/01/2023	19/01/2023	RTC-Chennai
24	Phase IX	01-Feb-23	035	CBEC	051743	051743 - PAO(Collec. of Central Excise),Hyderabad	18/01/2023	19/01/2023	RTC-Chennai
25	Phase IX	01-Feb-23	035	CBEC	052170	052170 - PAO(Collec. of Central Excise), Madurai	18/01/2023	20/01/2023	RTC-Chennai
26	Phase IX	01-Feb-23	035	CBEC	052853	052853 - PAO(Collectorate of Customs), Cochin	18/01/2023	23/01/2023	RTC-Chennai
27	Phase IX	01-Feb-23	035	CBEC	053929	053929 - PAO(Collec.of Central Excise),Coimbatore	18/01/2023	23/01/2023	RTC-Chennai
28	Phase IX	01-Feb-23	035	CBEC	054014	054014 - PAO(Collectorate of C&CE),Tiruchirapalli (Trichy)	18/01/2023	23/01/2023	RTC-Chennai

S. no	Rollout Phase	Rollout Month	Controller Code	Controller Name	PAO Code	PAO Name	PAO Physical Training Date	DDO & PD Online Training Date	Training Centre for Physical training
29	Phase IX	01-Feb-23	035	CBEC	054097	054097 - PAO(Collec. of Central Excise), Belgaum	18/01/2023	23/01/2023	RTC-Chennai
30	Phase IX	01-Feb-23	035	CBEC	054901	054901 - PAO,C.EX, Manglore	18/01/2023	23/01/2023	RTC-Chennai
31	Phase IX	01-Feb-23	035	CBEC	054926	054926 - PAO CBEC, TRIVANDRUM	19/01/2023	24/01/2023	RTC-Chennai
32	Phase IX	01-Feb-23	035	CBEC	055105	055105 - PAO,CEX & Customs Pondicherry	19/01/2023	24/01/2023	RTC-Chennai
33	Phase IX	01-Feb-23	035	CBEC	052930	052930 - PAO(Collectorate of customs), Chennai	19/01/2023	23/01/2023	RTC-Chennai
34	Phase IX	01-Feb-23	035	CBEC	052084	052084 - PAO(Collec. of Central Excise),Chennai	19/01/2023	20/01/2023	RTC-Chennai
35	Phase IX	01-Feb-23	036	CBDT	004174	004174 - ZAO, CBDT, Coimbatore	19/01/2023	24/01/2023	RTC-Chennai
36	Phase IX	01-Feb-23	036	CBDT	004175	004175 - ZAO, CBDT, Madurai	19/01/2023	24/01/2023	RTC-Chennai
37	Phase IX	01-Feb-23	036	CBDT	004176	004176 - ZAO, CBDT, Trichi (Tiruchirappalli)	19/01/2023	24/01/2023	RTC-Chennai
38	Phase IX	01-Feb-23	036	CBDT	004178	004178 - ZAO, CBDT, Trivandrum	19/01/2023	25/01/2023	RTC-Chennai
39	Phase IX	01-Feb-23	036	CBDT	055542	055542 - ZAO(CBDT), Bangalore	19/01/2023	25/01/2023	RTC-Chennai
40	Phase IX	01-Feb-23	036	CBDT	057127	057127 - ZAO(CBDT), Chennai	19/01/2023	30/01/2023	RTC-Chennai
41	Phase IX	01-Feb-23	036	CBDT	056576	056576 - ZAO(CBDT), Hyderabad	20/01/2023	30/01/2023	RTC-Chennai
42	Phase IX	01-Feb-23	036	CBDT	057208	057208 - ZAO(CBDT), Cochin	20/01/2023	31/01/2022	RTC-Chennai
43	Phase IX	01-Feb-23	037	Science And Technology	058490	058490 - RPAO(Survey of India), Hyderabad	20/01/2023	31/01/2023	RTC-Chennai
44	Phase IX	01-Feb-23	38	Department of Space	060412	PAO(Department of Space), Bangalore	20/01/2023	31/01/2023	RTC-Chennai

S. no	Rollout Phase	Rollout Month	Controller Code	Controller Name	PAO Code	PAO Name	PAO Physical Training Date	DDO & PD Online Training Date	Training Centre for Physical training
45	Phase IX	01-Feb-23	047	Women And Child Development	011676	011676 - PAO (WCD),Chennai	20/01/2023	31/01/2023	RTC-Chennai
46	Phase IX	01-Feb-23	081	Earth Sciences	000112	000112 - RPAO, IMD (Chennai)	20/01/2023	31/01/2023	RTC-Chennai
47	Phase IX	01-Feb-23	086	Corporate Affairs	086600	086600 - PAO Corporate Affairs, Chennai	20/01/2023	31/01/2023	RTC-Chennai
48	Phase IX	01-Feb-23	117	Ministry of Skill Development & Entrepreneurship	006529	006529 - Pay & Accounts Office (MSDE), Guindy, Chennai	20/01/2023	31/01/2023	RTC-Chennai
49	Phase IX	01-Feb-23	118	Ministry of Fisheries Animal Husbandry & Dairying	008743	008743 - PAO F& AHD, M/o Fisheries and AHD (Chennai)	20/01/2023	31/01/2023	RTC-Chennai
50	Phase IX	01-Feb-23	118	Ministry of Fisheries Animal Husbandry & Dairying	008744	008744 - PAO F&AHD, M/o AHD & Fisheries (Cochin)	20/01/2023	31/01/2023	RTC-Chennai

eBill Pan India offline Training Schedule for officials of PFMS State Directoretes

Sl. No.	PFMS State/UT Directorates	Training Date (Physical)	Training Venue(Maximum two officials from each office)
1	Andhra Pradesh	20-01-2023	RTC Chennai
2	Arunachal Pradesh	16-11-2022	RTC Kolkata
3	Assam	14-11-2022	RTC Kolkata
4	Bihar	14-11-2022 & 15-11-2022	RTC Kolkata
5	Chhattisgarh	19-12-2022	INGAF Delhi
6	Haryana	11-10-2022	INGAF Delhi
7	Himachal Pradesh	20-12-2022	INGAF Delhi
8	Jammu & Kashmir	20-12-2022	INGAF Delhi
9	Jharkhand	17-11-2022	RTC Kolkata
10	Karnataka	16-01-2023 to 20-01-2023	RTC Chennai
11	Kerala	18-01-2023 to 20-01-2023	RTC Chennai
12	Madhya Pradesh	16-12-2022	INGAF Delhi
13	Manipur	18-11-2022	RTC Kolkata
14	Meghalaya	14-11-2022	RTC Kolkata
15	Mizoram	17-11-2022	RTC Kolkata
16	Nagaland	18-11-2022	RTC Kolkata
17	Odisha	16-11-2022	RTC Kolkata
18	Punjab	19-12-2022	INGAF Delhi
19	Rajasthan	12-10-2022	INGAF Delhi
20	Sikkim	17-11-2022	RTC Kolkata
21	Tamilnadu	16-01-2023 to 20-01-2022	RTC Chennai
22	Telangana	17-01-2023	RTC Chennai
23	Tripura	15-11-2022	RTC Kolkata
24	Uttar Pradesh	19-12-2022	INGAF Delhi
25	Uttarakhand	15-12-2022	INGAF Delhi
26	West Bengal	14-11-2022 to 16-11-2022	RTC Kolkata
27	Andaman & Nicobar	18-11-2022	RTC Kolkata
28	Chandigarh	13-10-2022 & 21-12-2022	INGAF Delhi
29	Ladakh	14-10-2022 & 21-12-2022	INGAF Delhi
30	Nct Of Delhi	10-10-2022	INGAF Delhi
31	Puducherry	19-01-2023	RTC Chennai

Check List for ebill implementation

To be indicated in respect of each sanctioning authority/DDO/PAO

S.No	Particulars	Status
1.	Total number of sanctioning authorities under pilot PAO entity.	
2.	Total number of DDOs under pilot PAO entity.	
3.	Total number of users who are going to work as dealing hand (DH), Asstt Accounts Officer (AAOs) and Pay and Accounts Officer (PAOs) in PFMS under pilot PAO entity.	
Status in respect of **each sanctioning authority** office		
4.	Whether **DSC** is available with all identified users going to work as **sanction maker** and **sanction checker** in respect of **each** sanctioning authority indicated at 1 above?	
5.	Whether **document scanner** is available with **each** sanctioning authority indicated at 1 above?	
6.	Whether **minimum system requirement** (64 bit, 8GB RAM, Window 10 & above operating system, Microsoft Dot Net Framework 4.6.1. etc) is available in all the PCs from where ebill related activity is to be performed in respect of **each** sanctioning authority indicated at 1 above?	
Status in respect of **each Drawing & Disbursing Office (DDO)**		
7.	Whether **DSC** is available with all the DDOs as indicated at 2 above?	
8.	Whether **minimum system requirement** (64 bit, 8GB RAM, Window 10 & above operating system, Microsoft Dot Net Framework 4.6.1. etc) is available in all the PCs from where ebill related activity is to be performed in respect of **each** DDO indicated at 2 above?	
Status in respect of **each Pay & Accounts Office (PAO)**		
9.	Whether **DSC** is available with all the dealing hands (DHs), Asstt Accounts Officers (AAOs) and Pay & Accounts Officer (PAOs) as indicated at 3 above?	
10.	Whether **minimum system requirement** (64 bit, 8GB RAM, Window 10 & above operating system, Microsoft Dot Net Framework 4.6.1. etc) is available in all the PCs from where ebill related activity is to be performed in respect of pilot PAO?	

Signature

Name:

Designation:

Ministry of Finance
Department of Expenditure
Controller General of Accounts
GIFMIS (PFMS Division)

Date: 30/03/2022

OFFICE MEMORANDUM

Subject: Implementation of e-bill module for end to end digitization of bill processing in PFMS.

Reference: This office OM No. MF-I-17008/4/2020-CGA/153 dated 16/09/2021on the subject above. (Copy Attached).

It is planned to roll out e-Bill in all the Civil Ministries/Departments in the financial year 2022-23 in a phased manner. Currently, the pilot is running in 9 PAOs of selected Ministries and Departments.

2.   The roll out of e-bill requires a set of pre-requisites. These are detailed below: -

A. Hardware Requirements:-

   I **System Related**

     (i)   Computers 64 bit with Windows 10 and above operating system.
     (ii)   Minimum 8 GB RAM and i3 processor, AMD Ryzen 3 or similar.
     (iii)   Microsoft Dot Net Framework 4.6.1 in every system where PFMS is operated.
     (iv)   Window DSC Utility (to be downloaded from PFMS & installed on all systems).

   II **Document Scanner**: The document scanner should be capable of scanning **at least 72 dpi resolution** and should be able to support the page sizes required to be uploaded in e-bill with the following attributes.

	If its only text (irrespective of colour)	If the pdf document is combination of image and text	If the pdf document contains only image to be printed
Preferred dpi of PDF document	**72 dpi**	100-150 dpi (for computer digital screen display)	Minimum 300 dpi
Estimated number of pages covered in **2 MB** document	**200 pages** approx	5-10 pages	1-2 pages

The system requires upload of scanned invoices/claims by vendors/suppliers on PFMS through digital signature. However, an option of upload by HoD Authorized (Sanction Maker) user is also configured in the system. Necessary communication in this regard to HoD Authorized (Sanction Maker) users of respective Ministry/Department may also be sent.

III. **Digital Signature Certificates (DSC):-** The DSCs can be of same specification as used currently by various PAOs on PFMS. The users already having DSC need not procure the same again. In e-bill model, DSC shall be required for the following users:-

- (a) Claimant
- (b) HoD Authorized (Sanction Maker)
- (c) HoD Authorized (Sanction Checker)
- (d) DDO
- (e) NCDDO
- (f) CDDO- Maker, Checker and Admin
- (g) NCDDO attached to CDDO – Maker, checker and Admin
- (h) One each for Dealing hand, AAO, PAO, Signatory-1 and Signatory-2
- (i) One each for Pr.AO – Dealing hand, Pr.AO-AAO, Pr.AO (for Inter Government Adjustment Advice purpose).

Digital signatures may be obtained from **the Certifying Authority, authorized by the Controller of Certifying Authority of India-https://cca.gov.in/**). The OM No. V-12025/1/2021-PFMS/Cyber Security/CN-6609/2781-2834 dated 16/09/2021 and subsequent corrigendum V-12025/1/2021-PFMS/Cyber Security/CN-6609/4630-83 dated 27/10/2021 may also be referred in this regard. (copy enclosed).

In addition to above the facility of e-signing to the vendors is also being provided in e-Bill Module.

IV. **Codification of Program Division in PFMS:-**In lines of PAO Codes and DDO Codes in accounting organization, authorized HOD users are also required to be codified. The detailed guidelines for the codification process are being issued separately.

3. **General Instructions for E-Bill Pilot:-** Keeping in view of the proposed rollout out as above, OM No. TA-2-17002(01)/17/2020-TA-II/(e-4426)/39 dated 01/02/2022 may also be referred for general instructions annexed with Standard Operating Procedure(SOP), Hardware requirements and process flow of E-Bill.

4. **Training:-** This office shall hold comprehensive training in the new e-bill process for all types of users in INGAF/RTCs etc. The calendar in this regard shall be communicated soon. It may be ensured that all concerned officials attend the training.

5. All Pr. CCAs/CCAs/CAs with independent charges are, therefore, requested to complete the preparatory work as indicated above and arrange for the readiness to begin pilot roll out in their respective PAOs. They are requested to closely review the preparedness at the level of DDOs and PDs. The communication regarding the selection of PAOs shall be issued soon.

This issues with the approval of Additional CGA (PFMS).

Encl:- As Above

(Anupam Raj)
Assistant Controller General of Accounts,
GIFMIS, PFMS Division

To
    All Pr CCAs / CCAs/ CAs (IC) (Through Website)

Copy for information to:-

1.   All Additional CGAs , O/o CGA (including PFMS)
2.   All Joint CGAs, O/o CGA (including PFMS)
3.   All Dy CGAs, O/o CGA (including PFMS)
4.   PPS to CGA
5.   Sr AO, GIFMIS (to upload on CGA website)

(Anupam Raj)
Assistant Controller General of Accounts,
GIFMIS, PFMS Division

42495/2021/CGA.

No.-**MF-I-17008/4/2020-CGA/**153
Ministry of Finance
Department of expenditure
Controller General of Accounts
GIFMIS (PFMS Division)

Date: 14-09-2021
16

OFFICE MEMORANDUM

Subject: Implementation of e-bill module in PFMS.

The undersigned is directed to refer to the subject above and state that a module (e-bill) for end to end digitisation of bill processing is under development and would be rolled out soon. The new system would entail processing of digital form of bills/claims from the HoD Authorized user up to PAO users.

2. The roll out of the e - bill module would require following activities to be completed in all field accounting units:

1. **Codification of Program Division in PFMS:** TA Section has circulated an OM No. TA-2-17002(01)/15/2020-TA-CGA/368 Dated 19th April 2021 in this regard. The requisite information sought by this OM may be provided and Pr. AOs may coordinate with TA Section to ensure completion of the codification for respective Ministry/Department.

2. **Procurement of Hardware and Digital signature:** The system requires upload of scanned invoices/claims by vendors/suppliers on PFMS through digital signature. However, an option of upload by HoD Authorized (Sanction Maker) user is also configured in the system. Accordingly, the HoD Authorized (Sanction Maker) user would require a good quality scanners for this purpose. Necessary communication in this regard to HoD Authorized (Sanction Maker) user of respective Ministry/Department may be sent. Digital Signature Certificates (DSC) shall be required for the following users

   I.   HoD Authorized (Sanction Maker)
   II.   HoD Authorized (Sanction Checker)
   III. DDO
         1. NCDDO
         2. CDDO- Maker, Checker and Admin
         3. NCDDO attached to CDDO – Maker, checker and Admin
   IV.   One each for Dealing hand, AAO, PAO
   V.   One each for Pr.AO – Dealing hand, Pr.AO-AAO, Pr.AO (for Inter Government Adjustment Advice purpose)

The DSCs can be of same specification as used currently by various PAOs on PFMS. It should be as per guidelines of MEITY. The users already having DSC need not procure the same again.

42495/2021/CGA. You are requested to arrange for completion of the preparatory work as indicated above.

This issues with the approval of Additional CGA (PFMS).

Anupam Raj, ICAS
Assistant Controller General of Accounts,
GIFMIS, PFMS Division

To.

1. All Pr CCAs / CCAs/ CAs (IC)

Copy for information to

1. All Additional CGAs , O/o CGA (including PFMS)
2. All Joint CGAs, O/o CGA (including PFMS)
3. All Dy CGAs, O/o CGA (including PFMS)
4. PPS to CGA
5. Sr AO, GIFMIS (to upload on CGA website)

No- V-12025/1/2021-PFMS/Cyber Security/CN-6609/2781- 2834

OFFICE MEMORANDUM

It has been noticed that several entities using EAT/DBT module of PFMS have enrolled DSCs which are not procured from the Certifying Authority, authorized by the Controller of Certifying Authority of India.

2. A reference is invited on the clause 6(2) published in Gazette notification dated 25/08/2015-Digital signatures (End entity) Rule 2015 issued by Ministry of Communication & Information Technology clearly says that '**The Public key certificate of the Certifying Authorities shall be used to verify the authenticity of the digital signature certificates issued to the subscribers.**'

3. In view of the above, following has been decided that: -

a) **For existing Users -PAOs**, having DSC enrolled with Non- CCA India are advised to procure the certified DSC from the empaneled vendors and enrolled with the PFMS by **08/10/2021**. Thereafter, non- compliant DSCs would be deactivated in PFMS.

b) **For existing Users-Agencies**, all such Non CCA, India DSCs will be deactivated with immediate effect with the directions to procure certified DSCs immediately for resuming payment functions.

4.Secondly, it came to notice that, at PFMS portal, interface having utility to perform DSC operations are being done by using operating system windows-7 and Internet explorer. The window-7 is long back discontinued and internet explorer is also discontinued by the popular browsers owing to security risk. In order to disabled the weak cypher suits in PFMS production environment, users working on Windows 7 are advised to upgrade with Window 10 or above for security purposes. The deadline for upgrading the Window 10 by all users shall be **15/10/2021**.

This issues with the approval of the Competent Authority.

16/09/21
(Abhey kumar)
ACGA(PFMS)

Copy to: -
1) PPS to CGA, O/o CGA, M/o Finance
2) PS to Addl CGA, PFMS Division
3) All Pr.CCAs /CCAs/CA (I/C) of all Ministries/Departments for timely compliance.
4) PS to Jt.CGAs (EL/RR/CV/HS/SS)
5) DDG NIC, PFMS
6) All SrTD /TD, NIC, PFMS Division
7) All DyCGAs/ACGAs/ACAs of PFMS Division
8) SrAO PFMS/ITD for uploading on PFMS/CGA website.

No- V-12025/1/2021-PFMS/Cyber Security/CN-6609/4630 - 83

Government of India
Ministry of Finance
Dept. of Expenditure
Controller General of Accounts
Public Financial Management System (HQ)

3rdFloor Shivaji Stadium Annexe
New Delhi-110001
Dated: 27.10.2021

CORRIGENDUM

In continuation of Office Memorandum vide even No.2781-2834 dated 16.09.2021 (copy enclosed), it is intimated that the new browser neutral utility for DSC also requires a 64-bit system and does not work on systems with 32-bit processor. As such, all users are hereby advised to ensure their computers/systems have a 64-bit processor, on or before 14th November 2021, failing which they will not be able to access any PFMS application which requires DSC authentication.

This issues with the approval of the Competent Authority.

27/10/21

(Abhey kumar)
ACGA (PFMS)

Copy to: -

1. PPS to CGA, O/o CGA, M/o Finance
2. PS to Addl CGA, PFMS Division
3. All Pr.CCAs /CCAs/CA (I/C) of all Ministries/Departments
4. PS to Jt.CGAs (EL/RR/CV/HS/SS)
5. DDG NIC, PFMS
6. All Sr.TD/TD, NIC, PFMS Division
7. All Dy.CGAs/ACGAs/ACAs of PFMS Division
8. SrAO PFMS/ITD for uploading on PFMS/CGA website

42430/2021/PFMS

No- V-12025/1/2021-PFMS/Cyber Security/CN-6609/2781- 2834

Government of India
Ministry of Finance
Dept. of Expenditure
Controller General of Accounts
Public Financial Management System (HQ)

3rd Floor Shivaji Stadium Annexe-
New Delhi-110001
Dated: - 16 /09/2021

OFFICE MEMORANDUM

It has been noticed that several entities using EAT/DBT module of PFMS have enrolled DSCs which are not procured from the Certifying Authority, authorized by the Controller of Certifying Authority of India.

2. A reference is invited on the clause 6(2) published in Gazette notification dated 25/08/2015-Digital signatures (End entity) Rule 2015 issued by Ministry of Communication & Information Technology clearly says that 'The Public key certificate of the Certifying Authorities shall be used to verify the authenticity of the digital signature certificates issued to the subscribers.'

3. In view of the above, following has been decided that: -

    a) **For existing Users -PAOs,** having DSC enrolled with Non- CCA India are advised to procure the certified DSC from the empaneled vendors and enrolled with the PFMS by **08/10/2021.** Thereafter, non- compliant DSCs would be deactivated in PFMS.

    b) **For existing Users-Agencies,** all such Non CCA, India DSCs will be deactivated with immediate effect with the directions to procure certified DSCs immediately for resuming payment functions.

4. Secondly, it came to notice that, at PFMS portal, interface having utility to perform DSC operations are being done by using operating system windows-7 and Internet explorer. The window-7 is long back discontinued and internet explorer is also discontinued by the popular browsers owing to security risk. In order to disabled the weak cypher suits in PFMS production environment, users working on Windows 7 are advised to upgrade with Window 10 or above for security purposes. The deadline for upgrading the Window 10 by all users shall be **15/10/2021.**

This issues with the approval of the Competent Authority.

16/09/21

(Abhey kumar)
ACGA(PFMS)

Copy to: -
1) PPS to CGA, O/o CGA, M/o Finance
2) PS to Addl CGA, PFMS Division
3) All Pr.CCAs /CCAs/CA (I/C) of all Ministries/Departments for timely compliance.
4) PS to Jt.CGAs (EL/RR/CV/HS/SS)
5) DDG NIC, PFMS
6) All SrTD /TD, NIC, PFMS Division
7) All DyCGAs/ACGAs/ACAs of PFMS Division
8) SrAO PFMS/ITD for uploading on PFMS/CGA website.

TA-2-17002(01)/17/2020-TA-II/(e-4426)/ 39
Government of India
Ministry of Finance
Department of Expenditure
Controller General of Accounts
Mahalekha Niyantrak Bhawan, E Block, INA

...

New Delhi,
Dated: 1/2/.2022

OFFICE MEMORANDUM

Subject: General instructions for introduction of End-to-End electronic processing of claim and bill through PFMS in selected PAOs of Central Civil Ministries/Departments on pilot basis-reg.

In line with the digitization of Government processes, Central Government has decided to introduce 'e-bill system' in Central Ministries/Departments for End-to-End digital processing and payments of claims/invoices received from claimants like vendors/agencies/government employees, developed in PFMS of the Office of CGA. PFMS is the payment platform managed by Department of Expenditure, Ministry of Finance through the Office of CGA for use of PAOs/DDOs of Central Ministries/Departments. The new system involves a Business Process Re-engineering (BPR) by leveraging the Information Technology in Central Government system to transform entire payment process in the paperless concept. The e-bill system aims to reduce the payment cycle time and enhance transparency and efficiency in Government payment system. It is a citizen centric approach in which the physical interface between claimants and Government authorities responsible for receiving and processing claims will be minimized.

2.   In order to achieve the above objective, the following procedures are now being prescribed by this Office for processing e-claim, e-sanction and e-bill through PFMS for payment and accounting by the selected PAOs/CDDOs of Central Government in the e-bill system during **pilot-run:-**

>   (i)   A unique e-claim reference number(CRN) will be generated in PFMS against which e-claim will be submitted by the claimant/Sanction Maker. For each claimant there will be a unique login ID in the PFMS system. The existing bill formats of CGA(R&P) Rules have been duly revised in order to capture the particulars of claims and key elements of supporting documents of claimant. Claimant shall scan the original invoice and related supporting documents and upload these documents in PFMS and submit e-claim to the designated authority electronically for further processing.

>   (ii)   There will be two level in preparation of financial sanction (Sanction Maker/Sanction Checker) in PFMS. An official who is authorised by Head of Department(HOD) or Head of Division in the Ministry/Department to convey sanction of the competent authority shall be designated as Sanction Checker

in PFMS. After taking prior approval of the competent authority for making payment, the Sanction Checker being the authorised signatory will generate the financial e-sanction in PFMS which will be digitally signed.

(iii)   e-sanction duly digitally signed by Sanction Checker along with e-Claim duly digitally/e-signed and supporting attachments will be on auto receive mode at DDO user concerned for generation of e-Bill after making statutory deductions including TDS as applicable. DDO will submit digitally signed e-bill to PAO/CDDO for conduct of pre-check and making payment to the claimant.

(iv)   Token generation in PAO in r/o bill received from DDO will be auto generated in e-bill system. Further, First in First Out (FIFO) logic will be enforced for processing payments at every level in PAO in the e-bill system.

(v)   After online pre-check of all relevant documents, PAO/CDDO shall debit the Government Account releasing the corresponding payment through PFMS to be credited into the bank account of the claimant. In case of return of e-bill if necessary by PAO/CDDO, it should be made online with all queries/discrepancies/reasons for rejections indicated therein to the DDO for the needful corrections at their end.

(vi)   SMS alerts shall be sent to the claimant to inform about the payment against his/her claim.

(vii)   It will be the responsibilities of users of PFMS viz. Sanction Maker, Sanction Checker, DDO and PAO to check the authenticity of the supporting documents with the e-claim, e-sanction and e-bill.

(viii)   In terms of the provisions of the IT Act, 2000 as amended from time to time digitally signed online documents submitted/generated on PFMS shall be treated at par with ink-signed documents for processing and releasing payment to the claimant and no ink signed paper/documents shall be demanded/insisted by PAO.

(ix)   A Document Management System has been made part of the e-bill system for storage of the all Electronic documents (e-claim, invoice, supporting vouchers, e-sanction, e-bill, pass order etc.) flowing into the e-bill system. The documents will be suitably indexed and can be retrieved by the assigned users at any stage for the purpose of post check, audit and any other requirement. The DMS will have necessary archival framework and the period of the storage of documents shall be as per the extant norms. All documents in electronic form shall be available to PAO in a structured file in PFMS. During pilot run, PAOs shall satisfy themselves the availability of electronic documents in PFMS in periodical intervals.

(x)   A comprehensive Standard Operating Procedure(SOP) for the pilot is enclosed (**Annexure I**) for processing claim, sanction and bill in electronic mode through PFMS for strict compliance. The hardware and other pre-requisite for all type of users selected for pilot run in Ministries/Departments for implementation of e-bill system are indicated in **Annexure II**.

3.   There is no change in the payment, accounting and reconciliation procedures except that these would be done on the basis of electronic records as will be made available with e-claim, digital supporting documents of e-claim, e-sanction and e-bill without the requirement of physical papers. The provisions contained in CGA (R&P) Rules, 1983 for requirement of ink-signed documents shall be deemed to have been relaxed for preferring digitally signed documents by DDO through e-bill system in PFMS to PAO/CDDO for payment under pilot run.
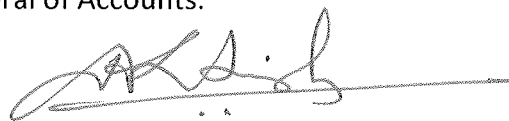
4.   The e-bill system will be introduced initially in the selected PAOs of the Ministries/Departments (list enclosed). **The date for introduction of pilot run in the selected PAOs shall be notified separately.** Learning and impediments identified during the course of the pilot run will be used to enhance Rules/procedures/system to make it more user friendly.

5.   During pilot-run, Pr.CCAs/CCAs/CAs of the selected PAOs will have close watch through their Internal Audit Wing on the entire process of the new system and satisfy themselves about all necessary and security measures relating to payment processing. In case field offices feel any issues they shall report the same to O/o CGA for necessary action. Feedbacks may be shared with this office.

6   In-principle approval of the Secretary (Expenditure), Ministry of Finance has also been obtained on the e process flow for introduction of e-bill system in Central Government.

7.   The rules relating to BPR are included in CGA(R&P) Rules (Revised) and Compendium of Instructions to RPR. R&P Rules (revised) is under process of necessary approvals/clearances for its notification.

8.   This issues with the approval of Controller General of Accounts.

(Ashish Kr. Singh)
Dy. Controller General of Accounts(TA)
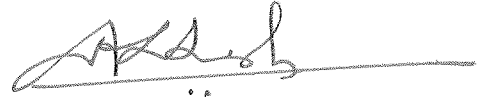
To

        The Pr.CCA/CCA of the Ministries/Departments concerned

Copy for kind information to:

1. Finance Secretary & Secretary (Expenditure)
2. Secretaries of Ministries/Departments concerned.
3. Controller General of Accounts
4. Dy. Comptroller & Auditor General, O/o C&AG of India—with reference to their Office U.O. No.1115/GA-78/E-BILL/2021 dated 28th Oct,2021.
5. Addl. CGA (HR)/Addl. CGA (PFMS)/Addl. CGA (A&FR)
6. FAs of the Ministries/Departments concerned.

7. Jt.CGA (GIFMIS)—for issue of user manual for all type of users involved in the pilot run.
8. Director(Admn), Department of Expenditure, North Block, New Delhi.
9. Director(FCD), Department of Expenditure, Room No.503, Block-11,CGO Complex, New Delhi-110 003.

Dy. Controller General of Accounts(TA)

List of PAOs identified for pilot run of e-bill system

Sl. No.	Controller Name	Code	PAO Name
1	Expenditure	013	PAO(O/o CGA), New Delhi
2	Expenditure	013	PAO(PFMS), New Delhi
3	Home Affairs	018	PAO(Census), New Delhi
4	Steel	025	PAO(Steel), New Delhi
5	Information Technology	032	PAO(NIC), New Delhi
6	Science and Technology	037	PAO(DST), New Delhi
7	New and Renewable Energy	077	Pr.AO cum PAO(MNRE), New Delhi
8	Food Processing Industry	080	Pr.AO cum PAO(FPI), New Delhi
9	Chemicals and Petrochemicals	083	PAO(Pharmaceuticals), New Delhi

F.No.TA-2-17002(01)/17/2020-TA-II/(e-4426)
Ministry of Finance
Department of Expenditure
Office of Controller General of Accounts
Mahalekha Niyantrak Bhawan
GPO Complex, E-Block, INA New Delhi-110023

...

Subject: Standard Operating Procedure(SOP) for processing claim (e-claim) and Bill (e-bill) electronically for payment and accounting by PAOs/CDDOs of Central Ministries/Departments through e-bill system in PFMS under pilot run-reg

As per the existing system, the DDO prefers bills in original to PAO/CDDO in the prescribed format along with claims, sanctions and supporting documents, if any for payment. PAO/CDDO keeps the documents duly cancelled and retain for the purpose of post check and audit.

2.　　The 'e-bill system' module in PFMS will enable to process e-claim, e-sanction and e-bill for payment and accounting by PAOs in Central Ministries/Department.. The claims, sanctions and bills shall be preferred electronically in the prescribed format and supporting documents, if any, attached for payment. In short, the System will be work flow based without any physical movement of documents. There is no change in the payment, accounting and reconciliation procedures except that these would be done on the basis of electronic records as will be made available with e-claim and e-bill and with attached supporting documents and with the reports of PFMS.

3.　　The bill formats contained in R&P Rules, 1983 have been duly revised in order to capture the information relating to claims and supporting documents of claimants. The claims along with sanctions and bill documents will be digitized, digitally signed/e-signed and would electronically flow across various levels. These electronic documents (e-bill, invoice, sanction order, supporting vouchers etc.) will be kept in PFMS with an access to PAO in digital form for the purpose of post check and audit.

4.　　The stakeholders involved in the process are

(i)　　Claimant (Government Servants or Suppliers for goods and services)

(ii)　　HoD authorised user

　　a.　　Sanction Maker user (authorised user in the Head of Office for establishment related claims or in Head of Division in case of a scheme concerned).

　　b.　Sanction Checker user (Authorised user in PFMS for approval of sanction prepared by Sanction Maker. He/She shall be the authorised user in the Head of Office or in Head of Division to convey the sanction of the competent authority)

(iii)　　DDO who prefers bill to PAO or CDDO.

(iv)   PAO users

    a. Bill Distributor (PAO or AAO or Dealing Hand), a new role for enforcement of FIFO logic at every level.
    b. Dealing Hand(Pre-check), AAO and PAO (Pre-check), PAO (Signatory).

4. The procedure for various stakeholders and their roles in the proposed system are explained as under : -

4.1 Procedure for submission of e-claims by Claimant (Govt. employees or Suppliers)

i.   Claimants (Government employees and Suppliers) shall be provided secure login credentials on PFMS. Claimants shall be able to prepare e-claim in the prescribed format through the e-claim module in PFMS and upload related supporting documents.

ii.   Key elements of an invoice or supporting documents from the claimant such as invoice number, date, purchase order number, etc. in the case of supply of goods or services and travel ticket number, PNR number, number available in sub-vouchers, date etc. in the case of personal claims shall be captured in e-claim.

iii.   Claimant shall scan the original invoice and related supporting documents and upload these documents in PFMS and submit e-claim to the designated authority electronically for further processing.

iv.   If the claimant is not registered in PFMS, the authorised Sanction Maker user in PFMS shall prepare e-claim. He/She shall prepare the e-claim on receipt of physical claim from the claimant along with supporting documents. If the claim is prepared by Sanction Maker user, then he/she shall scan and upload the original documents (receipts, vouchers, original ink signed claims etc). Sanction Maker should write the e-claim No. generated against such physical claims received from the claimant on the top of it and be filed appropriately for the purpose of record. Sanction Maker user shall digitally sign the uploaded documents and generate e-claim.

v.   No original supporting Invoices/payment sub-vouchers without bearing any Serial Number, Date and Signature of the Issuing Authority shall be scanned and uploaded into the System.

vi.   No cutting on the invoices/payment sub-vouchers shall be accepted with the e- claim without being duly attested therein before scanning and uploading into the System.

vii.   At the time of initiation for preparation of e-claim through PFMS, the system will provide a unique e-claim reference number(CRN). Claimants shall write the CRN generated from PFMS over the physical supporting documents/sub-vouchers before scanning and uploading into PFMS. This shall prevent reuse of sub-vouchers for payments.

viii.   The claimant shall e-sign/digitally sign and generate the e-Claim. The e-sign will be an additional option for government servants for submission of e-claim irrespective of the amount of the claim. Vendors/suppliers can submit e-claims with electronic signature provided that all e-claims exceeding Rs.10000/- shall be through digitally signed ones.

ix.   Vendors/suppliers are encouraged to use system generated e-signed invoices with the e-claim in the case of high value transactions (say Rs.50,000 and above).

x.   An undertaking from the claimant is also to be given through the system that the claimant will not use original documents more than once.

xi.   As per the system being developed, presently Claimant can upload PDF of max upto 10 MB size (5 PDF, 2MB size each). In addition to this Sanction Maker user can also upload one PDF of 2MB size while creating sanction against the e-claim.

xii.   On successful submission of e-claim after using DSC/e-sign, a unique e-Claim ID would be generated.

xiii.   PFMS shall send a system generated e-mail to claimants about full and final settlement of the claim on receipt of confirmation of payment from bank. This shall be treated as an evidence of the payment made by PAO.

xiv.   In case the e-claim pertains to continuous measurement relating to Works, then claimant may be permitted to retain the related original supporting documents of materials purchased, labour contracted, etc. as prescribed under the Departmental regulations on Works/CPWD Works Manual.

4.2   Procedure for generation of e-sanction by Sanctioning authority :-

i.   Authorized signatory of Sanction Maker(SnM) users in PFMS will be able to receive e-claim and shall scrutinise the claims thoroughly. In order to prevent submission of duplicate or reuse of sub-vouchers for payments linked to the e-claims, SnM users will ensure that the unique e-claim reference number as shown by PFMS in the e-claim tallies with the reference number mentioned by the claimant in the uploaded supporting documents. On receipt of e-claim from the claimant, it should be ensured that the said e-claim have not been earlier processed for payment.

ii.   In case of cutting or overwriting the numbers in the supporting documents or inconsistency of details of supporting documents with the details mentioned in the e- claim, the e-claim should be returned to the claimant.

iii.   The Sanction Checker(SnC) user in PFMS who is the authorized officer to convey the sanction of the Head of Department(HoD) or Head of Office (HoO) will generate e-Sanction in PFMS after obtaining necessary financial sanction of the competent authority. HoO or any authorized officer to convey the sanction of the Head of Department(HoD) user in PFMS shall be the authorised signatory to convey the approval of the competent authority after obtaining necessary financial sanction in terms of Delegation of Financial Power Rules(DFPR). Sanction will be generated as per the uniform format. E- Sanction will be issued with the Sanction Checker(SnC) 's digital signature.

iv.   Multiple e-claims can be attached to a sanction to generate e-Sanction.

4.3   Procedure for generation of e-bill by DDO:

i.   After approval of e-sanction by SnC user, e-claim and supporting attachments and digitally signed e- Sanction will be on auto receive mode at DDO user concerned for

generation of e-Bill after making statutory deductions including TDS as applicable. DDO shall digitally sign the e-Bill after verifying correctness of the e- bill with respect to the fields mentioned in the e-claim and e-sanction and submit to PAO/CDDO for payment.

ii.   DDO shall ensure that he/she has mentioned the total admissible amount against every original supporting sub-vouchers attached to the e-claim before submitting to PAO/CDDO. The item wise indication of admissible amount is facilitated if it is a part of e-claim/e-Bill format like in RPR 23(HS/MA)-Medical claim etc. Information about claimed amount/passed amount may be made available in Sanction format.

iii.   In order to prevent submission of duplicate or reuse of sub-vouchers for payments linked to the e-claims, DDO should ensure that the unique CRN as shown by PFMS in the e-claim tallies with the reference number mentioned by the claimant in the uploaded supporting documents.

iv.   Once DDO submits the e-bill to PAO in PFMS, it shall be treated that DDO has authorized the Pass Order in the system.

v.   System will imprint a water mark with the image of "paid and cancelled".

vi.   DDO needs to submit contingent sub-vouchers only for Rs.2000 and above{instead of Rs. 500 at present} along with e-claim to recoup Imprest.

vii.   DDO shall certify that (A tick box option will be provided)

a.   e-claims included in the bill have not been already paid

b.   e-Claim and e-Sanction have been verified by him.

c.   Necessary entries are made on Service Book or other prescribed registers before making DSC.

viii.   If the supporting documents linked to the e-claim pertain to the date prior to the date of enrolment of the claimant into the Pay Roll of a DDO, then that DDO shall verify the claim from the LPC issued by the DDO of the Claimant's previous Office.

ix.   The entry in the E-Bill Register in RPR-9 format shall be made as and when e-bill shall be generated.

x.   DDO will continue to be responsible for maintenance of various registers relating to LTC, TA, Medical reimbursement claims and watch the settlement of any advances taken by the Government servant.

xi.   Bill requiring previous counter-signature shall be taken by DDO outside this e- bill process flow. DDO shall give necessary certificate on the e-bill that the counter- signature has been obtained separately.

xii.   All e-claims presented in the form of e-bill must have supporting documents electronically attached to e-claims and e-bill. These documents must be referred to in the e-bills along with details of invoice, sanction, claimed amount, advance (if any) and beneficiary.

4.4 Procedure for conduct of pre-check and make payment by PAO:

i.   Token generation in PAO in r/o bill received from DDO will be auto generated in e-bill system. Further, First in First Out (FIFO) logic will be enforced for processing payments at every level in PAO in the e-bill system. e-Bill linked with e-Claim and e-Sanction shall be visible to users at all levels in PAO for conduct of pre-check and payments.

ii.   In order to prevent submission of duplicate or reuse of sub-vouchers for payments linked to the e-claims, it should be verified while conducting pre-check by users in PAO that the unique e-claim reference number as shown by PFMS in the e-claim tallies with the reference number mentioned by the claimant in the uploaded supporting documents.

iii.   After passing/returning of a bill by Dealing Hand(DH) and AAO, pass/return order will be generated and digitally signed for approval of PAO. If PAO passes the e-Bill, pay order will be generated in PDF format which would be digitally signed by the PAO. If PAO returns the e-Bill, the return memo will also be digitally signed by the PAO and returned to DDO.

iv.   PAO(Precheck) will forward digitally signed Pay Order along with e-bill, e-claim, e-sanction to PAO Signatory 1 and Signatory 2 in case of requirement of double signatures as per the procedure, for issue of payment advice to Bank for direct credit of the amount into the bank account of the claimant or cheque in favour of the claimant. After digital signing by the signatories, payment file will be sent to bank for payment to claimant through Bank integration channel.

v.   Provision shall be there for Signatory 2 to return the bill to signatory 1, if any mistakes found.

4.5 Miscellaneous procedure relating to payments to be put in place in PFMS:

i.   All the e-claims attached with e bill for which voucher has been generated shall start carrying the image 'Paid and cancelled'.

ii.   The online e-bill register for recording the details of bills in electronic form will be maintained by the system for tracking status of e-claim and e-bill at various stages by DDO/PAO. System will provide window to the Claimants to track their payments.

iii.   The PFMS shall update the payment status against the e-claim in the system and SMS alerts shall be sent to the claimant to inform about the payment against his/her e-claim.

iv.   As soon as the payment is credited in claimant's account, a Unique Transaction reference (UTR) generated will be recorded against the concerned e-Bill number that appears in the e-Bill Register for the purpose of monitoring at DDO level.

v.   Check box shall be provided for the necessary certification by DDO/PAO.

vi.   At the time of preparation of e-sanction against the claimant, the system may also provide details of all payments made in r/o the claimant for a period (say Twelve months prior to the date of submission) for verification that the same claim has not been claimed in the past. Presently this is not covered in pilot. GIFMIS may explore the said facility to incorporate the same in the complete roll out of e-bill module.

vii. In the case of preparation of e-sanction against e-claim submitted by supplier, the invoice number, invoice date, period of claim should be mentioned for easy reference. The 'e-Sanction' can be generated only against the CRN of e-Claim. The requisite details of e-Claim will appear as per the respective RPR bill formats.

viii. The system developed for processing e-payments shall have repository of digital signature of authorized SnM and SnC or DDO or PAO users. If the bill or sanction are digitally signed, the system will verify the digital signature with the public key/ private key concept of Digital Signature.

4.6 Miscellaneous procedure to be adopted by stakeholders:

(i) "In case of transfer of an official to other offices, DDO while issuing LPC shall attach employee payment details as available in PFMS. The formats of Pay Bill Register (PBR: Part II) and Last Pay Certificate have been revised.

(ii) Claimant shall check the bank account details as appearing in PFMS while submitting the e-claim.

(iii) In case of any discrepancy in e-sanction or e-claim, provision shall be made for return of e- sanction and e-claim by DDO or HoO user as the case may be.

(iv) In the case of e-bill, DDO shall complete the registration of HoO user as authorised officer for conveying the sanction to PAO in terms of DFPR or as per orders issued from time to time in consultation with PAO/CDDO concerned.

5 Retention of electronic documents:

5.1 A Document Management System (DMS) has been made a part of the e- bill system in which all electronic documents (bill, invoice, sanction order, supporting documents, vouchers, pass orders/return orders etc.) will be stored and will be visible to respective authorities as a separate link/file and could be retrieved at any stage for post facto scrutiny, audit etc.

5.2 The e-Claim, supporting documents, e- Sanction, e-Bill, Pay Order, Pass Orders etc. along with digital signature/e-Sign of concerned authorities will be visible to sanctioning authority, DDO and PAO even after payment. This will help in tracking the status of the claim by these users.

****

REQUIREMENT, PRE-REQUISITE & PROCESS FLOW OF E-BILL IN PFMS.

1. Requirements:

A. System Related

(i) **Upgradation** of all computers to **64 bit** and **Windows 10 and above** operating system.

(ii) **Minimum 8 GB RAM** and i3 processor, AMD ryzen 3 or similar.

(iii) **Microsoft Dot Net Framework** 4.6.1 in every system where PFMS is operated.

(iv) **Window DSC Utility** (to be downloaded from PFMS).

B. Document Scanner: The document scanner should be capable of scanning at least 72 dpi resolution and should be able to support the page sizes required to be uploaded in ebill.

(i) **Document Scanner** is required for Sanction/PD Maker-Its attributes are as under:

	If its only text (irrespective of colour)	If the pdf document is combination of image and text	If the pdf document contains only image to be printed
Preferred dpi of PDF document	72 dpi	100-150 dpi (for computer digital screen display)	Minimum 300 dpi
Estimated number of pages covered in 2 MB document	200 pages approx	5-10 pages	1-2pages

C. Digital Signature

(i) **Digital signatures** (obtained from the Certifying Authority, authorized by the Controller of Certifying Authority of India-https://cca.gov.in/) for Claimant, Sanction Maker, Sanction Checker, DDO, DH, AAO, PAO, Signatory-1, Signatory-2.

2. New Users for e-bill

A. SanctionPD Maker------>PD Checker(Creator & Approver)

B. Sanction/PD Checker---->DDO(Creator & Approver)---------->PAO(2nd Level Approver)

C. Bill Distributor-->PAO(Creator & Approver)------------>Pr.A.O.(2nd Level Approver)

D. Claimant-->Sanction/PD Maker(Creator & Approver)-->PD Checker(2nd Level Approver)

└──────➤ **Vendor**, Employee, Agency

3. Step by Step Process Flow

A. Sanction/PD Checker Creation. ⎤ **OR** mapping of already created PD Maker/Checkers.

B. Sanction/PD Maker Creation ⎦

C. Claimant Creation and its mapping with PD. ──➤ By Claimant

D. Claim Reference Number (CRN) generation (running serial number) ──➤ Or by Sanction/PD Maker

E. Claim creation in RPR etc w.r.t CRN & uploading of its supporting document.

F. Claim DSC/eSign by Claimant/Sanction Maker.

G. Claim receiving by Sanction/PD Maker & entering efile No, date, sanction amount & Remarks.
H. Sanction creation by Sanction/PD Maker with reference to CRN.
I. Sanction forwarding by Sanction/PD Maker to PD Checker.
J. Sanction approving and DSC by Sanction/PD Checker.
K. Auto receiving at DDO, Deductions and ebill generation.
L. Bill DSC by DDO.
M. Auto receiving/token generation in Pay & Accounts Office.
N. Bill distribution to specific (DHs) by bill distributor.
O. Bill passing, DSC & forwarding to specific AAO by respective DHs (Through **FIFO**).
P. Bill passing, DSC & forwarding to specific PAO by respective AAOs (Through **FIFO**).
Q. Bill passing & DSC by PAO (Through **FIFO**).
R. Batch preparation & DSC by Signatory-1.
S. Batch DSC by Signatory-2, if any.

4. <u>Returning Flow</u>

A. Bill returning by **Signatory-1 to DDO** with DSC on bill return memo.
B. Batch returning by **Signatory-2 to Signatory-1** without DSC (for =>10 Lakh bill).
C. Bill returning by **DDO to Sanction/PD Checker** with DSC.
D. Sanction cancellation by Sanction/PD Checker without DSC.
E. Upon cancellation of sanction, claim gets detached from sanction.
F. Detached claim can be returned to claimant by Sanction/PD Maker or it can again be attached to a new sanction.

5. <u>Pull Back Feature in PAO</u>.

A. Pull back feature is introduced centrally at Bill Distributor Level. In addition to that it is also introduced at respective levels too as explained below.
B. Bill Distributor can pull back a bill from any level (DH, AAO, PAO) and can give it to another official of same level.
C. DH and AAO can pull back a bill forwarded by them to AAO and PAO respectively and can given to another AAO and PAO.

6. <u>Sanctions/Bills for which claims are not required</u>:

A. Pay bill
B. NIL bill for NPS etc.
C. Grants-in-Aid, Subsidy, Investment, Loans & Advances bill
D. PAO-8
E. Bill for withdrawal of retirement benefits.
F. Bill for drawing charges on account of withdrawal from Contingency Fund.

Pre-requisites & process flow of e-bill

1. Requirements:

A. System Related

(i)   **Upgradation** of all computers to **64 bit** and **Windows 10 and above** operating system.

(ii)   **Minimum 8 GB RAM** and i3 processor, AMD Ryzen 3 or similar.

(iii) **Microsoft Dot Net Framework 4.6.1** in every system where PFMS is operated.

(iv)   **Window DSC Utility** (to be downloaded from PFMS & installed on all systems).

B. Document Scanner:
The document scanner is required for Sanction/PD Maker for scanning the sanctions, bills, claims for uploading on e-bill system. It should be capable of scanning at least **72 dpi resolution** and should be able to support the page sizes required to be uploaded in e-bill.   Suggested specifications are as under:

	If its only text (irrespective of colour)	If the pdf document is combination of image and text	If the pdf document contains only image to be printed
Preferred dpi of PDF document	**72 dpi**	100-150 dpi (for computer digital screen display)	Minimum 300 dpi
Estimated number of pages covered in **2 MB** document	**200 pages** approx	5-10 pages	1-2 pages

C. Digital Signature

(i)   Digital signatures (**obtained from the Certifying Authority, authorized by the Controller of Certifying Authority of India-https://cca.gov.in**/) for Claimant, Sanction Maker,

Sanction Checker, DDO, DH, AAO, PAO, Signatory-1 and Signatory-2.

2. <u>Sanction maker and Sanction checker</u>

A. New user creation (Sanction Maker and Sanction Checker, Bill Distributor(in PAO)

<u>New Users Creation & Approval</u>

New User	Creator	Ist Level Approval	IInd Level Approval
Sanction/PD **Maker**	Sanction/PD **Checker**	Sanction/PD **Checker**	-
Sanction/PD **Checker**	**DDO**	**DDO**	**PAO**
Bill Distributor (Anyone in PAO)	**PAO**	**PAO**	**Pr.A.O.**
Claimant (Vendor)	Sanction/PD **Maker**	Sanction/PD **Maker**	Sanction/PD **Checker**
Claimant (Employee)	Will use existing EIS login credentials		
<u>**Important:**</u> All IDs in PFMS will be activated after 24 hours of IInd level approval granted in PFMS			

3. <u>DSC Approval of users for e-bill</u>

S.No	User Type	Approval
1	Claimant (Vendor) DSC	Sanction/PD Checker
2	Claimant (Employee) DSC	DDO
3	Sanction/PD Maker DSC	DDO
4	Sanction/PD Checker DSC	DDO
5	DDO DSC	PAO
6	Dealing Hand DSC	Pr.A.O.
7	AAO DSC	Pr.A.O.
8	PAO	Pr.A.O.
9	Signatory-1 & 2	Pr.A.O.

4. Step by Step Process Flow

Broad Outline of Process Flow	
Step	Process
1	A. Sanctioning Authority/PD Codification B. DDO DSC Enrolment and Approval C. Bill Distributor (in PAO) login Creation and Approval. D. DH &AAO (in PAO) DSC Enrolment and Approval. ***** All the above activities can be started simultaneously by the respective offices/users.
2	A. Sanction/PD Checker& Sanction/PD Maker Creation & Approval(To be created only after selecting the PD Code) B. Sanction/PD Checker&Maker DSC Enrolment and Approval.
3	A. Claimant/Vendor Login Creation & Approval (Optional) B. Claimant/Vendor DSC Enrolment & Approval (Optional) ***** Claims can also be raised in PFMS by the Sanction/PD Maker user
PROESS IN SANCTIONING AUTHORITY OFFICE	
4	e-claim Reference Number (CRN) generation by Claimant/Sanction Maker
5	e-claim Creation by Claimant/Sanction Maker
6	e-claimPDF Digitally Signing (DSC) by Claimant/Sanction Maker
7	e-claim receiving by Sanction Maker ***** In certain cases (viz TA-Tour, Transfer & LTC) there would be another step involved before eclaim receiving i.e. settlement form creation by Sanction/PD Maker and its approval & DSC by Sanction/PD Checker
8	e-sanction generation by Sanction Maker ***** Please note that in case of RPR-34 (Grants-in-Aid) there won't be any claim and the process will start directly from sanction itself.
9	e-sanctionForwarding by Sanction Maker to Sanction Checker
10	e-sanctionPDF DSC by Sanction Checker (Through FIFO)
PROESS IN DDO OFFICE	
11	Deduction entry, e-bill generation and e-billPDF DSC by DDO.(Through FIFO) or eSanction returning by DDO to Sanction/PD Checker

	PROCESS IN PAY & ACCOUNTS OFFICE (PAO)
12	e-bill distribution to Dealing Hands (DHs) by Bill Distributor.
13	e-bill passing/returning by DHs through FIFO.
14	e-billPass/Return Order PDF DSC by DH.
15	e-bill passing/returning by AAOs through FIFO
16	e-billPass/Return Order PDF DSC by AAO.
17	e-bill final passing/returning by PAO through FIFO
18	e-billPass/Return Order PDF DSC by PAO.
19	Batch preparation of epayment files.
20	Payment file & Batch Order PDF DSC by Signatory-1
21	Payment file & Batch Order PDF DSC by Signatory-2 (if any)
22	Payment file transmission to accredited bank.
23	Epayment scroll receipt from accredited bank.
24	SMS and Email trigger to Claimant.
25	Claim Tracking Report (MIS-08)

5. **Detailed Process Flow:**

A. **Sanctioning Authority/PD Codification:**

(i) Sanctioning Authority Codification means **allotting code to sanctioning authority office/establishment** on the similar pattern as code is being allotted to DDO office, PAO office etc. It's an identity related to an office/establishment. Individual officials viz Sanction Maker and Sanction Checker are merely holding different types of roles/posts in that office.Sanction Maker and Sanction Checker can change but office/establishment remains same. **Please Note thatfirst sanctioning authority code will be generated, then PAO code will be activated for ebill and thereafter**

sanction checker and makerare to be created against the said code. Don't try to create user without generation of sanctioning authority code. While trying to create sanction checker and sanction maker you mandatorily needs to select the sanctioning authority code appearing in the form. If code is not appearing then it means that the sanctioning authority code has not yet been generated or the PAO code is not yet activated for ebill.

(ii) Duly filled prescribed form (available at https://pfms.nic.in/Users/LoginDetails/NewLayoutLogin.aspx) to be filled by the DDO. The form must be filled keeping in view of concept as indicated at point (i) above in mind.

(iii) Verification of above form by the sanctioning authority.

(iv) Data capturing from the hard copy of the form by DDO user in PFMS through the option admin master→create PD code. The scan copy of the verified form will also be mandatorily uploaded in the system through the 'upload document' option.

(v) PAO user will login in PFMS and approve the details entered or return the same DDO if any discrepancy is observed. Upon approval sanctioning authority code will be generated.

(vi) Code intimation to sanctioning authority and DDO via email, upon code generation.

B. <u>Sanction/PD Checker Creation</u>:

(i) Login creation to be initiated only after sanctioning authority/ PD code generation& activation of PAO code for ebill.

(ii) Login creation and approval process will remain same as per the existing procedure of Ministry User Registration.

(iii) Login will be activated after 24 hours of IInd level approval granted in PFMS.

C. <u>Sanction/PD Maker Creation</u>:

(i) Login creation to be initiated only after activation of Sanction Checker.

(ii) Login creation and approval process will remain same as per the existing procedure of Ministry User Registration.

(iii) Login will be activated after 24 hours of approval granted in PFMS.

D. <u>Claimant (Vendor)Login Creation:</u>

(i) Login needs to be created for vendors who are already registered in PFMS.

(ii) For those vendors who are not registered in PFMS, they first needs to be registered in PFMS as is being done presently.

(iii) Claimant to submit the duly filled prescribed 'claimant user registration form' (available at link https://pfms.nic.in/Users/LoginDetails/NewLayoutLogin.aspx) along with its enclosures to sanctioning authority users (Sanction Maker).The same can be submitted in hard and/or soft form(scanned) at the official email id of the sanctioning authority.

(iv) Sanction Maker user to capture data in PFMS from the forms received and also to map the existing vendor code with the proposed login.

(v) The rest process of granting 1st and 2nd level approval etc will remain same as applicable in Ministry User Registration process.

(vi) The login credentials will be emailed to claimant at the entered email id after 2nd Level Approval.

(vii) The login ID of claimant will be activated after 24 hours of 2nd level approval granted in PFMS.

E. <u>Claimant (Vendor) Digital Signature (DSC) Enrolment & Approval:</u>

(i) Vendor will obtain Digital Signature as indicated at 1(C) above.

(ii) Vendor will download the 'DSC Window Application' available at his/her login in PFMS. The said utility needs to be installed on the system(s) from where e-claim related activities are to be performed.

(iii) Vendor will enroll his/her Digital Signature in PFMS.

(iv) The said Digital Signature of vendor will be approved by the Sanctioning Authority user (Sanction/PD Checker).

(v) Upon approval, the Digital Signature will be activated in PFMS and can be used for performing e-claim related activities.

F. Claimant (Employee) Login Creation, DSC Enrolment & Approval:

(i) Employee will use their existing EIS login credential for raising their personal e-claims.

(ii) Employee will download the 'DSC Window Application' available at his/her login in PFMS. The said utility needs to be installed on the system from where e-claim related activities are to be performed.

(iii) Employee will enroll his/her Digital Signature in PFMS.

(iv) The said Digital Signature of Employee will be approved by the DDO.

(v) Upon approval, the Digital Signature will be activated in PFMS and can be used for performing e-claim related activities.

G. E-Sign facility to Claimant (Vendor and Employee)

(i) The e-sign facility will also be provided to Claimants (Both Vendors and Employees) as and when the same is facilitated in PFMS.

H. e-claim Generation by Claimants/Sanction Maker& its tracking

i. Claim Reference Number (CRN) generation

(i) First CRN is to be generated through option e-Claim→Generate Claim Reference No.

(ii) CRN is generated with reference to linked vendor codes and the sanctioning authority/PD to whom the e-claim is going to be raised.

(iii)   As per standard operating procedure (SoP) of ebill, the CRN generated needs to be indicated on each supporting documents being uploaded with the e-claim. However, appearing of CRN as watermark on the claim supporting documents have been facilitated in PFMS.

ii.   e-claim Creation against CRN

a) Claim type needs to be selected as per given RPR e-claim forms.

b) The requisite data needs to be entered as per the selected RPR e-claim form.

c) Documents in support of e-claim being raised needs to be scanned (as per preferred dpi indicated at 1(B) above) and uploaded at the relevant place in the respective RPR e-claim form.

d) **Meaningful   description**like 'invoice', 'contract document', 'voucher' , 'proof of delivery' etc.**needs to be given in the 'Document Description'**so that the document can be identified from its given description.

e) There is a provision for uploading 5 supporting documents of 2MB each. Apart from that there is an additional facility for uploading 5 supporting documents of 2 MB each for contract documents (for RPR-29-Contingent Expenditure).

iii.   e-claim Digital Signing

a) The respective e-claimPDF then needs to be Digitally Sign by the Claimant or Sanction/PD Maker as the case may be by going through the option e-claim→Manage Claims→Selecting the CRN and then clicking 'DSC Claim'.

b) It is advised that claim PDF may be seen before Digitally Signing. For this purpose option 'view claim to be digitally sign' may be clicked.

iv.   e-claim tracking, SMS and E-Mail alert

a) Claim can be tracked from the 'claim tracking report' available at CAM Reports→MIS-08

b) Upon receipt of epayment scroll from bank an SMS will be triggered to the Claimant from PFMS at the registered mobile number.

c) An Email will also be sent to the claimant at registered email id upon receipt of epayment scroll from bank.

v. e-claim Receiving by Sanction/PD Maker

(i) All e-claims needs to be received by Sanction/PD Maker by going through the option e-claim→Manage Claims and selecting the desired CRN.

(ii) e-File/File No, e-File/File Date, Sanction Amount, and Remarks fields are to be entered at the requisite places in the form.

I. e-sanction Generation/Returning, and its approval through DSC.

i. Thereafter e-sanction needs to be generated by Sanction/PD Maker against received e-claims by entering necessary details in e-sanction→Create e-sanction.

ii. 'e-claim PDF' and its 'supporting documents' can be viewed by clicking 'e-Document' hyperlink available at 'e-sanction Details' page while creating and approving e-sanction by Sanction/PD Maker and Sanction/PD Checker respectively. The digital signature of claimant can be viewed at the bottom of 'e-claim PDF'.

iii. Sanction/PD Maker then needs to submit the e-sanctionto Sanction Checker.

iv. Sanction/PD Checker will then approve, and Digitally Sign the e-sanction PDF.

v. It is advised to always view the PDF file of e-sanction being Digitally Sign.

vi. e-sanction can also be returned to Sanction/PD Maker by Sanction/PD Checker with DSC.

J. e-bill Generation/e-sanction Returning at DDO level.

i.   e-sanctions will be auto received in DDO.

ii.   e-bills to be generated by clicking the sanction number hyperlink available at e-sanction→generate e-bills.

iii.   'e-claim PDF', its 'supporting documents', 'e-sanction PDF' can be viewed by clicking 'e-Document' hyperlink available at 'e-sanction Details' page while generating bills.

iv.   Deductions if any can be entered by clicking 'generate bill number (with deductions).

v.   If there are no deductions e-bill number can be generated by clicking 'generate bill number (without deductions)

vi.   e-sanction if required can also be returned to Sanction/PD Checker by clicking the button 'return sanction to PD' while generating the e-bill by the DDO with DSC.

vii.   Generated e-billPDF needs to be digitally signed by the DDO by going through the option e-sanction→Manage e-sanctions and thereafter taking the sanction status as 'Pending DDO DSC'. The hyperlink 'sanction number' will then be clicked and thereafter 'Apply DSC' button to be clicked.

viii.   It is advised to always view the PDF file of e-bill being digitally signed by clicking the button 'view file to be digitally sign' at the time of digitally signing.

K. e-bill Distribution/Pull Back Feature

(i)   e-bill receiving and its token number generation will be done automatically by the system.

(ii)   All e-bill received in PAO will be available at 'Bill Distributor' level for distributing them to the respective dealing hands in PAO.

(iii)   BillDistributor will go to e-sanctions→Bill Distribution and first select the name of 'dealing hand' from 'select dealing hand' option. Thereafter he/she will select the check box provided againstall the sanction numbers which needs to be given to the

selected dealing hand. Finally the 'Assign' button to be clicked. Like this all the sanctions/token number can be assigned to the respective dealing hands.

(iv) Further, on the same page one 'pull back' option is also available through which assigned bills/tokens can be re-assigned to dealing hands or the bills lying with AAO and PAO can be pulled back and re-assigned to some other official of the same level by the Bill Distributor.

(v) Pull back feature is also available at DH and AAO level. However, they can pull back the submitted bills and reassign the same to some other official of the same level. For e.g. DH has submitted the bill to AAO-X but AAO-X is not available. Now DH can pull back the bill from AAO-X and reassign the same to some other AAO. In the same way AAO can also pull back the submitted bills from PAO and reassign the same to some other PAO.

(vi) Bills can be pull back before it is digitally signed by the authority from whom it is being withdrawn.

(vii) If a bills is passed but not digitally signed then the decision taken by the authority will be reverted at the time of pull back. The bill will then be reassigned afresh.

(viii) Both 'pull back' and 'reassign' needs to be done simultaneously.

L. <u>First-In-First Out (FIFO) Methodology</u>

(i) FIFO is applied at PD Checker, DDO and in Pay & Accounts Office at all levels viz DH, AAO and PAO.

(ii) FIFO will be formed on the basis of date and time of last action triggered.

(iii) FIFO will be applied at DH level in token number order. Suppose token number 2,5,8,9,11,15 are available with a particular DH then token number 2 needs to be passed first. If token 2 is pending and any other token is passed then system will ask for reasons for bypassing FIFO.

(iv) FIFO will be applied at AAO and PAO level in order of date and time stamp of DSC at lower level. For e.g. if four token numbers are passed by two dealing hands (D1 and D2) and forwarded to Asstt Accounts Officer (AAO1)then the FIFO logic of the bill will be as under at AAO1 level:

Bill passing by DH1 and forwarded to AAO1		Bill passing by DH2 and forwarded to AAO1		**FIFO order at AAO1**
Token No	DSC Date & Time	Token No	DSC Date & Time	
5	2-2-2022 1500 hrs	1	1-2-2022 1300 hrs	11
11	1-2-2022 1100 hrs	3	2-2-2022 1600 hrs	1

M. e-bill Passing/Returning by Dealing Hand (DH) in PAO:

a) Dealing Hand in PAO will first enroll his Digital Signature in PFMS and get his/her DSC approved by Pr.A.O.

b) DH will select the sanction needs to be acted upon by clicking at the hyperlink available at sanction number at e-sanction→Manage Sanction and then selecting the sanction status as 'digitally sign by DDO' and thereafter clicking search button.

c) Bill can be passed or returned by clicking on 'Forward to AAO(Pass)' and 'Forward to AAO(Return)' button respectively.

d) In case of passing of e-bill, name of the AAO also need to be selected from the option 'Forward To………………..'

e) 'e-claim PDF', its 'supporting documents', 'e-sanction PDF', 'e-bill PDF' can be viewed by clicking 'e-Document' hyperlink available at 'e-sanction Details' page while processing bills.

f) Once e-bill is passed, its pass/return order PDF can be digitally signed by the DH by going through e-sanctions→Manage e-sanctions→selecting sanction status as 'pending DH DSC Pass Order' and clicking on hyperlink of sanction number thereafter clicking 'Apply DSC' button.

g) It is advised to always view the PDF file of 'e-bill Pass Order' being digitally signed by clicking the button 'view file to be digitally sign' at the time of digitally signing.

N. Bill Passing/Returning by Assistant Accounts Officer (AAO) in PAO

a) AAO in PAO will first enroll his/her Digital Signature in PFMS and get his/her DSC approved by Pr.A.O.

b) AAO will select the sanction needs to be acted upon by clicking at the hyperlink available at sanction number at e-sanction→Manage Sanction and then selecting the sanction status as 'Forward to AAO' and thereafter clicking search button.

c) Bill can be passed or returned by clicking on 'Forward to PAO(Pass)' and 'Forward to PAO(Return)' button respectively.

d)   In case of passing of e-bill, name of the PAO also need to be selected from the option 'Forward To………………'

e)   'e-claim PDF', its 'supporting documents', 'e-sanction PDF', 'e-bill PDF' , 'Pass Order of DH PDF' can be viewed by clicking 'e-Document' hyperlink available at 'e-sanction Details' page while processing bills.

f)   Once e-bill is passed, its pass/return order PDF can be digitally signed by the AAO by going through e-sanctions→Manage e-sanctions→ selecting sanction status as 'pending AAO DSC Pass Order' and clicking on hyperlink of sanction number thereafter clicking 'Apply DSC' button.

g)   It is advised to always view the PDF file of 'e-billPass Order' being digitally signed by clicking the button 'view file to be digitally sign' at the time of digitally signing.

O. Bill Passing/Returning by Pay & Accounts Officer (PAO) in Pay & Accounts Office

i.   PAO will select the sanction needs to be acted upon by clicking at the hyperlink available at sanction no at e-sanction→Manage Sanction and then selecting the sanction status as 'Forward to PAO' and thereafter clicking search button.

ii.   Bill can be finally passed or returned by clicking on 'Pass Bill' and 'Return Bill to DDO' button respectively.

iii.   'e-claim PDF', its 'supporting documents', 'e-sanction PDF', 'e-bill PDF' , 'Pass Order of DH PDF', 'Pass Order of AAO PDF' can be viewed by clicking 'e-Document' hyperlink available at 'e-sanction Details' page while processing bills.

iv.   Once bill is passed, its pass/return order PDF can be digitally signed by the PAO by going through e-sanctions→Manage e-sanctions→ selecting sanction status as 'pending PAO DSC Pass Order' and clicking on hyperlink of sanction number and thereafter clicking 'Apply DSC' button.

v.   It is advised to always view the PDF file of 'e-bill Pass Order' being digitally signed by clicking the button 'view file to be digitally sign' at the time of digitally signing.

P. <u>Batch Preparation, Digital Signing by Signatory-1 & 2 (if any)</u>

The process remains same as is being followed presently.

6. New Reports available for e-bill:

A. <u>Claim Tracking Report</u> – For checking the status of eclaim under CAM Reports→MIS→MIS-08 Claim Tracking Report

B. <u>Bill Register</u> as per GAR-9 under CAM Reports→Precheck→PC-05 Bill Register.

C. <u>Sanction Vendor Payment Details</u> – For checking last payment details of vendors under CAM Reports→Payment→PAY-7-Sanction Vendor Payment Details.

D. <u>Sanctioning Authority Code Details</u> – For viewing the details of sanctioning authority code generated by the system under CAM Reports→Master→MST-04-Sanctioning Authority Code Details.

7. <u>Support/Helpdesk/User Manual</u>

i.   **The concerned PAO should be the first point of contact for all queries. PAOs.**

ii.   **For technical issues following are the details of the helpdesk in PFMS:**

For e-bill related issues	For issues related to banks (non-

	credit, failures, scrolls etc.)
As per details available at https://cga.nic.in/Page/Contact-Us-.aspx Phone:24665408 24665410 24665411 24665414 e-Mail:pao2000@nic.in	Phone:24665417 24665415 24665412 e-Mail:sys@nic.in

8. Sanctions/Bills for which claims are not required:

A. Pay bill

B. NIL bill for NPS etc.

C. Grants-in-Aid, Subsidy, Investment, Loans & Advances bill

D. PAO-8

E. Bill for withdrawal of retirement benefits.

F. Bill for drawing charges on account of withdrawal from Contingency Fund.

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