

PUBLIC FINANCIAL MANAGEMENT SYSTEM (PFMS)



MANUAL FOR REGISTRATION OF USERS AND PAYMENT PROCESS FLOW IN PFMS

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NEW DELHI

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PREFACE

The Public Financial Management System (PFMS) is a web-based application for payment, accounting and reconciliation of Government transactions and integrates various existing standalone systems. The PFMS software application has been programmed in user friendly manner. The user of PFMS will find onscreen information to run various modules. However, an attempt has been made through this User Manual to cover all processes to be followed in Civil Ministries of Government of India for registration of users, payment, accounting and reconciliation so as to make it a comprehensive one-stop guidance material.

2. The purpose of this User Manual is to provide a training tool for the managerial and supervisory staff and above all to the employees dealing with the payment and related issues in Civil Ministries of Government of India. The effort has been to draft this Manual in the form of a simple and usable document and as far as possible, to outline the procedures and the mechanisms involved in its operation for payment.

3. Chapter 1 is introductory in nature and brings out the meaning and importance of PFMS. Chapter 2 of the Manual deals with the registration of Principal Accounts Office of Ministry and its functions in PFMS portal. Chapter 3 provides steps to be followed for registration of concerned Pay & Accounts Office users and their role in a comprehensive manner. The registration and functions of Drawings & Disbursing Officer and Programme Divisions of Ministry are discussed in chapter 4 and 5 respectively.

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GLOSSARY OF IMPORTANT TERMS

Unless there is something averse in the subject or context, the terms defined in this section are used in this Manual in the sense hereunder explained:

(i)	AAO	-	Assistant Accounts Officer
(ii)	CA	-	Controller of Accounts
(iii)	CCA	-	Chief Controller of Accounts
(iv)	CGA	-	Controller General of Accounts
(v)	CDDO	-	Cheque Drawing & Disbursing Officer
(vi)	Checker-		Signify approving authority
(vii)	CPSMS-		Central Plan Scheme Monitoring System
(viii)	DH	-	Dealing Hand
(ix)	DPR	-	Detailed Project Report
(x)	DSC	-	Digital Signatory Certificate
(xi)	FY	-	Financial Year
(xii)	GePG	-	Government e-payment Gateway
(xiii)	HOD	-	Head of Department
(xiv)	HOO	-	Head of Office
(xv)	IFD	-	Integrated Finance Division
(xvi)	IGA	-	Inter Government Advice
(xvii)	Maker	-	Denotes data entry operator/Dealing Hand
(xviii)	NCDDO-		Non Cheque Drawings & Disbursing officer
(xix)	PAO	-	Pay & Accounts Officer
(xx)	Pr. A.O-		Principal Accounts Officer
(xxi)	Pr. CCA-		principal Chief Controller of Accounts
(xxii)	PD	-	Pgrogamme Division (Administrative Division)
(xiii)	PFMS	-	Public Financial Management System
(xxiv)	S.O	-	Section Officer
(xxv)	U.S	-	Under Secretary
(xxvi)	Vendor	-	Denotes payee (To whom payment is to be made)

CHAPTER-1

1.1 INTRODUCTION

Public Financial Management System (PFMS) is a web-based online transaction system for fund management and e-payment to implementing agencies and other beneficiaries. In December, 2014 decision was taken to enhance the use of PFMS (earlier known as CPSMS) as a single platform for payment, accounting & reconciliation of govt. transactions by integrating various existing standalone systems.

1.2 Objectives

The primary objective of PFMS is to establish an efficient fund flow system and expenditure network. PFMS also provides various stakeholders with a reliable and meaningful management information system and an effective decision support system. Now an online payment and accounting system is being introduced through this portal for all non-plan expenditure. The payment process in PFMS starts at Programme Division level. It moves further through Drawings & Disbursing Officer to Pay & Accounts Office for making payment directly to bank account of beneficiary. The following diagram represents payment process flow on PFMS portal:

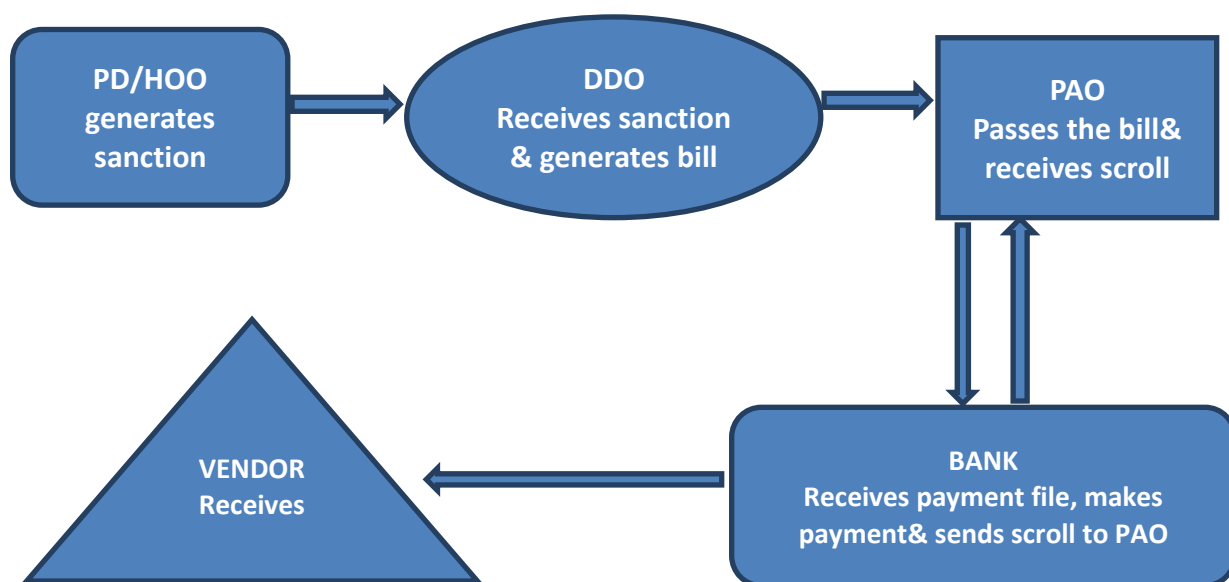


Figure (1.1)

CHAPTER-2

REGISTRATION OF PRINCIPAL ACCOUNTS OFFICE AND ITS FUNCTIONS

2.1 Registration:

The Principal Accounts Office is nodal point in ministry under departmentalized accounting set up. All payment and accounting data of the ministry is compiled at Principal Accounts Office. In PFMS the role & responsibility of Principal Accounts Officer is to co-ordinate with concerned Pay & Accounts Office(s) and facilitate payment and compilation of accounts. For this purpose Principal Accounts Officer (Pr.AO User) is to be registered with PFMS portal, if not registered earlier. The steps require for registration of Pr. Accounts Officer are explained in following paragraph.

2.1.1 Website address: pfms.nic.in or www.cga.nic.in > CPSMS (home page will open)

2.1.2 Click “**REGISTER SANCTION ID GENERATION USERS**” hyperlink on home page, below the **Log In** button as shown in fig. (2.1).

The screenshot displays the PFMS (Public Financial Management System) login interface. The top header includes the system name and the Controller General of Accounts, Ministry of Finance. The left sidebar contains navigation links such as Home, About CPSMS, Plan Schemes, Bank/Post Office, Direct Benefit Transfer, Bulletin Board, Know Your Payments, NNMS Payments, Location Search Detail, User Guide, FAQs, Contact Us, Register/Track Issue, Disclaimer, and Know MGNREGA FTO Status. The main content area features a 'User Details' form with fields for Type of User (Principal Account Officer), Controller, First Name, Last Name, Designation, Email, Phone No, Mobile No, Login ID, Password, Confirm Password, Hint Question, Answer, and Confirm Answer. A security code '3c2105' is shown at the bottom of the form. The right sidebar contains a 'Log In' section with fields for Financial Year (2015-2016), Login ID, and Password, and a 'Log In' button. Below the login section, there are links for 'Register Agency', 'Register Sanction ID Generation Users', 'Register MTS Reports Users', 'Forgot Password?', 'Get Password By Unique Agency Code', 'Register State Govt. DDO', and 'Register Treasury Users'. There are also links for 'REGISTERING AGENCIES PLEASE CHECK HERE IF AGENCY IS ALREADY REGISTERED' and 'GET LOGIN DETAILS PLEASE CHECK HERE IF AGENCY IS ALREADY REGISTERED'. The bottom of the page shows a Windows taskbar with various application icons and a system clock indicating 14:52 on 03-08-2015.

Figure (2.1) Pr.AO User Registration Form

The 'User' has to fill all fields marked with (*) as explained below. In case mandatory field is left blank system will flash message against blank box. For e.g. Phone No. is required.

Type of Users:	Select Principal Account Officer from the drop-down list.
Controller:	Select Controller of your Ministry from drop down list. For example 010-POWER
First Name:	Type first name as per office record
Last Name:	Type last name as per office record
Designation:	Provide your designation (Accounts Officer/Sr. Accounts Officer)
E-Mail:	Provide your e-mail id (preferably nic. e-mail id). Login details of the registered user will be sent to this e-mail id only. If wrong e-mail id is given system will flash message 'invalid e-mail id' against box
Phone Number:	Give your office Phone Number with STD code
Mobile Number:	Give your 10 digit Mobile number. This is an optional field. Nevertheless, the user will receive SMS only on this mobile number
Login Id:	Provide your login id with minimum four characters and can be alphanumeric. The login id is unique for each user e.g. ccapower
Password:	Give your password in the textbox. The password can be alphanumeric & contain at least one special character. Further, it should not be less than 6 characters and more than 15 characters
Confirm Password:	Re-type password.
Hint Question:	Select hint question from the drop-down list
Answer:	Give answer to above hint question. User may note down answer for future reference to retrieve password
Confirm Answer:	Re-type the above answer
Word Verification:	Enter the characters appearing in box just above

Click the “SUBMIT” button. Message: ‘User has been Saved Successfully ’will appear at top of the web page. Figure (2.2) represents successful registration of Pr.AO user.

Note: PFMS portal follows standard rules. Wherever incomplete or wrong information is provided the system will prompt user to correct the same. Therefore, Users are advised to provide correct information while filling user registration form

The screenshot displays the PFMS portal interface. The browser address bar shows the URL: <https://164.100.129.32/Demo/Users/LoginDetails/Login.aspx>. The page header includes the PFMS logo and the text "Public Financial Management System-PFMS (formerly CPSMS) O/o Controller General of Accounts, Ministry of Finance". A navigation menu on the left lists various options: Home, About CPSMS, Plan Schemes, Bank/Post Office, Direct Benefit Transfer, Bulletin Board, Know Your Payments, NMMS Payments, Location Search Detail, User Guide, FAQs, Contact Us, and Register/Track Issue. The main content area is titled "Instructions" and "User Details". The "User Details" section displays a red message: "User has been saved successfully". Below this message, there are several dropdown menus for "Type of User", "Controller", "PAO", and "DDO", each with a "--Select--" option. There are also input fields for "First Name", "Last Name", "Designation", "Email", "Phone No.", and "Mobile No.". On the right side, there is a "Log In" section with a "FinancialYr" dropdown set to "2015-2016", and input fields for "Login ID" and "Password". Below the "Log In" section, there are links for "Register Agency", "Register Sanction ID Generation Users", "Register MIS Reports Users", "Forgot Password?", "Get Password By Unique Agency Code", "Register State Govt. DDO", and "Register Treasury Users". At the bottom, there is a red banner that reads "REGISTERING AGENCIES PLEASE CHECK HERE IF AGENCY IS ALREADY REGISTERED". The system clock in the bottom right corner shows "07/Aug/2015 01:07 AM".

Figure (2.2) successful registration of Pr. A.O. User

2.1.3 The registration of Pr. AO user is to be approved by PFMS Office, therefore 'User' has to provide above details on the e-mail id: sys@nic.int to office of CGA(PFMS) at Shivaji Stadium, New Delhi.

2.1.4 After approval from O/o CGA (PFMS), Pr. AO user can login. At first occasion PFMS portal mandates Pr. AO user to change password. A form will appear on the screen. Pr. AO user has to perform following steps:

- 1 Enter your password
- 2 Enter your new password. The password can be alphanumeric & contain at least one special character. Further, it should not be less than 6 and more than 15 characters
- 3 Confirm your new password
- 4 Choose change password figure (2.3). A message 'password changed successfully' will flash on the screen. Click 'ok'. Now, Pr.AO user can login with new password.

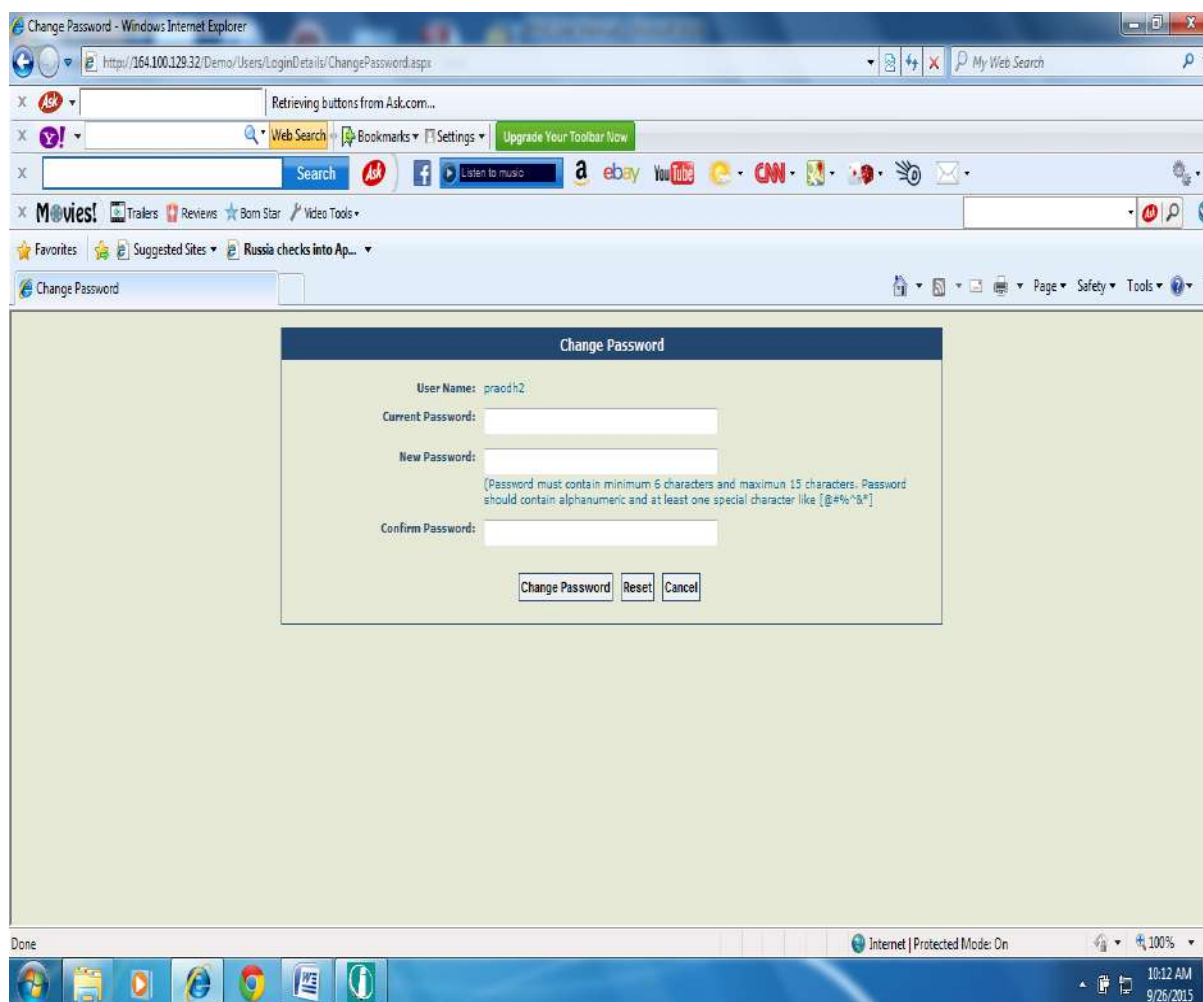
The image is a screenshot of a web browser window titled "Change Password - Windows Internet Explorer". The address bar shows the URL "http://164.100.129.32/Demo/Users/LoginDetails/ChangePassword.aspx". The browser's toolbar includes various icons for search, bookmarks, and settings. The main content area displays a "Change Password" form. The form has a title bar "Change Password" and contains the following fields: "User Name: prachh2", "Current Password:" with a text input field, "New Password:" with a text input field, and "Confirm Password:" with a text input field. Below the "New Password" field, there is a note: "(Password must contain minimum 6 characters and maximum 15 characters. Password should contain alphanumeric and at least one special character like [!@#%*&])". At the bottom of the form, there are three buttons: "Change Password", "Reset", and "Cancel". The browser's status bar at the bottom shows "Done", "Internet | Protected Mode: On", and the system clock "10:12 AM 9/26/2015".

Figure (2.3) screen for change password

2.2 Pr. Accounts Office's Assistant Accounts Officer and Dealing Hand registration

2.2.1 After login, Pr. Accounts Officer can create AAO & DH users for Pr. Accounts Office. The steps are as follows:

Go to Users>>Ministry user registration; a form will appear as shown in figure (2.4) below:

The screenshot shows a web browser window displaying the PFMS user registration interface. The browser is Windows Internet Explorer. The page title is "User Registration - Windows Internet Explorer". The address bar shows "http://164.100.129.32/Demo/Users/UserRegistration.aspx". The page content includes a header with the PFMS logo, the text "Public Financial Management System-PFMS (formerly CPMS)", and the user's name "Welcome: P.K.Sapra". The user type is "PrAO" and the financial year is "2015-2016". The left sidebar contains a menu with items like "BharatKosh Report", "Home", "BharatKosh", "Masters", "Budget", "Users", "Account Code Directory", "Agency", "Sanctions", "Sanction Custom Fields", "Reports", and "Masters". The "Users" menu item is expanded, showing "MIS User Registration", "Manage", "Ministry User Registration", and "My PrAO Ministry User Registration". The "Ministry User Registration" option is selected. The main content area displays the "Ministry User Registration" form. The form has a "Type of Users" dropdown set to "PrAO Assistant Account Officer". The "Controller" dropdown is set to "DIO - POWER". The form fields include "First Name", "Last Name", "Designation", "Email", "Phone No.", "Mobile No.", and "Login ID". A note at the bottom of the form states "(Login ID minimum 4 characters)".

Public Financial Management System-PFMS
(formerly CPMS)

Welcome: P.K.Sapra
User Type: PrAO
Financial Year: 2015-2016

Instructions
Email is mandatory for any communication, regarding your UserIds, Password, Notifications, Alerts etc.

User Details

Type of Users: PrAO Assistant Account Officer

Controller: DIO - POWER

First Name:

Last Name:

Designation:

Email:

Phone No:

Mobile No:

Login ID:

(Login ID minimum 4 characters).

Figure (2.4) screen for registration of AAO & DH by Pr. Accounts Officer

The 'User' has to fill all fields marked with (*) as explained below. In case mandatory field is left blank system will flash message against blank box. For e.g. Phone No. is required.

Type of Users:	Select Pr AO Assistant Accounts Officer from the drop-down list.
Controller:	By default Controller will appear in the box.
First Name:	Type first name as per office record
Last Name:	Type last name as per office record
Designation:	Provide your designation (Asstt. Accounts Officer)
E-Mail:	Provide your e-mail id (preferably NIC e-mail id). Login details of the registered user will be sent to this e-mail id only.
Phone Number:	Give your office Phone Number
Mobile Number:	Give your Mobile number. This is an optional field. However, the user will receive SMS only on this mobile number
Login Id:	Provide your login id with minimum four characters and can be alphanumeric. The login id is unique for each user e.g. kumar1975
Password:	Give your password in the textbox. The password can be alphanumeric& contain at least one special character. Further, it should not be less than 6 and more than 15 characters
Confirm Password:	Re-type password.
Hint Question:	Select hint question from the drop-down list
Answer:	Give answer to above hint question. User may note down answer for future reference to retrieve password
Confirm Answer:	Re-type the above answer
Word Verification:	Enter the characters appearing in box just above

Click the "SUBMIT" button. Message: 'User has been Saved Successfully' will appear at top of the screen.

2.2.2 For registration of Pr.AO Dealing Hand user, Select type of user as Pr. AO Dealing Hand and repeat all steps as mentioned above with details in respect of Sr.

Accountant/Accountant/Lower Division Clerk as the case may be.

2.2.3 Pr. AO AAO & DH have to be approved by Pr. AO himself/herself. The steps are as under:

- Choose User>>Manage: Screen will appear as figure (2.5). Manage sub module can be used for performing functions of approving, editing, enabling and disabling of Users.

The screenshot displays the 'Manage Users' interface of the Public Financial Management System (PFMS). The system is accessed via a web browser (Internet Explorer) at the URL <http://164.100.129.32/Demo/Users/UsersList.aspx>. The user is logged in as P.K.Sapra, User Type: PrAO, Financial Year: 2015-2016.

The 'Manage Users' section includes a search form with the following fields:

- Login Id: (Please provide at least 4 characters)
- First Name:
- Last Name:
- Status: All
- Division:

A 'Search' button is located below the form.

The table below lists the users managed in the system:

Name	Last Name	Email	Designation	Status	Division	User Type	Created Date
Praveen Kumar	Singh	praveensingh71@yahoo.com	Section Officer	Enabled	PAO	PrAO	16/09/2013
TESTING ADVICE	TESTING	TESTING.PFMS@GMAIL.COM	AAO	Approved	PrAO	PrAO	21/09/2015
testing advice	advice	testing.pfms@gmail.com	advice	Approved	PrAO	PrAODealingHand	21/09/2015
anil	m	anil@nic.in	a	Approved	PrAO	PrAO	12/09/2015
anil	m	anil@nic.in	a	Approved	PrAO	PrAODealingHand	12/09/2015

Figure (2.5) screen for approval of AAO & DH User by Pr. AO

- Click user's login name (indicated in red color). The status of new user will be shown as 'created'.

The screenshot shows a web browser window displaying the 'View User Details' page of a system. The browser's address bar shows the URL: `http://164.100.129.32/Demo/Users/ViewUserDetails.aspx?id=YyqAfyUWFEY=`. The page header identifies the user as 'D/o Controller General of Accounts, Ministry of Finance' and the financial year as '2015-2016'. A left-hand navigation menu lists various system functions like 'BharatKosh Report', 'Home', 'BharatKosh', 'Masters', 'Budget', 'Users', 'Account Code Directory', 'Agency', 'Sanctions', 'Sanction Custom Fields', 'Reports', 'Masters', and 'Register/Track Issue'. The main content area, titled 'User Details', displays the following information for the user 'app_praoao':

- Login ID: app_praoao
- Controller: POWER
- First Name: ramkishan
- Last Name: sharma
- Phone: 24557816
- Mobile No:
- Email: ramsharma@gmail.com
- Designation: AAO
- Status: Created
- Created By: pro_power
- Created Time: 9/2/2015 1:08:58 PM

Below the user details, there are 'Edit User' and 'Back' buttons. A section titled 'Pending Requests For This User' contains a table with the following data:

Login Name	First Name	Last Name	Phone No	Mobile No	Email	Designation	Division	User Type	Created Date
app_praoao	ramkishan	sharma	24557816		ramsharma@gmail.com	AAO		PRACAO	2/09/2015

The footer of the page includes links for 'About Us', 'Site Map', 'Privacy Policy', and 'Contact Us', along with a copyright notice for the '2009 CENTRAL PLAN SCHEME MONITORING SYSTEM'. The Windows taskbar at the bottom shows the system time as 9:40 PM on 9/25/2015.

figure (2.6) screen for approval of AAO & DH User by Pr. A.O

- Click on login name (shown in blue color). The screen will appear as fig (2.7)

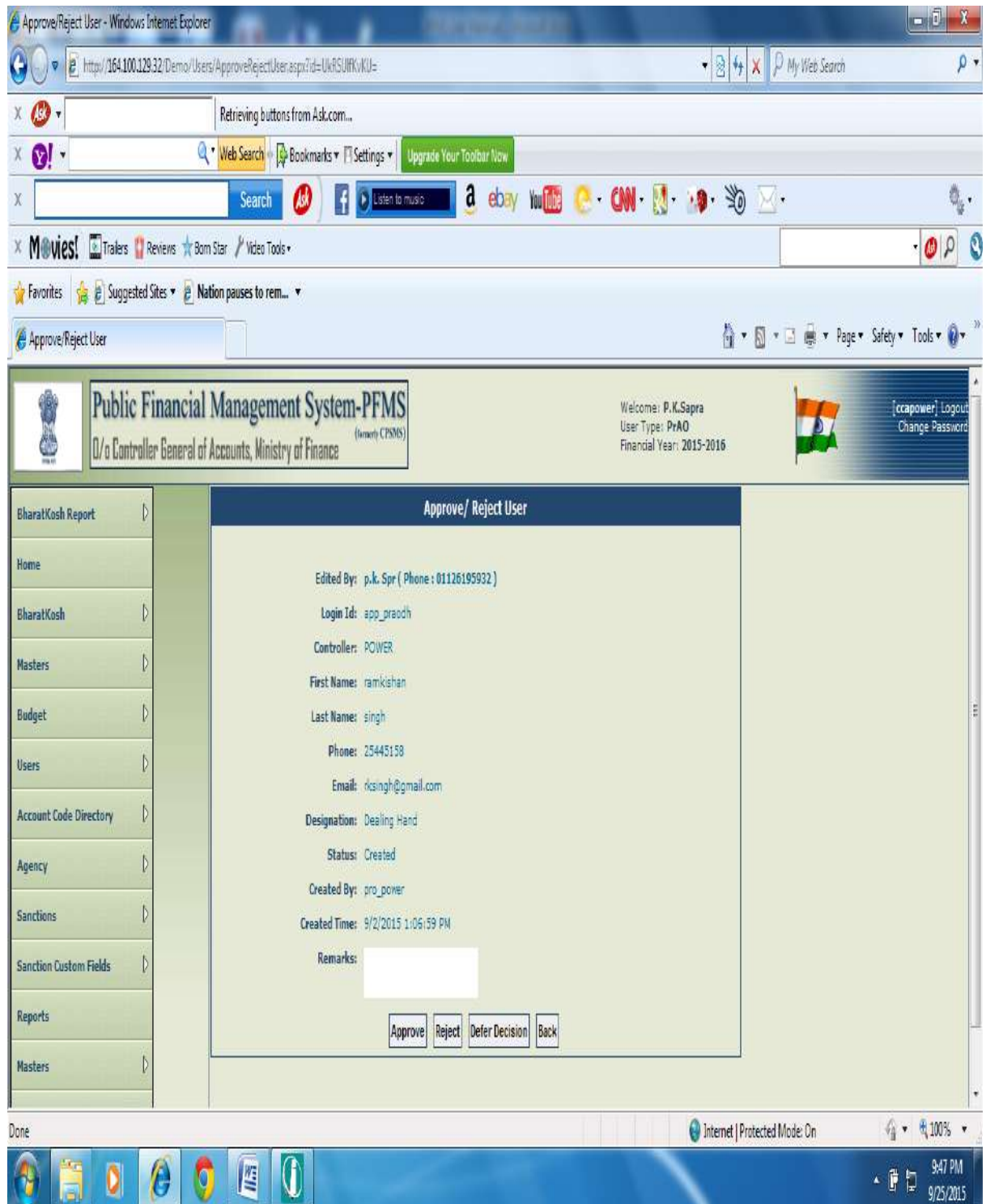


Figure (2.7) screen for approval of AAO & DH user by Pr. AO

- Enter remarks and choose 'Approve'. A message 'User has been approved successfully' will appear at top. The Pr. Accounts Officer can choose to 'reject' the new Pr.AO AAO/DH user created or 'Defer Decision'

2.2.4 Once Pr. Accounts Officer approves the new Pr. AO AAO/DH user thereafter he cannot delete them. The approved users can only be 'enabled' or 'disabled'. However, Users details are editable. The following figure shows editable fields:

The screenshot shows a web browser window titled 'Edit User Details - Windows Internet Explorer'. The address bar displays the URL: <http://164.100.129.32/Demo/Users/EditUserDetails.aspx?id=16410012932>. The browser's toolbar includes search engines (Ask, Yahoo), social media links (Facebook, eBay, YouTube, CNN), and a 'My Web Search' button. Below the browser window, the application interface is visible. On the left is a vertical navigation menu with items: BharatKosh Report, Home, BharatKosh, Masters, Budget, Users, Account Code Directory, Agency, Sanctions, Sanction Custom Fields, Reports, Masters, and Register/Track Issue. The main content area is titled 'Edit User Details' and contains the following fields and information:

- Login Id: advisedh
- Controller: POWER
- First Name:
- Last Name:
- Phone:
- Mobile No:
- Email:
- Designation:
- Status: Enabled
- Created By: ccapower
- Created Time: 9/21/2015 2:44:48 PM
- Modified By: advisedh
- Last Modified: 9/21/2015 2:53:34 PM

At the bottom of the form are 'Save' and 'Cancel' buttons. The footer of the application includes links for 'About Us', 'Site Map', 'Privacy Policy', and 'Contact Us', along with the text: '©2009 CENTRAL PLAN SCHEME MONITORING SYSTEM. All Rights Reserved.' The Windows taskbar at the bottom shows the system clock as 10:05 PM on 9/25/2015.

figure (2.8) Screen for showing editable fields

- Editable fields: First name, last name, phone, mobile no. and designation. On choosing 'save' a message 'User Edited Successfully' flash on screen.

2.2.5 Approved Users can login. At first occasion PFMS portal asked them to change password. The User has to change the password. Pr. Accounts Officer can create multiple AAO and D H as Users.

2.2.6 Pr. Accounts Officer can edit his User details by using sub module 'My Profile' in 'User' module. The editable fields are First name, last name, phone, mobile no. and designation. Go to User>>My Profile. Edit the relevant field and click save figure (2.9).

The screenshot shows the 'Edit User Details' form in the Public Financial Management System (PFMS). The form is titled 'Edit User Details' and is located within the 'Users' module. The user is logged in as 'ccapower' with the user type 'PrAO' and the financial year '2015-2016'. The form contains the following fields and values:

Field	Value
Login Id:	ccapower
Controllers:	POWER
First Name:	P.K.Sapra
Last Name:	
Phone:	26195932
Mobile No:	
Email:	praopower@rediffmail.com
Designation:	Sr.Accounts Officer
Status:	Approved
Created By:	ccapower
Created Time:	3/24/2010 6:28:32 PM
Modified By:	ccapower
Last Modified:	9/14/2015 11:54:39 AM

At the bottom of the form, there are 'Save' and 'Cancel' buttons. The left sidebar shows the navigation menu with 'My Profile' highlighted under the 'Users' module. The bottom status bar shows the system time as 12:40 PM on 9/28/2015.

Figure (2.9) screen for editable fields for Pr.AO user details

2.3 Budget Module

2.3.1 At the beginning of financial year, Pr. Accounts Office has to enter function head wise budget figure in accordance with Detailed Demands for Grants of the ministry. DH User in Principal Accounts Office first enters function head wise budget figure and then confirm it. The complete budget as per Detailed Demands for Grants of the ministry entered and confirmed by DH User is to be approved by Principal Accounts Officer. To perform budget entry task following steps are required:

- * Login with Pr.AO DH user: Go to Budget>>BE>>DDG
- * Select Grant of your Ministry from drop down list
- * Select Major Head, Sub Major Head, Minor Head and Charged/Voted from drop down list
- * Screen will appear as below
- * Enter object head wise Plan/Non-Plan budget and save the data
- * Go to Budget>>BE>>Confirm DDG
- * Select Grant No. & Major Head and confirm the budget figure. It will be available for approval at Pr. Accounts officer user
- * The user can follow above steps to enter supplementary budget, if any

Public Financial Management System-PFMS
O/o Controller General of Accounts, Ministry of Finance

Welcome: sachin kumar
User Type: PrAODealingHand
Financial Year: 2015-2016

Detail Demand Grant

Select Grant: 077-Ministry of Power
Select Major Head: 3451-SECRETARIAT - ECONOMIC SERVICES
Sub Major Head: 345100-SECRETARIAT - ECONOMIC SERVICES
Minor Head: 345100090-SECRETARIAT
Select Charged/Voted: Voted

FunctionHead	Capital/Revenue	Charged/Voted	Plan Amount	Non Plan Amount	Total Amount
3451-SECRETARIAT - ECONOMIC SERVICES	Revenue	Voted	12400	204700	217100

in Thousand

SubHead	Details Head	Object Head	Charge/Voted	Plan	Non Plan	Total
03-MINISTRY OF POWER	00-MINISTRY OF POWER	01-SALARIES	Voted		232200	232200
		02-WAGES	Voted		700	700
		03-OVERTIME ALLOWANCE	Voted		510	510
		06-MEDICAL TREATMENT	Voted		2800	2800
		11-DOMESTIC TRAVEL EXPENSES	Voted		7700	7700
		12-FOR EIGN TRAVEL EXPENSES	Voted		13300	13300

Figure (2.10) screen for budget entry at Pr. AO DH level

2.3.2 Approval of DDG by Pr. Accounts Officer. To perform this task login with Pr.AO user and follow the following steps:

Go to Budget>>BE>>Approve DDG: Select Grant No. and Major Head and after checking the entry choose approve button. In case figure is not correct re-direct it to DH for correction.

DDG for checker - Windows Internet Explorer

http://164.100.129.32/Demo/Administration/Master/BudgetDetailHeadWiseDemandGrantChecker.aspx?BudgetType=4Ors5SEnk4=

Public Financial Management System-PFMS
(formerly CPMS)

Q/o Controller General of Accounts, Ministry of Finance

Welcome! P.K.Sapra
User Type: PrAO
Financial Year: 2015-2016

[ccapower] Logout
Change Password

Budget: DDG

Select Grants: 077-Ministry of Power

Select Major Head: 3451-SECRETARIAT - ECONOMIC SERVICES

Request For Redirection

Function Head	Capital/Revenue	Charged/Voted	Plan Amount	Non Plan Amount	Total Amount
3451-SECRETARIAT - ECONOMIC SERVICES	Revenue	Voted	12400	304700	317100

in Thousand

Function Head	Charge/Voted	Plan	Non Plan	Total
Supplementary-I	Voted		232200	232200
Supplementary-II	Voted		700	700
Supplementary-III	Voted		510	510
PAO DDO Wise	Voted		2800	2800
Budget Vs Expenditure Report	Voted		7700	7700
11-DOMESTIC TRAVEL EXPENSES	Voted		13300	13300
12-FOREIGN TRAVEL EXPENSES	Voted	12400	36167	48567
13-OFFICE EXPENSES	Voted			

Internet | Protected Mode: On

10:50 AM
9/26/2015

Figure (2.11) screen for approval of DDG by Pr. AO

2.3.3 Re-appropriation: Principal Accounts Officer user has been provided with the sub module regarding Re-appropriation of funds during the financial year. There are two sub modules in budget module for this purpose. The first is Add Re-appropriation and second is Manage re-appropriation. The user can add new re-appropriation by using first sub module. The following steps are to be performed:

Go to Budget>>Add Re-Appropriation: the screen will appear as under

The screenshot displays a web application for budget management. The browser window is titled 'http://164.100.129.32/Demo/Administration/Master/BudgetReAppropriation.aspx'. The page layout includes a sidebar with navigation options and a main content area. The main content area is divided into three sections: 'Re-Appropriation Summary', 'Re-Appropriation From', and 'Re-Appropriation To'. The 'Re-Appropriation Summary' section contains several dropdown menus for selecting Controller, Grant, Type, Charged/Voted, and Category. The 'Re-Appropriation From' and 'Re-Appropriation To' sections each have fields for Function Head, Object Head, Amount, and Reason, along with an 'Add' button. A red 'in Thousands' label is visible next to the Amount fields. The Windows taskbar at the bottom indicates the system date as 9/26/2015 and the time as 11:27 AM.

Figure (2.12) screen for capturing Re-appropriation order

- Re-appropriation summary: Select Controller, Grant, Charged/Voted, Category and type from drop down list

- Re-appropriation from: Enter function head, object head, amount and reasons and click add button
- Re-appropriation to: Enter function head, object head, amount and reasons and click add button
- Re-appropriation order details: Enter order No. & date. Upload re-appropriation order (only files of type jpg, png and pdf of size not more than 4 MB are allowed). Provide reasons (maximum 200 characters). Check the box ☐ all the sanction by competent authority has been taken. Press 'submit'.

Figure (2.13)

2.3.4 Manage Re-appropriation: The re-appropriation order added earlier can be managed with the help of this module. To perform manage re-appropriation task go to budget>> manage re-

appropriation. The screen will appear as under figure (2.14). Click the hyperlink 'add re-appropriation' and perform steps explained above for reversing earlier entries or to add new entries based on the re-appropriation order issued by ministry.

Public Financial Management System-PFMS
(formerly CPMS)

Welcome: P.K.Sapra
User Type: PrAO
Financial Year: 2015-2016

View Budget Re-Appropriation

Re-Appropriation Number:

[Add Re-Appropriation](#)

in Thousands

ReAppropriation No	Function Head	Object Head	Type	Category	From/To	Amount	Reason
4	6552001900201-OTHER PROJECTS/SCHEMES	55-LOANS AND ADVANCES	Capital	PLAN VOTED-EXPENDITURE	From	10000.00	Saving is due to re-appropriation of funds to functional heads for utilisation on projects/schemes for the benefit of North Eastern Region and Sikkim.
4	6801001900502-OTHER PROJECTS	55-LOANS AND ADVANCES	Capital	PLAN VOTED-EXPENDITURE	To	10000.00	Excess is due to re-appropriation of funds from Major Head "6552" to functional heads for utilisation on projects/schemes for the benefit of North Eastern Region and Sikkim.
							Saving is due to re-appropriation of funds to functional heads for

Figure (2.14) screen for managing re-appropriation order

2.3.5 DDO Function Head Mapping: This function is necessary for creating sanction by Programme Division. If DDO function head mapping is not done then the head of accounts will not be available to Programme Division at the time of creating new sanction id. To perform this function Go to Budget >> DDO Function Head Mapping. The screen will appear as figure (xvi) below. To map new head, select Controller, Grant, PAO and DDO from the drop down list. Provide function heads (13 digits), Object head (2 digits) and Category (Plan voted/Charged or Non Plan Voted/Charged). Click 'Search' button. The head to be mapped will appear below. Click 'Map head' button. The function head will appear in the mapped head list. A message 'Account head successfully mapped' will appear at top.

To remove mapped account head, click 'Remove' button. A window will open with message 'Are you sure to delete head'. Click ok, to remove. A message 'account head deleted successfully' will appear at top. In case user does not want to delete, click cancel.

Public Financial Management System-PFMS
(formerly CPMS)

Welcome: P.K.Sapra
User Type: PrAO
Financial Year: 2015-2016

DDO Function Head Mapping

Controller: 010 - POWER
Grant: 077 - Ministry of Power
PAO: PAO(Sect.), Ministry of Power, New Delhi
DDO: 213456-SECTION OFFICER, MINISTRY OF ENERGY

Object Head:
Category:

Search

SNo.	DDO	Function Head	Object Head	Category	Action
1	213456-SECTION OFFICER, MINISTRY OF ENERGY, DEPTT., OF POWER, SHRAM SHAKTI(BHAWAN, NEW DELHI,	2801050010401-OTHER PROJECTS/SCHEMES	35-GRANTS FOR CREATION OF CAPITAL ASSETS	9-PLAN VOTED-EXPENDITURE	Remove

Figure (2.15) screen for DDO Function head mapping

2.4 Master module: There are two 'Master module' in Pr. Accounts Officer user. The Master module fourth from top is for scheme account head mapping as per Gross Budgetary Estimates for Plan Schemes. At the beginning of each financial year Pr. Accounts Officer has to map all Plan schemes pertaining to his ministry for which budget has been provided in Detailed Demands for Grants. If scheme account head mapping is not done then the scheme will not be available to Programme Division for creation of sanction. For scheme account head mapping user has to Go to Master>>Schemes>Account Head Mapping. Select Controller Name and Grant. Plan Schemes will appear. Map one by one all schemes. Figure (xvi) below shows mapped schemes.

(Note: In case of Non-Plan payment above step is not required)

The screenshot displays the 'Scheme-Account Head Mapping' screen in the PFMS. The header shows the user is P.K. Sapra, a PrAO, for the financial year 2015-2016. The main table lists various schemes mapped to account heads, with columns for GBE, BE Amount, and Difference. A context menu is visible over the table, showing options like 'Schemes Master', 'Account Head Mapping', and 'Manage Sub Scheme Mapping'.

Controller Name	Grant	GBE	BE Amount	Difference
010 - POWER	077 - Ministry of Power	2,50,00,00,000	2,50,00,00,000	0
		0	0	0
	ASSISTANCE FOR CAPACITY BUILDING	1,00,00,00,000	1,00,00,00,000	0
	Bureau of Energy Efficiency POWER [0756]	50,00,00,00,000	50,00,00,00,000	0
	CENTRAL ELECTRICITY AUTHORITY POWER [0745]	30,00,00,00,000	30,00,00,00,000	0
	Central Electricity Regulatory Commission [9571]	0	0	0
	CENTRAL POWER RESEARCH INSTITUTE [0747]	1,25,00,00,00,000	1,25,00,00,00,000	0
	COMPREHENSIVE AWARD SCHEME FOR POWER SECTOR [0753]	1,00,00,00,00,000	1,00,00,00,00,000	0
	COMPUTERISATION AND OFFICE EQUIPMENT POWER [0748]	1,24,00,00,00,000	1,24,00,00,00,000	0
	DEEN DAYAL UPADHAYAYA GRAM JYOTI YOJANA (DDUGJY) [9338]	45,00,00,00,00,000	45,00,00,00,00,000	0
	DEVELOPMENT OF POWER SYSTEMS - NLDIC [9340]	3,00,00,00,00,000	3,00,00,00,00,000	0
	ENERGY CONSERVATION [0755]	60,00,00,00,00,000	60,00,00,00,00,000	0
	FINANCIAL SUPPORT FOR DEBT RESTRUCTURING OF DISCOMS [9012]	74,20,00,00,00,000	74,20,00,00,00,000	0
	FUNDS FOR EVALUATION STUDIES AND CONSULTANCY POWER [0751]	30,00,00,00,00,000	30,00,00,00,00,000	0

Figure (2.16) screen for scheme account head mapping

The Master module second from bottom is for approval of Digital Signatory Certificate enrolled by concerned Pay & Accounts Office. To approve Digital Signatory Certificate go to Master>>DSC Management>>Approve DSC. Select DSC to be approved and choose approve button. A message 'Digital Signatory Certificate' approved successfully will appear at top of the screen.

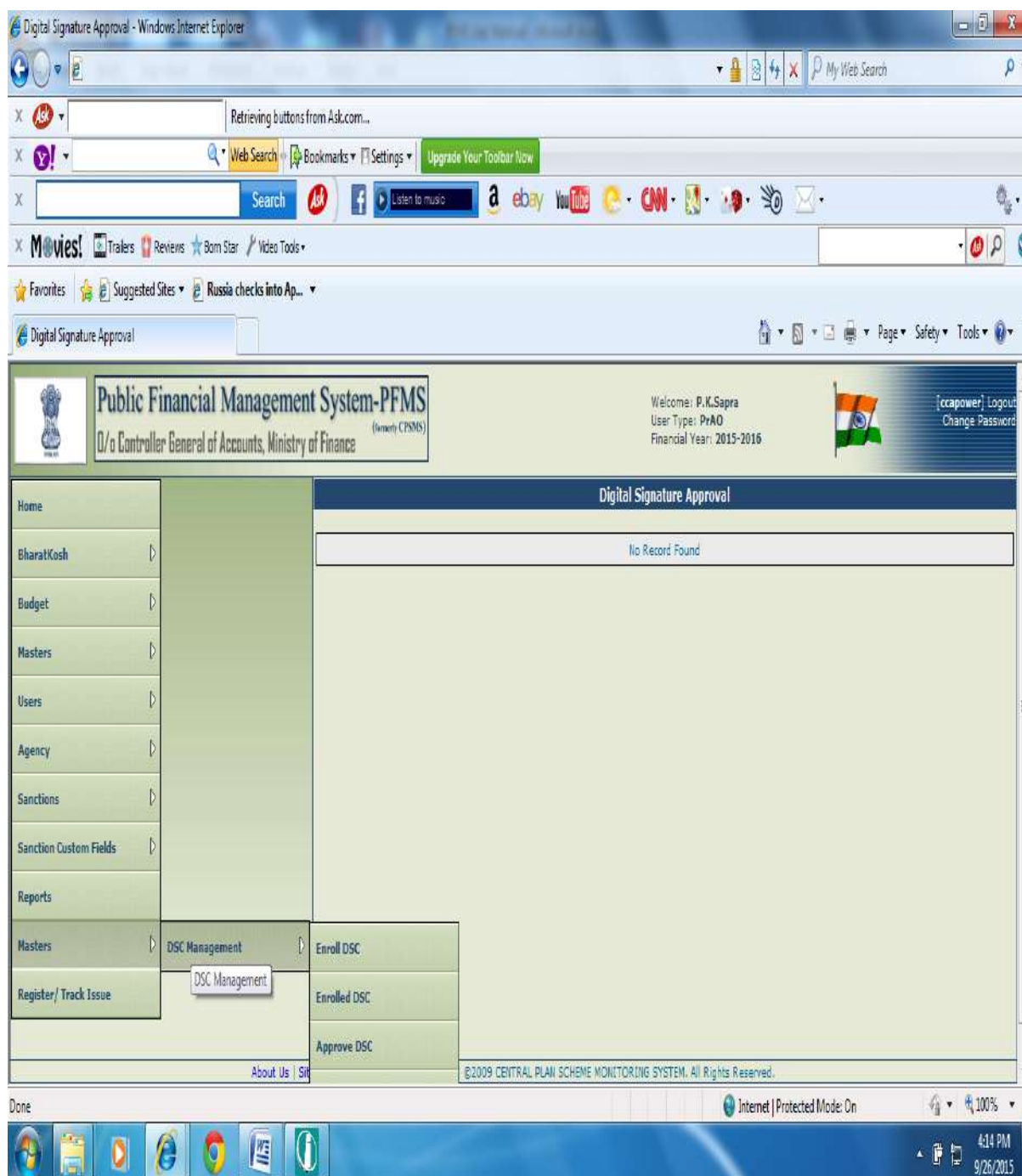


Figure (2.17) screen for DSC approval

To deactivate approved DSC go to Master>>DSC Management>>Deactivate DSC. Screen will appear as figure (ix) below. Tick User name and select reasons from drop down list. Click Deactivate button

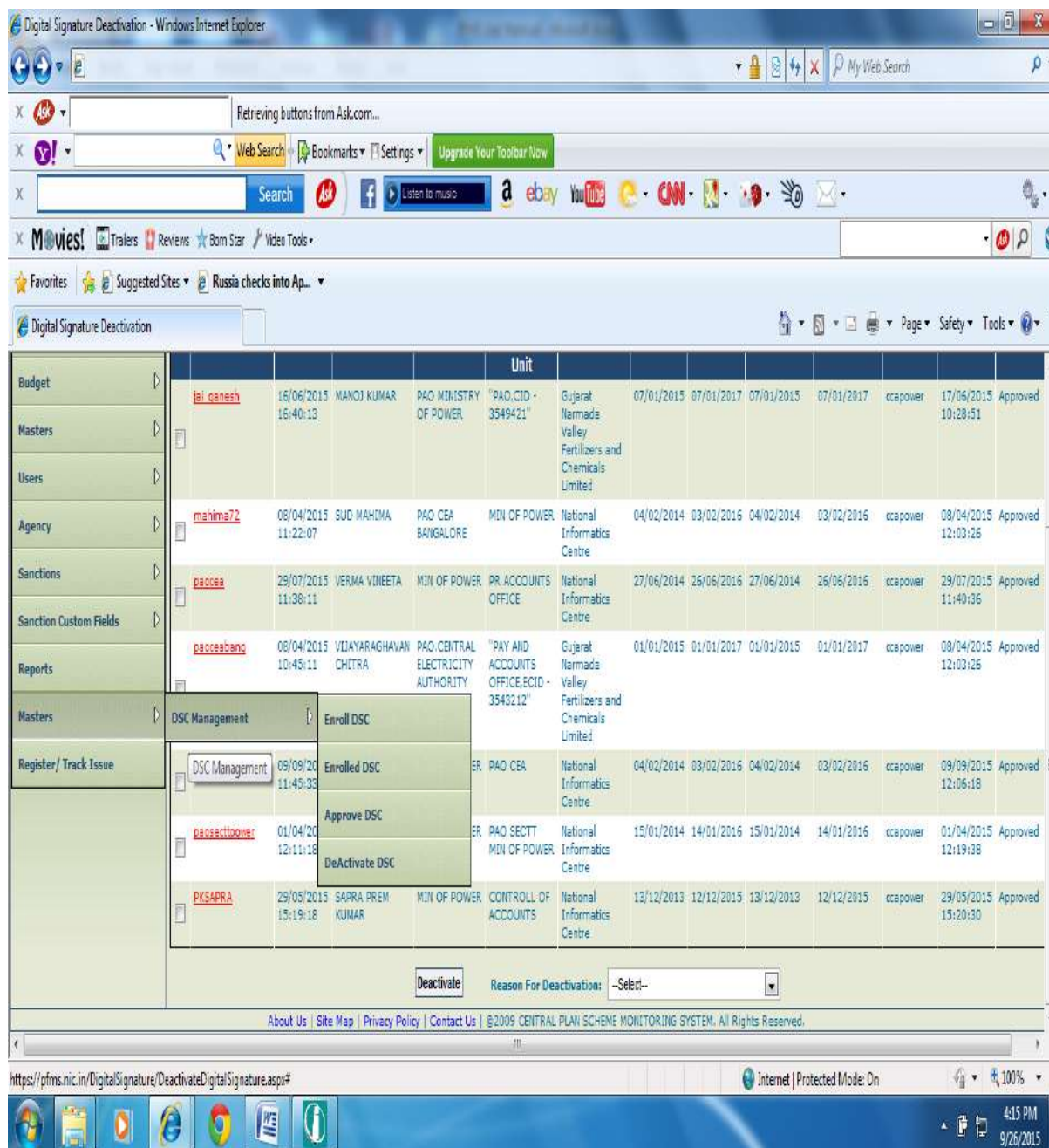


Figure (2.18) screen for de-active DSC

Alternative steps: Click on user name indicated in red color. A screen will open which shows details of Digital Signatory Certificate. Select reason from drop down list and press deactivate button.

CHAPTER-3

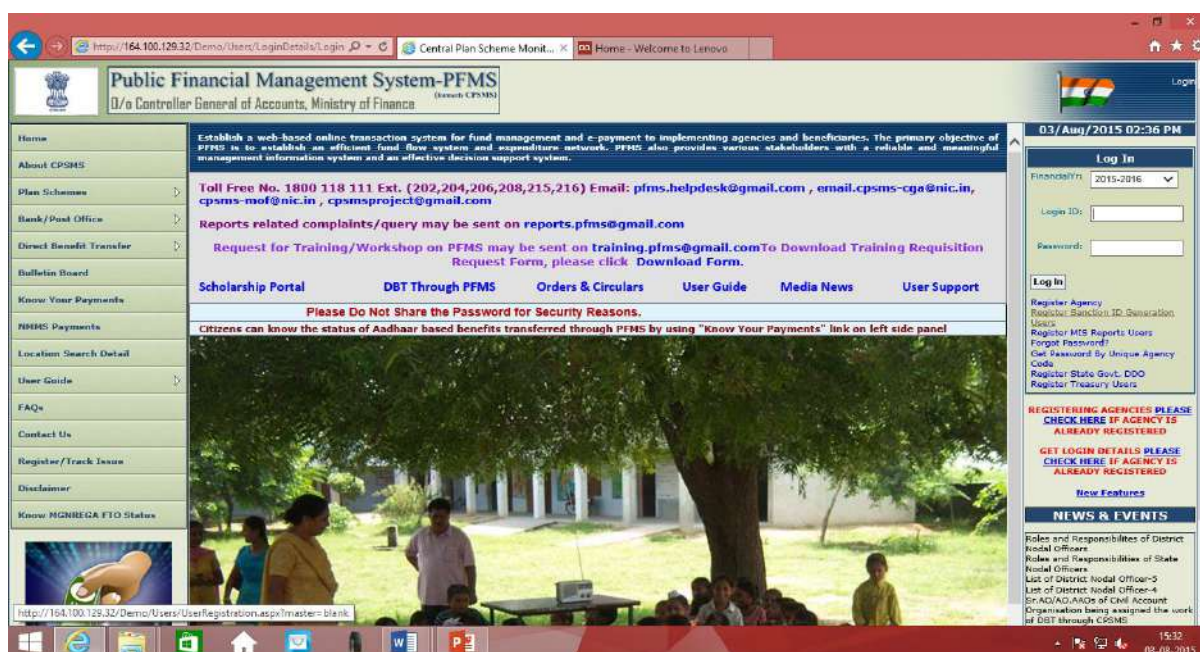
Registration of Pay & Accounts Officer (User)

The procedure to register **PAY & ACCOUNTS OFFICER (PAO)** user on PFMS Portal: **www.pfms.nic.in**

- A. Registration of PAO level User in PFMS Home Page
- B. Approval of Registration by Principal Accounts Office

3.1 REGISTRATION OF PAO USER ON PFMS HOME PAGE

Click on the link “**Register Sanction ID Generation Users**” in the home page, below the “**Log In**” button



The following screen will appear

Public Financial Management System-PFMS
O/o Controller General of Accounts, Ministry of Finance

Instructions
Email is mandatory for any communication, regarding your Userids, Password, Notifications, Alerts etc.

User Details

Type of User:

Department:

Bureau:

Division:

First Name:

Last Name:

Designation:

Email:

Phone No:

Mobile No:

Login ID:
(Login ID minimum 4 characters).

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

Confirm Password:

Hint Question?

Answer:

Confirm Answer:

Log In

Financial Year:

Login ID:

Password:

Log In

Register Agency
Register Section ID Generation Users
Register MIS Reports Users
Forget Password
Get Password By Unique Agency Code
Register State Govt. DDO
Register Treasury Users

REGISTERING AGENCIES PLEASE CHECK HERE IF AGENCY IS ALREADY REGISTERED

GET LOGIN DETAILS PLEASE CHECK HERE IF AGENCY IS ALREADY REGISTERED

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Central Help Desk
List of District Operational Managers
List of District Nodal Officers

The fields marked with (*) are mandatory fields, and should not be left blank.

1. Select **Pay and Account Officer** from the **Type of Users** drop-down list.

Public Financial Management System-PFMS
O/o Controller General of Accounts, Ministry of Finance

Instructions
Email is mandatory for any communication, regarding your Userids, Password, Notifications, Alerts etc.

User Details

Type of User:

Controller:

PAO:

First Name:

Last Name:

Designation:

Email:

Phone No:

Mobile No:

Login ID:
(Login ID minimum 4 characters).

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

Confirm Password:

Hint Question?

Answer:

Confirm Answer:

Log In

Financial Year:

Login ID:

Password:

Log In

Register Agency
Register Section ID Generation Users
Register MIS Reports Users
Forget Password
Get Password By Unique Agency Code
Register State Govt. DDO
Register Treasury Users

REGISTERING AGENCIES PLEASE CHECK HERE IF AGENCY IS ALREADY REGISTERED

GET LOGIN DETAILS PLEASE CHECK HERE IF AGENCY IS ALREADY REGISTERED

News & Events

Contact Us
Central Help Desk
List of District Operational Managers
List of District Nodal Officers

2. Select the **Controller** from drop-down list.

3. Select the **PAO** from drop-down list.

4. Type the **"First Name"** of the proposed 'User' in the textbox provided.
5. Type the **"Last Name"**.
6. Type the **"Designation "**
7. Type the valid **"Email"** id. (Please note that the Login details of the registered user will be sent to this email id only)
8. Type the **"Phone Number"**.
9. Type the **"Mobile No."** (It is an optional field)

10. Type a **“Login ID”**. (It can be alphanumeric with minimum of 4 characters)
11. Type a **“Password”** of your choice. (It should contain alphanumeric texts with minimum **6** and maximum **15** characters. At least **one special character** should be included in the password)
12. Retype the password in **“Confirm Password”**. (It should be same as entered in the password textbox)
13. Select a **“Hint Question”** from the drop-down list.
14. Type an **“Answer”** in this textbox for the hint question selected above. (It should contain minimum of 6 and maximum 15 characters)
15. Retype the **Answer** in the **“Confirm Answer”** textbox. It should be exactly the same as entered in the answer above. (It is mandatory to proceed further)
16. Type **“Word Verification”** letters in the textbox provided which are appearing above. (It is mandatory to proceed further)
17. Click the **“Submit”** button.

Central Plan Scheme Monitoring System (CPSMS) User Registration page. The page shows a registration form for a Pay & Account Officer (PAO) user. The form includes fields for Type of User, Controller, PAO, First Name, Last Name, Designation, Email, Phone No, Mobile No, Login ID, Password, Confirm Password, Hint Question, Answer, and Word Verification. The Word Verification image shows the letters '3531be'. The page also features a sidebar with navigation links, a top navigation bar, and a right sidebar with links for Register Agency, Register Sanction ID, Register MIS Reports, and Register State Govt. DDO. The bottom of the page displays the Windows taskbar and system clock.

User Saved Successfully message appears on the web page.

“User has been saved successfully”

This completes the User registration process, however, this newly created **PAO User** will be able to log into PFMS portal only after getting the **User id** approved by **Principal Accounts Office**.

CREATION OF ASSISTANT ACCOUNTS OFFICER (AAO) USER IN PAY & ACCOUNTS OFFICE

Following two steps are involved:-

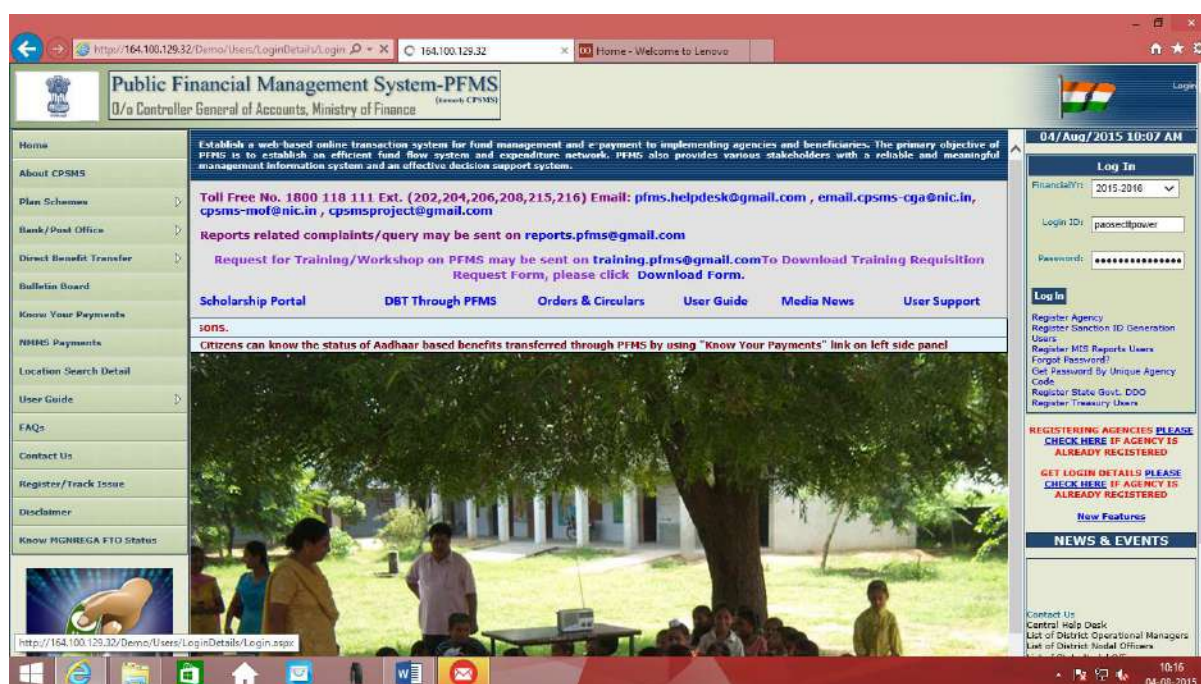
- A. Creation of **AAO User** by Pay & Accounts Officer (PAO)
- B. Approval of **AAO User** by PAO.

User ID for **AAO level user** will be created and then approved by PAO level user. AAO user will then be able to log into PFMS portal with his User ID.

B. CREATION OF AAO USER AT PAO LEVEL

1. PAO user will create user id and password for Assistant Accounts Officer (AAO).

For this, PAO will first log in to PFMS by using his PAO level user id and password.



The following screen will appear

Public Financial Management System-PFMS
(formerly CPSMS)

Welcome: REKHA JAIWAL
User Type: PAO
Financial Year: 2015-2016

[paosectpower] Logout
Change Password

REKHA JAIWAL

The following table shows the summary of sanctions according to status and type. To find out what a particular status means, take your mouse over the status name. To find the details of sanctions in a status/ type, click on the corresponding status.

Sanction Status	Type	No. of Sanctions
PAOReceived	(All)	0
PassedByPAO	Transfer (DDO Bill)	1
	Transfer (Advice)	6
	Expenditure (DDO Bill)	7
PAOReturned	Expenditure (DDO Bill)	4
BillGenerated	Transfer (DDO Bill)	6
	Expenditure (DDO Bill)	24
BillDownloaded	Expenditure (DDO Bill)	1
PassedByAAQ	Expenditure (DDO Bill)	4
ReturnedByAAQ	Expenditure (DDO Bill)	1
XMLGenerated	Expenditure (DDO Bill)	2

2. PAO user will first click menu **“Users”** on left hand side and then click option **“Ministry User Registration”** under it

Public Financial Management System-PFMS
(formerly CPSMS)

Welcome: REKHA JAIWAL
User Type: PAO
Financial Year: 2015-2016

[paosectpower] Logout
Change Password

REKHA JAIWAL

Summary of sanctions according to status and type. To find out what a particular status means, take your mouse over the status name. To find the details of sanctions in a status/ type, click on the corresponding status.

Sanction Status	Type	No. of Sanctions
PAOReceived	(All)	0
PassedByPAO	Transfer (DDO Bill)	1
	Transfer (Advice)	6
	Expenditure (DDO Bill)	7
PAOReturned	Expenditure (DDO Bill)	4
BillGenerated	Transfer (DDO Bill)	6
	Expenditure (DDO Bill)	24
BillDownloaded	Expenditure (DDO Bill)	1
PassedByAAQ	Expenditure (DDO Bill)	4
ReturnedByAAQ	Expenditure (DDO Bill)	1
	Expenditure (DDO Bill)	2

The following screen for filling in **“User Details”** will appear.

The fields marked with (*) are mandatory fields, and should not be left blank.

File Edit View History Bookmarks Tools Help

User Registration x +

https://164.100.129.32/Demo/Users/UserRegistration.aspx

Public Financial Management System-PFMS
(formerly CPMS)

Q/a Controller General of Accounts, Ministry of Finance

Welcome: REKHA JATWAL
User Type: PAO
Financial Year: 2015-2016

[paosectpower] Logout
Change Password

Instructions
Email is mandatory for any communication, regarding your UserId, Password, Notifications, Alerts etc.

User Details

Type of User: * --Select--

Controller: 010 - POWER

PAO: 013455 - PAO(Sect.), Ministry of Power, New De

First Name: *

Last Name: *

Designation: *

Email: *

Phone No: *

Mobile No: *

Login ID: *
(Login ID minimum 4 characters).

File Edit View History Bookmarks Tools Help

User Registration x +

https://164.100.129.32/Demo/Users/UserRegistration.aspx

Masters

Bank

Register/ Track Issue

Email: *

Phone No: *

Mobile No: *

Login ID: *
(Login ID minimum 4 characters).


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

Confirm Password: *

Hint Question? * --Select--

Answer: *

Confirm Answer: *

Word Verification: 
Enter the letters as they are shown in the image above (Letters are not case-sensitive).

Submit Cancel

For any problem in Registration, Please [Contact Us](#).

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Undertake the following steps to create a user of **AAO level**

3. Select “**Assistant Accounts Officer (AAO)**” from the **Type of Users** drop-down list.

File Edit View History Bookmarks Tools Help

User Registration x +

https://164.100.129.32/Demo/Users/UserRegistration.aspx

Public Financial Management System-PFMS
(formerly CPMS)

Q/a Controller General of Accounts, Ministry of Finance

Welcome: REKHA JAIWAL
User Type: PAO
Financial Year: 2015-2016

[paosectpower] Logout
Change Password

Instructions

Email is mandatory for any communication, regarding your UserIds, Password, Notifications, Alerts etc.

User Details

Type of User: * --Select--

Controller: * --Select--

PAO: * 013455 - PAO(Sect.), Ministry of Power, New De... Assistant Accounts Officer(AAO)

First Name: *

Last Name: *

Designation: *

Email: *

Phone No: *

Mobile No: *

Login ID: * (Login ID minimum 4 characters).

4. “Controller”: It appears automatically.

5. “PAO”: It appears automatically.

File Edit View History Bookmarks Tools Help

Connecting... x +

https://164.100.129.32/Demo/Users/UserRegistration.aspx

Public Financial Management System-PFMS
(formerly CPMS)

Q/a Controller General of Accounts, Ministry of Finance

Welcome: REKHA JAIWAL
User Type: PAO
Financial Year: 2015-2016

[paosectpower] Logout
Change Password

Instructions

Email is mandatory for any communication, regarding your UserIds, Password, Notifications, Alerts etc.

User Details

Type of User: * Assistant Accounts Officer(AAO)

Controller: * 010 - POWER

PAO: * 013455 - PAO(Sect.), Ministry of Power, New De...

First Name: *

Last Name: *

Designation: *

Email: *

Phone No: *

Mobile No: *

Login ID: * (Login ID minimum 4 characters).

Waiting for 164.100.129.32...

6. Type the “First Name” of AAO User.

7. Type the “Last Name”

8. Type “Designation”

9. Type a valid **"Email"** ID. (Login details of the registered user will be sent to this email id only)
10. Type the **"Phone Number"**
11. Type the **"Mobile No."** (It is an **optional field**),
12. Type a **"Login ID"**. (It can be alphanumeric with **minimum of 4** characters)
13. Type a **"Password"** of your choice. (it should contain alphanumeric texts with minimum **6** and maximum **15** characters and at least **one special** character).
14. Retype the password in **"Confirm Password"** textbox. It should be exactly the same as entered in the password textbox.
15. Select a **"Hint Question"** from the drop-down list.
16. Type an **"Answer"** in this textbox for the hint question selected from the drop-down list. Answer should be of minimum of **6** and maximum **15** characters.
17. Retype hint Answer in the **"Confirm Answer"**. It should be exactly the same as entered above. It is mandatory to proceed further.
18. Type **"Word Verification"** letters in the textbox above the Word Verification textbox. It is a mandatory It is mandatory to proceed further.

The screenshot displays the 'User Registration' page of the Public Financial Management System (PFMS). The page header includes the system name and the user's name, REKHA JAIWAL, with the user type PAO and financial year 2015-2016. The left sidebar contains a navigation menu with options like BharatKosh Report, Home, Budget, Users, ReprocessFailedTransaction, Sanctions, Transfer Entry, Reports, Masters, Bank, and Register/ Track Issue. The main content area is titled 'Instructions' and 'User Details'. The 'User Details' section contains a form with the following fields: Type of User (Assistant Accounts Officer(AAO)), Controller (010 - POWER), PAO (013455 - PAO(Sectt.), Ministry of Power, New De), First Name (BHARTI), Last Name (TULI), Designation (ASSISTANT ACCOUNTS OFFICER), Email (bhartituli@yahoo.com), Phone No (24353245), Mobile No (9999999999), and Login ID (DUMMYAAO). A note at the bottom of the form states '(Login ID minimum 4 characters)'.

File Edit View History Bookmarks Tools Help

User Registration x +

https://164.100.129.32/Demo/Users/UserRegistration.aspx

Masters Bank Register/ Track Issue

Email: * bharituli@yahoo.com

Phone No: * 24353245

Mobile No: 9999999999

Login ID: * DUMMYAAO
(Login ID minimum 4 characters).

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

Confirm Password: * *****

Hint Question? * Your favorite food? ▾

Answer: * *****

Confirm Answer: * *****

Word Verification: 563f04
Enter the letters as they are shown in the image above (Letters are not case-sensitive).

Submit Cancel

For any problem in Registration, Please [Contact Us](#).

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EN 1:44 AM 06/08/2015

19. Click the **“Submit”** button.

A message for successful registration will appear

“User has been saved successfully”

File Edit View History Bookmarks Tools Help

User Registration x +

https://164.100.129.32/Demo/Users/UserRegistration.aspx

Public Financial Management System-PFMS
(formerly CPSMS)
O/o Controller General of Accounts, Ministry of Finance

Welcome: REKHA JAIWAL
User Type: PAO
Financial Year: 2015-2016

[paosecttpower] Logout
Change Password

BharatKosh Report Home Budget Users ReprocessFailedTransaction Sanctions Transfer Entry Reports Masters Bank Register/ Track Issue

Instructions
Email is mandatory for any communication, regarding your UserIds, Password, Notifications, Alerts etc.

User Details
User has been saved successfully

Type of User: * --Select-- ▾

Controller: 010 - POWER ▾

PAO: 013455 - PAO(Sectt.), Ministry of Power, New De ▾

First Name: *

Last Name: *

Designation: *

Email: *

Phone No: *

Mobile No:

Login ID: *
(Login ID minimum 4 characters).

EN 1:45 AM 06/08/2015

20. Now this newly created **AAO user** will be approved by PAO.

CREATION OF DEALING HAND (DH) USER IN PAY & ACCOUNTS OFFICE

Following two steps are involved:-

- C. Creation of Dealing Hand (DH) User by Pay & Accounts Officer (PAO)
- D. Approval of DH User By PAO.

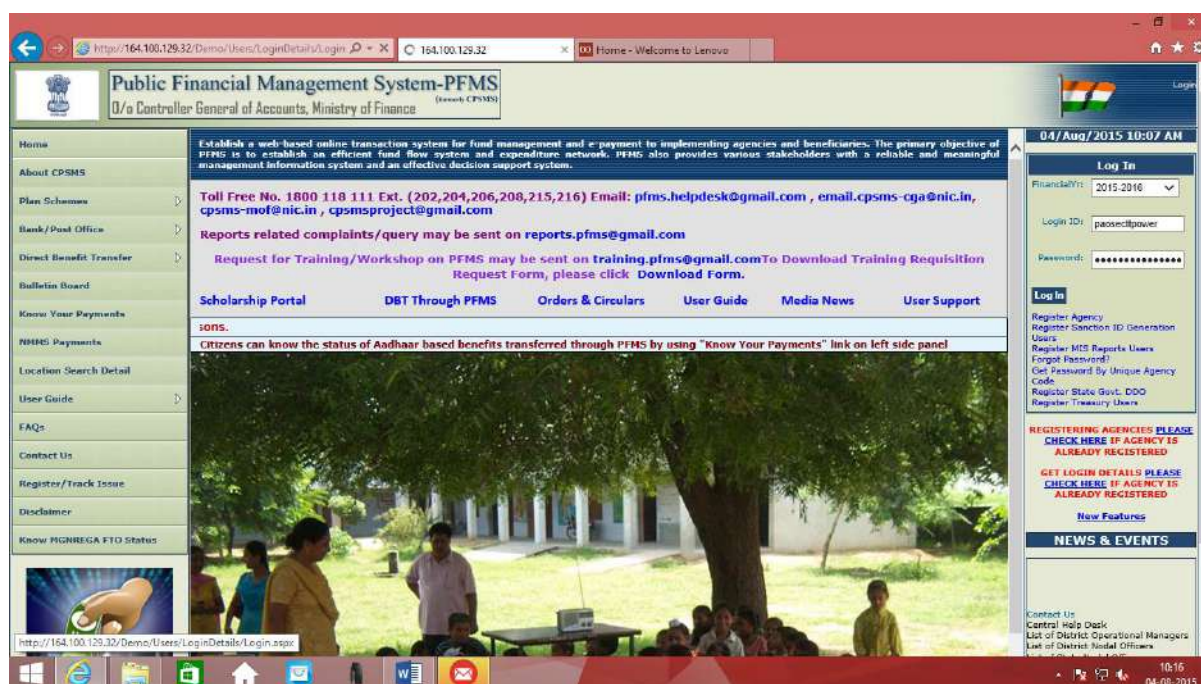
User ID for DH level user will be created and then approved by PAO level user. DH user will then be able to log into PFMS portal with his User ID.

DH user will first be created by PAO level user, and then approved by PAO. After this only, DH user will be able to log into PFMS portal.

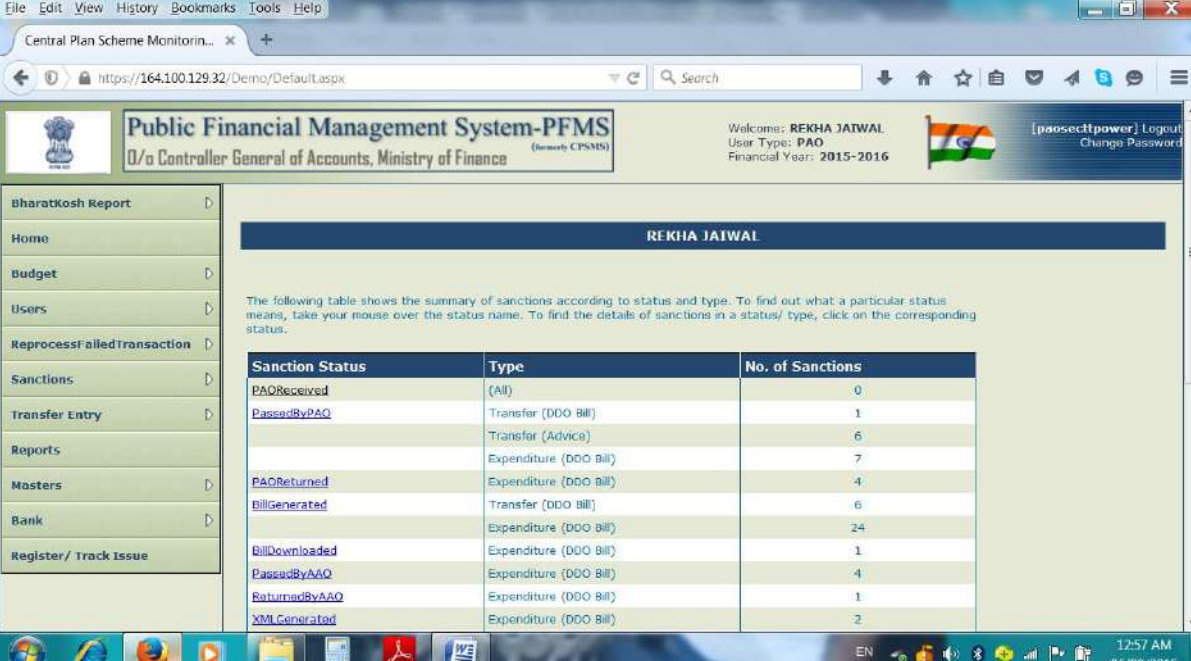
C. CREATION OF DEALING HAND (DH) USER AT PAO LEVEL

PAO level user will create user ID and password for DH user.

1. For this, PAO user will first log in to PFMS by using his PAO level user ID and password.



The following Home screen will appear



Public Financial Management System-PFMS
(formerly CPSMS)
O/o Controller General of Accounts, Ministry of Finance

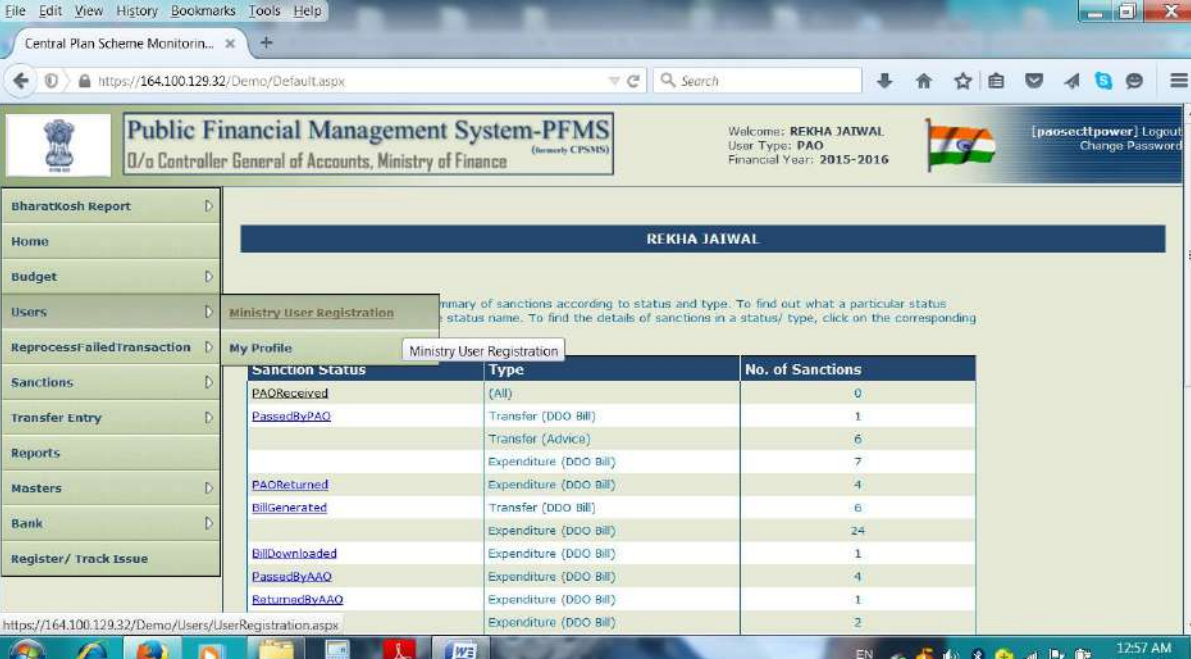
Welcome: **REKHA JAIWAL**
User Type: **PAO**
Financial Year: **2015-2016**

REKHA JAIWAL

The following table shows the summary of sanctions according to status and type. To find out what a particular status means, take your mouse over the status name. To find the details of sanctions in a status/ type, click on the corresponding status.

Sanction Status	Type	No. of Sanctions
PAOReceived	(All)	0
PassedByPAO	Transfer (DDO Bill)	1
	Transfer (Advice)	6
	Expenditure (DDO Bill)	7
PAOReturned	Expenditure (DDO Bill)	4
BillGenerated	Transfer (DDO Bill)	6
	Expenditure (DDO Bill)	24
BillDownloaded	Expenditure (DDO Bill)	1
PassedByAAO	Expenditure (DDO Bill)	4
ReturnedByAAO	Expenditure (DDO Bill)	1
XML Generated	Expenditure (DDO Bill)	2

2. PAO user will first click submenu **“Users”** and then click option **“Ministry User Registration”** under it



Public Financial Management System-PFMS
(formerly CPSMS)
O/o Controller General of Accounts, Ministry of Finance

Welcome: **REKHA JAIWAL**
User Type: **PAO**
Financial Year: **2015-2016**

REKHA JAIWAL

The following table shows the summary of sanctions according to status and type. To find out what a particular status means, take your mouse over the status name. To find the details of sanctions in a status/ type, click on the corresponding status.

Sanction Status	Type	No. of Sanctions
PAOReceived	(All)	0
PassedByPAO	Transfer (DDO Bill)	1
	Transfer (Advice)	6
	Expenditure (DDO Bill)	7
PAOReturned	Expenditure (DDO Bill)	4
BillGenerated	Transfer (DDO Bill)	6
	Expenditure (DDO Bill)	24
BillDownloaded	Expenditure (DDO Bill)	1
PassedByAAO	Expenditure (DDO Bill)	4
ReturnedByAAO	Expenditure (DDO Bill)	1
	Expenditure (DDO Bill)	2

The following screen for “User Details” will appear.

Undertake the following steps to create a user of DH level

The fields marked with (*) are mandatory fields, and should not be left blank.

3. Select “Dealing Hand (DH)” from the Type of Users drop-down list.

The screenshot shows the 'User Registration' page of the Public Financial Management System (PFMS). The page has a sidebar with navigation links and a main content area with a form. The form includes fields for 'Type of User', 'Controller', 'PAO', 'First Name', 'Last Name', 'Designation', 'Email', 'Phone No.', 'Mobile No.', and 'Login ID'. A dropdown menu for 'Controller' is open, showing options like 'Dealing Hand(DH)' and 'Assistant Accounts Officer(AAO)'. The page also displays a welcome message for REKHA JATWAL and the financial year 2015-2016.

4. **“Controller”**: It will appear automatically.
5. **“PAO”**: It will appear automatically.
6. Type the **“First Name”** of the proposed DH in the textbox provided.
7. Type the **“Last Name”**
8. Type the **“Designation”**
9. Type a valid **“Email”** ID. (It Login details of the registered user will be sent to this email id only)
10. Type **“Phone No.”**
11. Enter **“Mobile No.”**
12. Enter a **“Login ID”** (it can be alphanumeric. **Login ID** should contain minimum of 4 characters)
13. Type **“Password”** of your choice. (It should contain alphanumeric texts. At least one special character should be included in the password, and it should be with minimum 6 and maximum 15 characters)
14. Retype in the **“Confirm Password”** textbox. It should be exactly the same as entered in the password textbox.

15. Select a **"Hint Question"** from the drop-down list. It is a mandatory field, and an option should be selected for it.
16. Type an **"Answer"** in this textbox for the hint question selected from the drop-down list. It should contain minimum **6** and maximum **15** characters.
17. Retype answer in the **"Confirm Answer"** textbox. It should be exactly same as entered in the above textbox.
18. Type **"Word Verification"** letters in the textbox provided which are appearing above the WordVerification textbox. It is a mandatory field, and user registration process cannot be completed without filling this field.

The screenshot displays the 'User Registration' interface of the Public Financial Management System (PFMS). The page header includes the system name and the user's login details: 'Welcome: REKHA JATWAL, User Type: PAO, Financial Year: 2015-2016'. A sidebar on the left contains navigation links such as 'Bharatkosh Report', 'Home', 'Budget', 'Users', 'ReprocessFailedTransaction', 'Sanctions', 'Transfer Entry', 'Reports', 'Masters', 'Bank', and 'Register/ Track Issue'. The main content area is titled 'User Registration' and contains a form for creating a new user. The form includes the following fields: 'Type of User' (Dealing Hand(DH)), 'Controller' (010 - POWER), 'PAO' (013455 - PAO(Sect.), Ministry of Power, New De...), 'First Name' (SUDHA), 'Last Name' (GUPTA), 'Designation' (SR. ACCOUNTANT), 'Email' (sudha_gupta@yahoo.com), 'Phone No' (24312345), 'Mobile No' (98676767), and 'Login ID' (DUMMYDH). A note at the bottom of the form states '(Login ID minimum 4 characters)'. The page also displays a welcome message for REKHA JATWAL, User Type: PAO, Financial Year: 2015-2016, and a [paosectpower] Logout Change Password link.

File Edit View History Bookmarks Tools Help

User Registration x +

https://164.100.129.32/Demo/Users/UserRegistration.aspx

Bank

Register / Track Issue

Email: * sudha_gupta@yahoo.com

Phone No: * 24312345

Mobile No: 98676767

Login ID: * DUMMYDH
(Login ID minimum 4 characters).

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

Confirm Password: * *****

Hint Question? * Your favorite food? ▾

Answer: * *****

Confirm Answer: * *****

Word Verification: e34a1a
Enter the letters as they are shown in the image above (Letters are not case-sensitive).

Submit Cancel

For any problem in Registration, Please [Contact Us](#).

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EN 1:34 AM 06/08/2015

19. Click the “**Submit**” button.

A message on successful registration will appear:

“User has been saved successfully”

File Edit View History Bookmarks Tools Help

User Registration x +

https://164.100.129.32/Demo/Users/UserRegistration.aspx

Public Financial Management System-PFMS
(formerly CPSMS)

Welcome: REKHA JAIWAL
User Type: PAO
Financial Year: 2015-2016

[paosectpower] Logout
Change Password

Bharatkosh Report

Home

Budget

Users

ReprocessFailedTransaction

Sanctions

Transfer Entry

Reports

Masters

Bank

Register / Track Issue

Instructions

Email is mandatory for any communication, regarding your Userids, Password, Notifications, Alerts etc.

User Details

User has been saved successfully

Type of User: * --Select-- ▾

Controller: 010 - POWER ▾

PAO: 013455 - PAO(Sect.), Ministry of Power, New De ▾

First Name: *

Last Name: *

Designation: *

Email: *

Phone No: *

Mobile No:

Login ID: *
(Login ID minimum 4 characters).

EN 1:30 AM 06/08/2015

20. Now this newly created **DH user** will be approved by PAO.

BUDGET (DDO WISE ALLOCATION)

Following two steps are involved:-

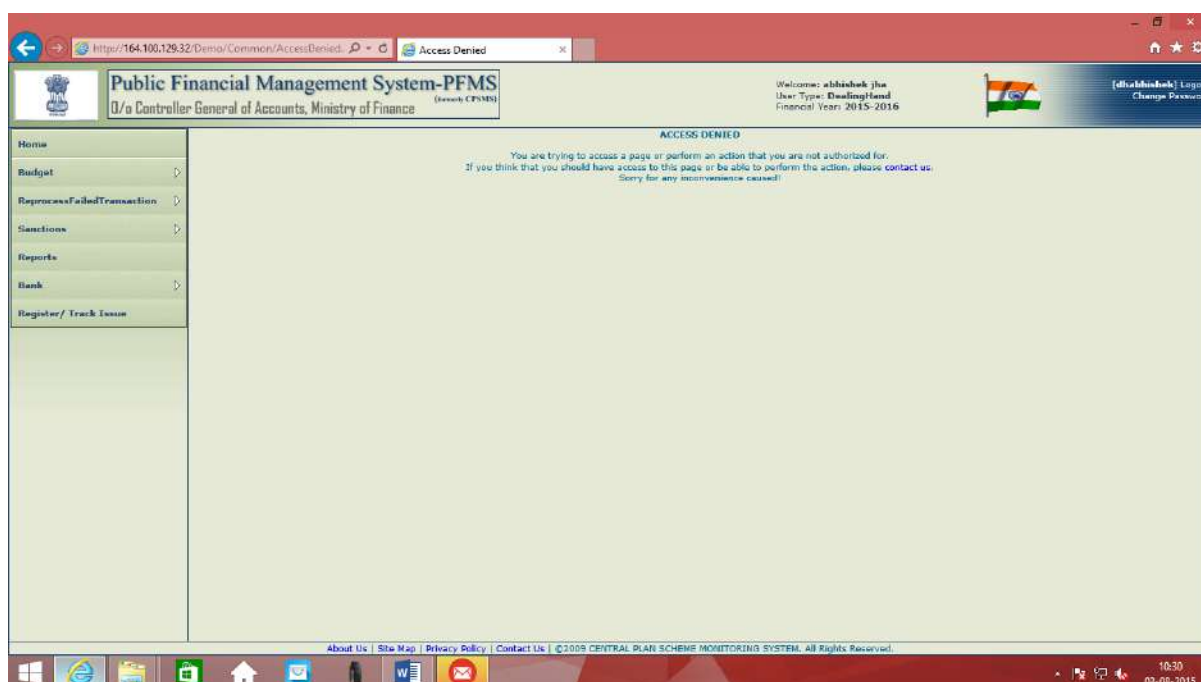
- E.** Entry by **DH User**
- F.** Approval By **PAO User**

DH user will first enter the data and save the record. Then PAO user will approve the same.

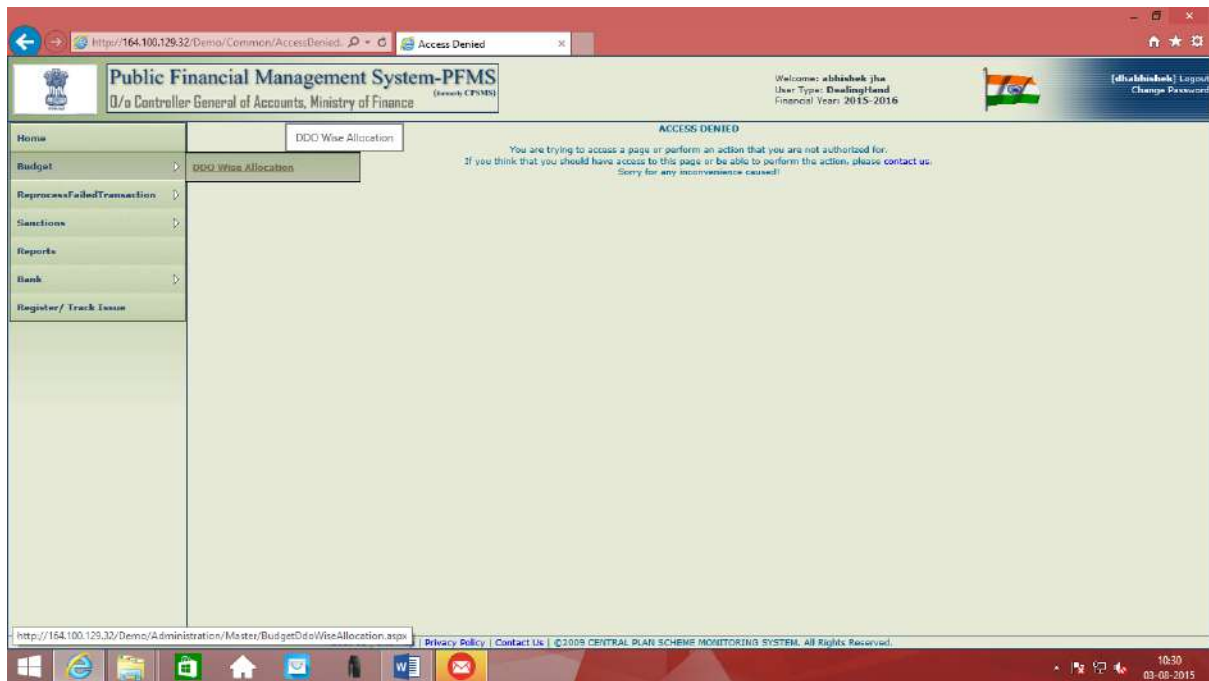
A. AT DH LEVEL IN PAY & ACCOUNTS OFFICE

DH user will login PFMS portal with his User ID and Pass word.

Following screen appears on log in.

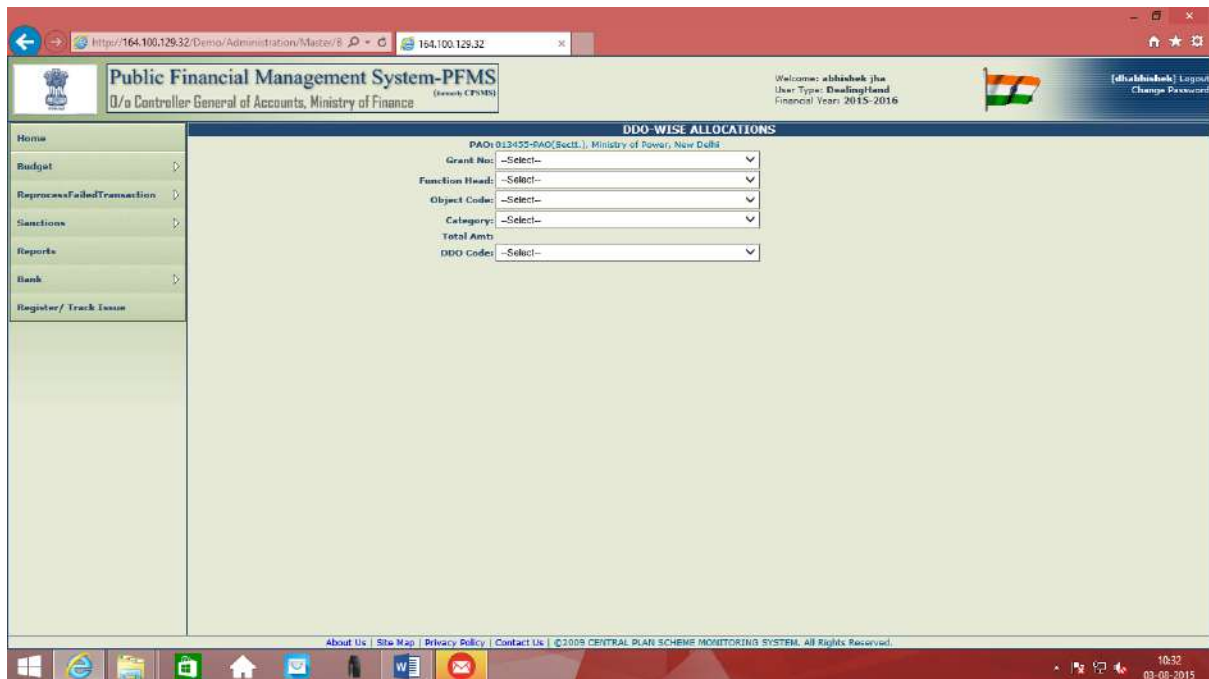


DH user will click the option “**DDOwise Allocation**” under the sub menu “**Budget**”



A screen showing the following fields will appear:

1. Grant No.
2. Function Head
3. Object Code
4. Category
5. Total Amount
6. DDO Code



User will select the relevant information from the drop down menu.

Public Financial Management System-PFMS
 Q/o Controller General of Accounts, Ministry of Finance

Welcome: abhishek.jha
 User Type: Headinglead
 Financial Year: 2015-2016

DDO-WISE ALLOCATIONS

PAOn 913455-DAO(Sect.), Ministry of Power, New Delhi

Grant No:

Function Head:

Object Code:

Category:

Total Amt:

DDO Code:

Navigation Links: Home, Budget, ReprocessFailedTransaction, Sanctions, Reports, Bank, Register/Track Issue

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Public Financial Management System-PFMS
 Q/o Controller General of Accounts, Ministry of Finance

Welcome: abhishek.jha
 User Type: Headinglead
 Financial Year: 2015-2016

DDO-WISE ALLOCATIONS

PAOn 913455-DAO(Sect.), Ministry of Power, New Delhi

Grant No:

Function Head:

Object Code:

Category:

Total Amt:

DDO Code:

Navigation Links: Home, Budget, ReprocessFailedTransaction, Sanctions, Reports, Bank, Register/Track Issue

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Public Financial Management System-PFMS
(Version: 1.0.0.0)

Welcome: shishu k jha
User Type: Dealings/Head
Financial Year: 2015-2016

DDO-WISE ALLOCATIONS

PAOn 013455-PAO(Sectt.), Ministry of Power, New Delhi

Grant No: 077-Ministry of Power

Function Head: 2801988000223-UPGRADATION OF INF

Object Code: 13-OFFICE EXPENSES

Category: 11-DOMESTIC TRAVEL EXPENSES

Total Amt: 13-OFFICE EXPENSES

DDO Code: 28-PROFESSIONAL SERVICES

DDO Code: 30-OTHER CHARGES

Home
Budget
Reprocess/Failed Transaction
Sanctions
Reports
Bank
Register/Track Issues

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10:41
03-08-2015

Public Financial Management System-PFMS
(Version: 1.0.0.0)

Welcome: shishu k jha
User Type: Dealings/Head
Financial Year: 2015-2016

DDO-WISE ALLOCATIONS

PAOn 013455-PAO(Sectt.), Ministry of Power, New Delhi

Grant No: 077-Ministry of Power

Function Head: 2801988000223-UPGRADATION OF INFORMATION T

Object Code: 13-OFFICE EXPENSES

Category: 9-PLAN VOTED-EXPENDITURE

Total Amt: 9-PLAN VOTED-EXPENDITURE

DDO Code: 9-PLAN VOTED-EXPENDITURE

Home
Budget
Reprocess/Failed Transaction
Sanctions
Reports
Bank
Register/Track Issues

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10:41
03-08-2015

Public Financial Management System-PFMS
(Formerly CPMS)

Q/a Controller General of Accounts, Ministry of Finance

Welcome: shishank jha
User Type: Dooding/Head
Financial Year: 2015-2016

Home
Budget
Reprocess/Failed Transaction
Sanctions
Reports
Bank
Register/Track Issues

DDO-WISE ALLOCATIONS

PAO: 013455-PAO(Sectt.), Ministry of Power, New Delhi

Grant No: 077-Ministry of Power

Function Head: 2801988000223-UPGRADATION OF INFORMATION T

Object Code: 13-OFFICE EXPENSES

Category: 9-PLAN VOTED-EXP

Total Amt: 101065.00

DDO Codes: 213458-APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI

213458-AD(CASH),CENTRAL ELECTRICITY REGULATORY COMMISSION,NEW DELHI

213456 SECTION OFFICER,MINISTRY OF ENERGY DEPTT. OF POWER, SHRAM SHAKTIBHAWAN,NEW DELHI

ALLOCATION DETAILS

No DDO Wise Amount Allocation Summary found

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10:41
03-08-2015

After the user has filled up these fields, three more fields will appear:

5. Amount
6. Letter No.
7. Letter Date

Public Financial Management System-PFMS
(Version: PFMS)

Welcome: shishank jha
User Type: Dealing/Head
Financial Year: 2015-2016

DDO-WISE ALLOCATIONS

PAOn: 013455-PAO(Sect.), Ministry of Power, New Delhi

Grant No: 077-Ministry of Power

Function Head: 2801888000223-UPGRADATION OF INFORMATION T

Object Code: 13-OFFICE EXPENSES

Category: 9-PLAN VOTED-EXPENDITURE

Total Amt: 101066.00

DDO Code: 213458-APPELLATE TRIBUNAL FOR ELECTRICITY, I

Amount: ₹ in Thousand

Letter No.:

Letter Date:

Save

ALLOCATION DETAILS

No DDO Wise Amount Allocation Summary found

User will enter data in these three fields also

Public Financial Management System-PFMS
(Version: PFMS)

Welcome: shishank jha
User Type: Dealing/Head
Financial Year: 2015-2016

DDO-WISE ALLOCATIONS

PAOn: 013455-PAO(Sect.), Ministry of Power, New Delhi

Grant No: 077-Ministry of Power

Function Head: 2801888000223-UPGRADATION OF INFORMATION T

Object Code: 13-OFFICE EXPENSES

Category: 9-PLAN VOTED-EXPENDITURE

Total Amt: 101066.00

DDO Code: 213458-APPELLATE TRIBUNAL FOR ELECTRICITY, I

Amount: 1000 ₹ in Thousand

Letter No.: ABC123

Letter Date: 03/08/2015

Save

ALLOCATION DETAILS

No DDO Wise Amount Allocation Summary found

User will save the record by pressing “**Save**” button. “**Allocation Details**” will appear automatically on saving the record.

Public Financial Management System-PFMS
(Branch CPMS)

Welcome: abhishek.jha
User Type: Dualing/Head
Financial Year: 2015-2016

DDO-WISE ALLOCATIONS

DDO wise allocation amounts have been saved successfully

PAO: 013455-PAO(Sectt.), Ministry of Power, New Delhi

Grant No: 077-Ministry of Power

Function Head: 280198000223-UPGRADATION OF INFORMATION T

Object Code: 13-OFFICE EXPENSES

Category: 9-PLAN VOTED-EXPENDITURE

Total Amt: 101066.00

DDO Codes: -Select-

Amount: ₹ in Thousand

Letter No.:

Letter Date:

Save

ALLOCATION DETAILS

PAO	DDO	Amount	Letter No	LetterDate	
013455-PAO(Sectt.), Ministry of Power, New Delhi	213459-APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	1000.00	ABC/123	03/08/2015	X
Total:		1000.00			

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10:46
03-08-2015

In case user has entered wrong data for budget allocation, this record can be deleted by using the “X” button given in the right of “Allocation Details”

Public Financial Management System-PFMS
(Branch CPMS)

Welcome: abhishek.jha
User Type: Dualing/Head
Financial Year: 2015-2016

DDO-WISE ALLOCATIONS

DDO wise allocation amounts have been saved successfully

PAO: 013455-PAO(Sectt.), Ministry of Power, New Delhi

Grant No: 077-Ministry of Power

Function Head: 280198000223-UPGRADATION OF INFORMATION T

Object Code: 13-OFFICE EXPENSES

Category: 9-PLAN VOTED-EXPENDITURE

Total Amt: 101066.00

DDO Codes: -Select-

Amount: ₹ in Thousand

Letter No.:

Letter Date:

Save

ALLOCATION DETAILS

PAO	DDO	Amount	Letter No	LetterDate	Delete
013455-PAO(Sectt.), Ministry of Power, New Delhi	213459-APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	1000.00	ABC/123	03/08/2015	X
Total:		1000.00			

http://164.100.129.32/Demo/Administration/Master/BudgetDdoWiseAllocation.aspx

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10:48
03-08-2015

Public Financial Management System-PFMS
(Formerly CPMS)

Welcome: shishuok jha
User Type: DDO/Head
Financial Year: 2015-2016

DDO-WISE ALLOCATIONS

DDO wise allocation amounts have been saved successfully

PAO: 013455-PAO(Sect.), Ministry of Power, New Delhi
Grant No: 077-Ministry of Power
Function Head: 2801960000223-UPGRADATION OF INFORMATION T
Object Code: 13-OFFICE EXPENSES
Category: 9-PLAN VOTED-EXPENDITURE
Total Amt: 101066.00
DDO Code: -Select-
Amount: ₹ in Thousand
Letter No.:
Letter Date:

Save

ALLOCATION DETAILS

PAO	DDO	Amount	Letter No	Letter Date
013455-PAO(Sect.), Ministry of Power, New Delhi	013455-APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	1000.00	ABC/123	03/08/2015
Total:		1000.00		

Message from webpage
Are you sure to delete?
OK Cancel

To delete the record, user has to press “OK” button.

B. AT PAO USER IN PAY & ACCOUNTS OFFICE

After the **DH User** has made entry of data in the module “**Budget (DDO wise Allocation)**”, this will be available at **PAO User** for approval. PAO user will log into PFMS with his user id and password.

Public Financial Management System-PFMS
(Formerly CPMS)

0/a Controller General of Accounts, Ministry of Finance

Home - Welcome to Leno

04/Aug/2015 10:07 AM

Log In

Financial Year: 2015-2016
Login ID: paoced/paow
Password: *****

Log In

Register Agency
Register Section ID Generation Users
Register MIS Reports Users
Forgot Password
Get Password By Unique Agency Code
Register State Govt. DDO
Register Treasury Users

REGISTERING AGENCIES PLEASE CHECK HERE IF AGENCY IS ALREADY REGISTERED
GET LOGIN DETAILS PLEASE CHECK HERE IF AGENCY IS ALREADY REGISTERED
New Features

NEWS & EVENTS

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List of District In-charge Officers

Establish a web-based online transaction system for fund management and e-payment to implementing agencies and beneficiaries. The primary objective of PFMS is to establish an efficient fund flow system and expenditure network. PFMS also provides various stakeholders with a reliable and meaningful management information system and an effective decision support system.

Toll Free No. 1800 118 111 Ext. (202,204,206,208,215,216) Email: pfms.helpdesk@gmail.com , email.cpsms-cga@nic.in, cpsms-mof@nic.in , cpsmsproject@gmail.com

Reports related complaints/query may be sent on reports.pfms@gmail.com

Request for Training/Workshop on PFMS may be sent on training.pfms@gmail.com To Download Training Requisition Request Form, please click Download Form.


Scholarship Portal DBT Through PFMS Orders & Circulars User Guide Media News User Support

IONS.

CITIZENS can know the status of Aadhaar based benefits transferred through PFMS by using "Know Your Payments" link on left side panel

http://164.100.129.32/Demo/Users/LoginDetails/Login.aspx

Following Home Screen will appear



Public Financial Management System-PFMS
(formerly CPSMS)

Welcome: REKHA JAIWAL
User Type: PAO
Financial Year: 2015-2016


[paosectpower] Logout
Change Password

REKHA JAIWAL

The following table shows the summary of sanctions according to status and type. To find out what a particular status means, take your mouse over the status name. To find the details of sanctions in a status/ type, click on the corresponding status.

Sanction Status	Type	No. of Sanctions
PAQReceived	(All)	0
PassedByPAQ	Transfer (DDO Bill)	1
	Transfer (Advice)	6
	Expenditure (DDO Bill)	7
PAQReturned	Expenditure (DDO Bill)	4
BillGenerated	Transfer (DDO Bill)	6
	Expenditure (DDO Bill)	24
BillDownloaded	Expenditure (DDO Bill)	1
PassedByAAQ	Expenditure (DDO Bill)	4
ReturnedByAAQ	Expenditure (DDO Bill)	1
XMLGenerated	Expenditure (DDO Bill)	2

Go to “DDO wise Allocation” under “Budget” sub menu.



Public Financial Management System-PFMS
(formerly CPSMS)

Welcome: REKHA JAIWAL
User Type: PAO
Financial Year: 2015-2016

[paosectpower] Logout
Change Password

REKHA JAIWAL

The following table shows the summary of sanctions according to status and type. To find out what a particular status means, take your mouse over the status name. To find the details of sanctions in a status/ type, click on the corresponding status.


Sanction Status	Type	No. of Sanctions
PAQReceived	(All)	0
PassedByPAQ	Transfer (DDO Bill)	1
	Transfer (Advice)	6
	Expenditure (DDO Bill)	7
PAQReturned	Expenditure (DDO Bill)	4
BillGenerated	Transfer (DDO Bill)	6
	Expenditure (DDO Bill)	24
BillDownloaded	Expenditure (DDO Bill)	1
PassedByAAQ	Expenditure (DDO Bill)	4
ReturnedByAAQ	Expenditure (DDO Bill)	1
XMLGenerated	Expenditure (DDO Bill)	2

Following Screen will appear


File Edit View History Bookmarks Tools Help

https://164.100.../Allocation.aspx x +

https://164.100.129.32/Demo/Administration/Master/BudgetDdoWiseAllocation.aspx Search

 **Public Financial Management System-PFMS**
(formerly CPMSIS)
O/o Controller General of Accounts, Ministry of Finance

Welcome: REKHA JAIWAL
User Type: PAO
Financial Year: 2015-2016

 [peosecttpower] Logout
Change Password

DDO-WISE ALLOCATIONS

PAO: 013455-PAO(Sectt.), Ministry of Power, New Delhi

Grant No: --Select--

Function Head: --Select--

Object Code: --Select--

Category: --Select--

Total Amt:

[BharatKosh Report](#) |
 [Home](#) |
 [Budget](#) |
 [Users](#) |
 [ReprocessFailedTransaction](#) |
 [Sanctions](#) |
 [Transfer Entry](#) |
 [Reports](#) |
 [Masters](#) |
 [Bank](#) |
 [Register/ Track Issue](#)


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EN 12:09 AM 07/08/2015


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https://164.100.129.32/Demo/Administration/Master/BudgetDdoWiseAllocation.aspx Search

 **Public Financial Management System-PFMS**
(formerly CPMSIS)
O/o Controller General of Accounts, Ministry of Finance

Welcome: REKHA JAIWAL
User Type: PAO
Financial Year: 2015-2016

 [peosecttpower] Logout
Change Password

DDO-WISE ALLOCATIONS

PAO: 013455-PAO(Sectt.), Ministry of Power, New Delhi

Grant No: --Select--

Function Head: --Select--

Object Code: --Select--

Category: --Select--

Total Amt:

[BharatKosh Report](#) |
 [Home](#) |
 [Budget](#) |
 [Users](#) |
 [ReprocessFailedTransaction](#) |
 [Sanctions](#) |
 [Transfer Entry](#) |
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EN 12:18 AM 07/08/2015

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https://164.100...Allocation.aspx x +

https://164.100.129.32/Demo/Administration/Master/BudgetDdoWiseAllocation.aspx Search

 **Public Financial Management System-PFMS**
(formerly CPMS)

Welcome: REKHA JAIWAL
User Type: PAO
Financial Year: 2015-2016

[paosect(power)] Logout
Change Password

DDO-WISE ALLOCATIONS

PAO: 013455-PAO(Sectt.), Ministry of Power, New Delhi

Grant No: 077-Ministry of Power

Function Head: --Select--

Object Code: --Select--

Category: --Select--

Total Amt:

2801010010102-ALL INDIA LOAD SURVEY SCHEMES
2801021020200-OPERATION AND MAIN TENANCE
2801050010102-LOAD DESPATCHING STATIONS
2801050010103-NATIONAL LOAD DESPATCH CENTRE
2801050010104-REGIONAL COORDINATION
2801800030103-APPRENTICESHIP TRAINING FOR ENGINEERS
2801800030200-NATIONAL POWER TRAINING INSTITUTE
2801800040202-OTHER SCHEMES
2801807980100-CONTRIBUTION TO INTERNATIONAL BODIES
2801808000201-TECHNICAL CONTROL PLANNING AND MONITORING
2801808000202-DESIGNS AND CONSULTANCY
2801808000203-ADMINISTRATION OF ELECTRICITY LAWS
2801808000205-STUDIES & TRAINING
2801808000208-ELECTRONIC DATA PROCESSING AND SUPPORT SYSTEM
2801808000209-DEPARTMENTAL CANTEEN
2801808000223-UPGRADATION OF INFORMATION TECHNOLOGY FACILITIES IN CEA
2801808000227-COMPUTERISATION OF PTCC PROCESS
2801808001100-CENTRAL EL
2801808001500-BOARD OF E
2801808000223-UPGRADATION OF INFORMATION TECHNOLOGY FACILITIES IN CEA


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EN 12:19 AM 07/08/2015

File Edit View History Bookmarks Tools Help

https://164.100...Allocation.aspx x +

https://164.100.129.32/Demo/Administration/Master/BudgetDdoWiseAllocation.aspx Search

 **Public Financial Management System-PFMS**
(formerly CPMS)

Welcome: REKHA JAIWAL
User Type: PAO
Financial Year: 2015-2016

[paosect(power)] Logout
Change Password

DDO-WISE ALLOCATIONS

PAO: 013455-PAO(Sectt.), Ministry of Power, New Delhi

Grant No: 077-Ministry of Power

Function Head: 2801808000223-UPGRADATION OF INFORMATION T

Object Code: --Select--

Category: --Select--

Total Amt:

11-DOMESTIC TRAVEL EXPENSES
13-OFFICE EXPENSES
26-PROFESSIONAL SERVICES
50-OTHER CHARGES

13-OFFICE EXPENSES

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File Edit View History Bookmarks Tools Help

https://164.100...Allocation.aspx

https://164.100.129.32/Demo/Administration/Master/BudgetDdoWiseAllocation.aspx

Public Financial Management System-PFMS
(formerly CPMS)

Welcome: REKHA JAIWAL
User Type: PAO
Financial Year: 2015-2016

[paosect(power)] Logout
Change Password

DDO-WISE ALLOCATIONS

PAO: 013455-PAO(Sectt.), Ministry of Power, New Delhi

Grant No: 077-Ministry of Power

Function Head: 2801808000223-UPGRADATION OF INFORMATION T

Object Code: 13-OFFICE EXPENSES

Category: --Select--

Total Amt: --Select--

9-PLAN VOTED-EXPENDITURE

9-PLAN VOTED-EXPENDITURE

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EN 12:19 AM 07/08/2015

On selection of relevant data from drop down menu in all these four fields, “**Total Amt**” will appear automatically, and a grid showing “**Allocation Details**” will also appear which will show the details as entered and saved by DH User.

File Edit View History Bookmarks Tools Help

https://164.100...Allocation.aspx

https://164.100.129.32/Demo/Administration/Master/BudgetDdoWiseAllocation.aspx

Public Financial Management System-PFMS
(formerly CPMS)

Welcome: REKHA JAIWAL
User Type: PAO
Financial Year: 2015-2016

[paosect(power)] Logout
Change Password

DDO-WISE ALLOCATIONS

PAO: 013455-PAO(Sectt.), Ministry of Power, New Delhi

Grant No: 077-Ministry of Power

Function Head: 2801808000223-UPGRADATION OF INFORMATION T

Object Code: 13-OFFICE EXPENSES

Category: 9-PLAN VOTED-EXPENDITURE

Total Amt: 101066.00

ALLOCATION DETAILS

PAO	DDO	Amount	Letter No	LetterDate
013455-PAO(Sectt.), Ministry of Power, New Delhi	213459-APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	1000.00	ABC/123	03/08/2015
Total:		1000.00		

Approve

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EN 12:25 AM 07/08/2015

PAO USER will approve the record by pressing “**Approve**” button, system will display a message

“DDO wise allocation amounts have been approved successfully”.

The screenshot displays the PFMS web application. The header includes the system name 'Public Financial Management System-PFMS' and the user's name 'REKHA JAIWAL'. The main content area is titled 'DDO-WISE ALLOCATIONS' and features a green banner stating 'DDO wise allocation amounts have been approved successfully'. Below this, a form shows the following details: PAO: 013455-PAO(Sectt.), Ministry of Power, New Delhi; Grant No: 077-Ministry of Power; Function Head: 2801908000223-UPGRADATION OF INFORMATION T; Object Code: 13-OFFICE EXPENSES; Category: 8-PLAN VOTED-EXPENDITURE; and Total Amt: 101066.00. A table titled 'ALLOCATION DETAILS' lists the allocation for the PAO to the DDO, with a total amount of 1000.00. The footer contains navigation links and the system's copyright information.

Public Financial Management System-PFMS
D/o Controller General of Accounts, Ministry of Finance

Welcome: REKHA JAIWAL
User Type: PAO
Financial Year: 2015-2016

[paosecttpower] Logout
Change Password

DDO-WISE ALLOCATIONS

DDO wise allocation amounts have been approved successfully

PAO: 013455-PAO(Sectt.), Ministry of Power, New Delhi

Grant No: 077-Ministry of Power

Function Head: 2801908000223-UPGRADATION OF INFORMATION T

Object Code: 13-OFFICE EXPENSES

Category: 8-PLAN VOTED-EXPENDITURE

Total Amt: 101066.00

ALLOCATION DETAILS

PAO	DDO	Amount	Letter No	LetterDate
013455-PAO(Sectt.), Ministry of Power, New Delhi	213459-APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	1000.00	ABC/123	03/08/2015
Total:		1000.00		

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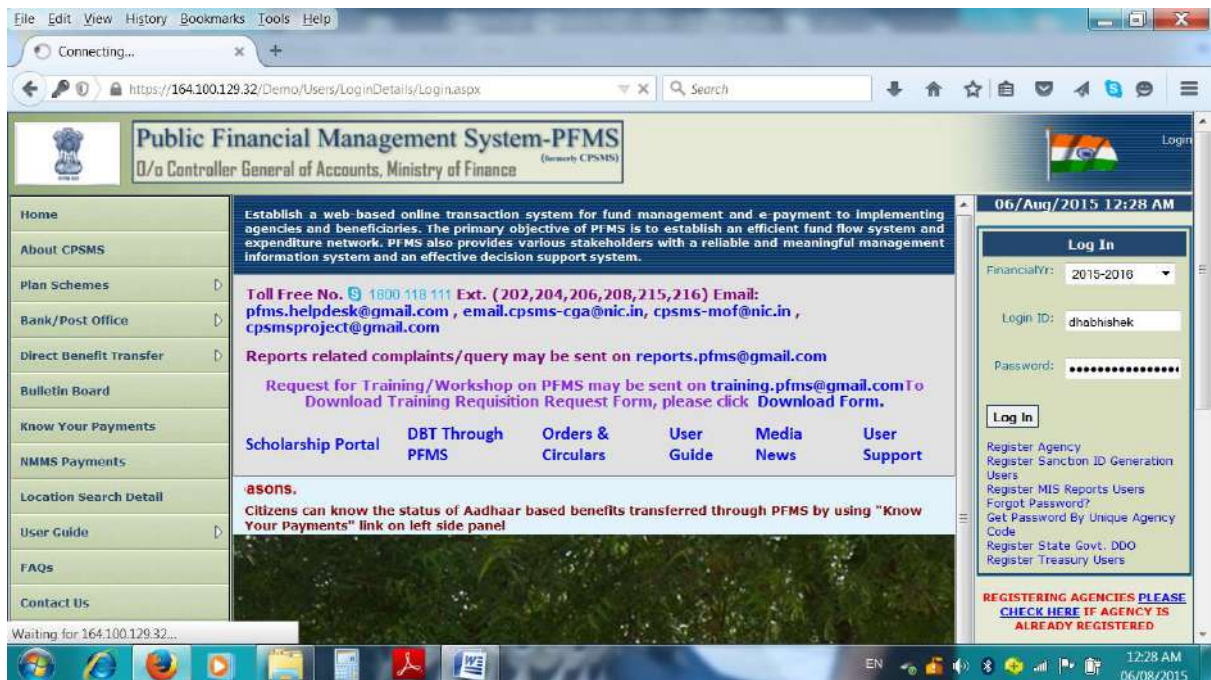
12:27 AM
07/08/2015

Procedure for Bill Passing.

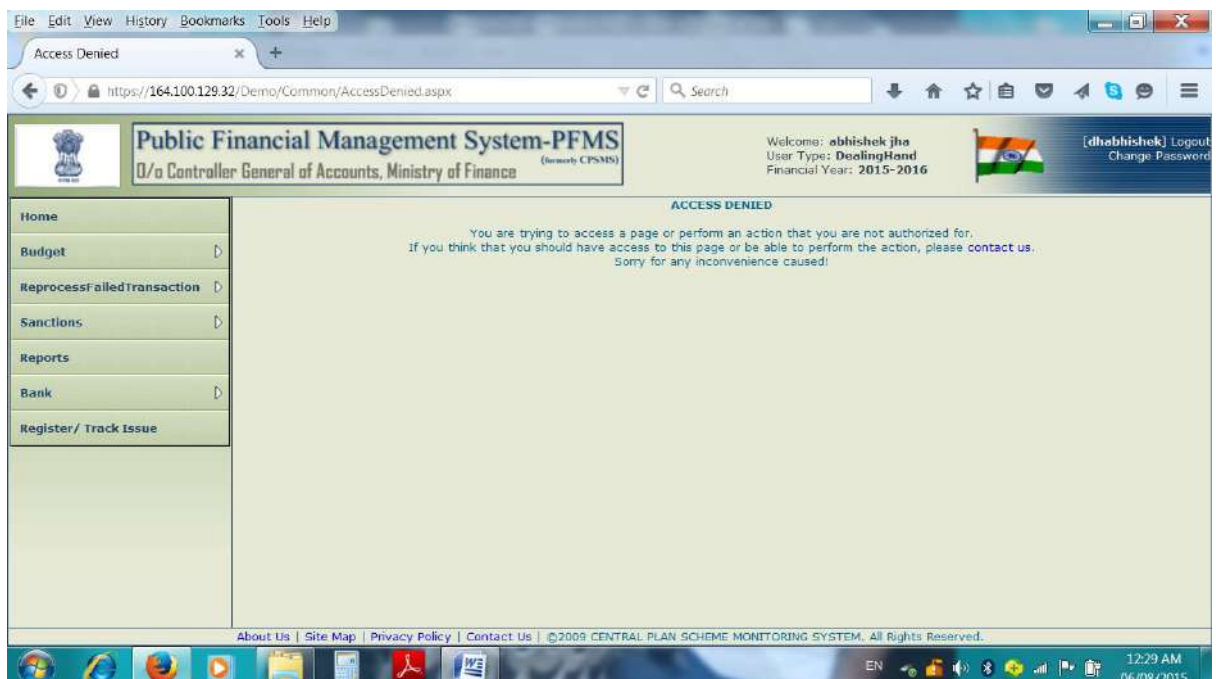
PAY & ACCOUNTS OFFICE (DH, AAO and PAO)

DH- Bill Receiving and Passing.

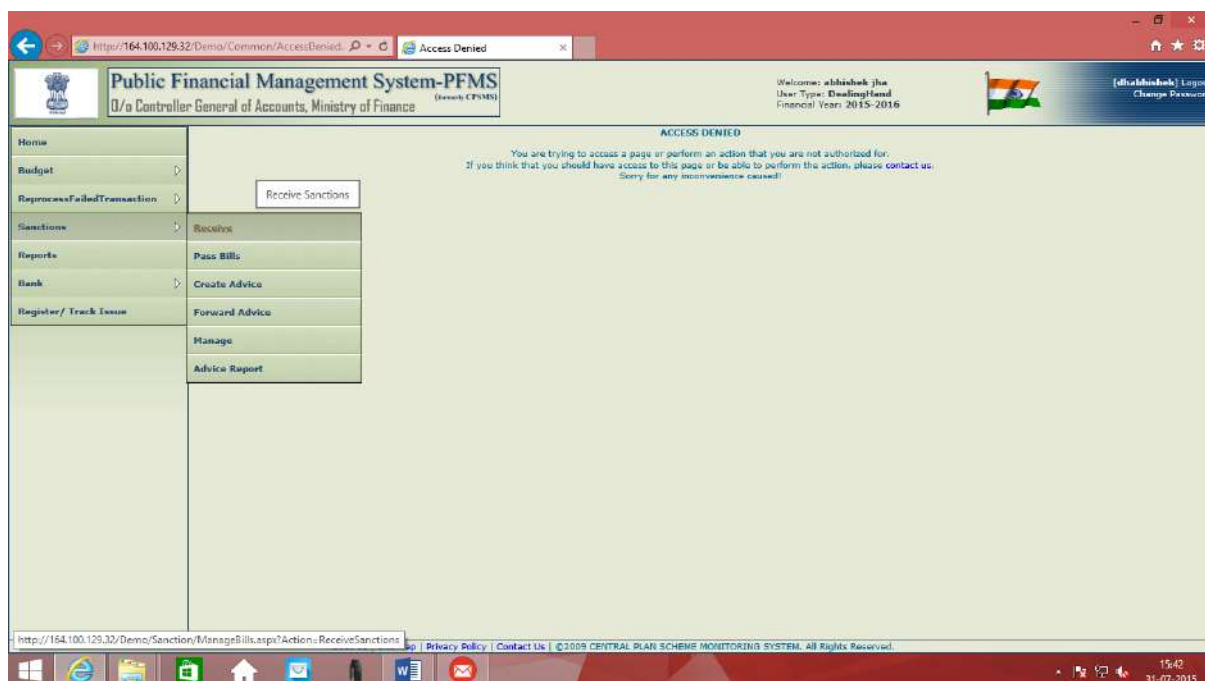
DH user logs into the PFMS portal with his user id and password.



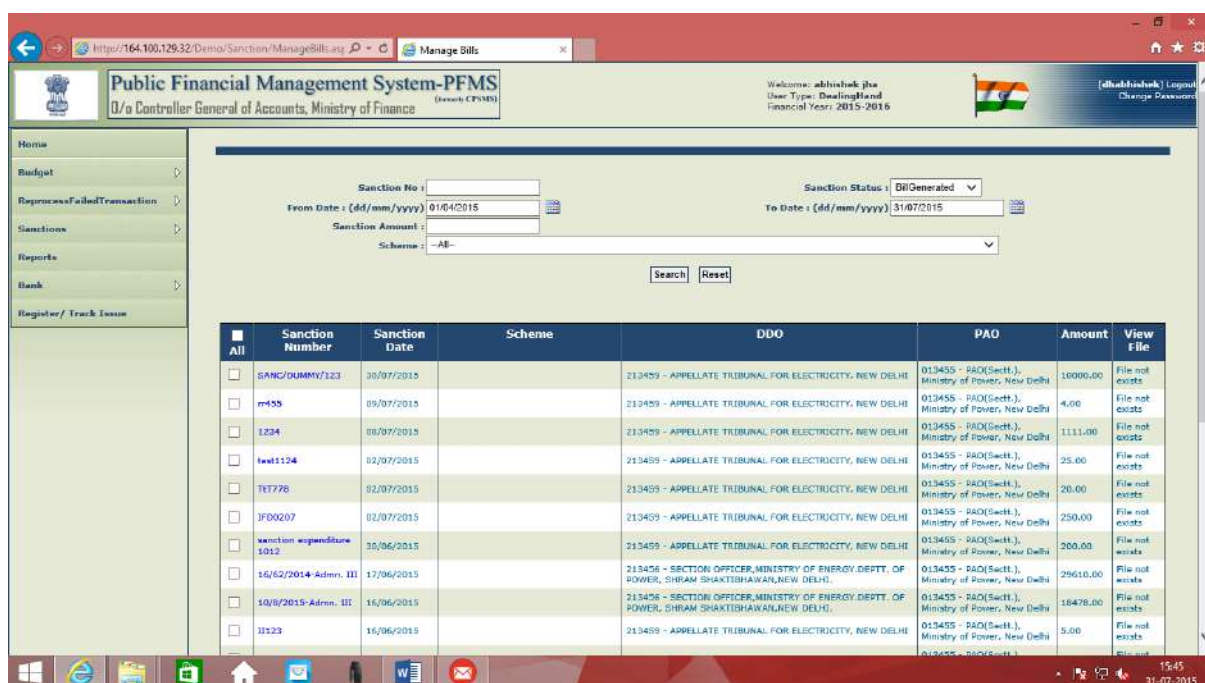
Following home screen will appear



To receive a sanction from DDO, DH user will click the option “**Receive**” under submenu “**Sanction**”



Screen will appear showing the listing of all the sanctions available for receiving at DH level



If the desired sanction is visible in the list shown, DH user can open the sanction by clicking the box in front of Sanction Number. In case the desired sanction is not visible in this list, DH can make use of “**Search**” option to search it.

DH will click the box given against the desired sanction number and receive it by clicking the button “**Receive Sanction**” button.

However, if DH wants to see the details of Sanction prior to his receiving the same, he will open the sanction by clicking on the sanction number.

Following screen showing **Sanction Details, Bill Deduction Details, Budget Details and Vendor Details**, will appear:

Public Financial Management System-PFMS
 Q/o Controller General of Accounts, Ministry of Finance

Welcome: abhishek.jha
 User Type: DashingHand
 Financial Year: 2015-2016

[dhabhshek] Logout
 Change Password

Sanction Details

Controller: 010-POWER
 Sanction Number: SANC/DUMMY/123
 Sanction Type: Expenditure (DDO Bill)
 IFD Number: IFD/DUMMY/123
 Plan Scheme: -
 DDO: 213459-APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI

Sanction Status: BillGenerated
 Sanction Date: 30/07/2015
 Sanction Amount: 10000
 IFD Date: 30/07/2015
 PAO: 013459-PAO(Suctt.), Ministry of Power, New Delhi
 Remarks:

Created By: pdpower
 Modified By: APTELDDO
 Created On: 30/07/2015 03:24:21 PM
 Modified On: 31/07/2015 03:01:43 PM

Account Details:
 Grant: 077-Ministry of Power
 Object Head: 13-OFFICE EXPENSES
 Function Head: 2801808001700-APPELLATE TRIBUNAL OF ELECTRICITY
 Category: 3-NON PLAN VOTED-EXPENDITURE

Bill Details:
 Bill Number: CP00000091
 Bill Date: 31/07/2015

Bill Deduction Details:

Favoring	Deduction Type	Amount
Amst		1000.00
Amst		200.00
Amst		100.00

Budget Details:

BE Amount	Revised BE Amount	Sanctions Generated	Sanctions Settled	Available Balance
210000000	0	4090293	2359363	18640637

Account Details:
 Grant: 077-Ministry of Power
 Object Head: 13-OFFICE EXPENSES
 Function Head: 2801808001700-APPELLATE TRIBUNAL OF ELECTRICITY
 Category: 3-NON PLAN VOTED-EXPENDITURE

Bill Details:
 Bill Number: CP00000091
 Bill Date: 31/07/2015

Bill Deduction Details:

Favoring	Deduction Type	Amount
Amst		1000.00
Amst		200.00
Amst		100.00

Budget Details:

BE Amount	Revised BE Amount	Sanctions Generated	Sanctions Settled	Available Balance
210000000	0	4090293	2359363	18640637

Vendor Details:

Sr.No	Vendor Name	Account Number	Gross Amount	Deduction Head	Deduction Amount	Net Amount
1	Amst	23004561230	10000	0071001030400-00-1	1000	9000
2	Amst	23004561230	10000	0021005040000-00-1	200	9800
3	Amst	23004561230	10000	0021005000000-00-1	100	9900

Payee Details | Receive Sanction | Return Bill To DDO | Back

Here, following four options are available for selection by DH

1. Payee Details
2. Receive Sanction
3. Return Bill to DDO

4. Back

DH user can see the Payee Details, return the sanction to DDO or receive the sanction, as the case may be.

DH user clicks the option “**Receive Sanction**”. Following screen will appear showing the message:

“Sanction received successfully”

Sanction Details

Controller: 010-POWER
 Sanction Number: SANC/DUMMY/123
 Sanction Type: Expenditure (DDO Bill)
 IFD Number: IFD/DUMMY/123
 Plan Scheme: -
 DDO: 212459-APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI

Sanction Status: ReceivedByDH
 Sanction Date: 30/07/2015
 Sanction Amount: 10000
 IFD Date: 30/07/2015
 PAO: 013453-PAO(Sectt.), Ministry of Power, New Delhi
 Remarks:

Created By: pdpower
 Modified By: dhshishak
 Created On: 30/07/2015 03:24:21 PM
 Modified On: 31/07/2015 03:59:48 PM

Account Details:
 Grant: 077-Ministry of Power
 Object Head: 13-OFFICE EXPENSES
 Function Head: 2801808001700-APPELLATE TRIBUNAL OF ELECTRICITY
 Category: 3-NON PLAN VOTED-EXPENDITURE

Bill Details:
 Bill Number: CP00000091
 Bill Date: 31/07/2015

Bill Deduction Details:

Favoring	Deduction Type	Amount
Amit		1000.00
Amit		200.00
Amit		100.00

Budget Details:

BE Amount	Revised BE Amount	Sanctions Generated	Sanctions Settled	Available Balance
21000000	0	4090203	2350363	18646637

Account Details:
 Grant: 077-Ministry of Power
 Object Head: 13-OFFICE EXPENSES
 Function Head: 2801808001700-APPELLATE TRIBUNAL OF ELECTRICITY
 Category: 3-NON PLAN VOTED-EXPENDITURE

Bill Details:
 Bill Number: CP00000091
 Bill Date: 31/07/2015

Bill Deduction Details:

Favoring	Deduction Type	Amount
Amit		1000.00
Amit		200.00
Amit		100.00

Budget Details:

BE Amount	Revised BE Amount	Sanctions Generated	Sanctions Settled	Available Balance
21000000	0	4090203	2350363	18646637

Vendor Details:

Sr.No	Vendor Name	Account Number	Gross Amount	Deduction Head	Deduction Amount	Net Amount
1	Amit	23004561230	10000	0021001030400-00-1	1000	9000
2	Amit	23004561230	10000	0021000040000-00-1	200	9800
3	Amit	23004561230	10000	0021000000000-00-1	100	9900

Sanction received successfully

Payee Details | Return Bill To DDO | Back

Now DH user proceeds for passing the bill (sanction)

Sanction Details

Controller: 010-POWER
Sanction Number: SANC/DUMMY/123
Sanction Status: ReceivedByDH
Sanction Date: 30/07/2015
Sanction Amount: 10000
IFD Date: 30/07/2015
PAO: 013453-PAO(Sectt.), Ministry of Power, New Delhi
Remarks:
Created On: 30/07/2015 03:24:21 PM
Modified On: 31/07/2015 03:59:48 PM
Function Head: 2801898001700-APPELLATE TRIBUNAL OF ELECTRICITY
Category: 3-NON PLAN VOTED-EXPENDITURE

Object Head: 13-OFFICE EXPENSES

Bill Details:
Bill Number: CP00000091
Bill Date: 31/07/2015

Bill Deduction Details:

Favoring	Deduction Type	Amount
Amst		1000.00
Amst		200.00
Amst		100.00

Budget Details:

BE Amount	Revised BE Amount	Sanctions Generated	Sanctions Settled	Available Balance
21000000	0	4090203	2359243	18040037

Screen appears showing the listing of all the sanctions which have been received by DH user and are available for “Passing”

Manage Bills

Sanction No.:
From Date: (dd/mm/yyyy) 01/04/2015
To Date: (dd/mm/yyyy) 31/07/2015
Sanction Amount:
Scheme: --All--
DDO: --All--
Search Reset

Sanction Number	Sanction Date	Scheme	DDO	PAO	Amount	Status	View File
SANC/DUMMY/123	30/07/2015		213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	013455 - PAO(Sectt.), Ministry of Power, New Delhi	10000.00	ReceivedByDH	File not exists
sanction/121	30/07/2015		213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	013455 - PAO(Sectt.), Ministry of Power, New Delhi	20000.00	ReceivedByDH	File not exists
123/SAN	24/07/2015		213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	013453 - PAO(Sectt.), Ministry of Power, New Delhi	100000.00	ReceivedByDH	File not exists
111	24/07/2015		213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	013455 - PAO(Sectt.), Ministry of Power, New Delhi	1000.00	ReceivedByDH	File not exists
100	13/07/2015		213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	013455 - PAO(Sectt.), Ministry of Power, New Delhi	3000.00	ReceivedByDH	File not exists
163/C	16/06/2015		213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	013455 - PAO(Sectt.), Ministry of Power, New Delhi	4752.00	ReceivedByDH	File not exists
160/C	15/06/2015		213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	013455 - PAO(Sectt.), Ministry of Power, New Delhi	2250.00	ReceivedByDH	File not exists

If the desired sanction is available in the list, DH user can directly open it by clicking on sanction number. (If the desired sanction is not visible, then DH user can trace the same by using search option).

Screen appears showing the Sanction Details, Account Details, Bill Details, Bill deduction details, Budget Details and Vendor Details.

Public Financial Management System-PFMS
 Q/o Controller General of Accounts, Ministry of Finance

Welcome: abhishek.jha
 User Type: DealingHead
 Financial Year: 2015-2016

[dhahshah] Logout
 Change Password

Sanction Details

Controller: 010-POWER
 Sanction Number: SANC/DUMMY/123
 Sanction Type: Expenditure (DDO Bill)
 IFD Number: IFD/DUMMY/123
 Plan Scheme: -
 DDO: 212459-APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI

Sanction Status: ReceivedByDH
 Sanction Date: 30/07/2015
 Sanction Amount: 10000
 IFD Date: 30/07/2015
 PAO: 012453-PAO(Sectt.), Ministry of Power, New Delhi
 Remarks:

Created By: pdpower
 Modified By: dhahshah
 Created On: 30/07/2015 03:24:21 PM
 Modified On: 31/07/2015 03:59:48 PM

Account Details:
 Grant: 077-Ministry of Power
 Object Head: 13-OFFICE EXPENSES
 Function Head: 2801808001700-APPELLATE TRIBUNAL OF ELECTRICITY
 Category: 3-NON PLAN VOTED-EXPENDITURE

Bill Details:
 Bill Number: CP00000091
 Bill Date: 31/07/2015

Bill Deduction Details:

Favoring	Deduction Type	Amount
Amst		1000.00
Amst		200.00
Amst		100.00

Budget Details:

BE Amount	Revised BE Amount	Sanctions Generated	Sanctions Settled	Available Balance
210000000	0	4090293	2369263	18636637

Account Details:
 Grant: 077-Ministry of Power
 Object Head: 13-OFFICE EXPENSES
 Function Head: 2801808001700-APPELLATE TRIBUNAL OF ELECTRICITY
 Category: 3-NON PLAN VOTED-EXPENDITURE

Bill Details:
 Bill Number: CP00000091
 Bill Date: 31/07/2015

Bill Deduction Details:

Favoring	Deduction Type	Amount
Amst		1000.00
Amst		200.00
Amst		100.00

Budget Details:

BE Amount	Revised BE Amount	Sanctions Generated	Sanctions Settled	Available Balance
210000000	0	4090293	2369263	18636637

Vendor Details:

Sr.No	Vendor Name	Account Number	Gross Amount	Deduction Head	Deduction Amount	Net Amount
1	Amst	23004561230	10000	0021001030400-00-1	1000	9000
2	Amst	23004561230	10000	00210005040000-00-1	200	9800
3	Amst	23004561230	10000	00210000000000-00-1	100	9900

Payee Details: Pass To AAO Return Bill To AAO Back

Before passing the bill, DH user can see the “Payee Details”

DH user has two options available; he can either “Pass to AAO” or “Return Bill to AAO”

If he opts for “Return Bill to AAO”, he will have to give the remark for same.

The screenshot shows the 'Sanction Details' web application. A 'Remarks' dialog box is open in the center, prompting the user to 'Please Enter Remark'. The background form displays various details:

- Account Details:** Grant: 072-Ministry of Power, Object Head: 13-OFFICE EXPENSES, Function Head: 2801808001700-APPEALATE TRIBUNAL OF ELECTRICITY, Category: 3-NON PLAN VOTED-EXPENDITURE.
- Bill Details:** Bill Number: CP00000091, Bill Date: 31/07/2015.
- Bill Deduction Details:** A table with columns: Favoring, Deduction Type, and Amount. It lists three entries with amounts 1000.00, 280.00, and 100.00.
- Budget Details:** A table with columns: BE Amount, Revised, Sanctions Generated, Sanctions Settled, and Available Balance. The BE Amount is 21000000.
- Vendor Details:** A table with columns: Sr.No, Vendor Name, Account Number, Gross Amount, Deduction Head, Deduction Amount, and Net Amount. It lists three vendors with a total net amount of 9900.

Buttons at the bottom include 'Payee Details', 'Pass To AAO', 'Return Bill To AAO', and 'Back'.

DH user will write the Remark and press **“OK”** button to **“Return the Bill to AAO”**

If he has to pass the bill, he will click the option **“Pass to AAO”**, system will ask to confirm the action by displaying a message

“Are you sure you want to pass the sanction further?”
“OK” or **“Cancel”**

The screenshot shows the 'Sanction Details' web application with a confirmation message dialog box open. The dialog box asks: 'Are you sure you want to pass this sanction further?' with 'OK' and 'Cancel' buttons.

The background form displays the same details as the previous screenshot, but with updated values in the 'Budget Details' table:

BE Amount	Revised BE Amount	Sanctions Generated	Sanctions Settled	Available Balance
21000000	0	4080293	2369363	18630637

The 'Vendor Details' table remains the same, showing a total net amount of 9900.

DH user will press **“OK”** button.

Screen will display the message **“Bill has been passed to AAO successfully.”**

The screenshot shows the PFMS interface with the message "Bill has been passed to AAO successfully." displayed in red. Below the message is a table of sanctions.

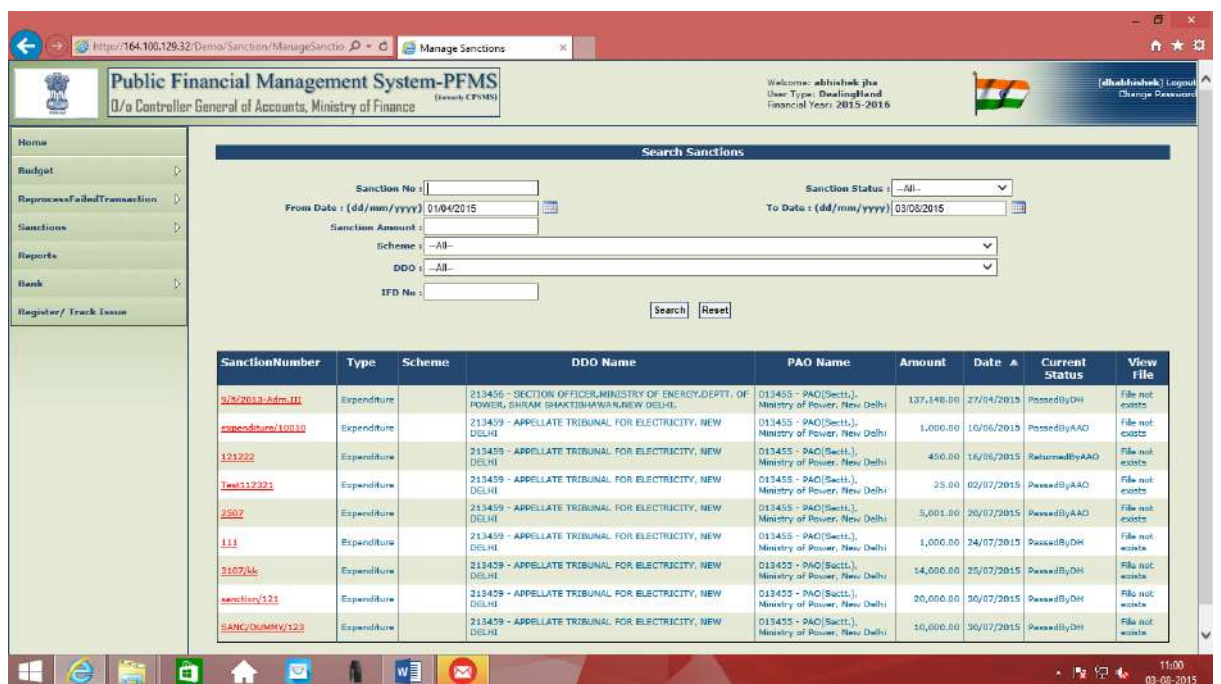
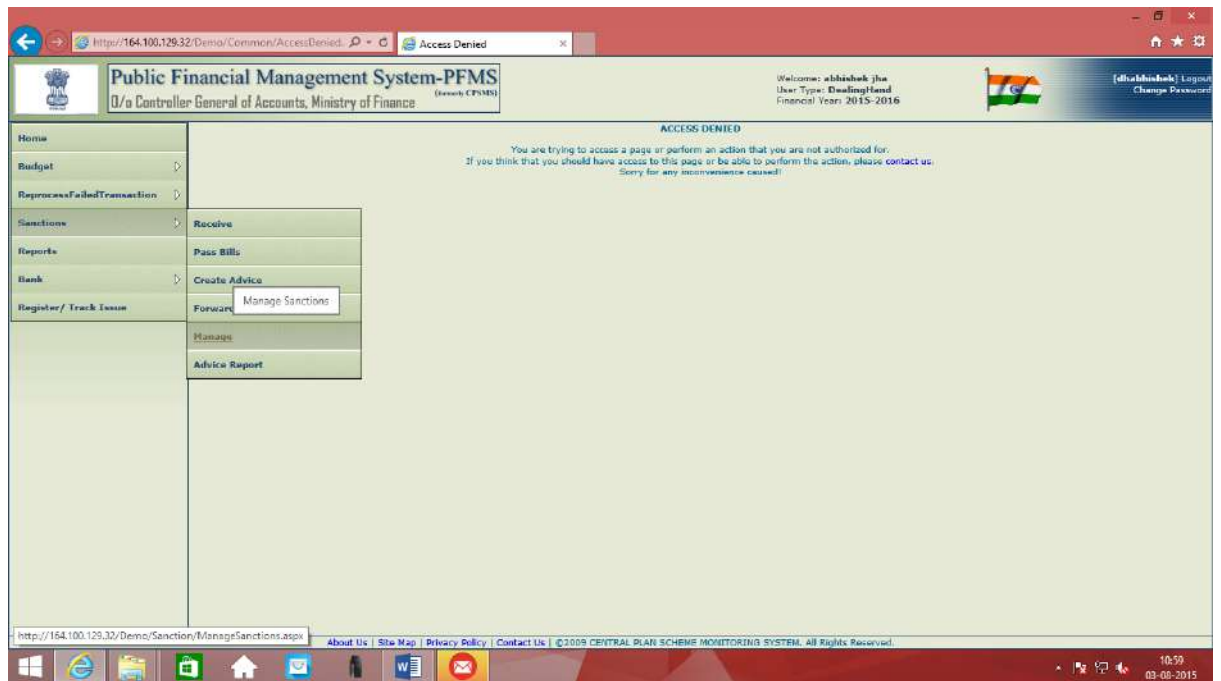
SanctionNumber	Type	Scheme	DDO Name	PAO Name	Amount	Date	Current Status	View File
9/30/2013-Adm III	Expenditure		213456 - SECTION OFFICER, MINISTRY OF ENERGY, DEPTT. OF POWER, SHRAM SHAKTISHAWAN, NEW DELHI	013455 - PAO (Sectt.), Ministry of Power, New Delhi	137,148.00	27/04/2015	PassedByDH	File not exists
expenditure/10010	Expenditure		213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	013455 - PAO (Sectt.), Ministry of Power, New Delhi	1,000.00	10/05/2015	PassedByAAO	File not exists
121222	Expenditure		213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	013455 - PAO (Sectt.), Ministry of Power, New Delhi	450.00	16/06/2015	ReturnedByAAO	File not exists
Test112321	Expenditure		213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	013455 - PAO (Sectt.), Ministry of Power, New Delhi	25.00	02/07/2015	PassedByAAO	File not exists
2507	Expenditure		213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	013455 - PAO (Sectt.), Ministry of Power, New Delhi	5,001.00	20/07/2015	PassedByAAO	File not exists
SANC/DUMMY/123	Expenditure		213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	013455 - PAO (Sectt.), Ministry of Power, New Delhi	10,000.00	30/07/2015	PassedByDH	File not exists

If we search this sanction, the status will be shown as **“Passed by DH”**

The screenshot shows the PFMS interface with the search results for the sanction [SANC/DUMMY/123](#). The status is shown as "PassedByDH".

SanctionNumber	Type	Scheme	DDO Name	PAO Name	Amount	Date	Current Status	View File
SANC/DUMMY/123	Expenditure		213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	013455 - PAO (Sectt.), Ministry of Power, New Delhi	10,000.00	30/07/2015	PassedByDH	File not exists

Now, even though the Bill (Sanction) has been passed by DH level, still he can see the payee details. For this he will go to **“Manage”** option under the submenu **“Sanction”**.



Search the desired sanction by keying in its number.

Public Financial Management System-PFMS
(Based on CPMS)

Welcome: abhishek.jha
User Type: Daulinghand
Financial Year: 2015-2016

[dhaabhishek] Logout
Change Password

Home
Budget
RepresentedTransaction
Sanctions
Reports
Bank
Register/Track Issue

Search Sanctions

Sanction No: sanc/dummy/123
From Date: (dd/mm/yyyy) 01/04/2015
Sanction Amount: 10000
Scheme: -All-
DDO: -All-
IFD No:
Sanction Status: -All-
To Date: (dd/mm/yyyy) 03/08/2015

Search Reset

SanctionNumber	Type	Scheme	DDO Name	PAO Name	Amount	Date	Current Status	View File
sanc/dummy/123	Expenditure		213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	013455 - PAO(Sect.), Ministry of Power, New Delhi	10,000.00	30/07/2015	PassedByDH	File not exists

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11:01
03-08-2015

Open the sanction by clicking on “Sanction Number”

Public Financial Management System-PFMS
(Based on CPMS)

Welcome: abhishek.jha
User Type: Daulinghand
Financial Year: 2015-2016

[dhaabhishek] Logout
Change Password

Home
Budget
RepresentedTransaction
Sanctions
Reports
Bank
Register/Track Issue

Sanction Details

Controller: 010-POWER
Sanction Number: SANC/DUMMY/123
Sanction Type: Expenditure (DDO Bill)
IFD Number: IFD/DUMMY/123
Plan Scheme: -
DDO: 213459-APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI

Sanction Status: PassedByDH
Sanction Date: 30/07/2015
Sanction Amount: 10000
IFD Date: 30/07/2015
PAO: 013455-PAO(Sect.), Ministry of Power, New Delhi
Remarks:

Created By: pdpower
Modified By: dhaabhishek
Created On: 30/07/2015 03:24:21 PM
Modified On: 31/07/2015 04:18:13 PM

Account Details:
Grant: 077-Ministry of Power
Object Head: 13-OFFICE EXPENSES
Function Head: 2801808001700-APPELLATE TRIBUNAL OF ELECTRICITY
Category: 3-NON PLAN VOTED-EXPENDITURE

Bill Details:
Bill Number: CP00000091
Bill Date: 31/07/2015

Bill Deduction Details:

Favoring	Deduction Type	Amount
Amst		1000.00
Amst		200.00
Amst		100.00

Budget Details:

BE Amount	Revised BE Amount	Sanctions Generated	Sanctions Settled	Available Balance
21000000	0	4090293	2369263	18636637

11:01
03-08-2015

Sanction Details

Bill Number: CP0000091 Bill Date: 31/07/2015

Bill Deduction Details:

Favoring	Deduction Type	Amount
Amst		1000.00
Amst		200.00
Amst		100.00

Budget Details:

BE Amount	Revised BE Amount	Sanctions Generated	Sanctions Settled	Available Balance
21000000	0	4090293	2369383	18630637

Vendor Details:

Sr.No	Vendor Name	Account Number	Gross Amount	Deduction Head	Deduction Amount	Net Amount
1	Amst	23004561238	10000	0021001030400-00-1	1000	9000
2	Amst	23004561238	10000	0021005040000-00-1	200	9800
3	Amst	23004561238	10000	0021005060000-00-1	100	9900

Payee Details Back

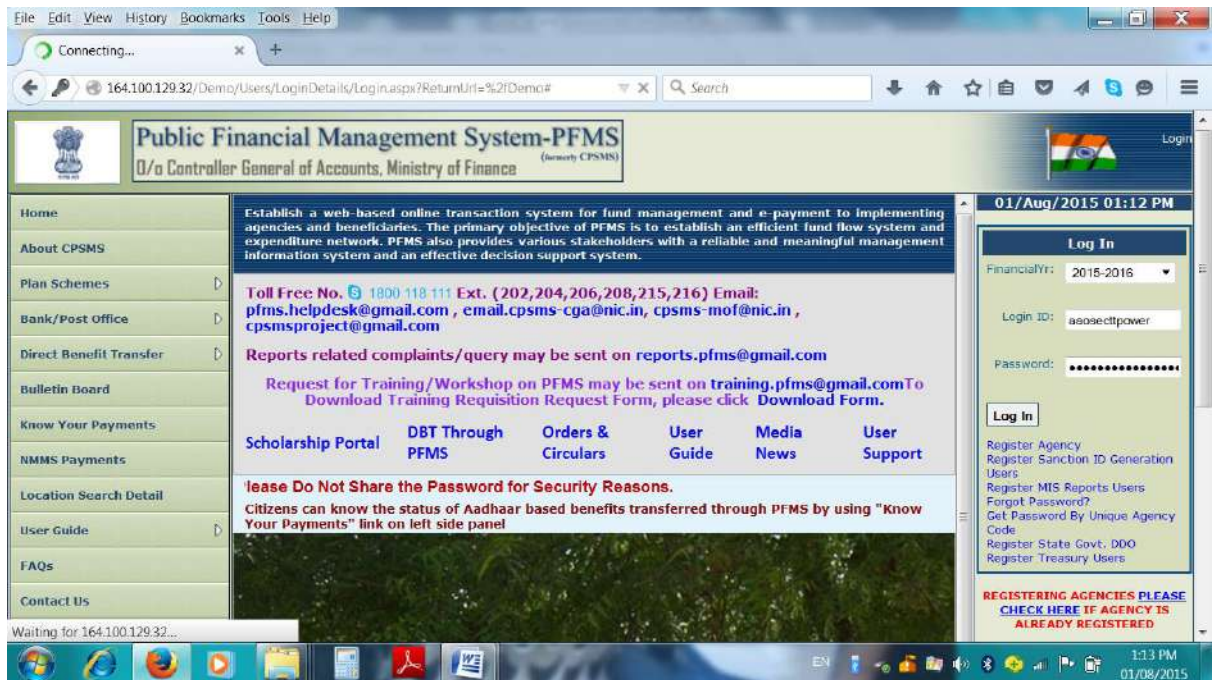
Click **"Payee Details"** button to see the Sanction Details, Account Details, Bill Details, Bill Deduction Details, Budget Details and Vendor Details. However, DH can only view the details of Payee here, he is not allowed to make any modifications in the record.

Now this Bill (Sanction) will be electronically transmitted and will be available at **AAO level user**.

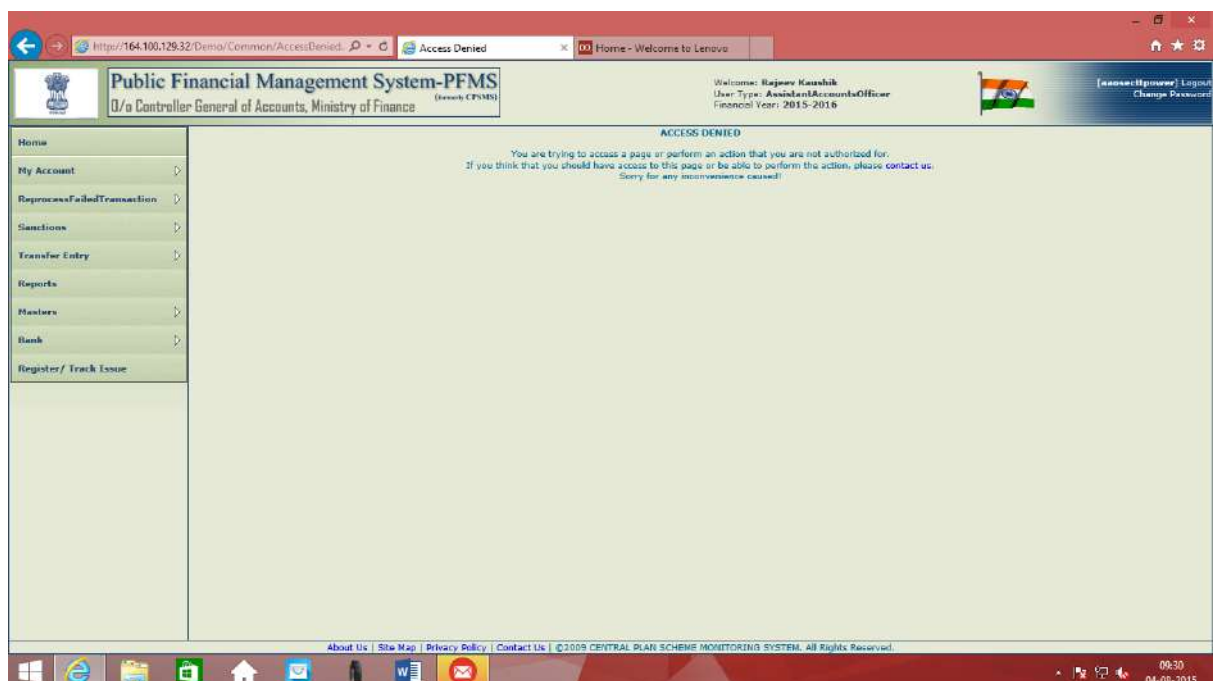
PAY & ACCOUNTS OFFICE: AAO Level User

Bill Passing by AAO.

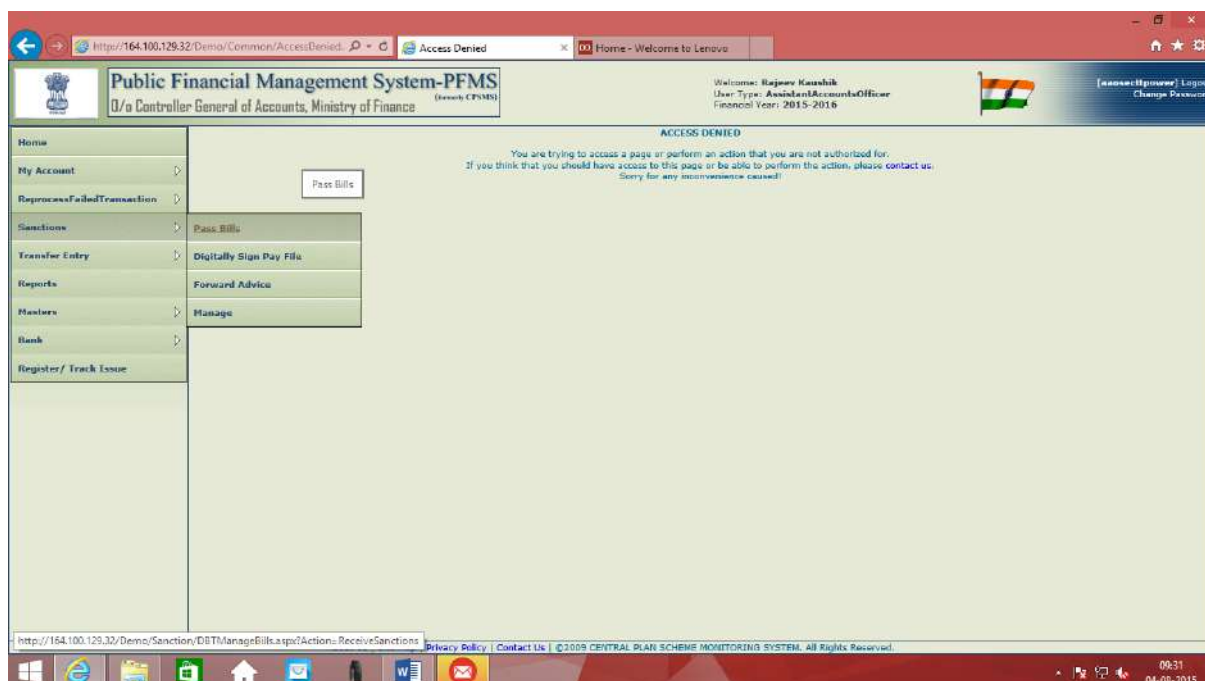
AAO user logs into PFMS portal with his user id and password.



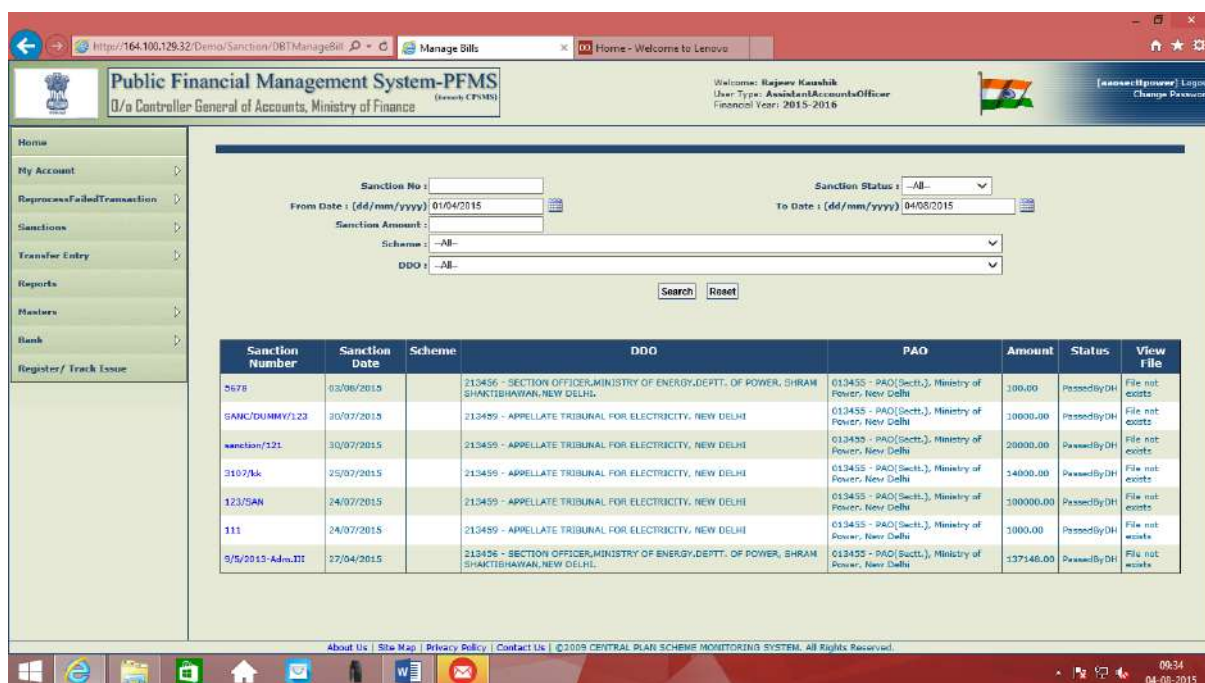
Following home screen will appear



AAO user will go to “Pass Bill” option under sub menu “Sanctions”



All the Bills (Sanctions) passed (or Returned) by DH user will appear on the screen.



If the desired sanction is available in the list, AAO user can directly open it by clicking on sanction number. (If the desired sanction is not visible, then DH user can trace the same by using search option).

On clicking the Sanction Number, Screen showing the Sanction Details, Account Details, Bill Details, Bill deduction details, Budget Details and Vendor Details, appears.

Sanction Details

Controller: 010-POWER
Sanction Number: SANC/DUMMY/123
Sanction Type: Expenditure (DDO Bill)
IFD Number: IFD/DUMMY/123
Plan Scheme: -
DDO: 213459-APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI

Sanction Status: PassedByDH
Sanction Date: 30/07/2015
Sanction Amount: 10000
IFD Date: 30/07/2015
PAO: 013453-PAO(Sectt.), Ministry of Power, New Delhi
Remarks:

Created By: pdpower
Created On: 30/07/2015 03:24:21 PM
Modified By: dhabhishuk
Modified On: 31/07/2015 04:18:13 PM

Account Details:
Grant: 077-Ministry of Power
Object Head: 13-OFFICE EXPENSES
Function Head: 2801808001700-APPELLATE TRIBUNAL OF ELECTRICITY
Category: 3-NON PLAN VOTED-EXPENDITURE

Bill Details:
Bill Number: CP00000091
Bill Date: 31/07/2015

Bill Deduction Details:

Favoring	Deduction Type	Amount
Amit		1000.00
Amit		200.00
Amit		100.00

Budget Details:

BE Amount	Revised BE Amount	Sanctions Generated	Sanctions Settled	Available Balance
21000000	0	4090293	2468260	18531740

Vendor Details:

Sr.No	Vendor Name	Account Number	Gross Amount	Deduction Head	Deduction Amount	Net Amount
1	Amit	23004561230	10000	0021005030400-00-1	1000	9000
2	Amit	23004561230	10000	0021005040000-00-1	200	9800
3	Amit	23004561230	10000	0021005060000-00-1	100	9900

Payee Details: Pass To PAO Return Bill To PAO Back

Before passing the bill, AAO user can see the “Payee Details”.

Public Financial Management System-PFMS
 O/o Controller General of Accounts, Ministry of Finance

Welcome: Rajeev Kaulshik
 User Type: AssistantAccountsOfficer
 Financial Year: 2015-2016

Sanction Details

Controller: 010-POWER
 Sanction Number: SAN/C/DUMMY/123
 Sanction Type: Expenditure (DDO Bill)
 IFD Number: IFD/DUMMY/123
 Plan Scheme: -
 DDO: 213459-APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI

Sanction Status: PassedByDH
 Sanction Date: 30/07/2015
 Sanction Amount: 10000
 IFD Date: 30/07/2015
 PAO: 013455-PAO(Sectt.), Ministry of Power, New Delhi
 Remarks:

Account Details:
 Grant: 077-Ministry of Power
 Object Head: 13-OFFICE EXPENSES
 Function Head: 2801808001700-APPELLATE TRIBUNAL OF ELECTRICITY
 Category: 3-NON PLAN VOTED-EXPENDITURE

Bill Details:
 Bill Number: CR00000091
 Bill Date: 31/07/2015

Bill Deduction Details:

Favoring	Deduction Type	Amount
Amit		1000.00
Amit		200.00
Amit		100.00

Vendor	Bank Account No	Amount	Instrument Type
Amit	23004561230 - Amit	10,000.00	RTGS
Amit	23004561230 - Amit	10,000.00	RTGS
Amit	23004561230 - Amit	10,000.00	RTGS

RTGS Details

Sanction Details

Sanction Type: Expenditure (DDO Bill)
 IFD Number: IFD/DUMMY/123
 Plan Scheme: -
 DDO: 213459-APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI

Sanction Amount: 10000
 IFD Date: 30/07/2015
 PAO: 013455-PAO(Sectt.), Ministry of Power, New Delhi
 Remarks:

Account Details:
 Grant: 077-Ministry of Power
 Object Head: 13-OFFICE EXPENSES
 Function Head: 2801808001700-APPELLATE TRIBUNAL OF ELECTRICITY
 Category: 3-NON PLAN VOTED-EXPENDITURE

Bill Details:
 Bill Number: CR00000091
 Bill Date: 31/07/2015

Bill Deduction Details:

Favoring	Deduction Type	Amount
Amit		1000.00
Amit		200.00
Amit		100.00

Vendor	Bank Account No	Amount	Instrument Type
Amit	23004561230 - Amit	10,000.00	RTGS
Amit	23004561230 - Amit	10,000.00	RTGS
Amit	23004561230 - Amit	10,000.00	RTGS

RTGS Details

Cheque Favouring : STATE BANK OF INDIA Amount : 10000 Not Payable Before : 31/07/2015

Party Name	IFSC Code	Party Account No	Amount	Delete
Amit	UTI00000007	23004561230	10000	X

Note: If the IFSC Code is not automatically shown it means bank A/C is not validated. If payment process is urgent please key in the IFSC Code and process payment. Please ensure IFSC Code is correct.

Back

After seeing the “Payee Details”, user will press “**Back**” button to get redirected to previous screen

Public Financial Management System-PFMS
 Q/o Controller General of Accounts, Ministry of Finance

Welcome: Rajeev Kaulshik
 User Type: AssistantAccountsOfficer
 Financial Year: 2015-2016

Sanction Details

Controller: 010-POWER
 Sanction Number: SANC/DUMMY/123
 Sanction Type: Expenditure (DDO Bill)
 IFD Number: IFD/DUMMY/123
 Plan Scheme: -
 DDO: 212459-APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI

Sanction Status: PassedByDH
 Sanction Date: 30/07/2015
 Sanction Amount: 10000
 IFD Date: 30/07/2015
 PAO: 012453-PAO(Sectt.), Ministry of Power, New Delhi

Created By: pdpower
 Modified By: dhabhishak
 Created On: 30/07/2015 03:24:21 PM
 Modified On: 31/07/2015 04:18:13 PM

Account Details:
 Grant: 077-Ministry of Power
 Object Head: 13-OFFICE EXPENSES

Function Head: 2801808001700-APPELLATE TRIBUNAL OF ELECTRICITY
 Category: 3-NON PLAN VOTED-EXPENDITURE

Bill Details:
 Bill Number: CP00000091
 Bill Date: 31/07/2015

Favoring	Deduction Type	Amount
Amst		1000.00
Amst		200.00
Amst		100.00

Budget Details:

BE Amount	Revised BE Amount	Sanctions Generated	Sanctions Settled	Available Balance
210000000	0	4090293	2468260	18531740

Bank

Register/ Track Issue

Account Details:
 Grant: 077-Ministry of Power
 Object Head: 13-OFFICE EXPENSES

Function Head: 2801808001700-APPELLATE TRIBUNAL OF ELECTRICITY
 Category: 3-NON PLAN VOTED-EXPENDITURE

Bill Details:
 Bill Number: CP00000091
 Bill Date: 31/07/2015

Favoring	Deduction Type	Amount
Amst		1000.00
Amst		200.00
Amst		100.00

Budget Details:

BE Amount	Revised BE Amount	Sanctions Generated	Sanctions Settled	Available Balance
210000000	0	4090293	2468260	18531740

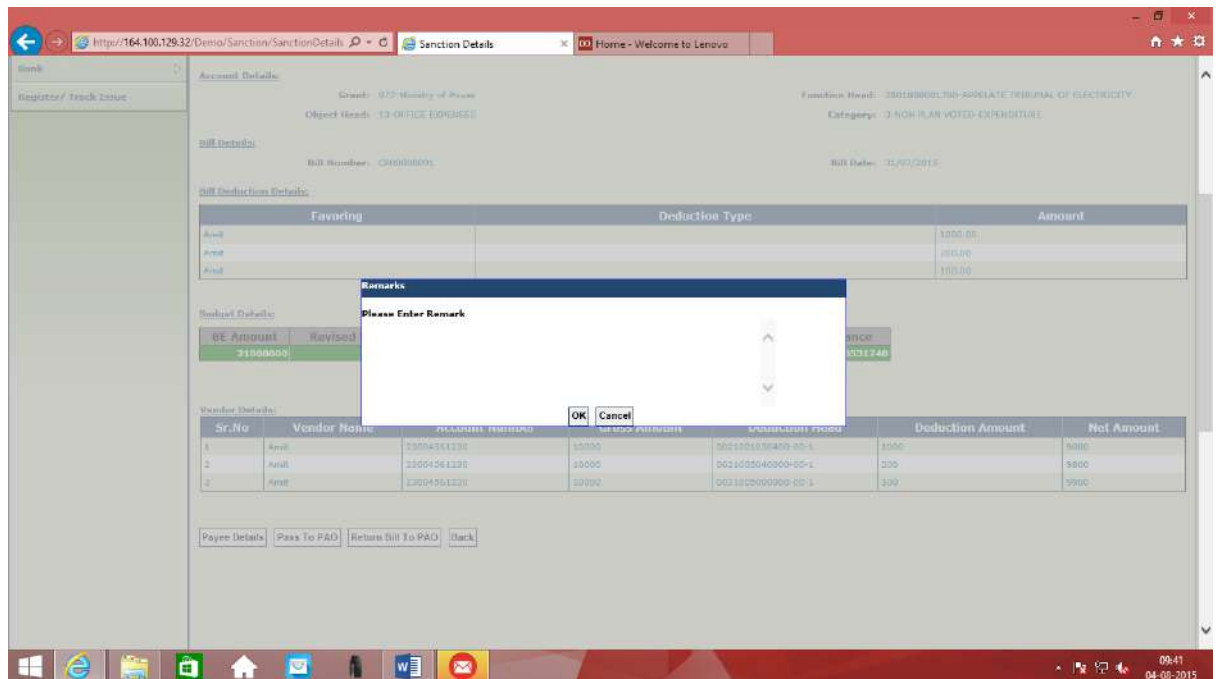
Vendor Details:

Sr.No	Vendor Name	Account Number	Gross Amount	Deduction Head	Deduction Amount	Net Amount
1	Amst	23004561230	10000	0021001030400-00-1	1000	9000
2	Amst	23004561230	10000	00210005040000-00-1	200	9800
3	Amst	23004561230	10000	00210000000000-00-1	100	9900

Payee Details: Pass To PAO Return Bill To PAO Back

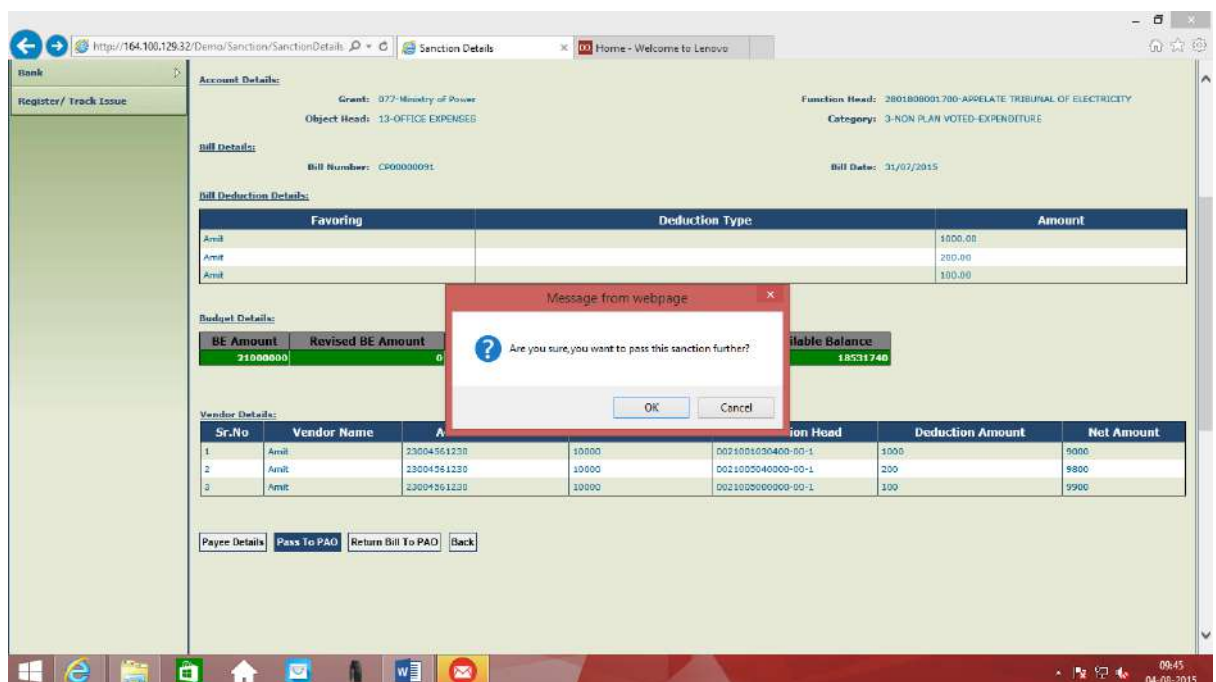
AAO user has two options available; he can either **“Pass to PAO”** or **“Return Bill to PAO”**

If he opts for **“Return Bill to AAO”**, he will have to give the remark for same.



AAO user will write the Remark and press **“OK”** button to **“Return the Bill to PAO”**.

If AAO has to pass the bill, he will click the option **“Pass to PAO”**, system will ask to confirm the action by displaying a message **“Are you sure you want to pass the sanction further?”** **“OK”** or **“Cancel”**



AAO user will pass **“OK”** button.

Screen will display the message **“Bill has been passed to PAO successfully.”**

The screenshot shows the PFMS interface with the message "Bill has been passed to PAO successfully." displayed in red. The interface includes a sidebar with navigation options like Home, My Account, ReprocessFailedTransaction, Sanctions, Transfer Entry, Reports, Masters, Bank, and Register/Track Issue. The main area displays a search form and a table of sanctions.

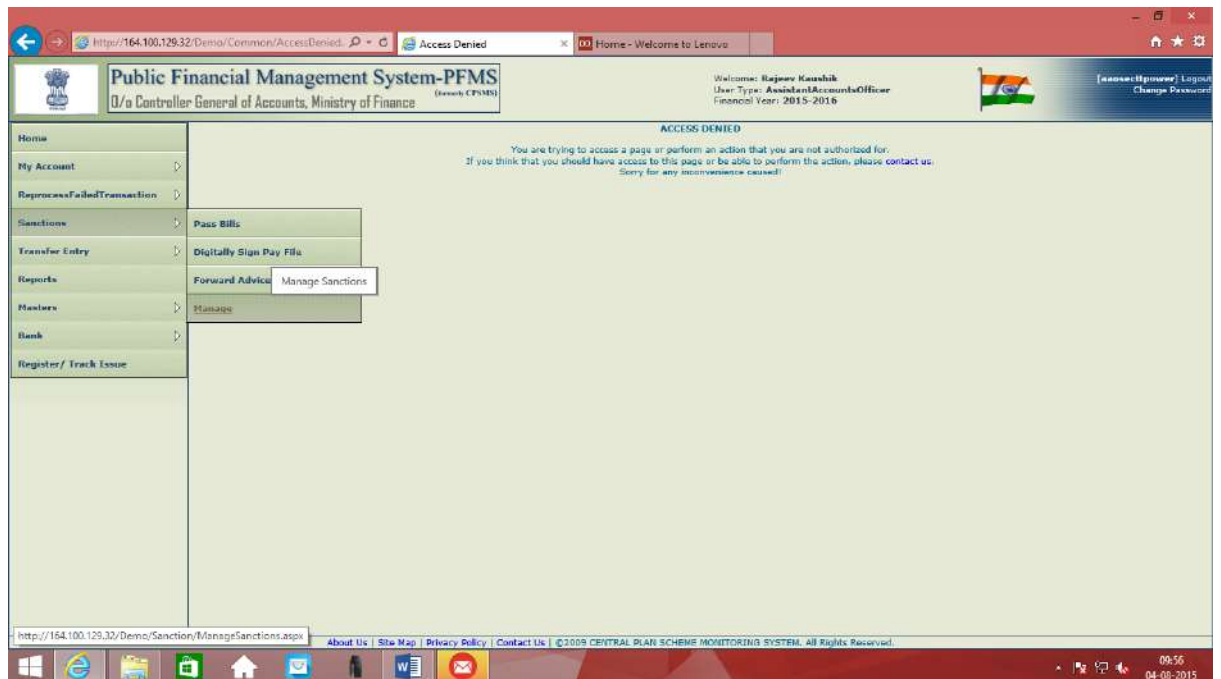
SanctionNumber	Type	Scheme	DDO Name	PAO Name	Amount	Date	Current Status	View File
2/2015	Expenditure		213456 - SECTION OFFICER, MINISTRY OF ENERGY, DEPTT. OF POWER, SHRIAM SHAKTIBHAWAN, NEW DELHI.	013455 - PAO(Sectt.), Ministry of Power, New Delhi	10.00	01/04/2015	PassedByPAO	File not exists
IFD sanction transfer 1002	Transfer		213450 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	013455 - PAO(Sectt.), Ministry of Power, New Delhi	1,000.00	05/06/2015	PassedByPAO	File not exists
expenditure10010	Expenditure		213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	013455 - PAO(Sectt.), Ministry of Power, New Delhi	1,000.00	10/06/2015	PassedByAAO	File not exists
121222	Expenditure		213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	013455 - PAO(Sectt.), Ministry of Power, New Delhi	450.00	16/06/2015	ReturnedByAAO	File not exists
an1123	Expenditure		213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	013455 - PAO(Sectt.), Ministry of Power, New Delhi	300.00	16/06/2015	PassedByPAO	File not exists
10000	Expenditure		213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	013455 - PAO(Sectt.), Ministry of Power, New Delhi	15.00	17/06/2015	PassedByPAO	File not exists
expenditure1010	Expenditure		213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	013455 - PAO(Sectt.), Ministry of Power, New Delhi	2,000.00	24/06/2015	PassedByPAO	File not exists
Test112321	Expenditure		213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	013455 - PAO(Sectt.), Ministry of Power, New Delhi	25.00	02/07/2015	PassedByAAO	File not exists
2007	Expenditure		213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	013455 - PAO(Sectt.), Ministry of Power, New Delhi	5,001.00	20/07/2015	PassedByAAO	File not exists

If we search this sanction, the status will be shown as **“Passed by AAO”**

The screenshot shows the PFMS interface with the search results for the sanction number "SANCDUMMY123". The status is "PassedByAAO".

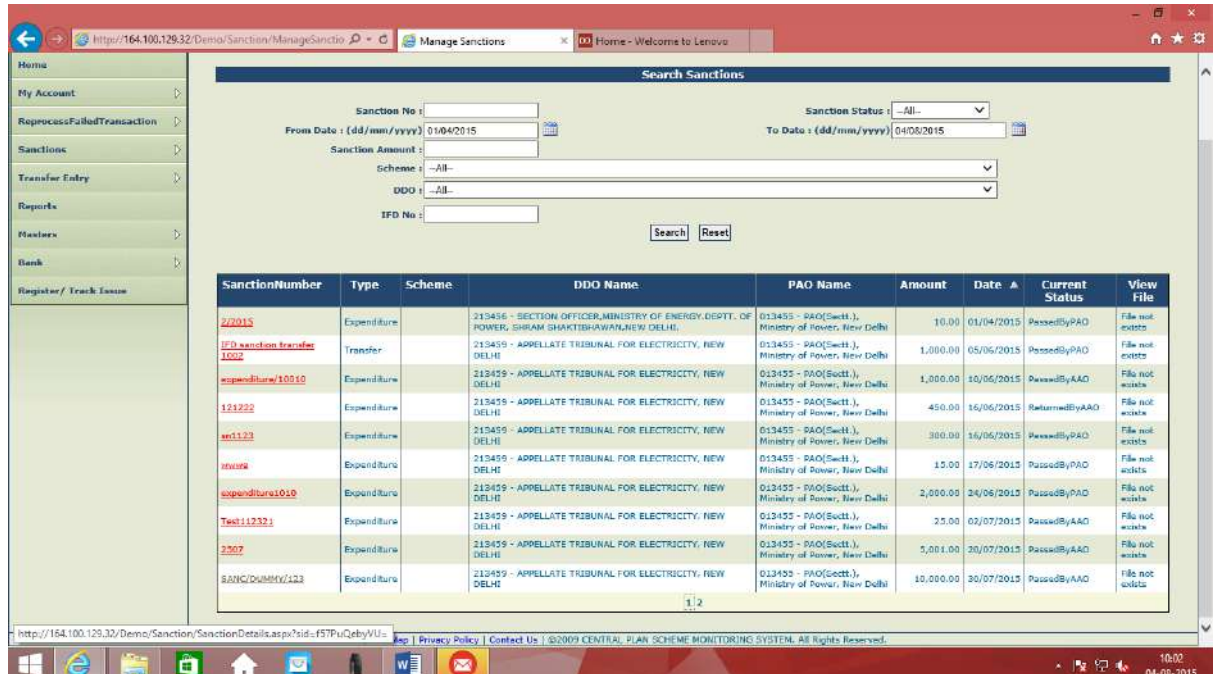
SanctionNumber	Type	Scheme	DDO Name	PAO Name	Amount	Date	Current Status	View File
SANCDUMMY123	Expenditure		213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	013455 - PAO(Sectt.), Ministry of Power, New Delhi	10,000.00	30/07/2015	PassedByAAO	File not exists

Now, even though the Bill (Sanction) has been passed by DH level, still he can see the payee details. For this he will go to **“Manage”** option under the submenu **“Sanctions”**.



If desired Sanction No. not available in the list shown, same can be searched by using search option.

Open the sanction by clicking on **“Sanction Number”**



Public Financial Management System-PFMS
 O/o Controller General of Accounts, Ministry of Finance

Welcome: Rajeev Kaulshik
 User Type: AssistantAccountsOfficer
 Financial Year: 2015-2016

Sanction Details

Controller: 010-POWER
 Sanction Number: SANC/DUMMY/123
 Sanction Status: PassedByAAO
 Sanction Date: 30/07/2015
 Sanction Type: Expenditure (DDO Bill)
 Sanction Amount: 10000
 IFD Number: IFD/DUMMY/123
 IFD Date: 30/07/2015
 Plan Scheme: -
 PAO: 013453-PAO(Sectt.), Ministry of Power, New Delhi
 DDO: 213459-APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI
 Remarks:
 Created By: pdpower
 Created On: 30/07/2015 03:24:21 PM
 Modified By: aaoscttpower
 Modified On: 04/08/2015 09:46:09 AM

Account Details:
 Grant: 077-Ministry of Power
 Object Head: 13-OFFICE EXPENSES
 Function Head: 2801808001700-APPELLATE TRIBUNAL OF ELECTRICITY
 Category: 3-NON PLAN VOTED-EXPENDITURE

Bill Details:
 Bill Number: CP00000091
 Bill Date: 31/07/2015

Bill Deduction Details:

Favoring	Deduction Type	Amount
Amst		1000.00
Amst		200.00
Amst		100.00

Budget Details:

BE Amount	Revised BE Amount	Sanctions Generated	Sanctions Settled	Available Balance
21000000	0	4090293	2468260	18531740

Bank

Register/ Track Issue

Account Details:
 Grant: 077-Ministry of Power
 Object Head: 13-OFFICE EXPENSES
 Function Head: 2801808001700-APPELLATE TRIBUNAL OF ELECTRICITY
 Category: 3-NON PLAN VOTED-EXPENDITURE

Bill Details:
 Bill Number: CP00000091
 Bill Date: 31/07/2015

Bill Deduction Details:

Favoring	Deduction Type	Amount
Amst		1000.00
Amst		200.00
Amst		100.00

Budget Details:

BE Amount	Revised BE Amount	Sanctions Generated	Sanctions Settled	Available Balance
21000000	0	4090293	2468260	18531740

Vendor Details:

Sr.No	Vendor Name	Account Number	Gross Amount	Deduction Head	Deduction Amount	Net Amount
1	Amst	23004561230	10000	0021001030400-00-1	5000	5000
2	Amst	23004561230	10000	00210005040000-00-1	200	9800
3	Amst	23004561230	10000	00210000000000-00-1	100	9900

Payee Details Back

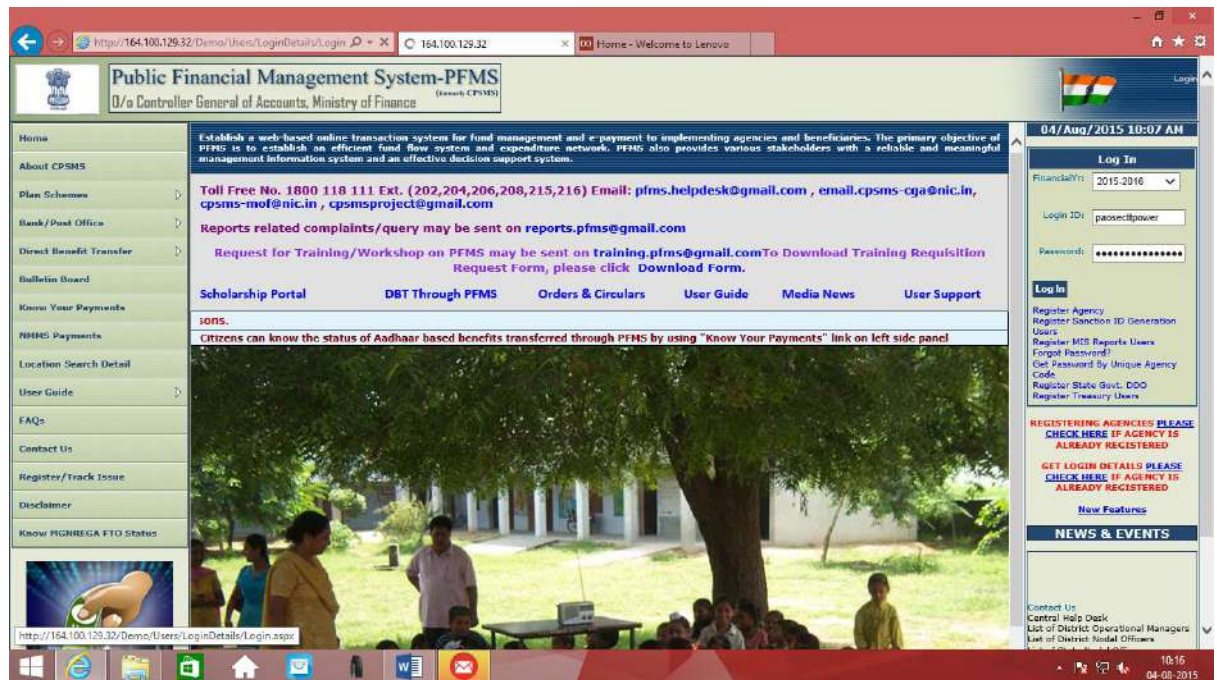
Here, it can be seen that though the bill has been passed by AAO user, still if user wants, he can see the “Payee Details”. However, he can just view the details, but is not allowed to make any modifications.

Bill (Sanction) passed by AAO user will be transmitted electronically and will be available at **PAO level user** for further action.

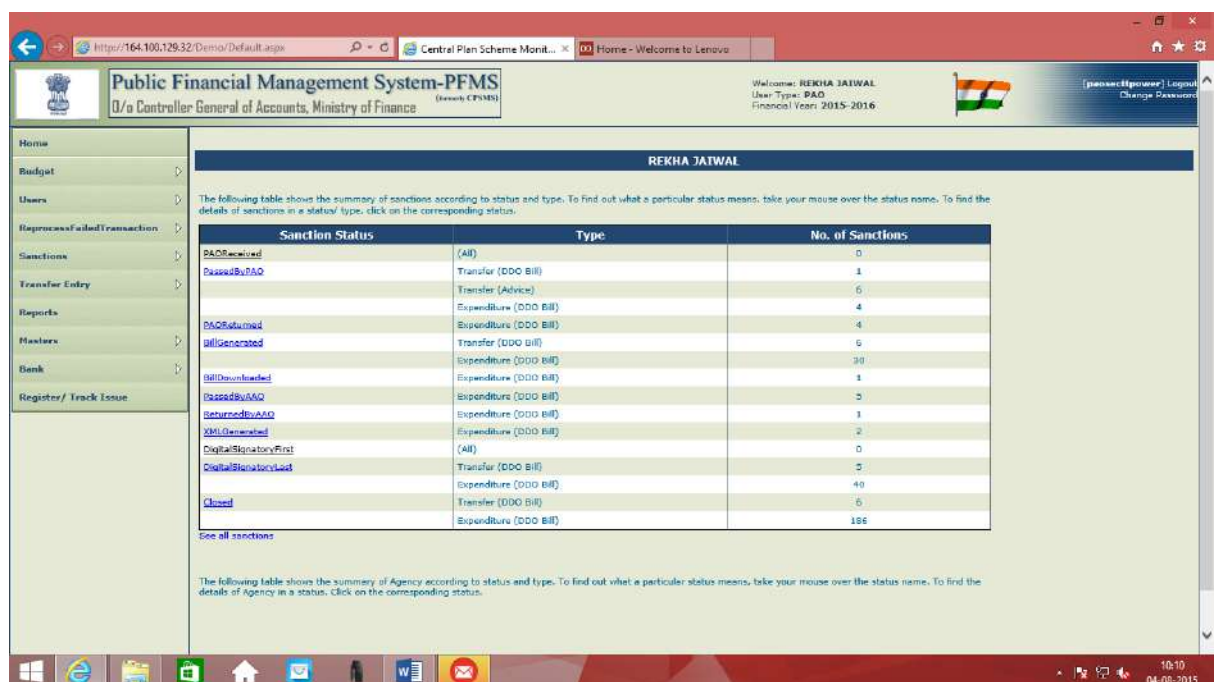
PAY & ACCOUNTS OFFICE: PAO Level User

Bill Passing by PAO.

PAO user signs into PFMS portal with his user id and password



Following Home Screen will appear



PAO user will go to “Pass Bill” option under sub menu “Sanctions”

The screenshot shows the PFMS interface with the 'Sanctions' menu selected. The table displays the following data:

Sanction Status	Type	No. of Sanctions
Receive	(All)	0
Transfer (DDO Bill)		1
Transfer (Advice)		6
Expenditure (DDO Bill)		4
Expenditure (DDO Bill)		4
Transfer (DDO Bill)		6
Expenditure (DDO Bill)		38
Expenditure (DDO Bill)		1
Expenditure (DDO Bill)		5
Expenditure (DDO Bill)		1
Expenditure (DDO Bill)		2
(All)		0
Transfer (DDO Bill)		5
Expenditure (DDO Bill)		40
Transfer (DDO Bill)		6
Expenditure (DDO Bill)		186

All the bills (Sanctions) which have been passed by AAO user, will be available here

The screenshot shows the 'Receive Bills' screen with the following search filters:

- Sanction No: []
- Sanction Status: [All]
- From Date: (dd/mm/yyyy) 01/04/2015
- To Date: (dd/mm/yyyy) 04/06/2015
- Sanction Amount: []
- Scheme: [All]
- DDO: [All]

The table displays the following data:

Sanction Number	Sanction Date	Scheme	DDO	Amount	Status	View File
meyen1236775	03/08/2015		213455 - SECTION OFFICER, MINISTRY OF ENERGY, DEPTT. OF POWER, SHRI RAM SHAKTI DHAWAN, NEW DELHI	1000.00	PassedByAAO	File not exists
SANC/DUMNY/123	30/07/2015		213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	10000.00	PassedByAAO	File not exists
2207	20/07/2015		213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	5001.00	PassedByAAO	File not exists
Test112321	02/07/2015		213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	25.00	PassedByAAO	File not exists
121222	16/06/2015		213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	400.00	ReturnedByAAO	File not exists
expenditure/10010	10/06/2015		213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	1000.00	PassedByAAO	File not exists

If the desired sanction is not visible in the list, user can search it by using search option.

PAO user will open the desired sanction by clicking over Sanction Number.

Public Financial Management System-PFMS
Q/a Controller General of Accounts, Ministry of Finance

Welcome: REKHA JAINWAL
User Type: DAO
Financial Year: 2015-2016

Home Budget Users Reprocess/Failed Transaction Sanctions Transfer Entry Reports Masters Bank Register/Track Issue

Receive Bills

Sanction No: Sanction Status:

From Date: (dd/mm/yyyy) 01/04/2015 To Date: (dd/mm/yyyy) 04/08/2015

Sanction Amount:

Scheme: DDO:

Search Reset

Sanction Number	Sanction Date	Scheme	DDO	Amount	Status	View File
mayemk1236775	03/08/2015		213455 - SECTION OFFICER, MINISTRY OF ENERGY, DEPTT. OF POWER, SHRIAM SHAKTIDHAWAN, NEW DELHI	1000.00	PassedByAAO	File not exists
SANC/DUMMY/123	30/07/2015		213455 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	10000.00	PassedByAAO	File not exists
2307	20/07/2015		213455 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	5001.00	PassedByAAO	File not exists
Test112321	02/07/2015		213455 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	25.00	PassedByAAO	File not exists
121222	18/06/2015		213455 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	450.00	ReturnedByAAO	File not exists
expenditure/10010	10/06/2015		213455 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	1000.00	PassedByAAO	File not exists

http://164.100.129.32/Demo/Sanction/SanctionDetails.aspx?sid=f57PuQbtyVUj-8DR-iAB-iPlac+AT=

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11:01 04-08-2015

On clicking the Sanction Number, Screen showing the Sanction Details, Account Details, Bill Details, Bill deduction details, Budget Details and Vendor Details, will appear.

Public Financial Management System-PFMS
Q/a Controller General of Accounts, Ministry of Finance

Welcome: REKHA JAINWAL
User Type: DAO
Financial Year: 2015-2016

Home Budget Users Reprocess/Failed Transaction Sanctions Transfer Entry Reports Masters Bank Register/Track Issue

Sanction Details

Controller: 010-POWER Sanction Status: PassedByAAO

Sanction Number: SANC/DUMMY/123 Sanction Date: 30/07/2015

Sanction Type: Expenditure (DDO Bill) Sanction Amount: 10000

IFD Number: IFD/DUMMY/123 IFD Date: 30/07/2015

Plan Scheme: - PAO: 013455-PAO(Suctt.), Ministry of Power, New Delhi

DDO: 213455-APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI Remarks:

Created By: pdpower Created On: 30/07/2015 03:24:21 PM

Modified By: aasocctpower Modified On: 04/08/2015 09:46:08 AM

Account Details:

Grants: 077-Ministry of Power Function Head: 2801898001700-APPELLATE TRIBUNAL OF ELECTRICITY

Object Head: 13-OFFICE EXPENSES Category: 3-NON PLAN VOTED-EXPENDITURE

Bill Details:

Bill Number: CP00000091 Bill Date: 31/07/2015

Bill Deduction Details:

Favoring	Deduction Type	Amount
Amrit		1000.00
Amrit		200.00
Amrit		100.00

Budget Details:

BE Amount	Revised BE Amount	Sanctions Generated	Sanctions Settled	Available Balance
21000000	0	4090293	2468260	18531740

11:03 04-08-2015

Sanction Details

Account Details: Grant: 077-Ministry of Power, Object Head: 13-OFFICE EXPENSES, Function Head: 2801808001700-APPELATE TRIBUNAL OF ELECTRICITY, Category: 3-NON PLAN VOTED-EXPENDITURE

Bill Details: Bill Number: CP00000091, Bill Date: 31/07/2015

Bill Deduction Details:

Favoring	Deduction Type	Amount
Amit		1000.00
Amit		200.00
Amit		100.00

Budget Details:

BE Amount	Revised BE Amount	Sanctions Generated	Sanctions Settled	Available Balance
21000000	0	4000293	2468260	18531740

Vendor Details:

Sr.No	Vendor Name	Account Number	Gross Amount	Deduction Head	Deduction Amount	Net Amount
1	Amit	23004561230	10000	0021001030400-00-1	1000	9000
2	Amit	23004561230	10000	0021005040000-00-1	200	9800
3	Amit	23004561230	10000	0021002000000-00-1	100	9900

Payee Details Pass Bill Return Bill To DDO Back

Before passing the bill, PAO user can view the payee details by clicking the button **"Payee Details"**.

Public Financial Management System-PFMS (New CPMS)

Welcome: REKHA JATIWA, User Type: PAO, Financial Year: 2015-2016

Payee Details

Controller: 010-POWER, Sanction Number: SANC/DUMMY/123, Sanction Type: Expenditure (DDO Bill), IFD Number: IFD/DUMMY/123, Plan Scheme: -

Sanction Status: PassedByAAO, Sanction Date: 30/07/2015, Sanction Amount: 10000, IFD Date: 30/07/2015, PAO: 013455-PAO(Sect.), Ministry of Power, New Delhi, Remarks:

Account Details: Grant: 077-Ministry of Power, Object Head: 13-OFFICE EXPENSES, Function Head: 2801808001700-APPELATE TRIBUNAL OF ELECTRICITY, Category: 3-NON PLAN VOTED-EXPENDITURE

Bill Details: Bill Number: CP00000091, Bill Date: 31/07/2015

Bill Deduction Details:

Favoring	Deduction Type	Amount
Amit		1000.00
Amit		200.00
Amit		100.00

Vendor	Bank Account No	Amount	Instrument Type
Amit	23004561230 - Amit	10,000.00	RTGS
Amit	23004561230 - Amit	10,000.00	RTGS
Amit	23004561230 - Amit	10,000.00	RTGS

RTGS Details

Sanction Type: Expenditure (DDO Bill)
 IFD Number: IFD/DUMNY/123
 Plan Scheme: -
 DDO: 213459-APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI

Sanction Amount: 10000
 IFD Date: 30/07/2015
 PAO: 013459-PAO(Sectt.), Ministry of Power, New Delhi
 Remarks:

Account Details:
 Grant: 077-Ministry of Power
 Object Head: 13-OFFICE EXPENSES
 Function Head: 2801808001700-APPELLATE TRIBUNAL OF ELECTRICITY
 Category: 3-NON PLAN VOTED-EXPENDITURE

Bill Details:
 Bill Number: CP00000091
 Bill Date: 31/07/2015

Bill Deduction Details:

Favoring	Deduction Type	Amount
Amit		1000.00
Amit		200.00
Amit		100.00

Vendor	Bank Account No	Amount	Instrument Type
Amit	23004561230 - Amit	10,000.00	RTGS
Amit	23004561230 - Amit	10,000.00	RTGS
Amit	23004561230 - Amit	10,000.00	RTGS

RTGS Details
 Cheque Favouring : STATE BANK OF INDIA Amount : 10000 Not Payable Before : 31/07/2015

Party Name	IFSC Code	Party Account No	Amount	Delete
Amit	UTI00000007	23004561230	10000	X

Note: If the IFSC Code is not automatically shown it means bank A/C is not validated. If payment process is urgent please key in the IFSC Code and process payment. Please ensure IFSC Code is correct.

Back

PAO user will go back to previous screen by pressing “**Back**” button

Public Financial Management System-PFMS
 Q/o Controller General of Accounts, Ministry of Finance

Welcome: REKHA JAIWAL
 User Type: PAO
 Financial Year: 2015-2016

Sanction Details

Controller: 010-POWER
 Sanction Numbers: SANC/DUMNY/123
 Sanction Type: Expenditure (DDO Bill)
 IFD Number: IFD/DUMNY/123
 Plan Scheme: -
 DDO: 213459-APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI

Sanction Status: Passed By PAO
 Sanction Date: 30/07/2015
 Sanction Amount: 10000
 IFD Date: 30/07/2015
 PAO: 013459-PAO(Sectt.), Ministry of Power, New Delhi
 Remarks:

Created By: pdpower
 Modified By: aasecttpower
 Created On: 30/07/2015 03:24:21 PM
 Modified On: 04/08/2015 09:46:09 AM

Account Details:
 Grant: 077-Ministry of Power
 Object Head: 13-OFFICE EXPENSES
 Function Head: 2801808001700-APPELLATE TRIBUNAL OF ELECTRICITY
 Category: 3-NON PLAN VOTED-EXPENDITURE

Bill Details:
 Bill Number: CP00000091
 Bill Date: 31/07/2015

Bill Deduction Details:

Favoring	Deduction Type	Amount
Amit		1000.00
Amit		200.00
Amit		100.00

Budget Details

BE Amount	Revised BE Amount	Sanctions Generated	Sanctions Settled	Available Balance
21000000	0	4000203	2408260	18531740

Account Details:
 Grant: 077-Ministry of Power
 Object Head: 13-OFFICE EXPENSES
 Function Head: 2801808001700-APPEALATE TRIBUNAL OF ELECTRICITY
 Category: 3-NON PLAN VOTED-EXPENDITURE

Bill Details:
 Bill Number: CP00000091
 Bill Date: 31/07/2015

Bill Deduction Details:

Favoring	Deduction Type	Amount
Amit		1000.00
Amit		200.00
Amit		100.00

Budget Details:

BE Amount	Revised BE Amount	Sanctions Generated	Sanctions Settled	Available Balance
21000000	0	4000293	2468260	18531740

Vendor Details:

Sr.No	Vendor Name	Account Number	Gross Amount	Deduction Head	Deduction Amount	Net Amount
1	Amit	23004561230	10000	0021001030400-00-1	1000	9000
2	Amit	23004561230	10000	0021005040000-00-1	200	9800
3	Amit	23004561230	10000	0021002000000-00-1	100	9900

Buttons: Payee Details, Pass Bill, Return Bill To DDO, Back

Here, two options are available. PAO user can either pass the bill for payment or return the bill to DDO.

If the bill is to be returned, PAO user will press the button “Return Bill to DDO”

Remarks:
 Please Enter Remark

Buttons: OK, Cancel

PAO user will give the reason for return of bill in the remark field and press “OK” button. Bill will be returned to DDO.

IF user has to pass the bill for payment, he will click the option “**Pass Bill**”

Sanction Details

Account Details: Grant: 077-Ministry of Power, Object Head: 13-OFFICE EXPENSES, Function Head: 2801808001700-APPELLATE TRIBUNAL OF ELECTRICITY, Category: 3-NON PLAN VOTED-EXPENDITURE

Bill Details: Bill Number: CP00000091, Bill Date: 31/07/2015

Bill Deduction Details:

Favoring	Deduction Type	Amount
Amil		1000.00
Amil		200.00
Amil		100.00

Budget Details: BE Amount: 21000000, Revised BE Amount: 0, Available Balance: 18531746

Vendor Details:

Sr.No	Vendor Name	Account Head	Sanction Head	Deduction Amount	Net Amount
1	Amil	23004561230	0021001030400-00-1	1000	9000
2	Amil	23004561230	0021005040000-00-1	200	9800
3	Amil	23004561230	0021002000000-00-1	100	9900

Payee Details: Pass Bill, Return Bill To DDO, Back

Message from webpage: Are you sure you want to pass this sanction further?

OK Cancel

System will ask for confirmation of action.

PAO user will press the button "OK".

System will display a message:

Bill has been passed successfully.

Public Financial Management System-PFMS

U/a Controller General of Accounts, Ministry of Finance

Welcome: REKHA JAIWAL, User Type: PAO, Financial Year: 2015-2016

Search Sanctions

Sanction No: , Sanction Status: All, From Date: (dd/mm/yyyy) 01/04/2015, To Date: (dd/mm/yyyy) 04/08/2015, Scheme: All, DDO: All, Bill No: , IFD No: , Search, Reset

Bill has been passed successfully.

SanctionNumber	Type	Scheme	DDO Name	PAO Name	Amount	Date	Current Status	View File
2/2015	Expenditure		213456 - SECTION OFFICER, MINISTRY OF ENERGY, DEPTT. OF POWER, SHRAM SHAKTI BHAWAN, NEW DELHI	013455 - PAO (Secr.), Ministry of Power, New Delhi	10.00	01/04/2015	Passed By PAO	File not exists
1/02/2014/IT	Expenditure		213456 - SECTION OFFICER, MINISTRY OF ENERGY, DEPTT. OF POWER, SHRAM SHAKTI BHAWAN, NEW DELHI	013455 - PAO (Secr.), Ministry of Power, New Delhi	136,250.00	06/04/2015	Digital Signatory Last	File not exists
10/6	Expenditure		213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	013455 - PAO (Secr.), Ministry of Power, New Delhi	4,327.00	06/04/2015	Closed	File not exists
11/6	Expenditure		213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	013455 - PAO (Secr.), Ministry of Power, New Delhi	23,782.00	07/04/2015	Closed	File not exists
6/6/2014-NUPC/Genl	Expenditure		213456 - SECTION OFFICER, MINISTRY OF ENERGY, DEPTT. OF POWER, SHRAM SHAKTI BHAWAN, NEW DELHI	013455 - PAO (Secr.), Ministry of Power, New Delhi	9,300.00	07/04/2015	Closed	File not exists
16/6	Expenditure		213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	013455 - PAO (Secr.), Ministry of Power, New Delhi	98,438.00	09/04/2015	Closed	File not exists
21/6	Expenditure		213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	013455 - PAO (Secr.), Ministry of Power, New Delhi	16,000.00	09/04/2015	Closed	File not exists
16/6	Expenditure		213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	013455 - PAO (Secr.), Ministry of Power, New Delhi	98,438.00	09/04/2015	Digital Signatory Last	File not exists

To see the status of bill, user can make use of search option
User will write Sanction Number in and press "Search" button.

The desired sanction will appear showing the status as **"Passed By PAO"**

Public Financial Management System-PFMS
O/o Controller General of Accounts, Ministry of Finance

Welcome: REKHA JAIWAL
User Type: PAO
Financial Year: 2015-2016

Search Sanctions

Sanction No.:
 From Date: (dd/mm/yyyy)
 To Date: (dd/mm/yyyy)
 Sanction Amount:
 Scheme:
 DDO:
 Bill No.:
 IFD No.:

SanctionNumber	Type	Scheme	DDO Name	PAO Name	Amount	Date	Current Status	View File
SANC/DUMMY/123	Expenditure		213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	013455 - PAO(Sect.), Ministry of Power, New Delhi	10,000.00	30/07/2015	PassedByPAO	File not exists

User can click the sanction number to open it.

Public Financial Management System-PFMS
O/o Controller General of Accounts, Ministry of Finance

Welcome: REKHA JAIWAL
User Type: PAO
Financial Year: 2015-2016

Sanction Details

Sanction Number: SANC/DUMMY/123
 Sanction Type: Expenditure (DDO Bill)
 IFD Number: IFD/DUMMY/123
 Plan Scheme: -
 DDO: 213459-APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI
 Remarks: PAO: 013455-PAO(Sect.), Ministry of Power, New Delhi
 Created By: pdpower
 Modified By: paoscttpower
 Created On: 30/07/2015 03:24:21 PM
 Modified On: 04/08/2015 11:12:13 AM

Account Details:
 Grant: 077-Ministry of Power
 Object Head: 13-OFFICE EXPENSES
 Function Head: 2801808001700-APPELLATE TRIBUNAL OF ELECTRICITY
 Category: 3-NON PLAN VOTED-EXPENDITURE

Bill Details:
 Bill Number: CP00000091
 Bill Date: 31/07/2015

Bill Deduction Details:

Favoring	Deduction Type	Amount
Amst		1000.00
Amst		200.00
Amst		100.00

Budget Details:

BE Amount	Revised BE Amount	Sanctions Generated	Sanctions Settled	Available Balance
21000000	0	4090293	2468260	18531740

Sanction Details

Account Details: Grant: 072-Ministry of Power Function Head: 2801808001700-APPELATE TRIBUNAL OF ELECTRICITY
Object Head: 13-OFFICE EXPENSES Category: 3-NON PLAN VOTED-EXPENDITURE

Bill Details: Bill Number: CP00000091 Bill Date: 31/07/2015

Bill Deduction Details:

Favoring	Deduction Type	Amount
Amit		1000.00
Amit		200.00
Amit		100.00

Budget Details:

BE Amount	Revised BE Amount	Sanctions Generated	Sanctions Settled	Available Balance
21000000	0	4000293	2468268	18531746

Vendor Details:

Sr.No	Vendor Name	Account Number	Gross Amount	Deduction Head	Deduction Amount	Net Amount
1	Amit	23004561230	10000	0021001030400-00-1	1000	9000
2	Amit	23004561230	10000	0021005040000-00-1	200	9800
3	Amit	23004561230	10000	0021002000000-00-1	100	9900

Payee Details Back

Here, the only option available for user is to see the **"Payee Details"**. The user cannot take any action.

NOW PAO user will proceed further to sign this sanction with his digital signatures. For this, user will select the option **"Digitally Sign Pay Bills"** under the sub menu **"Sanctions"**

Public Financial Management System-PFMS
Q/o Controller General of Accounts, Ministry of Finance

Welcome: REKHA JATWAL
User Type: PAO
Financial Year: 2015-2016

REKHA JATWAL

The following table shows the summary of sanctions according to status and type. To find out what a particular status means, take your mouse over the status name, to find the details of sanctions in a status/ type, click on the corresponding status.

Sanction Status	Type	No. of Sanctions
Receive	(All)	0
Pass Bills	Transfer (DDO Bill)	1
Digitally Sign Pay File	Transfer (Advice)	5
Digitally Sign Pay File	Expenditure (DDO Bill)	5
Forward Advice	Expenditure (DDO Bill)	4
Manage Advice	Transfer (DDO Bill)	5
Digital Sign Advice	Expenditure (DDO Bill)	38
Download Bills	Expenditure (DDO Bill)	1
Download Advice TE	Expenditure (DDO Bill)	1
Manage	(All)	0
Bill Reconciliation	Transfer (DDO Bill)	5
Manage UC	Expenditure (DDO Bill)	40
	Transfer (DDO Bill)	5
	Expenditure (DDO Bill)	186

The following table shows the summary of Agency according to status and type. To find out what a particular status means, take your mouse over the status name, to find the details of Agency in a status. Click on the corresponding status.

Following screen will appear showing the files passed at PAO level and available for signature:

Public Financial Management System-PFMS
(Under CPMS)

Welcome: REKHA JAIWAL
User Type: PAO
Financial Year: 2015-2016

Digital Sign on Bills

Sanction No.:
From Date: (dd/mm/yyyy) 01/04/2015
To Date: (dd/mm/yyyy) 07/08/2015
Sanction Amount:
Scheme: --All--

Sanction Number	Sanction Date	Scheme	Gross Amount	Transaction ID	Net Amount	PAO Name	Signatory Level	Digital Sign
Expenditure/1006	10/06/2015		2200.00	CD61510994491	1190.00	013455 - PAO(Sectt.), Ministry of Power, New Delhi	1	<input type="button" value="Digital Sign"/>
123	14/07/2015		1000.00		850.00	013455 - PAO(Sectt.), Ministry of Power, New Delhi	1	<input type="button" value="Digital Sign"/>

PAO user (or any other user registered as Signatory 1) will select the file and sign the file using his digital signatures.

In case of payment amounting to **“Below Ten Lakhs”** only **“Signatory 1”** will digitally sign pay file.

In case of payment amounting to **“Ten Lakhs and Above”**, two signatories viz. **“Signatory 1”** and **“Signatory 2”** will digitally sign pay file.

For this purpose, registered signatory will have to log into PFMS with his registered ID and password.

REGISTRATION OF DRAWINGS & DISBURSING OFFICER AND HIS ROLE & RESPONSIBILITY

4.1 The Departments of the Central Government, Heads of Departments and Administrators have powers (vide Rule 114 of Delegation of Financial Powers Rules, 1978) to declare as the Head of Office any Gazetted Officer subordinate to them. The Head of Office or any other Gazetted Officer designated as Disbursing Officer by a Department of the Central Government, a Head of Department or an Administrator [vide Rule 2 (xii) of GFRs] functions as the Drawing & Disbursing Officer for drawing bills and making payments on behalf of the Central Government and is responsible for all moneys received or disbursed in his office and the maintenance of accounts thereof. In accordance with Rule 35(2) of Central Government Account (Receipts and Payments) Rules the Head of Office may, however, authorise any Gazetted Officer serving under him to sign a bill or order for him, communicating the name and specimen signature of the officer to the PAO or chequedrawing DDO/Treasury Officer with whom he is in account. This does not however, confer on the Gazetted Officer so authorised any powers of the Head of Office nor does it relieve the Head of Office in any way of his responsibility for the accuracy of the bill or for the disposal of the money received in payment.

4.2 PFMS envisaged role & responsibility of DDO in accordance with Rule 2 (xii) of General Financial Rules 2005. The DDO is responsible for generating online bills for sanction submitted by Programme Division. He is also responsible for adding deductions/recoveries from the bills. The physical copy of bills along with all vouchers, necessary documents etc. shall also be presented to concerned Pay & Accounts Office. Broadly, DDO has to approve PD User, receive sanction and generate bills. To begin functions in PFMS, DDO has to register himself with PFMS portal as DDO User. Website address: pfms.nic.in or www.cga.nic.in > CPSMS (home page will open)

4.3 Registration of DDO User: Click “**REGISTER SANCTION ID GENERATION USERS**” hyperlink on home page, below the **Log In** button as shown in fig. (i) below. A User registration form will be there. The ‘User’ has to fill all fields marked with (*) as explained below. In case mandatory field is left blank system will flash message against blank box. For e.g. Phone No. is required.

Type of Users: Select Drawings & Disbursing Officer from the drop-down list.

Controller: Select Controller of your Ministry from drop down list. For example
010-POWER

PAO: Select PAO from drop down list. PAO is given along with code.
For e.g. 013455-PAO (Sectt.), Ministry of Power, New Delhi.
The User has to select concerned PAO to whom bills will be presented. Wrong selection of PAO code will send the bill to wrong PAO

DDO: Select DDO from drop down list. DDO is given along with code.
For e.g. 213456-Section Officer, Ministry of Energy, New Delhi.
The User has to select his own DDO code.

(Note: The PAO and DDO code should be correct otherwise online bills will appear in other PAO)

First Name: Type first name as per office record

Last Name: Type last name as per office record

Designation: Provide your designation (Section Officer/DDO/Under Secy)

E-Mail: Provide your e-mail id (preferably nic. e-mail id). Login details of the registered user will be sent to this e-mail id only. If wrong e-mail id is given system will flash message 'invalid e-mail id' against box

Phone Number: Give your office Phone Number with STD code

Mobile Number: Give your 10 digit Mobile number. This is an optional field. Nevertheless, the user will receive SMS only on this mobile number

Login Id: Provide your login id with minimum four characters and can be alphanumeric. The login id is unique for each user e.g. ccapower

Password: Give your password in the textbox. The password can be alphanumeric & contain at least one special character. Further, it should not be less than 6 characters and more than 15 characters

Confirm Password: Re-type password.

Hint Question: Select hint question from the drop-down list

Answer: Give answer to above hint question. User may note down answer for future reference to retrieve password

Confirm Answer: Re type the above answer

Word Verification: Enter the characters appearing in box just above

Click the “**SUBMIT**” button. Message: ‘User has been Saved Successfully’ will appear at top of the web page. The New DDO User is to be approved by concerned Pay & Accounts Officer.

Note: PFMS portal follows standard rules. Wherever incomplete or wrong information is provided the system will prompt user to correct the same. Therefore, Users are advised to provide correct information while filling user registration form

Figure (4.1) DDO user registration form

4.4 Approval of Programme Division User by DDO: The new PD User is to be approved by DDO. The steps are as under:

- Choose User>>Manage: A Screen will appear as figure (.). Manage sub module can be used for performing functions of approving, editing, enabling and disabling of Users.
- Enter details in any field viz. login id, first name, last name, status, division, User type and click 'search'. The new created user will appear in the grid below. The DDO user can filter new user from the link provided in first row indicated in blue color. The status of new user will be shown as 'created' in status column.

The screenshot displays the 'Manage Users' interface of the Public Financial Management System (PFMS). The page header includes the system name and the user's role as DDO. The left sidebar contains a navigation menu with options like Home, Budget, Users, Sanctions, Printing Templates, Reports, Masters, and Register/Track Issues. The main content area features a form for user management with fields for First Name, Last Name, Email, Designation, Status, Division, and User Type. Below the form is a table listing existing users with columns for Login Name, First Name, Last Name, Email, Designation, Status, Division, User Type, and Created Date. The table shows several users, with the first row highlighted in blue.

Login Name	First Name	Last Name	Email	Designation	Status	Division	User Type	Created Date
ddo	as	as	as@nic.in	ddo	Created		DDO/Maker	8/08/2015
ddo	ddo	as	ddo@as.com	ddo	Created		DDO/Checker	8/08/2015
ddo	ddo	pl	ddo@gmail.com	ddo	Created		DDO	8/08/2015
ddo	Kumar	Singh	ddo@gmail.com	Section Officer	Created		DDO	15/08/2015
ddo	ddo	Kumar	ddo@ddo.com	Section Officer	Approved		DDO/Checker	8/08/2015
ddo	ddo	Kumar	ddo@ddo.com	Assistant	Approved		DDO/Maker	8/08/2015
ddo	ddo	Kumar	ddo@gmail.com	ddo	Created		DDO	8/08/2015
ddo	ddo	Kumar	ddo@gmail.com	ddo	Approved		DDO	8/08/2015
ddo	ddo	Kumar	ddo@gmail.com	Under Secretary	Approved		DDO	8/08/2015
ddo	ddo	Kumar	ddo@gmail.com	ddo	Approved		DDO/Maker	8/08/2015

Figure (4.2) screen for approval of PD user by DDO

- Click user's login name (indicated in red color). The screen will appear as figure (4.3)

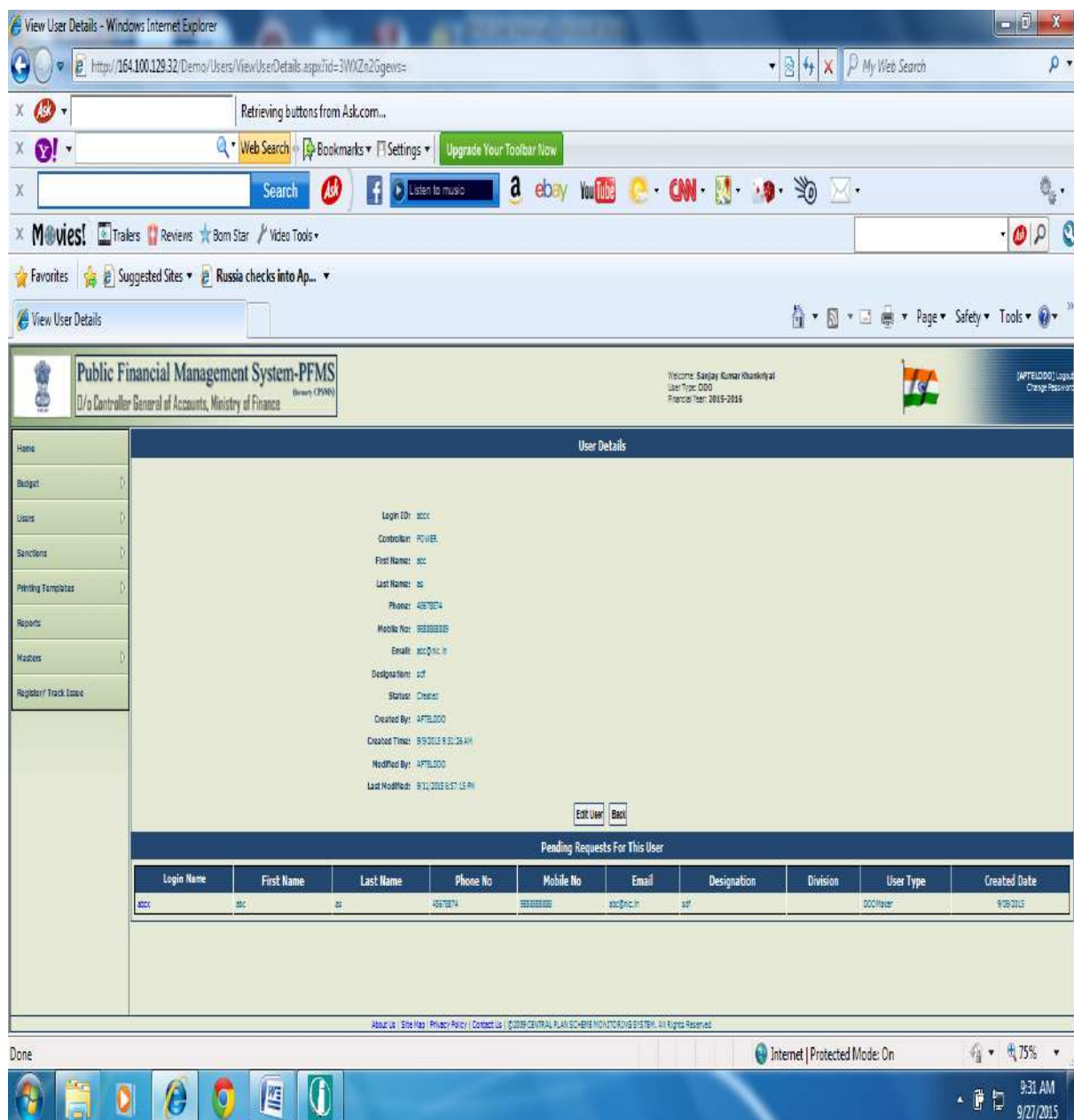


Figure (4.3) screen for approval of PD user

- Click on login name (shown in blue color). The screen will appear as fig ()
- Enter remarks and choose 'Approve'. A message 'User has been approved successfully' will appear at top. The DDO choose to 'reject' the new PD user or 'Defer Decision'

4.5 Once DDO approves the new PD user thereafter he cannot delete them. The approved users can only be 'enabled' or 'disabled'. However, Users details are editable. The figure () shows editable fields:

- Editable fields: First name, last name, phone, mobile no. and designation. On choosing 'save' a message 'User Edited Successfully' flash on screen.

4.6 Approved User can login. At first occasion PFMS portal asked him to change password. The User has to change the password. Multiple PD can be created.

4.7 The DDO can edit his User details by using sub module 'My Profile' in 'User' module. The editable fields are First name, last name, phone, mobile no. and designation. To perform the task steps are explained below fig () above.

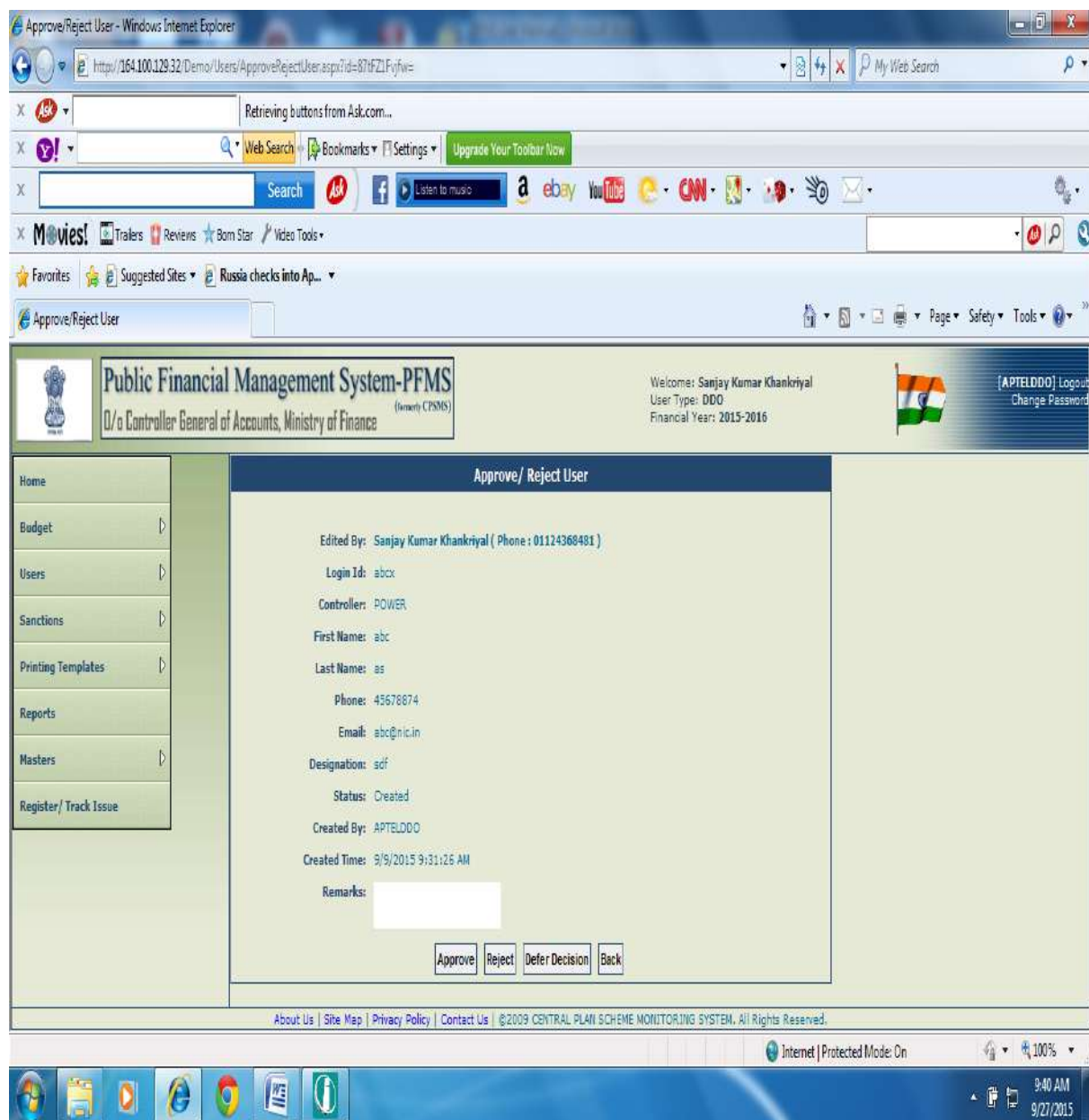


Figure (4.4) Screen for approval of PD user

4.8 Bill Generation: The sanction submitted by PD user will appear in sanction>>receive. To generate bills DDO has to first receive the sanction. The sanction can be received in bulk or one by one. The received sanction will appear in sanction>>generate bills. There are two different

ways for generating bills. One is for bill without any deduction and another is for bill deduction. The bill generated by DDO will appear at DH level in Pay & Accounts Office users. The status of bill be shown as generated. DDO can make changes in the bill till it is not received by DH in Pay & Accounts Office. Once the bill is received by DH user in Pay & Accounts Office no modification can be done in that bill. The status will be shown as received by DH. The steps involved in bill generation by DDO are explained in following paras.

4.9 Receive sanctions:

Public Financial Management System-PFMS
 (Formerly CPMS)

Welcome: Sanjay Kumar Khankriyal
 User Type: DDO
 Financial Year: 2015-2016

Receive Sanctions

Sanction No.:
 From Date : (dd/mm/yyyy) 01/04/2015
 To Date : (dd/mm/yyyy) 27/09/2015
 Sanction Amount:
 Scheme : -All-
 PD Username:

All	Sanction Number	Sanction Date	Scheme	DDO	PAO	Amount	View File
<input type="checkbox"/>	JFDS46546	16/07/2015	213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	013455 - PAO(Sectt.), Ministry of Power, New Delhi	25.00	File not exists	

Figure (4.5) Screen for receiving sanction by DDO

4.9.1 The sanction submitted by PD user will be shown as 'approved' in sanction status field. The DDO user can put information in search field and find out sanction against which bill is to be

generated. Before receiving sanction, it can be checked by clicking sanction number indicated in blue color in the grid. The screen will appear as figure (). To view payee details click 'payee details button. Choose 'receive sanction (DDO)' to receive it and 'return to PD' in case it is to be returned. The user can also directly receive sanction. Tick box and press received button below.

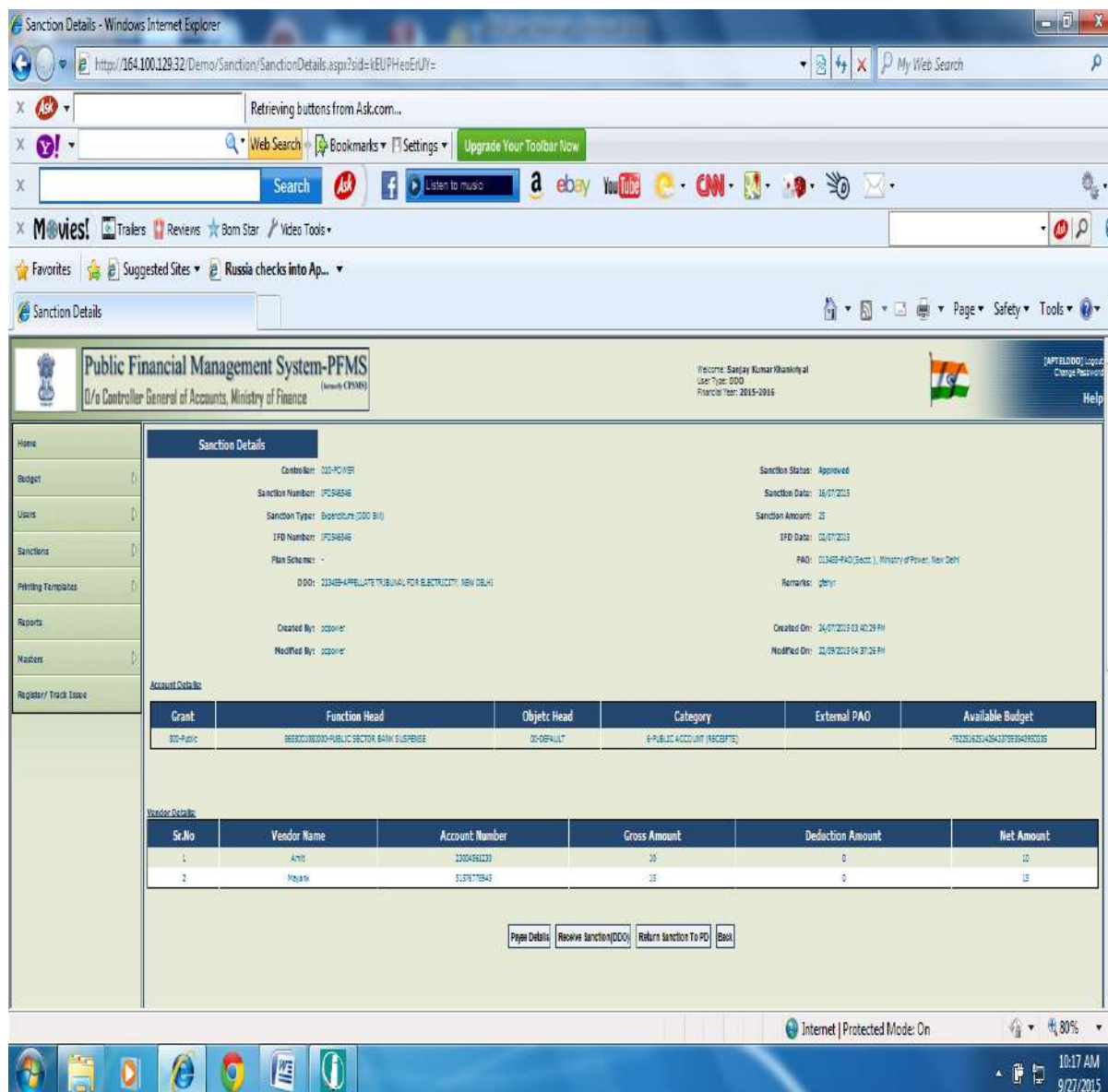


Figure (4.6)

The sanctions can be received in bulk. To receive sanctions in bulk tick box 'All' and choose received button at the bottom. Click return to PD return button if sanction is to be returned. The sanctions received will appear for generating bills.

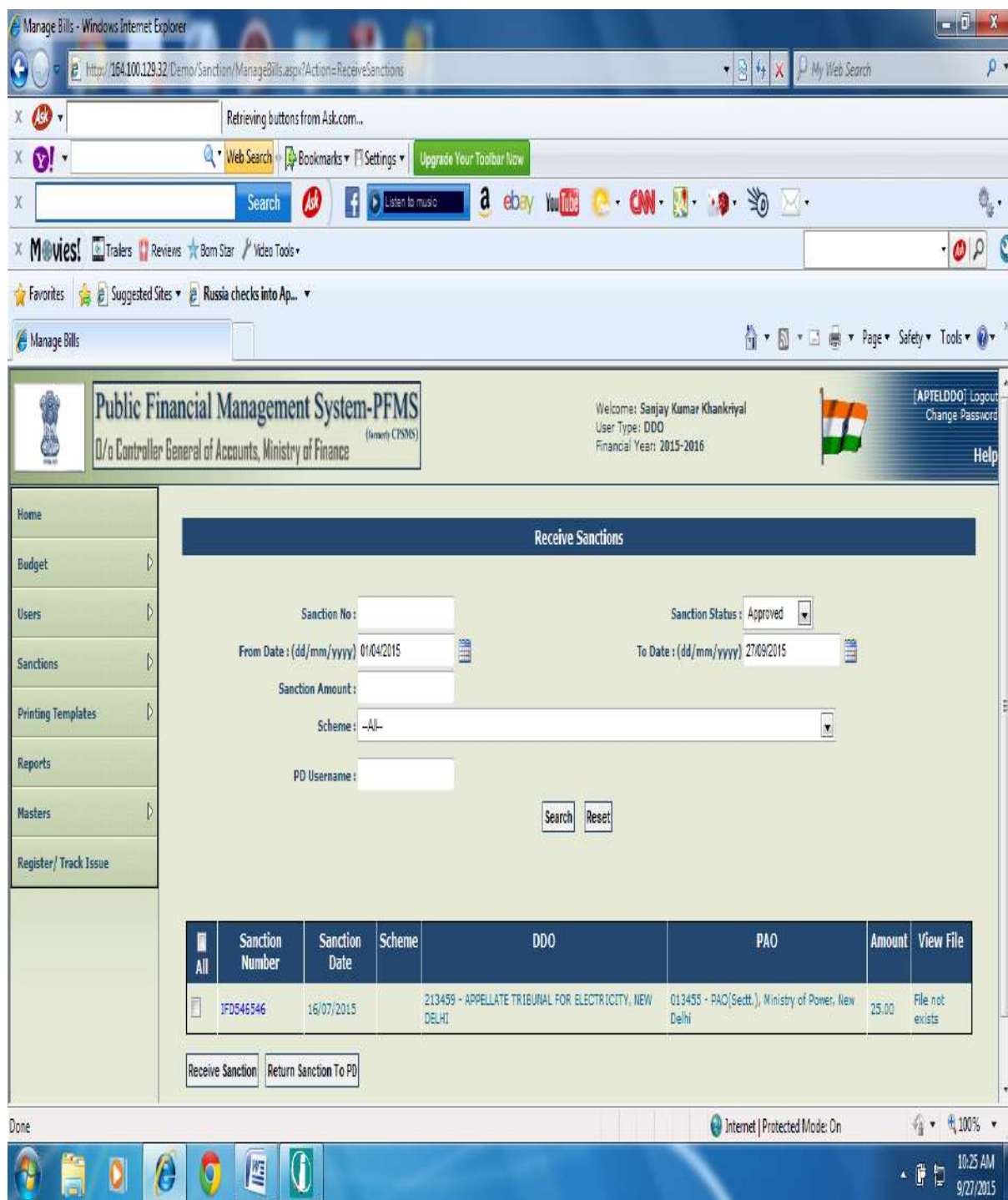


Figure (4.7)

4.10 Generate bills:

4.10.1 The sanction received by DDO will be shown as 'DDO received' in sanction status field. The DDO can put information in search field and find out sanction received by him and against

which bill is to be generated. For bills to be generated without deduction click on check box and then on generate bills. A message bill has been generated successfully with appear above grid. A bill number will be allotted by system itself in arithmetic series.

Public Financial Management System-PFMS
(www.PFMS)

Q/o Controller General of Accounts, Ministry of Finance

Welcome: Sanjay Kumar Khuntia
User Type: DDO
Financial Year: 2015-2016

Generate Bills

Sanction No.: Sanction Status:

From Date: (dd/mm/yyyy) 01/04/2015 To Date: (dd/mm/yyyy) 27/05/2015

Sanction Amount:

Scheme:

PD Username:

For bills to be generated without deduction click on checkbox and then on Generate bills.
For bills with deduction click on sanction no to open the sanction and then click on Generate bill no, to add the deductions.

Bill(s) has been generated successfully.

All	Sanction Number	Sanction Date	Scheme	DDO	PAO	Amount	View File
<input type="checkbox"/>	333	16/05/2015	113489-APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	113489-PAO(Bett.), Ministry of Power, New Delhi	113489-00	File not exists	
<input type="checkbox"/>	666	16/05/2015	113489-APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	113489-PAO(Bett.), Ministry of Power, New Delhi	30000.00	File not exists	
<input type="checkbox"/>	1PD024	11/05/2015	113489-APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	113489-PAO(Bett.), Ministry of Power, New Delhi	10000.00	File not exists	
<input type="checkbox"/>	1PD018	11/05/2015	113489-APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	113489-PAO(Bett.), Ministry of Power, New Delhi	5000.00	File not exists	
<input type="checkbox"/>	1PD027	02/07/2015	113489-APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	113489-PAO(Bett.), Ministry of Power, New Delhi	250.00	File not exists	

Generated Bill Numbers By Sanction Number

4.10.2 For bills to be generated with deduction click on sanction number to open the sanction and then on generate bill number to add deduction. Field for adding deduction will appear. Some of the standard deduction codes have been provided in drop down list. User may choose from them; other details viz. grant number, function head, object head and category will automatically

appear in the respective box. Enter the amount to be deducted from the bill in amount column. Select favouring given at left side and click 'Add deduction'. The details of deduction added will appear in grid below with a message 'Deduction added successfully'. Similar steps may be repeated for more deductions. The net effect of deductions will be shown below the grid. In case of any error in deductions, tick the box and press remove button. The added deduction will be removed. If there is more than one payee in sanction id generated by PD, the DDO can add deduction for each payee. In such case select favouring one by one and add deduction as explained above.

If DDO chooses 'other' from standard code list then he has to provide grant number, function head, object head, category and amount in the respective column and follow the steps explained above in order to add deduction.

After adding all deductions click on generate bills button given at bottom. The bill will be generated with bill number and a message bill generated with bill number will appear at top. User can print bill from the link ' to print click here' The generated bill will appear at DH level in Pay & Accounts Office with status 'generated bill'. In case the bill is to be cancelled then press 'cancel' button.

The DDO can edit in the bill till it is not received by Pay & Accounts Office user. However, once the bill is received in Pay & Accounts Office no edition is allowed. To edit bill go to sanction>>manage>>edit. The DDO can edit only those fields in which he has provided data/information. If sanction is to be edited then bill/sanction needs to be returned to PD user.

Generate Bill Number - Windows Internet Explorer

http://164.100.129.32/Demo/Sanction/GenerateBillNumber.aspx?id=x7HOLu/ppnM=

Retrieving buttons from Ask.com...

Web Search Bookmarks Settings Upgrade Your Toolbar Now

Deduction Details Favoring: --Select-- PP Search Listen to music ebay YouTube CNN

Movies! Trailers Reviews Born Star Video Tools

Favorites Suggested Sites Russia checks into Ap...

Generate Bill Number

Users

Sanctions

Printing Templates

Reports

Modules

Register/Track Issue

SANCTION TYPE: -Supercourse (2000-81)

IPB Number: 000

Plan Scheme: -

000: 22489-APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI

SANCTION PERIOD: 12/24/20

IPB Date: 12/15/2015

PAO: 023415-PAC (Bent), Ministry of Power, New Delhi

Remarks:

Account Details

Grant	Function Head	Object Head	Category	External PAO	Available Budget
077-Ministry of Power	200308001700-APPELLATE TRIBUNAL OF ELECTRICITY	13-OFFICE EXPENSE	3400 PLAN VOTED-EXPENDITURE		-78328.622428400798645880000

Deduction Details

Favoring: --Select--

Select Deduction Type: ITAX-Contractor

Grant: 000

Function Head: 200308001700

Object Head: 13

Category: 1

Amount: 10.00

Add Deduction

Deductions Added Successfully

To print bill, click here.

Deduction Type	Favoring	Grant	Function Head	Object Head	Category	Amount
ITAX-Contractor	PRAYASINI P&T	000-Receipt	00000000000-DEDUCTIONS FROM PAYMENTS TO CONTRACTORS AND SUB CONTRACTORS UNDER SECTION 194C OF THE INCOME TAX ACT 1961	00-DEFAULT	1-RECEIPT	10.00

Remove

Sanction Amount: 123456.00

Deduction: 10.00

Balance Amount: 123446.00

Generate Bill Number

Cancel

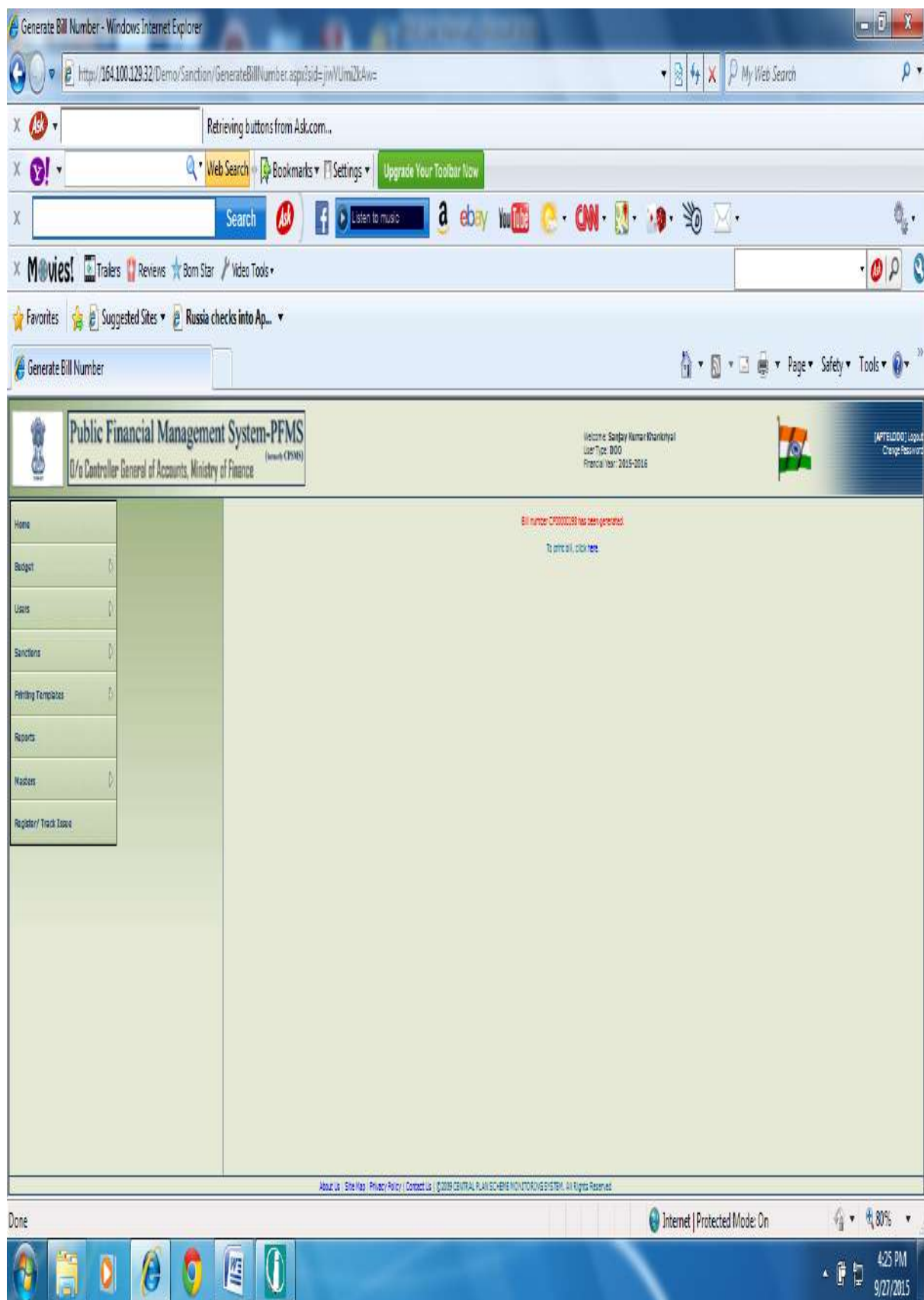
Back

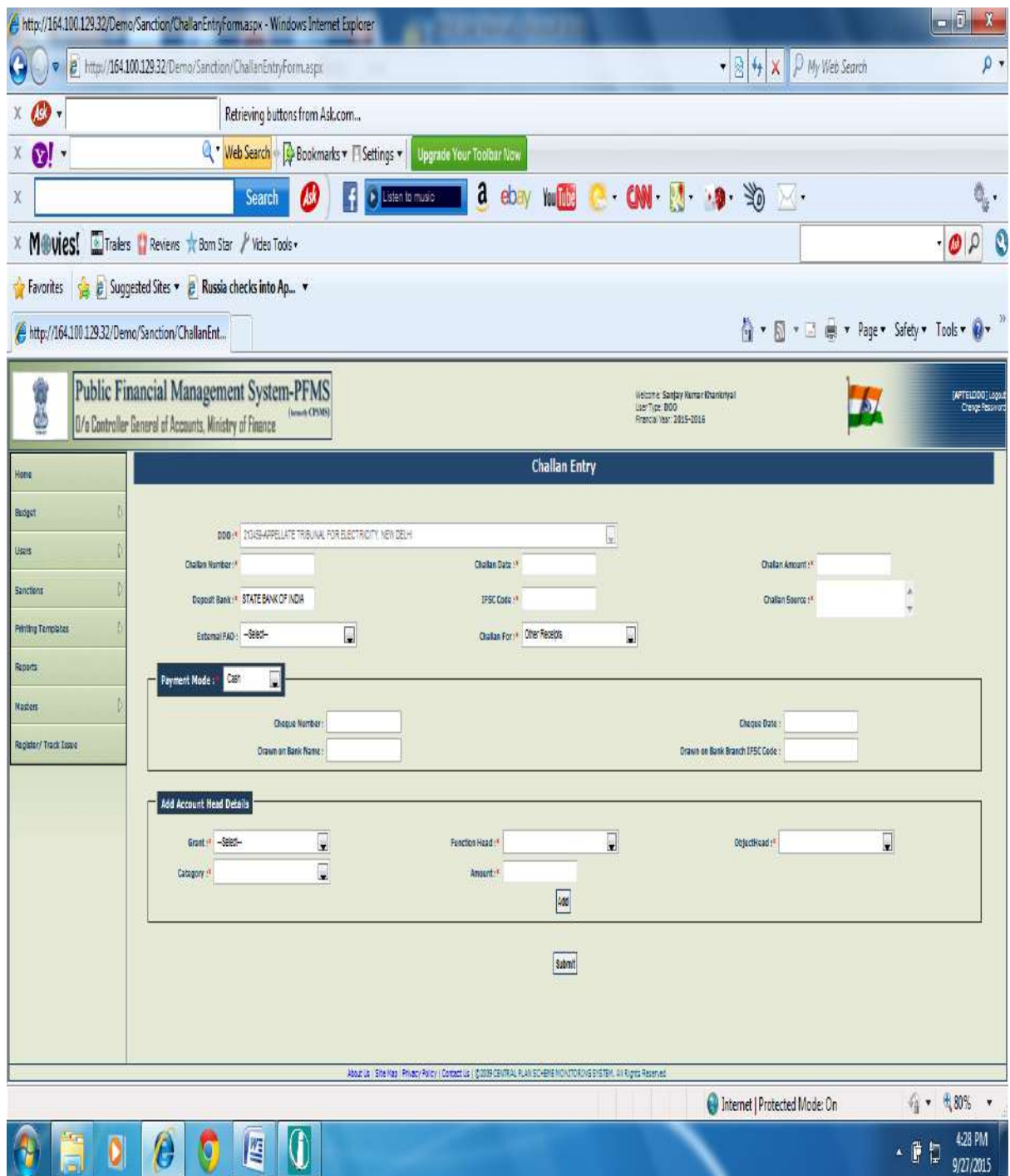
About Us Site Map Privacy Policy Contact Us © 2009 CENTRAL PLAN SCHEME MONITORING SYSTEM All Rights Reserved.

Done

Internet | Protected Mode: On

3:50 PM 9/27/2015





Registration of Program Division (PD) and its Functions

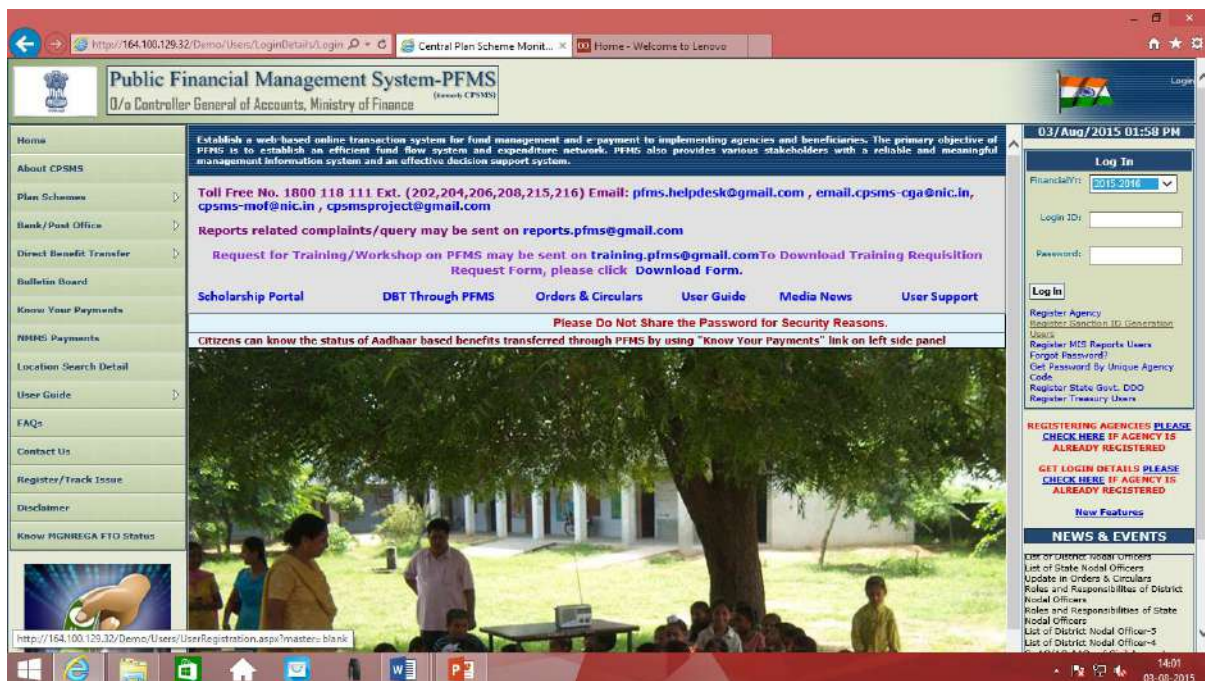
(NOTE: Program Division is already registered on PFMS portal for Plan fund disbursement; hence same can be used for Non-Plan payment as well).

In case of new program division, under take the following two steps to register PROGRAM DIVISION (PD) user on PFMS Portal:

- C. Registration of PD USER on PFMS Home Page
- D. Approval of Registration by Principal Accounts Office

A. Registration of PD User on PFMS Home Page

Click the “**Register Sanction ID Generation Users**” hyperlink on the home page, below the **Log In** button.



Following screen will appear:

Public Financial Management System-PFMS
Q/a Controller General of Accounts, Ministry of Finance

Instructions
Email is mandatory for any communication, regarding your Userids, Password, Notifications, Alerts etc.

User Details

Type of Users *

Department *

Barware *

Division *

First Names *

Last Names *

Designation *

Email *

Phone No *

Mobile No *

Login ID *

(Login ID minimum 4 characters).

Password *

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

Confirm Password *

Hint Question? *

Answer *

Confirm Answer *

Log In

Financial Yr: 2015-2016

Login ID:

Password:

Log In

Register Agency
Register Section ID Generation Users
Register MCS Reports Users
Forgot Password?
Get Password By Unique Agency Code
Register State Govt. DOO
Register Treasury Users

REGISTERING AGENCIES PLEASE CHECK HERE IF AGENCY IS ALREADY REGISTERED

GET LOGIN DETAILS PLEASE CHECK HERE IF AGENCY IS ALREADY REGISTERED

News & Events

Contact Us
Central Help Desk
List of District Operational Managers
List of District Nodal Officers
List of State Nodal Officers
Updates in Orders & Circulars
Roles and Responsibilities of District Nodal Officers
Roles and Responsibilities of State

1. Select **"Program Division"** as **"Type of Users"** from drop-down list. It is a mandatory field, and cannot be left blank.

Public Financial Management System-PFMS
Q/a Controller General of Accounts, Ministry of Finance

Instructions
Email is mandatory for any communication, regarding your Userids, Password, Notifications, Alerts etc.

User Details

Type of Users *

Department *

Barware *

Division *

First Names *

Last Names *

Designation *

Email *

Phone No *

Mobile No *

Login ID *

(Login ID minimum 4 characters).

Password *

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

Confirm Password *

Hint Question? *

Answer *

Confirm Answer *

Log In

Financial Yr: 2015-2016

Login ID:

Password:

Log In

Register Agency
Register Section ID Generation Users
Register MCS Reports Users
Forgot Password?
Get Password By Unique Agency Code
Register State Govt. DOO
Register Treasury Users

REGISTERING AGENCIES PLEASE CHECK HERE IF AGENCY IS ALREADY REGISTERED

GET LOGIN DETAILS PLEASE CHECK HERE IF AGENCY IS ALREADY REGISTERED

News & Events

Contact Us

Public Financial Management System-PFMS
O/o Controller General of Accounts, Ministry of Finance

Instructions
Email is mandatory for any communication, regarding your Userids, Password, Notifications, Alerts etc.

User Details

Type of Users * Programme Division

Controller * --Select--

First Names *

Last Names *

Designations *

Email *

Phone No *

Mobile No *

Login ID *

(Login ID minimum 4 characters).

Password *

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

Confirm Password *

Hint Question? * --Select--

Answer *

Confirm Answer *

Log In

FinancialYr: 2015-2016

Login ID:

Password:

Log In

Register Agency
Register Sanction ID Generation Users
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REGISTERING AGENCIES PLEASE
CHECK HERE IF AGENCY IS
ALREADY REGISTERED

GET LOGIN DETAILS PLEASE
CHECK HERE IF AGENCY IS
ALREADY REGISTERED

New Features

NEWS & EVENTS

Contact Us
Central Help Desk
List of District Operational Managers
List of District Nodal Officers
List of State Nodal Officers
Update in Orders & Circulars
Roles and Responsibilities of District Nodal Officers
Roles and Responsibilities of State

2. Select an option from the “**Controller**” drop-down list. It is also a mandatory field, and an option should be selected for it.

Public Financial Management System-PFMS
O/o Controller General of Accounts, Ministry of Finance

Instructions
Email is mandatory for any communication, regarding your Userids, Password, Notifications, Alerts etc.

User Details

Type of Users * Programme Division

Controller * --Select--

First Names *

Last Names *

Designations *

Email *

Phone No *

Mobile No *

Login ID *

(Login ID minimum 4 characters).

Password *

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

Confirm Password *

Hint Question? * --Select--

Answer *

Confirm Answer *

Log In

FinancialYr: 2015-2016

Login ID:

Password:

Log In

Register Agency
Register Sanction ID Generation Users
Register MCS Reports Users
Forgot Password?
Get Password by Unique Agency Code
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REGISTERING AGENCIES PLEASE
CHECK HERE IF AGENCY IS
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New Features

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Roles and Responsibilities of State

3. Type “**First Name**” in the textbox provided. It is a mandatory field and cannot be left blank.

4. Type "**Last Name**" in the textbox provided. It is a mandatory field and cannot be left blank.
5. Enter "**Designation**" name in the textboxes provided. It is a mandatory field and cannot be left blank.
6. Enter a valid "**Email**" id in the textbox provided. It is a mandatory field and cannot be left blank. Login details of the registered user will be sent to this email id only.
7. Enter "**Phone Number**" in the textbox provided. It is a mandatory field, and cannot be left blank.
8. Enter "**Mobile No.**" in the textbox provided. It is an optional field, and it can be left blank.

The screenshot displays the PFMS login interface. The main form is titled 'User Details' and contains the following fields:

- Type of Users: Programme Division (dropdown)
- Controller: 010 - POWER (dropdown)
- First Name: DUMMY (text)
- Last Name: KUMAR (text)
- Designation: JOINT DIRECTOR (text)
- Email: dummy_kumar@nic.in (text)
- Phone No: 24326509 (text)
- Mobile No: 9811223344 (text)
- Login ID: (text, with a note: 'Login ID minimum 4 characters')
- Password: (text, with a note: 'Password must contain minimum 6 characters and maximum 15 characters. Password should contain alphanumeric and at least one special character like [!@#\$%^&*]')
- Confirm Password: (text)
- Hint Question: --Select-- (dropdown)
- Answer: (text)
- Confirm Answer: (text)

On the right side, there is a 'Log In' section with a 'Log In' button and a list of user types: Register Agency, Register Sanction ID Generation User, Register MIS Reports User, Get Password by Unique Agency Code, Register State Govt. DOO, and Register Treasury User.

9. Enter a "**Login ID**" in the textbox provided. It is a mandatory field, and it can be alphanumeric. **Login ID** can contain minimum of 4 characters.

10. Type “**Password**” of your choice in the textbox provided. It is a mandatory field, and it should contain alphanumeric texts. At least one special character should be included in the password, and it should not be less than 6 and more than 15 characters.
11. Retype your password in the “**Confirm Password**” textbox. It should be same as entered in the password textbox. It is also a mandatory field.
12. Select a “**Hint Question**” from the drop-down list. It is a mandatory field, and an option should be selected for it.
13. Type an “**Answer**” in this textbox for the hint question which is selected from the drop-down list. It is a mandatory field, and it should contain minimum of 6 and maximum of 15 characters.
14. Retype hint question answer in the “**Confirm Answer**” textbox. It should be exactly same as entered in the answer textbox. It is also a mandatory field.
15. Type “**Word Verification**” letters in the textbox provided which are appearing above the **Word Verification** textbox. It is a mandatory field, and user registration process cannot be completed without filling this field.
16. Click the “**Submit**” button. User Saved Successfully message appears on the web page.

User Details

Type of User: Programme Division

Controller: 010 - POWER

First Name: DUMMY

Last Name: KUMAR

Designation: JOINT DIRECTOR

Email: dummy_kumar@ac.in

Phone No: 24326569

Mobile No: 981123344

Login ID: PDPOWERDUMMY
(Login ID minimum 4 characters).

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

Confirm Password: *****

Hint Question: Your favorite food?

Answer: *****

Confirm Answer: *****

Word Verification: 21692b
Enter the letters as they are shown in the image above (Letters are not case-sensitive).

Submit **Cancel**

For any problem in Registration, Please [Contact Us](#).

FinancialYr: 2015-2016

Login ID:

Password:

Log In

Register Agency
Register Sanction ID Generation Users
Register MIS Reports Users
Forgot Password?
Get Password By Unique Agency Code
Register State Govt. DDO
Register Treasury Users

REGISTERING AGENCIES PLEASE CHECK HERE IF AGENCY IS ALREADY REGISTERED

GET LOGIN DETAILS PLEASE CHECK HERE IF AGENCY IS ALREADY REGISTERED

New Features

NEWS & EVENTS

List of District Nodal Officer-5
List of District Nodal Officer-4
Sr./AO/AAOs of Civil Account
Organization being assigned the work of DBT through CPSMS
List of District Nodal Officers-3
List of Consultants (DMS & O&A) in DBT Distt. Phase 1
Update in User Guide
DBT Payment process User Manual
Daily Activity log for Consultants User Manual
MIS Annual Action Plan User Manual
Digital Signature Enrollment User Manual
Expenditure Filing User Manual

On pressing “**Submit**” button, a message will appear for successful registration of PD user.

Public Financial Management System-PFMS
(formerly CPSMS)
D/o Controller General of Accounts, Ministry of Finance

Instructions
Email is mandatory for any communication, regarding your UserIds, Password, Notifications, Alerts etc.

User Details

User has been saved successfully

Type of User: --Select--

Controller: --Select--

PAO: --Select--

DDO: --Select--

First Name: *

Last Name: *

Designation: *

Email: *

Phone No: *

Mobile No: *

FinancialYr: 2015-2016

Login ID:

Password:

Log In

Register Agency
Register Sanction ID Generation Users
Register MIS Reports Users
Forgot Password?
Get Password By Unique Agency Code
Register State Govt. DDO
Register Treasury Users

REGISTERING AGENCIES PLEASE CHECK HERE IF AGENCY IS ALREADY REGISTERED

This newly registered PD User will be able to log into PFMS only after the approval by DDO.

Creation of new Vendor and mapping of existing vendors.

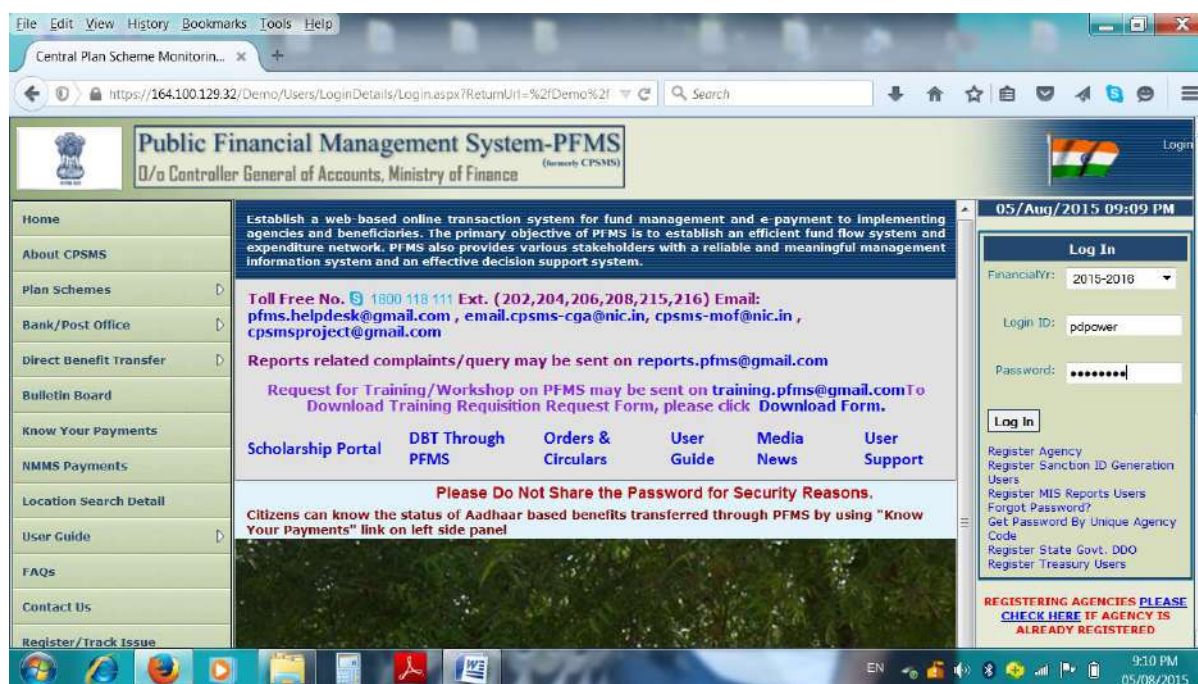
PROGRAM DIVISION:

Vendor (Beneficiary) Creation and Mapping

NOTE: Program Division is already registered on PFMS portal for Plan fund disbursement; hence same can be used for Non-Plan payment as well. In case of new Program Division, it requires to get registered on PFMS portal and approved by DDO. (Kindly see User Registration Manual for PD user registration)

Once a Program Division gets registered on PFMS and approved by DDO, it can create new vendors, map existing vendors.

For this, PD user logs into PFMS with his user id and password.



The following home screen will appear:

Public Financial Management System-PFMS
O/o Controller General of Accounts, Ministry of Finance

Welcome: power power
User Type: PD
Financial Year: 2015-2016

power power

The following table shows the summary of sanctions according to status and type. To find out what a particular status means, take your mouse over the status name. To find the details of sanctions in a status/ type, click on the corresponding status.

Sanction Status	Type	No. of Sanctions
Created	Transfer (DDO Bill)	4
	Expenditure (DDO Bill)	8
Submitted	Transfer (DDO Bill)	2
	Expenditure (DDO Bill)	2
Approved	Transfer (Advice)	2
	Expenditure (DDO Bill)	1
Returned	(All)	0
ReAD - DDO Returned	Transfer (Advice)	1
Cancelled	(All)	0
Pending Cancellation	(All)	0
Rejected	(All)	0
Deferred Decision	(All)	0
Closed	Expenditure (DDO Bill)	2

GO TO EIS

The following table shows the summary of Agency according to status and type. To find out what a particular status means, take your mouse over the status name. To find the details of Agency in a status, click on the corresponding status.

Agency Bank Account Validation Status

Following steps will be undertaken by PD user to create a new vendor:

A. Creation of Vendors

(Or the **beneficiary** to whom the payment is to be made):

MASTERS > VENDORS > ADD NEW

- 1) Click the link **Masters**
- 2) Then Click **Vendors** and then click **Add New**

Public Financial Management System-PFMS
O/o Controller General of Accounts, Ministry of Finance

Welcome: power power
User Type: PD
Financial Year: 2015-2016

power power

The following table shows the summary of sanctions according to status and type. To find out what a particular status means, take your mouse over the status name. To find the details of sanctions in a status/ type, click on the corresponding status.

Sanction Status	Type	No. of Sanctions
Created	Transfer (DDO Bill)	7
	Expenditure (DDO Bill)	7
Submitted	Transfer (DDO Bill)	2
	Expenditure (DDO Bill)	2
Approved	Transfer (Advice)	2
	Expenditure (DDO Bill)	1
Returned	(All)	0
ReAD - DDO Returned	Transfer (Advice)	1
Cancelled	(All)	0
Pending Cancellation	(All)	0
Rejected	(All)	0
Deferred Decision	(All)	0
Closed	Expenditure (DDO Bill)	2

GO TO EIS

The following table shows the summary of Agency according to status and type. To find out what a particular status means, take your mouse over the status name. To find the details of Agency in a status, click on the corresponding status.

Agency Bank Account Validation Status

http://164.100.129.32/ImplementingAgency/VendorBeneficiaryManagement/AddNewVendorBeneficiary.aspx

Following screen for “**Create Vendor**” will appear:

The screenshot displays the 'Create Vendor' interface of the Public Financial Management System (PFMS). The form is organized into two primary sections: 'Create Vendor' and 'Bank Details'. The 'Create Vendor' section contains various input fields for personal and contact information, including Name, Date of Birth, Aadhaar Number, PAN Number, Address, City, Country (set to INDIA), District, Mobile No, Email, Father/Husband Name, Address2, Address3, State, Pin Code, and Phone No. The 'Bank Details' section includes a Bank Name field with a 'Select Bank' button and an Account No. field with an 'ADD BANK DETAILS' button. The form also features 'Save' and 'Reset' buttons at the bottom. The left sidebar provides navigation options such as Home, Users, Agency, Sanctions, Sanction Custom Fields, Printing Templates, Sanction Templates, Reports, Masters, My Schemes, Scheme Allocation, Register/Track Issue, CPMS Forum, and OLD UC. The top header displays the PFMS logo, the user's name (power power), user type (PD), and the financial year (2015-2016). The bottom status bar shows the system name and copyright information.

3) For creating new Vendor, information in following four fields, is mandatory to be filled in :

- a. Name
- b. Address
- c. City
- d. Mobile Number

Note: Though only four fields are mandatory to save the record, user is advised to fill the relevant information in all the fields.

4) **Type** of Vendor is to be selected from drop down menu:

- A. Personal
- B. Commercial
- C. Institutional
- D. Small business Finance
- E. Small Scale Industry
- F. NGO
- G. Government Official – Imprest Advance
(Recoupment of Imprest, for which payment is made by cheque, the user will select option 'G' above).
- H. Departmental Officer.
(Situation may arise where payment is to be made by cheque such as payment to MTNL, Electricity Board, and Jal Board etc. For such payment, the user will select Departmental Officer as at 'H' above).

NOTE: If payment to employee needs to be made by cheque, then user should select vendor type as Departmental officer.

Public Financial Management System-PFMS
Q/o Controller General of Accounts, Ministry of Finance

Welcome: power power
User Type: PD
Financial Year: 2015-2016

Create Vendor

Type: Name:

Date of Birth (DD/MM/YYYY): Father/Husband Name:

Aadhaar Number:

PAN Number:

Address: Address2:

City: Address3:

Country: State:

District: Pin Code:

Mobile No: Phone No:

Email:

Bank Details

Bank Name: Select Bank
(Enter minimum 4 characters to search Bank)

Account No:

ADD BANK DETAILS

Save Reset

Fill the relevant information in above fields.

Public Financial Management System-PFMS
Q/o Controller General of Accounts, Ministry of Finance

Welcome: power power
User Type: PD
Financial Year: 2015-2016

Create Vendor

Type: Name:

Date of Birth (DD/MM/YYYY): Father/Husband Name:

Aadhaar Number:

PAN Number:

Address: Address2:

City: Address3:

Country: State:

District: Pin Code:

Mobile No: Phone No:

Email:

Bank Details

Bank Name: Select Bank
(Enter minimum 4 characters to search Bank)

Account No:

ADD BANK DETAILS

Save Reset

5). **Bank Details** are to be entered on the same screen (these are not required for “G” and “H” above as the payment in these two cases is made vide cheque only).

- a) **Bank Name** – entering first four letter of name of the bank (e.g. for state Bank of India enter ‘stat’) will list out the bank names starting with ‘stat’. The user has to select

relevant bank from the list (bank name can also be selected from Hyperlink “Select Bank”).

Note: ‘Y’ suffix against Bank Name indicates that the bank is integrated with PFMS.

The screenshot shows the 'Create Vendor' form in the Public Financial Management System (PFMS). The form is divided into two main sections: 'Personal Details' and 'Bank Details'. In the 'Personal Details' section, the 'Type' is set to 'Personal', 'Name' is 'BHARTI', 'Date of Birth' is empty, 'Father/Husband Name' is empty, 'Aadhaar Number' is empty, 'PAN Number' is empty, 'Address1' is 'Connaught Place', 'City' is 'DELHI', 'Country' is 'INDIA', 'District' is empty, 'Mobile No.' is '9885231478', and 'Email' is empty. In the 'Bank Details' section, 'Bank Name' is 'SYNDICATE BANK (Y)', 'Account No.' is empty, and 'ADD BANK DETAILS' is a button. A red error message is displayed: 'ACCOUNT NUMBER - NUMERIC 2020 11 digit numeric value First digit from left is 1/2/3/5/6/7 Right most digit is check digit and is not Rule part of account database. Please Enter Valid Account Number Required'. The form also includes a 'Save' button and a 'Reset' button.

b) Account Number: Enter vendor's Bank Account Number

The screenshot shows the 'Create Vendor' form in the Public Financial Management System (PFMS). The form is divided into two main sections: 'Personal Details' and 'Bank Details'. In the 'Personal Details' section, the 'Type' is set to 'Personal', 'Name' is 'BHARTI', 'Date of Birth' is empty, 'Father/Husband Name' is empty, 'Aadhaar Number' is empty, 'PAN Number' is empty, 'Address1' is 'Connaught Place', 'City' is 'DELHI', 'Country' is 'INDIA', 'District' is empty, 'Mobile No.' is '9885231478', and 'Email' is empty. In the 'Bank Details' section, 'Bank Name' is 'SYNDICATE BANK (Y)', 'Account No.' is '11111234567901', and 'ADD BANK DETAILS' is a button. A red error message is displayed: 'ACCOUNT NUMBER - NUMERIC 2020 11 digit numeric value First digit from left is 1/2/3/5/6/7 Right most digit is check digit and is not Rule part of account database. Please Enter Valid Account Number Required'. The form also includes a 'Save' button and a 'Reset' button.

If user enters the wrong Bank Account Number, system will display a message:

“Please Enter Valid Account Number”

So, user has to enter correct Account Number.

c) Then click **Add Bank Details**

One more row showing Bank Details will appear

Public Financial Management System-PFMS
U/o Controller General of Accounts, Ministry of Finance

Home - Welcome to Lenovo

Create Vendor/Beneficiary

Home

Users

Agency

Sanctions

Sanction Custom Fields

Printing Templates

Sanction Templates

Reports

Masters

My Schemes

Scheme Allocation

Register/ Track Issue

CPGMS Forum

OLD UC

Create Vendor

Type: Personal

Date of Birth (DD/MM/YYYY):

Aadhaar Number:

PAN Number:

Address1: Connaught Place

City: DELHI

Country: INDIA

District:

Mobile No: 9885231476

Email:

Name: BHARTI

Father/Husband Name:

Address2:

Address3:

State: --Select--

Pin Code:

Phone No:

Bank Details

Bank Name: SYNDICATE BANK (Y) Select Bank

(Enter minimum 4 characters to search Bank)

Account Rule 1. Account number should be minimum 14 digit numeric value for SB, CA and CC 2. For Loans, 15 digit alphanumeric value

Account No:

ADD BANK DETAILS

Bank Name	Branch Name	Account Number	Status	Delete	Action
SYNDICATE BANK (Y)		111112345678901	Active	X	

Save Reset

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14:20 04-08-2015

d.) Click **Save** button

A message will appear that Vendor/beneficiary has been added successfully. Also unique code will be allotted to this registered vendor. (It is better for the creator to note the unique code. This will facilitate easy search for the PD user to map the vendor).

“Vendor/beneficiary added successfully. Please note the Unique Code for registered vender for future use - VC00008138”

6. Modification in Vendor's Details:

Information in respect of created vendors can be modified by the PD user.

For carrying out modifications in already created vendor's data,

Go to **"Masters" > "Vendors" > "Manage"**

i.e. First click Masters, then Vendors and then Manage

Sanction Status	Type	No. of Sanctions
Created	Transfer (DDO Bill)	7
	Expenditure (DDO Bill)	7
Submitted	Transfer (DDO Bill)	2
	Expenditure (DDO Bill)	2
Approved	Transfer (Advice)	2
	Expenditure (DDO Bill)	1
		0
		1
		0
		0
		0
		0
		2

A screen for **"Manage Vendor"** will appear:

Public Financial Management System-PFMS
Q/a Controller General of Accounts, Ministry of Finance

Manage Vendor/Beneficiary

Search criteria: Vendors registered by me

Vendor Name:

Unique Codes:

Search Reset

Name	Vendor Type	Contact Detail	Unique Code	Created By	Created Date	Status
Amie	Personal	delhi	VC00008130	pdpower	06/07/2015	None
Chitra prfnc	Personal	Alkha papapa.aj@gmail.com	VC00008131	pdpower	10/07/2015	None
Swan	Departmental officer	Khan Market	VC00008132	pdpower	15/07/2015	None
Kundhikaran	Personal	Pandara Road	VC00008133	pdpower	15/07/2015	None
JK Kumar	Personal	Gulmohar Park New Delhi nair_jdk@mcn.com	VC00008134	pdpower	30/07/2015	None
sudha sinha	Personal	abc	VC00008135	pdpower	30/07/2015	None
sudha sinha	Departmental officer	asd	VC00008136	pdpower	30/07/2015	None
BHARTI	Personal	Connaught Place	VC00008138	pdpower	04/08/2015	None

Search by using “Vendor Name” or “Unique Code”

system will display the desired vendor.

Public Financial Management System-PFMS
Q/a Controller General of Accounts, Ministry of Finance

Manage Vendor/Beneficiary

Search criteria: Vendors registered by me

Vendor Name: BHARTI

Unique Codes:

Search Reset

Name	Vendor Type	Contact Detail	Unique Code	Created By	Created Date	Status
BHARTI	Personal	Connaught Place	VC00008138	pdpower	04/08/2015	None

Click on “Vendor Name” to open Vendor Details

Public Financial Management System-PFMS
O/o Controller General of Accounts, Ministry of Finance

Vendor/Beneficiary Detail

Names: BHARTI
Types: Personal
Address1: Connaught Place
City: DELHI
Country: INDIA
Alternate Phone/Mobile No: 9865231478
Unique Codes: VCD00008188

Bank Name	Branch Name	Account Number	Bank Status	Account Status	Account Holder Name As Per Bank
SYNDICATE BANK(Y)	[] { NonCBS }	11111234567901	Pending	Active	

[Edit](#) [Back](#)

Click **"Edit"** button

System will make the **"Vendor/Beneficiary Details"** available for editing.

Public Financial Management System-PFMS
O/o Controller General of Accounts, Ministry of Finance

Create Vendor/Beneficiary

Edit Vendor/Beneficiary Detail

Type: Personal
Date of Birth (DD/MM/YYYY):
PAN Number:
Address1: Connaught Place
City: DELHI
Country: INDIA
District: --Select--
Mobile No: 9865231478
Email:
Name: BHARTI
Father/Husband Name:
Address2:
Address3:
State: --Select--
Pin Code:
Phone No:

Bank Details

Bank Name: [Select Bank](#)
(Enter minimum 4 characters to search Bank)

Account No:

[ADD BANK DETAILS](#)

Bank Name	Branch Name	Account Number	Status	Delete	Action
SYNDICATE BANK(Y)	[] { NonCBS }	11111234567901	Active		Deactive

[Update](#) [Back](#)

User will make required modifications

Public Financial Management System-PFMS
O/o Controller General of Accounts, Ministry of Finance

Welcome: power power
User Type: PD
Financial Year: 2015-2016

[pdpower] Logout
Change Password

Edit Vendor/Beneficiary Detail

Type: Personal

Name: BHARTI TULI

Date of Birth (DD/MM/YYYY):

Father/Husband Name:

PAN Number:

Address1: Connaught Place

Address2:

City: DELHI

Address3:

Country: INDIA

State: -Select-

District: -Select-

Pin Code:

Mobile No: 9855231478

Phone No:

Email:

Bank Details

Bank Name: Select Bank
(Enter minimum 4 characters to search Bank)

Account No:

ADD BANK DETAILS

Bank Name	Branch Name	Account Number	Status	Delete	Action
SYNDICATE BANK(Y)	[] { NonCBS }	11111234567901	Active		Deactive

Update Back

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14:37
04-08-2015

Press **“Update”** button to save the edited data. System will display a message:

“Vendor/beneficiary updated successfully. Please note the Unique Code for registered vender for future use - VC00008138”.

After creation of a new vendor, it will be available for making payment at the end PD who created. There is no further mapping required.

B. Mapping of existing vendor by the PD.

For mapping the existing vendor, the Program Division User needs to click **User** and then **User Mapping**.

Public Financial Management System-PFMS
O/o Controller General of Accounts, Ministry of Finance

Welcome: power power
User Type: PD
Financial Year: 2015-2016

USER MAPPING

power power

My Profile

Sanction Status

Sanction Status	Type	No. of Sanctions
Created	Transfer (DDO Bill)	7
	Expenditure (DDO Bill)	7
Submitted	Transfer (DDO Bill)	2
	Expenditure (DDO Bill)	2
Approved	Transfer (Advice)	2
	Expenditure (DDO Bill)	1
Returned	(All)	0
PAAD DDO Returned	Transfer (Advice)	1
Cancelled	(All)	0
Pending Cancellation	(All)	0
Rejected	(All)	0
Deferred Decision	(All)	0
Closed	Expenditure (DDO Bill)	2

GO TO F8

The following table shows the summary of Agency according to status and type. To find out what a particular status means, take your mouse over the status name. To find the details of Agency in a status, click on the corresponding status.

Agency Status	No. of Agency
Pending Agency Approval	0
Pending PO Approval	14
	0
	0

A screen for “User Mapping” will appear.

Public Financial Management System-PFMS
O/o Controller General of Accounts, Ministry of Finance

Welcome: power power
User Type: PD
Financial Year: 2015-2016

User Mapping

Controllers: POWER

Grant Details | PAO/DDO Details | Agency Details | Vendor Details

Grant	Scheme
Ministry of Power	220 KV TRANSMISSION LINE FROM SRINAGAR TO LEH VIA KARGIL
Ministry of Power	ASSISTANCE FOR CAPACITY BUILDING POWER
Ministry of Power	Bureau of Energy Efficiency POWER
Ministry of Power	CENTRAL ELECTRICITY AUTHORITY POWER
Ministry of Power	CENTRAL POWER RESEARCH INSTITUTE
Ministry of Power	COMPREHENSIVE AWARD SCHEME FOR POWER SECTOR
Ministry of Power	COMPUTERISATION AND OFFICE EQUIPMENT POWER
Ministry of Power	DEEN DAYAL UPADHAYAYA GRAM PYOTI YODANA (DOUGTY)
Ministry of Power	DEVELOPMENT OF POWER SYSTEMS - RILDC
Ministry of Power	ENERGY CONSERVATION
Ministry of Power	FINANCIAL SUPPORT FOR DEBT RESTRUCTURING OF DISCOMS
Ministry of Power	FUNDS FOR EVALUATION STUDIES AND CONSULTANCY POWER
Ministry of Power	GREEN ENERGY CORRIDOR OS
Ministry of Power	INTEGRATED POWER DEVELOPMENT SCHEME
Ministry of Power	LOANS TO REC FOR IDDS
Ministry of Power	NATIONAL ELECTRICITY FUND/INTEREST SUBSIDY SCHEME
Ministry of Power	National Hydro Electric Power Corporation
Ministry of Power	NATIONAL POWER TRAINING INSTITUTE POWER
Ministry of Power	North Eastern Electric Power Corporation Ltd.
Ministry of Power	POWER SYSTEM IMPROVEMENT PROJECT IN NE REGION (EXCEPT SIKKIM AND ARUNACHAL PRADESH)
Ministry of Power	POWER SYSTEM OPERATION COMPANY (PSOCCO)
Ministry of Power	Setting up of Joint Electricity Regulatory Commission for Goa & UT's except Delhi
Ministry of Power	TEHRU HYDRO DEVELOPMENT CORPORATION INDIA LIMITED

Here, “Vendor Details” is to be clicked to find and map a vendor already registered with some other PAO/Ministry by entering Vendor Name /Bank Account/Unique Code of vendor.

Public Financial Management System-PFMS
O/a Controller General of Accounts, Ministry of Finance

Welcome: power power
User Type: PD
Financial Year: 2015-2016

User Mapping

Controllers: POWER

Grant Details | PAC/DDO Details | Agency Details | Vendor Details

Name	Unique Code	Address	City	State
RAMESH P. SOLANKI	RA96898DHS	AMBEDKAR NAGAR	JUNAGADH	GUJARAT
Anant	VC00098130	Jaipur	New Delhi	
District Program Manager (RPH)/DCH	DF68846DHS	DPHU OFFICE	Hoshangabad	MADHYA PRADESH
Dr.M.K.Jain	Drcb598DHS	Office of C.M.&H.O. Vidisha	Vidisha	MADHYA PRADESH
Mr.Narvel Waseem	Mrbd0a8DHS	Office of C.M.&H.O. Vidisha	Vidisha	MADHYA PRADESH
Mrs. Pramila Patel	Mrc26f4DHS	Office of C.M.&H.O. Vidisha	Vidisha	MADHYA PRADESH
Jeevanti Hospital Vidisha	Je113114DHS	District Vidisha	Vidisha	MADHYA PRADESH
JUBER KHAN	JU74aad8DHS	BETUL	BETUL	MADHYA PRADESH
Medical Counseling Centre Bhopal	Me67c346DHS	Bhopal	Bhopal	MADHYA PRADESH
abod	ab721893DHS	adhora	adhora	MADHYA PRADESH
Next Step for Social Advancement Bhopal	Ne2445d9DHS	M.P.Nagar Bhopal	Bhopal	MADHYA PRADESH
R D Gautam	RDG	11rd Floor Bank of India Building	Bhopal	MADHYA PRADESH
SHRI YOUNUJAI MANGARE	SH6a5199DHS	SHAHJUR	BURHANPUR	MADHYA PRADESH
PRINCIPAL ANM TRAINING CENTER BURHANPUR	PR33a95dDHS	BURHANPUR	BURHANPUR	MADHYA PRADESH
Hari Vithhal Joshi	HV70d8	Setpada Bhojan	Bhopal	MADHYA PRADESH
Dr. Babesh Choudhary DDO	Dr75430DHS	Burhanpur	Burhanpur	MADHYA PRADESH
Ku.Dhyas Dyanath	Ku3541838R	NRC	ITARSI	MADHYA PRADESH
DR. J.R. TRIVEDIYA	DR74f24DHS	BHIND	BHIND	MADHYA PRADESH
NAVPREET SINGH	NA6e8f8DHS	BHIND	BHIND	MADHYA PRADESH
RUTESH GAUTAM	RU5f22b6DHS	LAXMI CHAIK, KOLA ROAD, BHIND	BHIND	MADHYA PRADESH
UNICEF (UNICEF CO-ORDINATOR SALARY & TA DA) EXP	UN9c96a2DHS	BHIND	BHIND	MADHYA PRADESH
ave construction	av32b4e2TNK	C dhanapuram	C dhanapuram	TAMIL NADU
GANESH PRINTERS,	GA891c23TNV	47, GORALKOTHI STREET,	MADRAS	TAMIL NADU

Click “Edit Mapping” button, which is given at the end of list of vendors’ names

Public Financial Management System-PFMS
O/a Controller General of Accounts, Ministry of Finance

Welcome: power power
User Type: PD
Financial Year: 2015-2016

User Mapping

Grant Details | PAC/DDO Details | Agency Details | Vendor Details

Shri Chandramoni Dubey	Shc97ada6DHS	Banerjee Colony	Pipariya	MADHYA PRADESH
dr laxmi maw	drad033DHS	Indora	Indora	MADHYA PRADESH
Om Prakash - Dn	omd0vas	Office of CM&HO Dewas	Dewas	MADHYA PRADESH
Radhya Chembale Hospital Dewas	Radhadewas	Dawas, dewas	Dewas	MADHYA PRADESH
NRC Dewas	NRC dewas	District Hospital Campus Dewas	Dewas	MADHYA PRADESH
Santivni Hospital Dewas	Sand0vas	Dewas	Dewas	MADHYA PRADESH
Dewas Hospital & Research Centre Dewas	DHRCDewas	Dewas	Dewas	MADHYA PRADESH
Vineyakh Hospital Dewas	VineyakhDewas	Dewas	Dewas	MADHYA PRADESH
District Training Centre Dewas	DTCDewas	Dewas	Dewas	MADHYA PRADESH
Dinesh Bhavsar, Store Incharge Dewas	Dine01Dewas	Office of CM&HO Dewas	Dewas	MADHYA PRADESH
Rajesh Dubey-RPC Dewas	RajeshDewas	RPC Dewas	Dewas	MADHYA PRADESH
Dheeraaj Vaghlani	DheeraajDewas	Office of CM&HO Dewas	Dewas	MADHYA PRADESH
Mr. G.S. Solanki, Indig, NEIO, Barwani	Ms43a852DHS	CM & HO Office, Barwani	Barwani	MADHYA PRADESH
JITESH JAIN	JITESH JAIN BHIND	NEAR HEAD POST OFFICE	BHIND	MADHYA PRADESH
VINOD KARAN	VINOD KARAN BHIND	BHANSI MOHALLA	BHIND	MADHYA PRADESH
R.B. Shukla	RL33051DHS	CM&HO Office	Sheopur	MADHYA PRADESH
RUK, Trivedi	RL10790DHS	CM&HO Office	Sheopur	MADHYA PRADESH
Kohitg Vyas	Kes9906dDHS	CM&HO Office	Sheopur	MADHYA PRADESH
Naresh Sharma	Na6cc794DHS	Sindriya Colony	Guna	MADHYA PRADESH
Arun Doyal	Arb6d3faDHS	CM&HO Office	Sheopur	MADHYA PRADESH
Mr. Dinesh Sharma (I/C ASO)	I/C ASO	Government Health Quarters Pachodi Kheda Ashoknaga	Ashoknagar	MADHYA PRADESH
Lal Singh Dhokad	Lal Singh	Hospital Campus	Guna	MADHYA PRADESH
DDO/MCH Officer Ashoknagar	ash ddo	DDO/MCH Office,	Ashoknagar	MADHYA PRADESH
Isami varam	lvtc	dhar	dhar	MADHYA PRADESH
Isami varma	lit	dhar	dhar	MADHYA PRADESH
BHO Dr A A Agarwal	BMf8473aDHS	Pachmarhi	Pachmarhi	MADHYA PRADESH
Vinod	vinod2	seoni malwa	seoni malwa	MADHYA PRADESH
Manisha Nema, Narsinghpur	ma7366dDHS	District Hospital Narsinghpur	Narsinghpur	MADHYA PRADESH
Salool Khano	Sad03272dHS	CM & HO Office Seoni	Seoni	MADHYA PRADESH
NAYANI	NAUP8K00D0552	A 219/1	BAREILLY	UTTAR PRADESH

Edit Mapping

Following screen will appear

Public Financial Management System-PFMS
 O/a Controller General of Accounts, Ministry of Finance

Welcome: power power
 User Type: PD
 Financial Year: 2015-2016

Edit User Mapping

Controllers: POWER

Grant Details | PAO/DDO Details | Agency Details | Vendor Details

Select Vendor For Mapping: Vendor Type: --Select-- Unique Code: State: --Select-- Search

Vendor Name: Account Number: District: --Select--

Mapped Vendor Details

Mapped Vendor	Vendor	City	District	State	Country
<input type="checkbox"/>	MAVANK	BAREILLY	BAREILLY	UTTAR PRADESH	INDIA
<input type="checkbox"/>	K.K. Kumar	New Delhi	CENTRAL	DELHI	INDIA
<input type="checkbox"/>	Khatremani Sathy (PHED)	Puri	PURI	ODISHA	INDIA
<input type="checkbox"/>	SMT HOUSUMI PAL	HOOGHLY	HOOGHLY	WEST BENGAL	INDIA
<input type="checkbox"/>	SUDEEP SINGH JAIN	DELHI	SOUTH	DELHI	INDIA
<input type="checkbox"/>	RAMESH P. SOLANKI	JUNAGADH	JUNAGADH	GUJARAT	INDIA
<input type="checkbox"/>	Kumbhkarani	New Delhi	CENTRAL	DELHI	INDIA
<input type="checkbox"/>	Amit	New Delhi			INDIA
<input type="checkbox"/>	SO (Cash) DOPW	Khan Market	CENTRAL	DELHI	INDIA
<input type="checkbox"/>	SOMESH	DELHI	NEW DELHI	DELHI	INDIA

1 2 3 4 5 6 7 8 9 10 ...

Remove Mapping

Search by giving vendor's name or unique code

Desired vendor's name will appear. Click on vendor's name and press **"Add & Save"** button. Desired vendor's name will start appearing in the list of mapped vendors, as can be seen below

Public Financial Management System-PFMS
 O/a Controller General of Accounts, Ministry of Finance

Welcome: power power
 User Type: PD
 Financial Year: 2015-2016

User Mapping

Controllers: POWER

Grant Details | PAO/DDO Details | Agency Details | Vendor Details

Name	Unique Code	Address	City	State
RAMESH P. SOLANKI	RA9688BDHS	AMBEDKAR NAGAR	JUNAGADH	GUJARAT
Amit	VC00008130	delhi	New Delhi	
SHARATI LUM	VC00008138	Connaught Place	DELHI	
District Program Manager NRIH/RCH	DH4684BDHS	DRMU OFFICE	Hoshangabad	MADHYA PRADESH
Dr. M.K. Jain	DH6594BDHS	Office of C.M.S.H.O. Vidisha	Vidisha	MADHYA PRADESH
Mr. Navod Waseem	HD61004DHS	Office of C.M.S.H.O. Vidisha	Vidisha	MADHYA PRADESH
Mrs. Pramila Patel	HD6204DHS	Office of C.M.S.H.O. Vidisha	Vidisha	MADHYA PRADESH
Jeevanti Hospital Vidisha	JA113118DHS	District Vidisha	Vidisha	MADHYA PRADESH
ZUBER KHAN	3U7abed0dhs	BETUL	BETUL	MADHYA PRADESH
Medical Counseling Centre Bhopal	Mu67C346DHS	Bhopal	Bhopal	MADHYA PRADESH
shod	ab621833DHS	sehore	sehore	MADHYA PRADESH
Next Step for Social Advancement Bhopal	Ne244563DHS	M.P.Nagar Bhopal	Bhopal	MADHYA PRADESH
R.D. Gokulam	RDD	11th floor Bank of India Building	Bhopal	MADHYA PRADESH
SHRI YOUNUS MANKARE	SH66519DHS	GAHAPUR	BURHANPUR	MADHYA PRADESH
ORINORAL ANN TRAINING CENTER BURHANPUR	OR23a95dhs	BURHANPUR	BURHANPUR	MADHYA PRADESH
Hari Vibhral Joshi	HV20dhs	Satpuda Bhawan	Bhopal	MADHYA PRADESH
Dr. Rakesh Choudhary DDO	DH75430DHS	Burhanpur	Burhanpur	MADHYA PRADESH
Ka.Dhyia Dhyanshi	Ka204546ZGR	NRC	ITARZI	MADHYA PRADESH
DR. J.R. TROVEDIYA	DR746240DHS	BHIND	BHIND	MADHYA PRADESH
NAVREET SINGH	NA44663DHS	BHIND	BHIND	MADHYA PRADESH
RITESH GAUTAM	RJ22225DHS	LOXMI CHAUK, KILA ROAD BHIND	BHIND	MADHYA PRADESH
UNICEF (MINCI CO-ORDINATOR SALARY & TA DA) EXP	UN39de10DHS	BHIND	BHIND	MADHYA PRADESH
work construction	wo3284a2TN K	C dhanapuram	TAMIL NADU	

As per the need, vendors can be removed also from mapping by PD user by using the button **"Remove Mapping"** at the end of the list of mapped vendors.

For example, first a vendor named “**Mayank**” is to be mapped by PD. For this, click “**Vendor Details**” button and then search by name

Vendor Details

Select Vendor For Mapping: Vendor Type: --Select-- Vendor Name: mayank
 Unique Code: Account Number:
 State: --Select-- District: --Select--

<input type="checkbox"/>	Vendor	Unique Code	City	District	State	Country
<input type="checkbox"/>	M/S MAYANK SALES CORPORATION	M/0102d2UPA	AGRA	AGRA	UTTAR PRADESH	INDIA
<input type="checkbox"/>	MAYANK SALES CORPORATION	MA0199b7UPF	AGRA	AGRA	UTTAR PRADESH	INDIA
<input type="checkbox"/>	Mayank Sharma	Maec5202UPM	Muzaffarnagar	MUZAFFARNAGAR	UTTAR PRADESH	INDIA
<input type="checkbox"/>	MAYANK ENTERPRISES	MAbf3de7UPF	LUCKNOW	FIROZABAD	UTTAR PRADESH	INDIA
<input type="checkbox"/>	MAYANK ENTERPRISES	MA02e13cUPF	LUCKNOW	FIROZABAD	UTTAR PRADESH	INDIA
<input type="checkbox"/>	M/S MAYANK ELECTRONICS	M/9e2055UPF	firozabad	FIROZABAD	UTTAR PRADESH	INDIA
<input type="checkbox"/>	MAYANK ELETRONICE	MA3e242eUPF	FIROZABAD	FIROZABAD	UTTAR PRADESH	INDIA
<input type="checkbox"/>	MAYANK ELECTRONICS	MA40e6c3UPF	FIROZABAD	FIROZABAD	UTTAR PRADESH	INDIA
<input type="checkbox"/>	mayank chobbey	ma088136UPG	gorakhpur	GORAKHPUR	UTTAR PRADESH	INDIA

All the vendors named “**Mayank**” (across all ministries) will appear in the list.

Select the desired vendor by checking the box given against its name.

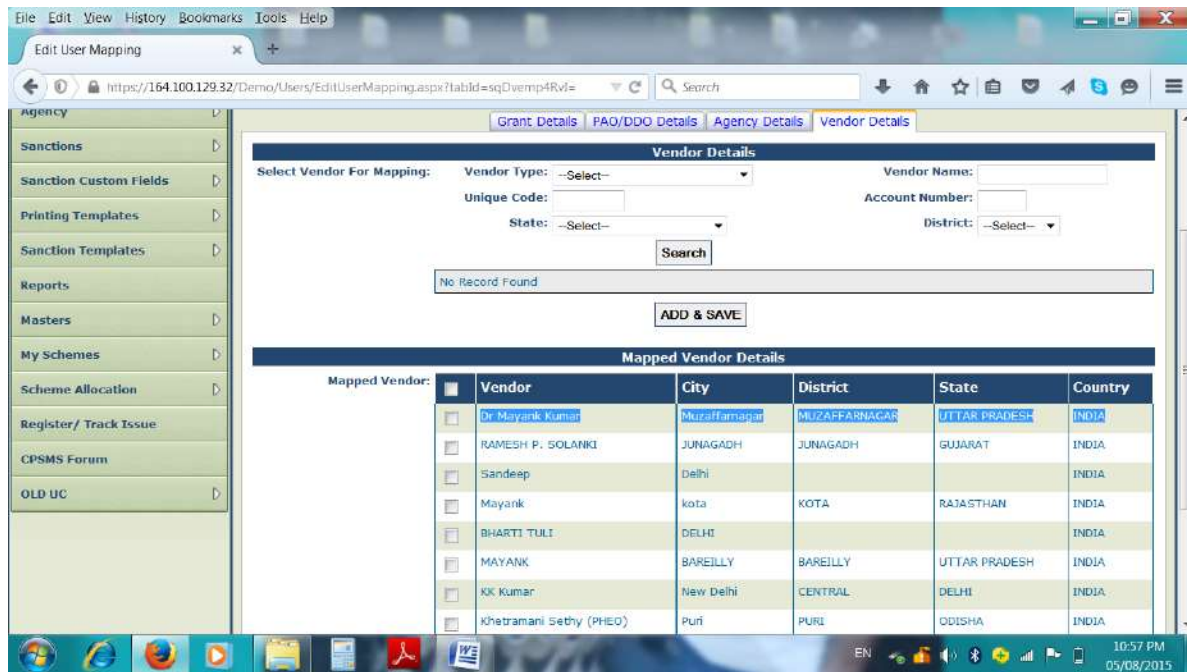
☐ MAYANK ENTERPRISES MA02e13cUPF LUCKNOW FIROZABAD PRADESH INDIA
☐ M/S MAYANK ELECTRONICS M/9e2055UPF firozabad FIROZABAD UTTAR PRADESH INDIA
☐ MAYANK ELETRONICE MA3e242eUPF FIROZABAD FIROZABAD UTTAR PRADESH INDIA
☐ MAYANK ELECTRONICS MA40e6c3UPF FIROZABAD FIROZABAD UTTAR PRADESH INDIA
☐ mayank chobbey ma088136UPG gorakhpur GORAKHPUR UTTAR PRADESH INDIA
☐ MAYANK SHAH IPP1 VAUPHT00000010 HATHRAS HATHRAS UTTAR PRADESH INDIA
☐ MAYANK SHUKLA VAUPS000000105 SHAHJAHANPUR SHAHJAHANPUR UTTAR PRADESH INDIA
☒ Dr Mayank Kumar VAUPMU00000440 Muzaffarnagar MUZAFFARNAGAR UTTAR PRADESH INDIA
☐ MAYANK AGARWAL VADLIN00000330 UP UTTAR PRADESH INDIA
☐ MAYANK SRESTHA VAHRIN00000043 RANCHI RANCHI JHARKHAND INDIA
☐ Mayank Sharma VAUPIN00000193 Ghaziabad GHAZIABAD UTTAR PRADESH INDIA

Mapped Vendor Details

Mapped Vendor:	Vendor	City	District	State	Country
<input type="checkbox"/>					

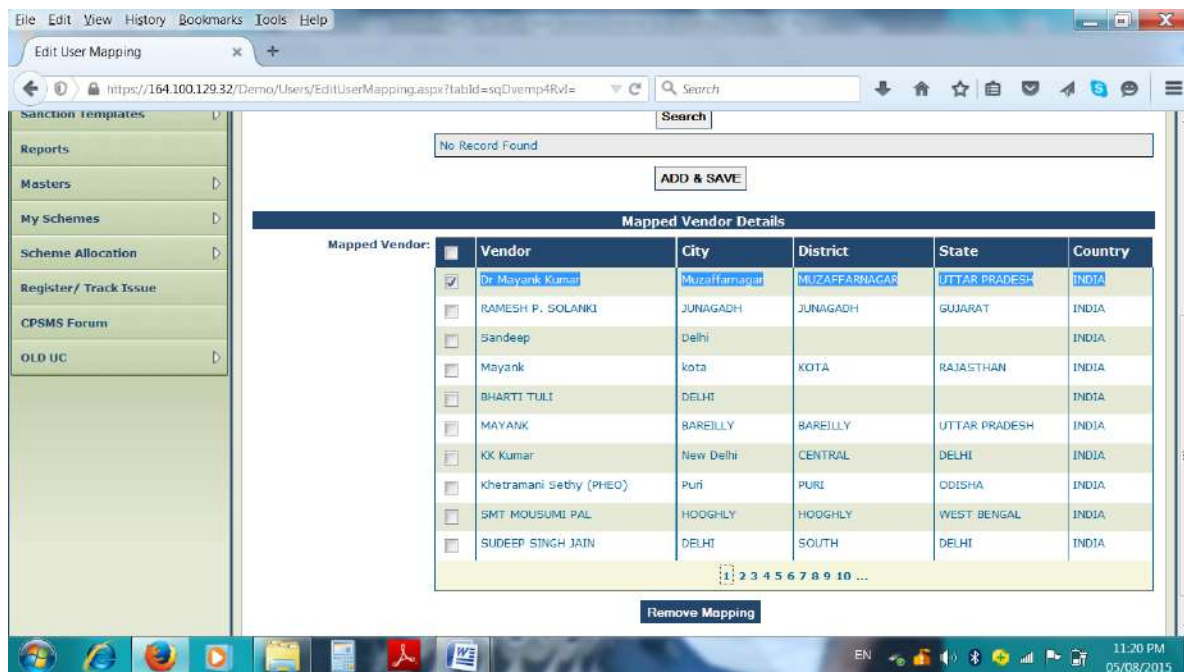
Press “**Add & Save**” button to map this vendor with PD.

It can be seen that the desired vendor is appearing in the list of “**Mapped Vendors**”.



Now in case, this vendor requires to be removed from mapping with PD, select the vendor by checking box against its name and click the button “**Remove Mapping**”





The selected vendor will disappear from the list of “**Mapped Vendor Details**”



The newly created and mapped vendor (and also all other already mapped) will now be available in the list showing vendors’ names, while filling up the vendor’s name at the time of generation of sanction by PD user.

Agency: [Sanctions](#) [Sanction Custom Fields](#) [Printing Templates](#) [Sanction Templates](#) [Reports](#) [Masters](#) [My Schemes](#) [Scheme Allocation](#) [Register/ Track Issue](#) [CPSMS Forum](#) [OLD UC](#)

Controller Name: POWER
 IFD/HOD File No.: 111
 IFD/HOD File Date (dd/mm/yyyy): 04/08/2015
 Sanction Number: 111
 Sanction Date (dd/mm/yyyy): 04/08/2015
 Scheme: --Select--
 PAD: 013455 - PAD(Sectt) | Ministry of Power, New Delhi
 DDO: 213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI
 Sanction Type: Expenditure
 Sanction Amount: 1000 (In Actuals)
 Upload Scanned Sanction:
 Note: Only PDF files are allowed with size not more than 4 MB

Account Head Details
 Grant: 077 - Ministry of Power
 Object Head: 11 - DOMESTIC TRAVEL EXPENSES
 Function Head: --Select--
 Category: --Select--
 Note: In case of Expenditure type sanction, object heads "31,33,35,36,54,55" are not listed for selection.

Vendor Details
 Vendor Type: Personal
 State: --Select--
 Unique Code: --Select--
 Amount:
 Add

Vendor: --Select--
 District: --Select--

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Public Financial Management System-PFMS
 O/a Controller General of Accounts, Ministry of Finance

Welcome: power power
 User Type: PD
 Financial Year: 2015-2016

power power

The following table shows the summary of sanctions according to status and type. To find out what a particular status means, take your mouse over the status name. To find the details of sanctions in a status/type, click on the corresponding status.

Sanction Status	Type	No. of Sanctions
Created	Transfer (DDO Bill)	4
	Expenditure (DDO Bill)	8
Submitted	Transfer (DDO Bill)	2
	Expenditure (DDO Bill)	2
Approved	Transfer (Advice)	2
	Expenditure (DDO Bill)	1
Returned	(All)	0
PAD, DDO Returned	Transfer (Advice)	1
Canceled	(All)	0
PendingCancellation	(All)	0
Rejected	(All)	0
Deferred Decision	(All)	0
Closed	Expenditure (DDO Bill)	2

[GO TO EIS](#)

The following table shows the summary of Agency according to status and type. To find out what a particular status means, take your mouse over the status name. To find the details of Agency in a status, click on the corresponding status.

Agency Bank Account Validation Status

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Public Financial Management System-PFMS
 D/o Controller General of Accounts, Ministry of Finance

Welcome: powerpower
 User Type: PD
 Financial Year: 2015-2016

[pdpower] Logout
 Change Password
 Help

Sanction Details

Controller: 010-POWER
 Sanction Number: SANC/DUMMY/123
 Sanction Type: Expenditure (DDO Bill)
 IFD Number: IFD/DUMMY/123
 Plan Scheme: -
 DDO: 213439-APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI

Sanction Status: Approved
 Sanction Date: 30/07/2015
 Sanction Amount: 10000
 IFD Date: 30/07/2015
 PAO: 013433-PAO(Secy.), Ministry of Power, New Delhi
 Remarks: APPROVED

Created By: pdpower
 Modified By: pdpower

Created On: 30/07/2015 03:24:23 PM
 Modified On: 31/07/2015 12:22:25 PM

Account Details:

Grant: 077-Ministry of Power
 Object Head: 13-OFFICE EXPENSES

Function Head: 2801808001700-APPELLATE TRIBUNAL OF ELECTRICITY
 Category: 3-NON PLAN VOTED-EXPENDITURE

Vendor Details:

Sr.No	Vendor Name	Gross Amount	Deduction Head	Deduction Amount	Net Amount
3	Amit	10000	0		10000

Sanction Approved Successfully. But SMS has not been sent due to network issue.

Edit Sanction Payee Details Cancel Sanction Print Sanction Order Back

Sanction Generation by Programme Division (PD)

Program Division user log into PFMS with his user id and password.

Following screen will appear on login by **Program Division** user:

Public Financial Management System-PFMS
Q/o Controller General of Accounts, Ministry of Finance

Welcome: power power
User Type: PD
Financial Year: 2015-2016

Sanctions

The following table shows the summary of sanctions according to status and type. To find out what a particular status means, take your mouse over the status name. To find the details of sanctions in a status/ type, click on the corresponding status.

Sanction Status	Type	No. of Sanctions
Created	Transfer (DDO Bill)	4
	Expenditure (DDO Bill)	8
Submitted	Transfer (DDO Bill)	2
	Expenditure (DDO Bill)	2
Approved	Transfer (Advice)	2
	Expenditure (DDO Bill)	1
Returned	(All)	0
PAAD DDO Returned	Transfer (Advice)	1
Cancelled	(All)	0
Pending cancellation	(All)	0
Rejected	(All)	0
Deferred Decision	(All)	0
Closed	Expenditure (DDO Bill)	2

[See all sanctions](#)

[GO TO BIS](#)

The following table shows the summary of Agency according to status and type. To find out what a particular status means, take your mouse over the status name. To find the details of Agency in a status, click on the corresponding status.

Agency Bank Account Validation Status

For Generation of Sanction

Click on link **Sanctions** and then **Create New**

Public Financial Management System-PFMS
Q/o Controller General of Accounts, Ministry of Finance

Welcome: power power
User Type: PD
Financial Year: 2015-2016

Create Vendor

Type: Departmental officer

PAN Number:

TIN Number:

Address:

City:

Country: INDIA

District:

Mobile No:

Email:

Name:

TAN Number:

Address2:

Address3:

Status:

Pin Code:

Phone No:

[Save](#) [Reset](#)

Following screen will appear

This screen will be used by PD user for requesting the Sanctions.

He will fill in the relevant information in the following fields:

1. **Controller Name** is displayed for the respective PD.
2. **IFD/HOD File Number:** The Integrated Finance Division number (optional field) will be filled by the PD user manually.
3. **IFD/HOD File Date:** This field has to be filled by user manually.
4. **Sanction Number:** Is a mandatory field and has to be filled manually by the user.
5. **Sanction Date:** - The date on which sanction is requested, it should be within the financial year.
6. **Plan Scheme:** The drop down menu will only display the Plan Schemes that have been mapped to the User.

(NOTE: This field is to be left blank in case of payments pertaining to Non-Plan expenditure. For Non-plan payments scheme codes are not necessary, the user needs to select appropriate head of accounts from the drop down list).

7. **PAO:** The drop down menu will display the PAO to which the User has been mapped. The User will select the PAO for which the Sanction is being requested.

8. **DDO:** The drop down menu will display the DDO to which the User has been mapped. The User will select the DDO for which the Sanction is being requested.

9. **Sanction Type:** Four types of Sanction are available for selection

- 1) Transfer
- 2) Expenditure
- 3) Intra Governmental Authorization
- 4) Debit Advice

(NOTE: For Non-Plan Payment, User has to select “Expenditure” as type.)

10. **Type of Agency:-**

(NOTE: This field is to be left blank in case of payment pertaining to Non-Plan expenditure.)

11. **Amount:** Fill in the amount for which the Sanction is requested.

12. **Upload Scanned Sanction:** Only PDF Files are allowed with size not more than 4 MB. This field is used for uploading the scanned copy of Sanction which has been created manually.

Public Financial Management System-PFMS
O/o Controller General of Accounts, Ministry of Finance
(Power CPMS)

Sanction Header

Controller Name : POWER
IFD/HOD File No. : IFD/DUMMY/123
IFD/HOD File Date (dd/mm/yyyy) : 30/07/2015
Sanction Number : SANC/DUMMY/123
Sanction Date (dd/mm/yyyy) : 30/07/2015
Scheme : --Select--
PAO : 013455 - PAO(SecB), Ministry of Power, New Delhi
DDO : 213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI
Sanction Type : Expenditure
Sanction Amount : (In Actuals)
Upload Scanned Sanction: Browse Upload
Note: Only PDF files are allowed with size not more than 4 MB

Account Head Details

Grant : --Select--
Object Head : --Select--
Function Head : --Select--
Category : --Select--
Note: In case of Expenditure type sanction, object heads "31,33,35,36,54,55" are not listed for selection.

Vendor Details

Vendor Type : Personal
Vendor : Amit
State :
District :

Account Head Details

After all the above fields under “**Sanction Header**” have been filled up, the user will proceed for filling up the data in “**Account head Details**” in following fields by making selection from the drop down menu:

- 1) Grant
- 2) Function Head
- 3) Object Head
- 4) Category

NOTE:In case the desired heads of accounts do not appear, the PD user may contact his PAO to map the missing heads of accounts.

The screenshot displays the 'Create/Edit Sanction' web application. The interface includes a sidebar with navigation options and a main content area with three sections: Sanction Header, Account Head Details, and Vendor Details. The Sanction Header section contains fields for Controller Name, IFD/HOD File No., IFD/HOD Date, Sanction Number, Sanction Date, Scheme, PAO, DDO, Sanction Type, Sanction Amount, and an Upload Scanned Sanction button. The Account Head Details section includes dropdown menus for Grant, Object Head, Function Head, and Category. The Vendor Details section includes dropdown menus for Vendor Type, State, Unique Code, Vendor, and Amount, along with Add and Reset buttons. A footer at the bottom contains links for About Us, Site Map, Privacy Policy, and Contact Us, along with a copyright notice for the Central Plan Scheme Monitoring System.

Now Proceed for “**Vendor Details**” and key in the data in the following fields:-

- 1) **Vendor Type:** Eight types of vendors will be available for selection, but user has to select one out of these four types only in case of non-plan payments:
 - a) Personal
 - b) Commercial
 - c) Institutional
 - d) Small Scale
- 2) **Vendor:** Select the name of the vendor from the drop down menu.
- 3) **Amount:** Fill in the amount as shown in Sanction.

Press **“ADD”** button.

“Add” Button:-This button is used in case if the requested Sanction is for multiple Agencies i.e. payment is to be made to more than one vendor. Provision is available for adding more vendors one by one by pressing **“Add”** button, and selecting the next vendor details from drop down menu. In that case the amount needs to be filled against each selected vendor accordingly.

“Remove’ Button: This button will remove the wrongly entered vendor from the vendor details if the same is not required. For this, user has to check the box given against **“Vendor Name”** and press **“Remove”** button.

Sanction Date (dd/mm/yyyy) : 30/07/2015

Scheme : --Select--

PAO : 013455 - PAO(Socil), Ministry of Power, New Delhi

DDO : 213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI

Sanction Type : Expenditure

Sanction Amount : 10000 (In Actuals)

RUPEES TEN THOUSAND ONLY

Upload Scanned Sanction: Browse... Upload

Note: Only PDF files are allowed with size not more than 4 MB

Account Head Details

Grant : 077 - Ministry of Power

Function Head : 2001000001700 - APPELATE TRIBUNAL OF ELECTRICITY

Object Head : 13 - OFFICE EXPENSES

Category : 3 - NON PLAN VOTED EXPENDITURE

Note: In case of Expenditure type sanction, object heads "31,33,35,36,54,55" are not listed for selection.

Vendor Details

Vendor Type : Personal

Vendor : Amit

State : Unique Code : VC00000130

Amount : 10000

Add Reset

Selected Vendor Details

	Vendor Name	District	State	Country	Amount
<input type="checkbox"/>	Amit				10,000

Remove

Create Sanction Clear

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Now Press “Create Sanction” button.

System will display the following message:

Sanction has been saved successfully...!!!
Do you want to proceed with payee details?

Yes No

Press “Yes” button.

Sanction Date (dd/mm/yyyy) : 30/07/2015

Scheme : --Select--

PAO : 013455 - PAO(Socil), Ministry of Power, New Delhi

DDO : 213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI

Sanction Type : Expenditure

Sanction Amount : 10000 (In Actuals)

RUPEES TEN THOUSAND ONLY

Upload Scanned Sanction: Browse... Upload

Note: Only PDF files are allowed with size not more than 4 MB

Account Head Details

Grant : 077 - Ministry of Power

Function Head : 2001000001700 - APPELATE TRIBUNAL OF ELECTRICITY

Object Head : 13 - OFFICE EXPENSES

Category : 3 - NON PLAN VOTED EXPENDITURE

Note: In case of Expenditure type sanction, object heads "31,33,35,36,54,55" are not listed for selection.

Vendor Details

Vendor Type : Personal

Vendor : Amit

State : Unique Code : VC00000130

Amount : 10000

Add Reset

Selected Vendor Details

	Vendor Name	District	State	Country	Amount
<input checked="" type="checkbox"/>	Amit			INDIA	10,000

Remove

Sanction has been saved successfully...!!!
Do you want to proceed with payee details?

Yes No

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Now if the user wants to search this recently created sanction (or any other already created sanction), he can use the option “**Manage**” under the sub menu “**Sanctions**”:



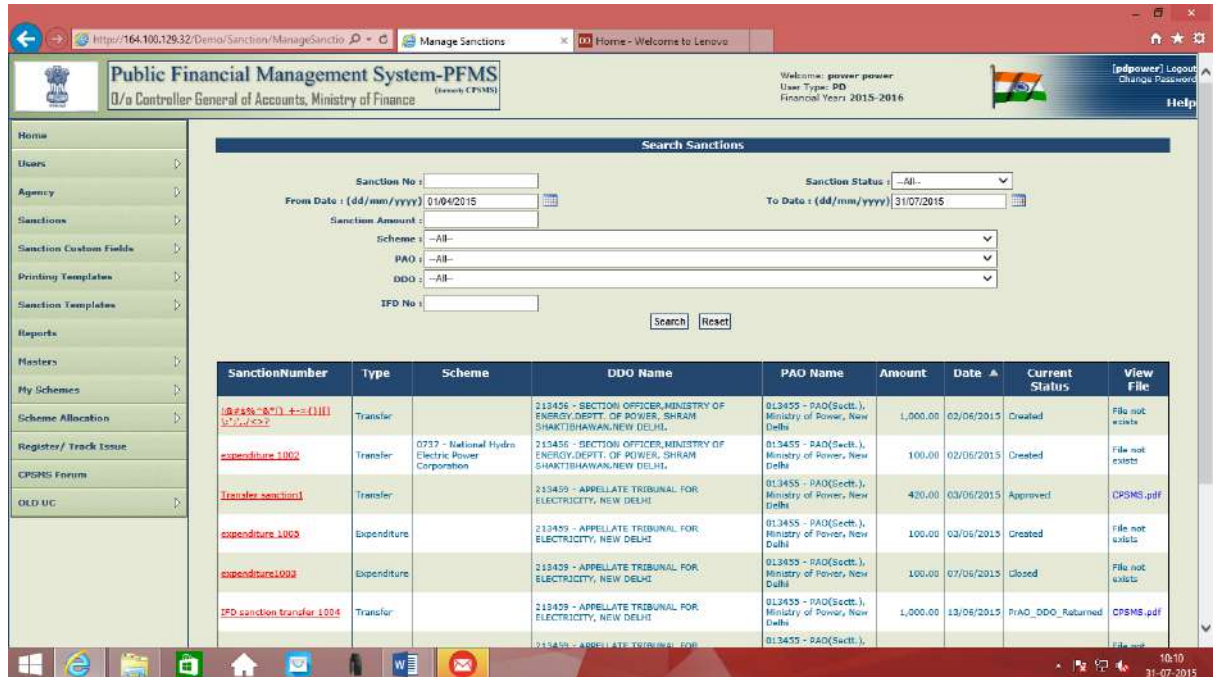
The screenshot shows the PFMS interface with the 'Manage Sanctions' option selected under the 'Sanctions' menu. The interface displays a table of sanctions with columns for Type, No. of Sanctions, and Agency Status.

Type	No. of Sanctions
Transfer (DDO Bill)	4
Expenditure (DDO Bill)	8
Transfer (DDO Bill)	2
Expenditure (DDO Bill)	2
Transfer (Advice)	2
Expenditure (DDO Bill)	1
(All)	0
Transfer (Advice)	1
(All)	0
(All)	0
(All)	0
Expenditure (DDO Bill)	2

The following table shows the summary of Agency according to status and type. To find out what a particular status means, take your mouse over the status name. To find the details of Agency in a status, click on the corresponding status.

Agency Status	No. of Agency
Pending Agency Approval	0
Sanctioned PD Approval	13
	0
	0

Following screen will appear



The screenshot shows the PFMS interface with the 'Search Sanctions' screen. The screen displays search criteria fields and a table of sanctions.

Search Criteria:

- Sanction No: []
- Sanction Status: [All]
- From Date: (dd/mm/yyyy) 01/04/2015
- To Date: (dd/mm/yyyy) 31/07/2015
- Sanction Amount: []
- Scheme: [AB]
- PAO: [AB]
- DDO: [AB]
- IPD No: []

Search [] Reset []

SanctionNumber	Type	Scheme	DDO Name	PAO Name	Amount	Date	Current Status	View File
1000	Transfer	0737 - National Hydro Electric Power Corporation	213456 - SECTION OFFICER, MINISTRY OF ENERGY, DEPTT. OF POWER, SHRAM SHAKTI BHAWAN, NEW DELHI.	013455 - PAO (Secdt.), Ministry of Power, New Delhi	1,000.00	02/06/2015	Created	File not exists
1001	Transfer	0737 - National Hydro Electric Power Corporation	213456 - SECTION OFFICER, MINISTRY OF ENERGY, DEPTT. OF POWER, SHRAM SHAKTI BHAWAN, NEW DELHI.	013455 - PAO (Secdt.), Ministry of Power, New Delhi	100.00	02/06/2015	Created	File not exists
1002	Transfer	0737 - National Hydro Electric Power Corporation	213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	013455 - PAO (Secdt.), Ministry of Power, New Delhi	420.00	03/06/2015	Approved	CPMS.pdf
1003	Expenditure	0737 - National Hydro Electric Power Corporation	213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	013455 - PAO (Secdt.), Ministry of Power, New Delhi	100.00	02/06/2015	Created	File not exists
1004	Expenditure	0737 - National Hydro Electric Power Corporation	213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	013455 - PAO (Secdt.), Ministry of Power, New Delhi	100.00	07/06/2015	Closed	File not exists
1005	Transfer	0737 - National Hydro Electric Power Corporation	213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	013455 - PAO (Secdt.), Ministry of Power, New Delhi	1,000.00	13/06/2015	PAO_DDO_Returned	CPMS.pdf

Using the different search criteria, user can search his sanction. He will write “**Sanction Number**” and press “**Search**” button, desired sanction will appear:

Public Financial Management System-PFMS
Q/o Controller General of Accounts, Ministry of Finance

Welcome: power power
User Type: PD
Financial Year: 2015-2016

[dpower] Logout
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Search Sanctions

Sanction No : sanc/dummy/123
From Date : (dd/mm/yyyy) 01/04/2015
Sanction Amount :
Scheme : -All-
PAO : -All-
DDO : -All-
IFD No :
Sanction Status : -All-
To Date : (dd/mm/yyyy) 31/07/2015

Search Reset

SanctionNumber	Type	Scheme	DDO Name	PAO Name	Amount	Date	Current Status	View File
SANC/DUMMY/123	Expenditure		213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	213455 - PAO(Sect.), Ministry of Power, New Delhi	10,000.00	30/07/2015	Created	File not exists

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10:15
31-07-2015

Open the Sanction by clicking on “**Sanction Number**”.

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Q/o Controller General of Accounts, Ministry of Finance

Welcome: power power
User Type: PD
Financial Year: 2015-2016

[dpower] Logout
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Sanction Details

Controller: 010-POWER
Sanction Numbers: SANC/DUMMY/123
Sanction Type: Expenditure (DDO Bill)
IFD Number: IFD/DUMMY/123
Plan Scheme: -
DDO: 213459-APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI

Sanction Status: Created
Sanction Date: 30/07/2015
Sanction Amount: 10000
IFD Date: 30/07/2015
PAO: 013455-PAO(Sect.), Ministry of Power, New Delhi
Remarks:

Created By: dpower
Modified By: dpower
Created On: 30/07/2015 03:24:21 PM
Modified On: 30/07/2015 03:30:02 PM

Account Details:
Grant: 077-Ministry of Power
Object Head: 13-OFFICE EXPENSES
Function Head: 2801808001700-APPELLATE TRIBUNAL OF ELECTRICITY
Category: 3-NON PLAN VOTED-EXPENDITURE

Vendor Details:

Sr.No	Vendor Name	Gross Amount	Deduction Head	Deduction Amount	Net Amount
1	Amit	10000			10000

Edit Sanction Payee Details Cancel Sanction Print Sanction Order Back

10:17
31-07-2015

Following five options will appear:

1. **Edit Sanction** : - For editing the data in already created Sanction.

If user wants to make modifications in already created sanction, he will press this button, following screen will appear:

Sanction Date (dd/mm/yyyy) : 30/07/2015

Scheme : --Select--

PAO : 013455 - PAO (Sec II), Ministry of Power, New Delhi

ODO : 213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI

Sanction Type : Expenditure

Sanction Amount : 10000 (In Actual)

Upload Scanned Sanction: Browse... Upload

Note: Only PDF files are allowed with size not more than 4 MB

Account Head Details

Grant : 077 - Ministry of Power

Object Head : 13 - OFFICE EXPENSES

Function Head : 2801805001700 - APPELLATE TRIBUNAL OF ELECTRICITY

Category : 3 - NON PLAN VOTED EXPENDITURE

Note: In case of Expenditure type sanction, object heads "31,33,35,36,54,55" are not listed for selection.

Vendor Details

Vendor Type : All

State : --Select--

Unique Code : --Select--

Amount : 10,000

Add Reset

Selected Vendor Details

Vendor Name	District	State	Country	Amount
Amit		INDIA		10,000

Remove

Save Sanction Clear

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User can make the desired modifications in this form and proceed further by pressing **“Save Sanction”** button.

2. **Payee Details:** To see the details of Payee viz. Sanction details, accounting details and the details of payee’s bank account. (Explained in details after point 5) *

3. **Cancel Sanction:** For cancellation of already created sanction. If user wants to cancel the already created sanction, he will press the button “Cancel Sanction”, following screen will appear:

Sanction Details

Sanction Number: expenditure 1000

Sanction Type: transfer (ODO RE)

SPD Number: expenditure 1000

Plan Scheme: 077-Regional Hydro Electric Power Corporation

ODO: 213459-ELECTION OFFICER, MINISTRY OF ENERGY DEPTT. OF POWER, SHAM

Sanction Status: Created

Sanction Date: 30/07/2015

Sanction Amount: 100

SPD Date: 31/07/2015

PAO: 013455-PAO (Sec II), Ministry of Power, New Delhi

Remarks: Please Enter Remark

Created On: 30/07/2015 11:40:31 AM

Modified On: 30/07/2015 11:40:32 AM

Function Head: 2801805001700-OTHER PROJECT

Category: 3 PLAN VOTED EXPENDITURE

Agency Details

Sr.No	Agency Name	City	District	State	Country	Gross Amount
1	001116 - SDVT P2 (TW) Wadhwa, Madhya Pradesh, Yashwanthpuram	Yashwanthpuram	YASHWANTHPURAM	ANDHRA PRADESH	INDIA	200

Edit Sanction Payee Details Cancel Sanction Print Sanction Order Back

Here user will write the Remark for cancellation of sanction and press “OK” button. Sanction will be cancelled. In case he does not want to cancel it, he can go back (without writing any remark) by pressing “Cancel” button.

4. Print Sanction Order: For taking out the print of Sanction Order (**Not operational right now**)

5. Back: This button will redirect to the previous page.

*** Payee Details:** This field is used to see the details of Payee viz. Sanction details, accounting details and the details of payee’s bank account, before the user proceeds for confirmation of Sanction.

User will press the “Payee Details” button, following screen will appear:

The screenshot shows the 'Payee Details' screen in the PFMS. The interface includes a sidebar with navigation options like Home, Users, Agency, Sanctions, etc. The main content area is divided into sections for Sanction Details, Account Details, and a table for Vendor and Bank Account information.

Sanction Details:

- Controller: 015-POWER
- Sanction Number: SANC/DUMMY/123
- Sanction Type: Expenditure (DDO Bill)
- IFD Number: IFD/DUMMY/123
- Plan Scheme: -
- DDO: 213455-APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI
- Sanction Status: Created
- Sanction Date: 30/07/2015
- Sanction Amount: 10000
- IFD Date: 30/07/2015
- PAD: 013455-PAD(Sectt.), Ministry of Power, New Delhi
- Remarks:

Account Details:

- Grant: 077-Ministry of Power
- Object Head: 13-OFFICE EXPENSES
- Function Head: 2801008001700-APPELLATE TRIBUNAL OF ELECTRICITY
- Category: 3-NON PLAN VOTED-EXPENDITURE

Vendor	Bank Account No	Amount	Instrument Type
Amrit	23004561230 - Amrit	10,000.00	RTGS

Buttons: Next, Confirm, Reset, Back

Press “Next” button.

System will display the “RTGS details” of payee

Public Financial Management System-PFMS
(Based on CPMS)

Q/o Controller General of Accounts, Ministry of Finance

Welcome: power power
User Type: PD
Financial Year: 2015-2016

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Payee Details

Controller: 015-POWER
Sanction Number: SANC/DUMHY/123
Sanction Type: Expenditure (DDO Bill)
IFD Number: IFD/DUMHY/123
Plan Scheme: -
DDO: 213459-APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI

Sanction Status: Created
Sanction Date: 30/07/2015
Sanction Amount: 10000
IFD Date: 30/07/2015
PAO: 013455-PAO(Sectt.), Ministry of Power, New Delhi
Remarks:

Account Details:

Grant: 077-Ministry of Power
Object Head: 13-OFFICE EXPENSES
Function Head: 2801608001700-APPELLATE TRIBUNAL OF ELECTRICITY
Category: 3-NON PLAN VOTED-EXPENDITURE

Vendor	Bank Account No	Amount	Instrument Type
Amil	23004561230 - Amil	10,000.00	RTGS

Next

RIGS Details

Cheque Favouring: * STATE BANK OF INDIA
Amount: 10000
Not Payable Before: * 31/07/2015

Party Name	IFSC Code	Party Account No	Amount	Delete
Amil		23004561230	10000	X

Note: If the IFSC Code is not automatically shown it means bank A/C is not validated. If payment process is urgent please key in the IFSC Code and process payment. Please ensure IFSC Code is correct.

Confirm Reset Back

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Note: If the IFSC Code is not automatically shown it means bank A/C not validated. If payment process is urgent please key in the IFSC Code and process payment. Please ensure IFSC Code is correct.

If IFSC Code not being displayed automatically, user will enter the correct IFSC code.

Public Financial Management System-PFMS
(Based on CPMS)

Q/o Controller General of Accounts, Ministry of Finance

Welcome: power power
User Type: PD
Financial Year: 2015-2016

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Payee Details

Controller: 015-POWER
Sanction Number: SANC/DUMHY/123
Sanction Type: Expenditure (DDO Bill)
IFD Number: IFD/DUMHY/123
Plan Scheme: -
DDO: 213459-APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI

Sanction Status: Created
Sanction Date: 30/07/2015
Sanction Amount: 10000
IFD Date: 30/07/2015
PAO: 013455-PAO(Sectt.), Ministry of Power, New Delhi
Remarks:

Account Details:

Grant: 077-Ministry of Power
Object Head: 13-OFFICE EXPENSES
Function Head: 2801608001700-APPELLATE TRIBUNAL OF ELECTRICITY
Category: 3-NON PLAN VOTED-EXPENDITURE

Vendor	Bank Account No	Amount	Instrument Type
Amil	23004561230 - Amil	10,000.00	RTGS

Next

RIGS Details

Cheque Favouring: * STATE BANK OF INDIA
Amount: 10000
Not Payable Before: * 31/07/2015

Party Name	IFSC Code	Party Account No	Amount	Delete
Amil	UTIB0000001	23004561230	10000	

Note: If the IFSC Code is not automatically shown it means bank A/C is not validated. If payment process is urgent please key in the IFSC Code and process payment. Please ensure IFSC Code is correct.

Confirm Reset Back

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On pressing "Confirm" button, System will display a message "Payee details have been submitted successfully"

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Q/o Controller General of Accounts, Ministry of Finance

Welcome: power power
User Type: PD
Financial Year: 2015-2016

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Payee Details

Controller: 010-POWER
Sanction Number: SANC/DUMMY/123
Sanction Type: Expenditure (DDO Bill)
IFD Number: IFD/DUMMY/123
Plan Scheme: -
DDO: 213455-APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI

Sanction Status: Created
Sanction Date: 30/07/2015
Sanction Amount: 10000
IFD Date: 30/07/2015
PAO: 013455-PAO(Sectt.), Ministry of Power, New Delhi
Remarks:

Account Details:
Grant: 077-Ministry of Power
Object Head: 13-OFFICE EXPENSES
Function Head: 2801008001700-APPELLATE TRIBUNAL OF ELECTRICITY
Category: 3-NON PLAN VOTED-EXPENDITURE

Vendor	Bank Account No	Amount	Instrument Type
Amit	23004561230 - Amit	10,000.00	RTGS

Next

RTGS Details
Cheque Favouring: STATE BANK OF INDIA
Amount: 10000
Not Payable Before: 31/07/2015

Party Name	IFSC Code	Party Account No	Amount	Delete
Amit	UTID00000007	23004561230	10000	X

Note: If the IFSC Code is not automatically shown it means bank A/C is not validated. If payment process is urgent please key in the IFSC Code and process payment. Please ensure IFSC Code is correct.

Payee details has been submitted successfully!!!

Confirm Reset Back

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Now the “**Payee Details**” have been confirmed by the user.

For approval of sanction, user clicks the option “**Approve**” under submenu “**Sanctions**”

Public Financial Management System-PFMS
Q/o Controller General of Accounts, Ministry of Finance

Welcome: power power
User Type: PD
Financial Year: 2015-2016

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power power

The following table shows the summary of sanctions according to status and type. To find out what a particular status means, take your mouse over the status name. To find the details of Agency in a status, click on the corresponding status.

Status	Type	No. of Sanctions
Approved	Transfer (DDO Bill)	4
	Expenditure (DDO Bill)	7
To Education Institution	Transfer (DDO Bill)	2
	Expenditure (DDO Bill)	3
Manage	Transfer (Advice)	2
	Expenditure (DDO Bill)	1
Print Sanction Order	(All)	0
Create Against TCA	Transfer (Advice)	1
Manage UC	(All)	0
Rejected	(All)	0
Deferred Decision	(All)	0
Closed	Expenditure (DDO Bill)	2
See all sanctions		

GOTO EIS

The following table shows the summary of Agency according to status and type. To find out what a particular status means, take your mouse over the status name. To find the details of Agency in a status, click on the corresponding status.

Agency Status	No. of Agency
Pending Agency Approval	0
Pending PD Approval	13
	0
	0

http://164.100.129.32/Demo/Sanction/ManageSanctions.aspx?Action=ApproveSanction

11:11
31-07-2015

Screen for “**Search Sanctions**” will appear

Public Financial Management System-PFMS
 O/o Controller General of Accounts, Ministry of Finance

Welcome: power power
 User Type: PD
 Financial Year: 2015-2016

Search Sanctions

Sanction No:
 From Date: (dd/mm/yyyy) 01/04/2015
 To Date: (dd/mm/yyyy) 31/07/2015
 Sanction Amount:
 Scheme: --All--
 PAO: --All--
 DDO: --All--
 IFD No:

Search Reset

SanctionNumber	Type	Scheme	DDO Name	PAO Name	Amount	Date	View File
5NC2406	Expenditure		213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	013455 - PAO(Sectt.), Ministry of Power, New Delhi	280.00	17/06/2015	File not exists
1cc812245	Transfer		213456 - SECTION OFFICER, MINISTRY OF ENERGY, DEPTT. OF POWER, SHRAM SHAKTIBHAWAN, NEW DELHI	013455 - PAO(Sectt.), Ministry of Power, New Delhi	100.00	22/06/2015	File not exists
1B0202	Transfer		213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	013455 - PAO(Sectt.), Ministry of Power, New Delhi	25.00	02/07/2015	416966_2015.pdf
1C00207	Expenditure		213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	013455 - PAO(Sectt.), Ministry of Power, New Delhi	250.00	02/07/2015	File not exists
21534	Expenditure		213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	013455 - PAO(Sectt.), Ministry of Power, New Delhi	12.00	09/07/2015	File not exists
5b3	Expenditure		213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	013455 - PAO(Sectt.), Ministry of Power, New Delhi	1.00	09/07/2015	File not exists
1ET9497	Expenditure		213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	013455 - PAO(Sectt.), Ministry of Power, New Delhi	13.00	10/07/2015	File not exists
4545	Expenditure		213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	013455 - PAO(Sectt.), Ministry of Power, New Delhi	21.00	15/07/2015	File not exists
1ET8122	Expenditure		213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	013455 - PAO(Sectt.), Ministry of Power, New Delhi	45.00	16/07/2015	File not exists

User will key in the desired sanction number and press “Serch” button.

Public Financial Management System-PFMS
 O/o Controller General of Accounts, Ministry of Finance

Welcome: power power
 User Type: PD
 Financial Year: 2015-2016

Search Sanctions

Sanction No:
 From Date: (dd/mm/yyyy) 01/04/2015
 To Date: (dd/mm/yyyy) 31/07/2015
 Sanction Amount:
 Scheme: --All--
 PAO: --All--
 DDO: --All--
 IFD No:

Search Reset

SanctionNumber	Type	Scheme	DDO Name	PAO Name	Amount	Date	View File
5NC2406	Expenditure		213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	013455 - PAO(Sectt.), Ministry of Power, New Delhi	280.00	17/06/2015	File not exists
1cc812245	Transfer		213456 - SECTION OFFICER, MINISTRY OF ENERGY, DEPTT. OF POWER, SHRAM SHAKTIBHAWAN, NEW DELHI	013455 - PAO(Sectt.), Ministry of Power, New Delhi	100.00	22/06/2015	File not exists
1B0202	Transfer		213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	013455 - PAO(Sectt.), Ministry of Power, New Delhi	25.00	02/07/2015	416966_2015.pdf
1C00207	Expenditure		213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	013455 - PAO(Sectt.), Ministry of Power, New Delhi	250.00	02/07/2015	File not exists
21534	Expenditure		213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	013455 - PAO(Sectt.), Ministry of Power, New Delhi	12.00	09/07/2015	File not exists
5b3	Expenditure		213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	013455 - PAO(Sectt.), Ministry of Power, New Delhi	1.00	09/07/2015	File not exists
1ET9497	Expenditure		213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	013455 - PAO(Sectt.), Ministry of Power, New Delhi	13.00	10/07/2015	File not exists
4545	Expenditure		213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	013455 - PAO(Sectt.), Ministry of Power, New Delhi	21.00	15/07/2015	File not exists
1ET8122	Expenditure		213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	013455 - PAO(Sectt.), Ministry of Power, New Delhi	45.00	16/07/2015	File not exists

Already created sanctions (but pending for approval) will appear for selection

Public Financial Management System-PFMS
Q/o Controller General of Accounts, Ministry of Finance

Welcome: power power
User Type: PD
Financial Year: 2015-2016

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Search Sanctions

Sanction No: SANC/DUMMY/123
From Date: (dd/mm/yyyy) 01/04/2015
Sanction Amount:
Scheme: --All--
PAO: --All--
DDO: --All--
IFD No:
Sanction Status: Submitted
To Date: (dd/mm/yyyy) 31/07/2015

Search Reset

SanctionNumber	Type	Scheme	DDO Name	PAO Name	Amount	Date	View File
SANC/DUMMY/123	Expenditure		213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	013459 - PAO(Sectt.), Ministry of Power, New Delhi	10,000.00	30/07/2015	File not exists

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11:33
31-07-2015

User will select the sanction by clicking over the “Sanction Number”, the sanction details will be displayed on the screen.

Public Financial Management System-PFMS
Q/o Controller General of Accounts, Ministry of Finance

Welcome: power power
User Type: PD
Financial Year: 2015-2016

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Sanction Details

Controller: 010-POWER
Sanction Numbers: SANC/DUMMY/123
Sanction Type: Expenditure (DDO Bill)
IFD Number: IFD/DUMMY/123
Plan Scheme: -
DDO: 213459-APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI

Sanction Status: Submitted
Sanction Date: 30/07/2015
Sanction Amount: 10000
IFD Date: 30/07/2015
PAO: 013459-PAO(Sectt.), Ministry of Power, New Delhi

Remarks:

Created By: dpower
Modified By: dpower
Created On: 30/07/2015 03:24:21 PM
Modified On: 31/07/2015 10:46:00 AM

Account Details:
Grant: 077-Ministry of Power
Object Head: 13-OFFICE EXPENSES
Function Head: 2801898001700-APPELLATE TRIBUNAL OF ELECTRICITY
Category: 3-NON PLAN VOTED-EXPENDITURE

Vendor Details:

Sr.No	Vendor Name	Gross Amount	Deduction Head	Deduction Amount	Net Amount
1	Amit	10000			10000

Edit Sanction Payee Details Approve/Reject Cancel Sanction Print Sanction Order Back

11:36
31-07-2015

Here, user will find following options for selection:

1. Edit Sanction
2. Payee Details
3. Approve/Reject
4. Cancel Sanction
5. Print Sanction Order
6. Back

1. Edit Sanction: In case the PD User wants to edit the Sanction, he will click the "Edit Sanction" button; system will make the sanction available for editing.

Vendor Name	District	State	Country	Amount
Amrit	INDIA		INDIA	10,000

PD user can make the desired modifications in sanction and again save it by Clicking "Save Sanction" button.

2. Payee Details: This field is used to see the details of Payee viz. Sanction details, accounting details and the details of payee's bank account, before the user proceeds for confirmation of Sanction.

User will press the “Payee Details” button, following screen will appear:

Public Financial Management System-PFMS
 (New CPMS)

Welcome: power power
 User Type: PD
 Financial Year: 2015-2016

Payee Details

Controller: 015-POWER
 Sanction Number: SANQ/DUMMY/123
 Sanction Type: Expenditure (DOO Bill)
 IFD Number: IFD/DUMMY/123
 Plan Scheme: -
 DOO: 213455-APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI

Sanction Status: Submitted
 Sanction Date: 30/07/2015
 Sanction Amount: 10000
 IFD Date: 30/07/2015
 PAO: 013455-PAO(Sectt.), Ministry of Power, New Delhi
 Remarks:

Account Details:

Grant: 077-Ministry of Power
 Object Head: 13-OFFICE EXPENSES
 Function Head: 2801008001700-APPELLATE TRIBUNAL OF ELECTRICITY
 Category: 3-NON PLAN VOTED-EXPENDITURE

Vendor	Bank Account No	Amount	Instrument Type
Amt	2304561230 - Amt	10,000.00	RTGS

RTGS Details

Cheque Favouring: STATE BANK OF INDIA
 Amount: 10000
 Not Payable Before: 31/07/2015

Party Name	IFSC Code	Party Account No	Amount	Delete
Amt	UTIB0000007	2304561230	10000	X

Note: If the IFSC Code is not automatically shown it means bank A/C is not validated. If payment process is urgent please key in the IFSC Code and process payment. Please ensure IFSC Code is correct.

Confirm Reset Back

PD user can see the details and confirm the sanction for approval.

3. Approve/Reject: User after confirming the Payee details, can either “Approve” or “Reject” the sanction, as the case may be. System will ask remark for action.

Public Financial Management System-PFMS
 (New CPMS)

Welcome: power power
 User Type: PD
 Financial Year: 2015-2016

Sanction Details

Controller: 015-POWER
 Sanction Number: SANQ/DUMMY/123
 Sanction Type: Expenditure (DOO Bill)
 IFD Number: IFD/DUMMY/123
 Plan Scheme: -
 DOO: 213455-APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI

Sanction Status: Submitted
 Sanction Date: 30/07/2015
 Sanction Amount: 10000
 IFD Date: 30/07/2015
 PAO: 013455-PAO(Sectt.), Ministry of Power, New Delhi
 Remarks:

Account Details:

Grant: 077-Ministry of Power
 Object Head: 13-OFFICE EXPENSES
 Function Head: 2801008001700-APPELLATE TRIBUNAL OF ELECTRICITY
 Category: 3-NON PLAN VOTED-EXPENDITURE

Sr.No	Vendor Name	Gross Amount	Deduction Head	Deduction Amount	Net Amount
1	Amt	10000	0	0	10000

Remarks

Please Enter Remark
 Approve

Approve Return Cancel

Edit Sanction Payee Details Approve/Reject Cancel Sanction Print Sanction Order Back

4. Cancel Sanction: This field is used to cancel the already created sanction. User will click this button, give the remark and press “OK” button to cancel the sanction.

The screenshot shows the 'Sanction Details' window with the following data:

Sanction Details	Sanction Status
Sanction Number: SAN/DUMH/123	Submitted
Sanction Type: Expenditure (DDO Bill)	Sanction Date: 30/07/2015
Sanction Amount: 10000	Sanction Date: 30/07/2015
Sanction Date: 30/07/2015	Sanction Date: 30/07/2015
Sanction Date: 30/07/2015	Sanction Date: 30/07/2015

The 'Cancel Sanction' button is visible in the bottom toolbar. A modal dialog titled 'Remarks' is open, prompting the user to enter a remark. The text 'cancelled' is entered in the input field.

5. Print Sanction Order: This is used for taking print out of approved sanction order.

(Note: Right now this field is not operational for printing of sanction orders pertaining to non-plan payments).

The screenshot shows the 'Sanction Details' window with the following data:

Sanction Details	Sanction Status
Sanction Number: SAN/DUMH/123	Submitted
Sanction Type: Expenditure (DDO Bill)	Sanction Date: 30/07/2015
Sanction Amount: 10000	Sanction Date: 30/07/2015
Sanction Date: 30/07/2015	Sanction Date: 30/07/2015
Sanction Date: 30/07/2015	Sanction Date: 30/07/2015

The 'Print Sanction Order' button is visible in the bottom toolbar. A modal dialog titled 'Print Sanction Order' is open, prompting the user to select a template. The text 'Please Select Template' is displayed, and a list of templates is shown below it.

6. **Back:** This button will redirect the user to previous page.

PD User will first see and then confirm the “**Payee Details**” by pressing “**Confirm**” button

The screenshot shows the PFMS Payee Details page. The left sidebar contains navigation links: Home, Users, Agency, Sanctions, Sanction Custom Fields, Printing Templates, Sanction Templates, Reports, Masters, My Schemes, Scheme Allocation, Register/Track Issue, CPGRAMS Forum, and OLD UC. The main content area displays the following details:

- Controller:** 015-POWER
- Sanction Number:** SANC/DUMMY/123
- Sanction Type:** Expenditure (DDO Bill)
- IFD Number:** IFD/DUMMY/123
- Plan Scheme:** -
- DDO:** 213459-APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI
- Sanction Status:** Submitted
- Sanction Date:** 30/07/2015
- Sanction Amount:** 10000
- IFD Date:** 30/07/2015
- PAO:** 013455-PAO(Sectt.), Ministry of Power, New Delhi
- Remarks:**

Account Details:

- Grant:** 077-Ministry of Power
- Object Head:** 13-OFFICE EXPENSES
- Function Head:** 2801008001700-APPELLATE TRIBUNAL OF ELECTRICITY
- Category:** 3-NON PLAN VOTED-EXPENDITURE

Vendor Table:

Vendor	Bank Account No	Amount	Instrument Type
Amit	23004561230 - Amit	10,000.00	RTGS

RTGS Details:

Cheque Favouring: STATE BANK OF INDIA, Amount: 10000, Not Payable Before: 31/07/2015

Party Table:

Party Name	IFSC Code	Party Account No	Amount	Delete
Amit	UTIB0000007	23004561230	10000	X

Note: If the IFSC Code is not automatically shown it means bank A/C is not validated. If payment process is urgent please key in the IFSC Code and process payment. Please ensure IFSC Code is correct.

Buttons: Confirm, Reset, Back

On confirmation, system will display the message “**Payee details have been submitted successfully....!!!**”

The screenshot shows the PFMS Payee Details page after confirmation. The left sidebar and main content area are identical to the previous screenshot. A blue message box at the bottom of the main content area displays the text: "Payee details has been submitted successfully....!!!". The "Confirm" button is still visible at the bottom of the form.

Now the PD user can proceed for approval of sanction by clicking the button “**Back**”, it will redirect him to previous page.

Public Financial Management System-PFMS
(Based on CPMS)

Q/o Controller General of Accounts, Ministry of Finance

Welcome: power power
User Type: PD
Financial Year: 2015-2016

[ndpower] Logout
Change Password

Sanction Details

Controller: 010-POWER
Sanction Number: SANC/DUMMY/123
Sanction Type: Expenditure (DDO B&I)
IFD Number: IFD/DUMMY/123
Plan Scheme: -
DDO: 212459-APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI

Sanction Status: Submitted
Sanction Date: 30/07/2015
Sanction Amount: 10000
IFD Date: 30/07/2015
PAO: 013453-PAO(Sectt.), Ministry of Power, New Delhi

Created By: pdpower
Modified By: pdpower

Created On: 30/07/2015 03:24:21 PM
Modified On: 31/07/2015 12:12:29 PM

Remarks:

Account Details:
Grant: 077-Ministry of Power
Object Head: 13-OFFICE EXPENSES

Function Head: 2801898001700-APPELLATE TRIBUNAL OF ELECTRICITY
Category: 3-NON PLAN VOTED-EXPENDITURE

Vendor Details:

Sr.No	Vendor Name	Gross Amount	Deduction Head	Deduction Amount	Net Amount
1	Amt	10000		0	10000

Edit Sanction Payee Details Approve/Reject Cancel Sanction Print Sanction Order Back

Now user will click the button **“Approve/Reject”**, and give a remark for approval of sanction, which is a mandatory field.

Public Financial Management System-PFMS
(Based on CPMS)

Q/o Controller General of Accounts, Ministry of Finance

Welcome: power power
User Type: PD
Financial Year: 2015-2016

[ndpower] Logout
Change Password

Sanction Details

Controller: 010-POWER
Sanction Number: SANC/DUMMY/123
Sanction Type: Expenditure (DDO B&I)
IFD Number: IFD/DUMMY/123
Plan Scheme: -
DDO: 212459-APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI

Sanction Status: Submitted
Sanction Date: 30/07/2015
Sanction Amount: 10000
IFD Date: 30/07/2015
PAO: 013453-PAO(Sectt.), Ministry of Power, New Delhi

Created By: pdpower
Modified By: pdpower

Created On: 30/07/2015 03:24:21 PM
Modified On: 31/07/2015 12:12:29 PM

Remarks:

Remark Required
Please Enter Remark

Approve Return Cancel

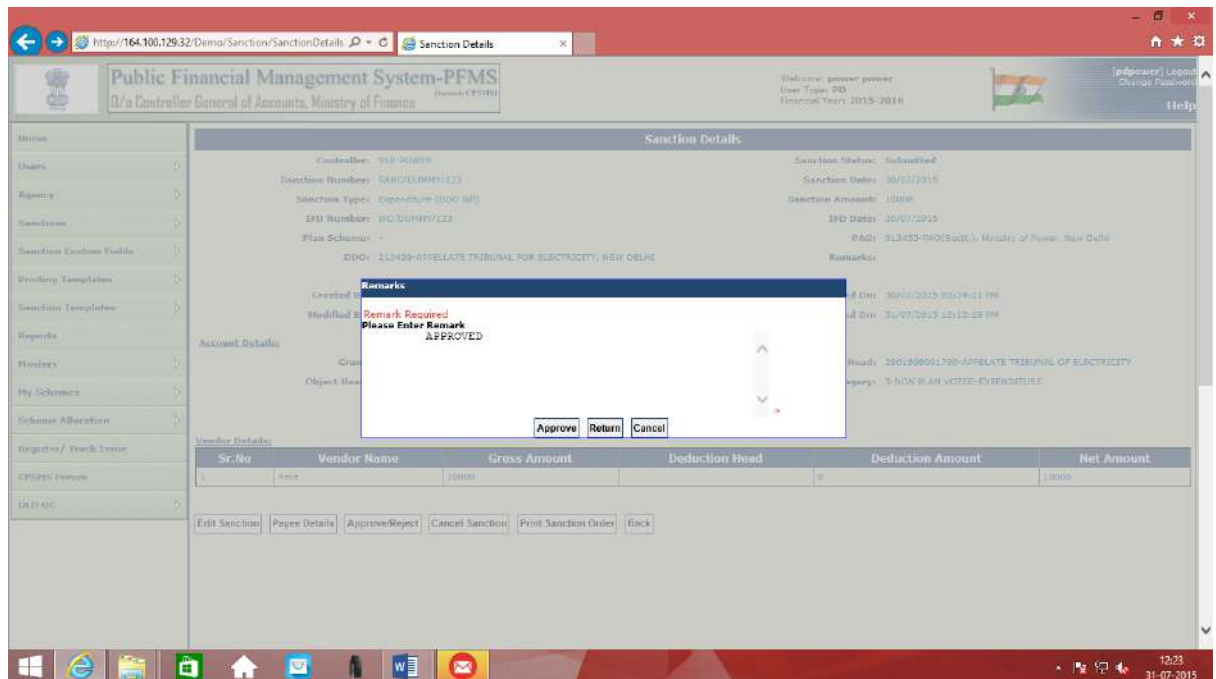
Account Details:
Grant: 077-Ministry of Power
Object Head: 13-OFFICE EXPENSES

Function Head: 2801898001700-APPELLATE TRIBUNAL OF ELECTRICITY
Category: 3-NON PLAN VOTED-EXPENDITURE

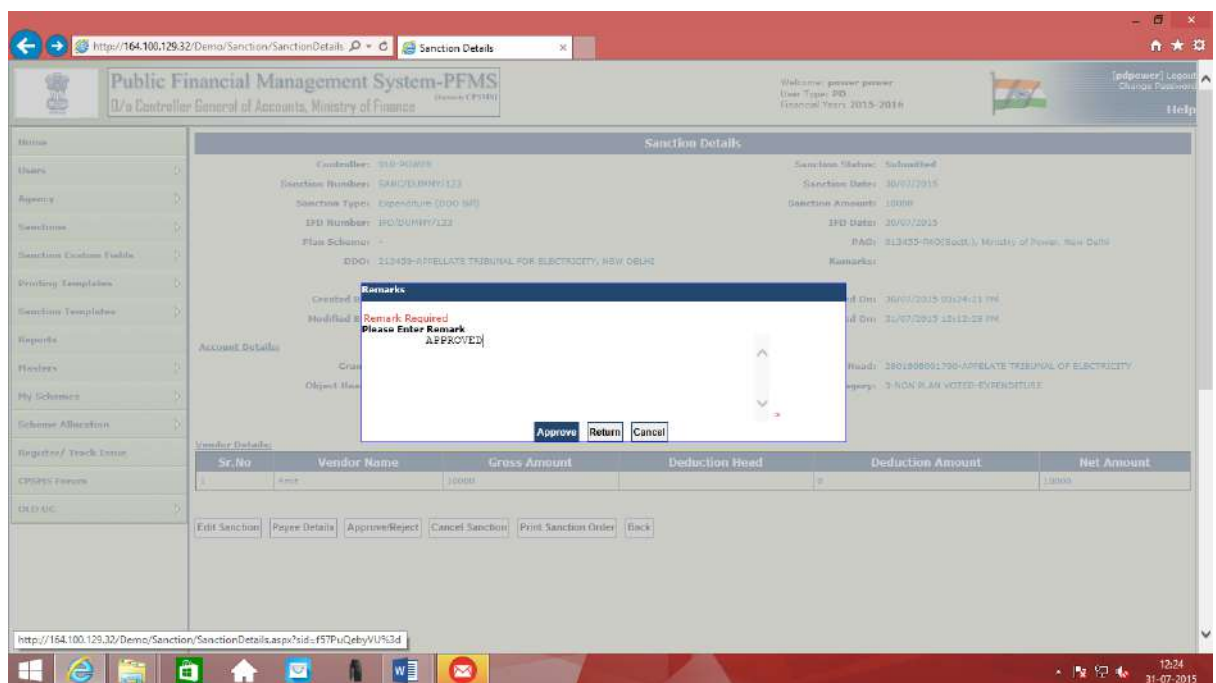
Vendor Details:

Sr.No	Vendor Name	Gross Amount	Deduction Head	Deduction Amount	Net Amount
1	Amt	10000		0	10000

Edit Sanction Payee Details Approve/Reject Cancel Sanction Print Sanction Order Back



After writing the remark, user will press **“Approve”** button.



On pressing **“Approve”** button, following screen will appear showing the message **“Sanction approved successfully”**

Public Financial Management System-PFMS
(Based on CPMS)

Q/o Controller General of Accounts, Ministry of Finance

Welcome: pdpower power
User Type: PD
Financial Year: 2015-2016

[pdpower] Logout
Change Password

Sanction Details

Controller: 010-POWER
Sanction Number: SANC/DUMMY/123
Sanction Type: Expenditure (DDO Bill)
IPD Number: IPD/DUMMY/123
Plan Scheme: -
DDO: 213459-APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI

Sanction Status: Approved
Sanction Date: 30/07/2015
Sanction Amount: 10000
IPD Date: 30/07/2015
PAO: 013453-PAO(Sectt.), Ministry of Power, New Delhi
Remarks: APPROVED

Created By: pdpower
Modified By: pdpower
Created On: 30/07/2015 03:24:21 PM
Modified On: 31/07/2015 12:22:22 PM

Account Details:

Grant: 077-Ministry of Power
Object Head: 13-OFFICE EXPENSES
Function Head: 2801898001700-APPELLATE TRIBUNAL OF ELECTRICITY
Category: 3-NON PLAN VOTED-EXPENDITURE

Vendor Details:

Sr.No	Vendor Name	Gross Amount	Deduction Head	Deduction Amount	Net Amount
1	Amit	10000		0	10000

Sanction Approved Successfully. But SMS has not been sent due to network issue.

Edit Sanction Payee Details Cancel Sanction Print Sanction Order Back

- 1) Now after the sanction has been approved by the PD user, it will be electronically transmitted and will be available on **DDO level user** for **generation of bill**.
