

**PUBLIC FINANCIAL MANAGEMENT SYSTEM
(PFMS)**



**MANUAL FOR REGISTRATION OF
USERS AND PAYMENT PROCESS
FLOW IN PFMS**

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DEPARTMENT OF EXPENDITURE
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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.

CONTENTS

		Page No.
	Glossary of important terms	1 - 4
Chapter-1	Introduction PFMS & its objectives PFMS Payment Process Flow	5
Chapter-2	Registration of Pr. Accounts Office and its functions	6 - 25
Chapter-3	Registration of Pay & Accounts Office users and their functions	26 - 85
Chapter-4	Registration of Drawings & Disbursing Officer and his/her role & responsibility	86 - 99
Chapter-5	Registration of Programme Division and its functions	100 - 145
Chapter-6	Miscellaneous	-

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 - Prgogramme 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:

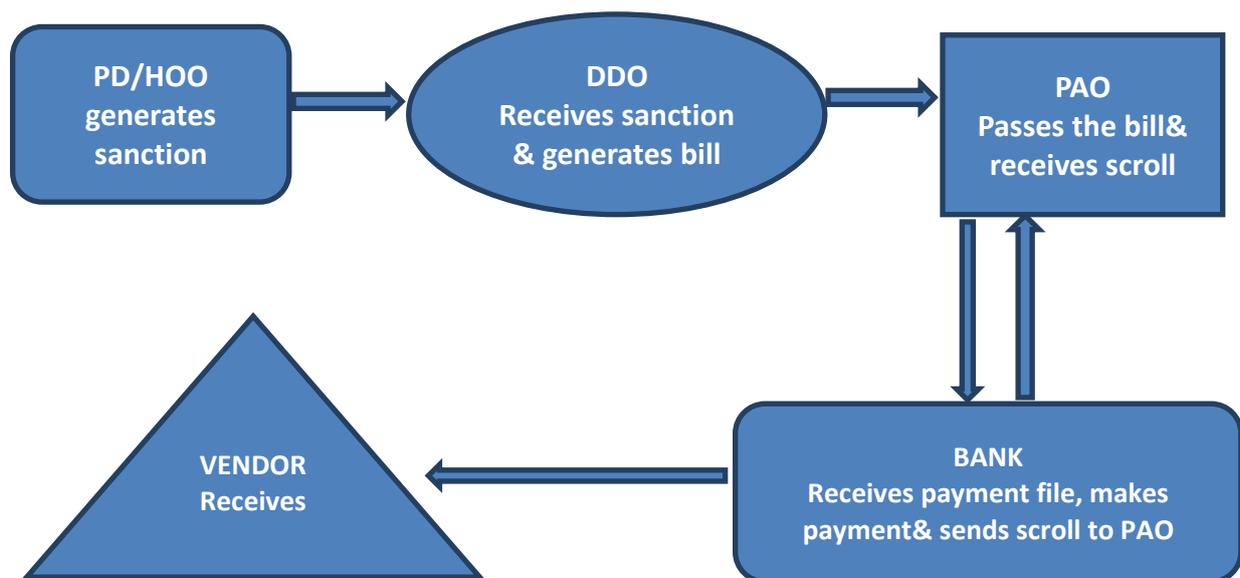


Figure (1.1)

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 registration interface. The main content area is titled 'User Details' and contains the following fields:

- Type of User: Principal Account Officer (dropdown)
- Controller: -Select- (dropdown)
- First Name: [Text Input]
- Last Name: [Text Input]
- Designation: [Text Input]
- Email: [Text Input]
- Phone No: [Text Input]
- Mobile No: [Text Input]
- Login ID: [Text Input] (Login ID minimum 4 characters).
- Password: [Text Input] (Password must contain minimum 6 characters and maximum 15 characters. Password should contain alphanumeric and at least one special character like [!@#%*^&*]).
- Confirm Password: [Text Input]
- Hint Question: -Select- (dropdown)
- Answer: [Text Input]
- Confirm Answer: [Text Input]

The right sidebar features a 'Log In' section with a 'Log In' button and several links: 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. Below this, there are status messages: 'REGISTERING AGENCIES PLEASE CHECK HERE IF AGENCY IS ALREADY REGISTERED' and 'GET LOGIN DETAILS PLEASE CHECK HERE IF AGENCY IS ALREADY REGISTERED'. A 'New Features' link is also present. The bottom of the page shows a 'NEWS & EVENTS' section with a list of updates.

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

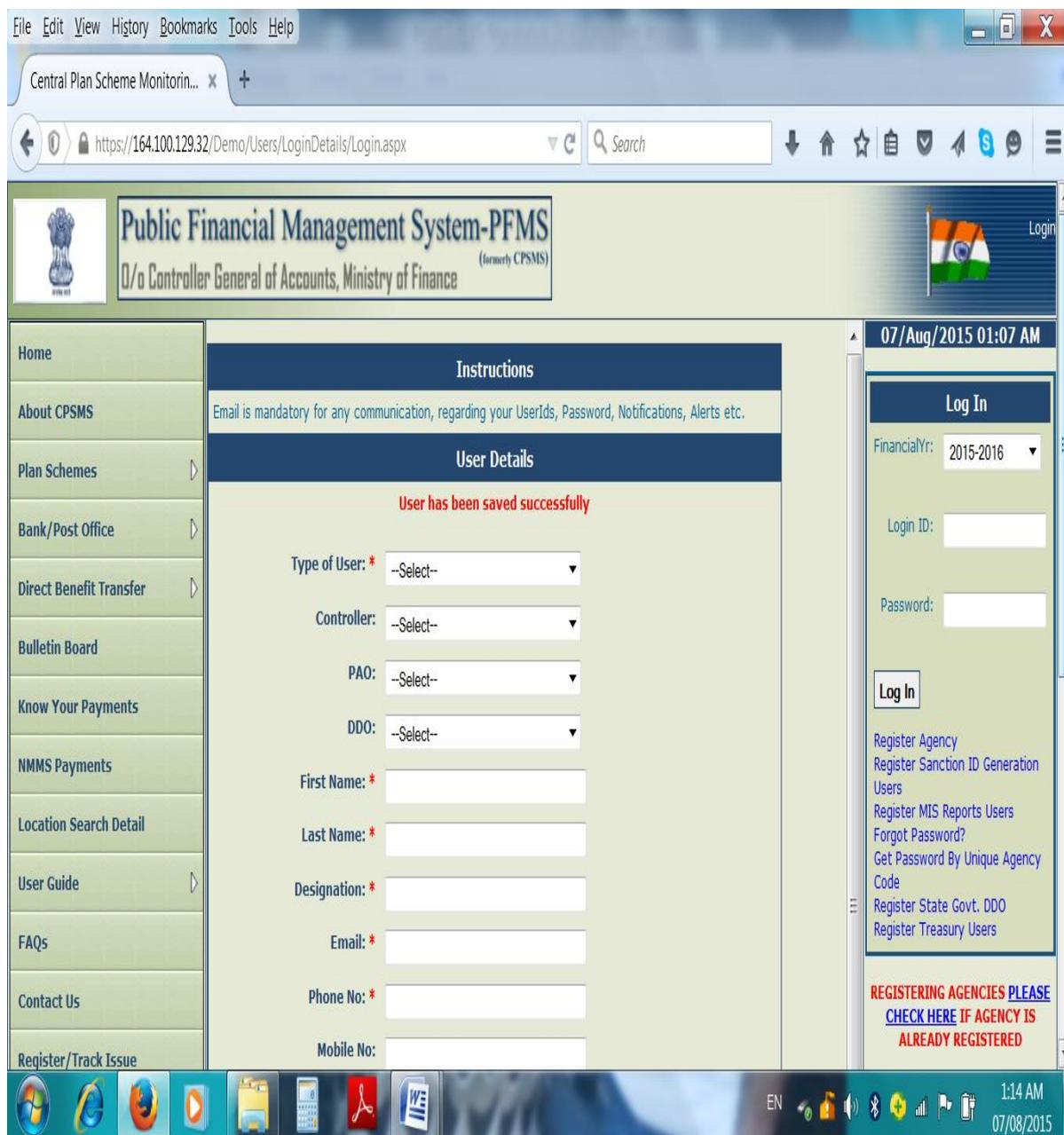


Figure (2.2) successful registration of Pr. A.O. User

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.

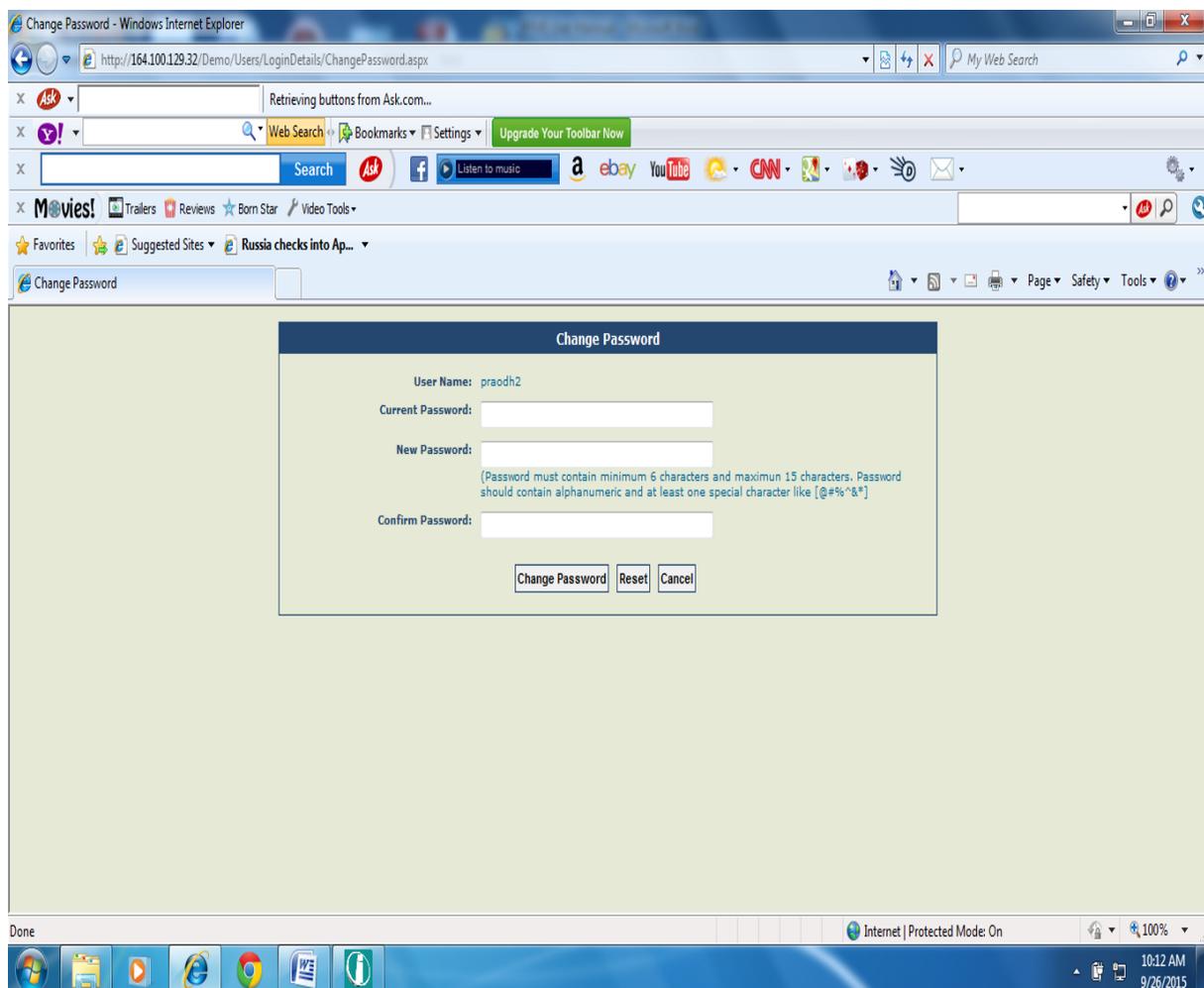


Figure (2.3) screen for change password

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 page header includes the PFMS logo, the text "Public Financial Management System-PFMS (formerly CPMS)", and the user's name "Welcome: P.K.Sapra" with "User Type: PrAO" and "Financial Year: 2015-2016". A navigation menu on the left lists various system functions, with "Users" expanded to show "MIS User Registration" and "Ministry User Registration". The main content area is titled "Instructions" and "User Details". The "User Details" section contains the following fields:

- Type of Users: PrAO Assistant Account Officer
- Controller: 010 - POWER
- First Name: *
- Last Name: *
- Designation: *
- Email: *
- Phone No: *
- Mobile No:
- Login ID: * (Login ID minimum 4 characters).

The browser's address bar shows the URL "http://164.100.129.32/Demo/Users/UserRegistration.aspx". The taskbar at the bottom indicates the system time as 5:01 PM on 9/25/2015.

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.

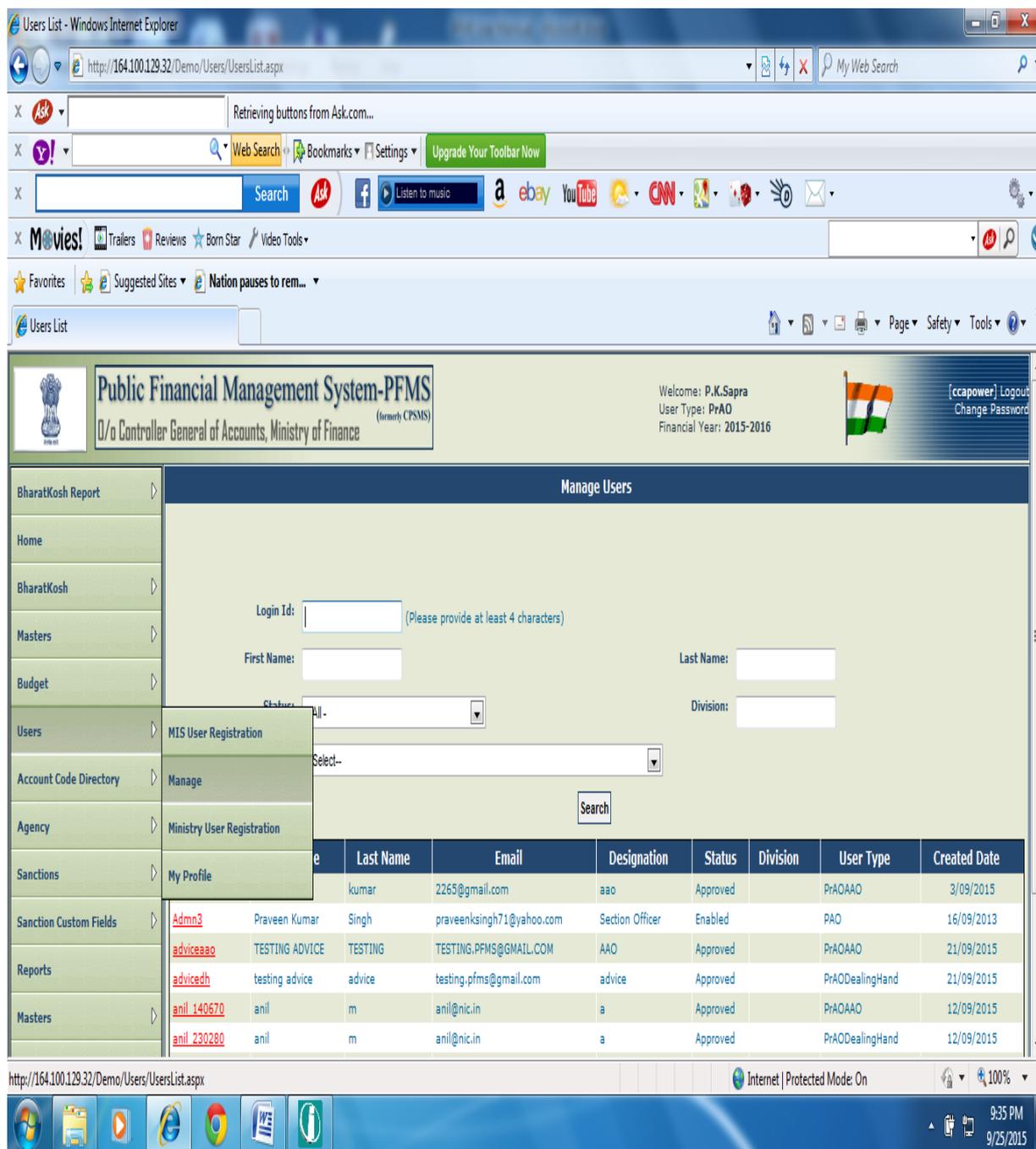


Figure (2.5) screen for approval of AAO& DH User by Pr. AO

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

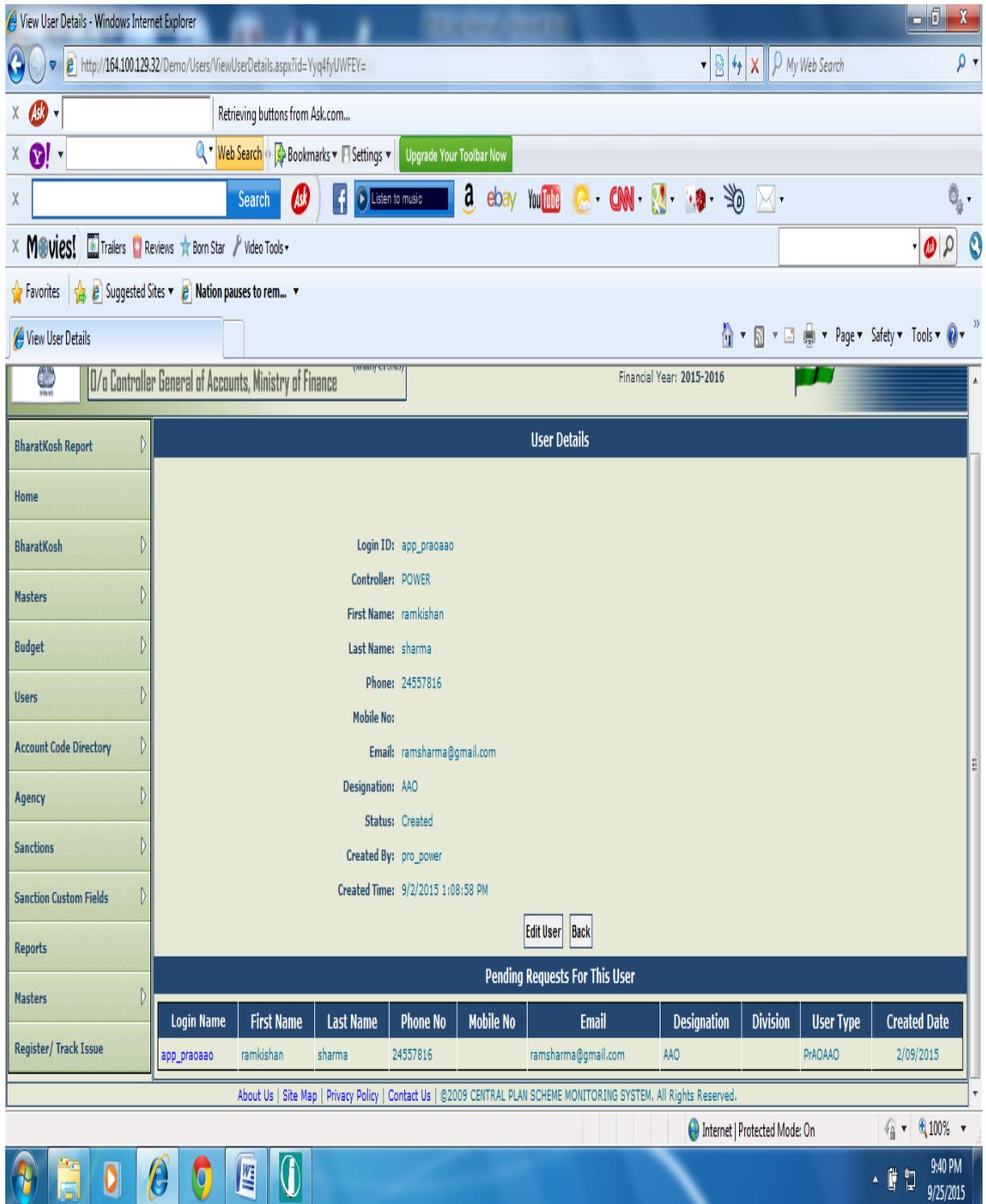


figure (2.6) screen for approval of AAO & DH User by Pr. A.O

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

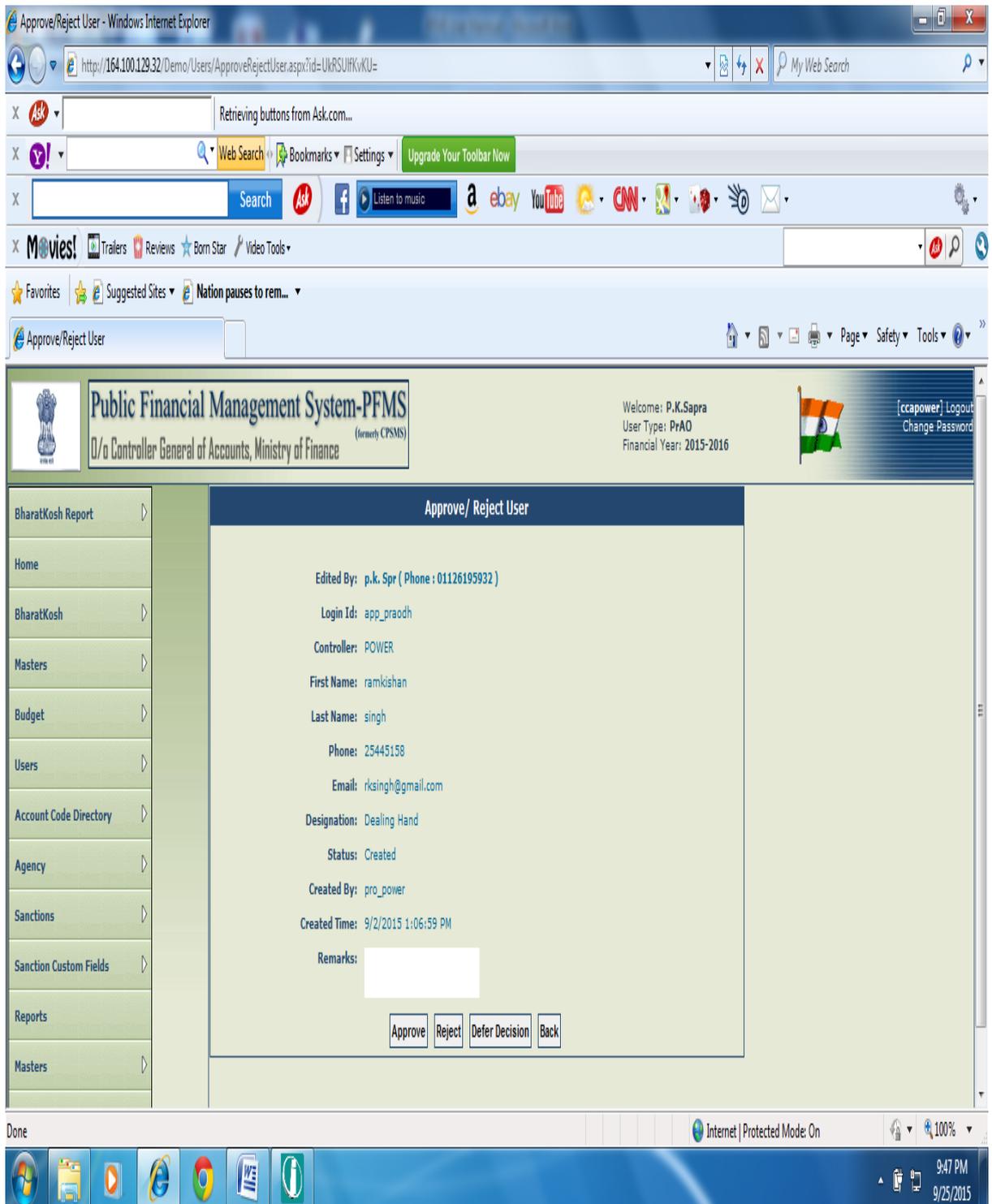


Figure (2.7) screen for approval of AAO & DH user by Pr. AO

- 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:

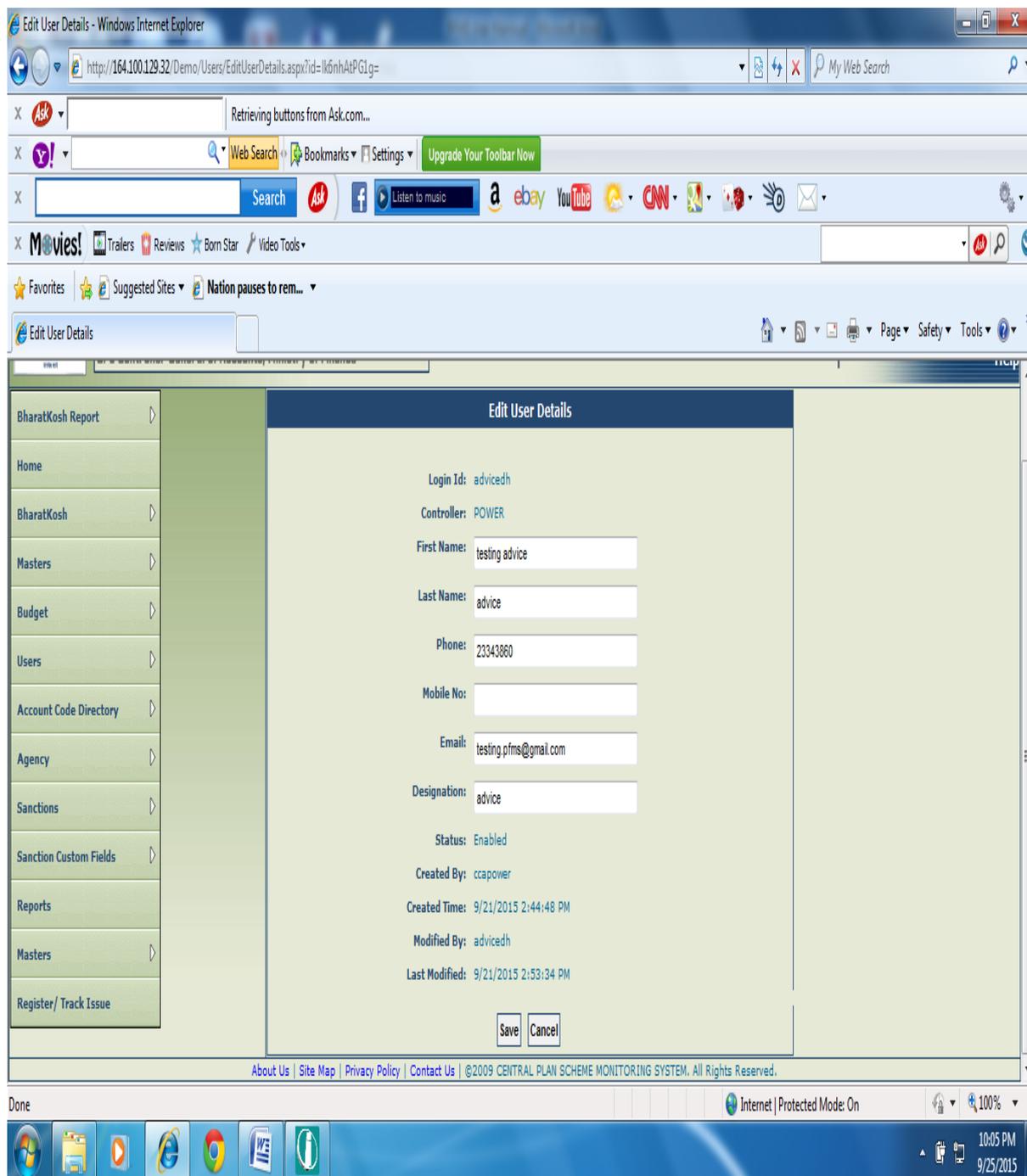


figure (2.8) Screen for showing editable fields

- 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).

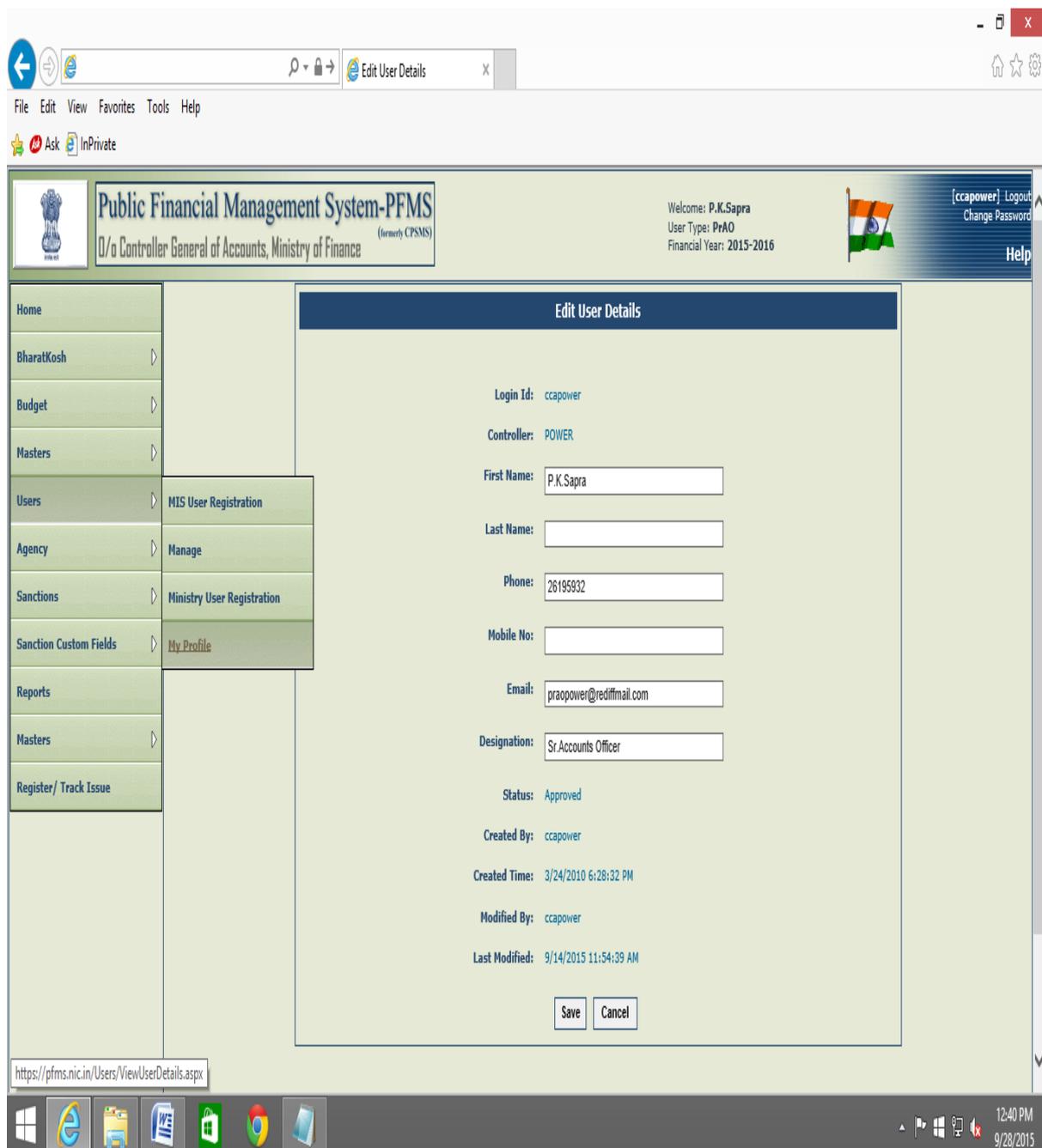


Figure (2.9) screen for editable fields for Pr.AO user details

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

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

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-FOREIGN 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.

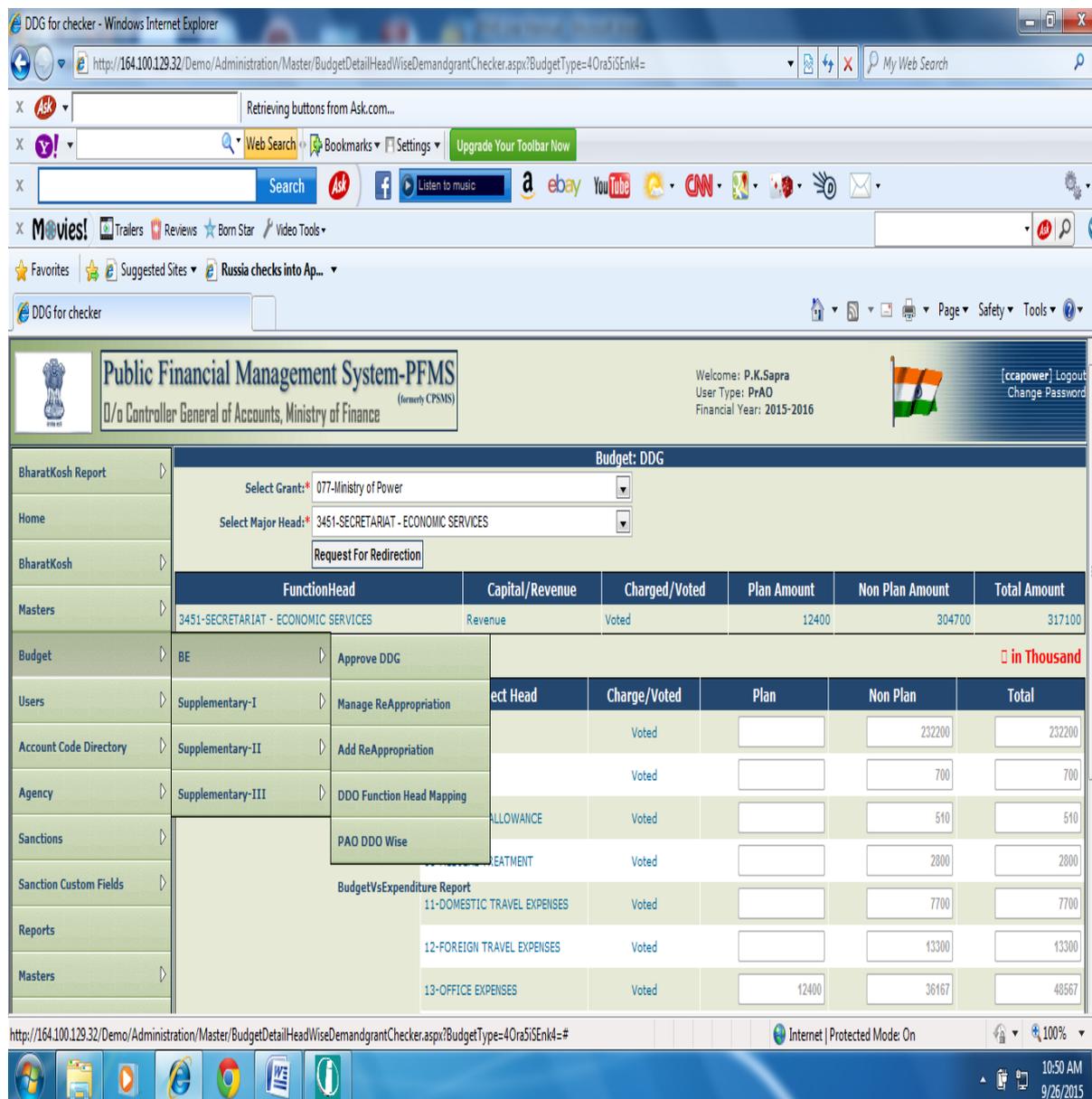


Figure (2.11) screen for approval of DDG by Pr. AO

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

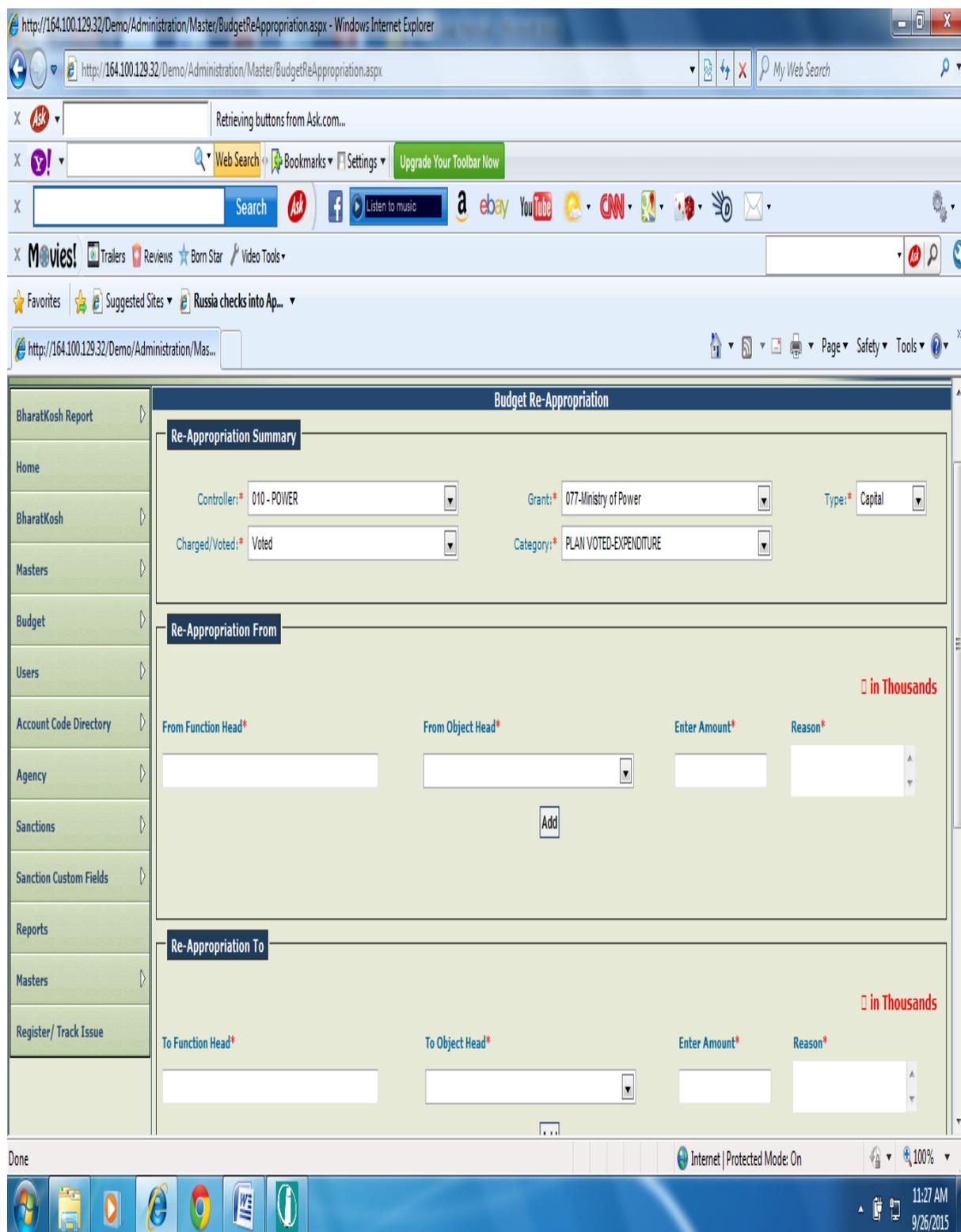


Figure (2.12) screen for capturing Re-appropriation order

- 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.

The screenshot displays the PFMS web application interface. At the top, the browser address bar shows the URL: <https://pfms.nic.in/Administration/Master/ViewManageBudgetReAppropriation.aspx>. The page header includes the PFMS logo, the text "Public Financial Management System-PFMS (formerly CPMS)", and the user information: "Welcome: P.K.Sapra, User Type: PrAO, Financial Year: 2015-2016". There is also a "Logout" link and a "Change Password" link.

The main content area is titled "View Budget Re-Appropriation". It features a search bar for "Re-Appropriation Number:" and a "Search" button. A link for "Add Re-Appropriation" is visible on the right. Below the search bar, there is a table of re-appropriation entries. The table has the following columns: ReAppropriation No, Function Head, Object Head, Type, Category, From/To, Amount, and Reason. The table contains two entries:

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.

At the bottom of the table, there is a note: "Saving is due to re-appropriation of funds to functional heads for...". The page footer shows the system status "Internet | Protected Mode: On" and the system clock "3:27 PM 9/26/2015".

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.

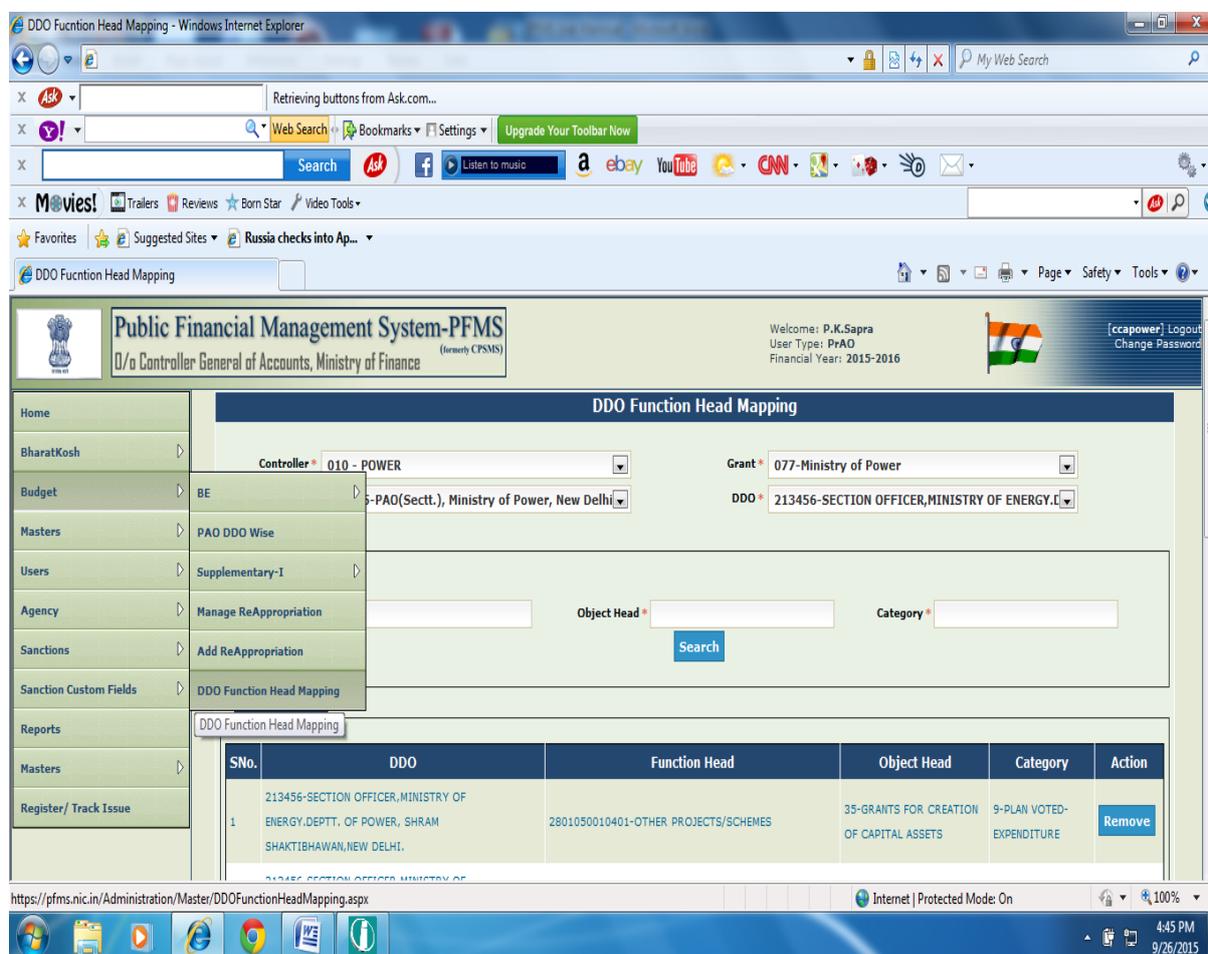


Figure (2.15) screen for DDO Function head mapping

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' interface in the PFMS. The header shows the user is P.K.Sapra, a PrAO, for the financial year 2015-2016. The main content area features a table with the following data:

Controller Name	Grant	Total Scheme GBE	Total BE Amount	Difference
010 - POWER	077 - Ministry of Power	68,06,07,00,000	68,06,07,00,000	0

Below this, a detailed table lists individual schemes with their respective GBE, BE Amount, and Difference values:

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

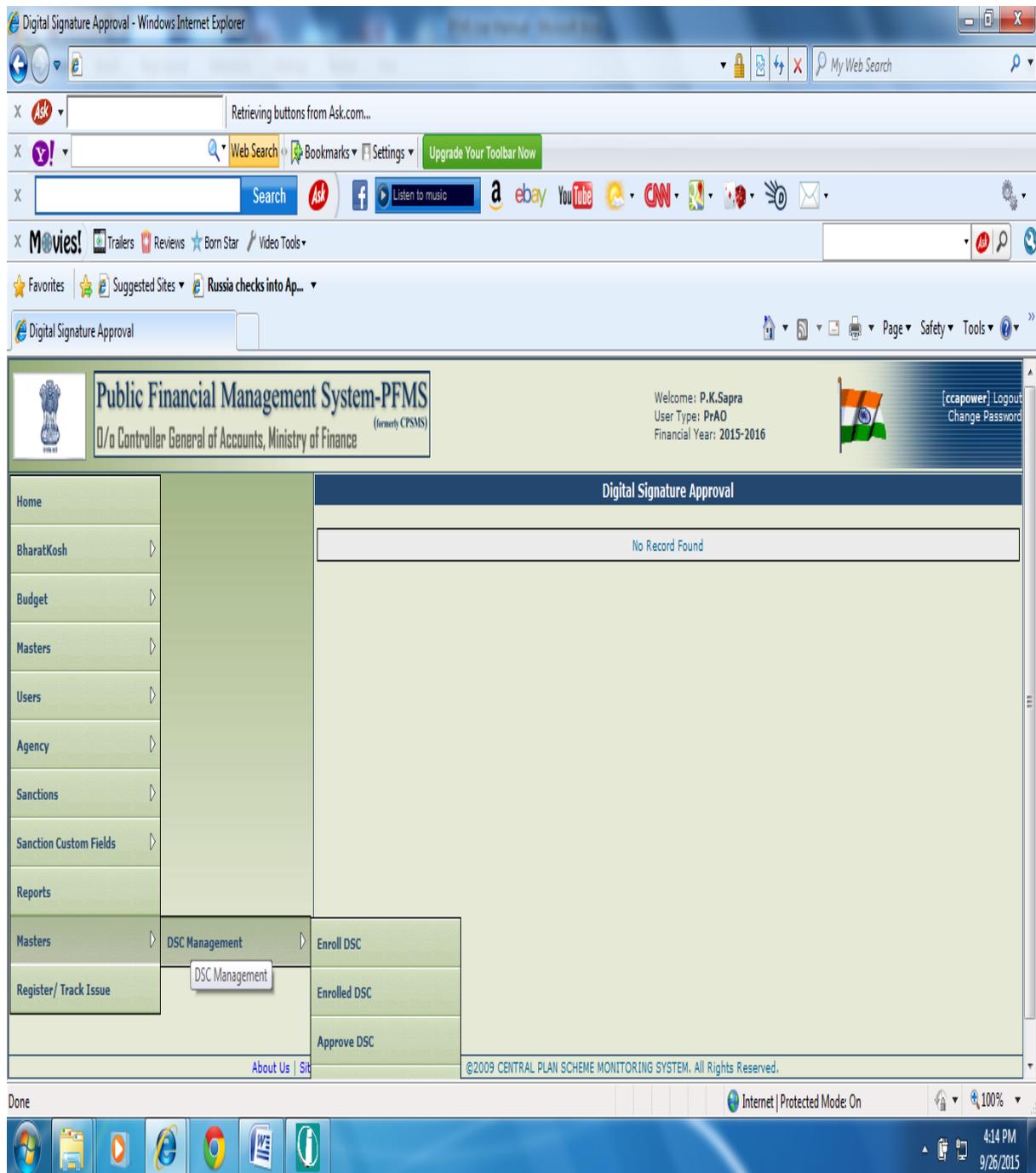


Figure (2.17) screen for DSC approval

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

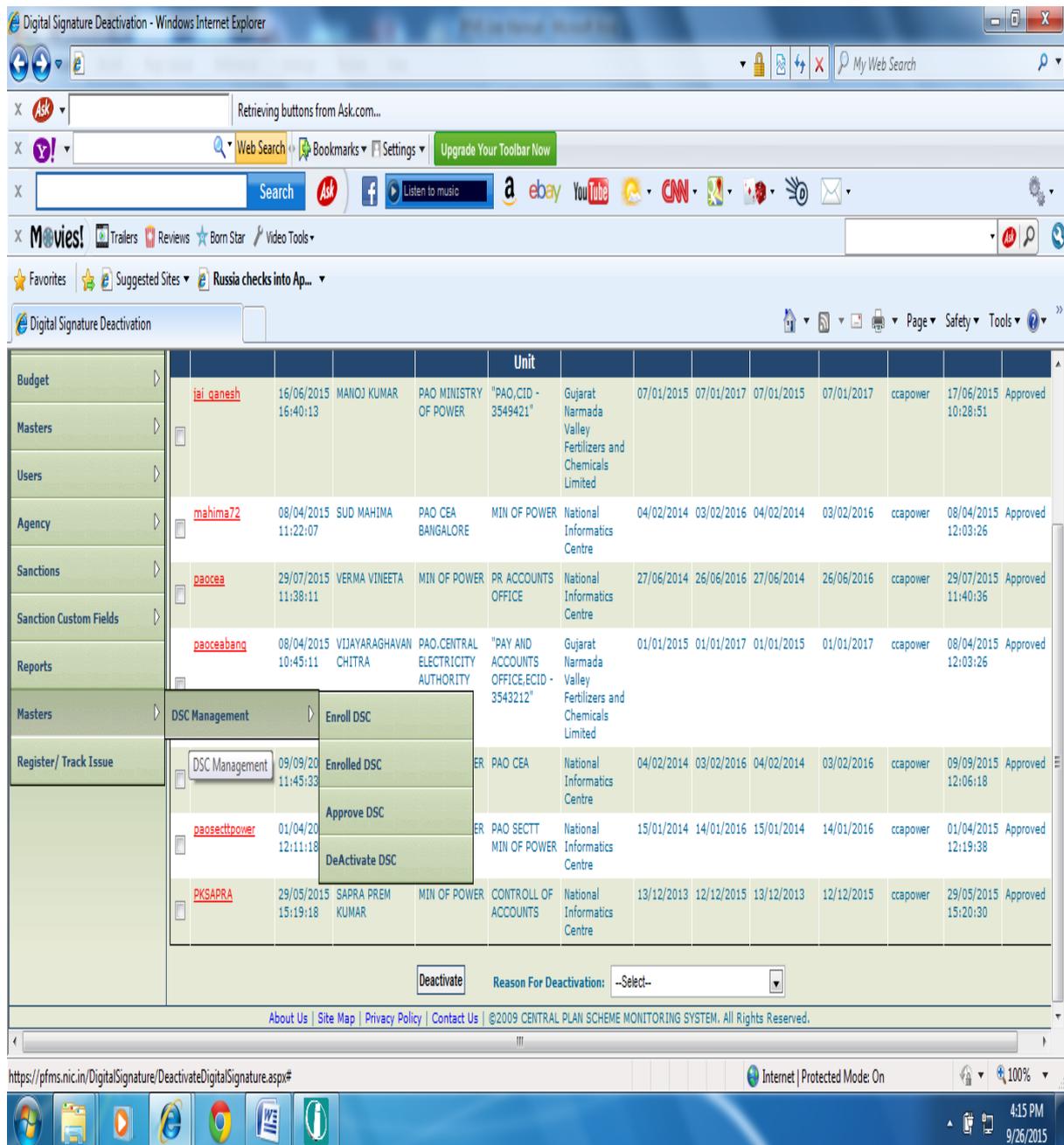


Figure (2.18) screen for de-active DSC

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

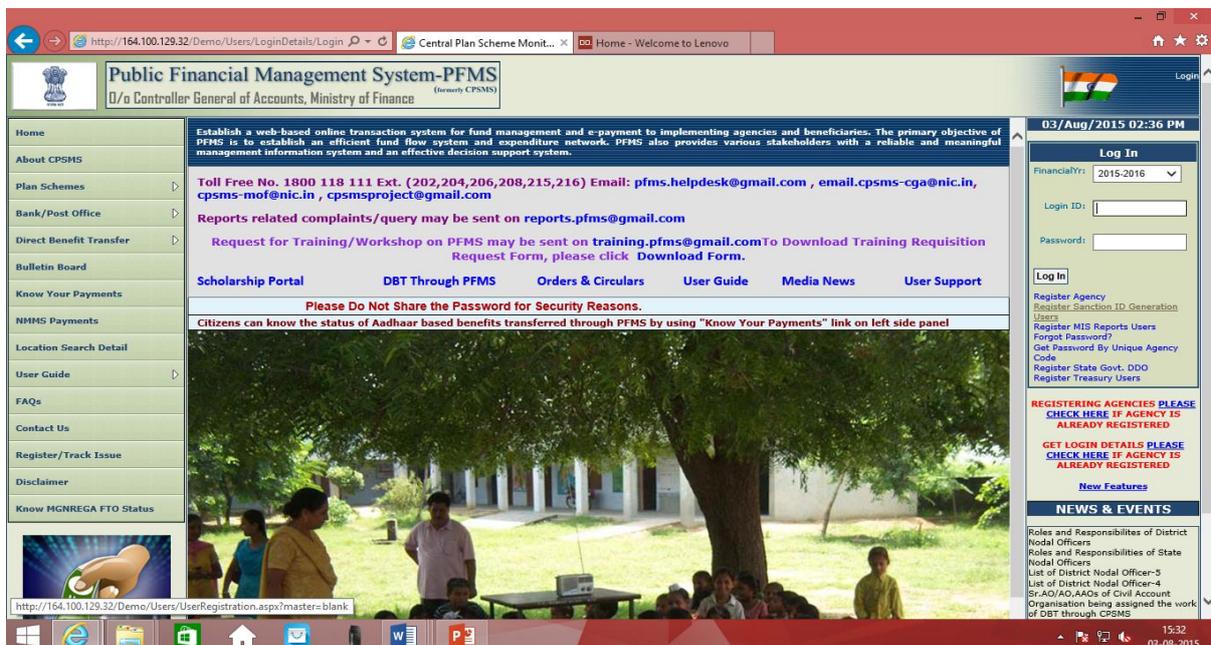
Registration of Pay & Accounts Officer (User)

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

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

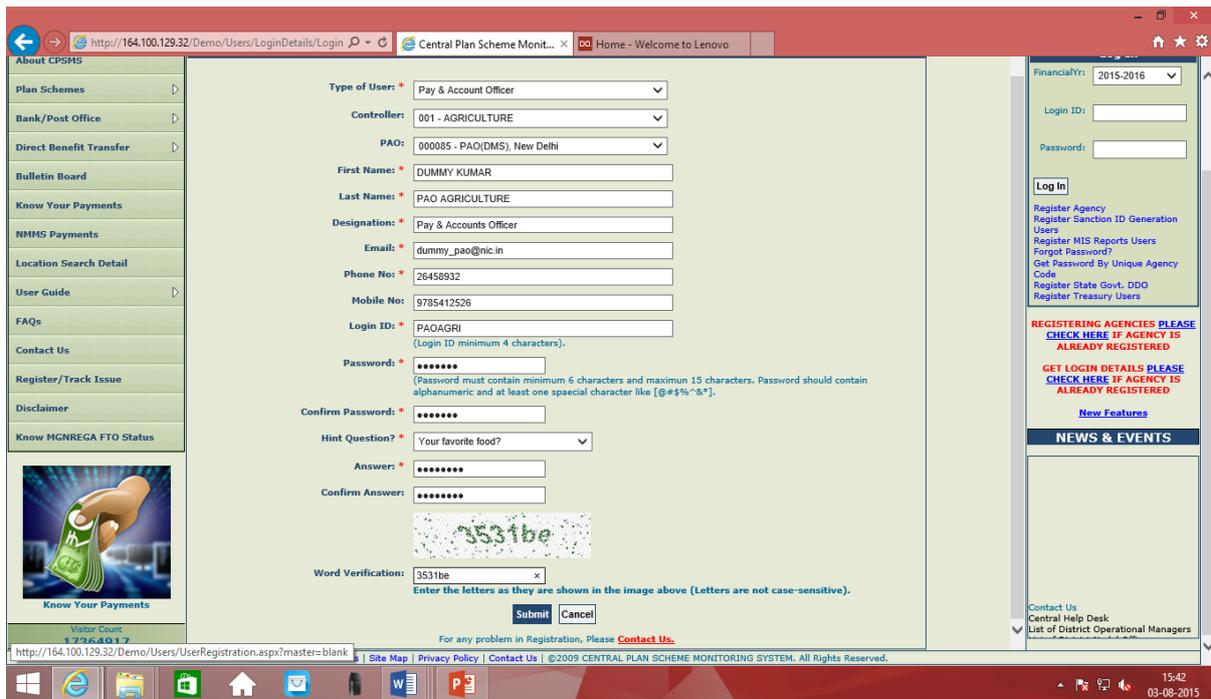
1. Select **Pay and Account Officer** from the **Type of Users** drop-down list.

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.



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:-

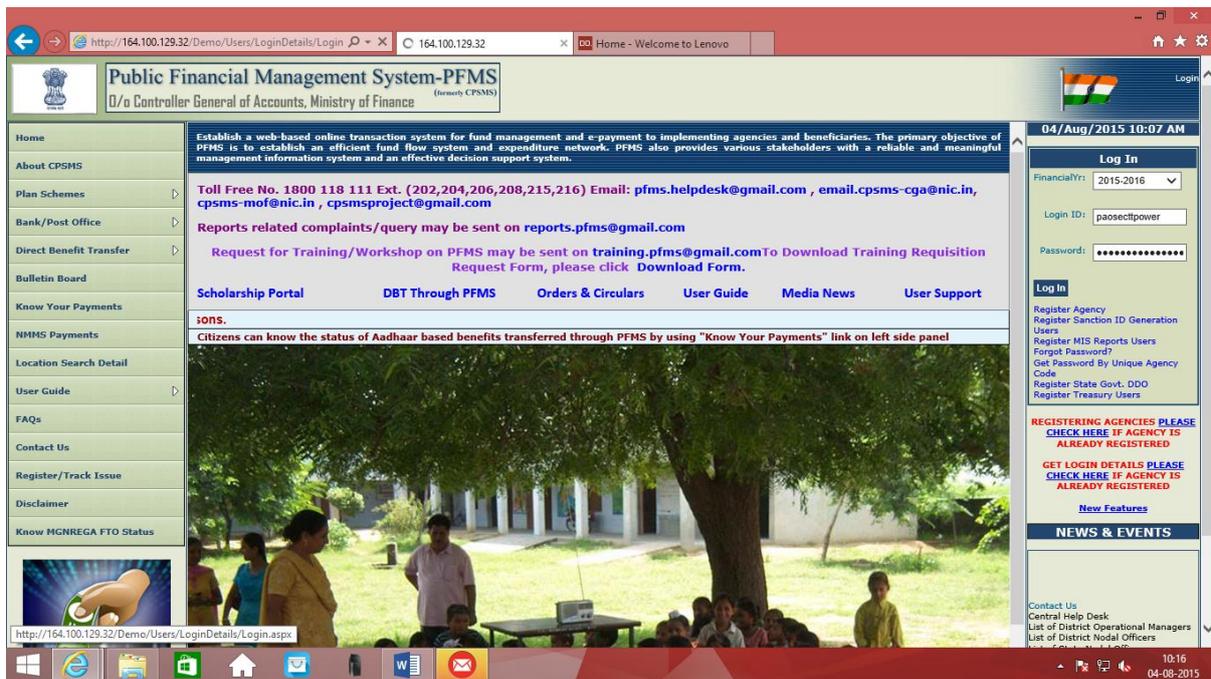
- A. Creation of **AAO User** by Pay & Accounts Officer (PAO)
- B. Approval of **AAO User** by PAO.

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)
 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
PassedByPAQ	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)
 O/o Controller General of Accounts, Ministry of Finance

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

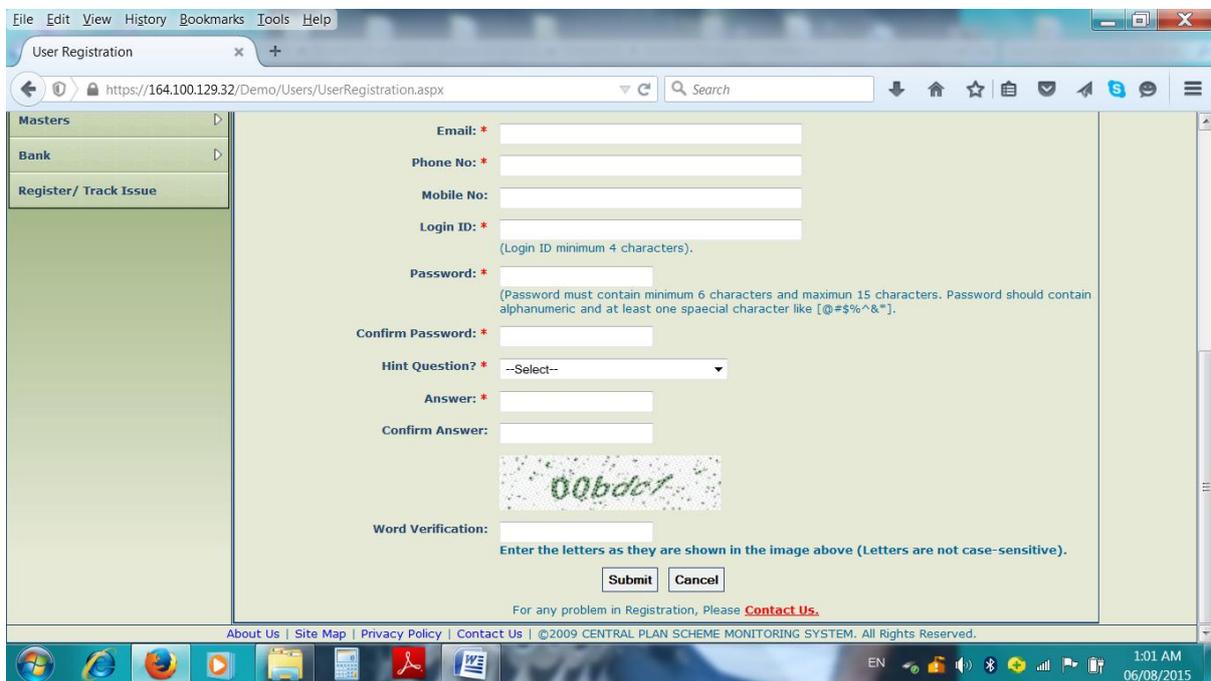
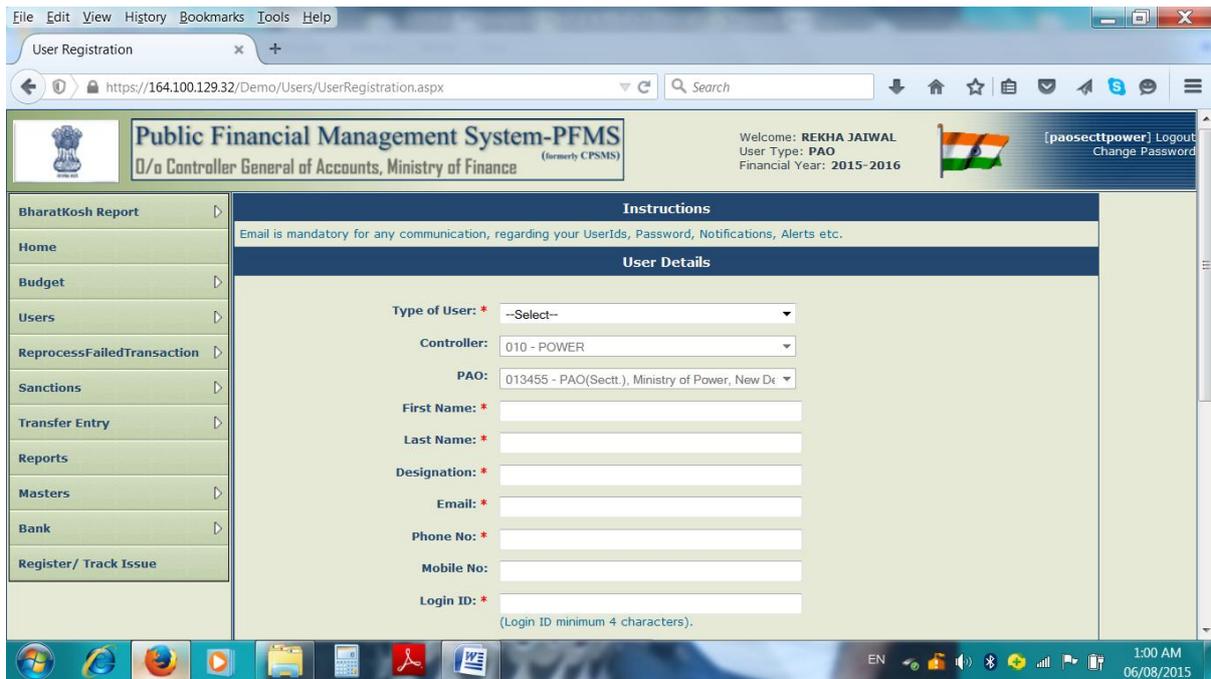
REKHA JAIWAL

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
PassedByPAQ	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

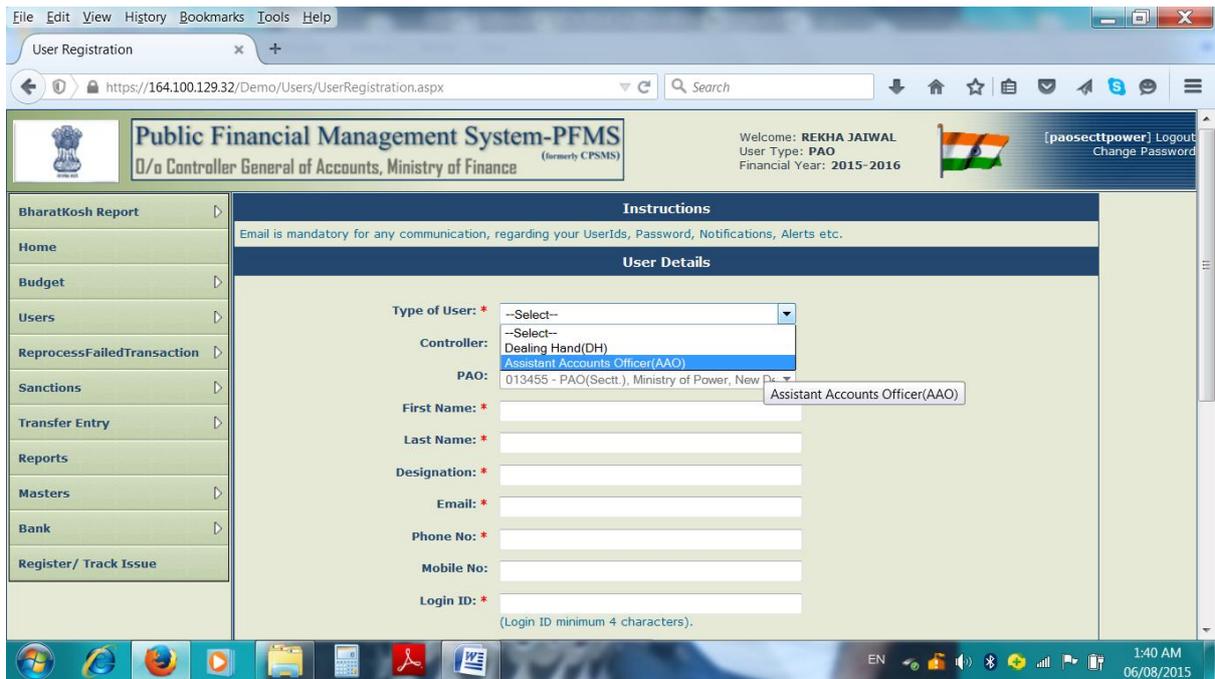
The following screen for filling in “User Details” will appear.

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



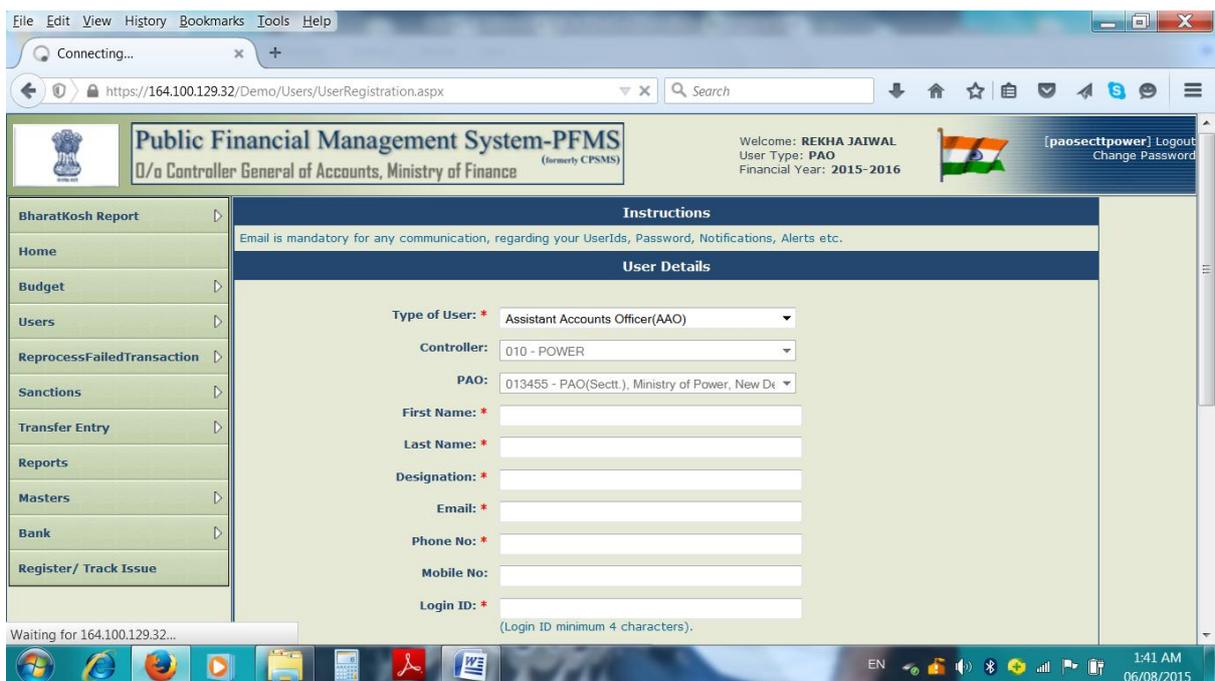
Undertake the following steps to create a user of **AAO level**

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



4. “Controller”: It appears automatically.

5. “PAO”: It appears automatically.



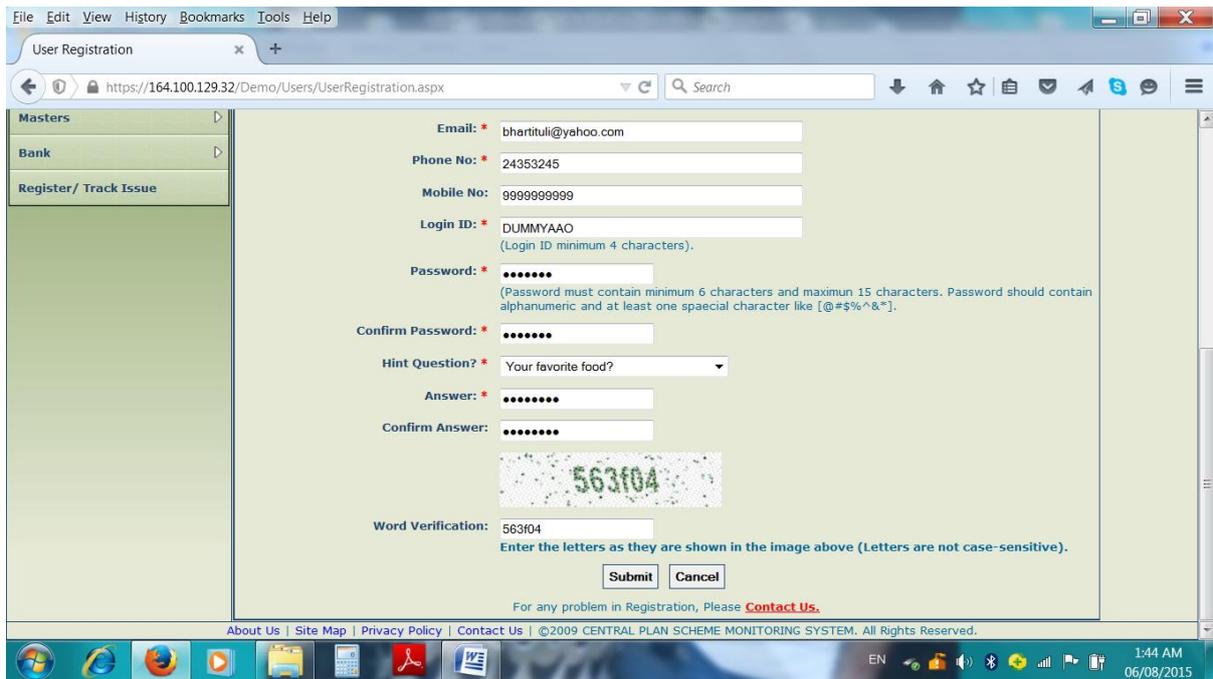
6. Type the “First Name” of AAO User.

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.

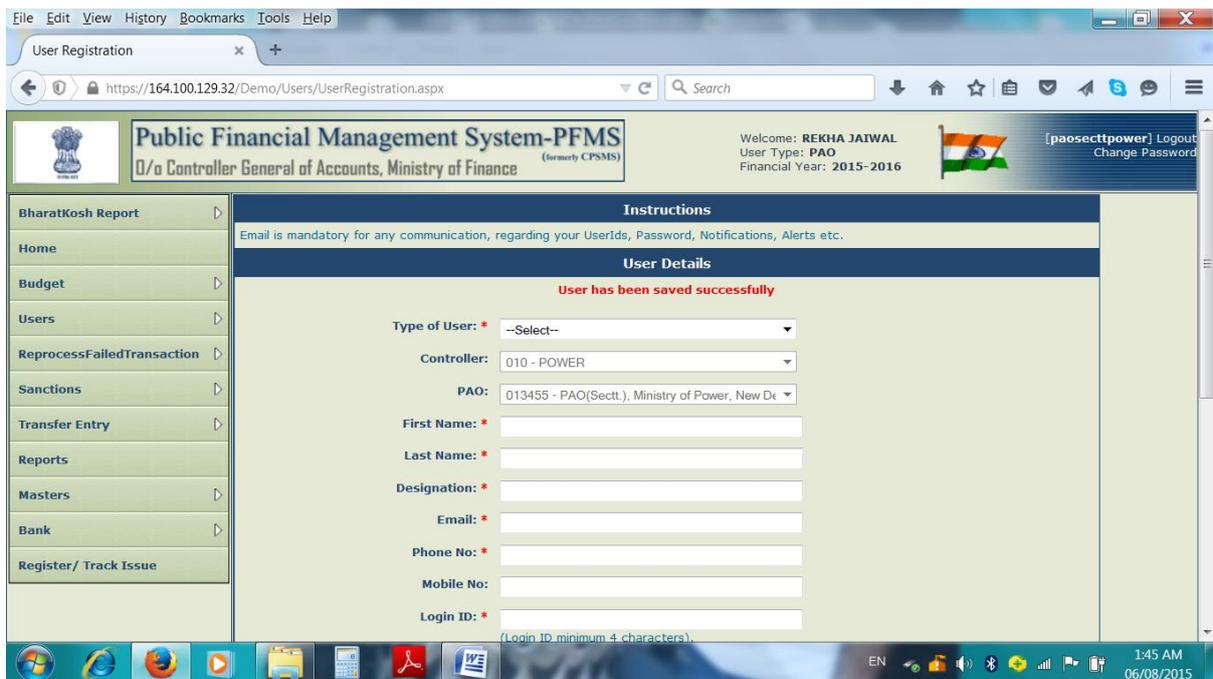
The screenshot shows the 'User Registration' page of the Public Financial Management System (PFMS). The page header includes the PFMS logo, the text 'Public Financial Management System-PFMS (formerly CPSMS)', and the user's name 'REKHA JAIWAL' with 'User Type: PAO' and 'Financial Year: 2015-2016'. A navigation menu on the left lists various options like 'BharatKosh Report', 'Home', 'Budget', 'Users', etc. The main content area is titled 'User Registration' and contains a 'User Details' form. The form fields are: 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 below the Login ID field states '(Login ID minimum 4 characters)'. The top of the page displays the PFMS logo, the user's name (REKHA JAIWAL), user type (PAO), and financial year (2015-2016).



19. Click the **“Submit”** button.

A message for successful registration will appear

“User has been saved successfully”



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 screenshot displays the PFMS login interface. The top navigation bar includes the Government of India emblem and the system name. The left sidebar lists various services like 'Home', 'About CPSMS', and 'Plan Schemes'. The central banner provides contact details and links for reports, training requests, and a scholarship portal. The right sidebar contains a 'Log In' section with a dropdown for the financial year, input fields for login ID and password, and a list of user roles such as 'Register Agency' and 'Register Sanction ID Generation Users'. Below the login form are instructions for agencies and links to get login details. The bottom of the page shows a Windows taskbar with the date 04-08-2015 and time 10:16.

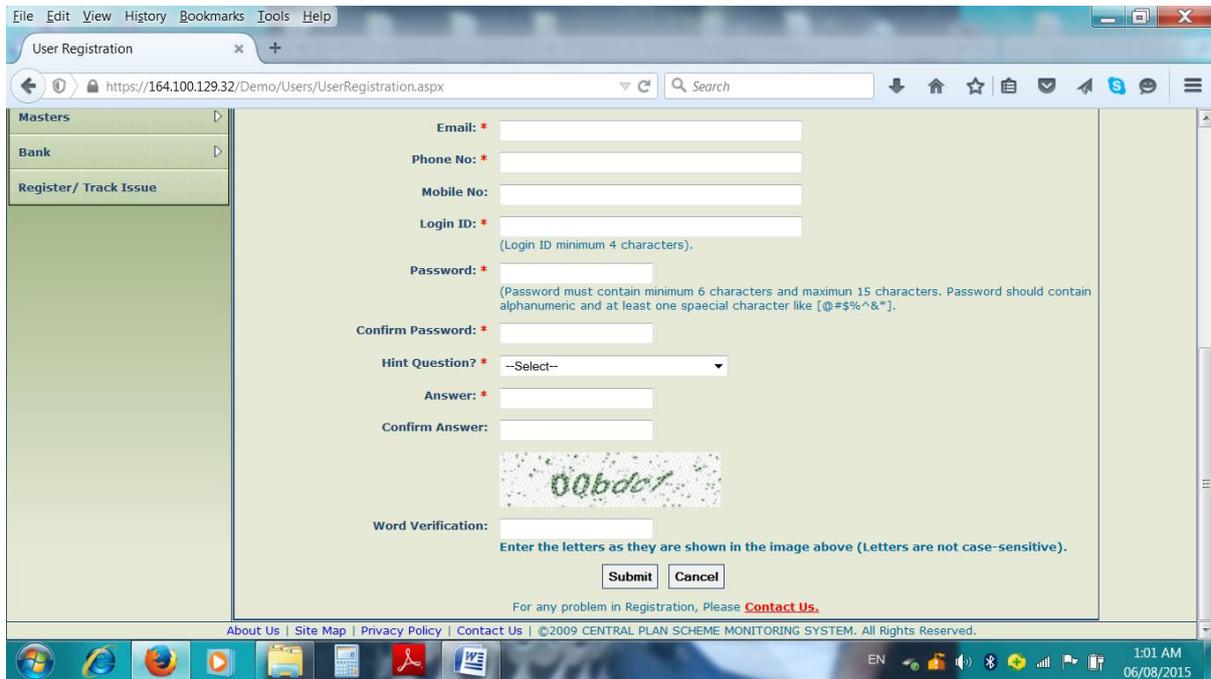
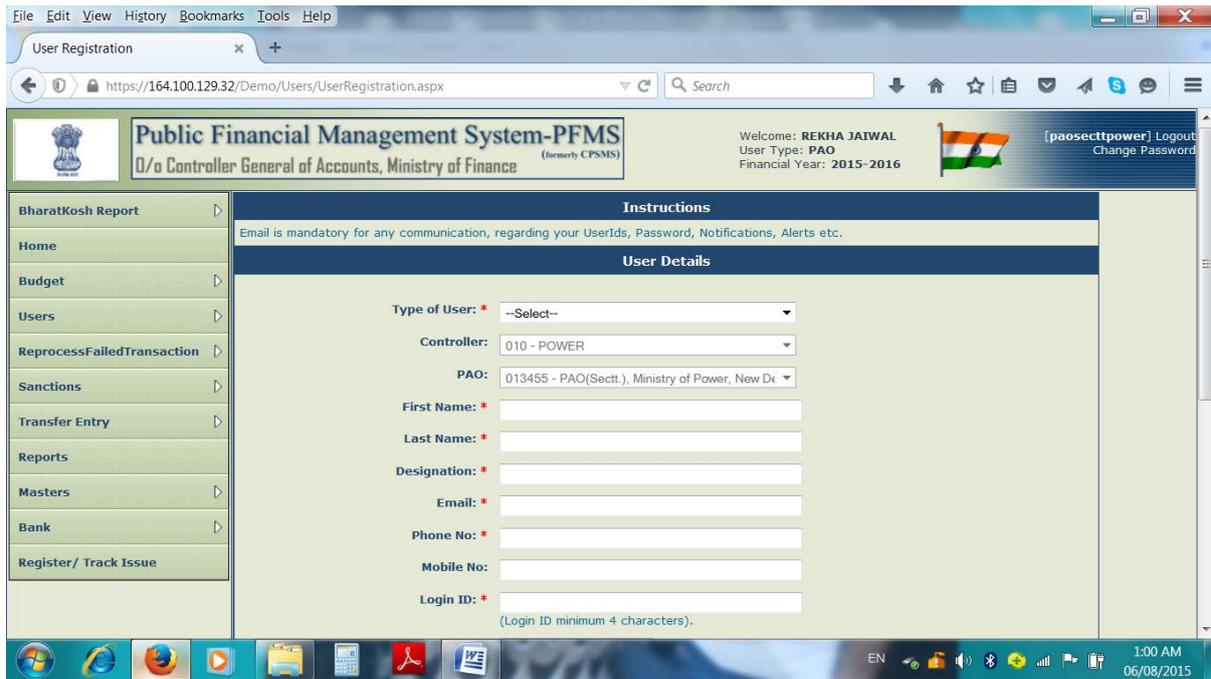
The following Home screen will appear

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
XMLGenerated	Expenditure (DDO Bill)	2

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

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.

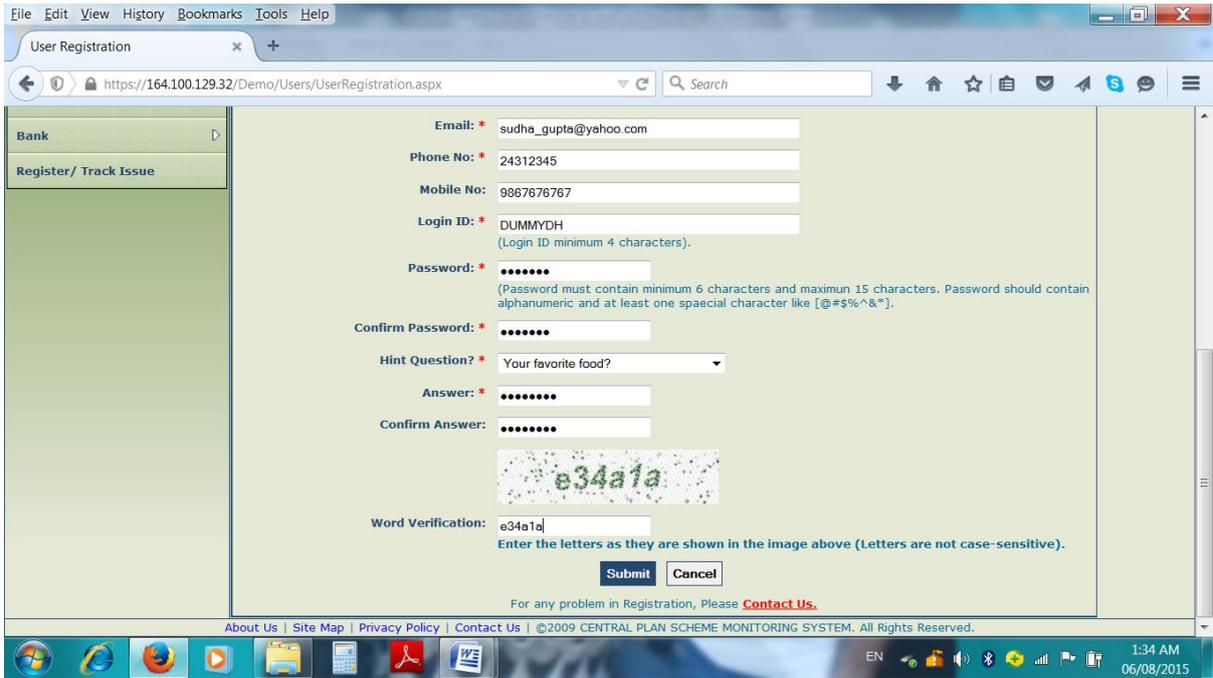
The screenshot displays the 'User Registration' interface of the Public Financial Management System (PFMS). The page header includes the system name and the user's name, 'REKHA JAIWAL', with a user type of 'PAO' for the financial year '2015-2016'. A navigation menu on the left lists various system functions. The main content area is divided into 'Instructions' and 'User Details' sections. The 'User Details' form contains several required fields: 'Type of User' (a dropdown menu), 'Controller' (a dropdown menu with 'Dealing Hand(DH)' selected), 'PAO' (a text field containing '013455 - PAO(Sect.), Ministry of Power, New De... Dealing Hand(DH)'), 'First Name', 'Last Name', 'Designation', 'Email', 'Phone No', 'Mobile No', and 'Login ID'. A note below the 'Login ID' field states '(Login ID minimum 4 characters)'. The bottom of the screenshot shows the Windows taskbar with the system clock indicating 1:03 AM on 06/08/2015.

4. **“Controller”**: It will appear automatically.
5. **“PAO”**: It will appear automatically.
6. Type the **“Fist 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 shows the 'User Registration' page of the Public Financial Management System (PFMS). The page header includes the PFMS logo and the text 'Public Financial Management System-PFMS (formerly CPMSMS)'. The user is logged in as 'REKHA JAIWAL' with the user type 'PAO' for the financial year '2015-2016'. The page contains a navigation menu on the left and a main content area with the following fields:

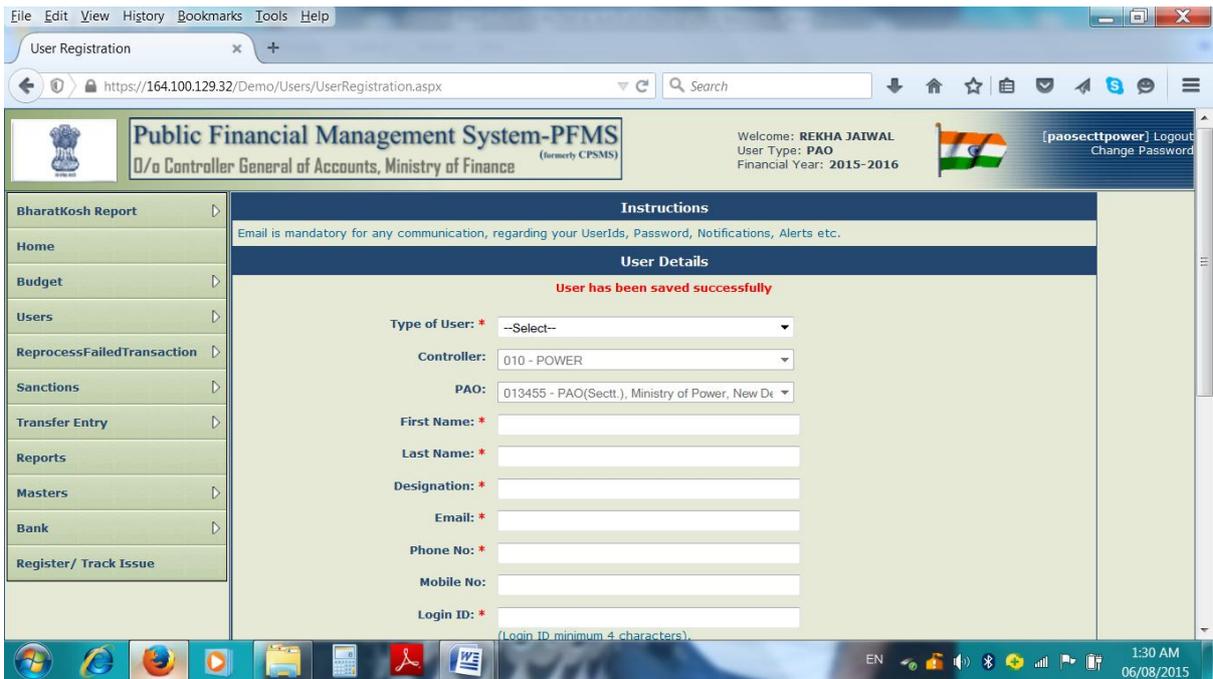
- Instructions:** Email is mandatory for any communication, regarding your UserIds, Password, Notifications, Alerts etc.
- User Details:**
 - Type of User: Dealing Hand(DH)
 - Controller: 010 - POWER
 - PAO: 013455 - PAO(Sect.), Ministry of Power, New De...
 - First Name: SUDHA
 - Last Name: GUPTA
 - Designation: SR. ACCOUNTANT
 - Email: sudha_gupta@yahoo.com
 - Phone No: 24312345
 - Mobile No: 98676767
 - Login ID: DUMMYDH (Login ID minimum 4 characters).



19. Click the “**Submit**” button.

A message on successful registration will appear:

“User has been saved successfully”



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

BUDGET (DDO WISE ALLOCATION)

Following two steps are involved:-

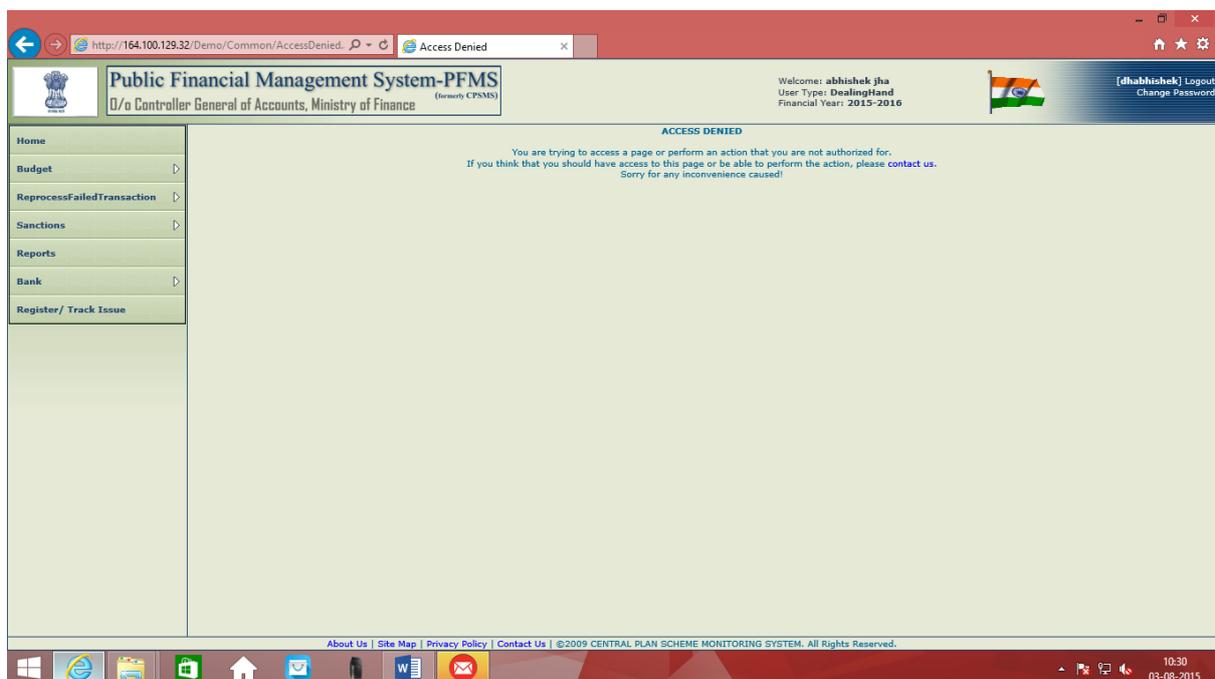
- E.** Entry by **DH User**
- F.** Approval By **PAO User**

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

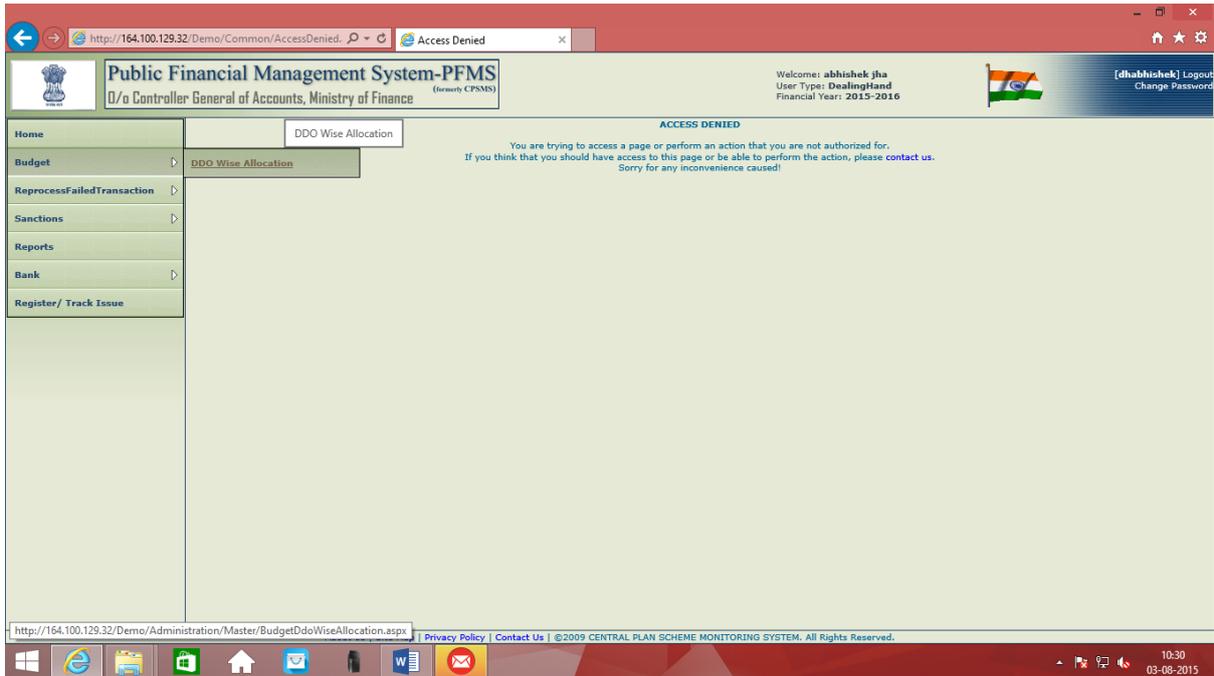
A. AT DH LEVEL IN PAY & ACCOUNTS OFFICE

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

Following screen appears on log in.

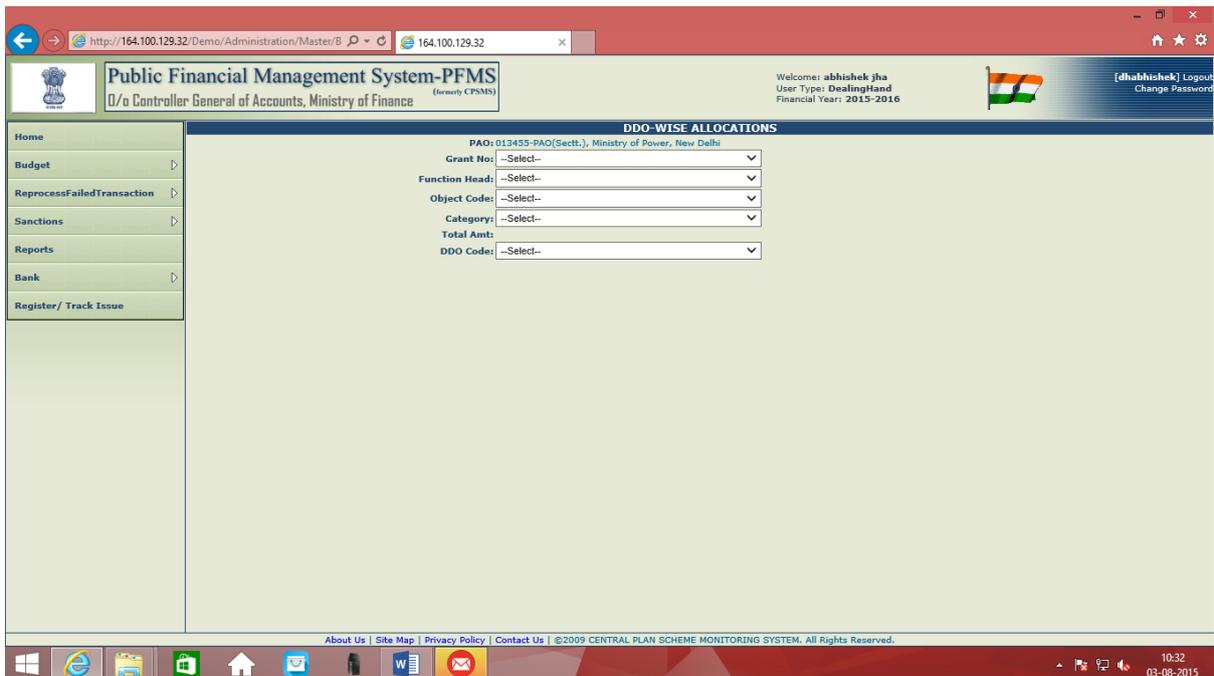


DH user will click the option “**DDOwise Allocation**” under the sub menu “**Budget**”

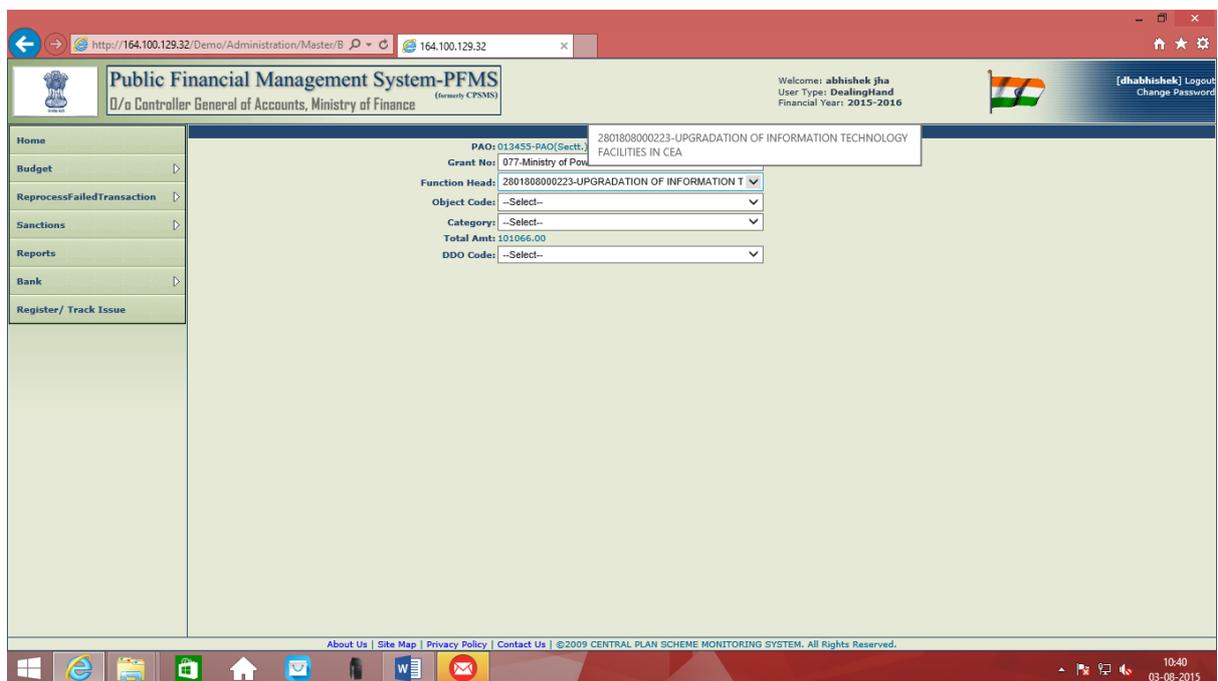
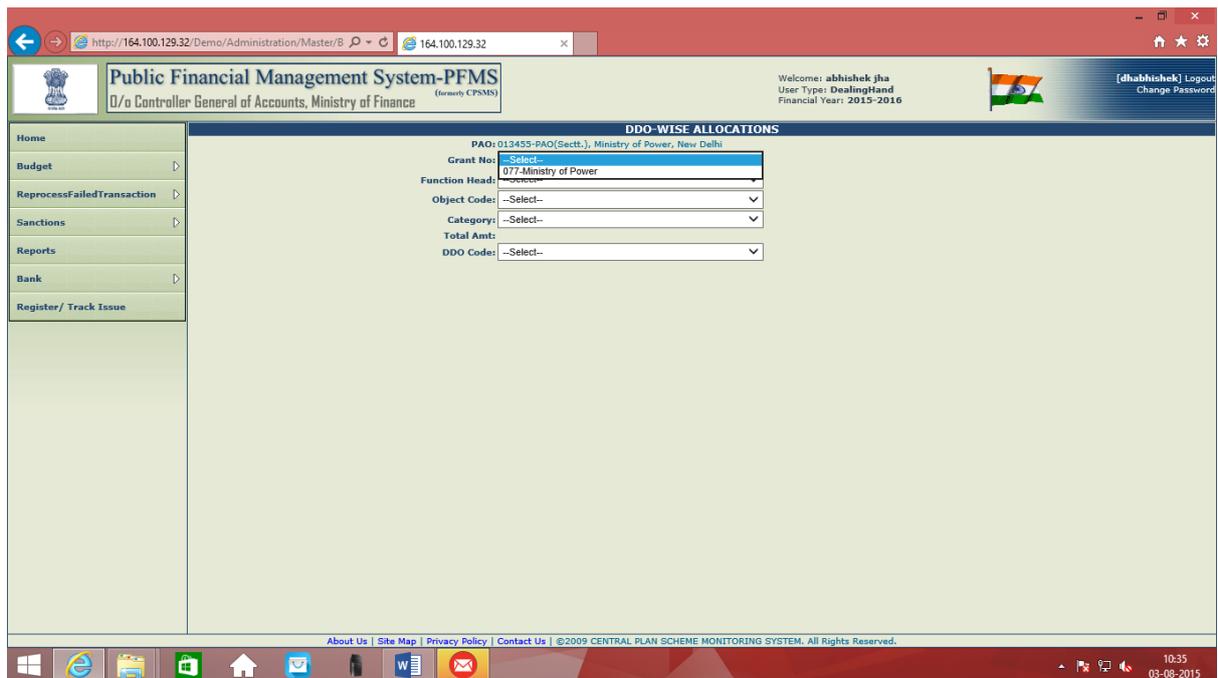


A screen showing the following fields will appear:

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
 (formerly CPMS)

Welcome: abhishek jha
 User Type: DealingHand
 Financial Year: 2015-2016

Controller General of Accounts, Ministry of Finance

DDO-WISE ALLOCATIONS

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

Grant No: 077-Ministry of Power

Function Head: 2801808000223-UPGRADATION OF INF 13-OFFICE EXPENSES

Object Code: 13-OFFICE EXPENSES

Category: 11-DOMESTIC TRAVEL EXPENSES
 13-OFFICE EXPENSES
 28-PROFESSIONAL SERVICES

Total Amt: 50-OTHER CHARGES

DDO Code: -Select-

Home
 Budget
 ReprocessFailedTransaction
 Sanctions
 Reports
 Bank
 Register/ Track Issue

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10:41
 03-08-2015

Public Financial Management System-PFMS
 (formerly CPMS)

Welcome: abhishek jha
 User Type: DealingHand
 Financial Year: 2015-2016

Controller General of Accounts, Ministry of Finance

DDO-WISE ALLOCATIONS

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

Grant No: 077-Ministry of Power

Function Head: 2801808000223-UPGRADATION OF INFORMATION T 9-PLAN VOTED-EXPENDITURE

Object Code: 13-OFFICE EXPENSES 9-PLAN VOTED-EXPENDITURE

Category: 9-PLAN VOTED-EXPENDITURE

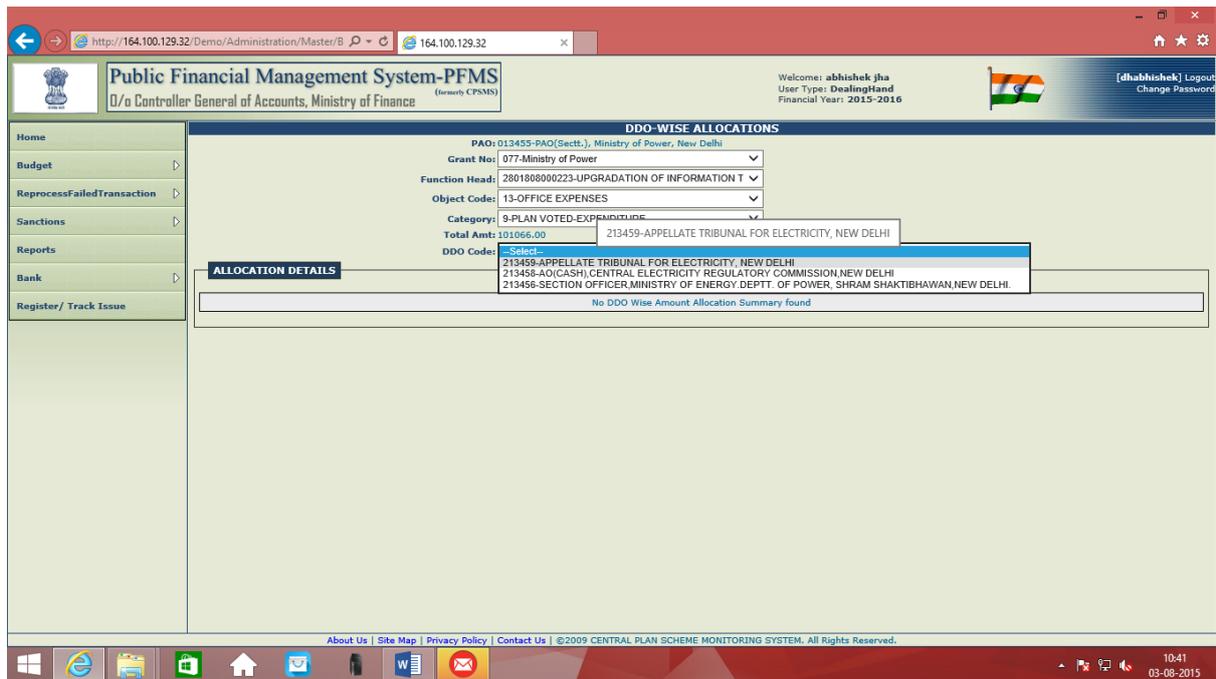
Total Amt: 9-PLAN VOTED-EXPENDITURE

DDO Code: -Select-

Home
 Budget
 ReprocessFailedTransaction
 Sanctions
 Reports
 Bank
 Register/ Track Issue

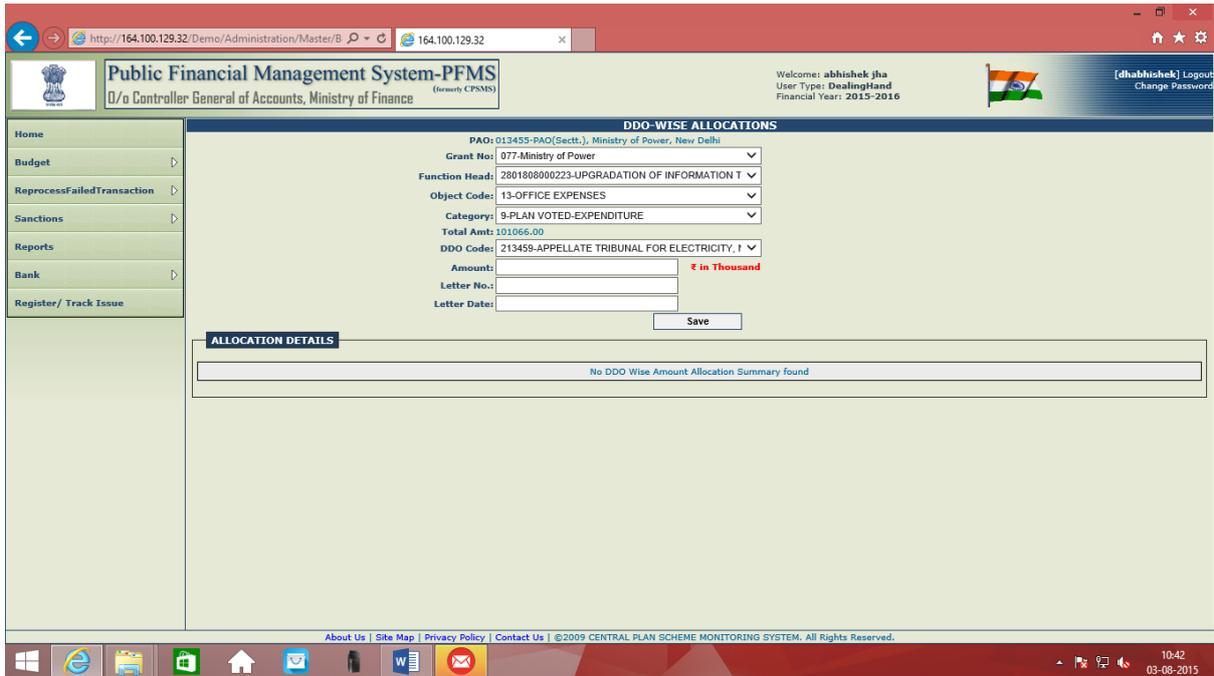
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10:41
 03-08-2015

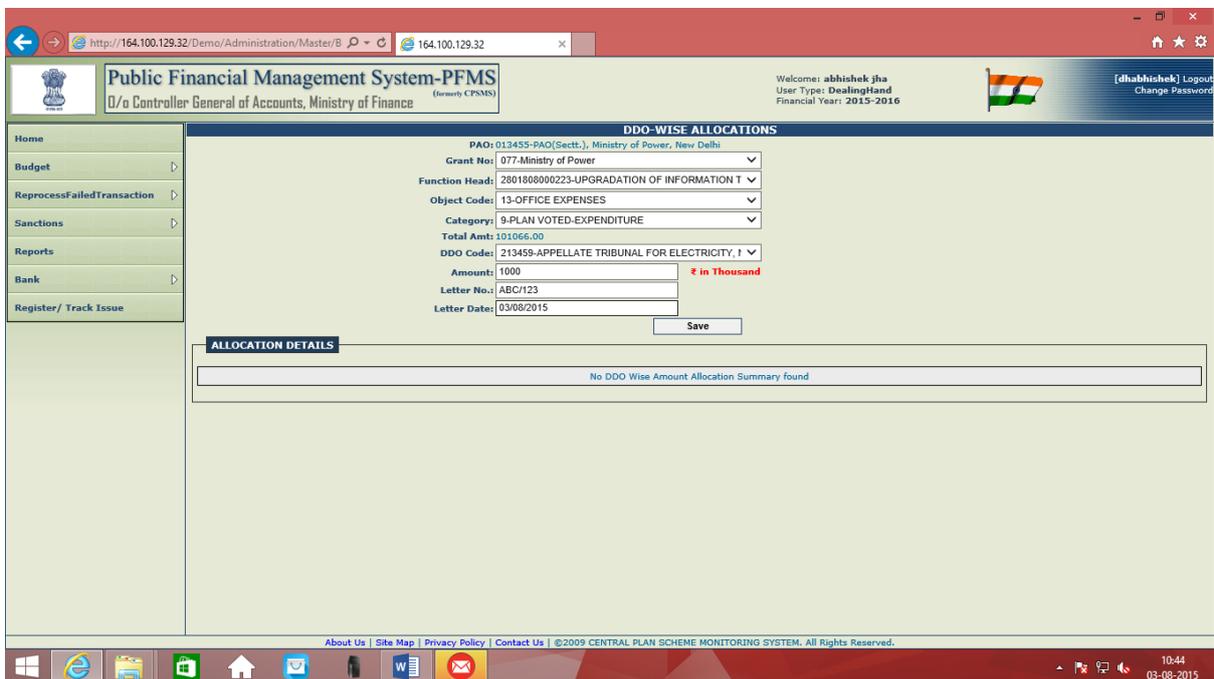


After the user has filled up these fields, three more fields will appear:

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



User will enter data in these three fields also



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

Public Financial Management System-PFMS
(formerly CPMS)

Welcome: abhishek jha
User Type: DealingHand
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: 2801808000223-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	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
(formerly CPMS)

Welcome: abhishek jha
User Type: DealingHand
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: 2801808000223-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	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 | Privacy Policy | Contact Us | ©2009 CENTRAL PLAN SCHEME MONITORING SYSTEM. All Rights Reserved.

10:48
03-08-2015

Public Financial Management System-PFMS
(formerly CPMS)

Welcome: abhishek jha
User Type: DealingHand
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: 2801808000223-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:

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		

Message from webpage: Are you sure to delete?

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)

04/Aug/2015 10:07 AM

Log In

FinancialYr: 2015-2016
 Login ID: paosectpower
 Password: *****

REGISTERING AGENCIES PLEASE CHECK HERE IF AGENCY IS ALREADY REGISTERED

GET LOGIN DETAILS PLEASE CHECK HERE IF AGENCY IS ALREADY REGISTERED

NEWS & EVENTS

Following Home Screen will appear

The screenshot shows the home screen of the Public Financial Management System-PFMS. The user is logged in as REKHA JAIWAL, a PAO, for the financial year 2015-2016. The main content area displays a table summarizing sanctions by status and type.

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
XMLGenerated	Expenditure (DDO Bill)	2

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

The screenshot shows the 'Budget' sub-menu with 'DDO Wise Allocation' selected. The same table of sanctions is displayed below the menu.

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

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 CPMS)

0/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

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](#) |
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EN 12:09 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)

0/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

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

Grant No: --Select--

Function Head: 077-Ministry of Power

Object Code: --Select--

Category: --Select--

Total Amt:

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 [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)

0/a Controller General of Accounts, Ministry of Finance

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

[paosecttpower] 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: 2801010010102-ALL INDIA LOAD SURVEY SCHEMES
2801021020200-OPERATION AND MAIN TENANCE
2801050010102-LOAD DESPATCH 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 EL

Total Amt:

2801808000223-UPGRADATION OF INFORMATION TECHNOLOGY FACILITIES IN CEA

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EN 12:19 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)

0/a Controller General of Accounts, Ministry of Finance

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

[paosecttpower] 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--

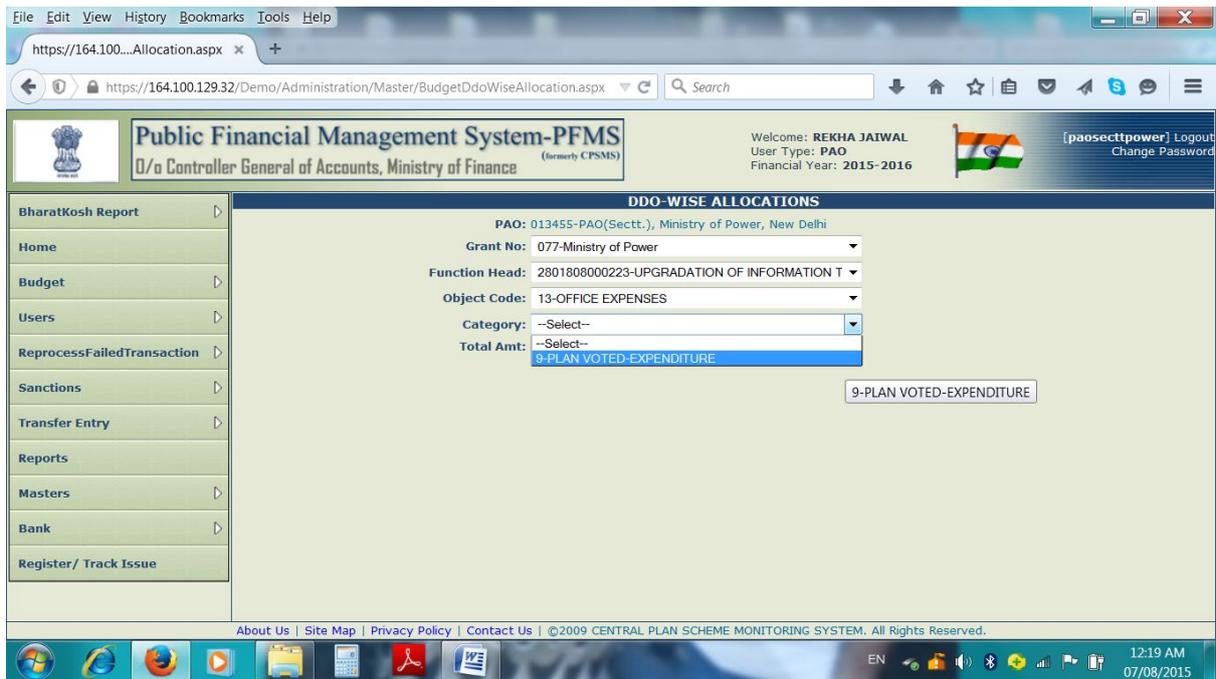
Category: 11-DOMESTIC TRAVEL EXPENSES
13-OFFICE EXPENSES
28-PROFESSIONAL SERVICES
50-OTHER CHARGES

Total Amt:

13-OFFICE EXPENSES

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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.



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 interface. The header includes the system name "Public Financial Management System-PFMS (formerly CPSMS)" and the user information "Welcome: REKHA JAIWAL, User Type: PAO, Financial Year: 2015-2016". 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, the PAO is identified as "013455-PAO(Sectt.), Ministry of Power, New Delhi". The allocation details are as follows:

- Grant No: 077-Ministry of Power
- Function Head: 280180800223-UPGRADATION OF INFORMATION T
- Object Code: 13-OFFICE EXPENSES
- Category: 9-PLAN VOTED-EXPENDITURE
- Total Amt: 101066.00

An "ALLOCATION DETAILS" table is shown below:

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		

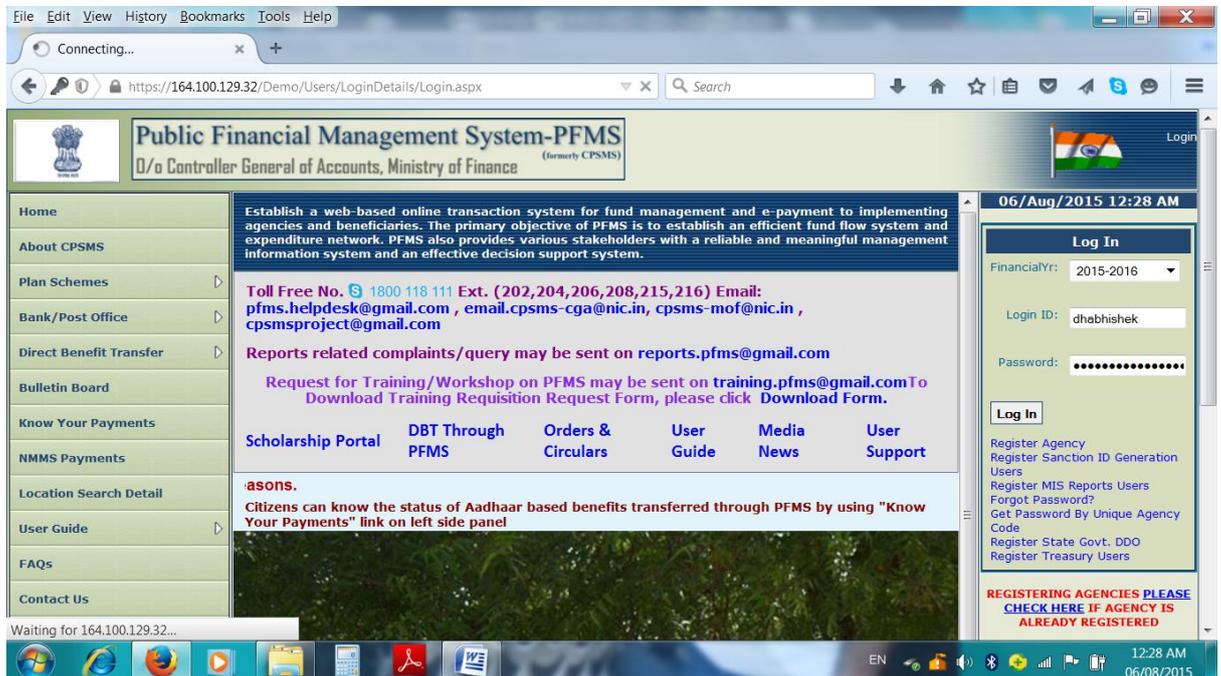
The footer of the page contains navigation links: "About Us | Site Map | Privacy Policy | Contact Us" and copyright information: "©2009 CENTRAL PLAN SCHEME MONITORING SYSTEM. All Rights Reserved." The system clock shows "12:27 AM 07/08/2015".

Procedure for Bill Passing.

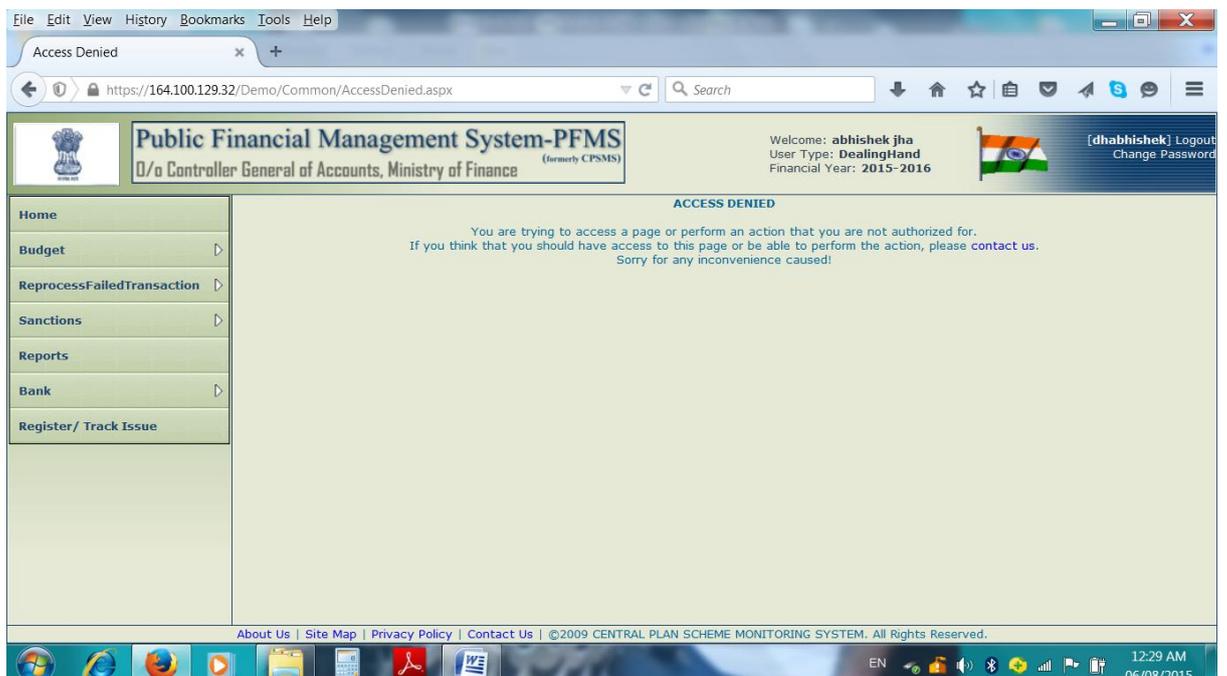
PAY & ACCOUNTS OFFICE (DH, AAO and PAO)

DH- Bill Receiving and Passing.

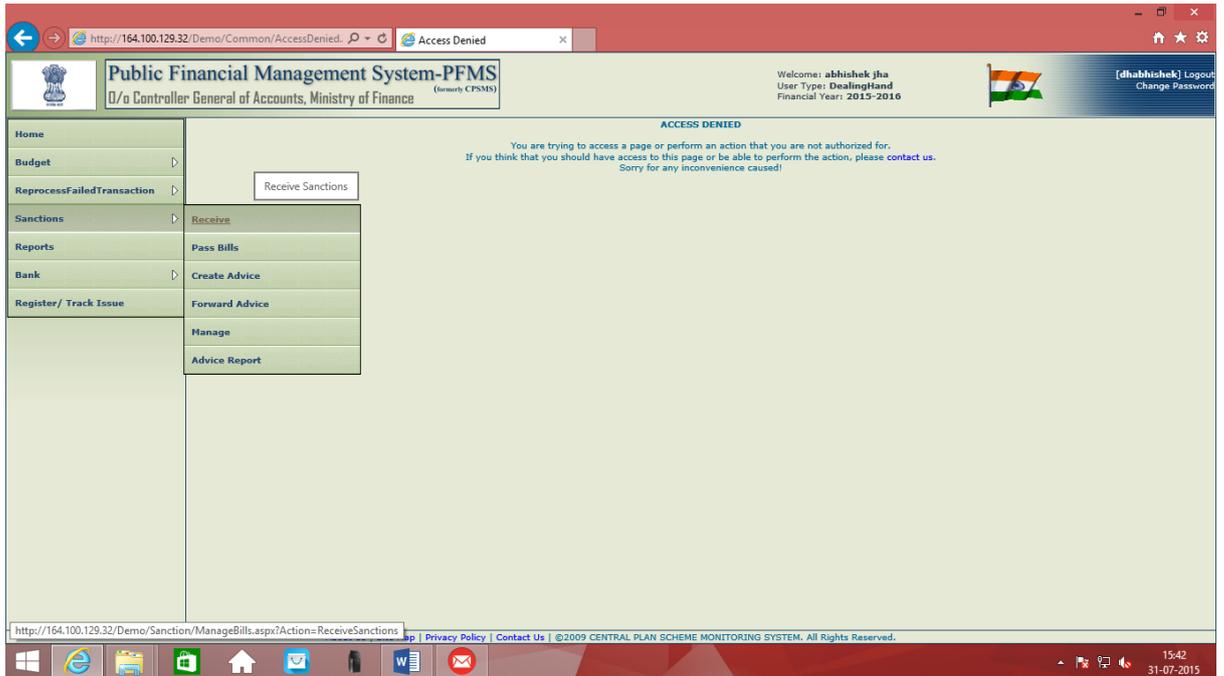
DH user logs into the PFMS portal with his user id and password.



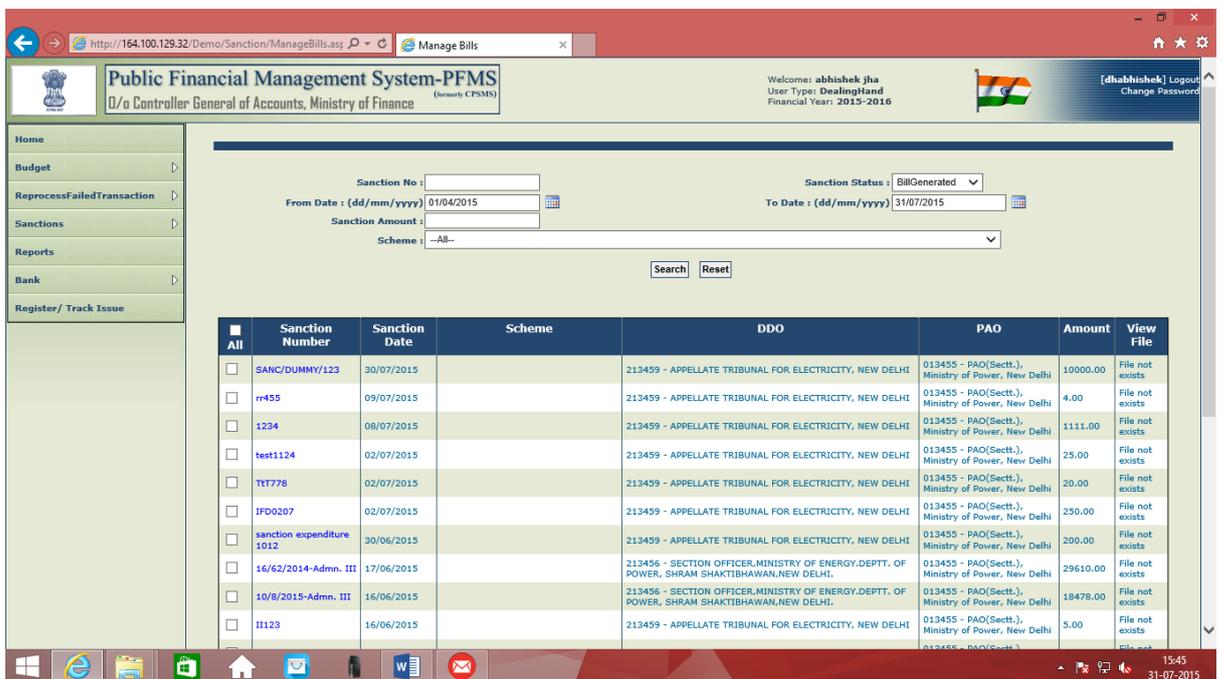
Following home screen will appear



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:

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

Created By: pdpower
 Modified By: APTELEDDO
 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
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	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
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	2359363	18640637

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	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: 213459-APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI

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

Created By: pdpower
 Modified By: dhabhishek
 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	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
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	2359363	18640637

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	0021005000000-00-1	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 Type: Expenditure (DDO Bill)
 Sanction Status: RecievedByDH
 Sanction Date: 30/07/2015
 Sanction Amount: 10000
 IFD Date: 30/07/2015
 PAO: 013455-PAO(Sectt.), Ministry of Power, New Delhi
 Remarks: 213459-APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI
 Created On: 30/07/2015 03:24:21 PM
 Modified On: 31/07/2015 03:59:48 PM
 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
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	2359363	18640637

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	RecievedByDH	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	RecievedByDH	File not exists
123/SAN	24/07/2015		213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	013455 - PAO(Sectt.), Ministry of Power, New Delhi	100000.00	RecievedByDH	File not exists
111	24/07/2015		213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	013455 - PAO(Sectt.), Ministry of Power, New Delhi	1000.00	RecievedByDH	File not exists
180	13/07/2015		213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	013455 - PAO(Sectt.), Ministry of Power, New Delhi	1801.00	RecievedByDH	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	RecievedByDH	File not exists
160/C	15/06/2015		213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	013455 - PAO(Sectt.), Ministry of Power, New Delhi	2258.00	RecievedByDH	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.

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

Created By: pdpower
 Modified By: dhabhishek
 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: 2801809001700-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	2369363	18630637

Account Details:
 Grant: 077-Ministry of Power
 Object Head: 13-OFFICE EXPENSES
 Function Head: 2801809001700-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	2369363	18630637

Vendor Details:

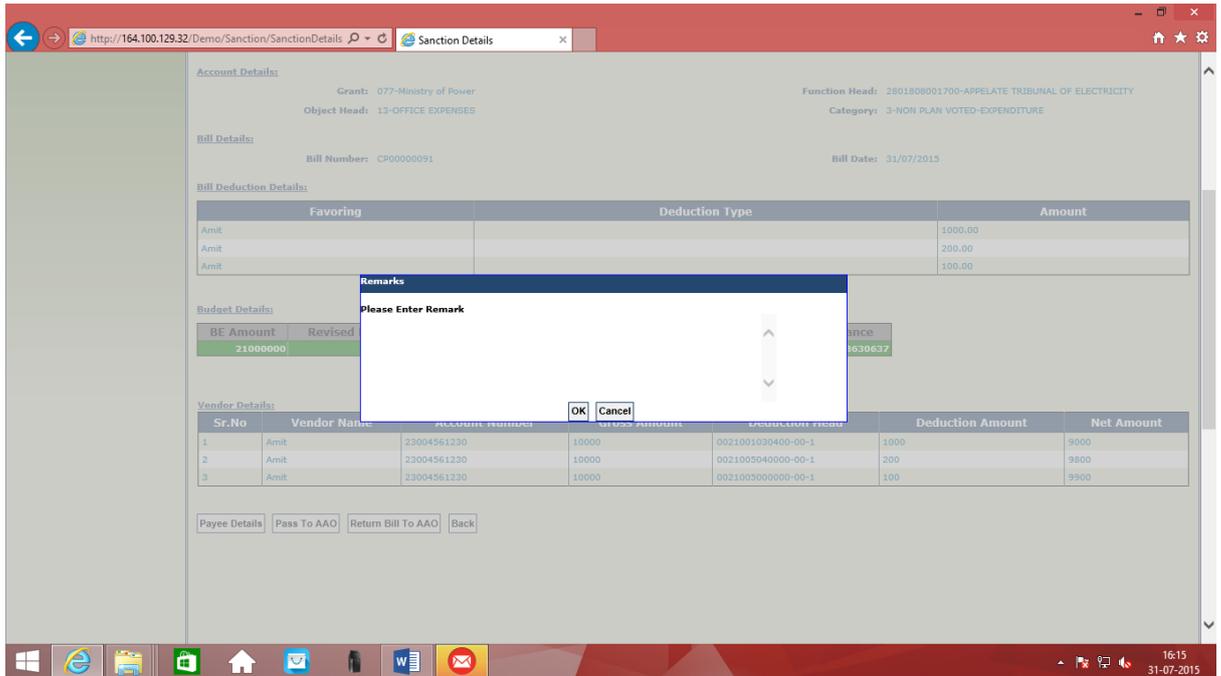
Sr.No	Vendor Name	Account Number	Gross Amount	Deduction Head	Deduction Amount	Net Amount
1	Amit	23004561230	10000	0021001030400-00-1	1000	9000
2	Amit	23004561230	10000	0021005040000-00-1	200	9800
3	Amit	23004561230	10000	0021005000000-00-1	100	9900

Payee Details | Pass To AAO | Return Bill To AAO | Back

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

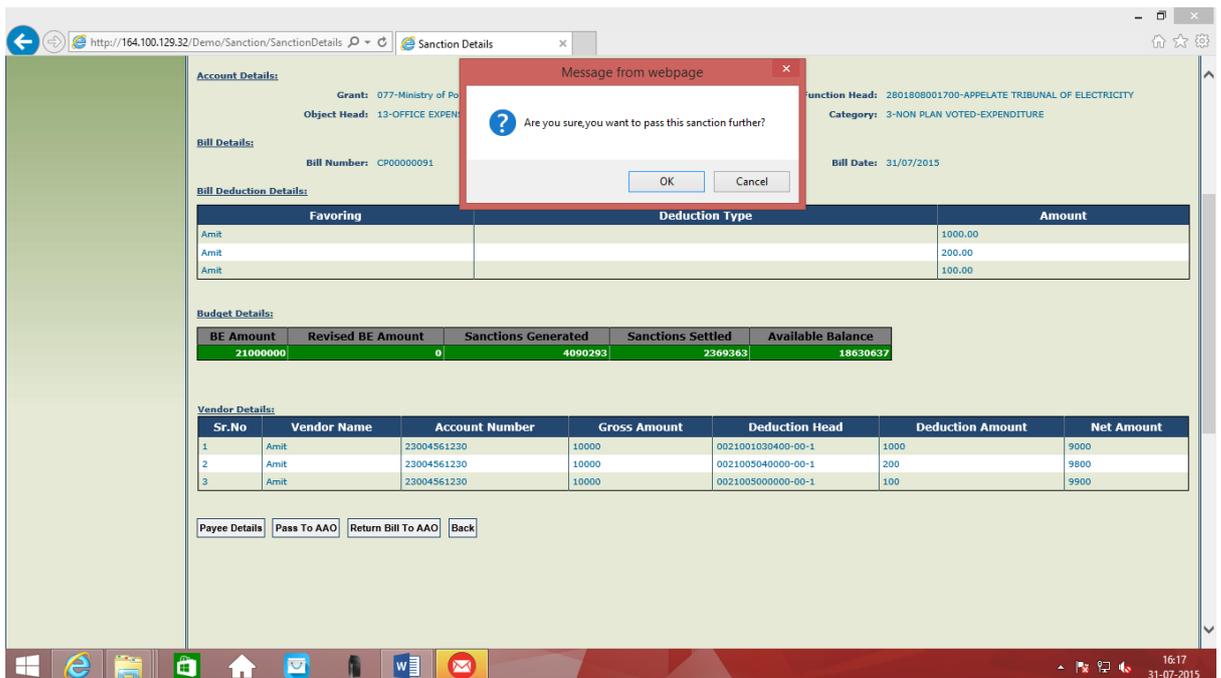
DH user has two options available; he can either “Pass to AAO’ or “Return Bill to AAO”

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



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”**



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 following search criteria: Sanction No. (empty), From Date: 01/04/2015, To Date: 31/07/2015, Sanction Amount (empty), Scheme: --All--, DDO: --All--, and IFD No. (empty). The search results table is as follows:

SanctionNumber	Type	Scheme	DDO Name	PAO Name	Amount	Date	Current Status	View File
9/S/2013-Adm.III	Expenditure		213456 - SECTION OFFICER,MINISTRY OF ENERGY,DEPTT. OF POWER, SHRAM SHAKTIBHAWAN,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	10/06/2015	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
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
2502	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

A message above the table states: **Bill has been passed to AAO successfully.**

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

The screenshot shows the PFMS interface with the search criteria: Sanction No. sancdummy/123, From Date: 01/04/2015, To Date: 31/07/2015, Sanction Amount (empty), Scheme: --All--, DDO: --All--, and IFD No. (empty). The search results table is as follows:

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”**.

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

Welcome: abhishek jha
 User Type: DealingHand
 Financial Year: 2015-2016

[dhabhishek] Logout
 Change Password

ACCESS DENIED

You are trying to access a page or perform an action that you are not authorized for.
 If you think that you should have access to this page or be able to perform the action, please contact us.
 Sorry for any inconvenience caused!

Home
 Budget
 ReprocessFailedTransaction
 Sanctions
 Reports
 Bank
 Register/ Track Issue

Receive
 Pass Bills
 Create Advice
 Forward Manage Sanctions
 Manage
 Advice Report

http://164.100.129.32/Demo/Sanction/ManageSanctions.aspx

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10:59
 03-08-2015

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

Welcome: abhishek jha
 User Type: DealingHand
 Financial Year: 2015-2016

[dhabhishek] Logout
 Change Password

Search Sanctions

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

Search Reset

SanctionNumber	Type	Scheme	DDO Name	PAO Name	Amount	Date	Current Status	View File
9/5/2013-Adm. III	Expenditure		213456 - SECTION OFFICER, MINISTRY OF ENERGY, DEPTT. OF POWER, SHRAM SHAKTI BHAWAN, 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	10/06/2015	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
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
111	Expenditure		213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	013455 - PAO (Sectt.), Ministry of Power, New Delhi	1,000.00	24/07/2015	PassedByDH	File not exists
3107/kk	Expenditure		213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	013455 - PAO (Sectt.), Ministry of Power, New Delhi	14,000.00	25/07/2015	PassedByDH	File not exists
sanction/121	Expenditure		213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	013455 - PAO (Sectt.), Ministry of Power, New Delhi	20,000.00	30/07/2015	PassedByDH	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

11:00
 03-08-2015

Search the desired sanction by keying in its number.

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

Welcome: abhishek jha
 User Type: DealingHand
 Financial Year: 2015-2016

[dhabhishek] Logout
 Change Password

Search Sanctions

Sanction No: sancdummy123
 Sanction Status: --All--
 From Date: (dd/mm/yyyy) 01/04/2015
 To Date: (dd/mm/yyyy) 03/08/2015
 Sanction Amount:
 Scheme: --All--
 DDO: --All--
 IFD No:

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(Sectt.), Ministry of Power, New Delhi	10,000.00	30/07/2015	PassedByDH	File not exists

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11:00
03-08-2015

Open the sanction by clicking on “Sanction Number”

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

Welcome: abhishek jha
 User Type: DealingHand
 Financial Year: 2015-2016

[dhabhishek] Logout
 Change Password

Sanction Details

Controller: 010-POWER
 Sanction Number: SANC/DUMMY/123
 Sanction Type: Expenditure (ODO 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:

Created By: pdpower
 Modified By: dhabhishek
 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
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	2369363	18630637

11:01
03-08-2015

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	2369363	18630637

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	0021005000000-00-1	100	9900

Payee Details Back

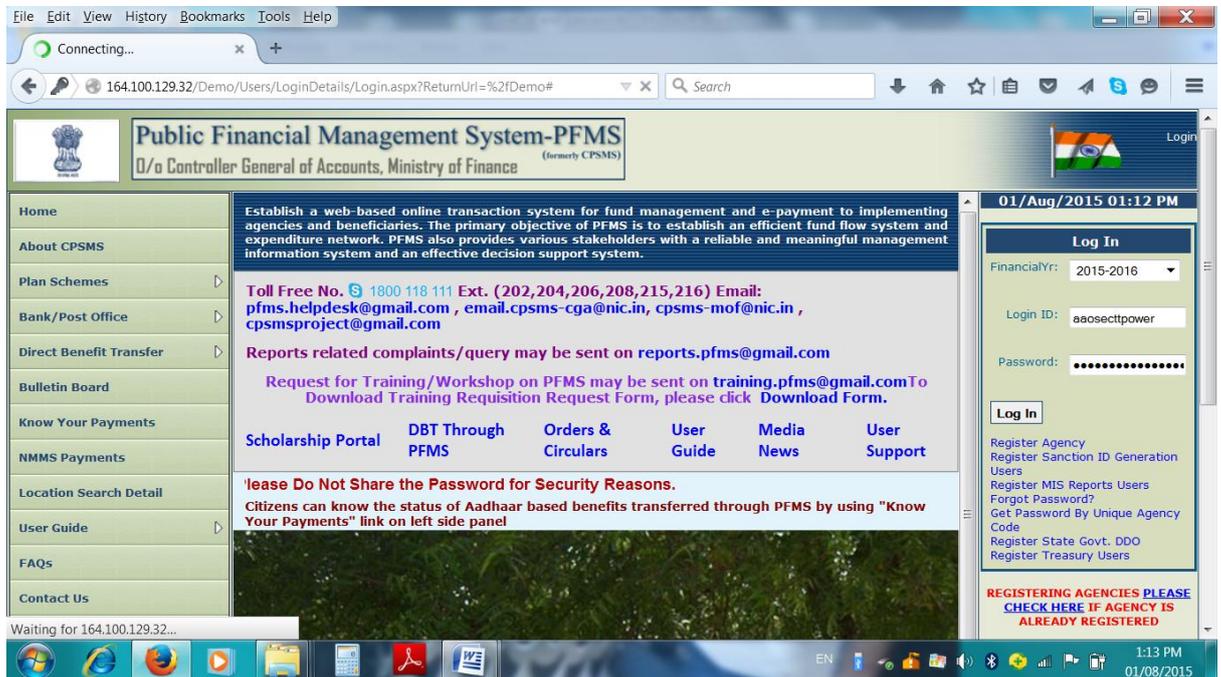
Click **“Payee Details”** button to see the Sanction Details, Account Details, Bill Details, Bill Deduction Details, Budget Details and Vendor Details. However, DH can only view the details of Payee here, he is not allowed to make any modifications in the record.

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

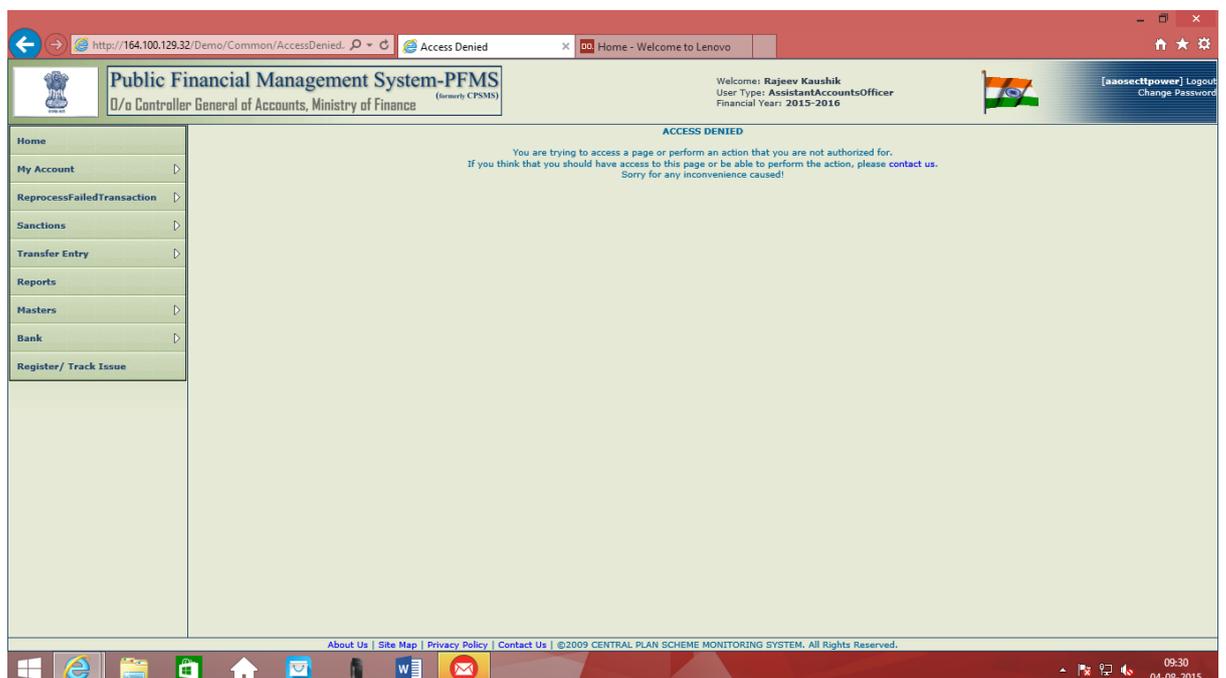
PAY & ACCOUNTS OFFICE: AAO Level User

Bill Passing by AAO.

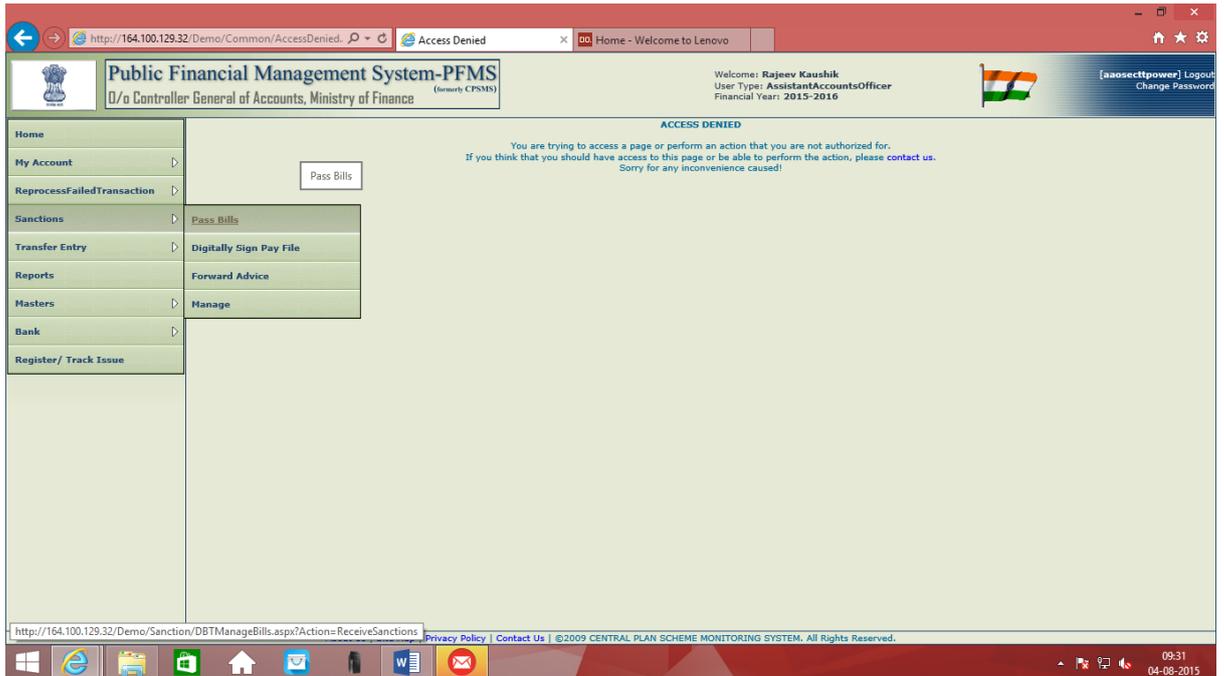
AAO user logs into PFMS portal with his user id and password.



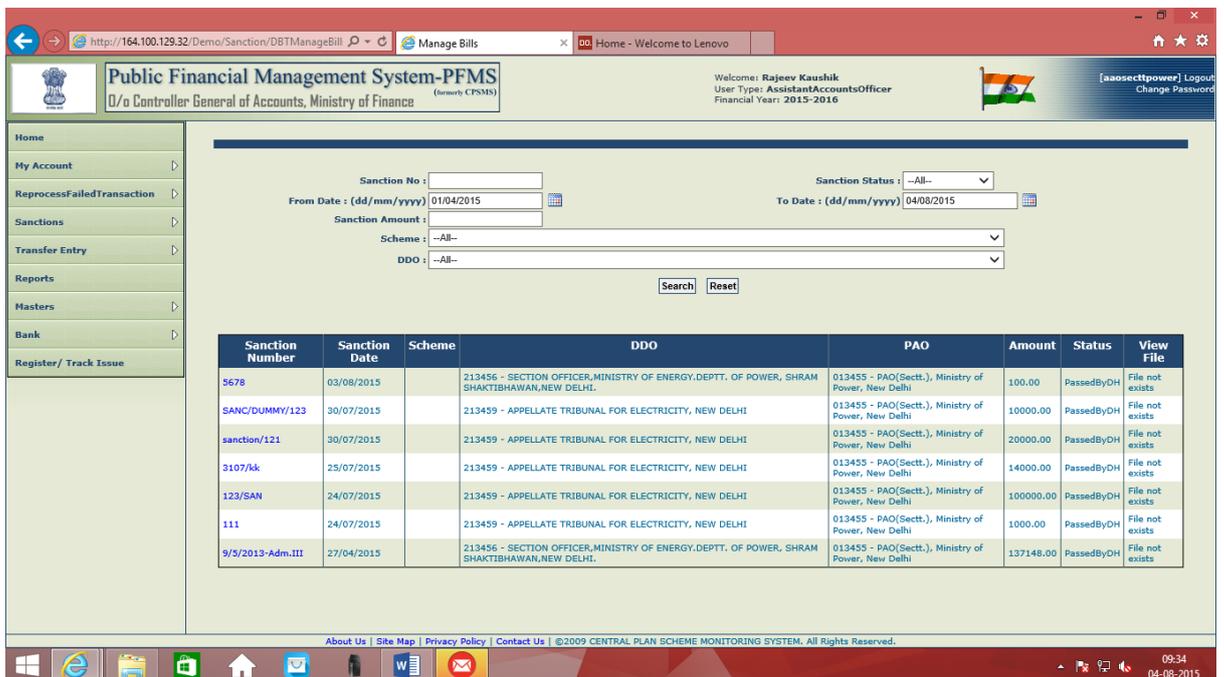
Following home screen will appear



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

Created By: pdpower
 Modified By: dhabhishek
 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
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

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	0021001030400-00-1	1000	9000
2	Amit	23004561230	10000	0021005040000-00-1	200	9800
3	Amit	23004561230	10000	0021005000000-00-1	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 Kaushik
 User Type: AssistantAccountsOfficer
 Financial Year: 2015-2016

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:

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

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	<input type="radio"/> RTGS
Amit	23004561230 - Amit	10,000.00	<input type="radio"/> RTGS
Amit	23004561230 - Amit	10,000.00	<input type="radio"/> RTGS

RTGS 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-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	<input type="radio"/> RTGS
Amit	23004561230 - Amit	10,000.00	<input type="radio"/> RTGS
Amit	23004561230 - Amit	10,000.00	<input type="radio"/> RTGS

RTGS Details

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

Party Name	IFSC Code	Party Account No	Amount	Delete
Amit	UTIB0000007	23004561230	10000	<input type="checkbox"/>

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
 O/o Controller General of Accounts, Ministry of Finance

Welcome: Rajeev Kaushik
 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: 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

Created By: pdpower
 Modified By: dhabhishek

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
Amit		1000.00
Amit		200.00
Amit		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

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
210000000	0	4090293	2468260	18531740

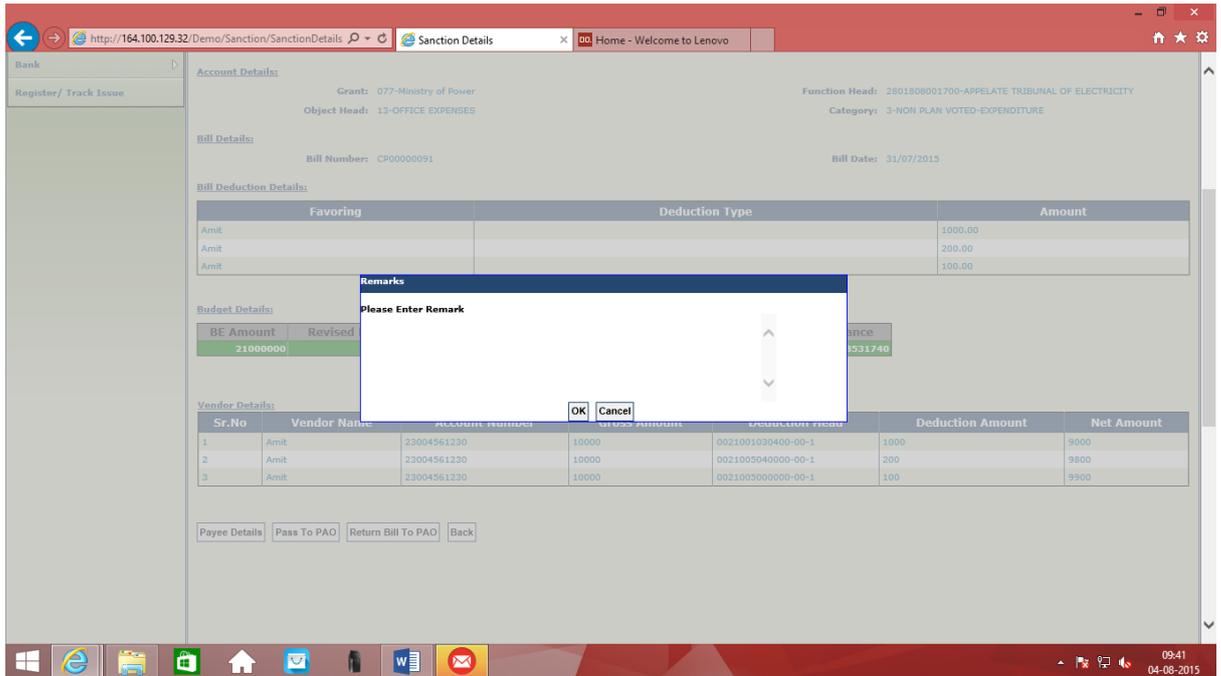
Vendor Details:

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	0021005000000-00-1	100	9900

Payee Details Pass To PAO Return Bill To PAO Back

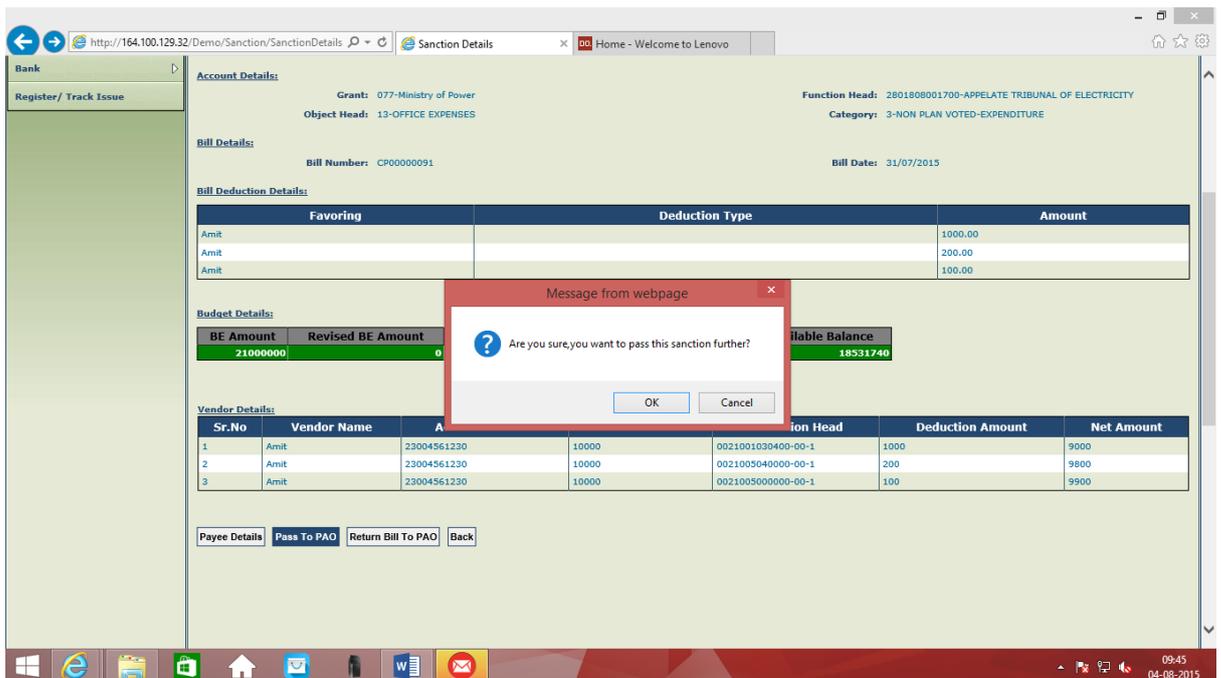
AAO user has two options available; he can either **“Pass to PAO”** or **“Return Bill to PAO”**

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 following search criteria:

- Sanction No: [Empty]
- From Date: 01/04/2015
- To Date: 04/08/2015
- Sanction Status: --All--
- Scheme: --All--
- DDO: --All--
- IFD No: [Empty]

The search results table is as follows:

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 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		213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	013455 - PAO (Sectt.), Ministry of Power, New Delhi	1,000.00	05/06/2015	PassedByPAO	File not exists
expenditure/10010	Expenditure		213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	013455 - PAO (Sectt.), Ministry of Power, New Delhi	1,000.00	10/06/2015	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
sn1123	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
ynove	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
expenditure/1010	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
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

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

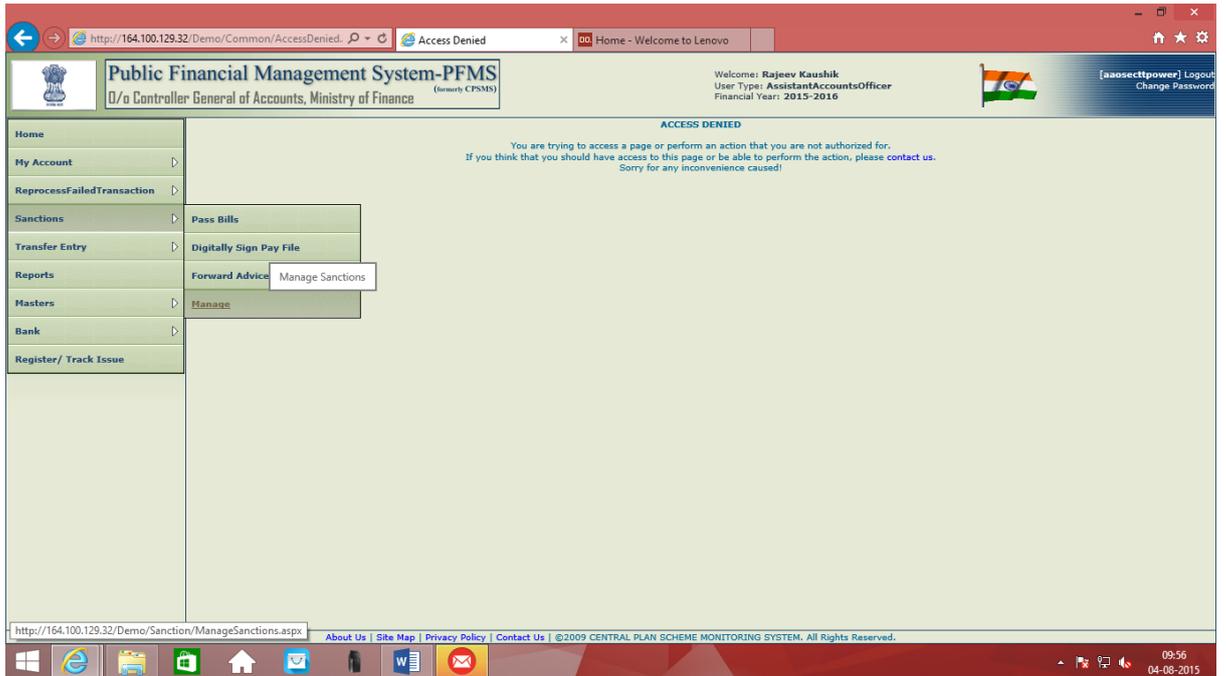
The screenshot shows the PFMS interface with the following search criteria:

- Sanction No: SANC/DUMMY/123
- From Date: 01/04/2015
- To Date: 04/08/2015
- Sanction Status: --All--
- Scheme: --All--
- DDO: --All--
- IFD No: [Empty]

The search results table is as follows:

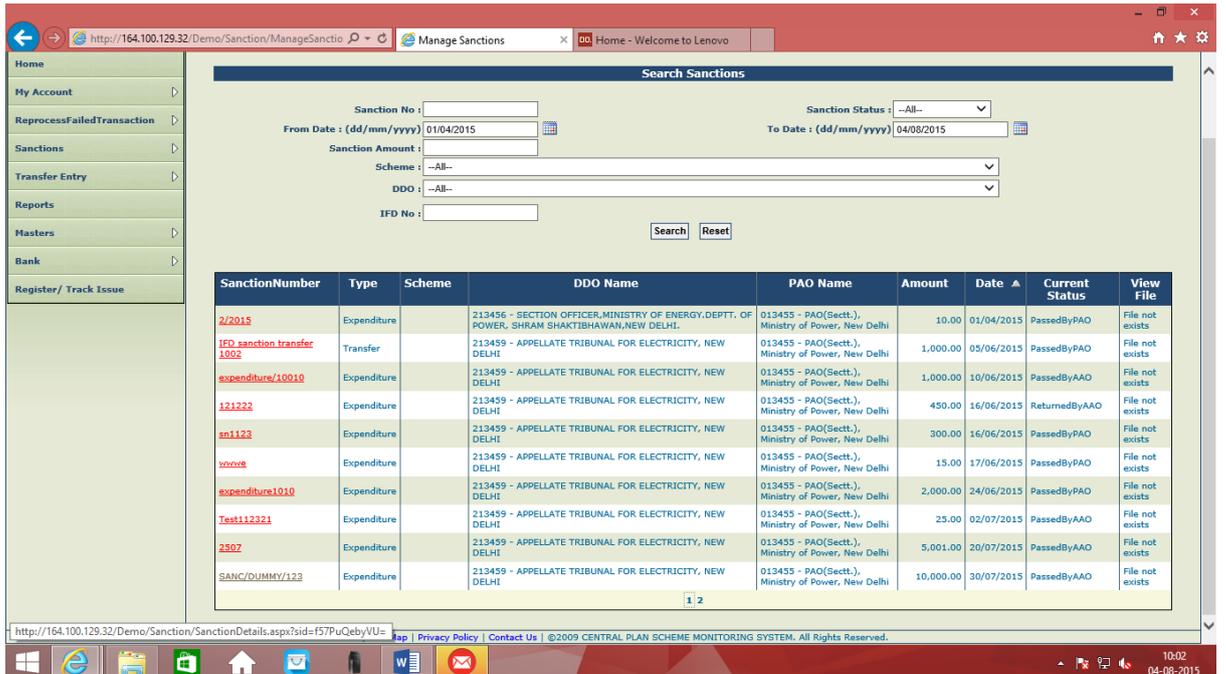
SanctionNumber	Type	Scheme	DDO Name	PAO Name	Amount	Date	Current Status	View File
SANC/DUMMY/123	Expenditure		213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	013455 - PAO (Sectt.), Ministry of Power, New Delhi	10,000.00	30/07/2015	PassedByAAO	File not exists

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”**



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

Created By: pdpower
Created On: 30/07/2015 03:24:21 PM
Modified By: aaosectpower
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	4090293	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	0021005000000-00-1	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

Sanction Status	Type	No. of Sanctions
PAOReceived	(All)	0
PassedByPAO	Transfer (DDO Bill)	1
	Transfer (Advice)	6
	Expenditure (DDO Bill)	4
PAOReturned	Expenditure (DDO Bill)	4
BillGenerated	Transfer (DDO Bill)	6
	Expenditure (DDO Bill)	30
BillDownloaded	Expenditure (DDO Bill)	1
PassedByAAO	Expenditure (DDO Bill)	5
ReturnedByAAO	Expenditure (DDO Bill)	1
XMLGenerated	Expenditure (DDO Bill)	2
DigitalSignatoryFirst	(All)	0
DigitalSignatoryLast	Transfer (DDO Bill)	5
	Expenditure (DDO Bill)	40
Closed	Transfer (DDO Bill)	6
	Expenditure (DDO Bill)	186

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 below displays the summary of sanctions according to status and type.

Sanction Status	Type	No. of Sanctions
Receive	(All)	0
	Transfer (DDO Bill)	1
Pass Bills	Transfer (Advice)	6
	Expenditure (DDO Bill)	4
Digitally Sign Pay File	Expenditure (DDO Bill)	4
	Transfer (DDO Bill)	6
Forward Advice	Expenditure (DDO Bill)	30
	Expenditure (DDO Bill)	1
Manage Advice	Expenditure (DDO Bill)	5
	Expenditure (DDO Bill)	1
Digital Sign Advice	Expenditure (DDO Bill)	2
	(All)	0
Download Bills	Transfer (DDO Bill)	5
	Expenditure (DDO Bill)	40
Download eAdvice TE	Transfer (DDO Bill)	6
	Expenditure (DDO Bill)	186
Manage	Transfer (DDO Bill)	
	Expenditure (DDO Bill)	
Bill Reconciliation	Transfer (DDO Bill)	
	Expenditure (DDO Bill)	
Manage UC	Transfer (DDO Bill)	
	Expenditure (DDO Bill)	

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

The screenshot shows the 'Receive Bills' search form with the following fields: Sanction No., Sanction Status (set to --All--), From Date (01/04/2015), To Date (04/08/2015), Sanction Amount, Scheme (set to --All--), and DDO (set to --All--). Below the form is a table of bills.

Sanction Number	Sanction Date	Scheme	DDO	Amount	Status	View File
mayank1236775	03/08/2015		213456 - SECTION OFFICER, MINISTRY OF ENERGY, DEPTT. OF POWER, SHRAM SHAKTIBHAWAN, NEW DELHI.	1000.00	PassedByAAO	File not exists
SANC/DUMMY/123	30/07/2015		213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	10000.00	PassedByAAO	File not exists
2507	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	450.00	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
 Controller General of Accounts, Ministry of Finance

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

Receive Bills

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

Sanction Number	Sanction Date	Scheme	DDO	Amount	Status	View File
mayank1236775	03/08/2015		213456 - SECTION OFFICER,MINISTRY OF ENERGY,DEPTT. OF POWER, SHRAM SHAKTIBHAWAN,NEW DELHI.	1000.00	PassedByAAO	File not exists
SANC/DUMMY/123	30/07/2015		213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	10000.00	PassedByAAO	File not exists
2507	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	450.00	ReturnedByAAO	File not exists
expenditure/10010	10/06/2015		213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	1000.00	PassedByAAO	File not exists

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

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: PassedByAAO
 Sanction Date: 30/07/2015
 Sanction Amount: 10000
 IFD Date: 30/07/2015
 PAO: 013455-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

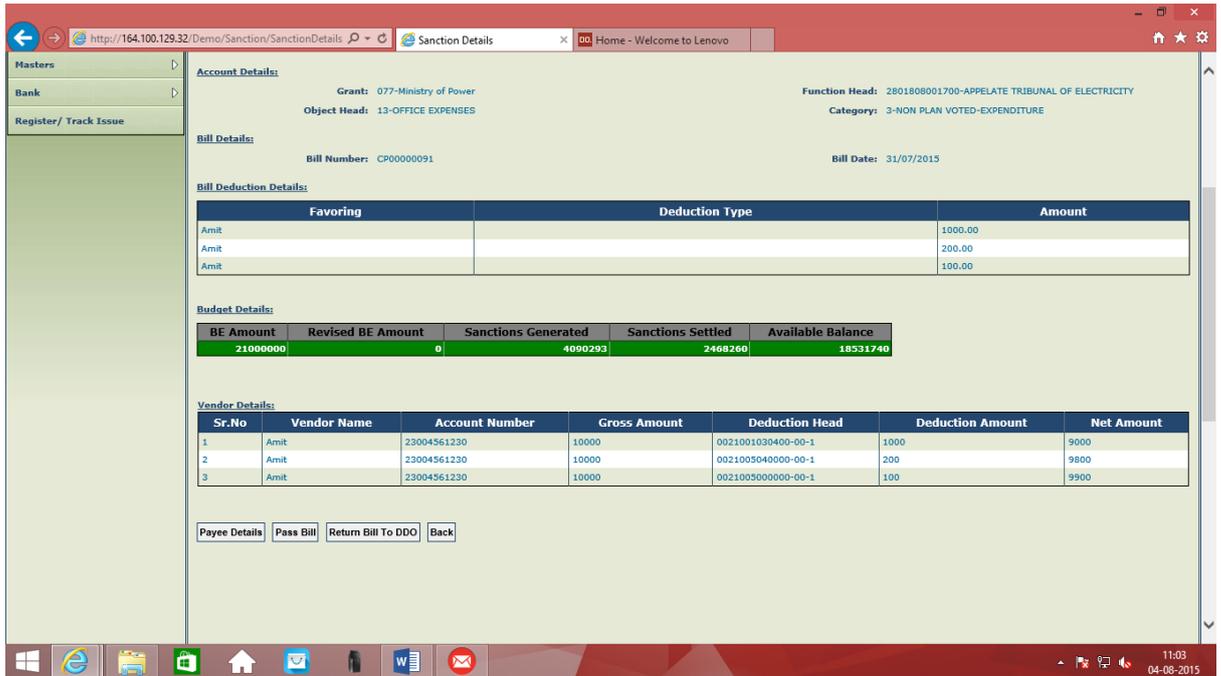
Bill Details:
 Bill Number: CP00000091
 Bill Date: 31/07/2015

Bill Deduction Details:

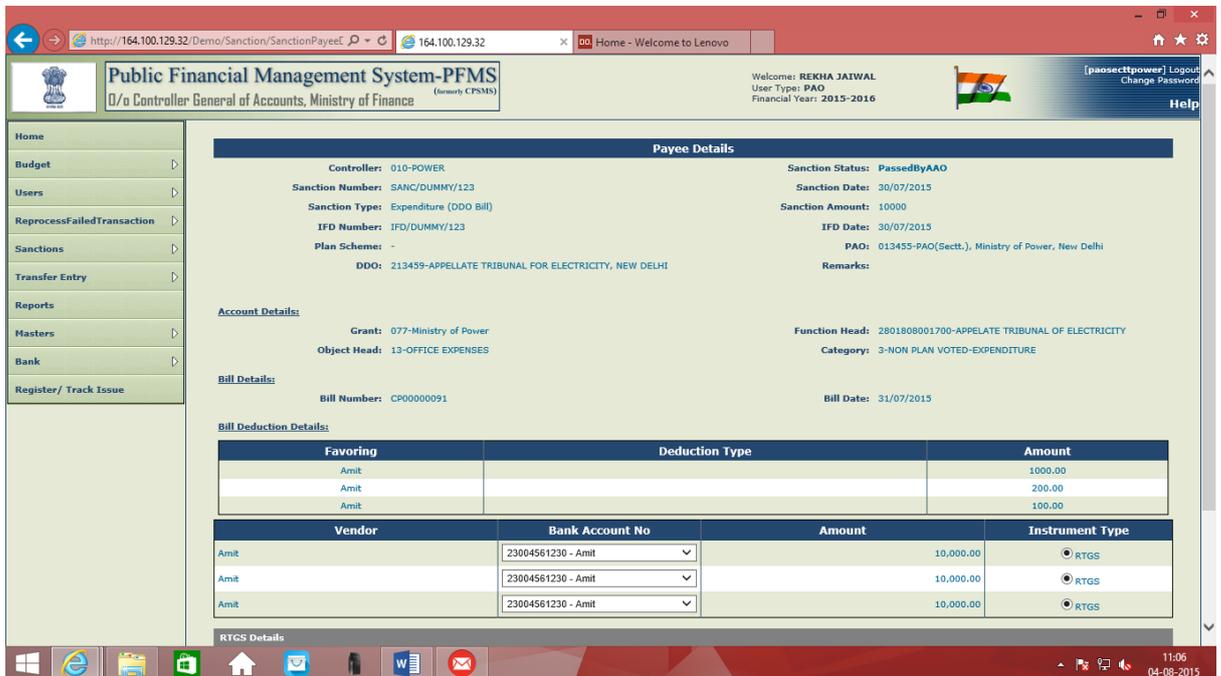
Favoring	Deduction Type	Amount
Amit		1000.00
Amit		200.00
Amit		100.00

Budget Details:

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



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



Sanction Type: Expenditure (ODO Bill) Sanction Amount: 10000
 IFD Number: IFD/DUMMY/123 IFD Date: 30/07/2015
 Plan Scheme: - PAO: 013455-PAO(Sectt.), Ministry of Power, New Delhi
 DDO: 213459-APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI Remarks:

Account Details:
 Grant: 077-Ministry of Power Function Head: 2801808001700-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
Amit		1000.00
Amit		200.00
Amit		100.00

Vendor	Bank Account No	Amount	Instrument Type
Amit	23004561230 - Amit	10,000.00	<input type="radio"/> RTGS
Amit	23004561230 - Amit	10,000.00	<input type="radio"/> RTGS
Amit	23004561230 - Amit	10,000.00	<input type="radio"/> RTGS

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

Party Name	IFSC Code	Party Account No	Amount	Delete
Amit	UTIB0000007	23004561230	10000	<input checked="" type="checkbox"/>

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 (formerly CPSMS)
 D/o Controller General of Accounts, Ministry of Finance

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

Sanction Details

Controller: 010-POWER Sanction Status: PassedByAAO
 Sanction Number: SANC/DUMMY/123 Sanction Date: 30/07/2015
 Sanction Type: Expenditure (ODO Bill) Sanction Amount: 10000
 IFD Number: IFD/DUMMY/123 IFD Date: 30/07/2015
 Plan Scheme: - PAO: 013455-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: aaosectpower Modified On: 04/08/2015 09:46:09 AM

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

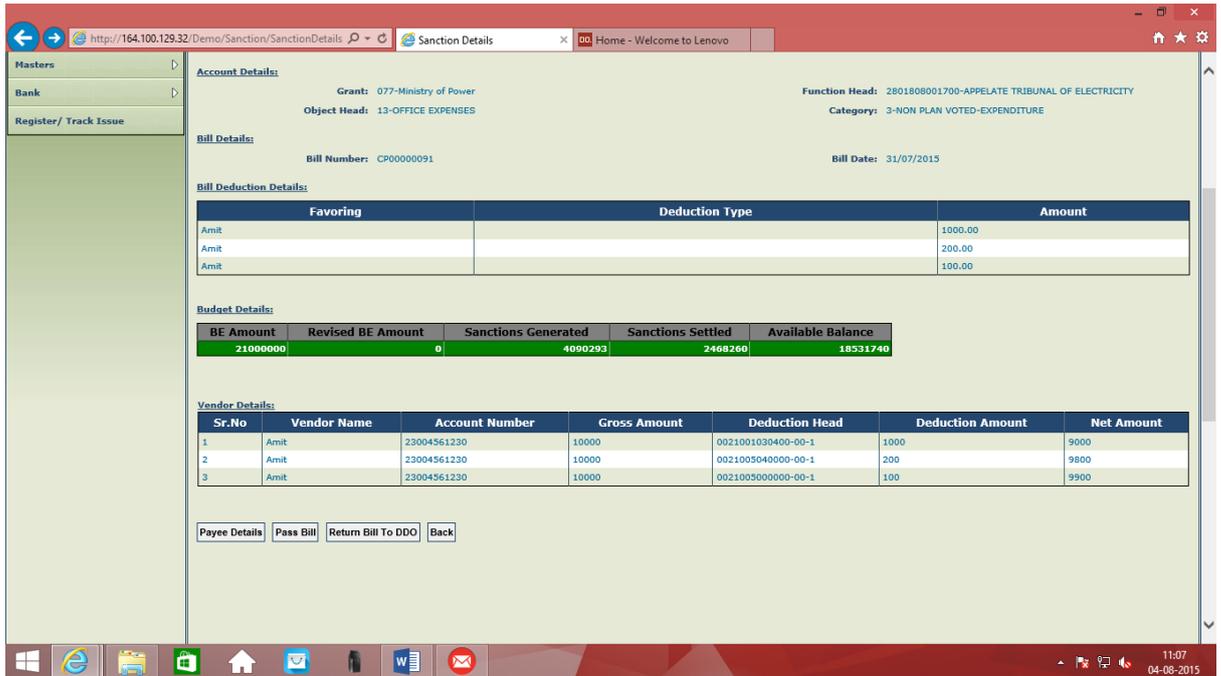
Bill Details:
 Bill Number: CP00000091 Bill Date: 31/07/2015

Bill Deduction Details:

Favoring	Deduction Type	Amount
Amit		1000.00
Amit		200.00
Amit		100.00

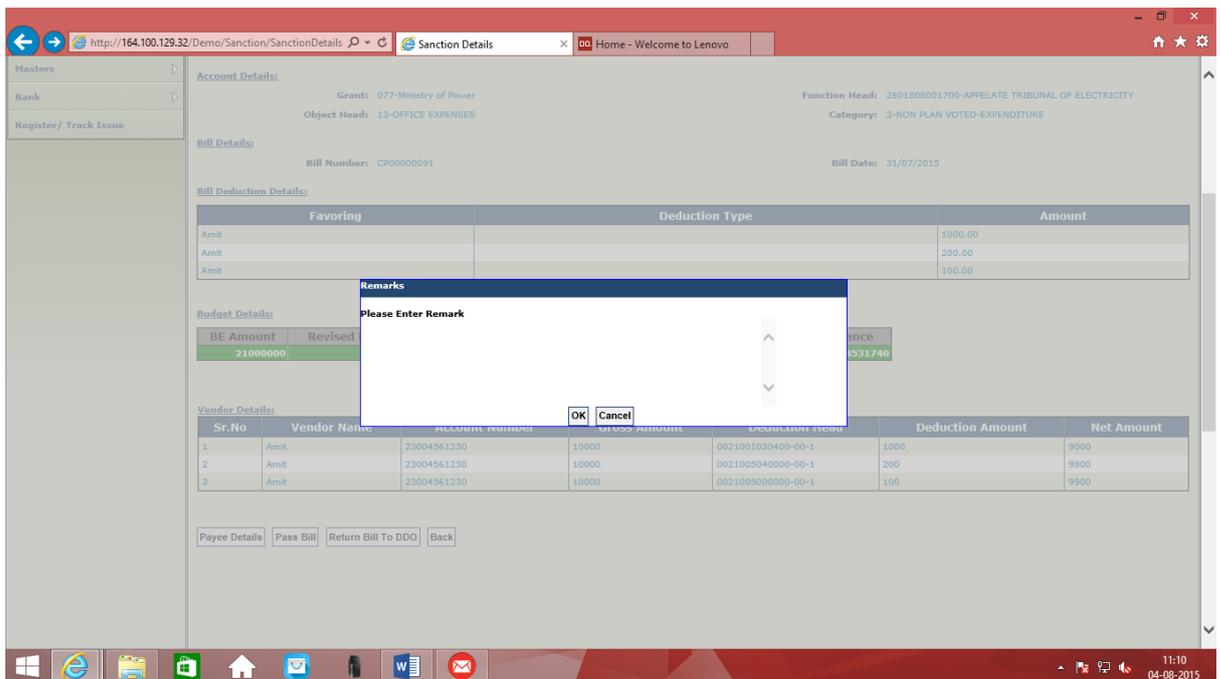
Budget Details:

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



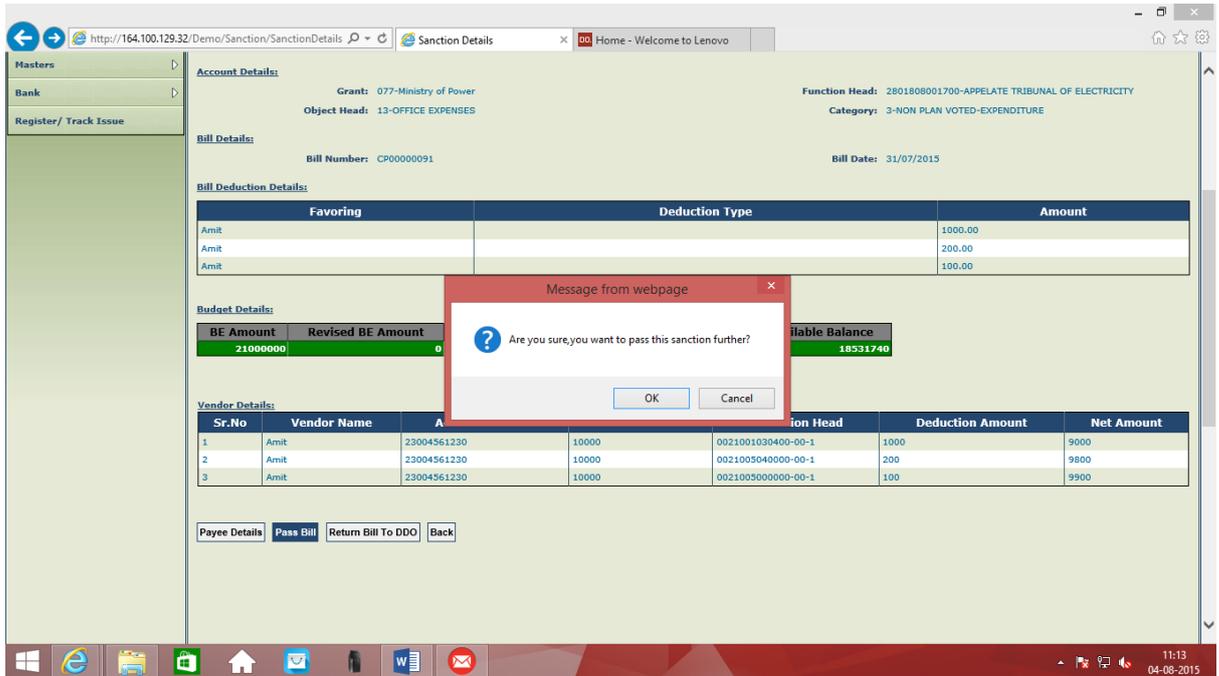
Here, two options are available. PAO user can either pass the bill for payment or return the bill to DDO.

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



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”

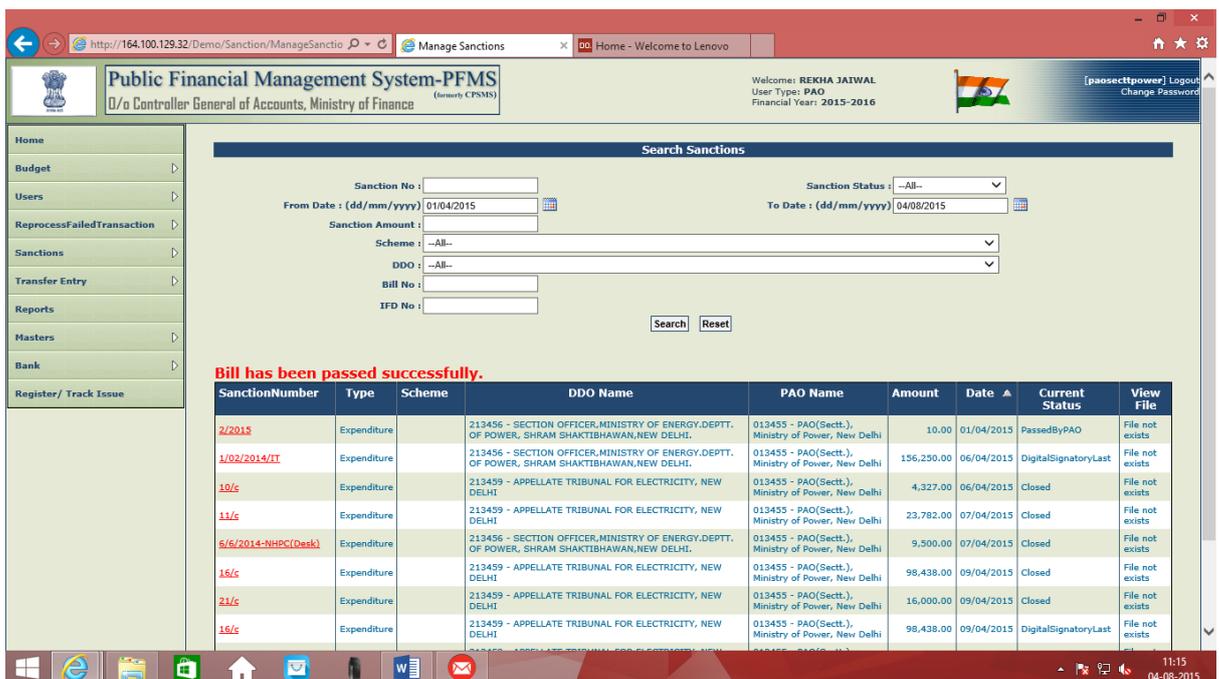


System will ask for confirmation of action.

PAO user will press the button "OK".

System will display a message:

Bill has been passed successfully.



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: sancidummy/123
 From Date: 01/04/2015
 To Date: 04/08/2015
 Sanction Status: --All--
 Scheme: --All--
 DDO: --All--
 Bill No:
 IFD No:

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(Sectt.), 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

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

Created By: pdpower
 Modified By: paosecttpower
 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

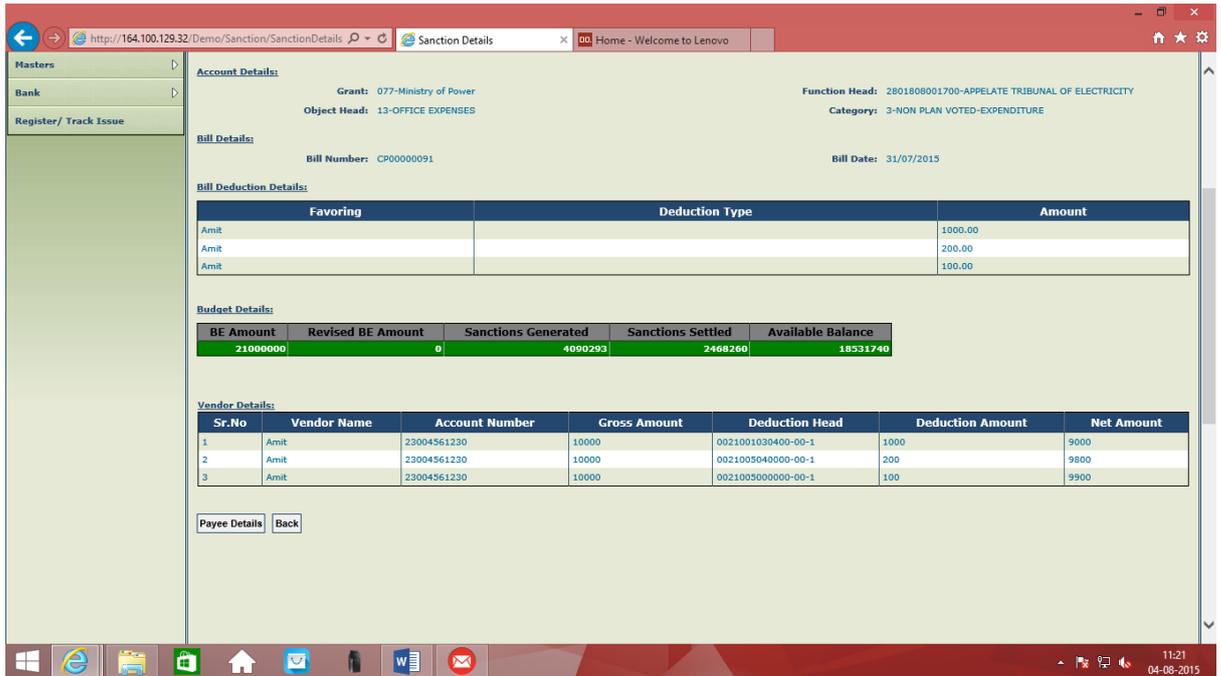
Bill Details:
 Bill Number: CP00000091
 Bill Date: 31/07/2015

Bill Deduction Details:

Favoring	Deduction Type	Amount
Amit		1000.00
Amit		200.00
Amit		100.00

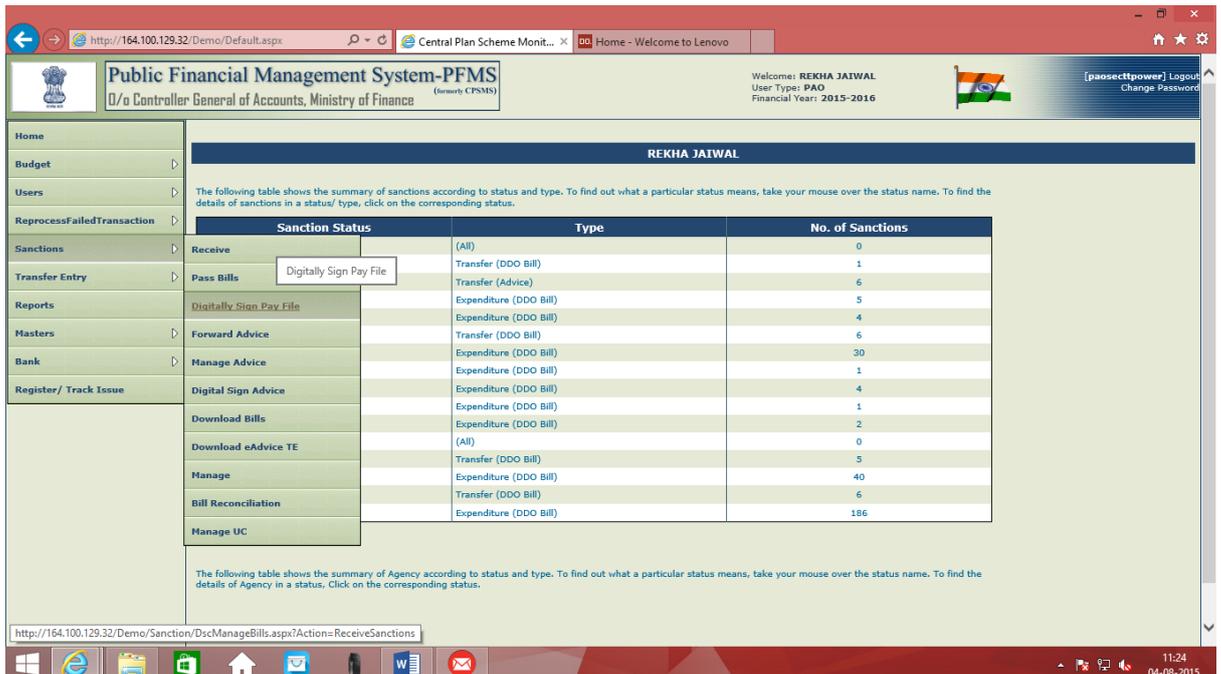
Budget Details:

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

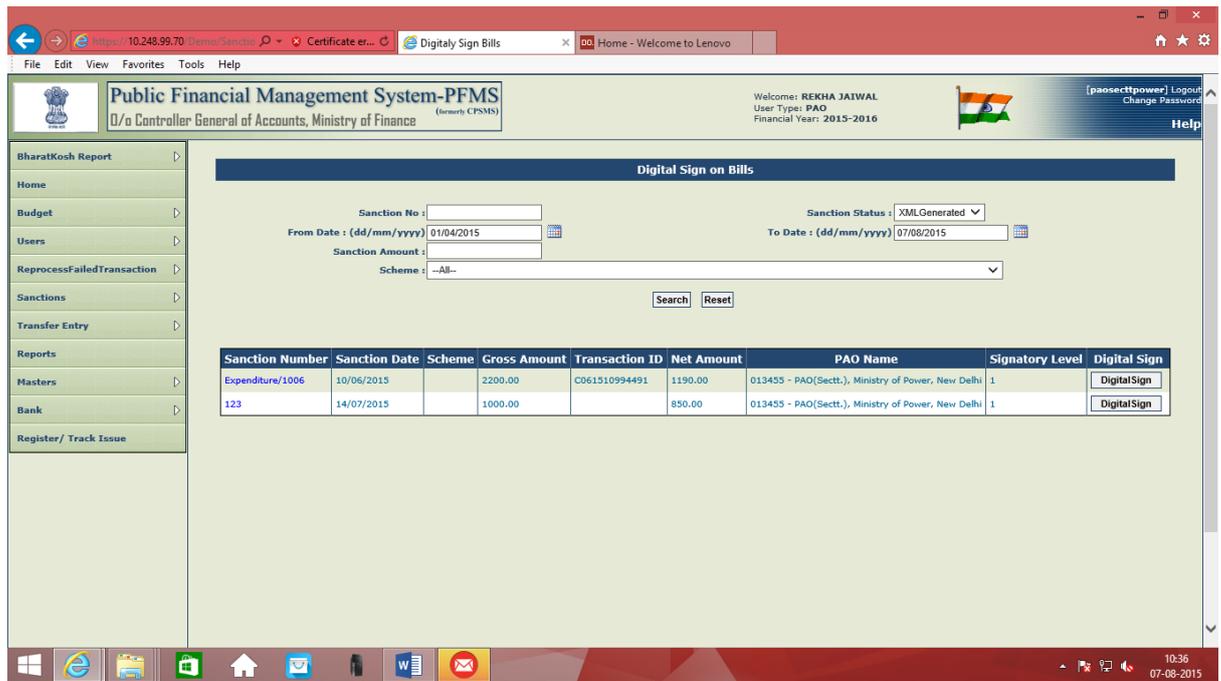


Here, the only option available for user is to see the **"Payee Details"**. The user cannot take any action.

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"**



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



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. ccpower

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

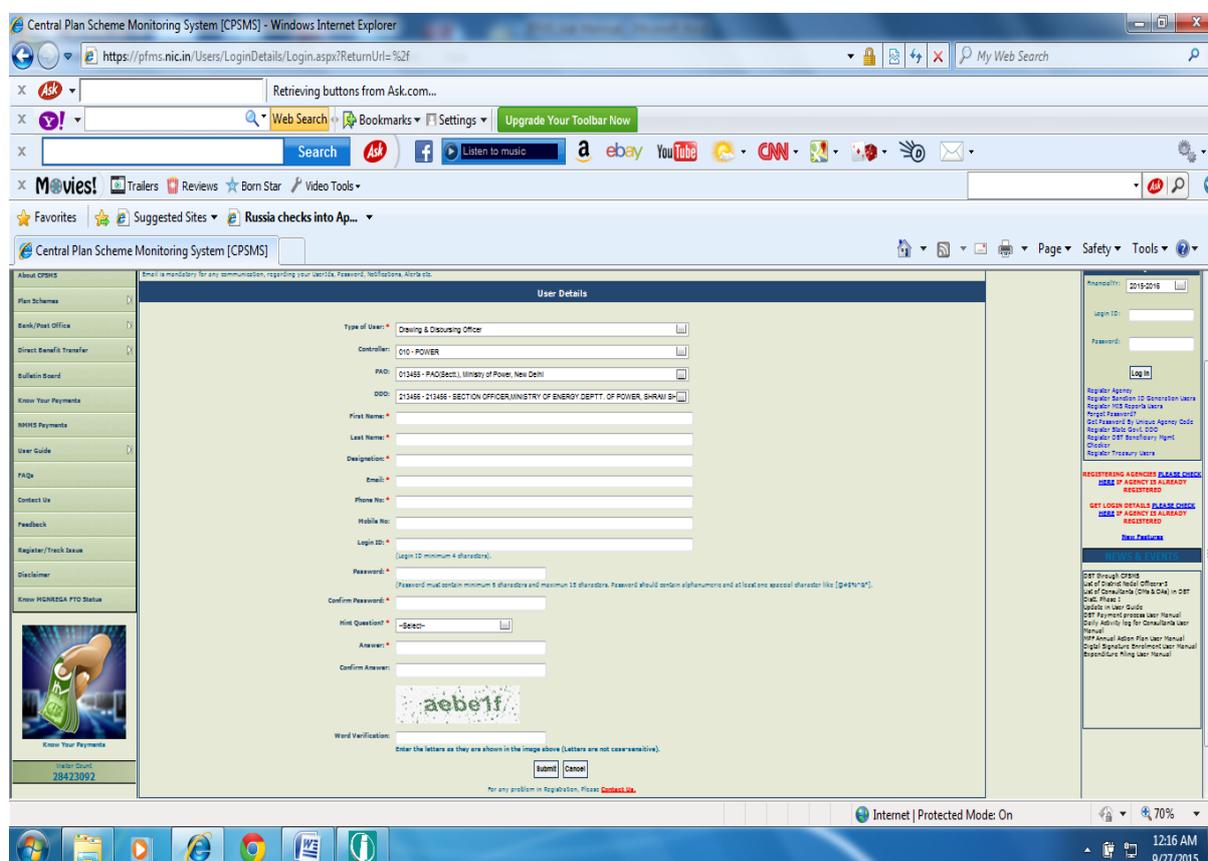


Figure (4.1) DDO user registration form

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

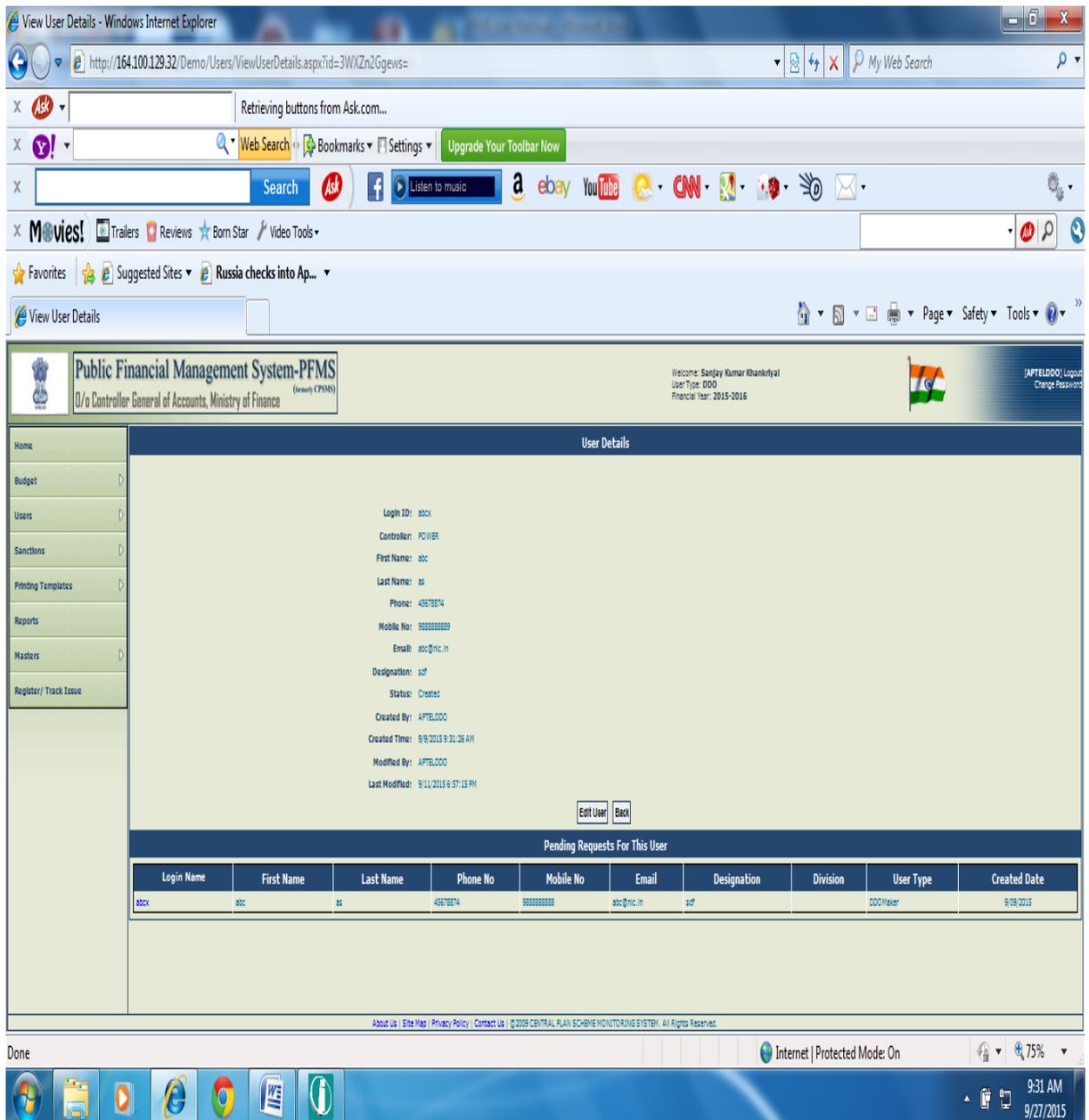


Figure (4.3) screen for approval of PD user

- 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.

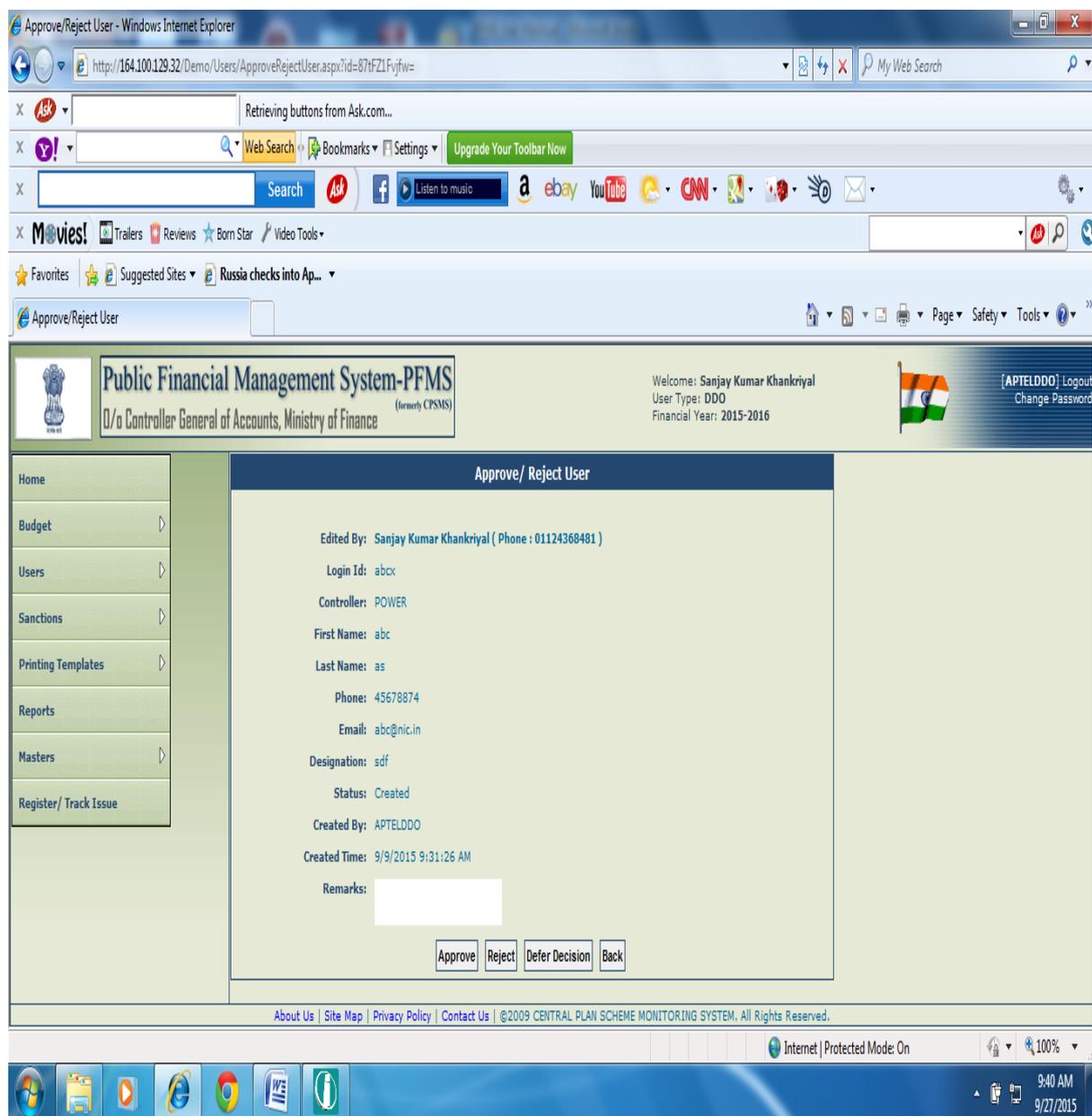


Figure (4.4) Screen for approval of PD user

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:

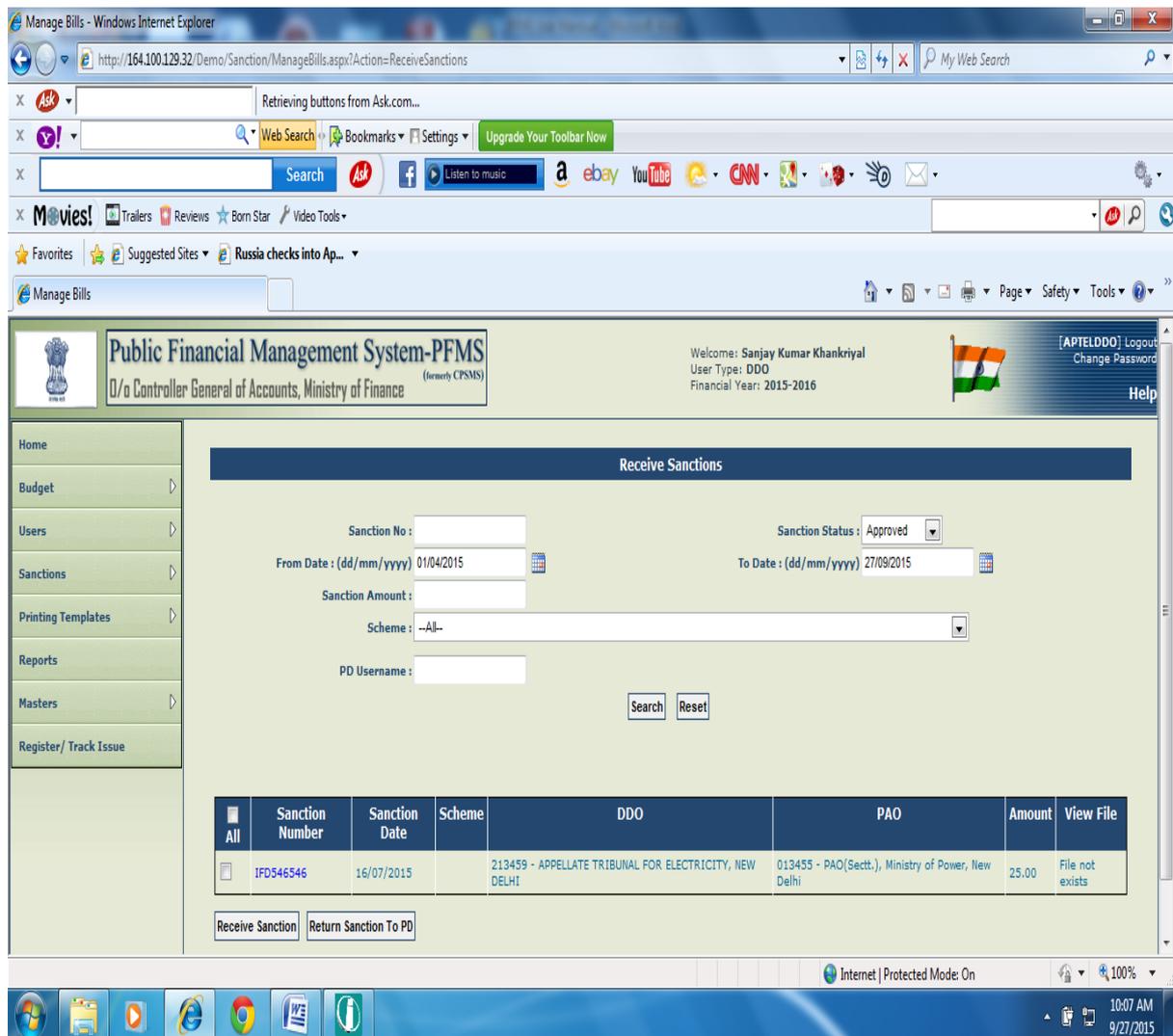


Figure (4.5) Screen for receiving sanction by DDO

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.

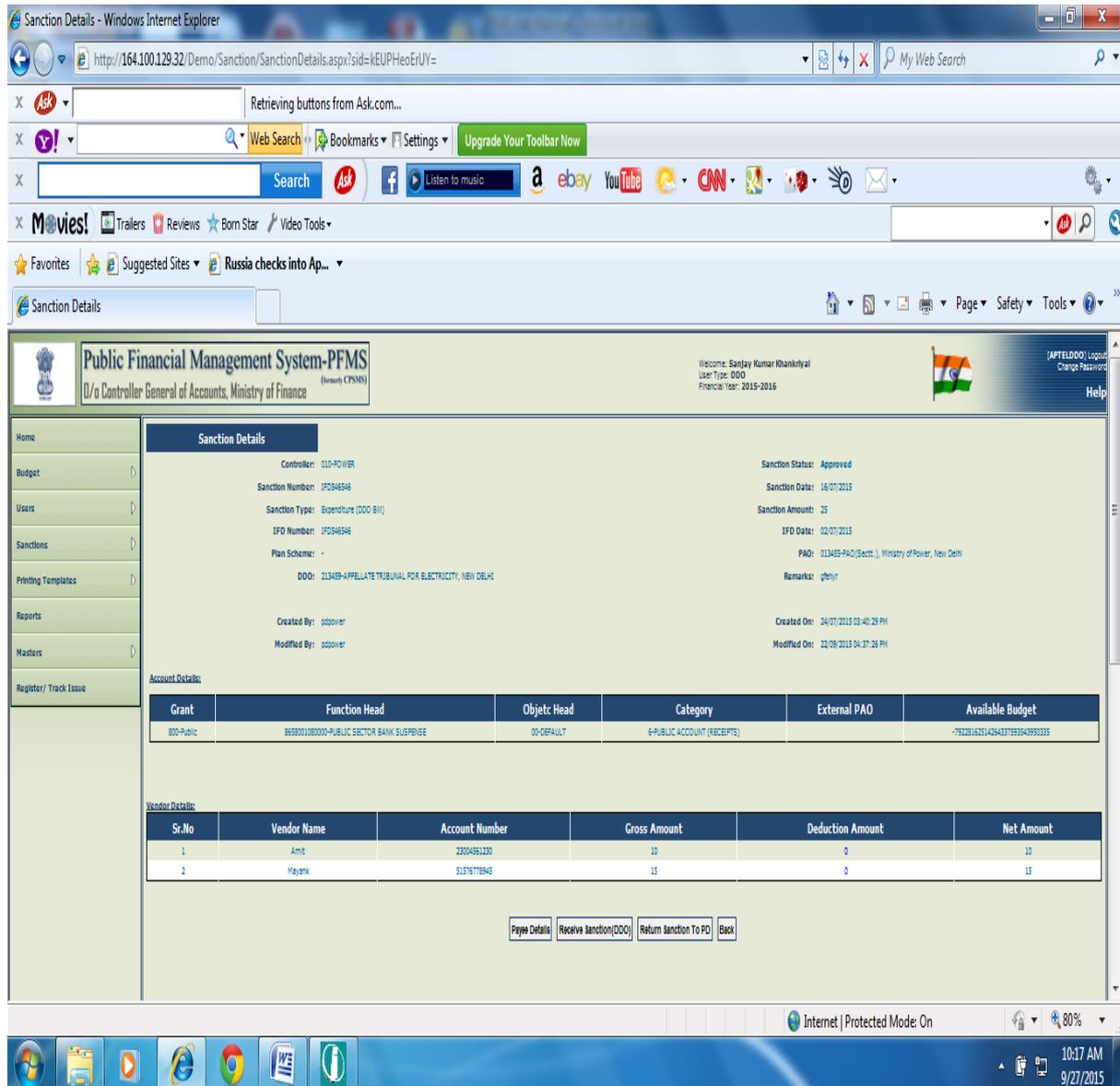


Figure (4.6)

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.

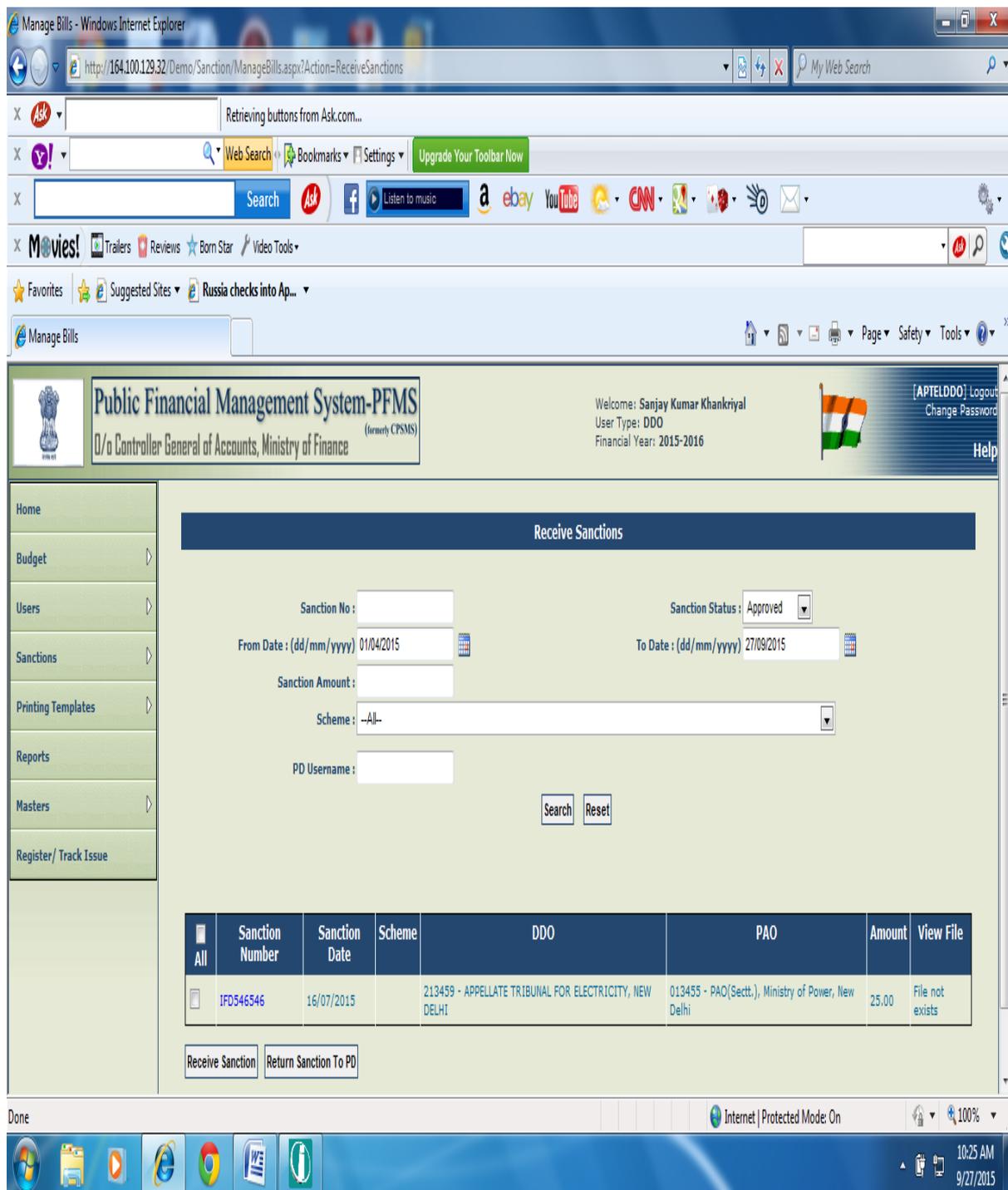


Figure (4.7)

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
 (Search CPMS)
 O/o Controller General of Accounts, Ministry of Finance

Welcome: Sanjay Kumar Khankhuyal
 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) 27/09/2015

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.

Sanction Number	Sanction Date	Scheme	DDO	PAO	Amount	View File
<input type="checkbox"/> 333	16/09/2015	213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	013455 - PAO (Sectt.), Ministry of Power, New Delhi	013455 - PAO (Sectt.), Ministry of Power, New Delhi	123456.00	File not exists
<input type="checkbox"/> 666	16/09/2015	213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	013455 - PAO (Sectt.), Ministry of Power, New Delhi	013455 - PAO (Sectt.), Ministry of Power, New Delhi	30000.00	File not exists
<input type="checkbox"/> I/PD/294	11/09/2015	213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	013455 - PAO (Sectt.), Ministry of Power, New Delhi	013455 - PAO (Sectt.), Ministry of Power, New Delhi	10000.00	File not exists
<input type="checkbox"/> I/PD/208	11/09/2015	213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	013455 - PAO (Sectt.), Ministry of Power, New Delhi	013455 - PAO (Sectt.), Ministry of Power, New Delhi	5000.00	File not exists
<input type="checkbox"/> I/PD0007	02/07/2015	213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	013455 - PAO (Sectt.), Ministry of Power, New Delhi	013455 - PAO (Sectt.), 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.

Retrieving buttons from Ask.com...

Web Search Bookmarks Settings Upgrade Your Toolbar Now

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

Movies! Trailers Reviews Born Star Video Tools

Favorites Suggested Sites Russia checks into Ap...

Generate Bill Number Page Safety Tools

Users	SANCTION TYPE: Expense (000-BY)	SANCTION PERIOD: 12/15												
Sanctions	IFD Number: 333	IFD Date: 16/09/2015												
Printing Templates	Plan Scheme: -	PAO: 012455-PAC(Elect.), Ministry of Power, New Delh												
Reports	DDO: 213459-APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	Remarks:												
Master	Account Details:													
Register / Track Issue	<table border="1"> <thead> <tr> <th>Grant</th> <th>Function Head</th> <th>Objct Head</th> <th>Category</th> <th>External PAO</th> <th>Available Budget</th> </tr> </thead> <tbody> <tr> <td>077-Ministry of Power</td> <td>200100001700-APPELLATE TRIBUNAL OF ELECTRICITY</td> <td>13-OFFICE BENEFES</td> <td>3-MON PLAN VOTED-BRIBUCTURE</td> <td></td> <td>-7920216254204307993642690335</td> </tr> </tbody> </table>		Grant	Function Head	Objct Head	Category	External PAO	Available Budget	077-Ministry of Power	200100001700-APPELLATE TRIBUNAL OF ELECTRICITY	13-OFFICE BENEFES	3-MON PLAN VOTED-BRIBUCTURE		-7920216254204307993642690335
Grant	Function Head	Objct Head	Category	External PAO	Available Budget									
077-Ministry of Power	200100001700-APPELLATE TRIBUNAL OF ELECTRICITY	13-OFFICE BENEFES	3-MON PLAN VOTED-BRIBUCTURE		-7920216254204307993642690335									

Deduction Details

Favoring: --Select--

Select Deduction Type: ITAV-Contractor

Grant: 900 Function Head: 0021001021100 Object Head: 00 Category: 1 Amount:

Deductions Added Successfully

[To print bill, click here.](#)

Deduction Type	Favoring	Grant	Function Head	Object Head	Category	Amount
ITAV-Contractor	FRAYASING PAT	900-Receipt	002100002100-DEDUCTIONS FROM PAYMENTS TO CONTRACTORS AND SUB CONTRACTORS UNDER SECTION 184-C 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 - Windows Internet Explorer

http://164.100.129.32/Demo/Sanction/GenerateBillNumber.aspx?sid=jwVUm2kAw=

Retrieving buttons from Ask.com...

Web Search Bookmarks Settings Upgrade Your Toolbar Now

Search Listen to music ebay YouTube CNN

Movies! Trailers Reviews Born Star Video Tools

Favorites Suggested Sites Russia checks into Ap...

Generate Bill Number Page Safety Tools

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

Welcome: Sanjay Kumar Khankhalyal
User Type: DDO
Finance Year: 2015-2016

 [AFTELDDO] Logout
Change Password

Home
Budget
Users
Sanctions
Printing Templates
Reports
Masters
Register/ Track Issue

Bill number CP0000199 has been generated.
To print bill, click here.

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Done Internet | Protected Mode: On 80%

4:25 PM
9/27/2015

http://164.100.129.32/Demo/Sanction/ChallanEntryForm.aspx - Windows Internet Explorer

http://164.100.129.32/Demo/Sanction/ChallanEntryForm.aspx

Retrieving buttons from Ask.com...

Web Search Bookmarks Settings Upgrade Your Toolbar Now

Search Listen to music ebay YouTube CNN

Movies! Trailers Reviews Born Star Video Tools

Favorites Suggested Sites Russia checks into Ap...

http://164.100.129.32/Demo/Sanction/ChallanEnt...

Page Safety Tools



Public Financial Management System-PFMS
(powered by CPMS)

O/o Controller General of Accounts, Ministry of Finance

Welcome: Sanjay Kumar Khankhryal
User Type: DDO
Finance Year: 2015-2016



APPELLATE001 Logout
Change Password

Challan Entry

DDO: 213439-APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI

Challan Number: Challan Date: Challan Amount:

Deposit Bank: STATE BANK OF INDIA IFSC Code: Challan Source:

External PAO: Challan For: Other Receipts

Payment Mode: Cash

Cheque Number: Cheque Date:

Drawn on Bank Name: Drawn on Bank Branch IFSC Code:

Add Account Head Details

Grant: Function Head: ObjectHead:

Category: Amount:

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Internet | Protected Mode: On

4:28 PM
9/27/2015

CHAPTER-5

Registration of Program Division (PD) and its Functions

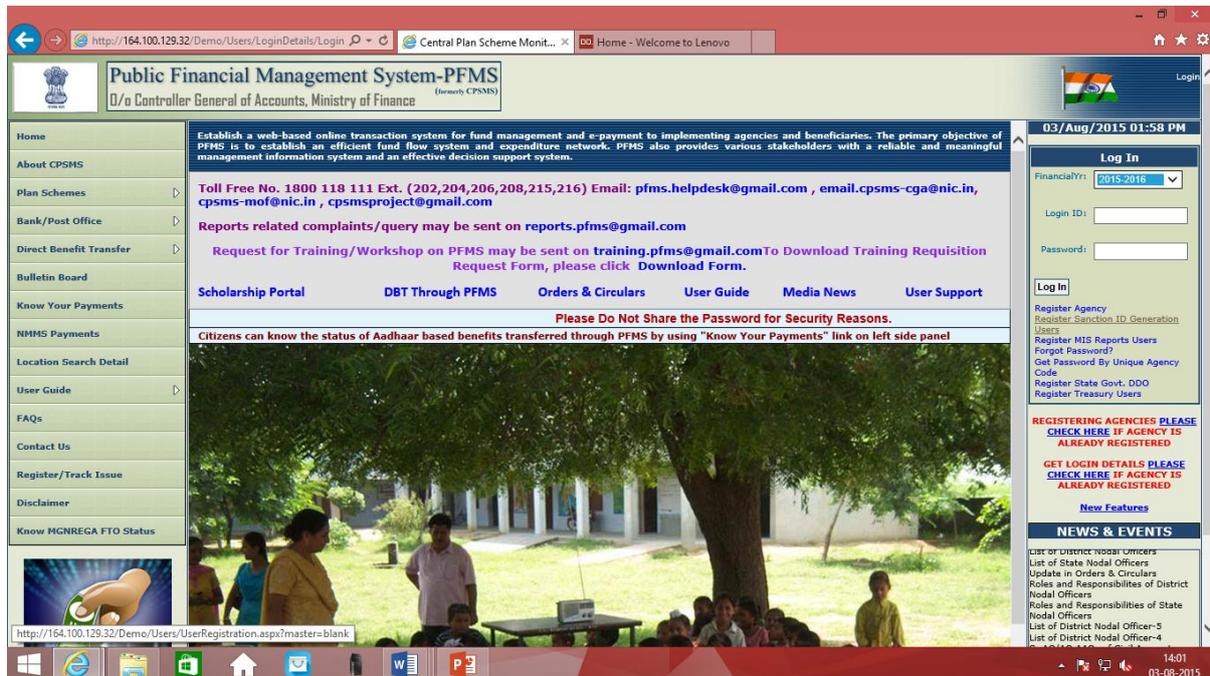
(NOTE: Program Division is already registered on PFMS portal for Plan fund disbursement; hence same can be used for Non-Plan payment as well).

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

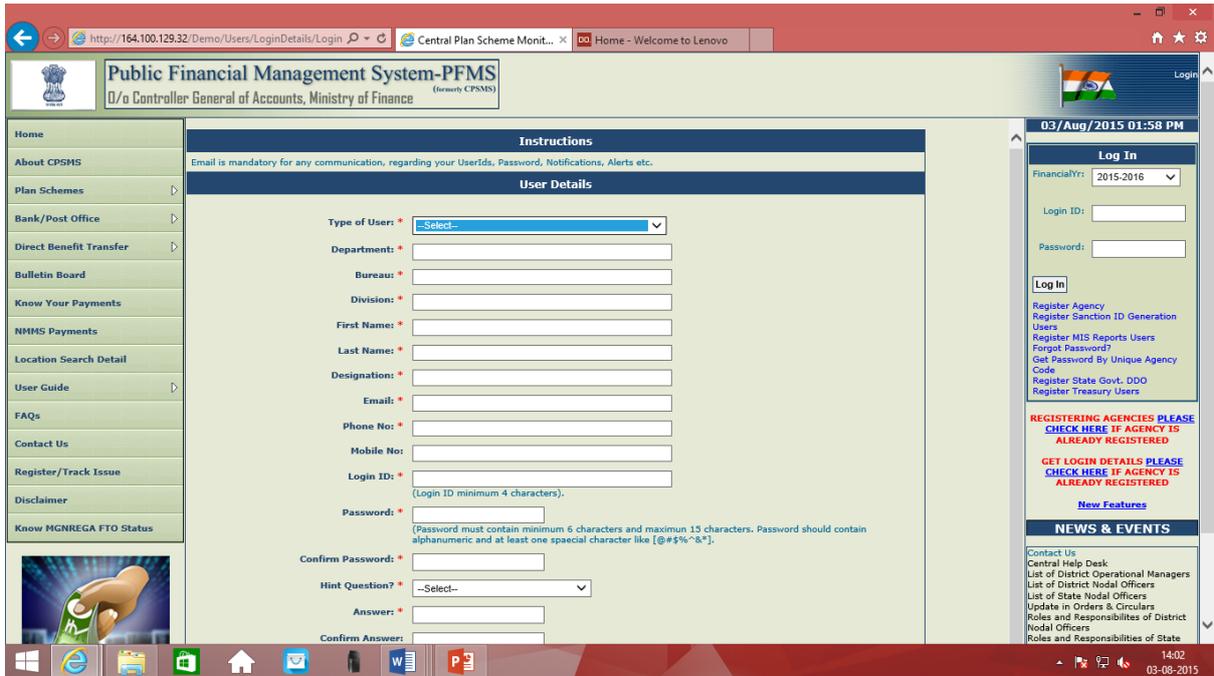
- C. Registration of PD USER on PFMS Home Page
- D. Approval of Registration by Principal Accounts Office

A. Registration of PD User on PFMS Home Page

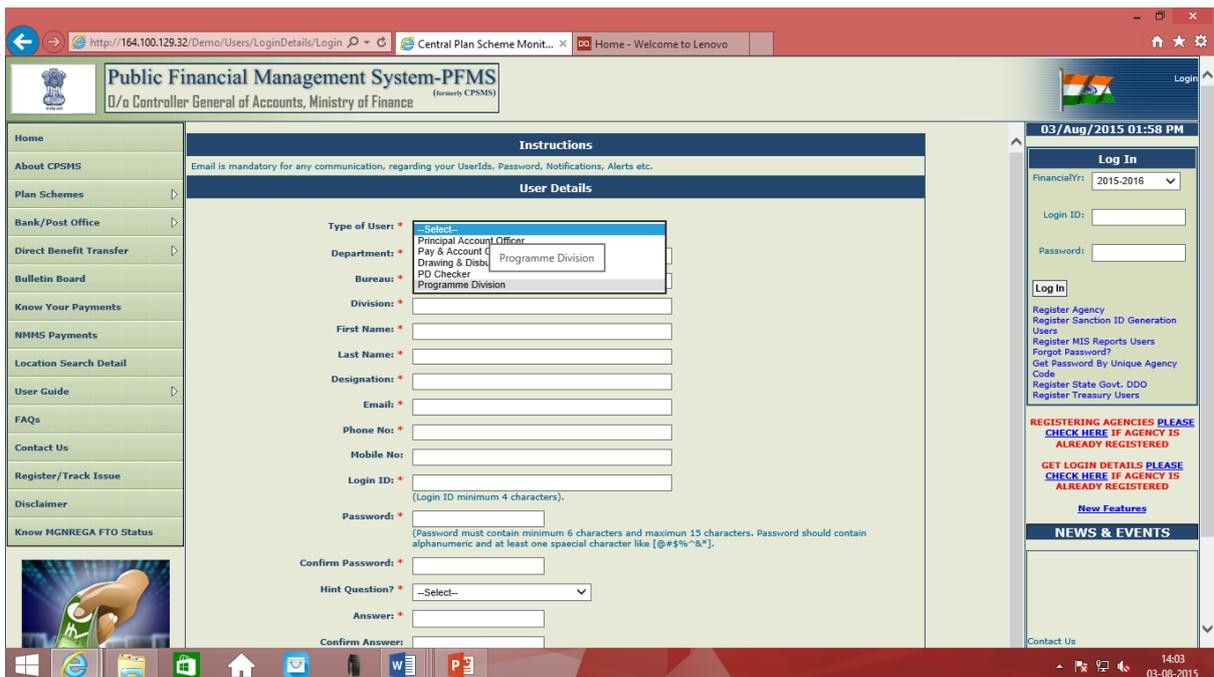
Click the “Register Sanction ID Generation Users” hyperlink on the home page, below the Log In button.

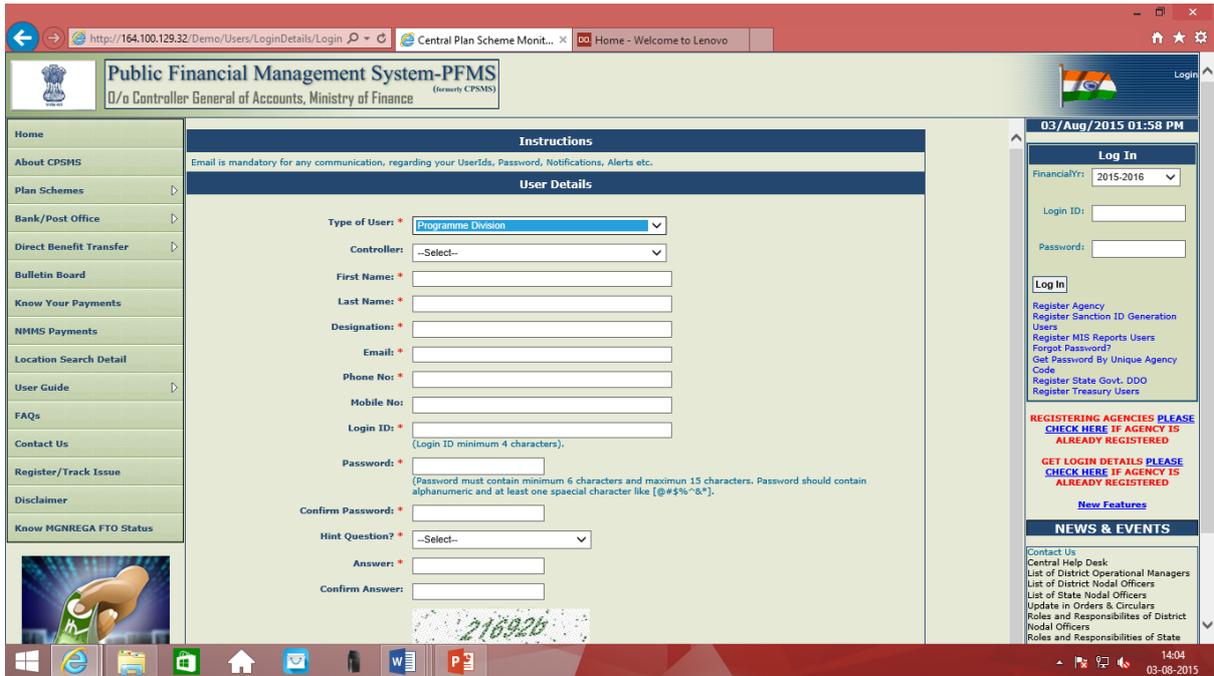


Following screen will appear:

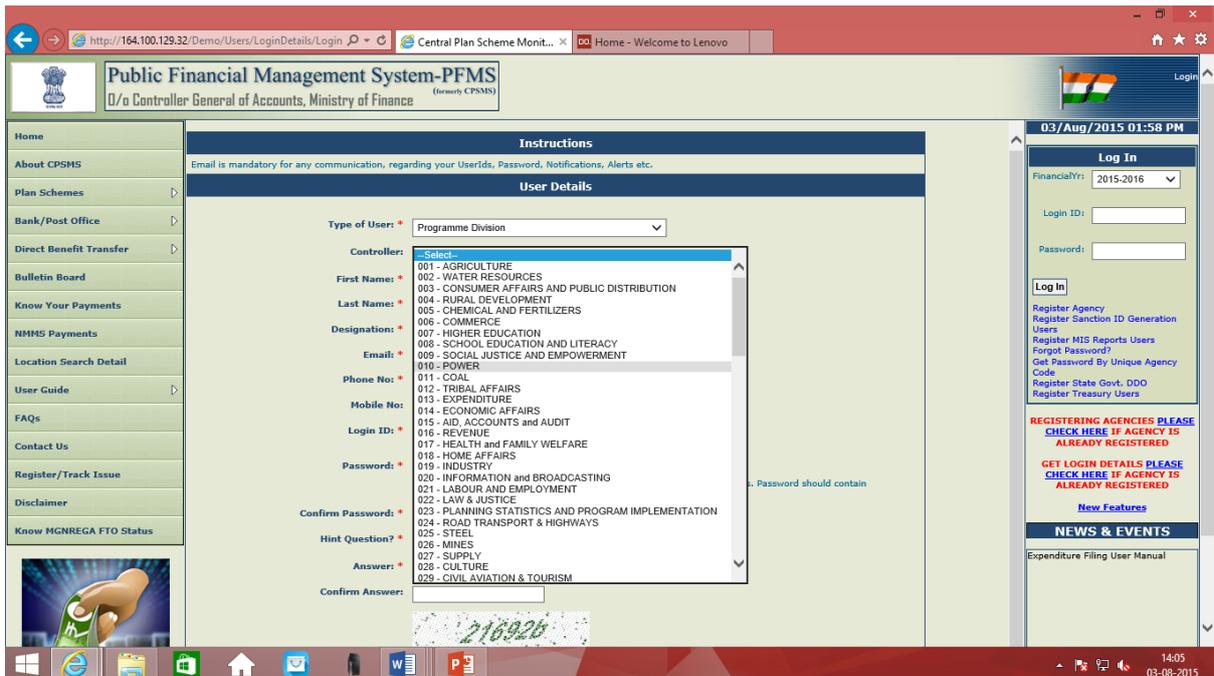


1. Select “Program Division” as “Type of Users” from drop-down list. It is a mandatory field, and cannot be left blank.





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



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.

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.

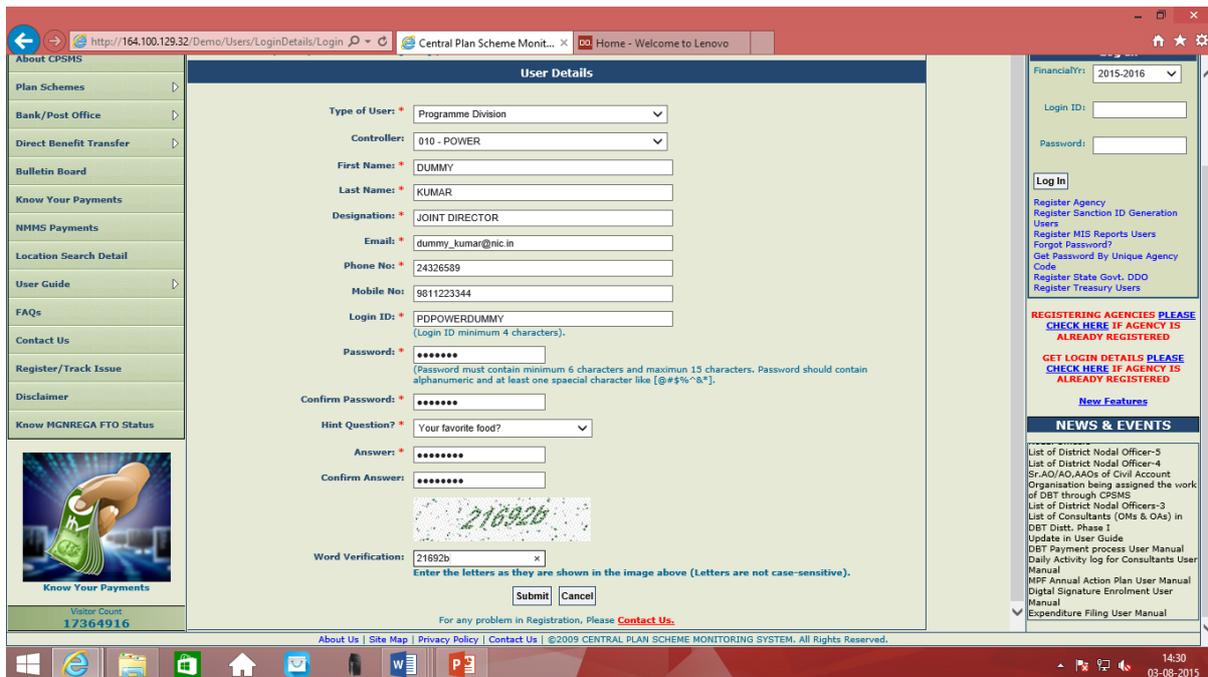
12. Select a “**Hint Question**” from the drop-down list. It is a mandatory field, and an option should be selected for it.

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.

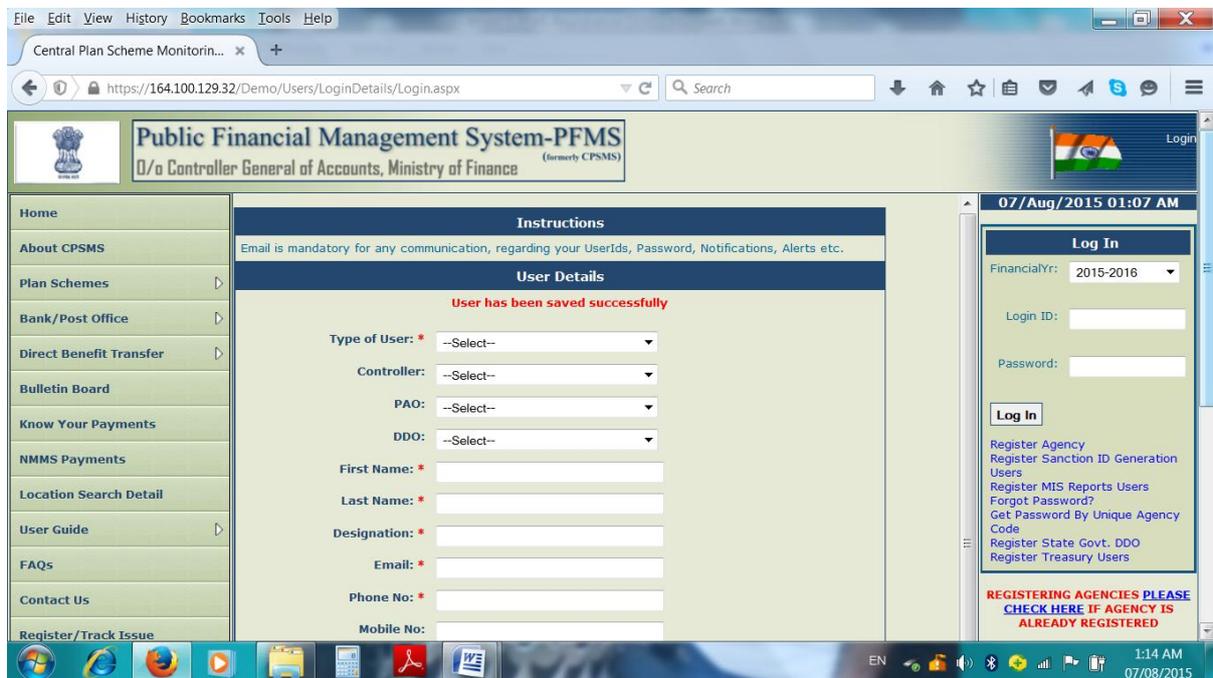
14. Retype hint question answer in the “**Confirm Answer**” textbox. It should be exactly same as entered in the answer textbox. It is also a mandatory field.

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.



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



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.

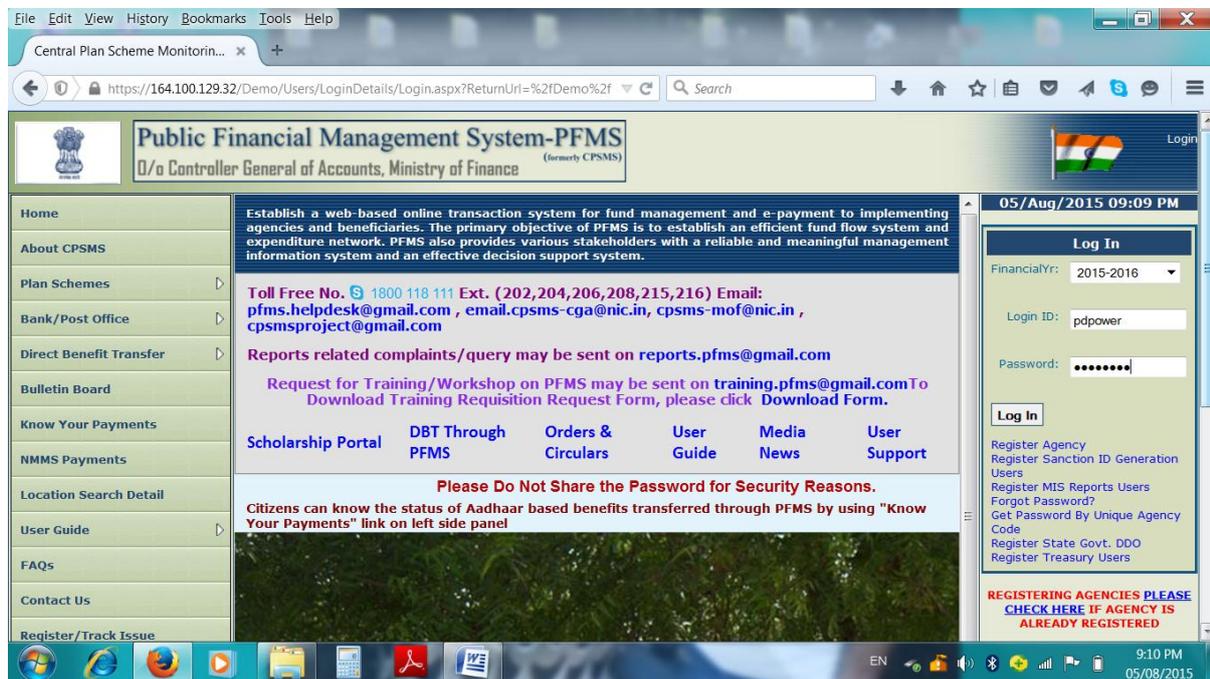
PROGRAM DIVISION:

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:

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
PrAO_DDO_Returned	Transfer (Advice)	1
Canceled	(All)	0
PendingCancellation	(All)	0
Rejected	(All)	0
DeferredDecision	(All)	0
Closed	Expenditure (DDO Bill)	2

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**

Following screen for “Create Vendor” will appear:

The screenshot displays the 'Create Vendor' form in the Public Financial Management System (PFMS). The form is titled 'Create Vendor' and is part of the 'Public Financial Management System-PFMS (formerly CPSMS)'. The user is logged in as 'power power' with User Type 'PD' and Financial Year '2015-2016'. The form is divided into two main sections: 'Create Vendor' and 'Bank Details'. The 'Create Vendor' section includes the following fields: Type (Personal), Date of Birth (DD/MM/YYYY), Aadhaar Number, PAN Number, Address1, Address2, Address3, City, Country (INDIA), District, Mobile No, Email, Name, and Father/Husband Name. 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 has 'Save' and 'Reset' buttons at the bottom. The page header shows 'Public Financial Management System-PFMS (formerly CPSMS)' and 'O/o Controller General of Accounts, Ministry of Finance'. The user is logged in as 'power power' with User Type 'PD' and Financial Year '2015-2016'.

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.

The screenshot shows the 'Create Vendor' form in the PFMS. The form is divided into two main sections: 'Create Vendor' and 'Bank Details'. The 'Create Vendor' section includes the following fields:

- Type: Personal (dropdown menu)
- Date of Birth (DD/MM/YYYY): [text input]
- Aadhaar Number: [text input]
- PAN Number: [text input]
- Address1: [text input] (Required)
- City: [text input] (Required)
- Country: INDIA (dropdown menu)
- District: [text input]
- Mobile No.: [text input] (Required)
- Email: [text input]
- Name: [text input] (Required)
- Father/Husband Name: [text input]
- Address2: [text input]
- Address3: [text input]
- State: -Select- (dropdown menu)
- Pin Code: [text input]
- Phone No.: [text input]

The 'Bank Details' section includes:

- Bank Name: [text input] (Select Bank)
- Account No.: [text input]

Buttons: ADD BANK DETAILS, Save, Reset.

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.

Fill the relevant information in above fields.

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.

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

Create Vendor

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

Bank Details

Bank Name: synd Select Bank
SYNDICATE BANK (Y)
ACCOUNT ATTRIBUTE - numeric size 11 digit uscimal none 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.
Account No: Please Enter Valid Account Number Required
ADD BANK DETAILS

Save Reset

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

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

Create Vendor

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

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, 18 digit alphanumeric value
Account No: 11111234567901 Please Enter Valid Account Number Required
ADD BANK DETAILS

Save Reset

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**

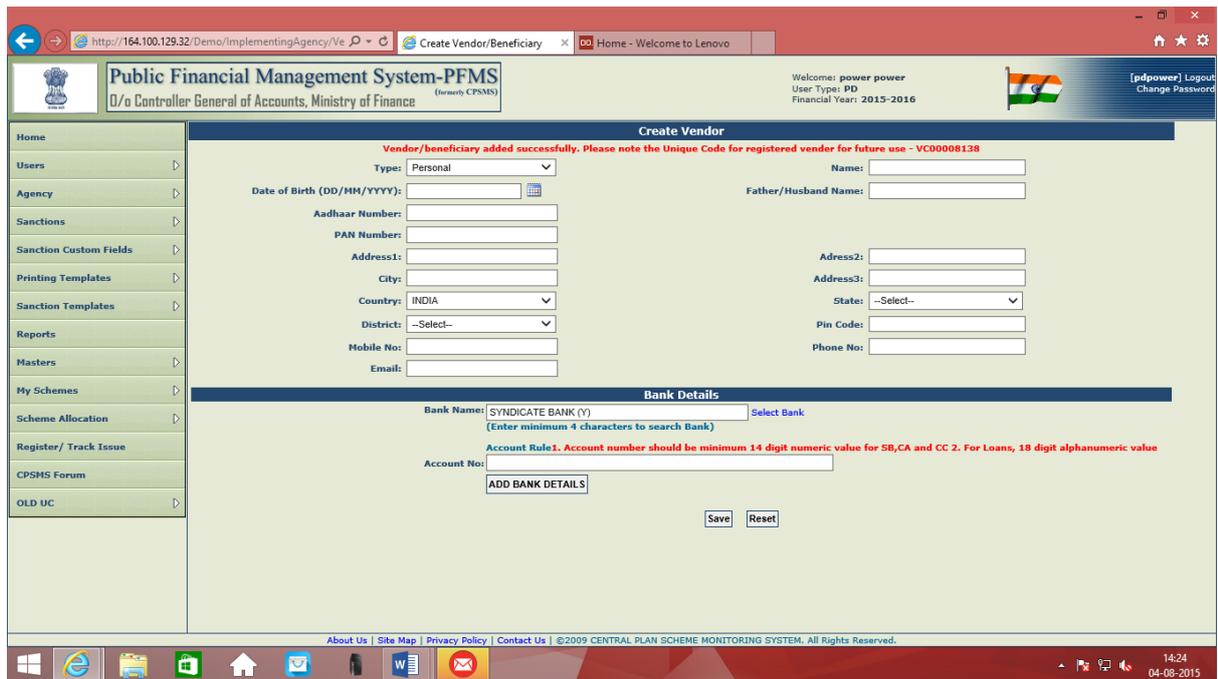
One more row showing Bank Details will appear

Bank Name	Branch Name	Account Number	Status	Delete	Action
SYNDICATE BANK (Y)		11111234567901	Active	X	

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”



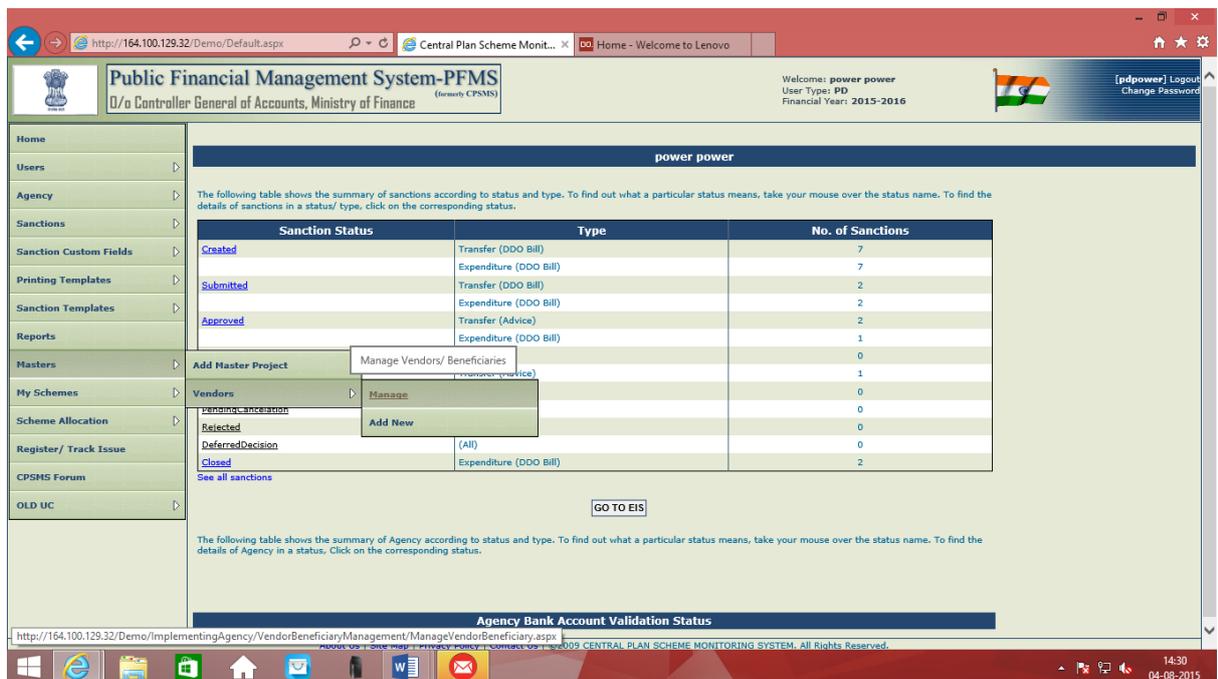
6. Modification in Vendor's Details:

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



A screen for **“Manage Vendor”** will appear:

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

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

[pdpower] Logout
Change Password

Manage Vendor

Search criteria: Vendors registered by me.

Vendor Name:

Unique Code:

Name	Vendor Type	Contact Detail	Unique Code	Created By	Created Date	Status
Amit	Personal	delhi	VC00008130	pdpower	08/07/2015	None
GSHH HFHE	Personal	Abjika papapa.ajs@gmail.com	VC00008131	pdpower	10/07/2015	None
Ravan	Departmental officer	Khan Market	VC00008132	pdpower	15/07/2015	None
Kumbhkarar	Personal	Pandara Road	VC00008133	pdpower	15/07/2015	None
KK Kumar	Personal	Gulmohar Park New Delhi nair_kkk@msn.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
(formerly CPSMS)
O/o Controller General of Accounts, Ministry of Finance

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

[pdpower] Logout
Change Password

Manage Vendor

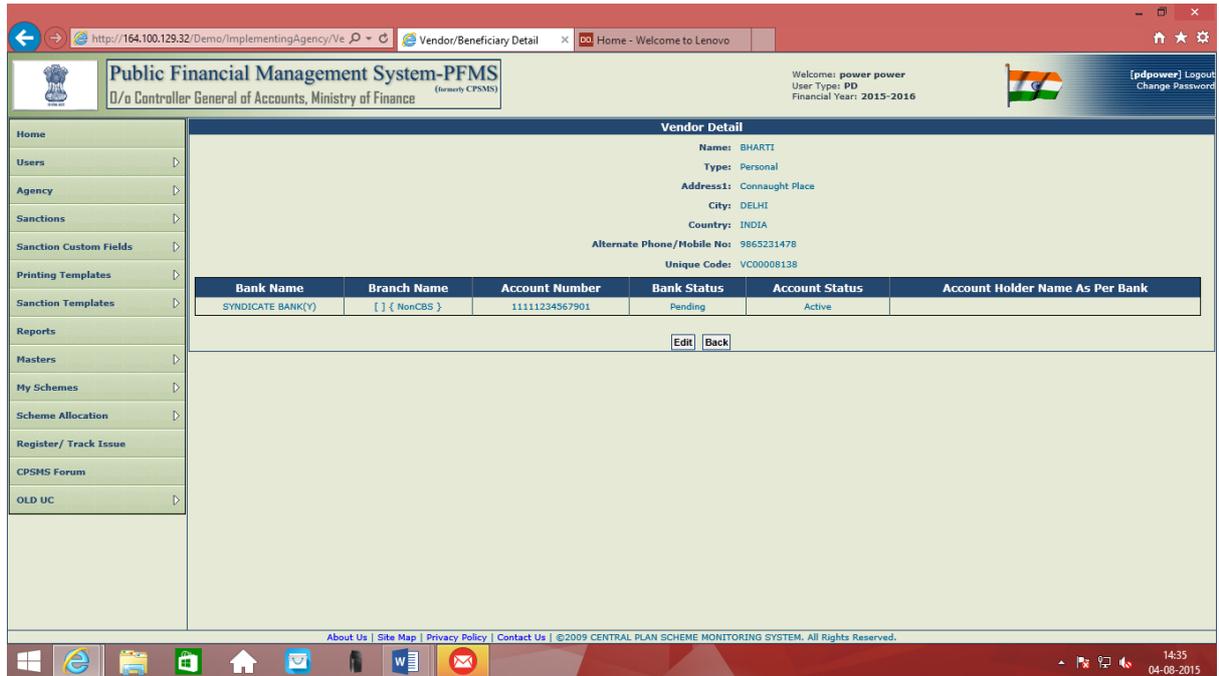
Search criteria: Vendors registered by me.

Vendor Name:

Unique Code:

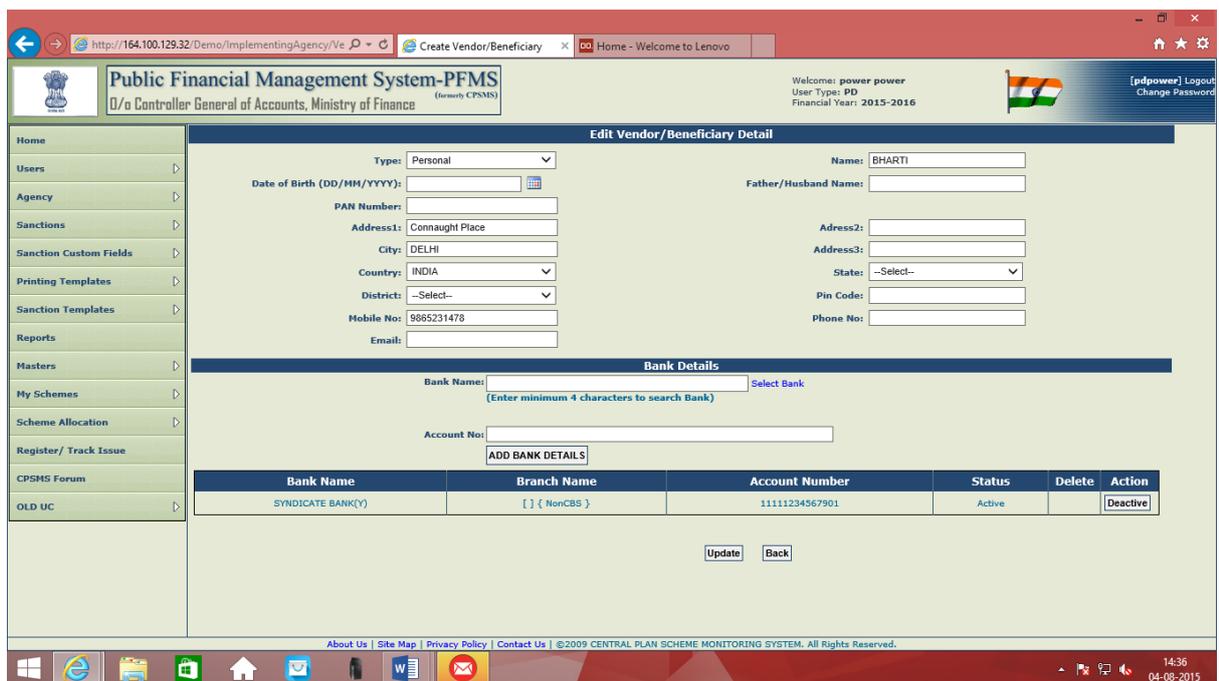
Name	Vendor Type	Contact Detail	Unique Code	Created By	Created Date	Status
BHARTI	Personal	Connaught Place	VC00008138	pdpower	04/08/2015	None

Click on “Vendor Name” to open Vendor Details



Click **“Edit”** button

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



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

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: 9865231478
 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		Deactivate

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
(formerly CPSMS)
O/o Controller General of Accounts, Ministry of Finance

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

USER MAPPING

power power

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
PrAO_DDO_Returned	Transfer (Advice)	1
Cancelled	(All)	0
PendingCancellation	(All)	0
Rejected	(All)	0
DeferredDecision	(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 Status	No. of Agency
Pending Agency Approval	0
Pending PD Approval	14
	0
	0

A screen for “User Mapping” will appear.

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

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

User Mapping

Controller: 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 JYOTI YOJANA (DDUGJY)
Ministry of Power	DEVELOPMENT OF POWER SYSTEMS - NLDC
Ministry of Power	ENERGY CONSERVATION
Ministry of Power	FINANCIAL SUPPORT FOR DEBT RESTRUCTURING OF DISCOMPS
Ministry of Power	FUNDS FOR EVALUATION STUDIES AND CONSULTANCY POWER
Ministry of Power	GREEN ENERGY CORRIDOR CS
Ministry of Power	INTEGRATED POWER DEVELOPMENT SCHEME
Ministry of Power	LOANS TO PFC FOR IPDS
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 (POSOCO)
Ministry of Power	Setting up of Joint Electricity Regulatory Commission for Goa & UTs except Delhi
Ministry of Power	TEHRI 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
 Controller: POWER

Controller: POWER

Grant Details PAO/DDO Details Agency Details Vendor Details

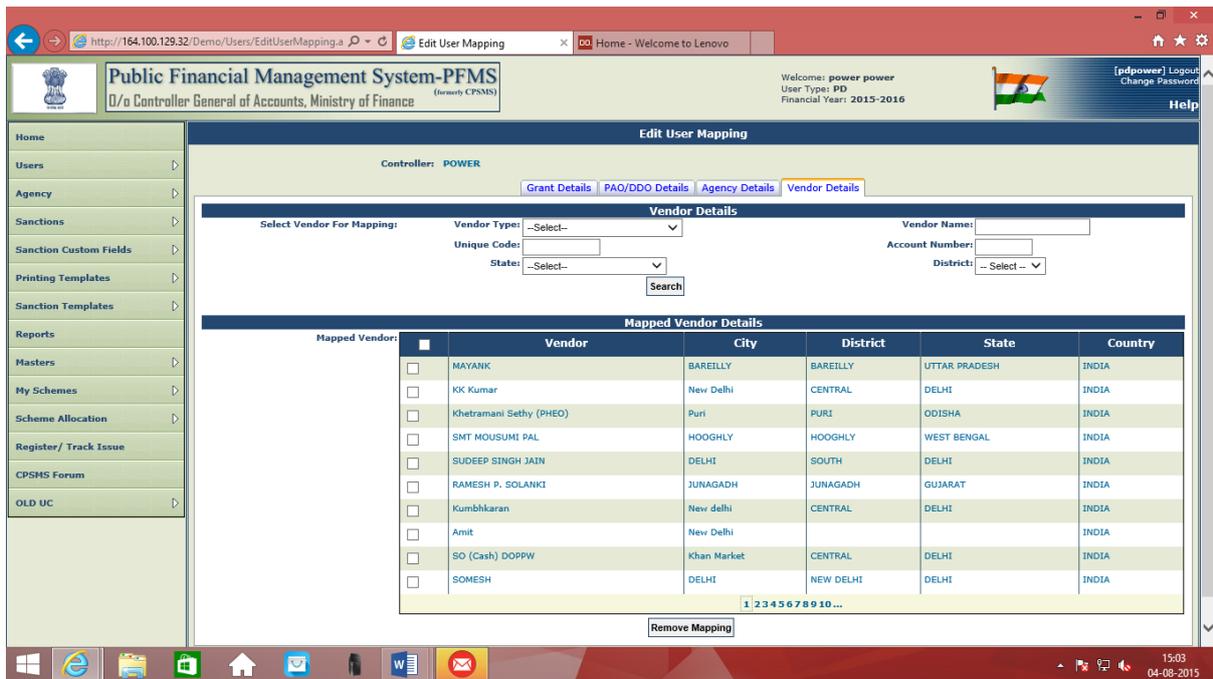
Name	Unique Code	Address	City	State
RAMESH P. SOLANKI	RA96898DHS	AMBEEDKAR NAGAR	JUNAGADH	GUJARAT
Amit	VC0008130	delhi	New Delhi	
District Program Manager NRHM/RCH	DiF4d84FDHS	DPMU OFFICE	Hoshangabad	MADHYA PRADESH
Dr.M.K.Jain	DrCb59dFDHS	Office of C.M.&H.O. Vidisha	Vidisha	MADHYA PRADESH
Mr.Naved Waseem	MrbD0a04DHS	Office of C.M.&H.O. Vidisha	Vidisha	MADHYA PRADESH
Mrs. Pramila Patel	Mrc2f4dDHS	Office of C.M.&H.O. Vidisha	Vidisha	MADHYA PRADESH
Jeevanti Hospital Vidisha	Je11311DDHS	District Vidisha	Vidisha	MADHYA PRADESH
JUBER KHAN	JU7a8ed0dhs	BETUL	BETUL	MADHYA PRADESH
Medical Coueslling Centre Bhopal	Me67c346DHS	Bhopal	Bhopal	MADHYA PRADESH
abcd	ab72193DHS	sehore	sehore	MADHYA PRADESH
Next Step for Social Advancement Bhopal	Ne2445d9DHS	M.P.Nagar Bhopal	Bhopal	MADHYA PRADESH
R D Gautam	RDG	Iiird floor Bank of India Building	Bhopal	MADHYA PRADESH
SHRI YOUNRAJ MANKARE	SHbd519SDHS	SHAHPUR	BURHANPUR	MADHYA PRADESH
ORINCIPAL ANM TRAINING CENTER BURHANPUR	OR23a95DHS	BURHANPUR	BURHANPUR	MADHYA PRADESH
Hari Vitthal Joshi	HVJoshi	Satpada Bhawan	Bhopal	MADHYA PRADESH
Dr. Rakesh Chouksey DIO	Dr47540DDHS	burhanpur	burhanpur	MADHYA PRADESH
Ku.Divya Diyanath	Ku3545483SR	NRC	ITARSI	MADHYA PRADESH
DR. J.R. TRIVEDIA	DR74f24DDHS	BHIND	BHIND	MADHYA PRADESH
NAVPREET SINGH	NA4ef05DHS	BHIND	BHIND	MADHYA PRADESH
RITESH GAUTAM	RISf223bDHS	LAXMI CHAUK, KILA ROAD BHIND	BHIND	MADHYA PRADESH
UNICEF (MINCI CO-ORDINATOR SALARY & TA DA) EXP	UN1c5de1DHS	BHIND	BHIND	MADHYA PRADESH
avs construction	av3284e2TNK	C dharapuram	C dharapuram	TAMIL NADU
GANESH PRINTERS,	GA891c23TNV	47.GOPALANKOTHAN STREET,	MADURAI	TAMIL NADU

Click "Edit Mapping" button, which is given at the end of list of vendors' names

Smt Chandravati Dubey	Sm97bd6GHC	Benergee Colony	Pipariya	MADHYA PRADESH
dr laxmi maru	dredcb33DHS	indore	indore	MADHYA PRADESH
Om Prakash - Dri	omdevas	Office of CM&HO Devas	Devas	MADHYA PRADESH
Radhe Cheritable Hospital Devas	Radhedevas	Itava, devas	Devas	MADHYA PRADESH
NRC Devas	NRC devas	District Hospital Campus Devas	Devas	MADHYA PRADESH
Sanjivni Hospital Devas	Sandevras	Devas	Devas	MADHYA PRADESH
Devas Hospital & Reasearch Centre Devas	DHRCDDevas	Devas	Devas	MADHYA PRADESH
Vinayak Hospital Devas	Vinayakdevras	Devas	Devas	MADHYA PRADESH
District Training Centre Devas	DTCDDevas	Devas	Devas	MADHYA PRADESH
Dinesh Bhavsar, Store Incharge Devas	DimeshDevas	Office of CM&HO Devas	Devas	MADHYA PRADESH
Rajesh Dubey-PPC Devas	Rajeshdevas	PPC Devas	Devas	MADHYA PRADESH
Dheeraj Vaghmare	Dheerajdevas	Office of CM&HO Devas	Devas	MADHYA PRADESH
Mr. G.S. Solanki, Inchg. MEID, Barvani	Mr43e85DDHS	CM & HO Office, Barvani	Barvani	MADHYA PRADESH
JITESH JAIN	JITESH JAIN BHIND	NEAR HEAD POST OFFICE	BHIND	MADHYA PRADESH
VINOD KARAN	VINOD KARAN BHIND	JHANSI MOHALLA	BHIND	MADHYA PRADESH
R.B. Shakya	R.133051DHS	CM&HO Office	Sheepur	MADHYA PRADESH
R.K. Trivedi	R.110740DDHS	CM&HO Office	Sheepur	MADHYA PRADESH
Kshittij Vyas	Ksa990fCDHS	CM&HO Office	Sheepur	MADHYA PRADESH
Mahesh Sharma	Ma9cc7b4DHS	Sisodiya Colony	Guna	MADHYA PRADESH
Arun Dayal	Arb6cbfaDHS	CM&HO Office	Sheepur	MADHYA PRADESH
Mr. Dinesh Sharma (I/C ASO)	I/C ASO	Government Health Quarters Pachadi Kheda Ashoknaga	Ashoknagar	MADHYA PRADESH
Lal Singh Dhakad	Lal Singh	Hospital Campus	Guna	MADHYA PRADESH
DIO/MCH Officer Ashoknagar	ash dio	DIO/MCH Office,	Ashoknagar	MADHYA PRADESH
laxmi varam	lvtt	dhar	dhar	MADHYA PRADESH
laxmi varma	lvt	dhar	dhar	MADHYA PRADESH
BMO Dr A A Agarwal	BMf8473echc	Pachmarhi	Pachmarhi	MADHYA PRADESH
vineet	vishes2	seoni malva	seonimalva	MADHYA PRADESH
Manisha Nema, Narsinghpur	mac736dedhs	District Hospiat Narsinghpur	Narsinghpur	MADHYA PRADESH
Sakeel Khano	Sad:5272dhs	CM & HO Office Seoni	Seoni	MADHYA PRADESH
MAYANK	VAUPR00000552	A 219/1	BAREILLY	UTTAR PRADESH

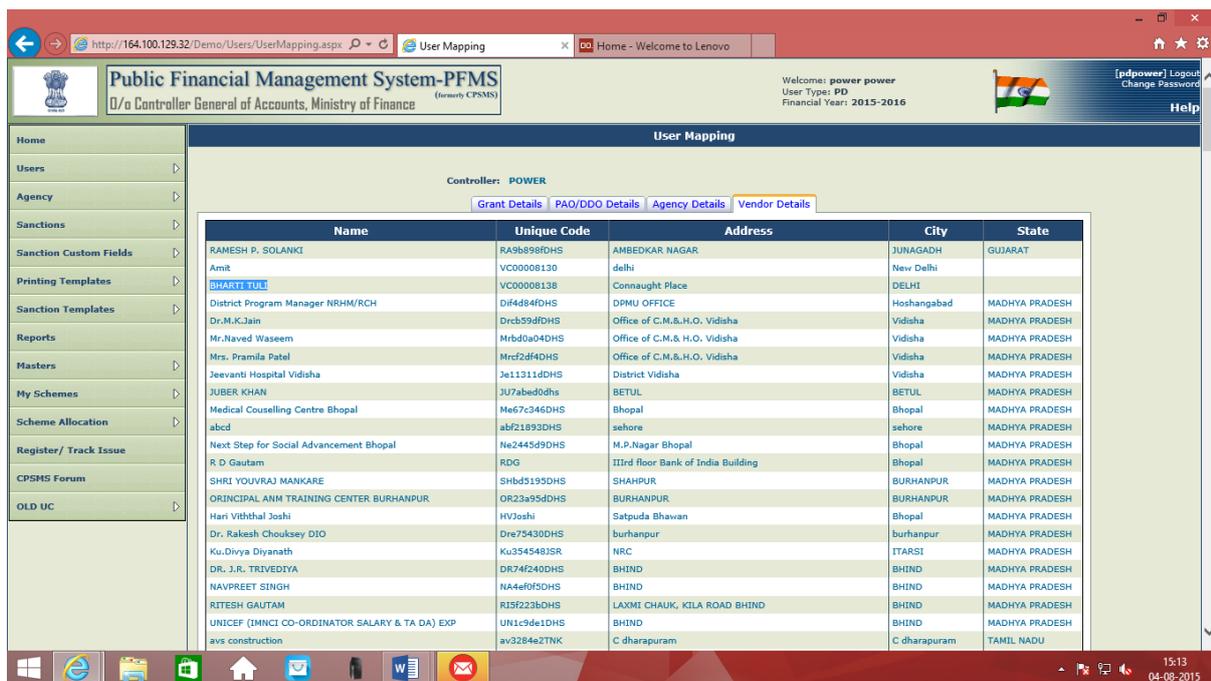
[Edit Mapping](#)

Following screen will appear



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



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



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.

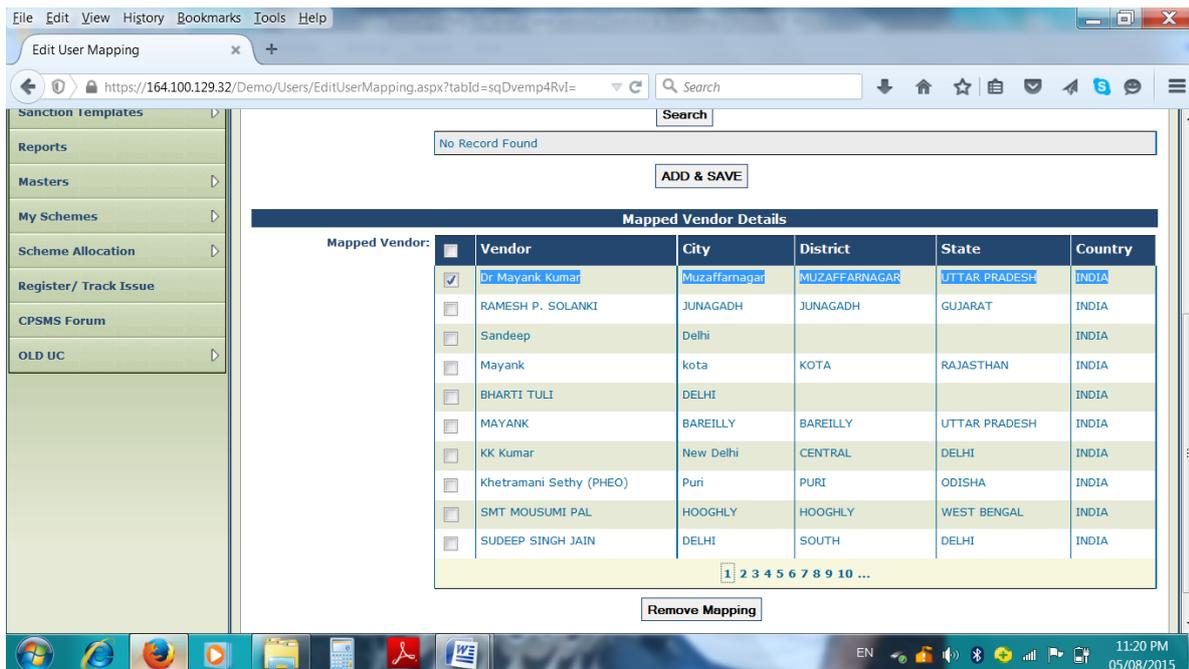


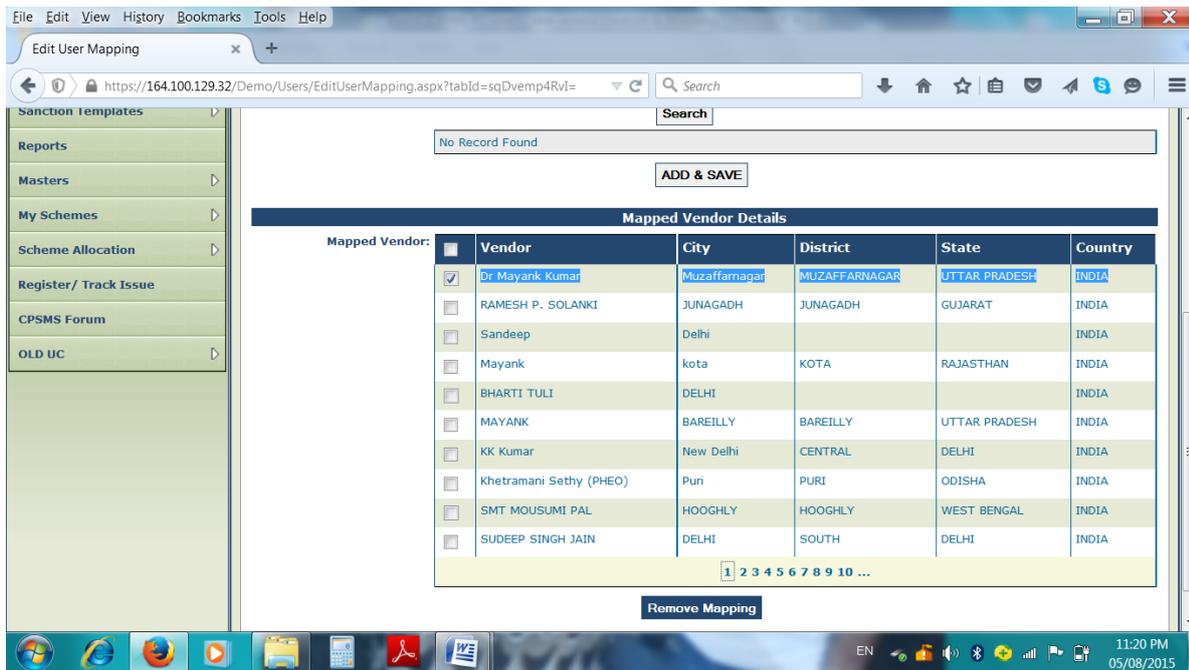
Press “**Add & Save**” button to map this vendor with PD.

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--

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

DDO : 213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI

Sanction Type : Expenditure

Sanction Amount : 1000 (In Actuals)

RUPEES ONE 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

Object Head : 11 - DOMESTIC TRAVEL EXPENSES

Function Head : BHARTI TULI

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 : --Select--

Vendor : Dr. S. S. Waney

Dr. J. R. TRIVEDIYA

Dr. K. L. SAHU

Dr. Rakesh Chouksey DIO

Dr. M. K. Jain

Dr. Manjoo Jain Singhal

Dr. R. K. Jain

Dr. S. P. Singh

Dr. Upendra Dubey

DTO DTC BETUL

DYPTI MEIO IEC BETUL

EE PWD Vidisha

EE PWD, Barwani

00000

Create Sanction Clear

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15:37
04-08-2015

Central Plan Scheme Monit...

Public Financial Management System-PFMS
(formerly CPSMS)

Ministry of Finance

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

[pdpower] Logout
Change Password

Home

Users

Agency

Sanctions

Sanction Custom Fields

Printing Templates

Sanction Templates

Reports

Masters

My Schemes

Scheme Allocation

Register/ Track Issue

CPSMS Forum

OLD UC

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
PXA0_DDO_Returned	Transfer (Advice)	1
Canceled	(All)	0
PendingCancellation	(All)	0
Rejected	(All)	0
DeferredDecision	(All)	0
Closed	Expenditure (DDO Bill)	2
See all sanctions		

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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09:47
31-07-2015

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

Welcome: power power
 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: 213459-APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI

Sanction Status: Approved
 Sanction Date: 30/07/2015
 Sanction Amount: 10000
 IFD Date: 30/07/2015
 PAO: 013455-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 12:22:25 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
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](#)

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
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
PrAO DDO Returned	Transfer (Advice)	1
Canceled	(All)	0
PendingCancellation	(All)	0
Rejected	(All)	0
DeferredDecision	(All)	0
Closed	Expenditure (DDO Bill)	2

[See all sanctions](#)

[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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For Generation of Sanction

Click on link **Sanctions** and then **Create 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

Create Vendor/Beneficiary

Create Vendor

Type: Departmental officer

Name:

PAN Number:

TAN Number:

TIN Number:

Address1:

Address2:

Address3:

City:

Country: INDIA

District:

State: --Select--

Pin Code:

Mobile No:

Phone No:

Email:

[Save](#) [Reset](#)

Sanctions: [Create New](#), [Approve](#), [To Education Institution](#), [Manage](#), [Print Sanction Order](#), [Create Against IGA](#), [Manage UC](#)

http://164.100.129.32/Demo/Sanction/CreateEditSanctionDetails.aspx

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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
D/o Controller General of Accounts, Ministry of Finance

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

[pdpower] Logout
Change Password
Help

Home
Users
Agency
Sanctions
Sanction Custom Fields
Printing Templates
Sanction Templates
Reports
Masters
My Schemes
Scheme Allocation
Register/ Track Issue
CPSMS Forum
OLD UC

Create Sanction

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(Sectt.), 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 'Account Head Details' section is highlighted, showing the following fields and values:

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

A red note below the 'Account Head Details' section states: "Note: In case of Expenditure type sanction, object heads '31,33,35,36,54,55' are not listed for selection."

The 'Vendor Details' section below shows the following fields and values:

- Vendor Type : Personal
- Vendor : Amit
- Amount : (Empty field)

The interface includes a sidebar with navigation options like Agency, Sanctions, and Reports, and a footer with system information.

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.

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. : 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(Sectt.), 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

Object Head : 13 - OFFICE EXPENSES

Function Head : 2801808001700 - APPELATE 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 : Personal

State : VC000008130

Amount : 10000

Vendor : Amit

District :

Add Reset

Create Sanction Clear

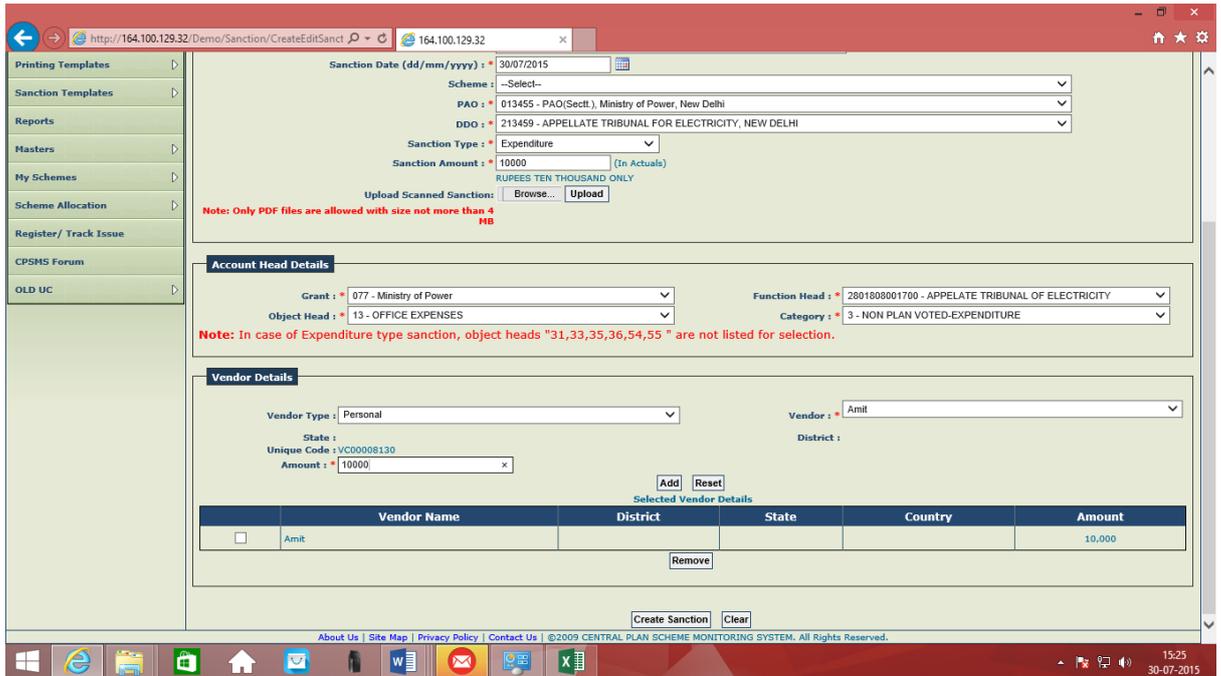
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15:15 30-07-2015

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.



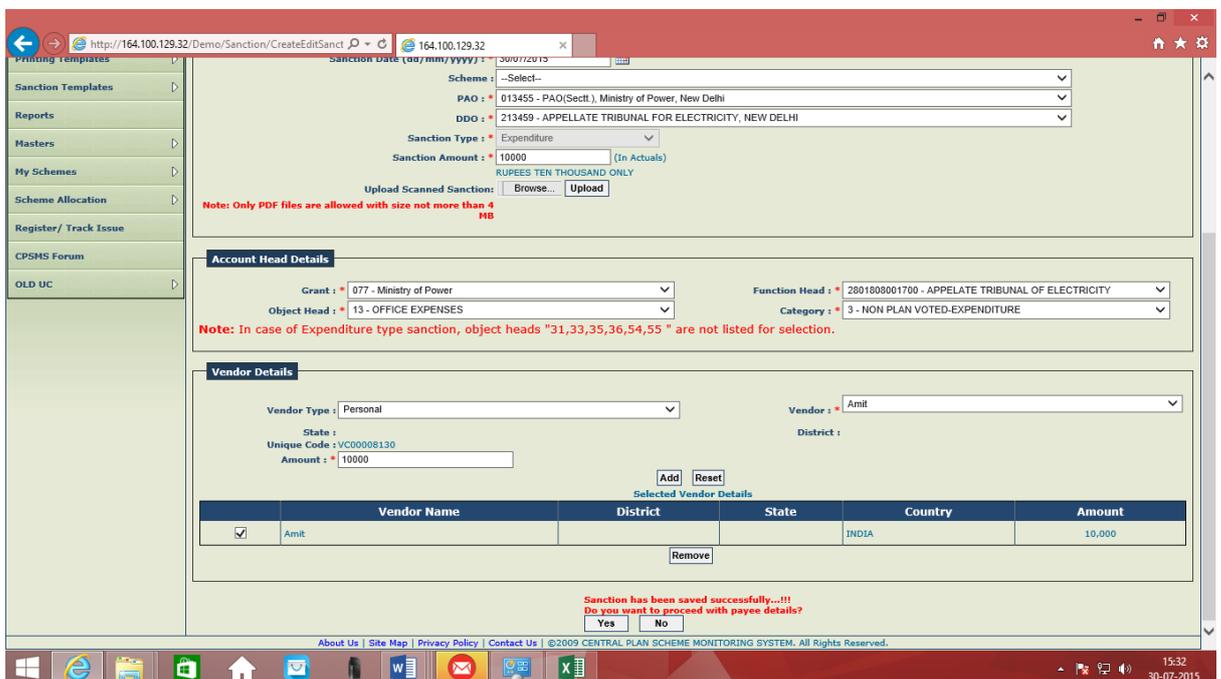
Now Press “**Create Sanction**” button.

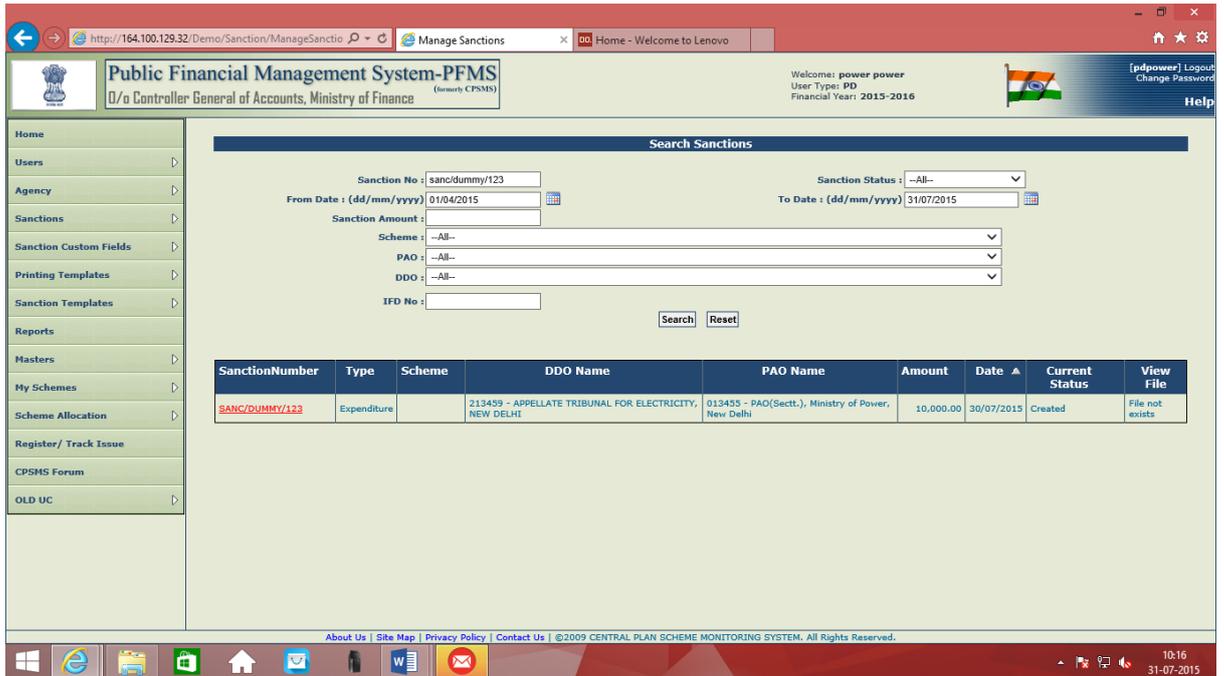
System will display the following message:

**Sanction has been saved successfully...!!!
Do you want to proceed with payee details?**

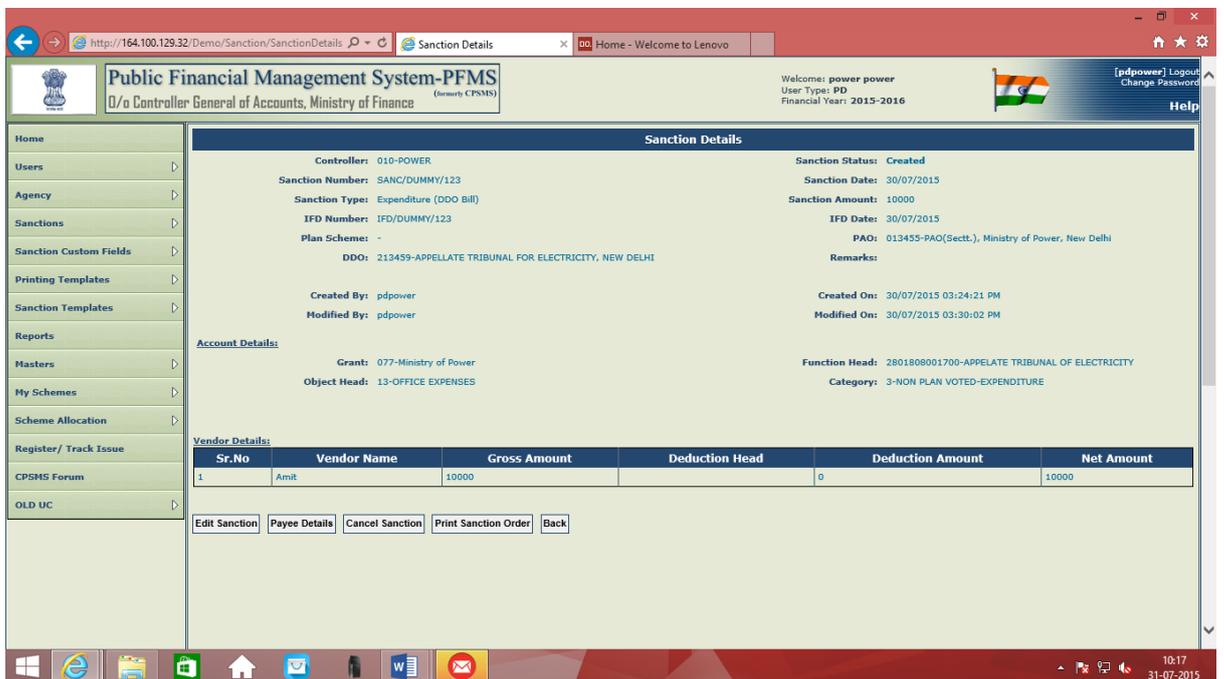
Yes No

Press “**Yes**” button.





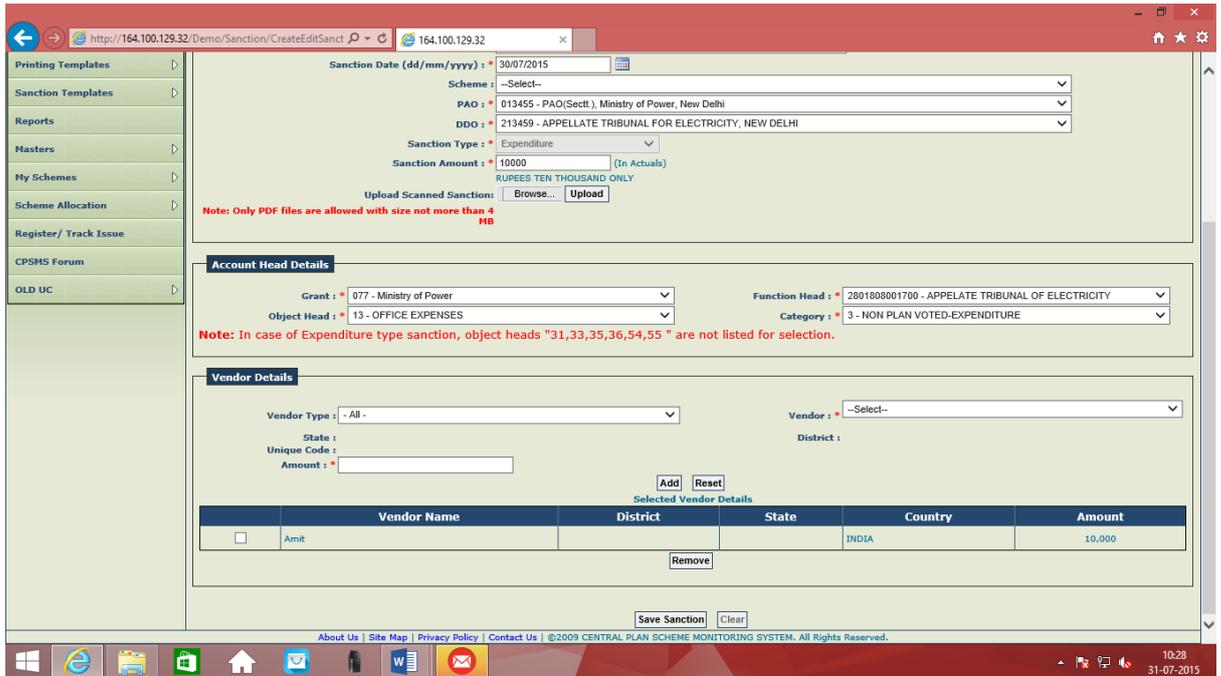
Open the Sanction by clicking on “Sanction Number”.



Following five options will appear:

1. **Edit Sanction** : - For editing the data in already created Sanction.

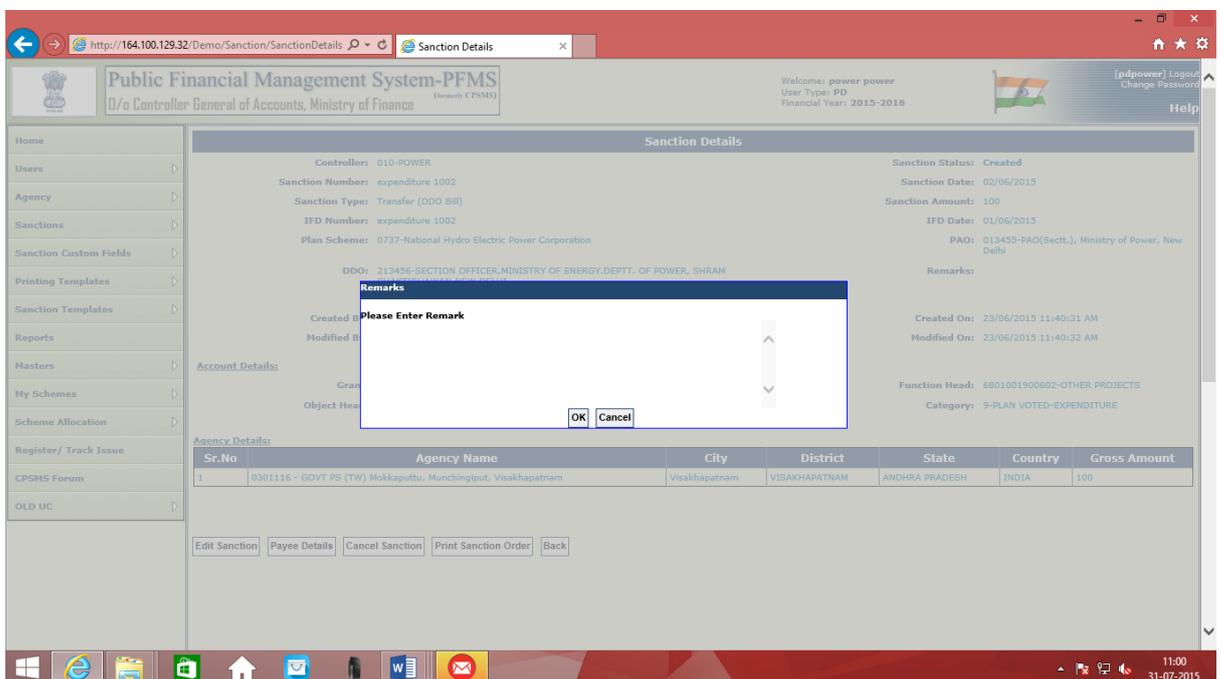
If user wants to make modifications in already created sanction, he will press this button, following screen will appear:



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:



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 PFMS interface with the following details:

- Header:** Public Financial Management System-PFMS (formerly CPMS), O/o Controller General of Accounts, Ministry of Finance. Welcome: power power, User Type: PD, Financial Year: 2015-2016.
- Left Menu:** Home, Users, Agency, Sanctions, Sanction Custom Fields, Printing Templates, Sanction Templates, Reports, Masters, My Schemes, Scheme Allocation, Register/ Track Issue, CPMS Forum, OLD UC.
- Payee Details Section:**
 - 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: 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: 2801808001700-APPELLATE TRIBUNAL OF ELECTRICITY
 - Category: 3-NON PLAN VOTED-EXPENDITURE
- Vendor and Bank Account Table:**

Vendor	Bank Account No	Amount	Instrument Type
Amit	23004561230 - Amit	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
 O/o Controller General of Accounts, Ministry of Finance

Welcome: power power
 User Type: PD
 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: -
 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

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	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 Name	IFSC Code	Party Account No	Amount	Delete
Amit		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

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
 O/o Controller General of Accounts, Ministry of Finance

Welcome: power power
 User Type: PD
 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: -
 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

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

RTGS Details

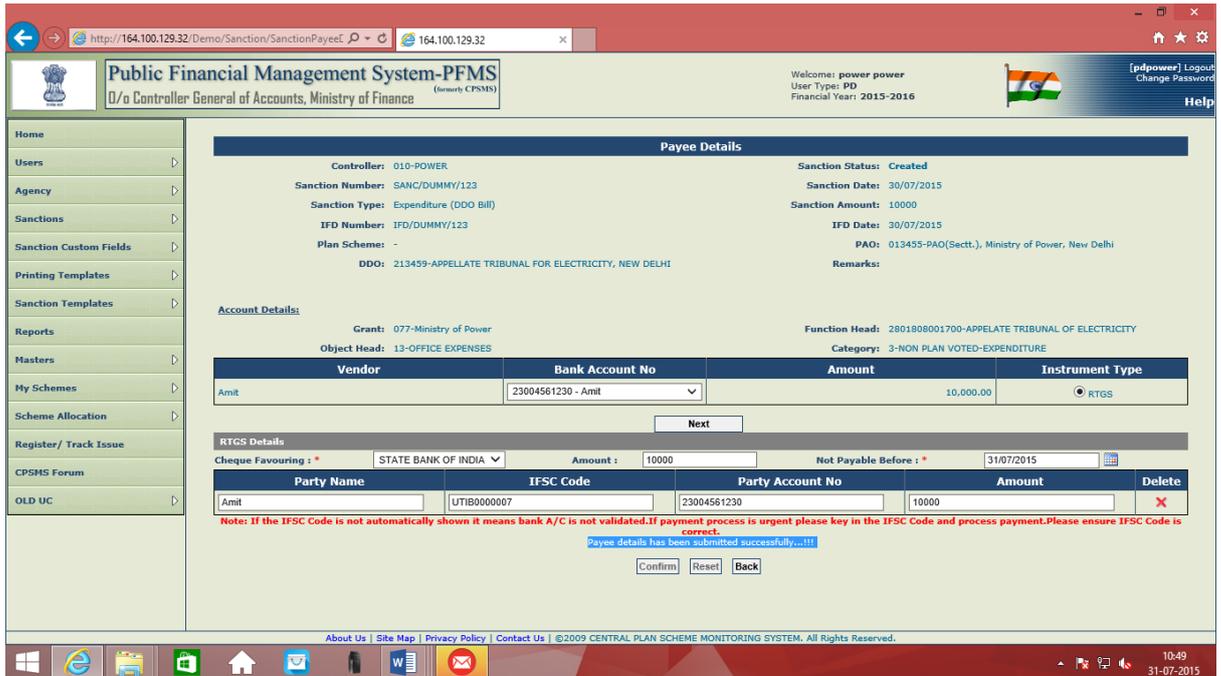
Cheque Favouring : * STATE BANK OF INDIA Amount : 10000 Not Payable Before : * 31/07/2015

Party Name	IFSC Code	Party Account No	Amount	Delete
Amit	UTIB0000007	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.

Buttons: Confirm, Reset, Back

On pressing "Confirm" button, System will display a message "Payee details have been submitted successfully"



Now the “Payee Details” have been confirmed by the user.

For approval of sanction, user clicks the option “Approve” under submenu “Sanctions”



Screen for “Search Sanctions” will appear

Public Financial Management System-PFMS (formerly CPMS)

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

Search Sanctions

Sanction No:
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

SanctionNumber	Type	Scheme	DDO Name	PAO Name	Amount	Date	View File
SNC2406	Expenditure		213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	013455 - PAO(Sectt.), Ministry of Power, New Delhi	280.00	17/06/2015	File not exists
test12345	Transfer		213456 - SECTION OFFICER, MINISTRY OF ENERGY, DEPTT. OF POWER, SHRAM SHAKTI BHAWAN, NEW DELHI.	013455 - PAO(Sectt.), Ministry of Power, New Delhi	100.00	22/06/2015	File not exists
TR0207	Transfer		213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	013455 - PAO(Sectt.), Ministry of Power, New Delhi	25.00	02/07/2015	416966_2015.pdf
IFD0207	Expenditure		213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	013455 - PAO(Sectt.), Ministry of Power, New Delhi	250.00	02/07/2015	File not exists
f2434	Expenditure		213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	013455 - PAO(Sectt.), Ministry of Power, New Delhi	12.00	09/07/2015	File not exists
6hi5	Expenditure		213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	013455 - PAO(Sectt.), Ministry of Power, New Delhi	1.00	09/07/2015	File not exists
TET39487	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
HSTR123	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 (formerly CPMS)

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

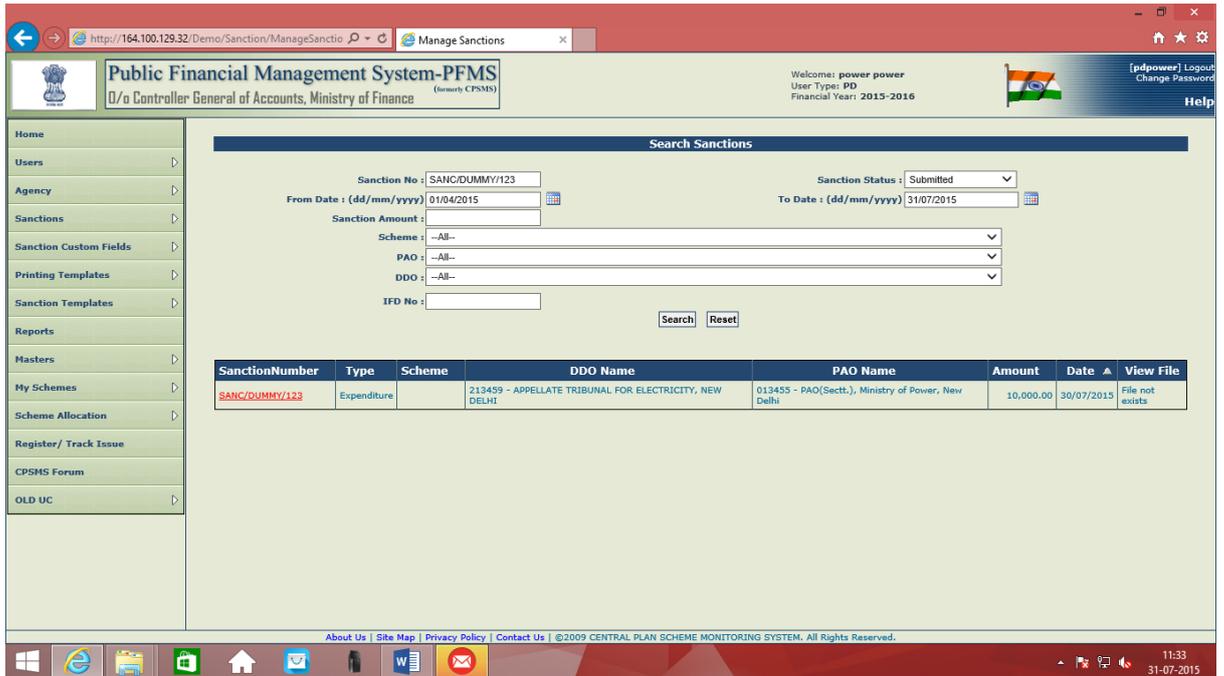
Search Sanctions

Sanction No: x
From Date: (dd/mm/yyyy) 01/04/2015
Sanction Amount:
Scheme: --All--
PAO: --All--
DDO: --All--
IFD No:

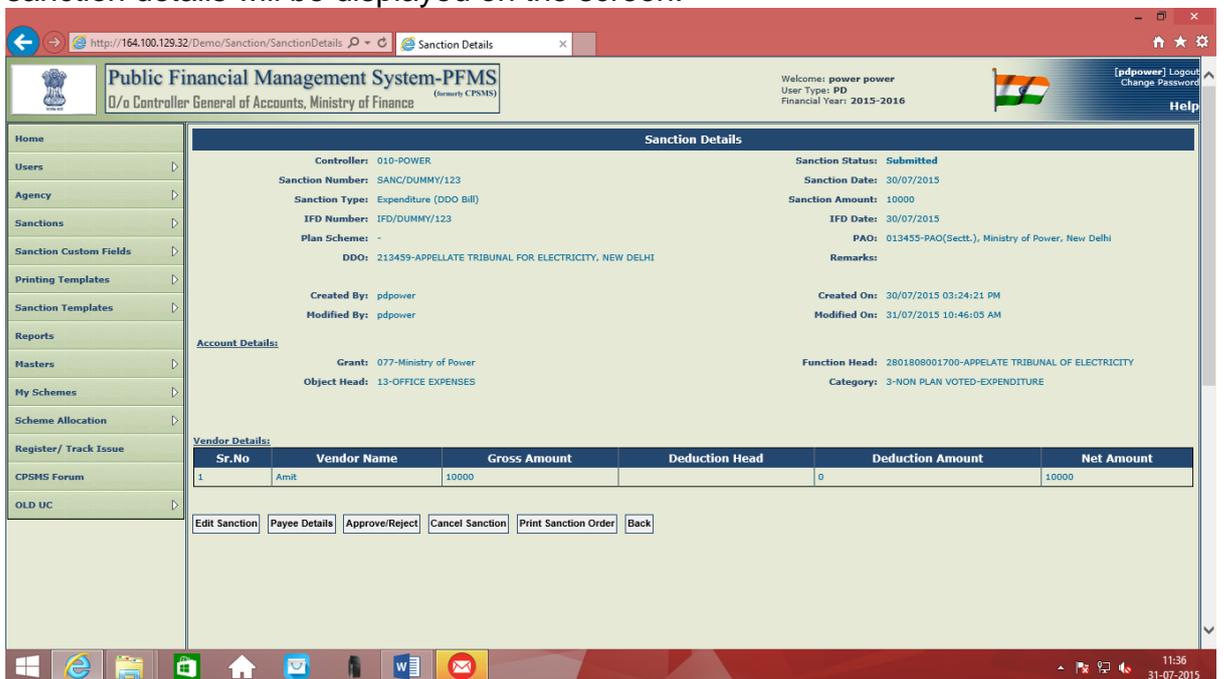
Sanction Status: Submitted
To Date: (dd/mm/yyyy) 31/07/2015

SanctionNumber	Type	Scheme	DDO Name	PAO Name	Amount	Date	View File
SNC2406	Expenditure		213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	013455 - PAO(Sectt.), Ministry of Power, New Delhi	280.00	17/06/2015	File not exists
test12345	Transfer		213456 - SECTION OFFICER, MINISTRY OF ENERGY, DEPTT. OF POWER, SHRAM SHAKTI BHAWAN, NEW DELHI.	013455 - PAO(Sectt.), Ministry of Power, New Delhi	100.00	22/06/2015	File not exists
TR0207	Transfer		213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	013455 - PAO(Sectt.), Ministry of Power, New Delhi	25.00	02/07/2015	416966_2015.pdf
IFD0207	Expenditure		213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	013455 - PAO(Sectt.), Ministry of Power, New Delhi	250.00	02/07/2015	File not exists
f2434	Expenditure		213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	013455 - PAO(Sectt.), Ministry of Power, New Delhi	12.00	09/07/2015	File not exists
6hi5	Expenditure		213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	013455 - PAO(Sectt.), Ministry of Power, New Delhi	1.00	09/07/2015	File not exists
TET39487	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
HSTR123	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



User will select the sanction by clicking over the “Sanction Number”, the sanction details will be displayed on the screen.



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

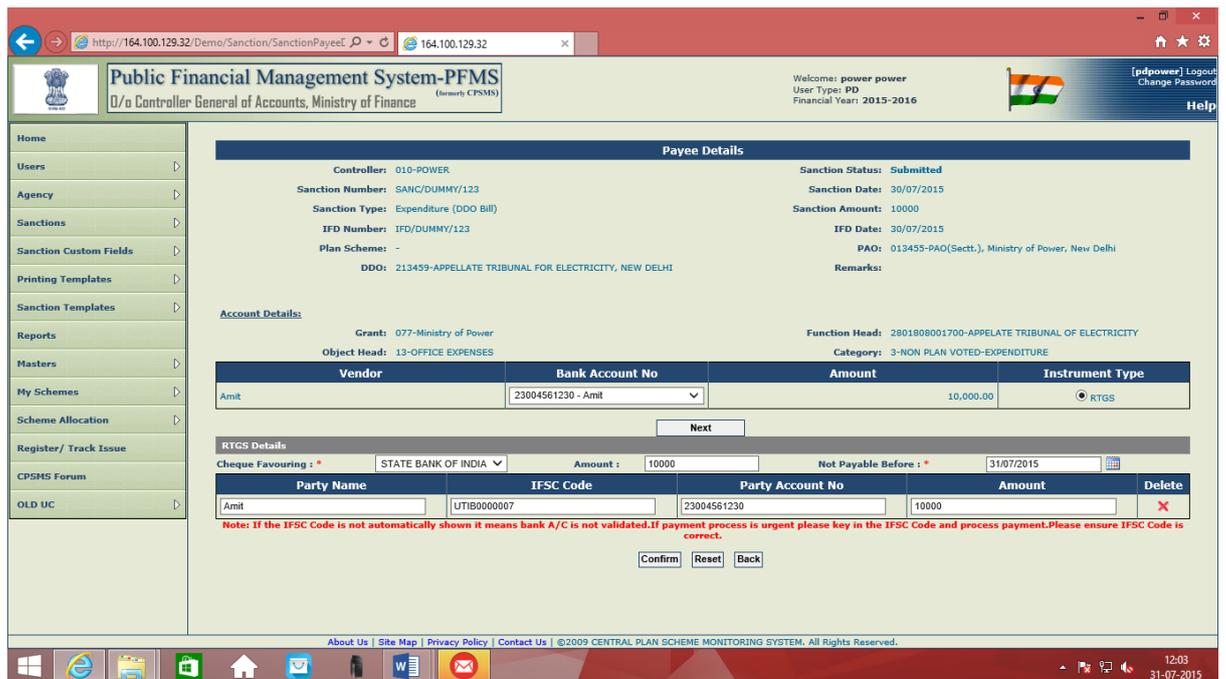
1. **Edit Sanction:** In case the PD User wants to edit the Sanction, he will click the "Edit Sanction" button; system will make the sanction available for editing.

Vendor Name	District	State	Country	Amount
<input type="checkbox"/> Amit			INDIA	10,000

PD user can make the desired modifications in sanction and again save it by Clicking "Save Sanction" button.

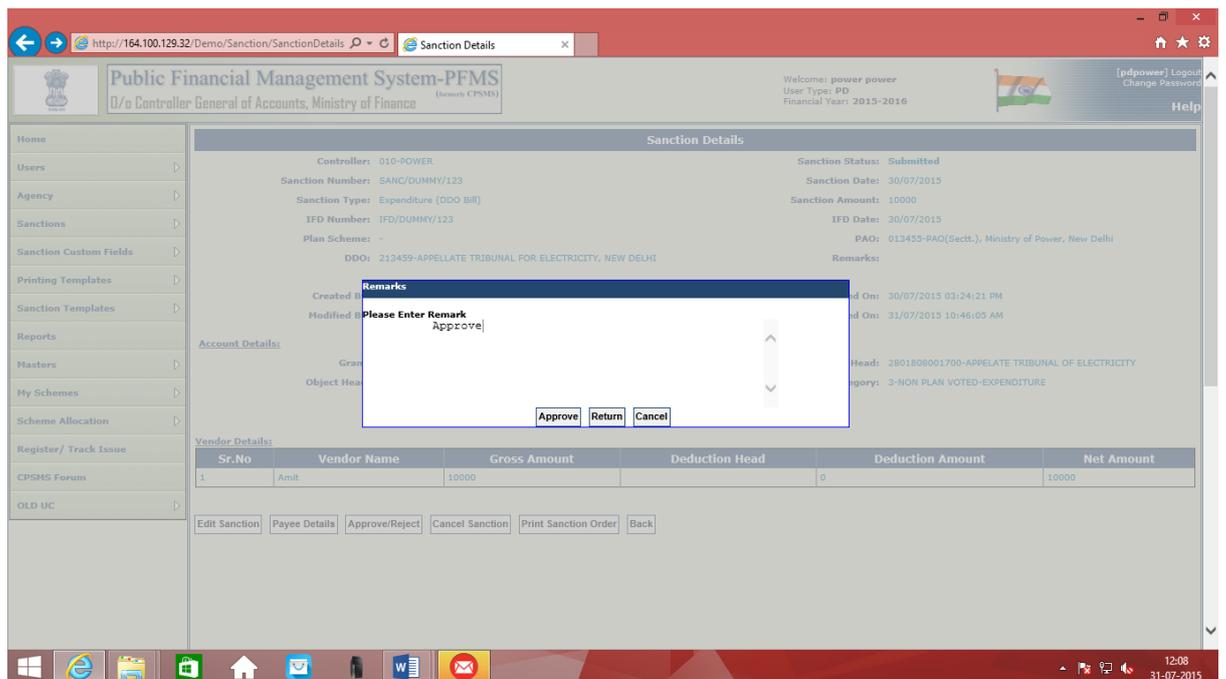
2. **Payee Details:** This field is used to see the details of Payee viz. Sanction details, accounting details and the details of payee's bank account, before the user proceeds for confirmation of Sanction.

User will press the “Payee Details” button, following screen will appear:

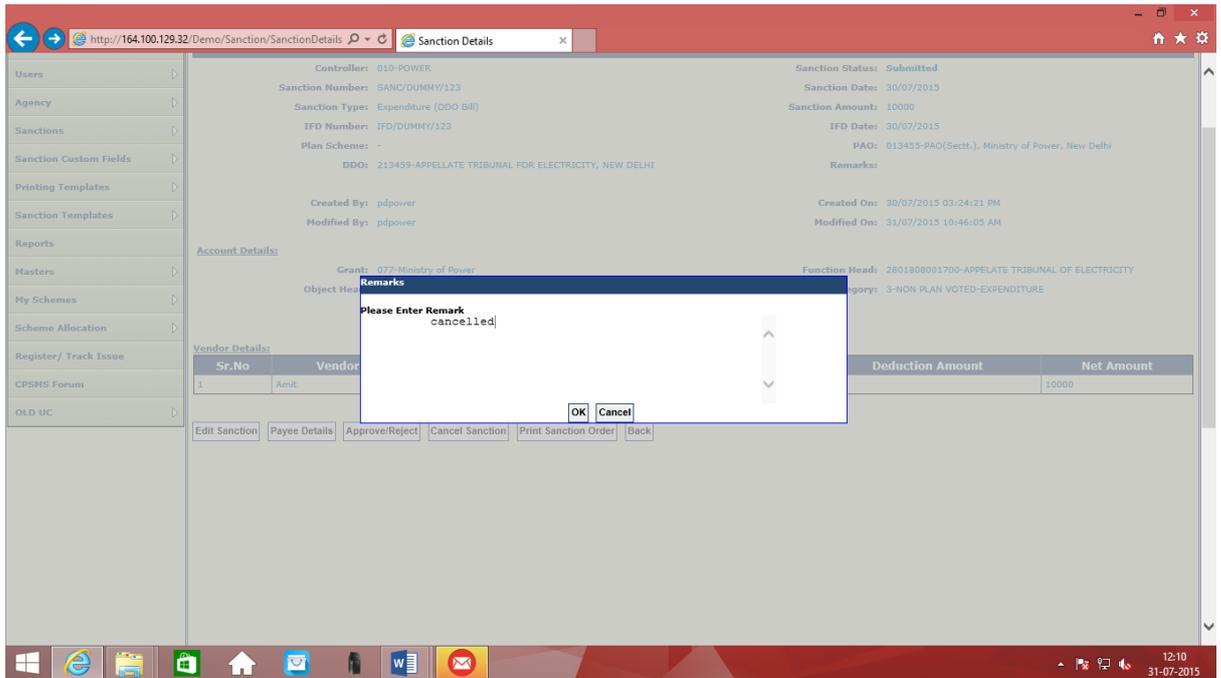


PD user can see the details and confirm the sanction for approval.

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.

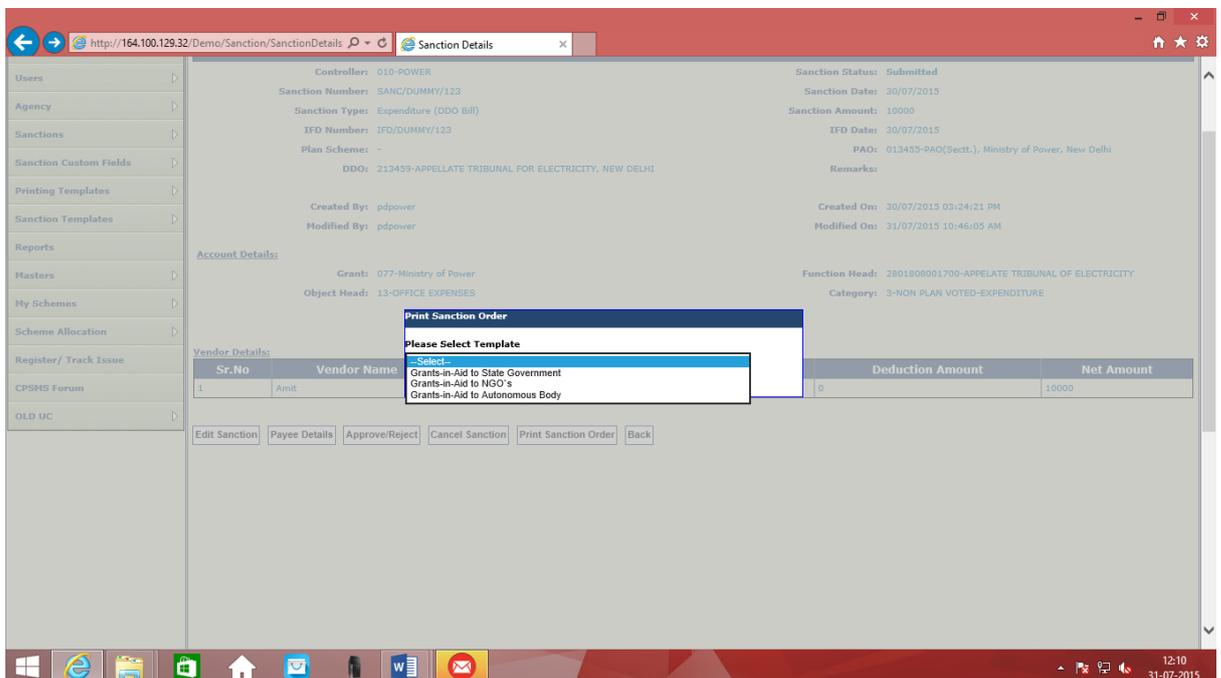


4. Cancel Sanction: This field is used to cancel the already created sanction. User will click this button, give the remark and press “OK” button to cancel the sanction.



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).



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

Public Financial Management System-PFMS
(formerly CPMS)

Welcome: power power
User Type: PD
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: -
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

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	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	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.

Confirm Reset Back

On confirmation, system will display the message “**Payee details have been submitted successfully...!!!**”

Public Financial Management System-PFMS
(formerly CPMS)

Welcome: power power
User Type: PD
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: -
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

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	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	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.

Payee details has been submitted successfully...!!!

Confirm Reset Back

Now the PD user can proceed for approval of sanction by clicking the button “**Back**”, it will redirect him to previous page.

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: Submitted
 Sanction Date: 30/07/2015
 Sanction Amount: 10000
 IFD Date: 30/07/2015
 PAO: 013455-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

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

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

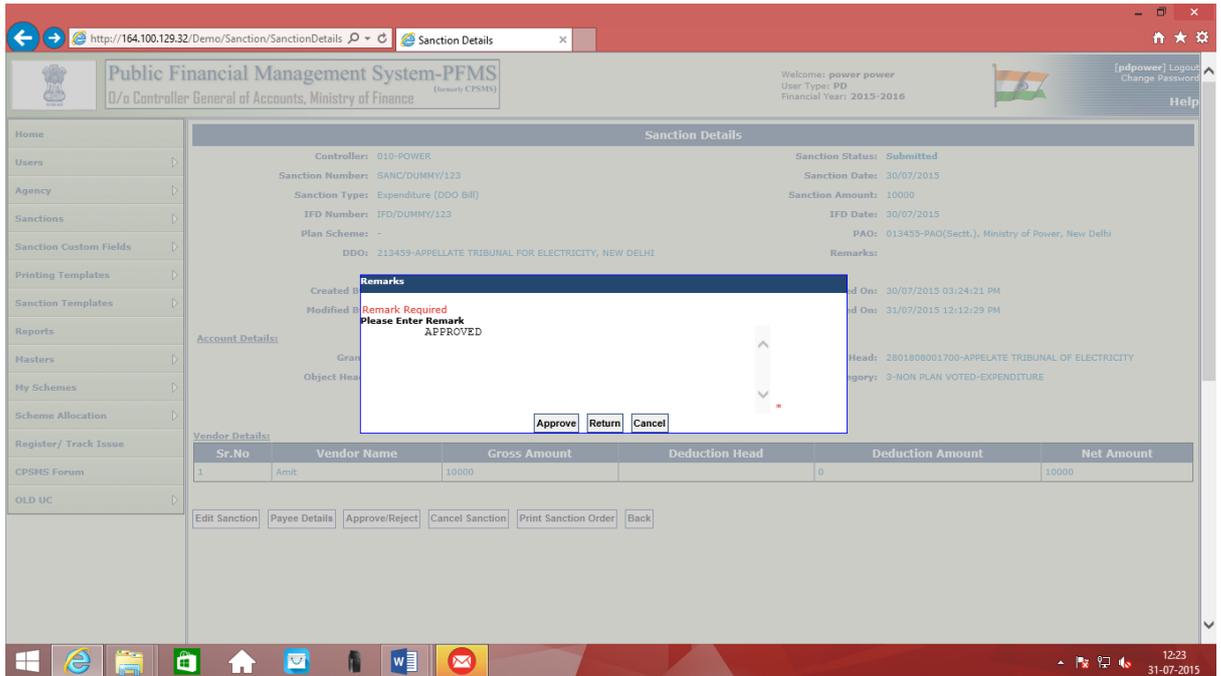
Buttons: Edit Sanction, Payee Details, Approve/Reject, Cancel Sanction, Print Sanction Order, Back

Now user will click the button **“Approve/Reject”**, and give a remark for approval of sanction, which is a mandatory field.

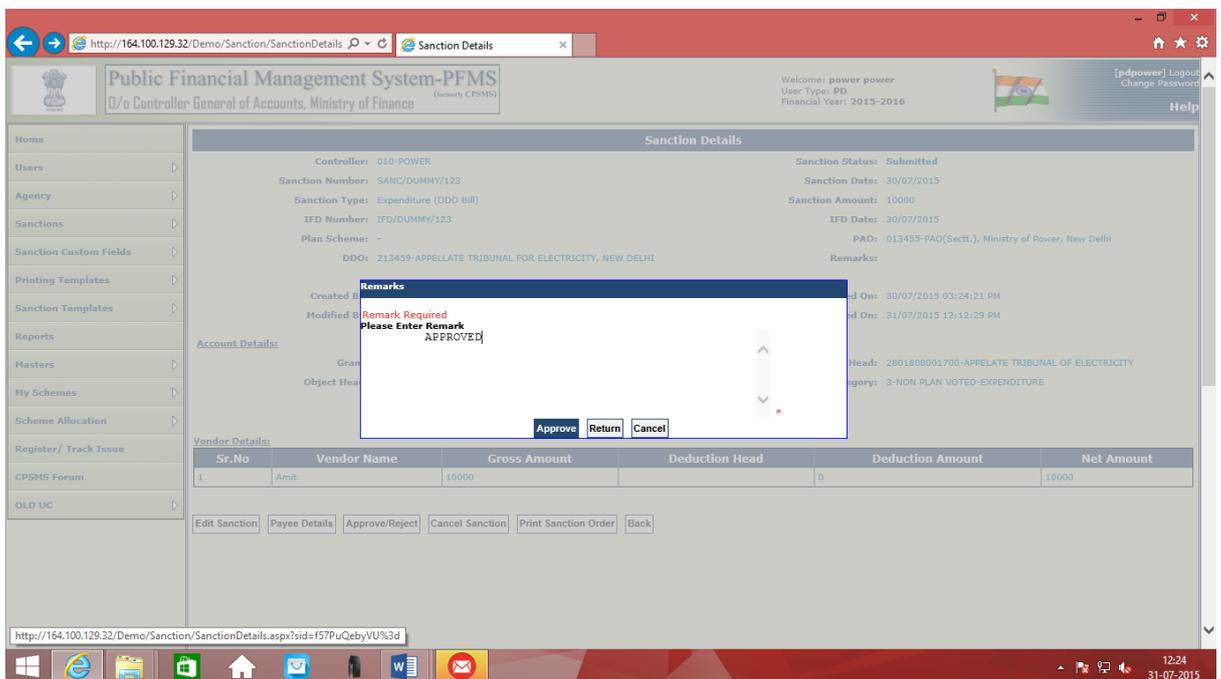
Remarks

Remark Required
 Please Enter Remark

Buttons: Approve, Return, Cancel



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
(formerly CPMS)

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: Approved
Sanction Date: 30/07/2015
Sanction Amount: 10000
IFD Date: 30/07/2015
PAO: 013455-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 12:22:25 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
1	Amit	10000		0	10000

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

Buttons: 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**.
