

**Program Fiduciary Management Manual  
(Procurement and Financial Management)**

**October, 2022 (version 2)**

**Atal Bhujal Yojana (Atal Jal)**



**Government of India**

**Ministry of Jal Shakti**

**Department of Water Resources, River Development &  
Ganga Rejuvenation,**

**सत्यमेव जयते**

**ATAL BHUJAL YOJANA**

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## FIDUCIARY FRAMEWORK

**Brief Summary:**

1. The financial and procurement management arrangements for implementing Atal Bhujal Yojna (Atal Jal) have been designed around use of country systems and amendments as issued from time to time by Government of India and/or State governments. The objective of this manual is to support Program management in :

- Meeting the financial reporting requirements of various stakeholders,
- Supporting accountability and transparency at various levels.
- Highlighting key fiduciary aspects and performance indicators for monitoring progress
- Ensuring consistency and compliance in procurement processes and procedures.
- Ensuring transparency, economy and efficiency in procurement decisions.

2. The National Program Management Unit (NPMU) established in the Department of Water Resources, River Development & Ganga Rejuvenation (DoWR, RD&GR), Ministry of Jal Shakti shall be responsible for the overall management and implementation of Atal Jal. A National Level Inter-Departmental Steering Committee (NISC) has been established vide File no T-40012/2/2018-GW, dated 17/04/2020 (Annexure-1) for providing oversight and guidance to the Program. The detailed roles and responsibilities of the NISC is given in the reference cited above. The NPMU will be responsible for overall Procurement oversight and financial management arrangements of the scheme at the national level whereas the State Program Management Units (SPMUs) in the State departments shall be responsible for implementation of the scheme including procurements and financial management in the States. The overall implementation of the Scheme shall be governed under the provision in the Memorandum of Agreement (MoAs) signed between DoWR, RD & GR and each participating State Government.

3. The states shall implement Atal Jal from FY 2020-21 to 2024-25 with an overall cost of Rs.6000 crore, as a Central Sector Scheme as issued under G.O. T-40012/1/2018-GW Section (pt.2) dated 09.01.2020. The Scheme is co-funded by the proceeds from loan of Rs. 3,000 crores financed by the World Bank, to be repaid by the Government of India. The remaining fifty percent, i.e. Rs. 3,000 crores would be Central Assistance from the budgetary support. The financing arrangements between Government of India and the World Bank are as follows:

| S.No. | Component                                       | Outlay              |                | Total          |
|-------|---|---------------------|----------------|----------------|
|       |   | Government of India | World Bank     |                |
| 1.    | Institutional Strengthening & Capacity Building | 1400.00             | -              | 1400.00        |
| 2.    | Incentive                                       | 1600.00             | 3000.00        | 4600.00        |
|       | <b>Total</b>                                    | <b>3000.00</b>      | <b>3000.00</b> | <b>6000.00</b> |

4. The approved allocations from the Government of India to the participating States shall be passed on as Grants-in-aid for effective implementation of Atal Bhujal Yojana. DoWR, RD&GR will release funds to the State Implementing Agencies against agreed and approved annual work plans, through direct transfer into the dedicated Bank accounts/ Central Nodal Account (CNA) opened by the Implementing Agencies/Central Nodal Agency.

## Purpose of the Program Fiduciary Manual:

5. The purpose of this Fiduciary manual is to provide guidance about financial management and procurement processes and procedures applicable for ATAL JAL. The objective is to establish an open, transparent and competitive procurement system to bring out efficiency, economy and a fair opportunity for participation by all potential contractors, suppliers and consultants. It provides comprehensive fiduciary guidelines to all implementing agencies including selected line departments or agencies at state or below level who are responsible for handling funds and /or carrying out procurement activities meant for ATAL JAL. In addition to the agreed Financial management arrangements, it defines the main features of sound procurement as - buying Goods, Works, consulting and non-consulting Services with due consideration for value for money (economy, effectiveness and efficiency) and without regard to non-economic factors, in order to obtain the best value for money spent. The Manual will ensure that the procurement process is in compliance, documentation, is complete, uniform, and systematic and will help ~~ad~~ procurement delays. The quality of procurement will help in expeditious action and will vastly improve and help avoid non compliances and recurrent objections in the audit reports.

6. Each State has its own procurement and financial management procedures which are spread over large number of orders issued from time to time. Hence to avoid multiplicity of rules and procedures and to ensure compliance and consistency, DoWR RD&GR shall ensure that each SPMU uploads their State specific fiduciary manual for wider access by all IAs for all activities to be carried out under ATAL JAL. The state Fiduciary manuals shall contain relevant and applicable financial management and procurement guidelines and policies; legal, regulatory and procedural controls; bidding and contract documents; reporting and record keeping requirements including delegations and purchase decision making authorities. In the absence of any provisions or documents at the State level, the program shall be executed in accordance with the central level manual developed by DoWRRD&GR. State fiduciary Manual shall be approved by the respective Project Coordinators for use under Atal Jal by all implementing agencies at all levels.

7. The State Fiduciary Manual will be a comprehensive handbook of applicable procurement processes and procedures for Works, Goods, Consultancy and non-consultancy services of the State Government. The Manual shall include delegation of powers in regard to technical and financial sanctions; provide guidance on various steps involved in the procurement process, the documentation required, preparation of the bid documents and bid evaluation report, contract award and contract management. It will provide guidance on applicable standard Bid documents; use of model formats for evaluation reports and contracts; formats for submitting various reports to be compiled, maintained; guidance on internal controls required to maintain transparency and adequate review procedures and risk mitigation measures.

8. The State fiduciary manuals will document the applicable financial management procedures followed in the state including the delegation of financial powers. This Manual will provide the various steps involved in use of PFMS (<https://ataljal.mowr.gov.in>), as Operational Guidelines, for accounting for the Program expenditures at various levels of implementation, the internal control framework, including the terms of reference for the internal audit. It will detail the timelines for preparation of annual accounts, and steps involved in submission of the external audit reports, among other important FM related matters.

9. **Applicability of Anti-Corruption Guidelines of the World Bank:** In accordance with the Program's legal documents, the Program is formally committed to the obligations under the Anti-Corruption Guidelines for PforR operations,<sup>1</sup> which shall cover all Program expenditures.

10. Any amendment to this National Fiduciary manual shall be based on prior agreement with the World Bank, before issue of the same.



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<sup>1</sup> The World Bank Guidelines on Preventing and Combating Fraud and Corruption in Program-for-Results Financing (dated February 1, 2012, and revised July 10, 2015).

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## Overall Framework

11. The application of the guidelines and processes in this manual shall be in addition to those agreed in the Memorandum of Agreement (MoAs) signed between the participating states and DoWRRD&GR, for implementation of Atal Bhujal Yojana (Atal Jal) scheme.

12. Both at the Central (NPMU) and State level departments, fiduciary arrangements will follow the government systems applicable for Central Sector Schemes. The guiding document for all such arrangements at the Central level shall be the General Financial Rules (GFR) and at the State level, their respective Budget Manuals, Treasury Code/Rules, Financial Rules and Procurement rules.

13. At the State level, where a **state department is the Program Implementing Agencies (PIA)**, it will establish a **State Program Management Unit (SPMU)** which shall follow prevalent fiduciary arrangements applicable for Central Sector Schemes and other relevant GFRs and amendments thereof issued from time to time will be adopted for implementation of the Scheme. As per revised procedure for flow of funds under Centre Sector under Atal Bhujal Yojana, the **State department (PIA)/ State Program Management Unit (SPMU) are to be designated as Central Nodal Agency (CNA) effective from 1<sup>st</sup> April 2022. In this document, reference to SPMU would be deemed to be reference to CNA.** Atal Bhujal Yojana (Code 3282), a Central Sector Scheme marked as CNA on 07.10.2022 in PFMS.

14. **District Program Management Units (DPMUs)** established by the PIAs - shall also follow the same fiduciary framework adopted by the SPMU, as elaborated in their respective State Fiduciary Manuals.

15. **The District Program Management Units (DPMUs)** created under Atal Bhujal Yojana & the Line Departments to which the incentive funds are to be disbursed are to be designated as the Sub-Agency under the CNA as per the revised guideline for Central Sector Scheme.

16. **Gram Panchayats (GP)** will follow the Financial Management (FM) framework defined in the Panchayati Raj Act and various rules made thereunder specific to each state except that transactions under the Scheme will be recorded in a separate Atal Jal cashbook. This, together with the statement of the bank account, will provide the details of the scheme expenditures. Procurement will be carried out consistently as per the specified threshold and procedures confirmed by respective SPMU. In states where GPs use the EAT module of PFMS, they can continue to follow that system and use the books/reports generated from the PFMS for reporting expenditure etc.

17. Details of the fiduciary aspects i.e. Finance and Procurement are covered in the following chapters.

## CHAPTER 2

### FINANCIAL MANAGEMENT ASPECTS

#### **Financial Planning & Budgeting:**

##### **National Level**

1. The Expenditure Finance Committee (EFC) outlines that the Atal Bhujal Yojana would be a Central Sector Scheme and would be 100 percent financed by the Government of India. A dedicated budget line for the Scheme has been created at the Centre. The Scheme fund requirements at the Centre will be budgeted each year on the basis of an Annual Work Plan (AWP). These funds would be transferred to the SPMUs as Grant in Aid (GIA) to their dedicated bank accounts (Central Nodal Account) for Atal Jal Scheme. Funds for the Institutional Strengthening and capacity Building Component as well as funds for Incentive Component would be released in tranches based on the AWP, milestones achieved and performance of the agencies in conformity with the revised procedure for flow of funds. The above arrangements are also outlined in the Program Guidelines.
2. The program will be funded by the Government of India. Program Fund requirements comprising of World Bank's share and GoI's counterpart funding will be reflected in the Union Budget in Demand for Grants of the DoWR, RD&GR, MoJS under Program-specific budget heads EAP component. Program component and expenditure shall follow national practices.
3. The annual budgets will be prepared for funds to be disbursed to the participating states based on the extent of achievement of DLIs, budget requirements indicated in the AWP/Procurement Plans, and expenditure requirements of the NPMU for the succeeding fiscal year. Disbursements under the Incentive component will be passed on to the SPMUs based on their achievement against each DLI verified by the Third Party Government Verification Agency, submission of utilization certificate / audited account of previous grant and also availability of funds within BE/RE ceiling at that particular point of time .
4. The DoWR, RD&GR shall open a separate account head in the PFMS for direct transfer of funds to the SPMUs.
5. The NPMU will establish the PFMS accounting systems for States as CNA and sub Agency for DPMU and Line department/other implementing agencies with necessary authorized data entry maker, checker, approver etc. at each level to ensure that all expenditures under the Atal Jal is maintained in the PFMS. Sub budget heads have been opened for each state for both the components under the Program viz Program Component financed by DoWR RD &GR, and Externally Aided Program (EAP) component. Please refer to the web link provided for PFMS in [www.ataljal.mowr.gov.in](http://www.ataljal.mowr.gov.in) for guidance on use of PFMS accounting heads for booking expenditures and the PFMS Operational Guidelines. The chart of accounts established for the PFMS is also provided in these guidelines. The Login user ids and passwords for each state has been generated and has been directly shared by the PFMS to the respective Program Directors in the states. Internal audits will also be conducted to ensure prudent monitoring of actual expenditures against agreed work plans and decision-making processes by the NPMU, SPMUs, DPMUs and other such agencies authorized by the NPMU/SPMU from time to time.

### State Level:

6. The following 7 State Government Organisations being the SPMU of the Implementing Agencies under Atal Bhujal Yojana are designated as Central Nodal Agency (CNA) under the Central Sector Scheme “Atal Bhujal Yojana (Atal Jal)”. As per revised fund flow guidelines for Central Sector Schemes.

| S. No. | Agency/State   | Central Nodal Agency (CNA)   |
|--------|----------------|--|
| 1      | Gujarat        | State Program Management Unit, Atal Bhujal Yojana, Gujarat Water Resources Development Corporation, Narmada Water Resources, Water Supply and Kalpsar Department, State Government of Gujarat. |
| 2      | Haryana        | State Program Management Unit, Atal Bhujal Yojana, Irrigation & Water Resources Department, Government of Haryana.,  |
| 3      | Karnataka      | State Program Management Unit, Atal Bhujal Yojana, Minor Irrigation & Ground Water Development Department, Government of Karnataka.  |
| 4      | Madhya Pradesh | State Program Management Unit, Atal Bhujal Yojana, Groundwater Survey Circle, Water Resources Department, Government of Madhya Pradesh.  |
| 5      | Maharashtra    | State Program Management Unit, Atal Bhujal Yojana, Groundwater Surveys and Development Agency, Government of Maharashtra.  |
| 6      | Rajasthan      | State Program Management Unit, Atal Bhujal Yojana, Ground Water Department, Government of Rajasthan.   |
| 7      | Uttar Pradesh  | State Program Management Unit, Atal Bhujal Yojana, Ground Water Directorate, Govt. of Uttar Pradesh.   |

**District Program Management Units (DPMUs) & respective State Government Line Departments**, below the level of CNA are designated as the Sub-Agency under the Central Sector Scheme “Atal Bhujal Yojana (Atal Jal)”.

7. Program Implementing Agency (PIA)<sup>2</sup> at the state level (represented by the respective SPMU/CNA) has prepared a 5-year Project Implementation Plan (PIP), and an Annual Work Plan (AWP) for the Scheme every year. These plans will be appraised and approved by the respective state government and DoWR, RD&GR. The NPMU will consolidate the annual work plans submitted by the SPMUs and that of NPMU and submit the same to be a part of the DoWR RD&GR’s annual budget under the relevant budget head. The Secretary (DoWR, RD&GR), shall approve the consolidated work plans.

8. Annual budgets shall be derived from the cost in AWP prepared by the SPMUs for implementation of the Scheme based on the achievements in the preceding year and fund requirements for the successive fiscal year. The approved AWP will be uploaded in the Management Information System (MIS) established for the program for public dissemination and monitoring by NPMU.

### **Objectives of the budgeting system:**

9. The main objective of an efficient budgeting system is to facilitate timely approval of the annual work plan, release of resources from DoWR, RD&GR and budgetary control i.e. monitoring of performance at regular intervals and fixing accountability for variances.

### **Budget Process:**

10. The budgeting shall be carried out at the Central and State Implementing

Agencies, henceforth called the NPMU and SPMUs respectively.

**Budget calendar:**

11. The milestones in the budgeting process are laid down in the following budget calendar.

| S.No. | Activity   | Agency responsible | Timeline                                |
|-------|--|--------------------|---|
| 1     | Preparation of AWP for the successive year.  | SPMU and NPMU      | By 31 <sup>st</sup> December each year  |
| 2     | Preparation of Annual Procurement Plan (APP)   | SPMU and NPMU      | By 31 <sup>st</sup> December each year  |
| 3     | Preparation of annual budget demand (taking into consideration of the current year's progress) | SPMU and NPMU      | By 15 <sup>th</sup> September each year |
| 4     | Submission of AWP, APP and to the NPMU   | By each SPMU       | By 15 <sup>th</sup> January each year   |
| 5     | Consolidation of all the AWP APP based on review of the demands submitted                      | NPMU               | By 31 <sup>th</sup> January each year   |

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<sup>2</sup> Respective state department or its authorized agencies/ Special Purpose Vehicle (SPV)

**Fund Flow Arrangements:**

12. Department of Expenditure, M/o Finance has issued a Revised procedure for flow of funds under Central Sector Schemes vide OM dated 9th March, 2022.(Copy enclosed Annexure 4)

13. With reference to the OM dated 9th March, 2022 the Atal Bhujal Yojana has been mapped under **Model-2, as in case of Central Sector Schemes** having (a) annual outlay of less than Rs. 500 crores or (b) the schemes are being implemented by agencies of the State Governments exclusively or in addition to the central agencies or (c) other schemes not covered in Model-1.

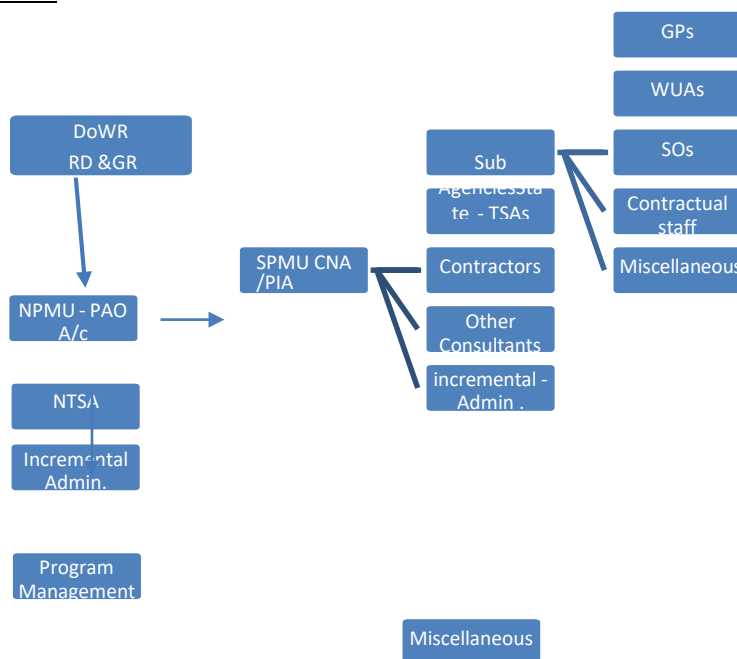
14. **National level:** The NPMU will follow the prevalent financial management systems of DoWR, RD&GR. No separate bank account needs to be opened by the NPMU. Fund flow for national-level expenses incurred by the DoWR, RD & GR through the NPMU would be facilitated by the Pay and Accounts Office from the Program-specific budget head in accordance with GoI procedures.

15. **Fund flow to the NPMU and States:** DoWR, RD&GR will release funds to SPMUs against approved AWP/Budgets. Funds to the participating States for the Institutional Strengthening and Capacity Building Component and Incentive Fund would be released in tranches, through direct transfers into the dedicated bank accounts (Central Nodal Account) of the SPMUs through PFMS based on the report of the Third-Party Government Verification Agency (in case of Incentive Fund) and availability of funds under the relevant Budget Head.

**DoWR shall release the funds to the CNAs as far as possible in 'Just-In-Time' manner keeping the float in CNAs' account to the minimum possible. Each disbursement /transfer**

of funds by the DoWR to the SPMUs shall not exceed 25% of the approved AWP for the respective state in each financial year. Additional funds (not more than 25% at a time) will be released only upon utilization of at least 75% of the funds released earlier and in compliance with the conditions of previous sanction. However, there is no limit in the number of fund transfers as the same is subjected to utilization of funds transferred in the preceding disbursements by NPMU to the respective SPMU.

#### 16. Fund Flow Chart



#### Bank accounts:

17. The Scheme fund will be routed to the dedicated bank account of the SPMUs I,e CNA (Central Nodal Account) opened in a scheduled commercial bank authorized to conduct Government business by the Ministry / Department concerned. The Sub Agencies (SAs) will use the CNA's accounts with clearly defined drawing limits set for that account. However, depending upon operational requirements, zero balance subsidiary accounts for each scheme shall be opened by the SAs. No physical fund transfer is allowed to lower level agencies. They will be assigned drawing limits by their parent agency. Existing Bank account may be converted into CNA account or if new CNA account will be opened than unspent amount lying in existing bank account of SPMU may be transferred to CNA account.

18. Separate bank account (Holding account-non-interest bearing account) shall be opened by the CNA and SAs in the same commercial bank in which the CNA account is held to facilitate tax/statutory deductions.

19. NPMU shall facilitate registration and opening of PFMS accounts for SPMUs (CNA) and SA accounts in each state upon submission of details of ATAL JAL bank accounts, to allow the DoWR, RD & GR/NPMU and the SPMUs to track and monitor the flow and utilization status of the funds released under the scheme. The NPMU and SPMUs will only use the payment gateway of the PFMS for transfer of all funds to the DPMUs/vendors/ and other agencies implementing the approved Atal activities. The expenditure will follow existing practices as detailed in the respective State GFRs and subsequent amendments thereof, if any. States shall designate officers in their respective SPMUs, preferably the Project Director (Head of SPMU) and Accounts Officer

and other authorized officers at SPMU level and DPMU levels to operate their PFMS and respective bank accounts.

20. NPMU / Department will register the CNAs on PFMS and use the unique (existing) PFMS ID assigned to the CNA for making all payments to them. Bank accounts of the CNAs, SAs, vendors and other organisations receiving funds will also be mapped in PFMS.

21. CNAs and SAs shall mandatorily use the EAT module of PFMS or integrate their systems with the PFMS to ensure that information on PFMS is updated by each SA at the end of day. (PFMS user Manual enclosed at Annexure 5)

22. CNAs will keep all the funds received in the Central Nodal Account only and shall not transfer the funds to any other account or not divert the same to Fixed Deposits, Flexi-Account, Multi-Option Deposit Account, Corporate Liquid Term Deposit (CLTD) accounts or any other such accounts and or park the funds in the bank account of any other agency/establishment.

23. Beneficiary GPs will follow the Financial Management framework defined in the Panchayati Raj Act and various rules made thereunder specific to each state and maintain a separate dedicated Program Bank Account and a Program Cashbook for ATAL JAL. Appropriate procurement framework for GP level activities and the Program FM arrangements at the GPs will be specified by each State and documented in the respective State Fiduciary Manual. The SPMUs shall transfer Incentive grants to designated Bank account of the GPs based on their achievement of DLIs, while funding for activities under taken in Program Component will be paid directly by DPMU.<sup>3</sup>

***Release of funds to the states:***

24. The releases of Scheme funds under the Investment component by NPMU to the states in tranches and shall be based on the following conditions:

| Tranche                      | Period    | Conditions of release   |
|------------------------------|-----------|---|
| First (up to 25% of the AWP) | April-May | <ul style="list-style-type: none"><li>• Approval and submission of the Annual Work Plan cum Budget &amp; Annual Procurement Plan;</li><li>• On fulfilling condition(s) imposed at the time of release of previous tranche.</li><li>• Submission of UCs for the funds released in the preceding tranche.</li><li>• Each fund transfer by NPMU will be strictly limited to a maximum of 25% of the Annual budget allocated to the SPMUs but subjected to submission of utilization of at least 75% of the funds disbursed in the preceding transfer.</li><li>• Should any state fall short of utilization of 75% of the funds from the preceding transfer, subsequent replenishments will be appropriately proportioned to comply with the revised advisory of Government of India.</li></ul> |

|   |                   |   |
|---|-------------------|---|
| <b>Subsequent Tranches (Balance of AWP)</b> | <b>– November</b> | <p>Fund transfers to SPMUs in the subsequent tranches shall be subjected to compliance of the following in addition to those described in the para above :</p> <ul style="list-style-type: none"> <li>• UC certificates for the preceding tranches,</li> <li>• Annual audited financial statements of the Program for the preceding FY</li> <li>• Utilization Certificates furnished along with Non-diversion of fund certificate as given in GFR .</li> <li>• Achievements with reference to approved AWP /Annual Action Plan.</li> <li>• Compliance with any other terms and conditions as stipulated at the time of previous release</li> <li>• Physical and financial progress reporting in the PFMS by the respective SPMUs for the preceding quarters.</li> </ul> |
|---|-------------------|---|

<sup>3</sup> *GPs familiar with the PFMS can maintain their cashbook in the PFMS with necessary approvals from their respective SPMUs*

25. Due consideration will be accorded to committed liabilities/priorities and in exceptional circumstances, the additional allocations of funds to States may be considered in each year subject to availability of uncommitted/unutilized funds.

26. Release of Central Assistance (for both the components viz. (a) Institutional Strengthening & Capacity Building and (b) Incentive grants) would be considered after examining the recommendations of Third-Party Government Verification Agency (TPGVA) in respect of achievement of DLIs in the preceding year.

27. The disbursements under the Incentive components is subject to achievement of DLIs by each state and verified by TPGVA each year. The tentative allocations for each state against the DLIs are in the table below

**Table: Tentative DLI Allocations across the States**

| DLI  | Tentative Allocation (Rs.cr) |       |        |       |        |        |        |            |
|--|------------------------------|-------|--------|-------|--------|--------|--------|------------|
|  | GUJ                          | HAR   | KAR    | M.P.  | MAH    | RAJ    | U.P.   | Total      |
| DLI#1: Public disclosure of ground water data/ information and reports                               | 54.01                        | 45.94 | 100.83 | 21.28 | 73.83  | 102.94 | 61.17  | <b>460</b> |
| DLI#2: Preparation of Community-led Water Security Plans   | 81.02                        | 68.92 | 151.23 | 31.93 | 110.74 | 154.40 | 91.76  | <b>690</b> |
| DLI#3: Public financing of approved Water Security Plans through convergence of ongoing/ new schemes | 108.03                       | 91.89 | 201.65 | 42.57 | 147.64 | 205.88 | 122.34 | <b>920</b> |



| DLI  | Tentative Allocation (Rs.cr) |               |                |               |               |                |               |             |
|--|------------------------------|---------------|----------------|---------------|---------------|----------------|---------------|-------------|
|  | GUJ                          | HAR           | KAR            | M.P.          | MAH           | RAJ            | U.P.          | Total       |
| DLI#4: Adoption of practices for efficient water use             | 216.05                       | 183.77        | 403.30         | 85.14         | 295.30        | 411.75         | 244.69        | <b>1840</b> |
| DLI#5: Improvement in the rate of decline of ground water levels | 80.00                        | 80.00         | 150.00         | 30.00         | 110.00        | 150.00         | 90.00         | <b>690</b>  |
| <b>Total</b>   | <b>39.11</b>                 | <b>470.52</b> | <b>1007.01</b> | <b>210.92</b> | <b>737.51</b> | <b>1024.97</b> | <b>609.96</b> | <b>4600</b> |

28. If reimbursement is sought by the States for expenditure incurred using their own state funds either under the Investment component and or also those released as incentives upon achievement of Disbursement linked Indicators (DLIs) under the Incentive Component reimbursements will be effected subjected to compliance of the following: -

- Actual expenditure should be for the activities approved by the DoWR under Atal Bhujal Yojana.
- The state scheme/allocation from which funds were drawn for Atal Jal activities should be entered in the PFMS and request for reimbursement to NPMU must be submitted with the audited Statement of Expenditure to support the requests in conformity to the relevant provisions in the their GFR, through the PFMS to enable credit of funds to the state.
- Reimbursements by DoWR may be in the same financial year as far as possible.
- Expenditure of funds received under incentive component has been utilized for eligible activities approved under Atal Jal only (as detailed in the chart of accounts in the PFMS operational guidelines).
- Any expenditure for items listed in the negative list in the Program Guidelines (already shared vide e-mail dated 05.05.2020) will be considered ineligible and adjusted appropriately in the subsequent release of funds to the respective states.

29. Incentive funds will be disbursed each year to the SPMUs and shall be based on the findings and reports of TPGVA,. A Government Order will be issued by the DoWR, RD&GR to the respective state detailing the incentive award for achievement of each DLI by the participating states. The States will in turn release supporting orders detailing amounts awarded to line departments, districts and gram panchayats

30. A formal request for disbursement of funds against each DLI will be submitted to the World Bank with copy to Ministry of Finance, along with the final TPGVA report as evidence to support the claim.

31. All funds under the Scheme will be fully mapped in real-time through the PFMS to ensure just-in-time release of funds. All receipts and withdrawals from the bank accounts and unutilized balances will be available for viewing by the DPMUs, SPMUs and NPMU.

32. CNAs shall ensure that the interest earned from the funds released is mandatorily remitted to the Consolidated Fund of India in terms of Rule 230(8) of GPR, 2017. The interest component shall be distinctly reflected in the MIS provided by the banks

**Banking Arrangements:**

33. **Opening of dedicated Bank A/c / Central Nodal Account by SPMUs:** Each SPMU will maintain a dedicated scheme specific Bank A/c (CNA) in a Schedule Commercial Bank for Atal Jal and notify the same to NPMU, DoWR, RD&GR. The transfer of funds from DoWR, RD&GR to each SPMU will be through PFMS to this account. The bank account maintained by the SPMUs shall adhere to the following conditions:

- a) Open Account with a Scheduled Commercial Bank (SCB) authorized to do Government business, for each scheme under which it receives grant
- b) There would be only one account for the program per SPMU/CNA;
- c) The SAs will use the CNA's accounts with clearly defined drawing limits set for that account. However, depending upon operational requirements, zero balance subsidiary accounts for each scheme may also be opened by the SAs
- d) All zero balance subsidiary accounts will have allocated drawing limits to be decided by the CNA concerned from time to time and will draw on real time basis from the Central Nodal Account of the scheme as and when payments are to be made to beneficiaries, vendors etc. The available drawing limit will get reduced by the extent of utilization.
- e) CNA account and all zero balance subsidiary accounts should be maintained with the same bank.
- f) Only banks having a robust IT system and adequate branch network should be chosen for opening Central Nodal Account and the zero balance accounts of SAs of each Central Sector Scheme. The bank chosen should have the facility to open the required number of subsidiary zero balance accounts and a robust MIS for handling accounting and reconciliation at each level. The bank should also provide necessary reports and a user-friendly dashboard to officers at various levels to monitor utilization of funds by SAs
- g) The accounting bank's software system should be able to monitor the drawing limits of the SAs to monitor and report funds drawn by SAs on real time basis from the CNA's account, as and when payments are effected. The selected bank should ensure proper training and capacity building of branch managers and other staff for smooth operation of these accounts.
- h) The bank account should be savings account and the interest accrued shall be reflected in the utilization certificate and Bank reconciliation statements submitted. The interest would be deposited in Consolidated Fund of India
- i) The bank account should be operated by the designated officer with minimum two signatories and or as directed/approved by the state finance department;
- j) The accounting centers in each state shall be limited to SPMU and DPMU/ Sub agency levels only which includes participating GPs receiving incentive funds from the Program.
- k) Payments may be centralized at the state level and or at SPMU and DPMU/Sub Agency levels. Payments outside these centres will be subject to approval of DoWR, RD&GR.
- l) All payments under the Program at NPMU, SPMU and DPMU levels will be executed digitally through the PFMS only.
- m) All bills need to be passed and submitted to the respective SPMU and its DPMU (as the case may be) for payments through the bank accounts of concerned agencies using PFMS.
- n) For works executed by the district divisions/circles and or at the state level of any line department in the state, bills and all documents related to procurement will be submitted to the respective DPMU and or SPMU (as applicable) for release of payment through PFMS.
- o) Gram Panchayats will receive incentive funds from SPMU based on the completion of activities assigned to them, by the DPMUs and or SPMUs, and accomplishment of DLIs verified annually by TPGVA, as applicable. The expenditure statements for the funds

received will be submitted to DPMU for verification on a quarterly basis (or through PFMS as applicable), while the annual audit report of the Local Fund Audit will be submitted to SPMU by October 31 of each calendar year.

- p) SPMUs shall submit UCs to NPMUs after utilization of the funds that were transferred from the Central Nodal Account
34. SPMUs shall ensure that the Program specific dedicated bank accounts are reconciled at least on a half-yearly basis.

#### **Accounting Policies, Procedures and Systems:**

35. **National Level- NPMU:** Expenditures under Atal Jal will be subjected to controls as per General Financial Rules (GFR ) of the Government of India. The funds released or expended by the DoWR, RD & GR will be accounted for as per current practices of accounting in the GoI, following the procedures and guidelines as applicable from time to time, for all Ministries, under the advice and oversight of the Financial Advisor and Controller of Accounts. NPMU will be responsible for maintaining account of expenditure incurred by the Program and by the NPMU, following the norms under GFR . The NPMU will consolidate the Program financial statements drawn from the PFMS, and submit the same annually for audit to the Comptroller and Auditor General of India (CAG).

36. All fund releases (Grant-in-Aid) to States based on approved state Annual Work Plans (AWPs) will be recorded as expenditure in accordance with existing GoI rules. The releases to the SPMUs being “on account”, will be subject to adjustment, including any recoveries on account of Audit observation and disallowances. For the purpose of the Scheme, however, NPMU will keep track of actual expenditures reported in the PFMS against the grants given to the States, and those provided as advances to vendors/contractors/ service providers (as applicable) by NPMU and SPMUs. Only actual expenditure incurred towards the Scheme and recorded in the PFMS (EAT Module) will be considered as eligible Program Expenditure.

37. An accounting unit will be created under NPMU, which will consolidate all the financial reports from states, its expenditure and submit the AFS to CAG for audits and follow up on the audit observations.

38. The following shall be ensured and specified in the State’s Fiduciary Manual uploaded in [www.ataljal.mowr.gov.in](http://www.ataljal.mowr.gov.in)

- (a) The SPMUs in the States shall follow the current accounting systems in the states:
  - (i) The DDOs designated under the scheme shall effect payments using PFMS upon receipt of bills approved by the Project Director, SPMU and or according to the approved delegation of powers, as detailed in the state fiduciary manuals.
  - (ii) SPMUs and their respective DPMUs shall maintain accounts for Scheme in the PFMS only, with the statements of their respective dedicated bank account for the Scheme.
  - (iii) NPMU shall generate consolidated monthly statement of accounts from PFMS for internal audits and monitoring.
  - (iv) All accounts maintained for the Scheme shall be audited by the State AG or any other competent auditor at the appropriate levels as prevalent in the State.
  - (v) The consolidated UC summary report generated from the PFMS shall be submitted by SPMUs to DoWR, RD&GR along with the semi-annual progress reports.
  - (vi) NPMU shall generate the summary report of UCs for its expenditure and consolidate the same in program semi-annual progress reports.

(vii) **Books to be maintained at SPMUs:** Cash Book, Contractors ledger and payment register-vouchers in the PFMS; while Bank statement and Bank Reconciliation Statements –separately in the SPMU. The existing provisions in the PFMS will be used for reconciling Bankstatements with that of the expenditure statement in the PFMS.

(viii) **Books to be maintained at DPMUs:** Cash Book, Contractors ledger and payment register-vouchers in the PFMS; while Bank statement and. Bank Reconciliation Statements – separately in the DPMU.

(ix) **Books to be maintained by GPs:** 1. Separate Cash book for Atal Jal;  
2. Bank Statement; and 3. Expenditure vouchers. Recipient GPs that are familiar on use of PFMS may book their expenditure in the PFMS itself and no separate cash book needs to be maintained.

#### **Staffing/Hiring of professionals for Financial Management Cell in Program Monitoring Unit:**

39. The NPMU and SPMU will be housed with adequate finance and accounting staff dedicated for financial management of Atal Jal Program.

#### **Financial Reporting:**

40. NPMU will prepare the National Program Annual Financial Statement (AFS), which will be a consolidation of the AFS of all participating states and submit the same to DoWR, RD&GR, which will in turn share the audited AFS with the World Bank by December 31 each year, after necessary review. This AFS will consist of a Statement of Sources and use of Scheme Funds and a Statement of Program Expenditure in the AFS format (Annexure-2). Only actual expenditures incurred during the year and reported in PFMS will be recognized as eligible Program Expenditure and will form part of the AFS. Upon approval of AFS by NISC the same will be uploaded in [www.ataljal.mowr.gov.in](http://www.ataljal.mowr.gov.in)

41. The NPMU and the SPMUs shall ensure that the Program Expenditure, as defined in Section II of Appendix to the Loan agreement is complied with the requirements detailed therein – comprises of the following '*a) the cost of the Program supply-side activities, including water harvesting and artificial recharge and surface water harvesting; (b) the cost of demand-side activities, including improved irrigation technologies, managing energy irrigation nexus and other demand management interventions; (c) the cost of demand-side activities at communities' level, including water-efficient technologies, crop management and diversification, and participatory groundwater management mainstreaming; and (d) the cost of water quality activities, including improved groundwater quality and community level groundwater quality monitoring*'. as further defined in the Program Guidelines' concurred by the World Bank and approved & issued by the DoWR, RD&GR subsequently.

#### **Internal audit arrangements:**

42. Presently internal audit of the Scheme will be spear headed by the office of the Controller of Accounts, DoWR, RD&GR who will depute a team comprising of relevant experts for the same. At the national level, internal audits of DoWR, RD&GR shall be guided by the Term of Reference for Internal Audit. The scope, selection process, frequency of audit, shall ensure consistency with the Internal Audit Manual and TOR for the reports to be submitted by July 31 each year for the preceding Financial Year.

43. Internal audit of Atal Jal will be an integrated procurement and FM audit. responsible for carrying out audit for all the IA's including selected line departments and agencies at all levels who have been engaged in

activities for ABHY .

44. Follow-up of internal audit observations shall be done on priority and would be the responsibility of the SPMUs with the oversight of the SISC at the State level and of NISC at the national level.

**Internal Controls:** Internal control framework of the Scheme at the national level will follow GFR ; the Government Accounting Rules, 1990; and the Central Government (Receipts and Payments)Rule and Delegation of financial powers at the central level will follow that prescribed by the MoF. At the states-level, internal controls will be as detailed in their respective Budget Manual, Financial Rules, and Treasury Code, and delegation of financial powers and briefed in their respective State fiduciary manual. .

#### **External Audit:**

45. The entire Scheme will be audited by the C&AG and the DoWR, RD&GR will be responsible for coordinating the audit. The audit will be completed and audit report will be shared with the World Bank by December 31 each year. The scope of audit will be as per the ToRs issued by the MoF (Department of Economic Affairs) vide their Office Memo F. No. 17/7/2006-FB-II on March 20, 2009, prescribing 'Terms of Reference' to be adopted for all audits conducted by the C&AG.

46. The Program audited financial statements will be made public on the website of the Program/Ministry/Gol.

47. The model ToR for annual statutory audit by C&AG of externally aided projects agreed with the Ministry of Finance will be circulated to the States separately and will be incorporated in the respective State Fiduciary Manuals. DoWR, RD&GR will pursue CAG to ensure Atal Jal accounts are audited in compliance to the circular of Ministry of Finance in this respect. If state propose audit by a CAG empaneled firm, the ToR and engagement of the firm will be approved by the Secretary (WR, RD&GR).

48. The NPMU shall follow up with the states for timely submission of annual audit reports not later than November 30 of each year, along with remedial measures taken to address the audit observations, if any, by the AG/external auditors.

49. The consolidated AFS of the States and NPMU audit report shall include confirmation of compliance to GFR/extant procurement rules and regulation for procurements under the scheme carried out by the NPMU, SPMUs, DPMUs, in the states.

50. **Training and Capacity Building :** TSAs/Experts shall provide day to day guidance to State SPMUs to ensure compliance and consistency with the applicable Procurement and financial management procedures and processes, and shall also be the repository for fiduciary complaints and mitigation measures taken up in their respective States. Financial experts in the National Technical Support Agency shall assist NPMU and SPMUs by providing training of personnel engaged in financial management at different levels. NPMU shall prepare an annual financial training calendar and N-TSA will have directed to provide needful capacity building in financial management to NPMU, SPMUs and DPMUs.

### CHAPTER 3 PROCUREMENT MANAGEMENT

1. Procurement is an important function that allows a project to obtain optimal value for financial resources expended on goods, works and services. The economical, and efficient use of financial resources in a competitive and transparent manner through a sound procurement process contributes to the achievement of the operational and strategic goals of a program. Efficient procurement practices generate efficient utilization of resources for the purpose intended.
2. This fiduciary Manual provides comprehensive procurement guidelines for the program. It defines the main features of sound public procurement as - *buying Goods, Works and Services with due consideration for value for money (economy, effectiveness and efficiency) without regard to political or other non-economic factors*, in order to obtain the best value for money spent for intended.
3. The state fiduciary manuals shall contain relevant procurement guidelines and policies specific to the state as per its own GFR, and amendments thereof. The State fiduciary manual shall cover legal, regulatory and procedural controls, bidding and contract documents, reporting and recordkeeping requirements including delegations and purchase decision making authorities. This guideline will vary from State to State and shall be approved by the Project Coordinators and thereafter used for procurements under Atal Jal by the nodal agency's SPMU, DPMUs, GPs and other executing agencies in the respective state.
4. Prior agreed Activities to be carried out by implementing agencies at each level i.e National, State, District and Gram Panchayat specified in the program guideline under the ATAL Jal Scheme must conform to the following yardsticks: -
  5. The activities to be prior agreed with the SPMU/NPMU .
  6. the specifications in terms of quality, type etc., as also quantity of goods to be procured, should be clearly spelt out keeping in view the specific needs of the procuring organizations.
  7. offers should be invited following a fair, transparent and reasonable procedure;
  8. the procuring authority should be satisfied that the selected offer adequately meets the requirement in all respects;
  9. the procuring authority should satisfy itself that the price of the selected offer is reasonable and consistent with the quality required;
  10. at each stage of procurement, the concerned procuring authority must place on record, in precise terms, the considerations which weighed with it while taking the procurement decision.
  11. Latest schedule of rates for preparing the plans and estimates for works. The Schedule of Rates shall be issued periodically, however, that the rates shall not be higher than the rates laid down by the State Government for similar items of works or development schemes in the locality. Copies of such schedules shall be supplied to all the IA 's . When there is no rate for a particular item in the Schedule of Rates but the item is required to be executed, the rate for such item, supported by the analysis, shall be got approved by the appropriate authority before adopting it for preparation of estimates or extra item of rate list.
12. Each State, under Atal Jal, will prepare a State specific Fiduciary Manual detailing the procurement practices followed in their respective States. These State specific fiduciary manual will form an integral part of this Program fiduciary manual.
13. **At the Central /National level** procurement is based on the GFR, the Delegation of Financial Powers and Rules (DFPR), Government Orders (GO) and the broader framework of the Indian Contract Act, the Sale of Goods Act and the guidelines issued by the Central Vigilance Commission (CVC) generic

guidelines applicable to government procurements.

14. **At the State level** Procurement arrangements vary amongst the States and are essentially guided by State schedule of rates, General Financial Rules (GFRs) of States, Delegations of power and PWD manual. Empanelment of contractors is done as per PWD Contractor's Registration Rules and other relevant Government Orders issued from time to time. Overall responsibility of ensuring compliance and consistency to the above is with SPMU.

15. **Excluded High value contracts:** Some potential investment categories will be excluded from the Atal Jal. These include (a) construction of major dams and new large-scale irrigation systems and (b). These could fall under the category of activities that are judged to be likely to have significant adverse impacts that are sensitive, diverse, or unprecedented on the environment and/or affected peoples and are not eligible for financing under the Program. **The Program will exclude activities that involve procurement of (a) works, estimated to cost US\$50 million equivalent or more per contract; (b) goods and non-consulting services estimated to cost US\$30 million equivalent or more per contract; and (c) consultant services, estimated to cost US\$15 million equivalent or more per contract.** All such activities will not be eligible for World Bank funding and hence will not be reimbursed by DOWRRD&GR.

16. **Roles and Responsibility:** Overall responsibility of ensuring compliance and consistency regarding procurement lies with NPMU and SPMUs as the case may be. Based on the guidance by NPMU, the SPMUs and their DPMUs shall be responsible for ensuring appropriate process and timely execution of procurement activities in the participating State by line departments. Besides oversight function through regular reviews, NPMU shall ensure and guide SPMUs on timely execution of project activities. All procurement information /guidance shall be collated and disseminated by the SPMUs at State and District levels, including selected line departments. The NPMU and SPMUs shall coordinate, collate and ensure that all procurement information at all levels from planning to contract closure are duly captured and regularly updated in [www.ataljal.mowr.gov.in](http://www.ataljal.mowr.gov.in). The roles and responsibilities of each SPMU and their DPMUs including delegation of financial powers for carrying out procurement and financial transactions, applicable processes and procedures, are to be defined in the respective State Fiduciary Manuals, in accordance with the prevalent orders and amendments thereof issued by the participating States.

17. **Role of Technical Support Agencies :** TSAs/Experts shall be appointed to provide day to day guidance to State SPMUs to ensure compliance and consistency with the applicable procurement procedures and processes, and shall also be the repository for fiduciary complaints and mitigation measures taken up in their respective States. Procurement experts in the National Technical Support Agency shall assist NPMU and SPMUs by providing procurement training of personnel engaged in procurements at different levels. NPMU shall prepare an annual procurement training calendar and N-TSA will directed to provide needful capacity building in procurement to NPMU, SPMUs and DPMUs.

18. **Roles and Responsibilities of Procurement Expert/Consultant:**

**a) At National & State Level:** The Terms of References (TOR) envisaged for a procurement expert assigned for Atal Jal by NPMU & SPMUs shall include but is not limited to following responsibilities:

- A procurement expert/consultant shall deal with procurement matters at all stages of the project cycle, from preparation of procurement plan to the stage of completion of bidding process to ensure compliance and consistency across board.
- Guide NPMU, SPMU, DPMUs on all the procurement related matters
- Collect, and verify the information on Procurement Plan and Contracts monitoring

- update the procurement monitoring information system
- Ensure records are kept safely in an indexed manner.
- Facilitate reviews/audits by coordinating with the Review Teams. / World Bank.
- Disseminate and address the review observations raised by the Review Teams
- Develop procurement training modules and conduct procurement training programs related for all participating agencies at all levels.
- Providing Oversight and regularly monitoring the quality of procurement and reporting major deficiencies and taking timely corrective actions in coordination with respective States.
- Record, address, monitor and close the procurement-related complaints.

**b) Roles and responsibilities of Procurement Officer at District and GP level shall be included in the State fiduciary manual.**

19. **Procurement Information:** The NPMU shall ensure that SPMUs capture details of all procurement carried out in the program, in the prescribed formats in [www.ataljal.mowr.gov.in](http://www.ataljal.mowr.gov.in). The details shall include procurement operations to support planning, execution and monitoring of procurements and contract management by departments and agencies engaged in implementing Atal Jal. Access to this portal will be provided to SPMUs & DPMUs for procurement data entry and report generation. SPMUs will ensure that progress reports generated from the portal shall be part of the QPRs and shall be endorsed by the Project Coordinators or other such authority, before submission to NPMU, which in turn shall submit its consolidated reports to NISC for its review and concurrence. Any procurements utilizing the incentive grants by GPs shall follow the existing procedures followed for state and Central Sector Schemes, under the guidance and oversight of DPMUs.

20. **An independent annual procurement review** of at least 15% of contracts awarded under the program shall be carried out for the contracts entered under the program as part of the internal audit or as a standalone activity in accordance with the prior agreed TOR with the World Bank for all the IA's including selected line departments and agencies at all levels who have been engaged in activities for ABHY. For other selected line departments and State agencies engaged in activities for Atal Jal, a copy of the Fiduciary Manual will be shared for their compliance .

21. **Based on the findings, a** Follow-up action plan for internal audit observations shall be made on priority that would be implemented by respective SPMUs with the oversight of the SISC at the State level and of NISC at the national level.

22. In the absence of any provisions or documents at the State level, the program shall be executed in compliance with the NPMU fiduciary manual. .

**Procurement Plans**

23. The NPMU and SPMUs will prepare their annual procurement plans with details of procurements necessary for the completion of the Scheme, associated procurement methods and timelines. The planning process will grow from village level plans and get consolidated at DPMU and State level into annual work plans.

24. SPMU will be responsible for preparation of a consolidated State Annual Work Plan (AWP) for activities (Goods, works and Services) under Atal Jal for each year and upload it on [www.ataljal.in](http://www.ataljal.in). The plans will identify the services, goods and works that are needed for implementing their AWP's. The procurement plan template is attached as Annexure 3, and is available in [www.ataljal.mowr.gov.in](http://www.ataljal.mowr.gov.in) Procurement Plan shall include description of contracts for the goods, works and for services required



to carry out the project, consistent with project principles, their technical and administrative approved estimates and proposed methods for procurement over the total agreed implementation period. The procurement shall be consistent with budgetary allocations and in line with the AWP

25. The Procurement Plan shall be updated annually or as needed throughout the duration of the program. List of Works, Goods, and Services to be procured under the project, year-wise with estimated cost and method of procurement shall be detailed. The Procurement Plan shall be submitted online to the SPMU, NPMU for information, scrutiny and record.

**Record keeping:**

26. All the SPMUs are to ensure maintenance of record of fixed Assets and its annual verification. Procurement records include all documents relevant to the pre-tendering, during tendering and aftertendering i.e. Contract administration phases. It should be possible to reconstruct the entire procurement and contract administration processes from these records. The procuring entity, through its subordinate staff, is responsible for maintaining the procurement and contract records of each requirement. Although all records are maintained by the procuring entity, the entity responsible for contract administration should also maintain and upload working/soft copies of relevant documents in the [www.ataljal.mowr.gov.in](http://www.ataljal.mowr.gov.in), while forwarding the same to the relevant authorities as detailed in the respective

State GFRs. All procurement records shall be stored carefully in such a way that it should be available at any time for verification and Audit. The files of the concerned work/contract shall be maintained with the following documents: - Detailed of approved activity

- *Procurement plan /Estimate*
- *Technical Sanction and Admin Approval*
- *Advertise published in Newspaper and*
- *Copies of all Tenders received*
- *Comparative Statement of Tenders and Minutes of committees and Proceedings.*
- *Letter of Acceptance of tender and Copies of Earnest Money and Security Deposit receipts*
- *Contract Agreement copy /Work Order*
- *Contract amendments, if applicable*
- *Any other relevant documents which forms the part of contract*

### **Procurement review**

27. Procurement review refers to review of files and documents relating to the procurement of Goods, works and consultancy services by all the IA's. The procurement of Goods works and Services under the program will be undertaken as per the laid down guidelines for Atal Jal. The broad objectives of the review is to evaluate compliance with the applicable procurement process and procedures as specified in National /State fiduciary manual for utilization of public funds; system effectiveness and efficiency, and conformity to rules and regulations including appropriate handling of complaints and grievance related to procurement and contract management. It also helps in determining willful negligence including likely fraud/corruption evidence, if any. The report and observations of procurement review shall also serve as a guide to undertake timely corrective steps as needed to streamline and improve the procurement system. The NPMU and SPMU shall keep records of all documents and action taken report for annual procurement reviews.

28. **External audit:** The annual statutory audit report shall include confirmation of compliance to GFRs/extant procurement rules and regulation for procurements under the Scheme carried out by the NPMU, SPMUs and / or other executing agencies in the states. The statutory audit of the Program will be conducted by the Auditor's General Office and or other agency as approved by NPMU and appointed by the respective SPMU, as the case may be every year as per their schedules. During the audit/ review the team will audit the Contracts and Procurement procedures adopted and give a report to the State authority and the auditee authority for information and necessary action. The audit shall be conducted at NPMU, SPMUs level as per their annual schedules.

29. **Procurement post Review :** Annual procurement review shall be carried out as part of internal audit or through an independent procurement consultant for at least 15% of the contracts concluded during the previous FY. The information related to procurement of Goods / works / Services and the Contracts concluded will be obtained / collected online from [www.ataljal.mowr.gov.in](http://www.ataljal.mowr.gov.in) and Monthly/Quarterly Reports from the SPMUs. Procurement review will be added to the scope of work of the internal auditor, engaged by NPMU, for efficiency and cost-effective purposes. The internal audit report shall comprise off findings, systemic issues and mitigation measures proposed /taken and shall be shared with World Bank at end of each financial year. Broadly the annual procurement review shall include but is not limited to the following aspects:

- a. Whether the procurement was made as per the Annual action plan/procurement plan?
- b. Is any contract beyond the threshold for excluded activities?
- c. State threshold for e-procurement is being adhered to?
- d. Whether any contract awarded to a firm sanctioned by the Bank?
- e. Whether the State /National Program fiduciary Manual complied with?
- f. Have each IA put in place a procurement focal point person/s and are they trained and made

fully aware of the requirements set out for the program?

g. Whether the procurement was carried out in an economic, competitive and transparent?

h) Confirm if any complaints have been received in regard to any procurement activity or contract implementation

and if the same is recorded, reported and acted upon through appropriate action to resolve/close the complaints.

- h. Do the procurement procedure adopted complies with the guidance applicable for this Program and as has been provided by the SPMU /NPMU;
- i. Was the contract aligned to the Invitation for Quotation (IFQ)/Invitation for Bids in terms of specifications and quantity and terms & conditions associated with the specific contract.
- j. Are standard Bid document and contracts as provided by SPMU being used for inviting quotations /Bids consistently by all IA's.
- k. Review contract management aspects to confirm whether contracts completed on time, any delay in contract completion or payment; any contract terminations or other CM issues.
- l. Are records kept properly? Is the asset verification register maintained and are the assets verified periodically?
- m. Whether any complaint received regarding any procurement activity and if yes, whether resolved satisfactorily?
- n. Any red flags or issues of Fraud and corruption observed during procurement process or contract execution?

**Based on auditors' findings and reports the following indicators will be annually updated and included as part of the semi-annual progress report for each State :**

| <b>Risk</b>  | <b>Performance Indicator</b>   | <b>Baseline <sup>4</sup></b>   | <b>Recommended Standard</b>  |
|--|--|--|--|
| Procurement plan.                                    | Implementation agencies prepare procurement plans.   | None of the agencies prepares a comprehensive procurement plan.  | Annual procurement plans are prepared.   |
| Use of e-procurement / GeM portal                    | i)All procurement is undertaken through e-procurement system and ii)time taken for procurement process.  | i)Data not available<br>ii)60 days   | a) 100% as per State threshold<br>b) Timely conclusion of contracts within initial validity period; lower repeat bidding; and lower bid cancellations. |
| Checking the debarment list                          | Checking GoI and World Bank debarment list before contract award.  | Not always done before award of contract.  | Done in all cases before award.  |
| Average number of bidders.                           | Number of tenders purchased, and bids received.  | 2 bidders  | Improvement in level of participation and competition.   |
| Processing of contractor payments.                   | Average time taken for release of payment from date of validation of Measurement Book and date of bill raised by contractor.   | 70% payments are made within the agreed timelines in contracts.  | Improved efficiency of contractor payments.  |
| Contract administration/time and /or Cost over-runs. | Average time taken for completion of project from date of award of contract and difference between estimated date of completion as per contract and completion date. | 20% of contracts are delayed from the contract duration stated in the contract.<br>Increase in the contract amount from the awarded amount | Improved time efficiency in project execution.<br><br>Quality of process, documents, specifications; quality of competition                            |

### **Procurement Staffing**

30. The NPMU may ensure that procurement specialists and/or procurement consultants are deployed in NPMU, SPMUs and DPMUs to ensure and facilitate efficient and expedited decision-making arrangements for procurement under Atal Jal.

<sup>4</sup> Internal auditor shall update the data based on the first internal audit.

31. SPMU shall be supported procurement expert either drawn on deputation from other departments and/or hired on contract basis for the entire duration of the Scheme's shall carry out internal procurement and financial review of procurement expenditure carried out by district, GPs, and other agencies.

32. The NPMU & SPMUs shall ensure that adequate training is imparted on application of procurement methods applicable to the respective institution to the staff and other authorized employees in SPMUs and DPMUs to ensure transparency in the procurements carried out by these institutions/agencies. The information of procurement expert and /or consultant shall be uploaded by each SPMU on Atal Jal [www.ataljal.in](http://www.ataljal.in). Any change in the same shall be promptly intimated to the NPMU.

### **Grievance Redressal Mechanisms**

33. Grievances and complaints from the contractors/suppliers shall be dealt with as per state specific procedures and specific contract terms and conditions. Online GRM facility available in the [www.ataljal.in](http://www.ataljal.in) should be widely disseminated for submission of grievances / complaints, to enable early resolution of the same. All the procuring entities would cross check, prior to award, that no contracts are awarded to any firms which are on the debarment list of the Bank by checking the list available on the World Bank website <http://www.worldbank.org/debarr>., or as notified by Government of India / State Government.

### **Capacity Building Measures**

34. For the effective implementation of procurement activities specific to the program, the project should initiate capacity building measures for imparting training to the DPMUs, VWSCs and other such approved institutions. Training shall be conducted initially by the SPMU where the project staff is acclimatized about the concept of community procurement, methods of procurement, procurement administration and monitoring system and procedures and responsibilities for effective supervision and monitoring. Refresher training should be organized periodically for the aforesaid institutions throughout the implementation of the project.

# **Atal Bhujal Yojana**

## **Annexures**

I/35108/2020

T-40012/2/2018-GW  
Government of India  
Ministry of Jal Shakti  
Department of Water Resources, RD&GR

Shram Shakti Bhavan  
Rafi Marg, New Delhi-110011.

Dated 17.04.2020

Sub: Setting up of National Level Steering Committee (NLSC) for implementation of the World Bank assisted Atal Bhujal Yojana (Atal Jal).

Atal Bhujal Yojana, with World Bank assistance, is being implemented by Department of Water Resources, RD & GR, Ministry of Jal Shakti with participation of seven States viz. Gujarat, Haryana, Karnataka, Madhya Pradesh, Maharashtra, Rajasthan and Uttar Pradesh. For effective implementation and monitoring of activities under Atal Jal, a National Level Steering Committee (NLSC) with the following composition is hereby constituted:

|        |  |                  |
|--------|--|------------------|
| 1.     | Secretary, DOWR, RD &GR  | Chairman         |
| 2.     | Additional Secretary, DOWR, RD &GR                                     | Member           |
| 3.     | Joint Secretary & Financial Advisor, DOWR, RD &GR                      | Member           |
| 4.     | Joint Secretary (IC&GW), DoWR, RD&GR                                   | Member           |
| 5.     | Secretary or representative, Ministry of Agriculture & Farmers Welfare | Member           |
| 6.     | Secretary or representative, Department of Land Resources              | Member           |
| 7.     | Secretary or representative, Department of Rural Development           | Member           |
| 8.     | Secretary or representative, Department of Drinking Water & Sanitation | Member           |
| 9.     | Secretary or representative, Ministry of New and Renewable Energy      | Member           |
| 10.    | Secretary or representative, Ministry of Power                         | Member           |
| 11.    | Secretary or representative, Ministry of Panchayati Raj                | Member           |
| 12.    | Advisor, Water Resources, NITI Aayog                                   | Member           |
| 13-19. | Nodal Principal Secretaries / Secretaries of participating States      | Member           |
| 20.    | Chairman, CWC  | Member           |
| 21.    | Chairman, CGWB   | Member           |
| 22.    | Project Director, Atal Bhujal Yojana                                   | Member Secretary |

Representatives of Central Ministries / Departments should not be below the rank of Joint Secretary.

The Committee would provide strategic supervision, policy guidance and steering support for the successful implementation of the project.

**The Terms of Reference for the Committee will be as under:**

- Inter-ministerial coordination

I/35108/2020

- ii. Guide Program partners in implementation
- iii. Review program implementation status/annual progress reports
- iv. Evaluate and assess impact of improvements in groundwater levels
- v. The National Level Steering Committee would meet as often as required but at least two times a year.

This issues with the approval of Secretary, DoWR, RD & GR.

(Ashish Kumar)

Director

Phone No. 23716747

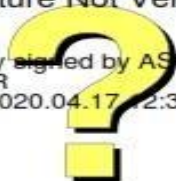
Email: dirgw-mowr@nic.in

To:

1. The PPS to the Secretary, DOWR, RD &GR, New Delhi.
2. The PPS to the Additional Secretary, DOWR, RD &GR, New Delhi
3. Secretary, Ministry of Agriculture & Farmers Welfare
4. Secretary, Department of Land Resources
5. Secretary, Department of Rural Development
6. Secretary, Department of Drinking Water & Sanitation.
7. Secretary, Ministry of New & Renewable Energy
8. Secretary, Ministry of Power
9. Secretary, Ministry of Panchayati Raj
10. The PPS to the Chairman, CWC, New Delhi
11. The PPS to the Chairman, CGWB, New Delhi
12. The PPS to Joint Secretary (IC &GW), DOWR, RD &GR, New Delhi
13. The PPS to Joint Secretary & Financial Advisor, DOWR, RD &GR, New Delhi
14. Nodal Principal Secretaries/Secretaries of the participating states.
15. Project Director, Atal Bhujal Yojana

Signature Not Verified

Digitally signed by ASHISH  
KUMAR  
Date: 2020.04.17 12:31:59 IST





## Annexure 2-

| Consolidated Financial Statement<br>⁵(AFS) of SPMU _____             |                    |
|--|--------------------|
| Project Name:  | Atal Bhujal Yojana |
| Period for which Annual Financial Statement is submitted             |                    |
| (Amount in Rupees)   |                    |
| Particulars  | Year               |
| Opening balance  |                    |
| Receipts from GOI  |                    |
| Bank Interest  |                    |
| Income from Other Sources  |                    |
| <b>Total Available Funds</b>   |                    |
| Fund utilisation   |                    |
| Institutional Strengthening & Capacity Building Component            |                    |
| Incentive Component  |                    |
| <b>Total fund utilisation</b>  |                    |
| Funds Deposited into Consolidated fund of India (CFI)- Bank Interest |                    |
| Funds Deposited into Consolidated fund of India (CFI)- Other Income  |                    |
| <b>Closing Balance</b>   |                    |
| <b>Closing Balance +</b>   |                    |
| <b>Security deposit(s) (if any)</b>                                  |                    |

**NOTE:**

1. SPMUs shall ensure that the Statement of Expenditure providing head-wise details of expenditure incurred shall be supported by relevant documents as per the chart of accounts circulated to the states by NPMU.
2. The AFS and supporting documents for each of the heads given in the template above shall be signed by the designated authorities in the SPMU, by the participating states

⁵ Detailed Head wise statement to be drawn from PFMS and annexed to the consolidated statement

Annexure 3

PROCUREMENT PLAN FOR FINANCIAL YEAR .....  
GOODS /WORKS/CONSULTANCY

STATE :

| Activity Ref No. / Description: | Category (Goods/works/consultancy) | Estimated Amount (US\$) | Procurement Method | Draft Bidding Documents |        | Specific Procurement Notice (Advertisement) |        | Technical Evaluation Report (if applicable) |        | Bid Evaluation Report and Recommendation for Award |  | Notification of Intention of Award Issued |        | Signed Contract |        | Contract Amendments |  | Contract Completion |        | Contract Termination |  |
|---------------------------------|------------------------------------|-------------------------|--------------------|-------------------------|--------|---|--------|---|--------|--|--|---|--------|-----------------|--------|---------------------|--|---------------------|--------|----------------------|--|
|                                 |                                    |                         |                    | Planned                 | Actual | Planned                                     | Actual | Planned                                     | Actual |  |  | Planned                                   | Actual | Planned         | Actual | Actual              |  | Planned             | Actual | Actual               |  |
|                                 | Goods                              |                         |                    |                         |        |   |        |   |        |  |  |   |        |                 |        |                     |  |                     |        |                      |  |
|                                 |                                    |                         |                    |                         |        |   |        |   |        |  |  |   |        |                 |        |                     |  |                     |        |                      |  |
|                                 |                                    |                         |                    |                         |        |   |        |   |        |  |  |   |        |                 |        |                     |  |                     |        |                      |  |
|                                 | Works                              |                         |                    |                         |        |   |        |   |        |  |  |   |        |                 |        |                     |  |                     |        |                      |  |
|                                 |                                    |                         |                    |                         |        |   |        |   |        |  |  |   |        |                 |        |                     |  |                     |        |                      |  |
|                                 |                                    |                         |                    |                         |        |   |        |   |        |  |  |   |        |                 |        |                     |  |                     |        |                      |  |
|                                 | Consultancy                        |                         |                    |                         |        |   |        |   |        |  |  |   |        |                 |        |                     |  |                     |        |                      |  |
|                                 |                                    |                         |                    |                         |        |   |        |   |        |  |  |   |        |                 |        |                     |  |                     |        |                      |  |

## Annexure 4

**GOVERNMENT OF INDIA**  
**OFFICE OF THE CONTROLLER OF ACCOUNTS**  
**PRINCIPAL ACCOUNTS OFFICE, MINISTRY OF JAL SHAKTI**  
**C-WING, SHASTRI BHAWAN, NEW DELHI – 110001**  
**Ph: 011-23381913 Email: [epaymentwr@gmail.com](mailto:epaymentwr@gmail.com)**

No. WR/CA/Admn/Fund Flow/2021-22/ 13067-3078

Date: 24/03/2022

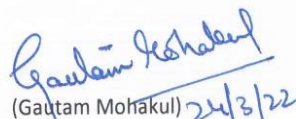
**Office Memorandum**

The Department of Expenditure, M/o Finance has issued a revised procedure vide OM dated 09<sup>th</sup> March 2022 for flow of funds under Central Sector Scheme and monitoring utilization of the funds released(copy enclosed).The aim of the revised procedure is to ensure effective cash management and improved transparency in the public expenditure management.

2. The revised procedure will be effective from 01.04.2022 for which various preparatory activities need to be completed by the concerned divisions for the smooth implementation of the Central Sector Schemes by the stipulated date.

In view of above, it is requested to complete the activities enumerated in the above mentioned OM of M/o Finance so that funds may be released under the Central Sector Schemes as per revised procedure.

Yours sincerely

  
(Gautam Mohakul) 24/3/22

Dy. Controller of Accounts

**Encl: as above**

**To**

1. Additional Secretary, DoWR, M/o Jal Shakti
2. Additional Secretary (SBM), DDWS, M/o Jal Shakti
3. Director General(NMCG), DoWR, M/o Jal Shakti
4. Mission Director (NWM), DoWR, M/o Jal Shakti
5. Additional Director General(Stat), DoWR, M/o Jal Shakti
6. Joint Secretary(Admin &GW), DoWR, M/o Jal Shakti
7. Joint Secretary(RD&PP), DoWR, M/o Jal Shakti
8. Joint Secretary(Estt., GA & Coordination), DDWS, M/o Jal Shakti

**Copy to:**

1. Sr.PPS to Secretary, DoWR, M/o Jal Shakti
2. Sr.PPS to Secretary, DDWS, M/o Jal Shakti
3. PS to JS&FA, M/o Jal Shakti
4. PA to Controller of Accounts, M/o Jal Shakti

**F. No. 1(18)/PFMS/FCD/2021  
Government of India  
Ministry of Finance  
Department of Expenditure**

**North Block, New Delhi  
Dated : 9<sup>th</sup> March, 2022**

**OFFICE MEMORANDUM**

**Subject: Revised procedure for flow of funds under Central Sector Schemes**

In supersession of all previous orders issued by the Department of Expenditure, Ministry of Finance regarding release of funds under the Central Sector Schemes, the following procedure shall be followed w.e.f 1<sup>st</sup> April, 2022 by the Ministries/ Departments of Government of India for flow of funds under the Central Sector Schemes and monitoring utilization of funds released.

**Model – 1 : Implementation through Treasury Single Account (TSA)**

2. In case of Central Sector Schemes having annual outlay of more than Rs 500 crores and implemented without involvement of State agencies, it shall be mandatory to implement such schemes through the Treasury Single Account (TSA) model. This will ensure that the funds of these schemes are released “Just-In-Time” from the Consolidated Fund of India (CFI) to the beneficiaries/vendors. The Ministries/Departments may opt for Model-1 for other Central Sector Schemes too in consultation with RBI. For the schemes implemented through this model, the following procedure shall be followed by the Ministries/Departments:

- i. For each Central Sector Scheme, the concerned Ministry/Department will designate an Autonomous Body as the Central Nodal Agency (CNA) to implement the scheme.



- ii. If there are other agencies involved in implementation of the scheme down the ladder, which get funds from the CNA, these Implementing Agencies (IAs) will be notified as Sub-Agencies (SAs) of the CNA.
- iii. Each CNA will open an account with the Reserve Bank of India (RBI) in e-Kuber. Even in cases where CNA is already registered in the TSA module and has a bank account in e-Kuber for some other grant, it will open separate account in e-Kuber for funds to be provided under each Central Sector Scheme.
- iv. The SAs of every CNA will also open scheme-wise bank accounts with RBI in e-Kuber in line with the requirements of para (iii) above.
- v. The relevant details of all the accounts of the CNA and SAs opened with RBI shall be mapped in the TSA module of PFMS as per the extant guidelines on TSA.
- vi. In respect of funds of Central Sector Schemes, the CNA and SAs shall not open/operate/ park funds in any other bank account except under the provisions made in these guidelines.
- vii. RBI will function as the primary banker to the Ministries/ Departments in this regard without involvement of an agency bank.
- viii. All these accounts in RBI will be "Assignment Accounts". A limit up to which expenditure can be incurred by the CNA/ sub-agencies shall be assigned to these accounts from time to time by the Pay and Accounts Office (PAO) concerned through PFMS.
- ix. Assignment will be based on an expenditure sanction issued by the Programme Division (PD) and the bill preferred by the Drawing and Disbursing Officer (DDO). The e-format of the assignments and Sub-assignments shall have requisite details required for accounting and reconciliation of transactions. The e-Kuber bank account details of the CNA/SAs shall be incorporated in the sanction order.
- x. Consequent upon receipt of the sanction order for release of funds to the CNA alongwith bills from the Drawing and Disbursing Officer (DDO), the concerned

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Pay and Accounts Officers (PAOs) shall, through assignments, advise RBI, after exercising all necessary checks, to honour the payment instructions issued by the concerned CNA/SA up to the, "assigned limit" in the advice.

- xi. The PAO shall debit the concerned Head of Account for appropriation but not transfer the cash directly to the CNA. It shall be retained in an interim account in respect of the CNA listed under the parent Ministry/ Department in the public account.
- xii. The assignments shall be uploaded on the TSA module and received electronically by the CNAs as per the existing protocols of TSA module. The CNA may issue e-Sub-assignments in PFMS against this assignment setting limits of expenditure for the SAs.
- xiii. CNAs & SAs shall adhere to all due process while incurring expenditure from the assignment limit sanctioned through PFMS. CNAs shall also ensure that sufficient limit is available in the relevant account before issue of assignment to SAs.
- xiv. The system will be digital and fully online on PFMS with no physical flow of assignments to RBI or expenditure by CNAs/SAs on assignment basis. The electronic file containing a unique sanction ID and necessary details of the sanction order will travel directly from PAO to RBI and concerned CNAs. RBI will maintain individual ledgers in respect of the accounts of the CNAs for watching the availability of assignment.
- xv. PFMS Division in CGA will design requisite reports to enable all Program Division (PDs), Pay & Accounts Officers (PAOs), and other stakeholders to view details of sanction orders, summary and budget balance of assignments/sub-assignments, and expenditure details.
- xvi. Ministries/ Departments administering the schemes concerned should strive to make realistic estimation of Budget under the Central Sector schemes and issue sanction orders according to actual requirements. The savings in the assignments should be anticipated well in advance particularly in the third quarter of

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Financial Year and Ministries/Departments shall ensure suitable savings/surrenders are informed to Budget Division during the pre-budget meetings.

- xvii. Control of limits shall be at the Standard Object Head level.
- xviii. Unutilized assignments will lapse to the Government at the close of the Financial Year as per the extant norms of Budget execution and will not be available to the CNAs /SAs for expenditure in the next financial year. In PFMS too, all e-assignments/e-sub assignments shall cease to exist after the close of financial years and shall be flushed out from the system as per the current practice in TSA module.
- xix. In respect of some transactions like payment of TDS, Income Tax and GST, Opening of Letter of Credit in favour of foreign suppliers, scholarships to foreign students not having account in India, and payment of salaries of the month of March to be paid in 1<sup>st</sup> week of April, CNAs/SAs may utilize the services of their existing account at commercial banks. They may transfer funds “just in time” to the extent required for meeting such transactions. However, in no case the money transferred under this provision will be parked in a Commercial Bank beyond a period of two weeks.
- xx. Unutilized amount of past releases under the scheme available in the bank account of CNA & SAs shall be deposited in the Consolidated Fund of India.

#### **Model – 2: Implementation through scheduled commercial banks**

3. In case of Central Sector Schemes having (a) annual outlay of less than Rs 500 crores or (b) the schemes are being implemented by agencies of the State Governments exclusively or in addition to the central agencies or (c) other schemes not covered in Model-I, the following procedure will be followed by the Ministries/ Departments :





- (i) Every Ministry/ Department will designate a Central Nodal Agency (CNA) for implementing each Central Sector Scheme. The CNA will open a Central Nodal Account for each Central Sector Scheme in a scheduled commercial bank authorized to conduct Government business by the Ministry/ Department concerned.
- (ii) Implementing Agencies (IAs) down the ladder will be designated as Sub-Agencies (SAs). The SAs will use the CNA's accounts with clearly defined drawing limits set for that account. However, depending upon operational requirements, zero balance subsidiary accounts for each scheme may also be opened by the SAs.
- (iii) All zero balance subsidiary accounts will have allocated drawing limits to be decided by the CNA concerned from time to time and will draw on real time basis from the Central Nodal Account of the scheme as and when payments are to be made to beneficiaries, vendors etc. The available drawing limit will get reduced by the extent of utilization.
- (iv) For seamless management of funds, the main account and all zero balance subsidiary accounts should be maintained with the same bank. However, Ministry/ Department may choose different banks for opening Central Nodal Accounts of different Central Sector Schemes.
- (v) Only banks having a robust IT system and adequate branch network should be chosen for opening Central Nodal Account and the zero balance accounts of SAs of each Central Sector Scheme. The bank chosen should have the facility to open the required number of subsidiary zero balance accounts and a robust MIS for handling accounting and reconciliation at each level. The bank should also provide necessary reports and a user-friendly dashboard to officers at various levels to monitor utilization of funds by SAs.
- (vi) The bank's software system should be able to monitor the drawing limits of the SAs who should be able to draw funds on real time basis from the CNA's account as and when payments are to be made. The selected bank should ensure

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proper training and capacity building of branch managers and other staff for smooth operation of these accounts.

- (vii) Ministries/ Departments will release the scheme funds for each Central Sector Scheme to the account of CNA concerned strictly on the basis of requirement, keeping in view the balance funds of the scheme available with the CNA as per PFMS or scheme-specific portals fully integrated with PFMS in consonance with Rule 232(v) and 230(vii) of the General Financial Rules, 2017.
- (viii) The Ministries/ Departments and the CNAs shall ensure that the interest earned from the funds released is mandatorily remitted to the Consolidated Fund of India in terms of Rule 230(8) of GFR, 2017. The interest component shall be distinctly reflected in the MIS provided by the banks.
- (ix) The Ministries/ Departments shall release the funds as far as possible in 'Just-In-Time' manner keeping the float in CNAs account to the minimum possible and shall in no case release more than 25% of the amount earmarked for the scheme in a financial year at a time. Additional funds (not more than 25% at a time) will be released only upon utilization of at least 75% of the funds released earlier and in compliance with the conditions of previous sanction.
- (x) For administrative convenience and efficiency the Program Division may obtain approval of the competent authority and concurrence of the Financial Advisor for more than 25% at a time. But release of funds shall not exceed 25% in one instalment.
- (xi) After opening of Central Nodal Account of the scheme and before opening zero balance subsidiary account of SAs or assigning them drawing rights from CNA's account, the SAs at all levels shall return all unspent amounts of the scheme lying in their accounts to the Central Nodal Account of the CNA.
- (xii) It will be the responsibility of the Ministry/ Department concerned to ensure that the entire unspent amount of the scheme is returned by all the SAs to the Central Nodal Account of the CNA concerned before releasing funds to CNAs.

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- (xiii) Ministries/ Departments will ensure that releases under all Central Sector Schemes are made strictly as per the actual requirement on the ground, without resulting in any material float with the implementing agencies at any level.
- (xiv) Ministry/ Department will register the CNAs and all SAs on PFMS and use the unique PFMS ID assigned to the CNA and SAs for making all payments to them. Bank accounts of the CNAs, SAs, vendors and other organisations receiving funds will also be mapped in PFMS.
- (xv) Payments will be made from the zero balance subsidiary accounts up to the drawing limit assigned to such accounts from time to time. Transactions in each Subsidiary Account will be settled with the Central Nodal Account daily through the core banking solution (CBS) on the basis of payments made during the day.
- (xvi) CNAs and SAs will mandatorily use the EAT module of PFMS or integrate their systems with the PFMS to ensure that information on PFMS is updated by each SA at least once every day.
- (xvii) CNAs will keep all the funds received in the Central Nodal Account only and shall not transfer the funds to any other account or not divert the same to Fixed Deposits/ Flexi-Account/ Multi-Option Deposit Account/ Corporate Liquid Term Deposit (CLTD) account etc. The funds released to CNA shall not be parked in bank account of any other agency.
- (xviii) Release of funds by the Ministries/ Departments towards the end of the financial year should be avoided to prevent accumulation of unspent balances with CNAs.

4. UTs without legislature work directly in PFMS and should be given Letter of Authorization (LoA). There is no need for them to open a Central Nodal Account. They will ensure that the funds are released on the basis of LoA to the vendors/ beneficiaries 'Just-In-Time'.

5. Secretaries are requested to, and Financial Advisors of Ministries/ Departments shall, undertake monthly review of strict implementation of these guidelines, opening of

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accounts in RBI, issue of authorization or release of funds to the CNA, utilization of funds by CNAs and IAs and outputs/ outcomes vis-a-vis the targets of each Central Sector Scheme.

6. Gradually, schemes in Model-2 are expected to move to Model-1 depending on readiness of RBI and Ministries for which necessary orders will be issued separately by the Department of Expenditure.

7. The following categories of Central Sector Schemes will be exempted from following these guidelines and may continue in existing mode:

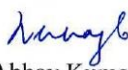
- (i) Central Sector Schemes being implemented by Ministries/ Departments in Direct Benefit Transfer (DBT) mode or reimbursement mode.
- (ii) Central Sector Schemes involving payment of equity share or extension of loan by the Government to a company.
- (iii) Central Sector Schemes where 100% payments are made by the Ministry/Department directly to the vendors/beneficiaries against the bills/claims raised by the vendors/beneficiaries.
- (iv) Central Sector Schemes where funds are transferred by the Ministry/Department directly to multiple Implementing Agencies (IAs) and amount transferred to any agency does not exceed Rs. 10 lakhs per annum.
- (v) Central Sector Schemes in which funds are transferred to the Indian Missions abroad for implementation of the scheme.
- (vi) Central Sector Schemes being implemented exclusively from a corpus/revolving fund approved by the Cabinet.
- (vii) Central Sector Schemes where expenditure is based on authorization and is incurred on real time basis with no float. However, in such cases Ministry/Department shall avoid the mode of transfer of funds through Civil Deposit and the option of Letter of Authorization should be adopted.



8. In cases where there is no Central Autonomous Body in a Ministry/Department or where the Ministry/Department wishes to implement the scheme directly through State Government agencies, such State Government agency will be designated as CNA. However, there shall not be more than one CNA per State. The funds in such cases will be released by the Ministry/Department to the CNA directly and not through state treasury

9. An illustrative list of roles and responsibilities of CNAs is given in Annexure-I.

10. This issues with the approval of Finance Secretary & Secretary (Expenditure).

  
(Abhay Kumar)  
Director  
Tel. No. 24360647

To

1. Secretaries of all Ministries/Departments of Government of India
2. Chief General Manager, Reserve Bank of India, Department of Government and Bank Accounts
3. Controller General of Accounts, Department of Expenditure, INA, New Delhi
4. Financial Advisers of all Ministries/Departments of Government of India
5. Additional CGA (PFMS), O/o CGA with the request to take immediate steps for carrying out necessary change in PFMS and designing requisite reports.
6. Additional CGA (GBA), O/o CGA with the request to take necessary steps to implement model 1 of the Guidelines.
7. All Principal CCAs/CCAs of Ministries/Departments

Copy to:

1. Chief Secretaries of all States/Union Territories
2. Principal Secretary Finance of all States/Union Territories

Copy for information:

1. PSO to Secretary (Expenditure)
2. PSO to Special Secretary (Pers.)
3. Sr. PPS to AS (PFC-II)
4. Sr. PPS to AS (PF-S)



**Role and Responsibilities of CNA**  
**Modified Fund Flow Guidelines for Central Sector Schemes**

**1. Model 1 – Treasury Single Account (TSA) Model**

- a. Open Account with RBI in e-Kuber for each scheme under which it receives grant
- b. Mandatorily use TSA Module of PFMS
- c. Map the RBI Account details in TSA Module of PFMS
- d. Receive (electronically in TSA Module) the assignment done by the PAO
- e. Approve the account and scheme mapping of sub-Agencies at Level 1
- f. Issue e-Sub-assignments against the assignment setting limits of expenditure for the sub-Agencies
- g. Ensure funds are not transferred/parked in any other account except as per the guidelines
- h. Process payments by adhering to due process
- i. If existing accounts with commercial banks is to be used for specified purposes in the guidelines (such as payment of TDS, IT and GST, opening of LoC for foreign suppliers etc.), funds shall be transferred just-in-time and, in no case, parked beyond two weeks.
- j. All such unutilized funds (as above) shall be deposited back to the Consolidated Fund of India.

**2. Model 2 – through Scheduled Commercial Banks (SCBs)**

- a. Open Account with a SCB authorized to do Government business, for each scheme under which it receives grant
- b. Mandatorily use REAT Module of PFMS or integrate own IT system with PFMS for exchange of information (contact PFMS Rollout for details)
- c. Approve the account and scheme mapping of sub-Agencies at Level 1
- d. Approve the scheme mapping of all sub-Agencies using the CNA's Account

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- e. Allocate limits for Level 1 sub-Agencies and all other sub-Agencies using the Central Nodal Account
- f. Ensure funds are not transferred/parked in any other account of any Agency
- g. Submit UCs after utilization of the funds that were transferred in the Central Nodal Account
- h. Ensure that interest earned from the funds released is remitted to the Consolidated Fund of India

**3. One time activity –**

- a. Ensure refund of unspent balance of lower level Agencies to the Central Nodal Account. This is needed after opening of the Central Nodal Account and other Zero Balance Subsidiary Accounts, and prior to assigning the drawing rights to sub-Agencies.

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## Procedure for remittance of Interest to the Consolidated fund of India

F. No. 3/(06)/PFMS/2023  
Government of India  
Ministry of Finance  
Department of Expenditure

North Block,  
New Delhi, 15<sup>th</sup> May, 2023

### OFFICE MEMORANDUM

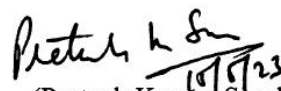
Subject: Revised procedure for flow of funds under Central Sector Schemes - **Functionality for remittance of Interest accrued in the CNA account to the Consolidated Fund of India.**

The undersigned is directed to refer to this Department's OM dated 9<sup>th</sup> March, 2022 regarding revised flow of funds under Central Sector Schemes and PFMS division OM No. I-30001/1/2023-ITD-CGA/22 dated 18<sup>th</sup> April, 2023 on the above mentioned subject.

2. As per para 3(viii) of DoE's guidelines dated 9<sup>th</sup> March, 2022, the Ministries/Department and the CNAs should ensure that the interest earned from the funds in the CNA account is mandatorily remitted to the Consolidated Fund of India in terms of Rule 230(8) of GFR, 2017. In this regard, it has been decided that interest amount should be deposited in CFI only through Bharatkosh (NTRP) using PFMS process flow and no other mode should be adopted. The role of stakeholders in the PFMS process flow is attached in Annexure I. The process flow of remitting interest to CFI has also been updated in CNA User Manual which is available under User Manual menu of PFMS portal for Program Division and CNA.

3. Ministries/Departments are therefore requested to ensure that the interest accrued in the CNA account is regularly deposited in the CFI through Bharatkosh (NTRP) using PFMS process flow. The deposit of interest accrued in the CNA account till 31<sup>st</sup> March, 2023 in CFI is also a condition for release of 1<sup>st</sup> instalment of funds to the CNA.

4. This issues with the approval of competent authority.

  
(Prateek Kumar Singh)  
Director  
Tel. No. 23094961

To

1. Secretaries of all Departments/Ministries, Government of India
2. Financial Advisers of all Departments/Ministries of Government of India
3. Pr CCAs/CCAs of all Ministries/Departments

Copy:

1. Addl. CGA (PFMS), O/o CGA, INA, New Delhi



## **Annexure I**

### **Role of Stakeholders**

#### **1. Program Division**

- Map PAO/ DDO to CNA Schemes
- Guide CNA to transfer Interest amount to CFI.
- Ensure that CNA enters UTR details in Interest settlement page when Interest is remitted through Offline mode in Bharatkosh.

#### **2. PAO/PrAO**

- Mapping of Purpose with function head.
- Approval of Mapping of purpose with function head.

#### **3. CNA DO**

- Creation of voucher for transfer interest earned to Holding account.
- Create Remittance voucher of interest from holding account and submit to CNA DA.
- In Interest settlement page, view the Central Challan Details which will be prefilled if online mode is used for remittance in Bharatkosh.
- If offline mode is used for remittance in Bharatkosh, in Interest settlement page, CNA DO will enter RTGS/cheque details against auto populated Central Challan Details.

#### **4. CNA DA**

- Approve the for transfer interest earned to Holding account. Use DSC or PPA to transfer interest amount to the Holding Account.
- Approve the Remittance voucher of interest from holding account.
- Remit interest to CFI using BharatKosh either through online mode or Offline mode.
- If offline mode is used, make payment using deposit slip and update the UTR on PFMS within 15 days.
- CNA DA user will verify the details entered and approve the settlement voucher details submitted by CNA DO and also check that the saved Challan status is updated as "Interest Settled".

**File No. No I-30001/1/2023-ITD-CGA/22**  
**Ministry of Finance**  
**Department of Expenditure**  
**Controller General of Accounts**  
**(PFMS Division)**  
**GIFMIS Vertical**

Dated: 18.04.2023

**OFFICE MEMORANDUM**

Subject: Procedure for remitting the interest earned on the unspent balance by Central Nodal Agency through Bharatkosh-PFMS.

The undersigned is directed to refer to the subject above and state that in pursuance of the OM No. 1(18)/PFMS/FCD/2021 dated 09-03-2022 issued by Department of Expenditure, Ministry of Finance, the functionality for remitting the interest by Central Nodal Agencies to Consolidated Fund of India (CFI) has been developed, tested and deployed on live server. As stipulated under para 3(viii) of the referred OM, the Standard Operating Procedure indicating the tasks to be performed by concerned stakeholders for depositing the interest through Bharatkosh is enclosed for reference.

A Standard Operating Procedure (SoP) as a user guide for the users has been compiled and the same is enclosed. It is kindly requested to arrange the circulation of necessary instructions, and the SoP among all agencies (CNAs) for the implementation of the said functionality.

For any clarification/query on payment-related issues, Bharatkosh helpdesk (phone no 24665534, email: [ntrp-helpdesk@gov.in](mailto:ntrp-helpdesk@gov.in)) may be contacted

This is issued with the approval of the Competent Authority.



(B Gopala Krishnakanth Raju)  
Assistant Controller General of Accounts

Enclosure: As above

To

1. Financial Advisors of all Ministries/Departments
2. All Pr. CCAs/CCAs/CAs with independent charge

Copy to:

1. PPS to Controller General of Accounts, O/o CGA
2. PPS to Additional Secretary (PFS), DoE, MoF
3. Joint CGA (Roll out), PFMS with a request to circulate the user manual to all stakeholders.
4. Dy CGA (Roll out), PFMS
5. Sr AO (GIFMIS) for uploading on CGA's website

## STANDARD OPERATING PROCEDURE FOR DEPOSIT OF INTEREST EARNED ON UNSPENT BALANCE BY CNAs THROUGH BHARATKOSH

Central Nodal Agency (CNA) model is the revised procedure for release, disbursement and monitoring of the Centre Sector (CS) wherein each scheme shall be implemented by a CNA having a Central Nodal Account notified by the Department of Expenditure, Ministry of Finance vide OM No 1(18)/PFMS/FCD/2021 dated 9.03.2022.

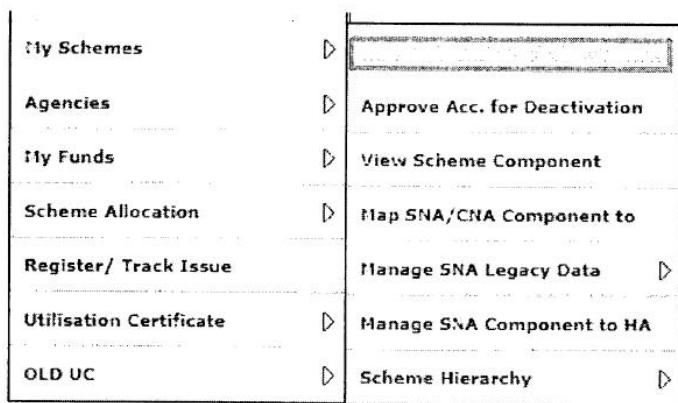
The interest accrued in the Central Nodal Account shall be deposited by the CNAs through the Bharatkosh using PFMS Login w.e.f xx-xx-xxxx. The steps to be followed by concerned stakeholders for depositing the interest earned on unspent balance are detailed as under:

### (1) Program Division (PD) User

The PD user shall be responsible for mapping of the concerned PAO and DDO with the CNA scheme. The mapped PAO/DDO will be authorized to receive the interest earned on unspent balance, submitted by the CNA, in their account.

### Mapping of PAO/DDO to CNA scheme

A new sub-menu "Map DDO to SNA/CNA Schemes" is available to PD user under the menu "My Schemes".



On selecting the sub-menu, user will navigate to the following screen:

Map PAO/ DDO to CNA/SNA Schemes

PAO/Controller: POWER

Scheme Type: Central Sector Scheme

Central Scheme: 3651 CHATEAUX MS 3

PAO: D13455 - PAO, Sect 5, Ministry of Power, New Delh  DDO: Z13456 - SECTION OFFICER MINISTRY OF ENERGY/DEPT OF POWER, Bh

Map PAO / DDO to CMA/SMA Schemes

PAO/Controller: POWER Grant: Ministry of Power

Scheme Type: Central Sector Scheme

Central Scheme: 3507-CMA-TEST-IND-2

PAO: 01455 - PAO, Sec-1, Ministry of Power, New Del. DDO: 213456 - SECTION 04F CEMINISTRY OF ENERGY, DEPTT OF POWER S4

Search Scheme Mapping Submit Reset

### Edit the existing mapping of PAO/DDO to CNA scheme

Map PAO/ DDO to CNA/SNA Schemes

PAO/Controller: POWER Grant: Ministry of Power

Scheme Type: Central Sector Scheme

Central Scheme: 3107-CNA TESTING

PAO: 313455 - PAO Secy - Ministry of Power New Delh EDD: 213456 - SECTION OFFICER MINISTRY OF ENERGY DEPTT OF POWER, S-P

Search Scheme Mapping Submit Reset

The PAO/DDO mapped to the scheme will be displayed. The user will click on the "edit" hyperlink to update the PAO / DDO details.

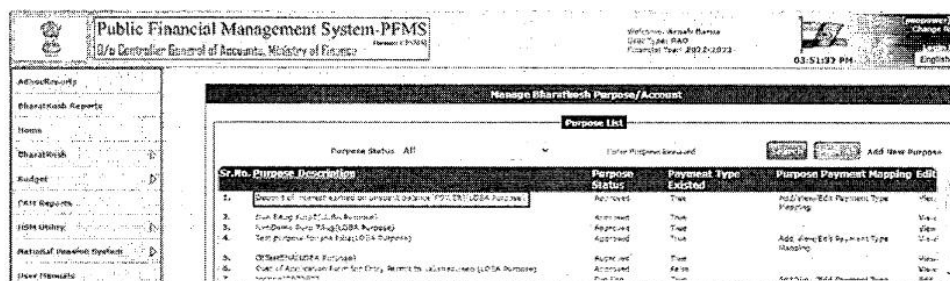
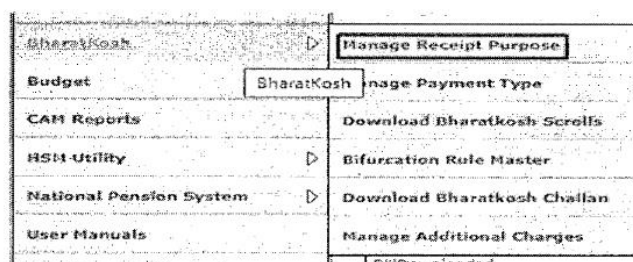
|                       |                    |       |   |  |         |            |     |
|-----------------------|--------------------|-------|---|--|---------|------------|-----|
| Central Sector Scheme | CMS Scheme         | POWER | 013455-PAO(Sect.), Ministry of Power, New Delhi | 213455-APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI | pdowner | 24/03/2023 | Edt |
| Central Sector Scheme | CNA Tinting Scheme | POWER | 013455-PAO(Sect.), Ministry of Power, New Delhi | 213455-APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI | pdowner | 24/03/2023 | Edt |
| Central Sector Scheme | TEST87452          | POWER | 013455-PAO(Sect.), Ministry of Power, New Delhi | 213455-APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI | pdowner | 25/03/2023 | Edt |

## (2) PAO User

The PAO user will be responsible for mapping of the purpose with the requisite function head and the DDO in whose books the amount will be adjusted.

### Mapping of Purpose with function head

1. A new purpose – "Deposit of Interest on Unspent Balance – Controller Name" will be available to PAO user through the path: Bharatkosh → Manage Receipt Purpose.



2. The user will click on the "Ministry Purpose Mapping" hyperlink to map the function head and DDO against the schemes

| PAO Account List              |   |                     |             |                  |                |                 |                          |
|-------------------------------|---|---------------------|-------------|------------------|----------------|-----------------|--------------------------|
| Enter PAO, Account No keyword |   |                     |             |                  |                |                 |                          |
| Sr.No. PAO                    | Bank                                    | Account No.         | IFSC Code   | EPFB Account No. | EPFB IFSC Code | RBI Account No. | RBI IFSC Code            |
| 1.                            | PAO cum PAO(External Affairs), N. Delhi | STATE BANK OF INDIA | 11084278825 | 5810000591       | 35267873132    | ESIN0004265     | 12395701002              |
|                               |   |                     |             |                  |                |                 | RBI050MB004              |
|                               |   |                     |             |                  |                |                 | Ministry Purpose Mapping |

3. All schemes that have been mapped by the concerned PD will appear under the dropdown "payment type" under the said purpose.

Public Financial Management System-PFMS  
 Add/Edit Purpose Ministry Account Mapping

PAO: [PAO Name]

Function Head: [Function Head Name]

DDO: [DDO Name]

Account Head: [Account Head Name]

Category: [Category Name]

Head of Account: [Head of Account Name]

Additional Charges: [Additional Charges Name]

Buttons: Add Purpose Ministry Account Mapping, Back

- PAO will select the desired CNA scheme from the dropdown and map the requisite function head and DDO against the same.

Public Financial Management System-PFMS  
 Add/Edit Purpose Ministry Account Mapping

PAO: [PAO Name]

Function Head: [Function Head Name]

DDO: [DDO Name]

Account Head: [Account Head Name]

Category: [Category Name]

Head of Account: [Head of Account Name]

Additional Charges: [Additional Charges Name]

Buttons: Add Purpose Ministry Account Mapping, Back

- Once the function head and DDO has been mapped, the purpose shall be approved by the Principal Accounts Office.

Sharati/Cash

Budget

C&I Reports

Finance Accounts

User Manuals

Manage Receipt Purpose

Manage Payment Type

Bifurcation Rule Master

Manage Additional Charges

|             |               |            |            |              |            |            |                |                |                     |
|-------------|---------------|------------|------------|--------------|------------|------------|----------------|----------------|---------------------|
| Sample Data | Function Head | PAO Name   | DDO Name   | Payment Type | Frequency  | Currency   | Login Required | Current Status | Mapping Action Item |
| 1. ADVANCE  | 1. ADVANCE    | 1. ADVANCE | 1. ADVANCE | 1. ADVANCE   | 1. ADVANCE | 1. ADVANCE | 1. ADVANCE     | 1. ADVANCE     | 1. ADVANCE          |

### (3) CNA User – Agency DO & DA

The CNA user shall be responsible remittance of interest on unspent balances routed through Bharatkosh.

#### Remittance of interest on PFMS

1. The user shall transfer the interest earned on the unspent balance to the holding account pertaining to the scheme and mapped to the CNA. Once the interest has been transferred, a success acknowledgement will be shared by the bank.
2. Agency maker will login on PFMS and navigate to the menu My Funds → Deposit Interest Earned (SNA/CNA).

|                               |                            |
|-------------------------------|----------------------------|
| My Funds                      | Opening Balance            |
| Transfers                     | Received from Central Govt |
| Advances                      | Received from Other Agency |
| Expenditures                  | Returned by Other Agency   |
| Bank                          | Received from State Govt   |
| Misc. Deduction Filing        |                            |
| Utilisation Certificate       | Investment Details         |
| Accounting System Integration | Income from Other Sources  |
|                               | Manage Returned Funds      |
|                               | Transfer Deduction         |
|                               | Deposit Interest Earned    |
|                               | Manage Interest Earned     |

3. **Agency DO** will select the Scheme Type and scheme and click on the "Show Interest Amount in Holding Button".

| Deposit Interest Earned on Unspent balance for SNA/CNA Schemes         |                                |
|--|--------------------------------|
| Interest Earned In Scheme  |                                |
| Scheme Type :  | Central Sector Scheme          |
| Scheme :   | MA( Central Nodal Agency[3970] |
| <input type="button" value="Show Interest Amount in Holding Account"/> |                                |

4. The Pr.AO / Controller, PAO, DDO, function head, agency's holding account number, account holder's name, available interest amount, i.e., the interest amount to be transferred into the holding account from the bank

will be displayed in read-only mode.

| Mapped Controller/PAO/DDO                                    |  |   |  |  |  |
|--|--|---|--|--|--|
| PrAO/Controller: 010-POWER                                   |  | Grant: 079  |  |  |  |
| PAO: 013451-PAO(Sectt.), Ministry of Power, New Delhi        |  | DDO: 213459-APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI |  |  |  |
| Purpose: Deposit of Interest earned on Unspent balance/POWER |  | Function Head: 0049031900122                              |  |  |  |

| Remittance Details  |                                   |  |                    |                 |  |
|---|-----------------------------------|--|--------------------|-----------------|--|
| Holding Account: C-OL - HDPC - ART704159                      | Available Interest Amount in HOL: |  | Center Share: 100% | State Share: 0% |  |
| Account Name: TEST Scheme                                     | Balance Amount in HOL:            |  | Center Share:      | State Share:    |  |
| <input type="button" value="Show Interest Voucher to Remit"/> |                                   |  |                    |                 |  |

- On clicking the "Show Interest Voucher to Remit" button, the interest which has been transferred to the holding account will be displayed in form of a system generated voucher.

| Deposit Interest Earned on Unspent balance for SNA/CNA Schemes                   |  |  |  |  |  |
|--|--|--|--|--|--|
| Interest Earned In Scheme  |  |  |  |  |  |
| Scheme Type : Central Sector Scheme<br>Scheme : NIA ( Central Nodal Agency[3970] |  |  |  |  |  |
| <input type="button" value="Show Interest Amount in Holding Account"/>           |  |  |  |  |  |

| Mapped Controller/PAO/DDO                                    |  |   |  |  |  |
|--|--|---|--|--|--|
| PrAO/Controller: 010-POWER                                   |  | Grant: 079  |  |  |  |
| PAO: 013451-PAO(Sectt.), Ministry of Power, New Delhi        |  | DDO: 213459-APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI |  |  |  |
| Purpose: Deposit of Interest earned on Unspent balance/POWER |  | Function Head: 0049031900122                              |  |  |  |

| Remittance Details  |                                   |  |                    |                 |  |
|---|-----------------------------------|--|--------------------|-----------------|--|
| Holding Account: C-OL - HDPC - ART704159                      | Available Interest Amount in HOL: |  | Center Share: 100% | State Share: 0% |  |
| Account Name: TEST Scheme                                     | Balance Amount in HOL:            |  | Center Share:      | State Share:    |  |
| <input type="button" value="Show Interest Voucher to Remit"/> |                                   |  |                    |                 |  |

| Interest Voucher To Remit Details : |                |              |                 |              |  |
|-------------------------------------|----------------|--------------|-----------------|--------------|--|
| Select                              | Voucher Number | Voucher Date | Interest Amount | Center Share |  |
| <input type="checkbox"/>            | TFR-0022-02-25 | 21/02/2023   | 5000.00         | 5000.00      |  |
| <input type="checkbox"/>            | TFR-0022-02-45 | 21/02/2023   | 5000.00         | 5000.00      |  |
| <input type="checkbox"/>            | TFR-0022-02-49 | 23/02/2023   | 5000.00         | 5000.00      |  |
| <input type="checkbox"/>            | TFR-0022-03-15 | 27/03/2023   | 5000.00         | 5000.00      |  |

|  |                                  |                                       |
|--|----------------------------------|---------------------------------------|
| <b>Payment Mode</b><br><input checked="" type="radio"/> LEFT RTGS <input type="radio"/> Online Payment | <b>Remit Center Amount</b><br>1* | <input type="button" value="Submit"/> |
|--|----------------------------------|---------------------------------------|

- Agency DO** will select the voucher(s) for the amount to be remitted using the checkbox against the voucher(s). Selection of multiple vouchers is allowed. The grand total of the amounts of the selected voucher(s) will be displayed.



| Select                              | Voucher Number | Voucher Date | Interest Amount | Center Share |
|-------------------------------------|----------------|--------------|-----------------|--------------|
| <input checked="" type="checkbox"/> | TFN/2022-22-36 | 24.07.2022   | 5000.00         | 5000.00      |
| <input checked="" type="checkbox"/> | TFN/2022-22-46 | 31.07.2022   | 5000.00         | 5000.00      |
| <input type="checkbox"/>            | TFN/2022-22-40 | 27.08.2022   | 5000.00         | 5000.00      |
| <input type="checkbox"/>            | TFN/2022-22-45 | 29.03.2022   | 5000.00         | 5000.00      |

**Payment Mode**

☐ NEFT/RTGS
 ☐ Online Payment

**Remit Center Amount**

0.00

7. **Agency DO** will select the radio button for the desired mode of payment i.e "NEFT/RTGS" or "ONLINE PAYMENT" and click on the "submit" button. At present the remittance can only be made through the internet banking if the mode of payment selected is "online".
8. A pop up message "Are you sure you want to transfer interest amount <amount> to <PrAO/ Controller><PAO><DDO>". Once the user has verified the details, they may click on the "Ok" button to continue with the payment. The entry will be saved and forwarded to agency checker user for approval.

training.pfms.gov.in says

Are you sure want to transfer interest Amount Rs 500 to Controller 001-  
 AGRICULTUREPAO 000001-PAO(Sectt)-DDO200425-NAT ONAL  
 RAINFED AREA AUTHORITY click ok to continue and cancel to go back

9. If **Agency DO** wishes to make any change, they may click on the "cancel" button and go back to make amends.
10. The entry submitted by the DO can be viewed through the path: My Funds → Manage Interest Earned (SNA/CNA).

My Funds

- Transfers
- Advances
- Expenditure
- Bank
- Misc. Deduction Filing
- Utilisation Certificate
- Accounting System Integration

Funds

- Received from Central Govt
- Received from Other Agency
- Returned by Other Agency
- Received from State Govt
- Interest Income
- Investment Details
- Income from Other Sources
- Manage Returned Funds
- Transfer Deduction
- Deposit Interest Earned
- Manage Interest Earned (SNA/CNA)

11. User selects the scheme type and scheme and clicks on the search button. The entry will be visible in the table with status as "submitted".

**Interest Earned In Scheme**

Scheme Type : Central Sector Scheme

Scheme : HA( Central Nodal Agency[3970]

**SEARCH**

| Scheme                            | Remit Center Amount | Controller | PAO   | DOO   | Approver Remarks               | Created By | Created Date | Payment Mode      | Status    | Pay through NTRP |
|-----------------------------------|---------------------|------------|---|---|--------------------------------|------------|--------------|-------------------|-----------|------------------|
| HA( Central Nodal Agency [ 3970 ] | 1500.00             | 010-POWER  | 013435-PAO(Sectt : Ministry of Power New Delhi) | 010459-APPELLATE TRIBUNAL FOR ELECTRICITY NEW DELHI | Approved by DA 1103            | demodoo    | 31/03/2023   | ONLINE PAYMENT    | Approved  |                  |
| HA( Central Nodal Agency [ 3970 ] | 2000.00             | 010-POWER  | 013435-PAO(Sectt : Ministry of Power New Delhi) | 010459-APPELLATE TRIBUNAL FOR ELECTRICITY NEW DELHI | Approved for Offline mode 1103 | demodoo    | 31/03/2023   | NEFT/RTGS PAYMENT | Approved  |                  |
| HA( Central Nodal Agency [ 3970 ] | 5000.00             | 010-POWER  | 013435-PAO(Sectt : Ministry of Power New Delhi) | 010459-APPELLATE TRIBUNAL FOR ELECTRICITY NEW DELHI |                                | demodoo    | 31/03/2023   | NEFT/RTGS PAYMENT | Submitted |                  |

12. **Agency DA** will login on PFMS and navigate to the menu "My Funds> Manage Interest Earned (SNA/CNA)"

Transfers

Advances

Expenditures

Bank

Register/ Track Issue

Misc. Deduction Filing

Utilisation Certificate

OLD UC

Opening Balance

Received from Central Govt

Received from Other Agency

Returned by Other Agency

Received from State Govt

Interest Income

Investment Details

Income from Other Sources

Manage Returned Funds

**Manage Interest Earned (SNA/CNA)**

13. **Agency DA** will select the Scheme Type and State and click on the "Search" button. The Remittance Details submitted by the Agency DO will be visible with status as "Submitted".

**Manage Interest Earned on Unspent balance for SNA/CNA Schemes**

**Interest Earned In Scheme**

Scheme Type : Central Sector Scheme

Scheme : HA( Central Nodal Agency[3970]

**SEARCH**

| Scheme                            | Remit Center Amount | Controller | PAO   | DOO   | Approver Remarks               | Created By | Created Date | Payment Mode      | Status    | Pay through NTRP |
|-----------------------------------|---------------------|------------|---|---|--------------------------------|------------|--------------|-------------------|-----------|------------------|
| HA( Central Nodal Agency [ 3970 ] | 1500.00             | 010-POWER  | 013435-PAO(Sectt : Ministry of Power New Delhi) | 010459-APPELLATE TRIBUNAL FOR ELECTRICITY NEW DELHI | Approved by DA 1103            | demodoo    | 31/03/2023   | ONLINE PAYMENT    | Approved  | Rem Interest     |
| HA( Central Nodal Agency [ 3970 ] | 2000.00             | 010-POWER  | 013435-PAO(Sectt : Ministry of Power New Delhi) | 010459-APPELLATE TRIBUNAL FOR ELECTRICITY NEW DELHI | Approved for Offline mode 1103 | demodoo    | 31/03/2023   | NEFT/RTGS PAYMENT | Approved  | Skusana          |
| HA( Central Nodal Agency [ 3970 ] | 5000.00             | 010-POWER  | 013435-PAO(Sectt : Ministry of Power New Delhi) | 010459-APPELLATE TRIBUNAL FOR ELECTRICITY NEW DELHI |                                | demodoo    | 31/03/2023   | NEFT/RTGS PAYMENT | Submitted |                  |

14. **Agency DA** will verify the remittance amount and payment mode, click on the scheme name (which appears as a hyperlink) and a pop-up "Approve/Reject Interest earned on unspent balance" will appear.

15. **Agency DA** will enter the remarks and click on the "Approve" button. On approval, a hyperlink "Remit Interest" would appear.

**Interest Earned In Scheme**

Scheme Type: Central Sector Scheme

Scheme: MA [ Central Nodal Agency[3970]

| Scheme                            | Remit Center Amount | Controller | PAO  | DDO  | Approver Remarks              | Created By | Created Date | Payment Mode      | Status   | Pay through NTRP               |
|-----------------------------------|---------------------|------------|--|--|-------------------------------|------------|--------------|-------------------|----------|--------------------------------|
| MA [ Central Nodal Agency [ 3970] | 1500.00             | 010-POWER  | 013455-PAO (Secy), Ministry of Power New Delhi | 212455-APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI | Approve by DA 3103            | demodo     | 31/03/2023   | CANLSE PAYMENT    | Approved | <a href="#">Remit Interest</a> |
| MA [ Central Nodal Agency [ 3970] | 8000.00             | 010-POWER  | 013455-PAO (Secy), Ministry of Power New Delhi | 213455-APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI | Approve for Offline mode 7102 | demodo     | 31/03/2023   | NEFT/RTGS PAYMENT | Approved | Success                        |

16. On clicking the hyperlink, **Agency DA** will be redirected to the confirmation page on Bharatkosh. If the details are found to be satisfactory, the user will click on the "confirm" button

**Payment Mode Online**

**Debitors Detail**

|                  |            |           |                            |
|------------------|------------|-----------|----------------------------|
| Name             | Gandhi     |           |                            |
| Address 1        | B          | Address 2 | Central                    |
| City             | Central    | Dist/cty  |                            |
| State            | DELHI      | Country   | INDIA                      |
| Pincode/Zipcode  | 110001     | Email     | HealthInsurance@demodo.com |
| Mobile No. (+91) | 7542896153 |           |                            |
| Tax              | TIN        |           |                            |

**Purpose Detail**

| Sl. No.                            | MINISTRY | PAO Name   | DDO Name   | Purpose and Payment Type   | Payment Period / Frequency | Amount (INR) |
|------------------------------------|----------|--|--|--|----------------------------|--------------|
| 1                                  | POWER    | 013455-PAO (Secy), Ministry of Power, New Delhi [013455] | APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI [213455] | Deposit of Interest earned on unspent balance [POWER], 2020-21, Central Nodal Agency | One Time                   | 1500         |
| INR one thousand five hundred only |          |  |  |  |                            | Total: 1500  |

17. If the selected mode of payment is online: on clicking the "confirm" button, they will be redirected to the payment gateway page

**Payment Gateway**

The payment can be made by a depositor using all Indian Credit Cards or Debit Cards (except Diners Club Card) and also via the Internet Banking of banks through the any Payment Gateways available below. The payment via American Express Credit Card (AMEX) can be made through SBI ePay payment gateway

Payment through RuPay Credit Card and UPI mode is available through Kotak Bank, HDFC Bank, SBI ePay and Bank of Baroda

|   |  |   |  |   |   |
|---|--|---|--|---|---|
| <br>Success Rate 100 % | <br>Success Rate 86 % | <br>Success Rate 3 % | <br>Success Rate 0 % | <br>Success Rate 0 % | <br>Success Rate 0 % |
| <br>Success Rate 0 %   | <br>Success Rate 0 %  | <br>Success Rate 0 % |  |   |   |

Note: Success Rate = No. of Successful Transactions / Total No. of Transactions in a period of 30 days.

Net banking Debit card Credit card UPI

Enter the letter shown  Enter the letter shown   [Get a new Captcha](#)

After you click on 'Pay' button, you will be redirected to a secure gateway. After completing the payment you will be redirected back

Note: Please Wait and do not Press Back or Refresh button of your browser while your transaction is being processed.

Disclaimer: In case you do not receive transaction status as success or failure after completing all steps in payment process, then wait for 30 minutes and check the status of the transaction using the "track your payment" link on Bharatkosh home page. If the status of your transaction is shown as FailRef, then proceed to reinitiate a transaction for same purpose again. In case the amount is debited from your Account for the FailRef case, then you can expect the refund to be credited to your account in 3-5 working days.

☐ I acknowledge and confirm that I have read and agree to the Terms And conditions.

[Back](#) [Pay](#)

18. If the selected mode of payment is offline: on clicking the "confirm" button, a deposit slip will be available for download. The deposit slip will be valid for 15 days only, hence, the user is advised to complete the payment and update the UTR in PFMS within the stipulated time.

**Bharatkosh**  
Department of Public Accounts Office

Controller General of Accounts  
Dept. of Expenditure, Ministry of Finance

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**Response Status: OFFER**

Challenge No: 200415022320001546  
Amount: 1000  
Payment mode: CASH  
[Download Receipt](#) [Print](#)

Please enter the UTR no. at the bank's payment page. Enter UTR no. as soon as you complete the NEFT payment and receive a UTR no. from your bank. If you fail to do so, you won't receive the transaction receipt.  
UTR no. notted info:  
If the amount is paid through NEFT then the UTR will be a alpha numeric 18-16 digits no. and if done through RTGS then it will be a 22 length alpha numeric characters with first four characters denoting your bank name like HDFC and 6th character being the English alphabet 'X'.

[illegible]

**(a) FOR NEFT/RTGS MODE**

- |                         |                                |
|-------------------------|--------------------------------|
| Misc. Deduction Filing  | Manage Deduction               |
| Utilisation Certificate | View Deduction Details         |
| OLD UC                  | Voucher Printing Tax Deduction |
| EAT MIS Process         | Deduction Settlement           |
| My Funds                |                                |

2. **Agency DO** will click on the “Interest Earned Settlement” radio button to view the details of the remittances made.

3. **Agency DO** will select scheme type, scheme name, bank account and the period for which the interest has been paid. On clicking the "Search" button, interest income with the status "Interest Settlement Pending" will be displayed.
4. **Agency DO** will enter the UTR under the column UTR number and submit the entry to the DA user.
5. **Agency DA** will log in on PFMS and navigate to the menu "Misc. Deduction Filing → Manage Settlement".

5. **Agency DA** will click on the radio button – “Interest Earned Settlement”, select scheme type, scheme, enter the date range (based on the date on which the interest was transferred to the holding account). The entry submitted by the DO will be available

Manage Production Settlement

The Dashboard Settlement, Interest Received Settlement, Interest Received Settlement

Scheme Type: **Central Sector Scheme** Scheme: **RAJ Central Nodal Agency1** Bank Account: **7755123 - HDFC BANK LTD**

From Date: **31/05/2023** To Date: **31/05/2023**

Status: **InterestSubmitted** Challan Type: **Central Challan Details**

**Submit**

| Select                   | Voucher Number | Interest Amount | Remarks                         | Challan No           | Challan Amount | Payee        | Challan Date | Payment Mode | Instrument Number   | Instrument Date | UTR Number | UTR Date   | Nature of Payment | Approved Remarks | Status           |
|--------------------------|----------------|-----------------|---------------------------------|----------------------|----------------|--------------|--------------|--------------|---------------------|-----------------|------------|------------|-------------------|------------------|------------------|
| <input type="checkbox"/> | TR-232-01-01   | 1000.00         | Interest Received on 31/05/2023 | 23234567890123456789 | 1000.00        | Central Bank | 31/05/2023   | RTGS         | 1234567890123456789 | 31/05/2023      | 1456789012 | 31/05/2023 | Interest Received |                  | Interest Settled |

6. **Agency DA** will verify the entry, select the checkbox and click on the "submit" button if the entry is found to be correct. To return an entry to DO for correction, the user will click on "reject" button.

**Reconciliation**

☐

**Submit by DA** **Reject** **Cancel**

7. Once the entry is submitted by the DA user, the reconciliation is triggered. If UTR, amount & debit account number match, transaction status will be updated as "success". Once the transaction has been successfully accounted, the status will be updated as "Interest Settled".
8. In case of mismatch of either of the following attributes: UTR, amount, or debit account number do not match, the status will remain as "Pending".
9. **Agency DA** is advised to wait for three working days after submission of challan entry for UTR verification. If the status remains "pending" after a lapse of five working days, the user should write to [ntrp-helpdesk@gov.in](mailto:ntrp-helpdesk@gov.in) for assistance.
10. Agency DA will have the option to return the entry to Agency DO for correction of UTR (if applicable).

#### (b) FOR ONLINE MODE

- In the case of online mode, the transaction status will be marked as "success" once the payment has been completed successfully. The status will be updated as "Interest Settled" post receipt of electronic scroll from the agency bank.
- In case the transaction fails, the remit interest hyperlink will be available at DA user's login for remittance.
- If a user's account is debited but the transaction status is "Failed", they are advised to wait for a period of 24 hours for an updated status i.e "Success" or "FailRef". In case of "FailRef", the amount will be credited back to the

user's account and "Remit Payment" hyperlink will be available at Agency DA for repayment.

\*\*\*\*



# **Annexure 5**

# Central Nodal Account Implementation CNA User Manual



**Public Financial Management System,  
Controller General of Accounts,  
Department of Expenditure,  
Ministry of Finance**

**Version 1.3**

**Prepared By  
Nidhi Popli  
Business Analyst**

## Revision and Signoff Sheet

## A. Document Preparation

| Author          | Position         | Version | Change reference   | Date        |
|-----------------|------------------|---------|--|-------------|
| Ms. Nidhi Popli | Business Analyst | 1.0     | Initial Implementation   | 17-Aug-2022 |
| Ms. Nidhi Popli | Business Analyst | 1.1     | Addition of section 5 miscellaneous CNA functionality – section 5.1 Manage Scheme Hierarchy, Section 5.2 Bank change And Update adds new expenditure, New advance (sections 3.9 & 3.10), and update the scheme registration screen for saving account. (section 3.4)   | 18-Oct-2022 |
| Ms. Nidhi Popli | Business Analyst | 1.2     | Addition of the below sections:<br>1. section 3.1- Identifying CNA Schemes (added multiple CNAs option)<br>2. section 3.4.2- adding holding account by CNA agency<br>3. section 3.6.2 – child agency registered as ZBA<br>4. section 3.6.3 – child agency registered as PZBA<br>5. section 3.6.4 – child agency adding holding account<br>6. section 3.7 – Child agency creation by the Parent agency<br>7. section 4 (4.1 to 4.12) – Holding account<br>8. Section 5- DBT using CNA | 15-Nov-2022 |
| Ms. Nidhi Popli | Business Analyst | 1.2     | Based on GOI OM “Procedure for SNA/CNA bank Interest deposit through NTRP-reg.” received on DATE: 03/03/2023, it is suggested that SNA\CNA agencies has to deposit the interest amount <b>only through NTRP</b> . DD/Challan or any other offline mode of interest deposit by CNA/SNA agencies shall not be accepted further.<br><br><b>FOR CNA – section 4.8 to 4.12 is under development and may not work in production</b>  | 16-Mar-2023 |
| Ms. Nidhi Popli | Business Analyst | 1.3     | Functionality for remitting the interest by Central Nodal Agencies to Consolidated Fund of India (CFI) has been developed, tested, and deployed on a live server   | 19-Apr-2023 |

## B. Technical Review

| Name | Position | Version | Change reference | Date |
|------|----------|---------|------------------|------|
|------|----------|---------|------------------|------|

102044/2023/PFMS\_Silvassa

PFMS

|                     |                 |     |                 |             |
|---------------------|-----------------|-----|-----------------|-------------|
| Mr. Nitesh          | Sr. Tester      | 1.0 | Initial Version | 17-Aug-2022 |
| Mr. Faiz            | Scientist B     | 1.0 | Initial version | 17-Aug-2022 |
| Mr. Abhishek        | Project Manager | 1.0 | Initial Version | 17-Aug-2022 |
| Mr. Rajendra Prasad | Sr.TD, NIC PFMS | 1.0 | Initial version | 17-Aug-2022 |
| Mr. Faiz            | Scientist B     | 1.1 | Initial version | 18-Oct-2022 |
| Mr. Faiz            | Scientist B     | 1.2 | Initial version | 15-Nov-2022 |

**Changes implemented in latest (version 1.3)**

| Sl. No | Description   |
|--------|---|
| 1      | Section 4.8 to 4.12 – Remittance of interest earned through holding account |

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## 1 Introduction

For better monitoring of availability and utilization of funds released under the Central Sector Schemes (CS) and to reduce float. The Department of Expenditure has modified the procedure for release of funds under central sector schemes; every Ministry / Department will designate a Central Nodal Agency (CNA) for implementing each Central sector Scheme.

This Document Shall be covering the transactional aspects of **Model 2**.

## 2 Brief on Process Flow

- 1) Marking as CNA Scheme - The Project cell user can mark any central scheme as “CNA” scheme. All the linked accounts in the scheme would be marked as not in use.  
The PD user can mark any central scheme which is mapped under him/her. Only the existing bank account would mark as not in use.
- 2) Marking Central Nodal Agency- Then PD user will mark the agency as Central Nodal Agency and define the bank. Parent and child Agencies need to register under the same Scheme with the defined bank.
- 3) The Central Nodal Agency will map the Central Nodal Account with the scheme.
- 4) After this process, child agencies will map either the Central Nodal Account\Zero Balance Account\Holding Account\PZBA
  - a. If they will map the Central Nodal account, then the request will be first approved by the parent agency and then the Central Nodal Agency.
  - b. If child agencies will use the Zero Balance Account, then it will be approved by the Parent Agency only.
  - c. If they will map the Holding account, then the request will be approved by the Parent/funding agency.
  - d. If child agencies will use the Parent Zero Balance Account, then it will be approved by the Parent Agency and then by the PD.
- 5) After that, the limit can be allocated by the PD/Parent based on the hierarchy created and expenditure can be made.

## 3 CNA Process Flow Steps

### 3.1 Identifying CNA Schemes

**User: PFMS headquarter (root)**

The User Navigates to “Masters>Schemes>Manage CNA Schemes” and the page “Manage CNA Schemes” opens.

|                        |   |                          |      |
|------------------------|---|--------------------------|------|
| CAM Reports            | The following table shows the summary of sanctions according to status and type. To find out what a particular status means, details of sanctions in a status/ type, click on the corresponding status. |                          |      |
| User Manuals           |   |                          |      |
| Masters                | Schemes   | Manage CNA Scheme        |      |
| Users                  | Account Head Shifting   | Manage CNA Scheme        |      |
| Agency                 |   | Scheme Configuration for |      |
| Sanctions              |   | Dbt Mission Mapping      | Bill |
| PreSanction            | Approved  |                          |      |
| Sanction Custom Fields | BrAQ DDO Returned   | (All)                    |      |
| Printing Templates     | Cancelled   | (All)                    |      |
|                        | PendingCancellation   | (All)                    |      |
|                        | Closed  | Transfer (DDO Bill)      |      |
|                        | See all sanctions   |                          |      |

### Case: CNA Applicable

The user selects the Scheme Type as **Central Sector Scheme**, the Scheme name from the drop-down and whether Scheme is CNA Scheme or not by clicking on the radio buttons Yes or No.

Upon Clicking “Is CNA Scheme” as “Yes”, the system displays “Multiple CNA” option as “Yes” or “No”

On click of Multiple CNA as “Yes” and then the system displays “Maximum CNA” entry field. The Number enters will be the maximum number of CNA that can be opened in the scheme. The user enters the Maximum CNA entry and selects CNA Payment Model from the drop-down.

Then user clicks on “Insert/Update” button, a message “Do you want to mark the selected scheme as CNA, Click Yes to continue, else No for cancel”

| Scheme Name   | Is CNA Scheme | Maximum CNA | Multi CNA | Exemption Reason | Exemption upto Date | Exemption File | Created By |
|---|---------------|-------------|-----------|------------------|---------------------|----------------|------------|
| 3924 - MADHAVI SHIVJI KISAN SAMAN NODH  | Yes           | 5           | Yes       |                  |                     |                | 10/01/2023 |
| 3993 - INSTITUTIONAL DEVELOPMENT FOR INCLUSIVE URBAN GOVERNANCE BUILDING MATERIAL AND | Yes           | 5           | Yes       |                  |                     |                | 10/01/2023 |

After the user click on “yes” button, the scheme will be saved and message appears on screen “Record (<scheme code>) has been inserted successfully”.

**Note:**

1. Upon marking scheme as “CNA” and selecting payment model as “Model2”, all the accounts in the scheme will be marked as Not in Use and no expenditure can be made from these accounts.
2. If user enters three or more digits in maximum CNA field, then a message “Cannot proceed further, maximum 99, CNA accounts allowed in a scheme”



**Manage CNA Scheme**

Cannot proceed further, maximum 99, CNA accounts allowed in a scheme.

**Manage Scheme Configuration**

\* Scheme Type : Central Sector Scheme

\* Scheme : 3903-ADCD1

\* Is CNA Scheme : ☒ Yes ☐ No

\* Multiple CNA : ☒ Yes ☐ No

\* Maximum CNA : 100

\* CNA payment Model : Model-2 : Implementation through scheduled

**Insert / Update** **Reset**

**Manage Scheme Configuration Details**

3. In case the user want to reduce the number of CNA's in the scheme then the system verifies number of CNA mapped in the scheme. If the number of CNA already mapped in the Scheme is greater than the maximum number of CNA entered by the user a message "Cannot proceed further, there are already [Mapped CNA >], CNA mapped in the scheme"

**Manage CNA Scheme**

Cannot proceed further, there are already [5], CNA mapped in the scheme

**Manage Scheme Configuration**

\* Scheme Type : Central Sector Scheme

\* Scheme : 3903-ADCD1

\* Is CNA Scheme : ☒ Yes ☐ No

\* Multiple CNA : ☒ Yes ☐ No

\* Maximum CNA : 4

\* CNA payment Model : Model-2 : Implementation through scheduled

**Insert / Update** **Reset**

**Manage Scheme Configuration Details**

#### Case: CNA Not Applicable:

The user selects the Scheme Type as "Central Sector Scheme", Scheme from drop down list and choose Is CNA Scheme as "No" for CNA Not Applicable in scheme. The user selects "No" and the user has to select the "Reason CNA is Not applicable" from the dropdown list.

**Manage CNA Scheme**

**Manage Scheme Configuration**

Scheme Type : Central Sector Scheme

Scheme : 0089-Animal Science

Is CNA Scheme : ☐ Yes ☒ No

Reason CNA is Not Applicable : --Select--

--Select--

- CS Scheme DBT or reimbursement mode
- CS Scheme for Payment of Equity or Loan by Government
- 100% Payment directly to the vendors/beneficiaries against the bills/claims
- CS Scheme funds transferred to any agency does not exceed Rs. 10 lakh per annum
- CS Scheme funds are transferred to the Indian Missions abroad
- CS Schemes for corpus/revolving fund approved by the Cabinet.
- CS Scheme with real time expenditure with no float

**Search Scheme Mapping** **Submit** **Reset**

**Manage Scheme Configuration Details**

| Select | Scheme Type           | Scheme    | Is CNA | Reason CNA Not Applicable                             | Is Exempt | Reason | Exemption Upto | Created By | Created Date |
|--------|-----------------------|-----------|--------|---|-----------|--------|----------------|------------|--------------|
| Select | Central Sector Scheme | 3917-PMAY | No     | CS Scheme DBT or reimbursement mode                   | No        |        |                | Ajit       | 11-04-2022   |
| Select | Central Sector Scheme | 3093-Demo | No     | CS Scheme for Payment of Equity or Loan by Government | No        |        |                | Ajit       | 10-04-2022   |

After selecting the appropriate reason for why CNA is not Applicable in scheme, the user will click on "Insert/Update" button for adding the reason.



**Manage CNA Scheme**

**Manage Scheme Configuration**

\* Scheme Type : Central Sector Scheme

\* Scheme : 3925-Scheme01

\* Is CNA Scheme : ☐ Yes ☒ No

\* Reason CNA is Not Applicable : CS Scheme for Payment of Equity or Loan by

**Insert / Update** **Reset** **Search Scheme Mapping**

**Manage Scheme Configuration Details**

On success the message "Record (<Scheme Code>) has been inserted successfully"

**Manage CNA Scheme**

**Manage Scheme Configuration**

Record ( Scheme Code : 3925 ) has been inserted successfully.

\* Scheme Type : Central Sector Scheme

\* Scheme : --Select--

\* Is CNA Scheme : ☐ Yes ☒ No

**Insert / Update** **Reset** **Search Scheme Mapping**

#### Case: CNA Scheme is Exempt by DOE

The User Selects "Is CNA Scheme" as "No" and selects the reason CNA is not applicable as "Exemption by DOE", then user has to enter the exemption reason and the Date till which the Scheme will be exempted from CNA mode. The user then must upload the DOE exemption letter by Clicking on "Choose File" button and upload the same by clicking on "Upload pdf file" button and then click on "Insert/update" button.

**Manage CNA Scheme**

**Manage Scheme Configuration**

\* Scheme Type : Central Sector Scheme

\* Scheme : 3959-demoscheme1

\* Is CNA Scheme : ☐ Yes ☒ No

\* Reason CNA is Not Applicable : Exemption by DOE

\* Reason For Exemption :

\* Exempt Upto :

\* Select File : Choose file No file chosen

**Insert / Update** **Reset** **Search Scheme Mapping** **Upload Pdf File**

Upon Clicking "Insert/Update", a message "Record (<Scheme Code>) has been inserted successfully" is shown to the user. In below manage scheme configuration grid, added details will be shown and the "Exemption File" can be downloaded by clicking on the hyperlink as shown in screen.

**Manage CNA Scheme**

**Manage Scheme Configuration**

Record ( Scheme Code : 3959 ) has been inserted successfully.

Scheme Type : Central Sector Scheme

Scheme : --Select--

Search Scheme Mapping

Is CNA Scheme : ☐ Yes ☐ No

Insert / Update Reset

**Manage Scheme Configuration Details**

|        | Scheme Name        | Is CNA Scheme | Multiple CNA | CNA Payment Modal        | Reason For CNA Not Applicable                         | Exemption Reason | Exemption Upto Date | Exemption File                  | Created By | Created Date |
|--------|--------------------|---------------|--------------|--------------------------|---|------------------|---------------------|---------------------------------|------------|--------------|
| Select | 3959 - demoscheme1 | No            |              |                          | Exemption by DOE                                      | reason for demo  | 17/06/2022          | 2657_demo.pdf_8172022114017.pdf | rgan       | 17/06/2022   |
| Select | 3925 - Scheme01    | No            |              |                          | CS Scheme for Payment of Equity or Loan by Government |                  |                     |                                 | rgan       | 17/06/2022   |
|        |                    |               |              | Model-2 : Implementation |   |                  |                     |                                 |            |              |

### 3.2 Identifying Central Nodal Agency

User: PD

The User Navigates to “Agencies>Map Central Nodal Agency” and the page “Map Central Nodal Agency” opens.

**Agency Status**

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 Agencies |
|---------------|-----------------|
| NA            | 0               |

**Map Central Nodal Agency**

Map Central Nodal Agency

The user Selects the Scheme Name and Clicks on “Search Scheme Mapping” button to view existing CNA Mapped in the Scheme. The system Displays whether the Scheme is Multi CNA enabled or Not.

**Map Central Nodal Agency**

Scheme Name : 3970 - IMA Central Nodal Agency

Multiple CNA : Yes

Search Agency

Agency Unique Code OR Agency Name

Central Nodal Agency Bank :

Search Scheme Mapping Map CNA Reset

**Manage Central Nodal Account**

| Scheme                        | Agency                          | Agency Location | CNA Bank            | Is CNA |
|-------------------------------|---------------------------------|-----------------|---------------------|--------|
| IMA Central Nodal Agency-3970 | Testing Year 0031(DL2000000003) |                 | HDFC BANK LTD       | Yes    |
| IMA Central Nodal Agency-3970 | Demo_gfms(DL2000000004)         |                 | HDFC BANK LTD       | Yes    |
| IMA Central Nodal Agency-3970 | Central Government Agency       |                 | KOTAK MAHINDRA BANK | Yes    |

If “No record found” then the user enters the Agency Unique Code or Agency Name and clicks on “Search Agency” button. The System displays the Agency Details and the user Clicks on “Select” hyperlink to select the agency.

**Map Central Nodal Agency**

Scheme Name : 3970 - MAJ Central Nodal Agency

Multiple CNA : Yes

Search Agency : DLIN0002179 OR Agency Name

| Select                              | Agency Name                                 | Agency State |
|-------------------------------------|---|--------------|
| <input checked="" type="checkbox"/> | DLIN0002179-Central Government Agency TSA03 | DELHI        |

Central Nodal Agency Bank :

Search Scheme Mapping Map CNA Reset

**Manage Central Nodal Account**

| Scheme                        | Agency                                       | Agency Location | CNA Bank            | Is CNA |
|-------------------------------|--|-----------------|---------------------|--------|
| MAJ Central Nodal Agency-3970 | Testing Team 0051[DLIN0002063]               |                 | HDFC BANK LTD       | Yes    |
| MAJ Central Nodal Agency-3970 | Demo_sfrms[DLIN0001884]                      |                 | HDFC BANK LTD       | Yes    |
| MAJ Central Nodal Agency-3970 | Central Government Agency TSA03[DLIN0002179] |                 | KOTAK MAHINDRA BANK | Yes    |

The user selects the Bank from the list of suggestions displayed as Central Nodal Bank.

**Map Central Nodal Agency**

Scheme Name : 3970 - MAJ Central Nodal Agency

Multiple CNA : Yes

Search Agency : DLIN0002179 OR Agency Name

| Select                              | Agency Name                                 | Agency State |
|-------------------------------------|---|--------------|
| <input checked="" type="checkbox"/> | DLIN0002179-Central Government Agency TSA03 | DELHI        |

Central Nodal Agency Bank : Kota

KOTA MAHILA NAGARIK SAHAKARI BANK LTD.  
KOTA NAGRIK SAHAKARI BANK LTD.  
KOTA SAHAKARI BHODHI VIKAS BANK LTD.  
KOTAK MAHINDRA BANK  
The Kota Central Co-operative Bank Ltd.

**Manage Central Nodal Account**

| Scheme                        | Agency                                       | Agency Location | CNA Bank            | Is CNA |
|-------------------------------|--|-----------------|---------------------|--------|
| MAJ Central Nodal Agency-3970 | Testing Team 0051[DLIN0002063]               |                 | HDFC BANK LTD       | Yes    |
| MAJ Central Nodal Agency-3970 | Demo_sfrms[DLIN0001884]                      |                 | HDFC BANK LTD       | Yes    |
| MAJ Central Nodal Agency-3970 | Central Government Agency TSA03[DLIN0002179] |                 | KOTAK MAHINDRA BANK | Yes    |

The User Clicks on “Map CNA” button to Save and map the Central Nodal Agency. A message “Central Nodal Agency Mapped Successfully” is shown to the user.

**Map Central Nodal Agency**

Scheme Name : 3970 - MAJ Central Nodal Agency

Multiple CNA : Yes

Search Agency : DLIN0002179 OR Agency Name

| Select                              | Agency Name                                 | Agency State |
|-------------------------------------|---|--------------|
| <input checked="" type="checkbox"/> | DLIN0002179-Central Government Agency TSA03 | DELHI        |

Central Nodal Agency Bank : KOTAK MAHINDRA BANK

Search Scheme Mapping Map CNA Reset

In case there are active accounts already added in CNA agency and CNA scheme then a message “Are you sure, you want proceed, All accounts mapped in scheme will be marked as not in use, click on continue and cancel to go back” will be shown to the user.

Warning: pfms.gov.in says  
Are you sure you want proceed. All accounts mapped in scheme will be marked as not in use. click on to continue and cancel to go back.

OK Cancel

Scheme Name: 3970 - MA[ Central Nodal Agency

Multiple CNA: Yes

Search Agency: Agency Unique Code OR Agency Name

Central Nodal Agency Bank:

Search Scheme Mapping Map CNA Reset

| Scheme                        | Agency  | Agency Location | CNA Bank            | Is CNA |
|-------------------------------|---|-----------------|---------------------|--------|
| MA[ Central Nodal Agency-3970 | Testing Team 005[DLIN00002063]                |                 | HDFC BANK LTD       | Yes    |
| MA[ Central Nodal Agency-3970 | Demo_pfms[DLIN00001364]                       |                 | HDFC BANK LTD       | Yes    |
| MA[ Central Nodal Agency-3970 | Central Government Agency T5A01[DLIN00002179] |                 | KOTAK MAHINDRA BANK | Yes    |
| MA[ Central Nodal Agency-3970 | Govt[DLIN00002064]                            |                 | KOTAK MAHINDRA BANK | Yes    |

In case there are more than one Central Nodal Agency enabled for the Scheme. The User repeats the steps to map all the Central Nodal Agency's

### 3.3 Agency Hierarchy Mapping by PD

User: PD

The User Navigates to "Agencies>Agency Mapping" to Map the Agency in the Scheme at a Hierarchy level. The Page "Scheme Fund Flow Hierarchy Opens".

My Schemes

Agencies

EAT MIS Process

My Funds

Transfers

Approve

Agency Registration

Agency Mapping

Manage View My Agency Mapping

The User selects the State in which the Central Nodal Agency is to be mapped. The user then click on Hierarchy level to map the Central Nodal Agency at the selected hierarchy level.

Scheme Fund Flow Hierarchy

Scheme Name: 3962-TEST SCHEME REGISTRATION CNA

Rural/Urban: Rural Urban

State: DELHI

Scheme Fund Flow Hierarchy

CENTRAL  
STATE  
DISTRICT  
BETWEEN  
BLOCK

User Enters the Unique code and click on search button, below grid show the details of agency

Map New Agency

Search agency(s) for mapping

Agency Name :

Agency Type :

District :

Unique Code :

State :

Search

Total Agency Count : 1

Enter No of Records on a Page :

Get Data

|                                     | Agency Name | Agency Type        | Contact Details                                     | Unique Code |
|-------------------------------------|-------------|--------------------|---|-------------|
| <input checked="" type="checkbox"/> | Simda122    | Central Government | ugbu uyvu<br>9950661316<br>svatikashyap31@gmail.com | OLN00002050 |

State :

District :

Add Agency

Cancel

User needs to select the agency and click on “Add agency” button.

Search agency(s) for mapping

Agency Name :

Agency Type :

District :

Unique Code :

State :

Search

|                                     | Agency Name | Agency Type        | Contact Details                                     | Unique Code |
|-------------------------------------|-------------|--------------------|---|-------------|
| <input checked="" type="checkbox"/> | Simda122    | Central Government | ugbu uyvu<br>9950661316<br>svatikashyap31@gmail.com | OLN00002050 |

State :

District :

Add Agency

Cancel

The pop-up message will appear for confirmation, by clicking on “ok” button Agency is mapped successfully.

training.pfms.gov.in says

Are you sure you want to map the selected agency(s)?

OK Cancel

Scheme Fund Flow Hierarchy

Agency is mapped successfully

Scheme Name :

Rural/Urban :

State :

Scheme Fund Flow Hierarchy

Map New Agency

Search agency(s) for mapping

Agency Name :

Agency Type :

District :

Unique Code :

State :

Search

Total Agency Count : 1

Enter No of Records on a Page :

Get Data

|                                     | Agency Name | Agency Type        | Contact Details                                     | Unique Code |
|-------------------------------------|-------------|--------------------|---|-------------|
| <input checked="" type="checkbox"/> | Simda122    | Central Government | ugbu uyvu<br>9950661316<br>svatikashyap31@gmail.com | OLN00002050 |

State :

District :

Add Agency

Cancel



### 3.4 Scheme Registration

#### 3.4.1 Scheme Registration by CNA Agency

User: Agency Admin

The User Navigates to “My schemes>Register New scheme” for Scheme registration. The Page “Register New Scheme/Bank account” page opens.



First the scheme should be selected then if Central Nodal Agency is registering Central Nodal Account then user will select “I will receive funds directly from central government”.

The user will then click on “Check CNA Details” button, the system auto fills the CNA Bank name.

The User enters the bank branch details. The user then enters the “Account number” and the “Agency Name As Per Bank” and selects the scheme components and clicks on “Save” button.

**Please Note: User should enter only saving bank account details.**

After clicking on save button, pop-up message appear as “New added scheme and account will be visible under manage scheme after next login into PFMS”, user need to click on “Ok” button.



The new scheme will be shown under **Manage > Scheme** during the next login.

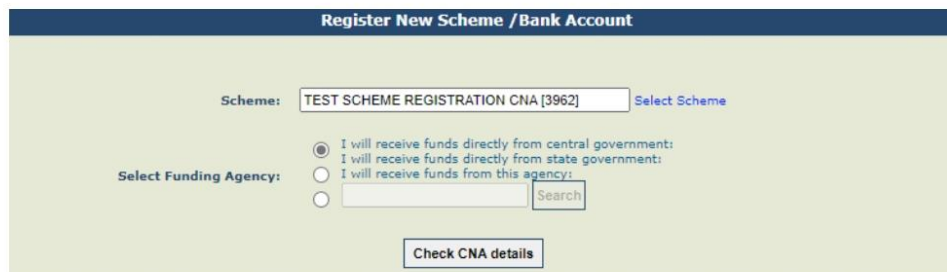
And it's shown as pending for approval in status as shown below.

### 3.4.2 Adding Holding Account by CNA Agency

**User: Agency Admin**

The User Navigates to “**My schemes>Register New scheme**” and the page “**Register New Scheme/Bank account**” opens.

On page “**Register New Scheme/Bank account**”, the user selects the CNA enabled Scheme and enters the funding agency details.

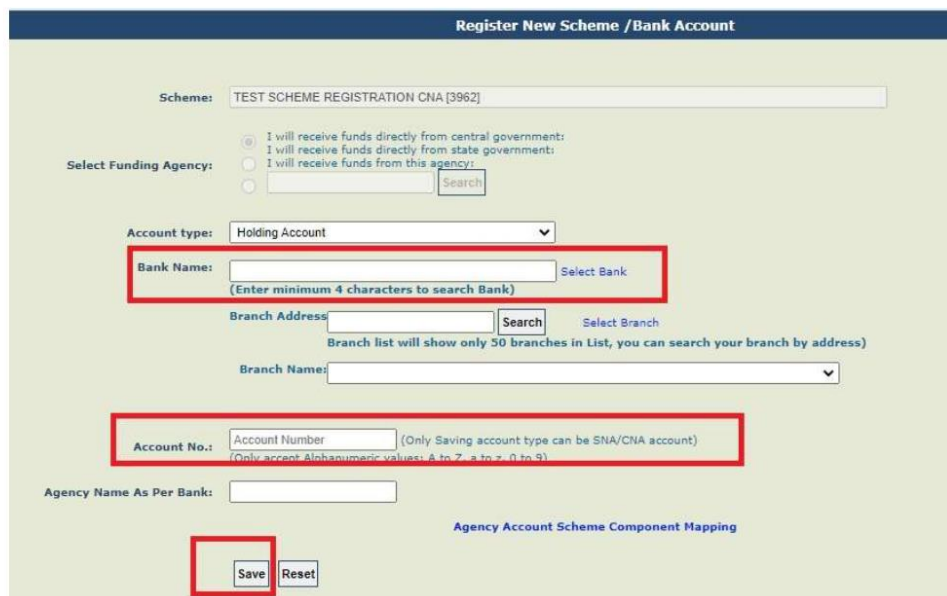


The user clicks on “Check CNA details” the system populates the CNA Bank and system displays

- 1) Central Nodal Account
- 2) Holding Account



As Holding Account can be added only after addition of CNA. The User Clicks on the Holding Account option and the system allows user to select the **bank branch details**, enter the **holding account number** and **Agency Name as per bank** and select at least one scheme component.



Upon Clicks “Save” button a message “Holding Account Saved Successfully” message is shown to the user.

Once the Holding account is added there is no change in the approval process. The Holding account is validated from bank and then the PD will approve the holding account.



### 3.4.3 Scheme Bank Account Approval by PD

User: PD

The User Navigates to “Agency>Approve” for approving the Scheme registration. The Page “Agency Registration Approval” page opens.

Agency Registration Approval

Controller: OIG - POWER

Agency Status: Pending PD Approval

Agency Name:

State: ALL

Excel Agency File: --Select--

Agency Type: --All--

Unique Code:

District: --All--

Search Export To Excel Cancel

No Record Found

User will enter agency unique code

Agency Registration Approval

Controller: OIG - POWER

Agency Status: Pending PD Approval

Agency Name:

State: ALL

Excel Agency File: --Select--

Agency Type: --All--

Unique Code: DLN00002025

District: --All--

Search Export To Excel Cancel

The below grid pane shows the agency details

Agency Registration Approval

Controller: OIG - POWER

Agency Status: Pending PD Approval

Agency Name:

State: ALL

Excel Agency File: --Select--

Agency Type: --All--

Unique Code: DLN00002025

District: --All--

Search Export To Excel Cancel

| Agency Name | Agency Type        | Contact Detail               | Unique Code | Created By | Created Date | Agency Status |
|-------------|--------------------|------------------------------|-------------|------------|--------------|---------------|
| Demo_Vikas  | Central Government | Demo_vicky.sma2010@gmail.com | DLN00002025 | cashdate   | 14/06/2023   | Approved      |

On clicking of Agency Name, the related schemes will be shown on the grid. User needs to select the scheme for approving.

Mobile No.: 9999999999

Email: vicky.sma2010@gmail.com

Unique Agency Code: DLN00002025

Current Status: Approved

Previous Remarks:

Remarks:

Scheme Hierarchy Level(s) Scheme(s)

N/A CLIMATE RESILIENT AGRICULTURE INITIATIVE

N/A RA [ Central Rural Agency

| Scheme  | Bank Detail  | Account No. | Agency Name as per Bank | Current Status      | Bank Status | Account Type    |
|---|--|-------------|-------------------------|---------------------|-------------|-----------------|
| RA [ Central Rural Agency [2870]                | KOTAK MAHENDRA BANK DELHI - JANAKPURI KOTAK MAHENDRA BANK LTD. A - 3 / 12, JANAKPURI, NEW DELHI - 110 056, DELHI | 8899343362  | Demo_Vikas              | Pending PD Approval | ✓           | CNA             |
| CLIMATE RESILIENT AGRICULTURE INITIATIVE [1410] | HDFC BANK LTD NEW DELHI BRANCH BRANCH 18/20 HINDUSTAN TIMES HOUSE,KASTURBA GANDHI MARG,DELHI,110001              | 20152015    | Demo_Vikas              | NotInUse            | ✓           | Non TSA Account |
| CLIMATE RESILIENT AGRICULTURE INITIATIVE [1410] | RESERVE BANK OF INDIA RESERVE BANK OF INDIA, 6, SANJIV MARG, NEW DELHI -   | 67528961005 | Demo_Vikas              | NotInUse            | ✓           | TSA Account     |

After the selection the user needs to click on the button “**Approve with DSC**” then confirmation message will appear on the screen, click “ok” to continue.

The screenshot shows the PFMS interface with a table of bank accounts. The 'Approve with DSC' button is highlighted. Below the table, a confirmation dialog box is displayed with the text 'training.pfms.gov.in says Are you sure, You want to approve?' and 'OK' and 'Cancel' buttons.

| Scheme  | Bank Detail  | Account No. | Agency Name as per Bank | Current Status      | Bank Status | Account Type    |
|---|--|-------------|-------------------------|---------------------|-------------|-----------------|
| Central Nodal Agency [3970]                     | KOTAK MAHENDRA BANK<br>DELHI - JALPAIGURI<br>KOTAK MAHENDRA BANK LTD. A - 3 / 12, JALPAIGURI, NEW DELHI - 110 058, DELHI | 8895345362  | Demo_Vikas              | Pending PD Approval | ✓           | CNA             |
| CLIMATE RESILIENT AGRICULTURE INITIATIVE [1410] | HDFC BANK LTD<br>NEW DELHI BRANCH<br>BRANCH 18/20 HINDUSTAN TIMES HOUSE, KASTURBA GANDHI MARG, DELHI, 110001             | 20152015    | Demo_Vikas              | NotInUse            | ✓           | Non TSA Account |
| CLIMATE RESILIENT AGRICULTURE INITIATIVE [1410] | RESERVE BANK OF INDIA<br>RESERVE BANK OF INDIA<br>RESERVE BANK OF INDIA, 6, SANJAY MARG, NEW DELHI - 110001              | 05528901005 | Demo_Vikas              | NotInUse            | ✓           | TSA Account     |

Buttons: Approve with DSC, Return, Defect Decision, Reject, Search Similar Agencies, Back

On successful signature the below message appears.

Note: Please open PFMS website in Internet Explorer for successful Digital Signature.  
Bank Scheme approved successfully  
Back

User can verify the status on the page “**Manage scheme**”, the status now changed to “**Approved**”.

The screenshot shows the 'Manage Scheme / Bank Account' page. The 'Status' column in the table is highlighted, showing 'Approved' for the first row.

| Scheme  | Bank Details   | Agency Name In Bank | Status   | AccountNo  | Bank Status | Branch Status | Receiving Funds from | Account Type | Component Mapping |
|---|--|---------------------|----------|------------|-------------|---------------|----------------------|--------------|-------------------|
| Central Nodal Agency [3970]                     | KOTAK MAHENDRA BANK<br>DELHI - JALPAIGURI<br>KOTAK MAHENDRA BANK LTD. A - 3 / 12, JALPAIGURI, NEW DELHI - 110 058, DELHI | Demo_Vikas          | Approved | 8895345362 | ✓           | ✓             | Central Government   | CNA          | YES               |
| Central Nodal Agency [3970]                     |  |                     |          | Cash       | ✓           | ✓             |                      |              |                   |
| CLIMATE RESILIENT AGRICULTURE INITIATIVE [1410] |  |                     |          | Cash       | ✓           | ✓             |                      |              |                   |

### 3.5 Drawing Limits for CNA Agency by PD

**User: PD**

The User Navigates to the Menu “**Masters>Drawing Limit by PD/CNA**” and the Page “**Add / Update Drawing Limits by Central Nodal Agency**” page opens

|                   |                         |
|-------------------|-------------------------|
| Masters           | Users                   |
| My Schemes        | Bulk Customization      |
| Agencies          | DSC Management          |
| EAT MIS Process   | Add Master Project      |
| My Funds          | Vendors                 |
| Transfers         | Agency Wise Allocation  |
| Advances          | Drawing Limits by SNA   |
| Scheme Allocation | Drawing Limit By PD/CNA |

The User need to select the Scheme, the Hierarchy level from the drop-down list box and mapped state. Hierarchy level to be selected for which the drawing limits needs to be carried out. The user clicks on "Search" button and the System display the Central Nodal Agency mapped at that level in the Scheme.

| Add/Update Drawing limits by PD/CNA                    |             |                    |                          |                           |                       |                   |                         |                                |        |
|--|-------------|--------------------|--------------------------|---------------------------|-----------------------|-------------------|-------------------------|--------------------------------|--------|
| Scheme: 1294-IN-SERVICE TRAINING AN ENSITIZATION EMPLC |             | Hierarchy Level: 2 |                          |                           |                       |                   |                         |                                |        |
| Search Agency for Expenditure Allocation               |             |                    |                          |                           |                       |                   |                         |                                |        |
| Agency Name:   |             | Unique Code:       |                          | State: DELHI              |                       |                   |                         |                                |        |
| Agency Type: -AB-                                      |             | Search             |                          |                           |                       |                   |                         |                                |        |
| Central Nodal Agency/ Parent Agency                    | Total Limit | Expenditure Limit  | Limit for Child Agencies | Balance Expenditure Limit | Balance Child's Limit | Total Limit (+/-) | Expenditure Limit (+/-) | Limit for Child Agencies (+/-) | Action |
| Testing Team 0001 [DUN000004622]                       | 150.00      | 50.00              | 100.00                   | 43.00                     | 100.00                | 0                 | 0                       |                                | Save   |

The system displays the "Central Nodal Agency/Parent Agency" the CS Scheme in the selected state. There are three sections "Allocation Limit", "Balance Limit" and "Update limits by Amount".

- The Allocation Limit section displays the already set limits for the Agency
- The Balance Limit section displays the Balance Expenditure and Balance Child Limit that can further be set by the Agency.
- The Update limits by Amount section allows user to enter the amount (+ or -) by which the user wants to update the amount.

The agencies mapped at the selected level will be displayed in the grid in below screen. The User need to enter the **Total Limit (+/-)** and the **Expenditure Limit (+/-)**. The **Limit for Child Agencies** is auto calculated and non-editable.

The User need to click on "Save" button, to save the selected CNA Agency Drawing Limit.

### 3.6 Scheme Bank Account Registration by Child Agency

#### 3.6.1 Registration by Child Agency

##### User: Agency Admin (Child)

The User Navigates to "My schemes>Register New scheme" for Scheme registration. The Page "Register New Scheme/Bank account" page opens.

If Child Agency is Registering Central Nodal Account then user will select "I will receive funds directly from this Agency". The user enters the Agency Unique Code and Clicks on "Search" button and selects the Funding Agency.

**Register New Scheme / Bank Account**

Schemes: MA Central Nodal Agency [3970] [Select Scheme](#)

Select Funding Agency:

☐ I will receive funds directly from central government:  
☐ I will receive funds directly from state government:  
☒ I will receive funds from this agency: [Search](#)

[Check CNA details](#)

The user will select the funding agency name from the pop-up window.

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

User Type: AGENCYADM  
 Agency: Central Government Agency Test03

04:20:06 PM

Agency Name:  Agency Unique Code: dm00002198

State: --Select-- District: --Select-- [Search](#)

**Select Funding Agency**

[Test Demo](#)

The user will click on “Check CNA Details” button, the system auto fill the CNA Bank details. The user then selects “Central Nodal Account” option from account type.

**Register New Scheme / Bank Account**

Schemes: MA Central Nodal Agency [3970]

Select Funding Agency:

☐ I will receive funds directly from central government:  
☐ I will receive funds directly from state government:  
☒ I will receive funds from this agency: [Search](#)

Account type: Central Nodal Account

Select Agency: Testing Team 001 [DUN00002003]

Bank Name: HDFC BANK LTD  
 (Enter minimum 4 characters to search Bank)

Branch Address:  [Search](#)

Branch List will show only 50 branches in List, you can search your branch by address

Branch Name: NEW DELHI BRANCH | BRANCH 1020 HINDUSTAN TIMES HOUSE, KARTURDA GANESH BLDG, DELHI 110001

Account No.: 888885 (Only Saving account type can be SNA/CNA account)  
 (Only accept Alphanumeric values: A to Z, a to z, 0 to 9)

Agency Name As Per Bank:

[Agency Account Scheme Component Mapping](#)

The user selects the Central Nodal Agency and the selected Agency Account Number and its branch details are displayed below. The user enters the agency name as per bank and selects the scheme components and clicks on “Save” button.



A message “Scheme Saved Successfully” is Shown to the user with the pop-up message “New Added scheme and account will be visible under manage scheme after next login into PFMS”.



And it's shown as pending for approval on manage scheme page.

Manage Scheme / Bank Account

Manage Scheme

Schemes: MA Central Nodal Agency [3970]

Select Scheme

Approval Status: --Select--

Funding Agency: --Select--

Component Mapped: --Select--

Bank Name:

Account Number:

Bank Status: --Select--

Search

Bank Status:

Register New Scheme

| Scheme                           | Bank Details  | Agency Name In Bank                 | Status                        | AccountNo | Bank Status | Branch Status | Receiving Funds from  | Account Type | Component Mapping |
|----------------------------------|---|-------------------------------------|-------------------------------|-----------|-------------|---------------|-----------------------|--------------|-------------------|
| MA Central Nodal Agency - [3970] | HDFC BANK LTD [HDFC0000003]<br>NEW DELHI BRANCH<br>BRANCH 18/20 HINDUSTAN TIMES<br>HOUSE, KASTURBA GANHI<br>MARG, DELHI, 110001 | Central Government Agency<br>Test01 | Pending<br>Agency<br>Approval | 888885    |             |               | Self,<br>Central Govt | CNA          | YES               |
| MA Central Nodal Agency - [3970] |   |                                     |                               | Cash      | ₹           | ₹             |                       |              |                   |

### 3.6.2 Child Agency registered as ZBA

#### User: Agency Admin (Child)

The User Navigates to “My schemes>Register New scheme” for Scheme registration. The Page “Register New Scheme/Bank account” page opens.

If Child Agency is Registering Zero Balance Account then user will select “Scheme” and “I will receive funds from this Agency”. The user enters the Agency Unique Code and Clicks on “Search” button and selects the Funding Agency.

The user Click on “Check CNA Details” button, the system auto fill the CNA Bank details. The user then selects “Zero Balance subsidiary Account” option.

**Register New Scheme /Bank Account**

Scheme:

☐ I will receive funds directly from central government:  
☐ I will receive funds directly from state government:  
☒ I will receive funds from this agency:

Select Funding Agency:

Account type:

Select Agency: 

Central Nodal Account  
**Zero Balance Subsidiary Account**  
 Holding Account  
 Parent Zero Balance

Bank Name: 

Zero Balance Subsidiary Account

(Enter minimum 4 characters to search Bank)

Branch Address:   [Select Branch](#)

Branch list will show only 50 branches in List, you can search your branch by address)

Branch Name:

Account No.:   
(Only accept Alphanumeric values: A to Z, a to z, 0 to 9)

Agency Name As Per Bank:

[Agency Account Scheme Component Mapping](#)

The System now displays the Central Nodal Agency dropdown box “**Select Agency**”. The user selects the Central Nodal Agency and system displays the bank of the selected Central Nodal Agency. The user then and enters the zero balance subsidiary account number and its branch details.

**Register New Scheme / Bank Account**

Scheme: TEST SCHEME REGISTRATION CNA [3962]

Select Funding Agency: ☐ I will receive funds directly from central government: ☐ I will receive funds directly from state government: ☒ I will receive funds from this agency: Testing Team 0053

Account type: Zero Balance Subsidiary Account

Select Agency: Demo\_pfms [DLIN00001984]

Bank Name: STATE BANK OF INDIA  
(Enter minimum 4 characters to search Bank)

Branch Address:   [Select Branch](#)  
Branch list will show only 50 branches in List, you can search your branch by address)

Branch Names:

Account No.: Account Number  
(Only accept Alphanumeric values: A to Z, a to z, 0 to 9)

Agency Name As Per Bank:

[Agency Account Scheme Component Mapping](#)

The user enters the agency name as per bank and selects the scheme components and clicks on “Save” button. A message “Scheme Saved Successfully” is Shown to the user.

### 3.6.3 Child Agency registered as PZBA

#### User: Agency Admin (Child)

The User Navigates to “My schemes>Register New scheme” for Scheme registration. The Page “Register New Scheme/Bank account” page opens.

The user selects the CNA enabled Scheme and enters the funding agency details. The user Clicks on “Check CNA” button and system displays drop down & user selects the “Parent Zero Balance Subsidiary Account”.

**Register New Scheme /Bank Account**

Scheme: TEST SCHEME REGISTRATION CNA [3962]

Select Funding Agency: ☐ I will receive funds directly from central government:  
☐ I will receive funds directly from state government:  
☒ I will receive funds from this agency:

Account type: **Central Nodal Account**   
**Central Nodal Account**  
Zero Balance Subsidiary Account  
Holding Account  
Parent Zero Balance Subsidiary Account

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

Branch Address:     
Branch list will show only 50 branches in List, you can search your branch by address)

Branch Names:

Account No.:   
(Only accept Alphanumeric values: A to Z, a to z, 0 to 9)

Agency Name As Per Bank:

**Agency Account Scheme Component Mapping**

The system auto populates the parent agency account details, along with Account Number, Bank, Branch Details, Agency name as per bank and is non editable. Then user selects the scheme components and click "Save" button to add Parent Zero balance Account in the Agency.

**Register New Scheme /Bank Account**

Scheme: TEST SCHEME REGISTRATION CNA [3962]

Select Funding Agency: ☐ I will receive funds directly from central government:  
☐ I will receive funds directly from state government:  
☒ I will receive funds from this agency:

Account type: **Parent Zero Balance Subsidiary Account**   
**Parent Zero Balance Subsidiary Account**

Bank Name: **HDFC BANK LTD**  
(Enter minimum 4 characters to search Bank)

Branch Address:     
Branch list will show only 50 branches in List, you can search your branch by address)

Branch Names: **NEW DELHI BRANCH**

Account No.: **8979879987**  
(Only accept Alphanumeric values: A to Z, a to z, 0 to 9)

Agency Name As Per Bank: **oiuuoi**

**Agency Account Scheme Component Mapping**

Upon Clicking 'Save' a Message "Parent Zero Balance Account added successfully" is shown to user.



If the Funding Agency Account KYC is done, then Upon Clicking OK a Message “**Parent Zero Balance Account added successfully**” is shown to user

### 3.6.4 Child Agency adding Holding Account

**User: Agency Admin (Child)**

The User Navigates to “**My Schemes>Register New Scheme**” and the page “**Register New Scheme / Bank Account**” opens. The user selects the CNA enabled Scheme and enters the funding agency details.

The user clicks on “**Check CNA**” details the system populates the account type with below options:

- 1) Central Nodal Account
- 2) Zero Balance Account
- 3) Holding Account and
- 4) Parent Zero Balance Subsidiary Account

Register New Scheme / Bank Account

Scheme: TEST SCHEME REGISTRATION CNA [3962]

Select Funding Agency:

☐ I will receive funds directly from central government:  
☐ I will receive funds directly from state government:  
☒ I will receive funds from this agency:  
Testing Team 0053 Search

Account type: Central Nodal Account

Select Agency: Central Nodal Account  
Zero Balance Subsidiary Account  
Holding Account  
Parent Zero Balance Subsidiary Account

Bank Name: Holding Account Select Bank  
(Enter minimum 3 characters to search Bank)

Branch Address Search Select Branch  
Branch list will show only 50 branches in List, you can search your branch by address)

Branch Names

Account No.: Account Number  
(Only accept Alphanumeric values: A to Z, a to z, 0 to 9)

Agency Name As Per Bank:

Agency Account Scheme Component Mapping

Save Reset

As Holding Account can be added only after addition of CNA or ZBA. The User selects the Holding Account option and the system allows user to select the bank branch details, enter the holding account number, agency name as per bank and select at least one scheme component.

Register New Scheme / Bank Account

Scheme: TEST SCHEME REGISTRATION CNA [3962]

Select Funding Agency:

☐ I will receive funds directly from central government:

☐ I will receive funds directly from state government:

☒ I will receive funds from this agency:

Testing Team 0053 Search

Account type: Holding Account

Bank Name: ABN AMRO BANK Select Bank

(Enter minimum 4 characters to search Bank)

Branch Address Search Select Branch

Branch list will show only 50 branches in List, you can search your branch by address)

Branch Name: --- Select Branches ---

Account No.: 45435435

(Only accept Alphanumeric values: A to Z, a to z, 0 to 9)

Agency Name As Per Bank:

Agency Account Scheme Component Mapping

Save Reset

Upon Clicking “Save” button a message “**Holding Account Saved Successfully**” message is shown to the user.

Once the Holding account is added there is no change in the approval process. The Holding Account is validated from bank and then the Parent Agency will approve the Holding Account.

### 3.6.5 Scheme Bank Account Approval

#### User: Funding Agency /Parent agency

The User Navigates to “**Agency>Approve**” for approving the Scheme registration. The Page “**Agency Registration Approval**” page opens.

Agency Registration Approval

Agency Status: Pending Agency Approval

Agency Type: All

Agency Name:

Unique Code:

Search Export To Excel Cancel

| Agency Name                                      | Agency Type        | Contact Detail                              | Unique Code   | Created By | Created Date | Agency Status |
|--|--------------------|---|---------------|------------|--------------|---------------|
| Central Government Agency Test01                 | Central Government | test<br>tester14-pfms@supportgov.in         | DLIN00002178  | pdpower    | 17/07/2022   | Approved      |
| Test02 Team 0052                                 | Local Bodies       | App<br>agmynvbnk.pfms@gmail.com<br>22503254 | DLIN00002085  | pdpower    | 04/01/2022   | Approved      |
| TEST HOLDING CNA TEST03<br>SARVODAYA SAMITHI LTD | Local Bodies       | VIJAY YADAV<br>abcol@ay.com                 | BIGSA00004940 | pfms.gaya  | 30/01/2018   | Approved      |

User will enter agency unique code, click on search.

**Agency Registration Approval**

Agency Status: Pending Agency Approval

Agency Type: --All--

Agency Name:

Unique Code: DLIN00002178

Search Export To Excel Cancel

| Agency Name                     | Agency Type        | Contact Detail                       | Unique Code  | Created By | Created Date | Agency Status |
|---------------------------------|--------------------|--------------------------------------|--------------|------------|--------------|---------------|
| Central Government Agency-20001 | Central Government | Test<br>tester14-gfms@supportpfms.in | DLIN00002178 | pfmsuser   | 19/07/2023   | Approved      |

After Clicking on the **Agency Name** hyperlink visible on left side of grid in the above screen, agency details as below appears, where the current status showing as "Pending Agency Approval".

State: DELHI  
District: CENTRAL  
Pin Code: 110001  
Contact Person: Test  
Phone:   
Alternate Phone/Mobile No.:   
Email: tester14-gfms@supportpfms.in  
Unique Agency Code: DLIN00002178  
Current Status: Approved  
Previous Remarks:   
Remarks:

| Scheme  | Bank Detail   | Account No. | Agency Name as per Bank   | Current Status          | Account Type | Bank Status |
|---|---|-------------|---------------------------|-------------------------|--------------|-------------|
| <input type="checkbox"/> MA[ Central Nodal Agency-20001 | HDFC BANK LTD<br>BRANCH 18/20 HINDUSTAN TIMES HOUSE,KASTURBA GANDHI MARG,DELHI,110001 | 888885      | CHILD Agency Registration | Pending Agency Approval | NA           | ✓           |

Approve Reject Back

The user needs to select the scheme for approving.

State: DELHI  
District: CENTRAL  
Pin Code: 110001  
Contact Person: Test  
Phone:   
Alternate Phone/Mobile No.:   
Email: tester14-gfms@supportpfms.in  
Unique Agency Code: DLIN00002178  
Current Status: Approved  
Previous Remarks:   
Remarks:

| Scheme   | Bank Detail   | Account No. | Agency Name as per Bank   | Current Status          | Account Type | Bank Status |
|--|---|-------------|---------------------------|-------------------------|--------------|-------------|
| <input checked="" type="checkbox"/> MA[ Central Nodal Agency-20001 | HDFC BANK LTD<br>BRANCH 18/20 HINDUSTAN TIMES HOUSE,KASTURBA GANDHI MARG,DELHI,110001 | 888885      | CHILD Agency Registration | Pending Agency Approval | NA           | ✓           |

Approve Reject Back

The confirmation message will appear on the screen.

training.pfms.gov.in says:  
Are you sure You want to approve?

OK Cancel

Phone:  
Alternate Phone/Mobile No.:  
Email: test14-pfms@supportgov.in  
Unique Agency Codes: DLN00002178  
Current Status: Approved  
Previous Remarks:  
Remarks:

| ✓ Scheme                       | Bank Detail  | Account No. | Agency Name as per Bank   | Current Status          | Account Type | Bank Status |
|--------------------------------|--|-------------|---------------------------|-------------------------|--------------|-------------|
| MA[ Central Nodal Agency-3970] | HDFC BANK LTD<br>BRANCH 18/20 HINDUSTAN TIMES HOUSE, KASTURBA GANDHI MARG, DELHI, 110001 | 888885      | CHILD Agency Registration | Pending Agency Approval | CNA          | ✓           |

Approve Reject Back

On success, the message appear as "Bank Scheme approved successfully"

Bank Scheme approved successfully

Back

Now it needs to be further approved by the CNA, as the Child Agency Status still showing as "Pending CNA approval"

Manage Scheme / Bank Account

Manage Scheme

Scheme: MA[ Central Nodal Agency-3970] Select Scheme

Approval Status: --Select-- Funding Agency: --Select--

Component Mapped: --Select-- Bank Name:

Account Number: Bank Status: --Select--

Search Bank Status Register New Scheme

| Scheme                         | Bank Details  | Agency Name In Bank              | Status               | AccountNo | Bank Status | Branch Status | Receiving Funds from | Account Type | Component Mapping |
|--------------------------------|---|----------------------------------|----------------------|-----------|-------------|---------------|----------------------|--------------|-------------------|
| MA[ Central Nodal Agency-3970] | HDFC BANK LTD [HDFC00000003]<br>NEW DELHI BRANCH<br>BRANCH 18/20 HINDUSTAN TIMES HOUSE, KASTURBA GANDHI MARG, DELHI, 110001 | Central Government Agency Test01 | Pending CNA Approval | 888885    | ✓           | ✓             | Test, Central        | CNA          | YES               |
| MA[ Central Nodal Agency-3970] |   |                                  |                      | Cash      | ₹           | ₹             |                      |              |                   |

Approve Reject Back

**User: Agency ADMIN of Central Nodal Agency**

The User Navigates to "Agency>Approve" for approving the Scheme registration. The Page "Agency Registration Approval" page opens. User selects the status as "Pending CNA Approval"

Agency Registration Approval

Agency Status: Pending CNA Approval

Agency Type: --AB--

Agency Name:

Unique Code:

Search Export To Excel Cancel

| Agency Name                      | Agency Type        | Contact Detail                    | Unique Code | Created By | Created Date | Agency Status |
|----------------------------------|--------------------|-----------------------------------|-------------|------------|--------------|---------------|
| Central Government Agency Test01 | Central Government | Test<br>test14-pfms@supportgov.in | DLN00002178 | pdjpower   | 18/07/2022   | Approved      |

102044/2023/PFMS\_Silvassa  
PFMS

Select the scheme showing on the grid having status "Pending CNA approval". User needs to select the scheme and click on "Approve" button.

State: DELHI  
District: CENTRAL  
Pin Code: 110001  
Contact Person: Test  
Phone:  
Alternate Phone/Mobile No.:  
Email: tester14-pfms@support.gov.in  
Unique Agency Code: DLIN00002178  
Current Status: Approved  
Previous Remarks:  
Remarks:

| Scheme                        | Bank Detail   | Account No. | Agency Name as per Bank   | Current Status       | Account Type | Bank Status |
|-------------------------------|---|-------------|---------------------------|----------------------|--------------|-------------|
| MAJ Central Nodal Agency-3970 | HDFC BANK LTD<br>BRANCH 18/20 HINDUSTAN TIMES HOUSE,KASTURBA GANDHI MARG,DELHI,110001 | 888885      | CHILD Agency Registration | Pending CNA Approval | CNA          | ✓           |

Approve Reject Back

Message "Bank scheme approved successfully" will appear on screen.



Verify the Child Agency status it's showing as "Approved"

Manage Scheme / Bank Account

Manage Scheme

Scheme: MAJ Central Nodal Agency [3970] Select Scheme

Approval Status: --Select-- Funding Agency: --Select--

Component Mapped: --Select-- Bank Name:

Account Number: Bank Status: --Select--

Search Bank Status Register New Scheme

| Scheme                          | Bank Details  | Agency Name In Bank             | Status   | AccountNo | Bank Status | Branch Status | Receiving Funds from | Account Type | Component Mapping |
|---------------------------------|---|---------------------------------|----------|-----------|-------------|---------------|----------------------|--------------|-------------------|
| MAJ Central Nodal Agency-[3970] | HDFC BANK LTD [HDFC0000003]<br>NEW DELHI BRANCH<br>BRANCH 18/20 HINDUSTAN TIMES HOUSE,KASTURBA GANDHI MARG,DELHI,110001 | Central Government Agency Seed1 | Approved | 888885    | ✓           | ✓             | Test Semble          | CNA          | YES               |
| MAJ Central Nodal Agency-[3970] |   |                                 |          | Cash      | ₹           | ₹             |                      |              |                   |

### 3.7 Child Agency creation by Parent Agency (Agency admin)

#### Scenarios#

##### Case1: CNA agency is creating child Agency

1. If the self-agency account type is "CNA" then they can create only (CNA and CZBA) account types child agency.
2. In the Account Type dropdown list only CNA and CZBA account types shall be available for selection

##### Case2: Parent Agency having CZBA is creating child Agency

1. If the self-agency account type is "CZBA" then they can create only (CZBA and CPZBA) account types child agency



2. In the Account Type dropdown list only CZBA and CPZBA account types shall be available for selection

**Case3: Parent Agency having CPZBA is creating child Agency**

1. If the self-agency account type is "CPZBA" then they can create only (CZBA and CPZBA) account types child agency.
2. In the Account Type dropdown list only CZBA and CPZBA account types shall be available for selection

**User: Agency Admin**

The User Navigates to **Agency>Agency Registration** and the page **"Agency Details"** opens

|               |   |                              |
|---------------|---|------------------------------|
| Health Module | ▶ | Agency Type                  |
| Agency        | ▶ | Manage                       |
| Reports       |   | Merged Agency Funds Transfer |
| My Details    | ▶ | Agency Registration          |
| Masters       | ▶ | Old Scheme to New Scheme     |
| My Schemes    | ▶ |                              |

Agency Details

Type of Registration: -- Select --

PAN Number:  ☐ Not Required

Agency Name:

Act/Registration No:

Date of Registration(DD/MM/YYYY): 26/10/2022

Registering Authority: -- Select --  
☐ Registering Authority is not available then choose option Others

State of Registration: -- Select --

TIN Number:  ☐ Not Required

TAN Number:  ☐ Not Required

PAN Verify Status: ☐ Yes ☒ No

GST Number:  (GST Number maximum 15 characters.)

Block No./Building/Village/Name Of Premises:

Road/Street/Post Office:

Area/Locality:

City:

State: -- Select --

District: -- Select --

Pin Code:

Contact Person:

Designation:

Phone No: +   ☒ Alternate Phone Number  
(Phone Number Starting with Country Code). Phone number should be between 3 and 12 digits excluding Country Code

Alternate Phone No: +    
(Alternate Phone Number Starting with Country Code). Phone number should be between 3 and 12 digits excluding Country Code

Mobile number: +    
(Mobile No. starting with Country Code)

Email:

Unique Agency Code:  (Unique Agency Code will be system generated.)

Next
Refresh

For any problem or registration please [Contact Us](#)

The user selects the type of registration, enters the Agency and office details, PAN number, TIN number , TAN number, GST number, the contact person details then click on next button to obtain the Unique agency code.

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|   |  |  |
|---|--|--|
| TIN Number:                                 | <input type="text"/>   | <input checked="" type="checkbox"/> Not Required |
| TAN Number:                                 | <input type="text"/>   | <input checked="" type="checkbox"/> Not Required |
| GST Number:                                 | <input type="text"/> (GST Number maximum 15 characters.)   |  |
| Block No/Building/Village/Name Of Premises: | <input type="text" value="22"/>  |  |
| Road/Street/Post Office:                    | <input type="text" value="22"/>  |  |
| Area/Locality:                              | <input type="text" value="22"/>  |  |
| City:                                       | <input type="text" value="Delhi"/>   |  |
| State:                                      | DELHI  |  |
| District:                                   | NEW DELHI  |  |
| Pin Code:                                   | <input type="text" value="110032"/>  |  |
| Contact Person:                             | <input type="text" value="AAO Demo"/>  |  |
| Designation:                                | <input type="text" value="AAO"/>   |  |
| Phone No:                                   | <input type="text" value="+ 91"/> <input type="text" value="99999999"/> <input checked="" type="checkbox"/> Alternate Phone Number<br>(Phone Number Starting with Country Code). Phone number should be between 5 and 12 digits excluding Country Code |  |
| Alternate Phone No:                         | <input type="text" value="+ 91"/> <input type="text" value="9999999999"/><br>(Alternate Phone Number Starting with Country Code). Phone number should be between 5 and 12 digits excluding Country Code  |  |
| Mobile number:                              | <input type="text" value="+ 91"/> <input type="text" value="9999999999"/><br>(Mobile No. starting with Country Code)   |  |
| Email:                                      | <input type="text" value="test@gmail.com"/>  |  |
| Unique Agency Code:                         | <input type="text" value="DLND00005388"/> (Unique Agency Code should be system generated.)   |  |

Scheme Bank Details

|                 |  |
|-----------------|--|
| Scheme :        | <input type="text" value="--Select--"/>  |
| Funding Agency: | I will receive funds from this agency: <input type="text" value="DLIN00001984"/> |

Enter the Scheme bank details and click on "Check SNA details" button.

|   |  |  |
|---|--|--|
| TAN Number:                                 | <input type="text"/>   | <input checked="" type="checkbox"/> Not Required |
| GST Number:                                 | <input type="text"/> (GST Number maximum 15 characters.)   |  |
| Block No/Building/Village/Name Of Premises: | <input type="text" value="22"/>  |  |
| Road/Street/Post Office:                    | <input type="text" value="22"/>  |  |
| Area/Locality:                              | <input type="text" value="22"/>  |  |
| City:                                       | <input type="text" value="Delhi"/>   |  |
| State:                                      | DELHI  |  |
| District:                                   | NEW DELHI  |  |
| Pin Code:                                   | <input type="text" value="110032"/>  |  |
| Contact Person:                             | <input type="text" value="AAO Demo"/>  |  |
| Designation:                                | <input type="text" value="AAO"/>   |  |
| Phone No:                                   | <input type="text" value="+ 91"/> <input type="text" value="99999999"/> <input checked="" type="checkbox"/> Alternate Phone Number<br>(Phone Number Starting with Country Code). Phone number should be between 5 and 12 digits excluding Country Code |  |
| Alternate Phone No:                         | <input type="text" value="+ 91"/> <input type="text" value="9999999999"/><br>(Alternate Phone Number Starting with Country Code). Phone number should be between 5 and 12 digits excluding Country Code  |  |
| Mobile number:                              | <input type="text" value="+ 91"/> <input type="text" value="9999999999"/><br>(Mobile No. starting with Country Code)   |  |
| Email:                                      | <input type="text" value="test@gmail.com"/>  |  |
| Unique Agency Code:                         | <input type="text" value="DLND00005388"/> (Unique Agency Code should be system generated.)   |  |

Scheme Bank Details

|                 |  |
|-----------------|--|
| Scheme :        | <input type="text" value="Link for 0089[DL143]"/>                                |
| Funding Agency: | I will receive funds from this agency: <input type="text" value="DLIN00001984"/> |

Scheme Bank Details

|                 |  |
|-----------------|--|
| Scheme :        | <input type="text" value="--Select--"/>  |
| Funding Agency: | I will receive funds from this agency: <input type="text" value="DLIN00001984"/> |



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Enter the scheme bank details, agency account number, its name as per branch and click on “Add Bank/Scheme”

**Scheme Bank Details**

Scheme : \* [Link for 0089\[DL143\]](#)

Funding Agency: I will receive funds from this agency:

Account type:

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

Branch:   
Address:   
Branch list will show only 50 branches in List, you can search your branch by address)

Account No:   
(Only accept Alphanumeric values: A to Z, a to z, 0 to 9)

Agency Name as per Branch:

☐ I Accept [Terms and conditions.](#)

For any problem in registratin,please [Contact Us](#)

Select “I accept” terms and condition and click on submit button.

**Scheme Bank Details**

Scheme : \* [Link for 0089\[DL143\]](#)

Funding Agency: I will receive funds from this agency:

Account type:

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

Branch:   
Address:   
Branch list will show only 50 branches in List, you can search your branch by address)

Account No:   
(Only accept Alphanumeric values: A to Z, a to z, 0 to 9)

Agency Name as per Branch:

☒ I Accept [Terms and conditions.](#)

For any problem in registratin,please [Contact Us](#)

| Action                              | Scheme Name                          | Bank Name  | Account No | Agency Name as per Branch |
|-------------------------------------|--------------------------------------|--|------------|---------------------------|
| <input checked="" type="checkbox"/> | <a href="#">Link for 0089[DL143]</a> | HDFC BANK LTD<br>NEW DELHI BRANCH [ BRANCH 18/20 HINDUSTAN TIMES HOUSE KASTURBA GANDHI MARG.DELHI.110001 ] ( CBS ) | 7813652    | TEST Scheme               |

Message “Agency saved successfully with Unique code: \*\*\*\*\* for further information contact the fund sanctioning authority in the central ministry” appear on screen.

Agency saved successfully with Unique code : DLND00003388 For further information contact the fund sanctioning authority in the central ministry

Type of Registration:

PAN Number:  ☐ Not Required

Agency Name:

### 3.8 Drawing Limit of Child Agency by Parent Agency

**User: Agency ADMIN of Parent Agency / Funding Agency**

The User Navigates to the Menu “Masters>Drawing Limit By PD/CNA” and the Page “Add / Update Drawing Limits by Central Nodal Agency” page opens

|                   |                         |
|-------------------|-------------------------|
| Masters           | Users                   |
| My Schemes        | Bulk Customization      |
| Agencies          | DSC Management          |
| EAT MIS Process   | Add Master Project      |
| My Funds          | Vendors                 |
| Transfers         | Agency Wise Allocation  |
| Advances          | Drawing Limits by SNA   |
| Scheme Allocation | Drawing Limit By PD/CNA |

1) The User need to select the Scheme, the Hierarchy level from the drop-down list box and state (in which agency mapped). Hierarchy level to be selected for which the drawing limits needs to be carried out. The user clicks on “Search” button and the System display the Agencies that have been mapped at that level in the Scheme.

Add/ Update Drawing limits by PD/CNA

Scheme:  Hierarchy Level:

Search Agency for Expenditure Allocation

Agency Name:  Unique Code:

Agency Type:  State:

2) The system displays the “Central Nodal Agency/Parent Agency” it’s Central Nodal Account Number for the Scheme in the selected state. There are three sections “Allocation Limit”, “Balance Limit” and “Update limits by Amount”.

- The Allocation Limit section displays the already set limits for the Agency
- The Balance Limit section displays the Balance Expenditure and Balance Child Limit that can further be set by the Agency.
- The Update limits by Amount section allows user to enter the amount (+ or -) by which the user wants to update the amount.

3) The agencies mapped at the selected level will be displayed in the grid in below screen. The User need to enter the **Total Limit (+/-)** and the **Expenditure Limit (+/-)**. The **Limit for Child Agencies** is auto calculated and non-editable.

4) The User need to click on “Save” button, to save the selected Agency Drawing Limit.

**Note:** In case of more than once Child Agencies the user needs to save each Agencies Limits one by one.

**Add/Update Drawing Limits By PD/CNA**

Scheme: World Class Institutions (3524) Hierarchy Level: State Level

Search Agency for Expenditure Allocation

Agency Name: Unique Code: Agency Type: State: UTTARAKHAND

Search

| Agency Code                         | Central Nodal /Parent Agency | Total Limit | Expenditure Limit | Limit for Child Agencies | Balance Expenditure Limit | Balance Child's Limit | Central Nodal Account |                         |                                |        |
|-------------------------------------|------------------------------|-------------|-------------------|--------------------------|---------------------------|-----------------------|-----------------------|-------------------------|--------------------------------|--------|
| UNDD00000001                        | KENDRIYA VIDYALAYA RAJWALA   | 18944800.00 | 3937200.00        | 11087600.00              | 5726166.00                | 11029684.48           | 8878978967854367      |                         |                                |        |
| Child Agency                        |                              | Total Limit | Expenditure Limit | Limit for Child Agencies | Balance Expenditure Limit | Balance Child's Limit | Total Limit (+/-)     | Expenditure Limit (+/-) | Limit for Child Agencies (+/-) | Action |
| SUPER SSAN INDUSTRIES [UKHA0007583] |                              | 27000.00    | 15000.00          | 22000.00                 | 15000.00                  | 22000.00              | 0                     | 0                       |                                | Save   |
| TRUDIS [UKL00007332]                |                              | 0.00        | 0.00              | 0.00                     | 0.00                      | 0.00                  | 0                     | 0                       |                                | Save   |

**Note:** In case a parent agency is carrying out allocation for its child agency then in logged in Agencies limits will be displayed.

### 3.9 Add New Expenditure entry by Agencies

**User: Agency Maker**

The User Navigates to **Expenditure>Add New** and the page "Create Expenditure Details" opens

Advances

Expenditures **Add New**

Bank Manage Add New Expenditure Entry

Misc. Deduction Filing TSA New Expenditure Entry

**Please note:** Add new Expenditure process is same as earlier, only the "Agency Account Choice" option is added on this page (as highlighted in screen).

User need to choose 'scheme', enter the details for fields 'expenditure done for', 'vendor' by selecting from hyperlink, 'Letter/Office Order No.', 'sanction date', 'total amount', 'narration' (it should be valid and contains only alpha-numeric), 'scheme components', 'expense type' and 'percentage' then click on "Add" button for adding the components.

After adding all the details click on "Save" button.

Create Expenditure Details

Expenditure Header:

Scheme \*

3902 - TEST SCHEME REGISTRATION ONA

Agency Location

☒

| Select Agency           | MappingAgency | State | Scheme Hierarchy Level |
|-------------------------|---------------|-------|------------------------|
| Demo_gfms (DLN00001964) |               | N/A   | DELHI STATE            |

Project \*

-Select-

Agency Account Choice \*

CNA

Bank Account \*

807755 - TEST - HDFC BANK LTD

Expenditure Done For \*

Vendors

Vendor Name \*

820936222/WAS (VABAB) Select Vendor (Enter minimum 3 characters to Vendor Name)

Letter/Office Order No. \*

letter1

Office Order Letter Attachment (if any):

Choose File

No file chosen

Upload

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

Uploaded Sanction Letter:

Sanction Date \*

03/10/2022

Actual Transaction Date \*

13/10/2022

Total Available Amount:

100045.00

Total Amount \*

10

Rupees ten only

Narration \*

expenditure filling for office demo purpose

Voucher Number:

Scheme Component Details:

Scheme Components:

1401640 (1 Tyrot)

Select Scheme component (Enter minimum 1 characters to Scheme Components)

Expense Type

☒ Revenue
 ☐ Capital

Percentage:

100

Amount:

10

Total Amount:

Component Amount:

Balance Amount:

Save

Reset

Back

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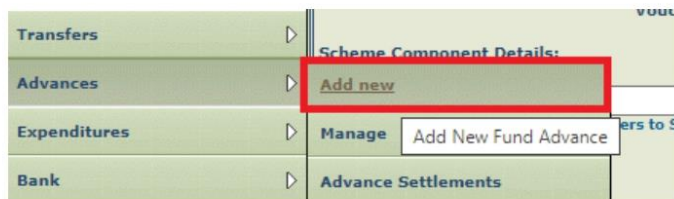
2 | Page

On successful, the below success message appears on screen.

### 3.10 Add New Advance entry by Agencies

The User Navigates to **Advances>Add New** and the page “Create Funds Advance” opens





**Please note:** Add new advance process is same as earlier, only the “Agency Account Choice” option is added on this page (as highlighted in screen).

User need to choose ‘scheme’, enter the details for fields ‘vendor/beneficiary’ by selecting from hyperlink, ‘Letter/Office Order No.’, ‘sanction date’, ‘actual transaction date’, ‘advance amount’, ‘narration’ (it should be valid and contains only alpha-numeric), ‘scheme components’, and ‘percentage’ then click on “Add” button for adding the components.

After adding all the details click on “Save” button.

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Vendor Name: 02040220SHWANGI [VA] [Select Vendor: Select on-Sheet Amount  
(Enter minimum 3 characters to Vendor Name)]  
[Report Voucher Number](#) [Add New Vendor](#)

Letter/office order No.: 0000

Office Order Letter Attachment (If any): [Choose File](#) No file chosen [Upload](#)  
Note: Only files of type jpg, png, and pdf of size not more than 4MB are allowed.

Uploaded Office Order Letter:

Sanction Date: 13/10/2022

Actual Transaction Date: 14/10/2022

Available Balance Amount: 100010.00

Advances Amount: 67

Remarks: 67.00

Voucher Number: BP-2022-23-178

**Scheme Component Details:**

Scheme Component: [Select Scheme component (Enter minimum 3 characters to  
Scheme Component)] Percentage: Amount: [Add](#)

|                          | Scheme Component     | Amount | Component Tax Amount | Balance Amount |
|--------------------------|----------------------|--------|----------------------|----------------|
| <input type="checkbox"/> | [2401000] [L-1. (P)] | 67.00  | 0                    | 0              |

**Summary:**

Total Amount: 67.00

Component Amount: 67.00

Balance Amount: 0.00

On successful, the below success message appears on screen.

**Credit Funds Advances**

Search Agency: [Select Agency] [Select Agency: Select on-Sheet Amount  
(Enter minimum 3 characters to Agency Name)]

Project: [Select Project] [Select Project: Select on-Sheet Amount  
(Enter minimum 3 characters to Project Name)]

Agency Master: [Select Agency Master] [Select Agency Master: Select on-Sheet Amount  
(Enter minimum 3 characters to Agency Master Name)]

Bank Account: [Select Bank Account] [Select Bank Account: Select on-Sheet Amount  
(Enter minimum 3 characters to Bank Account Name)]

Vendor Name: [Select Vendor Name] [Select Vendor Name: Select on-Sheet Amount  
(Enter minimum 3 characters to Vendor Name)]

Letter/office order No.: [Select Letter/office order No.] [Select Letter/office order No: Select on-Sheet Amount  
(Enter minimum 3 characters to Letter/office order No.)]

Office Order Letter Attachment (If any): [Choose File](#) No file chosen [Upload](#)  
Note: Only files of type jpg, png, and pdf of size not more than 4MB are allowed.

Uploaded Office Order Letter:

Sanction Date: 13/10/2022

Actual Transaction Date: 14/10/2022

Available Balance Amount: 100010.00

Advances Amount: 67

Remarks: 67.00

Voucher Number: BP-2022-23-4

**Success Message:** The Transaction has been saved successfully with Voucher Number BP-2022-23-4

### 3.11 Bulk Customization using Excel by Agencies

**User: Agency Maker**

The User Navigates to **Masters>Bulk Customization>Bulk Customization using Excel** and the page "Bulk Customization using Excel" opens

|                 |                        |                                       |
|-----------------|------------------------|---------------------------------------|
| My Details      |                        |                                       |
| Masters         | Bulk Customization     | Bulk Customization using Excel        |
| My Schemes      | Beneficiary Management | Manage Bulk Customization using Excel |
| Agencies        | Vendors                |                                       |
| EAT MIS Process | Locations              |                                       |

**Please note:**

1. Bulk Customization using excel process is same as earlier, only the “Agency Account Choice” option is added on this page (as highlighted in screen).
2. In CNA case the balance would be deducted after approval.

If the scheme is central sector scheme and CNA marked for model 2 then Agency account choice option will appear to user as below.

**Case: Module is “Expenditure”**

**Case: Module is “Advance”**

**Case: Module is “Transfer”**

Transfer transactions are not allowed in CNA



#### 4 Holding Account

##### 4.1 Funds Transfer to Holding Account: Tax/ Other Deductions

###### User: Agency Maker

The User Navigates to “Misc. Deduction Filing>Funds Transfer to Holding Account” and the page “Funds transfer to holding account” opens

The user has to select the Scheme Type, Scheme, deduction type and Sanction Number clicks on “Search” button. (If user selects sanction number, date should be auto filled on **from** and **To** Date). The user can also search using from date and to date duration, however the user has to ensure actual transaction date should fall between from date and to date.

The System displays the only those Sanctions that have been already paid in the system and payment confirmation have been received from bank.

Funds Transfer to Holding Account

Scheme Type: Central Sector Scheme

Scheme: TEST SCHEME REGISTRAT

Module Name: Expenditure

From Date: 07/10/2022

Search

Deduction Type: TDS

Sanction Number: S2

To Date: 14/10/2022

|                          | Sanction Number | Sanction Date | Amount | Deduction Amount | Deduction Type | Project | Vendor/Beneficiary Name | Module Name |
|--------------------------|-----------------|---------------|--------|------------------|----------------|---------|-------------------------|-------------|
| <input type="checkbox"/> | S2              | 07/10/2022    | 10.00  | 1.00             | TDS            |         | Ankit                   | Expenditure |

Transfer to holding Account

The user now selects the sanctions for which the deduction amount is to be transferred to holding Account and clicks on “Transfer to Holding Account” button.

Funds Transfer to Holding Account

Scheme Type: Central Sector Scheme

Scheme: TEST SCHEME REGISTRAT

Module Name: Expenditure

From Date: 07/10/2022

Search

Deduction Type: TDS

Sanction Number: S2

To Date: 14/10/2022

|                                     | Sanction Number | Sanction Date | Amount | Deduction Amount | Deduction Type | Project | Vendor/Beneficiary Name | Module Name |
|-------------------------------------|-----------------|---------------|--------|------------------|----------------|---------|-------------------------|-------------|
| <input checked="" type="checkbox"/> | S2              | 07/10/2022    | 10.00  | 1.00             | TDS            |         | Ankit                   | Expenditure |

Transfer to holding Account

The System now displays the “Transfer to Holding Account” section. The scheme account are shown in the **From Account** and the holding account (**To Account**) of the agency which is also non editable.

The System auto fills the Transferring amount and by default the transfer & actual transfer date are shown as today's date. The user enters the Narration for passbook and clicks on “Transfer” button.

Funds Transfer to Holding Account

Scheme Type: Central Sector Scheme

Scheme: TEST SCHEME REGISTRAT

Module Name: Expenditure

From Date: 07/10/2022

Deduction Type: TDS

Sanction Number: S2

To Date: 14/10/2022

Search

|                                     | Sanction Number | Sanction Date | Amount | Deduction Amount | Deduction Type | Project | Vendor/Beneficiary Name | Module Name |
|-------------------------------------|-----------------|---------------|--------|------------------|----------------|---------|-------------------------|-------------|
| <input checked="" type="checkbox"/> | S2              | 07/10/2022    | 10.00  | 1.00             | TDS            |         | Ankit                   | Expenditure |

Transfer to holding Account

Transfer To Holding A/C

From Account: 11003315654

To Account: 775512

Available Balance: 83

Available Balance: 415005

Transferring Amount: 1.00

Voucher Number:

Transfer Date: 27/10/2022

Narration:

Narration For Passbook :

Length of Narration and Narration for Passbook should be 30 characters .

Transfer
Reset

The system now displays the Payment details section.

Funds Transfer to Holding Account

Scheme Type: Central Sector Scheme

Scheme: TEST SCHEME REGISTRAT

Module Name: Expenditure

From Date: 07/10/2022

Search

Deduction Type: TDS

Sanction Number: S2

To Date: 14/10/2022

|                                     | Sanction Number | Sanction Date | Amount | Deduction Amount | Deduction Type | Project | Vendor/Beneficiary Name | Module Name |
|-------------------------------------|-----------------|---------------|--------|------------------|----------------|---------|-------------------------|-------------|
| <input checked="" type="checkbox"/> | S2              | 07/10/2022    | 10.00  | 1.00             | TDS            |         | Ankit                   | Expenditure |

Transfer to holding Account

Transfer To Holding A/C

From Account: 11003315654

Available Balance: 83

Transferring Amount: 1.00

Transfer Date: 27/10/2022

Narration For Passbook : narration2

To Account: 775512

Available Balance: 415005

Voucher Number :

Narration: narration1

Length of Narration and Narration for Passbook should be 30 characters .

Transfer

Reset

Payment Details

Payment Mode : \* EPaymentUsin

Party Name : TEST1

IFSC Code : SBIN0000066

Transfer

The user can transfer funds using E-Payment Using Print payment Advice or E-Payment Using Digital Signature.

Payment Details

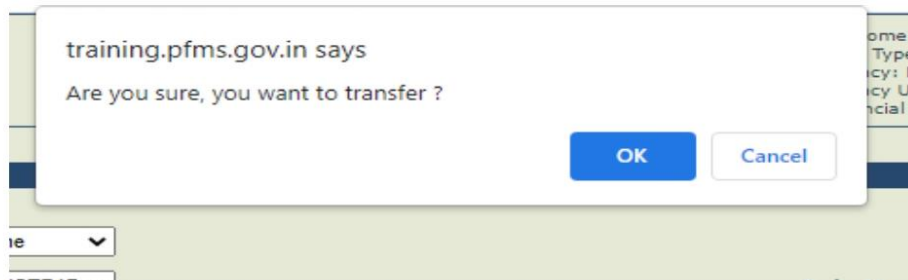
Payment Mode : \* --Select--

Party Name : EPaymentUsingPrintAdvice

IFSC Code : SBIN0000066

Transfer

The System displays a popup confirming the transfer as shown below



Upon Clicking "OK" button, the System displays a message "The Voucher has been Submitted Successfully"

**Funds Transfer to Holding Account**

Scheme Type: Central Sector Scheme  
 Scheme: TEST SCHEME REGISTRAT  
 Module Name: Expenditure  
 From Date: 07/10/2022  
 Deduction Type: TDS  
 Sanction Number: 52  
 To Date: 14/10/2022  
 Search

| Sanction Number | Sanction Date | Amount | Deduction Amount | Deduction Type | Project | Vendor/Beneficiary Name | Module Name |
|-----------------|---------------|--------|------------------|----------------|---------|-------------------------|-------------|
| 52              | 07/10/2022    | 10.00  | 1.00             | TDS            |         | Ankur                   | Expenditure |

Transfer to Holding Account

**Transfer To Holding A/C**

From Account: 11003315054  
 Available Balance: 83  
 Transferring Amount: 1.00  
 Transfer Date: 27/10/2022  
 Narration For Passbook: narration2

To Account: 779512  
 Available Balance: 415005  
 Voucher Number: TFR-2022-23-71  
 Narration: narration1

Length of Narration and Narration for Passbook should be 30 characters.

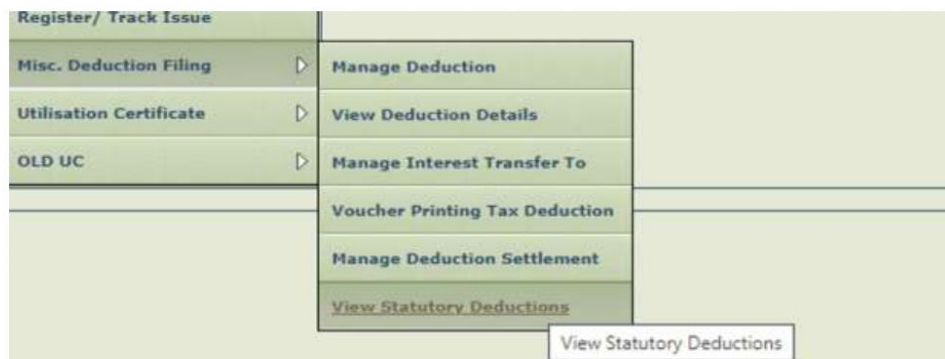
Transfer Reset

The Transaction has been saved and submitted successfully with Voucher Number:  
**TFR-2022-23-71**

#### 4.2 View Funds Transfer to Holding account (Statuary deductions)

User: Agency Maker

The User Navigates to "Misc. Deduction Filing>View Statuary Deductions" and the page "View Statutory Deduction Details" page opens





On selection of appropriate status for selected scheme type and scheme, the user can view the voucher details.

**View Statutory Deduction**

**View Statutory Deduction**

Scheme Type: Central Sector Scheme  
 Scheme: TEST SCHEME REGISTRATIC  
 Bank Account: 775512  
 Voucher Number:  
 Favouring:  
 Status: Submitted  
 Search

| Select                   | Voucher Number | Favoring | Deduction Amount | Created Date | Status    | Deduction Type | Module      | Remarks    | Credit Status | Reversal Status | Credit Date |
|--------------------------|----------------|----------|------------------|--------------|-----------|----------------|-------------|------------|---------------|-----------------|-------------|
| <input type="checkbox"/> | TFR-2022-23-71 | TEST1    | 1.00             | 27/10/2022   | Submitted | TDS            | Expenditure | narration1 |               | N               |             |
| <input type="checkbox"/> | TFR-2022-23-69 | TEST1    | 1.00             | 21/10/2022   | Submitted | TDS            | Expenditure | ok         |               | N               |             |
| <input type="checkbox"/> | TFR-2022-23-64 | TEST1    | 1.00             | 07/10/2022   | Submitted | TDS            | Expenditure | ghf        |               | N               |             |
| <input type="checkbox"/> | TFR-2022-23-62 | TEST1    | 2.00             | 07/10/2022   | Submitted | IT             | Expenditure | ok         |               | N               |             |

### 4.3 Statutory Deduction Approval

**User: Agency Checker**

The User Navigates to “Misc. Deduction Filing>View Statutory Deduction” and the page “View Statutory Deduction Details” Page opens.

**Register/ Track Issue**

Misc. Deduction Filing ▶ Manage Deduction  
 Utilisation Certificate ▶ View Deduction Details  
 OLD UC ▶ Manage Interest Transfer To  
 Voucher Printing Tax Deduction  
 Manage Deduction Settlement  
 View Statutory Deductions  
 View Statutory Deductions

On selection of particular scheme and scheme type, the user can view the voucher details. The user selects the voucher having Status as “Submitted”. And clicks on “Approve / Reject button” to Approve the voucher.

**View Statutory Deduction**

**View Statutory Deduction**

Scheme Type: Central Sector Scheme  
 Scheme: TEST SCHEME REGISTRATIC  
 Bank Account: 775512  
 Voucher Number:  
 Favouring:  
 Status: Submitted  
 Search

| Select                              | Voucher Number | Favoring | Deduction Amount | Created Date | Status    | Deduction Type | Module      | Remarks    | Credit Status | Reversal Status | Credit Date |
|-------------------------------------|----------------|----------|------------------|--------------|-----------|----------------|-------------|------------|---------------|-----------------|-------------|
| <input checked="" type="checkbox"/> | TFR-2022-23-71 | TEST1    | 1.00             | 27/10/2022   | Submitted | TDS            | Expenditure | narration1 |               | N               |             |
| <input type="checkbox"/>            | TFR-2022-23-69 | TEST1    | 1.00             | 21/10/2022   | Submitted | TDS            | Expenditure | ok         |               | N               |             |
| <input type="checkbox"/>            | TFR-2022-23-64 | TEST1    | 1.00             | 07/10/2022   | Submitted | TDS            | Expenditure | ghf        |               | N               |             |
| <input type="checkbox"/>            | TFR-2022-23-62 | TEST1    | 2.00             | 07/10/2022   | Submitted | IT             | Expenditure | ok         |               | N               |             |

Approve/Reject

The System displays a pop up and the user can click on “**Approve**” or “**Reject**” button and enter the remarks accordingly. The user can click on “**Cancel**” button to go back.

#### 4.4 Statuary Deduction Reversal

User: Agency Maker

The User Navigates to “Misc. Deduction Filing>View Statuary Deductions” and the page “**View Statutory Deduction Details**” page opens

User selects the scheme type, scheme and status as “**Approved**” click on search button



**View Statutory Deduction**

**View Statutory Deduction**

Scheme Type: \* Central Sector Scheme  
Scheme: \* TEST SCHEME REGISTRATIC  
Bank Account: \* 775512  
Voucher Number:  
Favouring:  
Status: \* Approved  
Search

| Select                   | Voucher Number | Favoring | Deduction Amount | Created Date | Status   | Deduction Type | Module      | Remarks               | Credit Status | Reversal Status | Credit Date |
|--------------------------|----------------|----------|------------------|--------------|----------|----------------|-------------|-----------------------|---------------|-----------------|-------------|
|                          | TFR-2022-23-69 | TEST1    | 1.00             | 21/10/2022   | Approved | TDS            | Expenditure | ok                    |               | N               |             |
|                          | TFR-2022-23-66 | TEST1    | 1.00             | 14/10/2022   | Approved | TDS            | Expenditure | Approved              |               | N               |             |
|                          | TFR-2022-23-56 | TEST1    | 1.00             | 06/10/2022   | Approved | HRA            | Expenditure | Ok                    |               | N               |             |
|                          | TFR-2022-23-52 | TEST1    | 1.00             | 21/09/2022   | Approved | IT             | Expenditure | Approved              |               | N               |             |
|                          | TFR-2022-23-50 | TEST1    | 2.00             | 20/09/2022   | Approved | TDS            | Expenditure | okk                   |               | N               |             |
| <input type="checkbox"/> | TFR-2022-23-42 | TEST1    | 1.00             | 09/09/2022   | Approved | TDS            | Expenditure | Approved              | S             | N               | 09/09/2022  |
|                          | TFR-2022-23-21 | TEST1    | 2.00             | 26/08/2022   | Approved | VA             | Expenditure | approve               | S             | Y               | 26/08/2022  |
|                          | TFR-2022-23-18 | TEST1    | 2.00             | 26/08/2022   | Approved | WC             | Expenditure | Approve Water Charges | S             | Y               | 26/08/2022  |
|                          | TFR-2022-23-16 | TEST1    | 1.00             | 25/08/2022   | Approved | IT             | Expenditure | approved              | S             | Y               | 25/08/2022  |
|                          | TFR-2022-23-14 | TEST1    | 1.00             | 23/08/2022   | Approved | IT             | Expenditure | Approve               |               | N               |             |

If the user selects an approved voucher the list of approved vouchers visible on the grid. Based on voucher selection user is able to reverse the voucher by clicking on reversal button.

Scheme: \* TEST SCHEME REGISTRATIC  
Bank Account: \* 775512  
Voucher Number:  
Favouring:  
Status: \* Approved  
Search

| Select                              | Voucher Number | Favoring | Deduction Amount | Created Date | Status   | Deduction Type | Module      | Remarks               | Credit Status | Reversal Status | Credit Date |
|-------------------------------------|----------------|----------|------------------|--------------|----------|----------------|-------------|-----------------------|---------------|-----------------|-------------|
| <input type="checkbox"/>            | TFR-2022-23-69 | TEST1    | 1.00             | 21/10/2022   | Approved | TDS            | Expenditure | ok                    | S             | N               | 28/10/2022  |
|                                     | TFR-2022-23-66 | TEST1    | 1.00             | 14/10/2022   | Approved | TDS            | Expenditure | Approved              |               | N               |             |
|                                     | TFR-2022-23-56 | TEST1    | 1.00             | 06/10/2022   | Approved | HRA            | Expenditure | Ok                    |               | N               |             |
|                                     | TFR-2022-23-52 | TEST1    | 1.00             | 21/09/2022   | Approved | IT             | Expenditure | Approved              |               | N               |             |
|                                     | TFR-2022-23-50 | TEST1    | 2.00             | 20/09/2022   | Approved | TDS            | Expenditure | okk                   |               | N               |             |
| <input checked="" type="checkbox"/> | TFR-2022-23-42 | TEST1    | 1.00             | 09/09/2022   | Approved | TDS            | Expenditure | Approved              | S             | N               | 09/09/2022  |
|                                     | TFR-2022-23-21 | TEST1    | 2.00             | 26/08/2022   | Approved | VA             | Expenditure | approve               | S             | Y               | 26/08/2022  |
|                                     | TFR-2022-23-18 | TEST1    | 2.00             | 26/08/2022   | Approved | WC             | Expenditure | Approve Water Charges | S             | Y               | 26/08/2022  |
|                                     | TFR-2022-23-16 | TEST1    | 1.00             | 25/08/2022   | Approved | IT             | Expenditure | approved              | S             | Y               | 25/08/2022  |
|                                     | TFR-2022-23-14 | TEST1    | 1.00             | 23/08/2022   | Approved | IT             | Expenditure | Approve               |               | N               |             |

Reversal

Select the payment mode, add on the remarks and click on submit reversal.

102044/2023/PFMS\_Silvassa  
PFMS

**View Statutory Deduction**

Scheme Type: Central Sector Scheme  
Scheme: TEST SCHEME REGISTRATIC  
Bank Account: 775512  
Voucher Number:

Payment Mode: --Select--  
Remarks: --Select--  
EPaymentUsingPrintAdvice  
EPaymentUsingDigitalSignature  
EPaymentUsingPrintAdvice

Cancel Submit Reversal

| Select                              | Voucher Number | Fav   | Amount | Date       | Status   | Deduction Type | Module      | Remarks  | Credit Status | Reversal Status | Credit Date |
|-------------------------------------|----------------|-------|--------|------------|----------|----------------|-------------|----------|---------------|-----------------|-------------|
| <input type="checkbox"/>            | TFR-2022-23-69 | TEST1 | 1.00   | 21/10/2022 | Approved | TDS            | Expenditure | ok       | S             | N               | 28/10/2022  |
| <input type="checkbox"/>            | TFR-2022-23-66 | TEST1 | 1.00   | 14/10/2022 | Approved | TDS            | Expenditure | Approved |               | N               |             |
| <input type="checkbox"/>            | TFR-2022-23-56 | TEST1 | 1.00   | 06/10/2022 | Approved | HRA            | Expenditure | Ok       |               | N               |             |
| <input type="checkbox"/>            | TFR-2022-23-52 | TEST1 | 1.00   | 21/09/2022 | Approved | IT             | Expenditure | Approved |               | N               |             |
| <input type="checkbox"/>            | TFR-2022-23-50 | TEST1 | 2.00   | 20/09/2022 | Approved | TDS            | Expenditure | okk      |               | N               |             |
| <input checked="" type="checkbox"/> | TFR-2022-23-42 | TEST1 | 1.00   | 09/09/2022 | Approved | TDS            | Expenditure | Approved | S             | N               | 09/09/2022  |
| <input type="checkbox"/>            | TFR-2022-23-21 | TEST1 | 2.00   | 26/08/2022 | Approved | VA             | Expenditure | approve  | S             | Y               | 26/08/2022  |

A message "The Reversal Request has been submitted successfully with voucher number"

Scheme: TEST SCHEME REGISTRATIC  
Bank Account: 775512  
Voucher Number:

Favouring:

The Reversal Request has been submitted successfully with Voucher Number:  
**TFR-2022-23-72**

OK

| Select                   | Voucher Number | Fav   | Amount | Date       | Type     | Module | Remarks     | Credit Status | Reversal Status |
|--------------------------|----------------|-------|--------|------------|----------|--------|-------------|---------------|-----------------|
| <input type="checkbox"/> | TFR-2022-23-69 | TEST1 | 1.00   | 21/10/2022 | Approved | TDS    | Expenditure | ok            | S N             |
| <input type="checkbox"/> | TFR-2022-23-66 | TEST1 | 1.00   | 14/10/2022 | Approved | TDS    | Expenditure | Approved      | N               |
| <input type="checkbox"/> | TFR-2022-23-56 | TEST1 | 1.00   | 06/10/2022 | Approved | HRA    | Expenditure | Ok            | N               |
| <input type="checkbox"/> | TFR-2022-23-52 | TEST1 | 1.00   | 21/09/2022 | Approved | IT     | Expenditure | Approved      | N               |
| <input type="checkbox"/> | TFR-2022-23-50 | TEST1 | 2.00   | 20/09/2022 | Approved | TDS    | Expenditure | okk           | N               |
| <input type="checkbox"/> | TFR-2022-23-42 | TEST1 | 1.00   | 09/09/2022 | Approved | TDS    | Expenditure | Approved      | S Y             |
| <input type="checkbox"/> | TFR-2022-23-21 | TEST1 | 2.00   | 26/08/2022 | Approved | VA     | Expenditure | approve       | S Y             |

User can verify the selecting the status as "Reversal submitted".

**View Statutory Deduction**

Scheme Type: Central Sector Scheme  
Scheme: TEST SCHEME REGISTRATIC  
Bank Account: 775512  
Voucher Number:  
Favouring:  
Status: ReversalSubmitted  
Search

| Select                   | Voucher Number | Favoring | Deduction Amount | Created Date | Status            | Deduction Type | Module      | Remarks   | Credit Status | Reversal Status | Credit Date |
|--------------------------|----------------|----------|------------------|--------------|-------------------|----------------|-------------|-----------|---------------|-----------------|-------------|
| <input type="checkbox"/> | TFR-2022-23-72 | TEST     | 1.00             | 28/10/2022   | ReversalSubmitted | TDS            | Expenditure | Submitted |               | N               |             |

**User: Agency Checker**

The user can approve the Reversal by choosing the status “**Reversal submitted**”, the list of vouchers submitted visible in the grid and by checking the appropriate voucher number the user can Approve\Reject reversal.

Add remarks while approving the reversal.

Message “**Reversal request has been approved successfully**” appear on screen.

User can print the payment advice by choosing the status as “Reversal Approved”

| Select                   | Voucher Number | Favoring | Deduction Amount | Created Date | Status           | Deduction Type | Module      | Remarks  | Credit Status | Reversal Status | Credit Date |
|--------------------------|----------------|----------|------------------|--------------|------------------|----------------|-------------|----------|---------------|-----------------|-------------|
| <input type="checkbox"/> | TPR-2022-23-43 | TEST     | 1.00             | 25/07/2022   | ReversalApproved | IT             | Expenditure | Approved |               | N               |             |
| <input type="checkbox"/> | TPR-2022-23-25 | TEST     | 2.00             | 25/08/2022   | ReversalApproved | WC             | Expenditure | Approved |               | N               |             |
| <input type="checkbox"/> | TPR-2022-23-22 | TEST     | 5.00             | 26/08/2022   | ReversalApproved | VA             | Expenditure | Wk       | S             | N               | 26/08/2022  |
| <input type="checkbox"/> | TPR-2022-23-3  | TEST     | 1.00             | 17/08/2022   | ReversalApproved | TDS            | Expenditure | Approve  |               | N               |             |

#### 4.5 Deduction Settlement (Tax/other deduction)

User: Agency Maker

The User Navigates to “Misc. Deduction Filing>Deduction Settlement” and the page “Deduction Settlement” opens.

The Tax deduction Settlement radio button is auto selected

The user selects the

- 1) Scheme Type (Mandatory)
- 2) Scheme (Mandatory)
- 3) Module Name (Mandatory)
- 4) From Date and to Date (M)(To date will be From Date+7 days) No need to select To date
- 5) Sanction Number (Mandatory),

- 6) Deduction Type – Non Mandatory
- 7) Status

and Clicks on “Search” button.

The user selects the sanction and the system displays “Add Challan Details” button.

| Select                   | Sanction Number    | Sanction Date | Amount | Deduction Amount | Deduction Type | Module Name | Challan Number | Challan Amount | Payee | Payment Date | Payment Mode | Instrument Number | Instrument Date | UTR No | UTR Date | Payment Nature |
|--------------------------|--------------------|---------------|--------|------------------|----------------|-------------|----------------|----------------|-------|--------------|--------------|-------------------|-----------------|--------|----------|----------------|
| <input type="checkbox"/> | 20Sep2022 Reversal | 20/09/2022    | 16.00  | 2.00             | EPF            | Expenditure |                |                |       |              |              |                   |                 |        |          |                |

The system displays the Challan Details section and the User has to enter/select the following details

1. Challan Number (Mandatory)
2. Challan Amount (Mandatory)
3. Payee (Mandatory)
4. Payment Date (Mandatory)



5. Payment Mode (Mandatory)
6. Instrument Number (Mandatory)
7. Instrument Date (Mandatory)
8. UTR No (Mandatory)
9. UTR Date (Mandatory)
10. Payment Nature

**Deduction Details :-**

| Select                              | Sanction Number       | Sanction Date | Amount | Deduction Amount | Deduction Type | Module Name | Challan Number | Challan Amount | Payee | Payment Date | Payment Mode | Instrument Number | Instrument Date | UTR No | UTR Date | Payment Nature |
|-------------------------------------|-----------------------|---------------|--------|------------------|----------------|-------------|----------------|----------------|-------|--------------|--------------|-------------------|-----------------|--------|----------|----------------|
| <input checked="" type="checkbox"/> | 20Sep2022<br>Reversal | 20/09/2022    | 16.00  | 2.00             | EPF            | Expenditure |                |                |       |              |              |                   |                 |        |          |                |
| <input type="checkbox"/>            | 20Sep2022<br>Reversal | 20/09/2022    | 16.00  | 1.00             | Central GST    | Expenditure | 1232           | 1.00           | DEMO  | 20/09/2022   | Cheque       |                   |                 |        |          |                |

**Add Challan Details-**

|                  |            |                 |        |                |            |
|------------------|------------|-----------------|--------|----------------|------------|
| Challan Number*  | TEST10     | Challan Amount* | 2.00   | Payee*         | DemoTEST   |
| Payment Date*    | 26/10/2022 | Payment Mode*   | Cheque | Instrument No: | TESTINS    |
| Instrument Date: | 26/10/2022 | UTR No:         | RT89   | UTR Date:      | 26/10/2022 |
| Payment Nature:  | Offline    |                 |        |                |            |

Once the details are entered the user Clicks on “Add Challan Details” button and a message “Challan details saved successfully” is shown to the user.

**Deduction Settlement**

**Deduction**

Tax / Deduction Settlement | Interest Earned Settlement

Scheme Type: Central Sector Scheme | Scheme: TEST SCHEME REGISTRATION C | Module Name:

From Date: 14 | Sanction Number:

Deduction Type: BP-2022-23-159

The Challan Details has been saved successfully with Voucher Number: BP-2022-23-159

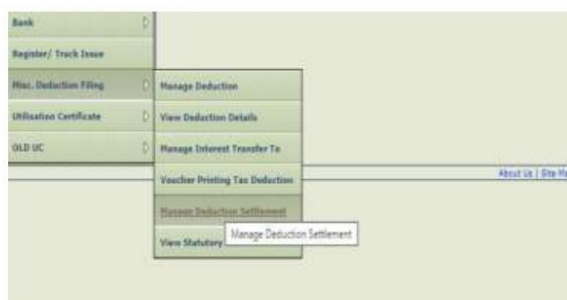
This Challan details request shall be in “created” state and the same needs to be submitted by the agency maker.

The Agency Checker needs to approve the saved challan details and then the Status is updated as “Tax Settled”.

#### 4.6 Manage Deduction Settlement (Tax/other deduction)

**User: Agency Checker**

The User Navigates to “Misc. Deduction Filing>Manage Deduction Settlement” and the page “Manage Deduction Settlement” opens.



The Tax deduction Settlement radio button is auto selected and the user selects the Scheme type, scheme, Module name, From Date, To Date, Deduction Type, Status and Clicks on “Search” button.

A screenshot of the 'Deduction Settlement' form. The form has a title bar 'Deduction Settlement'. Below the title bar, there are two radio buttons: 'Tax /Deduction Settlement' (selected) and 'Interest Earned Settlement'. The form contains several input fields: 'Scheme Type' (dropdown menu), 'Scheme' (text input), 'Module Name' (dropdown menu), 'From Date' (date picker), 'To Date' (date picker), 'Deduction Type' (dropdown menu), and 'Status' (dropdown menu). A 'Search' button is located at the bottom right of the form.

The System Displays the Voucher Details, along with the Deduction Type, Deduction Amount, CIN, Challan Amount, Payee, Payment Date, Payment Mode, Approver Remarks and Status.

A screenshot of the 'Manage Deduction Settlement' form. The form has a title bar 'Manage Deduction Settlement'. Below the title bar, there are two radio buttons: 'Tax /Deduction Settlement' (selected) and 'Interest Earned Settlement'. The form contains several input fields: 'Scheme Type' (dropdown menu), 'Scheme' (text input), 'Deduction Type' (dropdown menu), 'From Date' (date picker), 'To Date' (date picker), and 'Status' (dropdown menu). A 'Search' button is located at the bottom right of the form. Below the form, there is a table displaying the search results. The table has columns: Select, Voucher Number, Deduction Type, Amount, Created Date, CIN, Deduction Amount, Challan Amount, Payee, Payment Date, Payment Mode, Instrument Number, Instrument Date, UTR No, UTR Date, Payment Nature, Status, and Remarks. The table contains two rows of data.

The user selects “Voucher Number”, the system displays a pop up for entering the remarks and the user can click on “Approve” or “Reject” button accordingly.



Upon Approval the Status is updated as "Approved".

Upon Rejection the Status is updated as "Rejected".

The user can click on "Cancel" button to go back.

#### 4.7 Interest Earned Transfer to Holding Account

**User: Agency Maker**

The User Navigates to "Misc. Deduction Filing> Interest transfer to Holding" and the page "Interest transfer to holding account" opens

The system displays the following fields on 'Interest Transfer to holding' page

1. Scheme type
2. Scheme

3. Bank Account
4. From Date
5. To Date

The user enters from & to duration and clicks on “Search” button. The system displays the interest earned in the bank account, for the selected duration that has not yet transferred into the holding account.

**Interest Transfer To Holding Account**

**Interest Transfer To Holding Account**

Scheme Type : \* Central Sector Scheme

Scheme : \* TEST SCHEME REGISTRATION CNA[3962]

Bank Account : \* 887755 - HDFC BANK LTD - TEST

From Date : \* 17/08/2022

To Date : \* 17/08/2022

**Search** **Reset**

The user selects the interest amount that needs to be transferred and Clicks on “Transfer to Holding Account” button.

|                                     | Narration   | Credit Date | Interest Amount | Remarks  |
|-------------------------------------|---|-------------|-----------------|--|
| <input type="checkbox"/>            | Interest of TEST SCHEME REGISTRATION CNA[3962] August 2022    | 17/08/2022  | 200000.00       | Interest For TEST SCHEME REGISTRATION CNA[3962] FY 2022-2023 |
| <input checked="" type="checkbox"/> | Interest of TEST SCHEME REGISTRATION CNA[3962] September 2022 | 17/08/2022  | 100000.00       | Interest For TEST SCHEME REGISTRATION CNA[3962] FY 2022-2023 |

**Transfer to holding Account**

The System now displays the Transfer to holding account section.

**From Account** and the holding account of the agency is **shown** in To Account. The System auto fills the Transferring amount and by default the transfer & actual transfer date are shown as today's date. The user enters the Narration for passbook and clicks on “Transfer” button. The system now displays the Payment details section.

**Transfer to holding Account**

**Transfer To Holding A/C**

From Account: 887755      To Account: 775512

Available Balance: 300000      Available Balance: 0

Transferring Amount: 100000.00      Voucher Number :

Transfer Date: 17/08/2022      Narration : \*

Narration For Passbook : \*

**Transfer**

The System now displays the Payment Details and the User selects the payment Mode and Clicks on "Transfer" button.

Message appear "The transaction details has been successfully with voucher number"

After clicking "OK" the System displays a message confirming that Voucher Number has been saved successfully.

**Interest Transfer To Holding Account**

---

**Interest Transfer To Holding Account**

The Transaction Details has been saved successfully with Voucher Number :TFR-2022-23-6

Scheme Type : \* Central Sector Scheme

Scheme : \* --Select--

Bank Account : \* --Select--

From Date : \* 17/08/2022

To Date : \* 17/08/2022

User can verify the details submitted by selecting the status as "submitted".

**Manage Interest Transfer To Holding Account**

Scheme Type : \* Central Sector Scheme

Scheme : \* TEST SCHEME REGISTRAR

Voucher Number:

Favouring:

Status : \* Submitted

**Search**

| Select | Voucher Number | Favoring | Interest Amount | Created Date | Status    | Remarks |
|--------|----------------|----------|-----------------|--------------|-----------|---------|
|        | TFR-2022-23-6  | TEST     | 100000.00       | 17/08/2022   | Submitted | TEST    |

There is no change foreseen in the voucher Approval process. The Agency Checker will Approve the Voucher from "Misc. Deduction Filing>View Statutory Deduction" by Applying his Digital Signature or PPA as the case may be.

**User: Agency checker**

User will approve/reject the voucher by selecting the status as "submitted" for the selected scheme Type and Scheme.

**Manage Interest Transfer To Holding Account**

Scheme Type : \* Central Sector Scheme

Scheme : \* TEST SCHEME REGISTRAR

Voucher Number:

Favouring:

Status : \* Submitted

**Search**

| Select                   | Voucher Number | Favoring | Interest Amount | Created Date | Status    | Remarks |
|--------------------------|----------------|----------|-----------------|--------------|-----------|---------|
| <input type="checkbox"/> | TFR-2022-23-6  | TEST     | 100000.00       | 17/08/2022   | Submitted | TEST    |

**Approve/Reject**

User will enter the remarks for selected voucher while approving /rejecting.

Manage Interest Transfer To Holding Account

Scheme Type : \* Central Sector Scheme

Remarks

APPROVED BY DEMO

Approve Reject Cancel

Search

| Select                              | Voucher Number | Favoring | Interest Amount | Created Date | Status    | Remarks |
|-------------------------------------|----------------|----------|-----------------|--------------|-----------|---------|
| <input checked="" type="checkbox"/> | TFR-2022-23-7  | TEST     | 100000.00       | 17/08/2022   | Submitted | TESTER  |

Approve/Reject

On successful approving, message “Request has been approved successfully” shown to user.

Manage Interest Transfer To Holding Account

Request has been approved successfully

Scheme Type : \* Central Sector Scheme

Scheme : \* TEST SCHEME REGISTRAT

Voucher Number:

Favouring:

Status : \* Select

Search

No Interest Holding Account Details Found

User verify the same voucher now appearing “Approved” status.

Manage Interest Transfer To Holding Account

Scheme Type : \* Central Sector Scheme

Scheme : \* TEST SCHEME REGISTRAT

Voucher Number:

Favouring:

Status : \* Approved

Search

| Select                   | Voucher Number  | Favoring | Interest Amount | Created Date | Status   | Remarks          |
|--------------------------|-----------------|----------|-----------------|--------------|----------|------------------|
| <input type="checkbox"/> | TFR-2022-23-7   | TEST     | 100000.00       | 17/08/2022   | Approved | APPROVED BY DEMO |
| <input type="checkbox"/> | TFR-2022-23-349 | hol      | 200000.00       | 17/08/2022   | Approved | Approve by Anup  |
| <input type="checkbox"/> | TFR-2022-23-345 | hol      | 16000.00        | 25/07/2022   | Approved | ok               |
| <input type="checkbox"/> | TFR-2022-23-330 | 45       | 17000.00        | 22/06/2022   | Approved | okk              |
| <input type="checkbox"/> | TFR-2022-23-329 | 45       | 2000.00         | 22/06/2022   | Approved | Approved         |



#### 4.8 Mapping of PAO/DDO to SNA/CNA scheme

Based on GOI OM "Procedure for SNA/CNA bank Interest deposit through NTRP-reg." received on DATE: 03/03/2023, it is suggested that SNA\CNA agencies has to deposit the interest amount **only through NTRP**. DD/Challan or any other offline mode of interest deposit by CNA/SNA agencies shall not be accepted further.

##### User: PD

A new sub-menu "Map DDO to SNA/CNA Schemes" has been made available to PD user under the menu "My Schemes".



On selecting the sub-menu, user will navigate to the following screen

The screenshot shows the 'Map PAO/ DDO to CNA/SNA Schemes' form. The form contains several dropdown menus and text boxes. The 'PAO/Controller' is set to 'POWER', 'Grant' is 'Ministry of Power', 'Scheme Type' is 'State Govt. Scheme', 'Central Scheme' is '3043-SUGAR SUBSIDY PAYABLE UNDER PDS', 'State' is 'ANDAMAN AND NICOBAR ISLANDS', 'SNA Scheme' is '-Select-', 'PAO' is '013455 - PAO(Sect.), Ministry of Power, New Delhi', and 'DDO' is '213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI'. The 'Submit' button is highlighted with a red rectangular box.

User will select the Grant, scheme type- centre sector scheme, scheme, PAO and DDO and click on the submit button.

The screenshot shows the 'Map PAO/ DDO to CNA/SNA Schemes' form after successful submission. The 'PAO/Controller' is 'POWER', 'Grant' is 'Ministry of Power', 'Scheme Type' is 'Central Sector Scheme', 'Central Scheme' is '3043-SUGAR SUBSIDY PAYABLE UNDER PDS', 'State' is 'ANDAMAN AND NICOBAR ISLANDS', 'SNA Scheme' is '-Select-', 'PAO' is '013455 - PAO(Sect.), Ministry of Power, New Delhi', and 'DDO' is '213459 - SECTION OFFICER MINISTRY OF ENERGY DEPT. OF POWER, NEW DELHI'. The 'Submit' button is highlighted with a red rectangular box.

On successful submission, the CNA scheme will be mapped to the selected PAO and DDO and will be displayed in the table.

### Edit the Existing Mapping of PAO\DDO to CNA Scheme

**Map PAQ/ DDO to CMA/SNA Schemes**

PAQ/Control/ID:  Grant:

Scheme Type:

Central Scheme:

PAQs:  DDO:

|                       |                    |       |  |   |        |            |  |
|-----------------------|--------------------|-------|--|---|--------|------------|--|
| Central Sector Scheme | OLAScheme          | POWER | OLASOS-POC(Sect.1, Ministry of Power, New Delhi) | 21319-APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI | olaser | 24/03/2023 |  |
| Central Sector Scheme | OLATraining Scheme | POWER | OLASOS-POC(Sect.1, Ministry of Power, New Delhi) | 21319-APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI | olaser | 24/03/2023 |  |
| Central Sector Scheme | TESTR7452          | POWER | OLASOS-POC(Sect.1, Ministry of Power, New Delhi) | 21319-APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI | olaser | 25/03/2023 |  |

The PAO user will be responsible for mapping of the purpose with the requisite functional head and the DDO in whose books the amount will be adjusted.

1. A new purpose – **“Deposit of Interest on Unspent Balance by SNA – Controller Name”** will be available to PAO user through the path: Bharatkosh -> Manage Receipt Purpose.

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Manage Bharatkosh Purpose/Account

Purpose List

Purpose Status: All

Enter Purpose keyword

Search
View All
Add New Purpose

| Sr.No. | Purpose Description   | Purpose Status | Payment Type Existed | Purpose Payment Mapping            | Edit |
|--------|---|----------------|----------------------|------------------------------------|------|
| 1.     | Deposit of interest earned on unspent balance(POWER::LOBA Purpose)      | Approved       | True                 | Add/View/Edit Payment Type Mapping | View |
| 2.     | Nvsn 8aug Purp2(LOBA Purpose)   | Approved       | True                 |                                    | View |
| 3.     | NvsnDemo Purp 7Aug(LOBA Purpose)  | Approved       | True                 |                                    | View |
| 4.     | Test Purpose for sna loba(LOBA Purpose)                                 | Approved       | True                 | Add/View/Edit Payment Type Mapping | View |
| 5.     | QltTestIRA(LOBA Purpose)  | Approved       | True                 |                                    | View |
| 6.     | Cost of Application Form for Entry Permit to Lakshadweep (LOBA Purpose) | Approved       | False                |                                    | View |

- | PAO Account Link              |   |                     |             |             |                  |                     |                 |               |                          |      |
|-------------------------------|---|---------------------|-------------|-------------|------------------|---------------------|-----------------|---------------|--------------------------|------|
| Enter PAO Account No. keyword |   |                     |             | Search      | View All         | Add New PAO Account |                 |               |                          |      |
| Sr.No.                        | PAO                                     | Bank                | Account No. | IFSC Code   | EPFB Account No. | EPFB IFSC Code      | RBI Account No. | RBI IFSC Code | Ministry Purpose Mapping | Edit |
| 1.                            | India Sum Pao/External Affair, N. Delhi | STATE BANK OF INDIA | 11044278620 | SBIN0000611 | 35247873133      | SBIN0000611         | 1099701802      | SBIN0000611   | Ministry Purpose Mapping | Edit |

- Add/Edit Purpose Ministry Account Mapping**

PAO : \* 013455 - PAO(Sectt 3, Ministry of P. & W.)

Nature of Receipt(Purpose):\* Deposit of interest earned on unspr

DDO : \*

☐ Select/UnSelect All DDO

☐ 213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI

☐ 213456 - SECTION OFFICER, MINISTRY OF ENERGY, DEPTT. OF POWER, SHRAM SHAKTISHAWAN, NEW DELHI.

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

☐ 013455 - PAO (POWER), SEWA BHAWAN, RK PURAM, NEW DELHI

Type Of Payment: \* --Select--

Grant No: \* UK249 -Child health  
OR41 -NATIONAL RURAL HEALTH MISSION ODISHA

Category: \* --Select--

Head Of Account: \* --Select--

Object Head: \* --Select--

Additional Charges: ☐ BOST TDS

- Add/Edit Purpose Ministry Account Mapping**

PAO : \*

Nature of Receipt(Purpose): \*

DDO : \*

☐ Select/Unselect All DDO

☐ 213459 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI ☐ 213456 - SECTION OFFICER, MINISTRY OF ENERGY/DEPTT. OF POWER, SHRAM SHAKTI BHAWAN, NEW DELHI.

☐ 213458 - AO(CASH), CENTRAL ELECTRICITY REGULATORY COMMISSION, NEW DELHI ☐ 013455 - PAO (POWER), SEWA BHAWAN, RK PURAM, NEW DELHI

Type Of Payment: \*

Grant No: \*

Category: \*

Head Of Account: \*

Object Head: \*

Additional Charges: ☐ SGT TDS

- |                  |                           |
|------------------|---------------------------|
| BharatKosh       | Manage Receipt Purpose    |
| Budget           | Manage Purpose            |
| CAM Reports      | Manage Payment Type       |
| Finance Accounts | Bifurcation Rule Master   |
| User Manuals     | Manage Additional Charges |

| <input type="checkbox"/> Demo [1/1/2022] | Individual                                | Online   | 0            | Approved      | preparer | 11/15/2022<br>12-04-24-26 | Return         |                     |
|--|---|--|--------------|---------------|----------|---------------------------|----------------|---------------------|
| Function Head                            | PAO Name                                  | DDO Name   | Payment Type | Frequency     | Currency | Logic Required            | Current Status | Mapping Action Item |
| 00490118010009-HOUSE BUILDING ROYALCES   | PAO(Sect.), Ministry of Revenue New Delhi | APPELLATE TRIBUNAL FOR ELECTRICITY NEW DELHI-SECTION OFFICIAL MINISTRY OF ELECTRICITY DEPT. OF REVENUE, NEW DELHI SHYAMSHANKAR DELHI | None         | No Recurrence | INR      | 0                         | Approved       | Return              |

### Remittance of interest on PFMS

**User: Agency Maker**

|                                |   |                             |
|--------------------------------|---|-----------------------------|
| Masters                        | ▶ |                             |
| My Schemes                     | ▶ |                             |
| EAT MIS Process                | ▶ |                             |
| My Funds                       | ▶ | Opening Balance             |
| Transfers                      | ▶ | Received from Central Govt  |
| Advances                       | ▶ | Received from Other Agency  |
| Expenditures                   | ▶ | Returned by Other Agency    |
| Bank                           | ▶ | Received from State Govt    |
| Misc. Deduction Filing         | ▶ | Interest Income             |
| Utilisation Certificate        | ▶ | Investment Details          |
| Accounting System Integration▶ |   | Income from Other Sources ▶ |
|                                |   | Manage Returned Funds       |
|                                |   | Transfer Deduction          |
|                                |   | Deposit Interest Earned     |
|                                |   | Manage Interest Earned      |

Deposit Interest Earned on Unspent balance for SNA/CNA Schemes

Interest Earned In Scheme

Scheme Type : --Select--

Scheme : --Select--

Show Interest Amount in Holding Account

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**Case1:** If DDO mapping not done for scheme, it will show the message and will not show the interest amount in the Holding Account.

Deposit Interest Earned on Unspent balance for SNA/CNA Schemes

Interest Earned In Scheme

DDO Mapping is missing of scheme TEST8432-2074. Please contact to concerned PAO/PAO.

Scheme Type : Central Sector Scheme

Scheme : TEST8432(2074)

Show Interest Amount in Holding Account

**Case2:** If DDO mapping is there then only it will allow to show interest amount in Holding Account and show the records for the same.

The system displays the Pr.AO / Controller, PAO, DDO that were mapped earlier by the concerned ministry program division User, along with the mapped purpose of payment, Functional Head, agency's holding account number, account holder's name, available interest amount etc. all will be displayed in read-only mode.

Deposit Interest Earned on Unspent balance for SNA/CNA Schemes

Interest Earned In Scheme

Scheme Type : Center Sector Scheme

Scheme : TEST Drawing[UP146]

Show Interest Amount in Holding Account

Mapped Controller/PAO/DDO

PrAO Controller: 015-POWER Grant: 079

PAO: 015455-PAO(Sect.), Ministry of Power, New Delhi DDO: 213459-APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI

Purpose: Deposit of interest earned on unspent balance(POWER) Function Head: 0021001010200

Remittance Details

|                  |                     |                            |           |               |          |               |           |
|------------------|---------------------|----------------------------|-----------|---------------|----------|---------------|-----------|
| Holding Account: | HOL - HDPC - 995577 | Available Interest Amount: | 180000.00 | Center Share: | 40%      | State Share : | 60%       |
| Account Name:    | TEST REMIT          | Balance Amount:            | 72000.00  | Center Share: | 72000.00 | State Share : | 108000.00 |

Show Interest Voucher to Remit

In Remittance detail section. The Agency Holding Account Number and the Account holder's Name are shown along with the "Available interest amount", i.e., the interest amount transferred into the holding account from bank.

The Centre State Ratio of the State Linked Scheme is shown as Centre Share % and State Share %. The Centre/State Share amount is displayed based on the calculation as per scheme ratio.

**Mapped Controller/PAO/DDO**

PAO Controller: 010-POWER Grant: 079  
PAO: 013455-PAO(Sectt.), Ministry of Power, New Delhi DDO: 213459-APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI  
Purpose: Deposit of interest earned on unspent balance(POWER) Function Head: 0021001010200

**Remittance Details**

|                                      |                                      |                        |                        |
|--------------------------------------|--------------------------------------|------------------------|------------------------|
| Holding Account: HOL - HDPC - 995377 | Available Interest Amount: 180000.00 | Center Share: 40%      | State Share: 60%       |
| Account Name: TEST REMIT             | Balance Amount: 72000.00             | Center Share: 72000.00 | State Share: 108000.00 |

[Show Interest Voucher to Remit](#)

The user clicks on “Show Interest Vouchers to Remit” button and the system displays the Voucher details. The Voucher details- Voucher number, Voucher Date and Interest Amount, center share will be displayed to user.

[Show Interest Amount in Holding Account](#)

**Mapped Controller/PAO/DDO**

PAO Controller: 010-POWER Grant: 079  
PAO: 013455-PAO(Sectt.), Ministry of Power, New Delhi DDO: 213459-APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI  
Purpose: Deposit of interest earned on unspent balance(POWER) Function Head: 0021001010200

**Remittance Details**

|                                      |                                      |                        |                        |
|--------------------------------------|--------------------------------------|------------------------|------------------------|
| Holding Account: HOL - HDPC - 995377 | Available Interest Amount: 180000.00 | Center Share: 40%      | State Share: 60%       |
| Account Name: TEST REMIT             | Balance Amount: 72000.00             | Center Share: 72000.00 | State Share: 108000.00 |

[Show Interest Voucher to Remit](#)

**Interest Voucher To Remit Details :-**

| Select                   | Voucher Number | Voucher Date | Interest Amount | Center Share |
|--------------------------|----------------|--------------|-----------------|--------------|
| <input type="checkbox"/> | TFR-2022-23-1  | 09/09/2022   | 180000.00       | 72000.00     |

**Payment Mode**  
☒ NEFT/RTGS ☐ Online Payment

Remit Center Amount: 72000.00

[Submit](#)

Upon selecting the voucher, user will enter the amount to be remitted and will select the desired payment mode radio button - “NEFT/RTGS” or “ONLINE PAYMENT” and click on the “submit” button.

**Mapped Controller/PAO/DDO**

PAO Controller: 010-POWER Grant: 079  
PAO: 013455-PAO(Sectt.), Ministry of Power, New Delhi DDO: 213459-APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI  
Purpose: Deposit of interest earned on unspent balance(POWER) Function Head: 0021001010200

**Remittance Details**

|                                      |                                      |                        |                        |
|--------------------------------------|--------------------------------------|------------------------|------------------------|
| Holding Account: HOL - HDPC - 995377 | Available Interest Amount: 180000.00 | Center Share: 40%      | State Share: 60%       |
| Account Name: TEST REMIT             | Balance Amount: 72000.00             | Center Share: 72000.00 | State Share: 108000.00 |

[Show Interest Voucher to Remit](#)

**Interest Voucher To Remit Details :-**

| Select                              | Voucher Number | Voucher Date | Interest Amount | Center Share |
|-------------------------------------|----------------|--------------|-----------------|--------------|
| <input checked="" type="checkbox"/> | TFR-2022-23-1  | 09/09/2022   | 180000.00       | 72000.00     |

**Payment Mode**  
☒ NEFT/RTGS ☐ Online Payment

Remit Center Amount: 72000.00

[Submit](#)



**Please note:** The user can select one or more voucher number and the system shows the sum of Centre share amount and displays in the Remit Central Amount.

A pop up message “Are you sure you want to transfer interest amount <amount> to <PrAO/ Controller><PAO><DDO>, Click ok to continue and cancel to go back” is shown to the user.

The screenshot shows a confirmation pop-up message from training.pfms.gov.in asking if the user wants to transfer an interest amount of Rs 72000.00 to a controller. Below the pop-up, the 'Mapped Controller/PAO/DDO' section is visible, showing details for PrAO Controller, PAO, and Purpose. The 'Remittance Details' section is also visible, showing a table with columns for Holding Accounts, Available Interest Amount, Center Share, and State Share.

| Holding Accounts         | Available Interest Amount | Center Share           | State Share            |
|--------------------------|---------------------------|------------------------|------------------------|
| HOL - HDPC - 995577      | 180000.00                 | 40%                    | 60%                    |
| Account Name: TEST REMIT | Balance Amount: 72000.00  | Center Share: 72000.00 | State Share: 108000.00 |

Buttons: OK, Cancel, Show Interest Voucher to Remit

Upon Clicking “OK” a message “Record Submitted Successfully” is shown to the user.

The screenshot shows the 'Deposit Interest Earned on Unspent balance for SNA/CNA Schemes' section. It includes a sub-section 'Interest Earned In Scheme' with a dropdown menu for 'Scheme Type' and 'Scheme'. A message 'Record Submitted Successfully' is displayed at the top. A button 'Show Interest Amount in Holding Account' is visible at the bottom.

The Status is now submitted.

#### 4.10 Manage Deposit of Interest earned on unspent balance

**Note:** After the approval, the following activities need to be done by the user:-

1. User will generate the challan / make payment as per the mode selected by the agency maker.
2. After making the payment user will settle the remitted amount using the PFMS settlement option.
3. Once settled the “Remit Interest” hyperlink will be disabled.
4. BharatKosh will fetch this settlement data (UTR No) to update their records

#### User: Agency Checker

The User Navigates to “My Funds>Manage Interest Earned (SNA/CNA)” and the page “Manage Interest Earned on Unspent balance for SNA/CNA Schemes” opens

|                               |                            |
|-------------------------------|----------------------------|
| EAT MIS Process               |                            |
| My Funds                      | Opening Balance            |
| Transfers                     | Received from Central Govt |
| Advances                      | Received from Other Agency |
| Expenditures                  | Returned by Other Agency   |
| Bank                          | Received from State Govt   |
| Misc. Deduction Filing        | Interest Income            |
| Utilisation Certificate       | Investment Details         |
| Accounting System Integration | Income from Other Sources  |
| Manage Returned Funds         |                            |
| Transfer Deduction            |                            |
| Deposit Interest Earned       |                            |
| Manage Interest Earned        |                            |
| (SNA/CNA)                     |                            |

The user selects the Scheme type, Scheme and Clicks on “Search” button.

The Remittance Details submitted by the Agency Maker is shown to the user with status as “Submitted”. The agency checker verifies the remit amount and the payment mode and clicks on **Scheme Name** and a popup “Approve/Reject Interest earned on unspent balance” is shown to the user.

Manage Interest Earned on Unspent balance for SNA/CNA Schemes

Interest Earned In Scheme

Scheme Type : Center sector scheme

Scheme : TEST Drawing[UP148]

Search

| Scheme               | Remit Amount | Controller | PAO   | DDO  | Approver Remarks | Created By | Created Date | Payment Mode        | Status    | Pay through NTEP |
|----------------------|--------------|------------|---|--|------------------|------------|--------------|---------------------|-----------|------------------|
| TEST Drawing [UP148] | 72000.00     | 010-POWER  | 013403-PAO(Sect.), Ministry of Power, New Delhi | 213409-APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI | Rejected by DA   | demolu     | 12/09/2022   | NEFT/RTGS BANK/INST | Rejected  |                  |
| TEST Drawing [UP148] | 72000.00     | 010-POWER  | 013403-PAO(Sect.), Ministry of Power, New Delhi | 213409-APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI | REJECTED BY AS   | demolu     | 12/09/2022   | NEFT/RTGS BANK/INST | Rejected  |                  |
| TEST Drawing [UP148] | 72000.00     | 010-POWER  | 013403-PAO(Sect.), Ministry of Power, New Delhi | 213409-APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI |                  | demolu     | 12/09/2022   | NEFT/RTGS BANK/INST | Submitted |                  |

To Approve the entry the user enters the remarks and Clicks on “Approve” button. A message “Record Approved Successfully” is shown to the user.

Manage Interest Earned on Unspent balance for SNA/CNA Schemes

Interest Earned In Scheme

Scheme Type : State Govt. Scheme

Scheme : TEST Drawing[UP148]

Search

Remarks

APP. BY DA

Approve Reject Cancel

| Scheme               | Remit Amount | Controller | PAO   | DDO  | Approver Remarks | Created By | Created Date | Payment Mode        | Status    | Pay through NTEP |
|----------------------|--------------|------------|---|--|------------------|------------|--------------|---------------------|-----------|------------------|
| TEST Drawing [UP148] | 72000.00     | 010-POWER  | 013403-PAO(Sect.), Ministry of Power, New Delhi | 213409-APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI | Rejected by DA   | demolu     | 12/09/2022   | NEFT/RTGS BANK/INST | Rejected  |                  |
| TEST Drawing [UP148] | 72000.00     | 010-POWER  | 013403-PAO(Sect.), Ministry of Power, New Delhi | 213409-APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI | REJECTED BY AS   | demolu     | 12/09/2022   | NEFT/RTGS BANK/INST | Rejected  |                  |
| TEST Drawing [UP148] | 72000.00     | 010-POWER  | 013403-PAO(Sect.), Ministry of Power, New Delhi | 213409-APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI |                  | demolu     | 12/09/2022   | NEFT/RTGS BANK/INST | Submitted |                  |

Once approved, the hyperlink “Remit Interest” would be visible to the user.



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**Manage Interest Earned on Unspent balance for SNA/CNA Schemes**

**Interest Earned In Scheme**

Request has been approved successfully

Scheme Type : **Center Sector Scheme**

Scheme : **TEST Drawing[UP146]**

**Search**

| Scheme               | Remit Amount | Controller | PAO  | DDO  | Approver Remarks | Created By | Created Date | Payment Mode      | Status   | Pay through NTRP |
|----------------------|--------------|------------|--|--|------------------|------------|--------------|-------------------|----------|------------------|
| TEST Drawing [UP146] | 72000.00     | 010-POWER  | 013459-PAO(Sectt.), Ministry of Power, New Delhi | 213459-APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI | Rejected by DA   | demo d     | 12/09/2022   | NEFT/RTGS Payment | Rejected |                  |
| TEST Drawing [UP146] | 72000.00     | 010-POWER  | 013459-PAO(Sectt.), Ministry of Power, New Delhi | 213459-APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI | REJECTED BY DA   | demo d     | 13/09/2022   | NEFT/RTGS Payment | Rejected |                  |
| TEST Drawing [UP146] | 72000.00     | 010-POWER  | 013459-PAO(Sectt.), Ministry of Power, New Delhi | 213459-APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI | APP BY DA        | demo d     | 13/09/2022   | NEFT/RTGS Payment | Approved | Remit Interest   |

On clicking the “**Remit Interest**” hyperlink, Agency DA will be redirected to the confirmation page on Bharatkosh, If the details are found to be satisfactory, the user will click on the “confirm” button

**CASE: NEFT/RTGS Payment mode (offline)**

**Payment Mode Offline**

**Depositor's Details**

|                  |            |           |                               |
|------------------|------------|-----------|-------------------------------|
| Name             | demo d     |           |                               |
| Address 1        | 8          | Address 2 | Central                       |
| City             | Central    | District  |                               |
| State            | JHARKHAND  | Country   | INDIA                         |
| Pincode/Zipcode  | 825410     | Email     | pfms.vikasrivastava@gmail.com |
| Mobile No. (+91) | 9990113435 |           |                               |
| TAN              |            | TIN       |                               |

**Purpose Details**

| Sr. No. | Ministry | PAO Name  | DDO Name  | Purpose and Payment Type  | Payment Period / Frequency | Amount (In INR) |
|---------|----------|---|---|---|----------------------------|-----------------|
| 1       | POWER    | PAO(Sectt.), Ministry of Power, New Delhi[013455] | APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI[213459] | Deposit of interest earned on unspent balance(POWER), UP146 -TEST Drawing | One Time                   | 72000           |
|         |          |   |   | INR seventy two thousand only   |                            | Total::72000    |

[← Back](#)
[Confirm →](#)

On clicking the “confirm” button, a deposit slip will be available for download. The deposit slip will be valid for 15 days only, hence, the user is advised to complete the payment and update the UTR on PFMS within the stipulated time.

English हिन्दी ॐ A+ A A-

**Bharatkosh**  
Government of India Receipts Portal

**Controller General of Account**  
Dept. of Expenditure, Ministry of Finance

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**Response Status Offline**

Challan No: 21345913092200005671

Amount: 72000

Payment Mode: Offline

[Download Depositor Slip](#) [Quit](#)

**Note:-**

Please enter the UTR no. at the track your payment page >> Enter UTR no pop up, as soon as you complete the NEFT payment and receive a UTR no. from your Bank. If you fail to do so, you won't receive the transaction receipt.

UTR No. related info:-

If the amount is paid through NEFT then the UTR will be a alpha numeric 12 / 18 digit no. and if done through RTGS then it will be a 22 length alpha-numeric character with first four characters denoting your bank name like HDFC and fifth character being the English alphabet 'R'.

**SAMPLE deposit slip**

The Bank account number, bank name and IFSC code displayed on the deposit slip were pushed from PFMS to Bharatkosh and it is same as that of the registered holding account of the CNA on PFMS.

1 / 1 - 93% +

| Bharat Kosh (Toll free No.1800 118 111)  |  | Deposit / Pay-in-slip - NEFT / RTGS  |   |  |  |         |
|--|--|--|---|--|--|---------|
| URN No. (for Departmental Use)   | 2134391305220005671                                      | Beneficiary (PAO) A/C No.:   | 10595601002   |  |  |         |
| <b>Note:</b> Please provide this URN No. at the Bharat Kosh column at the NEFT/RTGS slip. Officials at Bank's counter himself/herself need to ensure that the remitter Bank A/c no & the depositor being used for the NEFT/RTGS instruction is same as what is printed on this deposit slip. Any error in entry of this A/c no. will lead to non-delivery of services expected in lieu of this payment to Government of India. |  | Beneficiary (PAO) IFSC Code:   | BKCNMR06A02   |  |  |         |
|  |  | Beneficiary (PAO) Account Type:  | Current Account   |  |  |         |
|  |  | Remitter's Bank Name:  | HDFC BANK LTD   |  |  |         |
|  |  | Remitter's Bank A/C No.:   | 995577  |  |  |         |
|  |  | Remitter's Bank IFSC Code:   | HDFC0000003   |  |  |         |
|  |  | Payment Period/ Frequency:   | One Time  |  |  |         |
| Remitter Name  | Department / office from whose books the demand emanated | Full particulars of the nature of remittance and/or authority (if any)     | Amount  | Head of Account                                  | Beneficiary Name (PAO)/Code                        | Remarks |
| demo d   | APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI (213439)   | Deposit of interest earned on unspent balance(POWER)(UP146) - TEST Drawing | 72000.00  | 002100101020000-COLLECTIONS INCLUDING DEDUCTIONS | PAO(Sectt.), Ministry of Power, New Delhi (913455) |         |
|  |  | <b>Total</b>   | <b>72000.00 (in words) Rupees: Seventy-Two Thousand</b> |  |  |         |
| <b>For Bank's Usage</b>  |  |  |   |  |  |         |
| NEFT Request Received Date   |  |  |   |  |  |         |
| Transaction Amount   |  |  |   |  |  |         |
| NEFT Charges   |  |  |   |  |  |         |
| NEFT UTR No  |  |  |   |  |  |         |
| Deposit Slip Created Date  |  | 9/13/2022 4:04:45 PM   |   |  |  |         |
| <b>Note:</b> Please enter the UTR Number at the Track your Payment / Payment history link available at NTRP, as soon as you complete the NEFT/RTGS payment and receive a UTR Number from your Bank. If you fail to do so, the system will not be able to generate the transaction receipt.   |  |  |   |  |  |         |
| <b>Remark:</b> This Deposit slip is valid for 15 days from the date of creation of deposit slip at NTRP, please make sure to do the NEFT/RTGS within 15 days, else the NEFT will not be accepted and treated as invalid.   |  |  |   |  |  |         |
| Courtesy:- Public Financial Management System  |  |  |   |  |  |         |








**CASE: Online Payment mode (Internet banking)**

In case of "online" mode of payment, the user would click on the confirm button and will be redirected to the payment gateway page.

**Payment Gateway**

The payment can be made by a depositor using all Indian Credit Cards or Debit Cards (except Diners Club Card) and also via the Internet Banking of banks through the any Payment Gateways available below. The payment via American Express Credit Card (AMEX) can be made through SBI ePay payment gateway

Payment through RuPay Credit Card and UPI mode is available through HDFC Bank, SBIePay and Bank of Baroda Payment Gateway Aggregators.

|  |  |  |  |  |   |
|--|--|--|--|--|---|
| <br>Success Rate 86 % | <br>Success Rate 81 % | <br>Success Rate 79 % | <br>Success Rate 79 % | <br>Success Rate 78 % | <br>Success Rate 75 % |
| <br>Success Rate 75 % |  |  |  |  |   |

**Note:** Success Rate - No. of Successful Transactions / Total No. of Transactions in a period of 30 days.

Net banking | Debit card | Credit card | UPI

AXIS BANK  
BANK OF BAHRAN AND KUWAIT  
BANK OF BARODA  
BANK OF INDIA

[View User Charge](#)

User select Net banking tab, choose the bank name to make the payment and then it will redirect to bank internet banking page.

**Review the status of Remittance request submitted by Agency Maker**

Agency DO can view the status of all the requests as displayed in the table.

#### 4.11 Interest Earned Settlement to holding account

The User Navigates to “Misc. Deduction Filing> Deduction Settlement” and the page “Deduction Settlement” opens

The Tax deduction Settlement radio button is auto selected and user clicks on “**Interest Earned Settlement**” radio button and the system displays the following fields which user has to enter

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5. To Date
6. Status

And click on search button.

| Select                              | Bank Narration        | Credit Date | Interest Amount | Remarks               | Central Detail View |
|-------------------------------------|-----------------------|-------------|-----------------|-----------------------|---------------------|
| <input checked="" type="checkbox"/> | CIN of Sept 2022-2023 | 01/09/2022  | 120000.00       | CIN of Sept 2022-2023 |                     |

The user selects the deduction details and enter the following details about the Challan[s]

1. CIN (Challan identification Number)
2. Challan Amount
3. Payee
4. Payment Mode [Cheque, DD, RTGS etc.]
5. Payment Date

Please note: the challan fields get auto filled by success of Bharatkosh portal.

|                 |                         |                 |            |              |                     |                |  |
|-----------------|-------------------------|-----------------|------------|--------------|---------------------|----------------|--|
| Challan Type    | Central Challan Details | Interest Amount | 10000.00   | Challan No.  | 2004250610220000818 | Challan Amount |  |
| Payee           | demoda                  | Challan Date    | 06/10/2022 | Payment Mode | --Select--          | Instrument No. |  |
| Instrument Date |                         | UTR No.         |            | UTR Date     |                     | Payment Nature |  |

Save Challan Details Reset

After filling all the details click on button "Save Challan Details".

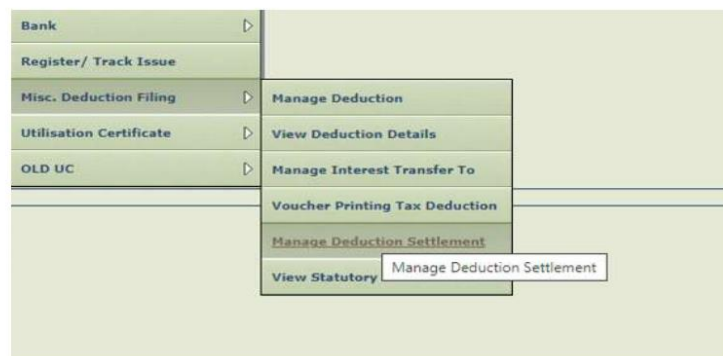
| Select                              | Bank Narration                                       | Credit Date | Interest Amount | Remarks  | Central Detail View | State Det View |
|-------------------------------------|--|-------------|-----------------|--|---------------------|----------------|
| <input checked="" type="checkbox"/> | Interest of New Scheme for Testing(DI-142) 2022-2023 | 06/10/2022  | 10000.00        | Interest of New Scheme for Testing(DI-142) 2022-2023 |                     |                |
| <input type="checkbox"/>            | Interest of New Scheme for Testing(DI-142) 2022-2023 | 06/10/2022  | 10000.00        | Interest of New Scheme for Testing(DI-142) 2022-2023 |                     |                |



#### 4.12 Manage Deduction Settlement (Interest earned)

##### User: Agency Checker

The User Navigates to “Misc. Deduction Filing>Manage Deduction Settlement” and the page “Manage Deduction Settlement” opens.



The user Clicks on Interest Earned Settlement radio button and selects the Scheme, Scheme Type, Bank account, Status, From Date, To Date, Challan type, and Status and Clicks on “Search” button.

A screenshot of the 'Manage Deduction Settlement' form. At the top, there are two radio buttons: 'Tax / Deduction Settlement' (unselected) and 'Interest Earned Settlement' (selected). Below the radio buttons, there are several input fields: 'Scheme Type' (dropdown menu showing 'Central Sector Scheme'), 'Scheme' (dropdown menu showing 'TEST SCHEME REGISTRATION'), 'Bank Account' (dropdown menu showing '887755 - HDFC BANK LTD - T'), 'From Date' (text input field), 'To Date' (text input field), 'Status' (dropdown menu showing 'InterestSubmitted'), and 'ChallanType' (dropdown menu showing 'Central Challan Details'). A blue 'Search' button is located at the bottom center of the form.

The System Displays the Voucher Details, along with the Interest Amount, Remarks and the Central Challan Details.

The system displays vouchers based on status selection, the user verifies the details entered and clicks on “Approve / Reject” button to approve the voucher

A screenshot of the 'Manage Deduction Settlement' form, showing the search results in a table. The form fields are the same as in the previous screenshot. Below the form, a table displays the results. The table has 15 columns: Select, Voucher Number, Interest Amount, Remarks, CIN, Challan Amount, Payee, Challan Date, Payment Mode, Instrument Number, Instrument Date, UTR Number, UTR Date, Nature of Payment, Approver Remarks, and Status. There is one row of data with a checkbox in the 'Select' column.

| Select                   | Voucher Number | Interest Amount | Remarks  | CIN   | Challan Amount | Payee | Challan Date | Payment Mode | Instrument Number | Instrument Date | UTR Number | UTR Date   | Nature of Payment | Approver Remarks | Status            |
|--------------------------|----------------|-----------------|--|-------|----------------|-------|--------------|--------------|-------------------|-----------------|------------|------------|-------------------|------------------|-------------------|
| <input type="checkbox"/> | TPR-2022-22-35 | 100000.00       | Interest For TEST SCHEME REGISTRATION CHA[3962] FY 2022-2023 | TEST1 | 100000.00      | Ajay  | 05/09/2022   | Cheque       | TEST2             | 05/09/2022      | TEST3      | 05/09/2022 | TEST4             |                  | InterestSubmitted |

The System displays a pop up and the user can click on “Approve” or “Reject” button and enter the remarks accordingly. Upon Approval the Status is updated as “InterestSettled”. The user can click on “Cancel” button to go back.

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**Manage Deduction Settlement**

☐ Tax / Deduction Settlement ☒ Interest Earned Settlement

Scheme Type\*: Central Sector Scheme Scheme\*: TEST SCHEME REGISTRATION Bank Account\*

From Date\*: 01/09/2022 To Date\*: 05/09/2022

Status\*: InterestSettled

**Remarks**

Approve

Approve Reject Cancel

| Select                              | Voucher Number | Interest Amount | Remarks   | CIN  | Challan Amount | Payee | Challan Date | Payment Mode | Instrument Number | Instrument Date | UTR Number | UTR Date   |
|-------------------------------------|----------------|-----------------|---|------|----------------|-------|--------------|--------------|-------------------|-----------------|------------|------------|
| <input checked="" type="checkbox"/> | TFR-2022-23-37 | 100000.00       | Interest for TEST SCHEME REGISTRATION CHAL(2962) FY 2022-2023 | TEST | 100000.00      | VIKAS | 05/09/2022   | ECS          | RTR               | 05/09/2022      | RTR1       | 05/09/2022 |

**Manage Deduction Settlement**

☐ Tax / Deduction Settlement ☒ Interest Earned Settlement

Scheme Type\*: --Select-- Scheme\*: --Select-- Bank Account\*: --Select--

From Date\*: To Date\*: Status\*: Select Challan Type\*: Please Select

Search

Request has been approved successfully

Verify the Interest approved recently by selecting the status "Interest Approved"

**Manage Deduction Settlement**

☐ Tax / Deduction Settlement ☒ Interest Earned Settlement

Scheme Type\*: Central Sector Scheme Scheme\*: TEST SCHEME REGISTRATION Bank Account\*: 887755 - HDFC BANK LTD - T

From Date\*: 01/09/2022 To Date\*: 05/09/2022

Status\*: InterestApproved Challan Type\*: Central Challan Details

Search

| Select                              | Voucher Number | Interest Amount | Remarks   | CIN  | Challan Amount | Payee | Challan Date | Payment Mode | Instrument Number | Instrument Date | UTR Number | UTR Date   | Nature of Payment | Approver Remarks | Status          |
|-------------------------------------|----------------|-----------------|---|------|----------------|-------|--------------|--------------|-------------------|-----------------|------------|------------|-------------------|------------------|-----------------|
| <input checked="" type="checkbox"/> | TFR-2022-23-37 | 100000.00       | Interest for TEST SCHEME REGISTRATION CHAL(2962) FY 2022-2023 | TEST | 100000.00      | VIKAS | 05/09/2022   | ECS          | RTR               | 05/09/2022      | RTR1       | 05/09/2022 | ONLINE            | Approve          | InterestSettled |

- Once the entry is submitted by the DA user, the reconciliation is triggered. If UTR, amount & debit account number match, transaction status will be updated as "success". Once the transaction has been successfully accounted, the status will be updated as "Interest Settled".
- In case of mismatch of either of the following attributes: UTR, amount, or debit account number do not match, the status will remain as "Pending".
- Agency DA is advised to wait for three working days after submission of challan entry for UTR verification. If the status remains "pending" after a lapse of five working days, the user should write to ntrp-helpdesk@gov.in for assistance.



- Agency DA will have the option to return the entry to Agency DO for correction of UTR (if applicable).

#### FOR ONLINE MODE

- In the case of online mode, the transaction status will be marked as “success” once the payment has been completed successfully. The status will be updated as “Interest Settled” post receipt of electronic scroll from the agency bank.
- In case the transaction fails, the remit interest hyperlink will be available at DA user’s login for remittance.
- If a user’s account is debited but the transaction status is “Failed”, they are advised to wait for a period of 24 hours for an updated status i.e “Success” or “FailRef”. In case of “FailRef”, the amount will be credited back to the user’s account and “Remit Payment” hyperlink will be available at Agency DA for repayment.

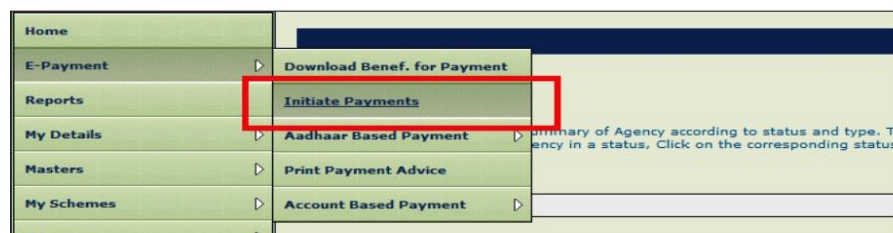
### **5 Agency Carrying out DBT using Central Nodal Account**

#### **5.1 Initiating DBT Payments**

User can initiate a DBT payment for any CNA marked scheme. The system checks the allocation limit set for the CNA scheme while making and approving the DBT payments. Also system updates the agency fund balance while approving the DBT payments.

##### User: Agency Maker

The Agency Maker user navigates to the Menu “E-Payment>Initiate Payments” and the page “Payment process” opens



The User Selects the “Self-account/SNA/CNA Account” option and selects the **Scheme & Beneficiary Type**, enters the **Payment Period** and **Office Order** Details, and Clicks on “NEXT” button.

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**Payment Process**

Step 1 : Payment Initialization    Step 2 : Search    Step 3 : Verification    Step 4 : Confirmation

Transaction Reference No: NEW

**Payment Through**

☒ Self Account / SMA / CNA Account    ☐ Higher Level Agency Account    Higher Level Agency Code:   
☐ Paid By PD(Program Division)    ☐ Paid By PD & Approve By Higher Level Agency      
☐ Paid By TO(Treasury Officer)    Treasury Code:    Token Number:   
☐ Authorization to Lower Level Agency to debit Higher Level Account

**Scheme & Beneficiary Type**

Scheme : --Select--  
 Beneficiary Type : --Select--  
 DBT Mission Scheme Code :

**Payment Period**

From :   
 To :

**Office Order**

















Number :   
 Date :

Choose Excel Upload for more than 5,000 Beneficiaries.

☒ Show/Search Beneficiaries    ☐ Excel Upload    ☐ Group Id : --Select--

**Next**

**Incomplete Payment Batch(S)**

| Transaction Ref No.      | Scheme Code | Beneficiary Type | Option                    | Number of Beneficiaries | Total Amount (In Rs.) | Created By | Created Date | Action  |
|--------------------------|-------------|------------------|---------------------------|-------------------------|-----------------------|------------|--------------|---|
| DLN0001984-2023-00000047 | 3985        | 3985St           | Show/Search Beneficiaries | 0                       |                       | demode     | 15/11/2022   |       |
| DLN0001984-2023-00000046 | 3985        | 3985St           | Show/Search Beneficiaries | 0                       |                       | demode     | 15/11/2022   |       |
| DLN0001984-2023-00000045 | 3985        | 3985St           | Show/Search Beneficiaries | 0                       | 10                    | demode     | 15/11/2022   |     |
| DLN0001984-2023-00000044 | 3985        | Scholarship      | Show/Search Beneficiaries | 0                       |                       | demode     | 04/11/2022   |   |
| DLN0001984-2023-00000038 | 3985        | 3985St           | Show/Search Beneficiaries | 0                       |                       | demode     | 21/10/2022   |   |
| DLN0001984-2023-00000037 | 3985        | 3985St           | Show/Search Beneficiaries | 0                       |                       | demode     | 21/10/2022   |   |
| DLN0001984-2023-00000032 | 3985        | 3985St           | Show/Search Beneficiaries | 0                       |                       | demode     | 21/10/2022   |   |
| DLN0001984-2023-00000025 | 3985        | 3985St           | Show/Search Beneficiaries | 0                       |                       | demode     | 17/10/2022   |   |

The "Payment process Search" page opens. The User selects the **Purpose of payment** and **Caste Category**, and clicks on "Next/Show Beneficiary" button. The payment process Search opens

**Payment Process Search**

Step 1 : Payment Initialization    Step 2 : Search    Step 3 : Verification    Step 4 : Confirmation

No. of Beneficiaries Added in PaymentList: 0

**Scheme & Beneficiary Type**

Scheme : CHAScheme  
 Beneficiary Type : 3985St  
 DBT Mission Scheme Code: 3985St

**Payment Period**

From : 15/11/2022  
 To : 15/11/2022

**Office Order**

Number : 4848  
 Date : 06/10/2022

Paid By Agency Demo\_gfms    Ref No. DLN0001984-2023-00000046

(Click here to show / hide.) Search for Beneficiaries Criteria used for below results.

**Purpose For Payment:**

☐ DBTStp (1.1 : Salary)

**Caste Category:**

☐ All    ☐ NA  
☐ GEN    ☐ SC    ☐ ST    ☐ OBC    ☐ BC  
☐ PHGEN    ☐ PHSC    ☐ PHST    ☐ PHOBC    ☐ PHBC

**Beneficiary Search Criteria**

**Geographical Search Criteria :**

State : --Select--  
 District : --Select--  
 Rural / Urban : ☒ Rural    ☐ Urban  
 Block : --Select--  
 Panchayat : --Select--  
 Village : --Select--

**Specific Search Criteria:**

☐ UID/Aadhaar No.    ☐ Account No.    ☐ Scheme Specificid  
☐ Take Beneficiary From Earlier Paid List:  
☐ All    ☐ Successful    ☐ Failed  
 Enter Specific Value :   
☐ Uploaded Excel Beneficiary File: --Select--

**Back to Step 1**    **Next / Show Beneficiaries**

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The User can enter the Centre and State Share to be paid against a beneficiary and Click on “Add Beneficiary to Payment List” button.

| No. | Beneficiary Code | Scheme Specific ID | Beneficiary Name Registered/AsPerBank | Bank | Aadhaar No. | Account No. | Purpose | Payment Mode | Centre Share | State Share | Amount | From Date  | To Date    |
|-----|------------------|--------------------|---------------------------------------|------|-------------|-------------|---------|--------------|--------------|-------------|--------|------------|------------|
| 1   | BDUN01225588     | 1948               | PKu /PKu                              | SB   |             | 3185550079  | 3985nc  | Account      | 20.00        | 20.00       | 40.00  | 31/10/2022 | 01/11/2022 |
| 2   | BDUN01225589     | 1948               | PKu /PKu                              | SB   |             | 3985550079  | 3985nc  | Account      | 20.00        | 20.00       | 40.00  | 31/10/2022 | 01/11/2022 |
| 3   | BDUN01225590     | 1948               | PKu /PKu                              | SB   |             | 3185550079  | 3985nc  | Account      | 20.00        | 20.00       | 40.00  | 31/10/2022 | 01/11/2022 |
| 4   | BDUN01225591     | 1948               | PKu /PKu                              | SB   |             | 3185550079  | 3985nc  | Account      | 20.00        | 20.00       | 40.00  | 31/10/2022 | 01/11/2022 |
| 5   | BDUN01225592     | 1948               | PKu /PKu                              | SB   |             | 3185550079  | 3985nc  | Account      | 20.00        | 20.00       | 40.00  | 31/10/2022 | 01/11/2022 |

The Verification of Beneficiary page Opens, after user verifying the Beneficiary details and the Amount user clicks on “Submit for Approval” button.

| Sr. No. | Beneficiary Code | Scheme Specific ID | Beneficiary Name Registered/AsPerBank | Bank | Aadhaar No. | Account No. | Payment Mode  | From Date  | To Date    | 3985nc Share(Rs.) Center | State | Total Amount | Delete |
|---------|------------------|--------------------|---------------------------------------|------|-------------|-------------|---------------|------------|------------|--------------------------|-------|--------------|--------|
| 1       | BDUN01225588     | 1948               | PKu                                   | SB   |             | 3185550079  | Account Based | 31/10/2022 | 01/11/2022 | 20.00                    | 20.00 | 40.00        | X      |
| 2       | BDUN01225589     | 1948               | PKu                                   | SB   |             | 3985550079  | Account Based | 31/10/2022 | 01/11/2022 | 20.00                    | 20.00 | 40.00        | X      |
| 3       | BDUN01225590     | 1948               | PKu                                   | SB   |             | 3185550079  | Account Based | 31/10/2022 | 01/11/2022 | 20.00                    | 20.00 | 40.00        | X      |
| 4       | BDUN01225591     | 1948               | PKu                                   | SB   |             | 3185550079  | Account Based | 31/10/2022 | 01/11/2022 | 20.00                    | 20.00 | 40.00        | X      |
| 5       | BDUN01225592     | 1948               | PKu                                   | SB   |             | 3185550079  | Account Based | 31/10/2022 | 01/11/2022 | 20.00                    | 20.00 | 40.00        | X      |

In case single beneficiary required to submit for approval, remove others by clicking on (X) delete button then click on “submit for approval”

| Sr. No. | Beneficiary Code | Scheme Specific ID | Beneficiary Name Registered/AsPerBank | Bank | Aadhaar No. | Account No. | Payment Mode  | From Date  | To Date    | 3985nc Share(Rs.) Center | State | Total Amount | Delete |
|---------|------------------|--------------------|---------------------------------------|------|-------------|-------------|---------------|------------|------------|--------------------------|-------|--------------|--------|
| 1       | BDUN01225588     | 1948               | PKu                                   | SB   |             | 3185550079  | Account Based | 31/10/2022 | 01/11/2022 | 20.00                    | 20.00 | 40.00        | X      |

The Centre / State Bifurcation Page opens. The user clicks on the “Print Voucher” print the voucher to be attached for Submission to Agency Checker user.

Centre And State Share Bifurcation

Step 1: Payment Initialization Step 2: Search Step 3: Verification Step 4: Confirmation

Scheme: OVScheme Beneficiary Type: 29850e Voucher No.: DLN00002584-2023-00000048

Paid By Agency: Dems\_gfms Office Order No & Date: 25/01/2022 DBT Mission Scheme Code: 2985mc

Amount sent to Implementing agency Authorizer for Payment: Centre Share Amount: Rs.20.00 State Share Amount: Rs.20.00

Amount sent to Implementing agency Authorizer for Digital Signature and send to Program Division for Payment: Centre Share Amount: Rs.0.00 State Share Amount: Rs.0.00

Initiate New Payment Print Voucher

## 5.2 Approve DBT Payment

### User: Agency Checker

The user navigates to the Menu “E-Payment>Approve Payment” and the page “E-Payment Approval” opens

Home

E-Payment > Download Benef. for Payment Approve Payment

Reports

Masters > Print Payment Approve Payment

My Schemes > Digitally Sign Payment File

Agencies > Bank Portal URL

The user select the **Scheme** and the **Beneficiary type** and the User Selects the **Payment Batch status** having Status as “pending for approval”.

E-Payment Approval

Scheme: -Select-

Beneficiary Type: -Select-

Payment Batch Status: -Select-

Record Per Screen: 10 Total Count: 0

No Record Found



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| E-Payment Approval                         |         |                                       |                          |                     |                   |              |            |                      |                        |          |          |               |
|--|---------|---------------------------------------|--------------------------|---------------------|-------------------|--------------|------------|----------------------|------------------------|----------|----------|---------------|
| Scheme: 3805 - CNA Scheme                  |         |                                       |                          |                     |                   |              |            |                      |                        |          |          |               |
| Beneficiary Type: 1005#                    |         |                                       |                          |                     |                   |              |            |                      |                        |          |          |               |
| Payment Batch Status: Pending For Approval |         |                                       |                          |                     |                   |              |            |                      |                        |          |          |               |
|  |         | Record Per Screen: 10 Total Count: 13 |                          |                     |                   |              |            |                      |                        |          |          |               |
| Ref. Number                                | Paid By | No. of Beneficiary                    | Total Transaction Amount | Payment Period From | Payment Period To | Created Date | Created By | Approved/Rejected By | Approved/Rejected Date | Status   | Token No | Treasury Code |
| DLJN0001984-2023-0000026                   | JA      | 1                                     | 20.00                    | 17/10/2022          | 17/10/2022        | 17/10/2022   | demodo     | demodo               | 17/10/2022             | Approved |          |               |
| DLJN0001984-2023-0000027                   | JA      | 1                                     | 2.00                     | 18/10/2022          | 18/10/2022        | 18/10/2022   | demodo     | demodo               | 18/10/2022             | Approved |          |               |
| DLJN0001984-2023-0000028                   | JA      | 1                                     | 2.00                     | 18/10/2022          | 18/10/2022        | 18/10/2022   | demodo     | demodo               | 18/10/2022             | Rejected |          |               |
| DLJN0001984-2023-0000029                   | JA      | 1                                     | 10.00                    | 18/10/2022          | 18/10/2022        | 18/10/2022   | demodo     | demodo               | 18/10/2022             | Approved |          |               |
| DLJN0001984-2023-0000031                   | JA      | 1                                     | 4.00                     | 21/10/2022          | 21/10/2022        | 21/10/2022   | demodo     | demodo               | 21/10/2022             | Rejected |          |               |

The Page “E-Payment approval” opens, it displays the reference number, no. of beneficiary, total transaction amount, payment period, created date and status.

| E-Payment Approval                         |         |                                      |                          |                     |                   |              |            |                      |                        |                      |          |               |
|--|---------|--------------------------------------|--------------------------|---------------------|-------------------|--------------|------------|----------------------|------------------------|----------------------|----------|---------------|
| Scheme: 3805 - CNA Scheme                  |         |                                      |                          |                     |                   |              |            |                      |                        |                      |          |               |
| Beneficiary Type: 1005#                    |         |                                      |                          |                     |                   |              |            |                      |                        |                      |          |               |
| Payment Batch Status: Pending For Approval |         |                                      |                          |                     |                   |              |            |                      |                        |                      |          |               |
|  |         | Record Per Screen: 10 Total Count: 2 |                          |                     |                   |              |            |                      |                        |                      |          |               |
| Ref. Number                                | Paid By | No. of Beneficiary                   | Total Transaction Amount | Payment Period From | Payment Period To | Created Date | Created By | Approved/Rejected By | Approved/Rejected Date | Status               | Token No | Treasury Code |
| DLJN0001984-2023-0000043                   | JA      | 1                                    | 2.00                     | 31/10/2022          | 31/10/2022        | 31/10/2022   | demodo     |                      |                        | Pending for Approval |          |               |
| DLJN0001984-2023-0000049                   | JA      | 1                                    | 40.00                    | 31/10/2022          | 07/11/2022        | 15/11/2022   | demodo     |                      |                        | Pending for Approval |          |               |

User clicks on the reference number to view the E-payment voucher detail.

| E-Payment Approval                         |         |                                      |                          |                     |                   |              |            |                      |                        |                      |          |               |
|--|---------|--------------------------------------|--------------------------|---------------------|-------------------|--------------|------------|----------------------|------------------------|----------------------|----------|---------------|
| Scheme: 3805 - CNA Scheme                  |         |                                      |                          |                     |                   |              |            |                      |                        |                      |          |               |
| Beneficiary Type: 1005#                    |         |                                      |                          |                     |                   |              |            |                      |                        |                      |          |               |
| Payment Batch Status: Pending For Approval |         |                                      |                          |                     |                   |              |            |                      |                        |                      |          |               |
|  |         | Record Per Screen: 10 Total Count: 2 |                          |                     |                   |              |            |                      |                        |                      |          |               |
| Ref. Number                                | Paid By | No. of Beneficiary                   | Total Transaction Amount | Payment Period From | Payment Period To | Created Date | Created By | Approved/Rejected By | Approved/Rejected Date | Status               | Token No | Treasury Code |
| DLJN0001984-2023-0000043                   | JA      | 1                                    | 2.00                     | 31/10/2022          | 31/10/2022        | 31/10/2022   | demodo     |                      |                        | Pending for Approval |          |               |
| DLJN0001984-2023-0000049                   | JA      | 1                                    | 40.00                    | 31/10/2022          | 07/11/2022        | 15/11/2022   | demodo     |                      |                        | Pending for Approval |          |               |

User verifies the E-payment voucher detail, the **Parent Agency Account Number** and the **Total Available Account balance in the parent Agency Account** are shown. The System Displays the Mode of Payments that are available with the Parent Agency. The User selects a **Mode of Payment** and Clicks on “**Approve**” button to approve the payment.

| E-Payment Voucher Detail  |                  |  |                        |                    |               |                      |   |
|---|------------------|--|------------------------|--------------------|---------------|----------------------|---|
| Scheme Name:  |                  | NATIONAL RURAL HEALTH MISSION ( NRHM & JIIT) CENTRALLY SPONSORED |                        |                    |               |                      |   |
| Beneficiary Type:   |                  | ASHA   |                        | Ref. Number:       |               | DHS UJ-2013-00000550 |   |
| Mobile no.:   |                  | 7838166021   |                        | Email:             |               | alkesh.kr@gmail.com  |   |
| Created By:   |                  | dhsujdo  |                        | Created Date:      |               | 03-07-2013           |   |
| Office Order Number:  |                  |  |                        | Office Order Date: |               | 03-07-2013           |   |
| Remarks:  |                  |  |                        |                    |               |                      |   |
| E-Payment Transaction Debit Detail                                  |                  |  |                        |                    |               |                      |   |
| S. No.  | Account Number   | Component Name   | Available Book Balance | Debit Amount       | No. Of Payees | No. Of Credits       | Mode of Payment   |
| 1   | 581, 10245630120 | NVBCDP   | 999971526.00           | 10.00              | 1             | 1                    | - Select -<br>E-PaymentUsingPinsAdvice<br>E-PaymentUsingInternetBanking<br>E-PaymentUsingDigitalSignature |
| <div>Print Approve Back Reject -Select- Reason For Rejection.</div> |                  |  |                        |                    |               |                      |   |
| E-Payment Transaction Credit Detail                                 |                  |  |                        |                    |               |                      |   |

On success approval, the highlighted message appears.

| E-Payment Voucher Detail  |                |                |                        |                    |               |                            |                          |
|---|----------------|----------------|------------------------|--------------------|---------------|----------------------------|--------------------------|
| Payment Transaction for Voucher No: DLIN00001984-2023-00000049 has been approved successfully with PPA expiry date as 25/11/2022. Now you can print the Payment Advice. |                |                |                        |                    |               |                            |                          |
| Scheme Name:  |                | CNA Scheme     |                        | Ref. Number:       |               | DLIN00001984-2023-00000049 |                          |
| Beneficiary Type:   |                | 389561         |                        | Email:             |               | TEST                       |                          |
| Mobile no.:   |                | 999011321      |                        | Created Date:      |               | 2022/11/15                 |                          |
| Created By:   |                | demo10         |                        | Office Order Date: |               | 02/11/2022                 |                          |
| Office Order Number:  |                | 35             |                        | Remarks:           |               |                            |                          |
| E-Payment Transaction Debit Detail  |                |                |                        |                    |               |                            |                          |
| S. No.  | Account Number | Component Name | Available Book Balance | Debit Amount       | No. Of Payees | No. Of Credits             | Mode of Payment          |
| 1   | HDFC, 155555   | Salary         | 31,000.00              | 40.00              | 1             | 1                          | E-PaymentUsingPinsAdvice |
| [ Note: PPA is valid upto 30 days from date of approval i.e approval date + 30 days = 25/11/2022 ]  |                |                |                        |                    |               |                            |                          |
| <div>Print Approve Back Reject -Select- Reason For Rejection.</div>   |                |                |                        |                    |               |                            |                          |

## 6 Miscellaneous CNA Functionality

The following CNA functionality is to be used by a user based on the requirement, these should not be considered as a part of CNA process flow.

### 6.1 Manage Scheme hierarchy by PD

#### User: PD

##### Please note:

- In case PD User logs in the user displays only the Central Schemes of the Controller in which the PD is created.

The user Navigates to “My Schemes>Scheme Hierarchy>Manage Scheme Hierarchy” and the page “Manage Scheme Hierarchy” opens.



|                         |   |  |                         |
|-------------------------|---|--|-------------------------|
| Masters                 | ▶ | The following table shows the summary of Agency according to status and type |                         |
| My Schemes              | ▶ | Map DDO to CNA/SNA Schemes   | Age                     |
| Agencies                | ▶ | Approve Acc. for Deactivation  |                         |
| My Funds                | ▶ | View Scheme Component  |                         |
| Scheme Allocation       | ▶ | Map SNA/CNA Component to   |                         |
| Register/ Track Issue   |   | Manage SNA Legacy Data   |                         |
| Utilisation Certificate | ▶ | Manage SNA/CNA Component   |                         |
| OLD UC                  | ▶ | Scheme Hierarchy   | Manage Scheme Hierarchy |
|                         |   | Manage SNA Scheme Ratio  | Manage Scheme Hierarchy |

The System Displays the Scheme Code/Name drop down list, the System Displays the Schemes as the logged in user Type. The User then selects the Scheme for which the Scheme Hierarchy is to be managed and clicks on “**Search**” button to view the Scheme Hierarchy.

| Manage Scheme Hierarchy  |              |         |
|--|--------------|---------|
| Scheme Code/Name :   | BR184-SNA KT | ▼       |
| Hierarchy Name :   |              |         |
| Status :   | All          | ▼       |
| <input type="button" value="Search"/> <input type="button" value="Reset"/> |              |         |
| Hierarchy Name   | SchemeName   | Status  |
| <a href="#">Hierarchy of Scheme [SNA KT]</a>                               | BR184-SNA KT | Enabled |

The System displays the Scheme Hierarchy Name and upon clicking the Scheme Hierarchy hyperlink the System displays the Hierarchy levels.

Create Hierarchy

**Scheme Code/Name :** BR184-SNA KT

**Hierarchy Name :** Hierarchy of Scheme [SNA KT]

**Rural/Urban :** ☐ Rural ☒ Urban

**Hierarchy Structure :** Delete Existing Hierarchy

Scheme Fund Flow Hierarchy

| Level   | Location | Level Name | Save | Edit | Add |
|---------|----------|------------|------|------|-----|
| Level 1 | State    | State      | Save | Edit | Add |
| Level 2 | District | District   | Save | Edit | Add |
| Level 3 | Tehsil   | Tehsil     | Save | Edit | Add |
| Level 4 | Town     | Town       | Save | Edit | Add |
| Level 5 | Ward     | Ward       | Save | Edit | Add |
| Level 6 | Select   |            | Save | Edit | Add |

Save Scheme Hierarchy
Cancel

| Level Name | Master Level | No. of Mapped Agency | DELETE |
|------------|--------------|----------------------|--------|
| State      | State        | 1                    | X      |
| District   | District     | 0                    | X      |
| Tehsil     | Tehsil       | 0                    | X      |
| Town       | Town         | 0                    | X      |
| Ward       | Ward         | 0                    | X      |

### Adding Levels

The user can add the hierarchy levels by clicking on the “Add” button before or after the levels presented on the screen. To add a new Level the user will select the Location and enter the Level Name then click on save button.

Like in the below screen user wants to add “between” just after the district, then on clicking of “Add” button, level3 added and it will prompt for entering the location & level name. After that click on “Save” button, a message appear on screen “Hierarchy Level Added successfully”

Scheme Fund Flow Hierarchy

| Level   | Location | Level Name | Save | Edit | Add |
|---------|----------|------------|------|------|-----|
| Level 1 | State    | State      | Save | Edit | Add |
| Level 2 | District | District   | Save | Edit | Add |
| Level 3 | Select   |            | Save | Edit | Add |
| Level 4 | Tehsil   | Tehsil     | Save | Edit | Add |
| Level 5 | Town     | Town       | Save | Edit | Add |
| Level 6 | Ward     | Ward       | Save | Edit | Add |
| Level 7 | Select   |            | Save | Edit | Add |

Save Scheme Hierarchy
Cancel

**Create Hierarchy**  
Hierarchy level added successfully

Scheme Code/Name : BR184-SNA-KT

Hierarchy Name : Hierarchy of Scheme [SNA-KT]

Rural/Urban : ☐ Rural ☒ Urban

Hierarchy Structure :

**Scheme Fund Flow Hierarchy**

| Level   | Location   | State    | Level Name | State1   | Save | Edit | Add |
|---------|------------|----------|------------|----------|------|------|-----|
| Level 1 | Location : | State    | State1     | State1   | Save | Edit | Add |
| Level 2 | Location : | District | District   | District | Save | Edit | Add |
| Level 3 | Location : | Tehsil   | Tehsil     | Tehsil   | Save | Edit | Add |
| Level 4 | Location : | Town     | Town       | Town     | Save | Edit | Add |
| Level 5 | Location : | Ward     | Ward       | Ward     | Save | Edit | Add |
| Level 6 | Location : | Select   |            |          | Save | Edit | Add |

| Level Name | Master Level | No. of Mapped Agency | DELETE                           |
|------------|--------------|----------------------|----------------------------------|
| State1     | State        | 1                    | <input type="button" value="X"/> |
| District   | District     | 1                    | <input type="button" value="X"/> |
| Tehsil     | Tehsil       | 0                    | <input type="button" value="X"/> |
| Town       | Town         | 0                    | <input type="button" value="X"/> |
| Ward       | Ward         | 0                    | <input type="button" value="X"/> |

The User will then click on **"Save Scheme Hierarchy"** button to save the all Levels created.

**Note:** Please ensure the between level should be added in between two hierarchy levels.

### Editing Levels

The user can edit the hierarchy level name by clicking on the **"Edit"** button given adjacent to the Level name.

**Create Hierarchy**

Scheme Code/Name : BR184-SNA-KT

Hierarchy Name : Hierarchy of Scheme [SNA-KT]

Rural/Urban : ☐ Rural ☒ Urban

Hierarchy Structure :

**Scheme Fund Flow Hierarchy**

| Level   | Location   | State    | Level Name | State1   | Save | Edit | Add |
|---------|------------|----------|------------|----------|------|------|-----|
| Level 1 | Location : | State    | State      | State    | Save | Edit | Add |
| Level 2 | Location : | District | District   | District | Save | Edit | Add |
| Level 3 | Location : | Tehsil   | Tehsil     | Tehsil   | Save | Edit | Add |
| Level 4 | Location : | Town     | Town       | Town     | Save | Edit | Add |
| Level 5 | Location : | Ward     | Ward       | Ward     | Save | Edit | Add |
| Level 6 | Location : | Select   |            |          | Save | Edit | Add |

Locations: Tehsil

Level Name: Tehsil

The user then clicks on **"Save Scheme Hierarchy"** level button to save all the changes made in the Scheme Hierarchy.

### Deleting Levels

**Scenario 1:** Deleting the entire hierarchy structure by clicking on button “Delete Existing Hierarchy”. The user can delete all levels by clicking on “Delete Existing Hierarchy” button available on the screen. This action will remove the entire hierarchy structure that falls under the scheme.

The screenshot shows the 'Create Hierarchy' form. The 'Delete Existing Hierarchy' button is highlighted with a red box. Below the form, a table displays the hierarchy structure:

| Level Name    | Master Level | No. of Mapped Agency | DELETE |
|---------------|--------------|----------------------|--------|
| State1        | State        | 1                    | X      |
| District      | District     | 0                    | X      |
| Between level | Between      | 0                    | X      |
| Tehsil        | Tehsil       | 0                    | X      |
| Town          | Town         | 0                    | X      |
| Ward          | Ward         | 0                    | X      |

A pop message is shown “Are you sure, you want to delete existing scheme hierarchy, Click ok to continue and cancel to go back”

The screenshot shows the 'Create Hierarchy' form with a confirmation pop-up message. The pop-up message is highlighted with a red box and contains the text: “Are you sure, you want to delete existing scheme hierarchy, Click ok to continue and cancel to go back”. The pop-up has 'OK' and 'Cancel' buttons. Below the form, a table displays the hierarchy structure:

| Level Name    | Master Level |
|---------------|--------------|
| State1        | State        |
| District      | District     |
| Between level | Between      |
| Tehsil        | Tehsil       |
| Town          | Town         |

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The user Clicks on “ok” button a message is shown to the user “Are you sure, Entire hierarchy will be deleted including any state wise customizations, all mapped Agencies will be unmapped, Click ok to continue and cancel to go back”

**Create Hierarchy**  
scheme hierarchy save successfully

Scheme Code/Name : BR184-SNA KT

Hierarchy Name : Hierarchy of Scheme [SNA KT]

Rural/Urban : ☐ Rural ☒ Urban

Hierarchy Structure :

| Level   | Location          | Level Name        | Edit | Add  |
|---------|-------------------|-------------------|------|------|
| Level 1 | Location :        |                   | Edit | Add  |
| Level 2 | Location :        |                   | Edit | Add  |
| Level 3 | Location :        |                   | Edit | Add  |
| Level 4 | Location :        |                   | Edit | Add  |
| Level 5 | Location :        |                   | Edit | Add  |
| Level 6 | Location : Ward   | Level Name : Ward | Save | Edit |
| Level 7 | Location : Select | Level Name :      | Save | Edit |

| Level Name | Master Level | No. of Mapped Agency | DELETE |
|------------|--------------|----------------------|--------|
| State1     | State        | 1                    | X      |
| District   | District     | 0                    | X      |

The user clicks on “ok” button and a message “Your Hierarchy deletion request has been scheduled successfully and will be completed by an Hour, You may login after sometime to create new hierarchy.”

**Create Hierarchy**  
Your Hierarchy deletion request has been scheduled successfully and will be completed by an Hour, You may login after sometime to create new hierarchy.

### **Scenario 2:** Deleting the specific levels by clicking on button “Delete Existing Hierarchy”

To delete the Level Name the User Clicks on “X” in front of the Level Name. As in below screen, user wants to delete level 4 “between” then user will click on button “X” adjacent to level name.



The System confirms the user whether he/she wants to delete the Level.

Upon clicking the "OK" button the level will be deleted, Provided the case:

- User is authorized to delete the Level
- No Agency is mapped at the level.
- Order of deletion should be bottom to top.

On success, the message **"level deleted successfully"** show to user.



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**Create Hierarchy**  
Level deleted successfully

Scheme Code/Name : BR104-SRA RT

Hierarchy Name : Hierarchy of Scheme (SRA RT)

Rural/Urban : Rural Urban

Hierarchy Structure : Delete Existing Hierarchy

**Scheme Fund Flow Hierarchy**

| Level   | Location | State    | Level Name | State    | Save | Edit | Add |
|---------|----------|----------|------------|----------|------|------|-----|
| Level 1 | Location | State    | Level Name | State    | Save | Edit | Add |
| Level 2 | Location | District | Level Name | District | Save | Edit | Add |
| Level 3 | Location | Tehsil   | Level Name | Tehsil   | Save | Edit | Add |
| Level 4 | Location | Town     | Level Name | Town     | Save | Edit | Add |
| Level 5 | Location | Ward     | Level Name | Ward     | Save | Edit | Add |
| Level 6 | Location | Select   | Level Name |          | Save | Edit | Add |

Save Scheme Hierarchy Cancel

| Level Name | Master Level | No. of Mapped Agency | DELETE |
|------------|--------------|----------------------|--------|
| State      | State        | 1                    | X      |
| District   | District     | 1                    | X      |
| Tehsil     | Tehsil       | 0                    | X      |
| Town       | Town         | 0                    | X      |
| Ward       | Ward         | 0                    | X      |

Otherwise, message “Level cannot be deleted! Because agency mapping or customization has been done for this hierarchy” is shown to the user.

### Scenario 3:

If the user tries to delete any random level then it will show the message “Level cannot be deleted (Delete Bottom to Top order)!” Like in the below screen, for deleting “Tehsil” the bottom-level hierarchy should be deleted first.

**Create Hierarchy**  
Level can not be deleted (Delete Bottom to Top order) !

Scheme Code/Name : BR104-SRA RT

Hierarchy Name : Hierarchy of Scheme (SRA RT)

Rural/Urban : Rural Urban

Hierarchy Structure : Delete Existing Hierarchy

**Scheme Fund Flow Hierarchy**

| Level   | Location | State    | Level Name | State    | Save | Edit | Add |
|---------|----------|----------|------------|----------|------|------|-----|
| Level 1 | Location | State    | Level Name | State    | Save | Edit | Add |
| Level 2 | Location | District | Level Name | District | Save | Edit | Add |
| Level 3 | Location | Tehsil   | Level Name | Tehsil   | Save | Edit | Add |
| Level 4 | Location | Tehsil   | Level Name | Tehsil   | Save | Edit | Add |
| Level 5 | Location | Town     | Level Name | Town     | Save | Edit | Add |
| Level 6 | Location | Ward     | Level Name | Ward     | Save | Edit | Add |
| Level 7 | Location | Select   | Level Name |          | Save | Edit | Add |

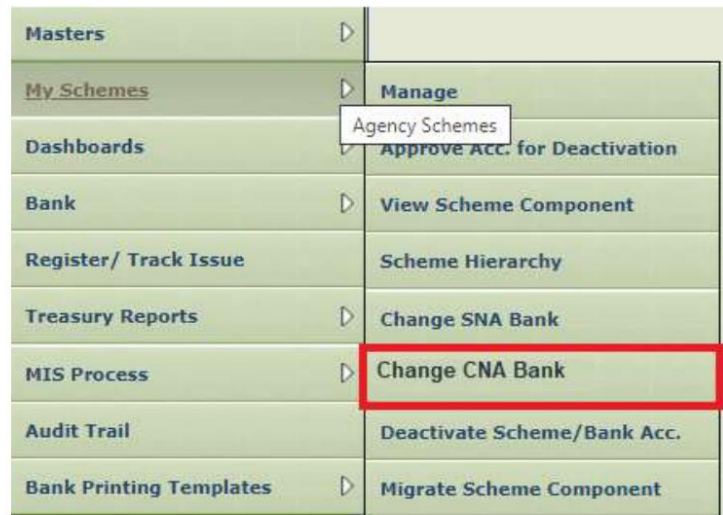
Save Scheme Hierarchy Cancel

| Level Name | Master Level | No. of Mapped Agency | DELETE |
|------------|--------------|----------------------|--------|
| State      | State        | 1                    | X      |
| District   | District     | 1                    | X      |
| Tehsil     | Tehsil       | 0                    | X      |
| Town       | Town         | 0                    | X      |

## 6.2 Bank Change

User: Root

The user Navigates to the menu "My Schemes>Change CNA Bank" and the page "Change Central Nodal Agency Bank" opens



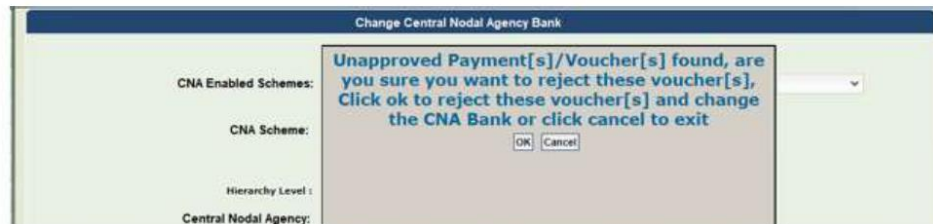
The User Selects the CNA enable Scheme and the agency whose Bank needs to be changed.

The System automatically displays the CNA Scheme, State, Hierarchy Level, Central Nodal Agency, Central Nodal Bank, Central Nodal Account and Central Nodal Account balance.

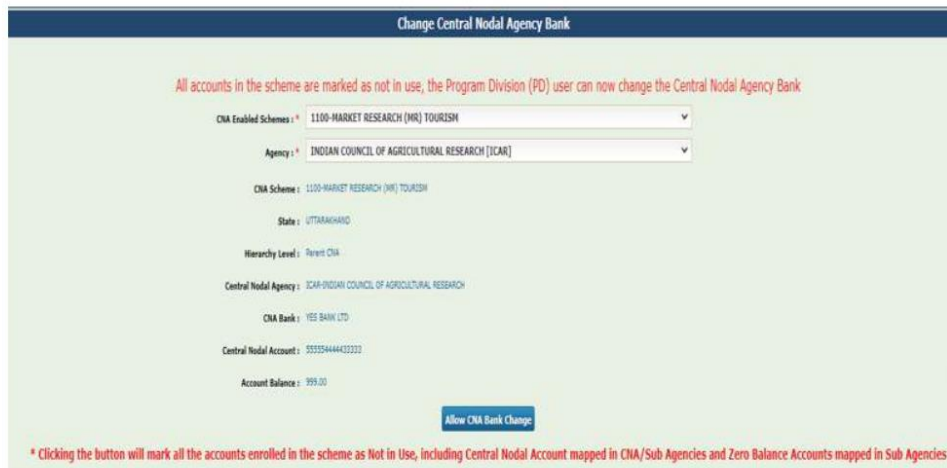
The User Selects clicks on "Allow CNA Bank Change" button and a pop up message "Are you sure, you want to change the CNA Bank, click OK to continue and Cancel to exit" is shown to user.



In case there are any voucher[s] in pipeline that are not yet acted upon, then a message “Unapproved Payment[s]/Voucher[s] found, are you sure you want to reject these voucher[s], Click ok to reject these voucher[s] and change the CNA Bank or click cancel to exit” is shown to the user.



Upon Clicking “OK” a message “All accounts in the scheme are marked as not in use, the Program Division (PD) user can now change the Central Nodal Agency Bank” is shown to the user.



Upon Clicking “Cancel” the user exits.

#### User: PD

Pre-requisites: The root user has allowed the CNA Bank to be changed for a particular CS Scheme

The User Navigates to “Agencies>Map Central Nodal Agency” and the page “Map Central Nodal Agency” opens.



The user Selects the CNA Scheme and Clicks on “Search Scheme Mapping” button. The System displays the CNA Agencies Mapped in the Scheme and displays whether Multiple CNA are allowed in the Scheme or not.

**Map Central Nodal Agency**

Scheme Name : 1100 - MARKET RESEARCH (MR) TOURISM

Multiple CNA : Yes

Search Agency: Agency Unique Code OR Agency Name

Central Nodal Agency Bank :

Search Scheme Mapping Map CNA Reset

**Manage Central Nodal Account**

| Scheme                            | Agency                         | Agency Location | CNA Bank            | Is CNA |
|-----------------------------------|--------------------------------|-----------------|---------------------|--------|
| MARKET RESEARCH (MR) TOURISM-1100 | Testing Team 0001204N000004622 | DELHI           | Paytm Payments Bank | Yes    |

Search the agency by entering the agency unique code or agency name. Select the agency name by clicking on the check box, enter the bank name that user want to switch and then click on “Map CNA” button.

**Map Central Nodal Agency**

Scheme Name : 1100 - MARKET RESEARCH (MR) TOURISM

Multiple CNA : Yes

Search Agency: Agency Unique Code OR INDIAN COUNCIL OF AGR

| Select                              | Agency Name   | Agency State |
|-------------------------------------|---|--------------|
| <input type="checkbox"/>            | INSTITUTIONAL INDIAN INSTITUTE OF SOIL SCIENCE (INDIAN COUNCIL OF AGRICULTURAL RESEARCH)                | CENTRAL      |
| <input type="checkbox"/>            | (DHIRWAR) ICAR- INDIAN COUNCIL OF AGRICULTURAL RESEARCH- INDIAN INSTITUTE OF WHEAT AND BARLEY RESEARCH  | CENTRAL      |
| <input type="checkbox"/>            | (NRCPIG) National Research Centre on Pig, Indian Council of Agricultural Research                       | CENTRAL      |
| <input type="checkbox"/>            | (NCIRM) National Centre for Integrated Pest Management - Indian Council of Agricultural Research (ICAR) | CENTRAL      |
| <input type="checkbox"/>            | (ICAR) Directorate of Soybean Research ( Indian Council of Agricultural Research)                       | CENTRAL      |
| <input type="checkbox"/>            | (VIRK) Sylva (Kishu Vigyan Kendra - Sylva, under Indian Council of Agricultural Research)               | HANPUR       |
| <input type="checkbox"/>            | (ICARIMP) Indian Council of Agricultural Research Impel   | HANPUR       |
| <input checked="" type="checkbox"/> | (ICAR) INDIAN COUNCIL OF AGRICULTURAL RESEARCH  | UTTARAKHAND  |
| <input type="checkbox"/>            | (ICAR) National Research Centre for Agroforestry Indian Council of Agricultural Research (ICAR)         | CENTRAL      |
| <input type="checkbox"/>            | (ICARRIC) ICAR Research Complex, Goa, (Indian Council of Agricultural Research)                         | CENTRAL      |

Central Nodal Agency Bank : ICICI BANK LTD

Search Scheme Mapping Map CNA Reset

The confirmation screen pops on the screen “Are you sure want proceed, All accounts mapped in scheme will be marked as not in use, click ok to continue and cancel to go back”.

Are you sure you want proceed, All accounts mapped in scheme will be marked as not in use, click ok to continue and cancel to go back.

OK Cancel

Upon Clicking “OK” a message “Central Nodal Agency Mapped Successfully.” is shown to the user.

Map Central Nodal Agency

Map Central Nodal Agency

Central Nodal Agency Mapped Successfully.

Scheme Name : 1100 - MARKET RESEARCH (MR) TOURISM

Multiple CNA : Yes

Search Agency

Agency Unique Code

OR

Agency Name

Central Nodal Agency Bank :

Search Scheme Mapping

Map CNA

Reset

Manage Central Nodal Account

| Scheme                            | Agency  | Agency Location | CNA Bank            | Is CNA |
|-----------------------------------|---|-----------------|---------------------|--------|
| MARKET RESEARCH (MR) TOURISM-1100 | Testing Team 1051(DN000004K2)                 | DELHI           | Paytm Payments Bank | Yes    |
| MARKET RESEARCH (MR) TOURISM-1100 | INDIAN COUNCIL OF AGRICULTURAL RESEARCH(ICAR) | UTTARAKHAND     | ICICI BANK LTD      | Yes    |

Upon Clicking "Cancel" the user exits.

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