

PUBLIC FINANCIAL MANAGEMENT SYSTEM (PFMS)



USER MANUAL ON

PROCESSING OF E-PAYMENT BILLS ON PFMS BY CDDOs (CHEQUE DRAWING & DISBURSING OFFICES) ON PFMS

CONTROLLER GENERAL OF ACCOUNTS
DEPARTMENT OF EXPENDITURE
MINISTRY OF FINANCE
NEW DELHI
Website: www.pfms.nic.in

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PRE-REQUISITES FOR CDDO MODULE

CDDOs are required to carry out the following Pre-requisites before onboarding PFMS for performing payment related functionalities:-

- a. Open an e-Payment Account with their e-focal point bank branch of accredited bank.

(Note: E-Receipt account for NTRP and IAAA Account for more than 100 Crores may also be opened as per requirement).

- b. Intimate their newly opened e-Payment account details to their respective PAO so that PAO can enter this account number in PFMS.
- c. Procure two digital key of Class II type for two officers (1CDDO and 1 any officer authorized by DDO (Admin), to act as ***Signatory I to sign all the payments irrespective of amount*** and ***Signatory II to sign the payment amounting to Rupees 10 lakhs and above***, from any of the Certifying Authorities licenced by Controller of Certifying Authorities (available on website www.cca.gov.in under the link “**Licensed CAS**”).
- d. Create and approve login ids for users “DDO CHECKER” and “DDO MAKER” on PFMS.

REGISTRATION & APPROVAL OF USERS IN CDDO

Following are the users in CDDOs who will be registered for performing Payment functionality including e-payment on PFMS portal:

- a. CDDO (ADMIN)
- b. DDO CHECKER
- c. DDO MAKER

-DDO (Admin), if not already registered on PFMS, will be registered from Home page of PFMS. On the right hand side, one hyperlink “**Register Sanction ID Generation Users**” is

available. A form for Registration will appear on clicking this link. DDO user will fill in the relevant information in all the fields and press “**SUBMIT**” button. The system will display a message for successful registration.

-Registration of DDO user will be approved by PAO user in concerned Pay & Accounts office.

-DDO user will log in PFMS portal with his credentials and register the users “**DDO CHECKER**” and “**DDO MAKER USER**” through the option:

“USER MASTER” > “MINISTRY USER REGISTRATION”

-Registration of “DDO CHECKER” and “DDO MAKER” will be approved by DDO user through the option:

“USER MASTER” > “MANAGE USERS”

PRE-REQUISITES TO ENROL AND USE DSC (DIGITAL SIGNATURE CERTIFICATES)

Following are the Pre-requisite activities to enrol and use DSC (Digital Signature Certificate):-

- a. -Confirm that updated JAVA is installed on to your machine.
- b. -Confirm that Driver of DSC is installed on to your machine. Check the brand name of DSC and go to site of concerned company to download driver.
- c. -Go to Java Control panel > Security Tab > Edit Site List. Enter <https://pfms.nic.in>.
- d. -Go to Java Control Panel > Advance Tab > Java Console option Enable “**Show - Console**”.
 - Go to Java Control Panel > Advance Tab > In Miscellaneous> enable “**Place java icon in System tray**” option
- e. Go to Update Tab of Java and confirm Check for “**Update Automatically**” is enabled.

- f. Close the Java and browser (Internet Explorer).
- g. Open Internet Explorer and login again PFMS to enroll DSC.
- h. Always use Digital Signature On Internet Explorer

PROCESS FOR ENROLMENT OF DSCs

Users (Signatory 1 & Signatory 2) in CDDOs, who need to use Digital Signatures for signing e-payments, are first required to log in PFMS portal with their login Id and password and enrol their digital signatures through DSC (Digital Signature Certificate) Enrolments module.

“MASTERS” > DSC MANAGEMENT > ENROLL DSC”.

Details can be updated by the user who enrolled the digital signatures. The updated details also need to be approved by PAO.

After enrolment has been done successfully, by CDDO users, their DSC enrolment will be approved by PAO user.

“MASTER”>”DSC MANAGEMENT”>”APPROVE DSC”

PROCESS FOR SIGNATORY CONFIGURATION OF DSCs

The process of “**Signatory Configuration**” at PFMS is required to authenticate payments by configured signatories to ensure timely payments.

DDO user has to specify the users who will act as Signatory 1 and Signatory 2.

The payment amounting to Rupees below 10 lakhs will be signed by Signatory 1 only. The Payment amounting to Rupees 10 lakhs and above will require signatures of both Signatory 1 and Signatory 2.

This option is available at DDO level user only. He will log in PFMS portal with his login id and password and go to:

"BANK">>"SIGNATORY CONFIGURATION".

-Signatory level, 1 and 2, as specified by DDO user also need to be approved by PAO user.

LETTER OF CREDIT (LOC)

- LOC is generally being issued on quarterly basis. However, it can be issued any number of times in a financial year.
- Period of validity is also prescribed in the LOC.
- First LOC (provisional) is generally being issued in the month of March.
- LOC is simultaneously being issued to both CDDO and its accredited bank branch.
- The ceiling prescribed in the LOC is to be monitored both by CDDO and bank.
- The ceiling prescribed in LOC is applicable on all types of payments (cheques as well as e-payments) being made by the CDDO.
- Bank monitors the payments (cheque and e-payment taken together) on the basis of overall ceiling prescribed in the LOC.
- LOC is to be validated against the net amount of bill.
- Fresh LOC issued after the expiry of the period prescribed in the earlier LOC shall be treated as an additional to the unspent balance of the earlier LOC.
- The unspent LOC of the last quarter of the financial year is not to be carried forward to next year.
- The cheques/e-payments issued during the last quarter but presented for payment during the next quarter in the subsequent financial year will be considered by the banks etc. against the assignment of the year in which they were drawn and not in the year in which they are paid.

- Negative LOC is also being issued so to adhere to the ceilings/cut imposed.
- Negative LOC can be initiated by PAO or CDDO.
- How much amount is to be given in the LOC is at the discretion of PAO/LOC Cell.
- LOC cannot be issued against LOA. However, the same is allowed an exception in M/O Urban Development where it is in practice that payments are being made by CPWD Divisions on the basis of LOA issued by other Ministries/Departments.
- There could be multiple heads in a single LOC.
- LOC request is to be initiated from CDDO.

➤ **Effect of Transfer Entry on LOC at CDDO level:**

There would be effect of transfer entry on LOC at CDDO level as the LOC is issued and monitored head-wise.

➤ **Effect of 're-issue' of 'Failed Transaction' on LOC at CDDO level:**

There won't be any effect of re-issue of transaction on LOC at CDDO level because the LOC was reduced at the time of issue of original transaction.

➤ **Effect of 'Permanent Cancellation' of 'Failed Transaction' on LOC at CDDO level:**

There will be effect of permanent cancellation of transaction on LOC at CDDO level if the original transaction pertains to the same financial year in which the permanent cancellation is being done. In other words the LOC amount will be increased in all such cases. The same is suggested since the bank has not reduced the LOC amount at their end as the transaction was not successful. However, if the permanent cancellation of failed transaction is being done in the next financial year then the LOC of the previous financial year (last quarter) may only be increased.

➤ **Effect of 'Failure-after-Success' cases on LOC at banks level:**

At present in case of '**failure-after-success**' transactions the bank is providing refund of already claimed amount and it is being shown as receipt in scrolls/DMS.

The bank should increase the amount of LOC in all the 'failure-after-success' cases if it pertains to the same financial year. If the 'failure-after-success' is reported in the next financial year then the LOC of the previous financial year (last quarter) may only be increased by banks.

On the CDDO side, the impact of 'Failure-after-Success' transactions will on the basis of action initiated by them as indicated hereunder:-

a. **Effect of 're-issue' of 'failure-after-success' transaction' on LOC at CDDO level:**

There won't be any effect of re-issue of transaction on LOC at CDDO level because the LOC was reduced at the time of issue of original transaction.

b. **Effect of 'Permanent Cancellation' of 'failure-after-success' transaction' on LOC at CDDO level:**

There will be effect of permanent cancellation of transaction on LOC at CDDO level if the original transaction pertains to the same financial year in which the permanent cancellation is being done. In other words the LOC amount will be increased in all such cases. The same is required since the bank has not reduced the LOC amount at their end as the transaction was not successful ultimately. (The LOC amount which was reduced by bank at the first instance when the transaction was reported as 'successful' was subsequently increased when the same transaction was reported as 'failure-after-success'.)

However, if the permanent cancellation of failed transaction is being done in the next financial year then the LOC of the previous financial year (last quarter) may only be increased.

PROCESSING OF LOC ON PFMS AT DDO MAKER LEVEL

First of all, DDO Maker will make Head wise Demand entry for LOC through the option:

“BUDGET” > “LOC” > “CREATE LOC”

This screenshot shows the PFMS interface. The top navigation bar includes the logo of the Controller General of Accounts, Ministry of Finance, and the text "Public Financial Management System-PFMS (D/o Controller General of Accounts, Ministry of Finance)". The user information at the top right shows "Welcome: Manoj DDO Maker Banga DDO Maker", "User Type: DDOMaker", "Financial Year: 2017-2018", and the date "09/07/4 AM". On the left, there is a sidebar with links for Home, My Account, Budget (highlighted with a red box), ReprocessFailedTransaction, Sanctions, and Employee Info. System. The main content area has a header "Manoj DDO Maker Banga DDO Maker" and a sub-header "Create LOC". Below this, there is a button "Generate Proposal" and another button "Create LOC" which is also highlighted with a red box. A note at the bottom states: "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." A "Common Search" link is located in the top right corner.

A screen for **“Head wise Demand Entry”** will appear. DDO code will be displayed automatically. All the fields under the header “LOC Details” will be blank.

This screenshot shows the "Head Wise Demand Entry" screen. The top navigation bar and user information are identical to the previous screenshot. The left sidebar includes the same links as before. The main content area has a header "Head Wise Demand Entry" (highlighted with a red box) and a sub-header "Head Of Accounts". Under "Head Of Accounts", there are fields for "DDO : 143477-BHUBNESWAR CENTRAL DIVISION", "Grant Code : *", "Object Head : *", "Function Head : *", and "Category : *". Below this is a section titled "LOC Details" containing fields for "Actual Expenditure upto : *", "Budget Allocated : *", "Anticipated Expenditure : *", "Cheque/E-payment so far : *", "Net LOC : *", "Balance Budget Available : *", "LOC Issued so far : *", "Unspent LOC : *", "LOC Admissible : *", and "Remarks : *". At the bottom of the form are "Save" and "Reset" buttons, and a message "No Record Found".

DDO Maker will enter Accounting Head details viz. Grant, Function Head, Object Head and Category in respect of head for which demand of LOC is to be created. On pressing the key “Enter”, after keying in Accounting Head details, Information will be displayed in the fields “Actual Expenditure upto”, “Budget Allocated”, “Balance Budget Available”, “LOC Issued so far”, “Cheque/E-payment so far”, “Unspent LOC” automatically.

Head Wise Demand Entry

Head Of Accounts

DDO : 143477-BHUBNESWAR CENTRAL DIVISION	Grant Code : 097	Object Head : 27	Function Head : 221007000201	Category : 4
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LOC Details

Actual Expenditure upto : 0	BudgetAllocated : 1000000	Balance Budget Available : 1000000
Anticipated Expenditure : *	LOC Issued so far : 1000	Unspent LOC : 1000
Cheque/Epayment so far : 0	LOC Admissible : *	Remarks :
Net LOC :	Save Reset	

No Record Found

The hyperlink of “LOC issued so far” can be clicked to view the details

Head Wise Demand Entry

Head Of Accounts

DDO : 143477-BHUBNESWAR CENTRAL DIVISION	Grant Code : 097	Object Head : 27	Function Head : 221007000201	Category : 4
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LOC Issued Details

S.NO	LOC No	Loc Date	Quarter	LOC Admissible	LOC Approved Amount
1	20171014347762	17/8/2017	Q2	1,000	1,000

Cancel

LOC Admissible : *
Remarks :

Net LOC : Save Reset

No Record Found

DDO Maker has to enter amount in the fields “**Anticipated Expenditure**” and “**LOC Admissible**”. The system has a validation for not allowing LOC Admissible amount greater than the Anticipated Expenditure.

Head Wise Demand Entry

Head Of Accounts

Loc Admissible amount can not be greater than Anticipated Budget Expenditure.

DDO : 143477-BHUBNESWAR CENTRAL DIVISION	Grant Code : 097	Object Head : 27	Function Head : 221007000201	Category : 4
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LOC Details

Actual Expenditure upto : 0	BudgetAllocated : 1000000	Balance Budget Available : 1000000
Anticipated Expenditure : *	LOC Issued so far : 1000	Unspent LOC : 1000
Cheque/Epayment so far : 0	LOC Admissible : *	Remarks : TEST
Net LOC : 400000	Save Reset	

DDO maker will enter the admissible amount for LOC and enter relevant ‘**Remarks**’. The system will automatically display amount of “**NET LOC**” after taking into consideration the amount of Unspent LOC. User will press the button “**Save**”.

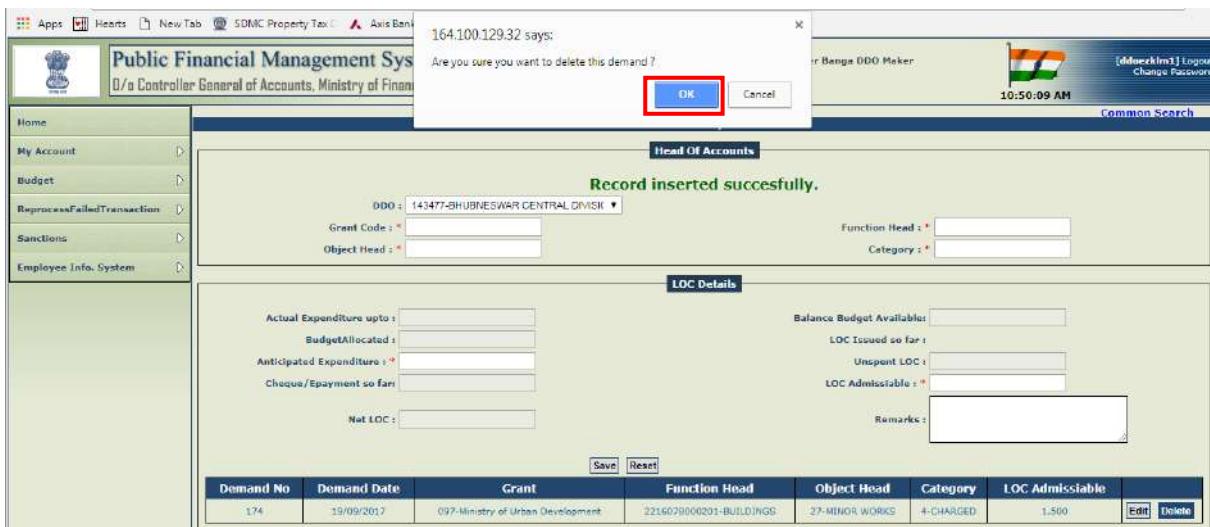
The system will display a message:

“Record inserted successfully”.

A grid showing Demand No. (System generated), Demand date, Accounting Head Details and LOC Admissible, will appear below. Two buttons “Edit” and “Delete” will also be available for deleting or editing this demand, if required.

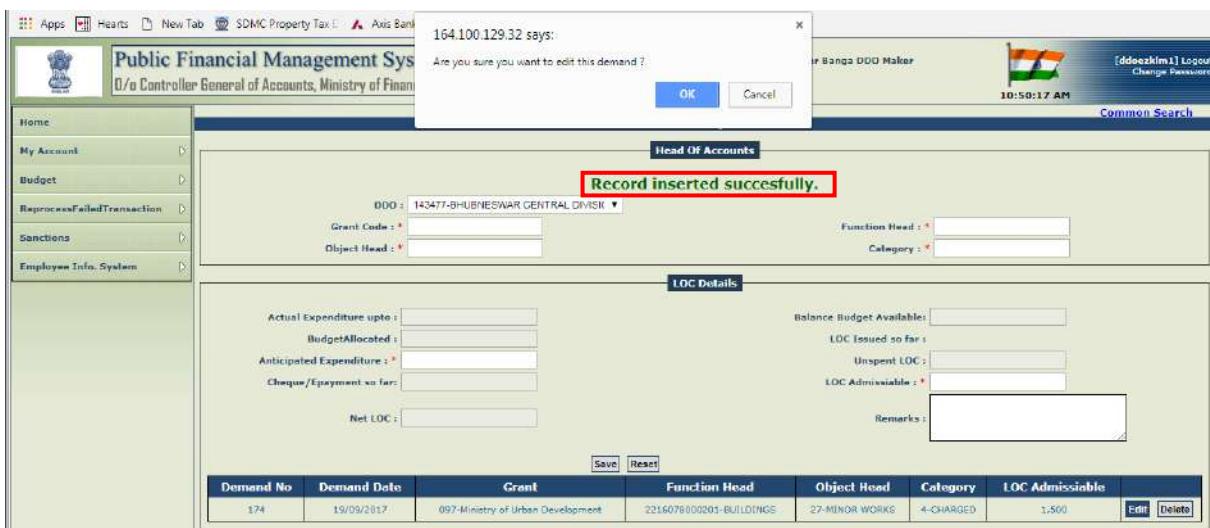
Demand No	Demand Date	Grant	Function Head	Object Head	Category	LOC Admissible	Actions
174	19/09/2017	097-Ministry of Urban Development	221607800201-BUILDINGS	27-MINOR WORKS	4-CHARGED	1,500	Edit Delete

In case, the record needs to get deleted, user will press the button “Delete”. The system will ask for the confirmation of action. On pressing “OK” record will get deleted.



The screenshot shows a confirmation dialog box in the center of the screen. The message reads: "164.100.129.32 says: Are you sure you want to delete this demand?". Below the message are two buttons: "OK" (highlighted with a red box) and "Cancel". The background of the application shows a "Head Of Accounts" form. The "Record inserted succesfully." message is displayed at the top. The "Demand No" field contains "174". The "Demand Date" field contains "19/09/2012". The "Grant" field contains "097-Ministry of Urban Development". The "Function Head" field contains "2216029000201-BUILDINGS". The "Object Head" field contains "27-MINOR WORKS". The "Category" field contains "4-CHARGED". The "LOC Admissible" field contains "1,500".

In case, editing is required to be carried out in record, user will press the button “Edit”. The system will display warning message for confirmation of action. User will press “OK” button.



The screenshot shows a confirmation dialog box in the center of the screen. The message reads: "164.100.129.32 says: Are you sure you want to edit this demand?". Below the message are two buttons: "OK" (highlighted with a red box) and "Cancel". The background of the application shows a "Head Of Accounts" form. The "Record inserted succesfully." message is displayed at the top. The "Demand No" field contains "174". The "Demand Date" field contains "19/09/2012". The "Grant" field contains "097-Ministry of Urban Development". The "Function Head" field contains "2216029000201-BUILDINGS". The "Object Head" field contains "27-MINOR WORKS". The "Category" field contains "4-CHARGED". The "LOC Admissible" field contains "1,500".

The Fields “Anticipated Expenditure” and “LOC Admissible” will again be available for editing. User will enter new amount and press the button “Update”.

**Public Financial Management System
I.T.Division, O/o CGA**

Head Wise Demand Entry

Head Of Accounts							
Demand No : 143477-BHUBNESWAR CENTRAL DIVISK	Grant Code : * 097	Object Head : * 27	Demand Date : 19/09/2017	Function Head : * 2216078000201	Category : * 4		
Actual Expenditure upto : 0 BudgetAllocated : 1000000 Anticipated Expenditure : * 1500 Cheque/Epayment so far : 0 Net LOC : 500				Balance Budget Available : 1000000 LOC Issued so far : 1000 Unspent LOC : 1000 LOC Admissible : * 1500 Remarks : TEST			
<input type="button" value="Update"/> <input type="button" value="Reset"/>							
Demand No	Demand Date	Grant	Function Head	Object Head	Category	LOC Admissible	
174	19/09/2017	097-Ministry of Urban Development	2216078000201-BUILDINGS	27-MINOR WORKS	4-CHARGED	1,500	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Head Wise Demand Entry

Head Of Accounts							
Demand No : 143477-BHUBNESWAR CENTRAL DIVISK	Grant Code : * 097	Object Head : * 27	Demand Date : 19/09/2017	Function Head : * 2216078000201	Category : * 4		
Actual Expenditure upto : 0 BudgetAllocated : 1000000 Anticipated Expenditure : * 2000 Cheque/Epayment so far : 0 Net LOC : 1000				Balance Budget Available : 1000000 LOC Issued so far : 1000 Unspent LOC : 1000 LOC Admissible : * 2000 Remarks : TEST			
<input type="button" value="Update"/> <input type="button" value="Reset"/>							
Demand No	Demand Date	Grant	Function Head	Object Head	Category	LOC Admissible	
174	19/09/2017	097-Ministry of Urban Development	2216078000201-BUILDINGS	27-MINOR WORKS	4-CHARGED	1,500	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

On pressing the button “**Update**”, the system will display a message:

“Record Updated successfully”.

The grid appearing below will show the edited amount.

Head Wise Demand Entry

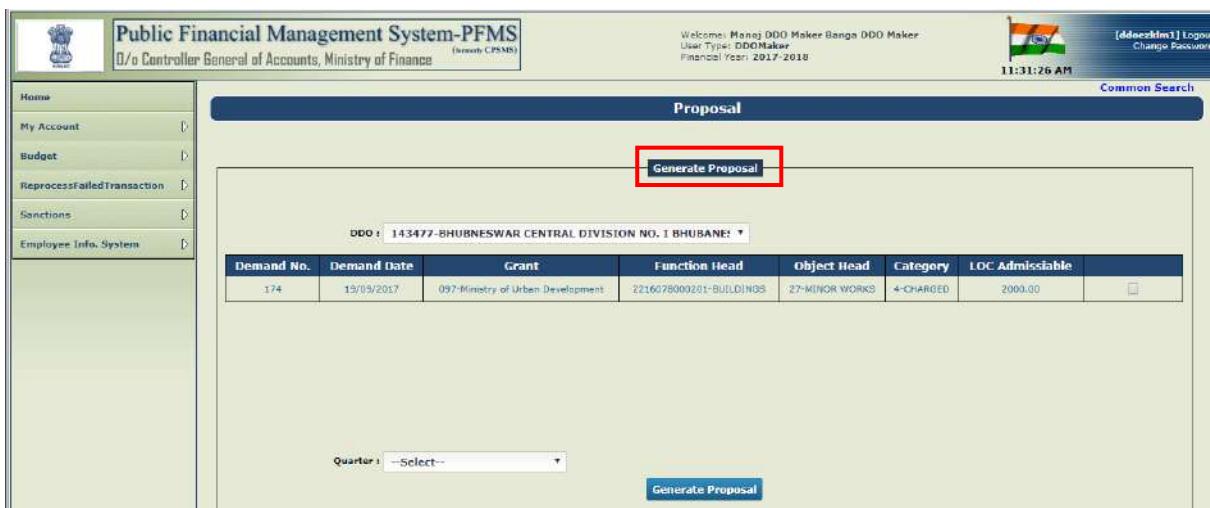
Head Of Accounts							
Demand No : 143477-BHUBNESWAR CENTRAL DIVISK	Grant Code : * 097	Object Head : * 27	Function Head : * 2216078000201	Category : * 4			
Actual Expenditure upto : BudgetAllocated : Anticipated Expenditure : * 2000 Cheque/Epayment so far : Net LOC : 1000				Balance Budget Available : LOC Issued so far : Unspent LOC : LOC Admissible : * 2000 Remarks : TEST			
<input type="button" value="Save"/> <input type="button" value="Reset"/>							
Demand No	Demand Date	Grant	Function Head	Object Head	Category	LOC Admissible	
174	19/09/2017	097-Ministry of Urban Development	2216078000201-BUILDINGS	27-MINOR WORKS	4-CHARGED	2,000	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

After the ‘**Head Wise Demand**’ has been entered by DDO Maker, he will go to generate proposal through the option:

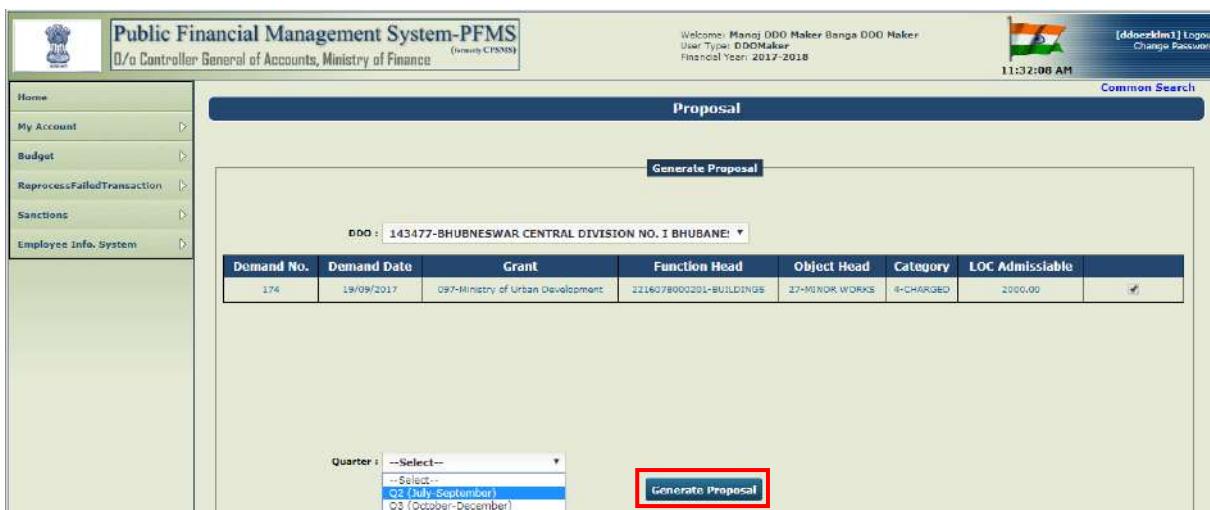
“BUDGET” > “LOC” > “GENERATE PROPOSAL”



A screen for “**Generate Proposal**”, showing the details of Demand entered, will appear.



The user has to check the box given against Demand, select the quarter from drop down menu and press the button “**Generate Proposal**”.



The system will display a message:

"Record inserted successfully".

The status of record will be shown as "**Initiated**". Three additional buttons "**Delete**", "**Forward to Checker**" and "**View**" will become available in the grid against the Demand. One additional box for "**Redirect to Maker with Remarks**" will also appear at the bottom where user can write relevant remarks for return the record, in case required.

The user can view the details of Demand by pressing the button "**View**".

In case the record needs to get deleted, user will press the button "**Delete**".

The screenshot shows a browser window with the Public Financial Management System interface. A modal dialog box is displayed in the center, asking 'Are you sure you want to Proceed?'. The 'OK' button is highlighted with a red box. Below the dialog is a 'Generate Proposal' form with a dropdown menu set to '143477-BHUBNESWAR CENTRAL DIVISION NO. I BHUBANE'. A message 'No Record Found' is shown below the form. At the bottom is a 'Proposal List' table with one row of data.

DDO	Proposal No.	Proposal Date	Proposal Amount	Quarter	Status	
143477-BHUBNESWAR CENTRAL DIVISION NO. I BHUBANE	340	19/09/2017	2000.00	Q2 (July-September)	Initiated	Delete Forward To Checker View

In case of correct record, user will press the button “Forward to Checker”, the system will display a warning message” “Are you sure want to proceed”?

This screenshot is identical to the one above, showing the same system interface and the 'Are you sure you want to Proceed?' dialog box. The 'Forward To Checker' button in the 'Proposal List' table is highlighted with a red box.

On pressing “OK” button on warning message, the system will display a message:

“Record Forward to Checker Successfully”.

The screenshot shows the system after the 'Forward To Checker' action. A red box highlights the message 'Record Forward To Checker Successfully' which appears in the center of the screen. Below this message is a 'Generate Proposal' form and a 'Proposal List' table, similar to the ones in the previous screenshots.

PROCESSING OF LOC ON PFMS AT DDO CHECKER LEVEL

After the proposal for LOC has been generated by DDO Maker and thereafter forwarded to DDO Checker, it will be processed by DDO Checker. He will go to the option:

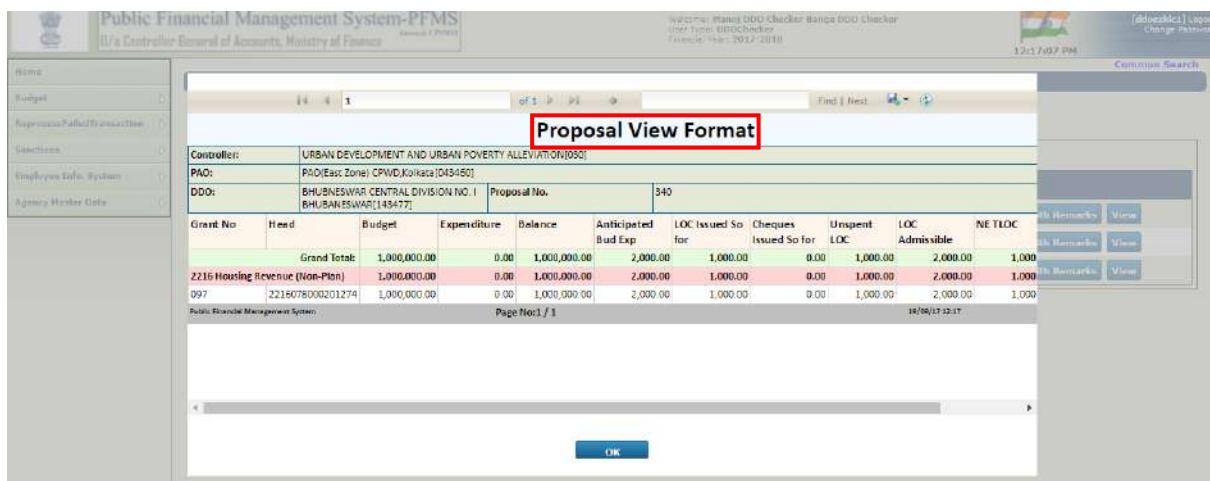
“BUDGET” > “LOC” > “GENERATE PROPOSAL”



A list of proposals with the status **“Forward to DDO Checker”** will be displayed. Three options will be available against each Proposal viz. **“Forward to DDO Admin”**, **“Redirect to Maker with Remarks”** and **“view”**.



The details of proposal for LOC can be viewed by clicking the button **“View”** given against the desired proposal.



In case of incorrect record, it can be redirected to maker by pressing the button **“Redirect to Maker with Remarks”**.

DDO	Proposal No.	Proposal Date	Proposal Amount	Quarter	Status	Action Buttons
143477-BHUBANESWAR CENTRAL DIVISION NO. 1 BHUBANESWAR	335	04/09/2017	96000000.00	Q2 (July-September)	ForwardToDDOChecker	Forward To DDO Admin Redirect To Maker with Remarks View
143477-BHUBANESWAR CENTRAL DIVISION NO. 1 BHUBANESWAR	336	04/09/2017	1500.00	Q2 (July-September)	ForwardToDDOChecker	Forward To DDO Admin Redirect To Maker with Remarks View
143477-BHUBANESWAR CENTRAL DIVISION NO. 1 BHUBANESWAR	340	19/09/2017	2000.00	Q2 (July-September)	ForwardToDDOChecker	Forward To DDO Admin Redirect To Maker with Remarks View

In case of correct record, DDO Checker will press the button “Forward to DDO Admin”.

The system will display a message for confirmation of action

“Are you sure you want to Proceed”?

DDO	Proposal No.	Proposal Date	Proposal Amount	Quarter	Status	Action Buttons
143477-BHUBANESWAR CENTRAL DIVISION NO. 1 BHUBANESWAR	335	04/09/2017	99800000.00	Q2 (July-September)	ForwardToDDOChecker	Forward To DDO Admin Redirect To Maker with Remarks View
143477-BHUBANESWAR CENTRAL DIVISION NO. 1 BHUBANESWAR	336	04/09/2017	1500.00	Q2 (July-September)	ForwardToDDOChecker	Forward To DDO Admin Redirect To Maker with Remarks View
143477-BHUBANESWAR CENTRAL DIVISION NO. 1 BHUBANESWAR	340	19/09/2017	2000.00	Q2 (July-September)	ForwardToDDOChecker	Forward To DDO Admin Redirect To Maker with Remarks View

On pressing “OK” on confirmation message, the record will disappear from the displayed list and the system will display a message:

“Record forwarded to DDO Admin successfully”.

DDO	Proposal No.	Proposal Date	Proposal Amount	Quarter	Status	Action Buttons
143477-BHUBANESWAR CENTRAL DIVISION NO. 1 BHUBANESWAR	335	04/09/2017	98000000.00	Q2 (July-September)	ForwardToDDOChecker	Forward To DDO Admin Redirect To Maker with Remarks View
143477-BHUBANESWAR CENTRAL DIVISION NO. 1 BHUBANESWAR	336	04/09/2017	1500.00	Q2 (July-September)	ForwardToDDOChecker	Forward To DDO Admin Redirect To Maker with Remarks View

PROCESSING OF LOC ON PFMS AT DDO ADMIN LEVEL

DDO Admin will go to the option:

“BUDGET” > “LOC” > “GENERATE PROPOSALS”

BharatKosh Report	Home	CAM Reports	DEBT To Farmers	Budget	Users Master	Health Module
				BE	LOC	PassedByDDOChecker
					Generate_Proposal	

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

Type	No. of Sanctions
Expenditure (AI)	12
Others	0
Total	12

A list of all LOC proposals with the status “Forward to DDO” will be displayed.

DDO	Proposal No.	Proposal Date	Proposal Amount	Quarter	Status			
143477-BHUBNESWAR CENTRAL DIVISION NO. 1 BHUBNESWAR	339	08/09/2017	106000.00	Q3 (October-December)	ForwardToDDO	Redirect To Checker with Remarks	Forward To PAO / PRAO	View
143477-BHUBNESWAR CENTRAL DIVISION NO. 1 BHUBNESWAR	340	18/09/2017	2000.00	Q3 (July-September)	ForwardToDDO	Redirect To Checker with Remarks	Forward To PAO / PRAO	View

By pressing the button “View” given against the desired proposal, details of proposals can be viewed.

Grant No	Head	Budget	Expenditure	Balance	Anticipated Bud Exp	LOC Issued So far	Cheques Issued So far	Unspent LOC	NET LOC
Grand Total: 1,000,000.00 0.00 1,000,000.00 2,000.00 1,000.00 0.00 1,000.00 2,000.00 1,000									
2216 Housing Revenue (Non-Plan) 1,000,000.00 0.00 1,000,000.00 2,000.00 1,000.00 0.00 1,000.00 2,000.00 1,000									
097 2216079000201274 1,000,000.00 0.00 1,000,000.00 2,000.00 1,000.00 0.00 1,000.00 2,000.00 1,000									

The incorrect record can be redirected by DDO Admin by pressing the button “Redirect to Checker with Remarks”.

DDO	Proposal No.	Proposal Date	Proposal Amount	Quarter	Status			
143477-BHUBNESWAR CENTRAL DIVISION NO. 1 BHUBNESWAR	339	08/09/2017	106000.00	Q3 (October-December)	ForwardToDDO	Redirect To Checker with Remarks	Forward To PAO / PRAO	View
143477-BHUBNESWAR CENTRAL DIVISION NO. 1 BHUBNESWAR	340	18/09/2017	2000.00	Q3 (July-September)	ForwardToDDO	Redirect To Checker with Remarks	Forward To PAO / PRAO	View

In case the record is correct, DDO Admin will press the button “Forward to PAO/PRAO” given against the desired Proposal. A message for confirmation of action will be displayed by the system:

“Are you sure you want to Proceed?”



On pressing “OK” on confirmation message, the desired proposal will disappear from the list displayed on screen and a message will be displayed by the system:

“Record forwarded to PAO successfully”.



Now this record for LOC proposal will be available in PAO or PrAO depending on the nature of working of Ministry/department.

PROCESSING OF LOC PROPOSAL AT DH USER LEVEL IN PAY & ACCOUNTS OFFICE

Depending upon the working nature of Ministry/Department, the proposal of LOC as forwarded by DDO Admin, will be available either at DH user level in Pay & Accounts office or DH user level in Principal Accounts Office.

DH user in PAO/PrAO will go to the option:

“BUDGET” > “LOC” “APPROVE PROPOSAL”



A screen for “Proposal Approval” will appear.

**Public Financial Management System
I.T.Division, O/o CGA**

S.No	Proposal Number	Proposal Date	Proposal Amount	DDO Code	Status	LOC Number
1	338	18/9/2017	2000.00	143477	ForwardToPAODH	

DH user can trace a particular LOC Proposal by using the search criteria given above. The hyperlink of desired record is to be clicked to open its details.

S.No	Proposal Number	Proposal Date	Proposal Amount	DDO Code	Status	LOC Number
1	338	18/9/2017	2000.00	143477	ForwardToPAODH	
2	338	08/9/2017	2000.00	143477	ForwardToPAODH	
3	337	08/9/2017	2000.00	143477	ForwardToPAODH	
4	321	18/8/2017	1000.00	143477	ForwardToPAODH	
5	227	18/8/2017	12000.00	143477	ForwardToPAODH	
6	325	18/8/2017	3500.00	143477	ForwardToPAODH	
7	324	18/8/2017	3500.00	143477	ForwardToPAODH	
8	314	18/8/2017	2000.00	143477	ForwardToPAODH	
9	212	18/8/2017	9000.00	143477	ForwardToPAODH	
10	309	18/8/2017	2000.00	143477	ForwardToPAODH	

S.No	Proposal Number	Proposal Date	Proposal Amount	DDO Code	Status	LOC Number
1	340	18/9/2017	2000.00	143477	ForwardToPAODH	

The details of LOC Proposal will be displayed. The status of Proposal will be shown as “Forward to PAODH”. User can view the full record by scrolling the bar to left and right.

S.No	Demand No	Demand Date	Grant No	Function Head	Object Head	Category	Budget Allocated	Actual Exp. Upto Date	Balance Budget Available	Anticipated Exp	LOC Issued So Far	Chq/Epay So Far	UnSpent LOC	LOC Admissible	Net LOC	LO Appr Amt
1	174	18/9/2017	097	2216078000201	27	-4	100000.00	0.00	100000.00	2000.00	1000.00	0.00	1000.00	2000.00	1000.00	2

Proposal forwarded without any demand approved

[Forward To AAD](#)

Public Financial Management System I.T.Division, O/o CGA

Two options will be available here:

1. DH can approve the Demand Proposal for LOC and then forward it to AAO.
2. DH can forward the LOC Proposal with approving it.

In case LOC Proposal is to be approved, DH will check the box given in the grid against the desired record and then press the button “Forward to AAO”.

The system will display a message for confirmation of action:

“Are you sure you want to save”?

On pressing “OK” on confirmation message, the record will disappear from the screen and a message will be displayed by the system:

“LOC forwarded Successfully”

The screenshot shows the PFMS interface with a success message "LOC forwarded Successfully" highlighted in a red box. The message is displayed above a search bar and form fields for PAD ID, DDO, Proposal Date, and Status.

It may be noted that “LOC Approved Amount” cannot be greater than “Net LOC”. The system will not allow to save such a record and display a message:

“LOC Approved Amount should be less than Net LOC Amount”.

The screenshot shows the PFMS interface with a validation message "Proposal forwarded without any demand approved" at the bottom. A table below shows a single row with a Net LOC value of 2000, which is highlighted in red.

S.No	Proposal Number	Proposal Date	Proposal Amount	DDO Code	Status	LOC Number
1	340	19/9/2017	2000.00	143477	ForwardToPAODH	

The screenshot shows a confirmation dialog box asking "Are you sure you want to Save...?". Below the dialog, the PFMS interface displays the proposal details and the same validation message "Proposal forwarded without any demand approved".

S.No	Proposal Number	Proposal Date	Proposal Amount	DDO Code	Status	LOC Number
1	340	19/9/2017	2000.00	143477	ForwardToPAODH	

S.No	Proposal Number	Proposal Date	Proposal Amount	DDO Code	Status	LOC Number
1	340	19/5/2017	2000.00	143477	ForwardToPAODH	

In case record is not to be approved, DH user will click the check box given against the field “**Proposal forwarded without any demand approved**” and then press the button “**Forward to AAO**”. The system will display a message: “**Are you sure you want to Save ...? Unselected S.No. So LOC Approved amount of these unselected S.No. would be 0.**”

S.No	Proposal Number	Proposal Date	Proposal Amount	DDO Code	Status	LOC Number
1	340	00/00/2017	2000.00	143477	ForwardToPAODH	

On pressing “**OK**” button on confirmation message, the record will be saved and forwarded to AA and the system will display a message: “**LOC forwarded Successfully**”.

S.No	Proposal Number	Proposal Date	Proposal Amount	DDO Code	Status	LOC Number
1	340	00/00/2017	2000.00	143477	ForwardToPAODH	

PROCESSING OF LOC PROPOSAL AT AAO USER LEVEL IN PAY & ACCOUNTS OFFICE

All Proposal for Demand of LOC with the status “**Forward to PAOAAO**”, will be available at AAO user in PAO/PrAO for further processing.

AAO user will go to the option:

“BUDGET” > “LOC” > APPROVE PROPOSAL”



A screen for “Proposal Approval” will appear.



AAO user can make use of search criteria to trace a particular record.



The hyperlink of desired record is to be clicked to open its details.

To see the full record in the grid, use has to scroll the bar to left and right.

Public Financial Management System I.T.Division, O/o CGA

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

Welcome BHARTI TULI
User Type: AssistantAccountsOfficer
Financial Year: 2017-2018

bhartideezaan | Logout
Change Password
04:36:34 PM

Proposal Approval

S.No	Proposal Number	Proposal Date	Proposal Amount	DDO Code	Status	LOC Number
1	245	19/9/2017	2000.00	143477	ForwardToPAOAO	
2	268	23/9/2017	1000.00	143477	ForwardToPAOAO	
3	240	08/6/2017	-100.00	143477	ForwardToPAOAO	
4	39	29/4/2017	500.00	143477	ForwardToPAOAO	

Proposal Number : 340

Demand No	Demand Date	Grant No	Function Head	Object Head	Category	Budget Allocated	Actual Exp. Upto Date	Balance Budget Available	Anticipated Exp	LOC Issued So Far	Cheq/Epay So Far	UnSpent LOC	LOC Admissible	Net LOC	LOC Approved Amount	
1	174	19/9/2017	097	2216078000201	27	4	1000000.00	0.00	1000000.00	2000.00	1000.00	0.00	1000.00	2000.00	1000.00	1
															Total:	100

Proposal forwarded without any demand approved

Forward To PAO

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

Welcome BHARTI TULI
User Type: AssistantAccountsOfficer
Financial Year: 2017-2018

bhartideezaan | Logout
Change Password
04:37:17 PM

Proposal Approval

S.No	Proposal Number	Proposal Date	Proposal Amount	DDO Code	Status	LOC Number
1	240	19/9/2017	2000.00	143477	ForwardToPAOAO	
2	268	23/9/2017	1000.00	143477	ForwardToPAOAO	
3	240	08/6/2017	-100.00	143477	ForwardToPAOAO	
4	39	29/4/2017	500.00	143477	ForwardToPAOAO	

Proposal Number : 340

Demand No	Grant No	Function Head	Object Head	Category	Budget Allocated	Actual Exp. Upto Date	Balance Budget Available	Anticipated Exp	LOC Issued So Far	Cheq/Epay So Far	UnSpent LOC	LOC Admissible	Net LOC	LOC Approved Amount	Remarks		
1	174	19/9/2017	097	2216078000201	27	4	1000000.00	0.00	1000000.00	2000.00	1000.00	0.00	1000.00	2000.00	1000.00	TEST	✓
															Total:	1000	

Proposal forwarded without any demand approved

Forward To PAO

The action, as taken by DH user will be displayed. AAO user will just press the button “Forward to PAO”, in case he wants to take same action.

A confirmation message will be displayed on screen:

“Are you sure you want to Save..?”

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

164.100.129.32 says:
Are you sure you want to Save ...?

OK **Cancel**

Proposal Approval

S.No	Proposal Number	Proposal Date	Proposal Amount	DDO Code	Status	LOC Number
1	240	19/9/2017	2000.00	143477	ForwardToPAOAO	
2	268	23/9/2017	1000.00	143477	ForwardToPAOAO	
3	240	08/6/2017	-100.00	143477	ForwardToPAOAO	
4	39	29/4/2017	500.00	143477	ForwardToPAOAO	

Proposal Number : 340

Demand No	Grant No	Function Head	Object Head	Category	Budget Allocated	Actual Exp. Upto Date	Balance Budget Available	Anticipated Exp	LOC Issued So Far	Cheq/Epay So Far	UnSpent LOC	LOC Admissible	Net LOC	LOC Approved Amount	Remarks		
1	174	19/9/2017	097	2216078000201	27	4	1000000.00	0.00	1000000.00	2000.00	1000.00	0.00	1000.00	2000.00	1000.00	TEST	✓
															Total:	1000	

Proposal forwarded without any demand approved

Forward To PAO

On pressing “OK” button, the record will be saved and forwarded to PAO. A message will be displayed by the system:

“LOC forwarded Successfully”

The screenshot shows the PFMS interface with a success message "LOC forwarded Successfully" highlighted in a red box. The message is displayed above the proposal approval form. The form includes fields for PAO, DDO, Proposal Date, Status (set to "ForwardToPAOAAO"), and a search/reset button.

In case the Proposal for demand of LOC is not to be approved, the check box given against the field “Proposal forwarded without any Demand approved” is to be clicked. AAO user will press the button “Forward to PAO”.

The screenshot shows the PFMS interface with a proposal table. One row in the table has its "S.No." field empty. Below the table, a message box asks if the user wants to save the record with an unselected S.No. The "OK" button is highlighted with a red box. The message box also states that the LOC Approved amount for these unselected S.Nos. would be 0.

A message will be displayed on screen:

“Are you sure you want to Save ...? Unselected S.No. So LOC Approved amount of these unselected S.No. would be 0.”

The screenshot shows the PFMS interface with a proposal table. One row in the table has its "S.No." field empty. Below the table, a message box asks if the user wants to save the record with an unselected S.No. The "OK" button is highlighted with a red box. The message box also states that the LOC Approved amount for these unselected S.Nos. would be 0.

On pressing “OK” on confirmation message, record without approving any demand of LOC will be saved and forwarded to PAO. The system will display a message:

“LOC forwarded Successfully”.

Welcome: BHARTI TULI
User Type: Assistant Accounts Officer
Financial Year: 2017-2018
05:06:54 PM [bhartitul@paao] Logout Change Password

Common Search

PAO :* --Select--	DDO :* --Select--
Proposal Date :* ForwardToPAAO	Proposal Number :
<input type="button" value="Search"/> <input type="button" value="Reset"/>	
No details found	

PROCESSING OF LOC PROPOSAL AT PAO USER LEVEL IN PAY & ACCOUNTS OFFICE

All the Proposals for LOC Demand, as forwarded by AAO in PAO/PrAO will be available at PAO user level. He will go to the option:

"BUDGET" > "LOC" > "APPROVE PROPOSAL"

Welcome: BHARTI TULI
User Type: PAO
Financial Year: 2017-2018
04:38:17 PM [bhartitul@paao] Logout Change Password

Common Search

DashBoard							
<table border="1"> <tr> <td>CoM</td> <td>Taken Pending</td> </tr> <tr> <td>No record Found</td> <td>No record Found</td> </tr> </table>		CoM	Taken Pending	No record Found	No record Found		
CoM	Taken Pending						
No record Found	No record Found						
<table border="1"> <tr> <td>E-Payment ReIssue</td> <td>Cheque ReIssue</td> </tr> <tr> <td>No record Found</td> <td>No record Found</td> </tr> </table>		E-Payment ReIssue	Cheque ReIssue	No record Found	No record Found		
E-Payment ReIssue	Cheque ReIssue						
No record Found	No record Found						
<table border="1"> <tr> <td>BE</td> <td>LOC</td> <td>Approve Proposal</td> </tr> <tr> <td>Users Master</td> <td>Survances</td> <td><input type="button" value="Approve Proposal"/></td> </tr> </table>		BE	LOC	Approve Proposal	Users Master	Survances	<input type="button" value="Approve Proposal"/>
BE	LOC	Approve Proposal					
Users Master	Survances	<input type="button" value="Approve Proposal"/>					
<table border="1"> <tr> <td colspan="2">Wizard 6</td> </tr> <tr> <td colspan="2">No record Found</td> </tr> </table>		Wizard 6		No record Found			
Wizard 6							
No record Found							

A screen for **“Proposal Approval”** will appear. PAO user can make use of search criteria given above to trace a particular sanction. The hyperlink of desired Proposal needs to be clicked to open its details.

Welcome: BHARTI TULI
User Type: PAO
Financial Year: 2017-2018
04:39:15 PM [bhartitul@paao] Logout Change Password

Common Search

Proposal Approval						
PAO :* 043460-PAO[East Zone] CPV	DDO :* --Select--					
Proposal Date :* ForwardToPAO	Proposal Number :					
<input type="button" value="Search"/> <input type="button" value="Reset"/>						
S.No	Proposal Number	Proposal Date	Proposal Amount	DDO Code	Status	LOC Number
1	310	19/9/2017	2000.00	143477	Forwarded PAO	

To see all the fields in grid, user needs to scroll the bar from left to right direction.

**Public Financial Management System
I.T.Division, O/o CGA**

S.No	Proposal Number	Proposal Date	Proposal Amount	DDO Code	Status	LOC Number
1	340	19/9/2017	2000.00	143477	ForwardToPAO	143477

In case the proposal for Demand of LOC is to be approved, the box given against the record should remain clicked. PAO user will generate the LOC proposal by pressing the button “SUBMIT”.

S.No	Grant No	Function Head	Object Head	Category	Budget Allocated	Actual Exp. Upto Date	Balance Budget Available	Anticipated Exp	LOC Issued So Far	Cheq/Epay So Far	UnSpent LOC	LOC Admissible	Net LOC	LOC Approved Amount	Remarks	
1	097	2216078000201	27	4	1000000.00	0.00	1000000.00	2000.00	1000.00	0.00	1000.00	2000.00	1000.00	1000	TEST	<input checked="" type="checkbox"/>

A message for confirmation of action will appear:

“Are you sure you want to Save...?”

S.No	Grant No	Function Head	Object Head	Category	Budget Allocated	Actual Exp. Upto Date	Balance Budget Available	Anticipated Exp	LOC Issued So Far	Cheq/Epay So Far	UnSpent LOC	LOC Admissible	Net LOC	LOC Approved Amount	Remarks	
1	097	2216078000201	27	4	1000000.00	0.00	1000000.00	2000.00	1000.00	0.00	1000.00	2000.00	1000.00	1000	TEST	<input checked="" type="checkbox"/>

On pressing “OK” on confirmation message, the system will display a message:

“LOC Number - _____ generated successfully”.

The screenshot shows the PFMS interface with a success message: "LOC Number - 20171814347772 generated Successfully".

In case, the proposal for Demand of LOC is not to be approved, the box given against the field “Proposal forwarded without any demand approved” needs to be checked. PAO user will press the button “SUMBIT”.

The screenshot shows the PFMS interface with the checkbox "Proposal forwarded without any demand approved" unchecked. A red box highlights the "Submit" button.

A message for confirmation of action will be displayed:

“Are you sure you want to Save ...? Unselected S.No. So LOC Approved amount of these unselected S.No. would be 0.”

The screenshot shows a confirmation dialog box with the message: "Are you sure you want to Save ...? UnSelected S.NO. 1 . So loc approved amount of these unselected S.No. would be 0". The "OK" button is highlighted with a red box.

On pressing “OK” on confirmation message, the system will display a message:

"LOC Number - ----- generated Successfully"

The screenshot shows a 'Proposal Approval' interface. On the left is a sidebar with links like 'Adhoc Reports', 'BharatKosh Report', 'Home', 'Bank Reports', 'BharatKosh', 'CAM Reports', and 'Masters'. The main area has fields for 'PAO ID' (set to '143460 PAO(East Zone) CPW'), 'DDO' (a dropdown menu), 'Proposal Date', 'Status' (set to 'ForwardToPAO'), and 'Proposal Number' (an empty input field). Below these are 'Search' and 'Reset' buttons. A red box highlights the status message: 'LOC Number - 20171814347773 generated Successfully'.

STATUS OF LOC AT DDO MAKER USER

After the Demand for LOC has been approved by PAO, the effect will be displayed on LOC at DDO Maker level.

The screenshot shows a dashboard for 'Manoj DDO Maker Banga DDO Maker'. The top navigation bar includes the Indian flag, user information ('Welcome: Manoj DDO Maker Banga DDO Maker User Type: DDOMaker Financial Year: 2017-2018'), and a timestamp ('04:48:40 PM'). The left sidebar has links for 'Home', 'My Account', 'Budget' (with a red box around the 'LOC' link), 'ReprocessFailedTransaction', and 'Sanctions'. The main content area displays a summary table and a note: 'The following table shows the summary of Agency according to status. Click on the status to know what a particular status means. To find the details of Agency in a status, Click on the corresponding status.' Below this is a 'Create LOC' button. The 'LOC' link in the sidebar is also highlighted with a red box.

The screenshot shows the 'Head Wise Demand Entry' page. The top navigation bar includes the Indian flag, user information ('Welcome: Manoj DDO Maker Banga DDO Maker User Type: DDOMaker Financial Year: 2017-2018'), and a timestamp ('04:50:00 PM'). The left sidebar has links for 'Home', 'My Account', 'Budget', 'ReprocessFailedTransaction', 'Sanctions', and 'Employee Info. System'. The main content area has two sections: 'Head Of Accounts' (with fields for 'DDO' (143477-BHUBNESWAR CENTRAL DIVISION), 'Grant Code' (087), 'Object Head' (27), 'Function Head' (221607300221), and 'Category' (4)) and 'LOC Details' (with fields for 'Actual Expenditure upto' (0), 'BudgetAllocated' (1000000), 'Anticipated Expenditure' (0), 'Cheque/Epayment so far' (0), 'Net LOC' (0), 'Balance Budget Available' (1000000), 'LOC Issued so far' (2000), 'Urgent LOC' (2000), 'LOC Admissible' (1), and 'Remarks' (empty)). At the bottom are 'Save' and 'Reset' buttons.

The screenshot shows the 'Head Wise Demand Entry' page. The top navigation bar includes the Indian flag, user information ('Welcome: Manoj DDO Maker Banga DDO Maker User Type: DDOMaker Financial Year: 2017-2018'), and a timestamp ('05:15:46 PM'). The left sidebar has links for 'Home', 'My Account', 'Budget', 'ReprocessFailedTransaction', 'Sanctions', and 'Employee Info. System'. The main content area has two sections: 'Head Of Accounts' (with fields for 'DDO' (143477-BHUBNESWAR CENTRAL DIVISION), 'Grant Code' (007), 'Object Head' (11), 'Function Head' (202000002203), and 'Category' (5)) and 'LOC Details' (with fields for 'Actual Expenditure upto' (0), 'BudgetAllocated' (1000000), 'Anticipated Expenditure' (0), 'Cheque/Epayment so far' (0), 'Net LOC' (0), 'Balance Budget Available' (000000), 'LOC Issued so far' (10000), 'Urgent LOC' (0000), 'LOC Admissible' (1), and 'Remarks' (empty)). At the bottom are 'Save' and 'Reset' buttons.

STEPS TO BE FOLLOWED FOR PROCESSING E-PAYMENT

ON PFMS BY CDDO:

1. CREATION OF SANCTION BY PD
2. APPROVAL OF SANCTION BY PD
3. RECEIVE SANCTION BY DDO MAKER
4. BILL GENERATION (WITH OR WITHOUT DEDUCTION) BY DDO MAKER
5. PASS/RETURN BILL TO DDO CHECKER BY DDO MAKER
6. PASS/RETURN BILL TO CDDO BY DDO CHECKER
7. PASS/RETURN BILL BY CDDO
8. DIGITALLY SIGN PAY FILE
9. DIGITAL SIGN BATCH
10. DIGITAL SIGNATURES – SIGNATORY 1 (PAYMENT AMOUNTING TO LESS THAN RUPEES TEN LAKHS)
11. DIGITAL SIGNATURES – BOTH SIGNATORY 1 & 2 (PAYMENT AMOUNTING TO RUPEES TEN LAKHS AND ABOVE)
12. RETURN BILL TO PD BY CDDO

DETAILED PROCESS FLOW FOR PROCESSING E-PAYMENT ON PFMS BY CDDO:

1. CREATION OF SANCTION BY PD

First of all, PD (Program Division) will create a sanction in respect of vendor/vendors who have been registered on PFMS as e-payment vendors. For the detailed process flow of creation and approval of sanction, chapter on “**Registration Of Program Division (PD) and its Functions**” of “**User Manual of Payment and Accounting through PFMS - Vol. II -Toolkit for Program Division & DDO**” available at website cga.nic.in may kindly be referred to.

SANCTION 1 for Payment Amounting to less than Rupees 10 lakhs requiring Digital Signatures of Signatory 1 only (No. SANCTION/0411/SIG1 for Rs.10,000/=).

For creating a Sanction, PD user will go to:

“SANCTIONS”>“CREATE SANCTION”

Create Sanction	Status	Type	No. of Sanctions
	(AE)	(AE)	0
			0

Form for “CREATE SANCTION” will appear. The user will enter the relevant information under “Sanction Header”. Then, he will select the appropriate data under “Account Head Details”

PD user will select and add the vendor(s) in respect of whom payment is to be made.

Sanctions

IFD/HOD File Date (dd/mm/yyyy) : 01/1/2010
Sanction Number : SANCTION/0411/SQ1
Sanction Date (dd/mm/yyyy) : 04/11/2010
Scheme : -Select-
PAO : 010001 - PAC, O/o CGA, M/o Finance, D/o Exp.
DDO : 110207 - Government Link Cell, Ministry Of Finance, Nagpur
Sanction Type : Expenditure
Sanction Amount : 10000 [In Rupees] RUPERS TEN THOUSAND ONLY
Upload Scanned Sanction: Browse... Upload
Note: Only PDF files are allowed with size not more than 4 MB

Account Head Details:

Grant : 034 - Department of Expenditure
Function Head : 205200001001 - ESTABLISHMENT
Category : 3 - NON PLAN VOTED-EXPENDITURE
Object Head : 18 - OFFICE EXPENSES
Amount : 10000

Note: In case of Expenditure type sanction, object heads "31,33,35,36,54,55" are not listed for selection.

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	Remove
034 - Department of Expenditure	205200001001 - ESTABLISHMENT	18 - OFFICE EXPENSES	3 - NON PLAN VOTED-EXPENDITURE	10000	X	

Vendor Details:

Vendor Type : Personel
State : DEHLI
Unique Code : VC00000157
Amount : 10000
Vendor : VC00000157-PANCAJ KOOHAR
District : SOUTH WEST
Add Reset

Create Sanction Clear

User will proceed to “CREATE SANCTION”.

Welcome: SHANTI TALS User Type: PD Start Date: 30/04/2012 02:21:53 PM

Sanction Header

Controller Name : DEPARTMENT OF EXPOSURE
Division/Berry/IFD/HOD File No.: IFD/11/2010
IFD/HOD File Date (dd/mm/yyyy) : 21/10/2010
Sanction Number : SANCTION/0411/SQ1
Sanction Date (dd/mm/yyyy) : 04/11/2010
Scheme : -Select-
PAO : 010001 - PAC, O/o CGA, M/o Finance, D/o Exp.
DDO : 110207 - Government Link Cell, Ministry Of Finance, Nagpur
Sanction Type : Expenditure
Sanction Amount : 10000 [In Rupees] RUPERS TEN THOUSAND ONLY
Upload Scanned Sanction: Browse... Upload
Note: Only PDF files are allowed with size not more than 4 MB

Account Head Details:

Grant : 034 - Department of Expenditure
Function Head : 205200001001 - ESTABLISHMENT
Category : 3 - NON PLAN VOTED-EXPENDITURE
Object Head : 18 - OFFICE EXPENSES
Amount : 10000

Note: In case of Expenditure type sanction, object heads "31,33,35,36,54,55" are not listed for selection.

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	Remove
034 - Department of Expenditure	205200001001 - ESTABLISHMENT	18 - OFFICE EXPENSES	3 - NON PLAN VOTED-EXPENDITURE	10000	X	

Vendor Details:

Vendor Type : A1 -
State :
Unique Code :
Amount :
Vendor : -Select-
District :
Add Reset Selected Vendor Details
Vendor Name : VC00000157-PANCAJ KOOHAR
District : SOUTH WEST
State : DEHLI
Country :
Amount : 10000
Remarks :

Create Sanction Clear

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

After the sanction has been saved successfully, PD will proceed with payee details.

Public Financial Management System I.T.Division, O/o CGA

Create Sanction

Controller Name : 013-EXPENDITURE
Divisional Officer/IFD/HDID File No. : 2016/1594
IFD/HDID File Date (dd/mm/yyyy) : 20/12/2016
Sanction Number : SANCTION/013/1594
Sanction Date (dd/mm/yyyy) : 20/12/2016
Scheme : -Select-
PAO : EMR01 - PAO, D/o CGA, M/o Finance, D/o Exp.
DDO : 116007 - Government Lst Cst, Ministry Of Finance, Nager
Sanction Type : Expenditure
Sanction Amount : 10000 [In Arabic] ١٠٠٠٠
Upload Sanctioned Sanction : 1594.pdf... [Upload]

Note: Only PDF files are allowed with size not more than 4 MB

Account Head Details

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	Remove
014 - Department of Expenditure	20220001001 - ESTABLISHMENT	53 - OFFICE EXPENSES	3 - NON PLAN VOTED EXPENDITURE	10000	X	

Vendor Details

Vendor Name	District	State	Country	Amount
VC20001027-PANAU KOCHHAR	SOUTH WEST	DELHI		10,000

Success Message: Sanction has been saved successfully...!! Do you want to proceed with payee details? **YES** **NO**

After verifying the payee details, PD user will press “NEXT” button.

Payee Details

Controller: 013-EXPENDITURE
Sanction Number: SANCTION/013/1594
Sanction Type: Expenditure (DDO & IFD)
IFD Number: IFD/01/1594
Plan Scheme: -
DDO: 116007-Government Lst Cst, Ministry Of Finance, Nager

Account Detail

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	External PAO	Available Budget
014 - Department of Expenditure	20220001001 - ESTABLISHMENT	53 - OFFICE EXPENSES	3 - NON PLAN VOTED EXPENDITURE	10000	10000	10000	

Vendor	Bank Account No	Amount	Instrument Type
PANAU KOCHHAR	20001028103 - PANAU KOCHHAR	10,000.00	RHS

Next

IFSC code will appear automatically for the validated bank account. Otherwise, user will enter correct IFSC code. Then he will enter some meaningful “Payee Remark” and press the button “CONFIRM”.

Payee Details

Controller: 013-EXPENDITURE
Sanction Number: SANCTION/013/1594
Sanction Type: Expenditure (DDO & IFD)
IFD Number: IFD/01/1594
Plan Scheme: -
DDO: 116007-Government Lst Cst, Ministry Of Finance, Nager

Account Detail

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	External PAO	Available Budget
014 - Department of Expenditure	20220001001 - ESTABLISHMENT	53 - OFFICE EXPENSES	3 - NON PLAN VOTED EXPENDITURE	10000	10000	10000	

Vendor	Bank Account No	Amount	Instrument Type
PANAU KOCHHAR	20001028103 - PANAU KOCHHAR	10,000.00	RHS

Payment Details

Accredited Bank : STATE BANK OF INDIA	IFSC Code : SBIN0001003	Amount : 10000	Net Payable Before : 10000	Received : <input checked="" type="checkbox"/>
PANAU KOCHHAR	DAK BHAVNA	20001028103	10000	X <input type="checkbox"/>

Notes: Note if the IFSC Code is not automatically shown it means bank A/C is not valid. If you want to proceed with payment please key in the IFSC Code and process payment. Please ensure IFSC Code is correct.

Next **Confirm** **Reset** **Back**

The system will display a message:

"Payee Details has been submitted successfully"

SANCTION 2 (For payment amounting to Rupees 10 lakhs and above requiring Digital Signatures of both signatory 1 and 2)

No. SANCTION/0411/SIG2 for Rs.12,00,000/=

In the similar manner, second section will also be created by PD.

Public Financial Management System I.T.Division, O/o CGA

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

Welcome: BHARTI TULI
User Type: PA
Financial Year: 2016-2017

02:29:31 PM

Common Search

Create Sanction

Sanction Header

Controller Name: BHARTI TULI
Division/DO/SD/DO/DO No.: 103-CHN/SC/2
SFID/HOD File Date (dd/mm/yyyy): 20/11/2016
Sanction Number: SANCTION/01/11/2016
Sanction Date (dd/mm/yyyy): 20/11/2016
Scheme: -Select-
PAOs: 000001 - PAO, OIC CSA, M/o Finance, DO Exp
DOEs: 115007 - Government Link Cell, Ministry Of Finance, Nagpur
Sanction Type: Expenditure
Sanction Amount: 1200000
File Name: UPLOADED SANCTION.CRTX
Notes: Only PDF files are allowed with size not more than 4 MB
Upload Sanction Sanction: SANCTION.CRTX

Account Head Details

Grant: 034 - Department of Discreet
Function Head: 203200001001 - ESTABLISHMENT
Category: 2 - NON PLAN VOTED-EXPENDITURE
Object Head: 01 - SALARIES
Amount: 1200000

Note: In case of Expenditure type sanction, object heads "31,33,35,36,34,55" are not listed for selection.

Vendor Details

Vendor Type: All
State: -Select-
Unique Code: -
Amount: 1,200,000
District: -Select-
Vendor Name: BHARTI TULI
District: -Select-
State: -Select-
Country: -Select-
Amount: 1,200,000
Remove

Do you want to proceed with payee details?
Yes No

<http://164.100.129.32/UAT/Sanction/CreateEditSanctionDetails.aspx>

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

Welcome: BHARTI TULI
User Type: PA
Financial Year: 2016-2017

02:30:19 PM

Common Search

Poee Details

Controller: 033-CHN/SC/2
Sanction Number: SANCTION/01/11/2016
Sanction Type: Expenditure (DOO/B)
SFID Number: 103-CHN/SC/2
Plan Scheme: -
DOEs: 115007-Government Link Cell, Ministry Of Finance, Nagpur

Sanction Status: Created
Sanction Date: 04/11/2016
Sanction Amount: 1200000
SFD Date: 04/11/2016
PAOs: 000001-HAO, OIC CSA, M/o Finance, DO Exp.
Remarks:

Account Details:

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	External PAO	Available Budget
034 - Department of Discreet	203200001001 - ESTABLISHMENT	01 - SALARIES	2 - NON PLAN VOTED-EXPENDITURE	1200000	4000000		

Payee Details:

Vendor	Bank Account No	Amount	Instrument Type
BHARTI TULI	10321785040 - BHARTI TULI	1,200,000.00	IFSC

Next

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

Welcome: BHARTI TULI
User Type: PA
Financial Year: 2016-2017

02:32:10 PM

Common Search

Poee Details

Controller: 033-CHN/SC/2
Sanction Number: SANCTION/01/11/2016
Sanction Type: Expenditure (DOO/B)
SFID Number: 103-CHN/SC/2
Plan Scheme: -
DOEs: 115007-Government Link Cell, Ministry Of Finance, Nagpur

Sanction Status: Created
Sanction Date: 04/11/2016
Sanction Amount: 1200000
SFD Date: 04/11/2016
PAOs: 000001-HAO, OIC CSA, M/o Finance, DO Exp.
Remarks:

Account Details:

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	External PAO	Available Budget
034 - Department of Discreet	203200001001 - ESTABLISHMENT	01 - SALARIES	2 - NON PLAN VOTED-EXPENDITURE	1200000	4000000		

Payee Details:

Vendor	Bank Account No	Amount	Instrument Type
BHARTI TULI	10321785040 - BHARTI TULI	1,200,000.00	IFSC

Next

Payment Details:

Accredited Bank:	STATE BANK OF INDIA	IFSC Code	Party Account No.	Amount	Net Payable Balance:	Received
BHARTI TULI	SBIN000360	10247769309	10247769309	1200000	1200000	X

Notes: If the IFSC Code is not automatically shown it means bank A/C is not valid. If the account is in error please key in the IFSC Code and process payment. Please ensure IFSC Code is correct.

Continue **Next** **Back**

After above two sanctions have been submitted successfully, these will be available for approval.

2. APPROVAL OF SANCTION BY PD

All the sanctions submitted by PD will be available for approval. For this, PD will go to:

“SANCTIONS”>“APPROVE SANCTION”

A screen for “**Search Sanctions**”, showing all the created sanctions, will appear. If the desired sanction is not displayed on the screen, same can be traced by PD using the search criteria given above.

PD will open the desired sanction (here Sanction No. SANCTION/0411/SIG1) by clicking the hyperlink of sanction number. Sanction details will be displayed to user. After viewing the “**Payee Details**” and confirming the correctness of sanction, PD user will take the appropriate action. He will press the button “**APPROVE/REJECT**”

Sanction Details

Sanction Status: Submitted
Sanction Date: 04/11/2016
Sanction Amount: 10000
LFD Date: 04/11/2016
PAO: 016001-PAO, O/o CGA, H/o Finance, O/o Exp.
Remarks:

Created On: 04/11/2016 12:23:38 PM
Modified On: 04/11/2016 12:28:13 PM

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	External PAO	Available Budget
074 - Department of Expenditure	201200000101 - ESTABLISHMENT	13 - OFFICE EXPENSES	5 - HOW PLANNED-IN-PRECENTAGE	10000	PAO	PAO	

Vendor Details

[Edit Details](#) [Payee Details](#) [Approve](#) [Cancel](#) [Print Sanction Order](#) [Back](#)

PD will enter the appropriate remark and press the button “APPROVE”

Sanction Details

Sanction Status: Submitted
Sanction Date: 04/11/2016
Sanction Amount: 10000
LFD Date: 04/11/2016
PAO: 016001-PAO, O/o CGA, H/o Finance, O/o Exp.
Remarks:

Created On: 04/11/2016 12:23:38 PM
Modified On: 04/11/2016 12:28:13 PM

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	External PAO	Available Budget
074 - Department of Expenditure	201200000101 - ESTABLISHMENT	13 - OFFICE EXPENSES	5 - HOW PLANNED-IN-PRECENTAGE	10000	PAO	PAO	

Vendor Details

[Edit Details](#) [Payee Details](#) [Approve](#) [Cancel](#) [Print Sanction Order](#) [Back](#)

A message will be displayed by the system:

“Sanction approved successfully”

Sanction Details

Sanction Status: Approved
Sanction Date: 04/11/2016
Sanction Amount: 10000
LFD Date: 04/11/2016
PAO: 016001-PAO, O/o CGA, H/o Finance, O/o Exp.
Remarks: Approved

Created On: 04/11/2016 02:23:38 PM
Modified On: 04/11/2016 02:28:13 PM

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	External PAO	Available Budget
074 - Department of Expenditure	201200000101 - ESTABLISHMENT	13 - OFFICE EXPENSES	5 - HOW PLANNED-IN-PRECENTAGE	10000	PAO	PAO	

Vendor Details

[Edit Details](#) [Payee Details](#) [Approve](#) [Cancel](#) [Print Sanction Order](#) [Back](#)

In the similar manner, PD will approve the second sanction (here Sanction No. SANCTION/0411/SIG2).

 Public Financial Management System-PFMS D/o Controller General of Accounts, Ministry of Finance <small>(Version 1.0.0.1)</small>	<div style="text-align: right; margin-bottom: 5px;"> Logout Help </div> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content; margin: auto;"> Welcome: BHARATI TULL User Type: PD Financial Year: 2016-2017 02:29:49 PM </div>	 BHARTICOOPD Log Out Help Com Map Search
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Home </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> CAP Reports </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> User Master </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Agency Master </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Sanctions </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Sanction Details </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Sanction Printing Templates </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Reports </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Agency Master Data </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Agency Schemes </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Other Agencies </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Scheme Allocation </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Old UC </div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Sanction Details </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Sectional Details </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Sanction Status </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Sanction Dates </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Sanction Amount </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> IFD Dates </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> PAO </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Remarks </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Created On </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Modified On </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Access ID Details </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Grant </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Department (For UT Grants Only) </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Function Head </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Object Head </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Category </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Amount </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> External PAO </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Available Budget </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Vendor Details </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> CONTRACT AGREEMENT </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Print Detail </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Print Sanction Order </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Back </div>	

Status of both the sanction can be viewed as “**APPROVED**” through the option:
“SANCTION” > “MANAGE SANCTION”



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

Shri/Cmte: SHARJI TULI
 User Type: PD
 Financial Year: 2016-2017



02:37:28 PM

SHARJI TULI

Common Search

Home			
CAM Reports			
Users Master			
Agency Master			
Sanction			
Sanction Custom Fields			
Section / Printing Templates			
Reports			
Agency Master Data			
Sanction	Create Sanction	(AB)	0
	Approve Sanction	(AB)	0
	Reject Sanction	(AB)	2
	Sanction History	(AB)	0
	Sanction Log	(AB)	1
	Manage Sanctions	(AB)	0
	Remarks/Jurisdiction	(AB)	0

 Public Financial Management System-PFMS (Based CFMS)			Welcome: BHARTI TULI User Type: PO Financial Year: 2016-2017			 07:40:49 PM		BHARTI TULI Logout Change Password Help	
Home			Search Sanctions			Common Search			
GAM Reports			Section No: <input type="text" value="1234567890"/> Section Status: <input type="text" value="All"/>			From Date: <input type="text" value="01-Jun-2016"/> To Date: <input type="text" value="01-Jun-2016"/>			
Users Master			Section Amount: <input type="text" value="A3"/>			Scheme: <input type="text" value="A3"/>			
Agency Master			PAO: <input type="text" value="A3"/>			DDO: <input type="text" value="A3"/>			
Sanctions			SDP No: <input type="text" value="1234567890"/>			Search Reset			
Sanction Custom Fields									
Sanction Printing Templates									
Reports									
Agency Master Details									
Agency Schemes									
Other Agencies									
Schemes Allocation									

Now these “**approved**” sanctions will be transmitted electronically to DDO Maker for further action. The available budget at PD level will be updated accordingly.

3. RECEIVE SANCTION BY DDO MAKER

All the sanctions, after approval by PD user, will be available at DDO Maker level. He will login PFMS with his login id and password and go to:

“SANCTIONS” > “RECEIVE SANCTIONS”



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

Welcome: BHARTI TULI
User Type: DOCHM/Super
Previous Visit: 26-04-2012



02:41:36 PM

BHARTIMAKER Logout Change Password

A screen for “**RECEIVE SANCTIONS**”, showing all the approved sanctions, will appear. DDO Maker will have the option to receive desired sanctions one by one, or all/multiple selected sanctions in one go. He can receive sanctions in following three ways:

- a) For receiving a single sanction, DDO Maker will check the box given against the desired sanction number and then press the button “**RECEIVE SANCTION**”.
- b) For receiving selected multiple sanctions, the user will check the box given against the selected sanctions and then press the button “**RECEIVE SANCTION**”.
- c) For receiving all sanctions in one go, the user will check the box “**ALL**” and then press the button “**RECEIVE SANCTION**”.

Before receiving a sanction, DDO Maker can view the details of sanction by clicking the hyperlink of sanction number. The details of sanction will be displayed to user.

DDO Maker will also have the option to “**RETURN SANCTION TO PD**”, in case the sanction is not found in order.

ID	Sanction Number	Sanction Date	Scheme	DDO	PAO	Amount	View File
[Red Box]	SANCTION0001/MSR	01/04/2016		116007 - Government Link Cell, Ministry Of Finance, Nagar	DI/001 - PAO , CYC CGA, M/D Finance, CYC Regd.	10000.00	File not exists
[Red Box]	SANCTION0011/MSR	01/11/2016		116007 - Government Link Cell, Ministry Of Finance, Nagar	GL/001 - PAO , CYC CGA, M/D Finance, CYC Regd.	120000.00	File not exists

On pressing the button “**Receive Sanction**”, sanctions will be received by DDO Maker and a message will be displayed by the system:

“Sanction has been received by DDO Successfully”

Sanction has been received by DDO Sucessfully.

4. BILL GENERATION (WITH OR WITHOUT DEDUCTION) BY DDO MAKER

All the sanctions received by DDO Maker will be available with him for Bill Generation. For this, DDO Maker will go to:

“SANCTIONS” > “GENERATE BILLS”



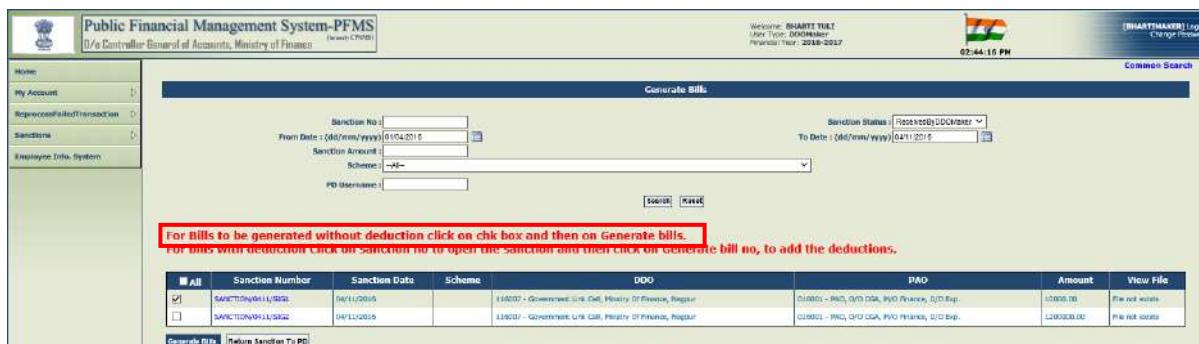
A screen for **“Generate Bills”** will appear. All the sanctions received, but pending for bill generation, will be made available by the system. If not available on displayed screen, user can put information in search field and trace the desired sanction received by him and against which bill is to be generated.

(a) Generation of Bill without Deduction

(b) Generation of Bill with Deduction

(a) GENERATION OF BILL WITHOUT DEDUCTION

For bills to be generated without deduction click on check box given against the desired sanction number and then on **“GENERATE BILLS”**.



The system will ask for the confirmation whether the bill is to be generated without deductions.

The user will press **“OK”** button.

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

All	Sanction Number	Sanction Date	Scheme	DDO	PAO	Amount	View File
<input checked="" type="checkbox"/>	SANCTION/0411/596	04/11/2016		110007 - Government Link Cell, Ministry Of Finance, Nagar	016001 - PAO, DDO CDA, M/o Finance, DDO Exp.	10000.00	File not exists
<input type="checkbox"/>	SANCTION/0411/592	04/11/2016		110007 - Government Link Cell, Ministry Of Finance, Nagar	016001 - PAO, DDO CDA, M/o Finance, DDO Exp.	120000.00	File not exists

[Generate Bills](#) | [Return Sanction To PO](#)

A message “**bill(s) has been generated successfully**” will appear above the grid. A bill number will be allotted by the system automatically in arithmetic series.

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

Bill(s) has been generated successfully.

All	Sanction Number	Sanction Date	Scheme	DDO	PAO	Amount	View File
<input type="checkbox"/>	SANCTION/0411/592	04/11/2016		110007 - Government Link Cell, Ministry Of Finance, Nagar	016001 - PAO, DDO CDA, M/o Finance, DDO Exp.	120000.00	File not exists

[Generated Bill Numbers By Sanction Number](#)

(a) GENERATION OF BILL WITH DEDUCTIONS:

For bills to be generated with deduction click the hyperlink of sanction number to open the sanction. The details of sanction will be displayed. Thereafter, user has to press the button “**Generate Bill**” number to add deductions.

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

Bill(s) has been generated successfully.

All	Sanction Number	Sanction Date	Scheme	DDO	PAO	Amount	View File
<input type="checkbox"/>	SANCTION/0411/592	04/11/2016		110007 - Government Link Cell, Ministry Of Finance, Nagar	016001 - PAO, DDO CDA, M/o Finance, DDO Exp.	120000.00	File not exists

[Generated Bill Numbers By Sanction Number](#)

On pressing “**GENERATE BILL**” button, the fields for adding deduction will appear under the heading “**Deduction Details**” in Sanction form. In the field “**Favouring**” name of vendor is to be selected in respect of whom deduction is to be made.

This screenshot shows the PFMS interface for generating a bill. The 'Deduction Details' section is highlighted with a red box. The 'Favouring' dropdown menu is open, showing various deduction codes. The 'Favouring' dropdown also has a red box around it.

This screenshot shows the PFMS interface for generating a bill. The 'Deduction Details' section is highlighted with a red box. The 'Favouring' dropdown menu is open, showing various deduction codes. The 'Favouring' dropdown also has a red box around it.

Some of the standard deduction codes have been provided in the drop down list. The user may select the desired deduction from there; other details viz. grant number, function head, object head and category will automatically appear in the respective box. Enter the amount to be deducted from the bill in amount column and click “**ADD DEDUCTION**”.

(NOTE: In case, the required deduction is not available in the list of standard deduction codes provided, DDO will select “OTHERS” from the drop down list. In such case, accounting head details of that particular type of deduction will not be

displayed by the system and hence user has to provide Grant Number, Function Head, Object Head, Category and Amount in the respective column and follow the steps explained above in order to add deduction).

The screenshot shows the PFMS interface with the following details:

- Header:** Welcome: BHARTI TULI, User Type: DODMASTER, Financial Year: 2018-2019, Date: 02/01/2019, Time: 02:47:39 PM.
- Left Sidebar:** Home, My Account, Reprovisioned Transaction, Sanctions, Employee Info. System.
- Main Content:**
 - Sanction Details:** Controller: TCS-ED-STRUCTURE, Sanction Number: SANCTION-00112345, Sanction Type: APPROVAL (SACR), IFO Number: IFO/0112345678, Plan Scheme: -, DDO: 111002-Government Lnd. Cad, Ministry Of Finance, Region: -.
 - Generate Bill:** Sanction Status: ReceivedByDDOMaker, Sanction Date: 01/01/2019, Sanction Amount: ₹200,000, IFO Date: 01/01/2019, PAO: Cbobj014940, C/O CGA, H/O Finance, D/O Rajya.
 - Account Details:** Grid showing Grant, Department (For UI Grants Only), Function Head, Object Head, Category, Amount, External PAO, Available Budget.
 - Deduction Details:** Grid showing Sr.No, Vendor Name, Account Number, Gross Amount, Deduction Amount, Net Amount, Payee Remarks.
 - Add Deduction Form:** Favouring: BHARTI TULI, Grant: 0%, Function Head: 101001010001, Object Head: 01, Category: 1, Amount: ₹120,000. This form is highlighted with a red box.
 - Buttons at Bottom:** Generate Bill Number, Cancel, Back.

In this way, single/multiple deduction(s) can be added in respect of single/multiple vendor(s). The net effect of deductions will be shown below the grid. In case of any error in deductions, tick the box given against the record and press "**REMOVE**" button. The added deduction will be removed. If there is more than one payee in sanction id generated by PD, the DDO Maker can add deduction for each payee. In such case select favouring one by one and add deduction(s) as explained above.

The details of deduction(s) added will appear in a grid below with a message "**DEDUCTION ADDED SUCCESSFULLY**". Similar steps may be repeated for more deductions.

After adding all deductions click on "**GENERATE BILLS**" button given at bottom.

 Public Financial Management System-PFMS D/o Controller General of Accounts, Ministry of Finance <small>(Based CFMS)</small>	<div style="text-align: right; margin-bottom: 10px;"> <small>Welcome: BHARTI TULI User Type: DOOHMIL Financial Year: 2018-2019</small> </div> <div style="text-align: right; margin-bottom: 10px;">  02:48:20 PM </div> <div style="text-align: right; margin-bottom: 10px;"> <small>[BIRTHMASTER] Logout Change Password</small> </div>																																																																				
Common Search																																																																					
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Note: My Account Repayment/Rollover/Redemption Sanction Employee Info, System </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Contractor: DDC-EXPERIENCE Section Number: SANCTION/1415/5132 Sanction Type: Experience (DDC 001) SPD Number: ITIV/0411/532 Plan Scheme: - DDO: 119007-Government Link card, Ministry of Finance, Nagpur </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Generate Bill Sanction Status: ReceivedByDOOHMIL Sanction Date: 07/07/2018 Sanction Amount: 1200000 BFD Date: 04/10/2018 PAO: CUS001-FPO, Q/C GSA, PFO Panchkula, DDO BIS. Remarks: </div>																																																																					
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The Bill Number will be automatically generated by the system and a message will be displayed:

“Bill number _____ has been generated”.

The user can print the bill from the link "**TO PRINT CLICK HERE**".

The generated bill will be available with DDO Maker for Pass/Return to DDO Checker.

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

Welcome: BHARTI TULI
User Type: DDOMaker
Financial Year: 2016-2017


02:54:24 PM

[INHARTIMAKER] Logout
Change Password

5. PASS/RETURN BILL TO DDO CHECKER BY DDO MAKER

All the sanctions with the status “**Bill generated by CDDO**” will be available at DDO Maker user for pass or return the same. In both cases, it will be forwarded to DDO Checker for further action. For this, user will go to:

“SANCTIONS” > “PASS BILL”

	Public Financial Management System-PFMS	Welcome: BHARTI TULI	[BHARTIMAKER] Logout
D/o Controller General of Accounts, Ministry of Finance		User Type: DDMaker	Change Password
		Financial Year: 2016-2017	
		02:55:16 PM	
Home My Account Bharti Tuli Common Search			
Reprocess/failed transaction Sanctions Recd. Pass Bills Cheque Printing			
<p>Try of Agency according to status and type. To find out what a particular status means, take your mouse over the status name. To Click on the corresponding status.</p>			
Employee Info. System Pass Bills			
Cheque Printing			

All the sanction with the status “**Bill generated by CDDO**” will appear. If not available on displayed screen, user can find out the desired sanction by using the search criteria given above.

Sanction Number	Sanction Date	Scheme	DDO	PAO	Amount	Status	Token Date	View File
SANCTION/2011/51	04/11/2016		115007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	10000.00	BillGeneratedByCDDO	I	File not exists
SANCTION/2011/52	04/11/2016		115007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	1700000.00	BillGeneratedByCDDO		File not exists
SANCTION/2710/EPAY	27/10/2016		115007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	20000.00	BillGeneratedByCDDO		File not exists
SANCTION/2710/2016	27/10/2016		115007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	110000.00	BillGeneratedByCDDO		File not exists

DDO Maker will click the hyperlink of sanction number to open it.

The details of sanction will be displayed to the user.

The following three options will be available:

- a) **“Pass to DDO Checker”** (in case the bill is found correct and is to be forwarded to DDO Checker)
- b) **“Return to DDO Checker”** (in case the bill is not found correct, the bill will be forwarded to DDO Checker but with the objection)
- c) **“Pass to PAO for Payment Flow”** (in respect of those kinds of bills for which CDDO is not authorized to make payments, and hence the bills for such kind of payments are presented to Pay & Accounts Office for Pre-Check and Payment).

In case, the correctness of bill has been verified by DDO Maker, he will press the button **“PASS TO DDO CHECKER”**

 Public Financial Management System-PFMS <small>O/o Controller General of Accounts, Ministry of Finance</small>	Welcome: BHARTI TULI User Type: DDOMaker Financial Year: 2016-2017  02:57:23 PM [BHARTIMAKER] Logout Change Password Help																																																																																								
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The system will ask for the confirmation of action.

 Public Financial Management System-PFMS <small>O/o Controller General of Accounts, Ministry of Finance</small>	Welcome: BHARTI TULI User Type: DDOMaker Financial Year: 2016-2017  02:57:32 PM [BHARTIMAKER] Logout Change Password Help																																																																																								
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Message from webpage

? Are you sure you want to pass this Sanction/Bill further?

On pressing “OK” button, the system will display a message:

“Sanction has been passed successfully to DDO Checker”.

User can view the status of sanction through the option

“SANCTIONS” > “MANAGE SANCTIONS”

Status of the sanction will be displayed as “Passed by DDO Maker”

In a similar manner, DDO Maker can also pass the second sanction for e-payment.

Public Financial Management System

I.T.Division, O/o CGA



Public Financial Management System-PI

(Ex) Controller General of Accounts, Ministry of Finance

- [Home](#)
- [My Account](#)
- [Reprocess Failed Transaction](#)
- [Sanctions](#)
- [Employee Info. System](#)

164.100.129.32 says:

Are you sure you want to pass this Sanction/Bill further?

OK Cancel

Controller: CGS-BPEND

Sanction Number: SANCTION/0411/5002

Sanction Type: Expenditure (DDO/BG)

IFD Number: IFD/0411/BG2

Plan Scheme: -

DDO: 116007-Government Of Ind. Cat, Ministry Of Finance, Nagpur

Created By: BHARTI/DOORD

Modified By: BHARTI/MAKER

Created On: 04/11/2016 02:30:57 PM

Modified On: 04/11/2016 02:54:20 PM

Account Details:

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	External PAO	Available Budget
024 - Department of Expenditure	2053000901001 - ESTABLISHMENT	01 - SALARIES	3 - NON PLAN VOTED-EXP/DEBTURE	1200000		4922500	

Bill Details:

Bill Number: CF00000015 Bill Date: 04/11/2016

Deduction Summary:

Deduction Type	Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Deduction Amount	Budget
ITAN- Employee	900 (Accrued)	0021001010200 (COLLECTIONS INCLUDING DEDUCTIONS)	09 (DEBT/ULT)	1 (RECEIPT)	120000		

Vendor Details:

[Edit Bill Number](#)
[Pass to DDOChecker](#)
[Return to DDOChecker](#)
[Back](#)
[Pass to PAO for payment flow](#)

Public Financial Management System-PFMS
(Formerly CPMS)

Welcome: BHARTI TULI
User Type: DDOMaker
Financial Year: 2016-2017

93/05/27 PM

Common Search

Home	My Account	ReprocessFailedTransaction	Sanctions	Employee Info. System
-------------	-------------------	-----------------------------------	------------------	------------------------------

Sanction No: From Date : (dd/mm/yyyy) 01/04/2016 Sanction Status : B/GeneratedByDDO To Date : (dd/mm/yyyy) 04/11/2016

Sanction Amount: Schema : -A3- **Search** **Reset**

Sanction has been passed to DDOChecker successfully.

Sanction Number	Sanction Date	Scheme	DDO	PAQ	Amount	Status	Token Date	View File
SANCTION/2710/2016	27/10/2016	116007 - Government Unit Cell, Ministry Of Finance, Nagpur	016001 - PAQ, O/O CGA, H/O Finance, D/O Exp.	20000.00	B/GeneratedByDDO			File not exists
SANCTION/2710/2016	27/10/2016	116007 - Government Unit Cell, Ministry Of Finance, Nagpur	016001 - PAQ, O/O CGA, H/O Finance, D/O Exp.	1100000.00	B/GeneratedByDDO			File not exists

The status of these two sanction can be viewed as “**Passed by DDO Maker**”, through the option “**Sanction**” > “**Manage Sanctions**”

 Public Financial Management System-PFMS U/o Controller General of Accounts, Ministry of Finance	Welcome: BHARTI TULI User Type: DDOMaster Financial Year: 2016-2017	 03/07/2016 PM	BHARTIMAKER Logout Change Reviewer																																																																																										
Common Search																																																																																													
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6. PASS/RETURN BILL TO DDO BY DDO CHECKER

After the bills have been Passed/Returned by DDO Maker, these will be available at DDO Checker for further action. He will login PFMS with his login id and password and go to:

“SANCTIONS” > “PASS BILL”

The screenshot shows the PFMS homepage with the 'Sanctions' menu item highlighted in red. The URL in the address bar is [http://10.10.10.10:8080/PFMS/DOODC/DOODC.jsp](#). The page title is 'Public Financial Management System-PFMS'.

All the sanctions with the status “**Passed by DDO Maker**” will be displayed. DDO Checker can make use of search criteria to trace a particular sanction. User will open the sanction by clicking its hyperlink.

The screenshot shows the search interface for sanctions. The search criteria include Sanction No.: SANCTION/0411/S004, From Date: 01/04/2016, To Date: 01/11/2016, Sanction Amount: -All-, and Scheme: -All-. The results table shows three rows of sanction details:

Sanction Number	Sanction Date	Amount	DDO	PAO	Remarks	Action
SANCTION/0411/S004	04/11/2016	116007 - Government Link Cell, Ministry Of Finance, Jaipur	016001 - PAO, O/O CSA, M/O Finance, D/O Exp.	100.00	PassedByDDOMaker	File not exists
SANCTION/0411/S002	04/11/2016	116007 - Government Link Cell, Ministry Of Finance, Jaipur	016001 - PAO, O/O CSA, M/O Finance, D/O Exp.	120000.00	PassedByDDOMaker	File not exists
SANCTION/2710/EMV	27/10/2016	116007 - Government Link Cell, Ministry Of Finance, Jaipur	016001 - PAO, O/O CSA, M/O Finance, D/O Exp.	2000.00	PassedByDDOMaker	File not exists

The details of sanction will be displayed to the user. Two options will be available for selection. He can choose either to “**RETURN TO DDO**” if sanction not found correct, or to “**PASS TO DDO**” if sanction is found correct.

In case, correctness of sanction has been verified by DDO Checker, he will press the button “**PASS TO DDO**”

The screenshot shows the detail view for a specific sanction. The URL in the address bar is [http://10.10.10.10:8080/PFMS/DOODC/DOODC.jsp?sanctionNo=SANCTION/0411/S004&sanctionDate=04/11/2016](#). The page title is 'Sanction Details'. The details include:

- Control No: 013-EXPENDITURE
- Sanction Number: SANCTION/0411/S004
- Sanction Type: Expenditure (DDO Bill)
- TID Number: TID/0411/cjg1
- Plan Scheme: -
- DDO: 116007-Government Link Cell, Ministry Of Finance, Jaipur
- Sanction Status: PassedByDDOMaker
- Sanction Date: 04/11/2016
- Sanction Amount: 10000
- TID Date: 01/11/2016
- PAO: 016001-PAO, O/O CSA, M/O Finance, D/O Exp.
- Remarks: -
- Created By: BHARTI/DDOORO
- Modified By: BHARTI/MAKER
- Created On: 04/11/2016 02:23:36 PM
- Modified On: 04/11/2016 02:57:57 PM

Below the details, there are sections for Account Details, Bill Details, and Vendor Details. The 'Bill Details' section shows a table with one row:

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	External PAO	Available Budget
924 - Department of Expenditure	2052000501001 - ESTABLISHMENT	12 - OFFICE EXPENSES	3 - NON PLAN VOTED-EXPENDITURE	10000	10000	99200	

At the bottom of the page, there are buttons: 'Pass In DDO' (highlighted in red), 'Return to DDO', and 'Back'.

The system will ask for the confirmation of sanction.

**Public Financial Management System
I.T.Division, O/o CGA**

164.100.129.32 says:
Are you sure you want to pass this Sanction/Bill further?

OK **Cancel**

Controller: 013-EXEND	Sanction Number: SANCTION/0411/S001	Sanction Status: PassedByDDOMaker
Sanction Type: Expenditure (DOD Bill)	IFD Number: IFD/0411/011	Sanction Date: 04/11/2016
Plan Schemes:	DDO: 116007-Government Link Cell, Ministry Of Finance, Nagpur.	Sanction Amount: 10000
Created By: BHARTICODDORO	Modified By: BHARTIMAKER	IFD Date: 04/11/2016
		PAO: 016001-PAO, O/O CGA, M/o Finance, D/O Exp.
		Remarks:
		Created On: 04/11/2016 02:23:36 PM
		Modified On: 04/11/2016 02:57:57 PM

Account Details

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	External PAO	Available Budget
034 - Department of Expenditure	1052000901001 - ESTABLISHMENT	13 - OFFICE EXPENSES	3 - NON PLAN VOTED-EXPENDITURE	10000	10000	99000	

Bill Details

Bill Number: C000000014	Bill Date: 04/11/2016
-------------------------	-----------------------

Vendor Details

[Pass to DDO](#) [Return to DDO](#) [Back](#)

On pressing “YES”, the system will display a message:

“Sanction has been passed to DDO successfully”

Sanction has been passed to DDO successfully.

Sanction Number	Sanction Date	Scheme	DDO	PAO	Amount	Status	Token Date	View File
SANCTION/0411/S002	04/11/2016	116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/o Finance, D/O Exp.	200000.00	PassedByDDOMaker	Planned works		
SANCTION/0410/EMV	27/10/2016	116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/o Finance, D/O Exp.	200000.00	PassedByDDOMaker	Planned works		

In a similar manner, second sanction will also be passed by DDO Checker.

Sanction has been passed to DDO successfully.

Sanction Number	Sanction Date	Scheme	DDO	PAO	Amount	Status	Token Date	View File
SANCTION/0411/S002	04/11/2016	116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/o Finance, D/O Exp.	200000.00	PassedByDDOMaker	Planned works		
SANCTION/0410/EMV	27/10/2016	116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/o Finance, D/O Exp.	200000.00	PassedByDDOMaker	Planned works		

Sanction Details

Controller: 013-EXEND/NOTURE	Sanction Status: PassedByDDOMaker
Sanction Number: SANCTION/0411/S002	Sanction Date: 04/11/2016
Sanction Type: Expenditure (DOD Bill)	Sanction Amount: 1200000
IFD Number: IFD/0411/S002	IFD Date: 04/11/2016
Plan Schemes:	PAO: 016001-PAO, O/O CGA, M/o Finance, D/O Exp.
DDO: 116007-Government Link Cell, Ministry Of Finance, Nagpur.	Remarks:
Created By: BHARTICODDORO	Created On: 04/11/2016 02:30:57 PM
Modified By: BHARTIMAKER	Modified On: 04/11/2016 03:05:17 PM

Account Details

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	External PAO	Available Budget
034 - Department of Expenditure	1052000901001 - ESTABLISHMENT	01 - SALARIES	3 - NON PLAN VOTED-EXPENDITURE	1200000	1200000	492300	

Bill Details

Bill Number: CP00000015	Bill Date: 04/11/2016
-------------------------	-----------------------

Deduction Summary

DeductionType	Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Deduction Amount	Budget
ITR/ Employee	900(Receipt)	0021001010200(COLLECTIONS INCLUDING DEDUCTIONS)	00(D/RECEIPT)	11(D/RECEIPT)	11(D/RECEIPT)	120000	

Vendor Details

[Pass to DDO](#) [Return to DDO](#) [Back](#)

**Public Financial Management System
I.T.Division, O/o CGA**

 Public Financial Management System-PFMS O/o Controller General of Accounts, Ministry of Finance		164.100.129.32 says: Are you sure you want to pass this Sanction/Bill further? <input type="button" value="OK"/> <input type="button" value="Cancel"/>																	
Controller : 012-EPFNC Sanction Number : SANCTION/0411/SIG2 Sanction Types : Expenditure (DOD BILL) IFD Number : IFD/0411/SIG2 Plan Scheme : - DDO : 116007-Government Link Cell, Ministry of Finance, Nagpur																			
Created By : BHARTICODORO Modified By : BHARTIMAKER																			
Account Details: <table border="1"> <tr> <th>Grant</th> <th>Department (For UT Grants Only)</th> <th>Function Head</th> <th>Object Head</th> <th>Category</th> <th>Amount</th> <th>External PAO</th> <th>Available Budget</th> </tr> <tr> <td>034 - Department of Expenditure</td> <td>2032000901001 - ESTABLISHMENT</td> <td>01 - SALARIES</td> <td>2 - NON PLAN VOTED-EXPENDITURE</td> <td>1200000</td> <td>1200000</td> <td>PAO: 016001-PAO, O/O CGA, M/O Finance, D/O Exp.</td> <td>4922500</td> </tr> </table>				Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	External PAO	Available Budget	034 - Department of Expenditure	2032000901001 - ESTABLISHMENT	01 - SALARIES	2 - NON PLAN VOTED-EXPENDITURE	1200000	1200000	PAO: 016001-PAO, O/O CGA, M/O Finance, D/O Exp.	4922500
Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	External PAO	Available Budget												
034 - Department of Expenditure	2032000901001 - ESTABLISHMENT	01 - SALARIES	2 - NON PLAN VOTED-EXPENDITURE	1200000	1200000	PAO: 016001-PAO, O/O CGA, M/O Finance, D/O Exp.	4922500												
Bill Details: Bill Number : C00000015 Bill Date : 04/11/2016																			
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Deduction Type	Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Deduction Amount	Budget												
ITAX - Employee	900 (Receipt)	0021001010200 (COLLECTIONS INCLUDING DEDUCTIONS)	00 (DEFAULT)	1 (RECEIPT)	120000	120000													
Vendor Details: Pass to DDO Return to DDO Back																			

 Public Financial Management System-PFMS O/o Controller General of Accounts, Ministry of Finance		Welcome: BHARTI TULI User Type: DDO Checker Financial Year: 2016-2017																		
 [BHARTICHECKER] Logout Change Password																				
Sanction No : <input type="text"/> From Date : (dd/mm/yyyy) <input type="text"/> 01/04/2016 To Date : (dd/mm/yyyy) <input type="text"/> 04/11/2016 Sanction Amount : <input type="text"/> Scheme : <input type="text"/> All																				
<input type="button" value="Search"/> <input type="button" value="Reset"/>																				
Sanction has been passed to DDO successfully.																				
<table border="1"> <thead> <tr> <th>Sanction Number</th> <th>Sanction Date</th> <th>Scheme</th> <th>DDO</th> <th>PAO</th> <th>Amount</th> <th>Status</th> <th>Token Date</th> <th>View File</th> </tr> </thead> <tbody> <tr> <td>SANCTION/2710/EPAY</td> <td>27/10/2016</td> <td>116007 - Government Link Cell, Ministry of Finance, Nagpur</td> <td>016001 - PAO, O/O CGA, M/O Finance, D/O Exp.</td> <td>20000.00</td> <td>PassedByDDOmaker</td> <td>04/11/2016</td> <td>First week</td> </tr> </tbody> </table>				Sanction Number	Sanction Date	Scheme	DDO	PAO	Amount	Status	Token Date	View File	SANCTION/2710/EPAY	27/10/2016	116007 - Government Link Cell, Ministry of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	20000.00	PassedByDDOmaker	04/11/2016	First week
Sanction Number	Sanction Date	Scheme	DDO	PAO	Amount	Status	Token Date	View File												
SANCTION/2710/EPAY	27/10/2016	116007 - Government Link Cell, Ministry of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	20000.00	PassedByDDOmaker	04/11/2016	First week													

The status of both these sanction can be viewed as “Passed by DDO Checker” through the option “Sanctions” >“Manage Sanction” option.

 Public Financial Management System-PFMS O/o Controller General of Accounts, Ministry of Finance		Welcome: BHARTI TULI User Type: DDO Checker Financial Year: 2016-2017													
 [BHARTICHECKER] Logout Change Password															
BHARTI TULI															
<table border="1"> <tr> <td align="center" colspan="2"> Sanctions </td> <td align="center" colspan="2"> Manage Sanctions </td> </tr> <tr> <td align="center" colspan="2"> Pass Bills </td> <td align="center" colspan="2"> Digitally Sign Pay File </td> </tr> <tr> <td align="center" colspan="2"> Digital Sign Batch </td> <td align="center" colspan="2"> <small>View 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.</small> </td> </tr> </table>				Sanctions		Manage Sanctions		Pass Bills		Digitally Sign Pay File		Digital Sign Batch		<small>View 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.</small>	
Sanctions		Manage Sanctions													
Pass Bills		Digitally Sign Pay File													
Digital Sign Batch		<small>View 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.</small>													

Sanction Number	Type	Scheme	DDO Name	PAO Name	Amount	Date	Current Status	View File
SANCTION/0411/EMV	Expenditure	116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/D CGA, M/O Finance, D/O Exp.	11,000	26/10/2016	PassedByDDOChecker	File not exists	
SANCTION/0411/SIG1	Expenditure	116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/D CGA, M/O Finance, D/O Exp.	5,000	27/10/2016	Closed	File not exists	
SANCTION/2710/EMV	Expenditure	116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/D CGA, M/O Finance, D/O Exp.	20,000	27/10/2016	PassedByDDOchecker	File not exists	
SANCTION/0411/EMV	Expenditure	116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/D CGA, M/O Finance, D/O Exp.	10,000	27/10/2016	DSCBatchGenerated	File not exists	
SANCTION/0411/SIG1	Expenditure	116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/D CGA, M/O Finance, D/O Exp.	1,000	01/11/2016	DSCBatchGenerated	File not exists	
ISA_San_01	IntraGovernmentAuthorization	116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/D CGA, M/O Finance, D/O Exp.	5,000	01/11/2016	Closed	File not exists	
ISA_San_02	IntraGovernmentAuthorization	116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/D CGA, M/O Finance, D/O Exp.	2,000	01/11/2016	Closed	File not exists	
ISA_San_03	IntraGovernmentAuthorization	116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/D CGA, M/O Finance, D/O Exp.	4,000	01/11/2016	Closed	File not exists	
SANCTION/0411/EMV	Expenditure	116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/D CGA, M/O Finance, D/O Exp.	10,000	24/11/2016	PassedByDDOChecker	File not exists	
SANCTION/0411/SIG1	Expenditure	116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/D CGA, M/O Finance, D/O Exp.	10,000	24/11/2016	PassedByDDOChecker	File not exists	

All the sanctions as passed by DDO Checker will be available at DDO user.

7. PASS/RETURN BILL BY CDDO

All the sanction with the status “Passed by DDO Checker” will be available at DDO user for further action. DDO user will login PFMS through his user id and password and go to:

“SANCTIONS” > “PASS BILL”

Sanction Status	Type	No. of Sanctions
PassedByDDO	Expenditure (All)	2
PendingReviewByDDO	Expenditure (All)	0
RejectedByDDOChecker	Expenditure (All)	4
ReturnedByDDOChecker	Expenditure (All)	0
DDOBatchGenerated	Expenditure (All)	2
Received Sanctions	Expenditure	1

All the sanctions, as passed or returned by DDO checker, will be displayed to DDO. He will click the hyperlink of desired sanction to view the details and take appropriate action thereon.

Sanction Number	Sanction Date	Scheme	DDO	PAO	Amount	Status	Token Date	View File
SANCTION/0411/EMV	04/11/2016	116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/D CGA, M/O Finance, D/O Exp.	10000.00	PassedByDDOChecker	File not exists		
SANCTION/0411/SIG1	04/11/2016	116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/D CGA, M/O Finance, D/O Exp.	10000.00	PassedByDDOChecker	File not exists		
SANCTION/2710/EMV	27/10/2016	116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/D CGA, M/O Finance, D/O Exp.	20000.00	PassedByDDOChecker	File not exists		
JDI/2610/2016C	26/10/2016	116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/D CGA, M/O Finance, D/O Exp.	10000.00	PassedByDDOChecker	File not exists		

The details of sanction will be displayed to user. Two options are available for selection. User can either choose to “**PASS BILL (CDDO)**” to pass the bill for payment or opt to press the button “**RETURN SANCTION TO PD**” in case incorrect sanction. In such case, bill as returned by DDO will be available at PD user under the option “**Sanctions**” > “**Manage Sanction**” for taking further action.

In case a bill is found correct, DDO will press the button “**PASS BILL (CDDO)**” to pass the bill for payment.

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	External PAO	Available Budget
034 - Department of Expenditure	2052000901001 - ESTABLISHMENT	12 - OFFICE EXPENSES	3 - NON PLAN VOTED-EXPENDITURE		10000		99000

The system will ask for the confirmation of action. User will press “**OK**” button.

The system will display a message:

“Bill has been passed to PAO successfully”

**Public Financial Management System
I.T.Division, O/o CGA**

 Public Financial Management System-PFMS D/o Controller General of Accounts, Ministry of Finance <small>(Former CPMS)</small>		[BHARTICACDDO] Logout Change Password Help																																				
Receive Sanctions																																						
Sanction No.: <input type="text"/> From Date : (dd/mm/yyyy) <input type="text"/> 01/04/2016 To Date : (dd/mm/yyyy) <input type="text"/> 04/11/2016 Sanction Amount : <input type="text"/> Scheme : -AI- PD Username : <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Reset"/>																																						
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Sanction Number	Sanction Date	Scheme	DDO	PAO	Amount	Status	Token Date	View File																														
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SANCTION/2710/EPAY	27/10/2016	-	116007 - Government Link Col. Ministry Of Finance, Nagpur	016001 - PAO, O/D CGA, M/O Finance, D/O Exp.	260000.00	PassedByDDOChecker		File not exists																														
IFD/2610/2016C	26/10/2016	-	116007 - Government Link Col. Ministry Of Finance, Nagpur	016001 - PAO, O/D CGA, M/O Finance, D/O Exp.	120000.00	PassedByDDOChecker		File not exists																														

In a similar manner, second bill will be passed by DDO.

 Public Financial Management System-PFMS D/o Controller General of Accounts, Ministry of Finance <small>(Former CPMS)</small>		[BHARTICACDDO] Logout Change Password Help																
Sanction Details																		
Controller: 013-EXENDITURE Sanction Number: SANCTION/0411/SIG2 Sanction Type: Expenditure (DDO Bill) IFD Number: IFD/0411/SIG2 Plan Scheme: - DDO: 116007-Government Link Col. Ministry Of Finance, Nagpur																		
Sanction Status: PassedByDDOChecker Sanction Date: 04/11/2016 Sanction Amount: 1200000 IFD Date: 01/11/2016 PAO: 016001-PAO, O/D CGA, M/O Finance, D/O Exp. Remarks:																		
Created By: BHARTICACDDO Modified By: BHARTICACDDO																		
Created On: 04/11/2016 02:30:57 PM Modified On: 04/11/2016 03:11:12 PM																		
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Deduction Type	Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Deduction Amount	Budget											
ITAX- Employee	900(Resent)	0021001010200(COLLECTIONS INCLUDING DEDUCTIONS)	00(DERULET)	1(REFEITT)	120000													
Vendor Details:																		
Return Sanction To PD <input type="button" value="Pass Bill(DDO)"/> Back																		

 Public Financial Management System-PFMS D/o Controller General of Accounts, Ministry of Finance <small>(Former CPMS)</small>		[BHARTICACDDO] Logout Change Password Help																
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Vendor Details:																		
Return Sanction To PD <input type="button" value="Pass Bill(DDO)"/> Back																		

Sanction Number	Sanction Date	Scheme	DDO	PAO	Amount	Status	Token Date	View File
SANCTION/0710/EPAY	27/10/2016	116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CDA, M/O Finance, D/O Exp.	20000.00	PassedByDDOChecker			File not exists
IPD/26102016C	28/10/2016	116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CDA, M/O Finance, D/O Exp.	11000.00	PassedByDDOChecker			File not exists

After the bill has been passed by DDO user, status of bill will be seen as "**Passed by DDO**" under the option "**Sanction**" > "**Manage Sanction**".

Sanction Number	Type	Scheme	DDO Name	PAO Name	Amount	Date	Current Status	Bill Number	View File
IPD/26102016C	Expenditure	116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CDA, M/O Finance, D/O Exp.	11,000	26/10/2016	PassedByDDOChecker	CP00000002		File not exists
DUMMY/SANCTION/2710	Expenditure	116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CDA, M/O Finance, D/O Exp.	5,000	27/10/2016	Closed	CP00000011		File not exists
SANCTION/2710/EPAY	Expenditure	116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CDA, M/O Finance, D/O Exp.	20,000	27/10/2016	PassedByDDO	CP00000003		File not exists
sanction_bill	Expenditure	116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CDA, M/O Finance, D/O Exp.	0	27/10/2016	PassedByDDO	CP00000008		File not exists
code_return_ipd	Expenditure	116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CDA, M/O Finance, D/O Exp.	10,000	27/10/2016	DSCEBatchGenerated	CP00000009		File not exists
exp_code_ipd	Expenditure	116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CDA, M/O Finance, D/O Exp.	1,000	01/11/2016	DSCEBatchGenerated	CP00000012		File not exists
transfer_ipd_01	Transfer	116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CDA, M/O Finance, D/O Exp.	2,000	01/11/2016	PassedByDDO	CP00000013		File not exists
SANCTION/0411/DSCE	Expenditure	116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CDA, M/O Finance, D/O Exp.	10,000	24/11/2016	PassedByDDO	CP00000014		File not exists
SANCTION/0411/DSCE	Expenditure	116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CDA, M/O Finance, D/O Exp.	1,200,000	24/11/2016	PassedByDDO	CP00000015		File not exists

8. DIGITALLY SIGN PAY FILE

All e-payments bills after passing by DDO, will be available for digital signing by Signatory

1. For this, DDO will go to:

"SANCTIONS" > "DIGITALLY SIGN PAY FILE"

Sanction Status	Type	No. of Sanctions
PassedByDDO	Expenditure	4
DigitalSignedByDDO	(All)	0
PassedByDDOChecker	Expenditure	1
PassedByDDOChecker	(All)	0
DSCEBatchGenerated	Expenditure	2
DSCEBatchGenerated	Expenditure	1

All e-payment bills available for digital signing will be displayed. User can make the use of search criteria to trace a particular bill.

All	Sanction Number	Sanction Date	Scheme	Gross Amount	Transaction ID	Net Amount	PAO Name	Signatory Level	Digital Sign	Return	Old Batch Number
<input type="checkbox"/>	SANCTION/2710/EPAY	27/10/2016		20000.00	C061511000368	18000.00	O16001 - PAO, O/O CGA, M/D Finance, D/O Exp.	1		<input type="button" value="Return To PD"/>	
<input type="checkbox"/>	SANCTION/0411/SIG1	04/11/2016		10000.00	C061511000366	10000.00	O16001 - PAO, O/O CGA, M/D Finance, D/O Exp.	1		<input type="button" value="Return To PD"/>	
<input checked="" type="checkbox"/>	SANCTION/0411/SIG2	04/11/2016		1200000.00	C061511000369	1080000.00	O16001 - PAO, O/O CGA, M/D Finance, D/O Exp.	1		<input type="button" value="Return To PD"/>	

Here two options are available with DDO for selection. In case the sanction is not found correct, user can opt to “RETURN TO PD” even after the bill has been passed by all three levels.

All	Sanction Number	Sanction Date	Scheme	Gross Amount	Transaction ID	Net Amount	PAO Name	Signatory Level	Digital Sign	Return	Old Batch Number
<input checked="" type="checkbox"/>	SANCTION/2710/EPAY	27/10/2016		20000.00	C061511000368	18000.00	O16001 - PAO, O/O CGA, M/D Finance, D/O Exp.	1		<input type="button" value="Return To PD"/>	
<input type="checkbox"/>	SANCTION/0411/SIG1	04/11/2016		10000.00	C061511000366	10000.00	O16001 - PAO, O/O CGA, M/D Finance, D/O Exp.	1		<input type="button" value="Return To PD"/>	
<input type="checkbox"/>	SANCTION/0411/SIG2	04/11/2016		1200000.00	C061511000369	1080000.00	O16001 - PAO, O/O CGA, M/D Finance, D/O Exp.	1		<input type="button" value="Return To PD"/>	

In case the sanction is correct, user can proceed for making the payment using his digital signatures. For this, first of all, a batch for digital signatures needs to be prepared. Bills can be digitally signed individually or in a batch of multiple bills in one go. User will select the desired sanction or multiple sanctions and press the button “GENERATE PAYMENT BATCH FILE”.

The screenshot shows the PFMS interface with a sidebar containing various reports and transaction types. The main area is titled 'Receive Sanctions'. It includes fields for Sanction No, From Date, To Date, Sanction Amount, Scheme, and PD Username. Below these are 'Search' and 'Reset' buttons. A table lists three selected bills with columns for Sanction Number, Sanction Date, Scheme, Gross Amount, Transaction ID, Net Amount, PAO Name, Signatory Level, Digital Sign, Return, and Old Batch Number. The 'Generate Payment Batch File' button at the bottom of the table is highlighted with a red box.

The system will display a message:

“Payment batch file for selected Bill(s) has been generated successfully”.

This screenshot is similar to the previous one but shows the message 'Payment batch file for selected Bill(s) has been generated successfully.' displayed prominently in a blue box below the table. The rest of the interface and data table remain the same.

NOTE: Separate batches should be prepared for payment requiring signatures of only signatory 1 (i. e. less than Rupees 10 lakhs) and the payment requiring signatures of both Signatory 1 and Signatory 2 (i.e. Rupees 10 lakhs and above).

9. DIGITAL SIGN BATCH

After a batch has been generated successfully, user will proceed to digitally sign the payment. For this, he will go to:

“SANCTIONS” > “DIGITAL SIGN BATCH”

Sanction Status		Type	No. of Sanctions
PassedByDDO	(All)	Expenditure	1
DigitallySignedByDDO	(All)	Expenditure	0
PassedByDDOWithError	(All)	Expenditure	1
ReceivedByDDOChecker	(All)	Expenditure	0
InProgressByDDOChecker	(All)	Expenditure	4
ReceivedSanctions	(All)	Expenditure	1

A screen will be displayed showing all the batches prepared. Here, two options are available with signatory 1. He can choose either the option “**DIGITAL SIGN**” or the option “**DELETE BATCH FOR RECREATION**”. Before taking any action, user can click the hyperlink “**Batch Number**” to open it and view the sanction(s) it contains.

Batch Number	Batch Date	Signatory Level	Digital Sign	Return Batch	Return Remarks By Signatory 2
C2	02/11/2016	1	Digital Sign	Delete Batch For ReCreation	N/A
C3	02/11/2016	1	Digital Sign	Delete Batch For ReCreation	N/A
C4	04/11/2016	1	Digital Sign	Delete Batch For ReCreation	N/A

Sanction(s) contained in that particular batch, will be displayed to user.

SanctionNumber	Type	Scheme	DDO Name	PAO Name	Amount	Date	Current Status	Bill Number	View File
SANCTION/2710/2016	Expenditure	116001 - Government Link Del. Ministry Of Finance, DDO	016001 - PAG, O/D CGA, M/D Finance, D/O	20,000	27/10/2016	DSCHBatchGenerated	CP000000015	Blank exists	
SANCTION/0411/2016	Expenditure	116001 - Government Link Del. Ministry Of Finance, DDO	016001 - PAG, O/D CGA, M/D Finance, D/O	10,000	04/11/2016	DSCHBatchGenerated	CP000000016	Blank exists	

User can further view the details of particular sanction by clicking the hyperlink of “**Sanction Number**”

**Public Financial Management System
I.T.Division, O/o CGA**

 Public Financial Management System-PFMS (Formerly CPMS)	<div style="text-align: right;"> Welcome: BHARTI TULI User Type: DDO Financial Year: 2016-2017  03:27:18 PM </div> <div style="text-align: right; margin-top: -10px;"> [BHARTICACDDO] Logout Change Password </div>																														
Search Sanctions																															
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> Sanction No: <input type="text"/> From Date : (dd/mm/yyyy) <input type="text" value="01/04/2016"/> <input type="button" value="Calendar"/> </div> <div style="width: 45%;"> Sanction Status: <input type="text" value="All"/> To Date : (dd/mm/yyyy) <input type="text" value="04/11/2016"/> <input type="button" value="Calendar"/> </div> </div> <div style="margin-top: 5px;"> Sanction Amount: <input type="text"/> Scheme: <input type="text" value="All"/> PD Username: <input type="text"/> IFD No: <input type="text"/> </div> <div style="text-align: right; margin-top: 10px;"> <input type="button" value="Search"/> <input type="button" value="Reset"/> </div>																															
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Sanction Number	Type	Scheme	DDO Name	PAO Name	Amount	Date	Current Status	Bill Number	View File																						
SANCTION/2710/EMR	Expenditure		116007 - Government Link Cell, Ministry Of Finance,	016001 - M/o, O/o CBA, M/o Finance, D/o	20.00	27/10/2016	DSOBatchGenerated	CR0000005	File exists																						
SANCTION/0411/EMR	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - M/o, O/o CBA, M/o Finance, D/o Exp.	10.00	04/11/2016	DSOBatchGenerated	CR0000014	File exists																						

 Public Financial Management System-PFMS (Formerly CPMS)	<div style="text-align: right;"> Welcome: BHARTI TULI User Type: DDO Financial Year: 2016-2017  03:27:20 PM </div> <div style="text-align: right; margin-top: -10px;"> [BHARTICACDDO] Logout Change Password </div>																
Sanction Details																	
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> Controller: 012-EXPENDITURE Sanction Number: SANCTION/2710/EMR Sanction Type: Expenditure (DDO Bill) IFD Number: 10/2710/EMR Plan Scheme: - DDO: 116007-Government Link Cell, Ministry Of Finance, Nagpur </div> <div style="width: 45%;"> Sanction Status: DSOBatchGenerated Sanction Date: 27/10/2016 Sanction Amount: 20.00 IFD Date: 27/10/2016 PAO: 016001-HRD, O/o CBA, M/o Finance, D/o Exp. Remarks: </div> </div> <div style="margin-top: 10px;"> Created By: BHARTICACDDO Modified By: BHARTICACDDO </div> <div style="margin-top: 10px;"> Created On: 27/10/2016 11:16:23 AM Modified On: 04/11/2016 03:24:45 PM </div>																	
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Vendor Details:																	
<input type="button" value="Back"/>																	

After viewing the details of Batch and Sanction(s), user can further decide whether the batch is to be digitally signed or deleted. In case, details of Sanction(s) contained in a batch found correct, Signatory 1 can proceed to digitally sign the batch by clicking the button “**DIGITAL SIGN**”.

 Public Financial Management System-PFMS (Formerly CPMS)	<div style="text-align: right;"> Welcome: BHARTI TULI User Type: DDO Financial Year: 2016-2017  03:27:57 PM </div> <div style="text-align: right; margin-top: -10px;"> [BHARTICACDDO] Logout Change Password </div>																								
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In case the batch is to be recreated due to certain reasons or a sanction is to be returned to PD, user has the option to “**DELETE BATCH FOR RECREATION**”.

The system will ask for the confirmation of action. User will press “OK” button.

The system will ask for the reason to delete batch. User will provide the reason for return and press “SUBMIT” button.

The system will display the message “Successfully Returned”.

Now since the batch has been deleted, all the sanctions contained in this batch, will again be available for creation of batch in “**Digitally Sign Pay File**” under the option “**Sanctions**”.

Sanction Status			Type	No. of Sanctions
PassedByDOO	Expenditure	1		
DigitallySignedByDOO	[All]	0		
PassedByOCDO	Expenditure	1		
RecurrentByOCDO	[All]	0		
PassBills	Expenditure	2		
DigitallySignPayFile	Expenditure	1		

Now user again proceeds to digitally sign a bill. For this, first he will have to create a batch.

He will select the desired single/multiple sanctions, as the case may be, and press the button “**GENERATE PAYMENT BATCH FILE**”.

<input checked="" type="checkbox"/> All	Sanction Number	Sanction Date	Scheme	Gross Amount	Transaction ID	Net Amount	PAO Name	Signatory Level	Digital Sign	Return	Old Batch Number
<input checked="" type="checkbox"/>	SANCTION/0411/SI02	04/11/2016		10000.00	C06111008367	10000.00	014001 - PAO, O/O CGA, M/O Finance, D/O Exp.	1		Return To PD	C1
<input checked="" type="checkbox"/>	SANCTION/0411/SI02	04/11/2016		100000.00	C06111008367	100000.00	014001 - PAO, O/O CGA, M/O Finance, D/O Exp.	1		Return To PD	

Payment batch file for selected bill(s) will be generated successfully.

Payment batch file for selected Bill(s) has been generated successfully.

Signatory 1 will proceed to digitally sign pay file through the option “**Sanctions**” >“**Digital Sign Batch**”.

Sanction Status	Type	No. of Sanctions
PassedByDOD	Expenditure (All)	1
PendingSignature	Expenditure (All)	0
PendingApproval	Expenditure (All)	0
PendingDecomment	Expenditure	4
Received Sanctions		1

Before signing, user can view the details of sanction(s) by clicking the hyperlink of “**Batch Number**” and then on particular “**Sanction Number**”, as already explained above.

10. DIGITAL SIGNATURES – SIGNATORY 1 (Payment amounting to less than Rupees Ten Lakhs)

After the batch has been prepared, user will proceed to digitally sign batch (containing single or multiple sanctions) by attaching his DSC into the system and pressing “**DIGITAL SIGN**”.

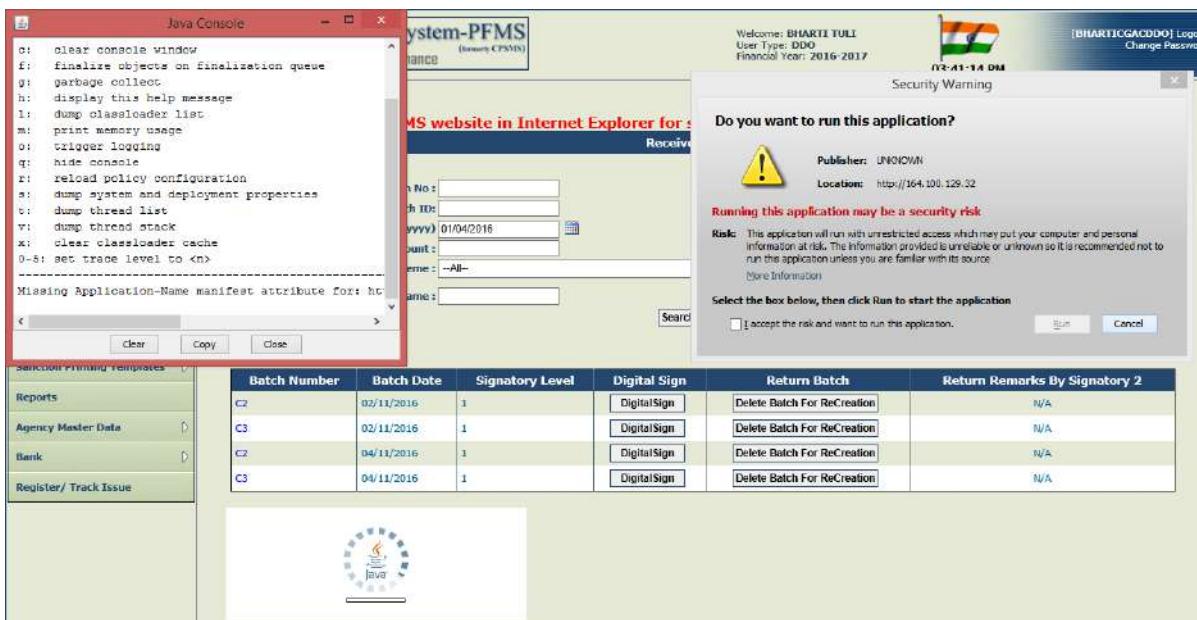
(NOTE:

1. Before proceeding for signing the payment digitally, it may be ensured that all the pre-requisites steps for enrolment of DSC and Signatory configuration in respect of both the signatories have been undertaken properly. For detailed process of same, Chapter on “USER MANUAL ON DIGITAL SIGNATURE CERTIFICATE (DSC) ENROLMENT & SIGNATORY CONFIGURATION IN R/O USERS of CDDOs” may kindly be referred to.

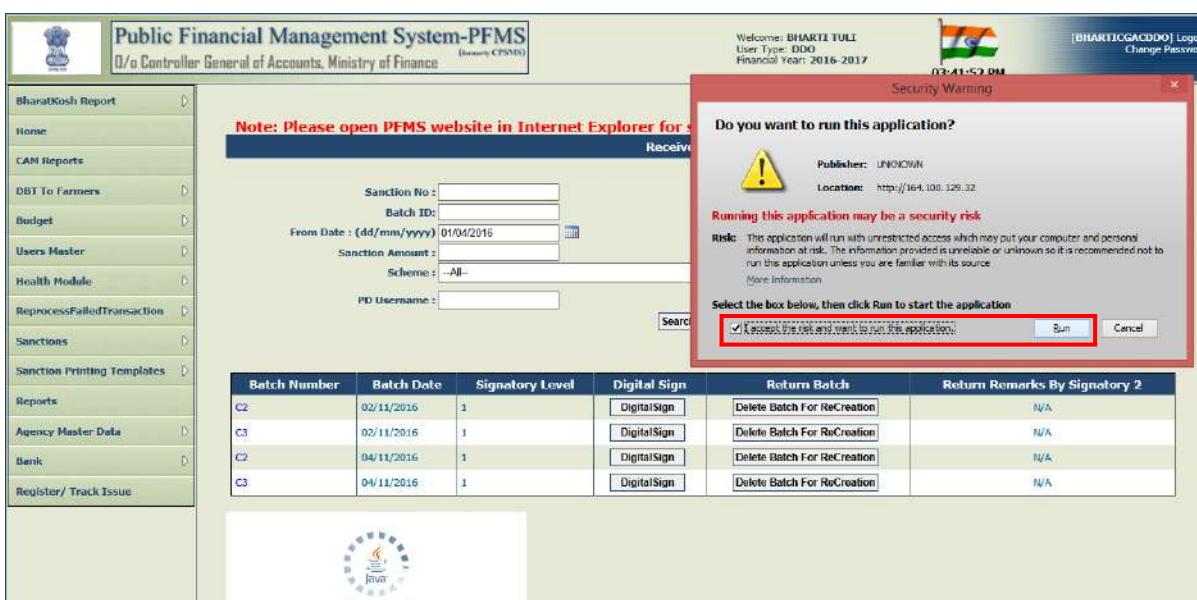
2. User has to open PFMS website in Internet Explorer for successful digital signatures.)

Batch Number	Batch Date	Signatory Level	Digital Sign	Return Batch	Return Remarks By Signatory 2
C2	02/11/2016	1	DigitalSign	Delete Batch For ReCreation	N/A
C3	02/11/2016	1	DigitalSign	Delete Batch For ReCreation	N/A
C4	04/11/2016	1	DigitalSign	Delete Batch For ReCreation	N/A
C5	04/11/2016	1	DigitalSign	Delete Batch For ReCreation	N/A

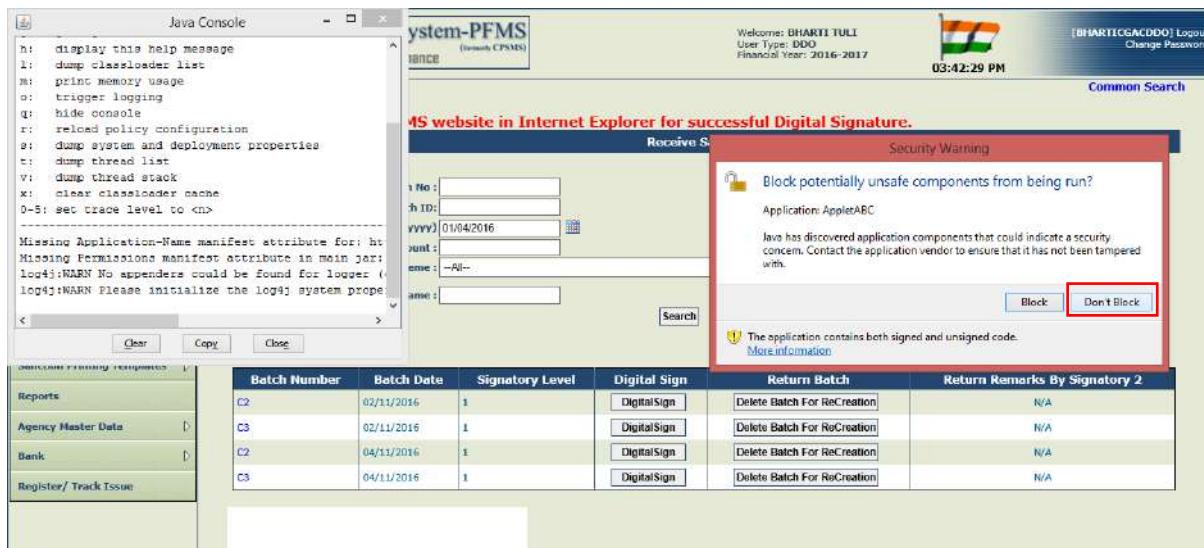
Three pop up screens of “Java Console”, “Security Warning” and “Java Symbol” will appear.



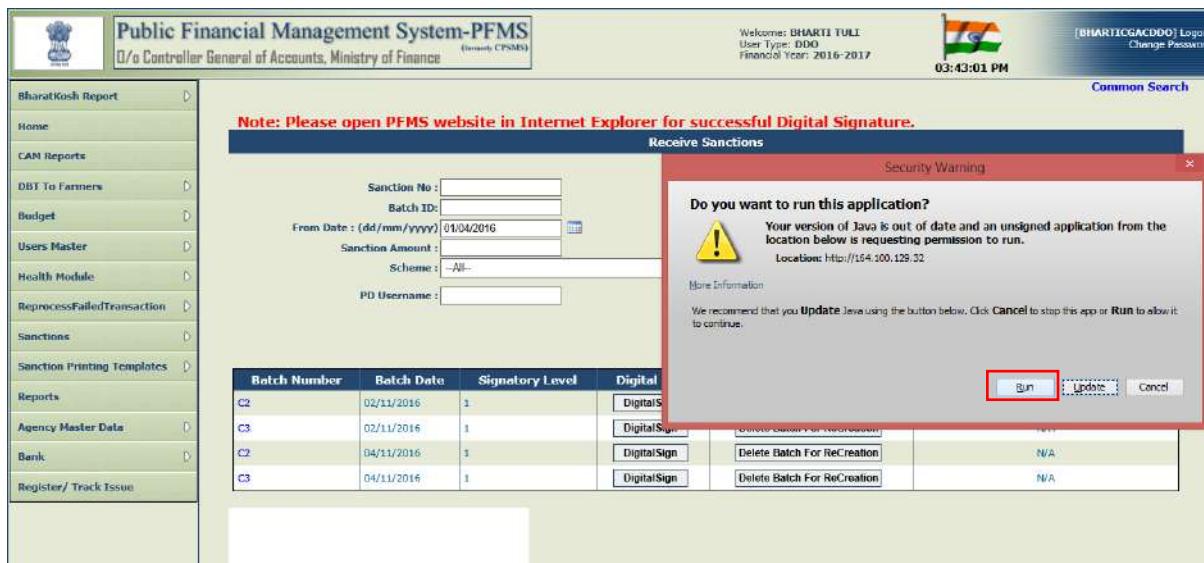
User will check the box “I accept the risk and want to run the application” and click “RUN” button.



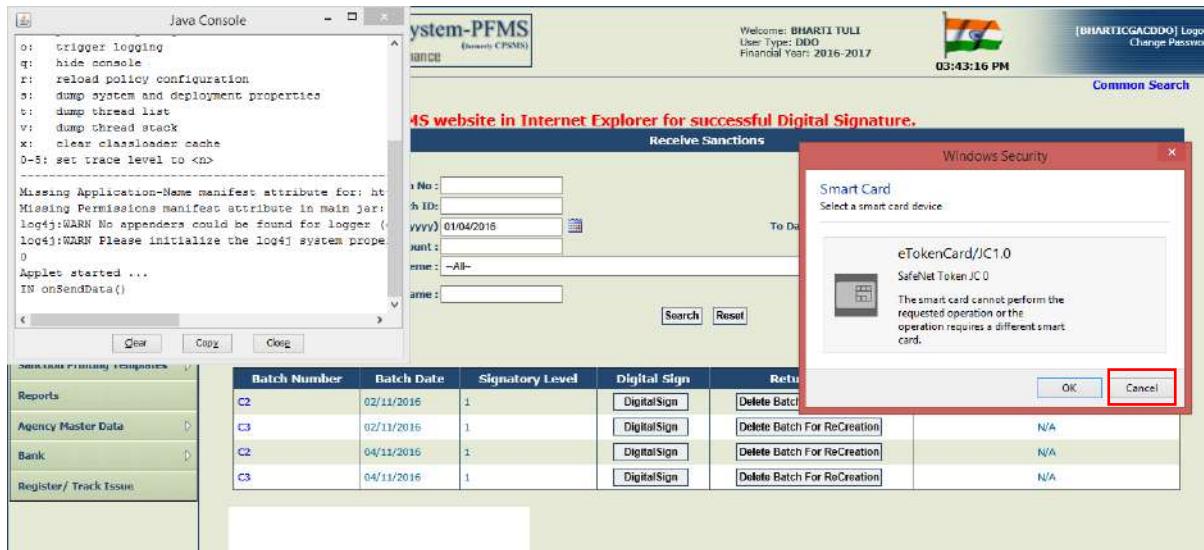
User will press “DON’T BLOCK” on next screen.



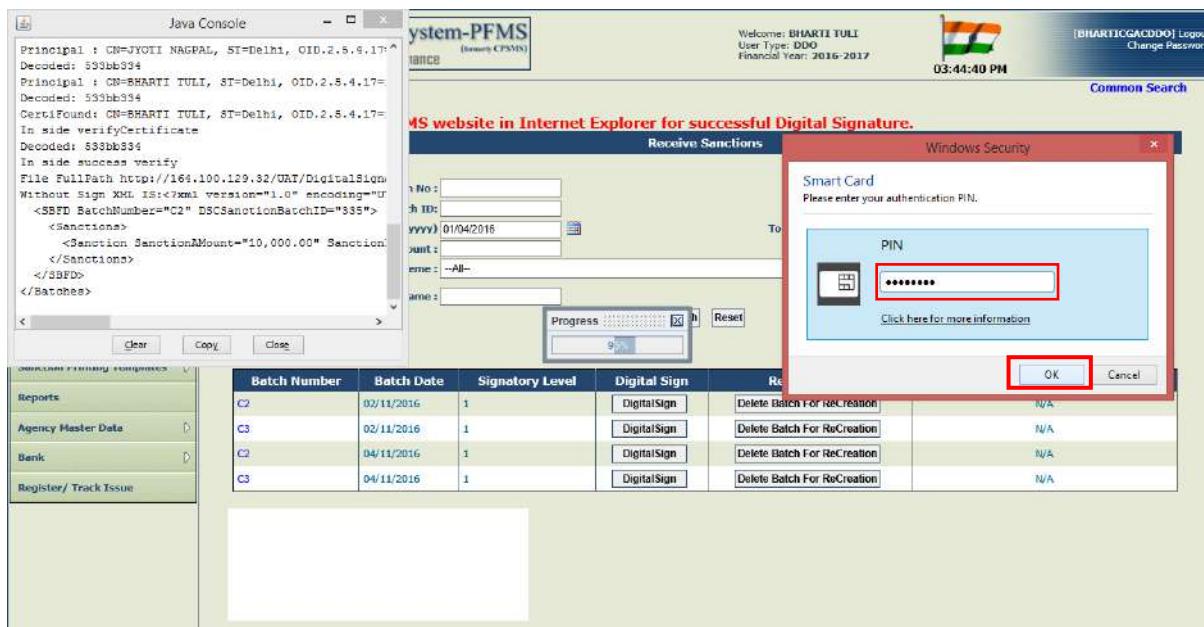
User will press “RUN” on next screen.



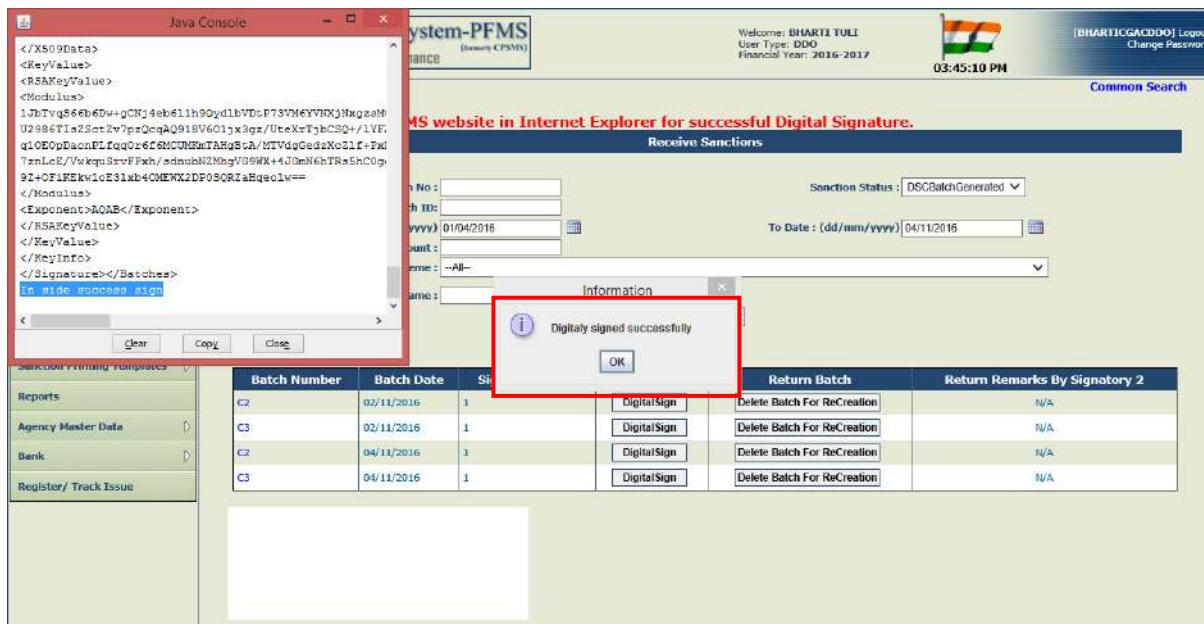
Following screen, showing the pop up of “Windows Security”, will appear. User has to press the button “CANCEL” on pop up screen as many times as it appears.



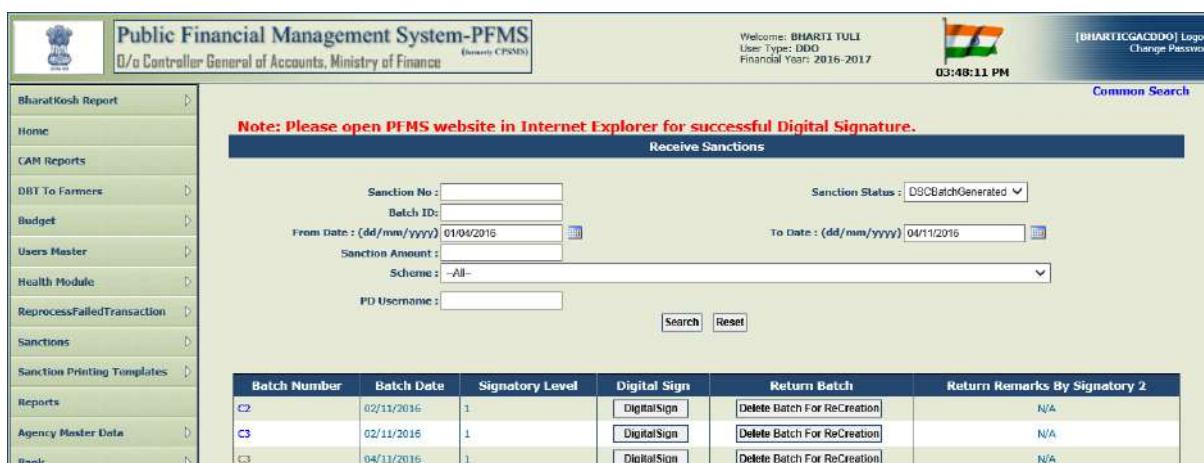
The system shall ask user to enter Authentication pin. User shall enter valid pin and press "OK".



'Digitally signed successfully' message will be displayed for successful PIN validation.



After the batch has been digitally signed successfully, it will disappear from the list of batches displayed on the screen.



11. DIGITAL SIGNATURES - SIGNATORY 1 & 2 (Payment amounting to Rupees Ten Lakhs and above)

In case of sanction for payment amounting to Rupees 10 lakhs and above, digital signatures of signatory 2 are also required after the payment has been digitally signed successfully by signatory 1. First, the batch, as already explained, will be prepared.

**Public Financial Management System
I.T.Division, O/o CGA**

 Public Financial Management System-PFMS O/o Controller General of Accounts, Ministry of Finance (Formerly CPMS)		Welcome: BHARTI TULI User Type: DDO Financial Year: 2016-2017 [BHARTEGGACDDO] Logout Change Password Help 03:35:03 PM																																													
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Payment batch file for selected Bill(s) has been generated successfully!																							

Then, the sanction will be available at Signatory 1 for digitally signing the batch.

 Public Financial Management System-PFMS O/o Controller General of Accounts, Ministry of Finance (Formerly CPMS)		Welcome: BHARTI TULI User Type: DDO Financial Year: 2016-2017 [BHARTEGGACDDO] Logout Change Password Help 03:50:33 PM																								
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**Public Financial Management System
I.T.Division, O/o CGA**

Note: Please open PFMS website in Internet Explorer for successful Digital Signature.

Receive Sanction

Sanction No: _____
Batch ID: _____
From Date : (dd/mm/yyyy) 01/04/2016
Sanction Amount: _____
Scheme: -All-
PD Username: _____

Batch Number	Batch Date	Signatory Level	Digital Sign
C2	02/11/2016	1	<input type="button" value="Digital Sign"/>
C3	02/11/2016	1	<input type="button" value="Digital Sign"/>
C3	04/11/2016	1	<input type="button" value="Digital Sign"/>

Security Warning

Do you want to run this application?

! Publisher: UNKNOWN
Location: http://154.100.129.32

Running this application may be a security risk

Risk: This application will run with unrestricted access which may put your computer and personal information at risk. The information provided is unreliable or unknown so it is recommended not to run this application unless you are familiar with its source.
[More Information](#)

Select the box below, then click Run to start the application

I accept the risk and want to run this application.

Java Console

User home directory = C:\Users\Administrator

```
c: clear console window
f: finalize objects on finalization queue
g: garbage collect
h: display this help message
l: dump memory usage
m: print memory usage
o: trigger logging
r: hide console
n: reload policy configuration
s: dump system and deployment properties
t: dump thread list
v: dump thread stack
x: clear classloader cache
D-S: set trace level to <n>
```

Message Application Name manifest attribute for: http://154.100.129.32/IAT/DigitalSignatureManifest.jar
Message Permissions manifest attribute in main jar: http://154.100.129.32/IAT/DigitalSignatureManifest.jar
log4j:WARN No appenders could be found for logger (org.apache.xml.security.Init).
log4j:WARN Please initialize the log4j system properly.

Receive Sanction

No: _____
ID: _____
yyy: 01/04/2016
amt: _____
use: -All-
me: _____

Date	Signatory Level	Digital Sign	Return Batch	Return Remarks By Signatory 2
C2	02/11/2016	1	<input type="button" value="Digital Sign"/>	<input type="button" value="Delete Batch For ReCreation"/> N/A
C3	02/11/2016	1	<input type="button" value="Digital Sign"/>	<input type="button" value="Delete Batch For ReCreation"/> N/A
C3	04/11/2016	1	<input type="button" value="Digital Sign"/>	<input type="button" value="Delete Batch For ReCreation"/> N/A

Security Warning

Block potentially unsafe components from being run?

Application: AppleABC
Java has discovered application components that could indicate a security concern. Contact the application vendor to ensure that it has not been tampered with.

Note: Please open PFMS website in Internet Explorer for successful Digital Signature.

Receive Sanctions

Sanction No: _____
Batch ID: _____
From Date : (dd/mm/yyyy) 01/04/2016
Sanction Amount: _____
Scheme: -All-
PD Username: _____

Batch Number	Batch Date	Signatory Level	Digital Sign
C2	02/11/2016	1	<input type="button" value="Digital Sign"/>
C3	02/11/2016	1	<input type="button" value="Digital Sign"/>
C3	04/11/2016	1	<input type="button" value="Digital Sign"/>

Security Warning

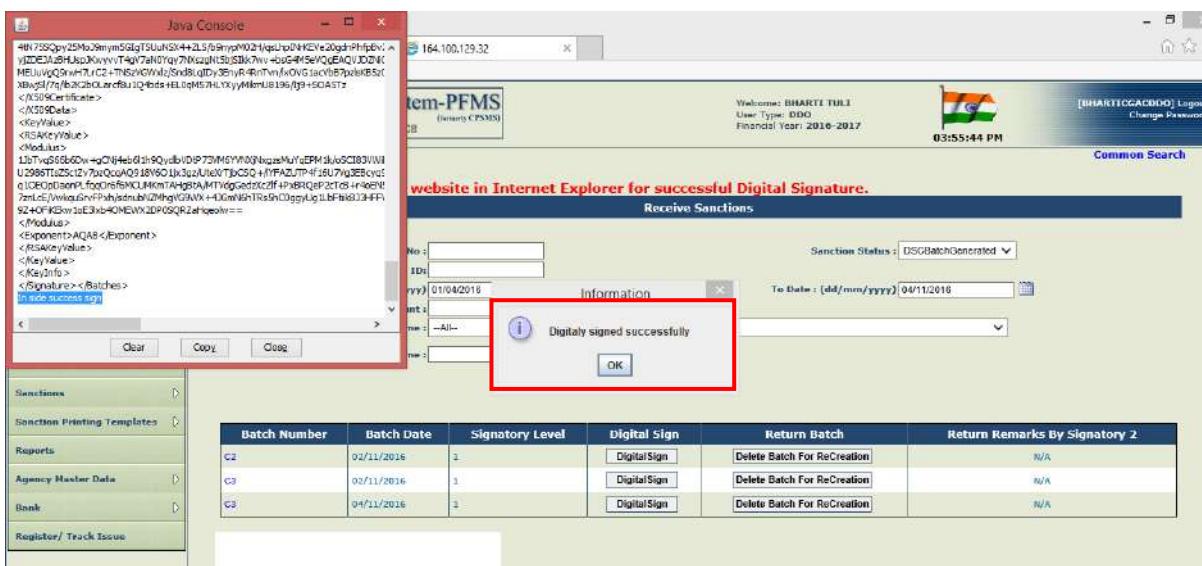
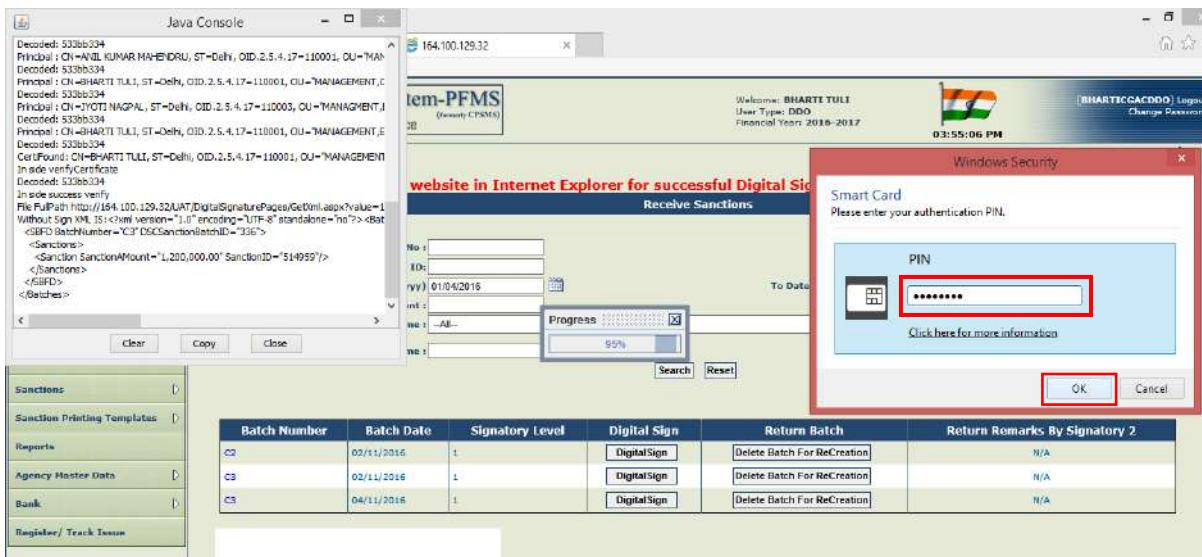
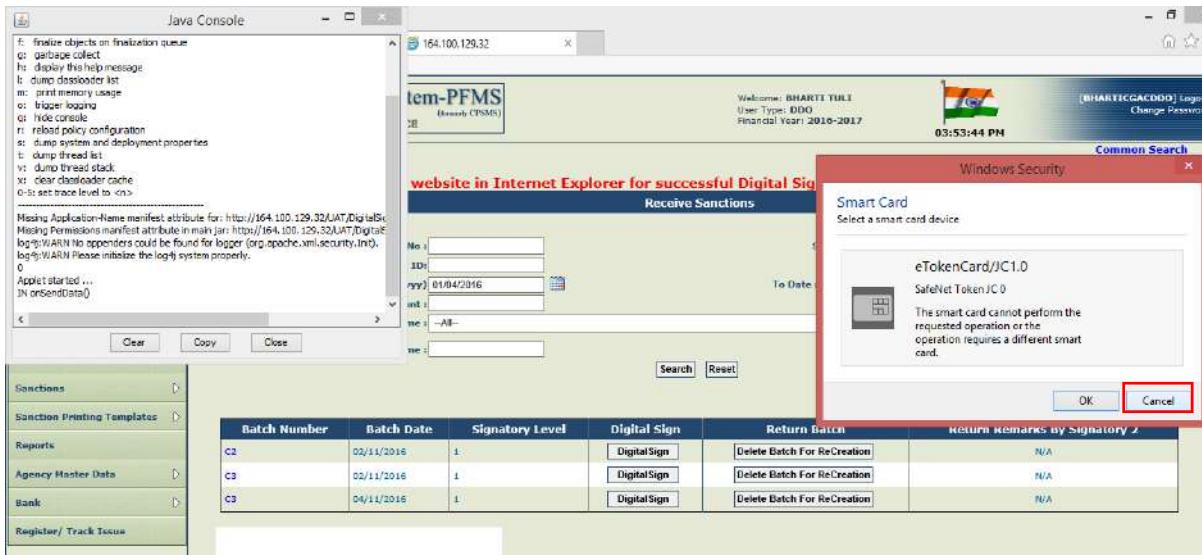
Do you want to run this application?

Your version of Java is out of date and an unsigned application from the location below is requesting permission to run.
Location: http://154.100.129.32

[More Information](#)

We recommend that you **Update** Java using the button below, click **Cancel** to stop this app or **Run** to allow it to continue.

Public Financial Management System
I.T.Division, O/o CGA



Status of sanction can be viewed as “DSC Batch Generated” under the option “Sanction” >“Manage Sanction”

SanctionNumber	Type	Scheme	DDO Name	PAO Name	Amount	Date	Current Status	Bill Number	View File
SDU/26102016C	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	11,000	26/10/2016	PossiblyDDO	CP00000002	File not exists
DUMMY SANCTION/2710	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	5,000	27/10/2016	Closed	CP00000011	File not exists
sanction_nil	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	0	27/10/2016	PossiblyDDO	CP00000008	File not exists
ddo_return_01	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	10,000	27/10/2016	DSCBatchGenerated	CP00000009	File not exists
exp_ddo_01	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	1,000	01/11/2016	DSCBatchGenerated	GP00000012	File not exists
transfer_code_01	Transfer		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	2,000	02/11/2016	PossiblyDDO	CP00000013	File not exists
SANCTION/045110103	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	1,200,000	04/11/2016	DSCBatchGenerated	CP00000015	File not exists

Now this bill will be available at Signatory 2 for his digital signatures.

Signatory 2 will have two options for selection. If sanction is correct, he will proceed to digitally sign the payment by pressing the button “**DIGITAL SIGN**”. On the other hand, in case the sanction is not correct, he will press the button “**RETURN BATCH TO SIGNATORY 1**”.

Batch Number	Batch Date	Signatory Level	Digital Sign	Return Batch
03	04/11/2016	2	Digital Sign	Return Batch To Signatory 1

Before taking any decision, he can confirm the correctness of sanction by viewing its details on pressing its hyperlink.

**Public Financial Management System
I.T.Division, O/o CGA**

 Public Financial Management System-PFMS D/o Controller General of Accounts, Ministry of Finance (formerly CPSMS)		Welcome: BHARTI TULI User Type: DDOChecker Financial Year: 2016-2017	 03:59:19 PM	[BHARTICHECKER] Logout Change Password																																						
Home ReprocessFailedTransaction Sanctions Employee Info. System Agency Master Data		Search Sanctions <hr/> <table border="1"> <tr> <td>Sanction No :</td> <td><input type="text"/></td> <td>Sanction Status :</td> <td><input type="button" value="All"/></td> </tr> <tr> <td>From Date : (dd/mm/yyyy)</td> <td><input type="text" value="01/04/2016"/></td> <td>To Date : (dd/mm/yyyy)</td> <td><input type="text" value="04/11/2016"/></td> </tr> <tr> <td>Sanction Amount :</td> <td><input type="text"/></td> <td colspan="2"></td> </tr> <tr> <td>Scheme :</td> <td><input type="button" value="All"/></td> <td colspan="2"></td> </tr> <tr> <td>IFD No :</td> <td><input type="text"/></td> <td colspan="2"> <input type="button" value="Search"/> <input type="button" value="Reset"/> </td> </tr> </table> <hr/> <table border="1"> <thead> <tr> <th>Sanction Number</th> <th>Type</th> <th>Scheme</th> <th>DDO Name</th> <th>PAO Name</th> <th>Amount</th> <th>Date</th> <th>Current Status</th> <th>View File</th> </tr> </thead> <tbody> <tr style="background-color: #ff0000; color: white;"> <td>SANCTION/0411/S102</td> <td>Expenditure</td> <td></td> <td>116007 - Government Link Cell, Ministry Of Finance, Nagpur</td> <td>016001 - PAO, O/O CGA, M/O Finance, D/O Exp.</td> <td>1,200,000</td> <td>04/11/2016</td> <td>DSCBatchGenerated</td> <td>File not exists</td> </tr> </tbody> </table>			Sanction No :	<input type="text"/>	Sanction Status :	<input type="button" value="All"/>	From Date : (dd/mm/yyyy)	<input type="text" value="01/04/2016"/>	To Date : (dd/mm/yyyy)	<input type="text" value="04/11/2016"/>	Sanction Amount :	<input type="text"/>			Scheme :	<input type="button" value="All"/>			IFD No :	<input type="text"/>	<input type="button" value="Search"/> <input type="button" value="Reset"/>		Sanction Number	Type	Scheme	DDO Name	PAO Name	Amount	Date	Current Status	View File	SANCTION/0411/S102	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	1,200,000	04/11/2016	DSCBatchGenerated	File not exists
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SANCTION/0411/S102	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	1,200,000	04/11/2016	DSCBatchGenerated	File not exists																																		

 Public Financial Management System-PFMS D/o Controller General of Accounts, Ministry of Finance (formerly CPSMS)		Welcome: BHARTI TULI User Type: DDOChecker Financial Year: 2016-2017	 03:59:33 PM	[BHARTICHECKER] Logout Change Password																																																																																																						
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Back																																																																																																										

In case, the sanction is not correct, Signatory 2 will return the batch to Signatory 1.

 Public Financial Management System-PFMS D/o Controller General of Accounts, Ministry of Finance (formerly CPSMS)		Welcome: BHARTI TULI User Type: DDOChecker Financial Year: 2016-2017	 03:59:56 PM	[BHARTICHECKER] Logout Change Password																																		
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Sanction No :	<input type="text"/>	Sanction Status :	<input type="button" value="DSCBatchGenerated"/>																																			
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Batch Number	Batch Date	Signatory Level	Digital Sign	Return Batch																																		
C3	04/11/2016	2	<input type="button" value="Digital Sign"/>	Return Batch To Signatory 1																																		

The system will ask for the confirmation of action.

**Public Financial Management System
I.T.Division, O/o CGA**

Note: Please open PFMS website in Internet Explorer for successful Digital Signature.

Batch Number	Batch Date	Signatory Level	Digital Sign	Return Batch
C3	04/13/2016	2	DigitalSign	Return Batch To Signatory 1

User has to provide “Remark for Return” and press the button “SUBMIT”.

Note: Please open PFMS website in Internet Explorer for successful Digital Signature.

Batch Number	Batch Date	Signatory Level	Digital Sign	Return Batch
C3	04/09/2016	2	DigitalSign	Return Batch To Signatory 1

The system will display a message “Successfully Returned”

Note: Please open PFMS website in Internet Explorer for successful Digital Signature.

Batch Number	Batch Date	Signatory Level	Digital Sign	Return Batch
C3	04/09/2016	2	DigitalSign	Return Batch To Signatory 1

Signatory 2 can view the status as “DSC Batch Generated” through “Manage Sanction” under the option “Sanction”.

**Public Financial Management System
I.T.Division, O/o CGA**

SanctionNumber	Type	Scheme	DDO Name	PAO Name	Amount	Date	Current Status	View File
IPD/26192016C	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	11,000	26/10/2016	PassedByDDO	File not exists
DUMMY/SANCTION/2710	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	5,000	27/10/2016	Closed	File not exists
ddo_return_03	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	10,000	27/10/2016	DSCBatchGenerated	File not exists
exo_ddo_01	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	1,000	01/11/2016	DSCBatchGenerated	File not exists
IGD_San_01	IntragovernmentalAuthorization		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	5,000	01/11/2016	Closed	File not exists
IGD_San_02	IntragovernmentalAuthorization		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	2,000	01/11/2016	Closed	File not exists
IGD_San_03	IntragovernmentalAuthorization		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	4,000	01/11/2016	Closed	File not exists
HAN/2016/158770104	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	12,00,000	04/11/2016	DSCBatchGenerated	File not exists

Now the sanction, as returned by Signatory 2, will be again available at Signatory 1 level under the option “Sanction” > “Digital Sign Batch” for further action.

Sanction Status	Type	No. of Sanctions
PassedByDDO	Expenditure	1
RejectedByDDO	(All)	0
PassedByDDOChecker	Expenditure	1
ReturnedByDDOChecker	(All)	0
DSCBatchGenerated	Expenditure	3
Closed	Expenditure	1

Signatory 1 can view the objection as raised by Signatory 2 by clicking “View Remarks”

Batch Number	Batch Date	Signatory Level	Digital Sign	Return Batch	Return Remarks By Signatory 2
C2	02/11/2016	1	DigitalSign	Delete Batch For ReCreation	N/A
C3	02/11/2016	1	DigitalSign	Delete Batch For ReCreation	N/A
C4	04/11/2016	1	DigitalSign	Delete Batch For ReCreation	View Remarks

Note: Please open PFMS website in Internet Explorer for successful Digital Signature.

Receive Sanctions

Sanction No.:
Batch ID:
Sanction Status: DSCBatchGenerated
From Date: (dd/mm/yyyy) 01/04/2016
To Date: (dd/mm/yyyy) 04/11/2016
Sanction Amount:
Scheme: --All--
Remarks:
+ max 500 words
Remarks For Return:
returned to signatory 1 for review
Remarks By Signatory 2:
N/A
View Remarks
Cancel

Now, Signatory 1 will have again two options available. He can either choose to opt “Digital Sign” if sanction is correct or choose “Return Batch for Creation” if sanction is not correct or batch is required to be prepared again, as already explained.

Note: Please open PFMS website in Internet Explorer for successful Digital Signature.

Receive Sanctions

Sanction No.:
Batch ID:
Sanction Status: DSCBatchGenerated
From Date: (dd/mm/yyyy) 01/04/2016
To Date: (dd/mm/yyyy) 04/11/2016
Sanction Amount:
Scheme: --All--
PD Username:
Search Reset

Batch Number	Batch Date	Signatory Level	Digital Sign	Return Batch	Return Remarks By Signatory 2
C2	02/11/2016	1	Digital Sign Delete Batch For Recreation		N/A
C3	02/11/2016	1	Digital Sign Delete Batch For Recreation		N/A
C3	04/11/2016	1	Digital Sign Delete Batch For Recreation		View Remarks

In case, Signatory 1 opts to choose “Digital Sign”, after his digital signatures, sanction will again be available with Signatory 2 for his digital signatures.

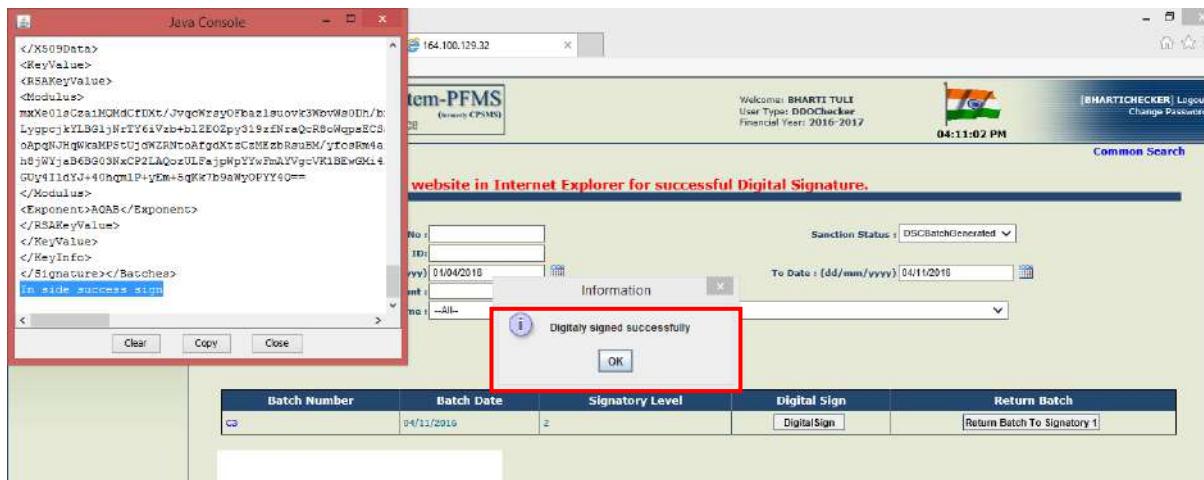
website in Internet Explorer for successful Digital Signature.

Receive Sanctions

No.:
Batch ID:
Sanction Status: DSCBatchGenerated
From Date: (dd/mm/yyyy) 01/04/2016
To Date: (dd/mm/yyyy) 04/11/2016
Sanction Amount:
Scheme: --All--
Remarks:
Information
Digitally signed successfully
OK

Date	Signatory Level	Return Batch	Return Remarks By Signatory 2
02/11/2016	1	Digital Sign Delete Batch For Recreation	N/A
02/11/2016	1	Digital Sign Delete Batch For Recreation	N/A
04/11/2016	1	Digital Sign Delete Batch For Recreation	View Remarks

Signatory 2 will also sign the payment with his digital signatures.



12. RETURN BILL TO PD BY CDDO

In case a sanction is not in order in accordance to the rules and prescribed procedures, it can be returned to PD by DDO Maker at the time of receiving or generating the bill. DDO can also return the sanction at the time of passing a bill, generation of batch, digitally signing a batch or even after the bill has been returned by Signatory 2.

User will select a sanction to be returned by clicking the box given against it, and then press the button “**RETURN TO PD**”.



User has to provide remark for return and press “**SUBMIT**” button.

The system will display a message:

"SUCCESSFULLY RETURNED"

This returned sanction will be available at PD user under the option "**SANCTION**" > "**MANAGE USER**" for further action.

Type	No. of Sanctions
[All]	0
Expenditure (DDO Bill)	2
[All]	0

Status of returned sanction can be viewed as "**PrAO_DDO-Returned**"

Public Financial Management System I.T.Division, O/o CGA

SanctionNumber	Type	Scheme	DDO Name	PAO Name	Amount	Date	Current Status	View File
SANCTION/2710/E/PAY	Expenditure	-	116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	20,000	27/10/2016	PrAO_DDO_Returned	File not exists
SANCTION/2710	Expenditure	-	116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	1,000	27/10/2016	PrAO_DDO_Returned	File not exists
DUMMY/SANCTION/2710	Expenditure	-	116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	5,000	27/10/2016	Closed	File not exists

PD user will click the hyperlink of sanction number to open the sanction.

SanctionNumber	Type	Scheme	DDO Name	PAO Name	Amount	Date	Current Status	View File
SANCTION/2710/E/PAY	Expenditure	-	116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	20,000	27/10/2016	PrAO_DDO_Returned	File not exists
SANCTION/2710	Expenditure	-	116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	1,000	27/10/2016	PrAO_DDO_Returned	File not exists
DUMMY/SANCTION/2710	Expenditure	-	116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	5,000	27/10/2016	Closed	File not exists

The details of sanction will be displayed to user.

PD user will have the following options available:

- (a) **EDIT SANCTION:** PD user can rectify the details of sanction.

(b) PAYEE DETAILS: PD user will click this button to view the payee details in respect of vendor(s) contained in that particular sanction.

(c) APPROVE/REJECT: After verifying the details of sanction, PD user will take appropriate action, either to “APPROVE” or “REJECT”, as the case may be.

(d) CANCEL SANCTION: In case the sanction is not to be processed for payment, PD user will cancel the sanction. **Approval of cancellation is also required to be done by PD.**

In case, a sanction needs to be rectified, PD user will press the button “**EDIT SANCTION**”.

Sanction Details							
Controller: 013-EXPENDITURE	Sanction Status: PAO_DDO_Returned						
Sanction Numbers: SANCTION/2710/EPAY	Sanction Date: 27/10/2016						
Sanction Types: Expenditure (DDO-Bill)	Sanction Amount: 20000						
IFD Numbers: IFD/2710/EPAY	IFD Dates: 27/10/2016						
Plan Schemes: -	PAO: 016001-PAO, O/o CGA, M/o Finance, D/D Exp.						
DDO: 116007-Government Link Cell, Ministry Of Finance, Nagpur	Remarks:						
Created By: BHARTICDDOPD	Created On: 27/10/2016 12:16:25 AM						
Modified By: BHARTICGACDDO	Modified On: 04/11/2016 08:33:31 PM						
Account Details:							
Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	External PAO	Available Budget
034 - Department of Expenditure	2022000901001 - ESTABLISHMENT	12 - OFFICE EXPENSES	2 - NON PLAN VOTED-EXPENDITURE	20000		54000	
Bill Details:							
Bill Number: CP0000005				Bill Date: 27/10/2016			
Vendor Details:							
Edit Sanction Payee Details Approve/Reject Cancel Sanction Back							

Details of sanction will be displayed to user for further modifications.

For modifying the correct accounting head, PD will first delete the wrong entry by clicking “X” given against the record in grid. Then he can select the correct Accounting Head details and add them again.

Similarly, if the modification is required in vendor(s) details, PD user will first remove the wrong vendor(s) by clicking the checkbox given against the record and pressing the button “**REMOVE**”. Thereafter, he can select the correct vendor(s) and add them again.

Public Financial Management System
I.T.Division, O/o CGA

Agency Master Sanctions Sanction Custom Fields Sanction Printing Templates Reports Agency Master Data Agency Schemes Other Agencies Scheme Allocation OLD UC	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Controller Name : EXPENDITURE Division, Diary / IFD / HOD File No. : IFD/2710/EPAY IFD / HOD File Date (dd/mm/yyyy) : 27/10/2016 <input type="button" value="Calendar"/> Sanction Number : SANCTION/2710/EPAY Sanction Date (dd/mm/yyyy) : 27/10/2016 Scheme : -Select- PAO : 016001 - PAO, O/o CGA, M/o Finance, D/o Exp. DDO : 116007 - Government Link Cell, Ministry Of Finance, Nagpur Sanction Type : * Expenditure <input type="button" value="Change"/> Sanction Amount : * 20000 (In Actuals) RUPEES TWENTY THOUSAND ONLY Upload Scanned Sanction : <input type="button" value="Browse..."/> <input type="button" value="Upload"/> Note: Only PDF files are allowed with size not more than 4 MB </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Account Head Details Grant : * -Select- <input type="button" value="Change"/> Function Head : * -Select- <input type="button" value="Change"/> Category : * -Select- <input type="button" value="Change"/> Object Head : * -Select- <input type="button" value="Change"/> Amount : * <input type="text"/> Note: In case of Expenditure type sanction, object heads "31,33,35,36,54,55" are not listed for selection. </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Add Account Heads <input type="button" value="Add"/> <input type="button" value="Reset"/> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Grant</th> <th style="width: 25%;">Department (For UT Grants Only)</th> <th style="width: 15%;">Function Head</th> <th style="width: 15%;">Object Head</th> <th style="width: 15%;">Category</th> <th style="width: 15%;">Amount</th> <th style="width: 10%; text-align: center;">Delete</th> </tr> </thead> <tbody> <tr> <td>034-Department of Expenditure</td> <td></td> <td>2052000601001-ESTABLISHMENT</td> <td>13-OFFICE EXPENSES</td> <td>3-NON PLAN VOTED-EXPENDITURE</td> <td>20000</td> <td><input type="button" value="X"/></td> </tr> </tbody> </table> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Vendor Details Vendor Type : - All - <input type="button" value="Change"/> State : <input type="text"/> Unique Code : <input type="text"/> Amount : * <input type="text"/> <input type="button" value="Add"/> <input type="button" value="Reset"/> Selected Vendor Details </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Vendor Name</th> <th style="width: 15%;">District</th> <th style="width: 15%;">State</th> <th style="width: 15%;">Country</th> <th style="width: 15%;">Amount</th> </tr> </thead> <tbody> <tr> <td>PANKAJ KOCHHAR</td> <td>SOUTH WEST</td> <td>DELHI</td> <td>INDIA</td> <td>15,000</td> </tr> <tr> <td>BHARTI TULI</td> <td></td> <td></td> <td>INDIA</td> <td>5,000</td> </tr> </tbody> </table> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> http://164.100.129.32/UAT/Sanction/CreateEditSanctionDetails.aspx?sid=QCNEqGGUlg4%3d </div>	Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	Delete	034-Department of Expenditure		2052000601001-ESTABLISHMENT	13-OFFICE EXPENSES	3-NON PLAN VOTED-EXPENDITURE	20000	<input type="button" value="X"/>	Vendor Name	District	State	Country	Amount	PANKAJ KOCHHAR	SOUTH WEST	DELHI	INDIA	15,000	BHARTI TULI			INDIA	5,000
Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	Delete																								
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Sanction Custom Fields Sanction Printing Templates Reports Agency Master Data Agency Schemes Other Agencies Scheme Allocation OLD UC	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Sanction Number : SANCTION/2710/EPAY Sanction Date (dd/mm/yyyy) : 27/10/2016 <input type="button" value="Calendar"/> Scheme : -Select- PAO : * 016001 - PAO, O/o CGA, M/o Finance, D/o Exp. DDO : 116007 - Government Link Cell, Ministry Of Finance, Nagpur Sanction Type : * Expenditure <input type="button" value="Change"/> Sanction Amount : * 20000 (In Actuals) RUPEES TWENTY THOUSAND ONLY Upload Scanned Sanction : <input type="button" value="Browse..."/> <input type="button" value="Upload"/> Note: Only PDF files are allowed with size not more than 4 MB </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Account Head Details Grant : * 034 - Department of Expenditure <input type="button" value="Change"/> Function Head : * 2052000601001 - ESTABLISHMENT <input type="button" value="Change"/> Category : * 3 - NON PLAN VOTED-EXPENDITURE <input type="button" value="Change"/> Object Head : * 01 - SALARIES <input type="button" value="Change"/> Amount : * 20000 <input type="button" value="X"/> Note: In case of Expenditure type sanction, object heads "31,33,35,36,54,55" are not listed for selection. </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Add Account Heads <input type="button" value="Add"/> <input type="button" value="Reset"/> No Record(s) found....!!! </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Vendor Details Vendor Type : - All - <input type="button" value="Change"/> State : <input type="text"/> Unique Code : <input type="text"/> Amount : * <input type="text"/> <input type="button" value="Add"/> <input type="button" value="Reset"/> Selected Vendor Details </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Vendor Name</th> <th style="width: 15%;">District</th> <th style="width: 15%;">State</th> <th style="width: 15%;">Country</th> <th style="width: 15%;">Amount</th> </tr> </thead> <tbody> <tr> <td>PANKAJ KOCHHAR</td> <td>SOUTH WEST</td> <td>DELHI</td> <td>INDIA</td> <td>15,000</td> </tr> <tr> <td>BHARTI TULI</td> <td></td> <td></td> <td>INDIA</td> <td>5,000</td> </tr> </tbody> </table> </div>	Vendor Name	District	State	Country	Amount	PANKAJ KOCHHAR	SOUTH WEST	DELHI	INDIA	15,000	BHARTI TULI			INDIA	5,000
Vendor Name	District	State	Country	Amount												
PANKAJ KOCHHAR	SOUTH WEST	DELHI	INDIA	15,000												
BHARTI TULI			INDIA	5,000												

Edit Sanction

Sanction Header

Controller Name : DIVISION EXPENDITURE
Division Diary/ITD/HOD File No. : PD/271/DEPAY
ITD/HOD File Date (dd/mm/yyyy) : 27/03/2016
Sanction Number : SANCTION 271/DEPAY
Sanction Date (dd/mm/yyyy) : 27/03/2016
Scheme : -Select-
PLO : 010901 - PAO, OAO, COA, M/o Finance, D/o Exp.
DDO : 118007 - Government Lnd. Cst, Minstry Of Finance, Nager.
Sanction Type : Expenditure
Sanction Amount : 20000 (Rupees TWENTY THOUSAND ONLY)
Notes: Only PDF files are allowed with size not more than 4 MB
Upload Sanctioned Sanction:

Account Head Details

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	Remove
034 - Department of Expenditure	2033000001001 - ESTABLISHMENT	01 - SALARIES	01 - SALARIES	3 - NON PLAN VOTED EXPENDITURE	20000	X

Vendor Details

Vendor Type	State	District	Amount
-All-			

Selected Vendor Details

Vendor Name	District	State	Country	Amount
PANNAK KOCHHAR	SOUTH WEST	DELHI	INDIA	15,000
BHARTI TULL			INDIA	5,000

After making the required correction, PD will save the sanction by pressing the button “**SAVE SANCTION**” button.

Edit Sanction

Sanction Header

Controller Name : DIVISION EXPENDITURE
Division Diary/ITD/HOD File No. : PD/271/DEPAY
ITD/HOD File Date (dd/mm/yyyy) : 27/03/2016
Sanction Number : SANCTION 271/DEPAY
Sanction Date (dd/mm/yyyy) : 27/03/2016
Scheme : -Select-
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Sanction Type : Expenditure
Sanction Amount : 20000 (Rupees TWENTY THOUSAND ONLY)
Notes: Only PDF files are allowed with size not more than 4 MB
Upload Sanctioned Sanction:

Account Head Details

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	Remove
034 - Department of Expenditure	2033000001001 - ESTABLISHMENT	01 - SALARIES	01 - SALARIES	3 - NON PLAN VOTED EXPENDITURE	20000	X

Vendor Details

Vendor Type	State	District	Amount
-All-			

Selected Vendor Details

Vendor Name	District	State	Country	Amount
PANNAK KOCHHAR	SOUTH WEST	DELHI	INDIA	15,000
BHARTI TULL			INDIA	5,000

<https://164.100.129.32/UT/Sanction/CreateEditSanctionDetails.aspx?sid=QCNEqGGUfUrg%3d>

The system will display a message:

“Sanction has been submitted successfully”.

“Do you want to proceed with Payee Details”? YES or NO

PD will press “**YES**”.

**Public Financial Management System
I.T.Division, O/o CGA**

Edit Sanction

Sanction Header

Controller Name: DEPARTMENT OF EXpenditure
Division Name/IFD/HDR File No.: IFD-271-DEPAY
IFD/HDR File Date (dd/mm/yyyy): 27/03/2018
Sanction Number: SANCTION-271-DEPAY
Sanction Date (dd/mm/yyyy): 27/03/2018
Scheme: -Select-
PAQ: 010001 -PAQ, O/o CGA, M/o Finance, DFO, DPP
DDO: 116007 - GOVERNMENT OF INDIA, MINISTRY OF FINANCE, NAGPUR
Sanction Type: Expenditure
Sanction Amount: 20000.00 INR (Rupees TWENTY THOUSAND ONLY)
Upload Scanned Sanction: Browse... Upload

Note: Only PDF files are allowed with file size not more than 4 MB

Account Head Details

Grant: 024 - Department of Expenditure
Function Head: 202200003001 - ESTABLISHMENT
Category: 3 - NON PLAN VOTED EXPENDITURE

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	Remove
024 - Department of Expenditure	202200003001 - ESTABLISHMENT	01 - SALARIES	3 - NON PLAN VOTED-EXPENDITURE	20000		X

Vendor Details

Vendor Type: All
State: -Select-
District: -Select-
Unique Code:
Amount:

Vendor Name	District	State	Country	Amount
PANKAJ KOCHHAR	SOUTH WEST	DELHI	INDIA	10,000
BHARAT TULLI				10,000

Remove

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

Yes No

<http://164.100.129.32/UAT/Sanction/CreateEditSanctionDetails.aspx?sid=QCNEqGUfg%2d>

Payee Details of vendor(s) will be displayed to user.

After confirming the payee details, PD will press the button “CONFIRM”.

Payee Details

Controller: 013-EXPENDITURE
Sanction Number: 500C-024-271-DEPAY
Sanction Type: Expenditure (DDO, PAQ)
IFD Number: IFD-271-DEPAY
Plan Scheme: 000 - 116007-Government Of Ind, Minstry Of Finance, Nagpur

Sanction Status	Sanction Date	Sanction Amount	External PAQ
Created	27/03/2018	20000	010001 -PAQ, O/o CGA, M/o Finance, DFO, DPP

Bill Details

Bill Number	Bill Date
0200000003	27/03/2018

Vendor	Bank Account No	Amount	Instrument Type
PANKAJ KOCHHAR	32001032103 - PANKAJ KOCHHAR	10,000.00	CHEQUE
BHARAT TULLI	12321785390 - BHARAT TULLI	10,000.00	CHEQUE

aPayment Details

Accredited Bank:	STATE BANK OF INDIA	Amount:	Net Payable Balance:	Required	
Party Name	IFSC Code	Party Account No	Amount	Payee Remarks	Delete
PANKAJ KOCHHAR	SBIN000001	32001032103	10000	payee has 01 transaction	X
BHARAT TULLI	SBIN000001	12321785390	8000	Completed AMO	X

Notes: If the IFSC Code is not automatically drawn it means bank A/C is not valid. If the amount is less than the amount in ledger please key in the IFSC Code and process payment. Please ensure IFSC Code is correct.

Credit **Reset** **Back**

The system will display a message;

“Payee Details has been submitted successfully”

Public Financial Management System I.T.Division, O/o CGA

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

Welcome: BHARTI TULI
User Type: PD
Financial Year: 2016-2017

05:27:11 PM [BHARTICDDOPD] Logout Change Password Help Common Search

Home CAM Reports Users Master Agency Master Sanctions Sanction Custom Fields Sanction Printing Templates Reports Agency Master Data Agency Schemes Other Agencies Scheme Allocation OLD UC	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="8" style="text-align: center;">Payee Details</th> </tr> </thead> <tbody> <tr> <td colspan="4"> Controller: 013-EXPENDITURE Sanction Number: SANCTION/2710/EPAY Sanction Type: Expenditure (DDO Bill) IFD Number: IFD/2710/EPAY Plan Scheme: - DDO: 115007-Government Link Cell, Ministry Of Finance, Nagpur </td> <td colspan="4"> Sanction Status: Created Sanction Date: 27/10/2016 Sanction Amount: 20000 IFD Date: 27/10/2016 PAO: 016001-PAO, O/O CGA, M/O Finance, D/O Exp. Remarks: </td> </tr> <tr> <td colspan="8" style="text-align: center;">Account Details:</td> </tr> <tr> <td style="width: 15%;">Grant</td> <td style="width: 15%;">Department (For UT Grants Only)</td> <td style="width: 15%;">Function Head</td> <td style="width: 15%;">Object Head</td> <td style="width: 15%;">Category</td> <td style="width: 15%;">Amount</td> <td style="width: 15%;">External PAO</td> <td style="width: 15%;">Available Budget</td> </tr> <tr> <td>034 - Department of Expenditure</td> <td></td> <td>2052000901001 - ESTABLISHMENT</td> <td>01 - SALARIES</td> <td>3 - NON PLAN VOTED- EXPENDITURE</td> <td>20000</td> <td></td> <td>3699110</td> </tr> <tr> <td colspan="8" style="text-align: center;">Bill Details:</td> </tr> <tr> <td colspan="4"> Bill Number: CP00000005 Vendor: PANKAJ KOCHHAR BHARTI TULI </td> <td colspan="4"> Bill Date: 27/10/2016 Bank Account No: 30001026103 - PANKAJ KOCHHAR 12321765690 - BHARTI TULI Amount: 15,000.00 5,000.00 Instrument Type: RTGS RTGS </td> </tr> <tr> <td colspan="8" style="text-align: center;">ePayment Details</td> </tr> <tr> <td>Accredited Bank : *</td> <td>STATE BANK OF INDIA</td> <td>Amount :</td> <td>20000</td> <td>Not Payable Before : *</td> <td><input type="checkbox"/> Required</td> <td colspan="2"></td> </tr> <tr> <td>Party Name</td> <td>IFSC Code</td> <td>Party Account No</td> <td>Amount</td> <td>Payee Remarks</td> <td>Delete</td> <td colspan="2"></td> </tr> <tr> <td>PANKAJ KOCHHAR</td> <td>BARBODISHWA</td> <td>30001026103</td> <td>10000</td> <td>purchase of machinery</td> <td>X</td> <td colspan="2"></td> </tr> <tr> <td>BHARTI TULI</td> <td>SBIN000001</td> <td>12321765690</td> <td>5000</td> <td>Computer AMC</td> <td>X</td> <td colspan="2"></td> </tr> <tr> <td colspan="8" style="text-align: center; color: red;">Payee details has been submitted successfully...!!</td> </tr> <tr> <td colspan="8" style="text-align: center; font-size: small;">Note: If the IFSC Code is not automatically shown it means bank A/C is not linked with PFMS. Please ensure the IFSC Code and process payment.</td> </tr> <tr> <td colspan="8" style="text-align: center; font-size: small;">Confirm Reset Back</td> </tr> </tbody> </table>	Payee Details								Controller: 013-EXPENDITURE Sanction Number: SANCTION/2710/EPAY Sanction Type: Expenditure (DDO Bill) IFD Number: IFD/2710/EPAY Plan Scheme: - DDO: 115007-Government Link Cell, Ministry Of Finance, Nagpur				Sanction Status: Created Sanction Date: 27/10/2016 Sanction Amount: 20000 IFD Date: 27/10/2016 PAO: 016001-PAO, O/O CGA, M/O Finance, D/O Exp. Remarks:				Account Details:								Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	External PAO	Available Budget	034 - Department of Expenditure		2052000901001 - ESTABLISHMENT	01 - SALARIES	3 - NON PLAN VOTED- EXPENDITURE	20000		3699110	Bill Details:								Bill Number: CP00000005 Vendor: PANKAJ KOCHHAR BHARTI TULI				Bill Date: 27/10/2016 Bank Account No: 30001026103 - PANKAJ KOCHHAR 12321765690 - BHARTI TULI Amount: 15,000.00 5,000.00 Instrument Type: RTGS RTGS				ePayment Details								Accredited Bank : *	STATE BANK OF INDIA	Amount :	20000	Not Payable Before : *	<input type="checkbox"/> Required			Party Name	IFSC Code	Party Account No	Amount	Payee Remarks	Delete			PANKAJ KOCHHAR	BARBODISHWA	30001026103	10000	purchase of machinery	X			BHARTI TULI	SBIN000001	12321765690	5000	Computer AMC	X			Payee details has been submitted successfully...!!								Note: If the IFSC Code is not automatically shown it means bank A/C is not linked with PFMS. Please ensure the IFSC Code and process payment.								Confirm Reset Back							
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After the sanction has been modified by PD, it will be approved by him.

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

Welcome: BHARTI TULI
User Type: PD
Financial Year: 2016-2017

05:29:14 PM [BHARTICDDOPD] Logout Change Password Help Common Search

Home CAM Reports Users Master Agency Master Sanctions Sanction Custom Fields Sanction Printing Templates Reports Agency Master Data Agency Schemes Other Agencies Scheme Allocation OLD UC	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="8" style="text-align: center;">Sanction Details</th> </tr> </thead> <tbody> <tr> <td colspan="4"> Controller: 013-EXPENDITURE Sanction Number: SANCTION/2710/EPAY Sanction Type: Expenditure (DDO Bill) IFD Number: IFD/2710/EPAY Plan Scheme: - DDO: 115007-Government Link Cell, Ministry Of Finance, Nagpur </td> <td colspan="4"> Sanction Status: Approved Sanction Date: 27/10/2016 Sanction Amount: 20000 IFD Date: 27/10/2016 PAO: 016001-PAO, O/O CGA, M/O Finance, D/O Exp. Remarks: APPROVED </td> </tr> <tr> <td colspan="8" style="text-align: center;">Account Details:</td> </tr> <tr> <td style="width: 15%;">Grant</td> <td style="width: 15%;">Department (For UT Grants Only)</td> <td style="width: 15%;">Function Head</td> <td style="width: 15%;">Object Head</td> <td style="width: 15%;">Category</td> <td style="width: 15%;">Amount</td> <td style="width: 15%;">External PAO</td> <td style="width: 15%;">Available Budget</td> </tr> <tr> <td>034 - Department of Expenditure</td> <td></td> <td>2052000901001 - ESTABLISHMENT</td> <td>01 - SALARIES</td> <td>3 - NON PLAN VOTED- EXPENDITURE</td> <td>20000</td> <td></td> <td>3679110</td> </tr> <tr> <td colspan="8" style="text-align: center;">Bill Details:</td> </tr> <tr> <td colspan="4"> Bill Number: CP00000005 </td> <td colspan="4"> Bill Date: 27/10/2016 </td> </tr> <tr> <td colspan="8" style="text-align: center;">Vendor Details:</td> </tr> <tr> <td colspan="8" style="text-align: center; color: red;">Sanction Approved Successfully.</td> </tr> <tr> <td colspan="8" style="text-align: center; font-size: small;">Payee Details Print Sanction Order Back</td> </tr> </tbody> </table>	Sanction Details								Controller: 013-EXPENDITURE Sanction Number: SANCTION/2710/EPAY Sanction Type: Expenditure (DDO Bill) IFD Number: IFD/2710/EPAY Plan Scheme: - DDO: 115007-Government Link Cell, Ministry Of Finance, Nagpur				Sanction Status: Approved Sanction Date: 27/10/2016 Sanction Amount: 20000 IFD Date: 27/10/2016 PAO: 016001-PAO, O/O CGA, M/O Finance, D/O Exp. Remarks: APPROVED				Account Details:								Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	External PAO	Available Budget	034 - Department of Expenditure		2052000901001 - ESTABLISHMENT	01 - SALARIES	3 - NON PLAN VOTED- EXPENDITURE	20000		3679110	Bill Details:								Bill Number: CP00000005				Bill Date: 27/10/2016				Vendor Details:								Sanction Approved Successfully.								Payee Details Print Sanction Order Back							
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As already explained, this modified approved sanction will be available at DDO Maker who will first receive it.

**Public Financial Management System
I.T.Division, O/o CGA**

 Public Financial Management System-PFMS D/o Controller General of Accounts, Ministry of Finance		Welcome BHARTI TULI User Type: DDO Maker Financial Year: 2010-2017  [BHARTI TULI] Logout Change Password Help 05:32:50 PM Common Search															
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Bill Details: Bill Number: 2900000001 Bill Date: 27/10/2016																	
Vendor Details: Receive Sanction(DDO) Return Sanction To PD Back																	

 Public Financial Management System-PFMS D/o Controller General of Accounts, Ministry of Finance		Welcome BHARTI TULI User Type: DDO Maker Financial Year: 2010-2017  [BHARTI TULI] Logout Change Password Help 05:32:55 PM Common Search															
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Bill Details: Bill Number: 2900000001 Bill Date: 27/10/2016																	
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<div style="border: 1px solid red; padding: 5px; width: fit-content;"> Receive Sanction(DDO) Return Sanction To PD Back </div>																	
<div style="border: 1px solid red; padding: 5px; width: fit-content; margin-top: 10px;">  Sanction has been received successfully <input type="button" value="OK"/> </div>																	

After receiving the sanction, DDO Maker will proceed to generate bill (with or without deductions), as the case may be.

**Public Financial Management System
I.T.Division, O/o CGA**

Sanction Details

Controller: 013-EXPENDITURE	Sanction Status: ReceivedByDDOMaker
Sanction Number: SANCTION/2710/EPAY	Sanction Date: 27/10/2016
Sanction Type: Expenditure [DDO Bill]	Sanction Amount: 20000
IFD Number: IFD/2710/EPAY	IFD Date: 27/10/2016
Plan Scheme: -	PAO: 016001-PAO, O/O CGA, M/O Finance, O/O Exp.
DDO: 116007-Government Link Cell, Ministry of Finance, Nagpur	Remarks:

Created By: BHARTIMAKER
Modified By: BHARTIMAKER

Created On: 27/10/2016 12:16:25 AM
Modified On: 07/11/2016 05:32:55 PM

Account Details:

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	External PAO	Available Budget
034 - Department of Expenditure	2052000901001 - ESTABLISHMENT	01 - SALARIES	3 - NON PLAN VOTED-EXPENDITURE	20000			3722610

Bill Details:

Bill Number: CP00000005	Bill Date: 27/10/2016
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Vendor Details:

Generate Bill Number Back

Note: Same Bill Number will be generated in case the returned sanction is again presented by PD to DDO for payment.

Sanction Details

Bill number CP00000005 has been generated.

After the bill has been generated, it will be passed by DDO Maker, DDO Checker and finally by DDO and payment will be digitally signed.

Sanction Details

Message from webpage

Are you sure you want to pass this Sanction/Bill further?

OK Cancel

DDO Checker will pass the bill.

**Public Financial Management System
I.T.Division, O/o CGA**

Public Financial Management System-PFMS (O/o Controller General of Accounts, Ministry of Finance)		Sanction Details		Sanction Status: PassedByDDOHolder																	
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DDO will pass the bill.

Public Financial Management System-PFMS (O/o Controller General of Accounts, Ministry of Finance)		Sanction Details		Sanction Status: PassedByDDOHolder																	
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Public Financial Management System-PFMS (O/o Controller General of Accounts, Ministry of Finance)		Search Sanctions		Common Search																																																																	
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sanction_100	Expenditure	116007 - Government Link Cell, Ministry of Finance, Nagpur	016001 - PAO, O/o CGA, M/o Finance, D/o Exp.	10,000	27/10/2016	DSBBatchGenerated	C0000009	F10 not exists																																																													
sanction_101	Expenditure	116007 - Government Link Cell, Ministry of Finance, Nagpur	016001 - PAO, O/o CGA, M/o Finance, D/o Exp.	1,000	01/11/2016	DSBBatchGenerated	C0000012	F10 not exists																																																													
transfer_ddo_01	Transfer	116007 - Government Link Cell, Ministry of Finance, Nagpur	016001 - PAO, O/o CGA, M/o Finance, D/o Exp.	2,000	02/11/2016	PassedByDDO	C0000013	F10 not exists																																																													

**Public Financial Management System
I.T.Division, O/o CGA**

Payment batch file for selected bills will be generated by Signatory 1.

Note: Please open PFMS website in Internet Explorer for successful Digital Signature.

All	Sanction Number	Sanction Date	Scheme	Gross Amount	Transaction ID	Net Amount	PAO Name	Signatory Level	Digital Sign	Return	Old Batch Number
<input checked="" type="checkbox"/>	SANCTION/7710/EPAY	27/10/2016		20000.00	C061511008368	18000.00	016001 - PAO, O/O CGA, M/D Finance, D/O Exp.	1		Return To PD	C1
<input type="checkbox"/>	transfer_cdo_02	07/11/2016		1300.00	C061511008375	1250.00	016001 - PAO, O/O CGA, M/D Finance, D/O Exp.	1		Return To PD	
<input type="checkbox"/>	TestCDO	07/11/2016		890.00	C061511008385	890.00	016001 - PAO, O/O CGA, M/D Finance, D/O Exp.	1		Return To PD	

Generate Payment Batch File

Note: Please open PFMS website in Internet Explorer for successful Digital Signature.

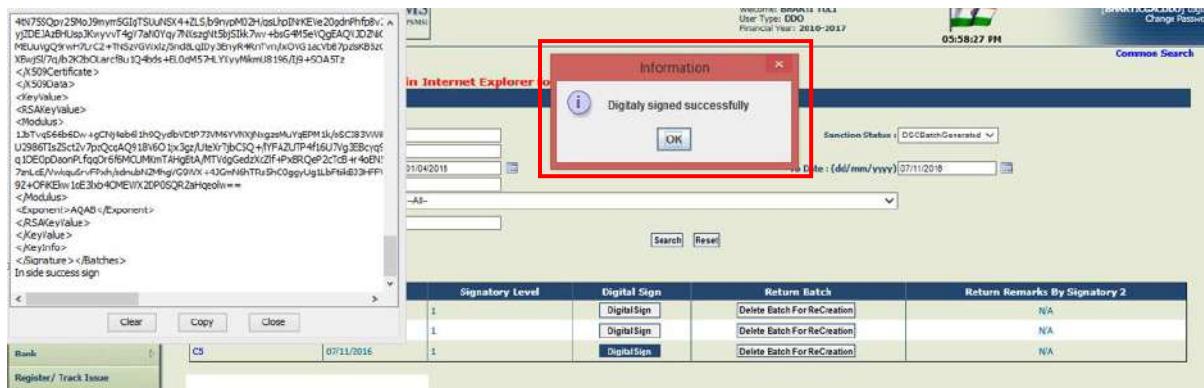
Payment batch file for selected Bill(s) has been generated successfully.

All	Sanction Number	Sanction Date	Scheme	Gross Amount	Transaction ID	Net Amount	PAO Name	Signatory Level	Digital Sign	Return	Old Batch Number
<input type="checkbox"/>	transfer_cdo_02	07/11/2016		1300.00	C061511008375	1250.00	016001 - PAO, O/O CGA, M/D Finance, D/O Exp.	1		Return To PD	
<input type="checkbox"/>	TestCDO	07/11/2016		890.00	C061511008385	890.00	016001 - PAO, O/O CGA, M/D Finance, D/O Exp.	1		Return To PD	

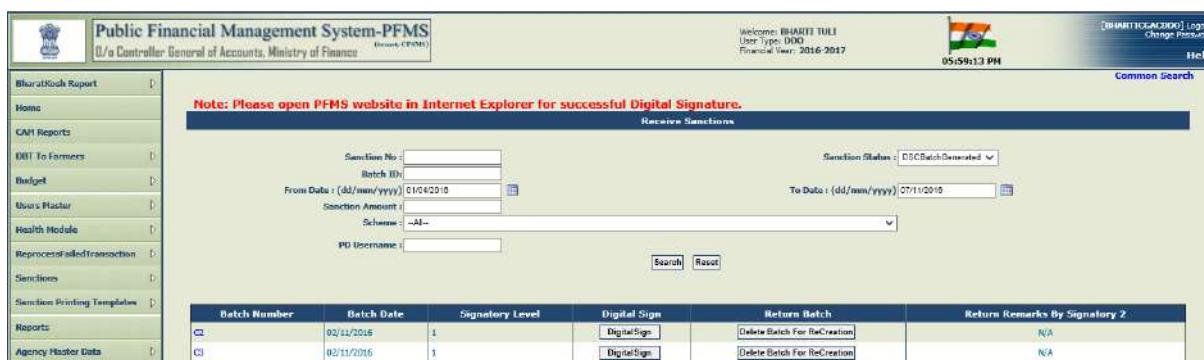
Signatory 1 will digitally sign the payment file.

Note: Please open PFMS website in Internet Explorer for successful Digital Signature.

Batch Number	Batch Date	Signatory Level	Digital Sign	Return Batch	Return Remarks By Signatory 2
C2	02/11/2016	1	Digital Sign	Delete Batch For ReCreation	N/A
C3	02/11/2016	1	Digital Sign	Delete Batch For ReCreation	N/A
C5	07/11/2016	1	Digital Sign	Delete Batch For ReCreation	N/A



After the payment batch file has been signed by Signatory 1, it will disappear from the list of displayed batches.



This completes the flow of processing of e-payment sanctions on PFMS by CDDOs.
