PUBLIC FINANCIAL MANAGEMENT SYSTEM (PFMS)

सत्यमेव जयते

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

October, 2017

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:

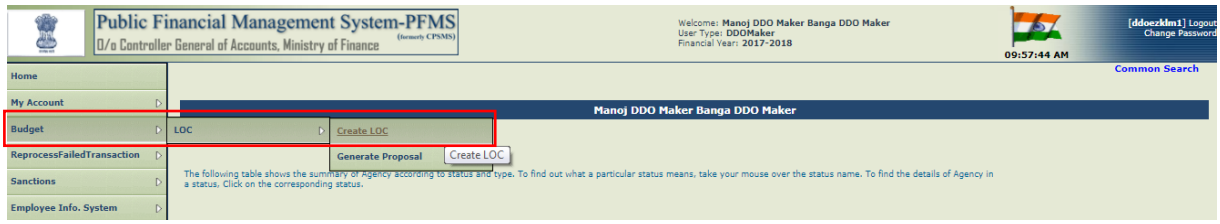
There will be effect of permanent cancellation of transaction on LOC at CDDO level if the original transaction pertains to the same financial year in which the permanent cancellation is being done. In other words the LOC amount will be increased in all such cases. The same is required since the bank 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 transactions 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.

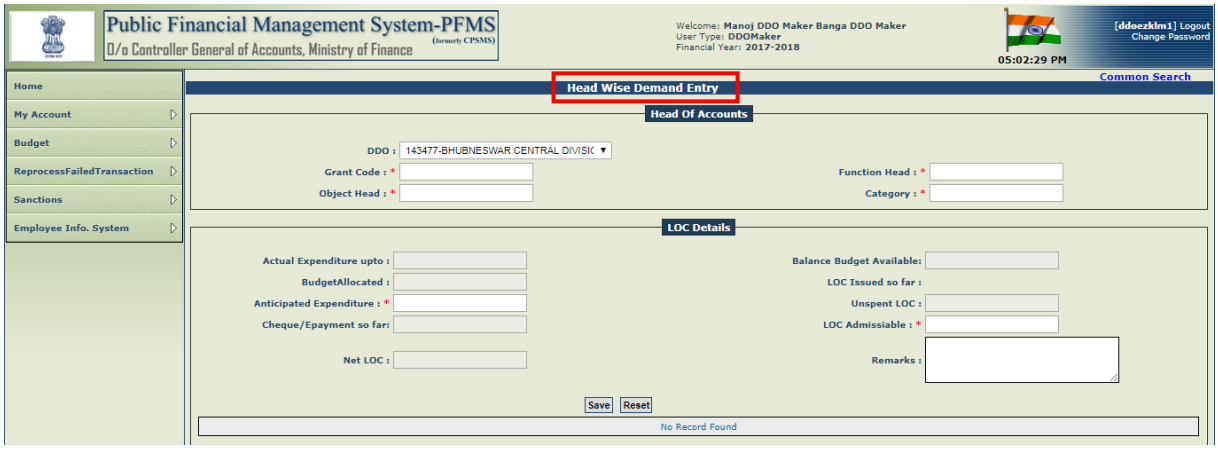
PROCESSING OF LOC ON PFMS AT DDO MAKER LEVEL

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

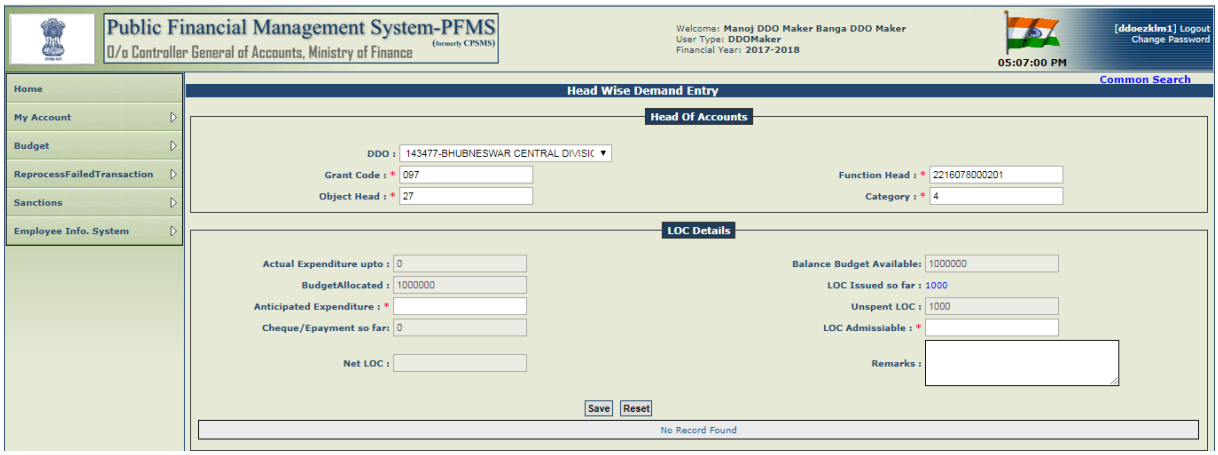
"BUDGET" > "LOC" > "CREATE LOC"



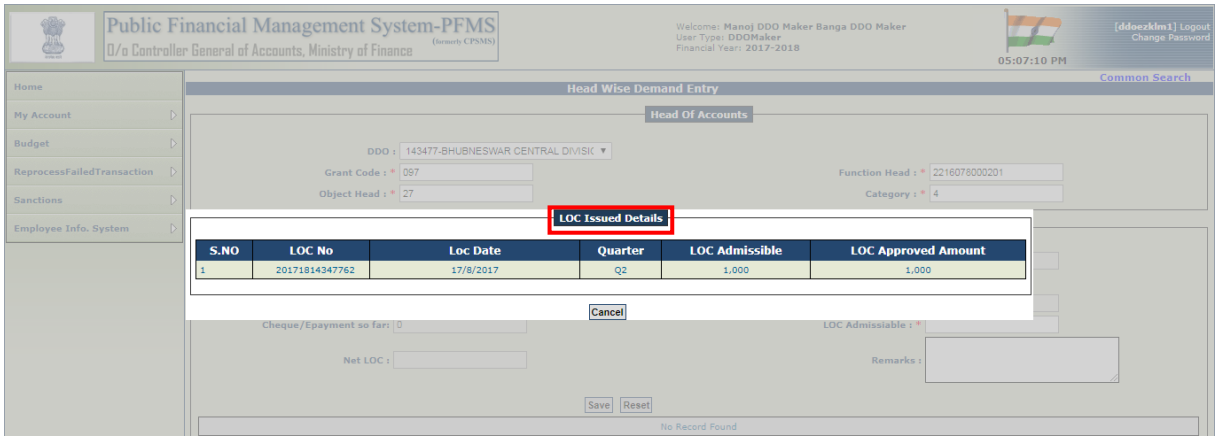
A screen for **"Head wise Demand Entry"** will appear. DDO code will be displayed automatically. All the fields under the header "LOC Details" will be blank.



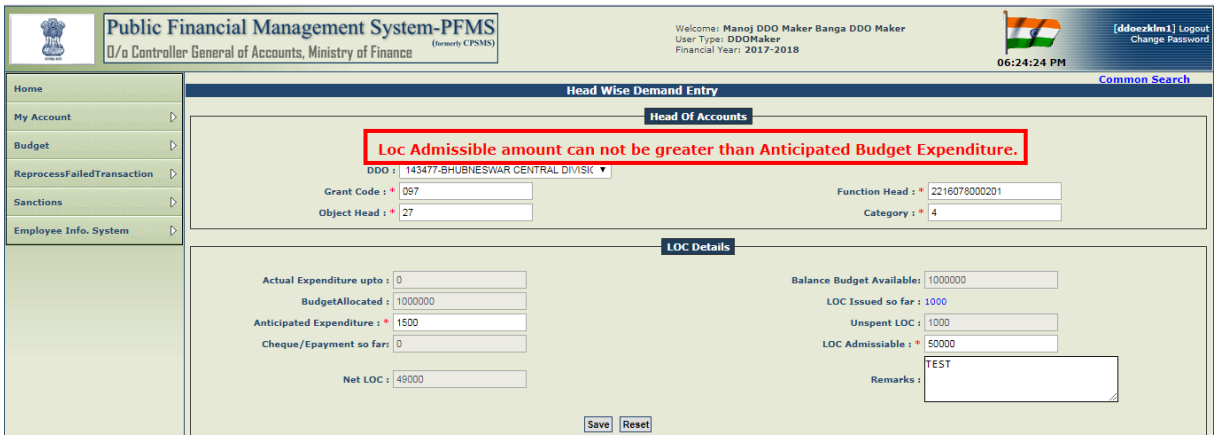
DDO Maker will enter Accounting Head details viz. Grant, Function Head, Object Head and Category in respect of head for which demand of LOC is to be created. On pressing the key "Enter", after keying in Accounting Head details, Information will be displayed in the fields "Actual Expenditure upto", "Budget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



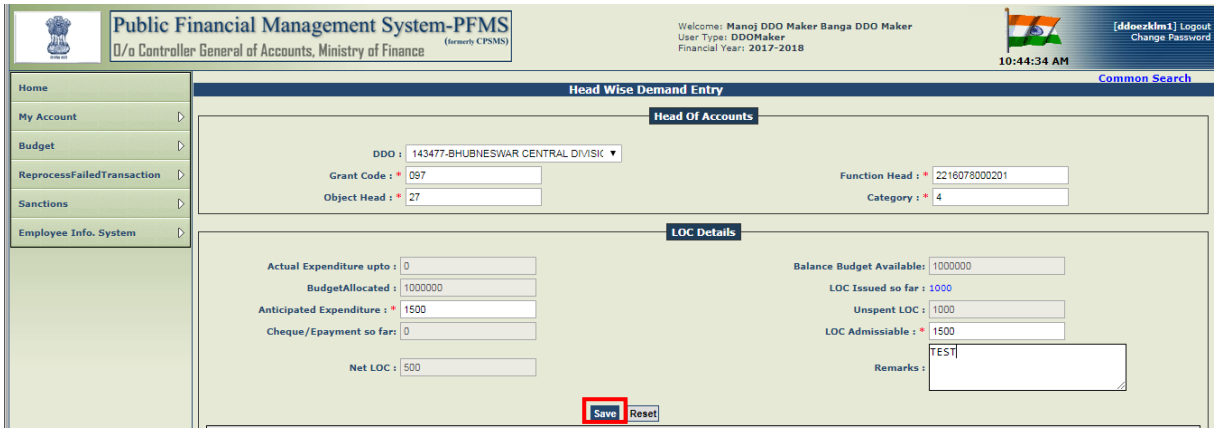
The hyperlink of "LOC issued so far" can be clicked to view the details



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.



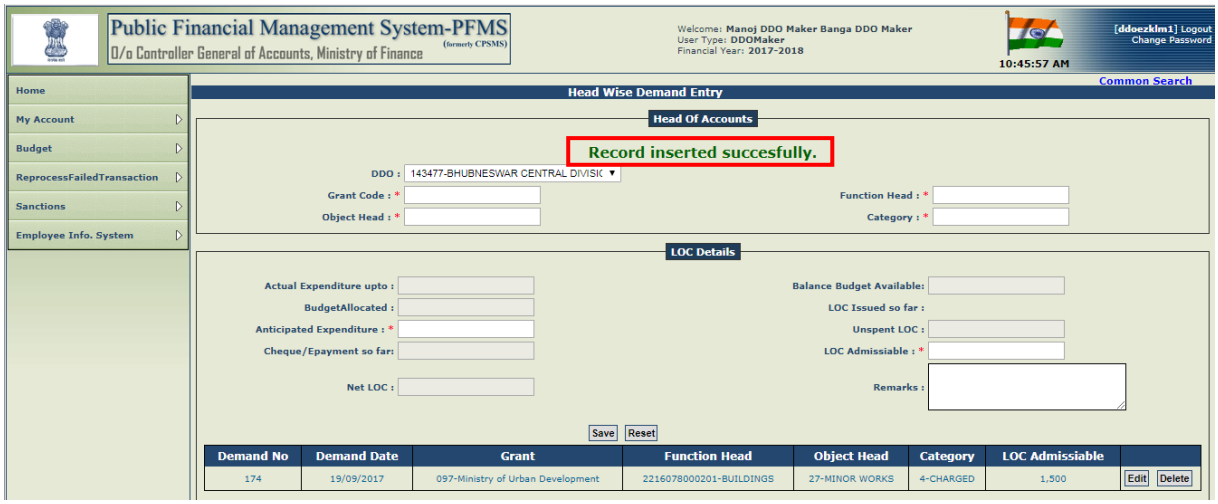
DDO maker will enter the admissible amount for LOC and enter relevant **'Remarks'**. The system will automatically display amount of **"NET LOC"** after taking into consideration the amount of Unspent LOC. User will press the button **"Save".**



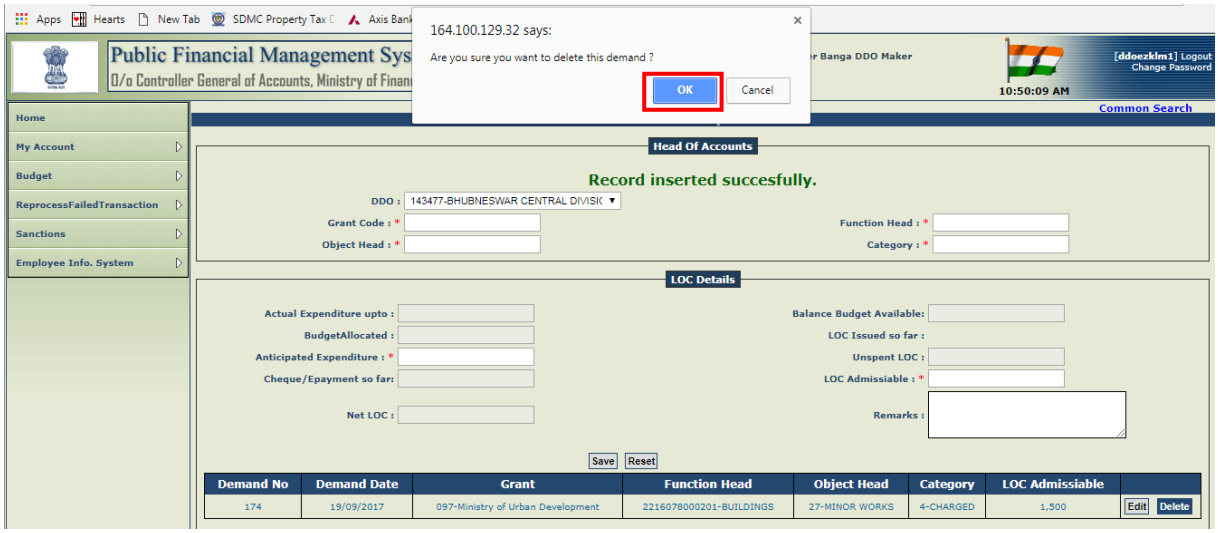
The system will display a message:

"Record inserted successfully".

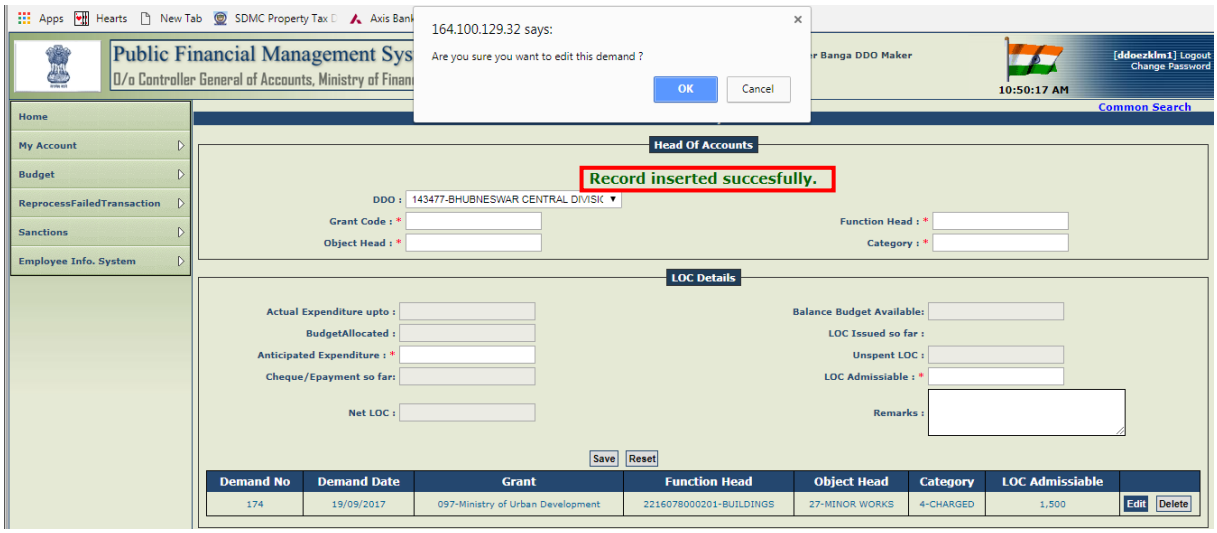
A grid showing Demand No. (System generated), Demand date, Accounting Head Details and LOC Admissible, will appear below. Two buttons **"Edit"** and **"Delete"** will also be available for deleting or editing this demand, if required.



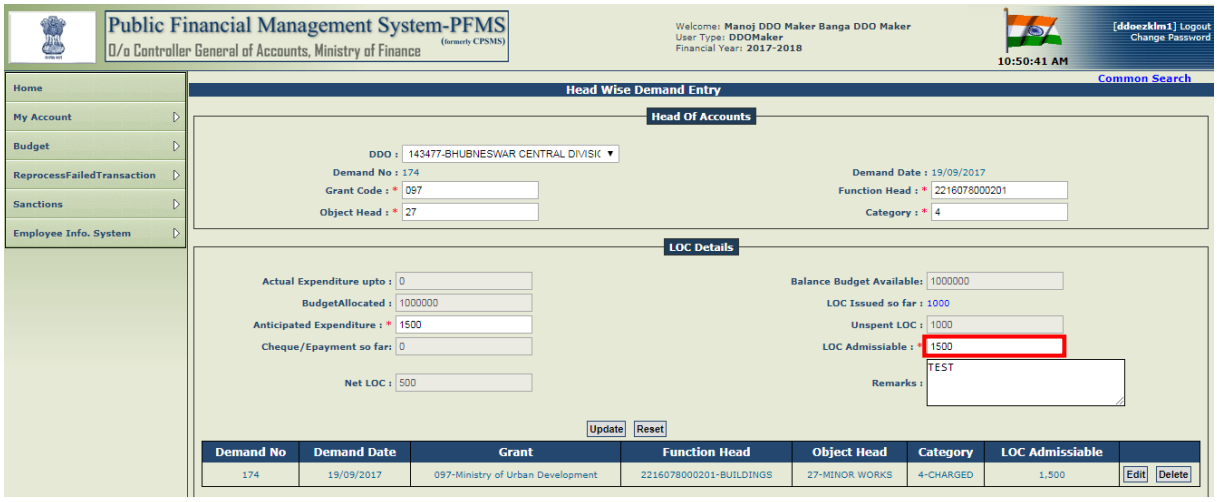
In case, the record needs to get deleted, user will press the button "Delete". The system will ask for the confirmation of action. On pressing **"OK"** record will get deleted.

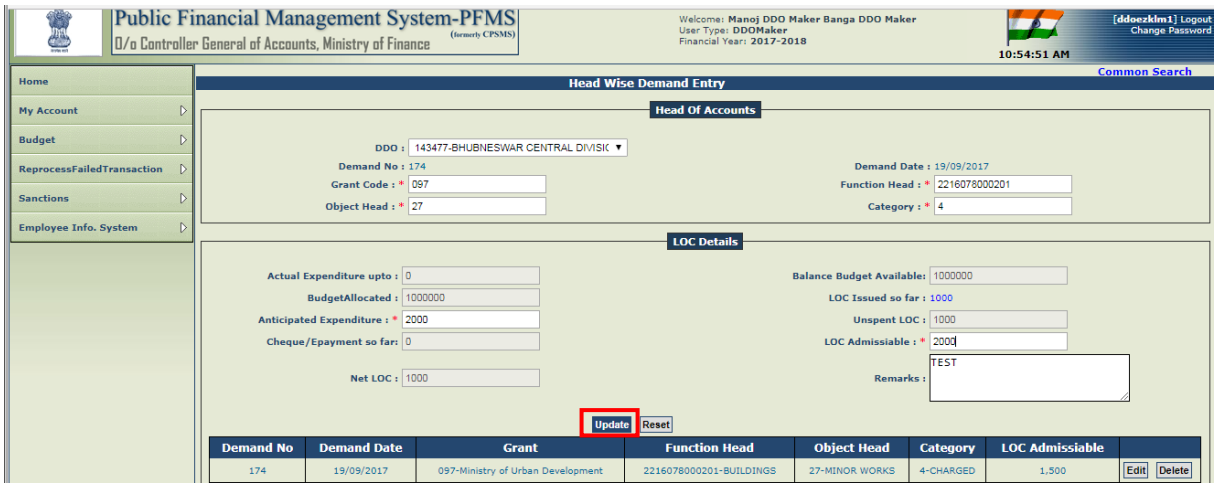


In case, editing is required to be carried out in record, user will press the button **"Edit".** The system will display warning message for confirmation of action. User will press **"OK"** button.



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

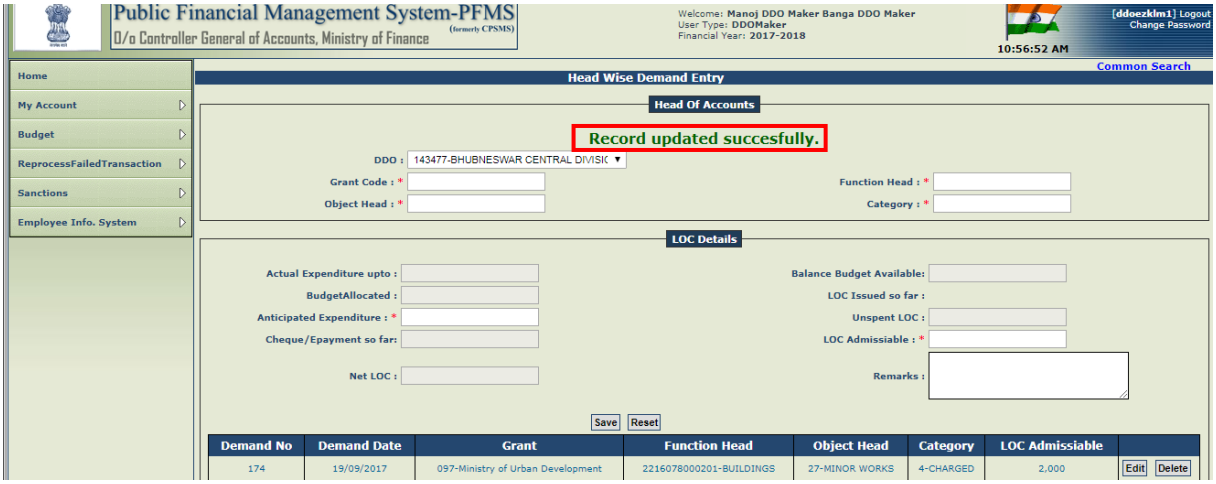




On pressing the button **"Update",** the system will display a message:

"Record Updated successfully".

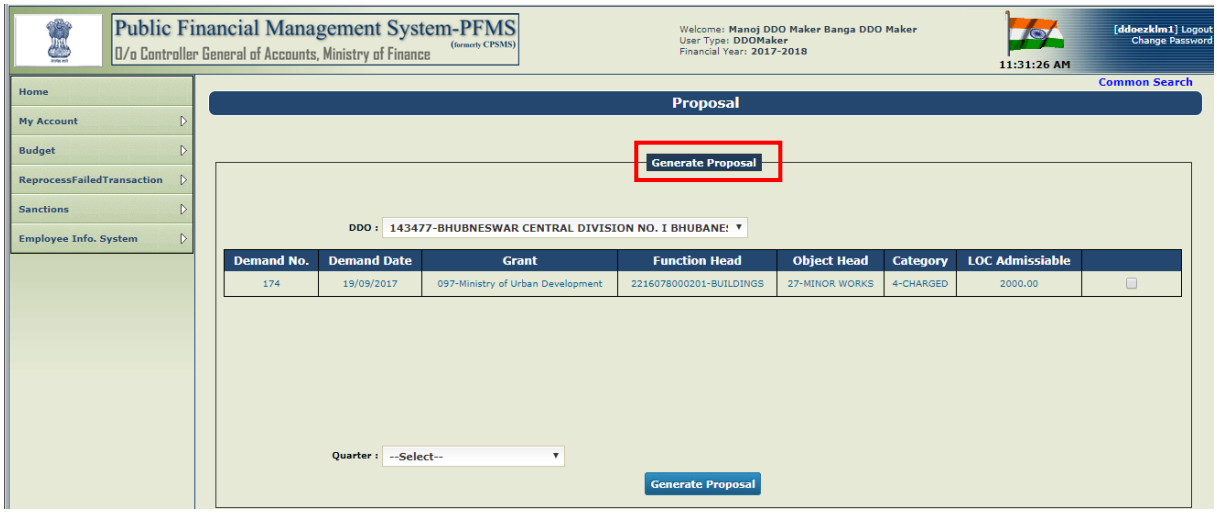
The grid appearing below will show the edited amount.



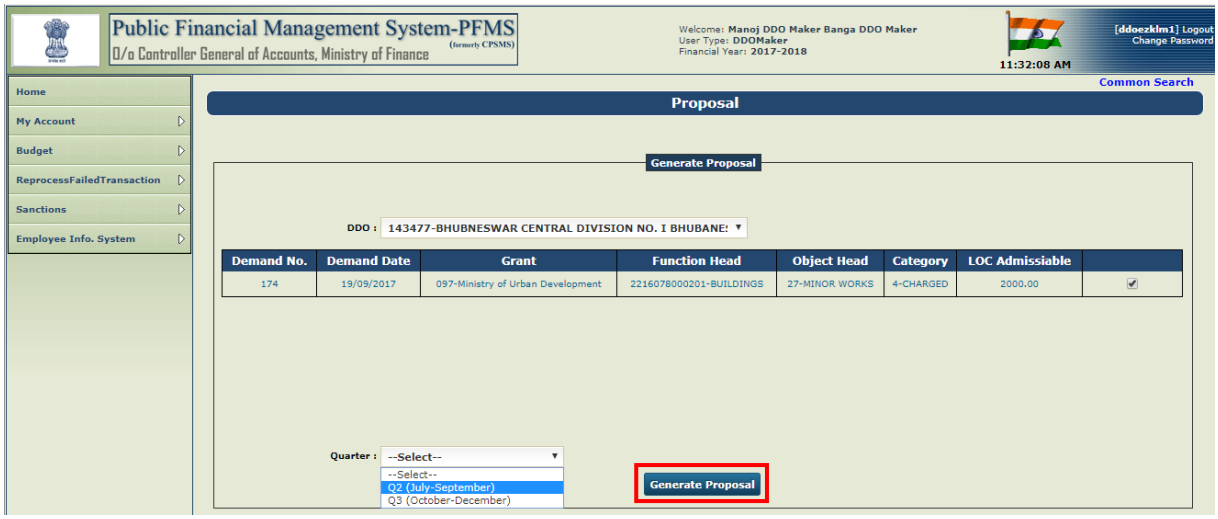
After the '**Head Wise Demand**' has been entered by DDO Maker, he will go to generate proposal through the option:

"BUDGET" > "LOC" > "GENERATE PROPOSAL"

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



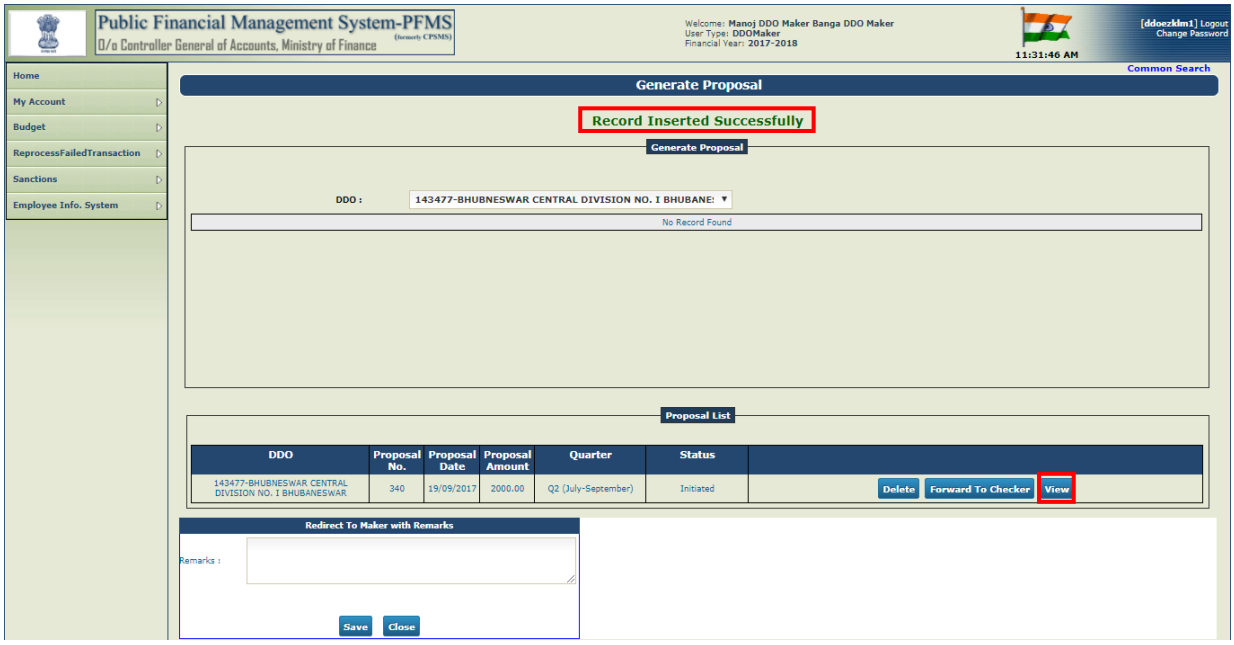
The user has to check the box given against Demand, select the quarter from drop down menu and press the button **"Generate Proposal".**



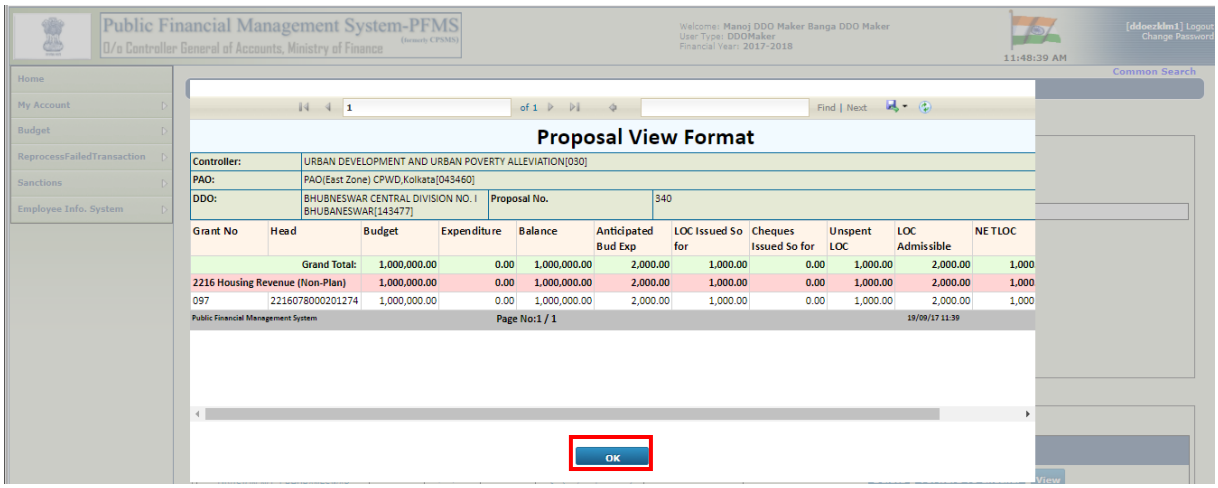
The system will display a message:

"Record inserted successfully".

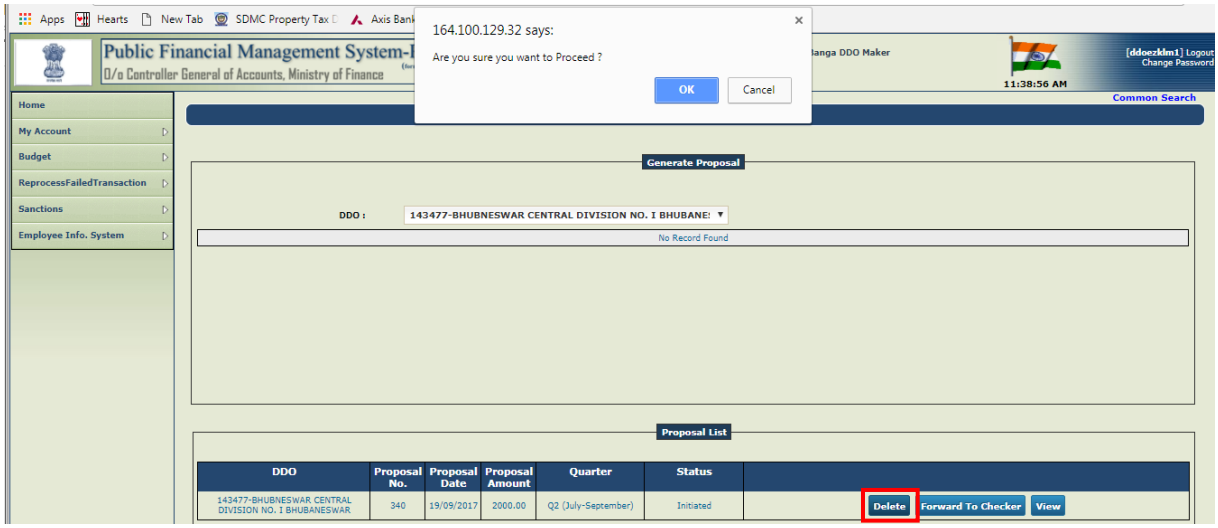
The status of record will be shown as **"Initiated".** Three additional buttons **"Delete", "Forward to Checker"** and **"View"** will become available in the grid against the Demand. One additional box for **"Redirect to Maker with Remarks"** will also appear at the bottom where user can write relevant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



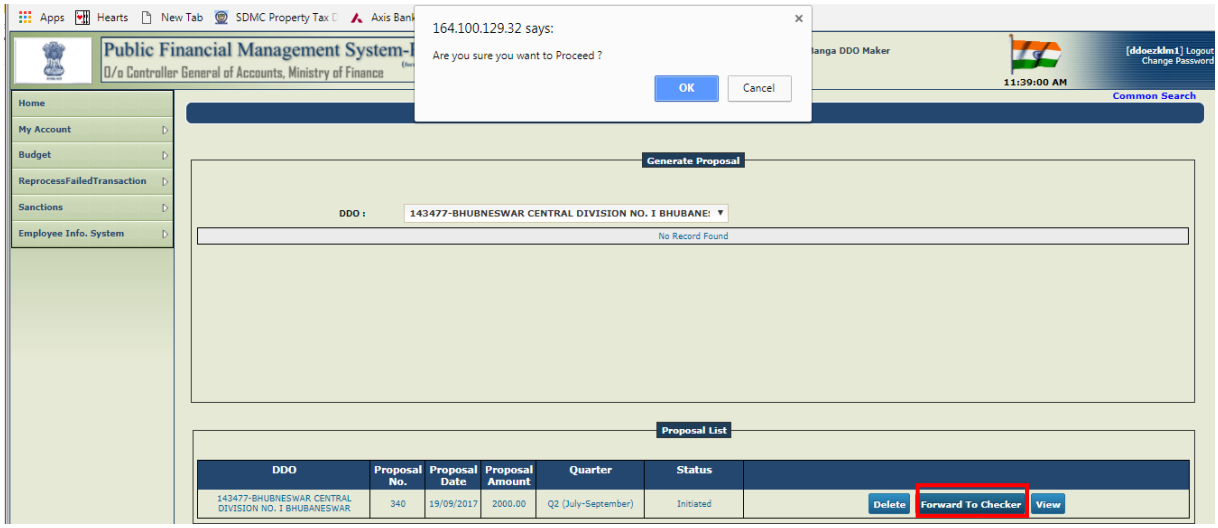
The user can view the details of Demand by pressing the button **"View".**



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

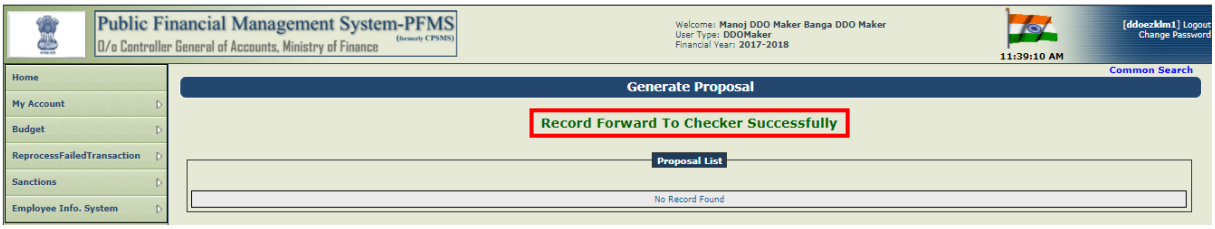


In case of correct record, user will press the button **"Forward to Checker"**, the system will display a warning message" **"Are you sure want to proceed"?**



On pressing "**OK**" button on warning message, the system will display a message:

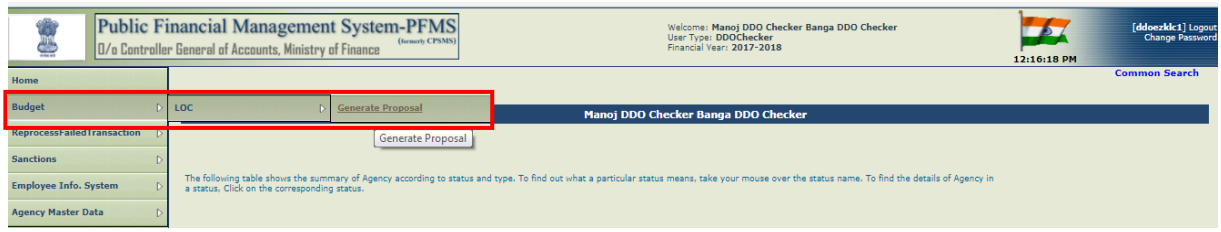
"Record Forward to Checker Successfully".



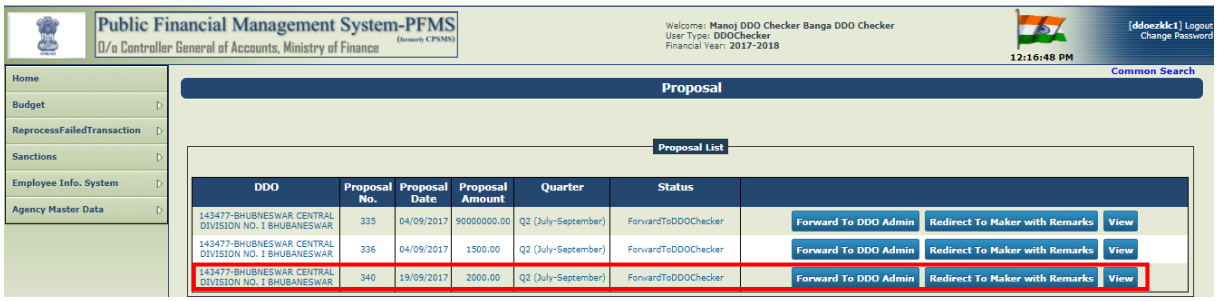
PROCESSING OF LOC ON PFMS AT DDO CHECKER LEVEL

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:

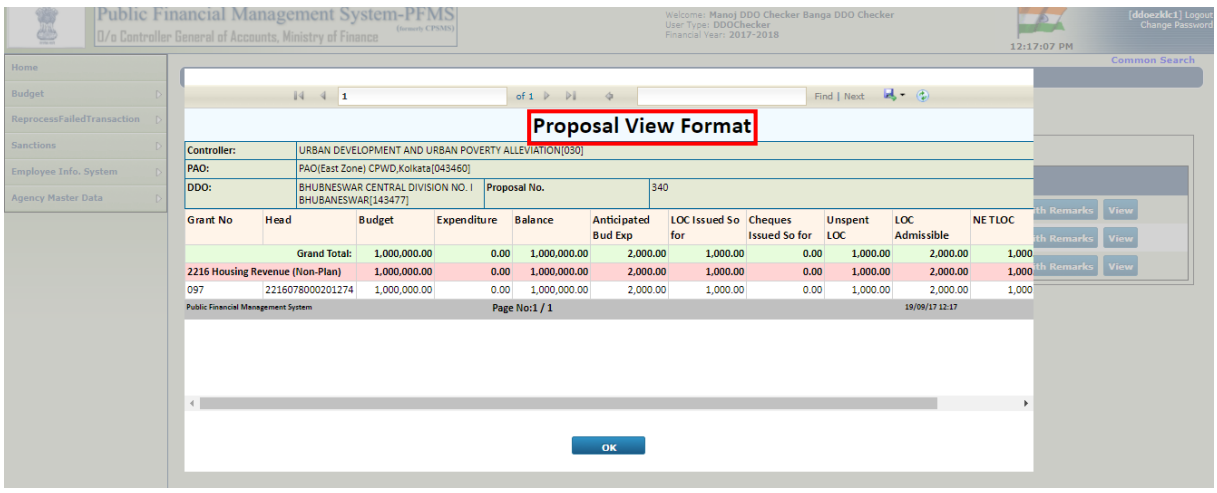
"BUDGET" > "LOC" > "GENERATE PROPOSAL"



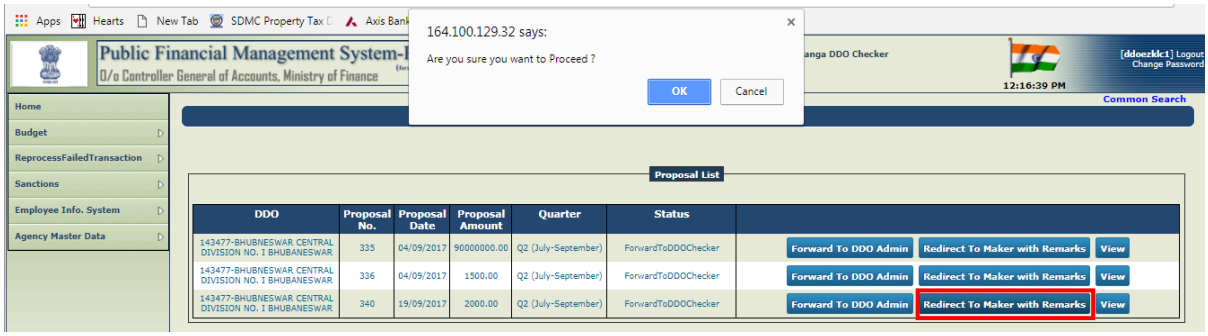
A list of proposals with the status **"Forward to DDO Checker"** will be displayed. Three options will be available against each Proposal viz. **"Forward to DDO Admin"**, **"Redirect to Maker with Remarks"** and **"view".**



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



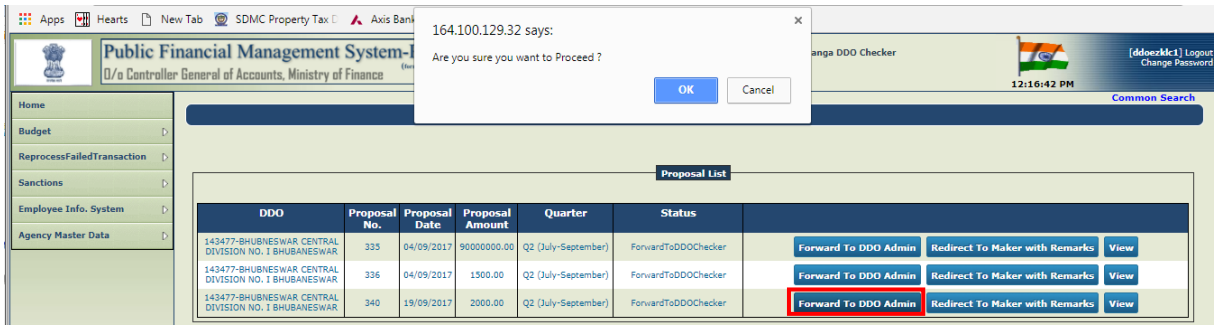
In case of incorrect record, it can be redirected to maker by pressing the button **"Redirect to Maker with Remarks".**



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

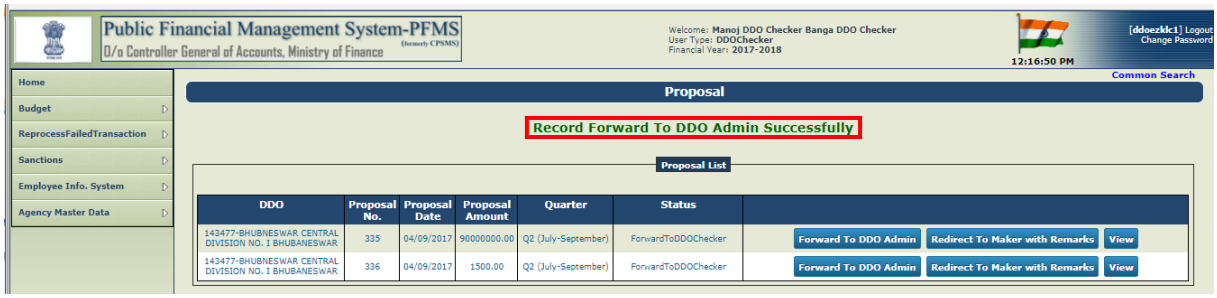
The system will display a message for confirmation of action

"Are you sure you want to Proceed"?



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

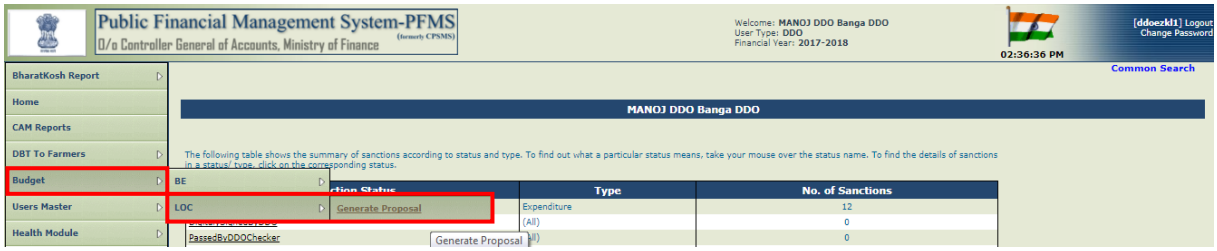
"Record forwarded to DDO Admin successfully".



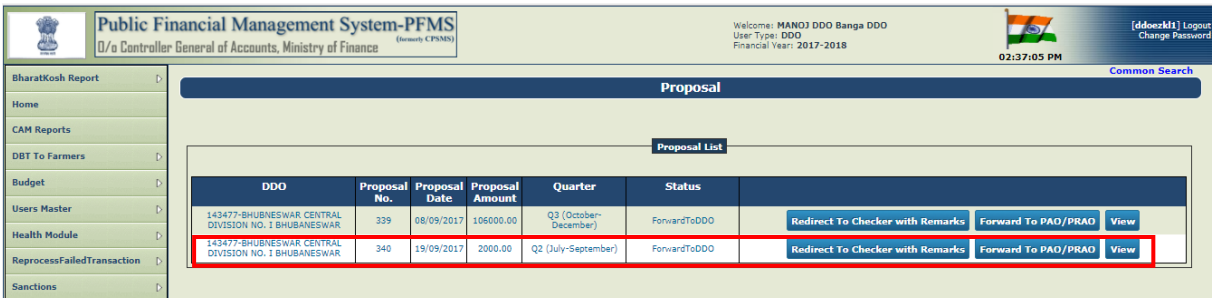
PROCESSING OF LOC ON PFMS AT DDO ADMIN LEVEL

DDO Admin will go to the option:

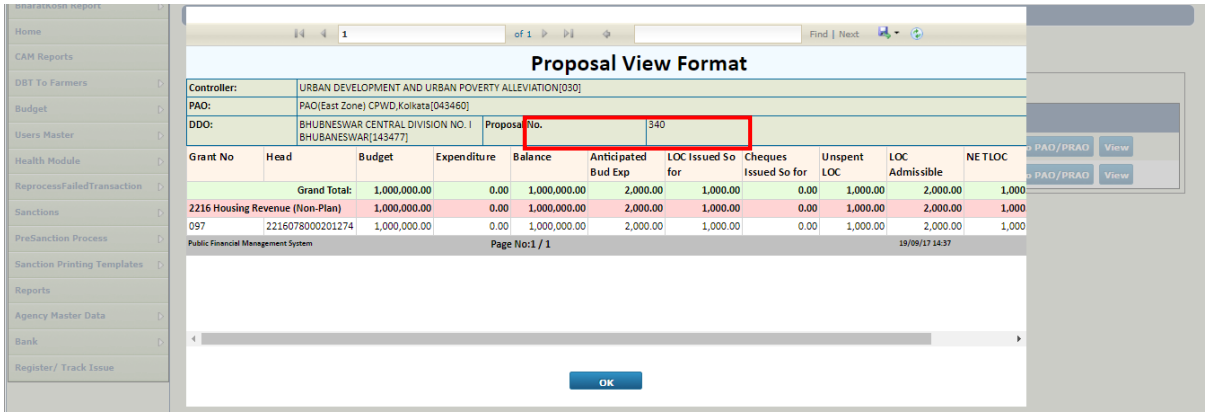
"BUDGET" > "LOC" > "GENERATE PROPOSALS"



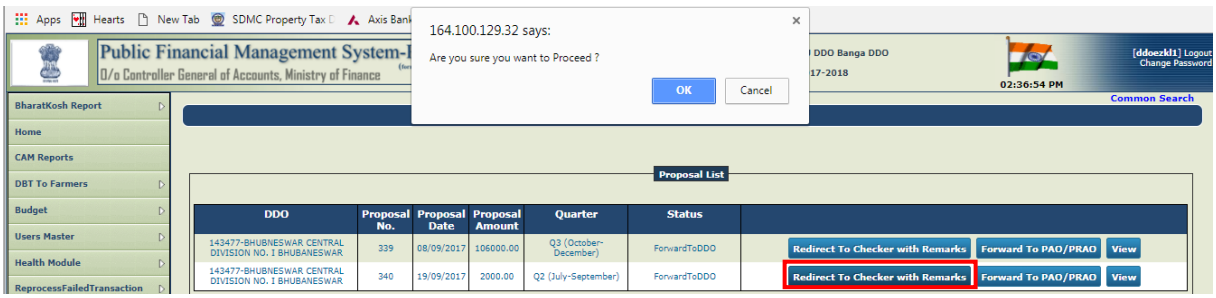
A list of all LOC proposals with the status **"Forward to DDO"** will be displayed.



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

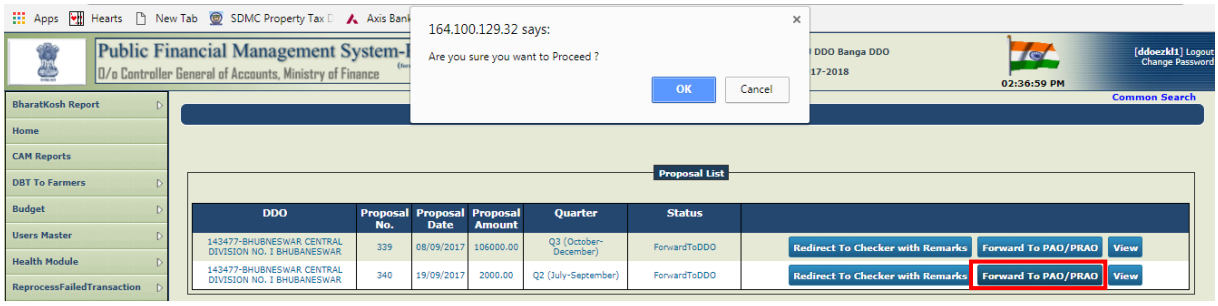


The incorrect record can be redirected by DDO Admin by pressing the button **"Redirect to Checker with Remarks"**.



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.

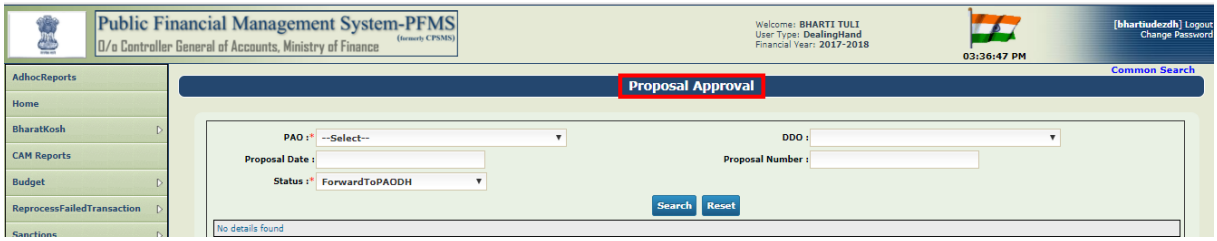
PROCESSING OF LOC PROPOSAL AT DH USER LEVEL IN PAY & ACCOUNTS OFFICE

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.

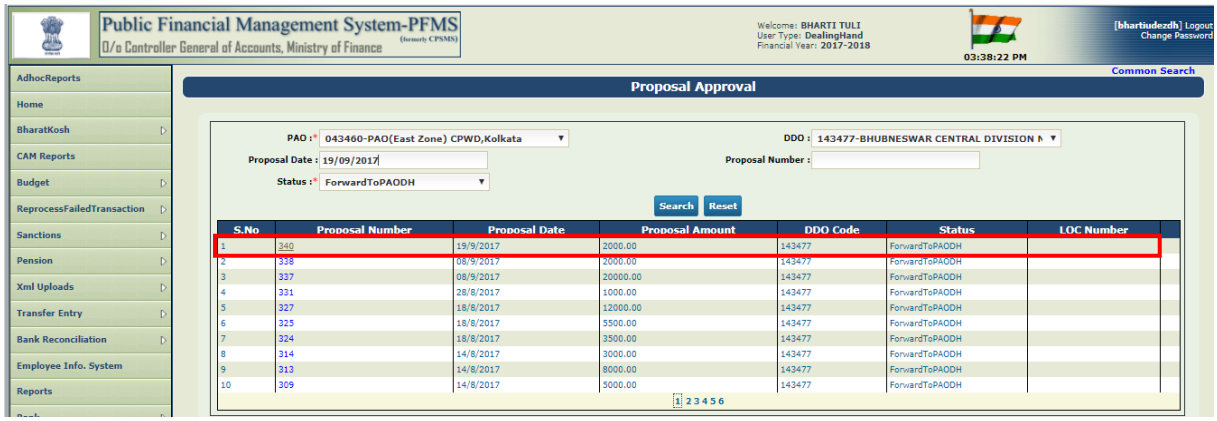
DH user in PAO/PrAO will go to the option:

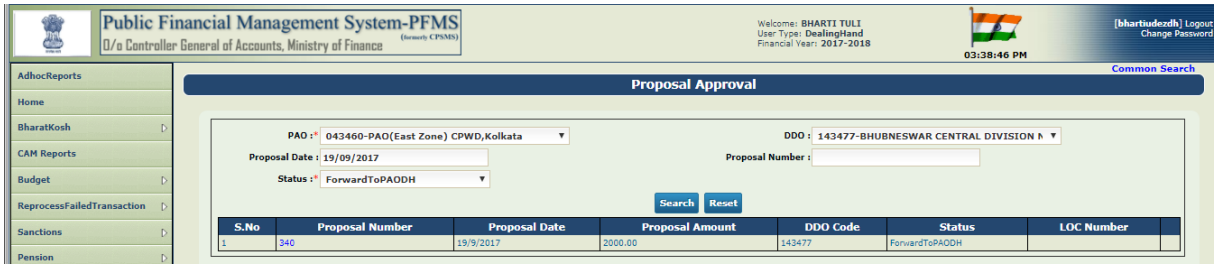
"BUDGET" > "LOC" "APPROVE PROPOSAL"

A screen for **"Proposal Approval"** will appear.

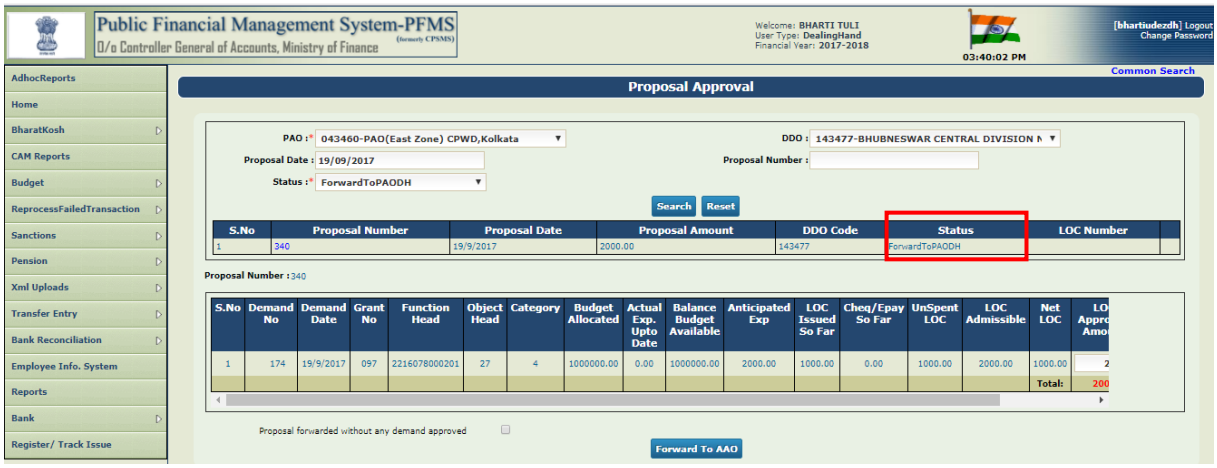


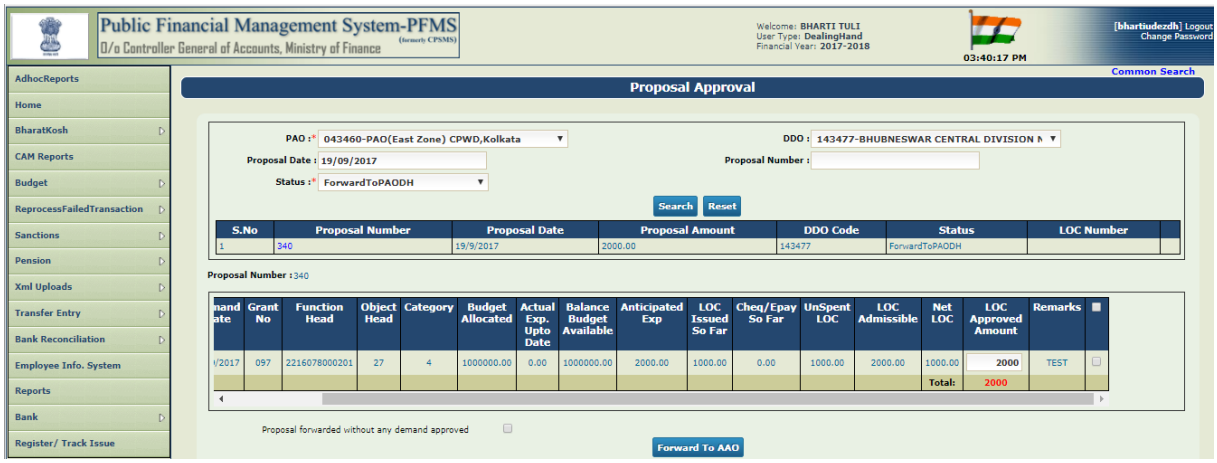
DH user can trace a particular LOC Proposal by using the search criteria given above. The hyperlink of desired record is to be clicked to open its details.





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.

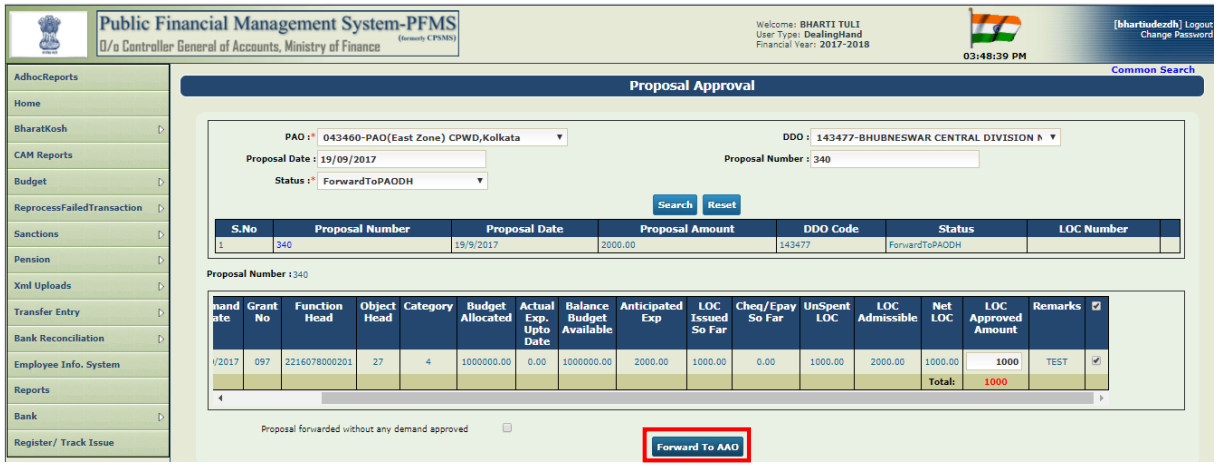




Two options will be available here:

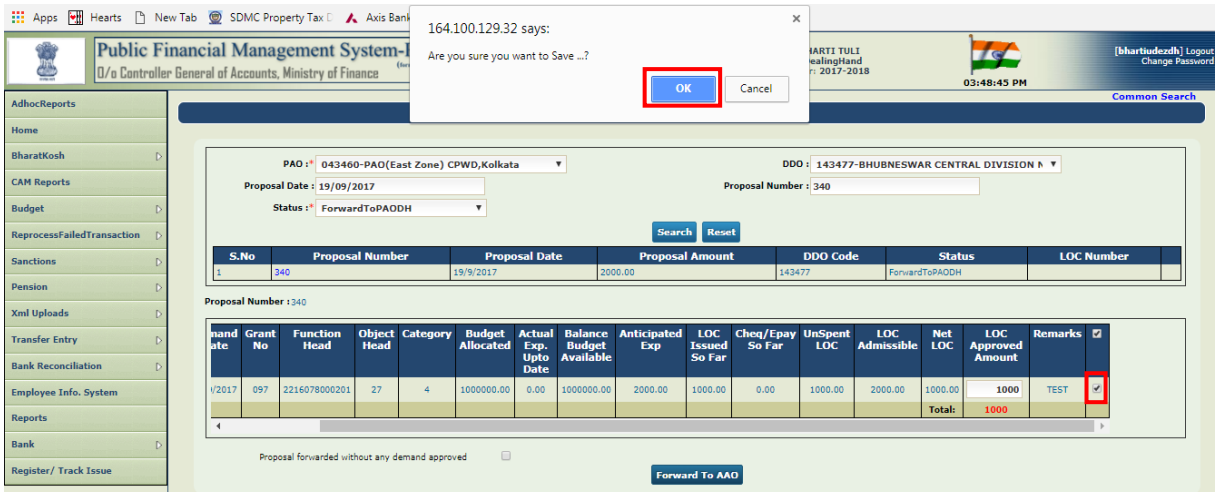
1. DH can approve the Demand Proposal for LOC and then forward it to AAO.
2. DH can forward the LOC Proposal with approving it.

<u>In case LOC Proposal is to be approved</u>, DH will check the box given in the grid against the desired record and then press the button **"Forward to AAO".**



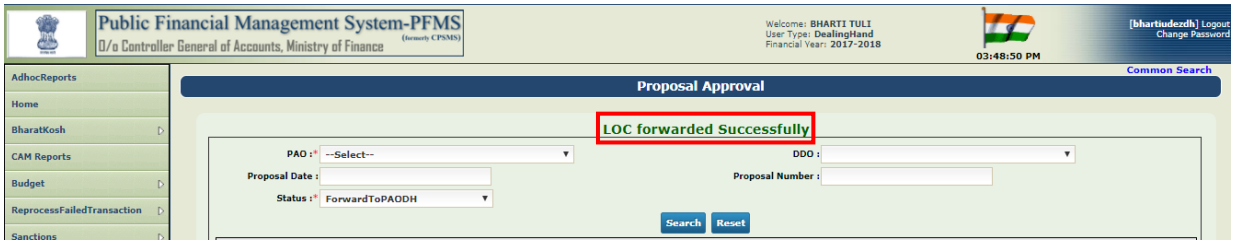
The system will display a message for confirmation of action:

"Are you sure you want to save"?



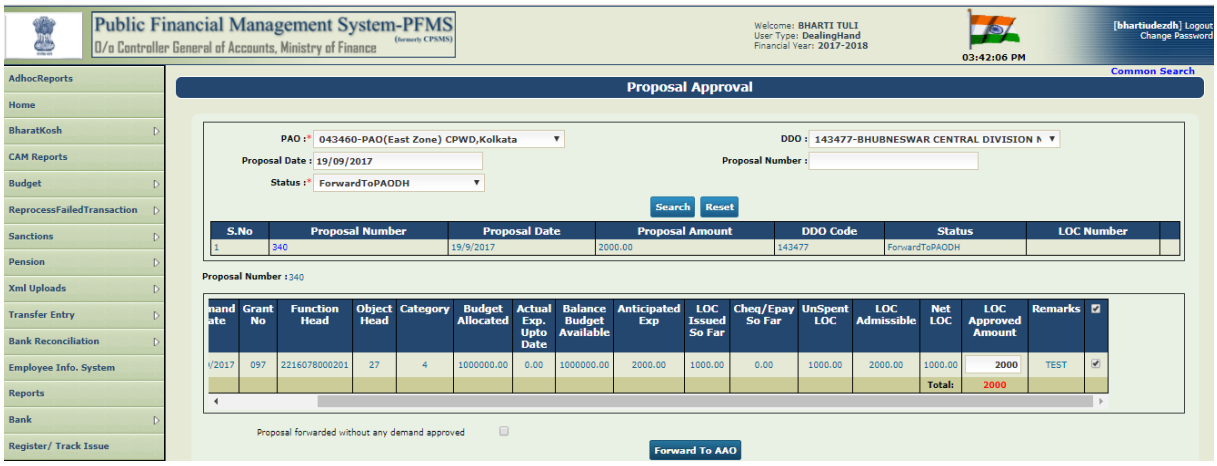
On pressing "**OK**" on confirmation message, the record will disappear from the screen and a message will be displayed by the system:

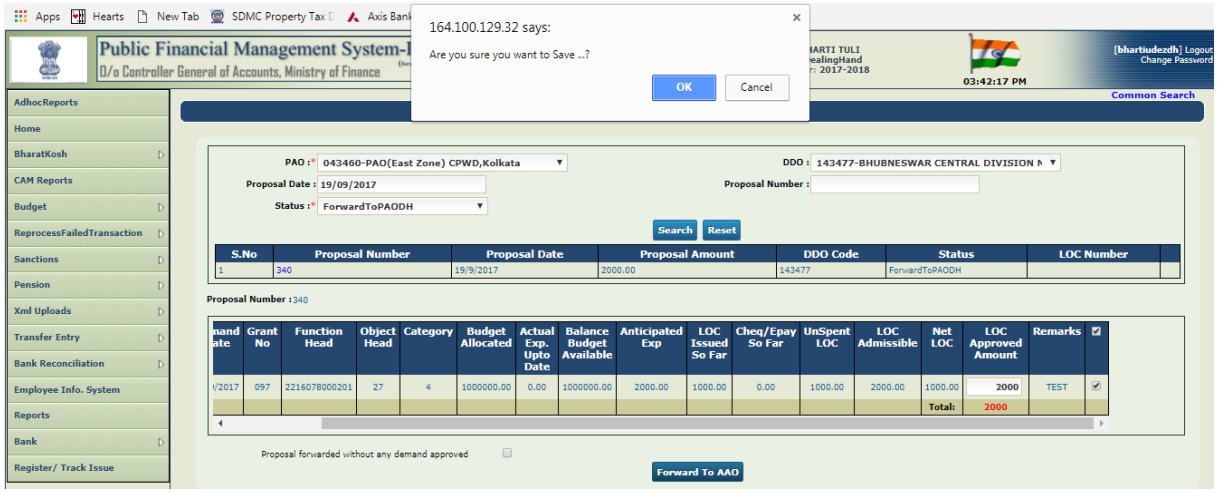
"LOC forwarded Successfully"

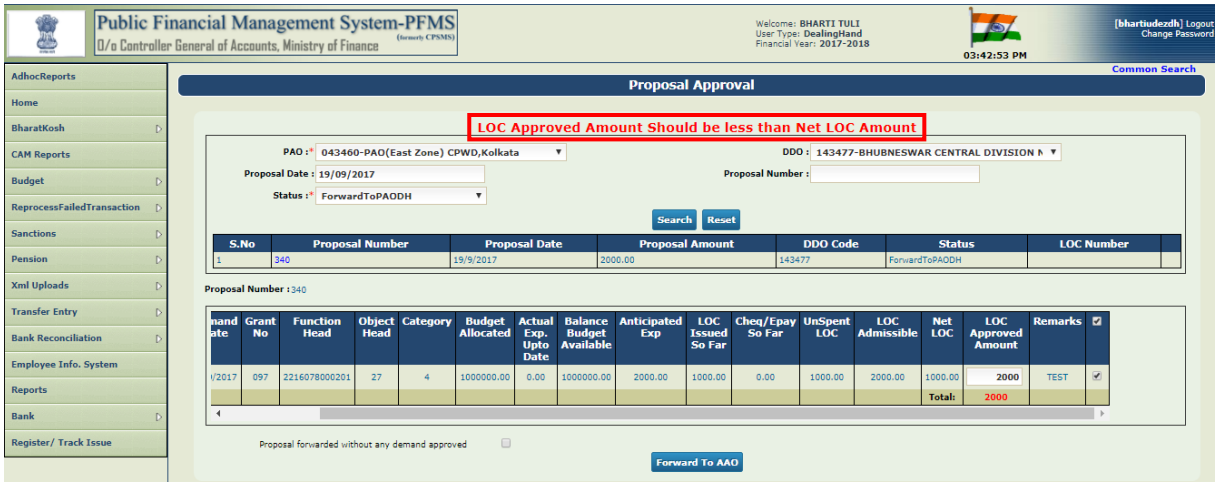


It may be noted that "LOC Approved Amount" cannot be greater than "Net LOC". The system will not allow to save such a record and display a message:

"LOC Approved Amount should be less than Net LOC Amount".

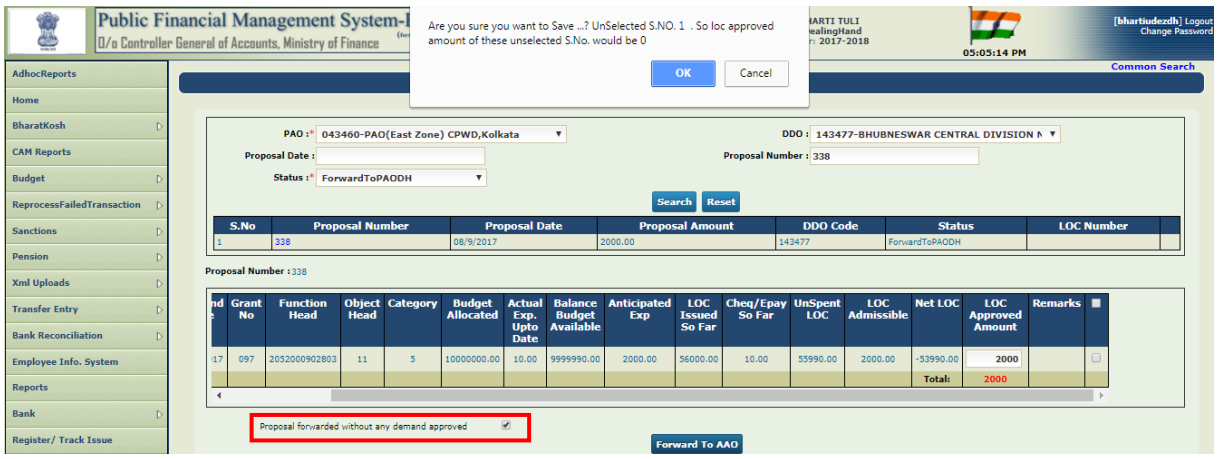






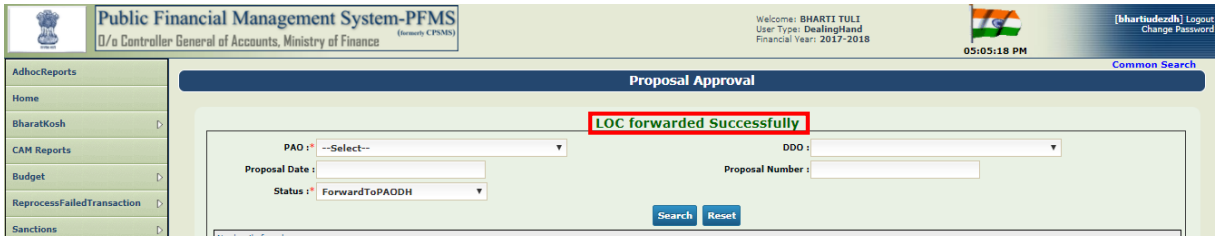
<u>In case record is not to be approved</u>, DH user will click the check box given against the field **"Proposal forwarded without any demand approved"** and then press the button **"Forward to AAO".** The system will display a message:

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



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".

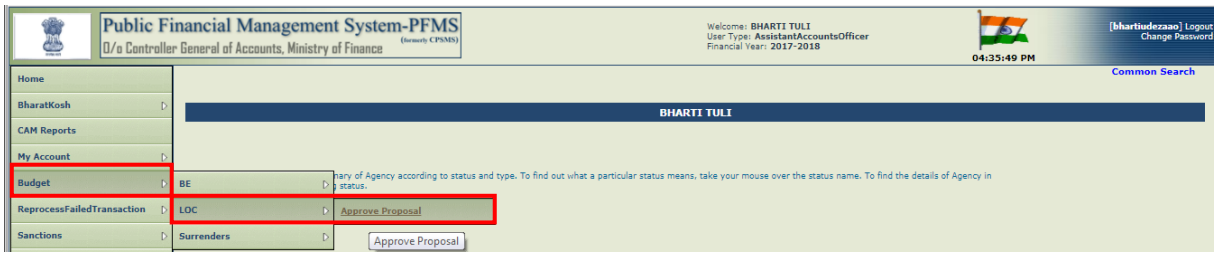


PROCESSING OF LOC PROPOSAL AT AAO USER LEVEL IN PAY & ACCOUNTS OFFICE

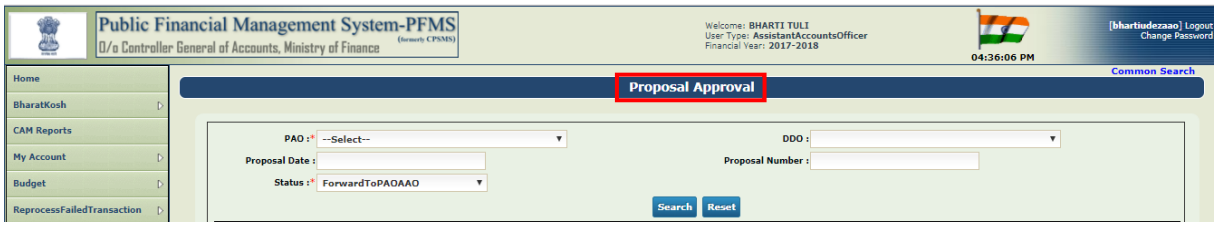
All Proposal for Demand of LOC with the status **"Forward to PAOAAO"**, will be available at AAO user in PAO/PrAO for further processing.

AAO user will go to the option:

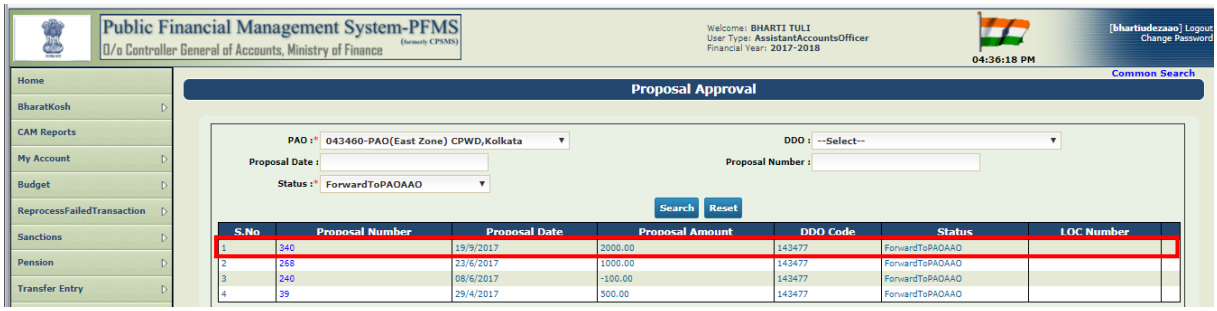
"BUDGET" > "LOC" > APPROVE PROPOSAL"



A screen for "Proposal Approval" will appear.

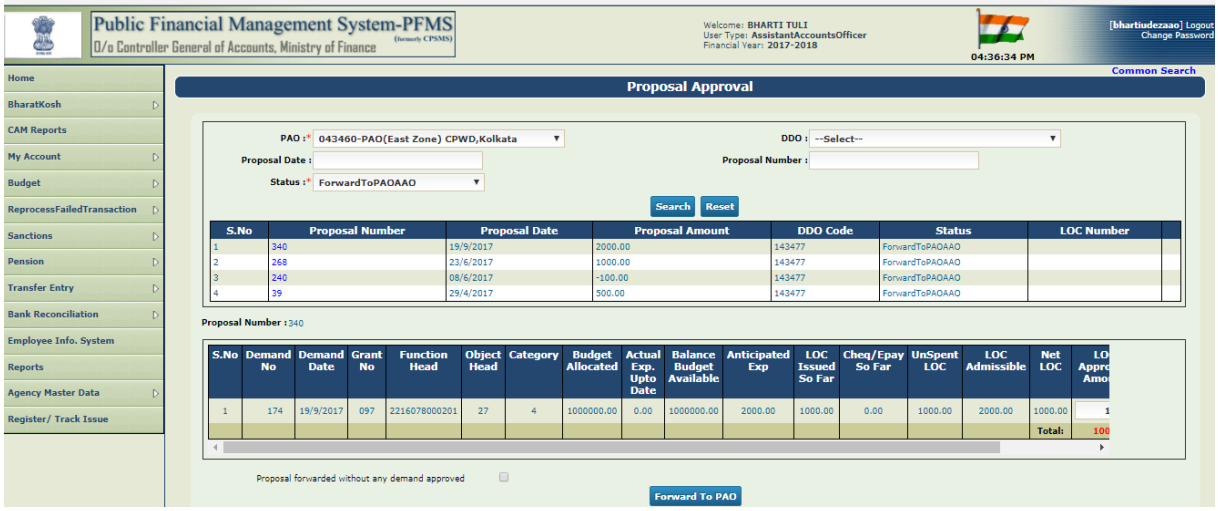


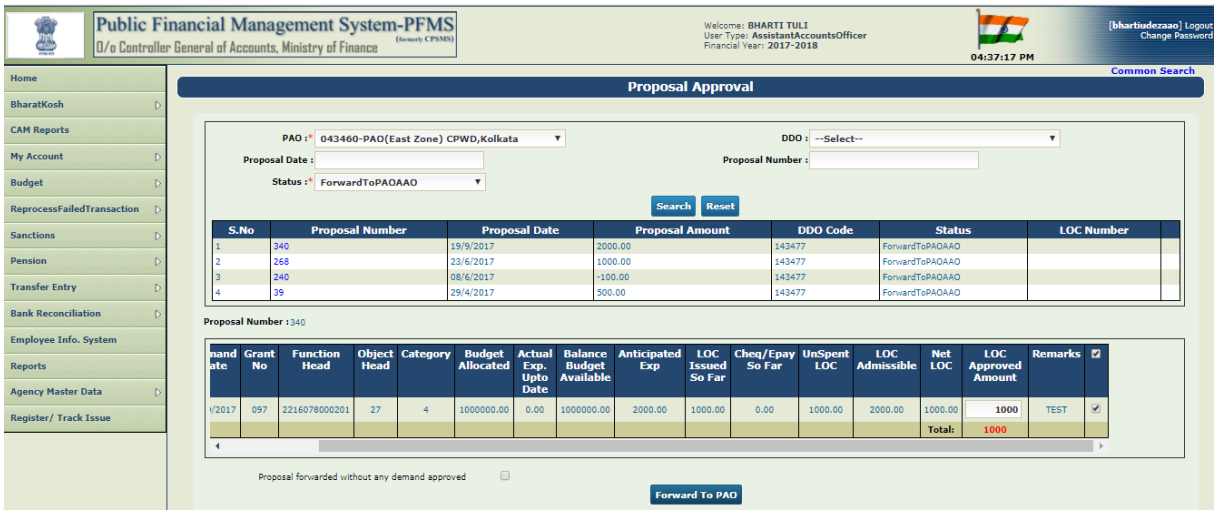
AAO user can make use of search criteria to trace a particular record.



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.

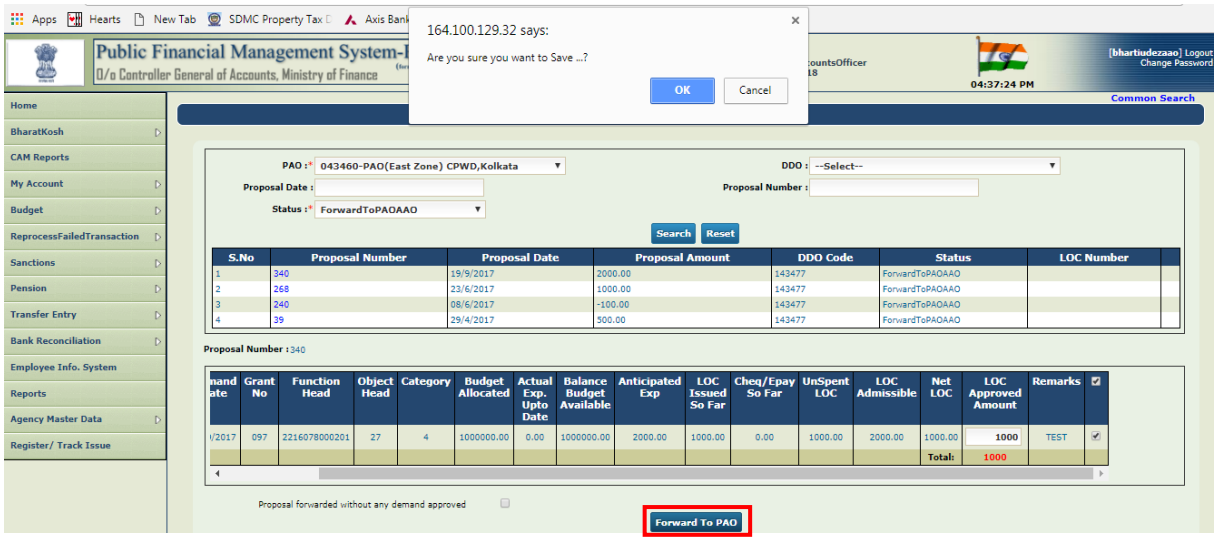




The action, as taken by DH user will be displayed. AAO user will just press the button **"Forward to PAO",** in case he wants to take same action.

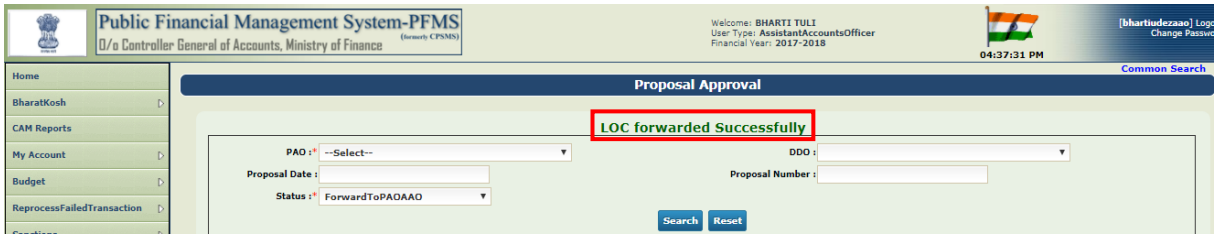
A confirmation message will be displayed on screen:

"Are you sure you want to Save..?"

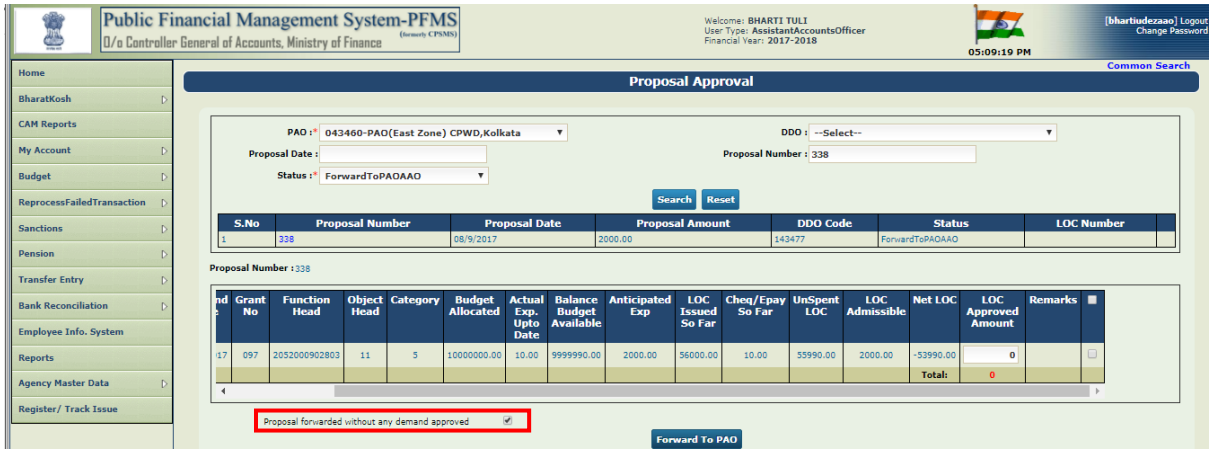


On pressing **"OK"** button, the record will be saved and forwarded to PAO. A message will be displayed by the system:

"LOC forwarded Successfully"

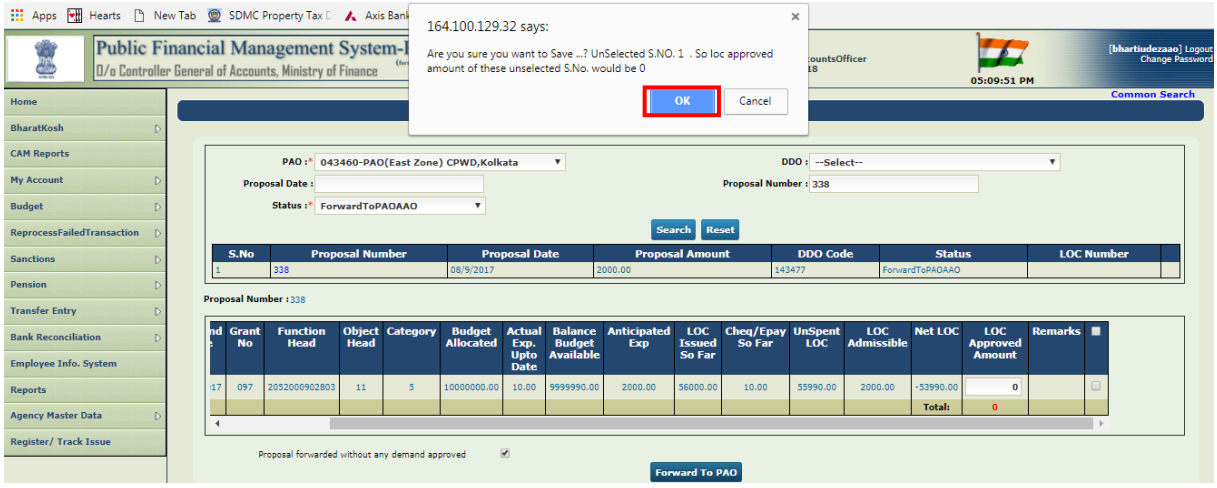


In case the Proposal for demand of LOC is not to be approved, the check box given against the field **"Proposal forwarded without any Demand approved"** is to be clicked. AAO user will press the button **"Forward to PAO".**



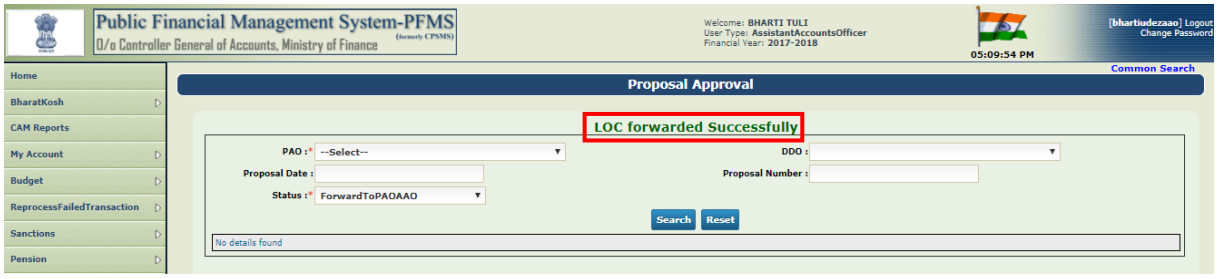
A message will be displayed on screen:

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



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:

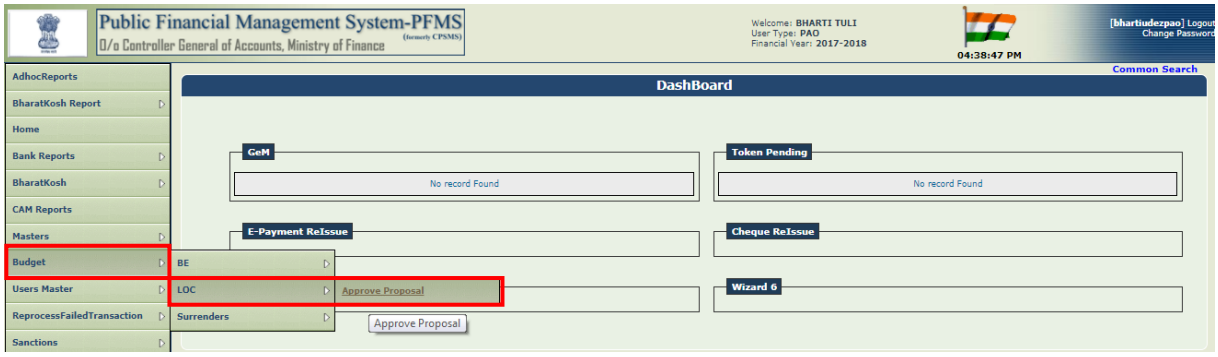
"LOC forwarded Successfully".



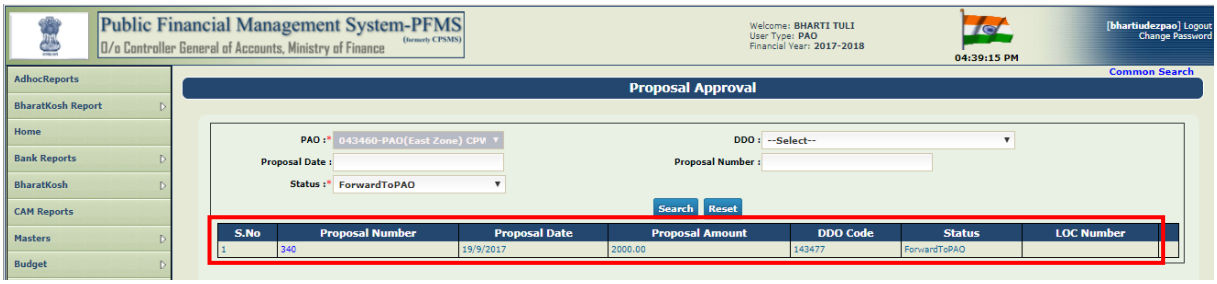
PROCESSING OF LOC PROPOSAL AT PAO USER LEVEL IN PAY & ACCOUNTS OFFICE

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:

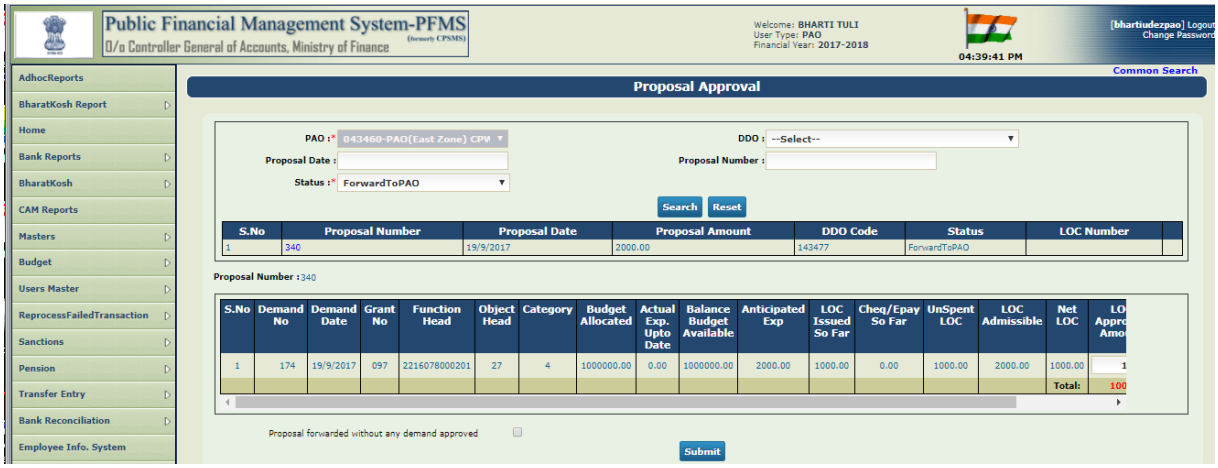
"BUDGET" > "LOC" > "APPROVE PROPOSAL"



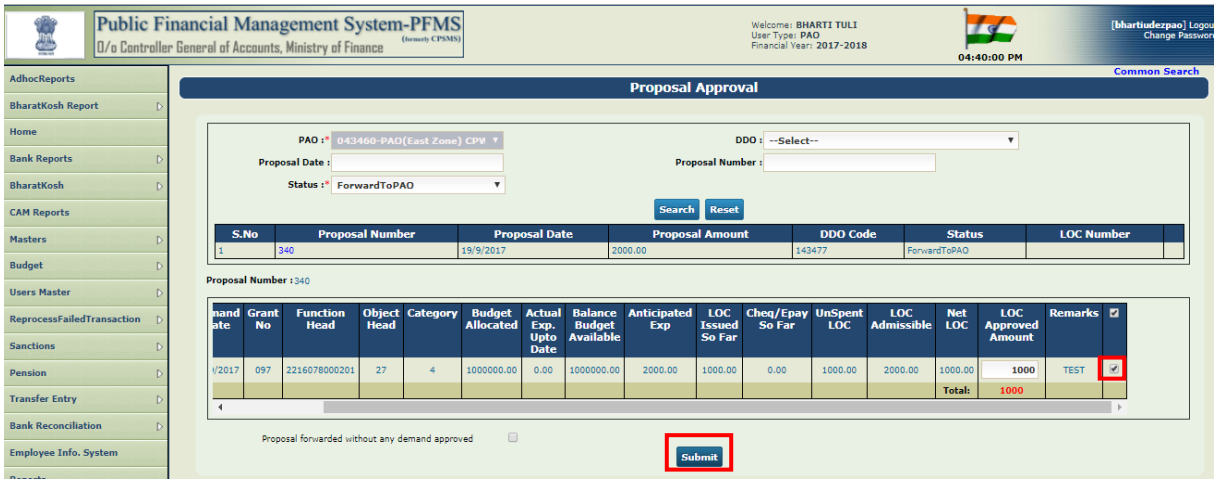
A screen for **"Proposal Approval"** will appear. PAO user can make use of search criteria given above to trace a particular sanction. The hyperlink of desired Proposal needs to be clicked to open its details.



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

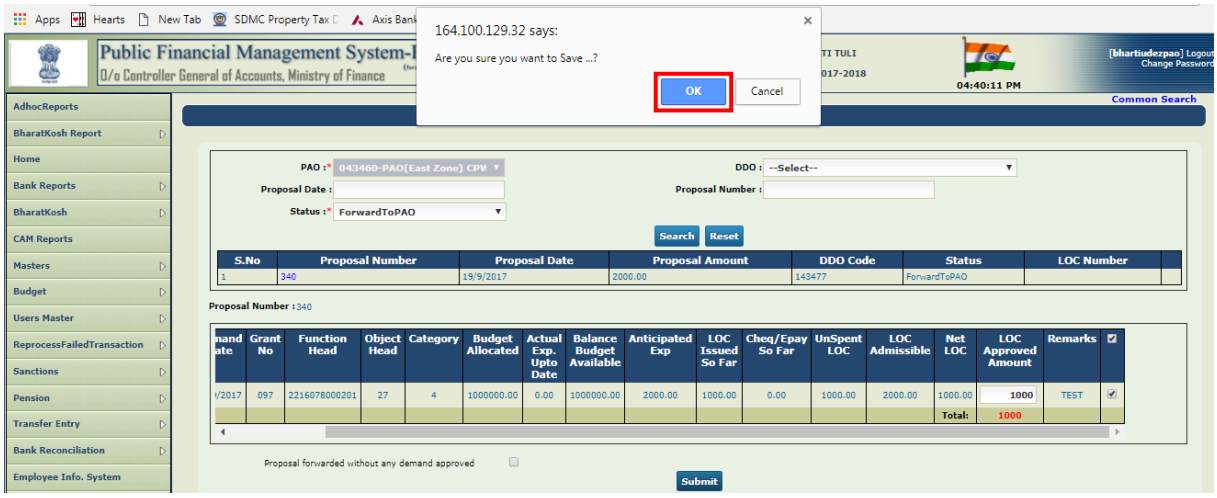


In case the proposal for Demand of LOC is to be approved, the box given against the record should remain clicked. PAO user will generate the LOC proposal by pressing the button **"SUBMIT"**.



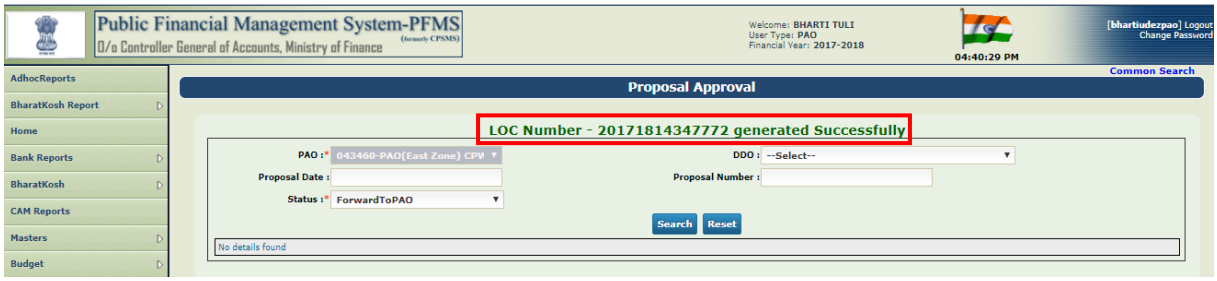
A message for confirmation of action will appear:

"Are you sure you want to Save...?"

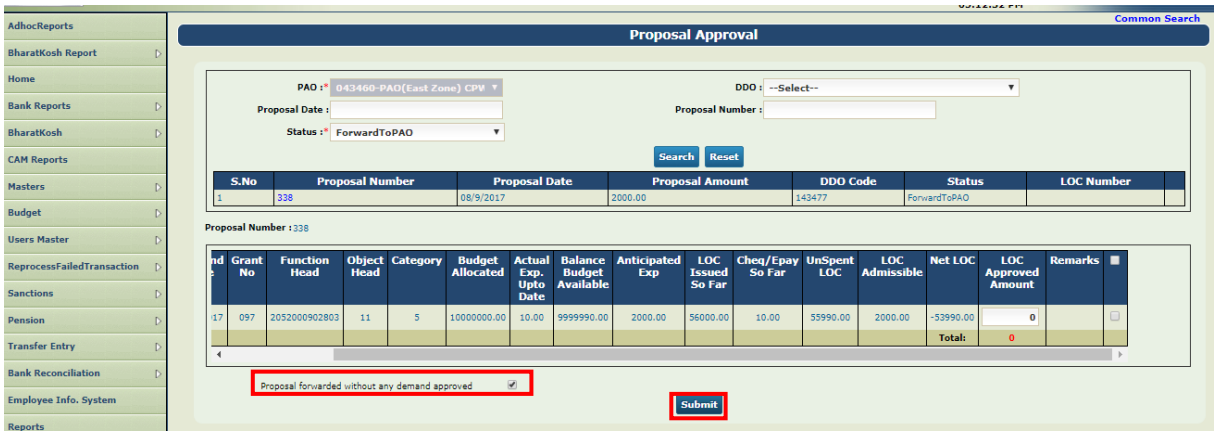


On pressing "**OK**" on confirmation message, the system will display a message:

"LOC Number - _ _ _ _ _ _ generated successfully".

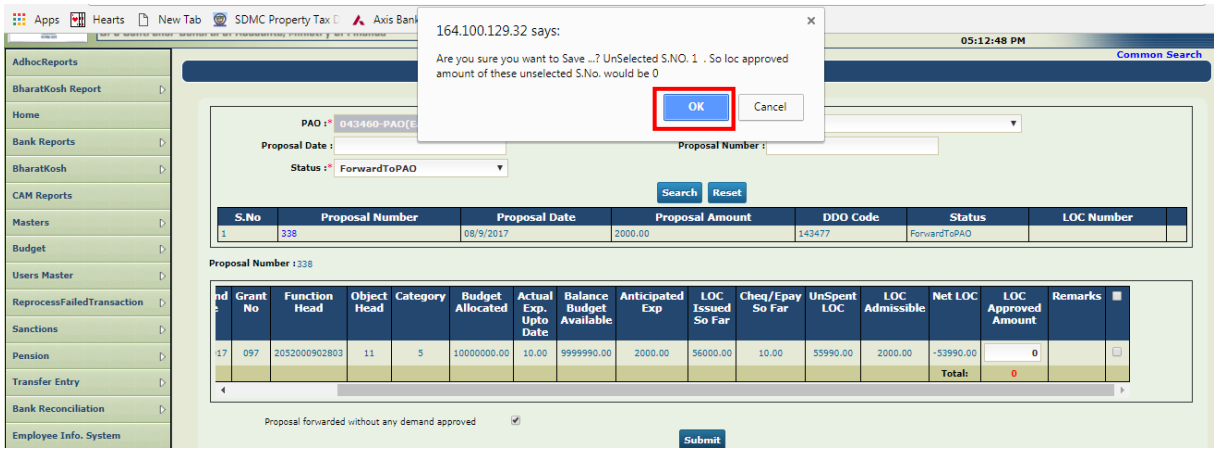


In case, the proposal for Demand of LOC is not to be approved, the box given against the field "Proposal forwarded without any demand approved" needs to be checked. PAO user will press the button **"SUMBIT".**



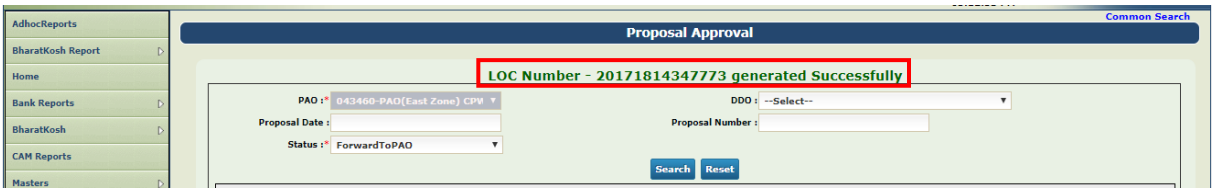
A message for confirmation of action will be displayed:

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



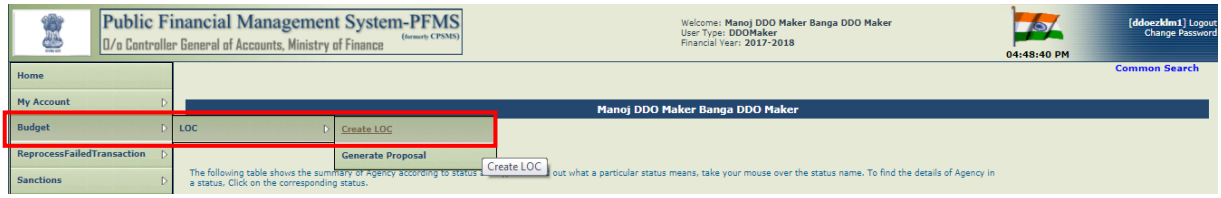
On pressing **"OK"** on confirmation message, the system will display a message:

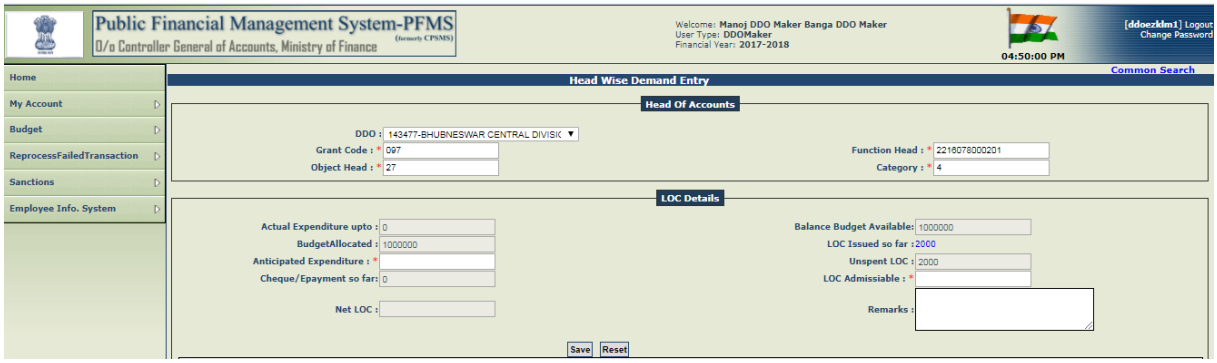
"LOC Number - _ _ _ _ _ _ generated Successfully"

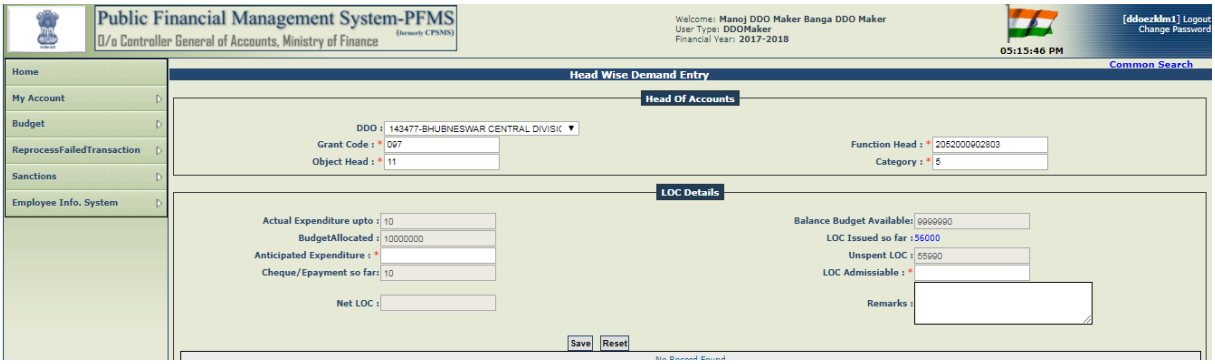


STATUS OF LOC AT DDO MAKER USER

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







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:

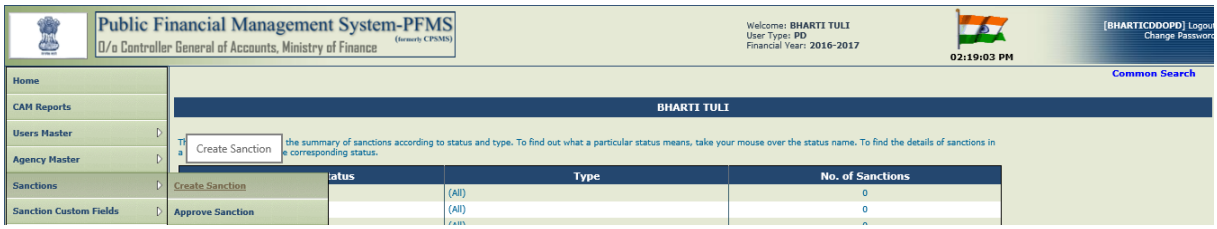
1. CREATION OF SANCTION BY PD

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.

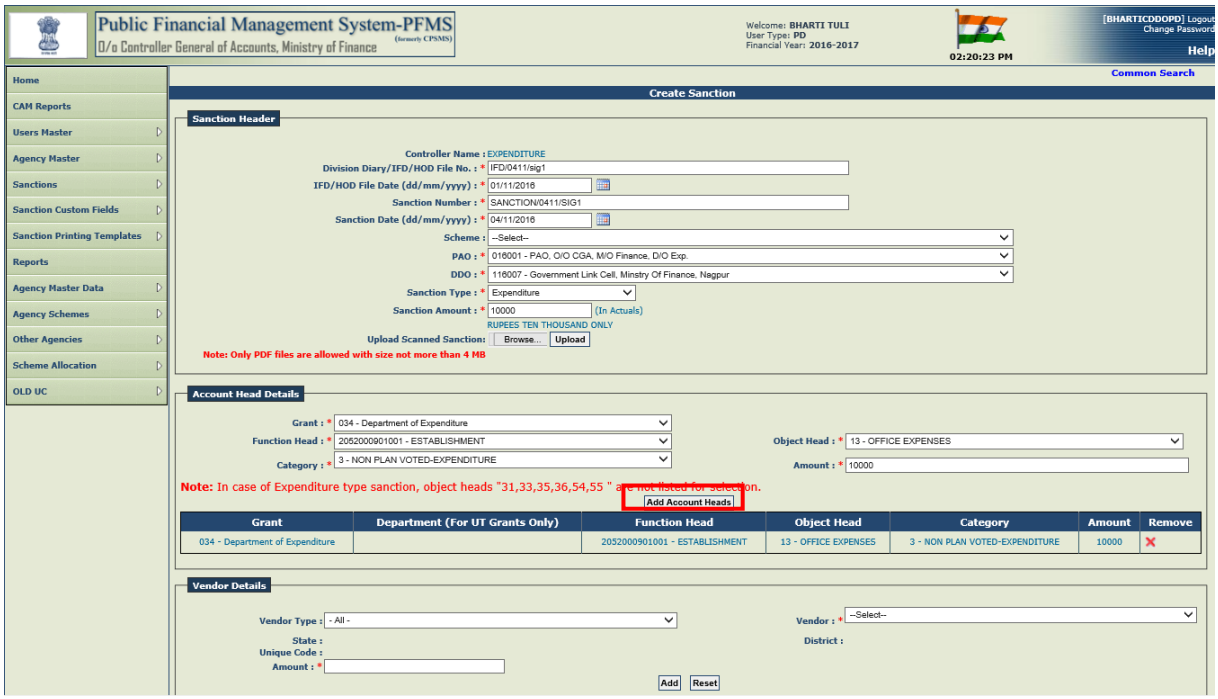
SANCTION 1 for Payment Amounting to less than Rupees 10 lakhs requiring Digital Signatures of Signatory 1 only (No. SANCTION/0411/SIG1 for Rs.10,000/=).

For creating a Sanction, PD user will go to:

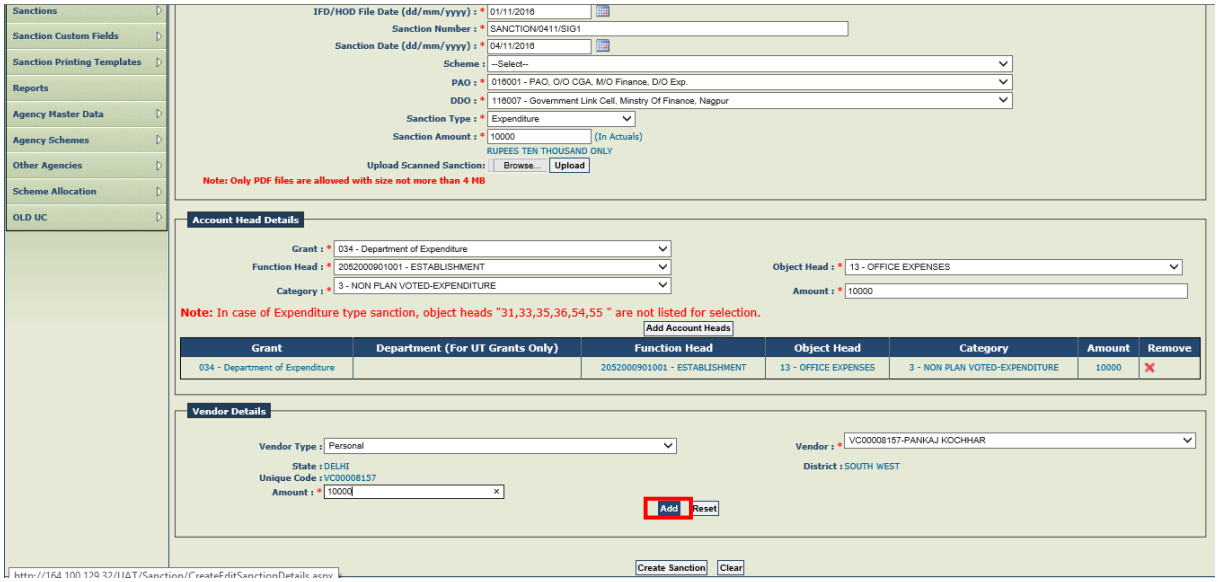
"SANCTIONS">"CREATE SANCTION"



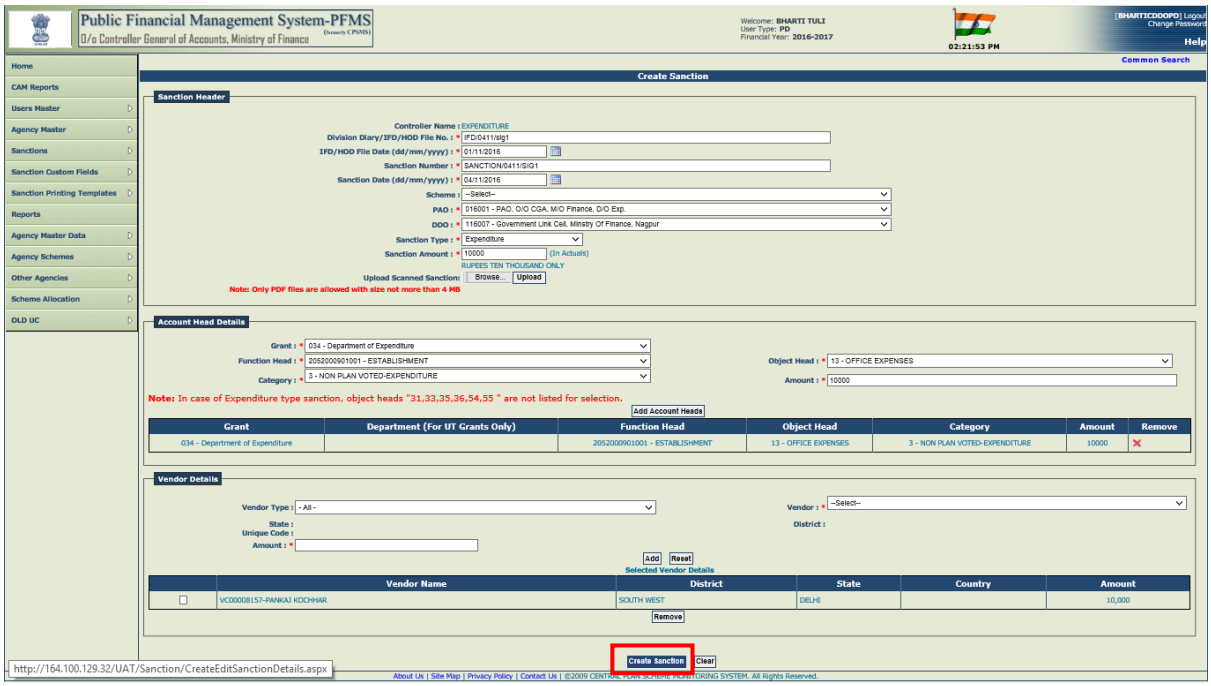
Form for **"CREATE SANCTION"** will appear. The user will enter the relevant information under **"Sanction Header".** Then, he will select the appropriate data under **"Account Head Details"**



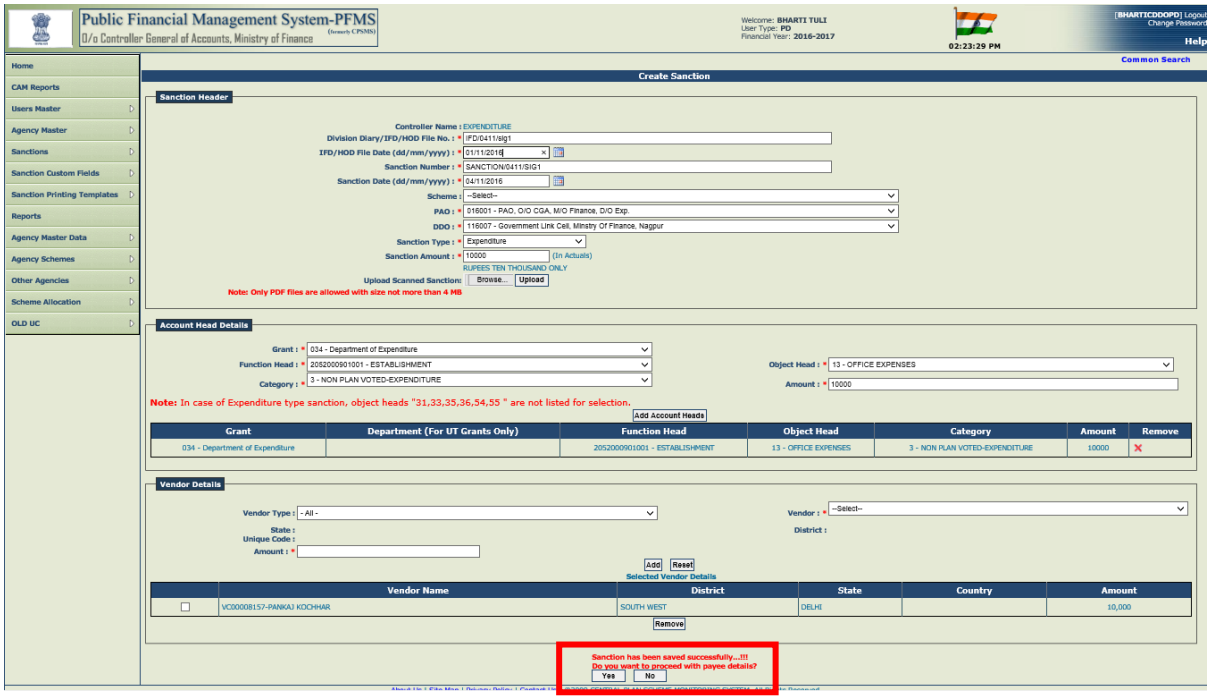
PD user will select and add the vendor(s) in respect of whom payment is to be made.



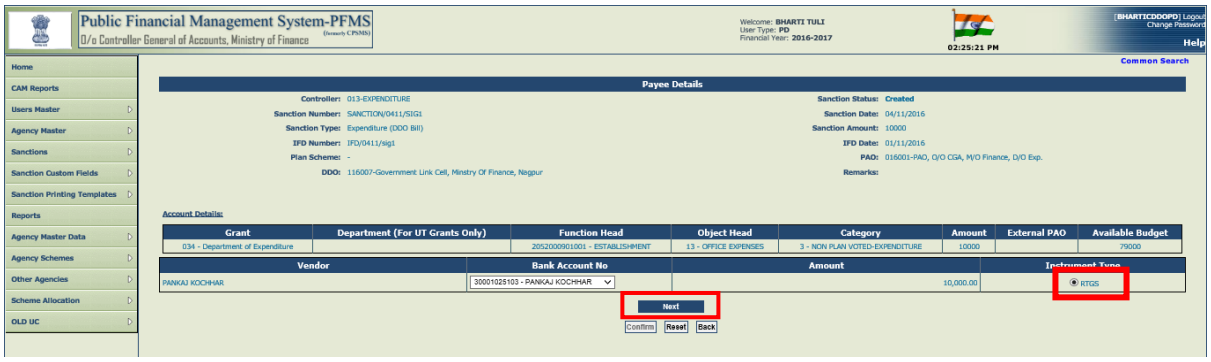
User will proceed to **"CREATE SANCTION".**



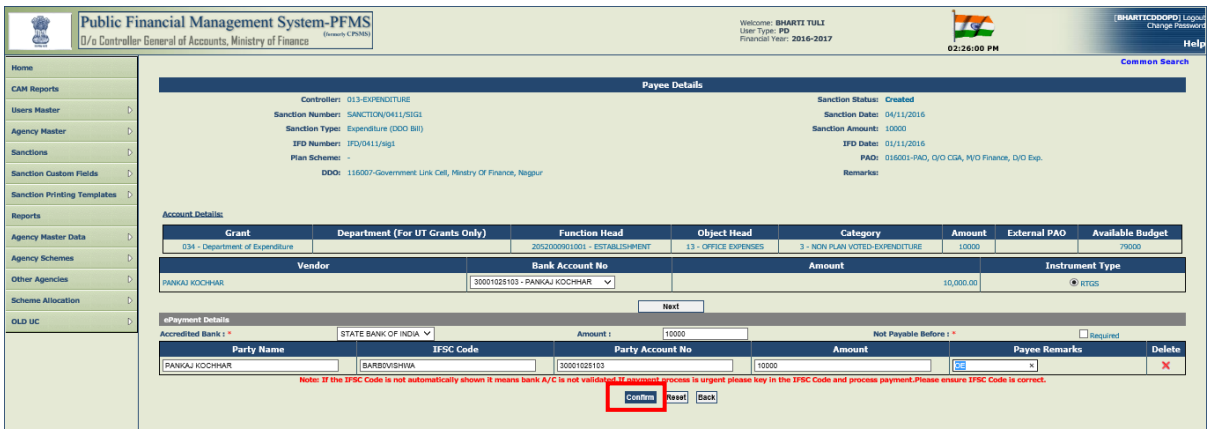
After the sanction has been saved successfully, PD will proceed with payee details.



After verifying the payee details, PD user will press **"NEXT"** button.

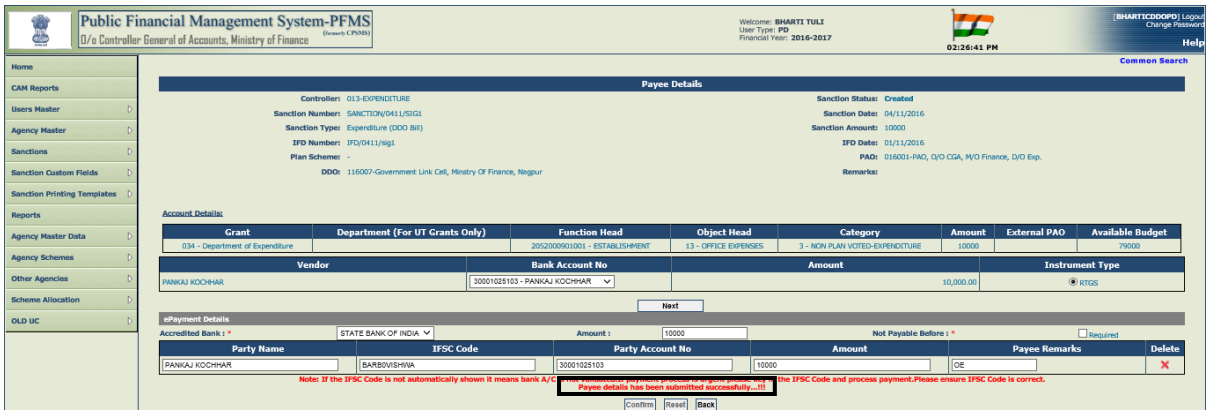


IFSC code will appear automatically for the validated bank account. Otherwise, user will enter correct IFSC code. Then he will enter some meaningful **"Payee Remark"** and press the button **"CONFIRM".**



The system will display a message:

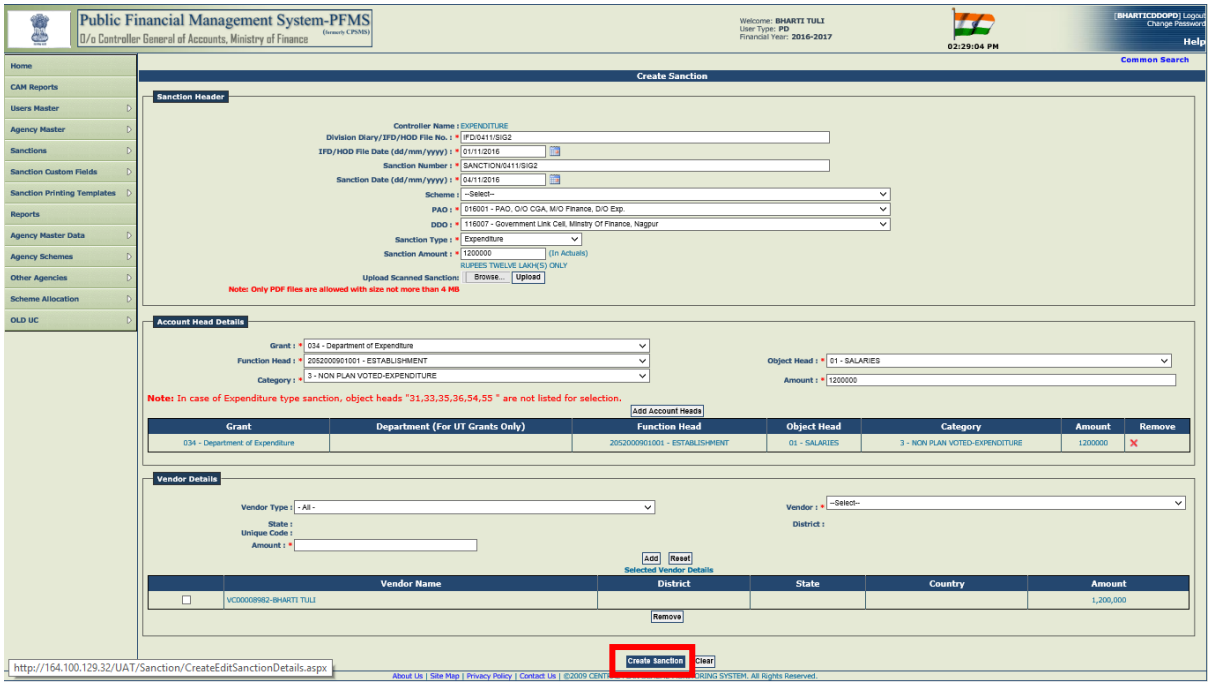
"Payee Details has been submitted successfully".

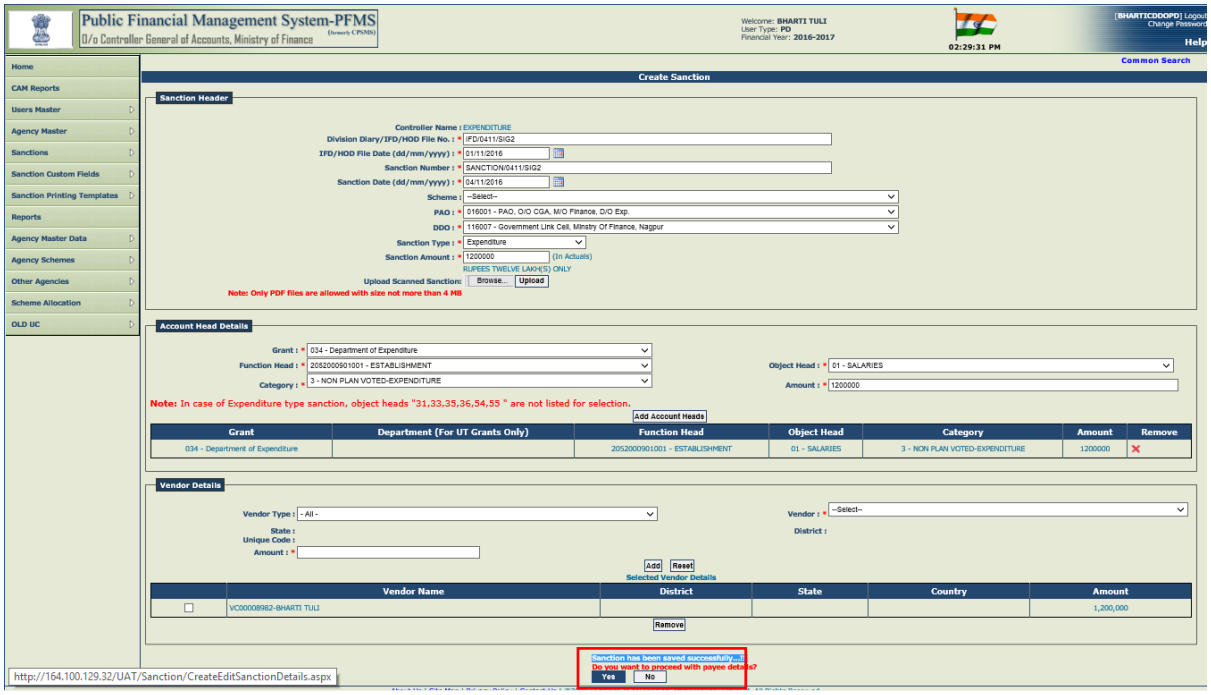


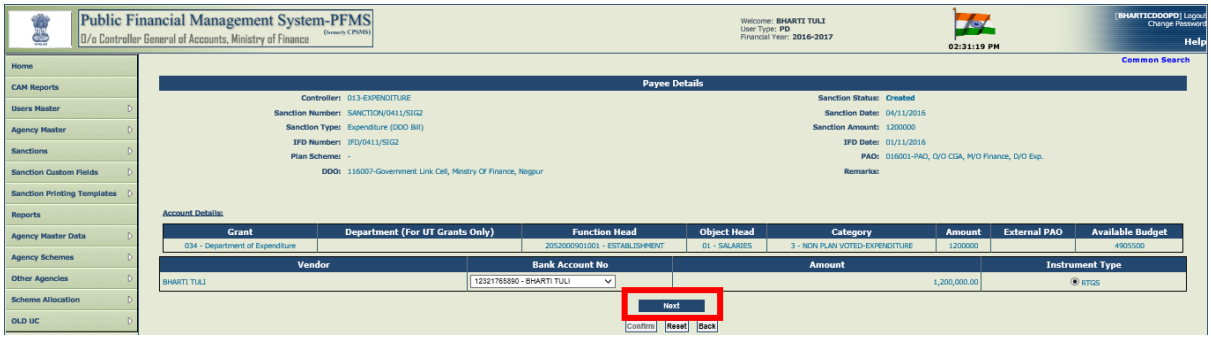
SANCTION 2 (For payment amounting to Rupees 10 lakhs and above requiring Digital Signatures of both signatory 1 and 2)

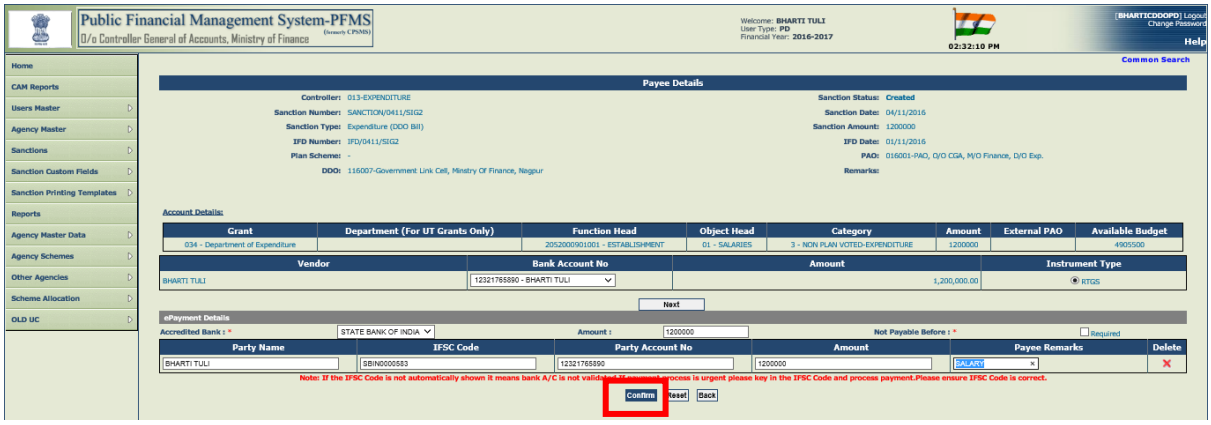
No. SANCTION/0411/SIG2 for Rs.12,00,000/=

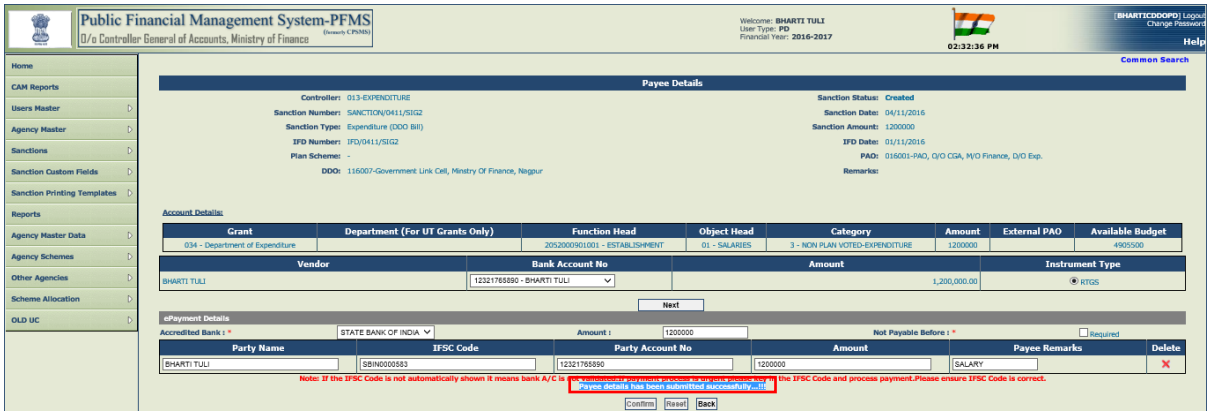
In the similar manner, second section will also be created by PD.




Public Financial Management System-PFMS
(formerly CPSMS)
O/o Controller General of Accounts, Ministry of Finance
Welcome: BHARTI TULI
User Type: PD
Financial Year: 2016-2017
02:29:31 PM
[BHARTICDOOPD] 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
Create Sanction
Sanction Header
Controller Name : EXPENDITURE
Division Diary/IFD/HOD File No. : * IFD/0411/SIG2
IFD/HOD File Date (dd/mm/yyyy) : * 01/11/2016
Sanction Number : * SANCTION/0411/SIG2
Sanction Date (dd/mm/yyyy) : * 04/11/2016
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
Sanction Amount : * 1200000 (In Actuals)
RUPEES TWELVE LAKH(S) 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 : * 2052000901001 - ESTABLISHMENT
Category : * 3 - NON PLAN VOTED-EXPENDITURE
Object Head : * 01 - SALARIES
Amount : * 1200000
Note: In case of Expenditure type sanction, object heads "31,33,35,36,54,55 " are not listed for selection.
Add Account Heads
Grant
Department (For UT Grants Only)
Function Head
Object Head
Category
Amount
Remove
034 - Department of Expenditure
2052000901001 - ESTABLISHMENT
01 - SALARIES
3 - NON PLAN VOTED-EXPENDITURE
1200000
Vendor Details
Vendor Type : - All -
Vendor : * --Select--
State :
Unique Code :
District :
Amount : *
Add
Reset
Selected Vendor Details
Vendor Name
District
State
Country
Amount
VC00008982-BHARTI TULI
1,200,000
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


Public Financial Management System-PFMS
(formerly CPSMS)
O/o Controller General of Accounts, Ministry of Finance
Welcome: BHARTI TULI
User Type: PD
Financial Year: 2016-2017
02:31:19 PM
[BHARTICDOOPD] Logout
Change Password
Help
Common Search
Payee Details
Controller: 013-EXPENDITURE
Sanction Number: SANCTION/0411/SIG2
Sanction Type: Expenditure (DDO Bill)
IFD Number: IFD/0411/SIG2
Plan Scheme: -
DDO: 116007-Government Link Cell, Ministry Of Finance, Nagpur
Sanction Status: Created
Sanction Date: 04/11/2016
Sanction Amount: 1200000
IFD Date: 01/11/2016
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
1200000
4905500
Vendor
Bank Account No
Amount
Instrument Type
BHARTI TULI
12321765890 - BHARTI TULI
1,200,000.00
RTGS
Next
Confirm
Reset
Back


Public Financial Management System-PFMS
(formerly CPSMS)
O/o Controller General of Accounts, Ministry of Finance
Welcome: BHARTI TULI
User Type: PD
Financial Year: 2016-2017
02:32:10 PM
[BHARTICDOOPD] Logout
Change Password
Help
Common Search
Payee Details
Controller: 013-EXPENDITURE
Sanction Number: SANCTION/0411/SIG2
Sanction Type: Expenditure (DDO Bill)
IFD Number: IFD/0411/SIG2
Plan Scheme: -
DDO: 116007-Government Link Cell, Ministry Of Finance, Nagpur
Sanction Status: Created
Sanction Date: 04/11/2016
Sanction Amount: 1200000
IFD Date: 01/11/2016
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
1200000
4905500
Vendor
Bank Account No
Amount
Instrument Type
BHARTI TULI
12321765890 - BHARTI TULI
1,200,000.00
RTGS
Next
ePayment Details
Accredited Bank : * STATE BANK OF INDIA
Amount : 1200000
Not Payable Before : *
Required
Party Name
IFSC Code
Party Account No
Amount
Payee Remarks
Delete
BHARTI TULI
SBIN0000583
12321765890
1200000
SALARY
Note: If the IFSC Code is not automatically shown it means bank A/C is not validated. If payment process is urgent please key in the IFSC Code and process payment.Please ensure IFSC Code is correct.
Confirm
Reset
Back

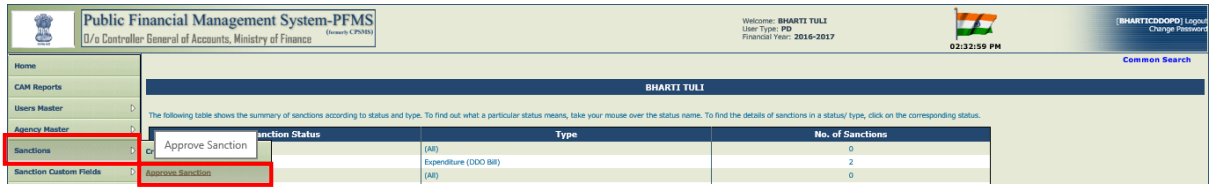


After above two sanctions have been submitted successfully, these will be available for approval.

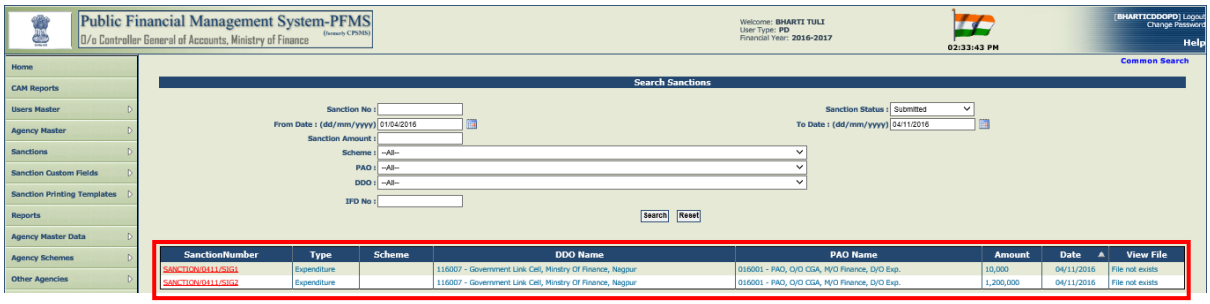
2. APPROVAL OF SANCTION BY PD

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

"SANCTIONS">"APPROVE SANCTION"

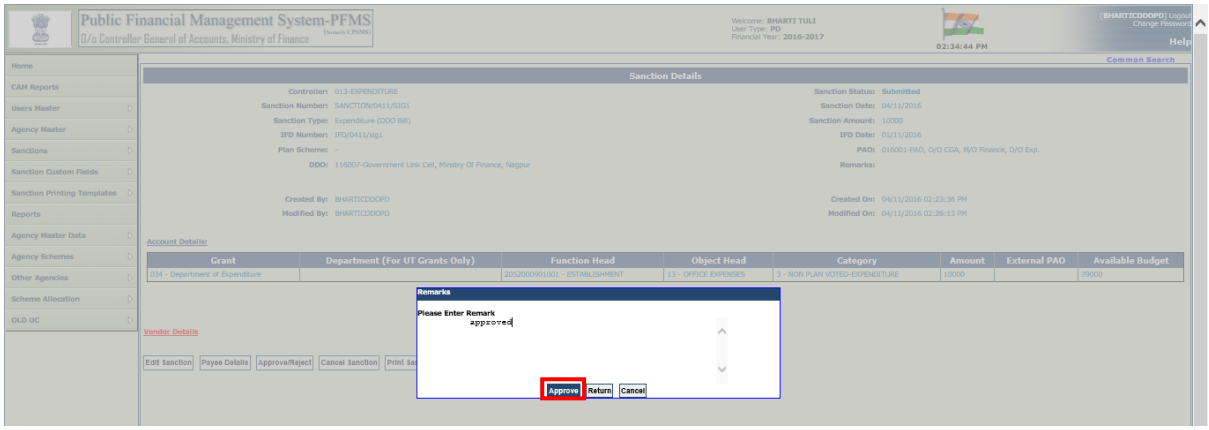


A screen for **"Search Sanctions",** showing all the created sanctions, will appear. If the desired sanction is not displayed on the screen, same can be traced by PD using the search criteria given above.



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"**

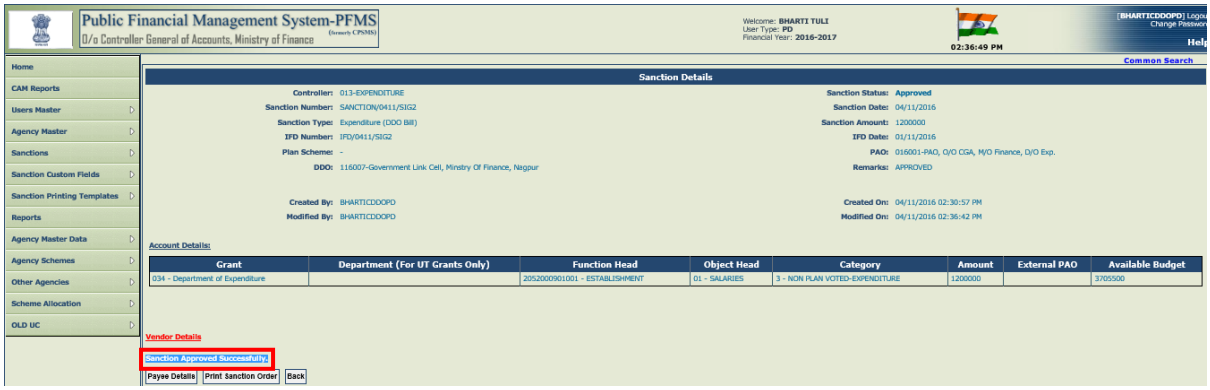
PD will enter the appropriate remark and press the button **"APPROVE"**



A message will be displayed by the system:

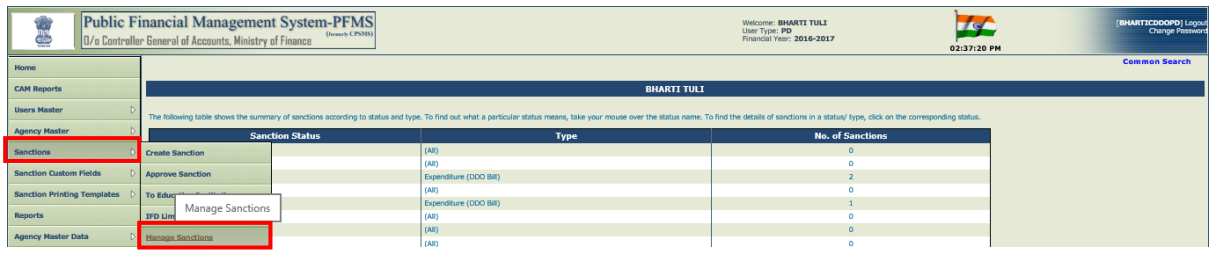
"Sanction approved successfully"

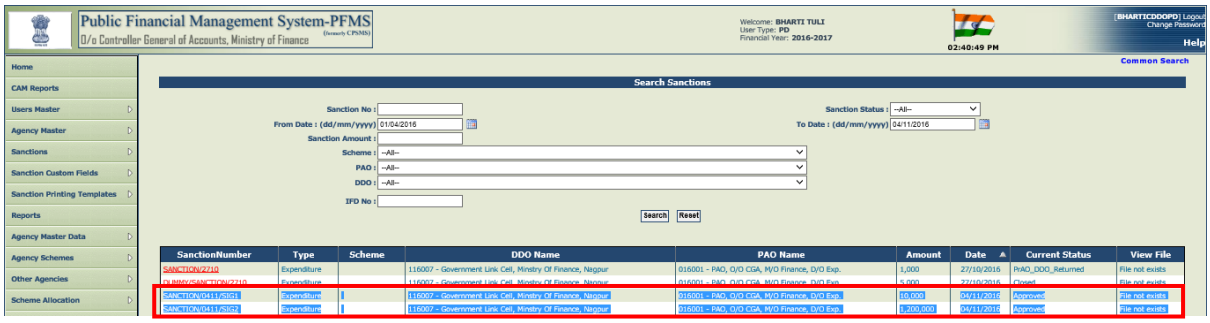
In the similar manner, PD will approve the second sanction (here Sanction No. SANCTION/0411/SIG2).



Status of both the sanction can be viewed as **"APPROVED"** through the option:

"SANCTION" > "MANAGE SANCTION"



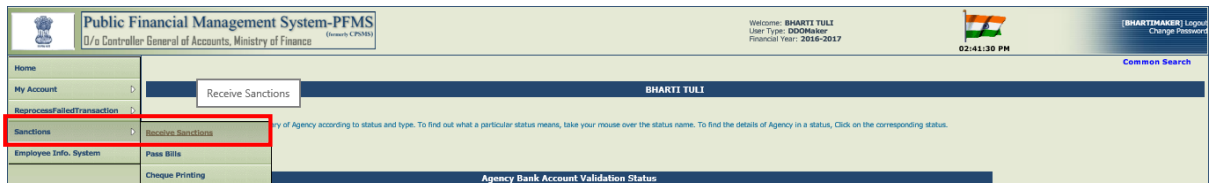


Now these **"approved"** sanctions will be transmitted electronically to DDO Maker for further action. The available budget at PD level will be updated accordingly.

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"



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:

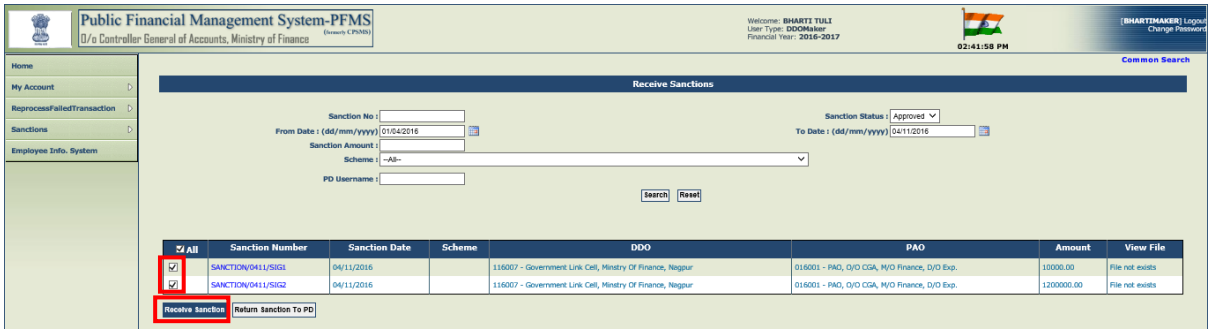
a) For receiving a single sanction, DDO Maker will check the box given against the desired sanction number and then press the button **"RECEIVE SANCTION".**

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".**

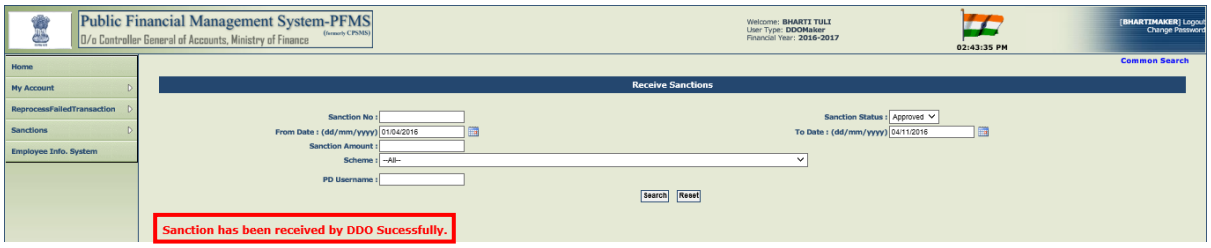
Before receiving a sanction, DDO Maker can view the details of sanction by clicking the hyperlink of sanction number. The details of sanction will be displayed to user.

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



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

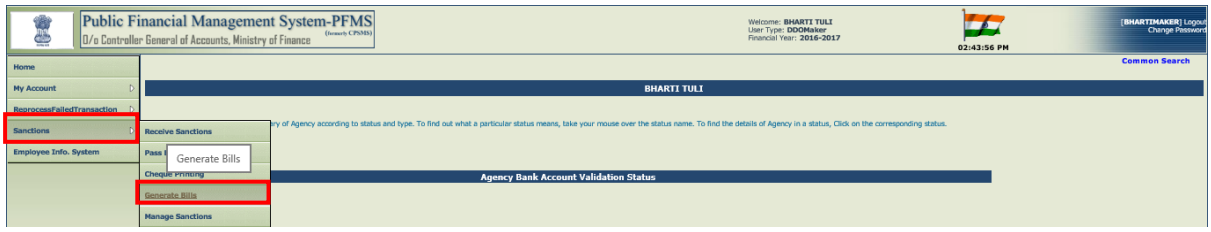
"Sanction has been received by DDO Successfully"



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"



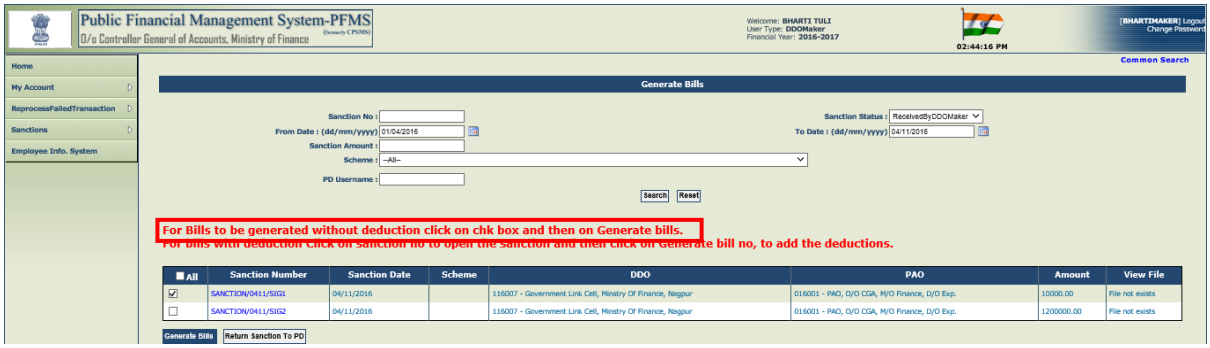
A screen for **"Generate Bills"** will appear. All the sanctions received, but pending for bill generation, will be made available by the system. If not available on displayed screen, user can put information in search field and trace the desired sanction received by him and against which bill is to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

(a) Generation of Bill without Deduction

(b) Generation of Bill with Deduction

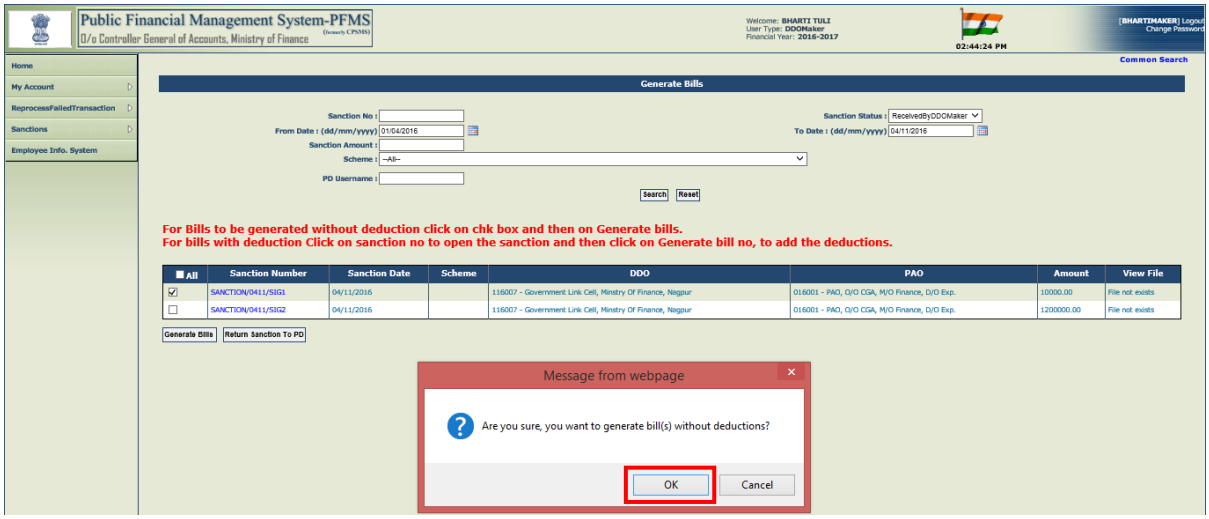
(a) GENERATION OF BILL WITHOUT DEDUCTION

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

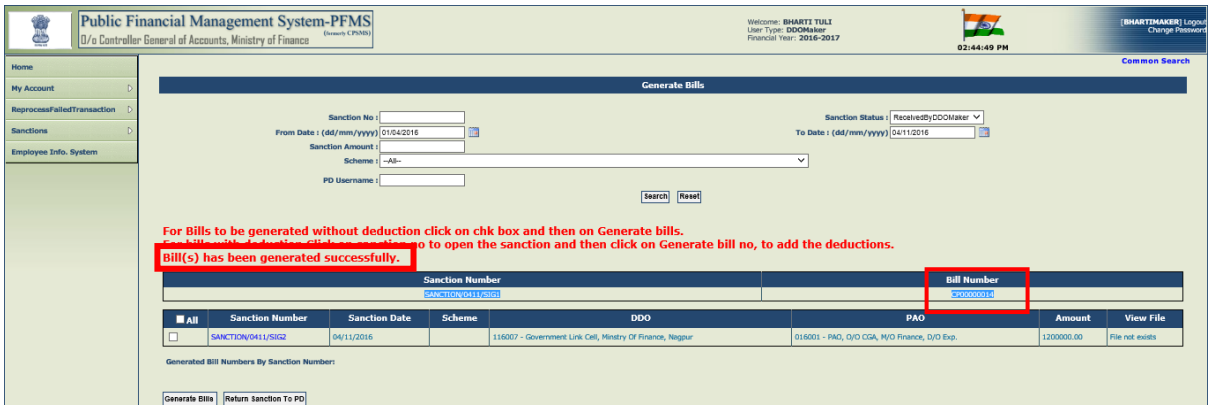


The system will ask for the confirmation whether the bill is to be generated without deductions.

The user will press **"OK"** button.

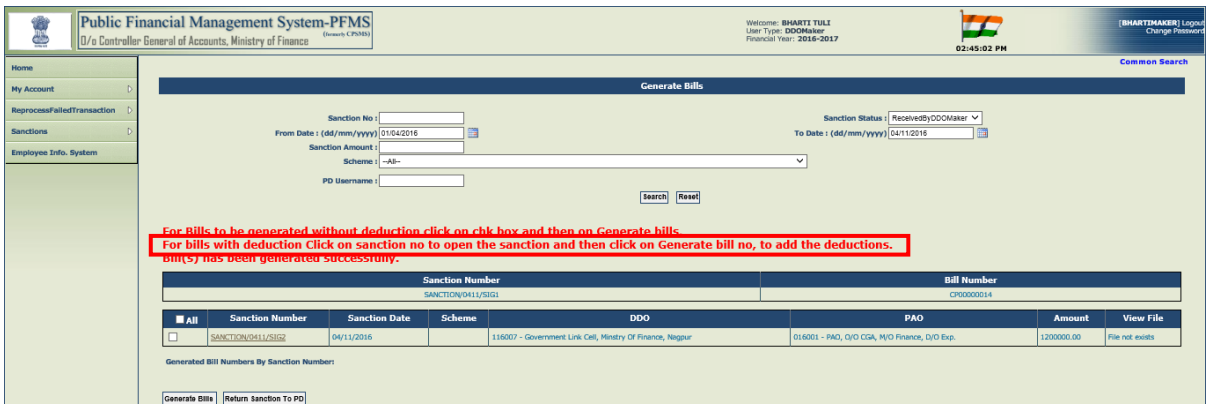


A message **"bill(s) has been generated successfully"** will appear above the grid. A bill number will be allotted by the system automatically in arithmetic series.

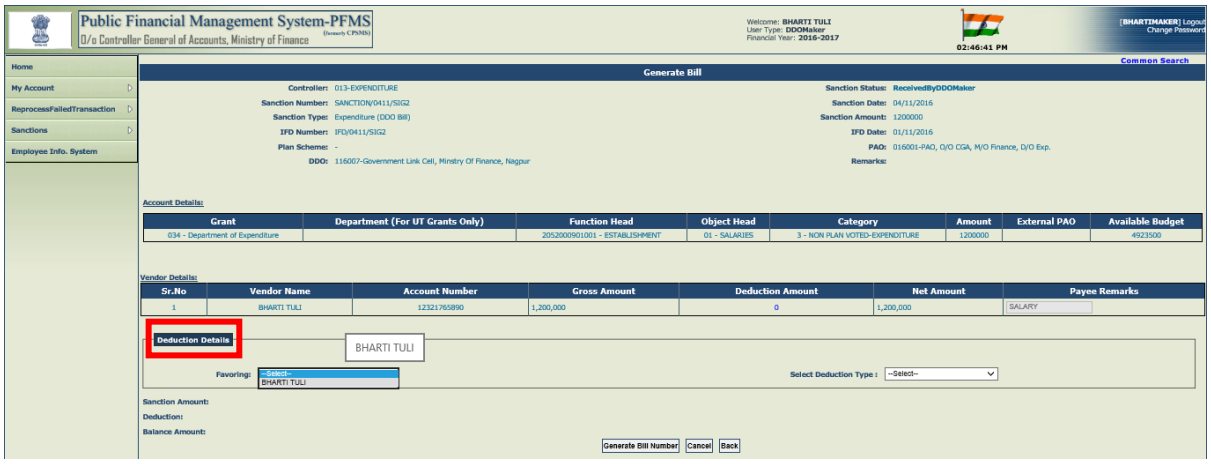


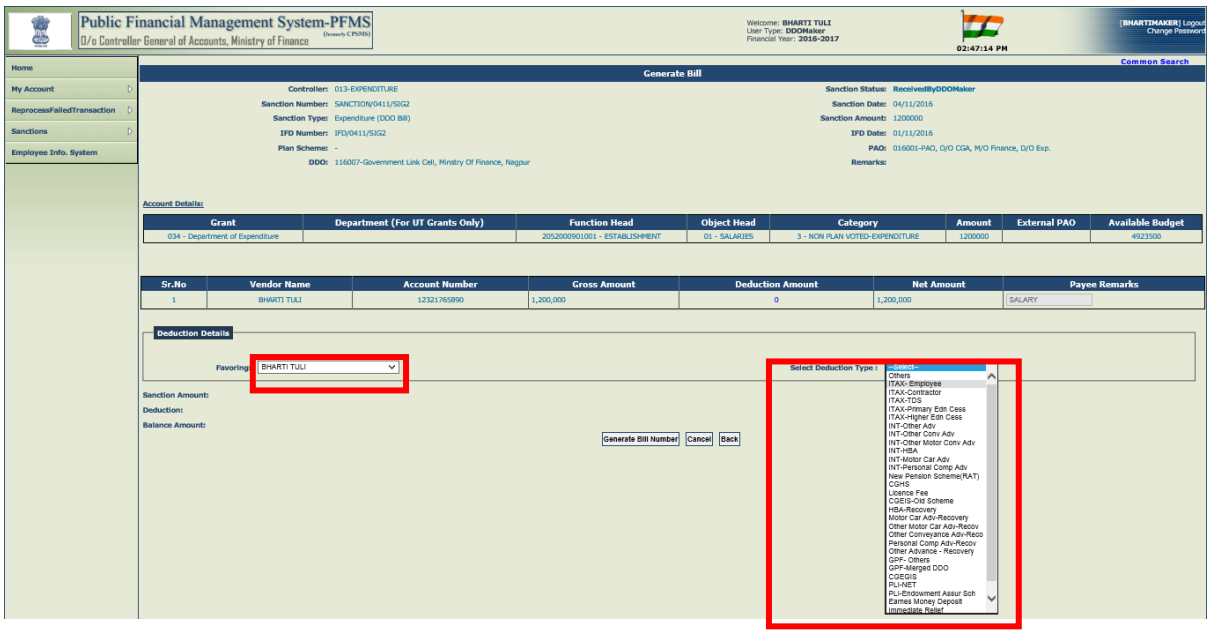
(a) GENERATION OF BILL WITH DEDUCTIONS:

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.



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.

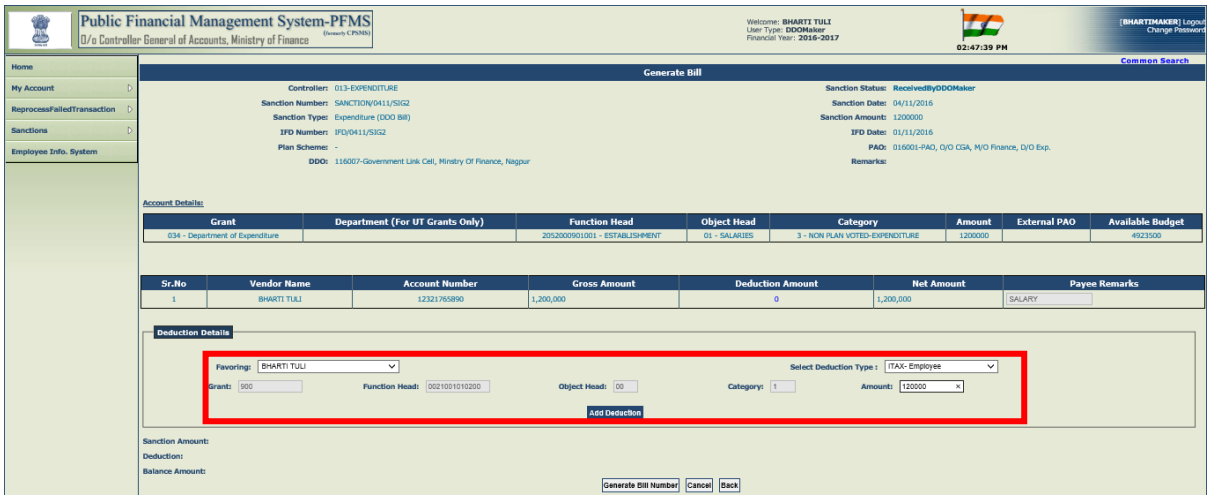




Some of the standard deduction codes have been provided in the drop down list. The user may select the desired deduction from there; other details viz. grant number, function head, object head and category will automatically appear in the respective box. Enter the amount to be deducted from the bill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

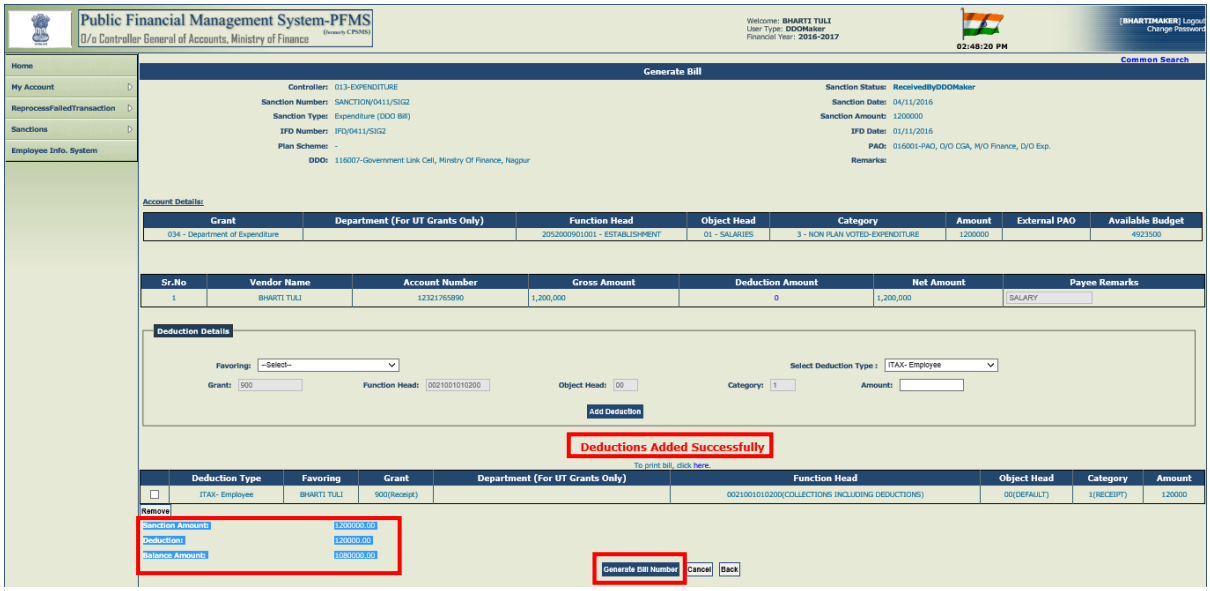
displayed by the system and hence user has to provide Grant Number, Function Head, Object Head, Category and Amount in the respective column and follow the steps explained above in order to add deduction).



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.

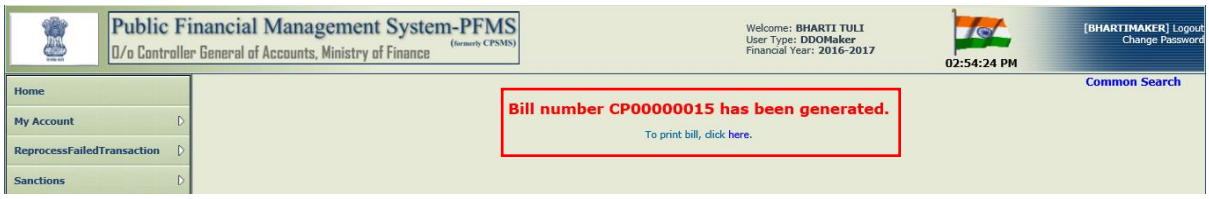


The Bill Number will be automatically generated by the system and a message will be displayed:

"**Bill number _____has been generated".**

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

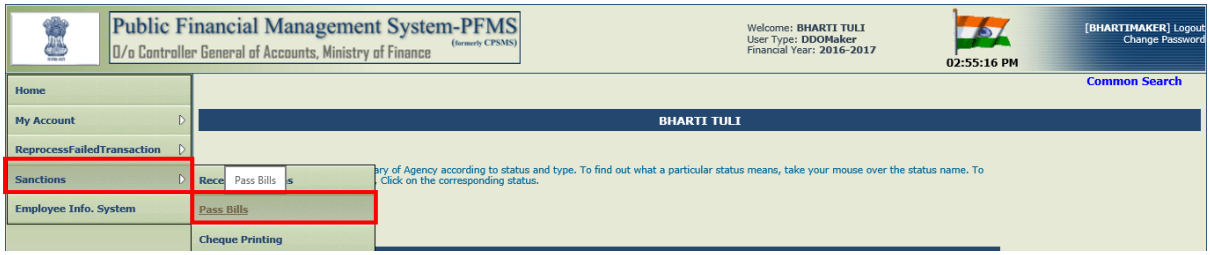
The generated bill will be available with DDO Maker for Pass/Return to DDO Checker.



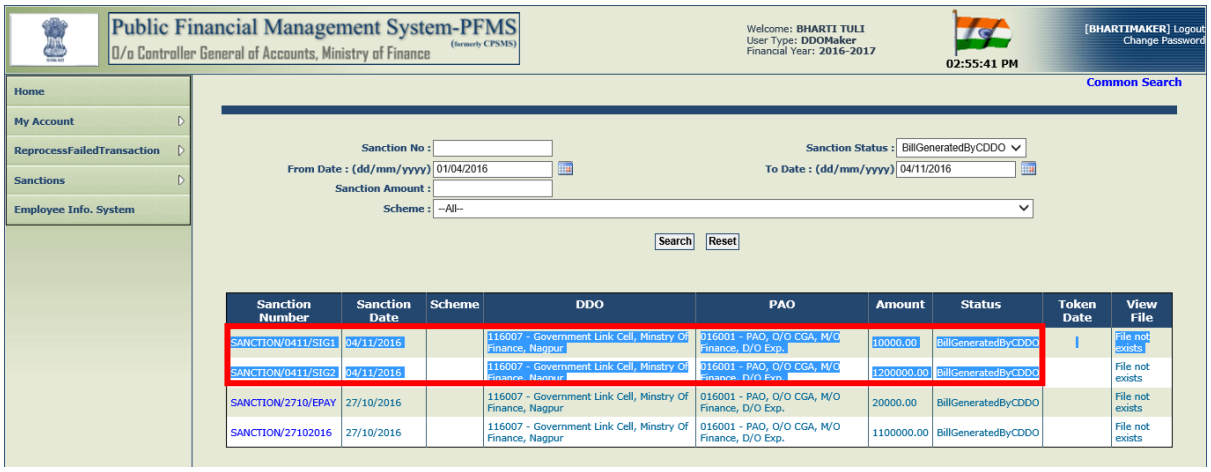
5. PASS/RETURN BILL TO DDO CHECKER BY DDO MAKER

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"



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.



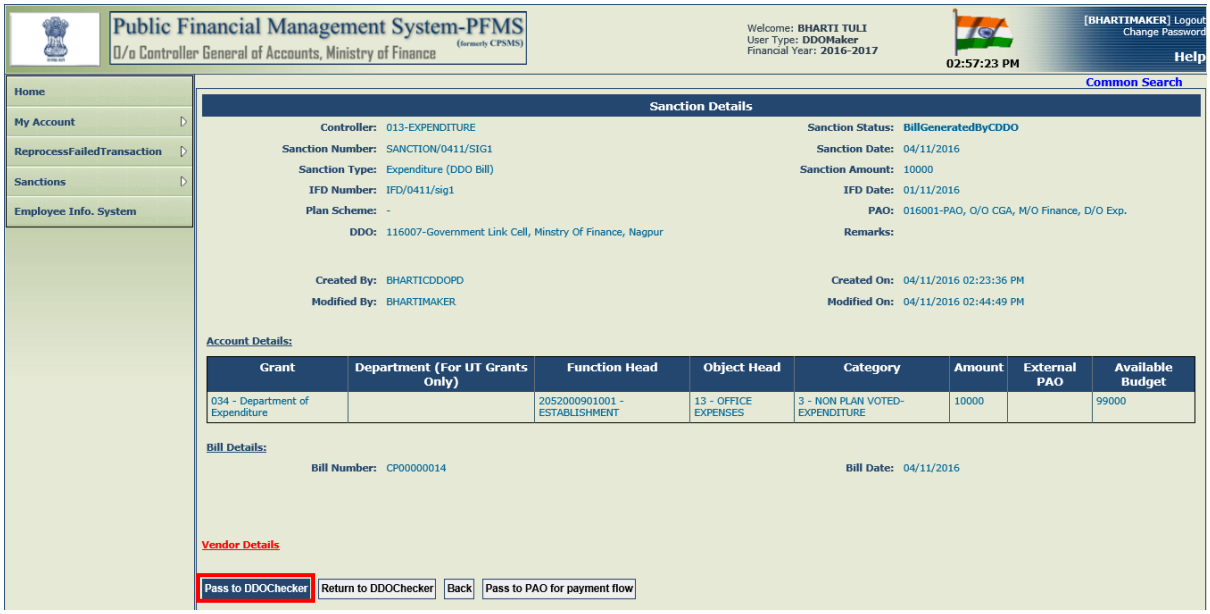
DDO Maker will click the hyperlink of sanction number to open it.

The details of sanction will be displayed to the user.

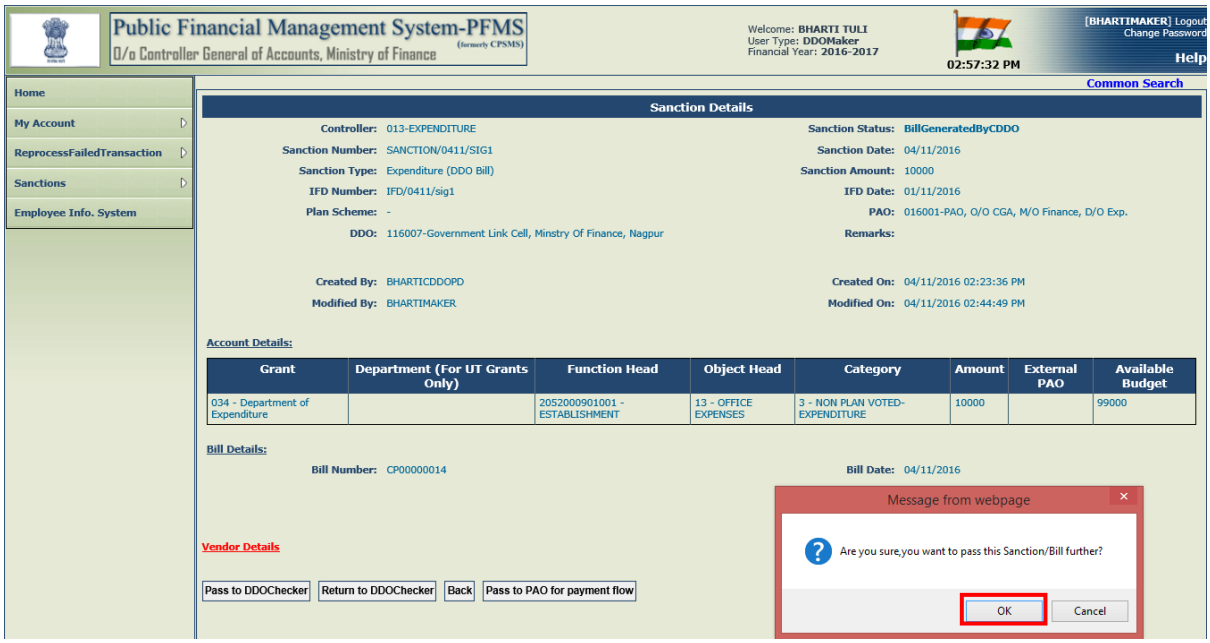
The following three options will be available:

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"**



The system will ask for the confirmation of action.

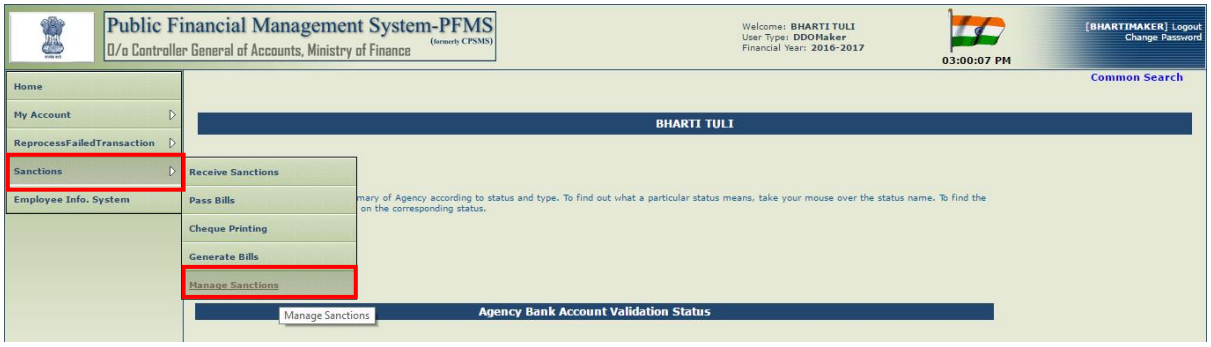


On pressing **"OK"** button, the system will display a message:

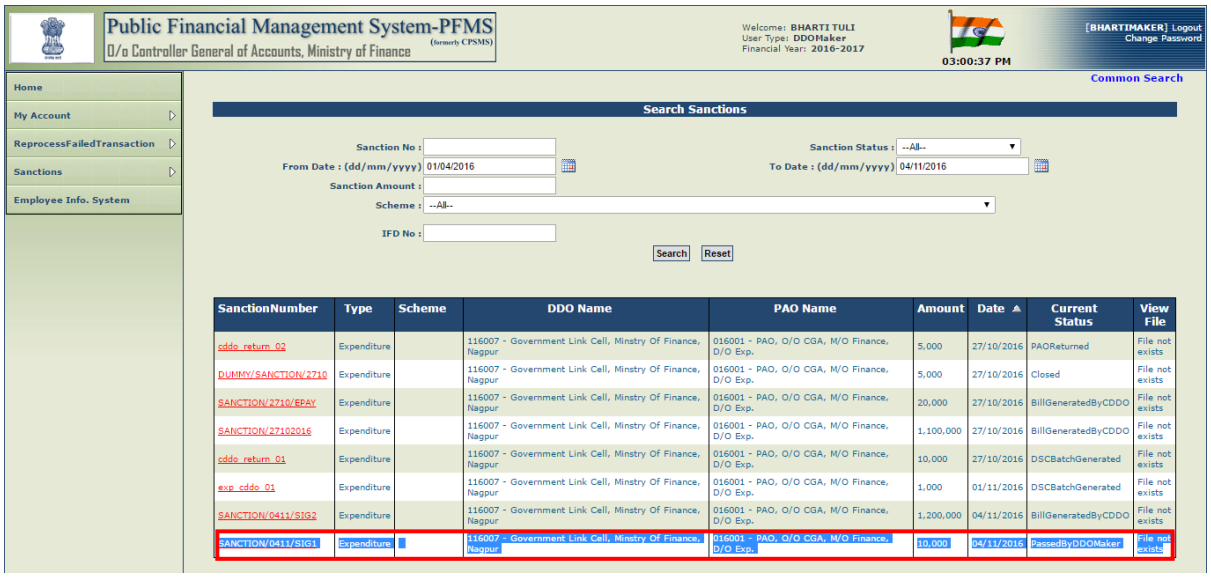
"Sanction has been passed successfully to DDO Checker".

User can view the status of sanction through the option

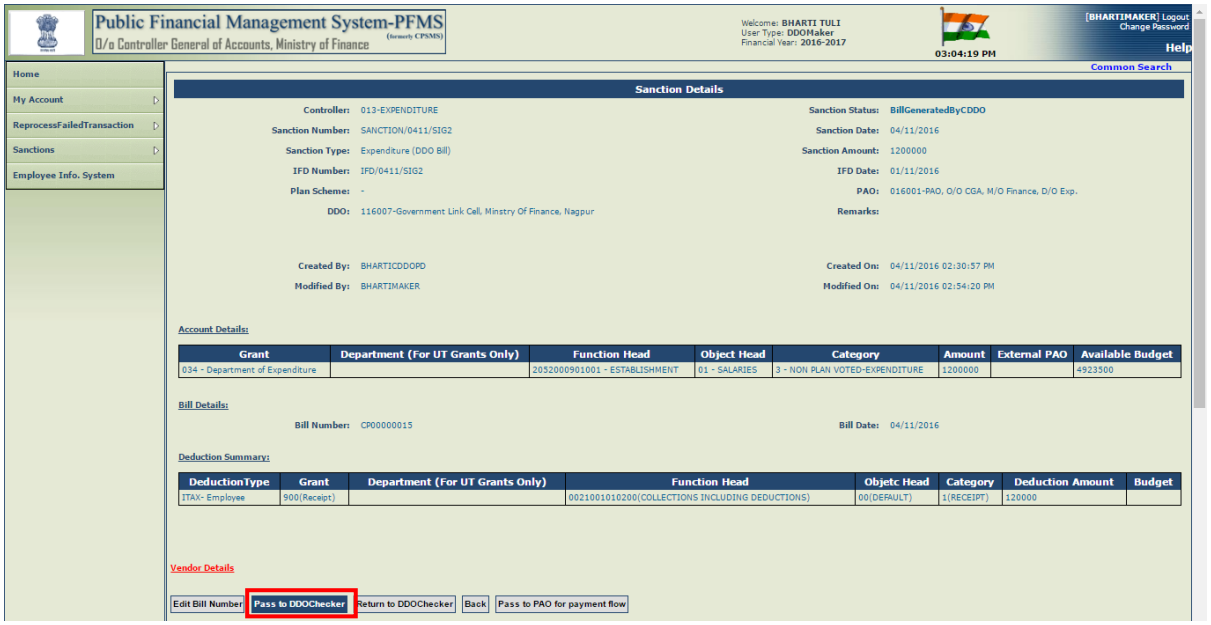
"SANCTIONS" > "MANAGE SANCTIONS"

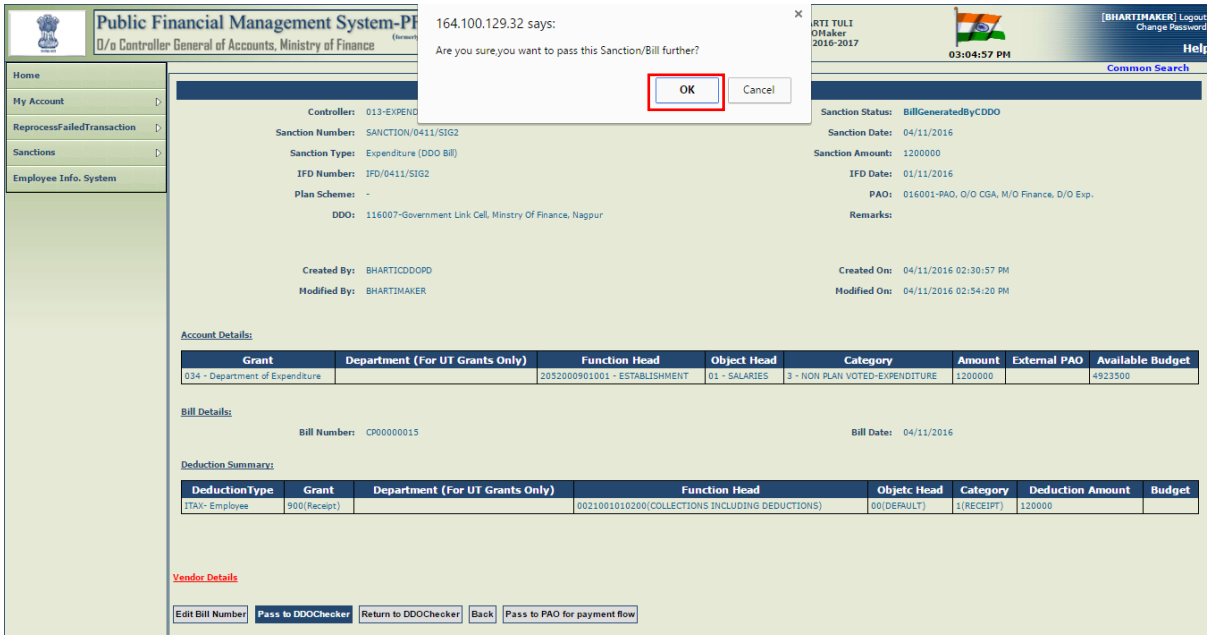


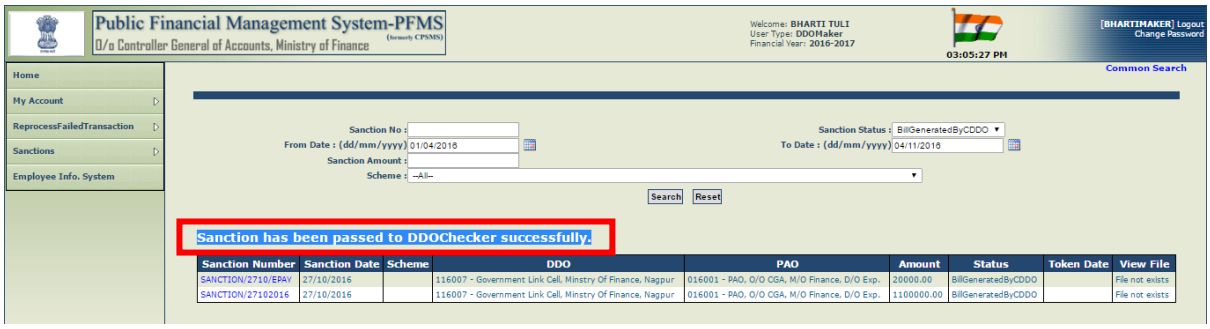
Status of the sanction will be displayed as **"Passed by DDO Maker"**



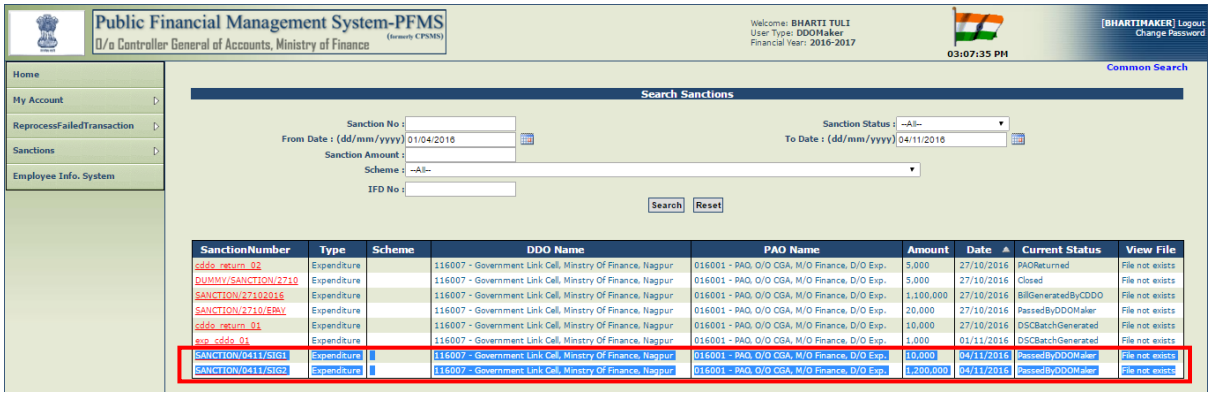
In a similar manner, DDO Maker can also pass the second sanction for e-payment.







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

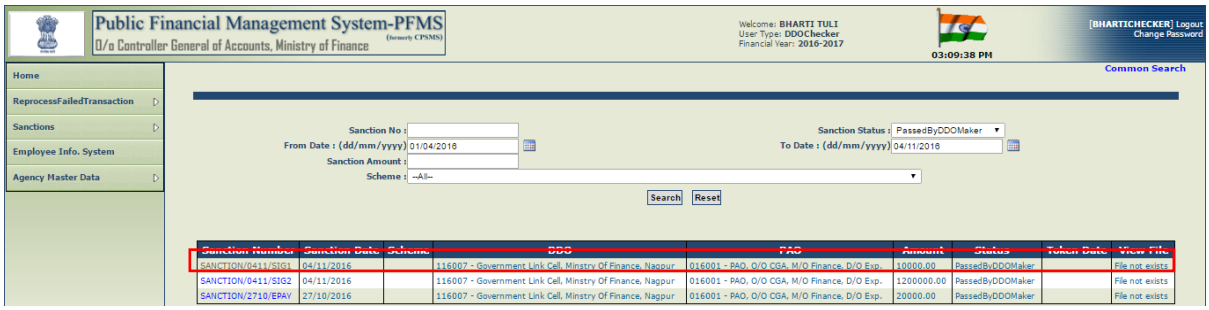


6. PASS/RETURN BILL TO DDO BY DDO CHECKER

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:

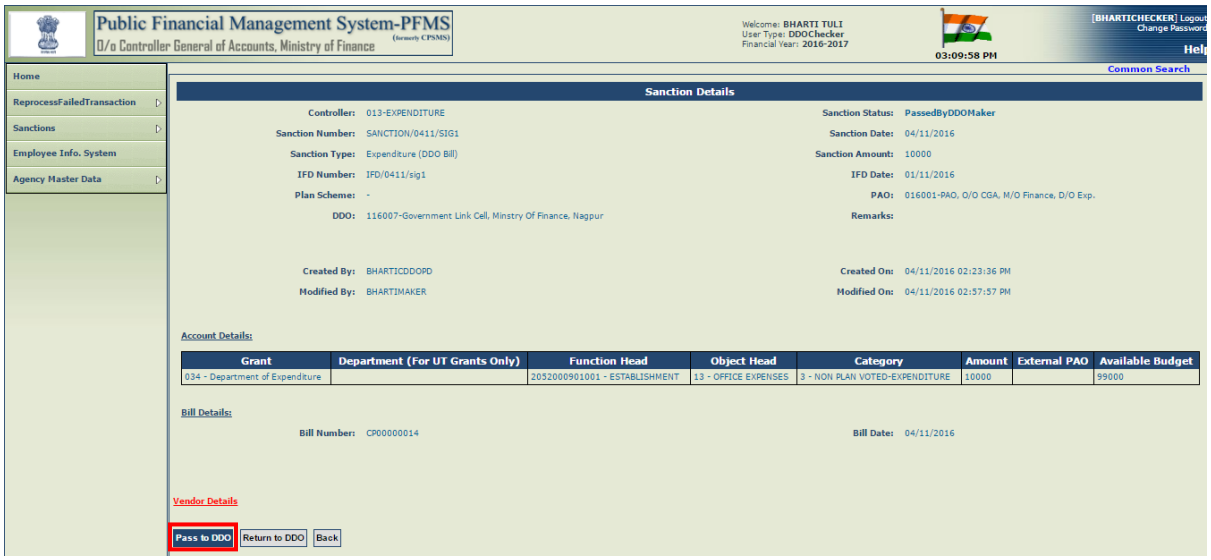
"SANCTIONS" > "PASS BILL"

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.

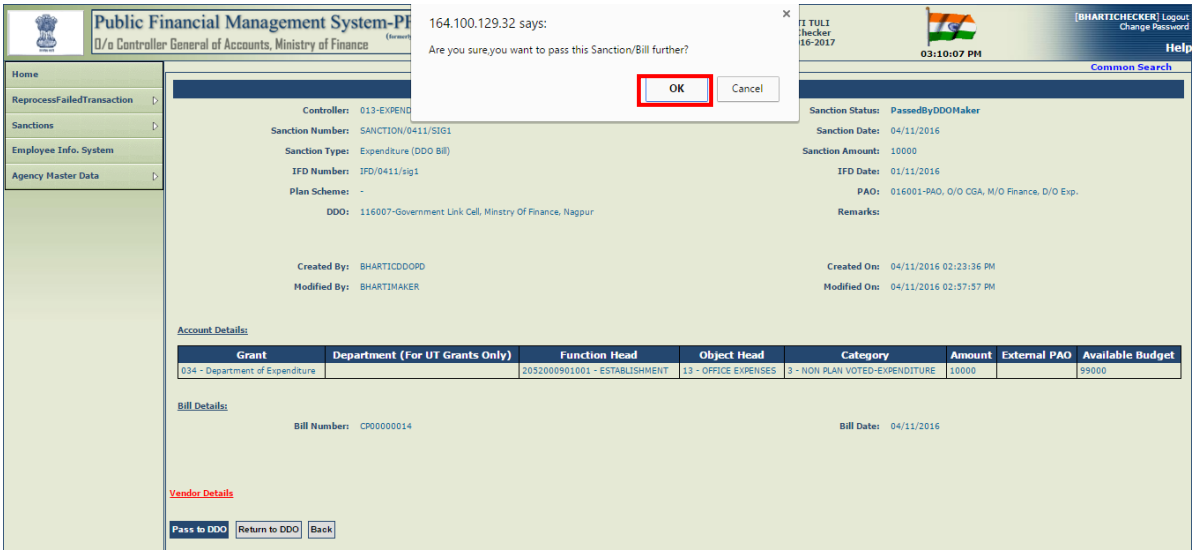


The details of sanction will be displayed to the user. Two options will be available for selection. He can choose either to **"RETURN TO DDO"** if sanction not found correct, or to **"PASS TO DDO"** if sanction is found correct.

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

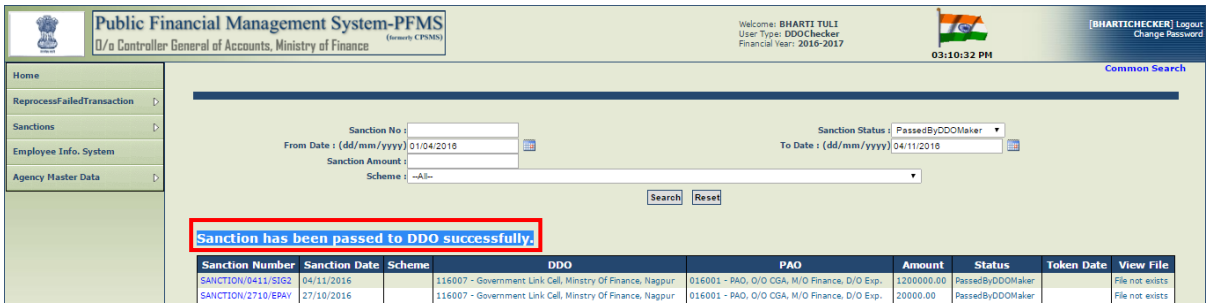


The system will ask for the confirmation of sanction.

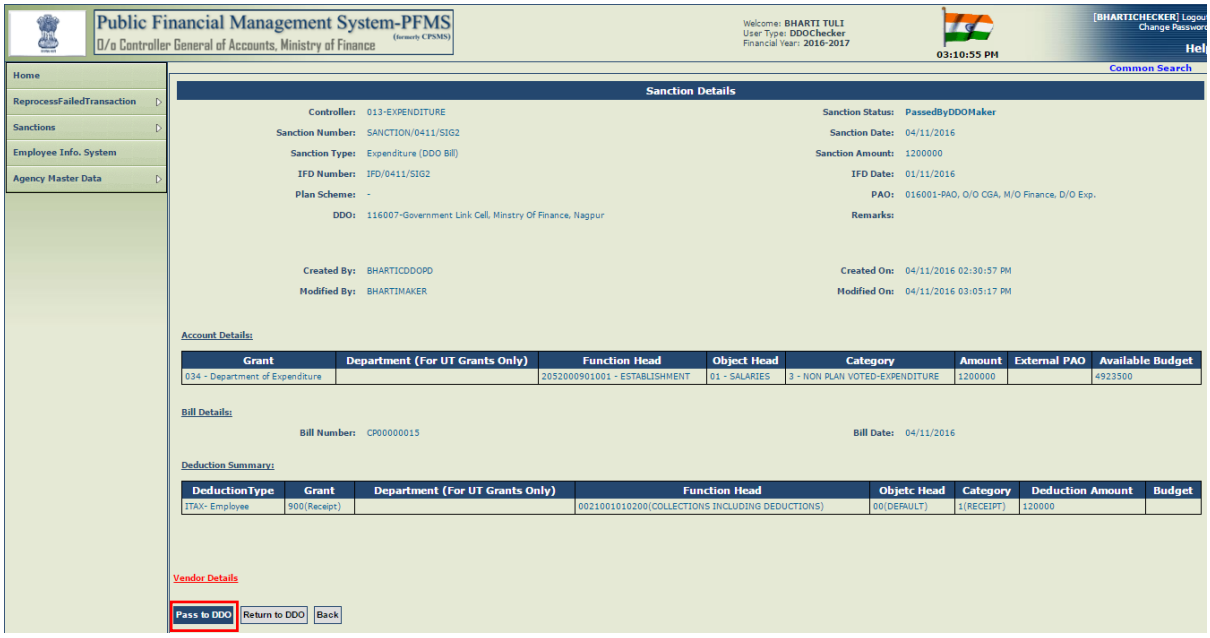


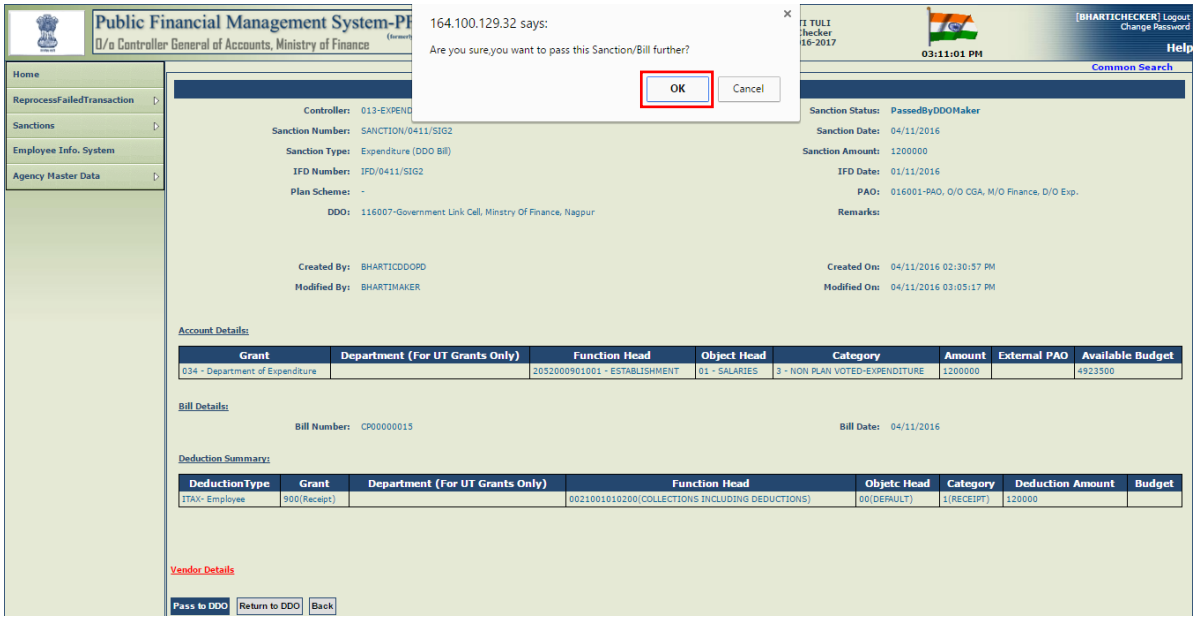
On pressing **"YES"**, the system will display a message:

"Sanction has been passed to DDO successfully"

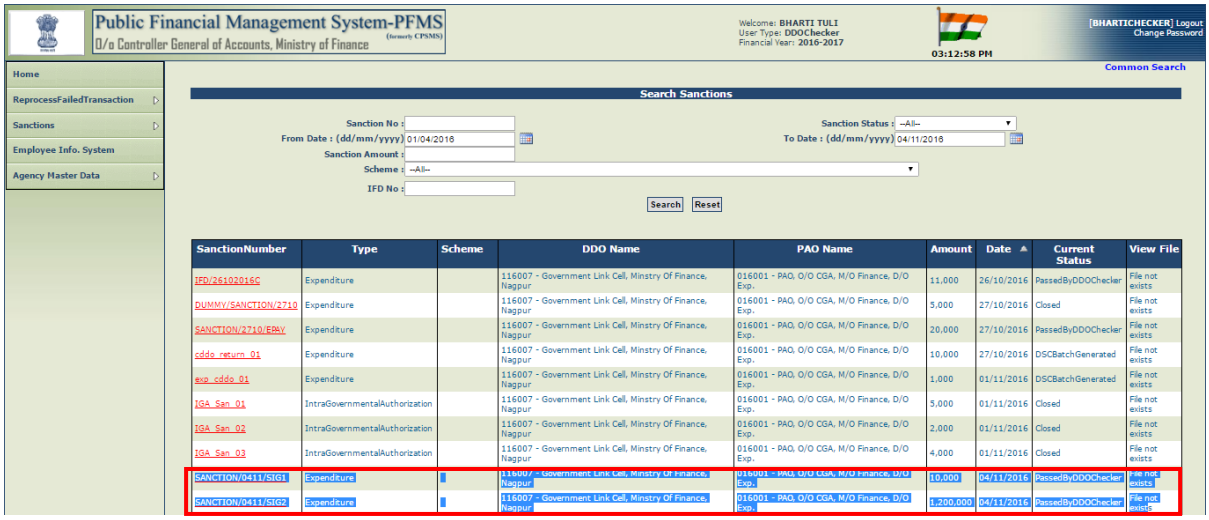


In a similar manner, second sanction will also be passed by DDO Checker.





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

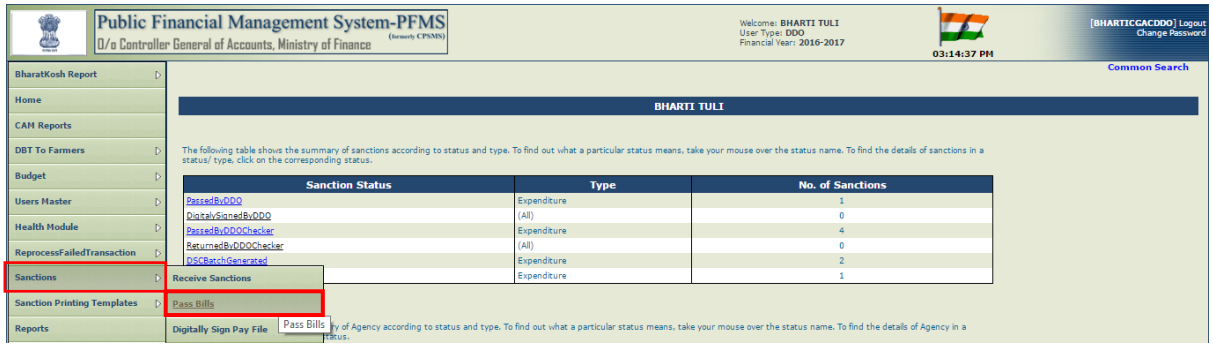


All the sanctions as passed by DDO Checker will be available at DDO user.

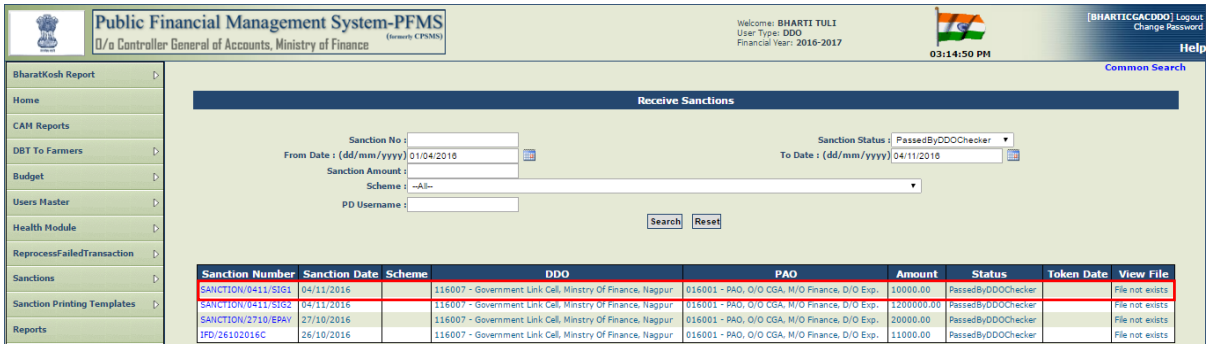
7. PASS/RETURN BILL BY CDDO

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"

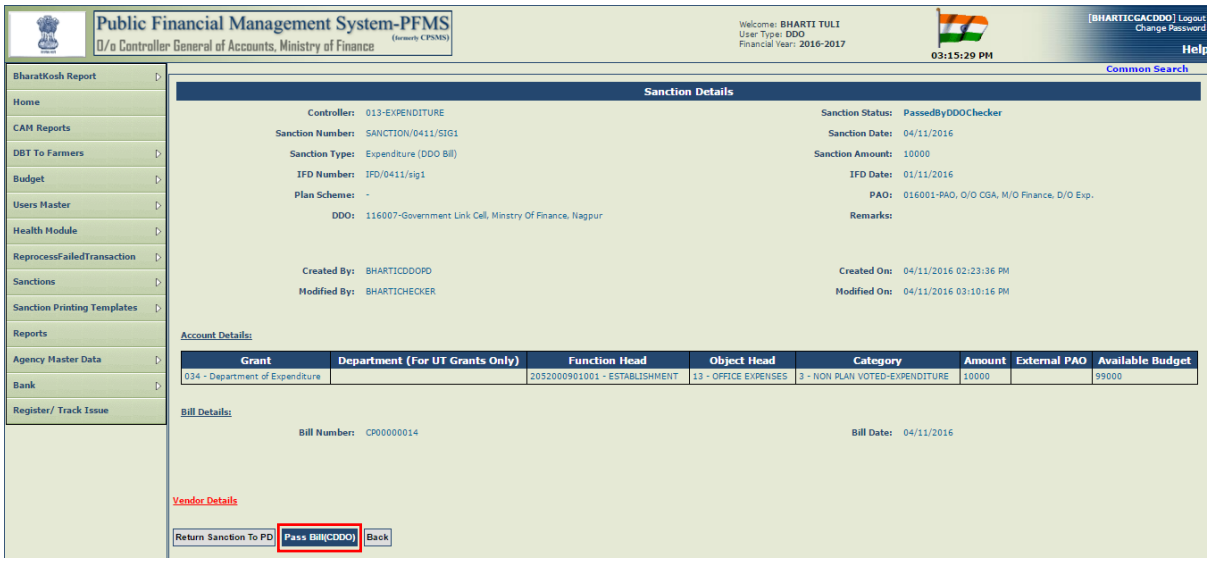


All the sanctions, as passed or returned by DDO checker, will be displayed to DDO. He will click the hyperlink of desired sanction to view the details and take appropriate action thereon.

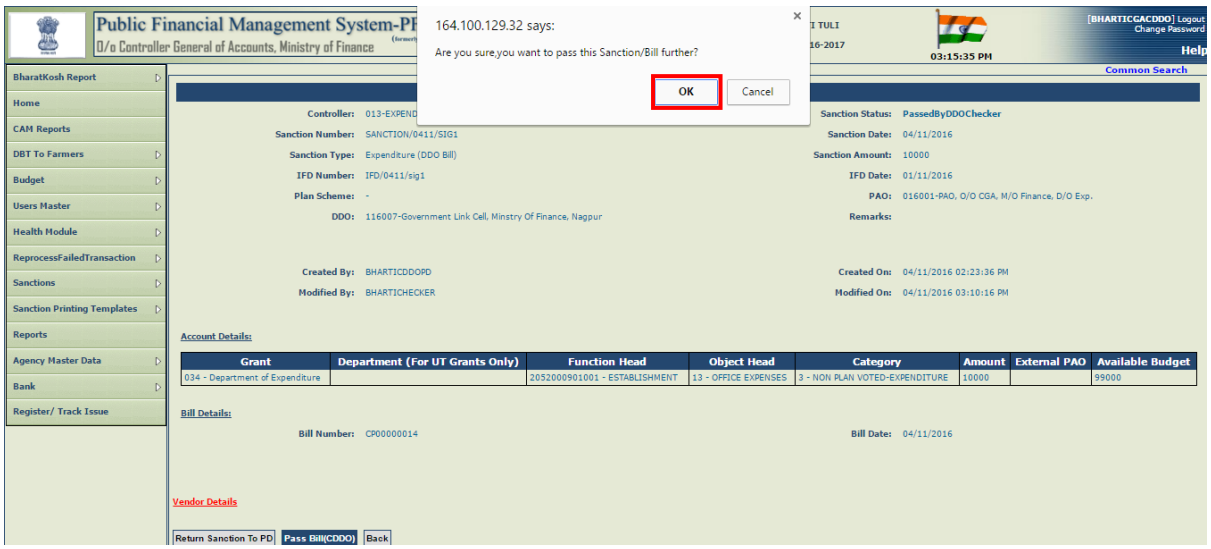


The details of sanction will be displayed to user. Two options are available for selection. User can either choose to **"PASS BILL (CDDO)"** to pass the bill for payment or opt to press the button **"RETURN SANCTION TO PD" i**n case incorrect sanction. In such case, bill as returned by DDO will be available 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.

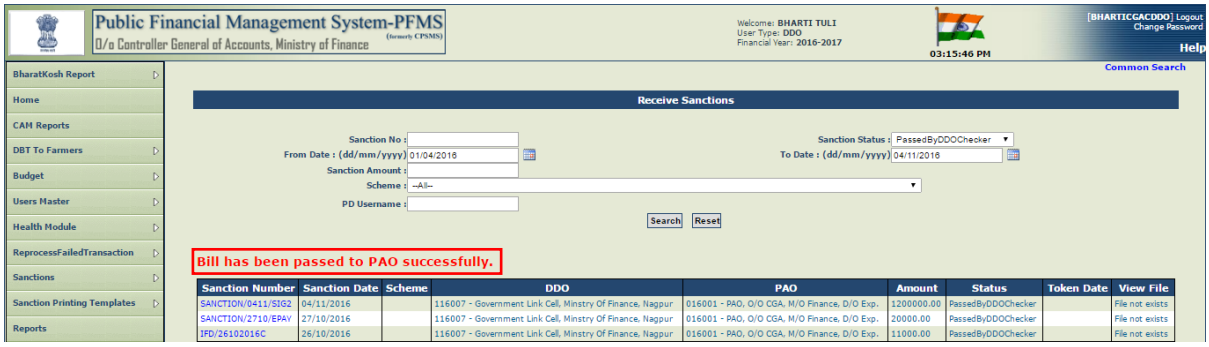


The system will ask for the confirmation of action. User will press **"OK"** button.

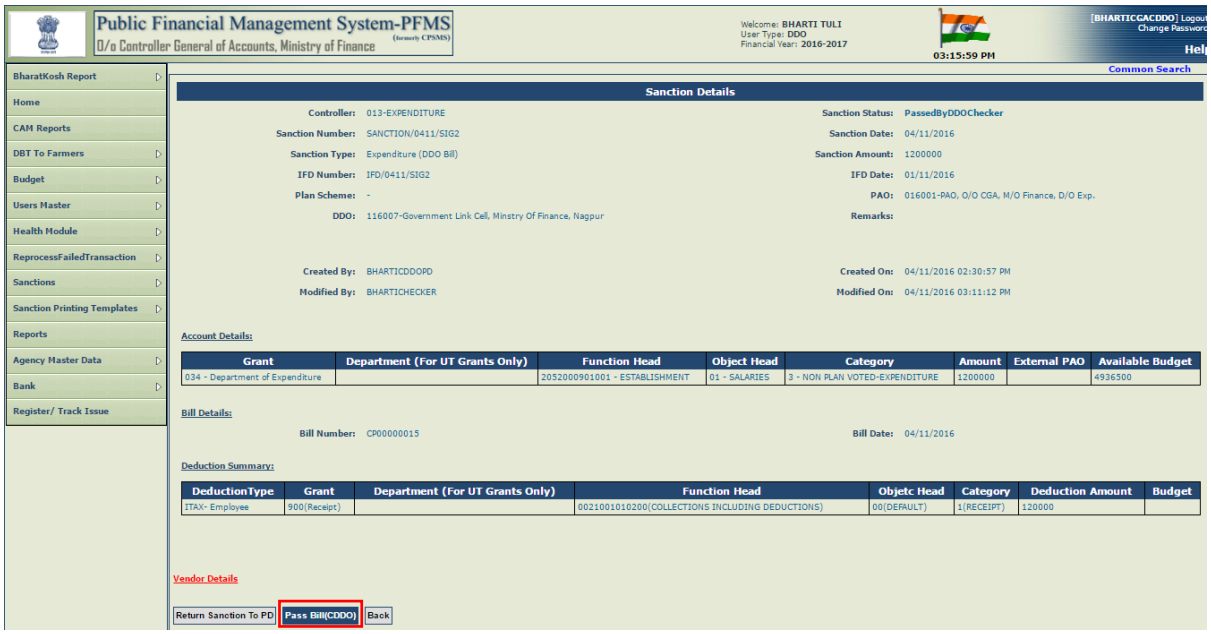


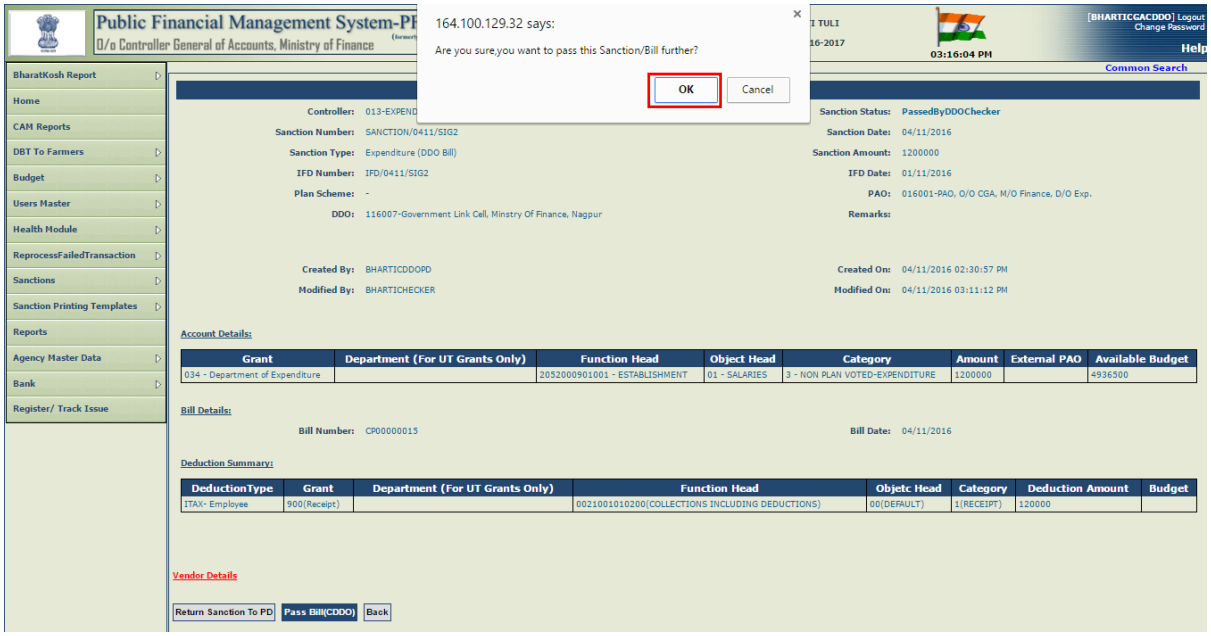
The system will display a message:

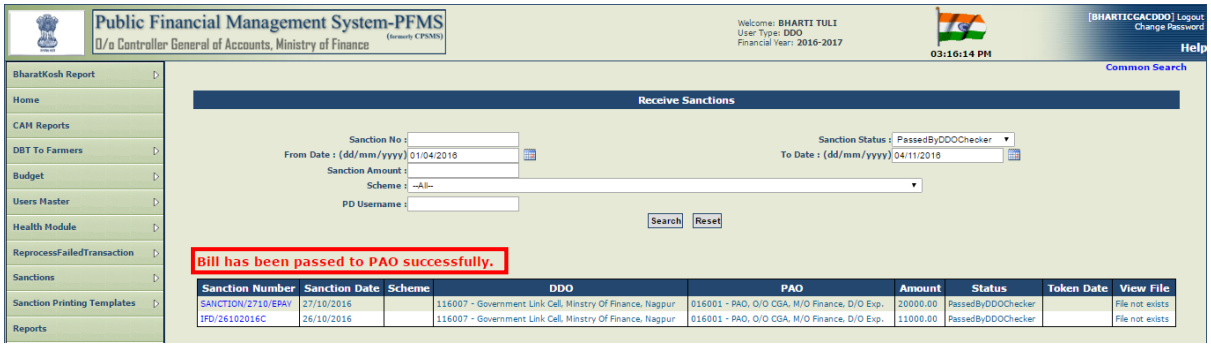
"Bill has been passed to PAO successfully"



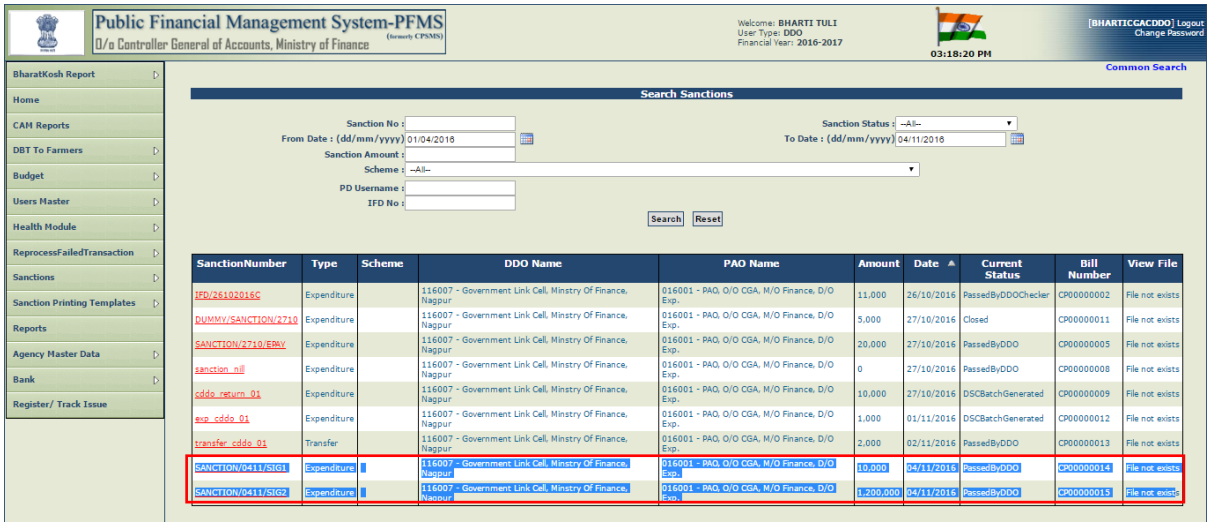
In a similar manner, second bill will be passed by DDO.







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"**.

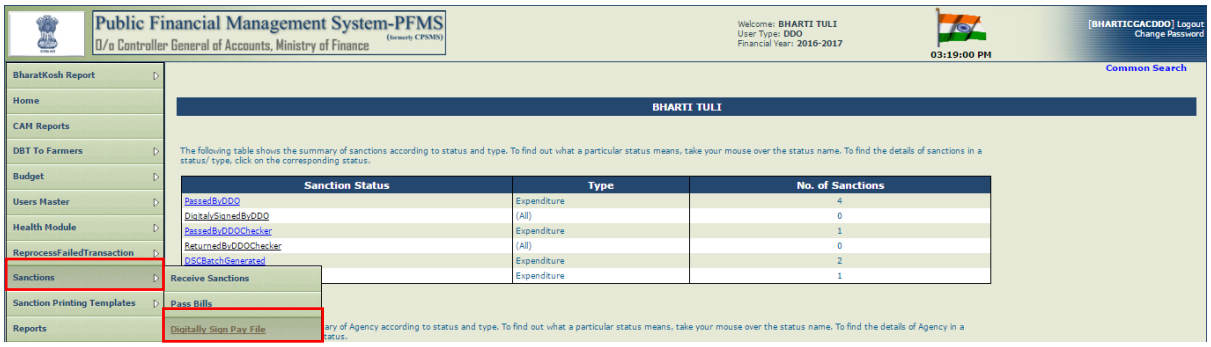


8. DIGITALLY SIGN PAY FILE

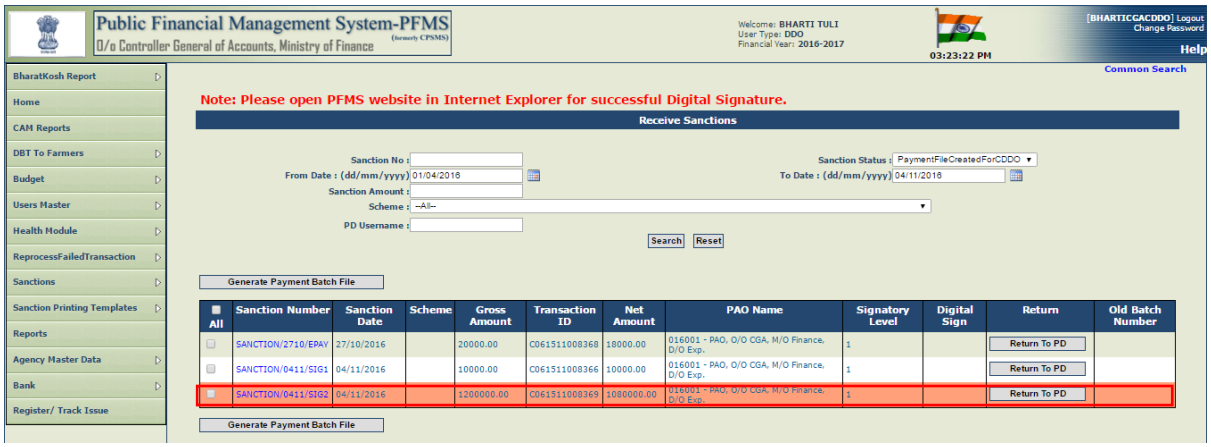
All e-payments bills after passing by DDO, will be available for digital signing by Signatory

1. For this, DDO will go to:

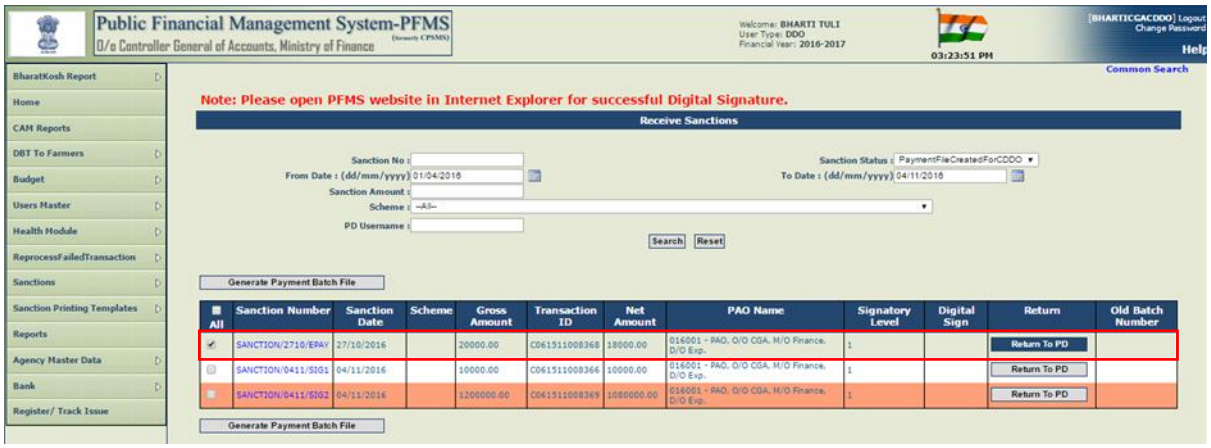
   "SANCTIONS" > "DIGITALLY SIGN PAY FILE"



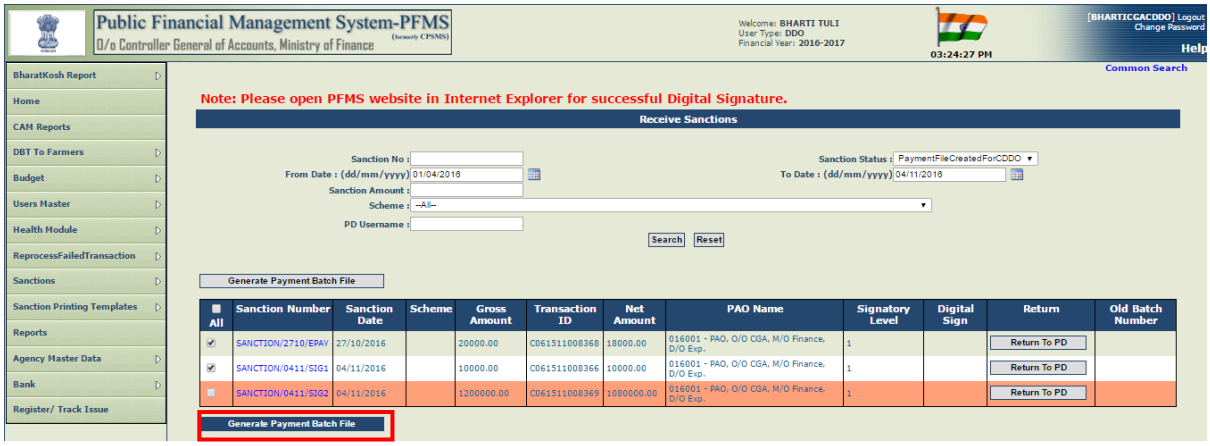
All e-payment bills available for digital signing will be displayed. User can make the use of search criteria to trace a particular bill.



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.

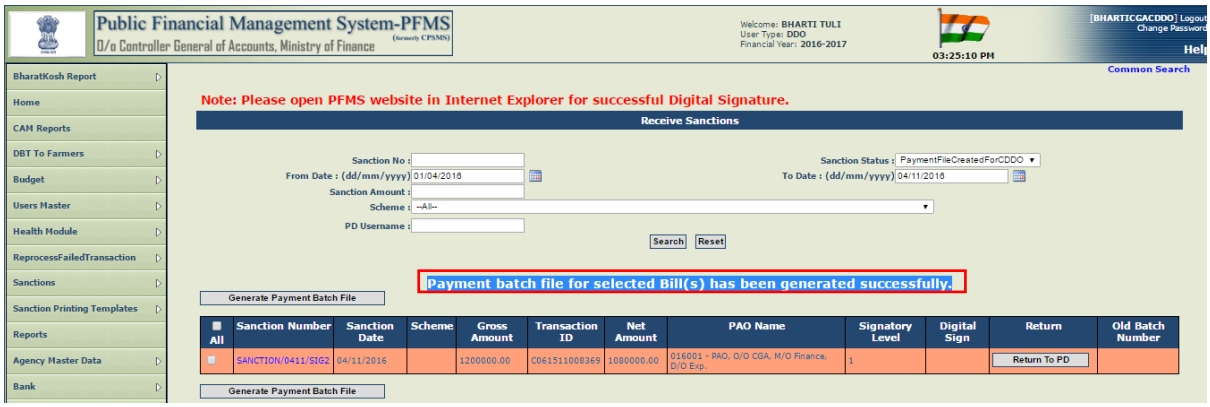


In case the sanction is correct, user can proceed for making the payment using his digital signatures. For this, first of all, a batch for digital signatures needs to be prepared. Bills can be digitally signed individually or in a batch of multiple bills in one go. User will select the desired sanction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



The system will display a message:

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

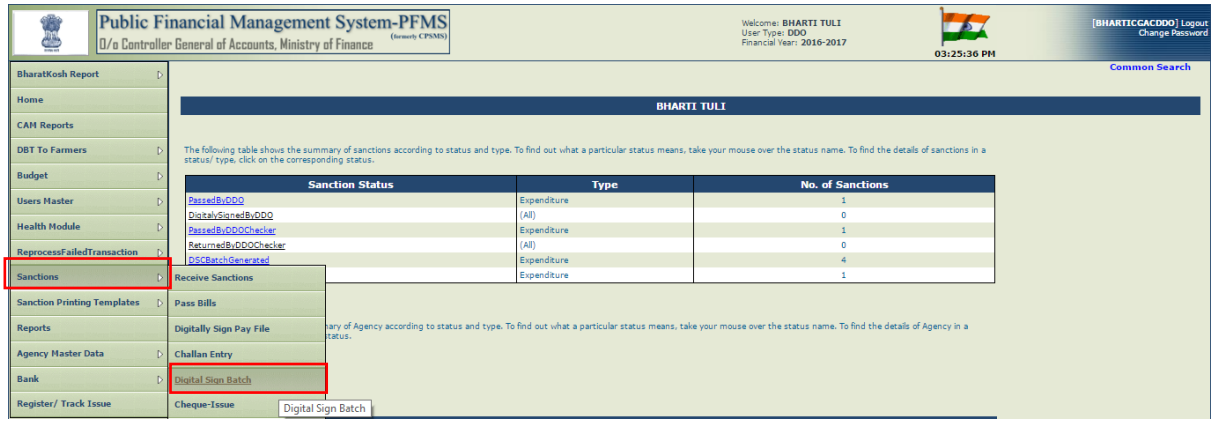


<u>NOTE: Separate batches should be prepared for payment requiring signatures of only signatory 1 (i. e. less than Rupees 10 lakhs) and the payment requiring signatures of both Signatory 1 and Signatory 2 (i.e. Rupees 10 lakhs and above).</u>

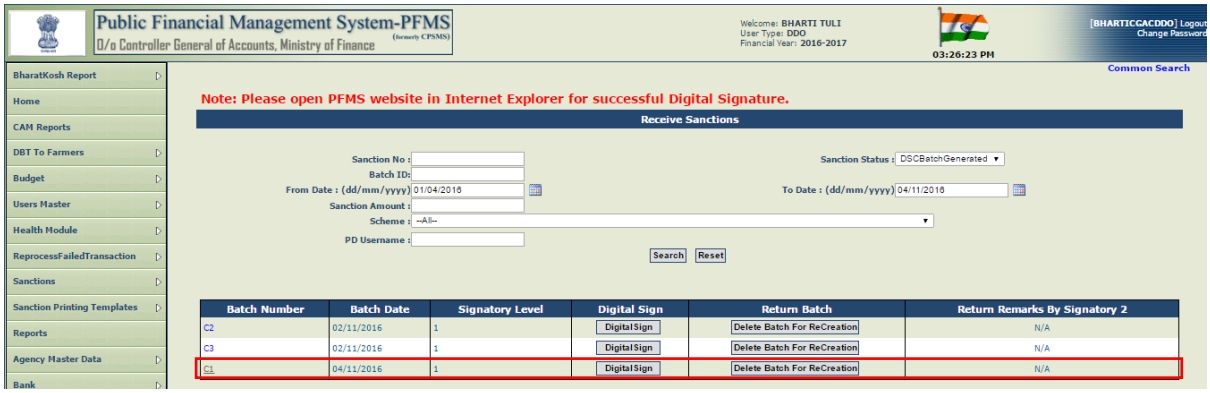
9. DIGITAL SIGN BATCH

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

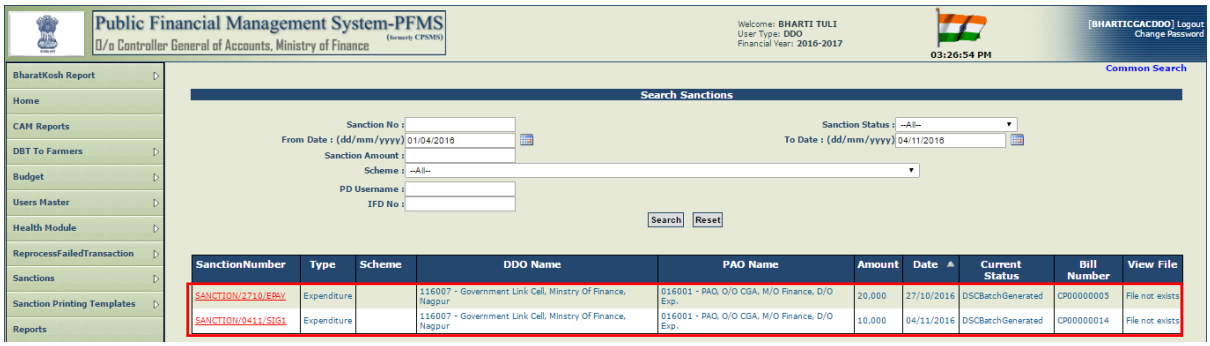
"SANCTIONS" > "DIGITAL SIGN BATCH"



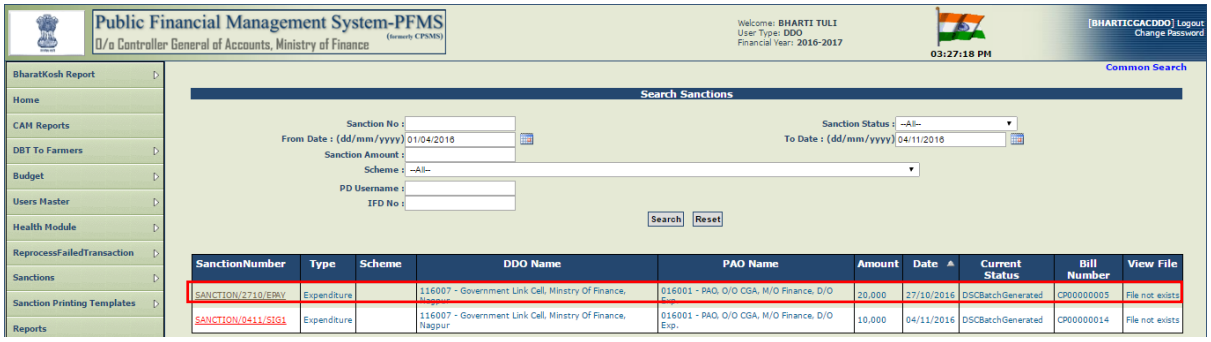
A screen will be displayed showing all the batches prepared. Here, two options are available with signatory 1. He can choose either the option **"DIGITAL SIGN"** or the option **"DELETE BATCH FOR RECREATION".** Before taking any action, user can click the hyperlink **"Batch Number"** to open it and view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



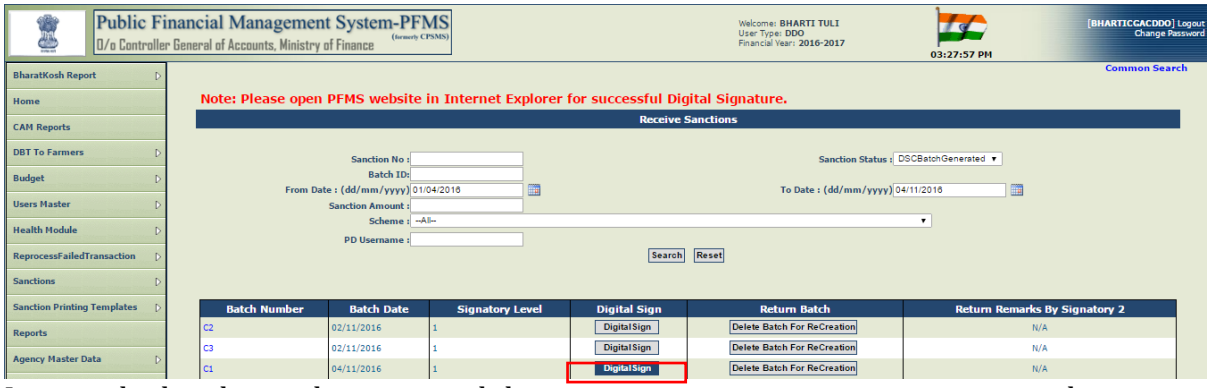
Sanction(s) contained in that particular batch, will be displayed to user.



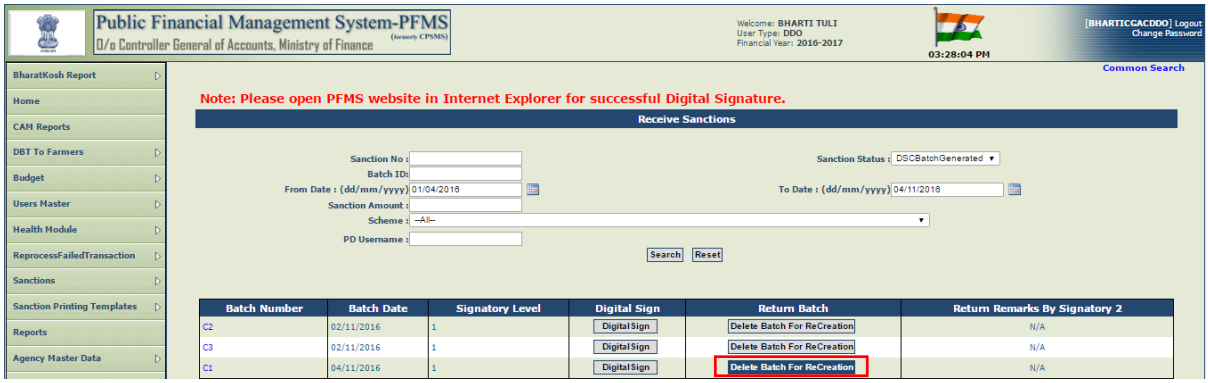
User can further view the details of particular sanction by clicking the hyperlink of **"Sanction Number"**



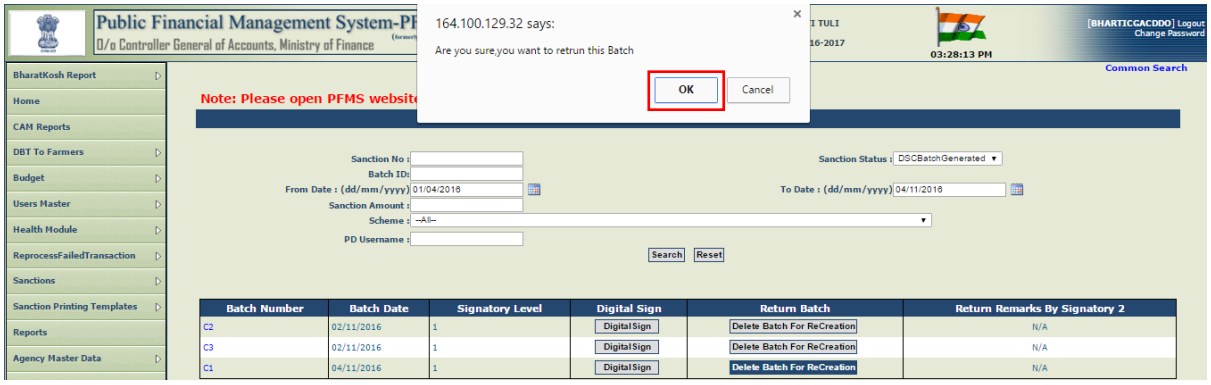
After viewing the details of Batch and Sanction(s), user can further decide whether the batch is to digitally signed or deleted. In case, details of Sanction(s) contained in a batch found correct, Signatory 1 can proceed to digitally sign the batch by clicking the button **"DIGITAL SIGN".**



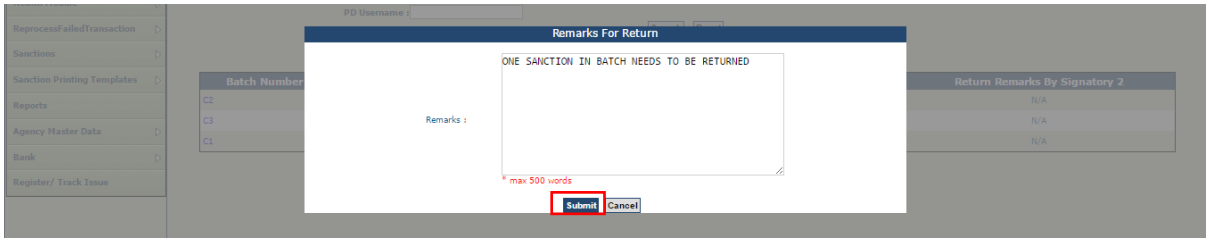
In case the batch is to be recreated due to certain reasons or a sanction is to be returned to PD, user has the option to **"DELETE BATCH FOR RECREATION".**



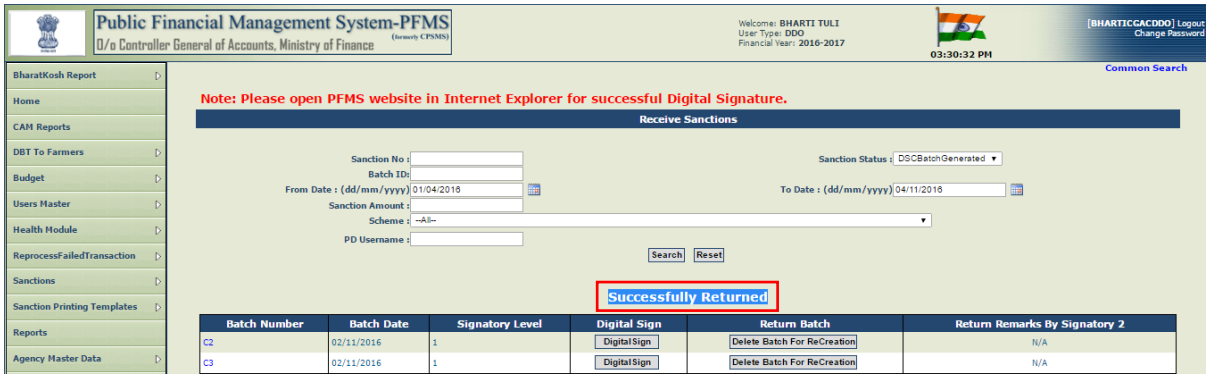
The system will ask for the confirmation of action. User will press **"OK"** button.



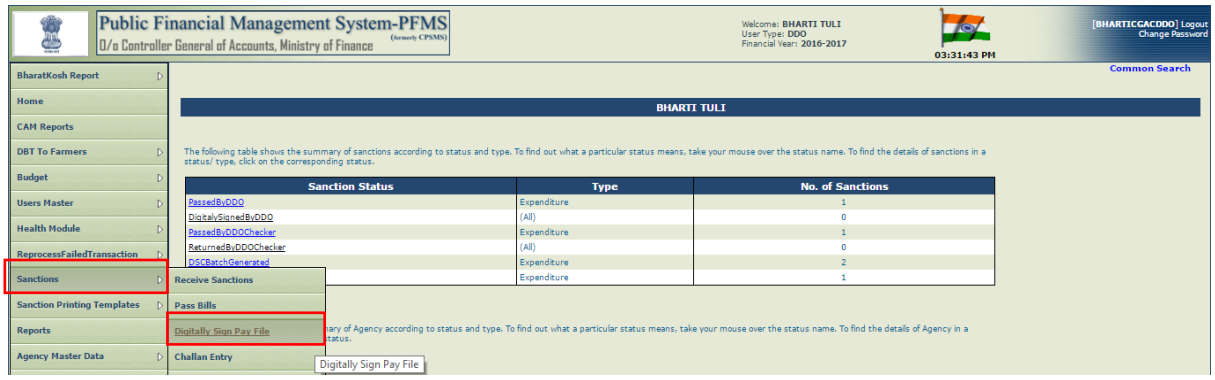
The system will ask for the reason to delete batch. User will provide the reason for return and press **"SUBMIT"** button.



The system will display the message **"Successfully Returned"**.

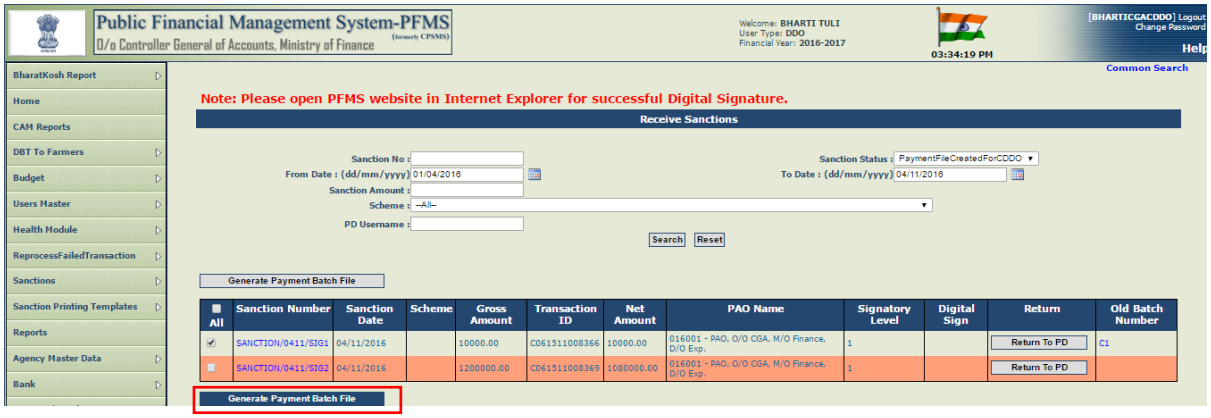


Now since the batch has been deleted, all the sanctions contained in this batch, will again be available for creation of batch in **"Digitally Sign Pay File"** under the option **"Sanctions".**

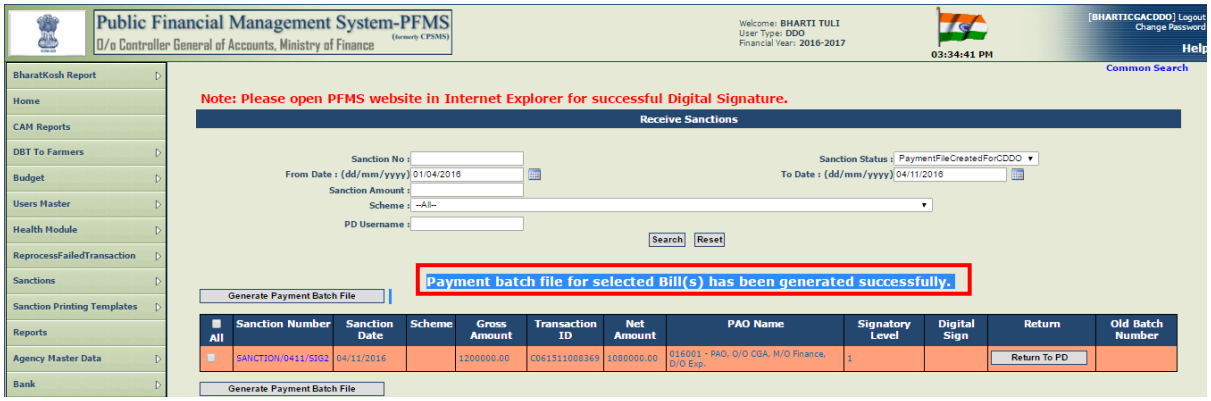


Now user again proceeds to digitally sign a bill. For this, first he will have to create a batch.

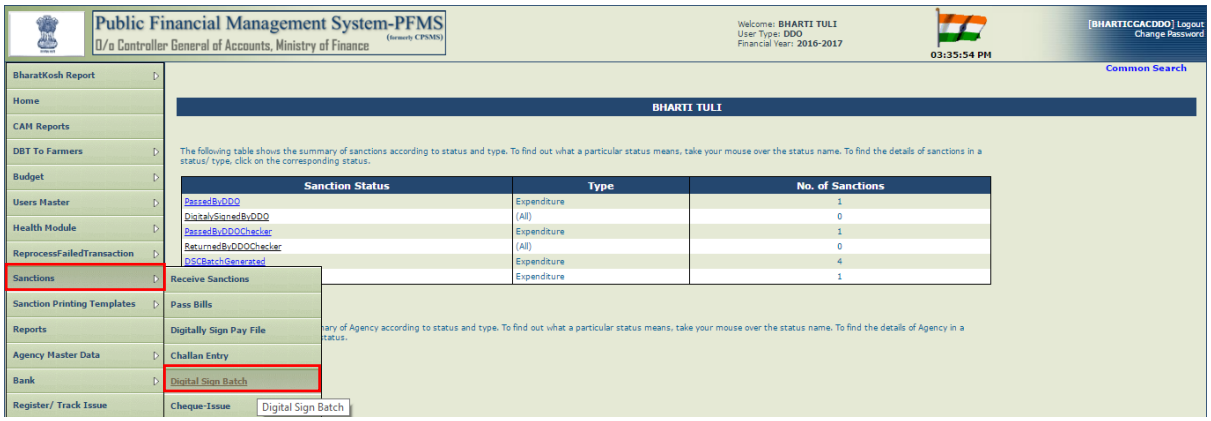
He will select the desired single/multiple sanctions, as the case may be, and press the button **"GENERATE PAYMENT BATCH FILE".**



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



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



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.

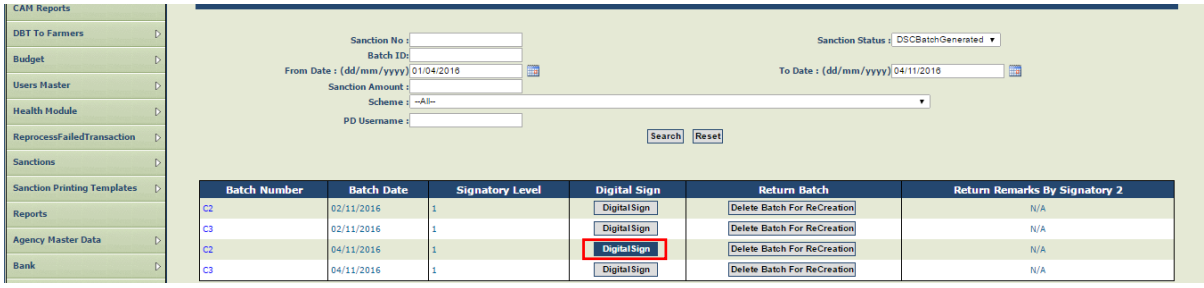
10. DIGITAL SIGNATURES – SIGNATORY 1 (Payment amounting to less than Rupees Ten Lakhs)

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".**

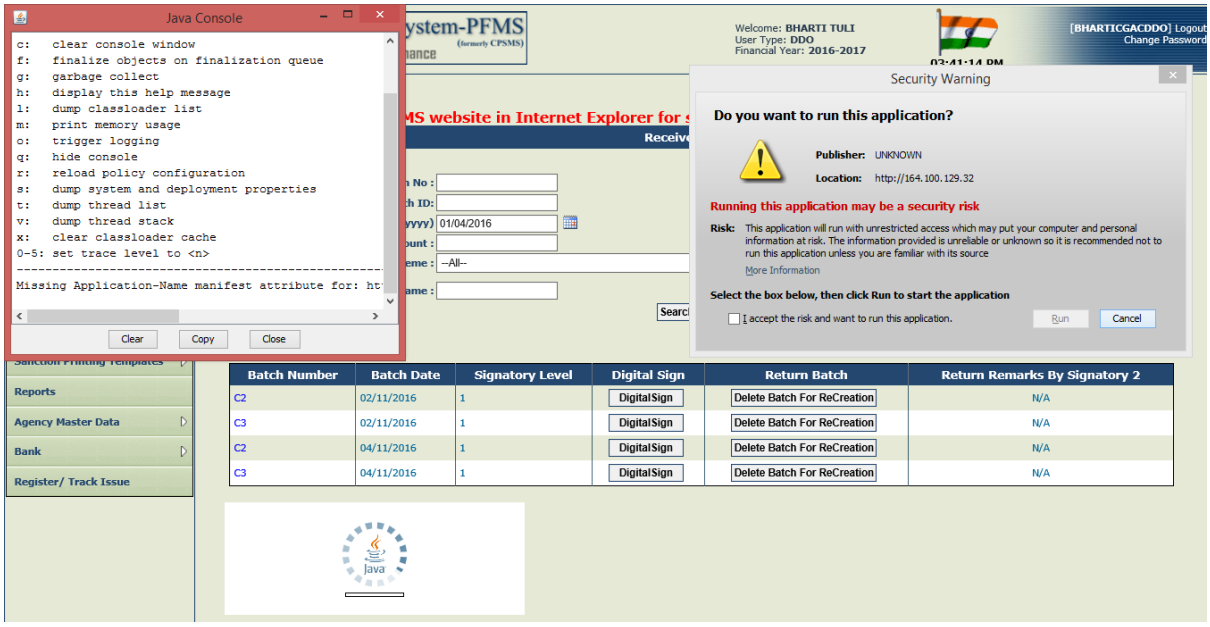
(NOTE:

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.

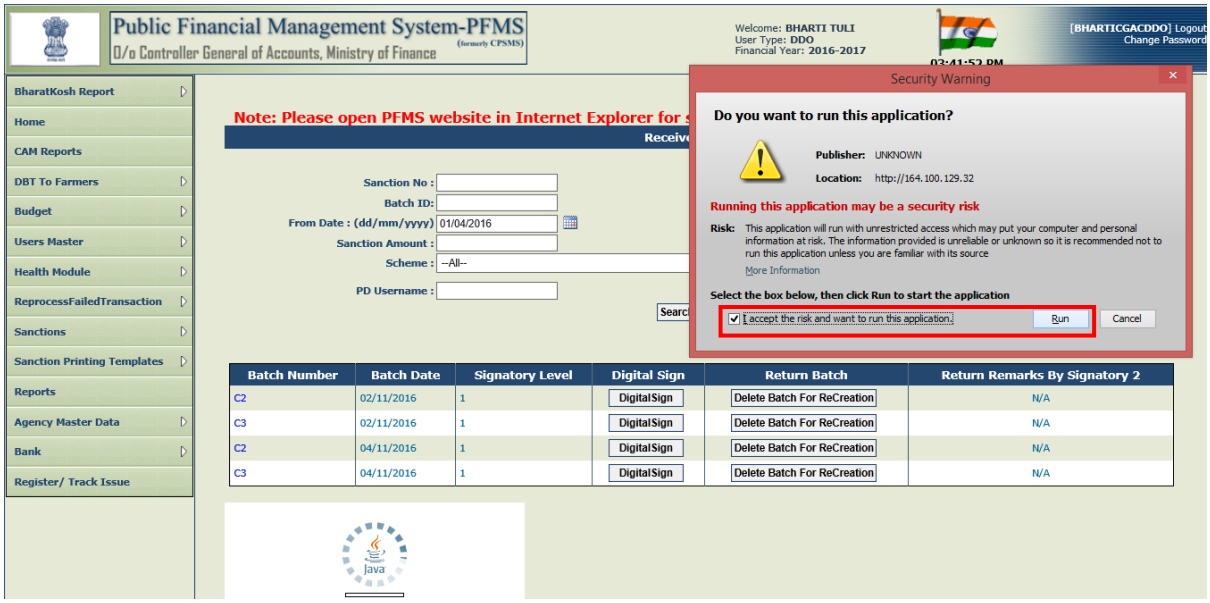
2. User has to open PFMS website in Internet Explorer for successful digital signatures.)



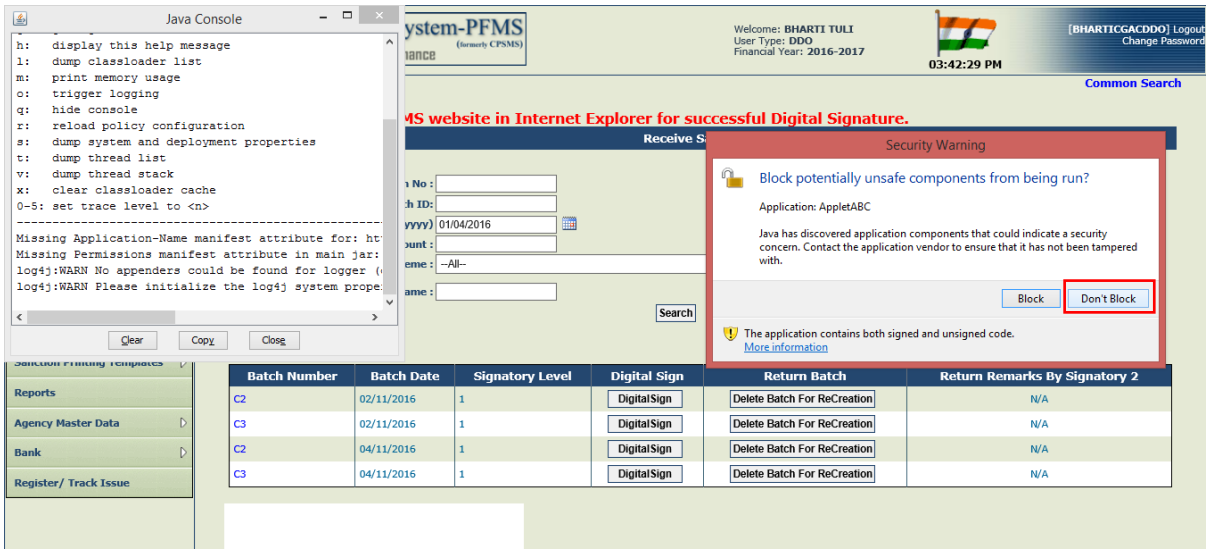
Three pop up screens of **"Java Console", "Security Warning"** and" **Java Symbol"** will appear.



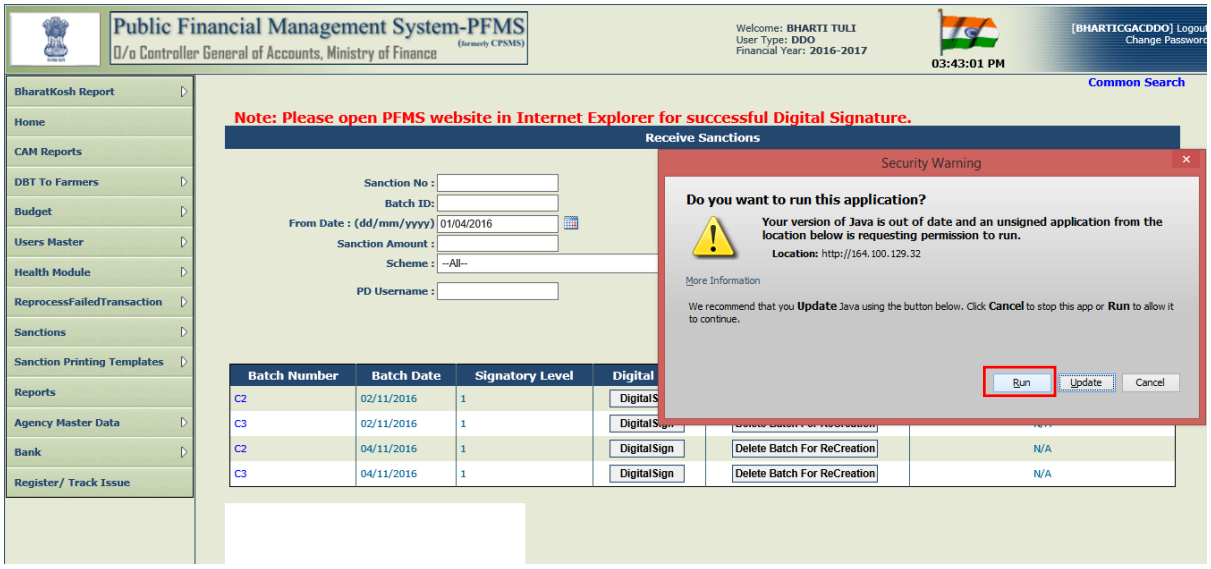
User will check the box **"I accept the risk and want to run the application"** and click **"RUN"** button.



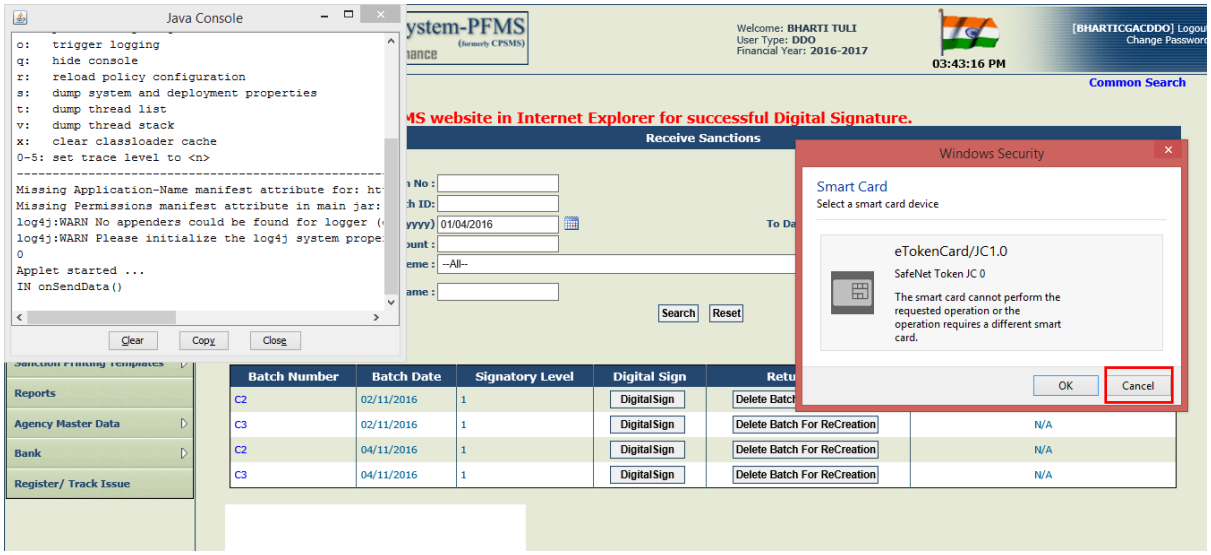
User will press **"DON'T BLOCK"** on next screen.



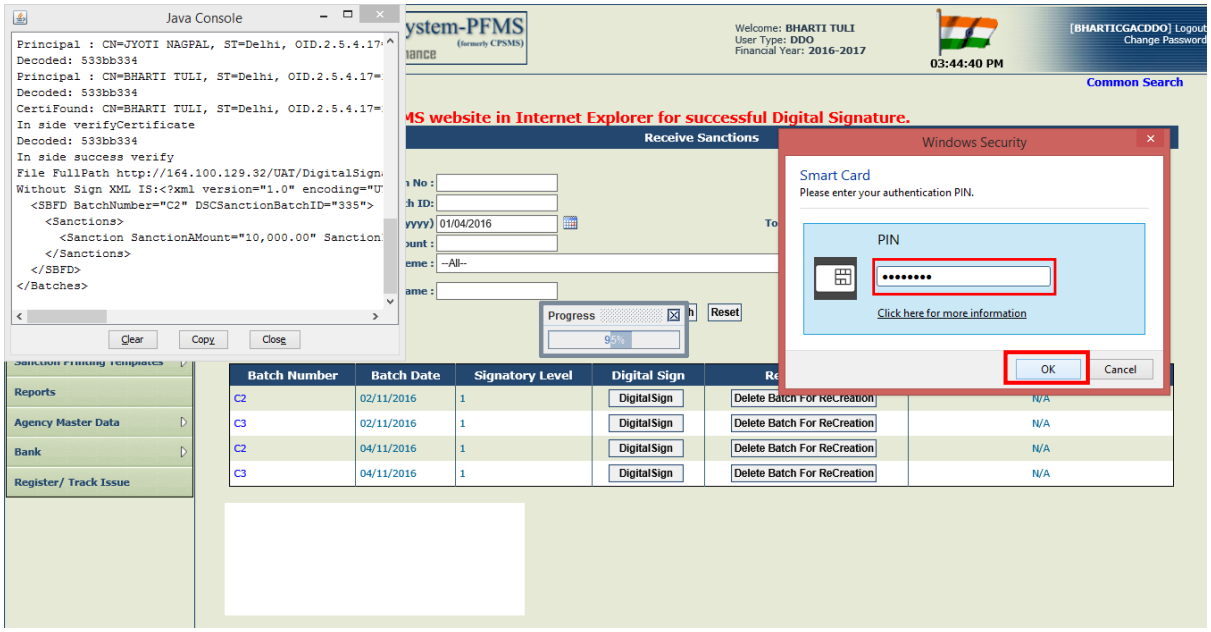
User will press **"RUN"** on next screen.



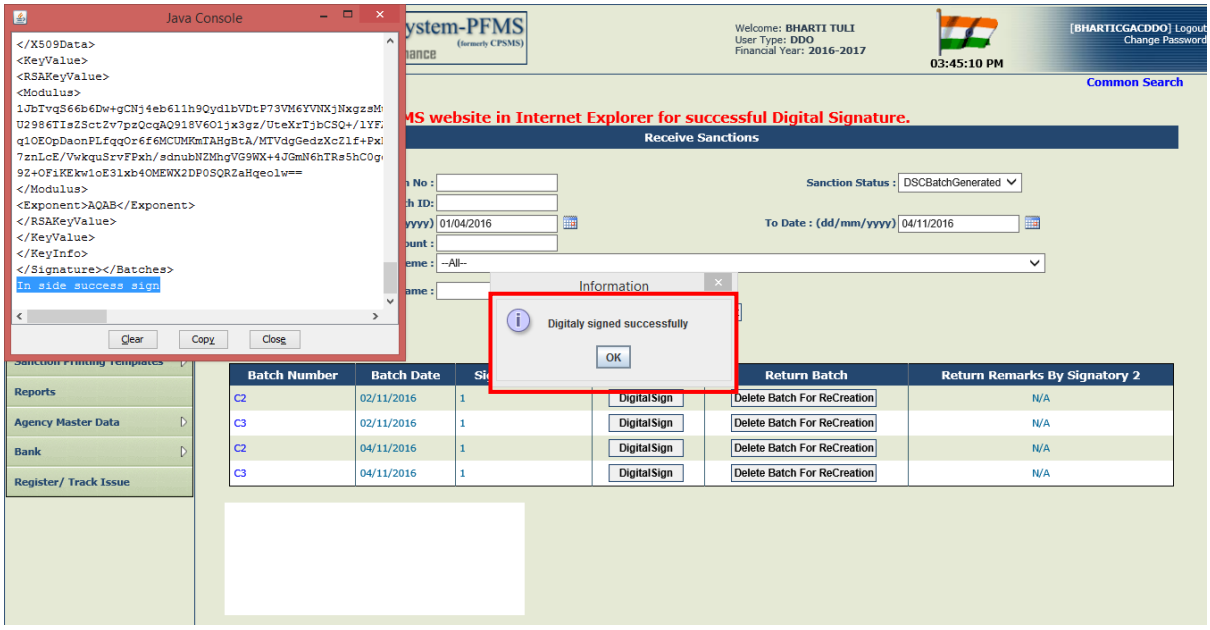
Following screen, showing the pop up of "Windows Security", will appear. User has to press the button **"CANCEL"** on pop up screen as many times as it appears.



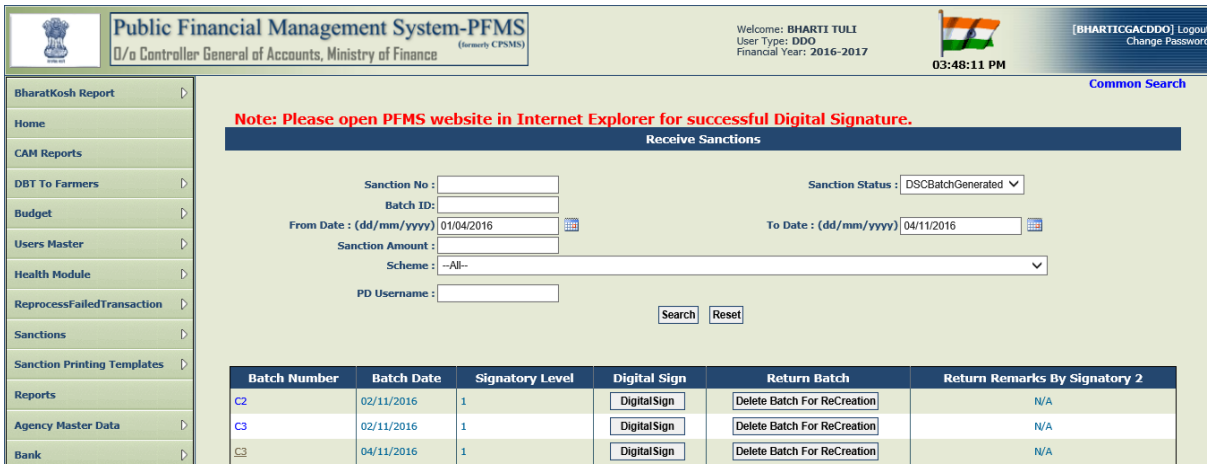
The system shall ask user to enter Authentication pin. User shall enter valid pin and press **"OK"**.



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

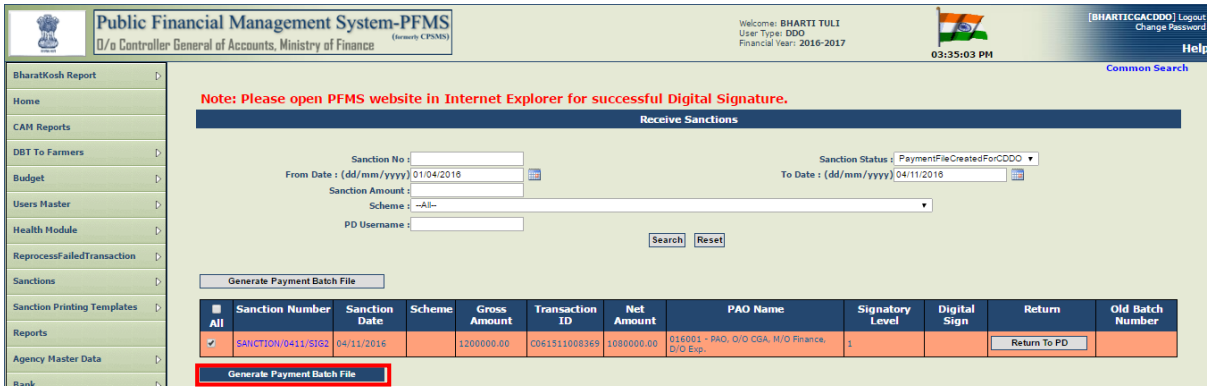


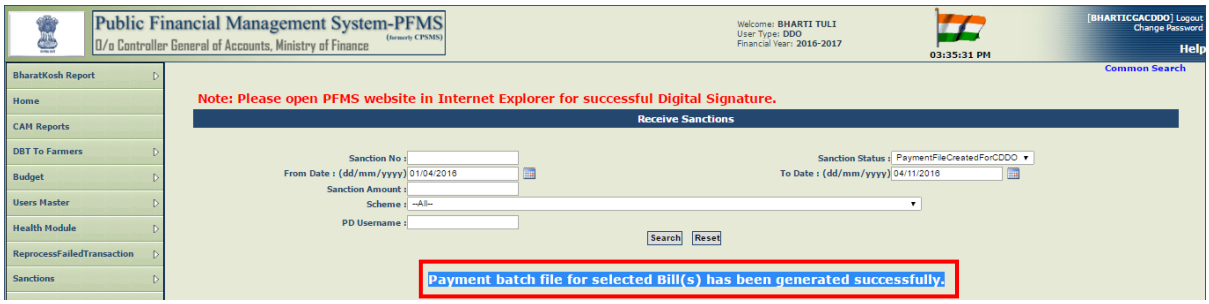
After the batch has been digitally signed successfully, it will disappear from the list of batches displayed on the screen.



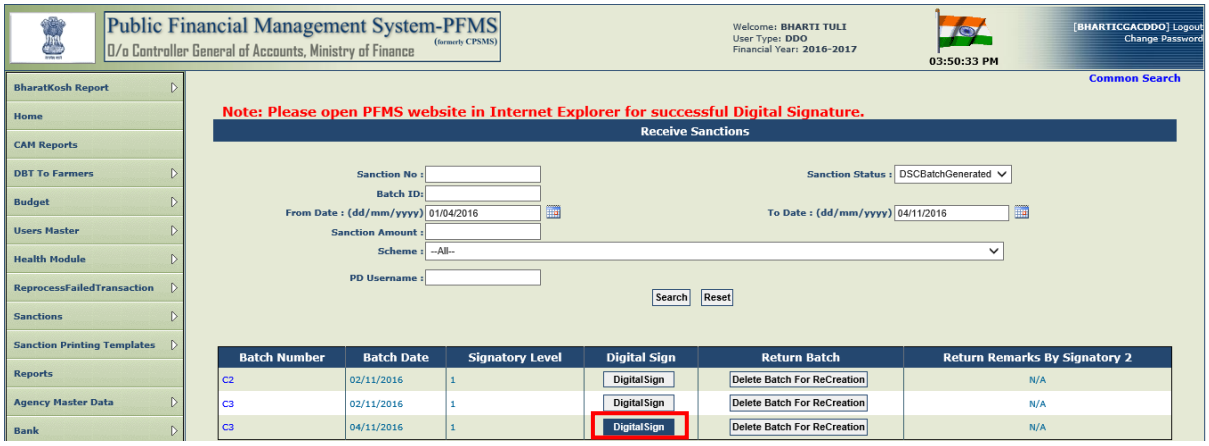
11. DIGITAL SIGNATURES – SIGNATORY 1 & 2 (Payment amounting to Rupees Ten Lakhs and above)

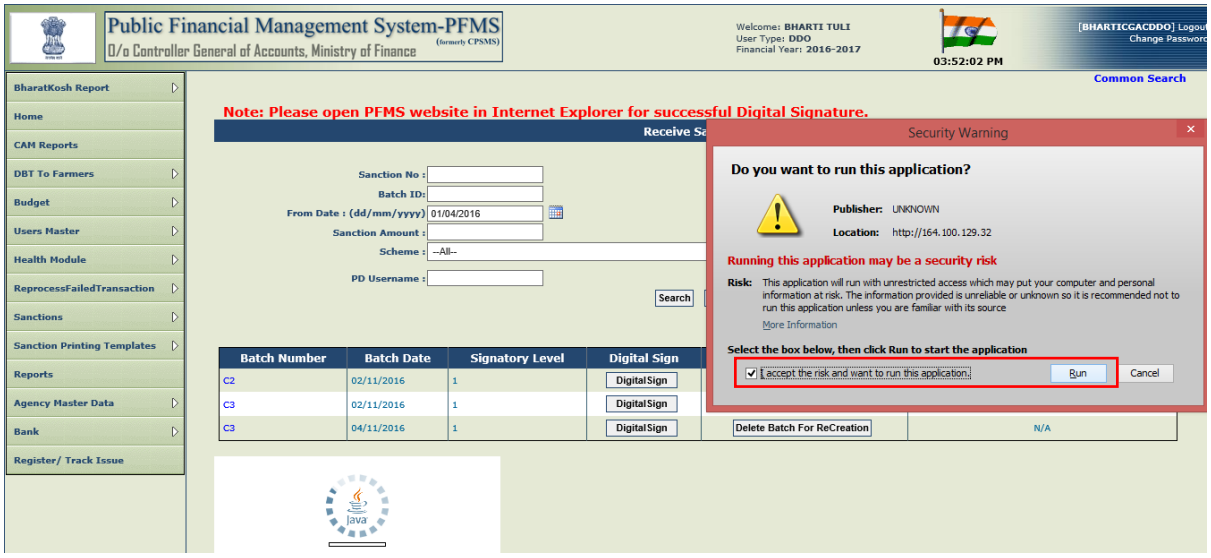
In case of sanction for payment amounting to Rupees 10 lakhs and above, digital signatures of signatory 2 are also required after the payment has been digitally signed successfully by signatory 1. First, the batch, as already explained, will be prepared.

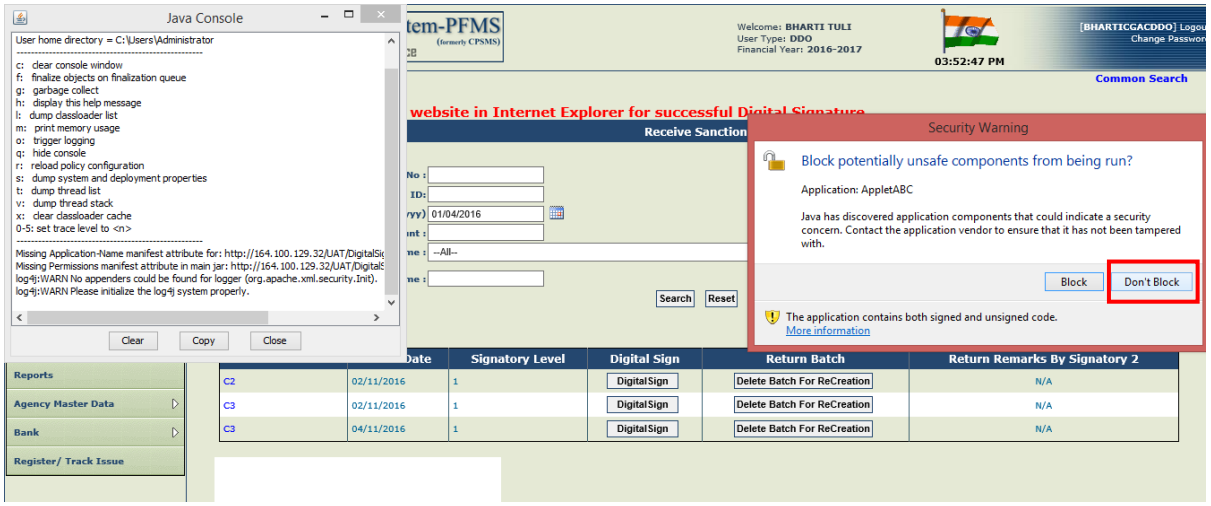


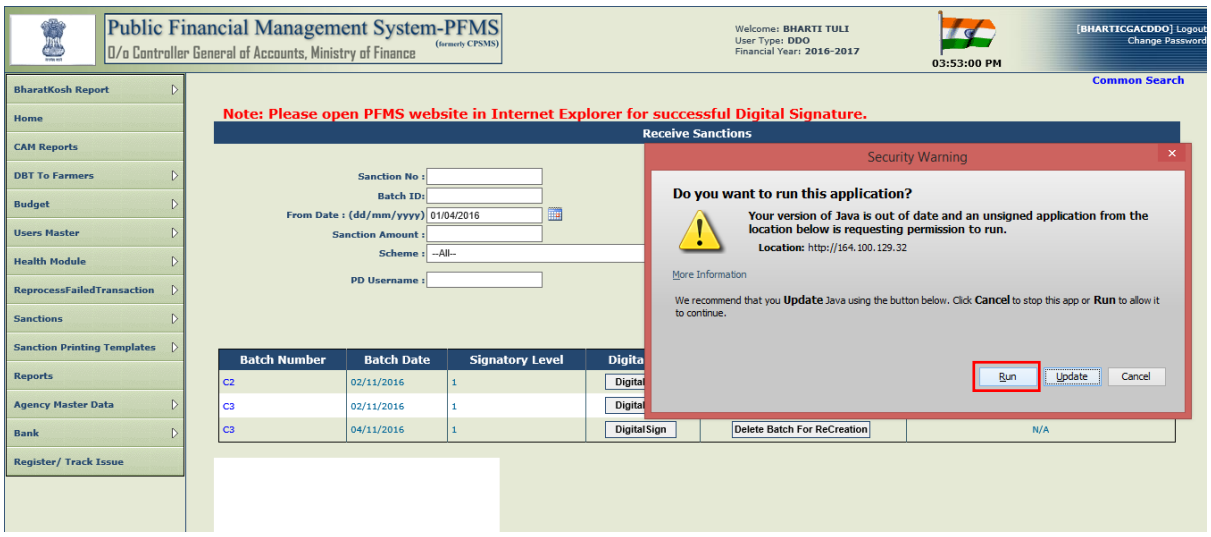


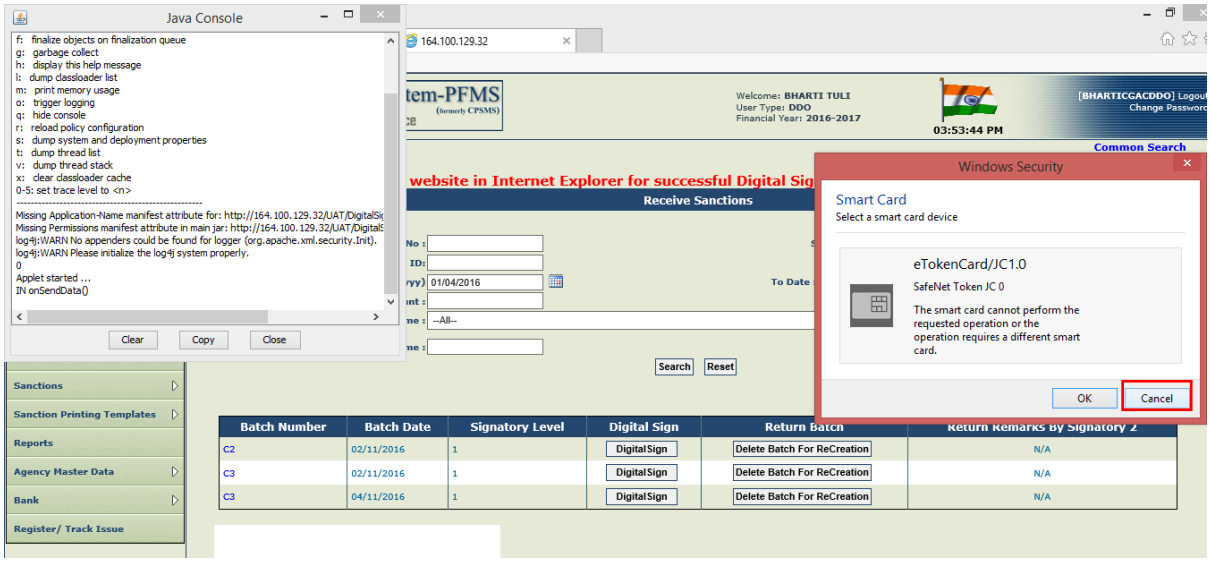
Then, the sanction will be available at Signatory 1 for digitally signing the batch.

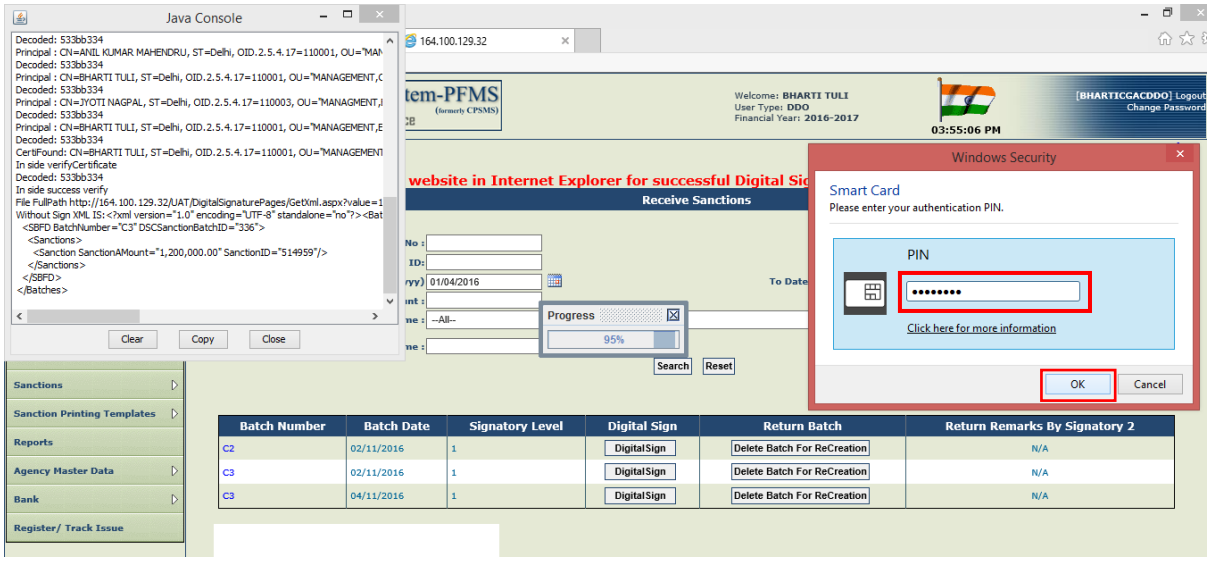


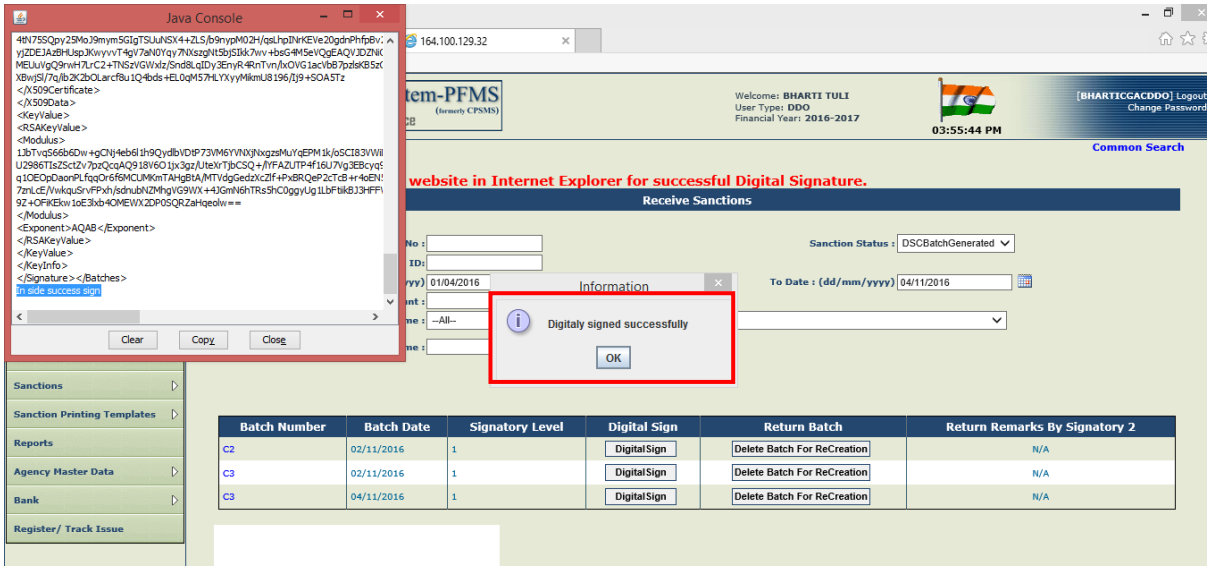

Public Financial Management System-PFMS
O/o Controller General of Accounts, Ministry of Finance
Welcome: BHARTI TULI
User Type: DDO
Financial Year: 2016-2017
03:52:02 PM
Common Search
Note: Please open PFMS website in Internet Explorer for successful Digital Signature.
Security Warning
Do you want to run this application?
Publisher: UNKNOWN
Location: http://164.100.129.32
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.
Run
Cancel
Batch Number
Batch Date
Signatory Level
Digital Sign
Delete Batch For ReCreation
N/A


Java Console
Clear
Copy
Close
03:52:47 PM
Common Search
Security Warning
Block potentially unsafe components from being run?
Application: AppletABC
Java has discovered application components that could indicate a security concern. Contact the application vendor to ensure that it has not been tampered with.
Block
Don't Block
The application contains both signed and unsigned code.
More information
Signatory Level
Digital Sign
Return Batch
Return Remarks By Signatory 2
Delete Batch For ReCreation
N/A

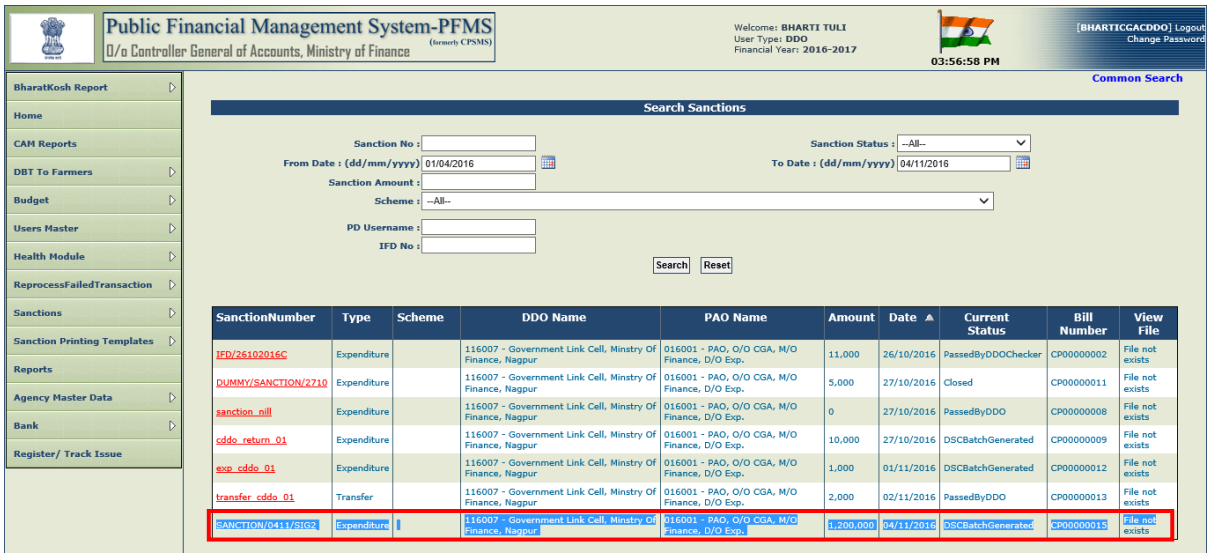

Public Financial Management System-PFMS
O/o Controller General of Accounts, Ministry of Finance
Welcome: BHARTI TULI
User Type: DDO
Financial Year: 2016-2017
03:53:00 PM
Common Search
Note: Please open PFMS website in Internet Explorer for successful Digital Signature.
Receive Sanctions
Security Warning
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://164.100.129.32
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.
Run
Update
Cancel
Batch Number
Batch Date
Signatory Level
Delete Batch For ReCreation
N/A


Java Console
Clear
Copy
Close
Welcome: BHARTI TULI
User Type: DDO
Financial Year: 2016-2017
03:53:44 PM
Common Search
website in Internet Explorer for successful Digital Sig
Receive Sanctions
Windows Security
Smart Card
Select a smart card device
eTokenCard/JC1.0
SafeNet Token JC 0
The smart card cannot perform the requested operation or the operation requires a different smart card.
OK
Cancel
Search
Reset
Sanctions
Sanction Printing Templates
Reports
Agency Master Data
Bank
Register/ Track Issue
Batch Number
Batch Date
Signatory Level
Digital Sign
Return Batch
Return Remarks By Signatory 2
C2
02/11/2016
C3
02/11/2016
C3
04/11/2016
DigitalSign
Delete Batch For ReCreation
N/A

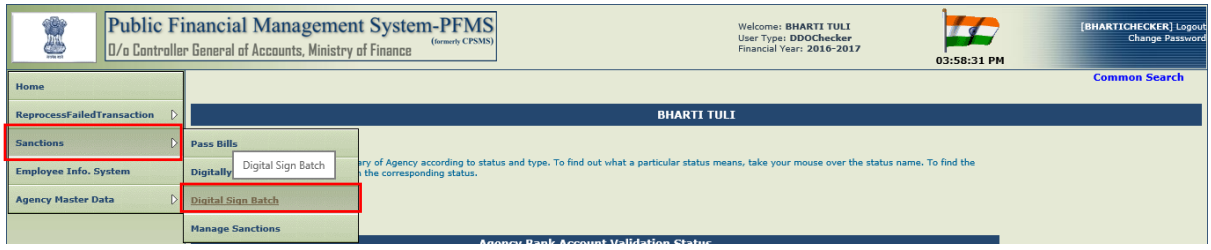

Java Console
Clear
Copy
Close
Welcome: BHARTI TULI
User Type: DDO
Financial Year: 2016-2017
03:55:06 PM
website in Internet Explorer for successful Digital Sig
Receive Sanctions
Progress
95%
Windows Security
Smart Card
Please enter your authentication PIN.
PIN
Click here for more information
OK
Cancel
Search
Reset
Sanctions
Sanction Printing Templates
Reports
Agency Master Data
Bank
Register/ Track Issue
Batch Number
Batch Date
Signatory Level
Digital Sign
Return Batch
Return Remarks By Signatory 2
C2
02/11/2016
C3
02/11/2016
C3
04/11/2016
DigitalSign
Delete Batch For ReCreation
N/A


Java Console
Clear
Copy
Close
Welcome: BHARTI TULI
User Type: DDO
Financial Year: 2016-2017
03:55:44 PM
Common Search
website in Internet Explorer for successful Digital Signature.
Receive Sanctions
Sanction Status : DSCBatchGenerated
To Date : (dd/mm/yyyy) 04/11/2016
Information
Digitaly signed successfully
OK
Sanctions
Sanction Printing Templates
Reports
Agency Master Data
Bank
Register/ Track Issue
Batch Number
Batch Date
Signatory Level
Digital Sign
Return Batch
Return Remarks By Signatory 2
C2
02/11/2016
C3
02/11/2016
C3
04/11/2016
DigitalSign
Delete Batch For ReCreation
N/A

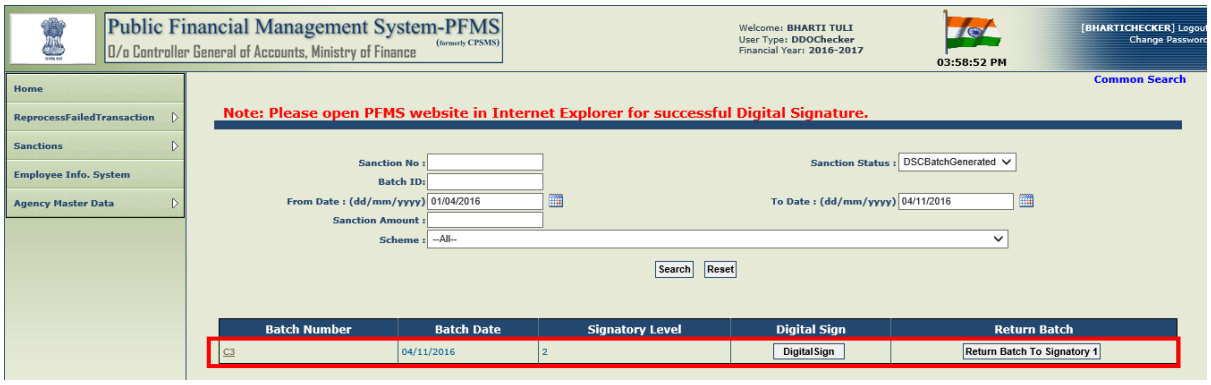
Status of sanction can be viewed as **"DSC Batch Generated"** under the option **"Sanction" >"Manage Sanction"**



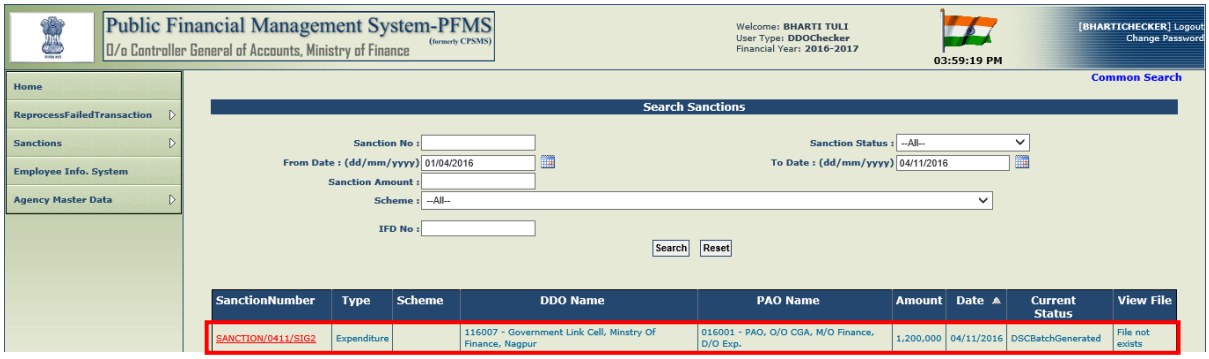
Now this bill will be available at Signatory 2 for his digital signatures.

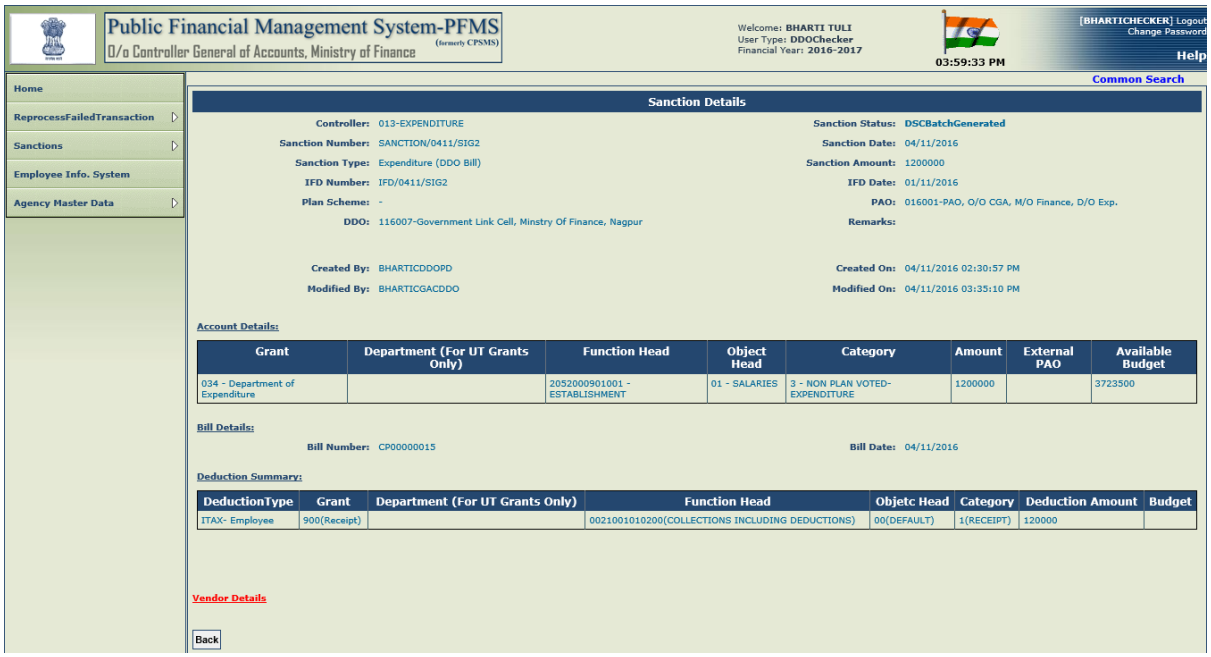


Signatory 2 will have two options for selection. If sanction is correct, he will proceed to digitally sign the payment by pressing the button **"DIGITAL SIGN".** On the other hand, in case the sanction is not correct, he will press the button **"RETURN BATCH TO SIGNATORY 1".**

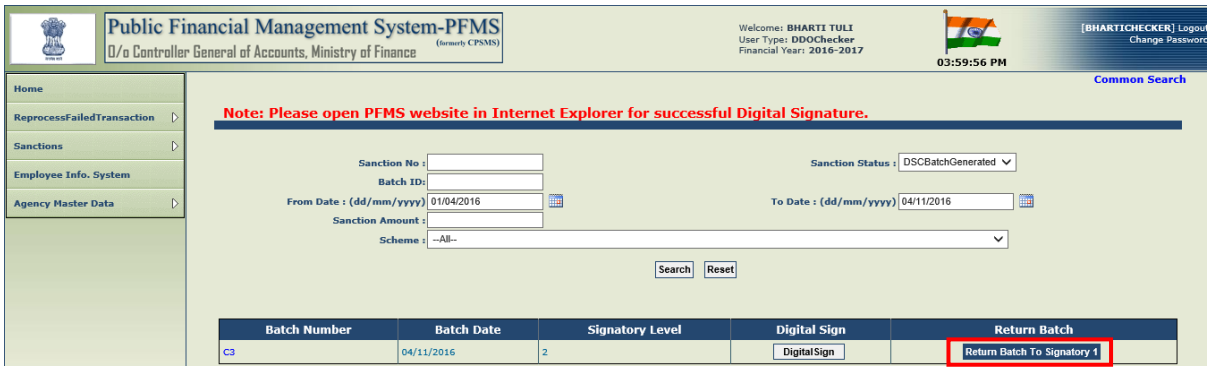


Before taking any decision, he can confirm the correctness of sanction by viewing its details on pressing its hyperlink.

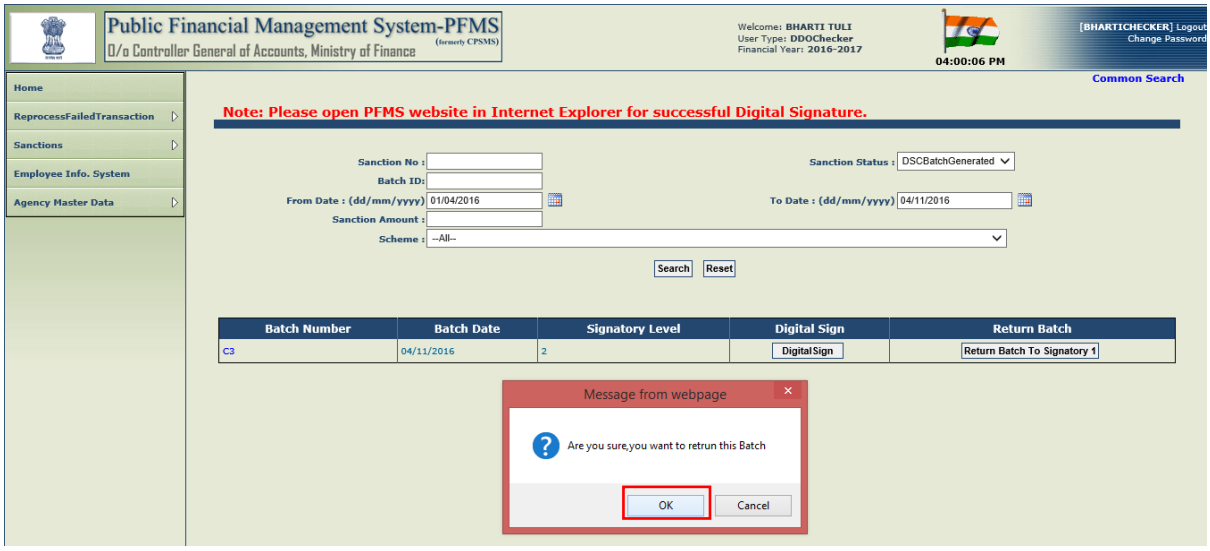




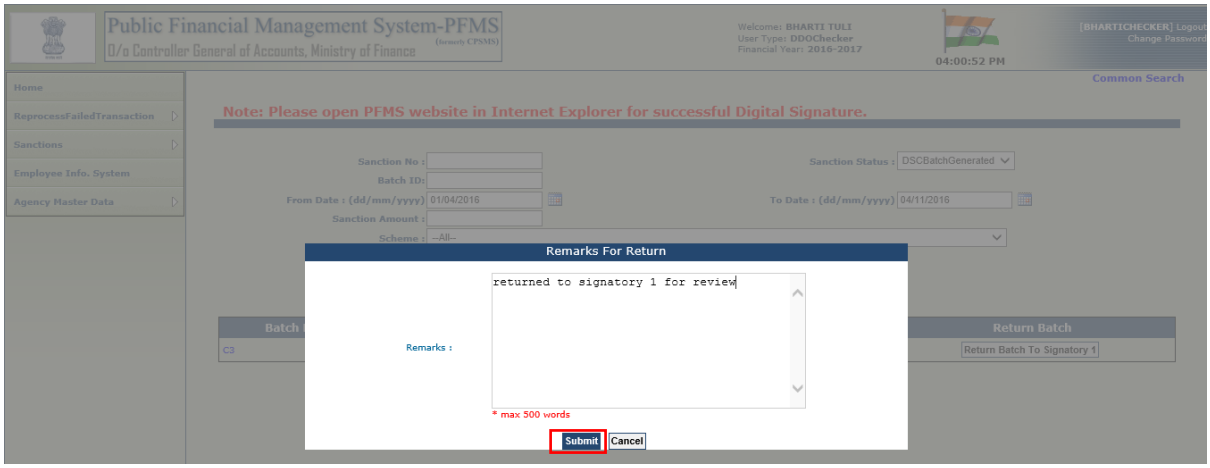
In case, the sanction is not correct, Signatory 2 will return the batch to Signatory 1.



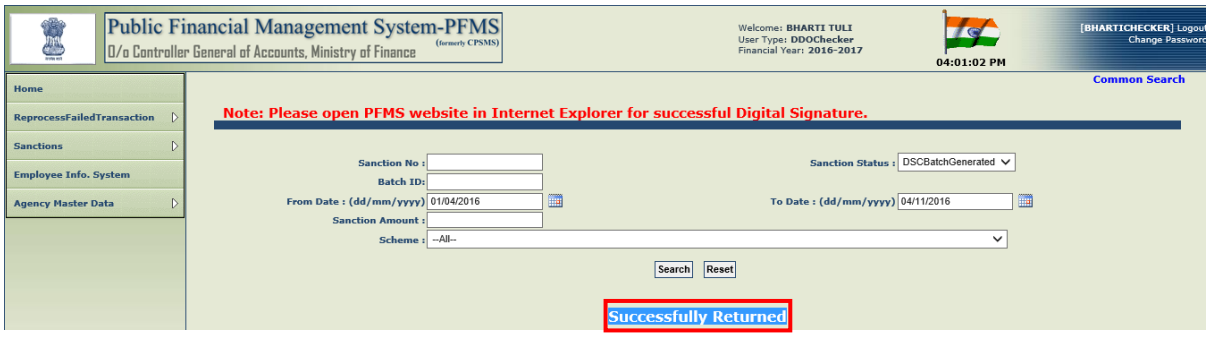
The system will ask for the confirmation of action.



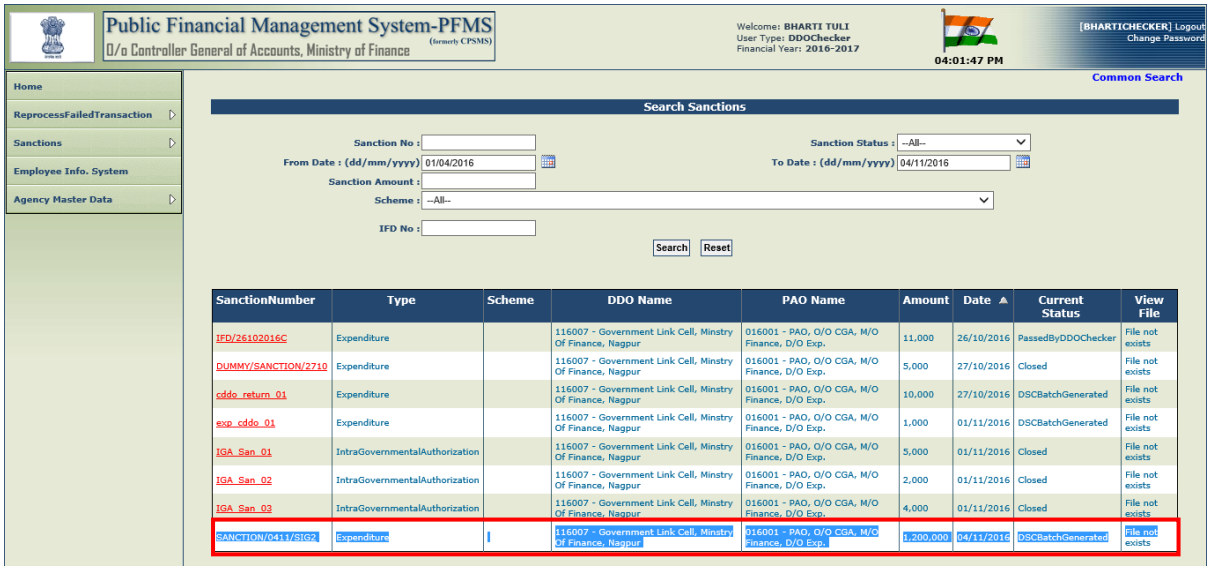
User has to provide **"Remark for Return"** and press the button **"SUBMIT".**



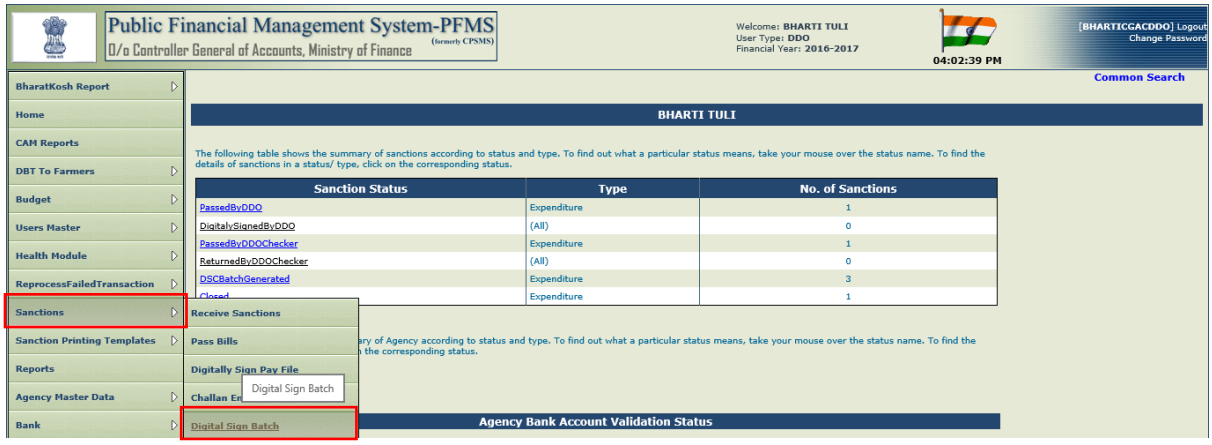
The system will display a message **"Successfully Returned"**



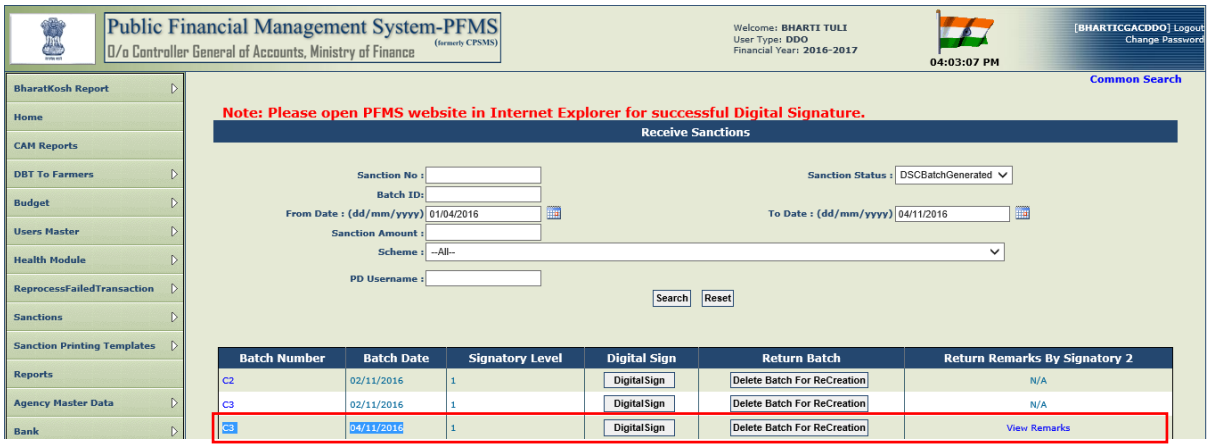
Signatory 2 can view the status as **"DSC Batch Generated"** through **"Manage Sanction"** under the option **"Sanction".**

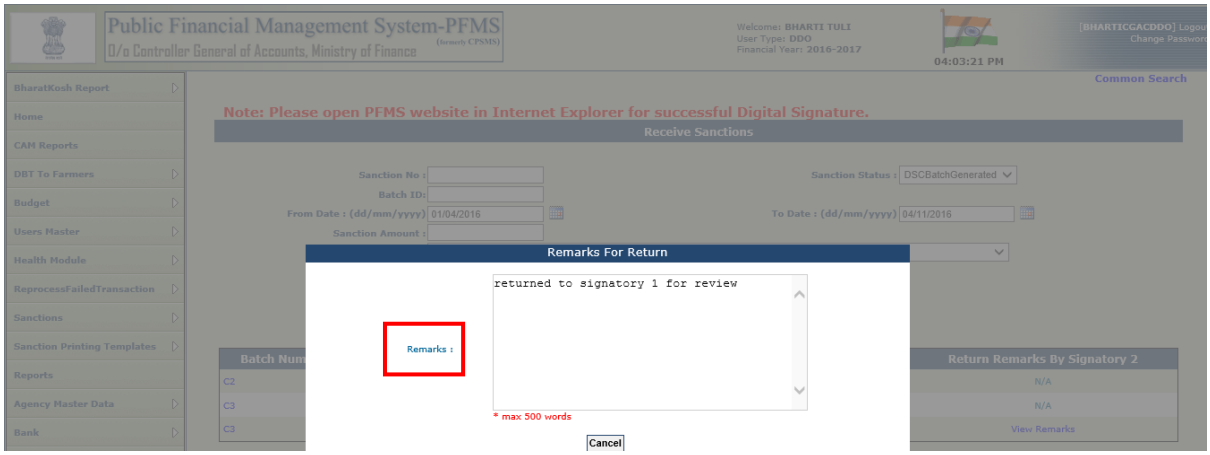


Now the sanction, as returned by Signatory 2, will be again available at Signatory 1 level under the option **"Sanction" > "Digital Sign Batch"** for further action.

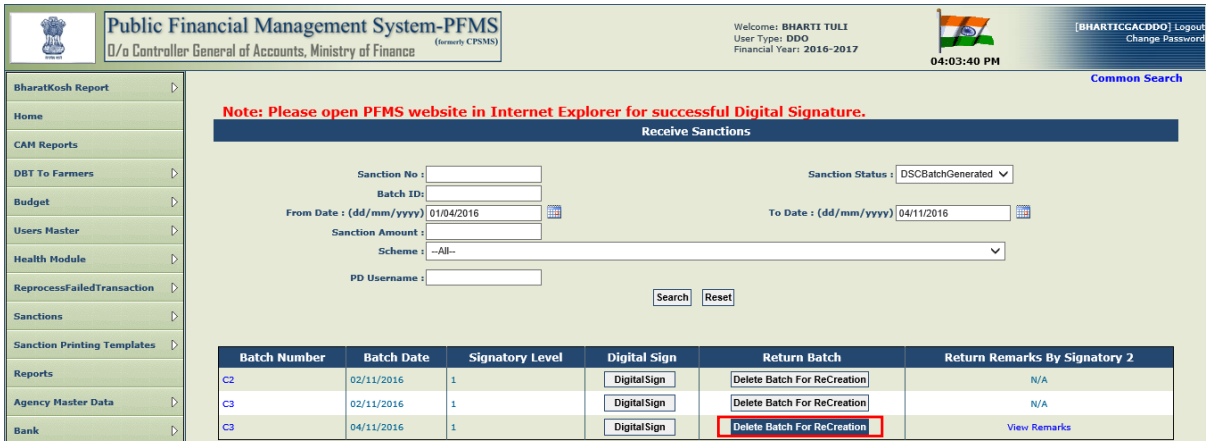


Signatory 1 can view the objection as raised by Signatory 2 by clicking **"View Remarks"**

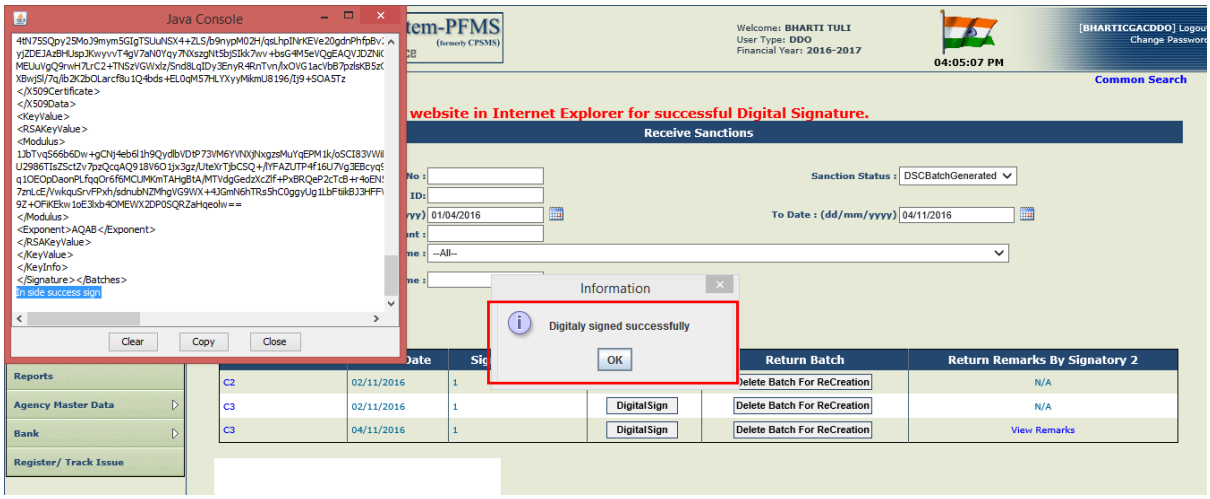




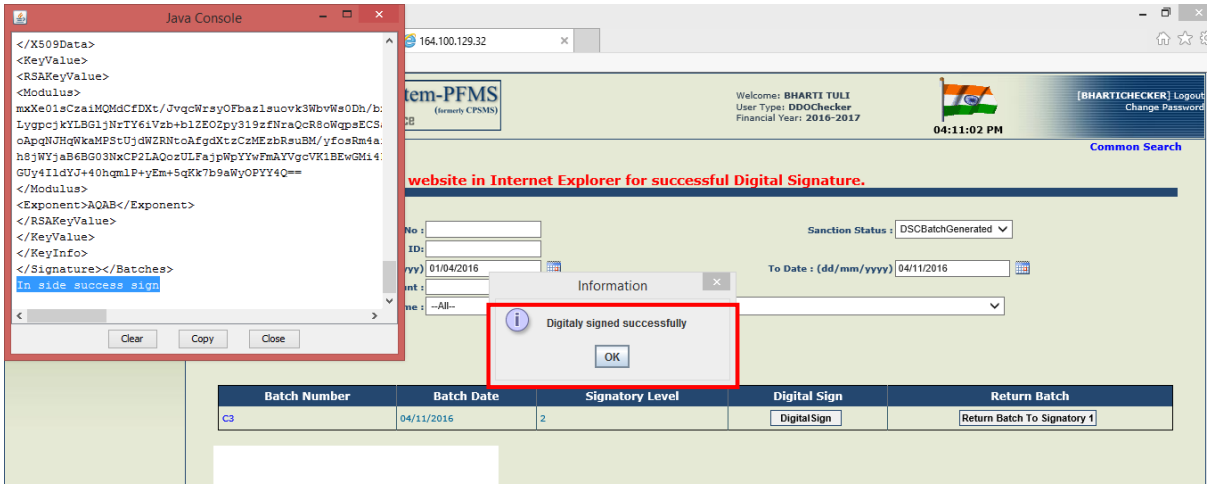
Now, Signatory 1 will have again two options available. He can either choose to opt **"Digital Sign"** if sanction is correct or choose **"Return Batch for Creation"** if sanction is not correct or batch is required to be prepared again, as already explained.



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.



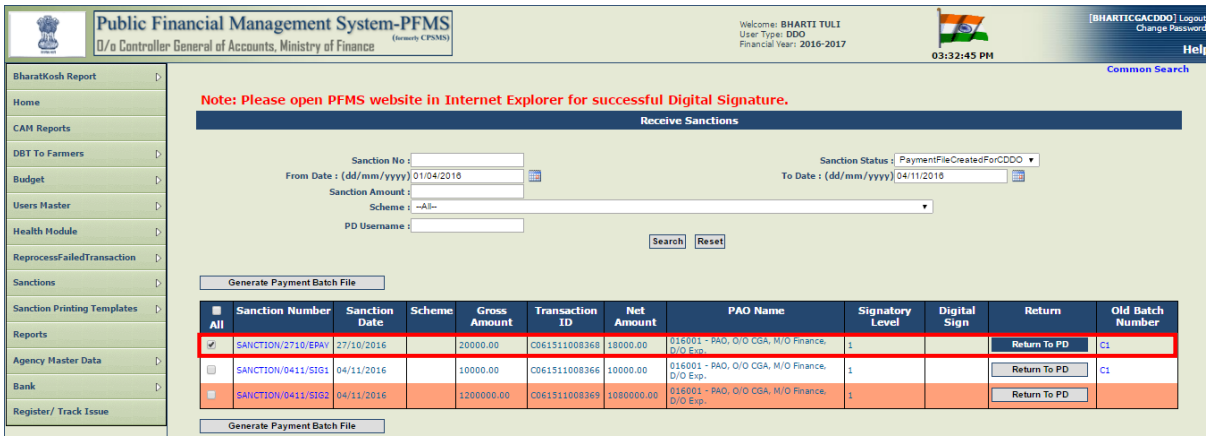
Signatory 2 will also sign the payment with his digital signatures.



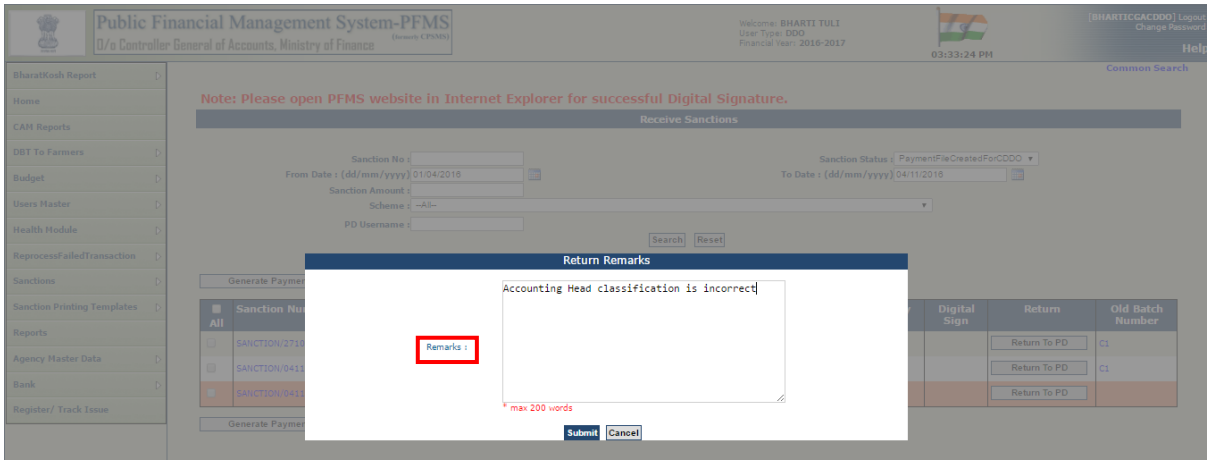
12. RETURN BILL TO PD BY CDDO

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".**

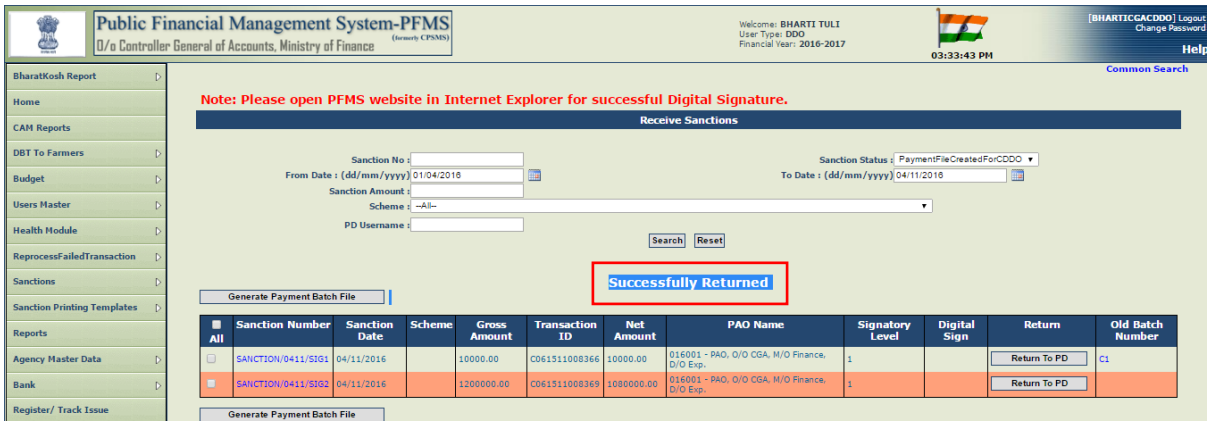


User has to provide remark for return and press **"SUBMIT"** button.

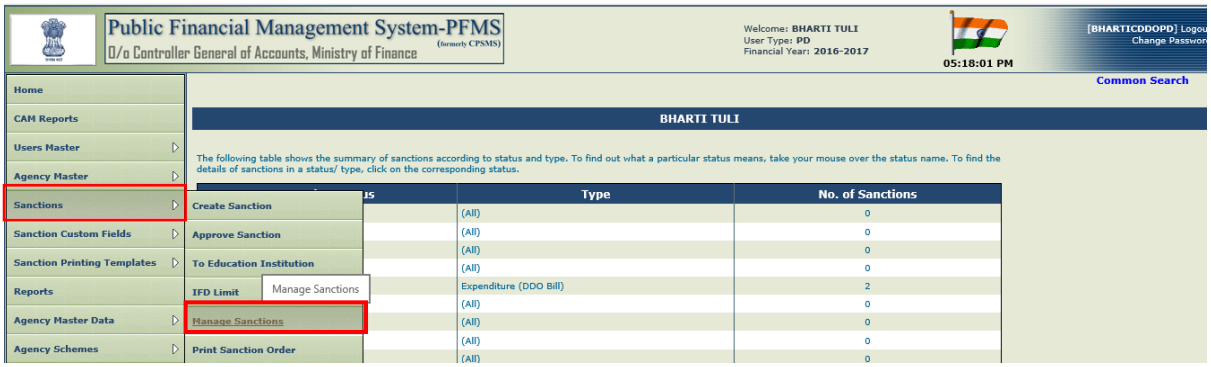


The system will display a message:

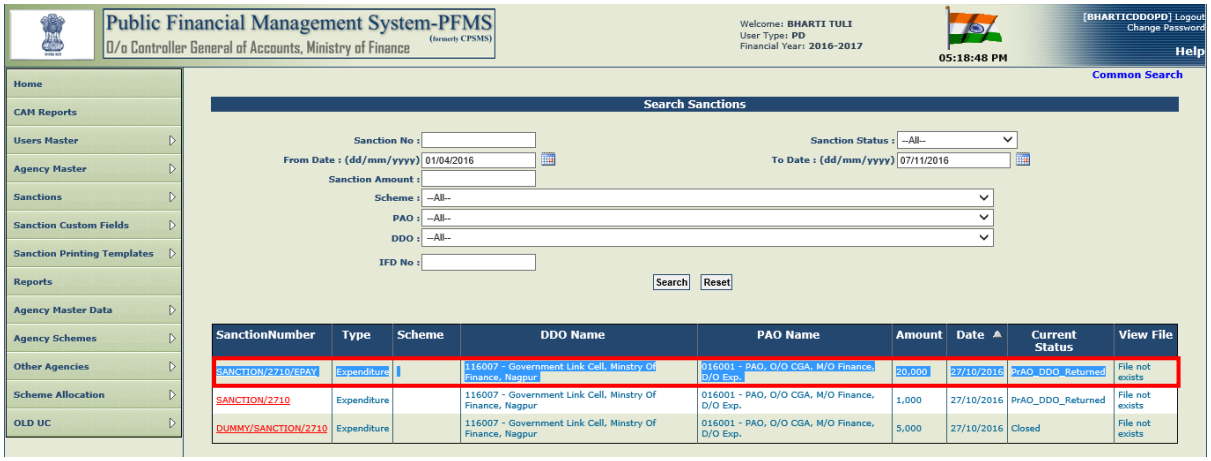
"SUCCESSFULLY RETURNED"



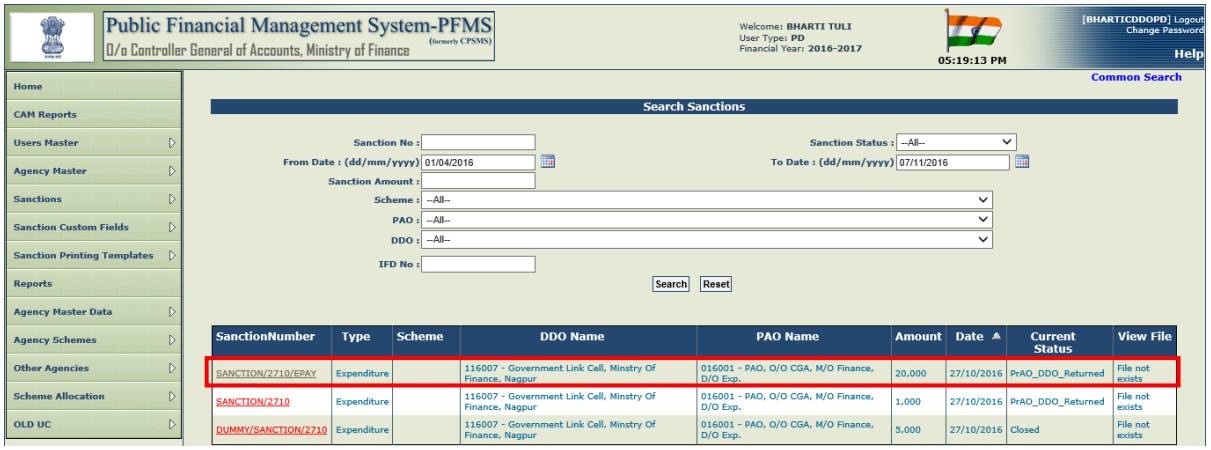
This returned sanction will be available at PD user under the option **"SANCTION" >"MANAGE USER"** for further action.



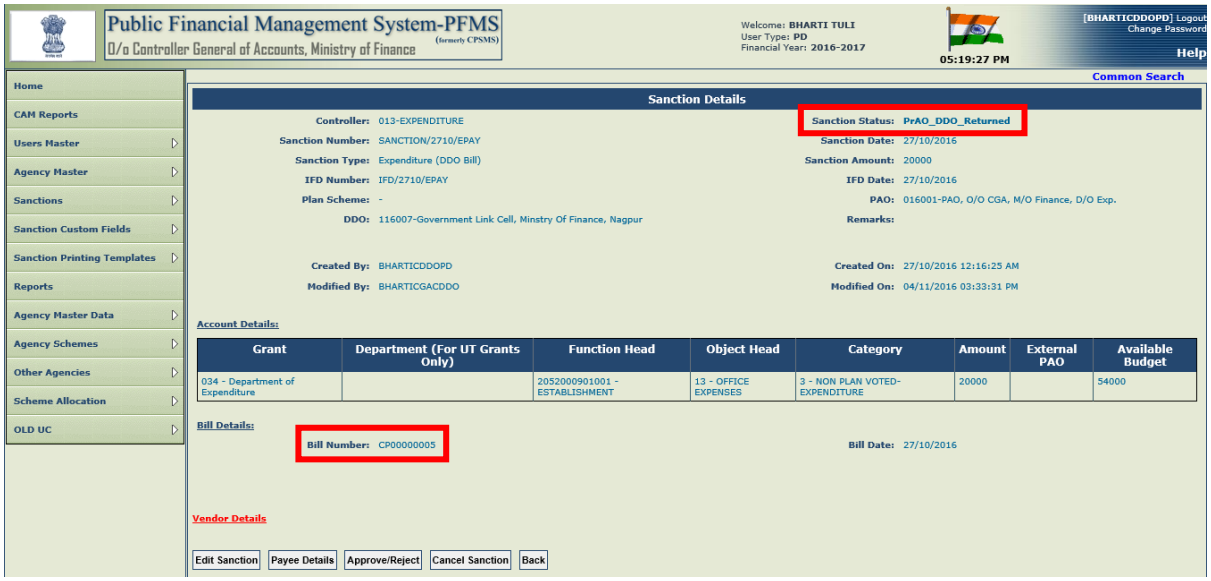
Status of returned sanction can be viewed as **"PrAO_DDO-Returned"**



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



The details of sanction will be displayed to user.



PD user will have the following options available:

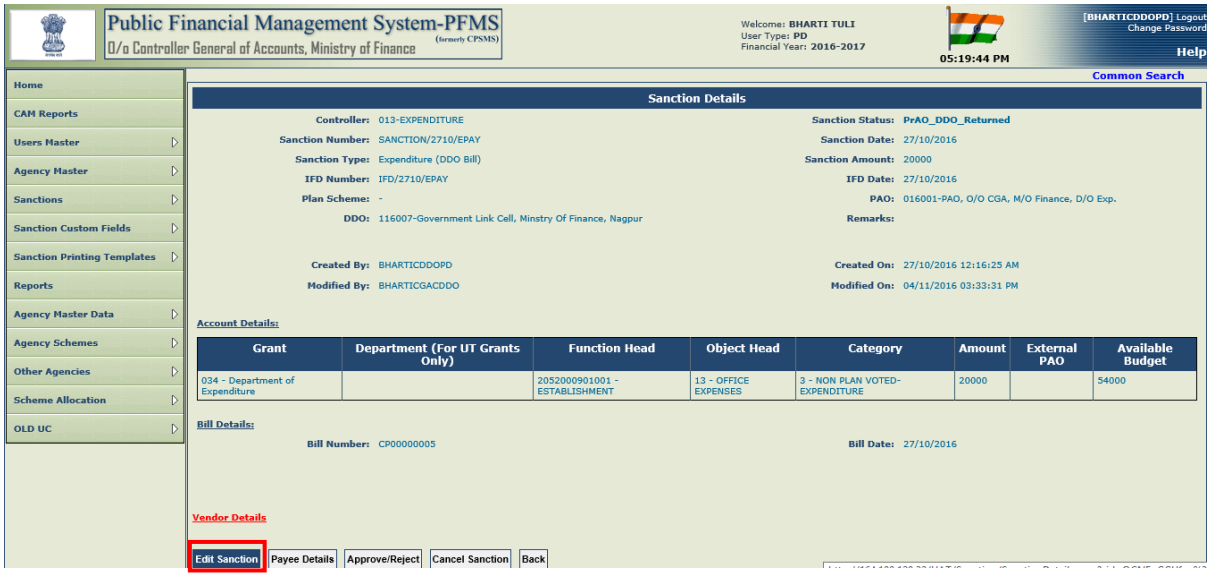
(a) **EDIT SANCTION**: PD user can rectify the details of sanction.

(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.**

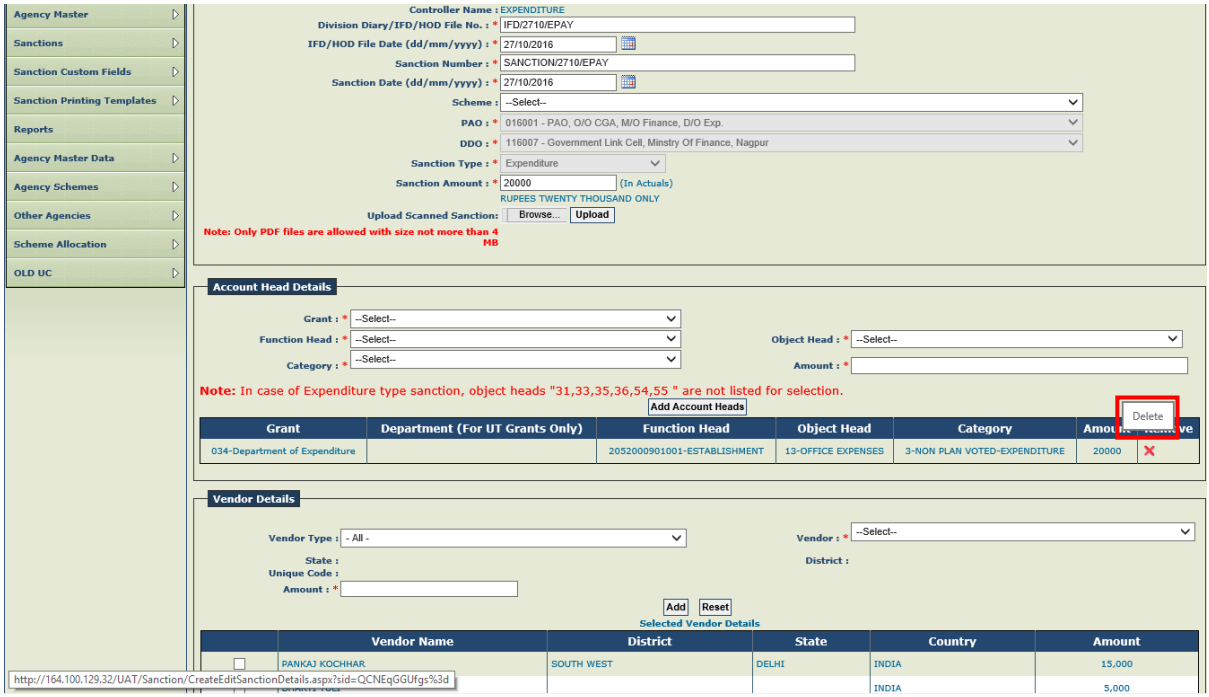
In case, a sanction needs to be rectified, PD user will press the button **"EDIT SANCTION".**

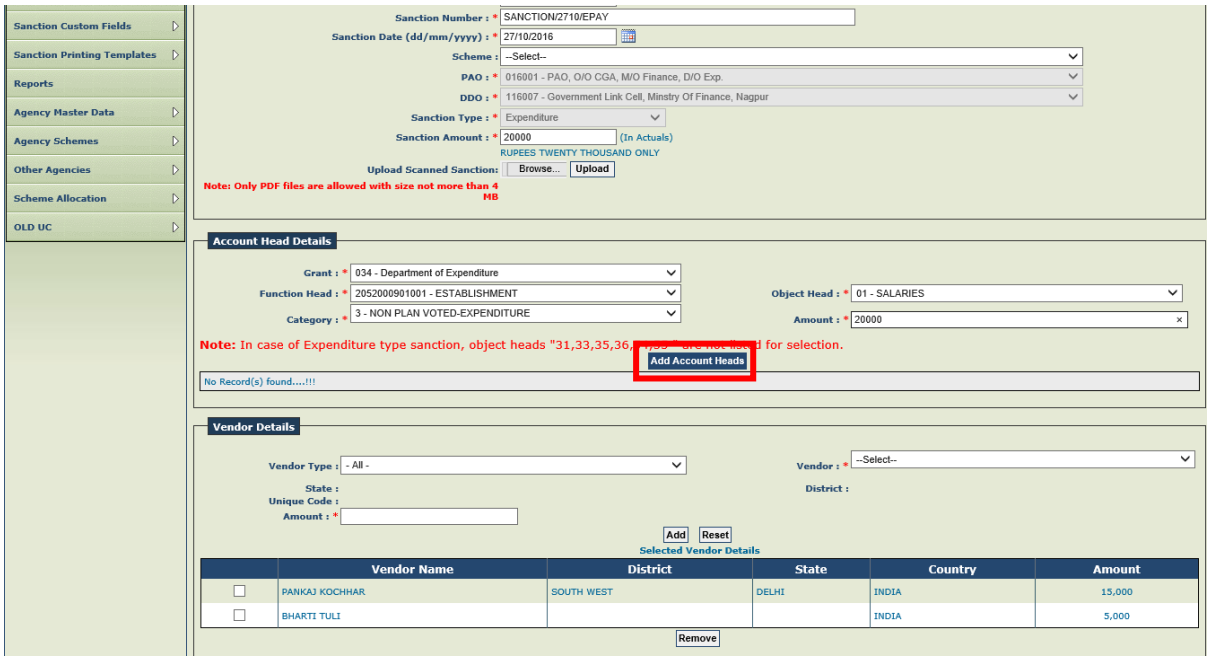


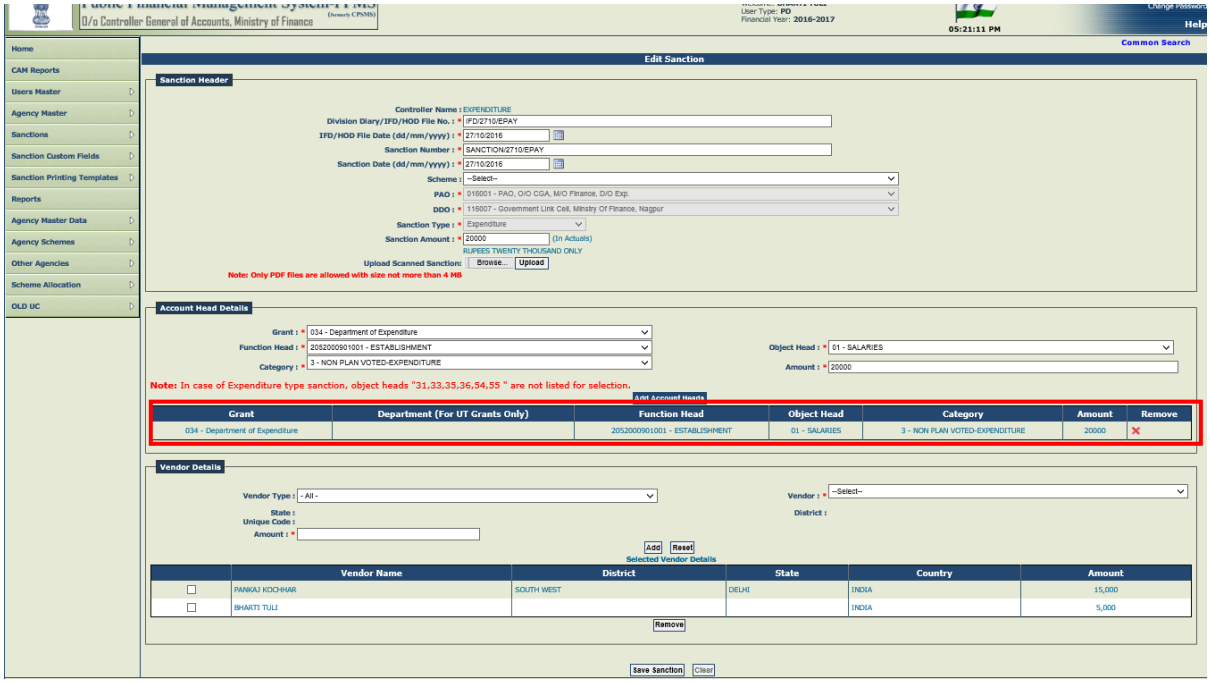
Details of sanction will be displayed to user for further modifications.

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.

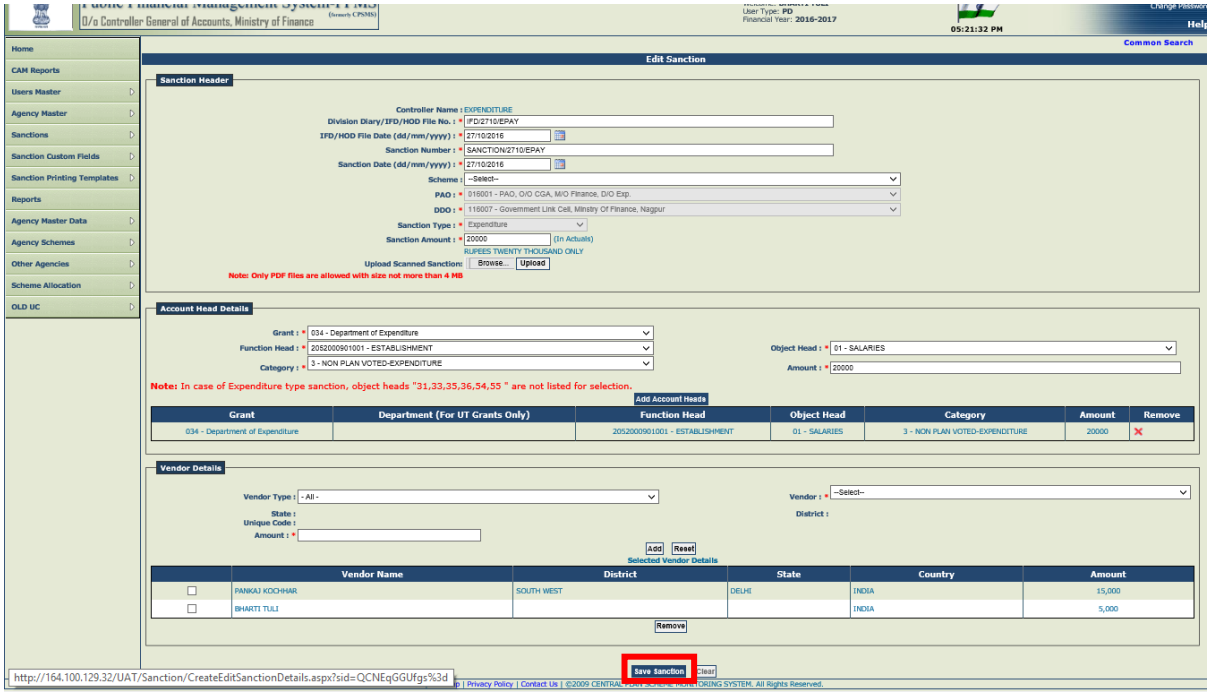
Similarly, if the modification is required in vendor(s) details, PD user will first remove the wrong vendor(s) by clicking the checkbox given against the record and pressing the button **"REMOVE".** Thereafter, he can select the correct vendor(s) and add them again.


Agency Master
Sanctions
Sanction Custom Fields
Sanction Printing Templates
Reports
Agency Master Data
Agency Schemes
Other Agencies
Scheme Allocation
OLD UC
Controller Name : EXPENDITURE
Division Diary/IFD/HOD File No. : * IFD/2710/EPAY
IFD/HOD File Date (dd/mm/yyyy) : * 27/10/2016
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, Minstry Of Finance, Nagpur
Sanction Type : * Expenditure
Sanction Amount : * 20000 (In Actuals)
RUPEES TWENTY THOUSAND ONLY
Upload Scanned Sanction: Browse... Upload
Note: Only PDF files are allowed with size not more than 4 MB
Account Head Details
Grant : * --Select--
Function Head : * --Select--
Category : * --Select--
Object Head : * --Select--
Amount : *
Note: In case of Expenditure type sanction, object heads "31,33,35,36,54,55 " are not listed for selection.
Add Account Heads
Delete
Grant
Department (For UT Grants Only)
Function Head
Object Head
Category
034-Department of Expenditure
2052000901001-ESTABLISHMENT
13-OFFICE EXPENSES
3-NON PLAN VOTED-EXPENDITURE
20000
Vendor Details
Vendor Type : - All -
Vendor : * --Select--
State :
District :
Unique Code :
Amount : *
Add
Reset
Selected Vendor Details
Vendor Name
District
State
Country
Amount
PANKAJ KOCHHAR
SOUTH WEST
DELHI
INDIA
15,000
INDIA
5,000
http://164.100.129.32/UAT/Sanction/CreateEditSanctionDetails.aspx?sid=QCNEqGGUfgs%3d


Sanction Custom Fields
Sanction Printing Templates
Reports
Agency Master Data
Agency Schemes
Other Agencies
Scheme Allocation
OLD UC
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, Minstry Of Finance, Nagpur
Sanction Type : * Expenditure
Sanction Amount : * 20000 (In Actuals)
RUPEES TWENTY 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 : * 2052000901001 - ESTABLISHMENT
Category : * 3 - NON PLAN VOTED-EXPENDITURE
Object Head : * 01 - SALARIES
Amount : * 20000
Note: In case of Expenditure type sanction, object heads "31,33,35,36,
for selection.
Add Account Heads
No Record(s) found....!!!
Vendor Details
Vendor Type : - All -
Vendor : * --Select--
State :
District :
Unique Code :
Amount : *
Add
Reset
Selected Vendor Details
Vendor Name
District
State
Country
Amount
PANKAJ KOCHHAR
SOUTH WEST
DELHI
INDIA
15,000
BHARTI TULI
INDIA
5,000
Remove



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

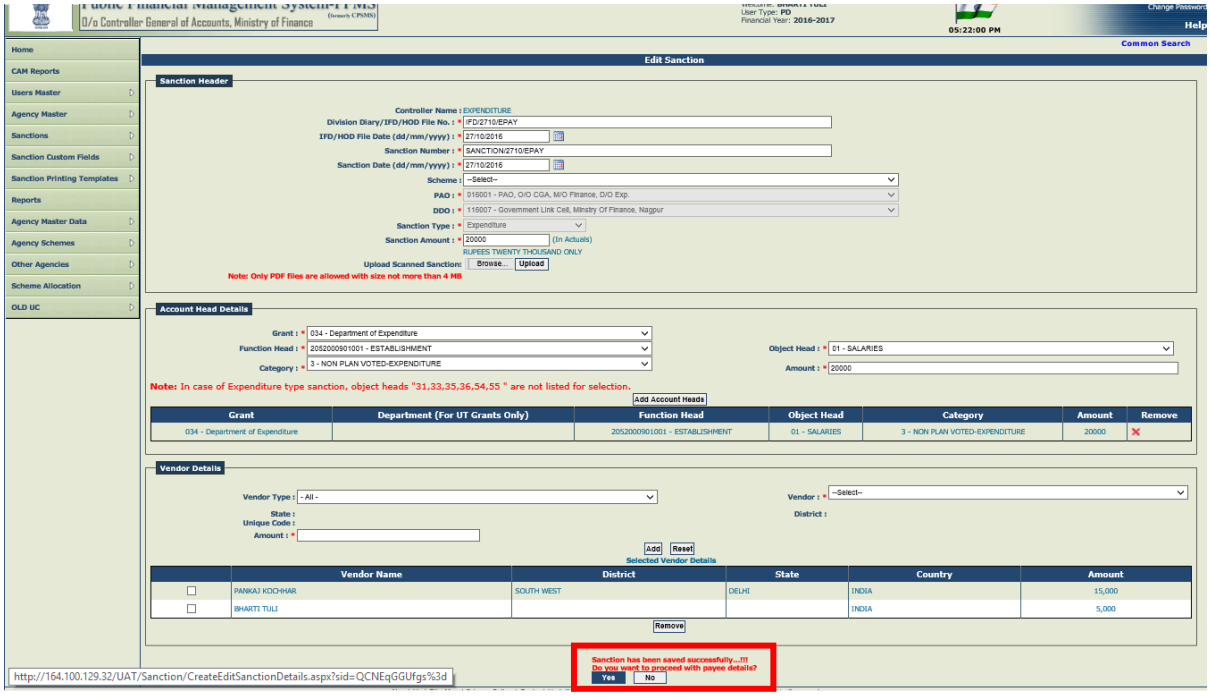


The system will display a message:

"Sanction has been submitted successfully".

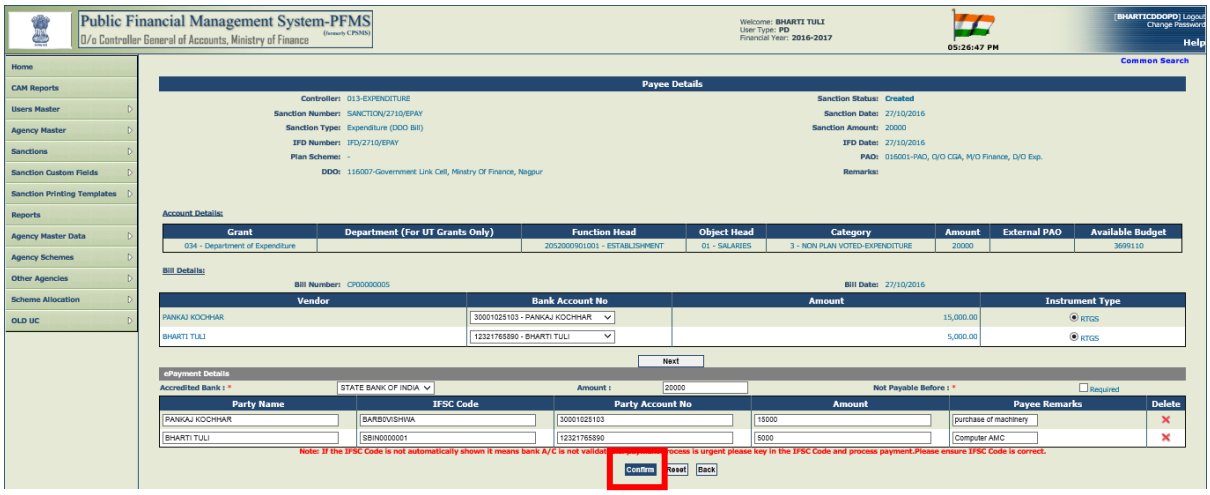
"Do you want to proceed with Payee Details"? YES or NO

PD will press **"YES".**



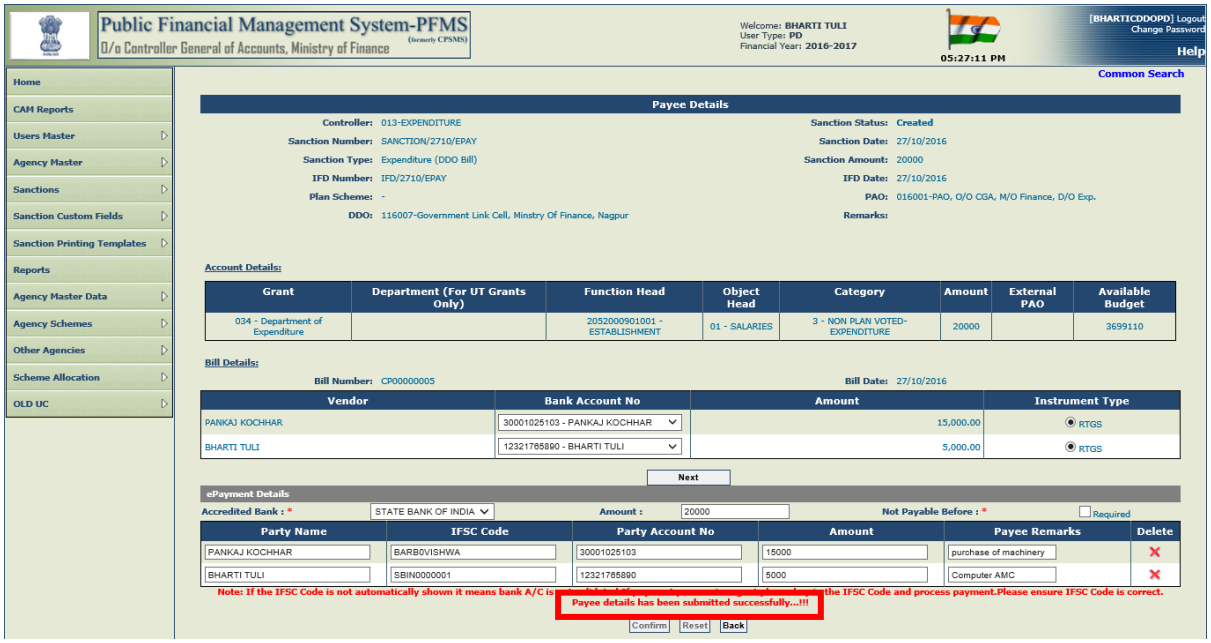
Payee Details of vendor(s) will be displayed to user.

After confirming the payee details, PD will press the button **"CONFIRM"**.



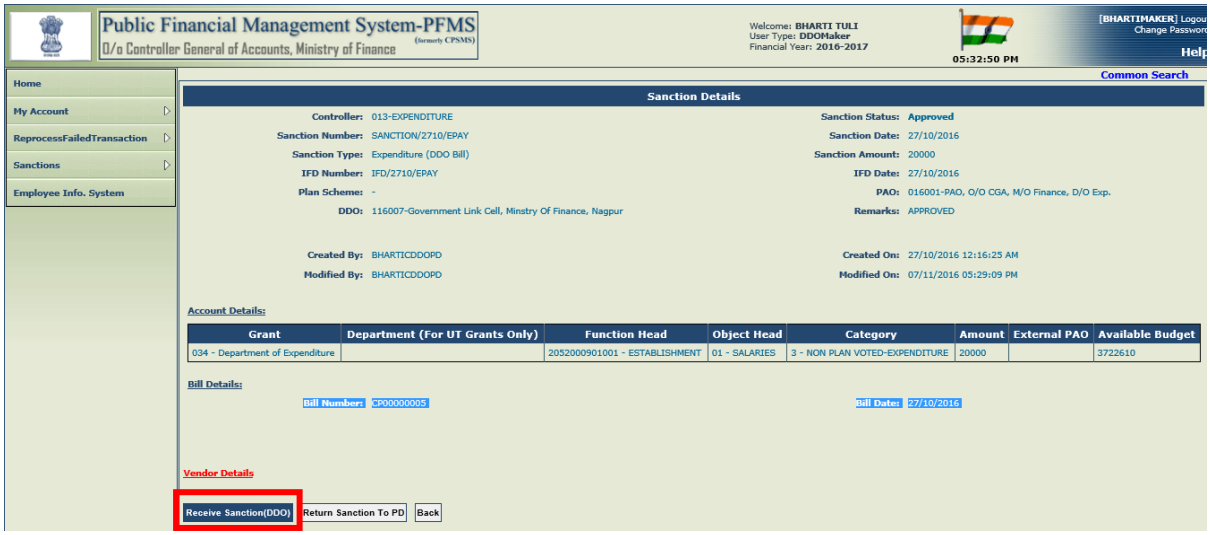
The system will display a message;

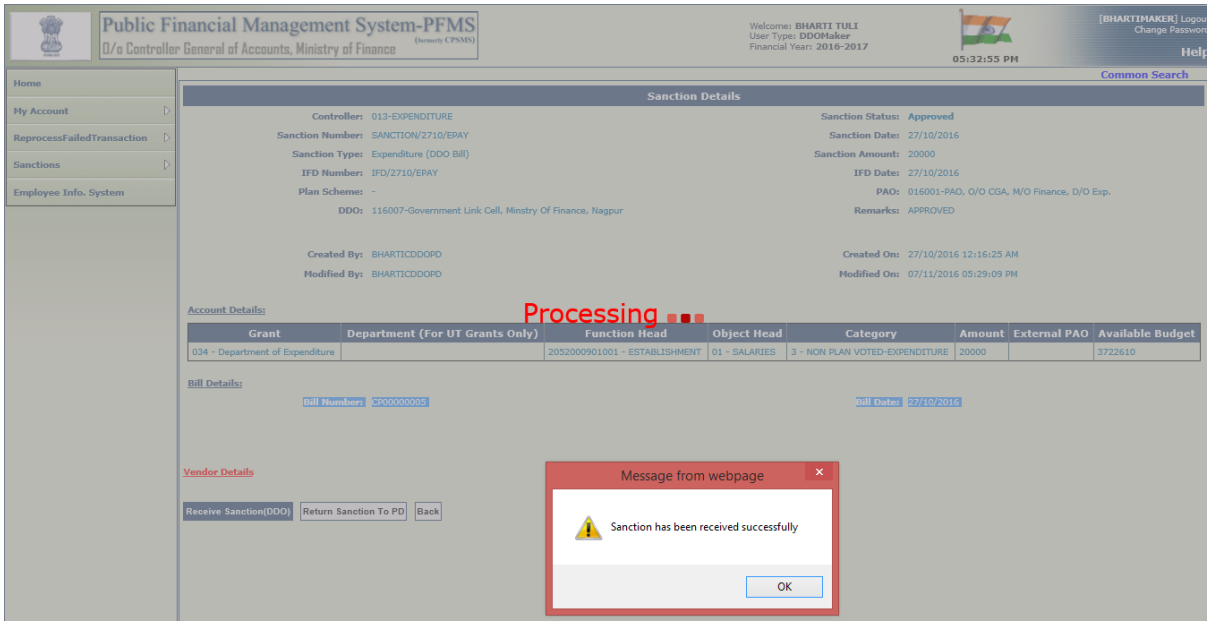
"Payee Details has been submitted successfully"



After the sanction has been modified by PD, it will be approved by him.

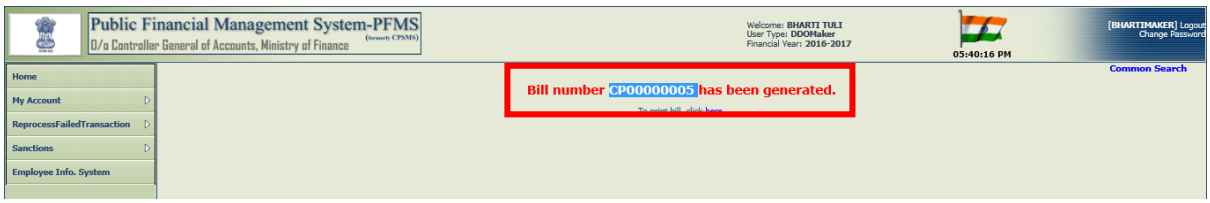
As already explained, this modified approved sanction will be available at DDO Maker who will first receive it.



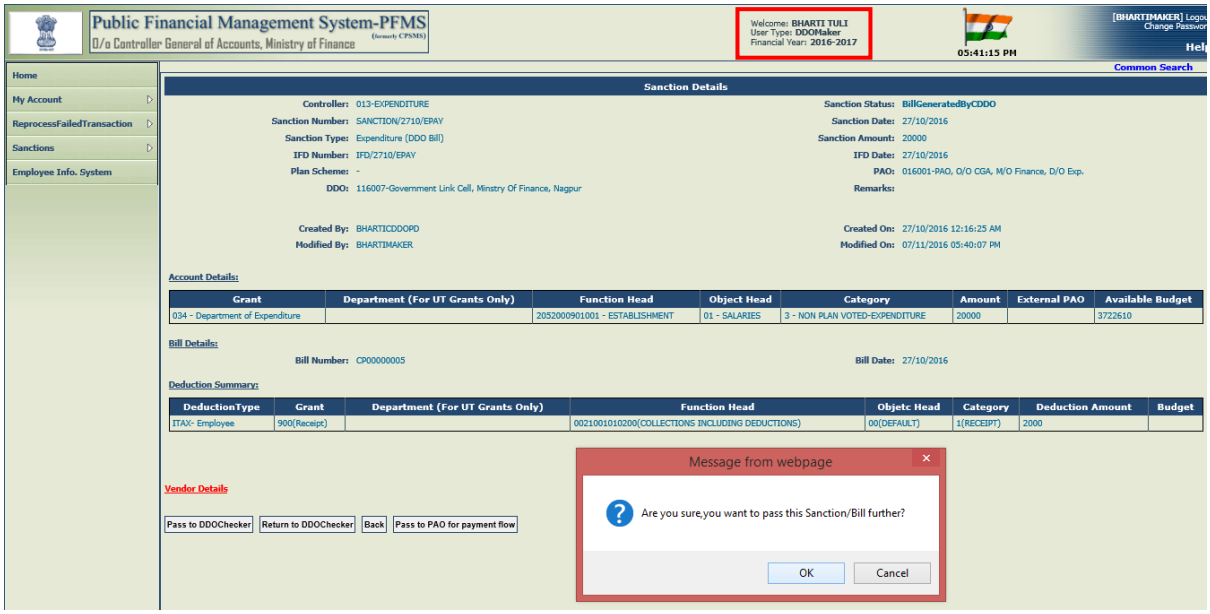


After receiving the sanction, DDO Maker will proceed to generate bill (with or without deductions), as the case may be.

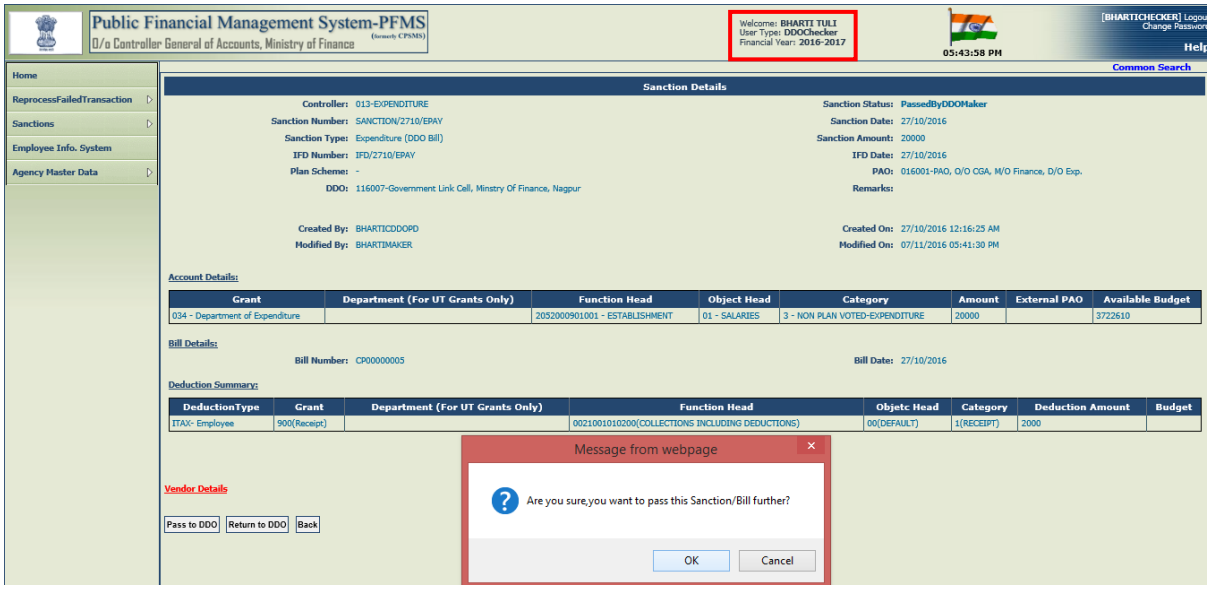
Note: Same Bill Number will be generated in case the returned sanction is again presented by PD to DDO for payment.



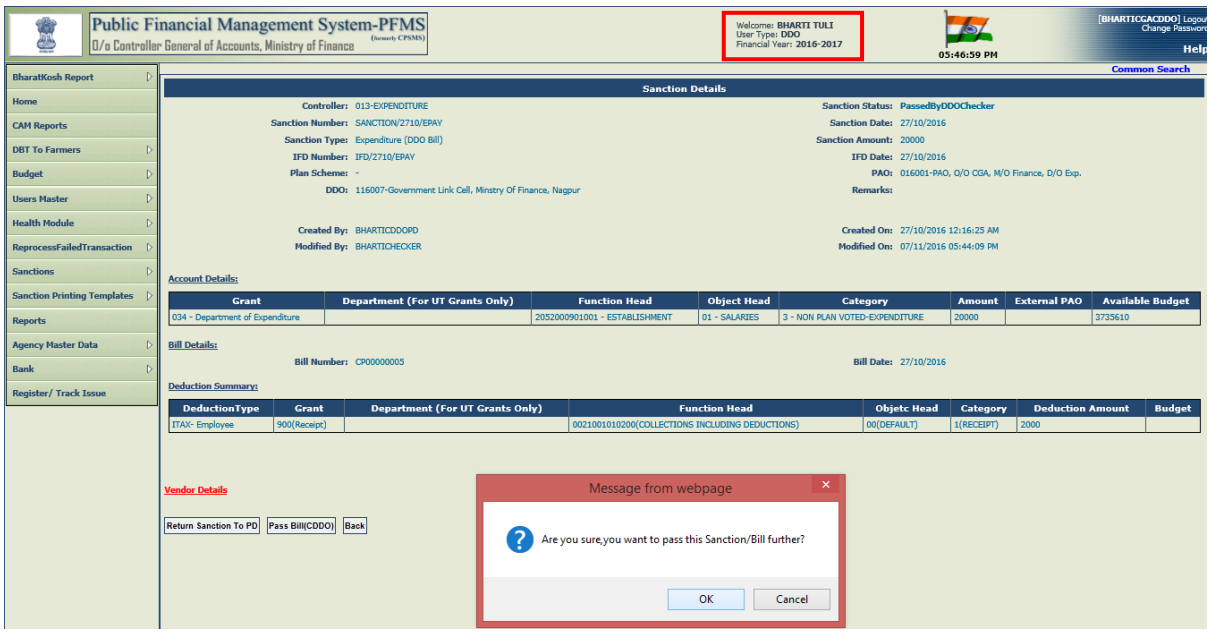
After the bill has been generated, it will be passed by DDO Maker, DDO Checker and finally by DDO and payment will be digitally signed.

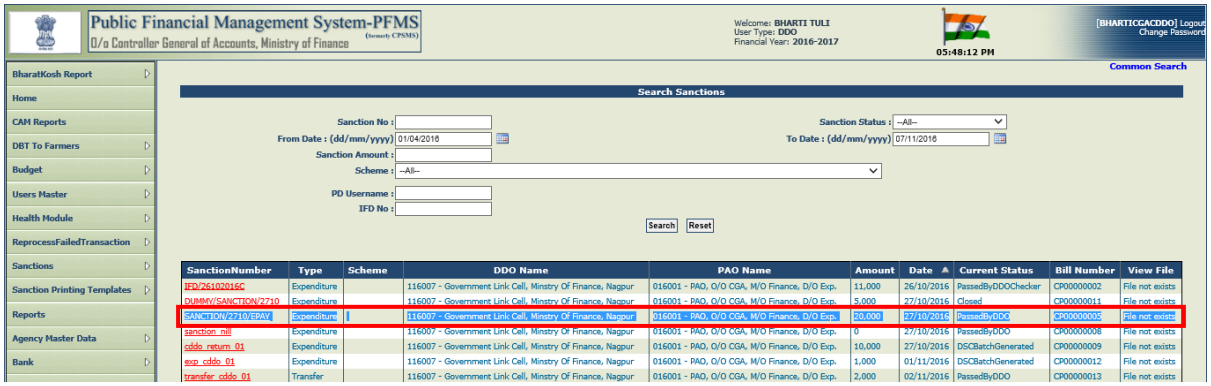


DDO Checker will pass the bill.

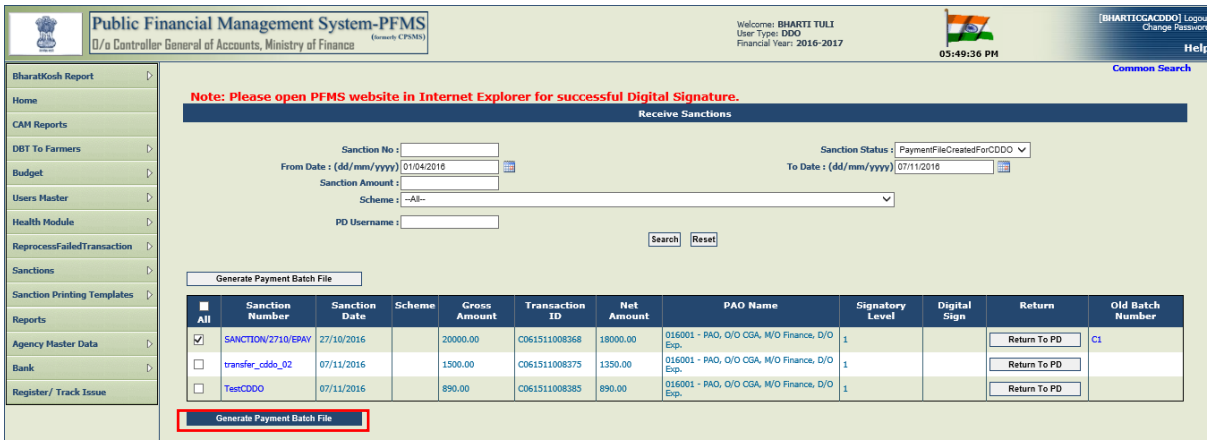


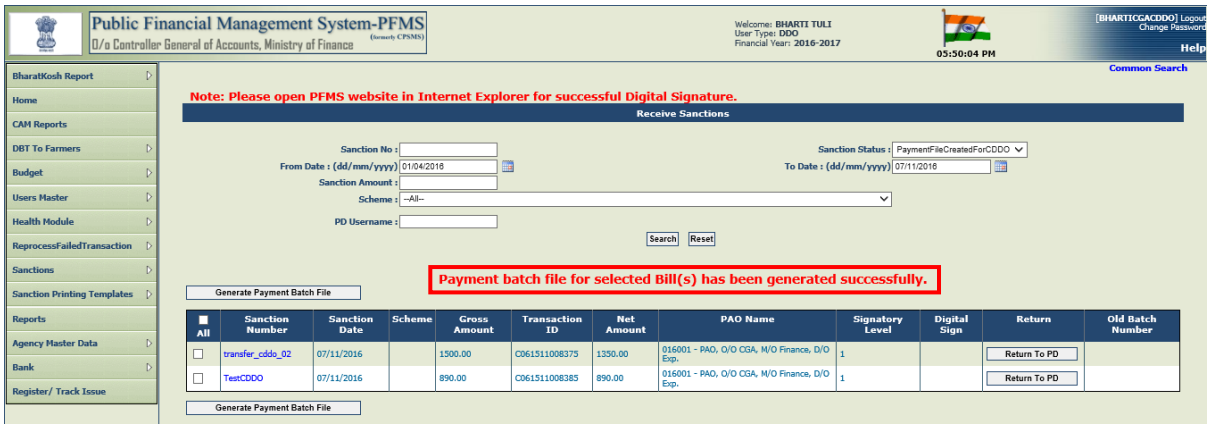
DDO will pass the bill.



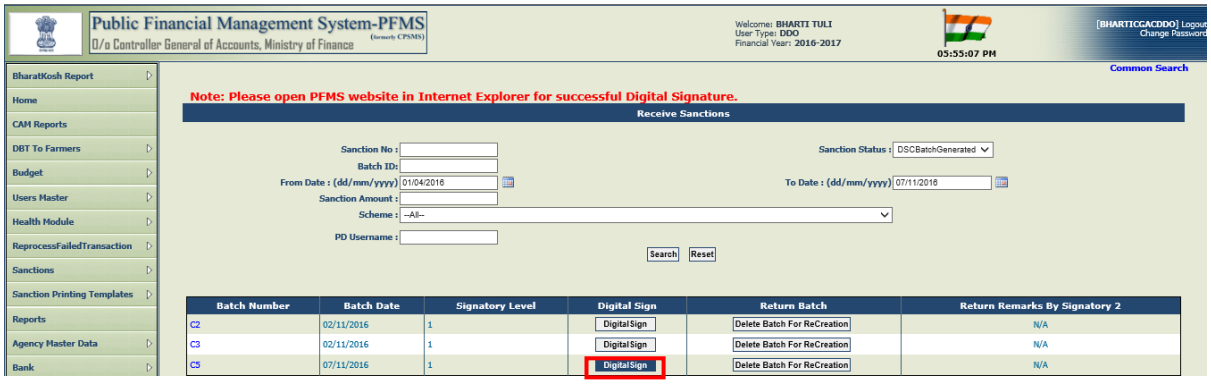


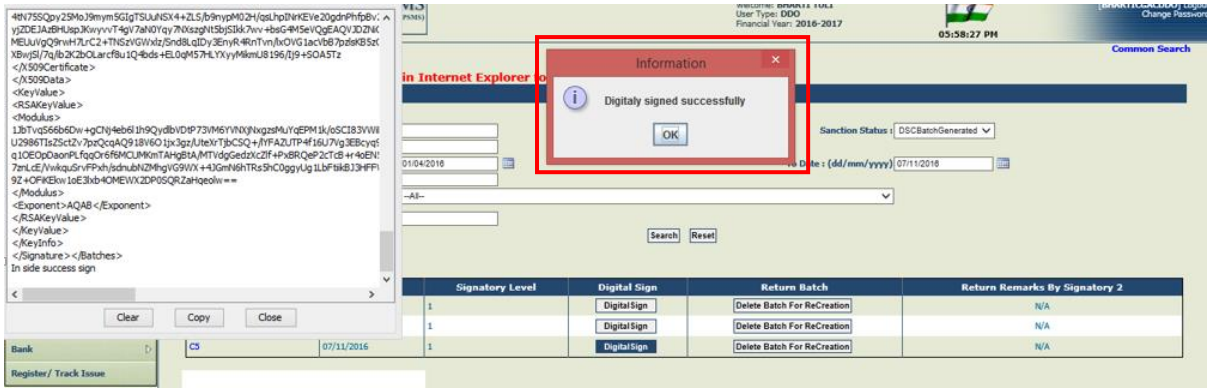
Payment batch file for selected bills will be generated by Signatory 1.



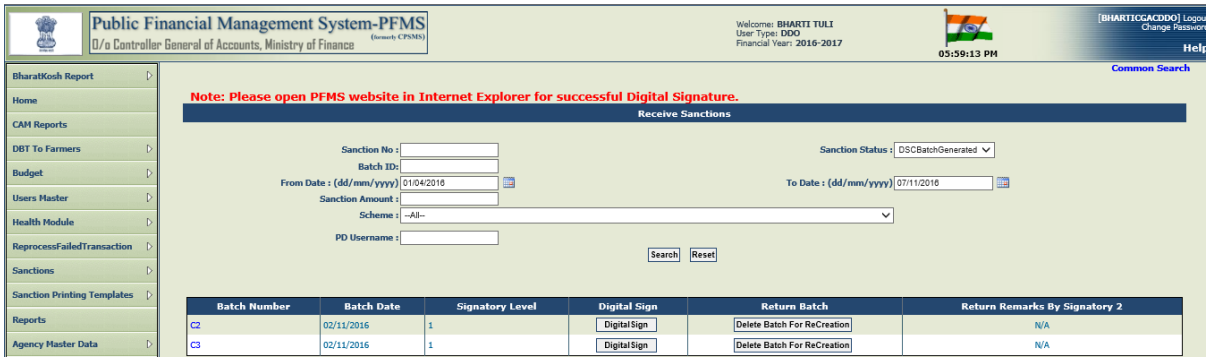


Signatory 1 will digitally sign the payment file.





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.

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