

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”

The screenshot shows the PFMS interface. The top header includes the system name, user information (Manoj DDO Maker Banga DDO Maker), and the financial year (2017-2018). The left sidebar contains navigation options: Home, My Account, Budget, ReprocessFailedTransaction, Sanctions, and Employee Info. System. The main content area shows a breadcrumb trail: Budget > LOC > Create LOC. The 'Create LOC' button is highlighted with a red box.

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.

The screenshot shows the 'Head Wise Demand Entry' screen. The top header is the same as the previous screenshot. The main content area is divided into two sections: 'Head Of Accounts' and 'LOC Details'. The 'Head Of Accounts' section contains fields for DDO (143477-BHUBNESWAR CENTRAL DIVISION), Grant Code, Object Head, Function Head, and Category. The 'LOC Details' section contains fields for Actual Expenditure upto, Budget Allocated, Anticipated Expenditure, Cheque/Epayment so far, Net LOC, Balance Budget Available, LOC Issued so far, Unspent LOC, and LOC Admissible. There are 'Save' and 'Reset' buttons at the bottom of the 'LOC Details' section. The status bar at the bottom indicates 'No Record Found'.

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

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

Welcome: Manoj DDO Maker Banga DDO Maker
User Type: DDOMaker
Financial Year: 2017-2018

05:07:00 PM

Home
My Account
Budget
ReprocessFailedTransaction
Sanctions
Employee Info. System

Head Wise Demand Entry

Head Of Accounts

DDO : 143477-BHUBNESWAR CENTRAL DIVISIK
Grant Code : * 097
Object Head : * 27

Function Head : * 2216078000201
Category : * 4

LOC Details

Actual Expenditure upto : 0
BudgetAllocated : 1000000
Anticipated Expenditure : *
Cheque/Epayment so far : 0
Net LOC :

Balance Budget Available: 1000000
LOC Issued so far : 1000
Unspent LOC : 1000
LOC Admissible : *
Remarks :

Save Reset

No Record Found

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

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

Welcome: Manoj DDO Maker Banga DDO Maker
User Type: DDOMaker
Financial Year: 2017-2018

05:07:10 PM

Home
My Account
Budget
ReprocessFailedTransaction
Sanctions
Employee Info. System

Head Wise Demand Entry

Head Of Accounts

DDO : 143477-BHUBNESWAR CENTRAL DIVISIK
Grant Code : * 097
Object Head : * 27

Function Head : * 2216078000201
Category : * 4

LOC Issued Details

S.NO	LOC No	Loc Date	Quarter	LOC Admissible	LOC Approved Amount
1	20171814347762	17/8/2017	Q2	1,000	1,000

Cancel

Cheque/Epayment so far : 0
Net LOC :
LOC Admissible : *
Remarks :

Save Reset

No Record Found

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

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

Welcome: Manoj DDO Maker Banga DDO Maker
User Type: DDOMaker
Financial Year: 2017-2018

06:24:24 PM

Home
My Account
Budget
ReprocessFailedTransaction
Sanctions
Employee Info. System

Head Wise Demand Entry

Head Of Accounts

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

DDO : 143477-BHUBNESWAR CENTRAL DIVISIK
Grant Code : * 097
Object Head : * 27

Function Head : * 2216078000201
Category : * 4

LOC Details

Actual Expenditure upto : 0
BudgetAllocated : 1000000
Anticipated Expenditure : * 1500
Cheque/Epayment so far : 0
Net LOC : 48000

Balance Budget Available: 1000000
LOC Issued so far : 1000
Unspent LOC : 1000
LOC Admissible : * 50000
Remarks : TEST

Save Reset

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

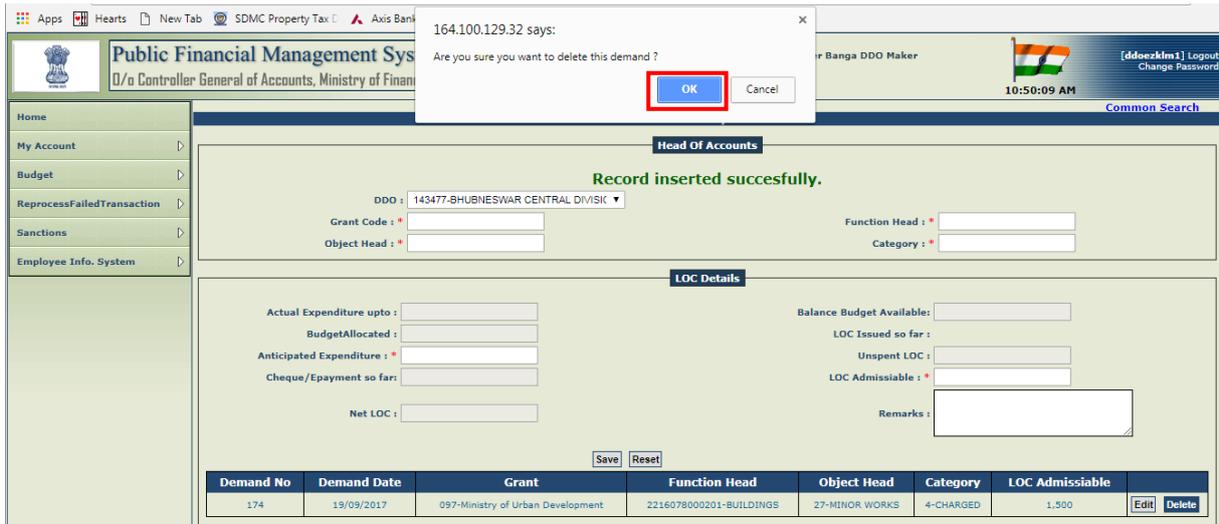
The system will display a message:

“Record inserted successfully”.

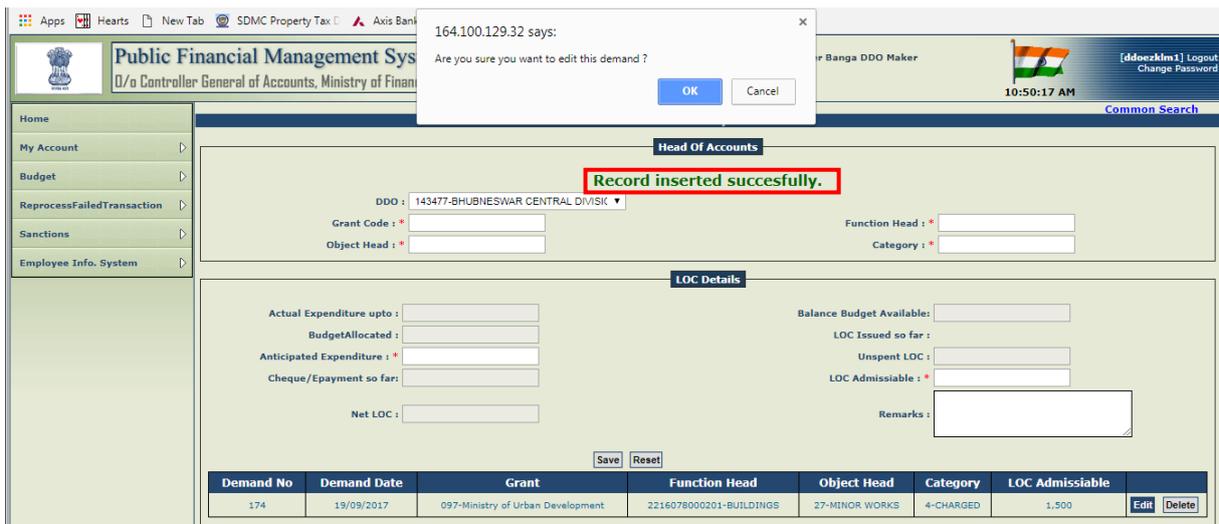
A grid showing Demand No. (System generated), Demand date, Accounting Head Details and LOC Admissible, will appear below. Two buttons **“Edit”** and **“Delete”** will also be available for deleting or editing this demand, if required.

Demand No	Demand Date	Grant	Function Head	Object Head	Category	LOC Admissible	
174	19/09/2017	097-Ministry of Urban Development	2216078000201-BUILDINGS	27-MINOR WORKS	4-CHARGED	1,500	[Edit] [Delete]

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



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”.

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

Welcome: Manoj DDO Maker Banga DDO Maker
User Type: DDO Maker
Financial Year: 2017-2018

10:50:41 AM

Home
My Account
Budget
ReprocessFailedTransaction
Sanctions
Employee Info. System

Head Wise Demand Entry

Head Of Accounts

DDO : 143477-BHUBNESWAR CENTRAL DIVISIC
Demand No : 174
Grant Code : * 097
Object Head : * 27

Demand Date : 19/09/2017
Function Head : * 2216078000201
Category : * 4

LOC Details

Actual Expenditure upto : 0
BudgetAllocated : 1000000
Anticipated Expenditure : * 1500
Cheque/Epayment so far : 0
Net LOC : 500

Balance Budget Available: 1000000
LOC Issued so far : 1000
Unspent LOC : 1000
LOC Admissible : * 1500
Remarks : TEST

Update Reset

Demand No	Demand Date	Grant	Function Head	Object Head	Category	LOC Admissible	
174	19/09/2017	097-Ministry of Urban Development.	2216078000201-BUILDINGS	27-MINOR WORKS	4-CHARGED	1,500	Edit Delete

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

Welcome: Manoj DDO Maker Banga DDO Maker
User Type: DDO Maker
Financial Year: 2017-2018

10:54:51 AM

Home
My Account
Budget
ReprocessFailedTransaction
Sanctions
Employee Info. System

Head Wise Demand Entry

Head Of Accounts

DDO : 143477-BHUBNESWAR CENTRAL DIVISIC
Demand No : 174
Grant Code : * 097
Object Head : * 27

Demand Date : 19/09/2017
Function Head : * 2216078000201
Category : * 4

LOC Details

Actual Expenditure upto : 0
BudgetAllocated : 1000000
Anticipated Expenditure : * 2000
Cheque/Epayment so far : 0
Net LOC : 1000

Balance Budget Available: 1000000
LOC Issued so far : 1000
Unspent LOC : 1000
LOC Admissible : * 2000
Remarks : TEST

Update Reset

Demand No	Demand Date	Grant	Function Head	Object Head	Category	LOC Admissible	
174	19/09/2017	097-Ministry of Urban Development.	2216078000201-BUILDINGS	27-MINOR WORKS	4-CHARGED	1,500	Edit Delete

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

"Record Updated successfully".

The grid appearing below will show the edited amount.

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

Welcome: Manoj DDO Maker Banga DDO Maker
User Type: DDO Maker
Financial Year: 2017-2018

10:56:52 AM

Home
My Account
Budget
ReprocessFailedTransaction
Sanctions
Employee Info. System

Head Wise Demand Entry

Head Of Accounts

Record updated successfully.

DDO : 143477-BHUBNESWAR CENTRAL DIVISIC
Grant Code : *
Object Head : *

Function Head : *
Category : *

LOC Details

Actual Expenditure upto :
BudgetAllocated :
Anticipated Expenditure : *
Cheque/Epayment so far :
Net LOC :

Balance Budget Available:
LOC Issued so far :
Unspent LOC :
LOC Admissible : *
Remarks :

Save Reset

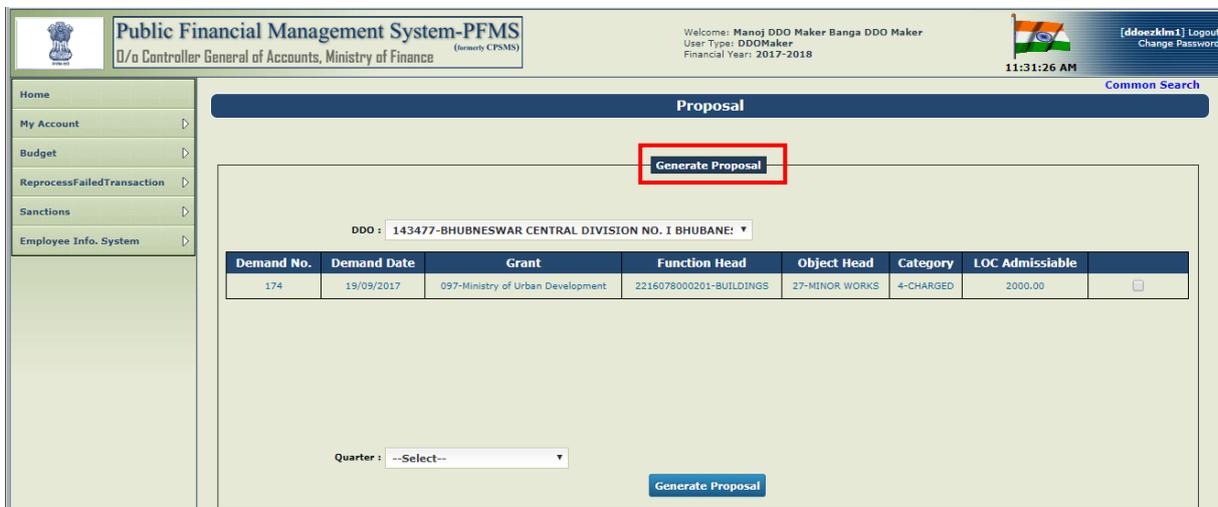
Demand No	Demand Date	Grant	Function Head	Object Head	Category	LOC Admissible	
174	19/09/2017	097-Ministry of Urban Development	2216078000201-BUILDINGS	27-MINOR WORKS	4-CHARGED	2,000	Edit Delete

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

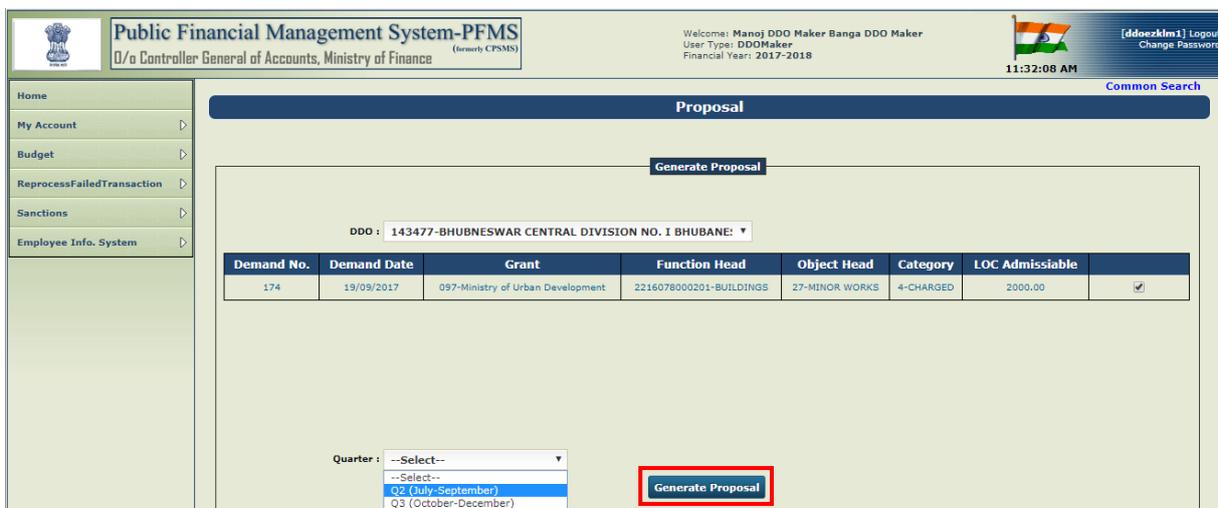
"BUDGET" > "LOC" > "GENERATE PROPOSAL"



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



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



The system will display a message:

“Record inserted successfully”.

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

The screenshot shows the PFMS interface with a navigation menu on the left and a main content area. At the top, it says "Public Financial Management System-PFMS" and "D/o Controller General of Accounts, Ministry of Finance". The user is identified as "Manoj DDO Maker Banga DDO Maker".

The main content area has a header "Generate Proposal" and a message "Record Inserted Successfully" highlighted in a red box. Below this is a "Generate Proposal" button and a dropdown menu for "DDO" set to "143477-BHUBNESWAR CENTRAL DIVISION NO. I BHUBANE". A message "No Record Found" is displayed.

Below the dropdown is a "Proposal List" table:

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

Below the table is a "Redirect To Maker with Remarks" form with a "Remarks" field and "Save" and "Close" buttons.

The user can view the details of Demand by pressing the button “View”.

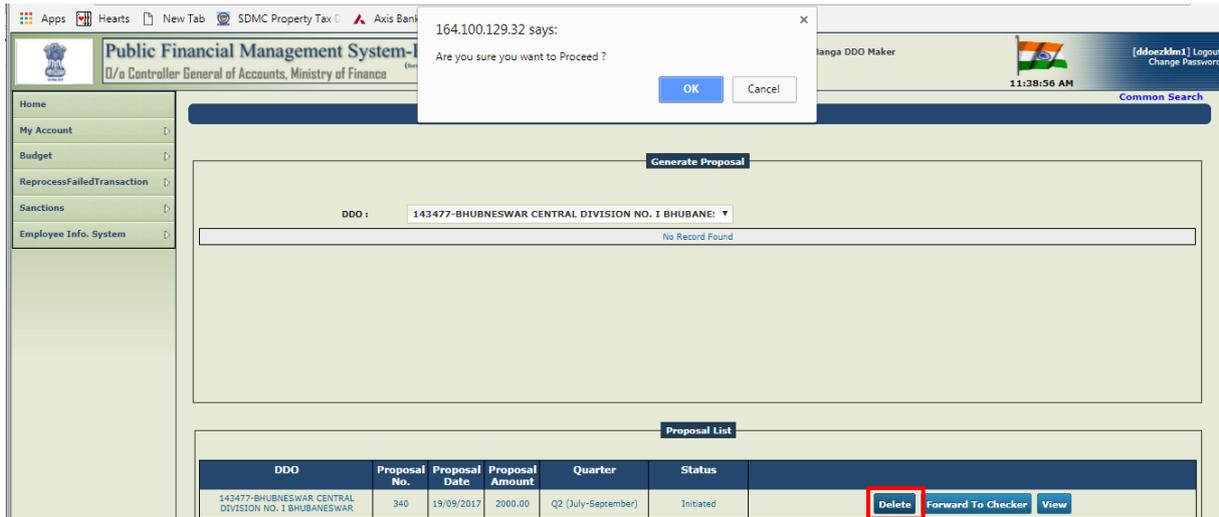
The screenshot shows the PFMS interface with a navigation menu on the left and a main content area. At the top, it says "Public Financial Management System-PFMS" and "D/o Controller General of Accounts, Ministry of Finance". The user is identified as "Manoj DDO Maker Banga DDO Maker".

The main content area has a header "Proposal View Format" and a search bar. Below this is a table with the following data:

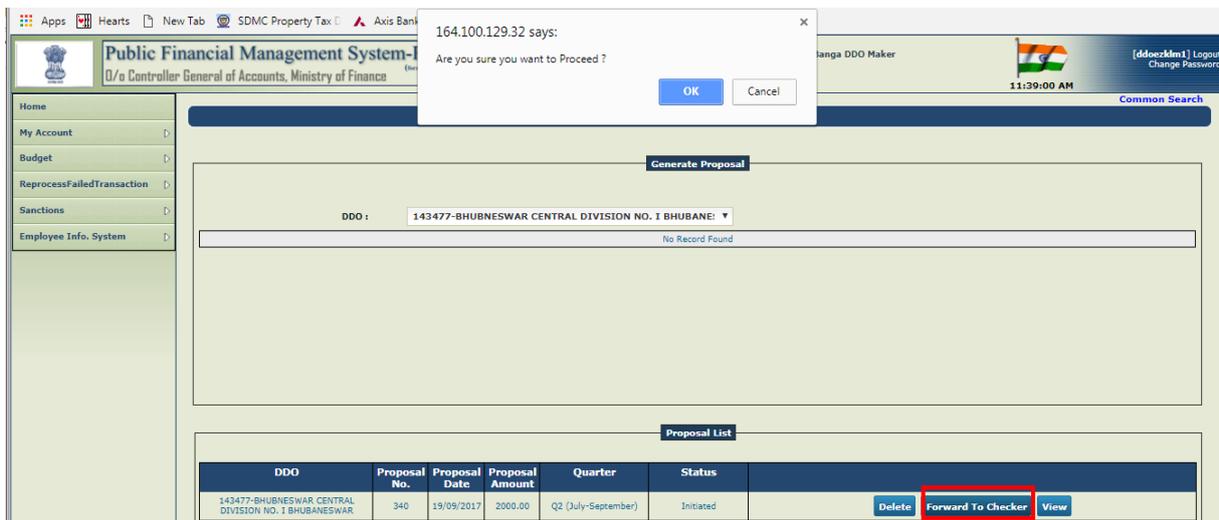
Grant No	Head	Budget	Expenditure	Balance	Anticipated Bud Exp	LOC Issued So for	Cheques Issued So for	Unspent LOC	LOC Admissible	NETLOC
Grand Total:		1,000,000.00	0.00	1,000,000.00	2,000.00	1,000.00	0.00	1,000.00	2,000.00	1,000
2216	Housing Revenue (Non-Plan)	1,000,000.00	0.00	1,000,000.00	2,000.00	1,000.00	0.00	1,000.00	2,000.00	1,000
097	2216078000201274	1,000,000.00	0.00	1,000,000.00	2,000.00	1,000.00	0.00	1,000.00	2,000.00	1,000

At the bottom of the table is an "OK" button highlighted in a red box.

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”

The screenshot shows the PFMS interface. The 'Budget' menu is expanded, and 'LOC' is selected. The 'Generate Proposal' button is highlighted with a red box. The user is identified as 'Manoj DDO Checker Banga DDO Checker'.

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 screenshot shows the 'Proposal List' table. The third row is highlighted with a red box, showing a proposal with DDO '143477-BHUBANESWAR CENTRAL DIVISION NO. 1 BHUBANESWAR', Proposal No. 340, and Status 'Forward to DDO Checker'. The buttons 'Forward To DDO Admin', 'Redirect To Maker with Remarks', and 'View' are visible for this row.

DDO	Proposal No.	Proposal Date	Proposal Amount	Quarter	Status	Forward To DDO Admin	Redirect To Maker with Remarks	View
143477-BHUBANESWAR CENTRAL DIVISION NO. 1 BHUBANESWAR	335	04/09/2017	90000000.00	Q2 (July-September)	ForwardToDDOChecker	Forward To DDO Admin	Redirect To Maker with Remarks	View
143477-BHUBANESWAR CENTRAL DIVISION NO. 1 BHUBANESWAR	336	04/09/2017	1500.00	Q2 (July-September)	ForwardToDDOChecker	Forward To DDO Admin	Redirect To Maker with Remarks	View
143477-BHUBANESWAR CENTRAL DIVISION NO. 1 BHUBANESWAR	340	19/09/2017	2000.00	Q2 (July-September)	ForwardToDDOChecker	Forward To DDO Admin	Redirect To Maker with Remarks	View

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

The screenshot shows the 'Proposal View Format' for proposal No. 340. The 'View' button from the previous screenshot is highlighted with a red box. The details include Controller, PAO, DDO, and a table of financial data.

Grant No	Head	Budget	Expenditure	Balance	Anticipated Bud Exp	LOC Issued So for	Cheques Issued So for	Unspent LOC	LOC Admissible	NET LOC
Grand Total:		1,000,000.00	0.00	1,000,000.00	2,000.00	1,000.00	0.00	1,000.00	2,000.00	1,000.00
2216	Housing Revenue (Non-Plan)	1,000,000.00	0.00	1,000,000.00	2,000.00	1,000.00	0.00	1,000.00	2,000.00	1,000.00
097	2216078000201274	1,000,000.00	0.00	1,000,000.00	2,000.00	1,000.00	0.00	1,000.00	2,000.00	1,000.00

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

164.100.129.32 says:
Are you sure you want to Proceed ?

Public Financial Management System-1
D/o Controller General of Accounts, Ministry of Finance

12:16:39 PM

Common Search

Proposal List

DDO	Proposal No.	Proposal Date	Proposal Amount	Quarter	Status			
143477-BHUBNESWAR CENTRAL DIVISION NO. 1 BHUBANESWAR	335	04/09/2017	90000000.00	Q2 (July-September)	ForwardToDDOChecker	Forward To DDO Admin	Redirect To Maker with Remarks	View
143477-BHUBNESWAR CENTRAL DIVISION NO. 1 BHUBANESWAR	336	04/09/2017	1500.00	Q2 (July-September)	ForwardToDDOChecker	Forward To DDO Admin	Redirect To Maker with Remarks	View
143477-BHUBNESWAR CENTRAL DIVISION NO. 1 BHUBANESWAR	340	19/09/2017	2000.00	Q2 (July-September)	ForwardToDDOChecker	Forward To DDO Admin	Redirect To Maker with Remarks	View

In case of correct record, DDO Checker will press the button **“Forward to DDO Admin”**. The system will display a message for confirmation of action **“Are you sure you want to Proceed?”**

164.100.129.32 says:
Are you sure you want to Proceed ?

Public Financial Management System-1
D/o Controller General of Accounts, Ministry of Finance

12:16:42 PM

Common Search

Proposal List

DDO	Proposal No.	Proposal Date	Proposal Amount	Quarter	Status			
143477-BHUBNESWAR CENTRAL DIVISION NO. 1 BHUBANESWAR	335	04/09/2017	90000000.00	Q2 (July-September)	ForwardToDDOChecker	Forward To DDO Admin	Redirect To Maker with Remarks	View
143477-BHUBNESWAR CENTRAL DIVISION NO. 1 BHUBANESWAR	336	04/09/2017	1500.00	Q2 (July-September)	ForwardToDDOChecker	Forward To DDO Admin	Redirect To Maker with Remarks	View
143477-BHUBNESWAR CENTRAL DIVISION NO. 1 BHUBANESWAR	340	19/09/2017	2000.00	Q2 (July-September)	ForwardToDDOChecker	Forward To DDO Admin	Redirect To Maker with Remarks	View

On pressing **“OK”** on confirmation message, the record will disappear from the displayed list and the system will display a message: **“Record forwarded to DDO Admin successfully”**.

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

Welcome: Manoj DDO Checker Banga DDO Checker
User Type: DDOChecker
Financial Year: 2017-2018

12:16:50 PM

Common Search

Proposal

Record Forward To DDO Admin Successfully

Proposal List

DDO	Proposal No.	Proposal Date	Proposal Amount	Quarter	Status			
143477-BHUBNESWAR CENTRAL DIVISION NO. 1 BHUBANESWAR	335	04/09/2017	90000000.00	Q2 (July-September)	ForwardToDDOChecker	Forward To DDO Admin	Redirect To Maker with Remarks	View
143477-BHUBNESWAR CENTRAL DIVISION NO. 1 BHUBANESWAR	336	04/09/2017	1500.00	Q2 (July-September)	ForwardToDDOChecker	Forward To DDO Admin	Redirect To Maker with Remarks	View

PROCESSING OF LOC ON PFMS AT DDO ADMIN LEVEL

DDO Admin will go to the option:

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

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

Welcome: MANOJ DDO Banga DDO
User Type: DDO
Financial Year: 2017-2018

02:36:36 PM

Common Search

MANOJ DDO Banga DDO

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

BE	Fin. Status	Type	No. of Sanctions
LOC	Generate Proposal	Expenditure (All)	12
PassedByDDOChecker	Generate Proposal	(All)	0
			0

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

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

Welcome: MANOJ DDO Banga DDO
User Type: DDO
Financial Year: 2017-2018

02:37:05 PM

Common Search

Proposal

Proposal List

DDO	Proposal No.	Proposal Date	Proposal Amount	Quarter	Status			
143477-BHUBANESWAR CENTRAL DIVISION NO. 1 BHUBANESWAR	339	08/09/2017	106000.00	Q3 (October-December)	ForwardToDDO	Redirect To Checker with Remarks	Forward To PAO/PRAO	View
143477-BHUBANESWAR CENTRAL DIVISION NO. 1 BHUBANESWAR	340	19/09/2017	2000.00	Q2 (July-September)	ForwardToDDO	Redirect To Checker with Remarks	Forward To PAO/PRAO	View

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

Proposal View Format

Controller: URBAN DEVELOPMENT AND URBAN POVERTY ALLEVIATION[030]
PAO: PAO(East Zone) CPWD,Kolkata[043460]
DDO: BHUBANESWAR CENTRAL DIVISION NO.1 BHUBANESWAR[143477] Proposal No. 340

Grant No	Head	Budget	Expenditure	Balance	Anticipated Bud Exp	LOC Issued So far	Cheques Issued So for	Unspent LOC	LOC Admissible	NET LOC
Grand Total:		1,000,000.00	0.00	1,000,000.00	2,000.00	1,000.00	0.00	1,000.00	2,000.00	1,000.00
2216	Housing Revenue (Non-Plan)	1,000,000.00	0.00	1,000,000.00	2,000.00	1,000.00	0.00	1,000.00	2,000.00	1,000.00
097	2216078000201274	1,000,000.00	0.00	1,000,000.00	2,000.00	1,000.00	0.00	1,000.00	2,000.00	1,000.00

Public Financial Management System Page No:1 / 1 19/09/17 14:37

OK

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

164.100.129.32 says:
Are you sure you want to Proceed ?

OK Cancel

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

Welcome: MANOJ DDO Banga DDO
User Type: DDO
Financial Year: 2017-2018

02:36:54 PM

Common Search

Proposal

Proposal List

DDO	Proposal No.	Proposal Date	Proposal Amount	Quarter	Status			
143477-BHUBANESWAR CENTRAL DIVISION NO. 1 BHUBANESWAR	339	08/09/2017	106000.00	Q3 (October-December)	ForwardToDDO	Redirect To Checker with Remarks	Forward To PAO/PRAO	View
143477-BHUBANESWAR CENTRAL DIVISION NO. 1 BHUBANESWAR	340	19/09/2017	2000.00	Q2 (July-September)	ForwardToDDO	Redirect To Checker with Remarks	Forward To PAO/PRAO	View

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

“Are you sure you want to Proceed?”

164.100.129.32 says:
Are you sure you want to Proceed ?

OK Cancel

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

DDO Banga DDO
17-2018

02:36:59 PM

Common Search

Proposal List

DDO	Proposal No.	Proposal Date	Proposal Amount	Quarter	Status			
143477-BHUBNESWAR CENTRAL DIVISION NO. I BHUBANESWAR	339	08/09/2017	106000.00	Q3 (October-December)	ForwardToDDO	Redirect To Checker with Remarks	Forward To PAO/PrAO	View
143477-BHUBNESWAR CENTRAL DIVISION NO. I BHUBANESWAR	340	19/09/2017	2000.00	Q2 (July-September)	ForwardToDDO	Redirect To Checker with Remarks	Forward To PAO/PrAO	View

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”.

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

Welcome: MANOJ DDO Banga DDO
User Type: DDO
Financial Year: 2017-2018

02:37:03 PM

Common Search

Proposal

Record Forward To PAO Successfully

Proposal List

DDO	Proposal No.	Proposal Date	Proposal Amount	Quarter	Status			
143477-BHUBNESWAR CENTRAL DIVISION NO. I BHUBANESWAR	339	08/09/2017	106000.00	Q3 (October-December)	ForwardToDDO	Redirect To Checker with Remarks	Forward To PAO/PrAO	View

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”

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

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

03:36:19 PM

Common Search

BHARTI TULI

Budget

ReprocessFailedTransaction

Sanctions

BE

LOC

Surrenders

Approve Proposal

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.

S.No	Proposal Number	Proposal Date	Proposal Amount	DDO Code	Status	LOC Number
1	340	19/9/2017	2000.00	143477	ForwardToPAODH	
2	338	08/9/2017	2000.00	143477	ForwardToPAODH	
3	337	08/9/2017	20000.00	143477	ForwardToPAODH	
4	331	28/8/2017	1000.00	143477	ForwardToPAODH	
5	327	18/8/2017	12000.00	143477	ForwardToPAODH	
6	325	18/8/2017	3500.00	143477	ForwardToPAODH	
7	324	18/8/2017	3500.00	143477	ForwardToPAODH	
8	314	14/8/2017	3000.00	143477	ForwardToPAODH	
9	313	14/8/2017	8000.00	143477	ForwardToPAODH	
10	309	14/8/2017	3000.00	143477	ForwardToPAODH	

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

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

S.No	Demand No	Demand Date	Grant No	Function Head	Object Head	Category	Budget Allocated	Actual Exp. Upto Date	Balance Budget Available	Anticipated Exp	LOC Issued So Far	Cheq/Epay So Far	UnSpent LOC	LOC Admissible	Net LOC	LO Appr Amo
1	174	19/9/2017	097	2216078000201	27	4	1000000.00	0.00	1000000.00	2000.00	1000.00	0.00	1000.00	2000.00	1000.00	2
Total:															200	

Two options will be available here:

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

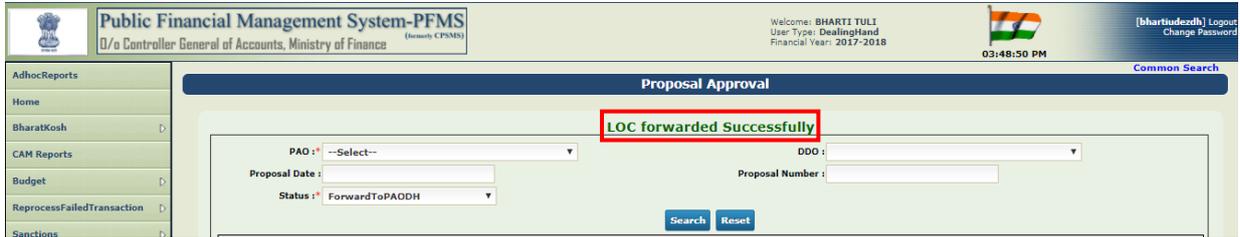
In case LOC Proposal is to be approved, DH will check the box given in the grid against the desired record and then press the button **“Forward to AAO”**.

The system will display a message for confirmation of action:

“Are you sure you want to save?”

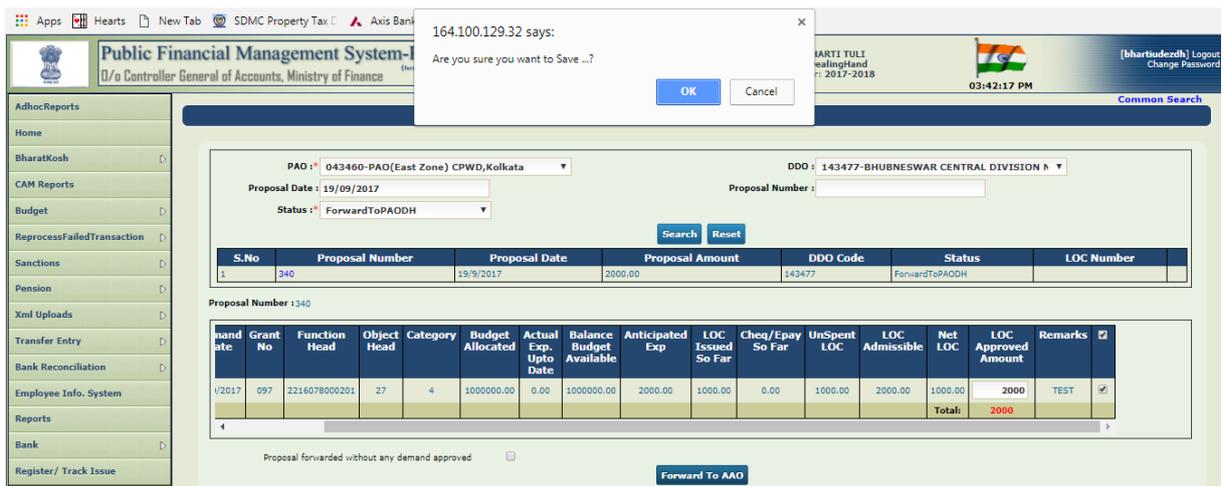
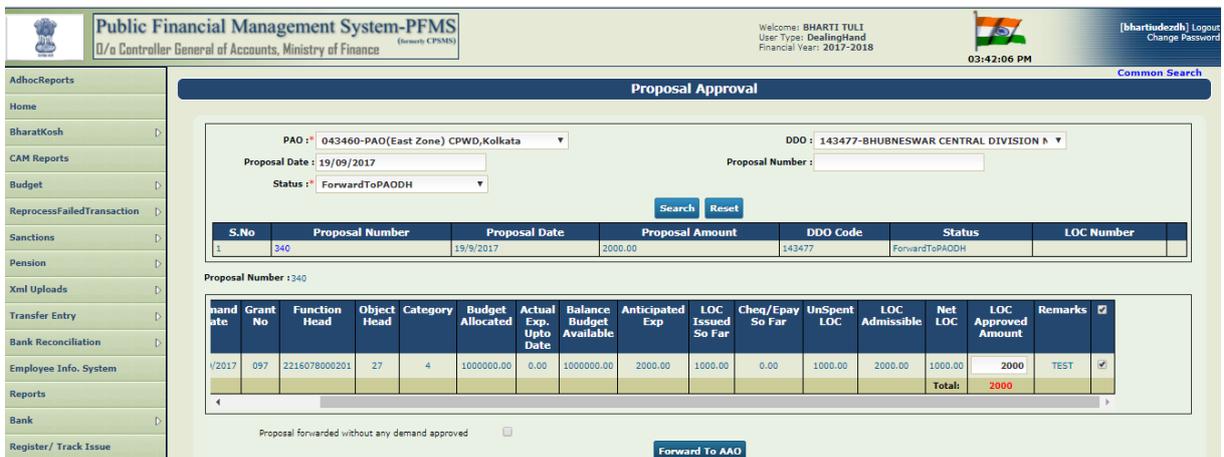
On pressing “OK” on confirmation message, the record will disappear from the screen and a message will be displayed by the system:

“LOC forwarded Successfully”



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”.



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

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”

The screenshot shows the PFMS interface with the following elements:

- Header: Public Financial Management System-PFMS (formerly CPMS), O/o Controller General of Accounts, Ministry of Finance. User: BHARTI TULI, AssistantAccountsOfficer, Financial Year: 2017-2018. Time: 04:35:49 PM.
- Left Navigation Menu: Home, BharatKosh, CAM Reports, My Account, Budget (highlighted), ReprocessFailedTransaction, Sanctions.
- Main Content Area: A dropdown menu for 'Budget' is open, showing 'BE' and 'LOC' (highlighted). Below 'LOC', there is an 'Approve Proposal' button.

A screen for “Proposal Approval” will appear.

The screenshot shows the 'Proposal Approval' screen with the following elements:

- Header: Same as the previous screenshot. Time: 04:36:06 PM.
- Left Navigation Menu: Same as the previous screenshot.
- Main Content Area: A form titled 'Proposal Approval' with the following fields:
 - PAO: --Select--
 - Proposal Date: [Text Field]
 - Status: ForwardToPAOAAO
 - DDO: [Text Field]
 - Proposal Number: [Text Field]
- Buttons: Search, Reset.

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

The screenshot shows the search results table with the following data:

S.No	Proposal Number	Proposal Date	Proposal Amount	DDO Code	Status	LOC Number
1	340	15/9/2017	2000.00	143477	ForwardToPAOAAO	
2	258	23/6/2017	1000.00	143477	ForwardToPAOAAO	
3	240	08/6/2017	-100.00	143477	ForwardToPAOAAO	
4	39	29/4/2017	500.00	143477	ForwardToPAOAAO	

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.

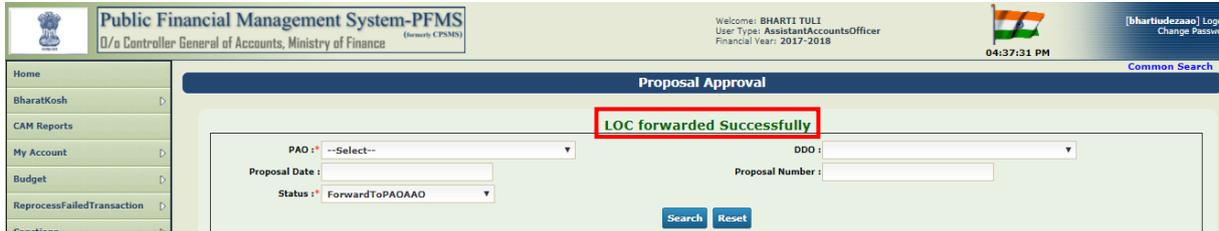
The action, as taken by DH user will be displayed. AAO user will just press the button **“Forward to PAO”**, in case he wants to take same action.

A confirmation message will be displayed on screen:

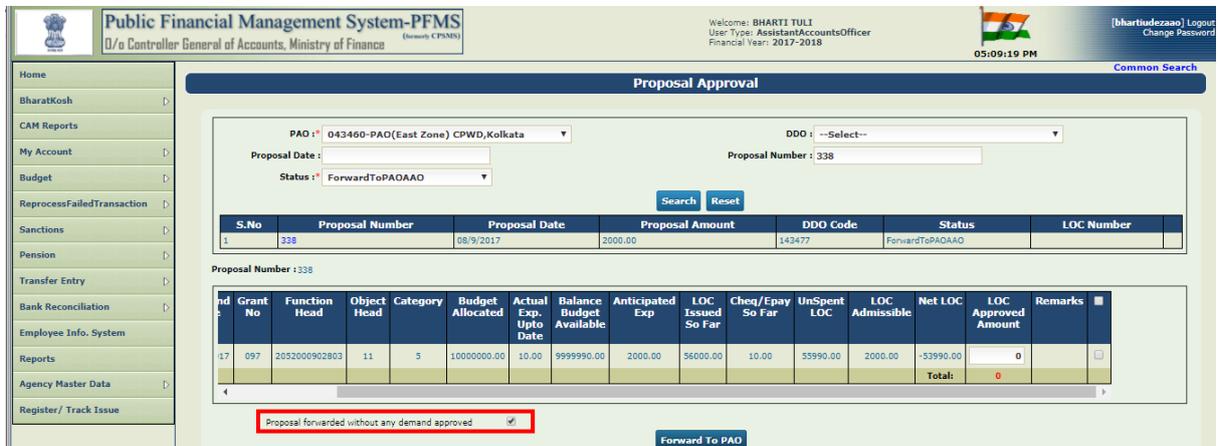
“Are you sure you want to Save..?”

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

“LOC forwarded Successfully”

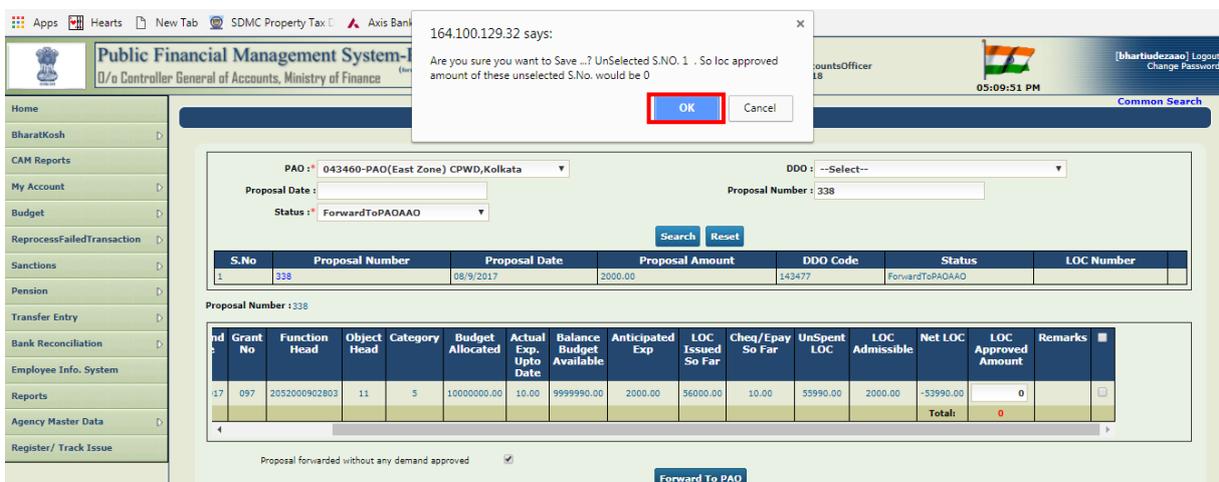


In case the Proposal for demand of LOC is not to be approved, the check box given against the field “Proposal forwarded without any Demand approved” is to be clicked. AAO user will press the button “Forward to PAO”.



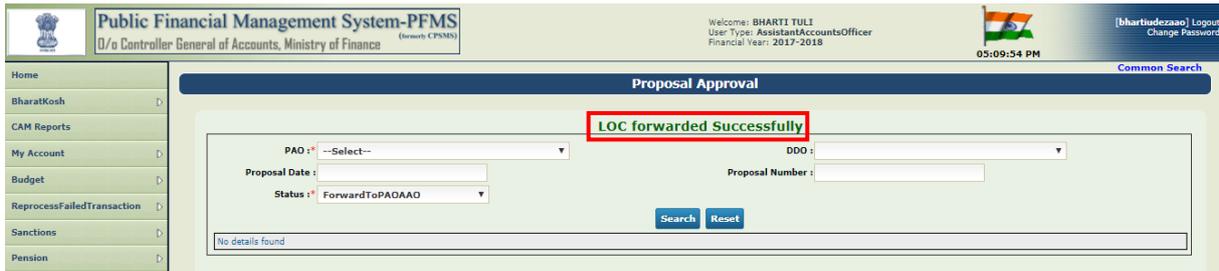
A message will be displayed on screen:

“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”.



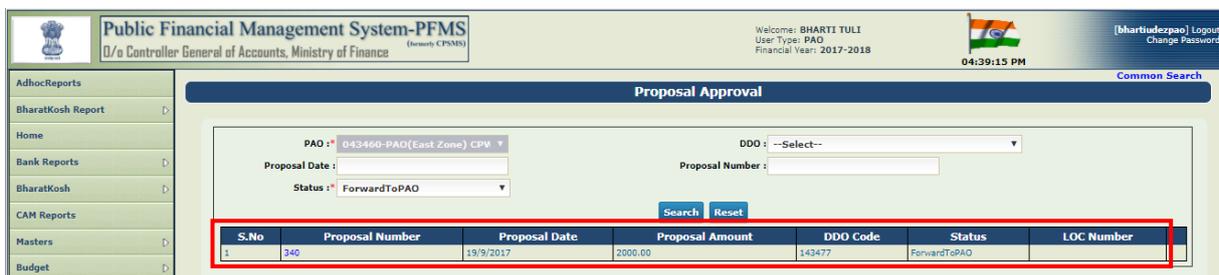
PROCESSING OF LOC PROPOSAL AT PAO USER LEVEL IN PAY & ACCOUNTS OFFICE

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.

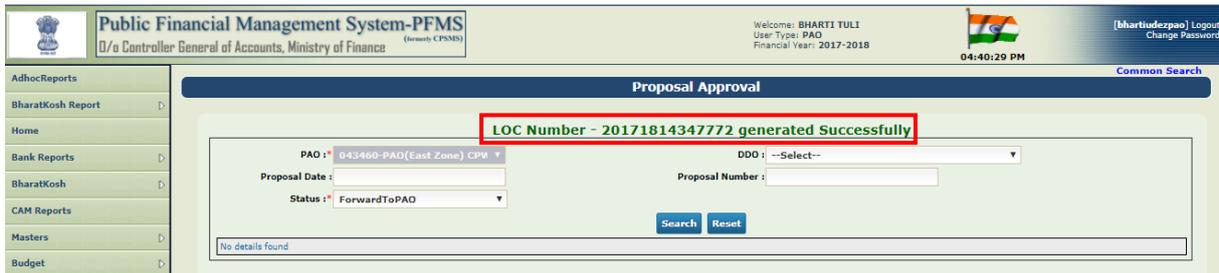
In case the proposal for Demand of LOC is to be approved, the box given against the record should remain clicked. PAO user will generate the LOC proposal by pressing the button “SUBMIT”.

A message for confirmation of action will appear:

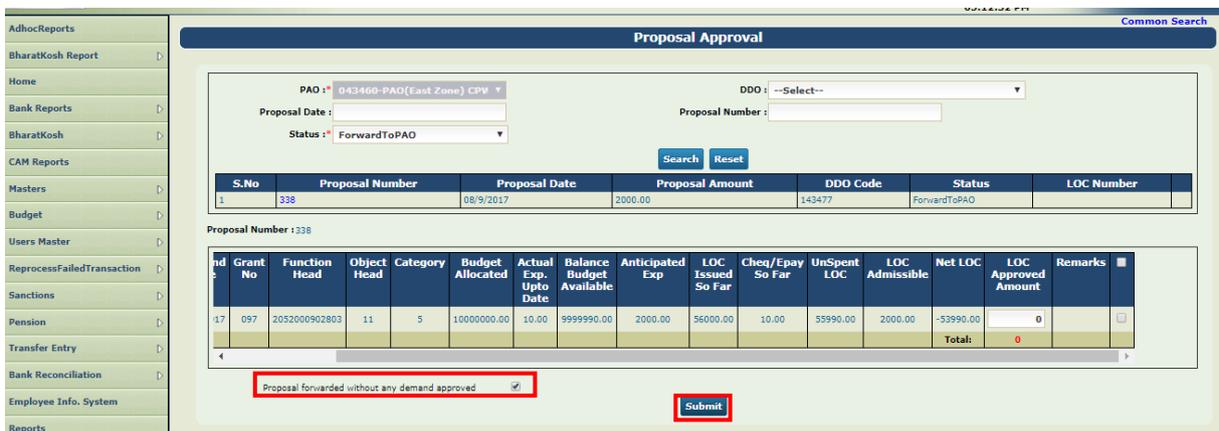
“Are you sure you want to Save...?”

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

“LOC Number - _____ generated successfully”.

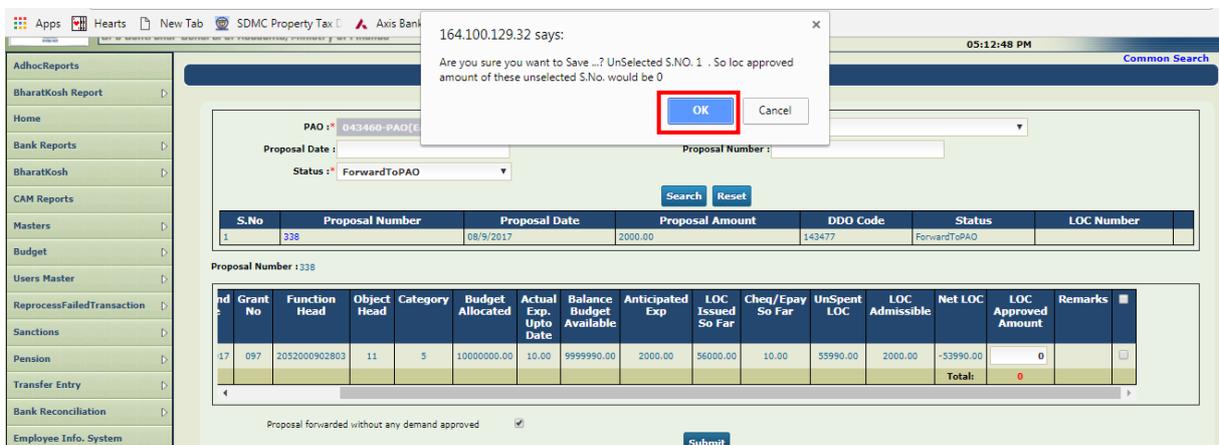


In case, the proposal for Demand of LOC is not to be approved, the box given against the field “Proposal forwarded without any demand approved” needs to be checked. PAO user will press the button “SUBMIT”.



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”

The screenshot shows the 'Proposal Approval' interface. A red box highlights the message: **LOC Number - 20171814347773 generated Successfully**. Below this, there are input fields for PAO (043460-PAD(East Zone) CPV), DDO (a dropdown menu), Proposal Date, Proposal Number, and Status (ForwardToPAD). There are 'Search' and 'Reset' buttons at the bottom.

STATUS OF LOC AT DDO MAKER USER

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

The screenshot shows the user interface for 'Manoj DDO Maker Banga DDO Maker'. The 'Budget' menu is expanded, and 'LOC' and 'Create LOC' are highlighted with a red box. Other options include 'ReprocessFailedTransaction' and 'Sanctions'. A tooltip for 'Create LOC' is visible, stating: 'The following table shows the summary of Agency according to status. Click on the corresponding status. Out what a particular status means, take your mouse over the status name. To find the details of Agency in a status. Click on the corresponding status.'

The screenshot shows the 'Head Wise Demand Entry' screen. Under the 'LOC Details' section, the following information is displayed:
 - DDO: 142477-BHUBNESWAR CENTRAL DIVISION
 - Grant Code: 097
 - Object Head: 27
 - Function Head: 2216078000201
 - Category: 4
 - Actual Expenditure upto: 0
 - BudgetAllocated: 10000000
 - Anticipated Expenditure: 0
 - Cheque/Epayment so far: 0
 - Net LOC: 0
 - Balance Budget Available: 10000000
 - LOC Issued so far: 2000
 - Unspent LOC: 2000
 - LOC Admissible: 0
 - Remarks: (empty field)
 There are 'Save' and 'Reset' buttons at the bottom.

The screenshot shows the 'Head Wise Demand Entry' screen with different data points:
 - DDO: 142477-BHUBNESWAR CENTRAL DIVISION
 - Grant Code: 097
 - Object Head: 11
 - Function Head: 2052000902803
 - Category: 5
 - Actual Expenditure upto: 10
 - BudgetAllocated: 10000000
 - Anticipated Expenditure: 0
 - Cheque/Epayment so far: 10
 - Net LOC: 0
 - Balance Budget Available: 9999990
 - LOC Issued so far: 55000
 - Unspent LOC: 55000
 - LOC Admissible: 0
 - Remarks: (empty field)
 There are 'Save' and 'Reset' buttons at the bottom.

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”

The screenshot shows the PFMS interface with the 'Sanctions' menu item selected. A tooltip for 'Create Sanction' is visible, stating: 'the summary of sanctions according to status and type. To find out what a particular status means, take your mouse over the status name. To find the details of sanctions in a corresponding status.' Below the tooltip is a table with the following data:

Status	Type	No. of Sanctions
(All)		0
(All)		0
...

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

The screenshot shows the 'Create Sanction' form. The 'Sanction Header' section contains the following fields:

- Controller Name : EXPENDITURE
- Division Diary/IFD/HOD File No. : IFD/0411/sig1
- IFD/HOD File Date (dd/mm/yyyy) : 01/11/2016
- Sanction Number : SANCTION/0411/SIG1
- Sanction Date (dd/mm/yyyy) : 04/11/2016
- Scheme : --Select--
- PAO : 018001 - PAO, O/O CGA, M/O Finance, O/O Exp.
- DDO : 116007 - Government Link Cell, Ministry Of Finance, Nagpur
- Sanction Type : Expenditure
- Sanction Amount : 10000 (In Actuals)

The 'Account Head Details' section includes:

- Grant : 034 - Department of Expenditure
- Function Head : 2052000901001 - ESTABLISHMENT
- Category : 3 - NON PLAN VOTED-EXPENDITURE
- Object Head : 13 - OFFICE EXPENSES
- Amount : 10000

A table below the 'Account Head Details' section shows the selected account heads:

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	Remove
034 - Department of Expenditure		2052000901001 - ESTABLISHMENT	13 - OFFICE EXPENSES	3 - NON PLAN VOTED-EXPENDITURE	10000	X

The 'Vendor Details' section includes:

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

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

Sanctions

Sanction Custom Fields

Sanction Printing Templates

Reports

Agency Master Data

Agency Schemes

Other Agencies

Scheme Allocation

OLD UC

IFD/HOD File Date (dd/mm/yyyy) : 01/11/2018

Sanction Number : SANCTION/0411/SIG1

Sanction Date (dd/mm/yyyy) : 04/11/2018

Scheme : --Select--

PAO : 018001 - PAO, O/O CGA, M/O Finance, D/O Exp.

DDO : 118007 - Government Link Cell, Ministry Of Finance, Nagpur

Sanction Type : Expenditure

Sanction Amount : 10000 (In Actuals)

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 : 205200901001 - ESTABLISHMENT

Object Head : 13 - OFFICE EXPENSES

Category : 3 - NON PLAN VOTED-EXPENDITURE

Amount : 10000

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		205200901001 - ESTABLISHMENT	13 - OFFICE EXPENSES	3 - NON PLAN VOTED-EXPENDITURE	10000	X

Vendor Details

Vendor Type : Personal

State : DELHI

Unique Code : VC00008157

Amount : 10000

Vendor : VC00008157-PANKAJ KOCHHAR

District : SOUTH WEST

Add Reset

Create Sanction Clear

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

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

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

02:21:53 PM

Common Search

Create Sanction

Sanction Header

Sanction Number : SANCTION/0411/SIG1

Sanction Date (dd/mm/yyyy) : 04/11/2018

Scheme : --Select--

PAO : 018001 - PAO, O/O CGA, M/O Finance, D/O Exp.

DDO : 118007 - Government Link Cell, Ministry Of Finance, Nagpur

Sanction Type : Expenditure

Sanction Amount : 10000 (In Actuals)

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 : 205200901001 - ESTABLISHMENT

Object Head : 13 - OFFICE EXPENSES

Category : 3 - NON PLAN VOTED-EXPENDITURE

Amount : 10000

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		205200901001 - ESTABLISHMENT	13 - OFFICE EXPENSES	3 - NON PLAN VOTED-EXPENDITURE	10000	X

Vendor Details

Vendor Type : --Select--

State : --Select--

Unique Code : --Select--

Amount : --Select--

Vendor : --Select--

District : --Select--

Add Reset

Selected Vendor Details

Vendor Name	District	State	Country	Amount
<input type="checkbox"/> VC00008157-PANKAJ KOCHHAR	SOUTH WEST	DELHI		10,000

Remove

Create Sanction Clear

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”.

Payee Details

Sanction Status: Created
Sanction Date: 04/11/2016
Sanction Amount: 10000
IFD Date: 04/11/2016
PAO: 016001-PAO, Q/O CGA, M/O Finance, D/O Exp.
Remarks:

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	External PAO	Available Budget
034 - Department of Expenditure		205200901001 - ESTABLISHMENT	13 - OFFICE EXPENSES	3 - NON PLAN VOTED-EXPENDITURE	10000		79000

Vendor	Bank Account No	Amount	Instrument Type
PANKAJ KOCHHAR	30001028103 - PANKAJ KOCHHAR	10,000.00	RTGS

Payment Details

Party Name	IFSC Code	Party Account No	Amount	Payee Remarks	Delete
PANKAJ KOCHHAR	SARDOVSHWA	30001028103	10000	DE	X

Note: If the IFSC Code is not automatically shown it means bank A/C is not communicating with the system. Please ensure the IFSC Code and process payment. Please ensure IFSC Code is correct. Payee details has been submitted successfully. !!!

[Confirm] [Reset] [Back]

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.

Create Sanction

Sanction Header

Controller Name: EXPENDITURE
Division Diary/IFD/HOD File No.: IFD/0411/SIG2
IFD/HOD File Date (dd/mm/yyyy): 04/11/2016
Sanction Number: SANCTION/0411/SIG2
Sanction Date (dd/mm/yyyy): 04/11/2016
Scheme: -Select-
PAO: 016001-PAO, Q/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 LAKHS 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: 205200901001 - ESTABLISHMENT
Object Head: 01 - SALARIES
Category: 3 - NON PLAN VOTED-EXPENDITURE
Amount: 1200000

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

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	Remove
034 - Department of Expenditure		205200901001 - ESTABLISHMENT	01 - SALARIES	3 - NON PLAN VOTED-EXPENDITURE	1200000	X

Vendor Details

Vendor Type: -AI-
State: Uttar Pradesh
District: -Select-
Amount: 1200000

Selected Vendor Details

Vendor Name	District	State	Country	Amount
VC00009982-BHARTI TULI				1,200,000

[Add] [Reset] [Remove]

[Create Sanction] [Cancel]

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

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

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

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Create Sanction

Sanction Header

Controller Name : EXPENDITURE
Division Diary (FD/HOD File No.) : IFD0411/SG2
IFD/HOD File Date (dd/mm/yyyy) : 01/11/2016
Sanction Number : SANCTION0411/SG2
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)
PURSES TIME/IC LANCES 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 : 205200091001 - ESTABLISHMENT
Object Head : 01 - SALARIES
Category : 3 - NON PLAN VOTED-EXPENDITURE
Amount : 1200000

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

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	Remove
034 - Department of Expenditure		205200091001 - ESTABLISHMENT	01 - SALARIES	3 - NON PLAN VOTED-EXPENDITURE	1200000	X

Vendor Details

Vendor Type : -All-
Rate :
Unique Code :
Amount :
Vendor : -Select-
District :
State :
Country :
Amount : 1,200,000

Vendor Name	District	State	Country	Amount
VC0000992-BHARTI TULI				1,200,000

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
D/o Controller General of Accounts, Ministry of Finance

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

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Payee Details

Controller: 013-EXPENDITURE
Sanction Number: SANCTION0411/SG2
Sanction Type: Expenditure (XXX BH)
IFD Number: IFD/0411/SG2
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		205200091001 - ESTABLISHMENT	01 - SALARIES	3 - NON PLAN VOTED-EXPENDITURE	1200000		4902500

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
D/o Controller General of Accounts, Ministry of Finance

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

02:32:10 PM

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Agency Schemes
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Scheme Allocation
OLD UC

Payee Details

Controller: 013-EXPENDITURE
Sanction Number: SANCTION0411/SG2
Sanction Type: Expenditure (XXX BH)
IFD Number: IFD/0411/SG2
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		205200091001 - ESTABLISHMENT	01 - SALARIES	3 - NON PLAN VOTED-EXPENDITURE	1200000		4902500

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	SBIN0005583	12321765890	1200000	SALARY	X

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

Confirm Reset Back

Payee Details

Sanction Number: SANCTION/0411/SIG2
Sanction Date: 04/11/2016
Sanction Amount: 1200000
Sanction Type: Expenditure (DDO Bill)
IFD Number: IFD/0411/SIG2
Plan Scheme: -
DDO: 116007-Government Link Cell, Ministry Of Finance, Nagpur
Remarks: PAO: 015001-PAO, Q/O CGA, W/O Finance, D/O Exp.

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	External PAO	Available Budget
034 - Department of Expenditure		205200091001 - ESTABLISHMENT	01 - SALARIES	3 - NON PLAN VOTED-EXPENDITURE	1200000		4905500

Vendor	Bank Account No	Amount	Instrument Type
BHARTI TULI	11201765890 - BHARTI TULI	1,200,000.00	RTGS

Party Name	IFSC Code	Party Account No	Amount	Payee Remarks	Delete
BHARTI TULI	SBIIN0001583	12321765890	1200000	SALARY	X

Note: If the IFSC Code is not automatically shown it means bank A/C is not registered in PFMS. Please check the bank account details. The IFSC Code and process payment. Please ensure IFSC Code is correct.
Payee details has been submitted successfully !!!

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”

Sanction Status	Type	No. of Sanctions
Approve Sanction	(AP)	0
	Expenditure (DDO Bill)	2
	(AB)	0

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.

Search Sanctions

Sanction No: [] Sanction Status: Submitted
From Date: (dd/mm/yyyy) 01/04/2016 To Date: (dd/mm/yyyy) 04/11/2016
Sanction Amount: []
Scheme: -AB-
PAO: -AB-
DDO: -AB-
IFD No: []

SanctionNumber	Type	Scheme	DDO Name	PAO Name	Amount	Date	View File
SANCTION/0411/SIG1	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	015001 - PAO, Q/O CGA, W/O Finance, D/O Exp.	10,000	04/11/2016	File not exists
SANCTION/0411/SIG2	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	015001 - PAO, Q/O CGA, W/O Finance, D/O Exp.	1,200,000	04/11/2016	File not exists

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”**

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

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

02:34:25 PM

Sanction Details

Sanction Status: Submitted
Sanction Date: 04/11/2016
Sanction Amount: 10000
JFD Date: 01/11/2016
PAO: 016001-PAO, O/O CGA, M/O Finance, D/O Exp.
Remarks:

Created On: 04/11/2016 02:23:36 PM
Modified On: 04/11/2016 02:26:13 PM

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	External PAO	Available Budget
03A - Department of Expenditure		2052000901001 - ESTABLISHMENT	13 - OFFICE EXPENSES	3 - NON PLAN VOTED-EXPENDITURE	10000		79000

Vendor Details

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

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

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

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

02:34:44 PM

Sanction Details

Sanction Status: Submitted
Sanction Date: 04/11/2016
Sanction Amount: 10000
JFD Date: 01/11/2016
PAO: 016001-PAO, O/O CGA, M/O Finance, D/O Exp.
Remarks:

Created On: 04/11/2016 02:23:36 PM
Modified On: 04/11/2016 02:26:13 PM

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	External PAO	Available Budget
03A - Department of Expenditure		2052000901001 - ESTABLISHMENT	13 - OFFICE EXPENSES	3 - NON PLAN VOTED-EXPENDITURE	10000		79000

Remarks

Please Enter Remark
approved

Buttons: Approve, Return, Cancel

A message will be displayed by the system:

“Sanction approved successfully”

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

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

02:34:57 PM

Sanction Details

Sanction Status: Approved
Sanction Date: 04/11/2016
Sanction Amount: 10000
JFD Date: 01/11/2016
PAO: 016001-PAO, O/O CGA, M/O Finance, D/O Exp.
Remarks: approved

Created On: 04/11/2016 02:23:36 PM
Modified On: 04/11/2016 02:34:51 PM

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	External PAO	Available Budget
03A - Department of Expenditure		2052000901001 - ESTABLISHMENT	13 - OFFICE EXPENSES	3 - NON PLAN VOTED-EXPENDITURE	10000		69000

Sanction Approved Successfully

Buttons: Payee Details, Print sanction Order, Back

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

Sanction Details

Sanction Status: Approved
 Sanction Date: 04/11/2016
 Sanction Amount: 120000
 Sanction Type: Expenditure (DDO Bill)
 IFD Number: IFD/0411/5162
 Plan Scheme: -
 DDO: 116007-Government Link Cell, Ministry Of Finance, Nagpur
 Remarks: APPROVED

Created By: BHARTI TULI
 Modified By: BHARTI TULI
 Created On: 04/11/2016 02:30:57 PM
 Modified On: 04/11/2016 02:36:42 PM

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	External PAO	Available Budget
034 - Department of Expenditure		2052000901.001 - ESTABLISHMENT	01 - SALARIES	3 - NON PLAN VOTED-EXPENDITURE	1200000		3705500

Vendor Details

Sanction Approved Successfully
 Payee Details | Print Sanction Order | Back

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

Sanction Status

Sanction Status	Type	No. of Sanctions
(AR)		0
(AR)	Expenditure (DDO Bill)	2
(AR)	Expenditure (DDO Bill)	1
(AR)		0
(AR)		0
(AR)		0

Search Sanctions

Sanction No.: [] Sanction Status: --AR--
 From Date: (dd/mm/yyyy) 01/04/2016 To Date: (dd/mm/yyyy) 04/11/2016
 Sanction Amount: []
 Scheme: --AR--
 PAO: --AR--
 DDO: --AR--
 IFD No.: []

Search [Reset]

SanctionNumber	Type	Scheme	DDO Name	PAO Name	Amount	Date	Current Status	View File
SANCTION/02/2210	Expenditure	116007 - Government Link Cell, Ministry Of Finance, Nagpur	116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, O/O Exp.	1,000	27/10/2016	PAO, DDO, Returned	File not exists
IFD/SANCTION/11/5162	Expenditure	116007 - Government Link Cell, Ministry Of Finance, Nagpur	116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, O/O Exp.	5,000	27/10/2016	PAO, DDO, Returned	File not exists
SANCTION/04/11/5162	Expenditure	116007 - Government Link Cell, Ministry Of Finance, Nagpur	116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, O/O Exp.	10,000	04/11/2016	Approved	File not exists
SANCTION/04/11/5162	Expenditure	116007 - Government Link Cell, Ministry Of Finance, Nagpur	116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, O/O Exp.	10,00,000	04/11/2016	Approved	File not exists

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”

Receive Sanctions

BHARTI TULI

Sanctions > Receive Sanctions

Agency Bank Account Validation Status

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.

<input type="checkbox"/> All	Sanction Number	Sanction Date	Scheme	DDO	PAO	Amount	View File
<input checked="" type="checkbox"/>	SANCTION/0411/SIG2	04/11/2016		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAC, D/O CGA, M/O Finance, D/O Exp.	10000.00	File not exists
<input checked="" type="checkbox"/>	SANCTION/0411/SIG2	04/11/2016		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAC, D/O CGA, M/O Finance, D/O Exp.	120000.00	File not exists

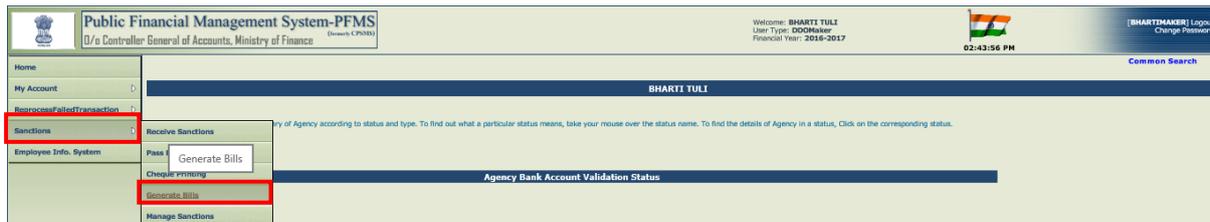
On pressing the button “Receive Sanction”, sanctions will be received by DDO Maker and a message will be displayed by the system:

“Sanction has been received by DDO Successfully”

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”



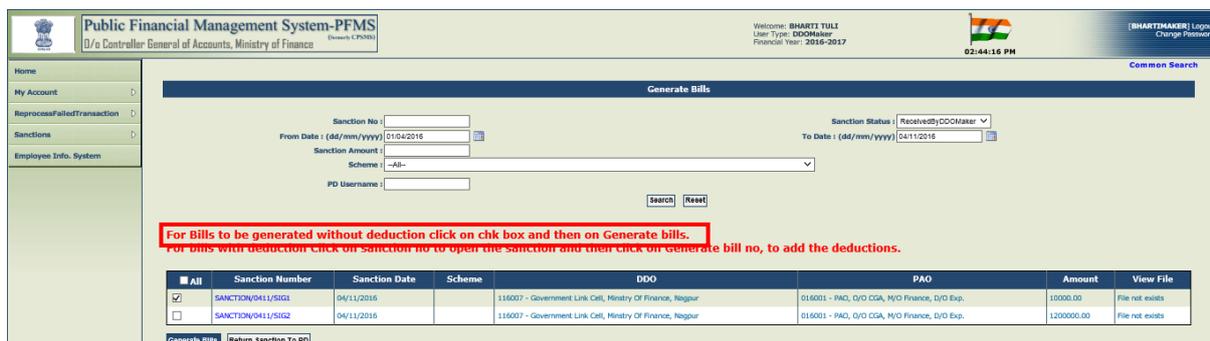
A screen for **“Generate Bills”** will appear. All the sanctions received, but pending for bill generation, will be made available by the system. If not available on displayed screen, user can put information in search field and trace the desired sanction received by him and against which bill is to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

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

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

Sanction Status : ReceivedByDDOMaker
To Date : (dd/mm/yyyy) 04/11/2016

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

All	Sanction Number	Sanction Date	Scheme	DDO	PAO	Amount	View File
<input checked="" type="checkbox"/>	SANCTION/0411/SIG1	04/11/2016		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	10000.00	File not exists
<input type="checkbox"/>	SANCTION/0411/SIG2	04/11/2016		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	1200000.00	File not exists

Message from webpage

Are you sure, you want to generate bill(s) without deductions?

OK Cancel

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.

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

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

Sanction Status : ReceivedByDDOMaker
To Date : (dd/mm/yyyy) 04/11/2016

For Bills to be generated without deduction click on chk box and then on Generate bills.
Bill(s) has been generated successfully.

All	Sanction Number	Sanction Date	Scheme	DDO	PAO	Amount	View File
<input type="checkbox"/>	SANCTION/0411/SIG2	04/11/2016		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	1200000.00	File not exists

Generated Bill Numbers By Sanction Number:

Sanction Number: SANCTION/0411/SIG1
Bill Number: CP0000014

(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.

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

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

Sanction Status : ReceivedByDDOMaker
To Date : (dd/mm/yyyy) 04/11/2016

For Bills to be generated without deduction click on chk box and then on Generate bills.
Bill(s) has been generated successfully.

All	Sanction Number	Sanction Date	Scheme	DDO	PAO	Amount	View File
<input type="checkbox"/>	SANCTION/0411/SIG2	04/11/2016		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	1200000.00	File not exists

Generated Bill Numbers By Sanction Number:

Sanction Number: SANCTION/0411/SIG1
Bill Number: CP0000014

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.

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

Sanction Status: ReceivedByDDOMaker
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:

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	External PAO	Available Budget
034 - Department of Expenditure		205200001001 - ESTABLISHMENT	01 - SALARIES	3 - NON PLAN VOTED-EXPENDITURE	1200000		4923500

Sr.No	Vendor Name	Account Number	Gross Amount	Deduction Amount	Net Amount	Payee Remarks
1	BHARTI TULI	12321765990	1,200,000	0	1,200,000	SALARY

Favouring: Select Deduction Type: --Select--

Buttons:

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

Sanction Status: ReceivedByDDOMaker
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:

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	External PAO	Available Budget
034 - Department of Expenditure		205200001001 - ESTABLISHMENT	01 - SALARIES	3 - NON PLAN VOTED-EXPENDITURE	1200000		4923500

Sr.No	Vendor Name	Account Number	Gross Amount	Deduction Amount	Net Amount	Payee Remarks
1	BHARTI TULI	12321765990	1,200,000	0	1,200,000	SALARY

Favouring: Select Deduction Type:

Buttons:

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

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

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

The screenshot shows the 'Generate Bill' interface in the PFMS. At the top, it displays the system name and user information (Bharti Tuli, DDO Maker, 2016-2017). The main area is divided into sections: 'Sanction Details', 'Account Details', and a grid of vendor records. Below the grid is a 'Deduction Details' form, which is highlighted with a red box. This form contains the following fields:

- Favoring: BHARTI TULI
- Grant: 000
- Function Head: 0021001010200
- Object Head: 00
- Category: 1
- Select Deduction Type: TAX-Employee
- Amount: 120000

At the bottom of the form is an 'Add Deduction' button. Below the form, there are fields for Sanction Amount, Deduction, and Balance Amount, along with 'Generate Bill Number', 'Cancel', and 'Back' buttons.

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.

Sanction Number	Sanction Date	Scheme	DDO	PAO	Amount	Status	Taken Date	View File
SANCTION/0411/STG1	04/11/2016		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	10000.00	BillGeneratedByCDDO		File not exists
SANCTION/0411/STG2	04/11/2016		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	1200000.00	BillGeneratedByCDDO		File not exists
SANCTION/2710/EPAY	27/10/2016		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	20000.00	BillGeneratedByCDDO		File not exists
SANCTION/27102016	27/10/2016		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	1100000.00	BillGeneratedByCDDO		File not exists

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

The details of sanction will be displayed to the user.

The following three options will be available:

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

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

Public Financial Management System-PFMS
(Formerly CPMS)

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

02:57:23 PM

[BHARTIMAKER] Logout
Change Password
Help

Common Search

Sanction Details

Controller: 013-EXPENDITURE
Sanction Number: SANCTION/0411/SIG1
Sanction Type: Expenditure (DDO Bill)
IFD Number: IFD/0411/sig1
Plan Scheme: -
DDO: 116007-Government Link Cell, Ministry Of Finance, Nagpur

Sanction Status: BillGeneratedByCDDO
Sanction Date: 04/11/2016
Sanction Amount: 10000
IFD Date: 01/11/2016
PAO: 016001-PAO, O/O CGA, M/O Finance, D/O Exp.
Remarks:

Created By: BHARTICDDOPD
Modified By: BHARTIMAKER

Created On: 04/11/2016 02:23:36 PM
Modified On: 04/11/2016 02:44:49 PM

Account Details:

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	External PAO	Available Budget
034 - Department of Expenditure		2052000901001 - ESTABLISHMENT	13 - OFFICE EXPENSES	3 - NON PLAN VOTED-EXPENDITURE	10000		99000

Bill Details:

Bill Number: CP00000014
Bill Date: 04/11/2016

Vendor Details

Pass to DDOChecker | Return to DDOChecker | Back | Pass to PAO for payment flow

The system will ask for the confirmation of action.

Public Financial Management System-PFMS
(Formerly CPMS)

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

02:57:32 PM

[BHARTIMAKER] Logout
Change Password
Help

Common Search

Sanction Details

Controller: 013-EXPENDITURE
Sanction Number: SANCTION/0411/SIG1
Sanction Type: Expenditure (DDO Bill)
IFD Number: IFD/0411/sig1
Plan Scheme: -
DDO: 116007-Government Link Cell, Ministry Of Finance, Nagpur

Sanction Status: BillGeneratedByCDDO
Sanction Date: 04/11/2016
Sanction Amount: 10000
IFD Date: 01/11/2016
PAO: 016001-PAO, O/O CGA, M/O Finance, D/O Exp.
Remarks:

Created By: BHARTICDDOPD
Modified By: BHARTIMAKER

Created On: 04/11/2016 02:23:36 PM
Modified On: 04/11/2016 02:44:49 PM

Account Details:

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	External PAO	Available Budget
034 - Department of Expenditure		2052000901001 - ESTABLISHMENT	13 - OFFICE EXPENSES	3 - NON PLAN VOTED-EXPENDITURE	10000		99000

Bill Details:

Bill Number: CP00000014
Bill Date: 04/11/2016

Vendor Details

Pass to DDOChecker | Return to DDOChecker | Back | Pass to PAO for payment flow

Message from webpage

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

OK | Cancel

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"

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

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

03:00:07 PM

[BHARTIMAKER] Logout
Change Password

Common Search

Home

My Account

ReprocessFailedTransaction

Sanctions

Employee Info. System

Receive Sanctions

Pass Bills

Cheque Printing

Generate Bills

Manage Sanctions

Agency Bank Account Validation Status

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

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

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

03:00:37 PM

[BHARTIMAKER] Logout
Change Password

Common Search

Search Sanctions

Sanction No :
From Date : (dd/mm/yyyy) 01/04/2016
Sanction Amount :
Scheme : --All--
To Date : (dd/mm/yyyy) 04/11/2016
IFD No :
[Search] [Reset]

SanctionNumber	Type	Scheme	DDO Name	PAO Name	Amount	Date	Current Status	View File
cdde_return_02	Expenditure	116007 - Government Link Cell, Ministry Of Finance, Nagpur	116001 - PAO, O/O CGA, M/O Finance, D/O Exp.	5,000	27/10/2016	PAOReturned	File not exists	
DUMMY/SANCTION/2710	Expenditure	116007 - Government Link Cell, Ministry Of Finance, Nagpur	116001 - PAO, O/O CGA, M/O Finance, D/O Exp.	5,000	27/10/2016	Closed	File not exists	
SANCTION/2710/EPAY	Expenditure	116007 - Government Link Cell, Ministry Of Finance, Nagpur	116001 - PAO, O/O CGA, M/O Finance, D/O Exp.	20,000	27/10/2016	BillGeneratedByCDDO	File not exists	
SANCTION/27102016	Expenditure	116007 - Government Link Cell, Ministry Of Finance, Nagpur	116001 - PAO, O/O CGA, M/O Finance, D/O Exp.	1,100,000	27/10/2016	BillGeneratedByCDDO	File not exists	
cdde_return_01	Expenditure	116007 - Government Link Cell, Ministry Of Finance, Nagpur	116001 - PAO, O/O CGA, M/O Finance, D/O Exp.	10,000	27/10/2016	DSCBatchGenerated	File not exists	
exp_cdde_01	Expenditure	116007 - Government Link Cell, Ministry Of Finance, Nagpur	116001 - PAO, O/O CGA, M/O Finance, D/O Exp.	1,000	01/11/2016	DSCBatchGenerated	File not exists	
SANCTION/0411/SIG2	Expenditure	116007 - Government Link Cell, Ministry Of Finance, Nagpur	116001 - PAO, O/O CGA, M/O Finance, D/O Exp.	1,200,000	04/11/2016	BillGeneratedByCDDO	File not exists	
SANCTION/0411/SIG1	Expenditure	116007 - Government Link Cell, Ministry Of Finance, Nagpur	116001 - PAO, O/O CGA, M/O Finance, D/O Exp.	10,000	04/11/2016	PassedByDDOMaker	File not exists	

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

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

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

03:04:19 PM

[BHARTIMAKER] Logout
Change Password

Common Search

Sanction 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: BillGeneratedByCDDO
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:

Created By: BHARTICDDOPD
Modified By: BHARTIMAKER

Created On: 04/11/2016 02:30:57 PM
Modified On: 04/11/2016 02:54:20 PM

Account Details:

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	External PAO	Available Budget
034 - Department of Expenditure		2052000901001 - ESTABLISHMENT	01 - SALARIES	3 - NON PLAN VOTED-EXPENDITURE	1200000		4923500

Bill Details:

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

Deduction Summary:

Deduction Type	Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Deduction Amount	Budget
ITAX- Employee	900(Receipt)		0021001010200(COLLECTIONS INCLUDING DEDUCTIONS)	00(DEFAULT)	1(RECEIPT)	120000	

Vendor Details

Edit Bill Number: **Pass to DDOChecker** return to DDOChecker Back Pass to PAO for payment flow

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

Sanction 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		4923500

Bill Details:

Bill Number: CP0000015 Bill Date: 04/11/2016

Deduction Summary:

Deduction Type	Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Deduction Amount	Budget
ITAX- Employee	900(Receipt)		0021001010200(COLLECTIONS INCLUDING DEDUCTIONS)	00(DEFAULT)	1(RECEIPT)	1200000	

Vendor Details:

Buttons: Edit Bill Number, Pass to DDOChecker, Return to DDOChecker, Back, Pass to PAO for payment flow

Sanction has been passed to DDOchecker successfully.

Sanction Number	Sanction Date	Scheme	DDO	PAO	Amount	Status	Token Date	View File
SANCTION/2710/EPAY	27/10/2016		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	20000.00	BillGeneratedByCDDO		File not exists
SANCTION/27102016	27/10/2016		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	1100000.00	BillGeneratedByCDDO		File not exists

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

Search Sanctions

SanctionNumber	Type	Scheme	DDO Name	PAO Name	Amount	Date	Current Status	View File
dddo_return_02	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	5,000	27/10/2016	PAOReturned	File not exists
DUMMY/SANCTION/2710	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	5,000	27/10/2016	Closed	File not exists
SANCTION/27102016	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	1,100,000	27/10/2016	BillGeneratedByCDDO	File not exists
SANCTION/2710/EPAY	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	20,000	27/10/2016	PassedByDDOMaker	File not exists
dddo_return_01	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	10,000	27/10/2016	DSCBatchGenerated	File not exists
ddo_return_01	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	1,000	01/11/2016	DSCBatchGenerated	File not exists
SANCTION/0411/SIG1	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	10,600	04/11/2016	PassedByDDOMaker	File not exists
SANCTION/0411/SIG2	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	1,200,000	04/11/2016	PassedByDDOMaker	File not exists

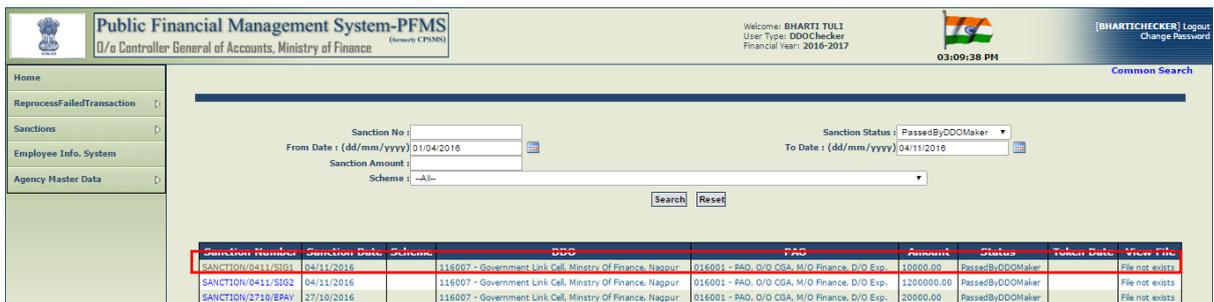
6. PASS/RETURN BILL TO DDO BY DDO CHECKER

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”

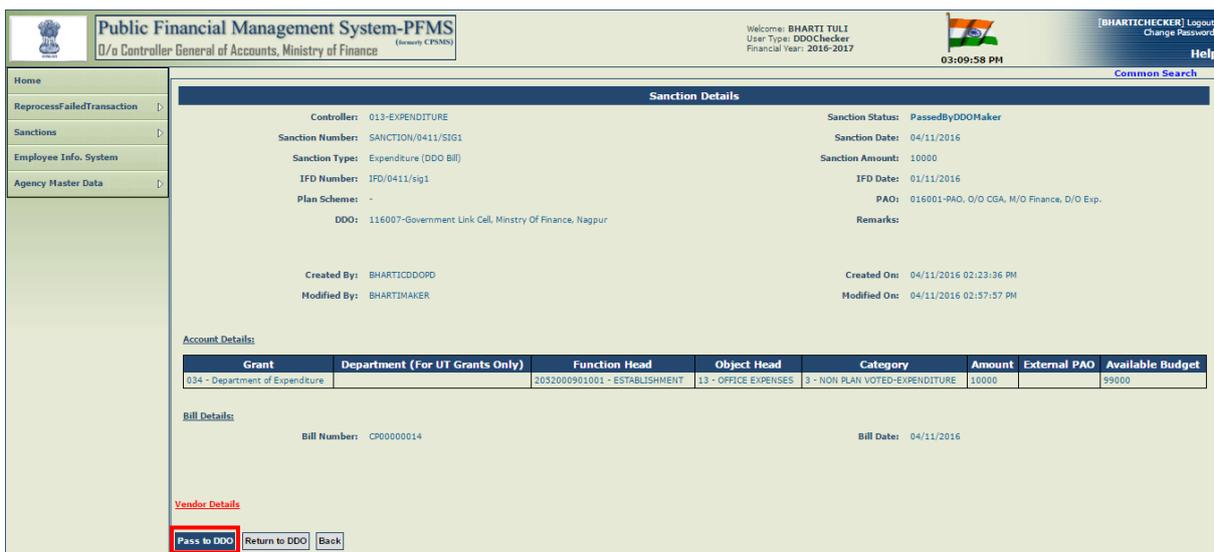


All the sanctions with the status **“Passed by DDO Maker”** will be displayed. DDO Checker can make use of search criteria to trace a particular sanction. User will open the sanction by clicking its hyperlink.



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.

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

OK Cancel

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

Sanction Number: SANCTION/0411/SIG1
Sanction Type: Expenditure (DDO Bill)
IFD Number: IFD/0411/sig1
Plan Scheme: -
DDO: 116007-Government Link Cell, Ministry Of Finance, Nagpur

Created By: BHARTICDDOPO
Modified By: BHARTIMAKER

Sanction Status: PassedByDDOMaker
Sanction Date: 04/11/2016
Sanction Amount: 10000
IFD Date: 01/11/2016
PAO: 016001-PAO, O/O CGA, M/O Finance, D/O Exp.

Created On: 04/11/2016 02:23:36 PM
Modified On: 04/11/2016 02:57:57 PM

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	External PAO	Available Budget
034 - Department of Expenditure		2052000901001 - ESTABLISHMENT	13 - OFFICE EXPENSES	3 - NON PLAN VOTED-EXPENDITURE	10000		59000

Bill Number: CP00000014
Bill Date: 04/11/2016

Vendor Details

Pass to DDO Return to DDO Back

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

“Sanction has been passed to DDO successfully”

Sanction has been passed to DDO successfully.

Sanction Number	Sanction Date	Scheme	DDO	PAO	Amount	Status	Token Date	View File
SACTION/0411/SIG2	04/11/2016		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	1200000.00	PassedByDDOMaker		File not exists
SACTION/2710/EPAY	27/10/2016		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	200000.00	PassedByDDOMaker		File not exists

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

Sanction 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

Created By: BHARTICDDOPO
Modified By: BHARTIMAKER

Sanction Status: PassedByDDOMaker
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.

Created On: 04/11/2016 02:30:57 PM
Modified On: 04/11/2016 03:05:17 PM

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		4923500

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

Deduction Summary:

Deduction Type	Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Deduction Amount	Budget
ITAX- Employee	900 (Receipt)		0021001010200 (COLLECTIONS INCLUDING DEDUCTIONS)	00 (DEFAULT)	1 (RECEIPT)	120000	

Vendor Details

Pass to DDO Return to DDO Back

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

OK Cancel

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

Sanction Number: SANCTION/0411/SG2
Sanction Type: Expenditure (DDO Bill)
IFD Number: IFD/0411/SG2
Plan Scheme: -
DDO: 116007-Government Link Cell, Ministry Of Finance, Nagpur

Created By: BHARTICDDOPO
Modified By: BHARTIMAKER

Sanction Status: PassedByDDOMaker
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:

Created On: 04/11/2016 02:30:57 PM
Modified On: 04/11/2016 03:05:17 PM

Account Details:

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	External PAO	Available Budget
034 - Department of Expenditure	2052000901001 - ESTABLISHMENT	01 - SALARIES	3 - NON PLAN VOTED-EXPENDITURE		1200000		4923500

Bill Details:

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

Deduction Summary:

Deduction Type	Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Deduction Amount	Budget
TAX- Employee	900(Receipt)		0021001010200(COLLECTIONS INCLUDING DEDUCTIONS)	00(DEFAULT)	1(RECEIPT)	120000	

Vendor Details

Pass to DDO Return to DDO Back

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

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

Sanction No: [input]
From Date: (dd/mm/yyyy) 01/04/2016
To Date: (dd/mm/yyyy) 04/11/2016
Sanction Amount: [input]
Scheme: [input]

Sanction Status: PassedByDDOMaker

Search Reset

Sanction has been passed to DDO successfully.

Sanction Number	Sanction Date	Scheme	DDO	PAO	Amount	Status	Token Date	View File
SANCTION/2710/EPAY	27/10/2016		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	200000.00	PassedByDDOMaker		File not exists

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

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

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

Sanctions

Pass Bills

Digitally Sign Pay File

Digital Sign Batch

Manage Sanctions

Manage Sanctions

SanctionNumber	Type	Scheme	DDO Name	PAO Name	Amount	Date	Current Status	View File
FD/26102016C	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	11,000.00	26/10/2016	PassedByDDOChecker	File not exists
DUMMY/SANCTION/2710	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	5,000.00	27/10/2016	Closed	File not exists
SANCTION/2710/ERAY	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	20,000.00	27/10/2016	PassedByDDOChecker	File not exists
oddo_return_01	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	10,000.00	27/10/2016	DSCBatchGenerated	File not exists
exp_oddo_01	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	1,000.00	01/11/2016	DSCBatchGenerated	File not exists
IGA_San_01	IntraGovernmentalAuthorization		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	5,000.00	01/11/2016	Closed	File not exists
IGA_San_02	IntraGovernmentalAuthorization		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	2,000.00	01/11/2016	Closed	File not exists
IGA_San_03	IntraGovernmentalAuthorization		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	4,000.00	01/11/2016	Closed	File not exists
SANCTION/0411/SG01	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	10,000.00	04/11/2016	PassedByDDOChecker	File not exists
SANCTION/0411/SG02	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	1,200,000.00	04/11/2016	PassedByDDOChecker	File not exists

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

7. PASS/RETURN BILL BY CDDO

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

“SANCTIONS” > “PASS BILL”

Sanction Status	Type	No. of Sanctions
PassedByDDO	Expenditure	1
DigitallySignedByDDO	(All)	0
PassedByDDOChecker	Expenditure	4
ReturnedByDDOChecker	(All)	0
DSCBatchGenerated	Expenditure	2
	Expenditure	1

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

Sanction Number	Sanction Date	Scheme	DDO	PAO	Amount	Status	Token Date	View File
SANCTION/0411/SG01	04/11/2016		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	10000.00	PassedByDDOChecker		File not exists
SANCTION/0411/SG02	04/11/2016		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	1200000.00	PassedByDDOChecker		File not exists
SANCTION/2710/ERAY	27/10/2016		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	20000.00	PassedByDDOChecker		File not exists
FD/26102016C	26/10/2016		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	11000.00	PassedByDDOChecker		File not exists

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

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

Sanction Details

Controller: 013-EXPENDITURE
Sanction Number: SANCTION/0411/SIG1
Sanction Type: Expenditure (DDO Bill)
IFD Number: IFD/0411/sig1
Plan Scheme: -
DDO: 116007-Government Link Cell, Ministry Of Finance, Nagpur

Sanction Status: PassedByDDOChecker
Sanction Date: 04/11/2016
Sanction Amount: 10000
IFD Date: 01/11/2016
PAO: 016001-PAO, O/O CGA, M/O Finance, D/O Exp.
Remarks:

Created By: BHARTICDDOPD
Modified By: BHARTICHECKER
Created On: 04/11/2016 02:23:36 PM
Modified On: 04/11/2016 03:10:16 PM

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	External PAO	Available Budget
034 - Department of Expenditure		2052000901001 - ESTABLISHMENT	13 - OFFICE EXPENSES	3 - NON PLAN VOTED-EXPENDITURE	10000		99000

Bill Details:
Bill Number: CP00000014
Bill Date: 04/11/2016

Vendor Details

Return Sanction To PD | **Pass Bill(CDDO)** | Back

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

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

OK | Cancel

The system will display a message:

“Bill has been passed to PAO successfully”

Public Financial Management System-PFMS (formerly CPMS)

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

03:15:46 PM

[BHARTICACDDO] Logout
Change Password

Common Search

Receive Sanctions

Sanction No: [] Sanction Status: PassedByDDOChecker
From Date: (dd/mm/yyyy) 01/04/2016 To Date: (dd/mm/yyyy) 04/11/2016
Sanction Amount: []
Scheme: --All--
PD Username: []

Search Reset

Bill has been passed to PAO successfully.

Sanction Number	Sanction Date	Scheme	DDO	PAO	Amount	Status	Token Date	View File
SANCTION/0411/SIG2	04/11/2016		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	1200000.00	PassedByDDOChecker		File not exists
SANCTION/2710/ERAY	27/10/2016		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	20000.00	PassedByDDOChecker		File not exists
IFD/26102016C	26/10/2016		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	11000.00	PassedByDDOChecker		File not exists

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

Public Financial Management System-PFMS (formerly CPMS)

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

03:15:59 PM

[BHARTICACDDO] Logout
Change Password

Common Search

Sanction 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: PassedByDDOChecker
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:

Created By: BHARTICDDOPO
Modified By: BHARTICHECKER
Created On: 04/11/2016 02:30:57 PM
Modified On: 04/11/2016 03:11:12 PM

Account Details:

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	External PAO	Available Budget
034 - Department of Expenditure		2052000901001 - ESTABLISHMENT	01 - SALARIES	3 - NON PLAN VOTED-EXPENDITURE	1200000		4936500

Bill Details:

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

Deduction Summary:

DeductionType	Grant	Department (For UT Grants Only)	Function Head	Objetc Head	Category	Deduction Amount	Budget
ITAX- Employee	900(Receipt)		0021001010200(COLLECTIONS INCLUDING DEDUCTIONS)	00(DEFAULT)	1(RECEIPT)	120000	

Vendor Details

Return Sanction To PD Pass Bill(CDDO) Back

Public Financial Management System-PFMS (formerly CPMS)

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

03:16:04 PM

[BHARTICACDDO] Logout
Change Password

Common Search

Sanction 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: PassedByDDOChecker
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:

Created By: BHARTICDDOPO
Modified By: BHARTICHECKER
Created On: 04/11/2016 02:30:57 PM
Modified On: 04/11/2016 03:11:12 PM

Account Details:

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	External PAO	Available Budget
034 - Department of Expenditure		2052000901001 - ESTABLISHMENT	01 - SALARIES	3 - NON PLAN VOTED-EXPENDITURE	1200000		4936500

Bill Details:

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

Deduction Summary:

DeductionType	Grant	Department (For UT Grants Only)	Function Head	Objetc Head	Category	Deduction Amount	Budget
ITAX- Employee	900(Receipt)		0021001010200(COLLECTIONS INCLUDING DEDUCTIONS)	00(DEFAULT)	1(RECEIPT)	120000	

Vendor Details

Return Sanction To PD Pass Bill(CDDO) Back

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

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

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

03:16:14 PM

[BHARTICACDDO] Logout
Change Password

Common Search

Receive Sanctions

Sanction No:
From Date : (dd/mm/yyyy) 01/04/2016
Sanction Amount:
Scheme: --All--
PD Username:
Sanction Status: PassedByDDOChecker
To Date : (dd/mm/yyyy) 04/11/2016

Bill has been passed to PAO successfully.

Sanction Number	Sanction Date	Scheme	DDO	PAO	Amount	Status	Token Date	View File
IFD/26102016C	27/10/2016		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	20000.00	PassedByDDOChecker		File not exists
IFD/26102016C	26/10/2016		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	11000.00	PassedByDDOChecker		File not exists

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

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

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

03:18:20 PM

[BHARTICACDDO] Logout
Change Password

Common Search

Search Sanctions

Sanction No:
From Date : (dd/mm/yyyy) 01/04/2016
Sanction Amount:
Scheme: --All--
PD Username:
IFD No:
Sanction Status: --All--
To Date : (dd/mm/yyyy) 04/11/2016

SanctionNumber **Type** **Scheme** **DDO Name** **PAO Name** **Amount** **Date** **Current Status** **Bill Number** **View File**

IFD/26102016C	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	11,000	26/10/2016	PassedByDDOChecker	CP00000002	File not exists
DUMWV/SANCTION/2710	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	5,000	27/10/2016	Closed	CP00000011	File not exists
SANCTION/2710_ERV	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	20,000	27/10/2016	PassedByDDO	CP00000005	File not exists
sanction_nil	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	0	27/10/2016	PassedByDDO	CP00000008	File not exists
cddo_return_01	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	10,000	27/10/2016	DSCBatchGenerated	CP00000009	File not exists
exp_cddo_01	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	1,000	01/11/2016	DSCBatchGenerated	CP00000012	File not exists
transfer_cddo_01	Transfer		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	2,000	02/11/2016	PassedByDDO	CP00000013	File not exists
SANCTION/0411/SIG1	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	10,000	04/11/2016	PassedByDDO	CP00000014	File not exists
SANCTION/0411/SIG2	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	1,200,000	04/11/2016	PassedByDDO	CP00000015	File not exists

8. DIGITALLY SIGN PAY FILE

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

1. For this, DDO will go to:

“SANCTIONS” > “DIGITALLY SIGN PAY FILE”

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

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

03:19:00 PM

[BHARTICACDDO] Logout
Change Password

Common Search

BHARTI TULI

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

Sanction Status	Type	No. of Sanctions
PassedByDDO	Expenditure	4
DigitallySignedByDDO	(All)	0
PassedByDDOChecker	Expenditure	1
ReturnedByDDOChecker	(All)	0
DSCBatchGenerated	Expenditure	2
Receive Sanctions	Expenditure	1

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.

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

Receive Sanctions

Sanction No:

From Date : (dd/mm/yyyy) 01/04/2016 To Date : (dd/mm/yyyy) 04/11/2016

Sanction Amount:

Scheme: --All--

PD Username:

All	Sanction Number	Sanction Date	Scheme	Gross Amount	Transaction ID	Net Amount	PAO Name	Signatory Level	Digital Sign	Return	Old Batch Number
<input type="checkbox"/>	SANCTION/2710/EPAY	27/10/2016		20000.00	C061511008368	18000.00	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	1		<input type="button" value="Return To PD"/>	
<input type="checkbox"/>	SANCTION/0411/SIG1	04/11/2016		10000.00	C061511008366	10000.00	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	1		<input type="button" value="Return To PD"/>	
<input checked="" type="checkbox"/>	SANCTION/0411/SIG2	04/11/2016		1200000.00	C061511008369	1080000.00	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	1		<input type="button" value="Return To PD"/>	

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

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

Receive Sanctions

Sanction No:

From Date : (dd/mm/yyyy) 01/04/2016 To Date : (dd/mm/yyyy) 04/11/2016

Sanction Amount:

Scheme: --All--

PD Username:

All	Sanction Number	Sanction Date	Scheme	Gross Amount	Transaction ID	Net Amount	PAO Name	Signatory Level	Digital Sign	Return	Old Batch Number
<input checked="" type="checkbox"/>	SANCTION/2710/EPAY	27/10/2016		20000.00	C061511008368	18000.00	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	1		<input type="button" value="Return To PD"/>	
<input type="checkbox"/>	SANCTION/0411/SIG1	04/11/2016		10000.00	C061511008366	10000.00	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	1		<input type="button" value="Return To PD"/>	
<input type="checkbox"/>	SANCTION/0411/SIG2	04/11/2016		1200000.00	C061511008369	1080000.00	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	1		<input type="button" value="Return To PD"/>	

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

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

Receive Sanctions

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

Sanction Status : PaymentFileCreatedForCDDO
 To Date : (dd/mm/yyyy) 04/11/2016

All	Sanction Number	Sanction Date	Scheme	Gross Amount	Transaction ID	Net Amount	PAO Name	Signatory Level	Digital Sign	Return	Old Batch Number
<input checked="" type="checkbox"/>	SANCTION/2710/EPAY	27/10/2016		20000.00	C061511008368	18000.00	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	1		<input type="button" value="Return To PD"/>	
<input checked="" type="checkbox"/>	SANCTION/0411/SIG1	04/11/2016		10000.00	C061511008366	10000.00	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	1		<input type="button" value="Return To PD"/>	
<input checked="" type="checkbox"/>	SANCTION/0411/SIG2	04/11/2016		1200000.00	C061511008369	1080000.00	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	1		<input type="button" value="Return To PD"/>	

The system will display a message:

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

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

Receive Sanctions

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

Sanction Status : PaymentFileCreatedForCDDO
 To Date : (dd/mm/yyyy) 04/11/2016

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

All	Sanction Number	Sanction Date	Scheme	Gross Amount	Transaction ID	Net Amount	PAO Name	Signatory Level	Digital Sign	Return	Old Batch Number
<input checked="" type="checkbox"/>	SANCTION/0411/SIG2	04/11/2016		1200000.00	C061511008369	1080000.00	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	1		<input type="button" value="Return To PD"/>	

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

9. DIGITAL SIGN BATCH

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

“SANCTIONS” > “DIGITAL SIGN BATCH”

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

Sanction Status	Type	No. of Sanctions
PassedByDDO	Expenditure	1
DigitallySignedByDDO	(All)	0
PassedByDDOChecker	Expenditure	1
ReturnedByDDOChecker	(All)	0
DSCBatchGenerated	Expenditure	4
	Expenditure	1

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

The screenshot shows the 'Receive Sanctions' screen. A search form is present with fields for Sanction No., Batch ID#, From Date, To Date, Sanction Amount, Scheme, and PD Username. Below the form is a table with the following data:

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

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

The screenshot shows the 'Search Sanctions' screen. A search form is present with fields for Sanction No., From Date, To Date, Sanction Amount, Scheme, PD Username, and IFD No. Below the form is a table with the following data:

SanctionNumber	Type	Scheme	DDO Name	PAO Name	Amount	Date	Current Status	Bill Number	View File
SANCTION/2710/EBRV	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	20,000	27/10/2016	DSCBatchGenerated	CP00000003	File not exists
SANCTION/0411/SGS1	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	10,000	04/11/2016	DSCBatchGenerated	CP00000014	File not exists

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

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

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

03:27:18 PM

[BHARTICACDDO] Logout
Change Password

Common Search

Search Sanctions

Sanction No:
Sanction Status:
From Date: (dd/mm/yyyy) 01/04/2018 To Date: (dd/mm/yyyy) 04/11/2016
Sanction Amount:
Scheme:
PD Username:
IFD No:

SanctionNumber	Type	Scheme	DDO Name	PAO Name	Amount	Date	Current Status	Bill Number	View File
SANCTION/2710/ERAV	Expenditure		116007 - Government Link Cell, Ministry Of Finance,	016001 - PAO, O/O CGA, M/O Finance, D/O	20,000	27/10/2016	DSCBatchGenerated	CP00000005	File not exists
SANCTION/0411/SSS1	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	10,000	04/11/2016	DSCBatchGenerated	CP00000014	File not exists

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

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

03:27:29 PM

[BHARTICACDDO] Logout
Change Password

Common Search

Sanction Details

Controller: 013-EXPENDITURE
Sanction Number: SANCTION/2710/ERAV
Sanction Type: Expenditure (DDO Bill)
IFD Number: IFD/2710/ERAV
Plan Scheme: -
DDO: 116007-Government Link Cell, Ministry Of Finance, Nagpur

Sanction Status: DSCBatchGenerated
Sanction Date: 27/10/2016
Sanction Amount: 20000
IFD Date: 27/10/2016
PAO: 016001-PAO, O/O CGA, M/O Finance, D/O Exp.
Remarks:

Created By: BHARTICDDOPD
Modified By: BHARTICACDDO

Created On: 27/10/2016 12:16:25 AM
Modified On: 04/11/2016 03:24:45 PM

Account Details:

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	External PAO	Available Budget
034 - Department of Expenditure		2052000901001 - ESTABLISHMENT	13 - OFFICE EXPENSES	3 - NON PLAN VOTED-EXPENDITURE	20000		69000

Bill Details:

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

Deduction Summary:

DeductionType	Grant	Department (For UT Grants Only)	Function Head	Objetc Head	Category	Deduction Amount	Budget
ITAX-Contractor	900(Receipt)		0021001021100(DEDUCTIONS FROM PAYMENTS TO CONTRACTORS AND SUB CONTRACTORS UNDER SECTION 194-C OF THE INCOME TAX ACT 1961)	00(DEFAULT)	1(RECEIPT)	2000	

Vendor Details

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”.

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

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

03:27:57 PM

[BHARTICACDDO] Logout
Change Password

Common Search

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

Receive Sanctions

Sanction No:
Batch ID:
Sanction Status: DSCBatchGenerated
From Date: (dd/mm/yyyy) 01/04/2018 To Date: (dd/mm/yyyy) 04/11/2016
Sanction Amount:
Scheme:
PD Username:

Batch Number	Batch Date	Signatory Level	Digital Sign	Return Batch	Return Remarks By Signatory 2
C2	02/11/2016	1	<input type="button" value="Digital Sign"/>	<input type="button" value="Delete Batch For ReCreation"/>	N/A
C3	02/11/2016	1	<input type="button" value="Digital Sign"/>	<input type="button" value="Delete Batch For ReCreation"/>	N/A
C1	04/11/2016	1	<input type="button" value="Digital Sign"/>	<input type="button" value="Delete Batch For ReCreation"/>	N/A

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”.

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

Receive Sanctions

Sanction No: Sanction Status: DSCBatchGenerated

Batch ID:

From Date: (dd/mm/yyyy) 01/04/2016 To Date: (dd/mm/yyyy) 04/11/2016

Sanction Amount:

Scheme: --All--

PD Username:

Search Reset

Batch Number	Batch Date	Signatory Level	Digital Sign	Return Batch	Return Remarks By Signatory 2
C2	02/11/2016	1	Digital Sign	Delete Batch For ReCreation	N/A
C3	02/11/2016	1	Digital Sign	Delete Batch For ReCreation	N/A
C1	04/11/2016	1	Digital Sign	Delete Batch For ReCreation	N/A

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

164.100.129.32 says:

Are you sure you want to return this Batch?

OK Cancel

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

Remarks For Return

ONE SANCTION IN BATCH NEEDS TO BE RETURNED

Remarks :

max 500 words

Submit Cancel

The system will display the message “Successfully Returned”.

Successfully Returned

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

Sanction Status	Type	No. of Sanctions
PassedByDDO	Expenditure	1
DigitallySignedByDDO	(All)	0
PassedByDDOChecker	Expenditure	1
ReturnedByDDOChecker	(All)	0
DECBatchGenerated	Expenditure	2
Receive Sanctions	Expenditure	1

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

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

All	Sanction Number	Sanction Date	Scheme	Gross Amount	Transaction ID	Net Amount	PAO Name	Signatory Level	Digital Sign	Return	Old Batch Number
<input checked="" type="checkbox"/>	SANCTION/0411/SG1	04/11/2016		10000.00	C061511008366	10000.00	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	1		Return To PD	C1
<input checked="" type="checkbox"/>	SANCTION/0411/SG2	04/11/2016		1200000.00	C061511008369	1080000.00	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	1		Return To PD	

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

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

All	Sanction Number	Sanction Date	Scheme	Gross Amount	Transaction ID	Net Amount	PAO Name	Signatory Level	Digital Sign	Return	Old Batch Number
<input checked="" type="checkbox"/>	SANCTION/0411/SG1	04/11/2016		10000.00	C061511008366	10000.00	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	1		Return To PD	C1
<input checked="" type="checkbox"/>	SANCTION/0411/SG2	04/11/2016		1200000.00	C061511008369	1080000.00	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	1		Return To PD	

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

Sanction Status	Type	No. of Sanctions
PassedByDDO	Expenditure	1
DataBySanctionByDDO	(All)	0
ReturnedByDDOChecker	Expenditure	1
ReturnedByDDOChecker	(All)	0
DSCBatchGenerated	Expenditure	4
DSCBatchGenerated	Expenditure	1

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

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

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

(NOTE:

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

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

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

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

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

Java Console

```

c: clear console window
f: finalize objects on finalization queue
g: garbage collect
h: display this help message
l: dump classloader list
m: print memory usage
o: trigger logging
q: hide console
r: reload policy configuration
s: dump system and deployment properties
t: dump thread list
v: dump thread stack
x: clear classloader cache
0-5: set trace level to <n>
Missing Application-Name manifest attribute for: ht
    
```

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]

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

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]

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

The screenshot shows the PFMS system interface. On the left, a Java Console window displays various system messages and commands. The main interface features a navigation menu on the left and a central area with a header, a search bar, and a table of batches. A Security Warning dialog box is overlaid on the interface, asking the user to block or not block potentially unsafe components from being run. The "Don't Block" button is highlighted with a red box.

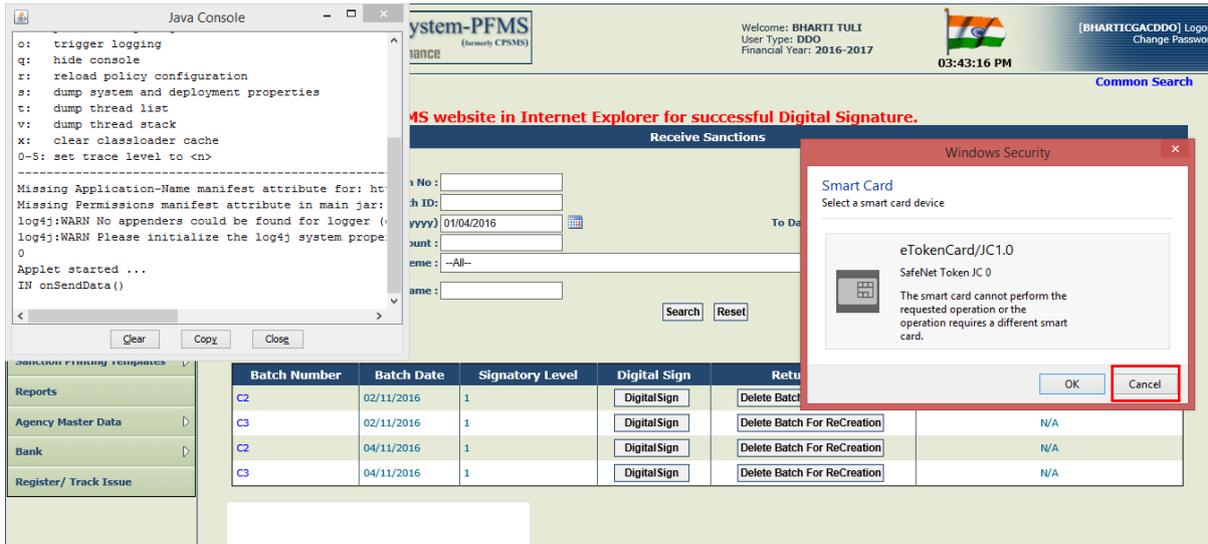
Batch Number	Batch Date	Signatory Level	Digital Sign	Return Batch	Return Remarks By Signatory 2
C2	02/11/2016	1	DigitalSign	Delete Batch For ReCreation	N/A
C3	02/11/2016	1	DigitalSign	Delete Batch For ReCreation	N/A
C2	04/11/2016	1	DigitalSign	Delete Batch For ReCreation	N/A
C3	04/11/2016	1	DigitalSign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

User will press “RUN” on next screen.

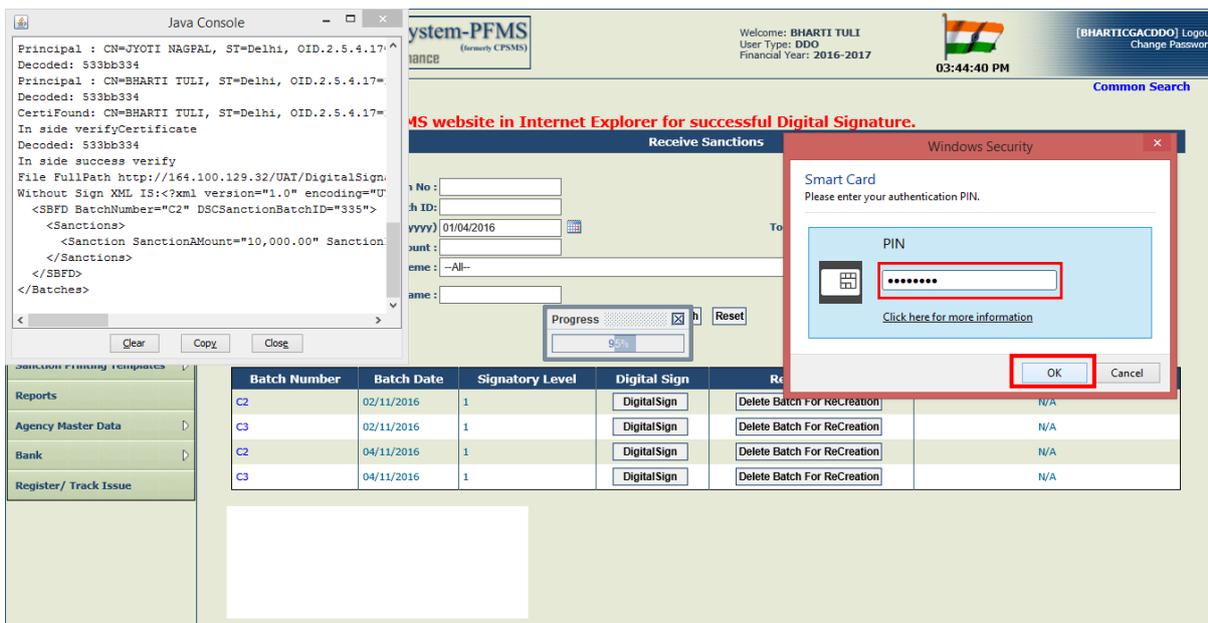
The screenshot shows the PFMS system interface. On the left, a navigation menu is visible. The main interface features a header, a search bar, and a table of batches. A Security Warning dialog box is overlaid on the interface, asking the user if they want to run the application. The "Run" button is highlighted with a red box.

Batch Number	Batch Date	Signatory Level	Digital
C2	02/11/2016	1	DigitalS
C3	02/11/2016	1	DigitalSign
C2	04/11/2016	1	DigitalSign
C3	04/11/2016	1	DigitalSign

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.

The screenshot shows the PFMS interface with a Java Console window open on the left. The console displays XML data for a digital signature. A message box in the center states 'Digitally signed successfully'. Below it, a table lists batches with their dates and digital signatures.

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

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

The screenshot shows the PFMS interface with the 'Receive Sanctions' form. The form includes fields for Sanction No., Batch ID, From Date, To Date, Sanction Amount, Scheme, and PD Username. Below the form, a table lists batches with their dates and digital signatures.

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

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.

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

Receive Sanctions

Sanction No: Sanction Status:

From Date: (dd/mm/yyyy) 01/04/2016 To Date: (dd/mm/yyyy) 04/11/2016

Sanction Amount: Scheme: --All--

PD Username:

	Sanction Number	Sanction Date	Scheme	Gross Amount	Transaction ID	Net Amount	PAO Name	Signatory Level	Digital Sign	Return	Old Batch Number
<input checked="" type="checkbox"/>	SANCTION/0411/SIG2	04/11/2016		1200000.00	C061511008369	1080000.00	016001 - PAO, O/O CGA, H/O Finance, D/O Exp.	1		<input type="button" value="Return To PD"/>	

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

Receive Sanctions

Sanction No: Sanction Status:

From Date: (dd/mm/yyyy) 01/04/2016 To Date: (dd/mm/yyyy) 04/11/2016

Sanction Amount: Scheme: --All--

PD Username:

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

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

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

Receive Sanctions

Sanction No: Sanction Status:

Batch ID:

From Date: (dd/mm/yyyy) 01/04/2016 To Date: (dd/mm/yyyy) 04/11/2016

Sanction Amount: Scheme: --All--

PD Username:

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

Public Financial Management System-PFMS (formerly CPMS)

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

03:52:02 PM

[BHARTICGACDDO] Logout
Change Password

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

Receive Sanctions

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

Search

Batch Number	Batch Date	Signatory Level	Digital Sign
C2	02/11/2016	1	Digital Sign
C3	02/11/2016	1	Digital Sign
C3	04/11/2016	1	Digital Sign

Delete Batch For ReCreation

N/A

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

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

Accept the risk and want to run this application.

Run Cancel

Java Console

User home directory = C:\Users\Administrator

c: clear console window
f: finalize objects on finalization queue
g: garbage collect
h: display this help message
l: dump classloader list
m: print memory usage
o: trigger logging
q: hide console
r: reload policy configuration
s: dump system and deployment properties
t: dump thread list
v: dump thread stack
x: clear classloader cache
0-5: set trace level to <n>

Missing Application-Name manifest attribute for: http://164.100.129.32/UAAT/DigitalSign
Missing Permissions manifest attribute in main jar: http://164.100.129.32/UAAT/DigitalSign
log-j:WARN No appenders could be found for logger (org.apache.xml.security.Init).
log-j:WARN Please initialize the log-j system properly.

tem-PFMS (formerly CPMS)

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

03:52:47 PM

[BHARTICGACDDO] Logout
Change Password

website in Internet Explorer for successful Digital Signature.

Receive Sanctions

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

Search Reset

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

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.

The application contains both signed and unsigned code.

Block Don't Block

Public Financial Management System-PFMS (formerly CPMS)

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

03:53:00 PM

[BHARTICGACDDO] Logout
Change Password

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

Receive Sanctions

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

Search

Batch Number	Batch Date	Signatory Level	Digital Sign
C2	02/11/2016	1	Digital Sign
C3	02/11/2016	1	Digital Sign
C3	04/11/2016	1	Digital Sign

Delete Batch For ReCreation

N/A

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

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

Java Console output:

```
f: finalize objects on finalization queue
g: garbage collect
h: display this help message
l: dump classloader list
m: print memory usage
o: trigger logging
q: hide console
r: reload policy configuration
s: dump system and deployment properties
t: dump thread list
v: dump thread stack
x: clear classloader cache
0-5: set trace level to <n>
```

Missing Application-Name manifest attribute for: http://164.100.129.32/JAAT/DigitalSi
Missing Permissions manifest attribute in main jar: http://164.100.129.32/JAAT/DigitalSi
log4j:WARN No appenders could be found for logger (org.apache.xml.security.Inv).
log4j:WARN Please initialize the log4j system properly.

Applet started ...
IN onSendData()

Windows Security - Smart Card dialog:

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.

Buttons: OK, Cancel

Application Interface:

tem-PFMS (formerly CPMS)

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

03:53:44 PM

Common Search

website in Internet Explorer for successful Digital Sign

Receive Sanctions

No:
ID:
yy: 01/04/2016
nt:
ne: --All--
me:

Search Reset

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

Java Console output:

```
Decoded: 533b334  
Principal : CN=ANIL KUMAR MAHENDRU, ST=Dehi, OID.2.5.4.17=110001, OU=MAN  
Decoded: 533b334  
Principal : CN=BHARTI TULI, ST=Dehi, OID.2.5.4.17=110001, OU=MANAGEMENT,C  
Decoded: 533b334  
Principal : CN=JYOTI NAGPAL, ST=Dehi, OID.2.5.4.17=110003, OU=MANAGEMENT,J  
Decoded: 533b334  
Principal : CN=BHARTI TULI, ST=Dehi, OID.2.5.4.17=110001, OU=MANAGEMENT,E  
Decoded: 533b334  
CertFound: CN=BHARTI TULI, ST=Dehi, OID.2.5.4.17=110001, OU=MANAGEMENT  
In side verifyCertificate  
Decoded: 533b334  
In side success verify  
File FullPath http://164.100.129.32/JAAT/DigitalSignaturePages/GetXml.aspx?value=1  
Without Sign XML IS: <?xml version="1.0" encoding="UTF-8" standalone="no"?><Bat  
<SBFD BatchNumber="C3">DSCSanctionBatchID="336">  
<Sanctions>  
<Sanction SanctionAmount="1,200,000.00" SanctionID="514959"/>  
</Sanctions>  
</SBFD>  
</Batches>
```

Progress dialog: 95%

Windows Security - Smart Card dialog:

Please enter your authentication PIN.

PIN:

Click here for more information

Buttons: OK, Cancel

Application Interface:

tem-PFMS (formerly CPMS)

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

03:55:06 PM

Common Search

website in Internet Explorer for successful Digital Sign

Receive Sanctions

No:
ID:
yy: 01/04/2016
nt:
ne: --All--
me:

Search Reset

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

Java Console output:

```
4N75SQpy25Mo39mym5G1gTSuNSX4+ZLS/b9nypM02H/gslhpINKEVe20gdnPhfBiv: ^  
yZDEJAZBhUspJwvyyVT4g77aNOYq7NkszgN5Sj5Ik7wv+bsG4M5evVQgEAQVJDZIK  
MEU/vQ29mH7LrC2+TNSZVGVWlz5nd8.gldy36nyR48nTm/lxOVG1acv67pzsK85c  
X8vSI/7uJg2K3D0LurcfbuIQ4bde+EL0qM57MLYyWkmlJ8196/J9+H50ASTZ  
</X509Certificate>  
</X509Data>  
<KeyValue>  
<RSAPublicKey>  
<Module>  
13bTvq566b6dw+gCvj4ebdl3h9QydlbVDP73VM6YVYfjxgzMuYgEPm1k/0sCIB3YWI  
U2986TIsZc2zV7p2CqA918V6O1jx3gzUteXrTjbcSQ+YFAZUTP4f16U7Vg3EBcyd5  
qIOEPDaonPflqzQr6f6MCLUMKmtA7hg8A/MTVvggedzCzIF+PxBRQePzCTCB+46EN5  
7znLE/ivkq5vFF9xhJsdubJZmg9V9V+43jmiVbTras3C0p9yUg1lbFpk83W4F1  
9Z+0FKBkw1oE3Xb40MEWVZDPOSQRZahqpolv==  
</Module>  
<Exponent>AQAB</Exponent>  
<RSAPublicKey>  
<KeyValue>  
</KeyInfo>  
</Signature></Batches>  
In side success sign
```

Information dialog:

Digitally signed successfully

Buttons: OK

Application Interface:

tem-PFMS (formerly CPMS)

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

No:
ID:
yy: 01/04/2016
nt:
ne: --All--
me:

Sanction Status: DSCBatchGenerated

To Date: (dd/mm/yyyy) 04/11/2016

Search Reset

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

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

SanctionNumber	Type	Scheme	DDO Name	PAO Name	Amount	Date	Current Status	Bill Number	View File
IED/26102016C	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	11,000	26/10/2016	PassedByDDOChecker	CP00000002	File not exists
DUMMY/SANCTION/2710	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	5,000	27/10/2016	Closed	CP00000011	File not exists
sanction_null	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	0	27/10/2016	PassedByDDO	CP00000008	File not exists
cdco_return_01	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	10,000	27/10/2016	DSCBatchGenerated	CP00000009	File not exists
exp_cdco_01	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	1,000	01/11/2016	DSCBatchGenerated	CP00000012	File not exists
transfer_cdco_01	Transfer		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	2,000	02/11/2016	PassedByDDO	CP00000013	File not exists
SANCTION/0411/SIG2	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	1,200,000	04/11/2016	DSCBatchGenerated	CP00000015	File not exists

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

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

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

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

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

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

03:59:19 PM

[BHARTICHECKER] Logout
Change Password

Common Search

Search Sanctions

Sanction No:
Sanction Status: --All--
From Date: (dd/mm/yyyy) 01/04/2016
To Date: (dd/mm/yyyy) 04/11/2016
Sanction Amount:
Scheme: --All--
IFD No:

Search Reset

SanctionNumber	Type	Scheme	DDO Name	PAO Name	Amount	Date	Current Status	View File
SANCTION/0411/SIG2	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	1,200,000	04/11/2016	DSCBatchGenerated	File not exists

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

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

03:59:33 PM

[BHARTICHECKER] Logout
Change Password

Help

Common Search

Sanction Details

Controller: 013-EXPENDITURE
Sanction Number: SANCTION/0411/SIG2
Sanction Type: Expenditure (DDO Bill)
IFD Number: IFD/0411/SIG2
Plan Schemes: -
DDO: 116007-Government Link Cell, Ministry Of Finance, Nagpur

Sanction Status: DSCBatchGenerated
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:

Created By: BHARTICDDOOP
Modified By: BHARTICGACDDO
Created On: 04/11/2016 02:30:57 PM
Modified On: 04/11/2016 03:35:10 PM

Account Details:

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	External PAO	Available Budget
034 - Department of Expenditure		2052000901001 - ESTABLISHMENT	01 - SALARIES	3 - NON PLAN VOTED-EXPENDITURE	1200000		3723500

Bill Details:

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

Deduction Summary:

DeductionType	Grant	Department (For UT Grants Only)	Function Head	Objetc Head	Category	Deduction Amount	Budget
ITAX- Employee	900(Receipt)		0021001010200(COLLECTIONS INCLUDING DEDUCTIONS)	00(DEFAULT)	1(RECEIPT)	120000	

Vendor Details

Back

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

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

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

03:59:56 PM

[BHARTICHECKER] Logout
Change Password

Common Search

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

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

Search Reset

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

The system will ask for the confirmation of action.

The screenshot shows the PFMS interface with a search form for Sanction No., Batch ID, From Date (01/04/2016), To Date (04/11/2016), and Sanction Amount. The Sanction Status is set to 'DSCBatchGenerated'. Below the search form is a table with columns: Batch Number, Batch Date, Signatory Level, Digital Sign, and Return Batch. The table contains one row with Batch Number 'C3', Batch Date '04/11/2016', Signatory Level '2', Digital Sign 'DigitalSign', and Return Batch 'Return Batch To Signatory 1'. A dialog box titled 'Message from webpage' is displayed, asking 'Are you sure, you want to return this Batch?' with 'OK' and 'Cancel' buttons.

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

The screenshot shows the PFMS interface with the search form. A dialog box titled 'Remarks For Return' is displayed, with a text area containing 'returned to signatory 1 for review'. Below the text area is a 'Remarks' label and a '* max 500 words' note. The 'Submit' button is highlighted with a red box.

The system will display a message **“Successfully Returned”**

The screenshot shows the PFMS interface with the search form. A red box at the bottom of the search form contains the text 'Successfully Returned'.

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

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

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

04:01:47 PM

Common Search

Search Sanctions

Sanction No :
Sanction Status : --All--
From Date : (dd/mm/yyyy) 01/04/2016
To Date : (dd/mm/yyyy) 04/11/2016
Sanction Amount :
Scheme : --All--
IFD No :

Search Reset

SanctionNumber	Type	Scheme	DDO Name	PAO Name	Amount	Date	Current Status	View File
IFD/26102016C	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	11,000	26/10/2016	PassedByDDOChecker	File not exists
DUMMY/SANCTION/2710	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	5,000	27/10/2016	Closed	File not exists
cddo_return_01	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	10,000	27/10/2016	DSCBatchGenerated	File not exists
exp_cddo_01	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	1,000	01/11/2016	DSCBatchGenerated	File not exists
IGA_San_01	IntraGovernmentalAuthorization		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	5,000	01/11/2016	Closed	File not exists
IGA_San_02	IntraGovernmentalAuthorization		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	2,000	01/11/2016	Closed	File not exists
IGA_San_03	IntraGovernmentalAuthorization		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	4,000	01/11/2016	Closed	File not exists
SANCTION/0411/SIG2	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	1,200,000	04/11/2016	DSCBatchGenerated	File not exists

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.

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

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

04:02:39 PM

Common Search

BHARTI TULI

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

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

Sanctions

Receive Sanctions

Pass Bills

Digitally Sign Pay File

Challan Ent

Digital Sign Batch

Agency Bank Account Validation Status

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

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

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

04:03:07 PM

Common Search

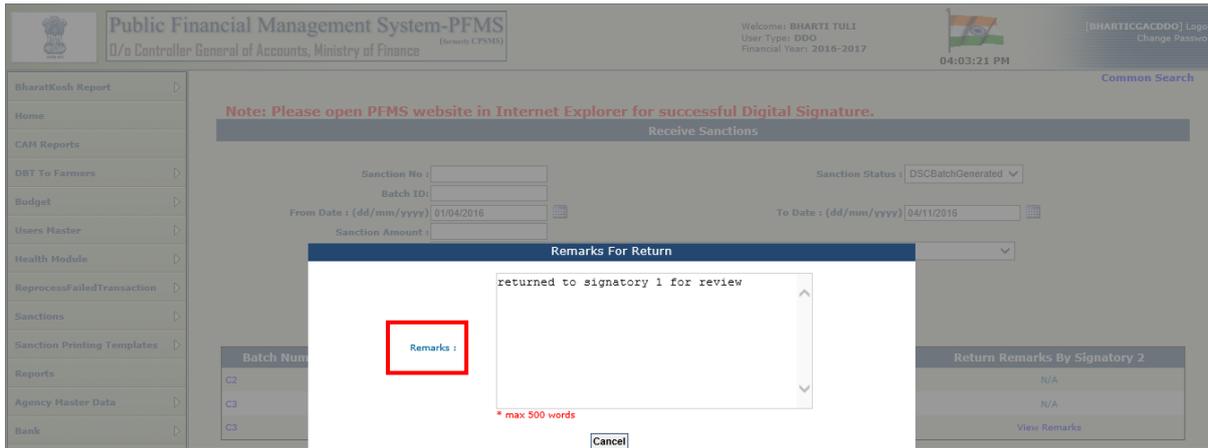
Note: Please open PFMS website in Internet Explorer for successful Digital Signature.

Receive Sanctions

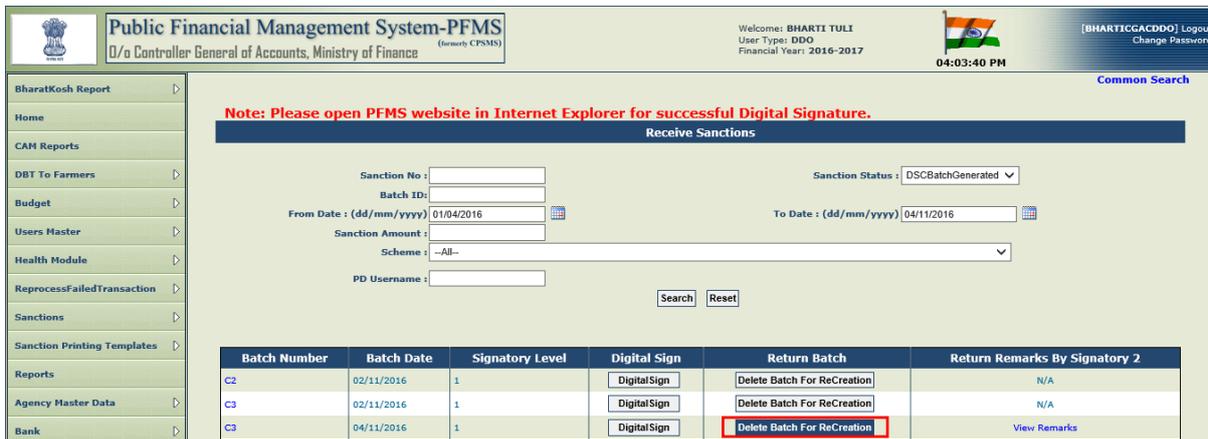
Sanction No :
Sanction Status : DSCBatchGenerated
Batch ID :
From Date : (dd/mm/yyyy) 01/04/2016
To Date : (dd/mm/yyyy) 04/11/2016
Sanction Amount :
Scheme : --All--
PD Username :

Search Reset

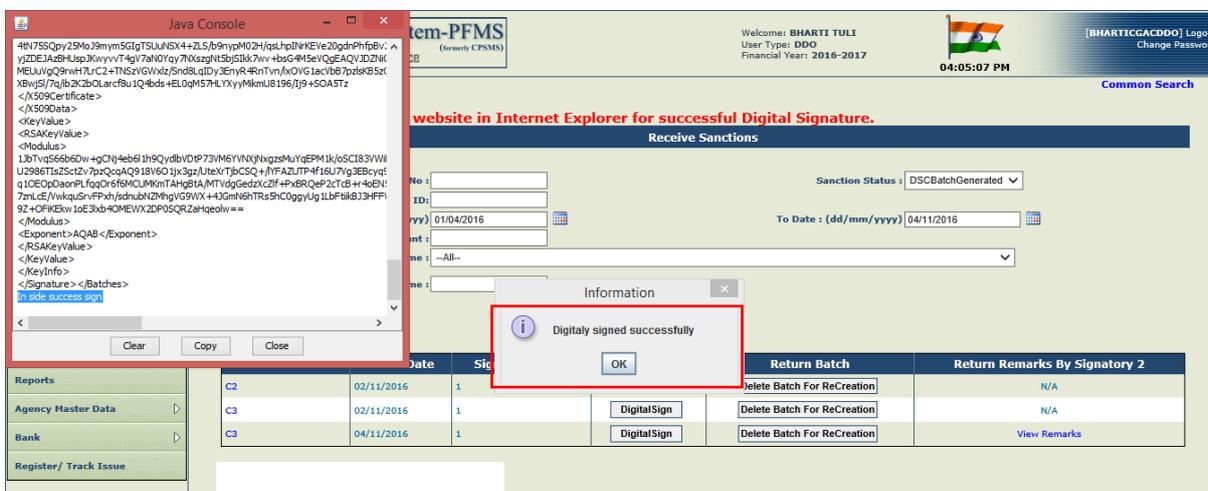
Batch Number	Batch Date	Signatory Level	Digital Sign	Return Batch	Return Remarks By Signatory 2
C2	02/11/2016	1	DigitalSign	Delete Batch For ReCreation	N/A
C3	02/11/2016	1	DigitalSign	Delete Batch For ReCreation	N/A
C3	04/11/2016	1	DigitalSign	Delete Batch For ReCreation	View Remarks



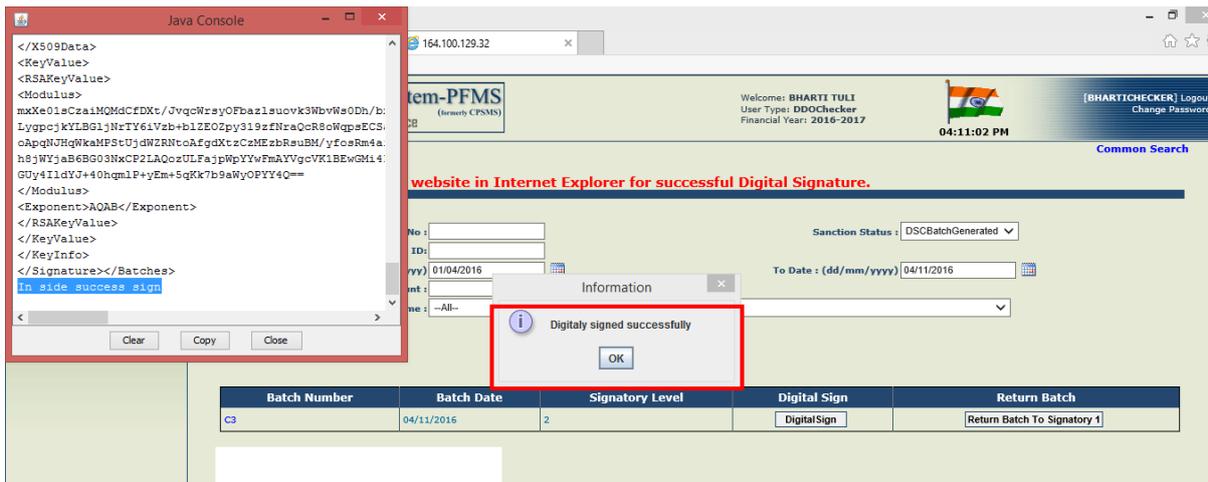
Now, Signatory 1 will have again two options available. He can either choose to opt **“Digital Sign”** if sanction is correct or choose **“Return Batch for Creation”** if sanction is not correct or batch is required to be prepared again, as already explained.



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.



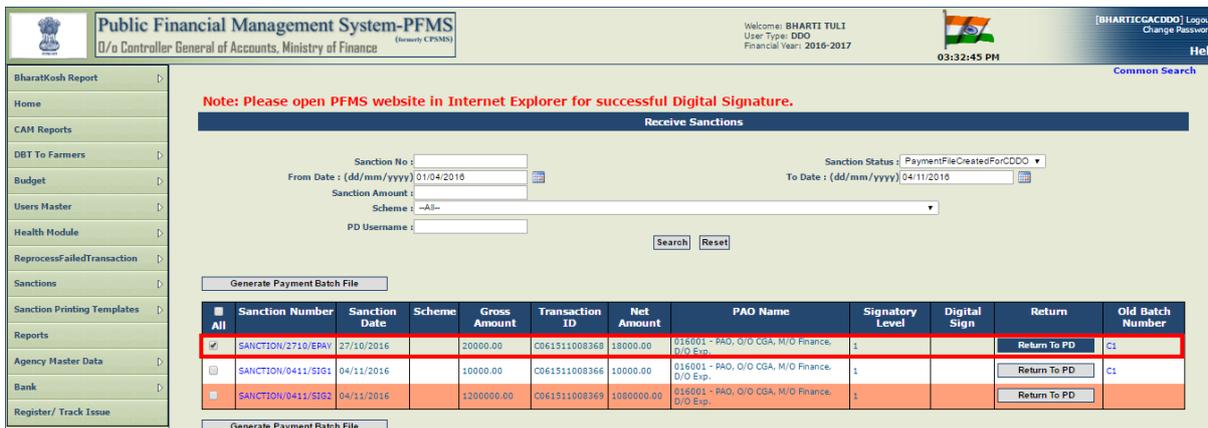
Signatory 2 will also sign the payment with his digital signatures.



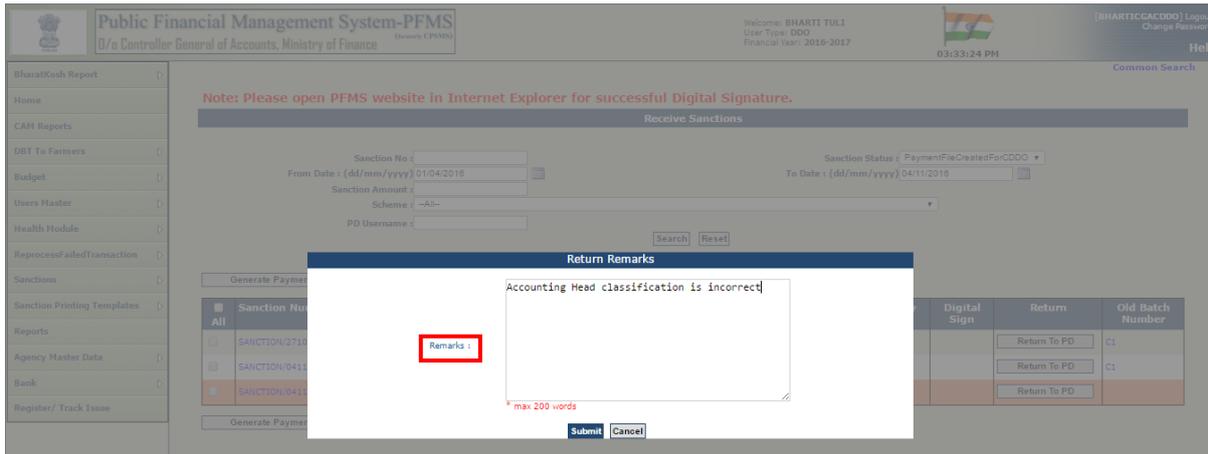
12. RETURN BILL TO PD BY CDDO

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".

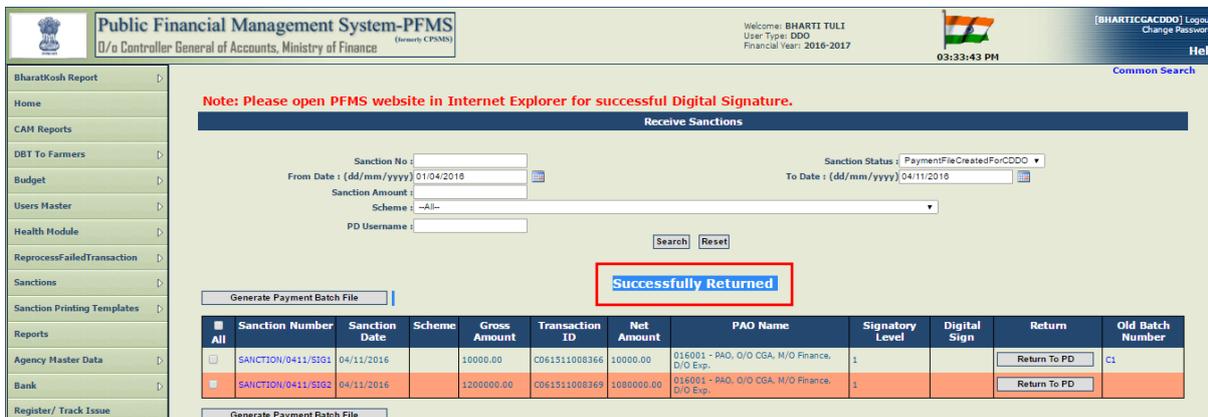


User has to provide remark for return and press "SUBMIT" button.

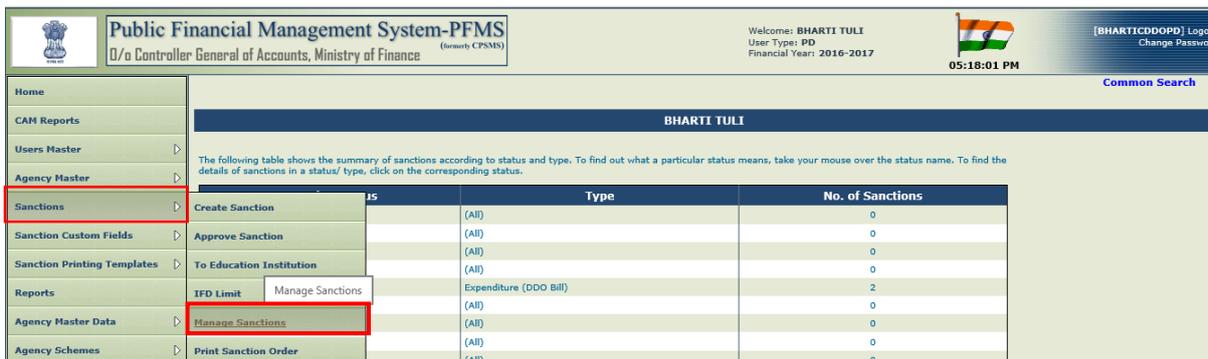


The system will display a message:

“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”**

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

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

05:18:48 PM

Common Search

Search Sanctions

Sanction No :
From Date : (dd/mm/yyyy) 01/04/2016
To Date : (dd/mm/yyyy) 07/11/2016
Sanction Status : --All--
Scheme : --All--
PAO : --All--
DDO : --All--
IFD No :

Search Reset

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

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

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

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

05:19:13 PM

Common Search

Search Sanctions

Sanction No :
From Date : (dd/mm/yyyy) 01/04/2016
To Date : (dd/mm/yyyy) 07/11/2016
Sanction Status : --All--
Scheme : --All--
PAO : --All--
DDO : --All--
IFD No :

Search Reset

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

The details of sanction will be displayed to user.

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

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

05:19:27 PM

Common Search

Sanction Details

Controller: 013-EXPENDITURE
Sanction Number: SANCTION/2710/EPAY
Sanction Type: Expenditure (DDO Bill)
IFD Number: IFD/2710/EPAY
Plan Scheme: -
DDO: 116007-Government Link Cell, Ministry Of Finance, Nagpur

Sanction Status: PrAO_DDO_Returned
Sanction Date: 27/10/2016
Sanction Amount: 20000
IFD Date: 27/10/2016
PAO: 016001-PAO, O/O CGA, M/O Finance, D/O Exp.
Remarks:

Created By: BHARTICDDOPD
Modified By: BHARTICGACDDO
Created On: 27/10/2016 12:16:25 AM
Modified On: 04/11/2016 03:33:31 PM

Account Details:

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	External PAO	Available Budget
034 - Department of Expenditure		2052000901001 - ESTABLISHMENT	13 - OFFICE EXPENSES	3 - NON PLAN VOTED-EXPENDITURE	20000		54000

Bill Details:

Bill Numbers: CP00000005
Bill Date: 27/10/2016

Vendor Details

Edit Sanction Payee Details Approve/Reject Cancel Sanction Back

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**”.

The screenshot displays the 'Sanction Details' page in the PFMS. The header includes the system name 'Public Financial Management System-PFMS', the user's name 'BHARTI TULI', and the financial year '2016-2017'. The left navigation menu lists various options like 'Home', 'CAM Reports', 'Users Master', etc. The main content area shows the following details:

- Controller:** 013-EXPENDITURE
- Sanction Number:** SANCTION/2710/EPAY
- Sanction Type:** Expenditure (DDO Bill)
- IFD Number:** IFD/2710/EPAY
- Plan Scheme:** -
- DDO:** 116007-Government Link Cell, Ministry Of Finance, Nagpur
- Sanction Status:** PrAO_DDO_Returned
- Sanction Date:** 27/10/2016
- Sanction Amount:** 20000
- IFD Date:** 27/10/2016
- PAO:** 016001-PAO, O/O CGA, M/O Finance, D/O Exp.
- Remarks:**
- Created By:** BHARTICDDOPD
- Created On:** 27/10/2016 12:16:25 AM
- Modified By:** BHARTICGACDDO
- Modified On:** 04/11/2016 03:33:31 PM

Account Details:

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	External PAO	Available Budget
034 - Department of Expenditure		2052000901001 - ESTABLISHMENT	13 - OFFICE EXPENSES	3 - NON PLAN VOTED-EXPENDITURE	20000		54000

Bill Details:

Bill Number: CP00000005 **Bill Date:** 27/10/2016

Vendor Details:

At the bottom, there are buttons for 'Edit Sanction', 'Payee Details', 'Approve/Reject', 'Cancel Sanction', and 'Back'. The 'Edit Sanction' button is highlighted with a red box.

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/TFD/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, Ministry 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

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	Delete	Active
034-Department of Expenditure		2052000901001-ESTABLISHMENT	13-OFFICE EXPENSES	3-NON PLAN VOTED-EXPENDITURE	20000	X	

Vendor Details

Vendor Type : - All -
 State :
 Unique Code :
 Amount : *
 Vendor : --Select--
 District :
 Add Reset

Selected Vendor Details

Vendor Name	District	State	Country	Amount
<input type="checkbox"/> PANKAJ KOCHHAR	SOUTH WEST	DELHI	INDIA	15,000
<input type="checkbox"/>			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, Ministry 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 x

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

Add Account Heads

No Record(s) found....!!!

Vendor Details

Vendor Type : - All -
 State :
 Unique Code :
 Amount : *
 Vendor : --Select--
 District :
 Add Reset

Selected Vendor Details

Vendor Name	District	State	Country	Amount
<input type="checkbox"/> PANKAJ KOCHHAR	SOUTH WEST	DELHI	INDIA	15,000
<input type="checkbox"/> 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”**.

Sanction Header

Controller Name : EXPENDITURE
 Division Diary /IFD/HOD File No. : FD/2710EPAY
 IFD/HOD File Date (dd/mm/yyyy) : 27/10/2016
 Sanction Number : SANCTION/2710EPAY
 Sanction Date (dd/mm/yyyy) : 27/10/2016
 Scheme : -Select-
 PAO : 016001 - PAO, O/O CGA, M/O Finance, D/O Exp.
 DDO : 116007 - Government Link Cell, Ministry Of Finance, Nagpur
 Sanction Type : Expenditure
 Sanction Amount : 20000 (In Actuals)
 SUPRES TWENTY THOUSAND ONLY
 Upload Scanned Sanction: Browse... Upload

Account Head Details

Grant : 034 - Department of Expenditure
 Function Head : 2022000901001 - ESTABLISHMENT
 Category : 3 - NON PLAN VOTED-EXPENDITURE
 Object Head : 01 - SALARIES
 Amount : 20000

Vendor Details

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

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

Sanction has been saved successfully...!!
 Do you want to proceed with payee details?
 Yes No

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

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

Payee Details

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

Account Details

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	External PAO	Available Budget
034 - Department of Expenditure		2022000901001 - ESTABLISHMENT	01 - SALARIES	3 - NON PLAN VOTED-EXPENDITURE	20000		3699110

Bill Details

Bill Number : CP/0000005
 Bill Date : 27/10/2016

Vendor	Bank Account No	Amount	Instrument Type
PANKAJ KOCHHAR	30001025103 - PANKAJ KOCHHAR	15,000.00	RTGS
BHARTI TULI	12321765890 - BHARTI TULI	5,000.00	RTGS

Payment Details

Accredited Bank : STATE BANK OF INDIA
 Amount : 20000
 Not Payable Before :
 Required :

Party Name	IFSC Code	Party Account No	Amount	Payee Remarks	Delete
PANKAJ KOCHHAR	SARBOVISHWA	30001025103	15000	purchase of machinery	X
BHARTI TULI	SBIN0000001	12321765890	5000	Computer AMC	X

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

Confirm Next Back

The system will display a message;

“Payee Details has been submitted successfully”

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

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

05:27:11 PM

Payee Details

Controller: 013-EXPENDITURE
Sanction Number: SANCTION/2710/EPAY
Sanction Type: Expenditure (DDO Bill)
IFD Number: IFD/2710/EPAY
Plan Scheme: -
DDO: 116007-Government Link Cell, Ministry Of Finance, Nagpur

Sanction Status: Created
Sanction Date: 27/10/2016
Sanction Amount: 20000
IFD Date: 27/10/2016
PAO: 016001-PAO, O/O CGA, M/O Finance, D/O Exp.
Remarks:

Account Details:

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	External PAO	Available Budget
034 - Department of Expenditure		2052000901001 - ESTABLISHMENT	01 - SALARIES	3 - NON PLAN VOTED-EXPENDITURE	20000		3699110

Bill Details:

Bill Number: CP0000005
Bill Date: 27/10/2016

Vendor	Bank Account No	Amount	Instrument Type
PANKAJ KOCHHAR	30001025103 - PANKAJ KOCHHAR	15,000.00	RTGS
BHARTI TULI	12321785890 - BHARTI TULI	5,000.00	RTGS

ePayment Details

Accredited Bank: STATE BANK OF INDIA
Amount: 20000
Not Payable Before: *
Required

Party Name	IFSC Code	Party Account No	Amount	Payee Remarks	Delete
PANKAJ KOCHHAR	BARBOVISHWA	30001025103	15000	purchase of machinery	X
BHARTI TULI	SBIN0000001	12321785890	5000	Computer AMC	X

Note: If the IFSC Code is not automatically shown it means bank A/C is **Payee details has been submitted successfully...!!!** the IFSC Code and process payment. Please ensure IFSC Code is correct.

Confirm Reset Back

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

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

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

05:29:14 PM

Sanction Details

Controller: 013-EXPENDITURE
Sanction Number: SANCTION/2710/EPAY
Sanction Type: Expenditure (DDO Bill)
IFD Number: IFD/2710/EPAY
Plan Scheme: -
DDO: 116007-Government Link Cell, Ministry Of Finance, Nagpur

Sanction Status: Approved
Sanction Date: 27/10/2016
Sanction Amount: 20000
IFD Date: 27/10/2016
PAO: 016001-PAO, O/O CGA, M/O Finance, D/O Exp.
Remarks: APPROVED

Created By: BHARTICDDOPD
Created On: 27/10/2016 12:16:25 AM
Modified By: BHARTICDDOPD
Modified On: 07/11/2016 05:29:09 PM

Account Details:

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	External PAO	Available Budget
034 - Department of Expenditure		2052000901001 - ESTABLISHMENT	01 - SALARIES	3 - NON PLAN VOTED-EXPENDITURE	20000		3679110

Bill Details:

Bill Number: CP0000005
Bill Date: 27/10/2016

Vendor Details

Sanction Approved Successfully.

Payee Details Print Sanction Order Back

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

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

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

05:32:50 PM

[BHARTIMAKER] Logout
Change Password

Common Search

Sanction Details

Controller: 013-EXPENDITURE
Sanction Number: SANCTION/2710/EPAY
Sanction Type: Expenditure (DDO Bill)
IFD Number: IFD/2710/EPAY
Plan Scheme: -
DDO: 116007-Government Link Cell, Ministry Of Finance, Nagpur

Sanction Status: Approved
Sanction Date: 27/10/2016
Sanction Amount: 20000
IFD Date: 27/10/2016
PAO: 016001-PAO, O/O CGA, M/O Finance, D/O Exp.
Remarks: APPROVED

Created By: BHARTICDDOPO
Modified By: BHARTICDDOPO
Created On: 27/10/2016 12:16:25 AM
Modified On: 07/11/2016 05:29:09 PM

Account Details:

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	External PAO	Available Budget
034 - Department of Expenditure		2032000901001 - ESTABLISHMENT	01 - SALARIES	3 - NON PLAN VOTED-EXPENDITURE	20000		3722610

Bill Details:

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

Vendor Details:

Receive Sanction(DDO) Return Sanction To PD Back

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

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

05:32:55 PM

[BHARTIMAKER] Logout
Change Password

Common Search

Sanction Details

Controller: 013-EXPENDITURE
Sanction Number: SANCTION/2710/EPAY
Sanction Type: Expenditure (DDO Bill)
IFD Number: IFD/2710/EPAY
Plan Scheme: -
DDO: 116007-Government Link Cell, Ministry Of Finance, Nagpur

Sanction Status: Approved
Sanction Date: 27/10/2016
Sanction Amount: 20000
IFD Date: 27/10/2016
PAO: 016001-PAO, O/O CGA, M/O Finance, D/O Exp.
Remarks: APPROVED

Created By: BHARTICDDOPO
Modified By: BHARTICDDOPO
Created On: 27/10/2016 12:16:25 AM
Modified On: 07/11/2016 05:29:09 PM

Account Details:

Processing

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	External PAO	Available Budget
034 - Department of Expenditure		2032000901001 - ESTABLISHMENT	01 - SALARIES	3 - NON PLAN VOTED-EXPENDITURE	20000		3722610

Bill Details:

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

Vendor Details:

Receive Sanction(DDO) Return Sanction To PD Back

Message from webpage

Sanction has been received successfully

OK

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

Sanction Details

Controller: 013-EXPENDITURE
Sanction Number: SANCTION/2710/EPAY
Sanction Type: Expenditure (DDO Bill)
IFD Number: IFD/2710/EPAY
Plan Scheme: -
DDO: 116007-Government Link Cell, Ministry Of Finance, Nagpur

Sanction Status: ReceivedByDDOMaker
Sanction Date: 27/10/2016
Sanction Amount: 20000
IFD Date: 27/10/2016
PAO: 016001-PAO, O/O CGA, M/O Finance, D/O Exp.
Remarks:

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

Account Details:

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

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

Vendor Details:
Generate Bill Number Back

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

Bill number CP00000005 has been generated.

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

Sanction Details

Sanction Status: BillGeneratedByDDO
Sanction Date: 27/10/2016
Sanction Amount: 20000
IFD Date: 27/10/2016
PAO: 016001-PAO, O/O CGA, M/O Finance, D/O Exp.
Remarks:

Created By: BHARTICDDOOP
Modified By: BHARTIMAKER
Created On: 27/10/2016 12:16:25 AM
Modified On: 07/11/2016 05:40:07 PM

Account Details:

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

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

Deduction Summary:

Deduction Type	Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Deduction Amount	Budget
TAX- Employee	900(recept)		0021001010200(COLLECTIONS INCLUDING DEDUCTIONS)	00(DEFAULT)	1(RECEIPT)	2000	

Vendor Details:
Pass to DDOChecker Return to DDOChecker Back Pass to PAO for payment flow

Message from webpage: Are you sure you want to pass this Sanction/Bill further?

DDO Checker will pass the bill.

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

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

05:43:58 PM

[BHARTICHECKER] Logout
Change Password

Common Search

Sanction Details

Controller: 013-EXPENDITURE
Sanction Number: SANCTION/2710/EPAY
Sanction Type: Expenditure (DDO Bill)
IFD Number: IFD/2710/EPAY
Plan Scheme: -
DDO: 116007-Government Link Cell, Ministry Of Finance, Nagpur

Sanction Status: PassedByDDOMaker
Sanction Date: 27/10/2016
Sanction Amount: 20000
IFD Date: 27/10/2016
PAO: 016001-PAO, O/O CGA, M/O Finance, D/O Exp.
Remarks:

Created By: BHARTICDDOPD
Modified By: BHARTIMAKER

Created On: 27/10/2016 12:16:25 AM
Modified On: 07/11/2016 05:41:30 PM

Account Details:

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	External PAO	Available Budget
034 - Department of Expenditure		205200901001 - ESTABLISHMENT	01 - SALARIES	3 - NON PLAN VOTED-EXPENDITURE	20000		3722610

Bill Details:

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

Deduction Summary:

Deduction Type	Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Deduction Amount	Budget
ITAX- Employee	900(Receipt)		0021001010200(COLLECTIONS INCLUDING DEDUCTIONS)	00(DEFAULT)	1(RECEIPT)	2000	

Vendor Details

Pass to DDO Return to DDO Back

Message from webpage

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

OK Cancel

DDO will pass the bill.

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

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

05:46:39 PM

[BHARTICGACDDO] Logout
Change Password

Common Search

Sanction Details

Controller: 013-EXPENDITURE
Sanction Number: SANCTION/2710/EPAY
Sanction Type: Expenditure (DDO Bill)
IFD Number: IFD/2710/EPAY
Plan Scheme: -
DDO: 116007-Government Link Cell, Ministry Of Finance, Nagpur

Sanction Status: PassedByDDOChecker
Sanction Date: 27/10/2016
Sanction Amount: 20000
IFD Date: 27/10/2016
PAO: 016001-PAO, O/O CGA, M/O Finance, D/O Exp.
Remarks:

Created By: BHARTICDDOPD
Modified By: BHARTICHECKER

Created On: 27/10/2016 12:16:25 AM
Modified On: 07/11/2016 05:44:09 PM

Account Details:

Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Amount	External PAO	Available Budget
034 - Department of Expenditure		205200901001 - ESTABLISHMENT	01 - SALARIES	3 - NON PLAN VOTED-EXPENDITURE	20000		3735610

Bill Details:

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

Deduction Summary:

Deduction Type	Grant	Department (For UT Grants Only)	Function Head	Object Head	Category	Deduction Amount	Budget
ITAX- Employee	900(Receipt)		0021001010200(COLLECTIONS INCLUDING DEDUCTIONS)	00(DEFAULT)	1(RECEIPT)	2000	

Vendor Details

Return Sanction To PD Pass Bill(CDDO) Back

Message from webpage

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

OK Cancel

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

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

05:48:12 PM

[BHARTICGACDDO] Logout
Change Password

Common Search

Search Sanctions

Sanction No: [] Sanction Status: --All--

From Date: (dd/mm/yyyy) 01/04/2016 To Date: (dd/mm/yyyy) 07/11/2016

Sanction Amount: []

Scheme: --All--

PD Username: []

IFD No: []

Search Reset

SanctionNumber	Type	Scheme	DDO Name	PAO Name	Amount	Date	Current Status	Bill Number	View File
IFD/26102016C	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	11,000	26/10/2016	PassedByDDOChecker	CP00000002	File not exists
DUMMY/SANCTION/2710	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	5,000	27/10/2016	Closed	CP00000011	File not exists
SANCTION/P2710/EPAY	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	20,000	07/11/2016	PassedByDDO	CP00000005	File not exists
sanction_bill	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	0	27/10/2016	PassedByDDO	CP00000008	File not exists
ddo_return_01	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	10,000	27/10/2016	DSCBatchGenerated	CP00000009	File not exists
exp_cddo_01	Expenditure		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	1,000	01/11/2016	DSCBatchGenerated	CP00000012	File not exists
transfer_cddo_01	Transfer		116007 - Government Link Cell, Ministry Of Finance, Nagpur	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	2,000	02/11/2016	PassedByDDO	CP00000013	File not exists

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

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

Receive Sanctions

Sanction No: Sanction Status:

From Date: (dd/mm/yyyy) 01/04/2016 To Date: (dd/mm/yyyy) 07/11/2016

Sanction Amount:

Scheme: --All--

PD Username:

All	Sanction Number	Sanction Date	Scheme	Gross Amount	Transaction ID	Net Amount	PAO Name	Signatory Level	Digital Sign	Return	Old Batch Number
<input checked="" type="checkbox"/>	SANCTION/2710/EPAY	27/10/2016		20000.00	C061511008368	18000.00	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	1		<input type="button" value="Return To PD"/>	C1
<input type="checkbox"/>	transfer_cddo_02	07/11/2016		1500.00	C061511008375	1350.00	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	1		<input type="button" value="Return To PD"/>	
<input type="checkbox"/>	TestCDDO	07/11/2016		890.00	C061511008385	890.00	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	1		<input type="button" value="Return To PD"/>	

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

Receive Sanctions

Sanction No: Sanction Status:

From Date: (dd/mm/yyyy) 01/04/2016 To Date: (dd/mm/yyyy) 07/11/2016

Sanction Amount:

Scheme: --All--

PD Username:

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

All	Sanction Number	Sanction Date	Scheme	Gross Amount	Transaction ID	Net Amount	PAO Name	Signatory Level	Digital Sign	Return	Old Batch Number
<input type="checkbox"/>	transfer_cddo_02	07/11/2016		1500.00	C061511008375	1350.00	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	1		<input type="button" value="Return To PD"/>	
<input type="checkbox"/>	TestCDDO	07/11/2016		890.00	C061511008385	890.00	016001 - PAO, O/O CGA, M/O Finance, D/O Exp.	1		<input type="button" value="Return To PD"/>	

Signatory 1 will digitally sign the payment file.

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

Receive Sanctions

Sanction No: Sanction Status:

Batch ID:

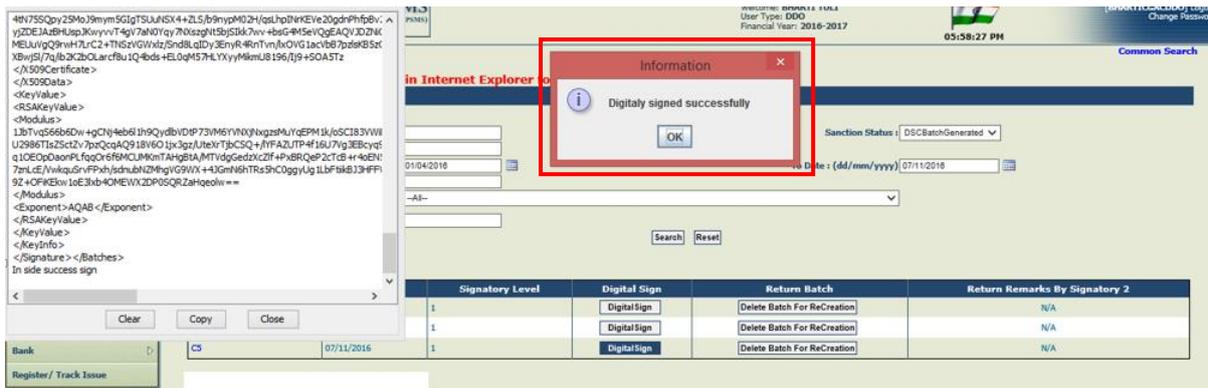
From Date: (dd/mm/yyyy) 01/04/2016 To Date: (dd/mm/yyyy) 07/11/2016

Sanction Amount:

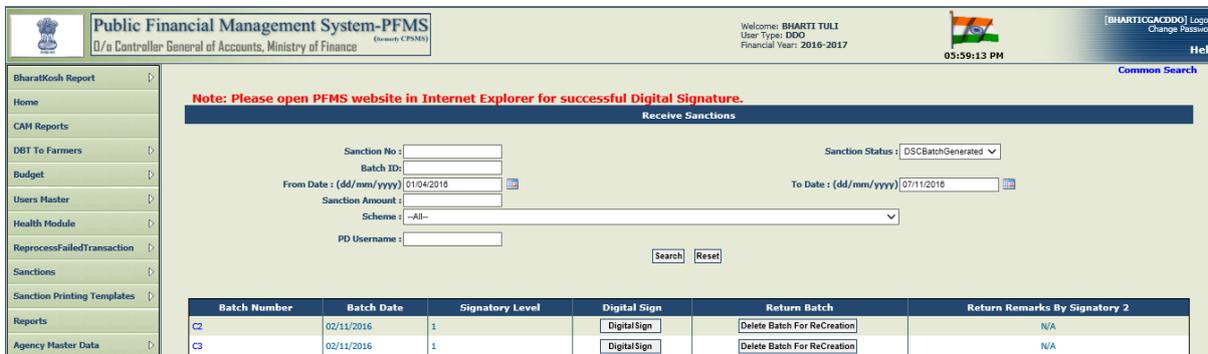
Scheme: --All--

PD Username:

Batch Number	Batch Date	Signatory Level	Digital Sign	Return Batch	Return Remarks By Signatory 2
C2	02/11/2016	1	<input type="button" value="Digital Sign"/>	<input type="button" value="Delete Batch For ReCreation"/>	N/A
C3	02/11/2016	1	<input type="button" value="Digital Sign"/>	<input type="button" value="Delete Batch For ReCreation"/>	N/A
C5	07/11/2016	1	<input type="button" value="Digital Sign"/>	<input type="button" value="Delete Batch For ReCreation"/>	N/A



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



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