

PFMS IMPLEMENTATION

INSTRUCTION NO 2

Consequent upon the implementation of the PFMS system in PCDA/CDA offices w.e.f 1/8/2020, certain issues faced by the offices are being addressed in this instruction.

The terminology **PFMS Bill** implies a Bill generated by a DDO on the PFMS system. The term 'Automation System' implies "the Tulip" or other Automation Systems in the offices of the PCDA/CDA.

1. Constitution of a PFMS PAO cell :

- a. This cell will constitute of DH, AAO and PAO. D-Section personnel may be deployed/ designated as the DH, AAO and the PAO. In case, personnel other than D-Section have been made the users on the PFMS, then such personnel who will perform the task in addition to their existing duties and will constitute a virtual PFMS PAO cell. They shall carry out the payment process or the return process on the PFMS portal as per the advice of the audit sections.
- b. Payment / Return of Bills by the cell:

i. Payment Process	<ol style="list-style-type: none"> a. Channel: DH -> AAO -> PAO b. After payment the PAO will mark all the entries on the DP sheet as 'PAID' along with enfacement containing details of transaction number, date and amount and return the same to the D Section.
ii. Return Process	<ol style="list-style-type: none"> a. Channel: DH -> AAO -> PAO b. Reasons for return of Bills will be clearly specified and recorded on the PFMS system. Bills shall be returned to the Audit Section after the same.

2. PFMS Bill Receipt Procedure :

- a. Bills shall be received in the R section and duly diarized as PFMS BILL along with other details.
- b. The bill will be sent to the concerned Audit section for further action.

3. PFMS Bill Audit Procedure :

- a. PFMS bills will be received from the R-Section and distributed to the task holders for audit.
- b. Audit section shall audit the bills and prepare the DP sheet. The DP Sheet of the PFMS bills will be distinct from non-PFMS DP Sheets.
- c. PFMS DP sheet shall be forwarded to the D-Section along with all supporting Documents.
- d. Any advice for return of bills shall be directly sent to the PFMS PAO cell, which will carry out the return on the PFMS using the channel enumerated in 1(b)(ii) above and necessary action taken on the same.
- e. Automation systems may be used for carrying out the task 3(a) - 3(d) depending upon the level of automation.

A. S. Kumar *[Signature]*

4. DAD Bill Audit and Payment procedure: For those DAD offices that are on the PFMS, the process for payment of claims and other bills are as under:

- a. Invoices/Personal Claims and DAD housekeeping related invoices shall be diarized as Letters in the R-Section and not as Bills. As per PFMS terminology, a Bill is generated only by the DDO.
- b. Case will be approved on File and PD while approving the case shall also create the sanction on the PFMS system. A Sanction Printout along with file shall be sent to the designated DDO.
- c. Sanction shall be received by DDO on the PFMS and Bill will be generated following due procedure on the PFMS. The printout of the Bill shall be attached along with supporting documents and forwarded to the R-Section. DDO shall stamp the PFMS bills in Red Color Stamp, which should read as "PFMS BILL" in BOLD to distinguish them from other bills.
- f. R-Section shall diarize the above contingent bill as a Bill and forward to the Audit section who shall proceed in the manner as enumerated in the Para 3 above.

5. D Section responsibilities: The PFMS compilations are automatically carried out upon the payment by the PAO. However, till further instructions, the compilation under NCS will continue for the PFMS bills also.

- a. D-Section shall mark an enfacement on the PFMS DP Sheet and forward the same to the PFMS PAO cell for payment. PFMS PAO cell will carry out the payment on the PFMS using the channel given in 1(b)(i) above.
- b. Upon receiving the intimation from the PFMS PAO cell for the payment made for a particular DP sheet, the D section shall approve its compilation for further transmission to the NCS.
- c. PFMS DP sheets shall be marked as 'Paid'. It will bear an Enfacement with details of the Payment (transaction reference, date and amount). D-Section shall retain a copy of the same for records.
- d. PFMS Paid DVs shall be returned to the concerned Audit Sections.

6. PFMS PDs (DAD or non DAD) have to avoid giving sanctions and generating Bills through non-PFMS mode. It may be ensured.

The above instruction may be complied with. Issues arising from this instruction may be reported to the CGDA office.

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