

## National Project Implementation Unit

EdCIL House, Plot No. 18-A, Sector-16 A  
NOIDA-201301

# TEQIP III

# PFMS User Manual

1<sup>st</sup> September 2017

## STAKEHOLDERS

### Parent Agency

NPIU is considered as Parent Agency for TEQIP-III project. Since the fund will flow from NPIU's account which is considered as Central Pool Account to the account of the beneficiary directly. The unique agency code of NPIU is **UPGB00001580**. The institute has to always select the Parent Agency wherever asked in PFMS.

### Child Agency

All the participating institutions in TEQIP-III project are considered as child agency. There will be no transfer of actual money in the Child Agency's account but all the transactions will be reflected in terms of bank statement only.

## OVERVIEW

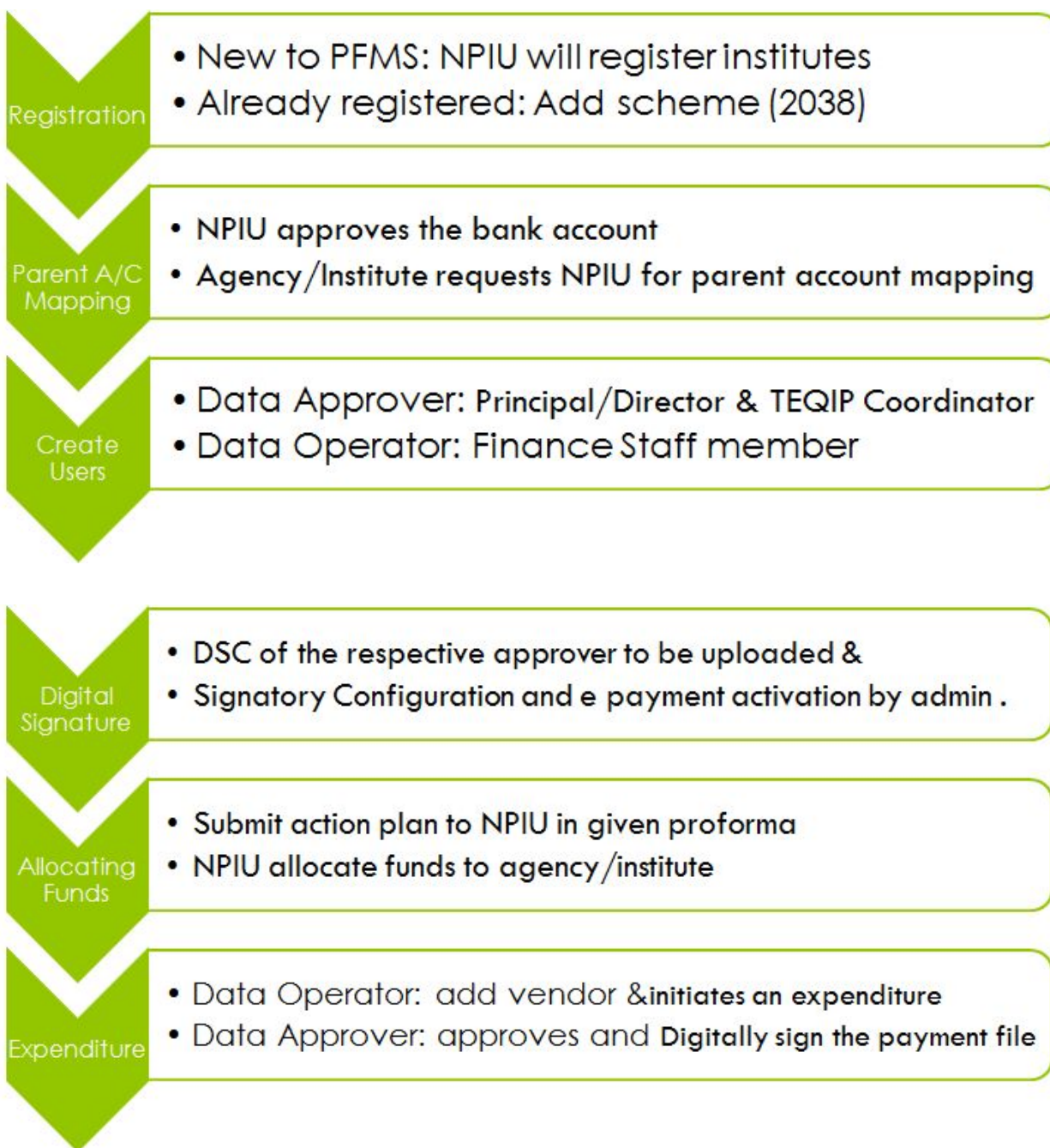
The funds disbursement under TEQIP III is routed through the Public Fund Management System (PFMS). The process of feeding the day to day transactions on the PFMS portal by an agency registered on PFMS, is called expenditure filing and the same has been elaborately explained herein.

## PURPOSE

Institutions under TEQIP III make payments towards the implementation cost of Project from the Central pool account of NPIU (the parent agency). The purpose of this document is to serve as a reference document for the institutions in understanding the steps involved in expenditure filing.

## PREREQUISITES

An agency should be registered on PFMS for filing expenditure. On registration of an agency, it gets an Agency Admin login Id and password.



**Table 1: Flowchart of steps involved in flow of funds through PFMS under TEQIP III**

## 1) Registration in PFMS

There are two types of institutes:

- A) Institutes who are have never been registered on PFMS.
- B) Institutes who were already registered on PFMS.

### Procedure of Registration for Type A:

For the institutes who are totally new, the registration is done by NPIU.

The institute need to submit following four documents in soft copy as well as hard copy to the NPIU:

- 1) Institute details with Bank Account duly filled through this form <https://goo.gl/forms/qHx8nIKwSJEOkmyh2>
- 2) Institute registration certificate
- 3) Bank Authorization
- 4) Cancelled cheque

After confirmation of details and registration by NPIU, the institute gets login Id and password for Admin account for signing in the PFMS.

### Procedure of Registration for Type B:

For the institutes who are already registered will have to submit the same four documents in hard copy as well as soft copy as described in Type A.

The institutes of Type B already have login Id and password which they can use to login and add the scheme for TEQIP-III i.e. 2038 by following the below procedure:

Step : 1 – Login into <https://pfms.nic.in>

Step : 2 – Click on **My Scheme** (on left hand)

Step : 3 – Click on **Register new Scheme**

Step : 4 – Enter Scheme Code **2038**

Step : 5 – Select **TECHNICAL EDUCATION QUALITY IMPROVEMENT PROJECT OF GOI (EAP) CS [2038]**

Step : 6 – Click on **3<sup>rd</sup> bullet of Select Funding Agency** ( I will receive funds from this agency)

Step : 7 – Click on **Search** option

Step : 8 – Enter unique code **UPGB00001580** and select **National Project Implementation Unit**

Step : 9 – Enter **Bank** details

Step : 10 – Enter **Bank Account No.**

Step : 11 – Enter **Agency Name** as per Bank

Step : 12 – Click on **Agency Account Scheme Component Mapping**

Step : 13 – Click (+) symbol of **Bulk** option

Step : 14 – Click (+) symbol of **Improving Quality & Equity in Focus States** option

Step : 15(A) – (for 1.1) Select ONLY **Institutional development grants to institutes in focus States & Faculty reforms.** (as indicated in figure 1 below)

Step : 15(B) – (for 1.2) Click (+) symbol of **Widening the impact through ATUs/AUs option** (as indicated in figure 2 below)

Step : 15(C) – (for 1.3) Select ONLY **Twinning Arrangements** (as indicated in figure 3 below)

The screenshot shows a web interface titled "Scheme Components:". At the top right is a "Search" button. Below it is a "Save" button. The main content is a tree view of components. The "Bulk" component is expanded and has a checked checkbox. Under "Bulk", the "Improving Quality & Equity in Focus States" component is expanded and has a checked checkbox. Under this component, the following options are listed with checkboxes: "Institutional development grants to institutes in focus States & Faculty reforms" (checked), "Widening the impact through ATUs/AUs" (unchecked), "Twinning arrangements" (unchecked), and "System Level Strengthening, Sector Governance and Performance" (unchecked).

Figure 1: for 1.1 institutions **Leave the other components unchecked** as indicated above



Figure 2: for 1.2 institutions **Leave the other components unchecked** as indicated above

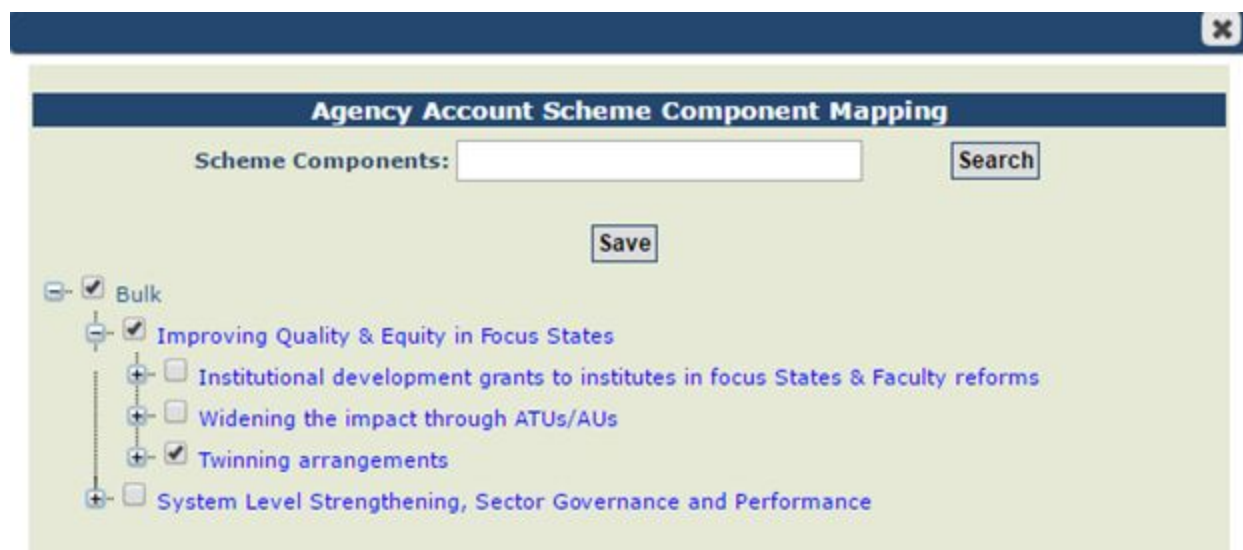


Figure 3: for 1.3 institutions **Leave the other components unchecked** as indicated above

Step : 16 – Click on **Save**

## 2) Account Parent Mapping

After getting login id and password for Admin account, the institute has to do account parent mapping by following the below steps:

- 1) Go to My Schemes.
- 2) Click on Agency Account Parent Mapping.
- 3) The following window will open

The screenshot shows the PFMS interface for 'Request for Agency Parent Account'. The form fields are filled with the following information:

- Scheme: Technical Education Quality Improvement Programme
- Parent Agency Name: DS
- Parent Agency Unique Code: upgb00001580
- Account Number: (empty)

The table below the form displays the following data:

In Bank	Account Number	Bank Detail	Balance	Status	Requester Remarks	Approver Remarks	Action
Punjab National Station Unit	3702002100031759	PUNJAB NATIONAL BANK- NOIDA, SECTOR - 18	54199114.00	Approved			
Implementation	3702002100046450	PUNJAB NATIONAL BANK- NOIDA, SECTOR - 18	0.00				

4) Enter the two details, scheme as 2038 and unique agency code as UPGB00001580 and click on search button.

5) Select the account with name as “Central Project Advisor National Project Implementation Unit” and write “Request for approval” in Requester Remarks.

6) Click on Submit button.

The NPIU will get this request and approve it.

### 3) Creating Users

Every institute with Admin login Id and password should create three users:

- 1) **Data Operator:** who will enter the details of any expenditure.
- 2) **Data Approver:** Two users of this type should be created who will approve any expenditure, one being the Director/Principal and other TEQIP coordinator.

For creating users, following are the steps:

- 1) Go to Masters, then Users, then Add new.

The screenshot shows the 'Create Agency User' form in the PFMS. The form is titled 'Create Agency User' and is part of the PFMS interface. It includes a navigation menu on the left with options like AdhocReports, BharatKosh Reports, Home, E-Payment, Health Module, Reports, My Details, Masters, My Schemes, Agencies, My Funds, Transfers, Advances, Scheme Allocation, Expenditures, Bank, Register/Track Issue, and My e-Deduction Billing. The main form area contains fields for 'Type of User' (a dropdown menu), 'First Name', 'Last Name', 'Email', 'Phone No.', and 'Mobile No.'. There are 'Submit' and 'Cancel' buttons at the bottom right of the form. The top of the page shows the PFMS logo, the user's name 'gecradmin1', and the agency name 'Government Engineering College, Raipur'.

Here select the type of user as “Agency data operator” and fill the other details and that person will get login Id and password for his/her respective account on the given email Id.

In the same way, select user as “Agency data approver” and select level as “Level 1” and fill the rest of the details.

#### 4) Enrollment of DSC (Digital Signature Certificate)

The digital signature of Director/Principal and TEQIP coordinator is required.

Make sure that the institute is uploading the digital signature through **Internet Explorer** browser only.

Following steps to be followed with respective login Id and password of Director/Principal and TEQIP coordinator:

- 1) Login with the respective IDs
- 2) Click on Masters, then DSC Management, and then enrolled DSC.

Public Financial Management System-PFMS  
(formerly CPMS)

Welcome: Prof. Raman Parti  
User Type: AGENCYADM  
Agency: JAWAHARLAL NEHRU GOVERNMENT ENGINEERING COLLEGE  
Financial Year: 2017-2018

[Injec2015] Logout  
Change Password

**List Of Enrolled Digital Signature**

Note : 1) To Activate rejected signature, Enroll again.  
2) Pending approval request will be approved by "

Page Size: 10 Total Count:0

No Record Found

Users

Bulk Customization

DSC Management

Add Master Project

Vendors

Agency Wise Allocation

Enrolled DSC

Appri Enrolled DSC

DeActivate DSC

My e-Deduction Filings

15:03  
09-09-2017

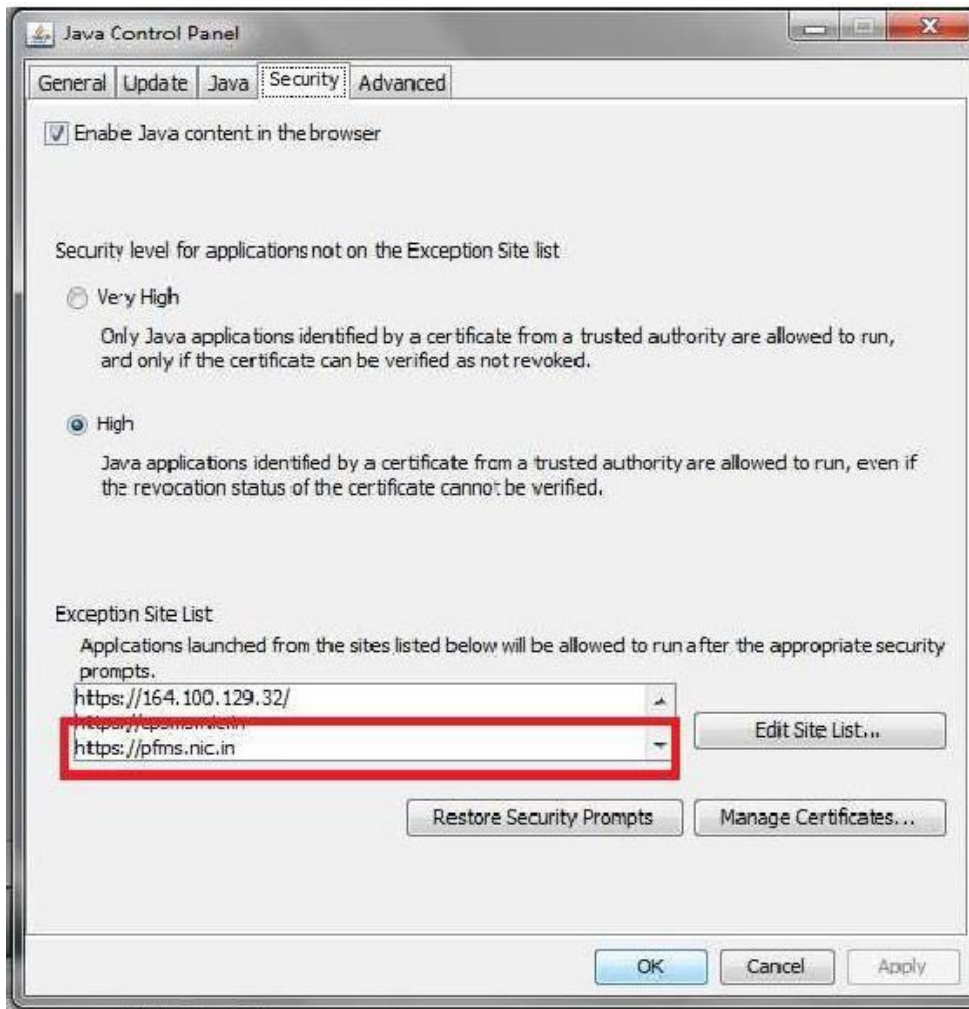
3) Now click on Digital Certificate Enrollment Button.

The following prerequisites will be required for this step:

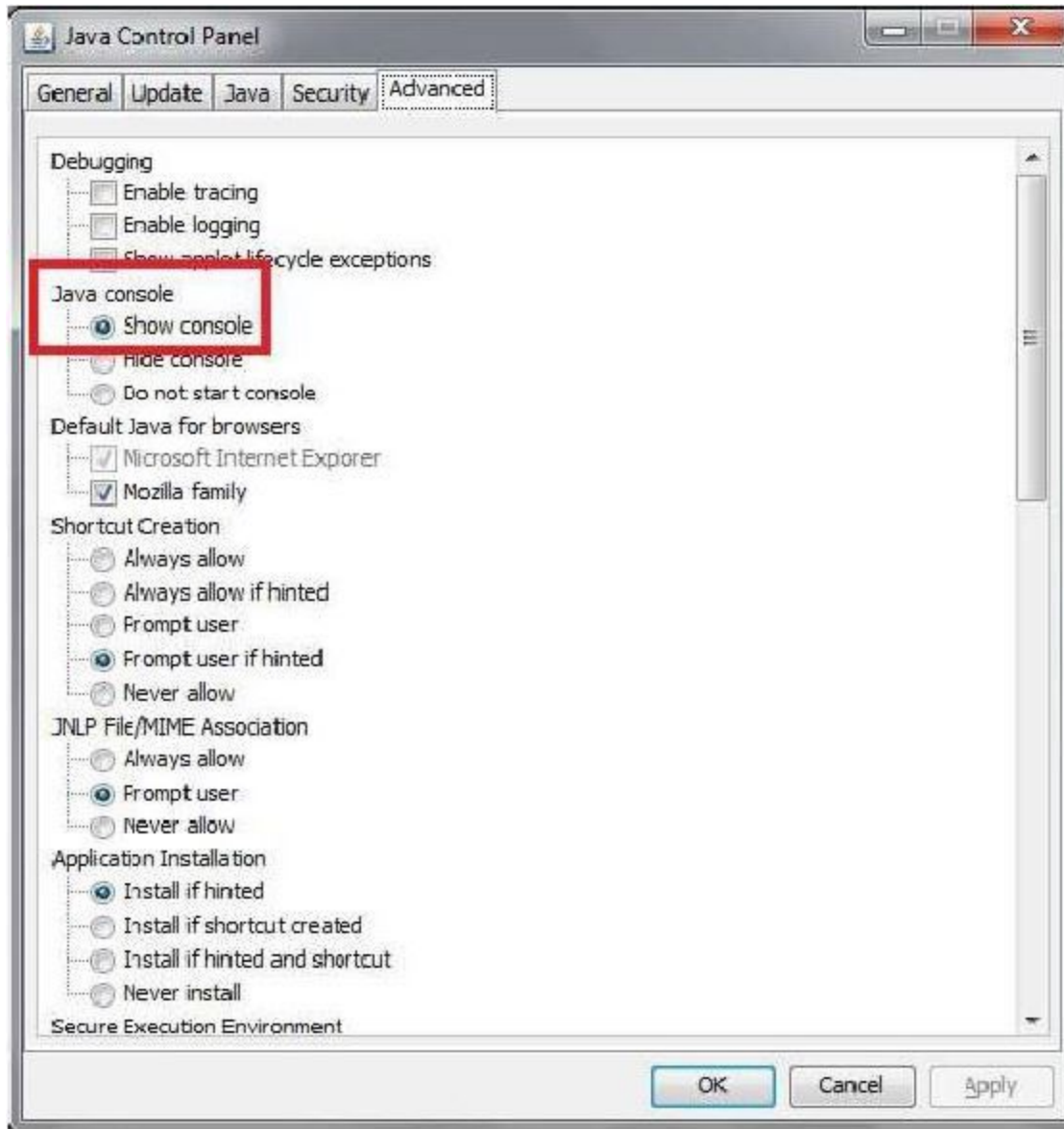
- Updated Java Version, for this google the "Java Download" and download it.
- After downloading, run the Java and open configure Java.



- c) Click on “Security” tab and click on “edit the site list” and add “<https://pfms.nic.in>” as shown in following figure:

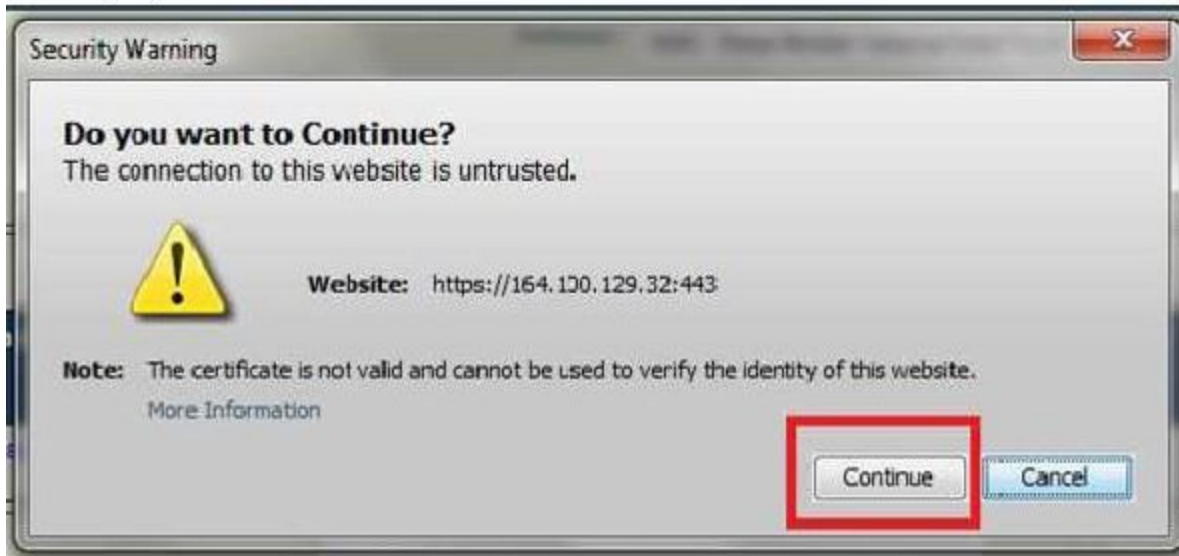


d) Now go to “Advanced” tab and select “Show Console” in java console as shown below:



4) Now click on “Digital Signature Enrollment” and if it shows processing for a long time, please download the “Digital Signature Installer” whose link will be given on right hand side.

5) After that again click on “Digital Signature Enrollment”, it will ask a lot permission for breaking the security, allow them all.

Java Pop-Up Screen 1Java Pop-Up screen 2

### Java Pop-Up screen 3



### Java Pop-Up screen 4



6) Now it will ask to select the certificate and enter the pin which would have been provided by the vendor during making of digital certificate.

7) After successful upload of digital signature, it will show a console “Enroll successfully”.

8) Now, It will show a button of “View Certificate Details and Proceed for Enrollment ” click on it and there select the scheme as 2038 and select “Digitally sign Beneficiary List” in the purpose and finally click on enroll button.

**Central Plan Scheme Monitoring System**  
 Via Controller General of Accounts, Ministry of Finance

Welcome: govind maeral  
 User Type: AGENCYDA  
 Agency: asagkarala  
 Financial Year: 2012-2013

[msapkenalada] Logout  
 Change Password

**Digital Signature Enrollment**

View Certificate Details and Proceed for Enrollment

Serial Number: 56FDPCFD487111E66

Certificate Valid From: 18/04/2013 Certificate Valid Upto: 17/04/2013

Enrollment Valid From: 18/04/2013 Enrollment Valid Upto: 17/04/2013

Owners Name: KATTUR LEENA

Owners Organization: NIC

Owners Organization Unit: ACCOUNTS INFORMATICS DIVISION

ISSUER Organization: National Informatics Centre

Scheme: 1365-National Social Assistance Programme including An... Purpose: Digitally sign beneficiary list Add

Scheme	Purpose	Action
1365-National Social Assistance Programme including Anapurna (NSAP)	Digitally sign beneficiary list	X

Enroll Back

A message will be displayed “Digital signature enrolled successfully”.

## 5) Signatory Configuration

After successfully upload of Digital signature of Director/Principal and TEQIP coordinator, the institute need to login with Admin Id and password and follow the below steps:

- Go to “Bank”, then select “Signatory Configuration”
- Now select the scheme as 2038 and select Agency type as “parent agency”, enter the agency unique code as ”UPGB00001580”, then select the account number shown.
- Now enter the following details for TEQIP coordinator: minimum amount as Rs.1 and maximum amount as Rs.5,00,000 and No. of level as 1. Now click on “+” button and enter details of TEQIP coordinator and date of the validity of digital signature and click on save button.
- Enter the same details for Director/Principal with minimum amount as Rs.5,00,001 to maximum amount as Rs.50,00,000 and level as 1. Follow the same procedure for filling the details of Director/Principal.

**Note: Only those Accounts will appear on this page which are activated for E-Payment Digital Mode.**

Scheme: 2038 - TECHNICAL EDUCATION QUALITY IMPROVEMENT PROJECT OF GOI (EAP) CS

Agency Account Choice:  Self  Parent Agency

Enter Agency Unique Code: upgb00001580

Account Number: 3702002100031759 - PUNJAB NATIONAL BANK

	Minimum Amount(Per Batch)	Maximum Amount(Per Batch)	No. Of Level	
<input type="checkbox"/>	1	500000	1	<input type="button" value="Edit"/>
<input type="checkbox"/>	500001	5000000	1	<input type="button" value="Edit"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>

Bank: Inter Bank Transfer

Register/ Track Issue: Manage Invalid Accounts

Misc. Deduction Filing: Manage Inter Bank Transfer

Utilisation Certificate: Enrol Account DSC

Accounting System Integration: Reconciled Transactions

Bank Printing Templates: Signatory Configuration

## 6) Activate Account E-Payment

- 1) Institute will login with Admin Id and password, select “bank”, then “Account Activation E-payment”
- 2) There select the scheme as 2038 and enter the account number of the **institute** or select the account from the table of the institute
- 3) Select “EPaymentDigitalSignature” from the Account Activation Type and click on submit button.

Welcome: nsapkerala  
User Type: AGENCYADM  
Agency: nsapkerala  
Financial Year: 2012-2013

[nsapkerala] Logout  
Change Password

Home

E-Payment MGNREGA

Manage Payment Advice

E Payment

HOPE

Agency

Sanctions

Reports

My Details

Masters

**Activation of bank account**

Scheme: \* National Social Assistance Programme including Anapurna (NSAP) [1985]

Account Number:

Total no of records: 1

Select	Account Number	Bank -Branch IFSCCode	UniqueCode-AgencyName- AgencyNameAsPerBankRecord	Effective Date	Account Activation Type
<input type="checkbox"/>	12452526351	ALLB-AGRA-HOTEL CLERK SHIRAZ ALLA0210061	KLER00000202-nsapkerala-nsap	18/07/2013	--Select-- --Select-- EPaymentUsingInternetBanking EPaymentUsingPrintAdvice EPaymentUsingDigitalSignature

Accounting pending for Activation Approval

No record found

EPaymentUsingDigitalSignature

## 7) Sign Account Enrolment File

1) Institute will login with respective login Ids of Director/Principal and TEQIP coordinator.

Go to “Bank” then “Enrol Account DSC”

Click on the checkbox and click on “Sign Enrolment File”

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

Welcome: VINAY KAJLA  
 User Type: AGENCYDA  
 Agency: National Disaster Management Authority  
 Financial Year: 2016-2017

[NDMA2] Logout  
 Change Password

**Sign Account Enrolment File**

Name: VINAY KAJLA

Check	Bank Name	Sample File Details						Sign	
		Account Number	Minimum Amount	Maximum Amount	Signatory Level	From Date	To Date	Signatory Status	
<input checked="" type="checkbox"/>	STATE BANK OF INDIA	34429437785	1.00	25000000.00	1	4/27/2016 12:00:00 AM	3/31/2017 12:00:00 AM	Active	<a href="#">Sign Enrolment File</a>

**Signed Account Enrolment File**

No Record Found

## 8) To see Allocation of Funds

- 1) Login with Admin Id and password.
- 2) Go to masters, then “Agency wise Allocation”
- 3) Select the scheme as 2038 and quarter.
- 4) If the action plan of an institute has been uploaded, it will show the allocated amount in that particular quarter.

## 8) Expenditure

Institutes may utilise the allocated funds for payment to vendors for their product/services, payment of TA/DA or salary/remuneration to the faculties/experts, scholarship/reimbursement to the students etc. , aforesaid expenditures may be booked in PFMS through the appropriate ways mentioned below:

- a. Payment to a vendor/faculty/student
- b. Payment to a group of vendors/faculties/students
- c. Creating/settling Advance

### A Payment to vendor/faculty/student

- ▶ Go to “Masters>Vendors” click on “Add New”



Public Financial Management System-PFMS  
(formerly CPMS)

Welcome: Prof. Raman Parti  
User Type: AGENCYADM  
Agency: JAWAHARLAL NEHRU GOVERNMENT ENGINEERING COLLEGE  
Financial Year: 2017-2018

AdhocReports  
BharatKosh Reports  
Home  
E-Payment  
Health Module  
Reports  
My Details  
Masters  
My Schemes  
Agencies  
My Funds  
Transfers  
Advances  
Scheme Allocation  
Expenditures  
Bank  
Register/ Track Issue  
Misc. Deduction Filing

Users  
Bulk Customization  
DSC Management  
Add Master Project  
Vendors  
Manage  
Agency Wise Allocation  
Add New  
Upload Vendors Data

Prof. Raman Parti

https://pfms.nic.in/ImplementingAgency/VendorBeneficiaryManagement/AddNewVendorBeneficiary.aspx

- ▶ A new page “Create Vendor” will open.
- ▶ Select “Type” as “Self” and “Commercial” for students/faculty and Vendors respectively

Public Financial Management System-PFMS  
(formerly CPMS)

Welcome: Prof. Raman Parti  
User Type: AGENCYADM  
Agency: JAWAHARLAL NEHRU GOVERNMENT ENGINEERING COLLEGE  
Financial Year: 2017-2018

Create Vendor

Type: Personal  
Date of Birth (DD/MM/YYYY):  
Aadhaar Number:  
PAN Number:  
Address1:  
City:  
Country: INDIA  
District: MANDI  
Mobile No:   Not Available  
Email:

Name:   
Father/Husband Name:   
Address2:   
Address3:   
State: HIMACHAL PRADESH  
Pin Code:   
Phone No:

Bank Details

Bank Name:  [Select Bank](#)  
(Enter minimum 4 characters to search Bank)  
Account No:   
[ADD BANK DETAILS](#)

[Save](#) [Reset](#) [Back](#)

https://pfms.nic.in/ImplementingAgency/VendorBeneficiaryManagement/AddNewVendorBeneficiary.aspx

Public Financial Management System-PFMS  
(formerly CPMS)

Welcome: Prof. Raman Parti  
User Type: AGENCYADM  
Agency: JAWAHARLAL NEHRU GOVERNMENT ENGINEERING COLLEGE  
Financial Year: 2017-2018

**Create Vendor**

Type: Commercial  
 PAN Number:   
 TIN Number:   
 Address1:   
 City:   
 Country: INDIA  
 District: MANDI  
 Mobile No:   Not Available  
 Email:

Name:   
 Service Tax No:   
 TAN Number:   
 Address2:   
 Address3:   
 State: HIMACHAL PRADESH  
 Pin Code:   
 Phone No:

**Bank Details**

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

Account No:

- Go to “Masters>Vendors” click on “Manage”

Public Financial Management System-PFMS  
(formerly CPMS)

Welcome: Prof. Raman Parti  
User Type: AGENCYADM  
Agency: JAWAHARLAL NEHRU GOVERNMENT ENGINEERING COLLEGE  
Financial Year: 2017-2018

**Create Vendor**

Type: Commercial  
 PAN Number:   
 TIN Number:   
 Address1:   
 City:   
 Country: INDIA  
 District: MANDI  
 Mobile No:   Not Available  
 Email:

Name:   
 Service Tax No:   
 TAN Number:   
 Address2:   
 Address3:   
 State: HIMACHAL PRADESH  
 Pin Code:   
 Phone No:

**Bank Details**

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

Account No:

Manage Vendors

Upload Vendors Data

- A new page “Manage Vendor” will open.
- Refer the “Bank status” and “Account Status” to check if the vendor is added successfully or not.

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

Welcome: Prof. Raman Parti  
 User Type: AGENCYADM  
 Agency: JAWAHARLAL NEHRU GOVERNMENT ENGINEERING COLLEGE  
 Financial Year: 2017-2018

**Manage Vendor**

Search criteria: Vendors registered by me.

Vendor Name:

Unique Code:

Account Number:

Name	Vendor Type	Contact Detail	Unique Code	Account Number	Created By	Created Date	Status	Bank Status	Account Status
<a href="#">Ajay Kumar</a>	Personal	Asst. Professor, Mech. Engg. JNGEC ajaysonkhla@gmail.com	VAHPMA00002983	2528000100140074	Jngec2015	20/07/2017	None	Success in Bank	Active
<a href="#">Amitesh Sharma</a>	Personal	Asst. Professor, Mech. Engg. JNGEC amitesh.jngec@rediffmail.com	VAHPMA00002974	65062055411	Jngec2015	19/07/2017	None	Success in Bank	Active
<a href="#">Ankush Kapoor</a>	Personal	A.P. ECE Deptt. JNGEC Sundernagar ankush8818@yahoo.com	VAHPMA00002953	3034000400057978	Jngec2015	06/07/2017	None	Success in Bank	Active
<a href="#">Desh Raj</a>	Personal	Vill. Sainji R.O. Samoli Tehsil Rphuraj, physics88@gmail.co	VAHPMA00002948	55150129172	Jngec2015	06/07/2017	None	Success in Bank	Active
<a href="#">Dr. Champa Verma</a>	Personal	Vill. Dodhvan R.O. Bhojpur, Teh. Sundernagar champaverma25@gmail.com	VAHPMA00002949	65128167699	Jngec2015	06/07/2017	None	Success in Bank	Active
<a href="#">Dr. Ainesh Singh</a>	Personal	Vill. Jol R.O. Badehar Tehsil Bhoranj ajneship@gmail.com	VAHPMA00002951	20003708817	Jngec2015	06/07/2017	None	Success in Bank	Active
<a href="#">Dr. Amit Kumar</a>	Personal	Assistant Professor Textile Engineering J.N. Govt. kumaramit58@gmail.com	VAHPMA00002809	65050141664	Jngec2015	05/07/2017	None	Success in Bank	Active

Expenditure module is used for capturing of all expenses incurred directly by the implementing agency like salary expenses, office expenses etc. For entering expenditure voucher details

- Go to Expenditure>Add New”

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

Welcome: naveen jha  
 User Type: AGENCYDO  
 Agency: Govt. Engineering College Society, Bharatpur  
 Financial Year: 2017-2018

**Naveen Jha**

Expenditures: [Add New](#)

Bank: [Manage](#)

Misc. Deduction Filing: [Manage Bulk Fund Expenditure](#)

<https://pfms.nic.in/ImplementingAgency/FundsExpenditure/EditAgencyFundsExpenditures.aspx>

- ▶ Select the Scheme from the dropdown menu
- ▶ Select Account number of the Agency to be debited.
- ▶ Select payee as Vendor

The screenshot displays the 'Create Expenditure Details' form in the PFMS. The form is titled 'Expenditure Header' and includes the following fields and options:

- Scheme:** 2038 - TECHNICAL EDUCATION QUALITY IMPROVEME
- Project:** --Select--
- Agency Account Choice:** Radio buttons for 'Self' and 'Parent Agency'.
- Enter Agency Unique Code:** UPGB00001580
- Bank Account:** 3702002100031759 - Central Project Advisor, National Proc
- Expenditure Done For:** Vendors
- Vendor Names:** A dropdown menu is open, showing a list of vendors with their IDs and names:
 

Vendor ID	Vendor Name
[387778207]DHAWAL VYAS [ VARJBPO0000014 ]	DHAWAL VYAS
[360842334]RAVI GUPTA [ VARJBPO00000507 ]	RAVI GUPTA
[361064433]AMIT DAIYA [ VARJBPO00000508 ]	AMIT DAIYA
[361064727]NAVEEN JHA [ VARJBPO00000509 ]	NAVEEN JHA
- Letter/Office Order No.:** (Empty field)
- Office Order Letter Attachment (if any):** 'Choose File' button, 'No file chosen' text, and 'Upload' button.
- Uploaded Sanction Letter:** 'Sanction Date:' (Empty field)
- Actual Transaction Date:** 14/08/2017
- Total Available Amount:** 54769950.00
- Total Amount:** (Empty field)
- Narration:** (Empty text area)
- Voucher Numbers:** (Empty field)

- ▶ Enter Sanction No., Sanction Date and Actual Transaction Date in the respective columns. Enter the gross amount to be paid in the total amount paid column.
- ▶ Select the component of expenditure

The screenshot shows the 'Agency Account Choice' dialog box in the PFMS application. The dialog contains a tree view of scheme components. The selected component is '[1.1.3.6]Travel cost'. The background shows the 'Edit Agency Funds Expenditures' page with a sidebar menu on the left.

Agency Account Choice

Scheme Components

- Bulk
  - [1]Improving Quality & Equity in Focus States
    - [1.1]Institutional development grants to institutes in focus States & Faculty reforms
      - [1.1.1]Procurement of goods
        - [1.1.1.2]Academic processes
          - [1.1.1.3]Operating costs
            - [1.1.1.3.1]Consumables
            - [1.1.1.3.2]Operation & maintenance of equipments
            - [1.1.1.3.3]Office expenses
            - [1.1.1.3.4]Meetings
            - [1.1.1.3.5]Hiring of vehicles
            - [1.1.1.3.6]Travel cost
            - [1.1.1.3.7]Salary
          - [1.1.1.4]Faculty Reforms
        - [1.2]Widening the impact through ATUs/AUs
        - [1.3]Twinning arrangements
      - [2]System Level Strengthening, Sector Governance and Performance

Percentage:  Amount:  Add

Total Amount:

javascript:\_doPostBack("trvSchemeComponents","s1\103891\103892\103910\103916")

DSC\_Enrollment\_U...pdf

Type here to search

1:03 PM 8/14/2017

- ▶ Select expense type as Revenue or Capital,

The screenshot shows the 'Expenditure Done For' form in the PFMS application. The form is filled with details for a vendor named 'DHAHAL VYAS'. The 'Expense Type' is set to 'Revenue'. The 'Total Available Amount' is 54760950.00 and the 'Total Amount' is 5000. The 'Narration' is 'demo'.

Expenditure Done For:

Vendor Name: [357778207]DHAHAL VYAS [VARJBP0000] Select Vendor (Enter minimum 3 characters to Vendor Name)

Letter/Office Order No.:#

Office Order Letter Attachment (if any):  No file chosen

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

Uploaded Sanction Letter:

Sanction Date:#

Actual Transaction Date:#

Total Available Amount:

Total Amount:#

Rupees five thousand only

Narration:#

Voucher Number:

Scheme Component Details:

Scheme Components: [103916] [1.1.3.6]Travel cost Select Scheme Expense Type:  Revenue  Capital Percentage: 100 Amount: 5000 Add

Total Amount:

Component Amount:

Balance Amount:

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DSC\_Enrollment\_U...pdf

Type here to search

1:03 PM 8/14/2017

- ▶ Enter the amount or percentage and click Add for display of component details in a grid. The gross amount and component/s amount should tally to proceed further.

Office Order Letter Attachment (if any):  No file chosen   
Note: Only files of type jpg, png, and pdf of size not more than 4MB are allowed.

Uploaded Sanction Letter:  
 Sanction Date: \* 10/08/2017  
 Actual Transaction Date: \* 14/08/2017  
 Total Available Amount: 54760950.00  
 Total Amount: \* 5000  
 Rupees five thousand only  
 Narration: \* demo  
 Voucher Number:

Scheme Component Details:  
 Scheme Components:  Select Scheme Expense Type  Revenue  Capital Percentage:  Amount:    
component (Enter minimum 3 characters to Scheme Components)

Scheme Component	Amount	Component Tax Amount	Balance Amount	Expense Type
[103916] [1.1.3.6] Travel cost	5000.00	0.00	0.00	Revenue

Total Amount: 5000.00  
 Component Amount: 5000.00  
 Balance Amount: 0.00

- ▶ Click on save button to save the entry.

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

Welcome: Naveen Jha  
 User Type: AGENCYDO  
 Agency: Govt. Engineering College Society, Bharatpur  
 Financial Year: 2017-2018

[gec\_naveen] Logout  
 Change Password

Expenditure Header:  
 Scheme: \* 2038 - TECHNICAL EDUCATION QUALITY IMPROVEME  
 Project: --Select--  
 Agency Account Choice:  Self  Parent Agency  
 Enter Agency Unique Code: UPGB00001500   
 Expenditure:  
 Letter/Office Order:

The Transaction has been saved successfully with Voucher Number:  
**BP-2017-18-5**

Office Order Letter Attachment (if any):  No file chosen   
Note: Only files of type jpg, png, and pdf of size not more than 4MB are allowed.

Uploaded Sanction Letter:  
 Sanction Date: \* 10/08/2017  
 Actual Transaction Date: \* 14/08/2017  
 Total Available Amount: 54760950.00  
 Total Amount: \* 5000  
 Rupees five thousand only  
 Narration: \* Demo  
 Voucher Number: BP-2017-18-5

- ▶ Upon saving the entry, the user will be prompted for entering the payee details.
- ▶ Click 'Yes' to proceed for entering payee details

Office Order Letter Attachment (if any):  No file chosen   
Note: Only files of type jpg, png, and pdf of size not more than 4MB are allowed.

Uploaded Sanction Letters:  
 Sanction Date: \* 10/08/2017  
 Actual Transaction Date: \* 14/08/2017  
 Total Available Amount: 54760950.00  
 Total Amount: \* 5000  
 Rupees five thousand only  
 Narration: \* Demo  
 Voucher Number: BP-2017-18-5

Scheme Component Details:  
 Scheme Components:  Select Scheme Expense Type  Revenue  Capital Percentage:  Amount:    
component (Enter minimum 3 characters to Scheme Components)

	Scheme Component	Amount	Component Tax Amount	Balance Amount	Expense Type
<input type="checkbox"/>	[ 103916 ] [ 1.1.3.6 ] Travel cost	5000.00	0.00	0.00	Revenue

Total Amount: 5000.00  
 Component Amount: 5000.00  
 Balance Amount: 0.00

Expenditure details saved successfully.  
 Do you want to proceed with payee details?

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- ▶ In the drop down list of "Instrument Type" select "e-payment using digital signature"

Amount: 5000.00  
Created By: gec\_naveen  
Created On: 14/08/2017  
Modified By:  
Purpose for Expenditure: Demo  
Uploaded Sanction Letter:

**Scheme Component Details:**

Component Name	Amount	Tax Amount for Global Component	Balance Amount
[ 1.1.3.6 ] Travel cost	5000.00	N/A	5000.00

**Vendor/Beneficiary Details:**

Account No.	Name	Amount
2967001300005832 - DHAWAL VYAS	Dhawal Vyas(VAR3BP0000014)	5000.00

**Instrument Type**

Instrument Type : EPaymentUsingDigitalSignature Add

Confirm Back

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- ▶ In the drop down list of “Instrument Type” select “e-payment using digital signature”
- ▶ Deduction like TDS from payment can also made by clicking ‘Yes’ on link “Do You want to Add Deduction Details?” and then clicking on ‘Next’ button. Select the Deduction Type and enter the amount/percentage to be deducted and click ‘Add Deductions’. More than one type of deductions can be effected from the payment.
- ▶ The cheque amount and the amount deducted should tally with the total amount of advance.



Agency Funds Exp x Add Edit Agency F x Inbox (52) - ballab x My Drive - Google x HP&Rajasthan\_Co x Teqip - Departm x class 2 digital sign x

Secure | https://pfms.nic.in/ImplementingAgency/FundsExpenditure/AgencyFundsExpenditurePayeeDetails.aspx?eid=zp3M94ZxQWQkFFqkUfWtVw==

Purpose for Expenditure: Demo Uploaded Sanction Letter:

**Scheme Component Details:**

Component Name	Amount	Tax Amount for Global Component	Balance Amount
[ 1.1.3.6 ] Travel cost	5000.00	N/A	5000.00

**Vendor/Beneficiary Details:**

Account No.	Name	Amount
2967001300005832 - DHAWAL VYAS	Dhawal Vyas(VARJBP0000014)	5000.00

**Instrument Type**

Instrument Type:

**E-Payment Details**

Party Name	IFSC Code	Party Account No	Amount	NarrationForPassBook	Delete
DHAWAL VYAS SO SH. PRAKASH VYAS	PUNB0296700	2967001300005832	5000.00		<input type="button" value="X"/>

Do you want to add the deduction details ?  
 Yes  No

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DSC\_Enrollment\_U...pdf

Type here to search 1:12 PM 8/14/2017

- ▶ 'Click confirm to complete payee details.

Agency Funds Exp x Add Edit Agency F x Inbox (52) - ballab x My Drive - Google x HP&Rajasthan\_Co x Teqip - Departm x class 2 digital sign x

Secure | https://pfms.nic.in/ImplementingAgency/FundsExpenditure/AgencyFundsExpenditureDetails.aspx?eid=zp3M94ZxQWQkFFqkUfWtVw==&msg=y&oVendorAccountNo=/B+/f9L...

**Voucher Number:** BP-2017-18-5

**Account Number:** 3702002100031759 **Agency Name In Bank:** NATIONAL PROJECT IMPLEMENTATION UNIT

**Plan Scheme:** 2038-TECHNICAL EDUCATION QUALITY IMPROVEMENT PROJECT OF GOI (EAP) CS **Project:**

**Status:** Created **Bank name:** PUNJAB NATIONAL BANK

**Amount:** 5000.00 **Remarks:**

**Created By:** gec\_naveen **Created On:** 14/08/2017

**Modified By:** gec\_naveen **Modified On:** 14/08/2017

**Purpose for Expenditure:** Demo **Uploaded Sanction Letter:**

**Payment Details:**

Favouring	Cheque/Account No.	Amount	IFSC/MICR Code	Instrument Type	Instrument Date	NarrationForPassBook
DHAWAL VYAS SO SH. PRAKASH VYAS	2967001300005832	5000.00	PUNB0296700	EPaymentUsingDigitalSignature	8/14/2017 12:00:00 AM	PaymentforDemo

**Scheme Component Details:**

Component Name	Amount	Tax Amount for Global Component	Balance Amount
[ 1.1.3.6 ] Travel cost	5000.00	N/A	5000.00

**Vendor/Beneficiary Details:**

Account No.	Name	Amount
2967001300005832 - DHAWAL VYAS	Dhawal Vyas(VARJBP0000014)	5000.00

Payee details has been confirmed successfully

Type here to search 1:13 PM 8/14/2017

- ▶ Verify the details and submit for approval of payment.

Voucher Number: BP-2017-18-5  
 Account Number: 3702002100031759  
 Agency Name In Bank: NATIONAL PROJECT IMPLEMENTATION UNIT  
 Plan Scheme: 2038-TECHNICAL EDUCATION QUALITY IMPROVEMENT PROJECT OF GOI (EAP) CS  
 Project:   
 Status: Created  
 Bank name: PUNJAB NATIONAL BANK  
 Amount: 5000.00  
 Remarks:   
 Created By: gec\_naveen  
 Created On: 14/08/2017  
 Modified By: gec\_naveen  
 Modified On: 14/08/2017  
 Purpose for Expenditure: Demo  
 Uploaded Sanction Letter:

**Payment Details:**

Favouring	Cheque/Account No.	Amount	IFSC/MICR Code	Instrument Type	Instrument Date	NarrationForPassBook
DHAWAL VYAS SO SH. PRAKASH VYAS	2967001300005832	5000.00	PUNB0296700	EPaymentUsingDigitalSignature	8/14/2017 12:00:00 AM	PaymentforDemo

**Scheme Component Details:**

Component Name	Amount	Tax Amount for Global Component	Balance Amount
[ 1.1.3.6 ] Travel cost	5000.00	N/A	5000.00

**Vendor/Beneficiary Details:**

Account No.	Name	Amount
2967001300005832 - DHAWAL VYAS	Dhawal Vyas(VARJBP00000014)	5000.00

Successfully Saved For Submitted

Cancel Transaction Back

## Approving the payment

- ▶ The approver will log in with his credential.
- ▶ Go to Expenditure>Approve”

Public Financial Management System-PFMS  
 (formerly CPMS)

Welcome: Dhawal Vyas  
 User Type: AGENCYDA  
 Agency: Govt. Engineering College Society, Bharatpur  
 Financial Year: 2017-2018

[gec\_dhawal] Logout  
 Change Password

Dhawal Vyas

Approve

Approve Fund Transfers

## Approving the payment

- ▶ Click on the sanction number and verifying the details entered by operator.

The screenshot shows the PFMS interface for approving expenditures. The search criteria are as follows:

Sanction Number	Sanction Date	Amount	Scheme Code - Scheme Name	Project Name	Status
TEQIP_11	10/08/2017	5000.00	TECHNICAL EDUCATION QUALITY IMPROVEMENT PROJECT OF GOI (EAP) CS		Submitted

The 'Agency Fund Advance Settled Expenditure' section shows: No record found.

- ▶ After verifying the details, approve the expenditure

## Digitally Sign Payment File

- ▶ Go to “e-payment”>”Digitally Sign file”
- ▶ Select 2038 scheme of TEQIP
- ▶ The approved file is shown under the leftmost tab “Digitally sign payment file”.
- ▶ Insert the DSC dongle in the Computer’s usb port and click on the “Sign file digitally” button.
- ▶ After Signing the file, the same is shown in a table under the second tab “Signed Digital payment file” .
- ▶ Click on the payment advice number under the column “Payment Advice No.” and keep the printed advice for your reference.

The screenshot displays the 'Digitally Sign File' interface. The left sidebar contains navigation options: Home, Scholarship Management, HOPE, E-Payment, Health Module, Sanctions, Reports, My Details, Masters, My Schemes, Agencies, My Funds, Transfers, Advances, Expenditures, Bank, Register/ Track Issue, Misc. Deduction Filing, Utilisation Certificate, and OLD UC. The main content area shows a table of digital payment files and a generated DBT Payment Advice/Authority form.

Account No	Bank Name	Scheme Code	Voucher No	Payment Advice No.	CPSMS Transaction ID	Sanction Letter	No Of Beneficiary	Amount	Created By	Digital Signature Date
3702002100031759	PUNJAB NATIONAL BANK	2038	BP-2017-18-2	C081700406176	C081700406176		1	1886.00	gec_naveen	05/08/2017
3702002100031759	PUNJAB NATIONAL BANK	2038	BP-2017-18-3	C081700414832	C081700414832		1	6225.00	gec_naveen	05/08/2017
3702002100031759	PUNJAB NATIONAL BANK	2038	BP-2017-18-4	C081700415683	C081700415683		1	6285.00	gec_naveen	05/08/2017
3702002100031759	PUNJAB NATIONAL BANK	2038	BP-2017-18-1	C071711250718	C071711250718		1	9222.00	gec_naveen	03/08/2017

PFMS Generated DBT Payment Advice/Authority

Approval date in PFMS: 05 Aug 2017

Payment Advice No.: C081700406176

Advice Print Date : 14 Aug 2017

PAN No. : TAN No.: JPRJ05380E

Note For Branch:

Bank's PFMS Nodal Officer: Deep Kumar Sonakya,Abhilasha Arya Phone No. : 0986893498,09717577488

Email : deepkumar@pnb.co.in,abhilasha.arya@pnb.co.in

Note:

## Advances

Advance payment is made to a vendor or supplier for getting a service or product. An advance is also given to an official for getting a work done.

Once the intended work is completed, the beneficiary/vendor/supplier will submit the voucher and return the balance amount, if any, for settling the advance

### 1.1.1 Payment of Advance

- ▶ Go to module "Advances" click on "Add New"
- ▶ A new page "Create Fund Advances" will open.
- ▶ Select Scheme, and Bank Account,.
- ▶ Select the beneficiary/vendor if it has already been created. Otherwise create the vendor by clicking on "Add New vendor/Beneficiary". The beneficiary/Vendor list can also be created from Master-Vendors-Add New. Then fill in all the relevant information such as sanction number, date, actual transaction date, amount of advance & purpose of advance etc.. The component of advance can be selected by clicking on Select Component Button. Enter the Amount of Advance or the percentage in case advance is to be paid from more than one component and percentage of each component is available. Only any one of the col. has to be entered.

Figure 57 Payment of Advance

Click on Add button to display the advance details in a grid blow. The total amount and net of Component amounts should match to proceed further.

Scheme Component	Amount
[ 4465 ] Work site facilities	10000.00

Total Amount: 10000.00  
Component Amount: 10000.00  
Balance Amount: 0.00

Figure 58 display the advance details

Click on save button to enter payee details. Click 'Yes' to Enter payee details as explained in Transfer Module.

Sanction Number: 134-san  
 Sanction Date: 06/03/2014  
 Actual Transaction Date: 06/03/2014  
 Balance Amount: 20343448000.00  
 Advance Amount: 10000  
 Purpose for Advance:

**Scheme Component Details:**

Scheme Components:  Select Scheme Percentage:  Amount:  Add  
component  
(Enter minimum 3 characters to Scheme Components)

	Scheme Component	Amount
<input type="checkbox"/>	[ 4465 ] Work site facilities	10000.00

Remove

Total Amount: 10000.00  
 Component Amount: 10000.00  
 Balance Amount: 0.00

Funds details saved successfully  
 Do you want to proceed with payee details  
 Yes No

Figure 59 Deduction like TDS from payment

Deduction like TDS from payment can also be made by clicking 'Yes' on link "Do You want to Add Deduction Details?" and then clicking on 'Next' button. Select the Deduction Type and enter the amount/percentage to be deducted and click 'Add Deductions'. More than one type of deductions can be effected from the payment. The cheque amount and the amount deducted should tally with the total amount of advance. Click confirm to complete payee details.

Vendor/Beneficiary Details:

Vendor Name	Unique Code	Amount
M/s. Capital Services	M/289e8eMP4	10000.00

Instrument Type  
 Instrument Type: Cheque Add

Cheque Details

Cheque No.	Cheque Favouring	Amount	Date	Delete
233365 (Account is Non CBS, So enter cheque here.)	M/s. Capital Services	9500	06/03/2014	X

Do you want to add the deduction details?  
 Yes  No

Next

Favouring: M/s. Capital Services\_233365\_Cheque Deduction Type: TDS Percentage:  Amount:

Add Deduction

Favouring	Deduction Type	Amount
M/s. Capital Services_233365_Cheque	TDS	500.00

Figure 60 confirm to complete payee details

Verify the details and submit for approval of advance payment.

Most Visited Getting Started

Modified By: commissioner.rd Modified On: 06/03/2014

Purpose for Advance:

Payment Details:

Favouring	Cheque/Account No.	Amount	IFSC/MICR Code.	Payment Mode	Instrument Date
M/s. Capital Services	233365	9500.00		Cheque	06/03/2014

Bill Deduction Details:

Favouring	Deduction Type	Amount
M/s. Capital Services_233365_Cheque	TDS	500.00

Scheme Component Details:

Component Name	Amount
[ 4465 ] Work site facilities	10000.00

Vendor/Beneficiary Details:

Vendor Name	Unique Code	Amount
M/s. Capital Services	M/289e8eMP4	10000.00

Payee Details has been submitted successfully

Payee Details Submit For Approval Back

Figure 61 submit for approval

The approver will log in and approve the advance by clicking on the sanction number and verifying the details entered by operator.

Most Visited Getting Started

My Funds

Modified By: commissioner.rd Modified On: 06/03/2014

Purpose for Advance:

Add new Manage Approve Approve Fund Advances

Cheque/Account No. Amount IFSC/MICR Code. Payment Mode Instrument Date

233365	9500.00		Cheque	06/03/2014
--------	---------	--	--------	------------

Voucher Printing Advance

Favouring Deduction Type Amount

M/s. Capital Services_233365_Cheque	TDS	500.00
-------------------------------------	-----	--------

Scheme Component Details:

Component Name	Amount
[ 4465 ] Work site facilities	10000.00

Vendor/Beneficiary Details:

Vendor Name	Unique Code	Amount
M/s. Capital Services	M/289e8eMP4	10000.00

Approve/Reject Cancel Transaction Back

Figure 62 approve the advance

### 1.1.2 Advance Settlement

Advance paid should be settled within the stipulated time. For settlement of Advance paid the operator will log in and go to Advances-Advance Settlement.

Manage Funds Advance						
FinancialYear : 2013-2014						
Scheme Code/Name : --All--						
Vendor/Beneficiary Name : --All--						
Sanction Number : <input type="text"/>						
Status : All						
<input type="button" value="Search"/> <input type="button" value="Reset"/>						
Sanction Number	Sanction Date	Scheme Code-Name	Vendor/Beneficiary Name	Advance Amount	Status	
	06/03/2014	0822-MAHATMA GANDHI NATIONAL RURAL EMPLOYMENT GUARANTEE SCHEME	M/s. Capital Services	10000.00	Approved	
Advances	Add new					
Expenditures	Manage					
Bank	Approve					
Misc. Deduction Filing	Advance Settlements					
Utilisation Certificate	Voucher Printing					
CPSMS Forum						

Figure 63 Advance Settlement



Click on the Sanction No. to verify advance details. Click 'Add New Settlement' button to open the settlement page to enter advance settlement.

Advance Settlement	
Scheme Code/Name:	MAHATMA GANDHI NATIONAL RURAL EMPLOYMENT GUARANTEE SCHEME
Bank Account Number:	63040890778
Vendor/Beneficiary Name:	M/s. Capital Services
Order Number:	134-san
Order Date:	06/03/2014
Advance Status:	Approved
Total Advance Amount:	10000.00
Advance Paid To Vendor:	10000.00
Total Paid Amount:	9500.00
Total Deduction Amount:	500.00
Already Settled Amount:	

Figure 64 verify advance details

Advance can be settled either by expenditure voucher or by returning the advance amount or partially by expenditure voucher and partially by refund of advance. Select the appropriate type of settlement. Select the Bank Account No. of the agency, enter component, select Revenue or Capital as the form of expenditure, enter amount of settlement and click on add button

Add New Settlement	
Settlement Type:	Expenditure
Bank Account:	Expenditures
Voucher/Challan Number:	MP402-03-2014-0001
Voucher Date:	06/03/2014
Component Name:	[ 4463 ] Administrative expenses <a href="#">Select Scheme component</a> (Enter minimum 3 characters to Scheme Components)
Expense Type:	<input checked="" type="radio"/> Revenue <input type="radio"/> Capital
Amount:	5000
Remarks:	

Scheme Component	Amount
[ 4465 ] Work site facilities	10000.00
Advance Paid To Vendor:	10000.00
Settlement Created:	0.00
Already Settled Amount:	0.00
Currently Settle Amount:	0.00
Balance Amount:	10000.00

Figure 65 advance settlement details

The advance settlement details will be shown in a grid. Verify and select the check box to save the details.

The screenshot shows the 'Manage Funds Advance' form with the following details:

- Settlement Type:** Expenditure
- Bank Account:** 63040890778 - MADHYA PRADESH ST/
- Voucher/Challan Number:** MP402-03-2014-0002
- Voucher Date:** [Calendar icon]
- Component Name:** [ 4463 ] Administrative expenses component (Enter minimum 3 characters to Scheme Components)
- Expense Type:**  Revenue  Capital
- Amount:** [Text box]
- Remarks:** [Text box]

Summary Table:

Scheme Component	Amount
[ 4465 ] Work site facilities	10000.00
Advance Paid To Vendor:	10000.00
Settlement Created:	0.00
Already Settled Amount:	0.00
Currently Settle Amount:	5000.00
Balance Amount:	5000.00

Table of Voucher Details:

Voucher Number	Scheme Component	Settlement Type	Amount	Expense Type
<input checked="" type="checkbox"/> MP402-03-2014-0001	[ 4463 ] Administrative expenses	Expenditure	5000.00	Revenue

Figure 66save the details

After saving the details go to Advances>Advance Settlement again and click on Sanction No. for submitting the settlement amount entered for approval

The screenshot shows the 'Manage Funds Advance' form with the following details:

- Financial Year:** 2013-2014
- Scheme Code/Name:** -All-
- Vendor/Beneficiary Name:** -All-
- Sanction Number:** [Text box]
- Status:** All

Table of Advance Settlements:

Sanction Number	Sanction Date	Scheme Code-Name	Vendor/Beneficiary Name	Advance Amount	Status
06/03/2014	06/03/2014	0822-MAHATMA GANDHI NATIONAL RURAL EMPLOYMENT GUARANTEE SCHEME	M/s. Capital Services	10000.00	Approved

Buttons: Add new, Manage, Approve, Advance Settlements, Voucher Prior, Manage Advance Settlements, Add New Funds Advance

Figure 67submitting the settlement amount entered for approval

Verify the details and select check box and submit for approval of settlement. A message "Settlement Submitted Successfully" will be shown.

Most Visited Getting Started

**Advance Settlement**

Scheme Code/Name: MAHATMA GANDHI NATIONAL RURAL EMPLOYMENT GUARANTEE SCHEME  
 Bank Account Number: 63040890778  
 Vendor/Beneficiary Name: M/s. Capital Services  
 Order Number: 134-san  
 Order Date: 06/03/2014  
 Advance Status: Approved

Total Advance Amount: 10000.00  
 Advance Paid To Vendor: 10000.00  
 Total Paid Amount: 9500.00  
 Total Deduction Amount: 500.00  
 Already Settled Amount: 0.00

<input type="checkbox"/>	Voucher Number	Component Name	Settlement Type	Amount	Status
<input checked="" type="checkbox"/>	MP402-03-2014-0001	Administrative expenses	Expenditure	5000.00	Created
<b>Grand Total</b>				<b>5000.00</b>	

Figure 68 verify the details

The approver will log in and go to Advances>Advance Settlement and click on sanction number to open Advance Settlement Approval page.

**Manage Funds Advance**

Financial Year : 2013-2014  
 Scheme Code/Name : --All--  
 Vendor/Beneficiary Name : --All--  
 Sanction Number :  
 Status : All

Sanction Number	Sanction Date	Scheme Code-Name	Vendor/Beneficiary Name	Advance Amount	Status
	06/03/2014	0822-MAHATMA GANDHI NATIONAL RURAL EMPLOYMENT GUARANTEE SCHEME	M/s. Capital Services	10000.00	Approved

Figure 69 open Advance Settlement Approval page

Select the check box and approve the settlement amount.

Advance Settlement					
Scheme Code/Name: MAHATMA GANDHI NATIONAL RURAL EMPLOYMENT GUARANTEE SCHEME					
Bank Account Number: 63040890778					
Vendor/Beneficiary Name: M/s. Capital Services					
Order Number: 134-san					
Order Date: 06/03/2014					
Advance Status: Approved					
Total Advance Amount: 10000.00					
Advance Paid To Vendor: 10000.00					
Total Paid Amount: 9500.00					
Total Deduction Amount: 500.00					
Already Settled Amount: 0.00					
<input type="checkbox"/>	Voucher Number	Component Name	Settlement Type	Amount	Status
<input checked="" type="checkbox"/>	MP402-03-2014-0001	Administrative expenses	Expenditure	5000.00	Submitted
Grand Total				5000.00	
<input type="button" value="Add New Settlement"/> <input type="button" value="Submit For Approval"/> <input type="button" value="Cancel Settlement"/> <input type="button" value="Approve/Reject"/> <input type="button" value="Back"/>					

Figure 70 Select the check box and approve the settlement amount.

A message showing 'Settlement Details Approved Successfully' will appear. This will complete the process of advance settlement. Advances once settled will form part of expenditure. The current status of advance can be viewed by going to Advances-Manage menu.

## FAQ

### 1. Expenditure

1. How can we do/show/upload TDS deduction while doing vendor's bill payment, Salary Income/ Professional Tax deductions on PFMS web portal?

**Ans:** There will be two different entries for such payments. 1<sup>st</sup> with actual amount of payment vendors/beneficiaries and 2<sup>nd</sup> with the tax amount (on date of issuance of cheque). For such tax amounts the details, alongwith relevant documents, will be submitted by institute to NPIU for transfer of tax amount to institute's account. Thereafter institute will book and pay tax amount from its own account using cheques and DSC is not required for payments made by Cheques.

2. If we have one approval/ order for one activity (i.e. attending/organizing training workshop/ conference/ meetings) and in such activity, there will be more than one vendor's payment. So, can we use the same approval/order number for uploading expenditure data for each vendor's payment on PFMS web portal? As it is one particular activity for one person or group of people.

**Ans:** This needs to be checked by NPIU from any institute. As far as PFMS is concerned it permits payment/transfer of funds to more than one organization in one single entry.

If DFTS does not permit, PFMS team may be asked for change in logics. Till that time they can enter different entries with same sanction number. But before following this practice it should be clearly verified that option for multiple organization in single entry is not available.

3. Can we pay registration/ course fees as an advance for those, who will have much higher amount and need to pay before actual activity? These fees are mentioned with excluding/including Taxes and we need to deduct TDS before making such payment.

**Ans:** First this have to be checked as far as the permissibility of expenditure is concerned. If it is permissible then it can be made as normal payments are done. Methodology for TDS payment have been defined in reply to Q.-1 above. However the institutes query is not clear as to what it is trying to say about with term excluding/ including Taxes and its impacts.

4. If we paid such advance to respective person or vender and he/she not attended relative activity/supply the goods/service. How can we recover such payments and upload/insert recovered amount on PFMS web portal from our end.

**Ans:** The amount may be recovered and booked as settlement through refund (by cheque) in PFMS against such advance. Allocation of institute will be reinstated to that extent and it can be utilized it for future payments.

5. What are the documents to be uploaded with sanctioned/approval letter while inserting expenditure details on PFMS web portal. (There is a limit upto 4MB to upload a file).

**Ans:** The sanction/approval order which clearly indicates the details of payment/advance & payee, approved by the competent authority. As far as file size limit is concerned the scanning may be done using low DPI which will result in small size for same file having more pages.

6. How would we know the beneficiary/ vendor has received the reimbursement/ payment at their bank account?

**Ans:** By reflection in institute's bank account.

What are the precautions?, we should have to take before uploading an expenditure/advance details on PFMS web portal from our institute's end to avoid any delay and further queries in this whole process.

**Ans:** All the procedures indicated in different modules and detailed by NPIU have been strictly followed. While approving the entry the details must be cross verified with the hard copies/file approval. The details of vendor/beneficiary should be mentioned as are in bank, otherwise may result in delay/rejection of payment.