What is PFMS?

The Public Financial Management System (PFMS) being implemented by the Controller General of Accounts in partnership with the National Informatics Center (NIC) is a Central Sector Scheme of the Department of Expenditure, M/o Finance. **PFMS is a web-based online transaction system for fund management and e-payment for implementing agencies and beneficiaries with the primary objective of establishing an efficient fund flow system for Schemes of the Government of India**, providing various stakeholders with a reliable, **Meaningful and effective Management Information System (MIS) and Decision Support System (DSS)**.
MAIN MODULES OF PFMS

1. Agency registration module:
   ▪ Agencies get mapped in scheme hierarchy.
   ▪ Level wise bank account balances & daily transactions available.

2. Expenditure filing module:
   ▪ Component-wise Fund Utilization available - Expenditure/Advances/Transfers.
   ▪ Cheque validation facility for ensuring exp. filing.

3. e-Payment module:
   ▪ Direct credit to beneficiaries (scheme & bank independent).
   ▪ e-transfers to vendors, employees & other institutions.
   ▪ Ensures compulsory expenditure filing.
WHAT IS EAT MODULE

E stands for Expenditure. Expenditure is done for running office requirement.

A stands for Advance & settlement. Advance is given to Vendors, Staff and Beneficiaries for supply or service.

T stands for Transfer. Transfer is always to the lower level agency.

EAT Module is also called as Expenditure Filing Module
WHAT IS EXPENDITURE FILING?

The process of entering all the transactions i.e. expenditure, advance & transfer in PFMS portal by an agency registered on PFMS, is called expenditure filing.
STEPS INVOLVED IN EXPENDITURE FILING

1. Log in to PFMS with log in and password
2. Entering of Opening Balance as per Cash Book
3. Receipts of funds from different sources.
4. Transfer of fund to other agencies
5. Advances to vendors, beneficiaries & staff
6. Expenditure incurred by self or third party.
Steps involved in expenditure filing

• Login into PFMS with Admin credentials
• Creation of Maker and Checker

The PFMS has been designed with Maker Checker concept where the Data Operator (Maker) will make all transaction entries and submit it to the Data Approver (Checker) for verification and approval/rejection of transactions. For this purpose two separate users have to be created as Data Operator and Data Approver by the PIA Admn user.
The following table shows the summary of Agency according to status and type. To find out what a particular status means, take your mouse over the status name. To find the details of Agency in a status, click on the corresponding status.

Agency Bank Account Validation Status

No Record Found
Create Agency User

Type of User: -Select-

-Select-

First Name: Agency Data Administrator

Last Name: Agency Data Approver

Email: HOPE: This type of user will be creator of transaction, Agency Data Operator

Phone: HOPE: This type of user will be checker/verifier of transaction data like event records, salary recs, etc.

Agency: HOPE: This type of user will be approver of transaction data like event records, salary records, etc.

Mobile No:

Login ID: (Login ID minimum 4 characters).

Submit  Cancel
Receipts of Programme Implementing Agency (PIA)

- The receipts of a PIA consists of Opening balance, Receipts from Central Government, Receipts from other PIAs, Receipts from State Government, Returned by other PIAs, Interest income, Income from other sources, etc. All these details will be entered by the data operator and will be approved by the data approver.
Receipt of funds from different sources by PIAs

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

<table>
<thead>
<tr>
<th>Agency Type</th>
<th>No. of Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved Agency</td>
<td>32</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mapped Agency</th>
<th>No. of Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>OPENING BALANCE</td>
<td></td>
</tr>
<tr>
<td>RECEIVED FROM STATE GOVT</td>
<td></td>
</tr>
<tr>
<td>RETURNED BY OTHER AGENCY</td>
<td></td>
</tr>
<tr>
<td>INCOME FROM OTHER SOURCES</td>
<td></td>
</tr>
</tbody>
</table>

Agency Bank Account Validation Status
Opening Balance
The opening balance as per the cash book as on 1st April of the financial year is to be entered on the PFMS portal. This is a one-time exercise when the PIA starts filing expenditure on PFMS. In subsequent years, the opening balance will be automatically available in the system.
How to enter Opening Balance
### Manage Opening Balance

- **Schemes**: --Select--
- **Bank Account**: --All--
- **Project**: --Select--
- **Status**: --Select--

**Search**

### Selected Opening Balances

**No Record Found**

**Add Opening Balance**
Enter Opening Balance Amount.
Select Opening Balance Date (This should be the date of beginning of EAT Module on PFMS).
Select Transaction Type (Component Wise option is for entering the opening balance against each and every component whereas Bulk option is for entering the opening balance against all components).
Select ‘Is Reversal Entry’ check box option for making a reverse entry (deduction) from opening balance entered.
After entering all the details, click on Save button to save the opening balance in the system.
Schemes: 1117 - Top Class Education System for ST
Bank Account: 30215371605 - Indian Institute of Management Lucknow - STATE BANK OF INDIA
Available Balance For Selected A/C: 0
Opening Balance Amount: 10000
Opening Balance Date: 28/02/2014
Transaction Type: ☐ Component Wise  ☑ Bulk
Is Reversal Entry: ☐

Save  Cancel
Bulk Opening Balance Add

Opening balance saved successfully

Schemes : * --Select-- ▼
Project: --Select-- ▼
Bank Account : * --Select-- ▼

Available Balance For Selected
A/C:

Opening Balance Amount : * 77790500.00 (Amount should not be less than or equal to Zero)

Opening Balance Date : * 04/09/2017

Transaction Type :   Component Wise   Bulk

Is Reversal Entry :   

Save  Back
## Manage Opening Balance

<table>
<thead>
<tr>
<th>Scheme Name</th>
<th>Bank Account</th>
<th>Scheme Component</th>
<th>Date</th>
<th>Opening Balance</th>
<th>Status</th>
<th>Is Reversal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Top Class Education System for ST</td>
<td>30213371605</td>
<td>Bulk</td>
<td>26/02/2014</td>
<td>100000.00</td>
<td>Submitted</td>
<td>Not Reversal</td>
</tr>
</tbody>
</table>
Bulk Opening Balance Add

Schemes: 9181 - NATIONAL RURAL LIVELIHOOD MISSION (NRLM)

Project: --Select--

Bank Account: 20011011300003087 - Rajya Gramin Aajivik Mission (SRM) - Central Madhya Pradesh Gramin Bank

Available Balance For Selected A/C: 148000.00

Opening Balance Amount: 10000 (Amount should not be less than or equal to Zero)

Opening Balance Date: 03/09/2016

Transaction Type: Component Wise

Scheme Component: [50023] [NRLP]NRLP

Select Scheme component

Amount: 5000

Add

Scheme Components

<table>
<thead>
<tr>
<th>Scheme Component</th>
<th>Amount</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>[49900] [NRLM]NRLM</td>
<td>5000.00</td>
<td>X</td>
</tr>
<tr>
<td>[50023] [NRLP]NRLP</td>
<td>5000.00</td>
<td>X</td>
</tr>
</tbody>
</table>

Is Reversal Entry: No

Save Cancel
### Bulk Opening Balance Add

- **Opening balance saved successfully**

#### Fields:
- **Schemes**: *Select*
- **Project**: *Select*
- **Bank Account**: *Select*
- **Available Balance For Selected A/C**: 148000.00
- **Opening Balance Amount**: *(Amount should not be less than or equal to Zero)*
- **Opening Balance Date**: 03/08/2016
- **Transaction Type**: Component Wise, Bulk
- **Scheme Component**: (Enter minimum 3 characters to Scheme Components)
- **Is Reversal Entry**: 

#### Options:
- **Add**
- **Save**
- **Back**
Once the data is submitted by the data operator (Maker), it will be sent to Data Approver (Checker) for his approval. The steps are as under:

• Data approver will log in and go to **My funds > Opening Balance**. The opening balance submitted by data operator (Maker) will be displayed in the page.

• Click on **Bulk** button under **Scheme Component** to open the opening balance details page.
### Manage Opening Balance

**Schemes**: -Select-

**Bank Account**: -All-

**Status**: -Select-

**Search**

### Selected Opening Balances

<table>
<thead>
<tr>
<th>Scheme Name</th>
<th>Bank Account</th>
<th>Scheme Component</th>
<th>Date</th>
<th>Opening Balance</th>
<th>Status</th>
<th>Is Reversal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Top Class Education System for ST</td>
<td>30215371605</td>
<td>Bulk</td>
<td>26/02/2014</td>
<td>10000.00</td>
<td>Submitted</td>
<td>Not Reversal</td>
</tr>
</tbody>
</table>

**Add Opening Balance**
• Verify the details of opening balance.
• The approver can approve/reject/cancel transaction by clicking on **Approve/Reject/Cancel Transaction** button.
Record Approved successfully

Scheme: NATIONAL RURAL LIVELIHOOD MISSION (NRLM)

Project Name:
Scheme Component: NRLM
Bank Account: 201101130000087
Opening Balance Date: 03/08/2016
Opening Balance Amount: 5000.00
Opening Balance Amount (in words): Rupees five thousand only
Status: Approved
### Manage Opening Balance

**Schemes:** 
- --Select--

**Bank Account:** 
- --AI--

**Project:** 
- --Select--

**Status:** 
- --Select--

**Search**

### Selected Opening Balances

<table>
<thead>
<tr>
<th>Scheme Name</th>
<th>Bank Account</th>
<th>Project</th>
<th>Scheme Component</th>
<th>Date</th>
<th>Opening Balance</th>
<th>Status</th>
<th>Is Reversal</th>
</tr>
</thead>
<tbody>
<tr>
<td>NATIONAL RURAL LIVELIHOOD MISSION (NRLM)</td>
<td>2001101300000087</td>
<td>Bulk</td>
<td>Bulk</td>
<td>01/04/2016</td>
<td>75000.00</td>
<td>Approved</td>
<td>False</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bulk</td>
<td>Bulk</td>
<td>01/08/2016</td>
<td>-100.00</td>
<td>Approved</td>
<td>True</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bulk</td>
<td>Bulk</td>
<td>01/04/2016</td>
<td>100000.00</td>
<td>Submitted</td>
<td>False</td>
</tr>
<tr>
<td></td>
<td></td>
<td>NRLP</td>
<td>NRLP</td>
<td>01/04/2016</td>
<td>5000.00</td>
<td>Submitted</td>
<td>False</td>
</tr>
<tr>
<td></td>
<td></td>
<td>NRLP</td>
<td>NRLP</td>
<td>03/08/2016</td>
<td>5000.00</td>
<td>Submitted</td>
<td>False</td>
</tr>
<tr>
<td>NATIONAL RURAL LIVELIHOOD MISSION CS</td>
<td>0591000100328492</td>
<td>Bulk</td>
<td>Bulk</td>
<td>14/10/2015</td>
<td>5655555500.00</td>
<td>Submitted</td>
<td>False</td>
</tr>
<tr>
<td></td>
<td>2001101300000087</td>
<td>Bulk</td>
<td>Bulk</td>
<td>26/07/2016</td>
<td>100000.00</td>
<td>Approved</td>
<td>False</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bulk</td>
<td>Bulk</td>
<td>16/06/2015</td>
<td>100000.00</td>
<td>Submitted</td>
<td>False</td>
</tr>
</tbody>
</table>

1 2 3 4 5
Bulk Opening Balance Details

Scheme: NATIONAL RURAL LIVELIHOOD MISSION (NRLM)

Project Name: 

Scheme Component: NRLM

Bank Account: 200100130000087

Opening Balance Date: 03/09/2016

Opening Balance Amount: 5000.00

Opening Balance Amount (in words): Rupees five thousand only

Status: Submitted

[Approve] [Reject] [Cancel Transaction] [Back]
REVERSAL ENTRY

• IF YOU HAVE MADE ANY MISTAKE WHILE ENTERING THE OPENING BALANCE USE OPTION OF REVERSAL ENTRY TO REVERSE THE ENTIRE AMOUNT OF OPENING BALANCE TO NULLIFY THE ORIGINAL ENTRY.

• THEN ENTER THE CORRECT OPENING BALANCE AGAIN AND SAVE., APPROVE THE ENTRY THEREAFTER.
### Manage Opening Balance

**Schemes:** --Select--

**Bank Account:** --All--

**Project:** --Select--

**Status:** --Select--

---

### Selected Opening Balances

<table>
<thead>
<tr>
<th>Scheme Name</th>
<th>Bank Account</th>
<th>Project</th>
<th>Scheme Component</th>
<th>Date</th>
<th>Opening Balance</th>
<th>Status</th>
<th>Is Reversal</th>
</tr>
</thead>
<tbody>
<tr>
<td>NATIONAL RURAL LIVELIHOOD MISSION (NRLM)</td>
<td>200101130000087</td>
<td>Bulk</td>
<td>Bulk</td>
<td>01/04/2016</td>
<td>75000.00</td>
<td>Approved</td>
<td>False</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bulk</td>
<td>Bulk</td>
<td>01/08/2016</td>
<td>(-10.00)</td>
<td>Approved</td>
<td>True</td>
</tr>
<tr>
<td></td>
<td></td>
<td>NRMN</td>
<td>NRMN</td>
<td>01/04/2016</td>
<td>100000.00</td>
<td>Submitted</td>
<td>False</td>
</tr>
<tr>
<td></td>
<td></td>
<td>NRMN</td>
<td>NRMN</td>
<td>01/04/2016</td>
<td>5000.00</td>
<td>Submitted</td>
<td>False</td>
</tr>
<tr>
<td>NATIONAL RURAL LIVELIHOOD MISSION CS</td>
<td>099100100320492</td>
<td>NRMN</td>
<td>NRMN</td>
<td>01/04/2016</td>
<td>5000.00</td>
<td>Submitted</td>
<td>False</td>
</tr>
<tr>
<td></td>
<td>200101130000087</td>
<td>NRMN</td>
<td>NRMN</td>
<td>01/08/2016</td>
<td>5000.00</td>
<td>Submitted</td>
<td>False</td>
</tr>
<tr>
<td></td>
<td></td>
<td>NRMN</td>
<td>NRMN</td>
<td>01/04/2016</td>
<td>5000.00</td>
<td>Submitted</td>
<td>False</td>
</tr>
<tr>
<td></td>
<td></td>
<td>NRMN</td>
<td>NRMN</td>
<td>01/04/2016</td>
<td>5000.00</td>
<td>Submitted</td>
<td>False</td>
</tr>
<tr>
<td></td>
<td></td>
<td>NRMN</td>
<td>NRMN</td>
<td>01/04/2016</td>
<td>5000.00</td>
<td>Submitted</td>
<td>False</td>
</tr>
</tbody>
</table>

---

1 2 3 4 5
<table>
<thead>
<tr>
<th><strong>BharatKosh Report</strong></th>
<th><strong>Home</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>E-Payment</strong></td>
<td><strong>Health Module</strong></td>
</tr>
<tr>
<td><strong>Reports</strong></td>
<td><strong>Implementing Agency</strong></td>
</tr>
<tr>
<td><strong>Agency Master Data</strong></td>
<td><strong>Agency Schemes</strong></td>
</tr>
<tr>
<td><strong>Other Agencies</strong></td>
<td><strong>Multiple DBT DSC Signatory</strong></td>
</tr>
<tr>
<td><strong>Funds</strong></td>
<td><strong>Fund Transfers</strong></td>
</tr>
<tr>
<td><strong>Fund Advances</strong></td>
<td><strong>Fund Expenditures</strong></td>
</tr>
<tr>
<td><strong>Scheme Allocation</strong></td>
<td><strong>Bank</strong></td>
</tr>
<tr>
<td><strong>Register/ Track Issue</strong></td>
<td><strong>Tax Deduction Filing</strong></td>
</tr>
</tbody>
</table>

### Bulk Opening Balance Details

*Record Approved successfully*

**Scheme**: NATIONAL RURAL LIVELIHOOD MISSION (NRLM)

**Project Name**: NRLP

**Bank Account**: 2001011300000087

**Opening Balance Date**: 03/08/2016

**Opening Balance Amount**: 5000.00

**Opening Balance Amount (in words)**: Rupees five thousand only

**Status**: Approved

[Back](#)
2. RECEIPT OF FUNDS

Funds are received by the agency from different sources such as:

▪ Central Government
▪ Other Agency such as State Society, District Agency, etc
▪ Returned by other agencies
▪ State Government
▪ Interest Income
▪ Income from other sources
How to enter funds received from various sources?

Go to “My Funds” Select the source from which money/fund is being received accordingly as given in the system.

Funds received from Central Govt., received from other Agency, Returned by other Agency will appear automatically only if the agency sending fund uses PFMS portal for the same.
Receipts from Central Government

As and when the fund is released by the central government directly to the PIA, it becomes visible as shown below:

**Step 1:** Select **My Fund > Received from Central Govt.** from the menu. A new page will open showing all the details of sanctions/releases from Central Government.

**Step 2:** Click on the **Sanction Number** to verify the details.

**Step 3:** Click on “**Received**” button to receive the amount. In case the sanction does not pertain to the PIA, it can be returned by clicking on “**Not Received**”. (This action is to be done only by the **Agency Administrator**).
### Manage Funds From Central Government

**Schemes:**
- 0822 - MAHATMA GANDHI NATIONAL RURAL EMPLOYMENT GUARANTEE SCHEME

**Bank Account:**
- Select

**Status:**
- Select

<table>
<thead>
<tr>
<th>Sanction Number</th>
<th>Scheme</th>
<th>Received Date</th>
<th>Received Amount</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>L-15060/4/2013/RE-VII-SI.No.31</td>
<td>0822 - MAHATMA GANDHI NATIONAL RURAL EMPLOYMENT GUARANTEE SCHEME</td>
<td>15/05/2013</td>
<td>12578262000.00</td>
<td>Released</td>
</tr>
<tr>
<td>L-15060/4/2013/RE-VII-SI.No.17</td>
<td>0822 - MAHATMA GANDHI NATIONAL RURAL EMPLOYMENT GUARANTEE SCHEME</td>
<td>23/04/2013</td>
<td>431000000.00</td>
<td>Released</td>
</tr>
<tr>
<td>L-15060/4/2013/RE-VII-SI.No.71</td>
<td>0822 - MAHATMA GANDHI NATIONAL RURAL EMPLOYMENT GUARANTEE SCHEME</td>
<td>19/09/2013</td>
<td>645136000.00</td>
<td>Released</td>
</tr>
</tbody>
</table>
### Funds From Central Government

<table>
<thead>
<tr>
<th>Scheme Name/Code</th>
<th>MAHATMA GANDHI NATIONAL RURAL EMPLOYMENT GUARANTEE SCHEME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sanction Number</td>
<td>L-15060/4/2013/RE-VII-SL.No.31</td>
</tr>
<tr>
<td>Sanction Date</td>
<td>14/05/2013</td>
</tr>
<tr>
<td>Sanction Amount</td>
<td>12578252000</td>
</tr>
<tr>
<td>Status</td>
<td>Released</td>
</tr>
<tr>
<td>Remarks</td>
<td></td>
</tr>
</tbody>
</table>

### Instrument Details

<table>
<thead>
<tr>
<th>Instrument Type</th>
<th>RTGS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instrument Number</td>
<td>P1314000000572</td>
</tr>
<tr>
<td>Instrument Date</td>
<td>15/05/2013</td>
</tr>
</tbody>
</table>

### Bank Details

<table>
<thead>
<tr>
<th>Account Number</th>
<th>900710210000005</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Name</td>
<td>BANK OF INDIA</td>
</tr>
</tbody>
</table>
Receipts from State Governments

As the releases by the State Government to the PIA are not processed through PFMS, it has to be entered separately.
Central Plan Scheme Monitoring System
Uno Controller General of Accounts, Ministry of Finance

Funds From State Government

Scheme:
Bank Account:
Sanction Number:
Sanction Date: 10/09/2012
Sanction Amount:
Instrument Type: -Select-
State Gov. Scheme: Other
Instrument Number:
Favouring:
Instrument Date: 10/09/2013
Remark:

Save  Cancel
<table>
<thead>
<tr>
<th>Scheme</th>
<th>9156 - NATIONAL HEALTH MISSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project</td>
<td>--Select--</td>
</tr>
<tr>
<td>Bank Account</td>
<td>12230100910238 - State Health Society, Madhya Pradesh - BANK OF BARODA</td>
</tr>
<tr>
<td>Letter/Office Order No.</td>
<td>12</td>
</tr>
<tr>
<td>Letter/office order Date</td>
<td>14/10/2015</td>
</tr>
<tr>
<td>Actual Transaction Date</td>
<td>14/10/2015</td>
</tr>
<tr>
<td>Sanction Amount</td>
<td>10000</td>
</tr>
<tr>
<td>Instrument Type</td>
<td>ECS</td>
</tr>
<tr>
<td>State Gov. Scheme</td>
<td>Other</td>
</tr>
<tr>
<td>Instrument Number</td>
<td>123</td>
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<tr>
<td>Favours</td>
<td>SHS</td>
</tr>
<tr>
<td>Instrument Date</td>
<td>14/10/2015</td>
</tr>
<tr>
<td>MICR Code</td>
<td>2335460</td>
</tr>
<tr>
<td>Narration</td>
<td>3rd installments - centre 8000 + state 2000</td>
</tr>
<tr>
<td>Voucher Number</td>
<td></td>
</tr>
</tbody>
</table>
Funds From State Government

- Select -

- Select -

Sanction Number:

Sanction Date:

Sanction Amount:

Instrument Type: - Select -

State Gov. Scheme: - Select -

Instrument Number:

Favouring:

Instrument Date:

Remark:

Save  Back
### Manage Funds From State Government

<table>
<thead>
<tr>
<th>State Scheme</th>
<th>Account Number</th>
<th>Sanction Number</th>
<th>Sanction Date</th>
<th>Sanction Amount</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other</td>
<td>63040890778</td>
<td>2014-MGNREGA</td>
<td>04/03/2014</td>
<td>120000.00</td>
<td>Created</td>
</tr>
<tr>
<td>other</td>
<td>63040890778</td>
<td>2014/CPSMS/</td>
<td>04/03/2014</td>
<td>100000.00</td>
<td>Created</td>
</tr>
</tbody>
</table>

Add New Fund From State Government
Funds From State Government Details

Sanction Number: 2014-MGNREGA
Sanction Date: 04/03/2014
Scheme Name: MAHATMA GANDHI NATIONAL RURAL EMPLOYMENT GUARANTEE SCHEME
Bank Account: 630408900778 - MADHYA PRADESH STATE EMPLOYMENT GUAR
Sanction Amount: 120000.00
Financial Year: 2014
State Scheme Name: Other
Payment Mode: Cash
Favoring: Commissioner, MGNREG
IFSC Code:
MICR Code:
Instrument Number:
Instrument Date: 04/03/2014
Status: Created
Remark: state share

Edit  Submit For Approval  Cancel Transaction  Back
The Data Approver will login and go to **My Funds** > **Received from State Government**. The fund details submitted by the data operator will appear on the screen with the status as “Submitted”.
Click on the “**State Scheme**” hyperlink to open the page.
After verifying the details, the data approver can approve, reject or cancel the transaction by clicking on the **Approve/Reject/Cancel Transaction** button with remarks.
Instructions

The interest amount already included in the opening balance should not be reflected here.

Interest Income

Bank Account: 2001101120000387 - Rajya Gramin Ajivika Mission (RGLM) - Central Mahila Pradhan Gramin Bank

Period From: 10/08/2013

Period To: 10/09/2013

Income From Interest: (Amount should not be less than Zero)

Scheme: 0625-AJIVIKA DHARAN JAYANTI GRIH DHARSHAN YOJANAA CGC/AJIVIKAM

Amount: 

Remark: 

Submit  Cancel
**Interest Income**

**Bank Account:** 50000001101 - DDO - ALLAHABAD BANK

**Period From:** 01/01/2014

**Period To:** 30/06/2014

**Income From Interest:** 6000 (Amount should not be less than Zero)

**Schemes:** 9268-SKILL DEVELOPMENT MISSION CENTRAL SECTOR

**Amount:** 6000

**Scheme** | **Amount** | **Action**
--- | --- | ---
SKILL DEVELOPMENT MISSION CENTRAL SECTOR | 6000.00 | X

**Remark:** Interest earned from Jan to June 2014

[Submit, Cancel]
The interest amount already included in the opening balance should not be reflected here.

**Interest Income**

- **Bank Account**: -Select-
- **Period From**: 22/08/2014
- **Period To**: 22/08/2014
- **Income From Interest**: (Amount should not be less than Zero)

**Schemes**
- **Amount**: 

**Remark**: 

- **Add**

**Submit**  **Back**
**Manage Interest Income**

**Bank Account**: 5000001101-000 - ALLAHABAD BANK

**Status**: -Select-

**Search**

**Selected Interest Incomes**

<table>
<thead>
<tr>
<th>Bank Account Number</th>
<th>Amount</th>
<th>Period From</th>
<th>Period To</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>50000001101</td>
<td>6000.00</td>
<td>01/01/2014</td>
<td>30/06/2014</td>
<td>Created</td>
</tr>
</tbody>
</table>

**Add Interest Income**
**Interest Income Details**

**Bank Account:** 50000001101  
**Period From:** 01/01/2014  
**Period To:** 30/06/2014  
**Income From Interest:** 6000.00

**Scheme:**  
<table>
<thead>
<tr>
<th>Scheme</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>SKILL DEVELOPMENT MISSION CENTRAL SECTOR</td>
<td>6000.00</td>
</tr>
</tbody>
</table>

**Status:** Created  
**Remark:** Interest earned from Jan to June 2014

[Edit] [Submit For Approval] [Cancel Transaction] [Back]
Interest Income Details

Submitted successfully

Bank Account: 50000001101

Period From: 01/01/2014
Period To: 30/06/2014

Income From Interest: 6000.00

<table>
<thead>
<tr>
<th>Scheme</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>SKILL DEVELOPMENT MISSION CENTRAL SECTOR</td>
<td>6000.00</td>
</tr>
</tbody>
</table>

Status: Submitted
Remark: Interest earned from Jan to June 2014

[Cancel Transaction] [Back]
### Interest Income Approval

**Manage Interest Income**

<table>
<thead>
<tr>
<th>Bank Account Number</th>
<th>Amount</th>
<th>Period From</th>
<th>Period To</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>50000001101</td>
<td>6000.00</td>
<td>01/01/2014</td>
<td>30/06/2014</td>
<td>Submitted</td>
</tr>
</tbody>
</table>

**Selected Interest Incomes**

- **Add Interest Income**
**Interest Income Details**

**Bank Account:** 50000001101  

**Period From:** 01/01/2014  
**Period To:** 30/06/2014  

**Income From Interest:** 6000.00

**Scheme:**  
<table>
<thead>
<tr>
<th>Scheme</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>SKILL DEVELOPMENT MISSION CENTRAL SECTOR</td>
<td>6000.00</td>
</tr>
</tbody>
</table>

**Status:** Submitted  
**Remark:** Interest earned from Jan to June 2014
Interest Income Details

Bank Account: 50000001101
Period From: 01/01/2014
Period To: 30/06/2014
Income From Interest: 6000.00

Remark: Interest earned from Jan to June 2014

Amount: 6000.00

[Confirm] [Cancel]
Interest Income Details

Request has been Approve successfully

Bank Account: 50000001101
Period From: 01/01/2014
Period To: 30/06/2014
Income From Interest: 6000.00

<table>
<thead>
<tr>
<th>Scheme</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>SKILL DEVELOPMENT MISSION CENTRAL SECTOR</td>
<td>6000.00</td>
</tr>
</tbody>
</table>

Status: Approve
Remark: Interest earned from Jan to June 2014
Investment Details
If PIA makes any type of investment and any income arises from such an investment. The steps to capture such an income are as follows:

Step1: Go to My Fund>Investment Details. Manage Investment details page will open.
Step2: To add new investment details, click on Add Investment Details button.
Step3: Investment Details page will be displayed.
Step4: Bank Account: Select Bank Account from the drop down list.
Step5: Investment Type: Select Investment type from the drop down list.
Step6: Investment Amount: Enter Investment Amount.
Step7: Scheme: Select Scheme from the dropdown list.
Step8: Amount: Enter Amount against each scheme.
Step9: Click on Add button. Scheme Amount details will be displayed in a grid. User can add more scheme and amount here. The total amount against all individual scheme should tally with Investment Amount column.
Step10: Enter Remarks, if any
Step11: After entering all the above details, click on Submit button.
Step12: A message “Investment Income details submitted successfully” will be displayed.
Step13: Click on Back button or go to My Funds>Investment Details menu to open Manage Investment page. Click on Bank Account Number hyperlink to open and view the investment details entered.
Step14: Data operator will verify the details and click on Edit/Submit for Approval/Cancel Transaction button. Once the transaction is submitted for Approval with remarks, the same will be available to data approver for approving the transaction.
### Investment Details

- **Bank Account:** 20011011300000087 - Rajya Gramin Aayлик Mission (RRLM) - Central Madhya Pradesh Gramin Bank
- **Investment Type:** --Select--
- **Investment Amount:**
- **Scheme:**
  - **Schemes:** 0225-AAYEKKA SWARAN JAYANTI GRAM SWARODHI SARUWAAN-109
  - **Amount:**
- **Remark:**

**Buttons:**
- **Submit**
- **Cancel**
### Manage Investment

#### Bank Account
- **Bank Account**: 50000001101-000 - ALLAHABAD BANK

#### Status
- **Status**: Select

#### Search

### Selected Investment Incomes

<table>
<thead>
<tr>
<th>Bank Account Number</th>
<th>Amount</th>
<th>Status</th>
<th>Created Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>50000001101</td>
<td>2000.00</td>
<td>Created</td>
<td>25/08/2014</td>
</tr>
<tr>
<td>50000001101</td>
<td>2000.00</td>
<td>Created</td>
<td>25/08/2014</td>
</tr>
</tbody>
</table>

### Add Investment Details
## Investment Income Details

- **Bank Account:** 50000001101
- **Investment Type:** Fixed Deposits
- **Investment Amount:** 2000.00

<table>
<thead>
<tr>
<th>Scheme</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>SKILL DEVELOPMENT MISSION CENTRAL SECTOR</td>
<td>2000.00</td>
</tr>
</tbody>
</table>

- **Status:** Created
- **Remark:**

**Buttons:**
- Edit
- Submit For Approval
- Cancel Transaction
- Back
INCOME FROM OTHER SOURCES
### Income From Other Sources

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scheme</td>
<td>0025 - AAYEDVIKA-SWARAN JAYANTI GRAM SWARJITA YOUTH ASA SRLM</td>
</tr>
<tr>
<td>Bank Account</td>
<td>2001101109000087 - Rajya Gramin Aajikta Mission (SRLM) - Central Utadhyra Pradesh Gramin Bank</td>
</tr>
<tr>
<td>Income Sources</td>
<td>-Select-</td>
</tr>
<tr>
<td>Payment Mode</td>
<td>-Select-</td>
</tr>
<tr>
<td>Favours Of</td>
<td></td>
</tr>
<tr>
<td>Instrument Number</td>
<td></td>
</tr>
<tr>
<td>Instrument Date</td>
<td>10/09/2013</td>
</tr>
<tr>
<td>Income Amount</td>
<td></td>
</tr>
<tr>
<td>Remark</td>
<td></td>
</tr>
</tbody>
</table>

- [Submit](#)  [Cancel](#)
3. TRANSFER OF FUNDS

Funds can be transferred to an agency through the PFMS portal.

State Level Agency can transfer fund to the lower level agencies through PFMS if all the child agencies are registered through the parent agency (for automatic mapping)
Funds Transfer to Parallel or Down-the-Line Agencies

How to transfer funds?

- A Programme Implementing Agency (PIA) can transfer funds to its lower level PIAs individually or in bulk mode. (The transfer can be made by the parent PIA to a child PIA only if the child PIA is registered (automatic mapping). For individual transfer, fill the fields displayed on the screen.)
Transfer: Fund Transfer

The following table shows the summary of Agency according to status. Click on the corresponding status to view details of Agency in a status.

**Agency Type**
- Approved Agency

**Scheme**
- NATIONAL RURAL HEALTH MISSION (NRHM & JIIT) CENTR

**Transfers**
- Add New
- Manage Add Fund Transfer
- Manage Bulk Transfer
- E-Payment Print Advice
- Voucher Printing Transfer
## Funds Transfer

**Schemes:**
- MAHATMA GANDHI NATIONAL RURAL EMPLOYMENT GUARANTEE SCHEME
- MADHYA PRADESH STATE EMPLOYMENT GUARANTEE BHPAL - STATE

**Bank Account:**
- 03040200773

**Letter/office order no.:**
- Commissioner/2014/001

**Letter/office order Date:**
- 05/03/2014

**Actual Transaction Date:**
- 05/03/2014

**Transferring Amount:**
- 100000

**Transaction Type:**
- Component Wise (default)

**Scheme Component:**

<table>
<thead>
<tr>
<th>Scheme Component</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unskilled Workers</td>
<td>100000</td>
</tr>
</tbody>
</table>

**Agency:**
- MP001-DRDA Bhopal

**Purpose for Transfer:**
- [Select Agency]

**Customization Name:**
- TRANSFER TO DISTRICTS IN M.P.
### Scheme Bulk Customization

**Record saved successfully**

**Scheme:** MAHATMA GANDHI NATIONAL RURAL EMPLOYMENT GUARANTEE

**Name:**

**Transaction Type:**
- Component Wise
- Bulk
- Default Component

**Default Amount:** (optional)

**Payment Mode:**
- ALL
- Cheque
- DD
- RTGS
- ECS

---

### Manage Scheme Bulk Customization

**Customization Name:** TRANSFER TO DISTRICTS IN M.P.

**Module:** Funds Transfer

**Scheme Name:** MAHATMA GANDHI NATIONAL RURAL EMPLOYMENT GUARANTEE SCHEME

**Default Amount:** 1000.00

---
Manage Bulk Customization
Record saved successfully

Scheme: 9186 - NATIONAL HEALTH MISSION INCLUDING NRHM

Name:

Transaction Type: Component Wise, Bulk, Default Component

Default Amount: (optional)

Payment Mode: ALL, Cheque, DD, RTGS, ECS

Module: Funds Expenditure, Funds Advance, Funds Transfer

Manage Scheme Bulk Customization

Enabled, Disabled
In case of **Bulk Fund Transfer**, first select the **Scheme** and then select the already created **Customization Name** and then enter the below details on **Funds Transfer Bulk Uploading** page.

- **Select Scheme** from the drop down list for which transfer details are to be created.
- Click on **Customization Name** hyperlink (red in color). All the PIAs registered at the level of selected customization will get displayed.
- **Select Bank Account**. On selection of bank account, the available balance in the selected bank account will be displayed.
- **Letter/ Office order no:** Enter Letter/Office order number.
- **Letter/Office order Date:** Enter Letter/Office Order date.
- **Actual Transaction Date:** Enter Actual Transaction date. This can be equal to or greater than the Letter/Office Order date.
- **Transferring amount:** Enter transfer amount. User needs to specify the sum of amount for all the selected PIAs in the Transferring Amount field. This value should be equal to the amount displayed in Net Amount field; otherwise User will be prompted to enter correct value.
- **Narration:** Mention purpose of transfer
- **Set Default component:** This is an optional field. Select checkbox for component from the drop down list. Also, select check box of the required Agency Name from the list. The component/s so selected will be displayed by default against all PIAs selected for transferring fund.
• **Total**: Enter amount against each component in this field.
• **Add Component**: After all the details have been entered for one component under a scheme, he can add more components from the grid and the net amount should be same as the transferring amount. The Net Amount field displays the sum of amount for all the selected PIAs.
After all the details are entered, click on ‘Submit’ button. The following page with voucher number will be displayed. Click on ‘OK’ to continue.
Steps for adding payee details are same for individual transfer and bulk transfer.

- A message “Amount being transferred saved successfully, Do you want to proceed with payee details?” will appear on the screen. Click on “Yes” button to add payee details.
“Payee Details” will appear on the screen. Select **Account No.** (In case PIA have more than one account) and instrument type (Cheque/DD/RTGS/ECS/PPA/ Digital Signature) and click on “Add” button. Then fill the instrument details and date and click on **NEXT** button.
• In case multiple components have been selected, mention ‘Narration for Passbook’ in the space provided.
• Click on “Is deduction” check box to enter deductions. Click on “Confirm” button.
A message “Payee details saved successfully” will appear. Click on “Next” button.

**Payee Details**

- **Letter/Office Order No.:** juyjuh
- **Voucher Number:** BT-2017-18-107
- **Uploaded Sanction Letter:**
- **Letter/Office Order Date:** 31/08/2017
- **Agency:** State Health & Family Welfare Society, Kerala
- **Scheme Name/Code:** NATIONAL HEALTH MISSION
- **Project:**
- **Bank Account:** 626201085449
- **Bank Name:** ICICI BANK LTD
- **IFSC Code:** ICIC0006262
- **Transferring Amount:** 2000.00
- **Status:** PendingPayeeDetails
- **Purpose Of Transfer:**

<table>
<thead>
<tr>
<th>Agency Name</th>
<th>Account No.</th>
<th>Total Amount</th>
<th>Instrument Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIS HLTH&amp;FAM WEL SOC A.KERALAM-ALLEPPEY</td>
<td>060801000254 - DIST HLTH&amp;FMLY</td>
<td>2000.00</td>
<td>EPaymentUsingPrintAdvice</td>
</tr>
</tbody>
</table>

**E-Payment Details**

<table>
<thead>
<tr>
<th>Agency Name</th>
<th>Party Name</th>
<th>IFSC Code</th>
<th>Party Account No.</th>
<th>Amount</th>
<th>NarrationForPassBook</th>
<th>IsDeduction</th>
<th>Deduction Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIS HLTH&amp;FAM WEL SOC A.KERALAM-ALLEPPEY</td>
<td>DIST HLTH&amp;F</td>
<td>ICIC000606</td>
<td>060601000254</td>
<td>2000.00</td>
<td></td>
<td></td>
<td>Add</td>
</tr>
</tbody>
</table>

**Payee details saved successfully**
The data operator /maker has to submit the transfer transaction for approval by the data approver/checker. Click on “Submit for Approval” button.

---

### Funds Transfer Bulk Uploading Details

**Uploaded Sanction Letter:**

---

### Transfer Details

<table>
<thead>
<tr>
<th>Letter/Office Order No.</th>
<th>Voucher Name</th>
<th>Letter/Office Order Date</th>
<th>Bank Account</th>
<th>Actual Transaction Date</th>
<th>Scheme Name</th>
<th>Project</th>
<th>Purpose of Transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td>juyjujh</td>
<td>BT-2017-18-107</td>
<td>31-08-2017</td>
<td>626201085449</td>
<td>31-08-2017</td>
<td>NATIONAL HEALTH MISSION</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfer Amount</td>
<td>Remark</td>
<td>Status</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2,000.00</td>
<td>Payee Details Filled</td>
<td>Created</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

### Receiving Vendors

<table>
<thead>
<tr>
<th>Receiving Party Name</th>
<th>Payment Mode</th>
<th>Bank Name</th>
<th>Account Number</th>
<th>Deduction Amount</th>
<th>Net Amount</th>
<th>Transfer Amount</th>
<th>Component Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIS HLTH &amp; FAM WEL SOCA, KERALAM-ALLEPPEY</td>
<td>EPaymentUsingPrintAdvice</td>
<td>ICICI BANK LTD</td>
<td>060601000254</td>
<td>0.00</td>
<td>2,000.00</td>
<td>2,000.00</td>
<td>Technical Support 2,000.00</td>
</tr>
</tbody>
</table>

---

**Submit For Approval**  **Payee Details**  **Back**
Step 17: A message “Record submitted successfully” will appear on the screen.
Approval of fund transfer

The **data approver** can login and approve the **funds transfer**. The steps are as follows:

- **Step 1:** Go to **Transfers > Manage** (For Individual Transfers) or go to **Transfers > Manage Bulk Transfer** (For Bulk Transfers) to approve the entries submitted by the maker through bulk transfer mode.

- **Step 2:** The list of funds transfer submitted by the data operator for approval will be displayed. Click on the **Letter/Office Order No.** hyperlink.
Step 3: “Funds Transfer Details” page will appear on the screen, verify the details and click on the Approve button.

<table>
<thead>
<tr>
<th>Scheme Component</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unskilled Workers</td>
<td>100000.00</td>
</tr>
</tbody>
</table>

Status: Submitted
Remark: Payee Details Filled
Step 4: At the time of Approving/Rejecting/Cancelling the transaction, a pop-up window for Remark will appear. Enter **Remark** and click on **Confirm** button.
Step 5: A message “Record approved successfully” will appear on the screen.

Funds Transfer Details

Record Approved successfully

Letter/office order no.: Commissioner/2014/001
Letter/office order Date: 05/03/2014
Scheme Name/Code: MAHATMA GANDHI NATIONAL RURAL EMPLOYMENT GUARANTEE SCHEME
Bank Account: 53040890778
Transferring Amount: 100000.00

<table>
<thead>
<tr>
<th>Scheme Component</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unskilled Workers</td>
<td>100000.00</td>
</tr>
</tbody>
</table>

Status: Released
Remark: Approved

Back
Advance payment to vendors, beneficiaries and their settlement

Advance payment is made to a vendor or supplier for getting a service or product. Also, advance is given to an official for getting a work done. Once the intended work is completed, the beneficiary/vendor/supplier submits the voucher and return the balance amount, if any, for settling the advance.
Payment of Advance

**Step1:** Go to “Advances” and click on “Add New”. The “Create Fund Advances” page will open.

**Step2:** Select ‘Scheme ’ and ‘Bank Account’ from the drop down.

**Step3:** Select Vendor/Beneficiary, if already created (For creation of a new vendor - Refer Vendor User Manual)

**Step4:** Enter Sanction Number.

**Step5:** Select Sanction Date.

**Step6:** Select Actual Transaction Date.

**Step7:** Enter Advance Amount.

**Step8:** Enter Purpose for Advance.

**Step9:** Select scheme component by clicking on Select Scheme Component button.

**Step10:** Enter either Amount of Advance or Percentage. In case advance is to be paid from more than one component and percentage of each component is available, then details in any one of the column needs to be entered.

**Step11:** Click on Add button to display the advance details. The total amount and net of component amounts should match to proceed further.

**Step12:** Click on Save button.

**Step13:** A message “Funds details saved successfully. Do you want to proceed with payee details” will appear on the screen. Click ‘Yes’ to enter payee details.
Create Funds Advances

Funds Advance Header:

Scheme: 0822 - MAHATMA GANDHI NATIONAL RURAL EMPLOYMENT GU

Bank/Cash Account: --Select--

Vendor/Beneficiary: Vendor Beneﬁciary

Sanction Number:

Sanction Date: 06/03/2014

Actual Transaction Date:

Balance Amount:

Advance Amount:

Purpose for Advance:

Scheme Component Details:

Scheme Components: [Enter minimum 3 characters to Scheme Components]

Select Scheme component Percentage: Amount: Add

Total Amount:

Component Amount:

Balance Amount:

Save Reset Cancel
<table>
<thead>
<tr>
<th>Scheme Component</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work site facilities</td>
<td>10000.00</td>
</tr>
</tbody>
</table>
Sanction Number: 124-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:**

<table>
<thead>
<tr>
<th>Scheme Component</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>[4455] Work site facilities</td>
<td>10000.00</td>
</tr>
</tbody>
</table>

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]
Step 14: For adding Deduction details like TDS from payment (if any), Select ‘Yes’ option under “Do You want to Add Deduction Details?”

Step 15: Click on ‘Next’ button.

Step 16: Select ‘Deduction Type’.

Step 17: Enter Amount/Percentage to be deducted and click on ‘Add Deduction’. There can be different types of deduction. The net amount plus deducted amount should match with the total amount of advance. Click on Confirm to complete payee details.

Step 18: Verify the details and click on Submit for Approval button.

Step 19: A message “Payee Details has been submitted successfully” will appear on the screen.

Step 20: The approver will login and go to Advances>Approve.

Step 21: Approver can view the details submitted by the maker by clicking on the Sanction Number.

Step 22: Verify the details and click on Approve/Reject button.

Step 23: At the time of Approving/Rejecting/Cancelling the transaction, a pop-up window for Remark will appear. Enter Remarks and click on Approve/Reject button.

Step 24: A message “Funds advance has been approved successfully” will be displayed
### Vendor/Beneficiary Details:

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Unique Code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>M/s. Capital Services</td>
<td>M/289e8eMP4</td>
<td>10000.00</td>
</tr>
</tbody>
</table>

### Instrument Type

**Instrument Type:** Cheque

### Cheque Details

<table>
<thead>
<tr>
<th>Cheque No.</th>
<th>Cheque Favouring</th>
<th>Amount</th>
<th>Date</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>233365</td>
<td>M/s. Capital Services</td>
<td>500</td>
<td>06/03/2014</td>
<td>✗</td>
</tr>
</tbody>
</table>

(Account is Non CBS, So enter cheque here.)

---

Do you want to add the deduction details?
- [ ] Yes
- [ ] No

### Next

**Favouring:** M/s. Capital Services_233365_Cheque  
**Deduction Type:** TDS  
**Percentage:**  
**Amount:**

---

<table>
<thead>
<tr>
<th></th>
<th>Favouring</th>
<th>Deduction Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>M/s. Capital Services_233365_Cheque</td>
<td>TDS</td>
<td>500.00</td>
</tr>
</tbody>
</table>
## Payment Details:

<table>
<thead>
<tr>
<th>Favouring</th>
<th>Cheque/Account No.</th>
<th>Amount</th>
<th>IFSC/MICR Code</th>
<th>Payment Mode</th>
<th>Instrument Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>M/s. Capital Services</td>
<td>233366</td>
<td>9500.00</td>
<td></td>
<td>Cheque</td>
<td>06/03/2014</td>
</tr>
</tbody>
</table>

## Bill Deduction Details:

<table>
<thead>
<tr>
<th>Favouring</th>
<th>Deduction Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>M/s. Capital Services_233366_Cheque</td>
<td>TDS</td>
<td>500.00</td>
</tr>
</tbody>
</table>

## Scheme Component Details:

<table>
<thead>
<tr>
<th>Component Name</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ 4465 ] Work site facilities</td>
<td>10000.00</td>
</tr>
</tbody>
</table>

## Vendor/Beneficiary Details:

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Unique Code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>M/s. Capital Services</td>
<td>M/289e8eMP4</td>
<td>10000.00</td>
</tr>
<tr>
<td>Cheque/Account No.</td>
<td>Amount</td>
<td>IFSC/MICR Code.</td>
</tr>
<tr>
<td>--------------------</td>
<td>--------</td>
<td>-----------------</td>
</tr>
<tr>
<td>233365</td>
<td>9500.00</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Favouring</th>
<th>Deduction Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>M/s. Capital Services_233365_Cheque</td>
<td>TDS</td>
<td>500.00</td>
</tr>
</tbody>
</table>

**Scheme Component Details:**

<table>
<thead>
<tr>
<th>Component Name</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ 4465 ] work site facilities</td>
<td>10000.00</td>
</tr>
</tbody>
</table>

**Vendor/Beneficiary Details:**

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Unique Code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>M/s. Capital Services</td>
<td>M/269e5eMP4</td>
<td>10000.00</td>
</tr>
<tr>
<td>Sanction Number</td>
<td>Sanction Date</td>
<td>Scheme Code/Name</td>
</tr>
<tr>
<td>-----------------</td>
<td>-----------------</td>
<td>----------------------------------------</td>
</tr>
<tr>
<td>iou8iu</td>
<td>26/07/2017</td>
<td>9156-NATIONAL HEALTH MISSION</td>
</tr>
<tr>
<td>mfg2f</td>
<td>23/05/2017</td>
<td>9156-NATIONAL HEALTH MISSION</td>
</tr>
<tr>
<td>NL/NHM/123</td>
<td>15/08/2017</td>
<td>9156-NATIONAL HEALTH MISSION</td>
</tr>
<tr>
<td>sandesh/123</td>
<td>01/08/2017</td>
<td>9156-NATIONAL HEALTH MISSION</td>
</tr>
</tbody>
</table>
## Funds Advance Details

- **Sanction Number:** lou8lu
- **Sanction Date:** 26/07/2017
- **Voucher Number:** BP-2017-18-295
- **Account Number:** 625201088294
- **Agency Name In Bank:** STATE HEALTH & FAMLY WELFARE SOCTY AYUSH
- **Plan Scheme:** 9156-NATIONAL HEALTH MISSION
- **Status:** Submitted
- **Amount:** 500.00
- **Created By:** SHFWSKERALA
- **Created On:** 26/07/2017
- **Modified By:** SHFWSKERALA
- **Modified On:** 26/07/2017
- **Project:**
- **Bank name:** ICICI BANK LTD
- **Remarks:**
- **Uploaded Sanction Letter:**

### Payment Details:

<table>
<thead>
<tr>
<th>Favouring</th>
<th>Cheque/Account No.</th>
<th>Amount</th>
<th>IFSC/MICR Code.</th>
<th>Payment Mode</th>
<th>Instrument Date</th>
<th>NarrationForPassBook</th>
</tr>
</thead>
<tbody>
<tr>
<td>MURALEEDHARANG</td>
<td>ui7y87s78</td>
<td>500.00</td>
<td>DD</td>
<td>26/07/2017</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Scheme Component Details:

<table>
<thead>
<tr>
<th>Component Name</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ B.1.1.3.6.12 ] Salary</td>
<td>200.00</td>
</tr>
<tr>
<td>[ 01 ] Computer Assist</td>
<td>300.00</td>
</tr>
</tbody>
</table>

### Vendor/Beneficiary Details:

<table>
<thead>
<tr>
<th>Account No.</th>
<th>Vendor Name</th>
<th>Unique Code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>57044105614 - MURALEEDHARANG</td>
<td>Muraleedharan. G</td>
<td>Mu379fabIIC</td>
<td>300.00</td>
</tr>
</tbody>
</table>
**Funds Advance Details**

- **Sanction Number:** iou8lu
- **Voucher Number:** BP-2017-18-295
- **Account Number:** 626201088294
- **Sanction Date:** 26/07/2017
- **Agency Name In Bank:** STATE HEALTH & FAMILY WELFARE SOCIETY, AVISH
- **Plan Scheme:** 9156-NATIONAL HEALTH MISSION
- **Status:** Submitted
- **Amount:** 500.00
- **Modified By:** SHWSKERALA
- **Remarks:**
- **Created By:** SHWSKERALA
- **Created On:** 26/07/2017
- **Modified On:** 26/07/2017
- **Uploaded Sanction Letter:**

**Payment Details:**

<table>
<thead>
<tr>
<th>Favouring</th>
<th>Cheque/Account No.</th>
<th>Amount</th>
<th>IFSC/MICR Code.</th>
<th>Payment Mode</th>
<th>Instrument Date</th>
<th>Narration For Passbook</th>
</tr>
</thead>
<tbody>
<tr>
<td>MURALEEDHARANG</td>
<td>ulzy7y876y78</td>
<td>500.00</td>
<td></td>
<td>DD</td>
<td>26/07/2017</td>
<td></td>
</tr>
</tbody>
</table>

**Scheme Component Details:**

<table>
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<tr>
<th>Component Name</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ B.1.1.3.6.12 ] Salary</td>
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<tr>
<td>[ 01 ] Computer Assist</td>
<td>300.00</td>
</tr>
</tbody>
</table>

**Vendor/Beneficiary Details:**

<table>
<thead>
<tr>
<th>Account No.</th>
<th>Vendor Name</th>
<th>Unique Code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>67044105614-MURALEEDHARANG</td>
<td>Muraleedhan. G</td>
<td>Mu379fabICI</td>
<td>500.00</td>
</tr>
</tbody>
</table>

---

Funds Advance has been approved successfully

[Create Reversal] [Back]
Advance Settlement

Advance paid should be settled within the stipulated time. The steps for settlement of advance are as follows:

**Step1:** Data operator will login and go to **Advances>Advance Settlements**.

**Step2:** Click on **Sanction Number** to verify advance details.

**Step3:** The **Advance Settlement** page will be displayed, Click on ‘**Add New Settlement**’ button to proceed to enter advance settlement.

**Step4:** 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.

**Step5:** Select **Settlement Type**.

**Step6:** Select **Bank Account**

**Step7:** Select **Scheme component**

**Step8:** Select **Expense Type** (Revenue or Capital)

**Step9:** Enter **Amount** of settlement

**Step10:** Enter **Remarks** (if any) and click on **Add** button

**Step11:** The advance settlement details will be displayed. Verify the details and select check box.

**Step12:** Click on **Save** button.

**Step13:** Then, go to **Advances>Advance Settlement** and click on **Sanction Number** for submitting the settlement amount entered for approval.

**Step14:** Verify the details and select check box and Click on **Submit for Approval** button.
### Manage Funds Advance

**Financial Year:** 2013-2014

**Scheme Code/Name:** 

**Vendor/Beneficiary Name:** 

**Sanction Number:** 

**Status:** 

### Sanction Details

<table>
<thead>
<tr>
<th>Sanction Number</th>
<th>Sanction Date</th>
<th>Scheme Code-Name</th>
<th>Vendor/Beneficiary Name</th>
<th>Advance Amount</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>06/03/2014</td>
<td>0822-MHATMA GANDHI NATIONAL RURAL EMPLOYMENT GUARANTEE SCHEME</td>
<td>M/s. Capital Services</td>
<td>10000.00</td>
<td>Approved</td>
</tr>
</tbody>
</table>
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:
Add New Settlement

**Settlement Type:** Expenditure

**Bank Account:** Expenditure

**Voucher/Challan Number:** MP402-03-2014-0001

**Voucher Date:** 06/03/2014

**Component Name:** [4463] Administrative expenses

**Expense Type:** Revenue

**Amount:** 5000

**Remarks:**

---

**Scheme Component**

<table>
<thead>
<tr>
<th>Scheme Component</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>[4463] Work site facilities</td>
<td>10000.00</td>
</tr>
</tbody>
</table>

**Advance Paid To Vendor:** 10000.00

**Settlement Created:** 0.00

**Already Settled Amount:** 0.00

**Currently Settle Amount:** 0.00

**Balance Amount:** 10000.00
Settlement Type: Expenditure

Bank Account: 6304080778 - MADHYA PRADESH STK

Voucher/Challan Number: MP402-03-2014-0002

Voucher Date: 

Component Name: [ 4463 ] Administrative expenses

Expense Type: Revenue

Amount: 

Remarks: 

Add  Reset

<table>
<thead>
<tr>
<th>Voucher Number</th>
<th>Scheme Component</th>
<th>Settlement Type</th>
<th>Amount</th>
<th>Expense Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>MP402-03-2014-0001</td>
<td>[ 4463 ] Administrative expenses</td>
<td>Expenditure</td>
<td>5000.00</td>
<td>Revenue</td>
</tr>
</tbody>
</table>

Scheme Component

<table>
<thead>
<tr>
<th>Scheme Component</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ 4463 ] Work site facilities</td>
<td>10000.00</td>
</tr>
</tbody>
</table>

Advance Paid To Vendor: 10000.00

Settlement Created: 0.00

Already Settled Amount: 0.00

Currentlly Settle Amount: 5000.00

Balance Amount: 5000.00
### Manage Funds Advance

- **Financial Year:** 2013-2014
- **Scheme Code/Name:** [Select]
- **Vendor/Beneficiary Name:** [Select]
- **Sanction Number:** [Field]
- **Status:** [Field]

#### Sanction Details

<table>
<thead>
<tr>
<th>Sanction Number</th>
<th>Sanction Date</th>
<th>Scheme Code-Name</th>
<th>Vendor/Beneficiary Name</th>
<th>Advance Amount</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>06/03/2014</td>
<td>0822-MAHATMA GANDHI NATIONAL RURAL EMPLOYMENT GUARANTEE SCHEME</td>
<td>M/s. Capital Services</td>
<td>10000.00</td>
<td>Approved</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Voucher Number</th>
<th>Component Name</th>
<th>Settlement Type</th>
<th>Amount</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>MP402-03-2014-0001</td>
<td>Administrative expenses</td>
<td>Expenditure</td>
<td>5000.00</td>
<td>Created</td>
</tr>
</tbody>
</table>

|                      |            |                 |            | Grand Total| 5000.00   |

Options: Add New Settlement, Submit For Approval, Cancel Settlement, Approve/Reject, Back
Step 15: A message “Settlement Submitted Successfully” will be displayed.
Step 16: The approver will login and go to Advances>Advance Settlement and click on Sanction Number.
Step 17: Select the check box and click on Approve/Reject button
Step 18: A message ‘Settlement Details Approved Successfully’ will appear on the screen.

This completes 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.
<table>
<thead>
<tr>
<th>Sanction Number</th>
<th>Sanction Date</th>
<th>Scheme Code-Name</th>
<th>Vendor/Beneficiary Name</th>
<th>Advance Amount</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>06/03/2014</td>
<td>0822-MAHATMA GANDHI NATIONAL RURAL EMPLOYMENT GUARANTEE SCHEME</td>
<td>M/s. Capital Services</td>
<td>10000.00</td>
<td>Approved</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Voucher Number</th>
<th>Component Name</th>
<th>Settlement Type</th>
<th>Amount</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>MP402-03-2014-0001</td>
<td>Administrative expenses</td>
<td>Expenditure</td>
<td>5000.00</td>
<td>Submitted</td>
</tr>
</tbody>
</table>

Grand Total 5000.00

Add New Settlement  Submit For Approval  Cancel Settlement  Approve/Reject  Back
Expenditure

Expenditure module is used for capturing all expenses incurred directly by the PIAs like salary expenses, office expenses etc. The steps for entering these expenditures are set below:

**Step1:** Go to Expenditure>Add New.
**Step2:** Select Scheme from the drop down list.
**Step3:** Select Account number to be debited.
**Step4:** Select payee as self or Vendor/Beneficiary.
**Step5:** In case of Vendor/Beneficiary, select Vendor from drop down list.
**Step6:** Enter Sanction No.
**Step7:** Enter Sanction Date
**Step8:** Enter Actual Transaction Date.
**Step9:** Enter the gross amount to be paid in the total amount paid column.
**Step10:** Select Scheme component
**Step11:** Select expense type.
**Step12:** Enter Amount or Percentage
**Step13:** Click on Add button. The gross amount and component/s amount should tally to proceed further.

**Note:** Vendor/Beneficiary list can be created by clicking on ‘Add New Vendor/Beneficiary’ hyperlink of expenditure page or go to Masters>Vendors>Add New. If self-option is selected, the field for selection of vendor will be disabled. Click on Save button.
Create Expenditure Details

**Expenditure Header:**

- **Scheme:** 0222 - MAHATMA GANDHI NATIONAL RURAL EMPLOY
- **Bank Account:** 63040880778 - MADHYA PRADESH STATE EMPLOY
- **Expenditure Done By:** Vendors
- **Vendor:** M/s. Capital Services
- **Sanction No.:** 231-san
- **Sanction Date:** 06/03/2014
- **Actual Transaction Date:** 06/03/2014
- **Total Available Amount:** 203438000.00
- **Total Amount:** 2500
- **Purpose for Expenditure:**

**Scheme Component Details:**

- **Scheme Components:**
  - **Select Scheme Component**
  - **Expense Type:** Revenue
  - **Percentage:**
  - **Amount:**
  - **Expense Type:** Capital

<table>
<thead>
<tr>
<th>Scheme Component</th>
<th>Amount</th>
<th>Expense Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>[4492] Cost of materials</td>
<td>2500.00</td>
<td>Revenue</td>
</tr>
</tbody>
</table>
Step15: Upon saving the entry, the user will be prompted for entering the payee details. **Click ‘Yes’** to proceed for entering payee details as explained in “Transfer” and “Advance” section. Once the expenditure transaction is submitted by the operator, the approver will login, go to Expenditure-Approve and after verifying the details, approve the expenditure to complete the process.
Payment of Deduction made from Advance/Expenditure Bills

Payment of deductions made from Advance/Expenditure bill can be made from the Menu Misc. Deduction filing. The detailed steps are set below:

Step 1: Go to Misc. Deduction Filing > Manage Deductions. The page will show sanction details along with deduction details.

Step 2: Select Scheme and Deduction Type and search to see list of sanctions where deductions have been effected.

Step 3: Select the sanction/s and click on Add deductions.

Step 4: The Tax Deduction Payment Details page will open. Select Scheme, Account Number and Instrument Number from the drop down list. Deducted amount will be shown by default. Enter the instrument details and payee detail and click on Save button to complete payment of deducted amount.
Manage Deduction

Scheme: DEEN DAYAL UPADHYAY

Deduction Type: TDS

Module Name: Select

Sanction Number:

From Date: To Date:

Search

<table>
<thead>
<tr>
<th>Sanction Number</th>
<th>Sanction Date</th>
<th>Amount</th>
<th>Deduction Amount</th>
<th>Deduction Type</th>
<th>Project</th>
<th>Vendor/Beneficiary Name</th>
<th>Module Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>ERP CLAIM NUMBER</td>
<td>11/07/2016</td>
<td>10.00</td>
<td>1.00</td>
<td>TDS</td>
<td>ABC3</td>
<td></td>
<td>Expenditure</td>
</tr>
</tbody>
</table>

Add Deduction
Tax Deduction Payment Detail

Scheme: 0822 - MAHATMA GANDHI NATIONAL RURAL

Bank Account: 63040690778 - MADHYA PRADESH STATE EW

Instrument Type: Cheque

Voucher Number: TD-MF402-C03-2014-0001

Deduction Amount: 500.00

Remarks:

Cheque Details

Cheque Number: 654469
(Account is Non CBS, So enter cheque here.)

Cheque Date: 05/03/2014

Favouring: Income Tax Department

[Save] [Back]
Making Inter Bank Transfers

This menu is used for transferring amount in the system from one bank account to another or to cash and between schemes, if the PIA operates more than one scheme within the same PIA. The steps are as follows:

**Step 1:** Go to Bank>Interbank Transfer to open the Interbank Transfer page.

**Step 2:** Select scheme name from which the amount is to be transferred and the Scheme to which it is to be transferred.

**Step 3:** In case fund is to be transferred between two different accounts of the same scheme, select the same scheme on both sides.

**Step 4:** Select ‘From’ and ‘To’ account/cash, Transferring Amount, Instrument No. and Transfer date and Actual Transaction Date.

**Step 5:** Select Payment Mode from the drop down list.

**Step 6:** Click on Transfer button

**Step 7:** A pop up window will appear on the screen “Are you sure you want to transfer”. Click on ‘OK’ to proceed.
### Funds Transfer Self

#### From Account Details
- **From Scheme:** 9156 - NATIONAL HEALTH MISSION
- **From Project:** --Select--
- **From Account:** 626201098429 - STATE HEALTH & FAMILY V
- **Available Balance:** 10874.00
- **Transferring Amount:** 1000
- **Transfer Date:** 08/03/2014
- **Actual Transaction Date:** 02/04/2014

#### To Account Details
- **To Scheme:** 9156 - NATIONAL HEALTH MISSION
- **To Project:** --Select--
- **To Account:** Cash
- **Available Balance:** 28201.00
- **Voucher Number:**
- **Narration:**
- **Narration For PassBook:**

#### Payment Details
- **Payment Mode:** --Select--
  - --Select--
  - Cheque
  - SLC
  - FLC

#### Buttons
- **Transfer**
- **Reset**
Are you sure you want to transfer

From Account: 626201088429 - STATE HEALTH & FAMILY V

Available Balance: 10874.00

Available Balance: 28201.00

Transfer Date: 08/03/2014

Transfer Date: 02/04/2014

Payment Details

Payment Mode: Cheque

Party Name: STATE HEALTH & FAMILY WELFARE

Cheque Number: 256648

(Account is Non CBS, So enter cheque here.)
Step 8: The message “The Transaction has been saved successfully with Voucher Number: TFR-XXXX-XX-XX”. Click on ‘OK’ button.
Step 9: The message “Funds Transferred Successfully” will be displayed on the screen.
PFMS Portal can be accessed by login through https://pfms.nic.in

The detailed information about PFMS is available on home page of this Portal.
Thanks