

## **Frequently Asked Questions (FAQs)**

### **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

### **Is Expenditure Advance Transfer (EAT) module applicable for agencies or program divisions?**

- EAT module is applicable for agencies and not for the program division

### **How should opening balance be calculated for entering the same in EAT filing?**

- The cash book balance on the day PIA start using the PFMS has to be entered as opening balance. All receipts and expenditure after the date of entering the opening balance will have to be accounted for in PFMS. Opening balance need to be entered only once in the PFMS.

### **Can an agency be registered under two different hierarchies for the same scheme?**

- No, for the same scheme, registration of an agency is possible under one level in the hierarchy only. However, if the entity, in addition to being an implementing agency is also a service provider for the same scheme at a different hierarchy, it can be registered in PFMS for a second time, only this time, as a vendor.

### **Is there a need to map such agencies to whom fund had been given in earlier years but have been discontinued thereafter?**

- Only active agencies having government funds in their accounts need to be mapped.

### **Do agencies using their own financial management systems (FMS) for financial transactions required to use EAT module of PFMS as well or their FMS would be integrated with PFMS?**

- The integration of such FMS (of agencies) with PFMS in the long run may be deliberated upon at a later stage. However, for the time being, these agencies can use their own systems for making payments. They should also file those expenditures into PFMS on a real-time basis or as frequently (preferably on a daily basis) as possible.

### **How will those entities be classified in PFMS to whom advances are given for organizing events?**

- If such an entity to whom advances are given for organizing events is a service provider, then that entity should be registered as a vendor in PFMS.

### **What are the different types of agencies and how are they defined?**

- 1. Central Government: Departments/ organisations/ bodies/ institutes of Union Government receiving grants-in-aid
- 2. Central Government PSU: A Union Government owned company (including its subsidiaries, if any) for commercial affairs in which the Union Government owns a majority of the company's equity
- 3. State Government PSU: A State Government owned company (including its subsidiaries, if any) for commercial affairs in which the State Government owns a majority of the company's equity
- 4. Statutory Bodies: Institutions or organisations created by an Act of Parliament or State Legislative Assembly
- 5. Local Bodies: Urban and rural local self-government institutions set up under Article 243 of the Constitution of India
- 6. Registered Societies (Government Autonomous Bodies): Institutions or organisations sponsored by the Government and set up as autonomous organisations under specific statute or as a society registered under the Societies Registration Act, 1860
- 7. Registered Societies (Non-Government Organisations): NGOs or voluntary organisations or non-government organisations carrying out activities which promote welfare schemes and programmes of the Government
- 8. Private Sector Companies: Entities registered under the Companies Act, 1956

- 9. Trusts: Institutions or organisations registered as Trust under the Indian Trusts Act, 1882
- 10. Individuals: Persons getting grants-in-aid in their individual capacity
- 11. International Organizations: Organisations with international membership, scope or presence
- 12. State Government Institutions: State Government agencies/ institutions/ offices which receive grants-in-aid directly from the Government of India such as village education committee, primary health centres.
- 13. Other Registered Societies: Institutions registered as Societies other than NGOs.
- 14. Academic Institutions (Govt.): Government Educational Institutions run and administered by Centre/State Govt.
- 15. Academic Institutions (Pvt.): Government Educational Institutions not run and administered by Centre/State Govt.

### **What is the difference between a vendor and an agency?**

- A vendor is an entity which provides some service or materials to agencies in return for consideration. A vendor can be an individual, a commercial entity, a small business or a private sector company. An agency is an entity which implements government schemes and which use grants-in-aids from government or higher level agencies. An agency is also required to provide utilization certificate (UC) to the funding agency for the grants received.

### **Can an agency be a vendor?**

- Yes. For this, agency must be mapped with a scheme as a vendor.

### **Can a vendor be an agency?**

- No.

### **What is a central agency and what kind of agencies should be mapped under central agency?**

- A central agency is an agency which is a body of the central government. It can be a central autonomous body, a central PSU or

any other body which is managed by the central government. All agencies belonging to the above mentioned category are mapped as central agencies. If one central agency gives funds to another central agency then the latter can be categorized as a sub-central agency.

### **What is a component and how is it different from an accounting head?**

- A component is an activity of the scheme for which funds are given to the agency(s) whereas an accounting head is concerned with the ministry expenditure only.

### **Can a first level agency be a second level agency for another scheme?**

- Yes this is possible, depending on the fund flow hierarchy. An agency receiving funds from central government for one scheme will be a first level agency, whereas the same agency when receiving funds from another agency under any other scheme will become a second level agency.

### **Is it mandatory for an NGO to be registered first in NGO Darpan before being registered in PFMS?**

- Yes, as per directive from NITI Aayog, any new NGO can become eligible to receive funds through PFMS EAT module only after it acquires an NGO Darpan ID post registering in the NGO Darpan website (<http://ngodarpan.gov.in/>).

### **How can multiple registrations of the same agency under different names be prevented?**

- Multiple registrations of the same agency under different names be prevented by checking if the agency has already been registered. Before registering an agency, one should check with the name/ account number/ any other applicable field and if no such matches are found, only then should the agency be registered in PFMS. If, however, the agency is already registered in PFMS but has been inactive, to re-activate the agency, the PD has to be approached.

### **Who will register the second level (child level) agency?**

- Only parent level agency can register a child level agency.

**What are the parameter required during the registration process of an agency?**

- Click on 'Register Agency' hyperlink available below the login button on the PFMS portal. All the prerequisite necessary for registration of an agency are provided in detail.

**What are the purpose and effect of REVERSAL and CANCEL DEDUCTION available below both creator's and approver's level?**

- Reversal is reversing the entry already made and approved in PFMS. But this is only available for entries and transaction done through cheque mode. Cancel deduction is for cancelling the deduction entry already made and this can be done before the transaction is approved by the approver.

**How to check expenditure report for a year.**

- Go to report select EAT and view (EAT02) report.

**How to check total available amount in PFMS?**

- GO to advance/expenditure/transfer (ADD new page) then select scheme and bank A/C no. then total available amount shown in same page.

**How can parent agency check the fund/Expenditure of his child agency?**

- Go to report select EAT and view (EAT02) report.

**How to pay electricity/Telecom bill in PFMS.**

- Utility payments are to be done using self (Expenditure done for self).

**How will a particular agency differentiate when they receive funds from various sources and for various schemes in one bank account?**

- It will be the responsibility of the agency to make entries in EAT module of PFMS accordingly.