









सावित्रीबाई फुले पुणे विद्यापीठ (पूर्वीचे पुणे विद्यापीठ) विद्यार्थी विकास मंडळ व राष्ट्रीय सेवा योजना गणेशखिंड, पुणे ४११ ००७

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संदर्भ: विविमं/२०२३–२४/१९३
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दिनांक : २९ फेब्रुवारी, २०२४

प्रति,

मा. प्राचार्य, सर्व संलग्न महाविद्यालये,

मा. संचालक, सर्व मान्यताप्राप्त परिसंस्था

सावित्रीबाई फुले पुणे विद्यापीठ

विषय :— 'विद्यार्थी विकास मंडळ व राष्ट्रीय सेवा योजना' विभागांतर्गत शैक्षणिक वर्ष २०२३—२४ मधील महाविद्यालयीन लेख्यांचे केंद्रीय परीक्षण.

महोदय/महोदया,

सावित्रीबाई फुले पुणे विद्यापीठाच्या विद्यार्थी विकास मंडळ आणि राष्ट्रीय सेवा योजनेअंतर्गत ज्या विविध योजना आपल्या महाविद्यालयात/मान्यताप्राप्त परिसंस्थेत शैक्षणिक वर्ष २०२३–२४ मध्ये राबविण्यात आलेल्या आहेत, त्यासंदर्भातील सर्व लेखे यावर्षी केंद्रीय पद्धतीने स्विकारून त्यांचे परीक्षण करण्चात येणार असून त्याबाबतच्या कार्यक्रमाचा तपशील खालीलप्रमाणे आहे.

अ.क्र.	दिनांक	वेळ	जिल्हा/विभाग	महाविद्यालये	स्थळ
१.	११ मार्च, २०२४	०९.३० ते ६.००	नाशिक	नाशिक जिल्हयातील सर्व महाविद्यालये व मान्यताप्राप्त परिसंस्था	म. वि. प्र. स. के.आर.टी. आर्टस्, बी.एच. कॉमर्स ॲण्ड ए.एम.सायन्स (के.टी.एच.एम महाविद्यालय) कॉलेज गंगापूर रोड,नाशिक (म.वि.प्र.चे कर्मवीर रावसाहेब थोरात सभागृह)
२.	१२ मार्च, २०२४	०९.३० ते ६.००	अहमदनगर	अहमदनगर जिल्हयातील सर्व महाविद्यालये व मान्यताप्राप्त परिसंस्था	अ. जि. म. वि. प्र. स., न्यू आर्टस्, कॉमर्स ॲण्ड सायन्स कॉलेज, लालटाकी रोड, अहमदनगर (ग्रंथालय इमारत सेमिनार सभागृह)
३.	१४ मार्च, २०२४	०९.३० ते ६.००	पुणे ग्रामीण	पुणे ग्रामीण विभागातील सर्व महाविद्यालये व मान्यताप्राप्त परिसंस्था	संत ज्ञानेश्वर सभागृह, मुख्य इमारत सावित्रीबाई फुले पुणे विद्यापीठ, पुणे
४.	१५ मार्च, २०२४	०९.३० ते ६.००	पुणे शहर	पुणे शहर विभागातील सर्व महाविद्यालये व मान्यताप्राप्त परिसंस्था	संत ज्ञानेश्वर सभागृह, मुख्य इमारत सावित्रीबाई फुले पुणे विद्यापीठ, पुणे

आपल्या महाविद्यालय/परिसंस्थेत खालीलप्रमाणे ज्या योजना/उपक्रमांची अंमलबजावणी केली असेल त्या सर्व योजनांचे लेखे व अहवाल वरील वेळापत्रकानुसार सादर करावेत.

- अ) विद्यापीठाच्या सदर लेखा परीक्षणांतर्गत हिशेब तपासणी, देयक मान्यता, अनुज्ञेय अनुदान वितरण इत्यादीसाठी सनदी लेखापाल यांचेकडून आपल्या अथवा विद्यापीठ स्तरावर पूर्व लेखा परीक्षण करण्याची आवश्यकता/अनिवार्यता अथवा अट लागू नाही. यास्तव पूर्व लेखा परीक्षण करणे अथवा न करणे याबाबत आपल्या स्तरावरच निर्णय घ्यावा. कोणत्याही सनदी लेखापालाकडून केलेल्या लेखा परीक्षणाच्या 'लेखा परीक्षण फि' ची प्रतिपूर्ती विद्यापीठाकडून केली जाणार नाही. याची नोंद घ्यावी.
- ब) <u>राष्ट्रीय सेवा योजनेच्या फक्त शासन अनुदानित रासेयो एकक असणाऱ्या नियमित</u> कार्यक्रम व विशेष शिबिराचे आयोजन केलेल्या महाविद्यालयांनी सनदी लेखापालाकडून लेखे तपासून लेखा परीक्षण करून अहवाल सदर करणे अनिवार्य आहे.

	विद्यार्थी विकास मंडळ	राष्ट्रीय सेवा योजना							
०१	कर्मवीर भाऊराव पाटील कमवा व शिका योजना	०१	नियमित कार्यक्रम	राष्ट्रीय सेवा योजना शासन अनुदानित					
०२	निर्भय कन्या अभियान	०२	विशेष शिबिरे	रासेयो एकक असणाऱ्या					
				महाविद्यालयांनी <u>सनदी लेखापालाकडून</u>					
				लेखा परीक्षण करून अहवाल सदर					
				करणे अनिवार्य आहे.					
				(स्वयंनिर्वाही एकाकांना लागू नाही.)					
०३	इतर शैक्षणिक उपक्रम	०३	मूल्यशिक्षण कार्य	शाळा, युवक युवती उन्नयीकरण,					
			ऐतिहासिक स्थळ दत्तक योजना–राज्य, विद्यापीठ, जिल्हा,						
			विभाग, महाविद्यालयस्तर शिबिरे, कार्यशाळा						
		०४	इतर विशेष उपक्रम						

लेखे सादर करताना विद्यार्थी विकास मंडळ व राष्ट्रीय सेवा योजनेच्या मार्गदर्शिकेतील आणि/किंवा आपणास वेळोवेळी निर्देशित केल्याप्रमाणे व नियमांमधील सुधारित बदलानुसार दिलेल्या सर्व नियम, अटी सूचनांप्रमाणे योजनानिहाय आवश्यक त्या सर्व कागदपत्रांची पूर्तता करणे, तसेच वेळापत्रकाप्रमाणेच लेखे सादर करणे अनिवार्य आहे. आपणास निर्देशित केलेल्या स्थळ, वेळ व दिनांकानंतर कोणत्याही परिस्थितीत २०२३–२४ या वर्षांचे लेखे स्विकारण्यात येणार नाहीत व सदर उपक्रम आपल्या महाविद्यालयात राबविण्यात आला नाही असे मानले जाऊन त्याकरिता विद्यापीठाने आपणास दिलेली प्रथम हप्त्याची (अग्रिम) रक्कम आपल्याला विद्यापीठाकडे परत द्यावी लागेल, याची कृपया नोंद घ्यावी. कळावे, ही विनंती. सोबत र वरीलप्रमाणे

(प्रा. डॉ. सदानंद भोसले) संचालक, (अतिरिक्त कार्यभार) राष्ट्रीय सेवा योजना

(डॉ. अभिजीत कुलकर्णी) संचालक, (अतिरिक्त कार्यभार) विद्यार्थी विकास मंडळ

रासेयो केंद्रीय लेखा परिक्षण 2023-24 महत्वाच्या सूचना सावित्रीबाई फुले पुणे विद्यापीठ, राष्ट्रीय सेवा योजना

रासेयो ONLINE लेखा परिक्षणा करीता पुढील प्रमाणे पूर्तता असणे आवश्यक आहे.

1) नियमित कार्यक्रम संख्या पूर्ण भरलेली आसवीं याची खात्री करावी

2) शिबिराची संख्या पूर्ण भरलेली आसवीं याची खात्री करावी

(अडचण येत असल्यास संख्या भरताना 5 -10 संख्या टिक करुण सबमिट करावी या पद्धतीने पूर्ण संख्या भरावी)

3) तिमाही अहवाल पूर्ण वर्षांचा भरलेला असवा

(Quarter 2 (April to June 2023) Quarter 3 (July to September 2023)

Quarter 4 (October to December 2023)

Quarter 1 (January to March 2024)

(It's Compulsorry to fill Online Quarterly Report Year 2023-24)

4) NSS बॅंक खात्याची माहिती online भरलेली असावी (for Self Finance Unit)

5) वृक्षारोपणाची माहिती भरलेली असावी (माहिती भरताना क्षेत्रफळ फक्त आकडेवारीत टाकावे त्यापुढे फूट,

मीटर टाकू नये उदा. 15 फक्त असा आकडा द्यावा)

लेखा परीक्षण मार्गदर्शन विडिओ									
शासन अनुदानित रासेयो एकक : नियमित कार्यक्रम									
https://bcud.unipune.ac.in/nss/Central_Audit_Demo_Video/NSS_Central_Audit_Regular_Activity_Audit%20_2023_2024.mp4									
शासन अनुदानित रासेयो एकक : विशेष शिबीर									
https://bcud.unipune.ac.in/NSS/Central_Audit_Demo_Video/NSS_Central_Audit_Regular_Special_Camp_2023_2024.mp4									
स्वयंनिर्वाही रासेयो एकक : नियमित कार्यक्रम									
https://bcud.unipune.ac.in/NSS/Central_Audit_Demo_Video/NSS_Central_Audit_Self_Finance_Regular_Activity_2023_2024.mp4									
स्वयंनिर्वाही रासेयो एकक : विशेष शिबीर									
https://bcud.unipune.ac.in/NSS/Central Audit Demo Video/NSS Central Audit Special Camp Special Finance 2023 2024.mp4									

सर्वात महत्वाचे नियमित कार्यक्रम , विशेष शिबिर व इतर कार्यशाळेंचे लेखा परिक्षण

Online फक्त Statement of Item wise Expenditure भरायचे आहे

नियमित कार्यक्रम व विशेष शिबिर व इतर कार्यशाळेंच्या Statement of Item wise Expenditure मधे बिलाच्या इंट्री (त्या त्या मेनु मधे) केल्या नंतर प्रिंट घेण्या पूर्वी भरलेली माहिती बरोबर आहे याची खात्री करावी व नंतर सबमिट करावे

त्यानंतर

- 1) Statement of Itemwise Expenditure
- 2) Receipt & Payment Account
- 3) Utilization Certificate
- 4) "A" Form & "B" Form (इतर कार्यशाळेंकरीता लागू नाही)

असे चार डॉक्युमेंट तयार होतील या सर्वांची प्रिंट घ्यावी. तसेच सॉफ्ट कॉपी स्वरूपात आपल्याकडे जतन करून ठेवण्यात यावे.

एकूण वरील प्रमाणे 4 प्रिंट नियमित कार्यक्रमाच्या व 4 प्रिंट विशेष शिबिराच्या तयार होतील (एकदा प्रिंट केल्या नंतर बदल करता येणार नाही) त्या नंतर ही सर्व कागद पत्रे मा.प्राचार्य व कार्यक्रम अधिकारी यांच्या स्वाक्षरीने दिलेल्या क्रमाने व देयके Statement of Item wise Expenditure मधील क्रमाणेच स्कॅन करून देयकाची एकत्र PDF अशी सर्व कागद पत्रे मुदतीतच अपलोड करणे अनिवार्य आहे. त्या शिवाय online लेखापरीक्षण प्रक्रिया पूर्ण होणार नाही याची विशेष नोंद घ्यावी.

टीप : शासन अनुदानीत एकक असणाऱ्या महाविद्यालयांनी रासेयो नियमित कार्यक्रम व विशेष शिबिराचे लेखे सनदी लेखापालाकडून लेखापरीक्षण करून सादर करणे अनिवार्य राहील. (स्वयंनिर्वाही एककांना सनदी लेखापालाकडून लेखापरीक्षण करून घेण्याची आवश्यकता नाही

online लेखापरीक्षण प्रक्रियेकरिता अंतिम मुदत दि.10 मार्च 2024 पर्यंतच आहे (अपलोड सह) यानंतर मुदतवाढ होणार नाही

ही सर्व कागद पत्र मूळ देयका सहित व माहितीपुस्तिकेमध्ये नमूद केलेल्या आवश्यक सर्व बाबींसह परिपत्रकाप्रमाणे जिल्हानिहाय लेखापरीक्षणा दिवशी प्रत्यक्ष सादर करावीत online लेखापरीक्षण प्रक्रिया बाबत काही अडचण आल्यास माहिती भरत असलेल्या ठिकाणी खाली nssbsdsupport@pun.unipune.ac.in मेल दिला आहे त्यावर कॉलेज च्या वेब मेल वरून NSS कोडसह स्क्रिन शॉट घेऊन मेल करावा.

शासन अनुदानित एकाकांकारिता सूचना

ZBSA खाते विषयक PFMS प्रणाली द्वारे अनुदानाबाबत माहिती

शासन अनुदानित महाविद्यालयांचे अनुदान PFMS प्रक्रियेद्वारे शासन निर्देशानुसार अनुदानप्राप्तीनंतर अदा करण्याची प्रक्रिया राबवली जात आहे.

ZBSA खात्यामार्फत PFMS प्रणालीद्वारे अनुदान अदा करण्याच्या प्रक्रियेकरिता महाविद्यालयांचे हिशेब सादर करणे सोयीस्कर होण्याकरिता शासन अनुदानित महाविद्यालयांनी online लेखापरीक्षणाची सर्व माहिती निर्धारित वेळेत भरून, सर्व कागद पत्र मूळ देयका सहित व माहितीपुस्तिकेमध्ये नमूद केलेल्या आवश्यक सर्व बाबींसह सनदी लेखापालाकडून लेखापरीक्षण करून, परिपत्रकाप्रमाणे जिल्हानिहाय लेखापरीक्षणा दिवशी अनिवार्यपणे प्रत्यक्ष सादर करावीत.

शासन अनुदानित महाविद्यालयांनी नियमित कार्यक्रम व विशेष शिबिरा व्यतिरिक्त इतर कार्यशाळा/शिबिरे घेतली असतील तर त्याचे हिशोब या लेखापरीक्षणा वेळीच सादर करणे आवश्यक आहे. F. No. G-20013/2/2023-NSS Government of India Ministry of Youth Affairs & Sports Department of Youth Affairs (NSS Section)

> Shastri Bhawan, New Delhi Dated the 1st February, 2024

То

- 1. All State NSS Officers, State/UT NSS Cells
- 2. All Regional Directors of NSS

Subject: Issues and possible solutions for timely utilization of National Service Scheme Funds at Unit level – instructions - reg

Madam/Sir,

I am directed to refer to the subject cited above and to inform that a huge unspent balance is available with the Central Nodal Agencies (CNAs) as per the 01 report of the PFMS. In this regard, various communications were issued and various virtual meetings were held to utilize this unspent balance.

2. During these meetings, it has come to the notice that the NSS Units at Schools, Colleges, Universities level are not able to make the expenditure due to the following reasons:

- (i) PFMS is not accessible at the remote areas where the vendors may be registered
- Small expenditure/petty expenditure like water or edible items may not be done through PFMS
- (iii) Local/small vendors need the cash payment not through PFMS

3. Keeping in view para 2 above, the matter was examined in the Department in consultation with the Integrated Finance Division (IFD) of this Ministry and PFMS Offices. In this regard, it has been informed that there is an option to withdraw an advance under PFMS. Accordingly, the Programme Officer (PO) may registered himself/herself as a vendor to withdraw an advance to organize the NSS activities. In this regard, a CNA manual to withdraw the advance is also attached for ready reference (please refer the pages 25-27 of CNA manual).



4. Further, the details of withdrawal of advance payment and details of requirements of bills for payments are as follows:

Details of withdrawal	of advance	
Maximum upto Rs. 5000	At a time	Account settle within one month
Bills requirement aga	inst the advance payment	L
Above Rs. 500 upto Rs. 5000	Bill voucher would be required against the expenditure	Account settle within one month
Upto Rs. 500	Hand bill may be generated	Multiple bills upto Rs.500 for the same item will not be permissible and also settle the account within one month.

5. Accordingly, all State NSS Officers(SNOs) and Regional Directors (RDs) of NSS are hereby directed to convey the instructions to the concerned Programme Officers of Schools/Colleges/Institutions/universities etc. at NSS Unit level to follow the procedure for withdrawal of an advance as per CNA manual and also settle the advance payment within the time limit given at Para-4 above. Further, all the State NSS Officers and Regional Directors of NSS are also directed to take a review on regular interval in this regard for timely utilization of funds for organizing the NSS activities.

6. This issues with the approval of the competent authority.

Encl: As above.

Yours faithfully

inha

(Ravi Kumar Sinha) Under Secretary to the Government of India Tel 011-23386390mar Sinha

राव कुमार पिग्हान सामय आवर अवर सचिव/Under Secretary युदा कार्यक्रम एवं खेल मंत्रालय युदा कार्यक्रम एवं खेल मंत्रालय The Deputy Programme Adviser, Directorate of NSS, Shivaji Stadium Appexen NewiDelhiports भारत सरकार, नई दिल्ली Govt. of India, New Delhi

F.No.P.21-1/NSS/DTE/2023/ Government of India Ministry of Youth Affairs & Sports Directorate of NSS, Shivaji Stadium Annex Building, New Delhi-110011

Dated 20/2/2024

То

1.All Regional Directors Regional Directorates of NSS

2.All State NSS Officers

State NSS Cell

Subject: Revised Financial Guidelines/ Breakup of Expenditure of NSS Grants-Reg

Sir/Madam

I am directed to refer to the subject cited above and to inform you that the Ministry of Youth Affairs & Sports, Govt.of India has revised the NSS grants in the year 2021-22 vide ref No.DO.No.G-20011/2/2023-NSS dated 17th April.2023. (copy enclosed)

2. Accordingly, a guideline for expenditure of NSS Grants at University/+2 Directorate and NSS unit level are furnished and attached for your ready in the annexure-A

3. The financial guidelines for utilization of NSS grants at University and NSS unit level are issued with the directions of the Ministry of Youth Affairs & Sports, Govt of India.

Accordingly, follow the guidelines for expenditure of NSS Grants at University and NSS unit level and inform this to all NSS functionaries under your Jurisdiction for necessary compliance.

This is for your kind information & necessary action Please.

Yours Faithfully

aucel

Dr.C.Samuel Chelliah Deputy Programme Adviser

Copy to: 1. Director, NSS for kind information 2.Under Secretary (NSS) for kind information

National Service Scheme Financial Guidelines/ Breakup of Expenditure of NSS Grants

The Ministry of Youth Affairs & Sports, Govt.of India has revised the NSS grants in the year 2021-22 vide ref No.DO.No.G-20011/2/2023-NSS dated 17th April.2023.The details of revision of NSS grants are also furnished under

1.Regular Activity grants from Rs.250 to Rs.400 per volunteer per year

2. The Special Camping Programme from Rs. 450 to Rs.700 for per volunteer for 7 days camp

Accordingly, the establishment and administrative expenditure pattern of NSS Grants at University/ Directorate, College /School level are furnished below

I. The University/Plus Two/ Technical Directorate level:

The administrative expenses at University/Directorate level have been revised from Rs.30 to Rs.40 per volunteer per year. Accordingly, each University/ Plus Two (+2) & other Technical Directorates can deduct Rs. 40 every volunteer per year as per their allocation from the Regular activity grants only and not from Special camping grants.

The total deducted amount can be utilised for maintenance of NSS Programme Coordinators Cell's Establishment /Contingency expenditure of the University/ +2 Directorate as under

- The contingent expenses like stationery, postage, printing, telephone and internet charges, purchase of utensils, NSS badges, NSS Diary, Cap/Armband, banners, printing, equipment, etc.
- 2. Expenditure on Seminars/Workshops and periodical meetings of Principals, Programme Officers and NSS volunteers.
- Programme Coordinator's Honorarium and his/her Travel expenditure on visiting NSS activities/special camps at institutions and attend meetings at State /National level.
- 4. Organising Training-cum-Orientation of NSS leaders and Programme Officers.
- 5. Publication of NSS reports, purchase of literature if any authorized by the University/ Directorate.
- Other miscellaneous expenditure as decided by the University Plus Two (+2) & other Technical Directorates Advisory Committee within their budget provisions of the administrative expenditures.
- 7. The expenditure on purchase of office equipment, furniture, telephone and other electronic materials, computers/printers/scanners, internet services, etc may be allowed as per the approval of the University/+2 or Polytechnic or Technical Directorate NSS Advisory Committee and provided the said expenditure within the budget limit of their administrative expenditure.

II. College/School level NSS unit Expenditure:

The NSS expenditure at NSS unit level can be divided in to the following THREE CATEGORIES for both NSS Regular Activity and Special Camp.

The Regular activity amount is Rs.400/- out of which an amount of Rs.40 will be deducted at the University /Directorate level, hence the NSS unit gets an amount of Rs.360.

NSS REGULAR ACTIVITY: Rs.400x 100Volunteers = Total Rs.40,000/-

The University or Plus Two (+2) Directorate level administrative expenses = 4000 (Rs.40 x 100 volunteers per year (10% of the amount)

After deduction of Rs.40 from the grant of NSS Regular Activity of each NSS volunteer, each NSS unit at College/School may receive an amount of Rs.36,000 for 100 volunteers per year.

The breakup of Expenditure for Rs.360 at NSS unit level is given below.

1. Out of pocket allowance to NSS programme officer

Rs.500 per month ie., Rs.500 x 12 months = **Rs. 6000** (15% of the Rs.40,000). This out-ofpocket allowance can be withdrawn twice (each 6 months period @ Rs.3000) or one time withdrawal of entire Rs.6000. The amount can be transferred through PFMS to NSS Programme Officers bank account by making himself/herself as vendor and transfer the amount.

2.Contingent expenditure:

Rs.2500 per year ie., Rs.25 x 100 Volunteers = **Rs. 2500** (15% of the Rs.40,000)

The Contingency amount of **Rs.2500** for a year can be used for purchase of stationery, postage, part-time clerical /data entry assistance and other miscellaneous expenses. (6.25 % of the Rs.40,000)

The contingent expenditure can be spent by proper bills or through vouchers/receipts of the college/school signed by NSS programme Officer of the concerned NSS unit.

3. Programme Development expenditure: Rs.27500/- (68.75 % of the Rs.40,000) per year per unit under the head **programme Development** for incurring expenditure on the following items.

- a) pre-camp preparation, pre-camp orientation, post-camp evaluation,
- b) expenses on TA and honorarium to resource persons
- c) refreshment/food to students
- d) travel expenses of students from institutions to the place of work and back by the cheapest mode of transportation.
- e) purchase of utensils, NSS badges /Cap, banners, printing, equipment, etc. required for camps and regular programmes

- f) travel expenses in respect of Programme Officers for participation in meetings, seminars, orientation and refresher courses, camps etc
- g) travel expenses (by cheapest mode) in respect of NSS volunteers for participation in camps, meetings, seminars, conferences etc. within or outside the State organized by the Department or with financial assistance from the Department and for participation in the University level leadership camps etc. other contingent expenditure on actual organization of regular NSS Programmes
- h) Any miscellaneous expenses

Note. The NSS programme Officer may register himself / herself as a vendor in the PFMS to withdraw an advance of Rs.500 to 5000 at a time for NSS activities and the account should be settled within one month & again fresh advance can be taken for further NSS activities. (Ref. F.No.G-20013/2/2023-NSS dated 1st February ,2024 by NSS section of the Ministry of Youth Affairs & Sports. (copy enclosed)

The Programme Development expenditure of Rs.27,500 can be spent by proper bills or through vouchers/receipts of the college/school signed by NSS programme Officer and Principal of the concerned institution

III.**SPECIAL CAMPING PROGRAMME:** (Rs.700x50 volunteers = Rs.35000 for seven days for 50 % of the sanctioned strength of 100 volunteers in each unit i.e 50 volunteers)

The expenditure of special camp **Rs.35000** may be booked under the following **three** categories

- 1. Expenditure on board & lodging of campers at the camp site Rs.22750 (65% of the amount)
- 2. **Transportation** of the campers to the camp venue and back **Rs.7000** (20% of the amount)
- 3. Miscellaneous expenditure. Rs.5250 (15% of the amount)

It is, therefore requested that in order to bring uniformity in NSS pattern of expenditure the above guidelines may be circulated to all NSS Programme Coordinators and all NSS Programme Officers under your jurisdiction. All the NSS units may follow the guidelines in letter and spirit.

These financial guidelines for utilisation of NSS grants at University and NSS unit level are issued with the directions of the Ministry of Youth Affairs & Sports, Govt of India with referce to the letter No.F.No.G-20013/2/2023-NSS Dated 1st February,2024 (copy attached)

Dr.C.Samuel Chelliah Deputy Programme Adviser Directorate of NSS, New Delhi **National Service Scheme** aims to inculcate social welfare in students, and to provide service to society without bias. NSS volunteers work to ensure that everyone who is needy gets help to enhance their standard of living and lead a life of dignity. In doing so, volunteers learn from people in villages how to lead a good life despite a scarcity of resources. **Board of Students' Development** works towards promotion of cultural, recreational and welfare activities ofstudents in colleges, institutions and university departments;conducts leadership training programs for students;ensures that there are mentors and counseling cells for the young students in colleges, institutions and university departments;helps in building-up the all-round personality of students and to groom themto be future leaders and confident adults and organizes cultural and recreational activities jointly with regional, national and international bodies. **NSS & BSW**, both the units are promoting the interest of the youth and develop their skills for appreciation of the fine and performing arts, pure arts and literary skills as well as the social engineering of students and organizing university, state, national and international level competitions,skills development workshops and interactive programs in various fields for the student.

While making this noble task more fruitful, more compatible and useful, we are prompt about fund utilization and its proper sense of social cause. Therefore we, both NSS and BSW, have taken initiative in standardizing the procedure of taking programs and maintain the proper records of all the activities conducted through NSS & BSW. As you are aware about the pioneer ship of SPPU in conducting the Central Audit Program (CAP) at the end of every financial year and its efforts to shaping transparency in every single person associated with University, we come together under single roof and provide facility to all affiliated college, institutions and university departments to complete audit and accounting process.Of course it saves time as well as it helps to maintain & make documentation of all activities. I am very positive about CAP as it is very unique and useful activity for emerging trends in finance & auditing methods.

I acknowledge and appreciate the contribution of our Finance & Account Officer and entire team associated with this pathfinder Guideline Book publication.

Dr. Sadanand Bhosale, Director, National Service Scheme Savitribai Phule Pune University, Pune

Introduction: Audit and Accounting

Audits are performed to ascertain the validity and reliability of information; also to provide an assessment of a system's internal control. The goal of an audit is to express an opinion of the person / organization / system etc. in question, under evaluation based on work done on a test basis.

Audit is an evaluation of a person, organization, system, process, enterprise, project or product. The term most commonly refers to audits in accounting, but similar concepts also exist in project management, quality management, and energy conservation.

Auditing means checking the correctness and genuineness of your accounts and verifying whether accounting principles and standards have been properly followed in conduct of your business and preparation of accounts. Under Income Tax Act, this verification will have to be carried out by an independent Chartered Accountant.

A **financial audit**, or more accurately, an **audit of financial statements**, is the verification of the financial statements of a legal entity, with a view to express an audit opinion. The audit opinion is intended to provide reasonable assurance that the financial statements are presented fairly, in all material respects, and/or give a true and fair view in accordance with the financial reporting framework. The purpose of an audit is to enhance the degree of confidence of intended users in the financial statements.

Financial audits are typically performed by firms of practicing accountants who are experts in financial reporting. The financial audit is one of many assurance functions provided by accounting firms. Many organizations separately employ or hire internal auditors, who do not attest to financial reports but focus mainly on the internal controls of the organization. External auditors may choose to place limited reliance on the work of internal auditors.

Overall objectives of audit are aimed:

- a) To detect error and fraud in accounts
- b) To prevent commission of errors and frauds
- c) To enable timely finalization of accounts
- d) To make know the public that the state of affairs of the Institution.

To achieve the above objectives in respect of Government audit, it has to be ensured that:

- (i) There is provision of funds for the expenditure duly authorized by competentauthority.
- (ii) The expenditure is in accordance with a sanction properly accorded and is incurred by an officer competent to incur it.
- (iii) Payment has been made to proper person and duly acknowledged so that a second claim on the same account is impossible.
- (iv) The charge is correctly classified.
- (v) In the case of audit of receipts (1) the sums due are regularly recovered and checked against demand and (2) sums received are duly brought to credit in the accounts.
- (vi) In the case of audit of stores and stock where a priced account is maintained stores are priced with reasonable accuracy and rates fixed are reviewed from time to time.
- (vii) That the numerical balance of stock materials is reconciled with the total of value of balance in accounts`

Steps of Central Audit

Orientation about submission of Accounts for Central Audit Registration Check List Regular Activity \iff Special Camp Audit as per NSS Guidelines Table 1:- Regular Activity voucher checking for payment Table 2:- Special Programme Voucher checking for payment Verification by from Section officer (A/c)Verification by Asstt. Fin. & Accounts officer Verification by – **Director** Verification and approval by - Finance & Accounts officer Preparation of Cheque Issue of Cheque to College Voucher Filling Entry in Books of Accounts Verification of Data (with Voucher) Utilization Certificate submission to Government

Cash Book

(Regular activity as well as special camp activity)

Name of the College : _____ Year ______to_____ Credit Side Debit Side Date Receipt Particulars L.F. Amt./ Voucher Amt. Date Particulars L.F. No. No. No. No. Rs. Rs. Rs. То Opening Balance By Closing Balance Total Total

Programme Officer NSS

Name of the College : _____

Bank Reconciliation Statement as on: _____

Particulars	Amount
Balance as per the cash book	
Less (-)	
i) Cheques deposited in to the Bank not realised	
ii)	
iii)	
Add (+)	
i) Cheques drawn but not presented for payment	
ii)	
iii)	
Balance as per Bank Statement (Pass Book) as on	

Programme Officer NSS

Name of the College : _____

Year ______ to _____

Dead Stock Register

Sr.No.	Description of Item	Bill No. & Date	Name of Party	Quantity	Amount
(1)	(2)	(3)	(4)	(5)	(6)

Initials Of	Qty of	Balance in	Initials Of	Remarks
Officers	Disposal	Stock	Officer	
(7)	(8)	9)	(10)	(11)

Programme Officer NSS

Transaction : Received Cheque / D.D. of Rs. 40.000/- from Savitribai Phule Pune University as Grant for N.S.S. Expenditure & Deposited into Bank A/c

CASH BOOK (with Cash & Bank Colum)

Date	Receipt	Particulars	L.F.	Cash Col	Bank Col	Date	Voucher	Particulars	Cheque	L.F.	Cash Col	Bank Col
	No.		No.	Amt Rs			No		No.	No.	Amt Rs.	Amt. Rs.
1.01.2014		To Opening Balance										
1.01.2014	1	To Grants A/c (Being	14		40000.00							
		Grants for N.S.S .										
		Expenditure										
		received from Savitribai										
		Phule Pune University										
		vide heque/D.D,										
		No. Dated										
		Deposited in to Bank A/c.)										
						1.2.2014		By Closing Balance				
						1						

Ledger Posting of the Above transaction will be as under

Name of th	e Ledger Account: Grants Accoun	t		LEDGI	LEDGER Credit S					
Debit Side		•								
Date	Particulars	CBF No	Amount Rs.	Date	Particulars	CBF No,	Amount Rs.			
	To Balance transferred to Income		40000.00							
1.01.2014	& Expenditure									
	TOTAL		40000.00				40000.00			

Debit Side

Transaction . Amount of Rs. 3,532/- spent for Boarding at the time of Special Camp on 02.08.2014

CASH BOOK (with Cash & Bank Colum)

Debit Side

Date	Receipt No.	Particulars	L.F. No.	Cash Col Amt. Rs	Bank Col	Date	Voucher No	Particulars	Cheque No.	L.F. No.	Cash Col Amt Rs.	Bank Col Amt. Rs.
1.01.2014		To Opening Balance				1.01.2014 29.2.2014	12	By Boarding Exp A/c (Being the amount of Rs. <i>3,532/-</i> spent for Boarding at the time of Special Camp) By Closing Balance				3532.00

Name of the Ledger Account : Boarding Expenses A/C

LEDGER

Debit Side

Credit Side

Date	Particulars	CRF- No	Amount Rs	Date	Particulars	CBF No	Amount Rs.
1.01.2014	To Bank A/c		3532.00	1.01.2014	By Balance transferred to Income & Expenditure		3532.00
	TOTAL		3532.00				3532.00

Transaction : Amount of Rs. 210/- incurred on Transportation of the students & the amount is paid in cash on 4|09|2014

CASH BOOK (with Cash & Bank Colum)

Debit Side

Data	Receipt	Dontioulons	LENG	Cash Col	Bank	Data	Voucher	Dontioulons	Cheque	L.F.	Cash Col	Bank Col
Date	No.	Farticulars	L.F. NO.	Amt Rs	Co!	Date	No	Particulars	No.	No.	Amt Rs.	Amt. Rs,
1.01.2014		To Opening										
		Balance										
								By Transport A/c				
								(Being the amount				
								Rs. 210/- spent for				
						1.01.2014	19	Transportation of the		20	210.00	
								students at the time				
								of Special Camp)				
						29.02.2014		By Closing Balance				
									1			

Ledger Posting of the Above transaction will be as under

Name of the Ledger Account : Transport A/C

Debit Side

Credit Side

Date	Particulars	CBF No	Amount Rs.	Date	Particulars	CBF No,	Amount Rs
30.09.11	To Bank A/c	80	210.00	30.09.11	By Balance transferred to Income &		210.00
					Expenditure		
	TOTAL		210.00				210.00

LEDGER

Transaction : Expenditure of Rs. 785/- incurred for tea & refreshment to students paid by cheque on 07.10.2011

CASH BOOK (with Cash & Bank Colum)

Debit Side

Date	Receipt	Dortioulors	L.F.	Cash Col	Domit Col	Data	Voucher	Dontioulona	Cheque	L.F.	Cash Col	Bank Col
	No.	Farticulars	No.	Amt Rs	Dalik Col	Date	No	Particulars	No.	No.	Amt Rs.	Amt. Rs.
01.08.011		To Opening Balance				07.10.11	20	By Tea & Breakfast (Being the amount of Rs. 785/- spent for Tea & Breakfast of the students) By closing Balance		24	785.00	

Ledger Posting of the Above transaction will be as under

Name of the Ledger Account : Tea Breakfast A/C

LEDGER

Credit Side

Date	Particulars	CBF No	Amount Rs.	Date	Particulars	CBF No.	Amount Rs
07.10.11	To Bank A/c	9	785.00	31.10.11	By Balance transferred to Income & Expenditure		785.00
	TOTAL		785.00				785.00

Transaction : Amount of Rs. 5,000/- received on 30.11.11 from college ns an advance for the N.S.S. Expenditure.

CASH BOOK (with Cash & Bank Colum)

Debit Side

Date	Receipt	Particulars	IF.	Cash Ccl	Bank Col	Date	Voucher	Particulars	Cheque	L.F. No.	Cash Col	Bank Col
	No.		No.	Amt Rs			No		No.		Amt Rs.	Amt. Rs.
01.11.11		To Opening Balance										
07.11.11	19	To Advance A/c (Being the advance of Rs. 5, 000/- received from the college for N.S.S Expenditure vide Cheaue No. Dt.			5000.00	30.11.11		By Closing Balance transferred to Income & Expenditure				

Ledger Posting of the Above transaction will be as under

Name of the Ledger Account : Advance A/C

LEDGER

Credit Side	9						Debit Side
Date	Particulars	CBF No	Amount Rs.	Date	Particulars	CBF No.	Amount Rs.
				07.11.11	"By Bank A/c	23	5,000.00
30.11.11	To Balance c/fd		5000.00				
	TOTAL		5000 00				5000.00

Name of the College: _____

Year _____ to _____

Ledger

For Example Budget Head - Pocket Allowance A/c

Debit Side

Credit Side

Date	Receipt	Particulars	CBF	Amt.	Date	Voucher	Particulars	CBF No.	Amt.
	No.		No.	Rs.		No.			Rs.
							By Balance		
							Transferred		
							to Income &		
							Expenditre		
		Total Rs.					Total Rs.		

Programme Officer NSS

Following documents to be submitted for the Final Payment



Regular Activity:

Note: The college should preserve the copies of the document submitted to the University in addition to the original bills and attendance.

Fill Online this Form & Print in 3 Sets

http://bcud.unipune.ac.in/root/login.aspx

College Login > Main Menu > NSS > Menu > Central Audit > Regular Activity Audit Form

NATIONAL SERVICE SCHEME

Regular Activities

Statement of Itemwise Expenditure for the year 20 ____

Name of the College: _____

Sr.	Deutleur	Bill Data Nama of the Barty		Name of the Desta					
No.	rarticulars	No.	Date	Name of the Party	Amount				
	A) Group		1	I					
	i. Pocket Allowance								
	@ Rs. 60 per student								
1									
2									
	ii. Admin. Charges @ Rs.25 per student								
3									
4									
	B) Group @ Rs.275 per student								
	i) Implementing Scheme (Snacks, Tea charges)								
5									
6									
7									
	ii) Transport, Photo & Misc. ex	pences							
8									
9									
	iii) Equipment Expenditure								
10									
11									
	Total Payments (A to B)			Grand Total					

Programme Officer

NSS

Principal (Sign & Seal)

THIS FORM IS SAMPLE FORM

PLEASE ONLINE FILLUP THIS FORM

FOR MORE INFORMATION USE USER MANUALE

After Fill Item wise Expenditure this form will be Auto Generated

NATIONAL SERVICE SCHEME

Regular Activity

Receipts & Payments Account for the year 20 ____

Name of the college:

Receipts	Amount Rs	Payment	Amount of Actual Expenditure	Admissible Amount * Rs. 340/- per Student
Grant Received from the University (Cheque No.&Date)		 A) Group Pocket Allowance @ Rs. 60 per student Admin. Charges @ Rs.25 per student 		
		A Group Total (Maximum Rs. 85/- per student)		
		B) Group Rs. 275/- i) Implementing Scheme (Snacks, Tea charges)		
		Sub Total (i)		
Amount receivable		ii) Transport, Photo & Misc. expences		
from University		Sub Total (ii)		
		iii) Equipment Expenditure		
		Sub Total (iii)		ノ
		B Group Total (Maximum Rs. 275/- per student)		
Total Receipts		Total Payments (A to B) Rs. 360/- per student		

Programme Officer

NSS

After Fill Item wise Expenditure this form will be Auto Generated NATIONAL SERVICE SCHEME Regular Activities for the year 20_-_____UTILIZATION CERTIFICATE

Name of the College/Institution:

Certified that the total expenditure of Rs. ______ including college/institution share, if any, has been utilized by the college/institution for the purpose for which it is approved as per the details in the attached statements in accordance with the terms and conditions, norms of expenditure and relevant guidelines thereto.

Programme Officer	Principal
NSS	(Sign & Seal)

 We hereby certify the details of the total expenditure and the admissible grant as mentioned below.

 Amount in Rupees

 A) Total Expenditure on the scheme

 B) Admissible Amount as per the norms

 C) Amount of 1st Installment

 D) Amount Payable to College/Institution

 E) Amount Borne by College/Institution

We have certified the abovementioned expenditure based on the following.

1. Norms and relevant guidelines issued by the Savitribai Phule Pune University

2. Duly certified Original Vouchers and documents submitted by the College/Institution

Principal (Sign and College Seal)

Place: Date :

(The OriginalVouchers and stamped receipts for the above mentioned statement of Accounts are retained in college/Institute office and will be made available to University as when required.)



NSS Code-



A Form

SAVITRIBAI PHULE PUNE UNIVERSITY

National Service Scheme

Regular Activities for the year 2017-2018

1)	Name of the College	Arts, Science & Commerce College								
2)	Name of Principal	चौधरी एस. आर.	चौधरी एस. आर.							
3)	Name of Programme officer	जोशी के. एल.								
4	Number of students at Colleg	e	Male	2622	Female	1842				
5)	Number of students sanction	ed by university for re	egular activities	250						
6)	Number of students actually	enrolled	Male	159	Female	91				
7)	Students ompleted 120 hours	iC: 32	8	HER 197	TO L : 250					
8)	Grant to be ived for anc	ti ed nu per fstud	nts r the urrer	nanc year		52500.00				
9)	Balance mount ith e Coll	ege	0.00							
10)	Amount received by the Colle	e College as first instalment from University for the current year 35800.00								
11)	Total amount (9+10)	35800.00								
12)	Amount spent by the College	during current financ	ial year							
	A. Remuneration for P.O. and	administration	35000.00							
	B. Programme implementatio	n	58000.00							
	Total		93000.00							
	Amount Distribution by Category wise	SC: 6720.00	ST : 4410.00	OTHER: 41370.00	TOTAL: 52500.00					
13)	Total balance with the College	e								
	Bank A/C No.	122333	Amount Rs.	0.00						
14)	(I) Amount actual spent		93000.00							
	(II) Amount sanctioned by Un	iversity	52500.00							
	(III) Amount to be received fro	16700.00								

* Note : The amount towards Programme Officer pocket expenses is special camp only 50% amount will be paid.

per students, in case of not conducting of

Certified that I have checked and verified the above details personally and found correct.

Programme Officer NSS Principal Sign & Seal

3/13/2018 5:38:00 PM

List of Equipment for the year 20____

Name of the College : _____

CERTIFICATE

This is to certify that,

- 1. The essential camping equipments from the approved list as shown below have been purchased by the college during period from _____ to ____ from NSS funds.
- 2. The purchases have been made in accordance with the rules and procedures laid down for the purpose. The sanction of the appropriate authorities has been obtained whenever necessary and copy of the sanction is attached.

Equipments purchased have been entered in the dead stock register maintained for this purpose at the college NSS Unit as indicated against each item.

Sr. No.	Item	Quantity	Amount	Page no. in the Dead stock register

Programme Officer NSS

NATIONAL SERVICE SCHEME List of Equipment (up to date) for the year 20__-

Name of the College :

Up to date list of equipment purchased from the NSS funds so far and in use as on 31^{SI} March.....,

Sr. No	Name of the equipment	Nos.	Date of	Cost of	Page No,
	with Particulars	Items	Purchase	Articles	& Sr. No. of
					Stock Register

Programme Officer NSS

Statement A

Statement of Unserviceable items to be written off for the year 20____

Name of the College: _____

Sr. No.	Details of Item	Page No. & Sr. No. in Stock Register	Date of Purchase	Cost of the Articles	Remarks

Certified that the above item have been inspected by me and found that they have now become unserviceable irreparable which needs to be write off from the dead stock register.

Programme Officer NSS Seal

Principal

Note : Statement A. to be attached to the certificate should include articles which have become unserviceable/ irreparable due to their usage and are fit to be removed from the dead stock register. The list of such item should be carefully scrutinized by the programme officer and shall be placed before the NSS advisory committee of the collge for approval. NSS advisory committee offer the proper scrunitinizing the committee may approv the disposal of such item.

The sale proceeds of such item should recoreded in the Cash Book.

The credit of the same proceeds of the unserviceable articles may be noted in the appropriate column of the register.

Statement B

Statement of Missing items to be written off for the year 20____

Name of the College _____

Sr. No.	Details of Items	Page No. & Sr. No. in the dead Stock Register	Date of Purchase	Cost of the Item	Remarks
1.					
2					
3.					
4.					
5.					
6.					

Certified that I have made necessary investigation in respect of the above mentioned items reported as missing, a copy of my report is enclosed.

Programme Officer NSS

Principal (Sign & Seal)

Note : Statement B, to be attached to the certificate shall include list of missing articles, which are found missing due the fraud or negligence, or for not accountable / reason, the list such item shall be placed before the college NSS advisory committee for consideration and deciding upon the action to be taken there on. As the cost of all missing articles will have to be recorded from the person responsible, the College NSS Advisory Committee may appoint an enquiry officer (i) to investigate into the matter (ii) to assess the damage or loss and (iii) to determine the person from whom it is to be recovered. College NSS advisory committee shall ensure the recovery of such item from the person responsible.

Statement C

Statement of Missing, Unserviceable/ Irrepairable item to be written off for the year 20_-__

Name of the College _____

Sr.	Details of	Page No. & Sr. No. in	Date of	Cost of the	Whether
No.	items	the Stock Register	Purchase	Articles	unserviceable/
					missing (Remarks)
1.					
2.					
3.					
4.					
5,					
6.					

Certified that the above mentioned missing, unserviceable and irreparable items have been written off by me. The sale proceeds recovered if any of these items amounting to Rs. _____ has been credited in the cash book.

The report of my investigation is enclosed. The recoverry if, any amounting to Rs. has been noted in the Cash book.

Programme Officer NSS Principal (Sign & Seal)

Note : The Principal of the college is authorized, after necessary approval for the NSS college advisory committee to write off the missing and unserviceable / irrepairable Item. The information of such item should be given in Statement A, B & C.

Certificate of Physical Verification

Name of the College:

Certified that the articles of dead stock and other equipment purchased during the financial year 1st April______ to 31st March ______ from NSS grants have been physically verified by me with reference to the entries of purchases made in the stock register. These article except those mentioned in statement A, B & C, attached herewith are in the working order and are being used for the purpose for which they were intended.

Programme Officer NSS Principal (Sign & Seal)

Note : The Principal of the college to which NSS units should carry out physical verification on annual basis of the articles of dead stock and other equipments purchased out of the Government grants before the closing of the financial year, with reference to the entries in the stock registers made at the time of the purchase of articles. They should submit the certificate of physical verification in the above mentioned form at the time of submission of accounts to the University Office.

NATIONAL SERVICE SCHEME Certificate of 120 Hours for the year 20____

Name of the College _____

CERTIFICATE

This is to certify that all the student enrolled under the National Service Scheme (NSS), during the year_____have satisfactorily completed individually 120 hrs (excluding hours under Special Camping Programme) of actual special work under the scheme.

Programme Officer NSS

Following documents to be submitted for the Final Payment

Special Camp



Note: The College should preserve the copies of the document submitted to the university in addition to the original bills and attendance.

Fill Online this Form & Print in 3 Sets

http://bcud.unipune.ac.in/root/login.aspx

College Login > Main Menu > NSS > Menu > Central Audit > Special Camp Audit Form NATIONAL SERVICE SCHEME Special Camp Statement of Item wise expenditure for the year 20__ - __

Name of the College: _____

Sr. No.	Parrticulares	Bill No.	Date	Name of the Party	Amount			
	A) Expenditure of Lodging, Boarding							
1								
2								
3								
4								
	B) Expenditure on Transport							
5								
6								
	C) Other expenditure if any							
7								
8								
9								
10								
11								
10								
11								
	Total (A to C)			Grand Total				

Programme Officer NSS Principal (Sign & Seal)

THIS FORM IS SAMPLE FORM

PLEASE ONLINE FILLUP THIS FORM

FOR MORE INFORMATION USE USER MANUALE
After Fill Item wise Expenditure this form will be Auto Generated

NATIONAL SERVICE SCHEME

Special Camp

Receipts & Payments Account for the year 20 ____

Name of the college: _____

Receipts	Amount Rs	Payment	Amount of Actual Expenditure	Admissible Amount * Rs. 700/- per Student for 7 Days
Grant Received from the University (Cheque No.&Date)		A) Lodging & Boarding Charges		
		Sub Total (A)		
		B) Transport Charges		
Amount		Sub Total (B)		
receivable from University		C) Misc. Expenses		
		Sub Total (C)		
Total Receipts		Total (A to C)		

Programme Officer NSS Principal (Sign & Seal) After Fill Item wise Expenditure this form will be Auto Generated

NATIONAL SERVICE SCHEME

Special Camp 20_-_

UTILIZATION CERTIFICATE

Name of the College/Institution:

Certified that the total expenditure of Rs. ______ including college/institution share, if any, has been utilized by the college/institution for the purpose for which it is approved as per the details in the attached statements in accordance with the terms and conditions, norms of expenditure and relevant guidelines thereto.

Programme Officer	Principal
NSS	(Sign & Seal)

We hereby certify the details of the total expenditure and the admissible grant as mentioned below
Amount in Rupees
A) Total Expenditure on the scheme
B) Admissible Amount as per the norms
C) Amount of 1st Installment
D) Amount Payable to College/Institution
E) Amount Borne by College/Institution
We have certified the abovementioned expenditure based on the following. 1. Norms and relevant guidelines issued by the Savitribai Phule Pune University 2. Duly certified Original Vouchers and documents submitted by the College/Institution
Principa
(Sign and College Sea
Place :
Date :

(The Original Vouchers and stamped receipts for the above mentioned statement of Accounts are to be retained in college/Institute office and will be made available to University as and when required.)



NSS Code-

A that service

B Form

SAVITRIBAI PHULE PUNE UNIVERSITY

National Service Scheme

Special Camping Programme for the year 2017-2018

1)	Name of College	Arts, Science & Commerce College					
2)	Name of Principal	चौधरी एस. आर.					
3)	Name of Programme officer	जोशी के. एल.					
4)	Sanction number of students	by University for s	pecial camping	g programme	125		
5)	Actual number of students pa Camp	rticipated in the	Male:2	Female:0	Total:2		
			SC :0	ST :1	Other:1	Total:2	
6)	PO / Staff / Other particaped in	n the camp	Male:2	Female:1	Total:3		
7)	Place of N.S.S. Camp		Darekarwadi	Tal. Shirur Dist.	PUNE		
8)	Period of Camp (Date)		20/11/2017 to	0 26/11/2017			
9)	Permissible grant for current	year					
	Govt. Fund Rs. x Number	of Students	900.00				
	SPPU Fund Rs. x Number	of Students	280.00				
	Total		1180.00				
10)	Balance of last year of college	e Bank account	0.00				
11)	Grant first instalment received from University for current ye	d to the college ar	35800.00				
12)	Total (10+11)		35800.00				
13)	Expenditure done by the colle	ge in Current acad	demic year				
14)	a. Lodging & Boarding Charg	es	20800.00				
15)	b. Travelling Charges		5000.00				
	c. Other		20800.00				
	Total Expenditure		46600.00				
	Admissable Expenditure		1180.00				
	Amount to be received from U	Iniversity	-34620.00				
	Govt. Fund		900.00				
	University Fund		280.00				
16)			SC	ST	Other	Total	
	Cast WiseFund Distributior		0.00	450.00	450.00	900.00	
	University Fund Distribution		0.00	140.00	140.00	280.00	

Programme Officer NSS Principal Sign & Seal

3/13/2018 5:38:47 PM

1of1

Fill Online NSS Quarterly Report http://bcud.unipune.ac.in/root/login.aspx

College Login > Main Menu > NSS > Menu **) Fill NSS Quarterly Report** > **New Application Quarter 2** (April to June 2023) **Quarter 3** (July to September 2023) **Quarter 4** (October to December 2023) **Quarter 1** (January to March 2024) (It's Compulsorry to fill Online Quarterly Report Year 2023-24)

NATIONAL SERVICE SCHEME Proforma of Annual Report for the year 20__-

	Name of the College: _				
Pro	forma for the submission	of Quarterly /	Half yearly / Ar	nual Report on Nationa	Service Schem
at c	ollege level,				
(A	April to June	/ July to Sept.	/ Oct.	Jan to March)
Ge	neral:				
1)	Name of the College				
2)	Full Address				
ŕ	with Phone No. Fax, En	nail			
3)	Name of the Principal				
			- 4 - 97		
			Tel. Office		<u></u>
			Mobile		
			Email		
4)	Names (s) of Programm	e Officer (s)			
	Res.		Mob.	Email	
1)					<u>. </u>
2)					
3) 5)	National Samuica Saham	a Advisory Co	mmittaa		
5)	National Service Schem	e Auvisory Co.			· · · · · · · · · · · · · · · · · · ·
6)	Number of Advisory Co	ommittee meeti	ng held during tl	he period under report w	ith dates.
7)	Number of National Ser	vice Scheme U	nits,		

8) Enrolment

	Number of Students in the College	Male	Female	Total
ii.	Allocated strength for the National Service Scheme by the university			
iii.	Number of students actually enrolled in N.S.S.			
9)	Details of Orientation Prog Organized for student, if any			
10)	Name and location of the community /			

11) Regular National Service Activities:

a) Programme and activities Undertaken.

(Please describe in 4-5 lines each of the activities organized by the National Service Scheme Units giving number of students involved, number of beneficiaries and agencies organization that co-operational in the success of the activities may be grouped under educational environmental improvement, health and sanitation, family and child care etc.

b) Special activities (including relief operations), if any ;

12)	Special camping Programme:			
	i. Did the college camp Unit			
	organized during the Period	Yes	s / No.	
	ii. If yes	Male	Female	Total
	a. Participants in the camp			
	Students	:		
	Non Students	:		
	Teachers	:		

b. Place of camp:			
c. Duration of the camp with o	dates:		
iii. Programme and activities u	ndertaken in ca	mps (please mentio	on here in detail the a
taken during the camp in the	he same manner	as in case of regula	ar activities)
13) Finance	Regular	Special	Total
a. Opening balance	Activities	Camping	KS.
b. Grant Received during			
the period under report			
and also other money receive	d		
i. Grant from University			
ii. Advances from colleges			
iii. Receipts from other sources			
c. Total expenditure incurred			
on National Service Scheme			
d. Grant carried over Receivab	le		
at the end of the period			
under report			
e. Suggestions if any			

Programme Officer NSS Principal (Sign & Seal)

Following documents to be submitted for the Final Payment Value Education One/Two Day, College, Area, District, University Level Workshop, NSS Five/Seven Days District, University, State Level Camp/Workshop



National Service Scheme

Receipts & Payments Account for the year 20__ - __

Name of the College/Institution:

Name of the Programme:

Receipts	Amount Rs	Payment	Amount of Actual Expenditure	Admissible Amount
Grant Received from the University (Cheque No.& Date)		A) Lodging & Boarding Charges		
		Sub Total (A)		
		B) Transport Charges		>
Amount receivable		Sub Total (B)		
from University		C) Misc. Expenses		
		Sub Total (C))
Total Receipts		Total (A to C)		

Programme Officer NSS Principal (Sign & Seal)

NATIONAL SERVICE SCHEME Statement of Item wise expenditure for the year 20__ - __

Name of the College/Institution:

Name of the Programme:

Sr. No.	Parrticulares	Bill No.	Date	Name of the Party	Amount
	A) Expenditure of Loadging,	Boarding	I	I	I
1					
2					
3					
4					
	B) Expenditure on Transport				
5					
6					
	C) Other expenditure if any				
7					
8					
9					
10					
11					
10					
11					
	Total (A to C)			Grand Total	

Programme Officer NSS Principal (Sign & Seal)

NATIONAL SERVICE SCHEME UTILIZATION CERTIFICATE

Year 20__-

Name of the College/Institution:

Name of the Scheme:

Certified that the total expenditure of Rs. ______ including college/institution share, if any, has been utilized by the college/institution for the purpose for which it is approved as per the details in the attached statements in accordance with the terms and conditions, norms of expenditure and relevant guidelines thereto.

Programme Officer NSS	Principal (Sign & Seal)
We hereby certify the details of the total expe	nditure and the admissible grant as mentioned below.
	Amount in Rupees
A) Total Expenditure on the scheme	
B) Admissible Amount as per the norms	
C) Amount of 1st Installment	
D) Amount Payable to College/Institution	
E) Amount Borne by College/Institution	
We have certified the abovementioned expendi 1. Norms and relevant guidelines issued by the 2. Duly certified Original Vouchers and docum	ture based on the following. Savitribai Phule Pune University ents submitted by the College/Institution
	Principal
	(Sign and College Seal)
Place :	
Date :	



PFMS

Revision and Signoff Sheet

A. Document Preparation

Author	Position	Version	Change reference	Date
Ms. Nidhi Popli	Business Analyst	1.0	Initial Implementation	17-Aug-2022

B. Technical Review

Name	Position	Version	Change reference	Date
Mr. Nitesh	Sr. Tester	1.0	Initial Version	17-Aug-2022
Mr. Faiz	Scientist B	1.0	Initial version	17-Aug-2022
Mr. Abhishek	Project Manager	1.0	Initial Version	17-Aug-2022
Mr. Rajendra Prasad	Sr.TD, NIC PFMS	1.0	Initial version	17-Aug-2022

C. Domain Review

Name	Version	Position	Date
Mr. N.K Mehta	1.0	Sr. Account Officer (Tech.), PFMS Division	17-Aug-2022
Mr. Abhey Kumar	1.0	ACGA (Tech.), PFMS Division	18-Aug-2022

PFMS

Table of Contents

1	I	NTRODUCTION
2	В	3RIEF ON PROCESS FLOW
3	С	CNA PROCESS FLOW STEPS
	3.1	Identifying CNA Schemes
	3.2	Manage Scheme Configurations
	3.3	Identifying Central Nodal Agency
	3.4	Scheme Registration
	3	3.4.1 Scheme Registration by CNA Agency
	3	3.4.2 Scheme Bank Account Approval by PD 12
	3.5	Agency Hierarchy Mapping by PD14
	3.6	DRAWING LIMITS FOR CNA AGENCY BY PD
	3.7	Scheme Bank Account Registration by Child Agency17
	3	3.7.1 Registration by Child Agency
	3	3.7.2 Scheme Bank Account Approval
	3.8	DRAWING LIMIT OF CHILD AGENCY BY PARENT AGENCY
	3.9	ADD NEW EXPENDITURE ENTRY BY AGENCIES
	3.10	0 ADD NEW ADVANCE ENTRY BY AGENCIES
	3.11	1 BULK CUSTOMIZATION USING EXCEL BY AGENCIES

1 Introduction

For better monitoring of availability and utilization of funds released under the Central Sector Schemes (CS) and to reduce float. The Department of Expenditure has modified the procedure for release of funds under central sector schemes; every Ministry / Department will designate a Central Nodal Agency (CNA) for implementing each Central sector Scheme.

This Document Shall be covering the transactional aspects of Model 2.

2 Brief on Process Flow

- Marking as CNA Scheme The Project cell user can mark any central scheme as "CNA" scheme. All the linked accounts in the scheme would be marked as not in use. The PD user can mark any central scheme which is mapped under him/her. Only the existing bank account would mark as not in use.
- 2) Marking Central Nodal Agency- Then PD user will mark agency as Central Nodal Agency and define bank. Parent and child Agency need to register under the same Scheme with the defined bank.
- 3) The Central Nodal Agency will map the Central Nodal Account with the scheme.
- 4) After this process, child agencies will map either the Central Nodal Account\Zero Balance Account\Holding Account\PZBA
 - a. If they will map the Central Nodal account, then the request will be first approved by the parent agency and then the Central Nodal Agency.
 - b. If child agencies will use the Zero Balance Account, then it will be approved by the Parent Agency only.
 - c. If they will map the Holding account, then the request will be approved by the Parent/funding agency.
 - d. If child agencies will use the Parent Zero Balance Account, then it will be approved by the Parent Agency and then by the PD.
- 5) After that, the limit can be allocated by the PD/Parent based on hierarchy created and expenditure can be made.

3 CNA Process Flow Steps

3.1 Identifying CNA Schemes

User: PD

The User Navigates to "Masters>Schemes>Manage CNA Schemes" and the page "Manage CNA Schemes" opens.

CAM Reports		The following table shows the summ details of sanctions in a status/ type	nary of sanctions acco e, click on the corresp	ording to status and onding status.	d type. To find out what a particular statu	is means,
User Manuals		Sanction Stat	tus		Туре	
Masters	D	Schemes D	Manage CNA Scher	me		
Users	D	Account Head Shifting	Manage CNA Sch	eme	0	
Agency	D		Scheme Configur	ration for		
Sanctions	D	Approved	Dbt Mission Map	ping	Bill)	
PreSanction	D	PrAO DDO Returned		(All)		
		Cancelled		(All)		
Sanction Custom Fields	Þ	PendingCancelation		(All)		
Printing Templates	D	Closed		Transfer (DDO Bi	II)	
		See all sanctions				

Case: CNA Applicable

The user selects the Scheme Type as **Central Sector Scheme**, selects the Scheme and whether Scheme is CNA Scheme or not by clicking on the radio buttons yes or no.

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a ...

		Manage CNA S	Scheme			
Manage Scheme Configuration						
* Scheme Type	Central Sector Scl	ieme 🔽				
* Scheme	: 3293-National Ins	stitute of Mental Health and $ imes$	Search Scheme Mapping			
* Is CNA Scheme	: 🖲 Yes 🔿 No					
* Multiple CNA	: • Yes O No		* CNA payment Model :	Model-2 : Impleme	ntation through schedu	llec \vee
	Insert / Update	Reset				

Upon Clicking "Is CNA Scheme" as "Yes", a message "Do you want to mark the selected scheme as CNA. Click Yes to continue, else No for Cancel".

The user then selects the "**Multiple CNA**" option as "**Yes**" or "**No**" and the CNA Payment Model from the drop-down list Clicks on "**Submit**" button to mark the Scheme as CNA Scheme.

le	r General of Accounts, Ministry of Finance	(termety CPSMS)		1	Financial Year: 2022-20	23	03:07:46 PM	Login Histor English V
			Manage CNA S	cheme				
>	Manage Scheme Configuration							
l	* Scheme Typ	Central Sector Sci	heme 💟					
ł	* Schem	e: 3293-National In	stitute of Mental Health and \vee	Searc	h Scheme Mapping			
	* Is CNA Schem	• I 🖲 Yes 🔿 No			_			
1	* Multiple CN	Central Nod	al Account Scheme Map	ping	NA payment Model I	Model-2 : Impl	ementation throu	gh schedulec \vee
>		Do you want to CNA.	mark the selected schem	e as				
>	Manage Scheme Configuration	Click Yes to cor	tinue, else No for cancel.					
>			Yes No					
>					2			
5								

After the user click on "**yes**" button, the scheme will be saved and message appears on screen "**Record** (<scheme code>) has been inserted successfully".

of Acco	ounts, Ministry o	f Finance	(formerly CPSMS)		L F	ser Type: PD inancial Year: 2022-3	1023	03:08:12 P	14	Englis
				Mar	age CNA Scheme					
		1								
Mana	age Scheme Cont	iguration								
			Reco	rd (Scheme Code	: 3293) has been i	nserted succe	essfully.			
	-	Scheme Type	Central Sec	tor Scheme 🛛 🗹						
		* Scheme	Select		✓ Sea	ch Scheme Mappi	ng			
	- Is	CNA Scheme	: O Yes O	No						
			Insert / Up	date Reset						
			Insert / Up	date Reset						
Mana	age Scheme Conf	iguration De	Insert / Up	date Reset						
Mana	sge Scheme Conf	iguration De	Insert / Up tails Multiple	date Reset	Reason For CNA Not	Exemption	Exemption	Exemption	Created	Created
Mana	age Scheme Conf Scheme Name	iguration De Is CNA Scheme	Insert / Up tails Multiple CNA	date Reset CNA Payment Modal	Reason For CNA Not Applicable	Exemption Reason	Exemption Upto Date	Exemption File	Created By	Created Date
Mani	age Scheme Conf Scheme Name 3293 - National	iguration De Is CNA Scheme	Insert / Up tails Multiple CNA	date Reset	Reason For CNA Not Applicable	Exemption Reason	Exemption Upto Date	Exemption File	Created By	Created Date
Mani	age Scheme Conf Scheme Name 2293 - National Institute of Mental	iguration De Is CNA Scheme	Insert / Up tails Multiple CNA	date Reset CNA Payment Modal Model-2 : Implementation	Reason For CNA Not Applicable	Exemption Reason	Exemption Upto Date	Exemption File	Created By	Created Date
Mani	age Scheme Conf Scheme Name 3293 - National Institute of Mental Health and Neuro- Science.	iguration De Is CNA Scheme Yes	Tinsert / Up tails Multiple CNA Yes	date Reset CNA Payment Modal Model-2 : Implementation through scheduled insis	Reason For CNA Not Applicable	Exemption Reason	Exemption Upto Date	Exemption File	Created By pdpower	Created Date

<u>Note:</u> Upon marking scheme as "CNA" and selecting payment model as "Model2", all the accounts in the scheme will be marked as Not in Use and no expenditure can be made from these accounts.

Case: CNA Not Applicable:

The user selects the Scheme Type as "**Central Sector Scheme**", Scheme from drop down list and choose Is CNA Scheme as "**No**" for CNA Not Applicable in scheme. The user selects "No" and the user has to select the "**Reason CNA is Not applicable**" from the dropdown list.

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l of Accounts, Ministry of Finance	Fin	ancial Year: 2021-2022		02:46:29 PM	Eng
	Manage CNA Scheme				
Manage Scheme Configuration					
Scheme Type:	Central Sector Scheme 🗸				
Scheme :	0089-Animal Science		*		
Is CNA Scheme:	O Yes 💿 No				
Reason CNA is Not Applicable:	Select		~		
	Select		A		
	CS Scheme DBT or reimbursement mode	-			
	100% Payment directly to the vendors/beneficiaries a	nt zainst the bills/claims			
	CS Scheme funds transferred to any agency does not es	ceed Rs. 10 lakh per annu	ım		
	CS Scheme funds are transferred to the Indian Mission	is abroad			
	USE Schomes for corpus (revelues fund perceved by the				
	CS Schemes for corpus/revolving fund approved by the CS Scheme with real time expenditure with no float	cabinet.			
	CS Schemes for corpus/revolving fund approved by the CS Scheme with real time expenditure with no float	Cabiliet.			
	CS Schemes for corpus/revolving fund approved by the CS Scheme with real time expenditure with no float				
	CS Schemes for corpus/revolving fund approved by the CS Scheme with real time expenditure with no float Search Scheme Mapping Submit	Reset			
	CS Schemes for corpus/revolving fund approved by the CS Scheme with real time expenditure with no float Search Scheme Mapping Submit	Reset			
Manane Scheme Configuration Details	CS Schemes for corpus/revolving fund approved by the CS Scheme with real time expenditure with no float Search Scheme Mapping Submit	Reset			
Manage Scheme Configuration Details	CS Schemes for corpus/revolving fund approved by the CS Scheme with real time expenditure with no float Search Scheme Mapping Submit	Reset Exampling			
Manage Scheme Configuration Details	CS Schemes for corpus/revolving fund approved by the CS Scheme with real time expenditure with no float Search Scheme Mapping Submit	Reset Exemption Is Exemption	Exemption Unito	Created By Cr	eated Date
Manage Scheme Configuration Details Select Scheme Type Scheme Is Select Central Sector Scheme 3917-PMAY	CS Scheme stor corpus/revolving tund approved by the CS Scheme with real time expenditure with no float Search Scheme Mapping Submit SCNA Reason CNA Not Applicable No CS Scheme DBT or reimbursement mode	Reset Exemption Is Exempt Reason No	Exemption Upto	Created By Cr	eated Date 11-04-2022
Manage Scheme Configuration Details Select Scheme Type Scheme Is Select Central Sector Scheme 3917-PMAY	CS Schemes for Corpus/revolving fund approved by the CS Scheme with real time expenditure with no float Search Scheme Mapping Submit CNA Reason CNA Not Applicable No CS Scheme DBT or reimbursement mode CS Scheme for Payment of Equity or Loan	Reset Exemption Is Exempt No	Exemption Upto	Created By Cr Ajit	eated Date 11-04-2022

After selecting the appropriate reason for why CNA is not Applicable in scheme, the user will click on "Insert/Update" button for adding the reason.

	Manage CNA	Scheme
Manage Scheme Configuration		
Manage Scheme Comparation		
* Scheme Type	Central Sector Scheme Y	
* Scheme :	3925-Scheme01 ~	Search Scheme Mapping
* Is CNA Scheme	Yes 🖲 No	
Reason CNA is Not Applicable :	CS Scheme for Payment of Equity or Loan by 💙	
	Insert / Update Reset	
	d	
Manage Scheme Configuration Det	ails	

On success the message "Record (<Scheme Code>) has been inserted successfully"

	Manage CNA S	cheme
Manage Scheme Configuration		
	Record (Scheme Code : 3925) ha	s been inserted successfully.
* Scheme Type :	Central Sector Scheme	
* Scheme :	Select ¥	Search Scheme Happing
* Is CNA Scheme :	O Yes O No	
	Insert / Update Reset	
L		

Case: CNA Scheme is Exempt by DOE

The User Selects "**Is CNA Scheme**" as "**No**" and selects the reason CNA is not applicable as "**Exemption by DOE**", then user has to enter the exemption reason and the Date till which the Scheme will be exempted from CNA mode. The user then must upload the DOE exemption letter by Clicking on "**Choose File**" button and upload the same by clicking on "**Upload pdf file**" button and then click on "**Insert/update**" button.

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Manage CNA Scheme					
e Scheme Configuration					
Scheme Type :	Central Sector Scheme Y				
* Scheme :	3959-demoscheme1	~	Search Scheme Mapping		
* Is CNA Scheme :	🔿 Yes 🔘 No				
Reason CNA is Not Applicable :	Exemption by DOE	~			
* Reason For Exemption					
		11			
* Exempt Upto					
* 5 - 1 - 1 7 -	Channa file No file shares	Unload Ddf Ela			

Upon Clicking "Insert/Update", a message "Record (<Scheme Code>) has been inserted successfully" is shown to the user. In below manage scheme configuration grid, added details will be shown and the "Exemption File" can be downloaded by clicking on the hyperlink as shown in screen.

				М	anage CNA Sc	heme				
Hana	age Scheme Configura	tion								
	* Schen		Record (S	Scheme Cod	le : 3959) has	been inse	rted succe	essfully.		
Scheme :Select Search Scheme Happing										
	* Is CNA S	Scheme I 🔾 Ye	s O No					-		
		Inse	rt / Update	Reset						
Hana	age Scheme Configura	tion Details								
	Scheme Name	Is CNA Scheme	Multiple CNA	CNA Payment Modal	Reason For CNA Not Applicable	Exemption Reason	Exemption Upto Date	Exemption File	Created By	Created Date
Select	3959 - demoscheme1	No			Exemption by DOE	reason for demo	17/08/2022	2657_demopdf_8172022114017.pdf	ajan	17/08/20
Select	3925 - Scheme01	No			CS Scheme for Payment of Equity or Loan by Government				rajan	17/08/20
				Model-2 :						

3.2 Manage Scheme Configurations

User: PD/ Project Cell user

The User Navigates to "Masters>Schemes>Manage Scheme Configuration" and the page "Manage Scheme Configuration" opens.

Home			
Masters D	Schemes D	Create New Scheme	
My Details	Bank Branch	Manage Scheme	
My Schemes	Institution Standard Mapping	Create New Scheme GBE	The second second second
Agencies D	Institution StateWise Mapping	Manage Scheme GBE	type. To find out what a pa
Scheme Allocation	Agency Type	Manage Scheme Configuration	
Bank D	State Wise Agency Type	Manage Sc	heme Configuration

The User Selects Scheme Type as "**Central Sector Schemes**", State as "**All**" and choose the appropriate Scheme. This page displays the Scheme is Activated for CNA or not and its Implementation model.

PFMS

of Accounts, Ministry of Fi	(tensoly CPSMS) nance		User Type: PROJECT CELL USER Financial Year: 2022-2023
		Manage Scheme Configu	ration
Manage Scheme Config	uration		
	Scheme Type:	Central Sector Scheme 🗸	
	State :	All ~	
	Scheme :	3293-National Institute of Mental Health and Ne	uro-Sciences, Bengaluru 🗸
	Scheme Activated for SNA:	NO	
	Scheme Activated for CNA:	YES	
	CNA Implementation Model:	Model-2 : Implementation through scheduled commer	cial banks
	CNA Payment Model:	Select 🗸	
	External System:	Select	~
	Payment Initiated From	O PFMS UI O External System Integration	
	IsActive		

The user selects the CNA Payment Model and selects the External System from the drop-down list box and selects the payment initiated from options and clicks on "**Submit**" button. Manage Scheme Configuration

	· · · · · · · · · · · · · · · · · · ·
Manage Scheme Configuration	
Scheme Type:	Central Sector Scheme
State :	All 🗸
Scheme :	3293-National Institute of Mental Health and Neuro-Sciences, Bengaluru
Scheme Activated for SNA:	NO
Scheme Activated for CNA:	YES
CNA Implementation Model:	Model-2 : Implementation through scheduled commercial banks
CNA Payment Model:	: Model1 - External system Integration throug ♥
External System:	NSP3.0 (0092)
Payment Initiated From	O PFMS UI External System Integration
IsActive	
	Search Scheme Mapping Submit Reset
Manage Scheme Configuration Details	
	There is No Record

A message "Saved Successfully" is shown to the user.

Manag	ge Scl Sl	heme Config Scheme	uration State	Details scheme	Is	Is	CNA Implementation	Payment Model	Payment	External	Is Payment	Crea
							Search Scheme Mappin	g Submit Re	set			
				IsActiv	e 🗹							
				Payment Initiated From	n ()	PFMS UI	O External System Integratio	on				
				External System		Select				~		
				SNA Payment Mode	i:	Select	-	~				
			s	cheme Activated for CNA								
			s	cheme Activated for SNA								
				Scheme		Select					~	
				State	:	MI		~				
				Scheme Type		Select	Savea Sae	~				
_							Saved Suc	occefully				
Manad	ge Sc	heme Config	uration									
							-					_

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Page 8 of 27

3.3 Identifying Central Nodal Agency

User: PD

The User Navigates to "Agencies>Map Central Nodal Agency" and the page "Map Central Nodal Agency" opens.

Reports	The following table shows the sum the details of Agency in a status, (mary of Agency according to status and type. To find out what a particular : Click on the corresponding status.	itatus means, take your mouse over the status name. To find
Masters D		Agency Status	No. of Agend
My Schemes	NA		0
Agencies D	Agency Mapping		
My Funds D	Agencies to be Registered		
Scheme Allocation	Map Central Nodal Agency	Age icy Bank Account Validation Stat	us
Register/ Track Issue	Map Central	Nodal Agency	
Utilisation Certificate			

The user Selects the Scheme Name and Clicks on "**Search Scheme Mapping**" button to view existing CNA Mapped in the Scheme. The system Displays whether the Scheme is Multi CNA enabled or Not.

Map Central Nodal Agency								
Map Central Nodal Agency								
Scheme	Name : 3970 - MA(Central Nodal Agen	¢y	*					
Hultip	le CNA : Yes							
Search	Annex Assess Unique Code	Anerry Name						
- And Carl	regency contene coor	and the second s						
Central Nodal Agenc	y Bank :							
	54	arch Scheme Mapping Map CNA Res	14					
			-					
Manage Central Nodal Account								
Scheme	Agency	Agency Location	CNA Bank	Is CNA				
MA{ Central Nodal Agency-3970	Testing Team 0051[DL3N00002063]		HOFC BANK LTD	Yes				
MA{ Central Nodal Agency-3970	Demo_pfma(DL3N00001984)		HOPC BANK LTD	Yes				
MA.(Central Nodal Agency-3970	Central Government Agency TSA01[DLIN00002179]		KOTAK MAHINDRA BANK	Yes				

If "No record found" then the user enters the Agency Unique Code or Agency Name and clicks on "Search Agency" button. The System displays the Agency Details and the user Clicks on "Select" hyperlink to select the agency.

Map Central Nodal Agency									
Map Central Nodal Agency									
	Scheme Name :	3970 - MA(Central Nodal Agen	ey	~					
Multiple CNA 1 Yes									
	Search Agency	DLIN00002179	Agency Name						
Select Agency Name Agency State Image: DLIN00002179]-Central Government Agency TSA01 DELHI									
Central Nodal Agency Bank : Search Scheme Mapping Map CNA Reset									
Central Nod	dal Agency Bank :	5	arch Scheme Mapping Map CNA Res	et					
Central Nod Hanage Central Nodal Acco	dal Agency Bank : ount	54	arch Scheme Mapping Map CNA Res	et					
Central Nod Hanage Central Nodal Acco Scheme	dal Agency Bank : ount	Se Agency	arch Scheme Mapping Map CNA Res Agency Location	et CNA Bank	Is CNA				
Central Nod Manage Central Nodal Acco Scheme MA(Central Nodal Agency-3970	dal Agency Bank : ount	Agency am 0051[DL3N0002063]	arch Scheme Mapping Map CNA Res Agency Location	CNA Bank HDFC BANK LTD	Is CNA Yes				
Central Nod - Manage Central Nodal Acco Scheme MA(Central Nodal Agency-3970 MA(Central Nodal Agency-3970	dal Agency Bank : ount Testing Te Demo_pfr	Agency am 0051[DL3N00002063] ms[DL3N00001964]	arch Scheme Mapping Map CNA Res Agency Location	CNA Bank HDPC BANK LTD HDPC BANK LTD	Is CNA Yes Yes				

The user selects the Bank from the list of suggestions displayed as Central Nodal Bank.

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PFMS

		Map Central Nodal Agency		
ap Central Nodal Agency				
Scho	eme Name : 3970 - MA(Central Nodal A	gency	~	
Mu	Itiple CNA : Yes			
Sear	DLIN00002179	OR Agency Name		
	Select	Agency Name	Agency State	
	[OLIN00002179]	-Central Government Agency TSA01	DELHI	
		I		
Central Nodal Ag	ency Bank : Kota			
	KOTA MAHILA NAGARIK S KOTA NAGRIK SAHAKARI	SAHAKARI BANK LTD. BANK LTD		
	KOTA SAHAKARI BHOOM	I VIKAS BANK.LTD.		
	The Kota Central Co-oper	rative Bank Ltd.		
anage Central Nodal Account				
Scheme	Agency	Agency Location	CNA Bank	Is CNA
Central Nodal Agency-3970	Testing Team 0051[DLIN00002063]		HDFC BANK LTD	Yes
(Central Nodal Agency-3970	Demo_pfms[DLIN00001984]		HDFC BANK LTD	Yes
A A	Control Comment Assess		VOTAX MANDRA BANK	Marg.

The User Clicks on "Map CNA" button to Save and map the Central Nodal Agency. A message "Central Nodal Agency Mapped Successfully" is shown to the user.

	Map Central Nodal Agency
Map Central Nodal Agency	
Scheme Name i	3970 - MAI Central Nodal Agency
Malada Chi a	
Paragrae Crow I	
Search Agency	OLIN0002179 OR Agency Name
	Select Agency Name Agency State
	(DLIN00002179)-Central Government Agency TSA01 DELHI
Central Nodal Agency Bank :	KOTAK MAHINDRA BANK
	Search Scheme Mapping Map CNA Reset

In case there are active accounts already added in CNA agency and CNA scheme then a message "Are you sure, you want proceed, All accounts mapped in scheme will be marked as not in use, click on continue and cancel to go back" will be shown to the user.

Annotal Management Syster General of Accounts, Ministry of Finance Map Central Nodal Agency Scheme Name of Hultiple CNA s Search Agency	ining.pfms.gov.in says e you sure.you want proceed,A rked as not in use,click on to o 3970 - MA(Central Nodal Ager Yes DUIN00002179	Il accounts mapped in scheme will be continue and cancel to go back. OK Cancel NOY OR Agency Name	: power power H PD Year: 2022-2023	(pdpower) Change fiz J4:53:46 PM English
Central Nodal Agency Bank : Manage Central Nodal Account	Select CLIN00002179]-Ca KOTAK MAHINDRA BANK	Agency Name Intral Government Agency TEA01 DEL Earch Scheme Mapping Map CNA Rese	Agency State	
Scheme	Agency	Agency Location	CNA Bank	Is CNA

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too footool Hisdal Lanson			Map Central Nodal Agency		
lap Central Nodal Agency		Central I	Nodal Agency Mapped Suc	cessfully.	
Sch	eme Name :	3970 - MA(Central Nodal Agen	ку	~	
н	ultiple CNA :	Yes			
Sea	irch Agency	Agency Unique Code	OR Agency Name		
Central Nodal A	pency Bank :				
		Se	earch Scheme Mapping Map CNA Re	set	
				_	
lanage Central Nodal Account	—				
		-			
Scheme		Agency	Agency Location	CNA Bank	IS CNA
A{ Central Nodal Agency-3970	Testing Tea	m 0051[DLIN00002063]		HDFC BANK LTD	Yes
A{ Central Nodal Agency-3970	Demo_pfm	a[DLIN00001984]		HOPC BANK LTD	Yes
				The second	1 Marca
MA{ Central Nodal Agency-3970	Central Go TSA01[DL1	vernment Agency N000021791		KUTAK MAHINDRA BANK	res

In case there are more than one Central Nodal Agency enabled for the Scheme. The User repeats the steps to map all the Central Nodal Agency's

3.4 Scheme Registration

3.4.1 Scheme Registration by CNA Agency

If Central Nodal Agency is registering Central Nodal Account then user will select "I will receive funds directly from central government".

Scheme: MA[Central Nodal Agency [3970] I will receive funds directly from central governments Select Funding Agency: I will receive funds from this agency: Select Funding Agency:		Register New Scheme / Bank Account			
Scheme: MA[Central Nodal Agency [3970] Select Funding Agency: I will receive funds directly from central government: Select Funding Agency: Search					
Select Funding Agency: I will receive funds directly from central government: I will receive funds from this agency: Search	Scheme:	MA(Central Nodal Agency [3970]			
Select Funding Agency: I will receive funds from this agency: Search		1 will receive funds directly from central government:			
	Select Funding Agency:	I will receive funds from this agency: Search			

The user will then click on "Check CNA Details" button, the system auto fills the CNA Bank name.

The User enters the bank branch details. The user then enters the "Account number" and the "Agency Name As Per Bank" and selects the scheme components and clicks on "Save" button.

AdhocReports		Register New Scheme /Bank Account
BharatKosh Reports		
Home	Scheme:	MA[Central Nodal Agency [3970]
User Manuals		I will receive funds directly from central government: I will receive funds directly from central government:
TSA D	Select Funding Agency:	I will receive funds onecuty from take government: I will receive funds from this agency: Search
E-Payment		
Health Module	Account type:	Central Nodal Account
Agency	Bank Name:	KOTAK MAHINDRA BANK (Inter minimum 4 characters to search Bank)
Reports		Branch Select Branch
My Details		Address Branch list will show only 50 branches in List, you can search your branch by address)
Masters D		Branch DELHI - JANAKPURI [KOTAK MAHINDRA BANK LTD. A-3/12, JANAKPURI, NEW DELHI -110 058, DELHI] (CBS) Image: CBS (CBS (CBS (CBS (CBS (CBS (CBS (CBS
My Schemes		(CBS) Account Account number should be numeric value between 10 to 18 digit only.
Agencies D	Account No -	8899345362
EAT MIS Process	Account No.	(Only accept Alphanumeric values: A to Z, a to Z, 0 to 9)
My Funds	Agency Name As Per Bank:	CNA Agency
Transfers		Agency Account Scheme Component Mapping
Advances		Qava Pacat

After clicking on save button, pop-up message appear as "New added scheme and account will be visible under manage scheme after next login into PFMS", user need to click on "Ok" button.

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PFMS					
AdhocReports BharatKosh Reports	nancial Management	training.pfms.g New added Schei after Next Login i	Jov.in says me and Account will be visible under Manage Scheme nto PFMS OK	4 1N00002025 23	[DLIN00002025] L Change Pas Login Hi English
Home			1		
User Manuals		Scheme:	MA(Central Nodal Agency [39/0]		
TSA	Select	Funding Agency:	I will receive funds directly from central government: I will receive funds directly from state government: I will receive funds from this agency:		
E-Payment		,	Search		
Health Module					

A message "Scheme Saved Successfully" is shown to the user.

Register New Scheme / Bank Account			
	Scheme Saved Successfully		
Scheme:	MA(Central Nodal Agency [3970]		
Select Funding Agency:	I will receive funds directly from central government: I will receive funds directly from state government: I will receive funds from this agency: Search		

The new scheme will be shown under **Manage** > **Scheme** during the next login.

And it's shown as pending for approval in status as shown below.

		riunage activ	ine / caris	necount.					
Manage Scheme									
Scheme	:		Select Sche	ne					
Approval Statu	sSelect V	Fund	ling Agency	Select	¥				
Component Mapped	ISelect V		Bank Name						
Account Number	r		ank Status	Select	¥				
Search	Bank Status		[Register New Scheme					
Scheme	Bank Details	Agenecy Name In Bank	Status	AccountNo	Bank Status	Branch Status	Receiving Funds from	Account Type	Component Mapping
MA(.Central Nodal Agency [3970]	KOTAK MAHINDRA BANK [KKBK0000204] DELHI - JANAKPURI KOTAK MAHINDRA BANK LTD. A -3	Demo_Vikas	Pending PD Approval	899345362	PENCING	×	Central Government	CNA	YES
	/12, JANAKPURI, NEW DELHI -110								
	uso, ucuna								

3.4.2 Scheme Bank Account Approval by PD

User: PD

7

The User Navigates to "Agency>Approve" for approving the Scheme registration. The Page "Agency Registration Approval" page opens.

Controller:	010 - POWER			~	
Agency Status:	Pending PD Approval	~	Agency Type:	All ~]
Agency Name:			Unique Code:]
State:	ALL	~	District:	All 🗸)
Excel Agency File :	Select		~		
		Search	Export To Excel		
o Record Found					

User will enter agency unique code

7/2022/PFMS					
PEIVIS					
Agency Registration Ap	oroval				
Controller					
Agency Status:	Pending PD Approval	2	Agency Type:	-Al-	v
Agency Name:			Unique Code:	DLIN00002025	
State:	ALL	•	District:	-Al-	v
Excel Agency File :	-Select-	~			
		Search Export To Excel C	ancel		

The below grid pane shows the agency details

<u>Demo Vikas</u>		Central Government	Demo	DLIN00002025	cashdare	14/08/2022	Approved
Agency Name	^	Agency Type	Contact Detail	Unique Code	Created By	Created Date	Agency Status
			Search Export To E	Excel			
Excel Agency File :	Selec	t	~				
State:	ALL		~	District:	All	~	
Agency Name:				Unique Code:	DLIN00002025		
Agency Status:	Pendin	g PD Approval	~	Agency Type:	All	~	
Controller:	010 - P	OWER				~	

On clicking of Agency Name, the related schemes will be shown on the grid. User needs to select the scheme for approving.

Mobile No.1 Email: Unique Agency Code: Current Status: Previous Remarks:	9999999999 vicky.sms2010@gmail.com DLIN00002025 Approved					
Remarks	h					
Scheme Hierarchy Level(s)	Scheme(s)					
N/A	CLIMATE RESILIENT	AGRICULTURE IN	ITLATIVE			
N/A	MA-(Central Nodal A	jency				
					1	
Scheme Bank De	tail	Account No.	Agency Name as per Bank	Status	Bank Status	Account Type
MA(Central Nodal Agency (3970) DELHI - JA DELHI - JA DELHI - 11	HEINDRA BANK NAKPURI KINDRA BANK LTD. A -3 /12, JANAKPURI, NEW 1058, DELHI	8899345362	Demo_Vikas	Pending PD Approval	×	CNA
CLIMATE RESILIENT AGRICULTURE INITIATIVE [1410] BRANCH 1 GANDHI M	IK LTD I BRANCH V/20 HINDUSTAN TIMES HOUSE,KASTURBA ARG,DELHI,110001	20152015	Demo_Vikas	NotInUse	~	Non TSA Account
CLIMATE RESILIENT AGRICULTURE RESERVE INITIATIVE (1410) RESERVE I RESERVE	BANK OF INDIA ANK OF INDIA ANK OF INDIA, 6, SANSAD MARG, NEW DELHI -	05528901005	Demo_Vikas	NotInUse	170	TSA Account

After the selection the user needs to click on the button "**Approve with DSC**" then confirmation message will appear on the screen, click "ok" to continue.

eate	New	CLIMATE RESILIENT / MA{ Central Nodal Ag	VGRICULTURE IN Intercy	ITIATIVE			
	Scheme	Bank Detail	Account No.	Agency Name as per Bank	Current Status	Bank Status	Account Type
	IA-[Central Nodal Agency [3970]	KOTAK MAHINDRA BANK DELHI - JANAKPURI KOTAK MAHINDRA BANK LTD. A -3 /12, JANAKPURI, NEW DELHI -110 058, DELHI	8899345362	Demo_Vikas	Pending PD Approval	~	CNA
	CLIMATE RESILIENT AGRICULTURE INITIATIVE [1410]	HDFC BANK LTD NEW DELHI BRANCH BRANCH 18/20 HINDUSTAN TIMES HOUSE,KASTURBA GANDHI HARG,DELHI, 10001	20152015	Demo_Vikas	NotInUse	~	Non TSA Account
	CLIMATE RESILIENT AGRICULTURE INITIATIVE [1410]	RESERVE BANK OF INDIA RESERVE BANK OF INDIA RESERVE BANK OF INDIA, 6, SANSAD MARG, NEW DELHI - 110001	05528901005	Demo_Vikas	NotInUse	170	TSA Account
		Approve with DSC Return Defer Decision Reject	Search Similar	Agencies Back			

Page 13 of 27

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PFMS		
	training.pfms.gov.in says Are you sure,You want to approve? et(s Bank Detail	
On successful signati	ure the below message appear	S.
Note: Pl	ease open PFMS website in Internet E	xplorer for successful Digital Signature.
	Bank Scheme approved	I successfully

User can verify the status on the page "Manage scheme", the status now changed to "Approved".

		Manage Scher	ne / Bank	Account					
Hanage Scheme									
Scheme			Select Sch	arrie .					
Approval Statu	-Select-	Fund	ng Agency	-Select-	¥				
Component Mapper	-Select-		lank Name						
Account Number	·		ank Status	-Select-	¥				
Search	Bank Status			Register New Scheme					
Scheme	Bank Details	Agenecy Name In	Status	AccountNo	Bank	Branch	Receiving	Account	Component
		Bank			Status	Status	Funds from	Туре	Mapping
MA/ Central Nodal Agency (1993)	KOTAK MAHINDRA BANK	Demo_Vikas	Approved	8899345362	V	V	Central	CNA	YES
	DELHI - JANAKPURI KOTAK MAHINDRA BANK LTD. A -3								
	/12, JANAKPURJ, NEW DELHI -110 058, DELHI								
MA/, Central Nodal Agency - (2929)				Cash	₹	₹			
CLIMATE RESILIENT				Cash	₹.	₹			
(1410)									

3.5 Agency Hierarchy Mapping by PD

User: PD

The User Navigates to "Agencies>Agency Mapping" to Map the Agency in the Scheme at a Hierarchy level. The Page "Scheme Fund Flow Hierarchy Opens".

My Schemes	
Agencies	Approve
EAT MIS Process	Agency Registration
My Funds	Agency Mapping
Transfers	Manag View My Agency Mapping

The User selects the State in which the Central Nodal Agency is to be mapped. The user then click on Hierarchy level to map the Central Nodal Agency at the selected hierarchy level.

		Record I S	Scheme Fund Flow Hierarchy	,	osfolly		
	Scheme Name	3962-TEST SCHEME	REGISTRATION CNA		3		¥
	Rural/Urban	® Rural © Urban					
	State	DELHI		×			
Scheme N		CNA Histiple	Scheme Fund Flow Hierarch	V	Cremptice I de	Creater	
B-CENTRAL							
STATE	end. No						
BDISTRICT							
-BETWEEN -BLOCK	1						
ICCR ADRICY LOUIS	1.4		Enter No of Necord	n on a vace l	I GEL Data		

User Enters the Unique code and click on search button, below grid show the details of agency

	TRICT IETWEEN ILOCK			
No mapped agency for	und at selected level			
	Map New Agency	2		
		Search agency(s) for n	napping	
Agenc	y Name : cy Type : -All]	Unique Code : din00002050 State : ALL	¥
Total Agency Cour	e: 1	Search	Enter No of Records on	a Page Get Data
•	Agency Name	Agency Type	Contact Details	Unique Code
	mole123	Central Government	ogsoy ooyyo 9958961316 swatikashyap31@gmail.com	DL1N00002050
	State DELHI ~		DistrictSelect Cancel	v

User needs to select the agency and click on "Add agency" button.

					Search agency(s) for r	napping		
	Agu Ag	ency Name : pency Type : District :	-Al-	* *		Unique Code : State :	din00002050 ALL	~
E.	_	,			Search			
	2		Agency Name	1	Agency Type	Con	tact Details	Unique Code
L		Simple123			Central Government	ugsuy uuyyu 9958861316 swatikashyap31@gmai	Lcom	DLIN00002050
		State	DELHI	v		District	SHAHDARA	v
				Add Agency			Cancel	

The pop-up message will appear for confirmation, by clicking on "**ok**" button Agency is mapped successfully.

74827/20	22/PFMS PFMS		
	tra	aining.pfms.gov.in says	
	An	e you sure you want to map the selected agency(s)? OK Cancel	
		Agency is manned successfully	
		Schame Name 1992,TEST SCHEME DEGISTRATION CALL	
		Rural/Urban ® Rural O Urban	
		State DELHI V	
		Scheme Fund How Hierarchy	
	G-CENTRAL STATE DISTRICT BETWEEN BLOCK		

3.6 Drawing Limits for CNA Agency by PD

User: PD User

The User Navigates to the Menu "Masters>Drawing Limit By PD/CNA" and the Page "Add / Update Drawing Limits by Central Nodal Agency" page opens

Masters ()	>	Users	D
My Schemes [>	Bulk Customization	D
Agencies [>	DSC Management	D
EAT MIS Process	>	Add Master Project	
My Funds [>	Vendors	D
Transfers (>	Agency Wise Allocation	
Advances [>	Drawing Limits by SNA	
Scheme Allocation	>	Drawing Limit By PD/CNA	

The User need to select the Scheme, the Hierarchy level from the drop-down list box and mapped state. Hierarchy level to be selected for which the drawing limits needs to be carried out. The user clicks on **"Search**" button and the System display the Central Nodal Agency mapped at that level in the Scheme.

		Ad	ld/Update D	Drawing lim	its by PD/CN	IA				
Scheme	3294-IN-SERVICE TRAINING AN	ENSITI2A			Hierarch	y Level a			Y	
			Search Ag	gency for Expe	nditure Allocatio	n				
Agency Name:					Unique	e Code:]	
Agency Type:	-Al-		<u>~</u>			State: DE	UHI	~]	
				Search						
Central Nodal Agen	icy/ Parent Agency	Total Limit	Expenditure Limit	Limit for Child Agencies	Balance Expenditure Limit	Balance Child's Limit	Total Limit (+/-)	Expenditure Limit (+/-)	Limit for Child Agencies (+/-)	Action
Testing Team 0001	[DLND00004622]	150.00	50.00	100.00	45.00	100.00	0	0		Save

The system displays the **"Central Nodal Agency/Parent Agency**" the CS Scheme in the selected state. There are three sections "Allocation Limit", "Balance Limit" and "Update limits by Amount".

a. The Allocation Limit section displays the already set limits for the Agency

b. The Balance Limit section displays the Balance Expenditure and Balance Child Limit that can further be set by the Agency.

c. The Update limits by Amount section allows user to enter the amount (+ or -) by which the user wants to update the amount.

The agencies mapped at the selected level will be displayed in the grid in below screen. The User need to enter the **Total Limit (+/-)** and the **Expenditure** Limit (+/-). The **Limit for Child Agencies** is auto calculated and non-editable.

The User need to click on "Save" button, to save the selected CNA Agency Drawing Limit.

3.7 Scheme Bank Account Registration by Child Agency

3.7.1 Registration by Child Agency

If Child Agency is Registering Central Nodal Account then user will select "I will receive funds directly from this Agency". The user enters the Agency Unique Code and Clicks on "Search" button and selects the Funding Agency.

Register New Scheme / Bank Account				
Schemes	MA[Central Nodal Agency [3970]	Select Scheme		
Select Funding Agency:	I will receive funds directly from central government: I will receive funds directly from state government: I will receive funds from this agency: (a) Search			
	Check CNA details			

The user will select the funding agency name from the pop-up window.

blic Financial Mana	gement System-PFMS	er Type: AGENCYADH ency: Central Government Agency Test01	Change Passw Login Histo
Controller Deneral of Account			04:20:06 PM English V
	Agency Agency Unique din00 Code	002198	
	State -Select- V District - Sel	ect 🗸 🗸	heme
	Search		
	Select Funding Agency		
D	Test-DemDin		
D			
D			

The user will click on "Check CNA Details" button, the system auto fill the CNA Bank details. The user then selects "Central Nodal Account" option from account type.

	Register New Scheme /Bank Account
Scheme: Select Funding Agency:	MA(Central Nodal Agency [3970] I will receive funds directly from central government: I will receive funds from this <u>pagency</u> ; Tost-DemOlin Search
Account type:	Central Nodal Account.
Select Agency:	Testing Team 0051 (DUN00002063)
Bank Name:	HDFC BANK LTD (Febre advisored to search Bank)
	Branch Name: NEW DELHI BRANCH BRANCH BRANCH B20 HINDUSTAN TIMES HOUSE,KASTURBA GANDHI VGLDELHI,110001 [V
Account No.:	888885 (Only accept Alphanumeric values: A to Z, a to z, 0 to 9)
Agency Name As Per Bank:	
	Agency Account Scheme Component Mapping

	Register New Scheme /Bank Account
Scheme:	MA[Central Nodal Agency [3970]
Select Funding Agency:	I will receive funds directly from central government: I will receive funds directly from state government: I will receive funds from this agency: Test-DemDlin Search
Account type:	Central Nodal Account
Select Agency:	Testing Team 0051 [DLIN00002063]
Bank Name:	HDFC BANK LTD
	(Enter minimum 4 characters to search Bank)
	Branch Address
	Branch list will show only 50 branches in List, you can search your branch by address)
	NEW DELHI BRANCH [BRANCH 18/20 HINDUSTAN TIMES HOUSE, KASTURBA GANDHI MARG, DELHI, 110001] [V
Account No.:	
Agency Name As Per Bank:	CHILD Agency Registration
Agency Hame rol to banki	

The user selects the Central Nodal Agency and the selected Agency Account Number and its branch details

A message "Scheme Saved Successfully" is Shown to the user with the pop-up message "New Added scheme and account will be visible under manage scheme after next login into PFMS".

Public D/o Contro	Financial Management ler General of Accounts, Ministry of	training.pfms.gov.in says New added Scheme and Account will be visible under Manage Scheme after Next Login into PFMS		Agency Test01 002178	[DLIN00002178] Loge Change Passwe Login Histo English
AdhocReports BharatKosh Reports					
Home		Scheme:	MA(Central Nodal Agency [3970]		
User Manuals			 I will receive funds directly from central government; 		
TSA	Selec	t Funding Agency:	I will receive funds directly from state government: I will receive funds from this <u>agency</u> :		
E-Payment			Search		
market was done.					

And it's shown as pending for approval on manage scheme page.

	Manage Scheme / Bank Account								
Manage Scheme									
Schem	es MA(Central Nodal Agency [3970]		Select Sch	me					
Approval State	as -Select-	Fundir	ng Agency	Select	~				
Component Mappe	sd -Select 🗸	8	ank Name						
Account Numb	er [Ba	nk Status	Select	¥				
Search	Bank Status			Register New	Scheme				
L				_					
Scheme	Bank Details	Agenecy Name In	Status	Account	No Bank	Branch	Receiving	Account	Component
		bank			Status	Status	from	туре	Mapping
MA (<u>Central Nodal</u> Spency - (3970)	HDFC BANK LTD [HDFC0000003] NEW DELHI BRANCH BRANCH 18/20 HINDUSTAN TIMES HOUSE,KASTURBA GANDHI MARG,DELHI,110001	Central Government Agency Test01	Pending Agency Approval	866665	PENDING	×	Test: DemDin	CNA	YES
MA-(. Central Nodal Noency - [3970]				Cash	₹	₹			

3.7.2 Scheme Bank Account Approval

User: Funding Agency /Parent agency

74827/2022/PFMS

PFMS

The User Navigates to "**Agency>Approve**" for approving the Scheme registration. The Page "Agency Registration Approval "page opens.

		Agency Registratio	on Approval			
	-					
	Agency Status:	Pending Agency Approval	~			
	Agency Type:	All	~			
	Agency Name:					
	Unique Code:			_		
	unique couer					
		Search Export To Ex	cel Cancel			
				0 1 10		
Agency Name	Agency Type	Contact Detail	Unique Code	Created By	Created Date	Agency Status
Central Government Agency Test01	Central Government	Test	DLIN00002178	pdpower	19/07/2022	Approved
		tester14-pfms@supportgov.in				
Testing Team 0052	Local Bodies	Aiv	DLIN00002085	pdpower	04/01/2022	Approved
		ajayvivek.pfms@gmail.com				
		22503254				
ZIRI PRATHMIK KRISHI SAKH	Local Bodies	VIJAY YADAV	BRGA00004940	pfms.gaya	30/01/2018	Approved
SANTOG SAMITI LID		abcd@xy.com				

User will enter agency unique code, click on search.

		Agency Registration	Approval			
	Agency Status: P	tending Agency Approval	~			
	Agency Type:	Al-	*			
	Agency Name:				_	
	Unique Code: D	LIN00002178]	
		Search Export To Exce	Cancel			
Agency Name A	Agency Type	Contact Detail	Unique Code	Created By	Created Date	Agency Status
Central Government Agency Test01	Central Government	Test tester14-pfms@supportgov.in	DL1N00002178	pdpower	19/07/2022	Approved
CONTRACT CONTRACTOR						

After Clicking on the **Agency Name hyperlink** visible on left side of grid in the above screen, agency details as below appears, where the current status showing as "Pending Agency Approval".

			Approve	ct Back				
	MA{ Central Nodal Agency-3970	HDFC BANK LTD BRANCH 18/20 HINDUST MARG,DELHI,110001	AN TIMES HOUSE,KASTURBA GANDHI	888885	CHELD Agency Registration	Pending Agency Approval	DIA.	×
•	Scheme	Bank Detail		Account No.	Agency Name as per Bank	Current Status	lccount Type	Bank Status
		Remarks:	ĥ					
		Previous Remarks:						
	Current Status: Approved							
	Unique Agency Code: DLIN00002178							
		Email:	tester14-pfms@supportgov.in					
	Alternate Phone/Mobile No.1							
		Phone:						
		Contact Person:	Test					
		Pin Code:	110001					
		District:	CENTRAL					
		State:	DELHI					

The user needs to select the scheme for approving.

022/PFMS PFMS							
in the second se	States	DELHI					
lerged Agency Funds	District:	CENTRAL					
gency Registration	Pin Code:	110001					
	Contact Person:	Test					
	Phone:						
Altern	ate Phone/Mobile No.:						
	Email:	tester14-pfms@supportgov.in					
	Unique Agency Code:	DLIN00002178					
	Current Status:	Approved					
	Previous Remarks:						
	Remarks:						
Z Scheme	Bank Detail		Account No.	Agency Name as per Bank	Current Status	Account Type	Bank Status
A (Central Nodal gency-3970	HDFC BANK LTD BRANCH 18/20 HINDUST MARG, DELHI, 110001	AN TIMES HOUSE,KASTURBA GANDHI	888885	CHILD Agency Registration	Pending Agency Approval	CNA	×
		Approve	Back				

The confirmation message will appear on the screen.

		training.pfms.g	jov.in says					
		Are you sure,You	want to approve?					
			СК	Cance	el			
		Contact Person:	Hest		_			
		Phones						
	Alterna	te Phone/Mobile No.:						
		Email:	tester14-pfms@supportgov.in					
		Unique Agency Code:	DLIN00002178					
		Current Status:	Approved					
		Previous Remarks:						
		Remarks:						
2	Scheme	Bank Detail		Account No.	Agency Name as per Bank	Current Status	Account Type	Bank Status
_	MA{ Central Nodal Agency-3970	HDFC BANK LTD		888885	CHILD Agency Registration	Pending Agency Accoroval	CNA	 Image: A second s
	and and	BRANCH 18/20 HINDUST MARG, DELHI, 110001	AN TIMES HOUSE, KASTURBA GANDHI					
			Approve	ct Back				

On success, the message appear as "Bank Scheme approved successfully" $% \mathcal{A}_{\mathcal{A}}$

Bank Scheme approved successfully Back

Now it needs to be further approved by the CNA, as the Child Agency Status still showing as "**Pending CNA approval**"

		Manage Schen	ne / Bank	٨	ccount					
Manage Scheme										
	•									
Schem	e: MA(Central Nodal Agency [3970]		Select Scho	me	•					
Approval State	is -Select- Y	Fundi	ng Agency	-	Select	¥				
Component Mappe	d -Select- V	8	ank Name							
Account Numbe	r	Bi	ank Status	-	Select	¥				
Search	Bank Status	Register New Scheme								
Scheme	Bank Details	Agenecy Name In Bank	Status		AccountNo	Bank Status	Branch Status	Receiving Funds from	Account Type	Component Mapping
MA(. Central Nodal Agency [3970]	HDFC BANK LTD [HDFC0000003] NEW DELHI BRANCH BRANCH 18/20 HINDUSTAN TIMES HOUSE,KASTURBA GANDHI MARG,DELHI,110001	Central Government Agency Test01	Pending C Approval	ì	888885	×	~	Test: DemDin	CNA	YES
MA(Central Nodal Agency - [3970]					Cash	₹	₹			
		Approve	Reject	ck	L .					

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User: Agency ADMIN of Central Nodal Agency

The User Navigates to "**Agency>Approve**" for approving the Scheme registration. The Page "Agency Registration Approval" page opens. User selects the status as "Pending CNA Approval"

		Agency Registration /	Approval			
			_			
	Agency Status: Pr	anding CNA.Approval	~			
	Agency Type: 🚽	NI	~			
	Agency Name:					
	Unique Code:					
		Search Export To Excel	Cancel			
Agency Name A	Agency Type	Contact Detail	Unique Code	Created By	Created Date	Agency Status
Central Government Agency Test01	Central Government	Test tester14-pfms@supportgov.in	DLIN00002178	pdpower	19/07/2022	Approved

Select the scheme showing on the grid having status "**Pending CNA approval**". User needs to select the scheme and click on "**Approve**" button.

Current Accour Status Type	nt Bank Status
ending CNA CNA	×
ter los	ding CNA roval

Message "Bank scheme approved successfully" will appear on screen.

L Financial Year: 2022-2023	04:38:05 PM Hel
Bank Scheme annroved successfully	
Back	

Verify the Child Agency status it's showing as "Approved"

Manage Scheme / Bank Account									
Manage Scheme									
Schem	e: MA(Central Nodal Agency [3970]		Select Scho	sme					
Approval Stat	us -Select V	Fundir	ng Agency	Select	¥				
Component Mapp	ed -Select Y	8	ank Name						
Account Numb	er	Ba	nk Status	Select	¥				
Search	Bank Status			Register New Scheme					
Scheme	Bank Details	Agenecy Name In	Status	AccountNo	Bank	Branch	Receiving	Account	Component
		Bank			Status	Status	Funds from	Туре	Mapping
MA(<u>Central Nodal</u> Agency - [3970]	HDFC BANK LTD [HDFC0000003] NEW DELHI BRANCH	Central Government Agency Test01	Approved	888885	 Image: A matrix 	 	Test: DemDlin	CNA	YES
	BRANCH 18/20 HINDUSTAN TIMES HOUSE,KASTURBA GANDHI								
MAC Central Nodal	MARG, DELHI, 110001			Cash		2			
Agency - (3970)					<u> </u>	· ·			

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Page 21 of 27

3.8 Drawing Limit of Child Agency by Parent Agency

User: Agency ADMIN of Central Nodal Agency / Funding Agency

The User Navigates to the Menu "Masters>Drawing Limit By PD/CNA" and the Page "Add / Update Drawing Limits by Central Nodal Agency" page opens

Masters	Þ	Users	D
My Schemes	Þ	Bulk Customization	Þ
Agencies	Þ	DSC Management	Þ
EAT MIS Process	D	Add Master Project	
My Funds	D	Vendors	Þ
Transfers	D	Agency Wise Allocation	
Advances	D	Drawing Limits by SNA	
Scheme Allocation	D	Drawing Limit By PD/CNA	

1) The User need to select the Scheme, the Hierarchy level from the drop-down list box and state (in which agency mapped). Hierarchy level to be selected for which the drawing limits needs to be carried out. The user clicks on **"Search**" button and the System display the Agencies that have been mapped at that level in the Scheme.

nancial Managem	ent System-PFMS		Welcome: User Type: AGENCYADM		Change Password
General of Accounts, Minis	try of Finance (termety CPSMS)		Agency: KENDRIYA VIDYALAYA RAI Agency Unique Code: UKDD00008061 Financial Year: 2021-2022	01:01:29 PM	Login History English 🗸
		Add/ Updat	e Drawing limits by PD/CN	IA	
Scheme	World Class Institutions (3254)	×	Hierarchy Level	State Level	•
		Search Agenc	y for Expenditure Allocation		
Agency Name:			Unique Code:)
Agency Type:	••All	•	State:	Select V]
			Search		

2) The system displays the **"Central Nodal Agency/Parent Agency**" it's Central Nodal Account Number for the Scheme in the selected state. There are three sections "Allocation Limit", "Balance Limit" and "Update limits by Amount".

a. The Allocation Limit section displays the already set limits for the Agency

b. The Balance Limit section displays the Balance Expenditure and Balance Child Limit that can further be set by the Agency.

c. The Update limits by Amount section allows user to enter the amount (+ or -) by which the user wants to update the amount.

3) The agencies mapped at the selected level will be displayed in the grid in below screen. The User need to enter the **Total Limit (+/-)** and the **Expenditure** Limit (+/-). The **Limit for Child Agencies** is auto calculated and non-editable.

4) The User need to click on "Save" button, to save the selected Agency Drawing Limit.

Note: In case of more than once Child Agencies the user needs to save each Agencies Limits one by one.

PFMS

ancial Ma General of Acco	Incial Management System-PFMS Ineral of Accounts, Ministry of Finance (Insure) CFISMS) Add/Update Drawing Limits By PD/CNA Scheme World Class Institutions (3524) VIEW Hierarchy Level State Level VIEW								Cur En	nge Password rain History Iglish 🗸
	Scheme World Class Institutions	(3524)	~		Hierard	hy Level State	Level		~	
			Search Age	ncy for Expe	nditure Allocati	on				
Ag	ency Name:)		Uniqu	ve Code:				
	pency Type:All	~]			State: UTTA	RAKHAND	~		
	Search									
Agency Code	Central Nodal /Parent Agency	Total Limit	Expenditure Limit	Limit f	or Child Ba ncies	ilance Expend Limit	liture Bala	nce Child's Limit	Central Nodal A	ccount
UKDD00008061	KENDRIYA VIDYALAYA RAIWALA	16944800.00	5857200.00	11087	600.00	5736168.00	11	029684.45	8978978987854	1567
	Child Agency	Total Limit	Expenditure Limit	Limit for Child Agencies	Balance Expenditure Limit	Balance Child's Limit	Total Limit (+/-)	Expenditure Limit (+/-)	Limit for Child Agencies (+/-)	Action
SUPER 1	SIGN INDUSTRIES [UKHA00007583]	37000.00	15000.00	22000.00	15000.00	22000.00	•	0		Save
	TYUD15 [UKCL00007352]	0.00	0.00	0.00	0.00	0.00	0	0		Save

Note: In case a parent agency is carrying out allocation for its child agency then in logged in Agencies limits will be displayed.

3.9 Add New Expenditure entry by Agencies

The User Navigates to Expenditure>Add New and the page "Create Expenditure Details" opens

Advances	Þ			
Expenditures	Þ	Add New		
Bank	Þ	Manage	diture Entry	
Misc. Deduction Filing	D	TSA New Expendi		

<u>Please note</u>: Add new Expenditure process is same as earlier, only the "Agency Account Choice" option is added on this page (as highlighted in screen).

User needs to select the appropiate account choice.

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74827/2022/PFMS	3
-----------------	---

|--|

Public Fina	ncial Managemen	t System-PFMS		User Type: AGENCYDO Agency: Demo_pfms	Tot Dange
0/o Controller G	neral of Accounts, Ministry of	of Finance		Agency Unique Code: DLIN0000198 Financial Year: 2022-2023	05:11:30 PM Englis
			Create Expe	nditure Details	
6	enditure Header:				
gement		Scheme: * .			
			3970 - MA(Central Nodal Agency scation	*	Customization Name
				,	
		Project	-Selecto		
P		Agency Account Choice:	CNA	v .	
P		Bank Account:	7755123 - TESTR - HOPC BANK LTD	*	
P					
Ð		Expenditure Done For:	Vendors	¥	
Þ		Vendor Name	Vendor Name)	lender (Enter minimum 3 characters to	
		Letter/Office Order No.:	10/06/2022 exp ona		
D	Office Orde	r Letter Attachment (if any)	Choose File No file chosen	Upload	
D		Uploaded Sanction Letter	Note: Only files of type jpg, prig, and p	per or size not more than 4005 are allowed.	
D		Sanction Date:	10-06-2022		
		Actual Transaction Date:	10/06/2022		
		Total Available Amount	4900.00		
P		Total Amount:	1		
D					
		V Letter/Office Order No.: *	endor Name) 0/08/2022 eyn cna		
V	Office Order	Letter Attachment (if any):	Choose File No file chosen	Upload	
		N	ote: Only files of type jpg, png, and pdf of	size not more than 4MB are allowed.	
P		Oploaded Sanction Letter: Sanction Date: *	0/08/2022		
:ess 👂		Actual Transaction Date: *	0/08/2022		
D		Total Available Amount:	980.00		
D		Total Amount: *			
D		R Narration: * o	upees one only		
, D			~	li	
D		Voucher Number:			
ion Filing 🛛 🖒	Scheme Component Details:				
ertificate	Scheme		Select Scheme component	Expense Percenta	ige: Amount: Add
ystem Integration[>	(Enter mir	imum 3 characters to Scheme C	omponents)	Revenue Capital	
	Scheme C	omponent	mount Componen	nt Tax AmountBalar	ce Amount Expense Type
	[2270393] [1.2]TEST1	2	1.00 0.00	0.00	Revenue
	Remove				
	T-1-1 4	4.00			
	Component Amount:	1.00			
	Balance Amount:	0.00			
			Save	et Back	
	At	out Us Site Map Privacy Polic	V Contact Us ©2009 Public Financial Ma	nagement System. All Rights Reserved.	

On successful, the below success message appears on screen.

	Public Fi 0/a Controlle	inancial Management System-PFMS r General of Accounts, Ministry of Finance	5.	Welcome: demo d User Type: AGENCYDO Agency: Demo_pfms Agency Unique Code: DLIN00001984 Financial Year: 2022-2023	[demoto] Logout Change Password Login History 05:10:30 PM English ✓
AdhocReports			Create Expenditur	e Details	
lome		Expenditure Header:			
Scholarship Man	agement	Scheme: *	3970 - Má/ Central Nodal Agency		stomization Name
Jser Manuals			Location	TES	T[CNA]
ISA			Select Agency MappingAgency	State Scheme	
My Account				Level	
Jsers		The Transact	Demo_pfms N/A ion has been saved successfully with Voucl	DELHI State	
-Payment			BP-2022-23-3		
lealth Module		Agency Acco Ba			
Sanctions			Ŭĸ		
Reports		Expenditure Done For: *	Vendors	Y	
My Details		Vendor Name:	[828030219]ANKIT [VAININ Select Vendor (Ente	r minimum 3 characters to	
Masters		Letter/Office Order No.: *	10/08/2022 exp cna		
My Schemes		Office Order Letter Attachment (if any):	Choose File No file chosen U	pload	
Agencies		Uploaded Sanction Letter:			
AT MIS Process		Sanction Date: *	10/08/2022		
My Funds		Actual Transaction Date: *			
Fransfers		Total Amount: *			

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51

Page 24 of 27

3.10 Add New Advance entry by Agencies

The User Navigates to Advances>Add New and the page "Create Funds Advance" opens

Transfers	D	Scheme O	omnonent Details:	vouc
Advances	Þ	Add new		
Expenditures	Þ	Manage Add New Fund Advance		ers to S
Bank	Þ	Advance		

<u>Please note</u>: Add new advance process is same as earlier, only the "Agency Account Choice" option is added on this page (as highlighted in screen).

User needs to select the appropiate account choice.

		Create Fr	unds Advances	
Funds Advance Header		Create II		
Sch	eme: •	3970 - MA(Central Nodal Agency	~	Customizatio
		Location		Castolinguts
				Adv. 01[CNA]
Pro	iect:	Select	~	
Agency Account Cho	ice: *	CNA	~	
Bank Acco	unt: •	7755123 - TESTR - HDFC BANK LTD	~	
Vendor/Benefic	iary •	Vendor OBeneficiary		
Vendor Na	mei	[828030219]ANKIT [VAININ Select Vendor	Select Un-Settled Amount	
		(Enter minimum 3 characters to Vendor Nan	ne)	
		Mapped UnMapped vendors Add New vend	ter.	
Lattas/affica andas	Nov	10/08/2022 ADV CNA		
Letter/onice order	140.1	10/02/22 907 0194		
Office Order Letter Attachment (if a		Choose File No file chosen	Upload	
once order cetter strachment (if a	ay):	Note: Only files of type jpg, png, and pdf of	size not more than 4MB are allowed.	
Uploaded Office Order Let	tter:			
Exection D		10/08/2022		
Sunction D	ate:	1000-2022		
Actual Transaction D	ate: *	10/08/2022		
		4070.00		
Bank Account: *	2230-00-1002	R. HOPC BANK LTD		
Vendor/Beneficiary *	8 ventor	O terreficary		
Vandor Name:	(1210)2-13/AAK	7 (viAm) Select Vender: Select Un-Setting Amount		
	(Enter minimum) Terrori Uniferen	Februaries to Vender Name) Evendent, Add New vender		
Latter/office order No. / *	10/08/2022 ADV	DeA.]	
Office Order Latter Attachment (if any):	Choose File N	a The channer Uppinger		
Upleaded Office Order Letters	note: Only files of	right (pg, proj. and pet of size not more than 498 are allowed.		
Sanction Date: *	10082122	3		
Actual Transaction Date: *	1048-2022	3		
Available Balance Amount:	4079.00			
Advance Amount: *	1			
Add New	Aupres one only ok			
Ranapa		6		
TSA New Youcher Number:				
fighting Components			Percetage	Arrevett
Descripted File Components)		and some control from woman		
Scheme Component		Amount Cr	empenent Tax Amount	Balance Amount
(117070) (117070		1.00 0	1	
Rentue				
Total Amount: 1.00				
Component Amount: 1.00				
Balance Amount: 0.10				

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Page 25 of 27
	ess message appears on s	creen.				
Financial Management System-PFMS ler General of Accounts, Winistry of Finance		Welcome: User Type: Agency: D Agency Ur	demo d : AGENCYDO Demo_pfms Injue Code: DLIN000001984 (www. 2022-2023			(demo Chang Log
	Create Funds Advan	es			03130130 PM	
Funds Advance Header:						
Scheme:			Agency Location	Customization	Name	
	Select Agency MappingAgency State Scheme Hierarchy Level @ Demo.gfms In UNXYY DEMI N/A DEMI State			Adv 01(CNA)		
Project:	Select	¥				
Agency Account Choice:						
Bank Account:						
Vendor/Beneficiary	® Vendor O Beneficiary					
Vendor Name:	R22030219JANKIT (VAINN) Select Vender Select Un-Settled Amount (Enter minimum 3 characters to Vender Name) Neonon (IMN) The Transaction has been saved survesfully with Vender Name)	mher				
Letter/office order No.:	BD-2022-23-4					
Office Order Letter Attachment (if any):	Choose File					
Uploaded Office Order Letter:	Note: Only ni					
Sanction Date:	10/08/2022					
Actual Transaction Date:	* 10/08/2022					
> Available Balance Amount:						
> Advance Amount:						
) Nerritier	Rupees one only ok					

3.11 Bulk Customization using Excel by Agencies

The User Navigates to Masters>Bulk Customization>Bulk Customization using Excel and the page "Bulk Customization using Excel" opens

My Details			
Masters D	Bulk Customization	Bulk Customization	on using Excel
My Schemes	Beneficiary Management	Manage	Bulk Customization using Excel
Agencies D	Vendors D		
EAT MIS Process	Locations		

Please note:

- **1.** Bulk Customization using excel process is same as earlier, only the **"Agency Account Choice"** option is added on this page (as highlighted in screen).
- 2. In CNA case the balance would be deducted after approval.

If the scheme is central sector scheme and CNA marked for model 2 then Agency account choice option will appear to user as below & user need to select the apporopiate account choice.

Case: Module is "Expenditure"

74827/2022/PFMS

PFMS

: Fi raller	naı Ger	ncial Manageme neral of Accounts, Winist	ent System-PFMS (semarty CPSNIS) ry of Finance	Welcome: demo d User Type: AGENC Agency: Demo_pfr Agency Unique Cod Financial Year: 202	7DO ns 1: DLIN00001984 2-2023	10:05:31 AM	[demodo] Change Pa Login H English
			Bulk Custom	ization Using Excel			
		Scheme :	3962 - TEST SCHEME REGISTRATION CNA	Customization Name :			
		Project :	Select V	Module:	Expenditure	O Advances O Transfers	
		Template :	Excel_Based_Bulk_Customization_Epayment	Vendors :	Vendors O Beneficia	aries	
D		Select Excel File:	Download Template	AgencyAccountChoice :	CNA		~
D				Bank Account:*	887755 - TEST - HDFC B	ANK LTD 🗸	
D			Upload File	Payment Mode:	C EPaymentUsingPrintA	dvice	
D					O EPaymentUsingDigita	lSignature	
	L	-					
-							

Case: Module is "Advance"

olic Fina	ncial Manager	ment System-PFMS		Welcome: demo d User Type: AGENCY Agency: Demo_pfn	rDO ns		[demodo] Log Change Passi
Controller Ge	eneral of Accounts, Min	istry of Finance		Agency Unique Code Financial Year: 2023	: DLIN00001984 2-2023	10:02:40 AM	English Y
			Bulk Customiz	ation Using Excel			
	Scheme :	3962 - TEST SCHEME REGISTRATION CNA	~	Customization Name :			
	Project :	-Select V		Module:	O Expenditure	vances O Transfers	
	Template :	Excel_Based_Bulk_Customization_Epayment	~	vendors :	Vendors O Beneficiaries		
D	Select Excel File:	Choose File No file chosen		AgencyAccountChoice :	CNA		Y
D			•••••••	Bank Account:*	887755 - TEST - HDFC BANK LTE) v	
D		Upload File		Payment Mode:	O EPaymentUsingPrintAdvice		
D					O EPaymentUsingDigitalSignatu	re	
D							
D						Defrech	Ilalaad History

Case: Module is "Transfer"

Transfer transcations are not allowed in CNA

Public Fine D/o Controller B	ancial Management System-PF eneral of Accounts, Ministry of Finance	FMS (CENES)	Welcome: demo d User Type: AGENC Agency: Demo_pf Agency Unique Cod Financial Year: 202	YDO ms e: DLEN00001984 12-2023	10:02:38 AM	(demodo) Lo Change Passo Login Hist English
AdhocReports Home		Bulk Custom	ization Using Excel			
Scholarship Hanagement		Transaction are not all	owed in SNA/CNA S	chemes.		
User Nanuals	Project :		Customization Name : Module:	O Expenditure O	Advances 🖲 Transfer	
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