

Standard Operating Procedures (SOP)

समग्र शिक्षा के अंतर्गत SNA प्रक्रिया के क्रियान्वयन हेतु प्रदेश के समस्त विद्यालय प्रबंध समिति (SMC) द्वारा PFMS पोर्टल के माध्यम से भुगतान / व्यय किये जाने का SOP

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

Login

Greater Transparency and Accountability

Todays Transactions Count: 46,80,207 Amount (Crores): 1,359	FY 2022 - 23 Transactions Count: 71,36,71,061 Amount (Crores): 20,17,170	Know your Payments Track NSP Payments	Get Login Details If Agency is already registered
What's New ?	PFMS DashBoard	Help Desk	Manage Registered Agency

13 banks are enabled for SNA model-1 Click here model-1 bank list. 8 banks are enabled for SNA model-2 Click here model-2 bank list

Direct Benefit Transfer | Centrally Sponsored Schemes | Central Sector Schemes | Others | Notification

Prepared by:

PFMS Cell

विद्यालय प्रबंध समिति (SMC) द्वारा PFMS पोर्टल के माध्यम से भुगतान की प्रक्रिया प्रारंभ करने के पूर्व ध्यान रखने हेतु महत्वपूर्ण बिंदु

Website URL:- <https://pfms.nic.in/>

PFMS Scheme Code- UP113

Scheme Name- Samagra Shiksha (Elementary Education) U.P.



Implementing Agency- SMC's (विद्यालय प्रबंध समिति)

SNA Bank- बैंक ऑफ बड़ोदा (Bank of Baroda)

Stakeholders- प्रधानाध्यापक, सहायक अध्यापक, अध्यक्ष (विद्यालय प्रबंध समिति)

Payment Mode:- Print Payment Advice (PPA)

Roles:

क्र० स०	पदनाम	कार्य का विवरण
1	प्रधानाध्यापक	 PFMS पोर्टल पर Agency Administrator एवं Agency Data Approver  PPA Signatory (हस्ताक्षरी)
2	सहायक अध्यापक	PFMS Agency Data Operator
3	अध्यक्ष (विद्यालय प्रबंध समिति)	PPA Signatory (हस्ताक्षरी)

SMC's द्वारा PFMS Portal के माध्यम से भुगतान/व्यय करने की SOP

- ❖ सर्वप्रथम PFMS पोर्टल पर यह सुनिश्चित कर लिया जाय की विद्यालय पंजीकृत है अथवा नहीं |
- ❖ यदि नहीं तो प्रधानाध्यापक अपने सम्बन्धित BRC से सम्पर्क स्थापित कर पंजीकरण करायें |
- ❖ यदि हाँ तों, अपने जनपद / ब्लॉक के मास्टर ट्रेनर से सम्पर्क स्थापित कर Login ID एवं Password प्राप्त करें |
- ❖ समग्र शिक्षा के अंतर्गत SMC's हेतु खोले गए की मैपिंग की स्थिति |

किसी भी विद्यालय / SMC's को PFMS पोर्टल पर कार्य करने के पूर्व किये जाने वाले कार्य-

तीन यूजर्स की Login ID एवं Password प्राप्त करले :

- ✚ Agency Admin- विद्यालय के प्रधानाध्यापक / इंचार्ज
- ✚ Data Operator- विद्यालय के सहायक अध्यापक / शिक्षा मित्र (यदि सहायक अध्यापक का पद रिक्त है |)
- ✚ Data Approver- विद्यालय के प्रधानाध्यापक / इंचार्ज

तीन यूजर्स की PFMS पोर्टल पर कार्य :

Agency Admin:

- ✚ लिमिट कितनी प्राप्त है (वर्तमान वित्तीय वर्ष हेतु)
- ✚ पेमेंट Mode (Print Payment Advice) एक्टिवेट करना |
- ✚ Data Operator एवं Data Approver का पंजीकरण करना |

विद्यालय स्तर पर Agency Data Operator (सहायक अध्यापक) का PFMS पोर्टल पर कार्य:-

- ✚ वेंडर की मैपिंग एवं पंजीकरण |
- ✚ Expenditure बनाना एवं Submit (सबमिट) करना |

विद्यालय स्तर पर Agency Data Approver (प्रधानाध्यापक) का PFMS पोर्टल पर कार्य:-

- ✚ Data Operator द्वारा बनाये गये Expenditure को चेक करके Approve करना तथा उसका PPA Generate कर बैंक ऑफ बड़ोदा (Bank of Baroda) के सम्बन्धित शाखा में ज़मा करना तथा शाखा प्रबंधक से समन्यव स्थापित कर भुगतान की प्रक्रिया पूर्ण कराना |

नोट- विद्यालय स्तर पर Pity Cash की आवश्यकता पड़ने पर, प्रधानाध्यापक / इंचार्ज स्वयं को बैंक के रूप में पंजीकृत कर अधिकतम रूपये 5000 /- तक व्यय कर सकते हैं |

विद्यालय स्तर की समस्त तकनीकी समस्या अथवा किसी अन्य समस्याओं के निराकरण हेतु ब्लॉक/ जनपद स्तर के मास्टर ट्रेनर से सम्पर्क कराया जाना होगा यदि उनके द्वारा समस्या का निराकरण नहीं किया जा रहा है या विलम्ब किया जा रहा है तो राज्य स्तर पर गठित पांच (05) लोगों से सम्पर्क स्थापित किया जा सकता है |

Process Flow (User Manuals) for PFMS

समग्र शिक्षा के अंतर्गत SNA प्रक्रिया के क्रियान्वयन हेतु प्रदेश के समस्त विद्यालय प्रबंध समिति (SMC) द्वारा PFMS पोर्टल के माध्यम से भुगतान / व्यय किये जाने का User Manual

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Stakeholders- प्रधानाध्यापक, सहायक अध्यापक, अध्यक्ष (विद्यालय प्रबंध समिति)

Payment Mode:- Print Payment Advice (PPA)

Roles:

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3	अध्यक्ष (विद्यालय प्रबंध समिति)	PPA Signatory (हस्ताक्षरी)

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3.2	Account Activation for E-payment
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1 Introduction

केंद्र प्रायोजित योजनाओं (CSS) के तहत राज्यों को जारी धनराशि की उपलब्धता, व्यय की बेहतर निगरानी एवं धनराशि फ्लोट को कम करने के लिए व्यय विभाग, वित्त मंत्रालय, भारत सरकार द्वारा 2009 में PFMS पोर्टल को लांच किया गया तथा PFMS एक वेब आधारित एप्लिकेशन है |

जिसका मुख्य उद्देश्य भारत सरकार के सभी योजना योजनाओं के तहत जारी धनराशि के अंतिम उपयोगकर्ता की सुविधा, ट्रैकिंग और निगरानी करना है।

व्यय विभाग, वित्त मंत्रालय, भारत सरकार ने केंद्र प्रायोजित योजनाओं (CSS) के तहत धनराशि जारी करने की प्रक्रिया में संशोधन कर प्रत्येक राज्य सरकार को संशोधित प्रक्रिया को लागू करने के हेतु प्रत्येक CSS हेतु एक सिंगल नोडल एजेंसी (एसएनए) नामित करेगी |

2 Brief Note on Process Flow

- ❖ विद्यालय प्रबंध समिति (Implementing Agency) हेतु बैंक ऑफ़ बड़ौदा में खोले गये ZERO BALANCE खाता को PFMS पोर्टल पर पंजीकृत हैं अथवा नहीं सुनिश्चित किया जाय |
- ❖ पंजीकरण के उपरान्त, प्राप्त login से 2-Users (Data Operator & Data Approver) बनाया जाना|
- ❖ Payment Mode(Print Payment Mode-PPA), Activate करना |
- ❖ सभी वेंडर्स की मैपिंग किया जायेगा |
- ❖ इसके बाद पैरेंट एजेंसी द्वारा चाइल्ड एजेंसी को लिमिट allocate किया जायेगा |

3.1 Creation of Users

पीएफएमएस को मेकर चेकर कॉन्सेप्ट के साथ डिजाइन किया गया है। इस उद्देश्य के लिए दो अलग-अलग Users को **Agency Admin** द्वारा **डेटा ऑपरेटर (Data Operator)** और **डेटा आप्रोवर (Data Approver)** के रूप में बनाया जायेगा । PFMS पोर्टल पर 3-Users बनाया जायेगा ।

Agency Admin: जब पैरेंट एजेंसी द्वारा अपने चाइल्ड एजेंसी को पंजीकृत किया जाता है और मुख्य लॉग इन क्रिएट होके रजिस्टर्ड ईमेल पर आ जायेगा । एजेंसी एडमिन के लॉग इन से **डेटा ऑपरेटर (Data Operator)** और **डेटा आप्रोवर (Data Approver)** का लॉग इन क्रिएट किया जायेगा ।

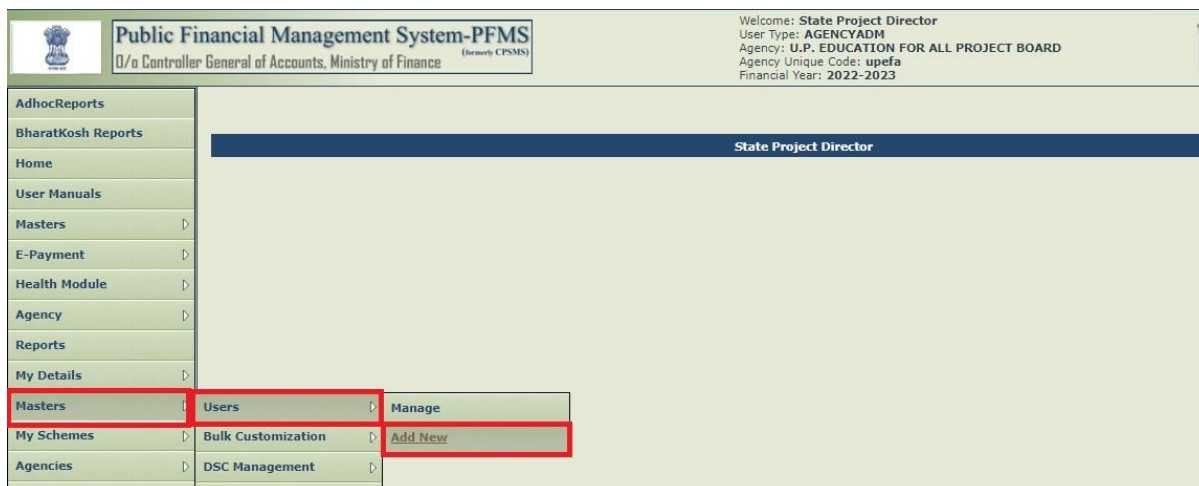
Agency Data Operator: डेटा ऑपरेटर सभी लेनदेन प्रविष्टियां करेगा और लेनदेन के सत्यापन और अनुमोदन/अस्वीकृति के लिए इसे डेटा आप्रोवर (चेकर) को जमा करेगा।

Agency Data Approver: जो भी डेटा ऑपरेटर की लॉग इन से सबमिट किया गया है उसका अनुमोदन किया जायेगा ।

3.1.1 Addition of New Users: Add New

User type: Agency Admin

User need to Login into the system and select from Menu - “**Masters>Users> Add New**” and the page “Create Agency Users” get opens.



The Users need to select the type of Users i.e. Agency Data Operator or Agency Data Approver from the dropdown list.

Public Financial Management System-PFMS
(formerly CPMS)

Welcome: State Project Director
User Type: AGENCYADM
Agency: U.P. EDUCATION FOR ALL PROJECT BOARD
Agency Unique Code: upefa
Financial Year: 2022-2023

D/o Controller General of Accounts, Ministry of Finance

Create Agency User

Type of User: --Select--
First Name: --Select--
Last Name: Agency Data Administrator
Agency Data Approver
Agency Data Operator
Email: Agency Data Operator
Phone No:
Mobile No:
Login ID:
(Login ID minimum 4 characters).

- ✚ First name & Last name is to be filled.
- ✚ Email ID is to be filled.
- ✚ Phone No. & Mobile No. is to be filled.
- ✚ Login ID is to be created by Agency Admin.
- ✚ Click on Submit.
- ✚ A message is displayed on screen for successfully registration.

Public Financial Management System-PFMS
(formerly CPMS)

Welcome: State Project Director
User Type: AGENCYADM
Agency: U.P. EDUCATION FOR ALL PROJECT BOARD
Agency Unique Code: upefa
Financial Year: 2022-2023

D/o Controller General of Accounts, Ministry of Finance

Create Agency User

Type of User: --Select--
First Name:
Last Name:
Email:
Phone No:
Mobile No:
Login ID:
(Login ID minimum 4 characters).

3.2. Account Activation for E-Payment

Agency admin will be activating the account for the E-Payment mode.

User type: Agency Data Approver

The Agency Maker user navigates to the Menu “Banks-> Accounts Activation” and the Page “Activation of Bank Account” opens.

Transfers
Advances
Scheme Allocation
Expenditures
Bank
Register/ Track Issue
Misc. Deduction Filing
Utilisation Certificate
Accounting System
Bank Printing Templates

Inter Bank Transfer
Manage Invalid Accounts
Manage Inter Bank
Enrol Account DSC
Reconciled Transactions
Signatory Configuration
Un-reconcile Transactions
Account Activation
Account Deactivation

Us | Site Map | P

The Users need to select the Schemes i.e. UP113- Samagra Shiksha (Elementary Education) and account from the dropdown list. Click on **Search**.

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

Welcome: efa.lucknow
 User Type: AGENCYADH
 Agency: SSA/DPO/Lucknow
 Financial Year: 2019-2020

(efa.lucknow) Logout
 Change Password

Activation of bank account

Scheme: * 1 result is available, use up and down arrow keys to navigate. Samgra Shiksha (Elementary Education) UP [UP113] Select Scheme

Account Number : 108701000013500

Search

Account status for Activation Approval

Account Number	Scheme Code	Status	UniqueCode-AgencyName-AgencyNameAsPerBankRecord	Created On	Account Activation Type	Effective From
108701000013500	UP113	Activated	UPLU00000002-SSA/DPO/Lucknow-ZILA BASIC SHIKSHA ADHIKARI SSA (GRANTS FOR CAPITA	14/01/2020	EPaymentUsingPrintAdvice	14/01/2020
108701000009023	3667	Activated	UPLU00000002-SSA/DPO/Lucknow-SARVA SHIKSHA ABHIYA GRANT IN GENERAL.PRAVEEN MANI TRIPATHI,SATISH KUMAR	10/01/2020	EPaymentUsingPrintAdvice	10/01/2020
108701000009023	UP113	Activated	UPLU00000002-SSA/DPO/Lucknow-SARVA SHIKSHA ABHIYA GRANT IN GENERAL.PRAVEEN MANI TRIPATHI,SATISH KUMAR	14/01/2020	EPaymentUsingPrintAdvice	14/01/2020

All the Account No. registered by the agency against the scheme will appear below for activation. Click on the check box, select activation type and click on Submit.

Activation of bank account

Scheme: * Samgra Shiksha (Elementary Education) UP [UP113] Select Scheme

Account Number : 08700100016693

Search

Account Activation for Epayment

Total no of records: 1

Select	Account Number	Bank -Branch IFSCCode	UniqueCode-AgencyName-AgencyNameAsPerBankRecord	Effective Date	Account Activation Type
<input checked="" type="checkbox"/>	08700100016693	BOB-LUCKNOW-NARI(PARK RD) BARBANARHIX	upfa-U.R. EDUCATION FOR ALL PROJECT BOARD-SARVASHIKSHA ABHIYAN	15/01/2020	--Select-- EPaymentUsingPrintAdvice EPaymentUsingDigitalSignature

Submit

Account status for Activation Approval

No record found

Approval of activation of account will do by Bank Server automatically. It will show as pending action for e-payment. After sometime it will show as activated. After e-payment activation, all activation account will be visible.

Activation of bank account

Scheme: * Samgra Shiksha (Elementary Education) UP [UP113] Select Scheme

Account Number : 108701000013500

Search

Account Activation for Epayment

Total no of records: 1

Select	Account Number	Bank -Branch IFSCCode	UniqueCode-AgencyName-AgencyNameAsPerBankRecord	Effective Date	Account Activation Type
<input type="checkbox"/>	108701000013500	IOB-LUCKNOW-GOLDARWAZA CHOWK IOBA0001087	UPLU00000002-SSA/DPO/Lucknow-ZILA BASIC SHIKSHA ADHIKARI SSA (GRANTS FOR CAPITA	15/01/2020	--Select--

Submit

Account status for Activation Approval

Account Number	Scheme Code	Status	UniqueCode-AgencyName-AgencyNameAsPerBankRecord	Created On	Account Activation Type	Effective From
108701000013500	UP113	Activated	UPLU00000002-SSA/DPO/Lucknow-ZILA BASIC SHIKSHA ADHIKARI SSA (GRANTS FOR CAPITA	14/01/2020	EPaymentUsingPrintAdvice	14/01/2020

The Status may get activated automatically.

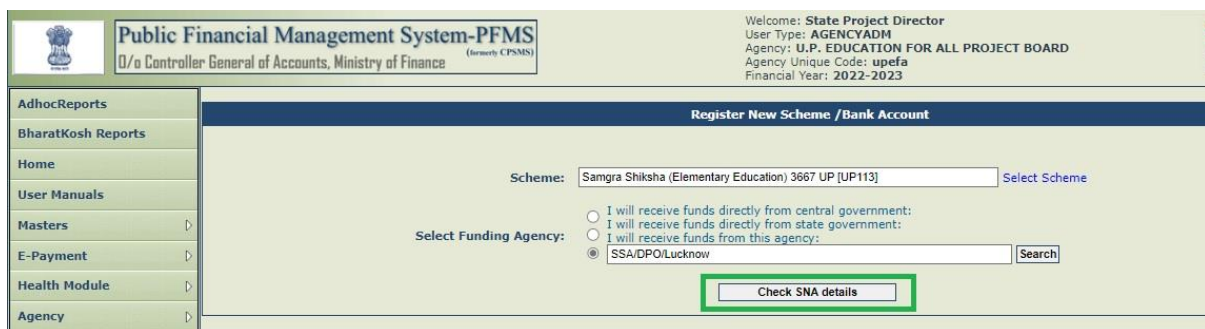
3.3 Registration New ZBSA Account in Scheme: Addition /Mapping new ZBSA Account

User type: Agency Admin

User need to Login into the system and select from Menu - “My Schemes>Register new Schemes” and the page “Register new Scheme/ Bank Account” get opens.



The Users need to select the Schemes i.e. UP113- Samagra Shiksha (Elementary Education) from the dropdown list, Select the funding agency and click on **Check SNA Details**.



- ✚ Select the Account Type- Zero Balance Subsidiary Accounts.
- ✚ Select the Bank Name.
- ✚ Select the Branch Name
- ✚ Enter the Account Number.
- ✚ Enter the Agency Name as per Bank
- ✚ Click on Agency Component wise mapping
- ✚ Click on Save.
- ✚ A message is displayed on screen for successfully registration.
- ✚ Approval will be done by the Parent Agency.

Register New Scheme / Bank Account

Scheme: Samgra Shiksha (Elementary Education) 3667 UP (UP113)

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:

Account type: Zero Balance Subsidiary Account

Bank Name: BANK OF BARODA

(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)

Branch Name: NEFT SERVICE CENTRE [BANK OF BARODA BUILDING, FORT, MUMBAI] (CBS)

Account No.:

 (Only accept Alphanumeric values: A to Z, a to z, 0 to 9)

Agency Name As Per Bank:

 Agency Account Scheme Component Mapping

3.4 Vendors:

PFMS पोर्टल पर कोई भी भुगतान करने के लिए सबसे पहले उस खाता संख्या को पोर्टल पर वेंडर के रूप में पंजीकृत करना पड़ता है | उसके बाद खाता बैंक से वेरीफाई किया जाता फिर डाटा ऑपरेटर पेमेंट के लिए Initiate कर सकते हैं |

3.4.1 Mapping of Vendors:

User type: Agency Data Operator

User need to Login into the system and select from Menu - “Masters>Vendors> Manage” and the page “Manage Vendors” get opens.

Sanctions	
Reports	
My Details	
Masters	Bulk Customization
My Schemes	Beneficiary Management
EAT MIS Process	Vendors
My Funds	Locations
Transfers	
Advances	
Expenditures	

- Manage
- Add New
- Account Revalidation
- Upload Vendors Data
- Bulk Mapping of Vendors

The Users need to select the Search criteria i.e. Vendors not mapped with me from the dropdown list, Enter the account number and click on **Search**.

Manage Vendor

Search criteria: Vendors not mapped with me

Vendor Name:

Unique Code:

Account Number: 30372993239

From Date:

To Date:

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Name	Vendor Type	Account Holder Name As Per Bank Record	Contact Detail	Unique Code	Bank Name	Account Number	IFSC Code	Created By	Created Date	Agency Status	Bank Status	Account Status
<input checked="" type="checkbox"/> A.Kalpana	Personal	KALPANAA	Pethanur Post Chinasalem via Kallakuruchi	A_33ceciDHS	STATE BANK OF INDIA	30372993239	SBIN0011069	DHSVILLUPURAMMaker	18/06/2012	NA	Success in Bank	Active

Vendor's details will be opened with Vendors Name, Account details and Bank Status. Data operator can map this vendor in own ID by clicking on check box and click on Map Vendors.

3.4.2 Addition of Vendors:

User type: Agency Data Operator

User need to Login into the system and select from Menu - **"Masters>Vendors> Add New"** and the page "Create Vendors" get opens.

E-Payment	▶	
Health Module	▶	
Sanctions	▶	
Reports		
My Details	▶	
Masters	▶	Bulk Customization ▶
My Schemes	▶	Beneficiary Management ▶
EAT MIS Process	▶	Vendors ▶
My Funds	▶	Locations ▶
Transfers	▶	Manage
Advances	▶	Add New
Expenditures	▶	Account Revalidation
		Upload Vendors Data
		Bulk Mapping of Vendors

The Users need to select the Vendors Type i.e. Personal, Commercial from the dropdown list.

Create Vendor

Type: Name:

Date of Birth (DD/MM/YYYY): Father/Husband Name:

Aadhaar Number:

GST Number: (GST Number maximum 15 characters.)

PAN Number:

Address1: Address2:

City: Address3:

Country: State:

District: Pin Code:

Mobile No: Not Available Phone No:

Email:

Bank Details

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

Account No:

- ✚ Enter the Name, DOB and Father Name.
- ✚ Enter the Address 1, Address2 and Address3.
- ✚ Select the Country, State and District, enter the area Pin Code.
- ✚ Enter the Bank Name.
- ✚ Enter the Bank Account No.
- ✚ Click on Add Bank Details.
- ✚ Click on Save.
- ✚ A message is displayed on screen for successfully registration.

Home | Scholarship Management | My Account | Users | E-Payment | Health Module | Sanctions | Reports | My Details | Masters | My Schemes | Agencies | EAT MIS Process | My Funds | Transfers | Advances | Expenditures | Bank | Misc. Deduction Filing | Utilization Certificate

Type: Name:

Date of Birth (DD/MM/YYYY): Father/Husband Name:

Aadhaar Number:

GST Number: (GST Number maximum 15 characters.)

PAN Number:

Address1: Address2:

City: Address3:

Country: State:

District: Pin Code:

Mobile No: Not Available Phone No:

Email:

Bank Details

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

Account No:

Bank Name	Branch Name	Account Number	Status	Delete	Action	Virtual Account
STATE BANK OF INDIA (Y)		1111111111	Active	✘		False

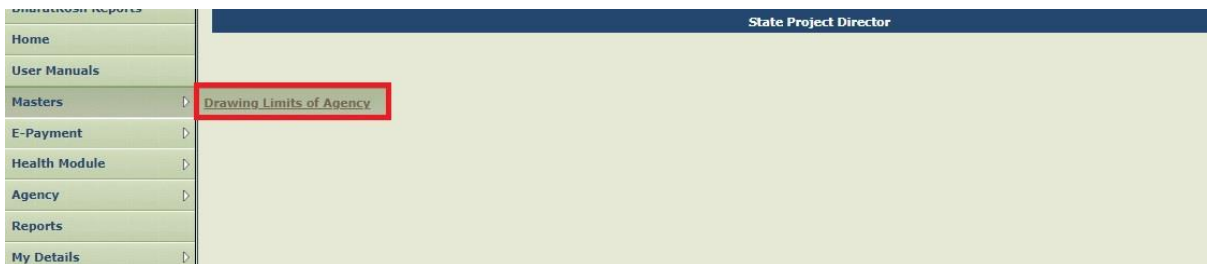
3.5 Agency wise Drawing Limit:

PFMS पोर्टल पर चाइल्ड एजेंसी को पैरेंट एजेंसी द्वारा लिमिट दी जाएगी और उसी लिमिट के अंदर ही चाइल्ड एजेंसी को भुगतान करना है ।

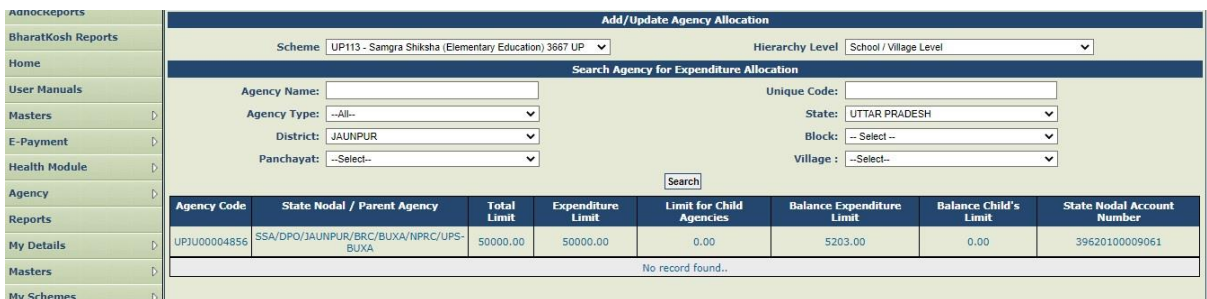
3.5.1 Drawing limit of the Child Agency:

User type: Agency Admin

User need to Login into the system and select from Menu - “**Masters>Drawing limits of the Agency**” and the page “Add Update Agency Allocation” get opens.



The Users need to select the Schemes i.e. UP113- Samagra Shiksha (Elementary Education), select the Hierarchy level, State and District from the dropdown list. Click on **Search**.



3.6 Child Agency EAT using ZBSA Accounts

3.6.1 Add New Expenditure

User type: Agency Data Operator

The Agency Maker user navigates to the Menu “**Expenditure>Add New**” and the Page “**Create Expenditure Details**” opens.



To create the expenditure, the User needs to select the Scheme, the Agency Account Type and Account No.

Create Expenditure Details

Expenditure Header:

Scheme: * U P113 - Samgria Shiksha (Elementary Education) 3887 UP
 Project: * --Select--
 Agency Account Choice: * Self
 Bank Account: * 08700100022587 - SS EE-SPO - BANK OF BARODA

Customization Name

PaymentOrder_758_SPO_Dailywages [ZBA]
 PaymentOrder_759_SPO_Contr_Staff [ZBA]
 PaymentOrder_06_SPO_Salary_Staff

Linked Sanctions:

Expenditure Done For: * --Select--
 Letter/Office Order No.: *
 Office Order Letter Attachment (if any): Choose File No file chosen Upload
Note: Only files of type jpg, png, and pdf of size not more than 4MB are allowed.

Uploaded Sanction Letter:

Sanction Date: *
 Actual Transaction Date: * 14/10/2022
 Total Available Amount: 209913225.00
 Total Amount: *
 Narration: *
 Voucher Number: *



Scheme Component Details:

Scheme Components: Select Scheme
component>
 (Enter minimum 3 characters to Scheme Components)

Expense Type Revenue Capital
 Percentage: Amount: Add

Total Amount:
 Component Amount:
 Balance Amount:

Save Reset Back

-  Select the Expenditure for Vendors and select the Vendors.
-  Enter the Office Order no. and Office order date.

Create Expenditure Details

Expenditure Header:

Scheme: * 9316 - National AIDS and STD Control Programme
 Project: * --Select--
 Agency Account Choice: * Self Parent Agency
 Bank Account: * 26700100005595 - U P STATE AIDS CONTROL SOCIETY

Customization Name




office_expenditure@1
 Bulk_Testing
 Payment to SarsojNagar_BPC- PS/UPS

Expenditure Done For: * Vendors
 Vendor Name: [246732212]NUPUR SHARMA (STI) [VAUPI] Select Vendor (Enter minimum 3 characters to Vendor Name)
 Letter/Office Order No.: * SSA/DPO/Testing Payment dtd 29-01-2019
 Office Order Letter Attachment (if any): Choose file No file chosen Upload
Note: Only files of type jpg, png, and pdf of size not more than 4MB are allowed.

Uploaded Sanction Letter:

Sanction Date: * 29/01/2020
 Actual Transaction Date: * 29/01/2020
 Total Available Amount: 99998790152.00
 Total Amount: * 1000
 Rupees one thousand only
 Narration: * SSA/DPO/Testing Payment dtd 29-01-2019 pending payment
 Voucher Number: *

Scheme Component Details:

-  Enter the total Amount and narration for Payment.
-  Select the Component, Expense Type i.e. Revenue and Amount.
-  Click on Save.

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

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

Uploaded Sanction Letter:
 Sanction Date: * 29/01/2020
 Actual Transaction Date: * 29/01/2020
 Total Available Amount: 99998790152.00
 Total Amount: * 1000
 Rupees one thousand only
 Narration: * SSA/DPO/Testing Payment dtd 29-01-2019 pending payment
 Voucher Number:

Scheme Component Details:

Scheme Components: Expense Type: Revenue Capital Percentage: Amount:

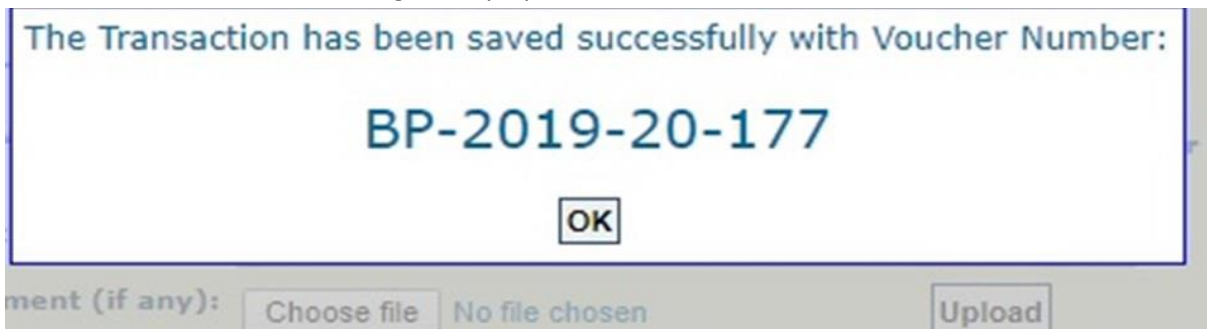
component
(Enter minimum 3 characters to Scheme Components)

<input checked="" type="checkbox"/>	Scheme Component	Amount	Component Tax Amount	Balance Amount	Expense Type
<input checked="" type="checkbox"/>	[646672] [L]USG-APAC	500.00	0.00	0.00	Revenue
<input checked="" type="checkbox"/>	[647135] [D]GF-III	500.00	0.00	0.00	Revenue

Total Amount: 1000.00
 Component Amount: 1000.00
 Balance Amount: 0.00

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A message is displayed on screen i.e. Voucher Number.



Select the Instrument Type i.e. **Print Payment Advice**.

Click on Add

Created By: guptado Created On: 29/01/2020
 Modified By: Modified On:
 Purpose for Expenditure: SSA/DPO/Testing Payment dtd 29-01-2019 pending payment Uploaded Sanction Letter:

Scheme Component Details:

Component Name	Amount	Tax Amount for Global Component	Balance Amount
[L] USG-APAC	500.00	N/A	500.00
[D] GF-III	500.00	N/A	500.00

Vendor/Beneficiary Details:

Account No.	Name	Amount
14560100817 - NUPUR SHARMA	Nupur Sharma (STJ)(VAUPLU00021915)	1000.00

Instrument Type

Instrument Type:

- Select--
- Select--
- Cheque
- DD
- RTGS
- ECS
- EPaymentUsingPrintAdvice**
- SLC
- FLC

A message will be appearing on the screen i.e. "Payee details have been confirmed successfully". Click on Submit for Approval to submit the expenditure for approval.

Purpose for Expenditure: SSA/DPO/Testing Payment dtd 29-01-2019 pending payment Uploaded Sanction Letter:

Payment Details:

Favouring	Cheque/Account No.	Amount	IFSC/MICR Code	Instrument Type	Instrument Date	NarrationForPassBook
NUPUR SHARMA	1498010100817	990.00	UTB10BKW566	EPaymentUsingPrintAdvice	1/29/2020 12:00:00 AM	Testing Payment

Bill Deduction Details:

Favouring	Deduction Type	Amount
NUPUR SHARMA_1498010100817_EPa	Accomodation Recovery	10.00

Scheme Component Details:

Component Name	Amount	Tax Amount for Global Component	Balance Amount
[L] USG-APAC	500.00	N/A	500.00
[D] GF-III	500.00	N/A	500.00

Vendor/Beneficiary Details:

Account No.	Name	Amount
1498010100817 - NUPUR SHARMA	Nupur Sharma (STI)(VAUPLU00021915)	1000.00

Payee details has been confirmed successfully

Payee Details Submit For Approval Back

3.6.2 Approval of Expenditure

User type: Agency Data Approver

The Agency Maker user navigates to the Menu “**Expenditure>Approve**” and the Page “**Create Expenditure Details**” opens

The screenshot shows a sidebar menu with the following items: My Funds, Transfers, Advances, Expenditures, Bank, Register/ Track Issue, Misc. Deduction Filing, Utilisation Certificate, and OLD UC. The 'Bank' menu item is expanded, showing sub-items: Manage, Approve (highlighted with a red box), Print Vendor PPA, and Manage Bulk Fund. The 'Expenditure' sub-item is also visible under the 'Utilisation Certificate' menu.

The Users need to select the Schemes i.e. UP113- Samagra Shiksha (Elementary Education) and status i.e. submitted from the dropdown list. Click on **Search**.

Manage Expenditures

Manage Expenditures

Scheme : UP113 - Samgra Shiksha (Elementary Education) ▼

Agency Account Choices: Self ▼

Bank Account : 08700100022567 - SS EE-SPO - BANK ▼

Project: --Select-- ▼

Sanction Number :

Status : Submitted ▼

Amount From :

Amount To :

Letter/Office Order No.	Debit Batch No.	Sanction Date	Actual Transaction Date	Amount	Scheme Code - Scheme Name	Project Name	Status
AO/PPMS/633/2022-23	C102218775497	10/10/2022	10/10/2022	20000.00	Samgra Shiksha (Elementary Education) 3667 UP		Submitted
AO/PPMS/634/2022-23	C102218783766	10/10/2022	10/10/2022	15458.00	Samgra Shiksha (Elementary Education) 3667 UP		Submitted

Click on Blue hyperlinks i.e. Letter/Office Order No. Click on Approve.

Account Number: 0870010002287 Agency Name in Bank: 00 EESPO

Plan Scheme: UP113-Samgra Shiksha (Elementary Education) 3667 UP Project: Bank name: BANK OF BARODA

Status: Submitted Remarks: Created On: 13/10/2022

Amount: 20000.00 Modified On: 13/10/2022

Created By: upefaspo_do Modified By: upefaspo_do

Narration: MEDIA Uploaded Sanction Letter: 633 Krishna Bihari Trivedi Oct.pdf

Payment Details:

Favouring	Cheque/Account No.	Amount	IFSC/MICR Code	Instrument Type	Instrument Date	NarrationForPassBook
GIRJESH LATA WO KRISHN BIHARI	514002010001056	18000.00	UBIN0551406	EPaymentUsingPrintAdvice	10/13/2022 12:00:00 AM	

Bill Deduction Details:

Favouring	Deduction Type	Amount
GIRJESH LATA WO KRISHN BIHARI	TDS	2000.00

Scheme Component Details:

Component Name	Amount	Tax Amount for Global Component	Balance Amount
[F.01.31.01.09] Media and Publicity Documentation	20000.00	N/A	20000.00

Vendor/Beneficiary Details:

Account No.	Name	Amount
514002010001056 - GIRJESH LAT	KRISHNA BIHARI TRIVEDI(Pension00001252)	20000.00

Approve/Reject Back

Expenditure has been approved. A message will be appear on the screen i.e. "Successfully Saved for Approved". Click on the Print Payment Advice for the downloading/printing of PPA and the expiry date. Click on the Print Payment Advice, a pop up box is generated and expiry date.

Agencies: EAT MIS Process, My Funds, Transfers, Advances, Expenditures, Bank, Register/ Track Issue, Misc. Deduction Filing, Utilisation Certificate, OLD UC

Payment Details:

Favouring	Cheque/Account No.	Amount	IFSC/MICR Code	Instrument Type	Instrument Date	NarrationForPassBook
NUPUR SHARMA	1498010100817	990.00	UTBI0BKW566	EPaymentUsingPrintAdvice	1/29/2020 12:00:00 AM	Testing Payment

Bill Deduction Details:

Favouring	Deduction Type	Amount
NUPUR SHARMA_1498010100817_EPa	Accommodation Recovery	10.00

Scheme Component Details:

Component Name	Amount	Tax Amount for Global Component	Balance Amount
[L] USG-APAC	900.00	N/A	900.00
[D] GF-III	900.00	N/A	900.00

Vendor/Beneficiary Details:

Account No.	Name	Amount
1498010100817 - NUPUR SHARMA	Nupur Sharma (STI)(VAUPLU00021915)	1000.00

PPA Expiry Date : 08/02/2020

Print Payment Advice Back

For Downloading PPA, Click on Print Payment Advice

PPA Expiry Date : 08/02/2020

Print Payment Advice Back

PFMS Generated Print Payment Advice

Approval date in PFMS: 29 Jan 2020

Expiry date of PPA PFMS: 08 Feb 2020

PAN No.: LKNU05539C

Note For Branch:

Contact Details	BANK	PFMS
Name:	Level 1 - Pankaj Kirar, Level -2 Tarvinder Kaur	
Email :	gb.delhi@bankofbaroda.com	Helpdesk-pfms@gov.in
Phone No. :	Level 1- 022-66983053, Level 2- 022-66983055	011-23343860

Word, Excel, PowerPoint, PDF, TIFF file, Data Feed

3.6.3 Print Payment Advice

PFMS Generated Print Payment Advice		
Approval date in PFMS: 29 Jan 2020		Payment Advice No.: C101703877106
Expiry date of PPA PFMS: 08 Feb 2020		Advice Print Date : 29 Jan 2020
PAN No. : LKNU05539C		TAN No.: LKNU00699G
Note For Branch:		
Contact Details	BANK	PFMS
Name:	Level 1 - Pankaj Kirar, Level -2 Tarvinder Kaur	
Email :	gb.delhi@bankofbaroda.com	Helpdesk-pfms@gov.in
Phone No. :	Level 1- 022-66983053, Level 2- 022-66983055	011-23343860
Note:		
<p>The Branch Head BANK OF BARODA GOMTI NAGAR Branch</p> <p>We authorise the bank to debit our undernoted account maintained with the bank with batch amount and credit the beneficiary(ies) [#1] as per ANNEXURE-I uploaded to bank's central system through PFMS O/o CGA.</p> <p>Bank Account No. 26700100005595 Total Amount of Debit : Rs 990.00 (Amount in words : Nine Hundred Ninety) Batch No. C101703877106</p> <p>No. Of Beneficiaries as per Annexure-I. Agency Seal</p> <p>..... (Sign by Authorized Signatory) (Sign by Authorized Signatory)</p> <p>Name - _____ Name - _____</p> <p>Designation - _____ Designation - _____</p> <p>Mobile No - _____ Mobile No - _____</p> <p>_____ _____ Agency's Copy (Branch Acknowledgement)</p> <p>To,</p>		

This is Print Payment Advice which is signed by the Signatory Authority for the payment of Vendor and submitted to the respective Bank.

4. State PFMS Cell

Sr. No.	Contact Name	Designation	Mobile No.	Email ID
1.	Sarvesh Kumar	Incharge (PFMS Cell)	9140906811	Spo.pfms@gmail.com
2.	Bipin Kumar Shukla	PFMS Specialist	9899071128	
3.	Durgesh Kumar Prajapati	PFMS Assitt.Specialist	8765389869	
4.	Manoj Kumar Gupta	PFMS Assitt.Specialist	9999399558	
5.	Amrit Kumar Jaiswal	PFMS Assitt.Specialist	8318336385	

विद्यालय प्रबंध समिति हेतु

FAQ (Frequently Asked Questions)

Ques: - समग्र शिक्षा में PFMS क्यों?

Ans: व्यय विभाग वित्त मंत्रालय तथा शिक्षा मंत्रालय, भारत सरकार एवं वित्त विभाग उत्तर प्रदेश द्वारा प्राप्त दिशा- निर्देशों के क्रम में विभाग / योजना के अंतर्गत समस्त इकाईयों (इंप्लीमेंटिंग PFMS क्रियान्वयन हेतु एजेंसी) में PFMS के SNA प्रक्रिया का क्रियान्वयन किया जाना है ।

Ques: - विद्यालय प्रबंध समिति (SMC) की भूमिका?

Ans: समग्र शिक्षा के अंतर्गत SMC द्वारा पूर्व में भुगतान चेक/ NEFT/ RTGS के माध्यम से किया जाता रहा है किन्तु SNA प्रक्रिया के लागू होने से अब समस्त भुगतान PFMS पोर्टल के माध्यम से ही किए जाएंगे ।

Ques: - विद्यालय स्तर पर प्रधानाध्यापक, सहायक अध्यापक, व अध्यक्ष, SMC का SNA प्रक्रिया के अंतर्गत की भूमिका?

Ans: 1.प्रधानाध्यापक

- a) Agency Administrator
- b) Agency Data Approver
- c) PFMS पोर्टल से जारी Print Payment Advice (PPA) पर हस्ताक्षरी

2.सहायक अध्यापक

- a) Agency Data Operator

3.SMC अध्यक्ष –

- a) PFMS पोर्टल से जारी Print payment advice (PPA) पर हस्ताक्षरी ।

Ques: - PFMS पोर्टल पर किसी वेंडर की भुगतान कि प्रक्रिया क्या है

Ans: पी.एफ.एम.एस. पोर्टल के माध्यम से भुगतान करने हेतु सर्वप्रथम वेंडर/ व्यक्ति को विवरण एवं खाता संख्या पंजीकृत करना होगा । उसके बाद PFMS पोर्टल से Expenditure बनाकर एवं Print payment advice (PPA) Genrate कर सम्बंधित शाखा को जमा करना ।

Ques: - विद्यालय स्तर पर आ रही तकनीकी समस्याओं का निराकरण कैसे किया जाएगा ।

Ans: प्रत्येक जनपद में अपने स्तर से उक्त समस्याओं के निराकरण हेतु मास्टर ट्रेनर नामित कर प्रशिक्षित किए गए हैं। जिनके द्वारा विद्यालय स्तर की समस्त समस्याओं का निराकरण किया जाएगा। उक्त प्रशिक्षित मास्टर ट्रेनरों की सूचना जनपद के जिला बेसिक शिक्षा अधिकारी से प्राप्त कर सकते हैं ।

Ques - विद्यालय स्तर पर भुगतान करने हेतु यूजर मैनुअल (User Manual) इत्यादि है ।

Ans: हाँ, विद्यालय (SMC) द्वारा भुगतान करने संबंधी निम्न दिशा निर्देश या डॉक्यूमेंट दिए गए हैं-

- Standard operating procedure (SOP)
- User manual
- Stop wise procedure
- Frequently asked questions

Ques- क्या Problem solving हेतु राज्य स्तर पर कोई सहायता प्रदान की जाती है

Ans: हाँ, राज्य स्तर पर 5 तकनीकी, अधिकारियों का सेल गठित है।