

(A Society under Education Department, Govt. of NCT of Delhi) Lucknow Road, Delhi-110054 Ph: 23810508, 23811442 Email:- spd\_delhi@rediffmail.com

No. DE-29/SS/Acctts./2021-22/22/0-40

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Dated: 28 09 2021

# CIRCULAR

# Subject: <u>Instructions issued for the Implementation of Revised Procedure for</u> <u>release of funds under Centrally Sponsored Scheme (CSS) of</u> <u>Samagra Shiksha down the ladder in Delhi</u>

It is to be informed that for the Implementation of the Revised Procedure for release of funds under Centrally Sponsored Scheme (CSS) of Samagra Shiksha, Single Nodal Account has become functional at the level of Samagra Shiksha Head Quarters and accordingly Zero Balance Subsidiary Accounts have also been opened by the various Implementing Agencies (DPOs, SCERT, DIETs, all Municipal Corporations, DCB, HOS etc.) at various levels.

2. The Single Nodal Account and Zero Balance Subsidiary Accounts have been opened with Union Bank of India. The most important fact related to Modified/Revised Procedure is that the fund will remain in the Single Nodal Account and the IAs would be authorized to draw the amount upto the predetermined limit as decided by the competent authority of the Single Nodal Agency. The IAs down the ladder will be able to make necessary expenditure from the amount as authorized by Single Nodal Agency. As a result, the Zero Balance Subsidiary Account will always have zero balance at the end of the day resulting in no parking of fund and Utilization Certificate would not be required from IAs.

3. Since the Modified/Revised Procedure for release of fund is a new procedure, suitable instructions are needed to be shared with the IAs for the smooth implementation of the revised procedure. It is a well known fact that IAs at the level of school have already been registered and mapped on PFMS Portal at DPO level. But now the Zero Balance Subsidiary Accounts which have been opened recently with Union Bank of India by various IAs need to be linked with Single Nodal Account of SNA.

4. In this regard, in continuation of all guidelines / circulars regarding the Implementation of Modified Procedure on PFMS Portal for Centrally Sponsored Scheme of Samagra Shiksha, it is emphasized that action is

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needed to be taken by various IAs down the ladder i.e. School level for which the instructions are very essential to be followed.

- a. The illustrative tutorial of Flow Chart and Step by Step Manual is appended herewith as Annexure I.
- b. Further, in this regard a face to face Orientation Programme has been scheduled at 3:00 PM on 30.09.2021 at MP Hall of Sarvodaya Vidyalaya, Lucknow Road, Timarpur, Delhi in which all DURCCs, Accountant-cum-Supporting Staff of both DPO and DURCC level and one CRCC from each district as seems suitable by DURCC will attend as per the schedule.

It is requested that necessary action may kindly taken up by the concerned Implementing Agency so as to get authorization of funds through PFMS by referring Annexure-I. It is also emphasized that no other financial transaction by way of Cheque, DD or Cash would be accepted.

This issues with the prior approval of Competent Authority.

Encl: As above

Mohindulal 28/09/2021

Dated: 28/09/2021

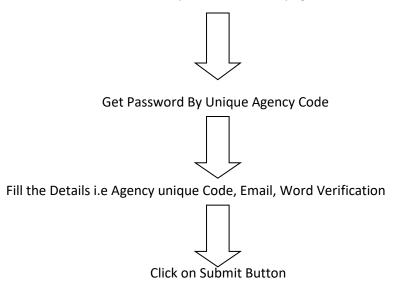
(Mohinder Pal) Dy. Director of Education

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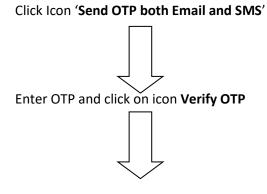
- 1. The Joint Director, SCERT, Delhi
- 2. DDE (Vocational Education)
- 3. ADE (PE&NI)
- 4. All DPOs
- 5. All DURCCs
- 6. All Accountant-cum-Supporting staff both at DPO as well as DURCC level
- 7. SO(IT), Directorate of Education with the request to upload the above circular on the website of DOE.

#### Login Admin ID

Click on 5<sup>th</sup> option from Home page



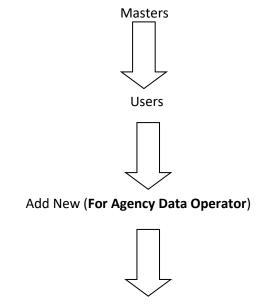
#### Select Log in ID



Create your password and save

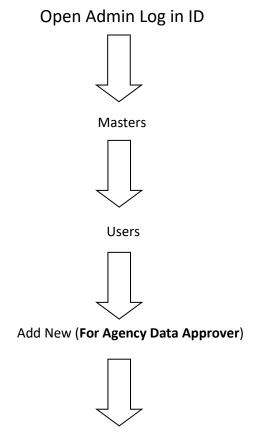
## Creation of Log in ID of Agency Data Operator

Open Admin Log in ID



Fill the details of the person who operate the PFMS & click on **Submit** button.

## Creation of Log in ID of Agency Data Approver



Fill the details of the person who operate the PFMS & click on **Submit** button.

### How to Add Vendor

Open Data User Operator Log In ID







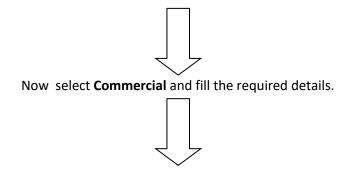
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click on save icon.

# How to Map Vendor

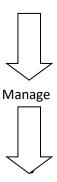
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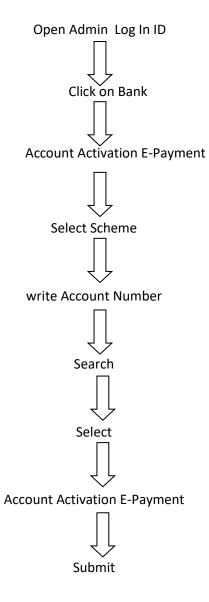


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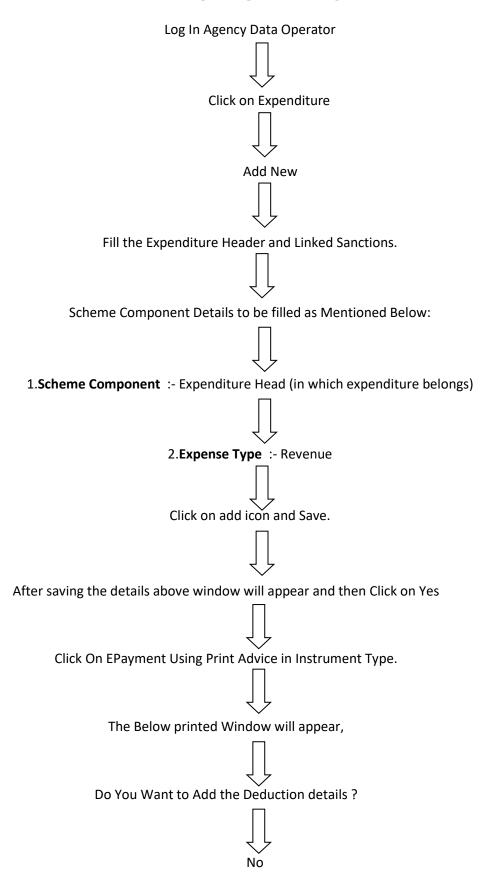


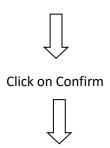
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# How to add bank account for E-Payment

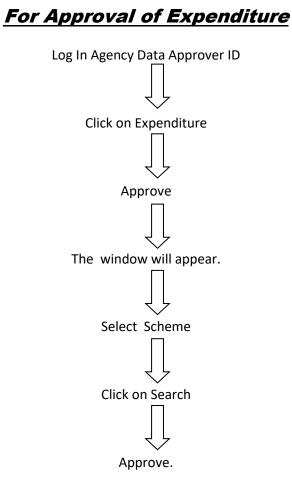


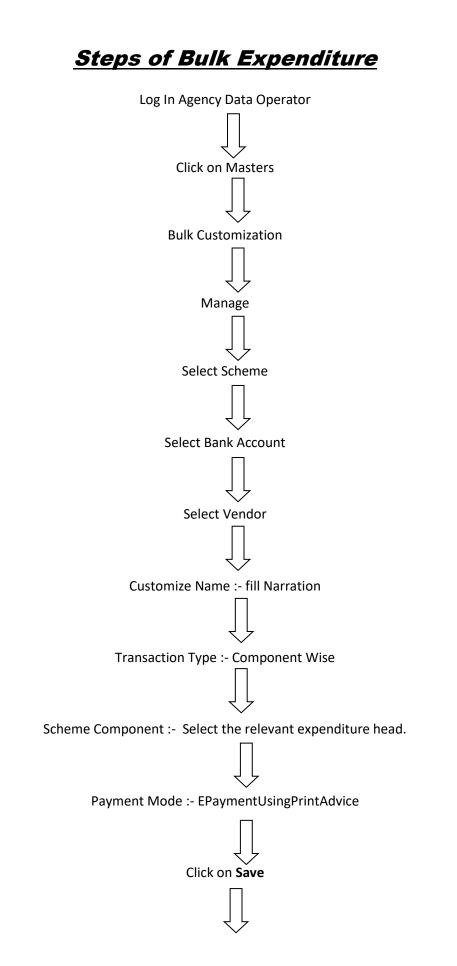
Steps of Expenditure (Single Entry Expenditure)

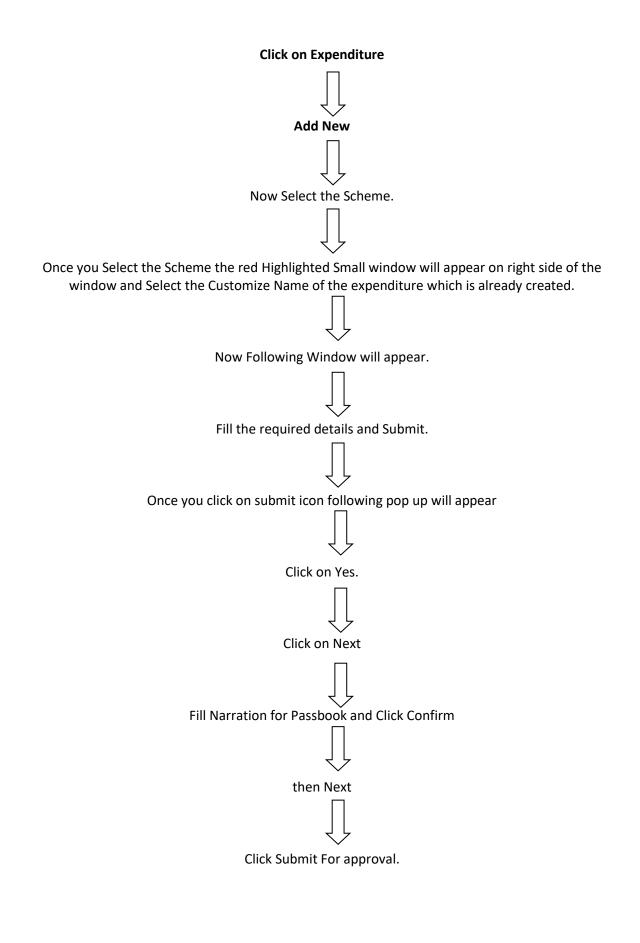




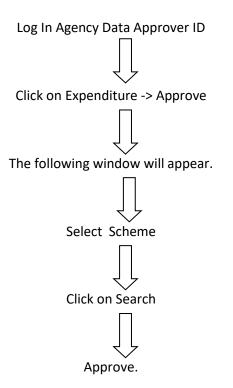
Click on Submit For Approval.







## For Approval of Bulk Expenditure

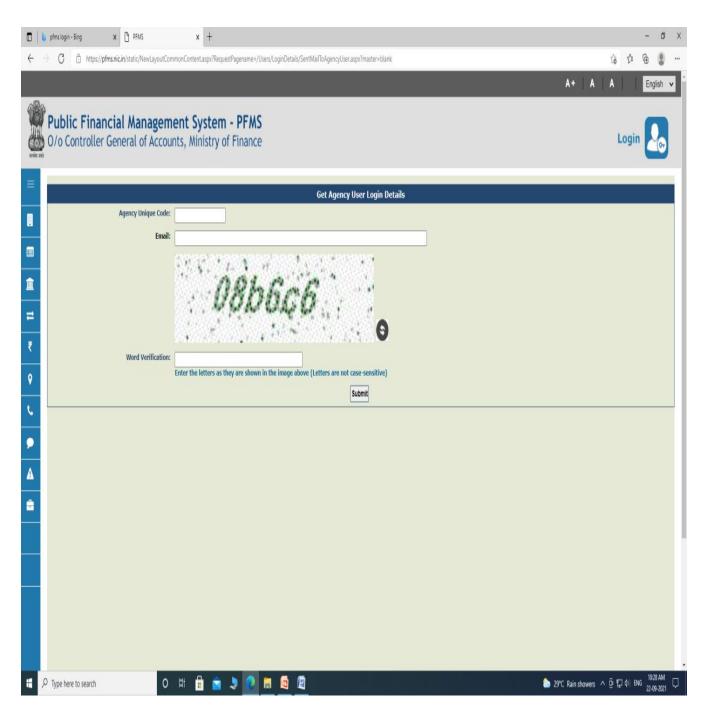


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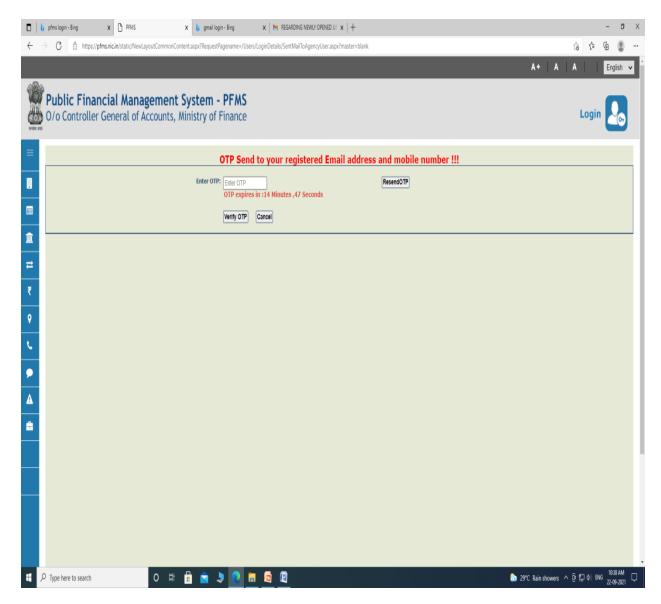


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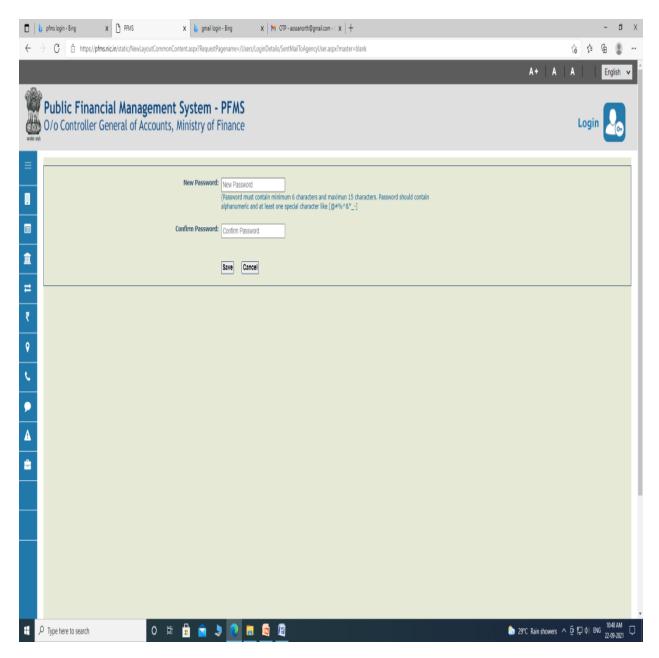
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Select Login ID

Click Icon "Send OTP both Email and SMS"



Enter OTP and click on Icon Verify OTP



Create your password and save.

# **Creation Of Log In ID of Agency Data Operator**

Open Admin Log in ID

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Click on Masters -> Users-> Add New (For Agency data Operator)

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Fill the details of the person who operate the PFMS & click on Submit button.

# **Creation Of Log In ID of Agency Data Approver**

Open Admin Log in ID

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Click on Masters -> Users-> Add New (For Agency data Approver)

Steps for Agency Data Approver will be same as Agency Data Operator.

## How to Add Vendor

- Open Data User Operator Log In ID
- Click on Masters -> Vendors -> Add New

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How to Map Vendor

- Open Admin Log In ID
- Click on Masters -> Vendors -> Manage

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# How to add bank account for E-Payment

- Open Admin Log In ID
- Click on Bank -> Account Activation E-Payment

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Select Scheme->write Account Number-> Search

Select-> Account Activation E-Payment ->Submit

# Steps of Expenditure (Single Entry Expenditure)

- Log In Agency Data Operator
- Click on Expenditure -> Add New

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AdhocReports		Create Expenditure Details	
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User Manuals	Project:	-Select-	
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Users D	Linked Sanctions:	the m/o March 2021 02 IT salary for the m/o March 2021	
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Fill the Expenditure Header and Linked Sanctions. Scheme Component Details to be filled as Mentioned Below:

1.Scheme Component :- Expenditure Head (in which expenditure belongs) 2.Expense Type :- Revenue

Click on add icon and Save.

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After saving the details above window will appear and then Click on Yes

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AdhocReports			Expenditure Payee Details					
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TSA D	Plan Scheme: DL127-Sama	gra Shiksha-Elementary Education(CSS)	Project:					
My Account	Status: PendingPayer	Details	Bank name:	UNION BANK OF INDIA				
Users D	<b>Amount:</b> 1.00		Remarks:					
E-Payment	Created By: districtnorth		Created On:	22/09/2021				
Health Module	Modified By:		Modified On:					
	Purpose for Expenditure: hgh		Uploaded Sanction Letter:					
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Click On E Payment Using Print Advice in Instrument Type.

#### Do You Want to Add the Deduction details ?

No

#### Click on Confirm

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Click on Submit For Approval.

## For Approval of Expenditure

#### Log In Agency Data Approver ID

#### Click on Expenditure -> Approve

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Select Scheme -> Click on Search-> Approve.

Print PPA in duplicate (at least 02 copies) & submit in the bank.

# Steps of Bulk Expenditure

## Log In Agency Data Operator

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Home			DISTRICT NORT	TH					
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Click on Masters -> Bulk Customization -> Manage

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Health Module		B- [B]Fixed Assets			_	A(VADLNO00022802) VADLNO00027586)				
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		- C]General expenses				KUMARI(VADLNO000232	217)			
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Select Scheme -> Select Bank Account -> Select Vendor Customize Name :- fill Narration Transaction Type :- Component Wise Scheme Component :- Select the relevant expenditure head. Payment Mode :- EPaymentUsingPrintAdvice

Click on Save

#### Click on Expenditure-> Add New

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Users D Linked Sanctions: E. Drumont D Expenditure Done For: *	_select-	٠			
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Now Select the Scheme.

Once you Select the Scheme the red Highlighted Small window will appear on right side of the window and Select the Customize Name of the expenditure which is already created.

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User Manuals	Agency Account Choice:	⊖ Self ⊖ Parent Agency ® SNA			
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Fill the required details and Submit.

# Once you click on submit icon following pop up will appear Click on Yes.

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Click Submit For approval.

## For Approval of Bulk Expenditure

## Log In Agency Data Approver ID

### Click on Expenditure -> Approve

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Select Scheme -> Click on Search-> Approve.

Print PPA in duplicate (at least 02 copies) & submit in the bank.