

SAMAGRA SHIKSHA – DELHI
(A Society under Education Department, Govt. of NCT of Delhi)

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No. DE-29/SS/Acctts./2021-22/2210-40

Dated: 28/09/2021

CIRCULAR

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

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

Handwritten signature
28/09/2021

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

Mohinder Pal
28/09/2021
(Mohinder Pal)

Dy. Director of Education

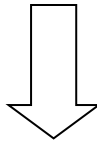
No. DE-29/SS/Accts./2020-21/ 2210-40

Dated: 28/09/2021

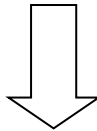
1. The Joint Director, SCERT, Delhi
2. DDE (Vocational Education)
3. ADE (PE&NI)
4. All DPOs
5. All DURCCs
6. All Accountant-cum-Supporting staff both at DPO as well as DURCC level
7. SO(IT), Directorate of Education with the request to upload the above circular on the website of DOE.

Login Admin ID

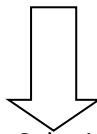
Click on 5th option from Home page



Get Password By Unique Agency Code



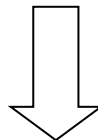
Fill the Details i.e Agency unique Code, Email, Word Verification



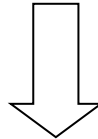
Click on Submit Button

Select Log in ID

Click Icon '**Send OTP both Email and SMS**'



Enter OTP and click on icon **Verify OTP**

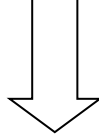


Create your password and save

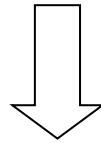
Creation of Log in ID of Agency Data Operator

Open Admin Log in ID

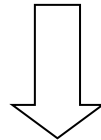
Masters



Users



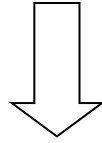
Add New (For Agency Data Operator)



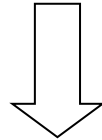
Fill the details of the person who operate the PFMS & click on **Submit** button.

Creation of Log in ID of Agency Data Approver

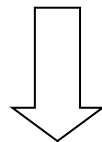
Open Admin Log in ID



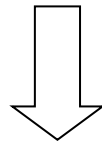
Masters



Users



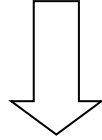
Add New (**For Agency Data Approver**)



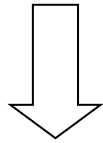
Fill the details of the person who operate the PFMS & click on **Submit** button.

How to Add Vendor

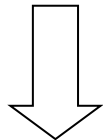
Open Data User Operator Log In ID



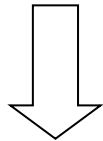
Masters



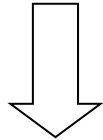
Vendors



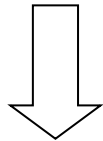
Add New



First select **Personal** and fill details as required and click on save icon.



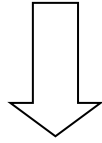
Now select **Commercial** and fill the required details.



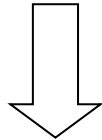
click on save icon.

How to Map Vendor

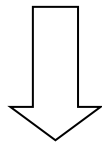
Open Admin Log in ID



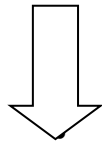
Masters



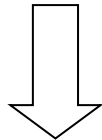
Vendors



Manage

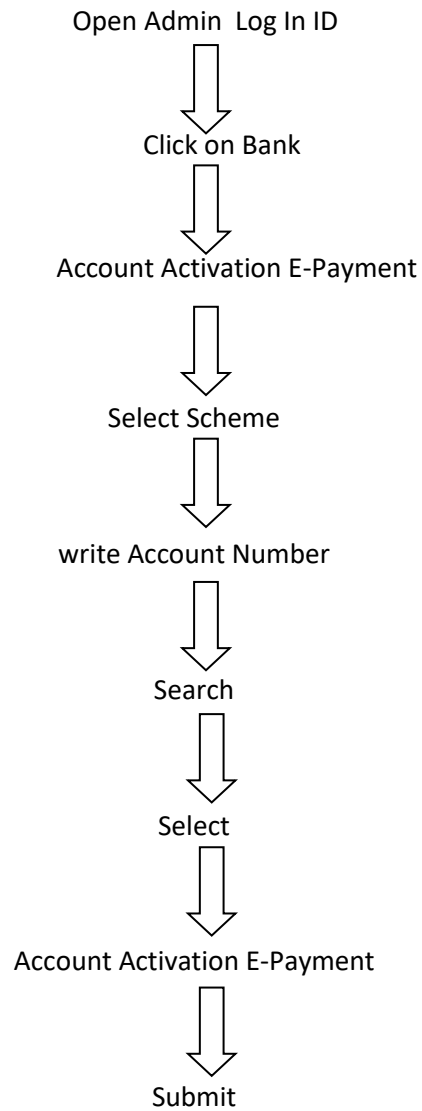


Search with account No.

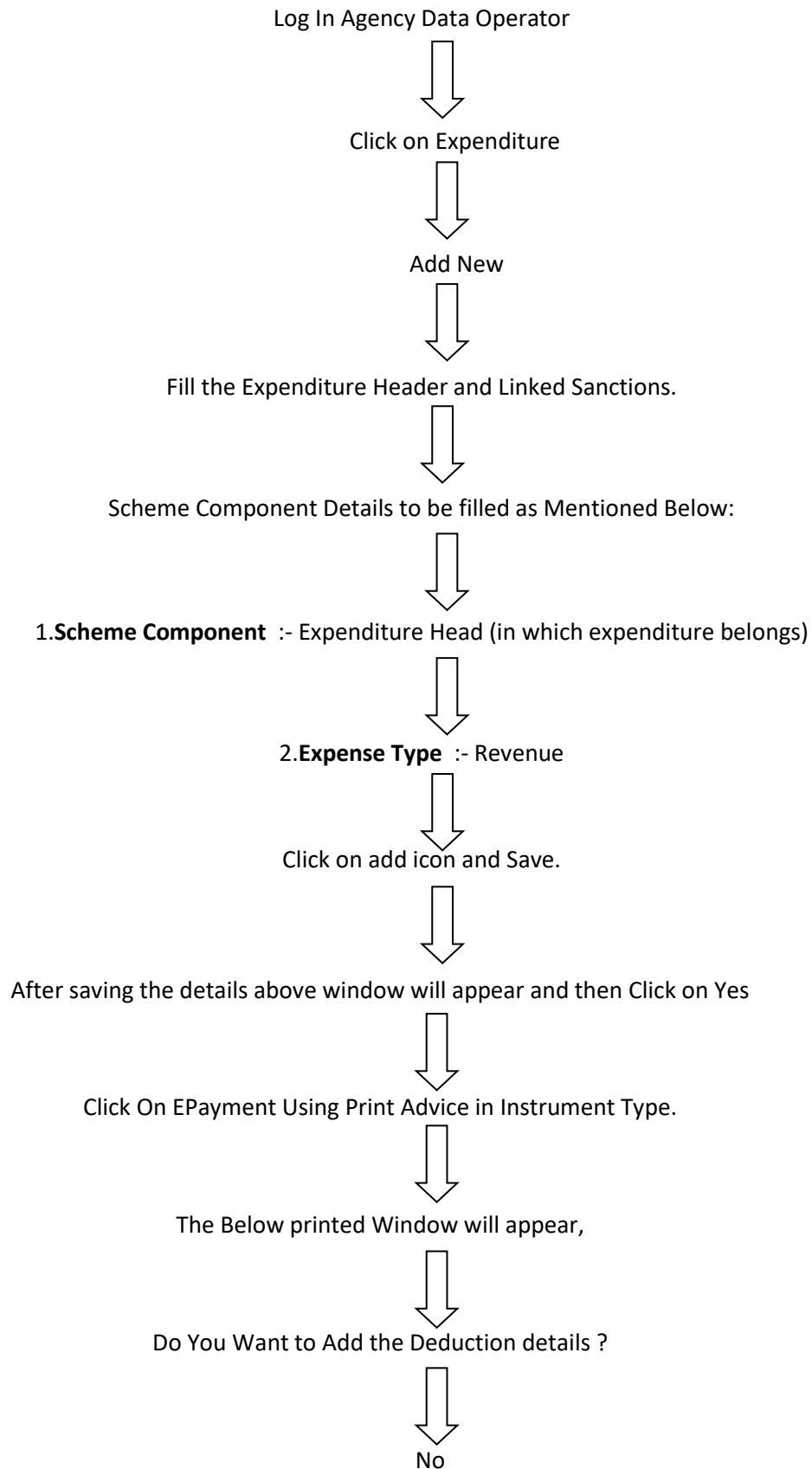


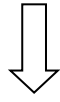
Mapped

How to add bank account for E-Payment



Steps of Expenditure (Single Entry Expenditure)





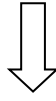
Click on Confirm



Click on Submit For Approval.

For Approval of Expenditure

Log In Agency Data Approver ID



Click on Expenditure



Approve



The window will appear.



Select Scheme

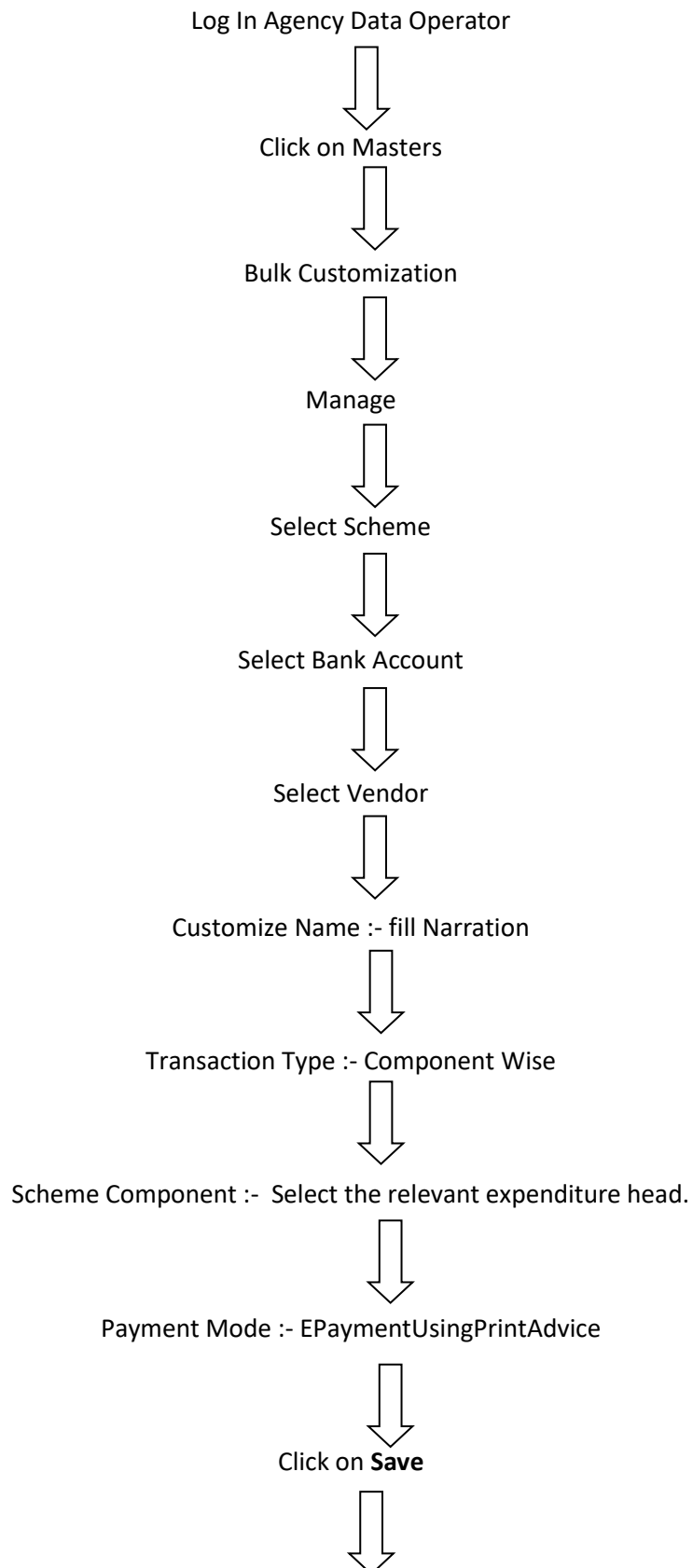


Click on Search



Approve.

Steps of Bulk Expenditure



Click on Expenditure



Add New



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.



Now Following Window will appear.



Fill the required details and Submit.



Once you click on submit icon following pop up will appear



Click on Yes.



Click on Next



Fill Narration for Passbook and Click Confirm



then Next



Click Submit For approval.

For Approval of Bulk Expenditure

Log In Agency Data Approver ID



Click on Expenditure -> Approve



The following window will appear.



Select Scheme

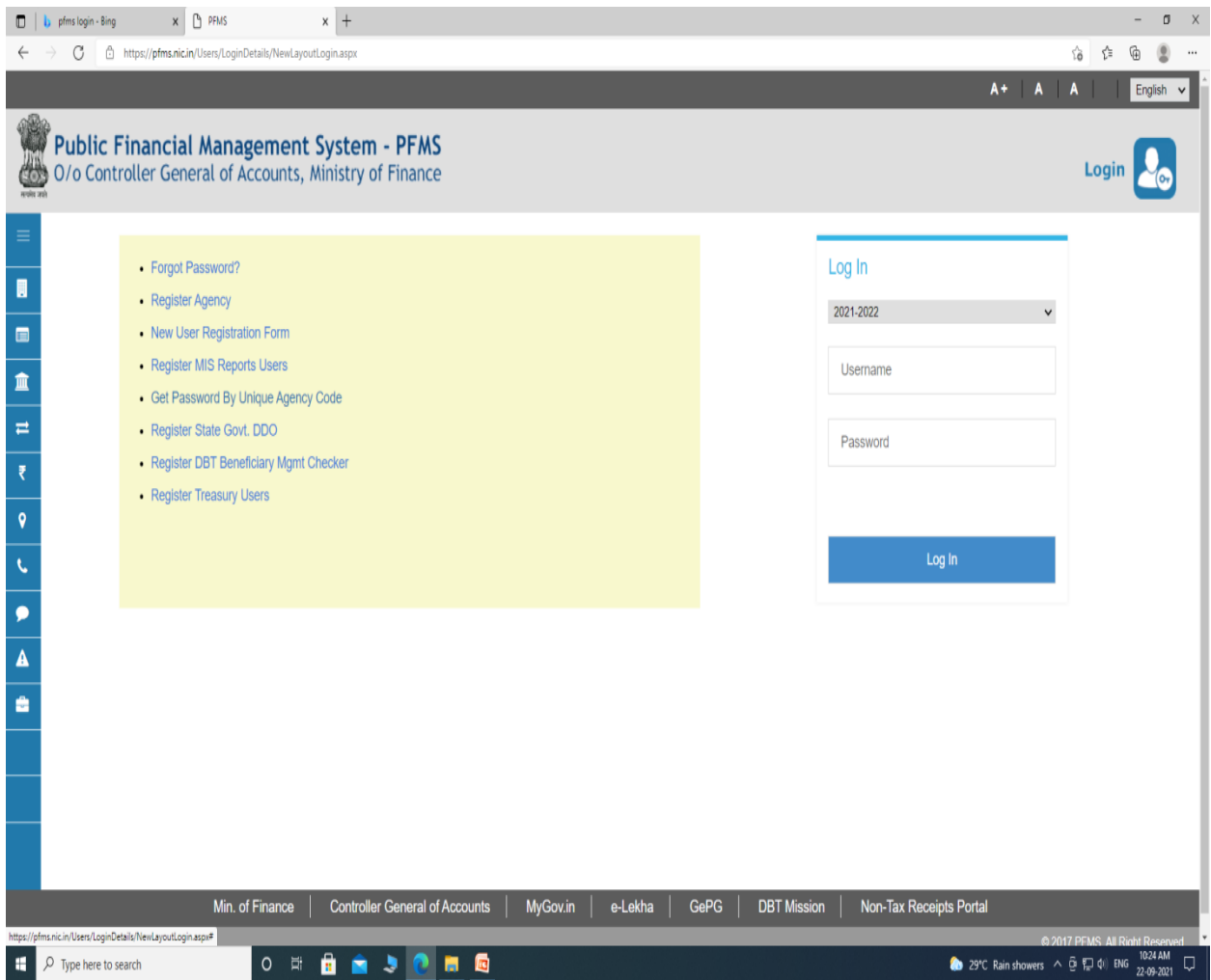


Click on Search



Approve.

1. How to Login Admin ID




Click on 5th Option from Home Page i.e


Get Password by Unique Agency Code

pfms login - Bing x PFMS x +

https://pfms.nic.in/static/NewLayoutCommonContent.aspx?RequestPageName=/Users/LoginDetails/SentMailToAgencyUser.aspx?master=blank

A+ A A English


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

Login 

Get Agency User Login Details

Agency Unique Code:

Email:



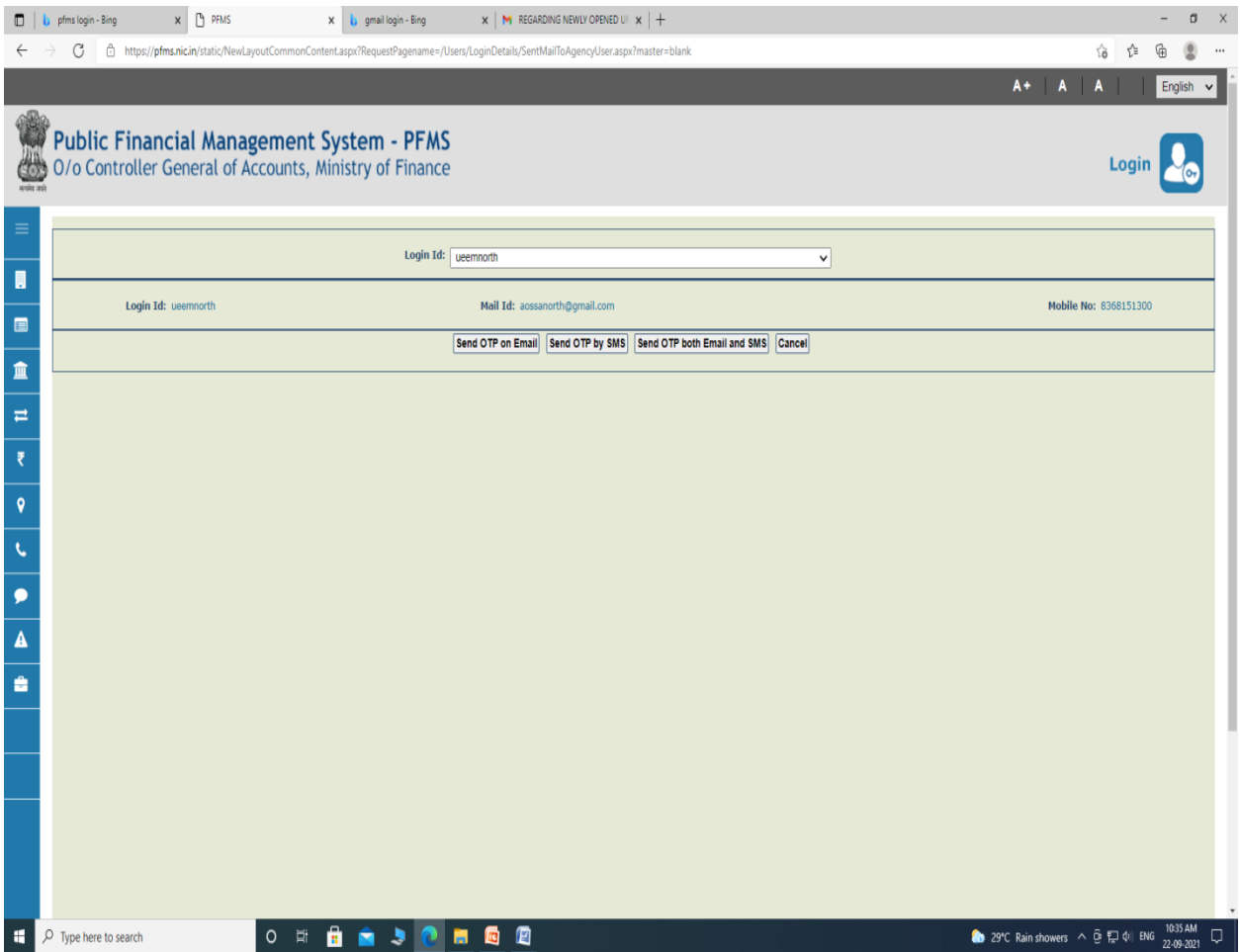
Word Verification:

Enter the letters as they are shown in the image above (Letters are not case-sensitive)

Type here to search

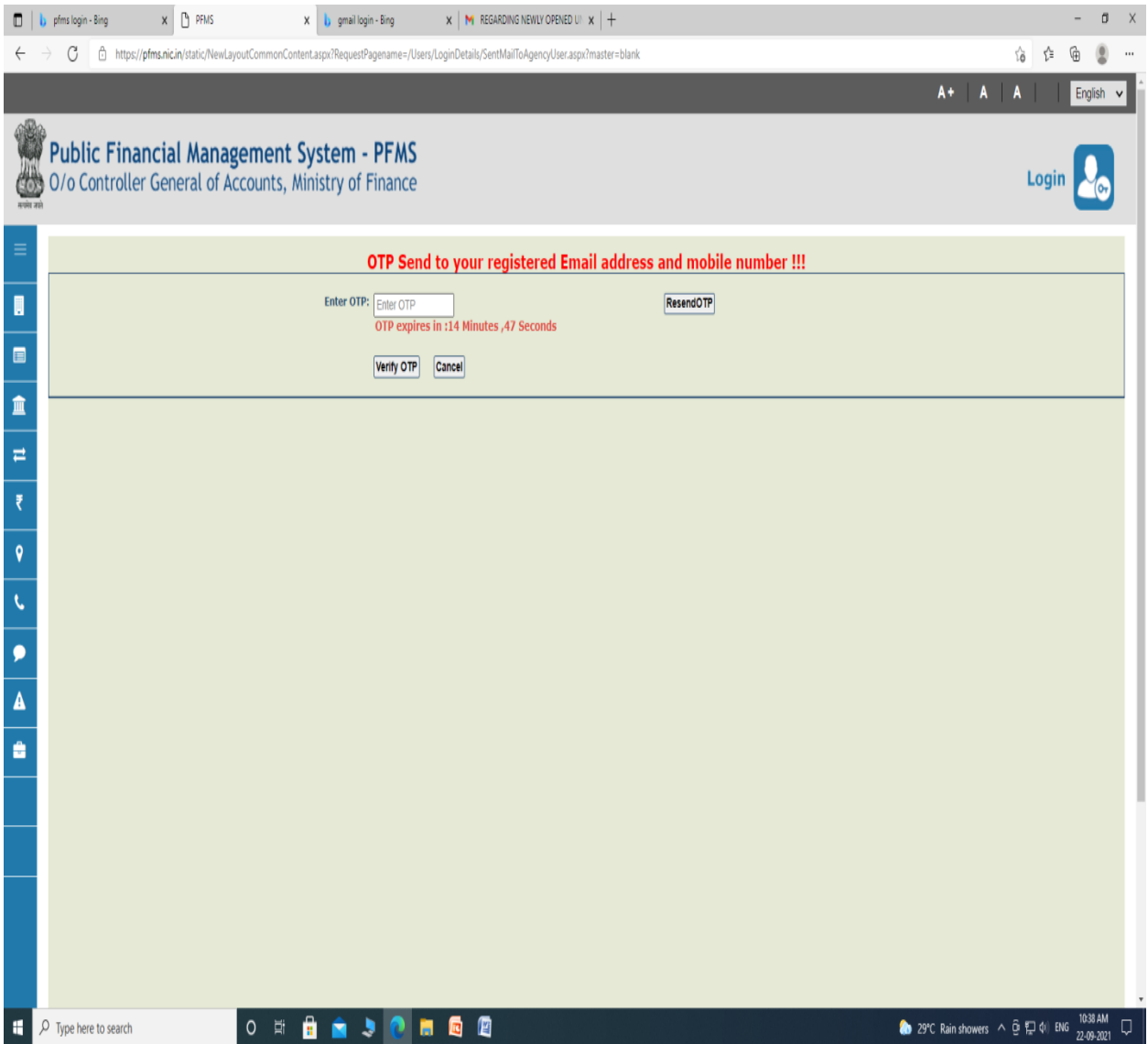
29°C Rain showers 10:28 AM 22-09-2021

Fill the above details and click on Submit button.

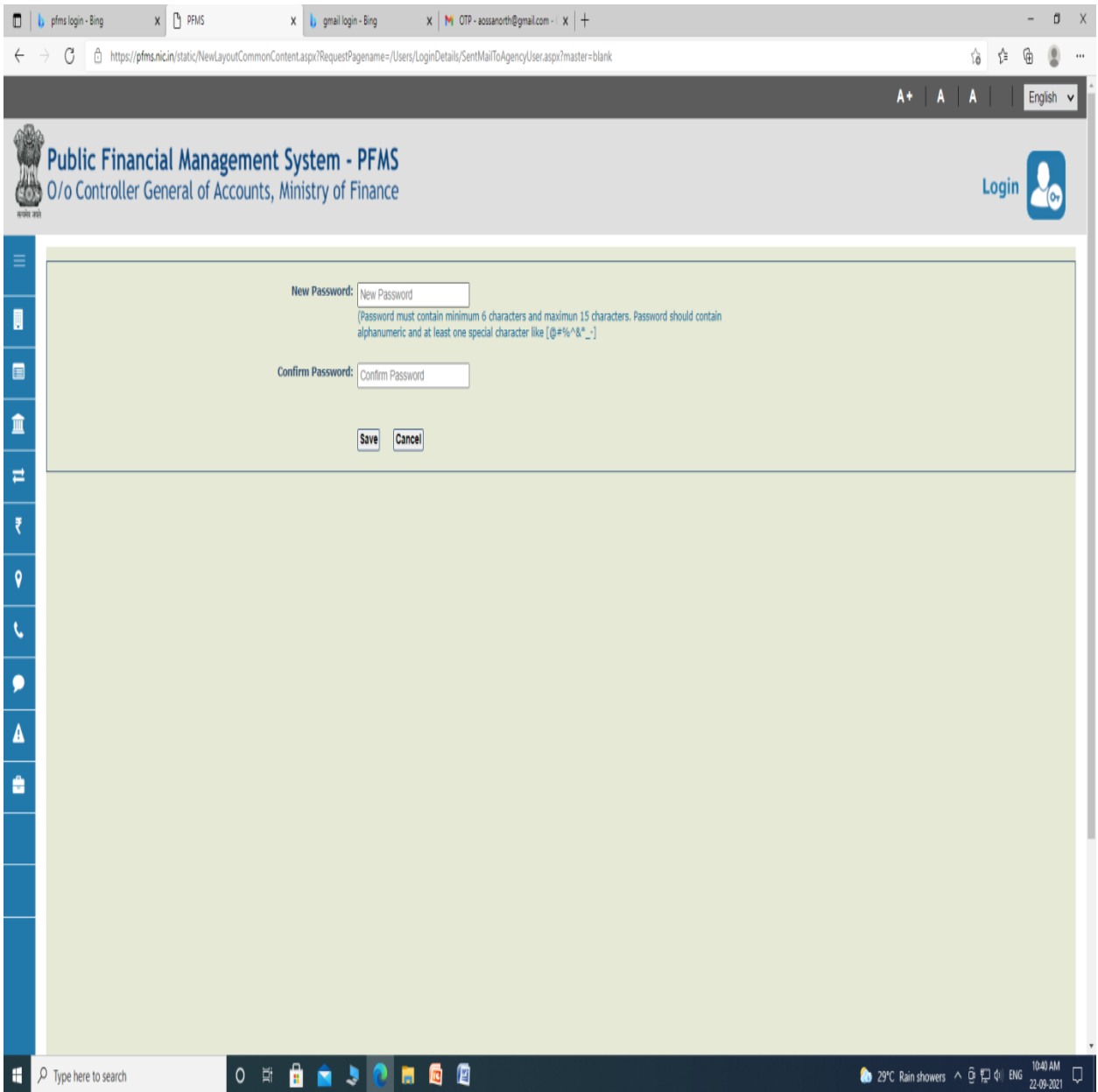


Select Login ID

Click Icon **“Send OTP both Email and SMS”**



Enter OTP and click on Icon **Verify OTP**



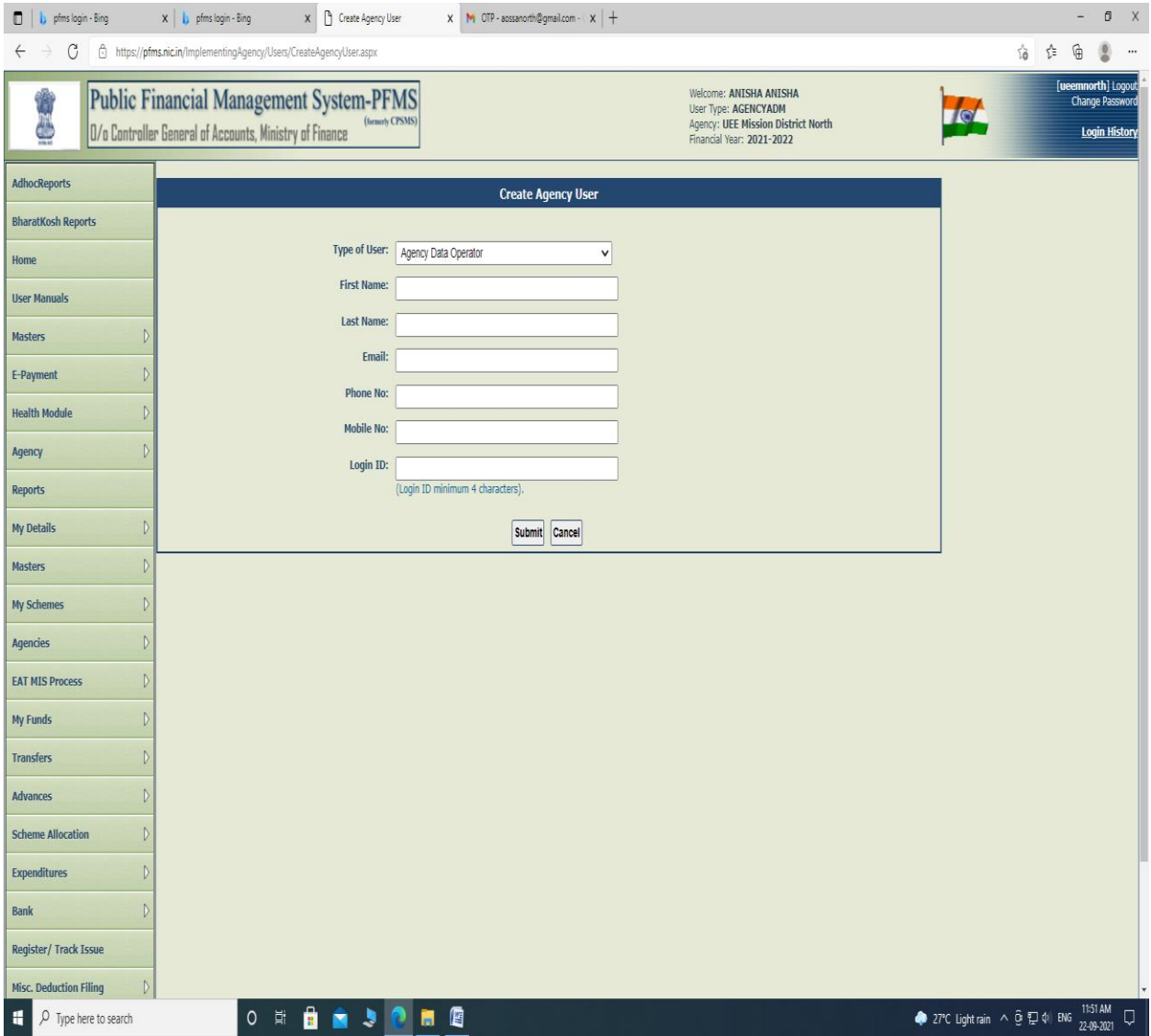
Create your password and save.

Creation Of Log In ID of Agency Data Operator

Open Admin Log in ID

The screenshot displays the PFMS web application interface. At the top, the header includes the PFMS logo, the text 'Public Financial Management System-PFMS (formerly CPMS)', and the user's name 'ANISHA ANISHA'. The user type is 'AGENCYADM', the agency is 'UEE Mission District North', and the financial year is '2021-2022'. A navigation menu on the left lists various modules such as AdhocReports, BharatKosh Reports, Home, User Manuals, Masters, E-Payment, Health Module, Agency, Reports, My Details, My Schemes, Agencies, EAT MIS Process, My Funds, Transfers, Advances, Scheme Allocation, Expenditures, Bank, and Register/ Track Issue. The 'Masters' menu is expanded, showing 'Users', 'Bulk Customization', 'DSC Management', 'Add Master Project', 'Vendors', and 'Agency Wise Allocation'. The 'Users' menu is further expanded, showing 'Manage' and 'Add New'. The 'Add New' option is highlighted, and a 'Create New Agency User' button is visible.

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



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

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

The screenshot displays the 'Create Agency User' form within the PFMS application. The form is titled 'Create Agency User' and is located in the 'Masters' section. The 'Type of User' is set to 'Agency Data Approver' and the 'Level of Approver' is set to 'Level_1'. The form includes input fields for 'First Name', 'Last Name', 'Email', 'Phone No.', 'Mobile No.', and 'Login ID'. The 'Login ID' field has a note indicating a minimum of 4 characters. The form also features 'Submit' and 'Cancel' buttons. The top of the page shows the PFMS logo, the user's name 'ANISHA ANISHA', user type 'AGENCYADM', agency 'UEE Mission District North', and financial year '2021-2022'. There is also a 'Logout' link and a 'Login History' link.

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

The screenshot shows the PFMS web application interface. The browser address bar displays <https://pfms.nic.in/Default.aspx>. The page header features the PFMS logo, the text "Public Financial Management System-PFMS (formerly CPMS)", and the user's role "D/o Controller General of Accounts, Ministry of Finance". The user is logged in as "DISTRICT NORTH" with user type "AGENCYDO", agency "UEE Mission District North", and financial year "2021-2022". A navigation menu on the left lists various modules, with "Masters" expanded to show "Vendors" and "Add New" options. A tooltip "Create New Vendor/ Beneficiary" is visible over the "Add New" link. The main content area displays "DISTRICT NORTH".

- First select **Personal** and fill details as required and click on save icon.

Public Financial Management System-PFMS
(formerly CPMS)

D/o Controller General of Accounts, Ministry of Finance

Welcome: DISTRICT NORTH
User Type: AGENCYDO
Agency: UEE Mission District North
Financial Year: 2021-2022

(districtnorth) Logout
Change Password
Login History

Create Vendor

Type:

Name: Required

Date of Birth (DD/MM/YYYY):

Father/Husband Name:

Aadhaar Number:

GST Number: (GST Number maximum 15 characters.)

PAN Number:

Address1: Required

Address2:

City: Required

Address3:

Country:

State:

District:

Pin Code:

Mobile No: Not Available Required

Phone No:

Email:

Bank Details

Bank Name:

(Enter minimum 4 characters to search Bank)

Account No:

Now select **Commercial** and fill the required details.

Public Financial Management System-PFMS
(formerly CFSMS)
D/o Controller General of Accounts, Ministry of Finance

Welcome: DISTRICT NORTH
User Type: AGENCYDO
Agency: UEE Mission District North
Financial Year: 2021-2022

[districtnorth] Logout
Change Password
Login History

Create Vendor

Type: Name: Required

GST Number: (GST Number maximum 15 characters.)

PAN Number: ServiceTaxNo:

TIN Number: TAN Number:

Address1: Required Address2:

City: Required Address3:

Country: State:

District: Pin Code:

Mobile No: Not Available Required Phone No:

Email:

Bank Details

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

Account No:

ADD BANK DETAILS

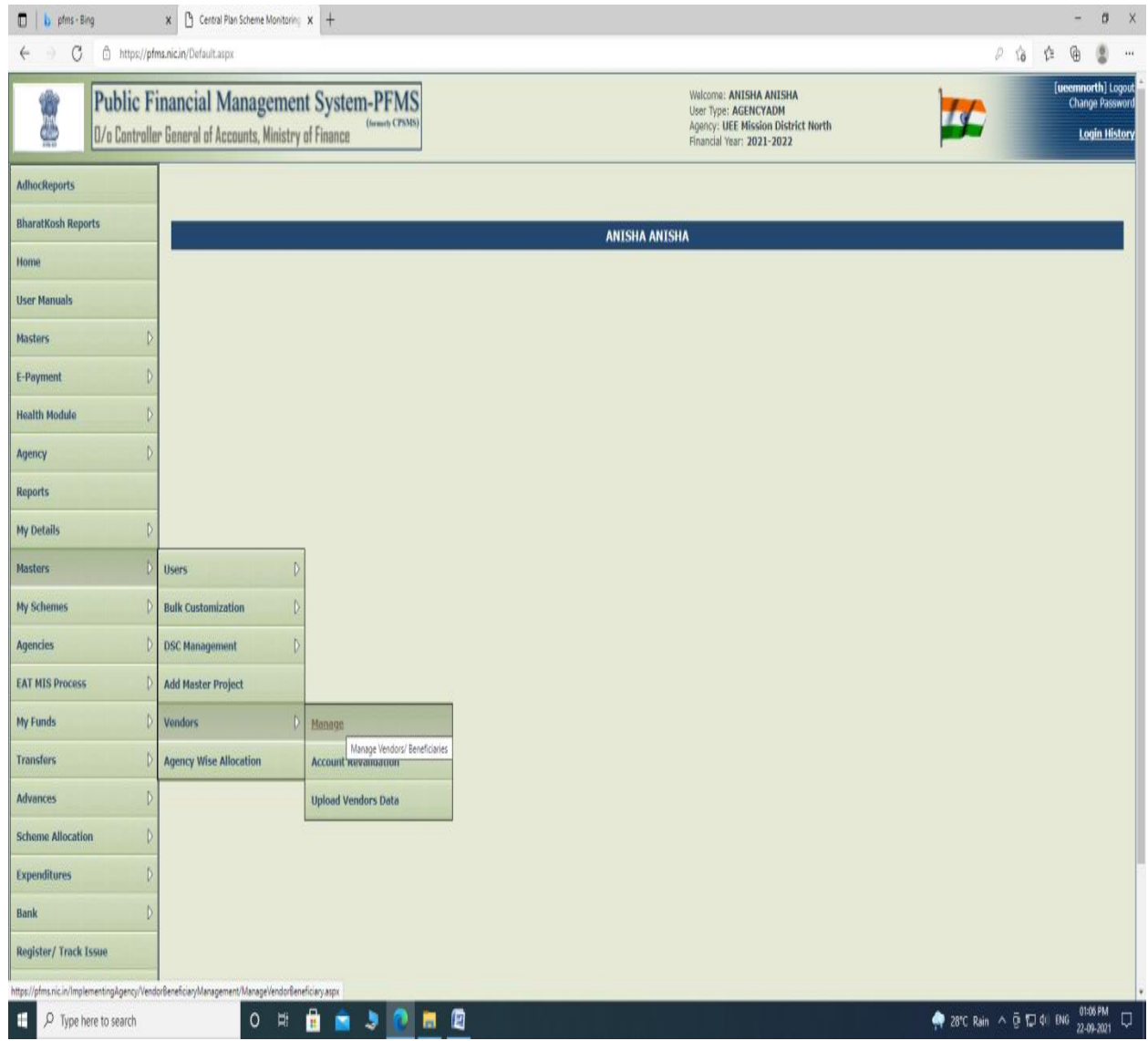
Save **Reset** **Back**

click on save icon.

Wait till approved by bank

How to Map Vendor

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



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

Welcome: ANISHA ANISHA
User Type: AGENCYADM
Agency: UEE Mission District North
Financial Year: 2021-2022

Manage Vendor

Search criteria: Vendors not mapped with me

Vendor Name:

Unique Code:

Account Number:

From Date:

To Date:

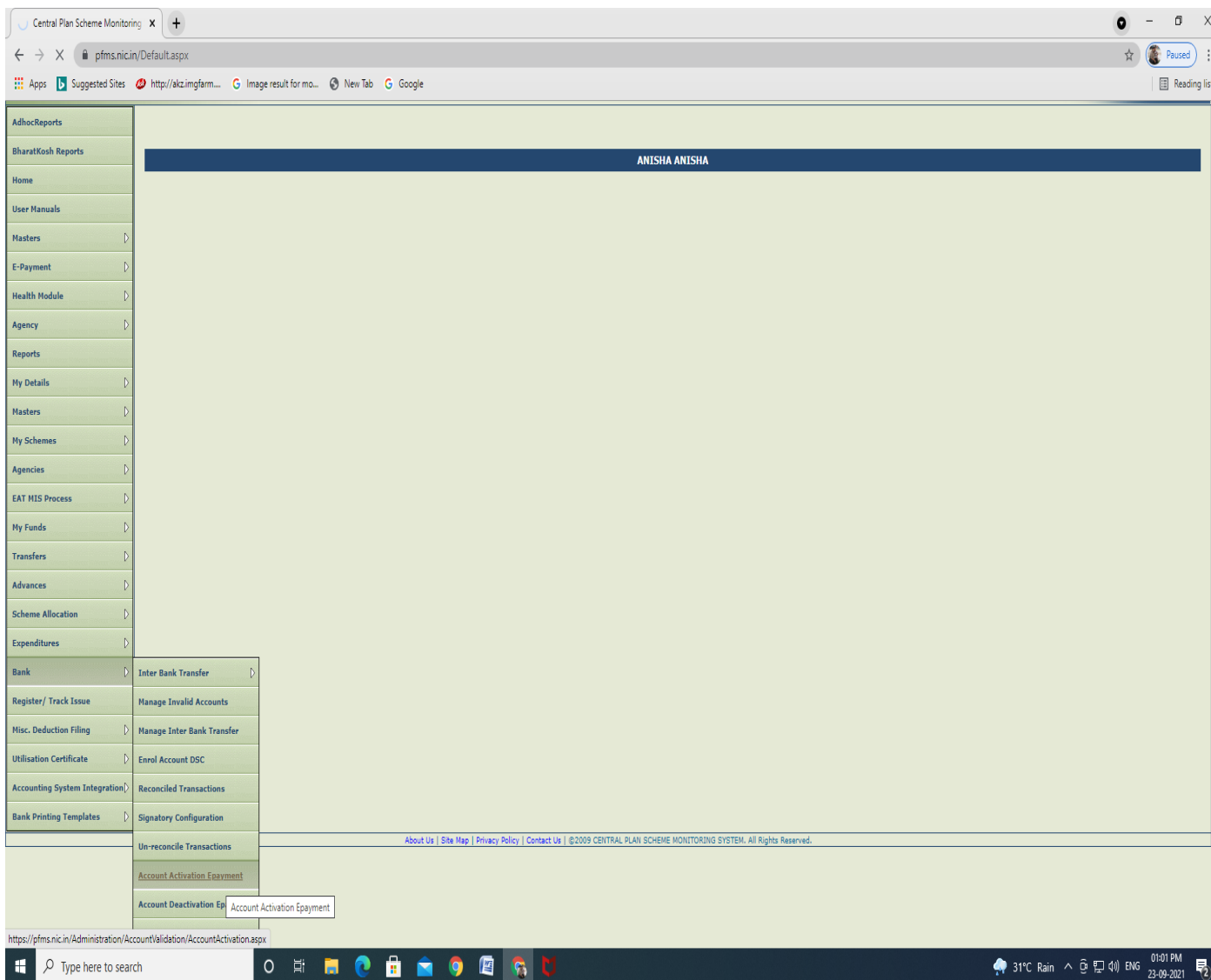
1 - 10 of 10000

	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 type="checkbox"/>	P.ABIRAMI	Govt Official - Imprest Advance		PHC D GUIDALUR 04551225378	.P2969D5TND				TNDI0033	14/08/2012	NA	N/A	N/A
<input type="checkbox"/>	R.RAJALAKSHMI	Govt Official - Imprest Advance		STAFF NURSE PHC KATHALAMPATTU	.Rd307c0TIV				trve54	24/08/2012	NA	N/A	N/A
<input type="checkbox"/>	0000	Govt Official - Imprest Advance		Rasulya pathar	Mh313cc6BHS				BHSGNMaker	08/09/2011	NA	N/A	N/A
<input type="checkbox"/>	0000	Govt Official - Imprest Advance		PipaliyaJahirpir	PR891c79BHS				BHSGNMaker	08/09/2011	NA	N/A	N/A
<input type="checkbox"/>	0000	Govt Official - Imprest Advance		TARA SEWANIYA TARA SEWANIYA	D.9139d0BHS				BHSGNMaker	19/09/2011	NA	N/A	N/A
<input type="checkbox"/>	0000	Govt Official - Imprest Advance		RAIPURE	T.9519f8BHS				BHSGNMaker	19/09/2011	NA	N/A	N/A
<input type="checkbox"/>	00000	Govt Official - Imprest Advance		bhori	Mab3ea39BHS				BHSGNMaker	19/09/2011	NA	N/A	N/A
<input type="checkbox"/>	00000	Govt Official - Imprest Advance		00000	lae59b29BHS				BHSGNMaker	21/09/2011	NA	N/A	N/A
<input type="checkbox"/>	00000	Govt Official - Imprest Advance		Jamuniya kala	Muf737cdBHS				BHSGNMaker	08/09/2011	NA	N/A	N/A

- Search with account no ->Mapped

How to add bank account for E-Payment

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



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

Welcome: ANISHA ANISHA
 User Type: AGENCYADM
 Agency: UEE Mission District North
 Financial Year: 2021-2022

Activation Details
 https://pfms.nic.in/Administration/AccountValidation/AccountActivation.aspx

AdhocReports
 BharatKosh Reports
 Home
 User Manuals
 Masters
 E-Payment
 Health Module
 Agency
 Reports
 My Details
 Masters
 My Schemes
 Agencies
 EAT MIS Process
 My Funds
 Transfers
 Advances
 Scheme Allocation
 Expenditures
 Bank
 Register/ Track Issue
 Misc. Deduction Filing

Activation of bank account

Scheme: * Samagra Shiksha-Elementary Education(CSS) [DL127] [Select Scheme](#)

Account Number : 054922010000088

Total no of records: 1

Account Activation for Epayment

Select	Account Number	Bank -Branch IFSCCode	UniqueCode-AgencyName-AgencyNameAsPerBankRecord	Effective Date	Account Activation Type
<input type="checkbox"/>	054922010000088	UBI-GUJRANWALATOWNDELHI UBIN0905496	DLN000000001-UEE Mission District North-DL127 SAMAGRA SHIKSHA DISTRICT NORTH	23/09/2021	EPaymentUsingDigitalSignature --Select-- EPaymentUsingPrintAdvice

Account status for Activation Approval

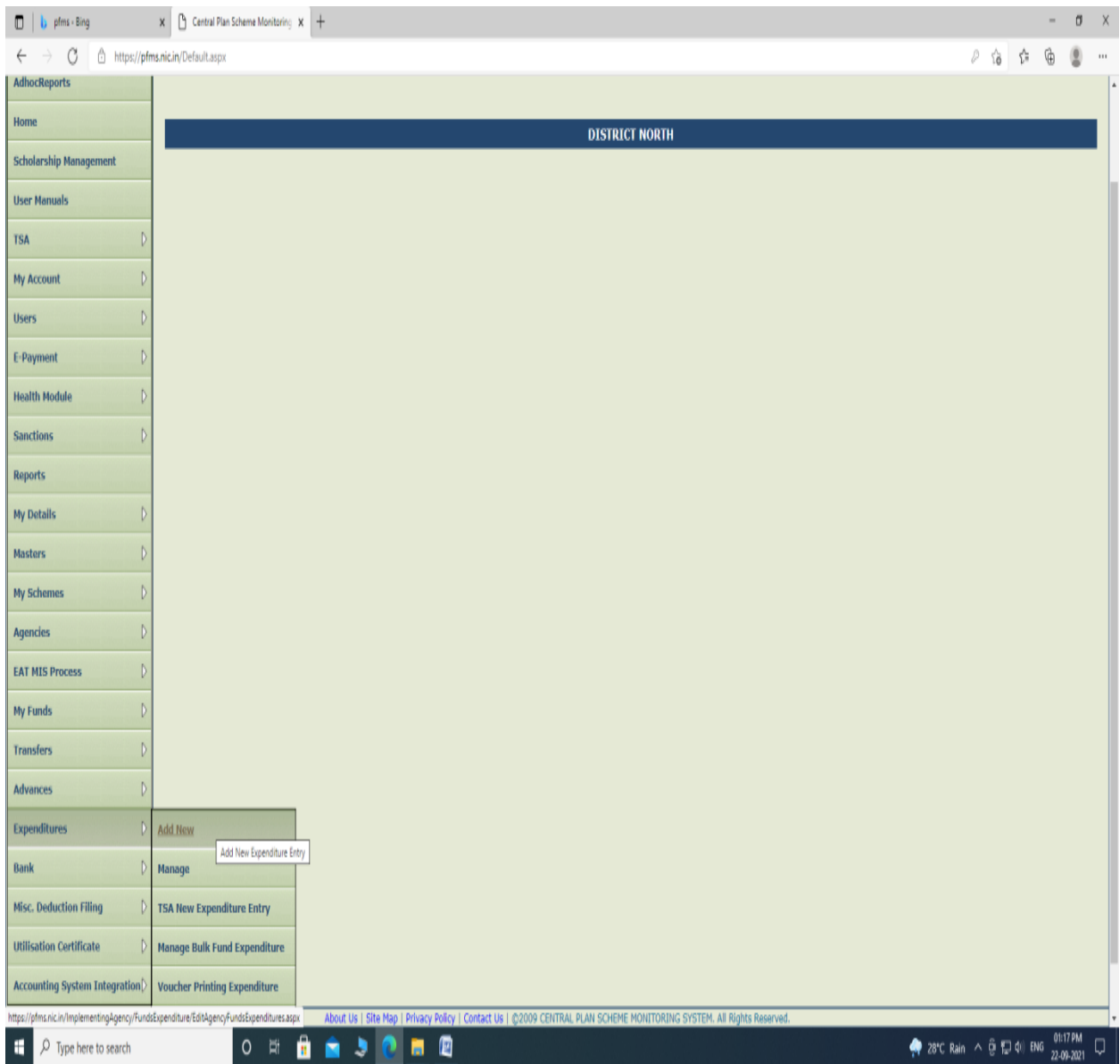
Account Number	Scheme Code	Status	UniqueCode-AgencyName-AgencyNameAsPerBankRecord	Created On	Account Activation Type	Effective From
054922010000088	DL127	Activated	DLN000000001-UEE Mission District North-DL127 SAMAGRA SHIKSHA DISTRICT NORTH	20/09/2021	EPaymentUsingPrintAdvice	20/09/2021

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



Window appears

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.

Bank Account: 054922010000088 - DL127 SAMAGRA SHIKSHA DISTRICT NORTH

Expenditure Done For: Vendors

Vendor Name: 099651484JANISHA [VADLNO00022802]

Letter/Office Order No.: 25mm

Office Order Letter Attachment (if any):

Uploaded Sanction Letter:

Sanction Date: 22/09/2021

Actual Transaction Date: 22/09/2021

Total Available Amount: 5502689.00

Total Amount: 1

Rupees one only

Narration: high

Voucher Number: BP-2021-22-57

Scheme Component Details:

Scheme Components: [] Select Scheme

Expense Type: Revenue Capital

Percentage: [] Amount: [] Add

	Scheme Component	Amount	Component Tax Amount	Balance Amount	Expense Type
<input checked="" type="checkbox"/>	[1841847] [F.01.31] Program Management	1.00	0.00	0.00	Revenue

Total Amount: 1.00

Component Amount: 1.00

Balance Amount: 0.00

Expenditure details saved successfully.
Do you want to proceed with payee details?

Yes No

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

pfms - Bing x Agency Funds Expenditure Payee: x

https://pfms.nic.in/ImplementingAgency/FundsExpenditure/AgencyFundsExpenditurePayeeDetails.aspx?eid=cbaBg2UOUGf/VVcx6mlw==

Public Financial Management System-PFMS
(Remote CPMS)

O/o Controller General of Accounts, Ministry of Finance

Welcome: DISTRICT NORTH
User Type: AGENCYDO
Agency: UEE Mission District North
Financial Year: 2021-2022

[districtnorth] Logout
Change Password
Login History

Expenditure Payee Details

Sanction Number: 25/mn Sanction Date: 22/09/2021
Voucher Number: BP-2021-22-57
Account Number: 054922010000088 Agency Name In Bank: DL127 SAMAGRA SHIKSHA DISTRICT NORTH
Plan Scheme: DL127-Samagra Shiksha-Elementary Education(CSS) Project:
Status: PendingPayeeDetails Bank name: UNION BANK OF INDIA
Amount: 1.00 Remarks:
Created By: districtnorth Created On: 22/09/2021
Modified By: Modified On:
Purpose for Expenditure: high Uploaded Sanction Letter:

Scheme Component Details:

Component Name	Amount	Tax Amount for Global Component	Balance Amount
[F.01.31] Program Management	1.00	N/A	1.00

Vendor/Beneficiary Details:

Account No.	Name	Amount
30867397075 - Mrs. ANISHA	ANISHA(VADLJNO0022802)	1.00

Instrument Type

Instrument Type: EPaymentUsingPrintAdvice Add

Type here to search

28°C Rain 01:30 PM 22-09-2021

Click On E Payment Using Print Advice in Instrument Type.

Do You Want to Add the Deduction details ?

No

Click on Confirm

Plan Scheme: DL127-Samagra Shiksha-Elementary Education(CSS) Project:

Status: PendingPayeeDetails Bank name: UNION BANK OF INDIA

Amount: 1.00 Remarks:

Created By: districtnorth Created On: 22/09/2021

Modified By: Modified On:

Purpose for Expenditure: high Uploaded Sanction Letter:

Scheme Component Details:

Component Name	Amount	Tax Amount for Global Component	Balance Amount
[F.01.31] Program Management	1.00	N/A	1.00

Vendor/Beneficiary Details:

Account No.	Name	Amount
30867397075 - Mrs. ANISHA.	ANISHA(VADLN000022802)	1.00

Instrument Type

Instrument Type : EPaymentUsingPrintAdvice Add

E-Payment Details

Party Name	IFSC Code	Party Account No	Amount	NarrationForPassBook	Delete
Mrs. ANISHA .	SBIN0011549	30867397075	1.00		X

Do you want to add the deduction details ?

Yes No

Confirm Back

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Agency Funds Expenditure Details

https://pfms.nic.in/ImplementingAgency/FundsExpenditure/AgencyFundsExpenditureDetails.aspx?eid=cbabgZ2U0UGfV1cra6mlw==&msg=y&oVendorAccountNo=MIXr8ccw/R+3y/MkK3TUIA==

Payment Details:

Favouring	Cheque/Account No.	Amount	IFSC/MICR Code	Instrument Type	Instrument Date	NarrationForPassBook
Mrs. ANISHA .	30867397075	1.00	SBIN0011549	EPaymentUsingPrintAdvice	9/22/2021 12:00:00 AM	

Scheme Component Details:

Component Name	Amount	Tax Amount for Global Component	Balance Amount
[F.01.31] Program Management	1.00	N/A	1.00

Vendor/Beneficiary Details:

Account No.	Name	Amount
30867397075 - Mrs. ANISHA .	ANISHA(VADLN000022802)	1.00

Payee details has been confirmed successfully

Payee Details Submit For Approval Back

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Click on Submit For Approval.

For Approval of Expenditure

Log In Agency Data Approver ID

Click on Expenditure -> Approve



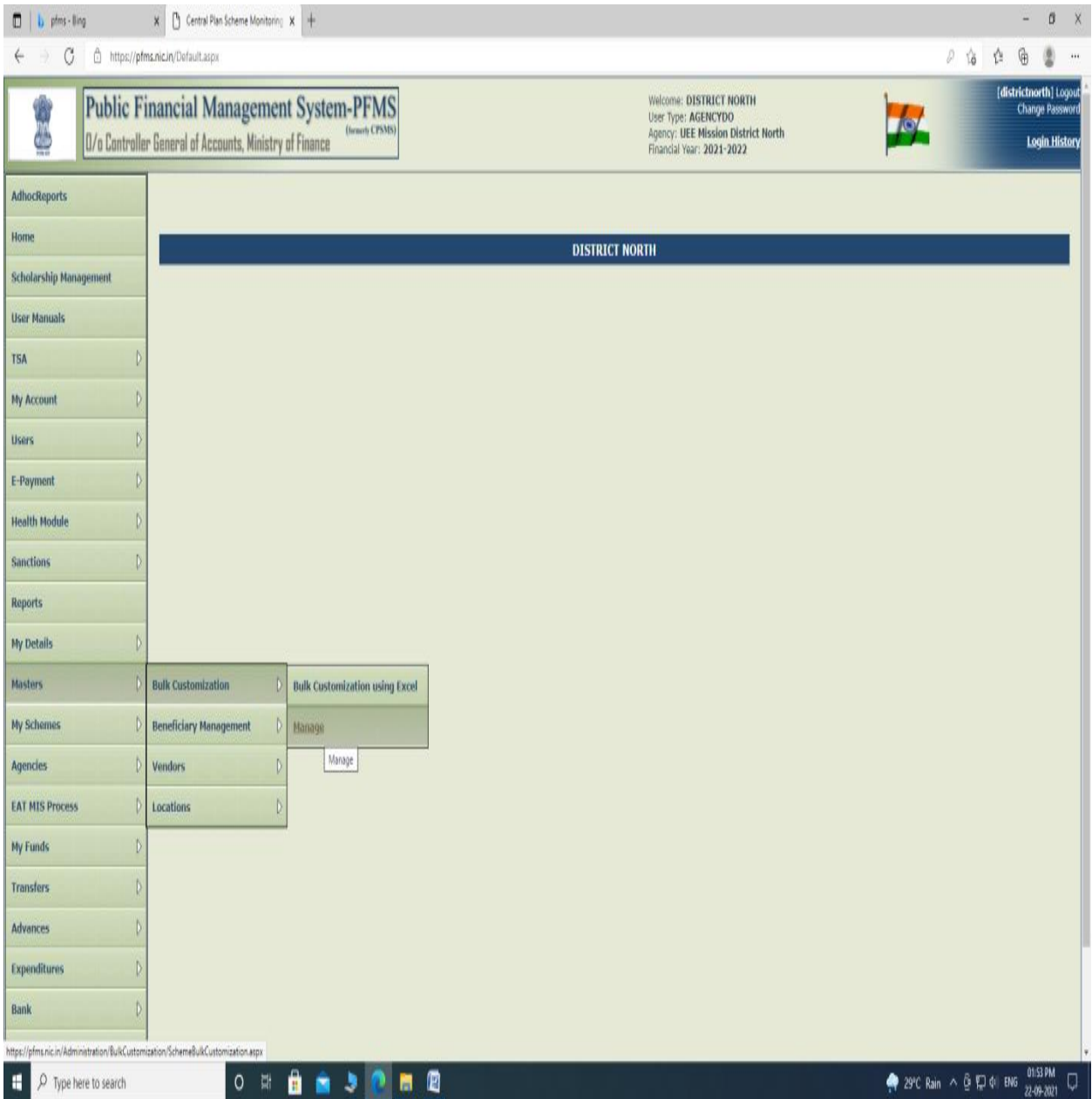
The following window will appear.

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



Click on Masters -> Bulk Customization -> Manage

Public Financial Management System-PFMS
 (formerly CPMS)

Welcome: DISTRICT NORTH
 User Type: AGENCYDO
 Agency: UEE Mission District North
 Financial Year: 2021-2022

Scheme Bulk Customization

Scheme : DL127 - Samagra Shiksha-Elementary Education(CSS)
 Project : --Select--
 Customized Name : Narration
 Transaction Type : Component Wise Bulk Default Component
 Agency Account Choice : Self Parent Agency SNA
 Bank Account : 05492201000088 - DL127 SAMAGRA SI
 Vendors : Vendors Beneficiary

Scheme Component :

- Bulk
 - [A]Remuneration of Staff
 - [A.01]Payment for professional service (Remuneration of staff/ o
 - [B]Fixed Assets
 - [B.01]Furniture
 - [B.02]Office Machine and Equipments
 - [C]General expenses
 - [C.01]Wages (outsourced staff salary i.e. peon, security guards, DEO:
 - [C.02]Travel Expenses (Domestic and International Travels)

Default Amount : (optional)
 Payment Mode : Cheque DD RTGS ECS
 EPaymentUsingPrintAdvice

Note: E-Payment can be done using Print Advice, Internet Banking, Digital Signature channel mode depending upon the account activation status.

Manage Scheme Bulk Customization
 Enabled Disabled

Customization Name	Customization Type	Module	Scheme Name	Default Amount	DELETE
accountant salary March 21	UI	Expenditure	Samagra Shiksha-Elementary Education(CSS)	37739.00	X
CRCC Salary march 2021	UI	Expenditure	Samagra Shiksha-Elementary Education(CSS)	47226.00	X
	UI	Expenditure	Samagra Shiksha-Elementary Education(CSS)	0.00	X

- 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

The screenshot shows the 'Create Expenditure Details' form in the PFMS interface. The form is divided into several sections:

- Expenditure Header:** Includes fields for Scheme (DL 127 - Samagra Shiksha-Elementary Education(CSS)), Project (-Select-), Agency Account Choice (Self, Parent Agency, SNA), Bank Account (054922010000088 - DL127 SAMAGRA SHIKSHA DISTRICT NORTH), Expenditure Done For (-Select-), Letter/Office Order No., Office Order Letter Attachment (Choose File, No file chosen, Upload), Sanction Date, Actual Transaction Date (22/09/2021), Total Available Amount (5502688.00), Total Amount, Narration, and Voucher Number.
- Scheme Component Details:** Includes fields for Scheme Components (with a 'Select Scheme' button), Expense Type (Revenue, Capital), Percentage, Amount, and an 'Add' button.

A dropdown menu is open on the right side of the form, displaying a list of expenditure entries with red highlights. The entries include:

- LKL Salary for the mo Aug 2021
- RP SS & RP CWSN Salary for August 2021
- CWSN AAYA Salary for August 2021
- STC Salary for August 2021
- SALARY OF PRT JULY & AUGUST 2021
- TGT Salary for August 2021
- hrghg

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.

Public Financial Management System-PFMS
 (formerly CPMS)
 D/o Controller General of Accounts, Ministry of Finance

Welcome: DISTRICT NORTH
 User Type: AGENCYDO
 Agency: UEE Mission District North
 Financial Year: 2021-2022

(districtnorth) Logout
 Change Password
 Login History

Funds Expenditure Bulk Uploading

Scheme : * DL127 - Samagra Shiksha-Elementary Education(CSS)

Agency Account Choice: Self Parent Agency SNA

Bank Account : * 064922010000088 - DL127 SAMAGRA SHIK Available Allocated balance : 5902688.00

Payment Mode: EPaymentUsingPrintAdvice

Project : -Select-

Letter/office order no. : *

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 Office Order Letter:

Letter/office order Date:* 22/09/2021

Actual Transaction Date:* 22/09/2021

Expenditure Amount:*

Narration:

Voucher Number:

Set Default Component:
 [F.01.23.01]Provision for BRCs/URCs

Maximum 5 Components can be checked from list. If you want to select another component(s) please uncheck selected component.

AdhocReports
 Home
 Scholarship Management
 User Manuals
 TSA
 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

Type here to search

29°C Rain ENG 02:44 PM 22-09-2021

Letter/office order no.: *

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 Office Order Letter:

Letter/office order Date: *

Actual Transaction Date: *

Expenditure Amount: *

Narration:

Voucher Number:

Set Default Component: [F.01.23.01]Provision for BR/URCs

Set Expense Type: Revenue Capital

Net Amount:

	Vendor Name	Component Details						Total Amount
		Component Name	Amount	Tax Amount	Balance Amount	Expense Type	Delete	
<input checked="" type="checkbox"/>	ANISHA	[F.01.23.01]Provision	<input type="text" value="0.00"/>	<input type="text" value="NA"/>	<input type="text" value="NA"/>	<input checked="" type="radio"/> Revenue <input type="radio"/> Capital	<input type="text" value="X"/>	<input type="text" value="0"/>

Maximum 5 Components can be checked from list. If you want to select another component(s) please uncheck selected component.

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Fill the required details and Submit.

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

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 Office Order Letter:

Letter/office order Date:*

Actual Transaction Date:*

Expenditure Amount:*

Narration: 197

Voucher Number:

Set Default Component: [F.01.23.01]Provision for BRCs/URCs

Maximum 5 Components can be checked from list. If you want to select another component(s) please uncheck selected component.

Set Expense Type: Revenue Capital

Net Amount:

Vendor Name		Component Details						Total Amount
		Component Name	Amount	Tax Amount	Balance Amount	Expense Type	Delete	
<input checked="" type="checkbox"/>	ANISHA	[F.01.23.01]Provision	<input type="text" value="1"/>	NA	NA	<input checked="" type="radio"/> Revenue <input type="radio"/> Capital	X	<input type="text" value="1"/>

Fund expenditure saved successfully
Do you want to proceed with payee details?

Public Financial Management System-PFMS
 (formerly CFSMS)
 D/o Controller General of Accounts, Ministry of Finance

Welcome: DISTRICT NORTH
 User Type: AGENCYDO
 Agency: UEE Mission District North
 Financial Year: 2021-2022

(districtnorth) Logout
 Change Password
 Login History

Fund Expenditure Bulk Uploading Payee Details

Letter/office order no. : kjkm,m

Uploaded Office Order Letter:

Letter/office order Date : 22/09/2021

Agency : UEE Mission District North

Scheme Name/Code : Samagra Shiksha-Elementary Education(CSS)

Bank Account : 054922010000088

Project :

Expenditure Amount : 1.00

Status : PendingPayeeDetails

Purpose of Expenditure: hvh

S.No.	Vendor Name	Account No.	Total Amount	Instrument Type
1	ANISHA	30867397075 - Mrs. ANISHA.	1.00	<input type="radio"/> EPaymentUsingPrintAdvice

Next

Confirm Reset Back

Click on Next

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[User Manuals](#)
[TSA](#)
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[Users](#)
[E-Payment](#)
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[Sanctions](#)
[Reports](#)
[My Details](#)
[Masters](#)
[My Schemes](#)
[Agencies](#)
[EAT MIS Process](#)
[My Funds](#)
[Transfers](#)
[Advances](#)
[Expenditures](#)
[Bank](#)
[Misc. Deduction Filing](#)
[Utilisation Certificate](#)
[Accounting System Integration](#)

Fund Expenditure Bulk Uploading Payee Details

Letter/office order no. : kjkm,m
 Uploaded Office Order Letter:
 Letter/office order Date : 22/09/2021
 Agency : UEE Mission District North
 Scheme Name/Code : Samagra Shiksha-Elementary Education(CSS)
 Bank Account : 054922010000088
 Project :
 Expenditure Amount : 1.00
 Status : PendingPayeeDetails
 Purpose of Expenditure: : hvh

S.No.	Vendor Name	Account No.	Total Amount	Instrument Type
1	ANISHA	30867397075 - Mrs. ANISHA .	1.00	ePaymentUsingPrintAdvice

[Next](#)

E-Payment Details

Vendor Name	Party Account No	Party Name	IFSC Code	Amount	Date	NarrationForPassBook	Aadhar	Aadhar No Status	Payment Mode	IsDeduction	Deduction Details
ANISHA	30867397075	Mrs. ANISHA .	SBIN001154	1.00	22/09/2021				--Select--	<input type="checkbox"/>	Add

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Fill Narration for Passbook and Click Confirm then Next

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

Welcome: DISTRICT NORTH
 User Type: AGENCYDO
 Agency: UEE Mission District North
 Financial Year: 2021-2022

Funds Expenditure Bulk Uploading Details

Uploaded Office Order Letter:

1 of 1 Find | Next

Expenditure Details

Letter/Office Order No:	kjkm,m	Letter/Office Order Date:	22-09-2021
Actual Transaction Date:	22-09-2021	Scheme Name:	Samagra Shiksha-Elementary Education(CSS) (DL127)
Bank Account:	054922010000088	Project:	
Expenditure Amount:	1.00	Purpose of Expenditure:	hvh
Status:	Created	Remark:	Payee Details Filled

Receiving Vendors:	Receiving Party Name	Payment Mode	Bank Name	Account Number	IFSC Code	Deduction Amount	Non Deductable Amount	Net Amount	Expenditure Amount	Component Details	
										Name	Amount
	Mrs. ANISHA .	EPaymentUsingPrintAdvice	STATE BANK OF INDIA	30867397075	SBIN0011549	0.00	0.00	1.00	1.00	Provision for BRCS/URCs	1.00

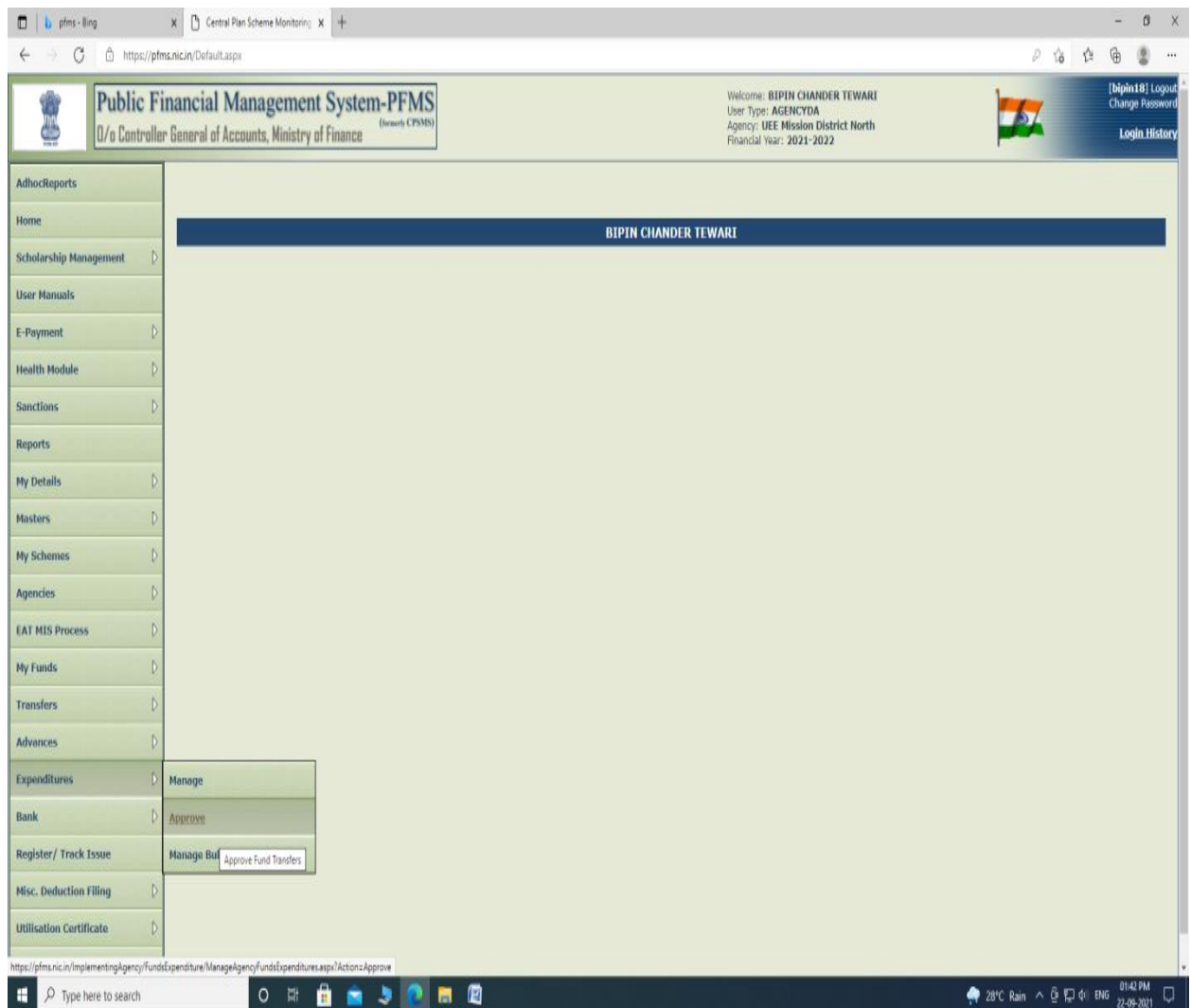
Submit For Approval Payee Details Back

Click Submit For approval.

For Approval of Bulk Expenditure

Log In Agency Data Approver ID

Click on Expenditure -> Approve



The following window will appear.

The screenshot displays the 'Manage Expenditures' page in the PFMS. The search form is populated with the following details:

- Scheme: DL127 - Samagra Shiksha-Elementary Educa
- Agency Account Choice: Self
- Bank Account: 054922010000088 - DL127 SAMAGRA SHIK
- Project: -Select-
- Status: Submitted

The search results section, titled 'Agency Fund Advance Settled Expenditure', shows 'No record found'. An 'Export To Excel' button is visible on the right side of the results area.

Select Scheme -> Click on Search-> Approve.

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