



Single Nodal Account (SNA) User Manual

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Revision and Signoff Sheet

A. Document Preparation

Author	Position	Version	Change reference	Date
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Nisha Chauhan	Business Analyst	1.0	Initial version	12 July-2021
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Table of Contents

1	INTRODUCTION	4
2	INITIAL CHECKS TO BE PREFORMED.....	4
3	BRIEF ON PROCESS FLOW	4
4	PROCESS FLOW STEPS	4
4.1	MANAGING SCHEME CONFIGURATION.....	5
4.1.1	<i>Manage State Scheme Configuration Page: Payment Parameter Setting</i>	<i>5</i>
4.2	IDENTIFYING STATE NODAL AGENCY BY SSM/PD USER	7
4.2.1	<i>Agency Mapping.....</i>	<i>7</i>
4.3	REGISTERING NEW ACCOUNT IN SCHEME	8
4.3.1	<i>Register New Scheme</i>	<i>8</i>
4.3.2	<i>User Selecting State Nodal Account.....</i>	<i>9</i>
4.4	AGENCY REGISTRATION APPROVAL	10
4.4.1	<i>Account Approval</i>	<i>10</i>
4.5	DRAWING LIMITS OF SNA	11
4.6	OPENING BALANCE	12
4.6.1	<i>Manage Opening Balance.....</i>	<i>12</i>
4.6.2	<i>Opening Balance NOT Applicable.....</i>	<i>12</i>
4.7	STATE NODAL AGENCY: AGENCY WISE DRAWING LIMITS	13
4.7.1	<i>Drawing Limit of Child Agency.....</i>	<i>13</i>
4.8	CHILD AGENCY CARRYING OUT EAT USING STATE NODAL ACCOUNT	14
4.8.1	<i>Create Expenditure Using Bulk Customization</i>	<i>14</i>
4.8.2	<i>Add New Expenditure Entry</i>	<i>15</i>
4.8.3	<i>Add New Funds Advance.....</i>	<i>16</i>
4.8.4	<i>Add New Transfer.....</i>	<i>16</i>
4.8.5	<i>Bulk Customization Using Excel.....</i>	<i>17</i>
4.8.6	<i>Manage Bulk Fund Expenditure.....</i>	<i>18</i>
4.8.7	<i>Manage Bulk Fund Advance.....</i>	<i>19</i>
4.9	CHILD AGENCY CARRYING OUT DBT USING STATE NODAL ACCOUNT	19
4.9.1	<i>Initiating DBT Payment (SNA).....</i>	<i>19</i>
4.9.2	<i>Approve DBT Payment (SNA).....</i>	<i>20</i>
5	DIGITAL SIGNATURE CERTIFICATE.....	21
6	UNDO STATE NODAL ACCOUNT MAPPING	25

1 Introduction

For better monitoring of availability and utilization of funds released to the States under the Centrally Sponsored Schemes (CSS) and to reduce float. The Department of Expenditure has modified the procedure for release of funds under CSS and Every State Government will designate a Single Nodal Agency (SNA) for implementing each CSS. This user manual describes the steps to be followed to implement State Nodal Account in State Linked Schemes.

2 Initial Checks to be performed

- Confirm that the proposed State Nodal Account is not mapped in any other Scheme in PFMS, as the Single Nodal Account can operate only in one State Linked Scheme.
- Ensure that the Agency is registered in the proposed State Linked Scheme.
- State Project Cell user will check the scheme hierarchy mapping and ensure that the State Nodal Agency is mapped in the Scheme.
- If a new State Nodal Account is opened and already existing account is mapped in the Scheme, then execute the below steps: --
 - SNA must map the scheme and the bank account using his login.
 - Get it approved from approver level 2 user.
 - Do interbank fund transfer from existing SNA account to new account.
 - State Scheme Manager (SSM) must map the SNA in scheme hierarchy if not done in that scheme.
 - SPCU user will mark the scheme as SNA.
 - SSM to mark the agency as SNA.
 - The State Nodal Agency need to add the State Nodal Account again.
- If already existing account is to be mapped Single Nodal Account
 - Check SNA is mapped with the scheme and the bank account is not mapped with multiple schemes.
 - If the account is already mapped with multiple schemes, then
 - Either open new saving bank account for the scheme and map it with the agency
 - Make bank account as “NOT IN USE” in all the other Schemes.

3 Brief on Process Flow

- 1) First of all, the PD/SPCU/Project cell user marks the scheme as SNA scheme. The SPCU user mark the linked scheme and PD/Project cell user will mark the Central Sponsored Scheme.
- 2) Then SSM user will mark the agency as State nodal agency. One centrally sponsored scheme can have multiple linked schemes. But one linked scheme can have only one state nodal agency.
- 3) The State Nodal Agency will map the Single Nodal Account with the scheme. For one linked scheme, there will be only one single Nodal Account.
- 4) After this process, child agencies will map either the Single Nodal Account or Zero Balance Account.
 - a. If they will map the Single nodal account, then the request will be first approved by the parent agency and then the State Nodal Agency.
 - b. If child agencies will use the Zero Balance Account, then it will be approved by the Parent Agency only.
- 5) After that, the limit can be allocated and expenditure can be made.
- 6) In current scenario, limit allocation is bulk wise only.

4 Process Flow Steps

4.1 Managing Scheme Configuration

Pre-requisites: Before Marking a Scheme as State Nodal Agency user need to ensure the State Nodal Agency is already mapped in the Scheme. i.e., Proposed State Nodal Agency has SNA Scheme added in the Agency and Agency mapping done.

4.1.1 Manage State Scheme Configuration Page: Payment Parameter Setting

User: SPCU/ Project Cell user

User need to Login into the system and select from Menu - “Masters>DBT Master> Payment Parameter Setting” and the page “Manage State Scheme Configuration” get opens.

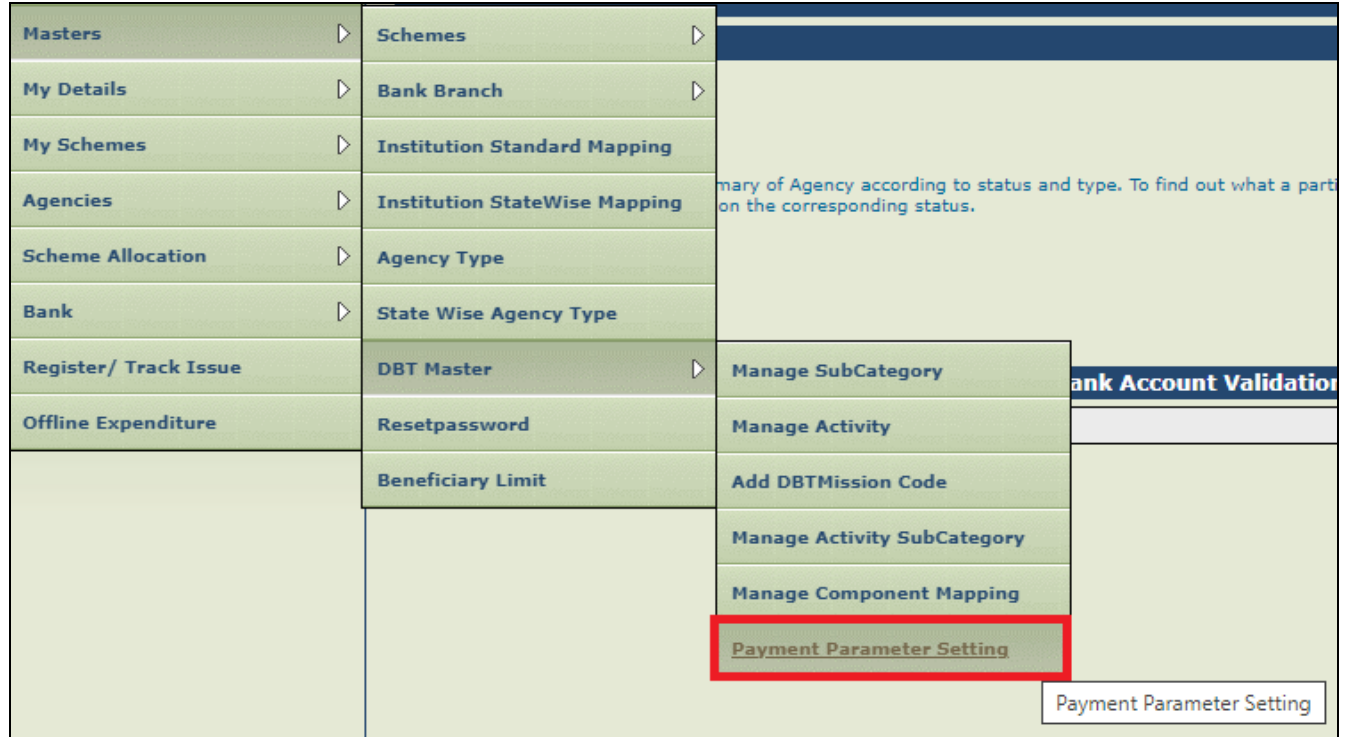


Figure 1: Payment Parameter Setting

The User need to select the State as “ALL” and then Selects the “Scheme” from Scheme Drop down list. After which the user have to select the **Centre Share to be paid by Program Division**, for CSS Scheme.

1. For CSS and SLS, User needs to Select “Is Agency wise Expenditure Allocation Limit Applicable” radio yes option, the System will display “Centre/ State” Share Ratio entry fields, and Radio buttons. If Scheme Applicable for **State Nodal Account is Yes** then All Accounts in the Scheme would be marked as “**NOT IN USE**”.
2. Message will be displayed “Are you sure, All accounts in the Scheme will be marked as NOT IN USE and no expenditure can be done from those accounts, Click **Yes** to mark all accounts **Not in Use and No to Cancel**”
3. If a Scheme is marked as State Nodal Agency then it cannot be changed, and NO radio button will be disabled.
4. The Sum of Centre and State Share Percentage should be 100, if not A Message “**Sum of Centre and State Shared Should be 100%**” will be displayed on the screen and User can Edit the details.

Figure 2: Manage State Scheme Configuration

Id	State	Scheme Code	Center Share Paid By	Account Validation Required	Scheme Active	Bank Account Rule To Be Applied	Approve All Beneficiary	Beneficiary Excel Upload Allowed	Agency Balance/Limit to be checked	MIS Upload Allowed	Agency Account Balance Check	Center Share (%)	State Share (%)	Account Type
10035	UTTARAKHAND	UK244	Program Division	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	50.00	50.00	SNA

Figure 3: Manage State Scheme Configuration – Records updated

5. Already added Schemes will be displayed on the grid table.

4.2 Identifying State Nodal Agency by SSM/PD User

4.2.1 Agency Mapping

User: Scheme Manager of the State

User navigates to the menu “Agencies>Agency Mapping” and the page “Scheme Fund Flow Hierarchy” will open

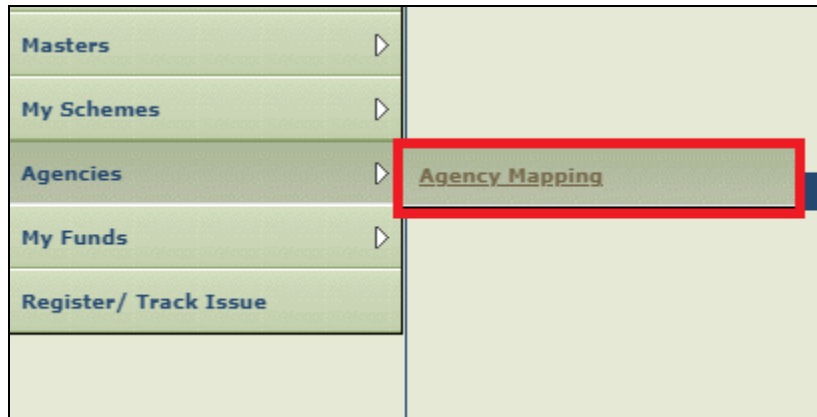


Figure 8: Agency Mapping

1. State Scheme Manager needs to map an Agency as a State Nodal Agency in State Linked Schemes and the PD user will do the same for CSS Schemes.
2. In case there are more than one Agencies need to be mapped at the same level, and user selects more than once Agency, and then select the “Map State Nodal Agency” button, a message will be displayed “Select only agency as one State Nodal Agency”
3. If User tries to map another Agency as State Nodal Agency, then a Message” [<Agency Name><Agency Unique Code>] is Already Mapped as State Nodal Agency” will be displayed on the screen.

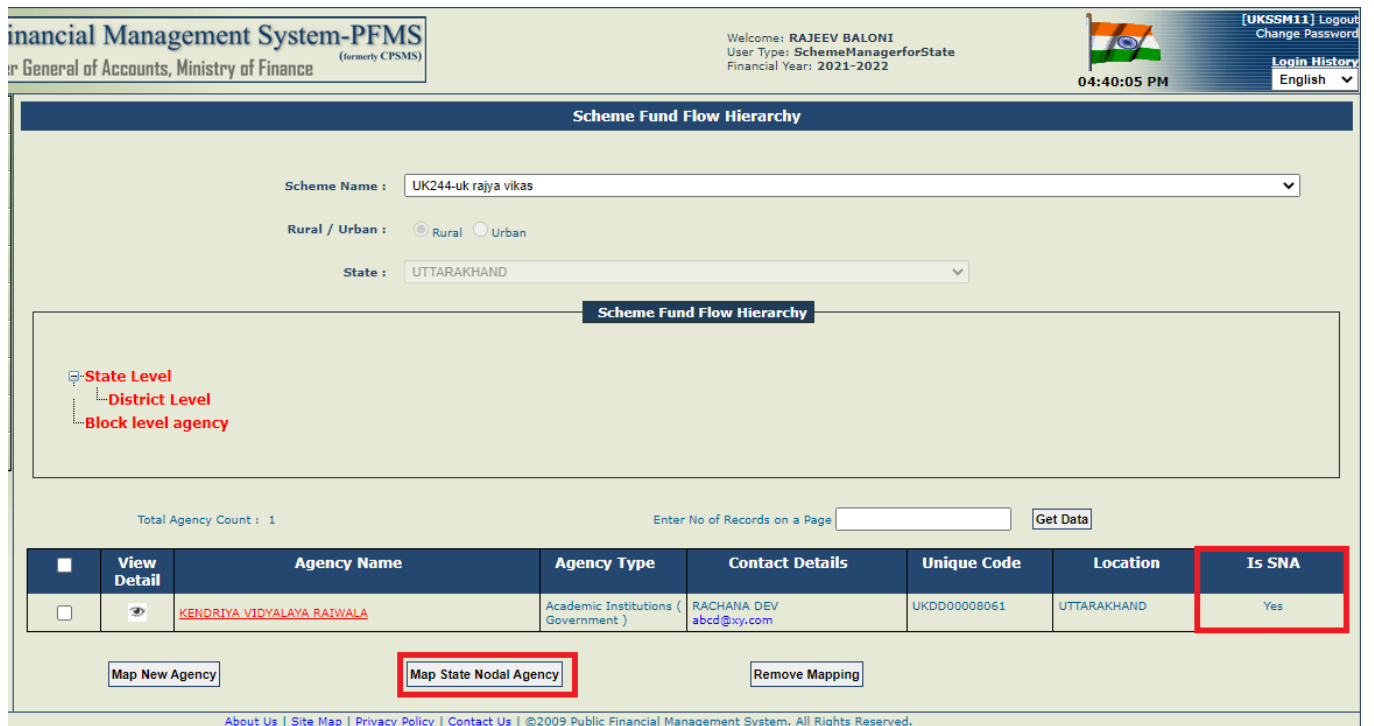


Figure 9: Scheme Fund Flow - Agency Mapping

4. When User then selects one Agency row, and clicks on “Map State Nodal Agency” button, the System displays popup for “State Nodal Agency Bank Mapping” Screen

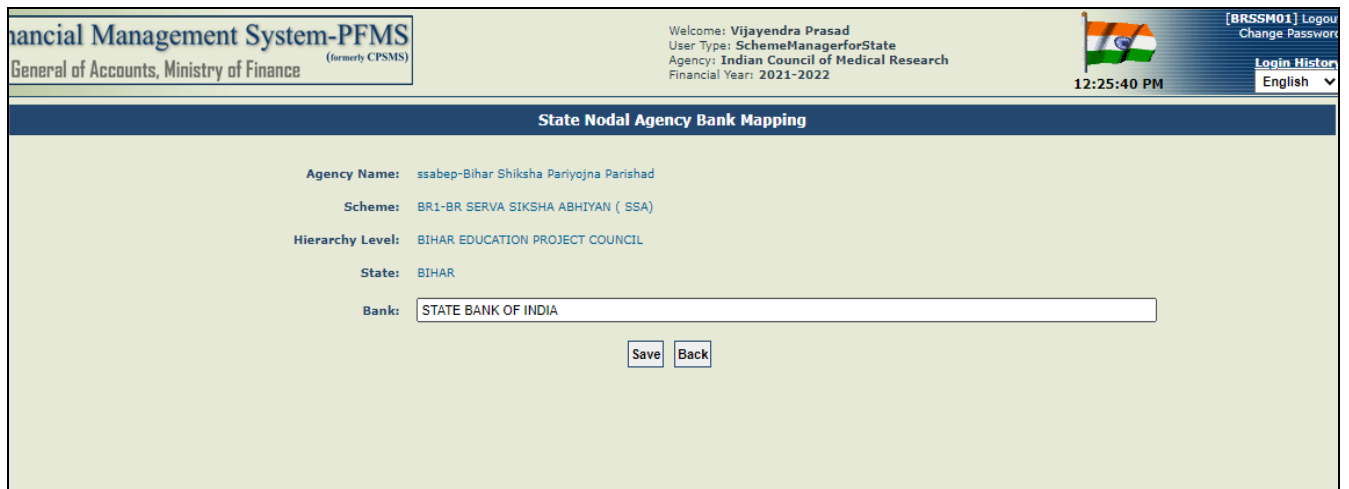


Figure 10: SNA Bank Mapping

5. The System will display the Agency Name (Unique Code), Scheme Name, Hierarchy Level and State. The User needs to select the Bank from the auto extender and click on “Save” button to mark the agency as **State Nodal Agency** with the Bank.

6. A Message “Are you Sure, Agency [<Agency Name><Agency Unique Code>] is being mapped as State Nodal Agency with Bank <Bank Name>, Click OK to mark the State Nodal Agency and Cancel to cancel” will be displayed on the screen for User’s final Confirmation.

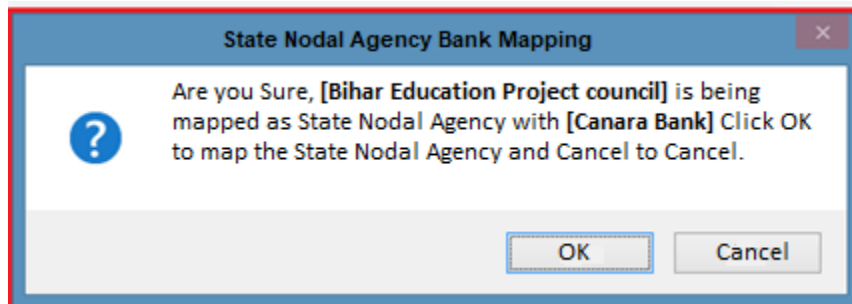


Figure 11: Message SNA Agency Mapped with Bank

7. Upon Clicking “OK” button a Message “State Nodal Agency Mapped Successfully” will be displayed.

4.3 Registering New Account in Scheme

4.3.1 Register New Scheme

User: Agency ADMIN of the Child Agency

The User navigates to “My Schemes>Register New Scheme” and the page “Register New Scheme /Bank Account” opens.

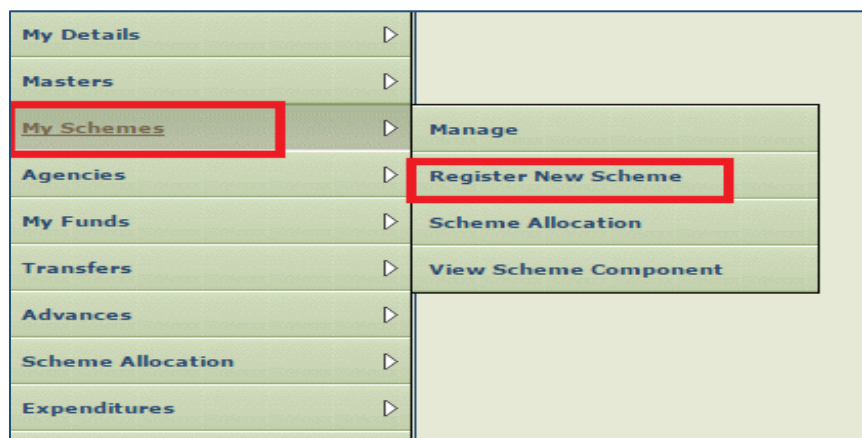


Figure 12: Register new Scheme

Figure 13: Registering New Account as SNA-Step1

4.3.2 User Selecting State Nodal Account

1. The user need to Select the Scheme and Funding Agency, then click on “**Check SNA Details**” Button and the system will auto display the Bank Name and SNA account type.

Figure 14: Registering New Account as SNA-Step2

Figure 15: Registering New Account as SNA-Step3

2. User needs to complete all the required details and click on “Save” button.

4.4 Agency Registration Approval

Pre-requisites: The Parent Agency would login into PFMS and Approve the Child Agency Request having Status as “Pending Agency Approval” after which the Agency Account Status would be “Pending SNA Approval”

4.4.1 Account Approval

User: Agency ADMIN of the State Nodal Agency

User navigates to “Agencies>Approve” and the page “Agency Registration Approval” will open.

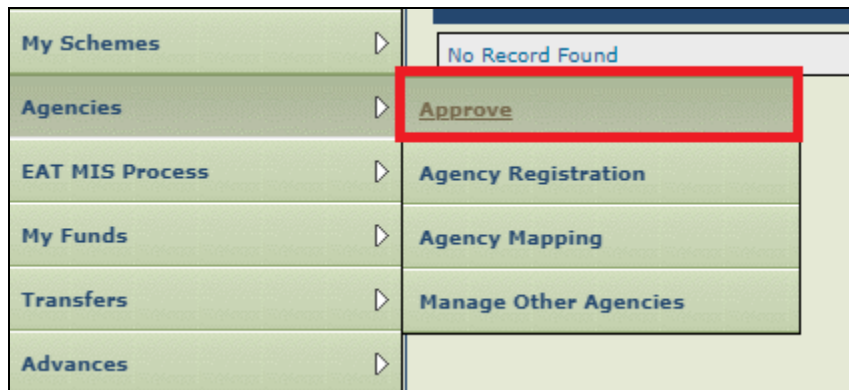


Figure 16: Account Approve

1. The User need to select the Agency Status -” Pending SNA Approval” and then click on “Search” button. The list of Agency Pending SNA Approval will be displayed to the user.

Agency Name	Agency Type	Contact Detail	Unique Code	Created By	Created Date	Agency Status
ACHARYA NARENDRA DEV COLLEGE (UNIVERSITY OF DELHI)	Registered Societies (Govt.,Autonomous Bodies)	Dr. Ravi Toteja abcd@xy.com	ANDC	ssis	27/03/2010	Approved

Figure 17: Agency Approval/ Pending Registration SNA Approval

- After that User need to Click on the “Agency Name” hyperlink and the page “New Agency Registration-Approval” opens.

New Agency Registration - Approval

Agency Name: COIMBATORE MEDICAL COLLEGE, COIMBATORE

Agency Type: State Government Institutions

Act/Registration No.:

Date of Registration: 10/03/2017

Registering Authority: DEAN

State of Registration: TAMIL NADU

TIN No.: xxxxxxxx

TAN No.: xxxxxxxx

Block No/Building/Village/Name Of Premises: COIMBATORE MEDICAL COLLEGE

Road/Street/Post Office: CIVIL AERODROME POST

Area/Locality: AVINASHI ROAD

City: COIMBATORE

State: TAMIL NADU

District: COIMBATORE

Pin Code: 641014

Contact Person: DR. N. MYTHILY

Phone:

Alternate Phone/Mobile No.:

Email: abcd@xy.com

Unique Agency Code: TNCO0003037

Current Status: Approved

Previous Remarks:

Remarks:

Scheme	Bank Detail	Account No.	Agency Name as per Bank	Current Status	Account Type	Bank Status
<input type="checkbox"/> DEVELOPMENT OF TOOLS/SUPPORT TO PREVENT OUTBREAKS OF EPIDEMICS	INDIAN BANK CIT COLLEGE CAMPUS,PEELAMEDU,COIMBATORE, P.O.AERODROME,641014	68691234	xxxxCOIMxxxx	Pending SNA Approval		✔
<input type="checkbox"/> SETTING UP OF NATION WIDE NETWORK OF LABORATORIES FOR MANAGING EPIDEMICS AND NATIONAL CALAMITIES	AXIS BANK PLOT NO 1-A,DR N JAGANATHA	91501234	xxxxCOIMxxxx	Approved		✔
<input type="checkbox"/> SETTING UP OF NATION WIDE NETWORK OF LABORATORIES FOR MANAGING EPIDEMICS AND NATIONAL CALAMITIES	INDIAN BANK CIT COLLEGE CAMPUS,PEELAMEDU,COIMBATORE, P.O.AERODROME,641014	68691234	xxxxCOIMxxxx	Approved		✔

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Figure 18: New Agency Registration Approval

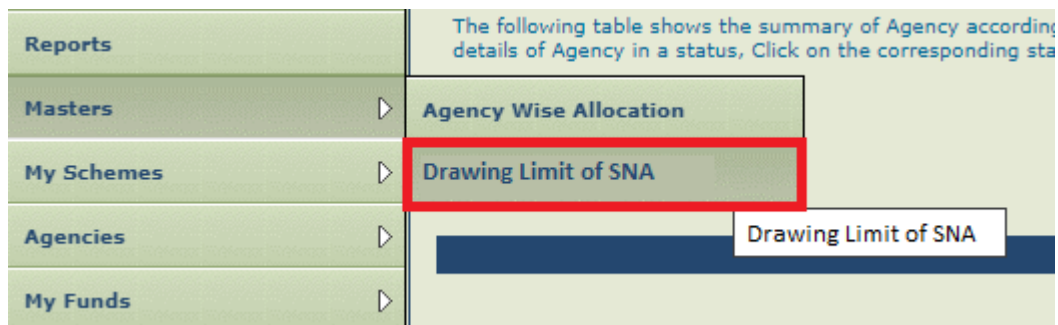
- The user need to verify the Agency Name as per bank matches the Agency name in PFMS and with the offline records and then selects the Account Number to Approve for a Scheme and clicks on the “Approve” button.
- The System re-confirms with user with message “Are you sure you want to approve?” and upon clicking “Yes” a message will be displayed-“Bank Scheme approved successfully” The Status of the Account changes from “Pending SNA Approval” to “Approved”.

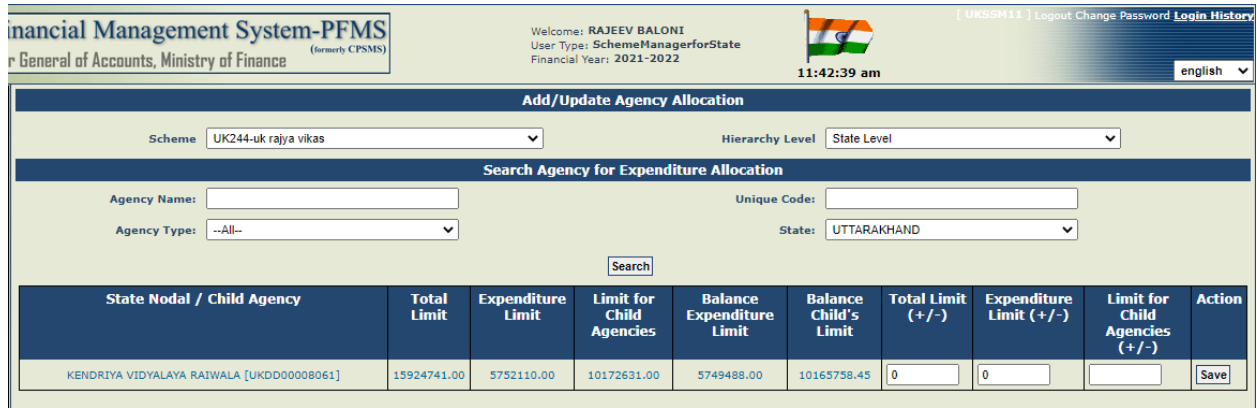
Note: Once the State Nodal Agency Approves the Child Agency Account, then there is no need to Approve DSC Enrollment Request or Request to use State Nodal Account for PPA.

4.5 Drawing Limits of SNA

User: State Scheme Manager

User navigates to “Masters>Drawing Limits of SNA” and the page “Add/Update Agency Allocation” will open.





- 1) The User need to select the Scheme and the Hierarchy level from the drop down list box. 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.
- 2) The system displays the State Nodal Agency (Name & Unique Code), Total Limit, Limit for Child Agencies, Balance Child’s Limit and Data entry section Total Limit (+/-), Expenditure Limit (+/-) and Limit for Child Agencies (+/-).
 - **Total Limit** = Total Limit Assigned to the Agency
 - **Expenditure Limit**= Total Expenditure that can be done by the Agency on self.
 - **Limit For Child Agencies** = Total Limit – Expenditure Limit (This is Auto calculated and NON Editable)
 - **Balance Expenditure Limit** = Expenditure limit yet to be utilized by Agency (This is auto updated once the Agency carries out any expenditure or advance payments)
- 3) To Set the SNA Limits the user needs to enter the Total Limit (+/-) and Agency’s Expenditure Limit (+/-) and click on” Save” button, which will save the selected State Nodal Agency Drawing Limits.

NOTE: The State Scheme Manager need consider the Available funds balance in SNA account while allocating the Total Limit for the State Nodal Agency. i.e., The Total Limit for SNA = Available Balance Amount in Account + Additional Amount.

4.6 Opening Balance

4.6.1 Manage Opening Balance

User: Agency Maker

User Navigates to “My Funds>Opening Balance” and the page “Manage Opening Balance for Child Agency” will open.

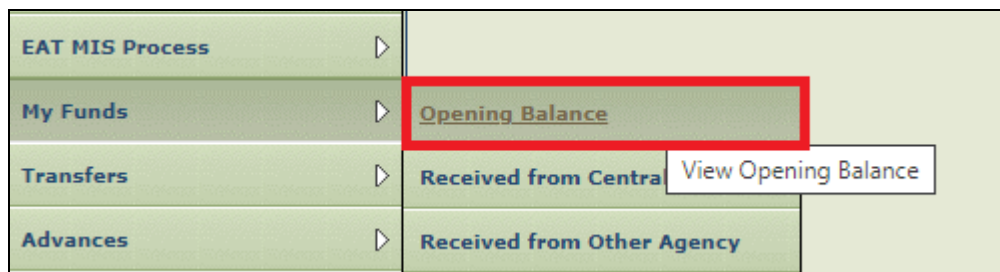


Figure 192: Menu Opening Balance

4.6.2 Opening Balance NOT Applicable

1. User need to select Scheme Applicable for State Nodal Account then a message “Opening Balance is NOT applicable in State Nodal Account Schemes, i.e., Schemes having SNA or ZBA Accounts” will be displayed on the screen.
2. The Bank Account Drop down list box will be disabled and without bank the User will NOT be able to Submit. So this will inform User at the first selection level and he/she don’t have to fill all the remaining details.

Figure 20: Proposed Changes Bulk Opening Balance Add

4.7 State Nodal Agency: Agency Wise Drawing Limits

4.7.1 Drawing Limit of Child Agency

User: Agency ADMIN User of the designated State Nodal Agency.

The User Navigates to the Menu “Masters>Drawing Limit of Agency” and the Page “Add / Update Drawing Limits by State Nodal Agency” page opens

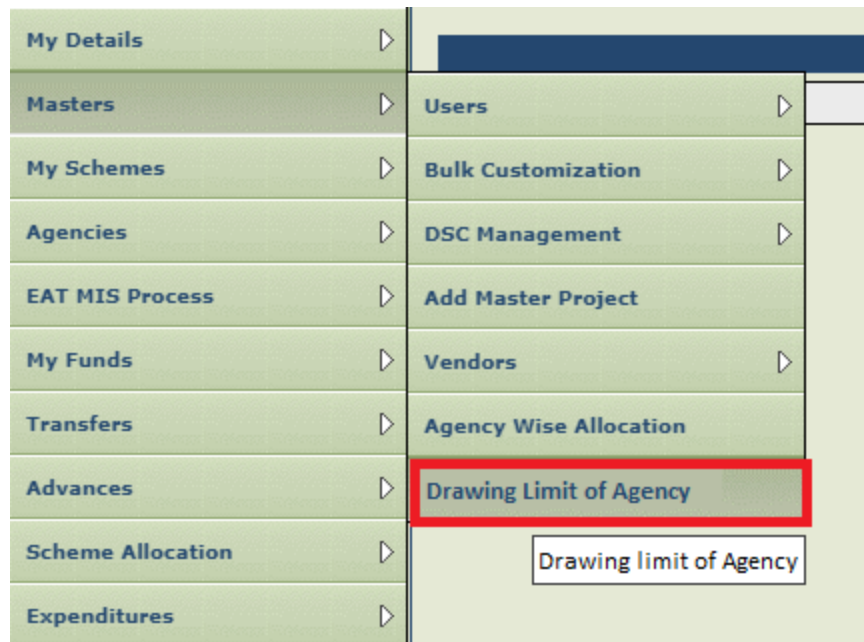


Figure 21: Drawing Limits by SNA

1) The User need to select the Scheme and the Hierarchy level from the drop down list box. 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.

Figure 22: Add/ update Agency Allocation

2) The system displays the “State Nodal Agency/Parent Agency” its State 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.

5) 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 need to save each Agencies Limits one by one.

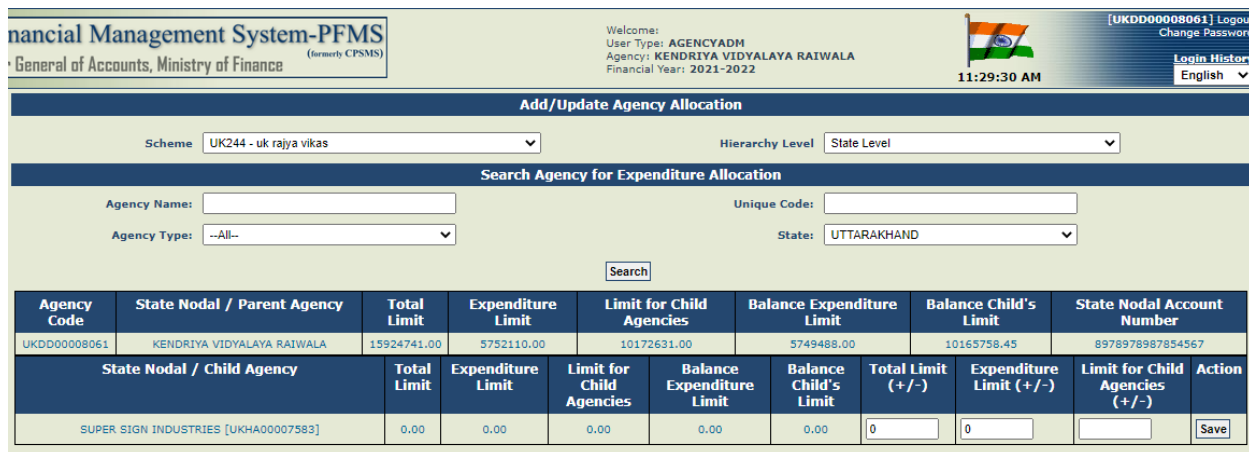


Figure 23: Drawing Limits by SNA /Parent Agency

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

4.8 Child Agency Carrying out EAT using State Nodal Account

4.8.1 Create Expenditure Using Bulk Customization

Users: Agency Data Operator

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



Figure 24: Menu Add New Expenditure

1. To create the expenditure, the User need to select the Scheme, Project (if Applicable) and the Agency Account Type.

2. The User then can select from “**State Nodal Agency**” and clicks on “**GET**” button, System fetches the State Nodal Agency Unique Code and the State Nodal Account and the Payment Modes available for the State Nodal Account.

Financial Management System-PFMS
General of Accounts, Ministry of Finance (formerly CPMS)

Welcome: Pritesh Jadhao
User Type: AGENCYDD
Agency: RURAL HOSPITAL RUGNA KALAYAN SAMITI BHIDI
Financial Year: 2020-2021

11:40:36 AM [PRITESHMAKER] Logout Change Password

Create Expenditure Details

Expenditure Header:

Scheme: * 9150 - National Rural Health Mission
Project: --Select--
Agency Account Choice: Self Parent Agency State Nodal Account
Enter Agency Unique Code: MHWR00001799
Bank Account: * 108001000215 - CIVIL HOSPITAL WARDHA - ICICI BANK LTD
Payment Mode: EPaymentUsingPrintAdvice EPaymentUsingDigitalSignature
Expenditure Done For: * --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 Sanction Letter: Sanction Date: *
Actual Transaction Date: * 28/08/2020
Allocated Balance Amount: 94117477578013.70
Total Amount: *
Narration: *
Voucher Number: *

Customization Name:
MK-test
MK-DSC
test[Parent]
test_90_exp_67
test_9jul_exp[Parent]
test56_90[Parent]
test_90_exp_12AA[Parent]

Scheme Component Details:
Scheme Components: Select Scheme
Expense Type: Revenue Capital
Percentage: Amount:
Total Amount:
Component Amount:
Balance Amount:

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Figure 253: Create Expenditure Details

4.8.2 Add New Expenditure Entry

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

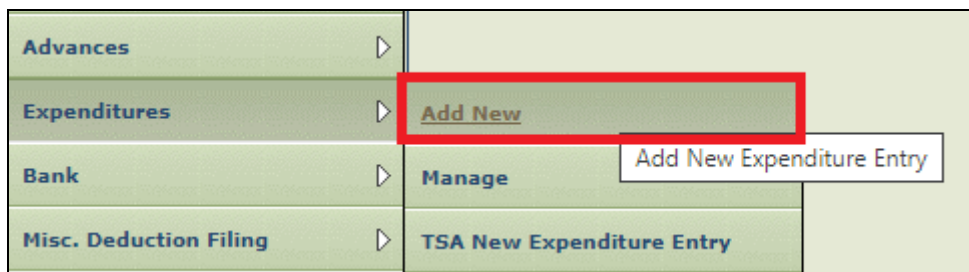


Figure 264: Add New Expenditure

Financial Management System-PFMS
General of Accounts, Ministry of Finance (formerly CPMS)

Welcome: Pritesh Jadhao
User Type: AGENCYDD
Agency: RURAL HOSPITAL RUGNA KALAYAN SAMITI BHIDI
Financial Year: 2020-2021

03:16:16 PM English

Create Expenditure Details

Expenditure Header:

Scheme: * 2351 - Atal Innovation Mission(AM) including Self Employment and Talent Utilization Agency Location
Project: --Select--
Agency Account Choice: Self Parent Agency SNA
Bank Account: * --Select--
Expenditure Done For: * --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 Sanction Letter: Sanction Date: *
Actual Transaction Date: * 20/07/2021
Total Available Amount: *
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:
Total Amount:
Component Amount:
Balance Amount:

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Figure 275: Create Expenditure Details

4.8.3 Add New Funds Advance

The User Navigates to **Advances>Add New** and the page “**Create Funds Advance**” opens

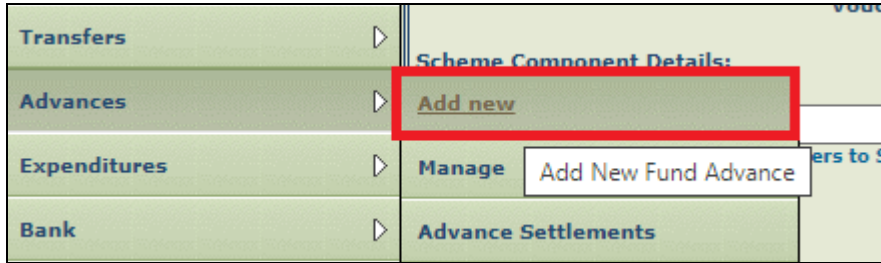


Figure 286: Add new Fund Advance

1. If agency is using State Nodal Account, then “SNA” radio button is auto selected and the State Nodal Account would be shown in Bank Account list and it would be non-editable
2. If agency is using Zero Balance Account, then “self” radio button is auto selected and the Zero Balance Subsidiary Account would be shown in Bank Account list and it would be non-editable

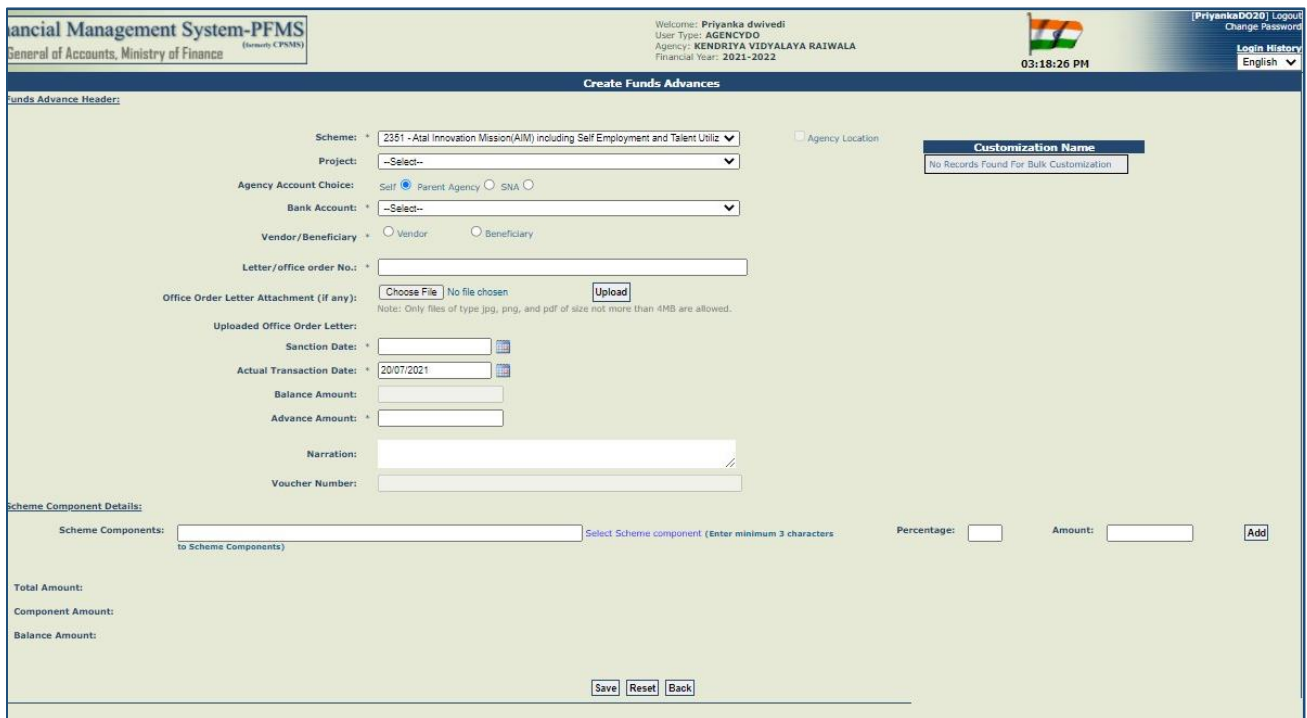


Figure 297: Create Fund Advance

4.8.4 Add New Transfer

The User Navigates to **Transfers>Add New** and the page “**Funds Transfer**” opens

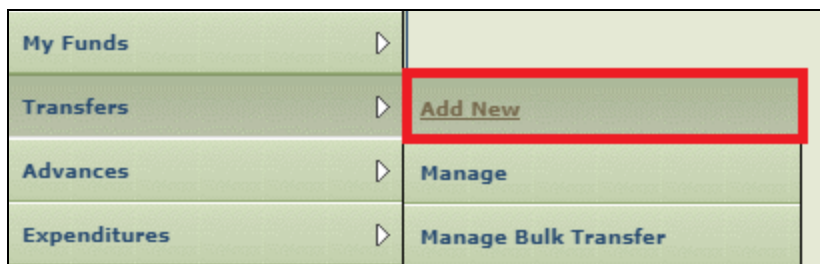


Figure30: Menu Add New Transfer

1. When User selects Scheme Applicable for State Nodal Account then a message **“Transfer is NOT applicable in State Nodal Account Schemes, i.e., Schemes having SNA or ZBA Accounts”** will be displayed
2. The Bank Account Drop down list box will remain disabled for this selection and without bank the User will NOT be able to Submit.

Figure 31: Funds Transfer

4.8.5 Bulk Customization Using Excel

The User Navigates to **Masters>Bulk Customization>Bulk Customization** using Excel and the page **“Expenditure Excel Upload”** opens

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

Figure 328: Bulk Customization Using Excel

1. If agency is using State Nodal Account, then “SNA” radio button is auto selected and the State Nodal Account will be shown in Bank Account list and it will remain be non-editable
2. If agency is using Zero Balance Account, then “self” radio button is auto selected and the Zero Balance Subsidiary Account would be shown in Bank Account list and it would be non-editable

SNA Account: Expenditure

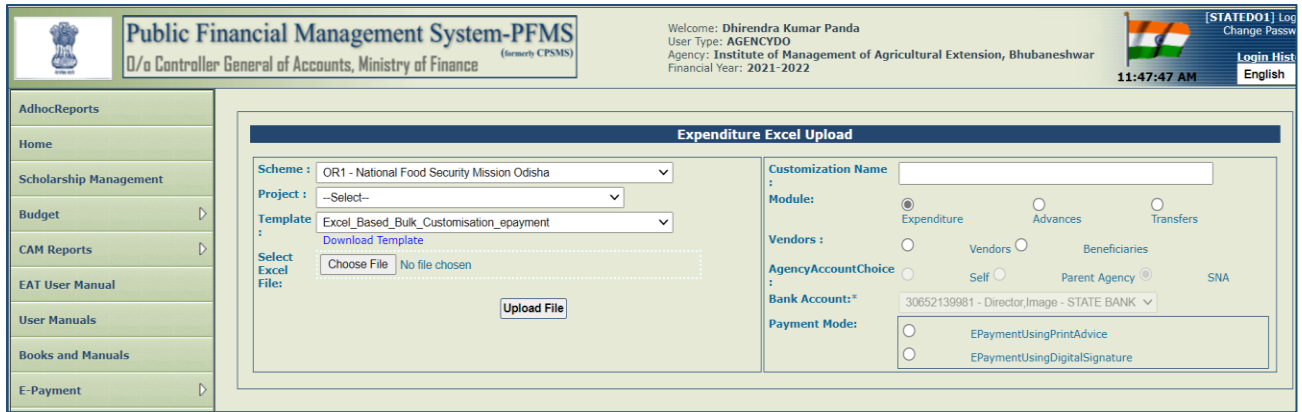


Figure 33: Expenditure Excel Upload: SNA

Zero Balance Account: Expenditure

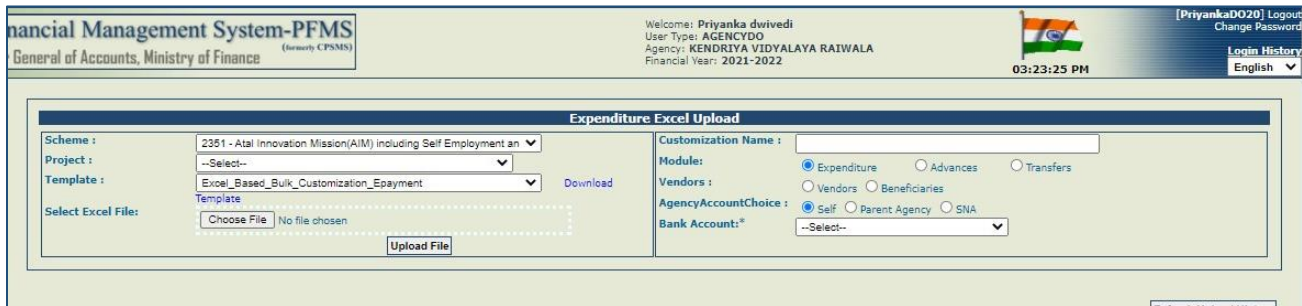


Figure 349: Expenditure Excel Upload: ZBA

4.8.6 Manage Bulk Fund Expenditure

The User Navigates to **Expenditure>Manage Bulk Funds Expenditure** and the page “**Manage Expenditure Bulk Uploading**” opens



Figure 3510: Manage Bulk Fund Expenditure

1. If agency is using State Nodal Account, then “SNA” radio button is auto selected and the State Nodal Account will be shown in Bank Account list and it would be non-editable
2. If agency is using Zero Balance Account, then “self” radio button is auto selected and the Zero Balance Subsidiary Account will be shown in Bank Account list and it would be non-editable

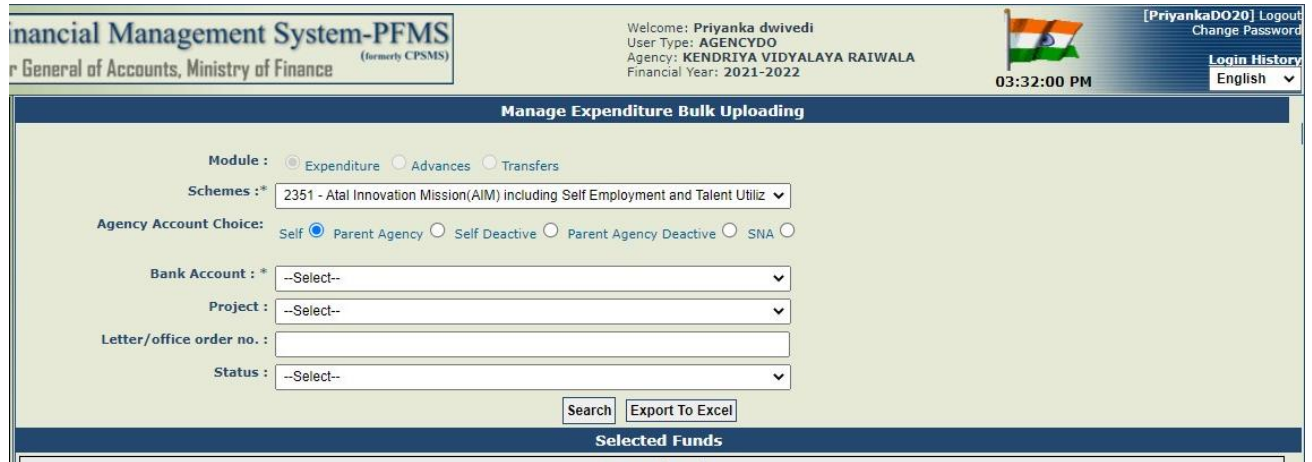


Figure 3611: Manage Bulk Fund Expenditure Upload

4.8.7 Manage Bulk Fund Advance

The User Navigates to **Advances>Manage Bulk Funds Advance** and the page **“Manage Advance Bulk Uploading”** opens

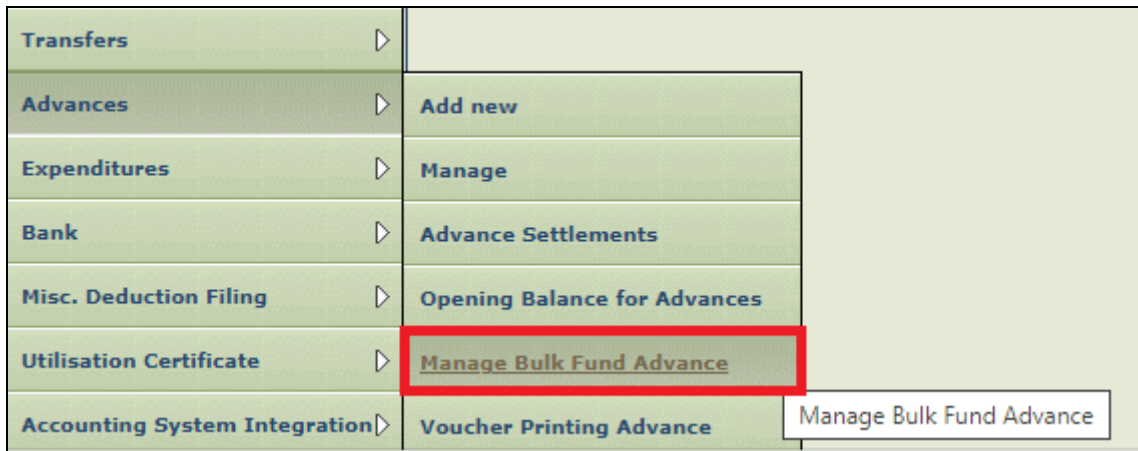


Figure 3712: Manage Bulk Fund Advance

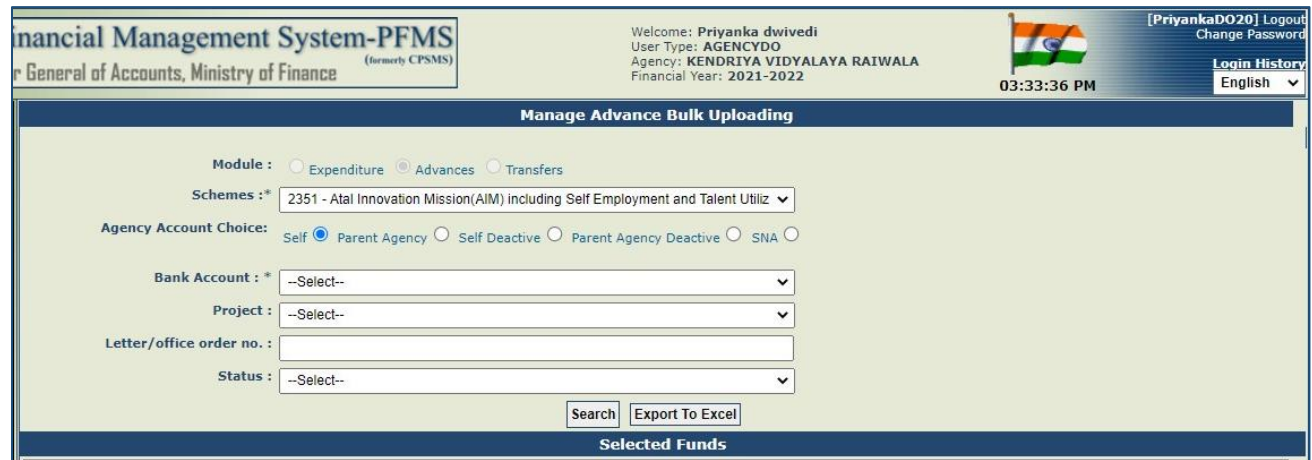


Figure 3813: Manage Advance Bulk upload

4.9 Child Agency Carrying out DBT using State Nodal Account

4.9.1 Initiating DBT Payment (SNA)

Users: Agency Data Operator

The Agency Maker user navigates to the Menu **“E-Payment>Initiate Payments”** and the page **“Payment process”** opens

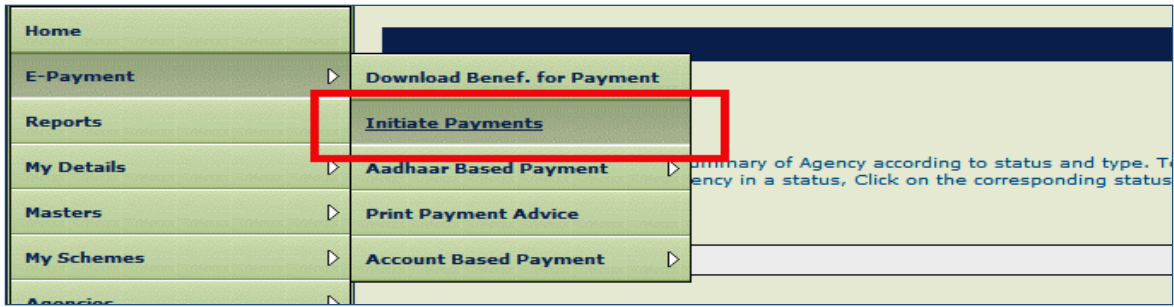


Figure 3914: Initiate Payments

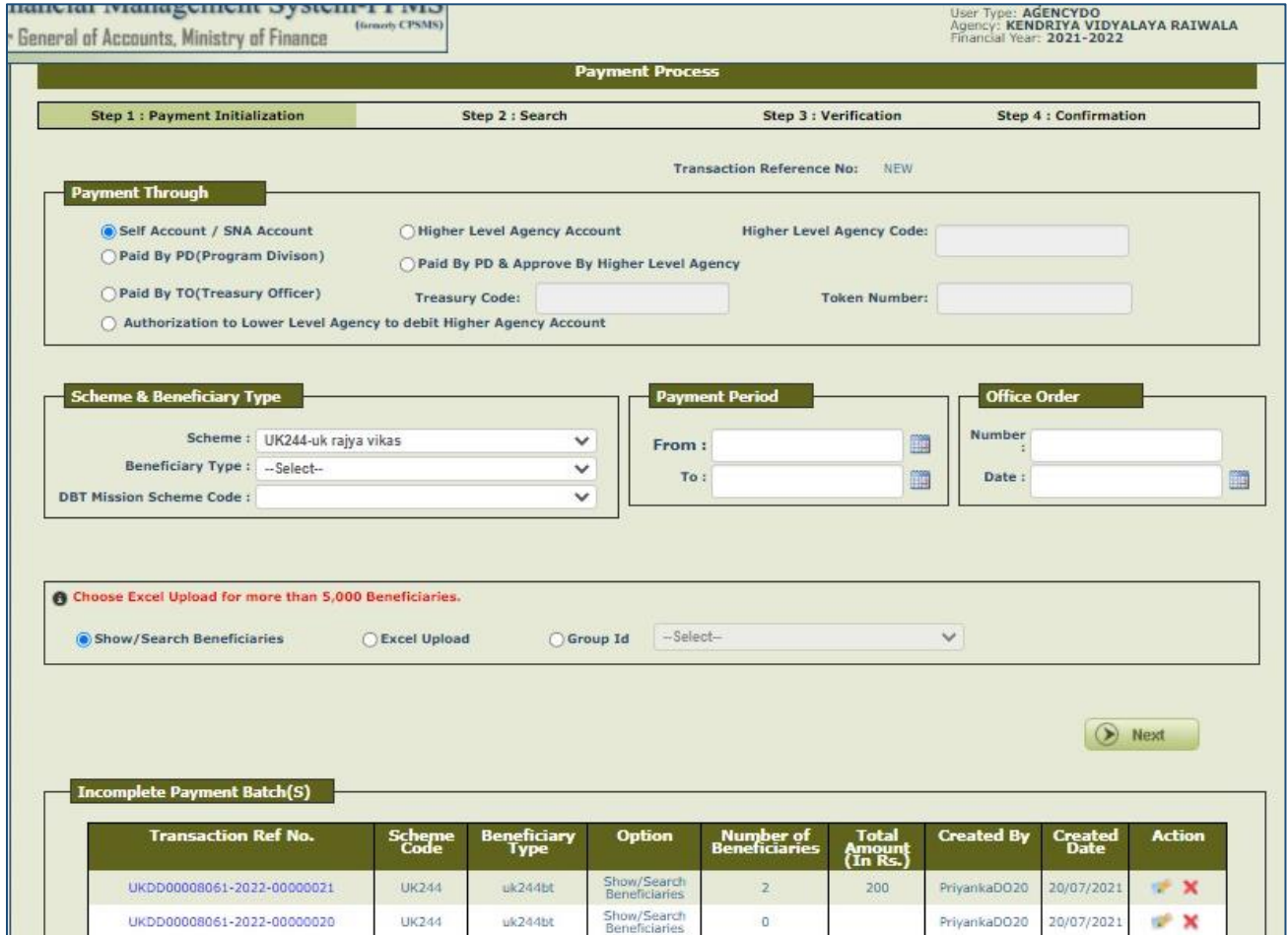


Figure 4015: Payment Process

1. The User need to Select the “Payment Though” option as “Higher Level Agency Account/ State Nodal Agency” and enter the Higher Level Agency Code / SNA Code
2. After that User need to select the Scheme, the Beneficiary Type, DBT Mission Code and enters the Payment Period and Office Order Details, then Clicks on “NEXT” button. Rest of the DBT Creation process remains the same.

Note: The Schemes that are mapped with the State Nodal Agency would be populated in the Scheme Drop down list.

4.9.2 Approve DBT Payment (SNA)

Users: Agency Data Approver (Child Agency)

The Agency Checker user navigates to the page “E-Payment Approval” and Clicks on a reference number having status as “Pending for Approval”.

Financial Management System-PFMS (formerly CPMS)												Welcome: VINAY KAJLA User Type: AGENCYDA Agency: National Disaster Management Authority Financial Year: 2015-2016		[NDMA2] Logout Change Password	
E-Payment Approval															
Scheme: 9391 - Prime Minister National Relief Fund															
Beneficiary Type: Disaster Sufferer															
Payment Batch Status: --Select--															
												Record Per Screen: 10	Total Count: 169		
Ref. Number	Paid By	No. of Beneficiary	Total Transaction Amount	Payment Period From	Payment Period To	Created Date	Created By	Approved/Rejected By	Approved/Rejected Date	Status	Token No	Treasury Code			
NDMA-2016-00000096	IA	1	50000	01/01/2016	29/02/2016	01/02/2016	bhag2			Pending for Approval					
NDMA-2016-00000093	IA	3	5110	13/07/2015	21/07/2015	27/07/2015	bhag2	NDMA2	27/07/2015	Approved					
NDMA-2016-00000087	IA	5	56220	24/07/2015	24/07/2015	24/07/2015	bhag2			Pending for Approval					
NDMA-2016-00000083	IA	5	200000	24/07/2015	24/07/2015	24/07/2015	bhag2			Pending for Approval					
NDMA-2016-00000080	IA	5	12335	23/07/2015	24/07/2015	24/07/2015	bhag2			Pending for Approval					
NDMA-2016-00000071	IA	4	15110	22/07/2015	22/07/2015	22/07/2015	bhag2	NDMA2	22/07/2015	Approved					
NDMA-2016-00000070	IA	5	300100	01/07/2015	02/07/2015	22/07/2015	bhag2			Pending for Approval					
NDMA-2016-00000064	IA	1	10000	22/07/2015	22/07/2015	22/07/2015	bhag2	NDMA2	22/07/2015	Approved					
NDMA-2016-00000059	IA	4	190100	08/07/2015	17/07/2015	17/07/2015	bhag2			Pending for Approval					
NDMA-2016-00000054	IA	21	1050000	09/06/2015	16/06/2015	09/06/2015	bhag2	NDMA2	09/06/2015	Approved					

Figure 4116: E-Payment Approval

1. The Page “E-Payment Voucher Details” will open. The User need to confirm the “State Nodal Account Number” and the “Allocated balance Amount” and Selects the “Mode of Payment” Available for the State Nodal agency.

Financial Management System-PFMS (formerly CPMS)												Welcome: VINAY KAJLA User Type: AGENCYDA Agency: National Disaster Management Authority Financial Year: 2015-2016		[NDMA2] Logout Change Password	
E-Payment Voucher Detail															
Scheme Name: Prime Minister National Relief Fund				Beneficiary Type: Disaster Sufferer				Ref. Number: NDMA-2016-00000096		Remarks:					
Mobile no.: 9873832358				Created By: bhag2				Email: bhagwan.moshal@gmail.com		Created Date: 2016/02/01					
Office Order Number:				Office Order Date:											
E-Payment Transaction Debit Detail															
S. No.	State Nodal Account Number	Component Name	Allocated Balance Amount	Debit Amount	No. Of Payees	No. Of Credits	Mode of Payment								
1	SBI, 34439417785	Relief Fund Payment to Beneficiaries	303393552.00	50000.00	1	1	EPaymentUsingDigitalSignature								
E-Payment Transaction Credit Detail															
Show Beneficiary															
E-Payment Transaction Credit Detail for Voucher No. NDMA-2016-00000096															
Beneficiary Code	Scheme Specified Id	Beneficiary Name	Beneficiary Name As Per Bank	Bank Name	Aadhaar No	Account No	IF								
BINDN00185268	296	Ratan Lal SO Surju	RAITAN LAL	STATE BANK OF INDIA	-	31629998389	SE								

Figure 4217: E-Payment Voucher details



2. The user will click on “Approve” button after vetting the beneficiary payment details.

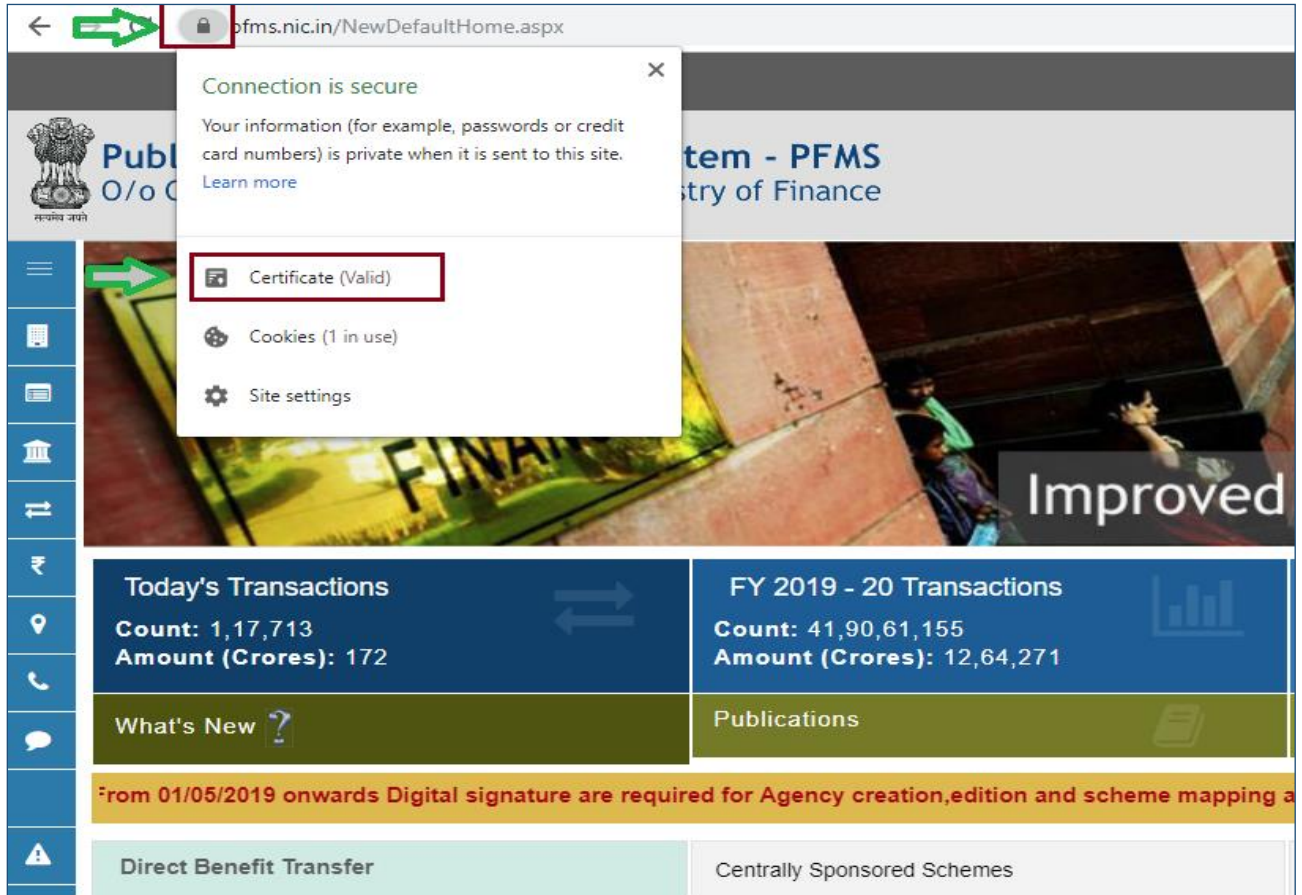
5 Digital Signature Certificate

STEPS:

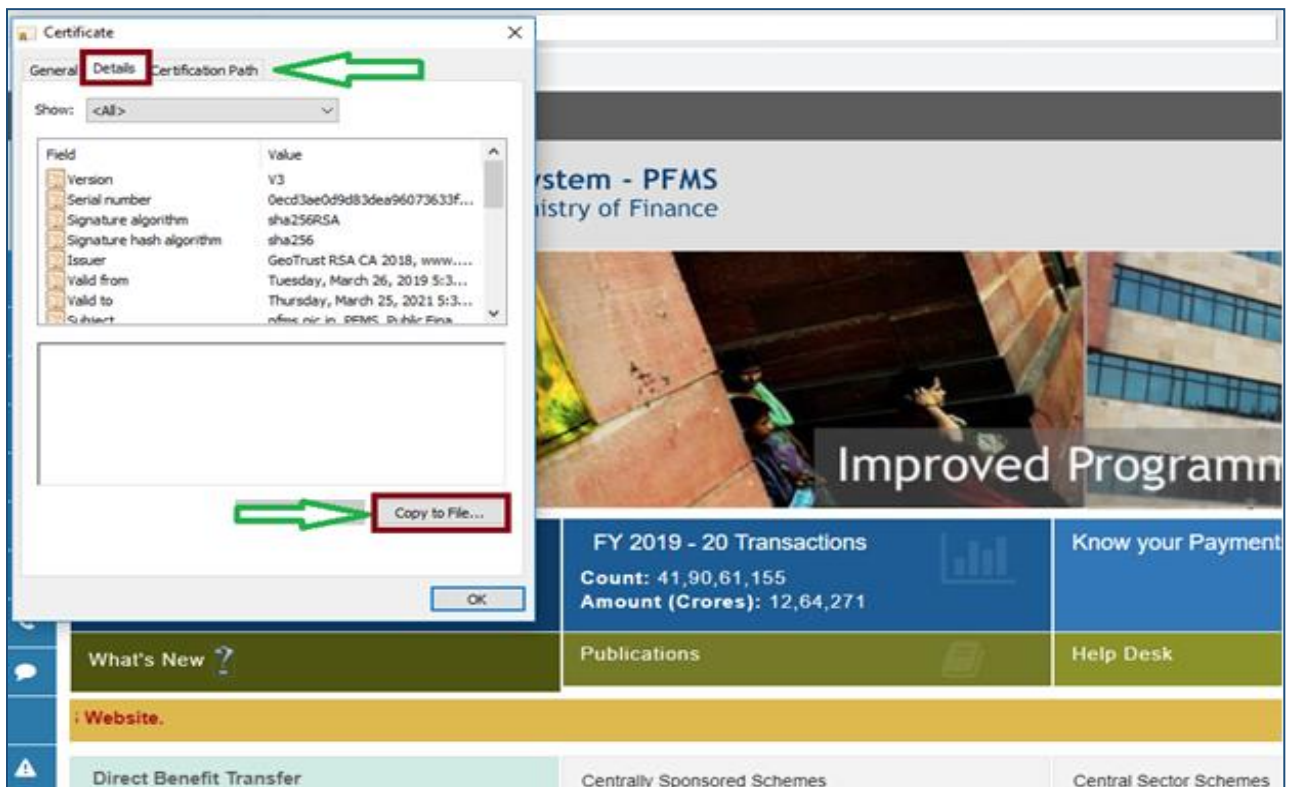
Steps -> How to download public PFMS.cer file

1. Type www.pfms.nic.in

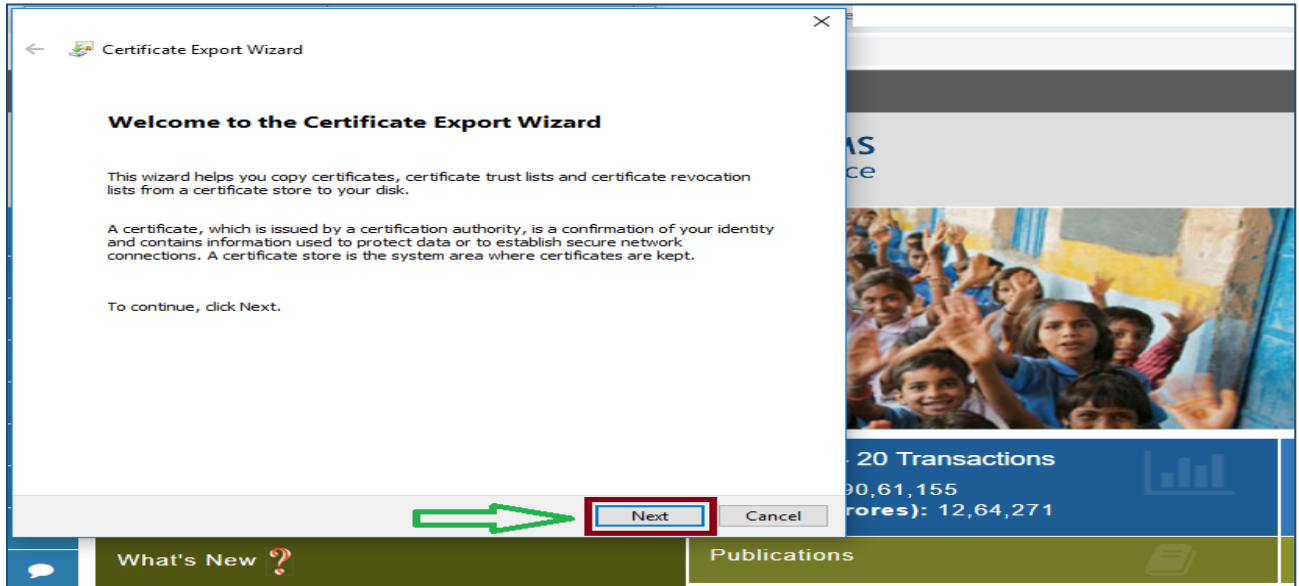
- Once home screen pops up, we need to right click on lock button  then below pop up will appear where we need to click on  Certificate (Valid)



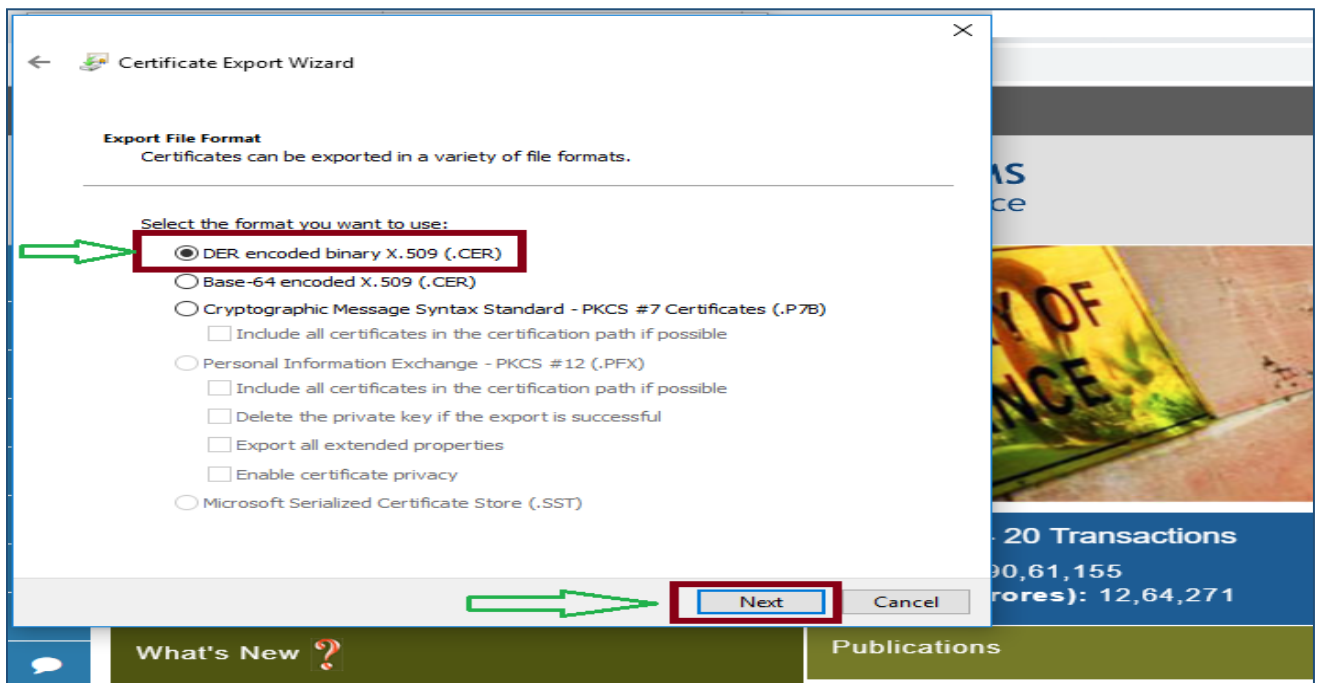
- Then below pop up will appear.
 - We need to click on Details
 - Then Copy to File...



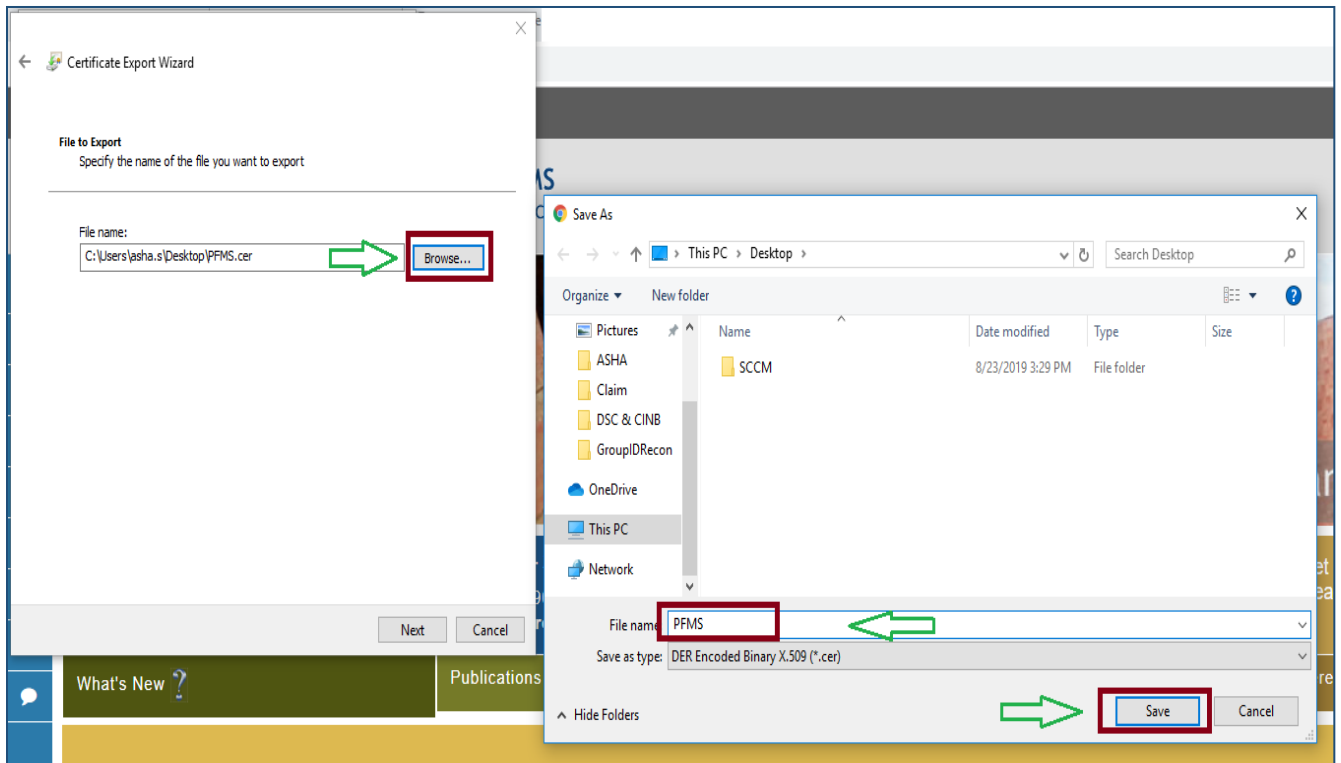
4. Then below pop up will appear, we need to click on Next.



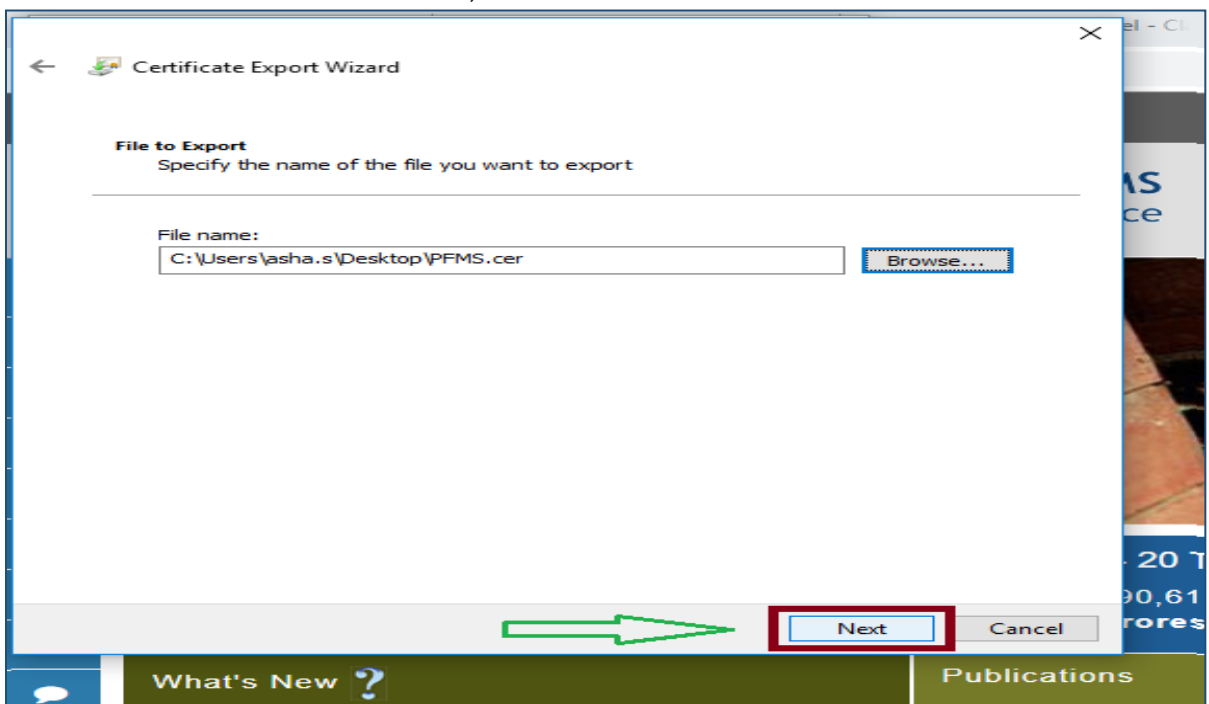
5. Then select "DER encoded binary X.509 (.CER)" and click on Next.



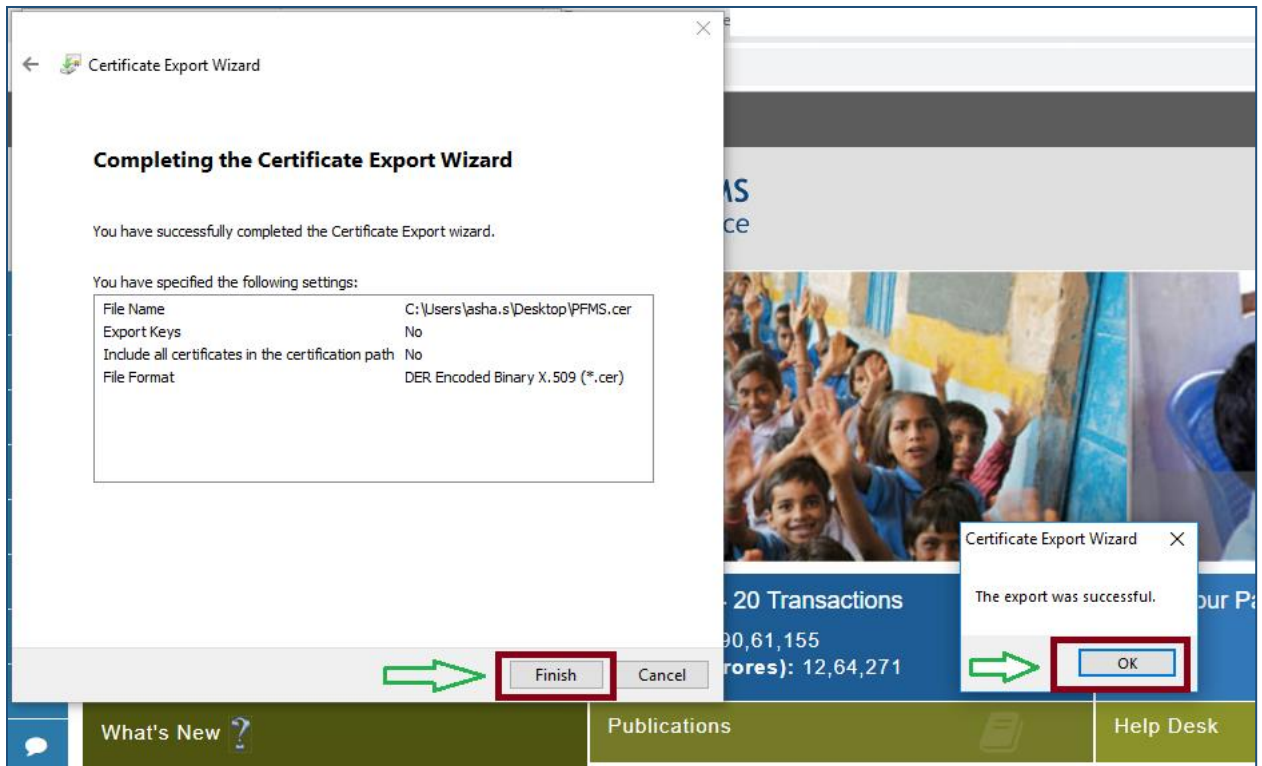
6. Then *Certificate Export Wizard* pop up will appear, here we need to click on *browse...* once the browser window appears we need to type File name as "PFMS" and Save the file.



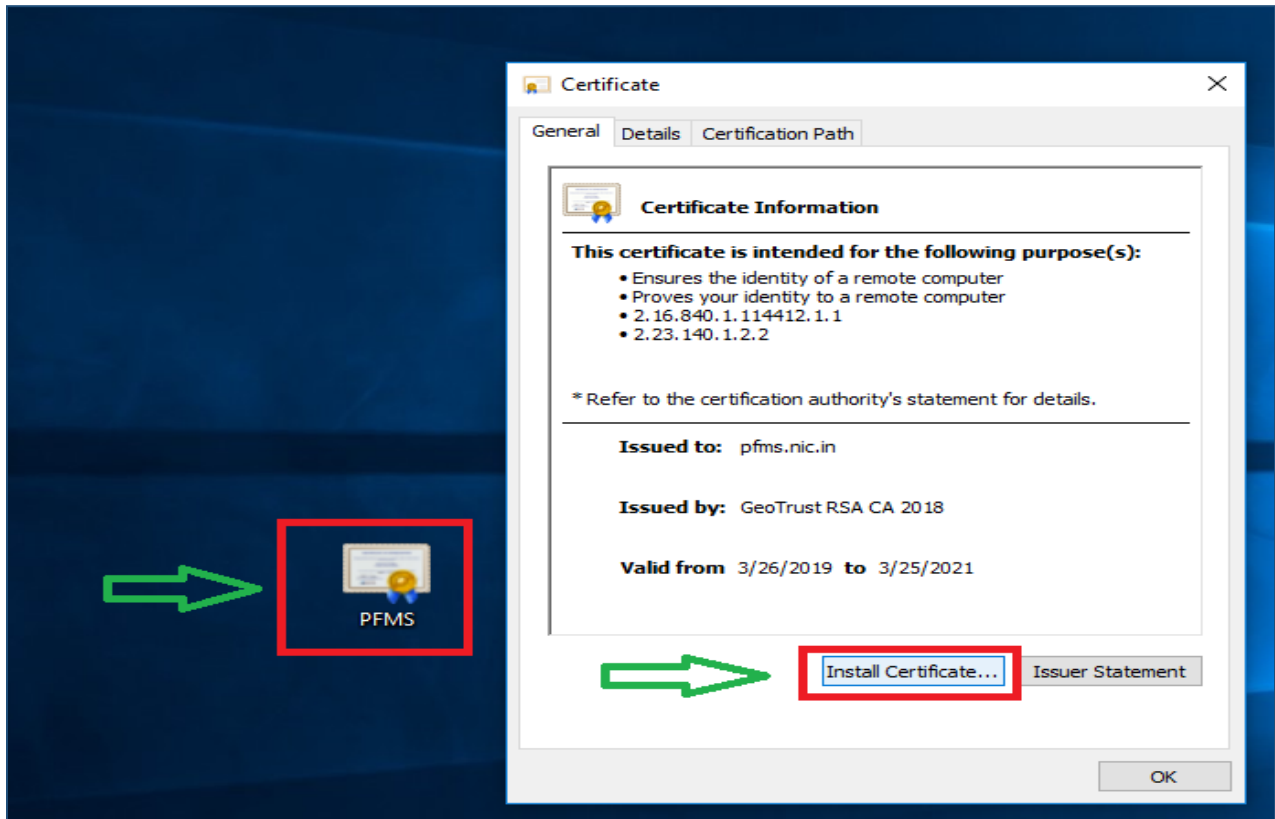
7. Once we save the file in our desire location, we need to click on Next.



8. Then click on Finish, after clicking on finish button a small pop up will appear as "The export was successful" select OK.



9. Now the certificate is downloaded, you can now install Certificate...



6 Undo State Nodal Account mapping

In case a SPCU user inadvertently marks the wrong Scheme applicable for State Nodal Agency and all accounts are marked as NOT IN USE. A Facility for undoing State Nodal Account Mapping is being provided to ROOT User. i.e., CPMU team only. After approval from competent authority the root user would undo the State Nodal Account Mapping.

User: Root

User need to go to menu and select - “My Schemes>Undo SNA Account mapping” and the page “Undo State Nodal Account (SNA) Mapping” will open.

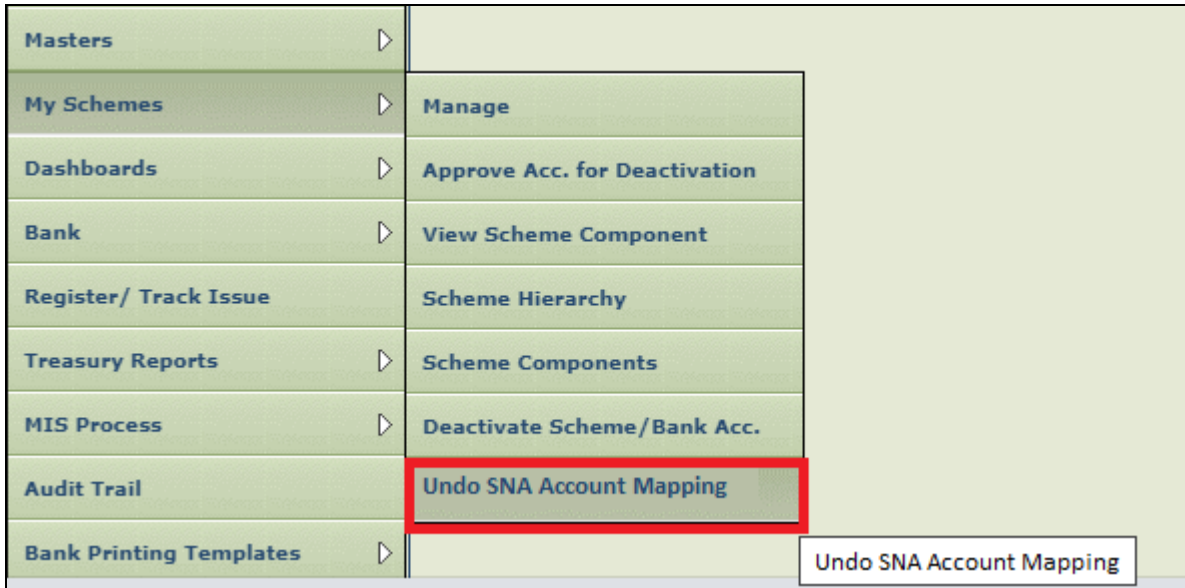


Figure 4: Menu Undo SNA Account Mapping



Figure 5: Undo State Nodal Account Mapping

1. User needs to select the Scheme from which the State Nodal Account Mapping needs to be removed from the SNA Enable Scheme from dropdown list. The user has to click on “Undo State Nodal Account Mapping”.
2. The System will display a pop up message “Are you sure? You want to undo marking of State Nodal Account & Enable All Agency Accounts which were marked as NOT IN USE earlier? Click OK to continue and Cancel to exit”

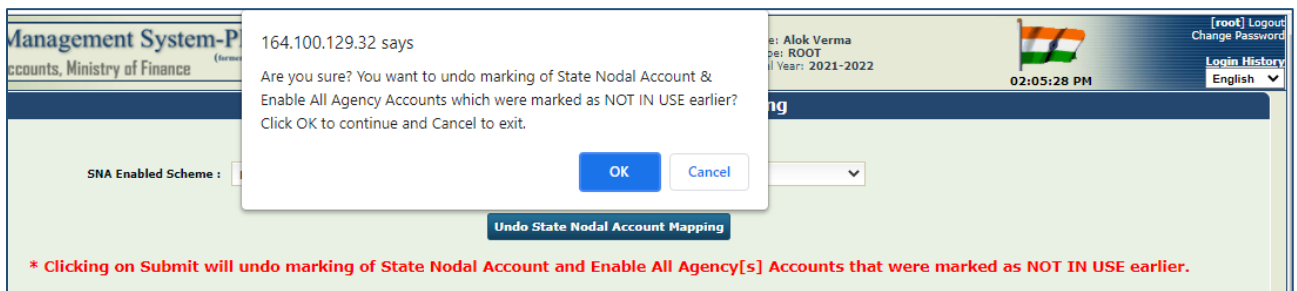


Figure 6: Permission Message before Undoing SNA Mapping



Figure 7: Success Message after Undoing SNA Mapping

3. When User Clicks on “OK” button, a confirmation message will be displayed as shown in screen shot above.