Ministry of Finance
Department of Expenditure
Controller General of Accounts
Public Financial Management System
GIFMIS Vertical

File No. I-15036/1/2022-CGA-Part(1)/e-11151/ 707   Date:23/02/2024

OFFICE MEMORANDUM

Sub:- Processing of GeM bills in eBill scenario-reg.

This is with reference to the extension and implementation of e-Bill Module in Bill processing through GeM-PFMS integration for end to end digitization of GeM bill processing, wherein the following changes are incorporated in the existing GeM bills processing in PFMS.

A. All bills pushed from GeM portal will be available under "eSanction Menu" instead of "Sanction Menu" **at DDO user for further processing in ebill module in PFMS by DDO/BillDistributor/DH/AAO/PAO users**.

B. For viewing and verifying, the documents uploaded and generated in GeM portal (including eclaim in RPR-49 & esanction) will be available under the hyperlink "View Documents" and the documents generated at PFMS portal (bill etc) will be available under the hyperlink "eDocument".

2.   In this regard, it is intimated that pilot run of GeM bill processing in ebill scenario has been done 4 PAOs of Selected Ministries/Departments.

3.   Now, this functionality is being extended in 25 PAOs stationed at Delhi w.e.f. 26.02.2024, where eBill has been implemented as per list annexed at "A".

4.   A user guide for processing the GeM bills in eBill scenario in PFMS is enclosed.

5.   All Pr.CCAs/CCAs/CAs with independent charge are, requested to closely monitor the implementation of the processing of GeM bills in ebill scenario.

Encl: As Above.

(Anupam Raj)
Dy. Controller General of Accounts
(GIFMIS)

To:-

1. Chief Controller of Accounts, Ministry of Heavy Industry, Room No.172, 1st Floor, Udyog Bhawan, New Delhi-110011

2. Chief Controller of Accounts, Ministry of Rural Development, Room No. 273, 'C' Wing, Krishi Bhawan, New Delhi-110001
3. Chief Controller of Accounts, Ministry of Power, Room No. 844, 8th Floor, South Wing, Sewa Bhavan, R.K. Puram, New Delhi – 110066.
4. Chief Controller of Accounts, Ministry of Labour & Employment, Ministry of Skill Development & Entrepreneurship, Room No. 614, Shram Shakti Bhawan, Rafi Marg, New Delhi- 110001
5. Chief Controller of Accounts, M/o Finance, Department of Expenditure, Room No. 240 B, North Block, New Delhi -110001
6. Chief Financial Controller, Ministry of Civil Aviation and Tourism, Room No. 169, 'B' Block, Rajiv Gandhi Bhavan, Safdarjung Airport, New Delhi-110003
7. Controller of Accounts, Ministry of Water Resources, Room No. 241, 2nd Floor, 'A' Wing, Bhavan, New Delhi –110001
8. Controller of accounts, M/o personnel, P. G. & pension, Room No.349, Accounts Office, M/o Personnel, P. G. & pension, 3rd Floor, Lok Nayak Bhawan, Khan market, New Delhi

Copy for information to:

1. PPS to CGA, O/o CGA
2. PS to Addl.CGA (PFMS), O/o CGA
3. PS to Jt. CGA (PFMS), O/o CGA
4. Sr. Accounts officer, GIFMIS, O/o CGA for uploading on the website of CGA

LIST OF SELECTED PAOS FOR IMPLEMENTATION GEM BILL PROCESSING IN EBILL SCENARIO

S.No	Controller Code	Controller Name	Ministry	Departments	PAO Code	PAO Name
1	002	Water Resources	Ministry of Jal Shakti	Department of Water Resources, River Development and Ganga Rejuvenation	001793	PAO(Hqr), Delhi
2	002	Water Resources	Ministry of Jal Shakti	Department of Water Resources, River Development and Ganga Rejuvenation	002450	PAO(CSMRS),New Delhi
3	002	Water Resources	Ministry of Jal Shakti	Department of Water Resources, River Development and Ganga Rejuvenation	001872	PAO(CWC), New Delhi
4	004	Rural Development	Ministry of Rural Development	Department of Land Resources	001710	PAO, Land Resources, Delhi
5	004	Rural Development	Ministry of Rural Development	Department of Rural Development	004710	Pr.A.O.-Cum-PAO (Sectt), Delhi
6	010	Power	Ministry of Power	Ministry of Power	013533	PAO(CEA) New Delhi
7	010	Power	Ministry of Power	Ministry of Power	013455	PAO(Sectt), Delhi
8	013	Expenditure	Ministry of Finance	Department of Expenditure	015954	PAO(DE), Delhi
9	013	Expenditure	Ministry of Finance	Department of Expenditure	005825	PAO (State Loan) New Delhi
10	019	Industry	Ministry of Heavy Industries	Ministry of Heavy Industries	026704	PAO(Heavy Industry), Delhi
11	021	Labour & Employment	Ministry of Labour and Employment	Ministry of Labour and Employment	030050	PAO(CLC), Delhi
12	021	Labour & Employment	Ministry of Labour and Employment	Ministry of Labour and Employment	029803	PAO(Main Sectt), Delhi

13	021	Labour & Employment	Ministry of Labour and Employment	Ministry of Labour and Employment	029922	PAO(DGET), New Delhi
14	029	Civil Aviation & Tourism	Ministry of Civil Aviation	Ministry of Civil Aviation	040866	PAO(Sectt), Delhi
15	029	Civil Aviation & Tourism	Ministry of Civil Aviation	Ministry of Civil Aviation	041056	PAO(DGCA & Safdarjung Airport), Delhi
16	034	PERSONNEL, P.G. & P.	Ministry of Personnel & Public Grievaces & Pensions	Department of Personnel & Training	049720	PAO(UPSC), New Delhi (New Delhi)
17	034	PERSONNEL, P.G. & P.	Ministry of Personnel & Public Grievaces & Pensions	Department of Administrative Reforms & Public Grievances	049801	PAO(Central Admn. Tribunal), New Delhi (New Delhi)
18	034	PERSONNEL, P.G. & P.	Ministry of Personnel & Public Grievaces & Pensions	Department of Administrative Reforms & Public Grievances	008884	PAO Lokpal, New Delhi
19	034	PERSONNEL, P.G. & P.	Ministry of Personnel & Public Grievaces & Pensions	Department of Administrative Reforms & Public Grievances	049429	PAO (DP & AR), New Delhi
20	034	PERSONNEL, P.G. & P.	Ministry of Personnel & Public Grievaces & Pensions	Department of Administrative Reforms & Public Grievances	049521	Pay & Account Office, Central Bureau of Investigation , New Delhi
21	090	Deptt of Investment & Public Asset Management	Ministry of Finance	Department of Investment and Public Management	026801	PAO(Disinvestment), Delhi
22	115	Drinking Water & Sanitation	Ministry of Jal Shakti	Department of Drinking Water and Sanitation	005788	PAO(Drinking Water), Delhi
23	116	Department of Financial Services Min of Finance	Ministry of Finance	Department of Financial Services	006077	PAO (Banking), Department of Financial Services (DFS), New Delhi (New Delhi)
24	117	Skill Development & Enterpreneurship	Ministry of Skill Development and Enterpreneurship	Ministry of Skill Development and Enterpreneurship	005949	Pr.A.O.-Cum-PAO, Delhi
25	121	Department of Public Enterprises	Ministry of Finance	Department of Public Enterprises	016876	PAO, Public Enterprises, New Delhi

PUBLIC FINANCIAL MANAGEMENT SYSTEM(PFMS)

Website: www.pfms.nic.in

USER MANUAL ON Payment through GeM-PFMS Integration in eBill Scenario

CONTROLLER GENERALOFACCOUNTS
DEPARTMENT OFEXPENDITURE
MINISTRY OFFINANCE
NEWDELHI

February, 2024

PREFACE

The Public Financial Management System (PFMS) is a web-based application for payment, accounting and reconciliation of Government transactions and integrates various existing standalone system. The PFMS software application has been programmed in user friendly manner. The user of PFMS will find onscreen information to run the various modules.

This User Manual presents step-wise guide of sanctions landing at DDO level in PFMS through integration via web services with respect to e-Bill. Claims are being submitted in GeM and relevant data is being transferred in PFMS for payments via e-Bill. All the bills of GeM land at DDO level for e-bill generation and further processing.

e-Bill is an online bill generation system where bills are generated online in PFMS, payment is being done through a process flow. Claims are generated by claimants in e-Bill and payment is being done against the claims via e-Bill. At each level in the process of e-Bill orders (pass order , return order e-Sanction return order) will be generated in the PDF format and will be digitally signed by the authorities.

Table of Contents

A. GLOSSARY OF IMPORTANT TERMS

Unless there is something averse in the subject or context, the terms defined in this section are used in this Manual in the sense hereunder explained:

S. No.	Abbreviations	Definitions
1	AAO	Assistant Accounts Officer
2	Checker	Signifies approving Authority
3	Claimants	Vendor, denotes payee (To whom payment is to be made
4	CPSMS	Central Plan Scheme Monitoring System
5	DDO	Drawing & Disbursing Officer
6	DH	Dealing Hand
7	DSC	Digital Signature Certificate
8	FY	Financial Year
9	Maker	Denotes data entry operator/Dealing hand
10	Sanctioning Authority	Program Division User in Ministry/ Department to whom the vendor/claimant would submit claims
11	PAO	Pay & Accounts Officer
12	PD	Program Division (Administrative Division
13	PFMS	Public Financial Management System
14	Vendor Code	Denotes the PFMS unique code generated by system against the Bank Account Number of claimant. It may one to many but not many to one.

B. INTRODUCTION, OBJECTIVES AND PAYMENT PROCESS FLOW

INTRODUCTION

Gem-PFMS Integration is being done via web services. In GeM-PFMS integration bills are created in GeM by DDO and pushed to PFMS along with the relevant documents through integration mode. The bills will land at DDO level in PFMS for processing and payment. The DDO will generate the bill after viewing the transferred documents and apply deduction (if required) followed by three levels (DH, AAO & PAO) passing/returning in PFMS.

OBJECTIVES

The primary objective of this guide is to provide directions and detailed instructions to generate a bill online in PFMS which are pushed from GeM through integration mode via webs services and payments can be done consistently and efficiently.

C. REQUIREMENT

A) **SYSTEM RELATED**

(i)   Up gradation of all computers to 64 bit and Windows 10 and above operating system.
(ii)   Minimum 8 GB RAM and i3 processor, AMD ryzen 3 or similar.
(iii)   Window DSC Utility (to be downloaded from PFMS), in case DSC is to be used.

B) **DOCUMENT SCANNER**

The document scanner should be capable of scanning at least 72 dpi resolution and should be able to support the page sizes required to be uploaded in e-bill. Document Scanner is required for Sanction/PD Maker-Its attributes are as under:

	If its only text (irrespective of colour)	If the pdf document is combination of image and text	If the pdf document contains only image to be printed

Preferred dpi of PDF document	72 dpi	100-150 dpi (for computer digital screen display)	Minimum 300 dpi
Estimated number of pages covered in 2 MB document	200 pages approx	5-10 pages	1-2pages

C) **DIGITAL SIGNATURE**

Digital signatures (obtained from the Certifying Authority, authorized by the Controller of Certifying Authority of India-https://cca.gov.in/) for Claimant/Vendor

D. GeM-PFMS PROCESS FLOW

- ➢ Gem push the sanction details along with bill details including bill number, bill date and deductions(if any)to PFMS through integration mode via Web Service.
- ➢ Claim data will be pushed from GeM to PFMS against the CRN. If CRN does not exists, the claim data will not be pushed.
- ➢ Sanction details against the specific CRN will be pushed to PFMS for e-bill activated DDO's.
- ➢ Sanction will land at DDO level in PFMS where DDO will generates the e-Bill. Generated e-Bill will be digitally signed by DDO.
- ➢ Token number will be generated after DDO generates and digitally signed the e-bill. All the digitally signed e-Bills will be available to Bill Distributor. Bill distributor will assign/re-assign the e-bill to the designated Dealing Hand.
- ➢ After passing/returning of a bill by DH, pass/return order will be generated in PDF format and will be digitally signed by the DH and forward the bill to respective AAO.

- ➢ After passing/returning of a bill by AAO, pass/return order will be generated in PDF format and forward the bill to respective PAO.
- ➢ The e-bill will be presented to PAO for returning/Passing the bills.
- ➢ **If PAO passes the e-Bill**, pass order will be generated in PDF format which would be digitally signed by the PAO.
- ➢ **If PAO returns the e-Bill**, the return memo will be generated and will be digitally signed by the PAO and the sanction will be return to DDO.
- ➢ e-Bill will be available to Signatory1 for batch creation.
- ➢ Digital Sign batch order will be generated on batch creation and will be digitally signed by Signatory1.
- ➢ If e-Bill is returned by signatory1, return memo will be generated which will be digitally signed by signatory1 and e-Bill will be returned to DDO for further action.
- ➢ If sanction amount > 10L, Digital Sign batch order will be generated and will be forwarded to Signatory 2 for digital signature.
- ➢ If Signatory2 returns the batch, Digital return order will be generated and e-Bill will be returned to Signatory1 for further action.
- ➢ After digital signing by the signatories, voucher will be generated and payment file will be sent to bank for payment to claimant through Bank integration channel.
- ➢ The UTR payment details will be updated in the system against the e-Bill number.

Sharing of reverse information with GeM

- ➢ PFMS will share each and every status with GeM i.e. from landing of Bill from DDO Level to receipt of scroll from bank.
- ➢ The Gem portal will show the status on its portal to buyers and sellers (Vendor/beneficiary).
- ➢ PFMS will send SMS to seller after receipt of transaction status from Bank.
- ➢ In case of return of bill by PAO in PFMS, it will be returned to DDO and in case if DDO return the bill, it will be marked as 'Cancelled' and the same will be intimated to Gem through integration. Further if Gem want to reprocess the same bill then Gem will push the sanction again in PFMS with Bill status as 'R' (i.e. reprocess) along with the modified details.
- ➢ The permanent cancellation/reissue will be handled on PFMS.

Viewing of Document

➢ User of PFMS can view all the documents sent via Gem related to the claim/sanction under a hyperlink '**View Documents (External Source)'**provided at the interface. User on PFMS can also download the documents of GeM as per requirement.

E. E- Bill GENERATION AT DDO

1. All the sanctions will land at DDO level in PFMS.
2. **DDO will login and follow the below path to view sanctions pushed from GeM.**

   eSanctions➔Manage Sanctions

3. Sanctions received from GeM will be highlighted with orange color as displayed in the below screenshot.
4. Click on the hyperlink of sanction no. for bill generation.

5. After clicking the hyperlink of sanction no. below screen will appear.
6. Claim Type will show the type of claim pushed from GeM i.e. RPR-49 Purchase through GeM.
7. Click on '**View Documents (External Source)'** link to view the documents of claim.
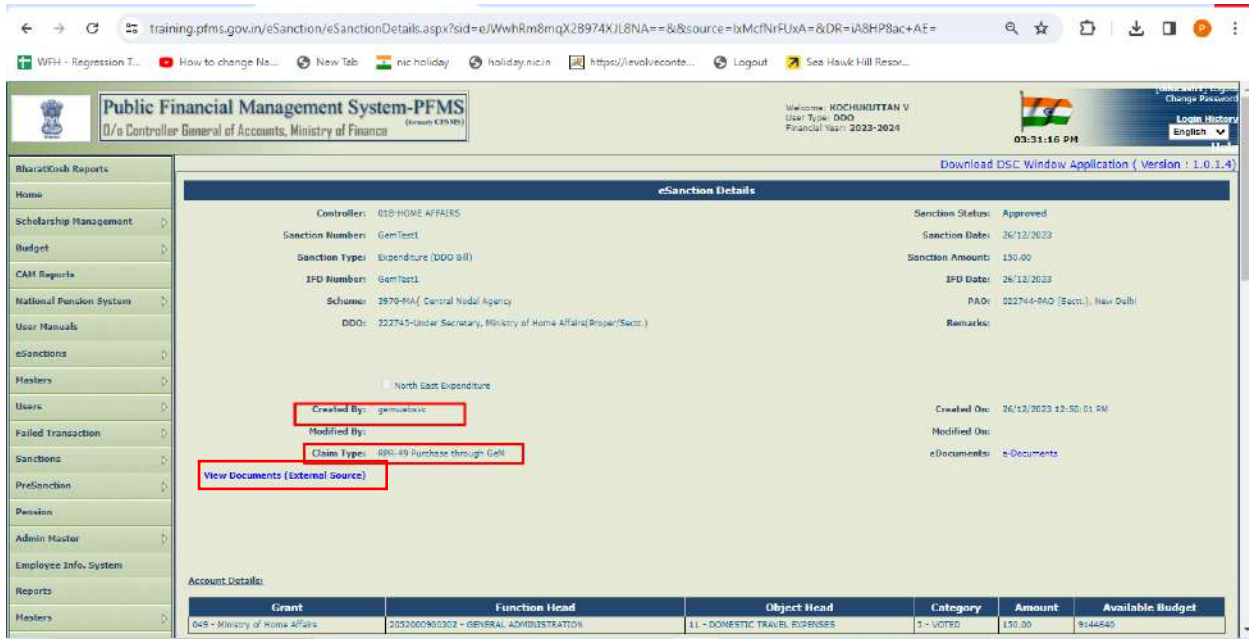
8. The link will redirect to the GeM portal where documents will be visible and downloaded as shown in the below screenshot.
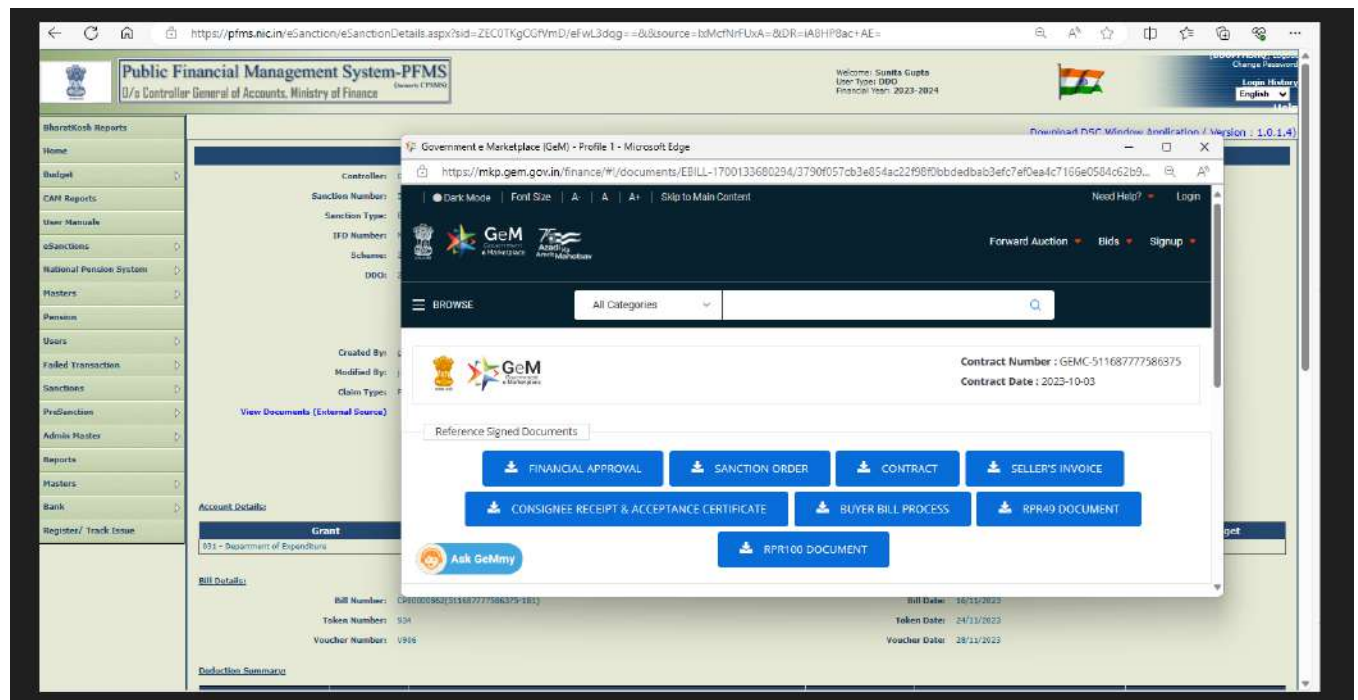
9. Click on '**Vendor Details**' link to view the details as shown in the below screenshot.

10. Click on the link of deduction amount to view the deduction details as shown in the below screenshot.
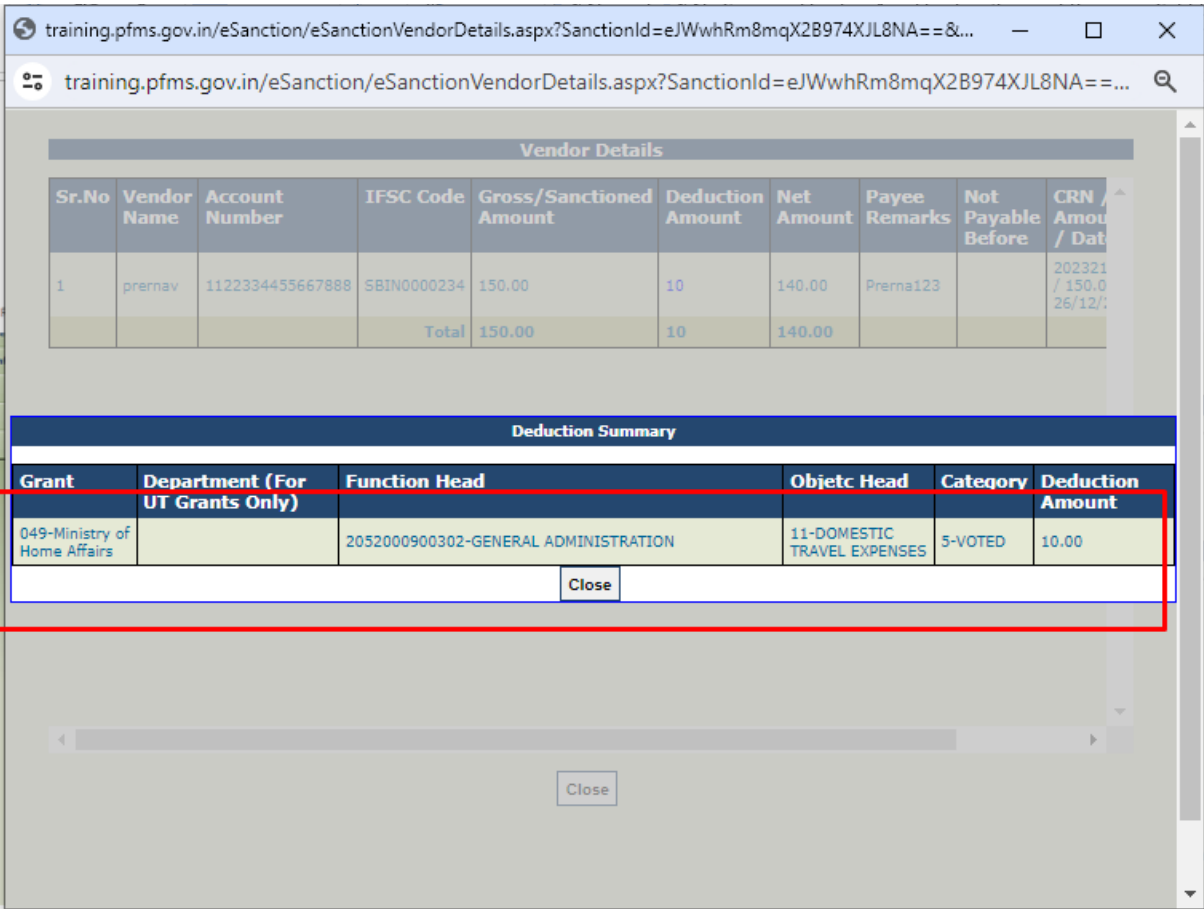
11. Click on '**View Last 10 Transactions**' hyperlink to view the last 10 transactions of the vendor.
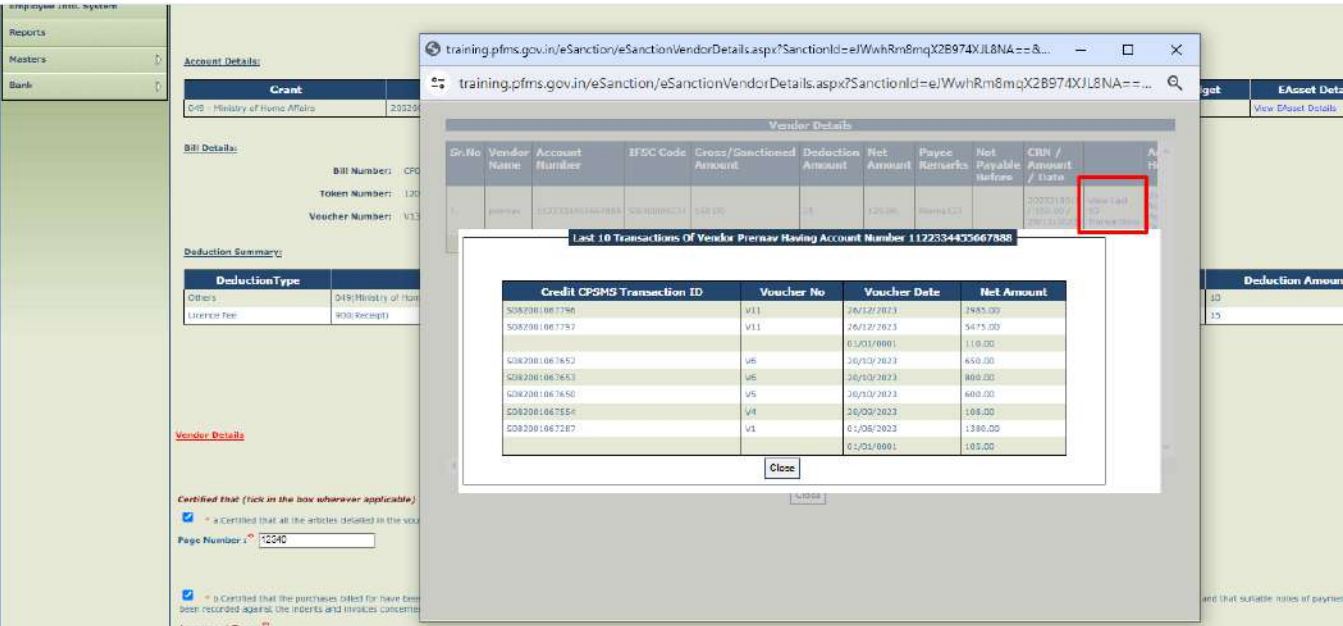
12. Click on '**View Account Head Details**' to view the account head details of the vendor.
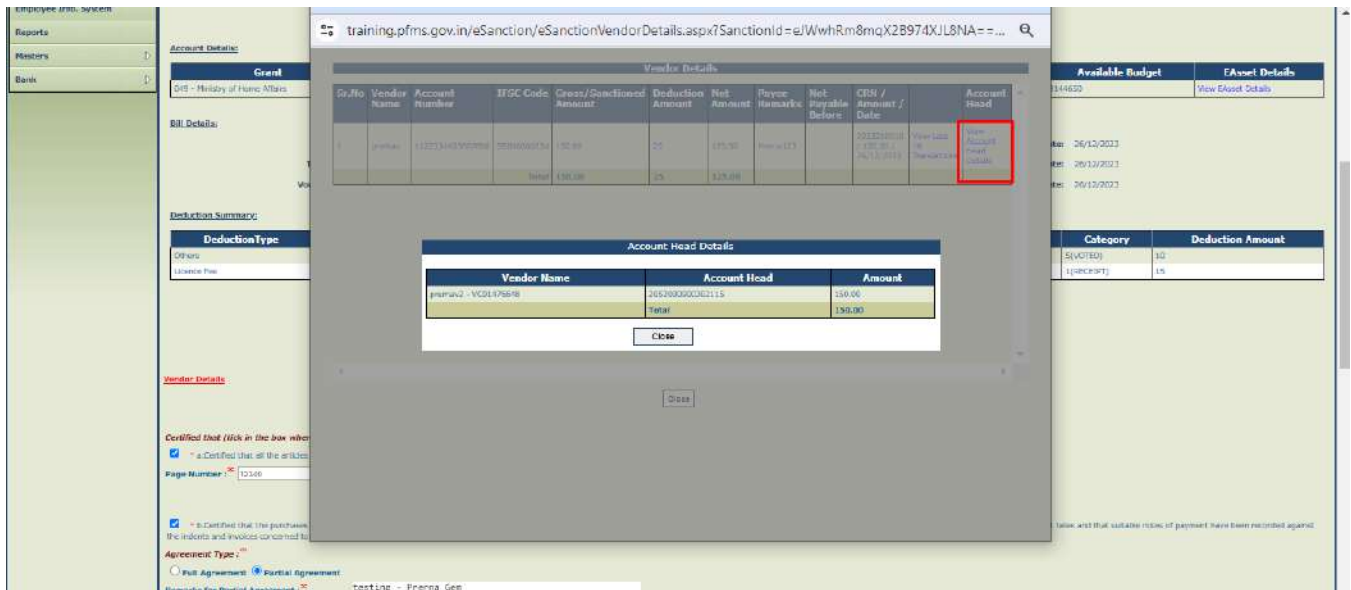
13. Select the mandatory certificates before generating bill.
14. If user does not select the mandatory certificate and generates bill, system will throw an error '**Please select certificates**' as shown in the below screenshot.

15. Click on '**Generate Bill Number (Without Deduction)**' to generate the bill no. or click on '**Generate Bill (with deductions)**' to add the deductions based on the requirement.
16. Click on '**Return Sanction to PD Checker**' to return the bill. On returning sanction will be marked as cancelled and same will be intimated to GeM through integration.

DeductionType	Grant	Function Head	Objetc Head	Category	Deduction Amount
Others	049(Ministry of Home Affairs)	2052000900302(GENERAL ADMINISTRATION)	11(DOMESTIC TRAVEL EXPENSES)	5(VOTED)	10

Vendor Details

Certified that *(tick in the box wherever applicable)*

☐ *a.Certified that all the articles detailed in the vouchers attached to the Bill have been accounted for in the stock Register/Asset Register

☐ *b.Certified that the purchases billed for have been received in good order, that their quantities are correct and their quality good and according to specifications, that the rates paid are not in access of the accepted and the market rates and that suitable notes of payment have been recorded against the indents and invoices concerned to prevent double payments

Accounting Head Balance Summary:

Accounting Head	Appropriation for the current year	Expenditure	Amount of work bill annexed	Available Balance
2052000900302115	10200000.00	1735.00	150.00	10198115.00

[Generate Bill Number(Without Deduction)] [Generate Bill Number(With Deduction)] [Return Sanction To PD Checker] [Back]

17. Clicking on '**Generate Bill(with Deduction)**' , below screen will appear.
18. The existing deductions of the GeM sanction can be edited. DDO can delete the existing deduction by selecting the deduction and clicking on '**Remove**' button.
19. DDO can add more deductions by filling the deduction and clicking on '**Add Deduction**'.

20. Check the mandatory certificates and fill the page no. mentioned in the stock register as shown in the below screenshot.
21. Select the agreement type 'Full Agreement' or 'Partial Agreement' based on the requirement as shown in the below screenshot.
22. Click on '**Generate e-Bill**' button to generate an e-Bill.

23. Bill No. will be generated and success message will be shown on the interface as shown in the below screenshot.

24. Status will be updated to '**PendingDDODSC**' as shown in the below screenshot and bill will be available for digital signature.
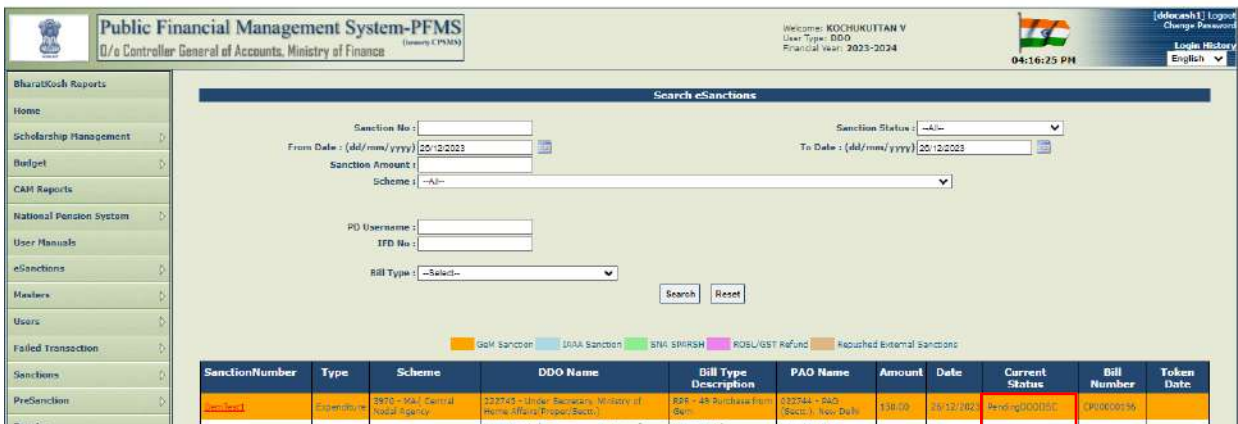
25. Click on the Sanction No. hyperlink to view and digitally sign the e-Bill PDF.
26. Click on '**View File To Be Digitally Sign**' button to view the e-Bill PDF.

27. Click on '**Apply DSC**' to DSC an e-Bill.

28. A confirmation message '**Are you sure you want to apply DSC**' will appear on the interface as shown in the below screenshot.
29. Click on '**OK**' button to apply DSC.
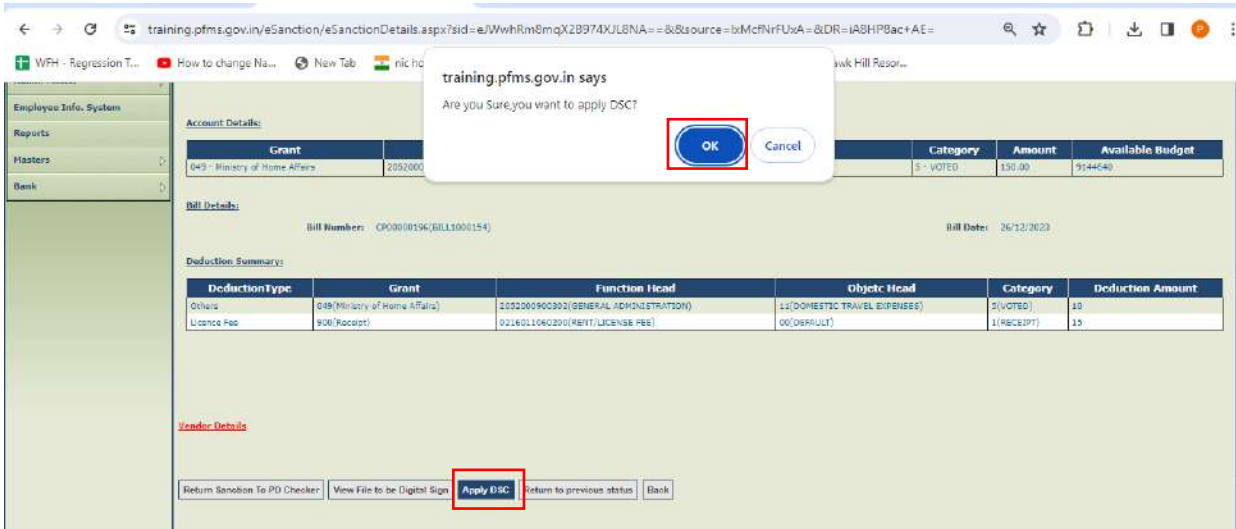
30. System will prompt the user to enter FIFO remarks before applying DSC as shown in the below screenshot.
31. Enter the FIFO remarks and click on '**Apply DSC**' button.
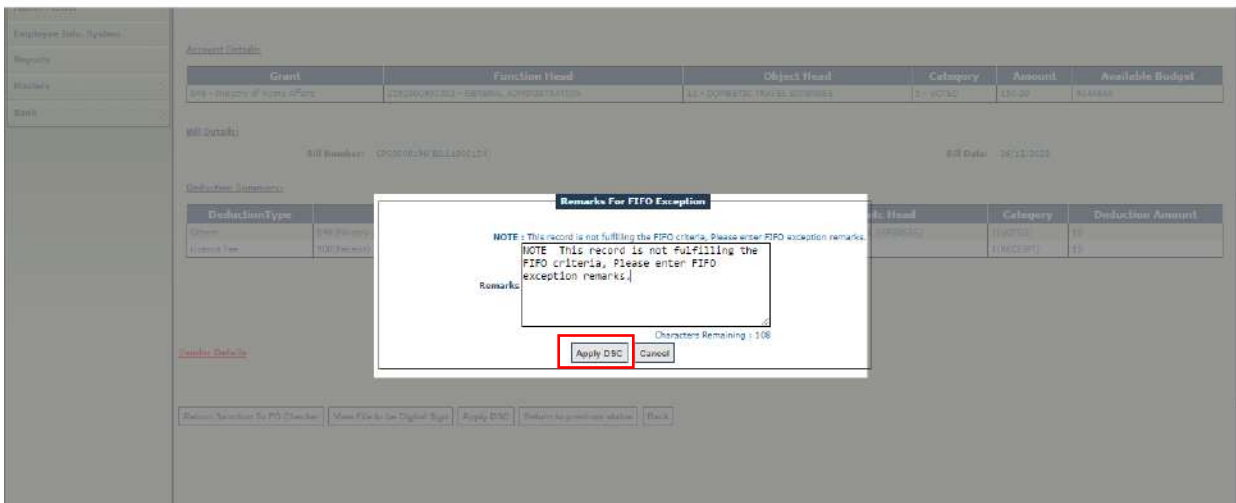
32. A confirmation message '**Are you sure you want to submit this record**' will appear on the interface as shown in the below screenshot.
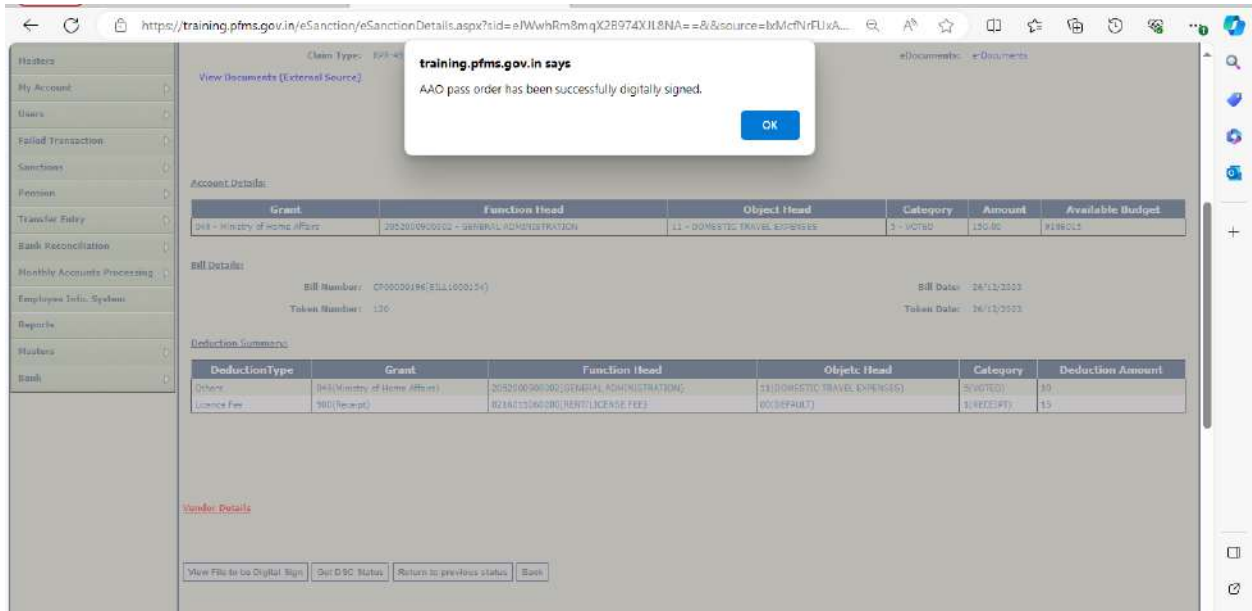33. Click on '**OK**' button to proceed further.
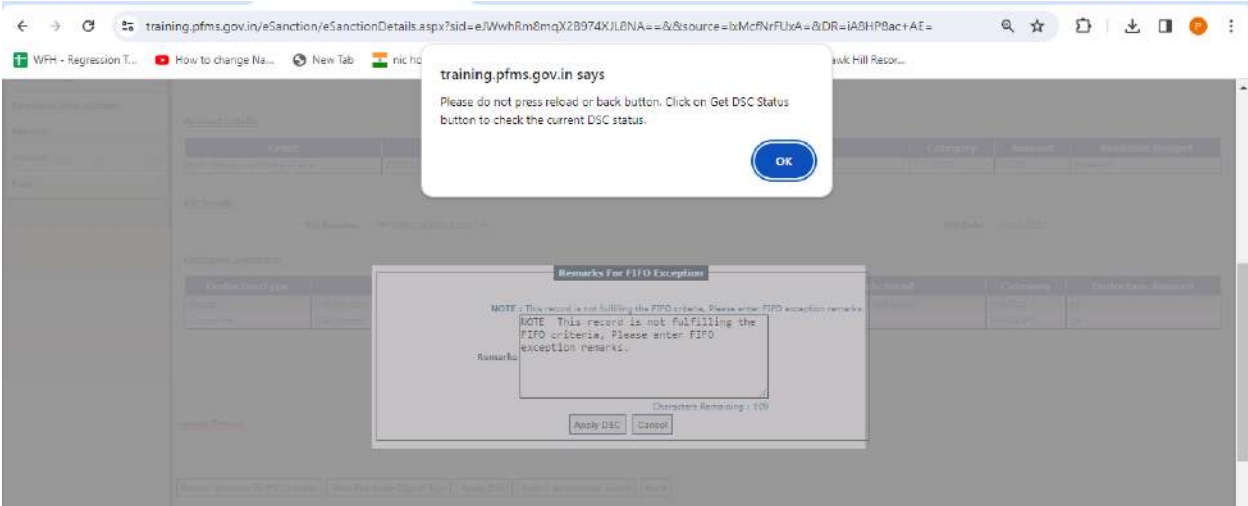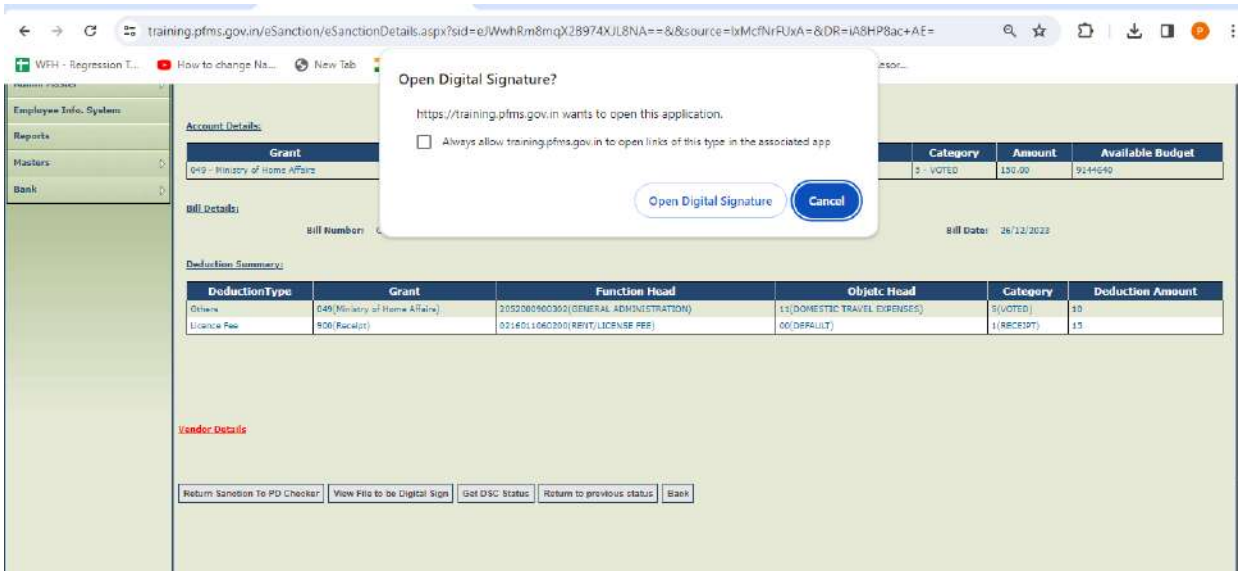
34. After successful DSC, success message will be displayed in a popup 'Digital Signature Certificate Applied Successfully' as shown in the below screenshot.
35. Click on '**OK**' button.

36. Clicking on '**Get DSC Status**' button to check the DSC status, success message will be displayed on the interface as shown in the below screenshot.
37. Click on '**OK**' button.

38. After successfully digital signing of the e-Bill, status will be updated to '**DigitalSignedbyDDO**' as shown in the below screenshot and e-bill will be available at Bill Distributor level for the distribution of the bills.

F. BILL(S) DISTRIBUTION

39. Bill Distributor will login and follow the below path as shown in the below screenshot.
eSanctions-> Bill Distribution
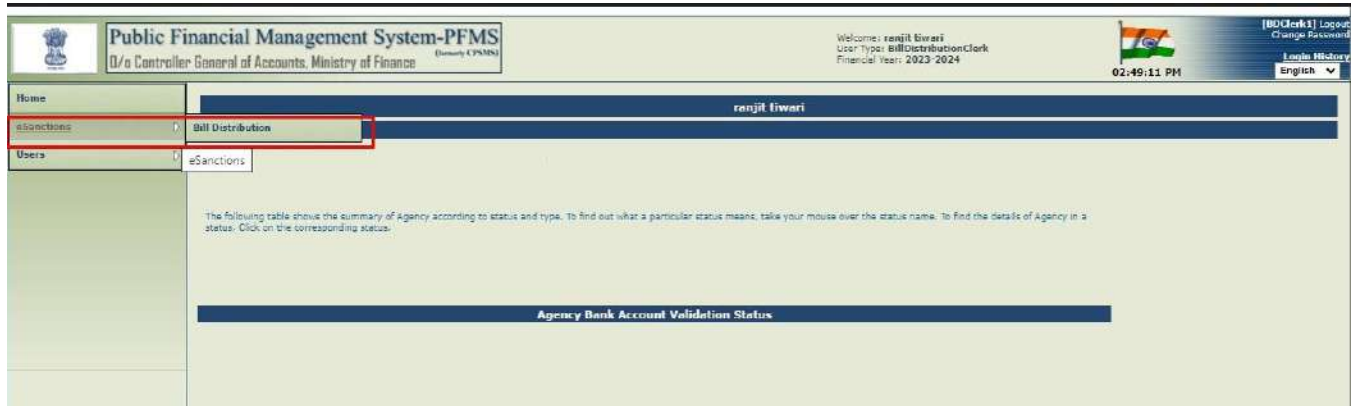
40. Bill Distributor will select the Dealing Hand from the drop down and select the sanctions by clicking on the check box to assign Bill(s) to respective Dealing Hand.
41. Single/multiple bill(s) can be assigned to DH by clicking on the multiple check boxes as shown in the below screenshot.
42. Bill Distributor will click on Assign button.
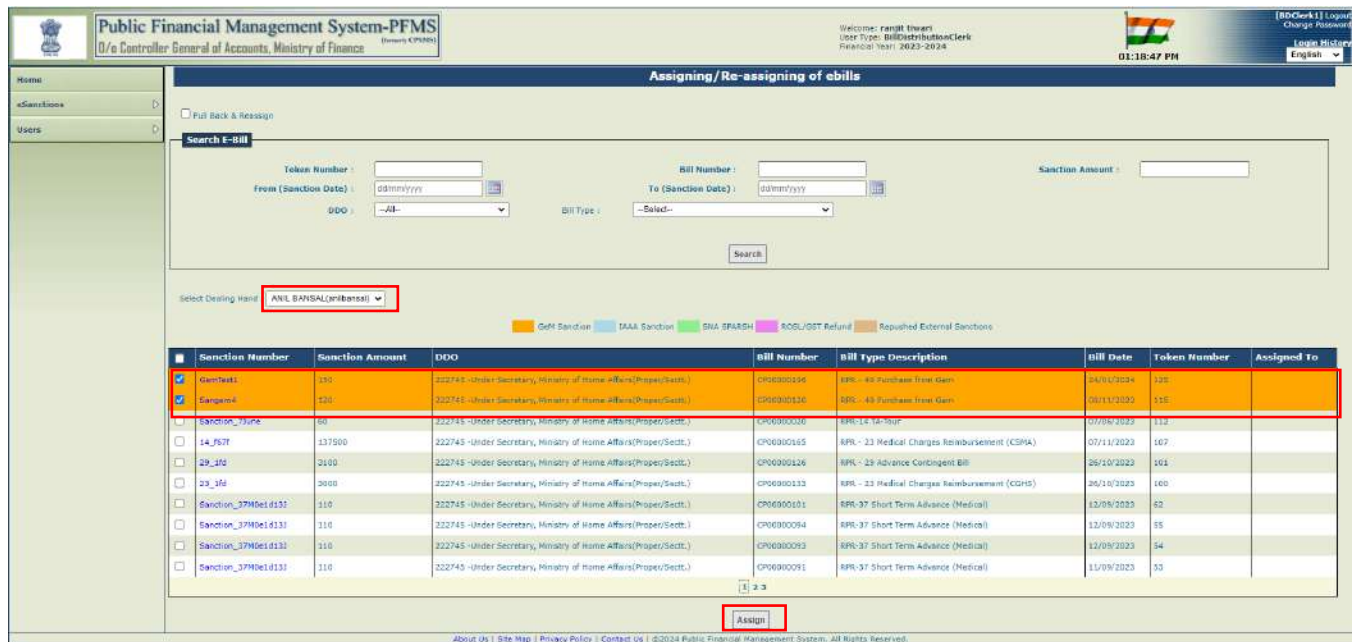
43. On successful assigning the bill(s), success message will be displayed on the interface as shown on the below screenshot.
44. Click on '**OK'** button.
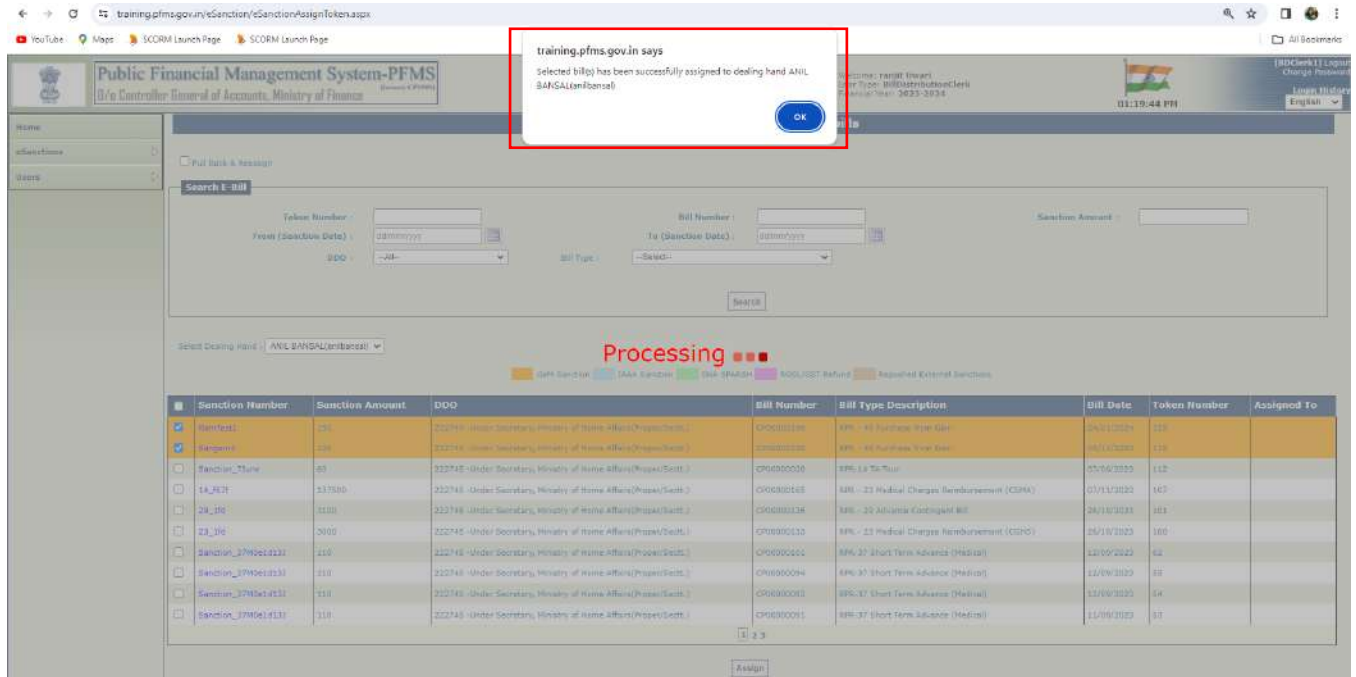
G. PULL BACK AND RE-ASSIGN BILLS

45. Bill Distributor can pull back and re-assign bills by clicking on the check box 'Pull Back & Re-Assign'.
46. Select the user (DH, AAO ,PAO) from the radio button(s) and select the sanctions from the list by ticking the check box(s).
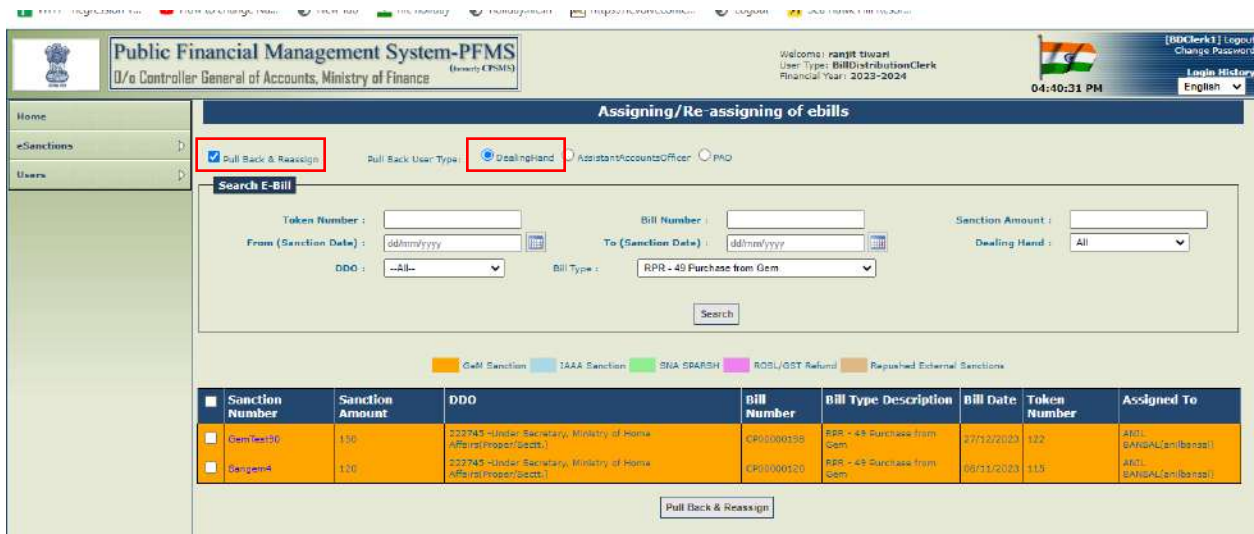
47. Click on 'Pull Back and Reassign' button. Clicking on the button a popup will appear.
48. Select the name of the selected user from the drop down and click on 'Reassign Bill'.
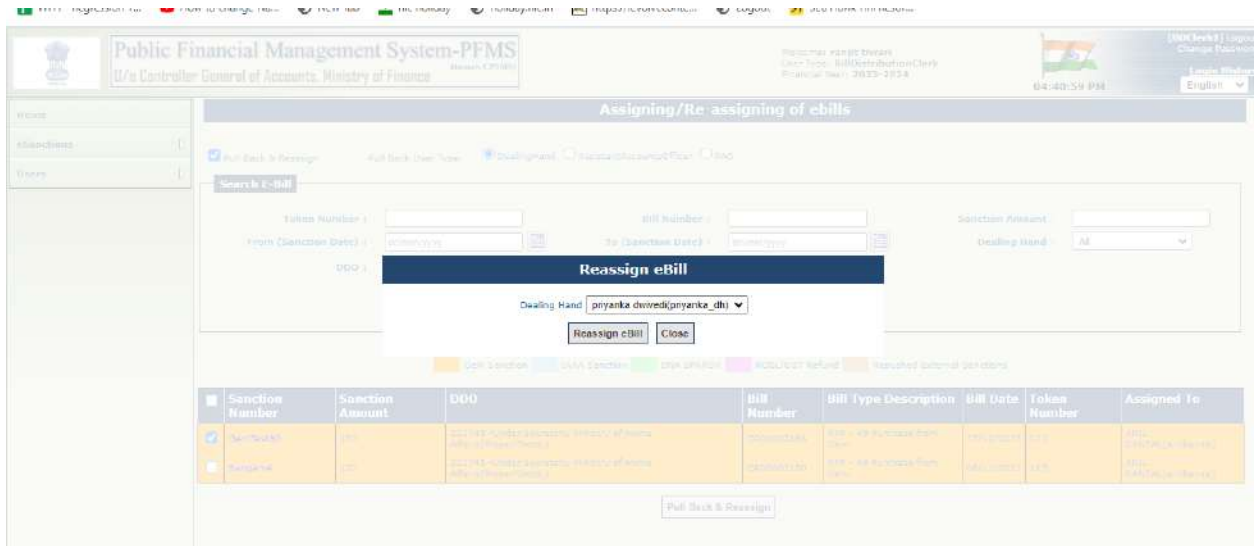
49. Success message will be displayed as shown in the below screenshot. Click on '**OK**' button.
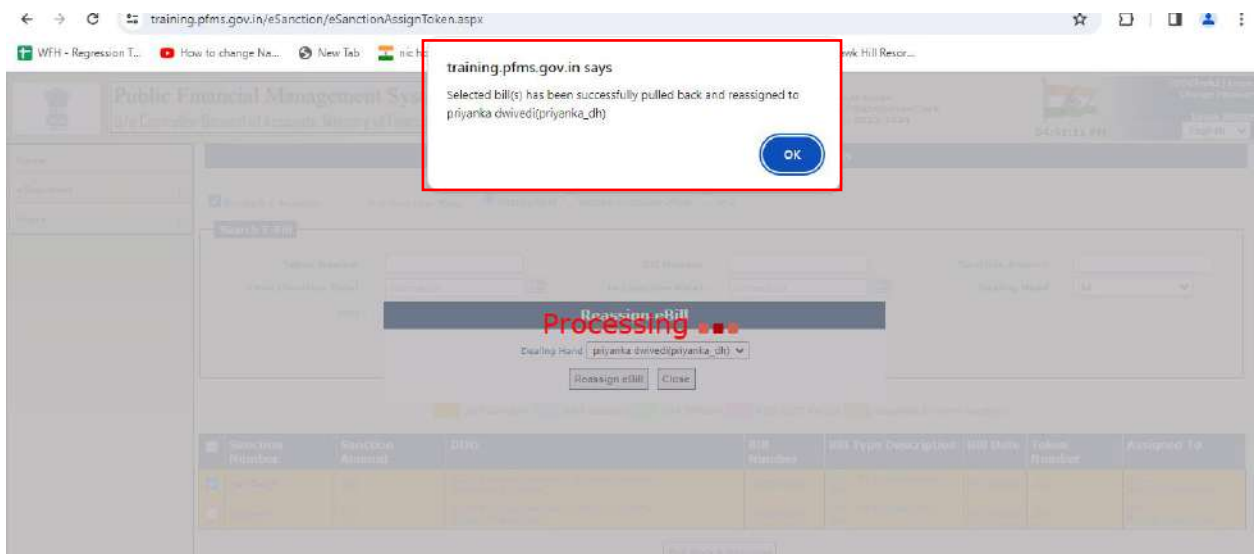
H. PASS/RETURN BILLS BY DH, AAO

50. Dealing Hand will login and follow the below path to view/pass bill.

   eSanctions-> Manage eSanctions

51. Click on sanction number hyperlink as shown in the below screenshot.

52. Click on '**e-Documents'** hyperlink to view the documents.

53. Clicking on '**e-Documents**' hyperlink below screen will appear which will show the digitally signed PDF of generated e-Bill.

54. Click on the '**Digitally Signed By DDO(eBill)**' hyperlink to view the digitally signed e-Bill PDF document.

55. Select AAO from the drop down, certify the certificate and click on '**Forward To AAO(Pass)**' button.

56. To return the bill click on '**Forward To AAO(Return)**' button. On returning, bill will be returned to AAO and return order will be generated in the PDF format. Further it will be digitally signed by DH.

57. System will prompt with the confirmation message on the interface as shown in the below screenshot.

58. Click on '**OK**' button.

59. System will prompt the user to enter the FIFO remarks before passing the bill to AAO.

60. Enter the FIFO remarks and click on '**Forward To AAO(pass)**' button.

61. After passing to AAO success message will be shown on the interface as shown in the below screenshot.

62. Pass order will be generated in PDF format and will be available for digitally signing at the same level.
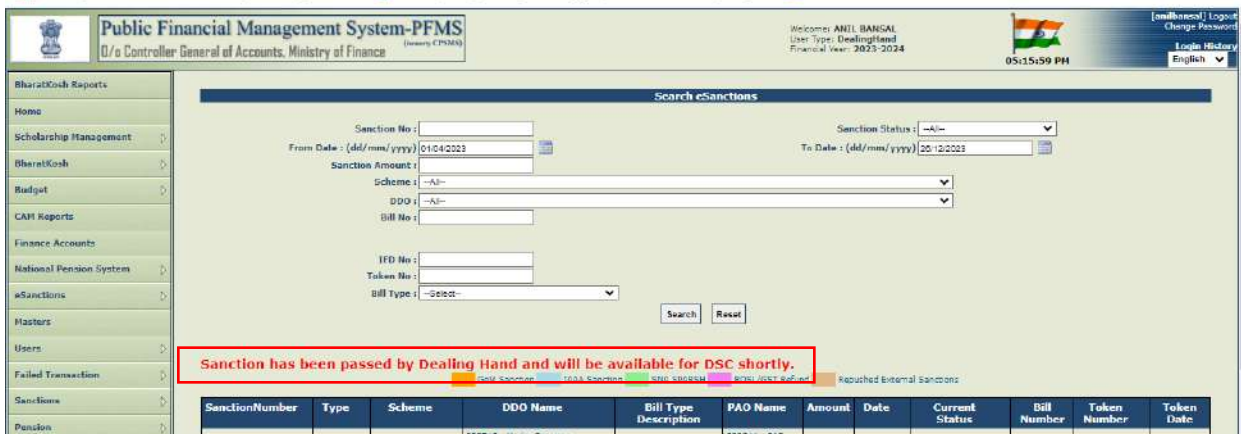
63. AAO will login and follow the below path to view/pass bill.

    eSanctions-> Manage eSanctions

64. Click on sanction number hyperlink to pass/return bill.

65. Click on '**View File To Be Digitally Signed**' button to view the pass order in the PDF format.
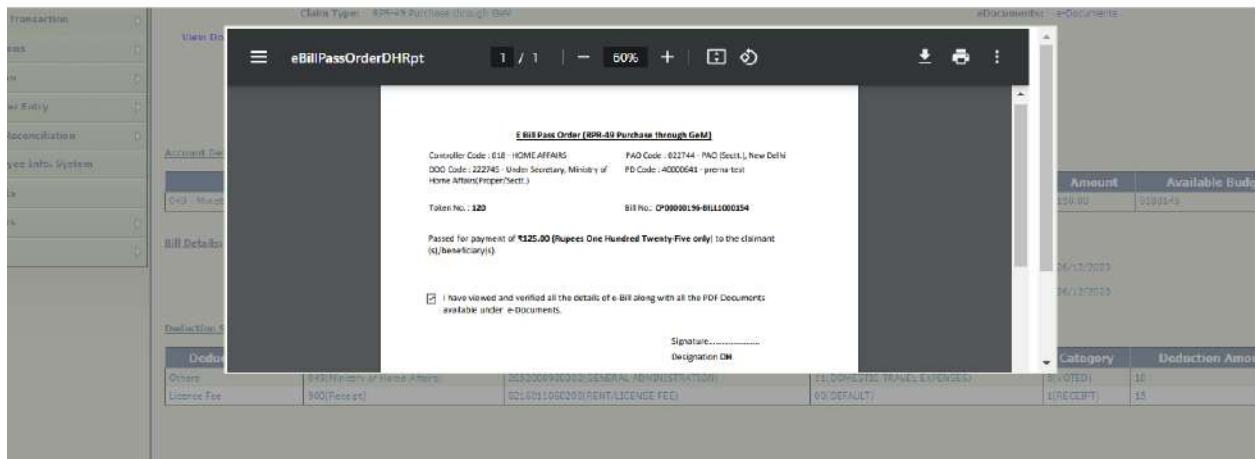
66. Click on '**Apply DSC**' to DSC an e-Bill.
67. A confirmation message '**Are you sure you want to apply DSC**' will appear on the interface as shown in the below screenshot.
68. Click on '**OK**' button to apply DSC.
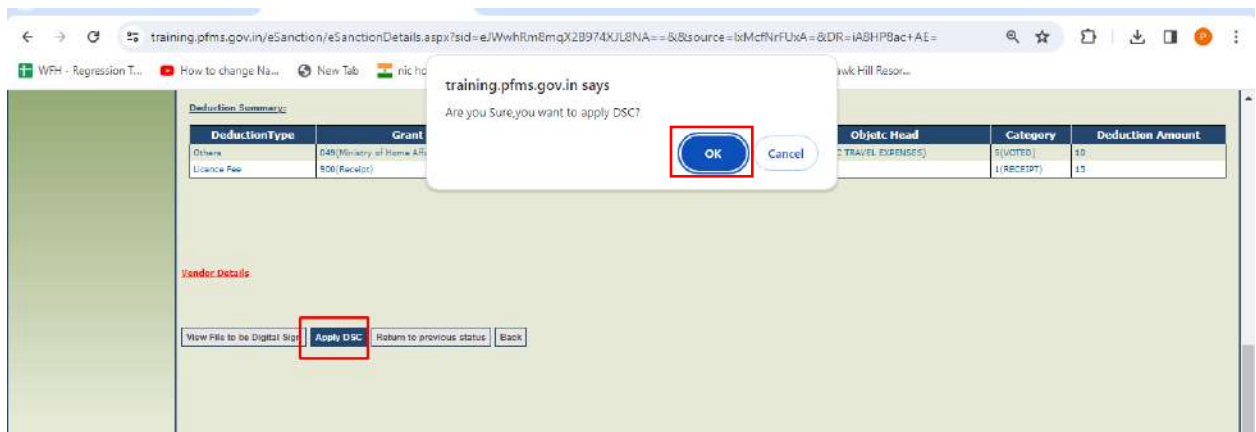
69. System will prompt with the confirmation message in a popup. Click on '**OK**' .
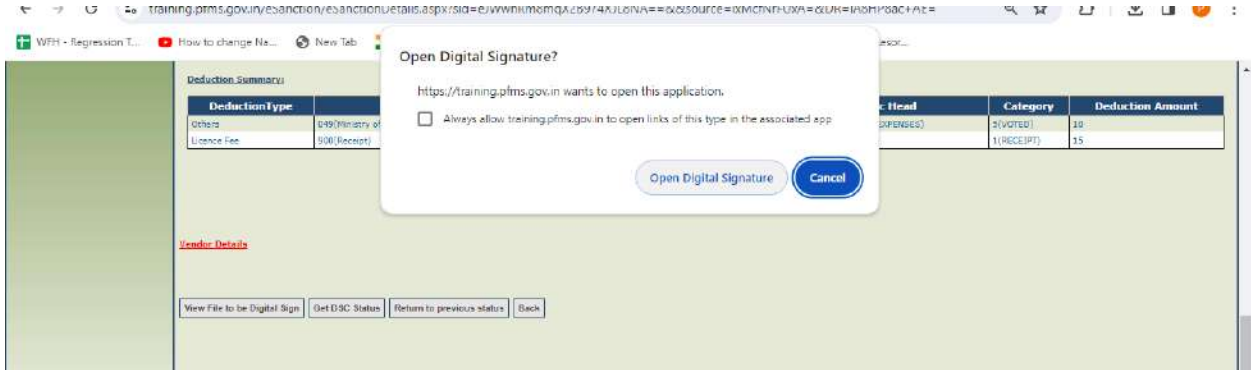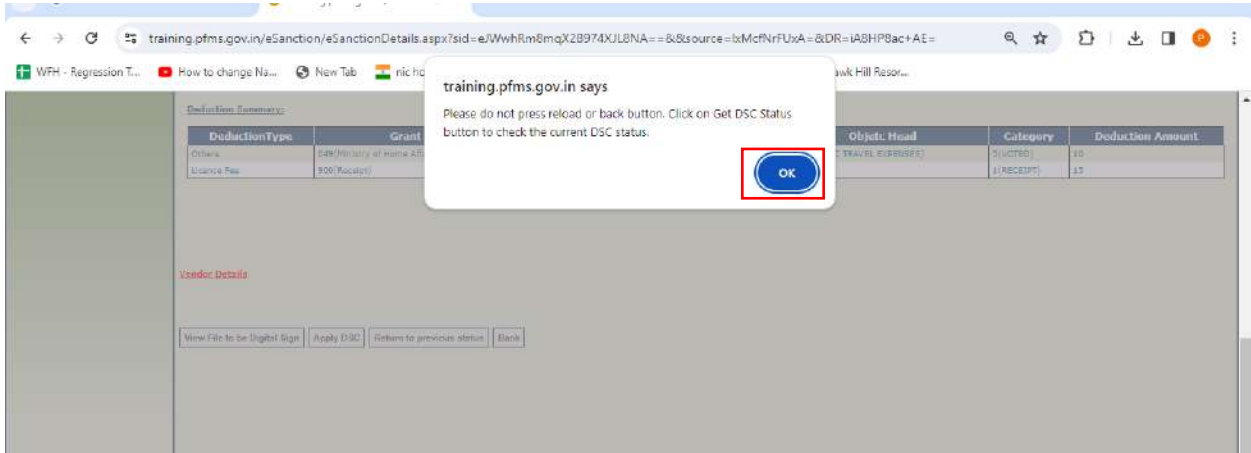
70. After successful DSC, success message will be displayed in a popup '**Digital Signature Certificate Applied Successfully**' as shown in the below screenshot.
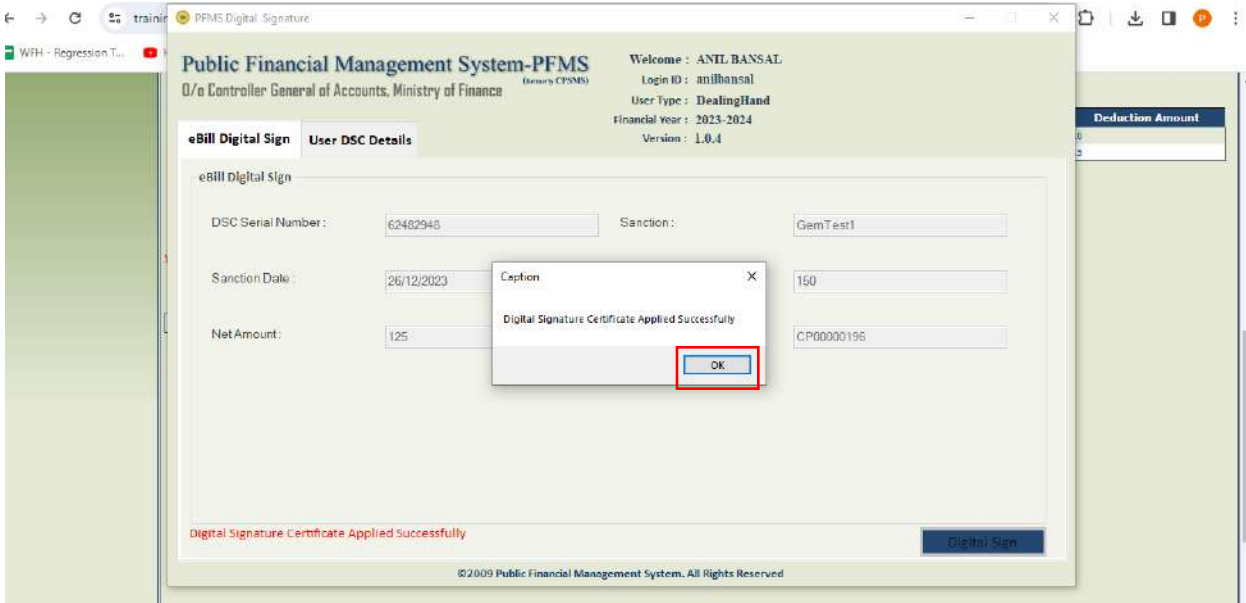
71. After successfully digital signing of the e-Bill by DH, status will be updated to '**ForwardToAAO**' as shown in the below screenshot and e-bill will be available at AAO level for passing/returning.

72. AAO will login and follow the below path as shown in the below screenshot.

    eSanctions-> Manage Sanctions

73. Click on the hyperlink of sanction number.

74. Pass Order digitally signed by DH will be visible under **e-Documents**.

75. Select PAO from the drop down, certify the certificate and click on '**Forward To PAO(Pass)**' button.

76. To return the bill click on '**Forward To PAO(Return)**' button. On returning, bill will be returned to PAO and return order will be generated in the PDF format. Further it will be digitally signed by AAO.

77. System will prompt with the confirmation message on the interface as shown in the below screenshot.

78. Click on '**OK**' button.
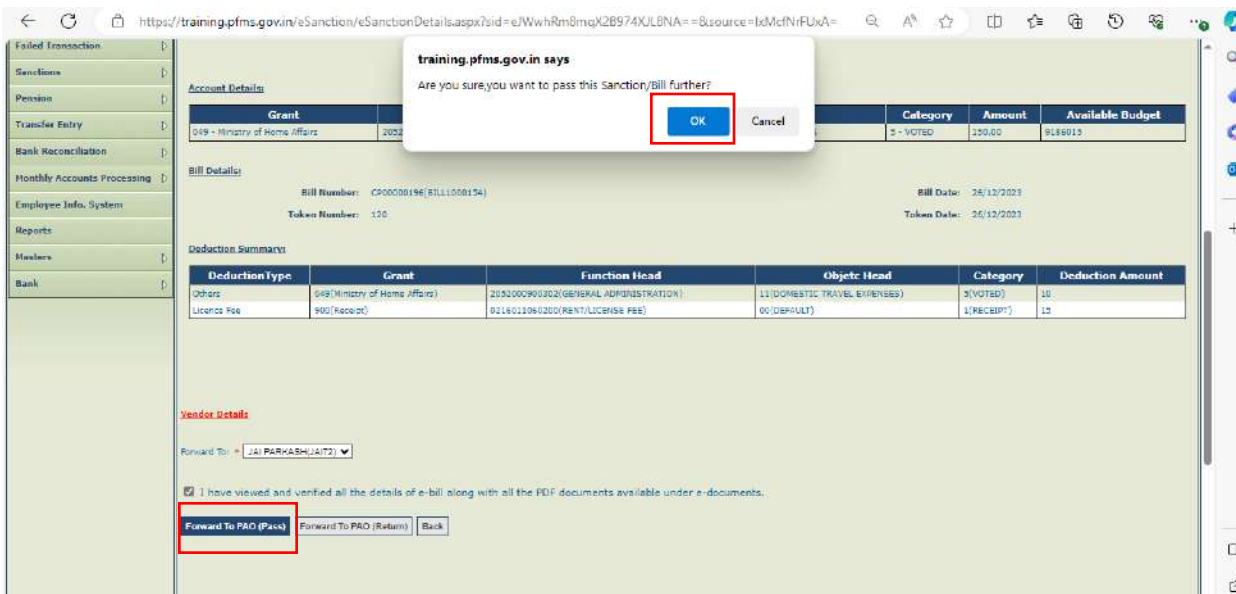
79. System will prompt the user to enter the FIFO remarks before passing the bill to PAO.

80. Enter the FIFO remarks and click on '**Forward To PAO(pass)**' button.
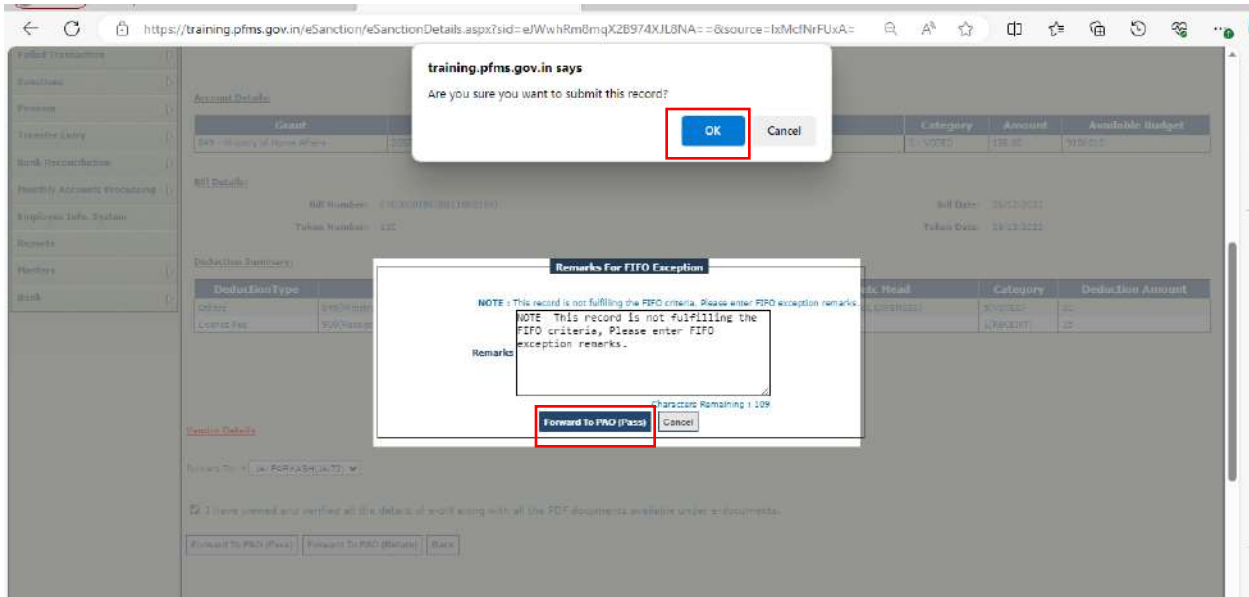
81. After passing to PAO success message will be shown on the interface as shown in the below screenshot.

82. Pass order will be generated in PDF format and will be available for digitally signing at the same level.

83. AAO will login and follow the below path to view/pass bill.

   eSanctions-> Manage eSanctions

84. Click on sanction number hyperlink to pass/return bill.

85. Click on '**View File To Be Digitally Signed**' button to view the pass order in the PDF format.
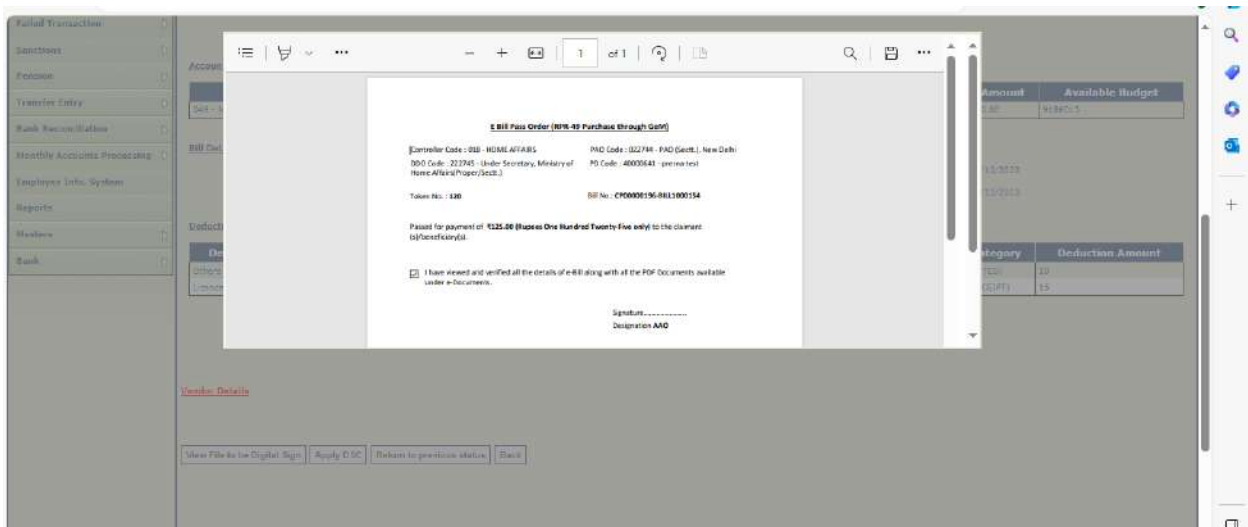
86. Click on '**Apply DSC**' to DSC an e-Bill.

87. A confirmation message '**Are you sure you want to apply DSC**' will appear on the interface as shown in the below screenshot.

88. Click on '**OK**' button to apply DSC.
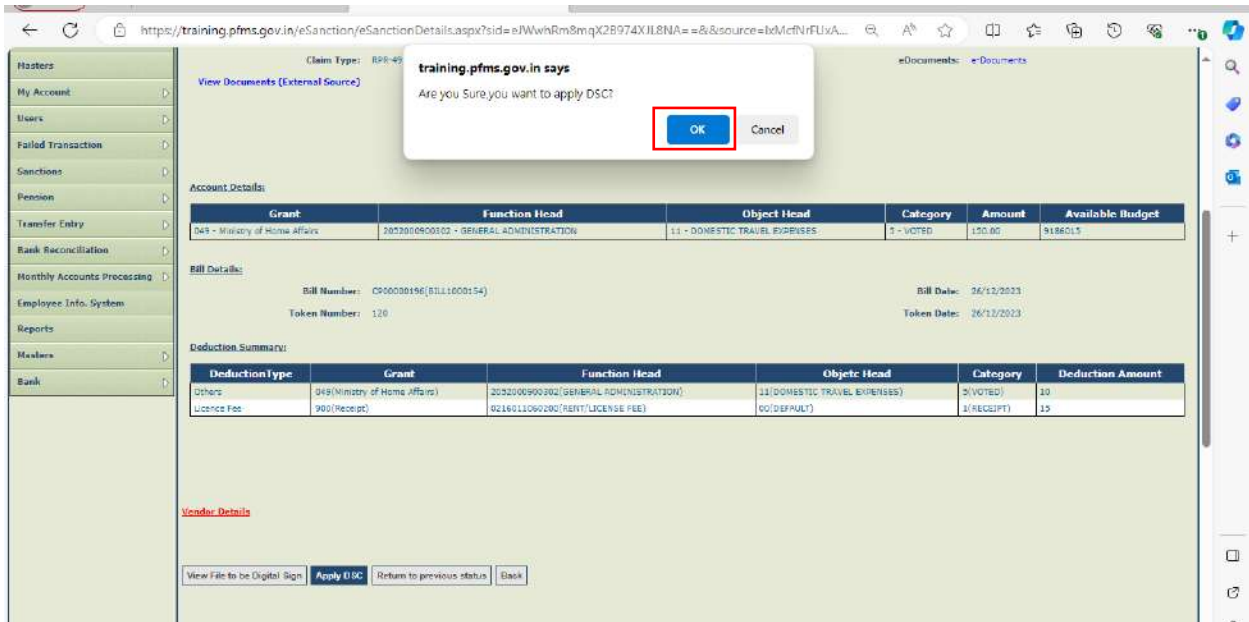
89. System will prompt with the confirmation message in a popup. Click on '**OK**'.
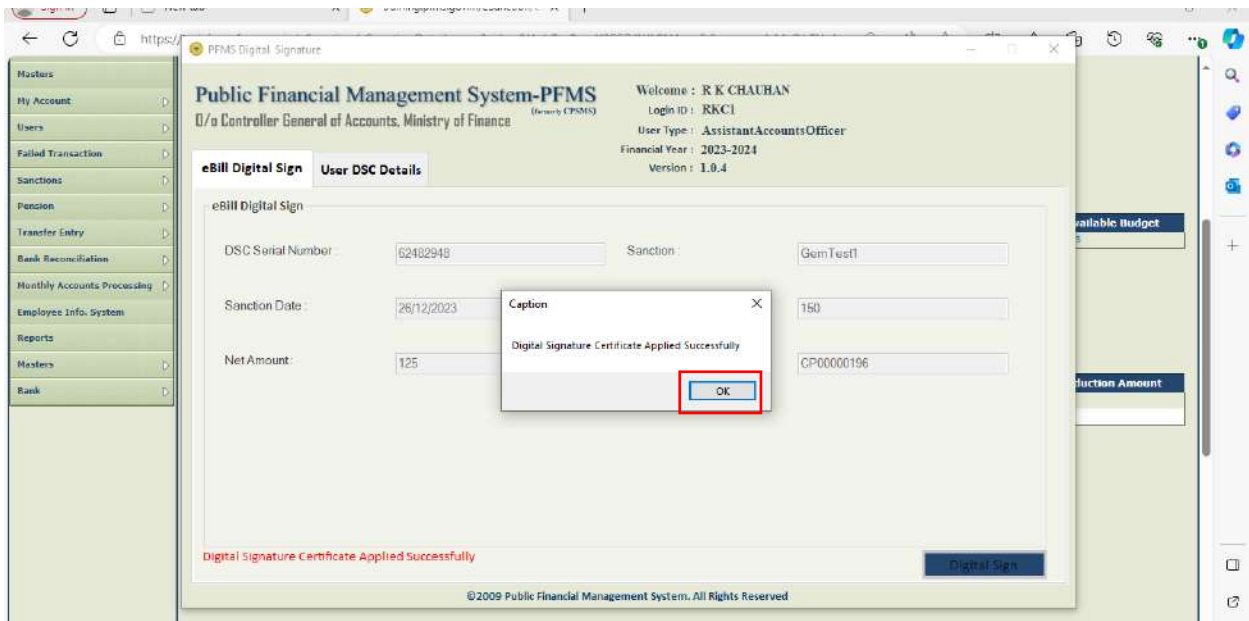
90. Clicking on '**Get DSC Status**' button to check the DSC status, success message will be displayed on the interface as shown in the below screenshot.

91. After successful DSC, success message will be displayed in a popup '**Digital Signature Certificate Applied Successfully**' as shown in the below screenshot.

92. After successfully digital signing of the e-Bill by DH, status will be updated to '**ForwardToPAO**' as shown in the below screenshot and ebill will be available at PAO level for passing/returning.

I. <u>PASSBILL(S) BY PAO</u>

93. PAO will login and follow the below path as shown in the below screenshot.

    eSanctions-> Manage Sanctions

94. Click on the hyperlink of sanction number.

95. Pass Order digitally signed by AAO will be visible under e-Documents.

96. Click on '**Pass Bill**' button to pass the sanction/bill.
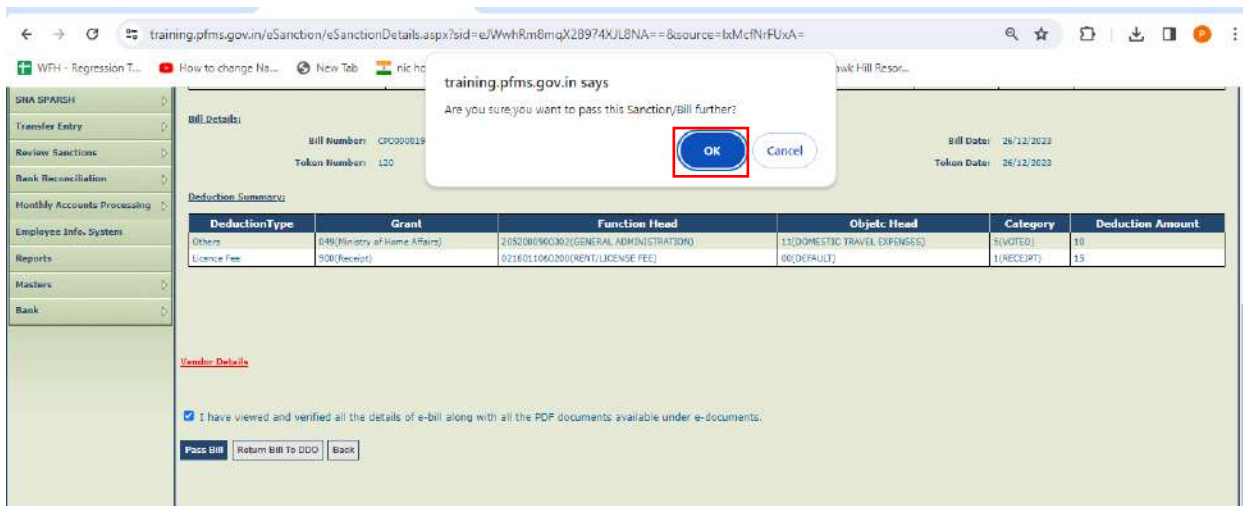
97. System will prompt the user enter FIFO remarks. Enter the FIFO remarks and click on '**OK**' button to

proceed further.

98. PAO will login and follow the below path to view/pass bill.

   eSanctions-> Manage eSanctions

99. Click on sanction number hyperlink to pass/return bill.

100.   Click on '**View File To Be Digitally Signed**' button to view the pass order in the PDF format.

101. Click on '**Apply DSC**' to DSC an e-Bill.

102. A confirmation message '**Are you sure you want to apply DSC**' will appear on the interface as shown in the below screenshot.

103. Click on '**OK**' button to apply DSC.

104. System will prompt with the confirmation message in a popup. Click on '**OK**'.
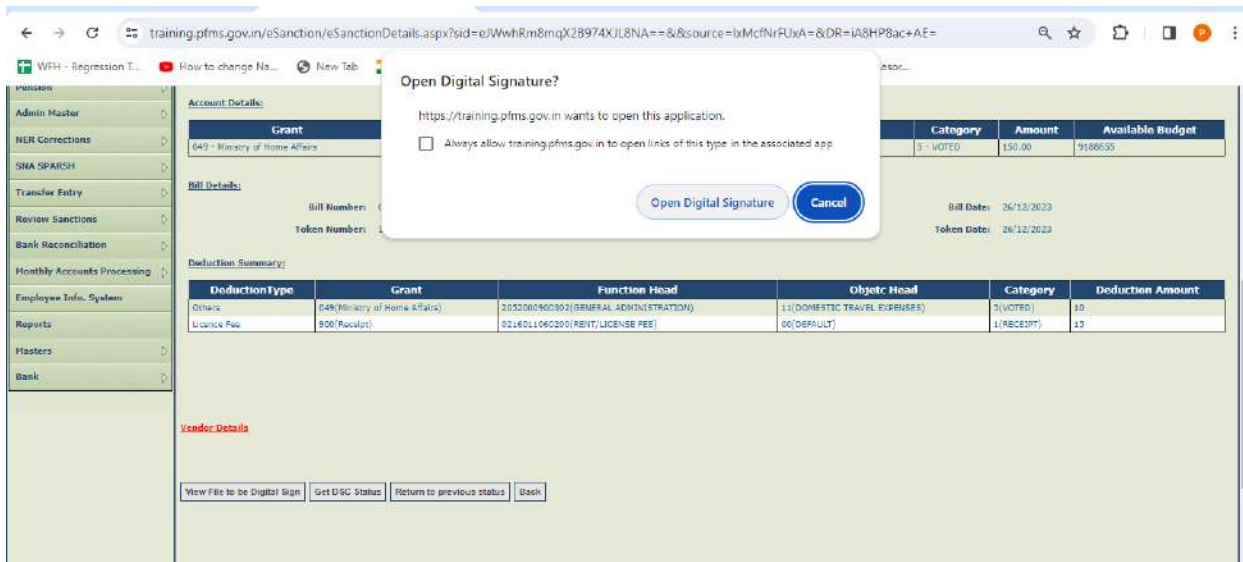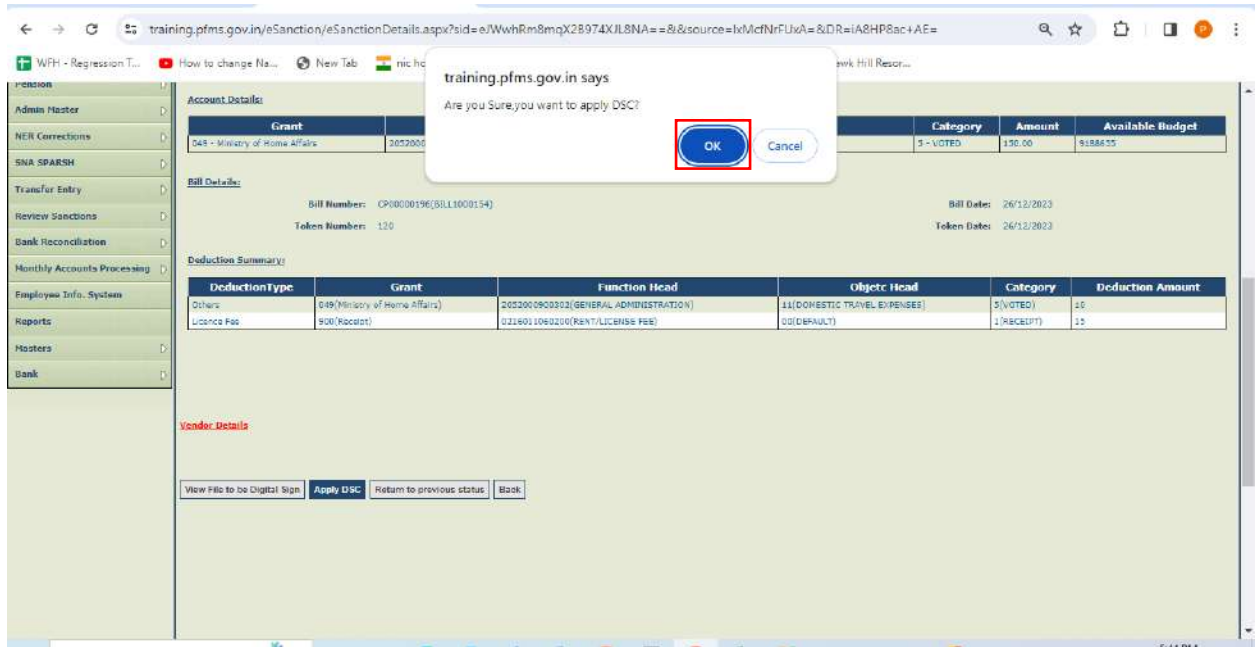
105. After successful DSC, success message will be displayed in a popup '**Digital Signature Certificate Applied Successfully**'.

106. After successfully digital signing of an e-Bill by PAO, it will be available to Signatory1 for batch Generation.

107. Signatory 1 will login and follow the below path.

      eSanctions->Batch Generation for DSC

108. Tick the sanctions and click on '**Payment Batch File**' to create a batch.
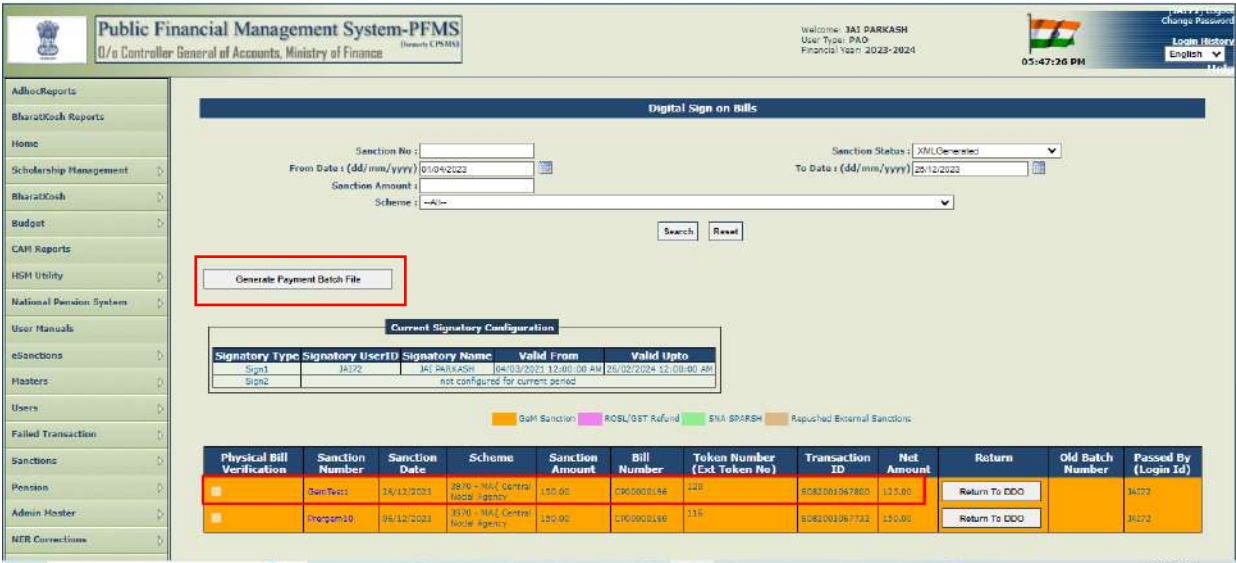
109. Confirmation message will be displayed on the interface in a popup as shown in the below screenshot.

110. Click on '**Generate Batch**' button.
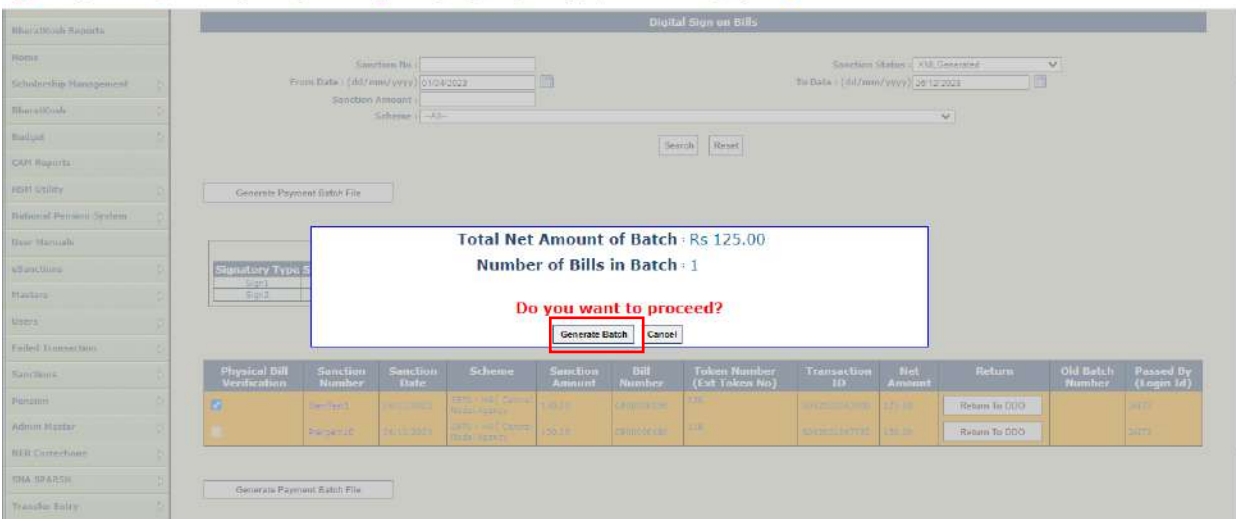
111. Success message will be displayed on the interface as shown in the below screenshot.

112. Click on '**OK**' button to proceed further. Batch order will be created in a PDF file and will be available for digital signature at the same level.
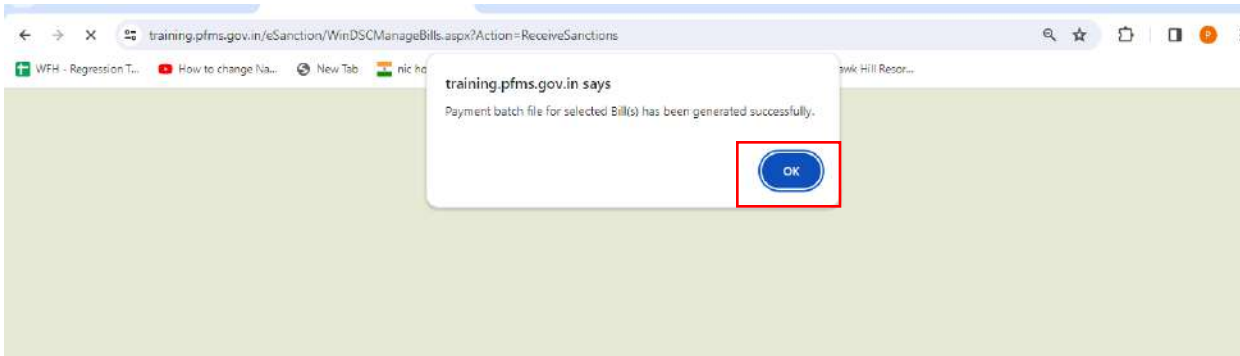
J. RETURN BILL(S) BY PAO

113. Click on '**Return on To DDO**' button to return the bill to DDO. On returning, bill will be returned to DDO and return order will be generated in the PDF format. Further it will be digitally signed by PAO.
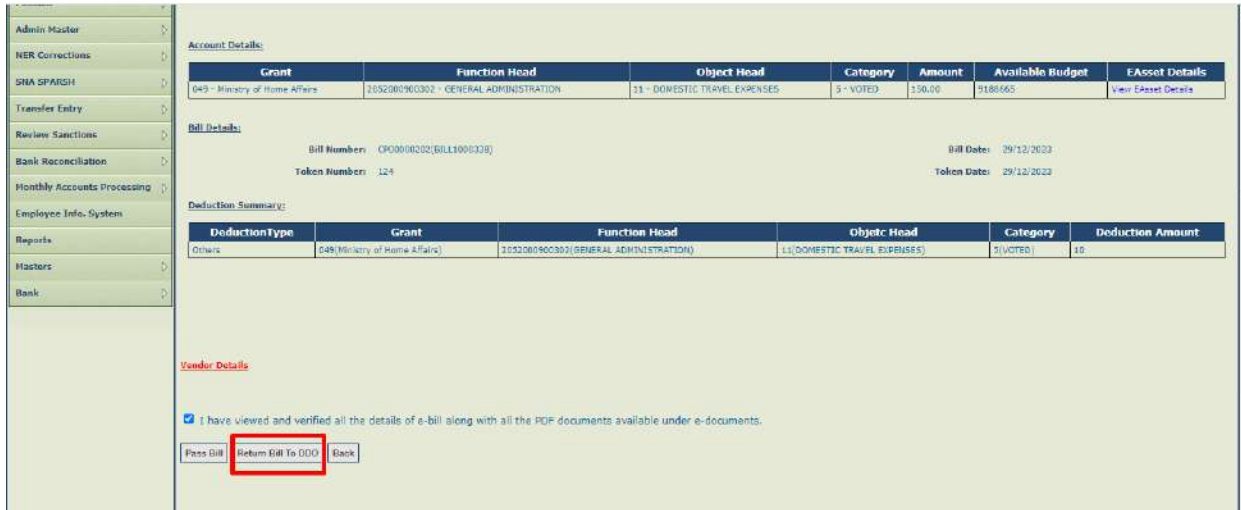
114. System will prompt the user to enter FIFO remarks. Enter the FIFO remarks and click on '**Return Bill To DDO**' button to proceed further.

115. Confirmation message will be displayed as shown in the below screenshot. Click on '**OK**' button.

116. Select the return reasons as shown in the below screenshot and click on '**OK**' button.

117. On returning, return memo will be generated at PAO level and will be available for DSC at the same level.

118. Success message will be displayed on the screen as shown in the below screenshot.
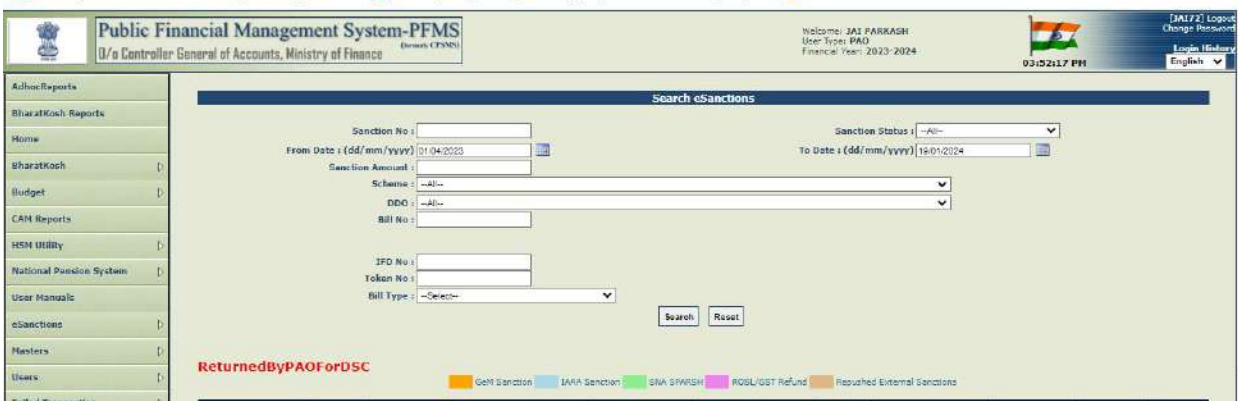
119. Go to Manage Sanctions interface and search the sanction.

120. Status will be updated to '**PendingPAODSCReturnOrder**' as shown in the below screenshot.

121. Click on sanction no. to view the return memo.

122. Click on Click on '**View File To Be Digitally Signed**' button to view the return memo in the PDF format.

123. Click on '**Apply DSC**' to DSC return order.

124. A confirmation message '**Are you sure you want to apply DSC**' will appear on the interface as shown in the below screenshot.

125. Click on '**OK**' button to apply DSC.
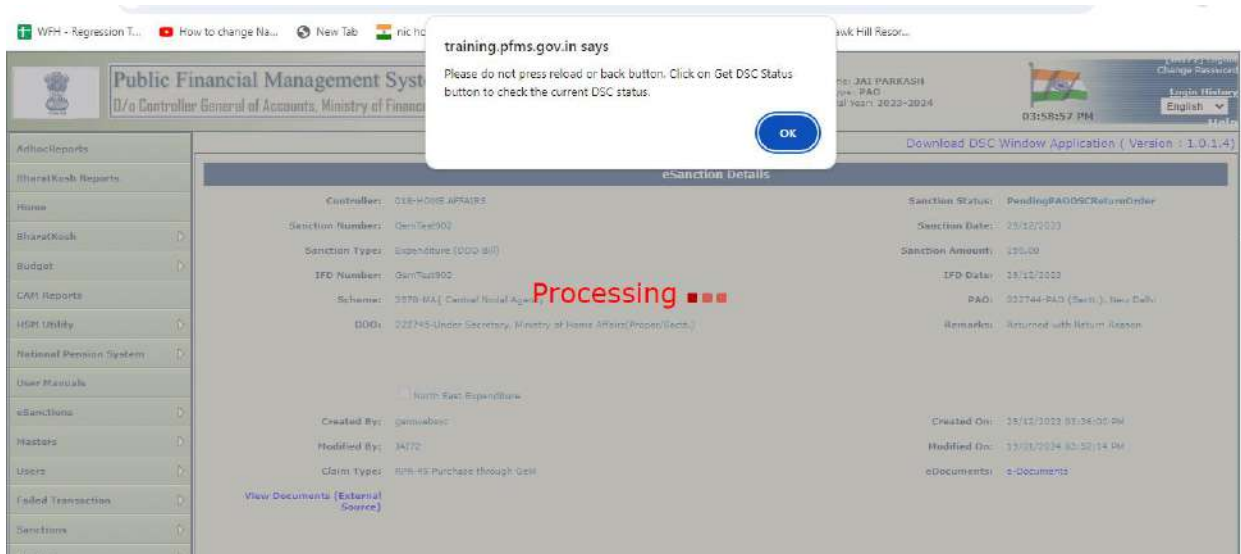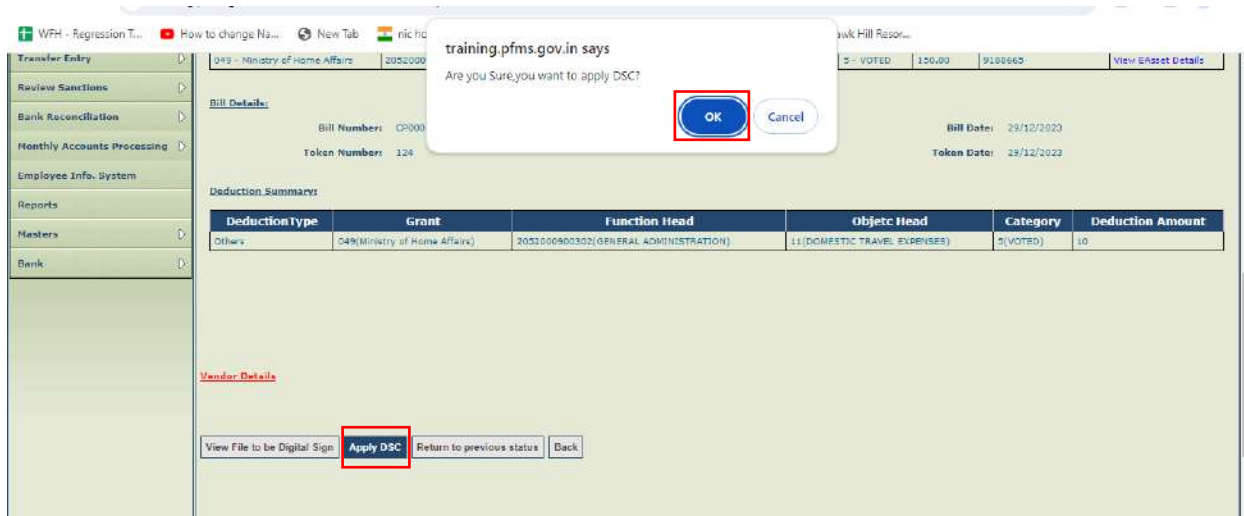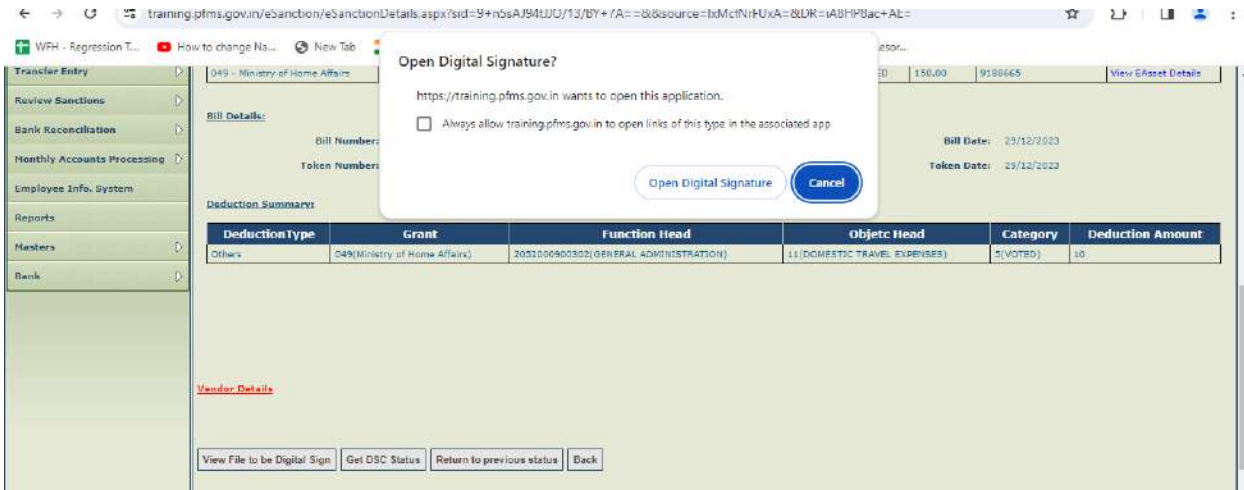
126. System will prompt with the confirmation message in a popup. Click on '**OK**'.
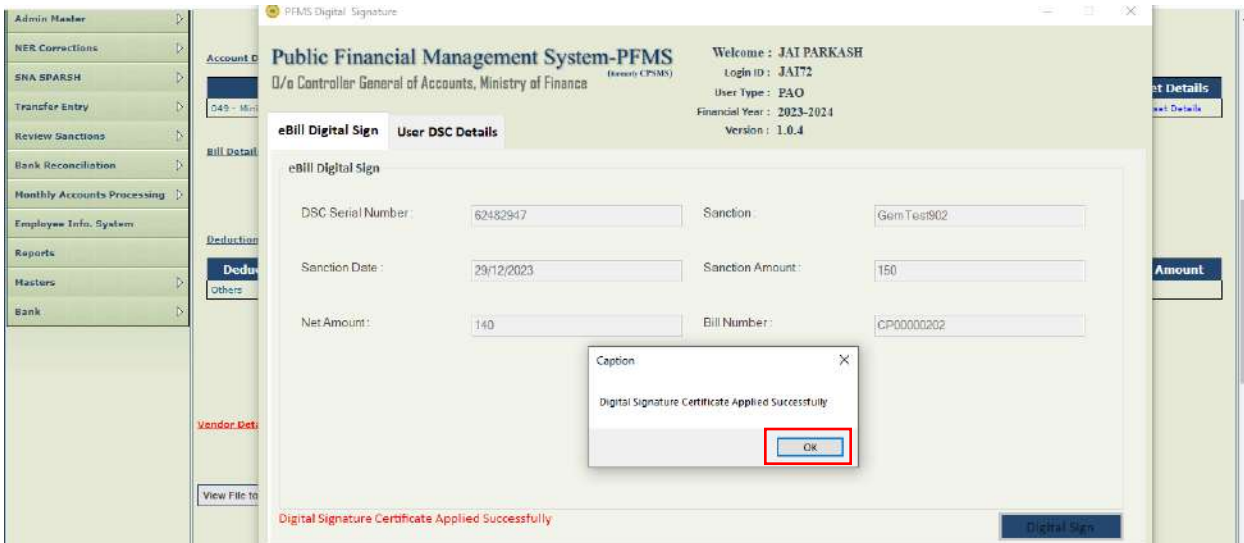
127. After successful DSC, success message will be displayed in a popup '**PAO Return Order has been successfully digitally signed**' as shown in the below screenshot.

128. After successfully digital signing of return memo by PAO, it will be available to DDO for returning.
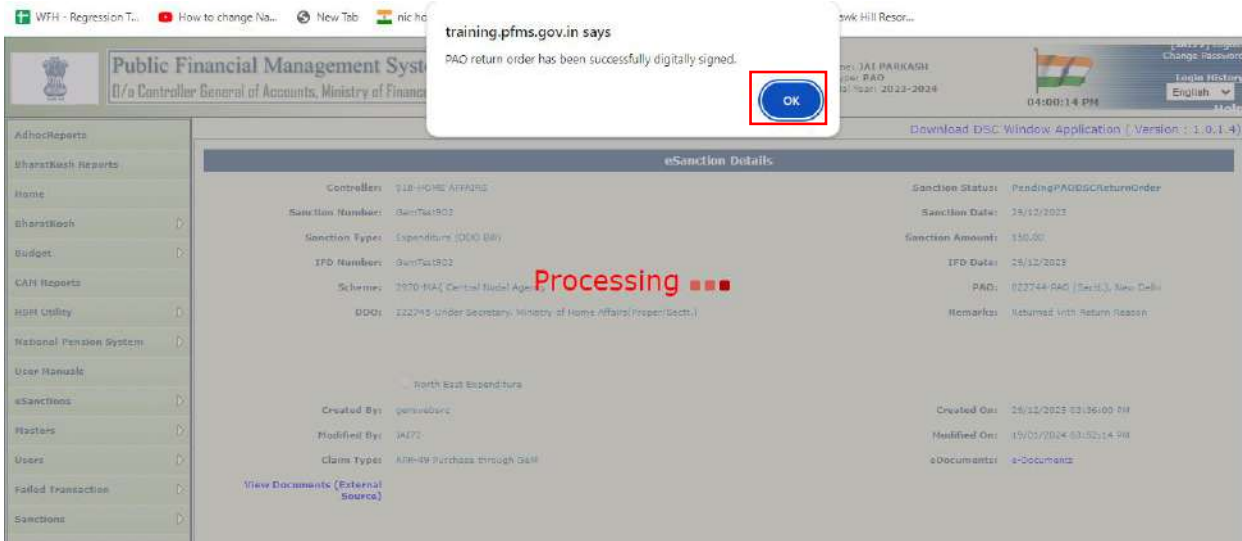
129. DDO will login and follow the below path.

e-Sanctions->Manage Sanctions

130. Click on Sanction no.
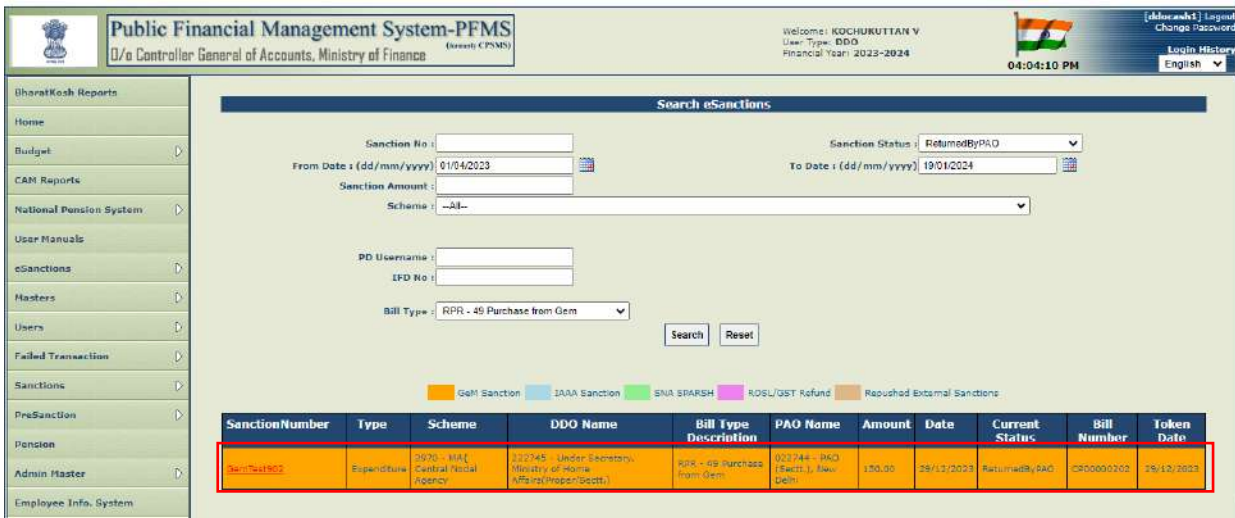
131. Tick the certificates and click on '**Return Sanction to PD Checker**'.

132. System will prompt with the confirmation message as shown in the below screenshot. Click on '**OK**' button.

133. Enter the returning remarks and click on 'OK' button.

134. On returning sanction return order will be generated, status will be changed to

    '**PendingDDODSCReturnOrder**' and will be available for digital signing at DDO level.
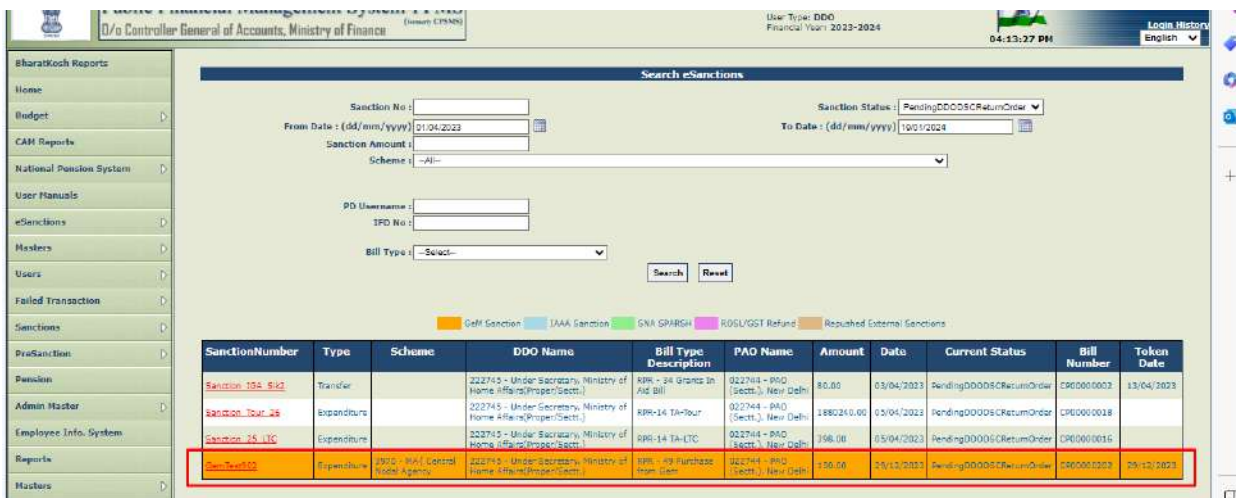
135. Click on Sanction no. and click on '**View File To Be Digitally Sign**' button to view the sanction return order.

136.   Click on '**Return Sanction with DSC**' to digitally sign the sanction return order.
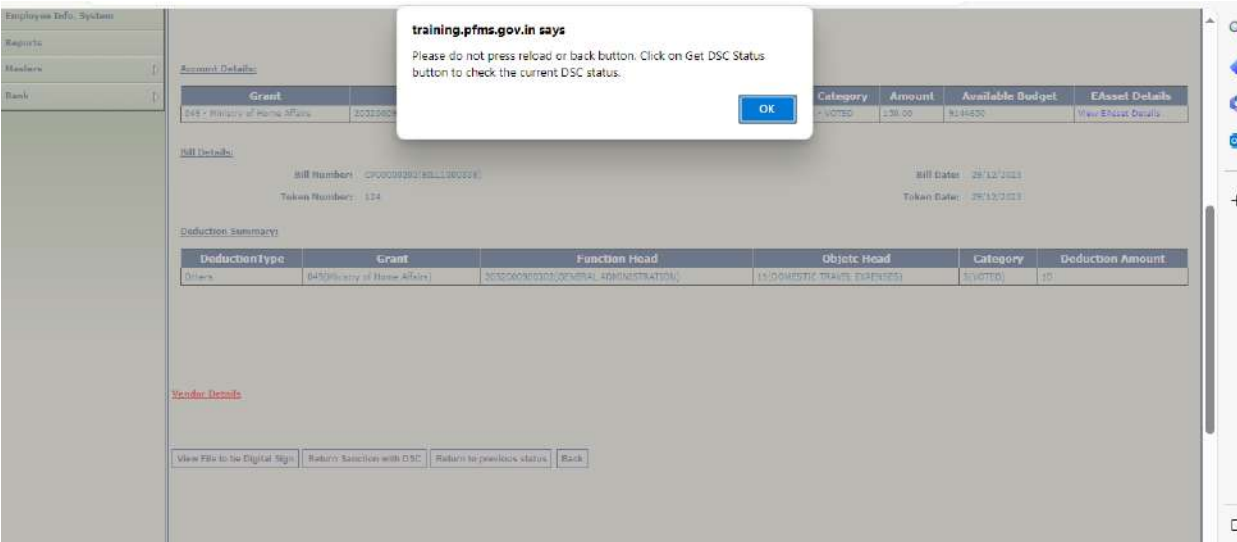
137.   After successful DSC, success message will be displayed in a popup '**Digital Signature Certificate Applied Successfully**'.

138.   Click on '**OK**' button.
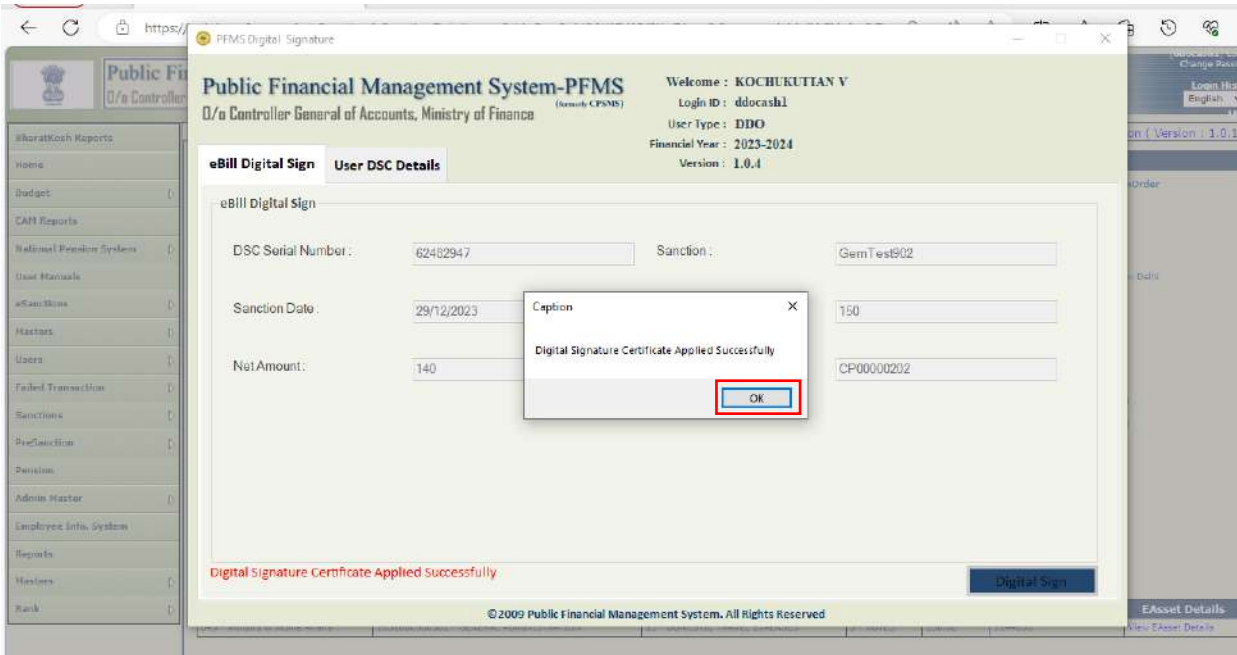
139. After successfully digital signing of e-Sanction return order by DDO, sanction will be cancelled and will be available at PD Maker level as shown in the below screenshot.
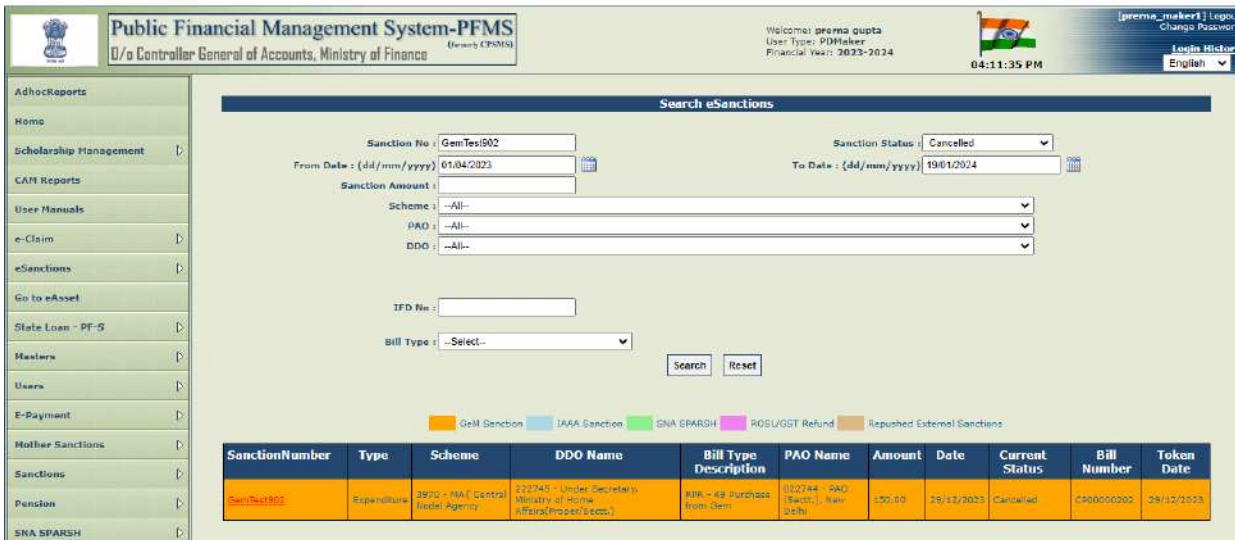
140. The documents i.e. e-Sanction return order , return order by PAO will be visible under e-Documents.

K. BATCH GENERATION

1. Signatory 1 will login and follow the below path.

    eSanctions->Digital Sign Batch

2. Click on '**View DSC Batch Order**' to view the batch order in PDF format.

3. Click on '**Close**' button.

4. Click on '**DigitalSign**' button to digitally sign the PDF.
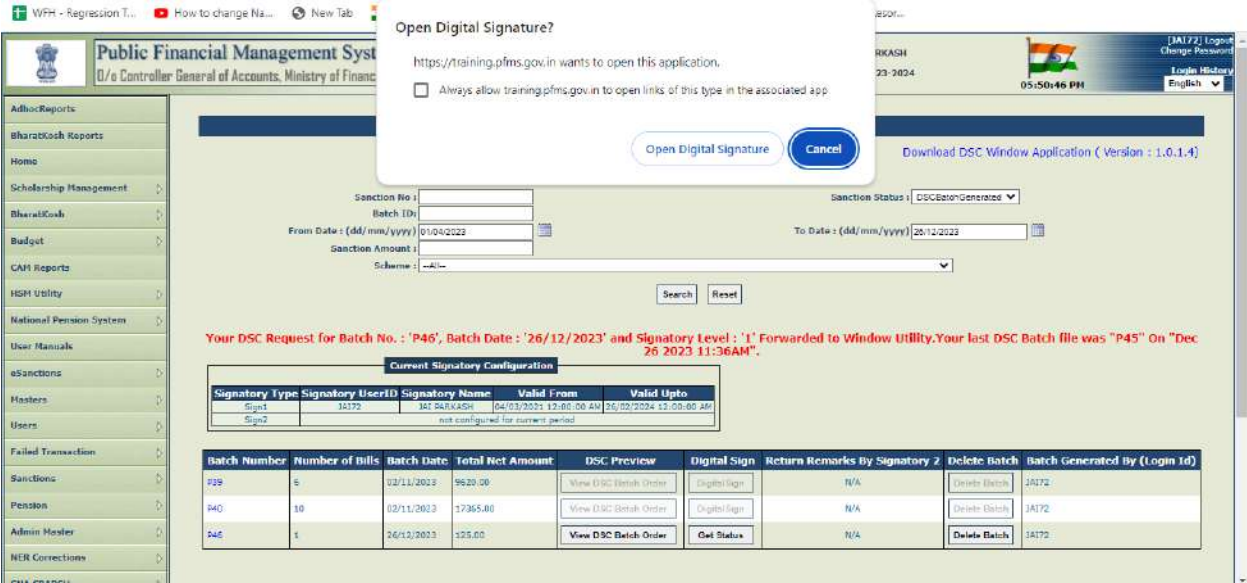
5. After successful DSC, success message will be displayed in a popup '**Digital Signature Certificate Applied Successfully**' as shown in the below screenshot.
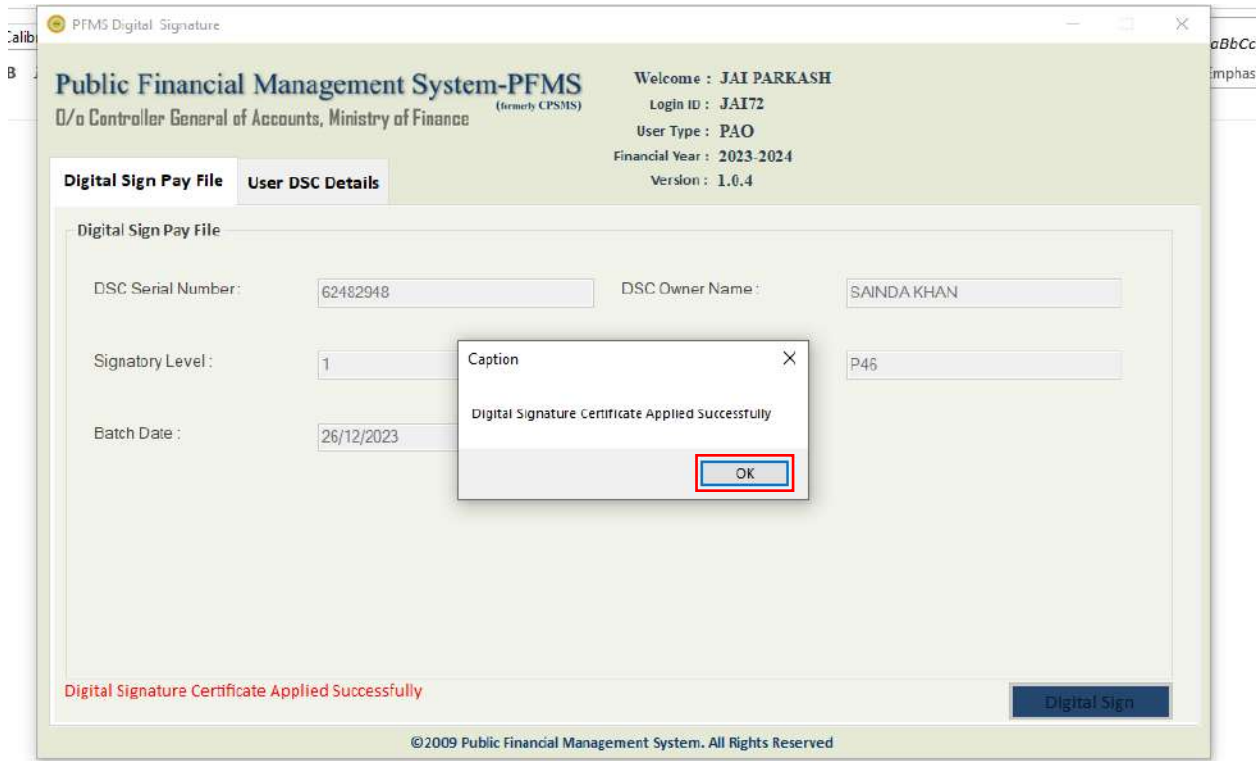
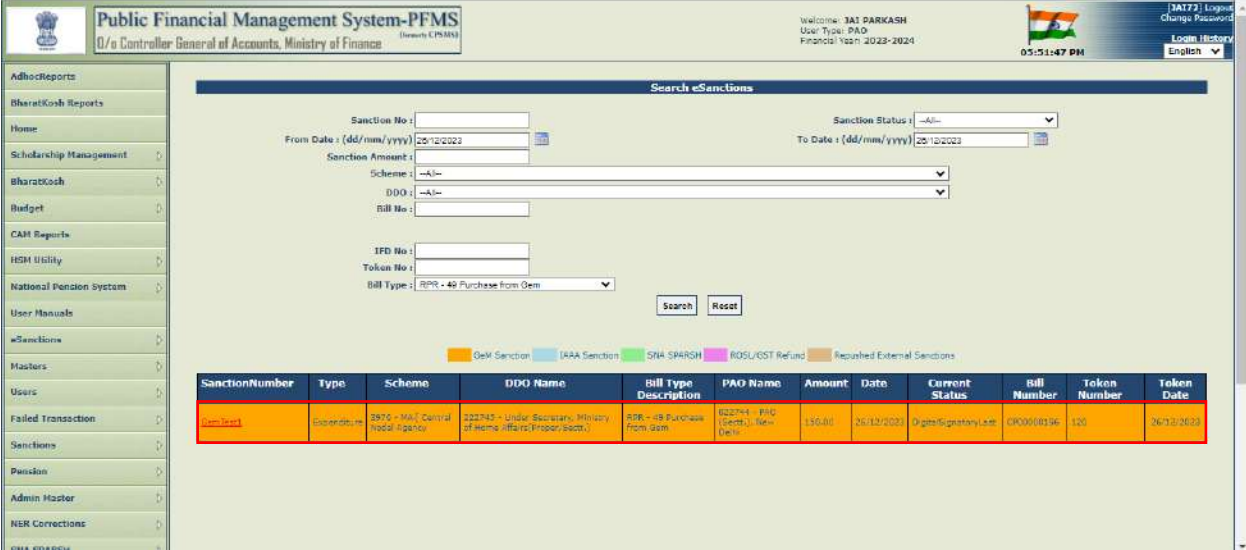6. After successfully digital signing of the batch order status will be updated to '**DigitalSignatoryLast**' as shown in the below screenshot.

7. The batch order PDF will be visible under e-Documents.

8. If the If sanction amount > 10L, pay order along with e-bill, e-claim, e-sanction will be forwarded to Signatory 2 for digital signature.

9. After digital signing by the signatories, voucher will be generated and payment file will be sent to bank for payment to claimant through Bank integration channel.

10. The UTR payment details will be updated in the system against the e-Bill number.