

**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, 3<sup>rd</sup> 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 Grievances & Pensions	Department of Personnel & Training	049720	PAO(UPSC), New Delhi (New Delhi )
17	034	PERSONNEL, P.G. & P.	Ministry of Personnel & Public Grievances & 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 Grievances & Pensions	Department of Administrative Reforms & Public Grievances	008884	PAO Lokpal, New Delhi
19	034	PERSONNEL, P.G. & P.	Ministry of Personnel & Public Grievances & Pensions	Department of Administrative Reforms & Public Grievances	049429	PAO (DP & AR), New Delhi
20	034	PERSONNEL, P.G. & P.	Ministry of Personnel & Public Grievances & 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 & Entrepreneurship	Ministry of Skill Development and Entrepreneurship	Ministry of Skill Development and Entrepreneurship	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](http://www.pfms.nic.in)



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

**CONTROLLER GENERAL OF ACCOUNTS  
DEPARTMENT OF EXPENDITURE  
MINISTRY OF FINANCE  
NEW DELHI**

**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

PREFACE .....2

A. GLOSSARY OF IMPORTANT TERMS.....4

B. INTRODUCTION, OBJECTIVES AND PAYMENT PROCESS FLOW .....5

C. REQUIREMENT .....5

D. GeM-PFMS PROCESS FLOW .....7

E. E- Bill GENERATION AT DDO .....8

F. BILL(S) DISTRIBUTION .....21

G. PULL BACK AND RE-ASSIGN BILLS .....22

H. PASS/RETURN BILLS BY DH, AAO .....24

I. PASSBILL(S) BY PAO .....36

J. RETURN BILL(S) BY PAO .....43

K. BATCH GENERATION.....57

## 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
--	---	--	---

## GeM-PFMS INTEGRATION

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.

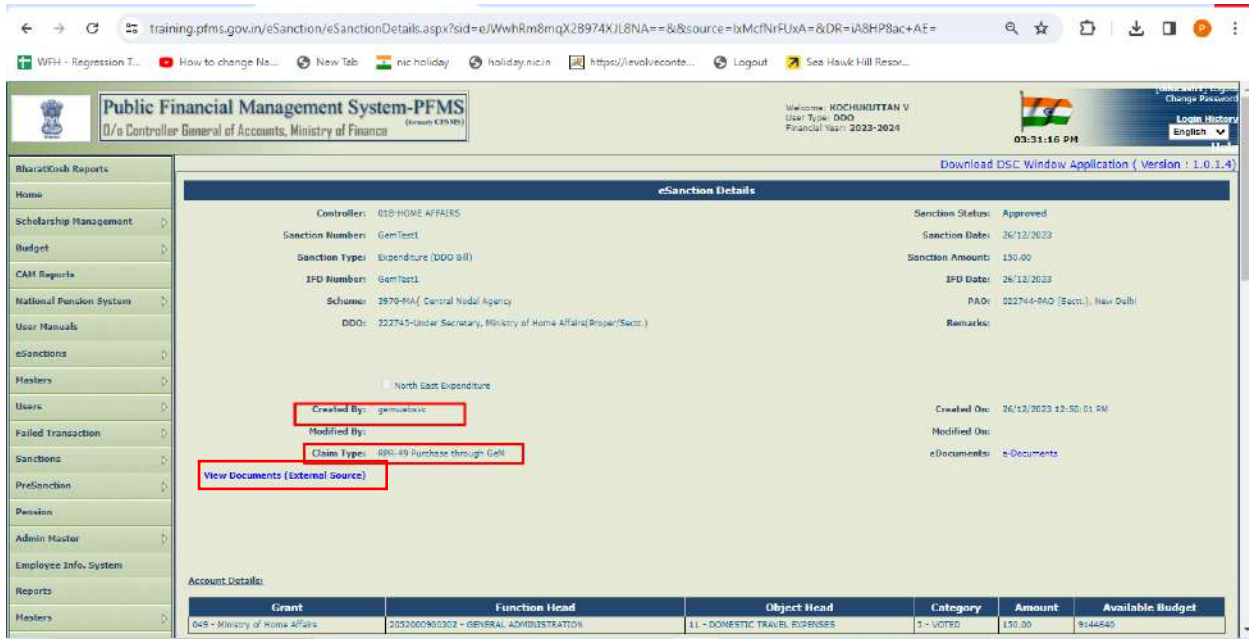
**eSanctions → Manage Sanctions**

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.

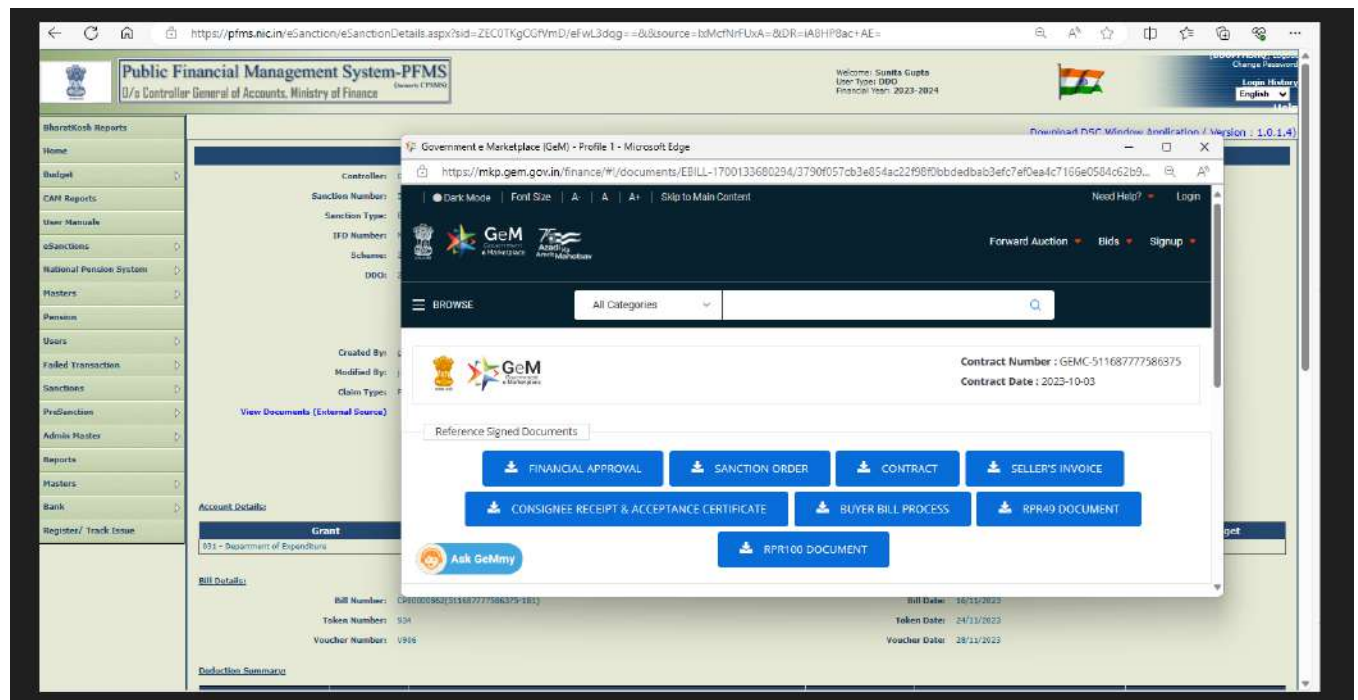
SanctionNumber	Type	Scheme	DDO Name	Bill Type Description	PAO Name	Amount	Date	Current Status	Bill Number	Token Date
<a href="#">Sanction001</a>	Expenditure	2020 - HM Central Road Agency	322712 - Under Secretary, Ministry of Home Affairs(Punjab/Secy.)	RPR - 49 Purchase from GeM	022714 - PAO (Secy.), New Delhi	138.00	26/11/2023	Approved	016022616	26/11/2023
<a href="#">Sanction002</a>	Expenditure	2020 - HM Central Road Agency	322712 - Under Secretary, Ministry of Home Affairs(Punjab/Secy.)	RPR - 49 Purchase from GeM	022714 - PAO (Secy.), New Delhi	120.00	27/01/2023	PendingDDOSEC	016022616	26/11/2023
<a href="#">Sanction003</a>	Expenditure	2020 - HM Central Road Agency	322712 - Under Secretary, Ministry of Home Affairs(Punjab/Secy.)	RPR - 49 Purchase from GeM	022714 - PAO (Secy.), New Delhi	150.00	27/11/2023	DigitalyApproved	016022616	27/11/2023
<a href="#">Sanction004</a>	Procurement	2020 - HM Central Road Agency	322712 - Under Secretary, Ministry of Home Affairs(Punjab/Secy.)	RPR - 49 Purchase from GeM	022714 - PAO (Secy.), New Delhi	138.00	04/11/2023	Open	016022616	
<a href="#">Sanction005</a>	Procurement	2020 - HM Central Road Agency	322712 - Under Secretary, Ministry of Home Affairs(Punjab/Secy.)	RPR - 49 Purchase from GeM	022714 - PAO (Secy.), New Delhi	120.00	10/11/2023	Open	016022616	
<a href="#">Sanction006</a>	Procurement	2020 - HM Central Road Agency	322712 - Under Secretary, Ministry of Home Affairs(Punjab/Secy.)	RPR - 49 Purchase from GeM	022714 - PAO (Secy.), New Delhi	138.00	10/11/2023	DigitalyApproved	016022616	26/11/2023

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.

# GeM-PFMS INTEGRATION



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.

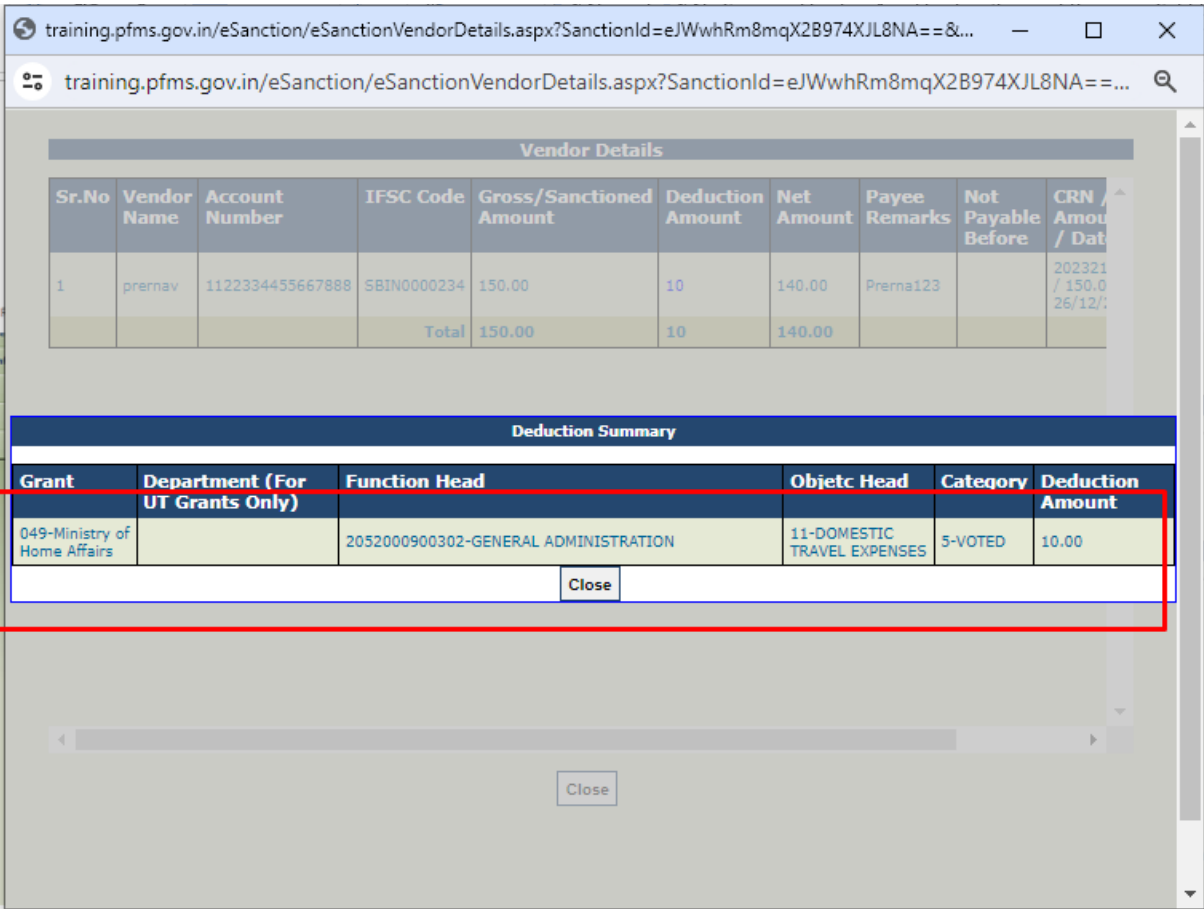
# GeM-PFMS INTEGRATION

The screenshot shows a web application interface for GeM-PFMS integration. A central popup window titled "Vendor Details" is open, displaying a table of vendor information. The table has the following columns: Vendor Name, Account Number, IFSC Code, Gross/Sanctioned Amount, Deduction Amount, Net Amount, Payee Remark, Not Payable Before, CRN / Amount / Date, and Account Head. A red box highlights the first row of data in the table.

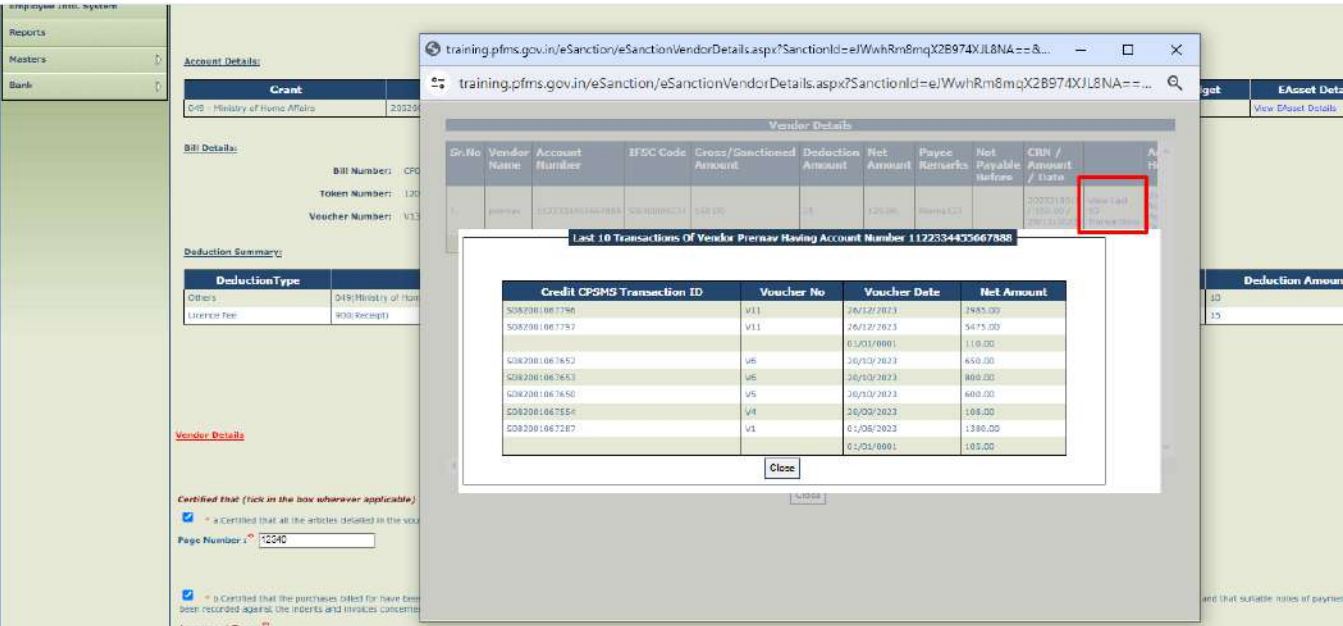
Vendor Name	Account Number	IFSC Code	Gross/Sanctioned Amount	Deduction Amount	Net Amount	Payee Remark	Not Payable Before	CRN / Amount / Date	Account Head
premiu	11221310566788	60000000111	150.00	25	125.00	premiu121		202210018 / 130.00 / 30/12/2022	View List 30 View Account Head Details
Total			150.00	25	125.00				

Below the table, there is a "Close" button. The background interface shows a "Vendor Details" label in a red box and a "Deduction Amount" table with values 30 and 15.

10. Click on the link of deduction amount to view the deduction details as shown in the below screenshot.

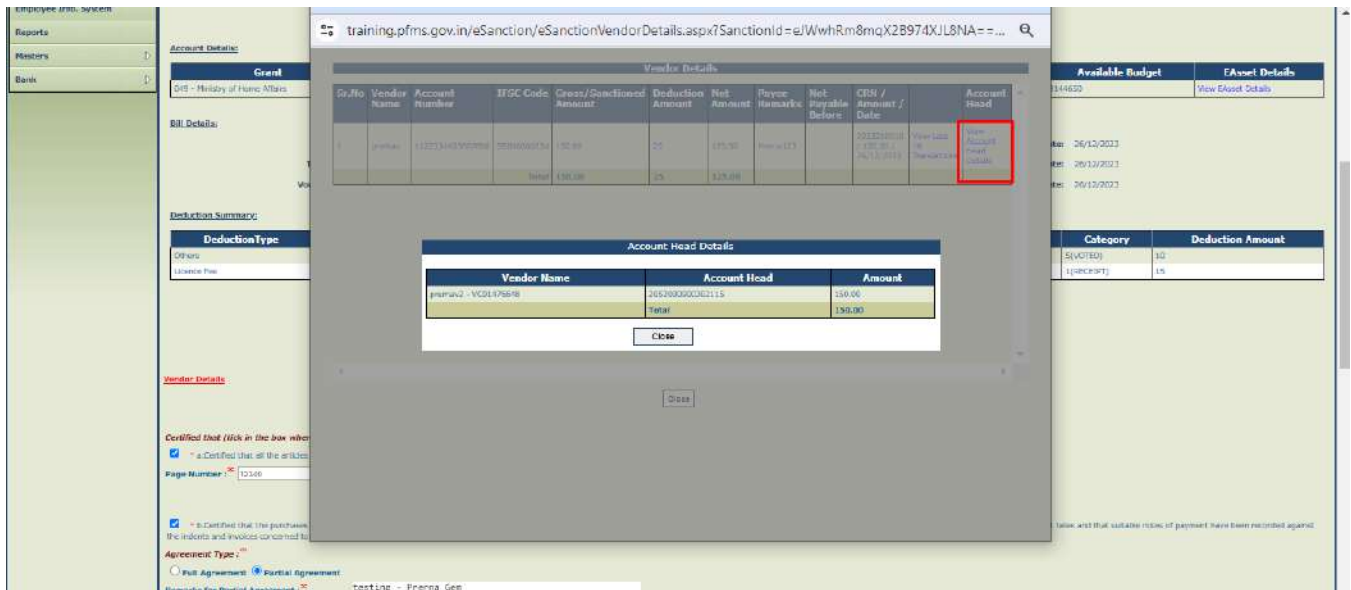


11. Click on 'View Last 10 Transactions' hyperlink to view the last 10 transactions of the vendor.





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	Object Head	Category	Deduction Amount
Others	049(Ministry of Home Affairs)	20520090302(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 excess 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
20520090302115	10200000.00	1725.00	150.00	10198115.00

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’.



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

Welcome: KIDDIRUTTAN V  
 User Type: DDO  
 Financial Year: 2023-2024

03:43:26 PM

Logout  
Change Password  
Login History  
English

**BharatKosh Reports**

- Home
- Scholarship Management
- Budget
- CAPI Reports
- National Pension System
- User Manuals
- eSanctions
- Masters
- Users
- Failed Transaction
- Sanctions
- PreSanction
- Pension
- Admin Master
- Employee Info. System
- Reports
- Masters

**Generate Bill**

Controller: 015-HOME AFFAIRS      Sanction Status: Approved

Sanction Number: GemTest      Sanction Date: 26/12/2023

Sanction Type: Expenditure (DDO Bill)      Sanction Amount: 150.00

IFD Number: GemTest      IFD Date: 26/12/2023

Scheme: 3970-MA (Central Nodal Agency)      PAO: 022744-PAO (Sect.), New Delhi

DDO: 222745-Under Secretary, Ministry of Home Affairs(Prope/Sect.)      Remarks:

North East Expenditure

**Account Details**

Grant	Function Head	Object Head	Category	Amount	Available Budget
049 - Ministry of Home Affairs	20520090302 - GENERAL ADMINISTRATION	11 - DOMESTIC TRAVEL EXPENSES	5 - VOTED	150.00	9144640

**Bill Details**

Bill Number: CP0000196(0111000154)      Bill Date: 26/12/2023

**Deduction Summary:**

DeductionType	Grant	Function Head	Object Head	Category	Deduction Amount
Others	049(Ministry of Home Affairs)	20520090302(GENERAL ADMINISTRATION)	11(DOMESTIC TRAVEL EXPENSES)	5(VOTED)	10

Vendor Details:

Sr.No	Vendor Name	Account Number	Gross Amount	Deduction Amount	Net Amount	Payee Remarks
1	prerna gen	312219455647968	130	20	110	Prerna Gen

Deduction Details:

Favoring: prerna\VC01475648 | CRN No: 2022

Select Deduction Type: License Fee

Grant: 200    Function Head: 021551130230    Object Head: 00    Category: 1    Amount: 15

Add Deduction

Deduction Type	Favoring	Grant	Function Head	Object Head	Category	Amount	
<input type="checkbox"/>	Others	prerna\VC01475648   CRN No: 2022118018	049(Ministry of Home Affairs)	202200900302(GENERAL ADMINISTRATION)	11(DOMESTIC TRAVEL EXPENSES)	3(VOTED)	20

Sanction Amount: 130.00 (Rupees one hundred thirty only)

Deduction: 20.00 (Rupees twenty only)

Balance Amount: 110.00 (Rupees one hundred ten only)

Certified that (tick in the box wherever applicable)

I certify that all the articles detailed in the vouchers attached to the Bill have been accounted for in the stock Register/Asset Register

I certify 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 excess of the accepted and the market rates and that suitable notes of payment have been recorded against the vouchers and invoices concerned to prevent double payments

Accounting Head Balance Summary:

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.

License reference not set to an instance of an object.

Deduction Type	Favoring	Grant	Function Head	Object Head	Category	Amount	
<input type="checkbox"/>	Others	prerna\VC01475648   CRN No: 2022118018	049(Ministry of Home Affairs)	202200900302(GENERAL ADMINISTRATION)	11(DOMESTIC TRAVEL EXPENSES)	3(VOTED)	20
<input type="checkbox"/>	License Fee	prerna\VC01475648   CRN No: 2022118018	900(Rupees)	0016011060300(RENT, LICENSE FEE)	00(DEFAULT)	1(RECEIPT)	15

Sanction Amount: 150.00 (Rupees one hundred fifty only)

Deduction: 25.00 (Rupees twenty five only)

Balance Amount: 125.00 (Rupees one hundred twenty five only)

Please select Certificates

Certified that (tick in the box wherever applicable)

I certify that all the articles detailed in the vouchers attached to the Bill have been accounted for in the stock Register/Asset Register

Page Number: 1230

I certify 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 excess of the accepted and the market rates and that suitable notes of payment have been recorded against the vouchers and invoices concerned to prevent double payments

Agreement Type:

Full Agreement  Partial Agreement

Remarks for Partial Agreement: testing - prerna gen

Accounting Head Balance Summary:

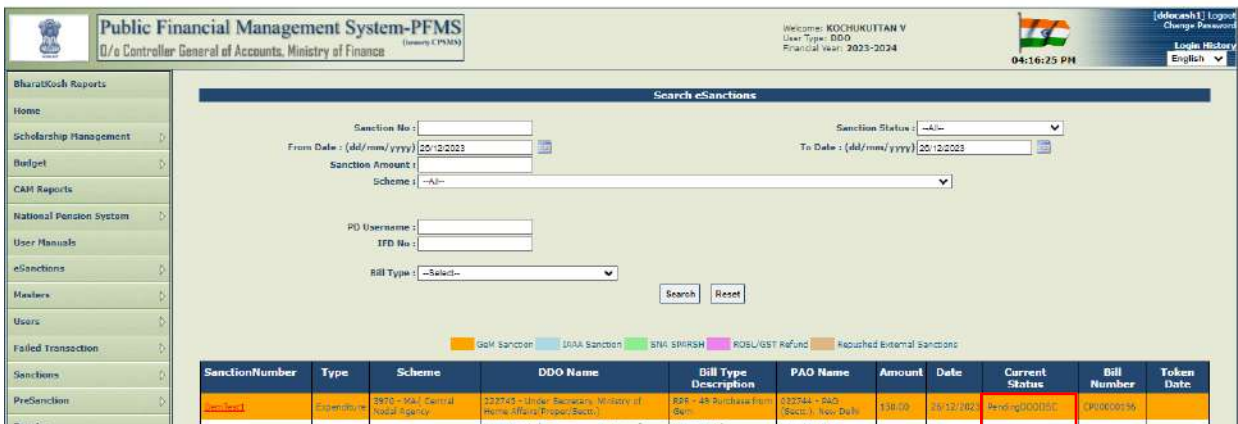
Accounting Head	Appropriation for the current year	Expenditure	Amount of work bill assessed	Available Balance
202200900302111	1020000.00	1735.00	150.00	10185115.00

Generate e-Bill    Cancel    Back

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.

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

Welcome: KOCHUKUTAN V  
 User Type: DDO  
 Financial Year: 2023-2024

04:17:33 PM

Download DSC Window Application ( Version : 1.0.1.4)

**eSanction Details**

Controller: 018-HOME AFFAIRS  
 Sanction Number: GemTest1  
 Sanction Type: Expenditure (DDO Bill)  
 IPD Number: GemTest1  
 Scheme: 3570-PA4 Central Nodal Agency  
 DDO: 222745-Under Secretary, Ministry of Home Affairs(Proper/Sect.)

Sanction Status: PendingDDOOSC  
 Sanction Date: 26/12/2023  
 Sanction Amount: 130.00  
 IPD Date: 26/12/2023  
 PAO: 022744-PAO (Sect.), New Delhi  
 Remarks:

Created By: gemuebovc  
 Modified By: ddccash1  
 Claim Type: RPR-49 Purchase through GeM

Created On: 26/12/2023 12:50:01 PM  
 Modified On: 26/12/2023 04:12:26 PM  
 eDocuments: e-Documents

[View Documents \(External Source\)](#)

**Account Details:**

Grant	Function Head	Object Head	Category	Amount	Available Budget
949 - Ministry of Home Affairs	205200090302 - GENERAL ADMINISTRATION	11 - DOMESTIC TRAVEL EXPENSES	3 - VOTED	130.00	9144640

**Employee Info. System**

**Account Details:**

Grant	Function Head	Object Head	Category	Amount	Available Budget
949 - Ministry of Home Affairs	205200090302 - GENERAL ADMINISTRATION	11 - DOMESTIC TRAVEL EXPENSES	3 - VOTED	130.00	9144640

**Bill Details:**

Bill Number: CP00006194(BILL1000154)  
 Bill Date: 26/12/2023

**Deduction Summary:**

Deduction Type	Grant	Function Head	Object Head	Category	Deduction Amount
Others	049(Ministry of Home Affairs)	205200090302(GENERAL ADMINISTRATION)	11(DOMESTIC TRAVEL EXPENSES)	3(VOTED)	10
Licence Fee	900(Receipt)	0216011060200(RENT/LICENSE FEE)	06(DEFAULT)	1(RECEIPT)	15

**Vendor Details**

Return Sanction To PD Checker

**eBill RPR-49\_Purchasethro...**

R.P.R. 49  
 [See para 2.24(19) of Subsidiary Instructions]  
**e-Bill - for purchase through GeM**

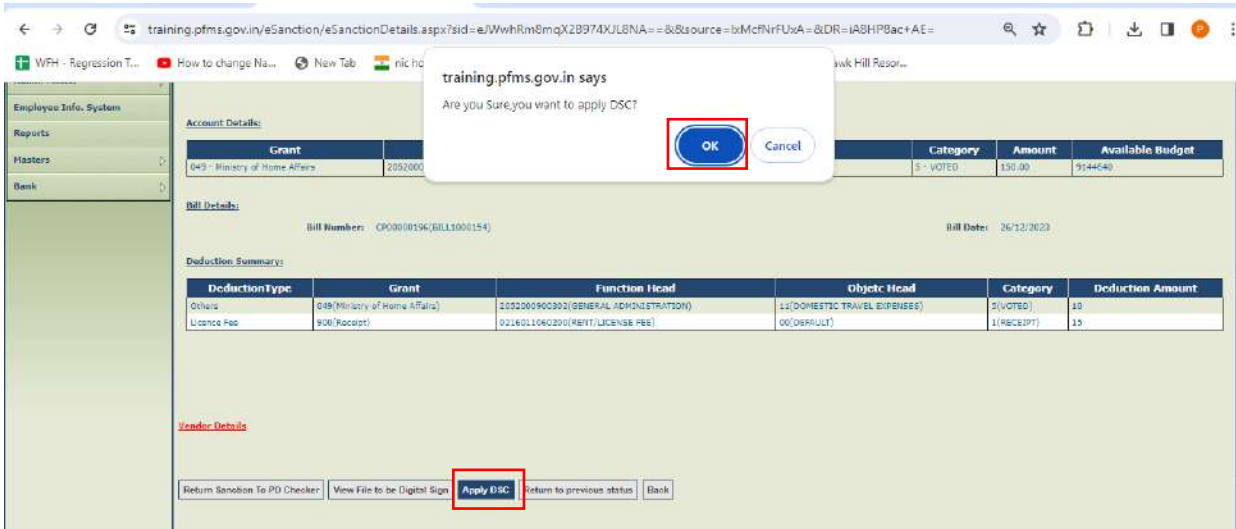
**(A) DDO Details**

1	Organisation Ministry/ Department	018 - HOME AFFAIRS	2	Organisation Type	Central
3	Organisation Name	40000641 - prerna-test	4	DDO Code	222745
5	DDO Name	Under Secretary, Ministry of Home Affairs(Proper/Sect.)	6	Login ID	ddccash1

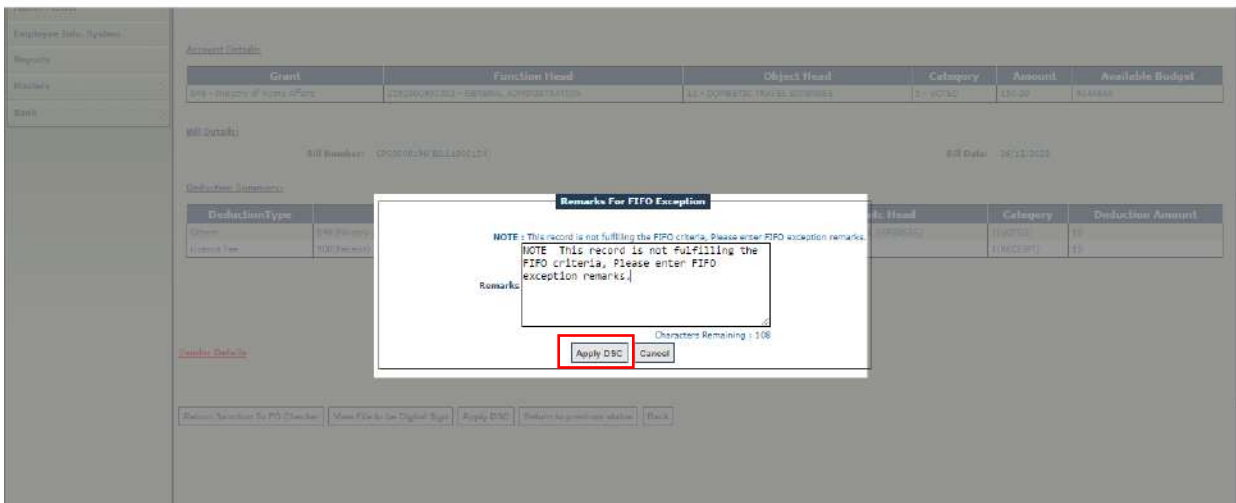
Return Sanction To PD Checker

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.

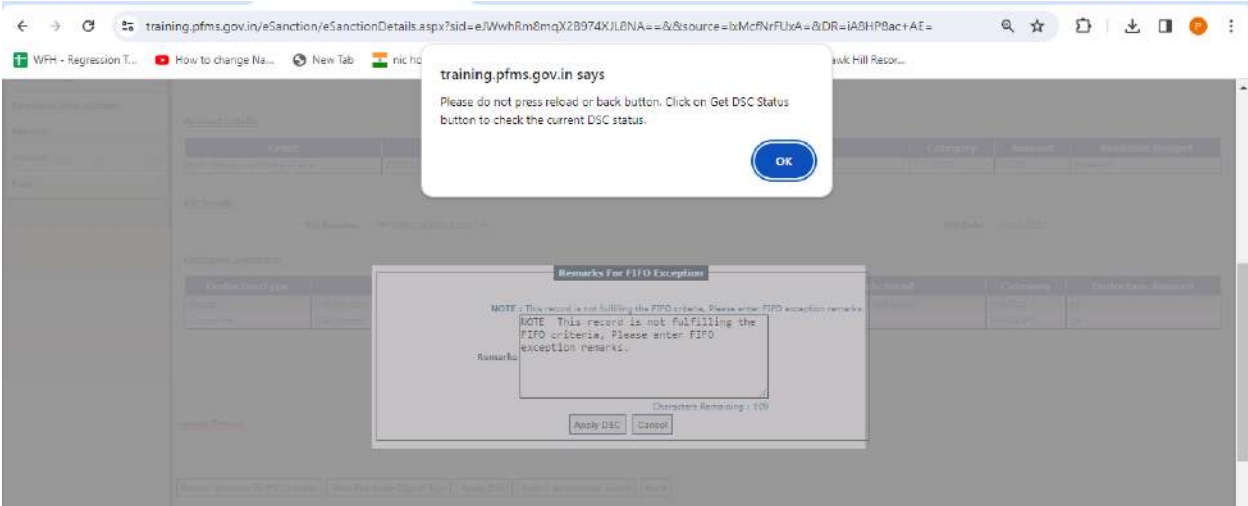


- 30. System will prompt the user to enter FIFO remarks before applying DSC as shown in the below screenshot.
- 31. Enter the FIFO remarks and click on 'Apply DSC' button.

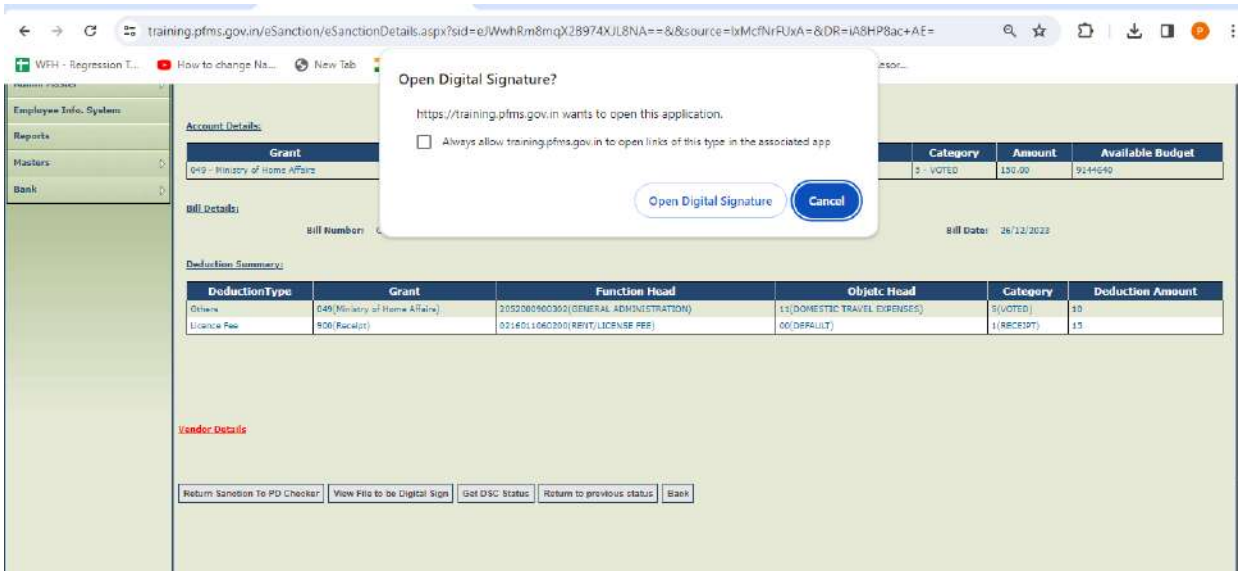


- 32. A confirmation message 'Are you sure you want to submit this record' will appear on the interface as shown in the below screenshot.
- 33. Click on 'OK' button to proceed further.

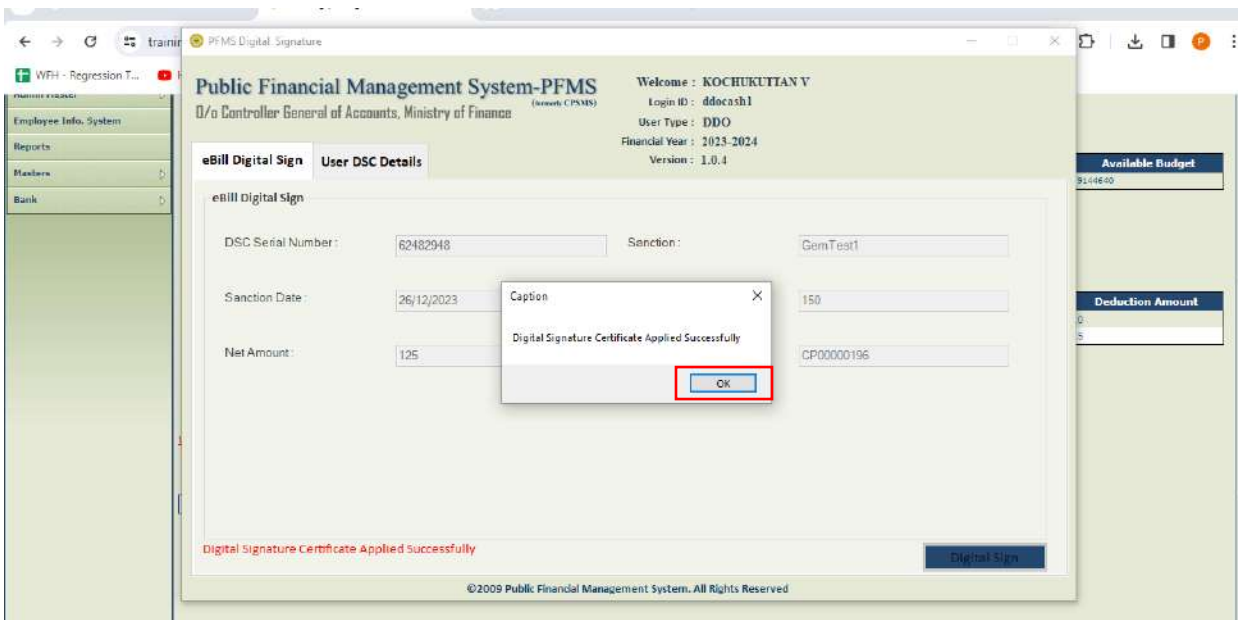
# GeM-PFMS INTEGRATION







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.

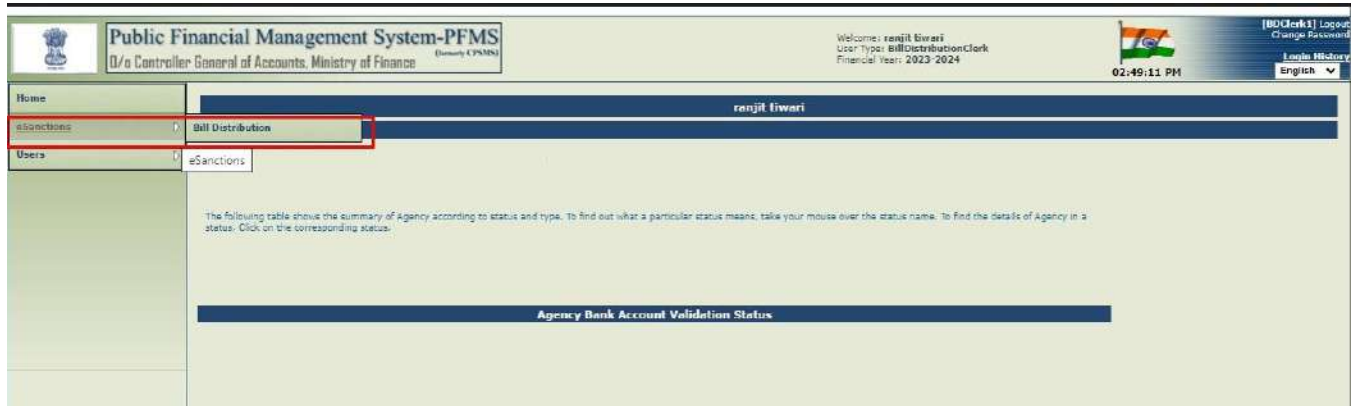




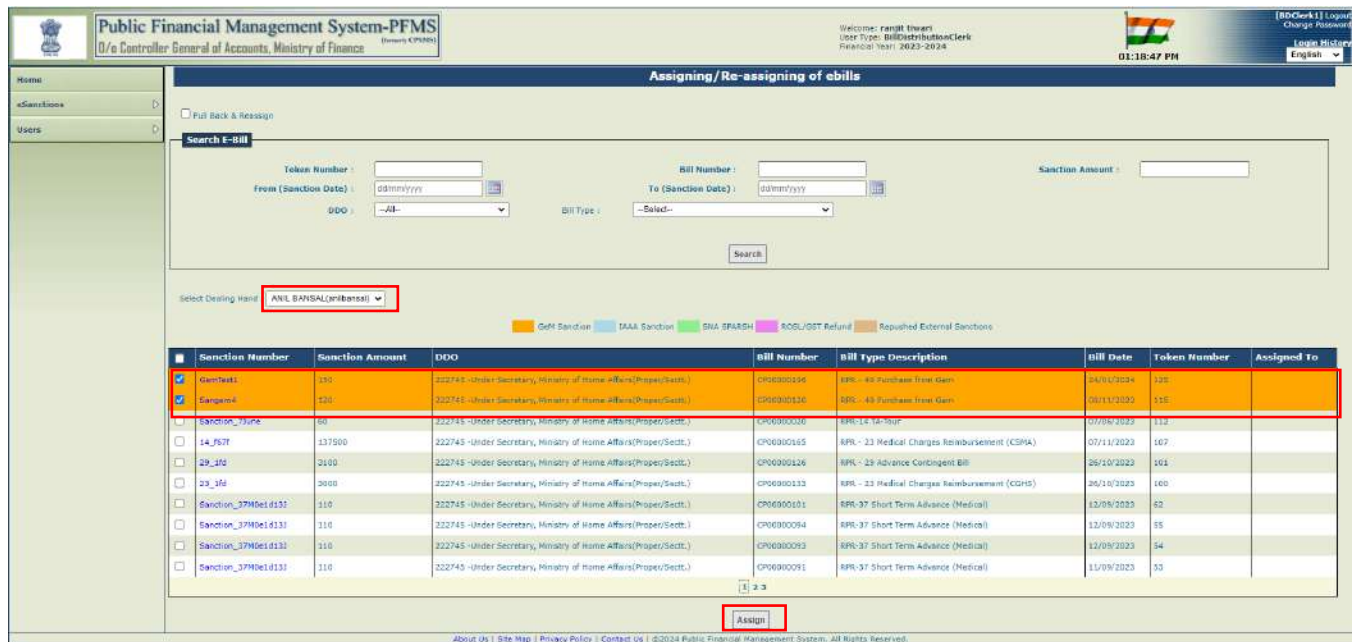


## F. BILL(S) DISTRIBUTION

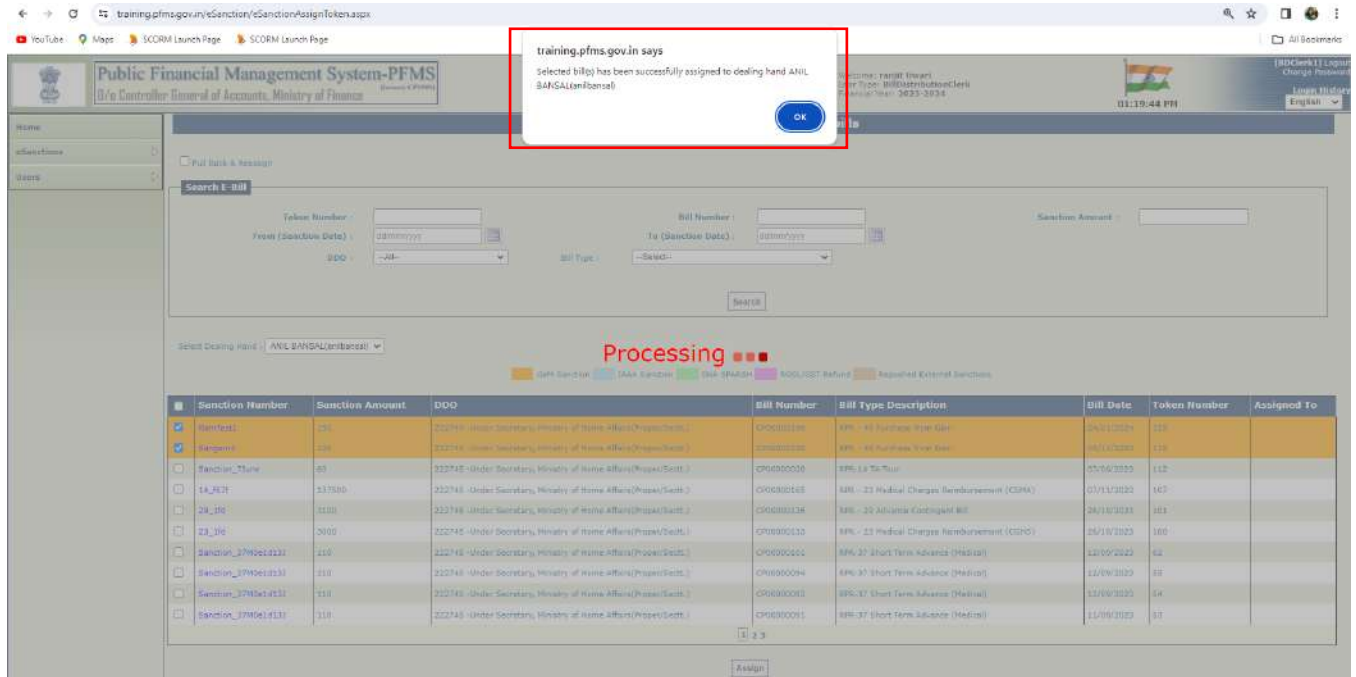
39. Bill Distributor will login and follow the below path as shown in the below screenshot.  
**eSanctions-> Bill Distribution**



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.

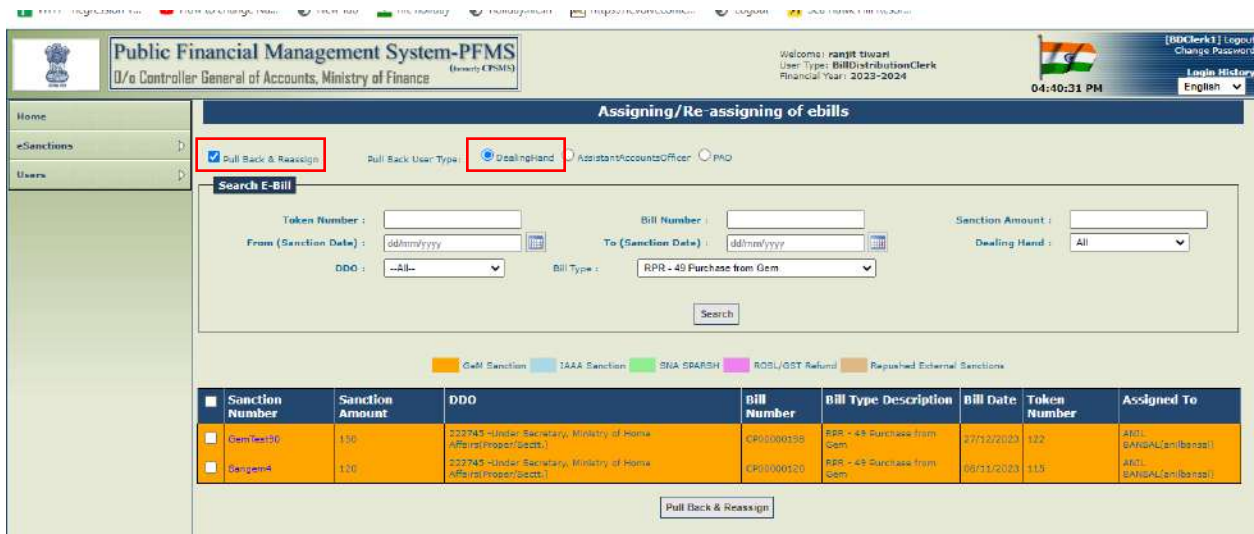


43. On successful assigning the bill(s), success message will be displayed on the interface as shown on the below screenshot.  
 44. Click on 'OK' button.

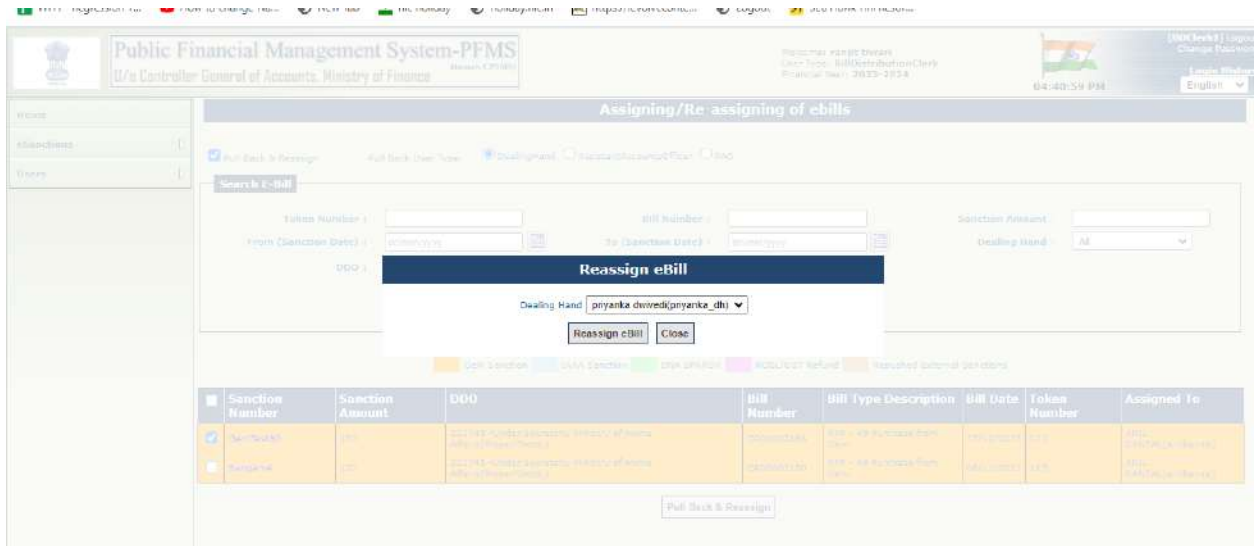


## G. PULL BACK AND RE-ASSIGN BILLS

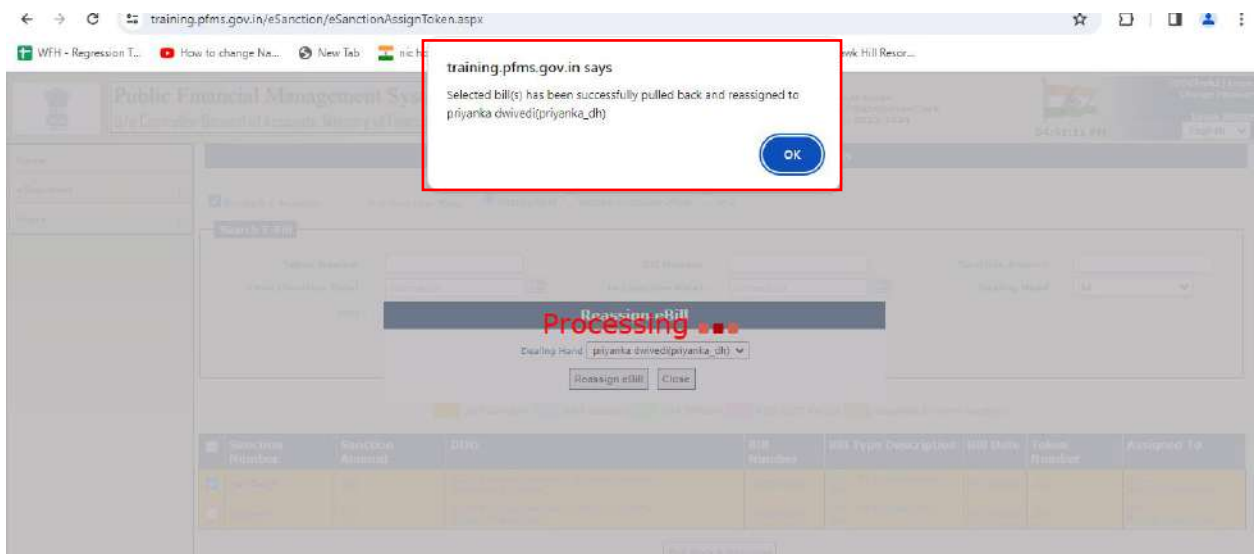
- 45. Bill Distributor can pull back and re-assign bills by clicking on the check box **'Pull Back & Re-Assign'**.
- 46. Select the user (DH, AAO ,PAO) from the radio button(s) and select the sanctions from the list by ticking the check box(s).



- 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.

SanctionNumber	Type	Scheme	DDO Name	Bill Type Description	PAO Name	Amount	Date	Current Status	Bill Number	Token Number	Token Date
00000001	Expenditure	2970 - NAJ (Central Nodal Agency)	222745 - Under Secretary, Ministry of Home Affairs (Proper/Secct.)	RSP - 45 Purchase from Bank	022745 - PAO (Secct.) New Delhi	150.00	26/12/2023	DigitallySignedByDDO	0700970196	120	26/12/2023

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

**eSanction Details**

Controller: 018-HOME AFFAIRS  
 Sanction Number: GemTest1  
 Sanction Type: Expenditure (DDO Bill)  
 IFO Number: GemTest1  
 Scheme: 2970-NAJ (Central Nodal Agency)  
 DDO: 222745-Under Secretary, Ministry of Home Affairs (Proper/Secct.)

Sanction Status: DigitallySignedByDDO  
 Sanction Date: 26/12/2023  
 Sanction Amount: 150.00  
 IFO Date: 26/12/2023  
 PAO: 022745-PAO (Secct.), New Delhi  
 Remark:

Created By: gemveboc  
 Modified By: ddocash1  
 Claim Type: RSP-45 Purchase through Bank

Created On: 26/12/2023 12:50:02 PM  
 Modified On: 26/12/2023 04:58:44 PM

[View Documents \(External Source\)](#)

**Account Details**

Grant	Function Head	Object Head	Category	Amount	Available Budget
049 - Ministry of Home Affairs	2652000901002 - GENERAL ADMINISTRATION	11 - DOMESTIC TRAVEL EXPENSES	5 - VOTED	150.00	9188145

**Bill Details:**

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.



The screenshot displays the 'North East Expenditure' bill details page. The interface includes a left-hand navigation menu with options like Masters, Users, Failed Transaction, Sanctions, Pension, Transfer Entry, Bank Reconciliation, Employee Info. System, Reports, and Bank. The main content area shows bill information such as 'Created By: gemwbovc', 'Modified By: dibcah1', and 'Claim Type: BDR-49 Purchase through GeM'. It also features an 'Account Details' table and a 'Deduction Summary' table.

**Account Details Table:**

Grant	Function Head	Object Head	Category	Amount	Available Budget
049 - Ministry of Home Affairs	20520090202 - GENERAL ADMINISTRATION	11 - DOMESTIC TRAVEL EXPENSES	5 - VOTED	150.00	9188245

**Bill Details:**  
 Bill Number: CP0000196(BILL1000124)  
 Token Number: 120  
 Bill Date: 26/12/2023  
 Token Date: 26/12/2023

**Deduction Summary Table:**

DeductionType	Grant	Function Head	Object Head	Category	Deduction Amount
Others	049(Ministry of Home Affairs)	20520090202(GENERAL ADMINISTRATION)	11(DOMESTIC TRAVEL EXPENSES)	5(VOTED)	30
License Fee	900(Receipt)	0216011060200(RENT/LICENSE FEE)	00(DEFAULT)	1(RECEIPT)	15

A confirmation dialog box is overlaid on the screen, titled 'training.pfms.gov.in says' with the message 'Are you sure,you want to pass this Sanction/Bill further?'. The dialog has 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a red box.

Below the dialog, the 'Deduction Summary' table is repeated. At the bottom of the page, there is a 'Forward To' dropdown menu set to 'R.K.CHALHAN(R/KC1)'. A checkbox is checked with the text 'I have viewed and verified all the details of e-bill along with all the PDF documents available under e-documents.'. Below this, there are three buttons: 'Forward To AAO (Pass)', 'Forward To AAO (Return)', and 'Back'. The 'Forward To AAO (Pass)' button is highlighted with a red box.

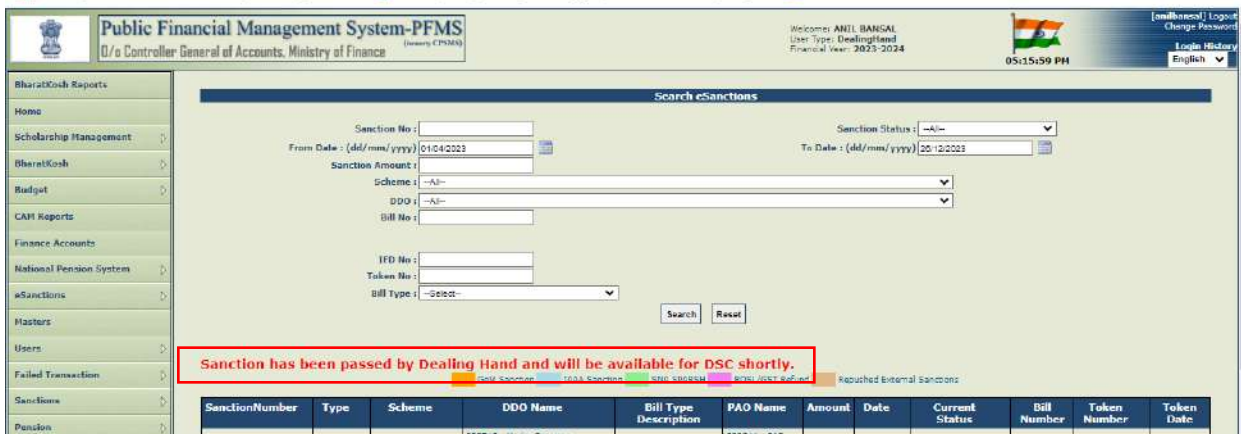
59. System will prompt the user to enter the FIFO remarks before passing the bill to AAO.

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.

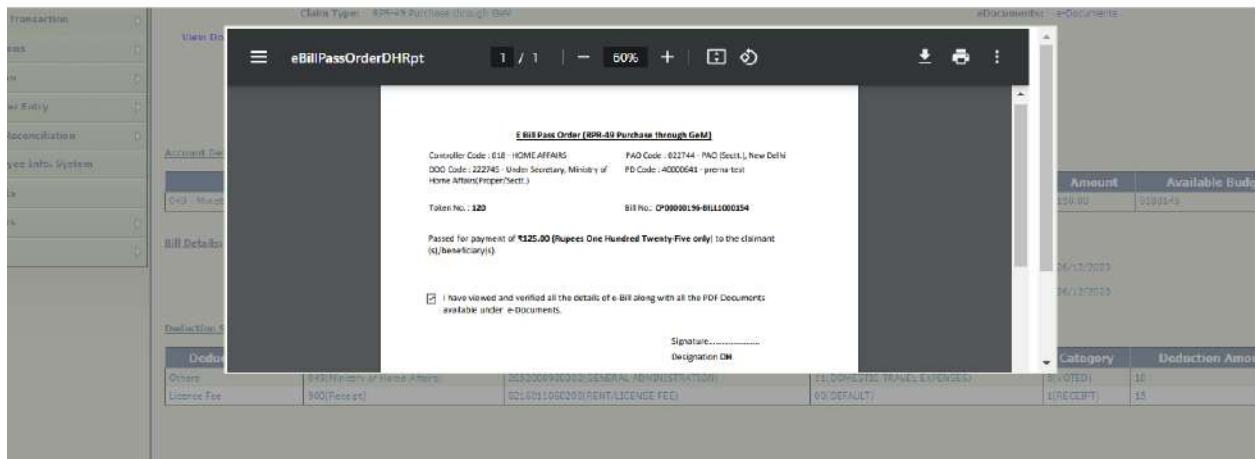


63. AAO will login and follow the below path to view/pass bill.

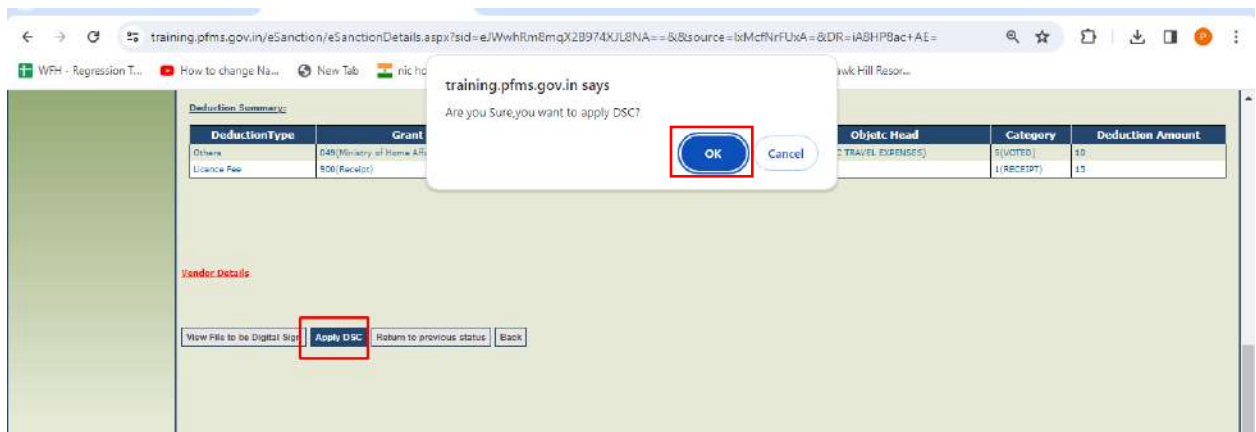
**eSanctions-> Manage eSanctions**

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.

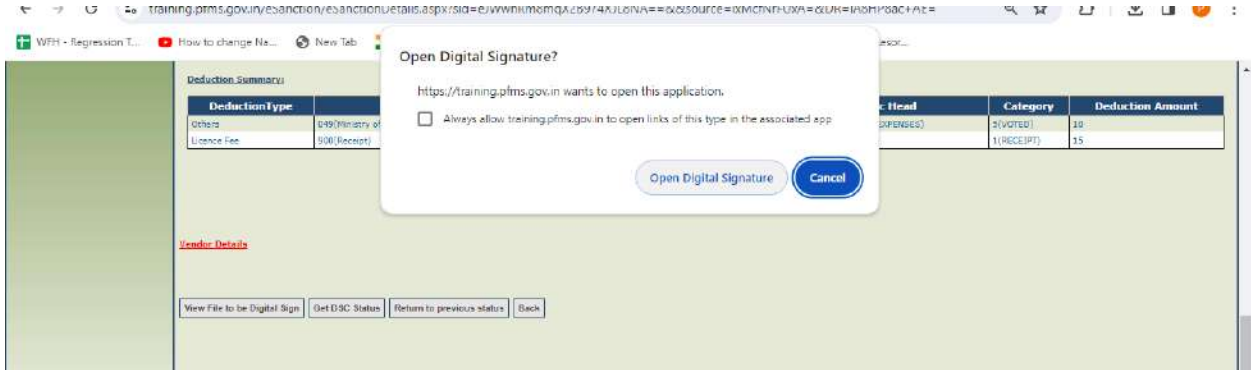
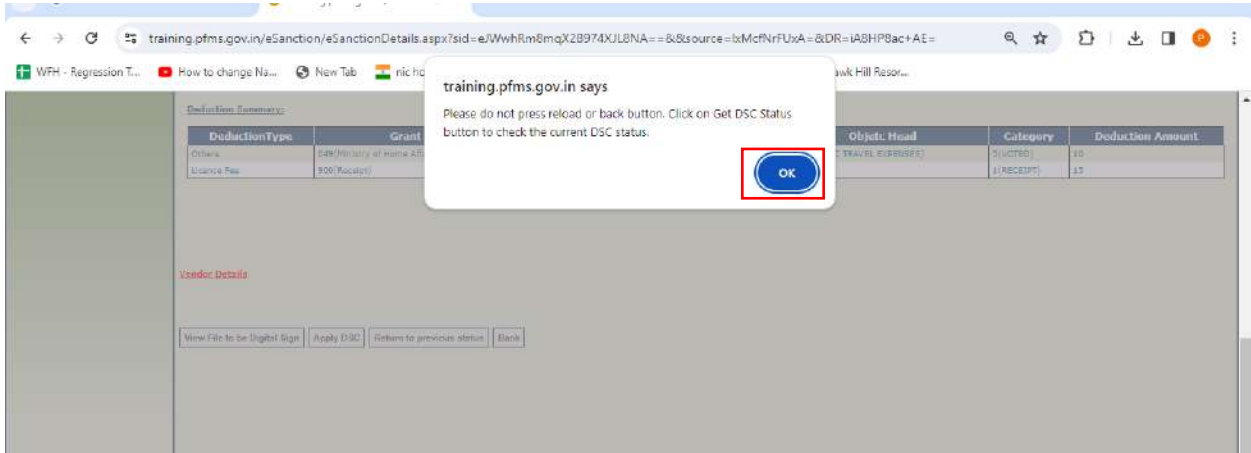


66. Click on **'Apply DSC'** to DSC an e-Bill.
67. A confirmation message **'Are you sure you want to apply DSC'** will appear on the interface as shown in the below screenshot.
68. Click on **'OK'** button to apply DSC.

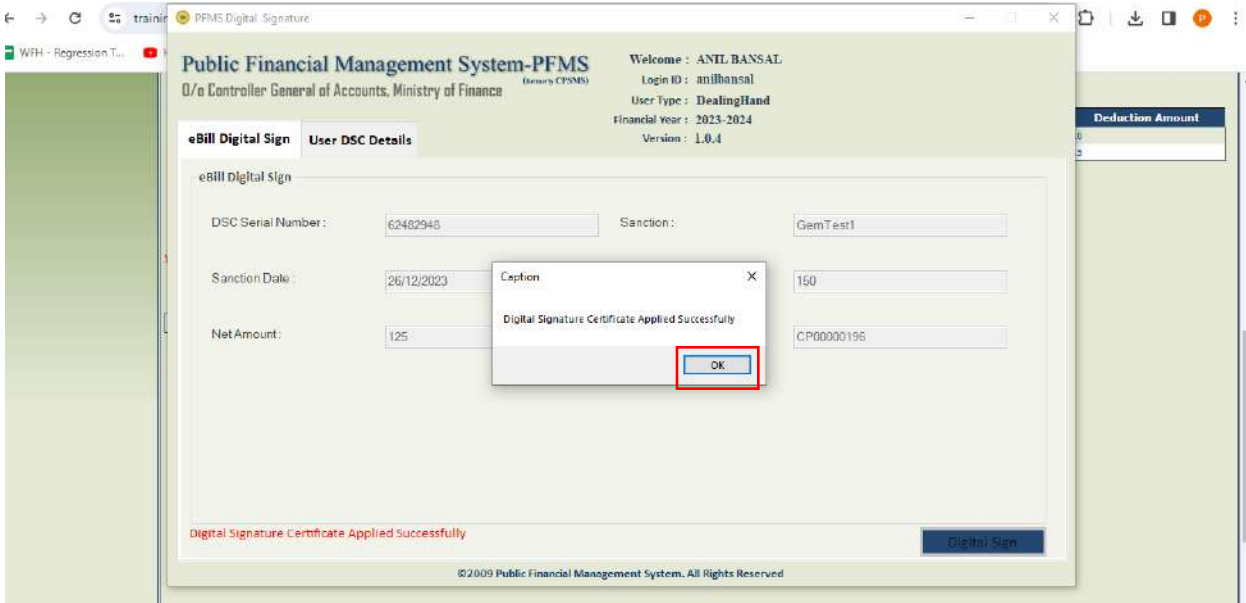




69. System will prompt with the confirmation message in a popup. Click on 'OK' .



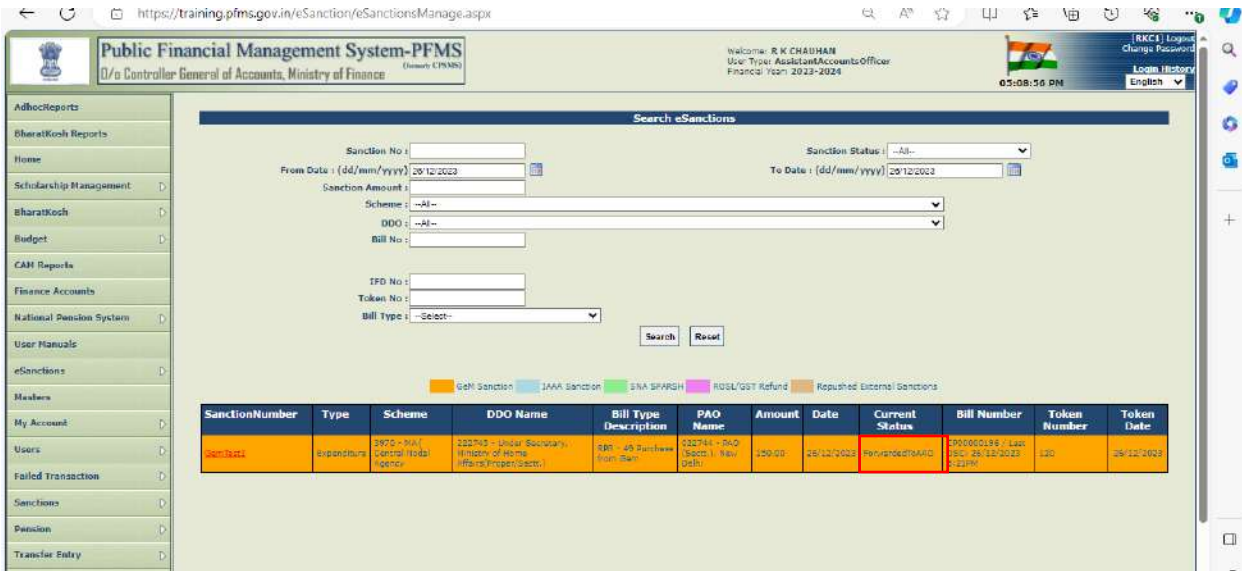
70. After successful DSC, success message will be displayed in a popup 'Digital Signature Certificate Applied Successfully' as shown in the below screenshot.



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.



**Public Financial Management System-PFMS**  
 (Former CPMS)

Welcome: R K CHAUHAN  
 User Type: AssistantAccountsOfficer  
 Financial Year: 2023-2024

05:22:54 PM

Download DSC Window Application ( Version : 1.0.1.4)

**eSanction Details**

Controller: 018-HOME AFFAIRS  
 Sanction Number: GemTest1  
 Sanction Type: Expenditure (DDO Bill)  
 IFO Number: GemTest1  
 Scheme: 3970-MA ( Central Nodal Agency)  
 DDO: 222745 (Under Secretary, Ministry of Home Affairs(Proper/Sect.))

Sanction Status: Forwarded To AAO  
 Sanction Date: 26/12/2023  
 Sanction Amount: 150.00  
 IFO Date: 26/12/2023  
 PAO: 022744-PAO (Sect.), New Delhi  
 Remarks:

Created By: gemuserbc  
 Modified By: anibansal  
 Claim Type: R99-49 Purchase through GeM

Created On: 26/12/2023 10:50:01 PM  
 Modified On: 26/12/2023 03:21:19 PM  
 eDocuments: **eDocuments**

**Account Details:**

Grant	Function Head	Object Head	Category	Amount	Available Budget
043 - Ministry of Home Affairs	2852000500102 - GENERAL ADMINISTRATION	11 - DOMESTIC TRAVEL EXPENSES	S - VOTED	150.00	9186015

**Bill Details:**

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

**Public Financial Management System-PFMS**  
 (Former CPMS)

Welcome: R K CHAUHAN  
 User Type: AssistantAccountsOfficer  
 Financial Year: 2023-2024

05:23:53 PM

**e-Documents**

**Claim Documents**

CRN	eClaim	Supporting document 1	Supporting document 2	Supporting document 3	Supporting document 4	Supporting document 5
No documents found.						

**Contract Documents**

CRN	Contract Document 1	Contract Document 2	Contract Document 3	Contract Document 4	Contract Document 5
No contract documents found.					

**Settlement Documents**

No Data found.

**Sanction Documents**

Budget Overriding Assurance Document	Copy of Approved Note	Other Documents	eSanction

**Bill Documents**

Description	Date
Pass Order By Dealing Hand	26/12/2023 05:15 PM
Digitally Signed By: DDG/w81	26/12/2023 04:12 PM

Download All Documents | Back

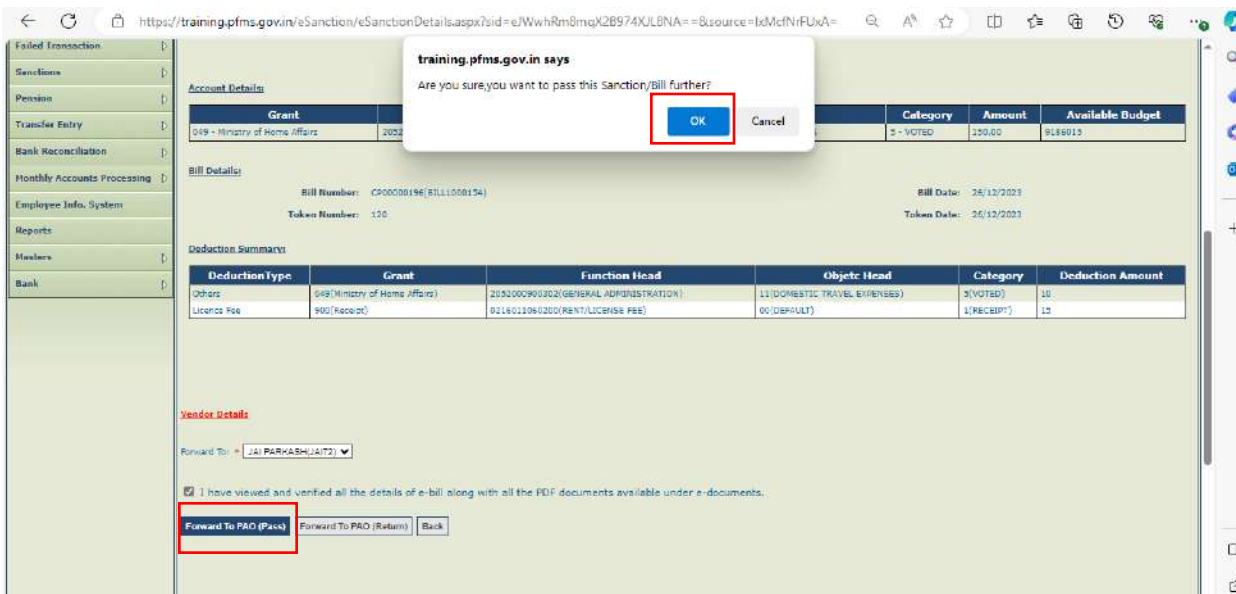
About Us | Site Map | Privacy Policy | Contact Us | ©2009 Public Financial Management System. All Rights Reserved.

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.

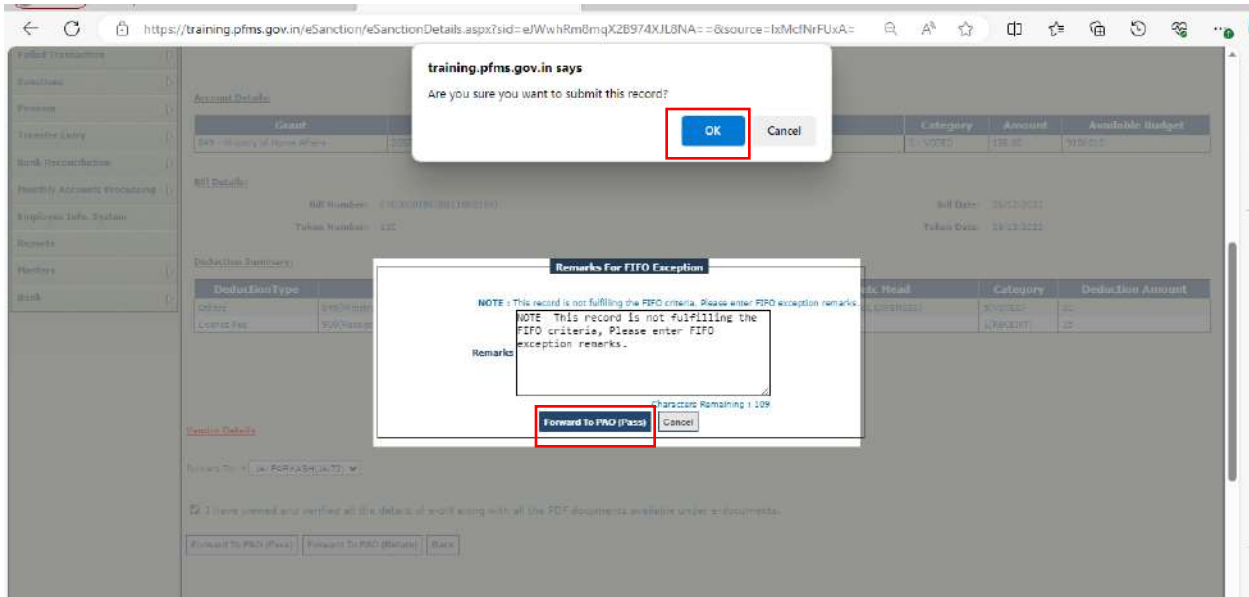
77. System will prompt with the confirmation message on the interface as shown in the below screenshot.

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.



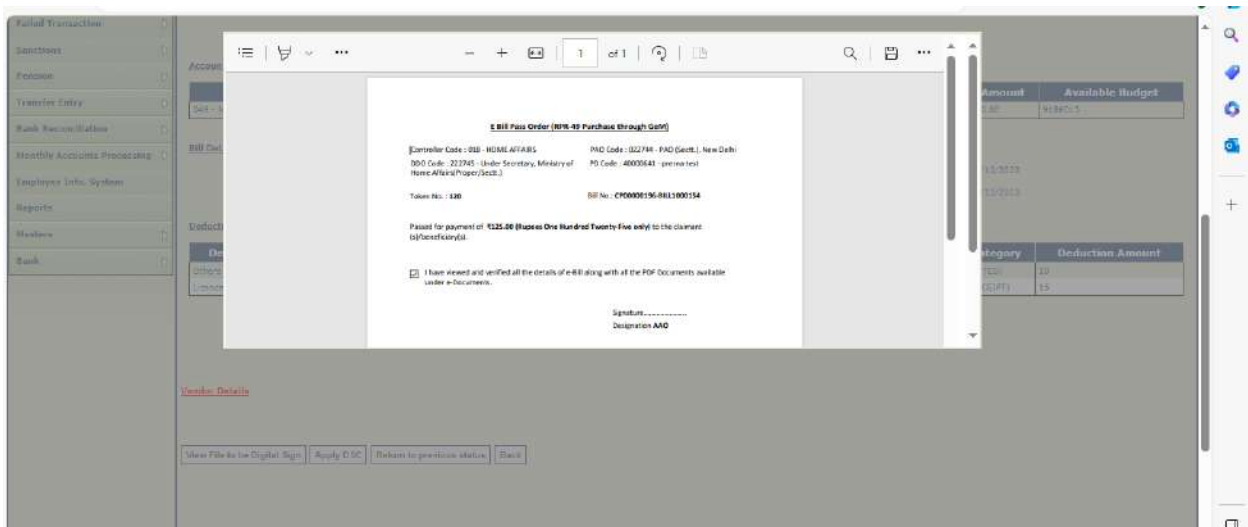
- 81. After passing to PAO success message will be shown on the interface as shown in the below screenshot.
- 82. Pass order will be generated in PDF format and will be available for digitally signing at the same level.



- 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.

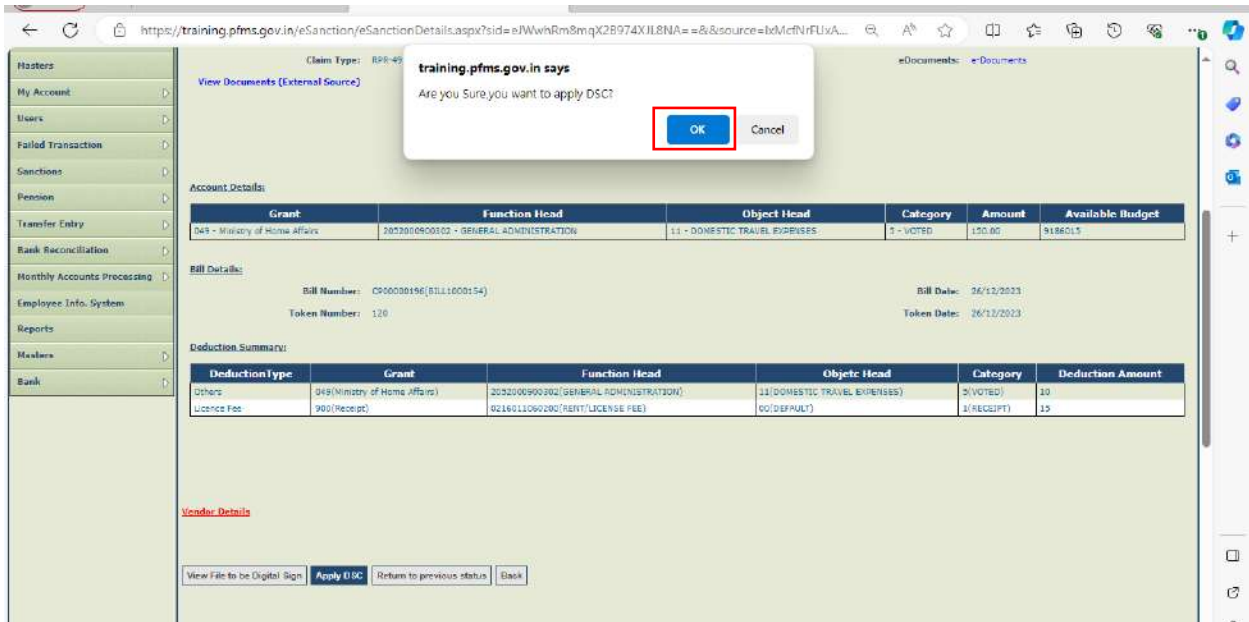


86. Click on **'Apply DSC'** to DSC an e-Bill.

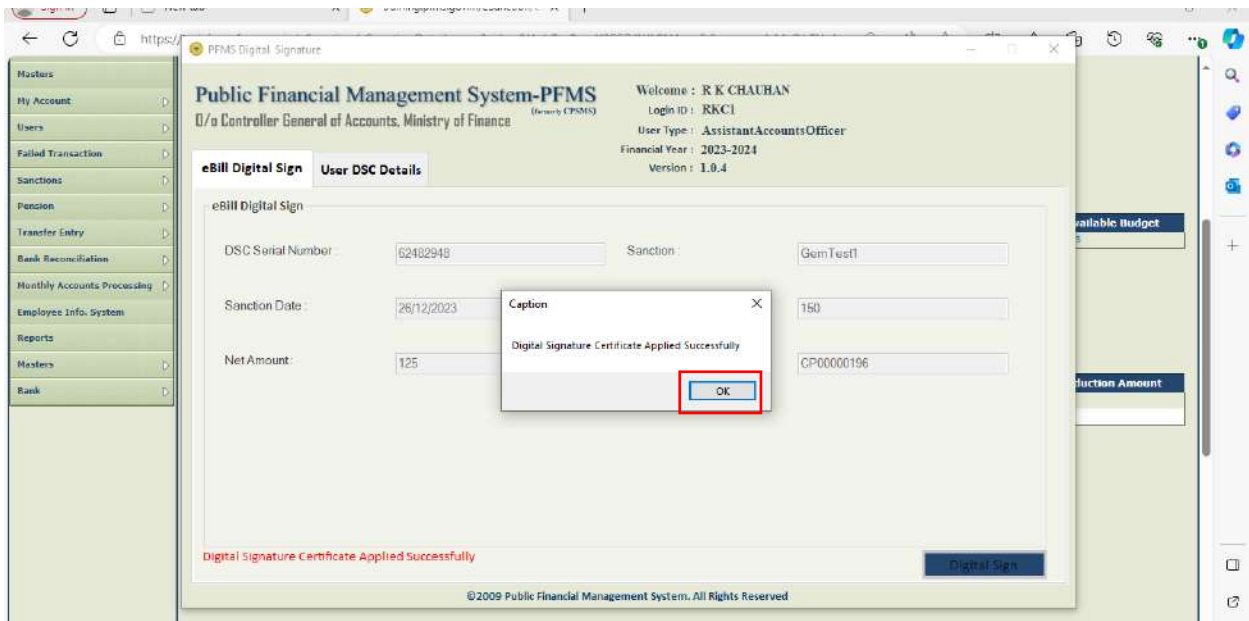
87. A confirmation message **'Are you sure you want to apply DSC'** will appear on the interface as shown in the below screenshot.

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

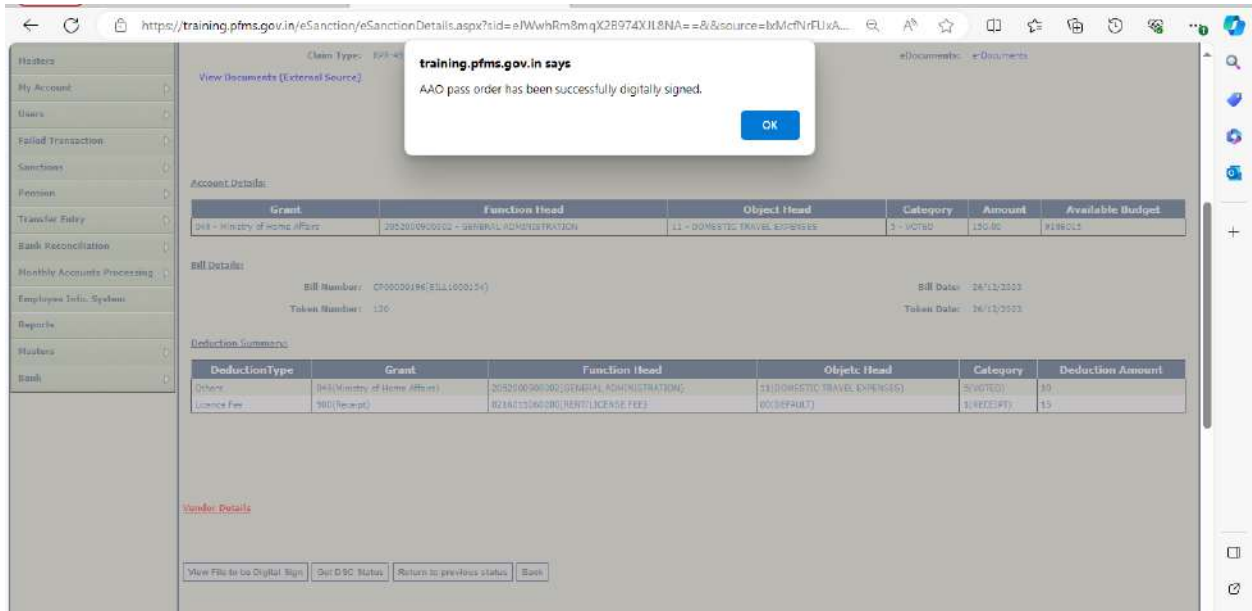




89. System will prompt with the confirmation message in a popup. Click on 'OK'.



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. PASSBILL(S) BY PAO

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.



# GeM-PFMS INTEGRATION

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

Welcome: JAI PARKASH  
 User Type: PAO  
 Financial Year: 2023-2024  
 05:31:40 PM

Search eSanctions

Sanction No: [ ] Sanction Status: [All]  
 From Date: (dd/mm/yyyy) 26/12/2023 To Date: (dd/mm/yyyy) 26/12/2023  
 Sanction Amount: [ ]  
 Scheme: [All] DDO: [All] Bill No: [ ]  
 IFD No: [ ] Token No: [ ] Bill Type: [Select]  
 Search Reset

GeM Sanction
  IAA Sanction
  SNA SPARSH
  ROGLU/GST Refund
  Requested External Sanctions

SanctionNumber	Type	Scheme	DDO Name	Bill Type Description	PAO Name	Amount	Date	Current Status	Bill Number	Token Number	Token Date
32873023	Bid order	2970 - IAA ( Central Social Agency	222745 - Under Secretary, Ministry of Home Affairs (Proper Sect.)	RPR - 49 Purchase from GeM	022744 - PAO (Sect.) New Delhi	150.00	26/12/2023	Forwarded To IAO	CP00000196 / Last Date: 26/12/2023 20:59PM	139	26/12/2023
			222745 - Under Secretary,		022744 - PAO						

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

Welcome: JAI PARKASH  
 User Type: PAO  
 Financial Year: 2023-2024  
 05:32:20 PM

Download DSC Window Application ( Version : 1.0.1.4)

eSanction Details

Contoller: 015-HOME AFFAIRS Sanction Status: ForwardedToPAO  
 Sanction Number: GemTest1 Sanction Date: 26/12/2023  
 Sanction Type: Expenditure (DDO Bill) Sanction Amount: 150.00  
 IFD Number: GemTest1 IFD Date: 26/12/2023  
 Scheme: 2970-IAA ( Central Social Agency PAO: 022744-PAO (Sect.) New Delhi  
 DDO: 222745-Under Secretary, Ministry of Home Affairs(Proper Sect.) Remarks:  
 North East Expenditure  
 Created By: gemtest03v Created On: 26/12/2023 12:00:01 PM  
 Modified By: RKCL Modified On: 26/12/2023 05:34:12 AM  
 Claim Type: RPR-49 Purchase through GeM Documents: Documents  
[View Documents \(External Source\)](#)

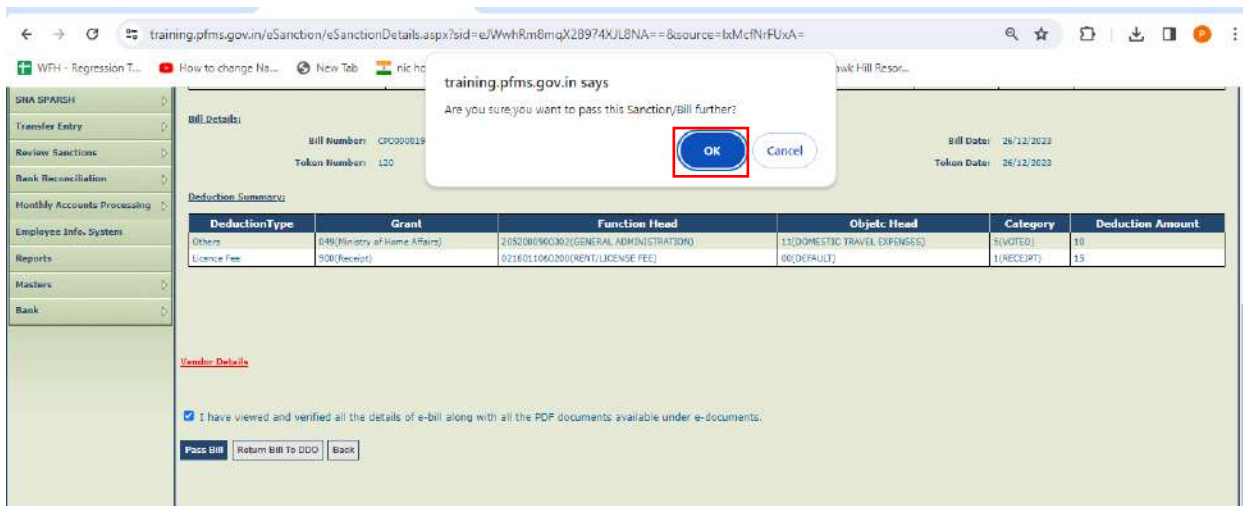
Account Details:

Grant	Function Head	Object Head	Category	Amount	Available Budget
049 - Ministry of Home Affairs	203200090302 - GENERAL ADMINISTRATION	11 - DOMESTIC TRAVEL EXPENSES	3 - VOTED	150.00	918655

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.



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

Welcome! JAI PARKASH  
User Type: PAO  
Finance Year: 2023-2024  
05/12/23 PM

Download DSC Window Application ( Version : 1.0.1.4)

**eSanction Details**

Controller: 018-HOME AFFAIRS  
Sanction Number: GenTact1  
Sanction Type: Expenditure (DDO Bill)  
ITD Number: GenTact1  
Scheme: 3570-MAA Central Nodal Agency  
DDO: 222745-Under Secretary, Ministry of Home Affairs(Proper/Sect.)

Sanction Status: PendingPAOSSPassOrder  
Sanction Date: 26/12/2023  
Sanction Amount: 150.00  
ITD Date: 26/12/2023  
PAO: 022744-PAO (Sect.), New Delhi  
Remarks:

Created By: gpmvcbdc  
Modified By: 24372  
Claim Type: RFR-19 Purchase through GeM

Created On: 26/12/2023 12:50:01 PM  
Modified On: 26/12/2023 05:40:19 PM  
eDocuments: e-Documents

**Account Details**

Grant	Function Head	Object Head	Category	Amount	Available Budget
643 - Ministry of Home Affairs	235200901002 - GENERAL ADMINISTRATION	11 - DOMESTIC TRAVEL EXPENSES	S - VOTED	150.00	9186555

**eBillPassOrderPAORpt** 1 / 1 60%

**e Bill Pass Order (RFR\_19 Purchase through GeM)**

Controller Code - 018 - HOME AFFAIRS PAO Code - 022744 - PAO (Sect.), New Delhi  
DDO Code - 222745 - Under Secretary, Ministry of Home Affairs(Proper/Sect.) PD Code - 8000044 - prima-act

Token No.: 128 Bill No.: CP90000196-BILL000054

Amount for payment of ₹125.00 (Rupees One Hundred Twenty-Five only) to the contractor (if/where applicable)

I have viewed and verified all the details of e-Bill along with all the PDF Documents available under e-Documents.

Signature: \_\_\_\_\_  
Designation: PAO

**Amount**      **Available Budget**

Amount	Available Budget
150.00	9186555
26/12/2023	
26/12/2023	

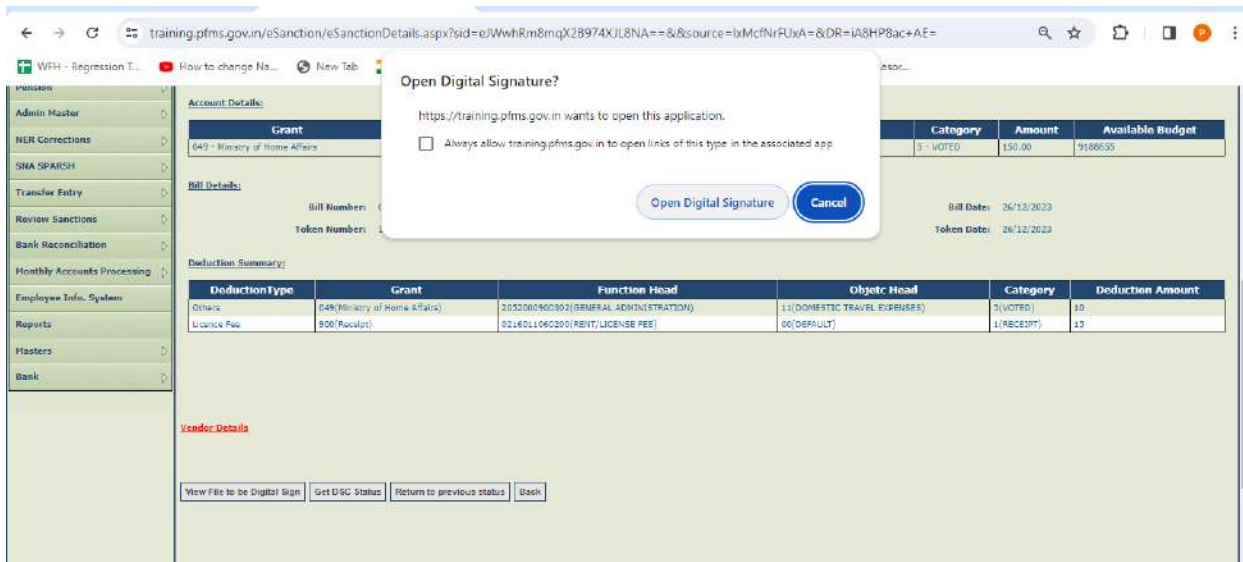
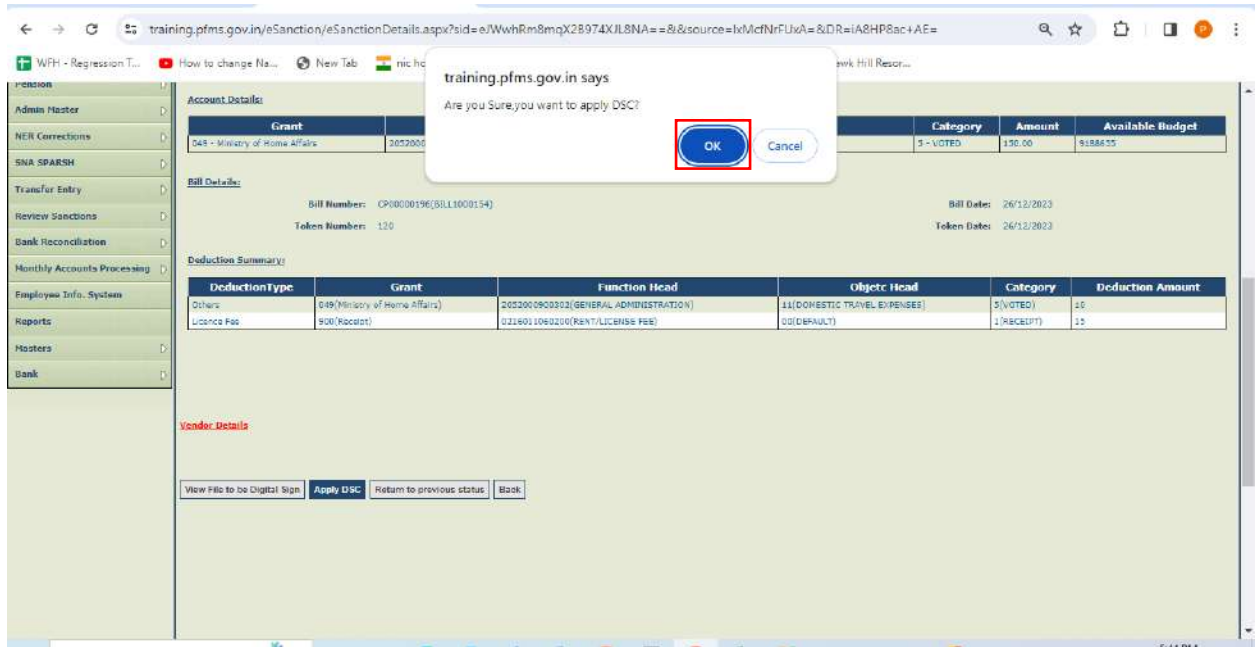
**Category**      **Deduction Amount**

Category	Deduction Amount
VOTED	150
RECEIPT	15

**Vendor Details**

View File to be Digital Sign    Apply DSC    Return to previous status    Back

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'.



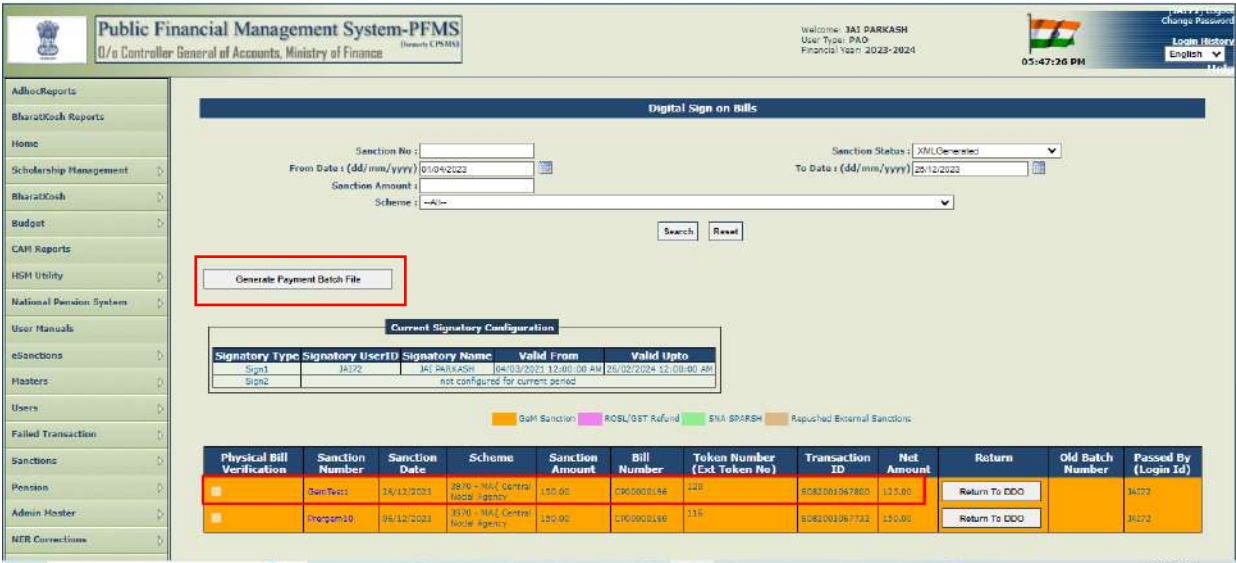
105. After successful DSC, success message will be displayed in a popup ‘**Digital Signature Certificate Applied Successfully**’.

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

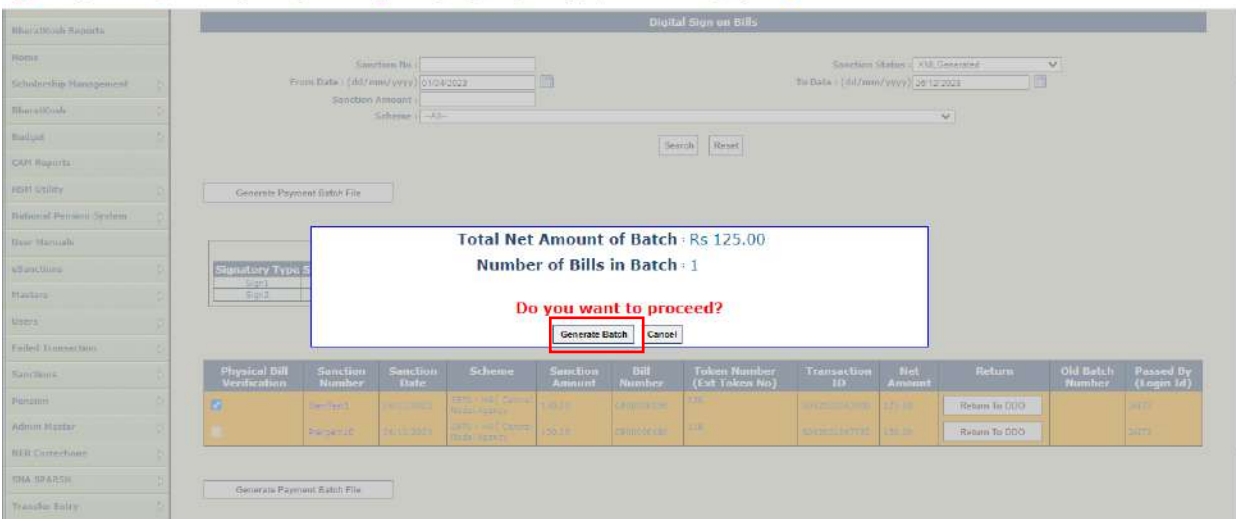
107. Signatory 1 will login and follow the below path.

**eSanctions->Batch Generation for DSC**

108. Tick the sanctions and click on ‘**Payment Batch File**’ to create a batch.

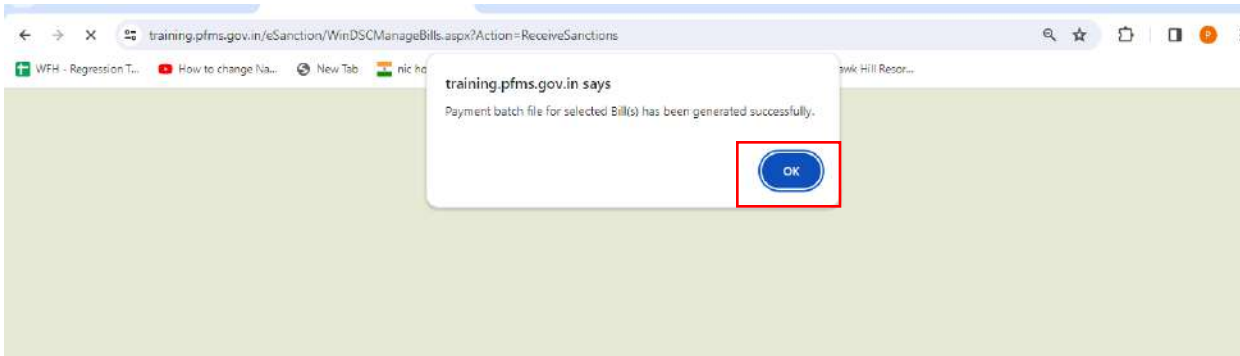


- 109. Confirmation message will be displayed on the interface in a popup as shown in the below screenshot.
- 110. Click on 'Generate Batch' button.



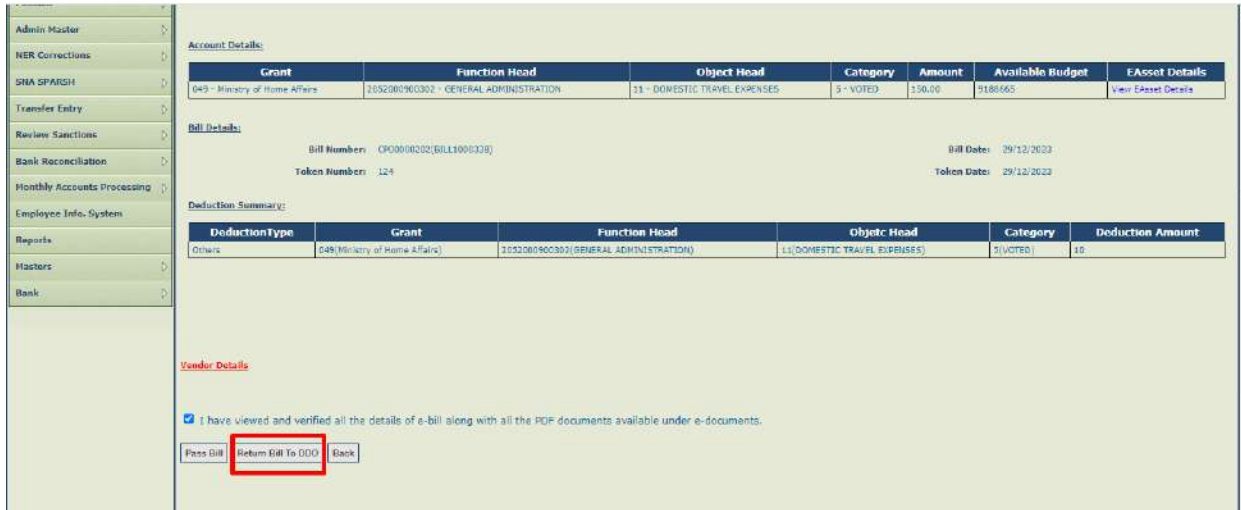
- 111. Success message will be displayed on the interface as shown in the below screenshot.
- 112. Click on 'OK' button to proceed further. Batch order will be created in a PDF file and will be available for digital signature at the same level.





## 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.



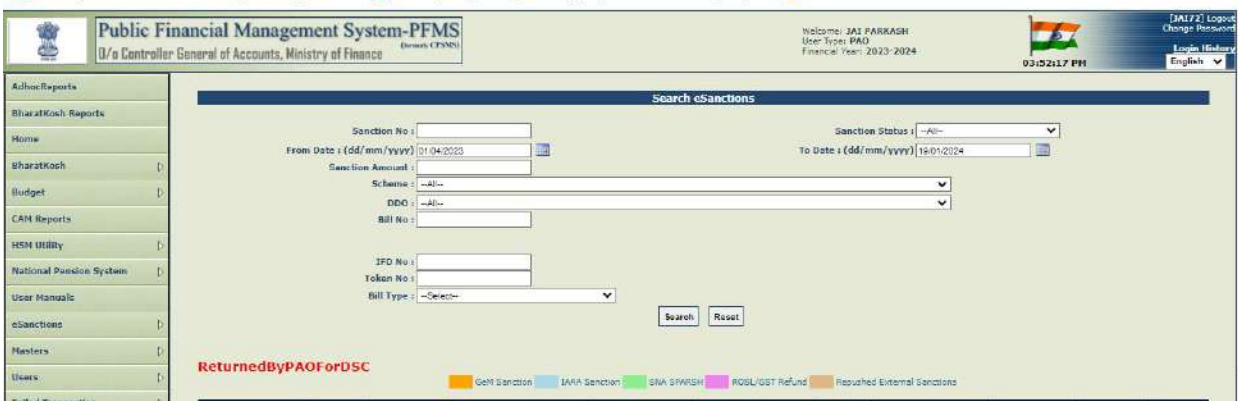
114. System will prompt the user to enter FIFO remarks. Enter the FIFO remarks and click on ‘Return Bill To DDO’ button to proceed further.







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.

The screenshot displays the PFMS interface with the following sections:

- Header:** Public Financial Management System-PFMS (Version: 1.0.1.4), D/o Controller General of Accounts, Ministry of Finance. User: JAT PARKASH, User Type: PAO, Financial Year: 2023-2024. Time: 03:53:41 PM.
- Left Navigation Menu:** Adhoc Reports, BharatKosh Reports, Home, BharatKosh, Budget, CAM Reports, HSN Utility, National Pension System, User Manuals, eSanctions, Masters, Users, Failed Transactions, Sanctions, Pension, Admin Master, NER Corrections, SNA SPARSH.
- eSanction Details:**
  - Controller: 010-HOME AFFAIRS
  - Sanction Number: GemTsr902
  - Sanction Type: Expenditure (DDO Bill)
  - JFD Number: GemTsr902
  - Scheme: 3970-PA ( Central Nodal Agency )
  - DDO: 222745-Under Secretary, Ministry of Home Affairs(Proper/Sect.)
  - Sanction Status: PendingPAODSOReturnOrder
  - Sanction Date: 29/12/2023
  - Sanction Amount: 150.00
  - JFD Date: 29/12/2023
  - PAO: 022744-PAO (Sect.), New Delhi
  - Remarks: Returned with Return Reason
  - Created By: gemtsrabcvc
  - Created On: 29/12/2023 03:36:00 PM
  - Modified By: JAT72
  - Modified On: 15/01/2024 03:52:14 PM
  - Claim Type: BSR-49 Purchase through GeM
  - View Documents (External Source)
- Account Details Table:**

Grant	Function Head	Object Head	Category	Amount	Available Budget	EAsset Details
049 - Ministry of Home Affairs	20520090202 - GENERAL ADMINISTRATION	11 - DOMESTIC TRAVEL EXPENSES	5 - VOTED	150.00	9188665	<a href="#">View EAsset Details</a>
- Bill Details:**
  - Bill Number: CP00000202(BILL1000338)
  - Token Number: 104
  - Bill Date: 29/12/2023
  - Token Date: 29/12/2023
- Deduction Summary Table:**

Deduction Type	Grant	Function Head	Object Head	Category	Deduction Amount
Other	049(Ministry of Home Affairs)	20520090202(GENERAL ADMINISTRATION)	11(DOMESTIC TRAVEL EXPENSES)	5(VOTED)	10
- Vendor Details:**
  - Buttons: [View File to be Digital Sign](#) (highlighted with a red box), [Apply DSC](#), [Return to previous status](#), [Back](#)

The PDF document titled "eBillReturnorderPAORpt" contains the following text:

**eBill Return memo (BSR-49 Purchase through GeM)**

Controller Code: 010 - HOME AFFAIRS      PAO Code: 022744 - PAO (Sect.), New Delhi  
 DDO Code: 222745 - Under Secretary, Ministry of Home Affairs(Proper/Sect.)      PG Code: 4000446 - 0919-001

Token No: 104

# Bill No: 0990000202 for ₹150.00 (Return Reason: Banked Party not) is returned to you for the reason(s) stated below with the request that you will kindly remedy the defect pointed out before re-submission and return your office stamped counter copies or intimation in future.

**Reason(s) of Defective**

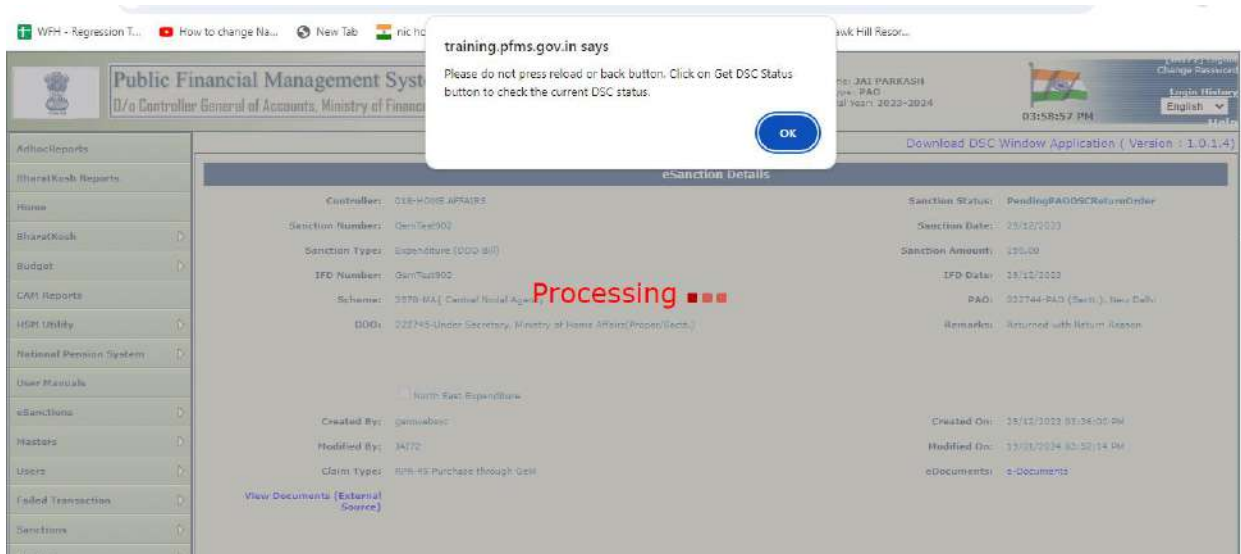
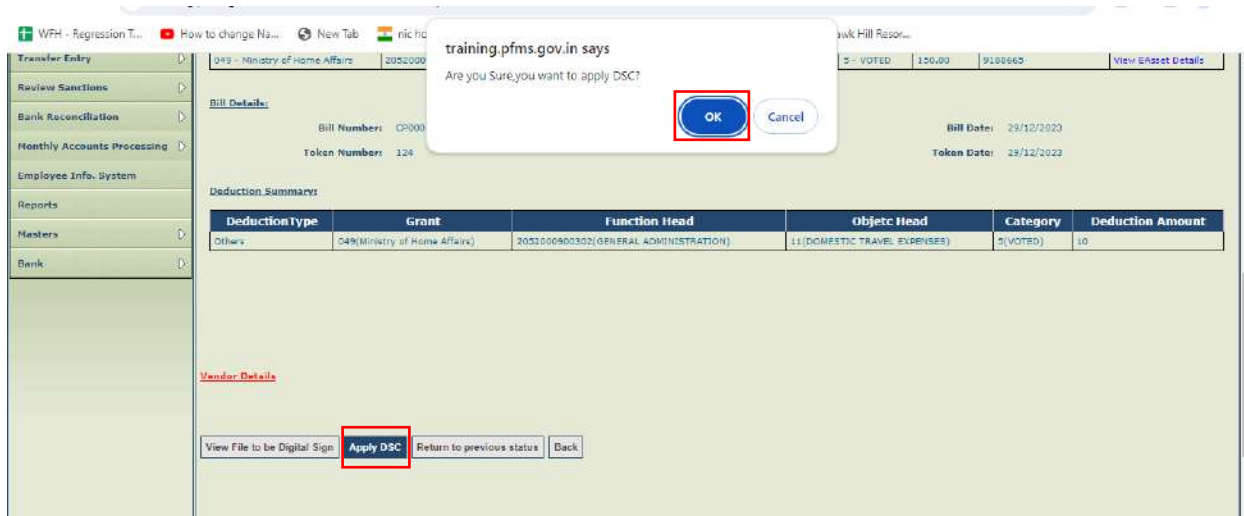
- BILL IS RETURNED FOR WANT OF FUNDS
- INCORRECT DETAILS OF SUBSCRIPTION CLASS APPLIED
- A CERTIFICATE TO THE EFFECT THAT AN O/S HAS BEEN CARRIED OVER SATISFACTORILY MAY BE SUBMITTED
- A certificate is required that cheque or account of eligible current government in the residence or residential quarters of Cash accounts have been used for payments to the residents concerned and that no portion of such cheques beyond what has been specially allowed by Govt. has been debited.

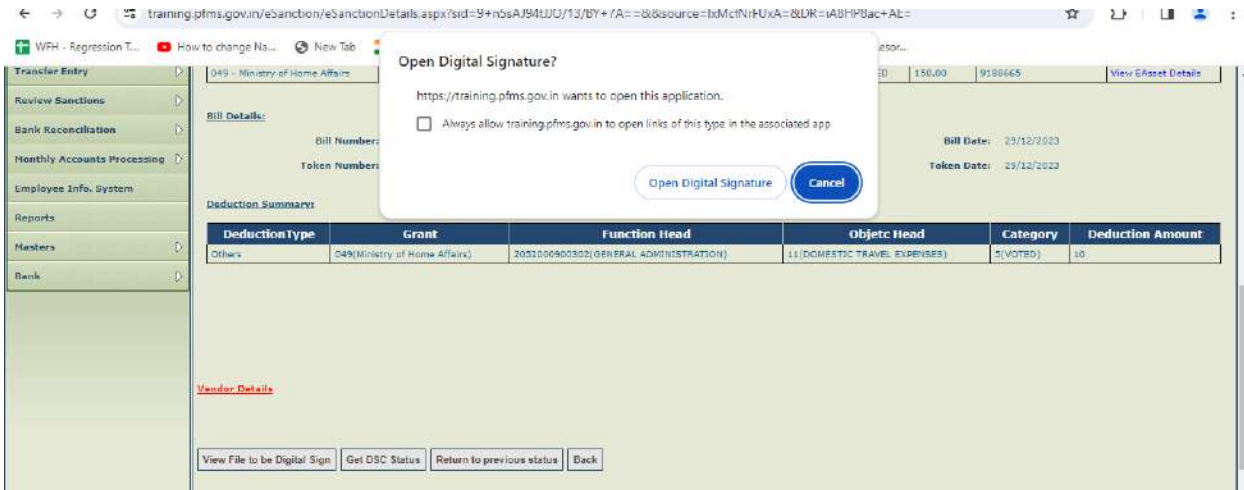
I have viewed and verified all the details of a Bill along with all the PDF Documents available under enclosures.

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

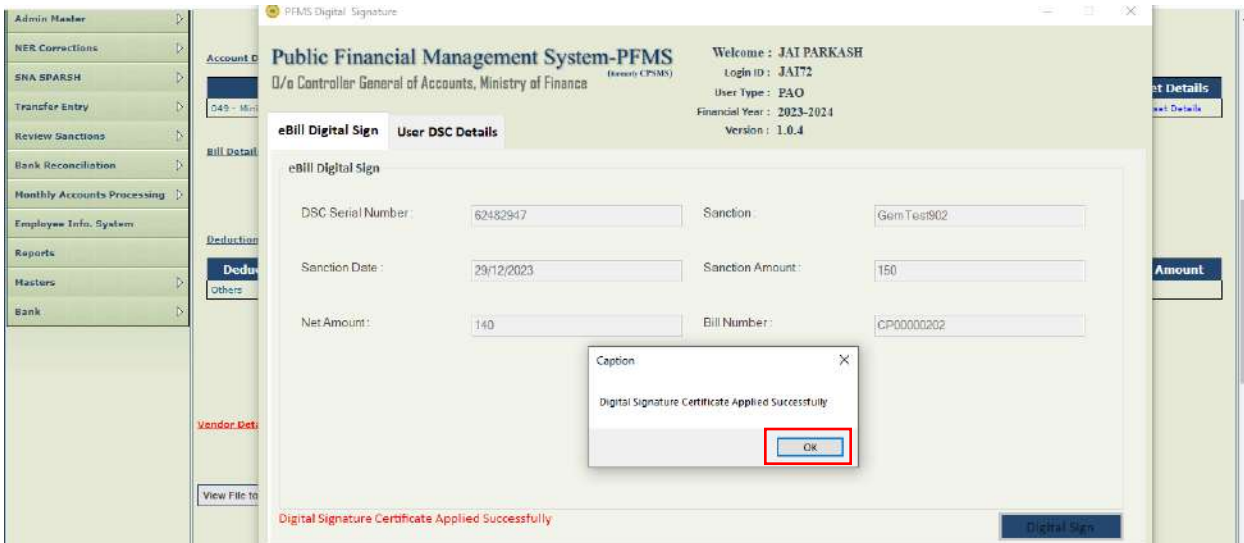
124. A confirmation message 'Are you sure you want to apply DSC' will appear on the interface as shown in the below screenshot.

125. Click on 'OK' button to apply DSC.





126. System will prompt with the confirmation message in a popup. Click on 'OK'.

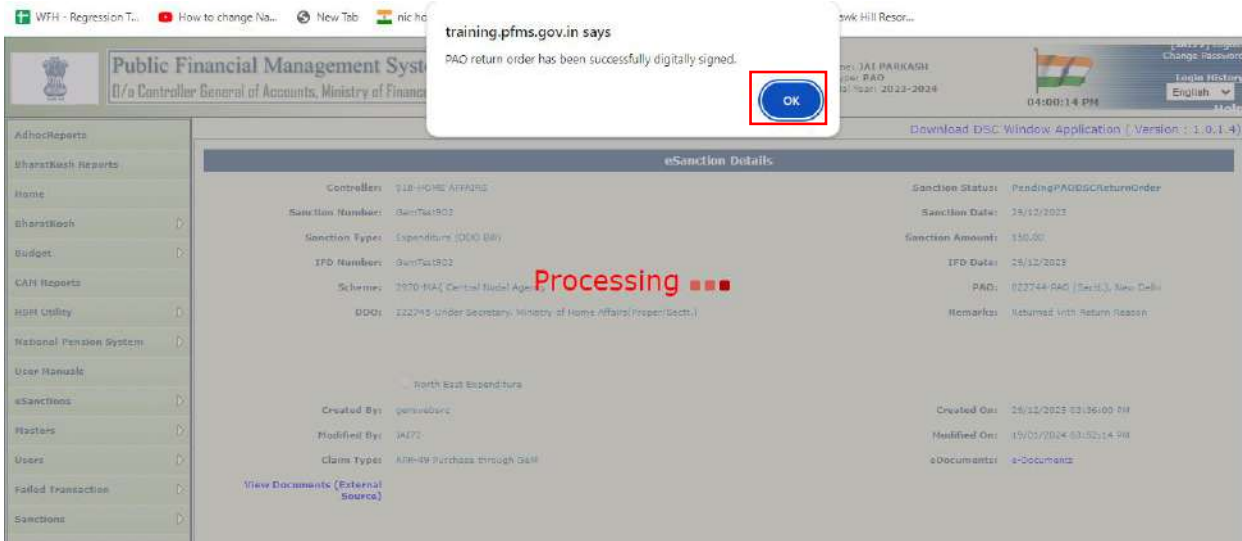


127. After successful DSC, success message will be displayed in a popup 'PAO Return Order has been successfully digitally signed' as shown in the below screenshot.

128. After successfully digital signing of return memo by PAO, it will be available to DDO for returning.



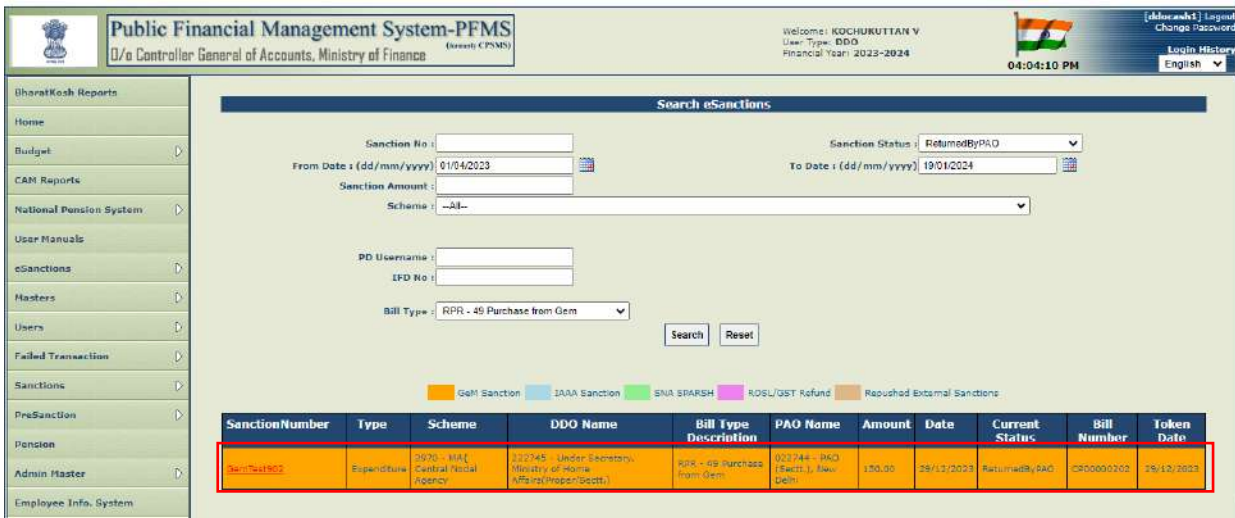
# GeM-PFMS INTEGRATION



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'.

The screenshot displays the PFMS interface. The top header includes the system name, user information (Kochukuttan V, DDO, 2023-2024), and a download link for the DSC window application. The left sidebar contains navigation options like Budget, eSanctions, and Reports. The main content area is titled 'eSanction Details' and shows information for a sanction with ID Gem7a4902, including its status (ReturnedByPAO), dates, and amount (150.00). Below this, there are sections for 'Vendor Details' and 'Certified that' with checkboxes for various conditions. An 'Accounting Head Balance Summary' table is also present. At the bottom, a row of buttons includes 'Return Sanction To PD Checker', which is highlighted with a red box.

**eSanction Details**

Controller: OIS-HOME AFFAIRS  
 Sanction Number: Gem7a4902  
 Sanction Type: Expenditure (DDO Bill)  
 IFD Number: Gem7a4902  
 Scheme: 3970-MA( Central Nodal Agency)  
 DDG: 222743-Under Secretary, Ministry of Home Affairs(Proper/Sectt.)  
 Sanction Status: ReturnedByPAO  
 Sanction Date: 29/12/2023  
 Sanction Amount: 150.00  
 IFD Date: 29/12/2023  
 PAO: 022744-PAO (Sectt.), New Delhi  
 Remarks By PAO: [Click here to see remarks by PAO](#)  
 North East Expenditure  
 Created By: gamvebvc  
 Modified By: 34172  
 Claim Type: RPR-AY Purchase through GeM  
 Created On: 29/12/2023 03:06:00 PM  
 Modified On: 19/01/2024 04:00:28 PM  
 eDocuments: e-Documents  
[View Documents \(External Source\)](#)

**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.  
 Page Number : 9

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 excess 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.

**Agreement Type :**

Full Agreement  Partial Agreement

**Accounting Head Balance Summary:**

Accounting Head	Appropriation for the current year	Expenditure	Amount of work bill annexed	Available Balance
2222009900302115	10200000.00	1875.00	150.00	10197925.00

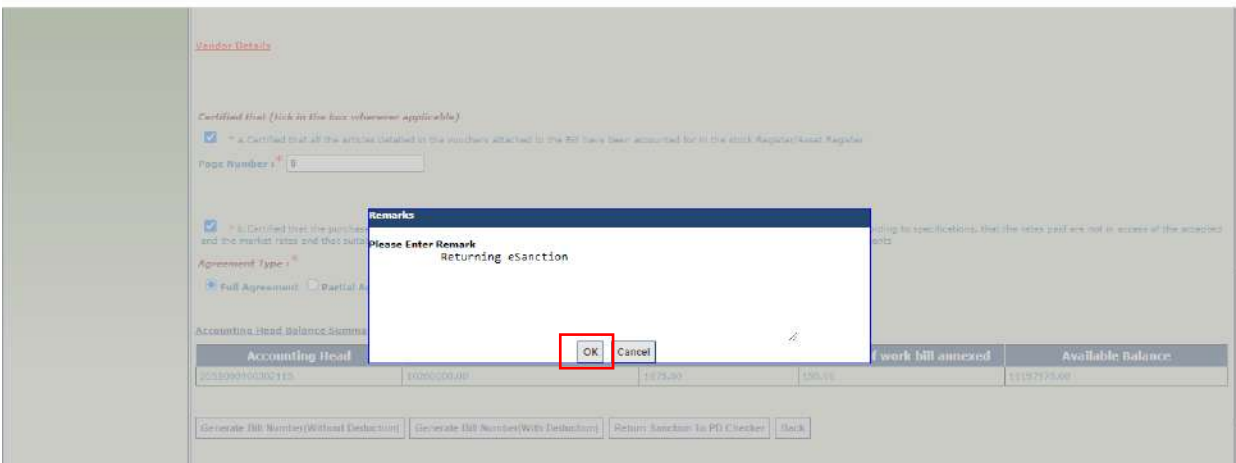
Generate Bill Number(Without Deduction) | Generate Bill Number(With Deduction) | **Return Sanction To PD Checker** | Back

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

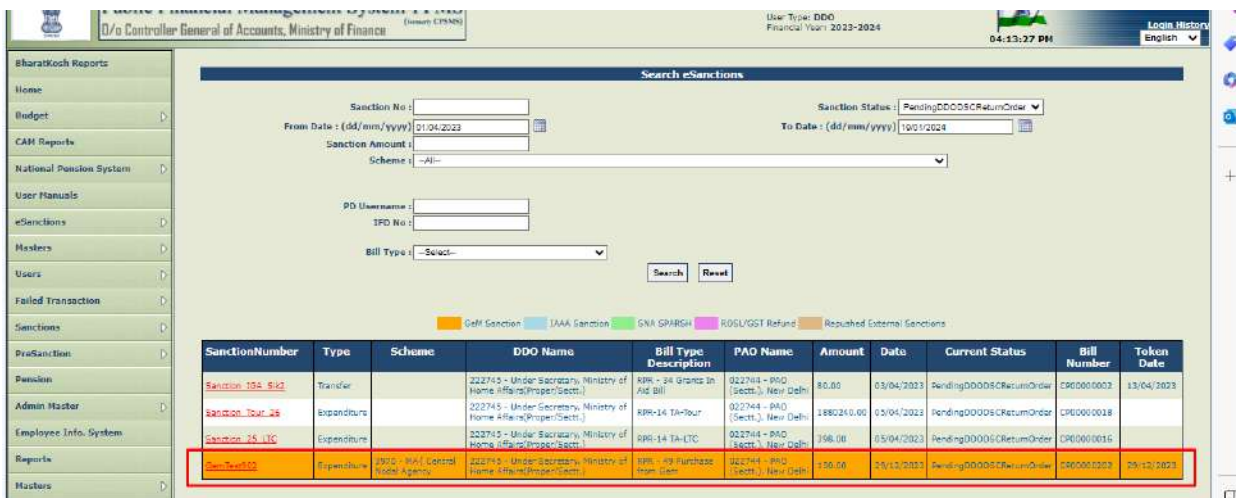




133. Enter the returning remarks and click on 'OK' button.



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.

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

Welcome: KOCIRUKITTAN V  
 User Type: DDO  
 Financial Year: 2023-2024

04:14:00 PM

Download DSC Window Application ( Version : 1.0.1.4 )

### eSanction Details

Controller: 018-HOME AFFAIRS      Sanction Status: PendingDD005CefurneOrder  
 Sanction Number: GemTest902      Sanction Date: 29/12/2023  
 Sanction Type: Expenditure (DDO Bill)      Sanction Amount: 150.00  
 IFD Number: GemTest902      IFD Date: 29/12/2023  
 Scheme: 2970-ML( Central Nodal Agency)      PAO: 022744-PAO ( Sect.3), New Delhi  
 DDO: 222745-Under Secretary, Ministry of Home Affairs(Proper/Sect.)

Remarks By PAO: [Click here to see remarks by PAO](#)

North East Expenditure

Created By: gemtest902      Created On: 29/12/2023 09:06:00 PM  
 Modified By: ddoctest1      Modified On: 19/01/2024 04:05:34 PM  
 Claim Type: RPR-49 Purchase through GeM      eDocuments: e-Documents

[View Documents \(External Source\)](#)

#### Account Details:

Grant	Function Head	Object Head	Category	Amount	Available Budget	EAsset Details
049 - Ministry of Home Affairs	203200990202 - GENERAL ADMINISTRATION	11 - DOMESTIC TRAVEL EXPENSES	3 - VOTED	150.00	9144650	<a href="#">View EAsset Details</a>

Claim Type: RPR-49 Purchase through GeM      eDocuments: e-Documents

[View Documents \(External Source\)](#)

#### Account Details:

Grant	Function Head	Object Head	Category	Amount	Available Budget	EAsset Details
049 - Ministry of Home Affairs	203200990202 - GENERAL ADMINISTRATION	11 - DOMESTIC TRAVEL EXPENSES	3 - VOTED	150.00	9144650	<a href="#">View EAsset Details</a>

#### Bill Details:

Bill Number: CP00060202(BILL1006338)      Bill Date: 29/12/2023  
 Token Number: 124      Token Date: 29/12/2023

#### Deduction Summary:

Deduction Type	Grant	Function Head	Object Head	Category	Deduction Amount
Others	049 (Ministry of Home Affairs)	203200990202(GENERAL ADMINISTRATION)	11(DOMESTIC TRAVEL EXPENSES)	3(VOTED)	10

#### Vendor Details

[View File to be Digital Sign](#)    [Return Sanction with DSC](#)    [Return to previous status](#)    [Back](#)

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

Welcome: KOCIRUKITTAN V  
 User Type: DDO  
 Financial Year: 2023-2024

04:14:54 PM

Window Application ( Version : 1.0.1.4 )

### eSanction Return Order (RPR-49 Purchase through GeM)

Controller Code: 018 - HOME AFFAIRS      PAO Code: 022744 - PAO (Sect.3), New Delhi  
 DDO Code: 222745 - Under Secretary, Ministry of Home Affairs(Proper/Sect.)      PD Code: 4000049 - gemtest  
 of Home Affairs(Proper/Sect.)

DDO: CP00060202

eSanction No: GemTest902 of 150.00 (Paper One Hundred Fifty only) is returned for remark for the reason(s) stated below with the request that you will kindly remedy the defect pointed out before re-submission and forward your office to avoid similar or minor omission in future.

**Reason(s) of returning:**

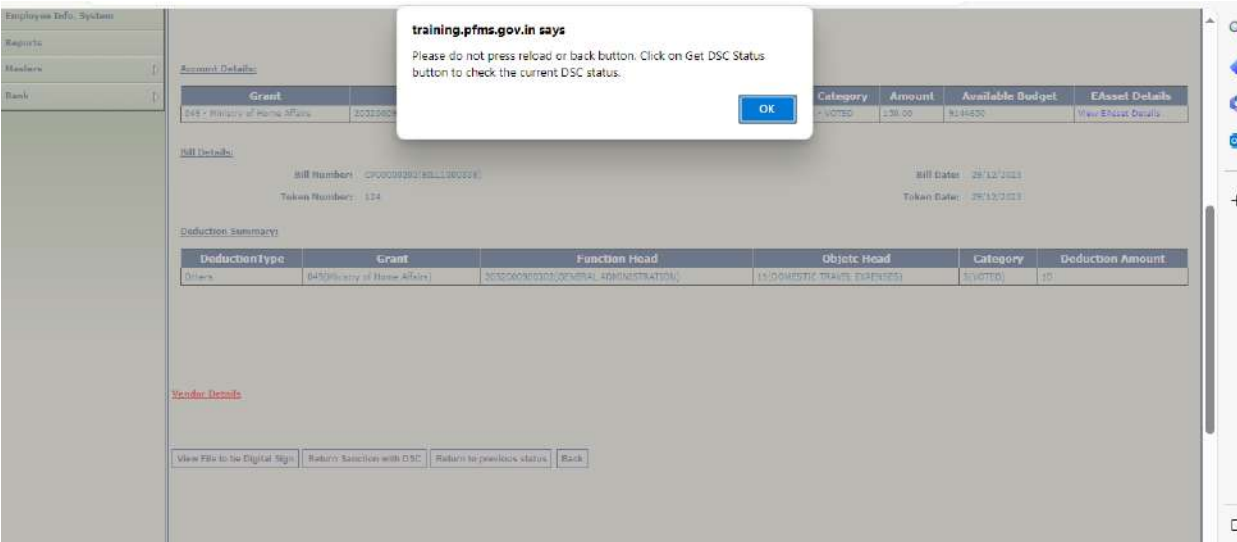
Returning sanction

I have checked and verified all the details of a Sanction along with all the PDF documents available under e-Document.

Created By: gemtest902      Created On: 29/12/2023 09:06:00 PM  
 Modified By: ddoctest1      Modified On: 29/12/2024 04:05:34 PM  
 Claim Type: RPR-49 Purchase through GeM      eDocuments: e-Documents

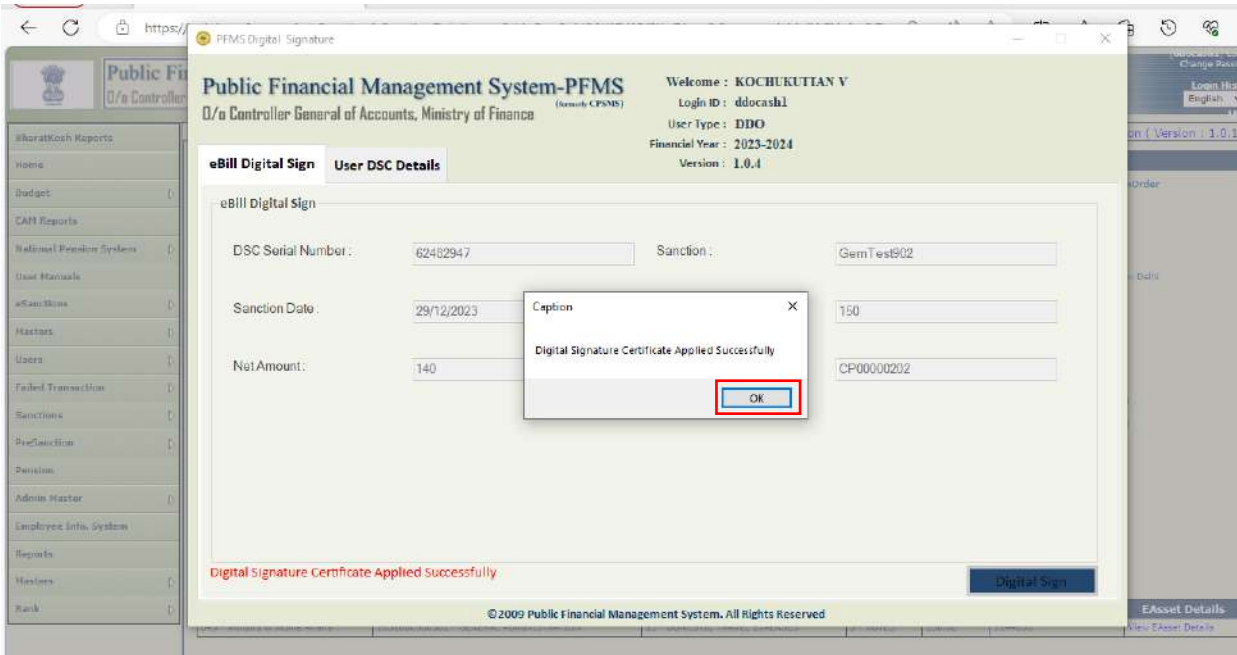
[View Documents \(External Source\)](#)

136. Click on 'Return Sanction with DSC' to digitally sign the sanction return order.

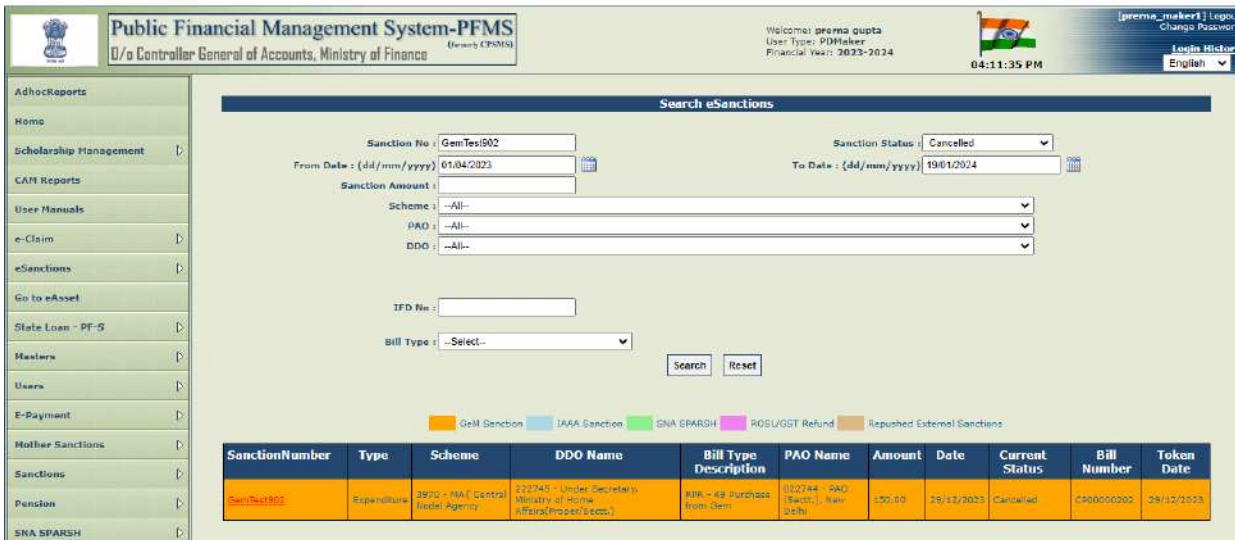


137. After successful DSC, success message will be displayed in a popup 'Digital Signature Certificate Applied Successfully'.

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.

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

Welcome: pramje gupta  
 User Type: PDMaker  
 Financial Year: 2023-2024

04:23:15 PM

Download DSC Window Application ( Version : 1.0.1.4)

### eSanction Details

**Controller:** 018-HOME AFFAIRS  
**Sanction Status:** **Cancelled**  
**Sanction Number:** GemTest902  
**Sanction Date:** 29/12/2023  
**Sanction Type:** Expenditure (DDO Bill)  
**Sanction Amount:** 150.00  
**IFD Number:** GemTest902  
**IFD Date:** 29/12/2023  
**Scheme:** 3970-MA( Central Nodal Agency)  
**PAO:** 022744-PAO (Sect.), New Delhi  
**DDO:** 222745-Under Secretary, Ministry of Home Affairs(Proper/Sect.)  
**Remarks:** Returning eSanction  
 North East Expenditure  
**Created By:** qtmvebovc  
**Created On:** 29/12/2023 03:36:00 PM  
**Modified By:** ddccash1  
**Modified On:** 19/01/2024 04:23:15 PM  
**Claim Type:** RDR-49 Purchase through GeM  
**eDocuments:** **eDocuments**  
[View Documents \(External Source\)](#)

### Account Details:

Grant	Function Head	Object Head	Category	Amount	Available Budget	ESAsset Details
049 - Ministry of Home Affairs	2032002900202 - GENERAL ADMINISTRATION	11 - DOMESTIC TRAVEL EXPENSES	3 - VOTED	150.00	7217997	<a href="#">View ESAsset Details</a>

### Bill Details:

**Bill Number:** CP00000202(BILL000338)  
**Bill Date:** 29/12/2023  
**Token Number:** 124  
**Token Date:** 29/12/2023

### Reduction Summary:

Deduction Type	Grant	Function Head	Object Head	Category	Deduction Amount
Others	049(Ministry of Home Affairs)	2032000500202(GENERAL ADMINISTRATION)	11(DOMESTIC TRAVEL EXPENSES)	3(VOTED)	10

### Claim Documents

CRN	eClaim	Supporting document 1	Supporting document 2	Supporting document 3	Supporting document 4	Supporting document 5
No documents found.						

### Contract Documents

CRN	Contract Document 1	Contract Document 2	Contract Document 3	Contract Document 4	Contract Document 5
No contract documents found.					

### Settlement Documents

No Data found.

### Sanction Documents

Budget Overriding Assurance Document	Copy of Approved Note	Other Documents	eSanction

### Bill Documents

Description	Date
Return Order By DDO	19/01/2024 04:09 PM
Return Order By PAO	19/01/2024 03:52 PM
Pass Order By Assistant Account Officer	29/12/2023 04:51 PM
Pass Order By Dealing Hand	29/12/2023 04:01 PM
Digitally Signed By DDO(eBill)	29/12/2023 03:45 PM

[Download All Documents](#) [Back](#)



## 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.

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

Welcome: JAI PARKASH  
 User Type: PAO  
 Financial Year: 2023-2024

03:50:12 PM

**Digital Sign on Bills**

Download DSC Window Application ( Version : 1.0.1.4)

Sanction No.:   
 Batch ID:   
 From Date: (dd/mm/yyyy) 01/04/2023  
 To Date: (dd/mm/yyyy) 25/12/2023  
 Sanction Amount:   
 Scheme: --All--

Search Reset

Your last DSC Batch file was "P45" on "Dec 26 2023 11:36AM".

Signatory Type	Signatory UserID	Signatory Name	Valid From	Valid Upto
Sign1	JAI72	JAI PARKASH	04/03/2023 12:00:00 AM	25/02/2024 11:09:00 AM
Sign2			not configured for current period.	

Batch Number	Number of Bills	Batch Date	Total Net Amount	DSC Preview	Digital Sign	Return Remarks By Signatory 2	Delete Batch	Batch Generated By (Login Id)
P39	8	02/11/2023	9620.00	View DSC Batch Order	Digital Sign	N/A	Delete Batch	JAI72
P40	10	02/11/2023	17365.00	View DSC Batch Order	Digital Sign	N/A	Delete Batch	JAI72
P46	1	26/12/2023	125.00	View DSC Batch Order	Digital Sign	N/A	Delete Batch	JAI72

3. Click on 'Close' button.

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

Welcome: JAI PARKASH  
 User Type: PAO  
 Financial Year: 2023-2024

05:50:37 PM

**eBill DSC Batch Order Sig1**

Window Application ( Version : 1.0.1.4)

**Digital Sign Batch Order Signatory 1**

Controller Code : 018 - HCBF-09485 PAO Code : 03330 - PAO (Sect.), New Delhi  
 DDO Code : 32785 - Under Secretary, Ministry of Home Affairs (Sect.) PD Code : 8000643 - prena-test

Batch No. : P46 Batch Date : 26-12-2023  
 Batch Amount : ₹125.00 (Rupees One Hundred Twenty-Five only)

Total no. of tokens : 1 (100)  
 Total Amount of Batch : ₹125.00 (Rupees One Hundred Twenty-Five only)

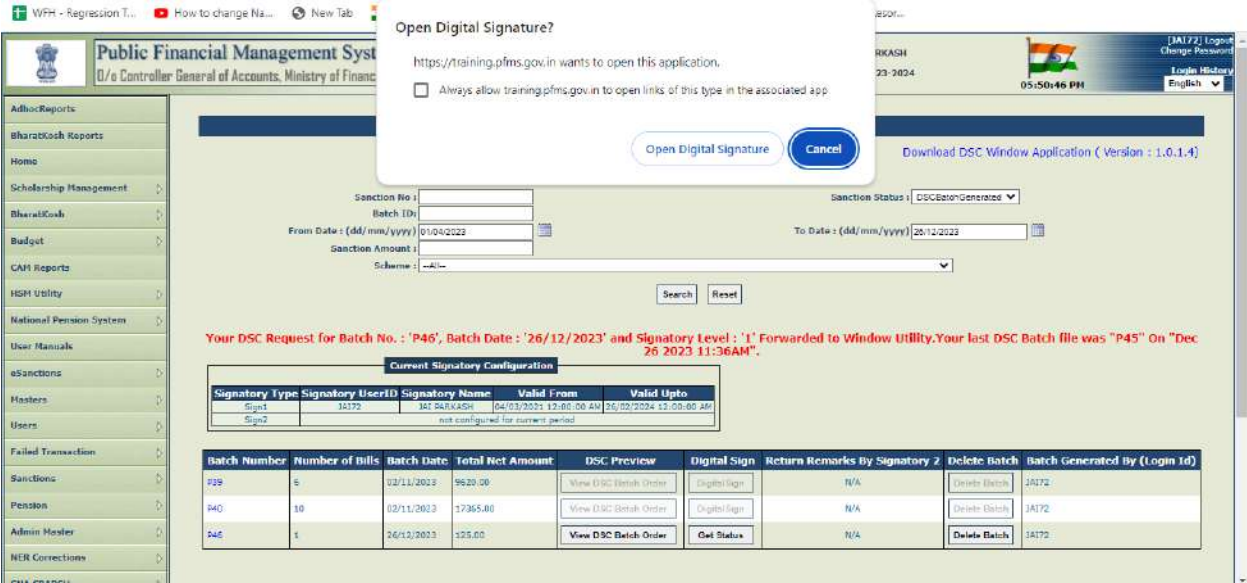
Signatory 1

Close

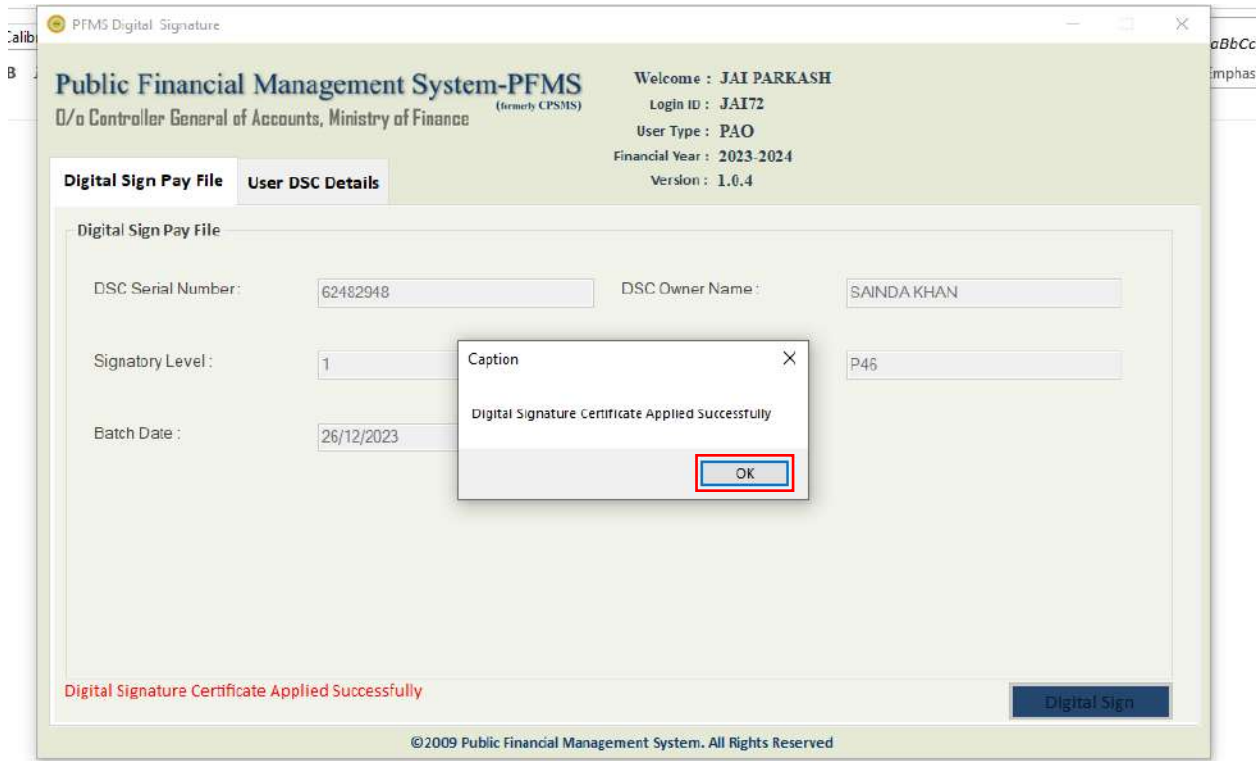
Batch No.	Batch	Batch Generated By (Login Id)
P39		JAI72
P40		JAI72
P46		JAI72

4. Click on 'DigitalSign' button to digitally sign the PDF.

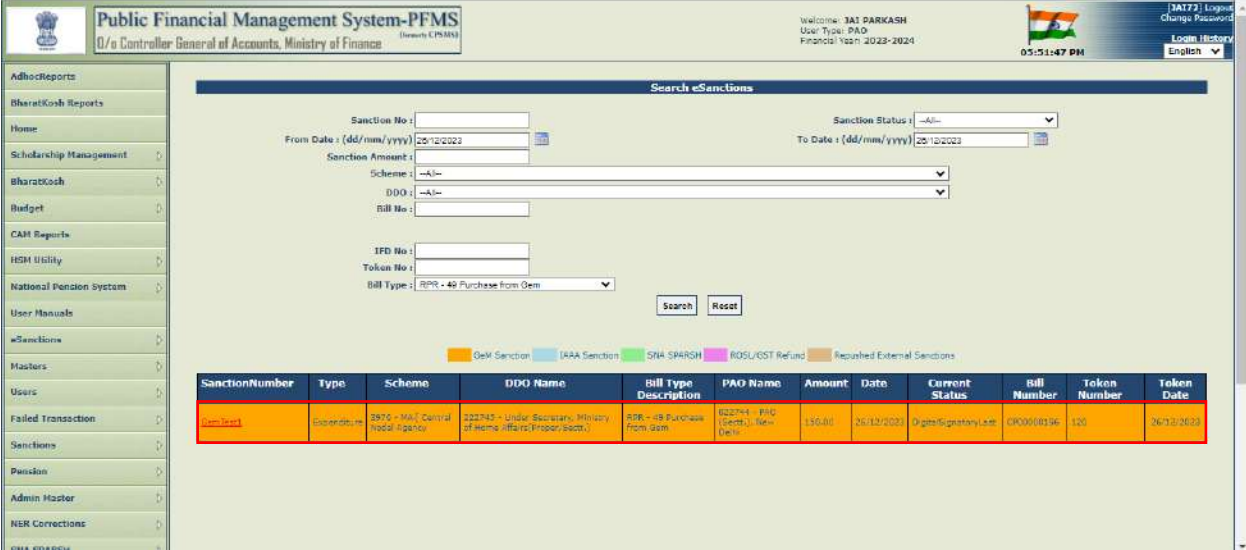




- 5. After successful DSC, success message will be displayed in a popup 'Digital Signature Certificate Applied Successfully' as shown in the below screenshot.



- 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.