File No.1-104/1/2025-ITD-CGA-Part(3)/81-85

Ministry o1 Finance
Department o1 Expenditure
Controller General of
Accounts GIFMIS (PFMS
DIVISION)

Mahalekha Niyantrak
Bhawan INA, New Delhi-
110023
Dated:29 July 2025

Office Memorandum

Subject: Uploading of Revised User Guide on TSA and Hybrid TSA Modules – UI/UX Changes

In compliance with the directions of Secretary (Expenditure) the entire UI/UX 1or Hybrid TSA on PFMS portal has been redesigned and upgraded, with a focus on simplification, standardization, and improved operational navigation for Maker and Checker roles at the Child Agency and Funding Agency levels. These changes have been implemented without altering the core business logic or validation architecture of the Hybrid TSA module.

2. The user interface and user experience (UI/UX) of the TSA and Hybrid TSA modules in the PFMS portal have been significantly enhanced to streamline workflows and improve ease of use. The updated interface incorporates simplified navigation, intuitive layouts, and consolidated dashboards for better transaction handling.

3. To aid smooth transition and user onboarding a comprehensive User Guide detailing all enhancements is available on the CGA website under the TSA/Hybrid TSA Guidelines section for easy access by stakeholders

4. All Ministries, Departments, Program Divisions, PAOs, and Implementing Agencies using t h e Hybrid TSA module are requested to widely disseminate this information to all concerned field units, thereby facilitating seamless adoption of the upgraded interface.

(Anupam Raj)
Dy. Controller General of Accounts
GIFMIS

To:

1. All Pr. CCAs/CCAs/CAS with independent charge with a request to get the OM circulated to concerned Program Divisions and Agencies.
2. Sr.AO (GIFMIS) to upload a copy on CGA's website

Public Financial Management System

(PFMS- GIFMIS)

TSA HYBRID Module

Standard Operating Procedure for Making and Approving Claims at Child Agency and Funding Agency Level

July 2025

Contents

1 Creating a New Claim by Child Agency Maker

Following are the steps to be followed for making claims at Agency Maker Level:

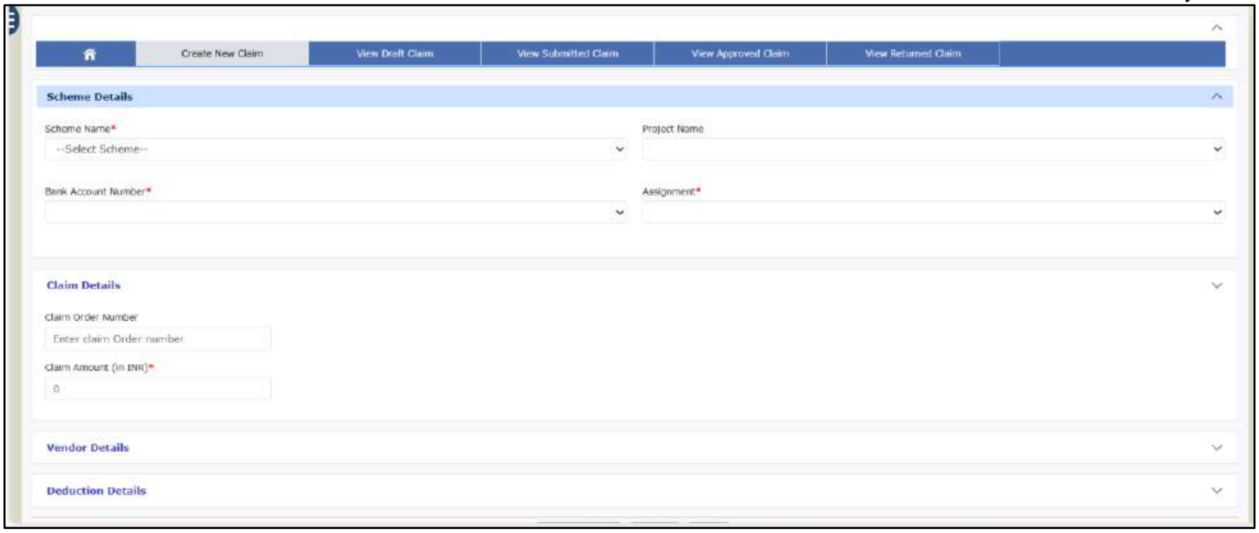
Step 1: Accessing the Dashboard

a. Child Agency Maker must log in to the PFMS portal (https://pfms.nic.in/) and navigate to **TSA Hybrid Dashboard** by clicking on collapsed menu icon at the left side.

From the dashboard, select the **Create New Claim** option or click on **Create New Claim** tab from the Menu Bar. The **Create New Claim** interface consists of four main sections:

i. Scheme Details
ii. Claim Details
iii. Vendor Details
iv. Deduction Details

Upon selection, the following screen will appear.



Step 2: Entering Scheme Details

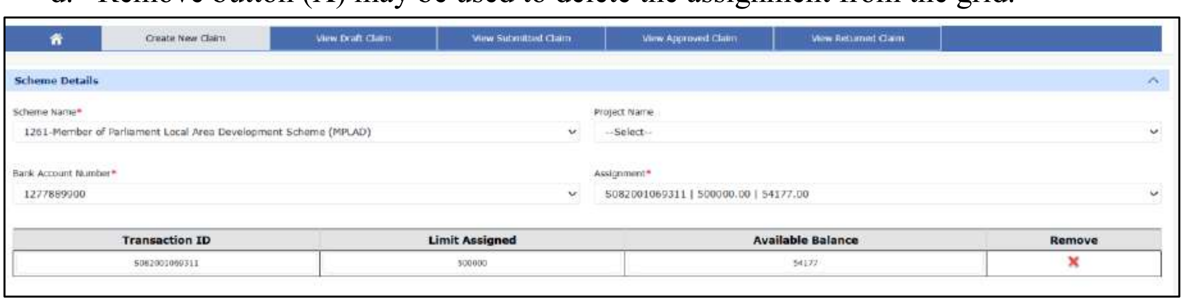
a. Select the appropriate **Scheme**, **Project** (if applicable), and **Bank Account Number** from the dropdown menus.

b. Based on your selection, the corresponding **Assignment List** will be displayed.

c. Choose the desired **Assignment**. The **Assignment Grid** will then be shown, including:

- Transaction ID
- Limit Assigned
- Available Balance

d. Remove button (X) may be used to delete the assignment from the grid.



Step 3: Entering Claim Details

a. Manually enter the Claim Order Number. Once entered:

- A field to upload the **Claim Order Document** will appear.
- **Date** field will also be enabled. Upload the document and enter the appropriate date.

b. Enter the **Claim Amount**.

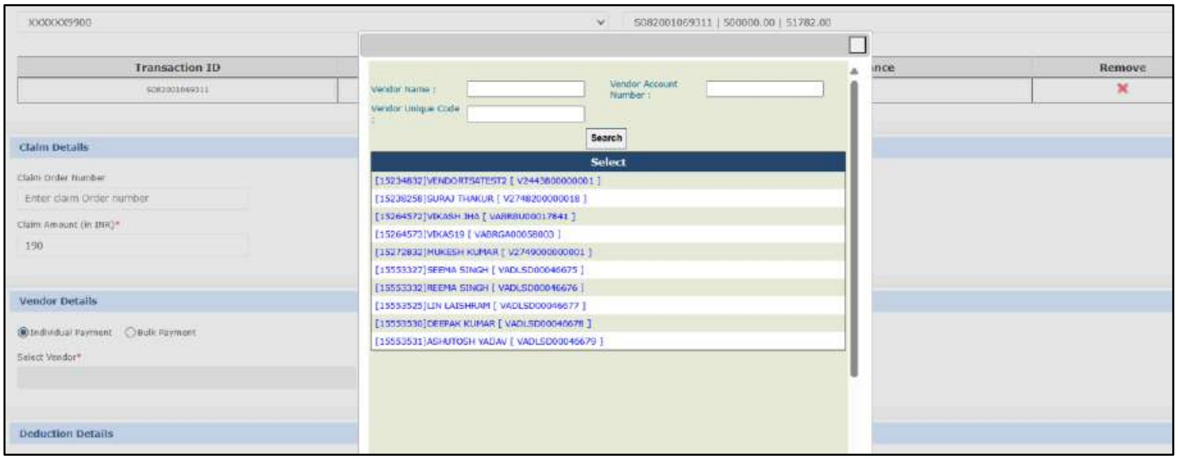
Step 4: Entering Vendor Details

a. Input vendor details. You can add one or multiple vendors (vendors must already be mapped in the system).

You may also upload vendor details using a pre-prepared Excel file (useful for bulk payments such as salary disbursements).

For Single/Multiple Vendor Payments:

i. Click on **Individual Payment**.
ii. Add one or more vendors by selecting them from the dropdown.
iii. Click on **Search** Hyperlink. List of Vendors will appear with its vendor code. User can search the Vendors by Vendor Name or Vendor Account Number or Vendor Unique Code. Select the vendor.



iv. Select the vendor.

v. Click on **Add vendor**. A grid will display the vendor's auto-populated details:

- Vendor Name
- Account Number
- IFSC Code

vi. Select the Component from the Component list against which payment is to be made to vendors.

vii. Enter the **Gross Amount.**

To add multiple vendors, user can select the vendors from the dropdown and add them. Remove button (X) may be used to delete the vendor from the list.

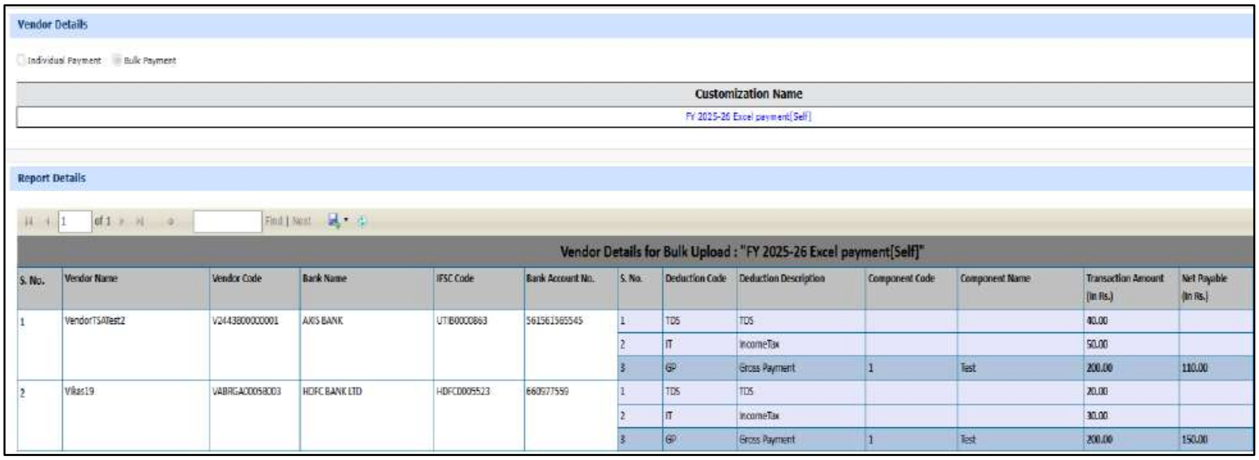
Note: The total gross amount of all vendors must be equal to the overall Claim Amount.

For Bulk Payments: If user want to add many vendors at once:

i. Select **Bulk Payment** radio button option.

ii. A list of pre-uploaded Excel sheets (excel based bulk customization file) will be displayed.

Note: Maker has to create Excel Based Bulk Customization file by following Path: **Masters>Bulk Customization>Bulk Customization Using Excel**



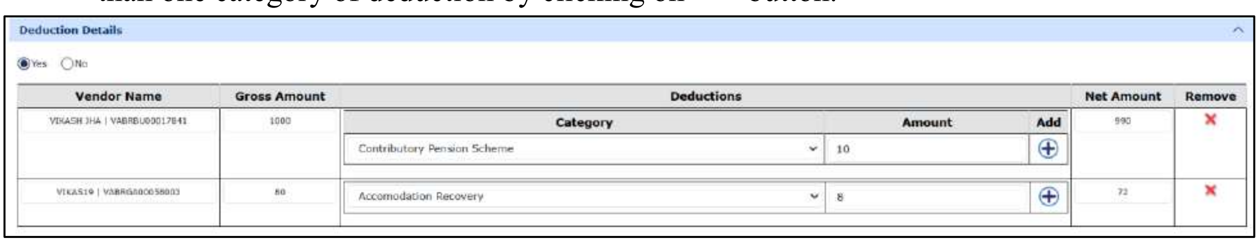
S. No.	Vendor Name	Vendor Code	Bank Name	IFSC Code	Bank Account No.	S. No.	Deduction Code	Deduction Description	Component Code	Component Name	Transaction Amount (In Rs.)	Net Payable (In Rs.)
1	VendorTSATest2	V2443800000001	AXIS BANK	UTIB0000863	561561565545	1	TDS	TDS			40.00	
						2	IT	IncomeTax			50.00	
						3	GP	Gross Payment	1	Test	200.00	110.00
2	Vikas19	VABRGA00058003	HDFC BANK LTD	HDFC0009523	660977559	1	TDS	TDS			20.00	
						2	IT	IncomeTax			30.00	
						3	GP	Gross Payment	1	Test	200.00	150.00

iii. Choose the required excel sheet (excel based bulk customization file) to auto-populate prefilled vendor details in a grid.

Note: Deduction details are automatically populated from the uploaded Excel file and displayed under the **Report Details** section. This replaces the manual **Deduction** section.

Step 5: Submitting the Claim

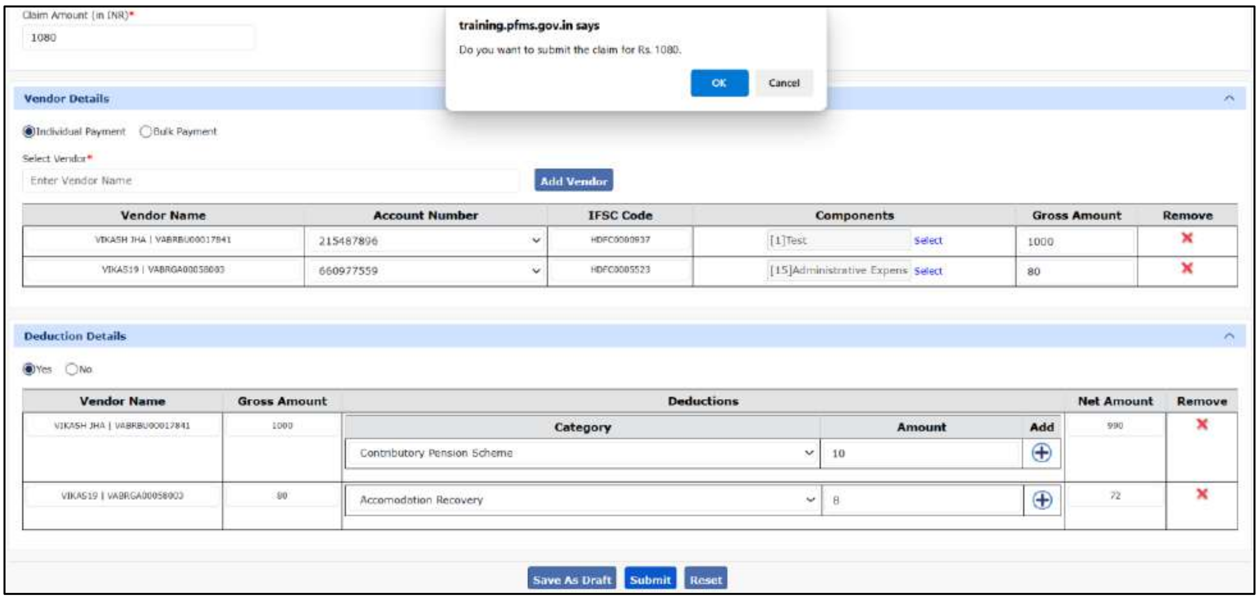
a. In case of Individual Payment, the Deduction Details section will auto-populate based on the vendors selected. User can add the required deductions in the table and can select more than one category of deduction by clicking on "+" button.

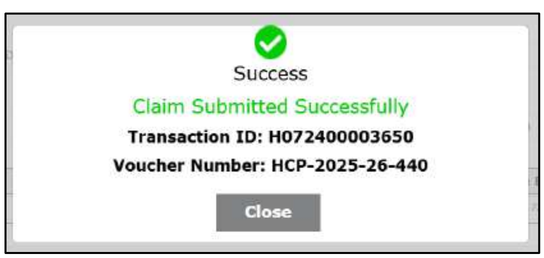


b. Click **Save as Draft** if you wish to save the claim for submission at a later time. A confirmation popup will confirm the claim is saved as draft.

c. To submit the claim, click **Submit**. A confirmation popup will appear—click **OK** to proceed.

d. Upon successful submission, a final confirmation popup will be displayed. The claim will then be available for the Agency Checker to approve.





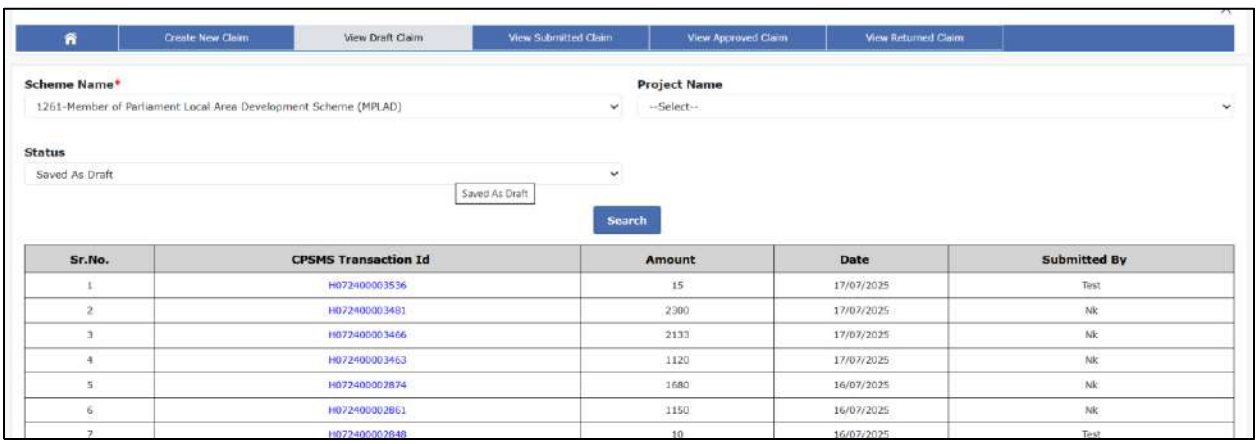
2 View Draft and Submitted Claims - Child Agency Maker

1. Accessing and Submitting Draft Claims

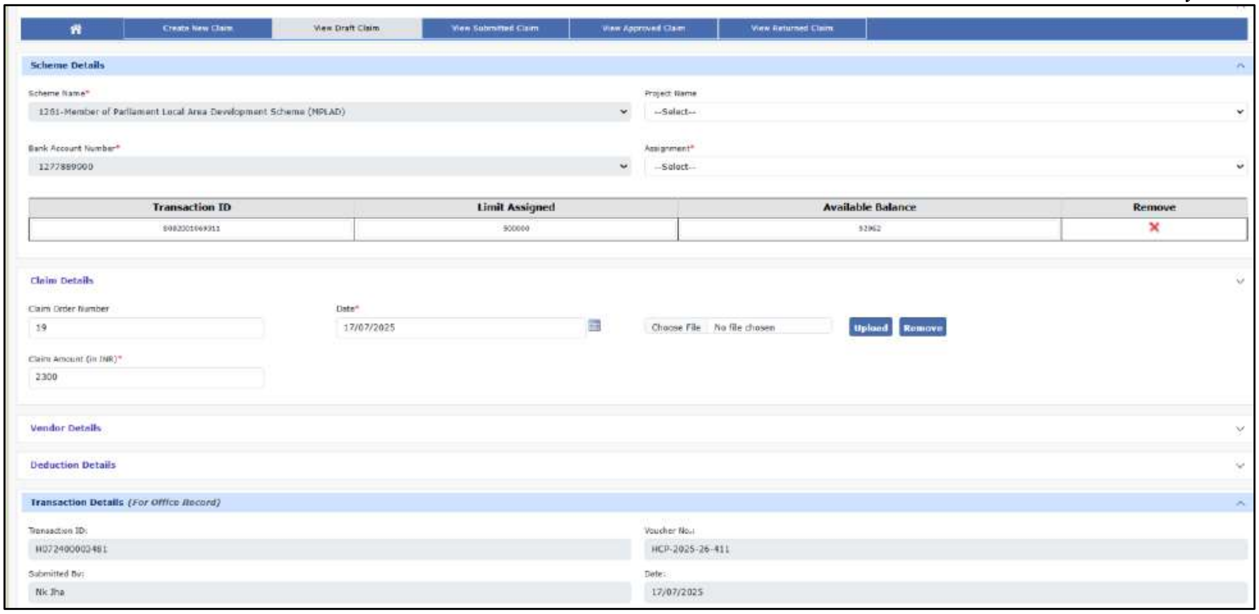
This feature allows the Child Agency Maker to view, edit, and submit previously saved draft claims.

Steps:

a. Navigate to the **Saved as Draft Claims** option on dashboard or click on **View Draft Claim** tab from the Menu Bar.
b. The table contains the list of all saved draft claims will be appeared on the screen automatically.
c. In case, there is a requirement to check the saved draft claims against specific scheme, user can select **Scheme Name** and **Project Name** if applicable.
d. The Status field will be pre-set to **Saved as Draft.**
e. Click on **Search** button.
f. A table will appear displaying all draft claims, including the Transaction Id, Claim Amount, Date and Submitted By.



g. Click on the hyperlink of the desired **CPSMS transaction ID** to open it.



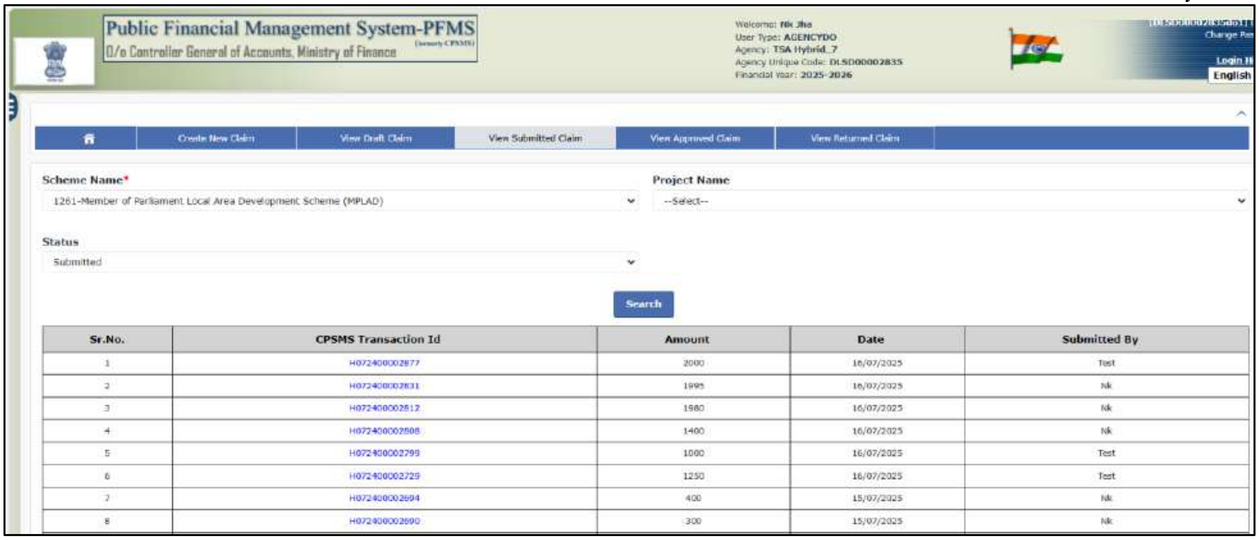
h. The Claim details will appear along with an additional section: Transaction Details (For Office Records), displaying the Transaction ID and Voucher Number.
i. The user can either make changes or submit the claim directly. The same Transaction ID and Voucher Number will be retained upon submission.

2. Viewing Submitted Claims

This function enables the Agency Maker to view all claims that have been submitted to the Child Agency Checker.

Steps:

a. Navigate to the Submitted claim option on dashboard or click on **View Submitted Claim** tab from the Menu Bar.
b. The table containing the list of all Submitted Claims will be appeared on the screen automatically.
c. In case, there is a requirement to check the submitted claim against specific scheme, user can select **Scheme Name** and **Project Name** if applicable.
d. The Status field will be pre-set to **Submitted**.
e. Click on **Search tab** to view the list of submitted claims under the Scheme.

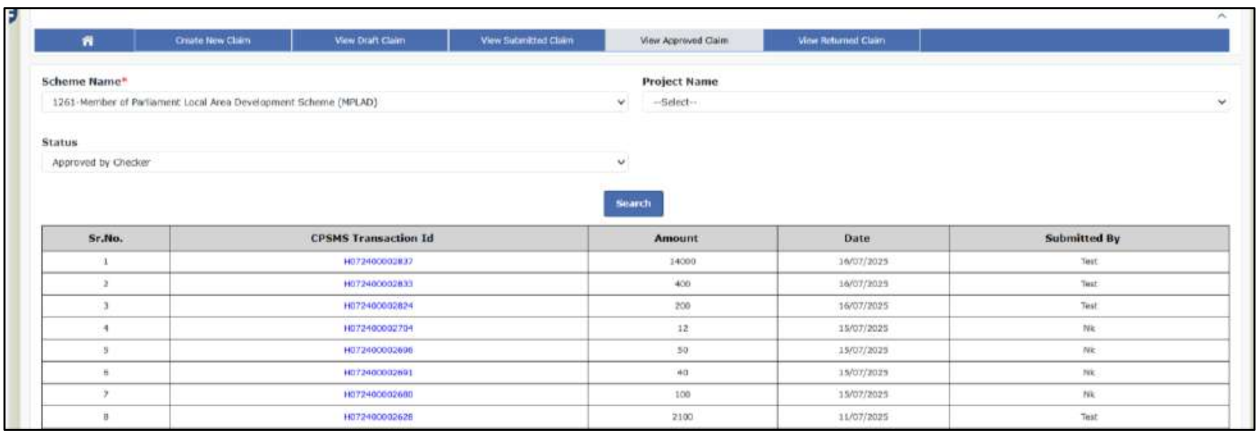


3. Viewing Approved Claims

This feature allows the Child Agency Maker to view claims approved by the Child Agency Checker.

Steps:

a. Navigate to the **Approved claim** option on dashboard or click on **View Approved Claim** tab from the Menu Bar.
b. The table containing the list of all Approved Claims will be appeared on the screen automatically.
c. There is a functionality to check the approved claim against specific scheme, user can select **Scheme Name** and **Project Name** if applicable.
d. The Status field will be pre-set to **Approved by Checker**.
e. Click on **Search** tab to view the list of approved claims under that Scheme.



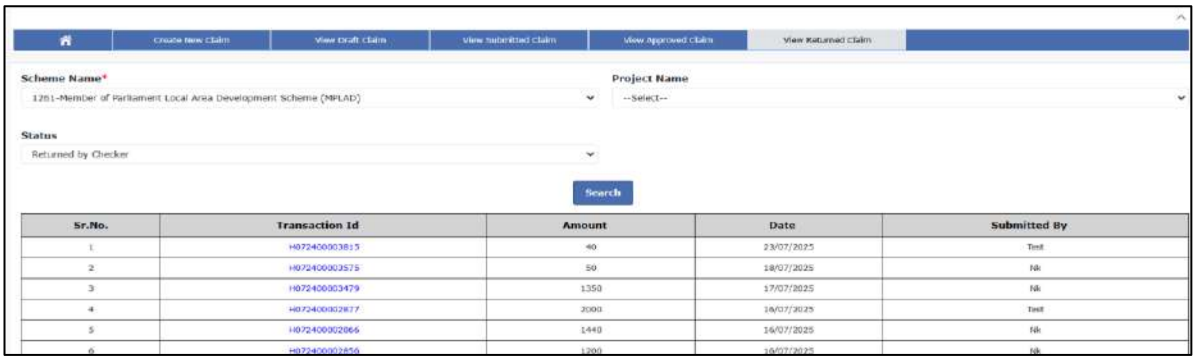
4. Viewing Returned Claims

This functionality is used by Agency Maker to edit the claims retuned by Agency Checker. User can make necessary changes and re-submit to the Agency Checker for approval.

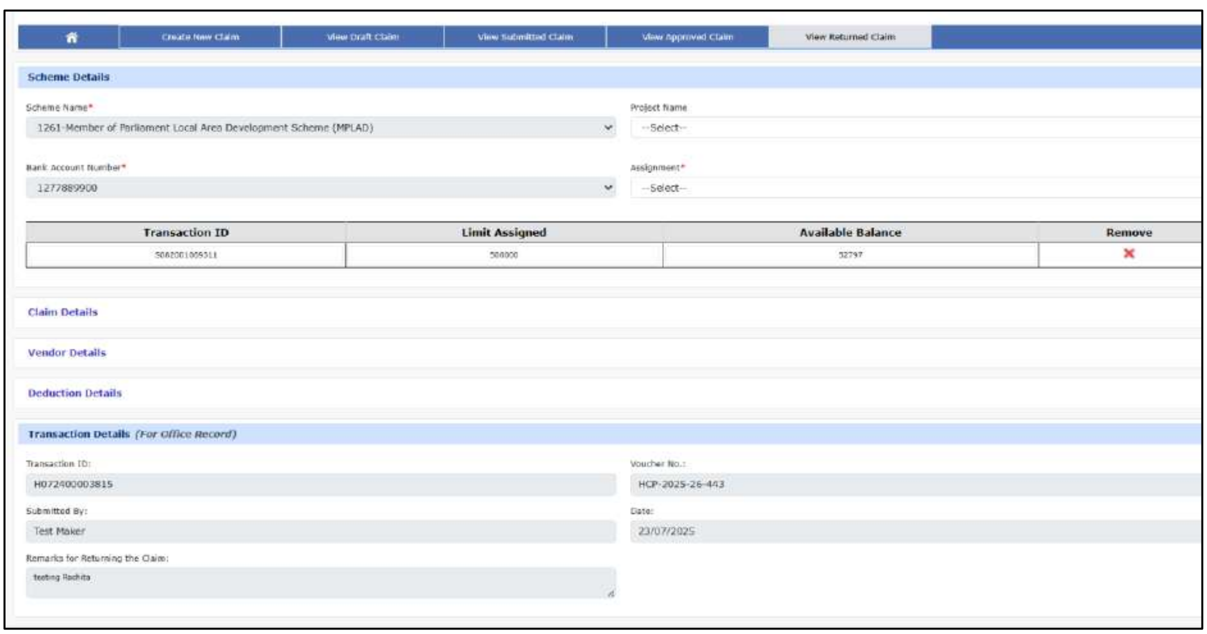
Steps:

a. Navigate to the **Claim Returned by Checker** option on dashboard or click on **View Returned Claim** tab from the Menu Bar.

b. The table containing the list of all Returned Claims will be appeared on the screen automatically. The Status field will be pre-set to Returned by Checker. Click on **Search** tab to view the list of returned claims under that Scheme.



c. User can click on Transaction ID hyperlink and check, edit and resubmit the returned claim against specific scheme to the Checker.



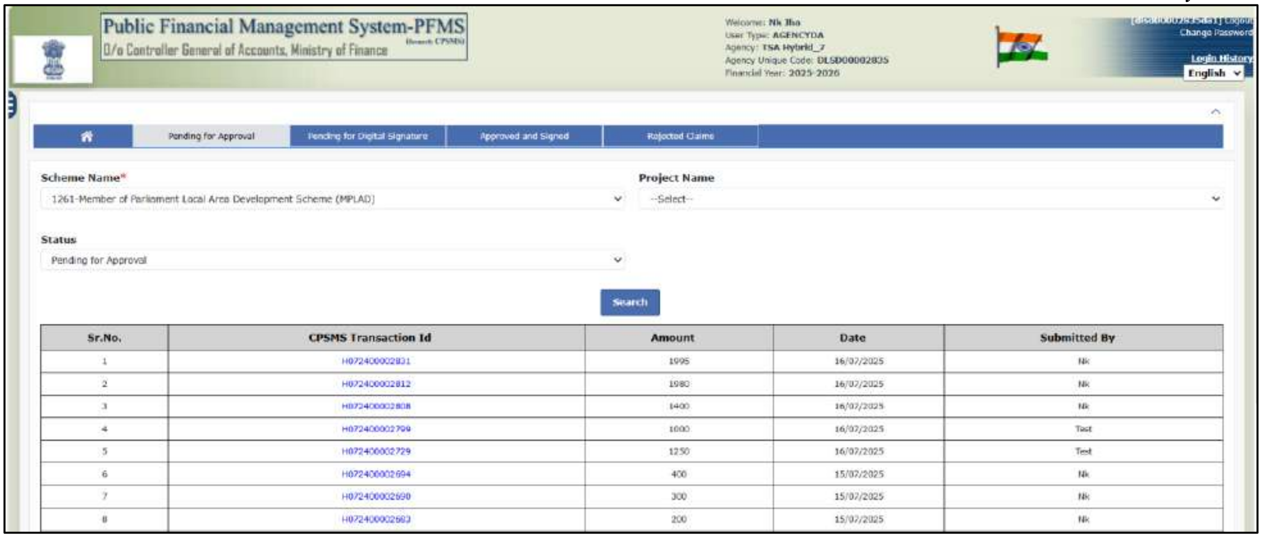
3 Claim Approval Process at Child Agency Checker Level

1. Accessing the Dashboard

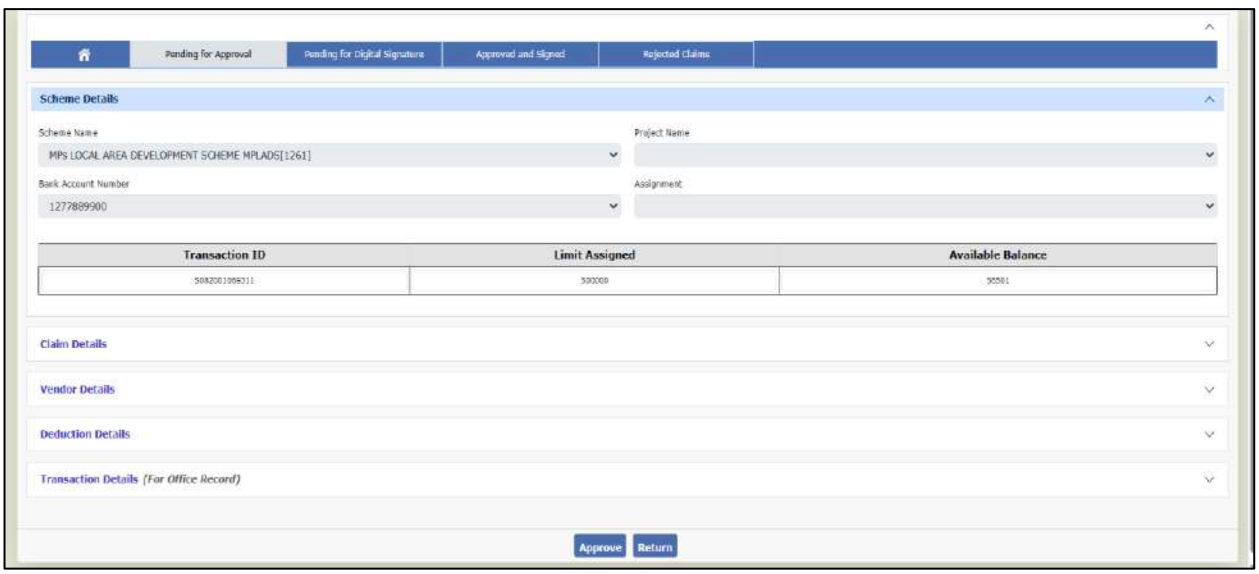
a. Child Agency Checker must log in to the PFMS portal (https://pfms.nic.in/) and navigate to **TSA Hybrid Dashboard** by clicking on collapsed menu icon at the left side.

2. Approving/Returning Claim by Agency Checker

a. Navigate to the **Pending for Approval** option on dashboard or click on **Pending for Approval** tab from the Menu Bar.
b. The table containing the list of all pending for approval claims will be appeared on the screen automatically.



c. In case, there is a requirement to check the pending for approval claim against specific scheme, user can select **Scheme Name** and **Project Name** if applicable. The Status field will be pre-set to **Pending for Approval**. Click on **Search** button. A table will appear displaying all pending for approval claims, including the Transaction Id, Claim Amount, Date and Submitted By.



d. Details of claim will appear after clicking on the **Transaction ID** hyperlink. The four pre-filled standard sections of the claims will appear along with addition section **Transaction Details (*For Office Record*)**, displaying the Submitted Claim Transaction ID and Voucher Number.

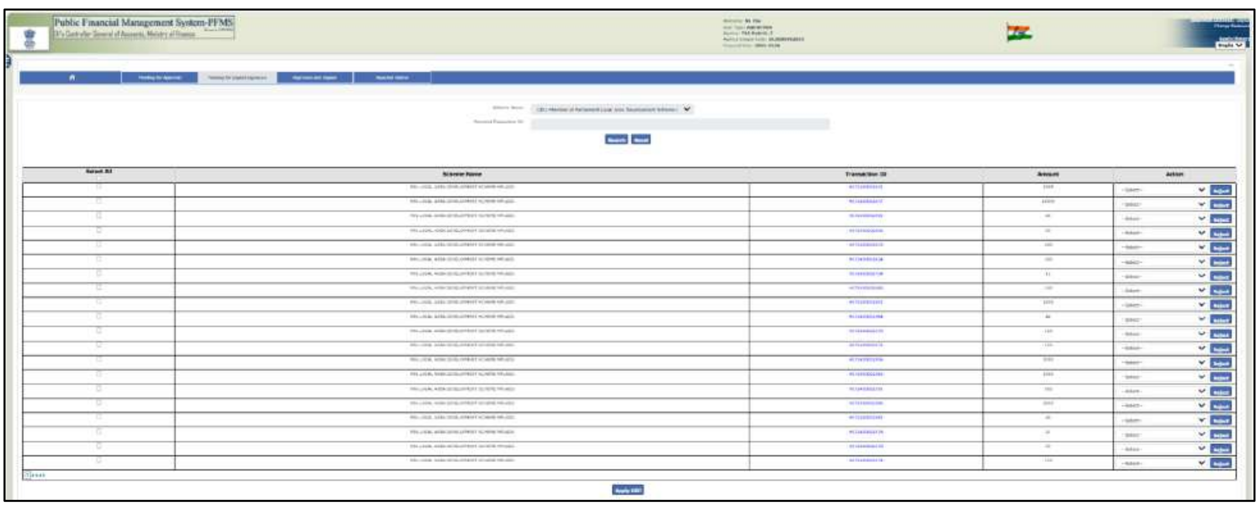
e. Agency Checker user verifies all details and selects either

   i. **Approve** button - A confirmation message will appear. To proceed with Digital Signature right away, user will click on **Yes** button and will automatically redirect to the apply Digital Signature page. On clicking **No** button user can keep the claim for later DSC application.

ii. **Return** Button - The claim will be sent back to the Agency Maker for editing and resubmission.

3. Applying Digital Signature (DSC) by Agency Checker

a. Navigate to the **Pending for Digital Signature** option on dashboard or click on **Pending for Digital Signature** tab from the Menu Bar.
b. The table containing the list of all claims pending for digital signature will be appeared on the screen automatically.

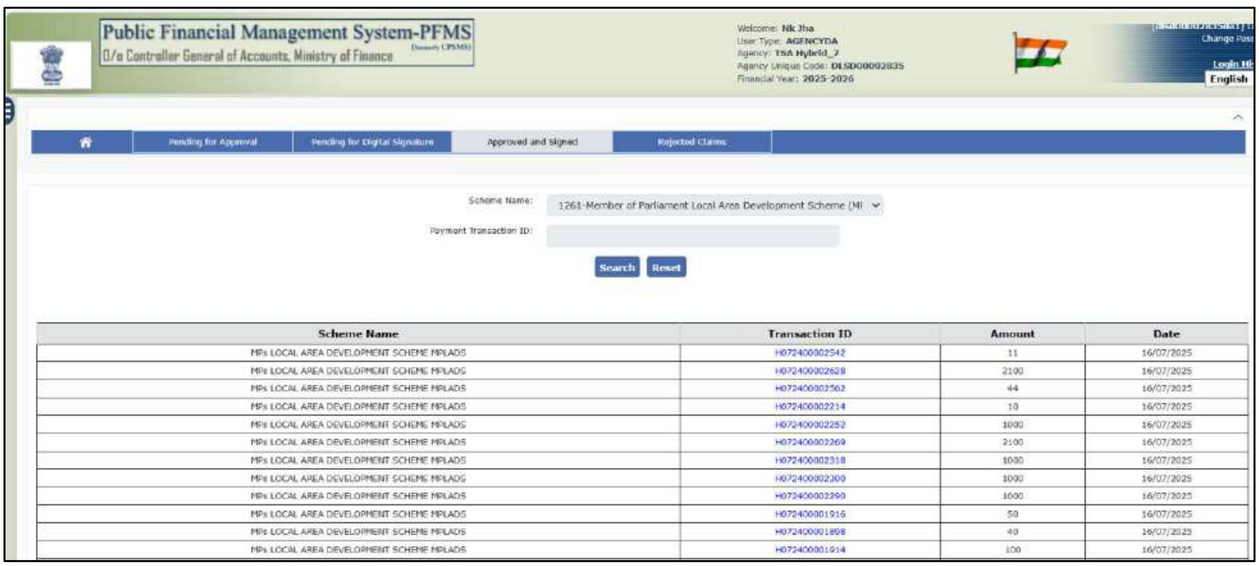


c. In case, there is a requirement to check the claims pending for DSC against specific scheme, user can select **Scheme Name** and **Project Name** if applicable. User may also enter Payment Transaction ID to search specific claim file. Click on **Search** button. A table will appear displaying all claims pending for DSC, including the Scheme Name, Transaction ID, Amount and Action.
d. Select one or more claims and click **Apply DSC** button.

e. If the Agency Checker chooses to reject a transaction at this stage, the claim's transaction lifecycle will not be restored, and the assignment limit will be restored. A **valid reason** for rejection must be selected using dropdown

4. Viewing Approved and Digitally Signed Claims

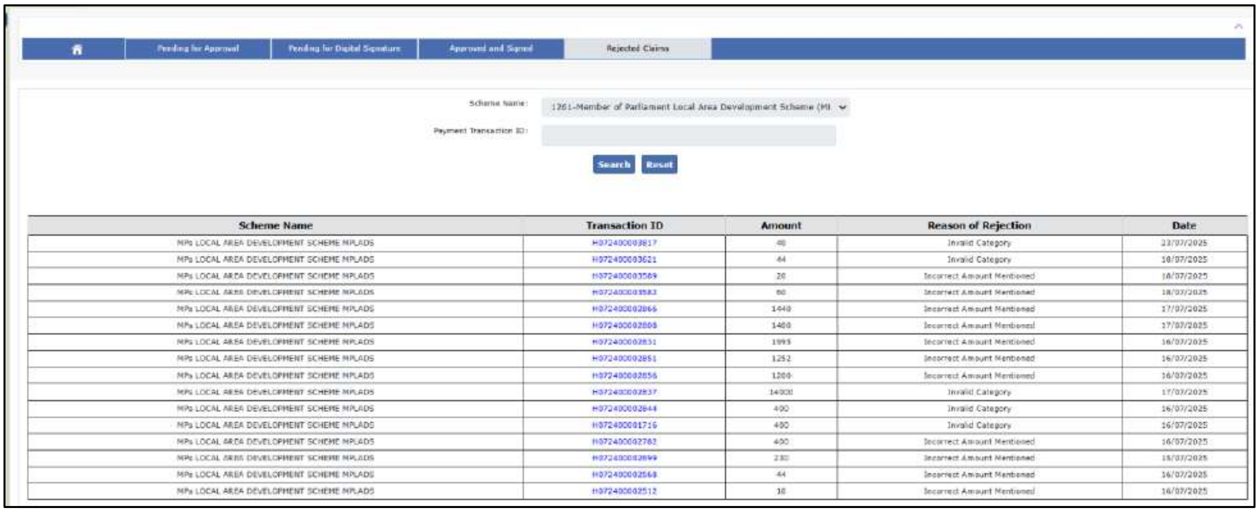
a. Navigate to the **Approved and Signed** option on dashboard or click on **Approved and Signed** tab from the Menu Bar.
b. The table containing the list of all claims approved and digitally signed will be appeared on the screen automatically to view all digitally signed transactions.
c. In case, there is a requirement to check the claims approved and signed against specific scheme, user can select **Scheme Name** and **Project Name** if applicable. User may also enter Payment Transaction ID to search specific claim file. Click on **Search** button. A table will appear displaying all approved and digitally signed claims, including the Scheme Name, Transaction ID, Amount and Date.
d. User can also generate **PPA (Print Payment Advice)** by clicking on the Hyperlink provided on the Transaction ID.



5. Viewing Rejected Claims by Child Agency Checker

a. Navigate to the **Rejected Claims** option on dashboard or click on **Rejected Claims** tab from the Menu Bar.
b. The table containing the list of all rejected claims will be appeared on the screen automatically to view all claims rejected during the DSC process.
c. In case, there is a requirement to check the rejected claims against specific scheme, user can select **Scheme Name** and **Project Name** if applicable. User may also enter Payment Transaction ID to search specific claim file. Click on **Search** button. A table will appear

displaying all rejected claims, including the Scheme Name, Transaction ID, Amount, Reason of Rejection and Date.



Scheme Name	Transaction ID	Amount	Reason of Rejection	Date
MPs LOCAL AREA DEVELOPMENT SCHEME MPLADS	H072400003817	40	Invalid Category	23/07/2025
MPs LOCAL AREA DEVELOPMENT SCHEME MPLADS	H072400003621	44	Invalid Category	18/07/2025
MPs LOCAL AREA DEVELOPMENT SCHEME MPLADS	H072400003569	20	Incorrect Amount Mentioned	18/07/2025
MPs LOCAL AREA DEVELOPMENT SCHEME MPLADS	H072400003583	60	Incorrect Amount Mentioned	18/07/2025
MPs LOCAL AREA DEVELOPMENT SCHEME MPLADS	H072400002866	1440	Incorrect Amount Mentioned	17/07/2025
MPs LOCAL AREA DEVELOPMENT SCHEME MPLADS	H072400002808	1400	Incorrect Amount Mentioned	17/07/2025
MPs LOCAL AREA DEVELOPMENT SCHEME MPLADS	H072400002831	1995	Incorrect Amount Mentioned	16/07/2025
MPs LOCAL AREA DEVELOPMENT SCHEME MPLADS	H072400002851	1252	Incorrect Amount Mentioned	16/07/2025
MPs LOCAL AREA DEVELOPMENT SCHEME MPLADS	H072400002856	1200	Incorrect Amount Mentioned	16/07/2025
MPs LOCAL AREA DEVELOPMENT SCHEME MPLADS	H072400002837	14000	Invalid Category	17/07/2025
MPs LOCAL AREA DEVELOPMENT SCHEME MPLADS	H072400002844	400	Invalid Category	16/07/2025
MPs LOCAL AREA DEVELOPMENT SCHEME MPLADS	H072400001716	400	Invalid Category	16/07/2025
MPs LOCAL AREA DEVELOPMENT SCHEME MPLADS	H072400002782	400	Incorrect Amount Mentioned	16/07/2025
MPs LOCAL AREA DEVELOPMENT SCHEME MPLADS	H072400002699	230	Incorrect Amount Mentioned	15/07/2025
MPs LOCAL AREA DEVELOPMENT SCHEME MPLADS	H072400002568	44	Incorrect Amount Mentioned	16/07/2025
MPs LOCAL AREA DEVELOPMENT SCHEME MPLADS	H072400002512	10	Incorrect Amount Mentioned	16/07/2025

4 Fund Transfer Approval – Funding Agency Level

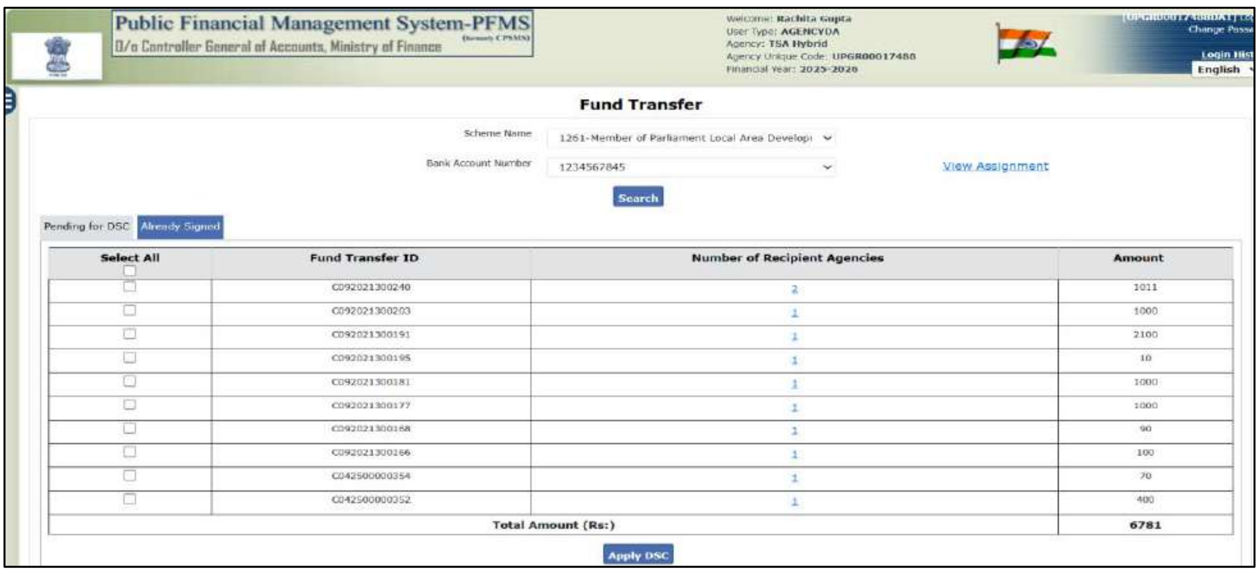
As Per DoE's OM No. 03/(30)/PFMS/2022 dated 3rd June 2025, There will be only one level to approve the consolidated demand.

Steps:

a. Funding Agency Checker must log in to the PFMS portal (**https://pfms.nic.in**/) and navigate to TSA Hybrid Fund Transfer Menu by clicking on collapsed menu icon at the left side. The interface displays two tabs:

   i. **Pending for DSC** – Transactions awaiting digital signature.
   ii. **Already Signed** – Transactions already signed.

1. **Pending for DSC at Funding Agency Checker Level:** The table containing the list of all the transactions pending for DSC will be appeared on the screen automatically under Pending for DSC tab.



b. In case, there is a requirement to check transaction against specific scheme, user can select **Scheme Name** and **Project Name** if applicable.
c. The **Bank Account Number** field will be auto populated.
d. Click on **Search** button.
e. Click on the **View Assignment hyperlink** to view related assignments based on the selected **Scheme** and **Bank Account Number**.
f. A table will appear displaying all transactions pending for DSC, including the Amount Fund Transfer ID and Number of Recipients agencies

g. Select one or more transactions and click **Apply DSC**. The digital signature process will proceed, and the transaction will be forwarded to the RBI for payment processing.

List of Assignments

Transaction ID	Sanction Number	Sanction Date	Total Amount	Balance Amount
S082001069311	TEST MPLAD	28/04/2025	50000000	4990939
Grand Total (Rs:)			50000000	4990939

Close

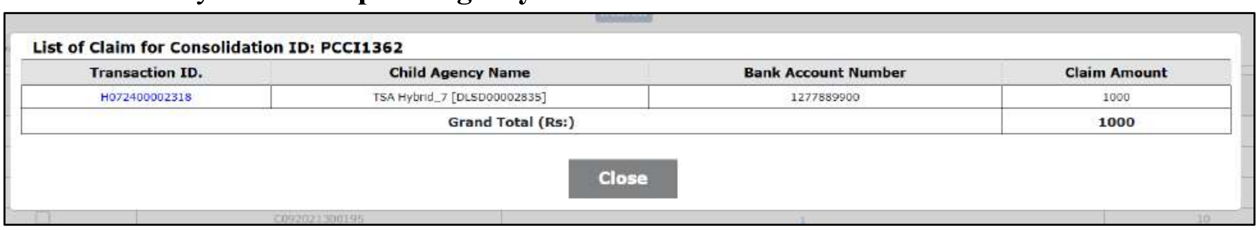
h. Click on the **No. of Recipient Agencies** hyperlink to view the files that have been consolidated for processing at the Funding Agency level.

List of Recipient Agencies of Fund Transfer Id : C092021300240

Consolidation ID.	Recipient Agency Name	Bank Account Number	Consolidated Amount	Consolidation Date & Time
PCCI1362	TSA Hybrid[UPGR00017488]	1277889900	1000	03/07/2025 11:10:55
PCCI1370	TSA Hybrid[UPGR00017488]	1277889900	11	14/07/2025 15:22:20
Grand Total (Rs:)			1011	

Close

i. Click on the **Consolidation ID** hyperlink to view how many files have been grouped for visibility at the **Recipient Agency** level.



List of Claim for Consolidation ID: PCCI1362

Transaction ID.	Child Agency Name	Bank Account Number	Claim Amount
H072400002318	TSA Hybrid_7 [DLSD00002835]	1277889900	1000
Grand Total (Rs:)			1000

Close

2. Viewing Fund Transfers Already Approved by Funding Agency Checker

a. Go to the **Already Signed** tab to view all transactions that have been approved and signed by the Checker at the Funding Agency level.

b. The table containing the list of all the transactions already approved and signed will be appeared on the screen automatically under Already Signed tab.

c. In case, there is a requirement to check transaction against specific scheme, user can select **Scheme Name** and **Project Name** if applicable.

d. The **Bank Account Number** field will be auto populated. Click on **Search** button.

e. User will be able to view all the signed Fund Transfer IDs.