**Public Financial Management System (PFMS)**

The Public Financial Management System (PFMS) is a web-based online software application developed and implemented by the Controller General of Accounts (CGA), Department of Expenditure, Ministry of Finance, Government of India. PFMS started during 2009 with the objective of tracking funds released under all Plan schemes of Government of India, and real time reporting of expenditure at all levels of Programme implementation. Subsequently, the scope was enlarged to cover direct payment to beneficiaries under all Schemes. Gradually, it has been envisaged that digitization of accounts shall be achieved through PFMS and beginning with Pay & Accounts Offices payments, the O/o CGA did further value addition by bringing in more financial activities of the Government of India in the ambit of PFMS. The outputs / deliverables for the various modes / functions of PFMS include (but are not limited to):

* Payment & Exchequer Control
* Accounting of Receipts (Tax & Non-Tax)
* Compilation of Accounts and Preparation of Fiscal Reports
* Integration with Financial Management Systems of States

The Central Plan Scheme Monitoring System is a Government of India public financial management reforms initiative which monitors programs in the social sector and tracks funds disbursed. Given the large number programs on which the money is spent, the CPSMS is an initiative by the Indian Central Government to ensure that the money is spent according to its intended purpose, and provide an accounting of same. PFMS is compulsory for all Ministries, NGOs, National Institutes, and all Govt. Sectors.

**Registration in PFMS**

There are two steps for the registration of the ROs in PFMS :

1. Registered Organisation (RO) should be registered by themselves, if RO has already been registered in PFMS (Attached Form – I) or
2. If RO is not registered in PFMS till date, the National Trust will registered to ROs in PFMS (Attached Form – II)
3. **If RO has already been registered in PFMS**

There are some important points to take care on the time of registration with the National Trust ;

1. Select the scheme code of the National Trust : **(Code : 3305 – Support of National Trust)**
2. Received the fund from : Option 3rd, **Received from other agencies** :

National Trust **(Code : nat01)**

1. Correct Bank Detail, if message is showing that it already exists, then please enter new bank detail
2. Select Component : Please select bulk components for every scheme of the National Trust
3. Enter OK and Submit it
4. **If RO is not registered in PFMS**
5. RO will sent the email duly attached Performa (available National Trust Website) to the National Trust for the registration in PFMS
6. Performa must send in MS-Word format to the National Trust
7. The National Trust will registered to organisation under PFMS
8. After registering, RO will received User ID automatically on their registered email ID
9. RO can use their User ID after verification from the bank and approved from the National Trust within 24 to 48 hrs. After approving from the National Trust, RO will received the massage on their email for the login under the PFMS
10. After that RO can login PFMS by through User ID, but RO should create password by themselves (either click on forgot password or click on Get Password By Unique Agency Code) that is for Agency Data Administration only.
11. After login, RO may be create 2 more users ID & password, ie for Agency Data Operator (DO) and another one for Agency Data Approver (DA).
12. **Step to be taken for create User ID for Agency Data Operator (DO) / Agency Data Approver (DA)**
13. Open PFMS with the user id and password of admin
14. Go to Masters
15. Select Users
16. Select Add New
17. Type of users (Operator / Approver / Administration)
18. Name
19. Email
20. Phone No.
21. Mobile No.
22. Login ID (create it)
23. Submit
24. Password will create by the Operator / Approver on the time of use of PFMS
25. You can get the list of Agency user after selecting the Manage from the Users and from the Masters

**The National Trust will released the fund to ROs (as per scheme wise) and after that RO will received the fund and download and uploaded the expenses sheet.**

1. **Login Information for ROs**
2. **For Login by Agency Data Operator (DO)**
3. Open the PFMS website
4. Before login, select the Financial Year in which the fund has been transferred by the National

 Trust

1. Go to Login and submit the login and password of Agency Data Operator, which was created

 by the Agency Data Administration

1. Login ID and Password by Data Operator
2. **Steps to be taken by the Agency Data Operator after Login :**
3. Go to My Funds at left side and click here
4. Select to Received from Other Agency (for the National Trust)
5. Select the Financial Year
6. Select Scheme Code – 3305 (code for National Trust)
7. Select your Bank Account Number
8. Select Released
9. Click to Search
10. You will get the list of funds as status released (which were released by the National Trust)
11. Select and click date wise of fund released (in red color)
12. You will get the detail of fund released
13. Please go to Remarks and write : **Fund Received for the year…… by the National Trust**
14. Click to Received
15. After that click to OK
16. You will get the **message on the top** that **Received Successfully**
17. Again go to My funds and click to received from other agencies
18. You have to check that all the funds are showing the status as Received and not as pending
19. Logout from PFMS by Data Operator

**(C) For Login by Agency Data Approver (DA) :**

1. Open the PFMS website
2. Go to Login and submit the login and password of Agency Data Approver,

 which was created by the Agency Data Administration

1. Open the PFMS website
2. Go to Login and click here
3. **Steps to be taken by the Agency Data Operator after Login :**
4. Select the year in which the entries has been entered by Data Operator
5. Login ID and Password by Data Operator
6. Go to My Funds at left side and click here
7. Select to Received from Other Agency (for the National Trust)
8. Select the Financial Year
9. Select Scheme Code – 3305 (code for National Trust)
10. Select Bank Account Number of RO
11. Click to Received
12. You will get the list of funds as status received (which were entered by the DO)
13. Select and click date wise of fund received (in red color)
14. You will get the detail of fund received
15. Please go to Remarks and write : as you like, you can write here the comments
16. Click to Received
17. After that click to OK
18. You will get the message on the top that Received Successfully
19. Again go to My funds and click to received from other agencies
20. You have to check that all the funds are showing the status as Received and not as pending
21. Logout from PFMS by Data Approver
22. **Knowledge of Scheme Components, downloading, filling of excel sheet and uploading**
23. **After receiving the fund, RO should enter to all expenses in PFMS**
24. After processing of fund receiving, it is very clear that RO has received the fund from the National Trust and the fund is showing as Income of the RO.
25. Now, there will be responsibility of the RO to show the expenses against the income and clear the balance.
26. RO should be downloading the expenses sheet from PFMS.
27. RO should be filled it with necessary expenses as per the components and upload into PFMS.
28. RO should be knowledge of the Scheme and their components for the download and upload with correct components under PFMS.
29. **Knowledge of Scheme Components of the National Trust :**
30. Login into PFMS
31. Go to my scheme
32. Select to view Scheme Component
33. Select to Code : 3305 – Support of National Trust
34. Now the list of Bulk Components are available as per the scheme of the National Trust
35. Day Care Scheme (Disha, Vikaas & Disha-cum-Vikaas)
36. Residential Care Scheme (Samarth, Gharaunda & Samarth-cum-Gharaunda)
37. Niramaya Health Insurance Scheme
38. Sahyogi Scheme
39. Badhte Kadam Scheme
40. DA / DO should be remember to scheme components for download and upload the expenses and also take print for remember to scheme components
41. Recurring
42. Non Recurring
43. Equipments & Maintenance
44. Programme Expenses
45. Many expenses for Badhte Kadam
46. **Downloading of the Expenses Sheet**
47. Login into PFMS
48. Go to EAT MIS Process and click to it
49. Click to Exp / Adv Upload
50. Select to Scheme : 3305 – Support of National Trust
51. Select the Bank Account Number of the RO
52. Template will show as Escel\_Based\_EAT\_MIS\_Upload
53. Don’t select to : Select Excel fine (it will be used on the time of uploading only)
54. Don’t change to transaction Type – it should be expenditure
55. Click to Download
56. RO will get the excel sheet with complete table, please fill it without to change heading
57. RO should be enter the detail as per the requirements
58. **RO will also get the help sheet at another page of the word excel sheet**
59. **Uploading of the Expenses Sheet**
60. Login into PFMS
61. Go to EAT MIS Process and click to it
62. Click to Exp / Adv Upload
63. Select to Scheme : 3305 – Support of National Trust
64. Select the Bank Account Number of the RO
65. Now don’t select to Template ( RO has already select it on the time of download)
66. Select Excel File (Choose File) for upload the expenses sheet
67. **Completing the process**

If RO has completed all the process under PFMS as registration, downloading and uploading of expenses sheet, on this base RO can use this platform for any type of fund receiving either from the Central Govt., State Gove or from any other Govt. Institutes.