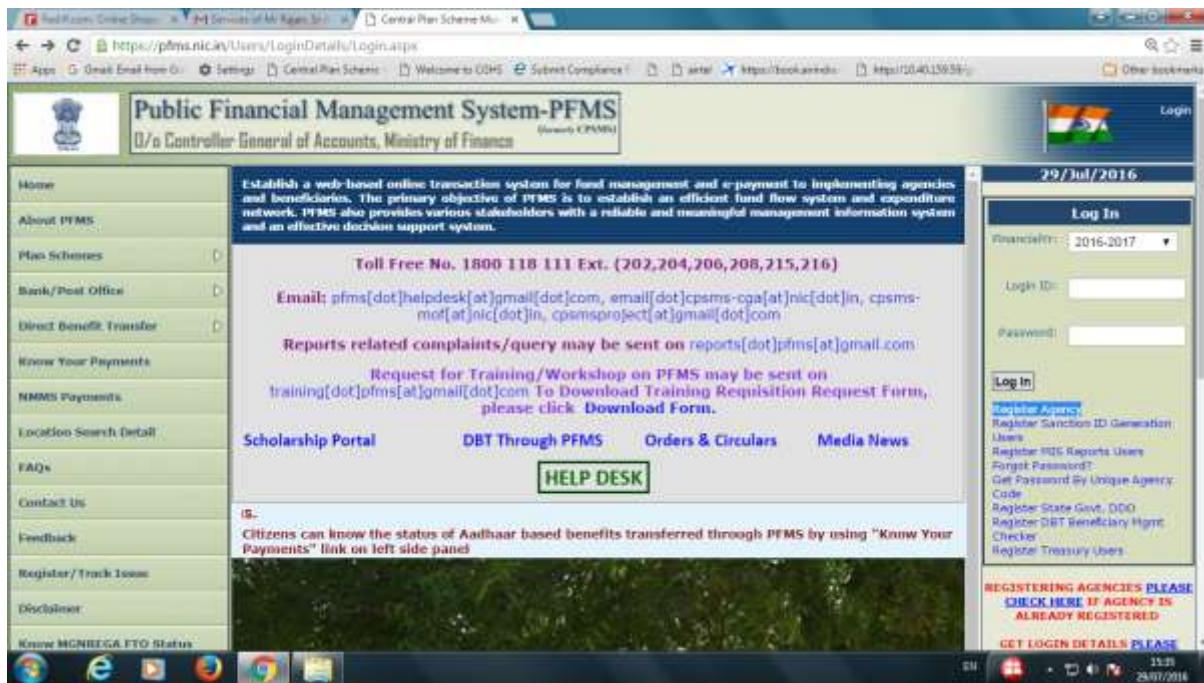


## **DBT Payment through PFMS**

For making DBT payment through PFMS, the implementing agencies have to first register themselves in PFMS through **Register Agency** link given at the PFMS web page (PFMS.NIC.IN) and submit it for approval. The Programme Division and the Principal Accounts Office of the concerned Ministry has to approve the Agency. Log in details of the Approved Agency will be sent to the email id given at the time of registration of the Agency. There after the Agency can proceed with DBT payment.



First the agency has to log in with the Admin user id and password given at the time of registration of agency. The Admin user has to perform the following functions:

1. Creation of Data Operator(MAKER) and Data Approver(CHECKER)
2. Account Activation for e-payment
3. Signatory Configuration

### **Creation of Data Operator and Data Approver**

The CPSMS has been designed with Maker Checker concept where the Data Operator (Maker) will make all transaction entries and submit it to the Data Approver (Checker) for verification and approval/rejection of transactions. For this purpose two separate users have to be created as Data Operator and Data Approver by the Admin user.

1. Select **Add New** from **Users** under **Master Menu**.

The screenshot shows the PFMS interface with a sidebar on the left containing various menu items like Home, Payment, Receipts, My Details, My Scheme, My Advances, Expenses, Bank, Misc., Deduction Filing, Distribution Certificate, OPSMS Forms, Fully Integration, and Bank Printing Templates. The main content area has a header 'RJPP00000137'. Below it, a message says 'The following table shows the summary of Agents according to status and type. To find out what a particular status means, take your mouse over the status value. To find the details of Agent in a status, Click on the corresponding status.' There are three tabs: 'Users' (selected), 'Manage', and 'Add New'. Under 'Manage', there is a 'Create New Agency User' button. A modal window titled 'Agency Bank Account Validation Status' is open, showing 'No Record Found'. At the bottom of the page, there is a footer with a URL, icons for various applications, and system information.

2. On clicking the **Add New** Button, the Registration window will open
3. Select the type as Data Operator or Data Approver, as the case may be.
4. Type **First Name** in the box provided. It is a mandatory field
5. Select Last Name in the box provided. It is a mandatory field.
6. Type a working e mail id in the box provided. Log in credentials will be sent to this mail. It is a mandatory field.
7. Type Phone Number in the box provided. It is a mandatory field.
8. Type Mobile Number in the field provided. It is an optional field.
9. Give a Log in id of the user in the box provided. This id will be used for logging into PFMS.
10. Click on Submit button. User saved successfully message will appear. After obtaining the password the operator and approver can log in to do their respective functions.

Welcome: KJH00000137  
User Type: AGENCYADMIN  
Agent: Indian Institute of Management Lucknow  
Financial Year: 2013/2014

**Create Agency User**

Type of User:

First Name:

Last Name:

Email:

Phone No.:

Login ID:  (Login ID minimum 4 characters)

Password will be sent to the registered email id only.

### **Account Activation for E-Payment**

There are three channels by which payment can be processed through CPSMS. They are Print Payment Advice, Digital Signature and Corporate Internet Banking. The agency account has to be activated for each channel separately. As the payment process through PPA mode is not a secure mode of payment, a hard copy of the payment advice signed by the authorised signatories of the agency has to be submitted to the accredited bank of the agency for processing dbt payment by the Bank. Other two channels being secured modes, the bank will process the payment as soon as the payment authorisation through CPSMS is received by them from the agency. In all cases, authorisation will be communicated to the bank online.

11. Select **Account Activation** E payment under **Bank** menu.

The following table shows the summary of Agency according to status and type. To find out what a particular status means, hover your mouse over the status name. To find the details of Agency in a status, Click on the corresponding status.

No record found

Agency Bank Account Validation Status	
No Record Found	

Home E-Payment Reports My Details My Schemes Agencies My Funds Transfers Advances Expenditures Bank Misc. Deduction Filing Utilisation Certificate CPSMS Forms Tally Integration Bank Printing Templates Account Activation E-payment Account Deactivation Account Activation E-payment

104.30.128.32/HOME/Administration/AccountValidation/AccountActivation.aspx 25/03/2014 15:05

12. click the Account Activation e-payment link to open the account activation page
13. Select the Scheme by typing the Scheme code or from clicking the select scheme hyper link
14. Click Search. All the bank accounts registered with the selected scheme will be displayed.
15. Select the Account Number from the check box given at the left end side.
16. Select the Account Activation Type by which the agency want to authorise payment from the dropdown list at the right end.
17. Click on Submit button to Submit Account Activation. Approval of activation will done by project cell automatically. Once the account is activated, it can be used for dbt payment by the selected type of channel.

Welcome: KJIP00000137  
User Type: AGENCYADMIN  
Agency: Indian Institute of Management Lucknow  
Financial Year: 2013-2014

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

Activation of bank account

Scheme: Top Class Education System for ST (1111)  
Select Scheme

Search

Total no. of records: 1

Select	Account Number	Bank-Branch IFSCCode	Account Activation for E-payment UniqueCode-AgencyName-AgencyNameForBankRecord	Effective Date	Account Activation Type
<input checked="" type="checkbox"/>	9021001009	IFC-IIFL LUCKNOW IFSCCODE1017	IIMC-Indian Institute of Management Lucknow 201314 INSTITUTE OF MANAGEMENT LUCKNOW	25/03/2014	<input type="checkbox"/> E-payment <input type="checkbox"/> E-payment using Aadhar <input type="checkbox"/> E-payment using PAN <input type="checkbox"/> E-payment using Aadhar and PAN <input type="checkbox"/> E-payment using Aadhar and PAN <input type="checkbox"/> E-payment using Aadhar and PAN

Account status for Activation Approval  
No record found

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### **Signatory Configuration.**

DBT payment can be done from different levels, i.e., by the implementing agency themselves, by a higher level implementing agency or by the PAO of the Ministry concerned. If the Agency is making payment to the beneficiaries directly by DSC channel, a test authorisation digitally signed by the authorised signatory will have to be given to the bank before actual authorisation of dbt payment. This link is used for sending test authorisation to the bank. Details process will be shown along with

### **DSC Enrolment**

Digital Signature Certificate (DSC) has to be enrolled in PFMS before it is enabled for signature. The following procedure has to be followed for enrolling DSC.

**The Data Approver, being the authorised signatory will log in for enrolling the DSC in CPSMS.**

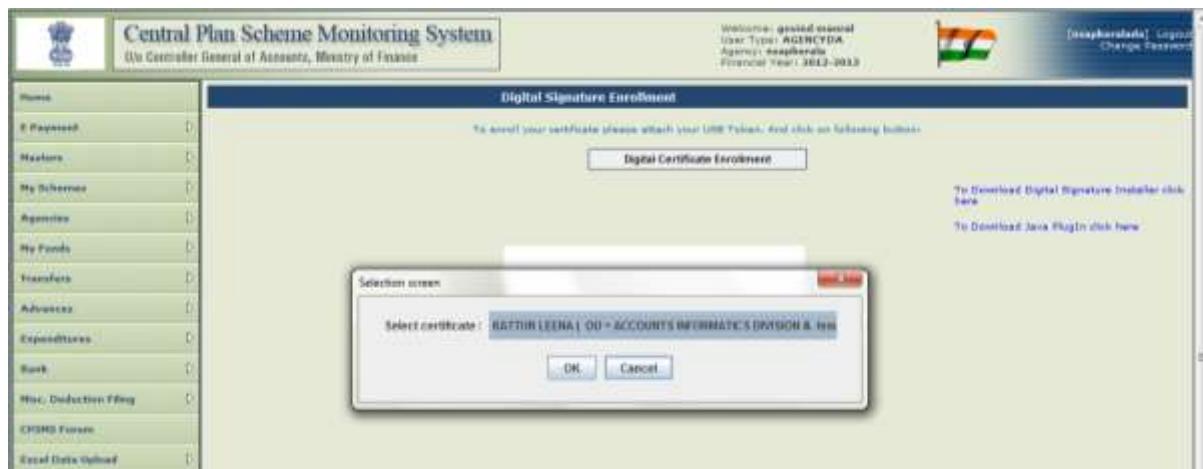
18. Select **Enrol DSC** from DSC Management under Master Menu.



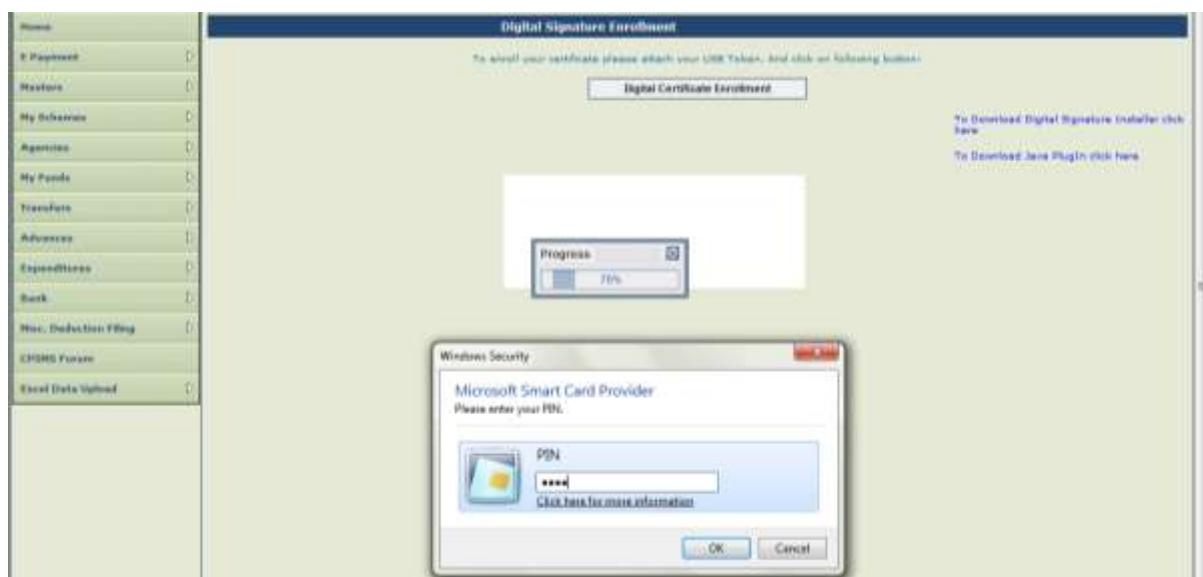
19. Click **Enrol DSC** to open DSC enrolment page.
20. Attach the **USB token** and click **Digital Signature Enrolment** button.



The user can also download driver and java plug in if it is not already available in the PC. The system will show the name of certificate holder and click ok to proceed.



21. Enter the pin number of the certificate and proceed.



After entering the pin wait for the successfully enrolled message.

Welcome - genesis.mandal  
User Type: AGENCYDA  
Agency: mandala  
Financial Year: 2013-2014

Digital Signature Enrollment

To enrol your certificate please attach your CRT file and click on following button:

[Digital Certificate Enrollment](#)

To Download Digital Signature Installer click here.

To Download Java Plugin click here.

Information

OK

After the successful enrolment, the system will prompt the user to view the certificate details by clicking on the link as shown below:

Welcome - genesis.mandal  
User Type: AGENCYDA  
Agency: mandala  
Financial Year: 2013-2014

Digital Signature Enrollment

[View Certificate Details and Proceed for Enrollment](#)

22. Click on the **View Certificate details and Proceed for Enrolment**button.

System will show all details of the certificate holder.

23. Select the Scheme from the **Scheme** drop down list and the **purpose** from the Purpose drop down list. Purpose can be Digitally signing beneficiary list or Digitally signing payment file.
24. Click Enrol button. The Scheme and Purpose will be shown in a grid.

Welcome - genesis.mandal  
User Type: AGENCYDA  
Agency: mandala  
Financial Year: 2013-2014

Digital Signature Enrollment

[View Certificate Details and Proceed for Enrollment](#)

Serial Number: 980DFC9DAE7111B9	Certificate Valid From: 15/04/2013	Certificate Valid Until: 17/04/2015
Enrollment Valid From: 14/04/2013	Enrollment Valid Until: 17/04/2015	
Owner's Name: RATTU LALRA		
Owner's Organization: NCC		
Owner's Organization Unit: ACCOUNTS INFORMATION DIVISION		
Issuer Organization: National Informatics Centre		

Schemes: 1265-National Social Assistance Programme including Am. ▾ Purpose: Digitally sign beneficiary list ▾ Add

Scheme	Purpose	Action
1265-National Social Assistance Programme including Amende (NSAP)	Digitally sign beneficiary list	X

Enrol Back

Message showing successful enrolment will appear and the enrolment will be approved in an automatic manner.

The screenshot shows the 'Central Plan Scheme Monitoring System' interface. On the left is a navigation menu with items like Home, E-Payment, Masters, My Schemes, Agencies, My Funds, Transfers, Advances, Capenditures, Bank, Hoc, Deduction Filing, CGHS Forum, and Excel Data Upload. The main content area displays a 'Digital Signature Enrollment' success message: 'Digital Signature Enrolled Successfully'. It shows certificate details: Serial Number 390CPCP30A87111896, Certificate Valid From 18/04/2013, Certificate Valid Until 17/04/2013, Endorsement Valid From 18/04/2013, Endorsement Valid Until 17/04/2013, Owner Name RAPTAK GUPTA, Owner Organization NIC, Issuer Organization ACCOUNTS INFORMATION DIVISION, and Scheme 1305-National Social Assistance Programme including Awasas (NSAP). There is also a note about digitally signing beneficiary list. At the bottom are 'Print' and 'Back' buttons.

This will complete the process of enrolment for the purpose of Digitally signing only the beneficiary list where the payment will be done by a higher level agency or PAO. In case the agency itself is the paying authority, the following procedure for signatory configuration has also been followed for intimating the agency bank about the authorised signatory details.

### Signatory Configuration

25. Log in as Admin User. Select **Signatory Configuration** under **Bank** Menu.

The screenshot shows the 'Public Financial Management System-PFMS' interface. The left navigation menu includes Home, E-Payment, Reports, My Details, Masters, My Agencies, My Funds, Transfers, Advances, Capenditures, Bank (with sub-options like Inter Bank Transfer, Manage Invalid Accounts, Fund Account DAC, Reconciled Transactions, Pending Confirmation, and one marked as 'Un-reviewed'), Hoc, Deduction Filing, Utilization Certificate, CGHS Forum, Tax Integration, and Bank Printing Templates. The main content area shows a table titled 'Agency Bank Account Validation Status' with one row: 'No Record Found'. At the bottom, there are links for 'Signatory Configuration', 'Account Activation Document', and 'Account Activation Document'. The status bar at the bottom indicates the URL as 104.38.129.32/HOPE/Administrates/AccountValidation/SignatoryRegistration.aspx, and the system version as (SS09) CENTRAL PLAN SCHEME MONITORING SYSTEM, all rights Reserved.

26. In **Signatory configuration** page select the **scheme** from the drop down list.
27. Select **account number** of the agency for configuration. Account No. Should have been activated for Digitally Signing to be available for selection.

The screenshot shows the PFMS Signatory Configuration page. On the left is a vertical menu bar with options like Home, Payment, Reports, My Details, Masters, My Schemes, Agreements, My Funds, Transfers, Advances, Disbursements, Bank, Misc. Deduction Filing, Utilization Certificate, OPSMS Forms, Tax Integration, and Bank Printing Templates. The main content area has a title 'SIGNATORY CONFIGURATION' and a note: 'Note: Only those Accounts will appear on this page which are activated for E-Payment Digital Mode.' A dropdown menu for 'Scheme' is set to '1111 - Top Class Education System for ST'. Another dropdown for 'Account Number' is open, showing '30215071605 - STATE BANK OF INDIA' as the selected item. Below these dropdowns is a text input field containing '30215071605 - STATE BANK OF INDIA'. At the bottom of the page, there are links for 'About Us', 'Site Map', 'Privacy Policy', and 'Contact Us', along with a copyright notice: '©2009 CENTRAL PUBLIC SERVICE MONITORING SYSTEM. All Rights Reserved.'

28. Enter the **minimum** and **maximum** level of authorisation and the number of level of signatories in the respective text boxes.

The screenshot shows the PFMS Signatory Configuration page. The left menu is identical to the previous screenshot. The main content area has a title 'SIGNATORY CONFIGURATION' and a note: 'Note: Only those Accounts will appear on this page which are activated for E-Payment Digital Mode.' A dropdown for 'Scheme' is set to '1111 - Top Class Education System for ST'. A dropdown for 'Account Number' is set to '30215071605 - STATE BANK OF INDIA'. Below these is a table with four columns: 'Minimum Amount(Per Batch)', 'Maximum Amount(Per Batch)', 'No. Of Level', and a '+' button. The first row contains values: '0', '10000', '1', and '+'. An 'Add' button is located at the bottom right of the table. At the bottom of the page, there are links for 'About Us', 'Site Map', 'Privacy Policy', and 'Contact Us', along with a copyright notice: '©2009 CENTRAL PUBLIC SERVICE MONITORING SYSTEM. All Rights Reserved.'

29. Click on the **[+]** sing for expanding the field.
30. Enter the **Designation** in the text box provided.
31. Select the **User** from the drop down list.
32. Choose **From** and **To** dates from the calendar.

33. Click on **Save** icon to Save the entries.

Minimum Amount(Per Batch)		Maximum Amount(Per Batch)		No. Of Level	
Signatory Level	Designation	User	From Date	To Date	Status
1	SIAO	Data Approver/it	29/03/2014	31/06/2015	Active

The following message of Signatory Saved Successfully will appear.

34. Log in with Data Approver user(checker). Select **Enrol Account DSC** from **Bank** Menu.

Welcome: Data Approver  
User Type: AGENCY/DA  
Agent: Indian Institute of Management Lucknow  
Financial Year: 2013-2014

No record found

Agency Bank Account Validation Status

No record found

Sign Account Enrolment file page will appear.

35. Click on the **checkbox** and digitally sign the**Enrolment file** for sending test payment authorisation to the bank online.

Welcome: Data Approver  
User Type: AGENCY/DA  
Agent: Indian Institute of Management Lucknow  
Financial Year: 2013-2014

Sample File Details								
Check	Bank Name	Account Number	Minimum Amount	Maximum Amount	Signatory Level	From Date	To Date	Signatory Status
<input checked="" type="checkbox"/>	STATE BANK OF INDIA	30010071005	0.00	100000.00	A	01/01/2014 12:00:00 AM	01/01/2014 12:00:00 AM	Active

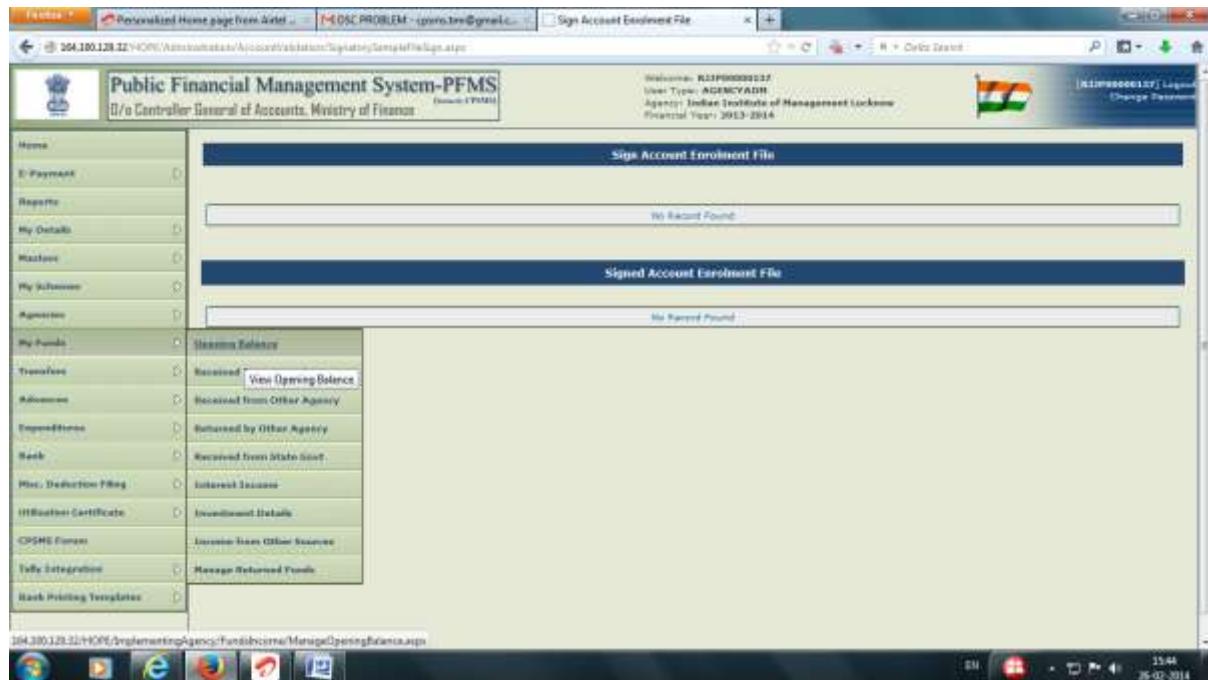
Signed Account Enrolment File

No Record Found

### **DBT Payment- Entering Opening Balance, Beneficiary Management and Payment Initiation.**

After the Admin user has finished his functions, the DBT payment process can be started. If the Agency is also authorising payment to beneficiaries, they have to first capture their bank balance in PFMS. This can be done by capturing the bank balance as Opening Balance in PFMS. For capturing opening balance, the Data Operator will log in.

#### **36. Select **Opening Balance** under **My Fund** Menu**



#### **37. Click **Add Opening Balance** button**

38. Select the **Scheme** from the drop down list.
39. Select **Bank Account** for which opening balance is to be captured from the drop down list.
40. Enter the **opening balance amount** in the box provided.
41. Select the Opening Balance date from the date picker.
42. Select the **Transaction Type** as **Component** wise to enter component wise opening balance or **Bulk** to enter lump sum with any specific component.
43. **Save** the entry to create opening balance amount in the system.

Clicking on **Reverse entry check box** will deduct the opening balance to extend the amount is entered in the amount column.

**Bulk Opening Balance Add**

Scheme : 1117 - Top Class Education System for ST  
Bank Account : 302152371625 - Indian Institute of Management Lucknow - STATE BANK OF INDIA  
Available Balance Per Selected A/C : 100000  
Opening Balance Acessed : 100000 (Amount should not be less than or equal to zero)  
Opening Balance Date : 26/02/2014  
Transaction Type : Component Wise  Bulk  
Is Reversal Entry :

Save Cancel

The opening balance entry will be approved by Data Approver.

44. Data approver will log in and select Opening balance from My fund Menu. The opening balance submitted by Operator will be displayed in the page.
45. Click of Component hyperlink for opening the page.

**Manage Opening Balance**

Scheme Name	Bank Account	Scheme Component	Date	Opening Balance	Status	Is Reversal
Top Class Education System for ST	302152371625	Bulk	16/02/2014	100000.00	Submitted	No Reversal

Add Opening Balance

46. Verify the details and approve/reject the entry as the case may be.

The screenshot shows the PFMS interface with a left sidebar containing various menu items like Home, Payment, Reports, etc. The main content area displays 'Bank Opening Balance Details' for Scheme: Top Class Education System for ST, Scheme Component: Sch, Bank Account: 30313301003, Opening Balance Date: 26/02/2014, and Opening Balance Amount: 100000.00. It also shows Opening Balance Amount(in words): योग्य संवेदनीय रुपयोगी रुपयोगी. The status is Submitted, with buttons for Approve, Reject, Cancel Transaction, and Back.

Once the fund is captured in the system payment can be process through PFMS.

### **Beneficiary Management.**

#### **a) Uploading Beneficiary List**

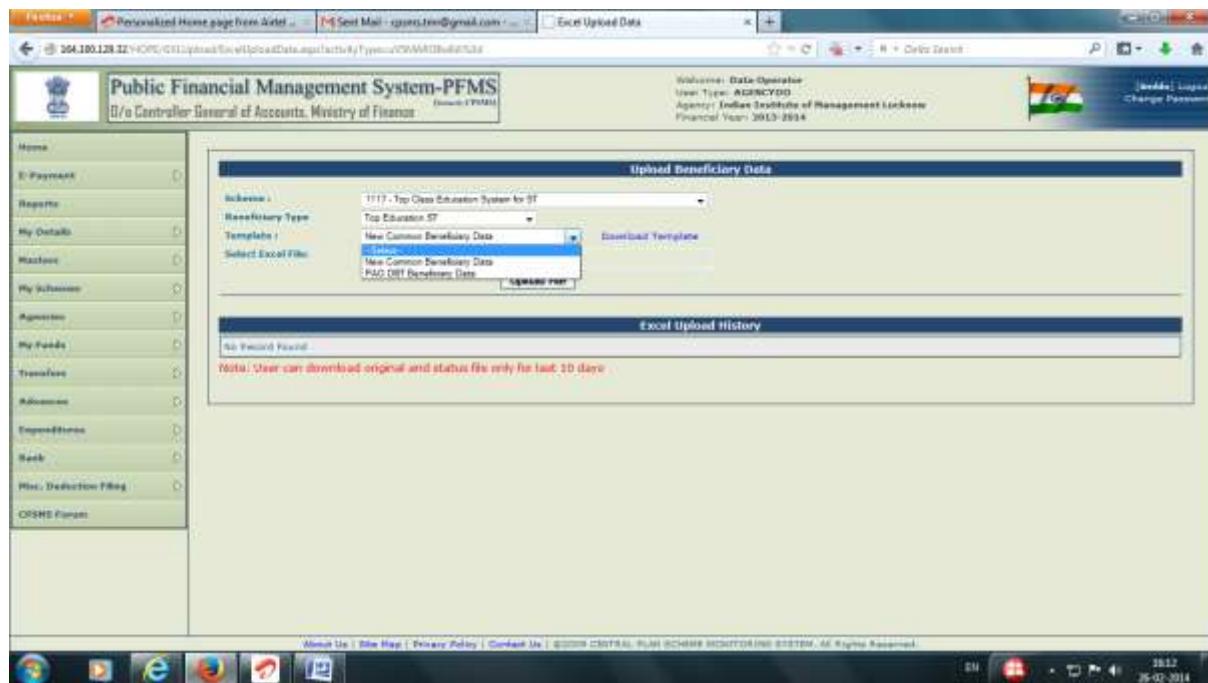
First step for processing DBT payment is to upload the beneficiary listin PFMS in whose favour payment is to be made . Specific templates in excel format are available in PFMS for preparation of beneficiary list. The beneficiary list has to be prepared as per the specific template available in PFMS. The user can download the template, prepare the beneficiary list as per the template and save it in any location of the computer. The user can then log in and upload the list in PFMS.

47. Log in as Data Operator (checker). . SelectUpload Beneficiary from Beneficiary Management under Master Menu



Upload Beneficiary Data page will open.

48. Select the Scheme and Beneficiary Type and choose the appropriate template.
49. Then click on Download template button to download the template



After preparing the beneficiary list, the agency operator will log in to upload the beneficiary.

50. Go to the upload beneficiary link as mentioned above and **browse/choose** the file from the saved location.
51. Upload beneficiary list into PFMS by clicking on the **upload** button. Status will be shown as **Successfully Uploaded**. **Configuration Error** will be shown against error files. Click on

[Configuration Error](#) link to see the errors and rectify it in the original file and upload again till the file is uploaded successfully.

The Account Number of the successfully uploaded file will be automatically sent to the bank's CBS for validation of the beneficiary account. Once the account is validated, it will be displayed at the approver level for the Data Approver to approve it. For Aadhaar based payments, Aadhaar Number fed in the list will be validated by NPCI for ensuring ceding of Aadhaar Number with Bank Account of the beneficiary. Beneficiary Accounts of Banks not integrated with PFMS will be directly available at the approver lever as these will not be sent to the bank for validation. The status of the uploaded file can be viewed from **Master>Beneficiary Management>Edit Beneficiary link**.

The screenshot shows a web-based application titled "Central Plan Scheme Monitoring System" under the "Ministry of Finance". The main menu on the left includes options like "My Requests", "My Payments", "My Approvals", "My Details", "My Details", "My Approvals", "My Requests", "My Funds", "Transactions", "Authorities", "Approved/Beneficiaries", "Bank", "Fully Integrated", "Misc., Collection Filing", "Verification Certificate", "CASHB Voucher", and "Bank Pending Transactions". The central panel displays a table titled "Beneficiaries Pending for Approval" with columns: Beneficiary Name, Beneficiary Type, UIN, Bank Name, Account No., Bank Status, Action, and Status. A dropdown menu is open over the "Action" column for the first row, showing options: "Upload Beneficiary Data", "Edit Beneficiary", "Import Beneficiary Data", "Approve Beneficiary", and "Manage Beneficiary". Below the table is a section titled "Rejected Beneficiaries" with a message "No Record Found". The browser address bar shows the URL: <http://164.100.32.98/BeneficiaryManagement/AdminSelfHelp>.

The user can also edit the details from this link. Once the list is approved by the approver, the edit page will not show the approved beneficiary list. Approved beneficiary list can be viewed from **Masters>Beneficiary Management>Manage Beneficiary link**.

The screenshot shows a web-based application interface for the Public Financial Management System-PFMS. The title bar indicates the URL is 10.100.128.12/YOPD/BeneficiaryManagement/AllocaSoft.htm.aspx. The header includes the Indian flag and navigation links like 'Logout' and 'Change Password'. The main content area is titled 'Beneficiaries Pending For Approval'. It features several dropdown menus: 'Scheme' (set to '1117 - Top Class Education System for ST'), 'Beneficiary Type' (set to 'Top Education ST'), 'Card Bank/Category Filter' (set to 'Select'), and 'Bank Name' (set to 'Select'). Below these are input fields for 'Beneficiary Name' and 'Account Number'. To the right are fields for 'Scheme Specific ID' and 'Auditior No.'. A note at the bottom left says 'Note: Commas separated values can be used for searching multiple records'. At the bottom center are 'Search' and 'Reset' buttons. Below the search area, a message 'No Record Found' is displayed. A section titled 'Rejected Beneficiaries' follows, with a dropdown menu set to 'Rejected by' and another message 'No Record Found'. The footer contains links for 'About Us', 'Site Map', 'Privacy Policy', and 'Contact Us', along with copyright information: '©2009 CENTRAL PLUT SCHEME MONITORING SYSTEM. All Rights Reserved.'

**b) Approval of Beneficiary List**

The List of beneficiaries whose accounts have been validated by the bank will appear at the Data Approver Level for approving this list. The list will also show the beneficiary name as it exists in the bank record.

52. Approver log in and select **Approve beneficiary** from **Beneficiary Management** under **Master Menu**

The approver will verify the list and certify that the name of beneficiary entered by the agency is matching with the name intimated by the bank before approving the list.

Screenshot of the Central Plan Scheme Monitoring System (CPSMS) Beneficiary Approval module in Internet Explorer.

The URL is <http://104.100.12.98/SanFrontManagement/BeneficiaryApproval.aspx>.

The page title is "Beneficiary Approval - Windows Internet Explorer".

Header information includes:
 

- User Type: ADMINISTRATOR
- Address: DRAWING & DISBURSING OFFICER, WOMEN & CHILD DEVELOPMENT DEPARTMENT
- Office No.: 00000000000000000000000000000000
- Fiscal Year: 2013-2014

Right-hand side navigation bar:
 

- Home
- Approved PROGRESS
- My Approved
- My Pending
- My Drafts
- My Details
- My Actions
- My Schemes
- Agencies
- My Posts
- Transfers
- Advances
- Expenditures
- Books
- July Interim
- Year Disbursement
- Indebtedness Certificate
- CHMD Form
- Book Pending Tenders

Main Content Area:
 

- Beneficiary Approval**: Status: Approved successfully.
- Search: Page Size: 10, Total Count: 14.
- Table Headers: Beneficiary Name, Account No, Beneficiary Name As Per Bank, Name As Per SARIN, Beneficiary Address, Address As Per SARIN, Head Body Branch Office Name, Post Office Account No, Beneficiary Type.
- Table Data (14 rows):
 

	Beneficiary Name, Account No UID No - Bank Name - Other Name	Beneficiary Name As Per Bank	Name As Per SARIN	Beneficiary Address	Address As Per SARIN	Head Body Branch Office Name	Post Office Account No	Beneficiary Type
<input type="checkbox"/>	Elita - 12345678901234567890 STATE BANK OF INDIA	Elita	Elita	Gauri Rd - 9 Office	Gauri Rd - 9 Office	SAH	SAH	PHL, Mumbai
<input type="checkbox"/>	Gyanwati - 12345678901234567890 STATE BANK OF INDIA	Gyanwati	Elita	Opposite No. 30 Babu Amichandra Gaidhi Road Dadar	Opposite No. 30 Babu Amichandra Gaidhi Road Dadar	SAH	SAH	PHL, Mumbai
<input type="checkbox"/>	Manita - 12345678901234567890 STATE BANK OF INDIA	Manita	Elita	Gauri - 9 Street Apt 101	Gauri - 9 Street Apt 101	SAH	SAH	PHL, Mumbai
<input type="checkbox"/>	Tasha - 12345678901234567890 STATE BANK OF INDIA	Tasha	Elita	House No. 20 Ghat 2 Mahadev Gaidhi Road Dadar	House No. 20 Ghat 2 Mahadev Gaidhi Road Dadar	SAH	SAH	PHL, Mumbai
<input type="checkbox"/>	Radha - 12345678901234567890 STATE BANK OF INDIA	Radha	Elita	House No. 20 Ghat 2 Mahadev Gaidhi Road Dadar	House No. 20 Ghat 2 Mahadev Gaidhi Road Dadar	SAH	SAH	PHL, Mumbai
<input type="checkbox"/>	Mona - 12345678901234567890 STATE BANK OF INDIA	Mona	Elita	Arman road Dadar	Arman road Dadar	SAH	SAH	PHL, Mumbai
<input type="checkbox"/>	Vinita - 12345678901234567890 STATE BANK OF INDIA	Vinita	Elita	House No. 20 Ghat 2 Mahadev Gaidhi Road Dadar	House No. 20 Ghat 2 Mahadev Gaidhi Road Dadar	SAH	SAH	PHL, Mumbai
<input type="checkbox"/>	Shanti - 12345678901234567890 STATE BANK OF INDIA	Shanti	Elita	Arman road Dadar	Arman road Dadar	SAH	SAH	PHL, Mumbai
<input type="checkbox"/>	Shanti - 12345678901234567890 STATE BANK OF INDIA	Shanti	Elita	House No. 20 Ghat 2 Mahadev Gaidhi Road Dadar	House No. 20 Ghat 2 Mahadev Gaidhi Road Dadar	SAH	SAH	PHL, Mumbai
<input type="checkbox"/>	Shanti - 12345678901234567890 STATE BANK OF INDIA	Shanti	Elita	Arman road Dadar	Arman road Dadar	SAH	SAH	PHL, Mumbai
<input type="checkbox"/>	Shanti - 12345678901234567890 STATE BANK OF INDIA	Shanti	Elita	House No. 20 Ghat 2 Mahadev Gaidhi Road Dadar	House No. 20 Ghat 2 Mahadev Gaidhi Road Dadar	SAH	SAH	PHL, Mumbai
<input type="checkbox"/>	Shanti - 12345678901234567890 STATE BANK OF INDIA	Shanti	Elita	Arman road Dadar	Arman road Dadar	SAH	SAH	PHL, Mumbai
<input type="checkbox"/>	Shanti - 12345678901234567890 STATE BANK OF INDIA	Shanti	Elita	House No. 20 Ghat 2 Mahadev Gaidhi Road Dadar	House No. 20 Ghat 2 Mahadev Gaidhi Road Dadar	SAH	SAH	PHL, Mumbai

Buttons at the bottom: Approve, Reject, Reasons For Rejection, Return.

## E-Payment

After approving the beneficiary list, the agency proceed to make e-payment to the beneficiaries.

53. The Data operator will log in and select **Initiate Payment from E payment Menu**.

The operator has to complete 4 steps for initiating the payment.

54. Select Payment Authority as **Self** for payment by the Agency itself

55. Select **Higher Level Agency Account** if payment authorisation is to be done by a higher level agency. Put the **Higher Level Agency Unique Code** in the box provided. The beneficiary list will go to the higher level agency selected for payment authorization.

56. Select **Paid by PD** option if payment is to be authorized by the Programme Division of the Ministry.

57. **Paid by PD and Approved by higher authority** option is for payment where the beneficiary list is approved by one or more higher agencies before sending it to PD for payment authorization.

58. Select **Scheme** from the Drop down list. It is a mandatory field

59. Select Beneficiary Type from the drop down list. It is a mandatory field

60. Give **From** and **To** period for which payment is being made. It is a mandatory field.

61. Give **Office Order Number** and **Date**. It is an optional field.

62. Click **Next** to go to the second step.

Step 1: Payment Initialization    Step 2: Search    Step 3: Verification    Step 4: Confirmation

**Payment Through**

Self Account    Higher Level Agency Account    Higher Level Agency Code: \_\_\_\_\_  
 Paid By PFMS/Program (Divise)    Paid By ID & Approve by Higher Level Agency

**Scheme & Beneficiary Type**

Schemes: IIT - Top Class Education System for ST  
 Beneficiary Types: IITB - RESEARCH AND DEVELOPMENT UNDER MINISTRY OF SCIENCE & TECHNOLOGY  
 IITB5 - STRENGTHENING EVALUATION CAPACITY IN GOVERNMENT PLANNING  
 IITC2 - SUPPORT TO MEAN INSTITUTE OF MANAGEMENT (IIMA)  
 IITC5 - Top Class Education Scheme for SC  
 IITC7 - Top Class Education Scheme for ST

**Payment Period**

From: 27/02/2014    To: 01/03/2014

**Office Order**

Number: \_\_\_\_\_ Date: 27/02/2014

**Choose Excel Upload for more than 5,000 Beneficiaries:** 1137 - Top Class Education System for ST  
 View/Search Beneficiaries   

63. In the second step, select one or more **purpose** payment
64. Select **Caste category** of beneficiary if specified in the uploaded beneficiary list. If no category is specified select **NA**. If multiple purpose is to be selected, the user will be asked to give a remark that he would like to appear in bank passbook.

Step 1: Payment Initialization    Step 2: Search    Step 3: Verification    Step 4: Confirmation

**No Beneficiaries found for selected search criteria.**

**Scheme & Beneficiary Type**

Scheme: IIT - TOP CLASS EDUCATION SCHOLARSHIP SCHEME  
 Beneficiary Type: IITC5

**Payment Period**

From: 27/02/2014    To: 01/03/2014

**Office Order**

Number: \_\_\_\_\_ Date: \_\_\_\_\_

**Paid By Agency:** EDUCATION DIVISION - IITC5

**Purpose For Payment:**  
 Lession Fee     Postal Money     Scholarship  
**Default Amounts:**

Purpose	Corpus Share	State Share
Lession Fee (1)		
Postal Money (2)		
Others (3)		

**Remarks Of Passbook:** IIT-DWEEP EDU SC

**Beneficiary Search Criteria**

+ Geographical Search Criteria:  
 State: \_\_\_\_\_ District: \_\_\_\_\_ Rural / Urban: \_\_\_\_\_ Block: \_\_\_\_\_

Specific Search Criteria:  
 UDIN/Aadhar No.: \_\_\_\_\_ Account No.: \_\_\_\_\_ Scheme Specific ID: \_\_\_\_\_  
 Take Beneficiary From Earlier Paid List:  
 All    Based On: \_\_\_\_\_ Filter: \_\_\_\_\_

He can also put a default amount(optional), if amount is not given in the beneficiary list. Search facility is also available for selecting beneficiaries by geographical location, Aadhaar No., Account No. Etc.

65. Click the option **Uploaded Excel beneficiary file** and select appropriate file from the dropdown list.

66. , click of **Next>Show beneficiary** button to go to the next step.

Printed Home page from Airtel - M@box (A2U) - ganeshsingh@gmail.com - Central Plan Scheme Monitoring System - Beneficiary Search

264.180.129.32:4005/PaymentPlanners/PaymentPlanners/BeneficiarySearch.aspx?TMTHash=47940812035C9W1887TBcD

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Scheme & Beneficiary Type

Scheme : The New Education Scheme for BT  
Beneficiary Type : The Education BT

From : 27/02/2014 To : 27/02/2014

No. of Beneficiaries Added in PaymentList : 0  
Offer Order

Paid By Agency ID : Bid No. BIA\_0214-00000018

(Click here to show / hide ) Search for Beneficiaries Criteria used for below results.

Purpose For Payment:  
 Higher Education  
 Other Category  
Default Amounts  
Purpose Centre Share  
  
Beneficiary Search Criteria

Caste Category:  
 SC  
 ST  
 OBC  
 BC  
 EWS  
 Non-Caste

\* Geographical Search Criteria

State : -Select-  
District : -Select-  
Rural / Urban :  Rural  
 Urban  
Block : -Select-  
Parshayati : -Select-  
Village : -Select-

Specific Search Criteria:

UDANidhi    Account No.    Scheme Specific Id No.  
 Take Beneficiary From Earlier Paid List  
 All    Successful    Failed  
Enter Specific Value  
Upload Excel Beneficiary File : -Select-

Back To Step 1 Next / Show Beneficiaries

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The third step will display the beneficiary detail.

67. Click **Add beneficiaries to Payment List** button to go to the next step. The amount field can be edited at this stage.

The user can verify the data entered by him and submit payment initiation for approval. He can also add another approvedbeneficiary file for payment at this stage by clicking on Add more beneficiary link.

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

Welcome - Data Operator  
User Type: AGENTCDO  
Agency: India Institute of Management Lucknow  
Financial Year: 2013-2014

Scheme: Tata Chalo Education Scheme for ST  
Paid By Agency: ITI

Beneficiary Type: Tax Education  
Office Order No & Date: 27/02/2014

Transaction Ref No.: CTRU/2014/00000019

[Add More Beneficiary](#) [Submit For Approval](#)

The user can also take a print out of the voucher generated at this stage for keeping in file for record.

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

Welcome - Data Operator  
User Type: AGENTCDO  
Agency: India Institute of Management Lucknow  
Financial Year: 2013-2014

Scheme: Tata Chalo Education Scheme for ST  
Paid By Agency: ITI

Beneficiary Type: Tax Education  
Office Order No & Date: 27/02/2014

Voucher No.: CTRU/2014/00000019

Amount sent to Implementing agency Authorizer for Payment: Rs.10000

Amount sent to Implementing agency Authorizer for Digital Signature and send to Program Division for Payment: Rs.10000

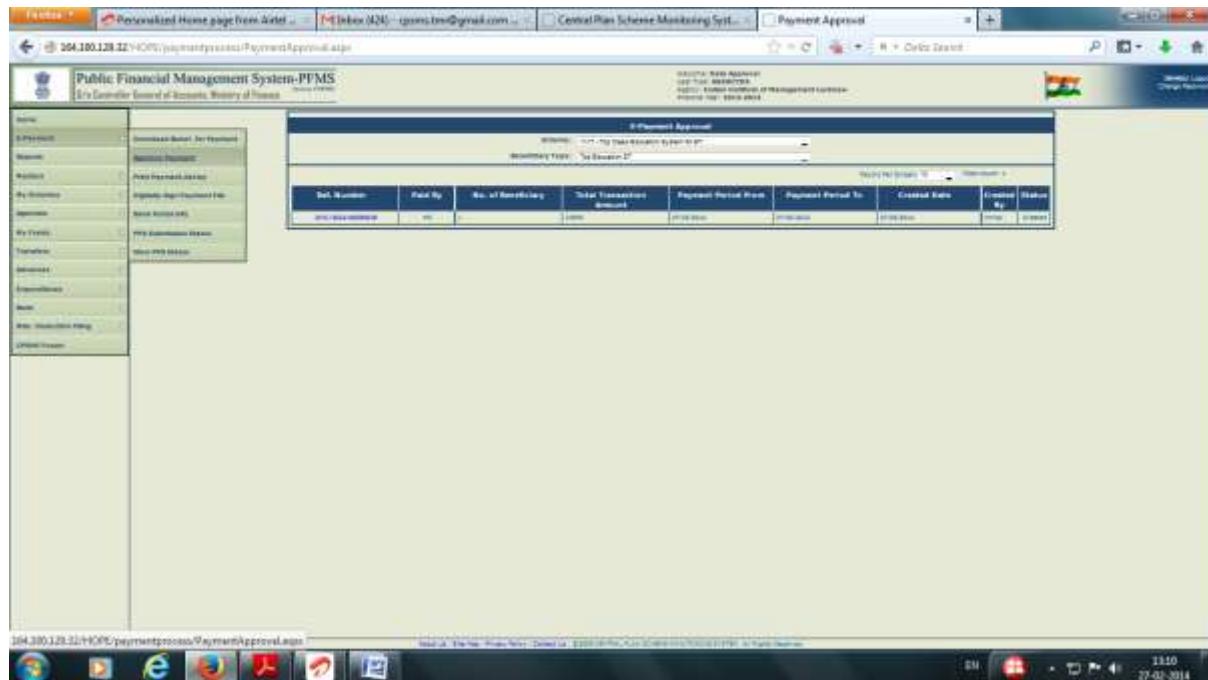
[Initiate New Payment](#) [Print Voucher](#)

## Approval of Payment

After completing payment initiation by the Data Operator, the Data Approver will log in and approve the payment.

68. Select **Approve Payment** from **E Payment Menu**.to open the E-payment approval window.
  69. Select the **Scheme** from the Scheme drop down list.

On selecting the scheme, all payment files generated by the operator will be listed with a reference number.



Click the **Reference Number** hyper link to view voucher details.

70. Select the **mode of payment** from the drop down list at the right end.
  71. **Approve** the payment.

The payment authorisation will be transmitted to the accredited bank online. The user can also view the beneficiary list by clicking on show beneficiary button.

**Central Plan Scheme Monitoring System**  
B/o Controller General of Accounts, Ministry of Finance

Welcome: Dr. K.K. Agarwal  
User Type: AGENCYCDO  
Agency: Directorate of Collegiate Education  
Financial Year: 2013-2013

E-Payment Voucher Detail

Scheme Name:	NATIONAL RURAL HEALTH MISSION ( NRHM & UTTI ) CENTRALLY BACKED		
Beneficiary Type:	Aadhar		
Mobile No.:	9833163321		
Created By:	Anupam		
Office Order Number:			
Remarks:			

E-Payment Transaction Debit Detail

S. No.	Account Number	Component Name	Available Bank Balance	Debit Amount	No. Of Payees	No. Of Credits	Mode of Payment
1	98110249430120	IFSCCP	999971526.00	100.00	1	0	- Select - Digital Signature Dynamsoft PDF Reader Dynamsoft Barcode Reader Dynamsoft Image Processing Dynamsoft Image Processing

Print | Approve | Back | Reject | -Send- | Reasons for Rejection.

E-Payment Transaction Credit Detail

Share Beneficiary							
Beneficiary Code	Scheme Specified Id	Beneficiary Name	Bank Name	Aadhaar No.	Account No.	IFSCCode	Payment Type
24PC000000100	1234567890123	Aditya11	STATE BANK OF TRAVANCORE - Directorate of Collegiate Education		12345678901234567890	ES15SB00000012345678901234567890	Account Based

If the payment authorisation mode is PPA, after approval the user will take a print out of the payment advise and submit it to the bank after duly signed by the authorised signatory.

72. Select **Print Payment Advise** from **E Payment** Menu to open the Print Beneficiary Payment Advise window.
73. Select **Scheme** from the drop down list.
74. Select **Agency bank** account from the drop down list

All approved payment list against the bank account number will be displayed.

Personalized Home page from Adarsh... https://cpms.nic.in/paymentadvice.aspx?... Index (428 - cpms.nic.in@gmail.com) +

Welcome: Sanjeevendra V.T.  
User Type: AGENCYCDO  
Agency: DIRECTORATE OF COLLEGIATE EDUCATION  
Financial Year: 2013-2013

**Print Beneficiary Payment Advice**

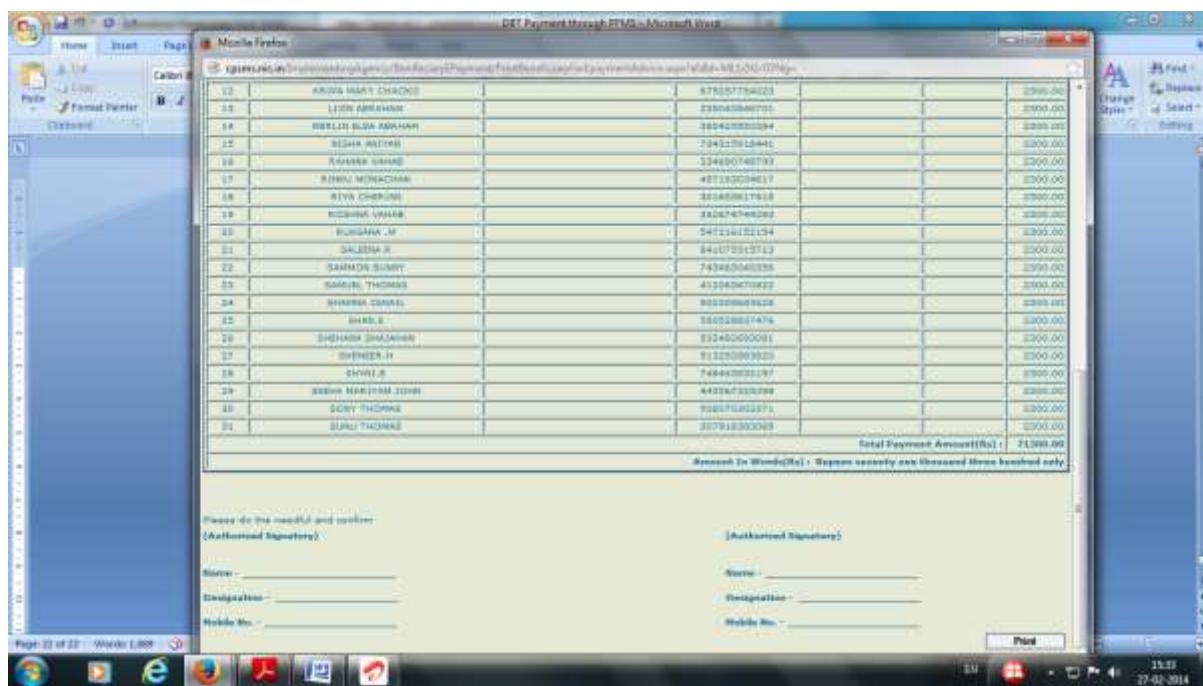
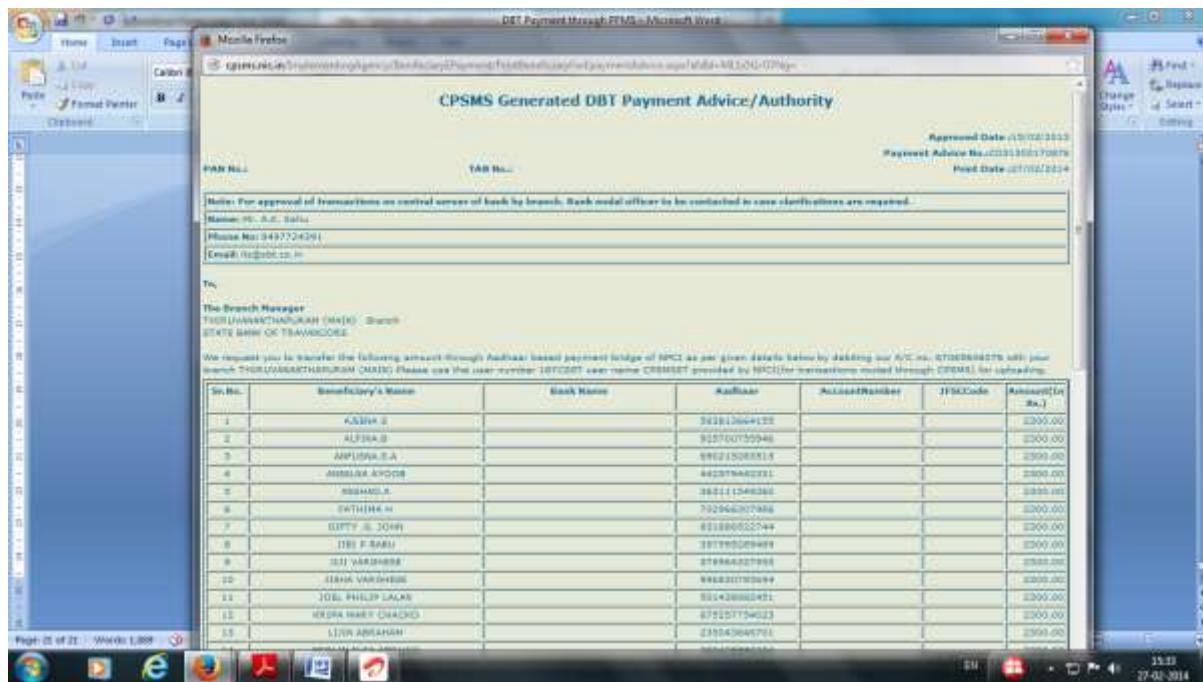
Download Format For Payment	Type	Beneficiary ID/Payee
Online Payments	Beneficiary ID/Payee	3642 - Post Matric Scholarship Scheme Minerva
Bank Deposit/Advance	Beneficiary ID/Payee	57085000075 - STATE BANK OF TRAVANCORE - Directorate of Collegiate Education

Print Payment Advice

Print PA Status

View PA Status	PA No.	Payment Advice No.	Number of Payee	Amount	Approval Date	Payment Period
1	P-2013124-0021	CIS1400170878	1	75,000.00	15-03-2013	31-03-2013 To 31-03-2013
2	P-2013124-0023	CIS1400171226	2	4,815.00	15-03-2013	31-03-2013 To 31-03-2013
3	P-2013124-0028	CIS1400178777	18	92,300.00	19-03-2013	31-03-2013 To 31-03-2013
4	P-2013124-0032	CIS14002080438	120	282,800.00	20-03-2013	31-03-2013 To 31-03-2013
5	P-2014125-0020	CIS1400059466	9	35,700.00	17-04-2013	31-03-2013 To 31-03-2013
6	P-2014125-0023	CIS1400073335	120	480,200.00	19-04-2013	31-04-2013 To 31-03-2013
7	P-2014125-0027	CIS1400108876	412	1,021,200.00	21-03-2013	31-04-2013 To 31-04-2013
8	P-2014125-2001	CIS1400147298	104	1,361,700.00	22-03-2013	31-04-2013 To 31-04-2013
9	P-2014125-2094	CIS1400139495	100	444,300.00	21-03-2013	31-04-2013 To 31-04-2013
10	P-2014125-2032	CIS1400166238	1175	3,989,000.00	29-03-2013	31-04-2013 To 31-04-2013

75. Click on the payment advise No. to generate Payment Advise.



If the payment authorisation is to be done through DSC mode, the approver will select the mode as Digitally Signed and digitally sign the payment authorisation. This will complete the process of e-payment. The payment advice will be passed on to the bank online and on receipt of authorisation bank will process the payment for credit to the beneficiaries account. In the case of payment by PD option, upon digitally signing the payment file, the beneficiary file will be transferred to the programme Division of the Ministry for generating sanction and payment to the beneficiary.

<a href="#">Home</a> <a href="#">E-Payment</a> <a href="#">Reports</a> <a href="#">Masters</a> <a href="#">My Schemes</a> <a href="#">Agencies</a> <a href="#">My Funds</a> <a href="#">Transfers</a> <a href="#">Advances</a> <a href="#">Expenditures</a> <a href="#">Bank</a> <a href="#">Hsn. Deduction Filing</a> <a href="#">CPSMS Forum</a>	<p style="text-align: right;"><b>Vinod Agrawal</b></p> <p><b>Account Based Payment</b> <a href="#">D</a></p> <p><b>Bank Portal URL:</b> <a href="#">D</a></p> <p><b>Aadhaar Based Payment:</b> <a href="#">D</a></p> <p>Summary of Agency according to status and type. To find out what a particular status means, take your mouse over bank of Agency in a status. Click on the corresponding status.</p> <p><b>Start Payment File</b></p> <p><a href="#">View record detail</a> <a href="#">Sign Payment File</a></p>
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<b>Agency Bank Account Validation Status</b>						
<b>Digital Sign File</b>						
Account No	Voucher No	CPSMS Transaction ID	No Of Beneficiarys	Amount	DSC File Name	Digital Sign
0467031300000448	MHW00002894-2014-00000031	C071400183176	25	15000	03000SCPAYREQ0307201320.xml	<a href="#">Apply Digital Signature</a>