

# Central Nodal Account Implementation CNA User Manual



**Public Financial Management System,  
Controller General of Accounts,  
Department of Expenditure,  
Ministry of Finance**

**Version 1.0**

**August 2022**

**Revision and Signoff Sheet****A. Document Preparation**

Author	Position	Version	Change reference	Date
Ms. Nidhi Popli	Business Analyst	1.0	Initial Implementation	17-Aug-2022

**B. Technical Review**

Name	Position	Version	Change reference	Date
Mr. Nitesh	Sr. Tester	1.0	Initial Version	17-Aug-2022
Mr. Faiz	Scientist B	1.0	Initial version	17-Aug-2022
Mr. Abhishek	Project Manager	1.0	Initial Version	17-Aug-2022
Mr. Rajendra Prasad	Sr.TD, NIC PFMS	1.0	Initial version	17-Aug-2022

**C. Domain Review**

Name	Version	Position	Date
Mr. N.K Mehta	1.0	Sr. Account Officer (Tech.), PFMS Division	17-Aug-2022
Mr. Abhey Kumar	1.0	ACGA (Tech.), PFMS Division	18-Aug-2022

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## 1 Introduction

For better monitoring of availability and utilization of funds released under the Central Sector Schemes (CS) and to reduce float. The Department of Expenditure has modified the procedure for release of funds under central sector schemes; every Ministry / Department will designate a Central Nodal Agency (CNA) for implementing each Central sector Scheme.

This Document Shall be covering the transactional aspects of **Model 2**.

## 2 Brief on Process Flow

- 1) Marking as CNA Scheme - The Project cell user can mark any central scheme as “CNA” scheme. All the linked accounts in the scheme would be marked as not in use.  
The PD user can mark any central scheme which is mapped under him/her. Only the existing bank account would mark as not in use.
- 2) Marking Central Nodal Agency- Then PD user will mark agency as Central Nodal Agency and define bank. Parent and child Agency need to register under the same Scheme with the defined bank.
- 3) The Central Nodal Agency will map the Central Nodal Account with the scheme.
- 4) After this process, child agencies will map either the Central Nodal Account\Zero Balance Account\Holding Account\PZBA
  - a. If they will map the Central Nodal account, then the request will be first approved by the parent agency and then the Central Nodal Agency.
  - b. If child agencies will use the Zero Balance Account, then it will be approved by the Parent Agency only.
  - c. If they will map the Holding account, then the request will be approved by the Parent/funding agency.
  - d. If child agencies will use the Parent Zero Balance Account, then it will be approved by the Parent Agency and then by the PD.
- 5) After that, the limit can be allocated by the PD/Parent based on hierarchy created and expenditure can be made.

## 3 CNA Process Flow Steps

### 3.1 Identifying CNA Schemes

User: PD

The User Navigates to “Masters>Schemes>Manage CNA Schemes” and the page “Manage CNA Schemes” opens.

Sanction Status	Type
Approved	
PrAO DDO Returned	(All)
Cancelled	(All)
PendingCancellation	(All)
Closed	Transfer (DDO Bill)

### Case: CNA Applicable

The user selects the Scheme Type as **Central Sector Scheme**, selects the Scheme and whether Scheme is CNA Scheme or not by clicking on the radio buttons yes or no.

General of Accounts, Ministry of Finance (formerly CPMS)

User Type: PD  
Financial Year: 2022-2023

03:07:21 PM

English

### Manage CNA Scheme

**Manage Scheme Configuration**

\* Scheme Type : Central Sector Scheme

\* Scheme : 3293-National Institute of Mental Health and

\* Is CNA Scheme :  Yes  No

\* Multiple CNA :  Yes  No

\* CNA payment Model : Model-2 : Implementation through scheduled

Search Scheme Mapping

Insert / Update Reset

**Manage Scheme Configuration Details**

There is No Record

Upon Clicking “Is CNA Scheme” as “Yes”, a message “Do you want to mark the selected scheme as CNA. Click Yes to continue, else No for Cancel”.

The user then selects the “Multiple CNA” option as “Yes” or “No” and the CNA Payment Model from the drop-down list. Clicks on “Submit” button to mark the Scheme as CNA Scheme.

General of Accounts, Ministry of Finance (formerly CPMS)

User Type: PD  
Financial Year: 2022-2023

03:07:46 PM

English

### Manage CNA Scheme

**Manage Scheme Configuration**

\* Scheme Type : Central Sector Scheme

\* Scheme : 3293-National Institute of Mental Health and

\* Is CNA Scheme :  Yes  No

\* Multiple CNA :  Yes  No

\* CNA payment Model : Model-2 : Implementation through scheduled

Search Scheme Mapping

Insert / Update Reset

**Manage Scheme Configuration Details**

There is No Record

**Central Nodal Account Scheme Mapping**

Do you want to mark the selected scheme as CNA.  
Click Yes to continue, else No for cancel.

Yes No

After the user click on “yes” button, the scheme will be saved and message appears on screen “Record (<scheme code>) has been inserted successfully”.

General of Accounts, Ministry of Finance (formerly CPMS)

User Type: PD  
Financial Year: 2022-2023

03:08:12 PM

English

### Manage CNA Scheme

**Manage Scheme Configuration**

Record ( Scheme Code : 3293 ) has been inserted successfully.

\* Scheme Type : Central Sector Scheme

\* Scheme : --Select--

\* Is CNA Scheme :  Yes  No

\* Multiple CNA :  Yes  No

\* CNA payment Model : Model-2 : Implementation through scheduled

Search Scheme Mapping

Insert / Update Reset

**Manage Scheme Configuration Details**

Scheme Name	Is CNA Scheme	Multiple CNA	CNA Payment Modal	Reason For CNA Not Applicable	Exemption Reason	Exemption Upto Date	Exemption File	Created By	Created Date
Select 3293 - National Institute of Mental Health and Neuro-Science, Bengaluru	Yes	Yes	Model-2 : Implementation through scheduled commercial banks					pdpower	10/08/2022

**Note:** Upon marking scheme as “CNA” and selecting payment model as “Model2”, all the accounts in the scheme will be marked as Not in Use and no expenditure can be made from these accounts.

#### Case: CNA Not Applicable:

The user selects the Scheme Type as “Central Sector Scheme”, Scheme from drop down list and choose Is CNA Scheme as “No” for CNA Not Applicable in scheme. The user selects “No” and the user has to select the “Reason CNA is Not applicable” from the dropdown list.

Financial Management System-PFMS  
(formerly CPMS)

General of Accounts, Ministry of Finance

Welcome: T.M Rajan  
User Type: PROJECT CELL USER  
Financial Year: 2021-2022

02:46:29 PM

[rajan] Logout  
Change Password  
Login History  
English

### Manage CNA Scheme

**Manage Scheme Configuration**

Scheme Type: Central Sector Scheme

Scheme: 0089-Animal Science

Is CNA Scheme:  Yes  No

Reason CNA is Not Applicable: --Select--

- Select--
- CS Scheme DBT or reimbursement mode
- CS Scheme for Payment of Equity or Loan by Government
- 100% Payment directly to the vendors/beneficiaries against the bills/claims
- CS Scheme funds transferred to any agency does not exceed Rs. 10 lakh per annum
- CS Scheme funds are transferred to the Indian Missions abroad
- CS Schemes for corpus/revolving fund approved by the Cabinet.
- CS Scheme with real time expenditure with no float

Search Scheme Mapping Submit Reset

**Manage Scheme Configuration Details**

Select	Scheme Type	Scheme	Is CNA	Reason CNA Not Applicable	Is Exempt	Reason	Exemption Upto	Created By	Created Date
Select	Central Sector Scheme	3917-PMAY	No	CS Scheme DBT or reimbursement mode	No			Ajit	11-04-2022
Select	Central Sector Scheme	3093-Demo	No	CS Scheme for Payment of Equity or Loan by Government	No			Ajit	10-04-2022

After selecting the appropriate reason for why CNA is not Applicable in scheme, the user will click on “Insert/Update” button for adding the reason.

### Manage CNA Scheme

**Manage Scheme Configuration**

\* Scheme Type: Central Sector Scheme

\* Scheme: 3925-Scheme01

\* Is CNA Scheme:  Yes  No

\* Reason CNA is Not Applicable: CS Scheme for Payment of Equity or Loan by

Insert / Update Reset

**Manage Scheme Configuration Details**

On success the message “Record (<Scheme Code>) has been inserted successfully”

### Manage CNA Scheme

**Manage Scheme Configuration**

Record ( Scheme Code : 3925 ) has been inserted successfully.

\* Scheme Type: Central Sector Scheme

\* Scheme: --Select--

\* Is CNA Scheme:  Yes  No

Insert / Update Reset

#### Case: CNA Scheme is Exempt by DOE

The User Selects “Is CNA Scheme” as “No” and selects the reason CNA is not applicable as “Exemption by DOE”, then user has to enter the exemption reason and the Date till which the Scheme will be exempted from CNA mode. The user then must upload the DOE exemption letter by Clicking on “Choose File” button and upload the same by clicking on “Upload pdf file” button and then click on “Insert/update” button.

Upon Clicking “Insert/Update”, a message “Record (<Scheme Code>) has been inserted successfully” is shown to the user. In below manage scheme configuration grid, added details will be shown and the “Exemption File” can be downloaded by clicking on the hyperlink as shown in screen.

	Scheme Name	Is CNA Scheme	Multiple CNA	CNA Payment Modal	Reason For CNA Not Applicable	Exemption Reason	Exemption Upto Date	Exemption File	Created By	Created Date
Select	3959 - demoscheme1	No			Exemption by DOE	reason for demo	17/08/2022	<a href="#">2657_demoPdf_8172022114017.pdf</a>	rajan	17/08/2022
Select	3925 - Scheme01	No			CS Scheme for Payment of Equity or Loan by Government				rajan	17/08/2022
				Model-2 : Implementation						

### 3.2 Manage Scheme Configurations

User: PD/ Project Cell user

The User Navigates to “Masters>Schemes>Manage Scheme Configuration” and the page “Manage Scheme Configuration” opens.

Home		
Masters	Schemes	Create New Scheme
My Details	Bank Branch	Manage Scheme
My Schemes	Institution Standard Mapping	Create New Scheme GBE
Agencies	Institution StateWise Mapping	Manage Scheme GBE
Scheme Allocation	Agency Type	Manage Scheme Configuration
Bank	State Wise Agency Type	Manage Scheme Configuration

The User Selects Scheme Type as “Central Sector Schemes”, State as “All” and choose the appropriate Scheme. This page displays the Scheme is Activated for CNA or not and its Implementation model.

Financial Management System-PFMS  
(formerly CPMS)

Controller General of Accounts, Ministry of Finance

Welcome: T.M Rajan  
User Type: PROJECT CELL USER  
Financial Year: 2022-2023

### Manage Scheme Configuration

Manage Scheme Configuration

Scheme Type: Central Sector Scheme

State: --All--

Scheme: 3293-National Institute of Mental Health and Neuro-Sciences, Bengaluru

Scheme Activated for SNA: NO

Scheme Activated for CNA: YES

CNA Implementation Model: Model-2 : Implementation through scheduled commercial banks

CNA Payment Model: -- Select --

External System: --Select--

Payment Initiated From:  PFMS UI  External System Integration

IsActive:

Search Scheme Mapping Submit Reset

The user selects the CNA Payment Model and selects the External System from the drop-down list box and selects the payment initiated from options and clicks on “Submit” button.

Manage Scheme Configuration

Manage Scheme Configuration

Scheme Type: Central Sector Scheme

State: --All--

Scheme: 3293-National Institute of Mental Health and Neuro-Sciences, Bengaluru

Scheme Activated for SNA: NO

Scheme Activated for CNA: YES

CNA Implementation Model: Model-2 : Implementation through scheduled commercial banks

CNA Payment Model: Model1 - External system Integration through

External System: NSP3.0 (0092)

Payment Initiated From:  PFMS UI  External System Integration

IsActive:

Search Scheme Mapping Submit Reset

Manage Scheme Configuration Details

There is No Record

A message “Saved Successfully” is shown to the user.

Manage Scheme Configuration

Manage Scheme Configuration

**Saved Successfully.**

Scheme Type: --Select--

State: --All--

Scheme: --Select--

Scheme Activated for SNA:

Scheme Activated for CNA:

SNA Payment Model: -- Select --

External System: --Select--

Payment Initiated From:  PFMS UI  External System Integration

IsActive:

Search Scheme Mapping Submit Reset

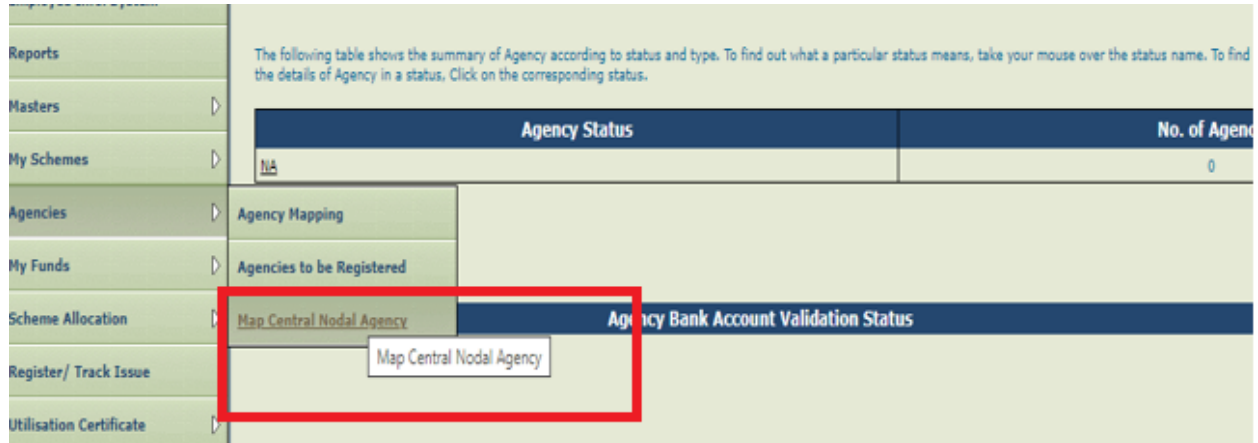
Manage Scheme Configuration Details

Select	Sl No.	Scheme Type	State	scheme	Is SNA	Is CNA	CNA Implementation Mode	Payment Model	Payment Initiated From	External System	Is Payment Mode Active	Created By

### 3.3 Identifying Central Nodal Agency

User: PD

The User Navigates to “Agencies>Map Central Nodal Agency” and the page “Map Central Nodal Agency” opens.



The user Selects the Scheme Name and Clicks on “Search Scheme Mapping” button to view existing CNA Mapped in the Scheme. The system Displays whether the Scheme is Multi CNA enabled or Not.

Scheme	Agency	Agency Location	CNA Bank	Is CNA
MA( Central Nodal Agency-3970	Testing Team 0051[DLIN00002063]		HDFC BANK LTD	Yes
MA( Central Nodal Agency-3970	Demo_sfms[DLIN00001984]		HDFC BANK LTD	Yes
MA( Central Nodal Agency-3970	Central Government Agency TSA01[DLIN00002179]		KOTAK MAHENDRA BANK	Yes

If “No record found” then the user enters the Agency Unique Code or Agency Name and clicks on “Search Agency” button. The System displays the Agency Details and the user Clicks on “Select” hyperlink to select the agency.

Select	Agency Name	Agency State
<input type="checkbox"/>	[DLIN00002179]-Central Government Agency TSA01	DELHI

The user selects the Bank from the list of suggestions displayed as Central Nodal Bank.

**Map Central Nodal Agency**

Scheme Name : 3970 - MA[ Central Nodal Agency]

Multiple CNA : Yes

Search Agency : DLIN00002179 OR Agency Name

Select	Agency Name	Agency State
<input checked="" type="checkbox"/>	[DLIN00002179]-Central Government Agency TSA01	DELHI

Central Nodal Agency Bank : Kota  
 KOTA MAHILA NAGARIK SAHAKARI BANK LTD.  
 KOTA NAGRIK SAHAKARI BANK LTD  
 KOTA SAHAKARI BHODMI VIKAS BANK.LTD.  
 KOTAK MAHINDRA BANK  
 The Kota Central Co-operative Bank Ltd.

**Manage Central Nodal Account**

Scheme	Agency	Agency Location	CNA Bank	Is CNA
MA[ Central Nodal Agency-3970	Testing Team 0031[DLIN00002062]		HDFC BANK LTD	Yes
MA[ Central Nodal Agency-3970	Demo_pfms[DLIN00001984]		HDFC BANK LTD	Yes
MA[ Central Nodal Agency-3970	Central Government Agency TSA01[DLIN00002179]		KOTAK MAHINDRA BANK	Yes

The User Clicks on “**Map CNA**” button to Save and map the Central Nodal Agency. A message “**Central Nodal Agency Mapped Successfully**” is shown to the user.

**Map Central Nodal Agency**

Scheme Name : 3970 - MA[ Central Nodal Agency]

Multiple CNA : Yes

Search Agency : DLIN00002179 OR Agency Name

Select	Agency Name	Agency State
<input checked="" type="checkbox"/>	[DLIN00002179]-Central Government Agency TSA01	DELHI

Central Nodal Agency Bank : KOTAK MAHINDRA BANK

Search Scheme Mapping **Map CNA** Reset

In case there are active accounts already added in CNA agency and CNA scheme then a message “**Are you sure, you want proceed, All accounts mapped in scheme will be marked as not in use, click on continue and cancel to go back**” will be shown to the user.

Financial Management System  
 Controller General of Accounts, Ministry of Finance

Warning: pfms.gov.in says  
 Are you sure, you want proceed, All accounts mapped in scheme will be marked as not in use, click on to continue and cancel to go back.

power power  
 Year: 2022-2023  
 04:53:46 PM  
 Login H  
 English

**Map Central Nodal Agency**

Scheme Name : 3970 - MA[ Central Nodal Agency]

Multiple CNA : Yes

Search Agency : DLIN00002179 OR Agency Name

Select	Agency Name	Agency State
<input checked="" type="checkbox"/>	[DLIN00002179]-Central Government Agency TSA01	DELHI

Central Nodal Agency Bank : KOTAK MAHINDRA BANK

Search Scheme Mapping **Map CNA** Reset

**Manage Central Nodal Account**

Scheme	Agency	Agency Location	CNA Bank	Is CNA
--------	--------	-----------------	----------	--------

**Map Central Nodal Agency**

Central Nodal Agency Mapped Successfully.

Scheme Name : 3970 - MA{ Central Nodal Agency

Multiple CNA : Yes

Search Agency Agency Unique Code OR Agency Name

Central Nodal Agency Bank :

Search Scheme Mapping Map CNA Reset

**Manage Central Nodal Account**

Scheme	Agency	Agency Location	CNA Bank	Is CNA
MA{ Central Nodal Agency-3970	Testing Team 0051[DLIN00002063]		HDFC BANK LTD	Yes
MA{ Central Nodal Agency-3970	Demo_pfms[DLIN00001984]		HDFC BANK LTD	Yes
MA{ Central Nodal Agency-3970	Central Government Agency TSA01[DLIN00002179]		KOTAK MAHINDRA BANK	Yes
MA{ Central Nodal Agency-3970	God1[DLIN00002064]		KOTAK MAHINDRA BANK	Yes

In case there are more than one Central Nodal Agency enabled for the Scheme. The User repeats the steps to map all the Central Nodal Agency's

### 3.4 Scheme Registration

#### 3.4.1 Scheme Registration by CNA Agency

If Central Nodal Agency is registering Central Nodal Account then user will select "I will receive funds directly from central government".

**Register New Scheme /Bank Account**

Scheme: MA{ Central Nodal Agency [3970]

I will receive funds directly from central government:

I will receive funds directly from state government:

I will receive funds from this agency: Search

Select Funding Agency:

The user will then click on "Check CNA Details" button, the system auto fills the CNA Bank name.

The User enters the bank branch details. The user then enters the "Account number" and the "Agency Name As Per Bank" and selects the scheme components and clicks on "Save" button.

**Register New Scheme /Bank Account**

Scheme: MA{ Central Nodal Agency [3970]

Select Funding Agency:

I will receive funds directly from central government:

I will receive funds directly from state government:

I will receive funds from this agency: Search

Account type: Central Nodal Account

Bank Name: KOTAK MAHINDRA BANK  
(Enter minimum 4 characters to search Bank)

Branch Address: Search Select Branch  
Branch list will show only 50 branches in List, you can search your branch by address)

Branch Name: DELHI - JANAKPURI [ KOTAK MAHINDRA BANK LTD. A-3 /12, JANAKPURI, NEW DELHI -110 058, DELHI ] { CBS }  
DELHI - JANAKPURI [ KOTAK MAHINDRA BANK LTD. A-3 /12, JANAKPURI, NEW DELHI -110 058, DELHI ]  
{ CBS }

Account Rule: Account number should be numeric value between 10 to 18 digit only.

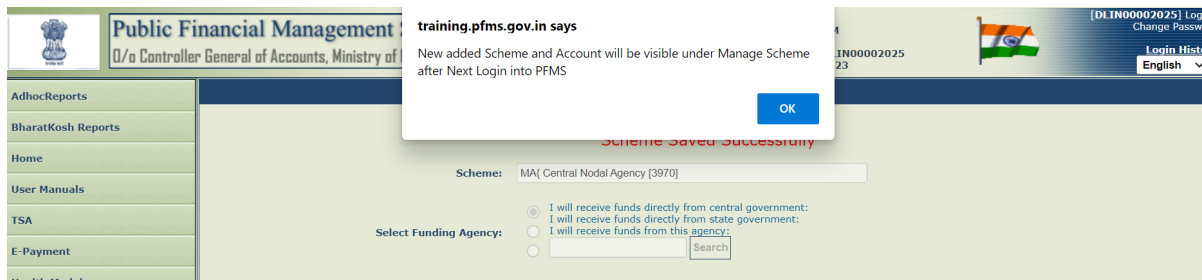
Account No.: 8899345362  
(Only accept Alphanumeric values: A to Z, a to z, 0 to 9)

Agency Name As Per Bank: CNA Agency

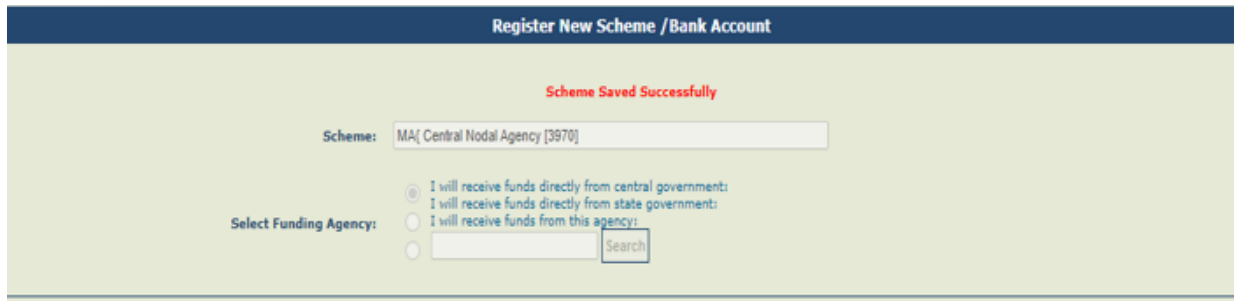
Agency Account Scheme Component Mapping

Save Reset

After clicking on save button, pop-up message appear as "New added scheme and account will be visible under manage scheme after next login into PFMS", user need to click on "Ok" button.

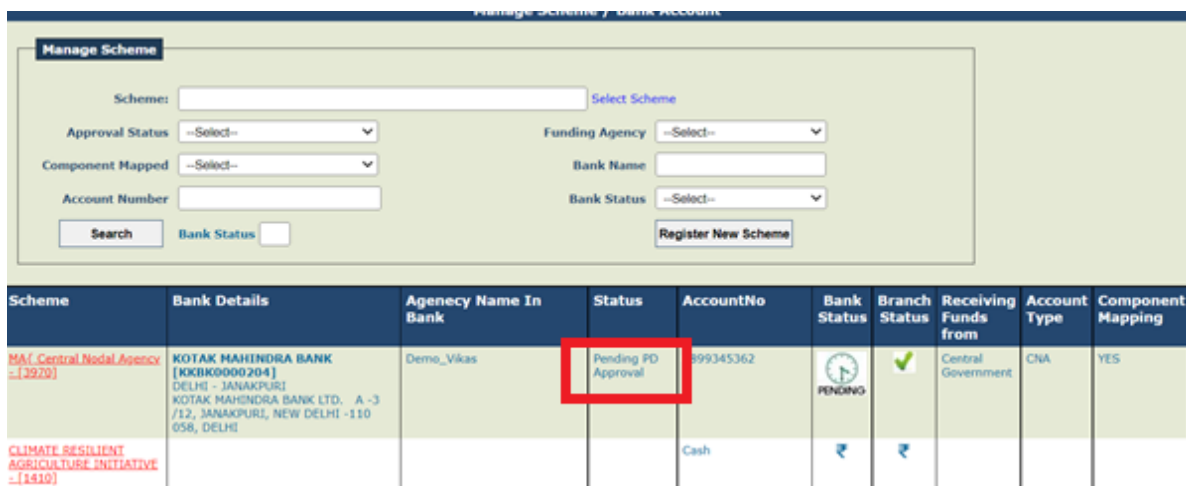


A message "Scheme Saved Successfully" is shown to the user.



The new scheme will be shown under **Manage > Scheme** during the next login.

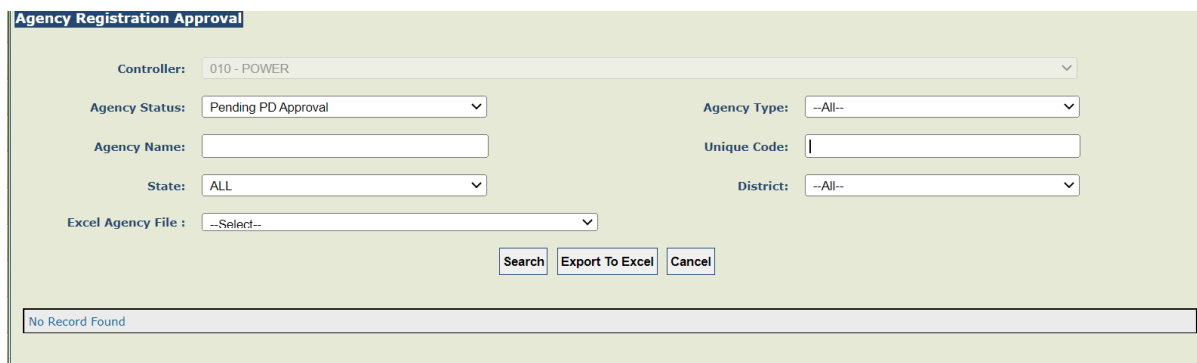
And it's shown as pending for approval in status as shown below.



**3.4.2 Scheme Bank Account Approval by PD**

User: PD

The User Navigates to "Agency>Approve" for approving the Scheme registration. The Page "Agency Registration Approval" page opens.



User will enter agency unique code

**Agency Registration Approval**

Controller: 010 - POWER

Agency Status: Pending PD Approval

Agency Name:

State: ALL

Excel Agency File: --Select--

Agency Type: --All--

Unique Code: DLIN00002025

District: --All--

The below grid pane shows the agency details

**Agency Registration Approval**

Controller: 010 - POWER

Agency Status: Pending PD Approval

Agency Name:

State: ALL

Excel Agency File: --Select--

Agency Type: --All--

Unique Code: DLIN00002025

District: --All--

Agency Name	Agency Type	Contact Detail	Unique Code	Created By	Created Date	Agency Status
Demo_Vikas	Central Government	Demo vicky.sms2010@gmail.com	DLIN00002025	cashdare	14/08/2022	Approved

On clicking of Agency Name, the related schemes will be shown on the grid. User needs to select the scheme for approving.

Mobile No.: 9999999999

Email: vicky.sms2010@gmail.com

Unique Agency Code: DLIN00002025

Current Status: Approved

Previous Remarks:

Remarks:

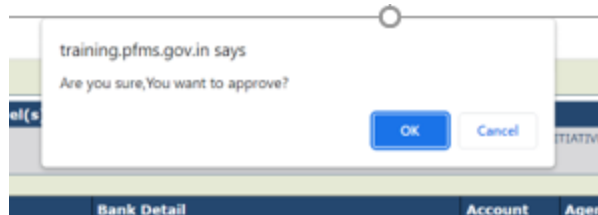
Scheme Hierarchy Level(s)	Scheme(s)
N/A	CLIMATE RESILIENT AGRICULTURE INITIATIVE
N/A	MA[ Central Nodal Agency

Scheme	Bank Detail	Account No.	Agency Name as per Bank	Current Status	Bank Status	Account Type
<input type="checkbox"/> MA[ Central Nodal Agency [3970]	<b>KOTAK MAHENDRA BANK</b> DELHI - JANAKPURI KOTAK MAHENDRA BANK LTD. A -3 /12, JANAKPURI, NEW DELHI -110 058, DELHI	8899345362	Demo_Vikas	Pending PD Approval	<input checked="" type="checkbox"/>	CNA
<input type="checkbox"/> CLIMATE RESILIENT AGRICULTURE INITIATIVE [1410]	<b>HDFC BANK LTD</b> NEW DELHI BRANCH BRANCH 18/20 HINDUSTAN TIMES HOUSE,KASTURBA GANDHI MARG,DELHI,110001	20152015	Demo_Vikas	NotInUse	<input checked="" type="checkbox"/>	Non TSA Account
<input type="checkbox"/> CLIMATE RESILIENT AGRICULTURE INITIATIVE [1410]	<b>RESERVE BANK OF INDIA</b> RESERVE BANK OF INDIA RESERVE BANK OF INDIA. 6, SANSAD MARG, NEW DELHI -	05528901005	Demo_Vikas	NotInUse	<input type="checkbox"/> 170	TSA Account

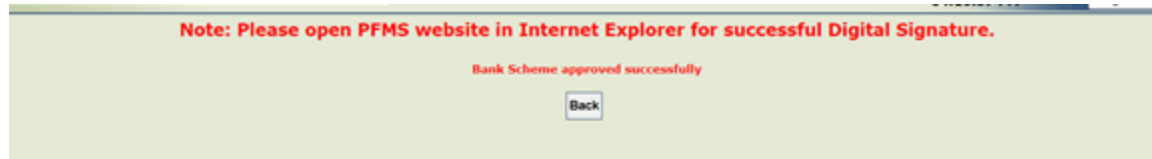
After the selection the user needs to click on the button “Approve with DSC” then confirmation message will appear on the screen, click “ok” to continue.

CLIMATE RESILIENT AGRICULTURE INITIATIVE  
MA[ Central Nodal Agency

Scheme	Bank Detail	Account No.	Agency Name as per Bank	Current Status	Bank Status	Account Type
<input checked="" type="checkbox"/> MA[ Central Nodal Agency [3970]	<b>KOTAK MAHENDRA BANK</b> DELHI - JANAKPURI KOTAK MAHENDRA BANK LTD. A -3 /12, JANAKPURI, NEW DELHI -110 058, DELHI	8899345362	Demo_Vikas	Pending PD Approval	<input checked="" type="checkbox"/>	CNA
<input type="checkbox"/> CLIMATE RESILIENT AGRICULTURE INITIATIVE [1410]	<b>HDFC BANK LTD</b> NEW DELHI BRANCH BRANCH 18/20 HINDUSTAN TIMES HOUSE,KASTURBA GANDHI MARG,DELHI,110001	20152015	Demo_Vikas	NotInUse	<input checked="" type="checkbox"/>	Non TSA Account
<input type="checkbox"/> CLIMATE RESILIENT AGRICULTURE INITIATIVE [1410]	<b>RESERVE BANK OF INDIA</b> RESERVE BANK OF INDIA RESERVE BANK OF INDIA. 6, SANSAD MARG, NEW DELHI - 110001	05528901005	Demo_Vikas	NotInUse	<input type="checkbox"/> 170	TSA Account



On successful signature the below message appears.



User can verify the status on the page “Manage scheme”, the status now changed to “Approved”.

Scheme	Bank Details	Agency Name In Bank	Status	AccountNo	Bank Status	Branch Status	Receiving Funds from	Account Type	Component Mapping
MAF Central Nodal Agency (12920)	KOTAK MAHINDRA BANK [KKBK0000204] DELHI - JANAKPURI KOTAK MAHINDRA BANK LTD. A - 3 (12, JANAKPURI, NEW DELHI - 110 058, DELHI)	Demo_Vikas	Approved	8899345362	✓	✓	Central Government	CRA	YES
MAF Central Nodal Agency (12920)				Cash	₹	₹			
CLIMATE RESILIENT AGRICULTURE INITIATIVE (14430)				Cash	₹	₹			

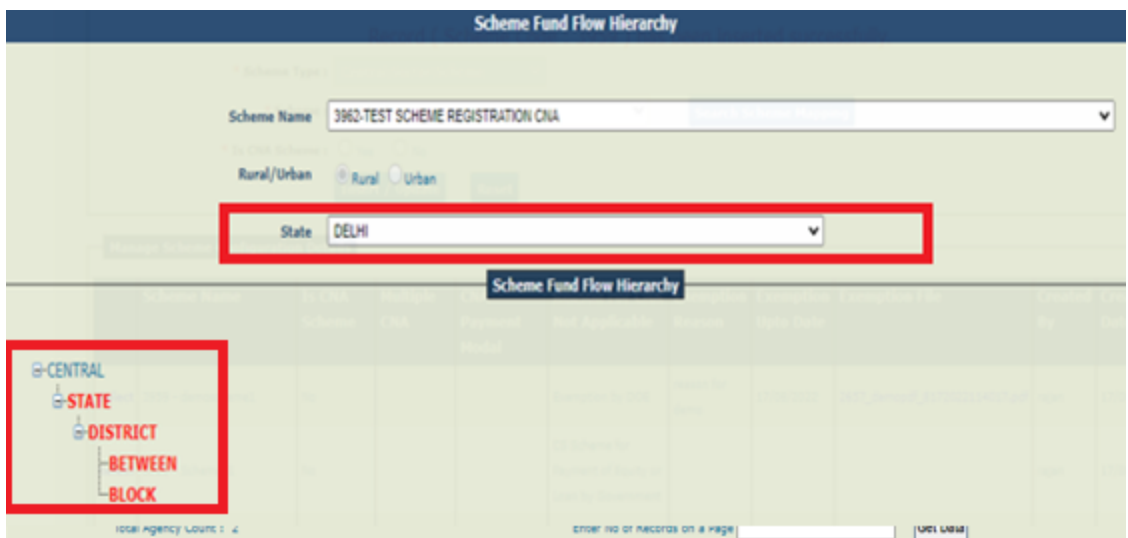
### 3.5 Agency Hierarchy Mapping by PD

**User: PD**

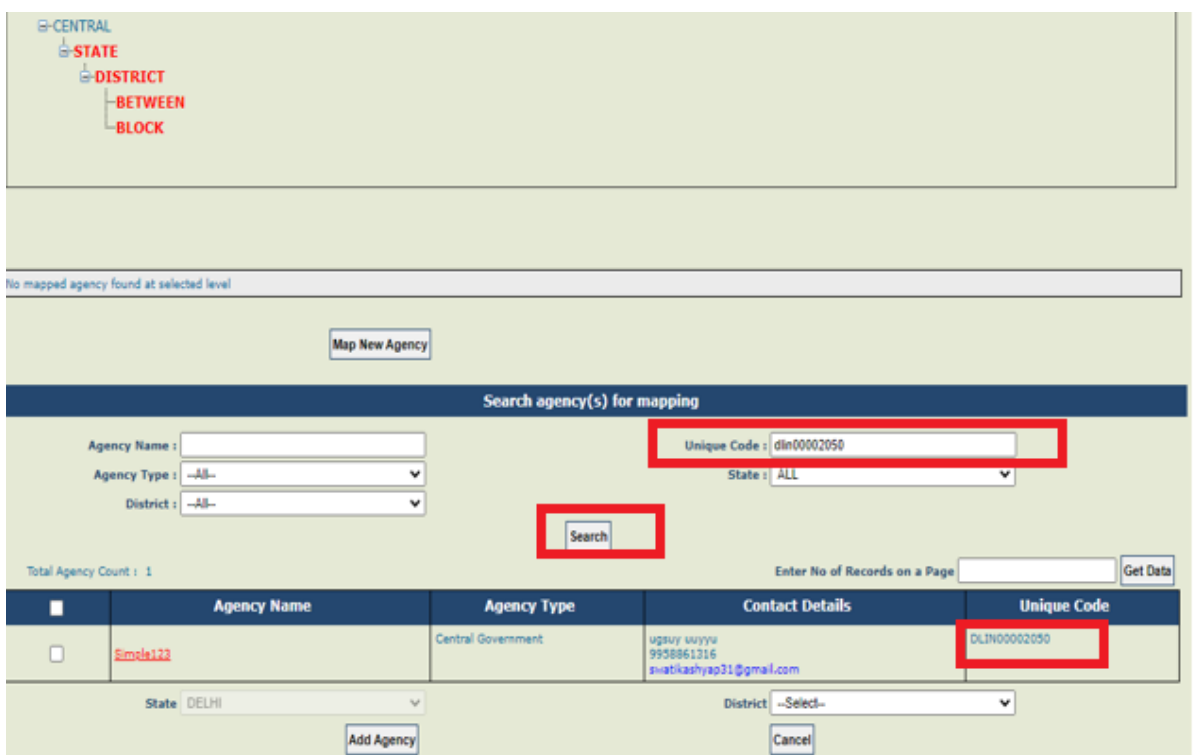
The User Navigates to “Agencies>Agency Mapping” to Map the Agency in the Scheme at a Hierarchy level. The Page “Scheme Fund Flow Hierarchy Opens”.

My Schemes	▶	
Agencies	▶	Approve
EAT MIS Process	▶	Agency Registration
My Funds	▶	Agency Mapping
Transfers	▶	Manag View My Agency Mapping

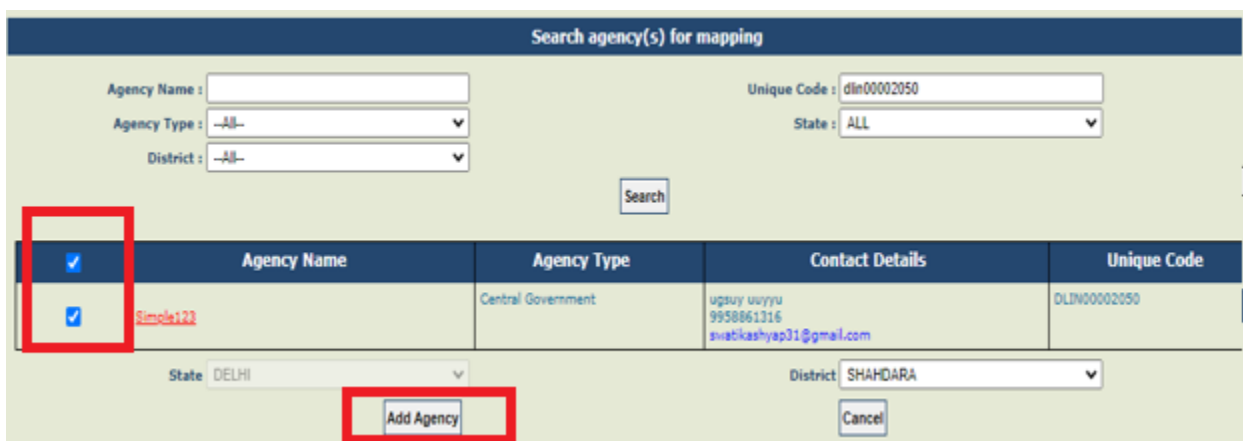
The User selects the State in which the Central Nodal Agency is to be mapped. The user then click on Hierarchy level to map the Central Nodal Agency at the selected hierarchy level.



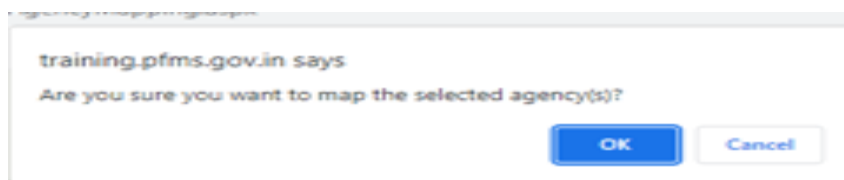
User Enters the Unique code and click on search button, below grid show the details of agency



User needs to select the agency and click on “Add agency” button.



The pop-up message will appear for confirmation, by clicking on “ok” button Agency is mapped successfully.



**Scheme Fund Flow Hierarchy**

Agency is mapped successfully

Scheme Name: 3963-TEST SCHEME REGISTRATION CNA

Rural/Urban:  Rural  Urban

State: DELHI

**Scheme Fund Flow Hierarchy**

CENTRAL  
 STATE  
 DISTRICT  
 BETWEEN  
 BLOCK

### 3.6 Drawing Limits for CNA Agency by PD

**User: PD User**

The User Navigates to the Menu “Masters>Drawing Limit By PD/CNA” and the Page “Add / Update Drawing Limits by Central Nodal Agency” page opens

Masters	Users
My Schemes	Bulk Customization
Agencies	DSC Management
EAT MIS Process	Add Master Project
My Funds	Vendors
Transfers	Agency Wise Allocation
Advances	Drawing Limits by SNA
Scheme Allocation	<b>Drawing Limit By PD/CNA</b>

The User need to select the Scheme, the Hierarchy level from the drop-down list box and mapped state. Hierarchy level to be selected for which the drawing limits needs to be carried out. The user clicks on “Search” button and the System display the Central Nodal Agency mapped at that level in the Scheme.

**Add/Update Drawing limits by PD/CNA**

Scheme: 3294-IN-SERVICE TRAINING AN ENSITIZATION, EMPLC      Hierarchy Level: a

**Search Agency for Expenditure Allocation**

Agency Name:       Unique Code:

Agency Type: --All--      State: DELHI

Central Nodal Agency/ Parent Agency	Total Limit	Expenditure Limit	Limit for Child Agencies	Balance Expenditure Limit	Balance Child's Limit	Total Limit (+/-)	Expenditure Limit (+/-)	Limit for Child Agencies (+/-)	Action
Testing Team 0001 [DLND00004622]	150.00	50.00	100.00	45.00	100.00	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value=""/>	<input type="button" value="Save"/>

The system displays the “Central Nodal Agency/Parent Agency” the CS Scheme in the selected state. There are three sections “Allocation Limit”, “Balance Limit” and “Update limits by Amount”.

- a. The Allocation Limit section displays the already set limits for the Agency

- b. The Balance Limit section displays the Balance Expenditure and Balance Child Limit that can further be set by the Agency.
- c. The Update limits by Amount section allows user to enter the amount (+ or -) by which the user wants to update the amount.

The agencies mapped at the selected level will be displayed in the grid in below screen. The User need to enter the **Total Limit (+/-)** and the **Expenditure Limit (+/-)**. The **Limit for Child Agencies** is auto calculated and non-editable.

The User need to click on “**Save**” button, to save the selected CNA Agency Drawing Limit.

### 3.7 Scheme Bank Account Registration by Child Agency

#### 3.7.1 Registration by Child Agency

If Child Agency is Registering Central Nodal Account then user will select “**I will receive funds directly from this Agency**”. The user enters the Agency Unique Code and Clicks on “**Search**” button and selects the Funding Agency.

The user will select the funding agency name from the pop-up window.

The user will click on “**Check CNA Details**” button, the system auto fill the CNA Bank details. The user then selects “**Central Nodal Account**” option from account type.

The user selects the Central Nodal Agency and the selected Agency Account Number and its branch details are displayed below. The user enters the agency name as per bank and selects the scheme components and clicks on “Save” button.

A message “Scheme Saved Successfully” is Shown to the user with the pop-up message “New Added scheme and account will be visible under manage scheme after next login into PFMS”.

And it's shown as pending for approval on manage scheme page.

Scheme	Bank Details	Agency Name In Bank	Status	AccountNo	Bank Status	Branch Status	Receiving Funds from	Account Type	Component Mapping
MA[ Central Nodal Agency - [3970]	HDFC BANK LTD [HDFC0000003] NEW DELHI BRANCH BRANCH 18/20 HINDUSTAN TIMES HOUSE,KASTURBA GANDHI MARG,DELHI,110001	Central Government Agency Test01	Pending Agency Approval	888885	PENDING	✓	Test-DemDlin	CNA	YES
MA[ Central Nodal Agency - [3970]				Cash	₹	₹			

### 3.7.2 Scheme Bank Account Approval

User: Funding Agency /Parent agency

The User Navigates to “Agency>Approve” for approving the Scheme registration. The Page “Agency Registration Approval” page opens.

Agency Registration Approval

Agency Status:

Agency Type:

Agency Name:

Unique Code:

Agency Name	Agency Type	Contact Detail	Unique Code	Created By	Created Date	Agency Status
<a href="#">Central Government Agency_Test01</a>	Central Government	Test tester14-pfms@supportgov.in	DLIN00002178	pdpower	19/07/2022	Approved
<a href="#">Testing Team_0052</a>	Local Bodies	Ajy ajayvivek.pfms@gmail.com 22503254	DLIN00002085	pdpower	04/01/2022	Approved
<a href="#">ZIRI PRATHMIK KRISHI SAKH SAHYOG SAMITI LTD</a>	Local Bodies	VIJAY YADAV abcd@xy.com	BRGA00004940	pfms.gaya	30/01/2018	Approved

User will enter agency unique code, click on search.

Agency Registration Approval

Agency Status:

Agency Type:

Agency Name:

Unique Code:

Agency Name	Agency Type	Contact Detail	Unique Code	Created By	Created Date	Agency Status
<a href="#">Central Government Agency_Test01</a>	Central Government	Test tester14-pfms@supportgov.in	DLIN00002178	pdpower	19/07/2022	Approved

After Clicking on the **Agency Name** hyperlink visible on left side of grid in the above screen, agency details as below appears, where the current status showing as "Pending Agency Approval".

State: DELHI  
District: CENTRAL  
Pin Code: 110001  
Contact Person: Test  
Phone:  
Alternate Phone/Mobile No.:  
Email: tester14-pfms@supportgov.in  
Unique Agency Code: DLIN00002178  
Current Status: Approved  
Previous Remarks:  
Remarks:

Scheme	Bank Detail	Account No.	Agency Name as per Bank	Current Status	Account Type	Bank Status
<input type="checkbox"/> MA ( Central Nodal Agency-3970	HDFC BANK LTD BRANCH 18/20 HINDUSTAN TIMES HOUSE,KASTURBA GANDHI MARG,DELHI,110001	88885	CHLD Agency Registration	Pending Agency Approval	NA	✔

The user needs to select the scheme for approving.

State: DELHI  
District: CENTRAL  
Pin Code: 110001  
Contact Person: Test  
Phone:  
Alternate Phone/Mobile No.:  
Email: tester14-pfms@supportgov.in  
Unique Agency Code: DLIN0002178  
Current Status: Approved  
Previous Remarks:  
Remarks:

<input checked="" type="checkbox"/>	Scheme	Bank Detail	Account No.	Agency Name as per Bank	Current Status	Account Type	Bank Status
<input checked="" type="checkbox"/>	MA[ Central Nodal Agency-3970	HDFC BANK LTD BRANCH 18/20 HINDUSTAN TIMES HOUSE,KASTURBA GANDHI MARG,DELHI,110001	88885	CHILD Agency Registration	Pending Agency Approval	CNA	<input checked="" type="checkbox"/>

Approve Reject Back

The confirmation message will appear on the screen.

training.pfms.gov.in says  
Are you sure,You want to approve?

OK Cancel

Contact Person: Test  
Phone:  
Alternate Phone/Mobile No.:  
Email: tester14-pfms@supportgov.in  
Unique Agency Code: DLIN0002178  
Current Status: Approved  
Previous Remarks:  
Remarks:

<input checked="" type="checkbox"/>	Scheme	Bank Detail	Account No.	Agency Name as per Bank	Current Status	Account Type	Bank Status
<input checked="" type="checkbox"/>	MA[ Central Nodal Agency-3970	HDFC BANK LTD BRANCH 18/20 HINDUSTAN TIMES HOUSE,KASTURBA GANDHI MARG,DELHI,110001	88885	CHILD Agency Registration	Pending Agency Approval	CNA	<input checked="" type="checkbox"/>

Approve Reject Back

On success, the message appear as “Bank Scheme approved successfully”

Bank Scheme approved successfully

Back

Now it needs to be further approved by the CNA, as the Child Agency Status still showing as “Pending CNA approval”

Manage Scheme / Bank Account

Manage Scheme

Scheme: MA[ Central Nodal Agency [3970] Select Scheme  
Approval Status: --Select-- Funding Agency: --Select--  
Component Mapped: --Select-- Bank Name:   
Account Number: Bank Status: --Select--  
Search Bank Status Register New Scheme

Scheme	Bank Details	Agency Name In Bank	Status	AccountNo	Bank Status	Branch Status	Receiving Funds from	Account Type	Component Mapping
MA[ Central Nodal Agency.: [3970]	HDFC BANK LTD [HDFC0000003] NEW DELHI BRANCH BRANCH 18/20 HINDUSTAN TIMES HOUSE,KASTURBA GANDHI MARG,DELHI,110001	Central Government Agency Test01	Pending CNA Approval	88885	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Test: DemOin	CNA	YES
MA[ Central Nodal Agency.: [3970]				Cash	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			

Approve Reject Back

User: Agency ADMIN of Central Nodal Agency

The User Navigates to “Agency>Approve” for approving the Scheme registration. The Page “Agency Registration Approval” page opens. User selects the status as “Pending CNA Approval”

Agency Name	Agency Type	Contact Detail	Unique Code	Created By	Created Date	Agency Status
Central Government Agency_Test01	Central Government	Test tester14-pfms@supportgov.in	DLIN00002178	pdpower	19/07/2022	Approved

Select the scheme showing on the grid having status “Pending CNA approval”. User needs to select the scheme and click on “Approve” button.

State: DELHI  
District: CENTRAL  
Pin Code: 110001  
Contact Person: Test  
Phone:  
Alternate Phone/Mobile No.:  
Email: tester14-pfms@supportgov.in  
Unique Agency Code: DLIN00002178  
Current Status: Approved  
Previous Remarks:  
Remarks:

Scheme	Bank Detail	Account No.	Agency Name as per Bank	Current Status	Account Type	Bank Status
MA[ Central Nodal Agency-3970	HDFC BANK LTD BRANCH 18/20 HINDUSTAN TIMES HOUSE,KASTURBA GANDHI MARG,DELHI,110001	888885	CHILD Agency Registration	Pending CNA Approval	CNA	✓

Approve Reject Back

Message “Bank scheme approved successfully” will appear on screen.

Financial Year: 2022-2023 04:38:05 PM Help

Bank Scheme approved successfully

Back

Verify the Child Agency status it's showing as “Approved”

Manage Scheme / Bank Account

Manage Scheme

Scheme: MA[ Central Nodal Agency [3970] Select Scheme

Approval Status: --Select-- Funding Agency: --Select--

Component Mapped: --Select-- Bank Name:

Account Number: Bank Status: --Select--

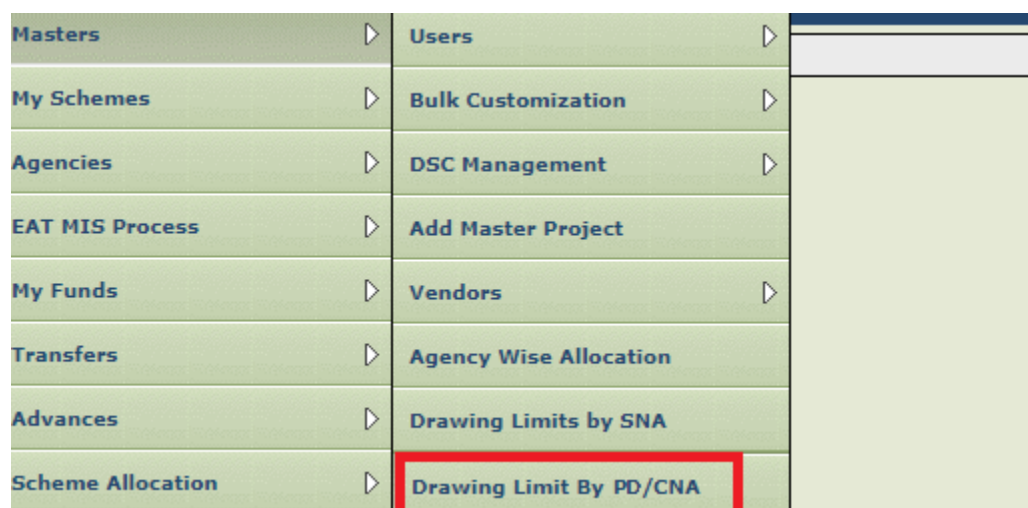
Search Bank Status Register New Scheme

Scheme	Bank Details	Agency Name In Bank	Status	AccountNo	Bank Status	Branch Status	Receiving Funds from	Account Type	Component Mapping
MA[ Central Nodal Agency:- [3970]	HDFC BANK LTD [HDFC0000003] NEW DELHI BRANCH BRANCH 18/20 HINDUSTAN TIMES HOUSE,KASTURBA GANDHI MARG,DELHI,110001	Central Government Agency Test01	Approved	888885	✓	✓	Test_DemDis	CNA	YES
MA[ Central Nodal Agency:- [3970]				Cash	₹	₹			

### 3.8 Drawing Limit of Child Agency by Parent Agency

**User: Agency ADMIN of Central Nodal Agency / Funding Agency**

The User Navigates to the Menu “Masters>Drawing Limit By PD/CNA” and the Page “Add / Update Drawing Limits by Central Nodal Agency” page opens



1) The User need to select the Scheme, the Hierarchy level from the drop-down list box and state (in which agency mapped). Hierarchy level to be selected for which the drawing limits needs to be carried out. The user clicks on “Search” button and the System display the Agencies that have been mapped at that level in the Scheme.

Financial Management System-PFMS  
General of Accounts, Ministry of Finance

Welcome:  
User Type: AGENCYADM  
Agency: KENDRIYA VIDYALAYA RAIWALA  
Agency Unique Code: UKDD00008061  
Financial Year: 2021-2022

01:01:29 PM

English

**Add/ Update Drawing limits by PD/CNA**

Scheme: World Class Institutions (3254) | Hierarchy Level: State Level

**Search Agency for Expenditure Allocation**

Agency Name:  | Unique Code:   
 Agency Type: --All-- | State: --Select--

2) The system displays the “Central Nodal Agency/Parent Agency” it’s Central Nodal Account Number for the Scheme in the selected state. There are three sections “Allocation Limit”, “Balance Limit” and “Update limits by Amount”.

- The Allocation Limit section displays the already set limits for the Agency
- The Balance Limit section displays the Balance Expenditure and Balance Child Limit that can further be set by the Agency.
- The Update limits by Amount section allows user to enter the amount (+ or -) by which the user wants to update the amount.

3) The agencies mapped at the selected level will be displayed in the grid in below screen. The User need to enter the **Total Limit (+/-)** and the **Expenditure** Limit (+/-). The **Limit for Child Agencies** is auto calculated and non-editable.

4) The User need to click on “Save” button, to save the selected Agency Drawing Limit.

**Note:** In case of more than once Child Agencies the user needs to save each Agencies Limits one by one.

Financial Management System-PFMS  
General of Accounts, Ministry of Finance

WELCOME: User Type: AGENCYADH  
Agency: KENDRIYA VIDYALAYA RAJWALA  
Agency Unique Code: UKDD00008061  
Financial Year: 2021-2022

12:51:14 PM

Change Password  
Login History  
English

### Add/Update Drawing Limits By PD/CNA

Scheme: World Class Institutions (3524) Hierarchy Level: State Level

Search Agency for Expenditure Allocation

Agency Name:  Unique Code:   
Agency Type: --AB-- State: UTTARAKHAND

Agency Code	Central Nodal /Parent Agency	Total Limit	Expenditure Limit	Limit for Child Agencies	Balance Expenditure Limit	Balance Child's Limit	Central Nodal Account			
UKDD00008061	KENDRIYA VIDYALAYA RAJWALA	16944800.00	5857200.00	11087600.00	5736168.00	11029684.45	8978978987854567			
Child Agency		Total Limit	Expenditure Limit	Limit for Child Agencies	Balance Expenditure Limit	Balance Child's Limit	Total Limit (+/-)	Expenditure Limit (+/-)	Limit for Child Agencies (+/-)	Action
SUPER SIGN INDUSTRIES [UKHA00007583]		37000.00	15000.00	22000.00	15000.00	22000.00	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="button" value="Save"/>
TYU015 [UKCL00007352]		0.00	0.00	0.00	0.00	0.00	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="button" value="Save"/>

**Note:** In case a parent agency is carrying out allocation for its child agency then in logged in Agencies limits will be displayed.

### 3.9 Add New Expenditure entry by Agencies

The User Navigates to **Expenditure>Add New** and the page "Create Expenditure Details" opens

Advances	▶	
Expenditures	▶	<b>Add New</b>
Bank	▶	Manage
Misc. Deduction Filing	▶	TSA New Expenditure Entry

Add New Expenditure Entry

**Please note:** Add new Expenditure process is same as earlier, only the "Agency Account Choice" option is added on this page (as highlighted in screen).

User needs to select the appropriate account choice.

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

Welcome: demo d  
 User Type: AGENCYDD  
 Agency: Demo\_pfms  
 Agency Unique Code: DLIN00001984  
 Financial Year: 2022-2023

05:11:30 PM

**Create Expenditure Details**

Expenditure Header:

Scheme: 3970 - MA[ Central Nodal Agency  
 Location

Customization Name: TEST[CNA]

Project: -Select-

**Agency Account Choice: \* CGLA**

Bank Account: 7755123 - TESTR - HDFC BANK LTD

Expenditure Done For: Vendors

Vendor Name: [828030219]ANKIT [ VAININ] Select Vendor (Enter minimum 3 characters to Vendor Name)

Letter/Office Order No.: 10/08/2022 exp cna

Office Order Letter Attachment (if any): Choose File No file chosen Upload

Uploaded Sanction Letter:  
 Sanction Date: 10/08/2022

Actual Transaction Date: 10/08/2022

Total Available Amount: 4980.00

Total Amount: 1

Vendor Name

Letter/Office Order No.: 10/08/2022 exp cna

Office Order Letter Attachment (if any): Choose File No file chosen Upload

Note: Only files of type jpg, png, and pdf of size not more than 4MB are allowed.

Uploaded Sanction Letter:  
 Sanction Date: 10/08/2022

Actual Transaction Date: 10/08/2022

Total Available Amount: 4980.00

Total Amount: 1

Rupees one only

Narration: \* ok

Voucher Number:

**Scheme Component Details:**

Scheme Components: [ 2270393 ] [1,2]TEST12 Select Scheme component (Enter minimum 3 characters to Scheme Components)

Expense Type:  Revenue  Capital

Percentage: Amount: Add

Scheme Component	Amount	Component Tax Amount	Balance Amount	Expense Type
[ 2270393 ] [1,2]TEST12	1.00	0.00	0.00	Revenue

Total Amount: 1.00  
 Component Amount: 1.00  
 Balance Amount: 0.00

Save Reset Back

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On successful, the below success message appears on screen.

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

Welcome: demo d  
 User Type: AGENCYDD  
 Agency: Demo\_pfms  
 Agency Unique Code: DLIN00001984  
 Financial Year: 2022-2023

05:10:30 PM

**Create Expenditure Details**

Expenditure Header:

Scheme: 3970 - MA[ Central Nodal Agency  
 Location

Agency:  Agency

Customization Name: TEST[CNA]

Select Agency MappingAgency State Scheme Hierarchy Level

[@] Demo\_pfms N/A DELHI State

**The Transaction has been saved successfully with Voucher Number: BP-2022-23-3**

OK

Agency Account

Bank Account

Expenditure Done For: Vendors

Vendor Name: [828030219]ANKIT [ VAININ] Select Vendor (Enter minimum 3 characters to Vendor Name)

Letter/Office Order No.: 10/08/2022 exp cna

Office Order Letter Attachment (if any): Choose File No file chosen Upload

Note: Only files of type jpg, png, and pdf of size not more than 4MB are allowed.

Uploaded Sanction Letter:  
 Sanction Date: 10/08/2022

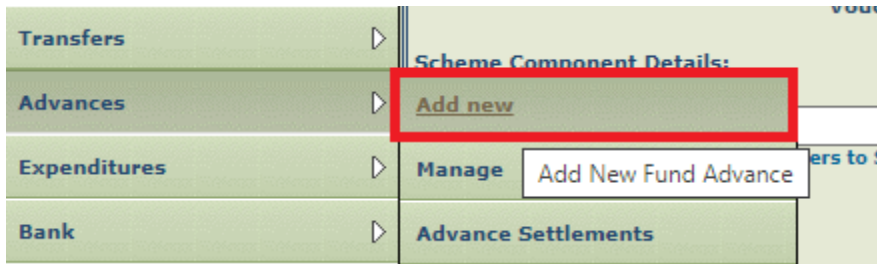
Actual Transaction Date: 10/08/2022

Total Available Amount: 4980.00

Total Amount: 1

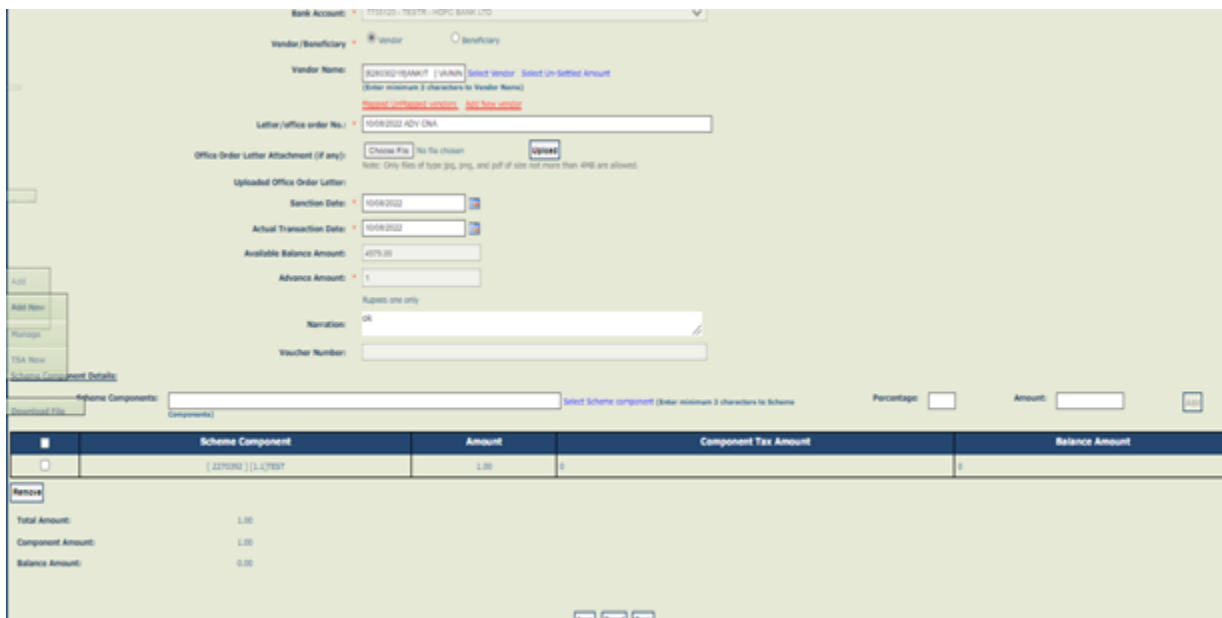
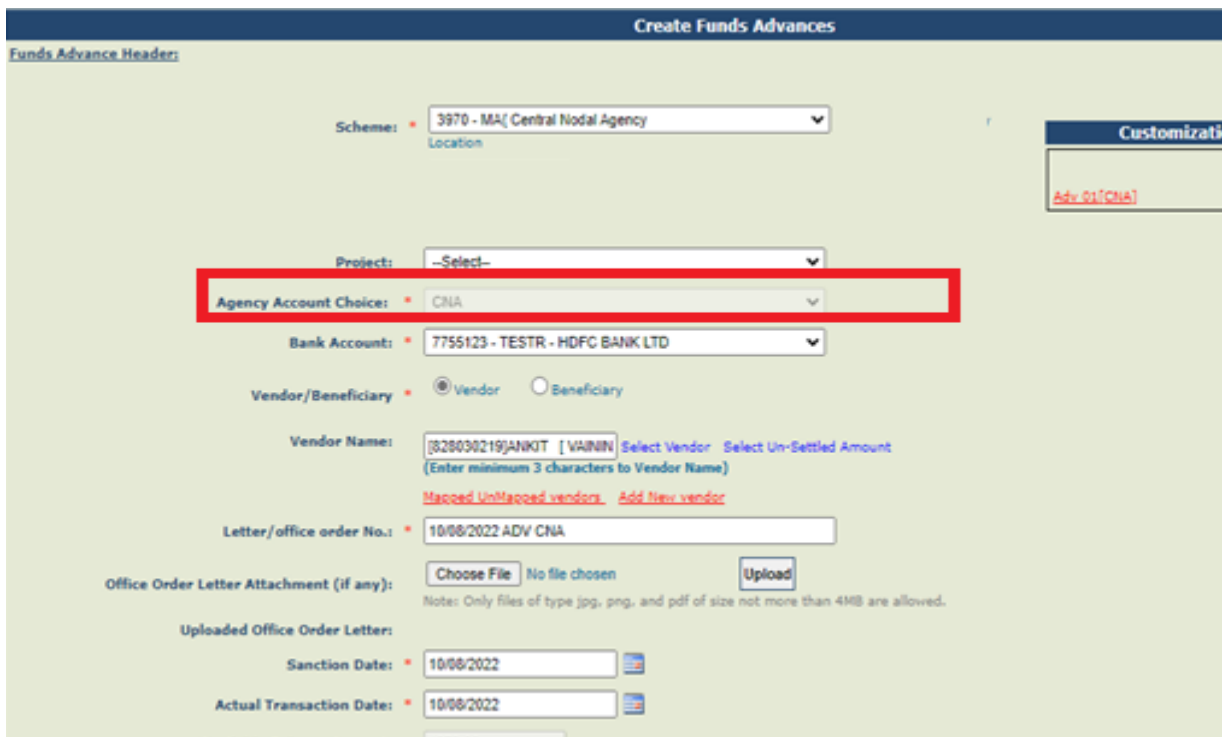
**3.10 Add New Advance entry by Agencies**

The User Navigates to **Advances>Add New** and the page “**Create Funds Advance**” opens



**Please note:** Add new advance process is same as earlier, only the “**Agency Account Choice**” option is added on this page (as highlighted in screen).

User needs to select the appropriate account choice.

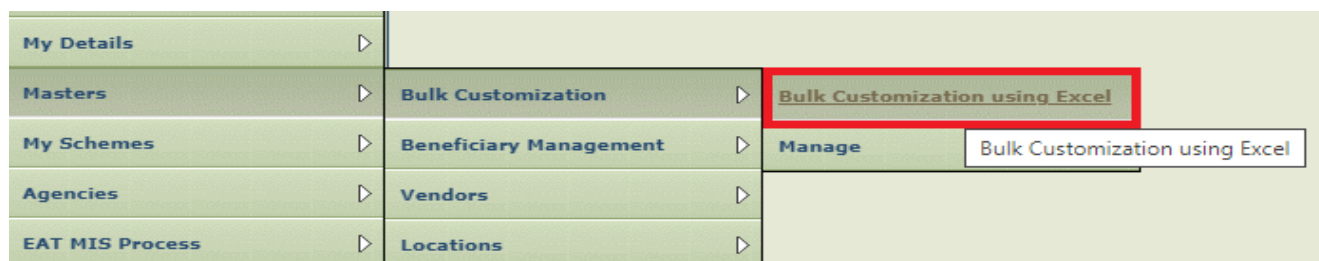


On successful, the below success message appears on screen.

The screenshot displays the 'Create Funds Advances' interface in the PFMS system. A modal message box is centered on the screen, stating: 'The Transaction has been saved successfully with Voucher Number: BP-2022-23-4'. The background form includes fields for Scheme (9970 - MN Central Model Agency), Agency (DLN00001984), Agency Location (N/A DELHI State), Project, Agency Account Choice (CNA), Bank Account (7706123 - YES2B - HDFC BANK LTD), Vendor/Beneficiary (Vendor), Vendor Name (R29030219ANKIT | VARIN), Letter/office order No. (10/08/2022), Office Order Letter Attachment, Sanction Date (10/08/2022), Actual Transaction Date (10/08/2022), Available Balance Amount (4975.00), Advance Amount (1), and Voucher Number (BP-2022-23-4).

### 3.11 Bulk Customization using Excel by Agencies

The User Navigates to **Masters>Bulk Customization>Bulk Customization using Excel** and the page **“Bulk Customization using Excel”** opens



#### **Please note:**

1. Bulk Customization using excel process is same as earlier, only the **“Agency Account Choice”** option is added on this page (as highlighted in screen).
2. In CNA case the balance would be deducted after approval.

If the scheme is central sector scheme and CNA marked for model 2 then Agency account choice option will appear to user as below & user need to select the appropriate account choice.

**Case:** Module is **“Expenditure”**

Public Financial Management System-PFMS  
(formerly CPMS)

Controller General of Accounts, Ministry of Finance

Welcome: demo d  
User Type: AGENCYDO  
Agency: Demo\_pfms  
Agency Unique Code: DLIN00001984  
Financial Year: 2022-2023

10:05:31 AM

[demo] Log  
Change Pass  
Login Hist  
English

### Bulk Customization Using Excel

Scheme : 3962 - TEST SCHEME REGISTRATION CNA

Project : --Select--

Template : Excel\_Based\_Bulk\_Customization\_Epayment

Select Excel File: Choose File No file chosen

Upload File

Customization Name :

Module:  Expenditure  Advances  Transfers

Vendors :  Vendors  Beneficiaries

AgencyAccountChoice : CNA

Bank Account:\* 887755 - TEST - HDFC BANK LTD

Payment Mode:  EPaymentUsingPrintAdvice  EPaymentUsingDigitalSignature

Case: Module is "Advance"

Public Financial Management System-PFMS  
(formerly CPMS)

Controller General of Accounts, Ministry of Finance

Welcome: demo d  
User Type: AGENCYDO  
Agency: Demo\_pfms  
Agency Unique Code: DLIN00001984  
Financial Year: 2022-2023

10:02:40 AM

[demo] Log  
Change Pass  
Login Hist  
English

### Bulk Customization Using Excel

Scheme : 3962 - TEST SCHEME REGISTRATION CNA

Project : --Select--

Template : Excel\_Based\_Bulk\_Customization\_Epayment

Select Excel File: Choose File No file chosen

Upload File

Customization Name :

Module:  Expenditure  Advances  Transfers

Vendors :  Vendors  Beneficiaries

AgencyAccountChoice : CNA

Bank Account:\* 887755 - TEST - HDFC BANK LTD

Payment Mode:  EPaymentUsingPrintAdvice  EPaymentUsingDigitalSignature

Refresh Upload History

Case: Module is "Transfer"

Transfer transactions are not allowed in CNA

Public Financial Management System-PFMS  
(formerly CPMS)

Controller General of Accounts, Ministry of Finance

Welcome: demo d  
User Type: AGENCYDO  
Agency: Demo\_pfms  
Agency Unique Code: DLIN00001984  
Financial Year: 2022-2023

10:02:38 AM

[demo] Log  
Change Pass  
Login Hist  
English

### Bulk Customization Using Excel

Transaction are not allowed in SNA/CNA Schemes.

Scheme : 3962 - TEST SCHEME REGISTRATION CNA

Project : --Select--

Template : Excel\_Based\_Bulk\_Customization\_Epayment

Select Excel File: Choose File No file chosen

Upload File

Customization Name :

Module:  Expenditure  Advances  Transfers

Vendors :  Vendors  Beneficiaries

AgencyAccountChoice : CNA

Bank Account:\* 887755 - TEST - HDFC BANK LTD

Payment Mode:  EPaymentUsingPrintAdvice  EPaymentUsingDigitalSignature

Refresh Upload History