

#### GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI DIRECTORATE OF EDUCATION: SPORTS & PHYSICAL EDUCATION BRANCH CHHATRASAL STADIUM: MODEL TOWN: DELHI-110009

NO.F.42(4)/DE/PE& NI/NSS/2024-25/ 1264-92

DATED: 2513/25

#### Order

# Subject : Release of NSS Grant for regular activities and Special Camping Programs Under National Services Scheme for session 2024-25.

The NSS grant for Regular Activities and Special Camping activities under National Services Scheme (NSS) Government of Delhi for 702 NSS Units (515 School units & 187 University/college units) functional under Delhi NSS Cell is hereby release through PFMS. The detail of NSS units is attaches as Annexure-1. NSS Grants are sanctioned @Rs.400 per volunteer per year for Regular activities and @700 per volunteer per year (for 50% of NSS Strength for Special Camping \_activities). All the expenditure must be according to NSS user Manual. The steps for the expenditure are attached as Annexure-3.

The NSS units are required to render the accounts in respect of all the central grants released them regularly on year to year basis showing the actual figures of expenditure and their requirement of funds for the next year after adjustment of unspent balance or surrender the unspent balance available with them out of previous year Grants. The 1<sup>st</sup> instalment of the grants for next financial year will be released only on receipt of the following documents:

- 1. Certificate to the effect that all the grants sanctioned by the Central Government up to 31.03 .2025 have been utilized.
- 2. Number of NSS volunteers should have been actually enrolled for the year 2024-25.
- 3. Utilization certificate (in GFR 12-C) up to the year 2024-25.
- Utilization certificate for revised rates for NSS Grants for the year 2024-25 in the form of GFR-12C would be submitted by the concerned State/UT Government in the 1<sup>st</sup> Quarter for next financial year.

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The pattern for Expenditure has the prior approval of the Ministry of Finance and the Grants are being released in conformity with the rules and the principles of the scheme as approved by the Ministry. The grant so sanctioned is of recurring nature.

The accounts of the grantee institutions organizations shall be open to inspection by the Ministry of Youth affairs & Sports and audit both by the comptroller and auditor General of India under provision of CAG (Duties, power and conditions of service) act 1971 and internal audit by principal Accounts office of Ministry of Human Resources Development Delhi and office of Directorate of Education: Physical Education branch Chhatrasal Stadium: Model Town whenever the institution or organizations is called upon to do so.

This issues with the prior approval of competent authority.

Encl. as above.

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(NIRMALA RANI) ASSTT. DIRECTOR OF EDUCATION (PE&NI) STATE NSS OFFICER (DELHI) Schools of Directorate of Education (THROUGH

All the Concerned Principals/HOS of Govt. Schools of Directorate of Education (THROUGH MIS), For strict compliance of above Instructions.

#### NO.F.42(3)/DE/PE& NI/NSS/2024-25/

Copy forwarded to:-

- 1. PS to Secretary, (Education) Old Sect, Delhi
- 2. PA to Director (Education) Dte. of Education, Old Sect, Delhi
- 3. All the Addl. Director of Education Old Sect, Delhi
- 4. All the RDEs' Dte. of Education Delhi
- 5. The Dy. Director Sports, Chhatrasal Stadium, Model Town, Delhi.
- 6. All DDE Districts & Zones with the request to circulate the same among all the Govt./Govt. Aided/Pvt. Schools of Directorate of Education.
- 7. All the SPE's Zones for strict compliance.
- 8. All the Program Coordinators/Officers of Universities/Colleges/ Schools as per list of Annexure-1
- 9. OS (IT) with the request to place the circular on website.

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(NIRMALA RANI) ASSTT. DIRECTOR OF EDUCATION (PE&NI) STATE NSS OFFICER (DELHI)

DATED:

	1	11.2.		No. of GIA
SI. No. District University/		University/	Name of University/College/School	Units
	10.11	Council	Acharva Narendra Dev College	1
	South	00	Aditi Mahavidyalaya	1
	North		Auto Manavoryanaya	1
	South	00	Atma Ram Sanatan Dharam College'	1
	South	DU	Atma Kam Sanatan Dharam conego	1
	West	00	Bhagini Nivedita College	1
	West	00	Pharlat College of Applied Sciences	1
	West	00	Bhim Bao Ambedkar College	1
	East	DU	College of Vocational Studies	1
	South	00	Doulat Ram College	1
0	North	DU	Deen Daval Upadhyaya College	1
1	West	DU	Delbi College of Arts & Commerce	1
2	South	DU	Deshbandhu College'	1
5	South		Dval Singh College	1
4	South	00	Dval Singh College (Evening)	1
5	South	DU	Gargi College	1
5	South	DU	Hans Rai College	1
/	North	DU	Hindu College	1
8	North	DU		1
9	West	DU	Indraprastha College for Women	1
0	North		Institute of Home Economics	1
1	South	DU	Institute of Home Economics	1
2	North		Josus & Mary College	1
3	South		Kalindi College	1
4	North		Kamala Nebru College	1
5	South		Kanaa Nehra Conege	1
6	North		Kisori Mal College	1
7	North	DU		1
8	North	DU	Lady If will College	1
9	South	DU		1
0	North	DU		1
1	East	DU	Manaraja Agrasen conege	1
2	South	DU	Maltrey College	1
3	North	DU	Mata sundri College for Women	1
4	North	DU	Miranda nouse	1
15	South	DU	Motilal Nehru College (Evening)	1
6	South	DU		1
7	South	DU	P.G.D.A.V. College /Evening)	1
8	South	DU	P.G.D.A.V. College	
9	West	DU	Rajdhani College	1
40	South	DU	Ram Lal Anand College	1
1	South	DU	Ramanujan College	
42	North	DU	Ramjas College	
43	North	DU	Satyawati College	
44	North	DU	Satyawati College (Evening)	1
45	South	DU	Shaheed Bhagat Singh College'	1

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46	South	DU	Shaheed Bhagat Singh College (Evening)	1
47	East	DU	Shaheed Rajguru College of Applied Sciences for Women	1
48	East	DU	Shaheed Sukhdev College of Business Studies	1
49	West	DU	Shivaji College	1
50	North	DU	Shri Ram College of Commerce	1
51	East	DU	Shyam Lal College	1
52	East	DU	Shyam Lal College (Evening)	1
53	West	DU	Shyama Prasad Mukherji College for Women	1
54	South	DU	Sri Aurobindo College	1
55	South	DU	Sri Aurobindo College (Evening)	1
56	North	DU	Sri Guru Gobind Singh College of Commerce	1
57	North	DU	Sri Guru Nanak Dev Khalsa College'	1
58	North	DU	Sri Guru Teg Bahadur Khalsa College	1
59	South	DU	Sri Venkateswara College	1
50	North	DU	Swami Shraddhanand College	1
51	East	DU	Vivekanand College'	1
52	North	DU	Zakir Husain Delhi College'	1
53	North	DU	Zakir Husain Delhi College Evening '	1
54	North	DU	Law Faculty Centre-I	1
55	North	DU	Law Faculty Centre-II	1
56	North	DU	Campus Law Centre	1
57	South	ни	Jamia Hamdard University	1
18	South	IMILI	Jamia Millia Islamia University	44
39	South	INII	Jawabarlal Nebru University	5
70	South			1
71	South	SLBSNSU	Shri Lal Bahadur Shastri National Sanskrit University	1
72	South	ШТ	Indian Institute of Technology Delhi	1
- 73	South West	GGSIPU	Army Institute of Education, Greater Noida	1
4	South West	GGSIPU	Army Institute of Management And Technology, Gretaer Noida	1
5	South West	GGSIPU	Banarsidas Chandiwala Institute of Professional Studies (Bcips), Dwarka	2
6	South West	GGSIPU	Bhagwan Parshuram Institute of Technology, Rohini	3
7	South West	GGSIPU	Bharati Vidyapeeth'S College of Engineering, Pashchim Vihar	2
8	South West	GGSIPU	Bhavan'S Leelavati Munshi College of Education, Kg Marg	1
9	South West	GGSIPU	Chanderprabhu Jain College of Higher Studies & School of Law, Narela	1
0	South West	GGSIPU	Delhi School of Professional Studies And Research, Rohini	1
1	South	GGSIPU	Delhi Technical Campus, Greater Noida	2

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6	South			
82	West	GGSIPU	Fairfield Institute of Management & Tachnology- Fimt, Kapashera	2
83	South West	GGSIPU	Ggsipu Nss Cell, Dwarka Main Campus	10
84	South West	GGSIPU	Gitarattan International Business School, Rohini	2
85	South West	GGSIPU	Greater Noida Institute of Technology, Gretaer Noida	1
86	South West	GGSIPU	Guru Nanak College of Education, West Punjabi Bagh	1
87	South West	GGSIPU	Guru Nanak Dev Institute of Technology, Rohini	1
88	South West	GGSIPU	Jagannath Institute of Management Studies Vasant Kunj	1
89	South West	GGSIPU	Jagannath Institute of Management Studies, Kalkaji	1
90	South West	GGSIPU	Jagannath Institute of Management Studies, Rohini	1
91	South West	GGSIPU	Kamal Institute of Higher Education & Technology, Mohan Garden	1
92	South West	GGSIPU	Kcc Institute of Legal & Higher Education, Greater Noida	2
93	South West	GGSIPU	Lingaya'S Lalita Devi Institute of Management & Sciences, Mandi	1
94	South West	GGSIPU	Maharaja Agrasen Institute of Management Studies, Rohini	1
95	South West	GGSIPU	Maharaja Agrasen Institute of Technology, Rohini	1
96	South West	GGSIPU	Maharaja Surajmal Institute of Technology, Janakpuri	2
97	South West	GGSIPU	Maharaja Surajmal Institute, Janakpuri	2
98	South West	GGSIPU	Management Education & Research Institute College, Janakpuri	1
99	South West	GGSIPU	New Delhi Institute of Management, Tughlakabad	2
100	South West	GGSIPU	Tecnia Institute of Advanced Studies, Rohini	1
101	South West	GGSIPU	Trinity Institute of Innovations In Professional Studies, Greater Noida	1
102	South West	GGSIPU	Trinity Institute of Professional Studies, Dwarka	4
103	South	GGSIPU	Vivekananda Institute of Professional Studies, Pitampura	3
104	South West	GGSIPU	Sri Guru Teg Bahadur Institute of Management & Information Technology	1
	-			1

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105	South West	GGSIPU	Ggsipu East Campus, Suraj Mal Vihar	3
106	South West	NSUT	Netaji Subhas University of Technology	3
107	North West	NIT	National Institute of Technology, Delhi	1
108	South	IIIT	Indraprastha Institute of Information Technology, Delhi	1
109	South West	DSEU	DSEU, Dwarka Campus	1
110	South West	DSEU	DSEU, Meerabai Campus	1
111	South West	DSEU	DSEU, G.B.Pant Okhla-I Campus	1
112	South West	DSEU	DSEU, G.B.Pant Okhla-II Campus	1
113	South West	DSEU	DSEU, G.B.Pant Okhla-III Campus	1
114	South West	DSEU	DSEU, CHMAPS-Okhla-II Campus	1
115	South West	DSEU	DSEU, Pusa-I Campus	1
116	South West	DSEU	DSEU, Pusa-II Campus	1
117	South West	DSEU	DSEU, Rajokri Campus	1
118	South West	DSEU	DSEU, GND Rohini Campus	1
119	South West	DSEU	DSEU, BPIBS Shakarpur-II Campus	1
120	South West	DSEU	DSEU, Vivek Campus	1
121			Directorate of Education Govt. Schools	515

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# Steps for Expenditure/User IDs/E-Payment/Vendor uploading data (In PFMS)

- 1. Login with ADMN ID i.e. DL..... Or School ID
- 2. Check the account status first.

💿 (66) WhatsApp 🛛 🗙	M Meeting Natice - delhiddenss® ×	S Manage Scheme / Bank Account × G how to take screen	shoot in pc = × +						
← → C 🔒 pfms.nic.in/Imple	mentingAgency/Agency/ManageSchem	es.aspx						Q	e 🕁 🛛 🔕
M Gmail 🖸 YouTube 💡 Maps 🧕	Education Departm 🙆 WhatsApp								
Public Fi D/o Controlle	inancial Managemen r General of Accounts, Ministry	of Finance	Welcom User Tyj Agency Agency Finanda	e: DLNW0000164 be: AGENCYADM PTASBV KESHAV Unique Code: DLN Il Year: 2022-2023	11 /PURAM W00001641 3		IJ.	(DL	NW00001641] Logou Change Passwor Login Histor English V
AdhocReports			Manage Scheme / Bank	Account					
BharatKosh Reports	Manage Scheme								
Home		-							
User Manuals	Scheme:		Select Schem	e					
Masters D	Approval Status:	-Select	Funding Agency:	Select	<b>~</b> ]				
E-Payment	Account Number:	- Scheuter	Bank Status:	-Select					
Health Module	Search	Get No. of Records per Page:		Register New Sch	neme				
Agency D				hard the second s					
Reports	Scheme	Bank Details	Agenecy Name In Bank	Status	AccountNo	Bank Status	Branch Status	Receiving Acco Funds Type	unt Component Mapping
My Details 👂	National Sendre Scheme - [0230]	STATE BANK OF INDIA (SBIN0070817)		Approved	41413294010	V	V.	from	
Masters D	Haddhar Service Scheme (9250)	WAZIRPUR R.G.CITY CENTRE, LOCAL SHOPPING CENTRE.B-BLOCK.	PURAM (NSS GRANT AC )	Approved	41413294010				
My Schemes	Manage	LAWRENCE ROAD, KESHAVAPURAM P.O			Cash	₹	₹		
Agencies Agency Schemes	Register New Scheme			1					
EAT MIS Process	Approve Acc. for Deactivation								
My Funds	View Scheme Component								
Transfers D	Deactivate Scheme/Bank Acc.								
Advances D	Agency Acc.Parent Mapping								
Scheme Allocation	Approve Parent Acc. Mapping								
Expenditures									
Bank D									
https://pfms.nic.in/ImplementingAgency/Agen	cy/ManageSchemes.aspx#								
								EN	11:17 AM

## 3. Then Go to Master =>User=>Manage and check the IDs of Data operator /Data Approver

Public Fi D/o Controlle	inancial Mana r General of Accounts	s, Ministry of Finance	<b>S</b> (5)	Welcome: NI User Type: A Agency: Dell Agency Uniqu Financial Vea	IRMALA RANI GENCYADM In NSS Cell Le Code: DLNO00000399 r: 2022-2023		[DLN000000399] Logout Change Password Login History English V		
AdhocReports				Manage Agency Users					
BharatKosh Reports									
Home		Login Id:	(Please provide at least 4 characte	vide at least 4 characters) User Type: -Select-					
User Manuals		First Name:			Last Name:				
		Status:All	~						
Masters D	$\sim$	w.		Search		.W.			
E-Payment	User Name	First Name	Last Name	Email	Status	User Type	Created On		
Health Module	DA12339	NIRMALA	RANI	delhiddenss@gmail.com	Enabled	AGENCYDA	27/06/2022		
	Dabasdo DASATVA1	Satva par	Neha STNGH	Ddenssdelhi@gmail.com	Disabled	AGENCYDA	21/03/2019		
Agency	DLN000000399	NIRMALA	RANI	delhiddenss@gmail.com	Enabled	AGENCYADM	17/03/2017		
Reports	D012314	SUMIT	KUMAR	SUMITKMR363@GMAIL.COM	Enabled	AGENCYDO	7/09/2020		
My Details	RomiDA	Romi	Johri	Ddenssdelhi@gmail.com	Disabled	AGENCYDA	21/03/2019		
Masters		only enable three	Ds 1. AGENCY	ADM 2. AGENCYDA	3. AGENCYDO				
My Schemes	$\mathbf{\Lambda}$	Disable all others	s if any						
Agencies D		Disable all others	sincarry						
EAT MIS Process Reset p	assword if re	equired							
My Funds D									
Transfers D									
Advances D									
Scheme Allocation									
Expenditures ()									
Bank D									

If you do not have Data operator or Data Approver ID or want to create new, then (only one time process)
 Master=> User => Add new

Follow this video : <u>https://youtu.be/KNdE1Vl0oh8</u> or

Public F D/o Controlle	inancial Management System-PF er General of Accounts, Ministry of Finance	MS (PSNIS)	Welcome: NIRMALA RANI User Type: AGENCYADM Agency: Delhi NSS Cell Agency Unique Code: DLN000000399 Financial Vear: 2022-2023	[DLN000000399] Logout Change Pasavord Login History English ♥
AdhocReports		Create Agency User		
BharatKosh Reports				
Home	Type of User:	Select		
User Manuals	First Name:			
Masters D	Last Name:		]	
E-Dayment	Email:		]	
u - u - u - u - u - u - u - u - u - u -	Phone No:		]	
Health Module p	Mobile No:			
Agency	Login ID:	(Login ID minimum 4 characters).	]	
Reports	-			
My Details		Submit Cancel		
Masters D	Users D Manage			
My Schemes	Bulk Customization			
Agencies D	DSC Management			
EAT MIS Process	Add Master Project			
My Funds D	Vendors D			
Transfers D	Drawing Limit By PD/CNA			
Advances D	Agency Wise Allocation			
Scheme Allocation				
Expenditures				
Bank				
https://pfms.nic.in/Implementing	Agency/Users/CreateAgencyUser.aspx			-

5. After creating user ids please follow point 3.

6. Then Select BANK => Activate Account E-Payment

Health Module		
Agency D		
Reports		
My Details		
Masters D		
My Schemes		
Agencies D		
EAT MIS Process		
My Funds		
Transfers		
Advances		
Scheme Allocation		
Expenditures		
Bank D	iter Bank Transfer	
Register/ Track Issue	anage Invalid Accounts	
Misc. Deduction Filing	anage Inter Bank Transfer	
Utilisation Certificate	nrol Account DSC	
Accounting System Integration	econciled Transactions	
Bank Printing Templates	ignatory Configuration	
	n-reconcile Transactions About Us   Site Map   Privacy Policy   Contact Us   ©2009 CENTRAL PLAN SCHEME MONITORING SYSTEM. All Rights Reserved.	
<	ccount Activation Epayment	
	ccount Deactivation Epayment	
https://nfms.nic.in/Administration	countValidation/AccountActivation aspx	

# 7. This is one time exercise follow steps one by one:

Public Fi D/o Controller	nancial Managemen • General of Accounts, Ministry	t System-PI of Finance	CPSMS)		Welcome: NIRMALA RANI User Type: AGENCYADM Agency: Delhi NSS Cell Agency Unique Code: DLN Financial Year: 2022-2023	I 000000399 3		[DLN00000399] Logout Change Password Login History English V	
AdhocReports				Activation of	bank account				
BharatKosh Reports	Record saved successfully								
Home	Scheme: * National Service Scheme [9230] Select Scheme								
User Manuals		Account Number							
Masters D				Se	arch				
E-Payment				Account Actival	tion for Epayment			Total no of records: 1	
Health Module	Select Account Numbe	e <b>r</b> Bank - E	Branch IFSCCode	UniqueCode-AgencyName-Ag	jencyNameAsPerBankRe	cord Effective D	ate Account Ac	tivation Type	
Agency D	41366080768	581-1	SBIN0001708	DENGGUUGG399-Deini NSS Cell-DELHI	STATE NSS CELL	17/02/2023	Select	<u> </u>	
Reports				Su	bmit				
My Details	Account Number	Scheme Code	Status	Account status for UniqueCode-AgencyNa	Activation Approval me-AgencyNameAsPerBa	ankRecord Created On	Account Activation 1, 20	Effective From	
Masters D	41366080768	9230	Pending for Activation Ap	pproval DLNO00000399-Delhi NSS Cell	-DELHI STATE NSS CELL	17/02/2023	EPaymentUsingDigitalSignature	17/02/2023	
My Schemes	41366080768	9230	Pending for Activation Ap	pproval DENO00000399-Deini NSS Cell	-DELHI STATE NSS CELL	1//02/2023	EPaymentOsingPnntAdvice	17/02/2023	
Agencies D									
EAT MIS Process							1 C		
My Funds					Sele	ct both the paym	ents options one	by one	
Transfers									
Advances D									
Scheme Allocation									
Expenditures									
Pank									
Ddiin D					-				

# **Steps to register vendors**

- 1. Login with Data operator ID which you have created.
- 2. Then Master=> Vendors=> Add New

Public Fi D/a Controlle	inancial Managemen r General of Accounts, Ministry	of Finance		User Type: AGENCYDO Agency: Delhi NSS Cell Agency Unique Code: DLN000000399 Financial Year: 2022-2023	DO (Data operator)	Change Password A
AdhocReports			Create Vendo	r		
Home				$\sim$		
Scholarship Management	Type:	Personal	~	Name:		
User Manuals	Aadhaar Number:					
TSA D	GST Numbe	er:	(GST Number maximum 15 characters.)	others and address	andatory leave	<b>1</b>
My Account	PAN Number:		]	others and addres.	s may only Del	
Users D	Address1:			Adress2:		
E-Payment	City:	INDIA		Address3:		
Health Module	District:	NORTH	~	Pin Code:		
Sanctions D	Mobile No:		Not Available	Phone No:		
Reports	Email:					
My Details			Bank Details	5		
Masters D	Bulk Customization	Bank Name:	(Enter minimum 4 characters to search Bank)	Select Bank		
My Schemes	Beneficiary Management		-	$\sim$		
EAT MIS Process	Vendors D	Manage	DD BANK DETAILS Bank dat:	ails are		
My Funds	Locations	Add New	Mandator	ry		
Transfers D		Account Revalidation		<u> </u>		
Advances D		Upload Vendors Data		Save Reset Back		
Expenditures D		Bulk Mapping of Vendors	Fill all vendors dat one by	one to whom you want	to make	
Bank D			payment (it may be dealer	/teacher/shopkeeper a	any)	
https://pfms.nic.in/Reports/Defau	ltReports.aspx					

# 3. If some accounts <u>reflect already register then</u>

Master=> Vendors => Manage and select <u>vendors not mapped with me</u> and add account no. => search and map them one by one

Public Fi D/a Controlle	nancial Mana r General of Accounts	<b>igement S</b> y s, Ministry of Fin	stem-PFN	1 <b>S</b> (MS)			Welcome: SUMIT KU User Type: AGENCYD Agency: Delhi NSS C Agency Unique Code: Financial Year: 2022-	MAR O ell DLNO00000399 2023		Ì	E	0)	O12314] Logout Change Password Login History English ♥
AdhocReports						Manage Vendo	т.						
Home		Search criterio: Vendors not manaed with me											
Scholarship Management		Vendor Name:											
User Manuals			Unic	que Code:									
TSA D			Account	Nurger:									
My Account			Fr	rom Date:									
Users D				To Date:									
E-Payment				Search	Export To Excel Reset	Back							
Health Module		2	I.	$\sim$					T.	VII			1 - 1 of 1
Sanctions D	Name Name	Vendor Type	Account Holder	Contact Detail	Unique Code	Bank Name	Account Number	IFSC Code	Created By	Created Date	Agency Status	Bank Status	Account Status
Reports			Name As Per Bank										
My Details	Par Siva	Samll Business	SIVAPARVATHI	KANUPURU	VA2850500020752	UNION BANK OF	063510011126433	UBIN0806358	0057	26/07/2019	NA	Success in	Active
Masters D	Paarvathi	Finanace	SANGHAM	KANUPURU Korukonda		INDIA						Bank	
My Schemes D								1			•		
EAT MIS Process	Map vendors												
My Funds													
Transfers D													
Advances D													
Expenditures													
Bank D													

# **Steps to Create Expenditure**

- 1. Login with Data operator ID which you have created.
- 2. Then Expenditure => Add New

Public F D/o Controlle	nancial Management System-PFMS r General of Accounts, Ministry of Finance  Welcome: SUNIT KUMAR User Type: ACENCYDO Agency: Delhi NSS Cell Agency: Unique Code: DLN000000399 Financial Vear: 2022-2023  English
AdhocReports	
Home	Expenditure Header:
Scholarship Management	
User Manuals	P230 - National Service Scheme
TSA D	Project:Select V
My Account	Agency Account Choice: DNA
Hears N	Bank Account: 41366080768 - delhi state nss cell - STATE BANK OF INDIA
E-Daumont N	Linked Sanctions:
p bit is 1 b	Expenditure Done For: Vendors
Health Module p	to Vendor Name)
Sanctions D	Letter/Office Order No.: *
Reports	Vote: Only files of type ion, and off of size not more than 4MB are allowed.
My Details	Uploaded Sanction Letter:
Masters D	Sanction Date: * Fill all the coloums one by one
My Schemes	Total Available Amount: 20000000
EAT MIS Process	Total Amount: *
My Funds	Narration: *
Transfers D	
Advances D	Voucher Number:
Expenditures D	Scheme Component Details:
Bank D	Scheme Components: Select Scheme Expense Type Reven e O Castal Percentale: Amount: Add

- 3. After Adding the details add the expenditure and save the same.
- 4. Add payee details i.e. E-Payment and further steps accordingly.
- 5. Then Expenditure => Manage and check the status that should be "SUBMITTED".

- 6. Now Login with Data Approver ID
- 7. And Expenditure => Manage and open the generated bill
- 8. Now "APPROVE" the bill after verification and print the "PAYMENT ADVICE" for submission to bank with signature. (Expenditure => Print payment advice)

#### TO BE PAID THROUGH SYSTEM ONLY

### PFMS Generated Print Payment Advice

Approval date in	n PFMS: 16 Jul 2019	Payment Advice No.: C071909684128 Advice Print Date : 05 Aug 2019		
Expiry date of P	PA PFMS:			
PAN No. :		TAN No.: AGRD10436G		
Note For Branc	h:	•		
Contact Details	BANK	PFMS		
Name:	Neelam Mahajan, Tushar Kant Singh, Shri V.K Taneja			
Email :	hogbd.pfms@pnb.co.in, tusharkantsingh@pnb.co.in, vktaneja@pnb.co.in	Helpdesk-pfms@gov.in		
Phone No.: 9868250212,9711133362		011-23343860		
Note:	3. 			

The Branch Head

PUNJAB NATIONAL BANK NOIDA, SECTOR - 18 Branch

We authorise the bank to debit our undernoted account maintained with the bank with batch amount and credit the beneficiary(ies) [#109] as per ANNEXURE-I uploaded to bank's central system through PFMS O/o CGA.

Bank Account No. 3702002100031759

Total Amount of Debit : Rs5,45,000.00

(Amount in words : Five Lakhs Forty-Five Thousand ) Batch No. C071909684128

No. Of Beneficiaries as per Annexure-I.

Agency Seal

#### No.9(4)/e-payment-PFMS/TA-II/2016-17/1064 Ministry of Finance Department of Expenditure **Controller General of Accounts** Mahalekha Niyantrak Bhawan, E-Block, INA, New Delhi – 110023

Dated: 11.10.2017

#### OFFICE MEMORANDUM

#### Subject: Procurement of Digital Signature Certificate by DDOs for digital signing of bills for payment to Vendor/Sellers/Suppliers etc.

A reference is invited to this office O.M. No. 1(8)/2016/DGS&D/TA/723 dated 17<sup>th</sup> July, 2017 on the subject cited above.

 The provision for digitally signing of bills by the DDO has been prepared wherein XML file of bill will be digitally signed by the DDO. The said functionality is now available in PFMS with the following effects:-

- Whenever a DDO is ready with his digital signature, the said DDO shall be configured/activated in PFMS for digital signature.
- After configuration/activation of DDO in PFMS for DSC, the electronic bills preferred in the format specified shall be enabled to be digitally signed by the DDO in PFMS.
- 3. Pr. CCAs/CCAs/CAs are requested to take up with the Ministries/Departments for procurement of Digital Signature Certificate (DSC) for all DDOs for roll out of the functionality in all DDOs and fixing of protocol for getting the information of readiness for its configuration in PFMS as indicated above. A copy of 'User Manual' for DSC enrolment in respect of all DDOs is enclosed for ready reference.

Encl: As above.

(Shailendra Kumar) Deputy Controller General of Accounts (TA)

To

All Fr. CCAs/CCAs/CAs of all the Ministries/Departments.

Copy to:-

1. All Jt. CGAs

2. All Dy. CGAs

3. PS to CGA

# **PUBLIC FINANCIAL MANAGEMENT SYSTEM**

# USER MANUAL ON DSC (DIGITAL SIGNATURE CERTIFICATE) ENROLMENT IN R/O of DDOs (DRAWING & DISBURSING OFFICERS)



# Prepared For CONTROLLER GENERAL OF ACCOUNTS, MINISTRY OF FINANCE, DEPTT. OF EXPENDITURE October, 2017

## Contents

1.	PRE-REQUISITES TO ENROLL DIGITAL SIGNATURES	. 3
2.	ENROLLMENT OF DIGITAL SIGNATURE BY DDO USER	. 7
3.	EDIT/UPDATE DIGITAL SIGNATURE	16
4.	APPROVAL OF DSC BY PAO	20
5.	DEACTIVATION OF DSC ENROLLMENT BY PAO	24

# The provision for digital signature at DDO level is a requirement of GeM (Government e-Market Place), under which DDO needs to sign the bill digitally in PFMS.

Thus, all bills, which are being processed through PD route, are to be digitally signed by the DDO in PFMS. Once the DDO is configured for digital signature (which is required in case of GeM bills) then all the bills (including GeM bills) processed in PFMS, are required to be digitally singed by DDO.

EIS bills, other bills which are being processed in PFMS through other routes viz being uploaded from COMPACT, received in PFMS through integration (UT Chandigarh,) etc. will remain as it is (without enforcing digital signature at DDO level) at present.

DDO user, who needs to use Digital Signatures for signing bill, is first required to enrol his digital signatures at the PFMS portal through DSC (Digital Signature Certificate) Enrollment module. After enrolment has been done successfully, DSC will be approved by PAO user.

#### <u>STEPS</u>

- 1. PRE-REQUISITES TO ENROLL DIGITAL SIGNATURES.
- 2. DIGITAL SIGNATURE ENROLLMENT BY DDO.
- 3. EDIT/UPDATE DIGITAL SIGNATURES.
- 4. APPROVAL OF DSC ENROLLMENT BY PAO.
- 5. DEACTIVATION OF DSC ENROLLMENT BY PAO.

### 1. PRE-REQUISITES TO ENROLL DIGITAL SIGNATURES

- a. -Confirm that updated JAVA is installed on to your machine.
- b. –Confirm that Driver of DSC is installed on to your machine.
- c. -Go to Java Control panel > Security Tab > Edit Site List enter https://pfms.nic.in.
- d. -Go to Java Control Panel > Advance Tab > Java Console option Enable "Show -Console".

-In Miscellaneous Enable "Place java icon in System tray option".

- e. Go to Update Tab of Java and confirm "Check for Update Automatically" is Enabled.
- f. Close the Java and the Browser and login again to enrol DSC.

<sup>©</sup>PFMS 2017, All Rights Reserved with PFMS, O/o Controller General of Accounts, Min. of Finance, Government of India

#### Java Control Panel: Security Tab

🛃 Java Control Panel	
General Update Java Security Advanced	
☑ Enable Java content in the browser	
Security level for applications not on the Exception Site list	
💿 Very High	
Only Java applications identified by a certificate from a trusted authority are al and only if the certificate can be verified as not revoked.	lowed to run,
High	
Java applications identified by a certificate from a trusted authority are allowed the revocation status of the certificate cannot be verified.	l to run, even if
Exception Site List	
Applications launched from the sites listed below will be allowed to run after the a prompts.	ppropriate security
https://164.100.129.32/	
https://pfms.nic.in	t Site List
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OK	cel Apply

#### Java Control Panel: Advanced Tab > Java Console

Java Control Panel		×
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💮 Install if hinted and shortcut		
Never install		
Secure Execution Environment		*
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#### Java Control Panel: Advanced Tab > Miscellaneous

Use TLS 1.0 Use TLS 1.1 Use TLS 1.2 Miscellaneous Store user settings in the roaming profile Version Place Java icon in system tray Suppress sponsor offers when installing or updating Java	THE REPORT OF
ОК Са	ncel Apply

#### Java Control Panel: Update Tab

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Java Update was last run at 09:55 on 15-03-2017.		
C	K Car	ncel Apply

## 2. ENROLLMENT OF DIGITAL SIGNATURE BY DDO USER

-To request initiation for enrolment of DSC, user will go to

"MASTERS" > DSC MANAGEMENT > ENROLL DSC".

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Following screen for **"Digital Signature Enrollment"** will appear.

System will display a message:

"Please open PFMS website in INTERNET EXPLORER for successful Digital Signature Enrollment".

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- If DSC driver is not already installed in the machine, then use the hyperlink (in blue colour) available on right hand side of the screen to download and install the driver. Similarly if the appropriate updated JAVA version is not installed in the machine as mentioned in the pre-requisites, then use the hyperlink available on the screen to download and install it.

- Insert Digital Signature certificate key on to your system.

<sup>-</sup> Click 'DIGITAL CERTIFICATE ENROLLMENT' button on the screen. ©PFMS 2017, All Rights Reserved with PFMS, O/o Controller General of Accounts, Min. of Finance, Government of India

#### Following screen will appear:





User will check the box **"I accept the risk and want to run the application"** and press **"RUN"** button.

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User has to press the button "Don't Block" on next screen.



User will press "RUN" button on next screen.



Following screen, showing the pop up of "Windows Security", will appear. User has to press the button "CANCEL" on pop up screen as many times as it appears.

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-Next, a pop-up selection screen will appear containing the list of certificates which are installed/connected with the computer.



User shall select the desired certificate from dropdown list and click "OK".

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A progress bar will appear.

User has to press **"CANCEL"** on the pop up for "Windows Security". Keep on pressing the button **"CANCEL"** till the time the screen disappears.

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System shall ask user to enter Authentication pin. User shall enter valid pin and press "OK"

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-'Enrolled successfully' message will be displayed for successful PIN validation.

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-User shall click "**OK**" to proceed to enrol concerned digital certificate.

# <u>After clicking "*OK*", user shall wait for few minutes; say for 5-6</u> <u>minutes.</u>

-"View Certificate Details and Proceed for Enrollment" button will appear on the screen. User will click this button to get the details of concerned certificate.

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-The details of concerned digital signature will be displayed. **"Certificate valid from and valid up to Dates"** will appear automatically. User has to enter the dates for **"Enrollment Valid From and Enrollment Valid Up To".** 

User shall select **"PURPOSE"** for enrolment of Digital signatures.

Only one purpose "Digitally Sign Bill by DDO" is available for selection.

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-After the user has selected purpose, he will press "ADD" button.

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Selected purpose will appear in a grid below. In case of wrong record, same can be deleted using **"X"** given against record.

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Click "ENROLL" button at the bottom to enrol the concerned certificate.

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A message will be displayed by system "Digital Signatures enrolled successfully".

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To view the status of Enrollment, user will go to:

#### "MASTER DATA" > "DSC MANAGEMENT" > "ENROLLED DSC"

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Here, the status will be shown as **"CREATED"**, as DSC enrollment is still pending for approval of PAO.

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After successful enrolment by signatory, DSC will be available at PAO level user for approval.

#### NOTE: Only one DSC can be enrolled with a single login ID.

If user tries to enrol some other DSC with same login ID, system does not allow that and displays a message **"You have already enrolled Digital Signature"**.

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After DDO has enrolled his enrolled DSCs, it will be available at PAO level user for approval of same.

### 3. EDIT/UPDATE DIGITAL SIGNATURE

Details of enrolled DSC, if required, can be edited by the user himself before/after the approval of DSC enrolment by PAO. In both cases, approval of PAO is required.

To edit/update the details of enrolled DSC, user will go to: **"MASTERS">"DSC MANAGEMENT">"ENROLLED DSC"** 

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User can view the details of the signatures enrolled against the user who is logged in. List of enrolled Digital Signatures will be displayed, with an option to update/view them. To view the details of desired user, click "VIEW" button given in right hand corner of selected record.

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#### Details of selected record will be displayed.

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This option is also used to edit the information of an already enrolled digital certificate.

#### Details can be updated by the user who enrolled the digital signatures.

Click on **'UPDATE'** hyperlink in the grid in last column for the DSC to be updated.

Screen containing the details for the concerned DSC shall be displayed.

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At this screen, user may make changes in the following editable fields:

- Enrollment Valid From date
- Enrollment Valid Up to date
- Since only one purpose is available for selection, hence only date fields can be updated.

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After making desired changes, user shall click **"SUBMIT"** button at the bottom to save the changes in the database

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### System will display a message "Updated successfully".

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Details of edited information may be viewed by pressing "VIEW" button.

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## This updated information also needs to be approved by PAO

### 4. APPROVAL OF DSC BY PAO

Once the digital certificate is enrolled successfully, it is then available to the concerned approving authority for approval. PAO level user is authorized to approve enrolled DSC of DDO users.

For this purpose, PAO user will log in PFMS portal with his user id and password. He will go to:

#### "MASTER">"DSC MANAGEMENT">"APPROVE DSC"

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Screen for **"Digital Signature Approval"** will appear. Details of records pending for approval will be displayed. The status will be either **"CREATED'** or **"EDITED"**.

Here you can see the status of DSC enrolment of DDO user is being shown as "EDITED".

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PAO user can either **"APPROVE"** or **"REJECT"** the enrolment of DSC done by DDO user. For approval, select desired record by checking the box available in the grid for the DSC to be approved. Click **'APPROVE'** button to approve selected DSC.

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If required, PAO User can also reject the DSC enrolment request by selecting the **"Reason for Rejection"** from the available list and clicking on **'REJECT'** button.

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In case the approving authority wants to view more details for concerned DSC enrolment request before approval, user can click on Hyperlink shown in Red font in 'User Name' column in the displayed grid.

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On clicking the hyperlink of User Name, details of signatory will be displayed. After viewing the details, PAO level user can opt to **"Approve"** or **"Reject"**, as the case may be.

For rejecting, PAO has to specify the reason for rejection.

In case, a PAO level user opts to "Approve", System will display a message "**Approved** successfully".

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Now the status of this signatory will be shown as "APPROVED".

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In above screen, PAO user can view the details of approved signatory by clicking the button **"View"** button.

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It may be noted that PAO user cannot update the details of DSC enrolment of DDO user, as this can be done by the concerned user only. If PAO clicks the button "UPDATE", system will display a message **"Details can be updated by the user who enrolled the digital signature".** 

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### 5. DEACTIVATION OF DSC ENROLLMENT BY PAO

An enrolled DSC may need to be de-activated under following circumstances:

- In case the authority in charges leaves office due to transfer/retirement/death etc.
- 'Enrollment Valid Up to' date for the DSC has expired.
- Enrolled DSC is revoked by the digital signature issuing authority.

For this, PAO user will go to

#### "MASTERS">"DSC MANAGEMENT">"DEACTIVATE DSC"

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On the screen that follows, a grid containing the list of enrolled DSC available for deactivation, is displayed. At this screen, user shall select check box for the DSC to be deactivated. Select **'Reason for Deactivation'** from dropdown list and click **'Deactivate'** button.

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Success message shall be displayed on the screen once the concerned DSC is deactivated successfully.

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Now the status of this DSC will be shown as "DEACTIVATED".



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After PAO has approved the enrollment of DSC, DDO will be able to digitally sign all the bills including GeM bills. As stated above, EIS bills, other bills which are being processed in PFMS through other routes viz being uploaded from COMPACT, received in PFMS through integration (UT Chandigarh,) etc. will remain as it is (without enforcing digital signature at DDO level) at present.

#### This completes the process of Enrolment of DSC in respect of DDOs.

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