STATE DIRECTORATE PFMS, ASSAM

Scheme Registration

- Login from Agency Admin
- Click on My Scheme → Register New Scheme
- Select the State Scheme
- Select Funding Level
- Enter Bank Details
- Enter Agency Name as per Bank
- Select Agency Account Scheme Component Mapping Hyperlink → Select the Component → Save it
- After Selecting the Component Click on Save Button

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Scheme Allocation

Manage
Register New Scheme
Approve A
View Scheme Component
Deactivate Scheme/Bank Acc.
Agency Acc.Parent Mapping
Approve Parent Acc. Mapping

Register New Agency Scheme

Register New Scheme /Bank Account

Scheme: Select Scheme

Select Funding Agency:
- I will receive funds directly from central goverment:
- I will receive funds directly from state goverment:
- I will receive funds from this agency: Search

Bank Name: Select 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:

Account No.:

gency Name As Per Bank:

Agency Account Scheme Component Mapping

Save Cancel

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Scheme Allocation

Register New Scheme /Bank Account

Scheme: RLB XV FC Assam [AS174] Select Scheme

Select Funding Agency:
- ( ) I will receive funds directly from central goverment:
- (•) I will receive funds directly from state goverment:
- ( ) I will receive funds from this agency: Search

Bank Name: STATE BANK OF INDIA Select 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: ASSAM SECRETARIAT BRANCH [DISPUR GUWAHATI 781006] { CBS }
ASSAM SECRETARIAT BRANCH [DISPUR GUWAHATI 781006] { CBS }

Account Rule: A/c number should between 11 to 17 digit numeric value only and for 11 digit account 1st left value is 1/2/3/4/5/6/7. In case of 12-17 digit account starting 6 digit(s) should be padding with 0 and 7th digit value is 1/2/3/4/5/6/7

Account No.: 32145698712

Agency Name As Per Bank: 15 Finance Commission

Agency Account Scheme Component Mapping

Save Cancel

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Scheme Allocation

close

Scheme Components: Search

Save

- Bulk
  - Construction/Maintenance Bio Gas plants (XV) [AS]
  - Construction/Maintenance of Roads(XV) [AS]
  - Construction/Maintenance Solar Energy Centre (XV) [AS]
  - Construction/Maintenance Wind Energy Centre (XV) [AS]
  - Construction/Maintenance of Cremation/Burial Grounds (XV) [AS]
  - Construction/Maintenance of Street lighting (XV) [AS]
  - Construction/Maintenance of Community Assets (XV) [AS]
  - Construction/Maintenance of Footpaths (XV) [AS]
  - Education (XV) [AS]
  - Haats, Market and Fairs (XV) [AS]
  - Health (XV) [AS]
  - Irrigation (XV) [AS]
  - Sanitation including septage Management (XV) [AS]
  - Sewage and Solid waste Management (XV) [AS]
  - Storm Water Drainage (XV) [AS]
  - Water Management (XV) [AS]
  - Water Supply (XV) [AS]
  - Watershed Management (XV) [AS]
  - Women and Child Development (XV) [AS]
  - Any other location specific felt needs (XV) [AS]

ect Scheme

ect Bank

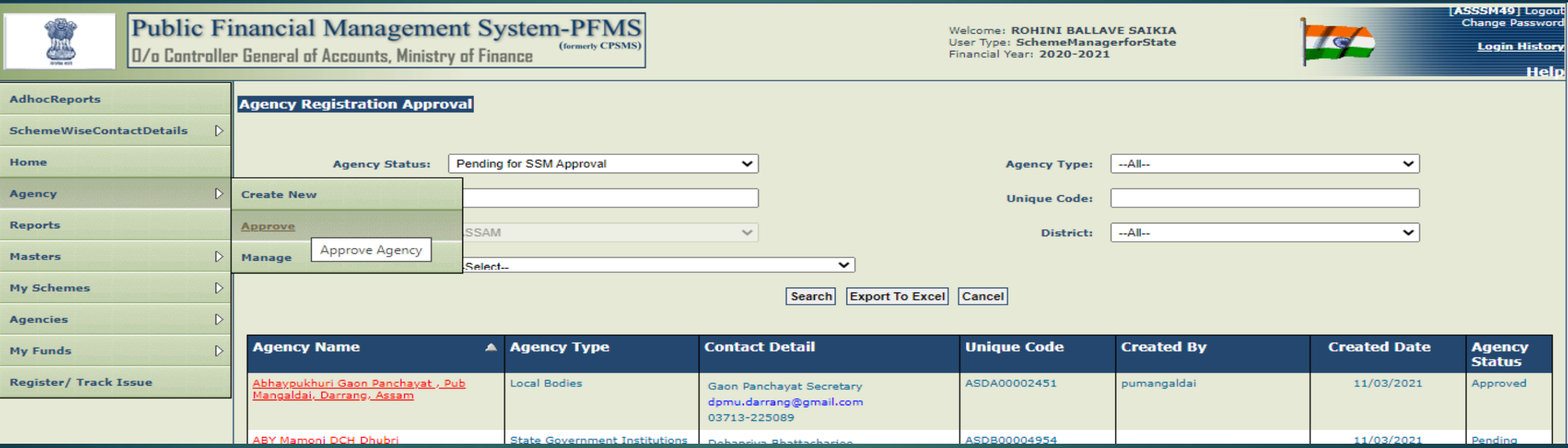
r branch by address)

I 781006] { CBS }

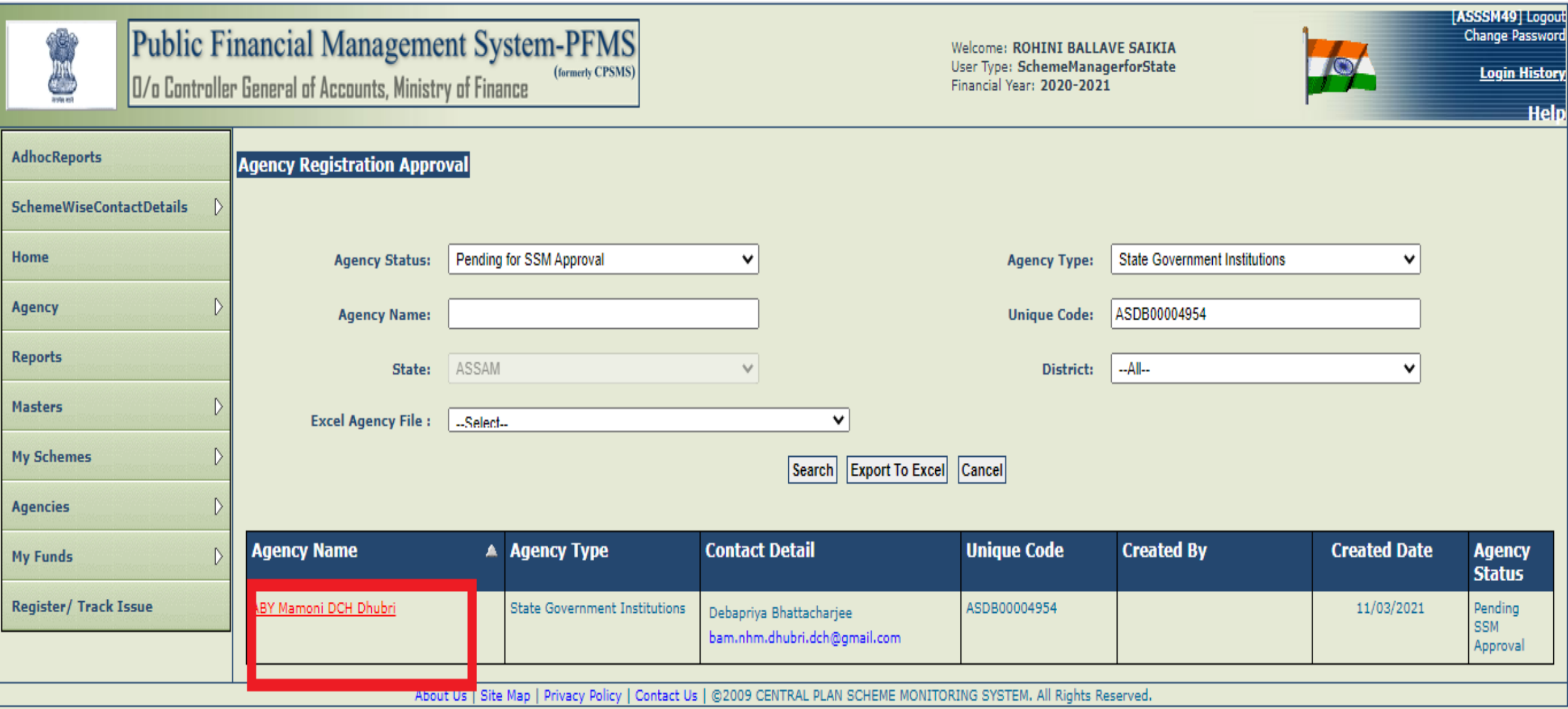
d for 11 digit account 1st left value is 1/2/3/4/5/6/7. In case
) and 7th digit value is 1/2/3/4/5/6/7

Approve of Scheme Addition from SSM

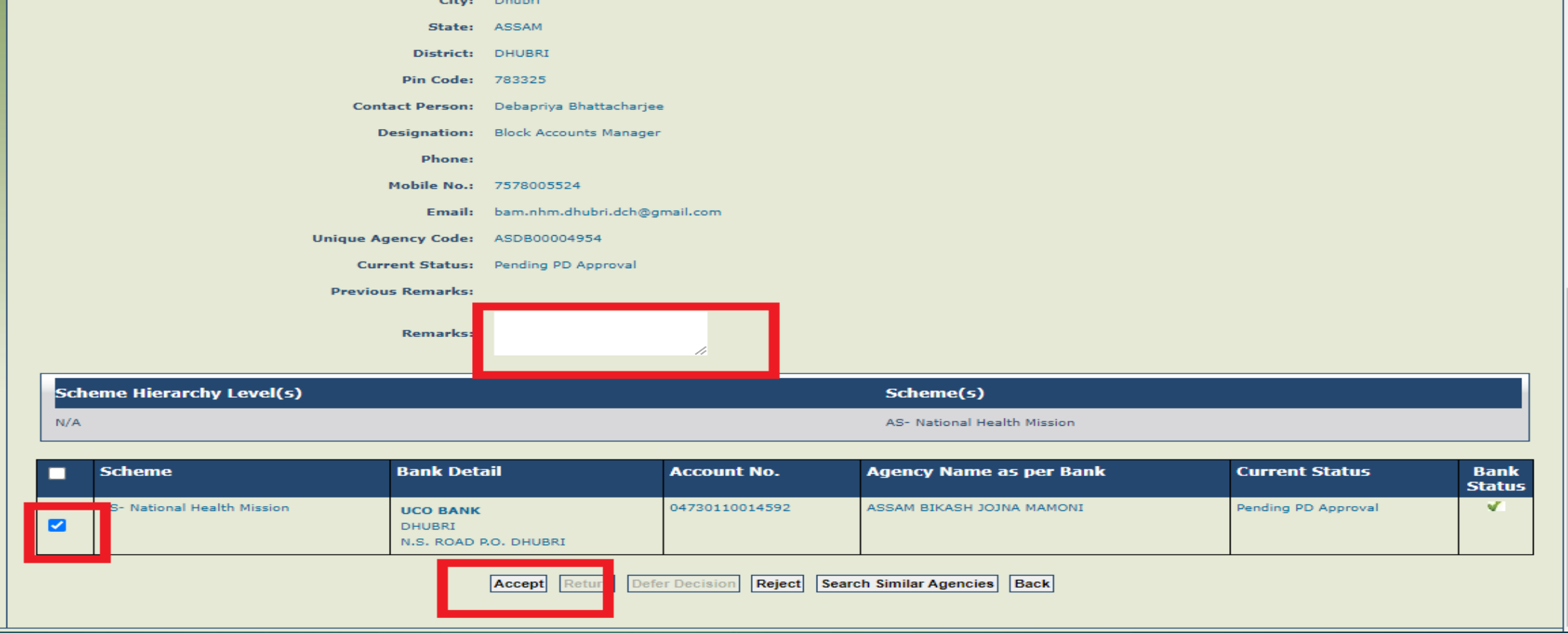
- Login is SSM (State Scheme Manager)
- Agency → Approve



- Select Agency Status
- Agency Type
- Unique Code
- Search



- Select the Hyperlink



- Verify the Details
- Click the Check Box
- Fill the Remarks
- Click Accept Button
- After Acceptance by SSM, it will be Approved By Approver Level-2

Agency Mapping

- Agency → Agency Mapping
- Select Scheme Name
- Select State
- After that Scheme Fund Flow Hierarchy will Appear
- Select the Required Hierarchy
- Click Map New Agency
- Type the Unique Code
- Select the State
- Click the Button Map New Agency

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Expenditures

Approve
Agency Registration
Agency Mapping
Add Fund Recie
Manage Other Agencies

View My Agency Mapping

Scheme Fund Flow Hierarchy

Agency Name : KOKRAJHAR MEDICAL COLLEGE

Scheme Name : --Select--

Rural / Urban : Rural Urban

State : ALL

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Expenditures
Bank

Scheme Fund Flow Hierarchy

Agency Name : KOKRAJHAR MEDICAL COLLEGE

Scheme Name : AS50 - AS- HUMAN RESOURCES FOR HEALTH AND MEDICAL EDUCATION

Rural / Urban : (•) Rural ( ) Urban

State : ASSAM

Scheme Fund Flow Hierarchy

- State
  - District

Total Agency Count : 0

No mapped agency found at selected level

Map New Agency

Scheme Name : AS50 - AS- HUMAN RESOURCES FOR HEALTH AND MEDICAL EDUCATION

Rural / Urban : Rural Urban

State : ASSAM

Scheme Fund Flow Hierarchy

State
District

No mapped agency found at selected level

Map New Agency

Search agency(s) for mapping

Agency Name :

Agency Type : --All--

District : --Select--

Search

Unique Code :

State : ASSAM

Activation of E-payment

- Log in as Admin
- Go to Bank → Account Activation E-payment
- Select Scheme → Search
- Click the Check Box then Select the E-payment Activation Type and Submit it

91501234	9156	Activated	DHS UJJ-District Health Socitey, Ujjain-xxxxDISTxxxx	25/05/2017	EPaymentUsingPrintAdvice	25/05/2017
91501234	9156	Activated	DHS UJJ-District Health Socitey, Ujjain-xxxxDISTxxxx	04/11/2020	EPaymentUsingDigitalSignature	04/11/2020
91071234	9156	Activated	DHS UJJ-District Health Socitey, Ujjain-xxxxDISTxxxx	21/02/2019	EPaymentUsingDigitalSignature	21/02/2019
91071234	9156	Activated	DHS UJJ-District Health Socitey, Ujjain-xxxxDISTxxxx	27/06/2016	EPaymentUsingPrintAdvice	27/06/2016
50101234	9156	Activated	DHS UJJ-District Health Socitey, Ujjain-xxxxDISTxxxx	21/07/2018	EPaymentUsingDigitalSignature	12/07/2018
50101234	9156	Activated	DHS UJJ-District Health Socitey, Ujjain-xxxxDISTxxxx	21/07/2018	EPaymentUsingPrintAdvice	21/07/2018
36311234	9156	Activated	DHS UJJ-District Health Socitey, Ujjain-xxxxDHS xxxx	09/10/2020	EPaymentUsingDigitalSignature	09/10/2020
36311234	9156	Activated	DHS UJJ-District Health Socitey, Ujjain-xxxxDHS xxxx	04/02/2017	EPaymentUsingPrintAdvice	04/02/2017

1 2

- My Details
- Masters
- My Schemes
- Agencies
- EAT MIS Process
- My Funds
- Transfers
- Advances
- Scheme Allocation
- Expenditures
- Bank
- Register/ Track Issue
- Misc. Deduction Filing
- Utilisation Certificate
- Accounting System Integration
- Bank Printing Templates

- Inter Bank Transfer
- Manage Invalid Accounts
- Manage Inter Bank Transfer
- Enrol Account DSC
- Reconciled Transactions
- Signatory Configuration
- Un-reconcile Transactions
- Account Activation Epayment

Account Activation Epayment

Activation of bank account

Scheme: * National Rural Health Mission [9156] Select Scheme

Search

Total no of records: 8

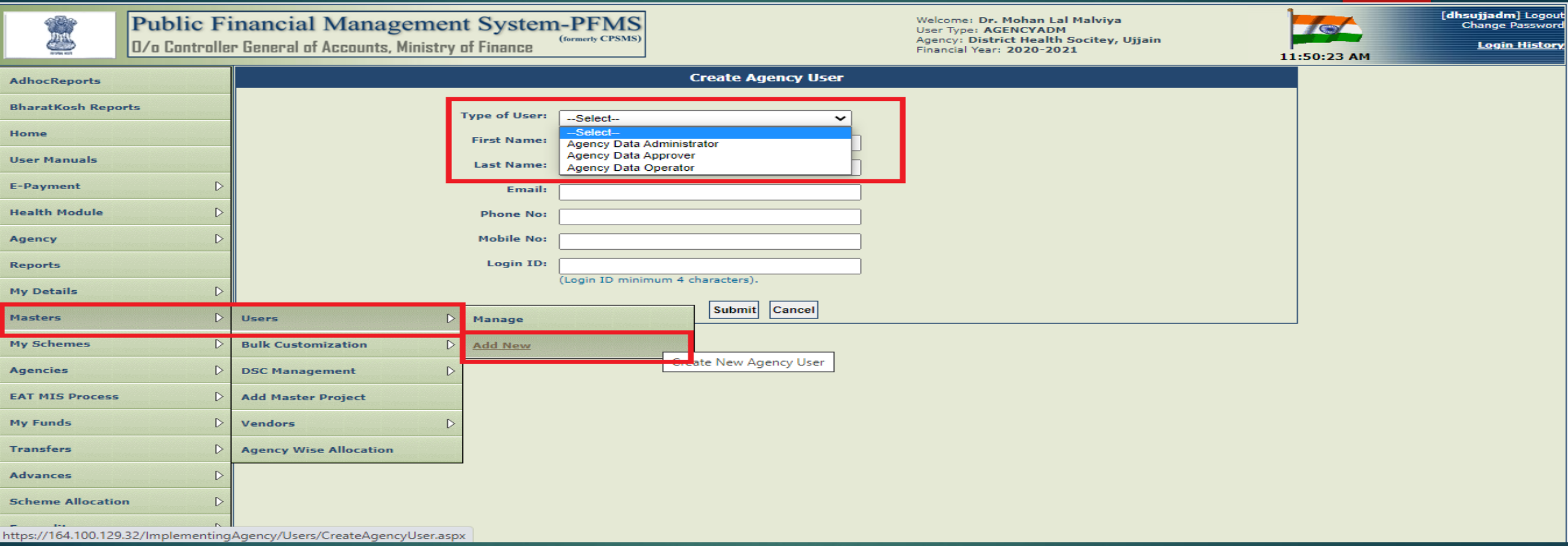
Account Activation for Epayment

Select	Account Number	Bank -Branch IFSCCode	UniqueCode-AgencyName-AgencyNameAsPerBankRecord	Effective Date	Account Activation Type
☑	30211234	SBI-UJJAIN-FREEGANJ SBIN0030108	DHS UJJ-District Health Socitey, Ujjain-xxxxDHS xxxx	12/03/2021	--Select--
☐	32261234	SBI-UJJAIN MAIN BR SBIN0003018	DHS UJJ-District Health Socitey, Ujjain-xxxxDHS xxxx	12/03/2021	--Select--
☐	36311234	SBI-UJJAIN MAIN BR SBIN0003018	DHS UJJ-District Health Socitey, Ujjain-xxxxDHS xxxx	12/03/2021	--Select--
☐	50101234	HDFC-NIKAS CHOURAHA UJJAIN HDFC0004249	DHS UJJ-District Health Socitey, Ujjain-xxxxDISTxxxx	12/03/2021	--Select--
☐	91071234	BOI-ARVIND NAGAR BKID0009107	DHS UJJ-District Health Socitey, Ujjain-xxxxDISTxxxx	12/03/2021	--Select--
☐	91071234	BOI-ARVIND NAGAR BKID0009107	DHS UJJ-District Health Socitey, Ujjain-xxxxDISTxxxx	12/03/2021	--Select--
☐	91501234	AXIS-KANTHAL, UJJAIN (MP) UTIB0001932	DHS UJJ-District Health Socitey, Ujjain-xxxxDISTxxxx	12/03/2021	--Select--
☐	91501234	AXIS-KANTHAL, UJJAIN (MP) UTIB0001932	DHS UJJ-District Health Socitey, Ujjain-xxxxDISTxxxx	12/03/2021	--Select--

--Select--
EPaymentUsingDigitalSignature

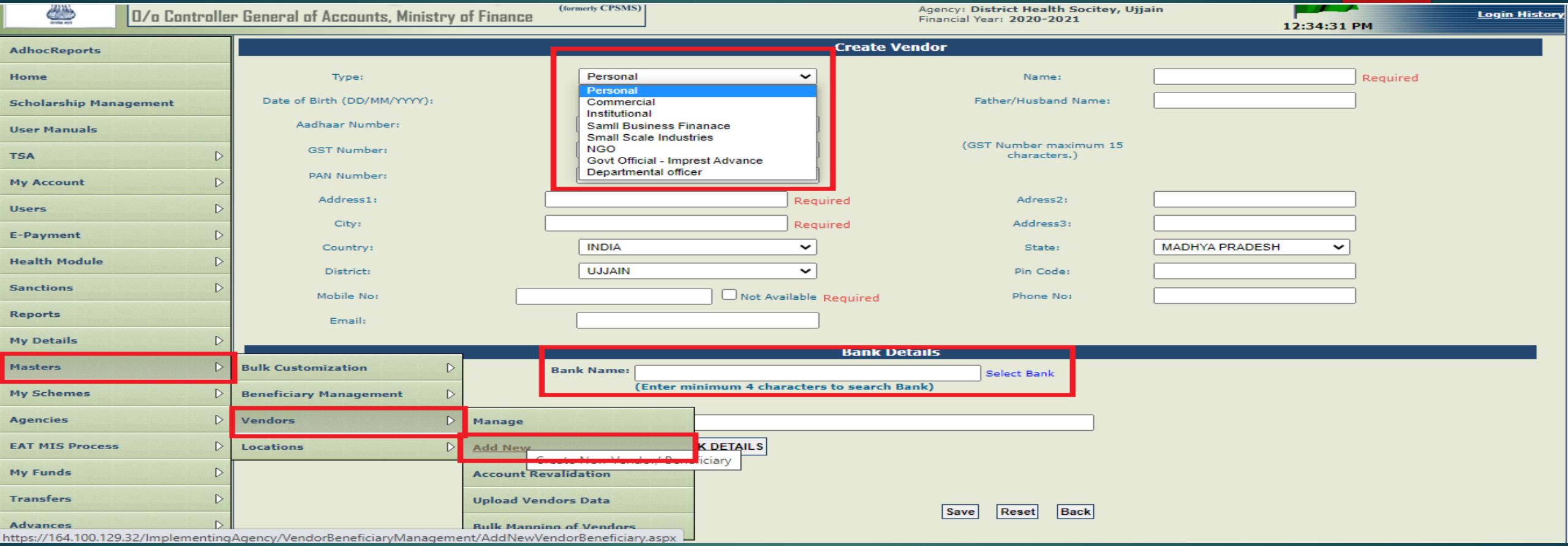
Submit

Creation of Data Operator/ Data Approver



- Master ⟶ Users ⟶ Add New
- Select the Type of User
- Fill the Credentials
- Click on Submit Button

Adding Vendor/Manage Vendor



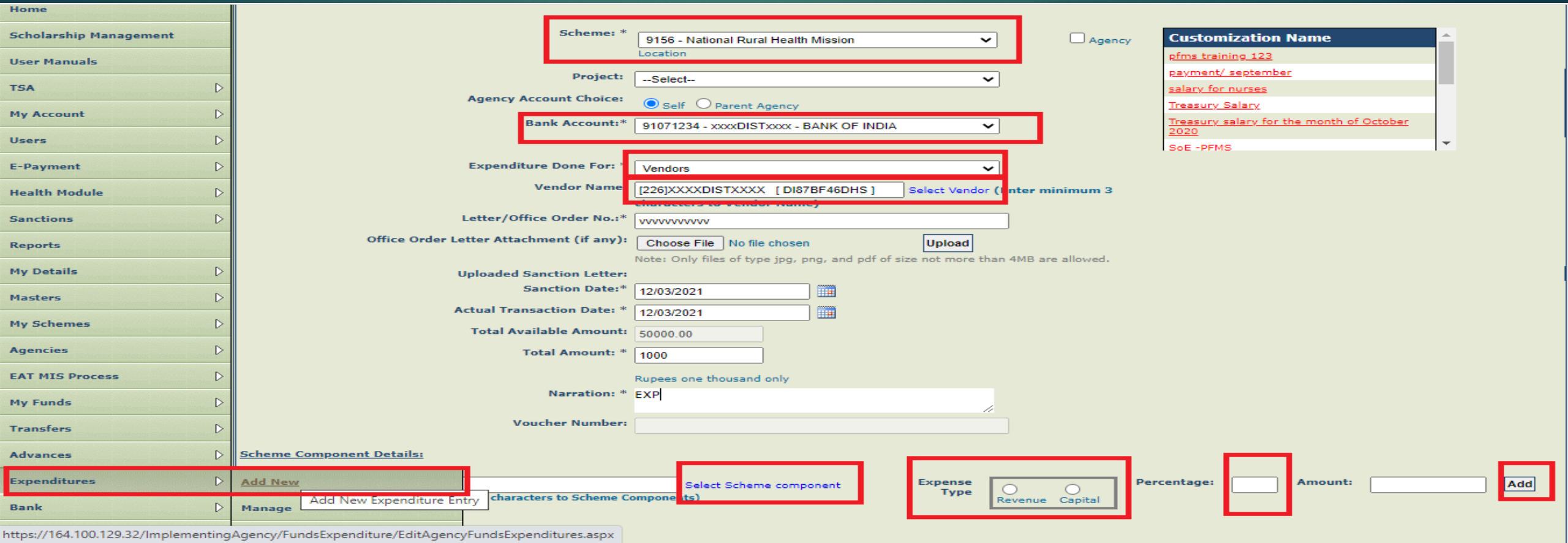
- Master → Vendors → Add New
- Select the Type
- Fill the Required Credentials
- Fill Bank Details with Account Number
- Click on Save Button

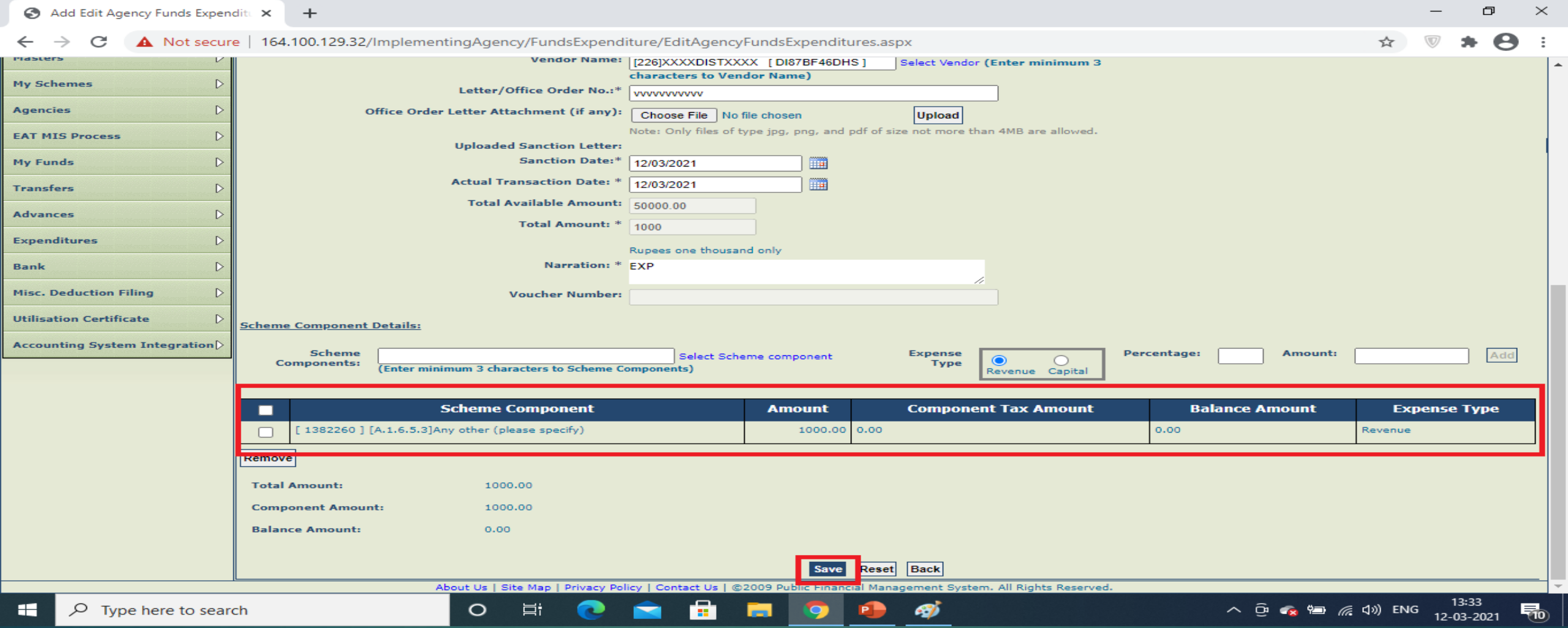


- Master → Vendors → Manage → Search Criteria → Vendors Not Mapped with Me
- Type Account Number → Search
- Select the Check Box and Click on Map Vendor

Expenditure

- Expenditure → Add New
- Select Scheme → Bank Account → Expenditure done for → Vendor Name → Letter/Order No and other Credentials
- Select Scheme Component → Expense Type → Percentage → Click on Add Button → Save it





- Select the Instrument Type
- Add
- If Deduction is available then select the button Yes or else No in case of Zero Deduction
- If Yes then Click on Next Button

My Schemes
Agencies
EAT MIS Process
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Bank
Misc. Deduction Filing
Utilisation Certificate
Accounting System Integration

Scheme Component Details:

Component Name	Amount	Tax Amount for Global Component	Balance Amount
[A.9.1.1] HR for Nursing Schools/ Institutions/ Nursing Directorate/ SIHFW	1000.00	N/A	1000.00

Vendor/Benificiary Details:

Account No.	Name	Amount
20151234 - xxxxUJJAxxxx	xxxxUjjaxxxx(VAMPUJ00002031)	1000.00

Instrument Type

Instrument Type : EPaymentUsingPrintAdvice Add

E-Payment Details

Party Name	IFSC Code	Party Account No	Amount	NarrationForPassBook	Delete
xxxxUJJAxxxx	MAHB0000233	20151234	1000.00		X

Do you want to add the deduction details ?

(•) Yes ( ) No

Next

Favouring: xxxxUJJAxxxx_20151234_EPaymentUsingPrintAdvice

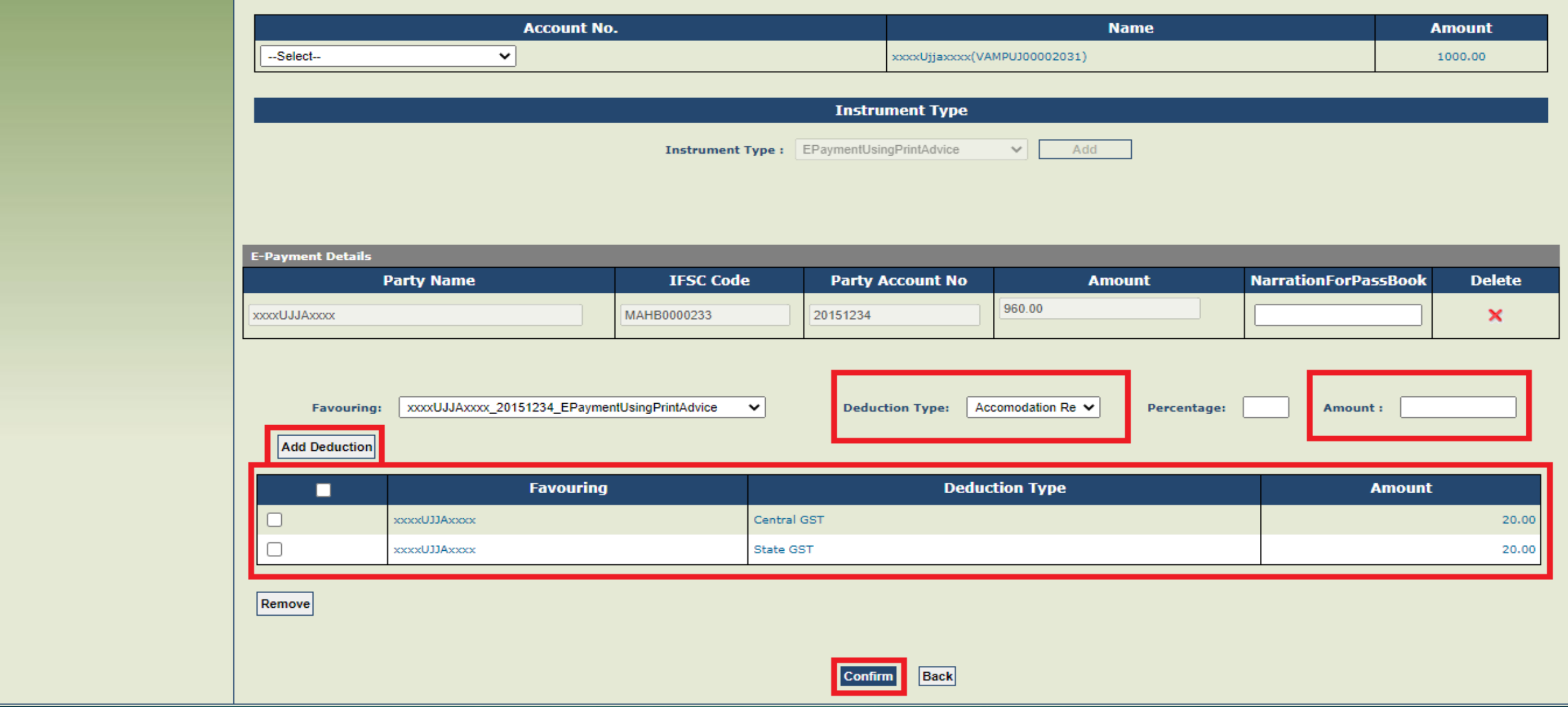
Deduction Type: Accomodation Re

Percentage:

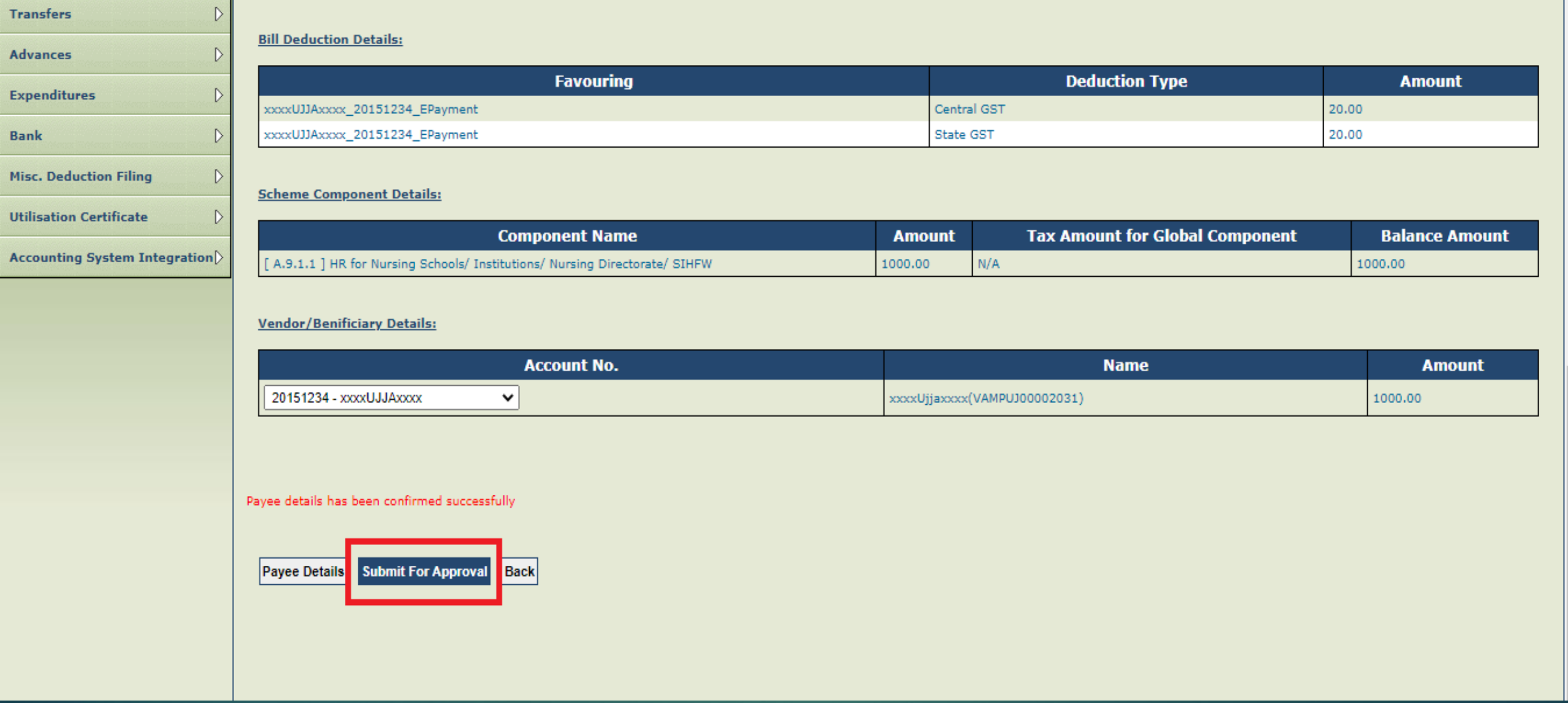
Amount :

Add Deduction

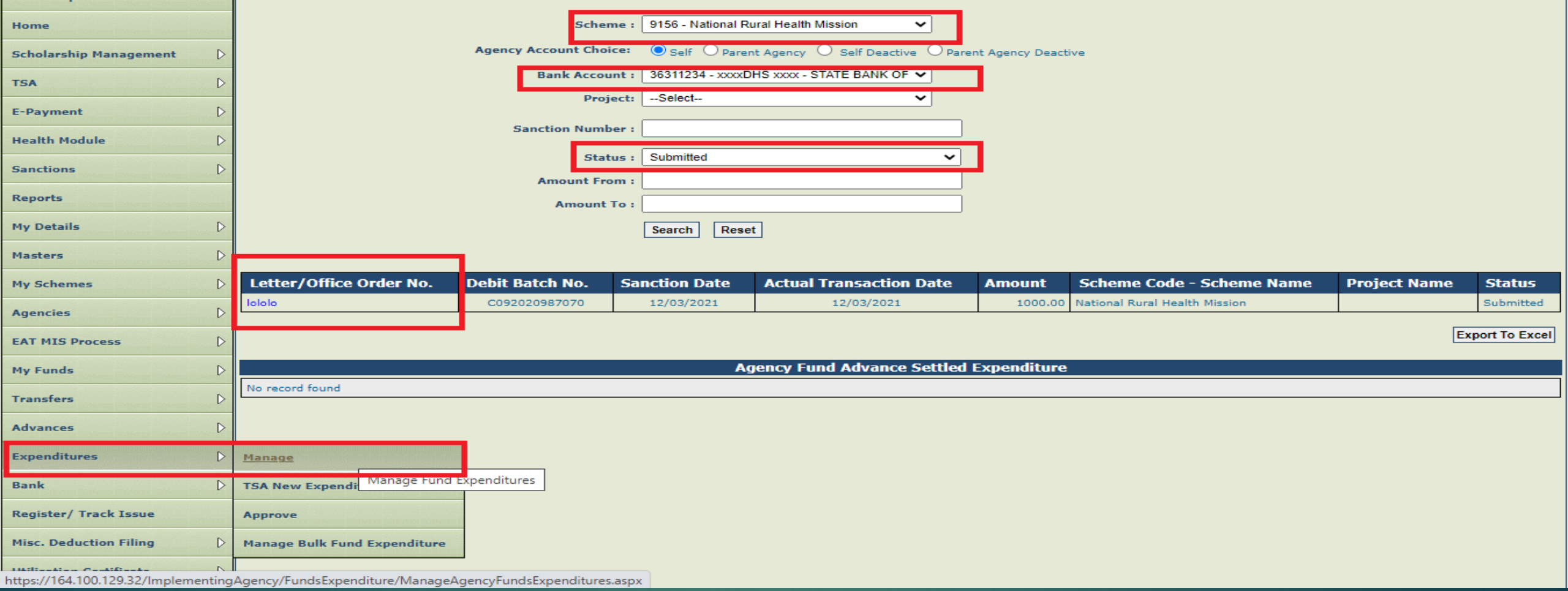
Confirm Back



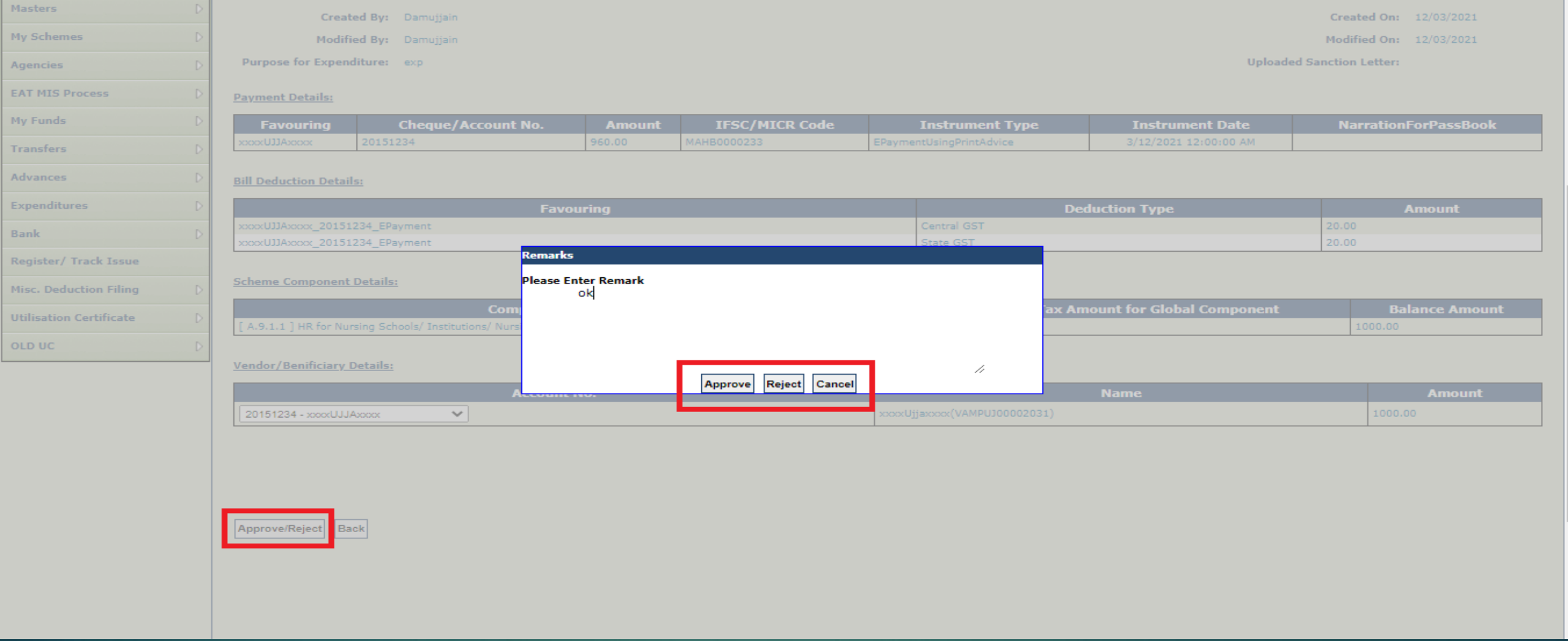
- Select Deduction Type
- Fill the Amount
- Add Deduction
- Confirm



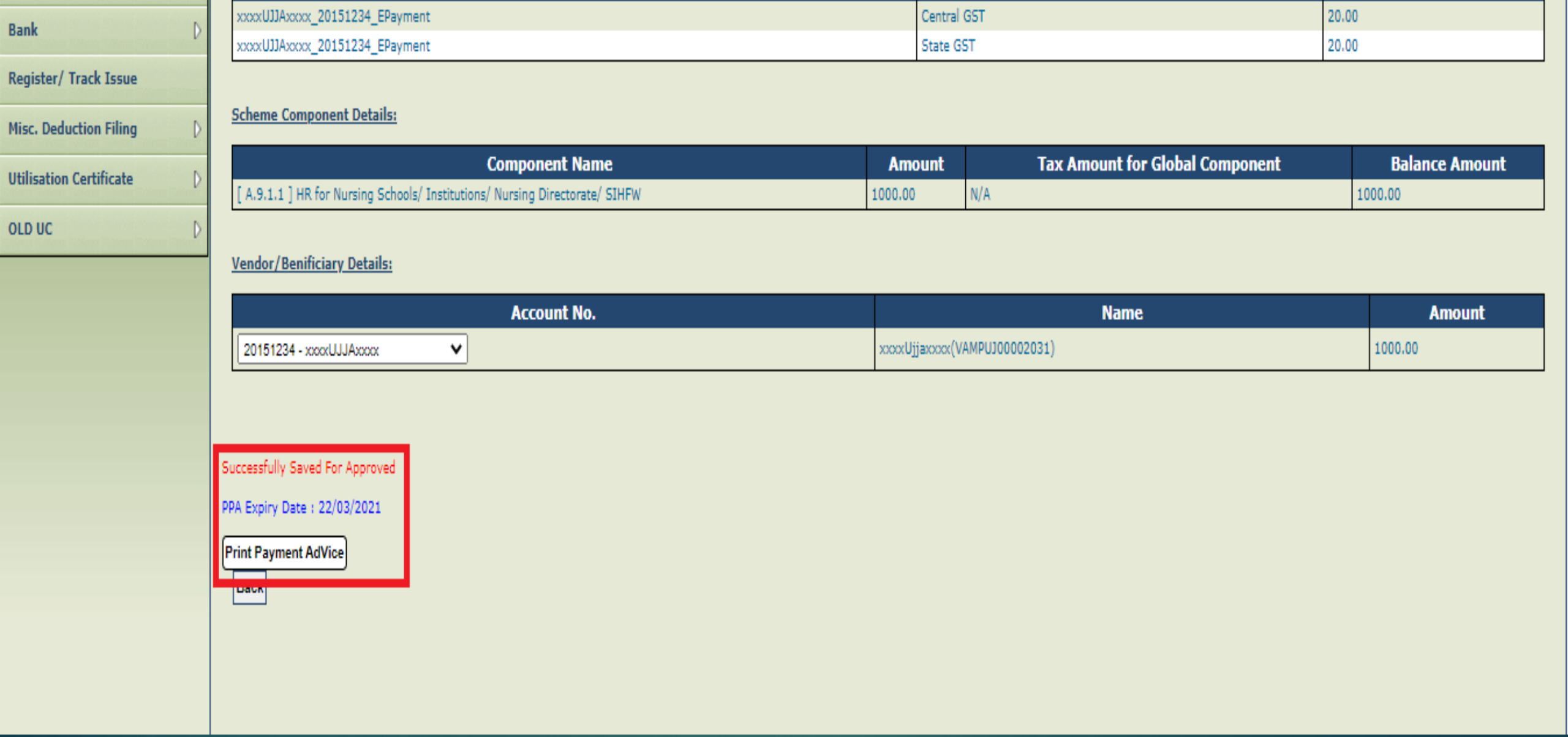
- View the Bill you have Prepared
- Submit For Approval



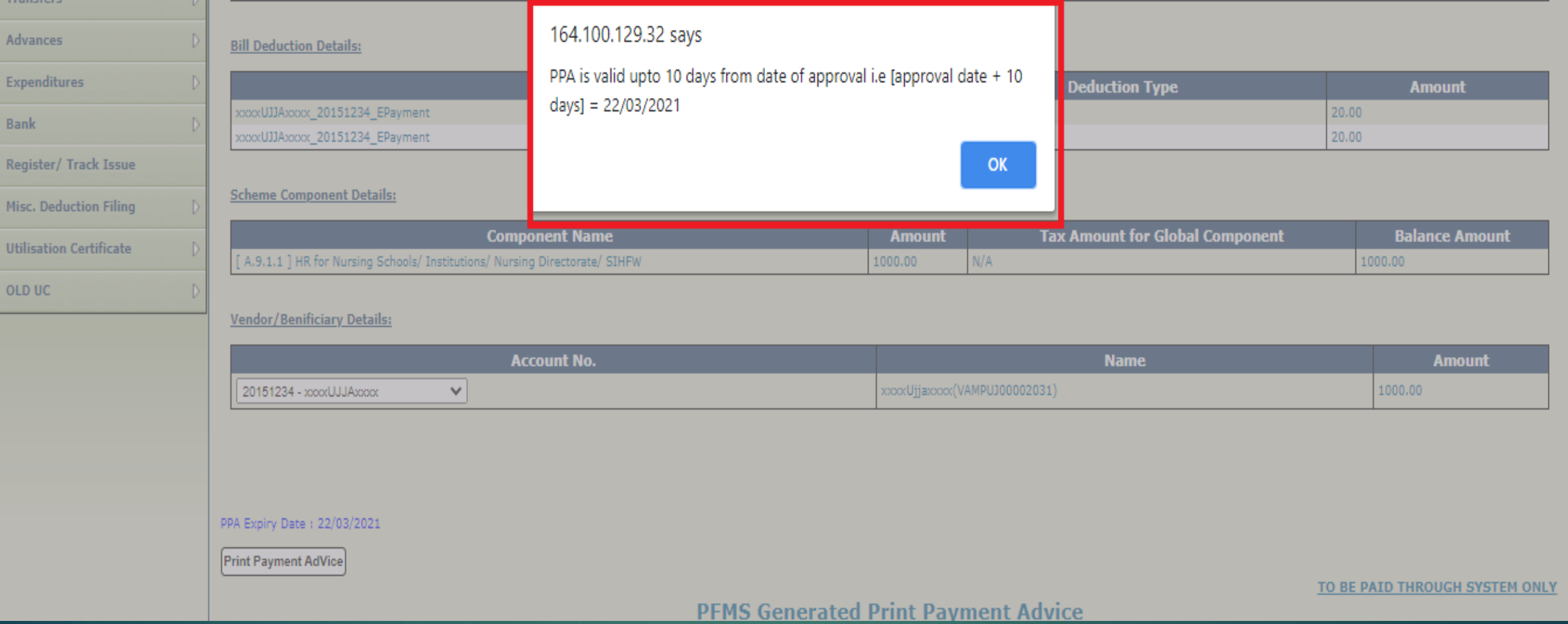
- Login as Data Approver
- Expenditure → Manage
- Select Scheme
- Select Bank Account
- Select Status
- Search
- Click the Hyperlink



- Click Approve/Reject Button
- Small Window will Appear with Remarks Column
- Give a Remarks → Click on Approve or Reject Button

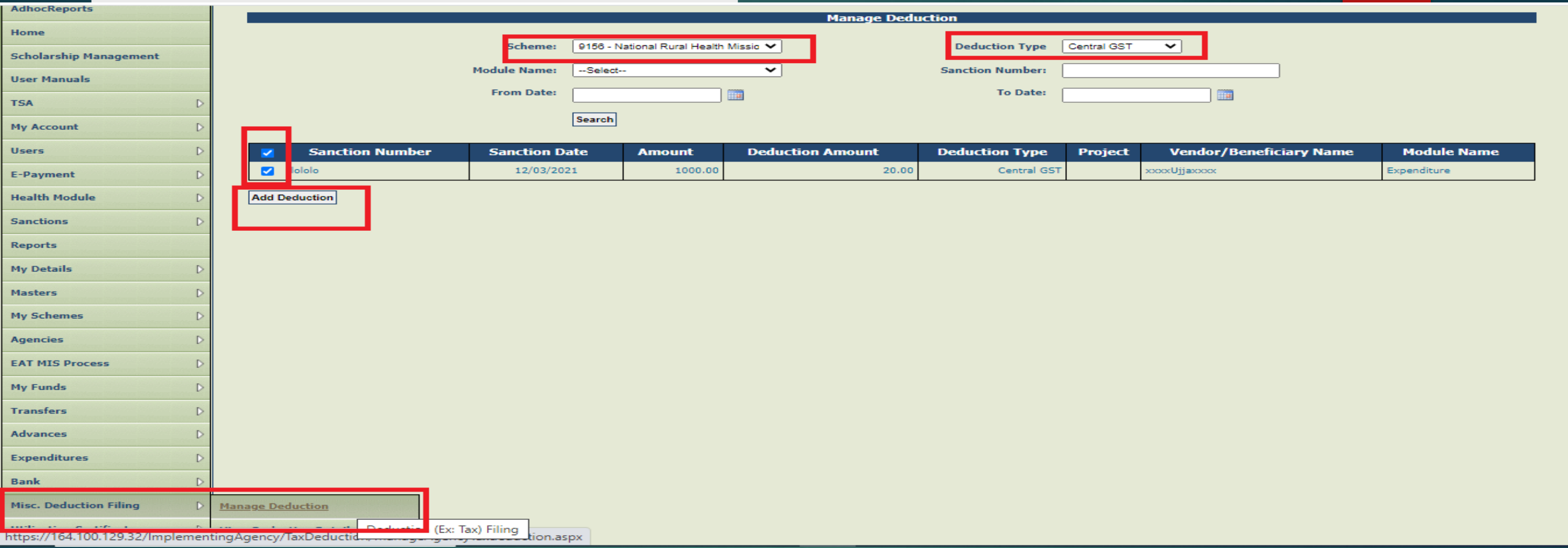


- After Approve PPA Hyperlink will Appear
- Click on Hyperlink

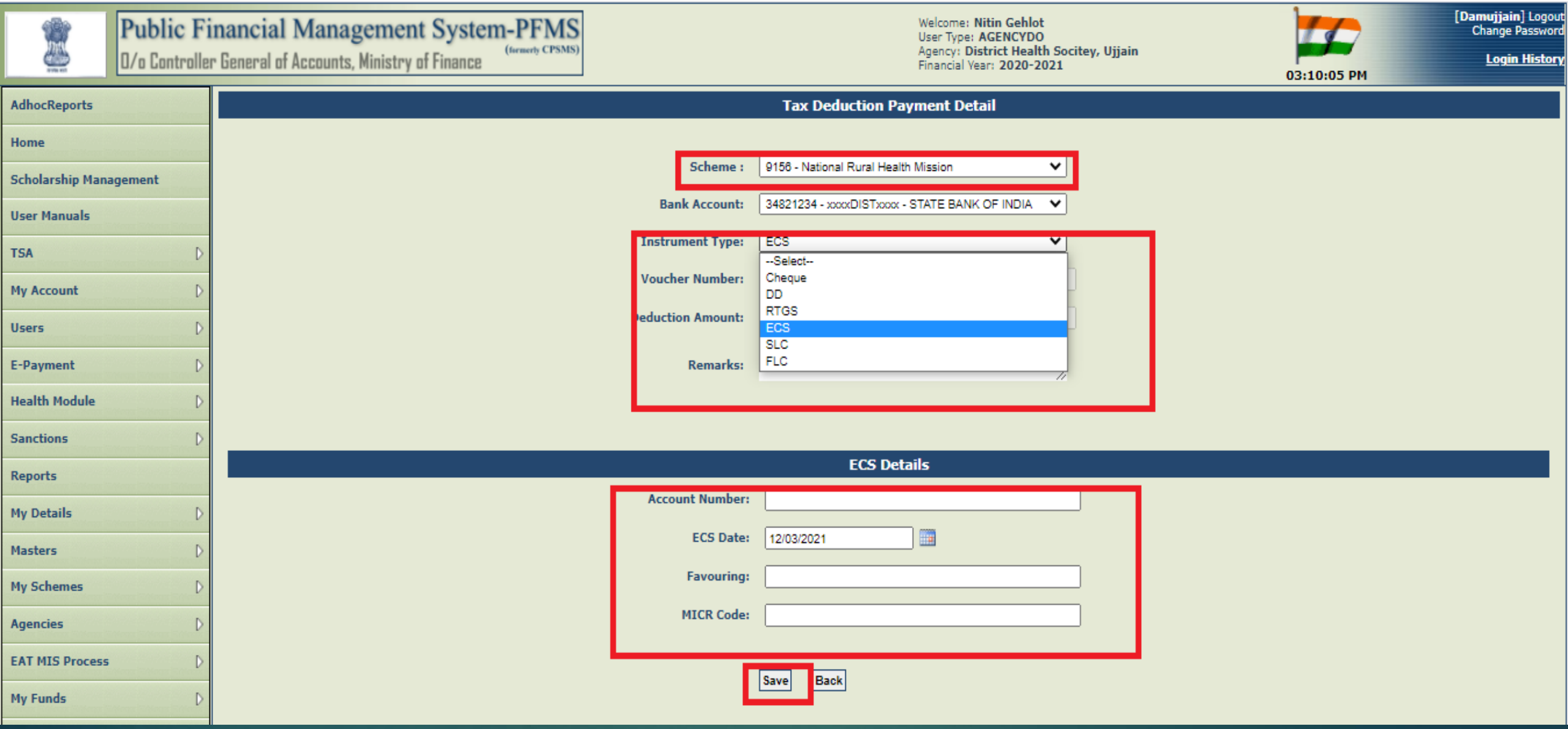


- After Click on PPA Hyperlink a small window will appear with showing its expiry date, click on OK button
- PPA Validity is 10 days from the date of approval
- Export the PPA to PDF format
- Print the PPA
- Sign the PPA by the Authorized Signatory
- Submit the PPA to Bank

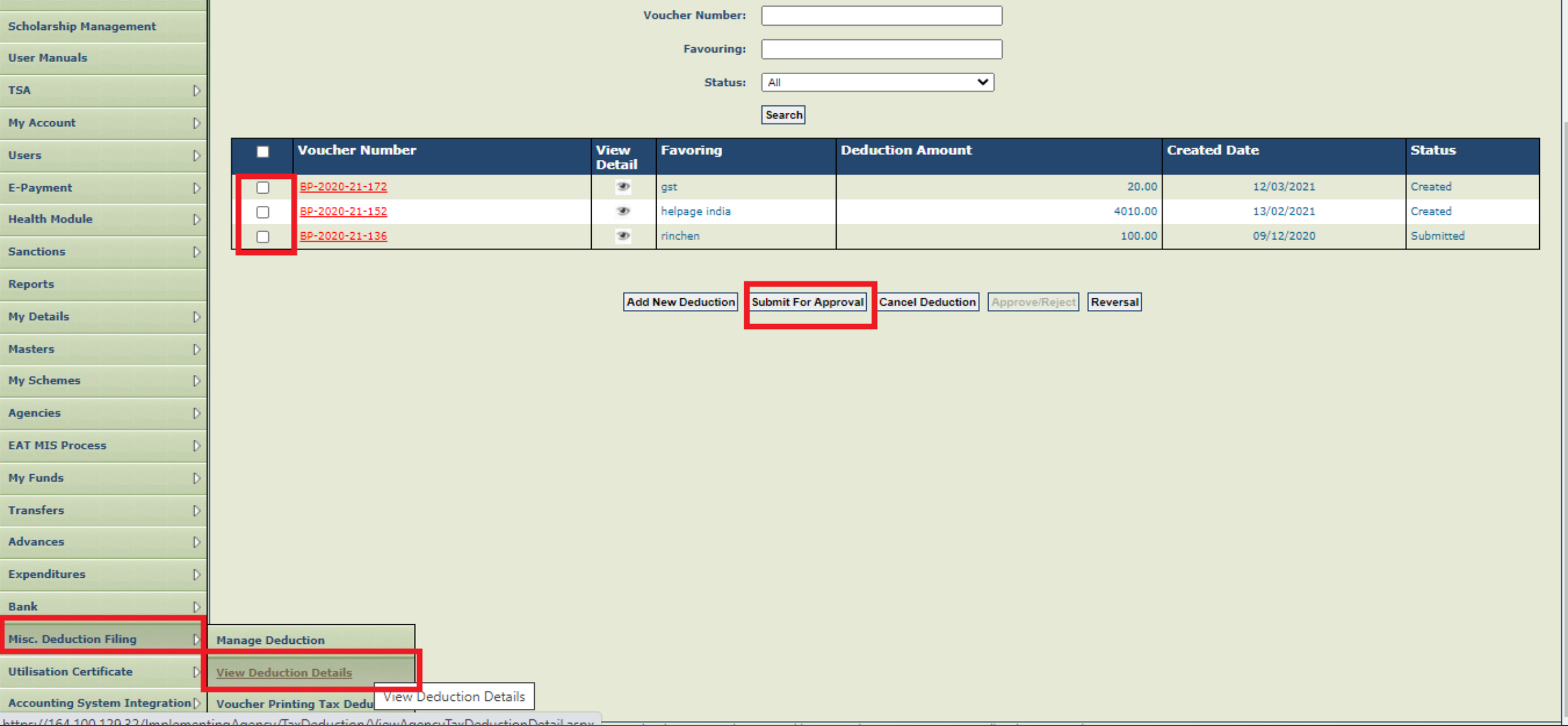
Manage Deduction



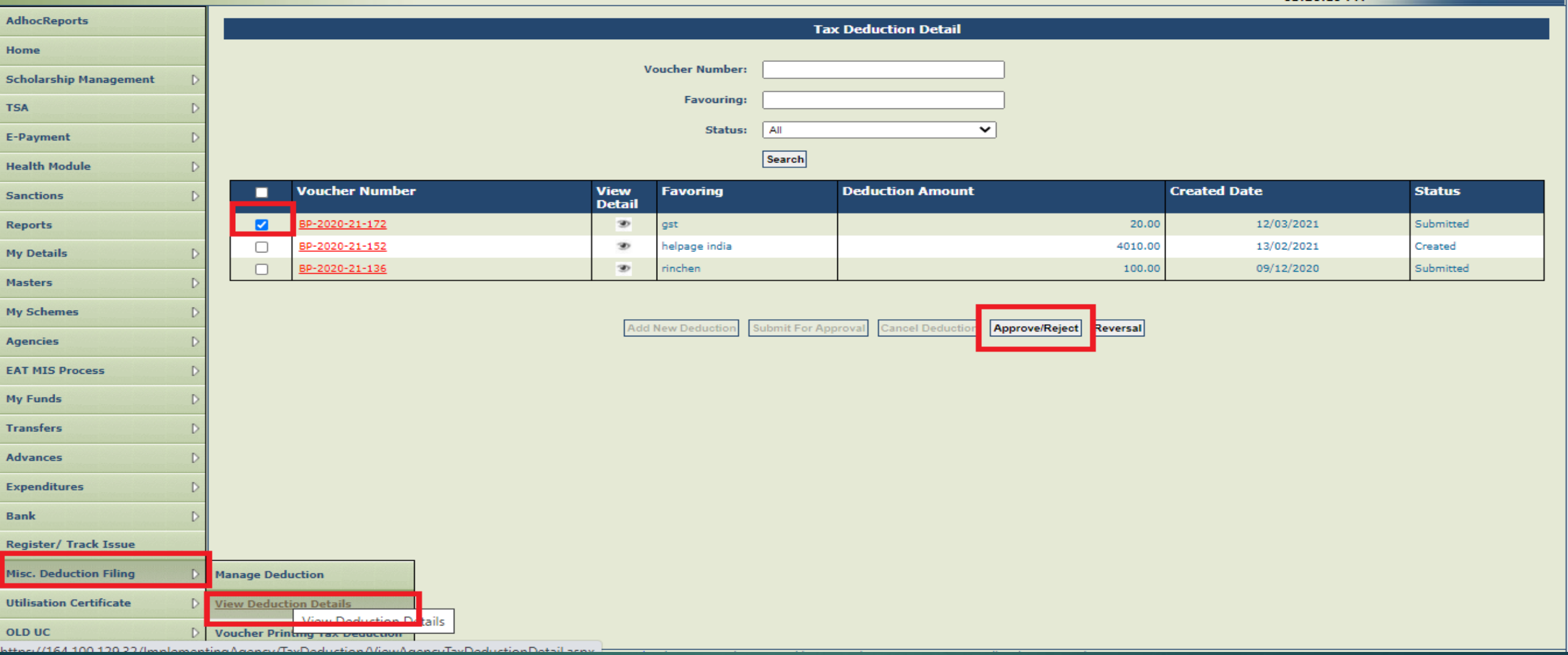
- Login as Data Operator
- Misc. Deduction Filing
- Select Scheme
- Select Deduction Type
- Search
- Click Check Box
- Add Deduction



- Select Scheme
- Select Instrument Type
- Fill the Credentials
- Click on Save Button



- Again go to Misc. Deduction Filing
- View Deduction Details
- Click on Check Box
- Submit for Approval



- Login as Data Approver
- Misc. Deduction Filing
- Click Check Box
- Click On Button Approve/Reject Button
- One Small Window will Appear
- Put Remarks and Click on Approve or Reject Button

THANK YOU