

ZONAL ACCOUNTS OFFICE
OFFICE OF THE PRINCIPAL CHIEF CONTROLLER OF ACCOUNTS
CENTRAL BOARD OF DIRECT TAXES
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Lr. No ZAO/CBDT/HYD/PC/2019-20/PFMS ID

Dated : 10/12/2019

To

The Pr. CIT (Admin)
O/o the Pr. CCIT,Hyderabad
10th Floor, Income Tax Towers,
Masab Tank,
Hyderabad – 500004

*Circulate to all
DDOs for immediate
action.*

As
11/12

Sir,

Sub: New procedure has been introduced by PFMS for new ID User registration and approval in PFMS wef 10.12.2019 – reg.

I am to inform you that a new procedure has been introduced for new sanction ID User Registration and approval in PFMS with effect from 10/12/2019 in view of the security aspects. It is mandatory for every user to have gov.in or nic.in mail id and a valid mobile number to receive communication from PFMS portal. The existing users ie., PD, DDO, DDO Maker, DDO Checker etc., who did not give their Gov.in/nic.in mail ID in PFMS portal have been rejected by PFMS with effect from 10/12/2019.

The new users and the users rejected by PFMS have to follow the detailed procedure as laid down in ANNEXURE-‘A’ for log in to PFMS portal. After creation of user as per Annexure-‘A’, the hierarchy of approval authority is given Annexure-‘B’ in respect of each user (copy enclosed) and accordingly the users have to get the approval for getting new login credentials.

It is, therefore requested to bring this new procedure to the notice of all the offices under the jurisdiction of Pr. CCIT, Hyderabad.

Yours faithfully,

(A. SRINIVAS)

Sr. Accounts Officer,
Pre-Check Section,

O/o the ZAO, CBDT,Hyderabad

Encl: as above

Steps for new sanction ID user registration & approval in PFMS:

1. Every sanction ID generation user desire to register in PFMS is required to download the registration form from the home page of PFMS under "New user registration form" link.
2. The said form needs to filled and signed by the user.
3. Thereafter the said form will be counter signed and stamped by the reporting officer.
4. The duly completed form will then be forwarded to the next level hierarchy in PFMS who will also acts as 1st approving authority.
5. The next level hierarchy in PFMS (1st approving authority) will fill up user registration form online in PFMS on the basis of information available in the physical form received in his/her office.
6. Upon completion of above step an activation link will be sent to user at his/her given email id.
7. By using the activation link user will verify the form details online and also enter the OTP being received on the given email id and mobile number of the user.
8. The 1st approving authority will then approve the registration details of user. He/she will also sign the physical registration form.
9. The physical form will then be forwarded to second level in hierarchy in PFMS who will also act as second approving authority. The first approving authority will retain a copy of the form in records.
10. The 1st & 2nd level approving authority in respect of each user role in PFMS are attached at annexure "X".
11. The second approving authority will verify the details appearing in the online form with physical form and approve the registration details of user online. He/she will also sign the physical form and preserve the forms in the safe custody.
12. Upon approval by second approving authority the users will be activated in PFMS after 24 hours of second authority's approval.
13. The login credential will be sent on the email id of the user and by using the same user can login in PFMS.
14. User mandatorily needs to change the password upon his/her first login in PFMS.

Annexure-A

ANNEXURE 'B'

USER CREATION/APPROVAL HIERARCHY

Sl.No.	User Role	Created By	Verified by	1st Level Approval By	2nd Level Approval By
1	CCA	Root	Self	Root	NA
2	Pr. Accounts Officer	CCA	Self	CCA	Root
3	Pr. AO(AAO)	Pr. Accounts Office	Self	Pr. Accounts Office	CCA
4	Pr. AO(DH)	Pr. Accounts Office	Self	Pr. Accounts Office	CCA
5	Pay & Accounts Officer	Pr. Accounts Office	Self	Pr. Accounts Office	CCA
6	PAO(AAO)	Pay & Accounts Officer	Self	Pay & Accounts Officer	Pr. Accounts Office
7	PAO(DH)	Pay & Accounts Officer	Self	Pay & Accounts Officer	Pr. Accounts Office
8	Drawing & Disbursing Officer	Pay & Accounts Officer	Self	Pay & Accounts Officer	Pr. Accounts Office
9	DDO Checker	Drawing & Disbursing Officer	Self	Drawing & Disbursing Officer	Pay & Accounts Officer
10	DDO maker	DDO Checker	Self	DDO Checker	NA
11	Programme Division User	Drawing & Disbursing Officer	Self	Drawing & Disbursing Officer	Pay & Accounts Officer
12	Programme Division Checker (For D/o fertiliser)	Drawing & Disbursing Officer	Self	Drawing & Disbursing Officer	Pay & Accounts Officer
13	Programme Division Maker (For D/o Fertilizer)	Programme Division Checker	Self	Programme Division Checker	NA
14	DDO Wise Budget Allocation Checker	Pr. Accounts Office	Self	Pr. Accounts Office	CCA
15	DDO Wise Budget Allocation Maker	Pr. Accounts Office	Self	Pr. Accounts Office	CCA