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Ministry of Finance, Department of Expenditure  
Office of Controller General of Accounts  
Block "E", Mahalekha Niyantak Bhawan  
G.P.O Complex, INA, New Delhi

Office Memorandum

Dated: March 14, 2019  
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Subject: Regarding processing of March, 2019 salary on PFMS portal.

As on date 477 PAOs are on board PFMS platform /or electronic payments. Various users viz Programme Divisions (PDs), Drawing and Disbursing Officer (DDOs), Pay & Accounts Offices (PAOs) etc. are doing their daily transactions through PFMS portal. In order to process the March, 2019 Salary on PFMS portal the following guidelines are being issued to the users of PFMS:

For Processing March, 2019 salary through COMPACT:

- A. User needs to enter DDO wise budget allocation for 2019-20 in PFMS before uploading the COMPACT generated file on PFMS portal.
- B. Apart from the 'salary' object head all other expenditure head will be allowed to operate in bill as 'recoveries head' i.e. with minus booking subject to the condition that its DDO wise budget allocation is available in PFMS portal.
- C. The users will process the March, 2019 salary bills through COMPACT as usual i.e. after clicking the check box 'token for 2019-20'. After getting the said bills passed at PAO level user, the text file for financial year 2019-20 is to be generated separately and uploaded on PFMS portal.
- D. All such payment files uploaded on PFMS portal will be available for batch generation/cheque issue on or after 1<sup>st</sup> April, 2019. However, cheque printing in such cases can be done before 1<sup>st</sup> April, 2019 also.
- E. From, 1<sup>st</sup> April, 2019 onwards all the files related to salary, GPF, Pension are allowed to be uploaded from COMPACT to PFMS portal as usual.
- F. Steps/Documentation for Pre-Check Year Closing 2018-19 in COMPACT is available at "<http://pao2000.nic.in/Support/Downloads/Common Patches for COMPACT Version 6.01>"

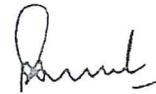
For Processing March, 2019 salary through PFMS:

- G. In the month of March, 2019 itself, PD user can generate sanction by logging in to the financial year 2019-20 on PFMS portal. The sanction will be generated in the same fashion as is being done in normal sanction generation.
- H. In the month of March, 2019 the sanction for the financial year 2019-20 can be generated in respect of the object head '01-Salary', '02-Wages', '04-Pensionary charges', '23-Cost of Ration', '42-Lum-Sum provision', '63-Inter Account Transfer' only. However, the other expenditure head will be allowed to be operated in bill as 'recoveries head' i.e. with minus booking subject to the condition that its DDO wise budget allocation is available in PFMS portal.

- I. User need to enter the DDO wise budget allocation for 2019-20 in PFMS before generating the sanction.
- J. All such sanctions generated in the month of March, 2019 pertaining to the financial year 2019-20 will be allowed to be passed at PAO level user. However, the batch generation/cheque issue of the same will however be allowed on or after 1<sup>st</sup> April, 2019. The cheque printing of the same will, however, be allowed before 1st April, 2019 also.
- K. On 1<sup>st</sup> April, 2019 or afterwards the sanction module in PFMS portal will run normally as is being run at present. Thus, all the sanctions can be generated through the said module.

For Processing March, 2019 salary through EIS:

- L. PAO should enter DDO wise budget allocation for salary heads for the financial year 2019-20.
- M. PAO should map Minor Head 911-"Deduct Recovery" under each Functional Head for DDO's for the Financial Year 2019-20 to enable "Recovery of Excess Payment", if any. Zero Budget should also be entered in the concerned Scheme Code of Deduct Recovery.
- N. The EIS Salary bills for the month of March, 2019 will be available after logging in Financial Year 2019-20 for receiving/passing at DH Level (PAO)/DDO Maker Level (CDDO).
- O. Mapping of Scheme Code (having Object Head other than '01') for Work Charged Staff, PAO Office is required to map Scheme Code for Work Charged Staff using the option Reference Data – Account Heads for Salary Generation of Work Charge Employee after logging in EIS at PAO Level.
- P. The rest of process i.e. generation of bills, passing of bills in Pay & Accounts Office will be processed by logging into the financial year 2018-19 on PFMS. However, the batch generation / cheque issue of the salary bill will be allowed in PFMS on or after 1st April, 2019. The cheque printing of the same will however be allowed before 1st April, 2019 also.



(Nalin Kumar Srivastava)  
Deputy Controller General of Accounts

To

1. All Pr.CCAs/CCAs/CAs with independent charge.
2. All PAOs through uploading of this O.M. on CGA web site.
3. Sr.TD, NIC-PFMS
4. Shri K.V.Hamza, Sr.AO.(ITD) for uploading this O.M. on CGA web site.
5. PS to Addl. CGA(ITD)
6. PS to Jt.CGA(ITD)