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AS/EA  
JS(VA) JS(AN) 4/5/23

F. No. 1/(08)/PFMS/2023  
Government of India  
Ministry of Finance  
Department of Expenditure

North Block,  
New Delhi, 4<sup>th</sup> May, 2023

**OFFICE MEMORANDUM**

Subject: Functionality for entry in PFMS of annual State wise allocation earmarked under various CSS.

The undersigned is directed to refer to DoE's OM No. 1(13)/PFMS/2020 dated 21<sup>st</sup> February, 2023 regarding entry of State wise and SLS wise allocation for each CSS for the financial year in PFMS and to inform you that the utility for entering the allocation has been deployed in PFMS.

2. A user manual detailing the procedure of using the said utility is enclosed. It is requested that the necessary information be entered in PFMS at the earliest and the 1<sup>st</sup> instalment of funds under various CSS should be released after the State wise and SLS wise allocation is entered in PFMS.
3. This issues with the approval of competent authority.

*Prateek Kumar Singh*  
4/5/23  
(Prateek Kumar Singh)  
Director  
Tel. No. 23094961

To

1. Secretaries of all Departments/Ministries, Government of India
2. Financial Advisers of all Departments/Ministries of Government of India
3. Pr CCAs/CCAs of all Ministries/Departments

Copy:

1. Controller General of Accounts, O/o CGA, INA, New Delhi
2. Addl. CGA (PFMS), O/o CGA, INA, New Delhi

F. No. 1/(13)/PFMS/2020  
Government of India  
Ministry of Finance  
Department of Expenditure

North Block,  
New Delhi, 21<sup>st</sup> February, 2023

**OFFICE MEMORANDUM**

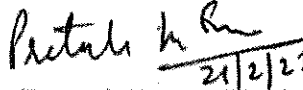
Subject: Revised procedure for flow of funds under Centrally Sponsored Schemes (CSS) –  
Entry of annual State wise amount earmarked for a CSS in PFMS.

The undersigned is directed to refer to DoE's OM No. 1(13)PFMS/FCD/2020 dated 23<sup>rd</sup> March, 2020 regarding revised procedure for flow of funds for Centrally Sponsored Schemes (CSS). As per Para 12 of the said OM – 'In the beginning of a financial year, the Ministries/Department will release not more than 25% of the amount earmarked for a State for a CSS for the financial year'.

2. Accordingly all Departments are requested to estimate and earmark in advance, State wise amount likely to be released during the financial year so as to enable annual financial planning, reduction in float, and ensuring releases to States as per the guidelines. Any amount to be spent by the Department directly (for example central PMU expenditure) should also be indicated. The total amount so earmarked should not exceed the BE for a CSS for the financial year. The proposed allocation to a State may be reviewed periodically and can thereafter be amended with the concurrence of the Financial Adviser and approval of the Secretary of the Department.

3. PFMS division will develop a utility in PFMS for entry of this information. All Ministries/Departments are requested to complete the data entry in PFMS by 1<sup>st</sup> week of April, 2023. The 1<sup>st</sup> instalment of funds in 2023-24 shall be released only after the data entry has been completed.

4. This issues with the approval of competent authority.

  
21/2/23  
(Prateek Kumar Singh)  
Director  
Tel. No. 23094961

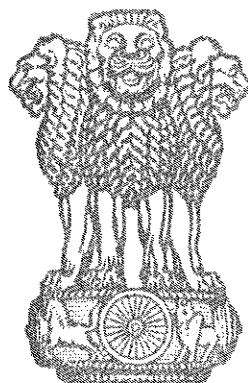
To

1. Secretaries of all Departments/Ministries, Government of India
2. Financial Advisers of all Departments/Ministries of Government of India

Copy: Addl. CGA (PFMS), O/o CGA, INA, New Delhi with the request to develop the utility as mentioned.

# **PUBLIC FINANCIAL MANAGEMENT SYSTEM (PFMS)**

Website: [www.pfms.nic.in](http://www.pfms.nic.in)



सत्यमेव जयते

## **USER MANUAL FOR SCHEME WISE ACCOUNT HEAD WISE STATE WISE SLS WISE BUDGET CAPTURING**

**CONTROLLER GENERAL OF ACCOUNTS  
DEPARTMENT OF EXPENDITURE  
MINISTRY OF FINANCE  
NEW DELHI**

**May, 2023**

## PREFACE

The Public Financial Management System (PFMS) is a web-based application for payment, accounting and reconciliation of Government transactions and integrates various existing standalone system. The PFMS software application has been programmed in user friendly manner. The user of PFMS will find onscreen information to run the various modules.

The purpose of this User Manual is to provide a training tool for the user to allocate budget – ‘Scheme Wise Account Head Wise State Wise SLS Wise’ using PFMS. The efforts have been made to draft this Manual in the form of a simple and usable document to outline the process involved in budget allocation.

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## A. GLOSSARY OF IMPORTANT TERMS

Unless there is something averse in the subject or context, the terms defined in this section are used in this Manual in the sense hereunder explained:

S. No.	Abbreviations	Definitions
1	SLS	State Linked Schemes
2	SNA	Single Nodal Agency
3	BE	Budget Estimate
4	DDG	Detailed Demand Grant
5	Total Budget	Original BE + Reappropriation Net Amount + Supplementary 1 + Supplementary 2 + Supplementary 3 – Surrender Amount

## **B. INTRODUCTION, OBJECTIVEANDPROCESS FLOW**

### **INTRODUCTION**

Public Financial Management System (PFMS) is a web-based online transaction system for fund management and e-payment to the implementing agencies and other beneficiaries. Now, we are enhancing the feature of PFMS to include State Wise SLS Wise Budget Allocation.

Website address:<https://pfms.nic.in> (home page will open)

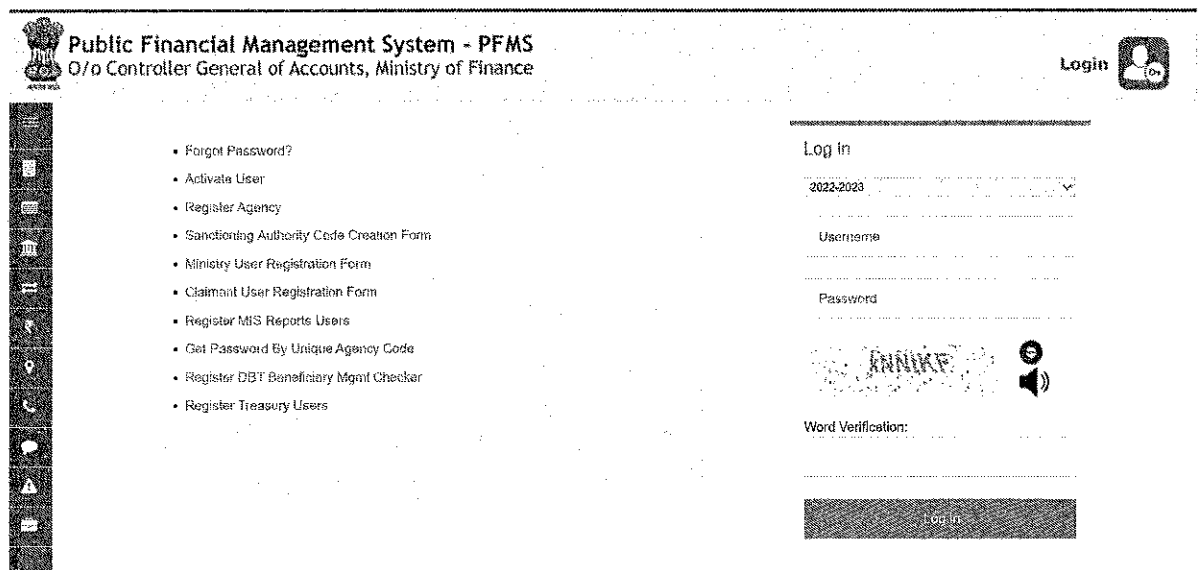
### **OBJECTIVE**

The objective of adding StateBudget Allocation in PFMS is to help user to forecast amount w.r.t SLSfor a Statebased on Total Budget available under Account Head in a Scheme. Also, user can be able to generate MIS report for State Wise Expenditure w.r.t State Linked Schemes.

## C. STATE BUDGET ALLOCATION PROCESS

### 1. USER LOGIN

- User will login in PFMS portal using his/her credentials (Refer - Screen 1).



Screen 1

### 2. STATE BUDGET ALLOCATION MENU

- User will click on Masters from the left side menu.
- Under Masters, Schemes to be clicked.
- Inside Schemes, State Budget Allocation menu item to be clicked





Public Financial Management System-PFMS  
(formerly CPMS)

1/o Controller General of Accounts, Ministry of Finance

Welcome: pd user  
User Type: PD  
Financial Year: 2022-2023

04:25:18 PM

English

pd user

The following table shows the summary of sanctions according to status and type. To find out what a particular status means, take your mouse over the status name. To find the details of sanctions in a status/ type, click on the corresponding status.

See all sanctions

Agency	Account Head Shifting	Manage Scheme	Manage CNA Scheme	No. of Agency
NA				0

State Budget Allocation Validation Status

Screen2

➤ Scenarios/User access –

- i. This menu will be accessible to PD Maker and PD Checker users, if DDO is configured for e-Bill otherwise error message will be displayed to PD Maker/PD Checker user ***"You are not configured for e-Bill. Please login with PD user to access this page"***.
- ii. This menu will be accessible to PD user, if DDO is not configured for e-Bill otherwise error message will be displayed to PD user ***"You are configured for e-Bill. Please login with PD Maker user to access this page"***.

### **3. SCHEME WISE STATE WISE SLS WISE BUDGET ALLOCATION PAGE**

- Once user click on State Budget Allocation menu, the Scheme Wise State Wise Budget Allocation page will display.
- This page contains the following items –
  - i. Controller Name – Pre-populated as per login user
  - ii. Grant – Dropdown with Grants based on Controller Name displayed
  - iii. Scheme Type – Freezewith value: Centrally Sponsored Scheme
  - iv. Scheme – Dropdown with SNA marked Schemes
  - v. Account Head – Dropdown with Account Headsmapped with the selected Schemes
  - vi. State – Dropdown containing list of all states
  - vii. Total Budget – This field will be automatically populated based on Account Head/State selected.
  - viii. BE Amount – This field will display Budget Estimated as per DDG based on Account Head/State selected.

The screenshot shows the 'Scheme State Wesa Budget Allocation' form in the PFMS. The form is titled 'Scheme State Wesa Budget Allocation' and is located in the 'Public Financial Management System - PFMS' interface. The interface includes a header with the PFMS logo and name, and a sidebar with various menu items. The main form area contains the following fields:

- Controller Name: BIT - HEALTH and FAMILY WELFARE
- Grant: --Select Grant--
- Scheme Type: Centrally Sponsored Scheme
- Scheme: --Select Scheme--
- Account Head: --Select Account Head--
- State: --Select State--
- Total Budget (Including Supply(s), Reciprocity/Other and Surplus):
- Unallocated Balance
- BE Amount
- Reset button

The footer of the screenshot contains the text: 'About Us | Site Map | Privacy Policy | Contact Us | © 2019 Public Financial Management System. All Rights Reserved.'

Screen 3

#### 4. STATE LINKED SCHEMES DISPLAY

- Once all the fields in the form are filled by the user, list of schemes linked to state selected, will be displayed in tabular format at the bottom along with Budget Allocation Amount and Approved Amount.
- A checkbox will be visible against each SLS.
- User needs to check the checkbox against those schemes for which budget allocation is required.
- Based on the amount allocated against the schemes, the Total at the end of grid will be displayed.

- Approved Amount column will display the approved allocated amount once approval process for that amount against the scheme is completed successfully.

**Public Financial Management System-PFMS**  
 (Formerly PFMS)  
 (The Controller General of Accounts, Ministry of Finance)

Optional pf user  
 User Type: PD  
 Fiscal Year: 2017-2018

03:57:11 PM

**Scheme State Wise Budget Allocation**

Controller Name: Q17 - HEALTH AND FAMILY WELFARE  
 Grant: 046 - Department of Health and Family Welfare  
 Scheme Type: Central Sponsored Scheme  
 Scheme: 0165 - National Rural Health Mission  
 Account Head: 22110000017315  
 State: ASSAM

Total Budget (including Subsidy, Free-contribution and Surplus): 200000000  
 Unallocated Balance: 200000000  
 BE Amount: 200000000

NOTE: Only those records will be send against which the check box is checked.


<input type="checkbox"/>	SLS Name	Budget Allocation Amount	Approved Amount
<input type="checkbox"/>	06297 - Child Health	0	0
<input type="checkbox"/>	06297 - Child Health	0	0
<input type="checkbox"/>	0115 - National Health Mission (NHM)	0	0
<input type="checkbox"/>	0115 - National Health Mission (NHM)	0	0
<input type="checkbox"/>	0441 - NATIONAL RURAL HEALTH MISSION (NRHM)	0	0
<input type="checkbox"/>	0441 - NATIONAL RURAL HEALTH MISSION (NRHM)	0	0

Forward For Approval Reset

Screen 4

## 5. FORWARDAND RESET

- Once user checked the check box against the desired SLS and input the amount in Budget Allocation Amount column, 'ForwardFor Approval' button to be clicked to send the same for approval.
- 'Reset' button is used to reset the values of the fields i.e., to make fields blank.



**Public Financial Management System-PFMS**  
D/o Controlling General of Accounts, Ministry of Finance

Welcome pd user  
User Type: PD  
Financial Year: 2022-2023

04:27:42 PM

**Scheme State Wise Budget Allocation**

- Adhoc Reports
- Scheme Wise Contract Details
- Home
- CRM Reports
- User Manuals
- TBA
- Masters
- Users
- Agency
- Sanctions
- Pre Sanction
- Sanction Custom Fields
- Printing Templates
- Sanction Templates
- Employee Info System
- Imports
- Masters
- My Scheme
- Agency
- My Funds
- Scheme Allocation
- Register/Track Issue
- Utilisation Certificate
- OLD UC

Controller Name : 017 - HEALTH and FAMILY WELFARE

Grant : 048 - Department of Health and Family Welfare

Scheme Type : Centrally Sponsored Schemes

Scheme : 8158 - National Rural Health Mission

Account Head : 22110000407315

State : ASSAM

Total Budget : 200000000  
(Including Supply(s), Reappropriation and Surrender)

Unallocated Balance : 199899900  
BE Amount : 200000000

NOTES Only those records will be saved against which the check box is checked.


	SLS Name	Budget Allocation Amount	Approved Amount
<input checked="" type="checkbox"/>	UK249 - Child health	100	100
<input type="checkbox"/>	UK245 - Child health	0	0
<input type="checkbox"/>	AP15 - National Health Mission (NHM)	0	0
<input type="checkbox"/>	AP16 - National Health Mission (NHM)-27	0	0
<input type="checkbox"/>	QR41 - NATIONAL RURAL HEALTH MISSION ODISHA	0	0
<input type="checkbox"/>	QR41 - NATIONAL RURAL HEALTH MISSION ODISHA	0	0
	<b>Total</b>	<b>100</b>	<b>100</b>

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Screen 5

## 6. APPROVAL/RETURN

- To approve the record, user must click on Approve button.
- If user is not satisfied with details, then user can return the record for rectification purpose with remarks which will be mandatory.
- Once approved, the amount will be visible under Approved Amount column.



**Public Financial Management System-PFMS**  
U/o Controller General of Accounts, Ministry of Finance

WELCOME: pd user  
User Type: PD  
Financial Year: 2022-2023  
83:33:06 PM

**Scheme State Wise Budget Allocation**

Controller Name: **001 - HEALTH AND FAMILY WELFARE**

Crout: **056 - Department of Health and Family Welfare**

Scheme Type: **Centrally Sponsored Scheme**

Scheme: **9156 - National Rural Health Mission**

Account Head: **2311000407015**

State: **ASSAM**

Total Budget (Including Supply/1, Resubscription and Schemes): **200000000**

Unallocated Balance: **199000000**

BE Amount: **200000000**

NOTE: Only those records will be saved against which the check box is checked.

SLS Name	Budget Allocation Amount	Approved Amount
00165 - CHS Health	0	0
00208 - CHS Health	0	0
AP115 - National Health Mission (NHM)	0	0
AP116 - National Health Mission (NHM)-27	0	0
00165 - NATIONAL RURAL HEALTH MISSION CHS/CHS	0	0
00165 - NATIONAL RURAL HEALTH MISSION CHS/CHS	0	0
<b>Total</b>	<b>0</b>	<b>0</b>

Remarks :

Screen 6

## 7. VALIDATION/EXCEPTIONS

- If Total displayed at the bottom is more than Total Budget, then system will not allow user to save the mapping there by displaying an error message – **Budget allocation amount cannot be greater than total budget amount.**

Acceptance criteria –

**Total <= Total Budget**