

EGramSwaraj- PFMS Process Flow



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Re-Processing of rejected beneficiaries in EGramSwaraj
Validations
State Fund Release to PRI
Validations
Payment Processing
Validations
Period End Procedures
Scheme Wise Day Book Closing
Validations
Generation of Payment FTO
Signing Payment FTO by Maker
Verification and Signing Payment FTO by Checker
View Status of Payment Voucher 40
Validations
Reconciliation and Month Book Closing

Stakeholders

Following stakeholder/roles will login in system:

- 1. State Admin
- 2. District Admin
- 3. Maker (Panchayat Secretary)
- 4. BDO (Will act as checker in mapped Panchayats)
- 5. Checker (Panchayat Sarpanch)

Abbreviations

S.No	Abbreviation	Description
1.	PFMS	Public Fund Management System
2.	BDO	Block Development Officer
3.	GP	Gram Panchayat
4.	DSC	Digital Signature Certificate
5.	FTO	Fund Transfer Order
6.	PRI	Panchayati Raj Institutions
7.	IFSC	Indian Financial System Code
8.	XML	Extensible markup Language

Important Instructions

- User is loged in the system with correct user credentials.
- DSC token set up should be installed in the system (Go to My system→ Double click on DSC Token sign→Install the DSC token setup)
- All GPs have to install DSCSigner Software on their desktop/Laptop (DSCSigner.zip)
- Winzip software should be installed on their desktop/laptop
- Java 1.8 should be updated /installed in Desktop/Laptop (Refer to Java 1.8_Installation.pdf for downloading and installing from Official Website)
- SSL certificate is required to be installed (rootCA)
- "Allow-Control-Allow-Origin" plugin need to be added in Google Chrome.
- Open Google Chrome. Enter the below into the address bar in google chrome. Set the option to enabled on "allow-insecure-localhost". This will let you use chrome on localhost sites without having to deal with https warnings.
- Click on Enable and restart Chrome. From now on invalid certificates on localhost (and just on localhost) are ignored and you can develop with your self-signed certificate.
- Bank Account registered on PFMS portal should be among 30 banks integrated with DSC enabled for FFC (Bank_list_that_does_DSC_payment.pdf)
- All GPs/BDO/District admin/State Admin should have valid and individual DSC of Class 2.
- All GPs/BDO/District admin/State Admin should have valid Mobile No, E-mail ID as OTP will come for validating Profile/DSCs
- All GPs should close their day books so that they can start working in current date.
- All GPs should have completed the FFC vouchers from 1st April 2018 to till date because GPs should be in current date on which Payment FTO is generated, as EGramSwaraj and PFMS server datevalidated the same.

User Profile Creation

Once the user logs in for the first time then he/she has to fill the profile details mentioned below mandatorily:

User Profile	
User Name*	: PR-UTTARAKHAND-ADM
Name*	R
Organization*	1
Designation*	F
Telephone*	10 digit mobile no (Starting with non-zero number)
E-mail Address®	ŧ .
Upda	ta Clase

- User Name will come pre-filled
- Name need to be entered by the user
- Organization need to be entered by the user
- Designation need to be entered by the user
- Telephone number need to be entered by the user
- Email Address need to be entered by the user
- By clicking on the Update button the profile will be filled and OTP will be sent on Mobile number and email id of the user as filled in form.

Please enter the OTP which has	been sent to your registered mobile no:	8000001566 & email ld; ga000000000@gmail.com	
	Mobile OTP :	654277	
	Email OTP :	778970	

- User will fill both the OTPs separately
- At the click of "Save" button the profile will be saved successfully.

At any point of time user can update the profile by going at **Personalize** \rightarrow **Change User Profile**

In both the cases of filling the profile or updating the profile, the user profile will be approved by the respective admin as per hierarchy.

User Profile Approval

Whenever a new profile is filled or existing profile is updated, the respective admin as per the hierarchy of the user will have to approve the user profile.

The Admin will go to Master Entry→ User Management→ Approve User Profile

eGrams	Swar	aj		Name MARTIN PRANTIN	a)	IP SI	
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Admin will select from the drop down list to Approve or Reject the user and click on "Submit" button to confirm.

The user will be able to perform further actions only after approval from the client.

Validations

• Users should fill valid email id and mobile numbers as separate OTPs will be received for confirmation on them.

Installing Java 1.8 on Desktop/Laptop of User

The user need to follow below mentioned steps to Install Java 1.8:

- 1. Click on http://www.oracle.com/technetwork/java/javase/downloads/jdk8-downloads-2133151.html
- 2. Accept License Agreement by clicking on the radio button

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- 3. Check your system configuration and operating system (such as window 64 bit) and click on the appropriate link to download the Java 1.8
- 4. The ".exe" file such as "jdk-8u181-windows-x64.exe" will be downloaded on the system/laptop of the user.
- 5. The user have to double click on "jdk-8u181-windows-x64.exe" then following screen will appear.

Click on YES to proceed



Installation will begin and In the following screen click on Next Button

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íate 181
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Select the Development Tools and click on Next

Pevelopment Tools Source Code Public JRE		Feature Description Java SE Developm Update 181 (64-b the JavaFX SDK, and the Java Miss tools suite. This v 180MB on your ha	on nent Kit 8 iit), including a private JRE, sion Control will require ard drive.
stall to: \Program Files\Java\jdk1.8.0_181	۱.]	Change
	< Back	Next >	Cancel
Java SE Development Kit 8 Upd	ate 181 (64-bit) - Proj	press —	

Installation folder will be displayed, use the default folder as mentioned below screen

and click on Next

1q



After final installation click on Close button in following screen

Java SE Developr	nent Kit 8 Update 181 (64-bit) - Complete	2
(lava		
Java SE Developme	ent Kit 8 Update 181 (64-bit) Successfully Installed	
Click Next Steps to	access tutorials, API documentation, developer guides, release notes	
Click Next Steps to and more to help yo	access tutorials, API documentation, developer guides, release notes ou get started with the JDK.	
Click Next Steps to and more to help yo Next Steps	access tutorials, API documentation, developer guides, release notes ou get started with the JDK.	
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Click Next Steps to and more to help yo Next Steps	access tutorials, API documentation, developer guides, release notes ou get started with the JDK.	

DSC Management

DSC Registration Process

There will be various levels for registration and approval of DSC.

- Self-registration of State with a valid DSC. No approval would be required
- Self-registration of District Admin with a valid DSC. State admin will act as approver
- Self-registration of Block Admin with a valid DSC. District admin will act as approver
- Self-registration of Panchayats with a valid DSC. Block admin will act as approver

User will go to Master Entry→ DSC Management→ Register your DSC

User will insert the DSC Token and click on **Register your DSC**, the DSC will be registered and sent to respective approver for approving the file.



Now, user has to enter the token password and click on "OK" button to proceed.

Add/Medity Digital Signature	Name: Issuer Name:	
	Confirmation × Enter Token Password	
	Same DSC Close	

Add/Modify Digital Signature	ime: Class 2 Organization test
Tesuer Na	ime: CN=e-Mudhra Sub CA for Class 2 Organisation 2014. OU=Certifying Authority. O=eMudhra Consumer Services Limited, C=IN
Serial Num	ber: 13337299
Valid fr	rom: 22-Dec-2016
Vali	d to: 22-Dec-2019
Sta	itus: ACTIVE
Save	DSC Close

At the click of "Save DSC" the OTP will be generated and sent to the registered mobile number of the user as per profile.

User will enter the OTP and click on "Submit" button to proceed.

Mobile OTP:	
Submit Tis Carbinitis DTV Cancel	
OTP will Expire in 04:57 minutes	

At the click of "Submit" the DSC will be saved and sent to respective approver/admin for approval.

Approval and Rejection of the DSC by Admin

The registered DSC of Districts need to be approved by the State Admin. All the registered District Panchayats etc. will be displayed in grid as per below screen:

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The user with approver role will select the respective entity and by selecting from the drop down menu wither **Approve or Reject** the DSC.

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		Prewing 1 to 1 o	(1 written							24.00	-

After clicking on the **"Submit"** button the admin will be redirected to digitally sign and confirm his/her action of Approval or rejection of the DSC.

5.No.	Select	UnSigned DSC File		
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S.No,	Sų	gned DSC File		
1	15	35360365541_5		View

Now, user will select from the radio button and click on the "Apply Digital Signature" button to sign it.

S.No.	Select	UnSigned OSC Fil	e		
1		1535791407179	5 Confirmation	× w	Apply Digital Signature
S.No.	s	gned DSC File	Enter Token Password		
1	1	5,35360365541_5	OK		View

Now admin will enter the Token password and click on the "OK" button.

Cert	ificate	for	Sign	ing

Name	Class 2 Organization test's e-Mudhra Sub CA for Class 2 Organization 3014 ID
Issuer	CN+e-Multhra Sub CA for Class 2 Organisation 2014. OU-Cartifying Authority. D=eMulthra Consumer Services Limited, C+IN
Walted Wyom	Thu Dec 22 2016 16:50:45 GMT+0520 (India Standard Time)
valid To	Sun Dec 22 2019 16:50/45 GMT+0530 (India Standard Time)

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After clicking on the "Confirm Signing" button the DSC file will be Accepted or Rejected with digital sign of Admin user.

The registered DSCs of Gram Panchayats need to be approved by the Block Admin.

Unregister the DSC by User

To unregister his/her DSC the user can go to Master Entry \rightarrow DSC Management \rightarrow Unregister DSC

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Certificate Name	Class 2 Organization test
Valid from	22-Dec-2016
valid To	22-Dec-2018
Status	Approved and Digitally Signed

At the click of **"Unregister DSC"** button the DSC will be unregistered for the user. Now, he/she can register again with same or different DSC following the entire process of **"DSC Registration"**.

The DSC cannot be un-registered if there is any transaction or process under-process and not completed that was digitally sign by the user using the existing DSC.

Un-approve the DSC by Admin

To un-approve the DSC of any user the admin can anytime go to **Master Entry** \rightarrow **DSC Management** \rightarrow **Un-Approve DSC**

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	Showing 1 to 1 of 1	entries				Prestours 1	ext

Admin will click on checkbox against DSC certificate of user that need to be un-approved and click on **"Un-approve DSC"** button to confirm action.

Village Allocation

In some cases the **BDO** may act as a "Checker" for one or more Panchayats.

The District Admin will allocate the Gram Panchayats to a particular BDO and at the same time the "Checker" user for those Gram Panchayats will become inactive.

To allocate the Gram Panchayats to a BDO the District Admin will go to

Master Entry \rightarrow DSC Management \rightarrow Village Allocation

Village Allocation		(All fields marked with * are mandatory)
	Block* : DHARCHULA	
	Close	

After the selection of "Block" from the drop down list the village list will be rendered. The user can map the desired GPs from left window and drag them to the right window for allocating to the BDO. Now, the BDO will act as "Checker" for these GPs and the existing "Checker" users for these GPs will become in-active.

Validations

- Each user shall register with unique Digital Certificate.
- If a DSC is registered by a user the after approval, no other user can register the same DSC again.
- User can un-register the DSC (if required) and re-register with same or different DSC however, if there is any kind of transaction pending then, the DSC cannot be un-registered.
- User can un-register the DSC (if required) and re-register with same or different DSC however, if there is any kind of transaction pending then, the DSC cannot be un-registered.
- If a Gram Panchayat is allocated to BDO by State Admin then, the existing checker of the village shall be blocked immediately.

Panchayat Registration as agency in PFMS

Panchayats will register themselves as Agency following the procedure as followed in PFMS portal by entering requisite details such as per the field mention in below screen:

Login in the PFMS portal



Entry screen

The user will enter relevant details in the fields of below form to register Agency.

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feall		
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	19217a 🔿	

Registration of Child Level Agency

PRI or Parent Level Agency will login in PFMS portal with its credentials and create Child Level Agencies as per the requirement of specific Scheme.

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- Parent Agency will fill all the relevant details mentioned in below form for Child Agency.
- Other details like email id, phone number, bank details are captured and unique ID is generated for each Child Level Agency.
- Similarly Child Level Agency can create sub agencies under it using their credentials in PFMS portal, as per the hierarchy decided by State Nodal Officer/concerned State Admin.

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Unique PFMS registration ID Allocation

After the successful registration Unique PFMS ID (Agency Code) will be allotted to each Panchayat, and it will be displayed in a message for user to retain it for using in future.

Porting of Registered Panchayats in EGramSwaraj

As soon as the Panchayats are registered in PFMS, the information will be ported in EGramSwarajthrough a web-service. The Agency Code will be ported in PFMS database

Beneficiaries/Vendors Registration in EGramSwaraj

Add Beneficiary/Vendor in EGramSwaraj

GP will login in EGramSwaraj and add all the beneficiaries such as

Vendors/Employees/Residentsetc. by filling all the mandatory details mentioned in below form and save.

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The fields marked with "*" are mandatory. The users should fill them carefully as the details will be verified by PFMS and if wrong information is given then, the Agency will be rejected.

Approve Beneficiary/Vendor in EGramSwaraj

After entering of the beneficiaries, these need to be approved by two level , Maker itself and then Checker as per following steps:

- Maker will go to Master Entry→ Agency→ Approve Agency for PFMS
- \circ $\,$ Maker can approve beneficiaries by clicking checkbox under approve option.
- \circ $\;$ Multiple Agencies can be approved by selecting multiple in one go.
- After clicking on "Approve Agency" button, the file needs to be Digitally Signed by the user.

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The Maker will go to Master Entry→DSC Management→Sign approved vendor file



Then following screen will appear for digitally signing and approving the vendor files at Maker's login

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PRI(Maker) will insert DSC dongle and select the file for signing. After clicking on the "Apply Digital Signature" button the below screen will appear for entering the DSC token PIN.

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After entering the DSC token PIN the below screen will appear and Maker will "Confirm Signing" by clciking on the button. Then, the vendor file will be signed successfully and will be sent to "Checker" for his/her aproval.

Name	Class 2 Organization test's e-Mudhra Sub CA for Class 2 Organisation 2014 3D
lisiyer	CN=e-Mudhra Sub CA for Class 2 Organisation 2014. OU=Certifying Authority. O=eMudhra Consumer Services Limited, C=IN
/alid From	Thu Dec 22 2016 16:50:45 GMT+0530 (India Standard Time)
valid To	Sun Dec 22 2019 10:50:45 GMT+0530 (India Standard Time)

Confirm Signing

Then the Checker (Panchayat Sarpanch/BDO) will see all such details and approve the beneficiaries. After approval, Checker has to digitally sign.

The Checker will go to Master Entry→ DSC management→Sign Approved Vendor File

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Checker will insert DSC dongle and select a file to digitally sign by clicking on "Apply Digital Signature" button. The below screen will appear for entering the DSC token.

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			HOMOVENINE GARLEY IT LEADER I	Agency	- 64	(1494)			Apphi	Digital Signation

The checker will enter the token and proceed by clicking "OK".

Certificate for Signing

Name	Class 2 Individual test's e-Mudhra Sub CA for Class 2 Individual 2014 ID
issuer	CN+e-Mudhra Sub CA for Class 2 Individual 2014. OU+Certifying Authority. O+eMudhra Consumer Services Limited, C+IN
Valid From	Thu Dec 22 2016 16:45:16 GMT+0530 (India Standard Time)
Valid To	Sun Dec 22 2019 16:49(16:GMT+0530 (India Standard Time)

Confirm Ligning Close

The Checker will now confirm by clicking on "Confirm Signing" button and the vendor file will be approved by the Checker user.

This file will now be pushed to PFMS for validation process in which all the details filled by the user will be matched like Name, Bank Account, IFSC code etc.

If all the details are found correct then, the vendor will be apprved by PFMS for transactions.

Pushing of Beneficiary file (XML) to PFMS (web-service)

- The details of digitally signed beneficiaries (XML) generated, will now be pushed to SFTP server from EGramSwaraj server (electronically) as soon as it is generated.
- PFMS will read the XML file from SFTP server folder, as per the scheduler.
- PFMS will send the acknowledgement on receiving the XML file of beneficiaries' details.
- PFMS will validate the beneficiaries' details sent by EGramSwaraj on the parameters such as bank account details (validate with banks linked with PFMS) and share the final status of

validated (success) as well as rejected (failure) beneficiaries with EGramSwaraj through XMLfile.

• EGramSwaraj will read the XML file sent by PFMS and update the validated beneficiaries ids/PFMS Code in database. In case a beneficiary is rejected then, the reason will be updated for the rejection.

View Beneficiary Status as received from PFMS

Once Beneficiaries are registered then GP can view the Status of added Beneficiaries i.e. Initiated, Approved or Rejected etc. with reason for rejection.

The user can view the status of registered Vendors by goi ng to **Master Entry→Agency→ View PFMS Status**

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The list of Agencies with Vendor code if approved will be rendered, else rejection reason will be shown.

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Re-Processing of rejected beneficiaries in EGramSwaraj

For all those beneficiaries rejected by PFMS, EGramSwaraj will re-process after removing the reason and resend to PFMS, the beneficiary detail file XML (for those which were rejected by PFMS and returned). Since some banks may take time in providing the bank account validation status to

PFMS, so PFMS will send the account validation status to EGramSwaraj Portal in multiple responses. So for one beneficiary registration message sent by EGramSwaraj, PFMS may send the multiple responses for the same with incremental beneficiary status.

Maker will have to see the rejection reason and re-enter the correct details to re-initiate the entire process of vendor registration.

Validations

- Each vendor should be registered with correct details such as Bank name, Account Number and IFSC code as they will be validated by PFMS and can be rejected if any detail is found incorrect.
- There will be a vendor code generated against each Vendor in PFMS and the same will be ported in EGramSwaraj so duplicity of vendor's account is not possible. If a vendor's bankaccount is registered and approved with one GP then, he/she cannot be registered withany other GP.

Payment Processing

The payment processing will follow the process as mentioned below:

- PRI will login in EGramSwaraj and book Payment Voucher for Online Schemes (FFC).
- Maker will go to Transactions → Online Payment Voucher → Add



Panchayats will have only "PFMS" as mode of payment and only approved vendors will be available for making the payments.

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Maker will be able to digitally sign the Payment voucher XML containing all the frozen voucher of that day only after closing the day book.

Validations

• Only current date voucher shall be allowed through PFMS mode of payment.

Period End Procedures

As per accounting procedures the closing of books is an essential process and the steps are explained.

Scheme Wise Day Book Closing

- After booking all Payment Voucher for a day, day book have to be closed.
- Provision made for scheme wise closure of day book i.e. the schemes that are online will have separate interface for closing the day book.
- User need to access this option through Period End Procedure → Scheme wise closure
 → Scheme wise close day book

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Select the respective scheme (FFC)

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• After, closing the day book, the XML file of the frozen vouchers for all beneficiaries, will be generated based on transaction id i.e. Specific date and time.

Validations

• The FTO can be generated only after closing of day book by the Maker user

Generation of Payment FTO

Signing Payment FTO by Maker

The Maker will go to **Transactions** → **Payment voucher** → **Sign FTO**



The Maker will select the record and click on **Apply Digital Signature**.

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PRI(Maker) will insert DSC dongle and following screen will be appeared and will click on Sign Document.

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2	0	P0046010920182E	1	Confirmation	n	×	PAYREQ010920182	Apply Digital Signature
э	0	P0046010920183E	1	Enter Toke	en Password		PAYREQ010920183	Apply Digital Signature
					OK			

The Maker will have to enter the DSC token ID and click on "OK" button to proceed.

Certificate for Signing

Name	Class 2 Organization test's e-Mudhra Sub CA for Class 2 Organisation 2014 ID
Issuer	CNi=e-Mudhra Sub CA for Class 2 Organisation 2014, OU=Certifying Authority. O=eMudhra Consumer Services Limited, C=IN
Valid From	Thu Dec 22 2016 16:50:45 GMT+0530 (India Standard Time)
Valid To	Sun Dec 22 2019 16:50:45 GMT+0530 (India Standard Time)



At the click of "Confirm Signing" the payment XML will be pushed to Checker for verification and digitally signing before it goes to PFMS for further validations.

Verification and Signing Payment FTO by Checker

- The digitally signed file signed by PRI(Maker) will be visible in Checker login.
- The Checker will go to Master Entry→ DSC Management→ Sign FTO

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• Checker will view all details and take appropriate decision to reject or approve the digitally signed payment file of maker as per following screen.

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Checker will insert DSC dongle and following screen will be appeared and click on Sign Document. The below screen will appear to enter the Pin of DSC token. Checker will enter the PIN and proceed at the click of "OK"

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Sl.No.	Select	Priasoft Transaction Id	No of E	3eneficiarys	Amount	Payment	File	
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At the click of "Confirm Signing" the file will be digitally signed.

Certificate for Signing

Name	Class 2 individual test's e-Modhra Sub CA for Class 2 individual 2014 ID
Issuer	CN=e-Mudhra Sub CA for Class 2 Individual 2014, OU=Certifying Authority, O=eMudhra Consumer Services Limited, C=IN
Valid From	Thu Dec 22 2016 16:49:16 GMT+0530 (India Standard Time)
Valid To	Sun Dec 22 2019 16:49(16 GMT+0530 (India Standard Time)

Lione	Confirm Signing
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- A digitally signed XML file containing the information of all Payment vouchers will be automatically created and copied to SFTP folder from EGramSwaraj Server.
- PFMS will read the XML file for Payment from specific SFTP folder (name and location of folder) and provide the acknowledgement for the same.
- PFMS will send the acknowledgement to EGramSwaraj for the receipt of XML file containingpayment information(s).
- GP (Panchayat Secretary) will digitally sign after logging in PFMS portal for each payment file that may contain multiple vouchers.
- PFMS will send /push the digitally signed payment file to respective bank.

- The payment information is validated and if validated the successful transaction is done for successfully transferring of the amount from registered Panchayat's account to registered beneficiaries' account as per the payment voucher/information shared by EGramSwaraj in XML file.
- On successful payment, the Bank account of Panchayat will be debited and beneficiary bank account will be credited.
- PFMS will share with EGramSwaraj the final status file contains successful payment cases andfailure cases in respect to fund transferred to beneficiaries. The reason of failure will also be sent for respective beneficiary.
- EGramSwaraj will read the file containing final status and for rejected cases it willautomatically book a payment cancellation voucher.

View Status of Payment Voucher

GP (Maker) can view the status of booked Payment Voucher through "View PFMS Status"



The status and the reason can be viewed from the respective columns.

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Validations

- The day book shall be closed for generating the FTO by Maker
- The Maker will sign the FTO with registered DSC
- The Checker will be able to see the FTOs only if they are already signed by Maker
- The final FTO will be sent to PFMS after Digital Signature of Checker only.

Reconciliation and Month Book Closing

The reconciliation of accounts and Month Book Closing will be done by Admin at Panchayat level as per existing workflow of EGramSwaraj. There are no changes in it as of now.