The document is a collection of all the major SoPs that have been released by the Ministry in respect of different functionalities for the States to operate on eGramSwaraj PFMS Interface

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Table of Contents

1. Guidelines for Initiating Payments under XV FC Funds in eGramSwaraj-PFMS Interface

Onboarding on PFMS

State Level Activities

1. State Directorate of PFMS (SPCU) to create **new** State Linked Scheme for scheme code 2084 for monitoring releases pertaining to XV FC e.g. UP139, MP318 etc.
2. **Only** those components having suffix '(XV)' needs to be migrated and **NOT** the old 11 components of XIV FC.
3. State Scheme Manager user will register scheme in State level agency.
4. Agency Scheme approval will be provided by approval level 2 user, registered by State Scheme Manager for State level agency
5. The following Naming convention for newly created State Linked Scheme may be adhered to:

   Example:

   RLB XVFC ASSAM

   RLB XVFC BIHAR

   RLB XVFC PUNJAB

   Numeric and special character are not allowed

PRI Level Activities

1. PRIs will login in PFMS and map the state scheme
   a. Go to My Schemes
   b. Register new Scheme
   c. Select the relevant State Scheme
   d. Select Funding Agency:" I will receive funds from this agency search" :*<Enter you State Agency's unique PFMS code>*
   e. Select Bank Name
   f. Select Branch: *<Search through IFSC>*
   g. Enter correct Bank account no.
   h. Enter agency name as registered with the respective bank
   i. Select component: *<Bulk>*

      j.   Click on Save

2. State Agency will approve/disapprove the PRIs/TLBs request

3. Once approved the PRI is registered in PFMS for the new scheme

4. The agency will be ported in the subsequent data porting between PFMS and eGramSwaraj

Onboarding on eGramSwaraj

1. State to check the PFMS Porting status of the PRI from reports section

2. State will login into eGramSwaraj

3. Open Onboard Panchayat for online scheme module

4. Select the respective PRI for Onboarding

5. Click on Save

6. PRI is now in active mode

7. PRI may then generate its DSC (maker/checker) by selecting XV FC and initiate transactions

2. Instructions for on-boarding of Panchayati Raj Institutions in eGramSwaraj

1. **DSC registration:** All the PRIs need to register the Digital Signature Certificates (DSCs) in eGramSwaraj, for their respective Maker and Checker and the same needs to be approved by the immediate higher authority.

2. **DSC Specifications:** DSCs of Grade 2 or above with signing and encryption facilities (for maker & checker) need to be procured.

3. **Approval Hierarchy:**

   a. The following hierarchy shall be followed for approving of DSCs in RLBs.

PRIs	Maker & Checker	Approval hierarchy
GPs	Maker – Panchayat Secretary Checker – Sarpanch	GP (Maker & Checker) > Block (Block Development Officer) > District (District Panchayat Officer) > State (Directorate).
BPs	Maker – BP Secretary Checker – BP President	BP (Maker & Checker) > District (District Panchayat Officer) > State (Directorate).
ZPs	Maker – ZP CEO Checker – ZP President	ZP (Maker & Checker) > State (Directorate).

   b. The following hierarchy shall be followed for approving of DSCs in TLBs.

TLBs	Maker & Checker	Approval hierarchy
Village Committees	Maker – Secretary/Officer Checker – Chairperson	May be finalized in discussion with State(s).
Block Advisory Committee	Maker – Secretary/Officer Checker – Chairperson	

Autonomous District Council	Maker – Secretary/Officer Checker – Chairperson	

4. **Account booking initiation on eGramSwaraj:** All the PRIs would have to initiate account book- keeping on eGramSwaraj and maintain the accounts up-to-date with year-books for 2019-20 closed as well as daybooks and month books for 2020-21 closed. Only then the PRIs would be able to carry out payments. For e.g. if a PRI is to carry out real time payment today (say, May 20, 2020), it needs to ensure that (i) the yearbook for 2019-20 is closed, (ii) month book i.e. April 2020 closed and (iii) day books, for the month of May 2020, upto today (i.e. 20/05/2020) are closed.

5. **Bank Accounts:** It must be ensured that the Bank accounts of GPs for 14th and 15th Finance Commission are in those PFMS integrated Banks that allow for DSC enabled payments. There are total of 176 Banks that allow for DSC enabled payments. The list is placed herewith.

6. **Monthly Reconciliation of accounts:** Monthly reconciliation of accounts would have to be carried out by the respective Makers of ZPs, BPs and GPs through the Admin login.

3. Opening Balance Cancellation/Correction

1. Login in eGramSwaraj with assigned User Credentials (Maker and Admin)
2. Go to Payment Voucher
3. Select OB Cancellation from "Type of Payment Voucher"
4. Details will appear about OB entered by panchayat.
5. Full cancellation of amount can be done as no partial cancellation is allowed and it is a onetime entry only
6. The available amount for cancellation will be calculated on below mentioned conditions:
   a. Available amount = (OB + Receipt) – Expenditure and,
   b. Available amount should be less than or equal to OB entered
7. Pre Requisite: The below mentioned account heads should be mapped by Panchayat before initiating the OB cancellation -
   a. Central Schemes: 1601-101-17
   b. State Schemes: 1601-102-17

Note: The functionality is to be used by only those Panchayats who have entered incorrect OB

4. Steps for Receipt Cancellation/Correction

1. Login in eGramSwaraj with assigned User Credentials (Maker and Admin)
2. Go to Payment Voucher
3. Select Receipt Cancellation from "Type of Payment Voucher"
4. Details will appear about Receipt Voucher already entered by panchayat.
5. Partial cancellation is allowed if Receipt Voucher was booked in major heads "1601" and "8782" only. However, if the Receipt Voucher is booked in any other account heads then only full cancellation of amount can be done and it is a onetime entry only.
6. The available amount for cancellation will be calculated on below mentioned conditions:
   a. Available amount = Receipt – Expenditure and,
   b. Available amount should be less than or equal to Receipt Voucher entered
7. Pre Requisite: The below mentioned account heads should be mapped by Panchayat before initiating the Receipt cancellation -
   a. Central Schemes: 1601-101-17
   b. State Schemes: 1601-102-17

Note: The functionality is to be used by only those Panchayats who have entered incorrect receipt voucher

5. SOP for Account mapping for Bank Mergers in eGramSwaraj

In view of the recent mergers of various banks, the users of eGramSwaraj have to follow below mentioned steps.

PFMS:
1. User will login in PFMS portal with their user credential
2. Create and Map new account for the new bank
3. Mark old account as "not in use" in PFMS
4. State Admin will approve Panchayat's request of change in account from their login in PFMS

eGramSwaraj:
1. Ensure new account details are ported to eGramSwaraj
2. Login in eGramSwaraj with assigned user credentials
3. Create new bank branch in eGS with new bank details (Done by District Admin)
4. Unregister DSC (Done by higher tier admin user)
5. Panchayat user will map the new bank branch having correct bank details
6. Panchayat user will register the DSC again
7. Higher tier admin will approve DSC of lower tier panchayat users
8. Panchayat user will "Generate DSC" again
9. Check DSC status in "My DSC profile" and proceed when it is "Approved and Ready to use"

6. Standard Operating Procedure for correction of errors due to duplicate accounts

To overcome the issue of "Double Bank Accounts" created by Panchayats in UP due to non-compliance of SOP shared earlier for Bank Merger below steps needs to be followed:

1. Book a Receipt Cancellation voucher (if Panchayat has booked a Receipt Voucher already in newly created account)
2. Edit the new account (duplicate account) created by Panchayat
3. Un-approve DSC for both Maker & Checker (to be done by higher tier admin for lower tier Panchayats)
4. Check and wait till the Panchayat gets ported in eGS from PFMS
5. Register the DSC for both Maker & Checker
6. Higher tier admin will approve the DSC of both Maker & Checker users of lower tier Panchayat
7. Maker & Checker will generate and sign the generated DSC file
8. Proceed for the payment once the DSC is approved by PFMS

Note: This SOP will not be applicable to those Panchayats which have already initiated online payments from new account.

7. Creating multiple checkers in a Single block in absence of Sarpanch/Pradhan

1. Multiple users need to be created in a block, approval by District.
2. The specific user (Block) will be mapped to desired Gram Panchayat for which BDO user will be checker
3. DSC enrolment will be followed as per existing process flow i e. DSC generation (By BDO), Approval (by District) and Validation (by PFMS) and then will be ready to act as checker for payment.
4. Un-approval process will also be followed as presently followed.

8. SoP for Integration of State treasury with PFMS for capturing receipt vouchers

1. Ensure Unique Agency Code sharing from Central PFMS to State Treasury
2. Ensure mapping of unique codes by State Treasury System
3. Transfer of grants from State treasury directly to the Panchayats/Agencies
4. Expenditure file sharing by State Treasury with PFMS at the time of disbursing grants
5. Central PFMS acknowledgement of receipt information and sharing with eGS