

eGramSwaraj-PFMS Process Flow for Online Scheme



EGramSwaraj- PFMS Process Flow



eGramSwaraj-PFMS Process Flow for Online Scheme

Contents

Stakeholders	4
Abbreviations	4
Important Instructions	5
User Profile Creation	6
User Profile Approval	7
Installing Java 1.8 on Desktop/Laptop of User	8
DSC Management.....	12
DSC Registration Process.....	12
Approval and Rejection of the DSC by Admin	14
Unregister the DSC by User.....	16
Un-approve the DSC by Admin	16
Village Allocation.....	18
Master Entry→ DSC Management→ Village Allocation	18
Panchayat Registration as agency in PFMS.....	20
Login in the PFMS portal	20
Entry screen.....	21
Registration of Child Level Agency.....	22
Unique PFMS registration ID Allocation	23
Porting of Registered Panchayats in EGramSwaraj	23
Beneficiaries/Vendors Registration in EGramSwaraj.....	24
Add Beneficiary/Vendor in EGramSwaraj.....	24
Approve Beneficiary/Vendor in EGramSwaraj.....	25
Pushing of Beneficiary file (XML) to PFMS (web-service).....	28
View Beneficiary Status as received from PFMS	29
Re-Processing of rejected beneficiaries in EGramSwaraj	29
→ Scheme wise close day book.....	33

eGramSwaraj-PFMS Process Flow for Online Scheme

Re-Processing of rejected beneficiaries in EGramSwaraj.....	32
Validations.....	33
State Fund Release to PRI.....	34
Validations.....	34
Payment Processing.....	35
Validations.....	35
Period End Procedures	36
Scheme Wise Day Book Closing.....	36
Validations.....	36
Generation of Payment FTO	37
Signing Payment FTO by Maker.....	37
Verification and Signing Payment FTO by Checker	38
View Status of Payment Voucher	40
Validations.....	41
Reconciliation and Month Book Closing.....	41

eGramSwaraj-PFMS Process Flow for Online Scheme

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

eGramSwaraj-PFMS Process Flow for Online Scheme

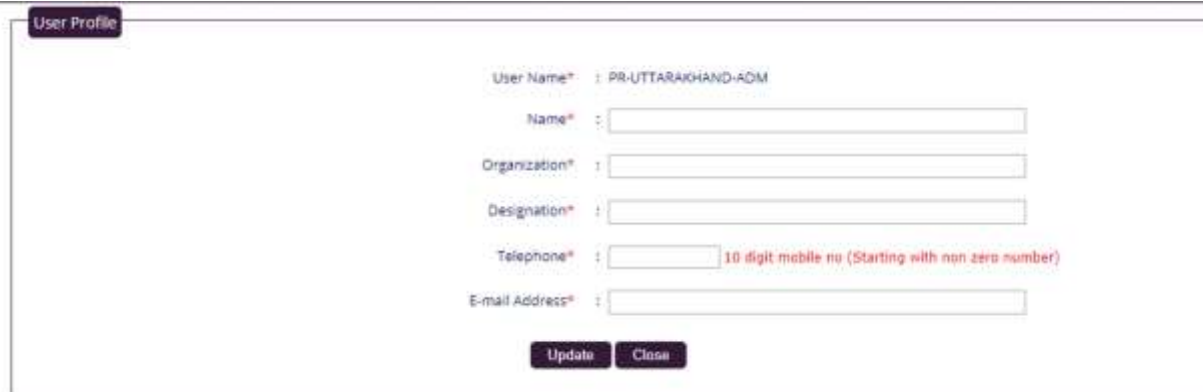
Important Instructions

- User is logged 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 date validated the same.

eGramSwaraj-PFMS Process Flow for Online Scheme

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* :

Organization* :

Designation* :

Telephone* : 10 digit mobile no (Starting with non zero number)

E-mail Address* :

- 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.



OTP

Please enter the OTP which has been sent to your registered mobile no: 8000001566 & email id: ga0000000000@gmail.com

Mobile OTP :

Email OTP :

- 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** → **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.

eGramSwaraj-PFMS Process Flow for Online Scheme

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**



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.

eGramSwaraj-PFMS Process Flow for Online Scheme

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

The screenshot shows the Oracle Java SE Development Kit 8 Downloads page. The page is titled "Java SE Development Kit 8 Downloads" and includes a description of the JDK, a "See also" section with links to newsletters and events, and a table of download links for various operating systems. The "Accept License Agreement" radio button is circled in red.

Product / File Description	File Size	Download
Linux ARM 32 Hard Float ABI	72.95 MB	jdk-8u101-linux-arm32-vfp-hflt.tar.gz
Linux ARM 64 Hard Float ABI	69.89 MB	jdk-8u101-linux-arm64-vfp-hflt.tar.gz
Linux x86	165.06 MB	jdk-8u101-linux-i586.rpm
Linux x86	179.87 MB	jdk-8u101-linux-i586.tar.gz
Linux x64	162.15 MB	jdk-8u101-linux-x64.rpm
Linux x64	177.05 MB	jdk-8u101-linux-x64.tar.gz
Mac OS X x64	242.83 MB	jdk-8u101-macosx-x64.dmg
Solaris SPARC 64-bit (SVR4 package)	133.17 MB	jdk-8u101-solaris-sparcv9.tar.Z
Solaris SPARC 64-bit	94.34 MB	jdk-8u101-solaris-sparcv9.tar.gz
Solaris x64 (SVR4 package)	133.83 MB	jdk-8u101-solaris-x64.tar.Z
Solaris x64	92.11 MB	jdk-8u101-solaris-x64.tar.gz
Windows x86	194.41 MB	jdk-8u101-windows-i586.exe

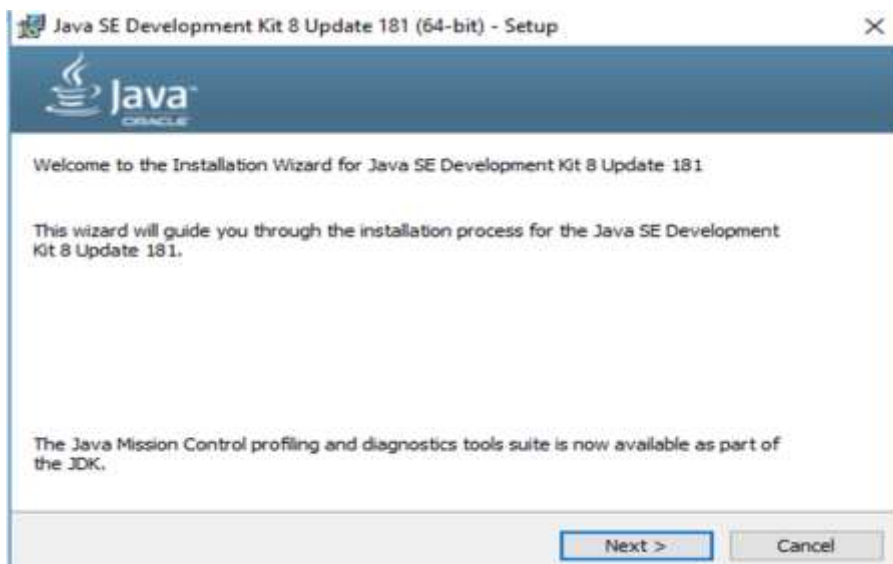
3. Check your system configuration and operating system (such as window 64 bit) and click on the appropriate link to download the Java 1.8
4. The ".exe" file such as "jdk-8u101-windows-x64.exe" will be downloaded on the system/laptop of the user.
5. The user have to double click on "jdk-8u101-windows-x64.exe" then following screen will appear.

Click on **YES** to proceed

eGramSwaraj-PFMS Process Flow for Online Scheme

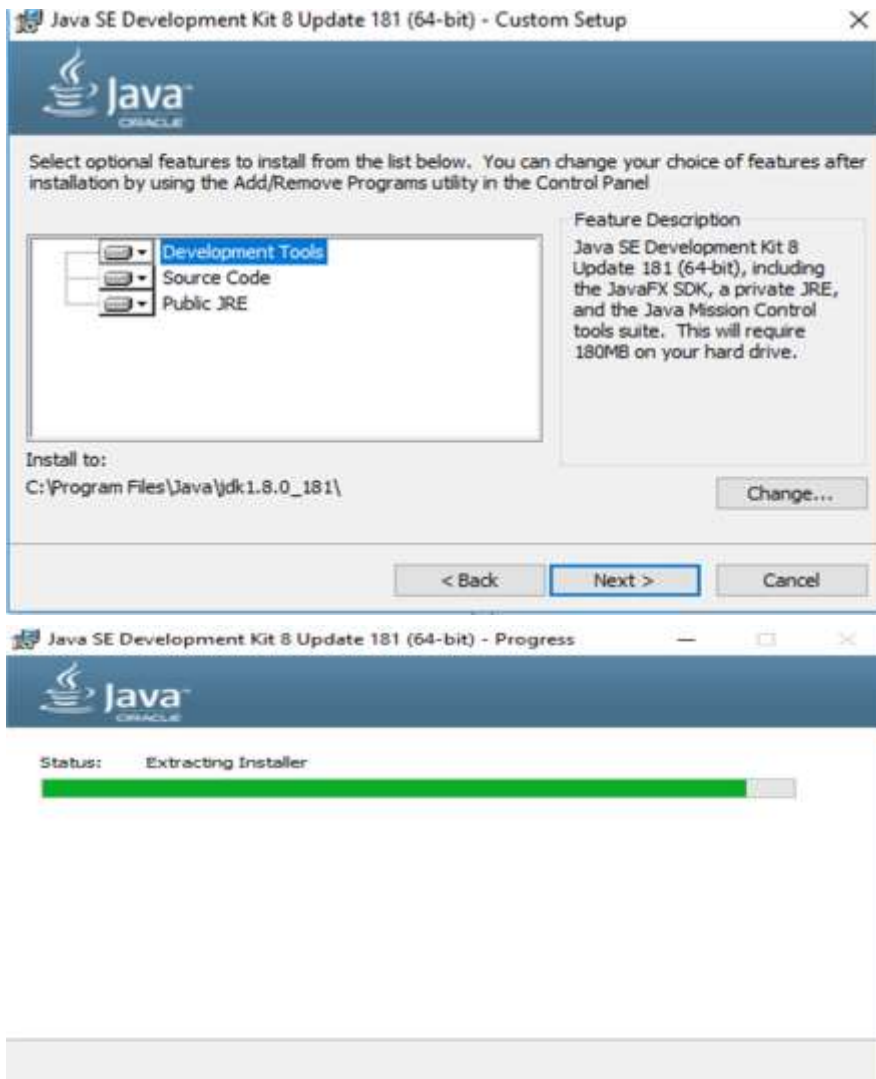


Installation will begin and In the following screen click on **Next** Button



Select the **Development Tools** and click on **Next**

eGramSwaraj-PFMS Process Flow for Online Scheme

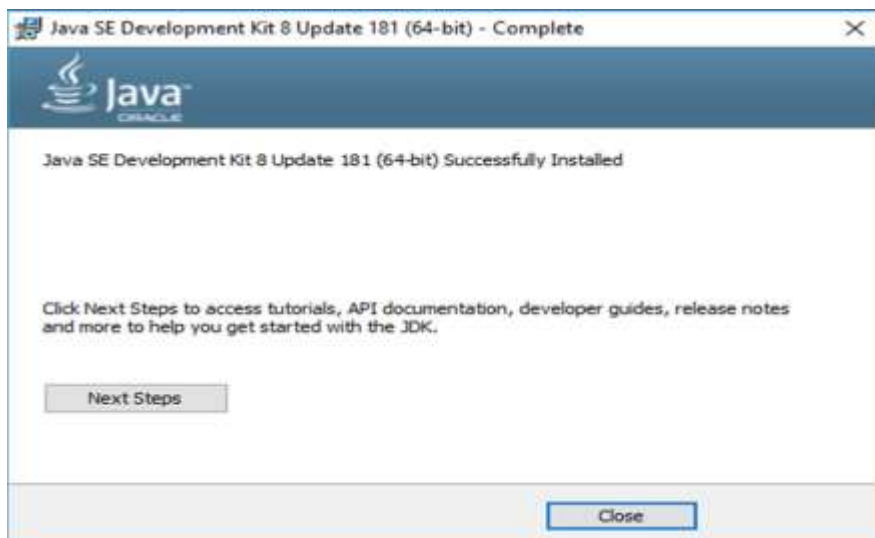


Installation folder will be displayed, use the default folder as mentioned below screen and click on **Next**

eGramSwaraj-PFMS Process Flow for Online Scheme



After final installation click on **Close** button in following screen



eGramSwaraj-PFMS Process Flow for Online Scheme

DSC Management

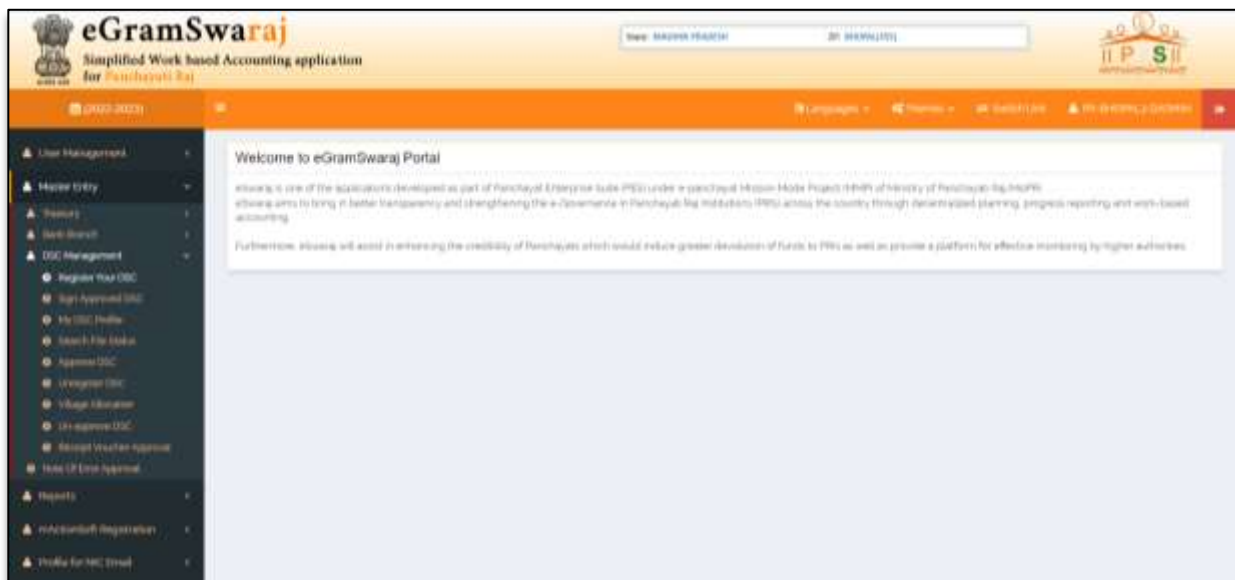
DSC Registration Process

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

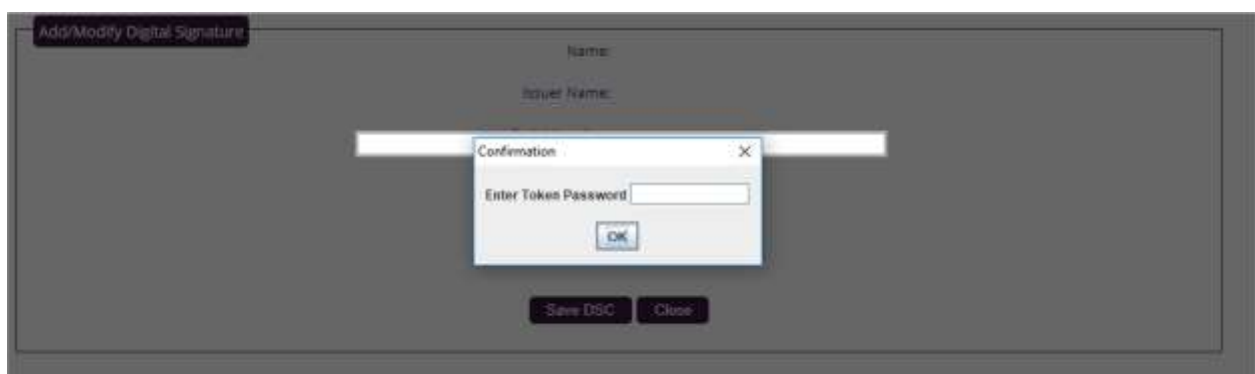
- Self-registration of State with a valid DSC. No approval would be required
- Self-registration of District Admin with a valid DSC. State admin will act as approver
- Self-registration of Block Admin with a valid DSC. District admin will act as approver
- Self-registration of Panchayats with a valid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



eGramSwaraj-PFMS Process Flow for Online Scheme

Add/Modify Digital Signature

Name: Class 2 Organization test

Issuer Name: CN=e-Mudhra Sub CA for Class 2 Organisation 2014, OU=Certifying Authority, O=eMudhra Consumer Services Limited, C=IN

Serial Number: 13337299

Valid from: 22-Dec-2016

Valid to: 22-Dec-2019

Status: 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.

OTP

Please enter the OTP which has been sent to your registered mobile no: 8XXXX1666

Mobile OTP:

Submit **Re-Generate OTP** **Cancel**

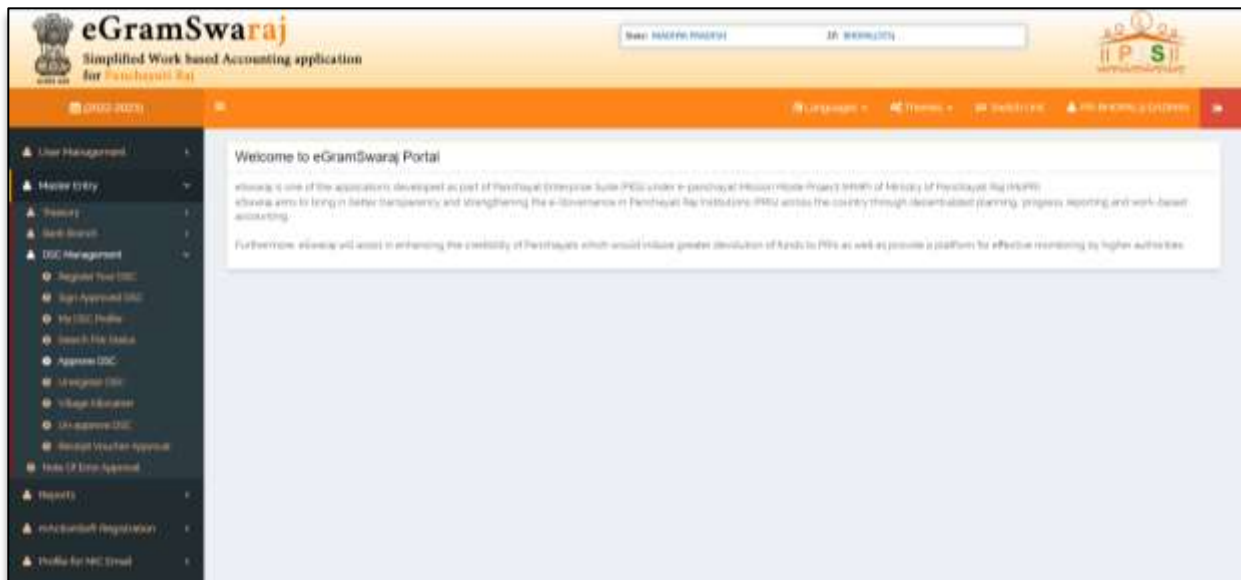
OTP will Expire in 04:57 minutes!

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

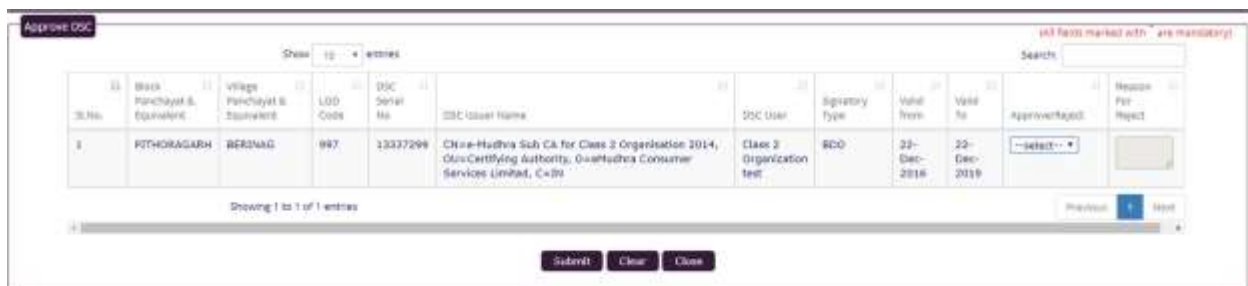
eGramSwaraj-PFMS Process Flow for Online Scheme

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:



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



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.

eGramSwaraj-PFMS Process Flow for Online Scheme

Approve/UnApprove DSC

(All fields marked with * are mandatory)

S.No.	Select	Unsigned DSC File		
1	<input type="radio"/>	1535791407179_5	View	Apply Digital Signature

S.No.	Signed DSC File	
1	1535360365541_5	View

Clear Close

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

Approve/UnApprove DSC

(All fields marked with * are mandatory)

S.No.	Select	Unsigned DSC File		
1	<input checked="" type="radio"/>	1535791407179_5	View	Apply Digital Signature

S.No.	Signed DSC File	
1	1535360365541_5	View

Confirmation

Enter Token Password

OK

Clear Close

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

Certificate for Signing

Name	Class 2 Organization test's e-Mudhra Sub CA for Class 2 Organisation 2014 ID
Issuer	CN=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 18:50:45 GMT+0530 (India Standard Time)
Valid To	Sun Dec 22 2019 18:50:45 GMT+0530 (India Standard Time)

Confirm Signing Close

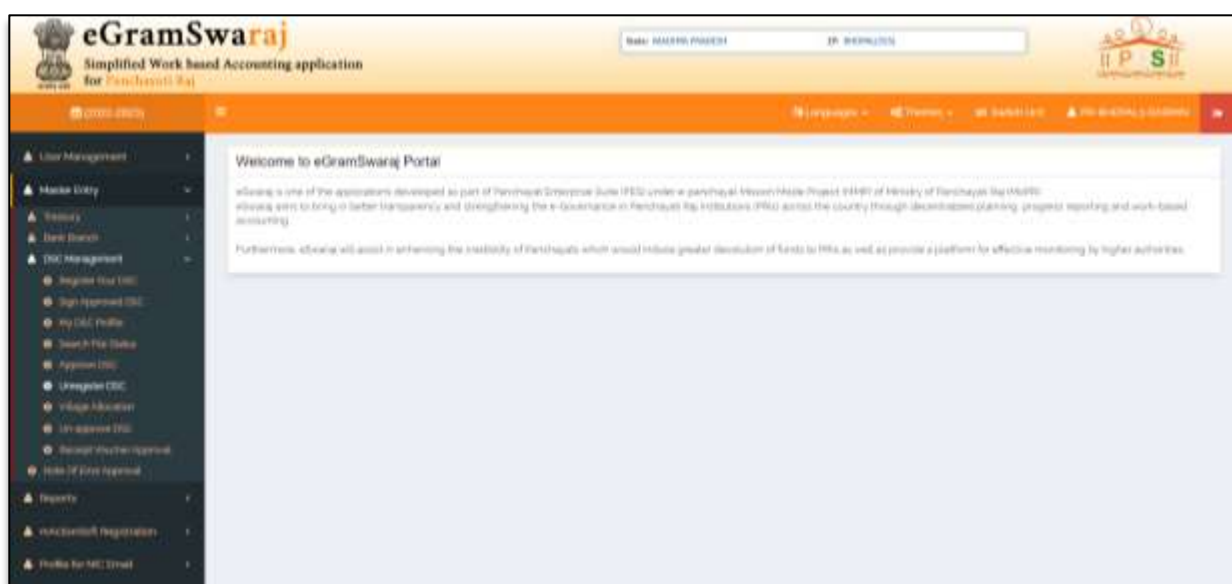
After clicking on the “Confirm Signing” button the DSC file will be Accepted or Rejected with digital sign of Admin user.

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

eGramSwaraj-PFMS Process Flow for Online Scheme

Unregister the DSC by User

To unregister his/her DSC the user can go to **Master Entry** → **DSC Management** → **Unregister DSC**



UnRegister DSC (All fields marked with * are mandatory)

Digital Signature Certificate Details	
Certificate Name:	Class 2 Organization test
Valid from:	22-Dec-2016
Valid To:	22-Dec-2019
Status:	Approved and Digitally Signed

UnRegister DSC **Close**

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**”.

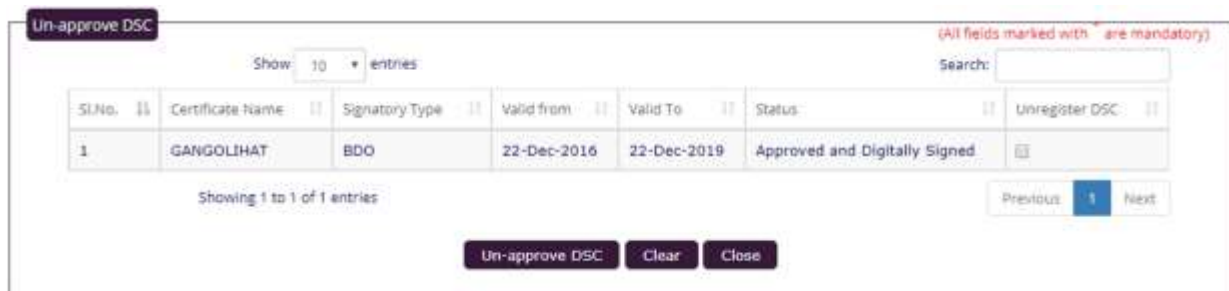
The DSC cannot be un-registered if there is any transaction or process under-process and not completed that was digitally sign by the user using the existing DSC.

Un-approve the DSC by Admin

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

eGramSwaraj-PFMS Process Flow for Online Scheme

eGramSwaraj-PFMS Process Flow for Online Scheme



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 → DSC Management → Village Allocation



eGramSwaraj-PFMS Process Flow for Online Scheme

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.

eGramSwaraj-PFMS Process Flow for Online Scheme

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



eGramSwaraj-PFMS Process Flow for Online Scheme

Entry screen

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

Instructions

All fields are mandatory. Please contact the concerned person in Wharosa Department from where funds are being released to you for necessary approval. In case any mandatory information is not available with you at registration please contact the concerned Wharosa Department. Unique Agency Code is required for Agency communication with Program Division. This will be Agency Identity in system. Unique Code will be required for generating sanction ID, which is mandatory for release of funds to agents.

Agency Details

Type of Registration:

FAR Number: Not Required

Agency Name:

Act/Registration No:

Date of Registration(DD/MM/YYYY):

Registering Authority:
(If Registering Authority is not available then please select Others)

State of Registration: Central Agency

TIN Number: Not Required

TAB Number: Not Required

PAN Verify Status: Yes No

GST Number: (GST Number maximum 13 characters)

Block No./Building/Village/Name Of Premises:

Road/Street/Post Office:

Area/Locality:

City:

State:

District:

Pin Code:

Contact Person:

Designation:

Phone No: Alternate Phone Number
(Phone Number Starting with Country Code). Phone number should be between 5 and 12 digits excluding Country Code

Alternate Phone No:
(Alternate Phone Number Starting with Country Code). Phone number should be between 5 and 12 digits excluding Country Code

Mobile number:
(Mobile No. starting with Country Code)

Email:

Unique Agency Code: (Unique Agency Code minimum 4 and maximum 13 characters)

19217a

eGramSwaraj-PFMS Process Flow for Online Scheme

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.



- 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.

eGramSwaraj-PFMS Process Flow for Online Scheme

The screenshot displays the 'Agency Registration Details' form in the eGramSwaraj-PFMS system. The form is divided into several sections: Agency Registration Details, Agency Office Address Details, and Agency Contact Details. The Agency Registration Details section includes fields for Agency Name, Act/Registration No., Date of Registration, Registering Authority, State of Registration, TIN Number, and TAN Number. The Agency Office Address Details section includes fields for State/UT, District, Rural/Urban, Taluka, Taluk, Ward, Pin Code, Block No./Building/Village/Name of Premises, Road/Street/Post Office, Area/Locality, and City. The Agency Contact Details section includes fields for Contact Person, Phone No., Mobile No., and Email. A CAPTCHA image with the number '03144' is displayed below the contact details. The form is set against a light green background with a sidebar on the left containing navigation options like 'Manage Payment Advice', 'Agency', 'Reports', 'My Details', 'My Schemes', 'Agencies', 'My Totals', 'Transfer', 'Advances', 'Expenditures', 'Bank', 'Misc. Deduction Filing', 'CPMS Form', 'Bank Printing Template', 'Excel Data Upload', and 'Online Expenditure Filing'.

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 EGramSwaraj through a web-service. The Agency Code will be ported in PFMS database

eGramSwaraj-PFMS Process Flow for Online Scheme

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.

The screenshot shows the 'Add Agency Details' form in the EGramSwaraj system. The form contains the following fields:

- Agency Name *
- Mobile No *
- Permanent Account Number *
- Tax Deduction and Collection Account Number (TAN) *
- Tax Invoice Number (TIN) *
- GST Number *
- Address *
- Address Line 1 *
- Address Line 2 *
- City *
- Bank Name *
- IFC (RTGS Code) *
- Bank Account No *

The form also features a sidebar menu on the left and a bottom navigation bar with 'Save', 'Cancel', and 'Back' buttons.

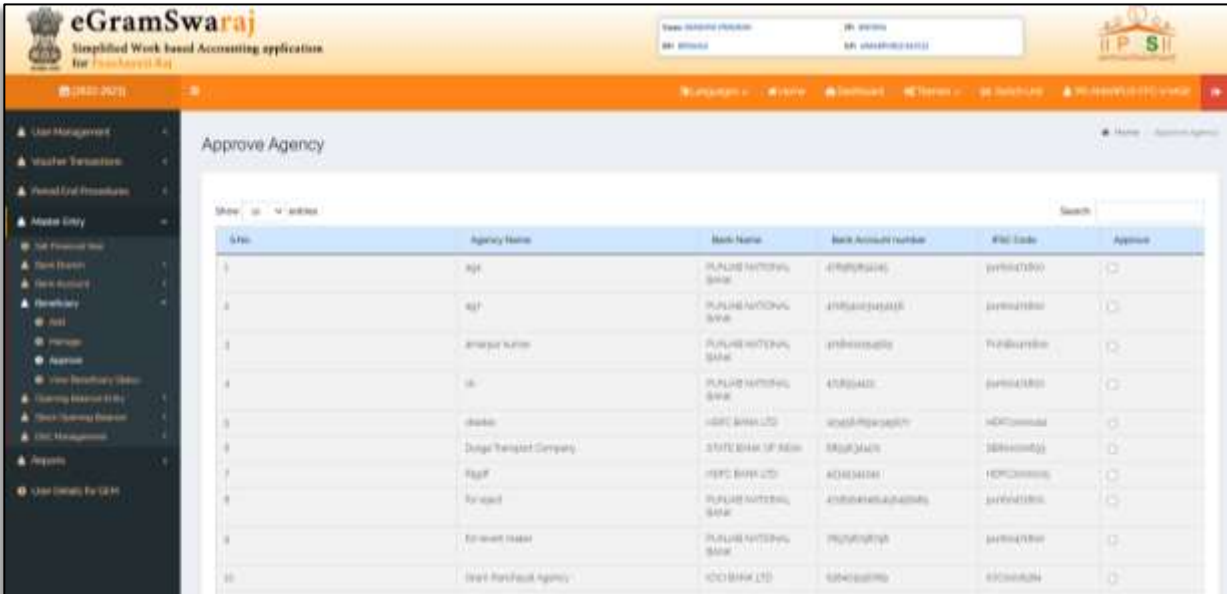
The fields marked with “*” are mandatory. The users should fill them carefully as the details will be verified by PFMS and if wrong information is given then, the Agency will be rejected.

eGramSwaraj-PFMS Process Flow for Online Scheme

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**
- Maker can approve beneficiaries by clicking checkbox under approve option.
- 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.



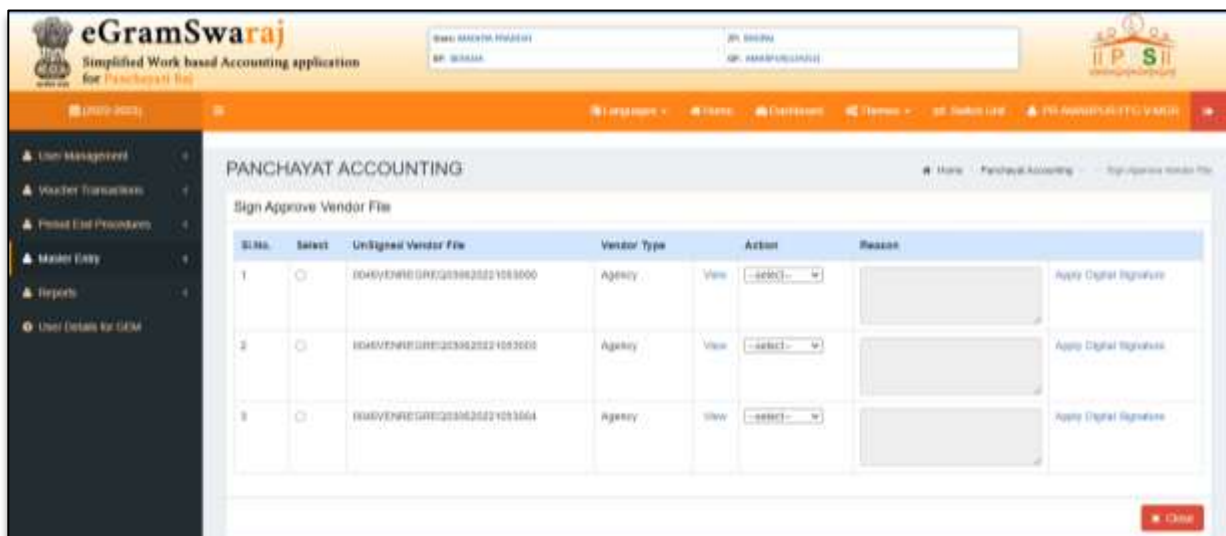
S.No	Agency Name	Bank Name	Bank Account number	WFO Code	Approve
1	AGP	PUBLIC NATIONAL BANK	478896040	00000000	<input type="checkbox"/>
2	AGP	PUBLIC NATIONAL BANK	47889604040	00000000	<input type="checkbox"/>
3	amara name	PUBLIC NATIONAL BANK	478896040	00000000	<input type="checkbox"/>
4	AG	PUBLIC NATIONAL BANK	478896040	00000000	<input type="checkbox"/>
5	Bank	HDFC BANK LTD	4000000000000000	00000000	<input type="checkbox"/>
6	Durga Transport Company	STATE BANK OF INDIA	5000000000000000	00000000	<input type="checkbox"/>
7	Agp	HDFC BANK LTD	4000000000000000	00000000	<input type="checkbox"/>
8	Transport	PUBLIC NATIONAL BANK	47889604040404040	00000000	<input type="checkbox"/>
9	Erment maker	PUBLIC NATIONAL BANK	478896040	00000000	<input type="checkbox"/>
10	State Transport Agency	HDFC BANK LTD	4000000000000000	00000000	<input type="checkbox"/>

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

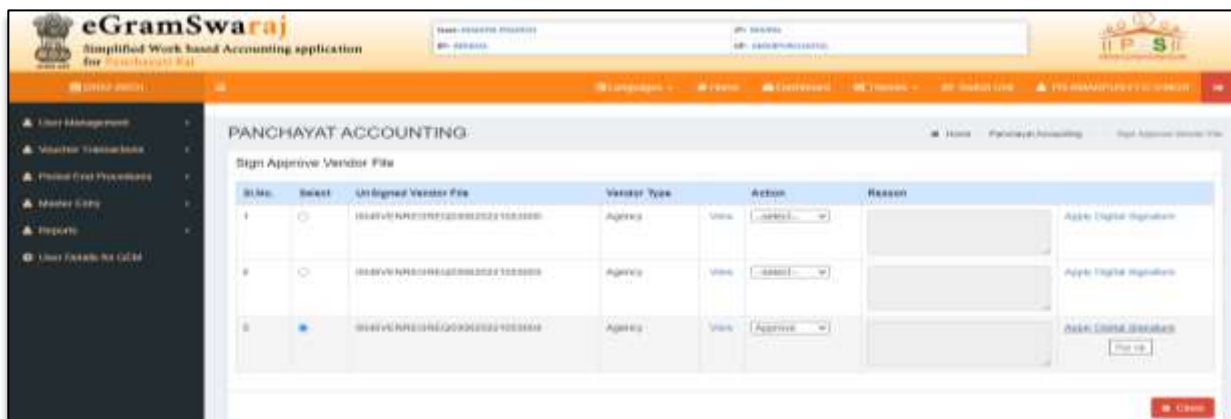
eGramSwaraj-PFMS Process Flow for Online Scheme



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



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.



eGramSwaraj-PFMS Process Flow for Online Scheme

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

Certificate for Signing

Name	Class 2 Organization test's e-Mudhra Sub CA for Class 2 Organisation 2014 :D
Issuer	CN=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)

Confirm Signing Close

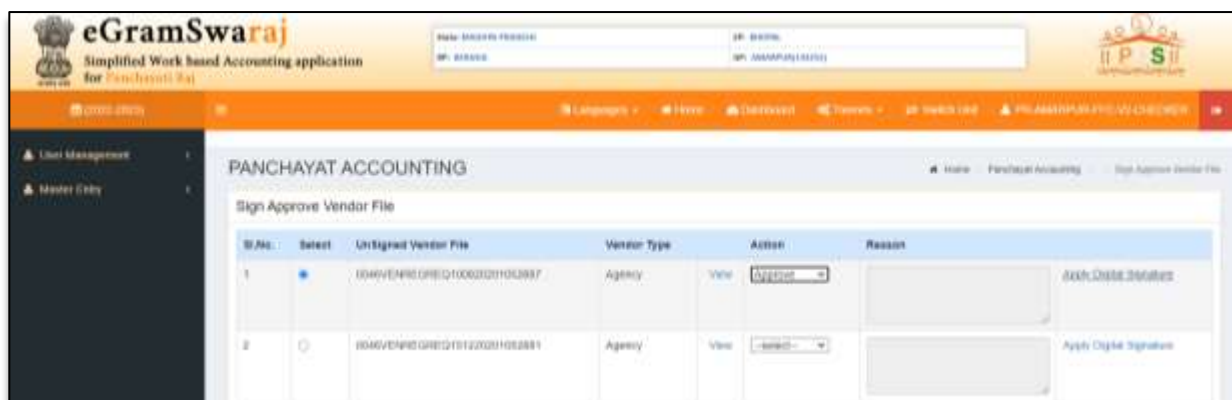
Then the Checker (Panchayat Sarpanch/BDO) will see all such details and approve the beneficiaries. After approval, Checker has to digitally sign.

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

The screenshot displays the eGramSwaraj portal interface. The header includes the eGramSwaraj logo and the text "Simplified Work based Accounting application for Panchayat Raj". The main content area shows a "Welcome to eGramSwaraj Portal" message. On the left side, there is a navigation menu with the following items: User Management, Master Entry, and DSC Management. The DSC Management menu is expanded, showing sub-items: Register Your DSC, My DSC Details, Search File Status, Generate DSC, Sign Approved Vendor File, Sign Certificate (DSC), and Sign Approved PFI.

eGramSwaraj-PFMS Process Flow for Online Scheme

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.



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



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 approved 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

eGramSwaraj-PFMS Process Flow for Online Scheme

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 bank account is registered and approved with one GP then, he/she cannot be registered with any other GP.

eGramSwaraj-PFMS Process Flow for Online Scheme

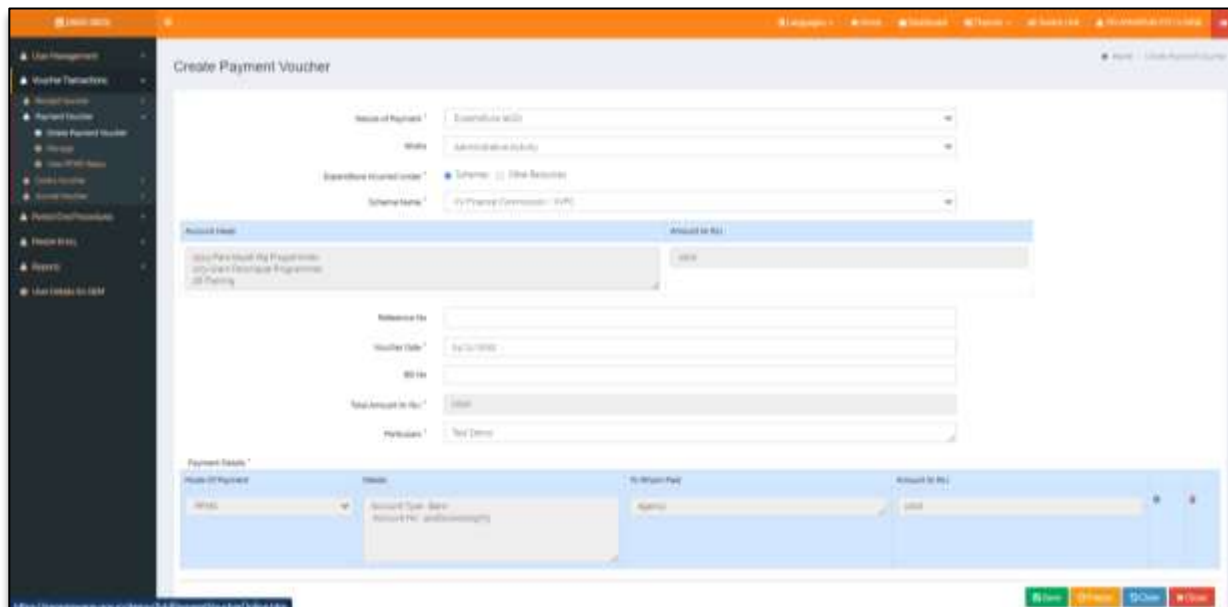
Payment Processing

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.



eGramSwaraj-PFMS Process Flow for Online Scheme

The screenshot displays a web-based form titled "To Whom Paid". At the top, there are two radio buttons: "Smart Search" (unselected) and "Check Box" (selected). Below this, the form contains several input fields and dropdown menus:

- To Whom Paid:** A dropdown menu.
- Agency:** A dropdown menu with the selected value "HDFC BANK LTD-HDFC0000888-0230424-02025".
- Paid Amount Excluding Tax (in Rs.):** A text input field containing "1000".
- Tax Details:** A section with a blue header. It includes:
 - Tax Name:** A dropdown menu with the selected value "---Select---".
 - Prepaid (in Rs.):** A text input field containing "0.00".
- Paid Amount including Tax (in Rs.):** A text input field containing "1000".

At the bottom right of the form, there are two buttons: "Submit" and "Close". Below the form, a table is partially visible with columns for "Payment Status", "Details", "To Whom Paid", and "Amount (in Rs.)".

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.

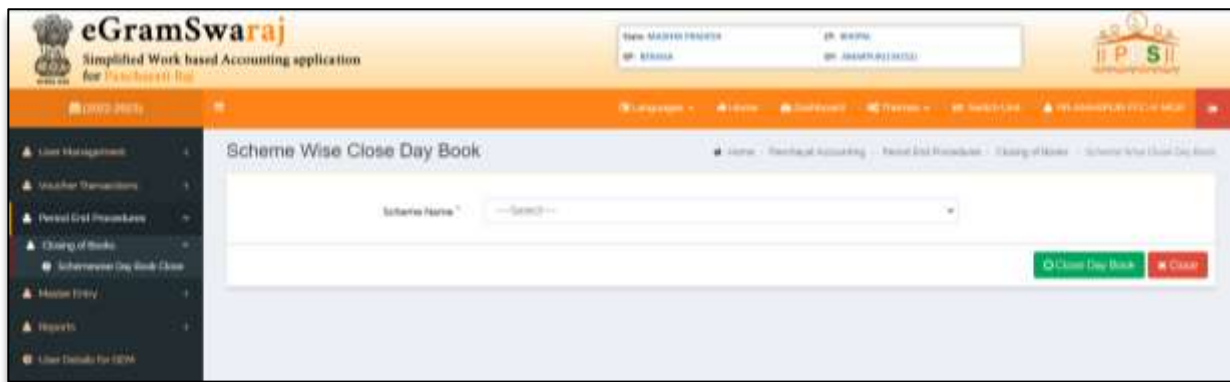
eGramSwaraj-PFMS Process Flow for Online Scheme

Period End Procedures

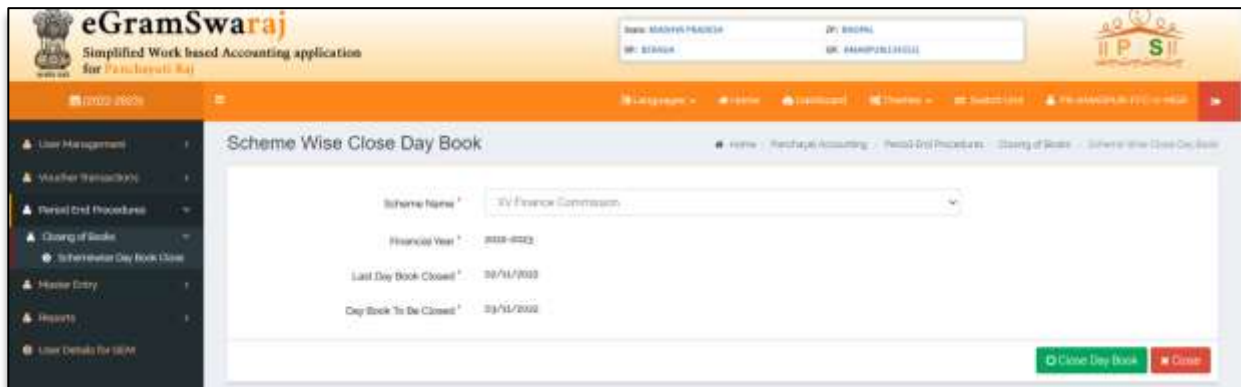
As per accounting procedures the closing of books is an essential process and the steps are explained.

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**



- Select the respective scheme (FFC)



- 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

eGramSwaraj-PFMS Process Flow for Online Scheme

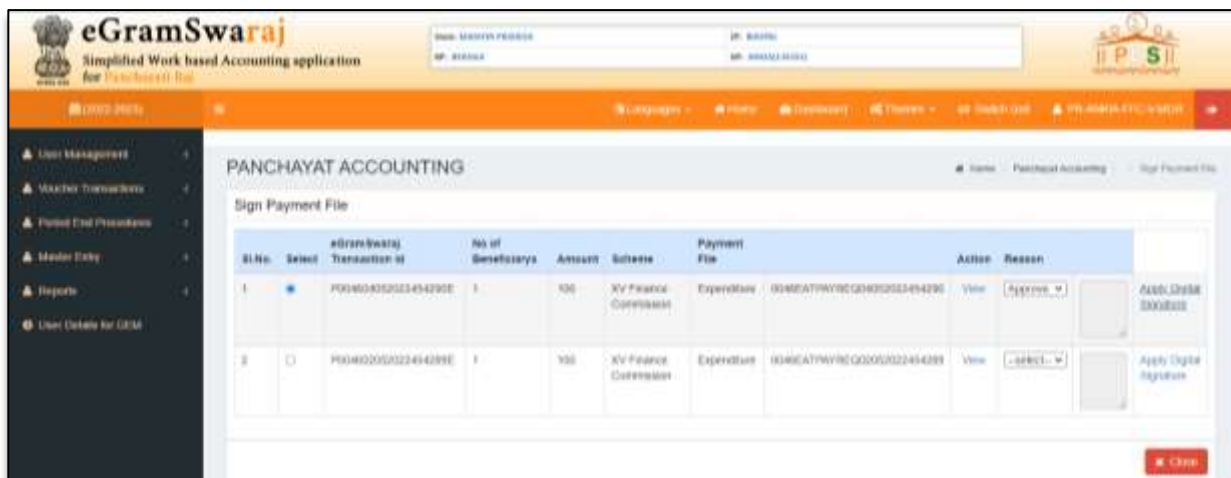
Generation of Payment FTO

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**.



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



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

eGramSwaraj-PFMS Process Flow for Online Scheme

Certificate for Signing

Name	Class 2 Organization test's e-Mudhra Sub CA for Class 2 Organisation 2014 ID
Issuer	CN=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)

[Confirm Signing](#)

[Close](#)

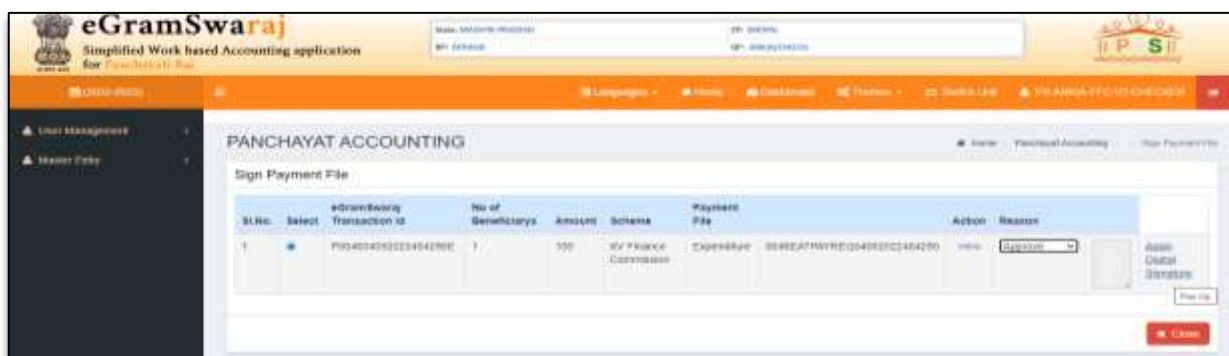
At the click of “Confirm Signing” the payment XML will be pushed to Checker for verification and digitally signing before it goes to PFMS for further validations.

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**



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



eGramSwaraj-PFMS Process Flow for Online Scheme

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”

User : PR-PALTOOI-FFC-V2-CHECKER

Sign Payment File (All fields marked with * are mandatory)

Sl.No.	Select	Prissoft Transaction Id	No of Beneficiaries	Amount	Payment File	
1	*	P0046040920181E	1	10.0	0046EATPAYREQ040920181	Apply Digital Signature

Confirmation

Enter Token Password

OK

At the click of “Confirm Signing” the file will be digitally signed.

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 16:49:16 GMT+0530 (India Standard Time)
Valid To	Sun Dec 22 2019 16:49:16 GMT+0530 (India Standard Time)

Confirm Signing Close

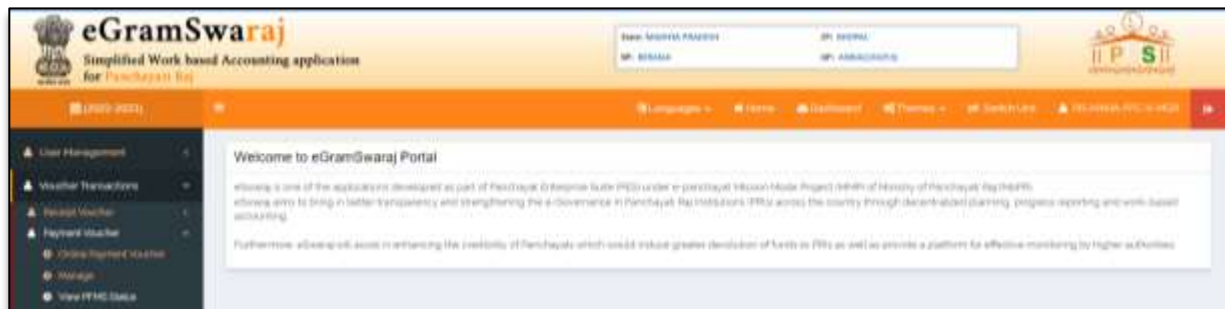
- A digitally signed XML file containing the information of all Payment vouchers will be automatically created and copied to SFTP folder from EGramSwaraj Server.
- PFMS will read the XML file for Payment from specific SFTP folder (name and location of folder) and provide the acknowledgement for the same.
- PFMS will send the acknowledgement to EGramSwaraj for the receipt of XML file containing payment 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.

eGramSwaraj-PFMS Process Flow for Online Scheme

- 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 and failure 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 will automatically book a payment cancellation voucher.

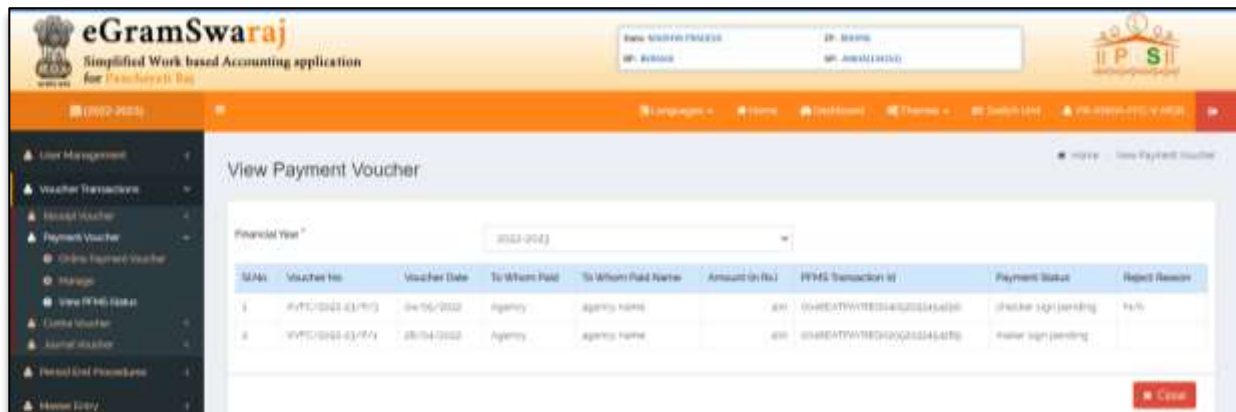
View Status of Payment Voucher

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.

eGramSwaraj-PFMS Process Flow for Online Scheme



The screenshot displays the 'View Payment Voucher' page in the eGramSwaraj PFMS application. The page features a header with the application name and logo, a sidebar menu on the left, and a main content area. The main content area includes a dropdown menu for 'Financial Year' set to '2022-2023' and a table with the following columns: S/Ns, Voucher No, Voucher Date, To Whom Paid, To Whom Paid Name, Amount (in Rs.), PFMS Transaction ID, Payment Status, and Request Reason. The table contains two rows of data.

S/Ns	Voucher No	Voucher Date	To Whom Paid	To Whom Paid Name	Amount (in Rs.)	PFMS Transaction ID	Payment Status	Request Reason
1	WPT/2022-23/103	24/06/2022	Agency	Agency Name	500	03AREATVWYTR020402022464290	Maker sign pending	NA
2	WPT/2022-23/104	28/04/2022	Agency	Agency Name	500	03AREATVWYTR020202022464290	Maker sign pending	

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.