D.O.No.30013/47/2017-Ad.IVA

Dear Colleague,

Sub: Use of PFMS Portal for all payments against the Budgeted Heads of CBEC - Reg.

Please refer to D.O. letter No.Coord/Expdr/Software-roll out/2017-18/240, dated 11 December, 2017 (copy enclosed) from Pr. Chief Controller of Accounts to Chairman, CBEC, regarding the following proposed modules in the PFMS Portal:

(iii) Employee Information System (EIS) Module
(iv) Pension and GPF Modules
(v) Cheque Drawing & Disbursing Officers (CDDOs) Module.

2. These modules are likely to be implemented from the end of January, 2018 so that the salary for the month of January, 2018 is to be processed using the EIS Module and CDDOs may also start making the payments through PFMS from February, 2018 onwards. A detailed action plan of Pr. CCA has been furnished vide OM dated 11th December, 2017 for strict implementation. Suitable instructions may please be passed on the HoDs and CDDOs to ensure smooth implementation of these Modules by January, 2018.

With best wishes,

Yours sincerely,

(S. Ramesh)

Encl: As above.

To
All Principal Chief Commissioners/Chief Commissioners of Customs
All Principal Chief Commissioners/Chief Commissioners of CGST & Central Excise
All Principal Directors General/Directors General under Central Board of Excise & Customs.

Copy to:
(i) DG, NACIN, to organize training programmes at all regional centres to ensure smooth implementation of these modules.
(ii) WEBMASTER, CBEC Website to place this letter on CBEC Website.
Dear Madam,

Kindly refer to D.O. Letter No Pr.CCA/CBEC/GST-IT/PFMS/2015-16/05 dated 22.9.2015 by my predecessor to the then Chairman, CBEC (copy enclosed) regarding use of PFMS Portal for all payments against the Budgeted Heads of CBEC. The process of rolling out of PFMS Portal for all payments was done in a phased manner and was fully operational in all the field formations of CBEC in the year 2016-17. The earlier payment system was a stand-alone LAN based System whereas the PFMS is a Web based Portal facilitating the generation of Reports and monitoring at various levels in an efficient manner.

2. At present all type of payments (except Salary, Pension and GPF) in the field formations of CBEC are being made on PFMS Portal by field Pay & Accounts Offices for the CGST and Excise Commissionerates, Customs Commissionerates and all the Directorates. In order to cover the Salary payments also under PFMS Portal, the Employees Information System (EIS) Module has been launched by the Controller General of Accounts, Deptt. of Expenditure for implementation in all the Ministries/Departments of Govt. of India. Using the EIS Module for salary payments and capturing employee related information will facilitate various type of disbursements like salary etc., and recoveries like long term/short term advances, licence fees, CGHS deductions etc. The Pension and GPF Modules will also be added in due course of time in EIS module.

3. In addition to it, another module covering the Cheque Drawing & Disbursing Officers (CDDOs) is also being implemented on the PFMS Portal enabling all the CDDOs to make payments within their payment powers online through PFMS Portal rather than issuing cheques on a Bank.

4. A target has been set to implement both EIS and CDDO module in the CBEC field formations by end of January, 2018. By doing so, the salary for the month of January, 2018 may be processed using the EIS module of PFMS and CDDOs may also start making their payments through PFMS from February, 2018 onwards. My office has prepared a detailed Action Plan in this regard to ensure smooth implementation of these two modules by sensitizing the PAOs as well as the respective Commissionerates/Directorates by organizing training programmes at various locations.
For this purpose, we may also require the services of the NACEN and its Regional Centres to organize training programmes for these two modules. An OM dated 11.12.2017 has already been issued to the field formations, copy of which is enclosed.

5. I request you to kindly issue suitable instructions to the Zonal Chief Commissionerates and heads of various Directorates for ensuring the cooperation of the field offices to implement these modules by end of January, 2018

With regards

Yours sincerely,

(J.P.S. Chawla)

Encl: As above

Ms. Vanaja N. Sarna,
Chairperson (CBEC),
North Block, New Delhi
OFFICE MEMORANDUM

Subject: Rolling out of Employees Information System (EIS) Module and Cheque Drawing & Disbursing Officer (CDDO) Module in the field formations of CBEC on PFMS Portal – reg.

At present the Public Financial Management System (PFMS) Portal is being used in the entire field formations (Commissionerates of CGST, Excise & Customs) and Directorates of CBEC for making all payments against the Budgeted Heads of Revenue & Capital Expenditure. At the time of implementing the payment modules on PFMS Portal, three types of payments namely Salary, Pension and GPF were not included in the first phase of implementation during 2015-16 and 2016-17, and therefore payments under these heads are still being made under the COMPACT system.

2. It has now been decided by the Controller General of Accounts, Deptt. of Expenditure that the Employees Information System (EIS) Module is being implemented in the second phase to make salary payments. The EIS Module enables the Administrative Divisions and DDOs to maintain a data base of all the Govt. employees in a uniform manner to facilitate various types of functions like preparation of Salary Bills, recoveries on account of Licence Fees, CGHS and disbursements of salary etc., and recoveries of long term and short term advances etc.

3. The CDDO Module is another module which is also being rolled out on PFMS Portal for the CDDOs functioning in the field formations of CBEC. This module will enable the CDDOs to make all type of payments within their power on the PFMS Portal itself rather than issuing cheque on the accredited banks.

4. The Department of Expenditure, Ministry of Finance has set a target date to implement these two modules on the PFMS Portal and it has been decided that it will be implemented in the field formations of CBEC by the end of January, 2018. By doing so, the salary for the month of January, 2018 may be processed using the EIS module of PFMS and CDDOs may also start making their payments through PFMS from February, 2018 onwards. The O/o Pr. CCA, CBEC has prepared a detailed Action Plan in this regard to
6. The Heads of field formations of CBEC are therefore, requested to issue suitable directions in their Commissionerates/Directorates for implementation of these two modules by January, 2018. While doing so, the DDO may also be provided with adequate Internet connectivity, sufficient Computer, Hardware/Software for accessing PFMS Portal for using these modules. The DDOs may also be advised to contact their respective PAOs for guidance, assistance and details information in this regard.

This issues with the approval of Pr. CCA, CBEC.

(Manoj Sethi)
Chief Controller of Accounts

To:
1. All Pr. Chief Commissioners/Chief Commissioners of CGST
2. All Commissioners of CGST, Excise & Customs
3. Controller of Accounts (WZ), Dy. CA(EZ), ACA(SZ), ACA(NZ)
4. All Pay & Accounts Offices (CGST)

Copy for information to:

1. Chairman, CBEC, North Block, New Delhi.
2. Member (GST), Member (Customs), Member (IT), Member (Admn), Member (Budget), CBEC.
3. DG, (HRD), CBEC, New Delhi.
4. Addl. CGA, O/o CGA, New Delhi.
5. J.S (Revenue), MOF, North Block, New Delhi.
6. OSD to Secretary (Revenue).

(Manoj Sethi)
Chief Controller of Accounts
<table>
<thead>
<tr>
<th>SNo</th>
<th>Particulars</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Type (Pensionable/NPS)</td>
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</tr>
<tr>
<td>2.</td>
<td>Name (Shri/Mr/Smt/Ms./Km/Dr/Dr(Smt))</td>
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</tr>
<tr>
<td>3.</td>
<td>Gender</td>
<td>Male</td>
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<tr>
<td>4.</td>
<td>Date of Birth</td>
<td></td>
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<tr>
<td>5.</td>
<td>PAN No.</td>
<td>P</td>
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<tr>
<td>6.</td>
<td>Aadhar No.</td>
<td></td>
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<tr>
<td>7.</td>
<td>Date of Entry in Govt. service</td>
<td></td>
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<tr>
<td>8.</td>
<td>Superannuation Date</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Employee's Controller</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Date of joining above Controller</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Current Office</td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>Date of Joining above Office</td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>City Class (where employee is working)</td>
<td>(City Class 'X', 'Y', 'Z')</td>
</tr>
<tr>
<td>14.</td>
<td>Current Post in the Office (Designation)</td>
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<tr>
<td>15.</td>
<td>Group (Attached to post)</td>
<td>(Group 'A', 'B', 'C')</td>
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<td>16.</td>
<td>Date from which working in Current Post</td>
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</tr>
<tr>
<td>17.</td>
<td>Current Posting Mode</td>
<td></td>
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<tr>
<td>18.</td>
<td>Pay Commission</td>
<td>7th Pay Commission</td>
</tr>
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<td>19.</td>
<td>Pay Level</td>
<td>LEVEL</td>
</tr>
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<td>20.</td>
<td>Basic Pay</td>
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<tr>
<td>21.</td>
<td>Pay w.e.f. Date</td>
<td></td>
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<tr>
<td>22.</td>
<td>Next Increment Date</td>
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<tr>
<td>23.</td>
<td>PF Type</td>
<td>G.P.F</td>
</tr>
<tr>
<td>24.</td>
<td>A/c Maintained By (PF Agency)</td>
<td>PAO</td>
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<td>25.</td>
<td>PF Series</td>
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<td>26.</td>
<td>PF / PRAN No.</td>
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<tr>
<td>27.</td>
<td>CGEGIS Applicable?</td>
<td>Central Government</td>
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<td>28.</td>
<td>Current CGEGIS Group</td>
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<td>Maintained By (PF Agency)</td>
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<td>SNo.</td>
<td>Quarter Location</td>
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<tr>
<td>1.</td>
<td>(AAN) Allottee Account No</td>
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<tr>
<td>2.</td>
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<tr>
<td>3.</td>
<td># Address 2</td>
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</table>

B. Allotment Details

4. Allotted to (Self/Spouse/Relative/Others) Date Occupied
5. # Allotment Letter No. # Date

C. Rent details

6. Quarter Owned by (Directorate of Estate/Departmental Pool/Other Pool)
7. Custodian
8. Quarter Type (Type-I/II/III/IV/V/VI/VII/VIII etc.)
9. Rent Status (Rented/Rent Free) Licence Fee/Rent (Rs.)
Loan/Advance already taken by employee

<table>
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<tr>
<th>SNo.</th>
<th>Disbursement Details</th>
<th>PAN:</th>
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<tr>
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<td>Loan / Advance</td>
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<td>Sanction Order No.</td>
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<td>Loan Amount Disbursed (Rs)</td>
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B. Recovery Schedule for

<table>
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<th>Principal</th>
<th>Interest</th>
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<tr>
<td></td>
<td>Total Loan Taken (Rs.)</td>
<td>OR</td>
</tr>
<tr>
<td></td>
<td>Total Interest Amount (Rs.)</td>
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</tr>
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<table>
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<tr>
<th></th>
<th>Instalment Amount</th>
<th>No. of Instalment including Odd instalment</th>
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<tbody>
<tr>
<td></td>
<td>Odd Instalment Amount</td>
<td>Odd Instalment No.</td>
</tr>
<tr>
<td></td>
<td>Last Instalment No. paid</td>
<td></td>
</tr>
</tbody>
</table>

Instruction for filling forms (for selected points):

Form: EIS/B/1 (Personal & Other Basic Details of Employee)

1. Tick (✓) before applicable type of Employee
2. Name as per Service Book. (First Name, Middle Name & Last Name)
3. Write Date of Birth as per Service Book in the DD/MM/YYYY format.
4. PAN No. – Enter valid PAN of the Employee.
   Note: Above details are very important for creation of Employee Code in the System. As such, correct details should be filled, once filled it cannot be changed further.
5. Date of joining / entry in the Government Service (First time).
6. Date of joining in the above Controller where EIS is being implemented. It should be selected from the list populated during data being saved online.
7. Name of the DDO as available in PFMS/E-Lekha (Current Office).
8. This is date of joining in the above DDO (Current Office). This date should be same as joining Controller Code date or after it.
9. Date from which working in Current Post (Designation).
10. Current Posting Mode ("As per Transfer Act"/ "Compassionate Ground"/ "Deployment Of Service"/ "Deputation In (From CG/SG/IPY/Other)"/ "Deputation Out To CG/Commission)/"Grave或将facility"
11. This is date of joining in the above Controller where EIS is being implemented.
12. Name of the DDO as available in PFMS/E-Lekha (Current Office).
13. This is date of joining in the above DDO (Current Office). This date should be same as joining Controller Code date or after it.
Dear Sir,

1. This is to draw your kind attention to the Public Financial Management System [PFMS] which is a portal primarily being used in the Government of India for efficient fund flow system and expenditure network. A decision has been taken by the Controller General of Accounts [CGA], Ministry of Finance with the approval of Hon'ble Finance Minister to expand the scope of PFMS to cover the non-plan payments. Under this system, the sanction generation, bill preparation, bill passing and payments of all types of expenditure will be done online in an integrated manner followed by its accounting. The existing standalone systems being used by Drawing and Disbursing Officers (DDOs) will be integrated.

2. The Programme is being rolled out in all the Ministries/Departments in a phased manner from 1st October, 2015. In this phase, 14 Commissionerates/ Directorates of CBEC under the payment jurisdiction of 3 PAOs have been identified. Detailed communication in this regard has already been issued to the concerned offices vide OM No. Pr. CCA/CBEC/GST & IT/ 2015-16/ 4 dated 18th September, 2015 (copy enclosed). The changed process flow under the new system for payments and accounting is also enclosed.

3. It is requested to kindly issue necessary instructions to these Commissionerates/Directorates to cooperate and support in the smooth implementation of the programme in close coordination with their respective Pay and Accounts Offices. This office will be willing to hold workshops for the concerned officers/officials, if required.

Encl. as above

With kind regards,

Yours sincerely,

[Archana Nigam]

Shri Najib Shah
Chairman
Central Board of Excise and Customs
Department of Revenue
North Block, New Delhi
Office Memorandum

Sub: Enhancement of 'Public Financial Management System' for Non-Plan Expenditure

The office of Pr. CCA, CBEC is in the process of selective roll out of the implementation of Public Financial Management System [PFMS] for making payments under Non-Plan Expenditure heads from 1st October, 2015. In the first phase, all payments issued by PAOs, except Salaries, pension and GPF are mandated to be processed through PFMS [pfms.nic.in]. In the new dispensation, all the sanctions/bills related to payments (other than Salaries, GPF and Pension) would be created, processed and forwarded online by the respective sanctioning authorities and DDOs along with physical bills to their PAOs. For this purpose, all sanctioning authorities & DDOs are required to register themselves online with PFMS portal and do the preliminary background work related to user creation and vendor’s authorizations.

2. Following 3 PAOs under the Central Board of Excise and Customs have been identified for the roll out in the first phase of implementation:

1. PAO (HQ), CBEC, New Delhi
2. PAO (Directorate of Stat. & Intell.), Pushpa Bhawan, New Delhi
3. PAO (Commissionerate of Customs), New Delhi

All the Commissionerates/Directorates attached to above PAOs are requested to immediately get in touch with the PAOs for further assistance in this regard. PFMS Cell of the O/o CGA, Ministry of Finance would be holding the sensitization workshops for the users in near future.

This is issued with the approval of Pr. Chief Controller of Accounts.

[Signature]

Controller of Accounts
Tel No. 23702430

To:

1. Commissioner, Directorate of Logistics, 4th floor, Lok Nayak Bhawan, Khan Market, New Delhi
2. Additional Director General, Directorate of Revenue Intelligence, Head Quarter, Y-shape building, IP Estate, New Delhi
3. Additional Director General, Directorate of Revenue Intelligence, Delhi Zonal Unit, CGO Complex, New Delhi
4. Director, Central Revenue Control Laboratory, PUSA Road, New Delhi
5. Director General, National Academy of Customs Excise & Narcotics, Sec-29, Faridabad
Implementation of Integrated Non-Plan Payments through PFMS w.e.f. 1st October, 2015 in select PAOs of CBEC.

The following are the changes in the proposed process flow to be adopted in the IFMIS (PFMS) to be implemented from 1st October, 2015:

1. The monthly account from October, 2015 onwards will be prepared by the PFMS in respect of the selected PAOs of Phase-I. For the remaining PAOs it will be prepared by the COMPACT as usual.

2. The monthly account of Phase-I PAOs will be prepared by the PFMS and transferred/uploaded to e-lekha directly by the PFMS.

3. The Salary, GPF and Pension bills of Phase-I PAOs will be processed in COMPACT at all three levels and thereafte the said bills will be uploaded on PFMS for further processing i.e. digital signing/cheque writing etc.

4. After processing the COMPACT bills at PFMS as stated at point-3 above the voucher details etc will be provided to COMPACT by the PFMS which will be incorporated by the user into COMPACT after downloading it from PFMS so to update the GPF/Pension module.

5. All the challans (non-tax receipt) in respect of Phase-I PAOs will be entered in the PFMS portal by the DDOs from 1st October, 2015.

6. All the LOPs (List of Payments) of CDDOs in respect of Phase-I PAOs will be entered by the PAOs/CDDOs from 1st October, 2015 on the interface being provided at the PFMS.

7. All the transfer entries from 1st October, 2015 in respect of Phase-I PAOs will be entered in the PFMS in the interface being provided in the PFMS for this purpose.

8. All the scrolls (payment/receipt) sent by banks electronically to PFMS will be automatically incorporated & processed in the system from 1st October, 2015 in respect of Phase-I PAOs.

9. All the cheque/e-payment cancellation and reissue will be done by the users of Phase-I PAOs in PFMS only.