

AMRIT ABHIJAT

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भारत सरकार
आवास और शहरी गरीबी
उपशमन मंत्रालय,
निर्माण भवन, नई दिल्ली-110011
GOVERNMENT OF INDIA
MINISTRY OF HOUSING &
URBAN POVERTY ALLEVIATION
NIRMAN BHAWAN, NEW DELHI-110011
www.mhupa.gov.in
D.O.No.I.14011/27/2016-HFA-IV
Dated the May, 2016

Dear Sir/Madam,

As you are aware, that Public Finance Management System (PFMS) formerly known as Central Plan Scheme Monitoring System (CPSMS) is an online end-to-end system developed by Office of the Controller-General of Accounts (CGA), Ministry of Finance. The System provides common dashboard indicating Sector-wise, Ministry-wise, Scheme-wise, online information of payments/releases made by the Government of India to States, Autonomous Bodies, ULBs and to other Implementing agencies including development authorities and aims at establishing a suitable on-line Management Information System and decision support system for the Plan Scheme of the Government of India. As Pradhan Mantri Awas Yojana (PMAY) (Urban), RAY and JNNURM schemes are under ambit of DBT, it has become imperative that all States/city level implementing agencies are on PFMS to ensure tracking of funds at all stages.

2. Further, PFMS has been implemented to make electronic payment, both, Plan and Non-Plan by Ministry of Housing and Urban Poverty Alleviation (HUPA). PFMS also enable tracking of funds released from Government of India to report on status of unspent funds lying at various levels in the implementing agencies and floats available in the bank. This facility can help in reduction in unnecessary parking of funds and lead to better fiscal management, cash management and reduce debt burden to GOI.

3. It has been decided by the Ministry of HUPA that the accounts of all the implementing agencies set up under the PMAY(Urban) Mission/RAY/JNNURM Schemes of M/o HUPA should be integrated with PFMS, so that the online monitoring fund utilization can be ensured.

4. In view of above, all implementing agencies handling funds under the above schemes in the State need to be registered by the State Mission Director, on PFMS portal alongwith maintaining one specific bank account for each scheme i.e the bank account kept for specific scheme should deal with transaction of only that particular scheme.

5. Further, if any assistance is required by an implementing agency they may contact below mentioned persons for support:-

Sl. No.	Name	Contact No.
1.	Mr. Yogesh Kr. Meena, CA	23061443
2.	Dr. Richa Pandey, Dy. CA	23062808
3.	Ms. Rekha Dahiya, AO	23062540
4.	Ms. Ch. Momota Devi, AAO	23063325

I am also enclosing detailed User Guide for Agency Registration.

6. Chief Controller of Accounts of MoUD, Shri Shyam S. Dubey; (Tele Ph. No. 23061440) will be supervising the above integration and will also coordinate with State Governments.

7. I seek your co-operation and registration to complete the above process of agencies registration by 15.06.2016.

With regards,

Yours sincerely


(Amrit Abhijat)

The Principal Secretary/Secretary (Housing) all States/UTs

Copy to:

1. Shri Sriram Kalyanaraman, MD & CEO, National Housing Bank, Core-5A, India Habitat Centre, Lodhi Road, New Delhi-110 003.
- 2.. Dr. M. Ravi Kanth, CMD, Housing and Urban Development Corporation Ltd., HUDCO Bhawan, Core-7A, India Habitat Centre, Lodhi Road, New Delhi-110 003.

Copy for information to:-

Shri Shyam S. Dubey, Chief Controller of Accounts of MoUD/ M/o HUPA, Room No.111-B, Nirman Bhavan, New Delhi.

Point wise steps for registering the Agency in PFMS are:-

First open the website pfms.nic.in after that the following process may be followed.

1. Click the **Register Agency** hyperlink on the home page, below the **Log.In** button.
2. The **Agency Details** web page appears on the screen. Agencies have to fill all the Coloum.
3. Click the **Next** button to proceed the registration process.
4. **Scheme/ Bank Details** web page appears on the screen.
5. Click the **Select Scheme/Bank** hyperlink.
6. Then click the **Add Bank/ Scheme** button.
7. Select the **Accept Terms and Conditions** checkbox.
8. Click the **Submit** button. Saved successfully message will appear on the screen, and the user will be navigated to the **New Agency Registration** home page. If agency is receiving Fund for more than one scheme, more scheme-bank details added.

Detail User Guide for Agency Registration enclosed.

User Guide: Agency Registration

Undertake the following steps to register a Central Government PSU agency:

(* Registration process is same for all type of agencies however some of the field change with selection of Type of agency)

1. Click the **Register Agency** hyperlink on the home page, below the **Log In** button (Fig.AR-1.1).

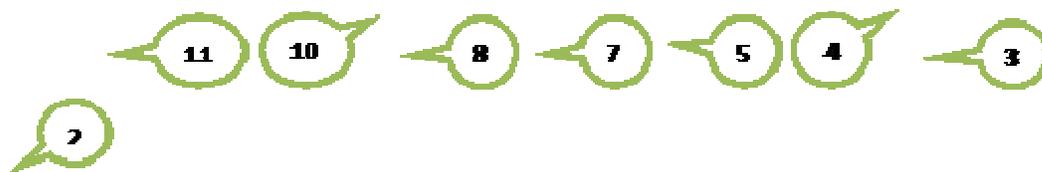


Fig.AR-1.1

The **Agency Details** web page appears on the screen (Fig.AR-1.2). Refer this figure for steps (2 to 10).

1. Select an option from the **Type of Registration** drop-down list. It is a mandatory field, and cannot be left blank.
2. Type **Agency Name** in the textbox provided. **Agency Name** is a mandatory field, and it can contain maximum of 100 characters.
3. Type **Registration No** in the textbox provided. **Registration No** is also a mandatory field, and it can contain maximum of 100 alphanumeric characters.

4. Type **Registering Authority** in the textbox provided. **Registering Authority** is a mandatory field, and it can contain maximum of 256 characters.
 5. Enter **TIN** number in the textbox provided. **TIN** number can contain maximum of 10 characters.
 6. Enter **TAN** number in the textbox provided. **TAN** number can also contain maximum of 10 characters.
- (Either of above at Sl.No. 6 and 7 is required.)*
7. Enter complete address of the agency in the **Address1** textbox. **Address1** is mandatory field, and it can contain maximum of 50 characters.
 8. **Address2** is an optional field and it can be left blank. Agency needs to fill address in this textbox if agency's address exceeds the **Address1** textbox.
 9. **Address3** is also an optional field, and it can be left blank.



Central Plan Scheme Monitoring System
Via Controller General of Accounts, Ministry of Finance

Welcome: **meat root**
User Type: **0**

Instructions
All fields are mandatory as it will be used for sending user ID and Password after agency approval. This will also be used for other important communication such as agency approval, fund release etc. 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 agency.

Agency Details

Type of Registration: Central Government PSU
 Agency Name: MTL, Corporation
 Act/Registration No: 2449
 Registering Authority: Sanchar Mandal
 TIN Number: TNC222
 TAN Number: TND999
 Address1: MTL, Corporate Office
 Address2: Sanchar Bhawan
 Address3: Jangam
 City:
 State: - Select -
 District: - Select -
 Pin Code:
 Contact Person:
 Phone No:
 Alternate Phone/Mobile No:
 Email:
 Unique Agency Code:
 Word Verification: Enter the letters as they are shown in the image above (letters are not case sensitive)
 [Next] [Cancel]
 For any problem in registration, please [Contact Us](#)

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Fig.AR-1.2

Refer Fig.AR-1.3 for steps (11 to 21).

10. *Enter* **City** name in the textbox provided. **City** is a mandatory field, and it can contain maximum of 25 characters.
11. *Select* an option from the **State** drop-down list. **State** is also a mandatory field.
12. *Select* an option from the **District** drop-down list. **District** is a mandatory field, and its values depend on the **State** drop-down list.
13. *Enter* **PIN** code in the textbox provided. **PIN** code is a mandatory field, and it should contain exactly 6 numeric characters.
14. *Enter* name of contact person in the textbox provided. **Contact Person** can contain maximum of 256 characters.
15. *Enter* phone number in the textbox provided. **Phone No** is a mandatory field, and it can contain maximum of 20 characters.
16. *Enter* alternate number in the textbox provided. **Alternate Phone** is an optional field, and it can contain maximum of 20 characters.
17. *Enter* a valid email id in the textbox provided. **Email** a mandatory field, and it can contain maximum of 50 characters. Login details of the registered agency will be sent to this email id only.
18. *Type* **Unique Agency Code** in the textbox provided. **Unique Agency Code** is a mandatory field, and it can contain maximum of 50 characters. Unique Agency is
19. *Type* **Word Verification** letters in this textbox which are appearing above the **Word Verification** textbox. It is a mandatory field, and agency registration process cannot be completed without filling this field
20. *Click* the **Next** button to proceed the registration process.



Fig.AR-1.3

Scheme/ Bank Details web page appears on the screen (Fig.AR-1.4).

21. Click the **Select Scheme** hyperlink (Fig.AR-1.4).



Fig.AR-1.4

The **Select Scheme** window appears on the screen (Fig.AR-1.5).

Scheme Name	<input type="text"/>	<input type="button" value="Search"/>
Select		
AGRICULTURE CENSUS [0001]		
IMPROVEMENT OF AGRICULTURAL STATISTICS [0002]		
TECHNOLOGY MISSION ON JUTE [0003]		
TREE BORNE OILSEEDS AND BIO DIESEL [0004]		
NATIONAL HORTICULTURE BOARD [0005]		
COCONUT DEVELOPMENT BOARD INCLUDING TECHNOLOGY MISSION ON COCONUT [0006]		
CENTRAL INSTITUTE OF HORTICULTURE IN NAGALAND [0007]		
STRENGTHENING OF CENTRAL FERTILIZER QUALITY CONTROL AND TRAINING INSTITUTE AND REGIONAL FERTILIZER CONTROL LABORATORIES [0008]		
NATIONAL PROJECT ON PROMOTION OF BALANCED USE OF FERTILIZER [0009]		
NATIONAL PROJECT ON PROMOTION OF ORGANIC FARMING [0010]		
IMPLEMENTATION OF PVP LEGISLATION [0011]		
RESTRUCTURING OF NATIONAL SEED CORPORATION AND STATE FARM CORPORATION OF INDIA [0012]		
DEVELOPMENT AND STRENGTHENING OF INFRASTRUCTURE FACILITIES FOR PRODUCTION AND DISTRIBUTION OF QUALITY SEEDS [0013]		
STRENGTHENING AND MODERNISATION OF PEST MANAGEMENT IN COUNTRY [0014]		
STRENGTHENING AND MODERNISATION OF PLANT QUARANTINE FACILITIES IN INDIA [0015]		
MONITORING OF PESTICIDE RESIDUES AT NATIONAL LEVEL [0016]		
POST HARVEST TECHNOLOGY AND MANAGEMENT [0017]		
WATERSHED DEVELOPMENT COUNCIL [0018]		
NATIONAL RAINFED AREA AUTHORITY [0019]		
INVESTMENT IN DEBENTURE OF STATE LAND DEVELOPMENT BANKS [0020]		
NATIONAL AGRICULTURAL INSURANCE SCHEME [0021]		
COOPERATIVE EDUCATION AND TRAINING [0022]		
ASSISTANCE TO NDC FOR DEVELOPMENT OF COOPERATIVES [0023]		
EXTENSION SUPPORT TO CENTRAL INSTITUTES OF DOE [0024]		
AGRI CLINICS /AGRI BUSINESS CENTRES [0025]		
1 2345678910...		

Fig.AR-1.5

Refer Fig.AR-1.6 for steps 23 and 25.

22. *Type* a scheme name in the textbox provided.
23. *Click* the **Search** button. A list of all the schemes matching the search criteria will appear below the **Search** button.

24.



Click a **Scheme** to select it from the list.

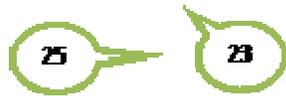
A screenshot of a web application window titled "Select". At the top, there is a search bar with "Electronic" entered and a "Search" button. Below the search bar is a list of schemes, each on a separate line with a light green background. The schemes listed are: MICROELECTRONICS AND NANOTECH DEVELOPMENT PROGRAMME DIT [0525], CONVERGENCE COMM AND STRATEGIC ELECTRONICS DIT [0527], ELECTRONICS IN HEALTH AND TELEMEDICINE DIT [0530], STPI SOFTWARE TECHNOLOGY PARKS OF INDIA AND EHTP ELECTRONIC HARDWARE TECHNOLOGY PARK [0535], ELECTRONIC GOVERNANCE [0537], PROMOTION OF ELECTRONICS IT HARDWARE MFG DIT [0540], and ELECTRONIC MEDIA MONITORING CENTRE [0572].

Fig.AR-1.6

25. Click the **Select Bank** hyperlink (Fig.AR-1.7).

A screenshot of a web application window titled "Scheme/ Bank Details". The form contains several fields: "Scheme:" with "ELECTRONIC GOVERNANCE [0537]" and a "Select Scheme" button; "Bank Name:" with a text input field, a "Select Bank" hyperlink, and a note "(Enter minimum 4 characters to search Bank)"; "Branch Address:" with a text input field and a "Search" button, with a note "Branch list will show only 50 branches in List, you can search your branch by address"; "Branch Name:" with a dropdown menu; "Account No.:" with a text input field; and "Agency Name As Per Bank:" with a text input field. At the bottom are "Save" and "Cancel" buttons. A footer contains links for "About Us", "Site Map", "Privacy Policy", "Contact Us", and copyright information for "©2009 CENTRAL PLAN SCHEME MONITORING SYSTEM. All Rights Reserved."

Fig.AR-1.7

The **Select Bank** popup window appear on the screen (Fig.AR-1.8). Refer this figure for steps 27 and 28.

26. Type a bank name in the textbox provided.



27. Click the **Search** button.

Bank Name

Select

24-PARGANAS DIST.COOP.LAND DEV.BANK LTD.
510-ARMY BASE WORKSHOP CR.COOP.BK.MEERUT
A.P.MAHESH CO-OP.URBAN BANK LTD.
A.P.VARDHAMAN(MAHILA) CO-OP.URBAN BK
A/C.GENERALS'OFF.CO-OP.BANK,BANGALORE
AB BANK LIMITED
ABHINANDAN URBAN CO-OP.BK.LTD.AMARAVATI
ABHINAV SAHAKARI BANK LT DEOLALI PRAVARA
ABHINAV SAHAKARI BANK LTD.
ABHIVRIDDI MAHILA SAH BANK NIYAMITA
ABHYUDAYA CO-OP BANK LTD
ABHYUDAYA MAHILA U.CO.BK.LT.CHANNAPATNA
ABIRAMAN CO-OP.URBAN BANK LTD.
ABN AMRO BANK
ABU DHABI COMMERCIAL BANK
ACE CO-OPERATIVE BANK LTD. MUMBAI
ADAJAN NAGARIK SAHAKARI BANK LTD.SURAT
ADAMPUR PRI CO-OP AGR.RURAL DEV.BANK
ADARSH CO-OP URBAN BANK LTD.
ADARSH JANATA SAHAKARI BANK LTD.
ADHYAPAKA CO-OP.BANK LTD.(PATHUPALLY)
ADILABAD JILLA KENDRA SAHAKARI BANK LTD.
ADOOR CO-OP.URBAN BANK LTD.
AGARTALA CO-OP.URBAN BANK LTD.
AGRA DISTRICT CENTRAL CO-OP.BANK

1 2345678910...

Fig.AR-1.8

A list of all the banks matching the search criteria will appear in the list (Fig.AR-1.9).

28. *Click* a bank to select it from the list (Fig.AR-1.9).



Bank Name: Indian Bank [Search]

Select

- INDIAN BANK
- INDIAN MERCANTILE COOP.BANK LTD LUCKNOW
- INDIAN OVERSEAS BANK
- SOUTH INDIAN BANK

Fig.AR-1.9

Refer Fig.AR-1.10 for steps 30 to 35.

29. Type branch address in the textbox provided.
30. Click the **Search** button. The **Branch Name** drop-down list gets updated.
31. Select an option from the **Branch Name** drop-down list. **Branch Name** is a mandatory field.
32. Enter **Account No** in the textbox provided. **Account No** is a mandatory field.
33. Enter **Agency Name as per Branch** record in the textbox provided.
34. Click the **Add Bank/ Scheme** button.



Scheme Bank Details

Scheme: ELECTRONIC GOVERNANCE [0937] [Select Scheme]

Bank Name: INDIAN BANK [Select Bank]
(Enter minimum 4 characters to search Bank)

Branch Address: Cannaught Place [Search]
Branch list will show only 50 branches in List, you can search your branch by address)

Branch Name: RETAIL BANKING SEGMENT, NEW DELHI [0 - 41, III FLOOR CANNAUGHT PLACE CANNAUGHT PLACE CANNAUGHT PLACE 110001]

Account No: 3024

Agency Name as per Branch: MTNL Corporation

[Add Bank/ Scheme]

I Accept [Terms and conditions.](#)

[Submit] [Cancel]

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Fig.AR-1.10

The **Scheme Bank Detail** gets added in the list (Fig.AR-1.11). Refer this figure for steps 36 and 37.

35. *Select* the **Accept Terms and Conditions** checkbox.
36. *Click* the **Submit** button. Saved Successfully message will appear on the screen, and the user will be navigated to the **New Agency Registration** home page. If agency is receiving Fund for more than one scheme, more scheme-bank details added.



Scheme Bank Details

Scheme: ELECTRONIC GOVERNANCE [0937] Select Scheme

Bank Name: INDIAN BANK Select Bank
(Enter minimum 4 characters to search Bank)

Branch Address: Cannaught Place
Branch list will show only 50 branches in list, you can search your branch by address)

Branch Name: RETAIL BANKING SEGMENT , NEW DELHI [0 - 41, III FLOOR CANNAUGHT PLACE CANNAUGHT PLACE 110001]
RETAIL BANKING SEGMENT , NEW DELHI [0 - 41, III FLOOR CANNAUGHT PLACE CANNAUGHT PLACE CANNAUGHT PLACE 110001]

Account No:

Agency Name as per Branch:

Action	Scheme Name	Bank Name	Account No	Agency Name as per Branch
X	ELECTRONIC GOVERNANCE [0937]	INDIAN BANK RETAIL BANKING SEGMENT , NEW DELHI [0 - 41, III FLOOR CANNAUGHT PLACE CANNAUGHT PLACE 110001]	3024	MTRL Corporation

[Accept Terms and conditions.](#)

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Fig.AR-1.11

In this way, registration for central government PSU agency is done successfully.