DBT Payment through PFMS

For making DBT payment through PFMS, the implementing agencies have to first register themselves in PFMS through **Register Agency** link given at the PFMS web page (PFMS.NIC.IN) and submit it for approval. The Programme Division and the Principal Accounts Office of the concerned Ministry has to approve the Agency.Log in details of the Approved Agency will be sent to the email id given at the time of registration of the Agency. There after the Agency can proceed with DBT payment.

First the agency has to log in with the Admn userid and password given at the time of registration of agency. The Admn user has to perform the following functions:

1. Creation of Data Operator(MAKER) and Data Approver(CHECKER)
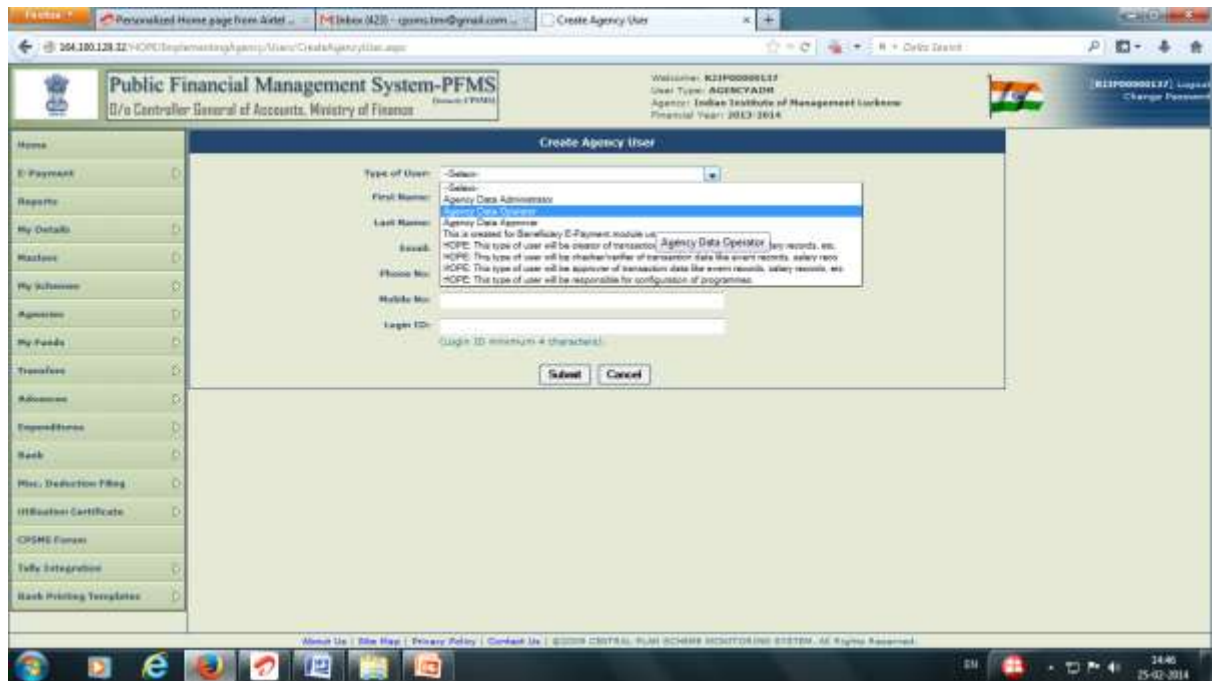2. Account Activation for e-payment
3. Signatory Configuration

Creation of Data Operator and Data Approver

The CPSMS has been designed with Maker Checker concept where the Data Operator (Maker) will make all transaction entries and submit it to the Data Approver (Checker) for verification and approval/rejection of transactions. For this purpose two separate users have to be created as Data Operator and Data Approver by the Admn user.

1. Select **Add New** from **Users** under **Master** Menu.

2. On clicking the **Add New** Button, the Registration window will open
3. Select the type as Data Operator or Data Approver, as the case may be.
4. Type **First Name** in the box provided. It is a mandatory field
5. Select Last Name in the box provided. It is a mandatory field.
6. Type a working e mail id in the box provided. Log in credentials will be sent to this mail. It is a mandatory field.
7. Type Phone Number in the box provided. It is a mandatory field.
8. Type Mobile Number in the field provided. It is an optional field.
9. Give a Log in id of the user in the box provided. This id will be used for logging into PFMS.
10. Click on Submit button. User saved successfully message will appear. After obtaining the password the operator and approver can log in to do their respective functions.

Password will be sent to the registered email id only.

Account Activation for E-Payment

There are three channels by which payment can be processed through CPSMS. They are Print Payment Advice, Digital Signature and Corporate Internet Banking. The agency account has to be activated for each channel separately. As the payment process through PPA mode is not a secure mode of payment, a hard copy of the payment advice signed by the authorised signatories of the agency has to be submitted to the accredited bank of the agency for processing dbt payment by the Bank. Other two channels being secured modes, the bank will process the payment as soon as the payment authorisation through CPSMS is received by them from the agency. In all cases, authorisation will be communicated to the bank online.

11. Select **Account Activation** E payment under **Bank** menu.
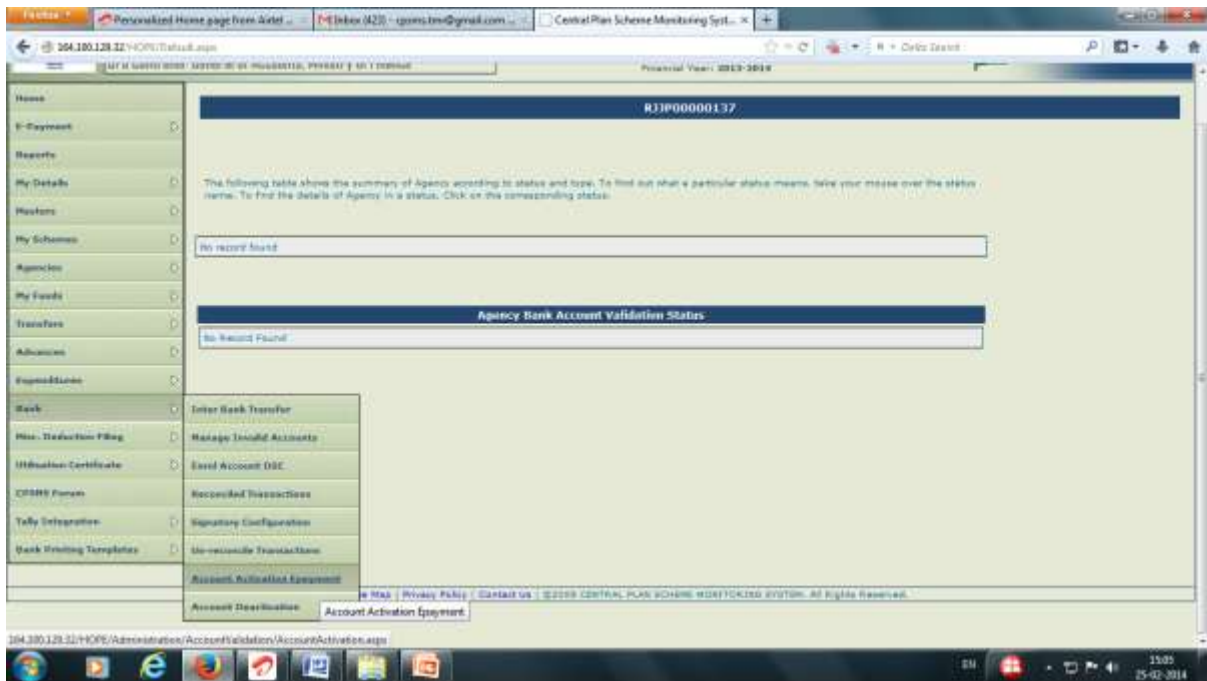
12. click the Account Activation e-payment link to open the account activation page
13. Select the Scheme by typing the Scheme code or from clicking the select scheme hyper link
14. Click Search. All the bank accounts registered with the selected scheme will be displayed.
15. Select the Account Number from the check box given at the left end side.
16. Select the Account Activation Type by which the agency want to authorise payment from the dropdown list at the right end.
17. Click on Submit button to Submit Account Activation. Approval of activation will done by project cell automatically. Once the account is activated, it can be used for dbt payment by the selected type of channel.
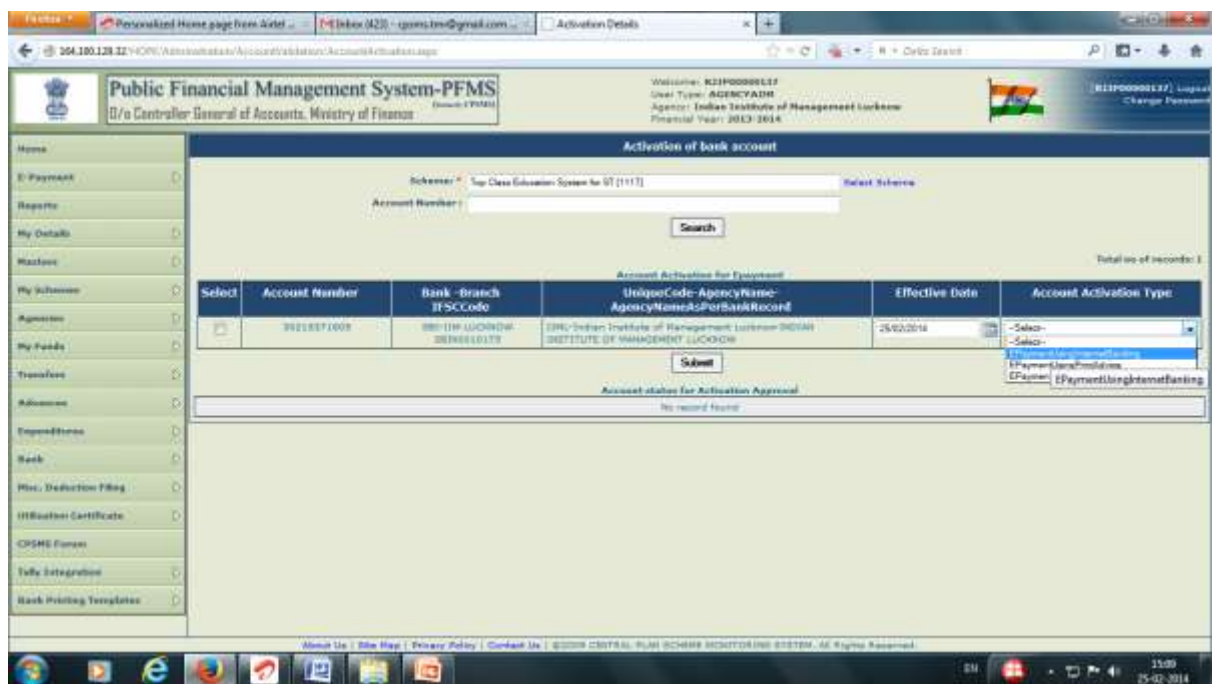
Signatory Configuration.

DBT payment can be done from different levels, i.e., by the implementing agency themselves, by a higher level implementing agency or by the PAO of the Ministry concerned. If the Agency is making payment to the beneficiaries directly by DSC channel, a test authorisation digitally signed by the authorised signatory will have to be given to the bank before actual authorisation of dbt payment. This link is used for sending test authorisation to the bank. Details process will be shown along with

DSC Enrolment

Digital Signature Certificate (DSC) has to be enrolled in PFMS before it is enabled for signature. The following procedure has to be followed for enrolling DSC.
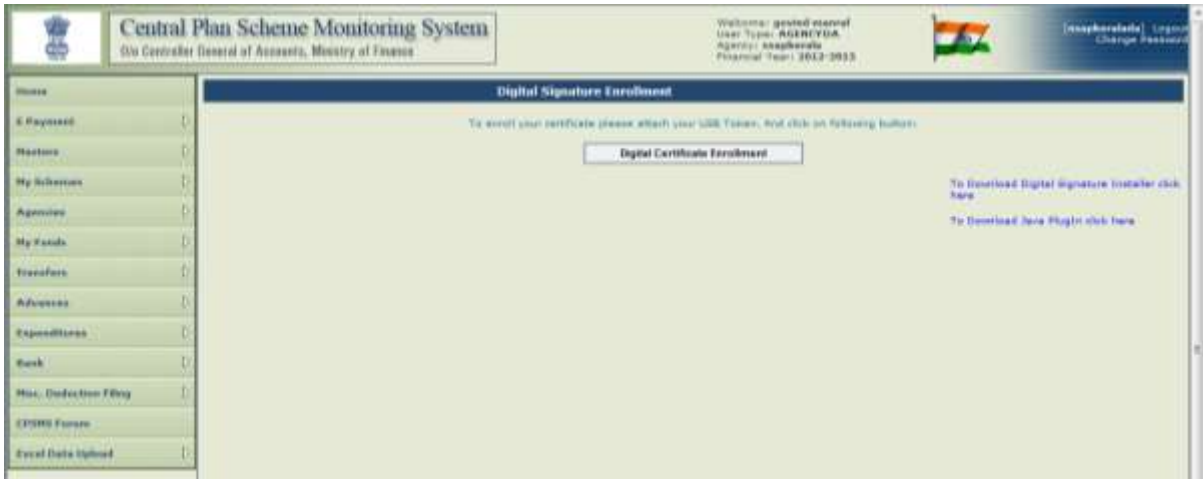
The Data Approver, being the authorised signatory will log in for enrolling the DSC in CPSMS.

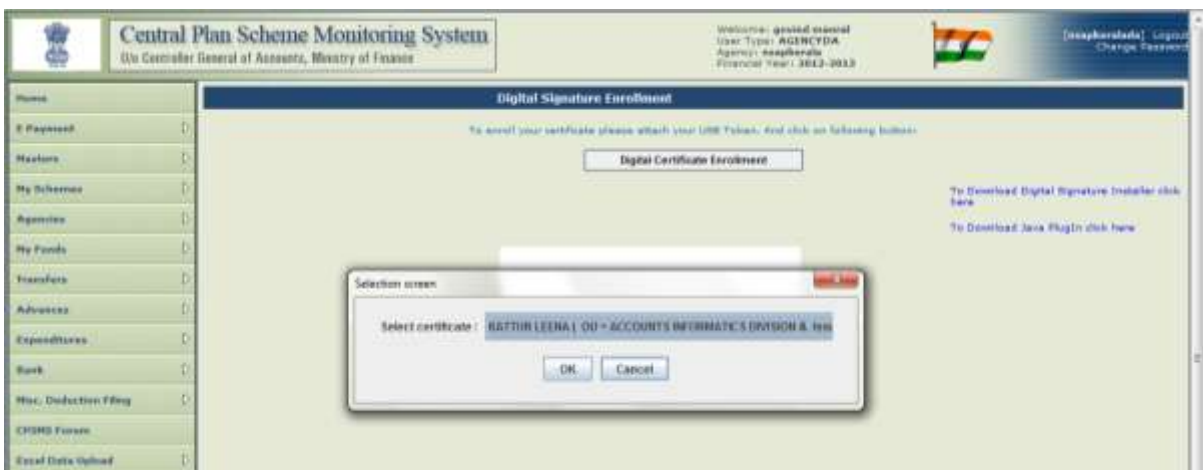18. Select **Enrol DSC** from **DSC Management** under **Master** Menu.

19. Click **Enrol DSC** to open DSC enrolment page.
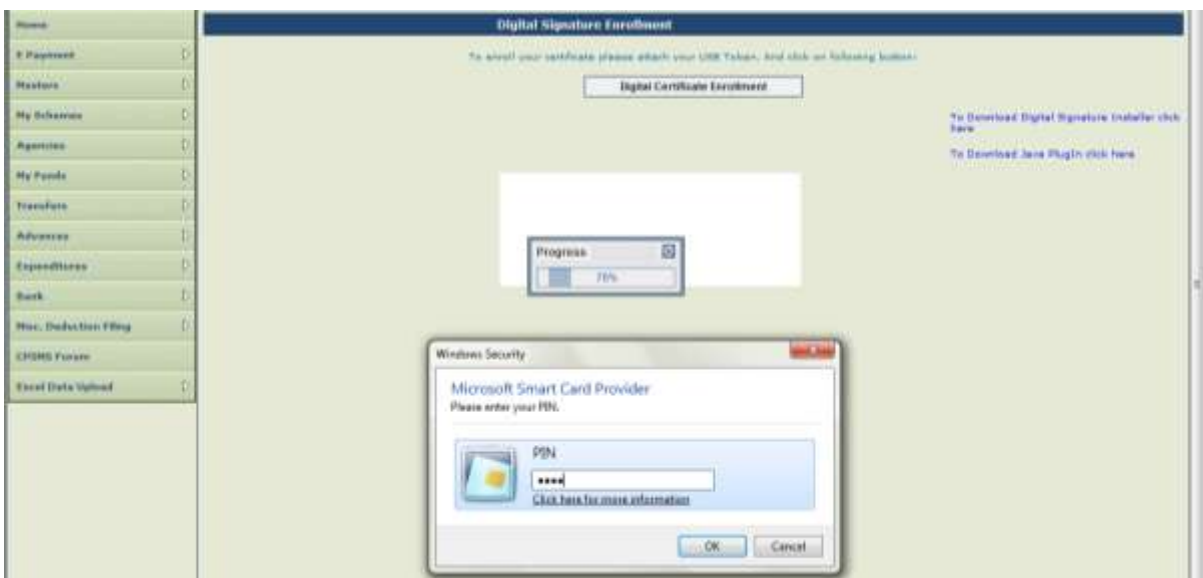20. Attach the **USB token** and click **Digital Signature Enrolment** button.

The user can also download driver and java plug in if it is not already available in the PC. The system will show the name of certificate holder and click ok to proceed.

21. Enter the **pin** number of the certificate and proceed.

After entering the pin wait for the successfully enrolled message.

After the successful enrolment, the system will prompt the user to view the certificate details by clicking on the link as shown below:

22. Click on the **View Certificate details and Proceed for Enrolment**button.

System will show all details of the certificate holder.

23. Select the Scheme from the **Scheme** drop down list and the **purpose** from the Purpose drop down list. Purpose can be Digitally signing beneficiary list or Digitally signing payment file.
24. Click Enrol button. The Scheme and Purpose will be shown in a grid.

Message showing successful enrolment will appear and the enrolment will be approved in an automatic manner.

This will complete the process of enrolment for the purpose of Digitally signing only the beneficiary list where the payment will be done by a higher level agency or PAO. In case the agency itself is the paying authority, the following procedure for signatory configuration has also be followed for intimating the agency bank about the authorised signatory details.
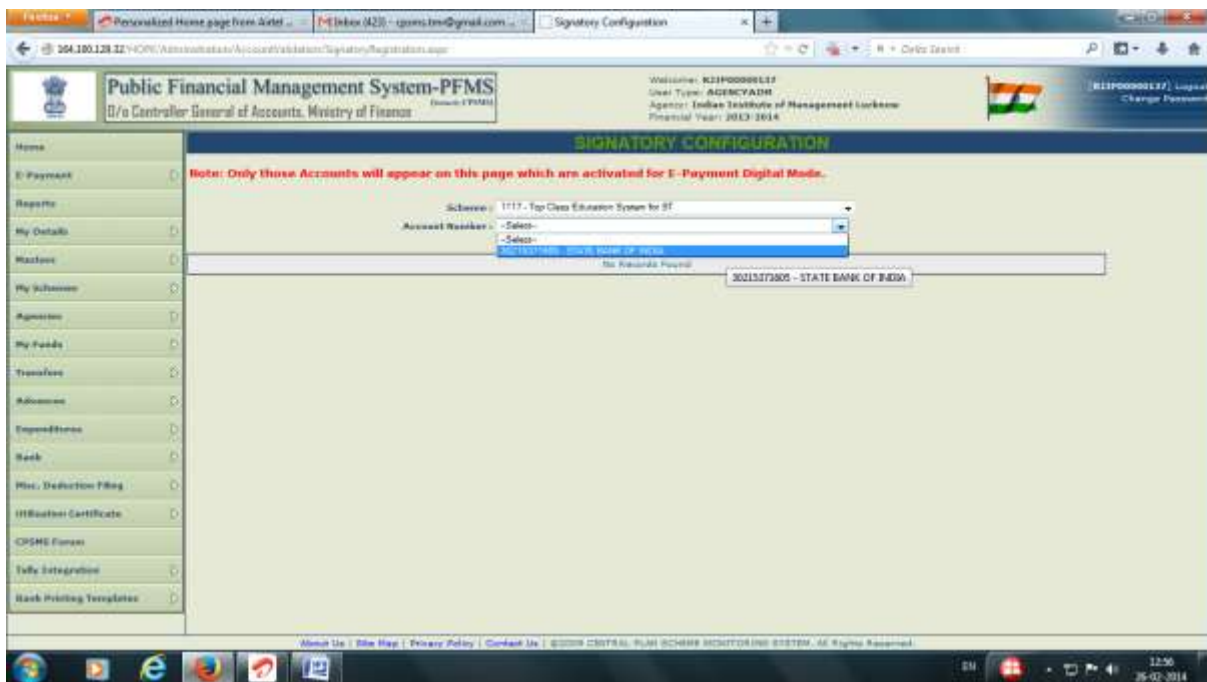
Signatory Configuration

25. Log in as Admn User. Select **Signatory Configuration** under **Bank** Menu.

26. In **signatory configuration** page select the **scheme**from the drop down list.
27. Select**account number** of the agency for configuration. Account No. Should have been activated for Digitally Signing to be available for selection.

28. Enter the **minimum** and **maximum** level of authorisation and the number of level of signatoriesin the respective text boxes.

29. Click on the **[+]** sing for expanding the field.
30. Enter the**Designation** in the text box provided.
31. Select the **User** from the drop down list.
32. Choose**From** and **To** dates from the calendar.

33. Click on **Save** icon to Save the entries.

The following message of Signatory Saved Successfully will appear.
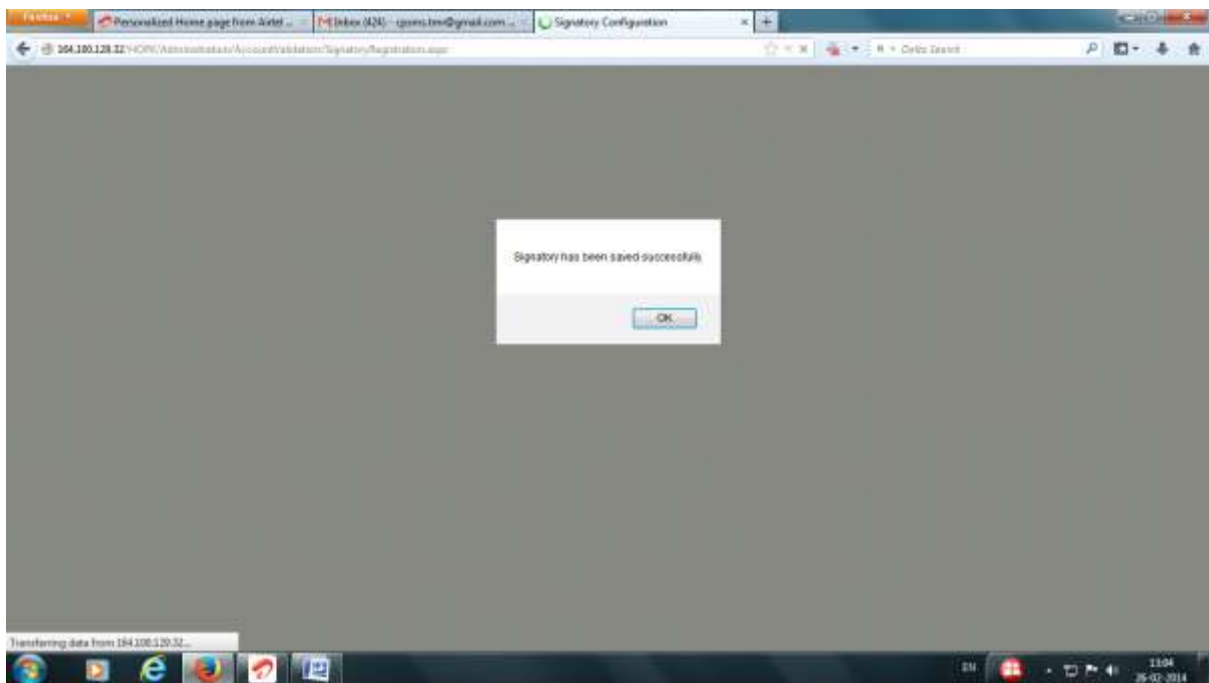
34. Log in with Data Approver user(checker). Select **Enrol Account DSC** from **Bank** Menu.

Sign Account Enrolment file page will appear.

35. Click on the **checkbox** and digitally sign the**Enrolment file** for sending test payment authorisation to the bank online.

DBT Payment- Entering Opening Balance, Beneficiary Management and Payment Initiation.

After the Admn user has finished his functions, the DBT payment process can be started. If the Agency is also authorising payment to beneficiaries, they have to first capture their bank balance in PFMS. This can be done by capturing the bank balance as Opening Balance in PFMS. For capturing opening balance, the Data Operator will log in.

36. Select **Opening Balance** under **My Fund** Menu

37. Click **Add Opening Balance** button
38. Select the **Scheme** from the drop down list.
39. Select **Bank Account** for which opening balance is to be captured from the drop down list.
40. Enter the **opening balance amount** in the box provided.
41. Select the Opening Balance date from the date picker.
42. Select the **Transaction Type** as **Component** wise to enter component wise opening balance or **Bulk** to enter lump sum with any specific component.
43. **Save** the entry to create opening balance amount in the system.

Clicking on **Reverse entry check box** will deduct the opening balance to extend the amount is entered in the amount column.
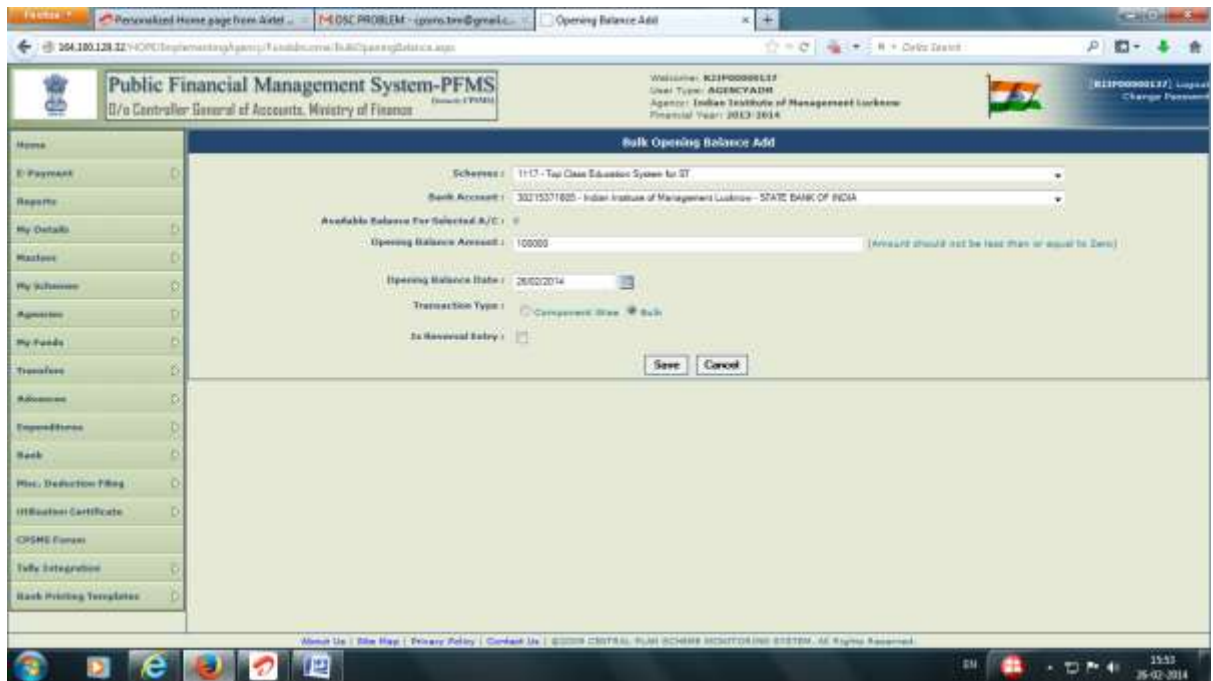
The opening balance entry will be approved by Data Approver.

44. Data approver will log in and select Opening balance fromMy fund Menu. The opening balance submitted by Operator will be displayed in the page.

45. Click of Component hyperlink for opening the page.
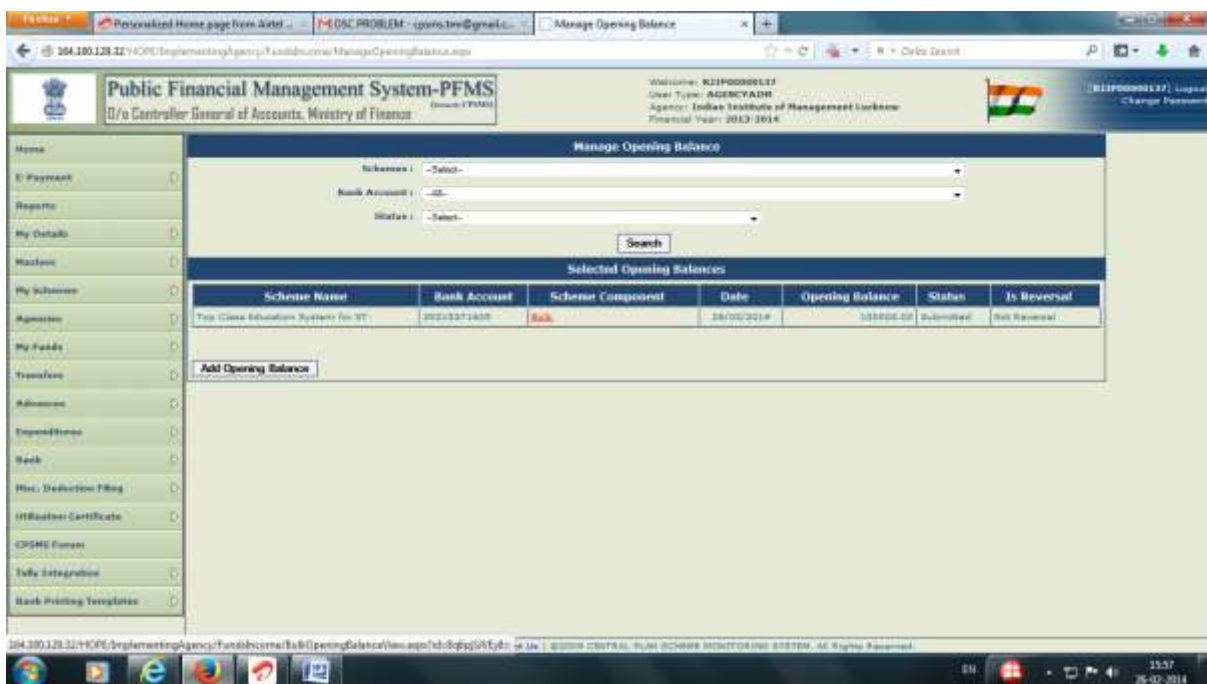
46. Verify the details and approve/reject the entry as the case may be.

Once the fund is captured in the system payment can be process through PFMS.

Beneficiary Management.

a) **Uploading Beneficiary List**

First step for processing DBT payment is to upload the beneficiary listin PFMS in whose favour payment is to be made . Specific templates in excel format are available in PFMS for preparation of beneficiary list. The beneficiary list has to be prepared as per the specific template available in PFMS. The user can download the template, prepare the beneficiary list as per the template and save it in any location of the computer. The user can then log in and upload the list in PFMS.

47. Log in as Data Operator (checker). . SelectUpload Beneficiary from Beneficiary Management under Master Menu
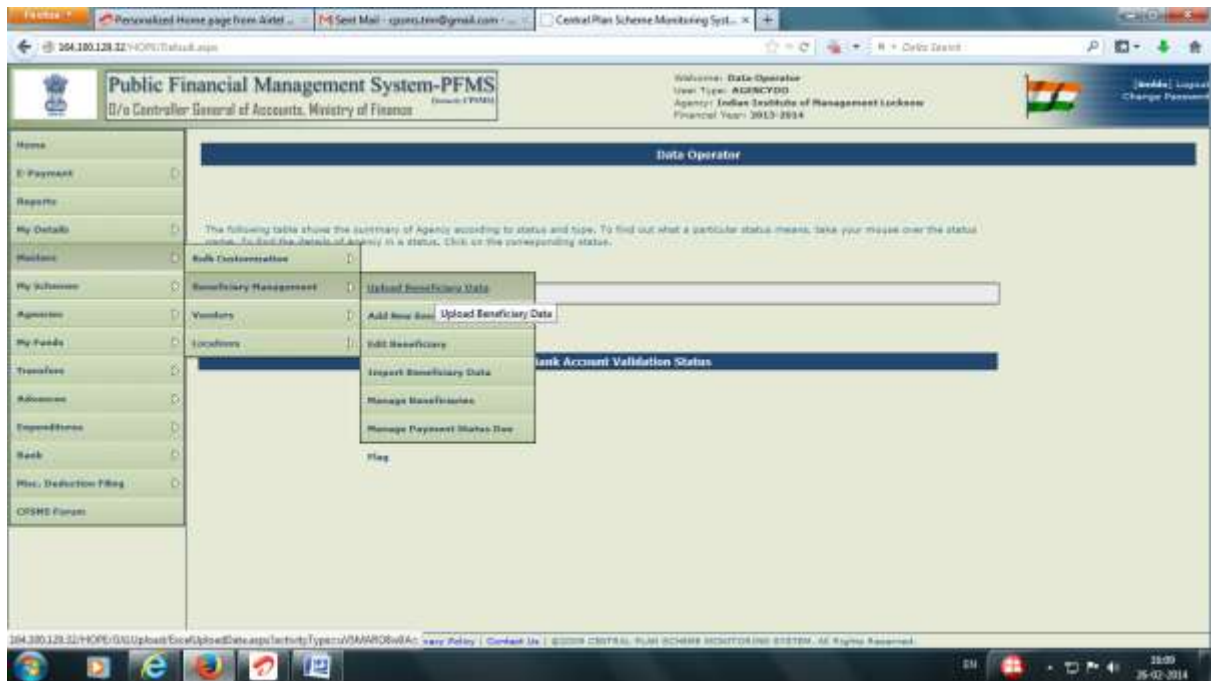
Upload Beneficiary Data page will open.

48. Select the Scheme and Beneficiary Type and choose the appropriate template.
49. Then click on Download template button to download the template
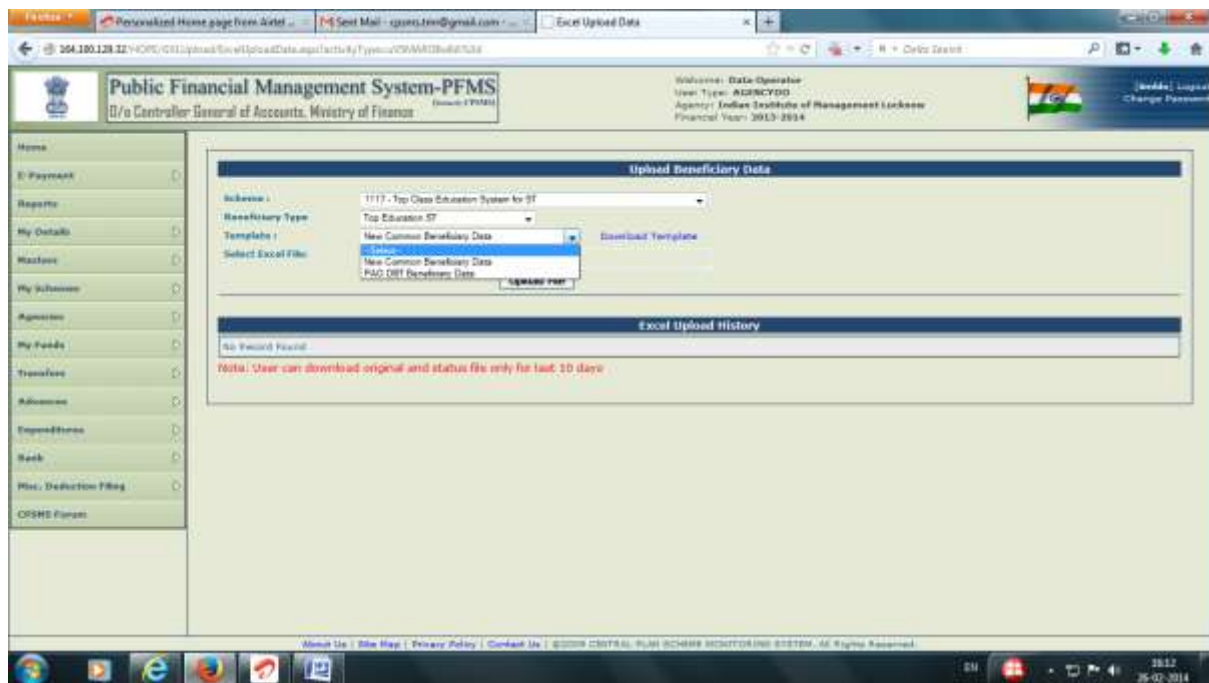
After preparing the beneficiary list, the agency operator will log in to upload the beneficiary.

50. Go to the upload beneficiary link as mentioned above and **browse/choose** the file from the saved location.
51. Upload beneficiary list into PFMS by clicking on the **upload** button. Status will be shown as **Successfully Uploaded. Configuration Error** will be shown against error files. Click on

Configuration Error link to see the errors and rectify it in the original file and upload again till the file is uploaded successfully.

The Account Number of the successfully uploaded file will be automatically sent to the bank's CBS for validation of the beneficiary account. Once the account is validated, it will be displayed at the approver level for the Data Approver to approve it. For Aadhaar based payments, Aadhaar Number fed in the list will be validated by NPCI for ensuring ceding of Aadhaar Number with Bank Account of the beneficiary. Beneficiary Accounts of Banks not integrated with PFMS will be directly available at the approver lever as these will not be sent to the bank for validation. The status of the uploaded file can be viewed from **Master>Beneficiary Management>Edit Beneficiary link.**

The user can also edit the details from this link. Once the list is approved by the approver, the edit page will not show the approved beneficiary list. Approved beneficiary list can be viewed from **Masters>Beneficiary Management>Manage Beneficiary link**.
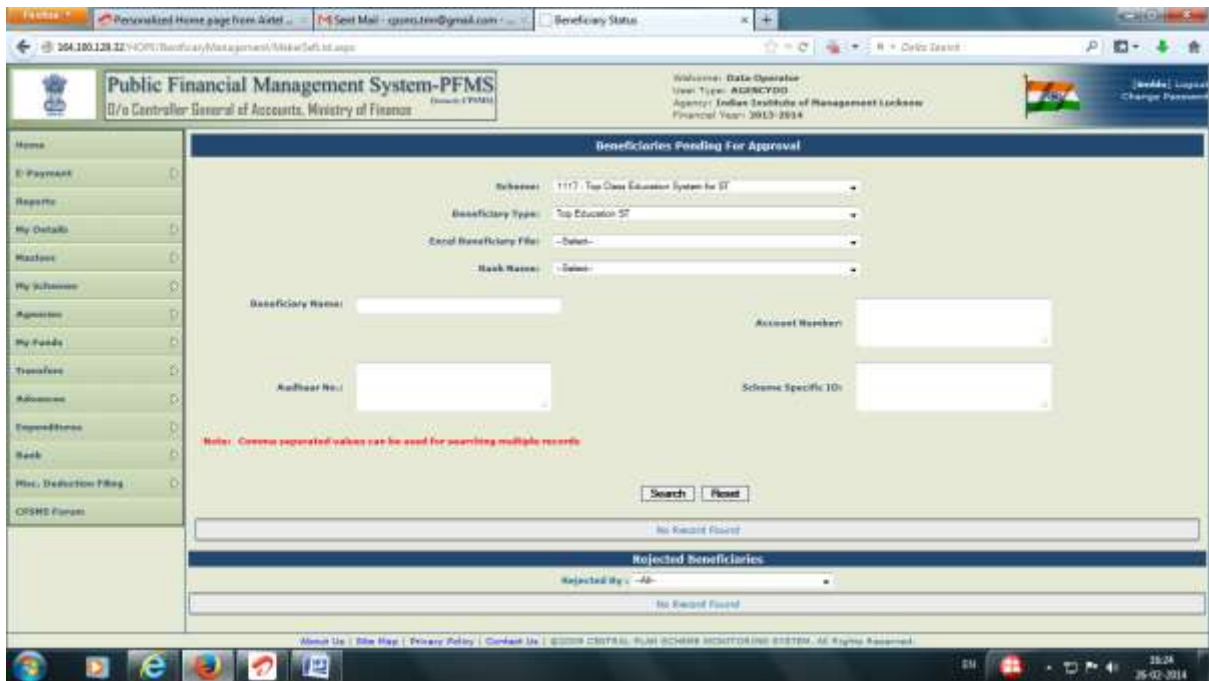
b) Approval of Beneficiary List

The List of beneficiaries whose accounts have been validated by the bank will appear at the Data Approver Level for approving this list. The list will also show the beneficiary name as it exists in the bank record.

52. Approver log in and select **Approve beneficiary** from **Beneficiary Management** under **Master** Menu

The approver will verify the list and certify that the name of beneficiary entered by the agency is matching with the name intimated by the bank before approving the list.

E-Payment

After approving the beneficiary list, the agency proceed to make e-payment to the beneficiaries.

53. The Data operator will log in and select **Initiate Payment from E payment Menu**.

The operator has to complete 4 stepts for initiating the payment.

54. Select Payment Authority as **Self** for payment by the Agnecy itself
55. Select **Higher Level Agency Account** if payment authorisation is to be done by a higher level agency. Put the **Higher Level Agency Unique Code** in the box provided. The beneficiary list will got to the higher level agency selected for payment authorization.
56. Select **Paid by PD** option if payment is to be authorized by the Programme Division of the Ministry.
57. **Paid by PD and Approved by higher authority** option is for payment where the beneficiary list is approved by one or more higher agencies before sending it to PD for payment authorization.
58. Select **Scheme** from the Drop down list. It is a mandatory field
59. Select Beneficiary Type from the drop down list. It is a mandatory field
60. Give **From** and **To** period for which payment is being made. It is a mandatory field.
61. Give **Office Order Number** and **Date**. It is an optional field.
62. Click **Next** to go to the second step.
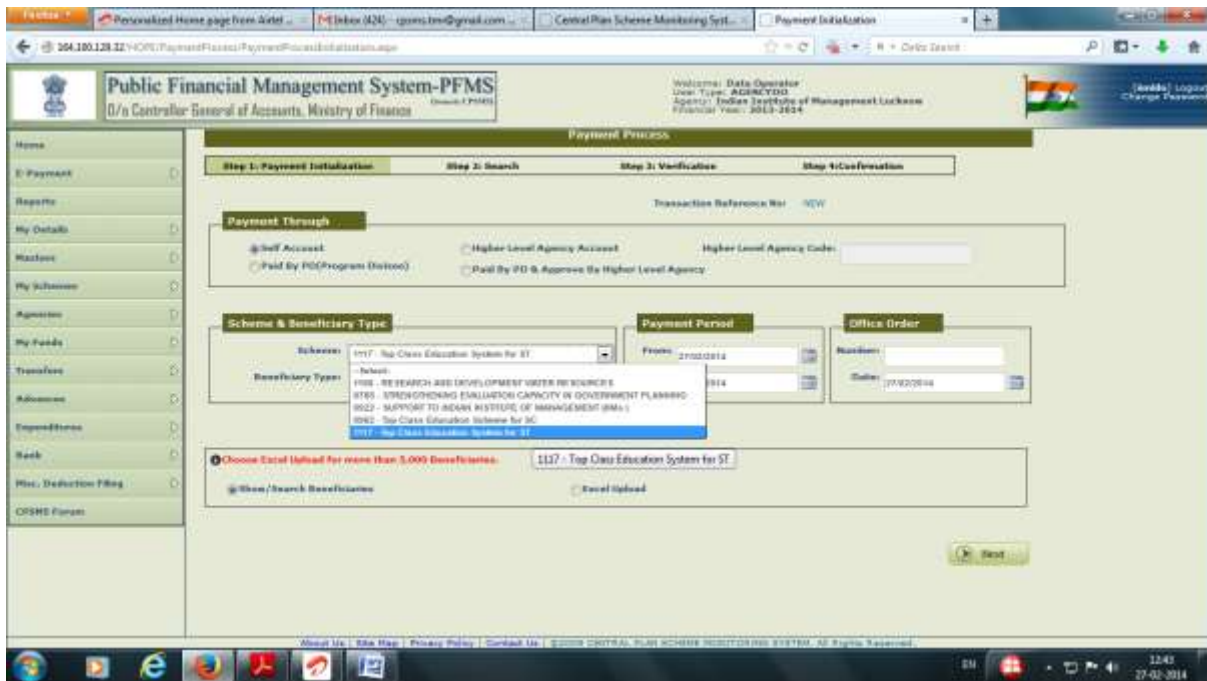
63. In the second step, select one or more**purpose** payment
64. Select **Caste category** of beneficiary if specified in the uploaded beneficiary list. If no category is specified select **NA**.If multiple purpose is to be selected, the user will be asked to give a remark that he would like to appear in bank passbook.
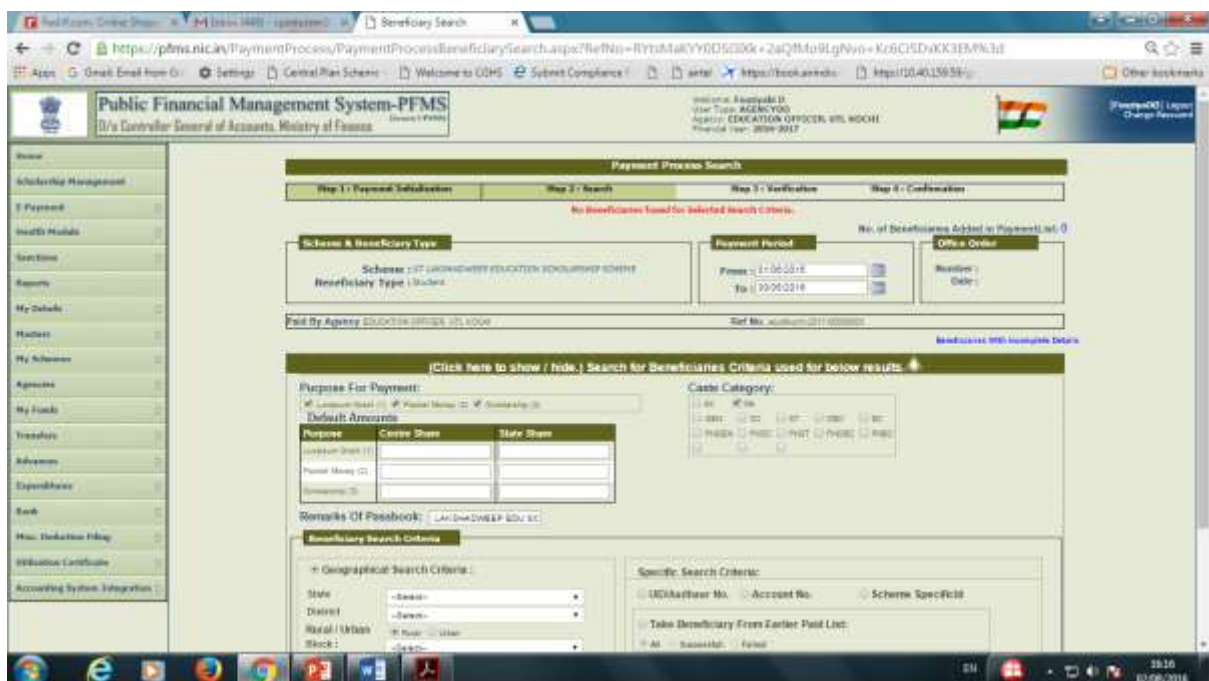
He can also put a default amount(optional), if amount is not given in the beneficiary list. Search facility is also available for selecting beneficiaries by geographical location, Aadhaar No., Account No. Etc.

65. .Click the option **Uploaded Excel beneficiary file** and select appropriate file from the dropdown list.

66. , click of **Next/Show beneficiary** button to go to the next step.

The third step will display the beneficiary detail.

67. Click**Add beneficiaries to Payment List** button to go to the next step. The amount field can be edited at this stage.

The user can verify the data entered by him and submit payment initiation for approval. He can also add another approvedbeneficiary file for payment at this stage by clicking on Add more beneficiary link.

The user can also take a print out of the voucher generated at this stage for keeping in file for record.

<u>Approval of Payment</u>

After completing payment initiation by the Data Operator, the Data Approver will log in and approve the payment.

68. Select **Approve Payment** from **E Payment Menu**.to open the E-payment approval window.
69. Select the **Scheme** from the Scheme drop down list.

On selecting the scheme,all payment files generated by the operator will be listed with a reference number.

Click the **Reference Number**hyper link to view voucher details.

70. Select the **mode of payment**from the drop down list at the right end.
71. **Approve** the payment.

The payment authorisation will be transmitted to the accredited bank online.The user can also view the beneficiary list by clicking on show beneficiary button.

If the payment authorisation mode is PPA, after approval the user will take a print out of the payment advise and submit it to the bank after duly signed by the authorised signatory.

72. Select **Print Payment Advise** from **E Payment** Menu to open the Print Beneficiary Payment Advise window.
73. Select **Scheme** from the drop down list.
74. Select **Agency bank** account from the drop down list

All approved payment list against the bank account number will be displayed.

75. Click on the payment adivse No. to generate Payment Advise.

If the payment authorisation is to be done through DSC mode, the approver will select the mode as Digitally Signed and digitally sign the payment authorisation. This will complete the process of e-payment. The payment advice will be passed on to the bank online and on receipt of authorisation bank will process the payment for credit to the beneficiaries account. In the case of payment by PD option, upon digitally signing the payment file, the beneficiary file will be transferred to the programme Division of the Ministry for generating sanction and payment to the beneficiary.

	Vinod Agrawal	
Home		
E-Payment	Account Based Payment	
Reports	Bank Portal URL	
Masters	Aadhaar Based Payment	
My Schemes	Sign Payment File	
Agencies		
My Funds	No record found	Sign Payment File
Transfers		
Advances		**Agency Bank Account Validation Status**
Expenditures		
Bank		
Misc. Deduction Filing		
CPSMS Forum		

Digitally Sign File

Account No	Voucher No	CPSMS Transaction ID	No Of Beneficiarys	Amount	DSC File Name	Digital Sign
0467031300000448	MHWR00002894-2014-00000031	C071400183178	25	15000	030DSCPAYREQ0307201320.xml	Apply Digital Signature