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URGENT CIRCULAR

Sub: Standard Operating Procedure on processing of bills on PFMS.

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HQrs Office vide their no. A/II/11101/PFMS/V.P. 202/PCDA/CDA dated 02.11.2020 circulated the subject SOP, which is self-explanatory. The same is forwarded herewith for your guidance and compliance please.
Please acknowledge receipt.

Encl: As above.

Jt.CDA

File No. No. A/1/3089/PFMS/Grants-18
Dated 09.11.2020

Distribution (for information and necessary action please.)
To

1. Programme Division 1&2
2. All concerned Sub-Offices
3. All concerned sections of Main Office

O I/C
OA Cell, Local

For uploading on the website of this organization

(Shatruhan Singh)
Sr.A.O.

प्रधान रक्षा लेखा नियन्त्रक (मध्य कमान), लखनऊ आगम एवं विविध अनुभाग
17 NOV 2020
DAK ID No... Rs.....
डिप/वैलपत्र विशेष दूत सामान्य पत्र

कार्यालयरक्षालेखामहानियंत्रक
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No. A/II/11101/PFMS/V.P. 202/PCDA/CDA dated 02-11-2020

To

The PCsDA/CsDA

Subject: Standard operating procedure on processing of bills on PFMS

The Standard Operating Procedure on processing of bills on PFMS is forwarded herewith for necessary compliance please.

This SOP is being issued in due consultation with the Addl.CGDA(AC).

Sr.Jt.CGDA(A&B/PFMS)

Standard Operating Procedure – PFMS

STEP	DESCRIPTION	REMARKS
Step 1 PD	• Generation of Sanction by PD on PFMS after obtaining sanction on file from appropriate CFA.	
Step 2 Demanding Unit	• After receipt of good(s)/Service(s) and Invoice, physical contingent bill will be prepared. This bill along with supporting documents will be sent to the DDO. This bill will be prominently marked "PFMS BILL".	
Step 3 DDO	• Generation of bill on PFMS (deductions, if any, will be made at this stage). • Check again that the physical bill is marked prominently as PFMS Bill and send it to R Section for diarisation.	
Step 4 R Section	• Diarisation of the Bill by R Section in TULIP (Flag 1 in apprpropriate field). **Ensure that the PFMS check box is ticked in TULIP.** • Send it to the concerned audit Section	
Step 5 Audit Section	• Check that a PFMS Bill is diarised as such in TULIP and if not correct it as such on TULIP. • Audit the Bill with the help of TULIP **(especially to check the fund availability against the relevant 7 digit code head which is not available in PFMS)** without processing it on the TULIP. • Prominently enface the Bill with dated signature that it has been audited and passed for noted amount for payment or recommended for return due to some audit requirement not being met and forward to the PAO. • In case the audit section is the DDO, forward the bill on PFMS to the PAO.	
Step 6 PAO	• Bill will be processed on PFMS for payment. • If recommended for return, will go back to the DDO for return. • If paid, will be returned to the Audit Section after suitable enfacement of payment made for further processing as at Step 7 below.	Advisable to have the PFMS PAO as the D Section AO
Step 7	• Audit Section will process the Bill on TULIP (pass it for the same amount as already done on PFMS and enfaced on the physical copy of the bill) and generate PM. Check that PM has PFMS Flag '1'and PFMS bill number. • DP Sheet along with PM will be sent to D Section as normally done.	
Step 8	• Generation of MIS from the portal including DMS and CAM 03 and forward to Accounts Section	PAO
Step 9 Accounts Section action to complete the cycle.	• Accounts Section will carry out reconciliation as mentioned below • Reconciliation of CAM-03 reports with the NCS Report of Flag 1 transactions, and correction of errors. • Reconciliation of Centralized Defence e-Payment DMS received from SBI Hyderabad with that of PFMS DMS and SBI-CMP DMS	Carry out monthly reconciliation of PFMS transactions at par with what is

		being done for e-payments
Step 10 Failed Transactions	• The details of failed transactions will be provided by PAO to Accounts Section. In case of reprocessed and cancelled transactions Accounts Section will operate PM (T.E. withdrawing the original transaction with Flag '1')	Further detailed instructions will be issued separately.

2/11/20.