K-12012/6/13/2021/C&P/Pt-I Government of India Ministry of Textiles Office of the Development Commissioner (Handicrafts) (Coordination and Planning Section)

West Block No. VII, RK Puram New Delhi-110066 Date: 23.10.2024

OFFICE MEMORANDUM

Sub: Implementation of Treasury Single Account (TSA) system for the fund flow under National Handicrafts Development Programmes (NHDP) scheme -reg.

Sir,

The undersigned is directed to inform that the National Handicrafts Development Programme (NHDP) scheme has been migrated from Model -2 (CNA Model) (Account in Commercial Bank) to the Model – 1 (TSA Model) (Account in RBI) for the purpose of flow of funds under the scheme .

2. The Model – 1 (TSA Model) therefore, is now being used for fund flow in implementation of the programmes/ interventions/ projects under the NHDP scheme. In order to achieve the smooth implementation of the new system you are requested to sensitize all stakeholders i.e. the Handicrafts Service Centers (HSCs), Implementing Agencies (IAs) under your jurisdiction. A copy of the User Manual is enclosed. PFMS Division has conducted some training sessions in the past. PFMS Portal may be regularly check up by ROs for their next training sessions and also shared with the IAs for their active participation. PFMS team may be contacted for update. However, any information in this regard will be immediately shared with the ROs

3. You are also requested to suitably explain them about the action mandatory under the new system i.e. creation/use of DSC (Class – 3 DSC) through empanelled vendors of NIC. along with other necessary information and submit a report on the same in the following format to this office positively by **25.10.24** for submission to DC(Handicrafts).

Name Regional office	Number conducted v	of vith HS	meeting SCs	Number conducted	of with IAs	meetings	Remarks

3. Further, in case of any query related to the TSA, you may contact Sh. Yudhbeer Singh, Deputy Director (B&A), headquarter office, New Delhi.

-2-

This issues with the approval of the Competent Authority.

23/10/24 [Rakesh Kumar] Assistant Director [C&P]

To,

C

2

Regional Director (H), Office of Development Commissioner (Handicrafts), New Delhi, Mumbai, Lucknow, Kolkata, Guwahati, Chennai for necessary action.

Copy to: PA to DC(H)/ PA to JD(H)/ PPS to JDC(H) for information.

Ministry of Finance, Department of Expenditure O/o Controller General of Accounts (GIFMIS - PFMS-)

No. I-104/2/2023-ITD-CGA-Part(1)/ 87-100

Dated: 25 Joly 2024

Subject: User Guide for Hybrid TSA - 'Just-in-time' release of Central Sector Scheme funds

The undersigned is directed to refer to the OM No. 3/(06)/PFMS/2023 dated 21-05-2024 of Department of Expenditure, Ministry of Finance on the subject above and state that the module of Hybrid TSA is developed, deployed on production and is ready for use by Ministries/Departments. A user guide detailing the step wise processes to be followed while using the module is enclosed for guidance of all stakeholders/users.

It is requested that the user guide may be widely circulated to all PDs/DDOs/PAOs/Pr.AOs and CNAs.

This is issued with the approval of Joint CGA (GIFMIS - PFMS)

(Anupam Raj) Dy CGA(GIFMIS-PFMS)

Encl: As above.

To:

- a. Pr CCAs/CCAs/CAs of Ministry/Departments
- b. PS to Additional Secretary (PFS), Department of Expenditure, Ministry of Finance.
- c. PS to Additional CGA (PFMS)
- d. Sr AO(GIFMIS), for uploading on CGA(Website)

Treasury Single Account (TSA) – Hybrid

User Manual (Users of Central Government Ministries/Departments)

July 2024

Version 1.0

Prepared by GIFMIS, PFMS

Controller General of Accounts, Department of Expenditure Ministry of Finance, GoI

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1 Introduction

This document is a user guide for all types of stakeholders and users of TSA-Hybrid being issued in pursuance of OM NoF.No 3/(06)/PFMS/2023 dated 21 May'2024 of PFMS Division, Department of Expenditure, Ministry of Finance.

At present CNA-M1/TSA is being implemented upto second tier of Agencies, whereby necessary enhancements have been made in PFMS for implementation of TSA in compliance to revised guidelines issued vide OM No.26(118)/EMC Cell/2016 dated 24.02.2022 for TSA as well as OM dated 09.03.2022 for implementation of CNA Model 1. As per provisions in the guidelines referred to, the Autonomous Body/Sub Autonomous bodies/ Statutory bodies/CPSEs/CNAs/implementing Agencies have opened bank accounts with Reserve Bank of India in e-Kuber.

There is no provision in the above referred guidelines for opening of RBI accounts by agencies beyond 2nd level, whereas many schemes have implementing agencies at 3rd level and beyond and therefore, the Ministries/ Departments are facing issues in smooth implementation of the schemes onboarded on TSA/CNA-M1. Further, RBI has also expressed inability for opening TSA Accounts beyond 2nd level as the number of implementing agencies are very large.

To cater to the above problem, at present the 3rd level and beyond agencies are registered as vendors of 2nd level agencies, wherein 2nd level agencies making vendor payments from their assignments to 3rd level and beyond 3rd level are registered in EAT module as agencies. Parking of funds is being monitored through the EAT reports (already available) but this also has following issues:

- Parking of funds with third and below level agencies
- Unutilized funds cannot be returned to higher level agencies i.e. to 1st Level or 2nd level agencies.
- Creation of reports covering all levels of agencies of Scheme

2 Part I - Roles and Responsibilities of the Stakeholders

Definitio	Definitions/Description			
Programme Division (PD)	The payment process in PFMS starts at Program Division level with the generation of sanction in the system.			
Drawing and Disbursing Officer (DDO)	DDO receives sanction and processes it to generate a bill in the system and sends it to PAO.			
Pay and Accounts Office (PAO)	The financial sanction and bills are checked by PAO and after performing required checks, it is sent to bank with a payment advice in favor of beneficiaries.			
Treasury Single Account (TSA)	Treasury Single Account System is a system evolved to bring Autonomous Bodies/Sub-Autonomous Bodies under Treasury Single Account on the recommendation of Expenditure Management Committee (EMC) and facilitate Just in Time releases to ABs/Sub-ABs.			
Central Nodal Agency (CNA)	As per O.M dated 21.05.2024, for each Central Sector Scheme, the concerned Ministry/Department will designate a Central Nodal Agency. The Central Nodal agency as per DoE O.M F.No. 3/(06)/PFMS/2023 dated 21.05.2024 may be an Autonomous body/CPSE/State Agency for implementing the same.			
Government Sub- Agencies	2 nd level Government Agencies involved in the implementation of TSA Hybrid Schemes will be designated as Government SAs.			

Funding Agency	Funding agencies are Government agencies with RBI-TSA bank Account. The funding agency can be at level 1 or at level 2 of scheme hierarchy, as per the nature of scheme and nature of Agencies implementing the scheme. Funding agencies disburse funds to lower level - agencies Just-in-time as and when demand files are sent to Funding agency. Funding agencies should adhere to timelines prescribed in O.M dated 21.05.2024.
Recipient Agency	Recipient sub-agencies may be Government agencies or Private agencies. The private SAs at 2nd level and Government/Private SAs at 3rd level will be referred as Recipient SAs. Each Recipient SA will open a savings bank account in scheduled Commercial bank.
Zero balance subsidiary account (ZBSA)	A Zero-Balance Subsidiary Account (ZBSA) is an account in which zero balance is maintained by transferring funds to and from a master account (Recipient Sub-agency bank account). All the Sub-agencies below the Recipient Sub agency will open a Zero balance subsidiary Account (ZBSA) in the bank of Recipient Sub-agency.
Holding Account	Holding account is opened for the purpose of payment of TDS, Income Tax and GST and other deductions. All Implementing agencies of the scheme under Hybrid TSA shall open a Holding account in Scheduled Commercial Bank, in addition to the scheme account of the Implementing Agency. The Holding Account will be a non- interest-bearing account, where the transferred funds can be held for a maximum period of 14 days.

3 Part II

The steps involved in TSA-Hybrid process in PFMS are listed below.

- 1. Scheme Mapping by PD User
- 2. Account Flagging by Agency Admin user
- 3. TSA Limit Allocation by Agency Admin user
- 4. Claim Generation /New Claim Entry by Agency DO User
- 5. Claim Approval by Agency DA
- 6. DSC on Claim File by Agency DA user
- 7. Consolidation of Claim file by PFMS
- 8. Claim Transfer at Funding Agency DO User
- 9. DSC Batch Creation by authorised signatory
- 10. DSC Digital Sign Batch by Authorised Signatory

Detailed process for each of these steps is also explained below.

3.1 Scheme Mapping by PD User

The purpose of this screen is to map the Schemes as TSA or TSA-Hybrid. The responsibility of handling Scheme mapping has been provided to **PD User**. User will login into PFMS and can select the menu using below path.

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(a) TSA \rightarrow TSA-Hybrid \rightarrow Manage TSA Scheme

(b) User will navigate to the following screen and click on the "Manage TSA Scheme" Menu

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Scheme Type: It is a mandatory field to be selected by PD User. All TSA types of Schemes will be available in dropdown.

Scheme Type will consist of following options:

- Central Sector Scheme
- > Other Central Expenditure
- Establishment Expenditure

Scheme: As per the selection of Scheme type, Schemes list will be available in the dropdown.

After selection of Scheme type and Scheme from dropdown, user will have three options as below:

- **Search Button** To view existing mapped Scheme
- Reset Button To clear selected data
- Add Button To map new Scheme

Search button is available to view the Scheme which is already marked as TSA-Hybrid. If specific scheme is not marked as TSA-Hybrid a message – "**No Record found**" will be displayed.

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Reset Button – To clear selected data.

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Add Button- A new screen will open to map the Scheme as TSA-Hybrid.

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User will select the Scheme Type and Scheme from the dropdown and select **Model** as **TSA-Hybrid** or **TSA** and click on **save** button for Saving the Scheme model. Following message will appear.

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3.2 Account Flagging by Agency Admin user

Prerequisite for Account flagging- User must register the scheme bank account with existing registration process and account status should be approved in PFMS.

3.2.1 Add Account Flagging

The purpose of this screen is to map Accounts as TSA Hybrid account or Holding Account. The responsibility of account flagging has been provided to **Agency Admin** User. User will login into PFMS and select the menu using the path below.

(a) TSA \rightarrow TSA-Hybrid \rightarrow TSA Account Flagging.

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(b) User will navigate to the following screen and click on the "TSA Account flagging" Menu. Add TSA Hybrid Account Flagging page will open.

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- (c) User will select Scheme name and its corresponding Bank Account Number from the dropdown that was listed in Account Registration menu.
- (d) Account Type radio button consists of two options:
 - > TSA Hybrid
 - Holding Account
- (e) User will select Account type as TSA Hybrid or Holding Account.
- (f) Following buttons are provided -
 - **Select button** to select its own Funding Agency.
 - **Submit button** to submit the records.

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(g) User will select Funding Agency by clicking on select button. User can search funding agency by Agency Name, Agency Unique Code, State and District.

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- (h) After selecting Scheme, Bank Account, Account Type and Funding Agency, user needs to click on submit button.
- (i) After successful submission, the following message will appear and the request will be available to Funding Agency for approval.

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	Submit		

3.2.2 Manage Account Flagging

The purpose of this screen is to view the status of TSA Hybrid Account Flagging. Agency Admin User can view the status of TSA Hybrid Account Flagging. Users will login into PFMS and can select the menu using the path below.

(a) TSA \rightarrow TSA-Hybrid \rightarrow Manage Account Flagging.

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(b) User will navigate to the following screen and click on the "Manage Account Flagging" menu. View TSA Hybrid Account flagging page will open with following fields

- **Scheme** User will select scheme name from dropdown list. It is a mandatory field.
- **Account** User will select the account from dropdown as part of mandatory field.
- **Status** Status dropdown consists of four options: Submitted, Approved, Rejected and Inactive. User will select the status from dropdown list.
- Two buttons are available in this screen.
 - Search button to view existing mapped Scheme

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> **Reset button** to clear the record.

(c) User will click on search button then grid will appear with details like Scheme Name, AccountNumber, AccountType, AgencyName, CreatedBy, CreatedDate, ApproverAgencyCode, ApprovedDate and Status.

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3.2.3 Approval at Funding Agency level by Agency Admin User

The purpose of this screen is to provide approval for Account flagging for requests raised by its Child level Agency. The responsibility to provide

approval for Account flagging has been provided to **Agency Admin User**. User will login into PFMS and can select the menu using below path.

 $TSA \rightarrow TSA$ -Hybrid \rightarrow Approve account flagging

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(b) User will navigate to the following screen and click on the "Approve account flagging" Menu. Approve TSA Hybrid Account Flagging Page will open.

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- (c) **Scheme**: It is a mandatory field to be selected by User.
- (d) **AccountType** radio button consists of two options:
 - > TSA Hybrid
 - Holding Account

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(e) **Status** selection dropdown consists of four options:

- Submitted
- > Approved
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- ➢ Inactive cases.

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(f) Following two buttons are available in this screen.

- **Search button** to view existing mapped Scheme and for approval of TSA Hybrid Account mapping.
- **Reset button** to clear the record.

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(g)User can search the TSA Hybrid account after selection of relevant fields from the available dropdowns.

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- (h) A new screen will open showing Scheme Name, Account Number, Account Type, Child Agency Name, Created By, Created Date, Approver Agency Code, Approved Date and status.
- (i) The hyperlink under Scheme Name may be clicked to view the details filled by Child Agency User.

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(j) Following options will be available.

- Approve Button For final data approval
- Reject Button For final data rejection
- **Back Button** –To return to previous page

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(k) After successful approval "Data Approved successfully." message will appear.

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3.3 TSA Limit Allocation by Agency Admin user

3.3.1 Add/Manage TSA Limit Allocation

The purpose of this functionality is to allocate the amount to incur expenditure of its own and set drawing limit for their child level agency. The responsibility of handling Limit Allocation has been provided to **Agency Admin User**. User will login into PFMS and can select the menu using below path.

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(b) User will navigate to the following screen and click on the "TSA Limit Allocation" menu. Following screen will open to Add/Update Drawing Limits and Search Agency for Limit Allocation.

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- (c) User needs to select the scheme, Bank Account and Hierarchy Level under Add/Update Drawing Limits.
- (d) User can search the Agency for Limit Allocation by following search criterion:

- Agency Name
- Unique Code
- Agency Type
- > State
- Received Sanction List
- (e) Following buttons are available in this screen.
 - Add button to add the sanction number.
 - Search button to search Agency for Limit Allocation.

		Search Agency for Limit Allocation	
Agency Name:		Unique Code	f
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Received Sanction List:	Select Sanction Number Ad (Enter minimum 3 characters to Sanction Number)	8	
		Search	

- (f) User will select the state from dropdown.
- (g) User will click on 'select sanction Number' hyperlink. Following pop up will appear. User can search by updating the sanction number in the sanction number field or can directly click on search button and select the respective sanction number from the list.

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- (h) After selecting the desired Assignment Sanction, user has to click on Add button. Following screen will appear showing details of selected sanction.
- (i) User can remove the selected sanction number by clicking on Remove button.

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- (j) Click on search button. Two grids will appear having fields for Parent Agency and Child agency.
- (k)Parent agency grid consists of Agency Code, Parent Agency Name and fields for Total Limit, Expenditure Limit, Limit for Child Agencies, Balance Expenditure Limit, Balance Child's Limit, Total Expenses and action button.
 - Total Limit of Parent agency will be equal to the Assignment amount received under the selected sanction.
 - Expenditure limit is the amount which Parent Agency intends to keep for their own expenditure. User will enter the expenditure limit manually.
 - Limit for Child Agencies is the difference of Parent Agency total limit and Parent Agency expenditure limit
 - Balance expenditure limit is the balance left after expenditure by Parent Agency.

- Balance Child's Limit is the difference of child agency limit and allocated amount to child agency against the claim raised.
- Total expenses- Total expenses are expenses made under parent agency.
- (I) User can update the Expenditure Limit field only; rest fields will be non-editable and auto updated.
- (m) Click on save button under parent agency grid. "Updated successfully" message will appear after user clicks on save button.

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- (n) Child agency grid consists of Child Agency Name and fields for Total Limit, Expenditure Limit, Limit for Child Agencies, Balance Expenditure Limit, Balance Child's Limit, Total Expenses and action button.
 - Total limit of child agency is the amount allocated by parent agency. User will enter the total limit manually.
 - Expenditure limit is the amount which can be used by child Agencies for raising their own claim. Expenditure limit will be entered manually by Agency Admin User.
 - Limit for Child Agencies is the difference of Child Agency Total Limit and Child Agency Expenditure Limit.
 - Balance expenditure Limit is the difference of expenditure limit and total expenses.
 - Balance child limit is the difference of limit of child agencies and balance expenditure limit
 - > Total expenses field shows the expenses made by child agency.
- (o) User can update the total limit and Expenditure Limit field only; rest fields will be non-editable and auto updated.

(p) Click on save button under child agency grid. 'Child Agency Limit Updated Successfully' message will appear after user clicks on save button.

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3.4 Claim Generation /New Claim Entry by Agency DO User

3.4.1 Add New Hybrid Claim

The purpose of this screen is to raise Claim. The responsibility of adding new claim has been provided to **Recipient/Child Agency DO User**. User will login into PFMS and can select the menu using below path.

(a) TSA \rightarrow TSA-Hybrid \rightarrow New Hybrid Claim.

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(b) New Claim Entry page will open consisting of following fields.

- Scheme: User will select the respective scheme name from dropdown. Approved and 'TSA Hybrid' marked schemes will appear under the dropdown.
- Bank Account: User will select approved account whose scheme has been mapped in PFMS.
- Show Customization: This option is created for Bulk payment (payment to Multiple vendors).
- Project: This is not a mandatory field. User can select the Project from dropdown list if applicable.

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Received Sanction List: User will select Assignment Sanction from select sanction number hyperlink.

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After selecting the desired Assignment Sanction, user has to click on Add button. A screen will appear showing details of selected sanction.

- User can remove the selected sanction number by clicking on Remove button.
- Claim done for: It consists of Vendors and Beneficiary. User can select as per the requirement.
- > Letter/Office Order No: User will enter Letter/Office Order No.
- Office Order Letter Attachment (if any): User can upload office order letter (upto 4 MB) by clicking on choose file button.
- > Uploaded Sanction Letter: User can upload sanction letter
- Sanction Date: User will select sanction date from calendar selection.
- Actual Transaction Date: User will select actual transaction date from calendar selection.
- Total Available Amount: Total available amount will be displayed.
- > Total Amount: User will enter gross amount of the Claim.
- > Narration: User will enter remarks in narration field.
- Voucher Number: Voucher number will be displayed after submission of Claim.

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- Scheme Component Details: This field will consist of following information:
 - Scheme Components: User will select respective scheme components from scheme component list.
 - Expense Type: User will select expense type from radio button.
 - > Percentage: User will provide percentage.
 - Amount: Amount will be auto calculated as per percentage.

Note- Percentage and Amount are dependent on each other.

- After selection of relevant fields, user has to click on add button to add the scheme component details.
- Total amount of the bill and component wise amount should be equal and balance amount should be zero.

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(c) If user intends to remove the selected scheme component details, then user will click on Remove button.

(d)Three buttons are available in this screen.

- > **Save** button to save the details.
- > **Reset** button to clear selected data
- **Back** Button to return to previous page.
- (c)User will select the checkbox under scheme component details and then click on save button.

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(f)The next page will show popup message 'The transaction has been saved successfully with Voucher Number XX-XXXX-XX-X'.

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(g) Upon clicking on ok button message will popup 'Claim details saved successfully. Do you want to proceed with payee details?' with 'Yes' and 'No' buttons.

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(h) If user clicks on `No' button then following screen will appear along with three buttons

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Edit button: User can edit the details by using edit button and once details are edited user will click on save button.

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- Payee Details button: User can view the payee details by using payee details button. In payee details, following three tabs will appear
- a. Assignment Sanction Used
- b. Vendor/Beneficiary Details
- c. E-Payment Details.
- In Instrument tab user will select instrument type from dropdown. Upon selection of instrument type as E-payment using digital signature user will click on add button. If user intends to add any deduction details, 'yes' radio button needs to be clicked.
- Back button: User will click on back button to go back to previous screen.

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- (i) If user clicks on Yes button, then following screen will appear

(j) In Instrument tab, user will select instrument type from dropdown. After selecting instrument type, E-payment details tab will appear and user will click on add button. If user intends to add any deduction details user, will click on 'yes' radio button.

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- (k) After user clicks on Confirm button then popup message will appear 'Payee details has been confirmed successfully' and two buttons will be available
 - Submit for approval: User will click on submit for approval and pop up message will appear 'Successfully Submitted to DA'.
 - > Back: To return to the previous screen.

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3.5 Claim Approval by Agency DA

3.5.1 Manage TSA Claims

The purpose of this screen is to provide claim approval. The responsibility of claim approval has been provided to Recipient/Child **Agency DA User** through the following path.

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(a) TSA→TSA-Hybrid→Manage Claim

(b)Manage TSA page will open. Manage TSA Claim page will consist of following fields.

- > Scheme: User will select the respective scheme from dropdown.
- Bank Account: User will select account whose scheme has been mapped in PFMS and status is approved
- > Sanction number: User will enter sanction number.
- > Status: User will select status from dropdown.
- > Amount from: User will enter the amount from.
- > Amount to: User will enter the amount to.

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- > Two buttons are available in this screen.
 - Search button to search TSA claim details.
 - **Reset button** to clear selected data.

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- (c)User will click on search button a grid will open which consists of following details: Letter/order No., Debit Batch No., Sanction date, Actual transaction date, Amount, Scheme code- Scheme Name, Project Name and status.
- (d)User will click on Hyperlink under Letter/order No.

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(e)Next Page will open which consist of following details:

- Claim details- It will display details like Sanction Number, Voucher number, Account Number, Plan scheme, Status, Amount, created by, modified by, Purpose for claim, Sanction date, agency name in Bank, Project, Bank name, Remarks, created on, modified on, Uploaded sanction letter.
- Payment details- It will display details like Favouring, Amount, Instrument Type, Instrument date, Narration for Passbook.
- Bill Deduction Details: It will display details like favouring, deduction type and amount.
- Scheme component details It will display details like component Name and Amount.
- Assignment Sanction used It will display details like Assignment sanction number, Payment Advice Number, Functional Head, Amount Received, Sanction Balance Amount, Total limit, Balance expenditure limit.
- Vendor/ beneficiary details: It will display details like Account Number, Name and Amount.

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- (f) Following buttons are available in this screen if user click on hyperlink of office order number with submitted status.
 - **Approve/ Reject button** to approve or reject the claim.
 - **Back button** to return to previous page.

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- (g)User will click on Approve/ Reject button the next popup screen will appear with three buttons.
 - > **Approve** to approve the claim.
 - > **Reject button** to reject the claim.
 - > **Cancel** to close the popup.

• User needs to enter the Remarks and then click on Approve or Reject button.

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(h)"Approved Successfully" will appear on the screen once user updates the Remark and clicks on Approve button.

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3.6 DSC on Claim File by Agency DA user

After approval of claim file, it will be available for digital signature.

The purpose of this screen is to digitally sign the claim file. The responsibility of Digitally signing of claim files has been provided to **Authorised Signatory** (**Agency DA User**). User will login into PFMS and can select the menu using below path.

(a) TSA \rightarrow Digitally Sign Assignment Files

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- > **Scheme**: To select scheme from dropdown.
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- > **Payment Transaction ID**: It is a non-mandatory field.
- > Two buttons are available in this screen
 - **Search**: To search the claim by clicking on search button.
 - **Reset**: To remove the selection.

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(b) Three tabs are available:

- Digital Sign Payment File: Unsigned Payment Files will show under this tab.
- Digital Signed Payment File: Payment Files which are signed will show under this tab.
- Reject Payment File: Payment Files which are rejected will show under this tab.

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3.7 Consolidation of Claim file by PFMS

NOTE: After the claim file has been successfully signed by the Authorized Signatory of the Recipient Agency, the claim will be automatically consolidated at PFMS and will be available to the Recipient Agency to view the same at the following path:

TSA→TSA-Hybrid →View Claims for Consolidation

Simultaneously it will also be available to the DO User of Funding Agency for initiation of transferring the claim for approval to the DA user of Funding Agency after 3.00 PM

IMPORTANT: Digitally signed claims by Recipient Agencies, received by PFMS before 3.00 PM will be available the same day to the Funding Agency and those signed after 3.00 PM would be available to the Funding Agency, the next day after 3.00 PM, for processing of the consolidated claim.

3.7.1 View of Claim (before consolidation) at Recipient Level Agency

The purpose of this screen is to view claims for consolidation at Recipient level agency. **DO and DA Users** can view the consolidated files & its details. User will login into PFMS and can select the menu using below path.

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(a) TSA \rightarrow TSA-Hybrid \rightarrow View Claims for Consolidation.

(b)View consolidated page will display following information:

- > **Scheme**: User will select scheme name from dropdown.
- Account number: User will select account which is already TSA Hybrid flagged.

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Received Sanction List: User will select sanction number from select sanction number hyperlink and then click on add button

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- Hierarchy level: User will select the hierarchy level from dropdown list.
- Agency Unique Code: User will select the agency unique code from dropdown list.
- **From Date**: User will select from date from calendar selection.
- > **End date**: User will select end date from calendar selection.
- Search Button: User will click on search button then screen will appear with claim details.

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Details of Claim files can be viewed by clicking on hyperlink Sanction Number.

3.7.2 View Consolidated Claim files by DO and DA Users

The purpose of this functionality is to view the consolidated claim files. **Respective Parent Agency DO and DA Users** can view the consolidated files & its details. User will login into PFMS and can select the menu using below path.

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(a) TSA \rightarrow TSA-Hybrid \rightarrow View Consolidated Claims.

(b)View consolidated page will display following information:

- > Scheme: User will select scheme from dropdown.
- Bank Account: User will select account whose scheme has been mapped in PFMS and status is approved.
- PFMS Claim Consolidation ID: User will enter PFMS Claim Consolidation ID.
- > Status: User will select status from dropdown.
- > From Date: User will select from date from calendar selection.
- > End date: User will select end date from calendar selection

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Search Button: User will click on search button a following screen with relevant consolidation details will appear.

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(c)Hyperlink is available under PFMS Claim Consolidation Id: User will click on hyperlink then following screen will appear

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Details of Claim files can be viewed by clicking on hyperlink Sanction Number.

3.8 Claim Transfer at Funding Agency DO User

3.8.1 Add Claim Transfer

The purpose of this functionality is to add TSA claim transfer against the consolidated claim file received from Recipient Agency. This is two level approval process i.e. initiated by DO and review & approval by DA User. **Funding Agency DO User** will login into PFMS and can select the menu using the path below.

(a)TSA→TSA-Hybrid →Add Claim Transfer.

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(b)Add TSA claim Transfer page will display following details.

- Scheme: User will select scheme from dropdown. Based on Scheme name selection all the associated Bank account numbers will be displayed in drop down.
- > **Bank Account**: User will select account from dropdown selection.

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Received Sanction List: User will select sanction number from select sanction number hyperlink and then click on add button.

User Manual for TSA – Hybrid through PFMS

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- **PFMS Claim Consolidation ID**: User will enter PFMS Claim Consolidation ID
- Agency Unique Code: User will select the agency unique code from dropdown list.
- Search Button: User will click on search button then following screen will appear.

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(c) User will select the checkbox for the Claim Consolidation ID for which user has to create TSA claim transfer.

Note- User can do single or multiple selection as per requirement.

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(d) User will click on Add New TSA claim transfer button." Create TSA Claim Transfer" page will open.

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(e) User will enter/select following details:

- > **Scheme**: Select scheme from dropdown.
- **Bank Account**: Select account from dropdown selection.
- **PFMS Claim Consolidation ID**: The already entered PFMS Claim Consolidation ID by the user will appear.
- > **Letter/Office Order No.**: Enter the Letter/Office Order No.
- Office Order Letter Attachment (if any): To upload Office Order Letter (4MB) from upload button.
- > Uploaded Sanction Letter: To remove uploaded sanction letter.

- Sanction Date: To select sanction date from calendar selection.
- Actual Transaction Date: To select actual transaction date from calendar selection.
- Total Available Amount: Total available amount will be displayed as per selected Sanction.
- > **Total Amount**: Gross amount of the claim.
- > **Narration**: To enter remarks under narration field.
- > **Voucher Number**: Voucher number will be displayed.
- > Following screen with consolidated claim details will appear.

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(f) Three Button will be available.

- > **Submit button** to submit the TSA claim transfer.
- > **Reset button** to clear the selection.
- > **Back button** to return to previous page.

(G) User will click on submit button then the message 'Record submitted successfully' will be available.

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3.8.2 View Claim Transfer at Funding Agency DO User

The purpose of this functionality is to view TSA claim transfer details. **DO/DA User** can view this screen. Using this screen, the status of submitted file can be viewed by DO. Users will login into PFMS and can select the menu using the path below.

(a) TSA \rightarrow TSA-Hybrid \rightarrow Manage Claim Transfer.

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(b)Add TSA claim Transfer page will display following details.

- > **Scheme**: To select scheme name from dropdown.
- > **Bank Account**: To select account from dropdown selection
- > **Sanction number**: To enter section number
- > **Status**: To select status from dropdown
- > **Amount from**: To enter the amount from
- > **Amount to**: To enter the amount to
- > Two buttons are available in this screen.
 - **Search** button to search TSA claim details
 - Reset button to clear selected data

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(c)After user clicks on search button following screen with claim transfer details will appear.

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(d)Hyperlink is available on **Letter/Office Order No.** User will click on hyperlink; TSA Claim Transfer Details Page will open which consists of following details.

- > Claim Transfer Details
- Assignment Sanction Used
- Receiving Vendors details

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3.8.3 Approve Claim Transfer

The purpose of this screen is to manage and approve TSA claim transfer. The responsibility is to manage and approve Claim has been provided to **Agency DA User**. Users will login into PFMS and can select the menu using the path below.

(a) TSA \rightarrow TSA-Hybrid \rightarrow Manage Claim Transfer.

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(b)Add TSA claim Transfer page will display following details.

- > **Scheme**: To select scheme name from dropdown.
- > **Bank Account**: To select account from dropdown selection

- > Sanction number: To enter section number.
- Status: To select status from dropdown.
- > Amount from: To enter the amount from.
- > Amount to: To enter the amount to.
- > Two buttons are available in this screen.
 - Search button to search TSA claim details.
 - Reset button to clear selected data

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(c)After user clicks on search button following screen will appear showing claim transfer details for approval.

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(d)Hyperlink is available on **Letter/Office Order No**. User will click on hyperlink, "TSA Claim Transfer Details" Page will open which consists of following details.

- Claim Transfer Details
- Assignment Sanction Used
- Receiving Vendors details

(e)Three buttons are available in this screen.

- Approve button to approve the claim transfer
- Reject button to reject the claim transfer
- **Back button** to return to previous page

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3.9 DSC Batch Creation by authorised signatory

The purpose of this screen is to create batch of claim files to be digitally signed by **authorized signatory** after approval by DA user. User will login into PFMS and can select the menu using the path below.

(a) TSA \rightarrow TSA DSC Batch Creation.

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(b)Batch File Creation page will display following details.

- > **Scheme:** To select scheme from dropdown.
- Module: It will consist of two options Claim transfer and Expenditure. User need to select Claim transfer from dropdown list for TSA-Hybrid claims.
- > **Payment Transaction ID:** To enter Payment Transaction ID.
- > **Account Number**: To select account number from dropdown.

- > **Approved By:** To select approver from dropdown.
- > Two buttons are available in this screen.
 - **Search** button to search digital sign payment file, rejected file and digital signed payment file.
 - **Reset** button to clear selected data.

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(c)Three tabs are available:

- Digital Sign Payment File: XML generated and unsigned payment files will show under this tab.
- Digital Signed Payment File: Payment Files which are signed will show under this tab.
- Reject Payment File: Payment Files which are rejected will show under this tab.

(d) **Generate Payment Batch File**: Up to 20 files can be selected for generation of batch.

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(e) User can review and print "PFMS Generated Print Payment advice" by clicking on hyperlink under Payment Advice No.

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(g) User can reject the particular file by selecting the reason from dropdown list and then click on Reject button. Rejection message will appear with Payment transaction Id.

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(h) To generate payment batch file user needs to click on hyperlink under particular Payment Advice No. and then click on Review and close option. A check box for reviewed Payment Advice No. will be enabled for generation of Payment Batch file.

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(g) Popup message will show 'Do you want to proceed?' Click on ok to proceed. The next page will show successful message 'Payment batch file for selected Bill(s) has been generated successfully. Batch No is :TXXX'

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3.10 DSC Digital Sign Batch by Authorised Signatory

The purpose of this screen is to Digitally Sign batch files. The responsibility of Digital Signature batch files is provided to Authorised Signatory. Users will login into PFMS and can select the menu using the path below.

(a) TSA \rightarrow TSA DSC Digital Sign Batch.

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(b)Digital Sign file page will consist of following details.

- > **Scheme**: To select scheme from dropdown.
- > **Batch No**.: To enter batch number
- > **Account Number**: To select account number from dropdown.
- Payment Transaction ID: To enter Payment Transaction IDApproved By: To select approver from dropdown.
- > **Rejected By**: To select rejected by (DA user) from dropdown
- > Two buttons are available in this screen.
 - **Search button** to show the batch file for digital signature.
 - **Reset button** to clear selected data.

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(c)User will click on search button. Following screen containing generated batch file details will appear with action buttons.

(d)User will click on hyperlink under Download Payment File to download batch file.

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(e)User will click on digital sign button to perform DSC on batch file.

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(f)The next page will show Get status button. For DSC Status click on Get Status button.

Note-Do not refresh or click on back button.

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(g)The next page will show message "Payment file has been signed"

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Note: Post Digital Signatures of claim file by Authorised Signatory of Funding Agency, the demand file can be pushed by concerned Recipient Agencies to their ZBSA Accounts on receipt of ACK as well as Debit Notification from RBI. Thereafter, the payments will be executed to the concerned bank accounts of vendors/beneficiaries from their respective ZBSAs.

4 Abbreviations

	Abbreviations
PD	Program Division
DDO	Drawing and Disbursing officer
SA	Savings Accounts
TSA	Treasury Single Account
Government SAs	Government Sub-Agencies
IAs	Implementing Agencies
АВ	Autonomous Body
CFI	Consolidated Fund of India
CGA	Controller General of Accounts
CNA	Central Nodal Agency
DoE	Department of Expenditure
DSC	Digital Signature Certificate
GFR	General Financial Rules
ΡΑΟ	Pay & Accounts Officer
PFMS	Public Finance Management System
RBI	Reserve Bank of India
ZBSA	Zero Balance Subsidiary Account