



OK



भारत सरकार
स्वास्थ्य एवं परिवार कल्याण मंत्रालय
निर्माण भवन, नई दिल्ली - 110011

GOVERNMENT OF INDIA
MINISTRY OF HEALTH & FAMILY WELFARE
NIRMAN BHAVAN, NEW DELHI - 110011

G.27034/199/2018-NHM-Finance

Date: 8th February, 2019

मनोज झालानी

Manoj Jhalani

अपर सचिव एवं मिशन निदेशक (रा.स्वा.मि.)

Additional Secretary & Mission Director (NHM)

Dear Colleague,

Kindly refer to the OM No Pr.AO/CDN/MOHFW/PFMS/Guidelines/2018-19/5856-82 dated 10th January, 2019, Pr.AO/CDN/MOHFW/PFMS/ Guidelines/2018-19/5883-08 dated 11th January, 2019 and 26035/1/2019-Cash (II) dated 22nd January, 2019 received from the office of Chief Controller of Accounts regarding the Guidelines for Operation of PFMS, compliance of enhanced security layers in the online payment Process in PFMS and Guidelines/Procedure for opening/approving user ID in PFMS (copy enclosed).

You may be aware that the review of PFMS by the office of CGA and Chief Controller of Accounts (CCA) revealed that instead of nic.in or gov.in domains, emails of Gmail, Yahoo etc are being used and DDOs are even registering the users accordingly. This must be discontinued forthwith. All DDOs **MUST** switch over to Nicmail mandatorily at the earliest. Further, to improve security on usage, Login ID must contain the name of the officers, her/her division/office and designation.

Furthermore, it may be noted that all communications regarding the registration of Agency/Vendor and mapping of bank account under PFMS must be approved and signed by Mission Director-NHM and also supported by all necessary documents like Pass book, counter slip, cheque book etc.

I request your personal intervention in this matter to ensure strict compliance at State, District, Block and below as regards implementation of PFMS under NHM. Action taken in this regard may be shared with the Ministry.

With regards

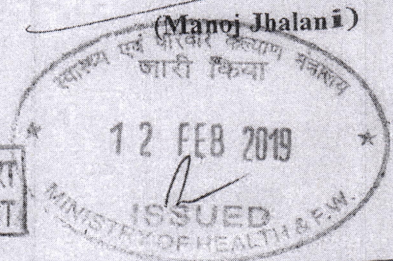
Yours sincerely,

MJ

(Manoj Jhalani)

Additional Chief Secretary/Principal Secretary/Secretary,
Department of Health & Family Welfare,
(All 36 States/UTs).

साधारण डाक द्वारा
BY ORDINARY POST



स्वच्छ भारत-स्वस्थ भारत

Telefax : 23063687, 23063693 E-mail : manoj.jhalani@nic.in

G.27034/199/2018-NHM-Finance

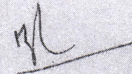
Date: 8th February, 2019

-2-

Copy for Information to:

1. **Mission Director (NHM),**
(All 36 States/UTs).
2. **Harish K. Srivastav**
Joint Controller General of Accounts
Public Financial Management System (P.F.M.S)
O/o Controller General of Accounts
Ministry of Finance, Department of Expenditure
4th Floor, Shivaji Stadium Annexe Building, New Delhi-110001
3. **Ms Bharti Das,**
Chief Controller of Accounts, Pay & Accounts Office,
Ministry of Health & Family Welfare,
Nirman Bhawan, New Delhi.

Ash
11/02/19



(Manoj Jhalani)

Additional Secretary & Mission Director (NHM)

MOST IMMEDIATE

Government of India
Ministry of Health & Family Welfare
O/o Chief Controller of Accounts
Nirman Bhawan, New Delhi.

F.No. Pr.AO/CDN/MoHFW/PFMS/Guidelines/2018-19/5856 — 82

Dated: 10-01-2019

OFFICE MEMORANDUM**Subject. : Guidelines for operation of PFMS.**

Guidelines are issued from time to time to supervise and monitor the checks required to be observed in PFMS. The following guidelines in this connection are being reiterated:-

Guidelines for Programme Divisions**1. Utilization Certificate**

- I. All Programme Divisions will monitor the receipt of UCs.
- II. Programme Division will contact the relevant Nodal Officer of the Institution/Agency receiving funds and confirm whether the funds have been received or not by them.
- III. This will be recorded and confirmed by the officer concerned.
- IV. A Nodal Officer not below the rank of Under Secretary will be responsible for the genuineness of each grantee institution/agency and submit a monthly report to IFD through Joint Secretary concerned.

2. Registration of Agencies

- a). No Agency will be registered by any Programme Division without the agency details including verification of Mobile/ Landline Number, e-mail etc..
- b). The credentials of the agency may be confirmed from the concerned State/Central Govt. office.
- c). Registration proposals to Principal Accounts Office should be forwarded by the concerned division with due approval of the officer, who is not below the rank of Joint Secretary.
- d). Programme division will also send a mail & written confirmation to Pr.AO, confirming that the agency e-mail, Phone No. (Mobile and Landline) are genuine.
- e). the Programme Division may review the agency registered with them annually to check their authenticity with reference to Grants received from them.
- f). All officials in the division working on PFMS shall use only NIC e-mail which may be circulated to NIC from time to time for verification.
- g). All Officials involved in PFMS may ensure that they use only the designated computers for such approvals.
- h). No official will share his/her user-id/Password of PFMS with anyone. Any consequences for misuse of user-id / Password will be the sole responsibility of the official concerned.

cc: JC (P)
N: (VA) — NARAC

Pr.
D: (20) 19/1

-- 2 --

i). The deletion/updation of authorised user-id may be done as and when a person is transferred/relieved/joined. A letter to Pr.AO/PAO may also be forwarded of the same.

Guidelines for DDOs

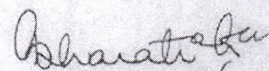
1. Registration of Programme Division by DDOs

- a). While registering /approving Programme Division, DDOs are required to ensure that the request has been received with the approval of concerned division of the Ministry.
- b). DDOs may ensure that the PDs has the e-mail ID of NIC.

2. Sanction / Bills

- a). All sanctions generated should be verified by the DDO as emanating from the respective Programme Division and are not forged.
- b). A register of specimen signature of designated officer of the Programme Division may be maintained. This may be updated as and when a person is transferred / relieved / joined as well as change of charge internally.
- c). DDO may also reconcile at the end of the day from PFMS portal that only the bills submitted by them have been paid by the PAO. Any aberration noticed should be informed immediately to the concerned authorities so that corrective action may be taken on time.

All Joint Secretaries are requested to direct their respective Divisions to follow the above Guidelines. This issues with the approval of AS& FA.



(Bharati Das)

Chief Controller of Accounts

To

1. Ministry of Health & Family Welfare, New Delhi.

JS(VG), JS(S.Pant), JS(MA), JS(LA), JS(SK), JS(SS), JS(VS), JS(AS), JS(GM), JS(MKB), Director-CGHS(AP), JS(P. Pant), JS(VJ), EA(NS), EA(PN), DDG Stats (NG)

2. Department of Health Research.

JS (VKG)

3. Ministry of Ayush

JS (PNRK), JS(RJ), JS (PKP)

Copy for information to:-

1. PPS to Secretary(H)
2. PPS to DGHS
3. PPS to AS & FA
4. PPS to AS(H)
5. PPS to AS & MD (NHM)
6. PPS to AS(AS)
7. PPS to AS(SM)-DHR

MOST IMMEDIATE

Government of India
Ministry of Health & Family Welfare
O/o Chief Controller of Accounts
Nirman Bhawan, New Delhi.

F.No. Pr.AO/CDN/MoHFW/PFMS/Guidelines/2018-19/5883-08

Dated: 11-01-2019

OFFICE MEMORANDUM

Subject :- Compliance of Enhanced Security Layers in the online payment process in PFMS.

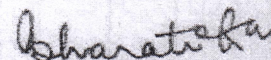
A Reference is invited to OM No. MF-CGA/ITD/SDTOC/SCP/2018-19/2396 dated January 10, 2019 issued by Office of Controller General of Accounts(copy enclosed). All Program Divisions including their DDOs may be directed to:-

(i) shift to NIC/GOV domain email ID by 15-1-2019, as beyond this date all non-NIC/GOV domain email IDs will be de-activated.

(ii) A list of Government of India sanction module users is being emailed separately. All PDs/DDOs may intimate the users found to be no longer valid, for deactivation. All Joint Secretaries may kindly circulate the same to their offices for necessary action.

(iii) Review of all Agencies may be done as per OM of even no. issued on 10-01-2019.

This may please be treated as Most Immediate and compliance report may be sent by 15.1.2019.



(Bharati Das)

Chief Controller of Accounts

To

1 Ministry of Health & Family Welfare, New Delhi.

JS(VG), JS(S.Pant), JS(MA), JS(LA), JS(SK), JS(SS), JS(VS), JS(AS), JS(GM), JS(MKB), Director-CGHS(AP), JS(P. Pant), JS(VJ), EA(NS), EA(PN), DDG Stats (NG)

2 Department of Health Research.

JS (VKG)

3 Ministry of Ayush

JS (PNRK), JS(RJ), JS (PKP)

Copy for information to:-

1. PPS to Secretary(H)/DHR/AYUSH
2. PPS to DGHS
3. PPS to AS & FA
4. PPS to AS(H)
5. PPS to AS & MD (NHM)
6. PPS to AS(AS)

No. MF-CGA/ITD/SDTQC/SCP/2018-19/2394
Government of India
Ministry of Finance,
Department of Expenditure
Office of the Controller General of Accounts
IT-Division

3rd Floor, MLN Bhawan,
'E' Block, GPO Complex, INA Colony
New Delhi-110023
Dated: January 10, 2019

Office Memorandum

Subject: Compliance of Enhanced Security Layers in the online payment process in PFMS.

This is in continuation of this Office OM No. MF-CGA/ITD/SDTQC/SCP/2018-19/2359 dated January 3, 2019 on Introduction of Enhanced Security Layers in the online payment process in PFMS. (Copy enclosed)

CGA has directed to all Pr. CGAs/CCAs/CAs that the compliance of the above O.M. on the following action points listed in the OM dated 03/01/2019 may please be reported to this office positively by 11/01/2019.

1. The action on the List of e mail id of all Ministry level users sent by this division through mail for the users who have registered on PFMS with non-NIC/GOV mail. The users may be directed to shift to NIC/GOV domain e mail ID by 15-01-2019. Beyond this date all non-NIC/GOV domain email IDs will be de-activated. ✓
2. The action on the List of Government of India Sanction Module Users sent by this division through mail in Mo Ministry/Department. i.e the deactivation of users found to be no longer valid.
3. The list of IP addresses of all computers being used in PADs and send to ITD by 11-01-2019 and PAO/DDO should strictly avoid to use digital signatures for making payment from the computers installed outside their office locations. ✓

Asst. Controller C

(Anupam Raj)
Account (ITD)

To
All Pr. CGAs/CCAs/CAs with independent charge

Copy To:
PS to CGA
PS to Addl. CGAs

MOST URGENT
CONFIDENTIAL

No.MF-CGA/ITD/SDTQC/SCP/2018-19/2359
 Government of India
 Ministry of Finance,
 Department of Expenditure
 Office of the Controller General of Accounts
 IT-Division

3rd Floor, MLN Bhawan,
 'E' Block, GPO Complex, INA Colony
 New Delhi-110023
 Dated: January 3, 2019

Office MemorandumSubject: Introduction of Enhanced Security Layers in the online payment process in PFMS.

The undersigned is directed to state that following enhanced security features/protocols are being enforced in the operation of Public Financial Management System(PFMS) with a view to enhance its robustness. All Pr. CCAs/CCAs/CAs with independent charge are requested to ensure compliance to following instructions:

1. All Pay and Accounts Officers authorised for making payments shall verify each payment file of a batch with the corresponding physical bill without fail before putting the digital signature.
2. All officials of PAOs dealing with PAO and DDO module of PFMS shall use NIC/GOV domain e mail ID for user registration. For new User registration only NIC/GOV domain email id will be allowed. The e mail id of all Ministry level users may be reviewed and users who have registered on PFMS with non-NIC/GOV mail may be directed to shift to NIC/GOV domain e mail ID by 15-01-2019. Beyond this date all non-NIC/GOV domain email IDs will be de-activated. A list of non-NIC/GOV domain e mails in respective Ministry/Department is enclosed.
3. The list of GoI sanction module users in PFMS which include PD, DDO, DH, AAO, PAO, Pr.AO, and CCA may be verified and updated on weekly basis. If any user is found to be no longer valid the same may be deactivated immediately. A list of Government of India Sanction-Module Users in respective Ministry/Department is enclosed. The same may be reviewed, verified and if any user is found to be no longer valid they may be deactivated immediately.
 A system of two levels approval for creation of user and SMS alert on creation of users to approvers is being built into the system.
4. PAOs may be advised strictly not to access the PAO/DDO module and not use digital signatures for making payment from the computers installed outside their office locations. Necessary systemic check of binding the IP addresses is being done. All Pr. CCAs/CCAs/CAs are requested to prepare the list of IP addresses of all computers being used in PAOs and send to ITD by 11-01-2019.
5. At the time of relieving of any officer who is a PAO type user (upon transfer/superannuation) his/her digital signature and user id should be deactivated. This should be one condition to be enforced while giving No objection certificate/LPC. Fresh user id and digital signature should be provided to the new incumbent.
6. An additional security layer in the form of DSC for PAO type users to login into the system is being enforced in the system immediately. For all other type of users in PAOs i.e for PrAOs and CCA level users it is to be enforced w.e.f. 15-01-2019. For DDOs and PDs it will

be enforced in phased manner. All Pr. CCAs/CCAs/CAs may immediately assess the requirement of DSCs for PAOs and Pr. AOs and procure necessary hardware expeditiously. Necessary advisory may be issued to the Program Division for purchase of DSCs in no users functioning as PD and DDO type.

The log of the approved agencies/ vendor/ individuals list with bank account details in soft and in physical form shall be maintained by Pr. DDO and Pr. AOs. The same may be reviewed jointly and updated on regular basis.

8. Pr. CCAs/CCAs/CAs shall issue instructions to all Pr. AOs/Pr. AOs under their control for observing strict confidentiality of user ID/ID/passwords and security of digital signatures. Pr. CCAs/CCAs/CAs shall make surprise checks and take strict action against those found to be breaching necessary security protocol issued by this office vide OM No. MF. CGA/ITD/SPC/PasswordPolicy/2012-13/11 file/2729 dated 21.10.2018.

(Harish Kumar Srivastav)
Joint CGA (ITD)

To
All Pr. CCAs/CCAs/CAs with independent charge

Copy To:
Ps to CGA
PS to Addl. CGAs

(Annexures being shared with hard copies
for respective Controllers)

File No.26035/1/2019-Cash(II)
Ministry of Health and Family Welfare
Government of India

Nirman Bhawan, New Delhi
Dated: 22.01.2019

Office Memorandum

Subject: Guidelines/ procedure for opening/ approving user ID in PFMS.

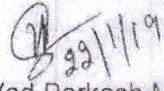
Please find enclosed Office of CCA's letter No.Pr.AO/CDN/MOHFW/PFMS/2018-19/5960 dated 18.01.2019 (along with enclosures), with a request to follow the guidelines to register as a "Programme Division" on PFMS.

2. Here it is pertinent to mention that the user ID must contain the name of the officer and his/ her division/ department as per example given below:

Details of the employee for registration as Program Division	ID that can be created for PFMS
(a) Officer name: Rajesh Sharma (b) Officer's office: Cash (c) Officer's designation: Section Officer	<p>Examples of IDs:</p> <p>(i) socashsharma (ii) sharmacashso (iii) sharmasocash (iv) RajeshSharmasocash (v) Rajeshcashso (vi) cashsoRajesh</p> <p>Above IDs can be made in small as well as capital alphabets</p>

3. A copy of the blank form for "Request for approval of login ID created on PFMS" is attached herewith. Duly filled up form may be submitted along with copies of the Aadhaar Card and Government ID of the officer attested by a Gazetted Officer.

4. A scanned copy of all the above documents are required to be sent to vedprakashmehta.17@gov.in and cash.health@nic.in as per the guidelines. Without email, request for creation of user ID will not be entertained.


(Ved Parkash Mehta)
DDO (Cash)

Enclosures as above.

1. To all Programme Divisions/ Sections of the Ministry of H&FW.
2. R&I Section with request for circulation in all the Sections of the M/o H&FW.
- ✓ 3. NIC Cell for uploading in E-Office of M/o H&FW.

1422079/2019/NRHM-FINANCE

OFFICE OF THE CHIEF CONTROLLER OF ACCOUNTS
M/O HEALTH & FAMILY WELFARE,
GOVERNMENT OF INDIA, CO-ORDINATION SECTION
ROOM NO. 542A, NIRMAL BHAWAN, NEW DELHI

F.No. Pr AD/CCN/MoHFW/PFMS/2018-19/ 5962

Dated-10/01/2019

OFFICE MEMORANDUM**Subject: - Guideline/procedure for Opening/Approving User_ID in PFMS.**

All the Program divisions/DDOs are hereby requested to open new User IDs in PFMS as all previous User ID in PFMS have been deactivated by ITD cell, O/o Controller General of Accounts.

2. Procedure to be followed for opening of new User ID in PFMS is as under:-

- (i) First go to the URL- pfms.nic.in
- (ii) Click on Log IN then go to Registration/Sanction ID Generation
- (iii) An User detail form will open with some mandatory fields
- (iv) Select type of User as Programme Division/DDO
- (v) Controller- 017 Health
- (vi) Select their PAO and respective DDO code from the drop down list
- (vii) Apart from above fill the entire mandatory field which requires basic information of user/office
- (viii) All users are to use only Gov/Nic email.

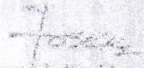
3. As per procedure the Login IDs are approved as per hierarchy in PFMS (PD user approved by DDO and DDO user is approved by PAO). However, before submitting the request to the PFMS approving authority the following procedure may be adopted:-

- (i) A standard request format for approval of Login ids is may be adopted (copy enclosed)
- (ii) The applicant should also submit his/her credentials i.e. Aadhaar Card/Govt. ID etc. (copies attested by the gazetted officer with stamp & full signature)
- (iii) This request form of user id may be forwarded to PFMS approving authority, by the officer who is not below the rank of Director along with forwarding letter stating " *Mobile no., IDs of the applicant are as per records and the applicant has been approved to be registered on PFMS*"
- (iv) Both hard copies & scanned copies along with attachment should be sent to the PFMS approving authority.

4. At present user registration and its approval on PFMS is open between 1400 hrs to 1700 hrs on working days.

You are requested to communicate these guidelines to all Programme Divisions/DDOs Department of Health Research.

This issues with the approval of Chief Controller of Accounts


(Yogesh K. Meena)
Controller of Accounts

To

1. Shri Prasad Kr. Pathak, AS (AYUSH)
2. Sh. Roshan Jaggi, JS (AYUSH)

Copy to

1. PPS to Secy (AYUSH)
2. PPS to AS & IA
3. PS to CCA

REQUEST FOR APPROVAL OF LOGIN ID CREATED ON PFMS.

Kindly arrange to approve my login id created on PFMS. The details of the same are as under:

- 1 PD/DDO/PAO/PR.A.O. Code, if any & as applicable.
- 2 User type:
- 3 Login id created:
- 4 Name:
- 5 Designation:
- 6 Office address:
- 7 E-mail id:
- 8 Mobile No.
- 9 Phone:

Date:

Signature

Forwarded towith
the request the above login id may be approved on PFMS.

Date:

Head of Office/Head of Deptt
Official Seal