INDIAN COUNCIL OF AGRICULTURAL RESEARCH

Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi – 110 001

File No.FIN/1(26)/2017-Budget (Pt.)

Dated the 22nd September 2017
27th

CIRCULAR

Sub:- Implementation of PFMS-Transfer of Funds – Guidelines reg.

This has reference to this office's letter of even number dated 13.09.2017 on the above cited subject, in which all the ICAR units were requested to affect 'Transfer of Funds' through PFMS only. It has been observed that many of the ICAR institutes have not yet initiated 'Transfer of Funds' which is being reviewed seriously at the higher level in the Ministry of Agriculture and also in the review meeting held at Ministry of Finance. Since, the implementation of PFMS is mandatory and its non-compliance may affect future release of grants to ICAR, all the ICAR units are once again requested to immediately start transferring the funds through PFMS only.

It may be noted that the FMS and PFMS would have to be run concurrently until the integration between both the packages takes place, which is actively being pursued at ICAR Hqr. FMS is to be done for accounting purpose while PFMS has to be implemented statutorily.

The **"Guidelines for Transfer of funds"** has since been prepared for this purpose and is enclosed for guidance and ready reference for the users of PFMS. The user manuals for 'Expenditure & Advances booking' as well as 'Expenditure filing – for historical data' would be uploaded separately and shortly.

Encl: As above

27/9/17

(Sunita Arya)
Sr. F&AO (Budget)

Distribution :-

1) The Directors of all Research Institutes/NRCs/PDs/PCUs/ATARIs etc.
2) Smt. Mitali Ghosh Roy, CTO & Incharge, Social Media & Website Management Cell with a request to upload on the website under a single group link "Implementation of PFMS in ICAR". All previous relevant orders may be clubbed under this group.
3) Guard File.

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN : NEW DELHI – 110001

FIN-F. No. 1(26)/2017-Budget
Dated the 13th Sept., 2017

CIRCULAR

Sub: **Implementation of PFMS regarding transfer of funds –reg.**

This has reference to this office's letter of even number dated 26th July, 2017 on the above cited subject vide which the against details were sought for the purpose of mapping to facilitate transfer of funds using PFMS. A number of requests were received and the agencies were mapped by ICAR Hqr., accordingly. Since, the mapping has been done and PFMS trainings have also been imparted to units, **all the constituent units of ICAR are directed to "Transfer the funds" through PFMS only.**

2. However, in case of any discrepancies, viz., if any units are left out for mapping, an e-mail may be sent to pfms.icar@gmail.com in the following format.

Name of the Fund Remitting unit (Unique Code) :

Name of the Receiving Agency	Unique Code of the Receiving Agency	Bank Account of the Receiving Agency	Scheme from which fund to be transferred

3. Further, as approved by the Competent Authority DDO's are also required to be involved in EAT Module of PFMS and accordingly, they may be trained in PFMS through the authorized agencies/banks as circulated from time to time.

4. The Master Trainers may guide the units in their respective areas for transfer of funds through PFMS.

This is to be accorded "Top Priority".

14/9/17

(Sunita Arya)
Sr. F & AO (Budget)
Tel: 011-23381020

Distribution :-

1. All DDGs
2. The Directors of all Research Institutes/NRCs/PDs/PCUs/ATARIs etc
3. Smt. Mitali Ghosh Roy, CTO & Incharge, Social media & Website Management Cell for uploading on the website.
4. Guard File

Guidelines

For

"Transfer of Funds"

Version: ICAR_PFMS 1.0

भाकृअनुप
ICAR

➢ TRANSFER OF FUNDS:

The EAT (Expenditure, Advance and Transfer) module of PFMS has been implemented in ICAR and trainings have also been imparted. The ICAR units are required to affect 'Transfer of Funds' immediately.

'Transfer of Funds' depicts 'Fund Flow' to transfer the grants (funds) from the Government scheme to the end user.

➢ Recording in FMS:

For the Accounting purpose in FMS, Recording will have to be done in FMS too. **For that payment is to be made through electronic mode and not through Cheques**. After you select electronic mode, you are not required to issue any cheque for that payment, it will automatically reflect in FMS Cash Book. After recording in FMS, the entries are to be made in PFMS and then, the Print Payment Advice generated from PFMS would have to be sent to the bank after two authorized signatories sign on it. **This is important to note down as far as any funds that received through PFMS.**

➢ AGENCY MAPPING

The first step in process of Transfer of Funds is Agency mapping.

In order to facilitate 'Transfer of fund' to an agency (for e.g. ICAR units, SAUs, KVKs, Societies, etc), first of all the fund flow set up is done by created hierarchy. As far as ICAR is concerned, the hierarchy has already been set up.

The next process involves two steps:

i) Adding agency to the Scheme: The agency which is to receive funds must be added to the 'Government Scheme' from which the fund is to be transferred. For e.g. If the fund is to be transferred to 'Tamil Nadu Agricultural University' from 'AICRP on Potato' which is an AICRP under the scheme 'Crop Science', then in the first place TNAU must be added to the Scheme 'Crop Sciences'.

   This work is carried out at 'Program Division' level at ICAR Hqrs. Therefore, all such details of the beneficiary agencies must be given to ICAR Hqrs for adding them to the concerned schemes.

ii) Creating Parent-Child relationship between agencies: The second step would be to add the agency which would receive fund below the agency who is going to remit the funds. This process is called 'Agency Mapping'. For, e.g. taking the same example as above, TNAU which has been added to 'Crop Science' scheme, would now required to be added below 'CPRI' agency which would remit the funds to TNAU for AICRP Potato. Hence, CPRI would become Parent agency to TNAU.

This process would be carried out by the Parent agency, i.e. Agency CPRI would map TNAU by adding it as child agency so that CPRI can transfer funds to TNAU under 'Crop Science' scheme.

On the left panel, Click on Agency-> Agency mapping-> Select the Scheme Name-> Select the State (We must select 'Central Agency') -> Click on ICAR Units > Map new agency (Search with Unique Code or Agency name) > Click on Add agency.

The message will be displayed on the top of the page, "The agency is mapped".

iii) Creating Parent-Child relationship between agencies (ICAR units to ICAR units): If the fund transfer has to take place between two ICAR units, the process is slightly different. The Mapping is to be done strictly at ICAR Hqrs only for which the information is to be sent at pfms.icar@gmail.com in the following format:

Unique code/Name of ICAR unit (Transferring agency):

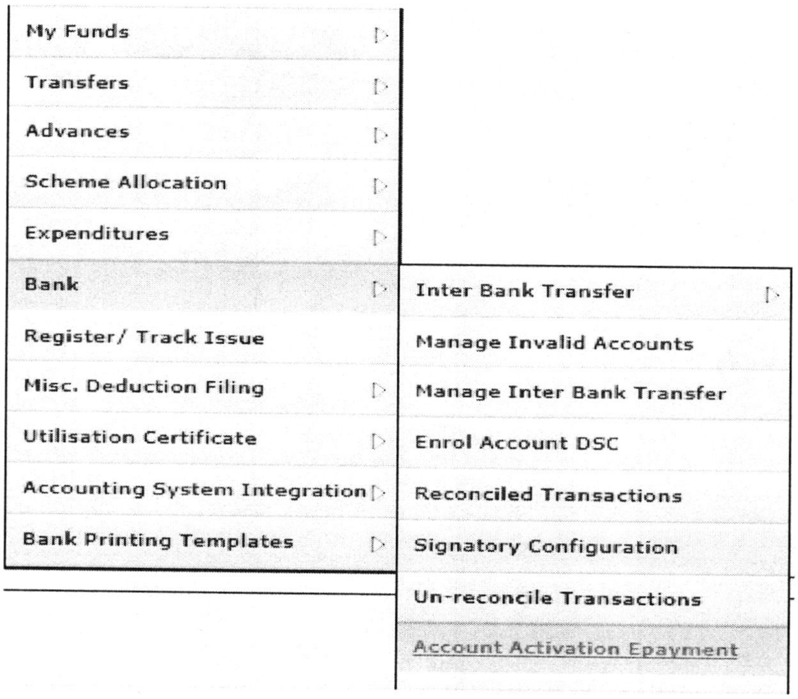
Scheme from which funds to be transferred	**Unique code of the Receiving ICAR unit**	**Bank A/c of the Receiving ICAR unit**
i)		
ii)		

➢ **Mode of Payment**

For Transfer of funds mode of payment is to be activated first.

To activate Electronic Print Payment Advice :

1. Go to Bank -> Account Activation payment
2. Select the scheme for which Payment is to be activated.
3. Click on search -> Select the payment mode
4. Again repeat the procedure for Approval i.e Bank -> Account Activation Payment.

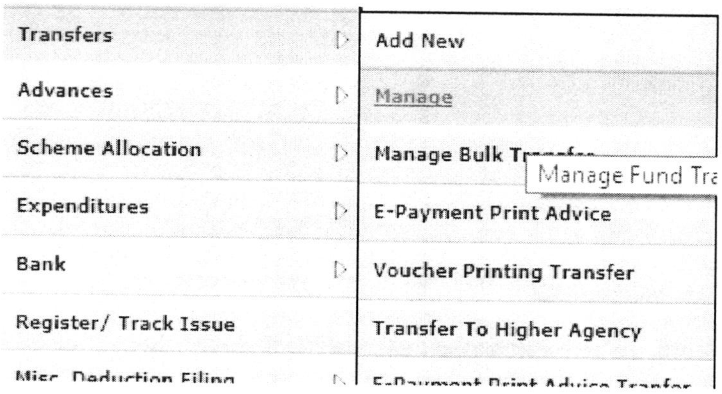


The following two methods can be used for Transfer of Funds.

1) **Single Payment method. Under which a single agency can be choosen for payment.**

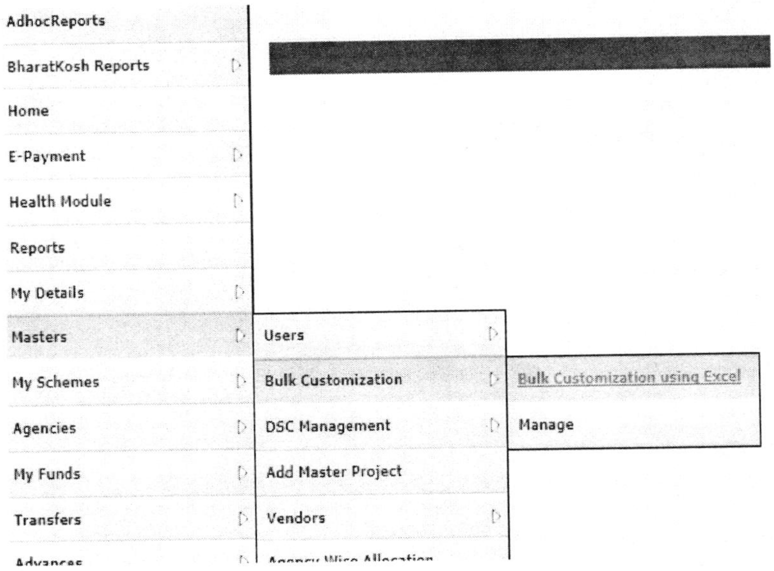
Operator will create the bill as follows:

a) Transfer- Add New- Select the Scheme
b) Complete all the fill ups
c) Select the Transaction type- Bulk
d) Select the Agency by clicking on " select agency"
e) It will reach the Approver A/C to **ACCEPT OR REJECT**.



f) The Approver can approve it or Reject it after Checking.
g) **If the Payment is made through Electronic Print Payment Advice, Download the Print Payment Advice, sign it and send it to Bank.**

2) **BULK CUSTOMIZATION USING EXCEL FILE.**



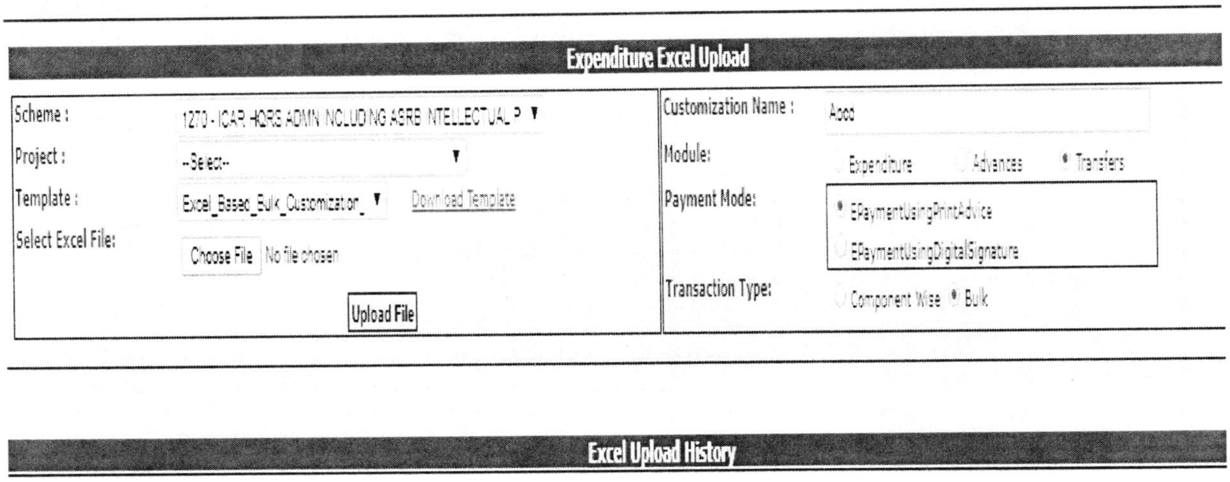
Operator will create the bill as follows:

Create an Excel file using the following format or the Download the same (Provided in picture below) as for example if Fund is to be transferred to ICAR Hqrs:

Unique Agency Code	Receiving Agency Name	Account Number	IFSC Code	Component Code	Amount	Remarks	Action Type
ICAR	ICAR Hqrs	11084229362	SBIN0000691	*	100000	*	A

* Component code and Remarks Column are not mandatory and can be left blank.

\# Action Type Column may be filled up with alphabet 'A'



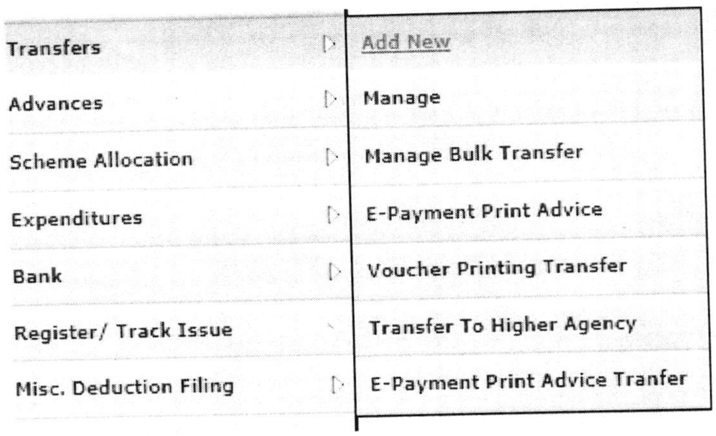
After creating the above excel based file. For uploading the file in PFMS follow the below mentioned procedure:-

1) Master - Bulk Customization - Bulk Customization Using Excel.
2) Select Scheme from which the funds are to be transferred.
3) Select Template - Excel based customization transfer.
4) Select the Excel File. By clicking on Browse button.
5) Type the Customization Name as per transfer.
6) Select the module Transfer.
7) Select the payment Module – **EpaymentUsingPrintAdvice**.
8) Select the Transaction Type – Bulk Mode.

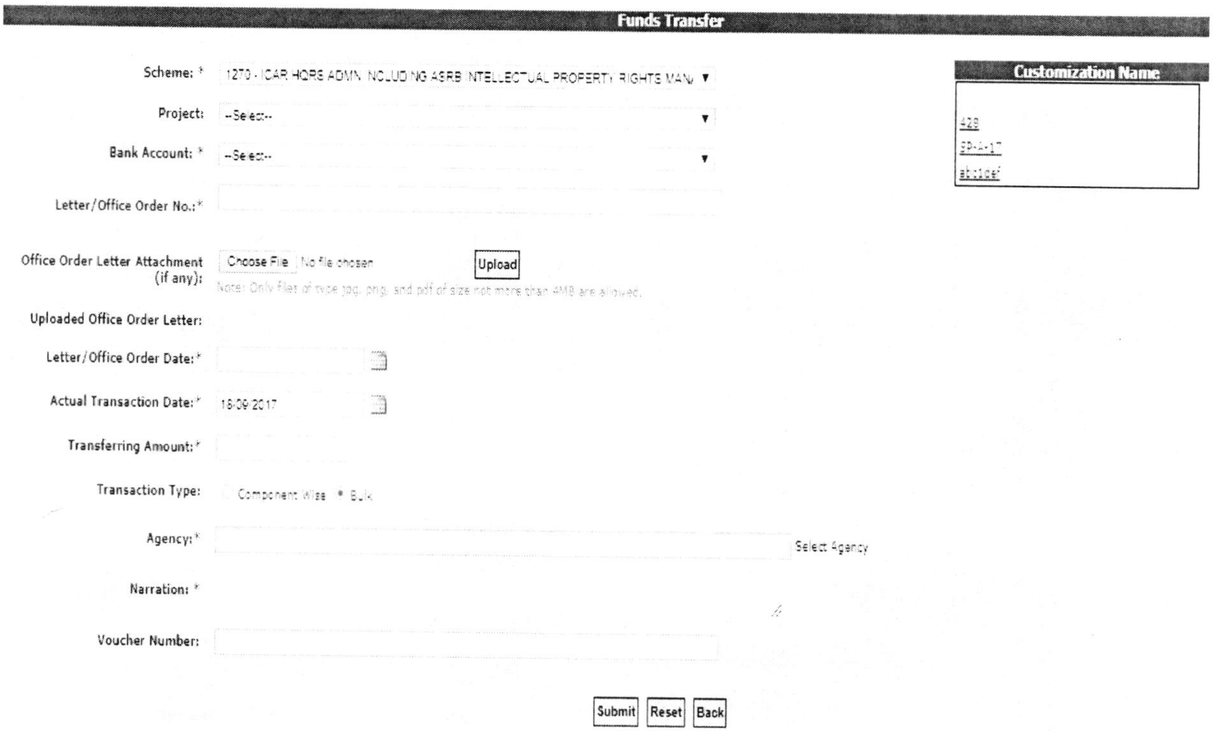
3) After uploading the Excel Based file follow the procedure of transferring the funds as follows-

ON THE LEFT PANEL

1. Click on Transfers- Add New



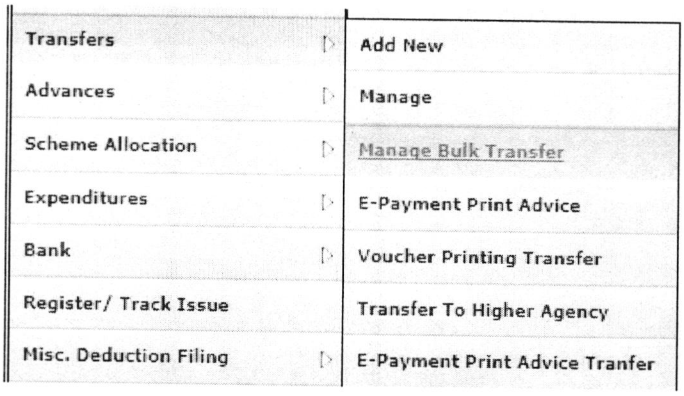
2. Select the scheme from which Funds are to be transferred.
3. The Customization Name which are already created will appear on the right side.
4. Click on The Customization Name from which funds are to be transferred.
5. Select The Bank Account.
6. Type the Letter/ office order No.



Complete all the Fill ups and click on submit.

It will reach the Approver A/C to **ACCEPT OR REJECT**.

Approver will login from his account to approve.



The Approver can approve it or Reject it after Checking.

If the Payment is made through Electronic Print Payment Advice, Download the Print Payment Advice, sign it and send it to Bank.

In case of any query an email may be sent to pfms.icar@gmail.com