

Government of India  
Central Water Commission  
(Accounts Wing)

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8<sup>th</sup> Floor (C), Sewa Bhawan  
R K Puram, N. Delhi 110066

Subject: Implementation of e-bill in Central Water Commission -reg.

Kindly refer to this office Circular dated 13.10.2022, 18.10.2022, 22.10.2022 and 14.11.2022 in which the guideline related to implementation of e-bill module in PFMS in CWC was issued and simultaneously training program on implantation of e bill module was organised by O/o PFMS, CGA on 14.10.2022 and 20.10.2022.

PAO, CWC vide letter dated 13.01.2023 also reiterated that no E Bill have been submitted to PAO for passing in E Bill module. **As the O/o the CGA is pressing hard for passing the bills in E Bill Module.**

This office vide circulars dated 18.10.2022, 22.10.2022 & 14.11.2022 has also requested to officers of CWC to take necessary action as per guidelines/instructions/SoP given in training programme for the (i) Upgradation of all computers system (ii) DSC Approval of users for e-bill, (iii) Sanctioning Authority/PD Codification (performa enclosed) (iv) Sanction/PD Checker& Sanction/PD Maker Creation & Approval(To be created only after generating PD Code) for the processing of e bill in PFMS.

The gist of SoP step by step is mentioned below:

Upgradation of all computers system

DSC Approval of users for e-bill

Creation of Sanctioning Authority/PD Codification  
(performa enclosed)

Creation of Sanction/PD Checker( proforma enclosed )

Creation of Sanction/PD Maker and Approval(To be  
created only after selecting the PD Code and PD  
maker will created by only PD Checker

No action in this regards has been taken so far by concerned Section/Estt./Dte. of CWC in spite of repeated request. It is therefore, again requested to take necessary action i.e. Submit the duly filled Sanctioning Authority/PD Codification performa and PD Checker to DDO, CWC (copy enclosed and take necessary action for creation of PD Maker, and Digital Signature (DSC), as per guideline given in training program as well information mention in **READING MATERIAL FOR E BILL IMPLANTATION IN PHASE VI** which was enclosed in this office Circular dated 18.10.2022.

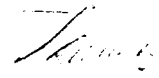
- At this stage of implantation of e-Bill module in PFMS, it is applicable to NCDDO only.
- For any help these nos. may be contacted:

Phone no. :24665408, 24665410, 24665411, 24665414

And mail can be send on pao2000@nic.in.

Encl: Performa for Sanctioning Authority Codification of e-bill and PD Checker.

**This may please be treated on urgent basis.**

  
(Jogender Kumar)

DDO-I

☎: 011-2958 3706

To,

US, Estt. I, II, III, V, VI, VIII, IX, X, XI, XIV, DD-SMD, DD-PCP/DD all Dte. (as per list enclosed).

ID Note No.3/3/2018/Accounts I Section

dated: 16.01.2023

Copy for information:

- (i) PPS to CE (HRM) CWC.
- (ii) PPS to Secretary, CWC.



Office of Controller General of Accounts  
Public Financial Management System

Ministry User Registration Form

(IN CAPITAL LETTERS ONLY)

Sl. No.	Particulars			
1.	Name*		First Name	Last Name
2.	Designation*			
3.	Department	CENTRAL WATER COMMISSION, MINISTRY OF JALSHAKTI		
4.	Type of User*	PD Checker		
5.	Controller Code*	002-Water Resources		
6.	PAO Code (if any)	001872- PAO, CWC, New Delhi		
7.	DDO Code (if any)	201872		
8.	Sanctioning Authority/PD Code (if any)			
9.	Gazetted/ Non-Gazetted	Gazetted		
10.	Preferred Login ID*	1.	2.	3.
11.	Date of joining in Govt. Service (DD/MM/YYYY)			
12.	Date of Superannuation (DD/MM/YYYY)			
13.	Govt. E-mail ID(Gov/NIC)*			
14.	MHA/Office ID Card No.			
15.	ID Card Validity			
16.	Residential Address			
17.	Permanent Address			
18.	Office Address			

19.	Telephone number (Office)	
20.	Mobile number*	
21.	Counter Signed by	
21(a)	Name	
21(b)	Designation	
21(c)	e-mail id	
21(d)	Phone	

Document enclosed:

Attested copy of MHA/Office ID card.

Signature of Officer/Official

Date: \_\_\_\_\_

Place: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

No. \_\_\_\_\_

Certified that the above particulars have been verified from the service records of the official. It is verified that the mandatory fields in the form have been filled.

**Forwarded by**

(Signature with Official Seal) \_\_\_\_\_

Name of Officer(Block letter) \_\_\_\_\_

Designation \_\_\_\_\_

Phone No \_\_\_\_\_

Mobile No. \_\_\_\_\_

E-mail ID \_\_\_\_\_

Office of Controller General of Accounts  
Public Financial Management System

Sanctioning Authority Code Creation Form  
**(to be filled in bold letters)**

Letter No.

Date:

S.No.	Particulars	
1	Name of Ministry	
2	Controller code with Description	
3	PAO code with Description	
4	DDO code with Description	
5	Sanctioning Authority Description (Name of Office like Commissioner-IV, CBDT Mumbai or SO(Cash), MoF, DoE, New Delhi etc. The description entered will be published against the code being generated)	
6	Sanctioning Authority Office Address	
7	City	
8	State	
9	PIN code	
10	Contact Person Name	
11	Sanctioning Authority Gov/NIC Email ID	
12	Sanctioning Authority Telephone Number	
<b>E – Sanction Header Details (To be printed as office address on esanction etc)</b>		
13	Header 1	
14	Header 2	
15	Header 3	
16	Header 4	
17	Header 5	
18	Header 6	

76281/2022/CGA.

- \* All fields including Letter No. and Date are mandatory.
- \* See the instructions/process flow indicated on next page.

Signature of DDO:

Name:

Designation:

Office:

Stamp:

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Verification by Sanctioning Authority :-

Signature of Sanctioning Authority:

Name:

Designation:

Office:

Stamp:

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Sanctioning Authority/PD Code generation request initiated in PFMS with the above details  
on \_\_\_\_\_ by Shri./Miss/Mrs \_\_\_\_\_

Designation \_\_\_\_\_ office \_\_\_\_\_

\_\_\_\_\_

Signature of DDO:

Name:

Designation:

Office:

Stamp:

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Sanctioning Authority/PD Code \_\_\_\_\_ generated in PFMS  
with the above details on \_\_\_\_\_ by Shri./Miss/Mrs \_\_\_\_\_

\_\_\_\_\_ Designation \_\_\_\_\_

office \_\_\_\_\_

\_\_\_\_\_

Signature of PAO :

Name:

Designation:

Office:

Stamp:

Date: \_\_\_\_\_

Place: \_\_\_\_\_

**Process Flow of Sanctioning Authority Codification for ebill**

1. All the sanctioning authorities (who are presently issuing ink signed paper sanction) needs to be codified in PFMS.
2. The Drawing and Disbursing Officer (DDO) of the sanctioning authority will download, fill up and ink sign the said form.
3. Thereafter the form will be verified and signed by the Sanctioning Authority and return it to DDO for codification of Sanctioning Authority in PFMS.
4. Drawing and Disbursing Officer (DDO) of the sanctioning authority will enter the details in PFMS and forward it to PAO in PFMS. DDO will simultaneously also forward the ink signed form to PAO.
5. PAO will approve the details entered by the DDO in PFMS and generate the sanctioning authority code and note down the same in the hard copy of the form received.
6. Upon generation of sanction authority code, a system generated email will be triggered from the system to the email id of the sanctioning authority entered in the system and to the registered email id of DDO type user.
7. The Sanction Authority Code generated by the system will be of 8 digit, beginning with 4 with the schema as under: -  
                   4 \_ \_ \_ \_ \_ x (X is one digit: Centre (1), state (2), UT (3))
8. A system generated email id will also be triggered to the sanctioning authority upon modification/deactivation/activation of sanctioning authority details in PFMS.
9. **Only after generation of sanctioning authority code**, Sanction Checker(s) user (sanction issuing/conveying Authority) can be created against the said code. For example multiple Sanction Checkers might be there under one Head of Office (HoO)/ Head of the Department (HoD)
10. Once the sanction checker is created, approved (2<sup>nd</sup> level approval) and activated, only then he/she can create sanction maker under him/her.
11. Editing of details of Sanctioning Authority (other than Name of Ministry, Controller Code, PAO Code, DDO Code & Sanction Authority Code) will be done by the Drawing and Disbursing Officer (DDO) in PFMS and approved by the PAO, If required.
12. The example of sanction header being entered could be as under:

Government of India (Header 1)  
 Ministry of Finance (Header 2)  
 Department of Expenditure (Header 3)  
 O/o Controller General of Accounts (Header 4)  
 E-Block, GPO Complex, (Header 5)  
 INA, New Delhi – 110023. (Header 6)