

**IMPORTANT CIRCULAR NO 04 / PFMS**

**Pay & Accounts Office  
Central Water Commission  
Sewa Bhawan, R.K. Puram  
New Delhi – 110 066**

Dated 10/04/2018

To,

1. All the Chief Engineers, CWC
2. All the Supdt Engineers/Directors/Executive Engineers, CWC (Field Offices)


**Subject : Creation of Sanction at PD level in Public Financial Management System (PFMS) – regarding.**

All concerned are hereby intimated that it has been directed by the PFMS team that before creation of any sanction at PD level in the year 2018-19 all the PD users are mandatorily required to map all the schemes through USER – USER MAPPING. As such all the PD users are hereby requested to map the schemes first before creation of any "Sanction" at their level.

2. Further, please note that payments released through PFMS are only electronic version of manual payments. As such all other practises like submission of paid vouchers to PAO (CWC) will continuously be followed, without fail. This office is receiving numerous clarifications regarding issue of Permanent Imprest to the JE's of field offices. In this regard all concerned are hereby intimated that payment of PI may be paid through PD level. For payment through PD map the beneficiary in PFMS at PD level as "**Govt Official – Imprest Advance**" vendor. Then create the sanction in favour of the same beneficiary. The system will automatically take you to cheque payment mode. Issue the cheque in favour of PI beneficiary.
3. While checking the reports in PFMS this office observed that bills processed through EIS are pending at various levels either in EIS or in PFMS. As the system is online, pendency status is being monitored at higher level. In order to ensure that pendency report remains NIL, all CDDOs are requested to either clear the bills and make payments or return the same to DDO Maker or concerned PD, as the case may be.
4. While reviewing the payments made by CDDOs through EIS this office found that numbers of Nil Bills are still lying pending at CDDOs level. In this connection, it is again reiterated that after passing salary bills in PFMS (processed through EIS) in respect of NPS employees, NIL Bills are automatically made available at DDO Maker level which are also required to be passed at DDO Maker – DDO Checker – DDO (Admn) level. However, after being passed by CDDO the process is completed and the bills will not be shown for making e-payments. Hence, all CDDOs are requested to check and ensure that no bill should remain pending at any level and all bills are passed regularly without delay.
5. All concerned may note that CPFRAT is like one of the suspense head and the amount should invariably be "Zero" at the time of closing of every financial year. Before releasing payments from this head CDDOs may ensure that the booking (credits) made during the month into the above (CPFRAT) head and should reconcile the amount with the payment (minus credits). As such, it is advised that the amount booked in CPFRAT in a particular month is cleared in the very same month.

6. As far as the payment to NSDL for NPS is concerned the payment will be released in favour of NSDL as in practice. However, CDDOs can pay the NPS contribution through NEFT or by cheque, as per their convenience. Please note that after an e-payment/cheque payment is made PFMS/EIS books the expenditure into the concerned Head of Accounts and hence payment to NSDL is required to be paid after the payments are successfully processed in PFMS/EIS. In order to pay the contribution PDs are required to map the NSDL as "Personal" or "Commercial" vendor (if payment is required to be released through e-payment). If, CDDOs wish to pay the contribution through cheque then they have to map their respective Bank (SBI) as "Departmental Officer" in PFMS. After mapping of the vendor, PD may proceed to create sanction. Since the employee and employer contribution is booked in the Head of Account 0071.01.500.01.00 (CPFRAT), as such 0071.01.500.01.00 (CPFRAT) should invariably be chosen for creating the sanction. After creating and approving the sanction, CDDOs may proceed to release the payment through DDO Maker – DDO Checker and DDO Admn.

In case of any problem or query regarding EIS, CDDOs may contact EIS Team at [pfms-eis@gov.in](mailto:pfms-eis@gov.in).

  
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Yours faithfully,

  
(Upender Malhotra)  
Senior Accounts Officer

Copy for information to :-

1. CE(HRM), CWC - for information and necessary action please.
2. The Secretary, CWC – for information and necessary action please.
3. The Director (SMD), CWC – for circulation and uploading on CWC website.
4. The Accounts Officer, CWC – for information and necessary action please.