

**IMPORTANT CIRCULAR NO 02 / PFMS**

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

Dated 13/03/2018

To,

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

**Subject : Implementation & Roll out of Public Financial Management System (PFMS) in all the CDDOs of Central Water Commission and activation of CDDO – regarding.**

In continuation of this office Important Circular No 01/PFMS dated 09/03/2018 necessary instructions are given below for compliance by all the CDDOs, NCDDO attached to CDDO, other Sub Divisions/Field Units etc. :-

- (a) After activation of the CDDO module, all bills/payments to be paid by CDDO are to be made by electronic mode (e-payment) through CDDO module of the PFMS only. No payment will thereafter be made manually.
- (b) All Salary bills of regular staff including supplementary salary bills will be processed through Employees Information System (EIS) only.
- (c) GPF Final Withdrawal bills, bills related to pensionary benefits like DCRG, leave encashment, commuted value of pension, provisional pension for which payment is required to be paid by PAO (CWC) will continued to be prepared, processed and forwarded to PAO (CWC) manually as in regular practise at present.
- (d) Bills pertaining to CGEGIS and long term advances like Computer Advance, House Building Advance etc. for which payment is required to be paid by PAO (CWC) will, however, be processed and submitted to PAO, CWC through PFMS along with a hard copy of the same.
- (e) All other bills in respect of purchase of goods, work, utilities bills like electricity, Water and Telephone etc which are being paid by CDDO will invariably be processed for payment through PFMS only.
- (f) GPF Advances bills which are being paid by CDDO are to be processed for payment through PFMS.
- (g) All CDDOs will ensure that all the payments are made electronically and obtain Mandate Form/cancelled cheque from beneficiaries in order to ensure correct and smooth e-payments.

- (h) As far as the processing of monthly salary in respect of workcharged staff is concerned it is intimated that this office has been informed by EIS Team (PFMS) that the utility will be made available shortly in EIS. As such all the CDDOs are requested to feed the required data pertaining to workcharged staff in EIS and wait for further instructions
- (i) It is again re-iterated that while enrolling DSCs in PFMS all CDDO will ensure that "Owner Organisation" should contain information "**Central Water Commission, M/o Water Resources**" and not "Personal". DSCs issued as "Personal" is not acceptable by SBI (CMPC) Hyderabad for carrying out NEFT/RTGS. All CDDOs may please note that their DSC should invariably contain the official information. However, name of the Division may be avoided so that the DSC may be used in any Division of CWC
- (j) All CDDOs are now requested to enrol their DSC into the PFMS in their respective login ID (DDO Admn ID), immediately so that the "Owner Organisation" could be ascertained.

All the CDDOs for CWC will personally ensure that above instructions are adhered and take all possible steps to make CDDO package (PFMS) successful at their level. In case of any problem or query CDDOs may also write to us at [paocwc@yahoo.com](mailto:paocwc@yahoo.com), [paocwc@nic.in](mailto:paocwc@nic.in)

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.