

PANJAB UNIVERSITY, CHANDIGARH
OFFICE OF FINANCE & DEVELOPMENT OFFICER

No. 15972-851A

Dated: - 09.01.2023

Subject: Procedure for e-payments through, Online/Public Financial Management System (PFMS) portal

This is in continuation of circular No.2309/FDO-I dated 5.09.2017, 5993/FDO dated 25.9.2017, 3464/FDO/F-111 dated 18.5.2018, 5193/FDO/F-8 dated 13.9.2019, 1802-1806/FDO-I dated 24.12.2020 and 15-23/FDO-I dated 7.1.2021 with respect to implementation of system of e-payment under PFMS Module. Through above circular, instructions were issued w.r.t assignment of roles to various officers/officials, procedure to be followed for processing e-payment and maintenance of record thereof. The detailed procedure of e-payment was also ratified by the Syndicate vide Para-28 (R-17 dated 27.9.2022).

For the convenience of all concerned, consolidated instructions are hereby issued for quick reference and strict compliance. E-payment entails a designated transaction flow as follows:-

1. Data Administrator

The data administrator assigns various roles to officials, such as Data entry, approver, etc. The Assistant Registrar Accounts has been assigned the Role of 'Data Administrator'. The name of the present Assistant Registrar Accounts assigned with this role is Sh. Sanjay Kumar Bhasin.

2. Data Entry/uploading of file of payee on the Online/PFMS portal :-

- i) For Computer generated Salary Bills including bills of deductions, the soft copy/digital file representing the 'pre-audited and passed' bills shall be uploaded on the e-payment module. For net salary payment, individual payee wise list will be uploaded and for deduction bills consolidated amount will be entered in the e-payment module.

Data Entry Roles

- a) With respect to monthly salary bills; official of direct/indirect tax cell (name of present official Sh. Nameet Gupta)
- b) For any kind of arrear payment, Guest faculty payment, transfer from PFMS to Revenue account; official of Cheque Writing Section (name of present official is Ms. Archana)



c) For transaction/salary pertaining to sponsored projects and schemes; officials of G&P Section (name of present officials are Mrs. Gurjit Kaur, Mrs. Des Raj, Mrs. Tan Singh, Mr. Raman Dhiman, Mrs. Pooja Tayal, Mrs. Deepika, Mrs. Meena Gill, Mrs. Kiran Bala, Mrs. Sapna, Mrs. Anuradha).

d) System generated bills, on daily basis the concerned section shall bifurcate/categorize all the 'pre-audited & passed' bills on the basis of amount of individual bills as follows:-

List 1 - All bills, the individual 'pre-audited and passed' amount of which is less than Rs. 1.25 lac.

List 2 - All bills, the individual 'pre-audited and passed' amount of which is less than Rs. 2.50 lac.

List 3 - All bills, the individual 'pre-audited and passed' amount of which is of Rs. 2.50 lac or more.

All such lists (containing details of individual bills & beneficiaries) shall be got approved from authorities as mentioned below for release through e-payment.

List 1- Assistant Registrar (A/c) (other than AR (Budget))

List 2- Deputy Registrar (Accounts)

List 3- FDO/Registrar

e) At the time of entry/uploading of beneficiary/vendor details for e-payment a Letter/Office order number (unique no.) has to be mentioned on that screen for generating a report called 'Expenditure details' on PFMS portal. To ensure uniqueness of such no. the official shall use separate series for each budget code and the number must be prefixed with F.Y. and suffixed by such budget code.

Illustration:-

i) Transactions for payment from revenue account, the number should be 22-23/1/501, 22-23/2/501, (for budget head N/501).

ii) Transactions for payment from Plan/Schemes, the number should be 22-23/1/301, 22-23/2/301, (for budget head S/301) and 22-23/1/330, 22-23/2/330, (for budget head S/330).

3. Approval and Batch Creation

For transactions pertaining to sponsored projects/schemes, the O.S (G&P) has been assigned the Role of 'Approver'. The name of the present O.S (G&P) is Sh. Manjeet Singh.

For other transactions, the O.S (CWS) has been assigned the Role of 'Approver'. The name of the present O.S (CWS) is Mrs. Shub Lata.

4. Verification of PFMS generated report

After approval and batch creation, but before authorization through digital signature certificate, the system generates a payment report. Such report is to be signed by O.S. (CWS) and A.R. Budget for authentication.

5. Authorization through digital signature

The O.S. (CWS) shall approve e-payment through digital signature certificate.

6. For all e-payments the System generates 'e-transaction number', (by whatever name called), which shall be used for all future references in place of cheque number. Such e-transaction number shall be recorded on the pre-audited & passed Vouchers as well as in the accounting software of P.U. for future reference.

7. The approved Digital Signature Certificate (DSC) transaction payment reports along with list (expenditure detail) as mentioned in para 2(d) & (e), duly authenticated by O.S (CWS) and Assistant Registrar Budget, shall be kept & preserved as a part of 'pre-audited & passed vouchers' in the voucher guard files.


Deputy Registrar (Accounts)

Issued to:-

1. A.R. (Salary)
2. A.R. (Fee-Checking)
3. A.R. (Budget)
4. A.R. (G&P)
5. O.S.A (Salary I)
6. O.S.A (Salary II)
7. O.S.A (Salary III)
8. O.S.A (Salary IV)
9. O.S.A (Salary V)
10. O.S.A (E & P)
11. O.S.A (Fee Checking)
12. O.S.A (G & P I)
13. O.S (G & P II)

Copy to: - Finance and Development Officer, Panjab University, Chandigarh