File No. No I-102/2/2022-ITD-CGA 1970
Ministry of Finance
Department of Expenditure
Controller General of Accounts
(PFMS Division)
GIFMIS Vertical

Dated: 30.08.2022

#### **OFFICE MEMORANDUM**

Subject: Procedure for remitting the interest earned on the funds lying in the single nodal account to Central Government through Bharatkosh-PFMS.

The undersigned is directed to refer to the subject above and state that in pursuance of the OM No. 1/(13)/PFMS/2022 dated 15-07-2022 issued by by PFS Division, Department of Expenditure, Ministry of Finance, the functionality for remitting the interest by Agencies to Consolidated Fund of India (CFI) has been developed, tested and deployed on live server. As stipulated under para (7) of the referred OM, the Standard Operating Procedure indicating the tasks to be performed by concerned stakeholders for depositing the interest through Bharatkosh is enclosed for reference.

- 2. A Standard Operating Procedure (SoP) as a user guide for the users have been compiled and the same is enclosed. It is kindly requested to arrange circulation of necessary instruction, and the Standard operating procedure to all State Governments and State Nodal Agencies for implementation of the said functionality.
- 3. For any clarification/query, Mr. Pradeep Deshmukh, Sr. AO (Contact No: 24665637 email: pk.deshmukh@gov.in), Ms. Gayatri, AAO (email: gayatri.devi78@gov.in) and Ms. Meghna Sen, AAO (email: meghna.sen@gov.in) may be contacted. The Helpdesk of Bharatkosh (phone no 24665534, email: ntrp-helpdesk@gov.in) shall address the issues received from Agencies/State Governments for payment related issues faced by them.
- 4. This is issued with the approval of Additional CGA (PFMS).

(Anupam Raj) Assistant CGA (GIFMIS)

Enclosure: As above

To

- 1. Financial Advisors of all Ministries/Departments
- 2. All Pr. CCAs/CCAs/CAs with independent charge

Copy to:

- 1. PS to Additional CGA (PFMS)
- 2. PPS to Additional Secretary (PFS), DoE, MoF
- 3. Joint CGA (Roll out), PFMS with a request to circulate the user manual to all State Directorates and give them necessary instructions to sensitise State Government Departments and agencies.
- 4. STAO. (GIFMIS) to upload on (GA website

# STANDARD OPERATING PROCEDURE FOR DEPOSIT OF INTEREST EARNED ON UNSPENT BALANCE BY SNAs THROUGH BHARATKOSH

State Nodal Agency (SNA) model is the revised procedure for release, disbursement and monitoring of the Centrally Sponsored Schemes (CSS) wherein each State is required to identify and designate a SNA for each scheme. The funds shall be credited to the SNAs who would further disburse to the concerned beneficiaries.

As per Department of Expenditure's OM No. 1/(13)/PFMS/2022 dated 15<sup>th</sup> July, the interest accrued in the SNA account shall be deposited by the SNAs online through the Bharatkosh using PFMS Login w.e.f 1<sup>st</sup> September 2022.

The tasks to be performed by concerned stakeholders for depositing the interest earned on unspent balance are detailed as follows:

# (1) Program Division (PD) User

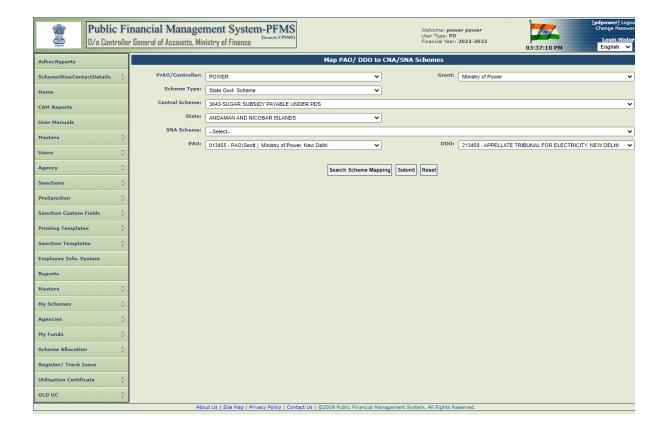
The PD user shall be responsible for mapping of the concerned PAO and DDO with the requisite SNA scheme. The mapped PAO/DDO will be authorized to receive the interest earned on unspent balance, submitted by the SNA, in their account.

### Mapping of PAO/DDO to SNA scheme

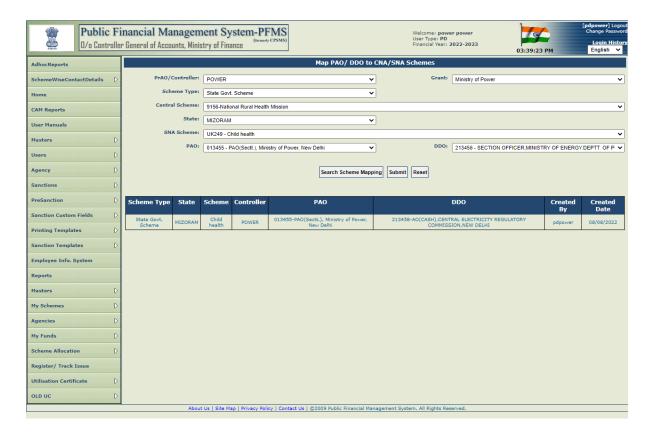
1. A new sub-menu "Map DDO to SNA/CNA Schemes" has been made available to PD user under the menu "My Schemes".



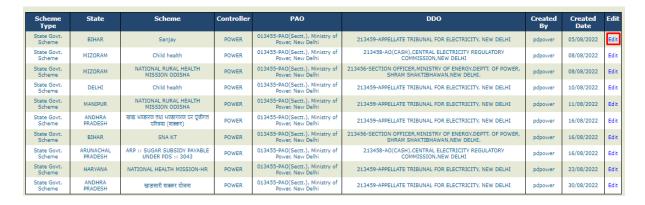
2. On selecting the sub-menu, user will navigate to the following screen:



3. User will select the scheme, state, SNA scheme, PAO and DDO and click on the submit button. The SNA scheme will be mapped to the selected PAO and DDO post submission and the mapping will be displayed in a table.



4. User will also be given an option to edit the mapping. Once the user clicks on the "Select", all fields shall be auto populated. The user will be able to update the PAO / DDO details only.



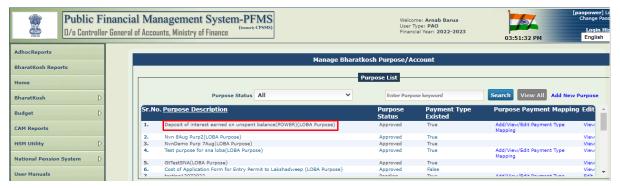
# (2) PAO User

The PAO user will be responsible for mapping of the purpose with the requisite functional head for remittance of fund

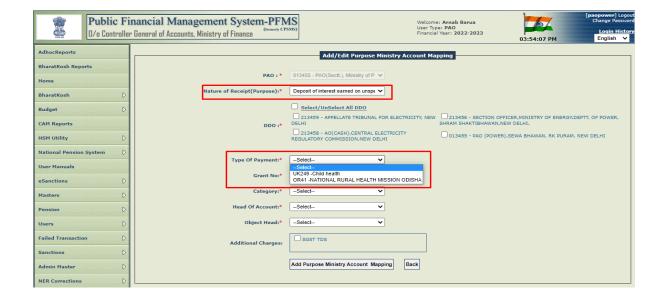
#### Mapping of Purpose with function head

1. A new purpose – "Deposit of Interest on Unspent Balance by SNA – Controller Name" will be available to PAO user through the path: Bharatkosh → Manage Receipt Purpose.

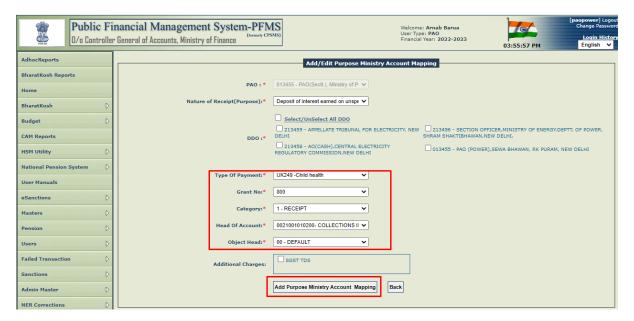




2. All schemes mapped with the Controller shall be added as payment types under the purpose.



3. PAO shall map the purpose with desired DDO and function head on PFMS.



4. Once the function head and DDO has been mapped, the purpose shall be approved by the Principal Accounts Office.

# (3) SNA User - Agency DO & DA

The SNA user shall be responsible remittance of interest on unspent balances routed through Bharatkosh

# (A) Remittance of interest on PFMS

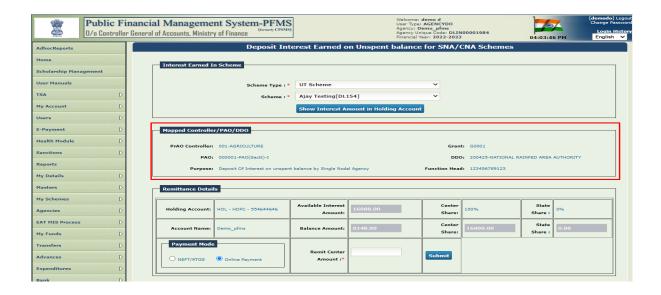
1. Agency maker will login on PFMS and navigate to the menu "My Funds  $\rightarrow$  Deposit Interest Earned (SNA/CNA)



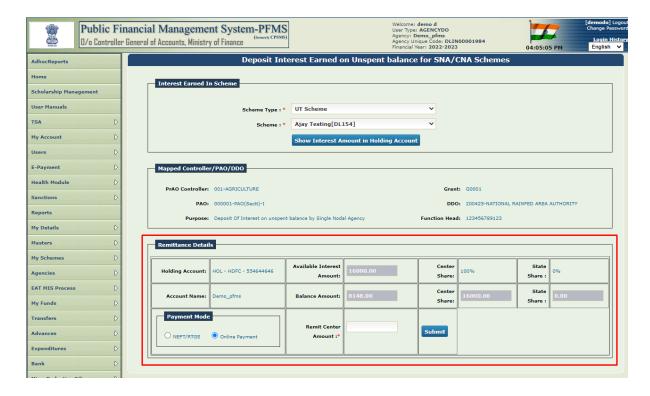
2. On navigating to the sub-menu, the following screen will be displayed:



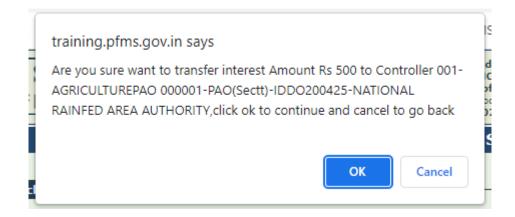
3. **Agency DO** will select the Scheme Type and State and click on the "Show Interest Amount in Holding Button". The Pr.AO / Controller, PAO, DDO mapped to the scheme will be displayed along with the mapped purpose of payment and Functional Head in uneditable mode.



5. In addition, the agency holding account number, account holder' name, available interest amount, i.e., the interest amount to be transferred into the holding account from the bank is displayed. The Centre-State Ratio of the State Linked Scheme will be shown as Centre Share % and State Share %. The Centre/State Share amount will be displayed based on the calculation as per the scheme ratio. The "Remit Centre" amount is an editable field and cannot exceed the centre share amount shown above.



- 6. **Agency DO** will enter the amount to be remitted and will select the desired payment mode radio button "NEFT/RTGS" or "ONLINE PAYMENT" and click on the "submit" button.
- 7. A pop pup message "Are you sure you want to transfer interest amount <amount> to <PrAO/ Controller><PAO><DDO>". Once the user has verified the details, they may click on the "Ok" button to continue with the payment. The entry will be saved and forwarded to agency checker user for approval.



- 8. If **Agency DO** wishes to make any change, they may click on the "cancel" button and go back to make amends.
- 9. **Agency DA** will login on PFMS and navigate to the menu "My Funds> Manage Interest Earned (SNA/CNA)"



10. On navigating to the sub-menu, the following screen will be displayed:



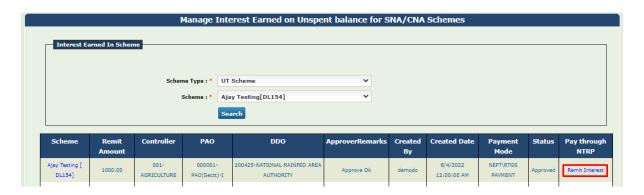
11. **Agency DA** will select the Scheme Type and State and click on the "Search" button. The Remittance Details submitted by the Agency DO will be visible with status as "Submitted".



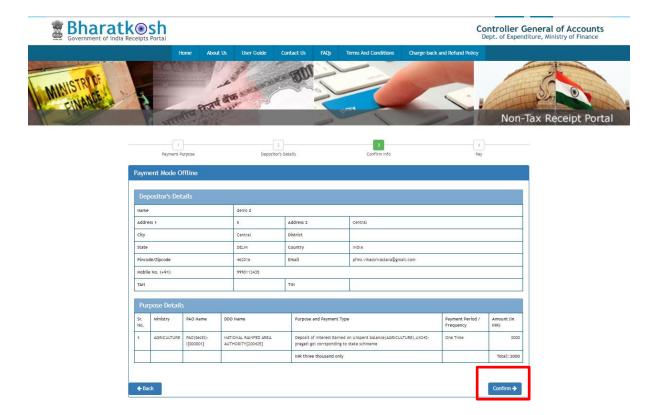
12. **Agency DA** will verify the remittance amount and payment mode. User will click on scheme name and a pop-up "Approve/Reject Interest earned on unspent balance" will be seen.



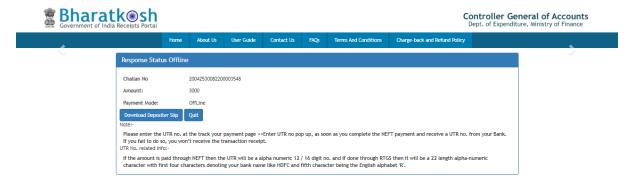
13. **Agency DA** will enter the remarks and click on the "Approve" button. On approval, a hyperlink "Remit Interest" would appear.



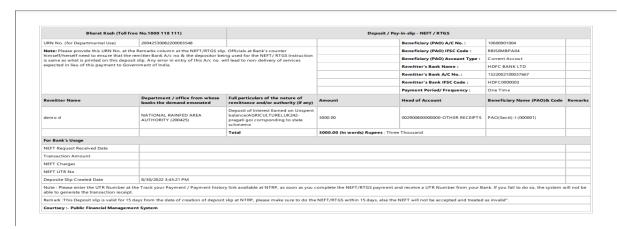
- 14. On clicking the hyperlink, **Agency DA** will be redirected to the confirmation page on Bharatkosh wherein the following details would be visible to the user:
  - State to which the scheme is linked.
  - Scheme Name and Code
  - Controller Name and Code
  - PAO and DDO mapped with the scheme.
  - Purpose "Deposit of Interest on Unspent Balance by SNA (Name of the Ministry)"
  - Payment Type Scheme name
  - Function Head
  - Accrued interest calculated by bank: to be fetched from PFMS
  - Amount to pay: amount approved by Agency DA
  - Mode of payment: NEFT/RTGS OR Online



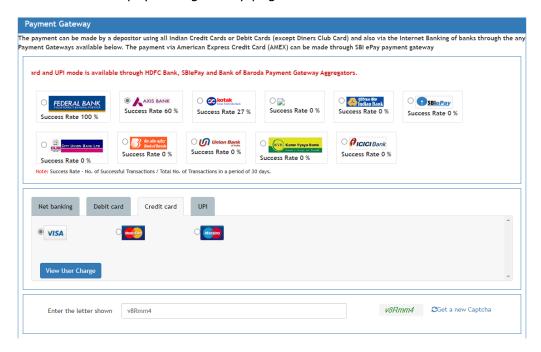
15. On clicking the "confirm" button, a deposit slip will be available for download. The deposit slip will be valid for 15 days only, hence, the user is advised to complete the payment and update the UTR on PFMS within the stipulated time.



# Sample deposit slip:



16. In case of "online" mode of payment, the user would click on the confirm button and will be redirected to the payment gateway page.



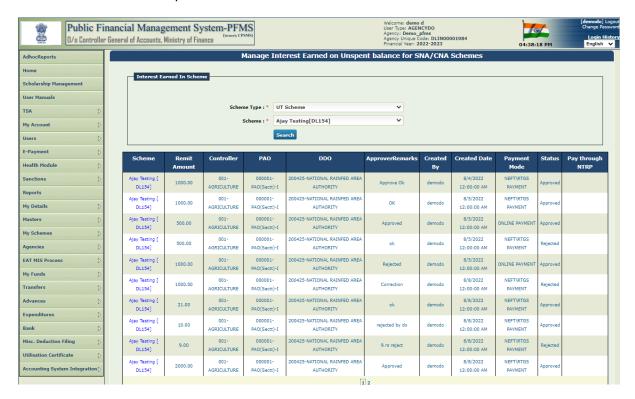
17. **Agency DO** can review the status of remittance request submitted to Agency DA by navigating through My Funds → Manage Interest Earned (SNA/CNA)



18. On navigating to the sub-menu, the following screen will be displayed:



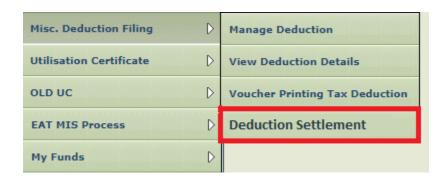
19. **Agency DO** will select the Scheme Type and State and click on the "Search Button". The status of all the requests will be visible in form of a table



#### (B) Settlement of Interest on PFMS

## (1) FOR NEFT/RTGS MODE

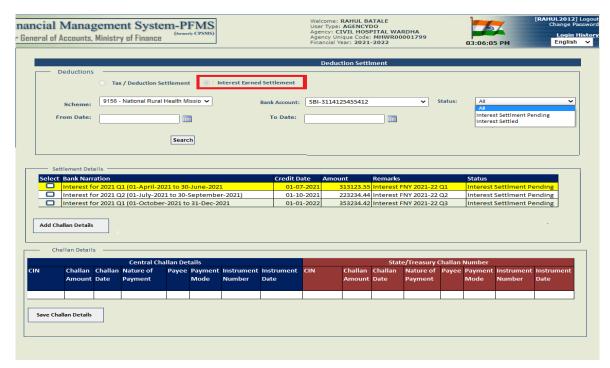
1. **Agency DO** will login on to PFMS and navigate to "Misc Deduction Filing → Deduction Settlement"



2. **Agency DO** will click on the "Interest Earned Settlement" radio button to view the details of the remittances made.



- 3. **Agency DO** will select scheme type, scheme name, bank account and the period for which the interest has been paid. On clicking the "Search" button, interest income with the status "Interest Settlement Pending" will be displayed.
- 4. **Agency DO** will enter the UTR by clicking on the checkbox next to the settlement detail followed by clicking on "Add Challan Details". The form to enter the challan details will be displayed wherein the details for payment remitted to the Centre/State treasury will be entered.



- 5. Following details of the challan (generated via Bharatkosh) will be auto-filled (data pushed from Bharatkosh table):
  - CIN (Challan Identification Number)
  - Challan Amount
  - Challan Date
  - Order Code
  - Purpose
  - Payee
  - Payment Mode [NEFT/RTGS/Online]
  - UTR will be entered manually by Agency DO
- 6. **Agency DO** will verify the entered details and click on the "Save Challan Details" button. The challan entry will now be pushed to Agency DA for submission.

7. **Agency DA** will log in on PFMS and navigate to the menu "Misc. Deduction Filing → Manage Settlement".



- 8. **Agency DA** will click on the radio button "Interest Earned Settlement" and select the Scheme, Deduction Type and Status, and period to view the voucher details, along with the interest amount, remarks, central and State challan details.
- 9. The voucher number would appear in form of a link. On clicking, "Manage Settlement Details" will open. Agency DA will select the "Challan Type" to view vouchers with the status as "Submitted".
- 10. The following details will be displayed in an un-editable form:
  - CIN (Challan Identification Number)
  - Challan Amount
  - Challan Date
  - Order Code
  - Nature of Payment [Interest]
  - Payee
  - Payment Mode [NEFT/RTGS/Online]
  - UTR: (For NEFT/RTGS mode only)
- 11. **Agency DA** will verify the details and click on the submit button.
- 12. If UTR, amount & debit account number match, transaction status will be updated as "success". Once the transaction has been successfully accounted, the status will be updated as "Interest Settled".
- 13. If either of the details -UTR, amount, or debit account number do not match, the status will remain as "Pending".
- 14. **Agency DA** is advised to wait for three working days after submission of challan entry for UTR verification. If the status remains "pending" after a lapse of five working days, the user should write to <a href="https://ntrp-helpdesk@gov.in">ntrp-helpdesk@gov.in</a> for assistance.
- 15. Agency DA will have the option to return the entry to Agency DO for correction of UTR (if applicable).

#### (2) FOR ONLINE MODE

16. In the case of online mode, the transaction status will be marked as "success" once the payment has been completed successfully. The status will be updated as "Interest Settled" post receipt of electronic scroll from the agency bank.

17. If a user's account is debited but the transaction status is displayed as "Failed", they are advised to wait for a period of 24 hours for an updated status i.e "Success" or "FailRef". In case of "FailRef", the amount will be credited back to the user's account and "Remit Payment" hyperlink will be available at Agency DA for repayment.

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