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F. No. FIN/22/01/2016-CDN(A&A)

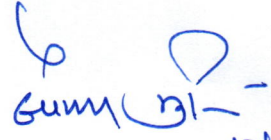
Dated the: 17^m March, 2023

ENDORSEMENT

Subject- Facility to return the unused Assignment Limit by Sub-Autonomous Bodies (Sub-ABs) to Parent Autonomous Bodies (ABs) and from parent ABs to PAOs- regd.

Ministry of Finance, Deptt. of Expenditure, Controller General of Accounts, GIFMIS (PFMS Division) vide No. I-104001/2/2022-ITD-CGA/452-470 dated 03.03.2023 has issued an Office Memorandum on the subject mentioned above.

As approved by the Competent Authority, MoF, DoE, OM No. I-104001/2/2022-ITD-CGA/452-470 dated 03.03.2023 has been posted on the ICAR Web-Site www.icar.org.in for information, guidance and compliance.


17/3/2023

(Saurabh Muni)
Deputy Director(Finance)

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**Ministry of Finance
Department of Expenditure
Controller General of Accounts
GIFMIS (PFMS Division)**

Mahalekha Niyantrak Bhawan,
INA New Delhi-110023

OFFICE MEMORANDUM

No. I-104001/2/2022-ITD-CGA/452-470

Dated:03.03.2023

Subject: Facility to return the unused assignment limit by Sub-Autonomous Bodies (Sub-ABs) to Parent Autonomous Bodies (ABs) and from Parent AB to PAOs - regarding.

The undersigned is directed to refer to the subject above and state that a functionality to enable return of unused e-assignments by Sub-ABs to ABs and from Parent AB to PAOs has been developed in TSA-PFMS module. This functionality may be required in scenarios like reduction in budget, assignment incorrectly assigned or in case of budget re-adjustments by ABs.

2. On return of e-assignments, the Assigned limit of the Sub ABs/ABs would be reduced to the extent the amount is returned. In case of e-assignments return from AB to PAOs, the latter shall recoup the Budget Heads as per the extant norms of accounting. The functionalities mentioned below are being made live with effect from 01st March, 2023, and a user Manual is also attached for reference:

This issues with approval of the Competent Authority.



(Ranjan Kumar Parida)
AO (GIFMIS-PFMS)

To

All Pr. CCAs/CCAs/CAs (Independent charge) of Ministries/Departments implementing TSA

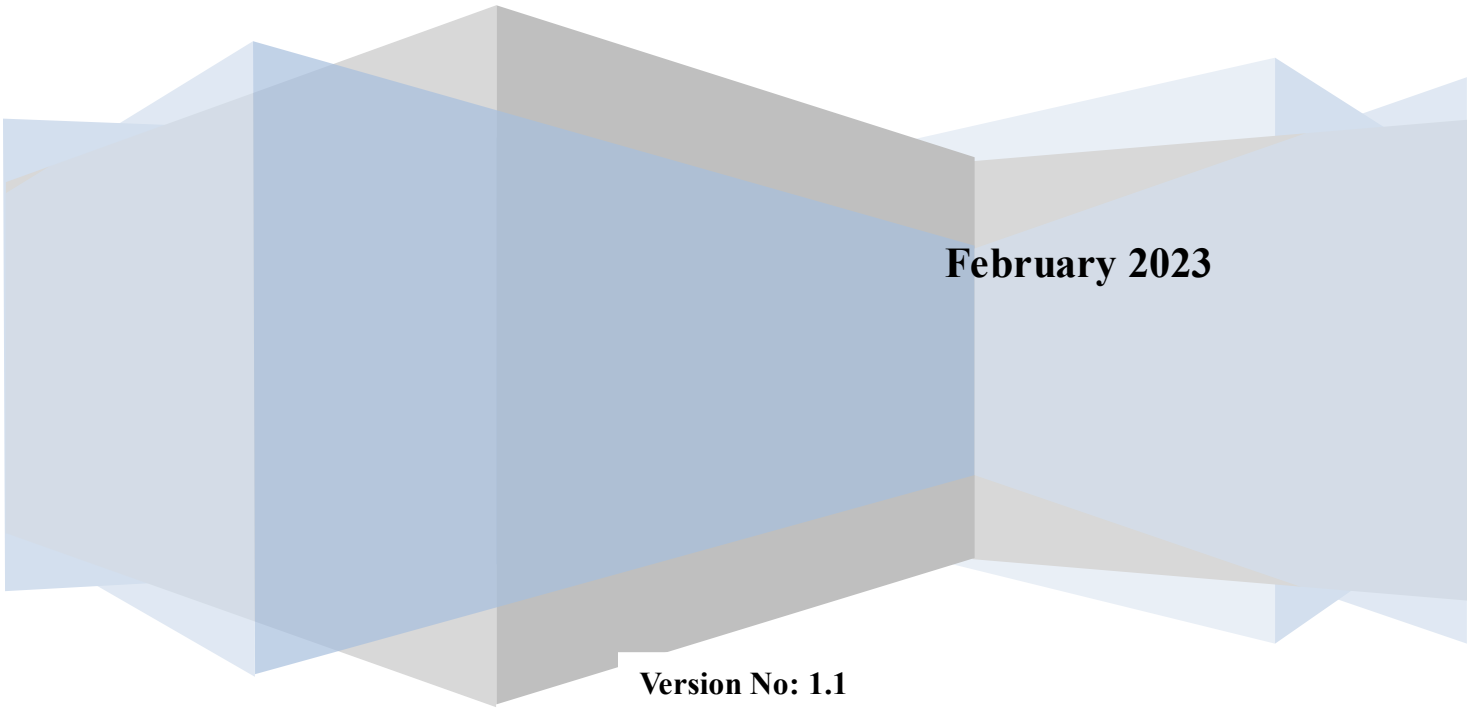
Copy to:

Sr AO(GIFMIS), with the request to upload the same on CGA website.

Return Assignment Limit (Sub AB to AB)

User Manual

Controller General of Accounts



February 2023

Version No: 1.1

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Document Revision History

Customer: Controller General of Accounts

Module: TSA

Document Details

Name	Version no.	Description
Return Assignment Limit – Sub AB to AB	1.1	Document describes user workflow for Return Assignment Limit functionality from Sub AB to AB

Revision details

Action Taken (Add/ Del/ Update)	Previous Page No.	New Page No.	Revision Description	Done On	Done By
Update	19-22	19-22	Changes in the DSC process as per the development in UAT.	27 th Feb 2023	Manjeet Kumar

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Prepared by: Manjeet Kumar

Date: 27th February 2023

Reviewed by:

Date:

Approved by:

Date:

Authorized by:

Date:

Purpose of the document

The aim of this document is to present the work flow of the return assignment functionality used by sub-ABs to AB.

Intended Audience

- Agency DO(Operator Level) for Sub AB
- Agency DA(Approver Level) for Sub AB
- Agency Admin for AB

List of Abbreviations

[illegible]

Table of contents

1. INTRODUCTION	6
2. STAKEHOLDERS	6
3. RETURN ASSIGNMENT LIMIT INITIATION BY THE DATA OPERATOR.....	6
4. RETURN ASSIGNMENT LIMIT APPROVAL BY THE DATA APPROVER	12

Return Assignment Limit for TSA

Scheme: *

Project:

Bank Account: *

Received Sanction List: [Select Sanction Number](#) [Add](#)
(Enter minimum 3 characters to Sanction Number)

Letter/Office Order No.: *

Office Order Letter Attachment (if any): [Choose File](#) [No file chosen](#) [Upload](#)
Note: Only files of type jpg, png, and pdf of size not more than 4MB are allowed.

Uploaded Office Order Letter:

Letter/Office Order Date: *

Actual Transaction Date: *

Transferring Amount: *

Transaction Type: ☒ Component Wise ☐ Bulk

Scheme Component: [Select Scheme component \(Enter minimum 3 characters to Scheme Components\)](#) [Add](#) Amount:

Parent Agency : *

Narration : *

Voucher Number:

[Submit](#) [Reset](#) [Back](#)

Figure 2

Corresponding bank account and parent agency would be auto populated when the scheme is selected.

Return Assignment Limit for TSA

Scheme: *

Project:

Bank Account: *

Received Sanction List: [Select Sanction Number](#) [Add](#)
(Enter minimum 3 characters to Sanction Number)

Letter/Office Order No.: *

Office Order Letter Attachment (if any): [Choose File](#) [No file chosen](#) [Upload](#)
Note: Only files of type jpg, png, and pdf of size not more than 4MB are allowed.

Uploaded Office Order Letter:

Letter/Office Order Date: *

Actual Transaction Date: *

Transferring Amount: * Available balance : 436.00

Transaction Type: ☒ Component Wise ☐ Bulk

Scheme Component: [Select Scheme component \(Enter minimum 3 characters to Scheme Components\)](#) [Add](#) Amount:

Parent Agency : *

Narration : *

Voucher Number:

[Submit](#) [Reset](#) [Back](#)

Figure 3

User must click on Select Sanction Number to view the below mentioned list of available sanctions and proceeds to select/add the sanction from which he intends to return the assignment.

Sanction Number

Search

Select

[1432565]TSA functionhead testing | 50.00 | C092020990944 | 241502150030031

[1432571]Excel based functionhead | 50.00 | C092020991093 | 241502150030031

[1433587]bulk1425 | 50.00 | C092020991212 | 241502150030031

[1433630]TSA test0101 | 11.00 | C092020991578 | 241502150030031

[1433636]12abcd | 7.00 | C092020991655 | 241502150030031

Figure 4

Once the user selects and adds a sanction the form would display the sanction details as below.

Return Assignment Limit for TSA

Scheme: * 1410 - CLIMATE RESILIENT AGRICULTURE INITIATIVE

Project: -Select-

Bank Account: * 05528001016 - Shri A.K.S.Memorial Charitable Trust - RESERVE BANK OF INDIA

Received Sanction List:

Select Sanction Number

Add

(Enter minimum 3 characters to Sanction Number)

Transaction ID	Sanction Number	Function Head	Amount Received	Sanction Balance Amount	Remove
C092020990944	TSA functionhead testing	241502150030031	50.00	0.00	X

Letter/Office Order No.:

Office Order Letter Attachment (if any):

Choose File

No file chosen

Upload

Note: Only files of type jpg, png, and pdf of size not more than 4MB are allowed.

Uploaded Office Order Letter:

Letter/Office Order Date:

Actual Transaction Date:

24/03/2022

Transferring Amount:

Available balance : 436.00

Transaction Type:

☒ Component Wise
☐ Bulk

Scheme Component:

Select Scheme component (Enter minimum 3 characters to Scheme Components)

Amount:

Add

Parent Agency : *

DLND00004556 - test1901

Narration: *

Voucher Number:

Submit

Reset

Back

Figure 5

Then the user fills out all the required fields namely, Scheme, Project, Sanction Received, Letter/Office Order No., Letter/Office Order Date, Actual Transaction Date, Transferring Amount, Transaction Type, Narration.

Return Assignment Limit for TSA

Scheme: * 1410 - CLIMATE RESILIENT AGRICULTURE INITIATIVE

Project: * -Select-

Bank Account: * 05528001016 - Shri A.K.S.Memorial Charitable Trust - RESERVE BANK OF INDIA

Received Sanction List: Select Sanction Number
(Enter minimum 3 characters to Sanction Number)

Transaction ID	Sanction Number	Function Head	Amount Received	Sanction Balance Amount	Remove
C092020990944	TSA functionhead testing	241502150030031	50.00	0.00	<input type="button" value="X"/>

Letter/Office Order No.: *

Office Order Letter Attachment (if any): No file chosen
Note: Only files of type jpg, png, and pdf of size not more than 4MB are allowed.

Uploaded Office Order Letter:

Letter/Office Order Date: *

Actual Transaction Date: *

Transferring Amount: * Available balance : 436.00

Transaction Type: ☒ Component Wise ☐ Bulk

Scheme Component: Select Scheme component (Enter minimum 3 characters to Scheme Components) Amount:

Scheme Components	Amount	Action
[1759283] [a.1]TA for resources	100.00	<input type="button" value="X"/>

Parent Agency: * DLND00004556 - test1901

Narration: *

Voucher Number:

Figure 6

User selects and adds the component post which he clicks on **submit** to generate the voucher number.

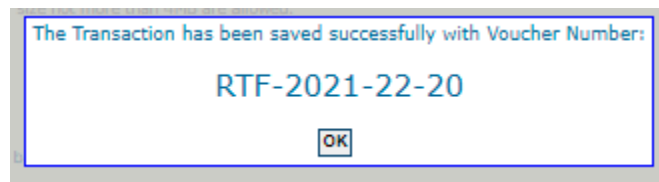


Figure 7

User clicks on **OK** and proceeds to the below screen.

Return Assignment Limit for TSA

Scheme: * 1410 - CLIMATE RESILIENT AGRICULTURE INITIATIVE

Project: * -Select-

Bank Account: * 05528001016 - Shri A.K.S.Memorial Charitable Trust - RESERVE BANK OF INDIA

Received Sanction List: Select Sanction Number
(Enter minimum 3 characters to Sanction Number)

Transaction ID	Sanction Number	Function Head	Amount Received	Sanction Balance Amount	Remove
C092020991212	bulk1425	241502150030031	50.00	50.00	<input type="button" value="X"/>

Letter/Office Order No.: *

Office Order Letter Attachment (if any): No file chosen
Note: Only files of type jpg, png, and pdf of size not more than 4MB are allowed.

Uploaded Office Order Letter:

Letter/Office Order Date: *

Actual Transaction Date: *

Transferring Amount: * Available balance : 436.00

Transaction Type: ☒ Component Wise ☐ Bulk

Scheme Component: Select Scheme component (Enter minimum 3 characters to Scheme Components) Amount:

Scheme Components	Amount	Action
[1759283] [a.1]TA for resources	30.00	<input type="button" value="X"/>

Parent Agency: * DLND00004556 - test1901

Narration: *

Voucher Number:

Amount being transferred saved successfully, please click below at payee details button to complete funds transfer

Figure 8

User gets an option of **Payee Details** to proceed with the return.

On clicking payee details, the user can see all the details to the TSA agencies to whom transfers are being made. The details like agency details, account details, instrument type etc. can be seen on the screen for verification.

Payee Details

Bank Name : RESERVE BANK OF INDIA

IFSC Code : RBISOPFMS01

Transferring Bank Account : 05528001016

Transfer Amount : 30.00

Transfer Amount : Rupees thirty only

Receiving Agency : test1901

Purpose for Transfer: Test

Bank Account (Receiving Agency) : 8010545168 - testdbt

Instrument Type : EPaymentUsingDigitalSignature

Add

Cancel

Figure 9

In the above screen shot, Bank Account (receiving Agency) will be auto populated, and it will be the same from account from which sub-Assignment was issued. Instrument type will also be not editable, and it will be for DSC mode only.

Once user clicks On **Add**, we are taken to the below screen.

Payee Details

Bank Name : RESERVE BANK OF INDIA

IFSC Code : RBISOPFMS01

Transferring Bank Account : 05528001016

Transfer Amount : 30.00

Transfer Amount : Rupees thirty only

Receiving Agency : test1901

Purpose for Transfer: Test

Bank Account (Receiving Agency) : 8010545168 - testdbt

Instrument Type : EPaymentUsingDigitalSignature

Add

E-Payment Details

Party Name	IFSC Code	Party Account No	Amount	NarrationForPassBook	Delete
testdbt	RBISOPFMS01	8010545168	30.00		X

SubmitCancel

Figure 10

After clicking on submit button, the below message appears as shown in the screen below which is a

confirmation of payee details being saved by the system.

Payee Details

Payee details saved successfully

Bank Name : RESERVE BANK OF INDIA

IFSC Code : RBISOPFM501

Transferring Bank Account : 05528001016

Transfer Amount : 30.00

Transfer Amount : Rupees thirty only

Receiving Agency : test1901

Purpose for Transfer: Test

Bank Account (Receiving Agency) : 8010545168 - testdbt

Instrument Type : EPaymentUsingDigitalSignature

Add

E-Payment Details

Party Name	IFSC Code	Party Account No	Amount	NarrationForPassBook	Delete
testdbt	RBISOPFM501	8010545168	30.00		X

Next

Figure 11

The Logged in user (DO of Sub Agency) now can verify the details available on the screen and clicks on **NEXT**.

Funds Transfer Details

Letter/office order no. : Test

Voucher Number : RTF-2021-22-20

Uploaded Sanction Letter:

Letter /office order Date : 02/03/2022

Scheme Name/Code : CLIMATE RESILIENT AGRICULTURE INITIATIVE

Project:

Bank Account : 05528001016

Transferring Amount : 30.00

Narration : Test

Payment Details:

Favouring	Cheque/Account No.	Amount	IFSC/MICR Code.	Payment Mode	Instrument Date	NarrationForPassBook
testdbt	8010545168	30.00	RBISOPFM501	EPaymentUsingDigitalSignature		

Bill Deduction Details:

Scheme Component :

Scheme Component	Amount
[a.1]TA for resources	30.00

Assignment Sanction Used:

Assignment Sanction Number	Payment Advice Number	Function Head	Amount Received	Sanction Balance Amount
bulk1425	C092020991212	241502150030031	50.00	50.00

Status : Created

Remark : Payee Details Filled

Submit for approval To DA

Edit Payee Details

Back

Figure 12

The DO of Sub Agency now can verify the details available on the screen and clicks on **Submit for Approval to DA** and the message "record successfully submitted to DA" will appear

Funds Transfer Details

Record successfully submitted to DA

Letter/office order no. : Test

Voucher Number : RTF-2021-22-20

Uploaded Sanction Letter:

Letter/office order Date : 02/03/2022

Scheme Name/Code : CLIMATE RESILIENT AGRICULTURE INITIATIVE

Project:

Bank Account : 05528001016

Transferring Amount : 30.00

Narration : Test

Payment Details:	Favouring	Cheque/Account No.	Amount	IFSC/MICR Code.	Payment Mode	Instrument Date	NarrationForPassBook
	testdbx	8010545168	30.00	RBISOPFMG01	EPaymentUsingDigitalSignature		

Bill Deduction Details:

Scheme Component	Amount
(a.1)TA for resources	30.00

Assignment Sanction Used:

Assignment Sanction Number	Payment Advice Number	Function Head	Amount Received	Sanction Balance Amount
bulk1425	C092020991212	241502150030031	50.00	50.00

Status : Submitted

Remark : Payee Details Filled

[Cancel Transaction](#) [Back](#)

Figure 13

User can choose to cancel the transaction by clicking on **Cancel Transaction**.

4. Return Assignment Limit Approval by the Data Approver

Menu→ TSA-->Transfers→AB Manage Return Assignment

User: Sub Agency DA



Figure 14

User navigates to the above-mentioned path and lands on the below screen.

Manage TSA Funds Transfer

Schemes :

Agency Account Choice: ☒ Self ☐ Self Deactive

Bank Account :

Project :

Letter/Office Order No. : Agency :

Status :

Amount From : Amount To :

Selected Funds

No Record Found

Figure 15

Scheme is selected and the bank account is auto populated.

Manage TSA Funds Transfer

Schemes :

Agency Account Choice: ☒ Self ☐ Self Deactive

Bank Account :

Project :

Letter/Office Order No. : Agency :

Status :

Amount From : Amount To :

Selected Funds

Letter/office order no.	Letter/office order Date	Project	Amount	Agency	Status
RALT	04/02/2022		5.00	CNO, LADY HARDINGE MEDICAL COLLEGE & SSKH HOSPITAL	Released
Return Assiqn test1	23/02/2022		6.00	test1901	Released
Test	01/03/2022		30.00	test1901	PendingPayeeDetails
Test	02/03/2022		30.00	test1901	Submitted
Test AM 02-08-2021	02/08/2021		5.00	CNO, LADY HARDINGE MEDICAL COLLEGE & SSKH HOSPITAL	Canceled
Test Am 07-09-2021	07/09/2021		2.00	CNO, LADY HARDINGE MEDICAL COLLEGE & SSKH HOSPITAL	Canceled
Test AM C092020989076 02-08-2021	02/08/2021		1.00	CNO, LADY HARDINGE MEDICAL COLLEGE & SSKH HOSPITAL	Canceled
test return Assiqn01	07/02/2022		10.00	test1901	Released
test2301	23/02/2022		1.00	test1901	Submitted
test2302	23/02/2022		2.00	test1901	Rejected

Figure 16

User then clicks on the relevant letter/office order number to get the relevant fund transfer details.

Funds Transfer Details

Letter/office order no. : [Test](#)

Voucher Number : RTT-2021-22-20

Uploaded Sanction Letter:

Letter/office order Date : 02/03/2022

Scheme Name/Code : CLIMATE RESILIENT AGRICULTURE INITIATIVE

Project:

Bank Account : 05528001016

Transferring Amount : 30.00

Narration : Test

Payment Details:

Favouring	Cheque/Account No.	Amount	IFSC/MICR Code.	Payment Mode	Instrument Date	NarrationForPassBook
testdbt	8010545168	30.00	RBISOPFM501	EPaymentUsingDigitalSignature		

Bill Deduction Details:

Scheme Component	Amount
[a.1]TA for resources	30.00

Assignment Sanction Used:

Assignment Sanction Number	Payment Advice Number	Function Head	Amount Received	Sanction Balance Amount
bulk1425	C092020991212	241502150030031	50.00	50.00

Status : Submitted

Remark : Payee Details Filled

Figure 17

User verifies and validates the payment details and can choose either to reject or approve.

A: Approval by the DA

To approve the transaction user clicks on **Approve**.

User would get an on screen pop up with an option to confirm the approval

The screenshot displays the 'Funds Transfer Details' form. A modal pop-up titled 'Remark Approved' is centered on the screen, containing a double checkmark icon and 'Confirm' and 'Cancel' buttons. The background form shows the following details:

- Letter/office order no.: Test
- Voucher Number: RTT-2021-22-20
- Uploaded Sanction Letter:
- Letter/office order Date: 02/03/2022
- Scheme Name/Code: CLIMATE RESILIENT AGRICULTURE INITIATIVE
- Project:
- Bank Account: 05528001016
- Transferring Amount: 30.00
- Narration: Test

Favouring	Cheque/Account No.	Amount	IFSC/MICR Code.	Payment Mode	Instrument Date	NarrationForPassBook
testdnt	8010545168	30.00	RBISOPTH501	EPaymentUsingDigitalSignature		

Bill Deduction Details:

Scheme Component	Amount
[a.1]TA for resources	30.00

Assignment Sanction Used:

Assignment Sanction Number	Payment Advice Number	Function Head	Amount Received	Sanction Balance Amount
bulk1425	C092020991212	241502150030031	50.00	50.00

Status: Submitted
Remark: Payee Details Filled

Buttons: **Approve**, **Reject**, **Back**

Figure 18

User clicks on **Approve** and would get a confirmation message on screen as mentioned on the below screen.

The screenshot shows the 'Funds Transfer Details' form after successful approval. A green message 'Record Approved successfully' is displayed at the top. The form details are identical to Figure 18, but the status and remark have been updated:

- Status: Released
- Remark: Approved

The 'Approve' button is now disabled, and the 'Back' button remains visible.

Figure 19

This concludes the approval process, and the details are submitted for funds transfer.

B: Rejection by the DA

To reject the request, the DA user can click on **Reject** on the below screen.

Funds Transfer Details

Letter/office order no. : test2301
 Voucher Number : RTF-2021-22-12
 Uploaded Sanction Letter:
 Letter/office order Date : 23/02/2022
 Scheme Name/Code : CLIMATE RESILIENT AGRICULTURE INITIATIVE
 Project:
 Bank Account : 05528001016
 Transferring Amount : 1.00
 Narration : ok

Favouring	Cheque/Account No.	Amount	IFSC/MICR Code.	Payment Mode	Instrument Date	NarrationForPassBook
TSA test1	8010545168	1.00	RBISOPFM501	EPaymentUsingDigitalSignature		

Bill Deduction Details:

Assignment Sanction Number	Payment Advice Number	Function Head	Amount Received	Sanction Balance Amount
TSA test0101	C092020991578	241502150030031	11.00	8.00

Assignment Sanction Used:

Status : Submitted
 Remark : Payee Details Filled

Figure 20

User is then prompted to enter the reason for rejection on screen and confirm the rejection.

Funds Transfer Details

Letter/office order no. : test2301
 Voucher Number : RTF-2021-22-12
 Uploaded Sanction Letter:
 Letter/office order Date : 23/02/2022
 Scheme Name/Code : CLIMATE RESILIENT AGRICULTURE INITIATIVE
 Project:
 Bank Account : 05528001016
 Transferring Amount : 1.00
 Narration : ok

Favouring	Cheque/Account No.	Amount	IFSC/MICR Code.	Payment Mode	Instrument Date	NarrationForPassBook
TSA test1	8010545168	1.00	RBISOPFM501	EPaymentUsingDigitalSignature		

Bill Deduction Details:

Assignment Sanction Number	Payment Advice Number	Function Head	Amount Received	Sanction Balance Amount
TSA test0101	C092020991578	241502150030031	11.00	8.00

Assignment Sanction Used:

Status : Submitted
 Remark : Payee Details Filled

Remark

Figure 21

User would enter the reason and click on **Confirm**. There would be a message on screen which confirms the rejection.

Funds Transfer Details

Record Rejected successfully

Letter/office order no. : test2301

Voucher Number : RTF-2021-22-12

Uploaded Sanction Letter:

Letter/office order Date : 23/02/2022

Scheme Name/Code : CLIMATE RESILIENT AGRICULTURE INITIATIVE

Project:

Bank Account : 05528001016

Transferring Amount : 1.00

Narration : ok

Favouring	Cheque/Account No.	Amount	IFSC/MICR Code.	Payment Mode	Instrument Date	NarrationForPassBook
TSA test11	8010545168	1.00	RBISOPFM501	EPaymentUsingDigitalSignature		

Bill Deduction Details:

Assignment Sanction Number	Payment Advice Number	Function Head	Amount Received	Sanction Balance Amount
TSA test0101	C092020991578	241502150030031	11.00	8.00

Assignment Sanction Used:

Status : Rejected

Remark : Okay

[Back](#)

Figure 22

Once rejected the DO user must start afresh with new selections.

C: Digital Signatures

Post approval the DA user must navigate to the below mentioned path to apply his digital signatures on the assignment limit file.

Menu--> TSA-->Digitally Sign Assignment Files

User: Sub Agency DA

User lands on the below screen and selects the scheme the view the files.

Digitally Sign File

Note: Please open PFMS website in Internet Explorer for successful Digital Signature.

Scheme: * --Select--

Module:* --Select--

Payment Transaction ID:

[Search](#)
[Reset](#)

[Digital Sign Payment File](#) |
 [Digital Signed Payment File](#) |
 [Reject Payment File](#)

No Record Found

Figure 23

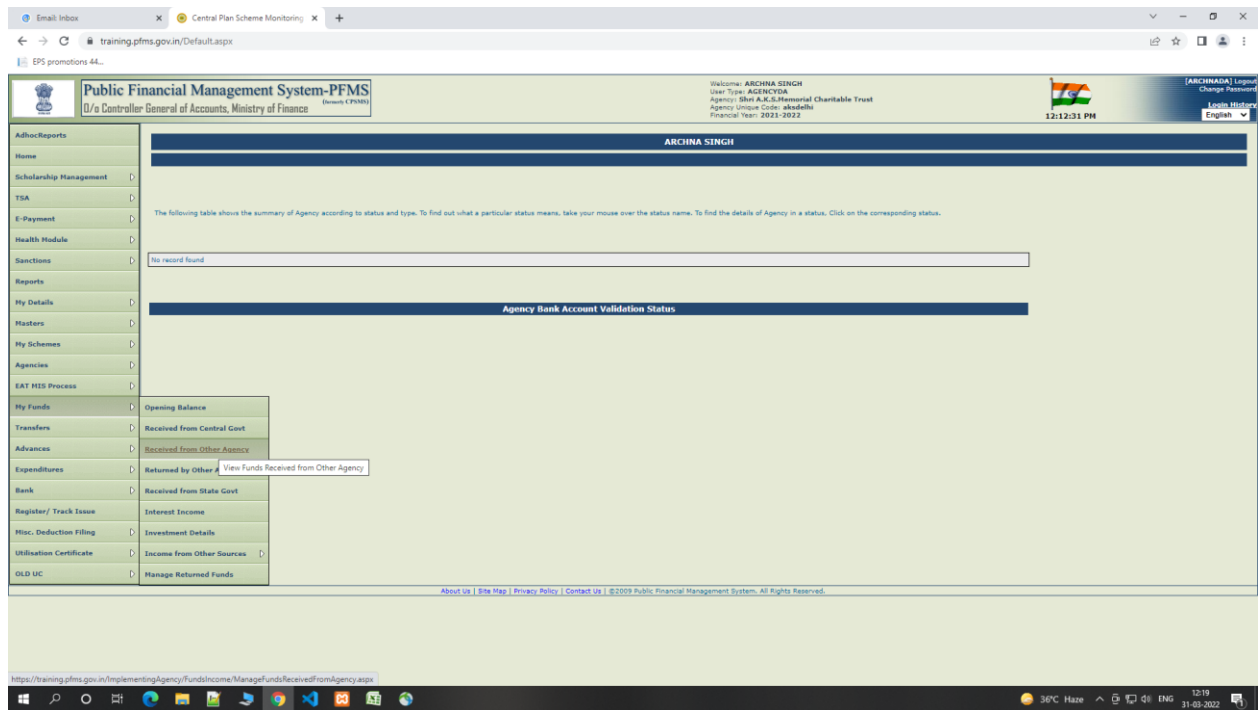


Figure 26

Agency Admin logs on and goes to the above-mentioned path to land on the below screen

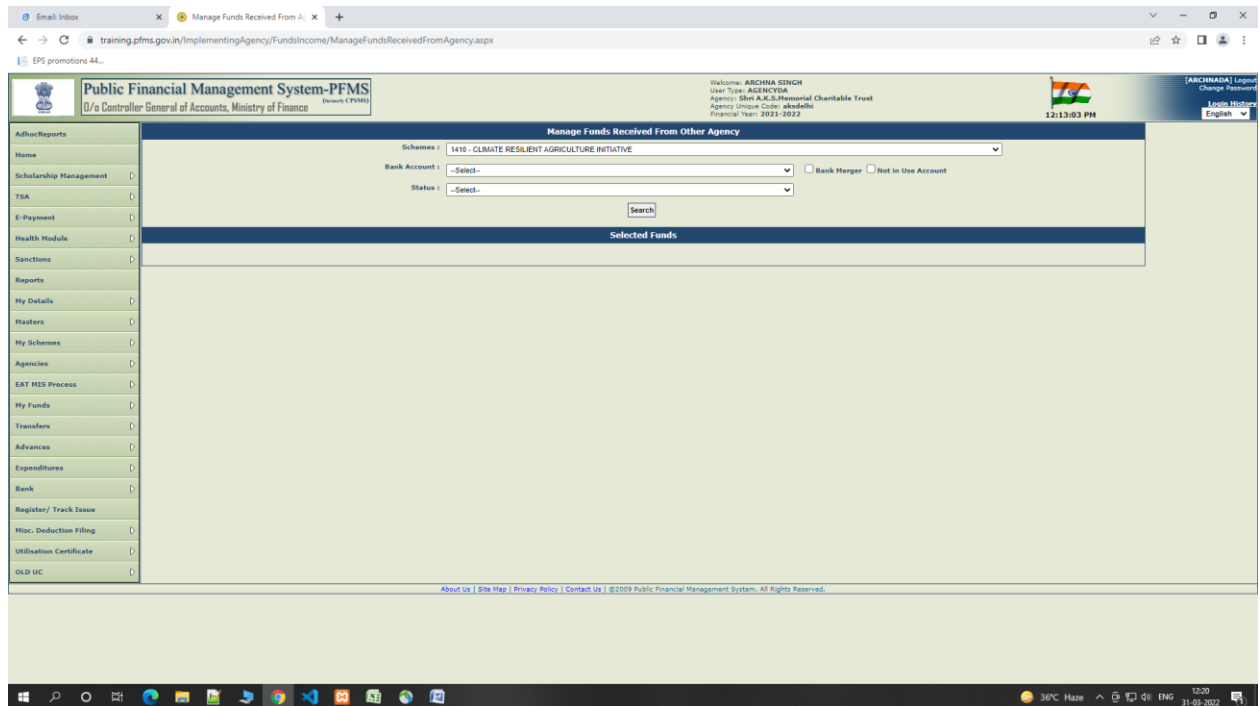


Figure 27

User enters the scheme and selects the bank account.

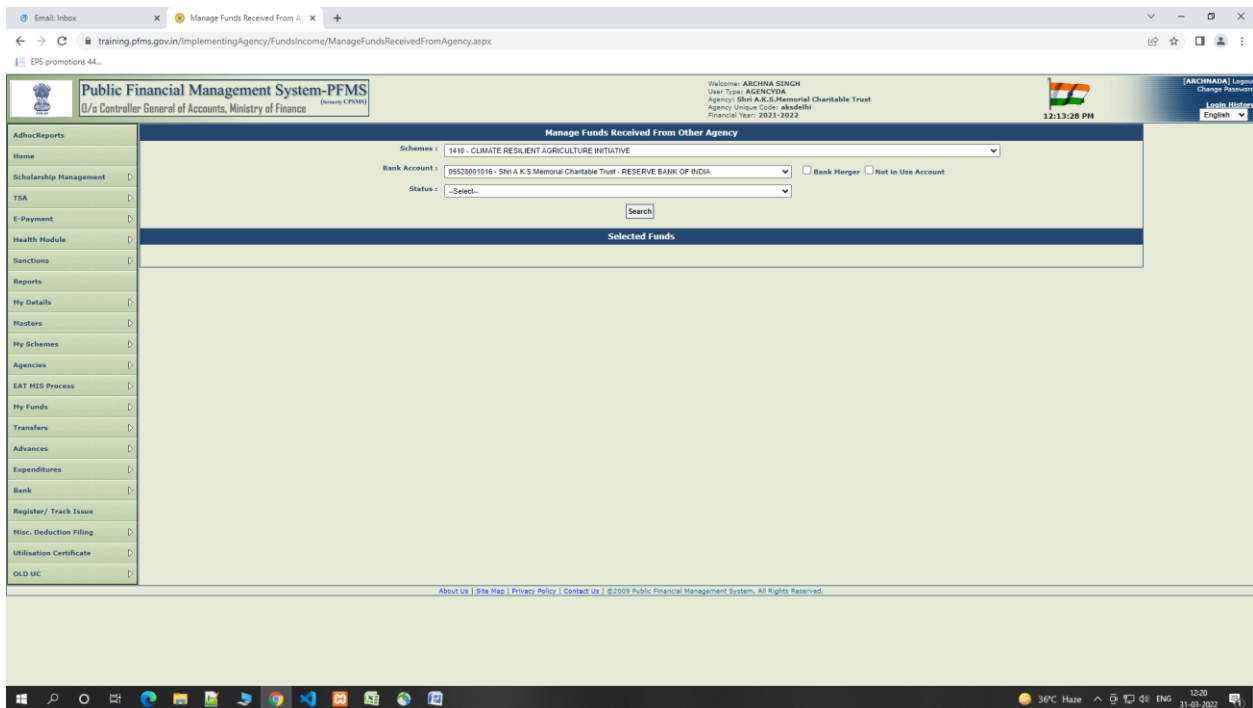


Figure 28

User clicks on search to display the list of assignments returned from the Sub-AB.

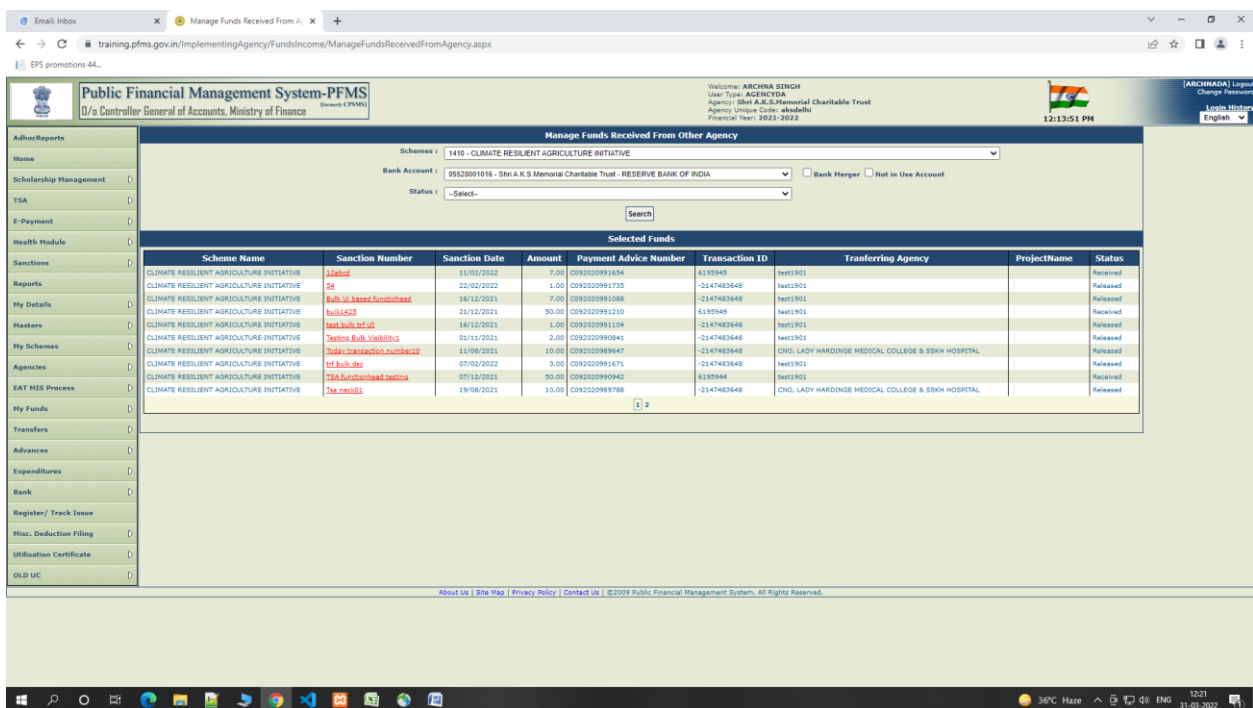


Figure 29

He can click on the hyperlink associated with the sanction number to get the assignment details.

Return assignment will be on released status when digitally signed by Sub-Agency DA and status will be changed to Received when confirmation is received from RBI.

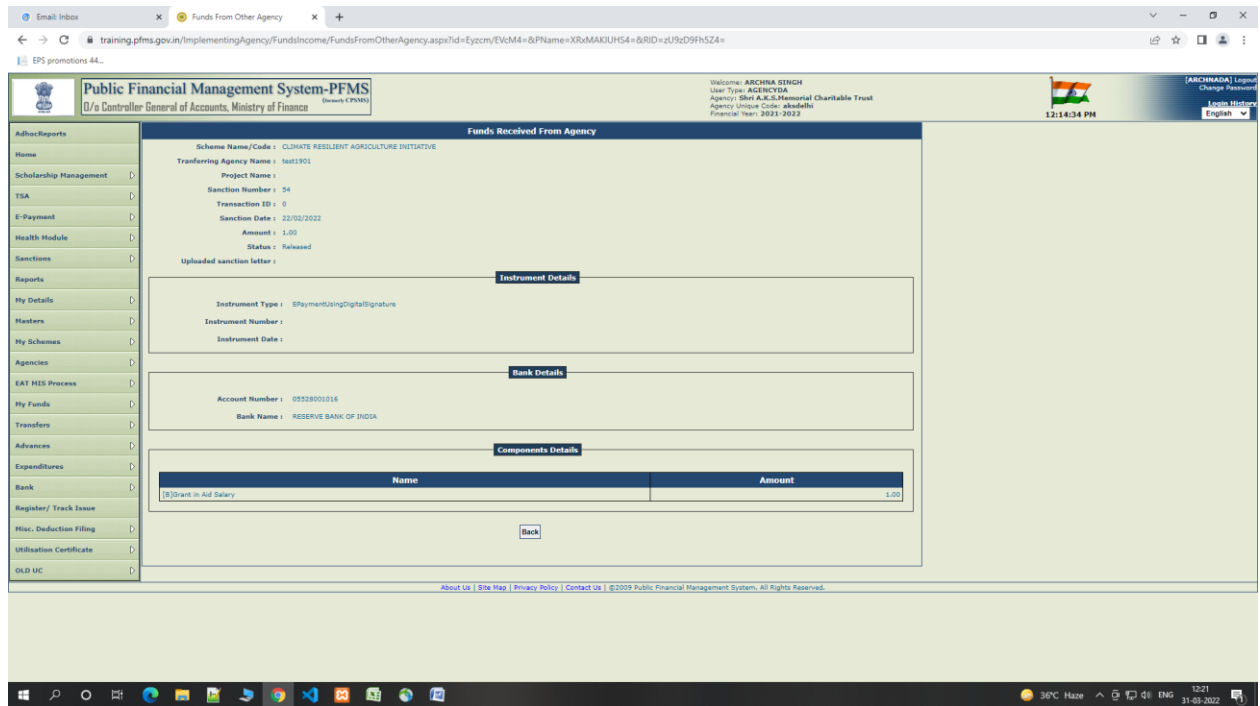


Figure 30

Important: The functionality would be visible at all levels wherever the above path is visible on PFMS system.

*****END OF DOCUMENT*****

Return Assignment Limit (AB to PAO)

User Manual

Controller General of Accounts



February 2023

Version No: 1.0

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Document Revision History

Customer: Controller General of Accounts

Module: TSA

Document Details

Name	Version no.	Description
Return Assignment Limit –AB to PAO	1.0	Document describes user workflow for Return Assignment Limit functionality from AB to PAO

Revision details

Action Taken (Add/ Del/ Update)	Previous Page No.	New Page No.	Revision Description	Done On	Done By

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Prepared by: Manjeet Kumar

Date: 24th February 2023

Reviewed by: Vishnu Makhija

Date: 27th February 2023

Approved by:

Date:

Authorized by:

Date:

Purpose of the document

The aim of this document is to present the workflow of the return assignment functionality used by ABs to PAOs.

Intended Audience

- Agency DO(Operator Level) for AB
- Agency DA(Approver Level) for AB
- Pay and Accounts Officer (PAO)

List of Abbreviations

[illegible]

Table of contents

1. INTRODUCTION	6
2. STAKEHOLDERS	6
3. RETURN ASSIGNMENT LIMIT INITIATION BY THE DATA OPERATOR.....	6
4. RETURN ASSIGNMENT LIMIT APPROVAL BY THE DATA APPROVER	9
5. DIGITAL SIGNATURES.....	13
6. MANAGE FUNDS TRANSFERRED BY AB AT PAO LEVEL.....	14

1. Introduction

Parent Agencies (AB) (with TSA Account) receive assignment limit from the Ministry (Sanction). To cater requirements/scenarios like Withdrawal of budget, wrongly assigned to AB, etc. Return of Assignment limit functionality is introduced so that Parent Agencies can return the assigned limit amount back to PAOs with ease and in a convenient way.

Parent agencies can return/reverse the amount (which was initially received from the linked sanctions). Assignment Limit will be returned into the original sanction as well as budgetary head of account from which the assignment was given to the Parent Agency. There will be no impact on the original sanction, and this will be exactly shown in the concerned Sanction vs Expenditure Report of PFMS.


2. Stakeholders

- Agency DO-ABs
- Agency DA-ABs
- PAO
- O/O CGA

3. Return Assignment Limit initiation by the Data Operator

Menu--> TSA-->Transfers-->PAO Return Assignment Limit

User: Agency DO



Public Financial Management System-PFMS
(formerly CPSMS)
O/o Controller General of Accounts, Ministry of Finance

AdhocReports			
Home			
Scholarship Management			
User Manuals	The following table shows the summary of Agency according to status and type. To find out what a particular status means, ta		
TSA	Transfer	Assigned limit for TSA	
My Account	Expenditure	Assigned limit form TSA to Non	
Users	Inter Bank Transfer	AB Return Assignment limit	
E-Payment	DBT Payment	AB Manage Return Assignment	
Health Module		PAO Return Assignment Limit	Agency Bank Account
Sanctions		PAO Manage Return	PAO Return Assignment Limit
Reports		Assignment Limit	
My Details			
Masters			
My Schemes			
EAT MIS Process			

Figure 1

Upon clicking the above path, the user lands on the below mentioned screen

Return Of Assignment Limit to PAO

Scheme: *

Project:

Bank Account: *

Received Sanction List: Select Sanction Number
(Enter minimum 3 characters to Sanction Number)

Letter/Office Order No.: *

Office Order Letter Attachment (if any): No file chosen
Note: Only files of type jpg, png, and pdf of size not more than 4MB are allowed.

Uploaded Office Order Letter:

Letter/Office Order Date: *

Actual Transaction Date: *

Transferring Amount: *

PAO: *

PAO Details: *

Narration: *

Voucher Number:

Figure 2

Then the user selects the relevant fields and fills the desired information namely, Scheme, Project (If Any), Sanction Received, Letter/Office Order No., Letter/Office Order Date, Actual Transaction Date, Transferring Amount, Narration.

***Bank account would be auto populated once the user selects a scheme**

Return Of Assignment Limit to PAO

Scheme: *

Project:

Bank Account: *

Received Sanction List: Select Sanction Number
(Enter minimum 3 characters to Sanction Number)

Transaction ID	Sanction Number	Function Head	Amount Received	Sanction Balance Amount	Remove
5082001872262	tsd01	241580120060031	3000000.00	2971440.00	<input type="button" value="X"/>

Letter/Office Order No.: *

Office Order Letter Attachment (if any): No file chosen
Note: Only files of type jpg, png, and pdf of size not more than 4MB are allowed.

Uploaded Office Order Letter:

Letter/Office Order Date: *

Actual Transaction Date: *

Transferring Amount: * Available balance : 2972514.00
Rupees ten thousand only

PAO: *

PAO Details: *

PAO Name	PAO Code	UDCH Code	Instrument Type
PAO(Sectt)-I	000001	533	EPaymentUsingDigitalSignature

Narration: *

Voucher Number:

Figure 3

The PAO (highlighted in Figure 3 above) would be auto populated as per the received sanction (under the selected scheme) as the amount assigned initially from PAO to Parent Agency is being returned. This way the original assignment records would be updated accordingly based on the Decrease (made initially) and Enhance (made at the time of return).

After clicking on submit button, the voucher for return assignment gets generated as shown below:

Return Of Assignment Limit to PAO

Scheme: * 1410 - CLIMATE RESILIENT AGRICULTURE INITIATIVE

Project: - Select -

Bank Account: * 8010545168 - testdbt - RESERVE BANK OF INDIA

Received Sanction List: Select Sanction Number
(Enter minimum 3 characters to Sanction Number)

Transaction ID	Sanction Number	Function Head	Amount Received	Sanction Balance Amount	Remove
S082001872262	tsa01	241580120060031	3000000.00	2971440.00	<input type="button" value="X"/>

Letter/Office Order No.: * test

Office Order Letter Attachment (if any): No file chosen
Note: Only files of type jpg, png, and pdf of size not more than 4MB are allowed.

Uploaded Office Order Letter:

The Transaction has been saved successfully with Voucher Number:
RTF-2022-23-167

Letter/Office Order Date: * 08/02/2023

Actual Transaction Date: * 24/02/2023

Transferring Amount: * 10000

PAO: * PAO(Sectt)-I

PAO Name	PAO Code	UDCH Code	Instrument Type
PAO(Sectt)-I	000001	533	EPaymentUsingDigitalSignature

Narration: * test

Voucher Number: RTF-2022-23-167

Amount being transfered saved successfully,please click below at payee details button to complete funds transfer

Figure 4

Once the voucher is generated, the user will see option to see payee details on the screen.

Amount being transfered saved successfully,please click below at payee details button to complete funds transfer

Figure 5

On clicking payee details, the user can see all the transfer details. The details like PAO details, instrument type etc. can be seen on the screen for verification (as shown in Screen 6)

Return of Assignment Limit to PAO Details

Letter/office order no.: test

Voucher Number: RTF-2022-23-167

Assignment Sanction Used:	Assignment Sanction Number	Payment Advice Number	Function Head	Amount Received	Sanction Balance Amount
	tsa01	S082001872262	241580120060031	3000000.00	2971440.00

Uploaded Sanction Letter:

Letter/office order Date: 08/02/2023

Scheme Name/Code: CLIMATE RESILIENT AGRICULTURE INITIATIVE(1410)

Project:

Payment Advice Number: C092021290703

Bank Account: 8010545168

Transferring Amount: 10000.00

Narration: test

PAO Name	PAO Code	Amount	UDCHCode	Payment Mode	Narration For PassBook
PAO(Sectt)-I	000001	10000.00	533	EPaymentUsingDigitalSignature	AB to PAO Return Assignment

Status: Created

Remark:

Figure 6

User can click on **Edit** to alter the request if any correction is required upon verification.

Cancel Transaction can be used to discard the request.

After clicking on **submit for approval** button, the below message appears as shown below.

Return of Assignment Limit to PAO Details

Record Successfully Submitted to Agency DA

Letter/office order no. : test

Voucher Number : RTF-2022-23-167

Assignment Sanction Used:

Assignment Sanction Number	Payment Advice Number	Function Head	Amount Received	Sanction Balance Amount
test01	5082001872262	241580120060031	3000000.00	2971440.00

Uploaded Sanction Letter:

Letter/office order Date : 08/02/2023

Scheme Name/ Code : CLIMATE RESILIENT AGRICULTURE INITIATIVE(1410)

Project:

Payment Advice Number: C092021290703

Bank Account : 8010545168

Transferring Amount : 10000.00

Narration : test

PAO Details:

PAO Name	PAO Code	Amount	UDCHCode	Payment Mode	Narration For PassBook
PAO(Sectt)-I	000001	10000.00	533	EPaymentUSingDigitalSignature	AB to PAO Return Assignment

Status : Submitted

Remark :


Back

Figure 7

4. Return Assignment Limit Approval by the Data Approver

Menu-->TSA>Transfers →PAO Manage Return Assignment Limit

User: Agency DA



Public Financial Management System-PFMS
 (formerly CPMS)

O/o Controller General of Accounts, Ministry of Finance

AdhocReports
 Home
 Scholarship Management
 TSA
 E-Payment
 Health Module
 Sanctions
 Reports
 My Details
 Masters
 My Schemes
 EAT MIS Process
 My Funds
 Transfers

Transfer

Assigned limit form TSA to Non

Expenditure

AB Manage Return Assignment

Inter Bank Transfer

PAO Manage Return

DBT Payment

Assignment Limit

Digitally Sign Payment File

PAO Manage Return Assignment Limit

Agency Bank Account Validation

Figure 8

He/she then goes to a new screen and selects the scheme, bank account (**auto populated**) and can make required selection from the table 'Selected Funds' to view Return Assignment Limit details submitted by the AB DO (as displayed on Screen 9)

Manage Return Assignment

Schemes : 1410 - CLIMATE RESILIENT AGRICULTURE INITIATIVE

Bank Account : 8010545168 - testdbt - RESERVE BANK OF INDIA

Project : --Select--

Letter / Office Order No. :

Status : --Select--

Search Export To Excel

Selected Funds

Letter/office order no.	Letter/office order Date	Project	Amount	PAO	Status
232	29/12/2022		11.00	PAO(Sectt)-1	Rejected
433	29/12/2022		12.00	PAO(Sectt)-1	Submitted
289	29/12/2022		10.00	PAO(Sectt)-1	Rejected
445	29/12/2022		1.00	PAO(Sectt)-1	Created
442	29/12/2022		2.00	PAO(Sectt)-1	Created
447	29/12/2022		7.00	PAO(Sectt)-1	Cancelled
3012	30/12/2022		5.00	PAO(Sectt)-1	Created
443	30/12/2022		6.00	PAO(Sectt)-1	Created
1221	30/12/2022		1.00	PAO(Sectt)-1	Created
7777	30/12/2022		9.00	PAO(Sectt)-1	Created

1 2 3 4 5 6 7 8 9 10

Figure 9

The user now clicks on the letter/office order no. to display and verify the data displayed on the screen below and would approve the application.

Return of Assignment Limit to PAO Details

Letter/office order no. : 433

Voucher Number : RTT-2022-23-77

Assignment Sanction Used:

Assignment Sanction Number	Payment Advice Number	Function Head	Amount Received	Sanction Balance Amount
tsa01	5082001872262	241580120060031	3000000.00	2971440.00

Uploaded Sanction Letter: 2022

Letter/office order Date : 29/12/2022

Scheme Name/Code : CLIMATE RESILIENT AGRICULTURE INITIATIVE(1410)

Project:

Payment Advice Number: C092021290172

Bank Account : 8010545168

Transferring Amount : 12.00

Narration : re test 1

PAO Details:

PAO Name	PAO Code	Amount	UDCHCode	Payment Mode	Narration For PassBook
PAO(Sectt)-I	000001	12.00	533	EPaymentUsingDigitalSignature	

Status : Submitted

Remark :

Approve Reject Back

Figure 10

On clicking ‘Approve’, the below screen appears from which the user can click on confirm.

Return of Assignment Limit to PAO Details

Letter/office order no. : 433

Voucher Number : RTT-2022-23-77

Assignment Sanction Used:

Assignment Sanction Number	Payment Advice Number	Function Head	Amount Received	Sanction Balance Amount
tsa01	5082001872262	241580120060031	3000000.00	2971440.00

Uploaded Sanction Letter: 2022

Letter/office order Date : 29/12/2022

Scheme Name/Code : CLIMATE RESILIENT AGRICULTURE INITIATIVE(1410)

Project:

Payment Advice Numbers: C092021290172

Bank Account : 8010545168

Transferring Amount : 12.00

Narration : re test 1

PAO Details:

PAO Name	PAO Code	Amount	UDCHCode	Payment Mode	Narration For PassBook
PAO(Sectt)-I	000001	12.00	533	EPaymentUsingDigitalSignature	

Status : Submitted

Remark :

Approve Reject Back

Remark Approved

Confirm Cancel

Figure 11

On confirmation, the Screen shown below would appear:

Return of Assignment Limit to PAO Details

Record approved successfully

Letter /office order no. : 433
Voucher Number : RTT-2022-23-77

Assignment Sanction Used:	Assignment Sanction Number	Payment Advice Number	Function Head	Amount Received	Sanction Balance Amount
	tsa01	5082001872262	241580120060031	3000000.00	2971428.00

Uploaded Sanction Letter: [2022](#)
Letter /office order Date : 29/12/2022
Scheme Name/Code : CLIMATE RESILIENT AGRICULTURE INITIATIVE(1410)
Project:
Payment Advice Number: C092021290172
Bank Account : 8010545168
Transferring Amount : 12.00
Narration : re test 1

PAO Details:

PAO Name	PAO Code	Amount	UDCHCode	Payment Mode	Narration For PassBook
PAO(Sectt)-I	000001	12.00	533	EPaymentUSingDigitalSignature	

Status : Released
Remark : Approved

[Back](#)

Figure 12

If the user rejects the request, he would be taken to the below mentioned screen where he must fill the reason for rejection.

Return of Assignment Limit to PAO Details

Letter /office order no. : 123
Voucher Number : RTT-2022-23-99

Assignment Sanction Used:	Assignment Sanction Number	Payment Advice Number	Function Head	Amount Received	Sanction Balance Amount
	tsa01	5082001872262	241580120060031	3000000.00	2971428.00

Uploaded Sanction Letter: [Capture](#)
Letter /office order Date : 05/01/2023
Scheme Name/Code : CLIMATE RESILIENT AGRICULTURE INITIATIVE(1410)
Project:
Payment Advice Number: C092021290260
Bank Account : 8010545168
Transferring Amount : 3.00
Narration : test

Remark TEST

[Confirm](#)
[Cancel](#)

PAO Details:

PAO Name	PAO Code	Amount	UDCHCode	Payment Mode	Narration For PassBook
PAO(Sectt)-I	000001	3.00	533	EPaymentUSingDigitalSignature	AS to PAO Return Assignment

Status : Submitted
Remark :

[Approve](#)
[Reject](#)
[Back](#)

Figure 13

When user clicks on **confirm** the below alert would appear.

Return of Assignment Limit to PAO Details

Record Rejected Successfully

Letter/office order no. : 123
 Voucher Number : RTT-2022-23-99

Assignment Sanction Used:	Assignment Sanction Number	Payment Advice Number	Function Head	Amount Received	Sanction Balance Amount
	tsa01	5082001872262	241580120060031	3000000.00	2971428.00

Uploaded Sanction Letter: [Click here](#)

Letter/office order Date : 06/01/2023
 Scheme Name/Code : CLIMATE RESILIENT AGRICULTURE INITIATIVE(1410)
 Project:
 Payment Advice Number: C092021290260
 Bank Account : 8010545168
 Transferring Amount : 3.00
 Narration : test

PAO Name	PAO Code	Amount	UDCHCode	Payment Mode	Narration For PassBook
PAO(Sectt)-I	000001	3.00	533	EPayment(UsingDigitalSignature)	AB to PAO Return Assignment

Status : Rejected
 Remark : TEST

[Back](#)

Figure 14

5. Digital Signatures

Post approval the DA user must navigate to the below mentioned path to apply his digital signatures on the assignment limit file.

Menu--> TSA-->Digitally Sign Assignment Files

User: Agency DA

User lands on the below screen and selects the scheme the view the files.

Digitally Sign File

Note: Please open PFMS website in Internet Explorer for successful Digital Signature.

Scheme: * --Select--

Module:* --Select--

Payment Transaction ID:

[Search](#)
[Reset](#)

Digital Sign Payment File
Digital Signed Payment File
Reject Payment File

No Record Found

Figure 15

After the user has approved, the middleware server generates the xml file (given under column - Payment File Name). Once it is successfully generated, the signatory user clicks on 'Apply Digital Signature' button to digitally sign the document

Digitally Sign File

Scheme: * 1410 - CLIMATE RESILIENT AGRICULTURE INITIATIVE

Module: * Return Assignment AB to PAO

Payment Transaction ID:

Search Reset

Digital Sign Payment File | **Digital Signed Payment File** | **Reject Payment File**

Select a file	Account No	Bank Name	Voucher No	Payment Advice No.	Sanction Letter	No Of Beneficiary	Amount	Payment File Name	Created By	Created On	Approved By	Approved On	Apply Digital Signature	Reject
<input checked="" type="radio"/>	8010545168	RESERVE BANK OF INDIA	RTP-2022-23-168	C092021290707	m01	1	141.00	HRV6CSSPSCM000000000202302240001.xml	4b0c23bc-9d0c-4325-978f-00a5612534cd	24/02/2023	TSAD00002022DA	24/02/2023	Apply Digital Signature	Reject --Select--
<input type="radio"/>	8010545168	RESERVE BANK OF INDIA	RTP-2022-23-159	C092021290587	297779	1	5.00	HRV6CSSPSCM000000000202302100102.xml	263a70d4-52d3-4ac3-89c4-c37710f5dca6	06/02/2023	TSAD00002022DA	06/02/2023	Apply Digital Signature	Reject --Select--
<input type="radio"/>	8010545168	RESERVE BANK OF INDIA	RTP-2022-23-146	C092021290559	return assignment/01	1	10.00	HRV6CSSPSCM000000000202302100101.xml	47f5dcb3-1c20-42d0-966c-c8b9752561b9	06/02/2023	TSAD00002022DA	06/02/2023	Apply Digital Signature	Reject --Select--
<input type="radio"/>	8010545168	RESERVE BANK OF INDIA	RTP-2022-23-144	C092021290555	return to pa03	1	20.00	HRV6CSSPSCM000000000202302100100.xml	bec7c725-2a68-40f2-966c-c08ba04f4ef	06/02/2023	TSAD00002022DA	06/02/2023	Apply Digital Signature	Reject --Select--
<input type="radio"/>	8010545168	RESERVE BANK OF INDIA	RTP-2022-23-127	C092021290502	test3102	1	1.00	HRV6CSSPSCM000000000202302100097.xml	8f1890d7-5d7e-4138-9647-4f0ca0823ab4	31/01/2023	TSAD00002022DA	01/02/2023	Apply Digital Signature	Reject --Select--
<input type="radio"/>	8010545168	RESERVE BANK OF INDIA	RTP-2023-23-121	C092021290479	Test 27	1	2.00	HRV6CSSPSCM000000000202302100098.xml	7d976564-c2d0-486d-9784-3e55773036f7	27/01/2023	TSAD00002022DA	27/01/2023	Apply Digital Signature	Reject --Select--
<input type="radio"/>	8010545168	RESERVE BANK OF INDIA	RTP-2023-23-119	C092021290397	3399	1	6.00	HRV6CSSPSCM000000000202302100094.xml	70c84863-6788-43bc-91af-292593defad2	18/01/2023	TSAD00002022DA	24/01/2023	Apply Digital Signature	Reject --Select--
<input type="radio"/>	8010545168	RESERVE BANK OF INDIA	RTP-2022-23-118	C092021290395	777888	1	5.00	HRV6CSSPSCM000000000202302100093.xml	22c2a3d8-f8f4-4b02-9863-7160c9cd39c	18/01/2023	TSAD00002022DA	24/01/2023	Apply Digital Signature	Reject --Select--
<input type="radio"/>	8010545168	RESERVE BANK OF INDIA	RTP-2022-23-77	C092021290172	433	1	12.00	File under processing...		29/12/2022	TSAD00002022DA	24/02/2023	Apply Digital Signature	Reject --Select--

Figure 16

After this step, the file is sent to the Banks for further processing. In case the DA user is not satisfied, he/she can reject the file and select the reason from the list of predefined rejection reasons

Apply Digital Signature	Reject
Apply Digital Signature	Reject --Select--
Apply Digital Signature	Reject --Select--
Apply Digital Signature	Reject --Select--
Apply Digital Signature	Reject --Select--

--Select--

Incorrect Amount Mentioned

Other

Invalid Category

NPB date is greater than 30 days

Figure 17

Once rejected the DA user must start afresh with new selections.

6. Manage funds transferred by AB at PAO Level

Path: Menu >>Sanctions>>Manage TSA Return

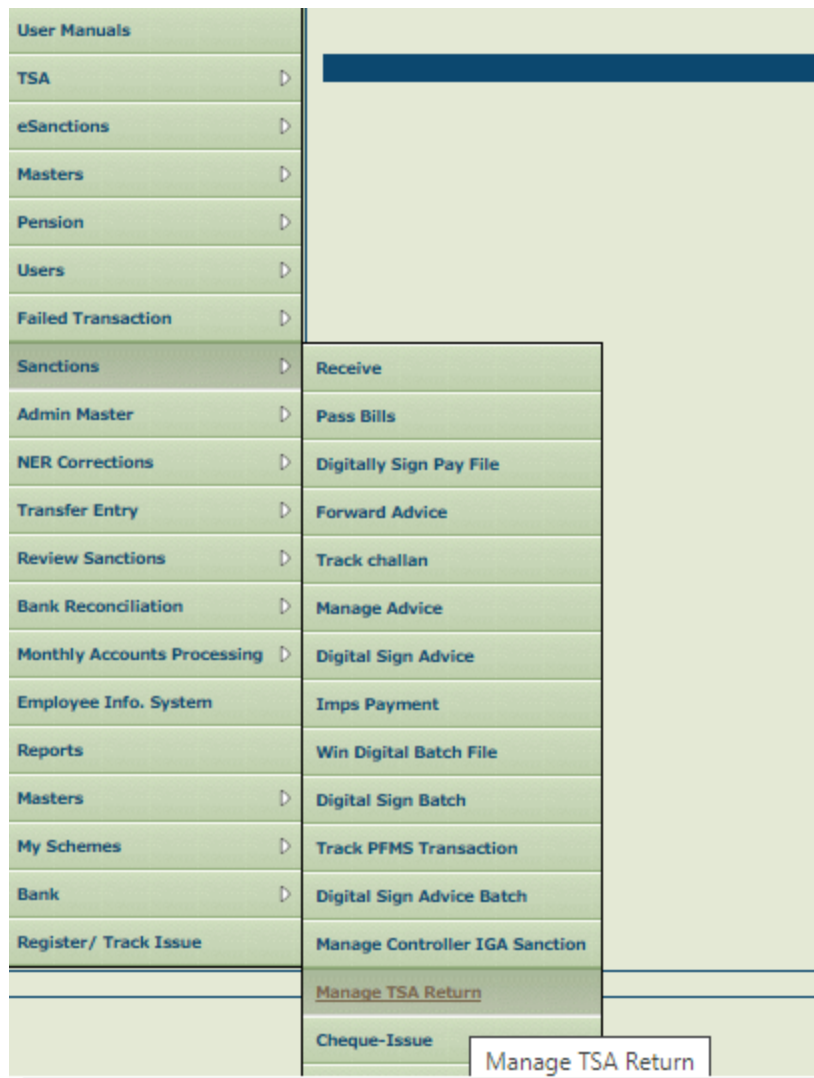


Figure 18

User clicks on the path and lands on the below screen.

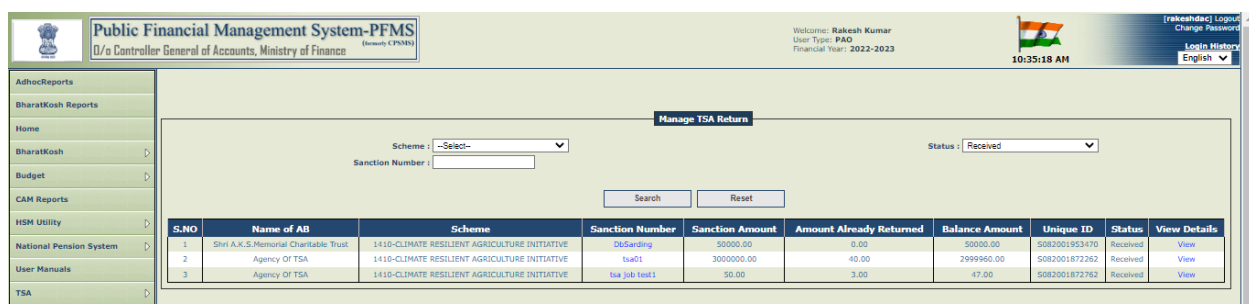


Figure 19

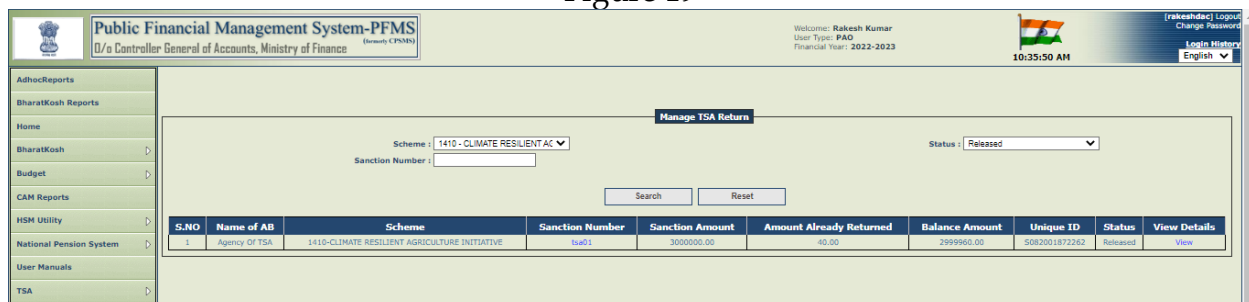


Figure 20

S.NO	Name of AB	Account No.	Scheme	Sanction Number	Date	Unique ID	Original Sanction Amount	Amount Already Returned	Amount Returned	Date of return	Balance Assignment Amount	Status	Action
1	Agency Of TSA	8010545168	CLIMATE RESILIENT AGRICULTURE INITIATIVE	tsa01	27/02/2023	C092021290532	3000000.00	40.00	10.00	27/02/2023	2999960.00	Accepted	
2	Agency Of TSA	8010545168	CLIMATE RESILIENT AGRICULTURE INITIATIVE	tsa01	27/02/2023	C092021290610	3000000.00	40.00	21.00	27/02/2023	2999960.00	Released	
3	Agency Of TSA	8010545168	CLIMATE RESILIENT AGRICULTURE INITIATIVE	tsa01	27/02/2023	C092021290681	3000000.00	40.00	30.00	27/02/2023	2999960.00	Accepted	
4	Agency Of TSA	8010545168	CLIMATE RESILIENT AGRICULTURE INITIATIVE	tsa01	27/02/2023	C092021290687	3000000.00	40.00	20.00	27/02/2023	2999960.00	Released	
5	Agency Of TSA	8010545168	CLIMATE RESILIENT AGRICULTURE INITIATIVE	tsa01	27/02/2023	C092021290708	3000000.00	40.00	141.00	27/02/2023	2999960.00	Released	

Figure 21

User can view details and accept the return from AB. On acceptance a TE (Transfer Entry) is created and displayed on screen.

S.NO	DDO	Grant	Function Head	Object Head	Category	Sign	Amount
1	200008	502	2415801200605	31	5	-	141.00
2	200008	800	8454051010100	31	6	-	141.00

Figure 22

training.pfms.gov.in says
TSA return accepted successfully.

OK

S.NO	DDO	Grant	Function Head	Object Head	Category	Sign	Amount
1	200008	502	2415801200605	31	5	-	141.00
2	200008	800	8454051010100	31	6	-	141.00

Figure 23

Return assignment will be on released status when digitally signed by Agency DA and status will changed to Received when confirmation is received from RBI. PAO can accept only when status is 'Received'.

On clicking the acceptance box, TE will be displayed and same will be incorporated in Monthly Account.

7. Points to Remember

- Returned amount should always be less than or equal to the balance amount and same should be blocked to avoid any new expenditure/transfer.
- Post processing and confirmation from RBI a TE would be generated automatically which would reverse the original accounting entry created when the assignment limit was issued.

*****END OF DOCUMENT*****