Ministry of Finance
Department of Expenditure
Controller General of Accounts
Public Financial Management System
GIFMIS Vertical

File No. I-15036/1/2023-CGA/e-12496/ 156   Date:28/05/2024

OFFICE MEMORANDUM

Subject:- Compliance of completion of pre-requisites for eBill usage in PFMS.

In pursuance of the Digital India Initiative, a system was developed in the Public Financial Management System (PFMS) for the use in all Civil Ministries and Departments to enable end to end digital processing of bills and claims from vendors, suppliers, contractors and all other types of payees of Government. The launch of ebill system was announced in the budget speech of 2022-2023 and was launched by Hon'ble Finance Minister on 2nd March, 2022. Currently, it has been implemented across various PAOs in Civil Ministries/Departments.

Keeping in view the proposed universal roll out of e-bill for PAOs and for all types of payments, all PrCCAs/CCAs/CAs with independent charge are requested to review the compliance of the revised check list (enclosed) for eBill implementation with reference to this office OM No.I-15036/1/2023-CGA/12496/016 dated 02.04.2024 as pre-requisites for e-Bills usage in PFMS. It is requested that all pre-requisites may be arranged so as to enable universal roll out of e-bill module.

This issues with approval of Additional CGA.

Encl: As Above.

(Anupam Raj)
Dy. CGA (GIFMIS-PFMS)

To:
    All Pr.CCAs/CCAs/CAs (with independent charge)

Copy to:

1. PPS to CGA,
2. All Joint CGAs, PFMS Division
3. Sr. Accounts officer, GIFMIS, O/o CGA for uploading on the website of CGA

Revised Check List for ebill implementation

To be indicated in respect of each sanctioning authority/DDO/PAO

Status as on :-

Controller Code & Description :-		
PAO Code & Description:-		
S.No	**Particulars**	**Status**
Status in respect of **each sanctioning authority** office		
1.	Total Number of sanctioning Authority Code opened as per CAM Reports→Master→MST-04-Sanctioning Authority Code Details.	
2.	Total number of sanctioning authorities/sanction Conveying authorities Registered as PD Checker in PFMS.	
3.	Total number of PD maker Registered in PFMS.	
4.	Whether **DSC** is available with all identified users going to work as **sanction maker** and **sanction checker** in respect of **each** sanctioning authority above?	
5.	Whether **document scanner** is available with **each** sanctioning authority indicated above?	
6.	Whether **minimum system requirement** (64 bit, 8GB RAM, Window 10 & above operating system, Microsoft Dot Net Framework 4.6.1. etc) is available in all the PCs from where ebill related activity is to be performed in respect of **each** user level viz. Sanction Maker & Sanction Checker.	
7.	Availability of moderate to high speed bandwidth broadband connection at each user level viz. Sanction Maker & Sanction Checker.	
Status in respect of **each Drawing & Disbursing Office (DDO)**		
8.	Total Number of DDO (Code Starting with 2).	
9.	Whether **DSC** is available with all the DDOs as indicated at above?	
10.	Whether **minimum system requirement** (64 bit, 8GB RAM, Window 10 & above operating system, Microsoft Dot Net Framework 4.6.1. etc) is available in all the PCs from where ebill related activity is to be performed in respect of **each** DDO indicated at 8 above?	
11.	Availability of moderate to high speed bandwidth broadband connection at each DDO.	
Status in respect of **each Pay & Accounts Office (PAO)**		
12.	Total number of users who are registered as Bill Distributor.	
13	Total number of users who are registered as Bill Dealing hand (DH).	
14	Total number of users who are registered as Assistant Accounts Officer (AAOs)	
15	Total number of users who are registered as Pay and Accounts Officer (PAOs)	
16.	Whether **DSC** is available with all the dealing hands (DHs), Asstt Accounts Officers (AAOs) and Pay & Accounts Officer (PAOs)?	
17.	Whether **minimum system requirement** (64 bit, 8GB RAM, Window 10 & above operating system, Microsoft Dot Net Framework 4.6.1. etc) is available in all the PCs from where ebill related activity is to be performed in respect of all users viz. Bill Distributor/DH/AAP/PAO	
18.	Availability of moderate to high speed bandwidth broadband connection at all user levels viz. Bill Distributor/DH/AAP/PAO.	

Signature

Name:

Designation:

Date :

Phone :

No. I-15036/1/2023-CGA/12496/ 016
Government of India
Ministry of Finance,
Department of Expenditure
Office of the Controller General of Accounts
PFMS -GIFMIS
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3rd Floor, MLN Bhawan,
'E' Block, GPO Complex, INA Colony
New Delhi-110023
Dated:02.04.2024

Office Memorandum

Subject: Reiteration of the instructions related to pre-requisites for eBills Usage in PFMS.

It has been observed that some field offices while making use of eBills module of PFMS for treasury operations, report the system to be slow and face issues with system responsiveness. This was particularly during the days leading up to the closure of FY 2023-24. In this regard, reference is drawn to pre-requisites for eBills usage issued vide OM number MF-I-17008/4/2020-CGA/153 dated 16.09.2021, reiterated vide OM No.I-17008/4/2021-CGA(8128)/376 dated 30.03.2022 and the Check list for eBill implementation circulated with the training links (copies enclosed).

2. It is once again requested to all Pr. CCAs / CCAs / CAs (IC) to please ensure that the computer systems being used by various users across Program Divisions, Drawing & Disbursing Offices and Pay & Accounts Offices are in line with minimum requirements for computer system configuration as prescribed by aforementioned OMs to avoid facing any performance issues in eBills.

3. Furthermore, it has also been noticed that the bandwidth of the internet connection being used for Treasury operations on PFMS by various Ministries / Departments are sub-optimal / shared across large number of users / used for buffering or other high bandwidth requirement tasks. In this regard, it is advisable for all treasury users operating eBills to ensure a moderate to high speed bandwidth broadband connection to avoid any performance issues on eBills.

This issues with the approval of competent authority.

Enclosure(s) : As above

(Anupam Raj)
Dy . CGA, PFMS Division,
O/o CGA, Ministry of Finance

To-

1. All Pr CCAs / CCAs / CAs (IC) of all Ministries and departments

Copy to –

1. PPS to Finance Secretary and Secretary Expenditure
2. PPS to Controller General of Accounts
3. PPS to Additional CGA, PFMS
4. PPS to Additional Secretary PF-States, Department of Expenditure
5. All Joint CGAs , PFMS Division

No.-I-17008/4/2021-CGA(8128)/ 376
Ministry of Finance
Department of Expenditure
Controller General of Accounts
GIFMIS (PFMS Division)

Date: 30/03/2022

OFFICE MEMORANDUM

Subject: Implementation of e-bill module for end to end digitization of bill processing in PFMS.

Reference: This office OM No. MF-I-17008/4/2020-CGA/153 dated 16/09/2021 on the subject above. (Copy Attached).

It is planned to roll out e-Bill in all the Civil Ministries/Departments in the financial year 2022-23 in a phased manner. Currently, the pilot is running in 9 PAOs of selected Ministries and Departments.

2.   The roll out of e-bill requires a set of pre-requisites. These are detailed below -

A. **Hardware Requirements:-**

I **System Related**

(i)   Computers 64 bit with Windows 10 and above operating system.
(ii)   Minimum 8 GB RAM and i3 processor, AMD Ryzen 3 or similar.
(iii)   Microsoft Dot Net Framework 4.6.1 in every system where PFMS is operated
(iv)   Window DSC Utility (to be downloaded from PFMS & installed on all systems)

II **Document Scanner**: The document scanner should be capable of scanning **at least 72 dpi resolution** and should be able to support the page sizes required to be uploaded in e-bill with the following attributes.

	If its only text (irrespective of colour)	If the pdf document is combination of image and text	If the pdf document contains only image to be printed
Preferred dpi of PDF document	**72 dpi**	100-150 dpi (for computer digital screen display)	Minimum 300 dpi
Estimated number of pages covered in **2 MB** document	**200 pages** approx	5-10 pages	1-2 pages

The system requires upload of scanned invoices/claims by vendors/suppliers on PFMS through digital signature. However, an option of upload by HoD Authorized (Sanction Maker) user is also configured in the system. Necessary communication in this regard to HoD Authorized (Sanction Maker) users of respective Ministry/Department may also be sent.

III. **Digital Signature Certificates (DSC):-** The DSCs can be of same specification as used currently by various PAOs on PFMS. The users already having DSC need not procure the same again. In e-bill model, DSC shall be required for the following users -

  (a) Claimant
  (b) HoD Authorized (Sanction Maker)
  (c) HoD Authorized (Sanction Checker)
  (d) DDO
  (e) NCDDO
  (f) CDDO- Maker, Checker and Admin
  (g) NCDDO attached to CDDO – Maker, checker and Admin
  (h) One each for Dealing hand, AAO, PAO, Signatory-1 and Signatory-2
  (i) One each for Pr.AO – Dealing hand, Pr.AO-AAO, Pr.AO (for Inter Government Adjustment Advice purpose).

Digital signatures may be obtained from **the Certifying Authority, authorized by the Controller of Certifying Authority of India-https://cca.gov.in/**). The OM No. V-12025/1/2021-PFMS/Cyber Security/CN-6609/2781-2834 dated 16/09/2021 and subsequent corrigendum V-12025/1/2021-PFMS/Cyber Security/CN-6609/4630-83 dated 27/10/2021 may also be referred in this regard. (copy enclosed)

In addition to above the facility of e-signing to the vendors is also being provided in e-Bill Module.

IV. **Codification of Program Division in PFMS:-**In lines of PAO Codes and DDO Codes in accounting organization, authorized HOD users are also required to be codified The detailed guidelines for the codification process are being issued separately

3. **General Instructions for E-Bill Pilot:-** Keeping in view of the proposed rollout out as above, OM No. TA-2-17002(01)/17/2020-TA-II/(e-4426)/39 dated 01/02/2022 may also be referred for general instructions annexed with Standard Operating Procedure(SOP), Hardware requirements and process flow of E-Bill.

4 **Training:-** This office shall hold comprehensive training in the new e-bill process for all types of users in INGAF/RTCs etc. The calendar in this regard shall be communicated soon. It may be ensured that all concerned officials attend the training

5 All Pr. CCAs/CCAs/CAs with independent charges are, therefore, requested to complete the preparatory work as indicated above and arrange for the readiness to begin pilot roll out in their respective PAOs. They are requested to closely review the preparedness at the level of DDOs and PDs. The communication regarding the selection of PAOs shall be issued soon.

This issues with the approval of Additional CGA (PFMS).

Encl:- As Above

(Anupam Raj)
**Assistant Controller General of Accounts,
GIFMIS, PFMS Division**

To
    All Pr CCAs / CCAs/ CAs (IC) (Through Website)

Copy for information to:-

1. All Additional CGAs , O/o CGA (including PFMS)
2. All Joint CGAs, O/o CGA (including PFMS)
3. All Dy CGAs, O/o CGA (including PFMS)
4. PPS to CGA
5. Sr AO, GIFMIS (to upload on CGA website)

(Anupam Raj)
Assistant Controller General of Accounts,
GIFMIS, PFMS Division

42495/2021/CGA.

No.-**MF-I-17008/4/2020-CGA/**153
Ministry of Finance
Department of expenditure
Controller General of Accounts
GIFMIS (PFMS Division)

Date: 14-09-2021
16

OFFICE MEMORANDUM

Subject: Implementation of e-bill module in PFMS.

The undersigned is directed to refer to the subject above and state that a module (e-bill) for end to end digitisation of bill processing is under development and would be rolled out soon. The new system would entail processing of digital form of bills/claims from the HoD Authorized user up to PAO users.

2. The roll out of the e - bill module would require following activities to be completed in all field accounting units:

1. **Codification of Program Division in PFMS:** TA Section has circulated an OM No. TA-2-17002(01)/15/2020-TA-CGA/368 Dated 19th April 2021 in this regard. The requisite information sought by this OM may be provided and Pr. AOs may coordinate with TA Section to ensure completion of the codification for respective Ministry/Department.

2. **Procurement of Hardware and Digital signature:** The system requires upload of scanned invoices/claims by vendors/suppliers on PFMS through digital signature. However, an option of upload by HoD Authorized (Sanction Maker) user is also configured in the system. Accordingly, the HoD Authorized (Sanction Maker) user would require a good quality scanners for this purpose. Necessary communication in this regard to HoD Authorized (Sanction Maker) user of respective Ministry/Department may be sent. Digital Signature Certificates (DSC) shall be required for the following users

   I.   HoD Authorized (Sanction Maker)
   II. HoD Authorized (Sanction Checker)
   III. DDO
        1. NCDDO
        2. CDDO- Maker, Checker and Admin
        3. NCDDO attached to CDDO – Maker, checker and Admin
   IV. One each for Dealing hand, AAO, PAO
   V.   One each for Pr.AO – Dealing hand, Pr.AO-AAO, Pr.AO (for Inter Government Adjustment Advice purpose)

The DSCs can be of same specification as used currently by various PAOs on PFMS. It should be as per guidelines of MEITY. The users already having DSC need not procure the same again.

42495/2021/CGA. You are requested to arrange for completion of the preparatory work as indicated above.

This issues with the approval of Additional CGA (PFMS).

Anupam Raj, ICAS
Assistant Controller General of Accounts,
GIFMIS, PFMS Division

To.

1. All Pr CCAs / CCAs/ CAs (IC)

Copy for information to

1. All Additional CGAs , O/o CGA (including PFMS)
2. All Joint CGAs, O/o CGA (including PFMS)
3. All Dy CGAs, O/o CGA (including PFMS)
4. PPS to CGA
5. Sr AO, GIFMIS (to upload on CGA website)

Check List for ebill implementation

To be indicated in respect of each sanctioning authority/DDO/PAO

S.No	Particulars	Status
1.	Total number of sanctioning authorities under pilot PAO entity.	
2.	Total number of DDOs under pilot PAO entity.	
3.	Total number of users who are going to work as dealing hand (DH), Asstt Accounts Officer (AAOs) and Pay and Accounts Officer (PAOs) in PFMS under pilot PAO entity.	
Status in respect of **each <u>sanctioning authority</u>** office		
4.	Whether **DSC** is available with all identified users going to work as **sanction maker** and **sanction checker** in respect of **each** sanctioning authority indicated at 1 above?	
5.	Whether **document scanner** is available with **each** sanctioning authority indicated at 1 above?	
6.	Whether **minimum system requirement** (64 bit, 8GB RAM, Window 10 & above operating system, Microsoft Dot Net Framework 4.6.1. etc) is available in all the PCs from where ebill related activity is to be performed in respect of **each** sanctioning authority indicated at 1 above?	
Status in respect of **each <u>Drawing & Disbursing Office (DDO)</u>**		
7.	Whether **DSC** is available with all the DDOs as indicated at 2 above?	
8.	Whether **minimum system requirement** (64 bit, 8GB RAM, Window 10 & above operating system, Microsoft Dot Net Framework 4.6.1. etc) is available in all the PCs from where ebill related activity is to be performed in respect of **each DDO** indicated at 2 above?	
Status in respect of **each <u>Pay & Accounts Office (PAO)</u>**		
9.	Whether **DSC** is available with all the dealing hands (DHs), Asstt Accounts Officers (AAOs) and Pay & Accounts Officer (PAOs) as indicated at 3 above?	
10.	Whether **minimum system requirement** (64 bit, 8GB RAM, Window 10 & above operating system, Microsoft Dot Net Framework 4.6.1. etc) is available in all the PCs from where ebill related activity is to be performed in respect of pilot PAO?	

Signature

Name:

Designation: