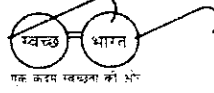
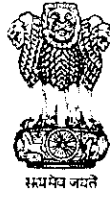


SHIV PAL SINGH
DIRECTOR (AMRUT)
Tel.No. 011-23063661



भारत सरकार
शहरी विकास मंत्रालय
नियोजित कर्मचारी
GOVERNMENT OF INDIA
MINISTRY OF URBAN DEVELOPMENT
NIRMAN BHAWAN

नई दिल्ली-110011, तारीख 20
New Delhi-110011, Dated the 20

D.O. No. K-14012/100/2016/AMRUT

Dated: 1st September, 2016

Dear Sir

As you are aware, that Public Finance Management System (PFMS) formerly known as Central Plan Scheme Monitoring System (CPSMS) is online end-to-end system developed by office of the CGA, Ministry of Finance. The System provides common dashboard indicating Sector-wise, Ministry-wise, Scheme-wise, online information of payments/releases made by the Government of India to States, Autonomous Bodies and to Special Purposes Vehicle and aims at establishing a suitable on-line Management information system and decision support system for the Plan Scheme of the Government of India.

2. Further, PFMS has been already implemented to make electronic payment both Plan and Non plan by M/o Urban Development. PFMS also enables tracking of funds released from Government of India to report on status of unspent funds lying at various levels in the implementing agencies and floats available in the banks. This facility can help in reduction in unnecessary parking of funds and lead to better fiscal management, cash management and reduce debt burden of GOI.

3. It has been decided at senior officers Meeting held on 09.08.2016 at 10.00.A.M under the Chairmanship of Secretary (UD) that the accounts of the State Implementing agencies/ULBs set up under AMRUT should be integrated with PFMS, so that the online monitoring of fund utilization can be ensured.

4. In view of the above, all State Implementing agencies/ULBs handling funds under AMRUT at State need to be registered by the State Mission Director on PFMS portal along with maintaining one specific bank account for each schemes i.e the bank account kept for AMRUT should deal with transaction of only AMRUT.

contd.../-

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5. Further, if any assistance required by State Implementing agencies/ULBs they may contact below mentioned persons for support.

Sl.No	Name	Contact No
1	Mr. Yogesh Kr. Meena,CA	23061443
2	Dr.Richa Pandey, Dy.CA	23062808
3	Ms. Rekha Dahiya, AO	23062540
4	Ms.Ch.Momota Devi, AAO	23063325

I am also enclosing detailed User Guide for Agency Registration.

6. Chief Controller of Accounts MoUD Shri. Shyam S. Dubey shall be supervising the above integration and will also coordinate with State Government.

7. In view of the above I seek your co-operation and registration to complete the above process of agencies registrations by 5th September, 2016

With warm regards

Yours sincerely,

Shr 11/9/16
(Shiv Pal Singh)

Encl.: As above.

To

All Principal Secretaries/ Secretaries of the States/UTs.

User Guide: Agency Registration

Undertake the following steps to register a Central Government PSU agency:

(* Registration process is same for all type of agencies however some of the field change with selection of Type of agency)

1. Click the **Register Agency** hyperlink on the home page, below the **Log In** button (Fig.AR-1.1).

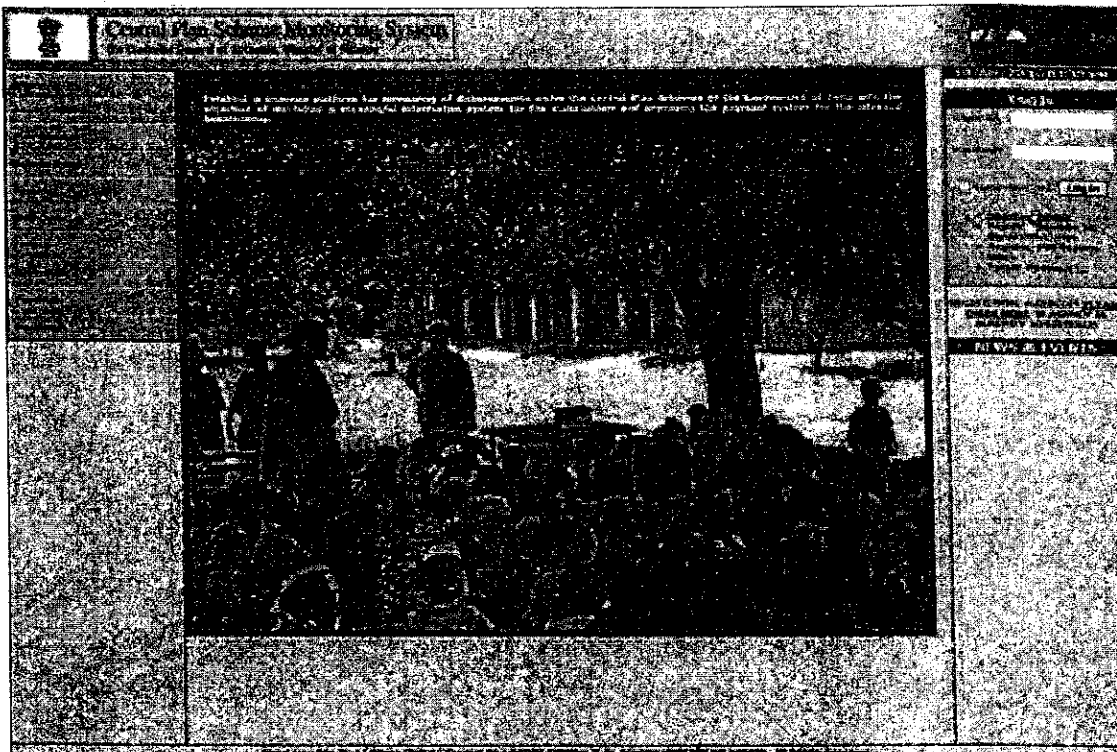


Fig.AR-1.1

The **Agency Details** web page appears on the screen (Fig.AR-1.2). Refer this figure for steps (2 to 10).

1. *Select* an option from the **Type of Registration** drop-down list. It is a mandatory field, and cannot be left blank.
2. *Type* **Agency Name** in the textbox provided. **Agency Name** is a mandatory field, and it can contain maximum of 100 characters.
3. *Type* **Registration No** in the textbox provided. **Registration No** is also a mandatory field, and it can contain maximum of 100 alphanumeric characters.
4. *Type* **Registering Authority** in the textbox provided. **Registering Authority** is a mandatory field, and it can contain maximum of 256 characters.

5. Enter **TIN** number in the textbox provided. **TIN** number can contain maximum of 10 characters.
6. Enter **TAN** number in the textbox provided. **TAN** number can also contain maximum of 10 characters.

(Either of above at Sl.No. 6 and 7 is required.)

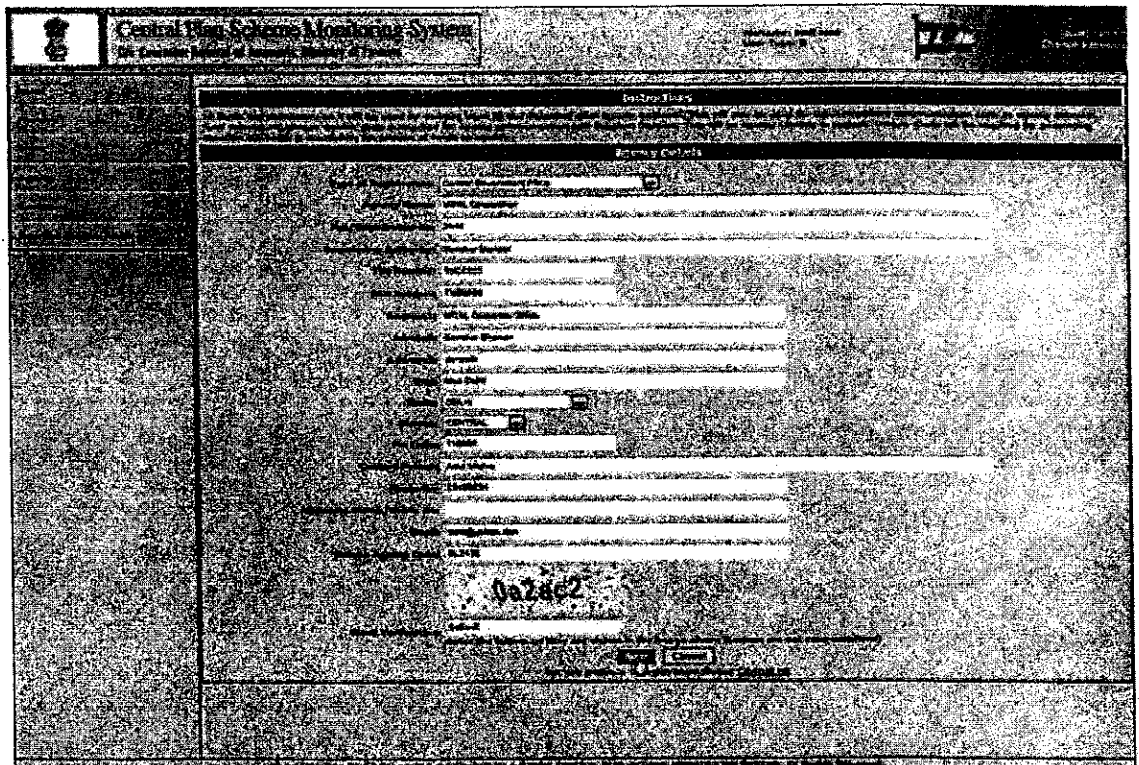
7. Enter complete address of the agency in the **Address1** textbox. **Address1** is mandatory field, and it can contain maximum of 50 characters.
8. **Address2** is an optional field and it can be left blank. Agency needs to fill address in this textbox if agency's address exceeds the **Address1** textbox.
9. **Address3** is also an optional field, and it can be left blank.

Fig.AR-1.2

Refer Fig.AR-1.3 for steps (11 to 21).

10. Enter **City** name in the textbox provided. **City** is a mandatory field, and it can contain maximum of 25 characters.
11. Select an option from the **State** drop-down list. **State** is also a mandatory field.
12. Select an option from the **District** drop-down list. **District** is a mandatory field, and its values depend on the **State** drop-down list.

13. Enter **PIN** code in the textbox provided. **PIN** code is a mandatory field, and it should contain exactly 6 numeric characters.
14. Enter name of contact person in the textbox provided. **Contact Person** can contain maximum of 256 characters.
15. Enter phone number in the textbox provided. **Phone No** is a mandatory field, and it can contain maximum of 20 characters.
16. Enter alternate number in the textbox provided. **Alternate Phone** is an optional field, and it can contain maximum of 20 characters.
17. Enter a valid email id in the textbox provided. **Email** a mandatory field, and it can contain maximum of 50 characters. Login details of the registered agency will be sent to this email id only.
18. Type **Unique Agency Code** in the textbox provided. **Unique Agency Code** is a mandatory field, and it can contain maximum of 50 characters. Unique Agency is
19. Type **Word Verification** letters in this textbox which are appearing above the **Word Verification** textbox. It is a mandatory field, and agency registration process cannot be completed without filling this field
20. Click the **Next** button to proceed the registration process.



The image shows a screenshot of a web-based registration form titled "Centralized Scheme Monitoring System". The form is titled "Agency Details" and contains several input fields for registration information. The fields include: Agency Name, Agency Address, Agency Contact Person, Agency Contact Number, Agency Alternate Number, Agency Email, Agency Unique Agency Code, and Agency Word Verification. A CAPTCHA image with the text "0a24c2" is displayed above the Word Verification field. At the bottom of the form, there are "Next" and "Cancel" buttons.

Fig.AR-1.3

Scheme/ Bank Details web page appears on the screen (Fig.AR-1.4).

21. Click the **Select Scheme** hyperlink (Fig.AR-1.4).

Fig.AR-1.4

The **Select Scheme** window appears on the screen (Fig.AR-1.5).

Fig.AR-1.5

Refer Fig.AR-1.6 for steps 23 and 25.

22. Type a scheme name in the textbox provided.

23. Click the **Search** button. A list of all the schemes matching the search criteria will appear below the **Search** button.

24. Click a **Scheme** to select it from the list.

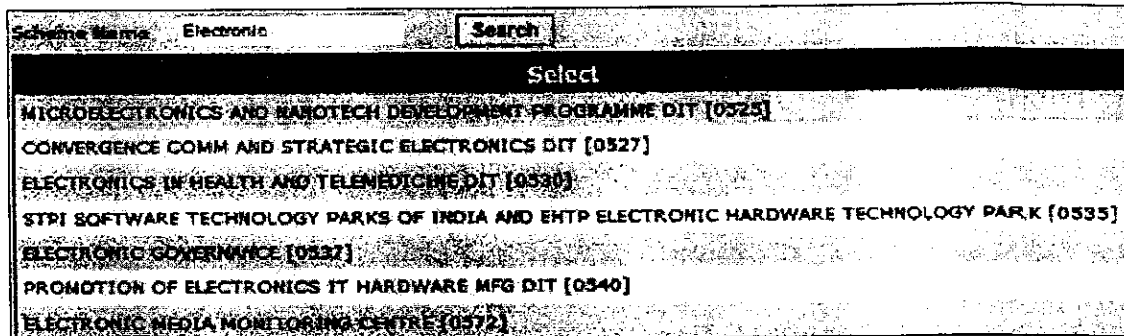


Fig.AR-1.6

25. Click the **Select Bank** hyperlink (Fig.AR-1.7).

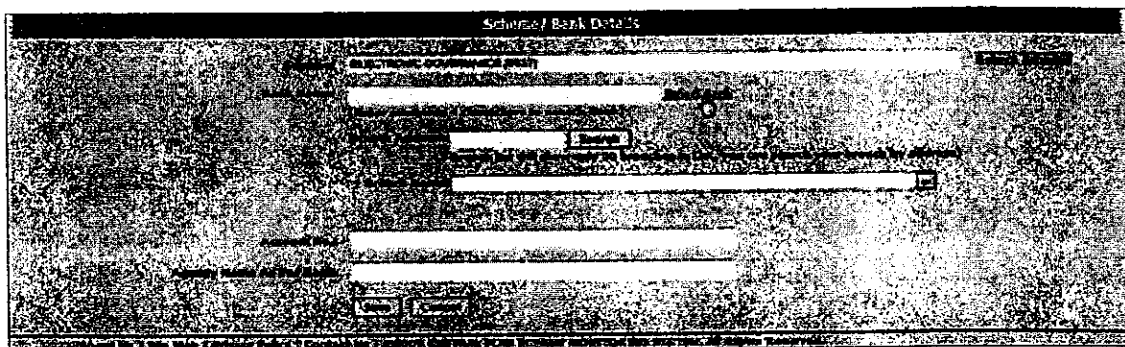


Fig.AR-1.7

The **Select Bank** popup window appear on the screen (Fig.AR-1.8). Refer this figure for steps 27 and 28.

26. Type a bank name in the textbox provided.

27. Click the **Search** button.

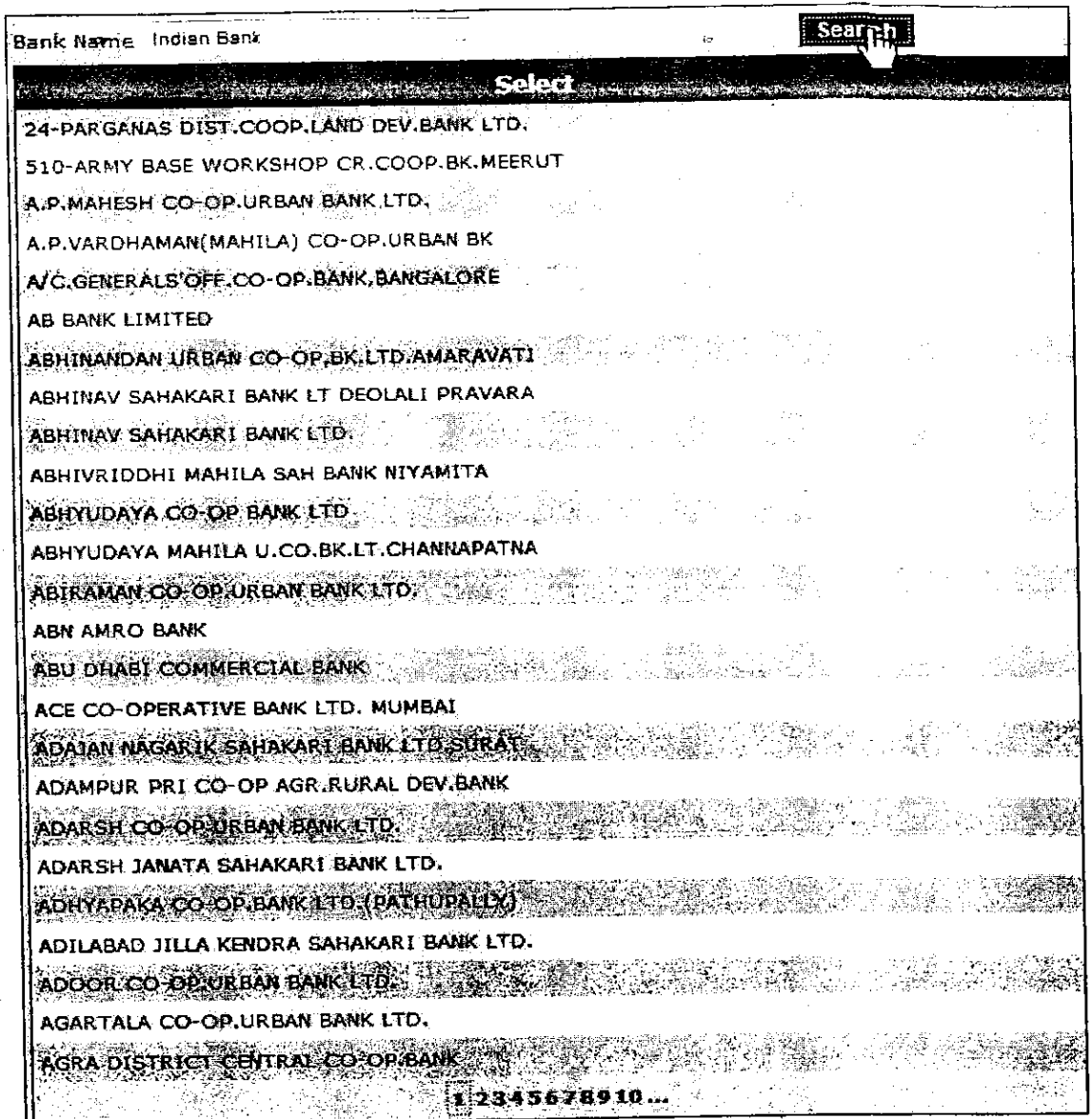


Fig.AR-1.8

A list of all the banks matching the search criteria will appear in the list (Fig.AR-1.9).

28. Click a bank to select it from the list (Fig.AR-1.9).

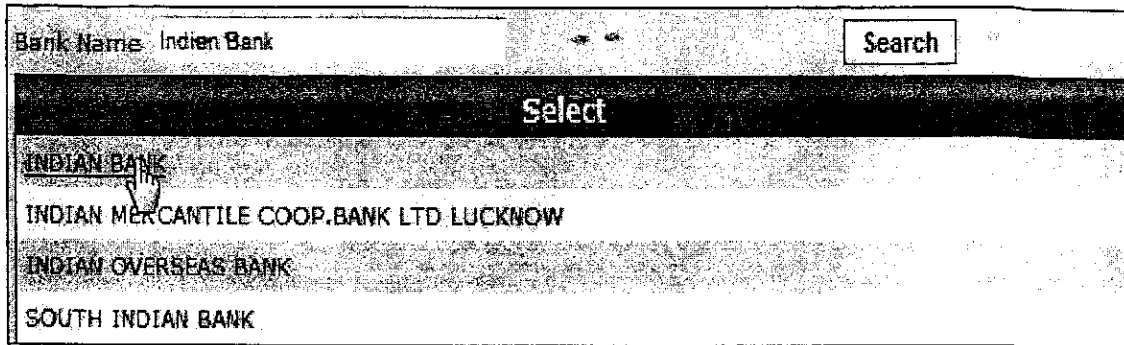


Fig.AR-1.9

Refer Fig.AR-1.10 for steps 30 to 35.

29. *Type* branch address in the textbox provided.
30. *Click* the **Search** button. The **Branch Name** drop-down list gets updated.
31. *Select* an option from the **Branch Name** drop-down list. **Branch Name** is a mandatory field.
32. *Enter* **Account No** in the textbox provided. **Account No** is a manadatory field.
33. *Enter* **Agency Name** as per **Branch** record in the textbox provided.
34. *Click* the **Add Bank/ Scheme** button.

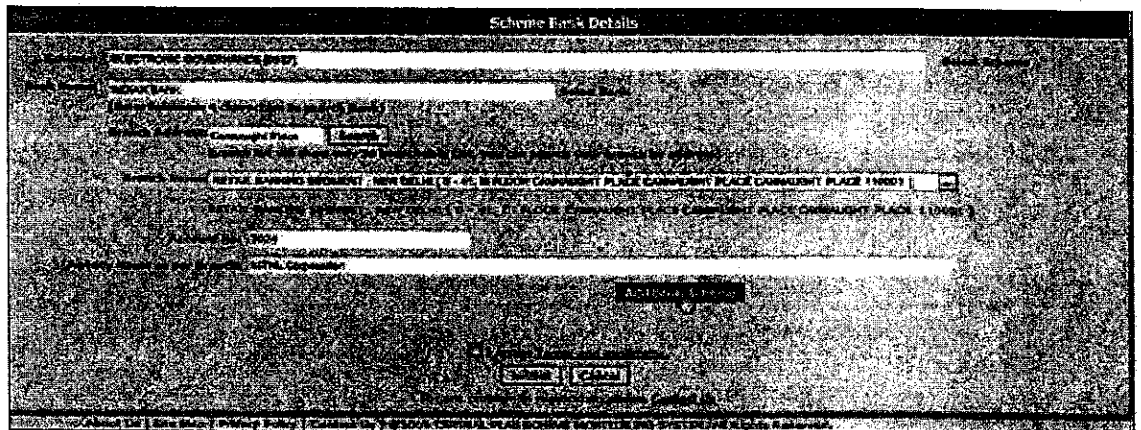


Fig.AR-1.10

The **Scheme Bank Detail** gets added in the list (Fig.AR-1.11). Refer this figure for steps 36 and 37.

35. *Select* the **Accept Terms and Conditions** checkbox.

36. Click the **Submit** button. Saved Successfully message will appear on the screen, and the user will be navigated to the **New Agency Registration** home page. If agency is receiving Fund for more than one scheme, more scheme-bank details added.

Action	Scheme Name	Bank Name	Agency Name	Agency Branch
<input checked="" type="checkbox"/>	ELECTRONIC GOVERNANCE (EMG)	INDIAN BANK METAL BANKING BRANCH - NEW DELHI 0 - 41 11 FLOOR CANALIGHT PLACE CANALIGHT PLACE (10001)	NEW DELHI 0 - 41 11 FLOOR CANALIGHT PLACE CANALIGHT PLACE (10001)	MHA Corporation

Fig.AR-1.11

In this way, registration for central government PSU agency is done successfully.