Dear Sir/Madam,

As you are aware, that Public Finance Management System (PFMS) formerly known as Central Plan Scheme Monitoring System (CPSMS) is an online end-to-end system developed by Office of the Controller-General of Accounts (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, ULBs and to other Implementing agencies including development authorities and aims at establishing a suitable online Management Information System and decision support system for the Plan Scheme of the Government of India. As Pradhan Mantri Awas Yojana (PMAY) (Urban), RAY and JNNURM schemes are under ambit of DBT, it has become imperative that all States/city level implementing agencies are on PFMS to ensure tracking of funds at all stages.

2. Further, PFMS has been implemented to make electronic payment, both, Plan and Non-Plan by Ministry of Housing and Urban Poverty Alleviation (HUPA). PFMS also enable 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 bank. This facility can help in reduction in unnecessary parking of funds and lead to better fiscal management, cash management and reduce debt burden to GOI.

3. It has been decided by the Ministry of HUPA that the accounts of all the implementing agencies set up under the PMAY(Urban) Mission/RAY/JNNURM Schemes of M/o HUPA should be integrated with PFMS, so that the online monitoring fund utilization can be ensured.

4. In view of above, all implementing agencies handling funds under the above schemes in the State need to be registered by the State Mission Director, on PFMS portal alongwith maintaining one specific bank account for each scheme i.e the bank account kept for specific scheme should deal with transaction of only that particular scheme.

5. Further, if any assistance is required by an implementing agency they may contact below mentioned persons for support:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name</th>
<th>Contact No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Mr. Yogesh Kr. Meena, CA</td>
<td>23061443</td>
</tr>
<tr>
<td>2.</td>
<td>Dr. Richa Pandey, Dy. CA</td>
<td>23062808</td>
</tr>
<tr>
<td>3.</td>
<td>Ms. Rekha Dahiya, AO</td>
<td>23062540</td>
</tr>
<tr>
<td>4.</td>
<td>Ms. Ch. Momota Devi, AAO</td>
<td>23063325</td>
</tr>
</tbody>
</table>
I am also enclosing detailed User Guide for Agency Registration.

6. Chief Controller of Accounts of MoUD, Shri Shyam S. Dubey (Tele Ph. No. 23061440) will be supervising the above integration and will also coordinate with State Governments.

7. I seek your co-operation and registration to complete the above process of agencies registration by 15.06.2016.

With regards,

Yours sincerely

(Amitabhijat)

The Principal Secretary/Secretary (Housing) all States/UTs

Copy to:

1. Shri Sriram Kalyanaraman, MD & CEO, National Housing Bank, Core-5A, India Habitat Centre, Lodhi Road, New Delhi-110 003.
2. Dr. M. Ravi Kanth, CMD, Housing and Urban Development Corporation Ltd., HUDCO Bhawan, Core-7A, India Habitat Centre, Lodhi Road, New Delhi-110 003.

Copy for information to:-

Shri Shyam S. Dubey, Chief Controller of Accounts of MoUD/ M/o HUPA, Room No.111-B, Nirman Bhavan, New Delhi.
Point wise steps for registering the Agency in PFMS are:

First open the website pfms.nic.in after that the following process may be followed.

1. Click the Register Agency hyperlink on the home page, below the Log.In button.
2. The Agency Details web page appears on the screen. Agencies have to fill all the columns.
3. Click the Next button to proceed the registration process.
4. Scheme/ Bank Details web page appears on the screen.
5. Click the Select Scheme/Bank hyperlink.
6. Then click the Add Bank/ Scheme button.
7. Select the Accept Terms and Conditions checkbox.
8. 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.

Detail User Guide for Agency Registration enclosed.
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](image)

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.

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

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

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).
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.
25. Click the Select Bank hyperlink (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.
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 mandatory field.

33. Enter Agency Name as per Branch record in the textbox provided.

34. Click the Add Bank/Scheme 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).
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.

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 mandatory field.

33. Enter Agency Name as per Branch record in the textbox provided.

34. Click the Add Bank/ Scheme button.

Fig.AR-1.10