KIND ATTENTION: ALL GRANTEE ORGANISATIONS/INDIVIDUALS

Government of India
Ministry of Culture
S&F Section
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Puratatva Bhawan, INA,
New Delhi-110 023
Dated: 28/12/2017

IMPORTANT INFORMATION/NOTICE

Subject: Mandatory registration of organisations/agencies/individuals receiving grants from Central Government on Public Financial Management System (PFMS) portal (http://pfms.nic.in) and mandatory expenditure filing by them using Expenditure Advance and Transfer (EAT) Module of PFMS.

As per practice hitherto after sanction of grant-in-aid to a grantee organisation/agency/individual for specified purpose, the amount of grant was being transferred by this Ministry directly into the account of the grantee organisation/agency/individual through Public Financial Management System (PFMS) portal (http://pfms.nic.in). Later on, the grantee organisation/agency/individual was supposed to make the payment of the grant to the end beneficiaries, if any, electronically (through ECS/RTGS/NEFT).

2.   In compliance with O.M. No.48(06)/PF-II/2016 dated 12.09.2017 issued by Department of Expenditure, Ministry of Finance and Rule 230 of General Financial Rules, 2017, from now onwards the released amount of grant should require to be paid/transferred by the grantee organisation/agency/individual to the vendor(s)/end beneficiary(ies), in the process of utilizing the grant for the purpose for which it is sanctioned, by registering itself on Public Financial Management System (PFMS) portal of Ministry of Finance (http://pfms.nic.in) and creating vendor(s)/end beneficiary(ies) in PFMS in Expenditure, Advance and Transfer (EAT) module. It is made clear that further releases of any grant under Central Sector Schemes to the said organisation/agency/individual from Central Government shall only be made based on balances available as per EAT module data of the said organisation/agency/individual on PFMS.

3.   Therefore, **all the grantee organisations/agencies/individual receiving grants-in-aid from Ministry of Culture are advised to register themselves compulsorily on PFMS portal of Ministry of Finance (http://pfms.nic.in).**

They are also required to create <u>Maker (Operator), Checker(Approver), vendor(s)/end beneficiary(ies)</u> in PFMS and enter necessary details regarding opening balance of the organisations/agencies as also must file expenditure [the process of feeding the day to day transactions as recorded in the cash book on the PFMS portal by an organisation/agency registered on PFMS is called expenditure filing] **etc. in EAT (Expenditure-Advance-Transfer) module so that further payments to the vendor(s)/end beneficiary(ies) concerned as stated above are made by the organisations through PFMS in their AADHAR seeded Bank Account. After getting the grant from Central Government, expenditure filing by a grantee organisation/agency on PFMS is compulsory as further releases of any grant under Central Sector Schemes to the said grantee organisation/agency shall only be made on the basis of balances available as per EAT module data of the said organisation/agency on PFMS.**

4.   In order to understand actions required to be taken by grantee organisations/agencies on PFMS portal, they may first download a booklet available in PDF format from the link given below:-

http://www.dst.gov.in/sites/default/files/EAT%20-%20FilingAllmoduleFinal.pdf

> ➢ **The following actions are required to be taken by the grantee organisations/agencies on PFMS portal:**

(i) Log in to PFMS with Admin log in and password received at the time of registering the agency:-

All the existing grantee organisations/agencies which have been getting grant from Ministry of Culture in the past are already registered on PFMS portal. They need not require to register afresh. They have to log in to PFMS (http://pfms.nic.in) by using their user id and password which they would have already received on their registered email id. **Agency Unique Code(**User id) and registered Email on PFMS portal of the already registered such grantee organisations/agencies on PFMS getting grants from Ministry of Culture is attached as Annexure.

If they have forgot the password they can click on "Forgot password" displaying on the main page of the portal and they can fill either Login ID or Email ID and get the password. Alternatively they can also get new password by clicking on "Get Password By Unique Agency Code" displaying on the main page of the portal and they can fill Unique Agency Code and Email ID. In case registered Email of the organisation/agency is dummy or not functional, they may contact to PFMS support staff: Email: cseat.pfms@gov.in Helpdesk: 011-65678001, 65678002 with their Unique Agency Code, functional Email ID and Mobile Number.

The new grantee organisations will have to register themselves on PFMS by surfing website of PFMS (http://pfms.nic.in)->click on Login in extreme right side of above corner->click on Register Agency->Fill in necessary details. In case of any difficulty they may consult the P.Arts Section.

(ii) Create Maker and Checker(Follow the instructions given on page-5-6 of the booklet).

(iii) My Fund: Entering all receipts of the organisation/agency which includes Entering Opening Balance, Receipts from Central Government, Receipts from other agencies, Return from Other Agency, Receipts from State Governments, Interest income, Investment Details, Income from Other sources (Follow the instructions given on page-6-27 of the booklet).

(iv) Fund Transfer which includes Manage Bulk Customization, View Bulk Customization, Bulk Customization-Urban Level Type, Transfer: Fund Transfer (Follow the instructions given on page-28-40 of the booklet).

(v) Advances which include Payment of Advance, Advance Settlement (Follow the instructions given on page-41-51 of the booklet).

(vi) Inter Bank Transfer (Follow the instructions given on page-52-53 of the booklet).

5.   The approved grant amount for a project proposal [in case of Cultural Function and Production Grant Scheme] will be released as usual by the Ministry in the bank account of the organisations/agencies/individual concerned through PFMS. Subsequently the grantee organisations/agencies/individuals will have to further transfer the fund into the AADHAR seeded bank accounts of the vendors/suppliers/end beneficiaries compulsorily only through EAT module of the PFMS by using PFMS portal in the manner as has been described on page 28-40 of the said booklet.

It may please be noted that remaining installment of the previous grant or future grant (subject to approval by the competent authority) to the said organisation/agency shall only be made based on the balances available as per EAT module data of the said organisation/agency on PFMS.

6.   The following are the links for tutorials in Video formats [developed by Institute of Government Accounts and Finance (INGAF), Ministry of Finance, Government of India] to understand expenditure filing in PFMS system:-

(a)   **EAT Module Part-1: Agency and User Registration**:
https://www.youtube.com/watch?v=7V6CBvtLFvg

(b)   **EAT Module Part-2: Mapping of Scheme, Components & Vendor**: https://www.youtube.com/watch?v=MXO6eth7dbY

(c)   **EAT Module Part-3: Fund Creation:**
https://www.youtube.com/watch?v=eJLy75MfJU0

(d)   **EAT Module Part-4: Expenditure Filing:**
https://www.youtube.com/watch?v=GbhVKvfRdWM

(e)   **EAT Module Part-5: Transfer transactions:**
https://www.youtube.com/watch?v=N-TSDJhTvCs

(f)   **EAT Module Part-6: Deduction Filing:**
https://www.youtube.com/watch?v=hCbsiqcdpyw

(g)   **EAT Module Part-7: Utilisation Certificate:**
https://www.youtube.com/watch?v=2R4G3fqvNUw

(h)   **EAT Module Part-8: EAT Reports:**
https://www.youtube.com/watch?v=N6PQvwo3qcQ

Link for further videos of INGAF:
https://www.youtube.com/channel/UCzH0kge912RyA45AlpQ3BSA/videos

7. Agency Unique Code (User id) and registered Email on PFMS portal of the already registered grantee organisations/agencies on PFMS getting grants from Ministry of Culture is attached as Annexure.

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