

Top Priority

**CSK Himachal Pradesh KrishiVishvavidyalaya
"Compilation Branch"**

QSD/Comp/CSKHPKV/PFMSI- 21475-559

Dated, Palampur, the:

29 MAY 2019

To

All HODs/Associate Directors/Scientist Incharges/
Programme Coordinator, CSKHPKV, PALAMPUR.

Subject: Implementation of EAT module under PFMS.

Sir,


As you are aware that the ICAR has emphasized upon implementation of EAT Module under PFMS in the University. The agency is likely to stop release of budget in respect of all the ad-hoc and long term (AICRP) project operative in your respective unit. It has come to my notice that some of the Principal Investigators of the projects are actively using the portal launched by the funding agency for booking of expenditure under the specific scheme code given under the PFMS. But it has become mandatory for all concerned to pay heed to the instructions being circulated by the funding agencies from time to time.

For the above purpose, scheme mapping and creation of data operator login ID is being created by the Computer Programmer of this office to facilitate the concerned PIs. The actual data feeding of expenditure vouchers is possible at the concerned department/RRS/RSS concerned because details of vouchers are easily available with them for feeding. The expenditure voucher approval would be done by our Compilation branch.

In view of the above, it is enjoined upon that all the PIs of the Projects funded by the ICAR may ensure for feeding of expenditure vouchers under the specific Scheme code for EAT given in the PFMS portal. In this endeavor, if any PI feels any inconvenience/difficulty for implementation of EAT Module under PFMS of this university, he/she can have guidance/training from this office on any working day. Steps to be taken for entering/feeding expenditure vouchers under EAT module of PFMS are also attached for ready reference/guidance.

This may be given top priority.

Yours faithfully,


Comptroller

Encls. As above.

Steps for entering legacy data (pending entries of expenditure) of previous period:

Open pfmsite : <https://pfms.nic.in>

Click on Login

Select the year for which legacy data to be entered : For entering legacy data of 2017-18 select period/year 2017-18

Login with operator's ID

Click on Expenditure > Add New

Select Scheme: 1270 for entering salary expenditure

0088 for entering Capital and General Expenditure

} (Please select your scheme)

Select Bank A/c: Account in which funds of scheme have been received

Select Expenditure Done for : Self

Mention Letter/Office order No. vide which expenditure is sanctioned.

Sanction Date : Select date of 2017-18 for example 30-03-2018

Actual Transaction Date : Select date of 2017-18 sanction date or after that date for example 30-03-2018 or 31-03-2018

Total Amount : Amount of expenditure to be entered

Narration: Mention narration/description of expenditure being entered.

Scheme Component : Grant-Capital (For capital/equipments expenditure)
Grant-Salary (For salary expenditure)
Grant-General (Expenditure other than capital and salary)

Expense Type : Capital > for capital/equipments expenditure
Revenue > for salary/general expenditure (other than capital)

Amount: Fill same amount as mentioned in above: Total Amount and click on Add button

In case of error in selecting scheme component detail, you can remove the entry and re-correct it. Then click on "Save" button. Voucher No. will be generated by the system which can be noted for reference.

Message will appear : Expenditure details saved successfully.
Do you want to proceed with payee details?

Click on : "Yes"

On the next screen select Instrument type : "Cheque" and click Add

Fill Cheque No. (Dummy cheque No. will also work) and amount (same amount) and date
Important : Date of concerned year i.e. 2017-18 transaction date i.e. 30-3-2018 or 31-03-2018 as filled earlier should be mentioned.

In case of error in this entry : click delete and re-enter otherwise select > Confirm

Message will appear :**This Cheque Number already exists.Do you still want to enter the same Cheque Number**

Click on "Yes"

Message will appear :Payee details has been confirmed successfully

Now click on : Submit for approval

Message will appear :Successfully Saved For Submitted

Now Approver has to login the system selecting the same year i.e. 2017-18

Click on Expenditure > Manage

Select the same scheme and bank account number

Now search the entry by sanction number or by giving amount in from and to range.

Select the entry from the list of entry/entries appears by clicking entry under Letter/Office Order No.

On new screen > click of Approved/Reject Button

Give comments : Approved

Click on approved button

Message will appear :Successfully Saved For Approved.