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Document Revision History

Customer: Controller General of Accounts
Module: TSA

Document Details

<table>
<thead>
<tr>
<th>Name</th>
<th>Version no.</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Return Assignment Limit – Sub AB to AB</td>
<td>1.1</td>
<td>Document describes user workflow for Return Assignment Limit functionality from Sub AB to AB</td>
</tr>
</tbody>
</table>

Revision details

<table>
<thead>
<tr>
<th>Action Taken (Add/ Del/ Update)</th>
<th>Previous Page No.</th>
<th>New Page No.</th>
<th>Revision Description</th>
<th>Done On</th>
<th>Done By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Update</td>
<td>19-22</td>
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</tr>
</tbody>
</table>

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Prepared by: Manjeet Kumar                                      Date: 27th February 2023

Reviewed by:                                                     Date:

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Purpose of the document

The aim of this document is to present the work flow of the return assignment functionality used by sub-ABs to AB.

Intended Audience

- Agency DO(Operator Level) for Sub AB
- Agency DA(Approver Level) for Sub AB
- Agency Admin for AB
<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Expansion</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGA</td>
<td>Controller General of Accounts</td>
</tr>
<tr>
<td>DO</td>
<td>Data Operator</td>
</tr>
<tr>
<td>DA</td>
<td>Data Approver</td>
</tr>
<tr>
<td>PFMS</td>
<td>Public Financial Management System</td>
</tr>
<tr>
<td>AB</td>
<td>Autonomous Body</td>
</tr>
<tr>
<td>Sub-AB</td>
<td>Subsidiary Autonomous Body</td>
</tr>
<tr>
<td>UI</td>
<td>User Interface</td>
</tr>
</tbody>
</table>
# Table of contents

1. INTRODUCTION ................................................................................................................................................. 6

2. STAKEHOLDERS .................................................................................................................................................. 6

3. RETURN ASSIGNMENT LIMIT INITIATION BY THE DATA OPERATOR ......................................................... 6

4. RETURN ASSIGNMENT LIMIT APPROVAL BY THE DATA APPROVER .................................................... 12
1. **Introduction**

We have introduced a provision in the PFMS system using which Sub Agencies can return assignment limit to Parent Agencies. The sub agencies would be able to return/reverse the amount (which was initially received from the linked sanctions) back to the parent agencies. Amount will be returned into the original sanction of Parent agency from which the assignment was given to Sub Agency by Parent Agency.

2. **Stakeholders**

- Agency DO-Sub-ABs
- Agency DA-Sub-ABs
- O/O CGA
- ABs

3. **Return Assignment Limit initiation by the Data Operator**

Menu--> TSA-->Transfers-->AB Return Assignment Limit

User: Sub Agency DO

![Figure 1](image.png)

Upon clicking the above path, the user lands on the below mentioned screen.
Corresponding bank account and parent agency would be auto populated when the scheme is selected.

User must click on Select Sanction Number to view the below mentioned list of available sanctions and proceeds to select/add the sanction from which he intends to return the assignment.
Once the user selects and adds a sanction, the form would display the sanction details as below.

Then the user fills out all the required fields namely, Scheme, Project, Sanction Received, Letter/Office Order No., Letter/Office Order Date, Actual Transaction Date, Transferring Amount, Transaction Type, Narration.
User selects and adds the component post which he clicks on **submit** to generate the voucher number.

![Figure 6](image6.png)

The Transaction has been saved successfully with Voucher Number:

RTF-2021-22-20

![Figure 7](image7.png)

User clicks on **OK** and proceeds to the below screen.

![Figure 8](image8.png)
User gets an option of **Payee Details** to proceed with the return.

On clicking payee details, the user can see all the details to the TSA agencies to whom transfers are being made. The details like agency details, account details, instrument type etc. can be seen on the screen for verification.

![Figure 9](image)

In the above screen shot, Bank Account (receiving Agency) will be auto populated, and it will be the same from account from which sub-Assignment was issued. Instrument type will also be not editable, and it will be for DSC mode only.

Once user clicks **On Add**, we are taken to the below screen.

![Figure 10](image)

After clicking on submit button, the below message appears as shown in the screen below which is a
confirmation of payee details being saved by the system.

The Logged in user (DO of Sub Agency) now can verify the details available on the screen and clicks on **NEXT**.

The DO of Sub Agency now can verify the details available on the screen and clicks on **Submit for Approval to DA** and the message “record successfully submitted to DA” will appear.
User can choose to cancel the transaction by clicking on **Cancel Transaction**.

### 4. Return Assignment Limit Approval by the Data Approver

Menu → TSA-->Transfers→AB Manage Return Assignment

User: Sub Agency DA

User navigates to the above-mentioned path and lands on the below screen.
Figure 15

Scheme is selected and the bank account is auto populated.

User then clicks on the relevant letter/office order number to get the relevant fund transfer details.

Figure 17
User verifies and validates the payment details and can choose either to reject or approve.

**A: Approval by the DA**

To approve the transaction user clicks on **Approve**.

User would get an on screen pop up with an option to confirm the approval

![Figure 18](image18.png)

User clicks on **Approve** and would get a confirmation message on screen as mentioned on the below screen.

![Figure 19](image19.png)

This concludes the approval process, and the details are submitted for funds transfer.

**B: Rejection by the DA**

To reject the request, the DA user can click on **Reject** on the below screen.
User is then prompted to enter the reason for rejection on screen and confirm the rejection.

User would enter the reason and click on **Confirm**. There would be a message on screen which confirms the rejection.
Once rejected the DO user must start afresh with new selections.

C: Digital Signatures

Post approval the DA user must navigate to the below mentioned path to apply his digital signatures on the assignment limit file.

Menu--> TSA-->Digitally Sign Assignment Files
User: Sub Agency DA

User lands on the below screen and selects the scheme the view the files.
After the user has approved, the Biztalk server generates the xml file (given under column – Payment File Name). Once it is successfully generated, User selects the files by clicking on the radio button next to the same and proceed to apply his signature by clicking on **Apply Digital Signature** (as shown in Screen 12).

After this step, the file is sent to the Banks for further processing. In case the DA user is not satisfied, he/she can reject the file and select the reason from the list of pre-defined rejection reasons.

![Screen 25](image)

Once rejected the DA user must start afresh with new selections.

5. **Manage funds transferred by Sub AB at Agency Admin Level**

Path: Menu —> My Funds —> Received by Other Agency

User: Agency Admin (AB)
Agency Admin logs on and goes to the above-mentioned path to land on the below screen

User enters the scheme and selects the bank account.
User clicks on search to display the list of assignments returned from the Sub-AB.

He can click on the hyperlink associated with the sanction number to get the assignment details.

Return assignment will be on released status when digitally signed by Sub-Agency DA and status will changed to Received when confirmation is received from RBI.
Important: The functionality would be visible at all levels wherever the above path is visible on PFMS system.