

Return Assignment Limit (Sub AB to AB)

User Manual

Controller General of Accounts

February 2023

Version No: 1.1

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Document Revision History

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Module: TSA

Document Details

Name	Version no.	Description
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Revision details

Action Taken (Add/ Del/ Update)	Previous Page No.	New Page No.	Revision Description	Done On	Done By
Update	19-22	19-22	Changes in the DSC process as per the development in UAT.	27 th Feb 2023	Manjeet Kumar

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Date: 27th February 2023

Reviewed by:

Date:

Approved by:

Date:

Authorized by:

Date:

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

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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

Upon clicking the above path, the user lands on the below mentioned screen

Return Assignment Limit for TSA

Scheme: *

Project:

Bank Account: *

Received Sanction List:
(Enter minimum 3 characters to Sanction Number)

Letter/Office Order No.:*

Office Order Letter Attachment (if any): No file chosen
Note: Only files of type .jpg, .png, and pdf of size not more than 4MB are allowed.

Uploaded Office Order Letter:

Letter/Office Order Date:*

Actual Transaction Date:*

Transferring Amount:*

Transaction Type: Component Wise Bulk

Scheme Component: Amount:

Parent Agency :*

Narration: *

Voucher Number:

Figure 2

Corresponding bank account and parent agency would be auto populated when the scheme is selected.

Return Assignment Limit for TSA

Scheme: *

Project:

Bank Account: *

Received Sanction List:
(Enter minimum 3 characters to Sanction Number)

Letter/Office Order No.:*

Office Order Letter Attachment (if any): No file chosen
Note: Only files of type .jpg, .png, and pdf of size not more than 4MB are allowed.

Uploaded Office Order Letter:

Letter/Office Order Date:*

Actual Transaction Date:*

Transferring Amount:* Available balance : 436.00

Transaction Type: Component Wise Bulk

Scheme Component: Amount:

Parent Agency :*

Narration: *

Voucher Number:

Figure 3

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.

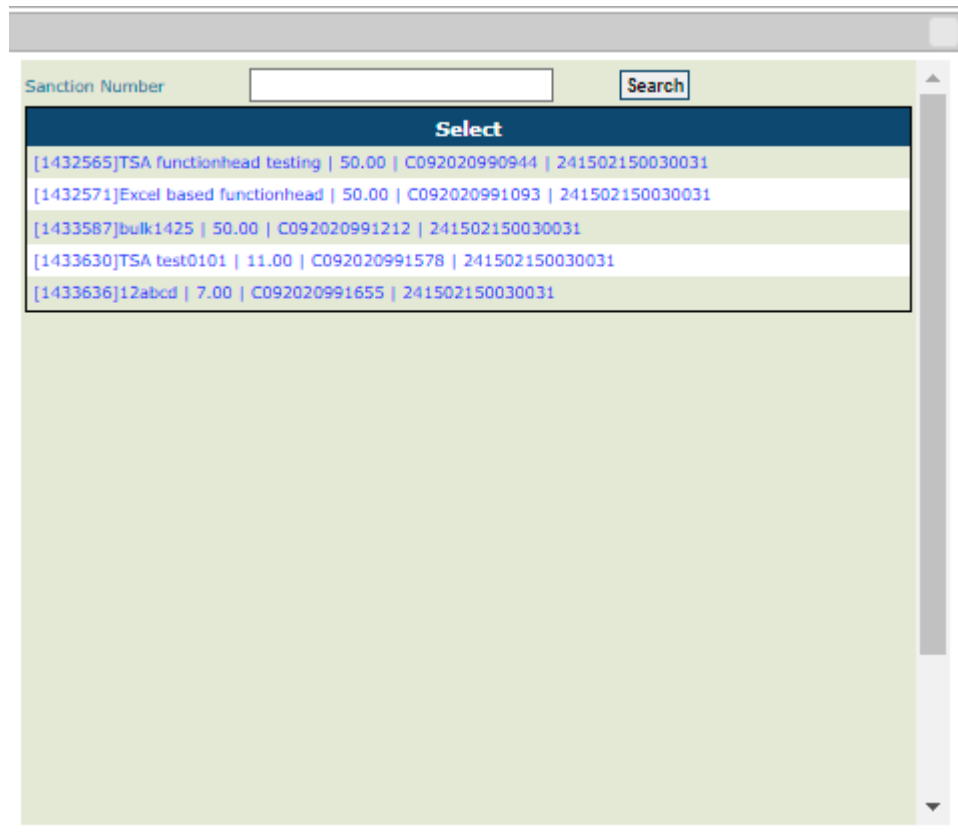


Figure 4

Once the user selects and adds a sanction the form would display the sanction details as below.

Return Assignment Limit for TSA

Scheme: * 1410 - CLIMATE RESILIENT AGRICULTURE INITIATIVE
 Project: *-Select-
 Bank Account: * 0552001010 - Shri A.K.S Memorial Charitable Trust - RESERVE BANK OF INDIA

Received Sanction List:
 (Enter minimum 3 characters to Sanction Number)

Transaction ID	Sanction Number	Function Head	Amount Received	Sanction Balance Amount	Remove
C092020990944	TSA functionhead testing	241502150030031	50.00	0.00	<input type="button" value="X"/>

Letter/Office Order No. *

Office Order Letter Attachment (if any): No file chosen
Note: Only files of type jpg, png, and pdf of size not more than 4MB are allowed.

Uploaded Office Order Letter:
 Letter/Office Order Date: *
 Actual Transaction Date: * 24/03/2022
 Transferring Amount: * Available balance : 436.00

Transaction Type: Component Wise Bulk

Scheme Component: Amount:

Parent Agency: * DLND00004550 - test1901

Narration: *

Voucher Number:

Figure 5

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.

Return Assignment Limit for TSA

Scheme: * 1410 - CLIMATE RESILIENT AGRICULTURE INITIATIVE

Project: * --Select--

Bank Account: * 05528001016 - Shri A.K.S.Memorial Charitable Trust - RESERVE BANK OF INDIA

Received Sanction List: Select Sanction Number
(Enter minimum 3 characters to Sanction Number)

Transaction ID	Sanction Number	Function Head	Amount Received	Sanction Balance Amount	Remove
C092020990944	TSA Functionhead testing	241502150030031	50.00	0.00	X

Letter/Office Order No. *

Office Order Letter Attachment (if any): No file chosen
Note: Only files of type jpg, png, and pdf of size not more than 4MB are allowed.

Uploaded Office Order Letter:

Letter/Office Order Date: *

Actual Transaction Date: *

Transferring Amount: * Available balance : 436.00

Transaction Type: Component Wise Bulk

Scheme Component: Select Scheme component (Enter minimum 3 characters to Scheme Components) Amount:

Scheme Components	Amount	Action
{ 1759283 } [a.1]TA for resources	100.00	X

Parent Agency: *

Narration: *

Voucher Number:

Figure 6

User selects and adds the component post which he clicks on **submit** to generate the voucher number.

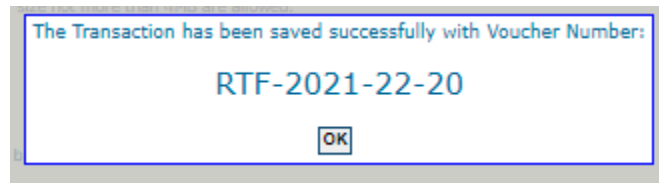


Figure 7

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

Return Assignment Limit for TSA

Scheme: * 1410 - CLIMATE RESILIENT AGRICULTURE INITIATIVE

Project: * --Select--

Bank Account: * 05528001016 - Shri A.K.S.Memorial Charitable Trust - RESERVE BANK OF INDIA

Received Sanction List: Select Sanction Number
(Enter minimum 3 characters to Sanction Number)

Transaction ID	Sanction Number	Function Head	Amount Received	Sanction Balance Amount	Remove
C092020991212	bulk1425	241502150030031	50.00	50.00	X

Letter/Office Order No. *

Office Order Letter Attachment (if any): No file chosen
Note: Only files of type jpg, png, and pdf of size not more than 4MB are allowed.

Uploaded Office Order Letter:

Letter/Office Order Date: *

Actual Transaction Date: *

Transferring Amount: * Available balance : 436.00

Transaction Type: Component Wise Bulk

Scheme Component: Select Scheme component (Enter minimum 3 characters to Scheme Components) Amount:

Scheme Components	Amount	Action
{ 1759283 } [a.1]TA for resources	30.00	X

Parent Agency: *

Narration: *

Voucher Number:

Amount being transferred saved successfully, please click below at payee details button to complete funds transfer

Figure 8

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.

Payee Details

Bank Name : RESERVE BANK OF INDIA
IFSC Code : RBISOPFM501
Transferring Bank Account : 05528001016
Transfer Amount : 30.00
Transfer Amount : Rupees thirty only
Receiving Agency : test1901
Purpose for Transfer: Test

Bank Account (Receiving Agency) : 8010545168 - testdbt
Instrument Type : EPaymentUsingDigitalSignature

Add **Cancel**

Figure 9

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.

Payee Details

Bank Name : RESERVE BANK OF INDIA
IFSC Code : RBISOPFM501
Transferring Bank Account : 05528001016
Transfer Amount : 30.00
Transfer Amount : Rupees thirty only
Receiving Agency : test1901
Purpose for Transfer: Test

Bank Account (Receiving Agency) : 8010545168 - testdbt
Instrument Type : EPaymentUsingDigitalSignature

Add

E-Payment Details

Party Name	IFSC Code	Party Account No	Amount	NarrationForPassBook	Delete
testdbt	RBISOPFM501	8010545168	30.00		X

Submit **Cancel**

Figure 10

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.

Payee Details
Payee details saved successfully

Bank Name : RESERVE BANK OF INDIA
IFSC Code : RBISOPFM501
Transferring Bank Account : 05528001016
Transfer Amount : 30.00
Transfer Amount : Rupees thirty only
Receiving Agency : test1901
Purpose for Transfer: Test
Bank Account (Receiving Agency) : 8010545168 - testdbt
Instrument Type : EPaymentUsingDigitalSignature

Party Name	IFSC Code	Party Account No	Amount	NarrationForPassBook	Delete
testdbt	RBISOPFM501	8010545168	30.00		X

Figure 11

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

Funds Transfer Details

Letter /office order no. : Test
Voucher Number : R77-2021-22-20
Uploaded Sanction Letter:
Letter /office order Date : 02/03/2022
Scheme Name/Code : CLIMATE RESILIENT AGRICULTURE INITIATIVE
Project:
Bank Account : 05528001016
Transferring Amount : 30.00
Narration : Test

Favouring	Cheque/Account No.	Amount	IFSC/MICR Code.	Payment Mode	Instrument Date	NarrationForPassBook
testdbt	8010545168	30.00	RBISOPFM501	EPaymentUsingDigitalSignature		

Bill Deduction Details:

Scheme Component	Amount
[a.1]TA for resources	30.00

Assignment Sanction Used:

Assignment Sanction Number	Payment Advice Number	Function Head	Amount Received	Sanction Balance Amount
bulk-1425	C092020991212	241502150030031	30.00	50.00

Status : Created
Remark : Payee Details Filled

Figure 12

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

Funds Transfer Details

Record successfully submitted to DA

Letter/office order no. : Test
 Voucher Number : RTF-2021-22-20
 Uploaded Sanction Letter:
 Letter/office order Date : 02/03/2022
 Scheme Name/Code : CLIMATE RESILIENT AGRICULTURE INITIATIVE
 Project:
 Bank Account : 05528001016
 Transferring Amount : 30.00
 Narration : Test

Favouring	Cheque/Account No.	Amount	IFSC/MICR Code.	Payment Mode	Instrument Date	NarrationForPassBook
tsolbkt	8010545168	30.00	RBI50P1M501	EPaymentUsingDigitalSignature		

Bill Deduction Details:

Scheme Component	Amount
(a.1)TA for resources	30.00

Assignment Sanction Used:

Assignment Sanction Number	Payment Advice Number	Function Head	Amount Received	Sanction Balance Amount
tsolk1425	C092020991212	341502150030031	50.00	50.00

Status : Submitted
 Remark : Payee Details Filled

Figure 13

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



Figure 14

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

Manage TSA Funds Transfer

Schemes :

Agency Account Choice: Self Self Deactive

Bank Account :

Project :

Letter/Office Order No. :

Agency :

Status :

Amount From :

Amount To :

Selected Funds

No Record Found

Figure 15

Scheme is selected and the bank account is auto populated.

Manage TSA Funds Transfer

Schemes :

Agency Account Choice: Self Self Deactive

Bank Account :

Project :

Letter/Office Order No. :

Agency :

Status :

Amount From :

Amount To :

Selected Funds

Letter/office order no.	Letter/office order Date	Project	Amount	Agency	Status
RALT	04/02/2022		5.00	CNO, LADY HARDINGE MEDICAL COLLEGE & SSKH HOSPITAL	Released
Return Assiqn test1	23/02/2022		6.00	test1901	Released
Test	01/03/2022		30.00	test1901	PendingPayeeDetails
Test	02/03/2022		30.00	test1901	Submitted
Test AM 02-08-2021	02/08/2021		5.00	CNO, LADY HARDINGE MEDICAL COLLEGE & SSKH HOSPITAL	Cancelled
Test Am 07-09-2021	07/09/2021		2.00	CNO, LADY HARDINGE MEDICAL COLLEGE & SSKH HOSPITAL	Cancelled
Test AM C092020989076 02-08-2021	02/08/2021		1.00	CNO, LADY HARDINGE MEDICAL COLLEGE & SSKH HOSPITAL	Cancelled
test_return Assiqn01	07/02/2022		10.00	test1901	Released
test2301	23/02/2022		1.00	test1901	Submitted
test2302	23/02/2022		2.00	test1901	Rejected

Figure 16

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

Funds Transfer Details

Letter/office order no. : Test

Voucher Number : RTT-2021-22-20

Uploaded Sanction Letter:

Letter/office order Date : 02/03/2022

Scheme Name/Code : CLIMATE RESILIENT AGRICULTURE INITIATIVE

Project :

Bank Account : 05528001016

Transferring Amount : 30.00

Narration : Test

Payment Details:	Favouring	Cheque/Account No.	Amount	IFSC/MICR Code.	Payment Mode	Instrument Date	NarrationForPassBook
	testdbt	8010545168	30.00	R330PFM601	EPaymentUsingDigitalSignature		

Bill Deduction Details:

Scheme Component	Amount
[a..1]TA for resources	30.00

Assignment Sanction Used:

Assignment Sanction Number	Payment Advice Number	Function Head	Amount Received	Sanction Balance Amount
bulk1425	C092020991212	241502190030031	50.00	50.00

Status : Submitted

Remark : Payee Details Filled

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

The screenshot shows the 'Funds Transfer Details' screen. A pop-up dialog box titled 'Remark Approved' is centered on the screen, containing a signature icon and 'Confirm' and 'Cancel' buttons. The background screen displays the following information:

Letter/office order no.: Test
Voucher Number: RTT-2021-22-20
Uploaded Sanction Letter:
Letter/office order Date: 02/03/2022
Scheme Name/Code: CLIMATE RESILIENT AGRICULTURE INITIATIVE
Project:
Bank Account: 05528001016
Transferring Amount: 30.00
Narration: Test

Favouring	Cheque/Account No.	Amount	IFSC/MICR Code.	Payment Mode	Instrument Date	NarrationForPassBook
testidk	8010545168	30.00	RBI50PH501	EPaymentUsingDigitalSignature		

Bill Deduction Details:

Scheme Component	Amount
[a.1]TA for resources	30.00

Assignment Sanction Used:

Assignment Sanction Number	Payment Advice Number	Function Head	Amount Received	Sanction Balance Amount
bulk1425	C092020991212	241502150030031	30.00	30.00

Status: Submitted
Remark: Payment Details Filled

Buttons: [Approve] [Reject] [Back]

Figure 18

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

The screenshot shows the 'Funds Transfer Details' screen after approval. A green message 'Record Approved successfully' is displayed at the top. The background screen displays the following information:

Letter/office order no.: Test
Voucher Number: RTT-2021-22-20
Uploaded Sanction Letter:
Letter/office order Date: 02/03/2022
Scheme Name/Code: CLIMATE RESILIENT AGRICULTURE INITIATIVE
Project:
Bank Account: 05528001016
Transferring Amount: 30.00
Narration: Test

Favouring	Cheque/Account No.	Amount	IFSC/MICR Code.	Payment Mode	Instrument Date	NarrationForPassBook
testidk	8010545168	30.00	RBI50PH501	EPaymentUsingDigitalSignature		

Bill Deduction Details:

Scheme Component	Amount
[a.1]TA for resources	30.00

Assignment Sanction Used:

Assignment Sanction Number	Payment Advice Number	Function Head	Amount Received	Sanction Balance Amount
bulk1425	C092020991212	241502150030031	30.00	20.00

Status: Released
Remark: Approved

Button: [Back]

Figure 19

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.

Funds Transfer Details

Letter / office order no. : test2301
 Voucher Number : RTF-2021-22-12
 Uploaded Sanction Letter:
 Letter / office order Date : 23/02/2022
 Scheme Name / Code : CLIMATE RESILIENT AGRICULTURE INITIATIVE
 Project:
 Bank Account : 05528001016
 Transferring Amount : 1.00
 Narration : ok

Favouring	Cheque/Account No.	Amount	IFSC/MICR Code.	Payment Mode	Instrument Date	NarrationForPassBook
TSA test1	8010545168	1.00	RBS509FYH501	EPaymentUsingDigitalSignature		

Bill Deduction Details:

Assignment Sanction Number	Payment Advice Number	Function Head	Amount Received	Sanction Balance Amount
TSA test0101	C092020991578	241502150030031	11.00	8.00

Status : Submitted
 Remark : Payee Details Filled

Figure 20

User is then prompted to enter the reason for rejection on screen and confirm the rejection.

Funds Transfer Details

Letter / office order no. : test2301
 Voucher Number : RTF-2021-22-12
 Uploaded Sanction Letter:
 Letter / office order Date : 23/02/2022
 Scheme Name / Code : CLIMATE RESILIENT AGRICULTURE INITIATIVE
 Project:
 Bank Account : 05528001016
 Transferring Amount : 1.00
 Narration : ok

Favouring	Cheque/Account No.	Amount	IFSC/MICR Code.	Payment Mode	Instrument Date	NarrationForPassBook
TSA test1	8010545168	1.00	RBS509FYH501	EPaymentUsingDigitalSignature		

Bill Deduction Details:

Assignment Sanction Number	Payment Advice Number	Function Head	Amount Received	Sanction Balance Amount
TSA test0101	C092020991578	241502150030031	11.00	8.00

Status : Submitted
 Remark : Payee Details Filled

Remark

Figure 21

User would enter the reason and click on **Confirm**. There would be a message on screen which confirms the rejection.

Funds Transfer Details
Record Rejected successfully

Letter/office order no.: test2301
 Voucher Number: RTF-2021-22-12
 Uploaded Sanction Letter:
 Letter/office order Date: 23/02/2022
 Scheme Name/ Code: CLIMATE RESILIENT AGRICULTURE INITIATIVE
 Project:
 Bank Account: 05526001016
 Transferring Amount: 1.00
 Narration: OK

Favouring	Cheque/Account No.	Amount	IFSC/MICR Code.	Payment Mode	Instrument Date	NarrationForPassBook
TSA test11	8010545168	1.00	80150074501	PaymentUsingDigitalSignature		

Bill Deduction Details:

Assignment Sanction Number	Payment Advice Number	Function Head	Amount Received	Sanction Balance Amount
TSA test0101	C092020991578	241502150030031	11.00	8.00

Assignment Sanction Used:
 Status: Rejected
 Remark: Okay

Figure 22

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.

Note: Please open PFMS website in Internet Explorer for successful Digital Signature.

Digitally Sign File

Scheme: *

Module: *

Payment Transaction ID:

[Digital Sign Payment File](#) |
 [Digital Signed Payment File](#) |
 [Reject Payment File](#)

No Record Found

Figure 23

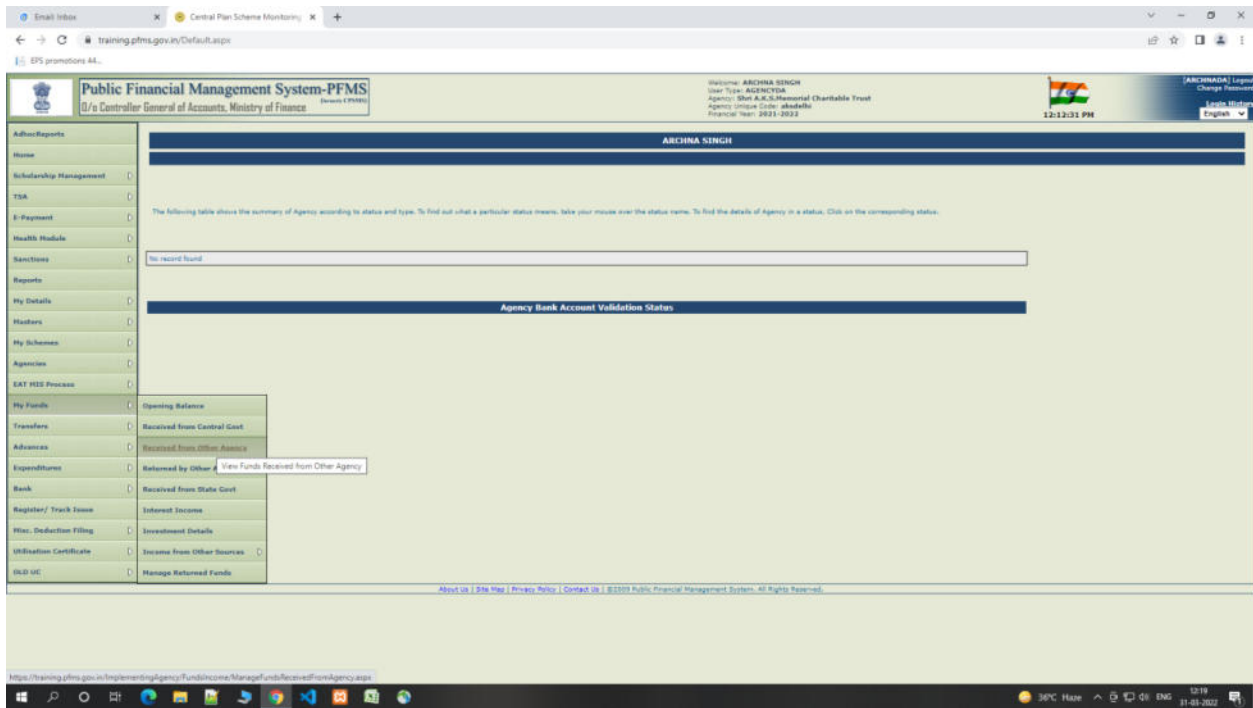


Figure 26

Agency Admin logs on and goes to the above-mentioned path to land on the below screen

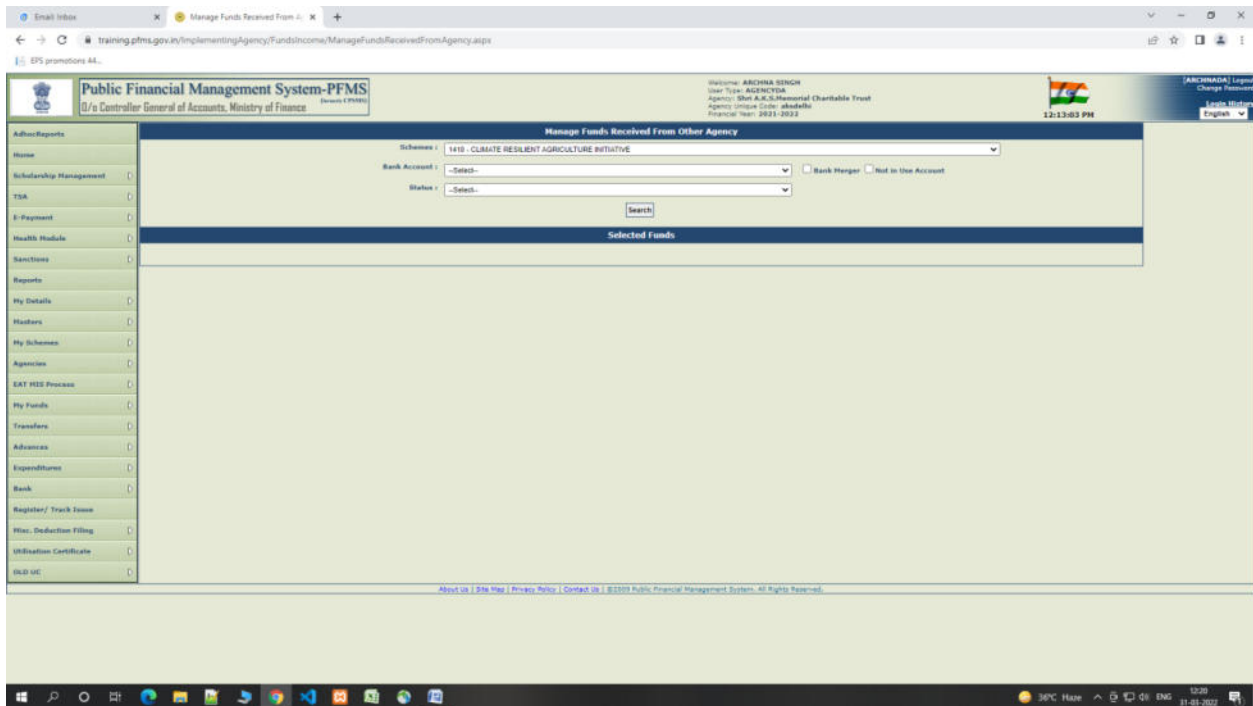


Figure 27

User enters the scheme and selects the bank account.

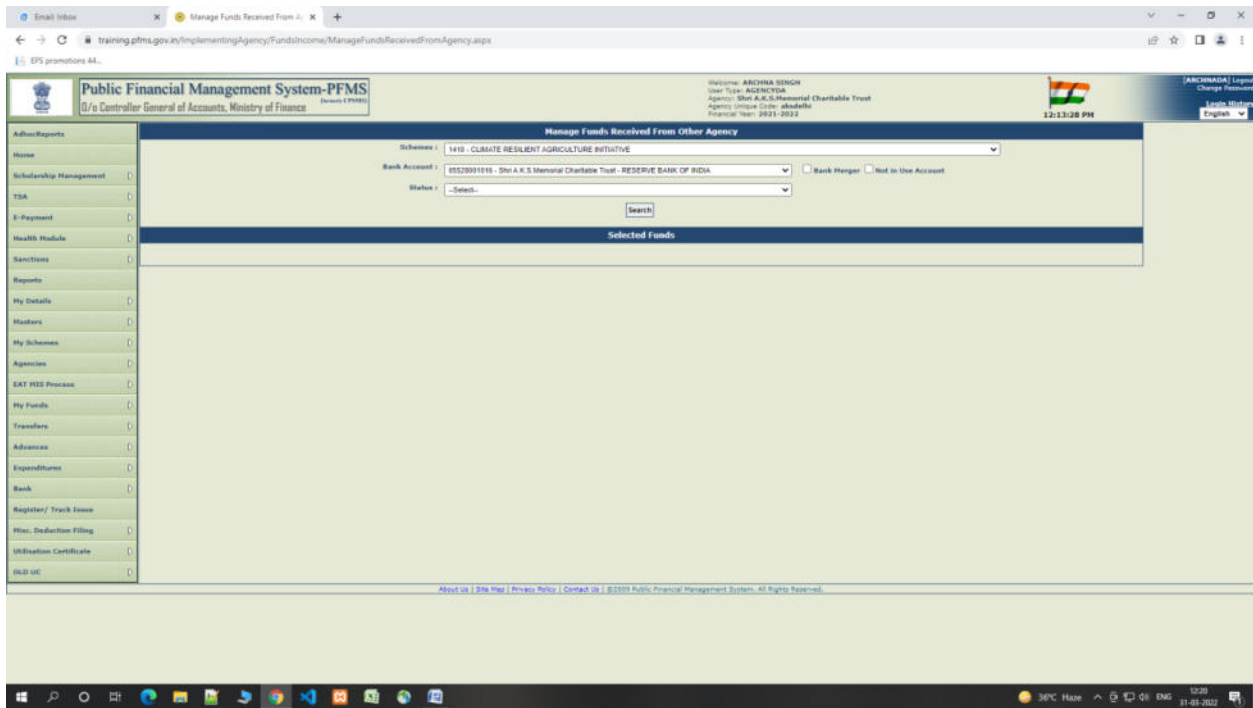


Figure 28

User clicks on search to display the list of assignments returned from the Sub-AB.

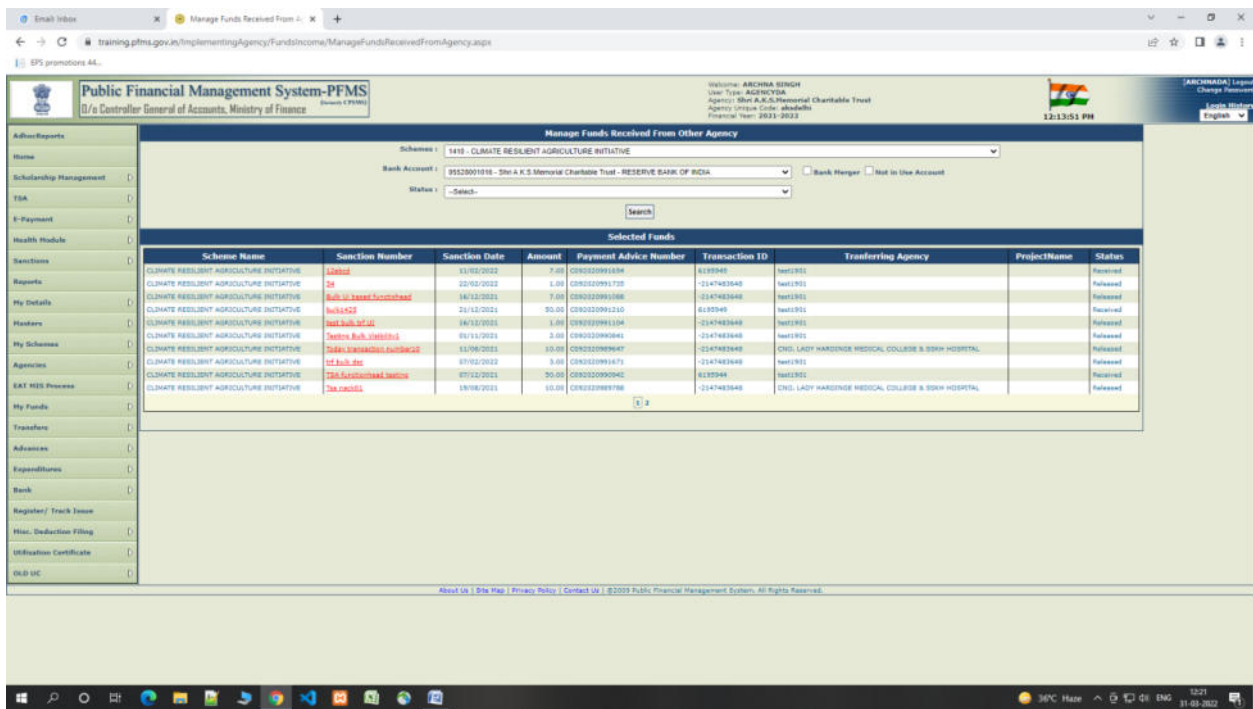


Figure 29

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 be changed to Received when confirmation is received from RBI.

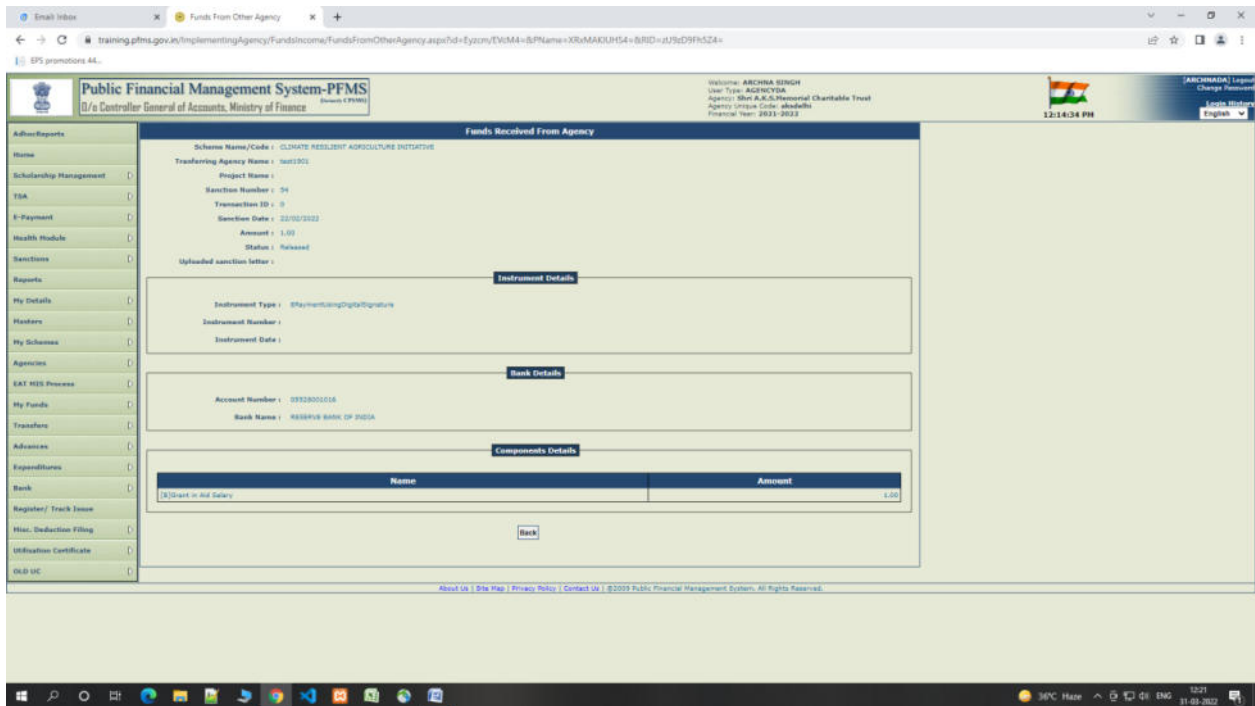


Figure 30

Important: The functionality would be visible at all levels wherever the above path is visible on PFMS system.

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