eGramaswaraj

Generate DSC, Sign Generate DSC PFMS- Receipt Voucher generation and approval

Generate DSC

- Only all Makers and Checkers who have registered their DSC and got approval from Block level or District level admin shall follow these steps.
- Maker and Checker need to generate a DSC file using option Master Entry-> Generate DSC.
- After this using "Sign Generate DSC" option they should digital sign their DSC file (Data will be automatically sent to PFMS).

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View status of DSC in portal

- The status of sent file is available from the dashboard on eGramaswaraj portal home page.(Accounting ->PFMS integration-> DSC status report)
- DSC status of Both Maker and Checker should be "Approved by PFMS"
- Then only all accounting transactions can be initiated.





Select PFMS INTEGRATION REPORT

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Select local body by giving type of local body, Scheme, District->Block-> GP order

PFMS- Receipt voucher generation

- A receipt voucher is to be generated to receive details of FFC receipts in bank account.
- Before generating receipt voucher Day books up to the previous day should be closed from the login of Local Admin.
- The details of FFC first instalment received in the Savings bank account will be auto populated in the voucher.

- And details should be carefully examined such as Tied or Untied, Bank account, amount etc
- After freezing the receipt it will be sent for approval and digital signing by District Level Admin.

Important to note

- District Admin will select each entry one by one and must carefully check all the details such as Panchayat name, Scheme name, Component name, voucher number, voucher date, amount etc.
- If all the details are founds correct then only District Admin must approve the file and proceed to apply digital signature.
- If the details are not correct then District Admin must reject the file and mention the rejection reason before applying the digital signature
- Once District Admin user approves Auto Receipt Voucher file, then all the relevant detail of auto-receipt vouchers will be booked in Panchayat Maker login and all the accounting calculation are done.
- Now the respective panchayat Maker user will then be able to make other transactions such as payment voucher entry or closing of day books etc.





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Role of District Admin

- District Admin should login.
- District Admin user click on "Master Entry DSC Management
- Receipt Voucher Approval" option from left hand side menu option
- User has to select "FY" and "Accounting Entity Type(District/Intermediate/Village Panchayat)"
- Based on the selection of accounting entity below screen will appear where the list of frozen Auto-Receipt Voucher record will appear for approval








Accounting/ Payment eGramswaraj Portal

Progress reporting

- **Technical approval**
- Administrative approval
- **Physical Progress reporting**
- mAction soft user creation by DADMIN
- Download mAction soft and login using user credentials
- Uploading of geotagged photo

Approve geotagged photo from ADMIN login. Maker roles

Add Beneficiaries (Agency, Employee, Resident)

- DSc approval of Beneficiary file by Maker
- and Checker
- Close day book up to previous date
- Calculate deductions from bill
- Create Payment voucher

- Freeze payment voucher
- Close day book of current date.
- Digitally sign FTO by Maker and Checker
- Pay Taxes directly to the concerned agency by NEFT, RTGS, Netbanking etc
- Create another payment voucher to reflect payment from suspense accounts.
- After completion of activity
- Report progress as completed after final payment.
- Approve final photo by ADMIN

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- The freezed voucher(Fund Transfer Order-FTO) has to be digitally signed by Maker and then Checker.
- The signed FTO will be send to PFMS for payment.
- Payment will be successful within 3-4 days.

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- Payment of deductions shall be make once the transaction is successful and the amount is credited to the vendor/agency.
- After the payment of deduction should be performed outside pfms mode NEFT/RTGS/Online Banking etc.
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