

No. I-11011/40/2012-DCT
Government of India
Planning Commission
(DBT Division)

Yojana Bhawan, Sansad Marg
New Delhi 110011
Dated: 12.4.2013

OFFICE MEMORANDUM # 4

Sub: Direct Benefits Transfer - Use of Central Plan Scheme Monitoring System (CPSMS) by Ministries / Departments/Implementing Agencies.

In continuation of Office Memorandum #3 on Direct Benefit Transfer- Procedure for Sending Payment Advice to Banks, dated 8.1.2013, the following guidelines are issued on the use of the **Central Plan Scheme Monitoring System (CPSMS)**, a Central Sector Plan Scheme, which is being implemented by the Office of Controller General of Accounts (CGA) in partnership with National Informatics Centre (NIC).

2. CPSMS is a web based transaction system which facilitates Aadhaar Payment Bridge (APB) and Electronic Clearance Service (ECS)/ National Electronic Clearing Service (NECS)/National Electronic Funds Transfer (NEFT) based payments and it generates scheme specific MIS on utilization of funds released from Consolidated Fund of India on real time basis. CPSMS has been designed for proper accounting and fund management. It also offers complete end to end requirements of payments to individual beneficiaries.
3. The major functions of CPSMS are, inter alia, to establish an efficient fund management system which takes care of the disbursement of funds from Central Ministries to States/ Special Purpose Vehicles (Societies)/Autonomous Bodies/NGOs, to effect payments to ultimate beneficiaries of the Schemes, to maintain a record of component-wise fund disbursement from States/Special Purpose Vehicles(Societies) /Autonomous bodies /NGOs to subsequent Implementing Agencies and individual beneficiaries in the States/UTs.

4. For the purpose of facilitation of Direct Benefits Transfer (DBT), the users of CPSMS may be categorized into two types:

- i) **Implementing Agencies (IAs)/State level or below/Special Purpose Vehicle/NGOs**
- ii) **Sponsoring Agencies (Ministry/Dept. level)**

5. The steps to be followed by **Implementing Agencies (IAs)** to use CPSMS for enabling DBT are mentioned below:

5.1 **Registration of Implementing Agency:** Recipient agencies of Central Government plan funds shall register along with their bank account details on CPSMS. **The details of registration process are available on www.cpsms.nic.in.** Additionally, since DBT is Aadhaar based, each Implementing Agency will be required to complete the APB User Registration for each scheme. The format for registration is provided in **Annexure I of OM #3** dated 8.1.2013 and is also available at http://planningcommission.nic.in/sectors/dbt/5_DBT_Banks.pdf.

5.2 **Creation and Uploading of Digitized list of Beneficiaries:** Implementing Agencies shall be responsible for identification of beneficiaries as per the eligibility criteria, prescribed in the scheme guidelines. A digitized list of beneficiaries shall be created by these agencies, State-wise/District-wise.

5.2.1 The State/District wise list of eligible beneficiaries will be prepared in the prescribed format in Microsoft Excel. A software developed by NIC, shall enable the Implementing Agencies at different levels to prepare, upload, verify, and certify the list of beneficiaries. It will also enable the designated officers in the Programme Division (PD) of the Central Ministries (Sponsoring Agencies) to authorize payment to the beneficiaries. The details are given in OM#6, dated 12.4.13 issued by Planning Commission.

5.2.2 The Implementing Agency shall verify the details of Aadhaar number, name, address, Bank/Post Office name, Bank/Post Office account number and IFSC code, provided by the beneficiaries, with the validated information supplied by Bank/Post Office. The verified database of eligible beneficiaries in the prescribed format (Microsoft Excel) shall be digitally signed by the identified authority in the IAs (as provided in Annexure-I) and uploaded on CPSMS. This digitally signed list will be sent to the Programme Division (PD)/Sponsoring Agency through CPSMS.

6. The steps to be followed by **Sponsoring Agencies** to use CPSMS for enabling DBT are mentioned below:

6.1 Programme Division (PD)/Sponsoring Agency shall register as 'User' on CPSMS.

6.2 Programme Division 'User' will verify the authenticity of the digital signatories received from the IAs and countersign the same. For this purpose, PD shall designate an authorized officer. Thereafter, they shall upload the State/District wise digitally countersigned list of beneficiaries on the CPSMS.

6.3 e-Sanction

6.3.1 After getting approval from the Competent Authority, Programme Division 'User' will create State/District wise sanction on CPSMS.

6.3.2 Unique Sanction-IDs are generated on CPSMS for each sanction. The Sanction ID module is fully functional in all Ministries of the Central Government, thereby, creating a comprehensive database of all Implementing Agencies and individual beneficiaries receiving funds under various Schemes of the Government of India.

6.3.3 The sanctioning authority i.e. Programme Officer of PD, after sanction, will sign the sanction digitally (e-Sanction) and submit for preparation of electronic bills by Drawing & Disbursing Officer (DDO). All e-Sanctions shall have a header as "Payment by direct transfer of benefit to the beneficiaries' accounts".

6.3.4 The PD shall ensure that the amount mentioned in the e-Sanction will be available to DDO for preparation of electronic bill (e-Bill) on CPSMS.

6.4 e-Bill:

6.4.1 Based on the digitally signed beneficiary list and the e-sanction, the DDO shall generate the digitally signed State/District wise electronic bill (e-bill) on CPSMS and send to Pay & Accounts Office (PAO).

6.4.2 PAO shall enter the payment detail against the e-bill.

For Direct Benefit Transfer, where payments are released directly by PAO of the concerned Ministry / Department, the detailed guidelines have been issued by Ministry of Finance O.M. No. 10(5)/mis./TA/2012-526 dated 19-02-2013 (**Annexure I**).

6.5 Payment Advice: After verifying the e-bill, PAO shall generate digitally signed Payment Advice on CPSMS and send it to the bank for payment to the beneficiaries to their Aadhaar seeded bank accounts.

6.6 It is important to note that CPSMS is capable of generating:

- a. Aadhaar Based Payment Advice/ and
- b. Payment Advice for ECS/NECS/NEFT

The electronic Payment Advice file is automatically generated through CPSMS, according to the APB input file format for Aadhaar based transactions. Similarly in cases where Aadhaar numbers are not available, the electronic Payment Advice file would be automatically generated through ECS/NECS/NEFT input file format.

It has been decided that the Payment Advice shall continue to contain the Aadhaar number and bank account number for the payments to be made under DBT till **30.9.2013** (OM issued vide F.No. 22(09)/PF-II/2012, dated 21.3.2013 by Department of Expenditure) because seeding of bank accounts with Aadhaar number is yet to be completed. i.e. in either case Aadhaar-based payment or bank account based transactions, CPSMS will automatically send the Payment File to the Bank for execution.

7. Payment Verification and Confirmation: The bank after verification shall process the Payment (e-Payment) Advice. After execution, bank shall send confirmation of payments or details of failed payments, as the case may be, to the paying Authority, through CPSMS, for accounting and reconciliation.

8. Monitoring: CPSMS will provide Scheme specific MIS on utilization of funds (date and location wise) for DBT payments along with transaction status on real time basis.

9. The office of CGA along with NIC will provide necessary technical support to the concerned agencies for using CPSMS for DBT. Additional details are available at <http://cpsms.nic.in/Users/LoginDetails/Login.aspx?ReturnUrl=%2fdefault.aspx>.

10. This issues with the approval of Chairman, Executive Committee on Direct Benefits Transfer.


12/4/13
Nidhi Khare

Adviser (DBT)

Planning Commission

Encl: As above

To :

1. Shri Ajit Seth, Cabinet Secretary, Rashtrapati Bhawan, New Delhi.
2. Shri Pulok Chatterji, Pr. Secretary to PM, South Block, New Delhi.
3. Shri R.S. Gujral, Secretary, D/o Expenditure, North Block, New Delhi.
4. Shri. Rajiv Takru, Secretary, Department of Financial Services, Ministry of Finance, New Delhi.
5. Shri. K. Desi Raju, Secretary, Ministry of Health and Family Welfare, Nirman Bhawan, New Delhi
6. Shri Ashok Thakur, Secretary, Department of Higher Education, Shastri Bhawan, New Delhi.
7. Smt. Vibha Puri Das, Secretary, M/o Tribal Affairs, Shastri Bhawan, New Delhi.
8. Shri Sutanu Behuria, Secretary, M/o Minority Affairs, Paryavaran Bhawan, New Delhi.
9. Shri Mrityunjay Sarangi, Secretary, M/o Labour & Employment, Shram Shakti Bhawan, New Delhi.
10. Shri Prem Narain, Secretary, M/o Women & Child Development, Shastri Bhawan, New Delhi.
11. Shri Anil Goswami, Secretary, Social Justice & Empowerment Shastri Bhawan, New Delhi.
12. Shri Rajarshi Bhattacharyan, Secretary, D/o School Education, Shastri Bhawan, New Delhi.
13. Shri S. Vijay Kumar, Secretary, M/o Rural Development, Krishi Bhawan, New Delhi.
14. Shri Sudhir Kumar, Secretary, D/o Food & Public Distribution, Krishi Bhawan, New Delhi.
15. Shri Sudhir Mittal, Secretary, D/o Fertilizers, Shastri Bhawan, New Delhi.
16. Shri. Vivek Rae, Secretary, Ministry of Petroleum and Natural Gas, Shastri Bhawan, New Delhi.
17. Ms. P. Gopinath, Secretary, D/o Posts, Dak Bhawan, New Delhi.
18. Shri J. Satyanarayana, Secretary, D/o Electronics & IT, Electronic Niketan, CGO Complex, New Delhi.
19. Shri. V.S Madan, DG, UIDAI, Jeevan Bharti Building, New Delhi.

Annexure - I

F.No. 10(5) Misc/TA/2012 - 526
Ministry of Finance
Department of Expenditure
Office of Controller General of Accounts
7th Floor, Lok Nayak Bhawan
Khan Market

Dated: 19-02-2013

Office Memorandum

Subject: Direct Benefits Transfer (DBT) – Procedure for payment directly to beneficiaries' accounts from Central Ministries /Departments

The following guidelines are hereby issued on the Procedure to be followed by Programme Divisions, Drawing and Disbursing Officers (DDOs) and Pay and Accounts Officers (PAOs) for payment directly to beneficiaries' accounts from Central Ministries /Departments under DBT.

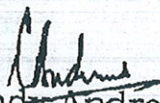
1. Digitally signed list in prescribed format (Annex 1) of eligible beneficiaries shall be prepared by the Centre/State Government Departments/Implementing Agencies for onward submission to Programme Division.
2. The Concerned Programme Officer of Programme Division of Ministry/Department, after obtaining the concurrence of IFD, and sanction of competent authority, shall digitally counter sign and upload the State /District wise electronic file of beneficiaries in a prescribed format (Annex I) on the Central Plan Scheme Monitoring System (CPSMS) Portal. State/ District wise sanction, to be signed digitally (referred as *e-Sanction* hereafter), shall then be prepared on the basis of beneficiary list already uploaded by the PD. The physical printout of the sanction and soft copy of the beneficiary list shall be kept for record and audit.

3. DDO will prepare the State / District wise electronic bill (referred as e-bill hereafter) on the basis of the e-Sanction. DDO shall digitally sign the e-bill and the related beneficiary list on CPSMS Portal for onward submission to the PAO.

4. PAO on receipt of the digitally signed bill along with the digitally countersigned list of beneficiaries shall process the bill for making the payment directly into the accounts of beneficiaries.

5. Operational Guidelines for Program Division, DDO and PAO are attached as Annexure-II.

This issues with the approval of Finance Secretary.


(Chandy Andrews)

Additional Controller General of Accounts

To

1. All Secretaries of Central Ministries/Departments.
2. Member Secretary Planning Commission.
3. Secretary, DeITY.
4. All FAs of Central Ministries/Departments.
5. All CAs / CCAs of Central Ministries /Departments .
6. CMDs of All Banks (As per list).

Annexure 1

Prescribed format: List of eligible beneficiaries

Full Name in English	Full Name in Recognized Official Language**	Gender	Address line 1	Address Line 2	Address Line 3	District	State	Pincode	Bank Name	Bank Account Number	IFSC Code*	Aadhaar Number	Payment Amount

* Optional in case bank branch do not have IFSC.

** Optional

Operational Guidelines

A. Process at Program Divisions (PDs):

a) Identification of authorized officers:

1. Identification of authority in State to digitally sign the beneficiary list.
2. Identification of concerned Programme Officer of PD for counter signing the beneficiary list on CPSMS in Program Division of Central Government Ministry/Department
3. Identification of 'Users' for creating sanction on Central Plan Scheme Monitoring System.
4. Identification of concerned Programme Officer of PD for approving and digitally signing the sanction on CPSMS portal in Central Government Ministries/Departments

b) Process:

1. Concerned Implementing Agencies (IAs)/Departments in the States will identify the eligible beneficiaries.
2. The State / District wise list of eligible beneficiaries will be prepared in the prescribed format in Microsoft Excel and the necessary validation of Aadhaar No. and the bank accounts shall be done. Thereafter, the list shall be digitally signed by the authorised officer of the IAs/Departments. This digitally signed list will be sent to the PD through CPSMS or any other secured mode.
3. On receipt of digitally signed list from State/IAs, PD 'User' will verify the authenticity of the digital signatories.
4. PD 'User' will upload the State / District wise digitally countersigned list of beneficiaries on the CPSMS portal.
5. PD 'User' will create State / District wise sanction on CPSMS portal and submit it to the sanctioning authority for approval.

6. The sanctioning authority i.e. Programme Officer of PD after sanction, will sign the sanction digitally (*e-Sanction*) and submit for preparation of electronic bills by DDO. Following should be clearly indicated in the e-sanction "Payment by direct credit to the beneficiaries' account".

7. The PD shall ensure that the amount mentioned in the e-Sanction matches with the total amount for all the related beneficiaries. After approval, the e-Sanction will be available to DDO for preparation of electronic bill on CPSMS portal.

B. Process for DDOs

1. DDO will receive the e-Sanction on CPSMS.
2. DDO, using the available utility in the CPSMS, can either accept the e-Sanction or return to PD with reasons for the same.
3. DDO shall ensure that the amount mentioned in the e-Sanction matches with the total bill amount.
4. DDO will prepare the digitally signed State / District wise electronic bill (e-bill) on CPSMS portal on the basis of the e-Sanction and digitally signed beneficiary list for onward submission to the PAO.
5. Following should be clearly indicated on the top of the bills: "Payment by direct credit to the beneficiaries' account".

C. Process for PAOs

1. PAO shall further process the electronic bill in CPSMS portal.

PAO will verify:

- a. Digital signature of the concerned DDO.
- b. Control totals on the bill, and
- c. budgetary provisions under applicable heads.

2. PAO will generate digitally signed Payment Advice on CPSMS portal. The Payment Advice shall indicate the details:

- a. Name,
- b. Aadhaar Number,
- c. Bank's Name,
- d. IFSC of Bank branch,
- e. Bank Account Number,
- f. Amount.

3. The accredited bank for the Ministry/Department will get the payment advice from CPSMS and distinguish between the payments advices for Aadhaar and non-Aadhaar enabled accounts for processing payments. The credit shall be passed into beneficiaries' account on the basis of Aadhaar number/bank account number. Accordingly, payments will be credited directly into the accounts of the beneficiaries. Banks will send the success / failure report to the CPSMS portal.

NOTE:

- i. The CPSMS portal means <http://cpsms.nic.in>
- ii. All Digital Signatures mentioned above shall be of minimum Class II as defined by Chief Controller of Certifying Authority, DeITY.
- iii. Regarding para C.(2) above the accounting and bank reconciliation guidelines will be issued by the office of CGA to all PAOs of the Central Ministries/Departments separately.

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