



CERTIFICATE OF ACCEPTING BALANCE - USER MANUAL

- ✓ In terms of Art.126 of AP Accounts Code, Vol.II and Note.2 thereunder read with GO Ms. No.43, Dated 22/04/2000 of F & P (W&M) Department, every PD administrator is required to furnish a Certificate of Accepting Balance (CAB) in their PD account(s) at the end of every Quarter within a fortnight of succeeding month. The Treasury Officer concerned is authorized to order to stop the transactions in case of failure of a PD administrator to furnish CAB. Thus, the Treasury Officer is required to review the status of receiving CAB(s) at the end of a fortnight succeeding every Quarter and identify the PD administrator(s) who failed to furnish the CAB and take action to stop the transactions of the PD account concerned.
- ✓ Further, the Government in GO Ms. No.99, Dated 14/08/2019 of Finance (CDM) Department, have re-iterated the same and the operating part of the said Government orders sentenced as below:-

"..... it is mandated that the Deposit administrator(s) shall electronically certify the balances on a quarterly basis, failing which the Deposit account will be kept in suspended mode, preventing any further transactions until such certificate is completed."

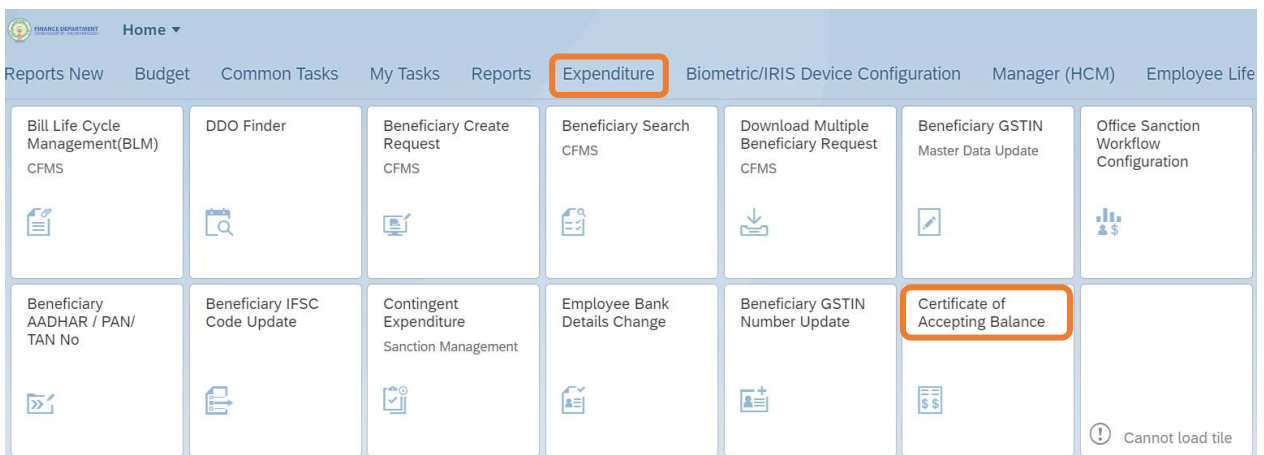
- ✓ Now, a facility '**Certificate of Accepting Balance**' has been developed and accessed to all the Deposit Account holders and Treasury Officers in CFMS Portal, to certify the balances electronically on a quarterly basis, failing which the Deposit account will be kept in suspended mode preventing any further transactions until such certificate is completed.
- ✓ The '**Certificate of Accepting Balance**' App facilitates the Deposit Administrators to certify the balance under the Deposit account(s). The process-flow mechanism of this facility is narrated below:
- ✓ Based on configuration of **Work-flow - PD Accounts** by the Head of the Office, the relevant roles shall be automatically assigned to the Maker, Checker and Authorizer. On configuring work-flow, the authorized User gets the **Certificate of Accepting Balance** tile under **Expenditure** Header.
- ✓ The Maker selects '**Certificate of Accepting Balance**' tile under **Expenditure** Header; and proposes to submit CAB for the Quarter ending to the mapped Treasury Officer.
- ✓ The system generates a **Unique Request Number** and enables / facilitates the Maker to check the correctness of the balances and forward the request to the Checker / Authorizer, as per pre-defined work-flow. The Checker (Optional) verifies and forwards the same to the Authorizer, for approval.
- ✓ After verification, the Authorizer authorizes the request and forward the same to the mapped Treasury for approval. System allowed the Deposit Administrators to conduct further transactions, only after certification of the balances on a quarterly basis.



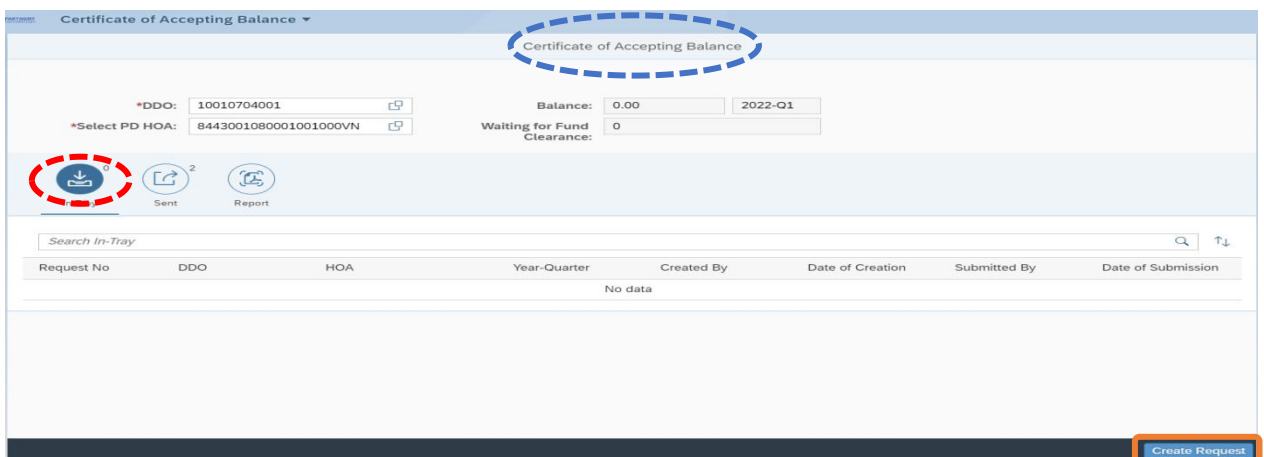
- ✓ Auditor verifies and forwards the same to the Verifier (Optional), for further scrutiny. After scrutiny, the Verifier forward the request to the Approver, for approval. After scrutiny, the Approver approves the request.
- ✓ The Deposit administrators and the Treasury Officers are facilitated with **CAB Report**, to review the status of receiving CAB(s) at the end of a fortnight succeeding every Quarter and identify the PD administrator(s) who failed to furnish the CAB.
- ✓ Process-flow mechanism along with Snapshots is shown hereunder:-

a.) **Creation of Request:-**

Deposit Administrator - Maker (Mandatory):-



(Snapshot.01)



(Snapshot.02)



Certificate of Accepting Balance

In-Tray ² Sent ⁰ Report

Search In-Tray

Request No	DDO	HOA	Year-Quarter	Created By	Date of Creation	Submitted By	Date of Submission
780000055	10010704001	8009011010001000000VN	2022-Q1	14269154	27-10-2022	Maker	27-10-2022
780000056	10010704001	8009011010001000000VN	2022-Q2	14269154	27-10-2022	Maker	27-10-2022

(Snapshot.03)

Certificate of Accepting Balance

Request Number : 780000057

*DDO: 10010704001 Balance: 0.00 2022-Q1

*PD HOA: 8011001050101002001VN Waiting for Fund Clearance: 0.00

Preview Submit

(Snapshot.04)

Deposit Administrator - Checker (Optional):-

Certificate of Accepting Balance

In-Tray ² Sent ⁰ Report

Search In-Tray

Request No	DDO	HOA	Year-Quarter	Created By	Date of Creation	Submitted By	Date of Submission
780000055	10010704001	8009011010001000000VN	2022-Q1	14269154	27-10-2022	Maker	27-10-2022
780000056	10010704001	8009011010001000000VN	2022-Q2	14269154	27-10-2022	Maker	27-10-2022

(Snapshot.05)



Certificate of Accepting Balance

In-Tray Sent Report

Search Sent

Request No	DDO	HOA	Year-Quarter	Created By	Date of Creation	Request Status
7800000055	10010704001	8009011010001000000VN	2022-Q1	14269154	27-10-2022	Pending with Submitter >
7800000056	10010704001	8009011010001000000VN	2022-Q2	14269154	27-10-2022	Pending with Submitter >

(Snapshot.06)

Deposit Administrator - Authorizer:-

Certificate of Accepting Balance

Certificate of Accepting Balance

In-Tray Sent Report

Search In-Tray

Request No	DDO	HOA	Year-Quarter	Created By	Date of Creation	Submitted By	Date of Submission
7800000055	10010704001	8009011010001000000VN	2022-Q1	14269154	27-10-2022	Checker	27-10-2022 >
7800000056	10010704001	8009011010001000000VN	2022-Q2	14269154	27-10-2022	Checker	27-10-2022 >

(Snapshot.07)

Biometric Validation

Aadhaar Biometric Finger Verification

Captured Successfully Please wait ...

AADHAAR Biometric verification is mandatory

(Snapshot.08)



CERTIFICATE OF ACCEPTING THE BALANCE

[Art.126 of AP Accounts Code, Vol.II and Note.2 there under read with GO Ms. No.43, Dated 22/04/2000 of F & P (W&M) Department and GO Ms. No.99, Dated 14/08/2019 of Finance (Cash & Debt Management) Department]

This is to certify that an amount of ₹.100,000/- (Rupees **ONE LAKH** only) of Cash Book balance tallies with the Treasury balance as on **30.06.2022** under the PD A/c: DDO Code - **10010704001**, Head of Account - **8009011010001000000VN**.

Cash Book Balance as on 30.06.2022	₹.100,000/-
Bills waiting for fund clearance as on 30.06.2022	₹.0/-
Account Balance as on 30.06.2022	₹.100,000/-

Date : Oct 27 , 2022

Time : 19:58:16



Name of the Person : [REDACTED]

Designation : DEPUTY DIRECTOR

DDO Code : 10010704001

Name of the Office : DISTRICT INSURANCE OFFICE ANANT

Contact No : [REDACTED]

Mail ID : [REDACTED]

(Snapshot.09)

Certificate of Accepting Balance ▾

Certificate of Accepting Balance

0
In-Tray 2
Sent 0
Report

🔍 ↕

Request No	DDO	HOA	Year-Quarter	Created By	Date of Creation	Request Status
7800000055	10010704001	8009011010001000000VN	2022-Q1	14269154	27-10-2022	Pending with Auditor >
7800000056	10010704001	8009011010001000000VN	2022-Q2	14269154	27-10-2022	Pending with Auditor >

(Snapshot.10)



Treasury - Auditor:-

Certificate of Accepting Balance ▾

Certificate of Accepting Balance

In-Tray² Sent⁰ Report

Search In-Tray

Request No	DDO	HOA	Year-Quarter	Created By	Date of Creation	Submitted By	Date of Submission
7800000055	10010704001	8009011010001000000VN	2022-Q1	14269154	27-10-2022	Submitter	27-10-2022
7800000056	10010704001	8009011010001000000VN	2022-Q2	14269154	27-10-2022	Submitter	27-10-2022

(Snapshot.11)

Treasury - Approver:-

Certificate of Accepting Balance ▾

Certificate of Accepting Balance

In-Tray² Sent⁰ Report

Search In-Tray

Request No	DDO	HOA	Year-Quarter	Created By	Date of Creation
7800000055	10010704001	8009011010001000000VN	2022-Q1	14269154	27-10-2022
7800000056	10010704001	8009011010001000000VN	2022-Q2	14269154	27-10-2022

(Snapshot.12)

Biometric Validation

Aadhaar Biometric Finger Verification

Captured Successfully Please wait ...

AADHAAR Biometric verification is mandatory

(Snapshot.13)



CERTIFICATE OF ACCEPTING THE BALANCE

[Art.126 of AP Accounts Code, Vol.II and Note.2 there under read with GO Ms. No.43, Dated 22/04/2000 of F & P (W&M) Department and GO Ms. No.99, Dated 14/08/2019 of Finance (Cash & Debt Management) Department]

This is to certify that an amount of ₹.100,000/- (Rupees **ONE LAKH** only) of Cash Book balance tallies with the Treasury balance as on 30.06.2022 under the PD A/c: DDO Code - 10010704001, Head of Account - 8009011010001000000VN.

Cash Book Balance as on 30.06.2022	₹.100,000/-
Bills waiting for fund clearance as on 30.06.2022	₹.0/-
Account Balance as on 30.06.2022	₹.100,000/-

Date : Oct 27 , 2022

Time : 19:58:16



Name of the Person : [Redacted]

Designation : DEPUTY DIRECTOR

DDO Code : 10010704001

Name of the Office : DISTRICT INSURANCE OFFICE ANANT

Contact No : [Redacted]

Mail ID : [Redacted]

Treasury / Approving Authority

Date : Oct 27, 2022

Time : 8:25:19 PM



Name of the Person : [Redacted]

Designation : DEPUTY DIRECTOR

Name of the Office : DISTRICT TREASURY OFFICE

Req No. : 7800000055

(Snapshot.14)

Report:-

Certificate of Accepting Balance

*DDO: 10010704001

*Select PD HOA: Select PD HOA

In-Tray 0 Sent 3 Report 3

*Fiscal Year: 2022

*Quarter: Q1

DDO Code	DDO Description	Head of Account	Head of Account Description	Balance	Request No	CAB Status	Request Status	Download PDF
10010704001	DISTRICT INSURANCE OFFICE ANANTAPUR	8009011010001000000VN	General Provident Fund (Regular)-- General Provident Funds	100000.00	7800000055	Y	Approved	

All Stake-holders can access Quarter-wise CAB Report, to review the status of receiving CAB(s); and can also download the Certified CAB

(Snapshot.15)

- THE END -