







		<p>authorised person who has access to failed payment request function.</p> <p>Once Bank account number and IFSC code details are updated, authorised person will submit these details to the treasury.</p> <p><b>@ Treasury Level:-</b></p> <p>HOO of the treasury will configure workflow for Failed Payment Bill creation and submission by assigning Maker Checker (Optional) Submitter to his/her own treasury DDO code and 8658 HOA and He/ She also configure the workflow for Bill Approval by assigning Auditor Verifier (Optional) Approver. These steps are pre-requisites to start failure transactions payment process.</p> <p>Once workflow is configured, Maker will have access to the creation of Failed Payment Bill under Non HR Bill category.</p> <p>Maker will create a bill for all the available line items related to failure transactions submitted by DDOs in the jurisdiction of that treasury on that day and the bill will go through the process of Bill submission and Bill approval as usual.</p>
4	Corporations - DDO	<p>In reference to the U.O. Note No. 43027/199/2017, Fin Dept. Dt.15.09.2017, No DDO Code shall be assigned to the Corporations as these corporations are not supposed to draw the funds directly from Consolidated fund.</p> <p>In the past, there has been a practice that HoDs distribute the budget to the corporations and these organisations preferred the bills and directly tapped the consolidated fund which is irregular and on no. of occasions, AG has raised objections to that effect. Consequent to this and in compliance with the orders issued by Finance department, DDO codes assigned to the Corporations are hereby withdrawn.</p> <p>However various corporations are rendering service to the government departments, for this the government departments either been providing funds as Grant in Aid or entering into 3<sup>rd</sup> party agreement to deliver the services .Since the practice of assigning DDO codes is withdrawn and to facilitate the departments to continue</p>

		<p>to engage corporations, the following process is proposed in CFMS.</p> <p>Grant in Aid: The Government departments who are the budget owners have to draw the funds on their DDO code as per the needs of the work / activities and adjust to PD Account of respective offices, such funds will be maintained in deposit works.</p> <p>Funds related to expenditure other than works will be adjusted to existing PD account of the Corporations. Funds related to works are adjusted to 8443 – Deposit Works and the government has granted permission to treat deposit work accounts as PD Accounts in Memo No. 21025/2/E-File/CM/2018 of Fin. Dept Dt.29.03.2018. In case of 3<sup>rd</sup> party agreement with the institutions – shall be treated as any other third party vendors.</p>
5	Beneficiary Creation	<p>Employees and Pensioners bank details obtained from the Legacy system and registered as beneficiaries in CFMS system.</p> <p>To register third party / Non-employee beneficiaries provision has been made in CFMS.</p> <p>HOO shall configure the workflow for Beneficiary creation by clicking on Authorised Beneficiary create request access which can be found in OTHERS tab under Workflow configurator Bill Submit.</p> <p>The authorized person will get access to the Beneficiary Create Request tile, through which HOO can make request for 3<sup>rd</sup> party / Non – employee beneficiaries' registration by providing beneficiary basic details and bank details and beneficiary create request number shall be generated and later beneficiary vendor code is created in CFMS.</p>

**PRINCIPAL FINANCE SECRETARY TO GOVT. (FAC)**