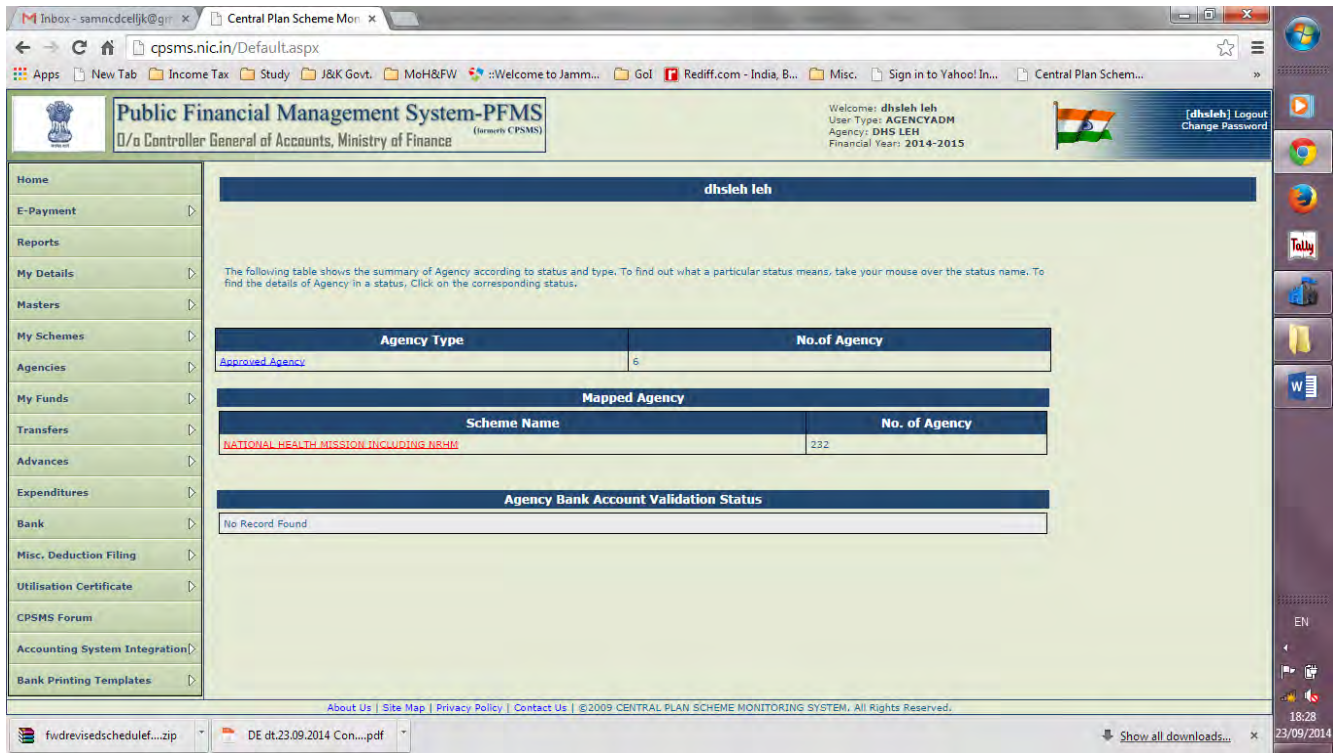


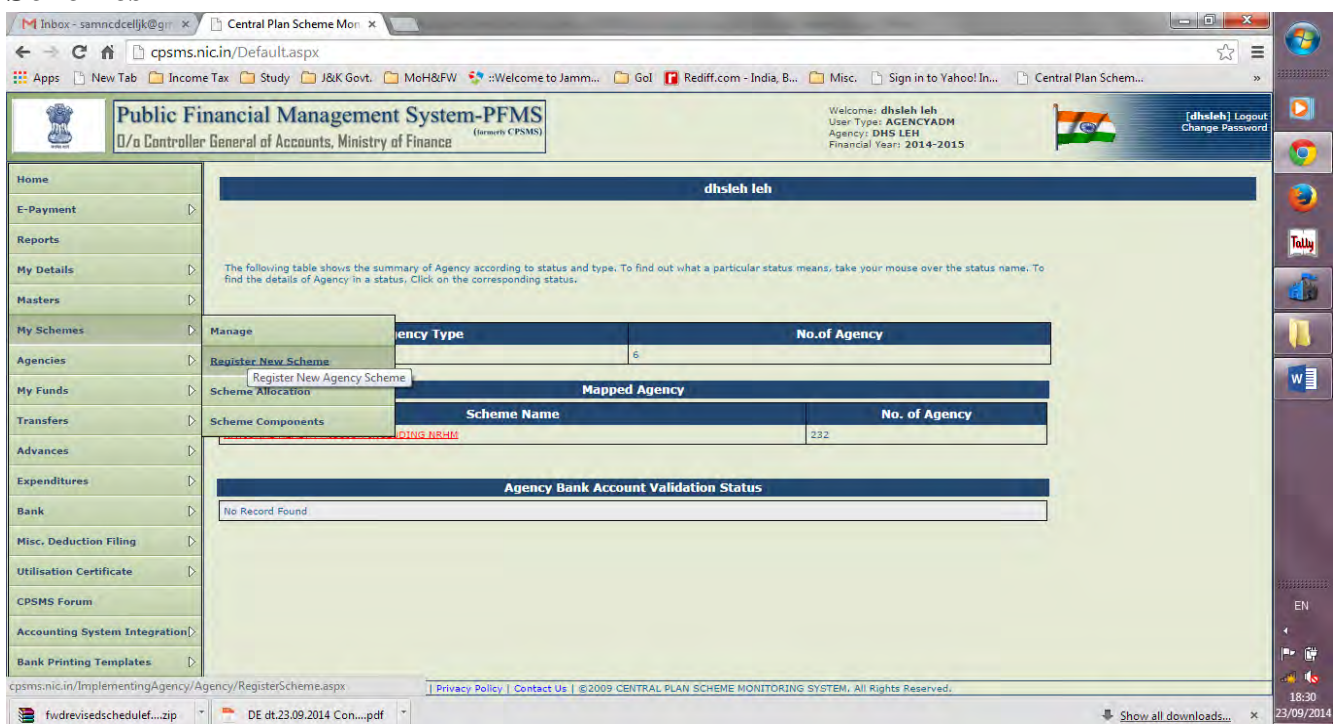
Dear District Programme Management Unit

In order to register the New Bank Accounts of respective District Health Society on the web portal of PFMS, kindly follow following steps:

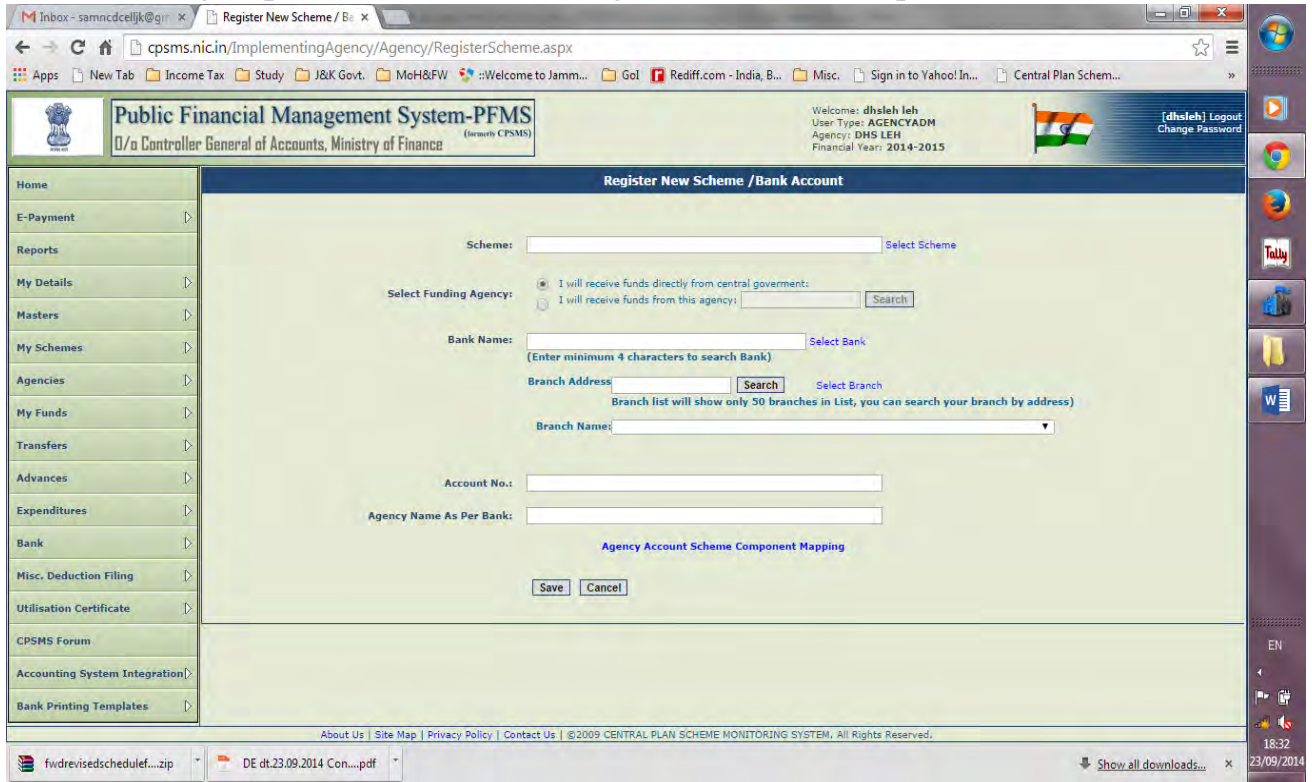
1.) Log in using the log-in ID and password of your District Health Society.



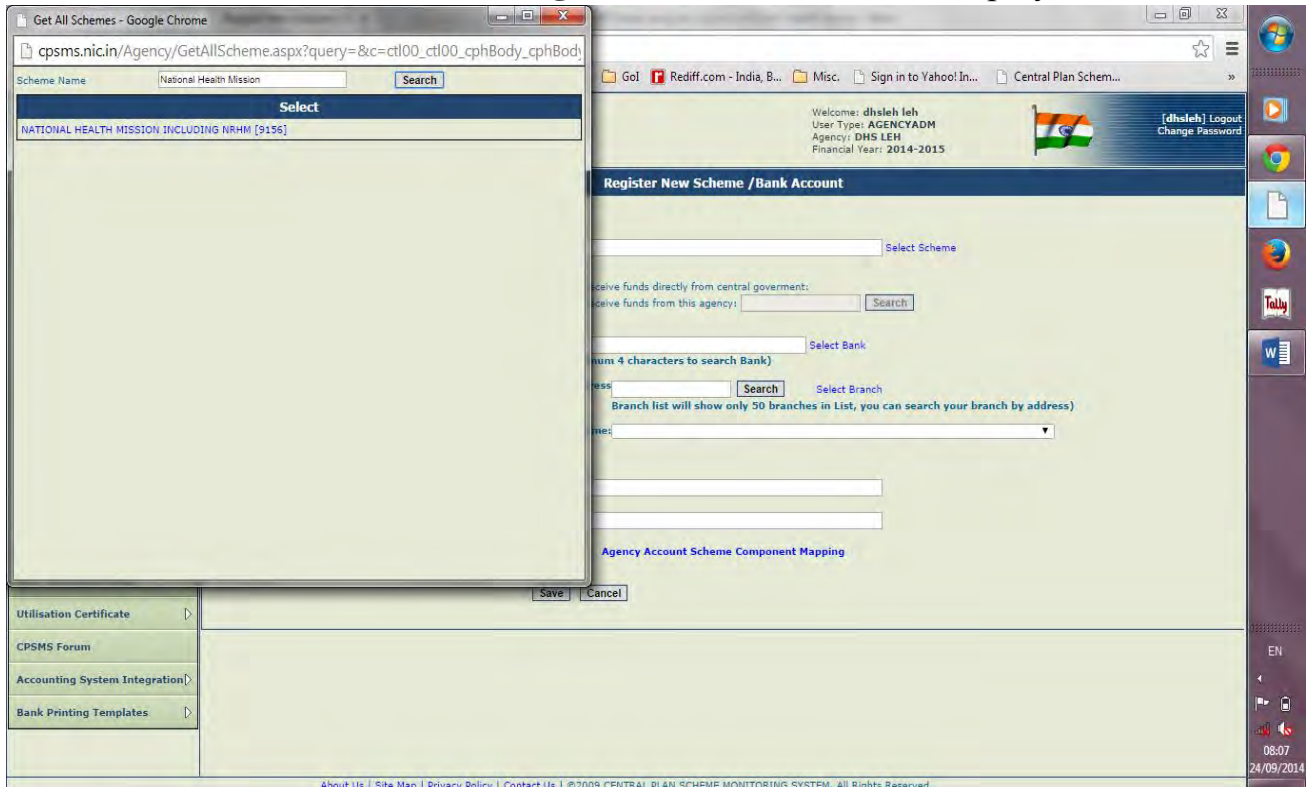
2.) In the menu on the left hand side, click on “**Register New Scheme**” under the head “**My Schemes**”



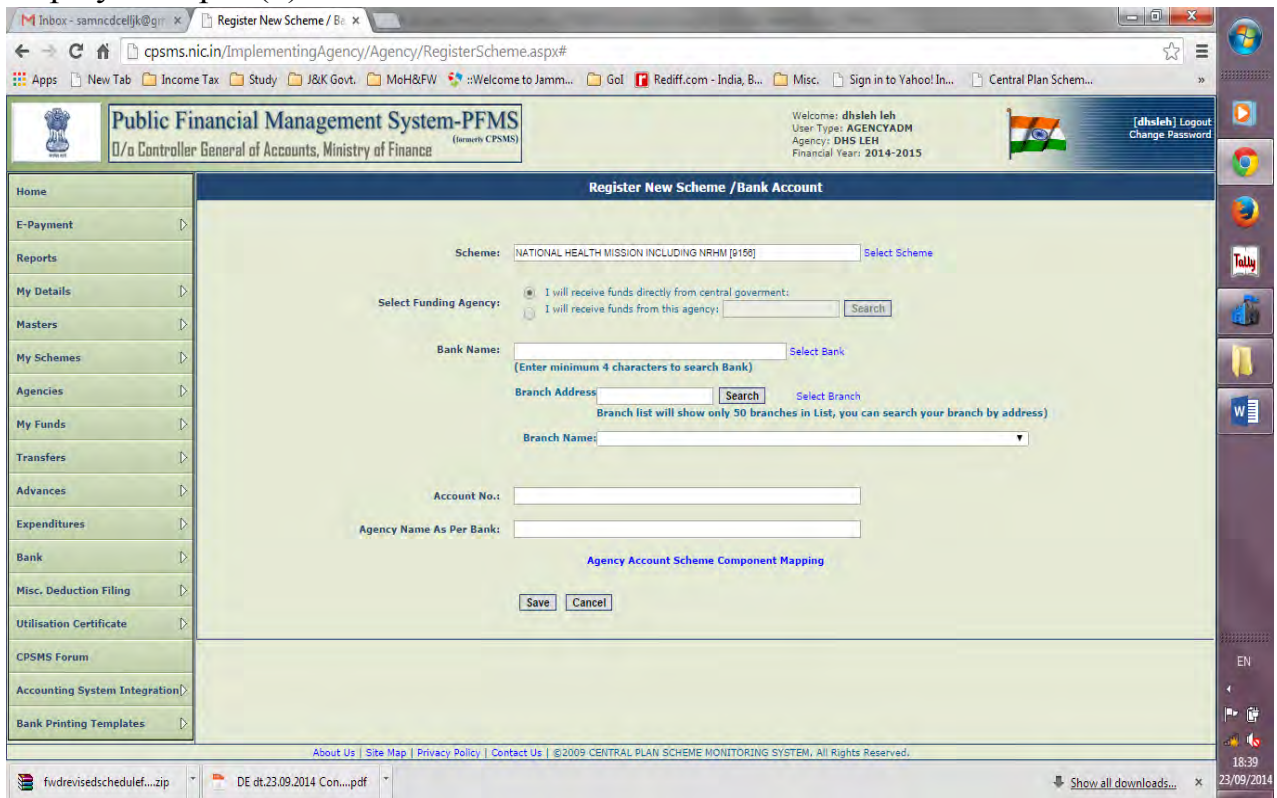
3.) After clicking as per (2) above, following window will be opened:



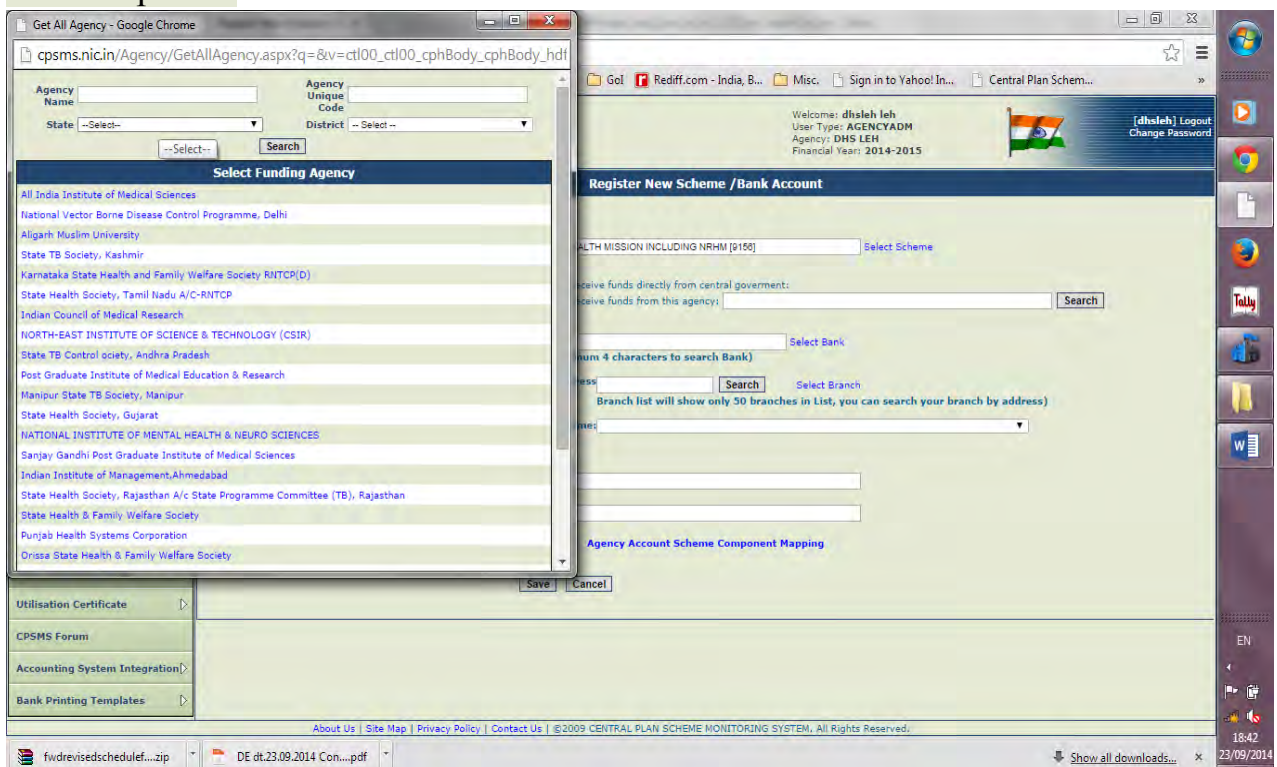
4.) Click on the 'Select Scheme' option and a Pop up window will be opened. Type 'National Health Mission' in the Search Box and click on Search. The Scheme "National Health Mission including NRHM (9156)" will be displayed as follows:



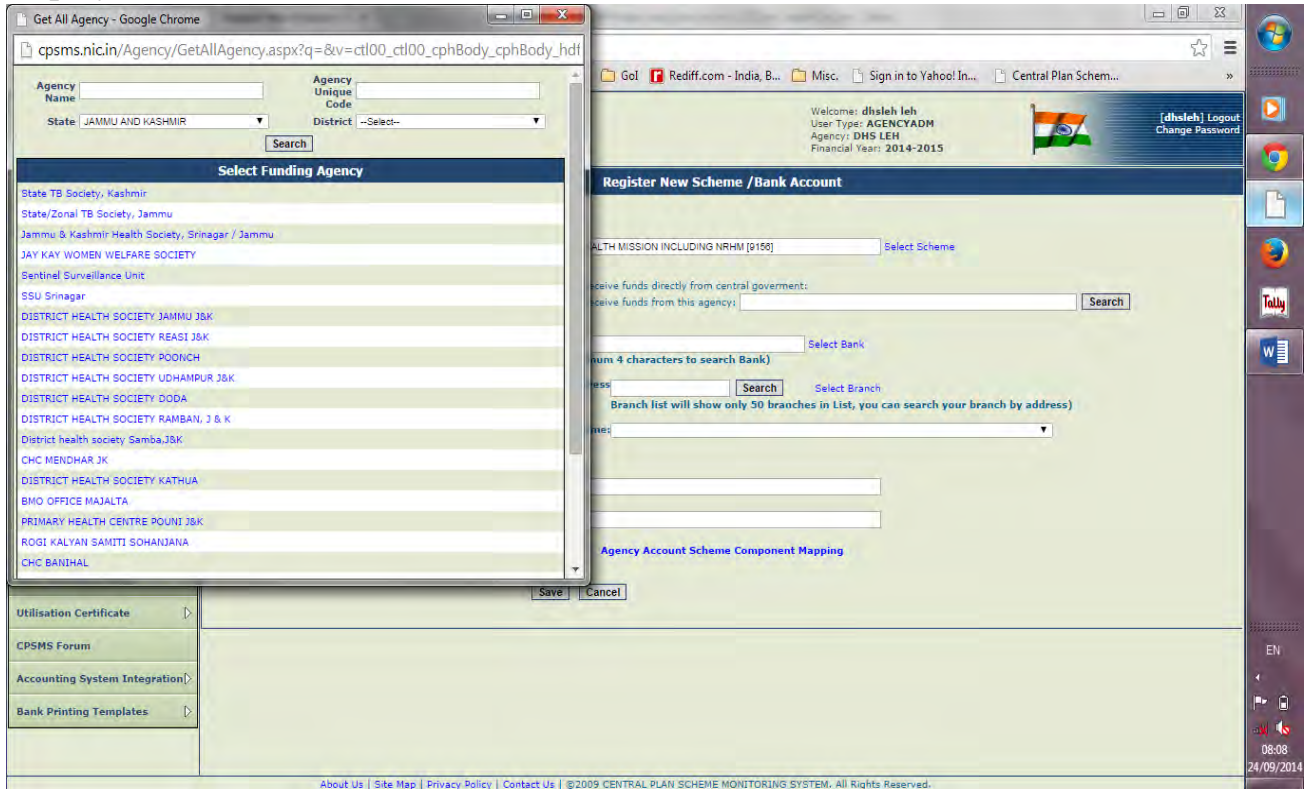
5.) Select the Scheme and the same will be filled up in the appropriate column in the screen displayed as per (3) above:



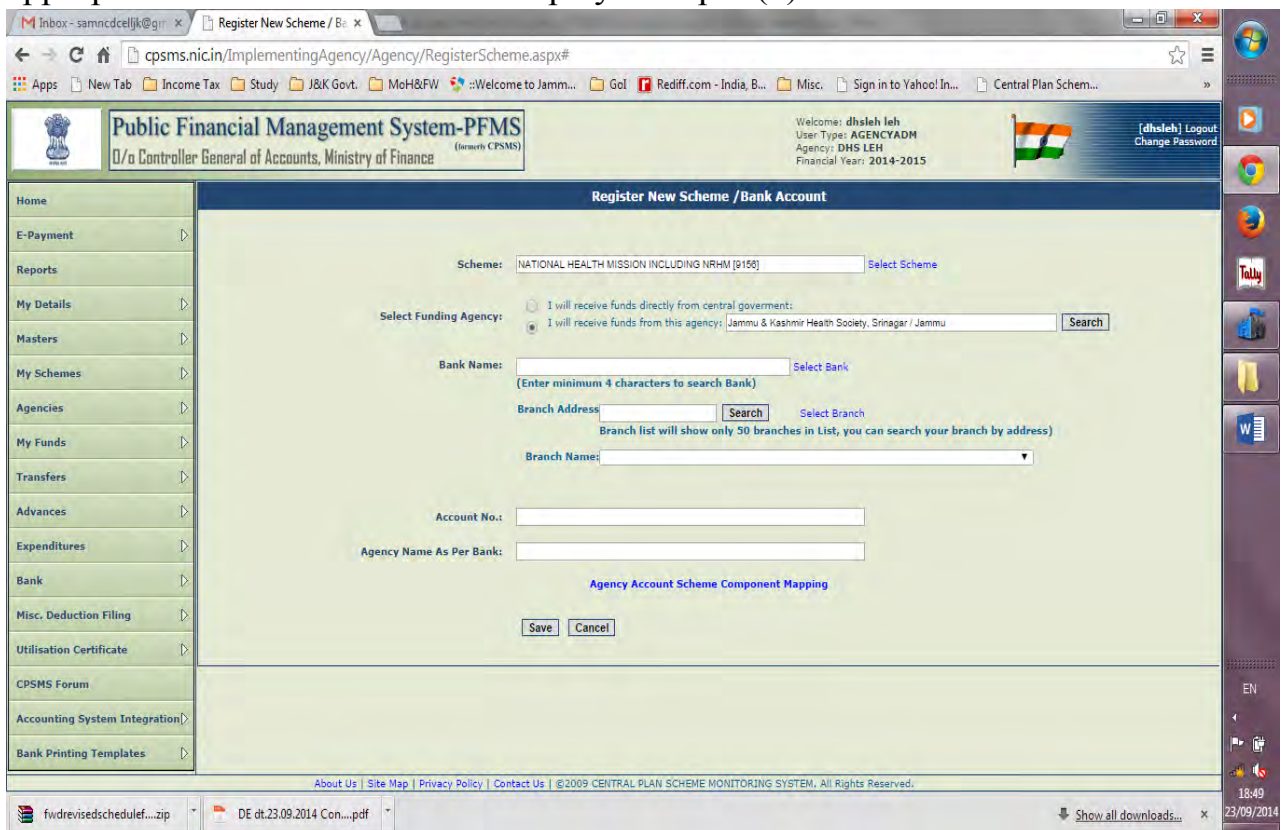
6.) In respect of 'Select Funding Agency', click on the Radio Button corresponding to the "I will receive funds from this agency" and click on search. Following pop-up window will be opened:



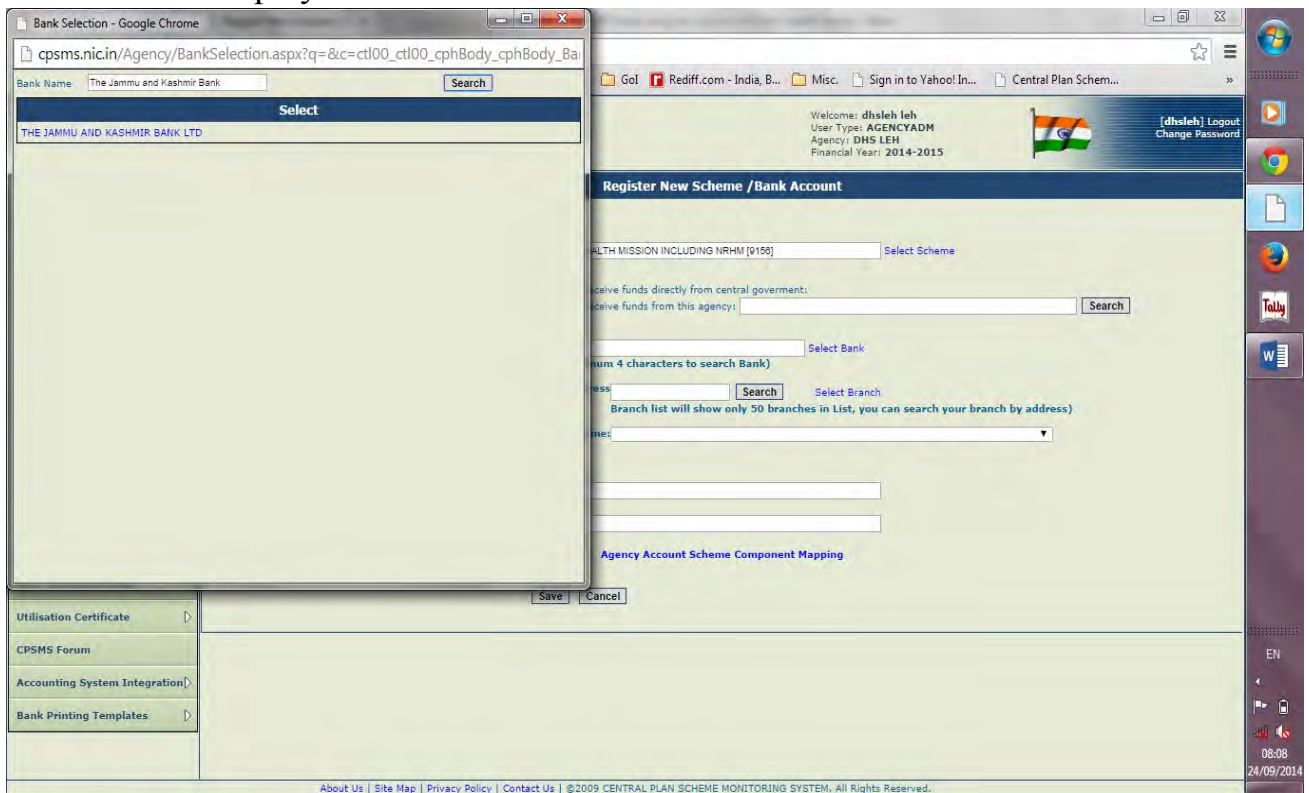
7.) Select the State ‘**Jammu and Kashmir**’. And click on Search. Following result will be displayed:



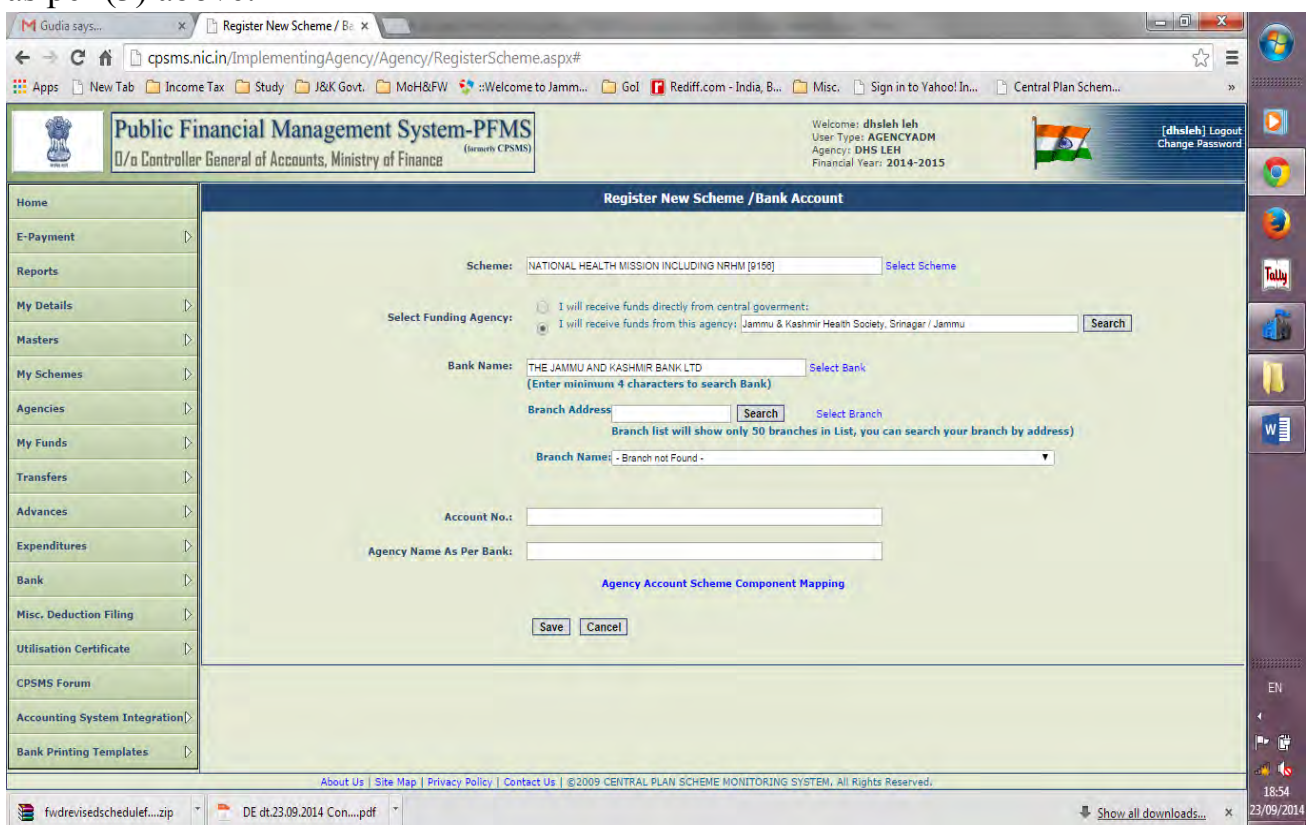
8.) In the result displayed, at Serial No. (3) from the top is the “**Jammu and Kashmir Health Society, Srinagar/ Jammu**”. Select the same and it will be filled up in the appropriate column in the screen displayed as per (3) above:



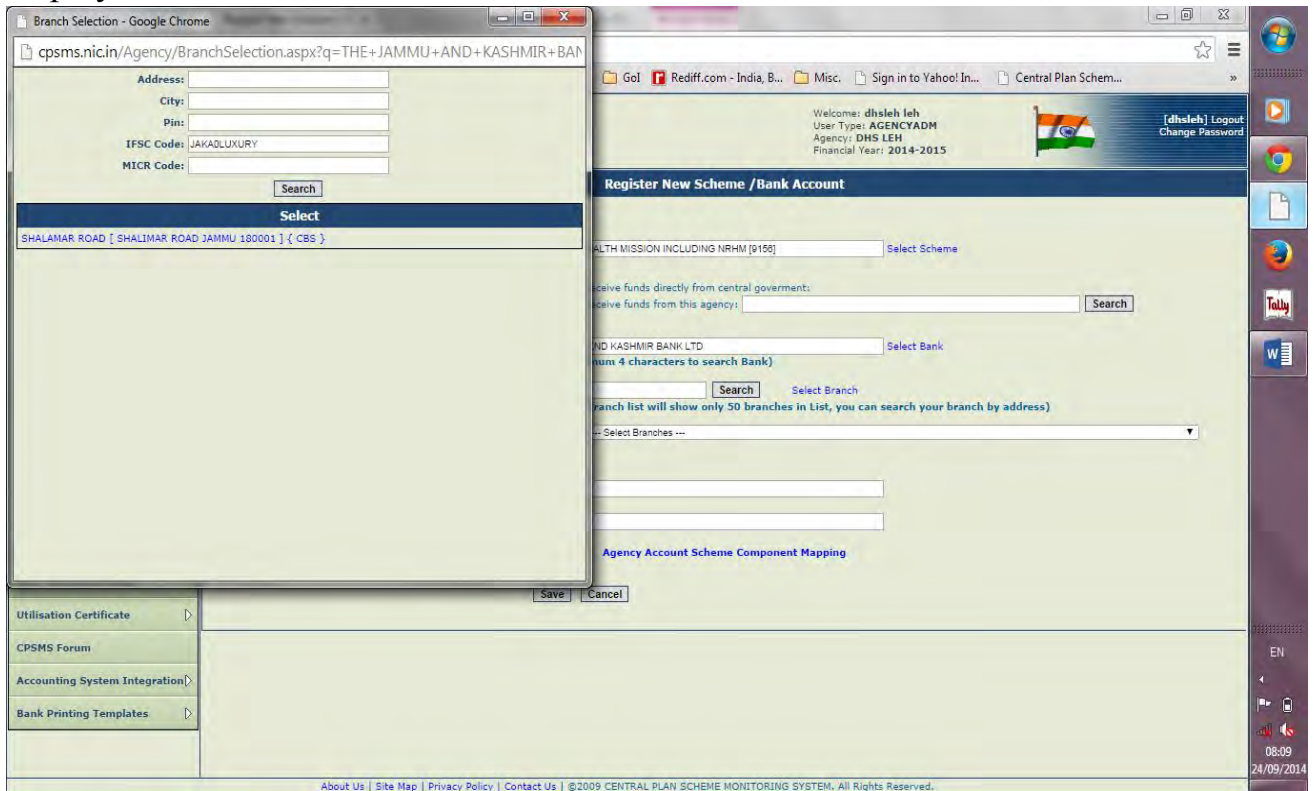
9.) Now click on the 'Select Bank' and another pop-up window will be opened. Fill the name of the Bank 'The Jammu and Kashmir Bank' and click on Search. Following result will be displayed:



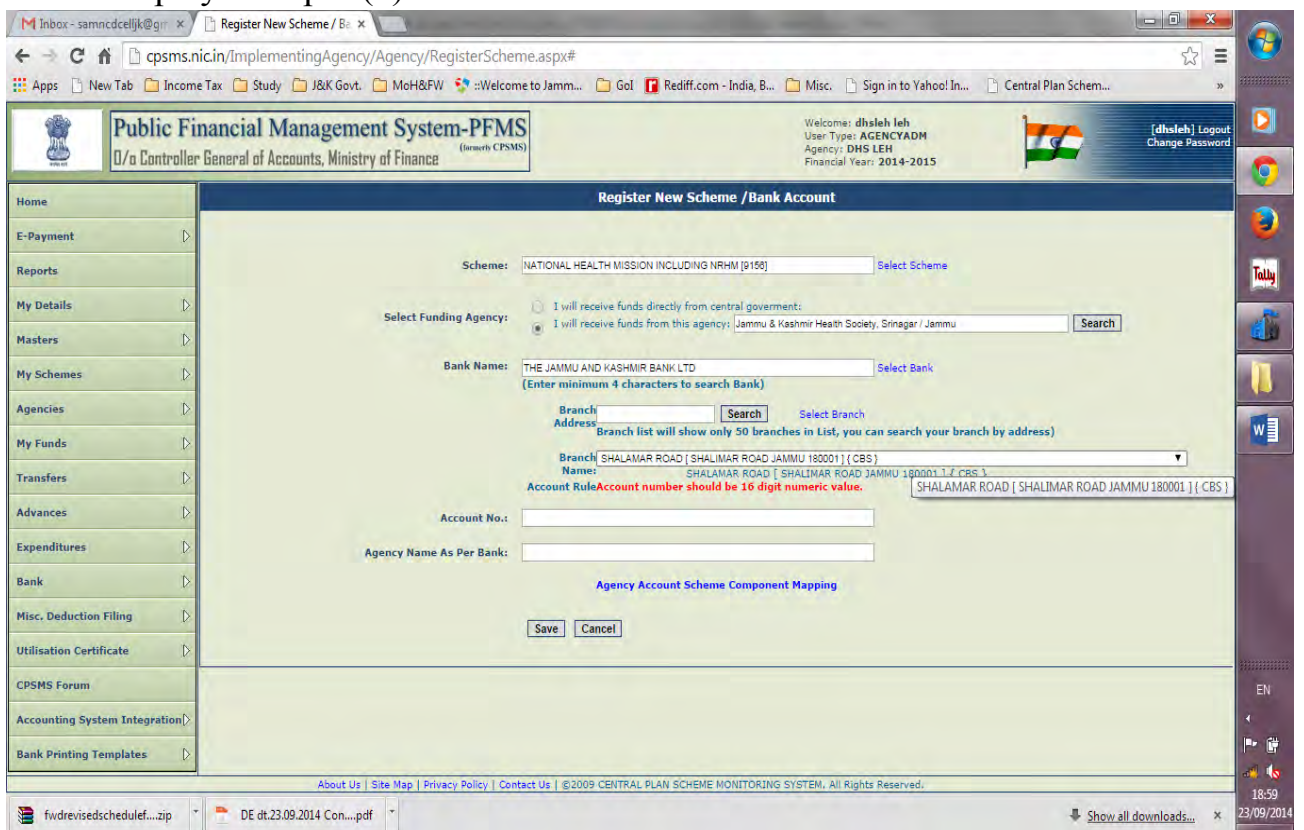
10.) Select the same and it will be filled up in the appropriate column in the screen displayed as per (3) above:



11.) Now click on the ‘**Select Branch**’ and another pop-up window will be opened. You can search the branch by various para-meters as mentioned in the pop-up window. **Fill all or any of these para-meters and click on Search.** The concerned branch will be displayed:



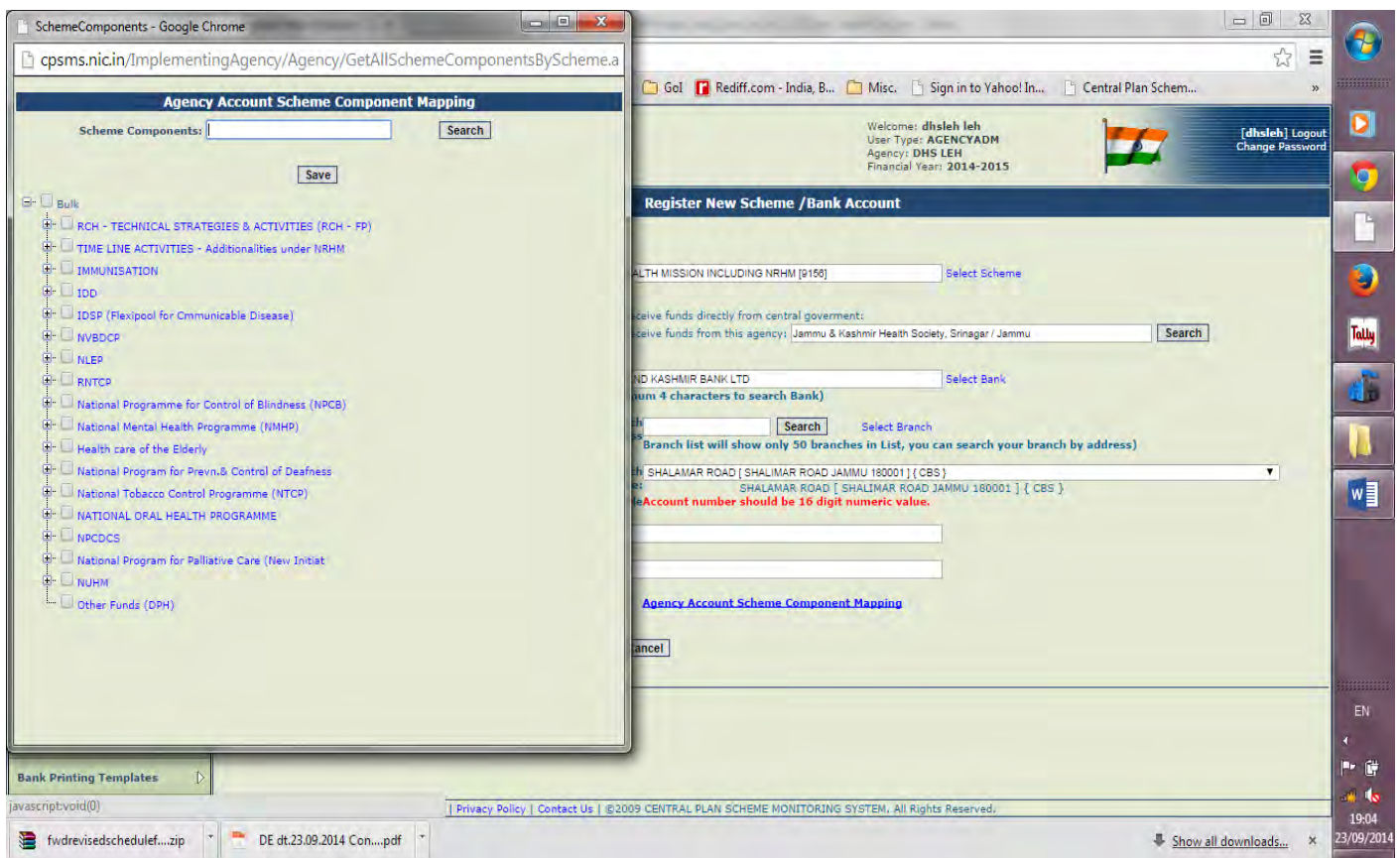
12.) Select the appropriate Branch and it will be filled up in the appropriate column in the screen displayed as per (3) above:



13.) Now enter the 16 Digit Bank A/c No. **As required the A/c No. should strictly be the 16 Digit Numeric Value.**

14.) Now enter the **Agency Name** strictly as per Bank Records.

15.) Now click on the 'Agency Account Scheme Mapping Component' and another pop-up window will be opened:



16.) Select the appropriate Component. For the Main Bank A/c and the main A/cs opened for i) NRHM-RCH Flexible Pool (ii) Flexible Pool for Communicable Diseases and (iii) Flexible Pool for Non-Communicable Diseases, kindly select the component as '**Bulk**'. And for other A/cs including those for RCH, Time Line Activities (Mission), Immunization, IDD, IDSP, NVBDCP, NLEP, RNTCP, etc. select that particular component. Then click on Save Button on the pop-up window.

- 17.) Finally click on the final 'Save' Button at the bottom of the Main Screen. **But before clicking this Save button, kindly ensure that the particulars like Branch, Bank Account No. and Name of the Agency as per Bank shall be filled up correctly because as you click the Save button, the Data is saved and is sent to the Bank Server for Validation as well as to the Parent Agency (SHS) for Approval.**

The screenshot shows the 'Register New Scheme / Bank Account' form in the PFMS. The form is filled with the following details:

- Scheme:** NATIONAL HEALTH MISSION INCLUDING NRHM [9158]
- Select Funding Agency:** I will receive funds from this agency: Jammu & Kashmir Health Society, Srinagar / Jammu
- Bank Name:** THE JAMMU AND KASHMIR BANK LTD
- Branch:** SHALAMAR ROAD [SHALAMAR ROAD JAMMU 180001] [CBS]
- Account No.:** 0123456789000000 (Required)
- Agency Name As Per Bank:** District Health Society, Leh NHM Main

At the bottom of the form, there are 'Save' and 'Cancel' buttons. The sidebar on the left contains various navigation options. The footer of the browser window shows the date 24/09/2014 and time 06:56.

- 18.) Likewise, add all the remaining Bank Accounts. All the saved record as per (17) above, will be sent to the Bank Server for Validation and to the SHS for Approval. **All the new bank accounts of the Districts from Jammu Division shall be registered by or before 25.09.2014.**
- 19.) Now add the **Opening Balances as on 01.04.2014** in the Old Bank Accounts. And start making entries in these accounts w.e.f 01.04.2014 till the date of opening of new bank accounts. On the date of opening of new bank accounts, transfer the Balances to the New Bank Accounts and continue entries from new Bank A/cs.
- 20.) **While working on the portal of PFMS, kindly ensure that the entries have to be (i) made by the Maker (Data Operator) and (ii) subsequently approved by the Checker (Data Approver). This two tier mechanism is to facilitate ease of working and avoiding any mistakes on the on-line portal of "Controller of Govt. Accounts, Ministry of Finance".**
- 21.) **In addition, all the DPMUs of Jammu Division are requested to organise a workshop of all the Block Accounts Managers at the District Head-Quarters and get the working on the PFMS initiated in respect of Blocks before 30th September, 2014. Also the**

issues regarding registration of pending agencies, mapping of agencies, etc. shall be discussed in the said meeting. Therefore, it is requested that such meeting shall be organized at an earliest and the dates of the meeting shall be communicated to the State Health Society. Districts falling in Kashmir Division shall also consider these suggestions as & when normal working resumes in respective Districts/ Blocks.

- 22.) In case of any issues regarding working on the PFMS portal, kindly mail your queries, preferably in some descriptive manner alongwith the screen-shots, on samncdcelljk@gmail.com.

Thanking you and expecting implementation of working on PFMS Portal from September, 2014 and onward. Also complete the entries i.r.o. period from 01.04.2014 to till date at an earliest.