

**Fwd: MOST URGENT!!!Codification of HoD authorised (Sanction Checker) user in PFMS**

**From :** Rohini A.Satpute PAO <pao.dgfasli@nic.in> Tue, Apr 20, 2021 12:43 PM  
**Subject :** Fwd: MOST URGENT!!!Codification of HoD authorised (Sanction Checker) user in PFMS 2 attachments  
**To :** IDS Kolkata <idskolkata@dgfasli.nic.in>, Tej bahadur <dyclc.mum-mh@nic.in>, cgkit-ahmedabad@yahoo.in, cgitnagpur@yahoo.in, cgkit2mumbai@yahoo.co.in, NABANIT Roy <po-mum1-cgit@gov.in>, vrc mumbai <vrcmumbai@nic.in>, IDS Paradip <idsparadip@dgfasli.nic.in>, IDS Mumbai <idsmumbai@dgfasli.nic.in>, HOO CLI MUMBAI <cli@dgfasli.nic.in>, S.N.Borkar <snb.dgfasli@nic.in>, idsgoa@gmail.com, REGIONAL LABOUR INSTITUTE, DGFASLI, GOVT. OF INDIA, MINISTRY OF LABOUR & EMPLOYMENT, LAKE TOWN, KOLKATA - 700089 <rli.kolkata@dgfasli.nic.in>, rlikanpur5@gmail.com

Sir/Madam,

Please go through the mail and take necessary action.

Please find attached herewith copy

Thanks & Regards,  
PAY & ACCOUNTS OFFICE DGFASLI  
M/O. LABOUR, Sion, Mumbai

----- Forwarded Message -----

From: PFMS MONITORING CELL <pfmsmc-mole@nic.in>  
To: SANTOSH KUMAR <pao@dgms.gov.in>, Pr Accounts Office <pao-mol@nic.in>, BEJAY KAUL <pao.dge514-mole@gov.in>, Rohini A.Satpute PAO <pao@dgfasli.nic.in>, Rohini A.Satpute PAO <pao.dgfasli@nic.in>, Rajinder Kumar Gulati <paolb@chd.nic.in>, Parveen Sethi <paoclclabour@gov.in>, paolab dget2 <paolab\_dget2@yahoo.com>, paoclclabour@yahoo.co.in, paodget2@gmail.com, paodget2@gmail.com, paodgms@yahoo.co.in, paolbchd@yahoo.co.in, paomslabour@yahoo.co.in  
Sent: Tue, 20 Apr 2021 11:19:52 +0530 (IST)  
Subject: MOST URGENT!!!Codification of HoD authorised (Sanction Checker) user in PFMS

KIND ATTENTION ALL PAOs of MoLE:

Please find attached, OM from O/o CGA & List of all Program Division users existing in MoLE on PFMS.

All PAOs are requested to go through the O.M enclosed and direct their DDOs for filling up the details of their sanction maker/checker users in prescribed format attached,

PAOs may specially go through the para no. 6 of O.M and act accordingly.  
Required details in prescribed format may be provided to this office by 30th April 2021.  
Matter may be treated as MOST URGENT & TIME BOUND.

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**From:** "TA Section" <sraota1-cga@gov.in>

**To:** "Pr Accounts Office" <pao-mol@nic.in>, "PFMS MONITORING CELL" <pfmsmc-mole@nic.in>

**Sent:** Tuesday, April 20, 2021 8:19:53 AM

**Subject:** Codification of HoD authorised (Sanction Checker) user in PFMS

Sir/Madam

Please find attached OM dated 19-4-2021 issued by this office on the subject cited above alongwith data of existing 'Approved' Program Division (PD) users in PFMS for further necessary action at your end.

The completed information may be sent latest by 10th May 2021.

Regards

TA-II Section  
O/o CGA  
New Delhi  
011-24665-536,543

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— Codification of HoD authorised (Sanction Checker) user.pdf  
182 KB

— 21. LABOUR AND EMPLOYMENT.xlsx  
38 KB

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- (ii) Creation of a fresh User ID by HoD authorised (Sanction Checker) user in case the authorised signatory by HoD who conveys ink-signed sanction to PAO has not yet created his/her user ID;
- (iii) To map/link the other users as Sanction Makers; and
- (iv) Allotment of a unique code to HoD authorised (Sanction Checker) users centrally (Designation & Name of Office).

6. In order to carry out codification process as stated in para 3 above, this Office shall share a list (in excel format) containing PAO-wise and DDO-wise 'Approved' PD users in PFMS(as on 16-3-2021) to every Pr.AOs through email. All Pr.AOs should forward the list(PAO-wise) to the PAOs concerned through mail. PAOs shall transmit the list(DDO-wise) to DDOs through mail. **DDO should be instructed to verify the list and identify the Checker or Maker in consultation with the office/Division concerned.** In case the HoD authorised signatory who conveys ink-signed sanction to PAO has not yet created his/her user ID, DDO should advise them to create their user ID as per the existing PFMS user management protocol. The guidelines for filling in the information is attached at **Annexure A**(copy enclosed). Subsequently, DDO shall forward the list, duly completed with details in the three columns, to the respective PAOs. PAOs should liaison with DDO to complete this exercise so that all HoD authorised official to convey the sanction are registered in PFMS as Sanction Checker user and will be mapped with their respective DDO Code.

7. Pr.AO should coordinate with PAOs and the consolidated data in excel sheet, with duly filled up columns should be sent to this office through e-mail to:

**sraota1-cga@gov.in** for taking further necessary action. It is requested that the desired information may be sent **by 10<sup>th</sup> May, 2021 in the prescribed format.**

8. All Pr.CCA/CCAs/CAs are requested to issue instructions to PAOs under their control for taking necessary action so that the Pr.AO can send the consolidated data to this Office in time.

Encl.: As above.



(T.C.A. Kalyani)

Joint Controller General of Accounts(AR&PR)

To,

All Pr.CCAs/CCAs/CAs with independent charge.

Copy for kind information to:

All FAs, Central Government Ministries and Departments.



### Guidelines for filling in the information of HoD authorised users

The list provided to Pr.AOs contains the following three columns with details of each of the existing PD users created in PFMS.

PAO Code	DDO Code	First and second Name of PD user	Mark as *Sanction Checker/Maker	If it is a Maker, then Checker Name to be linked with it (Designation/ Name of Office), if checker then Designation/ Name of Office of checker	Head of Division (Designation/ Name of Office)
Already provided by PFMS and no changes shall be made			(to be filled up by DDO in consultation with registered users)		
			1	2	3
XXXX	XXXX	XXXX			
XXXX	XXXX	XXXX			

(Please ensure that no changes/alterations are made in the columns (other than 1 to 3) provided in the list.)

DDO needs to identify Sanction Checker\* and Sanction Makers in the list. If no user ID has been created by such authorised signatory, a new login ID should be created in PFMS by such authorised signatory as per the existing due process and information be made available in the attached list indicating it in 'Bold'.

The details of Designation followed by Name of Office in short should be entered in the column 2 or 3. A comma (,) may be used after designation. One example is given below:-

Eg: Sr.AO (Admn) in O/o CGA is the authorised user to convey the sanction to DDO, O/o CGA. The other users working under the control of Sr.AO(Admn) are to be marked as Sanction Maker and indicate the name of Sr.AO (Admn), O/o CGA for its linkage.

Designation/ Name of Office of user	Mark as *Sanction Checker/ Maker	If it is a Maker, then Checker Name to be linked with it (Designation/ Name of Office)	Head of Division (Designation/ Name of Office)
	1	2	3
Sr.AO (Admn), O/o CGA	Checker	-	Jt.CGA(Admn), O/o CGA
Accountant	Maker	Sr.AO(Admn), O/o CGA	Jt.CGA(Admn), O/o CGA

**[\*Sanction Checker :** It refers to the authorised signatory by Heads of Division to convey financial sanction to PAO and DDO through PFMS for release of amount towards implementation of any scheme or programme administered by such Divisions. It also includes Head of Offices (HoO) authorised to issue sanction or to convey the financial sanction pertaining to establishment related expenditure of a Department or an Establishment.]