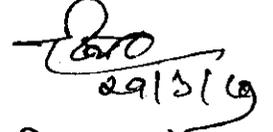# बिहार सरकार
सामान्य प्रशासन विभाग

ज्ञापांक–5/बजट 1–01/2019 सा0 .43.48.../पटना, दिनांक– 29·3·19

प्रतिलिपि– सभी प्रमण्डलीय आयुक्त/सभी जिला पदाधिकारी/सचिव, बिहार लोक सेवा आयोग, पटना/सचिव, लोकायुक्त कार्यालय, बिहार, पटना/सचिव, कर्मचारी चयन आयोग, बिहार, पटना/ सचिव, तकनीकी सेवा आयोग, बिहार, पटना/सचिव, राज्य सूचना आयोग, बिहार, पटना/सचिव, स्थानिक आयुक्त, बिहार, भवन, चाणक्यपुरी, 5 कौटिल्य मार्ग नई दिल्ली–21/सचिव, बिहार राज्य निर्वाचन प्राधिकार, पटना/अवर सचिव (लेखा), सामान्य प्रशासन विभाग, बिहार, पटना को अनुलग्नक सहित सूचनार्थ एवं आवश्यक कार्यार्थ प्रेषित।

29।3।(9

(राम बिशुन राय)
सरकार के अवर सचिव

डी.एस.(19/5)

पत्र सं०-को०प्र०/CFMS-15/2017...2587

बिहार सरकार
वित्त विभाग

प्रेषक,

राहुल सिंह,
सचिव(व्यय) ।

सेवा में,

सभी अपर मुख्य सचिव/प्रधान सचिव/सचिव,
सभी विभाग, बिहार, पटना ।

सं० .... 3211 (1) अ

पटना, दिनांक................3-03-19

विषयः- **CFMS प्रणाली को लागू करने के संबंध में ।**

महाशय,

आप अवगत है कि राज्य सरकार द्वारा वित्तीय कार्यों को पूर्णतः ऑनलाइन करने हेतु CTMIS के स्थान पर CFMS को दिनांक-01.04.2019 से लागू किया जा रहा है । एतद् हेतु CFMS के System Admin, Employee Maintenance Module एवं Payee Management Module को लागू करने से संबंधित विहित प्रक्रिया एवं मार्गदर्शक Guidelines आवश्यक कार्रवाई हेतु संलग्न की जा रही है ।

अनुरोध है कि उक्त विहित प्रक्रिया एवं मार्गदर्शक Guidelines को विभाग स्तर पर Follow करने एवं संबंद्ध सभी निदेशालयों एवं क्षेत्रीय कार्यालयों द्वारा भी Follow करने का निदेश देने की कृपा की जाय ।

अनुलग्नकः-यथोक्त ।

विश्वासभाजन,

(राहुल सिंह)
सचिव(व्यय) ।

36-S-2019

Guidelines for Operationalization of CFMS module in Pre-Production environment

(i) **System Administration Module**: This module will be used to create the organizational hierarchy from Administrative Department to the lowest level unit i.e. field offices. Further, a two/three tier structure/ hierarchy has to be created within an office and will comprise of Maker and Approver (two tier hierarchy) or Maker, Checker and Approver (three tier hierarchy). The horizontal hierarchy has to be configured for the execution and management of various processes configured in the CFMS application.

Request you to refer to the training manuals and our letter no. 9243 dated 17/12/2018& letter no.1745 dated 18/02/2019 sent in regard to office creation and horizontal hierarchy creation. The letters are also available in the *"Notification & Circular"* section of Finance Department website (www.finance.bih.nic.in).Also annexed (Annexure I –CFMS Overview on Office Structure) is the presentation with key considerations for Office creation and office configuration activity.

(ii) **Employee Maintenance Module:** All the active employees of Government of Bihar, tagged with the DDO codes in CTMIS, will be migrated to CFMS against the offices to which this CTMIS DDO codes are mapped. In this module the employee records will have to be updated to capture employee related information i.e. the employee's personal information, joining details, bank account details, earnings and deductions etc. Detailed guidelines on updating the employee information is elaborated in the following Section (Refer Section – III.1)

(iii)**Payee Management Module:** Payee is a person/entity who receives benefit/payment from State Government. A payee can be an individual, vendor, contractor/supplier, social sector beneficiary, Government employee, pensioner etc. The CFMS application promotes and enforces the Governments vision for Direct Benefit Transfer (DBT)where-in any benefits/payments by the state government will henceforth be paid directly to the payee's bank account. In order to enable this, it's critical to collect and maintain the payee's details (including bank accounts) in this module. CFMS also provisions to integrate with other beneficiary database/ application (e.g. e-Laabharthi), if any, that is being used by other Departments. Additionally, there is a provision for uploading the existing Payee data in the CFMS application using a pre-defined excel sheet template. Guidelines on updating the Payee details is elaborated in the following section. (Refer Section – III.2)

I. The following critical factors are to be ensured during 'Office creation' in CFMS, which forms the backbone of the application and for the process execution of the varied functions within the application.

   (i) Ensure all existing DDO codes in CTMIS is mapped to the corresponding offices created in CFMS, to ease the data migration (of employees, expenditure, etc) activity. If the CTMIS DDO codes are not correctly &completely mapped, there is a risk of incomplete and incorrect migration of data from CTMIS to CFMS.

   (ii) Each Office should be mapped with a TAN# and NSDL DDO Code to enable seamless integration with NSDL and Agency Bank (viz. SBI)

   (iii) The TAN#, NSDL DDO Code and Bank account tagged with the office should be in the name of the Head of Office (HoO). Further, refer to our letter no. 1745 dated 18/02/2019 in this regard.

1.4. The following guidelines are to be followed with regard to updating of the employee data in the application

   (i)   The Office Admin needs to extract the employee report from CFMS application which contains information on data migrated from CTMIS to CFMS. For the same, please execute the following steps

      1)   Office Admin will login to CFMS Application (https://cfmspreprod.bihar.gov.in/digigov-web-app/login.jsp)

      2)   Click on the 'Master Maintenance' icon

      3)   On the left hand side Menu tree, click on the folder icon 'Report'

      4)   Click on the 'Employee Details' menu. The user will be redirected to the 'Employee Details' page

      5)   On the employee details page, click on the search option available against the field 'GPF/PRAN', select 'All' value, choose the format 'PDF' and generate the report. If required, individual employees can also be searched for extracting the report.

      6)   The office admin will have to take the printout of the employee report downloaded from the application and share the same with the employee's for filling up the additional details.

      7)   It is hereby requested that all the employee data should be updated and approved in the pre-production environment, latest by 25th March 2019.

1.5. Guidelines on updating the Employee data in the application – Following are the possible situation that can be encountered with respect to the employee data:

   (i) **Scenario #1 A:** Employee information migrated is correct and no changes/modification is required to the data migrated. The below procedure is to be followed

      1)   The Employee is required to update the requisite details in the 'CFMS Data (To be filled) column.

      2)   The updated hard copy form should be submitted to the office admin along with the requisite documents such as ID proof, Bank proof etc.

      3)   Office Admin will hand over the filled up form along with supporting documents to the CFMS user with the 'Maker' role for 'Employee Maintenance' activity the application.

      4)   The 'Maker' role will update the information in the application and save the data after verifying the correctness of the information and documents submitted.

      5)   After the 'Maker' enters the employee information as updated in the column 'CFMS Data' into the application, it is expected to extract the "CTMIS Migrated vs. CFMS Updated Employee Detail Report" from the application, which is available in the 'Reports' menu tree, take a print out and share the report with the respective employee. This report will be made available in the CFMS application by 13th March, 2019.

      6)   The employee is expected to review the report and confirm the information available in the reports to the 'Maker' subsequent to which, the maker will forward the request to the Checker or Approver.

(iv)Scenario #3: The Employee is already transferred to another office, but its employee details is not available in the new office instead the employee data is migrated against the previous DDO code.

1) Upon identification of such cases, it is requested that the Office admin may reach out to the Departmental Secretary with details of the Employee service book and LPC-Out/In form.

2) The Departmental secretary will verify the information and documents submitted and if found to be authentic, confirmation of the transfer will have to be communicated to the CFMS Helpdesk team and Finance Department

3) The Departmental Secretary or the concerned CFMS Departmental Nodal officer will have to write to the CFMS Helpdesk (Helpdesk@e-nidhi.bihar.gov.in) marking CC to Shri Udayan Mishra, IAS, Joint Secretary, Finance Department for needful action. The subject of the mail should read as:"*Employee with <<CTMIS DDO Code>> transferred to <<Office Name>>*". Please do ensure to attach the scan copy of the documentary evidence (LPC-IN/LPC-Out form) and the service book of the employee.

4) Upon receipt of the mail, the necessary action & resolution will be provided within 3 working days from the receipt of the mail

5) If no resolution is provided within the given timelines, the issue should be brought to the notice of Shri Udayan Mishra, IAS, Joint Secretary, Finance Department (udayanmishra2009@gmail.com; Udayan.mishra@e-nidhi.bihar. gov.in) for needful action.

1.6. Please note that the approver of the 'Employee Maintenance Module' is responsible for ensuring accuracy and correctness of the employee data updated in the CFMS application. Therefore, the approver/HoO should exercise extra care while creating and approving any employee in the CFMS application.

2. Payee Management Module

2.1. As aforementioned, post the launch of CFMS application, bill preparation and processing will be necessitated in CFMS, and in order to make payments directly to the Payee, their identification and bank details should be available in the CFMS application and the Payee Management module enables the same.

2.2. It is recommended that the Head of Office (HoO) should be the designated 'Approver' of the 'Payee Management module' in the application.

2.3. The Maker/Checker who updates the 'Payee details' in the CFMS application and the approver of the Payee record are deemed as the 'Owner' of the Payee data and hence the accountability for validating the authenticity of the Payee information and documents lies upon them and only they can modify or inactivate the payee data in the CFMS application.

2.4. Payees can be broadly categorized into the below types, for the purpose of data creation in CFMS application:

(i) **Employees**–Employees are also recipients of benefit/payment from the state government, hence considered as a payee. Upon successful creation/approval of the employee information, every employee will also be assigned with a unique Payee ID.

(ii) **Non –Employees**

information has to be first entered/maintained in a pre-defined excel sheet format, and instead of entering the data one by one in the application, the bulk upload utility can be used for updating and making available the Payee details in CFMS application at one go.

c. **Approval of Payee Data in CFMS** — After the entry of Payee Data (option 1) or upload of payee data (option 2) the same has to be approved by the Approver role after validating the information as provided in the CFMS application. Post approval & E-Sign of the Payee data, each of them will be provided with a unique identification reference number i.e. Payee ID and a SMS notification of the Payee ID created will be sent to the Payee's mobile number which is updated in the CFMS application.

(ii) **Scenario # 2**: Tagging of existing Payee with the office i.e. if the Payee data is already created and available in CFMS, the payee data need not be created again by the office user, instead using the feature of 'Payee/Office Tagging', that is available in the application, the approver role will search the Payee using the Payee ID or other attributes (i.e. Name, Bank A/C number etc.) and perform the action of tagging the Payee to the office, post which the Payee details will be available/listed during the Bill creation activity.

2.7. For updating and approving the Payee details in CFMS application, please refer to 'User manual' uploaded on the Finance Department website (www.finance.bih.nic.in) or the video manual and guidelines annexed with this letter.
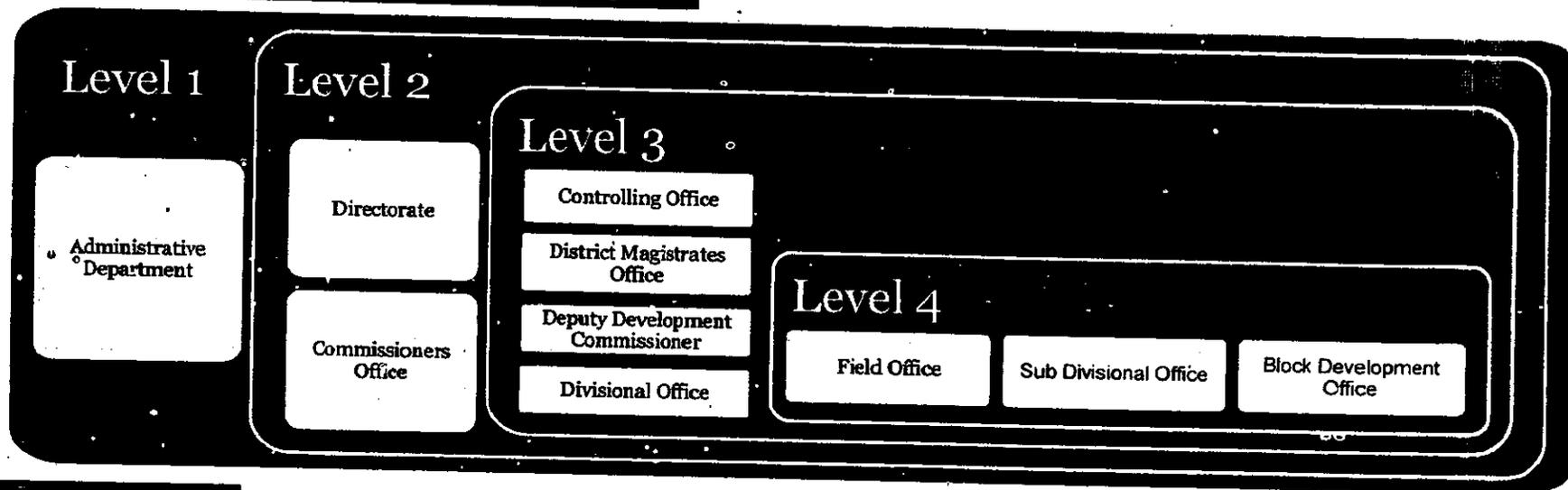
Annexure I

Comprehensive Financial Management System (CFMS) - Overview on Office Structure

Finance Department, Government of Bihar

System Administration (Contd.)

Defining the Administrative Hierarchy

Level 1

- Administrative Department

Level 2

- Directorate
- Commissioners Office

Level 3

- Controlling Office
- District Magistrates Office
- Deputy Development Commissioner
- Divisional Office

Level 4

- Field Office
- Sub Divisional Office
- Block Development Office

Key Notes

1. At Level 2, there is provision to select 'Reporting To' office as None
2. Reporting To office details are captured to determine the counter signing office

Annexure II - Standard Operating Procedure for Employee Maintenance

1.   Office Admin will circulate the Report (Admin > Reports > Employee Details), generated from Master Admin Module, to their respective employees in hard copy.

2.   Respective employees will verify the data as migrated from CTMIS and will fill the data in the report itself if any changes to be done in CFMS.

3.   Employee will also attach Copy of any of the following as Id proof and Bank Account proof which will be kept in the office .

ID Proof:-

    a.   PAN
    b.   Aadhaar
    c.   Voter ID
    d.   Driving License

Bank Account Proof :-

    a.   Cancelled Cheque
    b.   Bank Statement
    c.   Certificate from Bank

4.   Based on the hard copy provided by the Employee , Employee maintenance Maker will fill the data in CFMS and same will be forwarded for Verification and Approval.

5.   Once Maker has filled the data , Maker can extract the Service details report of the employee and give it to Employee for Verification

6.   If Employee has no objection, will sign on the Service Details report and submit it to Maker.

7.   Maker then send the Employee details to Checker and Approver for further processing.

8.   In case, any objection by Employee in service details report , will inform to Employee Maintenance maker to change the data and re generate the Service Details report.

9.   Maker will keep repeating step no. 8 unless Employee has not given signed in Service details report to Maker.

Annexure III (A): Know Your Payee (KYP) - Individuals

Category
Payee Category   Individual ▾

Personal Details
Payee Name
Email Id   Date Of Birth   Gender   Select   ▾   Mobile No
                                                                                        ✓ Active Flag

Bank Account Details
Account Type   Select   ▾   Account Holder   Self   ▾   Account Holder Name   Account No.
IFSC Code   Bank Name   Branch Name   [Validate Account Details]

Proof/Identification Details
Aadhaar Ref No
Birth Certificate No.   [Aadhaar No]   PAN No   EPIC No.   Driving License No.
                                            GPF No.   PRAN No..

Address Details
Address line 1.
District   Address line 2.   State [   ]
                            PIN

Scheme Details

Add Row

Checklist Verification

Select   Uncheck All   Document Submitted
                                BANK PASSBOOK
                                BANK ACCOUNT CANCEL CHEQUE
                                CERTIFICATE FROM BANK

Select   Uncheck All   Document Submitted
                                PAN CARD
                                AADHAAR CARD
                                ELECTORAL PHOTO ID CARD (EPIC)
                                BIRTH CERTIFICATE
                                DRIVING LICENSE
                                TAN
                                GSTIN
                                Certificate of Creation of Proprietorship
                                Certificate of Incorporation of Partnership
                                Certificate of Registration of Company
                                Certificate of Incorporation of Board/Statutory

                                Certificate of Establishment Date of University
                                Certificate of Registration of Society

Remarks

☐ I have verified the checked document in the above checklist and verified that address details of payee is complete and correct.Respective hard copy document for the Bank Account Verification & Identity Verification has been sign by payee and has been submitted to office.

[Save]   [Back]

— 7 —

Annexure III (C): Know Your Payee (KYP) - Government Organization

Category

Payee Category   Government Organization   ▾   Sub Category   Select   ▾

Personal Details

Payee Name   Authorized Mobile No
Authorized Email Id

✓ Active Flag

Bank Account Details

Account Type   Select   Account Holder   Self   Account Holder Name   Account No.

IFSC Code   Bank Name   Branch Name   [Validate Account Details]

Proof/Identification Details

GSTIN

Address Details

Address line 1.   Address line 2.   State
District   PIN

Scheme Details

Add Row

Checklist Verification

Select	Uncheck All	Document Submitted
	☐	BANK PASSBOOK
	☐	BANK ACCOUNT CANCEL CHEQUE
	☐	CERTIFICATE FROM BANK

Select	Uncheck All	Document Submitted
	☐	PAN CARD
	☐	AADHAAR CARD
	☐	ELECTORAL PHOTO ID CARD (EPIC)
	☐	BIRTH CERTIFICATE
	☐	DRIVING LICENSE
	☐	TAN
	☐	GSTIN
	☐	Certificate of Creation of Proprietorship
	☐	Certificate of Incorporation of Partnership
	☐	Certificate of Registration of Company
	☐	Certificate of Incorporation of Board/Statutory
	☐	Certificate of Establishment Date of University
	☐	Certificate of Registration of Society

Remarks

☐ I have verified the checked document in the above checklist and verified that address details of payee is complete and correct.Respective hard copy document for the Bank Account Verification & Identity Verification has been signed by payee and has been submitted to office.

[Save] [Back]

Annexure III (E): Know Your Payee (KYP) - Other Autonomous Organization

Category

Payee Category   Other Autonomous Organization ▾

About the Organization(Maximum in 250 characters)

Personal Details

Payee Name

Authorized Email Id   Authorized Mobile No

✓ Active Flag

Bank Account Details

Account Type   Select   Account Holder   Self   Account Holder Name

IFSC Code   Bank Name   Branch Name   Account No.

[Validate Account Details]

Proof/Identification Details

PAN No

GSTIN

Address Details

Address line 1.

District   Address line 2.

PIN   State

Scheme Details

Add Row

Checklist Verification

Select   Uncheck All   Document Submitted

- BANK PASSBOOK
- BANK ACCOUNT CANCEL CHEQUE
- CERTIFICATE FROM BANK

Select   Uncheck All   Document Submitted

- PAN CARD
- AADHAAR CARD
- ELECTORAL PHOTO ID CARD (EPIC)
- BIRTH CERTIFICATE
- DRIVING LICENSE
- TAN
- GSTIN
- Certificate of Creation of Proprietorship
- Certificate of Incorporation of Partnership
- Certificate of Registration of Company
- Certificate of Incorporation of Board/Statutory
- Certificate of Establishment Date of University
- Certificate of Registration of Society

Remarks

☐ I have verified the checked document in the above checklist and verified that address details of payee is complete and correct.Respective hard copy document for the Bank Account Verification & Identity Verification has been signed by payee and has been submitted to office.

[Save]   [Back]