


A-20014/25/2020-Cash  
Government of India  
Ministry of MSME  
Office of Development Commissioner (MSME)  
Nirman Bhawan, New Delhi  
(Cash Section)

Dated : 23.06.2022

**CIRCULAR**

E-Bill Pilot System has been rolled out by Ministry of Finance, Department of Expenditure, Office of Controller General of Accounts, GIFMIS (PFMS Division) and is under implementation.

2. As per the terms of requirement, pre-requisite & process flow of E-Bill in PFMS, the Sanction Makers are required to be identified and are to be got created by all divisions of DC(MSME), New Delhi in consultation with Cash Section of the office. All the divisions of this office who are expected to work in PFMS System for financial activities pertaining to their division are requested to identify and take action regarding **creation of Makers** for their division.
3. Further, all the staff members of DC(MSME), New Delhi are required to be registered as Claimants in PFMS/E-Bill System for individual claims such as medical Claims, LTC Claims, TA Claims, etc. All the staff members of DC(MSME), New Delhi are requested to apply for creation of their Id's as Claimants since in the new scenario all the staff members are expected to raise/prefer their personal financial claims in E-Bill System and forward the same to PD Maker/PD Checker of Cash Section for further processing.
4. For this purpose, the relevant forms are being enclosed herewith. All concerned are requested to forward the duly filled-up forms for creation of Sanctions Makers and/or Claimants to Cash Section for doing the needful in the matter and help the Cash Section to implement E-Bill System efficiently and in a seamless manner w.e.f 01.07.2022.
5. In view of above, all divisions/claimants are requested to submit the bills (except Grant-in-Aid & GeM Bills)/claims only through E-Bill mode w.e.f 01.07.2022 in accordance with the extant instructions of Ministry of Finance and Pay & Accounts Office, Nirman Bhawan, New Delhi.
6. This may be treated as "URGENT" and needful action may be taken on top priority.

  
(Ms. Vineetha O.K)  
Deputy Director (Cash)

Encl. : As above.

To,

1. All Divisional Heads.
2. All Concerned.
3. Senet Section for uploading on DC(MSME) Website in Employee Corner for wider circulation.









54070/2022/CGA.

Claimant details recorded in PFMS:

S.No	Particulars	Description
1.	Sanctioning Authority Code against which claimant login created	Code:
2.	Claimant login ID created	Claimant login ID:
3.	Vendor Code mapped with Claimant	VC Code 1:
		VC Code 2( if any):
		VC Code 3(if any):
		VC Code 4(if any):
		VC Code 5(if any):

Claimant login created in PFMS as per details given above and first level approval accorded on \_\_\_\_\_ by Shri./Miss/Mrs \_\_\_\_\_ Designation \_\_\_\_\_ Office \_\_\_\_\_

Signature of Sanctioning Authority Maker  
 Name:  
 Designation:  
 Office:

Date: \_\_\_\_\_  
 Place: \_\_\_\_\_

2<sup>nd</sup> Level approval to claimant login creation accorded in PFMS on \_\_\_\_\_ by Shri/Miss/Mrs \_\_\_\_\_ Designation \_\_\_\_\_ Office \_\_\_\_\_

Signature of Sanctioning Authority Checker  
 Name:  
 Designation:  
 Office:

Date: \_\_\_\_\_  
 Place: \_\_\_\_\_