

**Ministry of Finance  
Department of Expenditure  
Controller General of Accounts  
Public Financial Management System  
GIFMIS Vertical**

File No. I-13049/1/2020-ITD-CGA/e-2848/155

Date: 19/07/2023

**OFFICE MEMORANDUM**

**Subject:- Implementation of New window based Digital Signing Utility in place of existing Java based Utility in the sanction module of PFMS.**

This is in continuation of this office OM No. I-13049/1/2020-ITD-CGA/e-2848/45 dated 03.05.2023 and it's reminder OM No. I-13049/1/2020-ITD-CGA/e-2848/69 dated 24.05.2023 (Copies enclosed) on the subject mentioned above.

2. Window based digital signing utility is being implemented and will be effective from 24<sup>th</sup> July, 2023, in place of Java based digital signing utility for all types of users of sanction module. The user guide for New Window DSC utility is enclosed.

3. All PrCCAs/CCAs/CAs with independent charge are requested to look into the matter and arrange to ensure the readiness in field offices for migration to Window based digital signing utility from 24<sup>th</sup> July, 2023. The related pre-requisites in this regard were already indicated in the above referred O.M. dated 3-5-2023 (copy enclosed).

This issues with the approval of Competent authority.

**Encl: As Above.**



**(Anupam Raj)  
Dy. CGA (GIFMIS-PFMS)**

To:

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

Copy to:

1. Joint CGA (TRBR)/Joint CGA (Roll out)/Joint CGA (DBT)
2. All Sr.AO./AOs of GIFMIS, O/o CGA.
3. Sr.Accounts officer, ITD, O/o CGA for uploading on the website of CGA

Reminder-I

Ministry of Finance  
Department of Expenditure  
Controller General of Accounts  
Public Financial Management System  
GIFMIS Vertical

File No. I-13049/1/2020-ITD-CGA/e-2848/69

Date:24 /05/2023

OFFICE MEMORANDUM

**Subject:- Implementation of New window based Digital Signing Utility in place of existing Java based Utility in the sanction module of PFMS.**

This is in continuation of this office OM No. I-13049/1/2020-ITD-CGA/e-2848/45 dated 03.05.2023 (Copy enclosed) on the subject mentioned above.

2. It is reiterated that Window based digital signing utility will be implemented from 1st June, 2023 for all types of users of sanction module where presently Java based digital signing utility is being used.
3. All PrCCAs/CCAs/CAs with independent charge are requested to look into the matter and arrange to ensure the readiness in field offices for migration to Window based digital signing utility from 1st June, 2023. The related pre-requisites in this regard were already indicated in the above referred O.M. dated 3-5-2023 (copy enclosed).

This issues with the approval of Competent authority.

Encl: As Above.

  
(Anupam Raj)  
Dy. CGA (GIFMIS-PFMS)

To:

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

Copy to:

1. Joint CGA (TRBR)/Joint CGA (Roll out)/Joint CGA (DBT)
2. All Sr.AO./AOs of GIFMIS, O/o CGA.
3. Sr.Accounts officer, ITD, O/o CGA for uploading on the website of CGA

File No. I-13049/1/2020-ITD-CGA/e-2848/ 45  
Ministry of Finance  
Department of Expenditure  
Controller General of Accounts  
Public Financial Management System  
GIFMIS Vertical

Date: 03/05/2023

OFFICE MEMORANDUM

**Subject:- Implementation of New window based Digital Signing utility in place of existing Java based utility in the sanction module of PFMS.**

References (copies enclosed):

1. OM No. MF-CGA/GIFMIS/2020-21/134 dated 03.09.2021
2. OM No.-V-12025/1/2021-PFMS/ Cyber Security / CN-6609/ 2781-2834 dated 16.09.2021
3. OM No.-V-12025/1/2021-PFMS/Cyber Security/CN-6609/4630-83 dated 27.10.2021

With reference to the OMs referred above, it is informed that the pilot of Window based browser neutral digital signing utility was initiated for digital signing of monthly accounts by PAO and Pr.A.O. and successfully introduced in the ebill system for all related users.

2. It has been decided to extend and implement this Window based digital signing utility from 1st June, 2023 for all types of users of sanction module where presently Java based digital signing utility is being used. The various functionalities which are affected are:

- a. bill signing at DDO level (where ever configured),
- b. digital signing of e-PPO,
- c. digital signing of Advices (e-IAAAs and e-IGAAs),
- d. digital signing of e-payment XML file by signatories level in PAO/CDDO.
- e. counter signing and approval of sanction at PD Checker for DBT payments,
- f. DSC enrollment at various levels.

It is reiterated that the new Window based browser neutral digital signing utility requires Windows 10 and above 64 bit processor, which was also intimated vide PFMS O.M. dated 16-9-2021 and 27-10-2021 referred above.

3 All PrCCAs/CCAs/CAs with independent charges are requested to look into the issue and arrange to put in place the readiness with reference to the above-mentioned OMs before 01-06-2023.

This issues with the approval of Competent authority.

Encl: As Above.

  
(Anupam Raj)  
Dy. CGA (GIFMIS-PFMS)

To:

All Pr.CCAs/CCAs/Cas (with independent charge)

Copy to:

1. Joint CGA (TRBR)/Joint CGA (Roll out)/Joint CGA (DBT)
2. All Sr.AO./AOs of GIFMIS, O/o CGA.
3. Sr.Accounts officer, ITD, O/o CGA for uploading on the website of CGA

**MOST URGENT**

No. MF-CGA/GIFMIS/2020-21/134  
Government of India  
Ministry of Finance,  
Department of Expenditure  
Office of the Controller General of Accounts  
PFMS-GIFMIS  
\*\*\*

3<sup>rd</sup> Floor, MLN Bhawan,  
'E' Block, GPO Complex, INA Colony  
New Delhi-110023  
Dated: 03 September, 2021

**Office Memorandum**

**Subject: User Guide for New Window Digital signature Certificate (DSC) utility for Monthly Account Submission in PFMS.**

Reference is the parallel run of Monthly Account Submission along with DSC by PAO/PrAO user on PFMS. In this regard, a new window utility for digital signature for forwarding the Monthly A/c is developed and implemented in PFMS. In order to provide ease of the users, a user guide is prepared and hereby enclosed for reference.

All Pr. CCAs/CCAs/CAs with independent charge are requested to guide the concerned users accordingly.



(Anupam Raj)  
Asstt. Controller General of Accounts  
(GIFMIS)

To

All Pr. CCAs/CCAs/CAs with independent charge (Through Website)

Copy To:  
PPS to CGA  
PPS to Addl. CGAs  
PPS to Jt. CGAs  
Sr.AO, ITD for uploading on CGA Website.

Government of India  
Ministry of Finance  
Dept. of Expenditure  
Controller General of Accounts  
Public Financial Management System (HQ)

3<sup>rd</sup> Floor Shivaji Stadium Annexe-  
New Delhi-110001  
Dated: - 16/09/2021

**OFFICE MEMORANDUM**

It has been noticed that several entities using EAT/DBT module of PFMS have enrolled DSCs which are not procured from the Certifying Authority, authorized by the Controller of Certifying Authority of India.

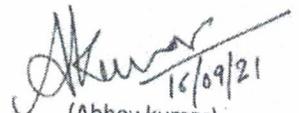
2. A reference is invited on the clause 6(2) published in Gazette notification dated 25/08/2015-Digital signatures (End entity) Rule 2015 issued by Ministry of Communication & Information Technology clearly says that 'The Public key certificate of the Certifying Authorities shall be used to verify the authenticity of the digital signature certificates issued to the subscribers.'

3. In view of the above, following has been decided that: -

- a) For existing Users -PAOs, having DSC enrolled with Non- CCA India are advised to procure the certified DSC from the empaneled vendors and enrolled with the PFMS by **08/10/2021**. Thereafter, non- compliant DSCs would be deactivated in PFMS.
- b) For existing Users-Agencies, all such Non CCA, India DSCs will be deactivated with immediate effect with the directions to procure certified DSCs immediately for resuming payment functions.

4. Secondly, it came to notice that, at PFMS portal, interface having utility to perform DSC operations are being done by using operating system windows-7 and Internet explorer. The window-7 is long back discontinued and internet explorer is also discontinued by the popular browsers owing to security risk. In order to disabled the weak cypher suits in PFMS production environment, users working on Windows 7 are advised to upgrade with Window 10 or above for security purposes. The deadline for upgrading the Window 10 by all users shall be **15/10/2021**.

This issues with the approval of the Competent Authority.

  
(Abhey Kumar)  
ACGA(PFMS)

Copy to: -

- 1) PPS to CGA, O/o CGA, M/o Finance
- 2) PS to Addl CGA, PFMS Division
- 3) All Pr.CCAs /CCAs/CA (I/C) of all Ministries/Departments for timely compliance.
- 4) PS to Jt.CGAs (EL/RR/CV/HS/SS)
- 5) DDG NIC, PFMS
- 6) All SrTD /TD, NIC, PFMS Division
- 7) All DyCGAs/ACGAs/ACAs of PFMS Division
- 8) SrAO PFMS/ITD for uploading on PFMS/CGA website.

No- V-12025/1/2021-PFMS/Cyber Security/CN-6609/4630-83

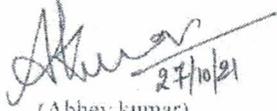
Government of India  
Ministry of Finance  
Dept. of Expenditure  
Controller General of Accounts  
Public Financial Management System (HQ)

3<sup>rd</sup> Floor Shivaji Stadium Annexe  
New Delhi-110001  
Dated: 27.10.2021

**CORRIGENDUM**

In continuation of Office Memorandum vide even No.2781-2834 dated 16.09.2021 (copy enclosed), it is intimated that the new browser neutral utility for DSC also requires a 64-bit system and does not work on systems with 32-bit processor. As such, all users are hereby advised to ensure their computers/systems have a 64-bit processor, on or before 14th November 2021, failing which they will not be able to access any PFMS application which requires DSC authentication.

This issues with the approval of the Competent Authority.

  
27/10/21  
(Abhey Kumar)  
ACGA (PFMS)

Copy to: -

1. PPS to CGA, O/o CGA, M/o Finance
2. PS to Addl CGA, PFMS Division
3. All Pr.CCAs /CCAs/CA (I/C) of all Ministries/Departments
4. PS to Jt.CGAs (EL/RR/CV/IS/SS)
5. DDG NIC, PFMS
6. All Sr.TD/TD, NIC, PFMS Division
7. All Dy.CGAs/ACGAs/ACAs of PFMS Division
8. SrAO PFMS/ITD for uploading on PFMS/CGA website



# DSC Win App Utility

## User manual

*Version Draft*

*20 June, 2023*

*Prepared for*

*PFMS, O/o Controller General of Accounts,*

*Ministry of Finance*

# 1 Introduction

The purpose of this document is to present step-wise guide to download DSC Win App utility by concerned users using DSC and enrol DSC at PFMS portal. All the users who are using Digital Signature for payments, first need to download DSC utility, enroll DSC and then apply DSC in PFMS portal. For DSC enrolment, DSC (Digital Signature Certificate) Enrolment module is enabled in PFMS. DSC for normal sanction will be done at PAO level.

## 2 Prerequisites

- .Net framework 4.61 will be required.
- Admin Rights will be required on the user's system to install Win App utility.
- DSC should be enrolled through the DSC Enrollment module to apply DSC.
- DSC Win app installation and DSC enrollment will be mandatory in order to apply DSC.

## 3 Digital Signing Process

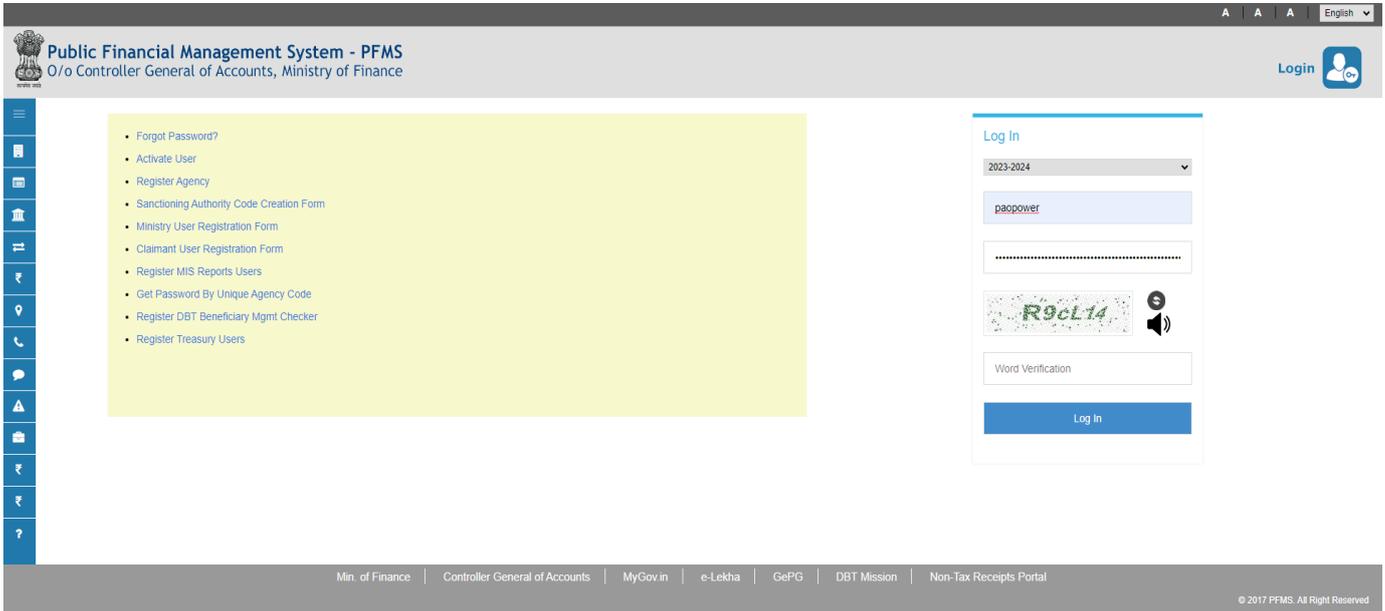
Following steps are to be followed for PAO user for the digital signing.

- 1) Download Win App Utility
- 2) Enroll DSC in PFMS
- 3) Apply DSC using Win App

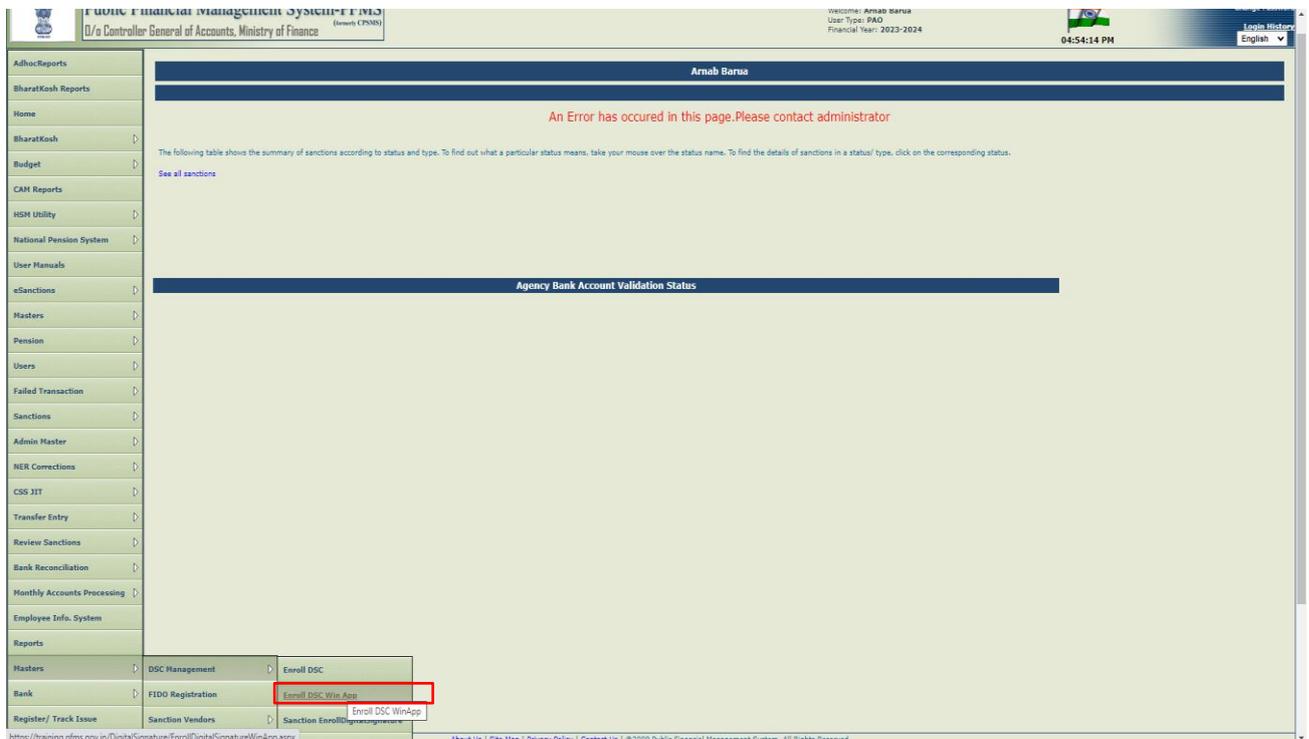
### 3.1 Download Win App Utility

- Open the website : <https://pfms.nic.in/> and the below page will open.
- Click on the login button on the below screen to login.

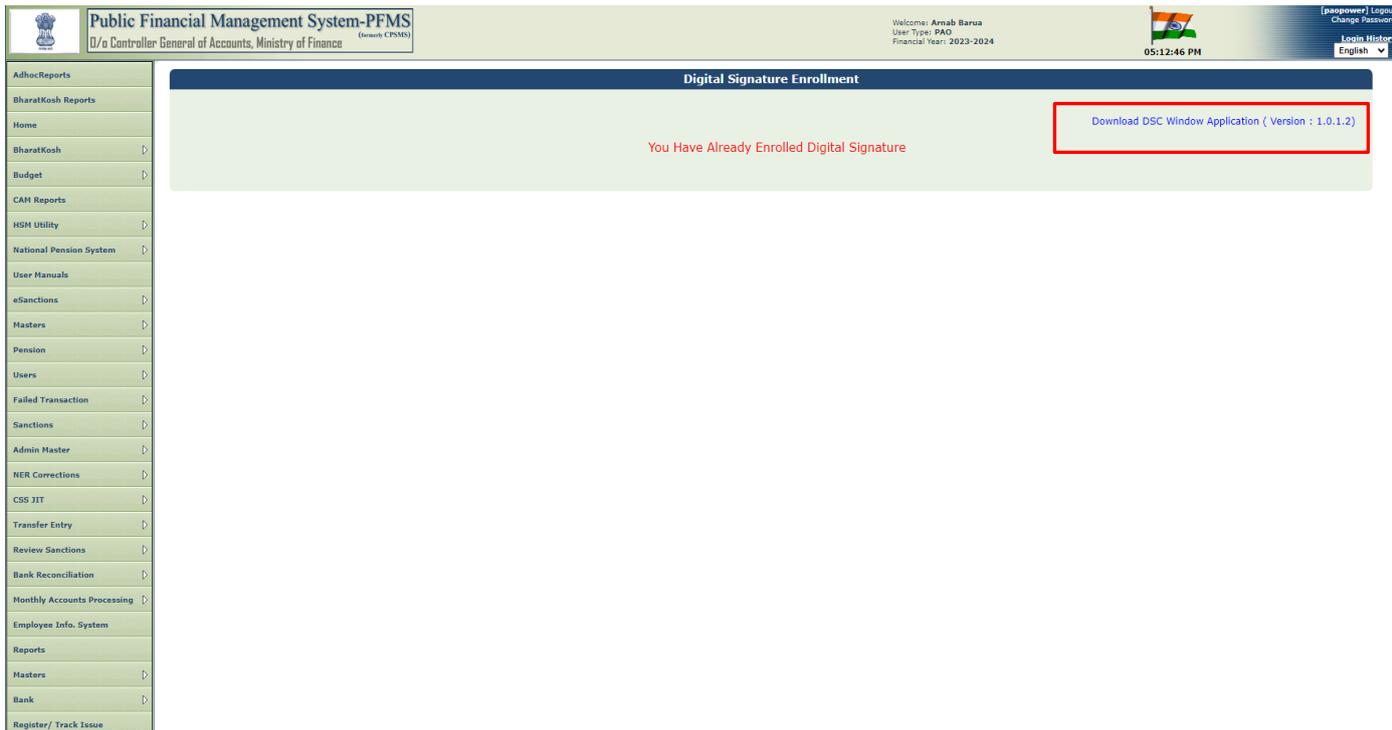
- Login screen will appear as shown in the fig below.
- PAO user will login at PFMS portal with a valid login credentials.



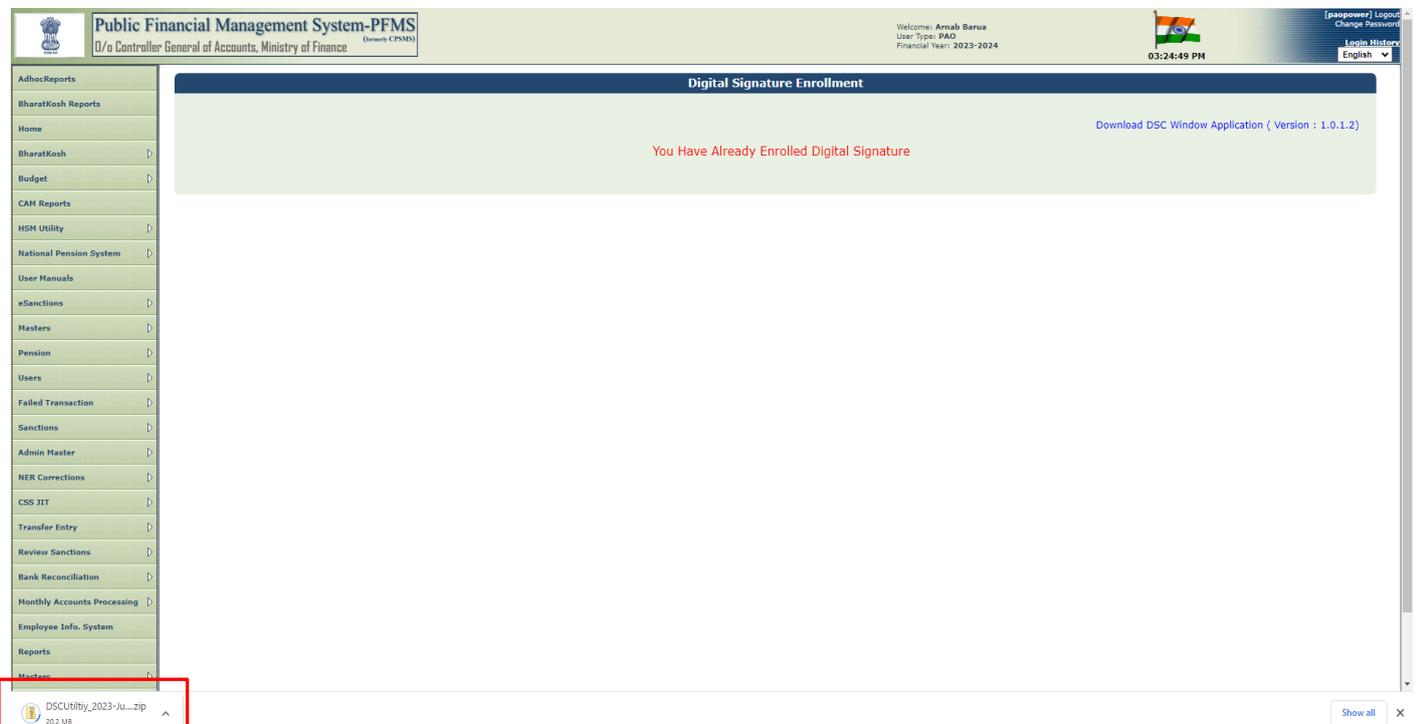
- To download DSC win app, follow the below path from the main menu.  
**Masters->DSC Management->Enroll DSC Win App**



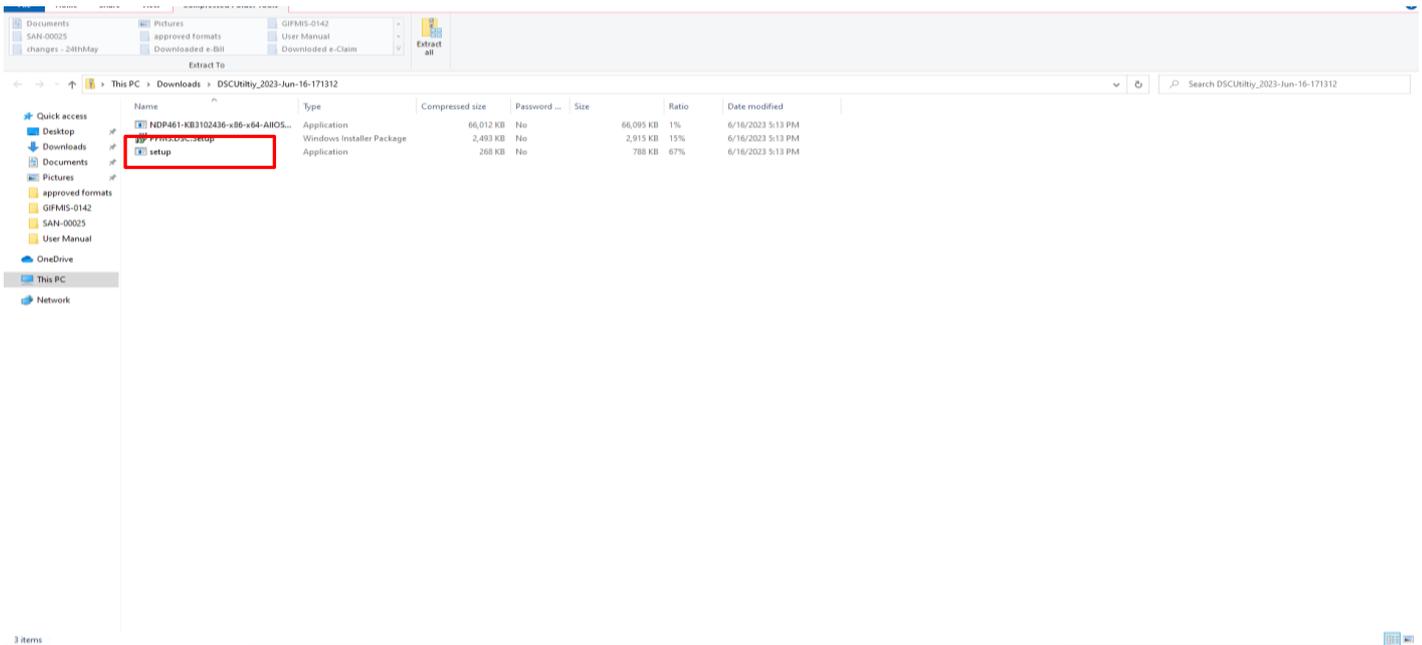
- Click on 'Download DSC window Application (Version: 1.0.1.2)' link to download the win app on the local system (one time activity) as shown in the below screen.



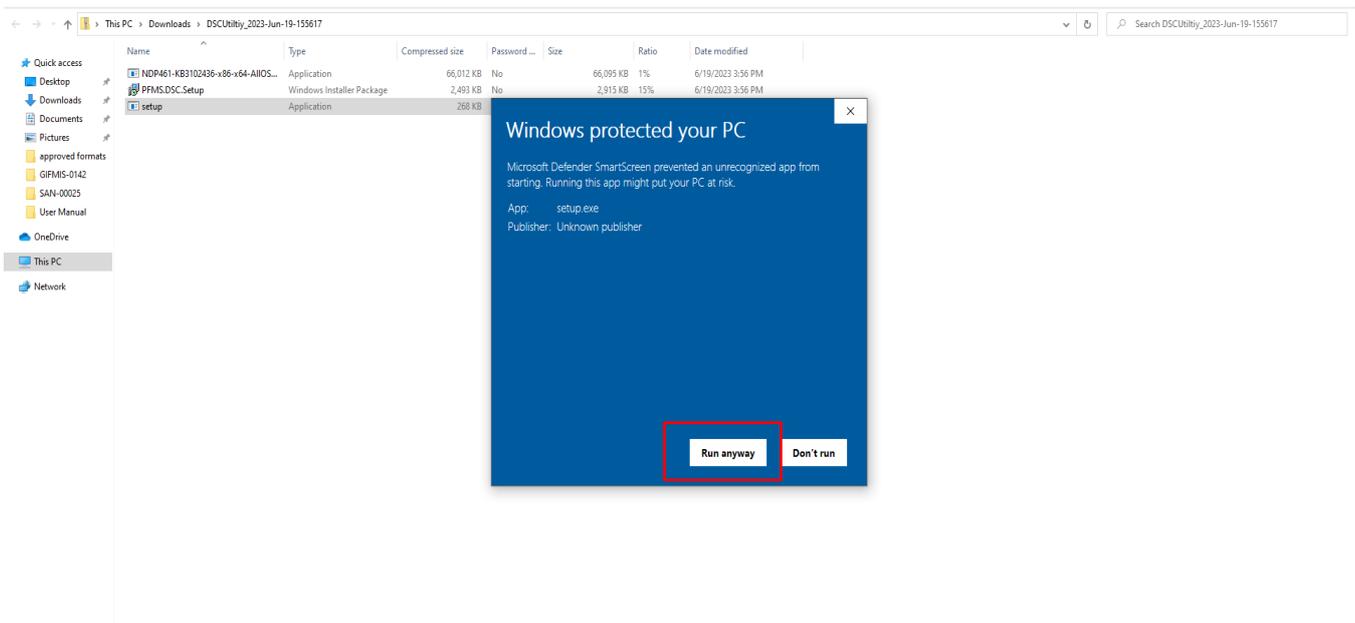
- Zip file will be downloaded as shown in the below screenshot.



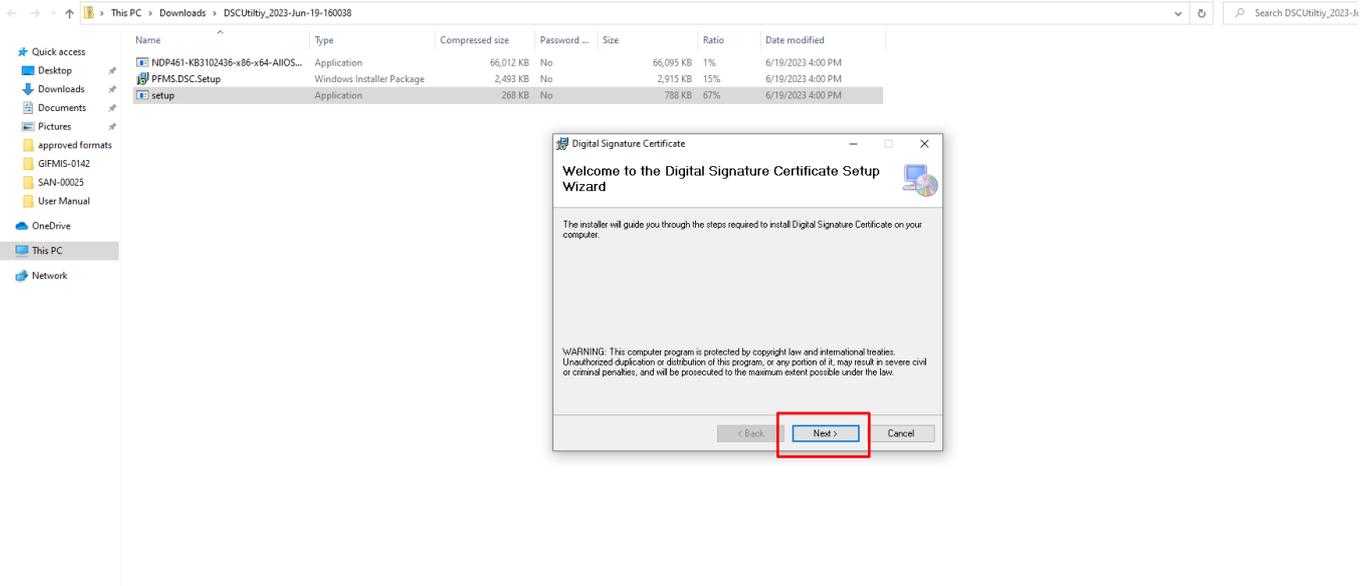
➤ Run 'Setup.exe' to install the win app utility.



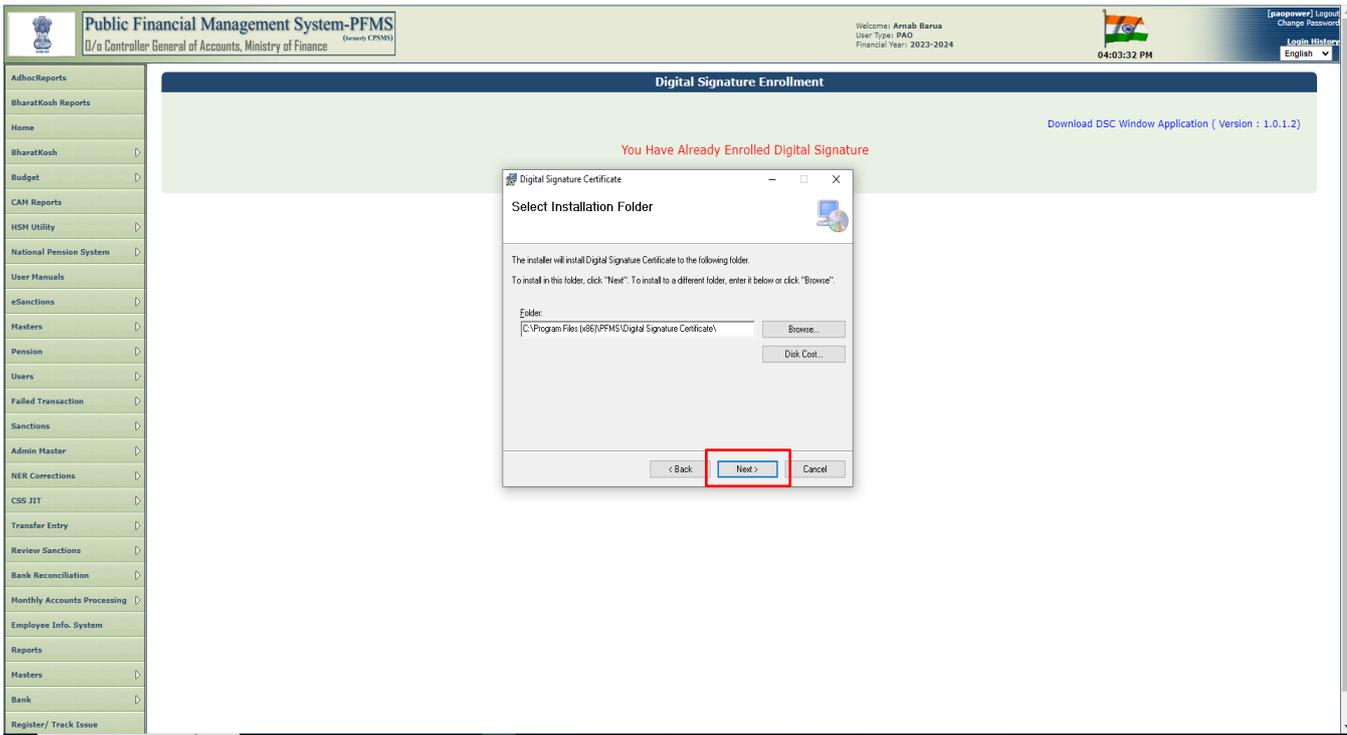
➤ Click on 'Run anyway' button.



➤ Click on 'Next' button.



➤ Click on 'Next' button.



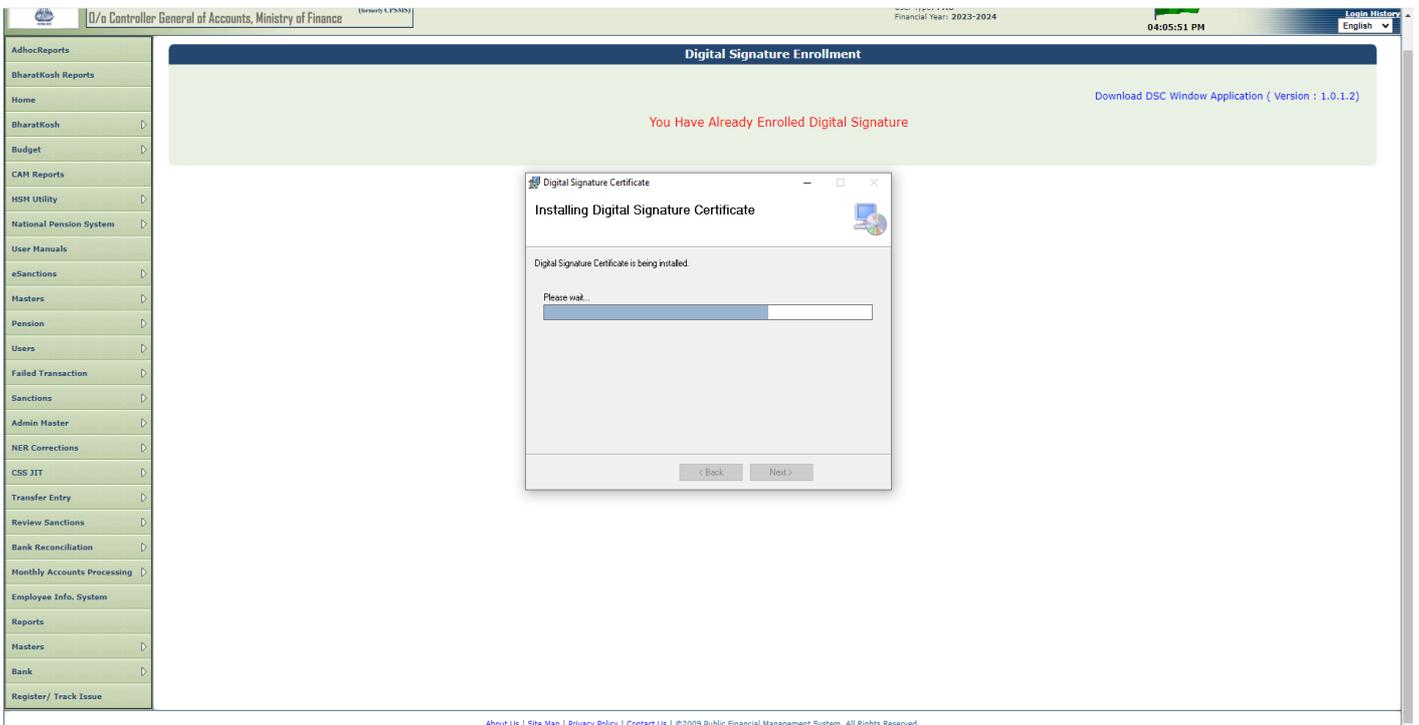
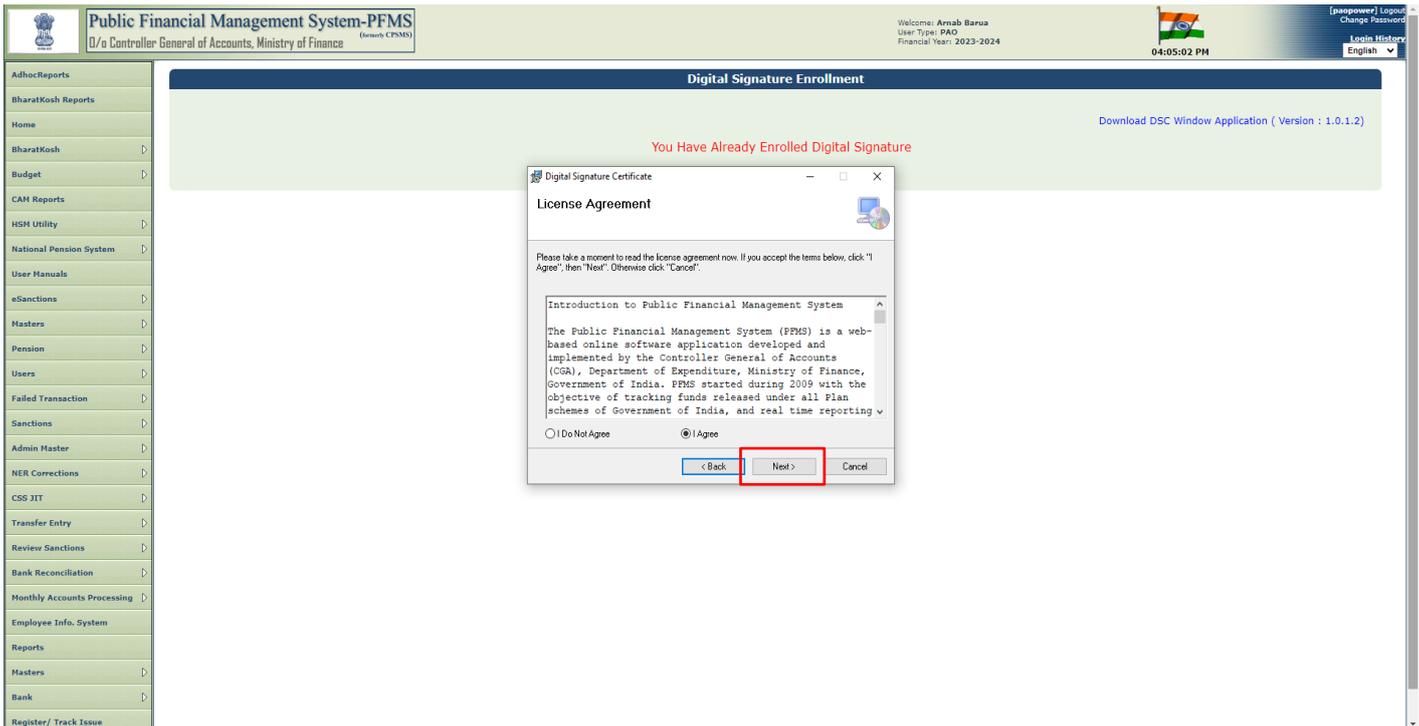
➤ Click on 'Next' button.

The screenshot shows the PFMS Digital Signature Enrollment interface. At the top, the header includes the PFMS logo, the text 'Public Financial Management System-PFMS (Formerly CPMS)', and the user's name 'Welcome: Anshu Barua' with 'User Type: PAD' and 'Financial Year: 2023-2024'. The time is 04:03:56 PM. A navigation menu on the left lists various reports and system utilities. The main content area displays 'Digital Signature Enrollment' with a message 'You Have Already Enrolled Digital Signature' and a link to 'Download DSC Window Application ( Version : 1.0.1.2)'. A 'Confirm Installation' dialog box is open, containing the text: 'The installer is ready to install Digital Signature Certificate on your computer. Click "Next" to start the installation.' The 'Next >' button in the dialog is highlighted with a red box.

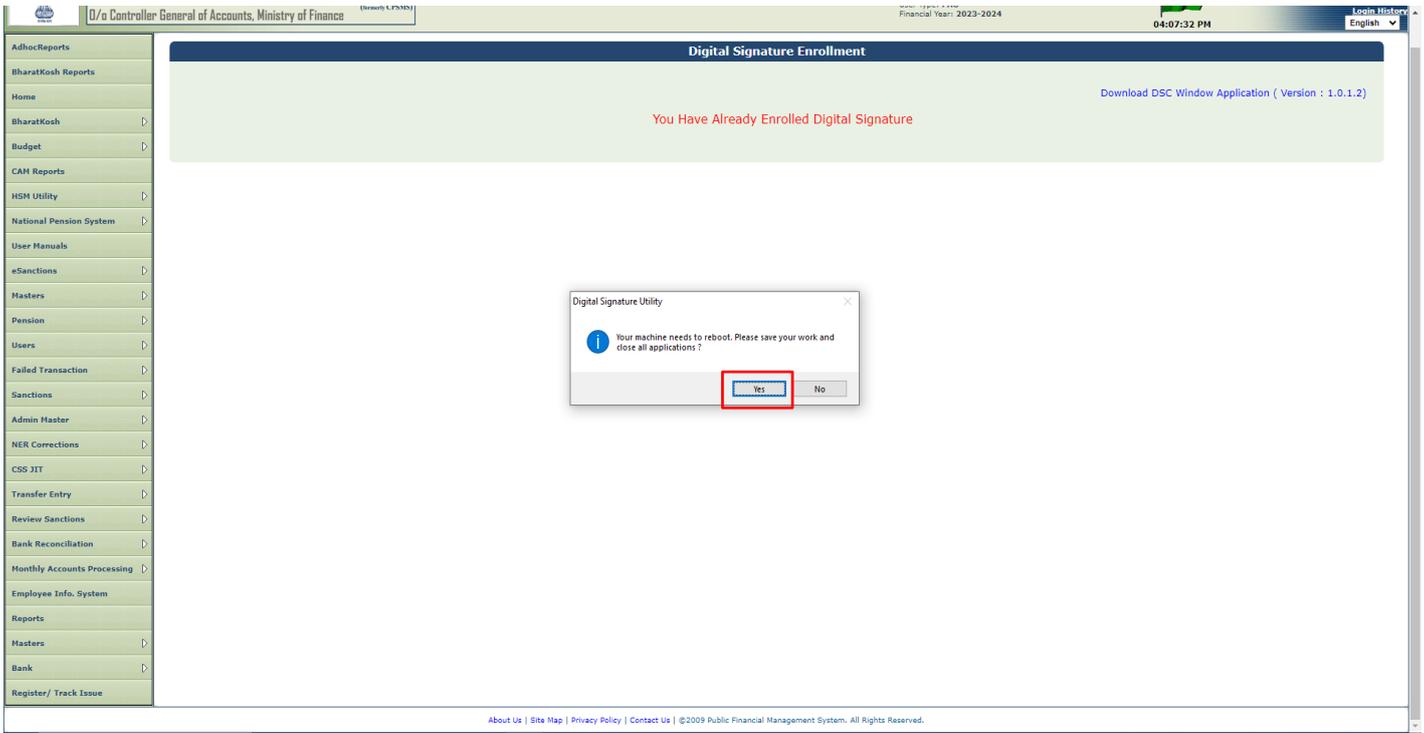
➤ Click on 'Next' button.

This screenshot is identical to the one above, showing the PFMS Digital Signature Enrollment page. The 'Confirm Installation' dialog box is present, and the 'Next >' button is highlighted with a red box. The interface elements, including the header, navigation menu, and main content area, are the same as in the previous image.

➤ Select 'I Agree' radio button and click on 'Next' button.

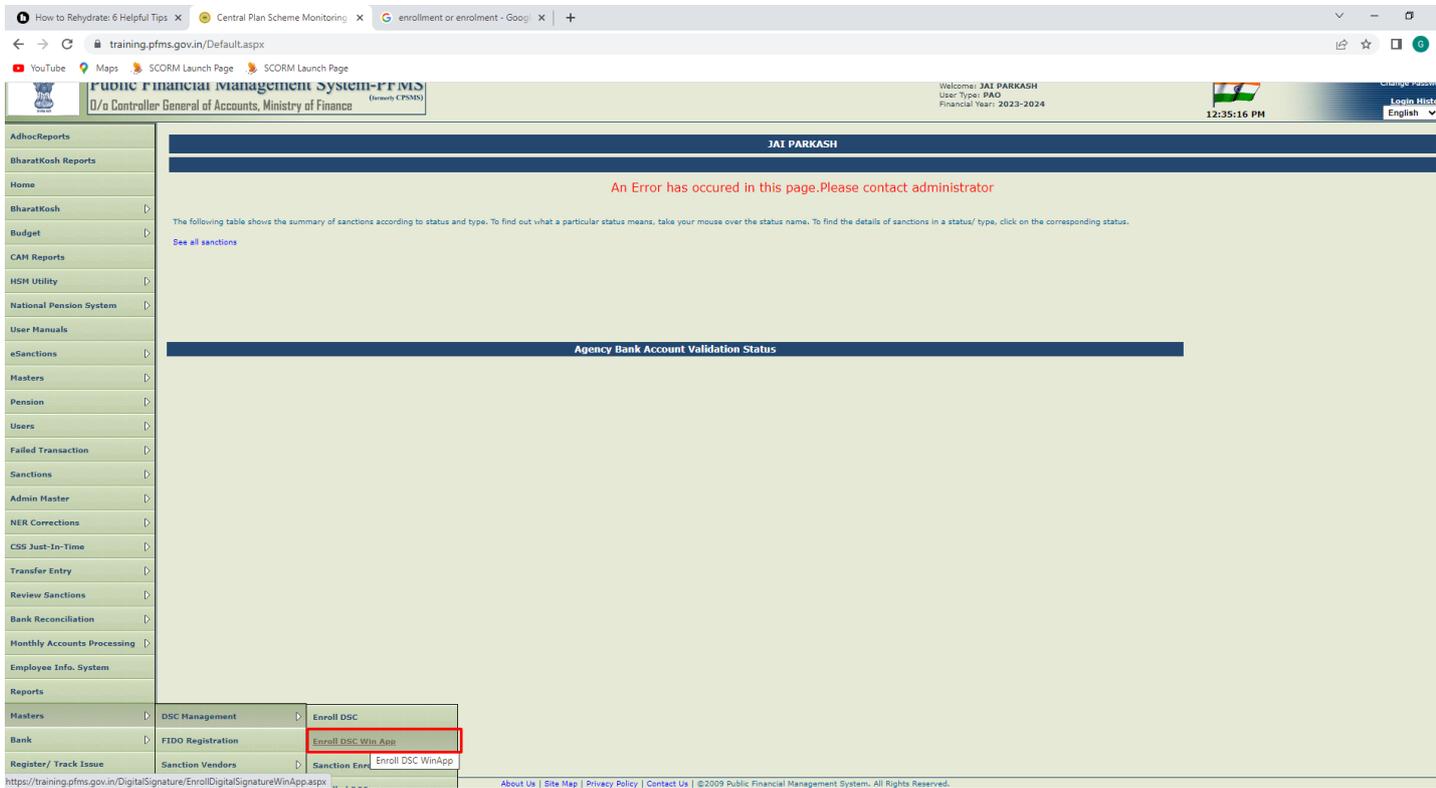


- Click on 'Yes' to reboot the system.
- Win App utility will be successfully installed.

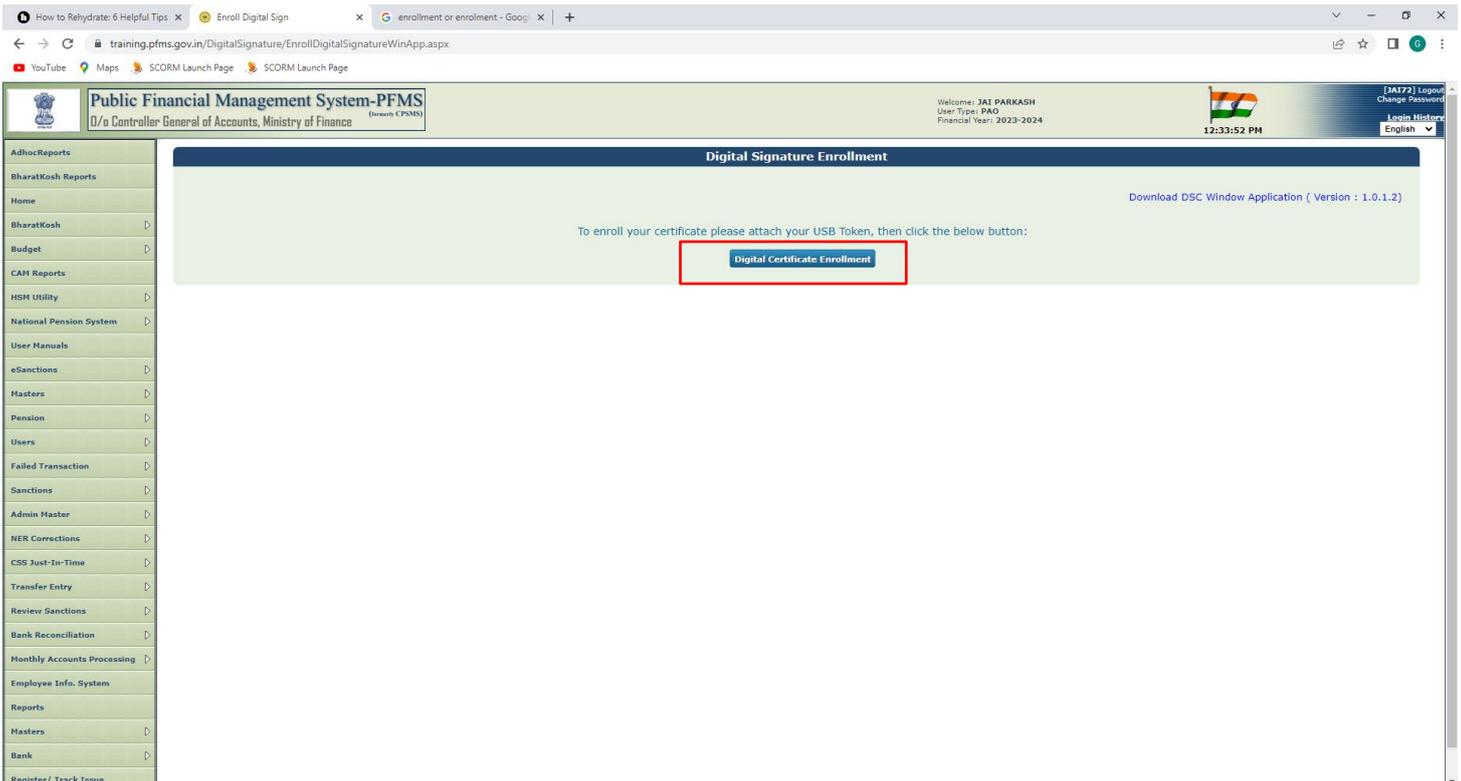


### 3.2 Enroll DSC in PFMS

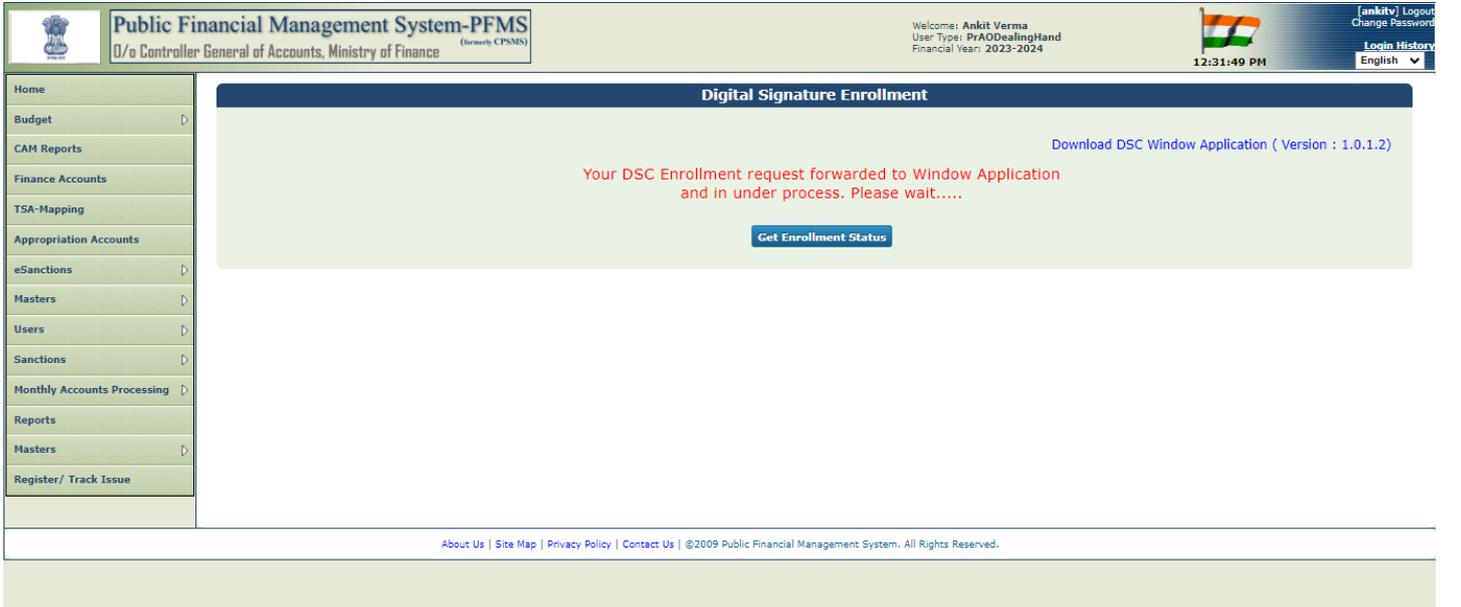
- After successful login at PFMS portal, follow the below path for DSC enrollment  
**User Masters-> DSC Management -> Enroll DSC WinApp**



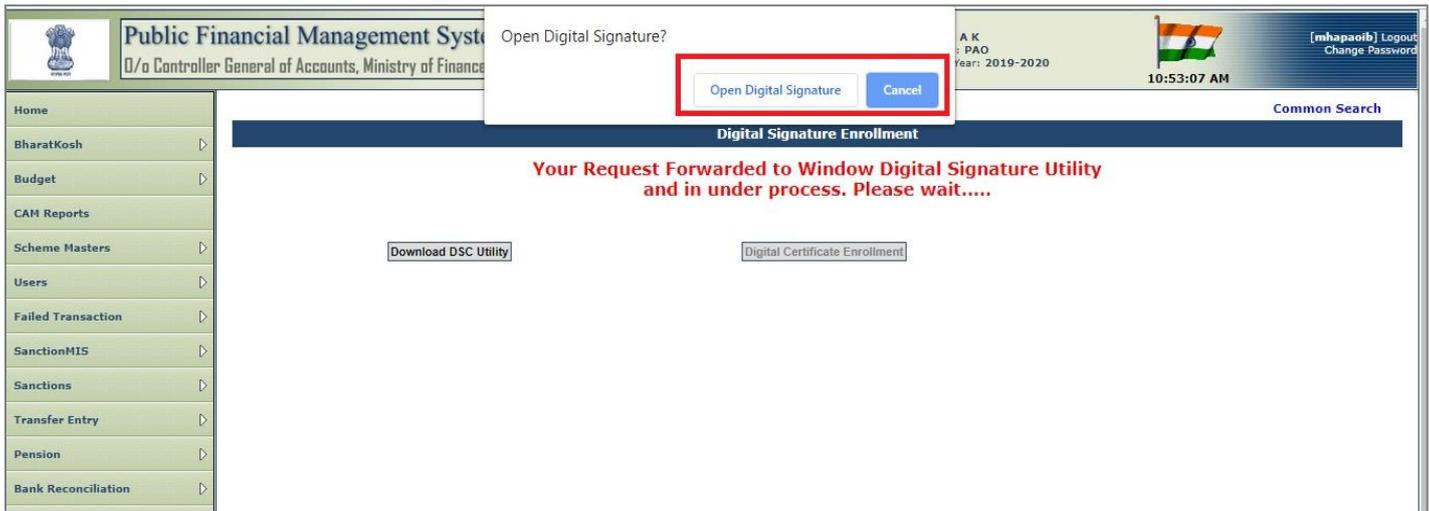
➤ Click on Digital Certificate Enrollment button.



➤ After clicking on 'Digital Certificate Enrollment' button, the request will be forwarded to Window Application Utility and in under process as shown in the below screenshot.



- A pop up will appear on the screen to open the Digital Signature as shown in the fig below.
- Click on 'Open Digital Signature' button.



- A popup of 'Digital Signature Enrollment' will appear.
- Select the issued certificate from the dropdown.



- After selecting the issued certificate from the dropdown, all the fields will be displayed automatically in the popup.
- Click on 'Enroll Digital Signature' button to enroll DSC.

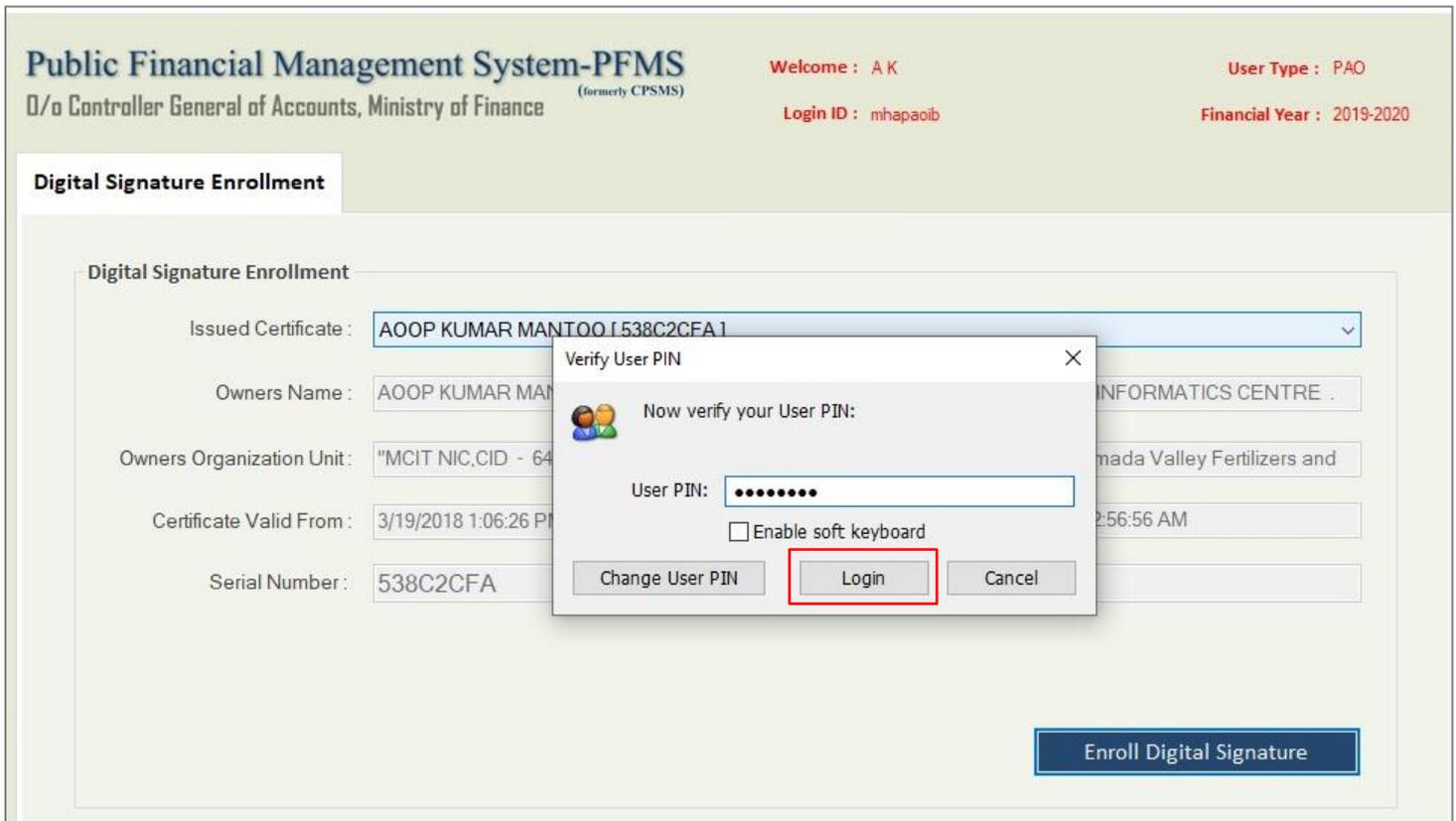
The screenshot shows a web application window titled "Digital Signature". The header includes the logo for "Public Financial Management System-PFMS (formerly CPSMS)" and the text "O/o Controller General of Accounts, Ministry of Finance". On the right side of the header, there is a welcome message "Welcome : A K", the user type "User Type : PAO", the login ID "Login ID : mhapaob", and the financial year "Financial Year : 2019-2020".

The main content area is titled "Digital Signature Enrollment" and contains a form with the following fields:

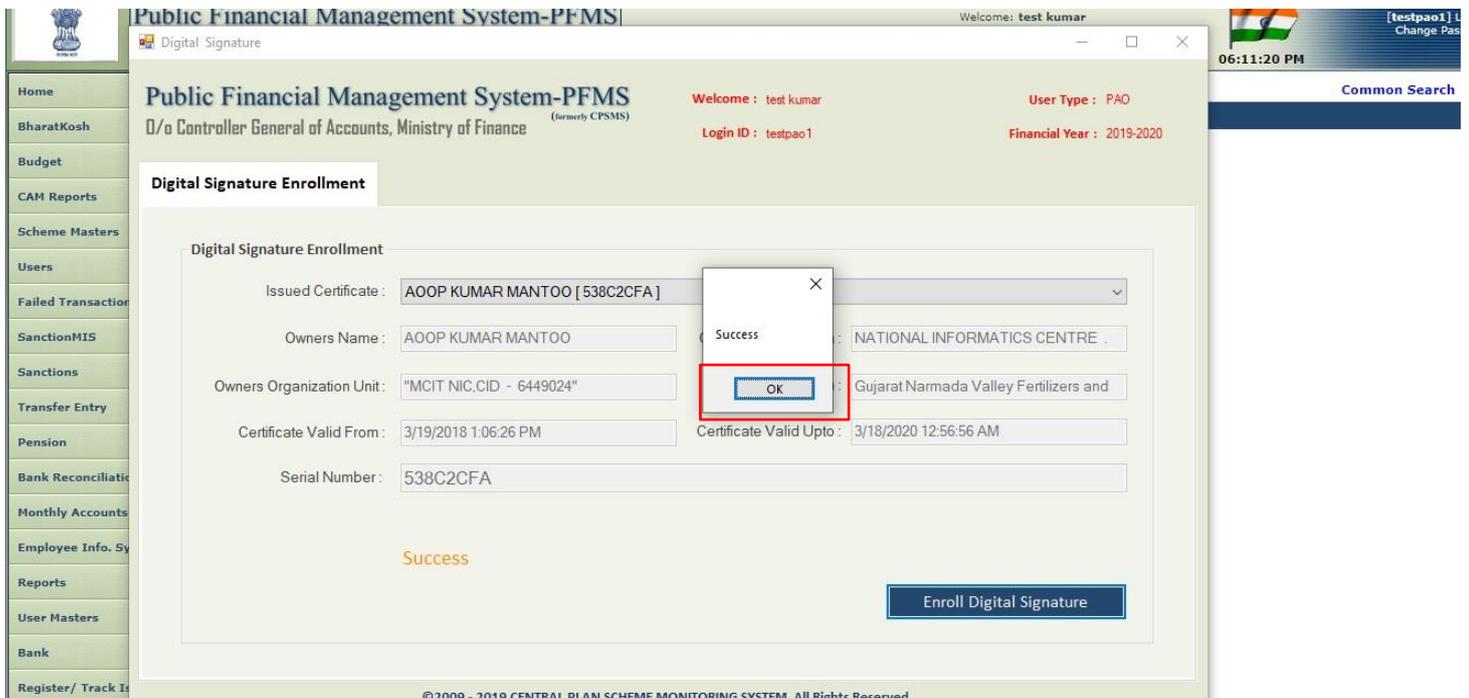
- Issued Certificate : A dropdown menu showing "AOP KUMAR MANTOO [ 538C2CFA ]".
- Owners Name : A text input field containing "AOP KUMAR MANTOO".
- Owners Organization : A text input field containing "NATIONAL INFORMATICS CENTRE .".
- Owners Organization Unit : A text input field containing "MCIT NIC,CID - 6449024".
- Issuer Organization : A text input field containing "Gujarat Narmada Valley Fertilizers and".
- Certificate Valid From : A text input field containing "3/19/2018 1:06:26 PM".
- Certificate Valid Upto : A text input field containing "3/18/2020 12:56:56 AM".
- Serial Number : A text input field containing "538C2CFA".

A blue button labeled "Enroll Digital Signature" is located at the bottom right of the form, highlighted with a red rectangular border.

- After the successful enrollment of the registered user, system will prompt the user to verify the PIN as shown in the below screenshot.
- Enter the PIN and click on 'Login' button.



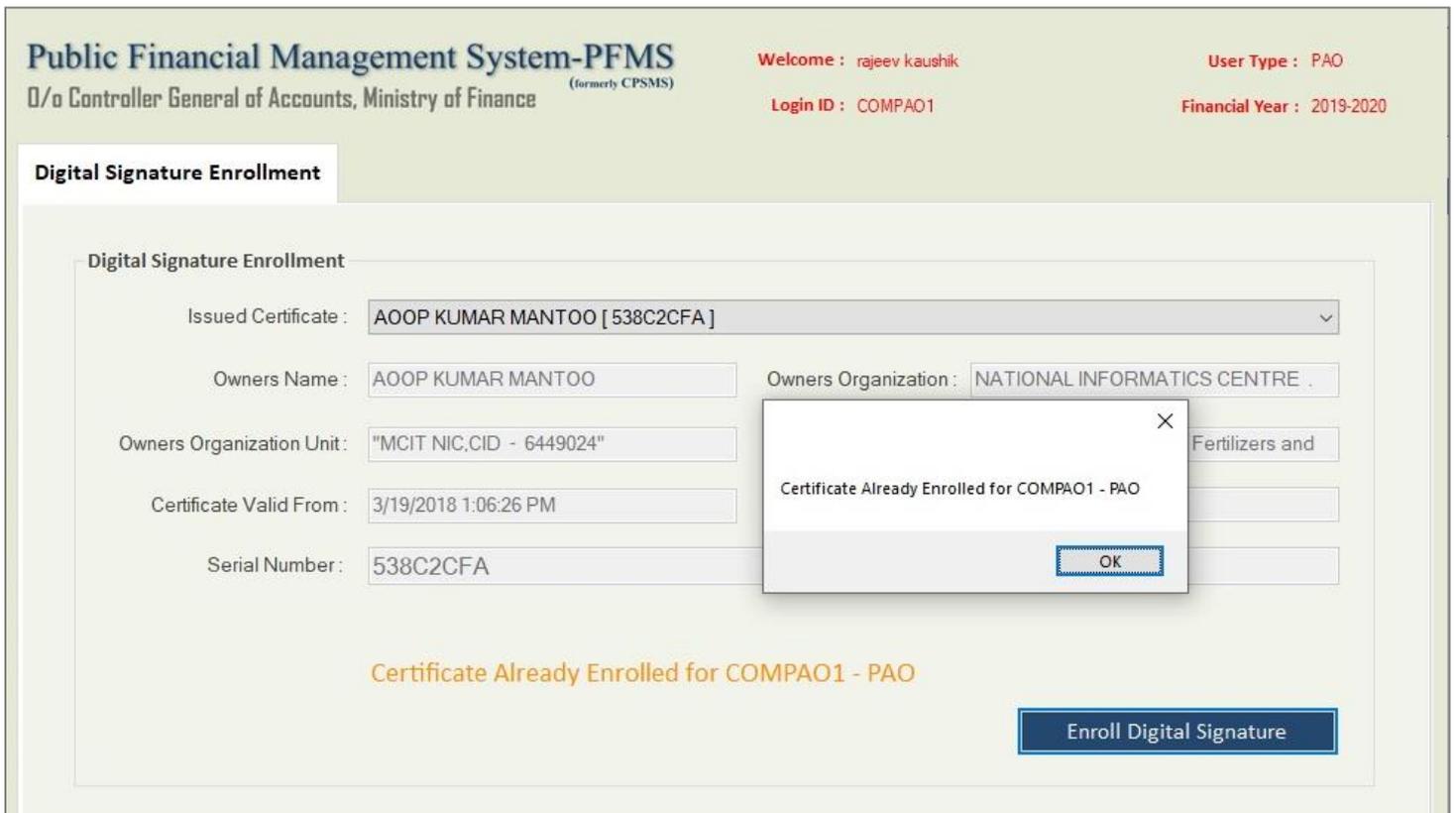
- A success message will be displayed in the popup.
- Click on 'Ok' button.



- A success message 'Digital Signature Enrollment done Successfully' will be displayed on the screen as shown in the below screenshot.



- If the same user tries to enroll for DSC again the message 'Certificate already enrolled for <user name>' will be displayed on the screen as shown in the below screenshot.



- If DSC is already enrolled in PFMS then the message 'You Have Already Enrolled Digital Signature' will be displayed on the screen as shown in the below screenshot.

The screenshot shows the PFMS interface. The header includes the logo of India, the text 'Public Financial Management System-PFMS (formerly CPSMS) O/o Controller General of Accounts, Ministry of Finance', and user information: 'Welcome: Sanjeev Kumar, User Type: PAO, Financial Year: 2019-2020'. The time is 11:24:52 AM. The left sidebar contains a menu with items like Home, BharatKosh, Budget, CAM Reports, Scheme Masters, Users, Failed Transaction, SanctionMIS, Sanctions, Transfer Entry, Pension, Bank Reconciliation, and Monthly Accounts Processing. The main content area is titled 'Digital Signature Enrollment' and displays the message 'You Have Already Enrolled Digital Signature' in red. Below the message is a button labeled 'Download DSC Utility'.

- If some error occurs while enrolling the DSC, a message 'Digital Signature Enrolment Not Done. Please Try Again.' will be displayed on the screen as shown in the below screenshot.

The screenshot shows the PFMS interface. The header includes the logo of India, the text 'Public Financial Management System-PFMS (formerly CPSMS) O/o Controller General of Accounts, Ministry of Finance', and user information: 'Welcome: rajeev kaushik, User Type: PAO, Financial Year: 2019-2020'. The time is 11:27:26 AM. The left sidebar contains a menu with items like Home, BharatKosh, Budget, CAM Reports, Scheme Masters, Users, Failed Transaction, SanctionMIS, Sanctions, Transfer Entry, Pension, Bank Reconciliation, and Monthly Accounts Processing. The main content area is titled 'Digital Signature Enrollment' and displays the message 'Digital Signature Enrollment Not Done. Please Try Again...' in red. Below the message are two buttons: 'Download DSC Utility' and 'Digital Certificate Enrollment'.

### 3.2.1 Approval Process

- After the successful enrollment of DSC, the request will be available to the concerned approving authority for approval.
- Authorized user will login and follow the below path as shown in the below screen.

#### Masters-> DSC Management -> Approve DSC

The screenshot shows the PFMS interface with the following elements:

- Header:** Public Financial Management System-PFMS (formerly CPMS), O/o Controller General of Accounts, Ministry of Finance. Welcome: A A, User Type: PRAO, Financial Year: 2019-2020. Time: 11:48:50 AM.
- Left Menu:** BharatKosh Reports, Home, BharatKosh, Budget, CAM Reports, Scheme Masters, Users, Account Code Directory, Agency, Sanctions, Sanction Custom Fields, Pension, Monthly Accounts Processing, Reports, User Masters, My Schemes, Agencies.
- Main Content:** A A
- Navigation Path:** User Masters > DSC Management > Enroll DSC > Enrolled DSC > Approve DSC.

- Below screen will appear.
- Select check box in the grid for the DSC to be approved.
- Click on 'Approve' button to approve the DSC request.

The screenshot shows the 'Digital Signature Approval' screen with the following details:

- Header:** Public Financial Management System-PFMS (formerly CPMS), O/o Controller General of Accounts, Ministry of Finance. Welcome: A A, User Type: PRAO, Financial Year: 2019-2020. Time: 11:50:13 AM.
- Left Menu:** BharatKosh Reports, Home, BharatKosh, Budget, CAM Reports, Scheme Masters, Users, Account Code Directory, Agency, Sanctions, Sanction Custom Fields, Pension, Monthly Accounts Processing, Reports.
- Title:** Digital Signature Approval
- Grid:**

<input checked="" type="checkbox"/>	User Name	Enrolled Date	Owner Name	Owner Organization	PAO	Issuer Organization	Valid From	Valid Upto	Registration From	Registration Upto	Status
<input checked="" type="checkbox"/>	COMPAO1	13/11/2019 11:26:29	AJOD KUMAR MANTOO	NATIONAL INFORMATICS CENTRE .	006953-CPAO(Commerce), New Delhi	Gujarat Narmada Valley Fertilizers and Chemicals Limited	19/03/2018	18/03/2020	19/03/2018	18/03/2020	Created
- Buttons:** Approve (highlighted), Reject, Reason For Rejection: --Select--

- Select the reason of rejection and click on 'Reject' button to reject the DSC request as shown in the below screenshot.

The screenshot shows the PFMS Digital Signature Approval interface. At the top, it displays the system name 'Public Financial Management System-PFMS (formerly CPSMS)' and the user's role 'O/o Controller General of Accounts, Ministry of Finance'. The user is logged in as 'A A' (User Type: PRAO) for the financial year 2019-2020. The time is 11:50:58 AM. A navigation menu on the left includes options like BharatKosh Reports, Home, Budget, CAM Reports, etc. The main area shows a table of digital signature approvals. One record is visible for user 'COMPA01' with a status of 'Created'. Below the table, there are 'Approve' and 'Reject' buttons. The 'Reject' button is highlighted with a red box, and a dropdown menu for 'Reason For Rejection' is open, showing 'User Not Authorized'.

✓	User Name	Enrolled Date	Owner Name	Owner Organization	PAO	Issuer Organization	Valid From	Valid Upto	Registration From	Registration Upto	Status
✓	COMPA01	13/11/2019 11:26:29	AOOP KUMAR MANTOO	NATIONAL INFORMATICS CENTRE	006952-CPAO(Commerce), New Delhi	Gujarat Narmada Valley Fertilizers and Chemicals Limited	19/03/2018	18/03/2020	19/03/2018	18/03/2020	Created

- A message 'Rejected Successfully' will be displayed on the screen after rejecting the DSC request as shown in the below screenshot.

The screenshot shows the PFMS Digital Signature Approval interface after a rejection. The top header and navigation menu are the same as in the previous screenshot. The main area now displays a red message 'Rejected successfully' at the top. Below this message, the table area shows 'No Record Found', indicating that the previously selected record is no longer present in the list.

- Below approved message will be displayed on the screen after the approval of the DSC request as shown in the below screen shot.
- After the approval, PAO will be authorized to sign payment files.

Digital Signature Approval											
Approved											
	User Name	Enrolled Date	Owner Name	Owner Organization	PAO	Issuer Organization	Valid From	Valid Upto	Registration From	Registration Upto	Status
<input type="checkbox"/>	aaobsf	05/10/2017 15:45:23	RONENDU DATTA CHOUDHARY	MINISTRY OF HOME AFFAIRS.	001754-RPAO, BSF, Shillong	Gujarat Narmada Valley Fertilizers and Chemicals Limited	04/05/2017	04/05/2019	04/05/2017	04/05/2019	Created
<input type="checkbox"/>	abhavaao1975	05/10/2017 16:14:30	ABHAY KUMAR	RPAO CRPF MHA PATNA	003709-RPAO (CRPF), Patna	Gujarat Narmada Valley Fertilizers and Chemicals Limited	14/09/2017	14/09/2019	14/09/2017	14/09/2019	Created
<input type="checkbox"/>	bikramaao2008	05/10/2017 16:55:45	BIKRAM KUMAR	RPAO CRPF MHA PATNA	003709-RPAO (CRPF), Patna	Gujarat Narmada Valley Fertilizers and Chemicals Limited	27/03/2017	27/03/2019	27/03/2017	27/03/2019	Edited
<input type="checkbox"/>	DEOGHARE	09/10/2017 12:32:38	SUDHIR W DEOGHARE	RPAO CRPF MHA RAIPUR	001757-RPAO, CRPF,Raipur	Gujarat Narmada Valley Fertilizers and Chemicals Limited	05/10/2017	05/10/2019	05/10/2017	05/10/2019	Edited
<input type="checkbox"/>	LRMEENA	26/05/2017 12:42:10	LAXMAN RAM MEENA	REGIONAL PAY AND ACCOUNTS OFFICE MHA CRPF RAIPUR.	001757-RPAO, CRPF,Raipur	Gujarat Narmada Valley Fertilizers and Chemicals Limited	07/09/2016	06/09/2018	07/09/2016	06/09/2018	Created
<input type="checkbox"/>	mhaaoib	13/11/2019 11:16:29	AQOP KUMAR MANTOO	NATIONAL INFORMATICS CENTRE .	022878-PAO(IB), New Delhi	Gujarat Narmada Valley Fertilizers and Chemicals Limited	19/03/2018	18/03/2020	19/03/2018	18/03/2020	Created
<input type="checkbox"/>	paocen	15/09/2017 15:14:41	SURINDER KUMAR SHARMA	PAY AND ACCOUNTS DIVISION B.S.F MHA	024055-PAO, BSF-5, New Delhi	Gujarat Narmada Valley Fertilizers and Chemicals Limited	20/06/2017	21/06/2019	20/06/2017	21/06/2019	Created
<input type="checkbox"/>	paobafshil	05/10/2017 15:39:07	TIBERIUS SHABONG	MINISTRY OF HOME AFFAIRS.	001754-RPAO, BSF, Shillong	Gujarat Narmada Valley Fertilizers and Chemicals Limited	15/12/2016	15/12/2018	15/12/2016	15/12/2018	Created

### 3.3 Apply DSC using Win App

After successful installation of the Win App Utility and DSC Enrollment, PAO user will apply DSC through the below process.

- PAO user will login in PFMS portal with a valid login credentials.
- After the successful login, follow the path **Sanctions-> DSC Batch Win App** to digitally sign the batch file from the main menu as shown in the below screenshot.

The screenshot shows the PFMS portal interface. At the top, it displays the logo of the Government of India, the text 'Public Financial Management System-PFMS (formerly CPSMS)', and the user's name 'ANIL kumar MAHENDRU' with the user type 'PAO' and financial year '2019-2020'. The left sidebar contains a navigation menu with items like Home, BharatKosh, Budget, CAM Reports, Scheme Masters, Users, Failed Transaction, SanctionMIS, Sanctions, Transfer Entry, Pension, Bank Reconciliation, Monthly Accounts Processing, Employee Info. System, and Reports. The 'Sanctions' menu is expanded, showing options: Receive, DSC Batch Win App (highlighted with a red box), Pass Bills, Digitally Sign Pay File, Forward Advice, Manage Advice, and Digital Sign Advice. A tooltip for 'DSC Batch Win App' is visible over the highlighted item.

- Below screen will appear to digitally sign the batch file.
- Click on 'Digital Sign' button to digitally sign the batch.



**Public Financial Management System-PFMS**  
(formerly CPMS)

O/o Controller General of Accounts, Ministry of Finance

Welcome: Arnab Barua  
User Type: PAO  
Financial Year: 2022-2023

02:37:09 PM

paopower | Logout  
Change Password

Login History  
English

[Download DSC Window Application \( Version : 1.0.1.2\)](#)

**Digital Sign on Bills**

Sanction No :

Sanction Status : DSCBatchGenerated

Batch ID:

From Date : (dd/mm/yyyy) 01/04/2022 To Date : (dd/mm/yyyy) 19/06/2023

Sanction Amount :

Scheme : --All--

Batch Generated By : Me

**Current Signatory Configuration**

Signatory Type	Signatory UserID	Signatory Name	Valid From	Valid Upto
Sign1	paopower	Arnab Barua	13/06/2023 12:00:00 AM	05/10/2023 11:59:00 PM
Sign2			not configured for current period.	

Batch Number	Number of Bills	Batch Date	Total Net Amount	Digital Sign	Delete Batch For Return To Signatory 1	Return Remarks By Signatory 2	Batch Generated By (Login Id)
P14	1	14/12/2022	5000.00	<input type="button" value="Digital Sign"/>	<input type="button" value="Delete Batch"/>	N/A	paopower
P16	1	14/12/2022	6600.00	<input type="button" value="Digital Sign"/>	<input type="button" value="Delete Batch"/>	N/A	paopower
P20	1	19/06/2023	99.00	<input type="button" value="Digital Sign"/>	<input type="button" value="Delete Batch"/>	N/A	paopower

- Below screen will appear, showing the pop up message as below.
- Click on 'OK' button.

The screenshot displays the Public Financial Management System (PFMS) interface. A pop-up message from training.pfms.gov.in is overlaid on the screen, stating: "Do not refresh and click on back button. For DSC Status update please click on Get DSC Status". The main interface shows a "Processing" status with a progress bar. Below this, there is a "Current Signatory Configuration" table and a main data table. The main data table has columns: Batch Number, Number of Bills, Batch Date, Total Net Amount, Digital Sign, Delete Batch For Return To Signatory 1, Return Remarks By Signatory 2, and Batch Generated By (Login Id). The table contains three rows of data, with the last row (Batch P20) highlighted in red.

Batch Number	Number of Bills	Batch Date	Total Net Amount	Digital Sign	Delete Batch For Return To Signatory 1	Return Remarks By Signatory 2	Batch Generated By (Login Id)
P14	1	14/12/2022	3000.00	Digital Sign	Delete Batch	N/A	paopower
P16	1	14/12/2022	6400.00	Digital Sign	Delete Batch	N/A	paopower
P20	1	19/05/2023	89.00	Digital Sign	Delete Batch	N/A	paopower

- A warning message will be displayed. Do not click on the 'Cancel' button. Wait for the Digital Signature screen to be displayed.

The screenshot shows the PFMS interface with a warning dialog box that says "This site is trying to open Digital Signature." and "https://training.pfms.gov.in wants to open this application." Below the dialog, there is a "Current Signatory Configuration" table and a "Sanctions" table.

Signatory Type	Signatory UserID	Signatory Name	Valid From	Valid Upto
Sign1	paopower	Arnab Barua	19/05/2023 12:00:00 AM	25/10/2023 11:59:00 PM
Sign2			not configured for current period	

Batch Number	Number of Bills	Batch Date	Total Net Amount	Digital Sign	Delete Batch For Return To Signatory 1	Return Remarks By Signatory 2	Batch Generated By (Login Id)
P14	1	14/12/2022	5000.00	Digital Sign	Delete Batch	N/A	paopower
P16	1	14/12/2022	6600.00	Digital Sign	Delete Batch	N/A	paopower
P20	1	19/06/2023	99.00	Get Status	Delete Batch	N/A	paopower

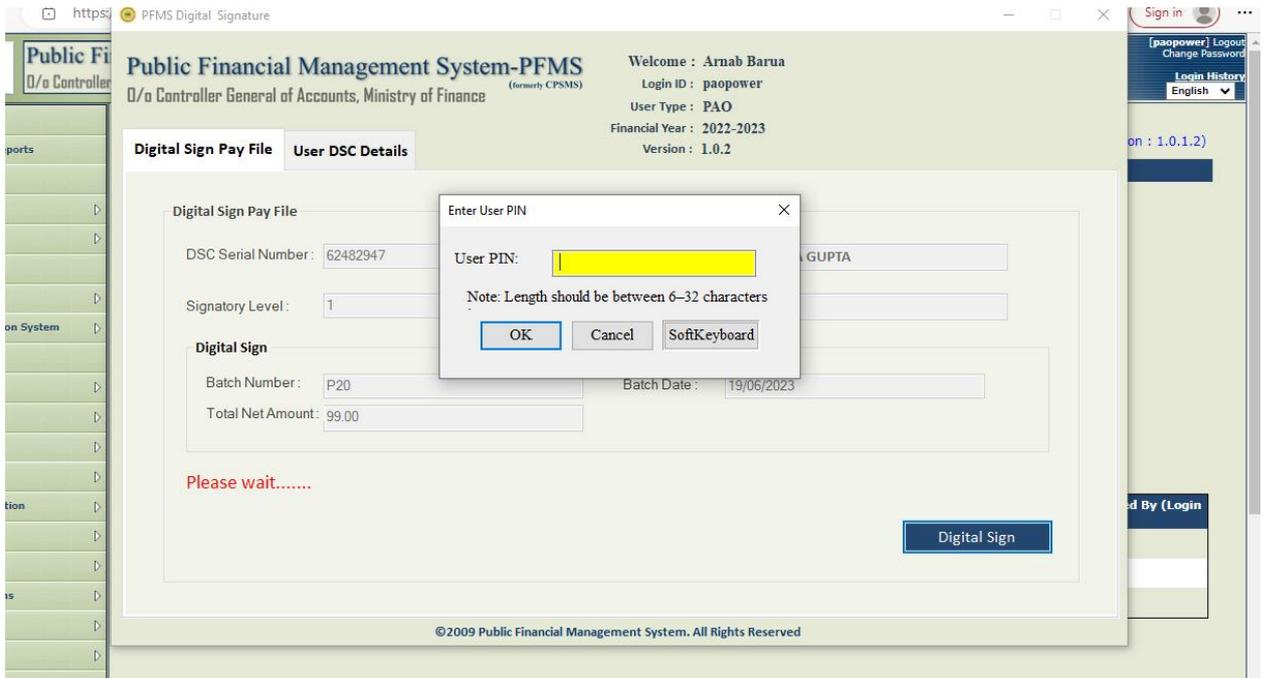
- A popup screen of "PFMS Digital Signature" will appear. Click on 'Digital Sign' button to apply DSC on sanction.

The screenshot shows the "PFMS Digital Signature" popup screen. It contains the following fields and values:

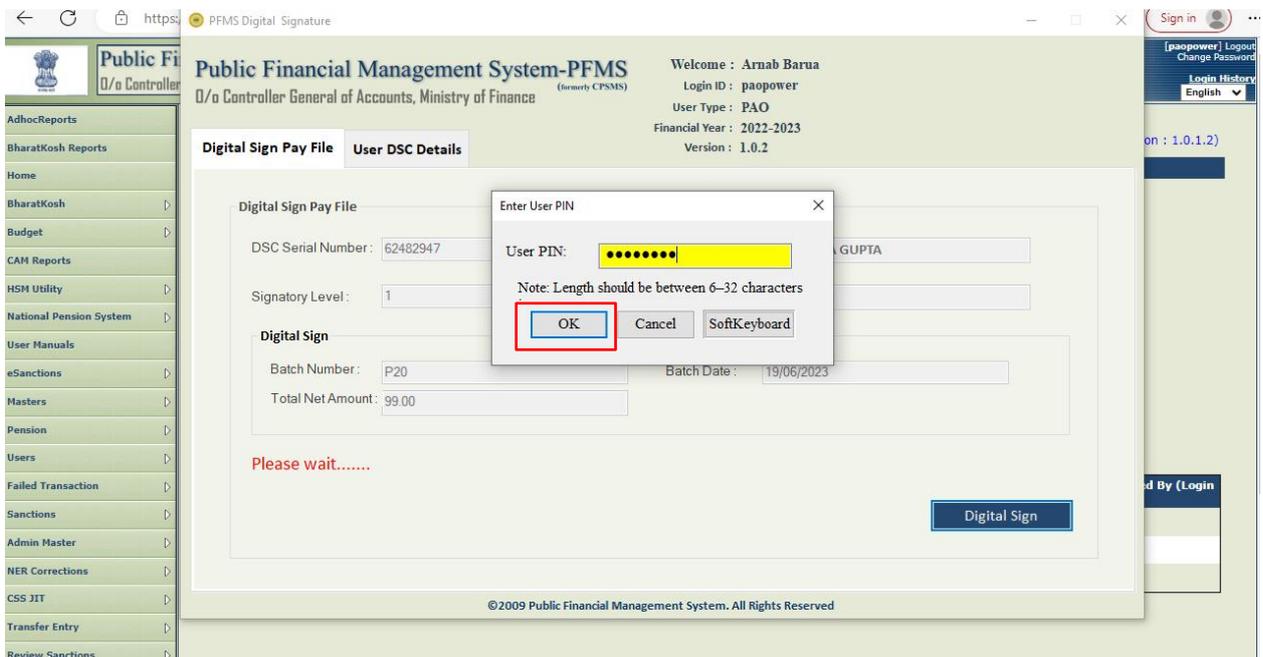
- DSC Serial Number: 62482947
- DSC Owner Name: PRERNA GUPTA
- Signatory Level: 1
- Batch Number: P20
- Total Net Amount: 99.00
- Batch Date: 19/06/2023

A "Digital Sign" button is located at the bottom right of the popup. The background shows the PFMS interface with the user logged in as "paopower".

- A popup screen of “PFMS Digital Signature” will appear which will prompt the user to enter the PIN.



- Enter the pin and click on ‘OK’ button.



- After entering the PIN, batch will be digitally signed and success message will be displayed on the screen as shown below.
- Click on 'OK' button.

