Govt. of India,
Ministry of Finance
O/o Pr. Chief Controller of Accounts
Central Board of Indirect Taxes and Customs
(Coordination, Expenditure Section)
DGACR Building, I P Estate, New Delhi-110002
E-Mail: expdr-coord@gov.in

F.No. Pr.CCA/CBIC/Expdr-Coord/e-Bill/2022-23/126   Dated: 19/09.2022

CIRCULAR

Sub: **Implementation of e-bill module for end to end digitization of bill processing in PFMS -reg**

Please find enclosed herewith an OM no. I-17008/4/2021-CGA (8128)/376 dated 30.03.2022 issued by O/O CGA GIFMIS (PFMS Division) on the subject cited above.

All Zonal Heads are therefore requested to complete the preparatory work as indicated in the said OM and arrange for the readiness to being roll out in their respective PAOs as well as closely monitor the preparedness at the level of DDOs and PDs.

This issues with the approval of the Competent Authority.

(Madhu Rawat)
Sr. Accounts Officer

To:
1. Dy CA, O/O CA(W Z), CBIC, Mumbai
2. Dy CA, O/o DCA(NZ), CBIC, Jaipur
3. ACA, O/o DCA(EZ), CBIC, Kolkata
4. Dy. CA, O/o DCA(SZ), CBIC, Chennai

Copy to:
5. Sr. PS to Pr. CCA, CBIC
6. PS to CCA, CBIC
7. PA to DCA(HQ), O/o Pr CCA, CBIC
8. Sr. AO(Admn), CBIC
9. Sr. AO (ITD)- requested to upload on the ARPIT portal.

20/09/2022
AAO (SK)

GST-17/246
20.09.2022

No.-I-17008/4/2021-CGA(8128)/376

Ministry of Finance
Department of Expenditure
Controller General of Accounts
GIFMIS (PFMS Division)

Date: 30/03/2022

OFFICE MEMORANDUM

Subject: Implementation of e-bill module for end to end digitization of bill processing in PFMS.

Reference: This office OM No. MF-I-17008/4/2020-CGA/153 dated 16/09/2021on the subject above. (Copy Attached).

It is planned to roll out e-Bill in all the Civil Ministries/Departments in the financial year 2022-23 in a phased manner. Currently, the pilot is running in 9 PAOs of selected Ministries and Departments.

2.   The roll out of e-bill requires a set of pre-requisites. These are detailed below: -

A. **Hardware Requirements:-**

I **System Related**

(i)   Computers 64 bit with Windows 10 and above operating system.
(ii)   Minimum 8 GB RAM and i3 processor, AMD Ryzen 3 or similar.
(iii)   Microsoft Dot Net Framework 4.6.1 in every system where PFMS is operated.
(iv)   Window DSC Utility (to be downloaded from PFMS & installed on all systems).

II **Document Scanner**: The document scanner should be capable of scanning **at least 72 dpi resolution** and should be able to support the page sizes required to be uploaded in e-bill with the following attributes.

	If its only text (irrespective of colour)	If the pdf document is combination of image and text	If the pdf document contains only image to be printed
Preferred dpi of PDF document	**72 dpi**	100-150 dpi (for computer digital screen display)	Minimum 300 dpi
Estimated number of pages covered in **2 MB** document	**200 pages** approx	5-10 pages	1-2 pages

The system requires upload of scanned invoices/claims by vendors/suppliers on PFMS through digital signature. However, an option of upload by HoD Authorized (Sanction Maker) user is also configured in the system. Necessary communication in this regard to HoD Authorized (Sanction Maker) users of respective Ministry/Department may also be sent.

III. **Digital Signature Certificates (DSC):-** The DSCs can be of same specification as used currently by various PAOs on PFMS. The users already having DSC need not procure the same again. In e-bill model, DSC shall be required for the following users:-

    (a)   Claimant
    (b)   HoD Authorized (Sanction Maker)
    (c)   HoD Authorized (Sanction Checker)
    (d)   DDO
    (e)   NCDDO
    (f)   CDDO- Maker, Checker and Admin
    (g)   NCDDO attached to CDDO – Maker, checker and Admin
    (h)   One each for Dealing hand, AAO, PAO, Signatory-1 and Signatory-2
    (i)   One each for Pr.AO – Dealing hand, Pr.AO-AAO, Pr.AO (for Inter Government Adjustment Advice purpose)

Digital signatures may be obtained from **the Certifying Authority, authorized by the Controller of Certifying Authority of India-https://cca.gov.in/).** The OM No. V-12025/1/2021-PFMS/Cyber Security/CN-6609/2781-2834 dated 16/09/2021 and subsequent corrigendum V-12025/1/2021-PFMS/Cyber Security/CN-6609/4630-83 dated 27/10/2021 may also be referred in this regard. (copy enclosed).

In addition to above the facility of e-signing to the vendors is also being provided in e-Bill Module.

IV. **Codification of Program Division in PFMS:-** In lines of PAO Codes and DDO Codes in accounting organization, authorized HOD users are also required to be codified. The detailed guidelines for the codification process are being issued separately.

3. **General Instructions for E-Bill Pilot:-** Keeping in view of the proposed rollout out as above, OM No. TA-2-17002(01)/17/2020-TA-II/(e-4426)/39 dated 01/02/2022 may also be referred for general instructions annexed with Standard Operating Procedure(SOP), Hardware requirements and process flow of E-Bill.

4. **Training:-** This office shall hold comprehensive training in the new e-bill process for all types of users in INGAF/RTCs etc. The calendar in this regard shall be communicated soon. It may be ensured that all concerned officials attend the training.

5. All Pr. CCAs/CCAs/CAs with independent charges are, therefore, requested to complete the preparatory work as indicated above and arrange for the readiness to begin pilot roll out in their respective PAOs. They are requested to closely review the preparedness at the level of DDOs and PDs. The communication regarding the selection of PAOs shall be issued soon.

This issues with the approval of Additional CGA (PFMS).

Encl:- As Above

(Anupam Raj)
**Assistant Controller General of Accounts,
GIFMIS, PFMS Division**

To

    All Pr CCAs / CCAs/ CAs (IC) (Through Website)

Copy for information to:-

1. All Additional CGAs , O/o CGA (including PFMS)
2. All Joint CGAs, O/o CGA (including PFMS)
3. All Dy CGAs, O/o CGA (including PFMS)
4. PPS to CGA
5. Sr AO, GIFMIS (to upload on CGA website)

(Anupam Raj)
Assistant Controller General of Accounts,
GIFMIS, PFMS Division