

Agency Registration User guide

2017

AGENCY REGISTRATION IN PFMS

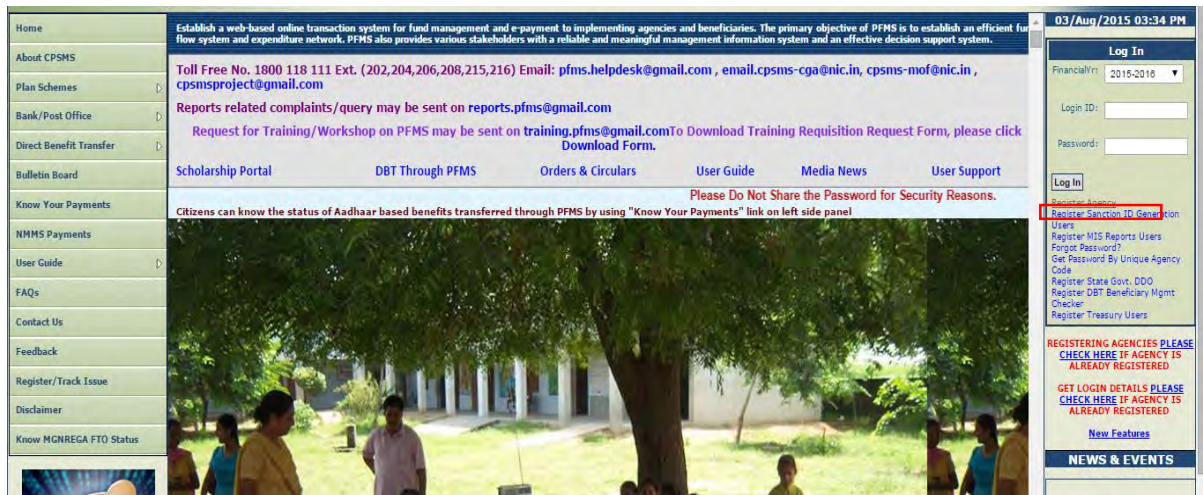
The registration of Agencies of **Central Sector Schemes** will be done from outside as described below where funds are received directly from Central Govt.

In the case of **Central Sponsored Schemes** where money is devolved through the State Treasury, the registration of the First Level Agency will be done by the State Scheme Manager from his login under linked State Scheme. (refer SPMU userguide)

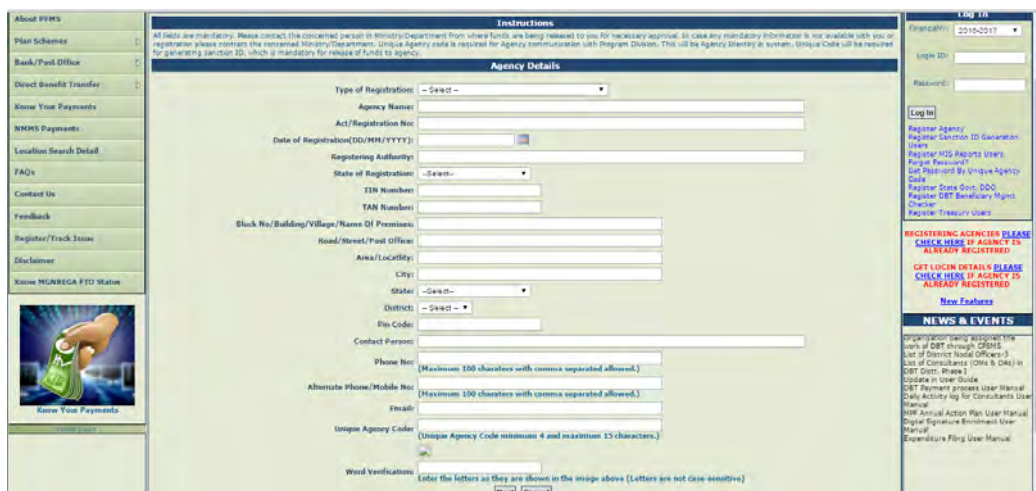
All Implementing Agencies except State Governments/UTs receiving grants directly from Government of India has to register in PFMS. Rest of the child Agencies as per the fund flow hierarchy of the Scheme will be registered after logging in to the Parent Agency. For Registering a first level agency which receive fund directly from Central Government the following procedure is followed:

Open the PFMS webpage with the URL **https://pfms.nic.in**.

Click on Register Agency Hyper Link on the home page given below Log in button



PFMS Registration page will open.




1. Select an option from the **Type of Registration** dropdown list. It is mandatory field and cannot be let blank.
2. Type **Agency Name** in the text box provided. It is a mandatory field and maximum of 100 characters.
3. Type **Registration Number** in the text box provided. Registration Number is also mandatory and can contain maximum of 100 alpha numeric characters.
4. Type **Registering Authority** in the text box provided. It is a mandatory field and can contain maximum of 256 characters.
5. Enter **TIN** number in the box provided. TIN number can contain maximum 10 characters
6. Enter **TAN** number in the box provided. TAN number can contain maximum 10 characters.(Either of Sl. Nos. 5 or 6 is required)
7. Enter complete address of the Agency. Address 1 is mandatory and it can contain maximum of 50 characters.
8. Address 2 and 3 are optional fields. Agency needs to fill these text boxes if agency's address exceeds Address 1text box.
9. Enter **City** name in the text box provided. City is a mandatory field and it can contain maximum 25 characters.
10. Select an option from the **State** drop down list. State is a mandatory field.
11. Select an option from the **District** drop down list. District is also a mandatory field.
12. Enter **Pin Code** in the text box provided. Pin Code is a mandatory field and it should contain exactly 6 characters.
13. Enter name of the **Contact Person** in the text box provided. Contact person field can contain maximum of 256 characters.
14. Enter phone number in the text box provided. Phone number is a mandatory field and it can contain maximum 20 characters. Phone number should start with Country Code (91 for India) and the STD code should be entered without 0.
15. Enter **Alternate Phone Number** in the text box provided. Alternate phone number is an optional field and it can contain maximum 20 characters.
16. Enter a valid **E mail id** in the text box provided. E mail is a mandatory field and it can contain maximum of 50 characters. Log in details of the registered agency will be sent to this e mail id only.
17. Type **Unique Agency Code** in the text box provided. Unique Agency Code is generated by the system. Agency should note down this number for further reference.
18. Type the **Word Verification** letters in the text box provided. It is a mandatory field and agency registration process cannot be completed without filling this field.
19. Click **Next** button to proceed with the registration process.

Scheme/Bank Details web page appears on the next screen

20. Type the **scheme code** in the text box for scheme or click the **Select Scheme** hyperlink. If scheme code is typed, the scheme name will appear. Select the scheme by clicking on the scheme name.

word verification: Enter the letters as they are shown in the image above (Letters are not case-sensitive)

Know MGNREGA FTO Status



Know Your Payments

Visitor Count

Scheme Bank Details

Scheme: 9182 Select Scheme

NATIONAL SOCIAL ASSISTANCE PROGRAMME (NSAP) [9182]

Select Funding Agency: I will receive funds from this agency: Search

Bank Name: Select Bank

(Enter minimum 4 characters to search Bank)

Branch Address: Search Select Branch

Branch list will show only 50 branches in List, you can search your branch by address)

Branch Name:

Account No:

Agency Name as per Branch:

I Accept [Terms and conditions.](#)

For any problem in registraroin, please [Contact Us](#)

ALREADY REGISTERED

GET LOGIN DETAILS PLEASE
CHECK HERE IF AGENCY IS
ALREADY REGISTERED

New Features

NEWS & EVENTS

[List of District Nodal Officer-5](#)
[List of District Nodal Officer-4](#)
[Sr.AO/AO,AAOs of Civil Account](#)
[Organisation being assigned the work](#)
[of DBT through CPSMS](#)
[List of District Nodal Officers-3](#)
[List of Consultants \(OMs & OAs\) in](#)
[DBT Distt. Phase I](#)
[Update in User Guide](#)
[DBT Payment process User Manual](#)
[Daily Activity log for Consultants User](#)
[Manual](#)
[MPF Annual Action Plan User Manual](#)
[Digital Signature Enrolment User](#)
[Manual](#)
[Expenditure Filing User Manual](#)

If clicked on select scheme hyperlink, the select scheme window opens on the screen

Scheme Name

Select
LIVESTOCK CENSUS [0059]
INTEGRATED SAMPLE SURVEY [0060]
CENTRAL CATTLE DEVELOPMENT ORGANISATION [0061]
DIRECTORATE OF ANIMAL HEALTH [0065]
FOOD SAFETY AND TRACEABILITY [0070]
DELHI MILK SCHEME [0074]
DAIRY ENTREPRENEURSHIP DEVELOPMENT SCHEME [0075]
STRENGTHENING OF DATABASE AND GEOGRAPHICAL INFORMATION SYSTEM OF THE FISHERIES SECTOR [0079]
NATIONAL FISHERIES DEVELOPMENT BOARD [0081]
SECRETARIAT AND ECONOMIC SERVICES [0082]
CROP SCIENCE [0085]
HORTICULTURE [0086]
AGRICULTURAL ENGINEERING [0088]
ANIMAL HUSBANDRY [0089]
Indian fisheries [0090]
ECONOMICS STATISTICS AND MANAGEMENT [0091]
AGRICULTURAL EXTENSION [0092]
AGRICULTURAL EDUCATION [0093]
CENTRAL AGRICULTURAL UNIVERSITY BIHAR [0094]
NATIONAL FUND FOR BASIC, STRATEGIC AND FRONTIER APPLICATION RESEARCH IN AGRICULTURE [0097]
NATIONAL AGRICULTURAL INNOVATION PROJECT [0098]
CENTRAL AGRICULTURE UNIVERSITY CAU IMPHAL [0099]
PROMOTION OF COPYRIGHT AND IPR [0107]
STRENGTHENING OF DEPARTMENT OF AYUSH [0127]

21. Type a **scheme name** in the text box provided.
22. Click the **Search** button. A list of all schemes matching the search criteria will appear below the search button.
23. Click a **scheme** to select it from the list.

Scheme Name

Select
MICROELECTRONICS AND NANOTECH DEVELOPMENT PROGRAMME DIT [0525]
CONVERGENCE COMM AND STRATEGIC ELECTRONICS DIT [0527]
R & D IN MEDICAL ELECTRONICS AND HEALTH INFORMATICS [0530]
STPI SOFTWARE TECHNOLOGY PARKS OF INDIA AND EHTP ELECTRONIC HARDWARE TECHNOLOGY PARK [0535]
ELECTRONIC GOVERNANCE [0537]
PROMOTION OF ELECTRONICS IT HARDWARE MFG DIT [0540]
STRENGTHENING OF ELECTRONIC MEDIA MONITORING CENTRE (EMMC) [0572]
CONSORTIUM FOR HIGHER EDUCATION ELECTRONIC RESOURCES(CHEERS) [9136]
INVESTMENT IN PUBLIC ENTERPRISES-CENTRAL ELECTRONIC LIMITED [9468]
(BHEL) Bharat Heavy Electronic Limited [1832]

24. Funding Agency: For the first level agency that is receiving fund from Central Government, the funding agency by default will be selected as “**I will receive funds from Central Government**” option
25. Type the **first 4** letter of bank name in the text box provided or click the **Select Bank** hyper link.

If **bank name** is typed all banks beginning with the typed letters will appear. Select the appropriate bank from the list. Alternatively, click on select bank hyper link. The following **select bank** pop up window in appear on the screen.

26. Type **Bank Name** in the text box provided.
27. Click the **Search** button.

A list of all banks matching the search criteria will appear.

28. Click a **bank** to select from the list.


Bank Name	Indian Bank	Search
Select		
INDIAN BANK		
INDIAN MERCANTILE COOP.BANK LTD LUCKNOW		
INDIAN OVERSEAS BANK		
SOUTH INDIAN BANK		

29. Type **Branch Address** in the text box provided.
30. Click the **Search** Button. The branch name dropdown list gets updated.
31. Select an option from the branch name drop down list.
32. Enter **Account Number** in the text box provided. Account Number is a mandatory field.
33. Enter **Agency name as per Bank record** in the text box provided.
34. Click **Add Bank/Scheme** button.

The Scheme Bank details get added in the list.

35. Select the **Accept Terms and conditions** check box.
36. Click the **Submit** button. Saved successfully message will appear on the screen. If the Agency is receiving funds for more than one scheme, more scheme - bank details can be added.

Know MGNREGA FTO Status



Know Your Payments

Visitor Count

Bank Name: Select Bank Required
 (Enter minimum 4 characters to search Bank)

Branch Address: Select Branch
 Branch list will show only 50 branches in List, you can search your branch by address)

Branch Name: NEWDELHI-CONNAUGHTCIRCUS [G 41 CONNAUGHT PLACE CONNAUGHT PLACE CONNAUGHT PLACE 110001] { CBS }

Account No:

Agency Name as per Branch:

Action	Scheme Name	Bank Name	Account No	Agency Name as per Branch
✘	ELECTRONIC GOVERNANCE [0537]	INDIAN BANK NEWDELHI-CONNAUGHTCIRCUS [G 41 CONNAUGHT PLACE CONNAUGHT PLACE CONNAUGHT PLACE 110001] { CBS }	55221	MTNL corp

I Accept [Terms and conditions.](#)

For any problem in registratoin, please [Contact Us](#)

ALREADY REGISTERED

GET LOGIN DETAILS PLEASE
CHECK HERE IF AGENCY IS
ALREADY REGISTERED

New Features

NEWS & EVENTS

Contact Us

- Central Help Desk
- List of District Operational Managers
- List of District Nodal Officers
- List of State Nodal Officers
- Update in Orders & Circulars
- Roles and Responsibilities of District Nodal Officers
- Roles and Responsibilities of State Nodal Officers
- List of District Nodal Officer-5
- List of District Nodal Officer-4
- Sr.AO/AO, AAOs of Civil Account
- Organisation being assigned the work of DBT through CPSMS
- List of District Nodal Officers-3
- List of Consultants (OMs & OAs) in DBT Distt. Phase I
- Update in User Guide
- DBT Payment process User Manual
- Daily Activity log for Consultants User Manual
- MPF Annual Action Plan User Manual
- Digital Signature Enrolment User Manual
- Expenditure Filing User Manual

In this way the first level agency (Agencies receiving fund directly from Central Ministries) gets registered in PFMS. The registered agency needs to be approved by the Programme Division (PD) and the Principal Accounts Office of the Ministry Implementing the Scheme concerned.

Registration of Child Level Agency.

All child level agencies will be registered after logging in to the parent Agency. Child Agencies can be at Central Agency (A Central Govt. Agency which is placed above State but below the Central Ministry), State, District, Block, Panchayat or Village level according the fund flow/implementation level hierarchy of the scheme. For registering a child agency, the funding/parent agency will log in.

1. Select **Agency Registration** under **Agency** to open the child agency registration window.

The screenshot shows the 'Agency Registration' interface. On the left, a sidebar menu has 'Expenditures' highlighted with a red box. The main content area is titled 'Agency Registration' and contains a 'New Registration' section. Below this, there is a search box labeled 'Enter Agency code to complete Registration :'. A table lists existing agencies:

Agency Name	Unique Agency Code	Created Date
PFT AJEEVIKA SESAIPURA SHEOPUR MP	MPS00002121	17/07/2013
PFT Gadakota	MPSG00004395	17/07/2013

2. Click **New Registration** to open the Scheme/s – Institution types. Institution type is configured in the system and appear on selection of level of the agency to be registered.
3. Select the **hierarchy level** of the agency to be registered like District, Block or Panchayat.

The screenshot shows the 'Scheme Wise Institution Type' selection screen. A dropdown menu is open, showing options for 'NATIONAL RURAL LIVELIHOOD MISSION (NRLM)' and 'NATIONAL RURAL LIVELIHOOD MISSION CS'. The 'NRLM' section is highlighted with a red box. The options listed are:

- NATIONAL RURAL LIVELIHOOD MISSION (NRLM)
- Institution Type
- State Rural Livelihood Mission
- District Rural Livelihood Mission
- Block Rural Livelihood Mission
- Village Organisation
- NATIONAL RURAL LIVELIHOOD MISSION CS
- Institution Type
- State Rural Livelihood Mission
- District Rural Livelihood Mission
- Block Rural Livelihood Mission

First page of the registration form will open.

4. Type **Agency Name** in the text box provided. It is a mandatory field and maximum of 100 characters.
5. Type **Registration Number** in the text box provided. Registration Number is also mandatory and can contain maximum of 100 alpha numeric characters.
6. Type **Registering Authority** in the text box provided. It is a mandatory field and can contain maximum of 256 characters.
7. Enter **TIN** number in the box provided. TIN number can contain maximum 10 characters
8. Enter **TAN** number in the box provided. TAN number can contain maximum 10 characters.(Either of Sl. Nos. 5 or 6 is required). If neither TIN or TAN is available click on the **Not Required** check box.
9. The **State** drop down list will get auto populated as the parent agency is already mapped with the State.
10. Select an option from the **District** drop down list. District is also a mandatory field.
11. Select the geographical location of the agency as Rural or Urban by clicking the Rural – Urban button. The geographical location will be displayed as **Taluka, Town** and **Ward** in case of Urban and **Block, Panchayat** and **Village** in case of Rural.
12. Select **Taluka/Block** from the drop down list. Taluka/Block is mandatory if the agency exist at this level.
13. Select **Town/Panchayat** from the drop down list. Town/Panchayat is mandatory if the agency exist at this level.
14. Select **Ward/Village** from the drop down list. Ward/Village is mandatory if the agency exist at this level.
15. Enter **Pin Code** in the text box provided. Pin Code is a mandatory field and it should contain exactly 6 characters.
16. Enter complete address of the Agency. Enter **Block/Building/Village** etc. at the first box. This is a mandatory field.
17. Enter **Road/Street/Post Office** in the second box
18. Enter **Area/Locality** in the third box. This is a mandatory field
19. Enter **City** name in the text box provided. City is a mandatory field and it can contain maximum 25 characters.
20. Enter name of the **Contact Person** in the text box provided. Contact person field can contain maximum of 256 characters.
21. Enter phone number in the text box provided. Phone number is a mandatory field and it can contain maximum 20 characters. Phone number should start with Country Code (91 for India) and the STD code should be entered without 0.
22. Enter **Mobile Number** in the text box provided. Mobile phone number is an optional field and it can contain maximum 20 characters.
23. Enter a valid **E mail id** in the text box provided. E mail is a mandatory field and it can contain maximum of 50 characters. Log in details of the registered agency will be sent to this e mail id only.
24. Type the **Word Verification** letters in the text box provided. It is a mandatory field and agency registration process cannot be completed without filling this field.

25. Click **Save and Continue** button to save the first page of registration process.

Agency Registration Details

Agency/Institution Type: **Registered Society (Govt.,Autonomous Body)**

Agency Name: dmmu kl

Act/Registration No: 12345/54

Date of Registration(DD/MM/YYYY): 12/07/2012

Registering Authority: govt of kerala

State of Registration: KERALA

TIN Number: n/a Not Required

TAN Number: Not Required

Agency Office Address Details

State/UT: KERALA

District: THIRUVANANTHAPURAM

Rural/Urban: Rural Urban

Taluka: --Select--

Town: --Select--

Ward: --Select--

Pin Code: 070525

Block No/Building/Village/Name Of Premises: DMMU THIRUVANANTHAPURAM

Road/Street/Post Office: DMMU THIRUVANANTHAPURAM

Area/Locality: DMMU THIRUVANANTHAPURAM

City: THIRUVANANTHAPURAM

Agency Contact Details

Contact Person: DMMU THIRUVANANTHAPURAM

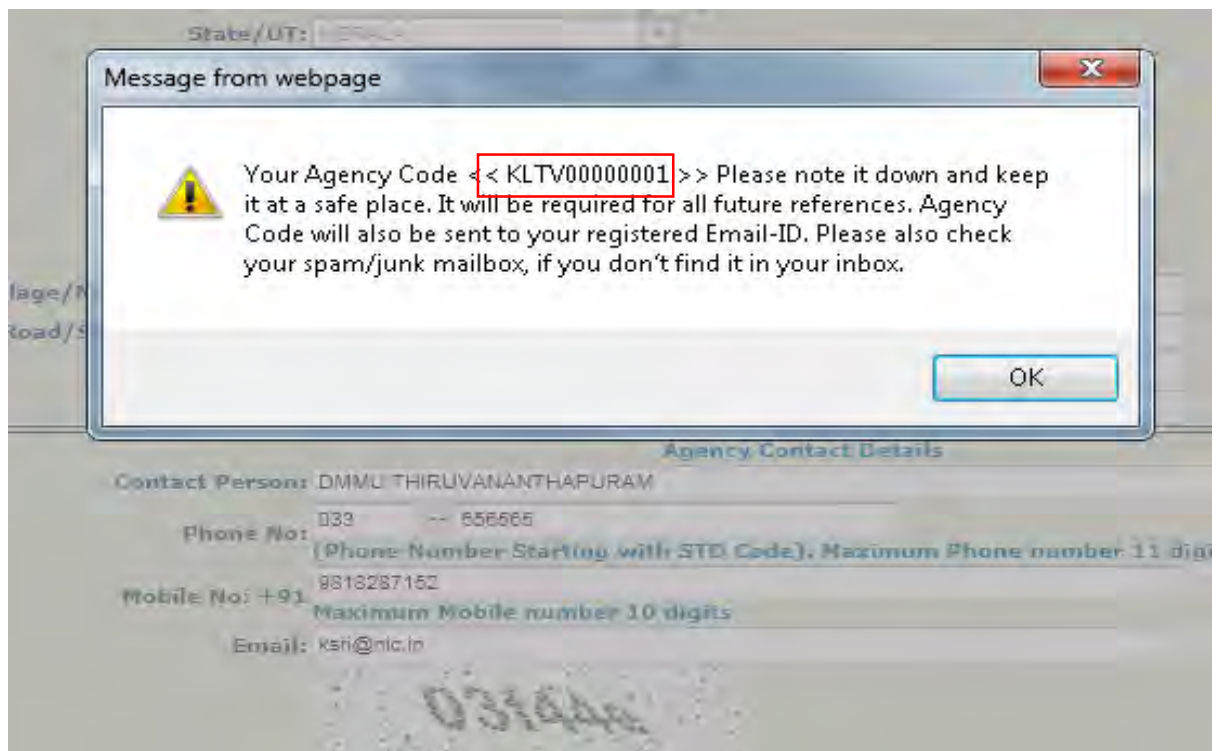
Phone No: 033 -- 856565
(Phone Number Starting with STD Code), Maximum Phone number 11 digits

Mobile No: +91 98699999
Maximum Mobile number 10 digits

Email: ksri@nic.in

Word Verification: 031444
Enter the letters as they are shown in the image above (Letters are not case-sensitive)

On saving the first page a Unique Registration Code generated by the system will pop up which is to be noted by the user.



Click OK to open the second page of registration. Here the child agency has to select the funding agency to indicate the source of fund to the agency.

26. Select the **Administrative/Funding Agency** level as State, District, Block etc. as the case may be from the drop down list shown at the left side. All agencies registered at the level selected as per the fund flow hierarchy of the scheme will be populated in the Select Agency drop down list at the right side.

27. Select the **Funding Agency** from the drop down list.

28. Click on **Add Fund Agency** button to show the funding agency details in a grid. If the agency is receiving fund from more than one level or agency more level and agency can be added.

29. Click **Save and Continue** to proceed to the third page of registration.

Scheme Name	Funding Agency Level	Funding Agency Name	Action
SUBSIDY FOR REC RGGVY POWER	CENTRAL AGENCIES	RECL -- RURAL ELECTRIFICATION CORPORATION LTD	X

30. Type the **first 4** letter of bank name in the text box provided or click the **Select Bank** hyper link.

The screenshot shows a web application interface for 'Agency Bank Details'. At the top, there are navigation tabs: 'SUBSIDY FOR REC RGGVY POWER', 'CENTRAL AGENCIES', and 'RECL -- RURAL ELECTRIFICATION CORPORATION LTD'. Below these is a 'Save and continue' button. The main form has two sections: 'Agency Bank Details' and 'Agency User Login Details'. In the 'Agency Bank Details' section, the 'Bank Name' field contains 'india', and a dropdown menu is open showing a list of banks: 'INDIA POST (Y)', 'INDIAN BANK (Y)', 'INDIAN MERCANTILE COOP.BANK LTD LUCKNOW', and 'INDIAN OVERSEAS BANK (Y)'. There is a 'Select Bank' link next to the dropdown. The 'Agency User Login Details' section has fields for 'User Name', 'Password', and 'Confirm Password'. Below these fields is a checkbox for 'I Accept Terms and conditions.' and buttons for 'Submit', 'Download Agency Code', and 'Exit'. At the bottom, there is a link for 'Contact Us'.

If **bank name** is typed all banks beginning with the typed letters will appear. Select the appropriate bank from the list. Alternatively, click on select bank hyper link. The following **select bank** pop up window in appear on the screen.

31. Type **Bank Name** in the text box provided.

32. Click the **Search** button.

The screenshot shows the search results for 'Indian Bank'. The 'Bank Name' field contains 'Indian Bank' and the 'Search' button is clicked. A list of banks is displayed, with 'Indian Bank' highlighted in blue. A red box highlights the 'Select' button. The list of banks includes: 24-PARGANAS DIST.COOP.LAND DEV.BANK LTD., 510-ARMY BASE WORKSHOP CR.COOP.BK.MEERUT, A'NAGAR Z.PR.SHIKSHAK SAH.BK.AHMEDNAGAR, A.P.VARDHAMAN(MAHILA) CO-OP.URBAN BK, A/C.GENERALS'OFF.CO-OP.BANK,BANGALORE, AB BANK LIMITED, ABHINANDAN URBAN CO-OP.BK.LTD.AMARAVATI, ABHINAV SAHAKARI BANK LT DEOLALI PRAVARA, ABHINAV SAHAKARI BANK LTD., ABHIVRIDDI MAHILA SAH BANK NIYAMITA, ABHYUDAYA CO-OP BANK LTD, ABHYUDAYA MAHILA U.CO.BK.LT.CHANNAPATNA, ABIRAMAN CO-OP.URBAN BANK LTD., ABN AMRO BANK, ABU DHABI COMMERCIAL BANK, ACE CO-OPERATIVE BANK LTD. MUMBAI, ADAJAN NAGARIK SAHAKARI BANK LTD.SURAT, ADAMPUR PRI CO-OP AGR.RURAL DEV.BANK, ADARSH CO-OP URBAN BANK LTD., ADARSH JANATA SAHAKARI BANK LTD., ADHYAPAKA CO-OP.BANK LTD.(PATHUPALLY), ADILABAD JILLA KENDRA SAHAKARI BANK LTD., ADOOR CO-OP.URBAN BANK LTD., and AGARTALA CO-OP.URBAN BANK LTD.

A list of all banks matching the search criteria will appear.

33. Click a **bank** to select from the list.

Bank Name

Select

INDIAN BANK
INDIAN MERCANTILE COOP. BANK LTD LUCKNOW
INDIAN OVERSEAS BANK
SOUTH INDIAN BANK

34. Enter **Account Number** in the text box provided. Account Number is a mandatory field.
35. Click **Add Bank Account** button.

Agency Bank Details

Bank Name:
 (Enter minimum 4 characters to search Bank)

Account Rule **9 or 10 digit account number all numeric**

Account No:

Scheme Name	Bank Name	Account No	Add / Edit Component	View Component	Action
SUBSIDY FOR REC RGGVY POWER	INDIAN BANK	11000002	Add / Edit Component	View Component	<input type="button" value="✖"/>

Agency User Login Details

User Name:

Password:

(Password must contain minimum 6 characters and maximum 15 characters. Password should contain alphanumeric and at least one special character like [@\$%^&*])

Confirm Password:

I Accept [Terms and conditions.](#)

For any problem in registration, please [Contact Us](#)

36. The Bank details get added in the page. If the Agency is receiving funds for more than one scheme, more scheme - bank details can be added.

37. Click **Add/Edit Component** hyper link.

A window listing all components of the scheme will pop up. Select all or the required components to be mapped with the bank account from the component list by selecting the check box/s.

38. Click **Save** button to map the component/s with the bank account.

SUBSIDY FOR REC RGGVY POWER

<input checked="" type="checkbox"/> Loan	<input type="checkbox"/> CPSU's Service Charges/Service Tax on Service Char
<input checked="" type="checkbox"/> Subsidy for Installation of Sign Board	<input checked="" type="checkbox"/> REC Agency Charges
<input type="checkbox"/> Subsidy for Quality Monitoring	<input type="checkbox"/> Capital Subsidy (Infra/BPL)
<input type="checkbox"/> Subsidy for Others (Franchisee, Advertisement etc.)	<input type="checkbox"/> Others
<input type="checkbox"/> SPU's Overhead Charges	

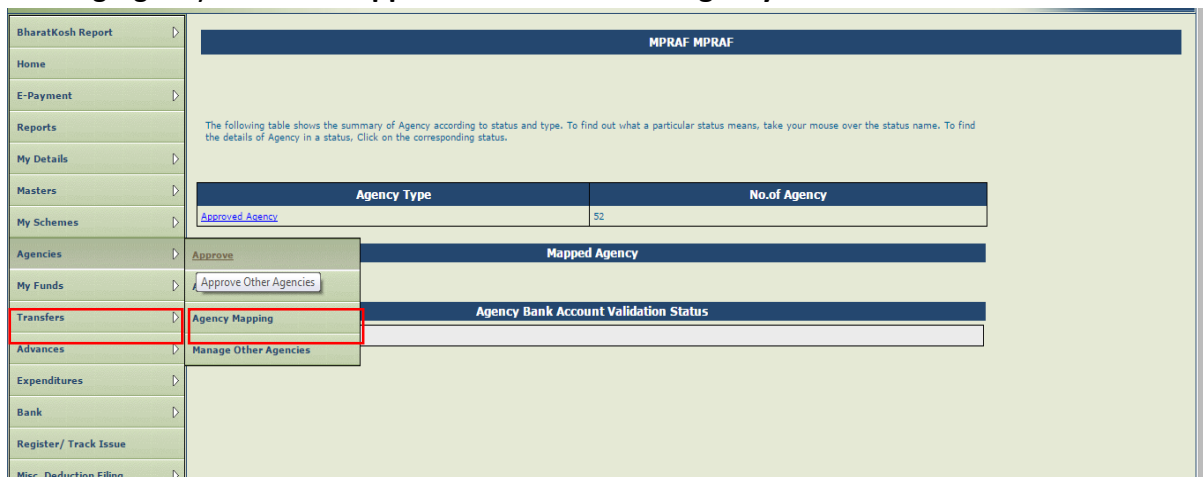
39. Give a **User name** for log in in the box provided

40. Give a **Password** for log in in the box provided. The password should contain minimum 6 characters and a maximum of 15 characters and should have alpha numeric and at least 1 special character.
41. **Confirm Password** in the box provided.
42. Select the **Accept Terms and conditions** check box.
43. Click the **Submit** button. **Agency details saved successfully and pending for approval. Details will be sent to email address** message will appear on the screen.



The Funding/Parent Agency will approve the child agency to complete the registration process.

44. Funding Agency will select **Approve** from under the **Agency** menu.



All agencies created by parent agency pending for approval will be listed on selecting approve option.

Agency Registration Approval

Agency Status: Pending Agency Approval

Agency Type: --All--

Agency Name:

Unique Code:

Agency Name	Agency Type	Contact Detail	Unique Code	Created By	Created Date	Agency Status
dfder	State Government PSUs	eteere dk.g@rediffmail.com 011-235485	APGU00004755	recladm	03/08/2016	Pending Agency Approval
<input type="checkbox"/>						

45. Click on the Agency Name hyper link to open the child agency registration details.
46. Verify the details and click on the check box to select scheme and bank details for approval.
47. Click **Approve** button to approve Agency. Alternatively click **Reject** button for rejecting agency.

New Agency Registration - Approval

Agency Name: dfder

Agency Type: State Government PSUs

Act/Registration No.: dere234

Registering Authority: 2343d

TIN No:

TAN No:

Block No/Building/Village/Name Of Premises: dfder

Road/Street/Post Office: dfder

Area/Locality: dfder

City: dfder

State: ANDHRA PRADESH

District: GUNTUR

Pin Code: 535101

Contact Person: eteere

Phone: 011-235485

Alternate Phone/Mobile No.: 9971118240

Email: dk.g@rediffmail.com

Unique Agency Code: APGU00004755

Current Status: Pending Agency Approval

Previous Remarks:

Remarks:

<input type="checkbox"/>	Scheme	Bank Detail	Account No.	Agency Name as per Ba
<input type="checkbox"/>	SUBSIDY FOR REC REGGY POWER	INDIAN BANK	110000002	

This completes the Child Agency registration process.

