

From

Mission Director,
National Health Mission, Haryana,
Paryatan Bhawan, Bays No 55-58,
Sector-2 Panchkula.

To

All Civil Surgeon,
In State of Haryana.

Letter No. FMG/PFMS/2016-17/ 28682-702.

Dated: 07/02/17.

Subject:- Guidelines for PFMS

Please refer to above cited subject.

It is to inform you that as per Govt. of India instructions all payments under NHM program are requested to be made through PFMS portal only but it is observed that PFMS is not being used in proper way at some of the districts and at Lower Health facilities. Some queries are being raised from districts under PFMS and for proper implementation of PFMS following guidelines may also be adhere to by the user.

1. Booking of expenditure in PFMS:

User should book the expenditure under the child component/sub component and if component is not available then the same is to be booked under group component. Also, no expenditure should be booked under the Flexipool.

2. Account Practice for Pulse Polio:

Following steps should be followed at district & lower level

At District level:- Funds should be routed through interbank transfer from main account to IPPI account.

For CHC Level:- User at district level have two alternative for disbursement of grant to below level :-

- First, transfer the funds from IPPI account to CHCs/PHCs NHM account. Further, Accountant of CHCs/PHCs accountant will transfer the funds as an advance to supervisor or supervisor should directly submit the bills to accountant with bank details of vendor. Or

- User at district level should map its lower agency as a vendor and disburse the funds as an advance. Further, the same have to be settled in the PFMS portal after submission of SOE/bills by accountant.

Note:- User should not select Flexipool component as a sanction budget head instead select Pulse Polio operating cost C.6.

3. Outstanding Advance:

According to PFMS portal various advances at district level have not been settled since long. The same issue was discussed at the meeting of DAMs held on 19.01.2017 at State Headquarter. Users can use below mentioned step for generating the advance report:

1. Go to report
2. Select M14 (District wise Advance) from dropdown menu of Monitoring
3. Page will open with automatic filled details
4. Click on view report

Report of advance will appear

4. Submission of Print Payment Advice (PPAs):

It is being noticed that user are not submitting the PPAs in time to the bank and the replies for non submission of PPAs from Accounts person are:

1. Due to insufficient balance in the bank account PPA was not submitted.
2. The competent authority was not available so there was delay in submission.

In this regard it should be noted that *“Not to process the PPA until there is sufficient balance in bank account and not to approve the advice if the competent authority is not available”*. And, if PPA has been generated then it must be submitted in the bank within two days from its generation.

5. Rejection of PPAs:

An instruction has already been issued to all districts and at lower health facilities that no user has the right to reject the PPAs once generated. But still it has been noticed that the user without intimating to the headquarter approach the bank for rejecting the PPAs. In such case DDO of health facilities should ensure that no PPAs should be generated without their approval.

6. Reconciliation of bank balance:

It is being noticed that user at districts and at below level are not reconciling their bank balance with cash book & PFMS bank balance. Therefore, DAM should take the responsibility to ensure the reconciliation of accounts and for that it should also be noted that all payment/receipt under NHM are to be made only through PFMS portal.



7. Accounting Policy for EPF:

It is being notice that user are not following the EPF procedure (already shared through e-mail) for booking the same in PFMS. Due to this the difference is seen between the statement of expenditure and PFMS expenditure resulting less expenditure report to Govt. of India. Therefore, all users should strictly adhere to the procedure for booking EPF in PFMS and all DAMs are marked accountable for it.

8. Updating KYC:

It has been observed that many banks has started freezing of bank account due to non completion of KYC as per instruction issued vide Reserve bank of India circular No RBI/2016-17/183 dated 15.12.2016. An email in this regard has already been issued to all DAMs. So, in order to avoid any kind of problem in future, DAMs should take the responsibility for updating the KYC with their bank account.

It is requested that the responsibly of District Accounts Manager for complying the above guidelines of PFMS be fixed and also communicate the said instruction to the user at Lower Health Facilities, for better implementation of PFMS.


Accounts Officer
For Mission Director (NHM) Haryana


Endst.No. FMG/PFMS/2016-17 28703-44.

Dated:-

A copy of the above is forwarded to the following:

1. All Deputy Civil Surgeon, NHM (Haryana) for information and necessary action.
2. All DAM, NHM (Haryana) for information and necessary action.


Accounts Officer
For Mission Director (NHM) Haryana
