

## Flow Chart of activities in reference to RurbanSoft Integration with PFMS

1. Get the account opened for the State and well as cluster level following the SOP. The details of the accounts will be filled under 'Add SNA account' and 'Add Cluster Account' in PFMS Master Management.

The image displays two screenshots of the RurbanSoft PFMS Master Management interface, showing the process of adding accounts.

**Top Screenshot: Add SNA Account Details**

The browser address bar shows the URL: `rurban.gov.in/rurbansoft/index.php/pfms_fund/add_account`. The page title is "ADD BANK ACCOUNT DETAILS". The left sidebar menu includes "PFMS Master Management" with sub-items: "State Agency Entry", "Cluster Agency Entry", "PFMS Tax Entry", "Add SNA Account", and "Add Cluster(Zero Balance) Account". The main form contains the following fields:

- Account Type \* (Dropdown menu: -- SELECT ACCOUNT TYPE --)
- Bank Name \* (Dropdown menu: -- SELECT BANK --)
- Branch name \* (Dropdown menu: -- SELECT BRANCH --)
- IFS Code \* (Text input field)
- Account No. \* (Text input field)
- Name of Account Holder \* (Text input field)
- Bank address \* (Text input field, pre-filled with "snaodisha")

At the bottom of the form are "RESET" and "SUBMIT" buttons.

**Bottom Screenshot: Add Cluster Zero Balance Bank Account Details**

The browser address bar shows the URL: `rurban.gov.in/rurbansoft/index.php/pfms_fund/add_zero_bal_account_for_cluster`. The page title is "ADD CLUSTER ZERO BALANCE BANK ACCOUNT DETAILS". The left sidebar menu is the same as the top screenshot. The main form contains the following fields:

- Cluster Name \* (Dropdown menu: -- SELECT CLUSTER --)
- Bank Name \* (Dropdown menu: -- SELECT BANK --)
- Branch Name \* (Text input field)
- IFS Code \* (Text input field)
- Bank Account No. \* (Text input field)
- Name of Account Holder \* (Text input field, pre-filled with "snaodisha")
- Bank Address \* (Text input field)

At the bottom of the form are "RESET" and "SUBMIT" buttons. A "VIEW ACCOUNT DETAILS" button is located in the top right corner of the form area.

2. The accounts opened as per SOP need to be registered on PFMS. PFMS will provide Agency Code and Agency Name for each and every accounts opened. For registering agency name in PFMS, the nomenclature followed for opening the accounts at the State and Cluster Level should be followed. (State Level Agency: State Name\_SPMRM, Cluster Level Agency- State Name\_SPMPM\_District Name\_Cluster Name). The Cluster Level Agency will be registered at the Block Level in PFMS. The entries of Agency Code and Agency Name will be done under 'State Agency Entry' and 'Cluster Agency Entry' in PFMS Master Management.

The screenshot shows a web browser window with the URL [rurban.gov.in/rurbansoft/index.php/Pfms\\_agency/state\\_code\\_name\\_entry](http://rurban.gov.in/rurbansoft/index.php/Pfms_agency/state_code_name_entry). The page is titled "State Agency Entry" and displays a message: "No State Agency Available." Below this, a note states: "Note: Agency Code and Agency Name Should Be Same As Registered In PFMS." The form contains three input fields: "PFMS Agency Name \*", "PFMS Agency Code \*", and "PFMS State Scheme Code \*". At the bottom of the form are "RESET" and "SAVE" buttons. The left sidebar menu includes "Dashboard", "State Department", "User Management", "PFMS Master Management", "State Agency Entry", "Cluster Agency Entry", "PFMS Tax Entry", "Add SNA Account", "Add Cluster(Zero Balance) Account", "DSC Management for SNA", "Leading Sub-Districts", "Sub-Component Mapping", "Cluster Selection", "ICAP", and "DPR". The user profile at the top left shows "SNAADISHA ODISHA". The Windows taskbar at the bottom shows the time as 11:39 on 27-08-2019.

The screenshot shows a web browser window with the URL [rurban.gov.in/rurbansoft/index.php/Pfms\\_agency/cluster\\_code\\_name\\_entry](http://rurban.gov.in/rurbansoft/index.php/Pfms_agency/cluster_code_name_entry). The page is titled "Cluster Agency Entry" and displays a message: "No Cluster Agency Available." Below this, a note states: "Note: Agency Code and Agency Name Should Be Same As Registered In PFMS." The form includes a "State" dropdown menu set to "ODISHA", a "Clusters \*" dropdown menu set to "-- SELECT --", and two input fields: "PFMS Agency Name \*" and "PFMS Agency Code \*". At the bottom of the form are "RESET" and "SUBMIT" buttons. The left sidebar menu is identical to the previous screenshot. The user profile at the top left shows "SNAADISHA ODISHA". The Windows taskbar at the bottom shows the time as 11:39 on 27-08-2019.

3. The taxes levied while making the payment to the vendor should be entered under 'PFMS Tax Entry' under PFMS Master Management.

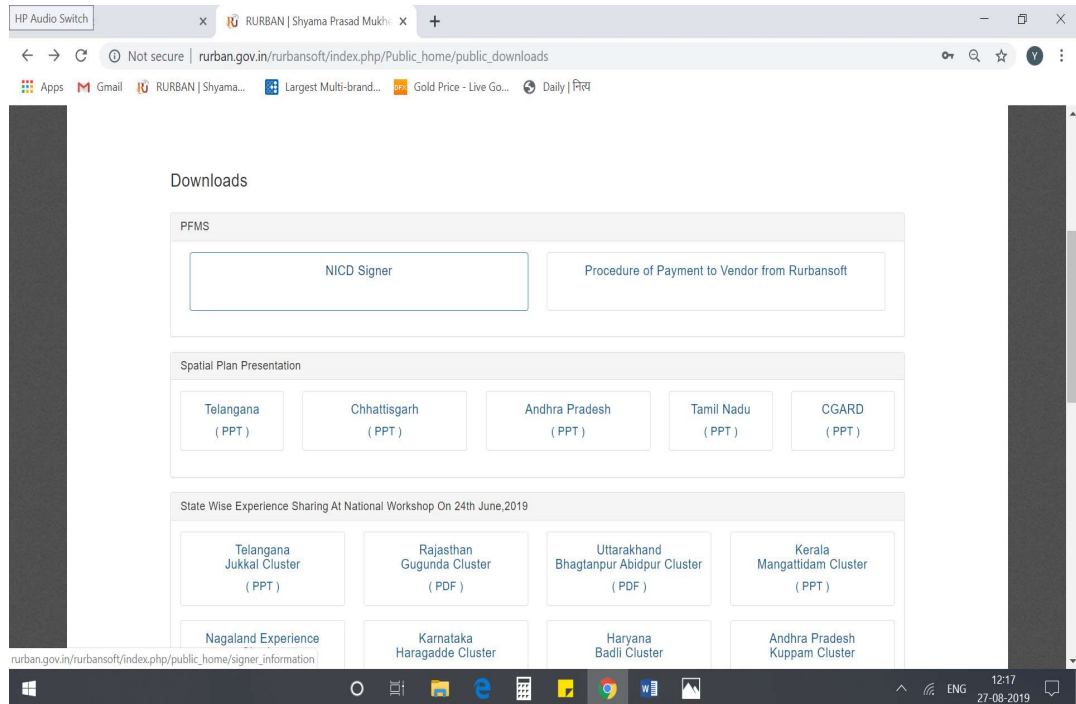
The screenshot shows the RurbanSoft web application interface. The browser address bar displays 'rurban.gov.in/rurbansoft/index.php/Pfms\_agency/tax\_entry'. The left sidebar menu is expanded, showing 'PFMS Master Management' with sub-items: 'State Agency Entry', 'Cluster Agency Entry', 'PFMS Tax Entry' (highlighted), 'Add SNA Account', and 'Add Cluster(Zero Balance) Account'. The main content area is titled 'PFMS Tax Details Entry' and contains a green message box stating 'No Deduction Entry Available.' Below this is a note: 'Note: Deduction Name and Rate of Interest(%) Should Be Same As Registered In PFMS.' A table with three columns is visible: 'No.', 'PFMS Deduction Name', and 'PFMS Rate of Interest(%)'. The first row has '1' in the 'No.' column and empty text boxes in the other two. At the bottom right of the table are 'Add Row' and 'Delete Row' buttons. A green 'SUBMIT' button is located below the table. The Windows taskbar at the bottom shows the time as 11:41 on 27-08-2019.

4. The funds from earlier cluster level accounts need to be transferred to SNA account opened as per SOP. While transferring the funds from the cluster level accounts to SNA account, keep the separate record of CGF as well as Admin fund transferred to the SNA account. The amount will be entered under 'Add Opening Balance' under Fund Management in RurbanSoft.

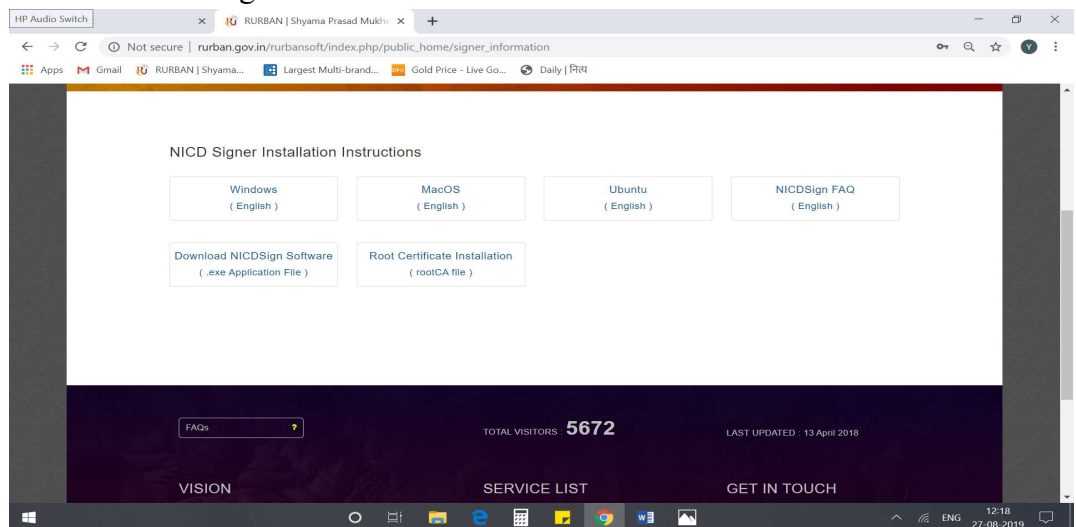
The screenshot shows the RurbanSoft web application interface for the 'Add Opening Balance' form. The browser address bar displays 'rurban.gov.in/rurbansoft/index.php/admin\_fund\_released/add\_opening\_balance'. The left sidebar menu is expanded, showing 'Fund Management' with sub-items: 'Add Opening Balance' (highlighted), 'View Opening Balance', 'View Released Admin Fund', 'Admin Fund Add Expenditure', 'Admin Fund UC Submission', 'View Central Share Released', and 'Fund Release Report'. The main content area is titled 'ADD OPENING BALANCE' and contains a form with the following fields: 'State' (dropdown menu with 'ODISHA' selected), 'Financial Year' (dropdown menu with '— SELECT —' selected), 'Opening Balance(In Rupees)' (text input field), 'Fund Type' (radio buttons for 'Admin' and 'CGF'), and 'Cluster' (dropdown menu with '— SELECT —' selected). At the bottom of the form are 'RESET' and 'SAVE' buttons. The Windows taskbar at the bottom shows the time as 11:18 on 27-08-2019.

5. Procurement of DSC by the Checker and Maker at State and Cluster Level. Type 2 DSC needs to be procured. DSC without encryption will be suitable for using at RurbanSoft, however, DSC with encryption will help the user to use DSC at several other portals. For DSC registration, two software should be installed in the system which can be downloaded from [http://rurban.gov.in/rurbansoft/index.php/Public\\_home/public\\_downloads](http://rurban.gov.in/rurbansoft/index.php/Public_home/public_downloads)

i. Open [http://rurban.gov.in/rurbansoft/index.php/Public\\_home/public\\_downloads](http://rurban.gov.in/rurbansoft/index.php/Public_home/public_downloads) .



ii. Click on NICD Signer



- iii. Download NICDSign Software and Root Certification Installation  
iv. Run both downloaded files in the system and install them.

## 6. DSC Registration of Checker at SNA Level:

- i. Go to DSC Management for SNA
- ii. Click on DSC registration

The screenshot shows a web browser window with the URL `rurban.gov.in/rurbansoft/index.php/without_cluster_register`. The page has an orange header with the RurbanSoft logo and a user profile for SNAADISHA DOSHA. A left sidebar menu is visible, with 'DSC Management for SNA' selected. The main content area is titled 'Token Details' and contains a form for DSC registration. The form includes fields for Party Name, Certificate Number, Issuer Name, Valid From, and Valid To. Below these, there is a 'VERIFY CERTIFICATE' button. The form also has a 'Certificate Issuer' dropdown set to 'Personal'. The registration details section includes fields for Aadhar No., PAN, Designation\*, Sub-Department\*, Building no., Town Name, State\* (a dropdown menu), Email\*, Department\* (set to 'Rural Development'), Street Name, Postal Code, Phone No., District\* (a dropdown menu), and Mobile No. The Windows taskbar at the bottom shows the date as 27-08-2019 and the time as 12:21.

- iii. Fill all the required information. The field with red asterisk are mandatory. Plug the DSC and click on verify certificate.
- iv. Select option of Generate DSC File.
- v. Select Option of Signed DSC File using DSC.
- vi. Select the option of View/ Send DSC File. Using Send option, will send DSC file to PFMS. The response from PFMS may be checked under 'View DSC Response From PFMS'.

Note: DSC of Maker at State Level Option is not available at RurbanSoft. The provision is being developed by the NIC.

## 7. DSC of Checker and Maker at Cluster Level

- i. Click on 'Create District User' under User Management

The screenshot shows a web browser window with the URL `rurban.gov.in/rurbansoft/index.php/users/district_level_users`. The page has an orange header with the RurbanSoft logo and a user profile for SNAADISHA DOSHA. A left sidebar menu is visible, with 'User Management' selected. The main content area is titled 'Create District User' and contains a form for creating a new user. The form includes fields for Role (a dropdown menu), Cluster District Name (a dropdown menu), Login Information, Password Policy (Length of Password, Number and Special character), Full Name, Login Username, Password, Confirm Password, Department (a dropdown menu), Email ID, and Mobile No. The form also has a 'RESET' button and a 'SUBMIT' button. The Windows taskbar at the bottom shows the date as 27-08-2019 and the time as 12:29.

- ii. Under role select checker or maker.
- iii. Fill other fields. The fields with red asterisk are mandatory.
- iv. Give the user ID and Password to the checker/maker.
- v. Using the given id, the checker/maker will login into RurbanSoft.
- vi. User will get the window as mentioned in 6 (ii). (Follow step 5 if needed)
- vii. User will register the DSC.
- viii. The DSC will be reflected under Approval of Maker/Checker DSC under DSC Management for SNA.
- ix. The checker at cluster level will follow 6(iv) to 6 (vi) through his login id and password.
- x. The DSC of maker at cluster level will only be approved by SNA login. The DSC of maker at cluster level will not be sent to PFMS for approval.