

## **Procedure of Payment to Vendor from Rurbansoft**

### **Pre-conditions for all steps:**

1. DPR should be approved for clusters.
2. Work Details and Sub work names should be entered for each DPR approved clusters.
3. Opening Balance for each cluster should be entered.
4. State and cluster wise scheme code to be entered at State level and it should be mapped with state agency and cluster agency at PFMS.
5. State Agency Code and agency name as per PFMS to be entered at State level.
6. State wise tax deduction details to be entered at state level. Tax details should include- state name, tax name and rate of interest.
7. DSC should be available at state and district level.
8. 21 components to be registered in PFMS by Ministry and PFMS Component ID to be shared with Rurbansoft.

### **Step 1 (User Creation):**

1. SNA will login into Rurbansoft.
2. SNA will create Maker and Checker.

### **Step 2 (DSC Enrolment):**

1. SNA will add SNA's bank account details.
2. SNA will enrol their DSC in Rurbansoft.
3. SNA will create and sign his DSC file and send the file to PFMS. PFMS will validate the DSC file along with SNA bank account details.
4. Maker and Checker will login into Rurbansoft.
5. Maker and Checker will enrol their DSC in Rurbansoft.
6. Checker will generate and sign his DSC file for sending to PFMS.

### **Step 3 (Vendor Registration):**

1. Maker will login into Rurbansoft.
2. Maker will register vendor.
3. Maker will generate Vendor Registration File for PFMS and forward it to Checker for approval.
4. Checker will login in Rurbansoft.
5. Checker will approve the vendor file.
6. Checker will sign the vendor file and send it to PFMS. PFMS will approve the vendor file and provide PFMS code for each approved vendor. Rurbansoft will allow only approved vendor from PFMS.

**Step 4 (Vendor Work Mapping):**

1. SNA/DLNA/CLNA can enter work details for approved DPRs only.
2. SNA/DLNA/CLNA can enter sub work for each work.
3. SNA/DLNA/CLNA can map each sub works with registered approved vendors.

**Step 5 (Fund Release from PAO- Ministry Level):**

1. PAO will login into Rurbansoft.
2. PAO will upload sanction order details.
3. PAO will release fund (central share) to DPR approved clusters.

**Step 6 (Fund Management at SNA- State Level):**

1. SNA will add cluster zero balance account number.
2. SNA can view the central release for each cluster. Here SNA can add the state share release for the clusters.
3. SNA can add Opening Balance for each cluster.

**Step 7 (FTO Generation - District Level):**

1. Maker will login into the Rurbansoft.
2. Maker will enter payment details to vendors.
3. Maker will generate payment file, sign the file and forward it to Checker for approval.
4. Checker will login into the Rurbansoft.
5. Checker will view the FTO and approve the FTO.
6. Checker will sign the FTO and send it to PFMS. PFMS will validate the file and forward it to bank for payment.