

File No. K-11033/10/2018-Rurban
Government of India
Ministry of Rural Development
Department of Rural Development
(Rurban Division)

Krishi Bhawan
New Delhi
Dated: 24.05.2019

Subject: Final SOP on payment to vendors from RURBANSOFT through PFMS using REAT module

Please find enclosed final Standard Operating Procedure (SOP) after incorporating the comments received from various States/UTs for Payments to Vendors from Rurbansoft through PFMS using REAT module under MoRD, GOI.

As per the revised process mentioned in the SOP, following activities are needed to be done by States/UTs so that payments through PFMS may be initiated:

No.	Particulars to be done for every cluster using cluster portal	Timeline						
1	Providing PFMS code assigned to SPMRM scheme at the State level	7 th June 2019						
2	Providing list of taxes/duties/charges that State deducts before paying to vendor	7 th June 2019						
3	Opening of zero balance link account for every cluster (in the same bank as the State Nodal Agency (SNA) account). Signature authority to be same as checker assigned for cluster-login in RurbanSoft. The zero balance account will be linked with the State Nodal Agency's account. Further, the bank shall be apprised on the limit that the respective zero balance link account can withdraw from the State Nodal Agency account based on respective type of cluster and funds approved for it. MoU between the State & the bank will be signed for this purpose	14 th June 2019						
4	DSC enrolment of checker and maker in cluster-login in RurbanSoft. It is advised to enrol the following persons (or equivalent) as checker and maker: <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>DSC Authority type</th> <th>Advised authority</th> </tr> </thead> <tbody> <tr> <td>Maker</td> <td>District/ZP accounts officer</td> </tr> <tr> <td>Checker</td> <td>CEO ZP or equivalent</td> </tr> </tbody> </table>	DSC Authority type	Advised authority	Maker	District/ZP accounts officer	Checker	CEO ZP or equivalent	20 th June 2019
DSC Authority type	Advised authority							
Maker	District/ZP accounts officer							
Checker	CEO ZP or equivalent							
5	DSC enrolment of approver in PFMS. Signature authority to be same as checker assigned for cluster-login in RurbanSoft	24 th June 2019						
6	Registration of vendors on RurbanSoft	27 th June 2019						
7	Bringing back all CGF related funds balance in various agency accounts to the SNA A/C	5 th July 2019						