

No.GC-250/e-Bill/2023-24
Government of India
India Meteorological Department
Office of the Director General of Meteorology
Mausam Bhavan, Lodi Road,
New Delhi –110003.

Dated: - 11th July, 2023

CIRCULAR

Sub :- Implementation of E-bill System under PFMS in IMD

Ref:- Circular No.GC-250/e-Bill/2023-24 dated 22.05.2023 & 05.07.2023.

In continuation of this office circular of even number dated 22.05.2023 & 05.07.2023, it is hereby intimated that sections may nominate more than one PD Checker (Gaz. Official only) (Sanction Order Signer) as per the section/work requirement. PD Checker in turn may create more than one PD Maker (Gaz./Non-Gaz. Official) after their ID is created in PFMS as per their requirement.


All PD Checkers and PD Makers shall mandatory require Digital Signature Certificate (DSC) for onward submission of the E-Bill File to the DDO/PD Checker as the case may be. PD Checker shall also submit PFMS Ministry User Registration Form (attached), duly filled and approved by the competent authority before forwarding it to the DDO alongwith copy of approval, for generation of PD Checker code by the PAO, IMD New Delhi.

For making of DSC following information is required for onward submission to CPU Section at HQ/ DSC making vendors through GeM.

S. No.	Name & Designation	PD Checker/ PD Maker	Mobile No.	E-Mail Address	Section	Remarks
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The above information is to be submitted to GS Bill Section at HQ for obtaining bulk DSC. The soft copy also to be forwarded in MS Word Format at ddodgmnd@gmail.com

The above information is to be provided on or before **17.07.2023**.


(TARCITIUS XALXO)
Administrative Officer (DDO)
for Director General of Meteorology

To,

All sections of DGM HQ Office, New Delhi



Office of Controller General of Accounts
Public Financial Management System

Ministry User Registration Form

(IN CAPITAL LETTERS ONLY)

Sl. No.	Particulars			
1.	Name*		First Name	Last Name
2.	Designation*			
3.	Department	INDIA METEOROLOGICAL DEPARTMENT		
4.	Type of User*	PD CHECKER		
5.	Controller Code*	081		
6.	PAO Code (if any)	000110		
7.	DDO Code (if any)	200146		
8.	Sanctioning Authority/PD Code (if any)	40027001		
9.	Gazetted/ Non-Gazetted			
10.	Preferred Login ID*	1.	2.	3.
11.	Date of joining in Govt. Service (DD/MM/YYYY)			
12.	Date of Superannuation (DD/MM/YYYY)			
13.	Govt. E-mail ID(Gov/NIC)*			
14.	MHA/Office ID Card No.			
15.	ID Card Validity			
16.	Residential Address			
17.	Permanent Address			
18.	Office Address			

19.	Telephone number (Office)	
20.	Mobile number*	
21.	Counter Signed by	
21(a)	Name	
21(b)	Designation	
21(c)	e-mail id	
21(d)	Phone	

Document enclosed:

- Attested copy of MHA/Office ID card.

Signature of Officer/Official

Date: _____

Place: _____

_____ Date: _____

No. _____

Certified that the above particulars have been verified from the service records of the official. It is verified that the mandatory fields in the form have been filled.

Forwarded by:

(Signature with Official Seal) _____

Name of Officer (Block letter) _____

Designation _____

Phone No _____

Mobile No. _____

E-mail ID _____

Instruction for filling the form

1. Form should be filled in Capital Letters only.
2. It must be ensured that all mandatory fields marked with asterisk (*) have not been left blank and are duly filled in.
3. New account request will be accepted from authorized Govt. officials only.
4. E-mail and mobile number filled in the form should be correct to get the activation link and OTP sent by PFMS.
5. New User registration will only be accepted for email domain xx@gov.in and xxx@nic.in.
6. Every request for new login id creation will be verified by two-way authentication.
7. As per existing restriction e-mail and mobile number can be used for login creation in PFMS as per limit prescribed in this regard.
8. User should take action on the activation link send by PFMS on email of applicant for editing/verifying his/her profile before expiring of prescribed time limit.
9. The approved user ID will be activated after 24 hours of its approval.
10. The enabling process of disabled user ID, (if required) will be initiated by 1st level approving authority & its approval is to be done by 2nd level approving authority.
11. Please obtain NIC-VPN certificate. PFMS operation will soon be restricted to NIC- NET/Intra-CGA VPN/NIC-VPN only.
12. Don't share your login credentials.
13. Don't share your digital certificate if any.
14. You are advised to disable your login credential in PFMS upon your transfer/retirement etc.
15. Please check all your e-mails/sms being sent from PFMS & report suspicious activity if any.
16. For any support etc. PFMS may be contacted at the numbers available at <http://cga.nic.in/Page/Contact-Us-.aspx> link at cga.nic.in