राजस्थान सरकार
निदेशालय, समेकित बाल विकास सेवाएँ

क्रमांक :F 2( )Bud./SNA-II/ICDS/2021/ 99337-673 जयपुर, दिनांक : 10|06|2022

उपनिदेशक,
महिला एवं बाल विकास सेवाऐं,
समस्त।

बाल विकास परियोजना अधिकारी
समेकित बाल विकास सेवाऐं,
समस्त।

विषयः–आंगनबाडी सर्विसेज अंतर्गत विभिन्न केन्द्रीय प्रवर्तित योजनाओं में प्राप्त होने वाली केन्द्रांश राशि की क्रमबद्ध प्रक्रिया बाबत।

उपर्युक्त विषयान्तर्गत लेख है कि भारत सरकार द्वारा चालू वित्तीय वर्ष 2022–23 से आईसीडीएस की विभिन्न योजनाओं में (केन्द्रीय प्रवर्तित) अनुदान राशि जारी करने के लिए नवीन मानदण्ड/प्रक्रिया निर्धारित की गई है, जिसके अनुसार अधीनस्थ जिला/परियोजना कार्यालयों द्वारा Pay Manager पर IA रजिस्ट्रेशन करने हेतु क्रमबद्ध प्रक्रिया का विवरण संलग्न किया जा रहा है। विभाग के पत्रांक 91429–765 दि. 27.5.22 के क्रम में आईसीडीएस सामान्य योजना के लिए निर्धारित HDFC बैंक का IFSC Code-HDFC0009532 है।

अतः संलग्न विवरणानुसार Pay Manager पर IA रजिस्ट्रेशन करते हुए, संचालन पोर्टल पर तत्काल अग्रिम कार्यवाही करना सुनिश्चित करावें ताकि विभागीय योजनाओं का सुचारू संचालन/क्रियान्वयन किया जा सके।
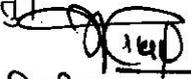
संलग्नः–परिशिष्ट–अ

वित्तीय सलाहकार

क्रमांक : F 2( )Bud./SNA-II/ICDS/2021/ 99674   जयपुर, दिनांक : 10|06|2022
प्रतिलिपि :–

एसएमवी, मुख्यालय को विभागीय वेबसाईट पर अपलोड करने हेतु।

वित्तीय सलाहकार

आईसीडीएस की विभिन्न योजनाओं में भारत सरकार से प्राप्त होने वाली केन्द्रीयांश अनुदान राशि की क्रमबद्ध प्रक्रिया

Pay Manager पर IA का रजिस्ट्रेशन

1st Step- Yojana Sanchalan

सर्वप्रथम IA का रजिस्ट्रेशन Pay Manager पर कैसे करेंगे।

1. Google पर Pay Manager सर्च करेंगे।
2. DDO से Pay Manager Login करेंगे।
3. Authorization पर जाकर IA Code Map Option पर जायेंगे और निम्न प्रविष्टियां Fill करेंगे:–

    A) Scheme का नाम Select करेंगे।
    B) State → District→Block (यदि है तो Select करेंगे वरना नहीं करेंगे)
    C) Agency कोड (PFMS का Agency Unique Code)
    D) Acccont No. (जो Scheme का Bank Account Open करवाया है)
    E) Bank IFSC Code
    F) Submit करेंगे तो Sucessfully Submit का Message आयेगा।

2nd Step- Yojana Sanchalan पर Login करना।

सर्वप्रथम Google पर www.sanchalan.rajasthan.gov.in type करेंगे तो योजना संचालन का Home Page Open हो जायेगा। वहाँ Login के Option पर Login करना है तो निम्न प्रकार से करेंगे:–

    A) Login ID→(PFMS का Agency Unique Code Ex. RJDH00002415)
    B) Password →(Agency Unique Code के पहले 4 Letter उसमें भी 1 Letter Capital letter होगा और @123 Ex. RJDH00002415 तो Password होगा(Rjdh@123)
    C) Captcha→जो Captcha दिख रहा है उसे नीचे Type कर देंगे।
    D) Login→ (SNA है तो SNA से Login करेंगे और IA है तो IA से Login करेंगे)

3rd Step- Login करना Particular Scheme के साथ-

उसके बाद जिस Scheme से Login करना है तो Scheme Select करके Login करना है और Login करते ही Scheme की Details दिख जायेगी।

    A) Agency Code-
    B) Agency Name-
    C) Account No.-
    D) IFSC Code-
    E) Limit- (जो Department Set की है)
    F) Action- History (जो पहले कि Limit Set की थी)

उसके बाद Home पर Click करेंगे तो Home Page Open हो जायेगा।

4th Step- (Vendor Group or Vendor बनाना)—

1. उसके बाद **Vendor** का **Group** बनायेगें जो **Group** बनेंगे। उसका नाम कुछ भी (जैसा **Department** चाहे) बना सकते है।
   Group बनाने के लिए निम्न प्रक्रिया करेंगे।

   A) Other Bill पर जायेंगे।
   B) उसके बाद Add Vendor Group पर जायेंगे।
   C) Group का Name लिख देंगे।
   D) Select Payment Type → (Vendor or Beneficiary) select करेंगे।
   E) Select →Group Name Submit Sucessfully

   Note: -यदि Group Name को Edit या Delete करना है तो नीचे Option पर जाकर कर सकते है।

2. **Vendor Create** करना

   A) Other Bill →Vendor Master
   B) Vendor Master पर जायेंगे और निम्न प्रकार से Vendor बना सकते है।
      a) Vendor Name
      b) Father's Name
      c) Payment Type
      d) Group Name
      e) State
      f) Vendor District
      g) IFSC Code_____(Check IFSC) पर Click करना है OR Check करेंगे।
      h) Bank Account No. _____(Type)
      i) Mobile No.
      j) Vendor Type (Personal or Commercial)
      k) Vendor Address
      l) Submit

Note: -यदि Vendor Details को Edit करना है तो हम Search Option पर जाकर Name or Group wise Search करेंगे तो उसकी Details open हो जायेगी फिर हम उसमें कुछ भी Edit कर सकते है।

उसके बाद Vendor Create हो जायेगा। अब Vendor को Validate PFMS के server से होगा। Vendor को Validate होने के बाद ही हमे उसके Payment कर सकते है। Check करना है तो Report→Vendor Varification Status.

5th Step- Vendor का Payment करना–

Note: - Vendor को Payment करने से पहले Bill Allocation करना पड़ेगा।
Bill Processing → Bill Allocation पर जाकर→ Select → Bill Allocation करेंगे अथवा Bill Modification {यदि पहले से Bill Allocation किया है तो उसमें Edit/Deleteभी कर सकते है।}

1) **Bill Allocation**में निम्न प्रकार से **Entry** करेंगे–
   a) Bill Type → Vendor Payment (Select करेंगे)
   b) Pay Month → Select करेंगे
   c) Pay Year →Select करेंगे।
   d) Bill date→Type करेंगे।
   e) Bill No. → Type करेंगे।
   f) Bill Name → Select Group Name (जो Group Name पहले बनाया था वो Select करेंगे)
   g) Scheme Name →जिस Scheme से payment करना है।
   h) Submit कर देंगे।

2) **Vendor Payment Process**
   a) Other Bill→जायेंगे
   b) Vendor Process→ में जायेंगे तो निम्न प्रकार से Entry करनी है।
      i.   Bill Year_____
      ii.   Bill Month_____
      iii. Bill Name_____(Type)
      iv.   Bill No._____
      Fill करने के बाद दूसरा PageOpen होगा उसमें

   Vendor Name → First Two Letter Type or Vendor Select करेंगे।
   उसके बाद Vendor की Details open होगी उसमे हमे केवल Amount Fill करना है जो Vendor को Payment करना है और Order No. Fill करना है। last में Submit करना है। Submit करने के बाद इस Bill में Add Component करना है,ये करने के बाद Component Wise Amount Fill करना है। और Submit करना है। यदि इसी Bill में और Vendor Add करना है तो ADD New पर जाकर कर देंगे। बाद में Submit करेंगे तथा Bill में यदि Deduction है तो Add Deduction पर जाकर Deduction type Select करेंगे और Submit करेंगे।

3) **Authorization** → SNA Bill Forward करेंगे → OTP डाल कर Submit करेंगे तो जो Page Open होगा उसमें Bill की details open हो जायेगी Bill को Validate payment पर click करेंगे तो payment Validate हो जायेगा और Submit हो जायेगा।

4) **Authorization** → View Bill Status पर click करेंगे तो Bill Statusपता चल जायेगा। उसके Authorization→ SNA Bill Forward पर Bill को Forward करेंगे तो हमारा Bill Submit हो जायेगा।

5) **Digital** → SNA Soft Copy Generation पर जायेंगे तो Bill की Details Show होगी।
   A) Value Date_____ B) Pay month_____ C) Pay Year_____
   D) Agency Name_____ E) Payment Type_____(वो Select करना है जो Payment करते Time Select किया था) F) Show Bill → Bill की Final Details Show होगी उसके बाद Generate Soft Copy पर Click करेंगे तो Soft Copy Download होगी Soft Copy में Bill की पूरी Details होगी जैसे—Vendor Name, Amount, Reference No., Component wise Amount.
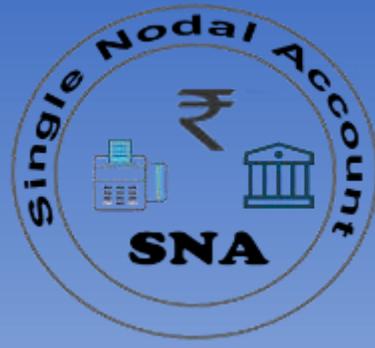
1) **Digital→**
   A) SNA Soft Copy Generation
   B) SNA Soft Copy Delete
   C) Beneficiary Wise Rejection Status
   D) Beneficiary wise Payment Status
   पर जाकर Report देख सकते है।

2) **Reports →**
   Vendor Bill → Vendor Bill Report
   A) Bill Year_____ B) Bill Month _____ C) Bill Name_____ D) Bill No._____ Show Report करेंगे।

— ४ —

Single Nodal Bank Account Process at IFMS

योजना संचालन

(Online Payment Integration System)

http://sanchalan.rajasthan.gov.in

SNA GST TDS Payment

Single Nodal Account
योजना संचालन
राजस्थान सरकार

Master	Bill Processing	Authorization	Reports	Other Bill	Digital	LogOut

Deduction   Master

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NIC NATIONAL INFORMATICS CENTRE

Single Nodal Account
योजना संचालन
राजस्थान सरकार

Master	Bill Processing	Authorization	Reports	Other Bill	Digital	LogOut

Deduction Master

Pay Id	--Select PayID-- ∨
Deduction Name	Enter Deduction Name
Enter Deduction Percentage	Enter Deduction Percentage
Enter BudgetHead	Enter BudgetHead

Submit   Reset

PayId	Name	Deduction Percentage	BudgetHead	Edit
701	Income Tax	2	8658001120000	Edit
702	GST	2	8658001390000	Edit
703	Labour Cess	1		Edit
704	Security Deposit II	3		Edit
705	Penalty	2		Edit

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Single Nodal Account
योजना संचालन
राजस्थान सरकार

| Master | Bill Processing | Authorization | Reports | Other Bill | Digital | LogOut |

Vendor Process

Bill Year: **2021** ▾   Bill Month: **December** ▾   Bill Name: ▾   Bill No: **2-28/12/2021-2021** ▾

Payment Details

Name:*		Mobile No.:	
Branch Name:		Bank Account No.:	
Amount:*			

| Submit | Delete | ADD NEW |

Party Details

Name	BankActNo	BranchName	Gross Amount	NetAmount	Delete	Add Deduction
B	0	JAIPUR AR	1 58.00	13 00	Delete	Add Deduction

NIC NATIONAL INFORMATICS CENTRE

Single Nodal Account
योजना संचालन
राजस्थान सरकार

SNA

Master	Bill Processing	Authorization	Reports	Other Bill	Digital	LogOut

View Bill Authorization

SNA Bill Forward

Agency Information

Bill Forward To Treasury

Agency GSTIN Registration

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NIC NATIONAL INFORMATICS CENTRE

Single Nodal Account
योजना संचालन
राजस्थान सरकार

Master	Bill Processing	Authorization	Reports	Other Bill	Digital	LogOut

Agency GSTIN Registration

Agency Code :

GSTIN :

Submit

Single Nodal Account
योजना संचालन
राजस्थान सरकार

SNA

Master	Bill Processing	Authorization	Reports	Other Bill	Digital	LogOut

Vendor Bill ►

Agency GSTIN Registration

GST TDS Process

DS Process

Agency Code : [_____]

GSTIN : [_____]

Submit

aspx

Single Nodal Account
योजना संचालन
राजस्थान सरकार

SNA

Master	Bill Processing	Authorization	Reports	Other Bill	Digital	LogOut

GST TDS Payment Process

Bill Year: `2021`   Bill Month: `December`   Bill Name: `--Select Bill Name--`   Bill No: `--Select Bill No--`

Single Nodal Account
योजना संचालन

Master	Bill Processing	Authorization	Reports	Other Bill	Digital	LogOut

GST TDS Payment Process

Bill Year: 2021	Bill Month: December	Bill Name:	Bill No: 11-30/12/2021-2021
CPIN :	Remark :	Get CPIN Data	

NATIONAL INFORMATICS CENTRE

Single Nodal Account
योजना संचालन

राजस्थान सरकार

SNA

| Master | Bill Processing | Authorization | Reports | Other Bill | Digital | LogOut |

Vendor Bill ▶

GST TDS Report

GST TDS Report

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NIC NATIONAL INFORMATICS CENTRE

Single Nodal Account
योजना संचालन
राजस्थान सरकार

SNA

Master	Bill Processing	Authorization	Reports	Other Bill	Digital	LogOut

GST TDS Payment Report

Bill Year: [2021 ▼]   Bill Month: [December ▼]   Bill Name: [▼]   Bill No: [11-30/12/2021-2021 ▼]

[Show Report]

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NIC NATIONAL INFORMATICS CENTRE

SNA challan Payment

Single Nodal Account
योजना संचालन
राजस्थान सरकार

SNA

Home   LoginID: Year:2021-2022   Office Na

| Master | Change Password | Bill Processing | Authorization | Reports | Other Bill | Digital | LogOut |

BILL NO ALLOCATION

Bill Allocation ▾

Bill Allocation

Bill No Generate   ● Manual

Bill Type:	--Select Category-- Vendor Payment GST TDS Payment Challan Payment
Pay Month:	
Pay Year:	
Bill Date:	06-01-2022
Bill No:	Enter Bill No
Bill Name:	--Select Bill--
Scheme Name :	--Select Scheme--

Submit   **Reset**

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NIC NATIONAL INFORMATICS CENTRE

Single Nodal Account
योजना संचालन
राजस्थान सरकार

SNA

Master	Change Password	Bill Processing	Authorization	Reports	Other Bill	Digital	LogOut

Vendor Bill ►

GST TDS Process

Challan Generation Process

NIC NATIONAL INFORMATICS CENTRE

Single Nodal Account
योजना संचालन

राजस्थान सरकार

SNA
Single Nodal Account

Master	Change Password	Bill Processing	Authorization	Reports	Other Bill	Digital	LogOut

Challan Generation

Bill Year: 2022   Bill Month: January   Bill Name: endor Test   Bill No: 103-04/01/2022-2021

BudgetHead : Security Deposit   Show

☐	Name/Deduction	Amount	Sanction Amount	Bill No	Bill Date	TV No	TV Date
☐	Test OnTwFrZrN II Security Deposit	6.00	78.00	102	04/01/2022		02/01/2022

Submit

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NIC NATIONAL INFORMATICS CENTRE

Single Nodal Account
योजना संचालन
राजस्थान सरकार

SNA

Master	Change Password	Bill Processing	Authorization	Reports	Other Bill	Digital	LogOut

Challan Generation

Bill Year: [2022 ▼]   Bill Month: [January ▼]   Bill Name: [Vendor Test ▼]   Bill No: [103-04/01/2022-2021 ▼]

Beneficiary Name	Deduction Name	Original Reference No.	Amount	Bill Amount
Test OnTwFrZrN II	Security Deposit	84	6.00	6.00

Delete

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NIC NATIONAL INFORMATICS CENTRE

SNA Income Tax Payment

Single Nodal Account
योजना संचालन
राजस्थान सरकार

| Master | Bill Processing | Authorization | Reports | Other Bill | Digital | System Admin | LogOut |

BILL NO ALLOCATION

Bill Allocation ⌄

Bill Allocation

Bill No Generate ⦿ Manual

Bill Type:	--Select Category--
	Vendor Payment
Pay Month:	GST TDS Payment
	Challan Generation(Genral)
Pay Year:	Challan Generation(Income Tax)
Bill Date:	31-01-2022
Bill No:	Enter Bill No
Bill Name:	--Select Bill-- ⌄
Scheme Name :	--Select Scheme Name-- ⌄

Submit   **Reset**

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NIC NATIONAL INFORMATICS CENTRE

Single Nodal Account
योजना संचालन

Master	Bill Processing	Authorization	Reports	Other Bill	Digital	System Admin	LogOut

Challan Generation

Bill Year:	2022 ▼	Bill Month:	January ▼	Bill Type:	--Select Bill Type--	Bill Name:	Test Group 4644 1 ▼
Bill No:	--Select Bill No-- ▼						

--Select Bill Type--
Challan Generation(Genral)
Challan Generation(Income Tax)

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NIC NATIONAL INFORMATICS CENTRE

Single Nodal Account
योजना संचालन
राजस्थान सरकार

SNA

Master	Bill Processing	Authorization	Reports	Other Bill	Digital	System Admin	LogOut

Challan Generation

Bill Year:	2022 ▾	Bill Month:	January ▾	Bill Type:	Challan Generation(I ▾	Bill Name:	Test Group 4644 1 ▾
Bill No:	74125-27/01/2022-2C ▾	BudgetHead :	Income Tax i ▾	**Show**			

☐	Name/Deduction	Amount	Sanction Amount	Bill No	Bill Date	TV No	TV Date
☐	Test Mobile No Mendatory Income Tax i	121.00	34234.00	12	19/01/2022	80002	28/01/2022

Submit

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NIC NATIONAL INFORMATICS CENTRE

Single Nodal Account
योजना संचालन
राजस्थान सरकार

SNA
Single Nodal Account

Home   LoginID: Year:**2021-2022**   Office Name:X

Master	Bill Processing	Authorization	Reports	Other Bill	Digital	System Admin	LogOut

Challan Generation

Bill Year: `2022`   Bill Month: `January`   Bill Type: `Challan Generation(In`   Bill Name: `Test Group 4644 1`

Bill No: `741-27/01/2022-2021`

Beneficiary Name	Deduction Name	Original Reference No.	Amount	Bill Amount
Test Ben FrSxFrFr I	Income Tax i	90	1200.00	1299.00
Test Ben FrSxFrFr I	Income Tax i	97	11.00	1299.00
Test Ben FrSxFrFr II	Income Tax i	97	78.00	1299.00
Test Ben FrSxFrFr I	Income Tax i	104	10.00	1299.00

Delete

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NIC NATIONAL INFORMATICS CENTRE

Single Nodal Account
योजना संचालन

SNA

Master	Bill Processing	Authorization	Reports	Other Bill	Digital	LogOut

View Bill Status

SNA Bill Forward

Agency Information

Certificate Registration

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NATIONAL INFORMATICS CENTRE

Single Nodal Account
योजना संचालन
राजस्थान सरकार

SNA

OTP Verification

Contact No.: 7999999999

Click Verify to Generate OTP [Generate OTP]

Enter OTP Code: [ ]

[Submit] [Cancel]

Single Nodal Account
योजना संचालन
राजस्थान सरकार

Master	Bill Processing	Authorization	Reports	Other Bill	LogOut

SNA Bill Forward

Pay Month: December | Pay Year: 2021

Reference No	Group Name	Gross Amount	Net Amount	Payment Type	Component Payment	Validate Payment
22	Test BGroup 5701 1	31000.0000	26000.0000	Beneficiary	ADD Components	Validate PayMent

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NIC NATIONAL INFORMATICS CENTRE

Thank You

Single Nodal Bank Account Process at IFMS

योजना संचालन

(Online Payment Integration System)

http://sanchalan.rajasthan.gov.in

❑ Requisites at IFMS for adoption of Model-4

(In this reference, it is submitted that this model requires mapping of SNA and IAs accounts at IFMS using the mapping codes of PFMS (Scheme codes, Scheme definition, Scheme hierarchy, Scheme components))

✓ The State Nodal Accounts (SNA) and Its all Implementing Agencies (IA) work on Integrated Financial Management Information System (IFMS) of the State, Integrated with PFMS

✓ In this system SNA account cannot be operated by the Treasury.

✓ The State must designate SNAs, Open Single Nodal Account of SNAs in banks and map them in IFMS
(**State IFMS will be integrated with PFMS**)

✓ Masters like Scheme codes, Scheme definition, Scheme hierarchy, Scheme components etc. will be shared to State IFMS by PFMS through an API

✓ All MIS/ dashboard will be available on State IFMS (and on PFMS)

❑ Scope - Design and develop Single Nodal Account (SNA) approach of PD Account

✓ PD account maintained at central level by concern Nodal Officer and distribute daily / periodically budget to their concerned offices virtually and they will consume the same with in the period.

✓ Mapped offices with PD Account Nodal officer office which can be share the SNA PD account

✓ Periodically Virtual budget will be distributed by SNA of PD Account to mapped DDOs.

SNA (Nodal Bank) Payment Flow

Component Master

Agency Master

Agency Code

PFMS Service

SNA Login

SNA Registration

OTP AUTHENTICATION

DEDUCTION MASTER

Map Sub Component to Budget Head

SNA Limit Allocation

SNA Agency Limit Allocation

Agency Login

User Create (Bill Maker)

GSTIN Registration

Vendor Group

Vendor master

Bill Allocation

Vendor (Bill) Process

Add Deduction

Add Sub Component

Document Upload

SNA Forward

Bill Status

Report

ECS (Soft Copy)

SNA PD Payment Flow

Component Master

Agency Master

Agency Code

PFMS Service

Agency Login

User Create (Bill Maker)

GSTIN Registration

Vendor Group

Vendor master

SNA Login

SNA Registration

OTP AUTHENTICATION

DEDUCTION MASTER

Map Sub Component to Budget Head

SNA Limit Allocation

SNA Agency Limit Allocation

Bill Allocation

Vendor (Bill) Process

Add Deduction

Add Sub Component

Document Upload

Digital Signature

SNA Forward

Treasury Forward

Bill Status

Report

SNA registration at IFMS Check list

S. No	Required Information		
1.	Department Name		
2.	RJ code with scheme name		
3.	Office ID		
4.	DDO code		
5.	Name of Registering Authority		
6.	Designation of Registering Authority		
7.	Mobile No		
8.	E-mail ID		
9.	Scheme Components	Yes	No
10.	Bank Name		
11.	IFSC code		
12.	Bank Account No		
13	Opening Balance		
14	No of Implementing Agencies mapped at PFMS (Kindly enclosed the hard copy of mapped IAs at PFMS)		

(Signature of Authorized Person)
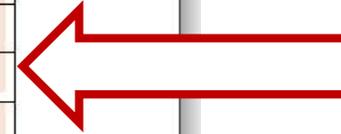
Name:-

Designations:-

(For SNA Purpose only)
As a SNA, firstly register yourself at IFMS by filling offline SNA Registration form.

http://sanchalan.rajasthan.gov.in

Yojana Sanchalan

Home   Login

Agenecy
The agencies will be mapped with PFMS and SNA who will get a limit of virtual amount to make further payment. They will allocate the bills and will verify at their own level at the SNA platform that will be completely operated by the SNA.

Component
Components are basically the kind of payment which will be derived through the SNA. hither, SNA will operate payment process as per the components and categories Mapped with the IFMS with PFMS code. The payment will be executed head wise for the specific component and category

Scheme
Schemes are organized and operated by the government which are prepared for the social welfare of the citizens. Schemes plays a decisive role to solve the socio-economic problems that beset majorly to our society. Here, the government step over to make all the payments cashless and paperless

SNA
SNA (Single nodal account) that is a platform of online payment integration runs between government schemes and implementing agencies mapped with the PFMS system. This process will be entirely operated by the SNA. Agencies account will be opened to the nominated banks that will be mapped with the IFMS.

Type this URL in Browser (Chrome/IE/Mozilla)

Click here for SNA/IA Login

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SNA Login

Tasks to be performed by SNA

- Fill SNA Registration details (One time Activity)
- Map Components/Sub-Components (One time Activity but if in case any component need to add/change then firstly ensure the same on PFMS then perform the same task on sanchalan portal)
- Create Deduction Master like GST TDS, INCOME TAX TDS etc. (One Time Activity)
- Allocate the limit to SNA (You can add or extend the limit amount in future also after adding or extending the same in your Single Nodal Account)
- Allocate the limits to your Implementing Agencies. (Facility to allocate the limits on daily, weekly, monthly etc. basis)
- OTP will generate after every successful login

After successful login, following details will be displayed to SNA User at Home Page

SNA related information is available here

Scheme related information as shown

Components information are fetched from PFMS

All Implementing Agencies which are approved on PFMS (including Bank IFS Code & Account No.) will be displayed here

SNA Registration page will open by clicking *SNA Registration* link in Master Menu

Fill & update all SNA related information here and click on Update button

In case of Payments through PD Account, PD Account No. will be displayed, kindly fill & update all SNA related information here and click on Update button

SNA Components/ Sub Components page will open by clicking *Map Sub-Components to Head* link in Master Menu

Single Nodal Account
योजना संचालन
राजस्थान सरकार

Home   LoginID   Year:2021-2022   Office Name

| Master | Bill Processing | Authorization | Reports | Other Bill | Digital | LogOut |

Deduction   Master

Deduction Master page will open by clicking
Deduction master link in Master Menu

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Single Nodal Account
योजना संचालन
राजस्थान सरकार

Master   **Bill Processing**   **Authorization**   **Reports**   **Other Bill**   **Digital**   **LogOut**

Deduction Master

Pay Id	--Select PayID-- ▾
Deduction Name	Enter Deduction Name
Enter Deduction Percentage	Enter Deduction Percentage
Enter BudgetHead	Enter BudgetHead

Submit | Reset

Select deduction Id, enter deduction name, deduction percentage and budget head and click on submit button

PayId	Name	Deduction Percentage	BudgetHead	Edit
701	Income Tax	2	8658001120000	Edit
702	GST	2	8658001390000	Edit
703	Labour Cess	1		Edit
704	Security Deposit II	3		Edit
705	████	2		Edit

On successful submission of deductions, the list of deduction will be displayed. These deduction are now visible to your IA's for deduction purpose.

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SNA Limit Allocation page will open by clicking
SNA Limit Allocation link in Authorization Menu

Single Nodal Account
योजना संचालन
राजस्थान सरकार

SNA Limit Allocation

SNA Name: Rajasthan State Higher Education Council   Scheme: Rashtriya Uchchatar Shiksha Abhiyan RUSA RJ ⌄   Total Limit: 78954514.00

Submit

Select the Scheme Name and enter the limit amount and click on submit button

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Single Nodal Account
योजना संचालन
राजस्थान सरकार

Home   LoginID: [redacted]   Year:2021-2022   Office Name:National Informatics Center

Master | Bill Processing | Authorization | Reports | Other Bill | System Admin | LogOut

SNA Limit Allocation

SNA Name: STATE EMLOYMENT GUARANTEE FUND, JAIPUR$0.00

Scheme: Mahatma Gandhi National Rural Employment Guarantee(MGNREGA) RJ ▾
Mahatma Gandhi National Rural Employment Guarantee(MGNREGA) RJ

Total Limit: 0

Submit

SNA Name	Total Limit	Scheme Name	Block Amount	Expenditure Amount	Balance Amount
STATE EMLOYMENT GUARANTEE FUND, JAIPUR	343.00	Mahatma Gandhi National Rural Employment Guarantee(MGNREGA) RJ	100.00	0.00	243.00

SNA Name	Amount Limit Permission
STATE EMLOYMENT GUARANTEE FUND, JAIPUR	343.00 21/12/2021

SNA Name
Total Limit Allocated – Limit allocated to SNA
Scheme Name
Block Amount – Amount used in preparing bills
Expenditure Amount – Amount after successful payment and Voucher No. generation
Balance Amount – Amount remaining after total expenditure and total block amount

Scheme allocation data will be displayed as shown. You can add the amount in total limit and submit

NIC NATIONAL INFORMATICS CENTRE

Single Nodal Account
योजना संचालन
राजस्थान सरकार

Home   LoginID:_____   Year:2021-2022   Office Name:National Informatics Center

| Master | Bill Processing | Authorization | Reports | Other Bill | System Admin | LogOut |

SNA Limit Allocation

SNA Agency Limit Allocation

SNA Agency Limit Allocation page will open by clicking *SNA Agency Limit Allocation* link in Authorization Menu

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NIC NATIONAL INFORMATICS CENTRE

Single Nodal Account
योजना संचालन

SNA

Master	Bill Processing	Authorization	Reports	Other Bill	System Admin	LogOut

Agency Limit Allocation

SNA Name	Scheme Name	Total Limit	Block Amount	Expenditure Amount	Balance Amount
STATE EMLOYMENT G...	Mahatma Gandhi National Rural Employment Guarantee(MGNREGA) RJ	343.00	100.00	0.00	243.00

Agency Name	Agency Code	Account No	Limit Time	Limit	Assign Limit
ZP AJMER	RJAJ00005701	4...	Daily ▼	0	Save
MGN_AjmerGrameen	RJAJ00005704	4...	Daily ▼	0	Save
MGN_Arain	RJAJ00005705	4...	Daily ▼	0	Save
MGN_BHINAI	RJAJ00005706	A...	Daily ▼	0	Save
MGN_KEKRI	RJAJ00005708	4...	Daily ▼	0	Save

SNA Name	Agency Name	Limit Type	Amount	Delete Limit
STATE EMLOYMENT GUARANTEE FUND, JAIPUR.	STATE EMLOYMENT GUARANTEE FUND, JAIPUR.	Daily	100.00	Delete

Allocate the limits to your Implementing Agencies. (Facility to allocate the limits on daily, weekly, monthly etc. basis)

Allocated limit will be displayed as shown

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NIC NATIONAL INFORMATICS CENTRE

Note

Implementing Agencies data are only available here after the successful mapping of IA at Paymanager/PRI Paymanager DDO Login AUTHORIZATION → Agency Code Map

Before proceeding to Implementing Agency (IA) login on Sanchalan Portal, the IA's will mapped himself at Paymanager/ PRI Paymanager DDO Login through following path

Authorization → Agency Code Map

Agency Code Mapping page will open by clicking *Agency Code Map* link in Authorization Menu in Paymanager/PRI Paymanager DDO Login

PayManager Version -3.0
Online Bill Preparation....

FINANCE DEPARTMENT
Integrated Financial Management System
Government of Rajasthan

| Master | Bill Processing | Authorization | Reports | Other Bill | Employee Corner | System Admin | Help | LogOut |

Agency Code Mapping

Select SNA : SWSM, JAIPUR ,RAJA ✔ *
Select State : Rajasthan ✔ *
Select District : Baran ✔ *
Select Block : --Select Block-- ✔
Agency Code : *
Account Number : *
IFSC : *

Submit

Fill the IA details here and click on submit button.
Bank IFS Code & Account No. will be the same as displayed in SNA Login

Note

➢ **After registering here, now Implementing agency data will be available to SNA for allocating the IA limit amount**
➢ **Login ID & Password will be send to DDO Mobile No. registered on Paymanager/ PRI Paymanager**

Note: (1)Block is not mandatory, it can left blank

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NIC NATIONAL INFORMATICS CENTRE

Implementing Agency Login

Implementing Agency will select the particular SNA Scheme and proceed for payments

Note

➤ **Implementing Agency can have multiple SNA Schemes**
➤ **IA should select the particular SNA Scheme and make payments for that SNA Scheme**

LoginID:⬛⬛⬛⬛⬛ Year:**2021-2022** Office Name:⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛

AGENCY INFORMATION

Select Agency: Executive engineer p ▾

Agency Code	Agency Name	Account No	IFSC Code	Limit	Action
RJAJ00005646	Executive engineer phed city division-2 Jal Jeevan Mission ajmer	⬛⬛⬛⬛⬛⬛	AUBL0002207	1550025.00	History

> After selecting the particular SNA Scheme, the allocated limit amount will be displayed to IA including bank IFSC, A/C No., Agency Code, Agency Name

Home

> After selecting SNA Scheme click on HOME Button

> Facility to view previous limit allocations

NIC NATIONAL INFORMATICS CENTRE

Tasks to be performed by IA

- Create vendor group (One Time Activity)
- Create vendor Master Data (One Time Activity)
- Bill No. Allocation
- Vendor/Beneficiary Bill Process
- Bill Forward and validate the payment
- View Payment reports
- Soft Copy Generation
- OTP will generate on every login and every Bill forward stage

Add vendor group page will open by clicking *Add Vendor Group* link in
Other Bill Menu → Vendor Bill Sub Menu

Single Nodal Account
योजना संचालन

| Master | Bill Processing | Authorization | Reports | Other Bill | Digital | LogOut |

Add Vendor Group

Enter Group Name : [Enter Group Name]

Select Payment type : [--Select Payment Type--- ▼]

[Submit] [Reset]

Enter group name and payment type (Vendor or Beneficiary) and click on submit button

Group Name	Payment Type	Action
Test BGroup 5701 1	Beneficiary	Edit Delete
Test BGroup 5701 2	Beneficiary	Edit Delete
Test VGroup 5701 3	Vendor	Edit Delete
Test VGroup 5701 4	Vendor	Edit Delete

List of Group Name will be displayed. Edit and Delete options are available.

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NIC NATIONAL INFORMATICS CENTRE

Single Nodal Account
योजना संचालन
राजस्थान सरकार

SNA

Home   LoginID:r   Year:2021-2022   Office Name:
PL

| Master | Bill Processing | Authorization | Reports | Other Bill | Digital | LogOut |

Vendor Bill ▶ | Add Vendor Group
Vendor Master
Vendor Process

Vendor Master page will open by clicking *Vendor Master* link in
Other Bill Menu → Vendor Bill Sub Menu

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NIC NATIONAL INFORMATICS CENTRE

Fill up the vendors related information as shown and click on submit button

Note

➤ **System will take 6-8 hours for vendor/beneficiary verification by PFMS & Bank**
➤ **IA can't make any payments before vendor/ beneficiary verified**
➤ **Report are available to view the vendor/beneficiary verification status under Report menu**

Two types of search options are available for searching vendors/beneficiaries – Name wise and group wise

Bill Allocation page will open by clicking _Bill Allocation_ link in **Bill Processing Menu**

Two types of search options are available :
1. Bill Allocation - To allocate bill no.
2. Bill Modification – To edit or delete the allocated bills

Single Nodal Account
योजना संचालन

राजस्थान सरकार

SNA

Home   LoginID:_____   Year:2021-2022   Office Name _____

PLA_____

| Master | Bill Processing | Authorization | Reports | Other Bill | Digital | LogOut |

BILL NO ALLOCATION

Bill Modification ▾

Bill Type	Bill No	Bill Name	Bill Date	Month	Year	Edit	Delete
Vendor Payment	1	Test BGroup 5701 1	17/12/2021	12	2021	Edit	Delete
Vendor Payment	2	Test BGroup 5701 2	17/12/2021	12	2021	Edit	Delete

In bill modification edit or delete the allocated bills facility given

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NIC NATIONAL INFORMATICS CENTRE

Vendor Process page will open by clicking *Vendor Process* link in
Other Bill Menu → Vendor Bill Sub Menu

Select bill year, bill month, bill name & bill no./date

After selection above details, vendor details are shown, enter the amount and click on submit button

Add components amount for non-salary payments

Add details for new vendor by clicking ADD NEW

List of vendors will be displayed to which the payments has to be made

Add deductions like GST TDS, Income Tax TDS etc.

Bill forward page will open by clicking *Bill Forward* link in **Authorization Menu**

OTP Verification

Contact No.: 7999999999

Click Verify to Generate OTP [Generate OTP]

Enter OTP Code: [____]

[Submit] [Cancel]

OTP will generate before bill forward

Single Nodal Account
योजना संचालन
राजस्थान सरकार

Home | LoginID:rjay00005701 | Year:2021-2022 | Office Name:~~PSP JLDT SECRETARY SECRETARIAT, INCLUDING STATE PLAN SECRETARY, RAJ~~

PL~~ANNING BOARD(0)~~

| Master | Bill Processing | Authorization | Reports | Other Bill | LogOut |

SNA Bill Forward

Pay Month: December ▾ Pay Year: 2021 ▾

Reference No	Group Name	Gross Amount	Net Amount	Payment Type	Component Payment	Validate Payment
22	Test BGroup 5701 1	31000.0000	26000.0000	Beneficiary	ADD Components	Validate PayMent

After OTP verification, forward bill details are shown here, check the details before validating the payment

Validate the payment

Add components amount for only salary payments

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ADD Components

ComponentName	BudgetHead	Scheme Name	Amount
Solid and Liquid Waste Management	2054000970100	National Rural Drinking Water Programme RJ	0
Solid and Liquid Waste Management	2401001970200	National Rural Drinking Water Programme RJ	0
Infrastructure Support-DPR preparation etc.	2054000970100	National Rural Drinking Water Programme RJ	0
Infrastructure Support-DPR preparation etc.	2401001970200	National Rural Drinking Water Programme RJ	0
Hand Pumps	2401001970200	National Rural Drinking Water Programme RJ	0
Hand Pumps	8011001060200	National Rural Drinking Water Programme RJ	0
Infrastructure Development	8011001060200	National Rural Drinking Water Programme RJ	0
Water Quality Management	2014001020100	National Rural Drinking Water Programme RJ	0
Retroftting	2014001020100	National Rural Drinking Water Programme RJ	0
R&D	8011001060200	National Rural Drinking Water Programme RJ	0

Submit   Cancel

Add components amount and click on submit button

View Bill Status page will open by clicking *View Bill Status* link in **Authorization Menu**

IA can view the status of various bills prepared.

Soft Copy Generation

SNA Soft Copy Generation page will open by clicking *SNA Soft Copy Generation* link in **Digital Menu**

Select Value Date, Pay month, Pay year, Agency and Payment type and click on show bills

After clicking show bills, the bill will be available for soft copy generation, Select one or more than one bills and click on soft copy generation button

SNA Soft Copy Delete page will open by clicking *SNA Soft Copy Delete* link in **Digital Menu**

Vendor/Beneficiary wise Rejection Status page will open by clicking *Beneficiary wise Rejection Status* link in **Digital Menu**

By entering Reference No. soft copy file rejection status will be displayed

Single Nodal Account
योजना संचालन

Master	Bill Processing	Authorization	Reports	Other Bill	Digital	LogOut

SNA SoftCopy Generation

SNA SoftCopy Delete

Beneficiary Wise Rejection Status

Beneficiary Wise Payment Status

Vendor/Beneficiary wise Payment Status page will open by clicking *Beneficiary wise Payment Status* link in **Digital Menu**

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NATIONAL INFORMATICS CENTRE

By entering Reference No. soft copy file payment status will be displayed

Reports For Implementing Agencies

Vendor Bill Report page will open by clicking *Vendor Bill Report* link in
Reports → Vendor Bill

Single Nodal Account
योजना संचालन
राजस्थान सरकार

Home   LoginID:**nic**   Year:**2021-2022**   Office Name:**National Informatics Center**

| Master | Bill Processing | Authorization | Reports | Other Bill | System Admin | LogOut |

Vendor Process Report

Bill Year: [2021 ▾]   Bill Month: [December ▾]   Bill Name: [Test Bill ▾]   Bill No: [654321-14/12/2021-2 ▾]

[Show Report]

Select bill year, bill month, bill name & bill no./date and click on SHOW REPORT

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NATIONAL INFORMATICS CENTRE

Payment Advice will generate containing Reference No. and payment details of vendors/beneficiaries

Reports For SNA

SNA Report page will open by clicking *SNA Report* link in **SNA Reports**

3 Types of reports are available for SNA's

3 Types of Agency reports are available for SNA's

THANKS