<u>अति</u>–आवश्यक

#### 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 सेवाएं

समस्त।

विषयः—आंगनबाडी सर्विसेज अंतर्गत विभिन्न केन्द्रीय प्रवर्तित योजनाओं में प्राप्त होने वाली केन्द्रांश राशि की कमबद्ध प्रकिया 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/प्रकिया निर्धारित की गई है, जिसके अनुसार अधीनस्थ जिला/परियोजना कार्यालयों द्वारा Pay Manager पर IA रजिस्ट्रेशन करने हेतु कमबद्ध प्रकिया का विवरण संलग्न किया जा रहा है। विभाग के पत्रांक 91429--765 दि. 27.5.22 के कम 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 ⁄ कियान्वयन किया जा सके।

संलग्नः-परिशिष्ट-अ

वित्तीय सलाहकार

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क्रमांक : F 2( )Bud./SNA-II/ICDS/2021/ 99674 जयपुर, दिनांक : 10 06 2022 प्रतिलिपि :--एसीमी, मुख्यालय को विभागीय वेबसाईट पर अपलोड करने हेतु, वित्तीय सलाहकार

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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 प्रविष्टयां Fill करेंगे:-

A) Scheme का नाम Select करेंगे।

B) State  $\rightarrow$  District $\rightarrow$ 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 Openकरवाया 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।

#### 4<sup>th</sup> Step- (Vendor Group or Vendor बनाना)-

 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  $\rightarrow$  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
    - I) 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.

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#### 5<sup>th</sup> 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 Allocationमें 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 ब़नाया 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  $\rightarrow$  Vendor Bill Report

A) Bill Year\_\_\_\_ B) Bill Month \_\_\_\_ C) Bill Name\_\_\_ D) Bill No.\_\_\_\_ Show Report करेंगे।

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### **Single Nodal Bank Account Process at IFMS**

### योजना संचालन

(Online Payment Integration System)

http://sanchalan.rajasthan.gov.in

# **SNA GST TDS Payment**

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## **SNA challan Payment**

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Application Designed Developed & Hosted By National Informatics Centre. Contents Provided By Department of Treasuries and Accounts Rajasthan



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## **SNA Income Tax Payment**

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			Scheme Name :	Select Scheme	Name	~		
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Application Designed Developed & Hosted By National Informatics Centre. Contents Provided By Department of Treasuries and Accounts Rejasthan



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OTP Verification Contact No.: 7999999999 Click Verify to Generate OTP Enter OTP Code: Submit Cancel	

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# Thank You


## **Single Nodal Bank Account Process at IFMS**

# <u>योजना संचालन</u>

(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
- $\checkmark$  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



ECS (Soft Copy)

## **SNA PD Payment Flow**



Report

	SNA registration a	t IFMS Chec	k list		
S. No	Require	d Information			
1.	Department Name				
2.	RJ code with scheme name				
3.	Office ID				
4.	DDO code				
5.	Name of Registering Authority			<u> </u>	(For SNA Purpose only)
6.	Designation of Registering Authority				As a SNA, firstly registe
7.	Mobile No				yourself at IFMS by filling
8.	E-mail ID			<u> </u>	offline SNA Registration form.
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:-

## http://sanchalan.rajasthan.gov.in

#### Yojana Sanchalan Home Agenecy Component Scheme SNA The agencies will be mapped with Components are basically the kind SNA (Single nodal account) that is a Schemes are organized and PFMS and SNA who will get a limit of payment which will be derived operated by the government which platform of online payment of virtual amount to make further through the SNA, hither, SNA will are prepared for the social welfare between integration runs payment. They will allocate the operate payment process as per of the citizens. Schemes plays a government schemes and 22 bills and will verify at their own the components and categories implementing agencies mapped decisive role to solve the sociolevel at the SNA platform that will Mapped with the IFMS with PFMS with the PFMS system. This economic problems that beset process will be entirely operated be completely operated by the code. The payment will be majorly to our society. Here, the by the SNA. Agencies account will SNA. executed head wise for the specific government step over to make all component and category the payments cashless and be opened to the nominated banks paperless that will be mapped with the IFMS.

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

#### Yojana Sanchalan

Phone: •91 141 5111010 Phone: +91 141 5111007. Email: peymanagenj@gmail.com Useful Links

Privacy policy

Home

#### **Our Services** Web Design

About us Services Terms of service

#### Web Development Product Management

Marketing

Graphic Design

### 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



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# 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 $\rightarrow$ Agency Code Map





# Implementing Agency Login



Single Nodal Account योजना संचालन
Loginil.).1 Tear:2021-2022 Office Name:D
AGENCY INFORMATION
Home Select Agency:Select Agency Nam - Executive engineer phed city division-2 Jal Jeevan Mission ajmer Shree Govind Singh Gurjar Rajkiya Mahavidyalaya Nasirabad
Implementing Agency will select the particular SNA Scheme and proceed for payments
<ul> <li>Note</li> <li>Implementing Agency can have multiple SNA Schemes</li> <li>IA should select the particular SNA Scheme and make payments for that SNA Scheme</li> </ul>
Application Designed Developed & Hosted By National Informatios Centre. Contents Provided By Department of Treasuries and Accounts Rajasthan

Si Si आन सरकार LoginID:	ngle Noda योजना र <sub>Year:2021-2022</sub>	l Accour संचालन Office Name: I	nt Rafe TREAM RY af	IB ACCOUNTS ONLY		e tiodal P
		AGEN	CY INFORMATION			
		Select Agenc	y: Executive engineer p	•		
Agency Code	Agency Name		Account No	IFSC Code	Limit	Action
me	Mission ajmer After selecting will be displa	g the particular SI ayed to IA includ Age	NA Scheme, the ing bank IFSC, A ency Name	e allocated limit a /C No., Agency C	mount ode,	
	After selecting	SNA Scheme clic	<mark>k on HOME But</mark>	ton	Facility to limit a	view previou allocations

## 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



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			Bank Name :	Select Bank	*	Branch Name :	Select Branch	~
			Bank Account Number :	Enter Bank Accou	nt No:	Mobile No:	[	
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Single Nodal Account         अवगर संग         योजना संचालन	Select bill year, bill month, bill name & bill no./date
Master       Bill Processing       Authorization       Reports       Other Bill       Digital       System Admin       LogOut         Vendor Process         Bill Year:       2022       Bill Month:       January       Bill Name:       Bill No:       452-11/01/2022-2021       Image: Colspan="4">Mobile No:         Payment Details         Name:*       Mobile No.:       Bank Account No.:         Branch Name:       Bank Account No.:       Bank Account No.:         Amount:*       Remark/Work Order Number*       Colspan="4">Colspan="4"Colspan="4">Colspan="4"Colspan="4">Colspan="4"C	After selection above details, vendor details are shown, enter the amount and click on submit button
Submit     Delete     ADD NEW     Add Component       Party Details       Name     BankActNo     BranchName     Gross Amount     NetAmount     Delete     Add Deduction	Add components amount for non-salary payments
List of vendors will be displayed to which the payments has to be made	Add details for new vendor by clicking ADD NEW
Application Designed Developed & Hosted By National Informatics Centre. Contents Provided By Department of Treasuries and Accounts Rejasthan	Add deductions like GST TDS, Income Tax TDS etc.





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	ADE	) Components
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Solid and Liquid Waste Management	240100197020	0 National Rural Drinking Water Programme RJ 0
Infrastructure Support-DPR preparation etc	205400097010	0 National Rural Drinking Water Programme RJ 0
Infrastructure Support-DPR preparation etc	. 240100197020	0 National Rural Drinking Water Programme RJ 0
Hand Pumps	240100197020	0 National Rural Drinking Water Programme RJ 0
Hand Pumps	801100106020	0 National Rural Drinking Water Programme RJ 0
Infrastructure Development	801100106020	0 National Rural Drinking Water Programme RJ 0
Water Quality Management	201400102010	0 National Rural Drinking Water Programme RJ 0
Retroftting	201400102010	0 National Rural Drinking Water Programme RJ 0
R&D	801100106020	0 National Rural Drinking Water Programme RJ 0
	Submit	Cancel

Add components amount and click on submit button



er Bill Processing	Authorizat	ion	Reports.	Other Bill	Digital	LogOut
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## Soft Copy Generation

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## Reports For Implementing Agencies

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		Ge	Payment Of Rajasthan Payment Advice			
Bank Account No.   15	53101001326 Sch	eme Name i ICI	Month/Year Decor	when 10001		
Advice/Bill No : 63636	6 Date 14/12/2021	IA Code : 1	Name of Authority : E			
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To, The ICICI BAN Please Order I	K LTD. Io pay € 1500.00 as per P/	AYMENT ADVICE to the Payee Con	cerned.			
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Payment Advice will generate containing Reference No. and payment details of vendors/beneficiaries

## Reports For SNA



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## THANKS