F.No. A-42011/34/2017-E-3-DoC
Government of India
Ministry of Commerce & Industry
Department of Commerce
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Udyog Bhawan, New Delhi
Dated the 26 October,2017

To

i) DCs/ JDCs of Cochin SEZ, Madras SEZ, KASEZ, VSEZ, FALTA SEZ, SEEPZ SEZ, Indore SEZ, NOIDA SEZ.

ii) Chairpersons/ Directors of Coffee Board, Tea Board, Spices Board, Rubber Board, Tobacco Board, IIP, MPEDA, APEDA, IIFT (New Delhi), EIC of India.

iii) CMDs of STC Ltd., MMTC Ltd., ITPO, PEC Ltd., ECGC Ltd.

Subject: Use of NGO-Darpan portal unique ID in PFMS.

Sir/Madam,

I am directed to forward a copy of O.M no. C-13015(720)/MFCGA/PFMS/2017-18/6154 to 6292 dated 19.09.2017 received from Controller General of Accounts,PFMS,Department of Expenditure, Ministry of Finance on the subject stated above for information and necessary action.

Encl: as above

Yours faithfully

(U.K Bhattacharya)
Section Officer-E-III
E-mail: moc_est3@nic.in

No.

C-13015(72)/MFCGA/PFMS/2017-18 /6152 to 6292

भारत सरकार
GOVERNMENT OF INDIA
वित्त मंत्रालय, व्यय विभाग
MINISTRY OF FINANCE, DEPARTMENT OF EXPENDITURE
महालेखा नियंत्रक
CONTROLLER GENERAL OF ACCOUNTS
लोक वित्तीय प्रबंधन प्रणाली (पी.एफ.एम.एस.)
PUBLIC FINANCIAL MANAGEMENT SYSTEM (PFMS)

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दूरभाष / Ph. : 23343860
Date: 19.09.2017

OFFICE MEMORANDUM

Subject: Use of NGO-Darpan Portal unique ID in PFMS.

NITI Aayog and MEITY have developed the NGO-Darpan Portal, which is an integrated portal for maintaining database and for receiving and processing the applications of NGOs, as well as release of grants by various Ministries. It has been decided by Niti Aayog that all NGOs must be registered on NGO Darpan and obtain Unique Identification before submitting their applications for grants from any Ministry. The Ministries should process the proposals for grants and releases to NGOs only through this portal.

2.   It has now been decided that the Unique Identification generated from NGO Darpan will be a mandatory requirement for processing of financial sanction for grant to an NGO. The Agency Registration module and Sanction module of PFMS have accordingly been modified. The financial sanction module will be available for bill preparation only after the Unique Identification (Id) generated by NGO Darpan is provided at the time of sanction generation. In other words, the financial sanction will not be generated in PFMS in the absence of Unique ID for an NGO, generated through NGO Darpan portal. A brief on the process/ steps in PFMS is attached.

3.   This issues with the approval of the Finance Secretary.

(Sofia Dahiya)
Jt. Controller General of Accounts, PFMS

To
1.   All the Secretaries to the Government of India.
2.   All the Financial Advisers of all Ministries/ Departments.
3.   Principal CCAs/CCAs of all Ministries/ Departments.
4.   Jt. Secretary (Pers.)/ JS&FA(Fin.)/ Jt. Secretary (PFC-II)/ Jt. Secretary(PF.I).
5.   Jt. Controller General of Accounts (PFMS).
6.   Dy. Director General, NIC/ Sr. Technical Director, NIC.

Copy for information to:
1.   Sr. PPS to Finance Secretary.
2.   Sr. PPS to CGA.
3.   PS to Project Director, PFMS.
4.   PPS to Additional Secretary, O/o Expenditure.
5.   PPS to Additional Secretary, NITI Aayog.

Changes in PFMS for release of Grants in context of NGO Darpan Unique ID

There are two main changes in PFMS functionality with reference to financial sanctions to NGOs:

- Registration of the NGO with the Darpan ID
- Generation of Financial Sanctions for release of grant to the NGO by the concerned Ministries/Program Division.

I Agency Registration : (of the NGO) with NGO Darpan ID

1 Agency registration may be done for a new or an existing NGO with Darpan ID (it may be noted that the agency type for NGOs in PFMS is 'Registered societies (NGOs)').

When a new NGO user is registering for the first time on PFMS, he can do so by going to the PFMS Portal home page@ https://pfms.nic.in/users/logindetails/login.aspx . For registration, he will click on 'Registered Agencies' link and proceed with filling the 'agency details' form. Here, he will select the type of agency as 'Registered societies (NGOs)', he will now be asked to fill in relevant details of the NGO such as PAN Number, NGO Name etc. One of the fields will ask for NGO Darpan ID. Here if the NGO Darpan ID already exists with the NGO, he will key in the same. Thereafter he would click on the tab called 'Get NGO Details'. Once the tab is clicked, information will be sought by PFMS from NGO Darpan Portal for accuracy of the ID. If the ID is correct, (as verified by NGO Darpan Portal through a web service) the relevant details of the NGO as available in the NGO Darpan Portal will be automatically populated in the relevant fields on the 'agency details' form on PFMS portal. However, if ID is not accurate a message will be flashed informing the same. The correct ID will need to be entered. If the NGO does not have a NGO Darpan ID, he should first register on NGO Darpan Portal and then revisit PFMS Portal for Agency Registration.

2. For NGOs which are already registered as agencies on PFMS Portal, there is a provision for keying in their unique NGO Darpan ID. The NGO user needs to first login into PFMS. Thereafter through the 'agency ' tab in the main menu (sub menu: 'Manage Other Agencies'), he may edit agency details in the 'Manage Agency Form' and enter the NGO Darpan ID. Thereafter the process (for ID verification through web service) is same as detailed in the point number 1 for new agency registration.

The NGO Darpan ID for an existing NGO already registered on PFMS can also be edited by the respective Program Division(PD) in their login IDs. The PD user may login into PFMS. Thereafter through the agency tab in the main menu, the NGO Darpan Unique ID can be filled in the relevant field by using the edit detail tab in the 'Manage Agency Form'. Thereafter,

this edit request will go to Pr.AO for approval. Once Pr.AO approves the same, NGO Darpan ID shall be stored in PFMS database.

II.   Blocking of Financial Sanctions in absence of NGO Darpan ID :

While creating Financial Sanctions for grant to an NGO, the Program Division will create the sanction as per the existing process in PFMS. If the sanction is for grants to an NGO (the agency type selected on the sanction form being 'Registered Societies (NGOs)', the moment the PD user clicks on 'Create Sanction Tab', PFMS application would invoke a validation wherein the NGO Darpan Unique Id of that particular NGO will be verified from the PFMS database. This ID would have been stored in the PFMS data base when the NGO user entered its NGO Darpan Unique ID in PFMS at the time of registration or subsequent editing. If this ID is available in the PFMS data base, the PD user will be permitted to create sanction and the next form (for sanction finalisation) will appear on his screen. If however, the NGO Darpan Unique ID is not available in the PFMS database, the PD user will not be permitted to create a sanction and a message will flash on the screen informing the user about this. Thereafter the user will need to key in NGO Darpan Unique ID as explained in step (1) and (2) above. The sanction will be generated in PFMS only after a valid NGO Darpan id has been stored in PFMS database.

(For further details, the user manual (with step wise screen shots) on PFMS portal may be referred to)