

OFFICE OF COMPTROLLER, LUVAS, HISAR
(BUDGET BRANCH)

Endst. No. LUVAS/CVU/B-1(40)/2023/4054-4100

Dated: - 11/8/23

Please find attached an OM dated 02.08.2023 issued by the GOI, Ministry of Finance, Department of Expenditure, Controller General of Accounts, PFMS (HQ), New Delhi with an SOP regarding the implementation of 'Know Your User' functionality for users' identification" with the request to update the credentials by all Users on PFMS portal by 30.09.2023. The ministry vide OM dated 02.08.2023 has made it clear that after due date, only updated valid login shall be permitted in the system and others non updated shall be restricted w.e.f. 01.10.2023

A copy of above is forwarded to the following with the request to get this noted from the all DDOs/ Pls/ concerned dealing hands and all the PFMS users must update their credential i.e. Mobile No. and e-Mail Id in PFMS portal within stipulated date: -

1. All Deans, Directors/Officers/HODs/Section-in-Charge/DDO (including outstations), LUVAS, Hisar.
2. Secretary to Vice-Chancellor, LUVAS, Hisar.
3. DDO, O/o Comptroller, LUVAS, Hisar.
4. Accounts Branch (Internal), O/o Comptroller, LUVAS, Hisar.
5. Dr. Dinesh Mittal, Incharge, University Website, LUVAS, Hisar with the request to upload the same on the website of University.
6. Dr. Gaurav Charaya, Social Media Champion, LUVAS, Hisar


Comptroller 11/8/23
8



Budget Branch O/o Comptroller, LUVAS <budget.cvu@luvas.edu.in>

Fwd: Fw: Implementation of 'know your user' functionality' for users' identification in PFMS Portal reg.

1 message

Comptroller LUVAS <comptroller@luvas.edu.in>

Fri, Aug 4, 2023 at 4:39 PM

To: Budget Luvas <budget.cvu@luvas.edu.in>, accountcvu@luvas.edu.in, Deputy Luvas <deputycomptroller@luvas.edu.in>

----- Forwarded message -----

From: **rajesh chhabra** <rchhabra59@rediffmail.com>

Date: Fri, Aug 4, 2023 at 4:32 PM

Subject: Fw: Implementation of 'know your user' functionality' for users' identification in PFMS Portal reg.

To: <comptroller@luvas.edu.in>

R/Sir,

For your information, pl.

regards

ote: Forwarded message attached

-- Original Message --

From: National One Health Programme for Prevention and Control of Zoonoses nohppcz.ncdc@gmail.com

To: neetashokk@gmail.com, polio bj Medical poliobjmedical@gmail.com, [debdutta haldar](mailto:debdutta haldar@debduttahaldar@gmail.com) debduttahaldar@gmail.com, drrenu10@gmail.com, kurnool microbiology microbiologyknl@gmail.com, [rajesh chhabra](mailto:rajesh chhabra@rchhabra59@rediffmail.com) rchhabra59@rediffmail.com, madhusharma71@rediffmail.com, [debadatta dhar](mailto:debadatta dhar@drdebadattadhar@rediffmail.com) drdebadattadhar@rediffmail.com, principalsmc@gmail.com, bez_bikki@yahoo.co.in, gracydini@gmail.com, [Kanwardeep Singh](mailto:Kanwardeep Singh@kdmicrogmcasr@gmail.com) kdmicrogmcasr@gmail.com, [Supriya Laifangbam](mailto:Supriya Laifangbam@slaifangbam@gmail.com) slaifangbam@gmail.com, [Kavita Vasudevan](mailto:Kavita Vasudevan@kavita.udayashankar@gmail.com) kavita.udayashankar@gmail.com, [Microbiology STNM Hospital](mailto:Microbiology STNM Hospital@microstnm@gmail.com) microstnm@gmail.com, [Vaishali Sarma](mailto:Vaishali Sarma@vsarmadr@gmail.com) vsarmadr@gmail.com, rajantasharma2002@yahoo.com, dphlswmidsp@gmail.com, anakoortyagi@gmail.com, [Principal Medical Officer Sawai Madhopur Dept of Medical HFW RAJASTHAN](mailto:Principal Medical Officer Sawai Madhopur Dept of Medical HFW RAJASTHAN@pmo-saw-rj@nic.in) pmo-saw-rj@nic.in, [Chimanjita Phukan](mailto:Chimanjita Phukan@chimanjitaphukan@gmail.com) chimanjitaphukan@gmail.com, "Dr. Asha K P" ashasoorej@gmail.com, principalmct@gmail.com, [suruchi shukla](mailto:suruchi shukla@shukla_suruchi@yahoo.com) shukla_suruchi@yahoo.com, [MANOJ KUMAR](mailto:MANOJ KUMAR@manoj_drmicro@rediffmail.com) manoj_drmicro@rediffmail.com, [Obulesu Gundala](mailto:Obulesu Gundala@obulesu100@gmail.com) obulesu100@gmail.com, [ambica r](mailto:ambica r@ambicar481@gmail.com) ambicar481@gmail.com, [Priya Chandran](mailto:Priya Chandran@drpriyaclt@gmail.com) drpriyaclt@gmail.com, [Gagan Preet](mailto:Gagan Preet@drgaganpreet@gmail.com) drgaganpreet@gmail.com, [chitrita chatterjee](mailto:chitrita chatterjee@drchitrita@gmail.com) drchitrita@gmail.com, [sreedhara hg](mailto:sreedhara hg@sreedharahg@gmail.com) sreedharahg@gmail.com, [Pushpa Kizhakkekarammel](mailto:Pushpa Kizhakkekarammel@pushpadrkk@gmail.com) pushpadrkk@gmail.com, communitymedicinealpy@gmail.com, [Principal TDMC](mailto:Principal TDMC@tdmcalappuzha@gmail.com) tdmcalappuzha@gmail.com, [SRL Kohima](mailto:SRL Kohima@srkohlma@gmail.com) srkohlma@gmail.com, anjliguptabkn@gmail.com, "Dr. Anjali Gupta" vrldbikaner@gmail.com, nohppcz.bkn@gmail.com, [Rahul Narang](mailto:Rahul Narang@rahuldevnarang@gmail.com) rahuldevnarang@gmail.com, [Rakesh kakkar](mailto:Rakesh kakkar@drakesh75@rediffmail.com) drakesh75@rediffmail.com, "Dr. Yogesh Bahurupi" yogesh.cfm@aiimsrshikesh.edu.in, vikram@aiims.edu, idsp.tripura@gmail.com, drtapan1@rediffmail.com, drmittaldeepika@gmail.com, spyam81@gmail.com, nohp.pcz.nbmc@gmail.com, drarpita18@gmail.com, mallikarjunmicro76@gmail.com, simsmicronohp@gmail.com, microbiologymgmmc@gmail.com, drakhilesh tomar7@icloud.com, vikramjind@gmail.com, Kakuli2001us@yahoo.com, b.vinayagamurthy@icar.gov.in, brgulati@gmail.com, drbhartilalhotra@gmail.com, kisloor@gmail.com, directormrc@gmail.com, director@haffkineinstitute.org, msvp.stm@gmail.com, ranjanakhu@rediffmail.com, dksarma1956@gmail.com, ukalawat@yahoo.com, karamcadrad62@gmail.com

Cc: [simmi Tiwari](mailto:simmi Tiwari@simmi.phs14@gmail.com) simmi.phs14@gmail.com, "Dr.Ajit Shewale" ajitshewalencdc@gmail.com, [Dr Tushar](mailto:Dr Tushar@tushar.nale@nic.in) tushar.nale@nic.in, [consultant finance dazdp](mailto:consultant finance dazdp@consultant.finance.dzdp@gmail.com) consultant.finance.dzdp@gmail.com, ncdcbudget@yahoo.com

Subject: Implementation of 'know your user' functionality' for users' identification in PFMS Portal reg.

Dr. Rajesh Chhabra
Senior Scientist and Head
Director, ICAR-Centre for Advance Faculty Training (CAFT)
Department of Veterinary Microbiology
In-charge, College Central Laboratory
College of Veterinary Sciences
Lala Lajpat Rai University of Veterinary & Animal Sciences(LUVAS)
Hisar-125004 (INDIA)
rchhabra59@rediffmail.com
Mobile: ++919466171440

----- Forwarded message -----

From: National One Health Programme for Prevention and Control of Zoonoses <nohppcz.ncdc@gmail.com>To: neetashokk@gmail.com, polio bj Medical <poliobjmedical@gmail.com>, [debdutta haldar](mailto:debdutta haldar@debduttahaldar@gmail.com) <debduttahaldar@gmail.com>, drrenu10@gmail.com, kurnool microbiology <microbiologyknl@gmail.com>, [rajesh chhabra](mailto:rajesh chhabra@rchhabra59@rediffmail.com) <rchhabra59@rediffmail.com>,

madhusharma71@rediffmail.com, debadatta dhar <drdebadattadhar@rediffmail.com>, principalsmc@gmail.com, bez_bikki@yahoo.co.in, gracydini@gmail.com, Kanwardeep Singh <kdmicrogmcasr@gmail.com>, Supriya Laifangbam <slaifangbam@gmail.com>, Kavita Vasudevan <kavita.udayashankar@gmail.com>, Microbiology STNM Hospital <microstnm@gmail.com>, Vaishali Sarma <vsarmadr@gmail.com>, rajantasharma2002@yahoo.com, dphlswmidsp@gmail.com, ankoortyagi@gmail.com, Principal Medical Officer Sawai Madhopur Dept of Medical HFW RAJASTHAN <pmo-saw-rj@nic.in>, Chimanjita Phukan <chimanjitaphukan@gmail.com>, "Dr. Asha K P" <ashasoorej@gmail.com>, principalmct@gmail.com, suruchi shukla <shukla_suruchi@yahoo.com>, MANOJ KUMAR <manoj_drmicro@rediffmail.com>, Obulesu Gundala <obulesu100@gmail.com>, ambica r <ambicar481@gmail.com>, Priya Chandran <drpriyact@gmail.com>, Gagan Preet <draganpreet@gmail.com>, chitrita chatterjee <drchitrita@gmail.com>, sreedhara hg <sreedharahg@gmail.com>, Pushpa Kizhakkekarammel <pushpadrkk@gmail.com>, communitymedicinealpy@gmail.com, Principal TDMC <tdmcalappuzha@gmail.com>, SRL Kohima <srkohima@gmail.com>, anjliguptabkn@gmail.com, "Dr. Anjali Gupta" <vrdlbikaner@gmail.com>, nohppcz.bkn@gmail.com, Rahul Narang <rahuldevnarang@gmail.com>, Rakesh kakkar <drakesh75@rediffmail.com>, "Dr. Yogesh Bahurupi" <yogesh.cfm@aiimsrishikesh.edu.in>, vikram@aiims.edu, idsp.tripura@gmail.com, drtapan1@rediffmail.com, drmittaldeepika@gmail.com, spyam81@gmail.com, nohp.pcz.nbmc@gmail.com, drarpita18@gmail.com, mallikarjunmicro76@gmail.com, simsmicronohp@gmail.com, microbiologymgmmc@gmail.com, drakhileshtomar7@icloud.com, vikramjind@gmail.com, Kakuli2001us@yahoo.com, b.vinayagamurthy@icar.gov.in, brgulati@gmail.com, drbhartilhotra@gmail.com, kisloor@gmail.com, directorrrc@gmail.com, director@haffkineinstitute.org, msvp.stm@gmail.com, ranjanakhu@rediffmail.com, dksarma1956@gmail.com, ukalawat@yahoo.com, karamcadrad62@gmail.com

Cc: simmi Tiwari <simmi.phs14@gmail.com>, "Dr.Ajit Shewale" <ajitshewalencdc@gmail.com>, Dr Tushar <tushar.nale@nic.in>, consultant finance dzdp <consultant.finance.dzdp@gmail.com>, ncdcbudget@yahoo.com

Bcc:

Date: Fri, 4 Aug 2023 16:01:30 +0530

Subject: Implementation of 'know your user' functionality' for users' identification in PFMS Portal reg.

Madam/Sir,

Please find attached an OM dated **02-08-23** issued by O/o Controller General of Accounts, PFMS Division with an SOP regarding the **"Implementation of 'know your user' functionality' for users' identification"**. It may please be ensured that all users must update their credentials i.e Mobile No. and E-mail Id and validate them in PFMS portal.

This is for kind information and necessary action please.

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Thank You,
Regards,

Division of Zoonosis Disease Programme
National One Health Program for Prevention and Control of Zoonoses (NOHPPCZ)
National Centre For Disease Control
Directorate General of Health Services
Ministry of Health and Family Welfare
New Delhi-110054

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Comptroller
Lala Lajpat Rai University of Veterinary and Animal Sciences, Hisar - 125001
Haryana

 **OM No 4760 'Know your user' dated 02 08 2023 and SOP.pdf**
840K

No-V-11/1/2020/ 4760
GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPT. OF EXPENDITURE
CONTROLLER GENERAL OF ACCOUNTS
PUBLIC FINANCIAL MANAGEMENT SYSTEM (HQ)

3rd Floor Shivaji Stadium Annexe-
New Delhi 110001

Dated: 02/08/2023.

OFFICE MEMORENDUM

Subject: Implementation of 'Know Your User' functionality' for users' identification-reg


To strengthen the user management process and to create a data base of active and legitimate users working on PFMS portal under Ministries / State /Agencies / institution etc., a new functionality has been developed by the PFMS wherein all users are advised to update their Mobile & Email Id credentials in the user profile database allowing their PFMS login to be validated with OTPs sent on their mobile and email IDs.

2. All the users i.e. Apex agency/ Child agency/ Data operator/ Data approver etc. have to mandatory update their mobile and email id credentials on PFMS and same will be approved by the higher authority in hierarchy.

3. This up-dation of credentials shall be completed by all Users by 30th September, 2023. **After the due date, only updated Valid login shall be permitted in the system and others non updated shall be restricted w.e.f 01/10/2023.**

4. An SOP depicting the process of updating the credentials is enclosed at Annexure.

This issues with the approval of Competent authority, PFMS division.


(Rahul Garg)

ACGA (Tech), PFMS

To,

All the PFMS users of Ministries/Departments/States/Agencies

Copy for information to:

1. PPS to CGA, O/o CGA.
2. PS to Addl. Secretary, (PFS) D/o Expenditure, M/o Finance.
3. PS to Financial Advisor of all Central Ministries/Departments.
4. PS to all Pr.CCAs/CCAs of the Ministries.
5. PS to all Jt.CGAs(JKP/CVP/HKS/SS), PFMS Division.
6. PS to Director, D/o Expenditure, M/o Finance.
7. DDG/Sr.TDs/TDs, NIC, PFMS Division.
8. State directorates, PFMS Division to provide further guidance to IAs.
9. Sr.AOs/AAOs, PFMS Division.
10. Sr. AOs(Roll-out/CGA) for uploading on PFMS/CGA website.

Annexure

PFMS

Standard Operating Procedure

For

Know your User

Public Financial Management System
Controller General of Accounts
Department of Expenditure
Ministry of Finance

All registered Agency Users have to update their valid Email ID and Mobile Number on the PFMS Website.

This document is prepared to disseminate general guidelines for existing agency users to update their valid Email ID and Mobile Number, and then authenticate the same by entering the One-Time-Password (OTP) shared on their respective Email ID and Mobile number by login the PFMS Website.

Key Points

- The OTP remains valid for a limit period within which the user has to authenticate agency user details.
- This is a periodic process repeated every six months to validate the mobile number and email ID of agency users. However, whenever the agency user changes the Mobile Number or Email address (agency user details) in their Profile, the OTP authentication process will be repeated to ensure that the particulars provided are correct.
- Agency users are requested to provide the correct MOBILE NUMBER AND EMAIL ID to serve the purpose.

Scope

- All Agency users – Agency maker/checker/agency admin/apex agency have to update their Mobile Number and email ID and submit it for approval to immediate higher authority after OTP authentication by user.

Steps – User email ID and Mobile number validation by existing Agency user

Edit - User details

The following tasks are to be performed:

- I. User type Agency Admin **My details > My profile > 'My profile'** page opens.
- II. User clicks on the **'EDIT'** Button, validates the Mobile number/email ID, and authenticates by sending OTP. Please note- No authentication is required for other user details.
- III. User enter the received OTP, clicks on verify OTP, and then clicks on the 'Update' button on the Edit agency user page.
- IV. User redirects to the **'My Profile'** page with updated user details and the **'Search approver'** button is enabled for submitting it for further approval.
- V. Submitting a request for approval
Case1. Agency maker/checker – Approval goes to active agency admin
Case2. Agency Admin (Parent/child/sub-child) – based on the selection of the scheme, approval goes to the active user type/name.
Case3. Apex Agency admin – Approval goes to PD/SSM
- VI. User clicks on the **'Submit'** button for approval request.

User details - Approval

The following tasks are to be performed:

Case1. Apex agency approval

- I. Login > Agency > Approve agency user details > **'Approve agency details'** page opens.

- II. User selects agency status as “**PD/SSM submitted**” and click on the **search** button.
- III. User selects the **Edit request** hyperlink to compare the agency user details and approve the request by entering the remarks.

Case2. Parent/Child/Sub child

- I. Login > Agency > Approve agency user details > ‘**Approve agency details**’ page opens.
- II. User selects the agency status as “**Funding agency submitted**” and click on the **search** button.
- III. User selects the **Edit request** hyperlink to compare the agency user details and approve the request by entering the remarks.

Case3. Agency Maker/checker

- I. Login > master > user > Manage > ‘**Manage Agency User**’ page opens.
- II. User selects the user type – Agency data operator/ Agency data approver and clicks on the **search** button.
- III. User selects the **Edit request** hyperlink to compare the agency user details and approve the request by entering the remarks.
