



REVISED PROCEDURE FOR FLOW OF FUNDS UNDER 1817 SCHEME of DST

by
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Umbrella Schemes under DST

S. No.	Scheme Name	Scheme Code
1.	SCIENCE & TECHNOLOGY INSTITUTIONAL AND HUMAN CAPACITY BUILDING	1817
2.	RESEARCH & DEVELOPMENT	3237
3.	INNOVATION, TECHNOLOGY DEVELOPMENT & DEPLOYMENT	1819
4.	NATIONAL MISSION ON ICPS	3645

DST Umbrella Scheme - 1817

(Science and Technology Institutional and Human Capacity Building)

S. No.	Programme/Division
1.	INSPIRE AWARDS-MANAK
2.	INSPIRE PROGRAMME
3.	R & D SUPPORT
4.	CSRI & SATYAM
5.	POLICY RESEARCH CELL (including NSTMIS)
7.	STATE SCIENCE & TECHNOLOGY PROGRAMME
8.	DISHA PROGRAMME FOR WOMEN IN SCIENCE
9	NATIONAL TRAINING PROGRAMME FOR SCIENTIST/TECHNOLOGIST WORKING IN GOVT. SECTOR

Funds Flow to Host Institutes through CNA (TDB) under 1817 Scheme of DST

STEP-1

**Open Zero Balance Subsidiary (ZBS)
Account in Bank of Maharashtra under
1817 Scheme of DST**

Action by Host Institute

STEP-2

**Register this ZBS Account in PFMS under
1817 Scheme linking with CNA (TDB)
account and send Screenshot of PFMS
mapped A/c to TDB, DST with a copy to
INSPIRE Division**

Action by Host Institute

STEP-3

**After this, deposit the unspent balance lying
with the Host Institute (HI) under 1817
Scheme in CNA (TDB) account**

Action by Host Institute

STEP-4

**After deposit, ZBS bank account details
along with the deposited unspent balance
details under 1817 scheme along with duly
signed documents (Annexure-1,2 and
Mandate form) to be submitted to CNA
(TDB) under intimation to INSPIRE**

Action by Host Institute

Funds Flow to Host Institutes through CNA (TDB) under 1817 Scheme of DST

STEP-5

ZBS Account of the HI will be approved by CNA (TDB) after evaluation of duly signed documents (Annexure-1,2 and Mandate form)

Action by CNA (TDB)

STEP-6

After that, CNA will re-assign unspent balance limit(s) to HI after re-assignment order by PD

Action by CNA (TDB)

STEP-7

HI will make PD maker (lower level) and Checker (higher level) in PFMS. After that, HI will map the beneficiaries' (Fellows/Faculty Fellow/Pis) bank accounts registered in PFMS with ZBS A/c

Action by Host Institute

STEP-8

After this, HI will release the re-assigned amount to the beneficiaries accounts in PFMS (re-assigned unspent balance) and then inform PD for release of next instalment of Fellowship

Action by Host Institute

Mapping of Bank Account at PFMS

- While mapping of new Bank A/C opened with Bank of Maharashtra at PFMS:
- Select 3rd option in PFMS i.e. **I will receive funds from this agency in place of 'Central Government'**
- Mention Unique Code 'TDBDST' and select TDB as the organization.
- Send your PFMS mapping request for approval to **project-consultant1@tdb.gov.in** with cc to **accountofficer@tdb.gov.in** after completing the necessary formalities in PFMS portal.
- Specifically, you need to provide the below details to INSPIRE Program Division for approval:

Bank Account details of CNA (TDB)

In case of any unspent balance in the project/Fellowship grant, the same has to be deposited into the CNA account as per the details given below:

Scheme Name:	Science and Technology Human and Institutional Capacity Building
Scheme Code:	1817
CNA Name:	Technology Development Board (TDB)
CNA A/C No:	60414917022
CNA IFSC:	MAHB0000593

To be given on Letter Head of the Organization

Format for submitting details of ZBS Account (Institutional/project specific) and Details refund of unspent grants [Scheme: S&T Institution and Human Capacity Building]

Name of the Institution/Sub Agency	
Address of the Institution	
State or UT	

1. Undertaking:

In reference to Office Memorandum No. DST/PRAO/TSA/01/2022/498 dated September 21.2022 as decided by the competent authority, the institute will operationalize the new process for flow of fund through ZBSA at Bank of Maharashtra, <Branch Details> for receiving grant under DST Scheme STIHCB-1817.

Institutional/ Project wise account details of the sub agency
(Must be submitted in alignment with the option opted above)

Sr. No	Account holder's Name	Account No.	IFSC Code of Bank	Branch Address of the Bank

2. Details about remittance of unspent grant to the account of CNA®
(Technology Development Board (TDB), New Delhi –
Account No. 60414917022; IFSC Code: MAHB0000593)

Name of the Institution/Sub Agency State/UT	
Bank Transaction ID (UTR)	
Date of Transaction	
**Total Amount of Unspent grant remitted (Rs.)	

@ If there is no unspent grant to refund the same should be explicitly mentioned in this undertaking

**This must be alignment with the abridge statement of project-wise refunds of UNSPENT GRANT to be submitted concurrently. Interest earned may be deposited in the Bharatkosh and receipt of same may be provided.

(FINANCE/ ACCOUNTS OFFICER)

(CONTROLLER OF ADMINISTRATION)

(HEAD OF THE INSTITUTE)

**GOVERNMENT OF INDIA
MINISTRY OF SCIENCE & TECHNOLOGY
DEPARTMENT OF SCIENCE AND TECHNOLOGY**

**An Abridge Statement of UNSPENT GRANT under "Science & Technology Institutional and Human Capacity Building (STIHCB) [1817]"
[To be submitted for all the unspent grant available with the Institution]**

Full Name of the Institute	
Complete Address of the Institution	
State or UT	

S No.	Project Registration Number/File No. as per DST's Sanction Order*	Title of the Project/INSPIRE Fellowship/INSPIRE Faculty Fellowship	Name of PI/Co-PI/INSPIRE Fellow/INSPIRE Faculty Fellow	Leftover Unspent grant (Balance) available in different heads with grantee Institution (Rs. in Lakhs)				
				GIA-Capital** (Non-Recurring) (A)	GIA-General (Manpower/Fellowship of INSPIRE Fellow and of INSPIRE Faculty Fellow) (B)	GIA-General (Recurring/Contingency Grant under INSPIRE Fellowship and Research Grant under INSPIRE Faculty Fellowship) (C)	GIA-General** (Overhead) (D)	Total (A+B+C+D) = (E)
Total								

* Separate sanction orders have been issued by DST for recurring and non-recurring grants under same project. So, indicate the sanction order accordingly and unspent balance separately.

****Under INSPIRE Fellowship/Faculty Fellowship there is no provision of sanction and release of funds under GIA-Capital and GIA-Overhead, hence no inputs may be required with respect to INSPIRE program.**

i) Please note that interest earned out of the total unspent grant should be remitted to the Consolidated Fund of India through Bharatkosh. It should neither be accounted-for nor reflected-here in above mentioned table. Oversight in this regard will remain unresolved. Bharatkosh receipt for remittance of interest earned amount should be separately furnished.

Mandate Form

(TDB-CNA Fund Transfer Through PFMS)

DETAILS OF ORGANIZATION

1.	PFMS Unique Code	
2 (i)	Agency Name (Name of the University/ Institute/ College, etc)	
2 (ii)	Agency Type (Statutory Bodies/Autonomous/NGO/Society etc.)	
2 (iii)	Hierarchy of Agency (Central/State/ District/Block/Tahsil/PanchayatNillage)	
2 (iv)	Act/registration No.	
2 (v)	Date of Registration	
2 (vi)	Registering Authority	
2 (vii)	State of Registration	
3.	TIN No. (If available)	
4.	TAN No.	
5.	Complete Contact Address of the Agency	
5 (i)	Block No./Building/Name of Premises	
5 (ii)	Road/Street/Post Office	
5 (iii)	Area/Locality	
5 (iv)	City/ District	
5 (v)	State	
5 (vi)	Pin code	
6.	Contact Person	
6 (i)	Designation	
6 (ii)	Phone Number (Land Line)	
6 (iii)	Alternate Phone No./Mobile No.	
6 (iv)	Official E-mail address	
7.	Bank Account details for TDB-CNA 1817 Scheme	
7(i)	Institution's Account Name (As per bank record)	
7 (ii)	Account No.	
7(iii)	IFSC Code	
7(iv)	Bank name (in full)	BANK OF MAHARASHTRA
7 (v)	Branch Name	
7 (vi)	Complete Branch address	
7 (vii)	MICR No.	
7 (viii)	Account Type	ZBS

Certified that the Institute's account is an RTGS/ECS/NEFT enabled branch. I hereby declare that the particulars given above are correct and complete. The above Agency's Account No. and bank details are registered/ mapped under PFMS.

Date:

Signature of the Competent Authority
of the Agency with seal.

Certified that the particulars furnished above are correct as per our records.

Date:

Signature of the Authorized
Bank Official with seal.

Creating Data Operator and Data Approver Logins on PFMS

Purpose: To activate registered ZBS account to initiate transactions electronically via PFMS.

Idea: PFMS has been designed with Maker Checker concept where Data Operator (Maker) will make all transaction entries and submit it to Data Approver (Checker) for verification and approval/rejection of transactions. For this purpose two separate users have to be created as Data Operator and Data Approver by the Admn user.

Additional Instructions: It is essential that the Data Operator (DO) and Data Approver (DA) login are operated by separate individuals. Under no circumstance can the DO/DA login details be shared between or operated by the same individuals. These user types are required for multiple functions on PFMS.

HOW TO CREATE DATA OPERATOR

- Step No. 1 : Login as Agency Administrator at <https://pfms.nic.in>
- Step No. 2 : Go to “Masters”
- Step No. 3 : Go to “Users”
- Step No. 4 : Click on “Add New”
- Step No. 5 : Select the Type of User as “**Agency Data Operator**” and fill the other fields.
- Step No. 6 : Click on “Submit”

The Username and Password will be sent at the e-mail id provided at the time of registration.

HOW TO CREATE DATA APPROVER

- Step No. 1 : Login as Agency Administrator at <https://pfms.nic.in>
- Step No. 2 : Go to “Masters”
- Step No. 3 : Go to “Users”
- Step No. 4 : Click on “Add New”
- Step No. 5 : Select the Type of User as “**Agency Data Approver**”.
- Step No. 6 : Select the Level of Approver as “Level_1” and fill the other fields.
- Step No. 7 : Click on “Submit”.

The Username and Password will be sent at the e-mail id provided at the time of registration.

Login as Agency Admin and Go to Master → Users → Add New → Create New Agency User

Home

E-Payment

Reports

My Details

Masters

My Schemes

Agencies

My Funds

Transfers

Advances

Expenditures

Bank

Register/ Track Issue

Misc. Deduction Filing

Utilisation Certificate

The following table shows the summary of Agency according to status and type. To find out what a particular the details of Agency in a status, Click on the corresponding status.

Users

Bulk Customization

DSC Management

Add Master Project

Vendors

Manage

Add New

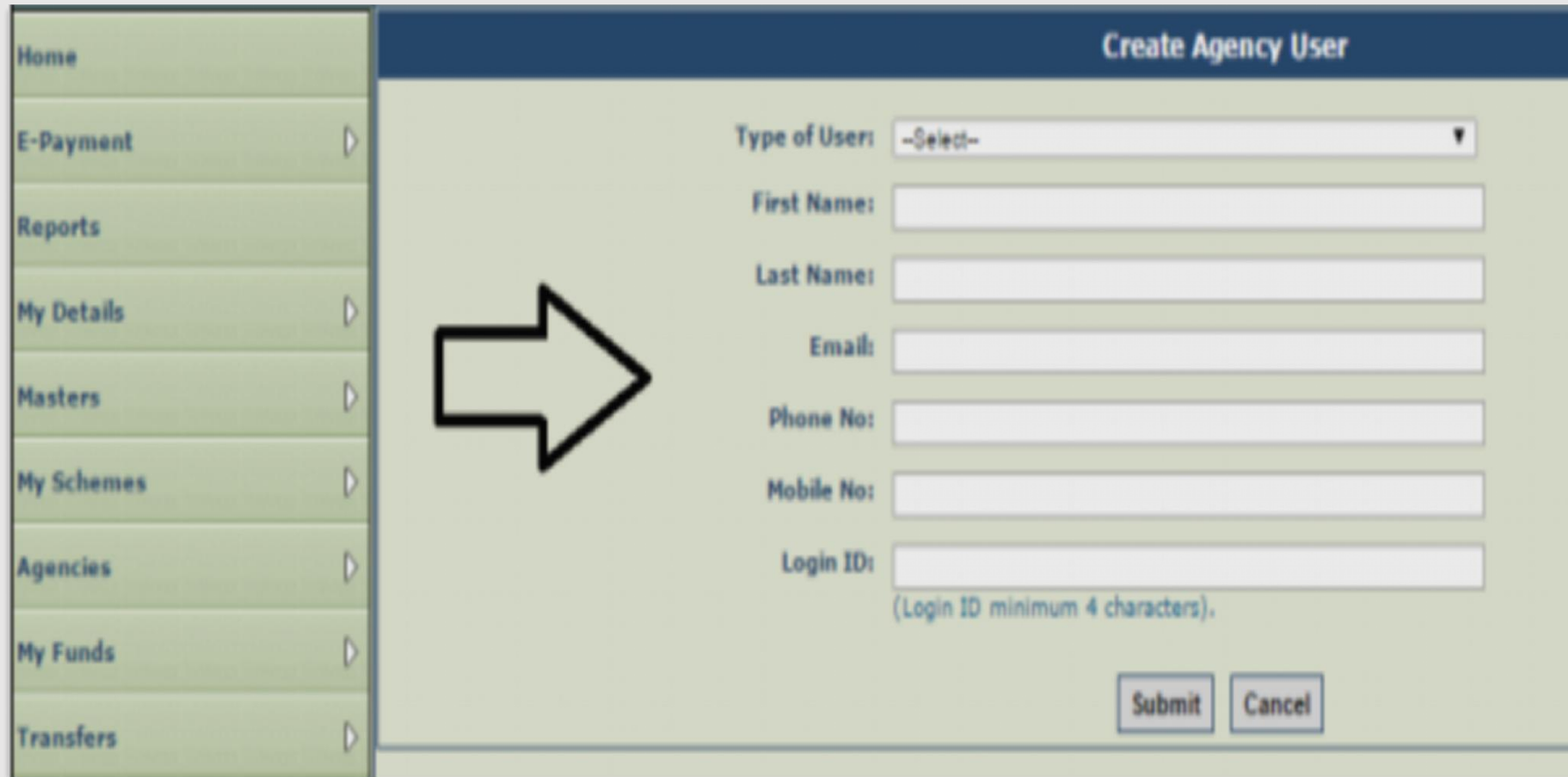
Create New Agency User

Mapped Agency	
Scheme Name	
1	
68	
2	

Agency Bank Account Validation Stat

No Record Found

Proceed to the Create Agency User section



Home

E-Payment

Reports

My Details

Masters

My Schemes

Agencies

My Funds

Transfers

Create Agency User

Type of Users: --Select--

First Name:

Last Name:

Email:

Phone No:

Mobile No:

Login ID:

(Login ID minimum 4 characters).

Under Type of User, select the type of user

- To create a DO login select “Agency Data Operator”.
- To create a DA login select “Agency Data Approver”.
- Fill other details and click on Submit.

Create Agency User

Type of User: --Select--

First Name: --Select--

Last Name: --Select--


Email: --Select--

Phone No: --Select--

Mobile No:

Login ID:

(Login ID minimum 4 characters).



Agency Data Operator

This is created for Beneficiary E-Payment module user

HOPE: This type of user will be creator of transaction data like event records, salary records, etc.

HOPE: This type of user will be checker/verifier of transaction data like event records, salary reco

HOPE: This type of user will be approver of transaction data like event records, salary records, etc

HOPE: This type of user will be responsible for configuration of programmes.

- If you see the message **Record Saved Successfully** at the top of the screen, login id and password details will be sent to the registered DO/DA login.
- These DO/DA login details can be edited, de-activated at any point in the future.

Example

The screenshot displays the 'Agency Users Mapping' interface. At the top, a red message states: 'Record saved successfully, your password has be sent on your email address'. Below this, user details are listed in a form-like structure. A large black outline of an upward-pointing arrow is positioned to the right of the user details. At the bottom, there are four buttons: 'Edit', 'Disable', 'Reset Password', and 'Back'.

Field	Value
Login Id:	XYZ
User Type:	Agency Data Operator
First Name:	ABC
Last Name:	DEF
Phone:	0123456789
Mobile:	
Email:	email@abc.com
Status:	Enabled
Created By:	name
Created Time:	31/03/2015
Modified By:	
Change Scheme(s):	All
Change Location(s):	All

Buttons: Edit, Disable, Reset Password, Back

Payment by Host Institutes through PFMS

- **Login to admin account of Host Institute**
- **Select Bank and click on Initiate Account Activation E-payment**
- **Select Scheme**
- **Fill ZBS account no. and click on search**
- **Click on active button and upload digital signature (DSC) of HI**
- **Login to Checker/Approver Account**
- **Select Bank and click on enrol account DSC**

After the above process please follow the below steps:

- **Login to Maker Account**
- **Go to expenditures and click on Add New**
- **Fill details and follow further instructions as per PFMS page**

How to Configure JAVA for DSC Enrollment PFMS Registration Process

For that you have to update two softwares

1. Configure Java
2. Microsoft Edge & then
3. PFMS Portal Setting for DSC **Digital Signature Certificate** Enrollment & Approval.

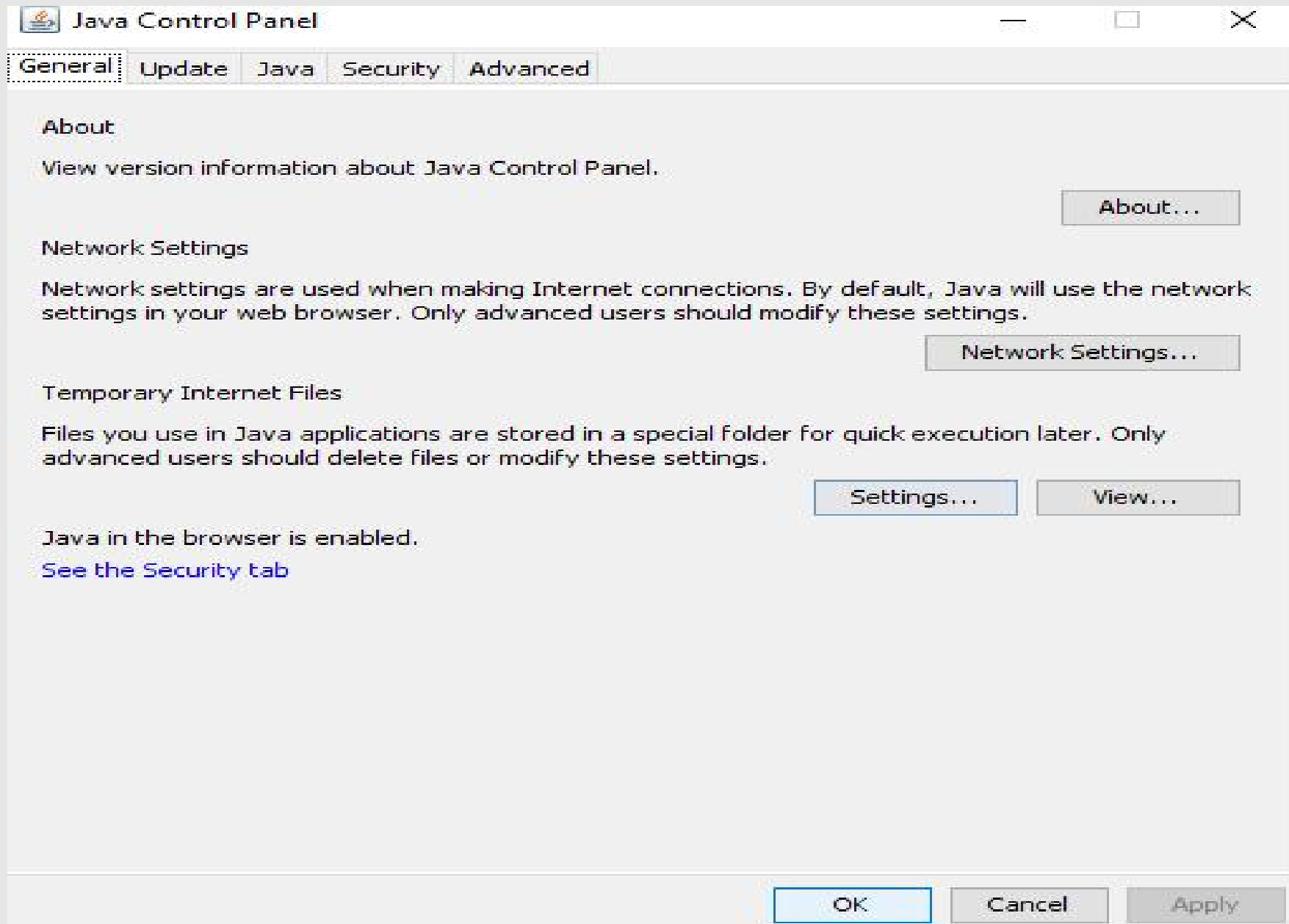
Step by Step Guide

- Step – 1

Download Java Runtime Environment (32bit) 8 Update 291

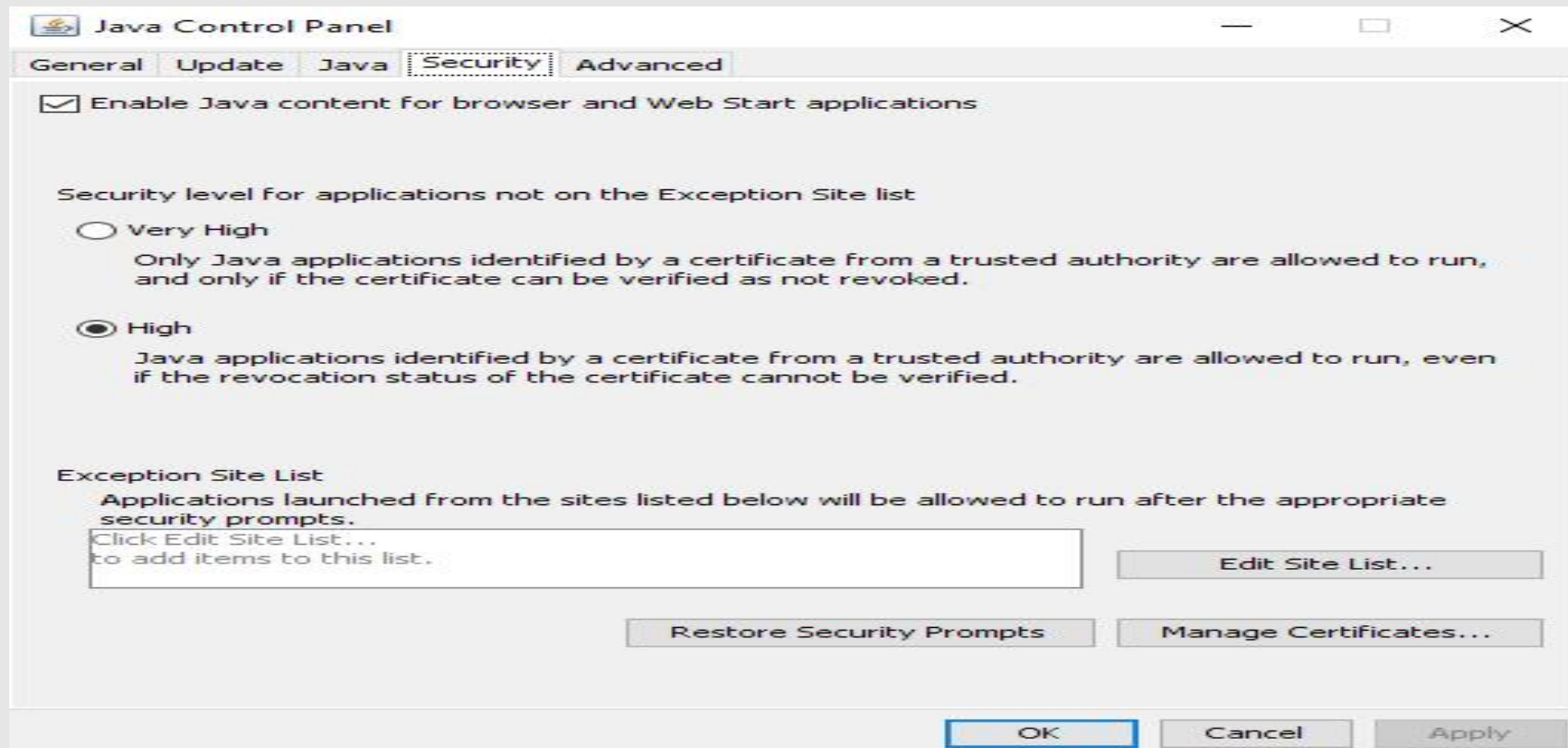
- Step – 2

Configure Java – so In **Windows Type – Configure Java** then you get this dialog box after clicking on Configure Java



Step – 3

Click on Security Tab –



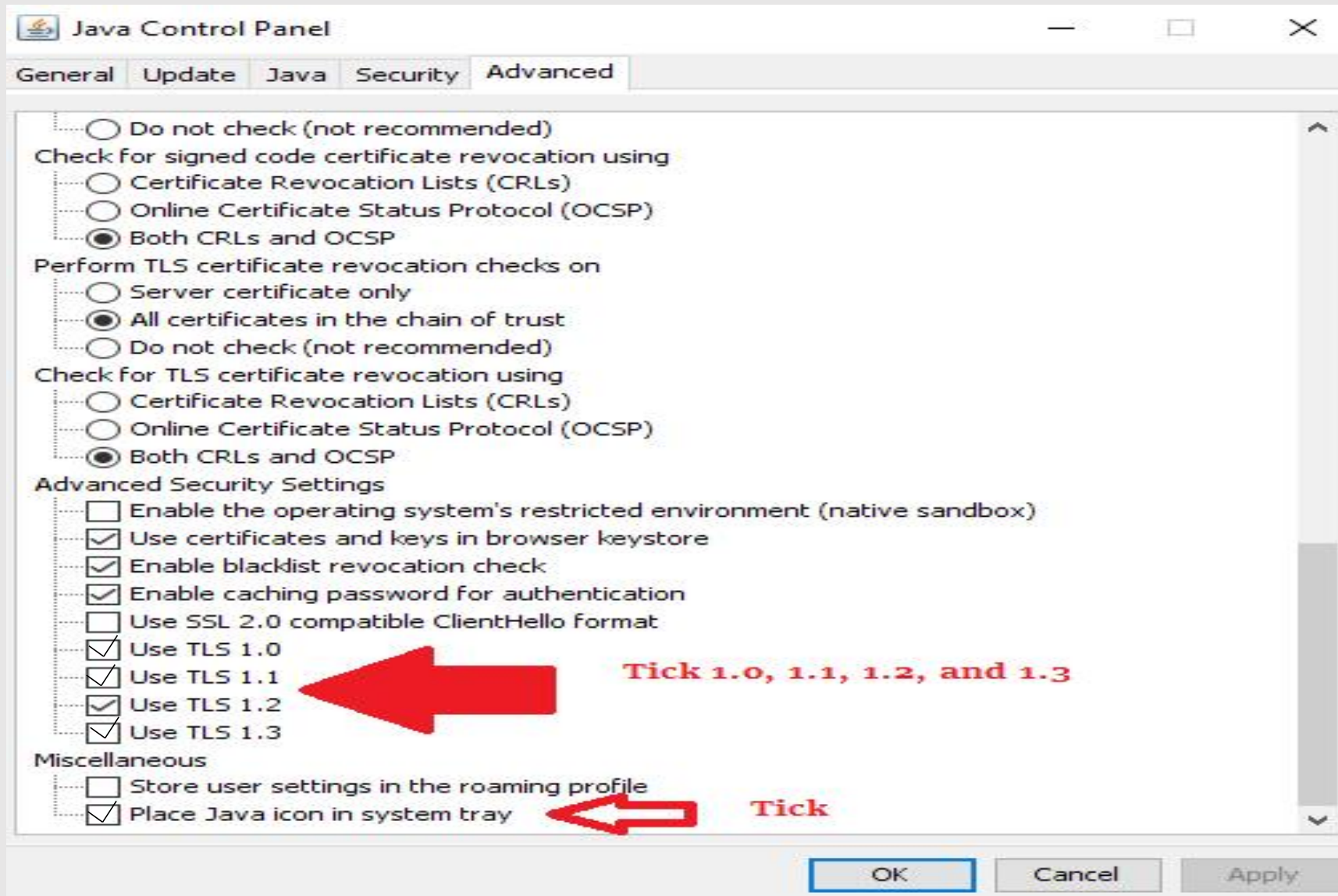
In this Tab you have to **Edit Site List**

In this Site List Add Official Web Address of PFMS

1. <https://pfms.nic.in/>
2. <https://pfms.nic.in/NewDefaultHome.aspx>

Step – 4

After Entering Web Address you have to click on **Advanced Tab**

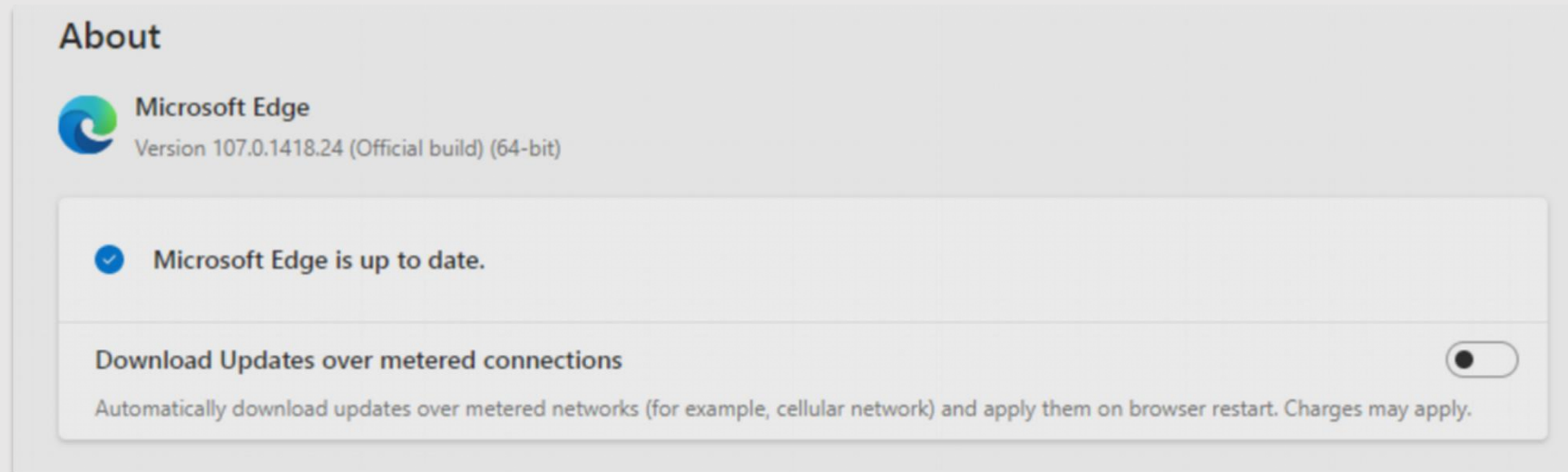


Step by Step Guide for Microsoft Edge

In this Microsoft Edge you have to some changes

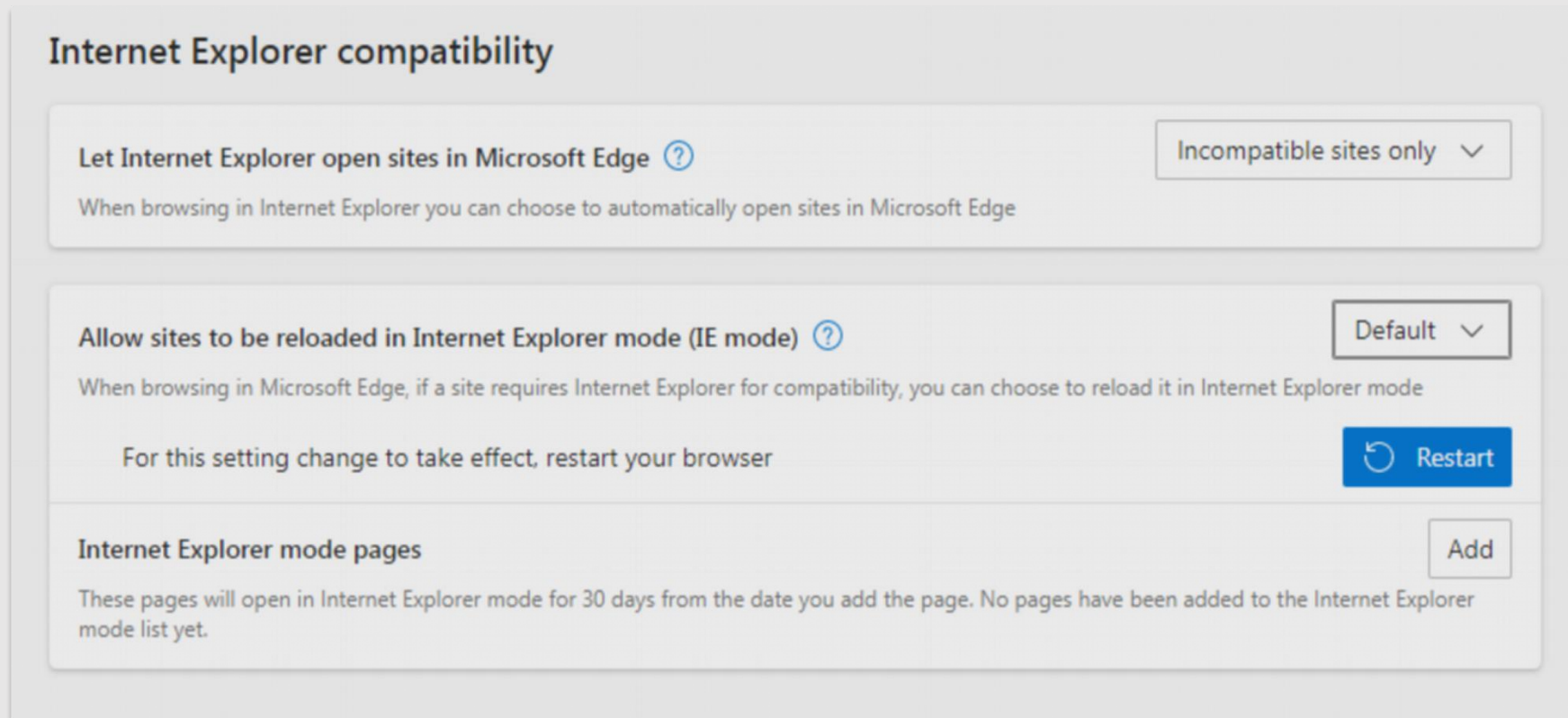
Step – 1

- Update Microsoft Edge
- Go to Triple Dot – Click on Help and Feedback then select About Microsoft Edge
- Then check your **Microsoft Edge Up to Date**



Step – 2

- Again Click on Triple Dot (**Corner Side**) – Then Select Setting
- After clicking setting click on **Default Browser**
- In that Default browser – Click on Allow sites to be reloaded in Internet Explorer mode (IE mode) **Make it Allow**



Then Third One – Internet Explorer mode pages add PFMS site address

1. <https://pfms.nic.in/>
2. <https://pfms.nic.in/NewDefaultHome.aspx>

Then **Restart Browser**

Step – 3

After that Open PFMS Site

– <https://pfms.nic.in/NewDefaultHome.aspx>

Again Click on Triple Dot – Then Select Reload in Internet Explorer mode.

PFMS Portal Setting for DSC Enrollment & Approval

1. In PFMS Enter Authentication – Username & Password
2. After Click on **Master**
3. Select DSC Digital Signature Certificate Enrollment
4. Then **Approve**

**You are ready to
do Financial
Transactions after
completion of
above procedure**