# How and where to see the funds allocation in PFMS in Hybrid TSA Model-1A

- 1. First of all, the agency has to login to PFMS from the level of Data Operator or Maker.
- 2. As soon as you login, you have to click on "TSA" in the green panel visible on the left side, then "TSA Hybrid" and then "New Hybrid Claims".
- 3. As soon as you click on "New Hybrid Claim", you will see a new page. Where you will see options like scheme, bank a/c number, sanction list, letter number and available balance etc.
- 4. When you select the "Vigyan Dhara" in the scheme option, you will start seeing your agency bank a/c number. If you don't see the bank a/c number of your agency, it means that limit has not been allocated to your institute/agency yet.
- 5. After that you have to click on "Select Sanction Number". Then you have to click on the search button given in the newly opened window.
- 6. On clicking the Search button, all the sanction orders assigned to your agency will be shown as hyperlinks.
- 7. Click on the hyperlink of the sanction order and add it and as soon as you add the sanction order, your assigned amount will appear in the **"Total Available Balance"** option.

# DETAILED STEPS FOR IDENTIFYING FELLOWSHIP GRANT (LIMIT ASSIGNMENT) IN HOST INSTITUTION'S PFMS REGISTERED ACCOUNT

# After login in PFMS go to TSA -->TSA Hybrid -->New Hybrid Claim

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# Bank account will come automatically or select from Dropdown menu:

# Select Grant as per Sanction order number given from DST (It will be as per IF /IFF number)

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# Press ADD button after Bank A/c confirmation to go next level for payment confirmation page will appear or visible

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# After checking the details, Click Confirm for payment; Note: After confirmation, can't edit voucher; can only reject.

# After confirmation, following message will appear on screen "Payee details have been confirmed successfully"

# After Clicking submit for Approval, following message will appear on screen "Successfully submitted to DA user"

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# Then, after obtaining Debit Batch No. for Transaction record, go for DSC (Digital Signature Certificate) approval page

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# Now checkers login: TSA-TSA hybrid-Manage Hybrid claims, Select scheme:4305

# Select bank account

#### Status: submitted

# Then search, Amount will be available for approval

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# By clicking letter office no: following screen will appear: If found okay approve it



Then go to TSA-Digital Assignment file, go to select scheme 4305, TSA hybrid claim(s) and search

Voucher will be available for DSC (Digital Signature Certificate). Insert DSC and complete the process from your end.