



# 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)**

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

# 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 3<sup>rd</sup> 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 STIHC-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<sup>®</sup>  
 (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	

\* 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)	MICRNo.	
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.**

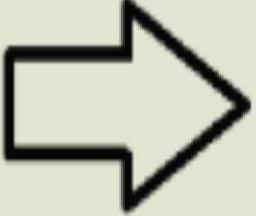
**Login as Agency Admin and Go to Master → Users →Add New → Create New Agency User**

The screenshot shows the Agency Admin interface. On the left is a vertical navigation menu with the following items:

- 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 main content area displays a summary table of Agency status and type. A callout box highlights the "Add New" button in the "Manage" section of the "Users" menu. The "Create New Agency User" button is also visible in the same section. Below the table, there are sections for "Mapped Agency" and "Agency Bank Account Validation Stat".

## Proceed to the Create Agency User section



The image shows a screenshot of a software application interface. On the left, there is a vertical navigation menu with the following items: Home, E-Payment, Reports, My Details, Masters, My Schemes, Agencies, My Funds, and Transfers. The 'Agencies' item is highlighted with a blue background and a downward arrow icon. To the right of the menu is a form titled 'Create Agency User'. The form contains the following fields: 'Type of User' (a dropdown menu with the placeholder '-Select-'), 'First Name' (text input field), 'Last Name' (text input field), 'Email' (text input field), 'Phone No.' (text input field), 'Mobile No.' (text input field), and 'Login ID' (text input field). Below the 'Login ID' field is a note in parentheses: '(Login ID minimum 4 characters)'. At the bottom right of the form are two buttons: 'Submit' and 'Cancel'.

## 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:

First Name:   
Agency Data Administrator

Agency Data Operator

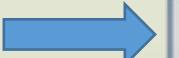
Last Name: Agency Data Operator

Email: 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.

Phone No:

Mobile No:

Login ID:   
(Login ID minimum 4 characters).



- 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

**Agency Users Mapping**

Record saved successfully, your password has be sent on your email address

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

A large, solid black arrow pointing upwards, positioned to the right of the user information table.

**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.

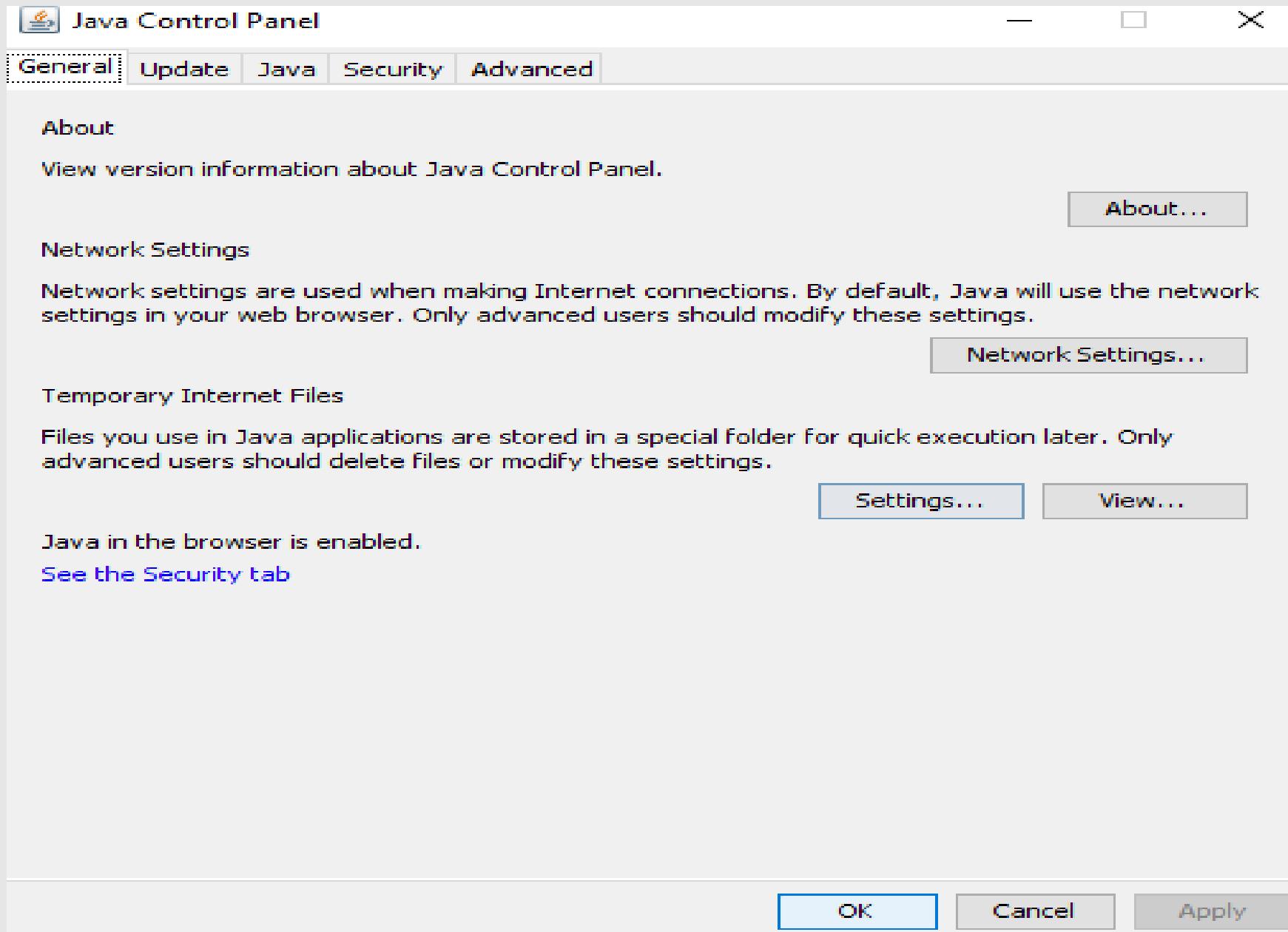
## Step by Step Guide

- Step – 1

Download Java Runtime Environment (32bit) 8 Update 291

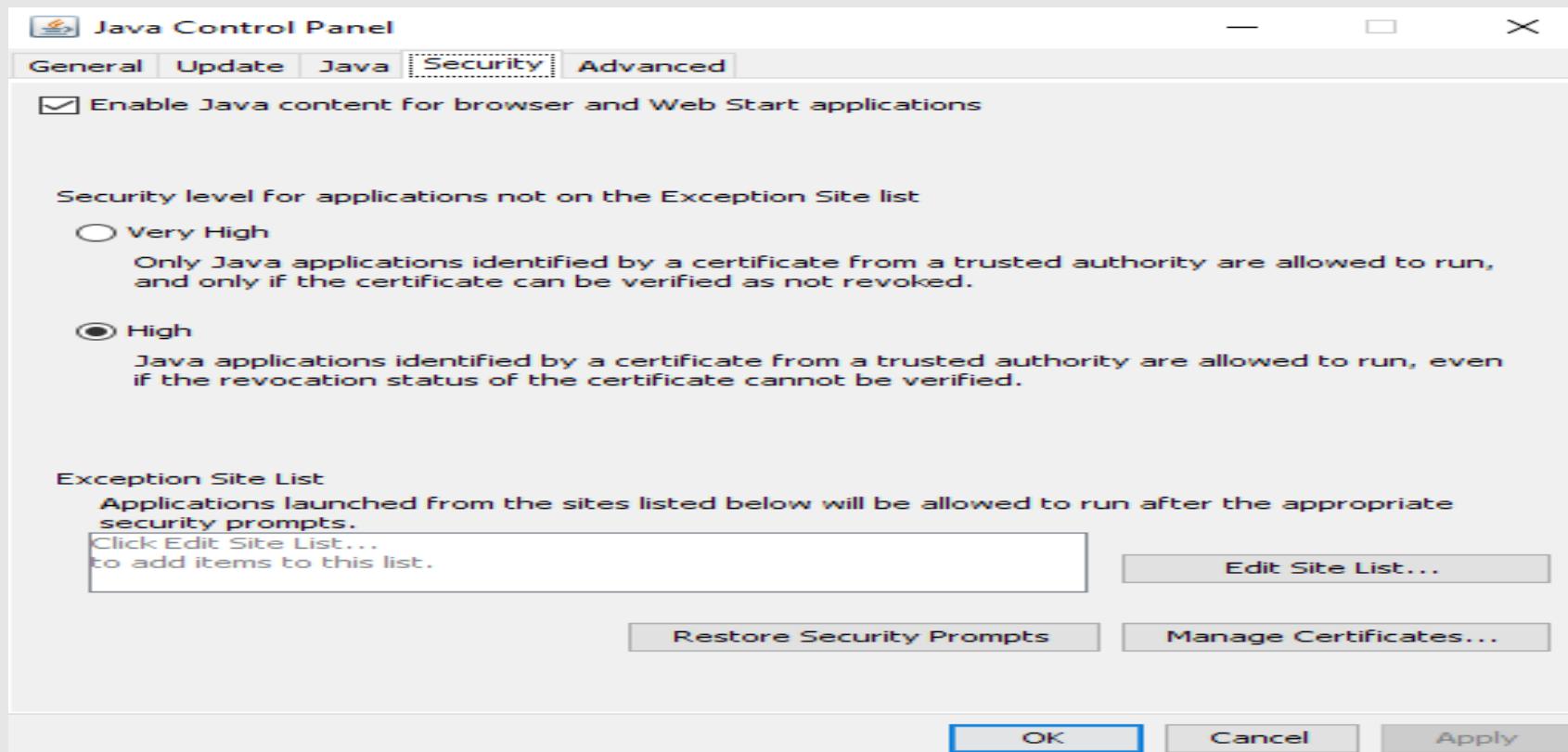
- Step – 2

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 –



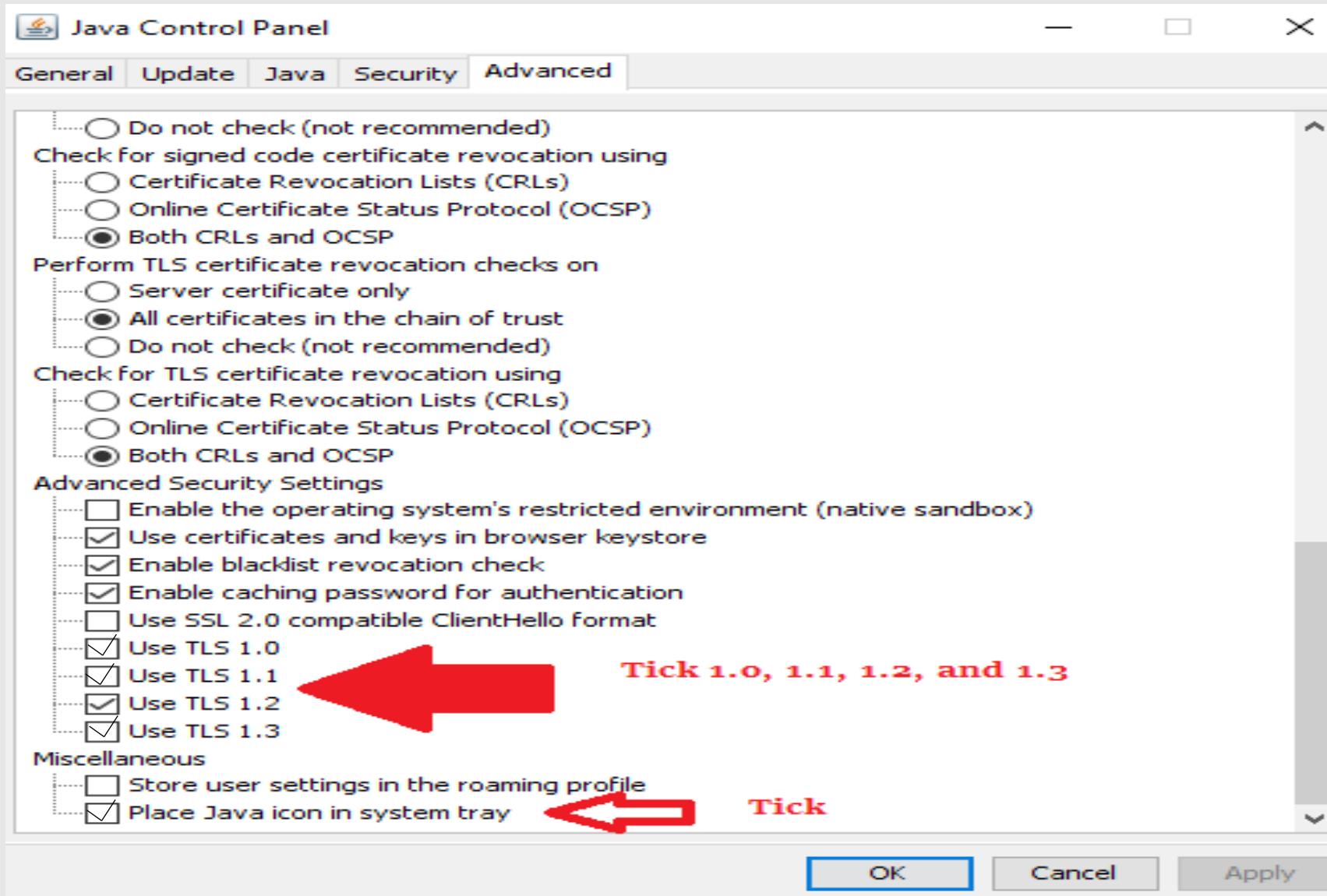
In this Tab you have to **Edit Site List**

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

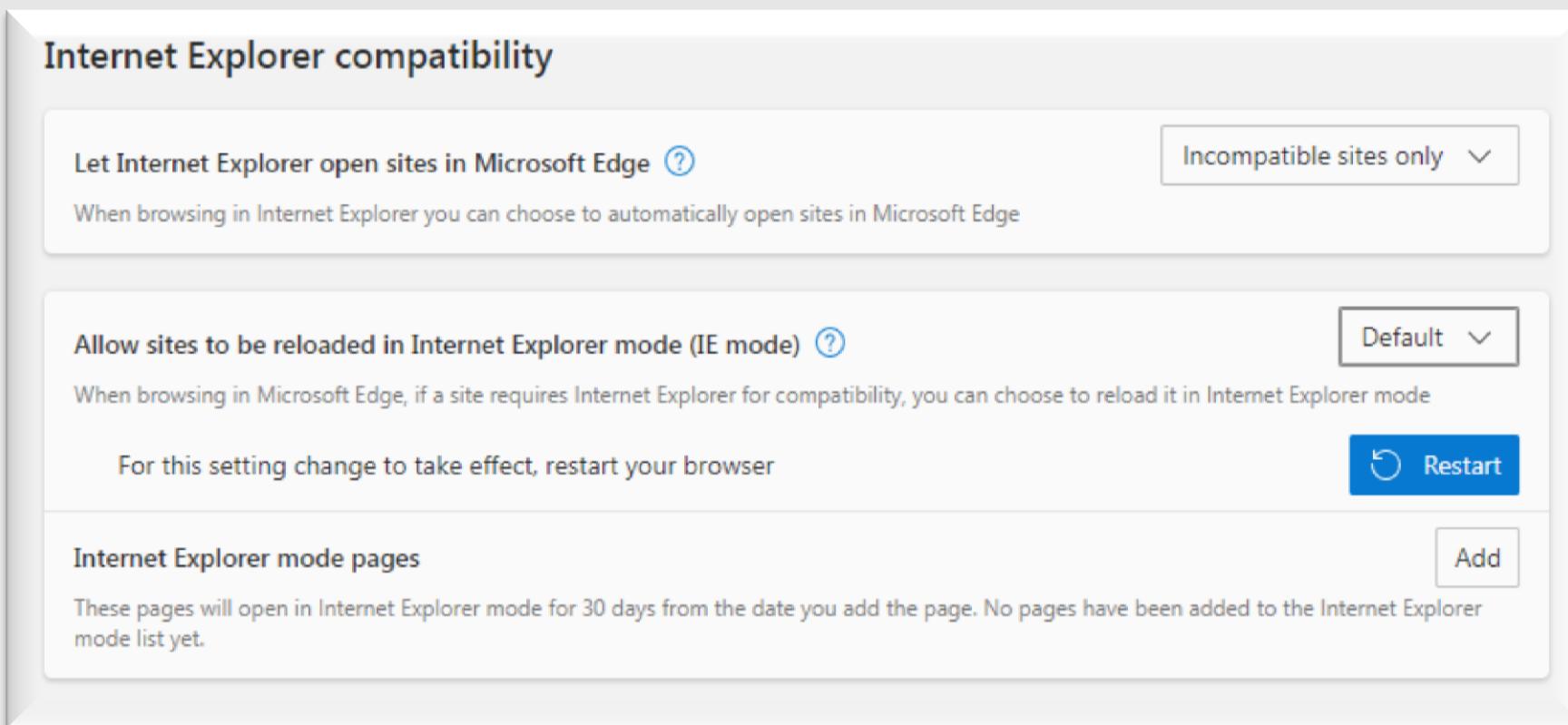
Step – 1

- 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