

# **STANDARD OPERATING PROCEDURE**

**FOR**

**REMITTANCE OF INTEREST BY CNA/SNA TO CFI  
THROUGH ALREADY PAID OPTION**

**(DD/CHEQUE/NEFT/RTGS- TREATED AS CASH)**

**Public Financial Management System  
Office of Controller General of Accounts  
Ministry of Finance, Department of Expenditure  
Government of India**

## 1 Introduction

This Standard Operating Procedure (SOP) specifically describes the task to be performed by the concerned stakeholders for the Remittance of Interest Earned by SNA/CNA to CFI through "Already paid-Other (Cheque/DD/NEFT/RTGS- Treated as cash), as details below.

- During the settlement mode "**Already Paid-Other**" (Cash/Cheque/DD/NEFT/RTGS), the instrument number drop down of the "Settle Challan Section", "CASH" will be displayed as an additional instrument number in the drop down.
- After selecting "CASH" from the drop down interest deposited by CASH will be populated. If the populated amount for this CASH instrument number is greater than or equal to the sum of the vouchers selected for settlement, then system will settle the currently selected voucher[s].

## 2 Pre- requisites:

### Pre-requisites:

1. DO has submitted interest deposit entry to DA
2. DA has approved the submitted entry by DO.

### *2.1 Deduction settlement: Agency Maker*

**Scenario-1:** In case of single instrument, based on the enter challan number the challan details will populate and submit for settlement.

### User perform following Steps:

1. User click to Misc. Deduction Filing>>Deduction settlement

The User select the "**Interest Earned Settlement**" radio button and enter the required details as shown in the below mention screen.

Public Financial Management System-PFMS  
 O/o Controller General of Accounts, Ministry of Finance

Welcome: demo do  
 User Type: AGENCYDO  
 Agency: Demo\_pfms  
 Agency Unique Code: DLIN00001984  
 Financial Year: 2024-2025

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 Utilisation Certificate  
 Accounting System Integration

**Deduction**

Tax/Deduction Settlement  Interest Earned Settlement  Holding Account Settlement

Scheme Type: State Govt. Scheme Scheme: SNA[BR183] AccountType: State Nodal Account Bank Account: 441267 - HDFC BANK LTD -

From Date: 01/07/2024 To Date: 20/08/2024

Status: All Payment Mode: All

**Deduction Details**

Select	Voucher Number	DepositId	Bank Narration	Credit Date	Interest Amount	Actual Remit Center Amount	Remarks	Central Detail View	State Detail View	Payment Mode
<input checked="" type="checkbox"/>	TFR-2722592953	1182	Interest of TEST SNA [BR183] 2024	12/04/2023	200.00	180.00	Interest For TEST TEST SNA [BR183] 2024 FY 2023-2024	Central Details View	State Details View	Already Paid-Other
<input checked="" type="checkbox"/>	TFR-2722592953	1182	Interest run	07/01/2024	2064006.00	1857605.40	Interest run	Central Details View	State Details View	Already Paid-Other
<input type="checkbox"/>	TFR-2722595587	1183	Interest run	07/01/2024	100890.00	90801.00	Interest run	Central Details View	State Details View	Already Paid-Other
<input type="checkbox"/>	TFR-2722595587	1183	Interest of TEST SNA [BR183] 2024	12/04/2023	25.00	22.50	Interest For TEST TEST SNA [BR183] 2024 FY 2023-2024	Central Details View	State Details View	Already Paid-Other

**Search Challan Details**

ChallanType: Central Challan Details Instrument Type: Challan No: 280053 Challan No: 280053 Amount: 1857785.40 Get Challan Details

**Settle Challan**

Challan No: 280053 Interest Amount: 2064206.00 Challan Amount: 1000000.00 Instrument No: CASH-081-6796

Instrument Amount: 1000000.00 Challan Date: 20/08/2024 Payee: EAT Team Payment Mode: CASH

Instrument Date: 20/08/2024 UTR No: UTR Date: dd/mm/yyyy Payment Nature:

Instrument in Challan: 1 Paid By: Demo\_pfms

Save Challan Details Reset

**Scenario-2:** In case there are more than one instrument number against a single challan, then user must select the appropriate cash option in the "Instrument No" field.

Number	Date	Amount	Amount	View	View	Mode
<input checked="" type="checkbox"/> TFR-2023-24-7 1223	Interest of TEST SNA [BR183] June 2024	26/06/2023	50000.00	45000.00	Interest of TEST SNA [BR183] FY 2023-2024	Already Paid-Other
<input type="checkbox"/> TFR-2023-24-8 1224	Interest of TEST SNA [BR183] June 2024	26/06/2022	2000.00	1800.00	Interest of TEST SNA [BR183] FY 2023-2024	Already Paid-Other
<input type="checkbox"/> TFR-2022-23-4 1226	Interest of Sanjay[BR183] September 2022	30/08/2022	100000.00	90000.00	Interest For Sanjay[BR183] FY 2022-2023	Already Paid-Other

**Search Challan Details**

ChallanType: Central Challan Details Instrument Type: Challan No: 275 Challan No: 275 Amount: 45000.00 Get Challan Details

**Settle Challan**

Challan No: 275 Interest Amount: 50000.00 Challan Amount: 43124.90 Instrument No: --Select--

Instrument Amount: Challan Date: dd/mm/yyyy Payee: Payment Mode: --Select--

Instrument Date: dd/mm/yyyy UTR No: UTR Date: dd/mm/yyyy Payment Nature: --Select--

Instrument in Challan: 1 Paid By: Demo\_pfms

Save Challan Details Reset

Upon clicking to "Save Challan Details" the below pop up will be shown.

Financial Management System-PFMS (formerly CPMS) General of Accounts, Ministry of Finance

Welcome: test test  
 User Type: AGENCYDO  
 Agency: Test Agency 2023  
 Agency Unique Code: DLND00005403  
 Financial Year: 2023-2024

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[D05403] Log Change Password Login History English

### Deduction Settlement

Tax / Deduction Settlement  Interest Earned Settlement  Holding Account Settlement

Scheme Type: State Govt. Scheme Scheme: SNA[BR183] AccountType: Holding Account Bank Account: 441267 - HDFC BANK LTD

From Date: 08/12/2023 To Date: 31/12/2023

Status: All

The Payment Details has been saved successfully with Voucher Number:  
**TFR-2023-24-16**

OK

Reset Data

Select	Voucher Number	DepositId	Bank Narration	Credit Date	Interest Amount	Actual Remit Center Amount	Remarks	Central Detail View	State Detail View	Payment Mode
<input checked="" type="checkbox"/>	TFR-2023-24-2	151	Interest run	02/11/2023	118.99	60.00	Interest run			Bharatosh-NEFT/RTGS

Search Challan Details

ChallanType: Central Challan Details Instrument: 1261081802200003267 Amount: 118.99

User Click to OK button and a message shown at bottom of the page “The transaction Details has been saved successfully with voucher number<>

Financial Management System-PFMS (formerly CPMS) General of Accounts, Ministry of Finance

Welcome: test test  
 User Type: AGENCYDO  
 Agency: Test Agency 2023  
 Agency Unique Code: DLND00005403  
 Financial Year: 2023-2024

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[D05403] Log Change Password Login History English

### Deduction Settlement

Tax / Deduction Settlement  Interest Earned Settlement  Holding Account Settlement

Scheme Type: --Select-- Scheme: --Select-- AccountType: --Select-- Bank Account: --Select--

From Date: To Date:

Status: Payment Mode:

Search

The Transaction Details has been saved successfully with Voucher Number :TFR-2023-24-16

### 3 Manage Deduction Settlement (Agency Checker)

1. User click to Misc. Deduction Filing>> Manage Deduction settlement

< Note: Further process of approval at DA level remains the same as it did previously.