

Steps to be followed for Implementation of SNA-SPARSH by the Respective Departments

Sl. No.	Step to be completed	
1	Identification of Nodal Officers and State Scheme Manager (SSM) and confirm to Finance Department and DIF Office	By Respective Department
2	Identification of Scheme in State Budget & different components of the scheme. To confirm the payment mechanism being followed under each scheme, with number of DDOs, IAs, Whether Scheme is DBT / Non-DBT, number of beneficiaries	By Respective Department
3	Department to provide Administrative Sanction to DTAP for opening of Account (Component Wise - if Centre & State share differ in components of Scheme) with RBI in the name of Scheme	By Respective Department
4	Registration & Mapping of schemes with GoI on PFMS portal.	With the help of PFMS State Directorate
5	Registration of SSM & Mapping of Schemes to Department User.	With the help of Finance Department
6	Opening of RBI e-Kuber account.	With the help of DTA
7	Registration of DDO & Implementing Agencies on e-Kosh.	With the help of Directorate of Treasury, Accounts NIC
8	Linking of RBI e-Kuber account to Scheme by Department User.	With the help of DTA, NIC

9	Release of Mother Sanction from Line Ministry.	With the help of Line Ministry at GoI
10	Allocation of Budget by BCO to DDO on e-Kosh.	Concerned BCO
11	Registration of Vendors/ Beneficiaries on e-Kosh.	By Respective Implementing Agency & NIC
12	Submission of bill on e-Kosh & Payment to End Users.	By Respective DDO
13	Closure of SNA Account after onboarding SNA-SPARSH Model – Stoppage of Usage of Funds from SNA Bank Account ,Transfer the SNA Balance to Consolidated Fund of India and State & remit corresponding interest share as per existing procedure and Closure of SNA Bank Account	By Respective Department & PFMS State Directorate
14	Un-Marking from SNA.	With the help ofPFMS State Directorate