

SI 8.5B: Procedure for Payment of salaries of trainers, Master Trainers and Q team members through PFMS

Wherever possible, all salary payments for trainers, master trainers and Q team members should be initiated from PFMS to be directly credited into their salary accounts¹.

Prior to initiating salary payment transactions from PFMS, please ensure the project account is activated for e-payments. This can be done in the following module on the PFMS homepage: Bank → Account Activation E-Payment.

The process for initiating salary e-payments on PFMS is as detailed below:

- 1) Log into PFMS
- 2) At the PFMS homepage, select the following module: Expenditures → Add New
- 3) Record all the required details; including selecting the names of the employees to be paid, the amount to be paid to each employee and the head of expenditure under which payment has to be made.
- 4) Submit the entered transaction request
- 5) After submitting the transaction request the PIA will receive an opportunity to review the data entered on PFMS before approving. If the entered data is found to be correct, the PIA can approve the same.
- 6) Once the PFMS entry is approved by the PIA, the transaction will be initiated upon authorization. There are two primary ways of authorizing a transaction request generated on PFMS:
 - a. Payment Advice: The system will generate a payment advice. This advice will have to be printed and signed by the authorized individual to sign. The signed payment advice will then have to be presented to the project account's bank branch for initiating the transaction.
 - b. Digital Signature: This process requires a digital signature certificate to be registered on PFMS (see module: Masters → DSC Management). A DSC authorized by the project account's bank can then be used to authorize and initiate the transaction directly from the PFMS portal.
- 7) For regular payments being made to the same employees, PFMS can also record and store expenditure transactions that can be periodically initiated as required, thereby minimizing the need for data entry (see module: Masters → Bulk Customization)

Detailed instructions for all the above prescribed steps may be found in the PFMS User Manual.

¹ Please note that before any payment is made through PFMS, the employee's salary account details must be uploaded and validated by PFMS. The process for uploading employee account details will be detailed in the PFMS User Manual.