PROCESS FOR ONBOARDING ON HYBRID TSA MODEL FOR AGENCIES WHO DO NOT HAVE THEIR ZERO BALANCE SUBSIDIARY ACCOUNT (ZBSA) IN SCHEDULED COMMERCIAL BANK (UNION BANK OF INDIA)



Presentation for Agencies/ Institutions for VIGYAN DHARA - 4305

Step-By-Step FOR AGENCIES WHO DO NOT HAVE THEIR ZERO BALANCE SUBSIDIARY ACCOUNT (ZBSA) IN SCB (UNION BANK OF INDIA)

i. **Settlement of Advances –** Implementing Agency (IA) having unsettled advances need to first settle the advances against existing schemes 1817, 1819 & 3237 before on-boarding on TSA Hybrid

ii. New Account Opening - IAs already not having ZBSA in Union Bank of India, need to open new ZBSA Bank account in nearest Union Bank of India branch. The Account name **must** have name of new scheme i.e Vigyan Dhara as suffix to institution name Sample: [Eg: *Institution Name*_Vigyan Dhara]

iii. **PFMS Mapping -** IAs who are on PFMS will then add their bank account on PFMS with the new funding agency and scheme i.e. **TDB (unique code (TDBDST)** for **Vigyan Dhara (4305)**.

iv. Forwarding to CNA DST For Mapping Approval - Thereafter, IAs to forward the Bank mandate form, as in Annexure – I, signed by Head of Institution and countersigned by the Bank Branch Manager to CNA-TDB DST for approval. The duly signed Bank Mandate form, as in Annexure - I, is to be sent via email to CNA-TDB DST [Office-clerk3@tdb.gov.in ; accountofficer@tdb.gov.in] -along with Screenshots from the PFMS Portal indicating the successful the submission of Account Information in PFMS.

v. TSA Account Flagging After Mapping Approval – After the Account Mapping is approved in PFMS by CNA-TDB DST, the IAs need to Flag their account in TSA Hybrid, as indicated in Slide 21-23. Screenshots from the PFMS Portal indicating the information and submission of the same is to be sent via email to CNA-TDB DST [Office-clerk3@tdb.gov.in; <u>accountofficer@tdb.gov.in</u>] for approval.

vi. Detailed role of Implementing Agencies is mentioned on Slide 11.





- Role & responsibilities of Stakeholders
- Applicability
- Onboarding of IAs
- Procedure to incur Expenditure
- Network of CNA

TSA Hybrid – Steps for Implementing Agency User Type – Agency Admin

- **TSA Hybrid Functionality** Slides 5 to 10
- Role of Implementing Agency Slide 11
- Agency Account Addition Slides (12 to 18)
- Agency Account Approval Slides (19 to 20)
- **TSA Account Flagging** Slides (21 to 23)
- Agency Account Flagging / Approving Slides (24 to 27)
- **Procedure to incur scheme related expenditure** Slides (28 to 30)

Roles and Responsibilities of Stakeholders

•Sub Agencies i.e. 2nd level Government / Private Agencies involved in the implementation of TSA Hybrid Schemes will be designated as Implementing Agencies.

•Funding Agency (TDB DST) is Government agencies with RBI-TSA bank Account. Funding agencies disburse funds to lower level - agencies Just-in-time as and when demand files are sent to Funding agency. Funding agencies should adhere to timelines prescribed in O.M dated 21.05.2024.

•Recipient Agency (TDB DST) has opened a savings bank account in scheduled Commercial bank i.e. Union Bank of India.

•Zero balance subsidiary account (ZBSA) All the Sub-agencies below the Funding agency will open a Zero balance subsidiary Account (ZBSA) in Union Bank of India exclusively for the scheme Vigyan Dhara (4305) only for payment purpose.

•Holding Account is opened for the purpose of payment of TDS, Income Tax, GST, LC to foreign vendors, scholarship to foreign student who do not have their bank a/c in SCB, salary for the month of March and other deductions including. All IAs of the scheme under TSA Hybrid shall open a non interest-bearing Holding account in any Scheduled Commercial Bank, in addition to the scheme account of the Implementing Agency. The transferred funds can be held for a maximum period of 14 days.

Network of CNA

Case where CNA is funding Agency for Recipient SA at 2nd level



Process Flow for TSA Hybrid : PFMS-e-Kuber (RBI) - SCB For Implementing Agency &CNA ^{1/3}



Role of Bank





Funds Flow in TSA-Hybrid (TDB)

Funding Agency to act as Recipient Agency

- The CNA has to register RBI Account for acting as funding agency and flag the Savings Bank Account in Scheduled Commercial Bank as TSA Hybrid to act as Recipient Agency. Thereafter it can assign drawing limit to self as recipient agency and further assign limit to child agencies for raising claims.
- The Funding Agency / CNA will do following steps:-
 - 1. Register Implementing Agencies as per the scheme fund flow Hierarchy
 - 2. Approve their ZBSA bank account / Holding Account added by IAs
 - 3. IAs to do Account Flagging of ZBSA and will be approved by CNA
 - 4. Assign drawing limits to the Implementing Agency

Role of Implementing Agencies:

- i. IAs having unsettled advances need to first settle the advances against existing schemes 1817, 1819 & 3237 before on-boarding on TSA Hybrid
- ii. IAs already not having ZBSA in Union Bank of India, needs to open new ZBSA account ZBSA in nearest Union Bank of India duly updating the name of new scheme suffix to institution name Vigyan Dhara.
- iii. IAs who are on PFMS will add bank account with new scheme and funding agency will be TDB (unique code (TDBDST) for Vigyan Dhara (4305). Thereafter, IAs have to forward Bank mandate form (as in Annexure – I) signed by Head of Institution and countersigned by the Bank Branch Manager to CNA-TDB DST for approval.
- iv. Agencies should not use the ZBSA account for any receipt of fund. The purpose of ZBSAs for the execution of payment only the scheme for which the account is opened and mapped.
- v. Agencies must regularly and promptly reconcile balances and financial limits on PFMS and also report any discrepancies to PFMS helpdesk for immediate corrective actions.
- vi. As soon as the funds gets transferred to top level agency corresponding to claims raised by below level agencies, PFMS will push the corresponding payment files through commercial bank of child agencies.
- vii. Funds in ZBSA of child agencies corresponding to failures to be transferred back to savings account pertaining to recipient agency i.e., agency at start of hybrid level.

Agency Account Addition User – Agency Admin (My scheme> Register New Scheme>Select scheme



Agency Account Addition with the Scheme 4305

(Select scheme and Funding Agency – TDBDST)

Ref Slide-11

2/7

General of Accounts, Ministry of Finance		Welcome: User Type: AGENCYADM Agency: ambpali cooperative society Agency Unique Code: AHHMS Financial Year: 2024-2025	06:02:26 PM
	Register New Scheme /Banl	c Account	
Scheme Select Funding Agency	CLIMATE RESILIENT AGRICULTURE INITIATIVE [1410] I will receive funds directly from central government: I will receive funds directly from state government: I will receive funds from this agency: Search	Select Scheme	
Bank Nam		Clore	TOPOST for 1205
	Agency Name Unique		TDBD31 101 4305
	StateSelect- District Search Select Funding Ager All India Institute of Medical Sciences HUMAN WEI FARE ORGANISATION	Select V	
Account N	Shri A.K.S.Memorial Charitable Trust	Agency name	
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Select Scheme 4305 and funding agency - TDB

Agency Account Addition User – Agency Admin Select Bank & Branch of Funding Agency (TDB for DST)

ancial Management System-PFMS General of Accounts, Ministry of Finance	Welcome: User Type: AGENC Agency: ambpali Agency Unique Co Financial Year: 20	CYADM cooperative society de: AHHMS 24-2025	06:04:56 PM	[AHHMS] Log Change Passw Login Histe English ↓	
	Reg	gister New Scheme /Bank Account			
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Bank Name:			Unic	on Bank of India for	4305
Account No.: Agency Name As Per Bank:	Branch Address Branch Iist will Branch Select Bran Name: Account Number (Only accept Alphanumeric val Age Save Reset	Search Banky Search Select Branch ill show only 50 branches in tist; you can search iches Branch Selection - Google Chrome City: Pin: IFSC Code: MICR Code: MICR Code:	th your branch by address) inchSelection.aspx?q=PUN.	- C X	~
UBI Branch for 4305		SUBHASH CHOWK, PADRAUNA [SUBHASH CHOWK KANPUR, BIRHANA ROAD [59/29, BIRHANA ROAD] GUWAHATI ZOO ROAD [ZOO ROAD, RG BARUAH F HYDERABAD, KOTHI [4-6-464/9, ESAMIA BAZAR] - DELHI NEW, BHIKAIJI CAMA PLACE [7, BHIKAIJI C HOSHANGABAD [DR. SATHE BUILDING] { CBS } GHAZIABAD, SHASTRI NAGAR [SJ-86, SHASTRI NA JAMMU, CANAL ROAD [CANAL ROAD] { CBS } JALANDHAR, SUS NAGAR [SUS NAGAR] { CBS }	Select K.](CBS)](CBS) RD](CBS) {CBS} AMA PLACE]{CBS} AGAR]{CBS}	Activate Windows Go to Settings to activate W	/indows.

Agency Account Addition User – Agency Admin 4/7 Fill Bank Details of Implementing Agency



Please Note – Agency Name should be exactly as in the Bank

Agency Account Addition- Scheme Component Mapping User – Agency Admin

r General of Accounts, Ministry of Finance		Welcome: User Type: AGENCYADM Agency: ambpali cooperat Agency Unique Code: AHHN Financial Year: 2024-2025	ive society IS	06:07:14 PM
	Register New Schen	ne /Bank Account		
Scheme:	CLIMATE RESILIENT AGRICULTURE INITIATIVE [141	0]	Select Scheme	Ref Slide-11
Select Funding Agency:	I will receive funds directly from central govern I will receive funds directly from state governm I will receive funds from this agency: Shri A.K.S.Memorial Charita Search	ment: ent:		
Bank Name: (PUNJAB NATIONAL BANK Enter minimum 4 characters to search Bank) Branch Address	Select Branch	Select Bank	
	Branch list will show only 50 bra	nches in List, you can search your	branch by address)	
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	Account RuleAccount number should be either	13 digit (office account) or 16 dig	it (customer account) alphanumeric value.
Account No.:	9876543210132 Only accept Alphanumeric val			
Agency Name As Per Bank:	Ambpali Cooperative Societ			
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Agency Account Addition- Scheme Component Mapping

After all steps as indicated in Slide 09 to 13 are taken, the SCHEME REGISTRTION IS COMPLETE at Agency Level and will show 6/7

Welcome: nancial Management System-PFMS User Type: AGENCYADM Agency: ambpali cooperative society (formerly CPSMS) General of Accounts, Ministry of Finance Agency Unique Code: AHHMS Financial Year: 2024-2025 **Register New Scheme / Bank Account Ref Slide-11** Scheme Saved Successfully CLIMATE RESILIENT AGRICULTURE INITIATIVE [1410] Select Scheme Scheme: I will receive funds directly from central government: I will receive funds directly from state government: I will receive funds from this agency: Select Funding Agency: Search

The IA can view the status of Registration of the scheme / Bank account Path:- My Scheme > Manage 7/7

	Manage Scheme / Bank Account								
Nanaga Cahama									
manage Scheme									
Scheme:		Select Scheme							
Approval Status	Select	Funding AgencySelect							
Component Manned		Rank Name							
component mapped	- Jeleur -								
Account Number		Bank StatusSelect V Account TypeSelect V							
Search	Bank Status	Register New Scheme							

Scheme	Bank Details	Agenecy Name In Bank	Status	AccountNo	Bank Status	Branch Status	Receiving Funds from	Account Type	Component Mapping	PAO Code
Ambedkar Hasthshilp Vikas Yojana - [1435]	STATE BANK OF INDIA [SBIN0009002] ANANDPURI WEST BORING CANAL ROAD, PATNA, BIHAR, Pin - 800001	3000:AMBPioboc	Approved	32091234	×	V	Central Government		NO	
Design and Technical Upgradation Scheme - [1434]	STATE BANK OF INDIA [SBIN0009002] ANANDPURI WEST BORING CANAL ROAD, PATNA, BIHAR, Pin - 800001	sooxAMBPsoox	Approved	32091234	<	×	Central Government		YES	
Marketing Support and Services - [1484]	STATE BANK OF INDIA [SBIN0009002] ANANDPURI WEST BORING CANAL ROAD, PATNA, BIHAR, Pin - 800001	sooxAMBPsoox	Approved	32091234	~	×	Central Government		NO	
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Human Resource Development- Handicrafts - [1440]	STATE BANK OF INDIA [SBIN0009002] ANANDPURI WEST BORING CANAL ROAD, PATNA, BIHAR, Pin - 800001	xxxxAMBPxxxxx	chnolo	gy Developr	nen	t Boa	Government	DST-	4305	
ESTABLISHMENT EXPENDITURE AVUSH - [3463]	STATE BANK OF INDIA [SBIN0009002] ANANDPURI WEST BORING CANAL ROAD, PATNA, BIHAR, Pin - 800001	3000xAMBP3000x	Approved	32091234	×	×	Central Government		NO	
CLIMATE RESILIENT AGRICULTURE INITIATIVE - [1410]	STATE BANK OF INDIA [SBIN0016738] COLLECTORATE CIRCLE JAIPUR B-21-A, SHIV MARG, COLLECTROATE CIRCLE, BANI PARK, DIST:JAIPUR, RAJASTHAN -302016	ambpali cooperative society	Approved	79825378301	×	×	Central Government		YES	
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Agency Account Approval (By Funding Agency) Validation is required from concerned commercial Bank Path:- Agencies > Approve

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AdhocReports			Agency Registrati	on Approval			
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Pension D	Agency Of TSA	Registered Societies	ravi	TSA00002022	DLIN00001927	19/01/2021	Approved
Reports		(Govt.,Autonomous Bodies)	pfms.shivani@gmail.com 8521236666				
My Details	ambpali cooperative society	Registered Societies (NGOs)	Anand Pratap SINGH	AHHMS	ADCC	13/03/2012	Approved
Masters			abcd@xy.com				
My Schemes							
Agencies	Approve		Table				4005
EAT MIS Process	Agency Mapping	Approve Other Agencies	Iecnno	logy Develo	opment Bo	ard for DSI-	4305
My Funds	Manage Other Agencies						
Transfers	Update Agency Account type						

Agency Account Approval (By Funding Agency)

Path:- Agencies > Approve

nancial Management System-PFMS General of Accounts, Ministry of Finance		Welcome: AKS DELHI User Type: AGENCYADM Agency: Shri A.K.S. Memorial Charitab Agency Unique Code: a ksidelihi Financial Year: 2024-2025	le Trust		05:52:07 PM	(aksocilin) cogoo Change Password Legin History English v Help
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District: Pin Code: Contact Person: Phone: Alternate Phone/Mobile Inc. Email: Unique Agency Code: Current Status:	PATNA 800001 Anand Pratap 513/5 9811012345 abcd@xy.com AHHMS Approved	Validation is requ Bank	uired from (concerne	ed comme	rcial
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Please enter the remark as	"APPROVE"	Reject Back				

TSA Account Flagging by the IA

User-Agency Admin

Path: TSA > TSA-Hybrid > TSA Account Flagging

Public Fi D/o Controlle	inancial Managemen r General of Accounts, Ministry (t System-PFMS	Welcome: User Type: AGENCYADH Agency: ambpali cooperative society Agency Unique Code: AHHMS Financial Year: 2024-2025
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Agency D		TSA Limit Allocation TSA Account Flagging	
Pension D		Approve Account Flagging	
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After clicking the Submit Button, next screen will appear

TSA Account Flagging by the IA 2/3

User-Agency Admin

Path: TSA > TSA-Hybrid > TSA Account Flagging

Public Financial Man D/s Controller General of Account	Igement System-PFMS		Welcome User Type: AGE Agency: Agency Agency: Unique Financial Year: 2	NCYAON C Cysh: OlND00083737 2024-2025
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Manage Account Flagging

Path TSA > TSA-Hybrid > Manage Account Flagging.

Here IA can check status of the Account Flagging

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AdhocReports				View TSA Hybrid	Account Flagg	ing			
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Home		Account: *	79825378301		v				
Scholarship Management		Status:	All	v					
User Manuals									
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E-Payment	TSA Hybrid	Manage Account Flagging	countType	AgencyName	CreatedBy	CreatedDate	ApproverAgencyCod	e ApprovedDate	Status
Health Module	My Assignment Funds	TSA Account Flagging	TSAHybrid	ambpali cooperative society(AHHMS)	AHHMS	6/25/2024 10:49:58 AM	Shri A.K.S.Memorial Charita Trust(aksdelhi)	ble 6/25/2024 12:41:4 PM	4 Approved
Agency		TSA Limit Allocation						1000 100	
Pension ()		Approve Account Flagging							
Reports			-						
My Details									
								22	

1/4 **Approval of TSA Account Flagging** By Admin user of Funding Agency DST TDB for 4305



Manage Account Flagging 2/4

Path TSA > TSA-Hybrid > Manage Account Flagging.

Public Fi D/o Controlle	nancial Managemen r General of Accounts, Ministry	t System-PFMS (termeric CPSMS) of Finance			Welcome: AKS DE User Type: AGENC Agency: Shri A.K. Agency Unique Cor Financial Year: 202	LHI YADM S.Memorial Charitable Tr Je: aksdelhi 24-2025	ust 09:	(aks Cha D6:58 PM E	delhi] Logout nge Password oqin History nglish ♀
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Home		Child Agency Unique Code	Please Enter C	Child Agency Unique Code		45051	01 051		
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Agency D	1410-CLIMATE RESILIENT AGRICUL INITIATIVE	TSA Limit Allocation	"SAHybrid	BRBU00003830 child(BRBU00003848)	BRBU00003848	6/25/2024 3:12:25 PM	Shri A.K.S.Memorial Charitable Trust(aksdelhi)	6/25/2024 3:13:00 PM	Approved
Pension D	1410-CLIMATE RESILIENT AGRICUL INITIATIVE	Approve Account Flagging	SAHybrid	tester 555(BRGA00006014)	BRGA00006014	7/1/2024 4:30:11 PM	Shri A.K.S.Memorial Charitable Trust(aksdelhi)	7/2/2024 2:10:00 PM	Approved
Reports	1410-CLIMATE REVILIENT AGRICUL	TURE 58630753891 A	oprove Accoun	t Flagging ^{C(DLND00005737)}	DLND00005737	7/2/2024 4:09:26 PM	Shri A.K.S.Memorial Charitable Trust(aksdelhi)	7/3/2024 10:29:00 AM	Approved
My Details					1		hater a second of	<u>.</u>	

Hyperlink to be clicked for the concerned Agency which is to be flagged

Approve Account Flagging

3/4

Path TSA > TSA-Hybrid > Manage Account Flagging.

nancial Management System-PFMS General of Accounts, Ministry of Finance	Welcome: AKS DELHI User Type: AGENCYADM Agency: Shri A.K.S.Memorial Charitable Trust Agency Unique Code: aksdelhi Financial Year: 2024-2025	09:16:26 PM	(aksdelhi) Logout Change Password Login History English ♥
	Add TSA Hybrid Account Flagging		
Sche Account T Child Ac Child Ac	eme: * 1410-CLIMATE RESILIENT AGRICULTURE INITIATIVE	♥	

After Clicking the Approve Account flagging button, action regarding flagging of the IA's account by Funding Agency is complete. The narration to be on the next slide P-24)

Approve Account Flagging

Path TSA > TSA-Hybrid > Manage Account Flagging.

General of Accounts, Ministry of Finance	Welcome: AKS DELHT Uber Type: AGENCYADH Agency: Shri A.K.S.Meenoolal Charitable Trust Agency: Unique Code: skudelbi Financial Year: 2024-2025	10:29:03 AM
Add TSA Hybrid Account Flagging		
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Account Type: *	TSA wohrd - Holding Account	
Child Account:	Sensoranny	
Child Agency:	Agen0[LN00008737]	
	Approve Reject Back	

Procedure to incur scheme related expenditure

The, ZBSAs will be assigned a drawing limit by the agency immediately up the ladder.

When an IA down its ladder has to make payment to vendors / beneficiaries under the scheme, the IA concerned will prepare:

- (i) a payment file in PFMS with containing details
- (ii) demand file containing amount

The amount claimed in the demand file shall not exceed the drawing limits assigned to the SA.

While the payment file will be retained by the respective IA, the demand files generated by the IAs shall be consolidated daily in PFMS. The consolidated demand file will be sent to the concerned funding agency.

Procedure to incur scheme related expenditure.....

The demand received by the funding agency in PFMS till the cut-off time of 3 PM on a working day will be processed and sanction for the amount demanded will be generated on the same working day. Sanction for the consolidated demand received beyond the cut-off time of 3 PM will be generated on the next working day.

After sanction at CNA-TDB, it will be sent to RBI for debiting the assignment account in RBI of the concerned funding agency and crediting the sanctioned amount in the bank account of the Recipient Agency concerned.

Immediately on receipt of funds, the CNA will disburse them to vendors / beneficiaries through its bank account or through ZBSA accounts as per the payment files generated by respective IAs.

Procedure to incur scheme related expenditure.....

Previously, in TSA, statutory deductions like TDS, GST, Income Tax, etc. were separately settled offline. Now, the facility to settle all the deductions has been implemented, and users can also settle the deductions using the E-payment facility. This functionality is applicable for transactions done in TSA and TSA Hybrid only.

Detailed procedure is circulated by Dy.CGA (GIFMIS) O/o CGA vide OM File No. I-104/5/2024-ITD-CGA 2 ti- 324 dated 27/11/2024

The step-by-step detailed process of downloading and applying DSC is given in the TSA Hybrid User Manual which can be downloaded with following link: <u>https://cga.nic.in/Page/Treasury-Single-Account-TSA-.aspx</u>

Should you have any queries or questions w.r.t. the procedure, please contact:

helpdesk-tsa@gov.in

<u>9811862853</u>

Thank you