

**Ministry of Finance
Department of Expenditure
Controller General of Accounts
Public Financial Management System
GIFMIS Vertical**

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Date: 03/04/2024

OFFICE MEMORANDUM

Subject:- User Guide for unlocking the locked treasury user id's.

In the existing functionality of PFMS, after 5 unsuccessful login attempts by the user in PFMS, system locks the login id for 30 minutes and after 30 minutes its gets unlocked automatically.

2. A process of unlocking of the locked treasury user id's **instantly** by the 1st level approving authority of user registration process has now been developed in PFMS. The user guide of the said process is enclosed.
3. All PrCCAs/CCAs/CAs with independent charge are requested to educate the concerned users and circulate this O.M. and attached user guide among all concerned users offices. Copy of this OM is also being uploaded on the website of O/o CGA.

This issues with the approval of Competent authority.

Encl: As Above.


(B. Gopala Krishnakanth Raju)
Asstt. Controller General of Accounts
(GIFMIS)

To:

All Pr.CCAs/CCAs/CAs (with independent charge)

Copy to:

1. Joint CGA (GIFMIS)/Joint CGA (TRBR)/Joint CGA (Roll out)/Joint CGA (DBT)
2. All Sr.AO./AOs of GIFMIS, O/o CGA.
3. Sr.Accounts officer, GIFMIS, O/o CGA for uploading on the website of CGA

PREFACE

Public Financial Management System (PFMS) has established a common transaction-based on-line fund management & payment system as well as Management Information System (MIS) for the Plan Schemes of Government of India.

In the existing functionality, due to security reasons after 5 unsuccessful login attempts by the user in PFMS, system locks the login id for 30 minutes and after 30 minutes it gets unlocked automatically. Provision has been provided to unlock the user id instantly in PFMS. The purpose of this document is to present step-wise guide for unlocking of user id by 1st approving authority.

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A. GLOSSARY OF IMPORTANT TERMS

Unless there is something averse in the subject or context, the terms defined in this section are used in this Manual in the sense here under explained:

S. No.	Abbreviations	Definitions
1	PD	Program Division (Administrative Division)
2	PFMS	Public Financial Management System
3	DDO	Drawing & Disbursing Officer
4	PAO	Pay & Accounts Officer
5	DH	Dealing Hand
6	AAO	Assistant Accounts Officer
7	PrAO	Principal Account Officer

B. INTRODUCTION, OBJECTIVE

INTRODUCTION

This user guide contains process of unlocking user id instantly if the user gets locked after 5 unsuccessful login attempts in PFMS. The feature of unlock user id will be applicable to all the treasury users.

OBJECTIVE

The objective of this user manual is to explain the process of unlocking of user id instantly in PFMS through the user management module to avoid deliberate attempts to lock the login id of a specific person with malafide intention, if any.

C. Pre-Requisite

- User ID should exist in PFMS.
- User ID should be in approved status.

D. Process Flow

The unlocking of the locked user ID will be done by the first approving authority of the concern treasury user as per the list below :-

Sl. No.	User Role	1st Level Approving Authority
1	CCA	Root
2	Pr. Accounts Office	CCA
3	Pr. AO(AAO)	Pr. Accounts Office
4	Pr. AO(DH)	Pr. Accounts Office
5	Pay & Accounts Officer	Pr. AccountsOffice
6	PAO(AAO)	Pay & Accounts Officer
7	PAO(DH)	Pay & Accounts Officer
8	Drawing & Disbursing Officer	Pay & Accounts Officer
9	DDO Checker	Drawing & Disbursing Officer
10	DDO Maker	DDO
11	Programme Division	Drawing & Disbursing Officer
12	Programme Division Checker	Drawing & Disbursing Officer
13	Programme Division Maker	Programme Division Checker
14	Claimant (Vendors)	PD Maker
14	DDO wise Budget allocation maker	Pr. AccountsOffice
15	DDO wise Budget Allocation Checker	Pr. AccountsOffice

The brief process is as below: -

1. 1st approving authority user will login and follow the below path.

Users-> Ministry Users List

The screenshot shows the PFMS interface with the following details:

- Header:** Public Financial Management System-PFMS (Open CPMS), D/o Controller General of Accounts, Ministry of Finance. Welcome: KAPIL KUMAR SHARMA, User Type: DDO, Financial Year: 2023-2024. Time: 03:22:47 PM.
- Left Navigation Menu:**
 - Share/Link Reports
 - Home
 - Budget
 - CAM Reports
 - National Pension System
 - User Manuals
 - eSanctions
 - Masters
 - Users** (highlighted in red)
 - Ministry Users List
 - Ministry Users List
 - Failed Transaction
 - Sanctions
 - PreSanctions
 - Penalty
 - Admin Master
 - Employee Info. System
 - Reports
 - Masters
 - Bank
- Main Content Area:**
 - Header: KAPIL KUMAR SHARMA
 - Text: The following table shows the summary of sanctions according to status and type. To find out what a particular status means, take your mouse over the status name. To find the details of sanctions in a status type, click on the corresponding status. [See all sanctions](#)
 - Text: The following table shows the summary of Agency according to status and type. To find out what a particular status means, take your mouse over the status name. To find the details of Agency in a status, click on the corresponding status.
 - Section Header: Agency Bank Account Validation Status
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2. Clicking on 'Ministry User List' sub menu, Manage users screen will appear.
3. Enter the Login ID and User Type to search the user.
4. Clicking on 'Search' button, user(s) will be displayed in a grid as shown in the below screenshot.
5. Click on hyperlink of Login ID.

The screenshot shows the 'Manage Users' screen with the following details:

- Header:** Public Financial Management System-PFMS (Open CPMS), D/o Controller General of Accounts, Ministry of Finance. Welcome: KAPIL KUMAR SHARMA, User Type: DDO, Financial Year: 2023-2024. Time: 02:06:52 PM.
- Left Navigation Menu:** (Same as the previous screenshot, with 'Users' highlighted in red).
- Main Content Area:**
 - Section Header: Manage Users
 - Search Filters:
 - Login ID:
 - First Name:
 - Status:
 - User Type:
 - Mobile No:
 - Last Name:
 - Division:
 - Email ID:
 - Search Button:
 - Table:

Login Id	First Name	Last Name	Designation	Status	Email	Mobile No	User Type	Date Created	Division
ddp0000	power	power	as	Approved	kapil@madoc.in	801894368	DD	23/03/2011	power
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6. User details will be displayed on the screen.
7. Click on '**Unlock**' button to unlock the user.

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

Welcome: KAPIL KUMAR SHARMA
User Type: DDO
Financial Year: 2023-2024

02:04:57 PM

User Details

Login ID: jdoower
Controller: F0078
PAO: 013403 - PAO(Sect), Ministry of Power, New Delhi
DDO: 213403 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI (DDO DSC Active)
FD Code:
First Name: jdoower
Last Name: jdoower
Phone: 24100102
Mobile No: 8010545168
Email: oet.plm@nic.in
Designation: xx
Status: Approved
Created By: jdoower
Created Time: 3/23/2011 2:11:11 PM
Modified By: jdoower
Last Modified: 3/23/2024 2:07:40 PM
IP Address of the last Unsuccessful Login: 106.215.262.58
Date and Time of the Unsuccessful Login: 3/21/2024 2:03:04 PM

Disable Reject Back **Unlock**

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8. Success message '**Login ID has been unlocked successfully**' will be displayed on the screen after the user id will be unlocked successfully.

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

Welcome: KAPIL KUMAR SHARMA
User Type: DDO
Financial Year: 2023-2024

02:08:09 PM

User Details

Login ID has been unlocked successfully

Login ID: jdoower
Controller: F0078
PAO: 013403 - PAO(Sect), Ministry of Power, New Delhi
DDO: 213403 - APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI (DDO DSC Active)
FD Code:
First Name: jdoower
Last Name: jdoower
Phone: 24100102
Mobile No: 8010545168
Email: oet.plm@nic.in
Designation: xx
Status: Approved
Created By: jdoower
Created Time: 3/23/2011 2:11:11 PM
Modified By: APTELDDO
Last Modified: 3/23/2024 2:08:09 PM

Disable Reject Back

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9. An email will be triggered at the registered email id of the login id which is unlocked immediately upon unlocking of login id by the 1st Approving Authority.
