

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

Dated- 28.07.2025

OFFICE MEMORANDUM

Sub- Introduction of new feature of multiple opening and viewing of supporting eDocuments in ebill module of PFMS- reg.

This is regarding introduction of a new feature in e-bill scenario that enables users to open and view multiple documents simultaneously which are available in the eDocument hyperlink section while processing a bill through E-bill mode in PFMS.

2. Accordingly, for ease of users in PFMS in e-bill mode, the new feature has been introduced in the ebill module in which the system will allow the users to open and view multiple documents at the same time. Along with the multiple opening of documents, now the users would also be able to take desired action on the e-claim/ e-sanction/ e-bill in PFMS without the need of closing the document windows.

3. In this regard, a handout/User Manual has been prepared and attached as Annexure to sensitize & familiarise the users with this new feature.

4. All the Pr. CCAs/ CCAs/CAs (I/C) are therefore requested to give wide publicity of this new feature in their Ministries/Departments and sensitize the users accordingly.

This issues with the approval of competent authority.

Encl.: As Above.



**Dy. Controller General of Accounts
(GIFMIS), O/o CGA**

To:

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

Copy for information to:

1. PS to Addl. CGA (PFMS), O/o CGA
2. Sr. Accounts officer, GIFMIS, for uploading on the website of CGA.

Guidelines for Viewing Supporting Documents in E-Bill System

This document provides guidance on using the newly introduced feature in the E-Bill Module that enables users to open and view multiple documents simultaneously which are available in the eDocuments hyperlink section. The feature enhances accessibility and efficiency in bill processing by allowing users to seamlessly navigate multiple documents linked to a bill without needing to close one document to view another. It supports secure access, quick search and filter options, and offers convenient download and print capabilities, resulting in a more streamlined and user-friendly experience.

Previously, whenever we clicked to view a document, it would open in a pop-up window, and only one document could be viewed at a time. Additionally, while a document was open, it was not possible to take further actions—such as passing or returning a sanction or bills until the document was closed.

With this new feature, multiple documents can be opened and viewed simultaneously. This enhancement also allows the users to take desired action without closing the document windows.

How to Use this new eDocuments Feature

1. Login to the PFMS with your User ID and Password for Login.

Access eSanction >> Manage Sanction.



2. Select the Relevant Bill/Sanction

- Choose the sanction / bill to processing and view. Click on it, to open.

Sanction No: From Date: (dd/mm/yyyy) 01/04/2024 To Date: (dd/mm/yyyy) 31/03/2025

Sanction Amount: Scheme: DDO: Bill No:

IPD No: Token No: Bill Type:

Download DSC Window Application (Version : 1.0.1.4)

GeH Sanction SAA Sanction SNA SPARSH ROSL/GST Refund Repurchased External Sanctions

SanctionNumber	Type	Scheme	DDO Name	Bill Type Description	PAO Name	Amount	Date	Current Status	Bill Number	Token Number	Token Date
120/112	Expenditure		211763 - UNDER SECRETARY(CASH)	RPR-48 Other Personal Claims (Remuneration Expenses)	011751 - PAO (Secondary Education & Higher Education)	3000.00	17/12/2024	DigitalSignatureLast	CP00000010	10	17/12/2024
14350191-143501	SNA_SPARSH	9170 - Rashtriya Uchchatar Shiksha Abhiyan (RUSA)	211767 - ACCOUNTS OFFICER, DEPTT. OF EDUCATION	RPR - 34A Grants In Aid Bill	011751 - PAO (Secondary Education & Higher Education)	5998.00	03/09/2025	DigitalSignatureLast			
14350191-143501	Expenditure		211763 - UNDER SECRETARY(CASH)	RPR-48 Other Personal Claims (Remuneration Expenses)	011751 - PAO (Secondary Education & Higher Education)	605.00	12/12/2024	DigitalSignatureLast	CP00000008	8	12/12/2024
14350191-143501	Expenditure		211763 - UNDER SECRETARY(CASH)	RPR-48 Other Personal Claims (Remuneration Expenses)	011751 - PAO (Secondary Education & Higher Education)	255.00	16/12/2024	DigitalSignatureLast	CP00000009	9	16/12/2024
001	Expenditure		211763 - UNDER SECRETARY(CASH)	RPR - 29 Advance Contingent Bill	011751 - PAO (Secondary Education & Higher Education)	10000.00	28/11/24	DigitalSignatureLast	CP00000003	3	02/12/2024
14350191-143501	IntraDepartmental Authorization		211763 - UNDER SECRETARY(CASH)		011751 - PAO (Secondary Education & Higher Education)	50.00	11/18/2024	Closed			
14350191-143501	SNA_SPARSH	9170 - Rashtriya Uchchatar Shiksha Abhiyan (RUSA)	211767 - ACCOUNTS OFFICER, DEPTT. OF EDUCATION	RPR - 34A Grants In Aid Bill	011751 - PAO (Secondary Education & Higher Education)	4356.00	03/09/2025	DigitalSignatureLast			
14350191-143501	SNA_SPARSH	9170 - Rashtriya Uchchatar Shiksha Abhiyan (RUSA)	211767 - ACCOUNTS OFFICER, DEPTT. OF EDUCATION	RPR - 34A Grants In Aid Bill	011751 - PAO (Secondary Education & Higher Education)	1056.00	03/09/2025	DigitalSignatureLast			
14350191-143501	SNA_SPARSH	9170 - Rashtriya Uchchatar Shiksha Abhiyan (RUSA)	211767 - ACCOUNTS OFFICER, DEPTT. OF EDUCATION	RPR - 34A Grants In Aid Bill	011751 - PAO (Secondary Education & Higher Education)	40426.00	28/05/2025	DigitalSignatureLast			
14350191-143501	SNA_SPARSH	9170 - Rashtriya Uchchatar Shiksha Abhiyan (RUSA)	211767 - ACCOUNTS OFFICER, DEPTT. OF EDUCATION	RPR - 34A Grants In Aid Bill	011751 - PAO (Secondary Education & Higher Education)	12606.00	23/04/2024	DigitalSignatureLast			

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

Welcome: ANKIT VERMA
User Type: PAO
Financial Year: 2024-2025

Download DSC Window Application (Version : 1.0.1.4)
Download DSC Java Application

eSanction Details

Controller: 001-EDUCATION
Sanction Number: 001
Sanction Type: Expenditure (DDO Bill)
IPD Number: 123/456/2244
Scheme: -
DDO: 211763-UNDER SECRETARY(CASH)

Sanction Status: DigitalSignatureLast
Sanction Date: 28/11/2024
Sanction Amount: 10000.00
IPD Date: 16/11/2024
PAO: 011751-PAO (Secondary Education & Higher Education)

Created By: admin
Modified By: admin
Claim Type: RPR - 29 Advance Contingent Bill

Created On: 28/11/2024 12:32:11 PM
Modified On: 12/12/2024 04:54:51 PM
eDocuments: eDocuments

Account Details:

Grant	Function Head	Object Head	Category	Amount	Available Budget
026 - Department of Higher Education	220200011101 - HIGHER EDUCATION STATISTICS AND PUBLIC INFORMATION SYSTEM (HESPIIS)	11 - OFFICE EXPENSES	8 - VOTED	10000.00	99999.00

Bill Details:

Bill Number: CP00000003
Token Number: 3
Voucher Number: V4

Bill Date: 02/12/2024
Token Date: 02/12/2024
Voucher Date: 12/12/2024

3. Access the eDocuments (Hyperlink) Section

- In Sanction page, click on the **eDocuments** hyperlink tab to view the system generated documents as well as supporting documents.

The screenshot displays the 'Sanction Details' page in the PFMS system. The page includes a sidebar with navigation options like 'Home', 'Budget', 'Sanction', and 'eDocuments'. The main content area shows the following details:

- Sanction Details:**
 - Sanction Number: 001
 - Sanction Type: Expenditure (DDO Bill)
 - Sanction Amount: 10000.00
 - Sanction Date: 28/11/2024
 - Sanction Status: DigitalSignatureLast
 - Sanction Amount: 10000.00
 - Sanction Date: 28/11/2024
 - Sanction Status: DigitalSignatureLast
 - Sanction Amount: 10000.00
 - Sanction Date: 28/11/2024
 - Sanction Status: DigitalSignatureLast
- Account Details:**

Grant	Function Head	Object Head	Category	Amount	Available Budget
02N - Department of Higher Education	220200012181 - HIGHER EDUCATION STATISTICS AND PUBLIC INFORMATION SYSTEM (HSPIS)	13 - OFFICE EXPENSES	1 - VOTED	10000.00	10000.00
- Bill Details:**
 - Bill Number: CP00000003
 - Bill Date: 03/12/2024
 - Token Number: 3
 - Token Date: 03/12/2024
 - Voucher Number: 14
 - Voucher Date: 13/12/2024

4. View Documents

- eDocument hyperlink will open, and a list of supporting documents will be displayed under each tab. User can click on any document under any tab (**Claim Documents/Sanction Documents/Bill Documents**) to open and view it.

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

Welcome: ANKIT VERMA
User Type: PAO
Financial Year: 2024-2025

Logout History English

e-DOCUMENTS

Sanction Details

Unique Identifier	Sanction Number	Sanction Amount	Status	Created By	Created Date
303444280	001	10000.00	Digitally Signed by User	paov	11/20/2024 12:02:11 PM

Claim Documents

Claim	e-Claim	Supporting document 1	Supporting document 2	Supporting document 3	Supporting document 4	Supporting document 5
303444280	eClaim_PDF 20/11/2024 02:00 PM	Invoice test.pdf 20/11/2024 12:21 PM	work order test.pdf 20/11/2024 12:21 PM	bank memo test.pdf 20/11/2024 12:21 PM		

Contract Documents

CRN	Contract Document 1	Contract Document 2	Contract Document 3	Contract Document 4	Contract Document 5
No contract documents found.					

Settlement Documents

No Data Found.

Sanction Documents

Budget Overriding Assurance Document	Copy of Approved Note	Other Documents	eSanction	Copy of Delegation of Power
Budget Overriding Assurance Document	Copy of Approved Note	Other Documents	eSanction - 20/11/2024 04:16 PM	

E-LOA Documents

No Data Found.

E-LOA Surrender Documents

No Data Found.

Bill Documents

Batch order Signatory	Batch order Date	Batch order Time
Pass Order By PAO	12/12/2024 04:54 PM	
Pass Order By Assistant Account Officer	12/12/2024 04:13 PM	
Pass Order By Dealing Hand	09/12/2024 12:48 PM	
Digitally Signed By DDO(eBH)	06/12/2024 11:37 AM	
Returned By PD Checker	02/12/2024 11:18 AM	
Return Order By DDO	20/11/2024 04:12 PM	
	20/11/2024 04:11 PM	

Download All Documents Back

4. The document opens in a separate window instead of appearing as a pop-up message box.

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

Welcome: ANKIT VERMA
User Type: PAO
Financial Year: 2024-2025

Logout History English

e-DOCUMENTS

Sanction Details

Unique Identifier	Sanction Number	Sanction Amount
303444280	001	10000.00

Claim Documents

Claim	e-Claim	Supporting document 1	Supporting document 2
303444280	eClaim_PDF 20/11/2024 02:00 PM	Invoice test.pdf 20/11/2024 12:21 PM	work order test.pdf 20/11/2024 12:21 PM

Contract Documents

CRN	Contract Document 1	Contract Document 2
No contract documents found.		

Settlement Documents

No Data Found.

Sanction Documents

Budget Overriding Assurance Document	Copy of Approved Note	Other Documents
Budget Overriding Assurance Document	Copy of Approved Note	Other Documents

E-LOA Documents

No Data Found.

E-LOA Surrender Documents

No Data Found.

eClaim_PDF
20/11/2024 02:00 PM

e-Claim
RPM - 29 Contingent Expenses Claim

Contingent Code : 007 - HIGHER EDUCATION PAO Code : 011751 - PAO Secondary Education & Higher Education
DDO Code : 211793 - UNDER SECRETARY(CASH) PD Code : 40001401 - Cash & HE
Contingent Bill Type : Advance Contingent Bill

CLAIM A

Claim Reference No : 203444280 Claim Date : 20/11/2024

A. CLAIMANT DETAILS

- Name of Claimant : Claim Singh
- Address : Delhi, Delhi
- Name of the authorized Signatory :
- Mobile No : XXXXXXX613
- Email ID : ankitverma06@gmail.com

B. BANK ACCOUNT DETAILS

- Bank Name : STATE BANK OF INDIA
- Bank Account No : 20343396158
- Bank IFSC Code :

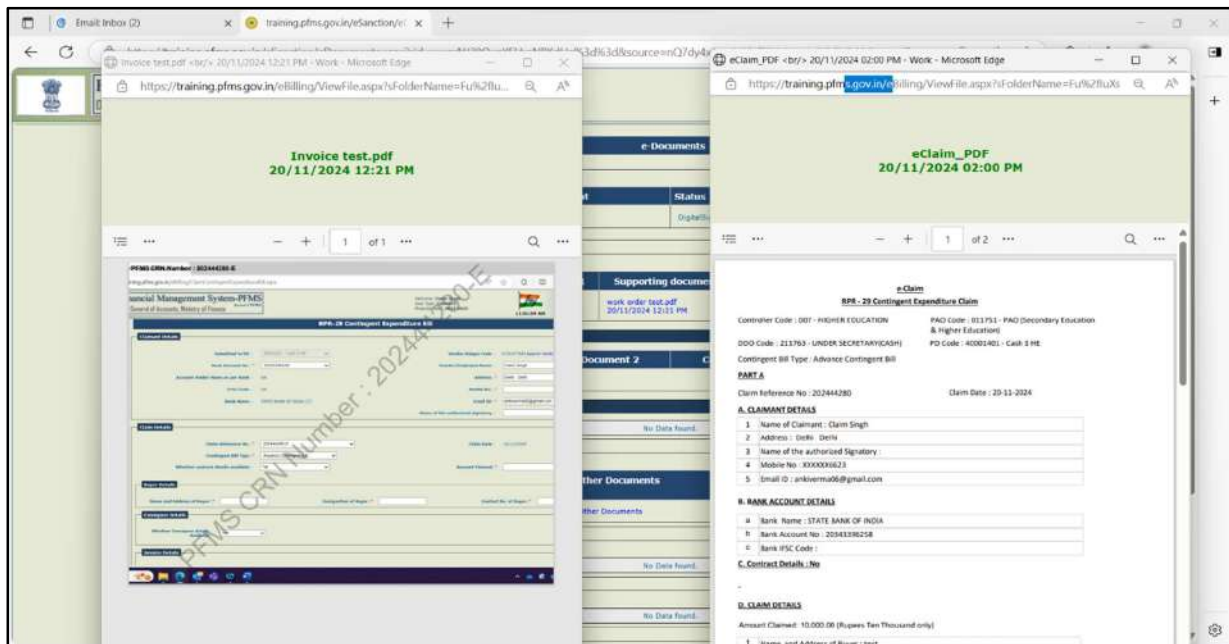
C. Contract Details : No

D. CLAIM DETAILS

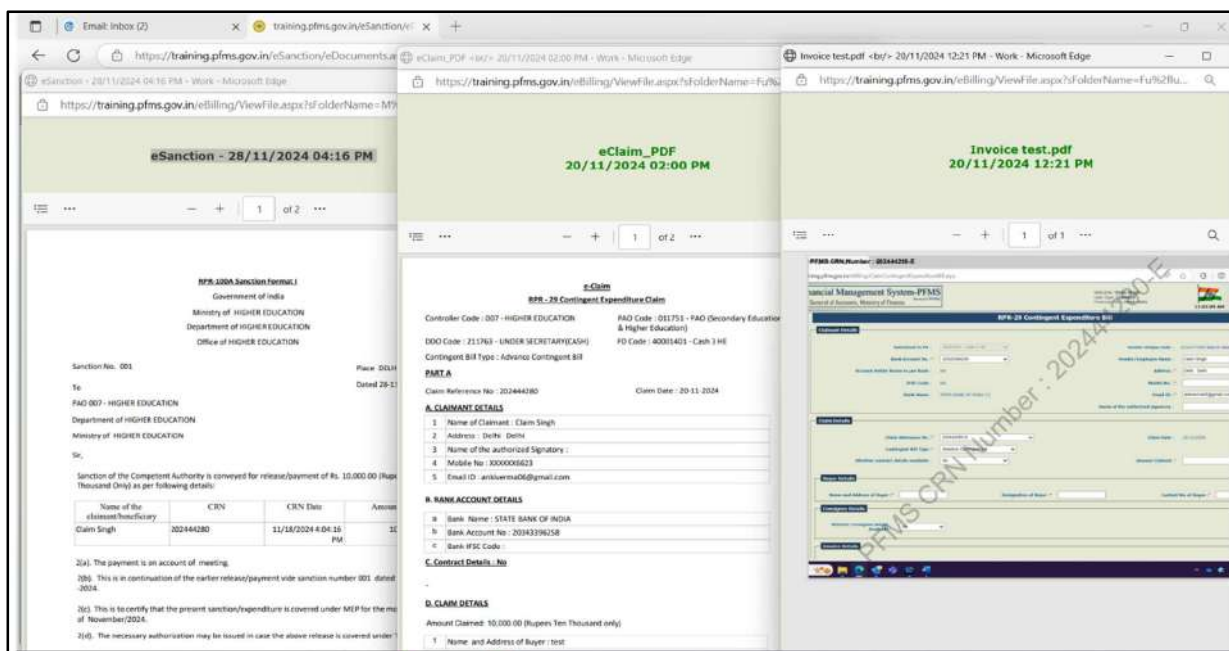
Amount Claimed : 10,000.00 (Rupees Ten Thousand only)

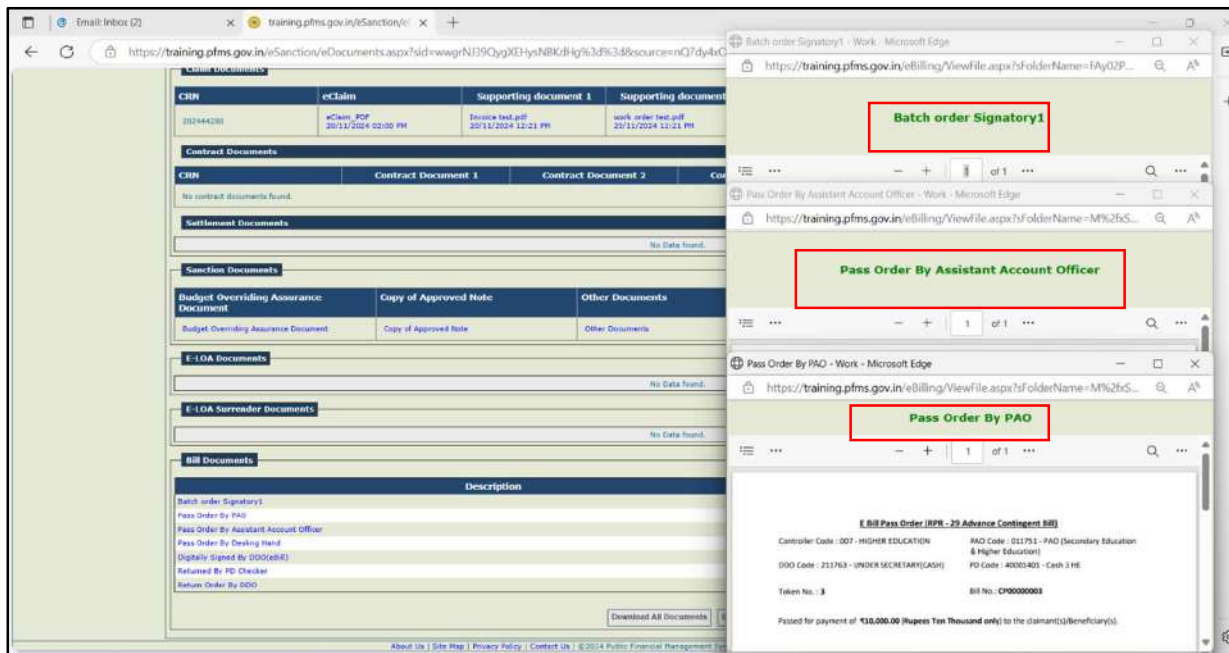
- Name and Address of Buyer : test
- Designation of Buyer : test
- Contact No. of Buyer : 8842382823

5. Users can open another document in a separate window without closing the previous one.



6. The user can view and verify all documents at once, each opening in a separate window.





7. Users can perform the desired action without closing the document windows. They can simultaneously download all documents or back to the sanction page to proceed with other actions, such as approving or returning the bill or sanction. User can also access additional information by opening the “Vendor Details” hyperlink tab.

