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

Dated- 11.11.2025

OFFICE MEMORANDUM

Sub- Introduction of new feature of Digital signing of Multiple Documents at one go in e-bill scenario- reg

This is regarding development of a new feature in e-bill scenario wherein the Users (DDO/DH/AAO/PAO) would be able to select multiple documents (eBill Pass order or Return order/Return Memo) simultaneously at one go in PFMS.

2. Accordingly, for ease of users in PFMS in e-bill mode, this new feature has been introduced in which the system will allow the users to digitally sign the multiple documents (eBill Pass order or Return order/Return Memo) simultaneously at one go. This feature is available to the users under a separate menu "eSanction > Mulple Signing". This feature will be in addition to the existing process of signing the documents individually through menu "eSanction > Manage eSanction".

3. In this regard, a handout/user guide has been prepared and attached as Annex 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.

PUBLIC FINANCIAL MANAGEMENT SYSTEM (PFMS)

Website: www.gifmis.cga.gov.in



USER MANUAL ON DIGITAL SIGNING OF MULTIPLE DOCUMENTS AT ONE GO IN e-BILL

**CONTROLLER GENERAL OF ACCOUNTS
DEPARTMENT OF EXPENDITURE
MINISTRY OF FINANCE
NEW DELHI**

November, 2025

PREFACE

The Public Financial Management System (PFMS) is a web-based application for payment, accounting and reconciliation of Government transactions and integrates various existing standalone system. The PFMS software application has been programmed in user friendly manner. The user of PFMS will find onscreen information to run the various modules.

E-bill is an online bill generation system where bills are generated online in PFMS, payment is being done through a process flow in paperless mode. Claims are registered in e-Bill and payment is being done against the claims via sanction process.

This User Manual presents step-wise guide of digital signing of multiple Bills / Pass/Return order in one go at DDO, DH, AAO and PAO level while processing bills in eBill module at PFMS. Multiple signing streamlines business processes by making document signing a quick and productive activity, which improves overall workflow efficiency.

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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 hereunder explained:

S. No.	Abbreviations	Definitions
1	AAO	Assistant Accounts Officer
2	Checker	Signifies approving Authority
3	Claimants	Vendor, denotes payee (To whom payment is to be made)
4	CPSMS	Central Plan Scheme Monitoring System
5	DDO	Drawing & Disbursing Officer
6	DH	Dealing Hand
7	DSC	Digital Signature Certificate
8	FY	Financial Year
9	Maker	Denotes data entry operator/Dealing hand
10	Sanctioning Authority	Program Division User in Ministry/ Department to whom the vendor/claimant would submit claims
11	PAO	Pay & Accounts Officer
12	PD	Program Division (Administrative Division
13	PFMS	Public Financial Management System
14	Vendor Code	Denotes the PFMS unique code generated by system against the Bank Account Number of claimant. It may one to many but not many to one.

B. INTRODUCTION, OBJECTIVES AND PAYMENT PROCESS FLOW

INTRODUCTION

This user manual contains process of digital signature of all the selected bills simultaneously in eBill module at PFMS. Digital Signing of multiple documents i.e. Bills, Pass order/Return order / Return Memo will be done at DDO, DH, AAO and PAO level in eBill module.

Note -The feature of digitally signing the multiple document at one go is available to the users under a separate menu “eSanction > Multiple Signing” along with the existing process of signing the documents individually under the menu “eSanction> Manage eSanction”

OBJECTIVES

The primary objective of this guide is to provide directions and detailed instructions to digital sign multiple documents online at one go in e-Bill module in PFMS. Digital signing of multiple documents drastically cutting down the time and manual effort required as compared to signing each one individually.

C. REQUIREMENT

A) SYSTEM RELATED

- (i) Up gradation of all computers to 64 bit and Windows 10 and above operating system.
- (ii) Minimum 8 GB RAM and i3 processor, AMD ryzen 3 or similar.
- (iii) Window DSC Utility (to be downloaded from PFMS), in case DSC is to be used.

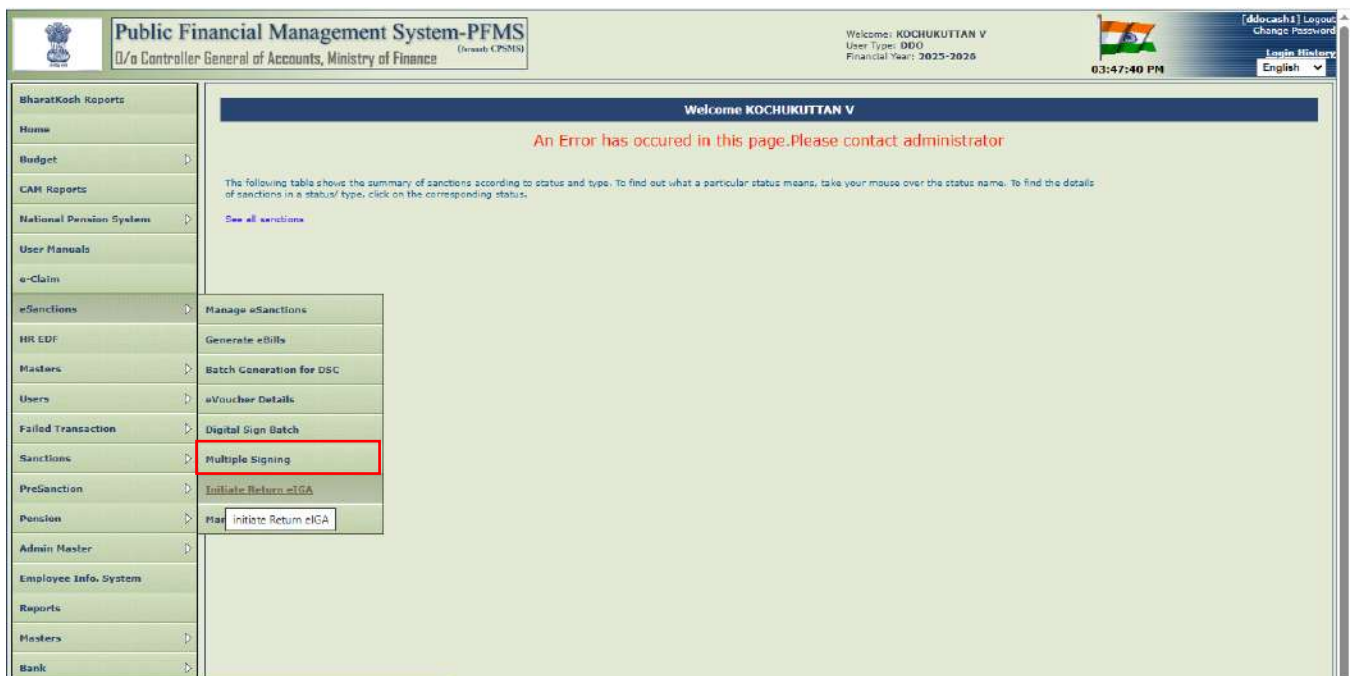
B) DIGITAL SIGNATURE

Digital signatures (obtained from the Certifying Authority, authorized by the Controller of Certifying Authority of India-<https://cca.gov.in/>) for Claimant/Vendor

D. DIGITAL SIGNING OF MULTIPLE BILLS AT DDO LEVEL

- PD Maker will prepare sanction and forwards to PD Checker. Further PD Checker will approve and digitally sign the eSanction individually. .
- Sanction(s) will land at DDO level in PFMS for bill generation after approving with DSC from PD Checker.
- DDO will generate the bill(s).
- To digitally sign multiple bills, DDO will follow the below path.

eSanctions→Multiple Signing



- All the sanctions will be displayed whose bills are pending for DSC as shown in the below screenshot. By default sanction status would be '**PendingDDODSC**' and all the checkboxes will be enabled at first page for multiple signing.

Digital Signing on Multiple Documents in eBill

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

Sanction & Change Items

Sanction No: [] From Date: (dd/mm/yyyy) 01/04/2025 To Date: (dd/mm/yyyy) 01/12/25
Scheme: []

PG Username: [] PG No: [] Bill Type: [Debt]

Search [] Reset []

Download DSC Window Application (version : 1.0.1.4)

Sanction Number	Type	Scheme	DDO Name	Bill Type Description	PAID Name	Amount	Current Status	Bill Number	View File
25,112	Expenditure	2541 - SUGAR SUBSIDY PAYABLE UNDER PDS	222740 - Under Secretary Ministry of Home Affairs (Pragat)	898 - 28 Advance Contingent Bill	222744 - PND (Debt), New Delhi	189.00	Pending/DSC	299000047	View
m21	Transfer		222740 - Under Secretary Ministry of Home Affairs (Pragat)	898 - 24 Advance Contingent Bill	222744 - PND (Debt), New Delhi	189.00	Pending/DSC	299000048	View
25,114	Expenditure		222740 - Under Secretary Ministry of Home Affairs (Pragat)	898-45 Refund of Lapsed Deposit	222744 - PND (Debt), New Delhi	189.00	Pending/DSC	299000075	View
162	Transfer	0400 - SCHEMES OF DEPTT OF OFFICIAL LANGUAGE WORK ATTACHED	222740 - Under Secretary Ministry of Home Affairs (Pragat)	898 - 24 Advance Contingent Bill	222744 - PND (Debt), New Delhi	33.00	Pending/DSC	299000014	View
163	Expenditure	0400 - SCHEMES OF DEPTT OF OFFICIAL LANGUAGE WORK ATTACHED	222740 - Under Secretary Ministry of Home Affairs (Pragat)	898 - 28 Advance Contingent Bill	222744 - PND (Debt), New Delhi	33.00	Pending/DSC	299000015	View
164	Transfer	0400 - SCHEMES OF DEPTT OF OFFICIAL LANGUAGE WORK ATTACHED	222740 - Under Secretary Ministry of Home Affairs (Pragat)	898 - 24 Advance Contingent Bill	222744 - PND (Debt), New Delhi	33.00	Pending/DSC	299000016	View
165	Expenditure	0400 - SCHEMES OF DEPTT OF OFFICIAL LANGUAGE WORK ATTACHED	222740 - Under Secretary Ministry of Home Affairs (Pragat)	898 - 28 Advance Contingent Bill	222744 - PND (Debt), New Delhi	33.00	Pending/DSC	299000017	View
166	Transfer	0400 - SCHEMES OF DEPTT OF OFFICIAL LANGUAGE WORK ATTACHED	222740 - Under Secretary Ministry of Home Affairs (Pragat)	898 - 24 Advance Contingent Bill	222744 - PND (Debt), New Delhi	33.00	Pending/DSC	299000018	View
167	Expenditure	0400 - SCHEMES OF DEPTT OF OFFICIAL LANGUAGE WORK ATTACHED	222740 - Under Secretary Ministry of Home Affairs (Pragat)	898 - 28 Advance Contingent Bill	222744 - PND (Debt), New Delhi	33.00	Pending/DSC	299000019	View

☐ I have viewed & verified the details of the Bill. **Apply Digital Signature**

- User will Click on 'View' hyperlink to view the e-bill PDF generated by system for digital signing.
- Tick the multiple checkboxes and certificate. Certificate will be mandatory to tick for digital signing.
- Click on 'Apply Digital Signature' button to digitally sign the multiple bills as shown in the below screenshot.

Note: Digital Signing to multiple documents will be applied page wise. Maximum 10 documents can be digitally signed simultaneously on a page.

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

Sanction & Change Items

Sanction No: [] From Date: (dd/mm/yyyy) 01/04/2025 To Date: (dd/mm/yyyy) 01/12/25
Scheme: []

PG Username: [] PG No: [] Bill Type: [Debt]

Search [] Reset []

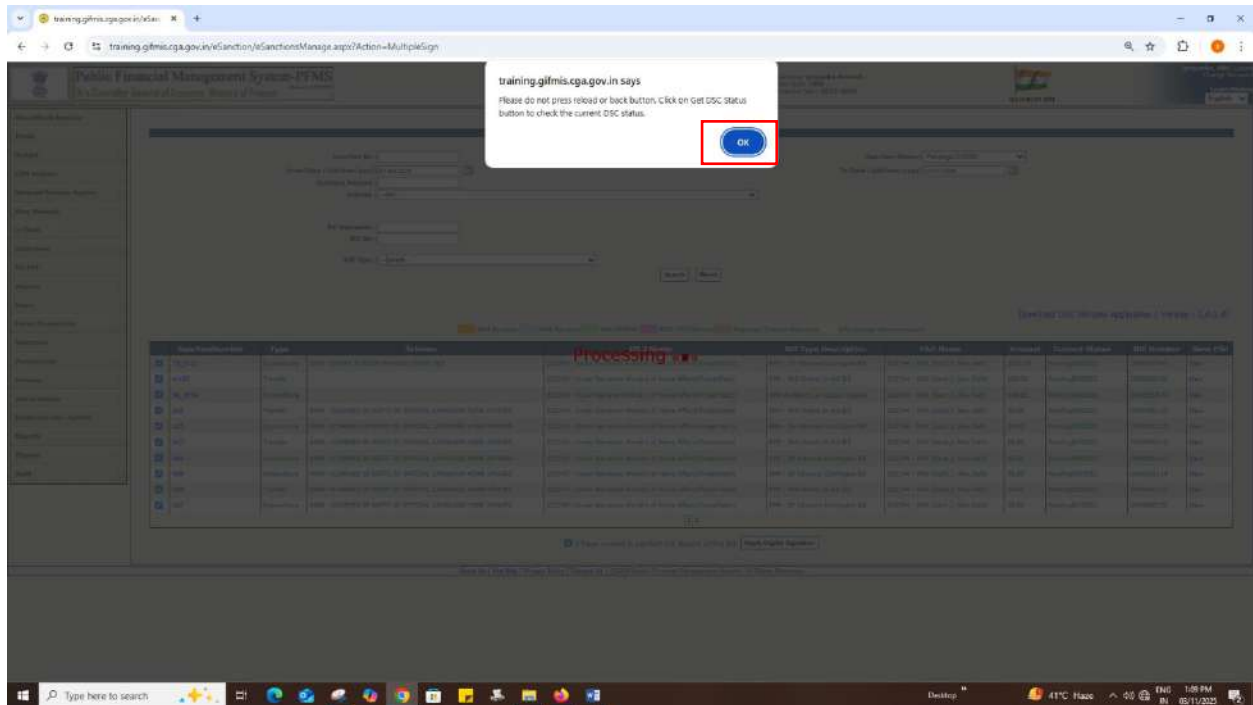
Download DSC Window Application (version : 1.0.1.4)

Sanction Number	Type	Scheme	DDO Name	Bill Type Description	PAID Name	Amount	Current Status	Bill Number	View File
25,112	Expenditure	2541 - SUGAR SUBSIDY PAYABLE UNDER PDS	222740 - Under Secretary Ministry of Home Affairs (Pragat)	898 - 28 Advance Contingent Bill	222744 - PND (Debt), New Delhi	189.00	Pending/DSC	299000047	View
m21	Transfer		222740 - Under Secretary Ministry of Home Affairs (Pragat)	898 - 24 Advance Contingent Bill	222744 - PND (Debt), New Delhi	189.00	Pending/DSC	299000048	View
25,114	Expenditure		222740 - Under Secretary Ministry of Home Affairs (Pragat)	898-45 Refund of Lapsed Deposit	222744 - PND (Debt), New Delhi	189.00	Pending/DSC	299000075	View
162	Transfer	0400 - SCHEMES OF DEPTT OF OFFICIAL LANGUAGE WORK ATTACHED	222740 - Under Secretary Ministry of Home Affairs (Pragat)	898 - 24 Advance Contingent Bill	222744 - PND (Debt), New Delhi	33.00	Pending/DSC	299000014	View
163	Expenditure	0400 - SCHEMES OF DEPTT OF OFFICIAL LANGUAGE WORK ATTACHED	222740 - Under Secretary Ministry of Home Affairs (Pragat)	898 - 28 Advance Contingent Bill	222744 - PND (Debt), New Delhi	33.00	Pending/DSC	299000015	View
164	Transfer	0400 - SCHEMES OF DEPTT OF OFFICIAL LANGUAGE WORK ATTACHED	222740 - Under Secretary Ministry of Home Affairs (Pragat)	898 - 24 Advance Contingent Bill	222744 - PND (Debt), New Delhi	33.00	Pending/DSC	299000016	View
165	Expenditure	0400 - SCHEMES OF DEPTT OF OFFICIAL LANGUAGE WORK ATTACHED	222740 - Under Secretary Ministry of Home Affairs (Pragat)	898 - 28 Advance Contingent Bill	222744 - PND (Debt), New Delhi	33.00	Pending/DSC	299000017	View
166	Transfer	0400 - SCHEMES OF DEPTT OF OFFICIAL LANGUAGE WORK ATTACHED	222740 - Under Secretary Ministry of Home Affairs (Pragat)	898 - 24 Advance Contingent Bill	222744 - PND (Debt), New Delhi	33.00	Pending/DSC	299000018	View
167	Expenditure	0400 - SCHEMES OF DEPTT OF OFFICIAL LANGUAGE WORK ATTACHED	222740 - Under Secretary Ministry of Home Affairs (Pragat)	898 - 28 Advance Contingent Bill	222744 - PND (Debt), New Delhi	33.00	Pending/DSC	299000019	View

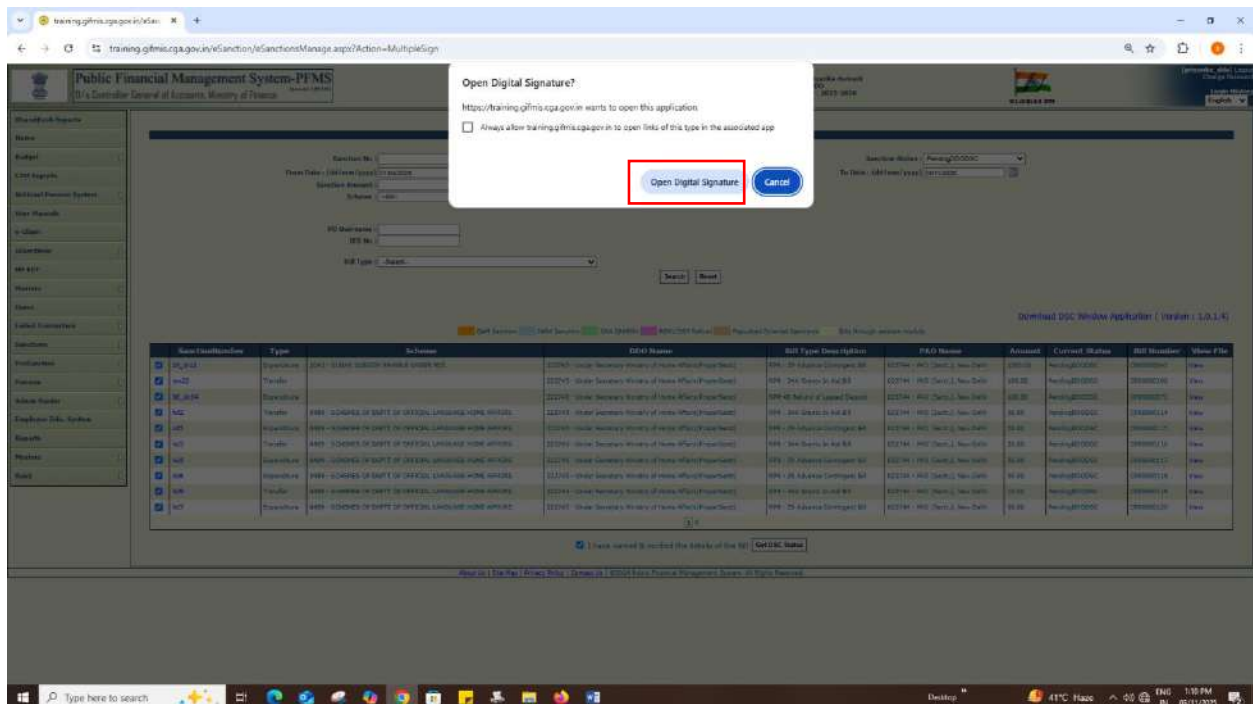
☒ I have viewed & verified the details of the Bill. **Apply Digital Signature**

- A below popup message will appear on the screen. Click on 'Ok' button.

Digital Signing on Multiple Documents in eBill



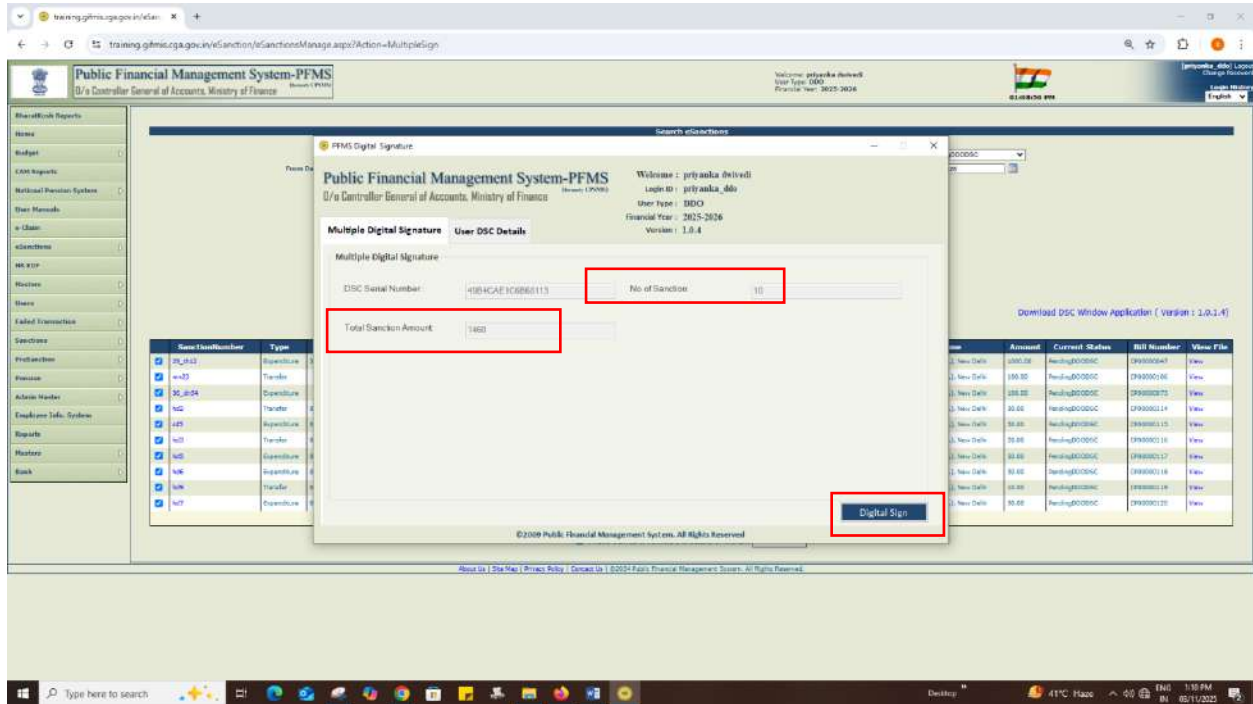
- A below popup message will appear on the screen. Click on 'Open Digital Signature' button.



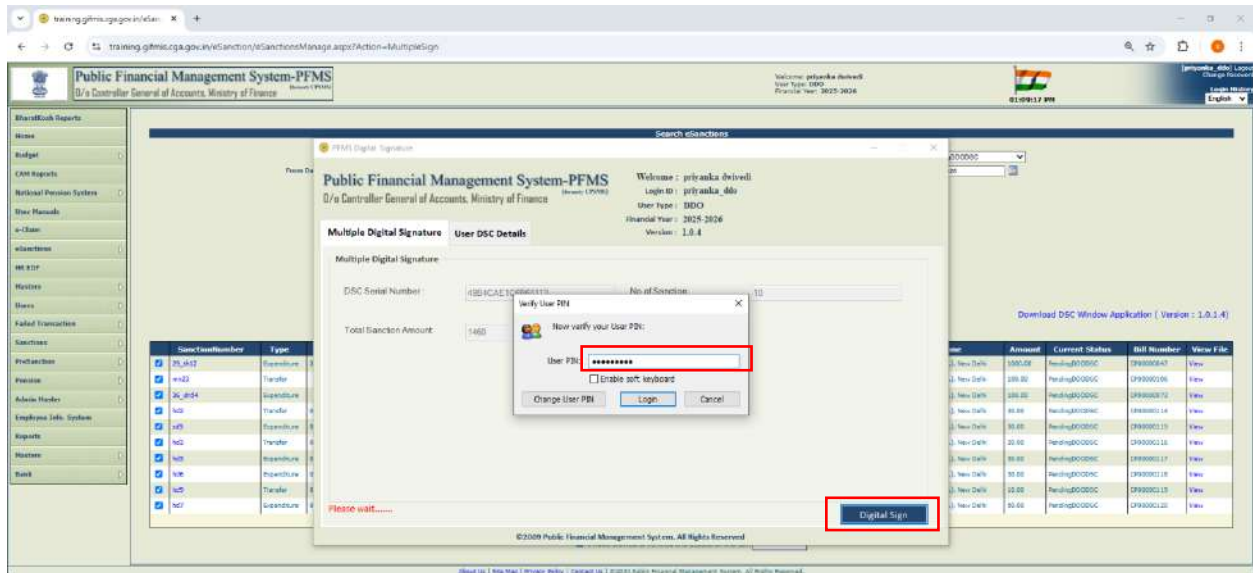
- A popup screen of 'PFMS Digital Signature' will appear.

Digital Signing on Multiple Documents in eBill

- The popup will display the no. of sanctions to be digitally signed and total sanction amount as shown in the below screenshot.
- Click on '**Digital Sign**' button.

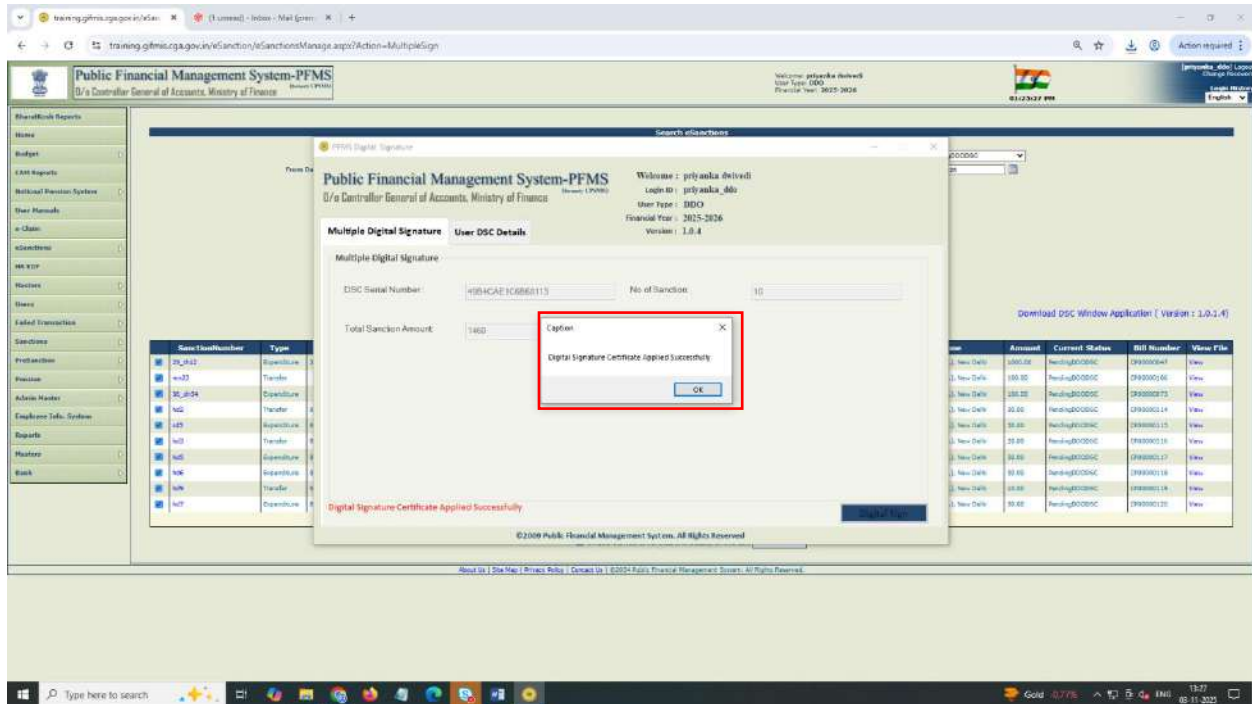


- System will prompt the user to enter the pin. Enter the DSC pin and click on '**Digital Sign**' button.

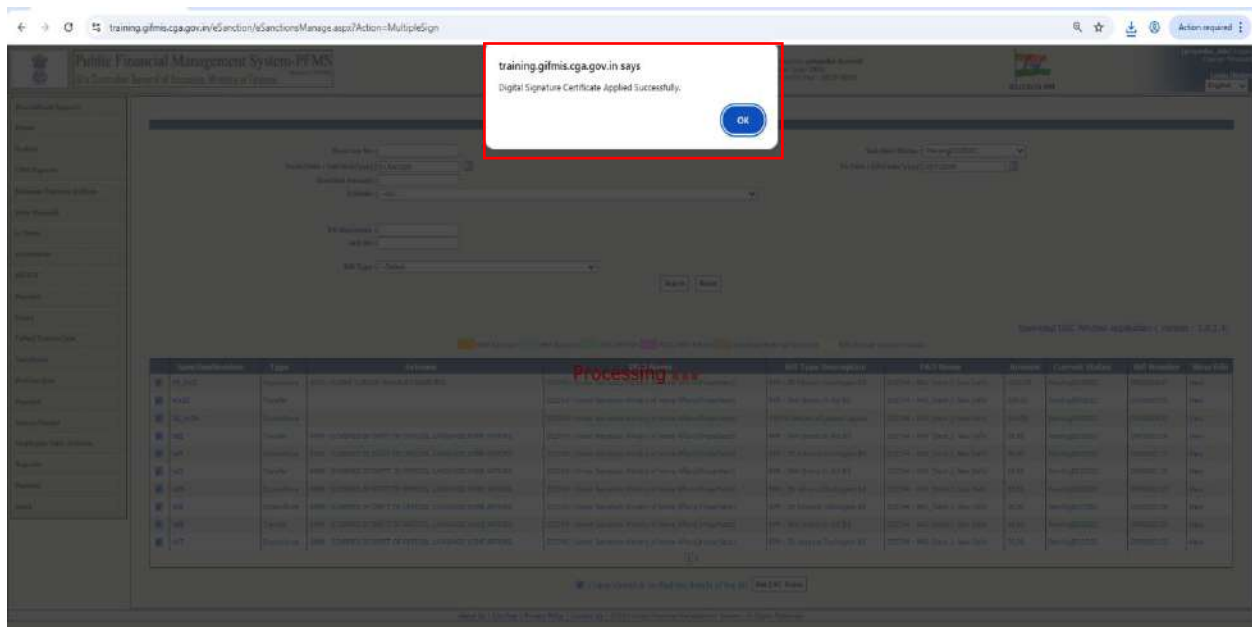


Digital Signing on Multiple Documents in eBill

- A popup screen with success message **'Digital Signature Certificate applied successfully'** will appear on the interface. Click on **'OK'** button.



- After successfully signing the bill, below screen of multiple signing will appear. Click on **'Get DSC Status'** button.
- Success message will be displayed as shown in the below screenshot and click on **'OK'** button.



Digital Signing on Multiple Documents in eBill

- After successfully digital signing of the e-Bill(s), status will be updated to '**DigitalSignedbyDDO**' as shown in the below screenshot and e-bill will be available at Bill Distributor level for the distribution of the bills.

Sanch/SanctionNumber	Type	Scheme	DDO Name	Bill Type Description	PAO Name	Amount	Current Status	Bill Number	Bill Date
0001	Expenditure	0001 - Under Secretary Ministry of Home Affairs (Sanction)	0001 - Under Secretary Ministry of Home Affairs (Sanction)	0001 - 00 Refund of Revenue	0001 - 00 Refund of Revenue	100.00	DigitalSignedbyDDO	00010001	10/10/2020
0002	Expenditure	0002 - REMUNERATION OF CHIEF OF DISTRICT LIAISON OFFICE	0002 - Under Secretary Ministry of Home Affairs (Sanction)	0002 - 00 Medical Charges (Reimbursement) (0002)	0002 - 00 Medical Charges (Reimbursement) (0002)	100.00	DigitalSignedbyDDO	00020002	10/10/2020
0003	Expenditure	0003 - Under Secretary Ministry of Home Affairs (Sanction)	0003 - Under Secretary Ministry of Home Affairs (Sanction)	0003 - 00 Refund of Revenue	0003 - 00 Refund of Revenue	100.00	DigitalSignedbyDDO	00030003	10/10/2020
0004	Expenditure	0004 - UNDER SECRETARY MINISTRY OF HOME AFFAIRS (Sanction)	0004 - Under Secretary Ministry of Home Affairs (Sanction)	0004 - 00 Refund of Revenue	0004 - 00 Refund of Revenue	100.00	DigitalSignedbyDDO	00040004	10/10/2020
0005	Transfer	0005 - UNDER SECRETARY MINISTRY OF HOME AFFAIRS (Sanction)	0005 - Under Secretary Ministry of Home Affairs (Sanction)	0005 - 00 Refund of Revenue	0005 - 00 Refund of Revenue	100.00	DigitalSignedbyDDO	00050005	10/10/2020
0006	Transfer	0006 - UNDER SECRETARY MINISTRY OF HOME AFFAIRS (Sanction)	0006 - Under Secretary Ministry of Home Affairs (Sanction)	0006 - 00 Refund of Revenue	0006 - 00 Refund of Revenue	100.00	DigitalSignedbyDDO	00060006	10/10/2020

- If sanction will be returned by DDO, eSanction return order will be generated and multiple eSanction return order will be available at DDO user for digitally signed as per the above mentioned process. To digitally sign eSanction return order, user has to select the status '**PendingDDODSCReturnOrder**'.

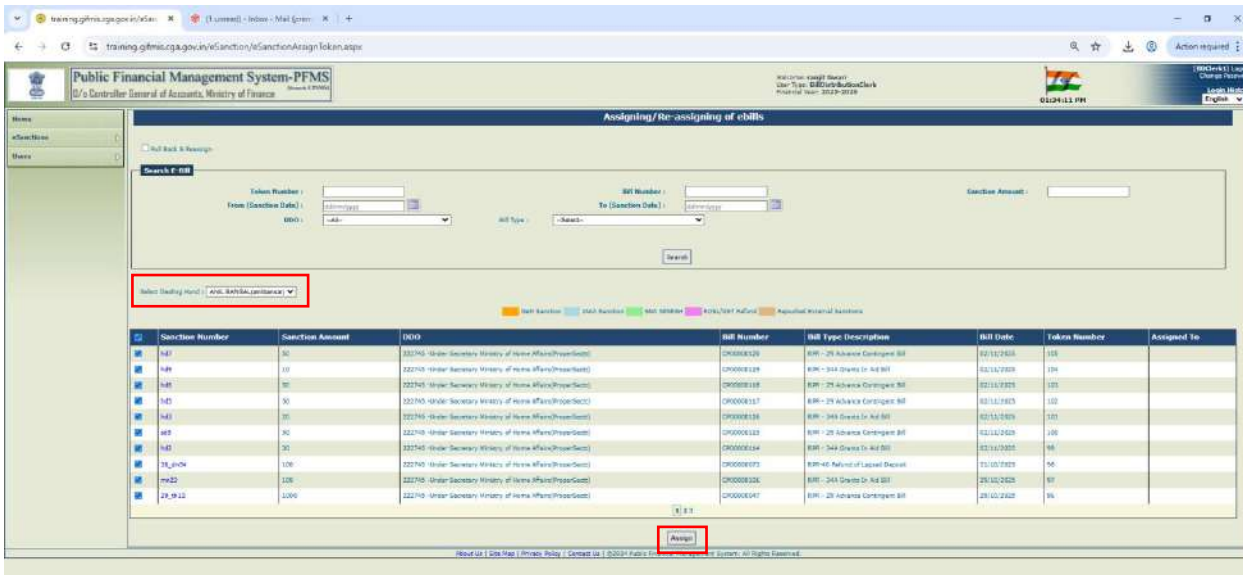
E. BILL(S) DISTRIBUTION

- Bill Distributor will login and follow the below path as shown in the below screenshot.

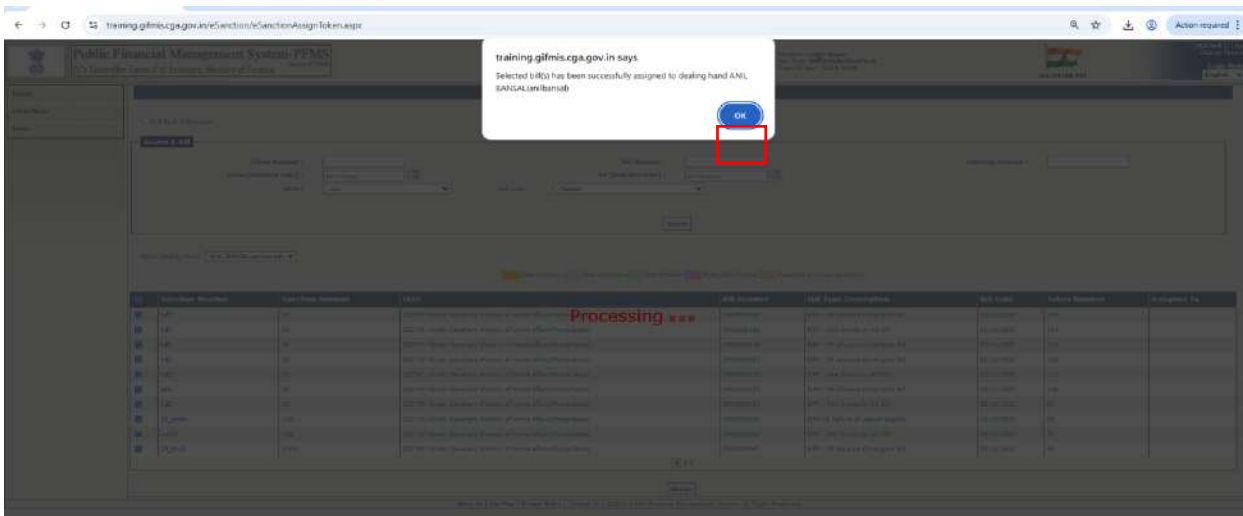
eSanctions-> Bill Distribution

Digital Signing on Multiple Documents in eBill

- As like existing flow in e-Bill, Bill Distributor will select the concern Dealing Hand from the drop down and select the sanctions by ticking the check box to assign Bill(s) to respective Dealing Hand.
- Single/multiple bill(s) can be assigned to DH by clicking on the multiple check boxes as shown in the below screenshot.
- Bill Distributor will click on 'Assign' button.



- On successful assigning the bill(s), success message will be displayed on the interface and click on 'OK' button.



F. DIGITAL SIGNING OF MULTIPLE PASS/ RETURN ORDER/ RETURN MEMO AT DH,AAO, PAO LEVEL

- Dealing Hand will login and follow the below path to view/pass bill.

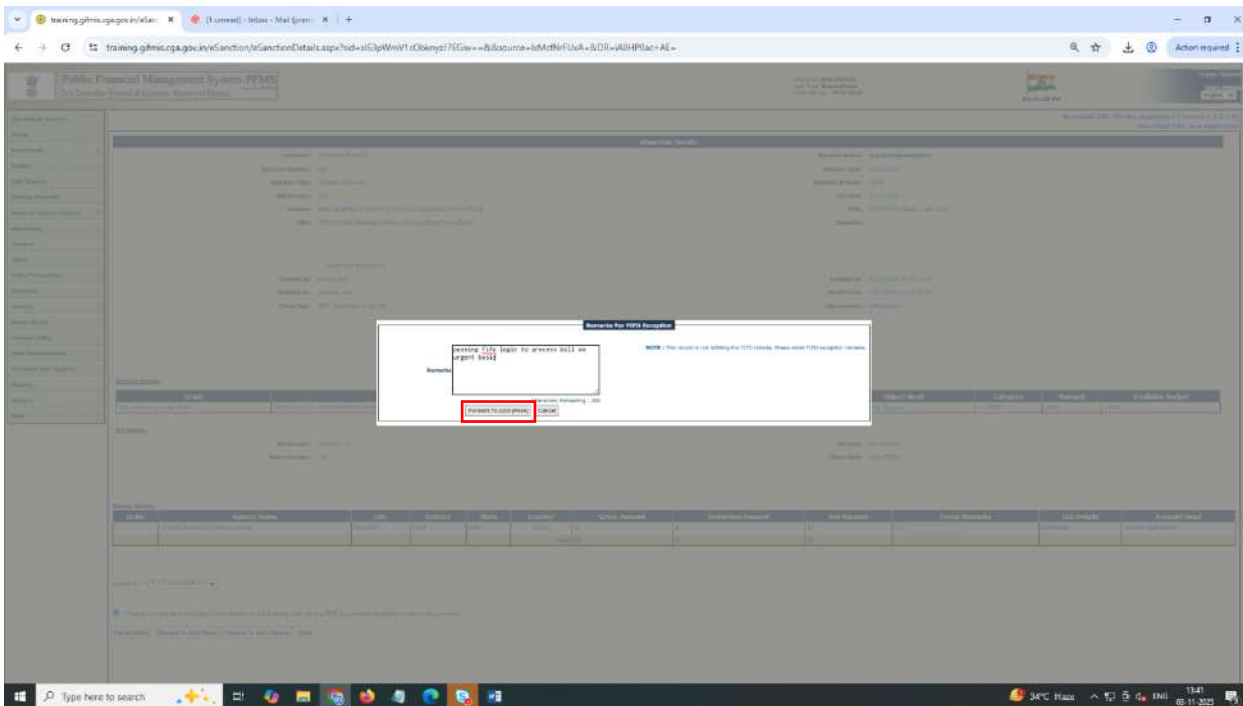
eSanctions-> Manage eSanctions

- Click on sanction number hyperlink as shown in the below screenshot.

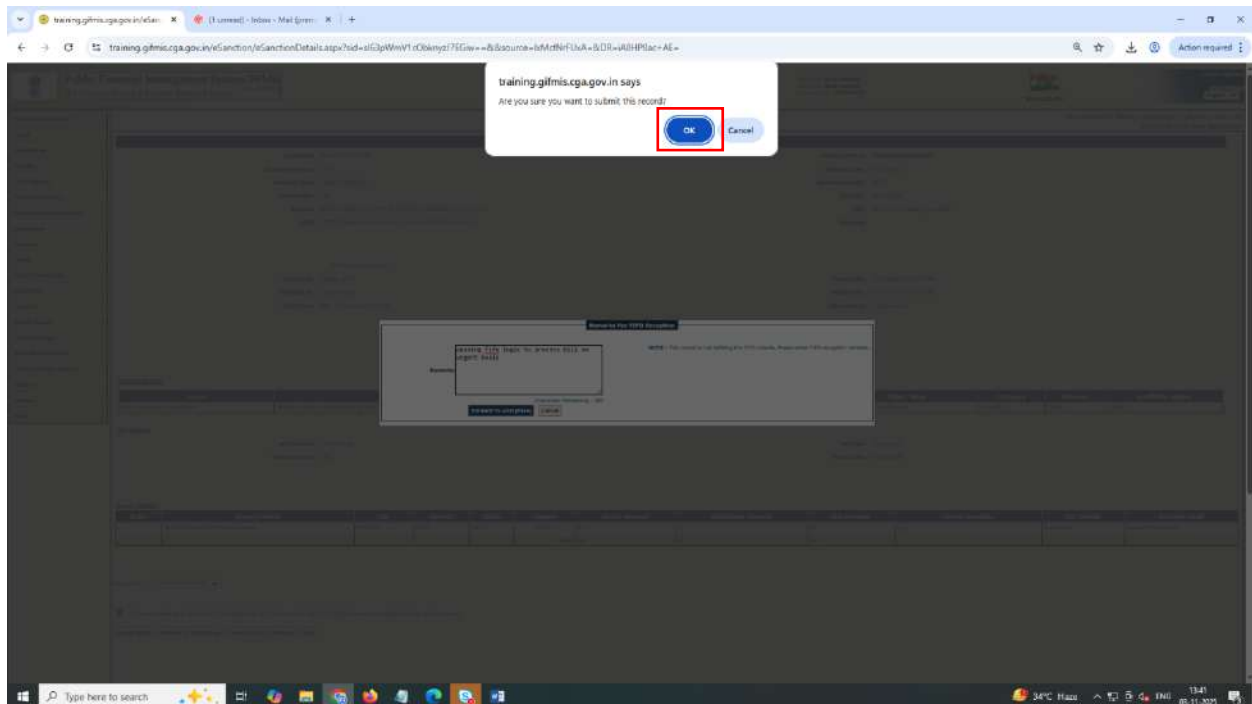
- DH will select AAO from the drop down, certify the certificate and click on **'Forward To AAO(Pass)'** button. Pass order will be generated in PDF format and will be available for digitally signing at the same level.
- To return the bill click on **'Forward To AAO(Return)'** button. On returning, return order will be generated in the PDF format. Further it will be available for digitally signed by DH.

Digital Signing on Multiple Documents in eBill

- System will prompt the user to enter the FIFO remarks,if bypassing the FIFO. Enter the FIFO remarks and click on **'Forward To AAO(Pass)'** button.



- System will display the confirmation message **'Are you sure you want to pass this Sanction/Bill further'** on the interface as shown in the below screenshot.
- Click on **'OK'** button.



Digital Signing on Multiple Documents in eBill

- Similarly DH will take action (pass or return) on each bills separately.

The screenshot shows the PFMS interface with a search bar at the top. Below the search bar, there is a table of sanctions. The table has columns for Sanction Number, Type, Scheme, DDO Name, BB Type Description, PAID Name, Amount, Date, Current Status, BB Number, Token Number, and Token Date. The table contains several rows of data, including sanctions for various schemes and DDOs.

- DH will follow the below path to view/digitally sign the multiple pass order simultaneously.

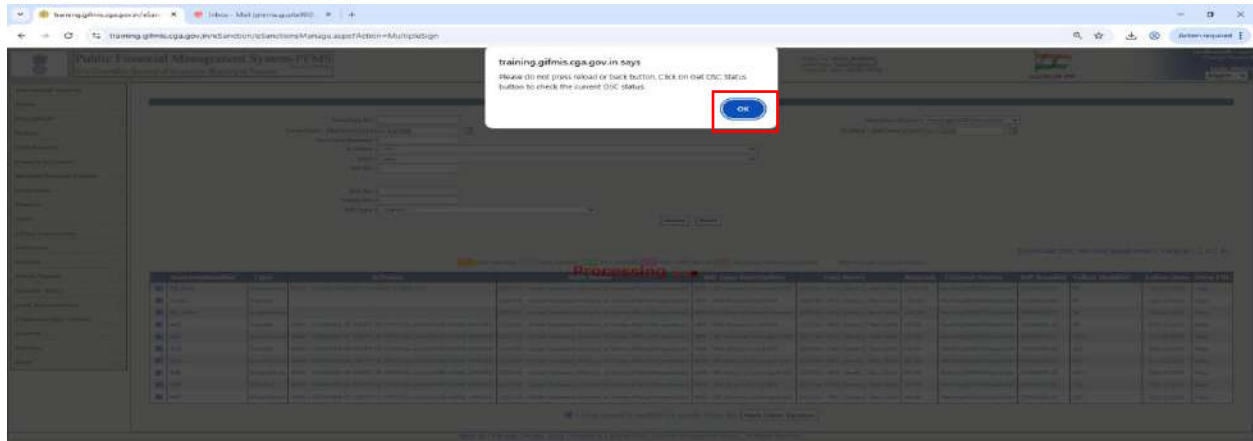
eSanctions-> Multiple Signing

- Search the sanction(s) with sanction status as 'PendingDHDSCPassOrder'.
- All the sanctions will be displayed whose pass order will be pending for DSC as shown in the below screenshot.
- Click on 'View' hyperlink to view the pass order PDF generated for digitally signing.
- Tick the multiple checkboxes and the certificate appearing below on the page. Certificate is mandatory to tick.
- And will Click on 'Apply Digital Signature' to digitally sign the multiple pass order as shown in the below screenshot.

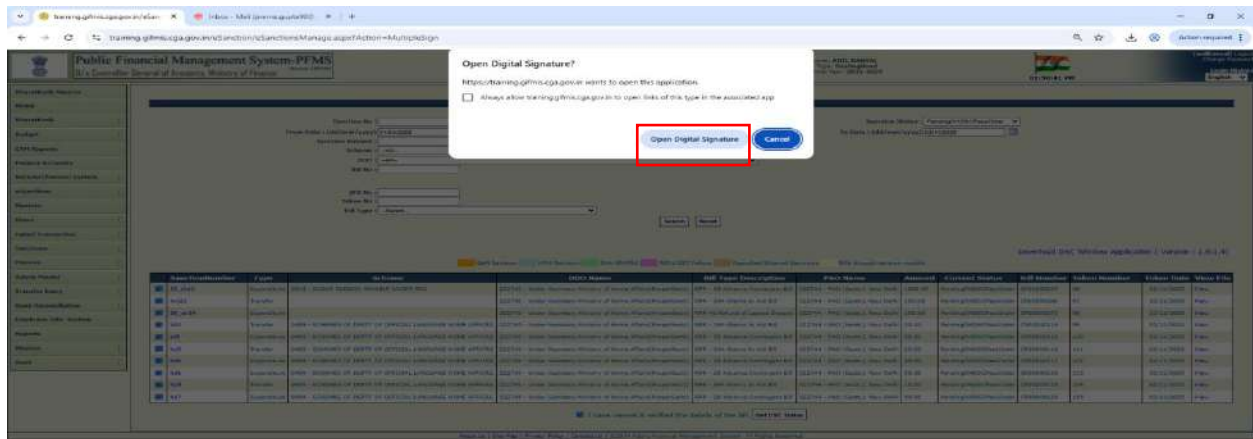
The screenshot shows the PFMS interface with a search bar at the top. Below the search bar, there is a table of sanctions. The table has columns for Sanction Number, Type, Scheme, DDO Name, BB Type Description, PAID Name, Amount, Date, Current Status, BB Number, Token Number, and Token Date. The table contains several rows of data, including sanctions for various schemes and DDOs. A red box highlights the 'View' link for a specific sanction. Another red box highlights the 'Apply Digital Signature' button at the bottom of the page.

Digital Signing on Multiple Documents in eBill

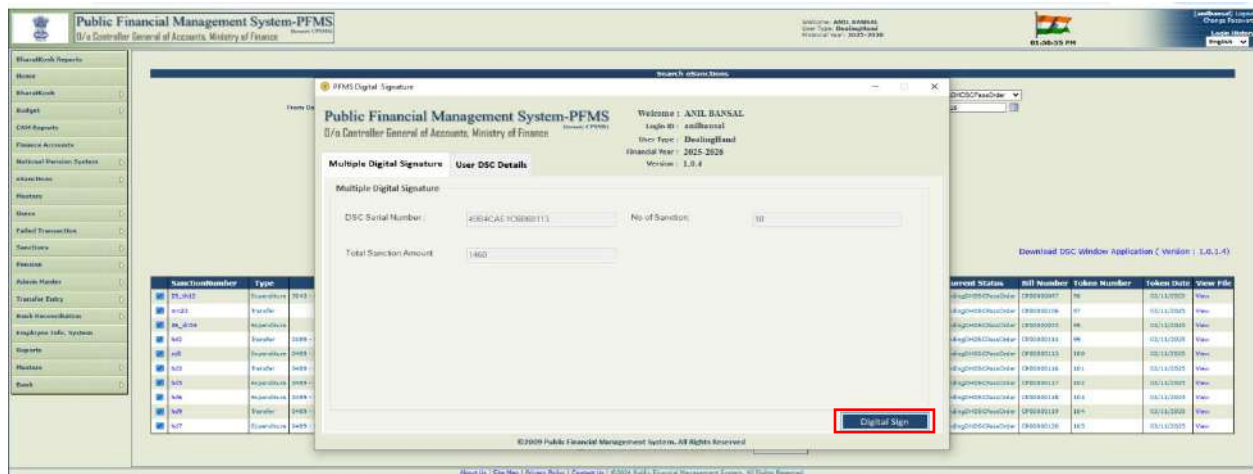
- A below popup message will appear on the screen. Click on 'Ok' button.



- A below popup message will appear on the screen. Click on 'Open Digital Signature' button.

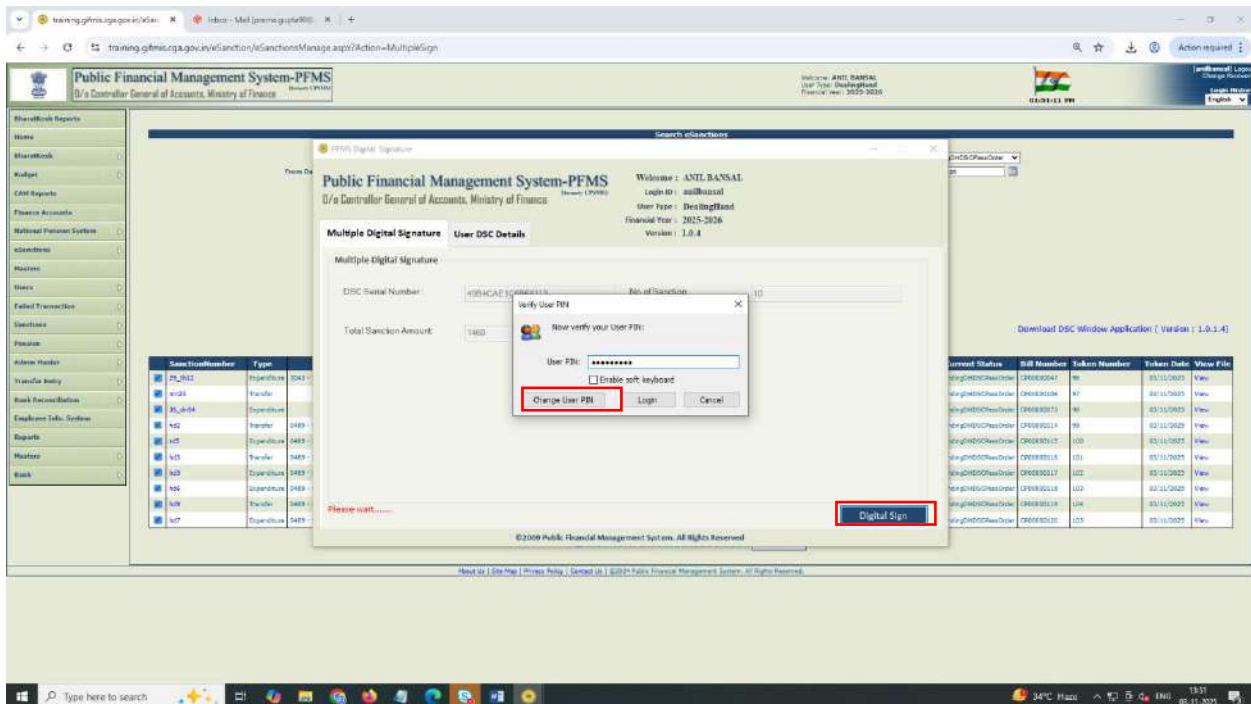


- A popup screen of 'PFMS Digital Signature' will appear. Click on 'Digital Sign' button.

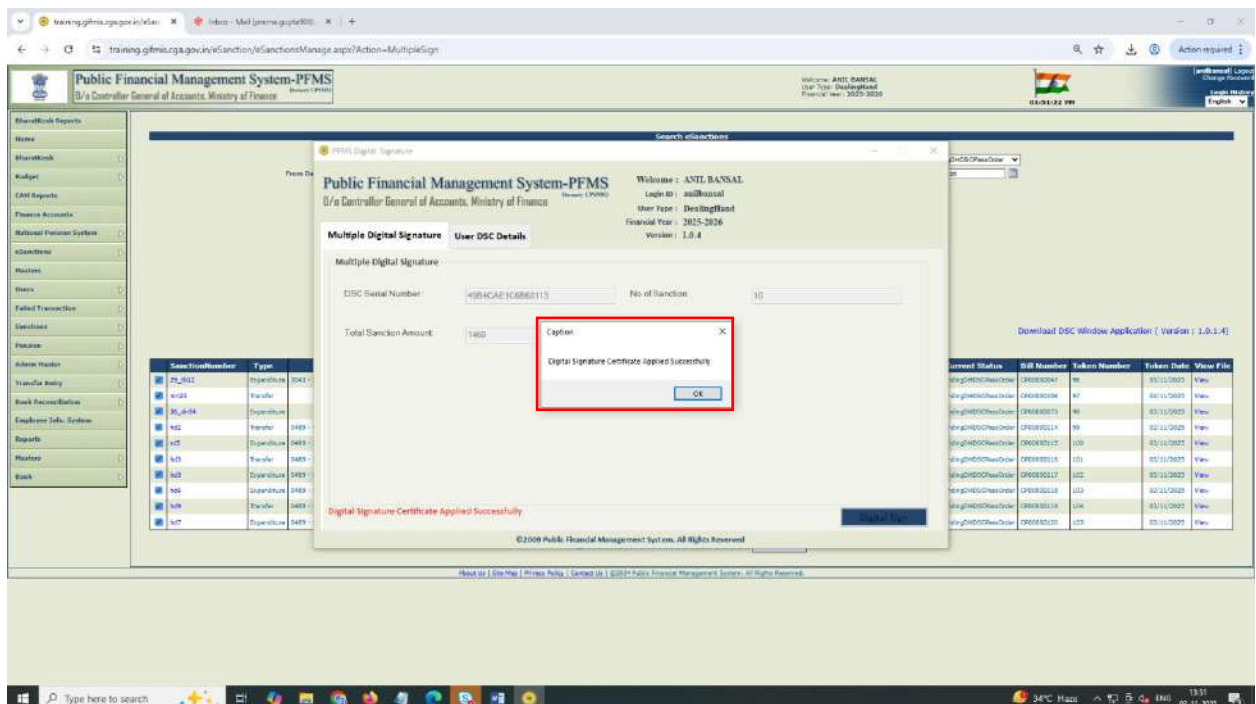


Digital Signing on Multiple Documents in eBill

- System will prompt the user to enter the pin. Enter the DSC pin and click on '**Digital Sign**' button.

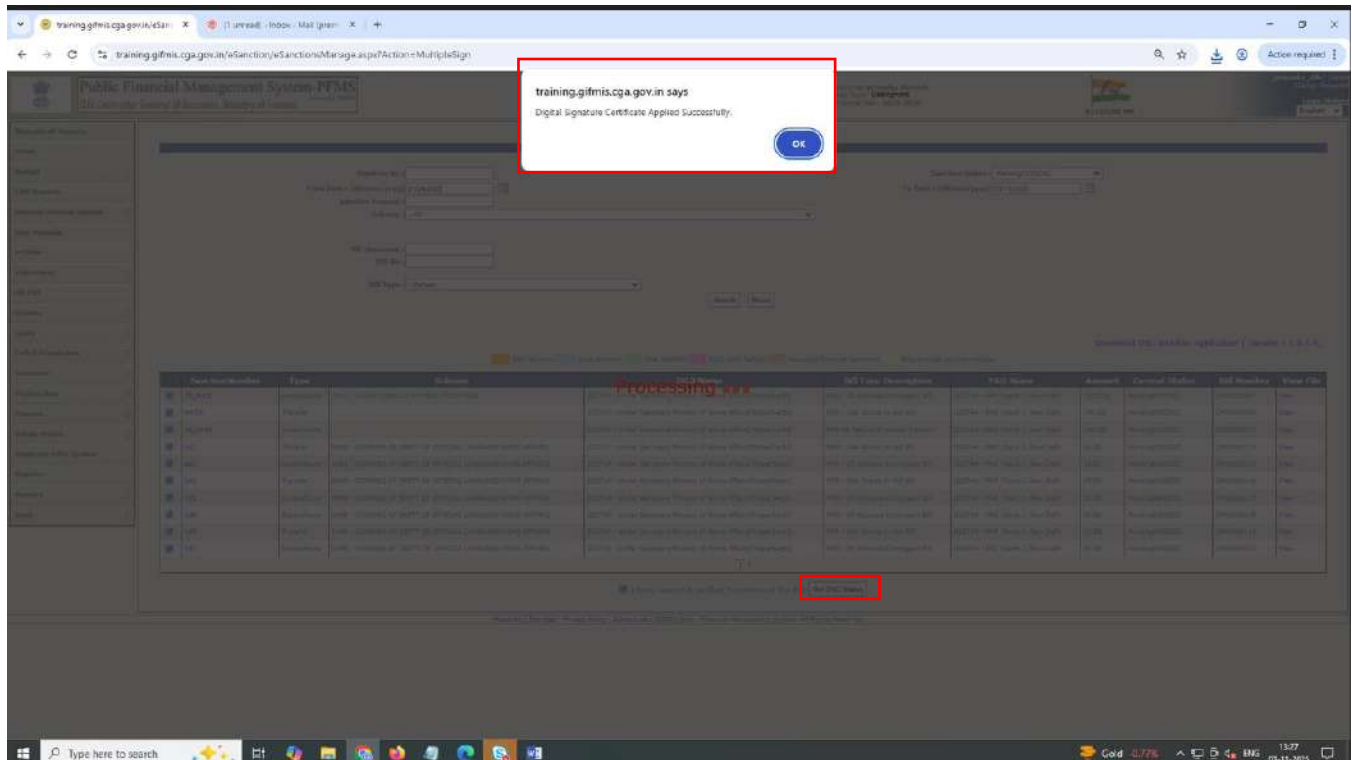


- A popup screen with success message '**Digital Signature Certificate applied successfully**' will be displayed on the interface as shown in the below screenshot. Click on '**OK**' button.



Digital Signing on Multiple Documents in eBill

- After successfully signing the pass order, below screen of multiple signing will appear. Click on '**Get DSC Status**' button.
- Success message will be displayed as shown in the below screenshot and click on '**OK**' button.



- If bill will be returned by DH, return order will be generated and multiple return order will be digitally signed as per the above mentioned process. To digitally sign return order select the status '**PendingDHDSCReturnOrder**'.
- Similarly, multiple signing of pass order/return order/Return Memo will be done at AAO and PAO level as explained in the above mentioned process at DDO and DH level.

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