

No.M-1208/3/2014-RH(A/C)  
Government of India  
Ministry of Rural Development  
(Rural Housing Division)

Krishi Bhawan, New Delhi,  
Dated 14<sup>th</sup> July,2016

To

The Principal Secretary / Secretary (Rural Development)  
Of all State Government and UT Administration

Subject: Pradhan Mantri Awaas Yojana Gramin - Admin Fund Module

Sir / Madam

I am directed to state that as per the decision of Ministry of Rural Development, Government of India, it has been decided that all payments related to Admin. Expenditure under PMAY-G shall be made through the FTO route through PFMS from 25th July, 2016. In order to ensure smooth roll out of Admin. module the states are requested to direct the concerned officers to ensure that the following pre-requisite / instructions are adhered to:-

**Opening of Bank A/Cs at State and District level**

- The State should ensure opening of a separate single PMAY- G Admin A/C (Savings Bank) at the state level.
- The Districts should also have a separate single PMAY-G Admin A/C at the district level.
- The State to ensure that the State level and district level bank accounts are integrated with PFMS.
- The details of the bank account at state and district levels are to be entered in AwaasSoft from the link given at State Login and District Login respectively.
- The details of the bank account once seeded, cannot be changed for that particular financial year.
- Ensure that a mobile number and email address is provided for receiving daily financial reconciliation statement through SMS/ mail.

### **Designating Signatory for Fund Transfer Order (FTO)**

- 2 different signing authorities to be identified at the State level.
- Digital signatures to be created for the 2 signing authority in the State.
- The level and designation of officer for the verification of first sign and for second digital sign should be declared.
- The State should designate the Officer who will have the authority to activate/ deactivate Digital Signature Certificates (DSCs).
- The level and designation of the 1<sup>st</sup> and 2<sup>nd</sup> signatories can be changed from the State login (AwaassSoft) at the start of the financial year. Once declared this cannot be changed at any point of time during the financial year.

### **Registration of Signatory**

- All 1<sup>st</sup> and 2<sup>nd</sup> level signatories to register from State login of AwaassSoft.
- The username of the signatory would be the same as the username of the State followed by 'A' for 1<sup>st</sup> Signatory and 'B' by for 2<sup>nd</sup> Signatory.
- The password would be sent to the registered mobile number of 1<sup>st</sup> and 2<sup>nd</sup> signatory.

### **Enrollment of signatory and activation**

- Registered signatories can login from any login screen of Awaassoft with the new credentials and enroll their DSCs.
- If the Officers do not have a DSC, the same would have to be procured.
- The State designated officer can activate/ de-activate any DSC from state login.
- Once DSC is activated, signatory can login again to generate/ digitally sign the FTO in future.

### **State / District Admin**

- The bank account of PMAY-G Admin should be frozen from the State/ District Login of AwaasSoft before payment.
- All frozen bank accounts would be verified by PFMS.
- Once account is verified by PFMS, it will be validated by the State/ District officials who will ascertain that the name of account holder matches with the name of the state / district Admin A/C.
- The District/ State bank accounts which have been verified by PFMS and subsequently validated by the State/ District will appear in order sheet for payment.
- The State/ District bank account rejected by PFMS will again have to be updated and frozen again.

For training and capacity building, Chandigarh login can be used. The state login should not be used for test entry. DSC procurement can be done through NICSi empaneled vendors if DSC is not available. FMS reports will be made available as and when data is available in database.

Yours faithfully,



(S.Rakesh Kumar)

Deputy Secretary to Govt. of India

Tel: 011-23381272

**Copy to:**

Director (RH)/ DS (RH)

All Officers / Officials of RH Division

STD (NIC) for uploading on the Ministry's website

**Copy for information to:**

PPS to Secretary (RD)

PS to JS (SA)