



भारतसरकार GOVERNMENT OF INDIA  
 वित्तमंत्रालय MINISTRY OF FINANCE  
 राजस्वविभाग DEPARTMENT OF REVENUE  
 केन्द्रीय अप्रत्यक्षकर एवं सीमाशुल्क बोर्ड  
 CENTRAL BOARD OF INDIRECT TAXES AND CUSTOMS  
 सीमाशुल्क आयुक्तका कार्यालय  
 OFFICE OF THE COMMISSIONER OF CUSTOMS  
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## **प्रशासनिक परिपत्र / ADMINISTRATIVE CIRCULAR. 10/2024**

**Subject: Implementation of e-bill module for end to end digitization of Bill processing in PFMS- reg.**

Reference: 1) OM issued by O/o CGA dated 30.03.2022

2) Letter No. Dy.CA/CBIC/SZ/Chennai/Coord/2024-25/818 dated 26.07.2024

The e-bill system has been implemented in the Commissionerate with effect from 01.08.2024. The e-bill module enables end-to-end electronic processing and payment of claims/invoices received from claimants like vendors/agencies/government employees through PFMS. The e-bill system aims to reduce the payment cycle time and increase transparency and efficiency in Government payment system.

2. In order to achieve the above objective, the following procedures/steps are required to be followed by the claimants in PFMS.

### **2.1. Creation of log-in ID for the claimant:**

(i) A claimant who is a vendor/agency/Government employee will require a unique log in ID in the PFMS. Government employees by default have a login ID in PFMS. The login ID for Government employees will be the Employee Code as per Pay Slip or PAN Card No.

(ii) Vendors/agencies who do not have unique log in ID in PFMS may be encouraged by the sections concerned (PRD/EDI/Establishment/ Administration) to generate a log in ID.

(iii) Sections that deal with vendors/agencies, need to create log in ID for the

respective dealing staff as Sanction Maker (PD maker) in PFMS.

## 2.2. Generation of e-claim by claimants

- i. Government employees (claimant) who want to submit a claim may do so in the following manner: Log in to PFMS. Click on "e-Claim" and then click "Generate Claim Reference No." Claimant should ensure that the PD Code chosen is 40038501. Click on "Search Vendor" and enter government employee name i.e. "vendor name" or "bank account number". Click "search", after that click on vendor code and generate a unique e-claim reference number (CRN), against which e-claim will be submitted.
  - ii. The reference number (CRN) generated in the first step should be written down in all pages of the physical documents. Now click on "e-claim" and choose the type of claim from the dropdown list. Claimant shall now enter all necessary information, scan the original invoice and related supporting documents (after noting the CRN number on all the documents, vouchers, bills etc.) and upload these documents and submit e-claim with e-sign (AADHAR OTP)/DSC for further processing.
  - iii. Vendors/agencies that provide goods and services to the Department shall generate their claims in PFMS. However in cases where the unique ID is yet to be generated for the claimant, Sanction Maker (PD maker) of the concerned section shall create the e-claim for the vendor/agencies as specified in step (i) and (ii) above.
  - iv. All claimants shall note the e-claim reference number (CRN) on the respective claims as mentioned in (ii) and submit the original physical documents to Administration section for further processing up to PAO and final payment.
3. All the above mentioned procedures/steps must be complied by the claimant for smooth functioning of e-bill module.

This issues with the approval of the Competent Authority.

Signed by  
Rajesh Jacob Koottummel  
उप आयुक्त | DEPUTY COMMISSIONER  
Date: 06-12-2024 10:46:06  
(प्रशासन /ADMIN)

Encl: Reference letters

प्रेषित To: All Sections (via CRU)

**Ministry of Finance  
Department of Expenditure  
Controller General of Accounts  
GIFMIS (PFMS Division)**

Date: 30/03/2022

**OFFICE MEMORANDUM**

**Subject: Implementation of e-bill module for end to end digitization of bill processing in PFMS.**

**Reference:** This office OM No. MF-I-17008/4/2020-CGA/153 dated 16/09/2021 on the subject above. (Copy Attached).

It is planned to roll out e-Bill in all the Civil Ministries/Departments in the financial year 2022-23 in a phased manner. Currently, the pilot is running in 9 PAOs of selected Ministries and Departments.

2. The roll out of e-bill requires a set of pre-requisites. These are detailed below: -

**A. Hardware Requirements:-****I System Related**

- (i) Computers 64 bit with Windows 10 and above operating system.
- (ii) Minimum 8 GB RAM and i3 processor, AMD Ryzen 3 or similar.
- (iii) Microsoft Dot Net Framework 4.6.1 in every system where PFMS is operated.
- (iv) Window DSC Utility (to be downloaded from PFMS & installed on all systems).

**II Document Scanner:** The document scanner should be capable of scanning **at least 72 dpi resolution** and should be able to support the page sizes required to be uploaded in e-bill with the following attributes.

	If its only text (irrespective of colour)	If the pdf document is combination of image and text	If the pdf document contains only image to be printed
Preferred dpi of PDF document	<b>72 dpi</b>	100-150 dpi (for computer digital screen display)	Minimum 300 dpi
Estimated number of pages covered in <b>2 MB</b> document	<b>200 pages</b> approx	5-10 pages	1-2 pages

The system requires upload of scanned invoices/claims by vendors/suppliers on PFMS through digital signature. However, an option of upload by HoD Authorized (Sanction Maker) user is also configured in the system. Necessary communication in this regard to HoD Authorized (Sanction Maker) users of respective Ministry/Department may also be sent.



**GOVERNMENT OF INDIA**  
**O/o THE DEPUTY CONTROLLER OF ACCOUNTS (SZ)**  
**CENTRAL BOARD OF INDIRECT TAXES AND CUSTOMS**  
**MINISTRY OF FINANCE, DEPARTMENT OF EXPENDITURE**  
**26/1, Uthamar Gandhi Salai, Nungambakkam, Chennai 600034**  
Phone No.:28331044, E-mail id : [dcasz.chn-cga@gov.in](mailto:dcasz.chn-cga@gov.in)

No: Dy.CA/CBIC/SZ/Chennai/Coord/2024-25/ 818

Date: 26.07.2024

To  
The PAOs under SZ/CBIC.

Sir/Madam,

Sub: Implementation of e-bill module for end to end digitization of bill processing in PFMS – reg

Ref: 1. This office letter. No. Dy.CA/CBIC/SZ/Chennai/Coord/2024-25/711 dated 08.07.2024

2. Headquarters Circular issued vide Lr. No. Pr.CCA/CBIC/Expdr-Coord/e-Bill/2024-25/117 dated 12.07.2024

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With reference to the subject above, as directed by the Headquarters vide letter under reference (2) and in continuation to this office letter under reference (1), it is **reiterated** that the e-bill system must be implemented by all the PAOs in a time bound manner and all the required steps/stages are completed **before 31<sup>st</sup> July 2024** under intimation to this office.

**NO PHYSICAL BILLS (EXCEPT SALARY/PENSION/GPF) MAY BE RECEIVED AFTER 31.07.2024.**

All PAOs are directed to decide the roles and responsibilities for implementation of e-bill module in the DDOs under their jurisdiction.

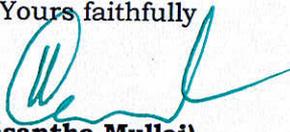
PAOs may convey these instructions to the DDOs for information and strict compliance.

In case any DDO expresses an inability to implement the e-bill system due to various reasons, a letter conveying the same, duly signed by the Head of Office (i.e. Pr. Chief Commissioner/Chief Commissioner/Commissioner), may be forwarded to this office through proper channel for onward transmission to Headquarters.

This may be treated as **“TOP PRIORITY”**

This issues with the approval of Dy. CA (SZ), CBIC, Chennai.

Yours faithfully

  
(V. Vasantha Mullai)  
Senior Accounts Officer (Coord)

Copy to: The Senior Accounts Officer (Expdr. Coord), O/o Pr. CCA, CBIC, New Delhi for information.

  
Senior Accounts Officer (Coord)