

TSA Hybrid – Steps for Implementing Agencies in respect of Scheme Code-1023

Standard Operating Procedure (SoP) for the Child Agencies using Saving Account of Recipient Agency (RA) i.e. CNA-ANRF

Scheme Code and Name : Science and Engineering Research Board (1023)

Reference : GIFMIS – PFMS OM no. IO-104001/5/2024-ITD-CGA/3-5/17047 Dated 21.04.2025

This SoP contains a set of guidelines for implementation of Hybrid TSA (Model 1 A) for cases where Child Agencies need not to open Zero Balance subsidiary Accounts (ZBSAs) and **generate claims** under TSA Hybrid using the savings bank account of the Recipient Agency for making payments. However, each child agency would still be required to open one holding account for managing statutory deductions like TDS, GST etc. of payments.

Prepared by:
PFMS team of MST and ANRF

Steps post generation of claim

After generating the claim on the PFMS portal, kindly ensure that the beneficiary institutes (Child Agencies) send an email to respective Sanctioning Authorities/Program Officers with the following details:

1.Sanction/Assignment Order Number – Clearly mention the sanction or assignment order number the claim pertains to.

2.Principal Investigator (PI) Name – Include the name of the concerned PI associated with the claim.

3.PFMS Transaction Id - HXXXXXXXXXXXXX

Non receipt of the above information may lead to rejection of your claim for payment.

This information is essential for timely tracking and processing of your claim.

For Sanctioning Authorities/Program Officers (ANRF)

The Program Officer at ANRF on receipt of all information of the transaction proposed will consolidate the demand/claim file every single day which may have come to them in batches till **3:00 PM** and submit a consolidated demand sheet with sanction details via email to finance wing for payment latest by **4:00 PM** on the same day.

Login via Agency DO

➤ TSA >>> TSA Hybrid >>> Add Claim Transfer

Create TSA Claim Transfer

Module: Claim Transfer

Scheme: *
1023-SCIENCE AND ENGINEERING RESEARCH BOARD

Bank Account:*
10672801001

Project:
--Select--

Received Sanction List:

Transaction ID	Sanction Number	Function Head	Amount Received	Sanction Balance Amount
S052500524521	AI/Grants/ANRF/GEN/003/2025-2026/1	342560200460131	2010000000	0

Letter/Office Order No.:*

Office Order Letter Attachment (if any):

Browse... No file selected.

Upload

Note: Only files of type jpg, png, and pdf of size not more than 4MB are allowed.

Uploaded Office Order Letter:

Remove

Sanction Date:*
dd/mm/yyyy

Actual Transaction Date: *
23/05/2025

Total Available Amount:
280000000

Total Amount: *
2

Narration: *

Voucher Number:

Pfms Claim Consolidation ID.	Agency Name	Account No	Amount	Consolidation Date	Account Type	IFSC Code
PCC137832	Anusandhan National Research Foundation[DSTSERB]	349902010052378	2		TSA Hybrid	UBIN0534994

Submit

Reset

Back

User Type – Agency Admin

- **Role of Implementing (Child) Agencies (IAs) – Slides 3**
- **Deactivate Scheme / Bank Account – Slides 4 - 5**
- **Bank A/c Registration of Child Agencies with RA's- Slides 6-10**

Note:-

All the slides in the SOP are for guidance only, please see the path given therein but use the **scheme code-1023** and **Union Bank of India saving Bank A/c of CNA-ANRF** and **Holding A/c of concerned Agency** i.e. IAs.

Role of Implementing(Child) Agencies (IA's):

- IAs need to login with **Agency Admn** user type on the pfms.nic.in
- IAs to deactivate existing bank account mapped/linked earlier with Science and Engineering Research Board (1023) Scheme
My Scheme >>> deactivate Scheme/Bank account
- IAs to take screenshot after submitting deactivation request and email to helpdesk-tsa@gov.in with copy to finance-wing@anrf.gov.in
My Scheme >>> Manage
- After deactivation approval from PD, IAs to register bank account with the Saving Bank Account of Recipient Agency i.e. CNA-SERB
TSA >>> TSA Hybrid >>> Add Scheme Bank Account (No. 349902010052378 of Union Bank of India)
- After Successful registration of child agencies with Recipient Agency bank account, request email may be sent to CNA-ANRF (finance-wing@anrf.gov.in) for approval.
- For any hands-on training or guidance related to deactivation of existing bank account and mapping of Child Agencies with CNA-ANRF Bank Account, IAs may contact at single PoC: PFMS team of MST at email ID: helpdesk-tsa@gov.in, Phone no. **011-26567078 Extn. 14005**

Deactivate Scheme/Bank Account

(My scheme> Deactivate scheme/Bank A/c)

Select scheme & click on bank A/c, give narration for **Requester Remarks** & submit

Public Financial Management System-PFMS
(formerly CPMS)

Q/o Controller General of Accounts, Ministry of Finance

User Type: AGENCYADM
Agency: Agency Of TSA
Agency Unique Code: TSA00002022
Financial Year: 2024-2025

Login History

Deactivate Scheme/Bank Account

Scheme: CLIMATE RESILIENT AGRICULTURE I [Select Scheme](#)

Status: All

Agency Name:

Account Number:

Agency Unique Code:

Note : Scheme ID is Madatory.

[Search](#)

No Record Found

Requester Remarks – Deactivate scheme / bank account

Balance	Reject Agency	Status	Requester Remarks	Approver Remarks
0.00		Deactivated Account	wrongPAOcode	
0.00		Deactivated Account	Wrong PAO code selected	
0.00		Deactivated Account		
46873251.00	N			Approve by root

https://training.pfms.gov.in/ImplementingAgency/Agency/AccountNotInUse.aspx

After this action is taken by Agency Admin, the PD will also be able to see the Agency available for deactivation in his login ID.

Deactivation approval by PD of the scheme

My scheme > Deactivate Scheme/Bank A/c (User – PD)

Select scheme – Status Pending PD Approval - Click on select check box and update Approver Remarks & submit

Financial Management System-PFMS
(formerly CPSMS)
General of Accounts, Ministry of Finance

Welcome: V Srinivasan
User Type: PD
Financial Year: 2024-2025

11:10:58 AM

[adm2power] Logo
Change Password
Login History
English

Deactivate Scheme/Bank Account

Scheme: CSNA Testing Scheme [4095] [Select Scheme](#)

Account Number :

Status : **Pending PD Approval** ▼

Agency Unique Code :

Agency Name :

☐ [Inactive Schemes](#)

Note : Scheme ID is Madatory.

[Search](#)

Select	Scheme Name	Agency Name In Bank	Account Number	Unique Agency Code	Bank Detail	Balance	Reject Agency	Status	Requester Remarks	Approver Remarks
<input checked="" type="checkbox"/>	4099-CSNA Testing Scheme	Test	78000000112	DLND00005740	STATE BANK OF INDIA-SWASTHYA VIHAR (DELHI)	0.00	Y			

[Submit](#) [Cancel](#)

Approver Remarks – Approve

Bank Account registration of Child Agency with Recipient Agency Bank Account

User-Agency Admin

Path: TSA > TSA-Hybrid > Add Scheme Bank Account

The screenshot displays the Public Financial Management System (PFMS) interface. The header includes the PFMS logo, the text "Public Financial Management System-PFMS (Intranet CPMS)", and the user's login details: "Welcome! User Type: AGENCYADM, Agency: Test Tsa1, Agency Unique Code: DLIN00002203, Financial Year: 2024-2025". The left sidebar contains a list of menu items: AdhocReports, BharatKosh Reports, Home, Scholarship Management, User Manuals, TSA, E-Payment, Health Module, Agency, Pension, Reports, My Details, Masters, My Schemes, Agencies, EAT MIS Process, My Funds, Transfers, Advances, and Scheme Allocation. The main content area shows a tree view of the TSA menu. The "TSA" menu is expanded, showing "TSA Hybrid" and "Add Scheme Bank Account". The "TSA Hybrid" menu is also expanded, showing "Add Fund Receiver", "TSA Signatory Configuration", "My Assignment Funds", "TSA DSC Management", "TSA Account Flagging", "Manage Scheme Bank Account", "Approve Scheme Bank Account", "TSA Unit Allocation", "Approve Account Flagging", "Agency Mapping Project Wise", "Deactivate Scheme Bank", "Approve Deactivate Scheme", and "Bank". The "Add Scheme Bank Account" menu item is highlighted with a red box. The URL in the address bar is "https://training.pfms.gov.in/ImplementingAgency/TsaInEat/TSAHybrid/TSAAddSchemeBank/Account.aspx".

➤ User will navigate to the following screen and click on the “Parent Agency Scheme Bank Account Registration” Menu. The following screen will open to register the Recipient Agency bank account.

The screenshot shows the PFMS web application. The header includes the PFMS logo, the user's name (AGENCYADM), agency code (DLIND000), and financial year (2024-2025). The main title is "Payment Agency Scheme Bank Account Registration". The form contains two dropdown menus: "Scheme" and "Parent Agency". A red arrow points to the "Scheme" dropdown with the text "Select Scheme-1023". Another red arrow points to the "Parent Agency" dropdown with the text "Select Parent Agency 'ANRF'". A red box highlights the "Get Details" button. A red text overlay at the bottom of the form area reads: "Please add Scheme Bank Account (No. 349902010052378 of Union Bank of India)". The left sidebar contains various menu items like AdhocReports, BudgetKash Reports, Home, Scholarship Management, User Manuals, TSA, E-Payment, Health Module, Agency, Pension, Reports, My Details, Masters, My Schemes, Agencies, EAT MIS Process, My Funds, Transfers, Advances, Scheme Allocation, and Expenditures. The bottom of the screen shows the Windows taskbar with the search bar and various application icons.

➤ The user will select the Scheme Name and its corresponding Parent Agency, and its Bank Account from the dropdown. The following radio button is provided:

- Get Details button to fetch the details of the Registered bank accounts of the respective Recipient agency.

➤ After clicking on Get Details, the user needs to click on the checkbox under the selection column against the scheme and bank details of the parent agency. After adding remarks, the user will click on the 'submit' for approval button.

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

Welcome:
User Type: AGENCYADM
Agency: Test TSA2
Agency Unique Code: DLIN00002704
Financial Year: 2024-2025

10:40:57 AM

Payment Agency Scheme Bank Account Registration

Payment Agency Scheme Bank Account Registration

Scheme: 1410-CLIMATE RESILIENT AGRICULTURE INITIATIVE

Parent Agency: Agency Of TSA [TSA00002022] Select

Parent Agency Account: 12365680564

Get Details

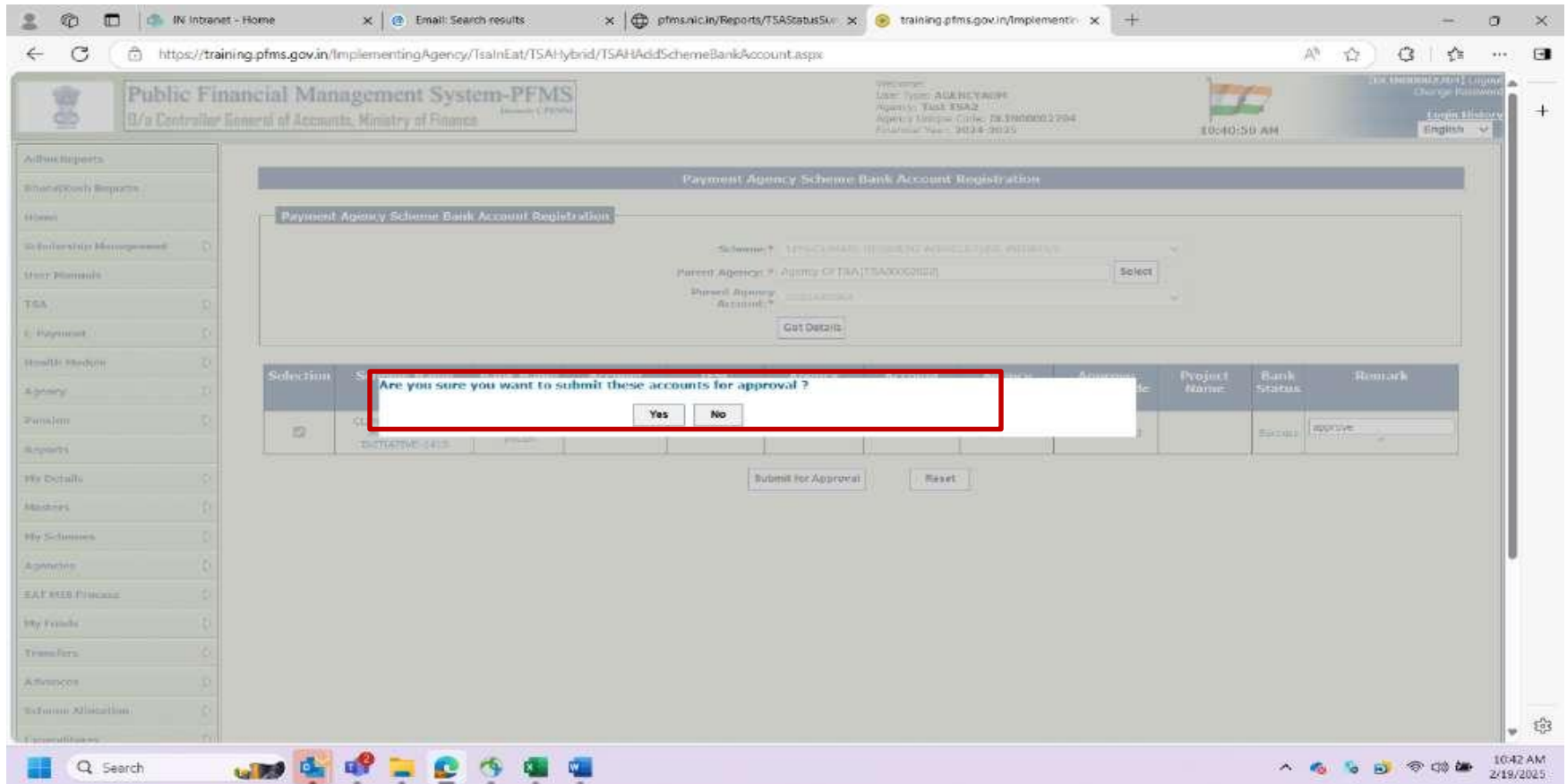
Selection	Scheme Name	Bank Name	Account Number	IFSC Code(as per bank)	Agency Name(as per bank)	Account Type	Agency Name	Approve Agency Code	Project Name	Bank Status	Remark
<input checked="" type="checkbox"/>	CLIMATE RESILIENT AGRICULTURE INITIATIVE-1410	STATE BANK OF INDIA	12365680564			TSA Hybrid	Agency Of TSA	TSA00002022		Success	approve

Submit for Approval Reset

Please add Remarks


Addition of Scheme Bank Account for Approval

➤ After successful submission, the following message will appear on screen.




➤ User will click on Yes button to confirm the registration of Recipient bank account with his agency. After clicking on 'Yes' button the approval request will go the parent agency for approval.

After completing all steps in preceding slides, Agency to share screen shot with Recipient agency i.e. CNA-ANRF for approval .



Public Financial Management System-PFMS
(formerly CPSMS)
Q/o Controller General of Accounts, Ministry of Finance

Welcome: TSA TESTING GG
User Type: AGENCYADM
Agency: Agency Of TSA
Agency Unique Code: TSA00002022
Financial Year: 2025-2026



[TSA00002022] Logout
Change Password
Login History
English

Adhoc Reports

BharatKosh Reports

Home

Scholarship Management

User Manuals

TSA

E-Payment

Health Module

Agency

Pension

Reports

My Details

Masters

My Schemes

Agencies

EAT MIS Process

My Funds

Transfers

Manage Parent Agency Scheme Bank Account Registration

Manage Parent Agency Scheme Bank Account Registration

Select Scheme:*

1410-CLIMATE RESILIENT AGRICULTURE INITIATIVE

Status:

--All--

Get Data

TSA Hybrid

Add Scheme Bank Account

Add Fund Receiver

Manage Account Flagging

TSA Signatory Configuration

TSA Account Flagging

My Assignment Funds

Manage Scheme Bank Account

TSA DSC Management

Approve Scheme Bank Account

AGRICULTURE INITIATIVE-1410

TSA Limit Allocation

CLIMATE RESILIENT AGRICULTURE INITIATIVE-1410

Approve Account Flagging

Agency Mapping Project Wise

Deactivate Scheme Bank

Approve Deactivate Scheme

Bank

IFSC Code(as per bank)	Agency Name(as per bank)	Account Type	Agency Name	Approve Agency Code	Project Name	Bank Status	Remark	Status
		TSA Hybrid	TSA Hybrid_4	TSA00002022		Success	OK	Pending Agency Approval
		TSA Hybrid	TSA Hybrid_6	TSA00002022		Success	ok	Pending Agency Approval

Reset

Path: TSA > TSA-Hybrid > Manage Scheme Bank Account

NOTE: For child agencies who have already registered/flagged their accounts under TSA Hybrid but are intending to use the aforementioned functionality have to first unflag and then deactivate their accounts in the following manner:

1. Concerned Agency Admin User has to follow the path:

“TSA→ TSA Hybrid→ Manage Account flagging”.

After selecting the scheme and bank account, the User has to search the flagged accounts and has to click on “Edit”. A pop-up will appear for keying in the remarks. After the remarks have been provided, the User can remove the flagging.

2. Agency Admin has to deactivate the scheme through the path:

My Scheme→Deactivate Scheme/Bank Account and get the deactivation request approved by the PD/ Recipient Agency through the path:

My Scheme→Approve account for deactivation.

The above steps can only be followed if there is no limit assigned to the child agencies against their flagged accounts.

Mapping of Holding Account:

Holding account is opened for the purpose of payment of TDS, Income Tax and GST and other deductions. All Implementing agencies of the scheme under Hybrid TSA shall open a Holding account in Scheduled Commercial Bank, in addition to the scheme account of the Recipient Agency i.e. CNA-ANRF.

The Holding Account will be a non interest- bearing account, where the transferred funds can be held for a maximum period of 14 days.

Apart from mapping of the Recipient Agency account for disbursing payments, the child agency is also required to map and register Holding account opened for the purpose of settlement of the deductions in TSA and is required to be approved by Parent Agency.

Path:- **My Scheme>Register New Scheme**

After approval of Holding Account Agency to go for Hybrid Flagging of Holding Account.

TSA>TSA Hybrid>TSA Hybrid Flagging

Mapping of Holding Account:

Path:- **My Scheme>Register New Scheme**

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

Welcome: TSA TESTING GG
User Type: AGENCYADM
Agency: Agency Of TSA
Agency Unique Code: TSA00002022
Financial Year: 2025-2026

11:28:57 AM

[TSA00002022] Logout
Change Password

Login History
English

Register New Scheme / Bank Account

Select Scheme-1023

Scheme: CLIMATE RESILIENT AGRICULTURE INITIATIVE [1410] [Select Scheme](#)

Select Funding Agency:
☐ I will receive funds directly from central government:
☐ I will receive funds directly from state government:
☒ I will receive funds from this agency:
 [Search](#)

Select Bank

Bank Name: [Select Bank](#)
(Enter minimum 4 characters to search Bank)

Select Branch

Branch Address: [Search](#) [Select Branch](#)
Branch list will show only 50 branches in List, you can search your branch by address)

Branch Name:

Add account No.

Account No.:
(Only accept Alphanumeric values: A to Z, a to z, 0 to 9)

Add Agency name as per bank

Agency Name As Per Bank: [Agency Account Scheme Component Mapping](#)

[Save](#) [Reset](#)


My Schemes

Manage
[Register New Scheme](#)
Central SNA
Approve Acc. for Deactivation
View Scheme Component


<https://training.pfms.gov.in/ImplementingAgency/Agency/RegisterScheme.aspx>

Hybrid Flagging of Holding Account.

TSA>TSA Hybrid>TSA Account Flagging

 **Public Financial Management System-PFMS**
(formerly CPSMS)
D/o Controller General of Accounts, Ministry of Finance

Welcome: TSA TESTING GG
User Type: AGENCYADM
Agency: Agency Of TSA
Agency Unique Code: TSA00002022
Financial Year: 2025-2026

 [TSA00002022] Logout
Change Password
Login History
English ▼

11:30:22 AM

Add TSA Hybrid Account Flagging

Scheme: * 1410-CLIMATE RESILIENT AGRICULTURE INITIATIVE ▼ **Select Scheme-1023**

Bank Account: * 52365685964 ▼ **Select bank A/c No.**

Project: --Select-- ▼

Account Type: * ☐ TSA Hybrid ☒ Holding Account **Select Holding A/c**

☐ Central Government ☒ Parent Agency **Select Parent Agency**

Select

Submit

Pop up window add unique agency code "ANRF"

TSA Account Flagging

Adhoc Reports
BharatKosh Reports
Home
Scholarship Management
User Manuals
TSA
E-Payment
Health Module
Agency
Pension
Reports
My Details
Masters
My Schemes
Agencies
EAT MIS Process
My Funds
Transfers


TSA Hybrid
Add Scheme Bank Account
Manage Account Flagging
TSA Signatory Configuration
My Assignment Funds
TSA DSC Management

Bank


https://training.pfms.gov.in/ImplementingAgency/TsaInEat/TSAHybrid/TsaAccountFlagging.aspx

On successful flagging of Holding A/c please share screen shot to Funding Agency for approval

TSA>TSA Hybrid>Manage Account Flagging

**Public Financial Management System-PFMS**
(formerly CPMS)
O/o Controller General of Accounts, Ministry of Finance

Welcome: TSA TESTING GG
User Type: AGENCYADM
Agency: Agency Of TSA
Agency Unique Code: TSA00002022
Financial Year: 2025-2026

**12:05:48 PM**

[TSA00002022] Logout
Change Password
Login History
English

Adhoc Reports
BharatKosh Reports
Home
Scholarship Management
User Manuals
TSA
E-Payment
Health Module
Agency
Pension
Reports
My Details
Masters
My Schemes
Agencies
EAT MIS Process
My Funds
Transfers

TSA Hybrid

Add Scheme Bank Account
Add Fund Receiver
Manage Account Flagging
TSA Signatory Configuration
TSA Account Flagging
My Assignment Funds
Manage Scheme Bank Account
TSA DSC Management
Approve Scheme Bank Account
TSA Limit Allocation
Approve Account Flagging
Agency Mapping Project Wise
Deactivate Scheme Bank
Approve Deactivate Scheme
Bank

View TSA Hybrid Account Flagging

Scheme: * 1410-CLIMATE RESILIENT AGRICULTURE INITIATIVE
Account: * 52385885864
Project :
Status: --All--

Search Reset

ime	CreatedBy	CreatedDate	ApproverAgencyCode	ApprovedDate	ReceivedFundsFrom	ProjectName	Status	Action
f 2022)	TSA00002022	2/14/2025 11:21:24 AM		2/19/2025 10:19:37 AM	CG		Approved	Edit

<https://training.pfms.gov.in/ImplementingAgency/TsaInEat/TSAHybrid/TsaManageAccountFlagging.aspx>

thank you