

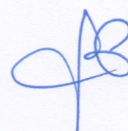
No. FR-8/25/2024-e-FD
GOVERNMENT OF MANIPUR
SECRETARIAT: FINANCE DEPARTMENT

OFFICE MEMORANDUM

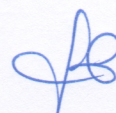
Imphal, the 5 May, 2025

Subject: Implementation of SNA SPARSH in Manipur

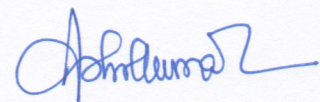
1. SNA (Single Nodal Agency) SPARSH (Samayochit Pranaalee Sheeghr Hastaantaran – Real time System of Integrated Quick Transfers) is a ‘Just-in-time’ system of fund flow for Centrally Sponsored Schemes (CSS). This system involves the integration of PFMS (Public Financial Management System) of Government of India (GoI), e-Kuber of RBI and the State IFMIS (Integrated Financial Management Information System). This was introduced in July, 2023.
2. The detailed procedure is laid down in the OM no. 1(27)/PFMS/2020 dated the 13 July, 2023 (**Annexure-I**) issued by the Department of Expenditure (DoE), Ministry of Finance (MoF), Government of India (GoI). Amendments and clarifications have also been issued from time to time by GoI. This new system will remove the ‘float’ in the banking system and also result in ‘instant’ credit to the bank account of the ‘payee’. At present, GoI has notified 29 CSS to be onboarded on SNA SPARSH platform (list enclosed as **Annexure-II**).
3. The process for onboarding of CSS on the SNA SPARSH platform is laid out in **Annexure-III**.
4. After a CSS is onboarded on the SNA SPARSH platform, the concerned **Department of the State Government has to send proposal to the concerned Ministry of GoI**, following which the Ministry will issue the ‘Mother Sanction’ for the CSS.
5. The process of sanction and disbursement of funds under SNA SPARSH shall be as follows:
 - (i) Once the “Mother Sanction” issued by GoI is reflected in the PFMS Portal, Finance Department (FD) will issue Budget Authorization for the Central Share amount indicated in the ‘Mother Sanction’.
 - (ii) Thereafter, FD shall issue a ‘General Concurrence Order (GCO)’ for Expenditure Sanction (by allotting a U.O. No.) of the authorized amount along with the corresponding state’s share, based on which administrative departments concerned shall issue Expenditure Sanction (ES) from time to time, keeping in view the actual liability, however limiting to the amount concurred by FD.



- (iii) The GCO shall clearly mention details of the 'Mother sanction' issued by GoI, the amount (separately for central share and State's share) and the debitible head of account. The concurrence order will be valid only for the Financial Year to which the order pertains to.
- (iv) The conditions to be included in the GCO to be issued by FD is enclosed as **Annexure-IV**. The format of ES to be used by administrative departments is enclosed as **Annexure-V**.
- (v) Under SNA SPARSH, **there will be no requirement of encashment permission (EP) or cheque drawal authority (CDA) and the same shall be mentioned in the GCO to be issued by FD.**
- (vi) However, it is re-iterated that the **Departments will issue expenditure sanction only when vouchers are available, and they are ready for submission to the Treasury. Issue of only 1 (one) ES corresponding to a GCO will be allowed in a single day.**
- (vii) Department concerned will prepare the bill for payment using the 'Bill Portal' on BEAMS. The bill generated from this portal will be physically signed until migration to a fully digital mode, which will be notified in due course by Finance Department.
- (viii) At present, bill preparation will be done at the State level. In due course, provision of bill preparation and submission through this 'Bill Portal' will be made available to agencies down the chain i.e., district, block levels etc. The claims submitted by agencies will be compiled by the SNA SPARSH DDO and bills will be prepared accordingly.
- (ix) Frequency of bill preparation against a sanction will be decided by the Department as per scheme requirements. However, **only 1 (one) bill can be prepared on the 'Bill Portal' against a sanction on a single day.** Similarly, **only 1 (one) bill can be submitted to the Treasury against a sanction,** based on the principle of 'one sanction-one bill'.
- (x) Procedure for allocation on BEAMS will remain the same until further orders.
- (xi) The bill generated from the Bill Portal, vouchers and supporting documents etc. will be submitted to the designated 'SNA SPARSH' Treasury. Upon completion of checks by the Treasury, the payment will be pushed onto the PFMS system by the Treasury concerned.
- (xii) Timing of settlement, procedure for failed transactions etc. will be as per the instructions issued by MoF from time to time.



- (xiii) Finance (Budget) will issue the Budget authorization and the corresponding Concurrence Order for all CSS under the SNA SPARSH framework. They will monitor and maintain all records of Sanctions issued by Departments against a 'Mother sanction' issued by GoI and the GCO issued by FD, which the Departments concerned must mandatorily share with FD. **Sanctions issued for CSS under the SNA SPARSH framework will not require authentication of FD.**
- (xiv) Concurrence Certificate of the Internal Finance Division (IFD) of the Department concerned shall be mandatorily enclosed at the time of presentation of Bills in the Treasury. Prior to obtaining AA and ES from the Department, Implementing Department/Agency shall route the file to IFD and obtain its concurrence as per format enclosed with this O.M. (Format enclosed in **Annexure-VI**)
- (xv) The role of IFD is to facilitate expeditious claim of the liabilities, check budget availability and restrict sanctions within the concurred amount indicated by FD, ensure fulfillment of all codal requirements, and ensure smooth fund flow from GoI .
6. The '**Sub-Treasury, Imphal**' is designated as the '**SNA SPARSH**' Treasury and all SNA SPARSH bills of all Departments will be submitted to this Treasury until further orders. Sub Treasury officer shall follow the checklist (format in **Annexure-VII**) before processing payment.
7. The accounting of SNA SPARSH transactions will be done by the '**SNA SPARSH**' Treasury. Directorate of Treasuries & Accounts will coordinate with the Office of AG, Manipur and Banking Department, RBI Guwahati, whenever necessary, for expeditious compilation of monthly accounts.
8. For CSS under the SNA SPARSH Framework, the process of administrative approval, authorization, sanction etc. mentioned in the OM no. FX-26/21/2025-e-FD dated the 1st April, 2025 will not apply.
9. This issues with the approval of the Competent Authority.



(N. Ashok Kumar)
Commissioner (Finance)
Government of Manipur

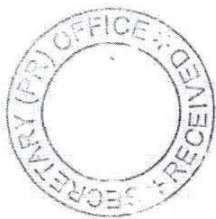
No. FR-8/25/2024-e-FD

Imphal, the 5 May 2025

Copy to:

1. Secretary to the Hon'ble Governor, Manipur
2. Staff Officer to the Chief Secretary, Government of Manipur
3. All Administrative Secretaries, Government of Manipur
4. The Principal Accountant General (A & E), Manipur
5. The Registrar General, High Court of Manipur
6. Secretary, Manipur Legislative Assembly
7. All Heads of Departments, Manipur
8. Director, Treasuries & Accounts, Manipur
9. The State Informatics Officer, NIC, Manipur.
10. The Senior Accounts Officer , PFMS State Unit, Manipur
11. Relevant file


(Neilenthang Telien)
Special Secretary (Finance)
Government of Manipur



for mva
14-7-23
F. No. 1(27)/PFMS/2020
Government of India
Ministry of Finance
Department of Expenditure
PFMS Division

North Block
New Delhi, 13th July, 2023

OFFICE MEMORANDUM

Subject: "Just-in-Time" release of Centrally Sponsored Schemes (CSS) funds through e-kuber platform of Reserve Bank of India (RBI).

The General Financial Rule 232(v) prescribes the release of funds to the State Governments and monitoring utilization of funds through PFMS. For better monitoring the availability and utilization of funds released to the States under the Centrally Sponsored Schemes (CSS) and to reduce float, the Department of Expenditure vide OM No. 1(13)PFMS/FCD/2020 dated 23rd March, 2021 has issued guidelines for revised procedure for flow of funds under CSS. The revised procedure, known as the "SNA model", came into effect from 1st July, 2021.

2. Further, in view of rule 230 (7) of GFR 2017 which prescribes that "The principles of 'just in time release' should be applied for releases in respect of all payments to the extent possible" and to bring about more efficiency in cash management at both Centre and States level, it has been decided to introduce an alternative fund flow mechanism named SNA – SPARSH (समयोचित प्रणाली एकीकृत शीघ्र हस्तांतरण – Real time System of Integrated Quick Transfers) for CSS funds through an integrated framework of PFMS, State IFMIS and e-kuber platform of Reserve Bank of India (RBI) in a progressive manner. The names of schemes and States to be covered by the alternative fund flow mechanism will be notified from time to time.

3. Following procedure will be followed by the State Governments concerned and the Ministries/Departments of the Government of India for the schemes notified for implementation in SNA – SPARSH model -

- i. Ministry/Department concerned of the Government of India shall open a drawing account with RBI under the existing User Defined Customer Hierarchy (UDCH) code of the Ministry/Department concerned.
- ii. The State Government will designate a Single Nodal Agency (SNA) for implementing each State Linked Scheme (SLS) corresponding to a CSS. Existing SNAs under the "SNA model" may also be designated as SNAs under SNA- SPARSH model.
- iii. The State Government shall open SLS wise drawing accounts of SNA in RBI. Before opening of drawing account of an SLS, State Government and Ministry/Department concerned of GoI shall ensure that the Centre-State fund sharing ratio is uniform under all components of that SLS. In case of Umbrella schemes having multiple sub

Pratik K. S.

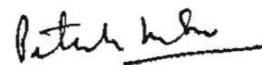
schemes/components with varying sharing patterns, State Governments in consultation with Ministry/Department concerned should open separate SLS for sub schemes/components with different sharing ratio.

- iv. After opening of aforesaid drawing accounts in RBI by the Ministries/Departments and the State Governments, the Ministries/Departments and the State Governments will approach the PFMS division, O/o CGA for on boarding the scheme onto SNA-SPARSH platform of PFMS by 'marking' of the CSS on PFMS. Simultaneously, the State Governments shall map the CSS with corresponding SLSS as per the existing protocol.
- v. Upon on boarding of a scheme onto SNA- SPARSH platform, the State Government shall close all the SNA accounts pertaining to the scheme and return the Central share of unspent balance lying in the SNA accounts to the Consolidated Fund of India (CFI). Similarly the State share of unspent balance in the SNA accounts should be returned to the Consolidated Fund of the State. Further, the central share under the scheme lying in State treasury should also be returned to the CFI. Detailed procedure for calculation and return of the unspent amount will be issued separately.
- vi. Once a CSS is on boarded onto SNA-SPARSH platform of PFMS, Ministry/Department concerned shall use only the SNA- SPARSH platform to release funds under the scheme as per the guidelines contained in this OM and further guidelines issued in the matter. The use of SNA platform to release funds as per DoE's guidelines dated 23rd March, 2021 shall be stopped immediately after on boarding of the CSS onto SNA- SPARSH platform.
- vii. In the beginning of a financial year, the Ministries/Departments will create a 'mother sanction' in PFMS for a State for a CSS. The 'mother sanction' will define State wise drawing limit of the Ministry/Department for that CSS. The mother sanction may be modified by the Ministry during the year with the concurrence of the IFD.
- viii. The SNA and the Implementing Agencies (IAs) down the ladder shall be registered in State Integrated Financial Management Information System (State IFMIS).
- ix. Whenever the SNA/IAs needs to make payment to vendors/beneficiaries, the SNA/IA will generate payment files in State IFMIS. The payment files generated by SNA/IAs will be consolidated by State treasury in State IFMIS periodically after thorough scrutiny.
- x. In the case of States where the IT system is not ready to onboard a large number of agencies with proper protocol, the agencies may submit manual claims to State treasury which in turn shall process these claims in the State IFMIS.
- xi. State Government will develop a State Cyber Treasury wherein all payment files with SLS tags from the SNA/IAs could be received for payment and the vouchers could be compiled for accounting purpose. The State Cyber Treasury shall make the provision

Prateek K

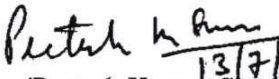
of 'flags' to identify the SNA/IA which has raised the claim and the SLS to which the claim pertains to.

- xii. State Government/treasury will share the consolidated payment file with PFMS for advance release of Central share.
- xiii. After receiving the consolidated payment file on PFMS, the Ministry/Department concerned will generate a sanction equivalent to the central share specified for the SLS on PFMS and transfer the central share of funds from centre's drawing account to the State's drawing account. Thus, State's drawing account shall be pre-funded with central share. After release of central share of funds, the mother sanction for the centre's drawing account for the scheme for the State will be reduced by an equivalent amount.
- xiv. Payment files received from State Treasury in PFMS till the cut-off time of 3 PM during a working day will be processed and sanction for the central share will be generated on the same working day. Sanction for the central share for payment files received beyond the cut-off time of 3 PM may be generated on the next working day.
- xv. Upon receipt of Central share, the consolidated payment file in State IFMIS will be auto pushed from State IFMIS to RBI. RBI shall debit the State's drawing amount by the total amount of the payment file and release payments to vendors/beneficiaries as per the instructions contained in the payment file. RBI will share the Debit notification of this payment with both PFMS and State IFMIS.
- xvi. In some schemes, the State Governments are releasing 'top up' amount in addition to the Central share and State share. State IFMIS and PFMS shall maintain a master database of proportion of Central, State share and the top up amount in such schemes. Payment files of such schemes will mandatorily include the 'top up' amount separately in line with the proportions in the master database and the Central share will not be calculated on the 'top up amount'. In case of schemes having 'top up' by State Government, Ministries/Departments shall not generate the sanction for central share against the payment files which are not reflecting the top up amount separately.
- xvii. There shall be periodic reconciliation and settlement of funds including failed transactions between Centre and State. The consolidated payment file pushed by State IFMIS to PFMS will mandatorily have the flagging for reinitiated transactions against previously failed transactions (if applicable) to avoid duplicate payments.
- xviii. Funds will remain in respective consolidated funds and will be released to the beneficiaries/vendors just in time. The funds will not be diverted to any Personal Deposit (PD) account or any other account by the State Government.
- xix. UTs without legislature work directly in PFMS and there is no need for them to open account in RBI. Ministries concerned can allow UTs with legislature to operate the concerned budget head through Letter of Authorization. UTs without legislature will ensure that the funds are released to the vendors/beneficiaries 'just in time' and are



not parked in a bank account. In case funds are to be released to any agency as per scheme guidelines, provision of Rule 230 (vii) of GFR 2017 will be strictly followed to avoid parking of funds, with agencies.

4. This issues with the approval of Finance Secretary & Secretary (Expenditure).


13/7/23
(Prateek Kumar Singh)
Director (PFC-I)
011-23094961
E-mail: prateeks.98@gov.in

To,

1. All Secretaries to the Government of India
2. All Financial Advisors to the Government of India
3. All Pr. CCAs/CCAs of all Ministries/Departments

Copy to:

1. PSO to Finance Secretary & Secretary (Expenditure)
2. PSO to Special Secretary (Pers)
3. PSO to AS(PF-S)
4. PPS to CGA
5. Sr. PPS to AS (PFC-II)
6. Sr. PPS to JS (PFC-I)

Sl. No.	Ministry/Department	Centrally Sponsored Scheme	State Linked Scheme
1	Agriculture	(1) Krishionnati Yojana (2) Rashtriya Krishi Vikas Yojna	1. National Mission on Horticulture 2. National Food Security Mission 3. National Bamboo Mission 4. National Mission on Oil Seed 5. National Mission on Oil Palm 6. Sub Mission On Seed And Planting Materials (SMSP) 7. Mission Organic Value Chain Development 8. Support to State Extension Programme 1. Rashtriya Krishi Vikas Yojna (RKVY) 2. Rainfed Area Development and Climate Change 3. Soil Health Card and Soil Health Management 4. Sub-Mission on Agro-Forestry (SMAF) 5. Paramparagat Krishi Vikas Yojana 6. Sub-Mission on Agricultural Mechanization 7. PMKSY - Per Drop More Crop
2	Water Resources	(3) Irrigation Census (4) Har Khet Ko Pani (5) PMKSY-Accelerated Irrigation Benefit Programme (6) PMKSY - Command Area Development and Water Management	1. Irrigation Census 1. Har Khet Ko Pani – Surface Minor Irrigation 2. Har Khet Ko Pani - Ground Water 1. Accelerated Irrigation Benefit Programme 1. PMKSY Command Area Development And Water Management
3	Rural Development	(7) Pradhan Mantri Gram Sadak Yojna (8) Pradhan Mantri Awas Yojna (PMAY) - Rural (9). 9181 - National Rural Livelihood Mission	1. Pradhan Mantri Gram Sadak Yojana 1. Pradhan Mantri Awas Yojna (PMAY)- Rural 1. DAY-NRLM 2. DAY NRLM SVEP 3. DDU GKY 4. RSETI 5. Mahila Kisan Sashaktikaran Pariyojana (MKSP)

		(10) Pradhan Mantri Krishi Sinchayi Yojna - Watershed Development Component (11). 9219 - Mahatma Gandhi National Rural Guarantee Program	1. Pradhan Mantri Krishi Sinchai Yojana - Watershed Development Component 1. Mahatma Gandhi National Rural Guarantee Program (Material Component) 2. Mahatma Gandhi National Rural Guarantee Program - Admin Component
4	Higher Education	(12) Pradhan Mantri Uchhatar Shiksha Abhiyan (PM USHA)	1. Rashtriya Uccatar Siksha Abhiyan
5	Health and Family Welfare	(13) Pradhan Mantri Ayushman Bharat Health Infrastructure Mission (PM-ABHIM) (14) Flexible Pool For RCH & Health System Strengthening, National Health Programme and National Urban Health Mission	1. Pradhan Mantri Ayushman Bharat Health Infrastructure Mission (PM-ABHIM) 1. National Health Mission
6	Home Affairs	(15) Modernisation of Police Forces	1. Modernisation of Police Forces
7	Law & Justice	(16) Infrastructure Facilities for Judiciary	1. Development of Infrastructure Facilities for Judiciary
8	Ministry of Housing and Urban Affairs	(17) Other Items of State/UT Component - PMAY Urban	1. Pradhan Mantri Awas Yojana (Housing For All) - Urban 2. Pradhan Mantri Awas Yojana (Housing For All) - Urban Central Component
		(18) Swachh Bharat Mission (SBM) – Urban (19) Urban Rejuvenation Mission - 500 Cities (AMRUT)	1. IHHL/CT/PT/Aspirational Toilets 2. Used Water Management (UWM) SBM Urban 2.0 3. Solid Waste Management (SWM) SBM Urban 2.0 4. IEC and Behaviour Change (IEC & BC) SBM Urban 2.0 5. Capacity Building Skill Development & KM SBM Urban 2.0 6. Swachh Bharat Mission (Urban) 1. GIS Based Master Plan Under AMRUT 2. Local Area Plan & Town Planning Scheme under AMRUT 3. Atal Mission for Rejuvenation and Urban Transformation (AMRUT) 2.0 4. AMRUT Mitra 5. AMRUT 2.0 (A & OE)

			6. Capacity Building & IEC Component Under AMRUT 7. Atal Mission for Rejuvenation and Urban Transformation (AMRUT)
9	Women and Child Development	(20) SAMBAL (Beti Bachao Beti Padhao, One Stop Centre, Mahila Police Volunteer, Women Helpline Nari Adalat etc.) (21) SAMARTHYA (Shakti Sadan, Swadhar, Ujjawala, Widow Home, Sakhi Niwas, Palna, PMMVY)	1. Mahila Shakti Kendra 2. One Stop Centre 3. Beti Bachao Beti Padhao 4. Women Helpline 1. Sakhi Niwas 2. Palna 3. PMMVY 4. Shakti Sadan 5. Ujjawala Scheme 6. Gender Budgeting 7. Hub For Empowerment Of Women 8. Palna AWCCS
10	Food Processing Industries	(22) PM Formalization of Micro Food Processing Enterprises (PM FME)	1. PM Formalization of Micro Food Processing Enterprises (PM FME)
11	Ministry of Drinking Water & Sanitation	(23) Jal Jeevan Mission(JJM)/ National Rural Drinking Water Mission (24) Swachh Bharat Mission (Gramin)	1. National Rural Drinking Water Programme/ Jal Jeevan Mission 1. Swachh Bharat Mission (Gramin)
12	Ministry of Fisheries Animal Husbandry & Dairying	(25) Pradhan Mantri Matsya Sampada Yojana (PMMSY) (26) National Livestock Mission (27) Livestock Health and Diseases Control (28) Livestock Census And Integrated Sample Survey	1. Pradhan Mantri Matsya Sampada Yojana (PMMSY) 1. National Livestock Mission 2. National Livestock Mission - Training Programme 1. ASCAD 2. Mobile Veterinary Unit 1. Livestock Census Manipur 2. Integrated Sample Survey 3. Integrated Sample Survey 100 Pc Components
13	Environment and Forests	(29) Conservation of Aquatic Eco Systems	1. Conservation of Notified Popular and Vulnerable Yaralpat Wetland in Manipur 2. Integrated Management Plan of Utra Pat Lake Manipur under NPCA 3. Integrated Management Plan of Waithou - Phumnom Pat Manipur 4. Conservation of Notified and Vulnerable Jaimeng Wetland Manipur

Process of onboarding of CSS on SNA SPARSH Platform

1. The Centrally Sponsored Scheme (CSS) to be onboarded must be first notified by the Department of Expenditure (DoE), Ministry of Finance (MoF). Following this, the Department of the State Government must communicate with the Program Division of the Ministry implementing the scheme and get their concurrence for onboarding on SNA SPARSH. Before the onboarding of any CSS on SNA SPARSH concurrence of Finance Department will also be necessary.
2. The Ministry concerned will advise on the number of State Linked Schemes (SLS) to be opened for the CSS and the sharing pattern of each SLS.
3. The Department must then open drawing accounts for each SLS with the Reserve Bank of India (RBI). The form and the requirements of RBI in this regard is enclosed as **Enclosure-I**. Department concerned will submit the duly filled forms to Finance Department for onward forwarding to RBI.
4. Concurrently, the Department wishing to onboard the CSS will send a proposal to Finance Department to declare one of the signatories on the form for opening of drawal account (usually the Head of Department) as DDO SNA SPARSH_<Name of Department>. Department can have more than one SNA SPARSH DDOs in case different agencies are implementing different CSS within the Department. However, it is **advisable to have only one DDO SNA SPARSH per Department**. In case multiple DDOs are to be declared then they will be designated as DDO SNA SPARSH_<Name of Department>_<Name of Scheme>.
5. Finance Department will approve the declaration of DDO, following which the Department will write to the Director, Treasuries & Accounts (DTA) for allotment of DDO code as at para 4 above.
6. Before the SLS of CSS is onboarded on the SNA SPARSH platform Department has to close the corresponding SNA account along with the Zero Based Accounts (ZBA) already opened under the SNA Model for the SLS. For this closure, the balance in the SNA account must be 'zero', for which the Department has to either utilize the funds in the account or refund it to the Central and State Government, based on the sharing pattern of the SLS.
7. After the SNA accounts and ZBA are closed, the SLS for SNA SPARSH must be mapped to the corresponding Budgetary Heads of Accounts (HoAs) for both the Central and State Governments. Under SNA SPARSH model, there will not be separate Central and State Shares HoA, instead only the HoA in the State Budget corresponding to the SLS of the CSS will be mapped. Finance (Budget) will make the necessary re-arrangements in this regard.



e.g. Let us take the CSS – Swachh Bharat Mission (Rural) i.e., SBM (G) with the SLS of the same name.

In the existing SNA model, in the State Budget, there were 3 (Three) Central Share HoA for each of the General, SC and ST components. There were also 3 (Three) corresponding State Share HoA. Hence, 6 (six) HoA were mapped for this CSS in SNA Model.

Under the SNA SPARSH model, in the State Budget, there will be only 3 (Three) HoA mapped for this scheme for each of the General, SC and ST components.

8. Since all CSS have not been brought under the SNA SPARSH model, both the SNA and SNA SPARSH models are currently under implementation. The State Budget for BE 2025-26 will reflect the State Share HoA for CSS under SNA model. This will be phased out by Finance Department based on the progress of SNA SPARSH implementation. Departments should, however, map only the Central Share HoA and payment for both the Central Share and corresponding State Share will be made from this HoA in the SNA SPARSH model.

9. Upon completion of all the above steps, the SLS of CSS can be onboarded on the SNA SPARSH platform.



Procedure for opening of drawal account in RBI for SNA SPARSH CSS

1. Details are provided in the form (**enclosed**) to be submitted
2. Administrative Secretary and Head of Department or Head of Agency implementing the CSS are to be the signatories on the drawal account opening form.
3. The official (NIC) email ID of the signatories, office address, and mobile number are to be provided. For KYC purposes, Official ID card, Aadhaar and PAN Card are to be provided. These documents must be enclosed with the form and should be self-attested.
4. The filled up form with the supporting documents must be submitted to Finance Department. These forms will then be signed by the Director (Treasuries & Accounts) and the authorized signatory of Finance Department, after which the forms will be forwarded to RBI.

A handwritten signature in black ink, appearing to be 'ee. le' or similar, written in a cursive style.

Specimen of the Application Form

(Application must be on the Letter Head of the State Government Finance Department/Treasury)

To

The General Manager
_____ Regional Office
Reserve Bank of India

Sub:- **Opening of drawing account under alternative fund flow mechanism named SNA – SPARSH for Centrally Sponsored Scheme (CSS) funds**

Ref:- Government of India, Ministry of Finance, Department of Expenditure OM F. No. 1 (27)/PFMS/2020 dated July 13,2023 on subject “Just-in-Time” release of Centrally Sponsored Schemes (CSS) funds through e-kuber platform of Reserve Bank of India (RBI).”

Madam/Sir,

As per the direction of Ministry of Finance, Government of India, alternative fund flow mechanism named SNA – SPARSH (समयोचित प्रणाली एकीकृत शीघ्र हस्तांतरण – Real time System of Integrated Quick Transfers) for CSS funds has to be implemented by (Name of the SNA) which is a designated State Nodal Agency. You are, therefore, requested to open a drawing account in _____ Regional Office, RBI for the State Government of _____ under UDCH code _____. This account has to be opened for implementing (Name of the State Linked Scheme).

2. The details of the State Government drawing account to be opened are as under: -

Name of the State Government drawing account	Name of head/incharge	Address of the account holder	Email id of account holder	Contact Number
Eg: GOxxSPARSH <u>Name of State Linked Scheme and/or any other details Government may like to add.</u> (Maximum character is 30)				
E-mail ID(s) on which account statements etc. are to be sent :				

3. The purpose for opening of this account in RBI is to implement the above mentioned scheme under the SNA SPARSH mechanism as prescribed by the Ministry of Finance, Department of Expenditure, Govt. of India.

4. The account will be operated using Digital Signatures through State IFMS. The Government would procure a valid CLASS 3 digital certificate from Certificate Issuing Authority (CA) like IDRBT, NIC, e-Mudra etc. Also, the Govt would ensure that whenever the existing public key certificate is due for renewal, the new public key will be provided to RBI at least one week in advance so that there is sufficient time for doing necessary configuration at RBI's end. However, in case any cheque based, or mandate-based transactions are done by the Government on a regular basis from the account, then the specimen signature of the authorized signatories approved by the Competent Authority will be submitted for undertaking such transactions. The proof of identity, email id, mobile no. and KYC who will operate the account in the RBI, duly attested by authorized official of State Finance Department are enclosed herewith.

5. We agree that copy of Debit Notifications and Return Notifications of this account will be shared with O/o Controller General of Account system by RBI.

6 Approval from State Accountant General for opening this account is enclosed.

Yours faithfully,

(sign with stamp)

Controller of Accounts/Directorate
of Accounts / Accounts Officer of PAO

(sign with stamp)

Authorized official of Finance Department

Annexure-IV

The U.O generated in FIBERS system will be taken as the General Concurrence Order (GCO).

The following shall be listed in the conditions for GCO:

- i) Fund transfer under the scheme shall be made through the Public Financial Management System (PFMS) in the SNA SPARSH model.
- ii) Fund disbursement by the implementing agency shall follow the scheme guidelines.
- iii) The drawal of fund shall be strictly limited to the concurred amount and it should not exceed the concurred amount under any circumstances.
- iv) Funds shall be encashed on a Fully Vouched Bill to be supported by vouchers and other related documents (*will not apply when FD approves AC drawal*)
- v) Parking of funds in DDO account, temporarily or otherwise, is not allowed under any circumstances.
- vi) All codal requirements must be followed.
- vii) Prior concurrence of Internal Finance Division (IFD) shall be obtained before according ES.
- viii) There is no requirement of Encashment Permission/ Cheque Drawal Authority Permission for sanctions issued under this GCO



FORMAT OF SANCTION TO BE ISSUED BY DEPARTMENTS

No.....
 Government of Manipur
 Department of

ORDERS BY THE GOVERNOR: MANIPUR

Date: DD MM YYYY

The Governor of Manipur is pleased to accord Administrative Approval and Expenditure Sanction to an amount not exceeding Rs..... being expenditure incurred for payment of liabilities for (*purpose*) under the Centrally Sponsored Scheme (*Name of the CSS*). Of this amount, Rs____/- (*in words*) is the Central Share and Rs.____/-(*in words*) is the State Matching Share.

2. This is the ____sanction (*First or Second or Third and so on to be indicated*) against the Mother Sanction No. ____dated__ issued by Ministry of for the Scheme/Purpose..... (*copy enclosed*) and FD General Concurrence Order No..... dated.... (*Copy enclosed*). Copies of all sanction orders, issued earlier (if applicable), are enclosed.

(Rs. in lakh)

Sl. No.	FD Concurred amount (Central & State Share)	ES issued as on date (Central & State Share)	Balance available	Current ES amount (Central & State Share)	Balance after current ES
(1)	(2)	(3)	(4) = (2)-(3)	(5)	(6)=(4)-(5)

3. The release of fund is subjected to the following terms and conditions:

- Fund transfer under the scheme shall be made through the Public Financial Management System (PFMS) in the SNA SPARSH model.
- Fund disbursement by the implementing agency shall follow the scheme guidelines.
- Fund shall be utilized only for the purpose of (*mention purpose clearly*)
- The drawal of fund shall be strictly limited to the amount sanctioned.
- Funds shall be encashed on a Fully Vouched Bill and shall not be parked in DDO account (*AC bill will be allowed only when FD gives specific permission for the same*)



f) (*Other conditions, as and when necessary*).

4. The amount shall be drawn by the concerned SNA SPARSH DDO (*Name of the DDO Concerned*), Manipur.
5. The debitabe Head of Account is – *aaaa-bb-ccc-dd-ee-ff* under Demand No.....for the FY 2025-26.
6. The proposal is examined by IFD and the concurrence certificate issued is enclosed.

By orders & in the name of the Governor,

(_____)
Administrative Secretary (*Department*)
Government of Manipur



Concurrence No¹.**Name of the Department:****Name of the CSS:****Format for IFD Concurrence****Concurrence of IFD²**

Sl. No.	Particulars	Details ³ (Amount in Rs. in lakh)
1	Sanction No. and date of Mother Sanction of Government of India	
2	Amount sanctioned by GoI in Mother Sanction	
3	UO No. and date of General Concurrence Order of Finance Department, Government of Manipur	
4	Amount concurred by Finance Department	<i>Indicate CS and SS</i>
5	Head of Account	
6	Budgetary Allocation	
7	Amount sanctioned by Department as on date	<i>Indicate CS and SS</i>
8 = 3-7	Balance available (from amount concurred in Sl. 3)	<i>Indicate CS and SS</i>
9	Current sanction proposed	<i>Indicate CS and SS</i>
10 = 8-9	Balance available after current proposed sanction	<i>Indicate CS and SS</i>
11	Whether Tender requirements are followed	<i>Yes or No</i>
12	Whether EB/PIB clearance obtained (<i>wherever applicable</i>)	<i>Yes or No</i>
13	Whether Vouchers for the amount claimed is available?	<i>Yes or No</i>
14	GST undertaking/ Latest GSTR-3B & 7 (<i>if applicable</i>)	<i>Yes or No</i>
15	Completion Report/ Progress Report, in case of works of capital nature	<i>Yes or No</i>

N.B. (i) CS – Central Share; SS – State Share

Chief Finance Officer/Sr. Finance Officer/Finance Officer

Name of the Finance Officer:

Designation:

¹ It shall be in the format: CSS/ Sl. No. of Concurrence/Financial year. For e.g. PMAY/1/2025-26² It shall be the responsibility of IFD to keep a proper record of encashment done either in physical form or electronic form and to ensure that the encashment is done as per guidelines issued by FD and the sanctioning entity. IFD shall also check that the amount encashed is within limits of the Master Sanction³ Reply may be in form of YES and NO.


ANNEXURE-VII

Check List for 'SNA SPARSH Treasury' Treasury Officer

Sl. No.	Items to check	Enclosed (Yes/ No)
1	Mother sanction issued by the Ministry concerned of Government of India	
2	General Concurrence order issued by Finance Department, Government of Manipur	
3	Expenditure Sanction order issued by the Department	
4	Vouchers, Cash memos, APRs etc.	
5	IFD concurrence certificate	
6	Abstract of Vouchers (for ease of reference) duly signed by SPARSH DDO	

N.B. This is an indicative list and Treasury Officer should carry out all checks required as per existing financial norms and rules etc.

