

No.M-12018/3/2014-RH(A/c)  
Government of India  
Ministry of Rural Development  
(Rural Housing Division)

Krishi Bhawan, New Delhi  
Dated: 14th August, 2019

To,  
**The Additional Chief Secretary/Principle Secretary/Secretary**  
Department of Rural Development,  
of all States/UTs implementing PMAY-G

**Subject: Implementation of Administrative Fund Module under PMAY-G – reg**

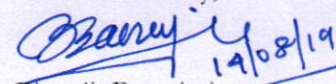
Sir/Madam,

The para 10.9 of the Framework for Implementation of the Pradhan Mantri Aawas Yojana – Gramin provides that Administrative Funds from the SNA would be transferred through FTOs using AwaasSoft – PFMS platform. It is stated that in the present system for drawl of admin funds, the transactions done through State/District/Block admin accounts are not reported on AwaasSoft which leads to non-tracking of the utilization of administrative funds till the end user level. It has also been observed that there is parking of admin funds at State/District/Block levels. In order to streamline the system of tracking fund flows for administrative items and to avoid multiple levels of admin fund accounts, an Administrative Fund Management System (AFMS) has been developed and made available on AwaasSoft for the use of States/UTs.

2. The new mechanism for administrative fund movement till the end user level shall be done using the State Nodal Account only as is being done for disbursement of funds to the beneficiaries for construction of houses. **This will also require closure of all the other accounts operational for administrative fund disbursement at State/District/Block level.** The State, District and Block level users shall draw the admin funds from SNA using their respective Digital Signature authorization.
3. A detailed user manual on AFMS indicating the detailed process for drawl of admin funds has been uploaded on AwaasSoft and also given as Annexure.
4. It has been decided that use of the new Administrative Fund Management System shall be mandatory from 1<sup>st</sup> September 2019. It is therefore requested that necessary action may be taken to ensure use of AFMS for the PMAY-G.

Encl: A/a

Yours faithfully,

  
19/08/19

(Dr. Biswajit Banerjee)

Joint Secretary (RH)

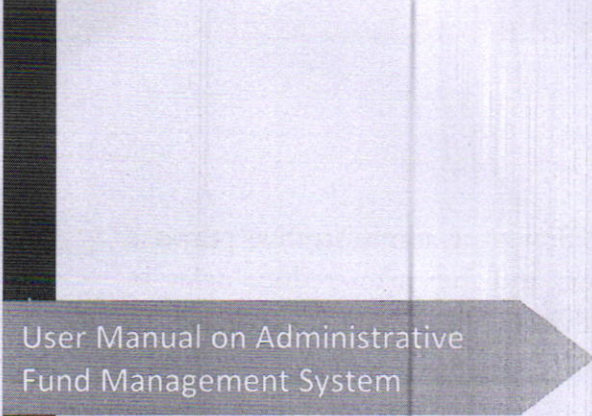
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1. PS to MRD
2. PS to MoS (RD)
3. Sr.PPS to Secretary (RD)
4. PPS to AS (RH)
5. PA to DDG (RH)

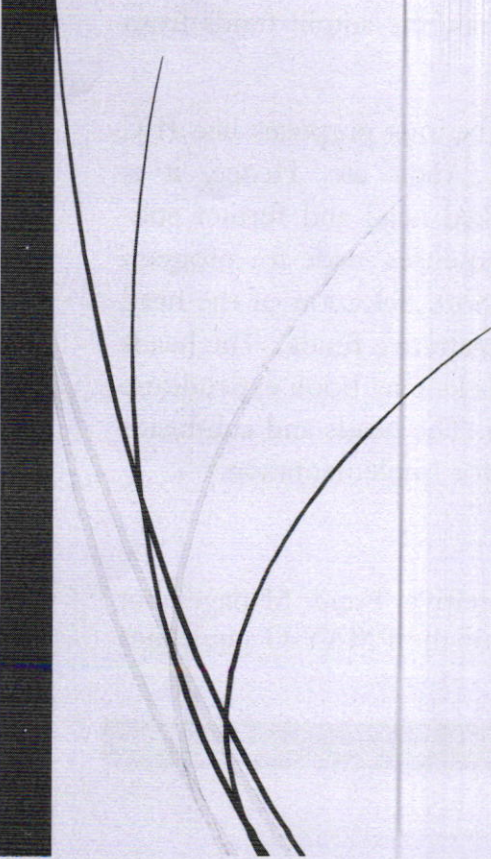




User Manual on Administrative  
Fund Management System

# Ministry of Rural Development

Department of Rural Housing



Pradhan Mantri AwaasYojana - Gramin



## 1. Purpose

In order to streamline the system of tracking fund flows for administrative purpose and to avoid multiple levels of admin fund accounts and thereafter reduce delay in fund flows, Administrative Fund Management System has been introduced in AwaasSoft.

As per the current mechanism, the administrative funds are credited in State Nodal Account (SNA) and the State authorities transfer fund electronically using Fund Transfer Order (FTO) to State and District level admin accounts. However, operation of admin accounts at multiple level (State/District/Blocks) leads to difficulty in tracking the movement of administrative funds till the end user level. The fund movement cannot be tracked on AwaasSoft using a unified mechanism in the current scenario.

The transactions done through State/District/Block level admin accounts are not reported on AwaasSoft leading to difficulty in tracking the utilization of administrative funds. Therefore, a new mechanism for administrative fund movement is developed wherein **all the admin fund payments till the end user level shall be done using the State Nodal Account only as is done in the case of PMAY-G program fund disbursement. All the other accounts operational for administrative fund disbursement must be closed** – this includes closure of existing State/District/Block level admin accounts. The State, District and Block level users shall draw the admin funds from SNA using their respective Digital Signature authorization.

The States/UTs may utilize the administrative funds for various purposes like IEC activities, Rural Mason Training, Remuneration, Social Audit etc. Hence, it is important that the administrative heads utilization is tracked head and further sub-head wise. The States/UTs shall be required to provide expenses made for program administration at head and sub-head level through AwaasSoft. Selection of the head and sub-head shall be done while drawing FTOs for administrative funds. The heads and sub-heads activities for which States, Districts and Blocks may book expenditure under administrative fund are mentioned in this document. The heads and sub-heads are categorized as mentioned in the PMAY-G Framework for Implementation.

## 2. Administrative Expense Heads

The expense heads and sub-heads under the Administrative Fund Management System in AwaasSoft would be governed by the para 3.3 of the PMAY-G guidelines as mentioned in the Framework for Implementation.



1. **Training** - Development of training material, organization of training programs, assessment studies for training, travel cost related to training. Training can be for purpose of AwaasSoft, new launches, enhancements etc. This also refers to training of community resource persons, ASHA workers, Anganwadi workers, NGOs etc.
2. **Rural Mason Training Program** - One of the major constraints in quality house construction is the lack of the sufficient number of skilled masons. To address this, a pan-India training and certification program of Rural Masons has been launched. Under Rural Mason training program, a real house is constructed during the training itself.
3. **IEC Activities** - Preparation and dissemination of Information communication related material, mobilization, advertising expense etc.
4. **IT Systems** - PMAY-G has multiple e-governance applications like AwaasSoft and Awaas App for electronics operation and monitoring of the scheme. This head also includes the costs related to hardware, software licenses and maintenance.
5. **Remuneration and Honorarium** - Expenses are incurred towards payment of contractual fees to the staff engaged monitoring, operational or grievance redressal activities of the scheme. This head also includes honorariums given to personnel like CRPs etc.
6. **Evaluation and Research** - Expenses towards conducting assessment and research studies. This also includes cost for demonstration of innovative technologies.
7. **Agency Services** - Cost of setting up and operating Project Monitoring Units. Additionally, PMAY-G requires deployment of technical agencies like IIT/NIT for support in typologies, training etc.
8. **Audit** - Expenditure incurred towards organizing social audits or other types of audits.



9. **Office set-up** - Cost of setting up State/District/Block level offices for PMAY-G and other such related expenses.

10. **Travel** – Cost of travel of personnel working for PMAY-G.

Table 1 Administrative Expense Heads and Sub-Heads

Administrative Fund Head	Sub-heads					
Training	Training	Others				
Rural Mason Training Program	Wage for Trainees	Training cost	Assessment Fees	Toolkit	Others	
IEC activities	Advertisement	Campaigns	Event Related	Others		
IT Systems	Hardware	Software	Maintenance	Others		
Remuneration and Honorarium	Remuneration	Honorarium	Others			
Evaluation and Research	Research Studies	Innovative technologies	Prototype of house design typologies	Others		
Agency Services	Project Monitoring Unit	Technical Agency Services	Others			
Audit	Social Audit	Internal Audit	Others			
Office set-up	Furniture	Repair	Others			
Travel	Flight	Road	Rail	Others		

Please note that the sub-head 'Others' must only be selected if the expenses could not be booked in the existing sub-heads.

### 3. Process for Administrative Funds Expense

#### 3.1 Target Allocation

3.1.1. Total Available Administrative Funds is calculated using AwaasSoft. The opening balance for administrative funds is calculated on the basis of admin fund released from FY2016-17 till FY2018-19 and admin fund utilized in Phase I of



PMAY-G. Opening balance along with the admin fund released in a particular Financial Year of Phase II shall constitute the Total Available Admin Funds.

The screenshot shows the 'Admin Fund Management' section of the PMAY-G portal. It displays a table with the following columns: #, State Name, Total Fund(in Lakhs), State Fund(in Lakhs) (12.50% of total fund), and District Fund(in Lakhs) (87.50% of total fund). The table lists 18 states and their respective fund allocations.

#	State Name	Total Fund(in Lakhs)	State Fund(in Lakhs) (12.50% of total fund)	District Fund(in Lakhs) (87.50% of total fund)
1	ANDAMAN AND NICOBAR	0.000	0.000000	0.000000
2	ANDHRA PRADESH	2301.140	287.642500	2013.497500
3	ARUNACHAL PRADESH	223.750	27.968750	195.781250
4	ASSAM	5649.480	706.185000	4943.295000
5	BIHAR	1606.750	200.843750	1405.906250
6	CHANDIGARH	1500.000	187.500000	1312.500000
7	CHHATTISGARH	9028.240	1128.530000	7899.710000
8	DADRA AND NAGAR HAVELI	0.000	0.000000	0.000000
9	DAMAN AND DIU	-0.680	-0.085250	0.594750
10	GOA	18.260	2.282500	15.977500
11	GUJARAT	2804.490	350.561250	2453.928750
12	HARYANA	177.820	22.227500	155.592500
13	HIMACHAL PRADESH	97.270	12.158750	85.111250
14	JAMMU AND KASHMIR	345.070	43.133750	301.936250
15	JHARKHAND	3543.900	443.237500	3100.662500
16	KARNATAKA	563.740	70.467500	493.272500
17	KERALA	584.200	73.025000	511.175000
18	LAKSHADWEEP	0.000	0.000000	0.000000

3.1.2. Total Available Administrative Funds are divided amongst the State and District in the ratio of 0.5:3.5.

3.1.3. The State shall be required to allocate District apportioned fund amongst the various districts.



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Home  
Financial Year :2019-2020

### State Admin Fund Management

Total State Admin Fund : 250,000 Lakh(s)  
Total District Admin Fund : 1,750,000 Lakh(s)

#	District Name	District Fund(in Lakhs)
1	NORTH	250,000
2	CHANDIGARH	1,500,000

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Similarly, the District level user shall be required to allocate admin funds amongst various blocks under it. The allocated fund determines the upper limit of funds that can be utilized by State, Districts and Blocks.

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Home  
Financial Year :2019-2020

### District Admin Fund Management

Total District Admin fund : 1,500,000 Lakh(s)  
Total funds allocated to Districts : 800,000 Lakh(s)  
Total funds allocated to Blocks : 700,000 Lakh(s)

#	Block Name	Block Fund(in Lakhs)
1	CHANDIGARH	300,000
2	CHANDIGARH-II	400,000

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

3.2.1. Two different signing authorities are required to be identified at the State, District and Block Level.

3.2.2. The State level user shall be required to set the 1<sup>st</sup> and 2<sup>nd</sup> signatories level and designation of officers at State, District and Block level who shall be authorized for drawl for admin fund FTOs.

3.2.3. The State should designate the officer who will have the authority to activate/de-activate Digital Signature Certificates (DSCs).

3.2.4. The level and designation of the 1<sup>st</sup> and 2<sup>nd</sup> signatories can be changed from the State login (AwaasSoft) at the start of the financial year. Once declared this cannot be changed at any point of time during the financial year.

CHANDIGARH Home Logout

SET SIGNATORY LEVEL AND DESIGNATION FOR ADMIN FUND UTILIZATION FTO

State District Block

Signatory Type	Signatory Level	Designation
1st Signatory	State	Additional Director
2nd Signatory	State	State MIS Nodal Officer

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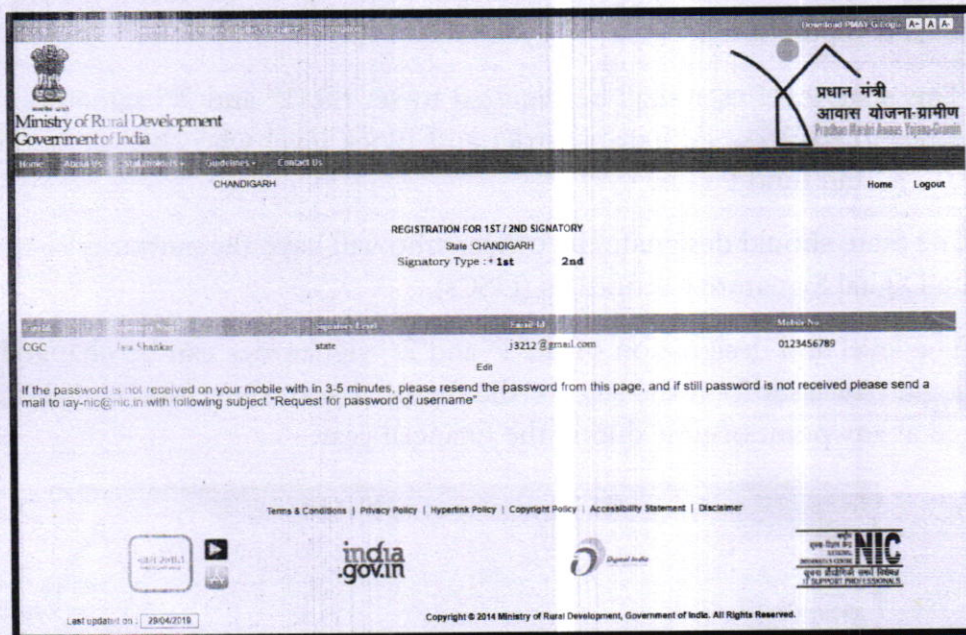
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### 3.3 Registration of Signatory

3.3.1. Users at all level – State, District and Block registers 1<sup>st</sup> and 2<sup>nd</sup> level signatory by entering the details like name, mobile number and email ID.

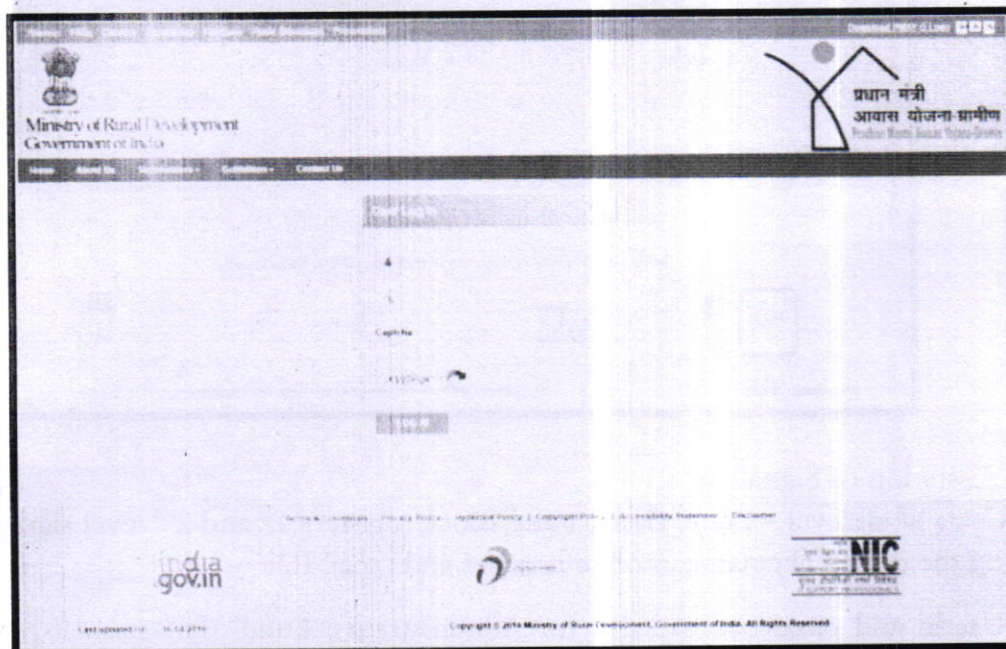
3.3.2. Userid and password to login for Administrative Fund Management System is provided at the provided email ID and mobile number.



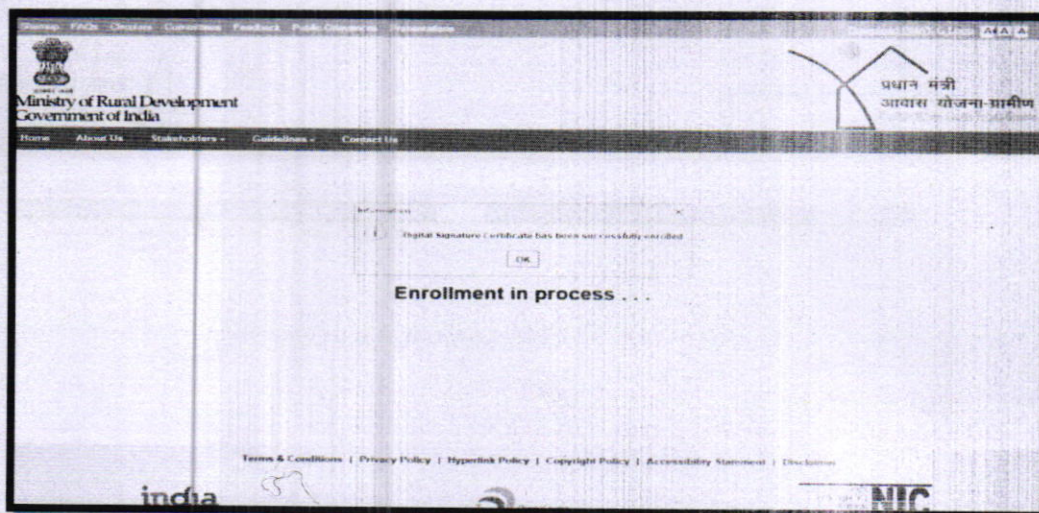


### 3.4 Enrollment of Signatory and activation

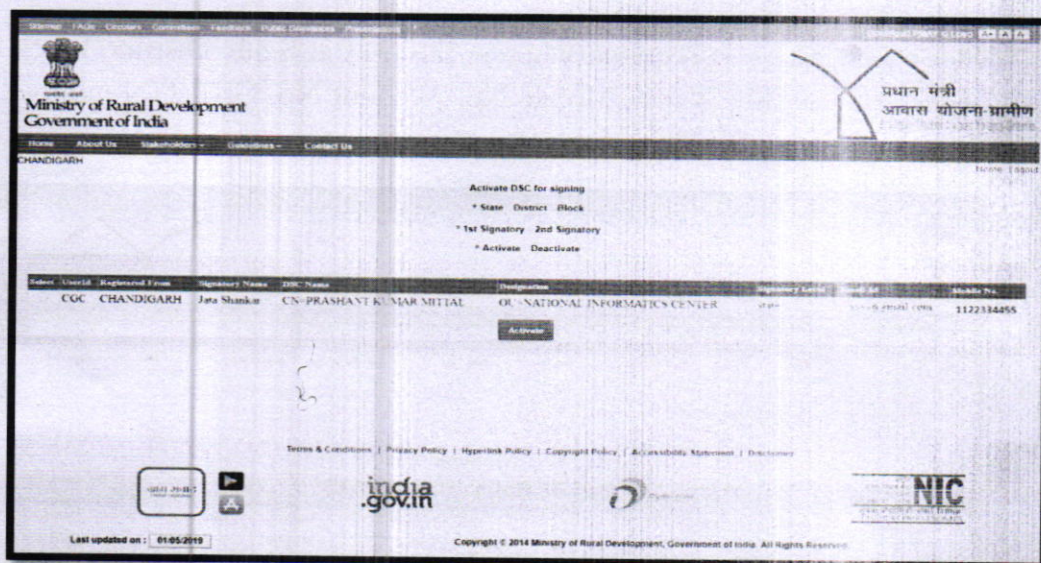
3.4.1. 1<sup>st</sup> and 2<sup>nd</sup> level signatory at State, District and Block level logins using the login credentials given to them and enrolls for the digital signature.





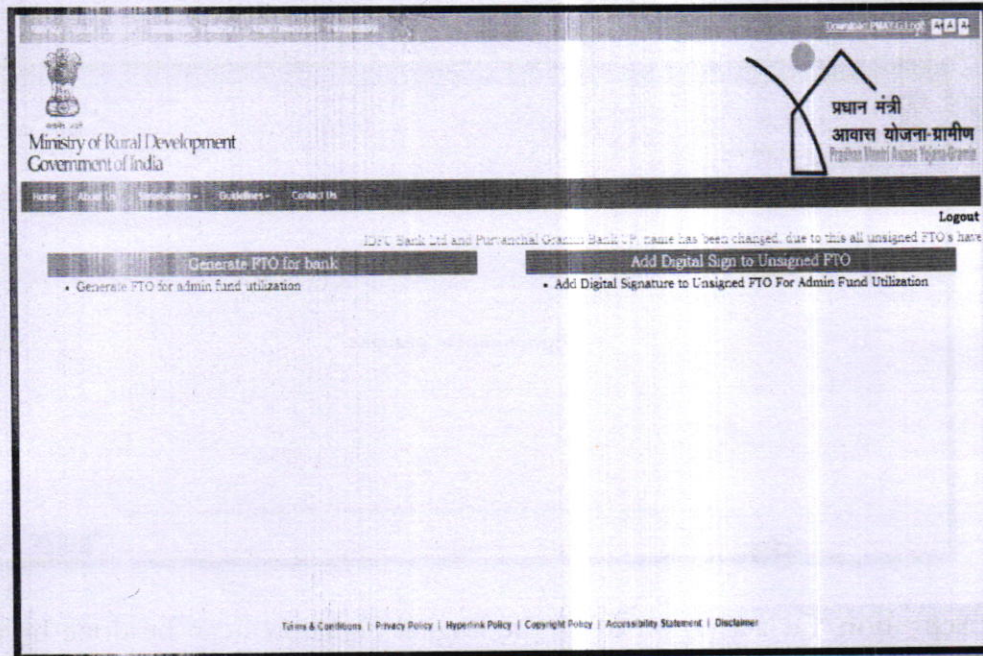


3.4.2. Activation/De-activation of all the Digital Signatures can be done by the State level user.



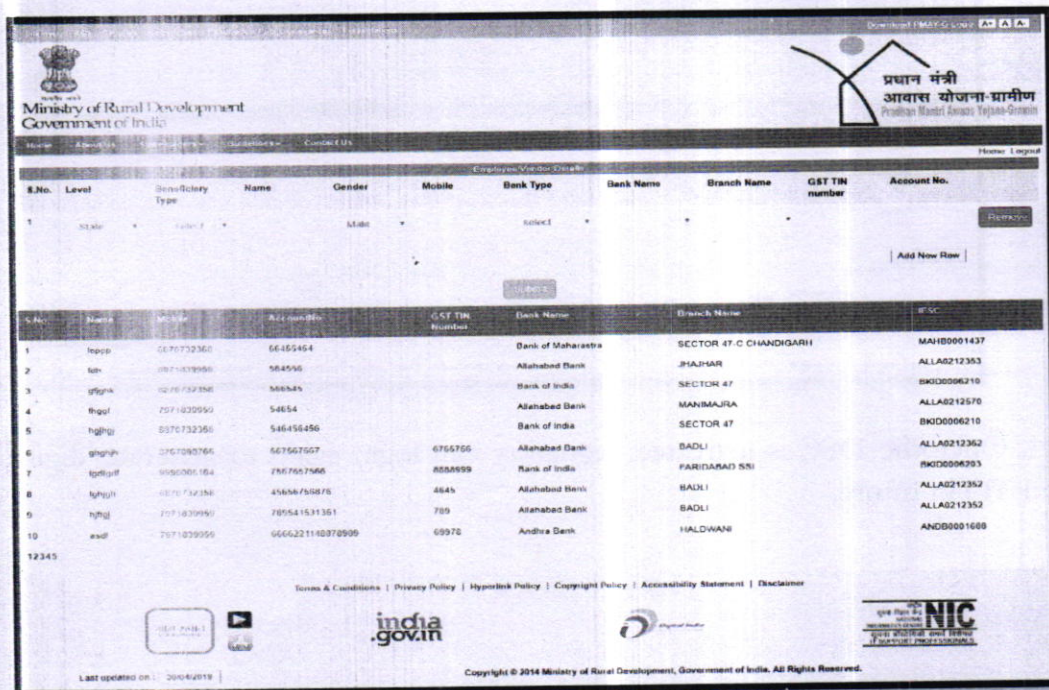
3.4.3. Once the DSC is activated, signatory can login again to generate/digitally sign the FTO in future.





### 3.5 Administrative Fund Transfer Orders

3.5.1. Vendor registration is required wherein the user at State/District/Block enters details of the end user like Name, Mobile No, Account No, GST TIN number, Bank Name, Branch Name and IFSC code.





3.5.2. FTO to the registered end user is generated using the Administrative Fund Management System login. During FTO generation, the State is required to provide from drop down the head and sub-head for making the administrative expense.

Account Details For Generate FTO

Debit Bank Name: Allahabad Bank  
Debit FSC: ALLA0212353  
Agency Name: xyz  
Total Fund For Admin FTO (in lakhs): 20  
Available Fund For Admin FTO (in lakhs): 349.275096

Debit Account Number: 325847363  
Financial Year: 2019-2020  
Agency Code: C103  
Admin FTO Generated Amount (in lakhs): 0.720123

S.No.	Name	Administrative Head	Administrative Sub Head	Bank Name	IFSC CODE	Account Number	GST TIN Number	GST Applicable	GST Rate	Amount(Exclusive GST) (in Rs.)	Total Amount(Include GST) (in Rs.)	Accept
1	rajesh singh	select		AKIS BANK	UTIB0000302	03029664030501406	4045	<input checked="" type="checkbox"/>	5 12 18 28 % % % %	05		
2	amit kumar	select		Andhra Bank	ANDB0000095	C3068996655464656		<input type="checkbox"/>	5 12 18 28 % % % %	05		

Please confirm you have admin expenditure balance in SNA

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3.5.3. FTO is authorized using the digital signature by 1<sup>st</sup> signatory of State/District /Block level user.

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**Digital signature by accountant**  
Financial Year: 2019-2020  
FTO File Number: CG06\_020519ADMFTO\_34

Digital signature to Admin Fund by accountant

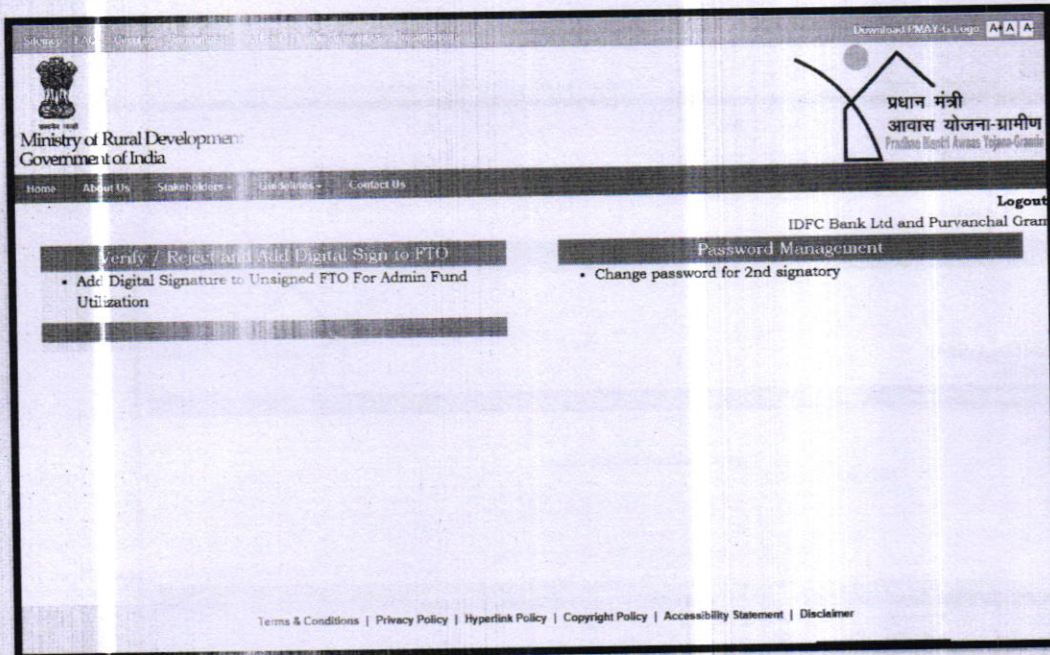
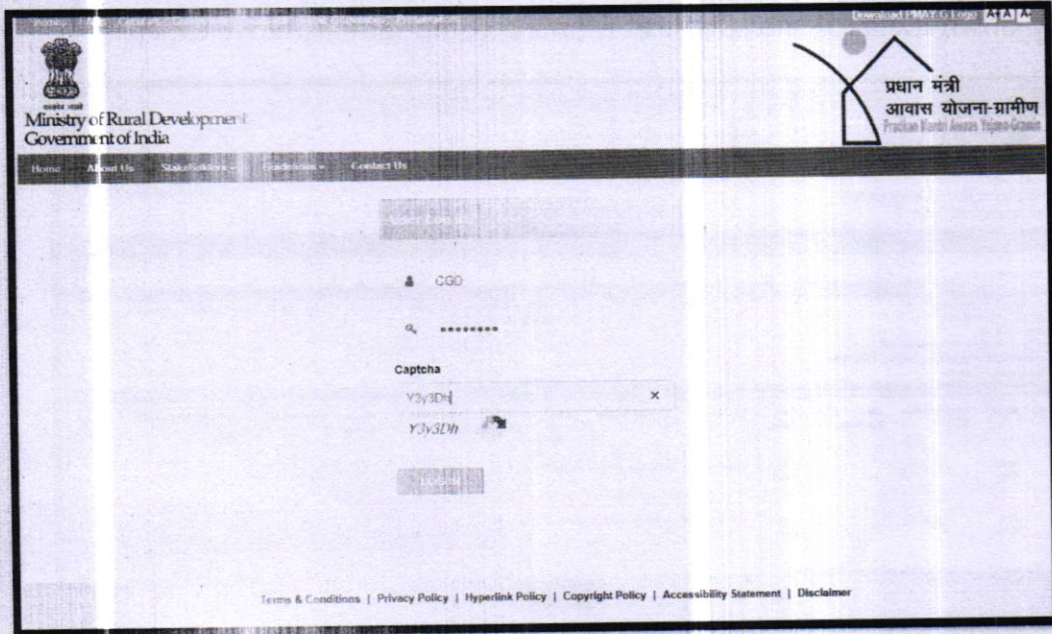
S.No.	Registration No.	Bank Name	Branch Code	Account Name	Account Number	Amount
1	06 33	AXIS BANK	UTIB0000302	rajesh singh	03029664030501406	500
2	06 27	Andhra Bank	ANDB0000095	amit kumar	C3068996655464656	1000

Rejection Reason

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3.5.4. FTO is authorized using the digital signature by 2<sup>nd</sup> level signatory of State/ District/Block level user.





3.5.5. FTO is authenticated at 2<sup>nd</sup> level by provision of OTP and the amount is debited from SNA.

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**Digital signature by Programme Officer**

Block : Financial Year :2019-2020

FTO File Number : CG06\_020519ADMFTO\_34

**Digital signature to FTO by Programme Officer**

S.No	Registration No	Bank Name	Branch Code	Beneficiary Name	Account Detail	Amount
1	06/33	AXIS BANK	UTIB0000302	rajesh singh	000256646556561456	610.4
2	06/27	Andhra Bank	ANDB0000095	amit kumar	038689565655464656	1000

Rejection reason

Send OTP & Verify Reject

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