



**Govt. of West Bengal**  
**Directorate of ICDS Schemes**  
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No **771(23)**/ICDM-Dte.

Dtd. : **24~~th~~** March, 2023

From:- The Director of ICDS  
West Bengal

To:- The District Programme Officers (All)

Sub:- Checking and Record Keeping of fund received through PFMS  
and expenditure incurred thereof

From the Financial Year 2022-23 most of the transactions are  
being made through PFMS portal.

Now, as the Financial Year is coming to an end, it is important  
that detailed record of all fund received through PFMS and expenditure  
incurred under all Schemes are duly maintained at the Office of each IA.

Therefore, the following steps are to be taken by the each  
IA:

1. From 24/03/2023 onwards, each IA will download Scheme-wise Agency Statement on Allocation of Fund and Expenditure available in SNA 02 under Reports section in PFMS portal. This will have to be done every day once in the morning and again after completion of all transactions for that particular date. This has to be continued till 12 a.m. of 31/03/2023 and also on the morning of 01/04/2023. The allocation of fund and expenditure report available in the SNA 02 report will have to be matched with the manual register maintained by each IA.
2. Further, the component wise fund allocation and expenditure of all schemes especially under WB 156 WB ANGANWADI SERVICES (GENERAL) (60-40) UNDER 3975 will have to be similarly downloaded from the EAT-03 module under Reports section in PFMS portal.
3. The procedure for checking component wise expenditure summary in EAT 03 is given as below:

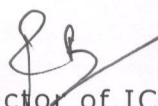
**COMPONENT WISE EXPENDITURE**

- LOG IN(ADMIN)
- REPORTS→ EAT→ **EAT 03** (COMPONENT WISE SUMMARY)  
→FINANCIAL YEAR -->STATE FUND SCHEME→ SCHEME TYPE (STATE GOVT SCHEME)→SELECT SCHEME→ VIEW REPORTS



- After clicking on view reports, wait for processing, and if it takes longer time to process, keep moving cursor in between so that the screen doesn't go to sleep mode.. DON'T refresh or go back if the processing is taking longer time. Wait for atleast 10 minutes.
  - The report can be saved by clicking on the floppy sign at the top right of the report and select PDF.
  - Grand Total of the component wise expenditures is the total expenditure incurred during the selected financial year under the selected scheme.
4. The month wise expenditures incurred during the complete financial year under the selected scheme can be seen in Report E10. The grand total of all month wise expenditures incurred during the complete financial year under the selected scheme in Report E10 should be equal to the grand total of all the component wise expenditures incurred during the same financial year under the same scheme.
5. The procedure for viewing and generating E10 report is as below :
- REPORT--> EXPENDITURE --> E10(SCHEME WISE SUMMARY) --> FROM DATE--> TO DATE --> VIEW REPORTS
  - Month wise expenditure summary under the selected scheme and during the selected period will be shown.
  - The report can be saved by clicking on the floppy sign at the top right of the report and select PDF.
6. Each IA will have to reconcile the SNA 02, EAT 03 and E10 reports at their end every day.

After the end of the Financial Year each IA will have to submit SNA 02, EAT 03 and E10 reports to the respective DPOs for onward submission to the Directorate of ICDS West Bengal for release of fund in the next Financial Year 2023-24.

  
 Director of ICDS  
 West Bengal