



DSC Enrollment Process

Prepared for
PFMS, Controller General of Accounts
Ministry of Finance, Department of Expenditure

Revision and Signoff Sheet

A. Document Preparation

Author	Position	Version	Change reference	Date
Nidhi Popli	Business Analyst	1.0	WinApp DSC process	06/Sep/2022
Nidhi Popli	Business Analyst	1.1	Winapp1.0.1.4 screens updated	25/Sep/2023

B. Technical Review

Name	Position	Version	Change reference	Date
Mr. Rajendra Prasad	Sr.TD, NIC PFMS	1.0	Initial version	06/Sep/2022
Mr. Abhishek	Sr.TPM	1.0	Initial version	06/Sep/2022
Mr. Abhishek	Sr.TPM	1.1	Initial version	25/Sept/2023

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1 Case1: Existing user and DSC Already Enrolled with Java Utility

In this case, existing users already using the DSC and they have been enrolled DSC using Java Utility.

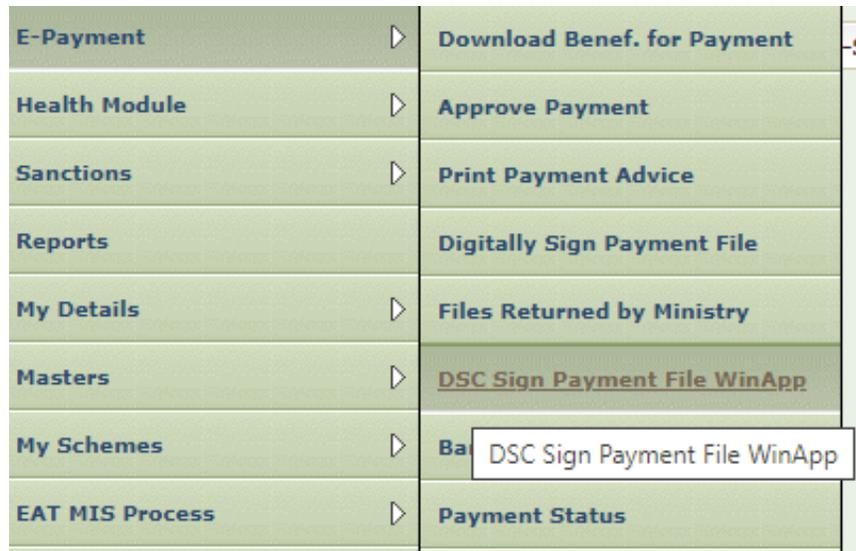
Please Note:

- Users need not to enroll the DSC again.
- For the payment files signing, first user requires to install the new DSC WinApp utility by following below steps (To be installed by all signatory levels).

1.1 Step1 – Installing the DSC WinApp

User: Agency checker

The User Navigates to “E-Payment > DSC Sign Payment file WinApp” and the page “Digitally Sign File” opens.

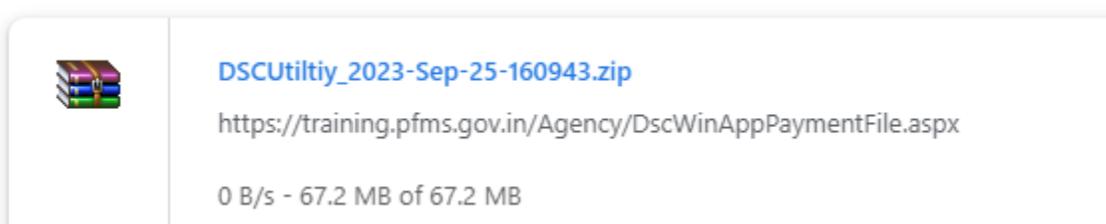


The user needs to Download DSC Window Application (Version: 1.0.1.4) by clicking on hyper link given top right left corner as shown below

Note: Click on “Download SOP” to read the SOP instructions available on the login page.

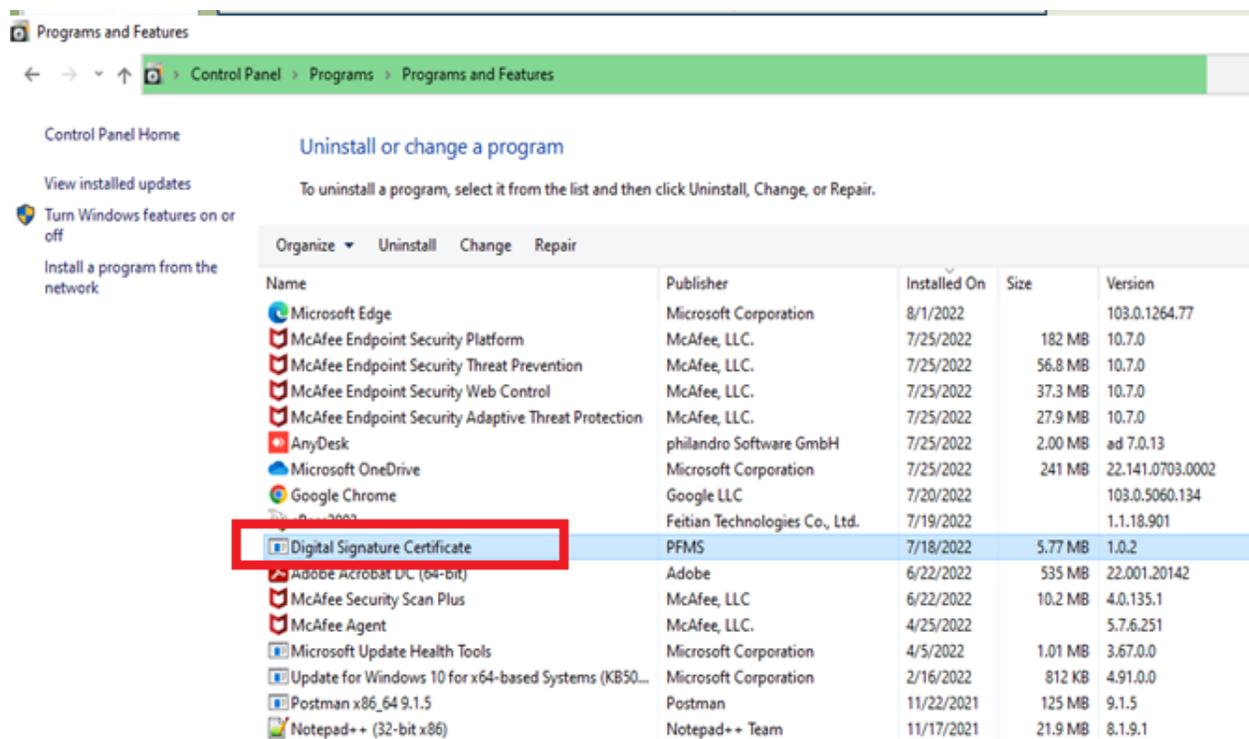


DSC utility setup package will be installed, which requires to execute on computer for DSC utility installation. Post-installation it will ask for a system reboot, please allow the system to reboot by saving all your work.



After successful installation user can verify whether the utility was successfully installed or not by browsing the **control panel** having the Utility with the name “**Digital Signature Certificate**”.

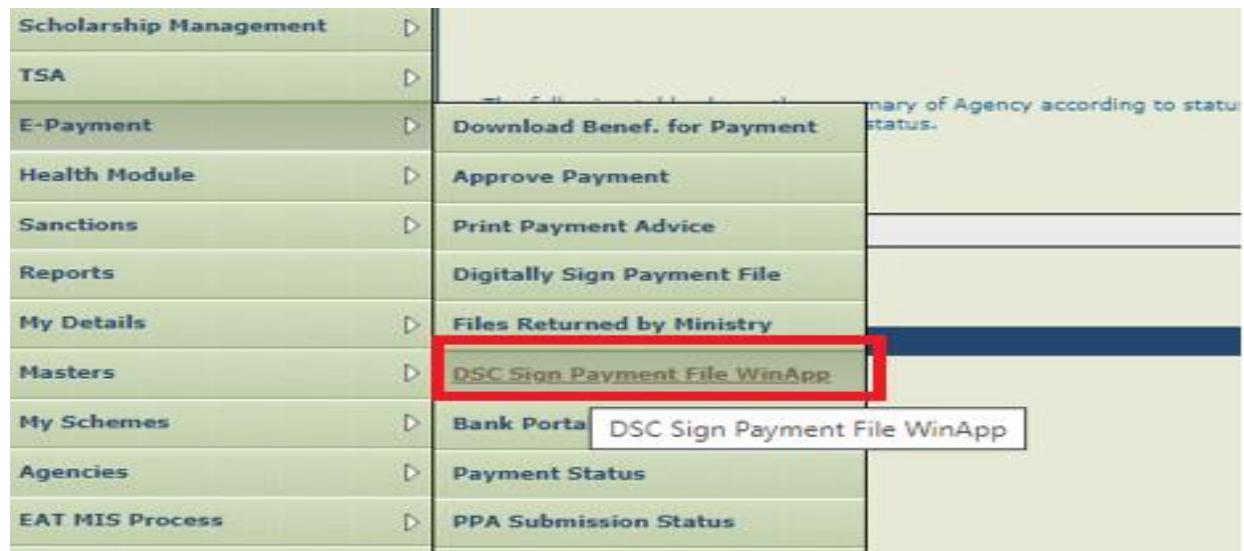
DSC Enrolment



1.2 Step2 - Signing Payment File

User: Agency Checker

The User Navigates to “E-Payment > DSC Sign Payment File WinApp”

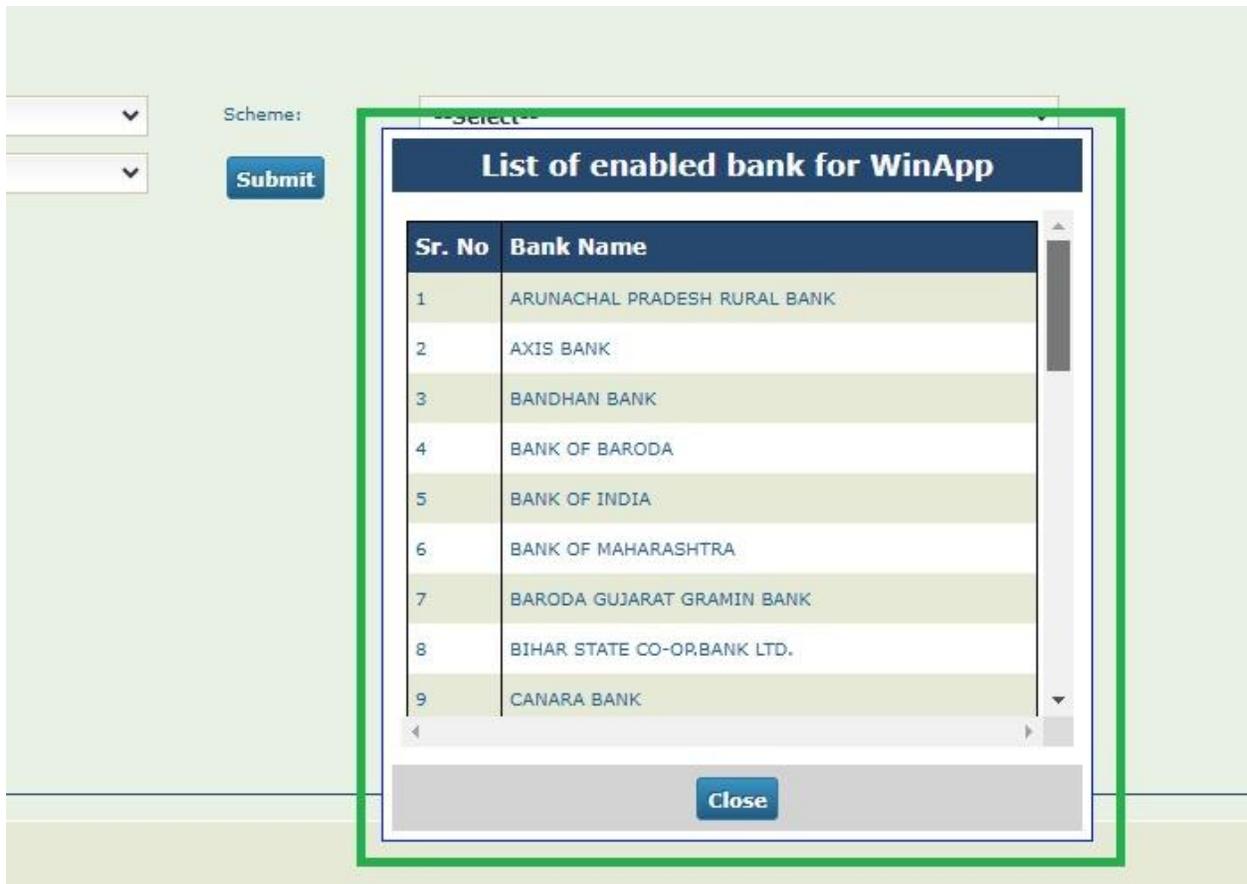


The “Digitally Sign File (Winapp)” page will appear as below. The list of the Winapp compatible Banks is provided in the green highlighted link “List of enabled Bank”

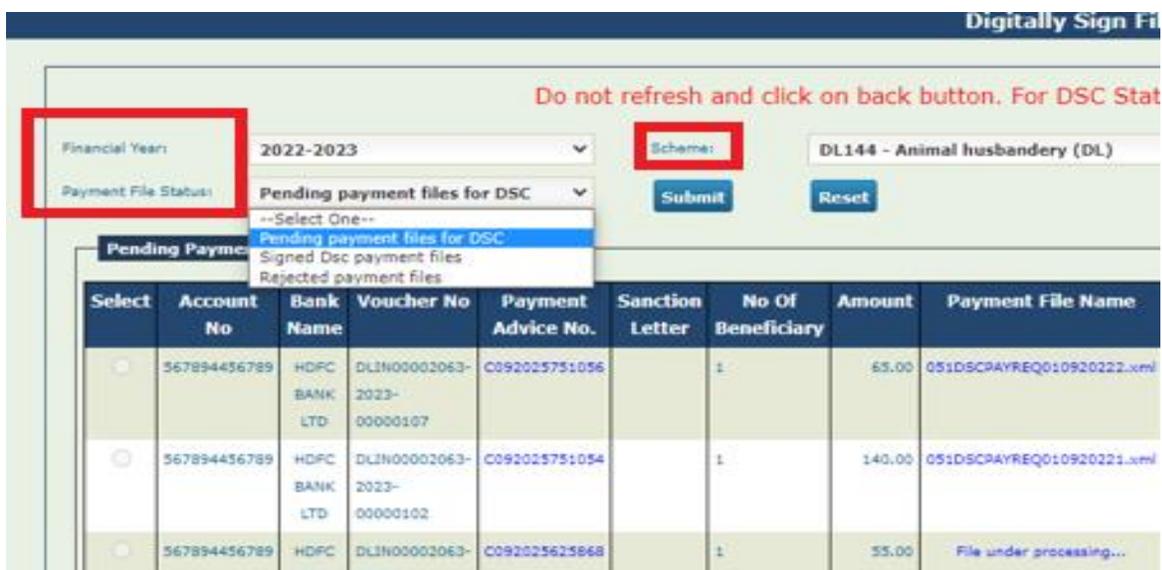
Note: Click on “Download SOP” to read the SOP instructions available on the login page.



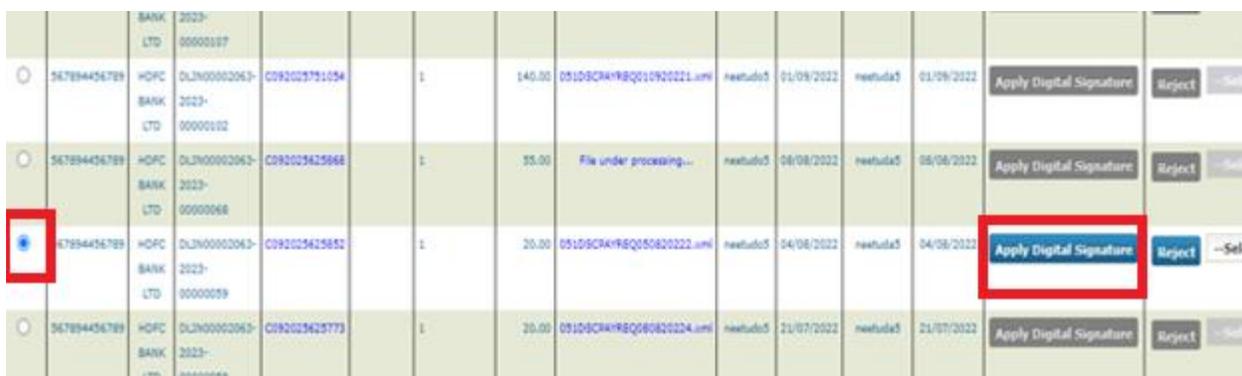
User can view the list of the Winapp compatible Banks by clicking on the link “list of enabled bank”



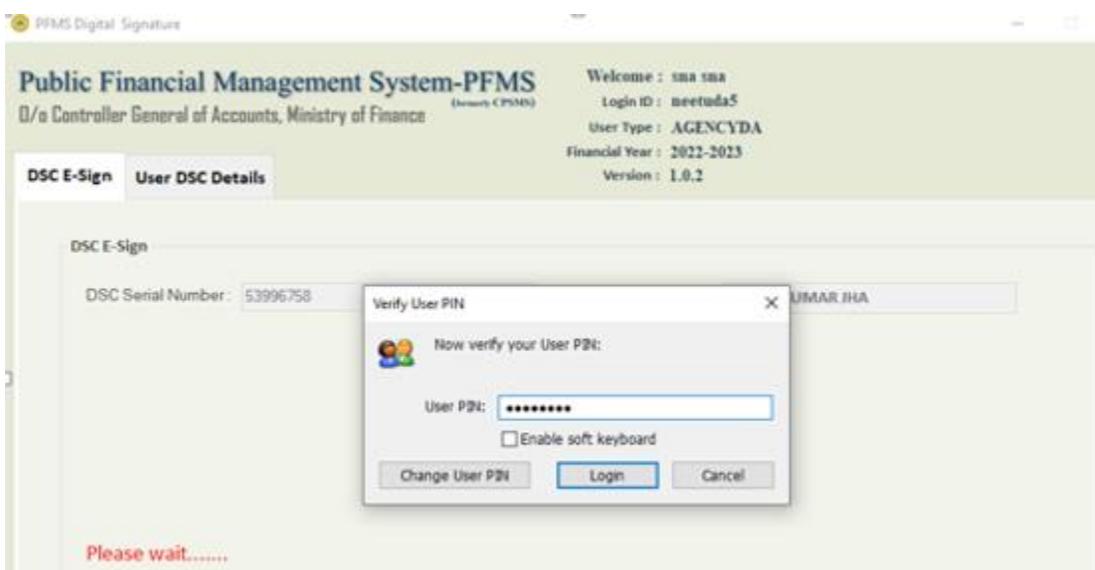
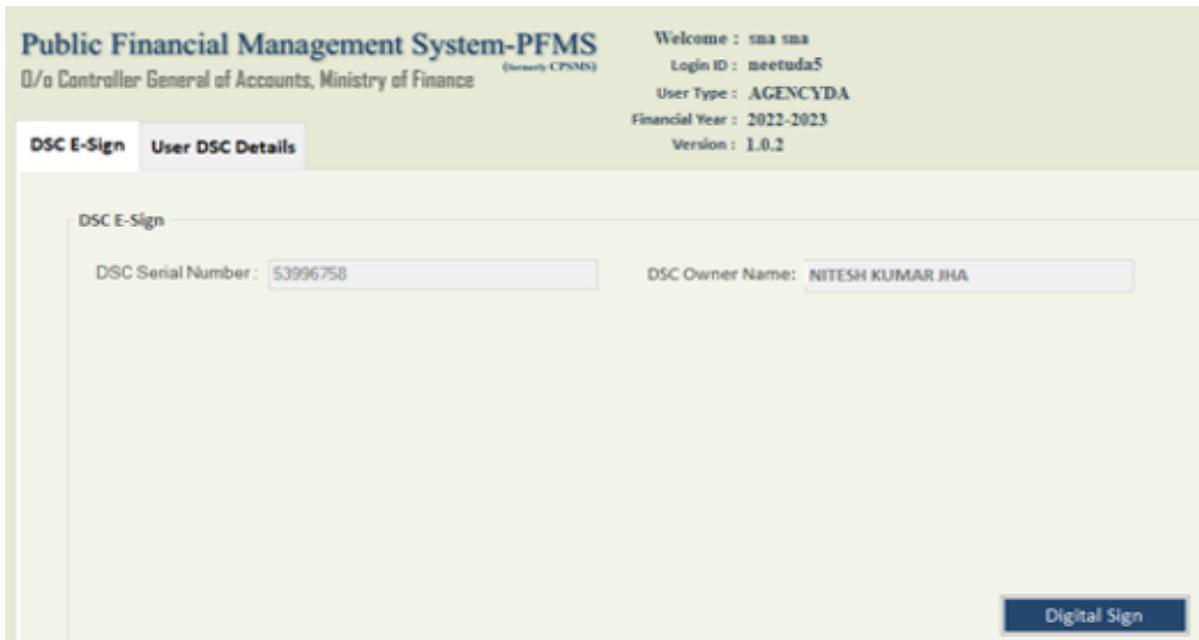
For signing the payment file, the User will choose the **financial year, Scheme, and Payment file Status** for signing the file. Then Click on the “**Submit**” button.



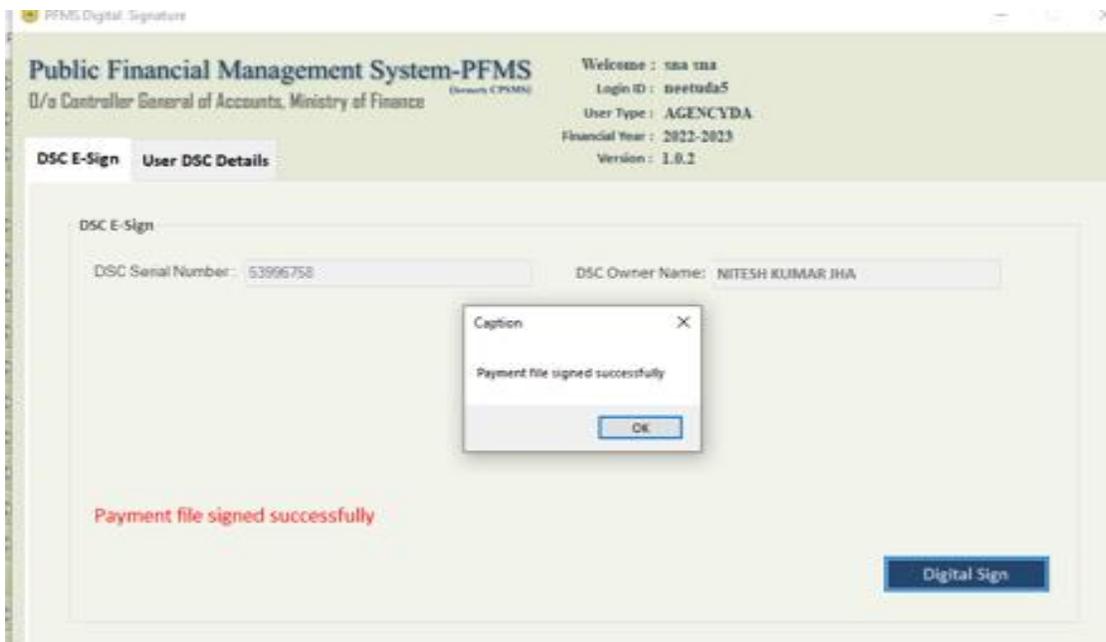
List of files displayed on the grid, user locates the file that requires to sign and clicks on “**Apply Digital Signature**”.



DSC Enrollment E-Sign page will appear, the user require to click on Digital Sign then it will ask for User’s PIN



On successful signing the message **“Payment file signed successfully”** appears on screen.



To fetch the status on the payment file click on **“Get DSC Status”**

DSC Enrolment

No	Name	ADVISE NO.	Letter	Beneficiary	Amount	Payment File Name	By	On	By	On	Buttons
567894456789	HDFC BANK LTD 2023-00000107	DLIN00002063-C092025751056		1	65.00	051DSCPAYREQ010920222.xml	neetuda5	01/09/2022	neetuda5	01/09/2022	Apply Digital Signature, Reject, --Sele
567894456789	HDFC BANK LTD 2023-00000102	DLIN00002063-C092025751054		1	140.00	051DSCPAYREQ010920221.xml	neetuda5	01/09/2022	neetuda5	01/09/2022	Apply Digital Signature, Reject, --Sele
567894456789	HDFC BANK LTD 2023-00000068	DLIN00002063-C092025625868		1	55.00	File under processing...	neetuda5	08/08/2022	neetuda5	08/08/2022	Apply Digital Signature, Reject, --Sele
567894456789	HDFC BANK LTD 2023-00000059	DLIN00002063-C092025625852		1	20.00	051DSCPAYREQ050820222.xml	neetuda5	04/08/2022	neetuda5	04/08/2022	Apply Digital Signature, Reject, --Sele
567894456789	HDFC BANK LTD 2023-00000058	DLIN00002063-C092025625773		1	20.00	051DSCPAYREQ080820224.xml	neetuda5	21/07/2022	neetuda5	21/07/2022	Get DSC Status, Reject, --Sele

Message "Payment file has been signed" appears on page.

Payment file has been signed.

Financial Year: 2022-2023 Scheme: DL144 - Animal husbandry (DL)

Payment File Status: Pending payment files for DSC Submit Reset

Select	Account No	Bank Name	Voucher No	Payment Advice No.	Sanction Letter	No Of Beneficiary	Amount	Payment File Name	Created By	Created On	Approved By	Approved On	Apply Digital Signature	Reject
<input type="radio"/>	567894456789	HDFC BANK LTD 2023-00000107	DLIN00002063-	C092025751056		1	65.00	051DSCPAYREQ010920222.xml	neetuda5	01/09/2022	neetuda5	01/09/2022	Apply Digital Signature	Reject
<input type="radio"/>	567894456789	HDFC BANK 2023-	DLIN00002063-	C092025751054		1	140.00	051DSCPAYREQ010920221.xml	neetuda5	01/09/2022	neetuda5	01/09/2022	Apply Digital Signature	Reject

VERIFY -- Signed DSC payment files

On the "Digitally Sign File" page, the user will choose the financial year, Scheme, and Payment file Status as "Signed DSC payment files" for verification DSC payment file was successfully signed then click on the "Submit" button.

Financial Year: 2022-2023 Scheme: DL144 - Animal husbandry (DL)

Payment File Status: Signed Dsc payment files Submit Reset

Account No	Bank Name	Scheme Code	Voucher No	Payment Advice No.	CPSMS Transaction ID	Sanction Letter	No Of Beneficiary	Amount	Signed By	Signed On	Approved By	Approved On	Digital Signature Date
567894456789	HDFC BANK LTD	DL144	DLIN00002063-2023-00000109	C092025751058	C092025751058		1	50.00	neetuda5	01/09/2022	neetuda5	01/09/2022	01/09/2022
567894456789	HDFC BANK LTD	DL144	DLIN00002063-2023-00000083	C092025625883	C092025625883		1	20.00	neetuda5	11/08/2022	neetuda5	22/08/2022	22/08/2022
567894456789	HDFC BANK	DL144	DLIN00002063-2023-	C092025625866	C092025625866		1	60.00	neetuda5	08/08/2022	neetuda5	08/08/2022	08/08/2022

Payment File Status: Signed Dsc payment files Submit Reset

Signed Dsc Payment Files														
Account No	Bank Name	Scheme Code	Voucher No	Payment Advice No.	CPSMS Transaction ID	Sanction Letter	No Of Beneficiary	Amount	Signed By	Signed On	Approved By	Approved On	Approved On	Digital Signature Date
567894456789	HDFC BANK LTD	DL144	DLIN00002063-2023-00000109	C092025751058	C092025751058		1	50.00	neetuda5	01/09/2022	neetuda5	01/09/2022	01/09/2022	01/09/2022
567894456789	HDFC BANK LTD	DL144	DLIN00002063-2023-00000083	C092025625883	C092025625883		1	20.00	neetuda5	11/08/2022	neetuda5	22/08/2022	22/08/2022	22/08/2022
567894456789	HDFC BANK LTD	DL144	DLIN00002063-2023-00000067	C092025625866	C092025625866		1	60.00	neetuda5	08/08/2022	neetuda5	08/08/2022	08/08/2022	08/08/2022
567894456789	HDFC BANK LTD	DL144	DLIN00002063-2023-00000063	C092025625858	C092025625858		1	40.00	neetuda5	05/08/2022	neetuda5	05/08/2022	05/08/2022	08/08/2022
567894456789	HDFC BANK LTD	DL144	DLIN00002063-2023-00000060	C092025625854	C092025625854		1	10.00	neetuda5	04/08/2022	neetuda5	04/08/2022	04/08/2022	05/08/2022
567894456789	HDFC BANK LTD	DL144	DLIN00002063-2023-00000058	C092025625773	C092025625773		1	20.00	neetuda5	21/07/2022	neetuda5	21/07/2022	21/07/2022	01/09/2022

2 Case2: New User/DSC not Enrolled, New WinApp utility needs to install

In this case, the user is new and DSC is not enrolled earlier. First the users need to enroll DSC using the WinApp utility and all steps mentioned below required to follow:

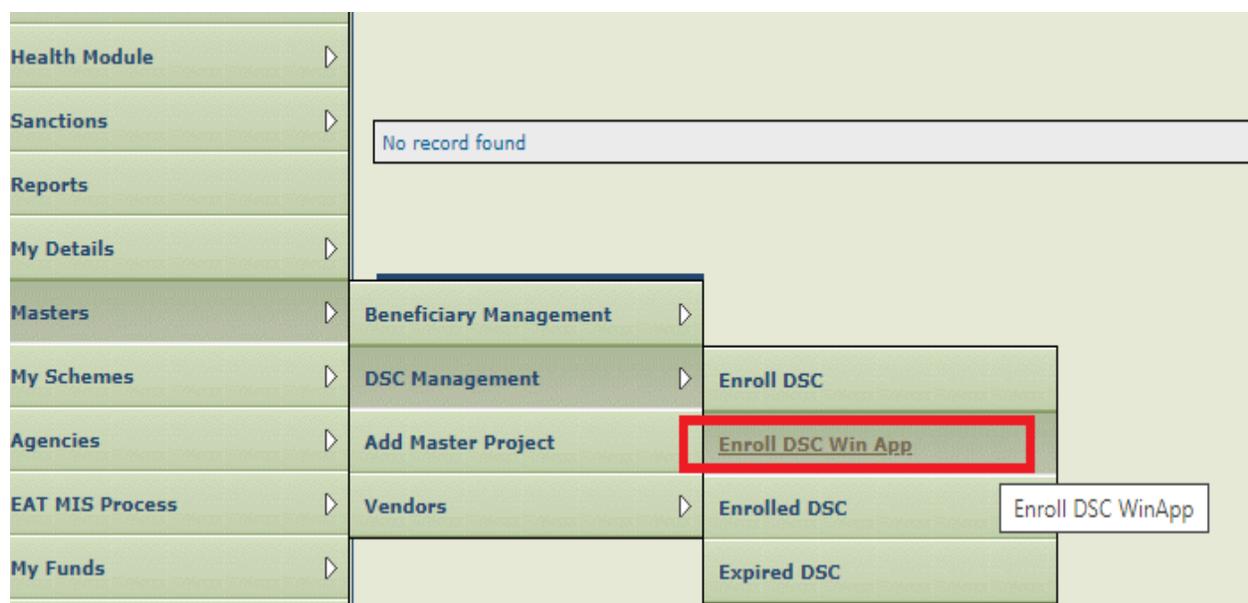
Before starting with the DSC enrollment process, a few prerequisites should be verified on the computer. Prerequisites are as follows:

- The user must ensure Digital Signature Certificate (DSC) key is already installed on Computer.
- The DSC Window Application available on the portal must be installed on the computer
(Steps for installing the Win App utility are mentioned below)

2.1 Installing the DSC WinApp

User: Agency checker

The User Navigates to “Masters>DSC Management>Enrol DSC Win App” and the page “Digital Signature Enrollment” opens.



The user needs to Download DSC Window Application (Version: 1.0.1.4) as shown below

DSC Enrolment



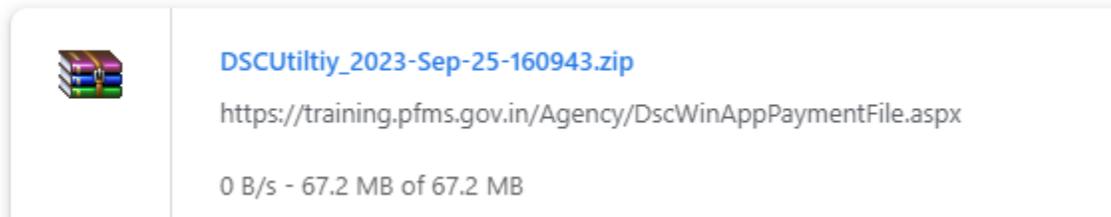
orted.

Download DSC Window Application (Version : 1.0.1.4)

To enroll your certificate please attach your USB Token, then click the below button:

Digital Certificate Enrollment

DSC utility setup package will be installed, which requires to execute on the computer for DSC utility installation. Post-installation it will ask for a system reboot, please allow the system to reboot by saving all your work.

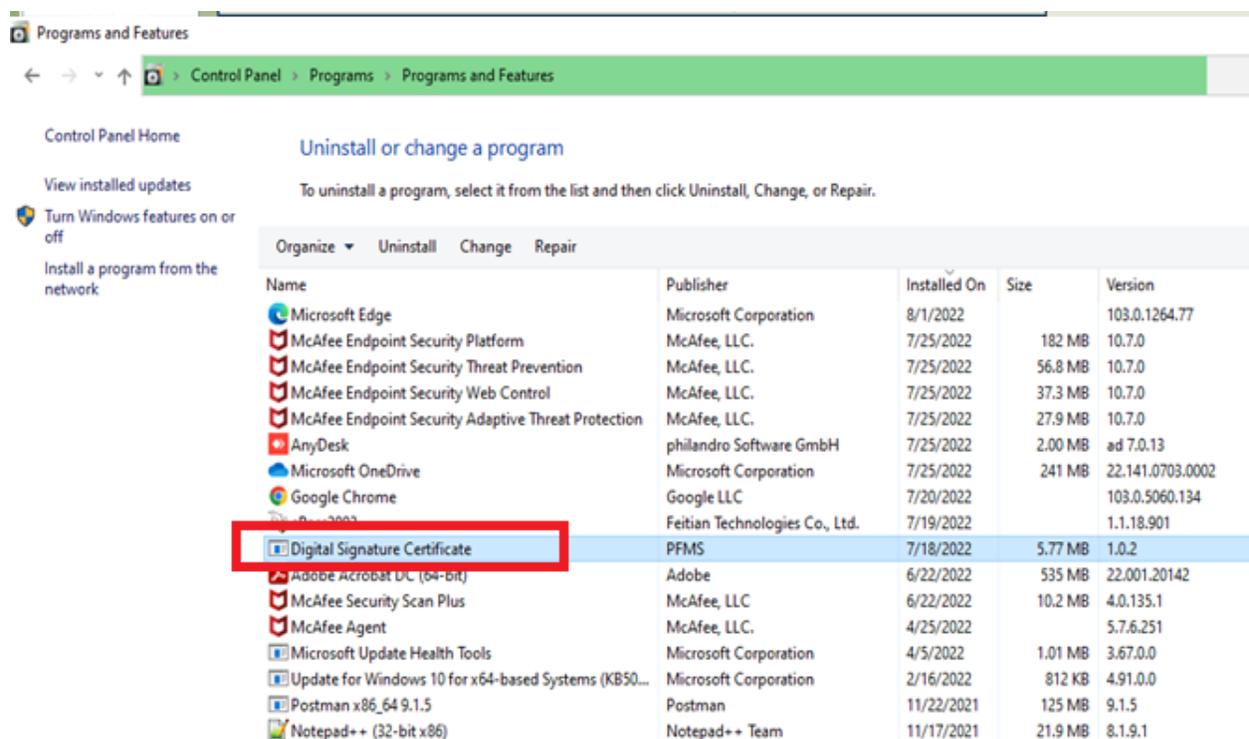


DSCUtility_2023-Sep-25-160943.zip

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

0 B/s - 67.2 MB of 67.2 MB

After successful installation user can verify whether the utility was successfully installed or not by browsing the **control panel** having the Utility with the name **“Digital Signature Certificate”**.



Programs and Features

Control Panel > Programs > Programs and Features

Control Panel Home

View installed updates

Turn Windows features on or off

Install a program from the network

Uninstall or change a program

To uninstall a program, select it from the list and then click Uninstall, Change, or Repair.

Name	Publisher	Installed On	Size	Version
Microsoft Edge	Microsoft Corporation	8/1/2022		103.0.1264.77
McAfee Endpoint Security Platform	McAfee, LLC.	7/25/2022	182 MB	10.7.0
McAfee Endpoint Security Threat Prevention	McAfee, LLC.	7/25/2022	56.8 MB	10.7.0
McAfee Endpoint Security Web Control	McAfee, LLC.	7/25/2022	37.3 MB	10.7.0
McAfee Endpoint Security Adaptive Threat Protection	McAfee, LLC.	7/25/2022	27.9 MB	10.7.0
AnyDesk	philandro Software GmbH	7/25/2022	2.00 MB	ad 7.0.13
Microsoft OneDrive	Microsoft Corporation	7/25/2022	241 MB	22.141.0703.0002
Google Chrome	Google LLC	7/20/2022		103.0.5060.134
Digital Signature Certificate	PFMS	7/18/2022	5.77 MB	1.0.2
Adobe Acrobat DC (64-bit)	Adobe	6/22/2022	535 MB	22.001.20142
McAfee Security Scan Plus	McAfee, LLC	6/22/2022	10.2 MB	4.0.135.1
McAfee Agent	McAfee, LLC.	4/25/2022		5.7.6.251
Microsoft Update Health Tools	Microsoft Corporation	4/5/2022	1.01 MB	3.67.0.0
Update for Windows 10 for x64-based Systems (KB50...)	Microsoft Corporation	2/16/2022	812 KB	4.91.0.0
Postman x86_64 9.1.5	Postman	11/22/2021	125 MB	9.1.5
Notepad++ (32-bit x86)	Notepad++ Team	11/17/2021	21.9 MB	8.1.9.1

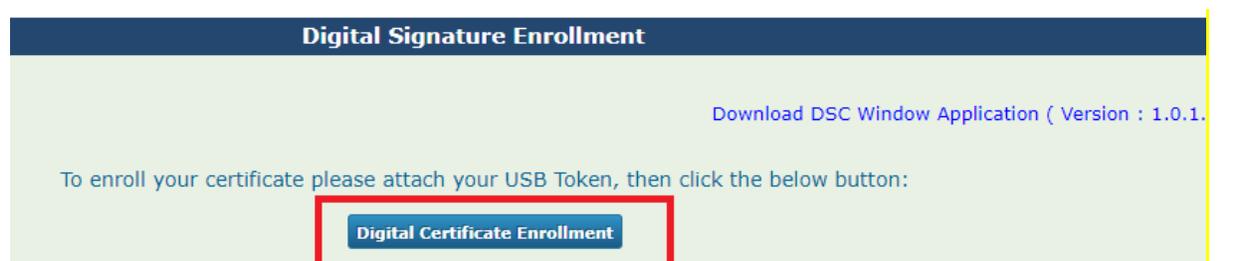
2.2 DSC Enrollment

User: Agency checker

The User Navigates to **“Masters>DSC Management>Enrol DSC Win App”** and the page **“Digital Signature Enrollment”** opens.

For Enrolling the Digital Certificate, the user needs to click on **“Digital Certificate Enrolment”** button available on the screen.

Note: Epass file needs to plug in, it will ask for execution then the certificate files auto populate.



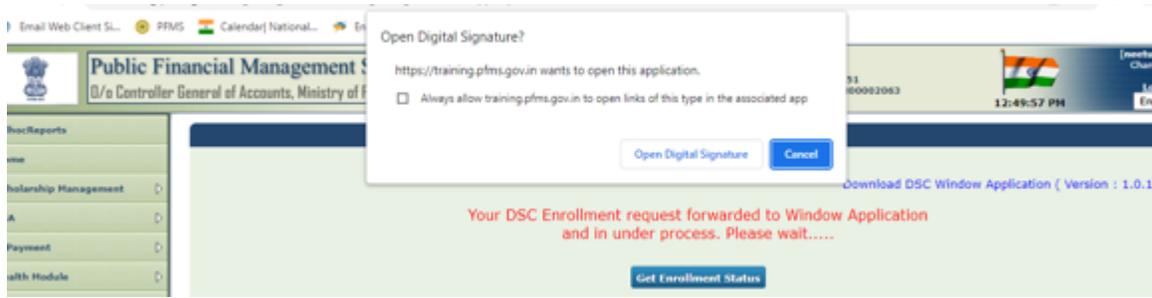
Digital Signature Enrollment

Download DSC Window Application (Version : 1.0.1.4)

To enroll your certificate please attach your USB Token, then click the below button:

Digital Certificate Enrollment

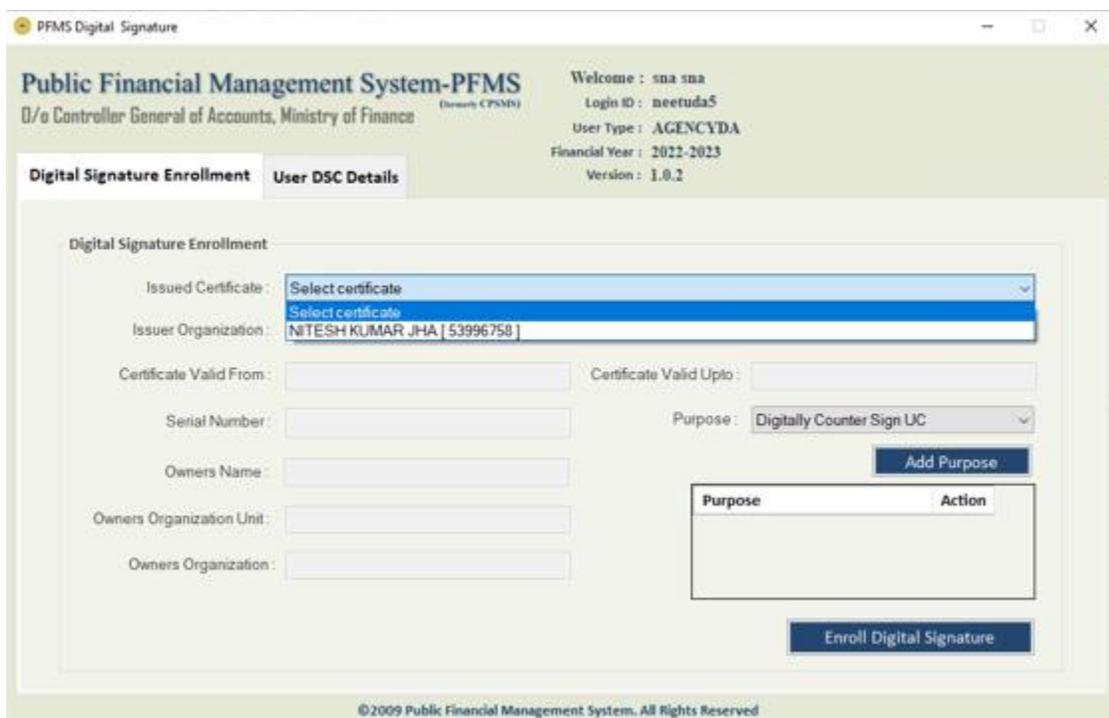
The pop-up message will appear on the screen “Open Digital Signature” for confirmation.



After clicking on “Digital certificate Enrollment” the below screen appears for a few seconds, while fetching the signature files



The Digital Signature Enrollment screen appears the issued certificate requires to be selected from the drop-down list.



Based on the issued certificate selection other field gets auto-filled except the purpose.

User need to select the purpose from the drop0down, then click on the button “Add purpose”.

DSC Enrolment

PFMS Digital Signature

Public Financial Management System-PFMS
(Formerly CPMS)

U/o Controller General of Accounts, Ministry of Finance

Welcome : sna sna
Login ID : neetuda5
User Type : AGENCYDA
Financial Year : 2022-2023
Version : 1.0.2

Digital Signature Enrollment **User DSC Details**

Digital Signature Enrollment

Issued Certificate : NITESH KUMAR JHA [53996758]

Issuer Organization : Gujarat Narmada Valley Fertilizers and Chemicals Limited

Certificate Valid From : 04-03-2021 16:00:32 Certificate Valid Upto : 26-02-2023 16:55:08

Serial Number : 53996758 Purpose : Digitally Counter Sign UC

Owners Name : NITESH KUMAR JHA

Owners Organization Unit : *expenditure,CID - 6762873*

Owners Organization : PFMS office of CGA

Purpose	Action
Digitally Counter Sign UC	Delete

Enroll Digital Signature

©2009 Public Financial Management System. All Rights Reserved

The added purpose will appear in purpose box and then click on **“Enroll Digital Signature”** button.

PFMS Digital Signature

Public Financial Management System-PFMS
(Formerly CPMS)

U/o Controller General of Accounts, Ministry of Finance

Welcome : sna sna
Login ID : neetuda5
User Type : AGENCYDA
Financial Year : 2022-2023
Version : 1.0.2

Digital Signature Enrollment **User DSC Details**

Digital Signature Enrollment

Issued Certificate : NITESH KUMAR JHA [53996758]

Issuer Organization : Gujarat Narmada Valley Fertilizers and Chemicals Limited

Certificate Valid From : 04-03-2021 16:00:32 Certificate Valid Upto : 26-02-2023 16:55:08

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Owners Organization Unit : *expenditure,CID - 6762873*

Owners Organization : PFMS office of CGA

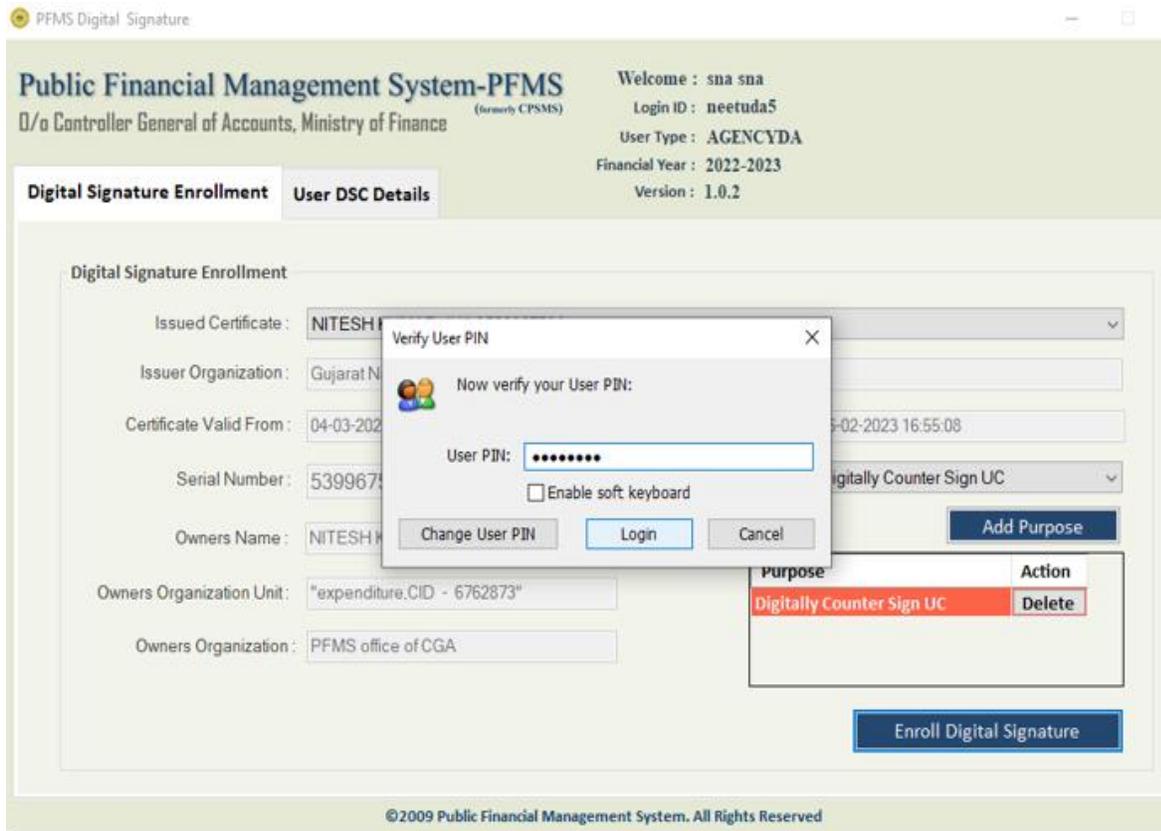
Add Purpose

Purpose	Action
Digitally Counter Sign UC	Delete

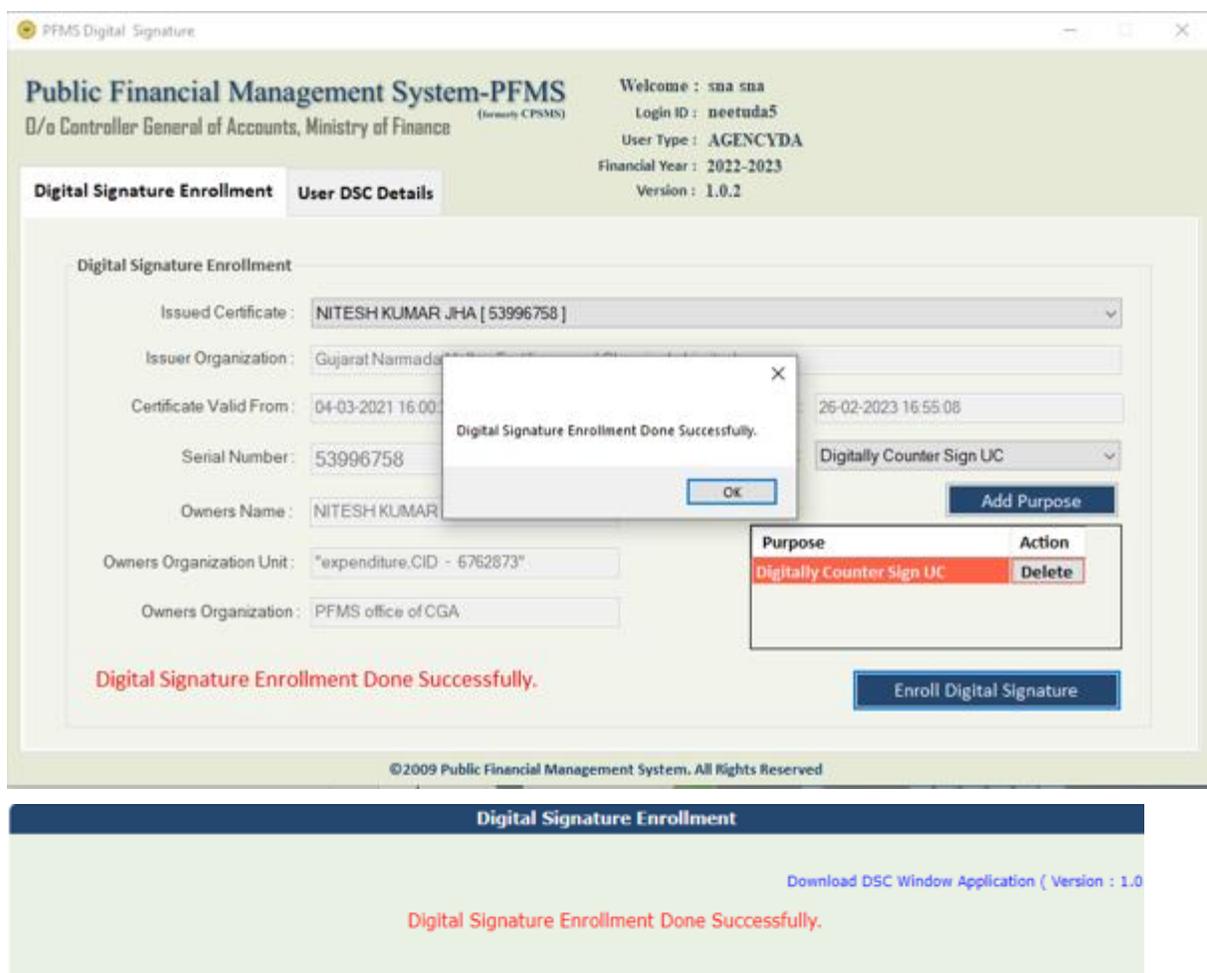
Enroll Digital Signature

©2009 Public Financial Management System. All Rights Reserved

Enter user PIN to proceed further with DSC Enrollment



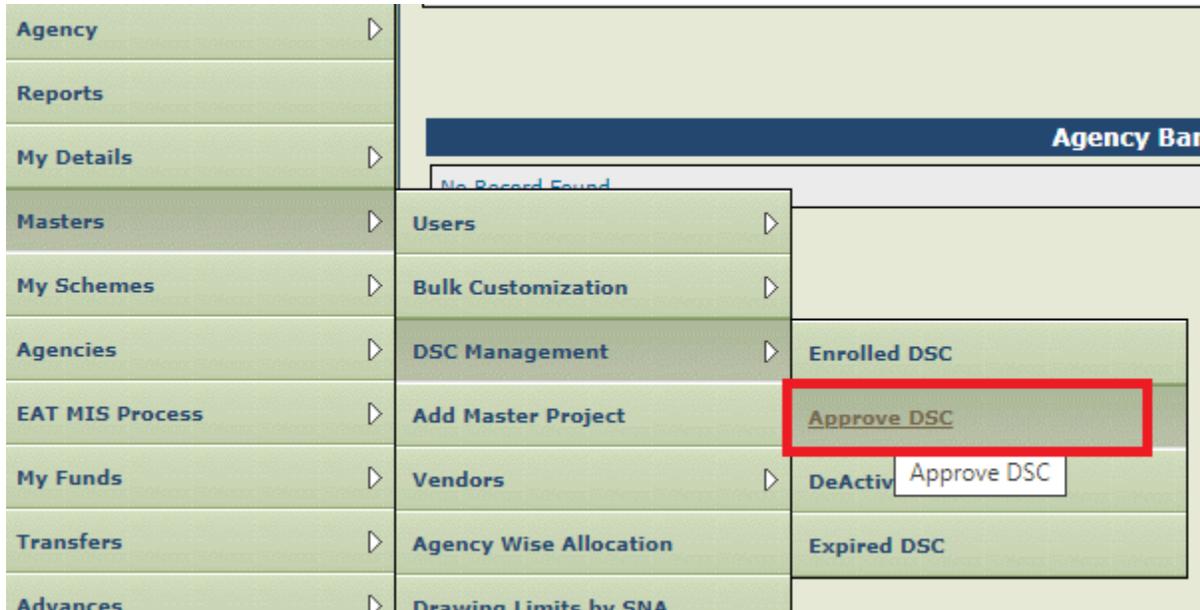
After successful enrolment, the pop up message “Digital Signature Enrollment Done successfully” appears on the screen.



2.3 DSC Approval

The User Navigates to “Masters>DSC Management>Approve DSC”

User: Agency Admin



The “Digital Signature Approval” page appears with the user name, enrolled date, owner, validity, and registration details having status as “Created”



Select the user name by clicking on the check box and then click on approve button for approving the DSC.



The message “Approved” will appear on the screen.



2.4 Defining Signatory Levels

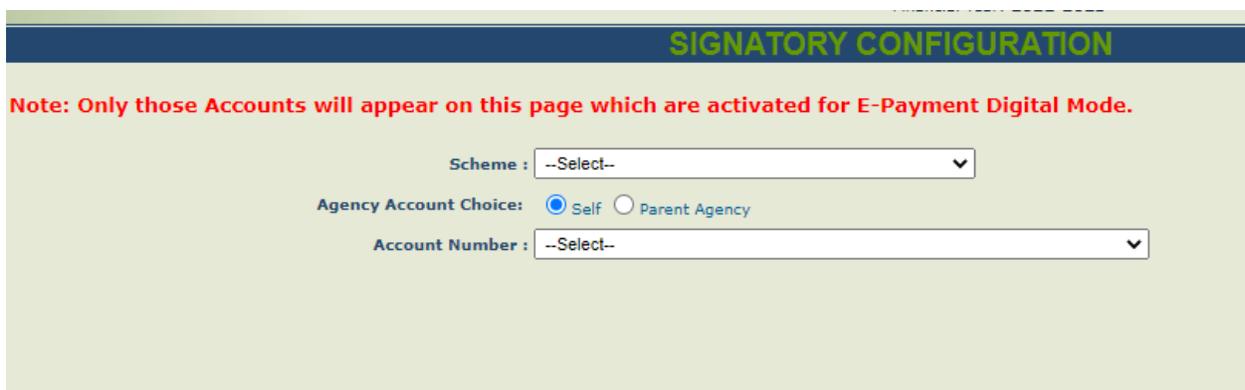
Defining Signatory Levels (1st and 2nd)

User: Agency Admin

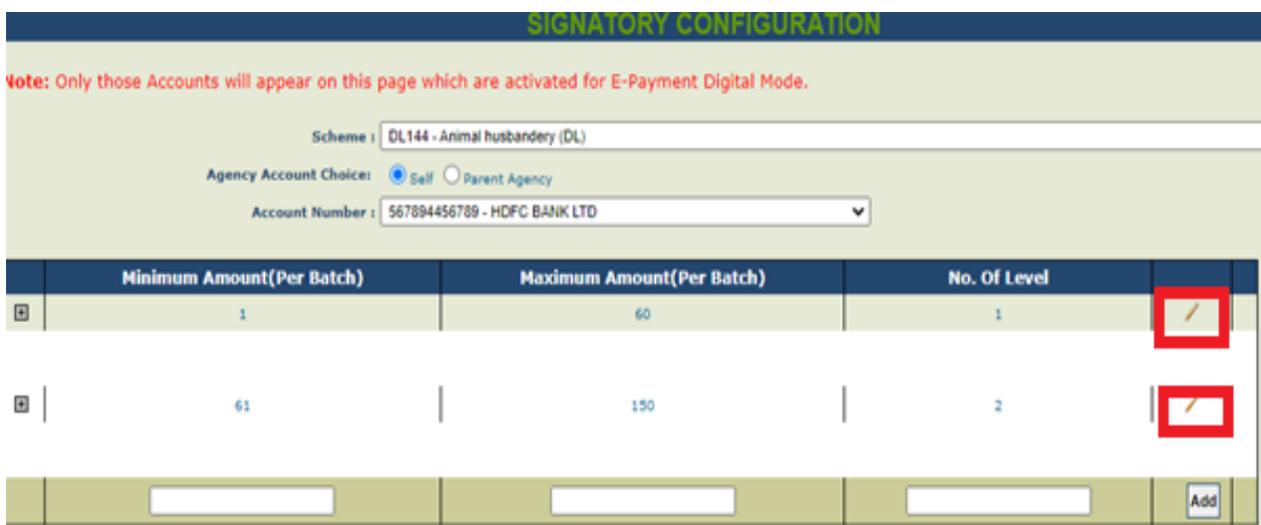
The User Navigates to “Bank>Signatory Configuration”



The “Signatory Configuration” page will appear, the user needs to choose the scheme, agency account choice, and account number.



After entering the scheme and account details, the user can define the signature levels depending on the amount range by clicking on the edit button. For example 1 to 60 – level 1 signature required and amount ranges from 61 to 150 – level 2 signature required then save the details by clicking on the save button. Success Message “Amount has been saved successfully” will appear in case the agency admin made any changes in ranges.



DSC Enrolment

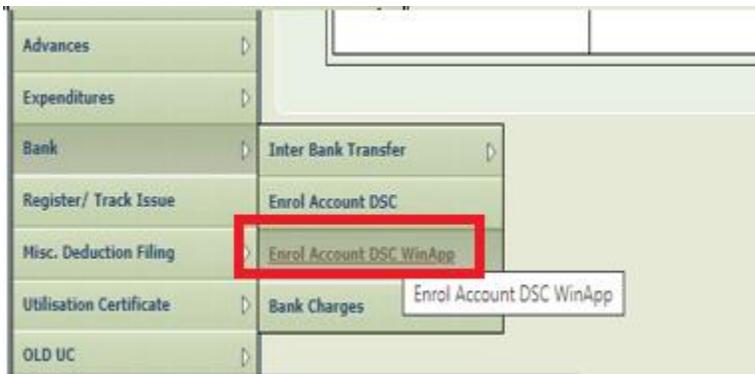
training.pfms.gov.in says
Amount has been saved successfully.

OK

Mr. Abhishek	Sr.TPM	1.0	Initial version	06/Sep/2022
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2.5 Signing the Enrollment File

The User Navigates to “**Bank>Enrol Account DSC WinApp**”



2.5.1 Signing first level

User: Agency Checker (Level 1)

Considering the above example - Signatory for 1st level having a range as 1 to 60

The “**Bank Account Dsc Enrollment File**” page will appear with a list of pending signing DSC Enrollment files. Locate the file from the list, select it by clicking on the left radio button and then click on “**Sign Enrollment file**”.

The screenshot shows the 'Bank Account Dsc Enrollment File' page. The title 'Bank Account Dsc Enrollment File' is highlighted with a red box. Below the title, there is a link to 'Download DSC Window Application (Version : 1.0.1.)'. The user name is 'sna sna'. The page displays a table titled 'Pending For Signing DSC Enrollment Files' with the following columns: Select, Bank Name, Account Number, Minimum Amount, Maximum Amount, Signatory Level, From Date, ToDate, Signatory Status, and Sign. The first row is selected, and the 'Sign Enrollment File' button is highlighted with a red box.

Select	Bank Name	Account Number	Minimum Amount	Maximum Amount	Signatory Level	From Date	ToDate	Signatory Status	Sign
<input checked="" type="radio"/>	HDFC BANK LTD	567894456789	1.00	60.00	1	12/30/2021 12:00:00 AM	12/31/2022 12:00:00 AM	Active	Sign Enrollment File
<input type="radio"/>	HDFC BANK LTD	7867878	1.00	100.00	1	12/30/2021 12:00:00 AM	3/31/2022 12:00:00 AM	Active	Sign Enrollment File
<input type="radio"/>	STATE BANK OF INDIA	34307697010	1.00	10000.00	1	8/18/2022 12:00:00 AM	8/31/2022 12:00:00 AM	Active	Sign Enrollment File
<input type="radio"/>	HDFC BANK	567894456789	61.00	150.00	1	12/6/2021	12/31/2022	Active	Sign Enrollment File

Then the screen with message “Processing...” appears. A confirmation dialog box seeking confirmation to open the digital signature.

DSC Enrolment

User Name: sna sna

Pending For Signing DSC Enrollment Files

Select	Bank Name	Account Number	Minimum Amount	Maximum Amount	Signatory Level	From Date	To Date	Signatory Status	Sign
<input checked="" type="radio"/>	HDFC BANK LTD	567894456789	1.00	60.00	1	12/30/2021 12:00:00 AM	12/31/2022 12:00:00 AM	Active	Sign Enrollment File
<input type="radio"/>	HDFC BANK LTD	7867978	1.00	100.00	1	10/00/2021 12:00:00 AM	0/01/2022 12:00:00 AM	Active	Sign Enrollment File
<input type="radio"/>	STATE BANK OF INDIA	34387697910	1.00	10000.00	1	8/16/2022 12:00:00 AM	8/31/2022 12:00:00 AM	Active	Sign Enrollment File
<input type="radio"/>	HDFC BANK	567894456789	61.00	150.00	1	12/6/2021	12/31/2022	Active	Sign Enrollment File

Open Digital Signature?

https://training.pfms.gov.in wants to open this application.

Always allow training.pfms.gov.in to open links of this type in the associated app

Open Digital Signature Cancel

51 80002063 02:52:46 PM

Download DSC Window Application (Version : 1.0.1

Do not refresh and click on back button. For DSC Status update please click on Get DSC Status

DSC Enrollment Files

Account Number	Minimum Amount	Maximum Amount	Signatory Level	From Date	To Date	Signatory Status	Sign
57894456789	1.00	60.00	1	12/30/2021 12:00:00 AM	12/31/2022 12:00:00 AM	Active	Get DSC Status

DSC Enrollment E-Sign page will appear, the user requires to click on Digital Sign then it will ask for the User PIN

PFMS Digital Signature

Public Financial Management System-PFMS
 (Formerly CPMS)

Q/a Controller General of Accounts, Ministry of Finance

Welcome : sna sna
 Login ID : neetuda5
 User Type : AGENCYDA
 Financial Year : 2022-2023
 Version : 1.0.2

DSC Enrollment E-Sign User DSC Details

DSC Enrollment E-Sign

DSC Serial Number : 53996755

Verify User PIN

Now verify your User PIN:

User PIN:

Enable soft keyboard

Change User PIN Login Cancel

Please wait.....

Digital Sign

On successful enrollment, the message “DSC Enrollment file Signed successfully” is shown to the user.

DSC Enrolment

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

Login ID : neetuda5
User Type : AGENCYDA
Financial Year : 2022-2023
Version : 1.0.2

DSC Enrollment E-Sign **User DSC Details**

DSC Enrollment E-Sign

DSC Serial Number : 53996758 DSC Owner Name: NITESH KUMAR JHA

Caption X
DSC Enrollment file signed successfully
OK

DSC Enrollment file signed successfully

Digital Sign

Also, the file successfully enrolled appears in lower grid “Signed DSC Enrolled files” with “Active” status, after the user clicks on “Get DSC status”.

Select	Bank Name	Account Number	Minimum Amount	Maximum Amount	Signatory Level	From Date	To Date	Signatory Status	Sign
<input checked="" type="radio"/>	HDFC BANK LTD	567894456789	1.00	60.00	1	12/30/2021 12:00:00 AM	12/31/2022 12:00:00 AM	Active	Get DSC Status
<input type="radio"/>	HDFC BANK LTD	7867878	1.00	100.00	1	12/30/2021 12:00:00 AM	3/31/2022 12:00:00 AM	Active	Sign Enrollment File
<input type="radio"/>	STATE BANK OF INDIA	34387697810	1.00	10000.00	1	8/18/2022 12:00:00 AM	8/31/2022 12:00:00 AM	Active	Sign Enrollment File
<input type="radio"/>	HDFC BANK LTD	567894456789	61.00	150.00	1	12/6/2021 12:00:00 AM	12/31/2022 12:00:00 AM	Active	Sign Enrollment File
<input type="radio"/>	HDFC BANK LTD	7867878	101.00	200.00	1	12/2/2021 12:00:00 AM	3/31/2022 12:00:00 AM	Active	Sign Enrollment File

Signed DSC Enrollment Files									
Account Number	Minimum Amount	Maximum Amount	Signatory Level	From Date	To Date	Signatory Status			
567894456789	1.00	60.00	1	12/30/2021 12:00:00 AM	12/31/2022 12:00:00 AM	Active			

2.5.2 Signing Second Level

User: Agency Checker (Level 2)

Considering the above example - Signatory for 2nd level having range 61 to 150

The “Bank Account Dsc Enrollment File” page will appear with a list of pending signing DSC Enrollment files. Locate the file from the list, select it by clicking on the left radio button and then click on “Sign Enrollment file”.

DSC Enrolment

User Name: SNA SNA

Pending For Signing DSC Enrollment Files

Select	Bank Name	Account Number	Minimum Amount	Maximum Amount	Signatory Level	From Date	To Date	Signatory Status	Sign
<input type="radio"/>	HDFC BANK LTD	7867878	1.00	100.00	1	12/30/2021 12:00:00 AM	3/31/2022 12:00:00 AM	Active	Sign Enrollment File
<input type="radio"/>	STATE BANK OF INDIA	34387697810	1.00	10000.00	1	8/18/2022 12:00:00 AM	8/31/2022 12:00:00 AM	Active	Sign Enrollment File
<input checked="" type="radio"/>	HDFC BANK LTD	567894456789	61.00	150.00	1	12/6/2021 12:00:00 AM	12/31/2022 12:00:00 AM	Active	Sign Enrollment File
<input type="radio"/>	HDFC BANK LTD	7867878	101.00	200.00	1	12/2/2021 12:00:00 AM	3/31/2022 12:00:00 AM	Active	Sign Enrollment File

Signed DSC Enrollment Files

Account Number	Minimum Amount	Maximum Amount	Signatory Level	From Date	To Date	Signatory Status
567894456789	1.00	60.00	1	12/30/2021 12:00:00 AM	12/31/2022 12:00:00 AM	Active

Then the screen with message “**Processing...**” appears. A confirmation dialog box seeking confirmation to open the digital signature.

Open Digital Signature?

https://training.pfms.gov.in wants to open this application.

Always allow training.pfms.gov.in to open links of this type in the associated app

Open Digital Signature Cancel

51 00002063 02:52:46 PM

Download DSC Window Application (Version : 1.0.1.0)

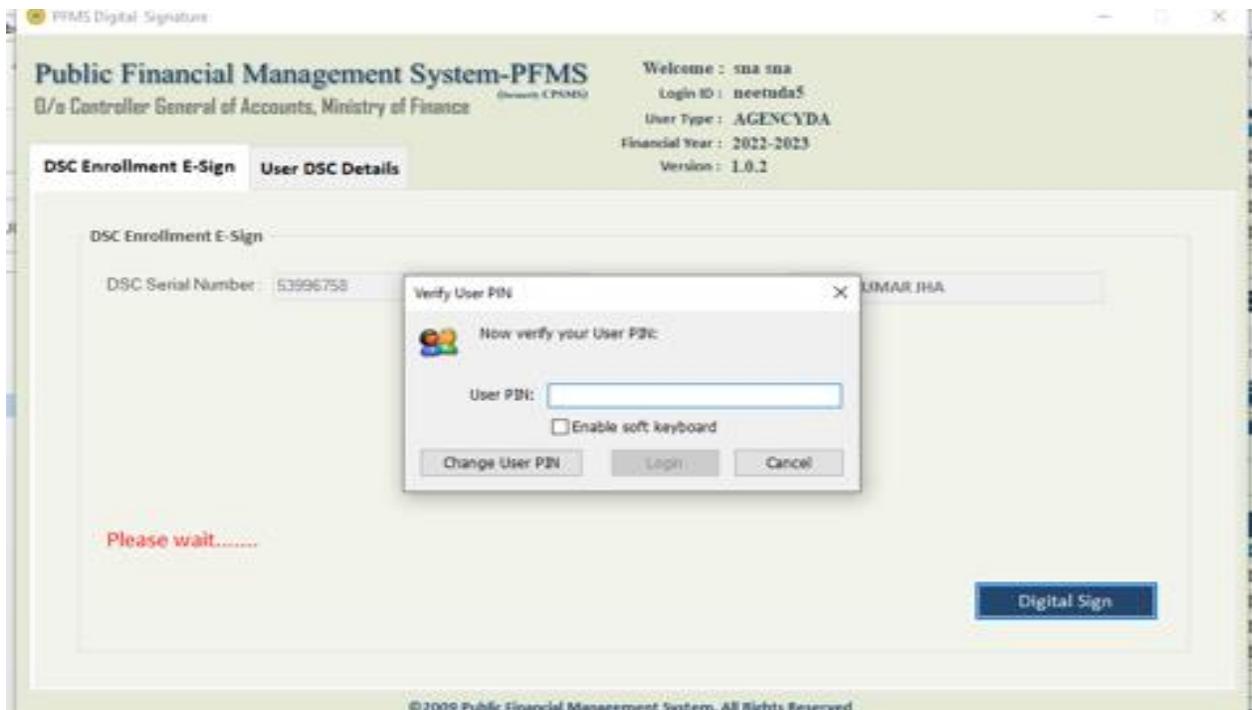
Do not refresh and click on back button. For DSC Status update please click on Get DSC Status

SC Enrollment Files

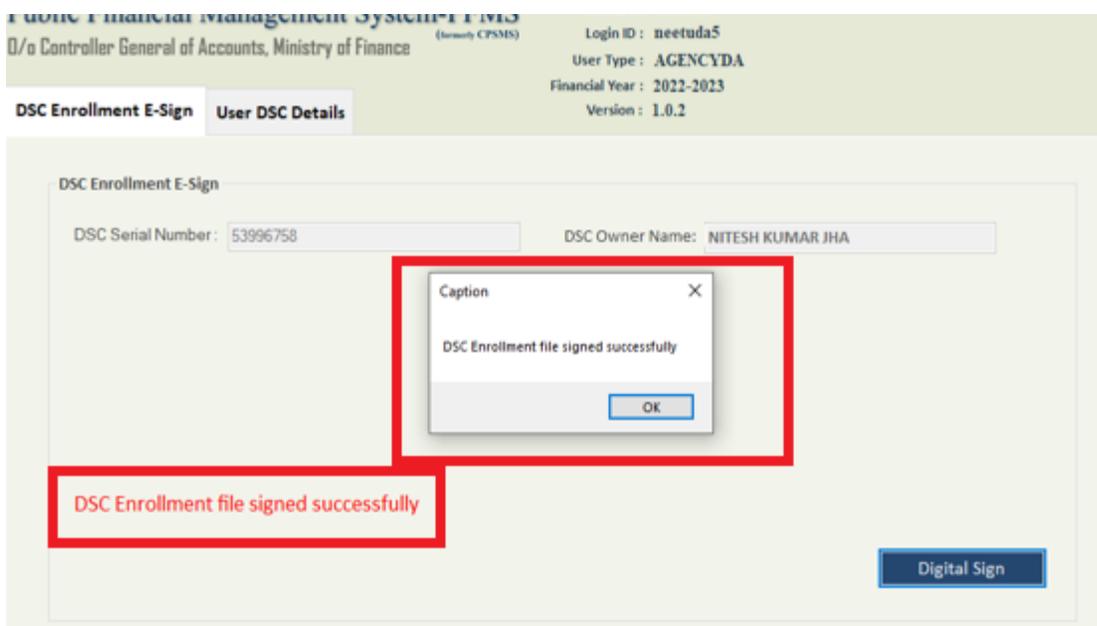
Account Number	Minimum Amount	Maximum Amount	Signatory Level	From Date	To Date	Signatory Status	Sign
67894456789	1.00	60.00	1	12/30/2021 12:00:00 AM	12/31/2022 12:00:00 AM	Active	Get DSC Status

“**DSC Enrollment E-Sign**” page will appear, the user requires to click on “**Digital Sign**” then it will ask for User’s PIN

DSC Enrolment



On successful enrollment, the message “**DSC Enrollment file Signed successfully**” is shown to the user.



The file successfully enrolled appears in the lower grid “**Signed DSC Enrolled files**” with “**Active**” status, after user clicks on “**Get DSC status**”.

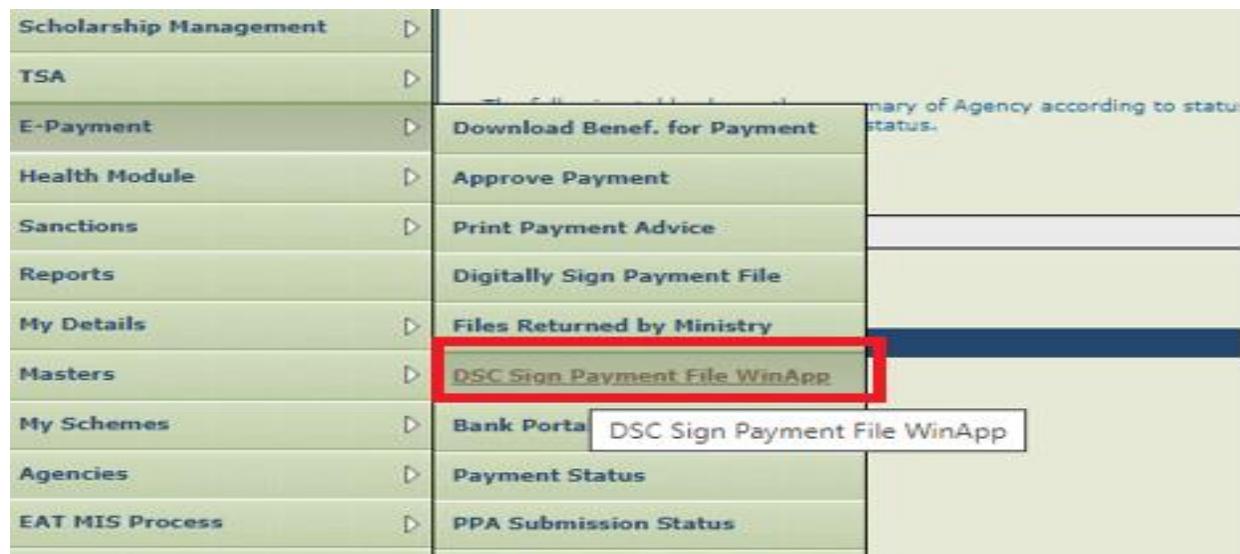
Pending For Signing DSC Enrollment Files									
Select	Bank Name	Account Number	Minimum Amount	Maximum Amount	Signatory Level	From Date	ToDate	Signatory Status	Sign
<input type="radio"/>	HDFC BANK LTD	7867878	1.00	100.00	1	12/30/2021 12:00:00 AM	3/31/2022 12:00:00 AM	Active	Sign Enrollment File
<input type="radio"/>	STATE BANK OF INDIA	34387637810	1.00	10000.00	1	8/18/2022 12:00:00 AM	8/31/2022 12:00:00 AM	Active	Sign Enrollment File
<input type="radio"/>	HDFC BANK LTD	7867878	101.00	200.00	1	12/2/2021 12:00:00 AM	3/31/2022 12:00:00 AM	Active	Sign Enrollment File

Signed DSC Enrollment Files						
Account Number	Minimum Amount	Maximum Amount	Signatory Level	From Date	ToDate	Signatory Status
567894456789	1.00	60.00	1	12/30/2021 12:00:00 AM	12/31/2022 12:00:00 AM	Active
567894456789	61.00	150.00	1	12/6/2021 12:00:00 AM	12/31/2022 12:00:00 AM	Active

2.6 Signing Payment file

User: Agency Checker

The User Navigates to “E-Payment > DSC Sign Payment File WinApp”



The “Digitally Sign File (winapp)” page will appear as below.

User can view the winapp compatible banks name by clicking on hyperlink “List of enabled bank”. For all those banks, the winapp utility to use for signing the payment files.

Digitally Sign File (WinApp)

Note: Your Bank Accounts are now compatible with the New Winapp utility (List of enabled bank). Please install the new DSC version through the Download link and referring to user manual link available on this page.

New version released on 22/09/2023, Please download and install new version, Old version not supported.

Download User Manual

Download DSC Window Application (Version : 1.0.1.4)

Financial Year: Scheme:

Payment File Status:

The User will choose the financial year, Scheme, and Payment file Status for signing the file. Then Click on the “Submit” button.

Digitally Sign File

Do not refresh and click on back button. For DSC Stat

Financial Year: Scheme:

Payment File Status:

--Select One--

Pending Payment

Select	Account No	Bank Name	Voucher No	Payment Advice No.	Sanction Letter	No Of Beneficiary	Amount	Payment File Name
<input type="radio"/>	567894456789	HDFC BANK LTD 2023-00000107	DLIN00002063-	C092025751056		1	65.00	051DSCRAYREQ010920222.xml
<input type="radio"/>	567894456789	HDFC BANK LTD 2023-00000102	DLIN00002063-	C092025751054		1	140.00	051DSCRAYREQ010920221.xml
<input type="radio"/>	567894456789	HDFC BANK LTD 2023-00000068	DLIN00002063-	C092025625868		1	55.00	File under processing...

List of files displayed on the grid, user locate the file that requires to sign and click on “Apply Digital Signature”.

<input type="radio"/>	567894456789	HDFC BANK LTD 2023-00000102	DLIN00002063-	C092025625868		1	55.00	File under processing...	neetuda5	08/08/2022	neetuda5	08/08/2022	<input type="button" value="Apply Digital Signature"/>	<input type="button" value="Reject"/>	<input type="button" value="Sel"/>
<input checked="" type="radio"/>	567894456789	HDFC BANK LTD 2023-00000059	DLIN00002063-	C092025625852		1	20.00	051DSCRAYREQ050820222.xml	neetuda5	04/08/2022	neetuda5	04/08/2022	<input type="button" value="Apply Digital Signature"/>	<input type="button" value="Reject"/>	<input type="button" value="Sel"/>
<input type="radio"/>	567894456789	HDFC BANK LTD 2023-00000058	DLIN00002063-	C092025625773		1	20.00	051DSCRAYREQ060820224.xml	neetuda5	21/07/2022	neetuda5	21/07/2022	<input type="button" value="Apply Digital Signature"/>	<input type="button" value="Reject"/>	<input type="button" value="Sel"/>

DSC Enrollment E-Sign page will appear, the user require to click on Digital Sign then it will ask for User’s PIN

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

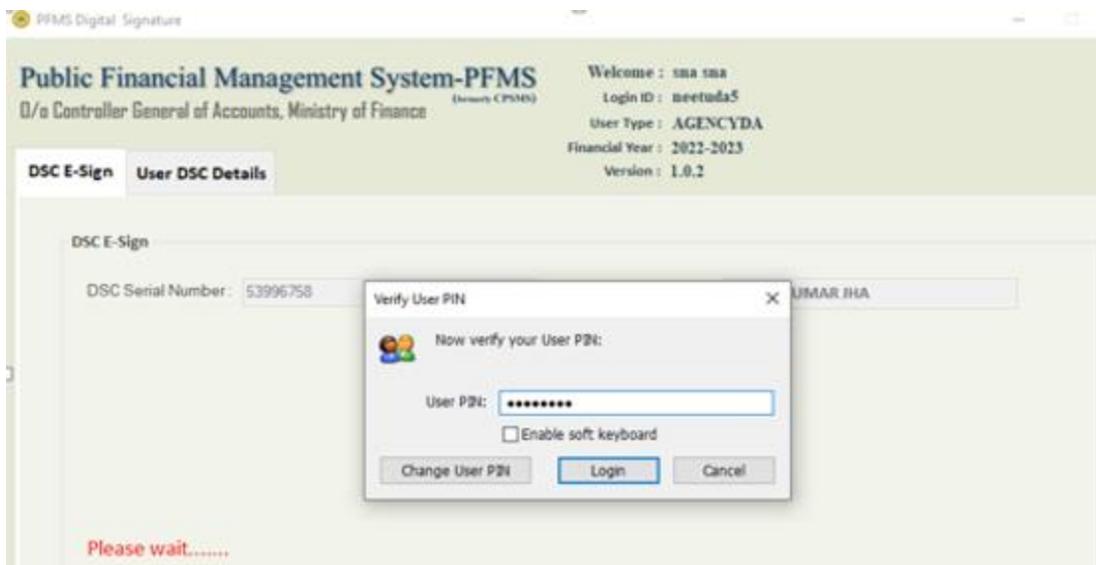
Welcome : sna sna
 Login ID : neetuda5
 User Type : AGENCYDA
 Financial Year : 2022-2023
 Version : 1.0.2

DSC E-Sign **User DSC Details**

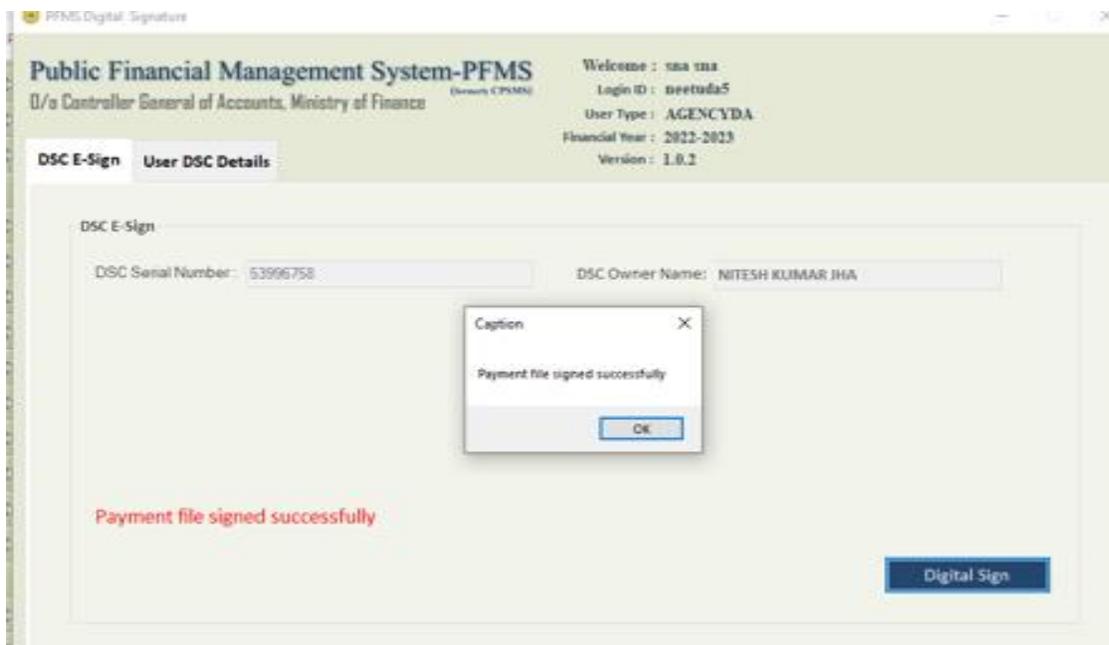
DSC E-Sign

DSC Serial Number: DSC Owner Name:

DSC Enrolment



On successful signing the message **“Payment file signed successfully”** appears on screen.



To fetch the status on the payment file click on **“Get DSC Status”**

NO	AGILE	AGENCY NO.	Letter	Beneficiary	By	On	By	On					
567894456789	HDFC BANK LTD 00000107	DLIN00002063-C092025751056		1	65.00	051DSCPAYREQ01092022.xml	neetuda5	01/09/2022	neetuda5	01/09/2022	Apply Digital Signature	Reject	--Sele
567894456789	HDFC BANK LTD 00000102	DLIN00002063-C092025751054		1	140.00	051DSCPAYREQ01092022.xml	neetuda5	01/09/2022	neetuda5	01/09/2022	Apply Digital Signature	Reject	--Sele
567894456789	HDFC BANK LTD 00000668	DLIN00002063-C092025625868		1	35.00	File under processing...	neetuda5	08/08/2022	neetuda5	08/08/2022	Apply Digital Signature	Reject	--Sele
567894456789	HDFC BANK LTD 00000059	DLIN00002063-C092025625850		1	20.00	051DSCPAYREQ05082022.xml	neetuda5	04/08/2022	neetuda5	04/08/2022	Apply Digital Signature	Reject	--Sele
567894456789	HDFC BANK LTD 00000058	DLIN00002063-C092025625773		1	20.00	051DSCPAYREQ08082022.xml	neetuda5	21/07/2022	neetuda5	21/07/2022	Get DSC Status	Reject	--Sele

Message **“Payment file has been signed”** appears on page.

Digitally Sign File

Payment file has been signed.

Financial Year: Scheme:

Payment File Status:

Pending Payment Files For DSC

Select	Account No	Bank Name	Voucher No	Payment Advice No.	Sanction Letter	No Of Beneficiary	Amount	Payment File Name	Created By	Created On	Approved By	Approved On	Apply Digital Signature	Reject
<input type="radio"/>	567894456789	HDFC BANK LTD	DLIN00002063-2023-00000107	C092025751056		1	65.00	05109CPAYREQ010920222.xml	neetuda5	01/09/2022	neetuda5	01/09/2022	<input type="button" value="Apply Digital Signature"/>	<input type="button" value="Reject"/>
<input type="radio"/>	567894456789	HDFC BANK LTD	DLIN00002063-2023-	C092025751054		1	140.00	05109CPAYREQ010920221.xml	neetuda5	01/09/2022	neetuda5	01/09/2022	<input type="button" value="Apply Digital Signature"/>	<input type="button" value="Reject"/>

VERIFY -- Signed DSC payment files

On the “Digitally Sign File” page, the user will choose the financial year, Scheme, and Payment file Status as “Signed DSC payment files” for verification DSC payment file was successfully signed then click on the “Submit” button.

Digitally Sign File

Financial Year: Scheme:

Payment File Status:

Signed Dsc Payment Files

Account No	Bank Name	Scheme Code	Voucher No	Payment Advice No.	CPSMS Transaction ID	Sanction Letter	No Of Beneficiary	Amount	Signed By	Signed On	Approved By	Approved On	Digital Signature Date
567894456789	HDFC BANK LTD	DL144	DLIN00002063-2023-00000109	C092025751058	C092025751058		1	50.00	neetuda5	01/09/2022	neetuda5	01/09/2022	01/09/2022
567894456789	HDFC BANK LTD	DL144	DLIN00002063-2023-00000083	C092025625883	C092025625883		1	20.00	neetuda5	11/08/2022	neetuda5	22/08/2022	22/08/2022
567894456789	HDFC BANK LTD	DL144	DLIN00002063-2023-	C092025625866	C092025625866		1	60.00	neetuda5	08/08/2022	neetuda5	08/08/2022	08/08/2022

Payment File Status:

Signed Dsc Payment Files

Account No	Bank Name	Scheme Code	Voucher No	Payment Advice No.	CPSMS Transaction ID	Sanction Letter	No Of Beneficiary	Amount	Signed By	Signed On	Approved By	Approved On	Digital Signature Date
567894456789	HDFC BANK LTD	DL144	DLIN00002063-2023-00000109	C092025751058	C092025751058		1	50.00	neetuda5	01/09/2022	neetuda5	01/09/2022	01/09/2022
567894456789	HDFC BANK LTD	DL144	DLIN00002063-2023-00000083	C092025625883	C092025625883		1	20.00	neetuda5	11/08/2022	neetuda5	22/08/2022	22/08/2022
567894456789	HDFC BANK LTD	DL144	DLIN00002063-2023-00000067	C092025625866	C092025625866		1	60.00	neetuda5	08/08/2022	neetuda5	08/08/2022	08/08/2022
567894456789	HDFC BANK LTD	DL144	DLIN00002063-2023-00000063	C092025625858	C092025625858		1	40.00	neetuda5	05/08/2022	neetuda5	05/08/2022	08/08/2022
567894456789	HDFC BANK LTD	DL144	DLIN00002063-2023-00000060	C092025625854	C092025625854		1	10.00	neetuda5	04/08/2022	neetuda5	04/08/2022	05/08/2022
567894456789	HDFC BANK LTD	DL144	DLIN00002063-2023-00000058	C092025625773	C092025625773		1	20.00	neetuda5	21/07/2022	neetuda5	21/07/2022	01/09/2022
