

सं.1-1/2019-किसान कल्याण  
No.1-1/2019-FWS  
भारत सरकार Government of India  
कृषि एवं किसान कल्याण मंत्रालय  
Ministry of Agriculture & Farmers Welfare  
कृषि, सहकारिता एवं किसान कल्याण विभाग  
Department of Agriculture, Co-operation & Farmers Welfare  
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297-D-I, कृषि भवन, नयी दिल्ली  
297-D-I, Krishi Bhavan, New Delhi  
दिनांक 15 फरवरी, 2019  
Dated 15<sup>th</sup> February, 2019

To,

1. The Chief Secretaries of all States / UTs
2. The Principal Secretaries (Agriculture) of all States / UTs

**Subject: Fund Transfer Guidelines for Pradhan Mantri Kisan SAMman Nidhi (PM-KISAN) Scheme - regarding**

Madam / Sir,

The State /UT governments are requested to refer to the Operational Guidelines for the Pradhan Mantri Kisan SAMman Nidhi (PM-KISAN) Scheme available on the Portal 'pmkisan.nic.in' in respect of the manner of identification of beneficiaries' and for uploading the same on the portal. The State/UT Governments are to ensure correctness of beneficiary details including their Aadhar number, bank account number and IFSC code of the bank.

2. State/UT Governments are to generate digitally signed Fund Transfer Order (FTO), district wise and category wise (SC/ST/General), in the format at Annexure-1.

**The following points are to be considered while generating FTOs:**

2.1. The State /UT Governments will designate an officer of the rank not below the Deputy Secretary to the State /UT, to verify, de-duplicate, digitally sign, and upload FTOs on the scheme portal. It would be responsibility of the designated officer to ensure strict compliance of the scheme guidelines.

2.2. The lists of the beneficiaries' from a District / Taluka / Tehsil / Mandal / Block may be uploaded in one or many tranches, after ensuring the correctness of the lists.

2.3. The State/UT Governments are to decide the number and names of officers authorised for digital signature / e-signature, at all levels, for authentication of eligible beneficiaries.

2.4. State/UT Governments are to issue necessary instructions to the District / Taluka / Mandal / Block and Village level functionaries, clearly defining their roles and responsibilities.

2.5. Beneficiary list is to be stratified in such a manner that the additions to the original list for any reason, along with amount due are generated separately for each of the installment, and also for failed transactions, category wise.

- 2.6. The State/UT Governments are to identify a bank for receiving funds under the scheme and transferring them to beneficiary account (Sponsoring Bank) in terms of Rule 86 (3) of GFR 2017.
- 2.7. The State/UT Government will forward to the Programme division of Department of Agriculture Cooperation and Farmers Welfare (DAC&FW), the details of Sponsoring Bank along with the IFSC code, and bank account number in to which the funds are to be transferred. The sponsoring Bank is to function as bank of the State Agency and is to be registered on PFMS at state level.
- 2.8 The state Government is to issue Letter of Authority (Format at Annexure-2), to sponsoring bank to transfer funds out of the scheme account for crediting beneficiary account without waiting for further instructions.
- 2.9. Similarly, the State/UT Governments will **also** identify **another** agency to which the Administrative Expenses under the Scheme are to be transferred. This agency also need to be registered on PFMS as State agency.
- 2.10. For any assistance related to PFMS, Ms Sunita Gupta, master trainer of PFMS may be contacted on 01123389060 and on e-mail id [sunitagupta.17@gov.in](mailto:sunitagupta.17@gov.in). The queries on the subject can also be sent to the e-mail id 'pmkisan-funds@gov.in'.
- 2.11. The benefit under the scheme would automatically flow to Aadhar seeded bank account of the farmer. In case of non availability of Aadhar seeded account, the amount would be transferred to bank account provided by the farmer. As a control point, one bank account is not to be accepted for more than one beneficiary.
- 3. Actions after receipt of FTO in DAC&FW:**
- 3.1. The designated Officer in the DAC&FW processes the FTOs and issues Sanction Order (State/UT wise) after obtaining concurrence of Integrated Finance Division (IFD).
- 3.2. The Drawing and Disbursing Officer (DDO) of the DAC&FW would prepare and submit bill against the Sanction Order to the Pay and Accounts Officer (PAO).
- 3.3. Pay and Accounts Officer (Secretariat -1) is to act as PAO for the scheme.
- 3.4. The PAO would exercise the regular checks and passes the bills and issues instructions to the accredited bank for payment of amount to beneficiaries through sponsoring bank, as per FTO.
- 3.5. The beneficiary accounts are to be credited using Aadhar Payment Bridge System (APBS) / banking details, through National Payment Corporation of India (NPCI). In case of non-availability of Aadhar seeded bank account, funds would be transferred to the bank account verified by PFMS.
- 3.6. Details of credits to beneficiary account will be shared by the sponsoring bank with the accredited bank and accredited bank will share the same with the PAO.
- 3.7. PFMS would provide reports on State/UT-wise and District-wise expenditure under the scheme. Any additional reporting requirements for Programme Division and State/UT are to be made available to PFMS.

3.8. The accredited Bank will send (on receipt of the same from sponsoring banks) lists of all successful and failed transactions to the PAO (scroll) along with amount of failed transactions.

3.9 . The list of failed transactions prepared by accredited bank will also contain original Unique Transaction Reference (UTR) numbers as well as UTR number of the failed transaction.

3.10. The PAO would be responsible for reconciliation of disbursement with bank statement and FTOs and also for monitoring of Utilisation Certificates (UC).

#### **4. Action on the failed transactions:**

4.1. PAO will send the list of failed transactions to Programme Division for re-processing. Unique file number for each batch of failed transactions is to be generated by PFMS.

4.2. The Programme Division will share the details of failed transactions with the State functionaries for necessary verifications and updating the details.

4.3. Upon receipt of the details from the State level functionaries, through a separate FTO, the Programme division will re-process the failed transactions tagging the unique file reference number.

#### **5. Post Disbursement Actions:**

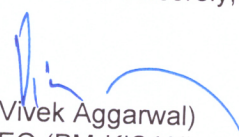
5.1. The intimation from Bank / NPCI (APB) regarding deposit of fund in beneficiary's bank account, generated as per the procedure of Controller General of Accounts (CGA), would be treated as Utilisation Certificate in terms of Rule 241 of General Financial Rules (GFR), 2017.

5.2. The State/UT Governments would be required to submit UC for the administrative expenses released to the identified agency of the State/UT, in terms of rule 240 of GFR 2017.

5.3. Utilisation Certificate is to be generated / uploaded on PFMS as per Rule 86 of GFR 2017.

5.4. The list of beneficiaries under the scheme is to be placed in public domain, for the purpose of transparency.

Yours sincerely,

  
(Vivek Aggarwal)  
Joint Secretary & CEO (PM-KISAN)  
Tel. 011-2338 1176

**Template for Fund Transfer Order (FTO)**

Government of ....(Name of the State/UT)  
Department of .....(Nodal Department of the State/UT)

FTO Number.....

Date.....

For the period from ..... to .....

Department of Agriculture, Cooperation & Farmers Welfare, Government of India, is hereby requested to release an amount of Rs. .... (Rupees.....) to the ..... (Name of sponsoring bank) having IFSC Code ..... , in Account Number ..... (bank account number of the scheme), for crediting, the benefits under the Pradhan Mantri Kisan Samman Nidhi Scheme (PM-KISAN) in the beneficiary's account.

Total number of beneficiaries included in the FTO ..... (As per list attached)

Total amount due to the beneficiaries Rs. ....(Rupees. ....)

To be digitally signed by Nodal Officer of the State

**Note: Separate FTOs are to be prepared for each category of beneficiary i.e. SC / ST / General.**

To,

The Manager,

.....(Name of sponsoring bank)

.....(Address of bank)

Subject: Letter of Authority to sponsoring bank for debiting account of Pradhan Mantri Kisan Samman Nidhi (PM-KISAN).

Sir,

The undersigned, acting as nodal officer for the Pradhan Mantri Kisan Samman Nidhi (PM-KISAN) for the State / UT of ....., hereby authorize the bank to automatic debit the account number ..... by total amount of beneficiary details received from Public Financial management System (PFMS), subject to availability of balance in the account.

Bank is not to wait for further instructions from the nodal officer of Pradhan Mantri Kisan Samman Nidhi (PM-KISAN). However, details of all transaction (credits and debits) of the account are to be sent to the officer by the bank.

These instructions would be valid for a period of six months or posting of new incumbent as nodal officer for Pradhan Mantri Kisan Samman Nidhi (PM-KISAN) or till further instructions from State/Centre Government.

Bank would be notified on transfer of officer acting as nodal officer for Pradhan Mantri Kisan Samman Nidhi (PM-KISAN) for the State/UT .....

(Nodal Officer)

State/UT.....

Copy to:

1. Chief Secretary of state/UT .....
2. Principle Secretary of the Department .....(name of nodal Department)
3. Chief Executive Officer and Joint Secretary, Pradhan Mantri Kisan Samman Nidhi (PM-KISAN), DAC&FW, Krishi Bhawan, New Delhi