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Public Financial Management System
Department of Expenditure, Ministry of Finance
Shivaji Stadium Annexe, Connaught Place
New Delhi 110001

Dated: 7/8/2023

Office Memorandum

Subject: Implementation of Revised procedure for flow of funds under Central Sector schemes - SOP for CNA Agency Mapping for any State by child agency

An enhancement has been provided in the functionality of mapping of child agencies by the CNA for implementation of revised procedure for flow of funds under Central Sector schemes. This feature will enable CNA to select any state for the child agency in the hierarchy.

A Standard Operating Procedure (SOP) detailing the procedure for using the said functionality is enclosed.

This issues with the approval of the Competent Authority.

(Karthika J. Kumar)
Asst. Controller General of Accounts

To
1. All Financial Advisors of Ministries/Departments.
2. Pr.CCAs/ CCAs/ CAs(IC) of Ministries/Departments.
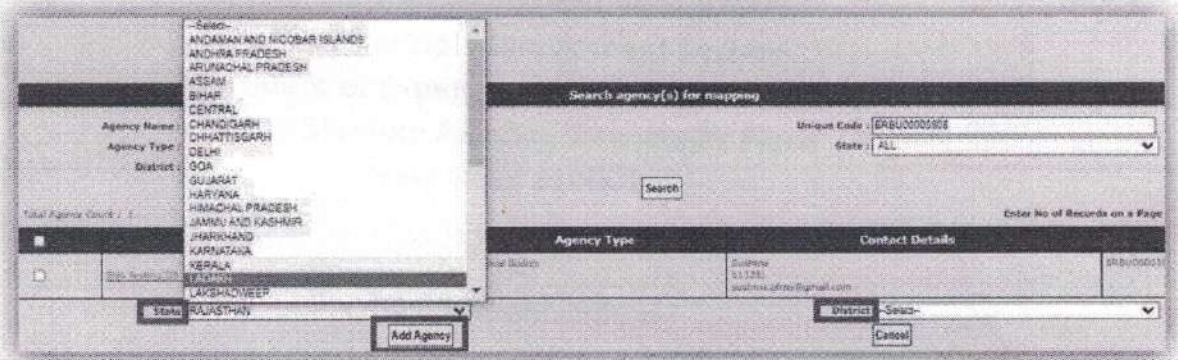
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Standard Operating Procedure

For

CNA Agency Mapping for any State by child agency

Public Financial Management System
Controller General of Accounts
Department of Expenditure
Ministry of Finance

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SOP – CNA Agency mapping for any state by child agency in a hierarchy

CNA Agency mapping functionality has been enhanced with a new feature that allows the CNA Agency to select any state for the child agency in the hierarchy.

This document is prepared to disseminate general guidelines for selecting any state by the CNA agency during the child agency mapping.

Scope

I. CNA Agency can map its child agency in any state during the agency mapping, however, its subsequent downline (child/grandchild) agencies can map themselves in the same state of the child agency only.

II. For CNA Agency, the State field drop-down is available in edit mode. A CNA agency can select any state from the drop-down that can be the same state of CNA or any other state.

Pre-requisites

It is assumed that CNA Agency is mapped by the PD at the state level.

Steps - Agency Hierarchy Mapping by CNA Agency Admin

The following tasks are to be performed by CNA Agency:

I. User type CNA- Login Agency admin > **Agencies>Agencies Mapping** > 'Scheme Fund Flow Hierarchy' page opens.

II. Select the CNA **Scheme** Name under which PD has mapped the CNA agency.

III. In the **State** drop-down, it shows only the state in which the CNA agency is mapped by PD.

IV. On **scheme** and **state** selection, the system displays the "Scheme fund flow Hierarchy" levels.

V. Agency user clicks on a hierarchy level, to perform mapping at the selected hierarchy level.

VI. Based on the level selection, the system displays the mapped agencies which are mapped at the selected level in the grid form (highlighted yellow in below screen) and "**Map New Agency**" button also appears.

VII. Agency user clicks on "**Map New Agency**" button, enters the Agency's unique code, and clicks on "**Search**" button.

VIII. The system displays the records matching the search criteria. The user selects the agency, state, and subsequent locations from the drop-down and then clicks on "**Add agency**" button.

IX. The pop-up message will appear for confirmation.

X. By clicking on "*Ok*" button Agency is mapped successfully.

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