

Guidelines for registration of schools (agency) on PFMS (Public Financial Management System)

The following guiding principles may be followed by ATL applicants while registering their school on PFMS:

Important: Before starting registration of agency on PFMS please ensure that the school has opened a **new bank account exclusively for ATL Grant** in the name of the school. Other funds of any kind are not allowed to be mixed with the grant money. Please wait for at least one day after opening of the account for its activation on bank's server/portal.

Please carefully read the instructions under serial number 18 below for opening of the bank account.

Open pfms/nic.in

Select the option 'register agency' and enter relevant details in accordance with the following instructions:

1. Type of Registration: Type of agency may be selected carefully as follows:

Type of School	Type of Agency
Schools run by State Governments	Academic Institutions (Government)
Schools run by Zila Parishad, District Council, Municipal Corporation, Gram Panchayat etc.	Local Bodies
Schools run by Kendriya Vidyalaya Sangathan, Navodaya Vidyalaya Samiti etc	Registered Societies (Govt. Autonomous Bodies)
Private Schools	Academic Institutions (Private)
Schools run by Societies registered as NGOs	Registered Societies (NGOs) The society is required to register itself on ngodarpan.nic.in and enter details of NGO Darpan Id in PFMS
Schools run by societies other than NGOs	Other Registered Societies
Private School located in the premises of Public Sector Undertakings (PSUs) and fully funded by such PSUs e.g. a branch Delhi Public School located in the premises of NTPC	Central Government PSUs or State Government PSUs as the case may be
Schools run by statutory bodies established by an Act of Parliament or a State Legislature	Statutory Bodies
Schools run by Private Companies	Private Sector Companies
Schools run by Trusts	Trusts

2. PAN Number: Although it is not compulsory, it is required for opening of bank account in the name of the school. Also, it is in the interest of the schools run by private bodies, trusts, societies, NGOs, trusts etc. [i.e. other than Academic Institutions (Government)] to provide valid PAN number of the school in the relevant column. It is also in the interest of the schools to obtain a certificate from the office of

the local Commissioner of Income Tax regarding exemption form Tax under section 12/12A or section 23 of the Income Tax Act.

3. Agency Name: Utmost care may be taken while entering the name of the school. Complete (full) name of the school should be entered without using acronyms/abbreviations. Appropriate spaces and punctuation marks may be used to correctly display the name of the school. It may also be ensured that the name of the school matches with the name as mentioned in the online application submitted to Atal Innovation Mission for ATL grant. For example, if the application is submitted for Government Girls Higher Secondary School (or GHSS), it cannot be registered on PFMS as Government High School or Government Senior Secondary School or Government Boys Higher Secondary School. Some examples of incorrect and correct name of the school are given below:

Incorrect Name	Correct Name
GOVERNMENT HIGHSCHOOL SANTHIPURAM	Government High School, Santhipuram (leave blank space between the words High and School)
GHSS PERINTALMANNA	Government Higher Secondary School, Perintalmanna (full name)
Principal Government Girls Higher Secondary School,	Government Girls Higher Secondary School, ('Principal' should not be the part of the name of the agency)
KENDRIYA VIDYALAYA NO. 1 KOTA KENDRIYA VIDYALAYA SANGATHAN	Kendriya Vidyalaya No. 1 Kota
L.D.Samant Memorial High School,Run By Prabodhan Education Society	L.D.Samant Memorial High School, Porvorim
XYZ EDUCATIONAL AND CHARITABLE TRUST	XYZ VIDYA KENDRA
Pune/Mah/Wardha	Jawahar Navodaya Vidyalaya, Basmat Nagar, Hingoli
GPUC Sanoor	Government Pre-University College, Sanoor

4. Act / Registration No. Act under which the school is registered with the authorities and the registration number given by the concerned authority may be entered.

5. Date of Registration. Date printed on the registration certificate issued by the concerned authority may be entered.

6. Registering Authority. Name of the authority which issued certificate of registration may be entered.

7. State of Registration. State in which the school is registered i may be entered. If the registering agency is a central agency, please click in the check box.

8. TIN/TAN/GST Number, if any, allotted to the school may be entered.

9. Address. Please enter complete address of the school viz. name of Block/Building/ Village, Road/Street/PO, Area/Locality, City, State, district, and PIN Code and do not leave any column.

10. Contact Person/Designation. In these columns, please enter name and designation respectively of the Principal/Headmaster/Headmistress as the case may be (even if he/she happens to be on leave). If the post of Principal etc is vacant, the name of Vice Principal etc or the ATL In-charge may be entered.

11. Phone No. Please enter landline phone number of the school and mobile number of the Principal/Headmaster/Headmistress/ATL In-charge in the column of 'Alternate Phone Number. Mobile number of the Principal/Headmaster/Headmistress may be given in the column meant for Mobile Number. System generated SMS regarding successful registration of school on PFMS, username, password etc. will be sent to the user on the alternate number and mobile number.

12. Email: Please enter the email id of the Principal/Headmaster/Headmistress. This will be the registered email id of the school on which system generated emails regarding successful registration of school on PFMS, username, password etc. will be sent.

13. Unique Agency Code: This will be generated by the system and displayed on the screen. Please note down the Unique Agency Code for all future references relating to PFMS and may be invariably mentioned in every correspondence with Atal Innovation Mission in addition to the schools Unique Code given by the ATL portal.

14. Word Verification: Please enter the letters as displayed in Capcha Code and click on the next button to complete the registration of agency on PFMS.

Scheme/ Bank Details web page appears on the next screen

15. Scheme Details: Type the **scheme code 2381** in the text box for scheme or click the **Select Scheme** hyperlink. Name of the scheme of **Atal Innovation Mission** will appear. Select the scheme by clicking on the scheme name.

16. Funding Agency: The funding agency by default will be selected as **"I will receive funds from Central Government"**.

17. Bank Details: Type **first 4** letter of bank name in the text box provided or click the **Select Bank** hyper link. All banks beginning with the typed letters will appear. Select the appropriate bank from the list.

Alternatively, click on 'select bank' hyper link. Select bank pop up window will appear on the screen. Type Bank Name in the text box provided and click on the **Search** button. A list of all banks matching the search criteria will appear. Click your bank name to select from the list.

Type Branch Address in the text box provided. Click the **Search** Button. Select an option from the branch name drop down list.

18. Account Details: Type first 4 letters of bank name in the text box provided or click the 'Select Bank' hyper link. Name of all the banks beginning with the typed letters will appear. Select the appropriate bank from the list.

Enter Bank Account Number in the text box provided. It is a mandatory field. Please ensure that the account number is only numerical and does not contain any alphabet or special character.

Enter Agency name as per Bank record in the text box.

The following instructions may be taken care of while opening the bank account:

- (a) Since the ATL grant will be released online through PFMS, account should be opened only in a **scheduled Indian bank integrated (linked) with PFMS** portal. Most of the co-operative banks are small in size and a central server or if it exists, it is not integrated with PFMS. For example, "The Nainital Bank Limited" is a non-CBS bank (CBS: Core Banking System) and perhaps does not have a central server.
- (b) When the bank account details are entered by the agency on PFMS, the details are automatically pushed by PFMS portal to bank's portal for validation without human intervention. If the bank's portal is not integrated with PFMS, **validation** of the account will not take place. **It will, therefore, not be possible to release ATL grant online in the bank account of the school, if the bank's portal is not integrated with PFMS.**
- (c) Name of the agency as per bank record (i.e. bank of the bank account holder) should be the full name of the school without prefixing or suffixing anything.
- (d) Only name of the town/village etc. may be suffixed with the name of the bank account holder.
- (e) The word **ATL** may also be suffixed with the name to signify that the account is exclusively for ATL grant.
- (f) Full name of the school may be used while opening the bank account without using acronyms/abbreviations.
- (g) Appropriate spaces and punctuation marks may be used to correctly display the name of the school. It may also be ensured that the name of the school matches with the name registered as agency in PFMS (see serial number 3 above).
- (h) Here are some examples of incorrect and correct name of the bank account holder:

Incorrect Name	Correct Name
PRINCIPALARAFVIDYAKENDRA	Arafa Vidya Kendra, Puttur
STUDENT FUND SCHOOL PATHURIA	Plus 2 High School Pathuria
AVM SENIOR SECONDRY SCHOOL NAINWA	Adarsh Vidya Mandir Sr. Sec. School, Maninwa
PRINICIPALRMSA	Andhra Pradesh Social Welfare Residential Society School Junior College Girls, Srikalahasti
PRINCIPAL (C.W.F.C.)G.S.S.PABRA	Government Sr. Secondary School, Pabra
SARVASHIKSHANAABHIYANASAMITHI	Bondala Jagannatha Shetty Memorial

	Government High School, Shambhoor
CHALAVARAHSSATLGRANTS	Chalavara Higher Secondary School – ATL

After entering agency name in bank, click Add Bank/Scheme button. The Scheme and Bank details will get added in the list.

19. Accept: Select the 'Accept Terms and conditions' check box.

20. Submit: Click the Submit button. Saved successfully message will appear on the screen. If the Agency is receiving funds for more than one scheme, more scheme - bank details can be added.