CENTRAL PLAN SCHEME
MONITORING SYSTEM

AGENCY REGISTRATION MANUAL

Controller General of Accounts
Department of Expenditure
Ministry of Finance
Government of India
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Agency Registration Manual

(Please see the video after reading this document)

Chapter-1

Pre-requisites for Agency Registration

1. User ID and Passwords of Agencies

The Agencies as mentioned in the following table need to have the User ID and Password for log in into the system to start agency registration

<table>
<thead>
<tr>
<th>Scheme Name</th>
<th>Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Rural health Mission</td>
<td>State Health Society</td>
</tr>
<tr>
<td>Sarva Shiksha Abhiyan</td>
<td>State SSA Project Office</td>
</tr>
<tr>
<td>Drinking Water and Supply Mission</td>
<td>State Level Drinking Water and Supply Mission</td>
</tr>
<tr>
<td>Indira Awas Yojna (Rural Housing)</td>
<td>District rural Development Agency</td>
</tr>
<tr>
<td>Pradhan Mantri Gram Sadak Yojana</td>
<td>State Rural Road Development Agency</td>
</tr>
<tr>
<td>Mahatma Gandhi National Rural Employment Guarantee Scheme</td>
<td>State level Employment Guarantee Councils OR DRDAs (Where National level council is not functional)</td>
</tr>
<tr>
<td>Rajeev Gandhi Gramin Vidyutikaran Yojana</td>
<td>Rural electrification Corporation</td>
</tr>
</tbody>
</table>

How to get User ID and Password:

- The User ID and Password has been sent to all agencies at the time of registration. Please check your mailbox for same.
- Agency can get the User Id and Password by Using Forgot Password link on Home Page of CPSMS ([www.cpsms.nic.in](http://www.cpsms.nic.in))
• The user id and passwords has been sent to the Implementing agencies under abovementioned scheme by Post on the address registered on Central Plan scheme Monitoring System

**Process to get User ID and Password if valid E-Mail is not registered on CPSMS**

Send request to the concerned Program Division in the Ministry of Govt. of India for editing the E-Mail ID. Program Division should provide a valid E-Mail Id on the Central Plan Scheme Monitoring System. (The detail process of updating the valid E-Mail Id is annexed [Annexure-I](#))

Use the “Forgot Password” link on home page to get your User ID and Password on the registered mail. Please see [Annexure-VI](#) for detail guidelines for using “Forgot Password Link”

### Agency Registration Details:

The Agency is required to have the details of the Agency Registration Ready at the time of agency registration.

The Details of Agency Required for each agency type is mentioned in the [Annexure-II](#). Please ensure that at least mandatory information is available as per annexure.

### Agency registration Sequence:

The agencies will be registered in a particular sequence on the Central plan scheme Monitoring system.

The [Annexure-III](#) explains the sequence in which agencies to be registered in CPSMS.

**How many Users can Create Agencies in a particular Implementing Agency?**

Since there are many agencies to be registered on the CPSMS, thus the Admin User of the agency can create many other Data Entry Users and Data Approver Users. Thus one admin user can prepare many other agency users also and all these agency users can be involved in the Agency Registration Process.

Please see [Annexure-IV](#), on how to create multiple users in an agency
Chapter-2

Agency Registration Process

The user needs to login with the registered User ID and Password on the Central Plan Scheme Monitoring System (CPSMS)

1. Agency receiving funds is required to register at CPSMS only once. Duplicate agencies are not allowed in System. So please check if agency is already registered or not before proceeding for registration.

**HOW TO CHECK WHETHER YOUR AGENCY IS ALREADY REGISTERED OR NOT?**

On the right hand side of the homepage of CPSMS website there is a link for the same. For further details please see Annexure-V

2. Open the website of Central Plan Scheme Monitoring System [cpsms.nic.in](http://cpsms.nic.in)

3. Log in using your user id and password (Fig. 1.1)

(Fig. 1.1)

[Please refer chapter-1 if user id and password is not available with you]

4. Once you login using your user id and password the following screen will appear (Fig. 1.2)
Remarks: Number in balloon in the screenshots refer to step number in the registration process

5. Place your mouse on the Agency tab on the left hand side menu panel. (Fig. 1.2).

6. You will get the following options.

7. Place your mouse on the “Agency Registration” Tab and click to select this option..

8. The following screen will appear (Fig. 1.4).
9. If it is a new agency to be registered click on the **New Registration** appearing in blue colour

10. If it is an already registered agency and you want to proceed with the registration enter the unique id and click on search button.

11. If page one has been completed page 2 of registration will be made available and if page 2 has also been completed page 3 of the registration process will be made available for making entries.

12. When step 9 above is executed the screen at Fig 1.5 is displayed

   **Agency registration Steps**

The agency registration process has been divided into the three parts

**Part-1: To capture the agency registration details and the addresses and contact persons**

**Part-II: To capture the Institution types/Implementation level/source of funding etc**

**Part-III: To capture the Bank details and create User ID and Password**

**Part-I: To capture the Agency Registration Details and the Address and Contact details**

**Agency registration Details:**

13. When step 9 above is executed the screen as per Fig 1.5 is displayed
This screen captures the registration details of the agencies, provided by the registrar, or the act through which agency came into existence.

The user will fill the Agency registration Details. The agency type is based on the legal existence of the agency. The Agency types available for selection are:

- State Government PSU
- Register Society (Government Autonomous Bodies)
- State Government Institutions
- Local Bodies (this needs to be selected for Panchayats and Municipalities)

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Agency Type</th>
<th>What Registration Details Required</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>State Government PSU</td>
<td>Act/notification through which the PSU was created; Registering authority may be left blank; TIN and TAN Number</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Register Society (Government Autonomous Bodies)</td>
<td>Registration Number (In many cases it the registration number provided by the Registrar of Societies); Registering Authority (e.g. Registrar of Society); Date of registration and TIN and TAN Number; State of registration (the state in which agency has registered itself)</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>State Government Institution</td>
<td>Only Mandatory field is Name of Agency and other fields may be left blank.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Local Body</td>
<td>Only Name is required.</td>
<td></td>
</tr>
</tbody>
</table>

NOTE: See the enclosed FAQ (Annexure IX) to know under which agency type your agency needs to be registered.
14. This (Fig 1.5) is the first page of the agency registration module. It further has 3 parts as shown above.

15. When the agency type is selected the details required to be filled changes automatically. The complete details are as indicated in (Annexure – VI)

16. Select the type of registration that you would like to do. The options available are

   State Government PSUs

   Registered Societies (Govt. Autonomous Bodies)

   State Govt. Institutions.

   Local Bodies

17. If it is other than Local Bodies the following information would be required to be filled in.

   (Fig 1.6)

18. Once that is selected please provide the Name of the Agency as you would like to be called in the system and the registration number, registering authority, TIN & TAN no in case the agency is other than Local Body is selected for registration.

   STANDARD NAMING CONVENTION FOR THE AGENCIES

   To provide standardization in the Agency name following standard should be followed for the agencies:

   • Name of agency should be typed in Capital Letters

   • The Name of Agencies should be followed by Block, District and State as the case may be with spaces in between. For example if you need to register Community Health Centre in Kako block of Jehanabad district in Bihar, you need to type: COMMUNITY HEALTH CENTRE, KAKO, JEHANABAD, BIHAR

19. The State/UT is automatically selected on the basis of the login id. If your State/UT is not being shown correctly here please contact CPSMS Project Cell immediately.

20. Select the District Name from the drop down menu.

21. Select the location if it is Rural or Urban

22. If Rural is selected the following information needs to be filled up − Block, Panchayat and Village

23. If Urban is selected the following information needs to be filled up − Tahsil, Town & Ward

24. Enter the PIN Code
25. Follow it with complete address of the agency being registered.

26. This completes the first block of page 1 of agency registration

27. If it is a State Govt. PSU or Registered Society (Govt. Approved body) or State Government Institution, then the following information is collected.

28. After following step 15 & 16 above are completed.

### WHAT IF TIN AND TAN NUMBERS ARE NOT AVAILABLE WITH THE IMPLEMENTING AGENCY

1. User should tick the check boxes shown against the TIN and TAN number fields.
2. These fields can be updated after login once agency has been approved.

**Agency Office Address Details:**

Please provide the complete office address of the agency in the system as per field mentioned earlier. Please select the Urban or Rural, depending upon the location in which the office is located.

**Agency Contact Details:**

Please provide the complete agency contact details on this page. The mobile number and the E-Mail address is very important. These fields will be used for sending alerts to the users regarding the release of funds etc. Users can also retrieve the password if they forget the same by using Unique Code and E-Mail ID. The system will send the user ID and Password on the registered mail only.

29. On completion of the second part the third part collects information on Agency Contact Details where the following information are entered.

   a. Contact person
   b. Phone Number
   c. Alternative Phone Number
   d. Mobile Number
   e. Email Address – should be a valid email address accessible to the user registering the agency

30. On entering the above and the word verification there is an option to Save and Continue, Cancel and exit.
31. When the Save and Continue button is pressed the unique identity for the agency is automatically generated and displayed on screen as shown in Fig 1.7

This Unique Code is important and should be kept safely. This will be used for all future references.

32. At this stage if you don’t want to proceed, the information entered will get saved in the system and the next time you log in you need to enter the unique id and click on search and the information already entered will be fetched and Page 2 of registration would be available. However it is recommended that agency registration process is completed in same sitting.

33. Once you click on save and continue the following screen is displayed.

Part-II: To capture the Institution types/Implementation level/source of funding etc
34. Notice that agency Name, Type and Code are displayed in red on top.

35. In this page you will be entering Agency Scheme Location Details in the first block, Contact Details of Scheme manager which is populated from information entered in page 1 and Funding Institution / Agency from where the agency receives funds.

36. In the first block you select the scheme from the dropdown menu available.

37. Next use the radio button to select Rural or Urban option.

When to select the “URBAN” Option?

The urban option needs to be selected if the location where agency is functioning is urban, that is town or ward.

When to select the Rural Option?

The rural option will be selected if the location of agency is in rural areas e.g. Block, Panchayat or Village.

38. Then enter the Type of Institution – PHC/CHC/VHSC as the case may be for the National Rural health Mission

Indicative list of institution types is as below for the National rural health Mission

As per Annexure VII
39. In the Implementation level enter if the scheme is at State / District / Block level. The implementation levels have been already entered in the system. For example if the agency type under NRHM is Community Health Centre and it is working at the level of block then please select Block Level. Similarly in case of the Primary Health Centre, the implementation level may be PHC level.

What if my Institution type (Or name of institutions) in my state is different than the mentioned above?

The Central Plan scheme Monitoring system can change the type institution not available in your State. In Such Case the request is to be forwarded to the Ministry of Health and Family welfare on the following E-Mail ID and address.

E- Mail ID: agencytype@gmail.com

Address: Programme Division
Min of Health and Family Welfare
Nirman Bhwan, New Delhi

40. The State is automatically populated based on login information

41. Enter the District

42. Enter the Block / Tehsil (In case of urban location)

43. Enter the Panchayat / Town (In case of urban Location)

44. Enter the Village / Ward (In case of Urban Location)

45. In the Second block the contact details are populated from the information already entered in the first page.

What if in my state there is an extra level of implementation?

This extra level of implementation can be added for your scheme in your State. In this case please intimate this extra level of implementation to Central Plan Scheme Monitoring System (CPSMS). The mail in this regard should be sent on following Mail ID-

cpsms.sk@gmail.com

cpsms-mof@nic.in

In the mail please do not forget to provide your name and valid contact number and address for communication.
46. In the next block select the funding agency level which may be [SHS, DHS, CHC, PHC or VHSC] as the case may be.

47. On the basis of this selection in the next drop down menu the available funding agencies are listed for selection.

48. A provision to add more than one funding agency has also been made as per screen shown above (Fig 1.9).

49. In case the agency is receiving funds from more than one agency, click on Add another funding agency should the agency receive funds from more than one organization.

50. When you click on save and continue the third page of registration is displayed. If you have all the information continue or else you can exit and come back to the same stage.
Part-III: To capture the Bank details and create User ID and Password

51. The following screen will be displayed for page 3

52. Enter the details of Agency Scheme Mapping and Bank Account Details.

53. When you enter the first 4 characters, list of banks is made available to select the bank.

54. Enter the bank branch details and click on search to select the branch from available options.

**IMPORTANT**

Bank Account details are crucial. This detail will be shared with the CBA of your Bank. The Bank will electronically validate the details entered by you.

**IF THE BANK DOES NOT VALIDATE THE BANK ACCOUNT DETAILS ENTERED BY YOU, YOUR AGENCY REGISTRATION WILL BE REJECTED.**
Then enter the account number. The bank account number pattern varies from bank to bank. The system automatically displays the account number structure in which your account number should be. This is being displayed for the CBS bank branches of all public sector banks and the major private sector banks.

What if the bank account number available to me is not in conformity with the account structure displayed on the Central Plan Scheme Monitoring System?

In this case the bank account number available with you may be of the period before implementation of CBS in the branch. Please get your CBS Bank account number from the branch.

There may be some zeros missing before the account number. Please re-check and enter.

Even after this your account number is not in conformity of the account structure then please contacts us on the following mails.

- cpsms.tmr@gmail.com
- cpsms-mof@nic.in

Are you not getting your Bank?

All care has been taken to include all banks in the system. The same has been also updated after taking the data on banks from Reserve Bank of India. In some cases it is found that some very localized banks (co-operative Banks etc) were not available in the system. In such cases the CPSMS Project cell will get the bank added in two working days. If any bank is missing the same will be added by CPSMS. To get any bank added please send the complete details in Annexure VIII on the following mail ID:

- cpsms.tmr@gmail.com
- cpsms-mof@nic.in

Are you not getting Your Bank Branch?

If you are not able to search your branch please try the enhanced bank branch search facility for selecting bank branch by clicking on blue colored “select branch” link shown in Baloon A in Figure 1.10

If still there is problem in finding the branch, please use the detail guideline for selecting the branch provided at Annexure-VII If even after this exercise you are unable to identity your branch, then send the details of the branch to be added to

- cpsms.tmr@gmail.com
- cpsms-mof@nic.in

55. Then enter the account number. The bank account number pattern varies from bank to bank. The system automatically displays the account number structure in which your account number should be. This is being displayed for the CBS bank branches of all public sector banks and the major private sector banks.
56. On completion of the above the following screen is displayed

![Scheme Name Bank Name Account No Add / Edit Component View Component Action](image)

57. Click on Add / Edit Components and all the components of the scheme are available in a pop-up window as indicated below:

The Schemewise Components are shown in Annexure VIII

58. Select the scheme component corresponding to the Bank Account and click on save button that appears once a component is selected.

59. On completion of this select a User ID for the agency and give the password and confirm the password given to avoid typographic error.

60. Once completed click on accept the terms and conditions – Click on Terms and Conditions if you want to read the same.

61. And click on submit. Once this is completed the agency is submitted for approval which is explained in the next chapter.

62. The following box appears when you click on Submit.

![The page at 164.100.12.99 says:](image)

63. This completes the agency registration Process.

**Approval of Agencies:**
The Agency, who has registered the lower level agencies, needs to scrutinize the details of the agencies registered and approve the same on the system. The registration process is complete only on the approval of the agencies by the higher level agency which has registered the lower level agencies. The additional stop of approval given an opportunity to correct any incorrect data felt during the registration process.

Can I edit the details I have approved?

Yes the user who has registered the agencies of the below level (e.g. state health society has registered the District health society) can edit the details of the below level agency.

The user can edit the following details only-

Contact Person: cpsms.sk@gmail.com

Cpsms-mof@nic.in

Phone Number: 011-24108691

How to change the details which I cannot edit?

The details which cannot be edited by the agency once it is approved will be changed by the concerned ministry.

The formal request for same will be required

How to send the Request?
Annexure – I

Updating of valid email of the Agency

Log in at the state Administrator user

And on the home page click on Agency >> Manage tab as shown below

The following window will open

Select the scheme by clicking Select scheme (Balloon B) or enter 4-5 characters of the scheme in the space provided for entering the scheme (Balloon C).

The other options Agency Status, Agency Type and State and District are available in a Drop down menu as shown below:
After selecting these

Enter the agency name, unique code or account number and click on the search button (Balloon D)

Alternatively if you know the unique id of the agency enter the same and the following screen will be displayed.

When the agency name which is in red colour is clicked, the details of the agency is displayed
When you scroll down the following information is also visible on the page:

Click on the Edit Agency (Balloon E) and the details of the agency are available for editing as shown below:
You can edit the required details including the email id and then submit button (Balloon F)

The following screen appears indicating that the agency details have been updated
**Annexure – II**

Proforma for collection of information for Agency Registration below state level

Unique ID of Agency Generated by System ______________________

Mandatory Information have been marked with a ‘X’ Sign

<table>
<thead>
<tr>
<th>Type of Registration</th>
<th>State Govt. Institutions</th>
<th>State Govt. PSUs</th>
<th>Registered Societies (Govt. Autonomous Bodies)</th>
<th>Local Bodies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency Name</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Act/Reg. No.</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Date of Registration</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Registering Authority</td>
<td></td>
<td></td>
<td>X</td>
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</tr>
<tr>
<td>TIN No.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TAN No.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State / UT</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>District</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Rural / Urban</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Block / Tehsil</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Panchayat / Town</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Village / Ward</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PIN Code</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Block No/Building/Village/Name Of Premises</td>
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<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Road/Street/Post Office</td>
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<tr>
<td>Area/Locality</td>
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<td></td>
</tr>
<tr>
<td>City:</td>
<td>X</td>
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<tr>
<td>Contact Person</td>
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<td>Phone No.</td>
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<tr>
<td>Alternate Phone No.</td>
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<td>Mobile Number</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email (Valid email)</td>
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<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Scheme</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Rural / Urban</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Institution Type</td>
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<tr>
<td>Implementation Level</td>
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<td>Rural / Urban</td>
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<td>X</td>
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<td>Block / Tehsil</td>
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<td>Panchayat / Town</td>
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<td>X</td>
<td>X</td>
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<tr>
<td>Village / Ward</td>
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</tr>
<tr>
<td>Associated Hospital</td>
<td>Only for RKS under NRHM</td>
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<td></td>
</tr>
<tr>
<td>Contact person</td>
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<td>E-mail</td>
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</tr>
<tr>
<td>Funding Agency Level</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Funding Agency</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Name of Bank</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Branch Name</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Branch Address</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Pin Code</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>MICR Code</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>ISFC Code</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Account No.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Name of Agency as per Bank</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>User Name</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Password</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Secret Answer</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>
Process for registration of Agencies by users

Prior to registration check if agency has already been registered or not by the Min/Dept. If agency already registered, get the user ID and Password and agency registration below the agency can commence.

If not the to get UserID and Password follow the process given below:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Input type</th>
<th>Input Validations</th>
<th>Description/ Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency Type</td>
<td>Dropdown list</td>
<td>- Mandatory</td>
<td>Based on the selected value, certain other fields in the form become visible/hidden.</td>
</tr>
<tr>
<td>Agency Name</td>
<td>Textbox</td>
<td>- Mandatory</td>
<td>Write the complete name of the Agency</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Max characters: 100</td>
<td></td>
</tr>
<tr>
<td>Act/ Registration No</td>
<td>Textbox</td>
<td>- Mandatory if the field is visible on the form</td>
<td>This field is hidden if the agency type is: local bodies, Central Government, and Individuals and is made visible for the other type of agencies.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Max Characters: 100</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- All alphanumeric characters</td>
<td></td>
</tr>
<tr>
<td>Date of Registration</td>
<td>Date Picker</td>
<td>- Mandatory if the field is visible on the form</td>
<td>This is the date of registration when the body was registered.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- dd/mm/yyyy format</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Date should be valid and earlier than current date</td>
<td></td>
</tr>
<tr>
<td>Registering Authority</td>
<td>Textbox</td>
<td>- Mandatory if the field is visible on the form</td>
<td>This field is hidden if the agency type is: Central Government, Central Government PSUs, State Government PSUs, Statutory Bodies, and Individuals.</td>
</tr>
<tr>
<td>-----------------------</td>
<td>--------</td>
<td>-----------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>State of Registration</td>
<td>Dropdown list</td>
<td>- Mandatory if the field is visible on the form</td>
<td>The data for dropdown is populated from the state master table</td>
</tr>
<tr>
<td>TIN Number</td>
<td>Textbox</td>
<td>- Mandatory if the field is visible and TAN number is not provided</td>
<td>Taxpayer Identification Number (TIN) is an identification number used in the administration of tax laws. This field is hidden if the agency type is: Central Government, Central Government PSUs, State Government PSUs, Statutory Bodies, and Individuals.</td>
</tr>
<tr>
<td>TAN Number</td>
<td>Textbox</td>
<td>- Mandatory if the field is visible and TIN number is not provided</td>
<td>Tax Deduction and Collection Account Number is a 10 digit alpha numeric number required to be obtained by all persons who are responsible for deducting or collecting tax. This field is hidden if the agency type is: Central Government, Central Government PSUs, State Government PSUs, Statutory Bodies, and Individuals.</td>
</tr>
<tr>
<td>PAN Number</td>
<td>Textbox</td>
<td>- Mandatory if the field is visible. In case of agency</td>
<td>Permanent Account Number (PAN) is a ten-digit alphanumeric number, issued in the form of a laminated card, by an</td>
</tr>
<tr>
<td>Field</td>
<td>Type</td>
<td>Constraints</td>
<td>Details</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>--------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Type of “Registered Societies (NGOs)”</td>
<td>Textbox</td>
<td>Optional, Max characters 100</td>
<td>Field is optional if TIN or TAN number is provided. A typical PAN is AFRPP1595D. Field is visible only for agencies of type: Registered Societies (NGOs) and Individuals.</td>
</tr>
<tr>
<td>Father’s/ Husband name</td>
<td>Textbox</td>
<td>Optional, Max characters 100</td>
<td>Father’s or husband’s name of the individual. This field is only visible for agency type of Individuals.</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>Date Picker Control</td>
<td>dd/mm/yyyy format, Date should be valid and in the past i.e. earlier than current date</td>
<td>Date of birth of the individual. This field is only visible for agency type of Individuals.</td>
</tr>
<tr>
<td>House no. /Building /Premises (Address1)</td>
<td>Textbox</td>
<td>Mandatory, Max characters 50</td>
<td></td>
</tr>
<tr>
<td>Road/street/Post Office (Address 2)</td>
<td>Textbox</td>
<td>Optional, Max characters 50</td>
<td></td>
</tr>
<tr>
<td>Area/Locality (Address Line 3)</td>
<td>Textbox</td>
<td>Optional, Max characters 50</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>Textbox</td>
<td>Mandatory, Max characters 25</td>
<td></td>
</tr>
<tr>
<td>Country</td>
<td>Dropdown</td>
<td>Mandatory if visible</td>
<td>Data for the dropdown is populated form the country master table. This field is relevant and visible only for agencies of type International Organizations.</td>
</tr>
</tbody>
</table>
| State       | Dropdown       | -   | Mandatory | Data for dropdown is populated from the state master tables  
|            |                |     |           | If the selected country is other than India then it will be disabled. |

| District    | Dropdown       | -   | Mandatory | Date for the dropdown is populated based on the state selected in previous dropdown  
|            |                |     |           | If the selected country is other than India then it will be disabled. |

| Rural / Urban | Radio Button | Mandatory | In Radio button choose option rural. Then display only Block, Panchayat, and Village drop down list. And Choose option Urban then display only Tahsil, Town, Ward drop down. |

| Block       | Dropdown       | Mandatory | Data for the dropdown is populated based on the District selected in previous dropdown |

| Panchayat   | Dropdown       | Mandatory | Date for the dropdown is populated based on the Block selected in previous dropdown. It should display only in case of Rural |

<p>| Village     | Dropdown       | Mandatory | Date for the dropdown is populated based on the Panchayat selected in previous dropdown. It should display only in case of Rural |</p>
<table>
<thead>
<tr>
<th>Field</th>
<th>Type</th>
<th>Validation</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tahsil</td>
<td>Dropdown</td>
<td>Mandatory</td>
<td>Date for the dropdown is populated based on the District selected in previous dropdown. It should display only in case of Urban Agency</td>
</tr>
<tr>
<td>Town</td>
<td>Dropdown</td>
<td>Mandatory</td>
<td>Date for the dropdown is populated based on the Tahsil selected in previous dropdown. It should display only in case of Urban Agency</td>
</tr>
<tr>
<td>Ward</td>
<td>Dropdown</td>
<td>Mandatory</td>
<td>Date for the dropdown is populated based on the Town selected in previous dropdown. It should display only in case of Urban Agency</td>
</tr>
<tr>
<td>Pin Code</td>
<td>Textbox</td>
<td>- Mandatory - 6 numeric digits</td>
<td>The Pin code validate from Pin code master data.</td>
</tr>
<tr>
<td>Contact Person</td>
<td>Textbox</td>
<td>- Mandatory - Max characters 256</td>
<td>Main contact person for the agency</td>
</tr>
<tr>
<td>Phone</td>
<td>Textbox</td>
<td>- Mandatory - Max characters 20</td>
<td>Main phone number for the agency</td>
</tr>
<tr>
<td>Alternate Phone/</td>
<td>Textbox</td>
<td>- Optional - Max characters 50</td>
<td>Alternate phone number for the agency</td>
</tr>
<tr>
<td>Mobile Number</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td>Textbox</td>
<td>- Mandatory - Should be valid email id - Max characters 50</td>
<td>Special instructions to be put here for importance of this field. Email id provided here will be used to send the login details once the agency is approved.</td>
</tr>
</tbody>
</table>
Unique Agency Code

Agency unique Code will be Auto generated. This value will be used as login id for the agency. Therefore this should be a unique id for each agency in the system. The validation is done at the time of saving the data. **Format of this unique code to be decided**

UID No.

This is the name issued by Govt of India to each individual.

Next Button Not applicable

Clicking this button will validate the inputted data on the form using client side java script functions. If the data is valid then it is posted to server for checking whether an agency with similar attributes already exists in the system.

Cancel Button Not applicable

Clicking this button will show an alert to the user that inputted data on the form will be lost.

Upon confirmation, the user will be redirected to the previous page (from where the user came to this page).

<table>
<thead>
<tr>
<th>No.</th>
<th>Details</th>
<th>Description</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Once the above information is entered the Agency User gets created. But the same needs to be approved by the creator and State Administrator.
# Annexure III

## Registration sequence of each Scheme

<table>
<thead>
<tr>
<th>NRHM</th>
<th>Log in for registration</th>
<th>Type</th>
<th>Agency Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Govt</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Health Society</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>District Health Society</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community Health Centre (Block)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Primary Health Centre</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sub Health Centre</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Village Health &amp; Sanitation Committee</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SSA**

| Central Govt          |                         |      |             |
| State Project Office  |                         |      |             |
| District Project Office of Education | |      |             |
| Block Resource Centre |                         |      |             |
| Cluster Resource Centre |                       |      |             |
| Village Education & Development Council / School Management Committee | | | |

**PMGSY**

| Central Govt          |                         |      |             |
| State Rural Development Agency | |      |             |
| District Programme Implementation Unit | | | |

**MGNREGA**

| Central Govt          |                         |      |             |
| State Employment Guarantee Council | |      |             |
| District Rural Development Authority | | | |
| Block                 |                         |      |             |
| Gram Panchayat        |                         |      |             |
Annexure IV

How to create Multiple Users

Creation of Multiple users are required for registering agencies by a State Health Society or a District Health Society.

The following are the procedures to be followed for the same.

Log into the system using the SHS Admin. User and the following screen will be displayed.

Click on Masters the on users and the on add new as shown below
When clicked the following screen will appear.

Enter the details and a valid mail id.

In the user type select Agency Data Administrator to enable him to do registration below the SHS level.

Enter the first Name, Last Name Valid Email Id and Phone Number and then the login ID.

And click on Submit Button.

The following screen confirms the successful registration of the user.
Click on the back button and the following screen appears.

The user name and password is sent to your email.

You can create as many users as you want following the above steps as administrators, Data Approver and Data Entry Operator.
Annexure – V

Procedure to check if agency is already registered

Open the CPSMS home page by typing cpsms.nic.in in the browser and the following home page of the portal will be displayed.

On the right hand side if you see (Balloon A) is the link to check if the agency you are going to register is already registered or not. When this link is clicked the following page opens.

Select the scheme by clicking Select scheme (Balloon B) or enter 4-5 characters of the scheme in the space provided for entering the scheme (Balloon C).

Select the scheme by clicking Select scheme (Balloon B) or enter 4-5 characters of the scheme in the space provided for entering the scheme (Balloon C).
The other options Agency Status, Agency Type and State and District are available in a Drop down menu as shown below:
After selecting these

Enter the agency name, unique code or account number and click on the search button (Balloon D)

If the agency is already registered the details will be made available.
Annexure VI

How to use forgot Password

If a user forgets password the following steps have to be followed.

Open CPSMS website by typing cpsms.nic.in and the following screen will appear.

Click on Forgot Password appearing on the right side below the login button.

The following screen would appear.

Click
Enter either the login ID or the Email id and click on continue.

The following screen would appear asking you to answer your security question.

If a wrong answer is entered the following screen is displayed indicating that the Answer does not Match.
Once you enter the correct answer the following screen appears

The password is sent to the registered email address.
Another procedure is by clicking on the get Password by Unique Agency Code link on the home page of CPSMS Portal.
You have to enter the Agency Unique Code and the Email ID entered in the system at the time of Registration. The agency user name and password are sent to the Registered email id.
Annexure VII

Hierarchy of Schemes

<table>
<thead>
<tr>
<th>NRHM</th>
<th>Log in for registration</th>
<th>Type</th>
<th>Agency Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Govt</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Health Society</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>District Health Society</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community Health Centre (Block)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Primary Health Centre</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sub Health Centre</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Village Health &amp; Sanitation Committee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SSA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Central Govt</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Project Office</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>District Project Office of Education</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Block Resource Centre</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cluster Resource Centre</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Village Education &amp; Development Council / School Management Committee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PMGSY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Central Govt</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Rural Development Agency</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>District Programme Implementation Unit</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MGNREGA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Central Govt</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Employment Guarantee Council</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>District Rural Development Authority</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Block</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gram Panchayat</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Scheme wise components in CPSMS

SSA

- NEW SCHOOLS OPENING
  - Upgradation of EGS to PS
  - Upgraded/New UPS
  - New PS
- Interventions for CWSN (IED)
  - Inclusive Education
- CIVIL WORKS
  - Block Resource Centre (BRC) CW
  - Separate Girls Toilet
  - Drinking Water Facility
  - Head Master’s Room
  - BALA
  - Kitchen Shed
  - Major Repairs (Primary)
  - Major Repairs (Upper Primary)
  - Varanda in Sq. feet
  - Cluster Resource Centre (CRC) CW
  - Primary School (New) CW
  - Upper Primary (New) CW
  - Additional Class Room (P) 1.2 lacs
  - Additional Class Room (UP) 1.2 lacs
  - Additional Class room (P) 1.7 lacs & 2.5 lacs
  - Additional Class room (UP) 1.7 lacs & 2.5 lacs
  - Toilet/Urinals
- FURNITURE FOR GOVERNMENT UPS
  - Number of Children FFGU
- TEACHING LEARNING EQUIPMENT
  - Teacher Learning Equipment (TLE) - New Primary
  - Teacher Learning Equipment - New Upper Primary
- MAINTENANCE GRANT
  - Maintenance Grant for Primary Schools
  - Maintenance Grant for Upper Primary Schools
- SCHOOL GRANT
  - Primary School SG
  - Upper Primary School SG
- RESEARCH & EVALUATION
Research & Evaluation

Management & Quality
- Management & MIS
- Learning Enhancement Programme (LEP)

Innovative Activity
- E.C.C.E
- Girls Education
- SC/ST
- Computer education
- Computer Education

Community Training
- Community Training (for 2 days)

New Teachers Salary
- Primary Teachers (Para) NTS
- Upper Primary Teachers (Regular) NTS
- Primary Teachers (Regular) NTS
- Primary Teacher (Para) TS
- Urdu Teachers NTS

N.P.E.G.E.L.

K.G.B.V.

Interest - Sarva Shiksha Abhiyan (SSA)

Interest - NPEGEL

Interest - KGBV

Unutilised Project Grant Received Back

Teachers Grant
- Existing Teacher Grant TG
- Existing Teachers (Para) TG
- PRIMARY TEACHER (GOVT.+AIDED) TG
- UPPER PRIMARY TEACHER (GOVT.+AIDED) TG

Block Resource Centre (BRC)/UBRC
- Salary of Resource Persons (BRC)
- Furniture Grant (BRC)
- Contingency Grant (BRC)
- Meeting, TA (BRC)
- TLM Grant (BRC)

Cluster Resource Centres (CRC)
- Salary of Resource Persons (CRC)
- Furniture Grant (CRC)
- Contingency Grant (CRC)
- Meeting, TA (CRC)
- TLM Grant (CRC)
TEACHERS TRAINING
- In-Service Teachers' Training 10 days (Distt & Blo
- In-Service Teachers' Training 10 days (Cluster level)
- Training to Edu.Vol.10 days (Block & Distt level)
- Training to Edu.Vol.10 days (Cluster level)
- Induct. training for Newly Recruit Trained Teacher
- Training of BRPs 10 days

INTERVENTIONS FOR OOSC
- EGS Centre (Primary)
- EGS Centre (Upper Primary)
- Residential Bridge Course
- AIE Centre
- Others
  - School Readiness Programme

REMEDIAL TEACHING
- Remedial Teaching

FREE TEXT BOOK
- Free Text & workbook for Non SC girls (Primary)
- Free Text & workbooks for Non-SC Boys (Primary)
- Free Text & Workbook for Non SC girls (UP)
- Free Text & Workbook for Non SC Boys (UP)
- Free Text & wbooks for children mainstream in prim
PMGSY

Programme Fund
- Construction of New Roads
- Taxes deducted from the claims of contractors
- Miscellaneous Public Works advances
- Unpaid bills
- Amount payable to the State Government
  - Data Entry costs
- Up-graduation of roads
- Plantations and road signs
- Interest earned on surplus funds
- Liquidated damages
- Recovery of costs from contractors
- Investment of surplus funds
- Earnest moneys
- Security deposits from contractors
- Machinery Advance
  - Mobilization Advance

Administrative Expenses Fund
- Interest and miscellaneous income
- Miscellaneous Office Expenses
- Salary and Allowances
- Wages
- Overtime Allowances
- Medical Claims
- Leave Encashment
- Office Rent
- Taxes and Duties
- Hiring of Vehicles
- Printing and Stationery
- Office Expenses
- Meetings Expenses
- Professional Services
- Telephone- Office, Residential & Mobile
- Vehicle Maintenance
- Electricity Expenses
- Repairs and Maintenance of Office Equipment
- Insurance Charges
- Advertisement and Publicity
- Books Periodicals
- Audio Visual Materials
- Travel Expenses
- Purchase of Assets
- Data Entry Costs
- Internet Charges
- Maintenance of Computer
- Fax, Postage, Courier
- Outsourcing of execution and management functions

Maintenance Fund
- Routine maintenance
- Periodic maintenance
- Special repairs to rural roads
MGNREGS

- Wages
  - Unskilled Workers
  - Skilled Workers

- Administrative expenses
  - Salary and allowance of Programme Officers & sup
  - Work site facilities
  - Travelling Expenses
  - Training expenditure
  - Administrative expenses of Central Employment Guar
  - Outsourcing of execution and management function
  - Hiring of Vehicles
  - Printing and Stationery
  - Professional Services
  - Telephone- Office, Residential & Mobile
  - Vehicle Maintenance
  - Electricity Expenses
  - Repairs and Maintenance of Office Equipment
  - Insurance Charges
  - Advertisement and Publicity
  - Books Periodicals and Audio Visual Materials
  - Miscellaneous Office Expenses
  - Salary and Allowance

- Wages
- Overtime Allowances
- Medical Claims
- Leave Encashment
- Office Rent
- Taxes and Duties
- Contingency

- MNREGA Schemes
  - payment towards Royalty
  - payment towards VAT

- Cost of materials
NRHM

- RCH TECHNICAL STRATEGIES ACTIVITIES RCH Flexible
- MATERNAL HEALTH
  - Operationalise facilities only dissemination mon
  - Operationalise FRUs
  - Operationalise PHCs
  - Strengthen SHC for accreditation 2 conduct NDeliv
  - Display protocols in labour room and RTI/STI manag
  - MTP services at health facilities
  - District Level MTP committee functioning
  - Workshops and Training on MTP
  - Integrated approach to accelerate CAC services
  - RTI STI services at Health facilities
  - Signage for RTI/STI fixed day clinics at all Sub
  - Operationalise sub centres
- Referral Transport
  - Establishment of Call Centers
  - Running Cost of Call Centers
    - Janani Express Vehicle Running cost
  - Integrated outreach RCH services
    - RCH outreach camps
    - Monthly Village Health and Nutrition Days
  - Janani Suraksha Yojana JSY
    - Home Deliveries
    - Institutional Deliveries
  - Rural Institutional Delivey
    - Urban Institutional Delivery
    - JSY Admn & IEC Expenditure
  - Twenty four hours deliveries
- Other Activities Maternal Health
  - Janani Sahayogi Yojana
  - Maternal Death Audit
- INSTITUTIONAL STRENGTHENING
  - Human Resource Development
  - Logistics Management Improvement
  - Monitoring and Evaluation HMIS
  - Sub Centre Rent and Contingencies
- TRAINING
  - Strengthening of Training Institutions
  - Development of training packages
Maternal Health Training
- Skilled Birth Attendance SBA
- EmOC Training
- Life Saving Anesthesia Skill training
- MTP Training
- RTI STI Training
- Dai Training
- Other MH Training ISD Refresher
- IMEP Training

Child Health Training
- Facility Based Newborn Care
- Home Based Newborn Care
- Care of Sick Children and severe malnutrition
- Other CH Training
- IMNCI

Family Planning Training
- Laprosopic Sterilisation Training
- Minilap Training
- NSV Training
- IUD Insertion Training
- Contraceptive Update ISD Training
- Other FP Training
- ARSH Training

Programme Management Training
- SPMU Training
- DPMU Training

Other Training

Training & Implementation of CPSMS
- BCC IEC
  - Strengthening of BCC IEC Bureas State and Distt le
  - Development of State BCC IEC Strategy
  - Implementation of State BCC IEC Strategy
  - BCC IEC Activities for MH
  - BCC IEC Activities for CH
  - BCC IEC Activities for FP
  - BEE IEC Activities for ARSH
  - Other Activities
- Capacity Building of IEC Team

PROCUREMENT
- Procurement of Equipment
- Procurement of Equipment MH
- Procurement of Equipment CH
- Procurement of Equipment FP
- Procurement of Equipment IMEP
- Procurement of Drugs and Supplies
  - Drugs and Supplies for MH
  - Drugs and Supplies for CH
  - Drugs and Supplies for FP
  - Supplies for IMEP
  - General Drugs and supplies for health facilities

**PROGRAMME MANAGEMENT**
- Strengthening of State society State Programme Man
- Strengthening of District society District program
- Strengthening of Financial Management Systems
- Other Activities Prog Management Expn Mobility sup

**CHILD HEALTH**
- IMNCI
  - District Workshop for new IMNCI districts
  - Printing of IMNCI Formats, CD, Facilitators Guide
  - Mobility Support 2 Supervisor for Follow-up IMNCI
  - Pre Ser. IMNCI Trg. Supp. to ANM & GNM Trng centre
  - Monitor progress against plan of IMNCI
  - Facility Based Newborn Care FBNC
  - Maintainance of SNCU
  - Running cost of SNCU
  - Maintainance of PICU
  - Home Based Newborn Care HBNC
  - School Health Programme
    - Primary health check up of school going students
  - Infant and Young Child Feeding IYCF
  - Accredit CEmONC institutions as baby friendly hosp
  - Care of Sick Children and Severe Malnutrition
  - Running Cost of NRCs
  - Quarterly review of Bal Shakti Yojna
  - Management of Diarrohea ARI and Micronutrient Maln
  - Workshop on use of ORS with Zinc
  - Workshop in Bal Surakhsha Mah
  - Printing of Formats CH
  - Other Strategies activieis
  - Workshop and conferences of IAP
  - Supervisory Visit National and State Facilitators

**FAMILY PLANNING**
Terminal Limiting Methods
- Dissemination of manuals on sterilisation standard
- Female Sterilisation Camps
- NSV camps
- Compensation for Female Sterilisation
- Compensation for Male Sterilisation
- Accreditation of private providers for sterilisation

Spacing Methods
- IUD Camps
- IUD services at health facilities
- Accreditation of private providers for IUD insertion
- Social Marketing of contraceptives
- Contraceptive Update seminars
- POL for Family Planning
- Repairs of Laparoscopes

Other Strategies/Activities Family Planning
- Family Planning Councillors
- Incentive for more Sterilizations
- Honorarium Consultant Family Welfare
- Support to NSV Resource Centre Gwalior
- Estb 1 comprehensive NSV, Female Sterilization centre
- Printing of Eligible couple Registers
- Award scheme under Family Planning

adolescent reproductive and sexual health ARSH
- Adolescent Services at Health facilities
  - Display of adolescent clinics
  - Operationalisation of new Adolescent Clinics
  - Creating enabling/ambient atmosphere for adolescent
  - Organising counseling/educational/clinical session
  - IEC materials on ARSH
  - Workshop on ARSH
- Other Strategies activities
  - ARSH Outreach communication activities
  - Bi-annual Health Check-ups ARSH
  - Support to State Adolescent Resource Center
  - Health Check-ups in Tribal girls hostel
  - ARSH Orientation of High School Teachers

Urban RCH
- Preparation of comprehensive data base of slum dwellers
- Strengthening of existing health facilities
- Rent for existing Urban Health centres
Recruitment of staff (Urban)
Organization of health camps for Urban
Orientation on health and hygiene issues

TRIBAL RCH

VULNERABLE GROUPS
Advocacy and awareness activities W/S, rally etc o
Consultant Legal/DEO/Off Asstt at state
Travel & Honorarium to PC-PNDT Cell members
State Level Quarterly review meeting
Printing Gender tool Kit
Strengthen the services delivery of 40+ Clinics
Orientation workshop of MLAs on PC PNDT

INVOLUTIONS PPP NGO
PNDT and Sex Ratio
Advocacy and awareness activities W/S, rally PNDT
Consultant Legal/DEO/Off Asstt at State
Travel & Honorarium to PC-PNDT Cell Members
State Level Quarterly review Meeting
Printing Gender tool kit
Strengthen services delivery of 40+ Clinics (PNDT)
Orientation workshop of MLAs on PC PNDT
Public Private Partnerships
NGO Programme
Other innovations if any

INFRASTRUCTURE AND HUMAN RESOURCES
Contractual Staff and Services
ANMs
Laboratory Technicians
Staff Nurses
Specialists Anesthetists Pediatricians Ob gyn surg
Others Computer Assistants BCC Coordinator ASHA
Incentive Awards etc to ASHA Link worker SN Mos

Other Consultants and Staff under HR
Major Civil works New Construction extensions addi
Major civil works for operationalisation of FRUs
Renovation of labour room, OT and equipments
Major civil works for operationalisation of twenty
Minor Civil Works
Minor Civil Works for operationalisation of FRUs
Minor Civil works oper of twenty four hours servi
Operationalise Infection Management and Environment
Other Activities RCH I CIVIL WORKS

TIME LINE ACTIVITIES Additionalities under NRHM

- Selection and Training of ASHA
- Procurement of ASHA Drug Kit
- Performance related incentives to ASHAs

ASHA Support System & Resource Centre

IEC BCC NRHM

- Health Mela
- Creating awareness on declining sex ratio issue
- Other activities

MOBILE MEDICAL UNITS including recurring expenditure

REFERRAL TRANSPORT

- Ambulance
- Operating Cost POL

EMRI Expenses

SCHOOL HEALTH PROGRAMME

ADDITIONAL CONTRACTUAL STAFF selection training

- Additional Staff Supervisory Nurses PHC CHC include
- Additional ANM LHV MPW
- PHNs at PHC level
- Medical Officers at PHCs including AYUSH stream
- Additional Allowances to MOs PHC CHC
- Lab technicians Gynecologists Anesthetists Pediste

PPP NGOs

- Non Governmental providers of health care RMPs TBA
- Grants in Aid to NGOs

TRAINING

- Strengthening of Existing training institutions Nu
- New Training Institutions School
- Training and Capacity Building under NRHM
- Promotional Trg of health workers females to lady
- Training to ANMs Staff nurses AWW Anganbadi
- Other training and capacity building programmes

INCENTIVES SCHEMES

- Incentives to Specialists CHCs
- Incentives to Medical Officers PHCs
- Other Incentives Schemes

PLANNING IMPLEMENTATION AND MONITORING

- Community Monitoring visioning workshops at State
- State Level
District Level
Block Level
Other
Quality Assurance
Monitoring and Evaluation
Computerisation HMIS and e governance e health
Other M and E
PROCUREMENTS
- Drugs
- Equipments
- Other s
UNTIED FUNDS
- Untied Funds for CHCs
- Untied Funds for PHCs
- Untied Funds for Sub Centres
- Untied Funds for VHSC
PNDT ACTIVITIES
REGIONAL DRUGS WAREHOUSES
NEW INITIATIVES STRATEGIC INTERVENTIONS
DISTRICT SPECIFIC ACTIVITIES
HEALTH INSURANCE SCHEME
RESEARCH STUDIES ANALYSIS
STATE LEVEL HEALTH RESOURCES CENTRE SHSRC
SUPPORT SERVICES
- Support Strengthening NPCB
- Support strengthening Midwifery services under med
- Support Strengthening RNTCP
- Contingency support government dispensaries
- Other Support Programmes
NRHM MANAGEMENT COSTS CONTINGENCIES
- Block Level PMU
- Distt Level
- State level
- Audit Fees
- Concurrent Audit System
- Other Management Expenses
- Telephone and Mobile phone contingencies expenses
- Mobility Support to BMO MO OTHERS
HOSPITAL STRENGTHENING
- Upgradation of CHCs PHCs distt Hospitals to IPHS
- District Hospitals
CHCs
PHCs
Sub Centres
Others
Strengthening of Distt and sub divisional hospital
ANNUAL MAINTENANCE GRANTS
CHCs
PHCs
Sub Centres
NEW CONSTRUCTIONS RENOVATION AND SETTING UP
CHCs
PHCs
SHCs Sub Centres
Setting up Infrastructure wing for Civil Works
Govt Dispensaries Other renovations
Construction of BHO Facility improvement civil wor
CORPUS GRANTS TO HMS RKS
Distt Hospitals
CH Cs
PH Cs
Others or if not bifurcated
DISTRICT ACTION PLANS including Block Village
PANCHYATI RAJ INITIATIVE
Construction and Orientation of Community leader
Orientation workshops Training and Capacity buildi
Others
MAINSTREAMING OF AYUSH
IMMUNISATION
RI STRENGTHENING PROJECT review meeting mobility
COLD CHAIN MAINTENANCE
PULSE POLIO OPERATING COSTS
IDD
IDSP
CIVIL WORKS renovation and repair
FURNITURE AND FIXTURES
LAB EQUIPMENTS
LAB MATERIAL AND SUPPLIES
OFFICE EQUIPMENTS
CONSULTANTS CONTRACT STAFF
IEC
TRAINING
JNNURM

- Urban Renewal
- Water Supply
- Sewerage and Solid Waste Management
- Construction & improvement of drains/storm water drains
- Urban Transport including roads, highways, metros
- Parking Lots/ spaces on Public Private Partnership
- Development of heritage areas
- Prevention & rehabilitation of soil erosion/ land
- Preservation of water bodies
NRDWP

WATER
- R&D Projects to ascertain arsenic levels, eradicate guinea works and Brandishes
- HRD
- O & M of Hand Pumps
- IEC
- Sanitary Toilets
- Documentation and Information Centre
- MIS
- Monitoring and Evaluation
- Demand Driver Approach based projects

SANITATION
- Construction of latrines for BPL
- Village sanitation complexes for women
- Drainages and other facilities
- Awareness campaign
- Administrative Cost
- Expenditure on sanitation awards
Rural Housing

- New construction
- Upgradation
- Credit-cum-subsidy Scheme
- Contingency fund Under IAY
- Homestead Scheme
- Special Package
RGGVY

- Subsidy for Infrastructure
- Subsidy for REC Agency Charges
- Subsidy for Sign Boards
- Subsidy for Quality Monitoring
- Subsidy for Others
### Annexure IX

**Frequently Asked Questions (FAQ) from State Level Users on CPSMS functionalities**

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Frequently asked questions(FAQ) on CPSMS portal</th>
<th>Answers</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>What is a Centrally Sponsored Scheme (CSS)?</td>
<td>Centrally Sponsored Schemes are those schemes that are funded directly by the Central Ministries/Departments and implemented by States or their agencies. NRHM, SSA, PMGSY, MGNAREGA are some examples of Centrally Sponsored Schemes.</td>
</tr>
<tr>
<td>2</td>
<td>What is an Additional Central Assistance (ACA) Scheme?</td>
<td>Additional Central Assistance (ACA) linked schemes provide central assistance to the States for the State Plan Schemes. This assistance is meant for special programs as per the needs of the State, sectoral priorities and cover subjects not on the Union List. The ACA linked schemes are funded by the Ministry of Finance and administered by the sectoral Ministry concerned. Jawaharlal Nehru National Urban Renewal Mission (JNNURM), National e-Governance Plan, National Social Assistance Program, Backwards Regions Grant Fund are some examples of ACA Scheme.</td>
</tr>
<tr>
<td>3</td>
<td>What is a Central Sector Scheme?</td>
<td>Central Sector Schemes are those that are implemented by a central agency and 100% funded by the Center on subjects within the Union List. Rajiv Gandhi Grameen Vidyutikaran Yojna (RGGVY), National Agricultural Insurance Scheme (NAIS), National Agricultural Innovation Project, Prime Minister’s Employment Generation Program, Pradhan Mantri Swasthya Suraksha Yojna are some examples of Central Sector Schemes.</td>
</tr>
<tr>
<td>4</td>
<td>How to access &amp; open the CPSMS site?</td>
<td>Open the website of Controller General of Accounts &lt;www.cga.nic.in&gt; and then click on the link “Central Plan Scheme Monitoring System” on the lower right hand side of the Home Page. Website</td>
</tr>
</tbody>
</table>
**Agency Module**

<table>
<thead>
<tr>
<th><strong>5</strong></th>
<th><strong>How can the agency at central level be registered?</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Program Division of the Ministry concerned can register agency at central level after login. In case the PD is not yet registered on CPSMS portal, the Program Division (PD) in the first place will get itself registered by clicking the Register Agency hyperlink on the home page, below the Login button and by filling up the required particulars. After approval by the Superadmin, i.e. Project Cell (CPSMS) of O/o the CGA, the Login Details is sent to the PD on its email address.</td>
</tr>
<tr>
<td><strong>6</strong></td>
<td><strong>How can the agency at state level be registered?</strong></td>
</tr>
<tr>
<td></td>
<td>In the first place the State Project Office registers itself as an agency by clicking on the Register Agency hyperlink on the home page, below the Login button. State Project Office gets Login details as soon as the agency is approved by the Superadmin of O/o the CGA. Before approval by the Superadmin the agency is required to be approved by the PD of the Ministry concerned as well. State Project Office, after Login and clicking on “Agency&gt; Agency Registration’ buttons on the menu can register the down-the-line agencies. Similarly, after login the down-line-agency can register the agencies at the same or below level. State level implementing agency should avoid registration without login, i.e., by hyperlink on the home page, below the Login button.</td>
</tr>
<tr>
<td><strong>7</strong></td>
<td><strong>What each type of entity in the drop down list under the first level of registration module, i.e. ‘Type of Registration’ refers to?</strong></td>
</tr>
</tbody>
</table>
| | **State Government PSUs**: State PSUs are State Government-owned enterprises like State Electronics Development Corporation Ltd., State Industrial Development Corporation Ltd., State Tourism Development Corporation Ltd., etc.  

**Local Bodies**: Local Bodies refers collectively to administrative authorities over areas that are smaller than a State. Zila Panchayat, Municipal Corporation, Village Health & Sanitation Committee.
Registered Societies (Govt. Autonomous Bodies): Registered Societies (Govt. Autonomous Bodies) are the State Government autonomous institutions registered with the Registrar of Societies. State AIDS Control Society, State Health Society, District Health Society, District Rural Development Authority (DRDA), etc. are some examples of Registered Societies (Govt. Bodies).

State Government Institutions: All educational, health, developmental, regulatory, charitable, and penal institutions, supported wholly or in part by the State Government, are treated as State Government Institutions.

State Professional Examination Board, State Electricity Board, State Legal Service Authority, Bhopal Development Authority, State Electricity Regulatory Commission, etc. are some examples of State Government Institutions.

Community Health Centre (CHC), Primary Health Centre (PHC), Sub-Health Centre (SHC), Govt. Schools, etc. are treated as micro institutions of the State Government and may be classified under this category.

8 I am a district level user. Can my blocks and below level agencies register themselves from the link ‘Register Agency’ given below the ‘Login Text Box’ on the Home Page?

No, the ‘Register Agency’ link is basically meant for use by the Central Level Users. State level agencies should be registered after login in the system. This will facilitate mapping of the agency with the upper level or same level funding agency.

9 District Health Society, Block Health Society (CHC), PHC, SHC and VHSC are classified under what type of agency?

District Health Society and Block Health Society will be classified under Registered Society and PHC and SHC will be classified under State Govt. Institutions. VHSC will be classified as (VHSC), etc. are some examples of Local Bodies.
<table>
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<tr>
<th></th>
<th>Question</th>
<th>Answer</th>
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<tbody>
<tr>
<td>10</td>
<td>What to do in case the registration details of the agency is not available?</td>
<td>Registration details are mandatory for the agencies to be registered as Registered Societies.</td>
</tr>
<tr>
<td>11</td>
<td>What to do in case the TIN or TAN number of the agency is not available?</td>
<td>If TIN and TAN are not available, fields meant for these may be left blank. These are now not mandatory for registration of agency.</td>
</tr>
<tr>
<td>12</td>
<td>What to do if PIN of the village level agency is not available?</td>
<td>It is a mandatory field and is to be filled up.</td>
</tr>
<tr>
<td>13</td>
<td>What is Unique/Agency Code?</td>
<td>First four digits of the auto generated Unique Code/Agency Code comprises first two digits each of the State and district. The user is required to note it down and keep a record of it for future references.</td>
</tr>
<tr>
<td>14</td>
<td>What is institution type?</td>
<td>Institution type refers to the type of agency, i.e. nomenclature, in vogue in the State for that implementation level for a particular scheme.</td>
</tr>
<tr>
<td>15</td>
<td>What is Implementation level?</td>
<td>Implementation level refers to the place of the agency in the implementation hierarchy for a particular scheme in the State. Implementation level will determine the funding agencies’ levels. Agency may select any of the levels for funding.</td>
</tr>
<tr>
<td>16</td>
<td>What to do of the Invalid Bank A/cs?</td>
<td>The system accepts only those bank account numbers of the CBS branches which are as per the digits defined by their bank. Agencies/Users having invalid bank accounts may ascertain the correct accounts number and re-enter the number to register the agency.</td>
</tr>
<tr>
<td>17</td>
<td>What to do in case the desired scheme is not found in the Scheme drop down menu?</td>
<td>If the scheme is not found in the drop down menu the user is advised to contact the Program Division of the Ministry concerned for correct name and code of the Scheme.</td>
</tr>
<tr>
<td>18</td>
<td>Why the ‘Submit’ button is not highlighted/activated when all fields for registration particulars have been filled?</td>
<td>The ‘Submit’ button activates only when the Check Box “I accept the Terms &amp; Conditions’ is clicked. Please tick the ‘Check Box’ to activate the ‘Submit’ button.</td>
</tr>
</tbody>
</table>
|19 | While registering an agency and entering a bank account number, a message ‘Duplicate Bank A/c’ is appearing. Why is this happening? | There may be two reasons for this, either the same account number might have already been used under the same agency for the same scheme or the same...
<p>| | | |</p>
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<tbody>
<tr>
<td><strong>it so?</strong></td>
<td>account number has been used by another agency. Solution is to approach the Project Cell either to get the bank account used by another agency rejected or to get the both agencies merged.</td>
<td></td>
</tr>
<tr>
<td><strong>20 How to receive login/user name and password for the registered agency?</strong></td>
<td>In the new registration module the user name and password will be created by the user himself/herself during the registration process itself. The same User Name/LoginID and Password will also be sent to the user on his email as and when the agency is approved by the Superadmin. User should keep a record of the login and password.</td>
<td></td>
</tr>
<tr>
<td><strong>21 How to retrieve or get the login/user name and password of the same is lost or forgotten?</strong></td>
<td>There are two ways to retrieve the lost password. First one is to i) click on link 'Forgot Password' and fill up login ID or Email address to retrieve the Password. Second option is to click on link ‘GET LOGIN DETAILS PLEASE CHECK HERE IF AGENCY IS ALREADY REGISTERED’ and fill up the required fields to retrieve the password. In the rare case, if the user fails to retrieve the Password by both the methods, he may contact the Superadmin of O/o the CGA for the purpose.</td>
<td></td>
</tr>
<tr>
<td><strong>22 The bank is not available in the System.</strong></td>
<td>Some of the Cooperative and Gramin Banks are not available in the system. The name of such banks can be got added from the Project Cell of O/o the CGA. However, Post Offices, Samities or any other institution which is not a banking company cannot be added to the list of banks. For addition of bank, the user needs to communicate the official name of the bank to the Project Cell(CPSMS).</td>
<td></td>
</tr>
<tr>
<td><strong>23 Bank branch is not available in the System</strong></td>
<td>Bank branch may be got added in the system from the Project Cell by furnishing information in the prescribed format. Format is available on CPSMS’ Bulletin Board.</td>
<td></td>
</tr>
<tr>
<td><strong>24 Which are the mandatory fields of information required for addition of bank branch?</strong></td>
<td>Bank Name, Branch Name, Address, State, City, Pincode, Phone No. and Email ID of the User are the mandatory for addition of bank branch. BSR Code, MICR Code, IFSC Code are not</td>
<td></td>
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<tr>
<td>Question</td>
<td>Answer</td>
<td></td>
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<tr>
<td>25 Who will approve the agency?</td>
<td>In the first place, the Agency Admin of the registering agency who is creating the agency will approve the agency and then it will be approved by the Agency Admin of the Funding Agency. After approval by the aforesaid two levels, the agency will be finally approved by the Superadmin of the Project Cell (CPSMS) of O/o the CGA.</td>
<td></td>
</tr>
<tr>
<td>26 Will click on the 'Remove Mapping' button delete the agency from the system altogether?</td>
<td>No, the agency will remain in the system and will merely move to a table of Unmapped Agencies which is just below the table of the Mapped Agencies. However, if the agency has either received funds or made any funds or expenditure entry, its mapping cannot be removed or changed. Change in mapping is possible only when no fund or expenditure entry has taken place under the agency.</td>
<td></td>
</tr>
<tr>
<td>27 What type of agencies is shown under the 'Manage Other Agencies' link and what is its utility?</td>
<td>All Agencies created by the Agency Admin of the registering agency reflect under the 'Manage Other Agencies' sub-menu irrespective of their mapping with any level in the hierarchy.</td>
<td></td>
</tr>
<tr>
<td>28 Block Health Society (CHC) has registered a PHC by selecting itself as funding agency for the said PHC but the said PHC does not reflect as an associated/mapped agency of the Block. Why the PHC is not appearing as mapped agency of the block?</td>
<td>To view the agencies mapped with Block Health Society the user needs to login at Block Level. All PHCs will reflect as mapped agencies of the said block.</td>
<td></td>
</tr>
<tr>
<td>29 How to change the mapping of the child agencies when the fund entries have been made for these agencies? Can the mapping of above level agencies be changed without changing the mapping of the child agencies?</td>
<td>No. If the agency has either received funds or made any funds or expenditure entry, its mapping cannot be removed or changed. Change in mapping is possible only when no fund or expenditure entry has taken place under the agency for which the mapping is required to be changed. Such cases may be referred to the Superadmin.</td>
<td></td>
</tr>
<tr>
<td>30 Who can and how edit the agency detail?</td>
<td>If the agency is pending for approval by the Superadmin, the Agencyadmin can edit the agency details. If the agency status is Approved, the details can be</td>
<td></td>
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<tr>
<td>Q</td>
<td>Answer</td>
<td></td>
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<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>31</td>
<td>What are the fields of agency particulars that can be edited?</td>
<td></td>
</tr>
<tr>
<td></td>
<td>All fields except the name of State and the Agency Unique Code are editable by the Agency Admin. Superadmin can edit all particulars of the registered agency except the agency Unique Code.</td>
<td></td>
</tr>
<tr>
<td>32</td>
<td>Reasons for ‘Invalid Input’ message.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Invalid Input message appears due to technical reasons. It appears when some wrong data/input is entered or when some new functionality, module or feature is being uploaded on the system by the Project Cell.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Access Denied message appears when the User select or clicks on the functionality which he is not authorised for.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Whom do I contact, if I require any support?</strong></td>
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</tr>
<tr>
<td></td>
<td>For any query relating to CPSMS, you may contact the Project Cell (CPSMS) the address of which is given in the Home Page under the menu ‘Contact’ along with the name &amp; designations of the officers.</td>
<td></td>
</tr>
</tbody>
</table>
Procedure for adding Scheme Components

The rights to add components has been given to the State Health Society. In case any scheme component is not found in the system, a request can be sent to the State Health Society and they are authorized to add the new scheme component.
Details required for adding a Bank Branch

- Bank Name
- Branch Name
- Branch Address
- PIN Code
- MICR Code
- ISFC code
- Telephone No.
- e-Mail address
- BSR Code