



म.प्र. शासन
सामाजिक न्याय एवं
दिव्यांगजन सशक्तिकरण विभाग



DigiFMS (<https://digifms.centralbank.co.in/>)

प्रणाली के माध्यम से
राष्ट्रीय परिवार सहायता योजना के हितग्राहियों को
भुगतान करने की प्रक्रिया

DigiFMS Portal के माध्यम से राष्ट्रीय परिवार सहायता के हितग्राहियों को भुगतान करने की प्रक्रिया

1. संयुक्त / उप संचालक, सामाजिक न्याय एवं निःशक्तजन कल्याण (**District Admin**) के लॉगईन पर :-
 - a. योजना के प्रभारी लिपिक/सहायक का पंजीयन **MAKER** के रूप में करें।
 - b. जिले के संयुक्त संचालक/उप संचालक, सामाजिक न्याय एवं दिव्यांगजन सशक्तिकरण विभाग का पंजीयन **APPROVER** के रूप में करें, APPROVER का आधार नम्बर अनिवार्यतः दर्ज किया जाये।
2. **MAKER (प्रभारी लिपिक/सहायक)** के लॉगईन पर :-
 - a. Add New Beneficiary / Upload Beneficiary Data
 - b. Initiate Payment
3. **APPROVER (संयुक्त संचालक/उप संचालक, सामाजिक न्याय एवं दिव्यांगजन सशक्तिकरण)** के लॉगईन पर :-
 - a. Payment Approval / Reject

विभाग द्वारा संचालित योजनाओं की जानकारी जिन्हें DigiFMS Portal पर लिंक किया गया है।

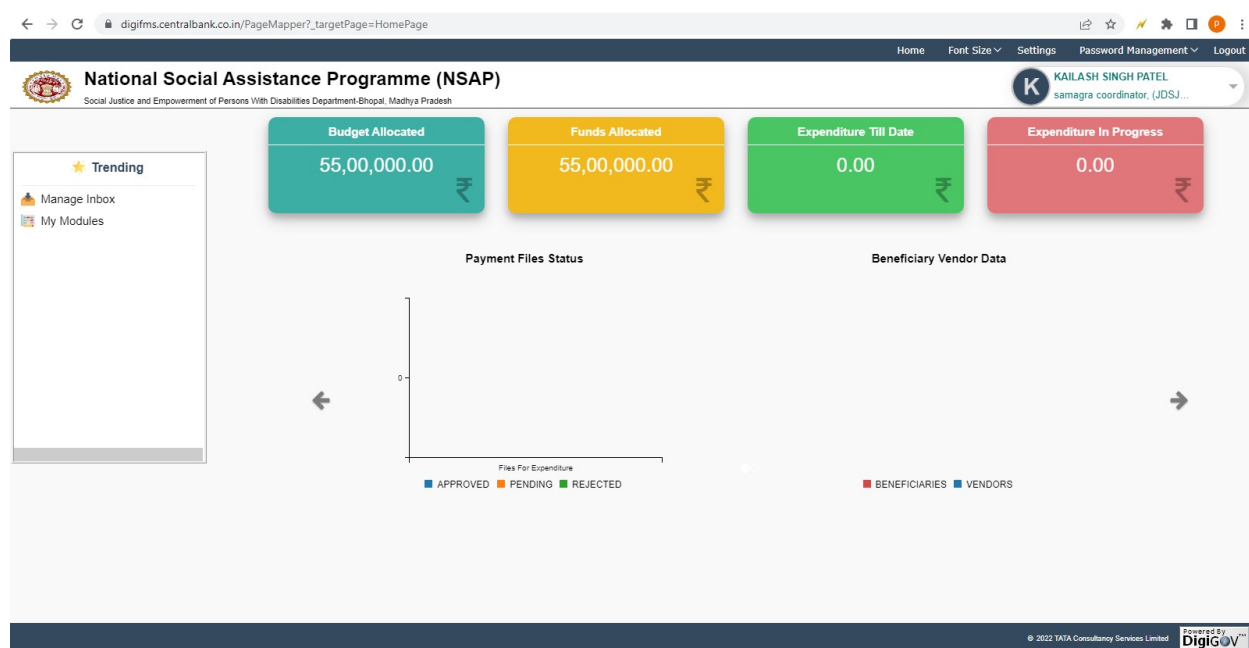
योजनाओं की जानकारी एवं कोड निम्नानुसार है :-

Scheme Name & Code	Component Code	Scheme Code on PFMS	Gol Scheme Code	DBT Code (5 Digit)
Indira Gandhi National Old Age Pension (8786)	Old Age Pension [MP]	MP213	3163	EPNR3
Indira Gandhi National Widow Pension (5863)	Widow Pension [MP]	MP210	3167	EOGER
Indira Gandhi National Disabled Pension (5859)	Disability Pension [MP]	MP209	3169	E62QU
National Family Benefit Scheme (7084)	Family Benefit [MP]	MP211	3166	EFY7L

Login by MAKER

MAKER (प्रभारी लिपिक/सहायक) के लॉगईन पर निम्नानुसार कार्यवाही की जाये:-

1. लॉगईन करने के उपरांत निम्नानुसार होम पेज प्रदर्शित होगा, जिस पर संचालनालय द्वारा जिला कार्यालय को आवंटित की गई राशि की जानकारी प्रदर्शित होगी :-

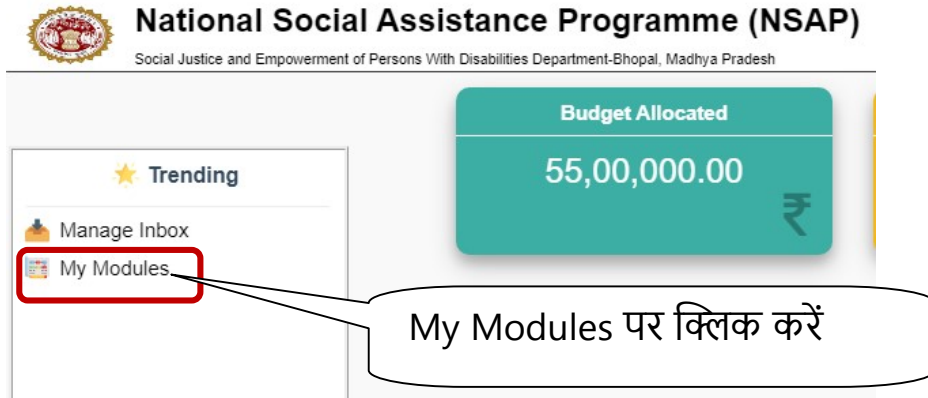


Budget Allocation – बजट प्रावधान किया गया

Fund Allocation – राशि आवंटित की गई

Expenditure Till Date – जिला कार्यालय द्वारा व्यय की गई राशि

Expenditure in Progress – Maker के द्वारा बनाई गई Payment File की राशि जिसका भुगतान शेष है



National Social Assistance Programme (NSAP)
Social Justice and Empowerment of Persons With Disabilities Department-Bhopal, Madhya Pradesh

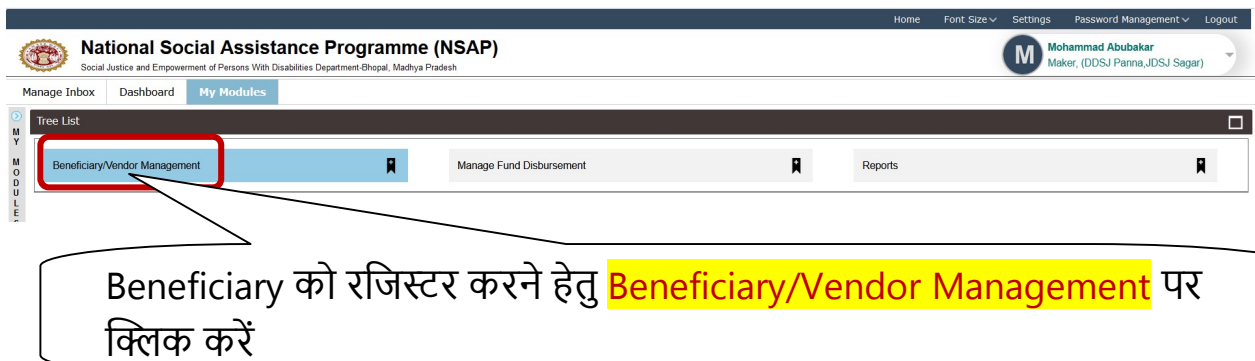
Budget Allocated
55,00,000.00 ₹

Trending
Manage Inbox
My Modules

My Modules पर क्लिक करें

My Module पर क्लिक करने पर निम्नानुसार पेज प्रदर्शित होगा :-

My Module >> Beneficiary/Vendor Management



National Social Assistance Programme (NSAP)
Social Justice and Empowerment of Persons With Disabilities Department-Bhopal, Madhya Pradesh

Manage Inbox Dashboard **My Modules**

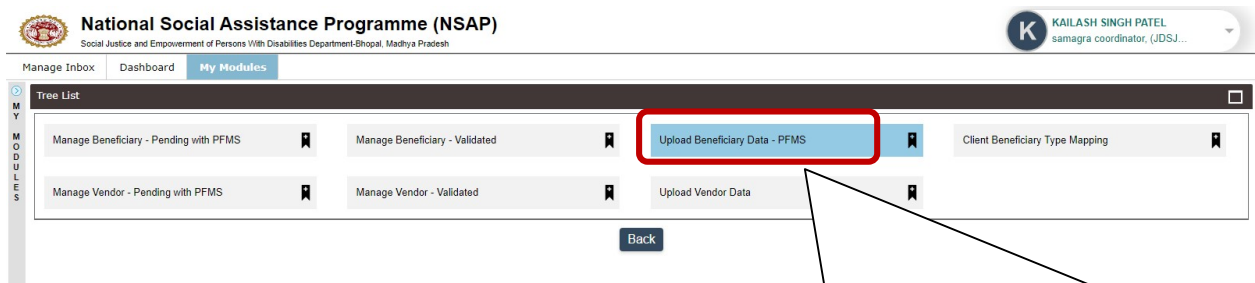
Tree List

Beneficiary/Vendor Management Manage Fund Disbursement Reports

Beneficiary को रजिस्टर करने हेतु **Beneficiary/Vendor Management** पर क्लिक करें

Beneficiary/Vendor Management पर क्लिक करने पर निम्नानुसार पेज प्रदर्शित होगा:-

My Module >> Beneficiary/Vendor Management >> Upload Beneficiary Data- PFMS



National Social Assistance Programme (NSAP)
Social Justice and Empowerment of Persons With Disabilities Department-Bhopal, Madhya Pradesh

Manage Inbox Dashboard **My Modules**

Tree List

Manage Beneficiary - Pending with PFMS Manage Beneficiary - Validated **Upload Beneficiary Data - PFMS** Client Beneficiary Type Mapping

Manage Vendor - Pending with PFMS Manage Vendor - Validated Upload Vendor Data

Back

1 से अधिक हितग्राहियों को (Bulk में) रजिस्टर करने हेतु **Upload Beneficiary Data-PFMS** पर क्लिक करें

Upload Beneficiary Data-PFMS पर क्लिक करने पर निम्नानुसार पेज प्रदर्शित होगा :-

नोट :- Download की गई Template (Excel File) का नाम Change नहीं करना है और ना ही किसी कॉलम का नाम Change है साथ ही अतिरिक्त कॉलम भी नहीं जोड़े।

Excel file को extension **.xlsx** ही रखे, extension **.xls** रखने पर फाईल पोर्टल पर अपलोड नहीं होगी। Save As कर Save करें।

S.No.	Beneficiary Name	Father/Husband Name	Gender (M/F/O)	Bank Name	Account Number	IFSC Code	State	District	Address Line 1	Address Line2	Address Line3	Aadhaar No.	State Specific Id

महत्वपूर्ण :- Red Colour के कॉलम अनिवार्य है, समस्त जानकारी केवल अंग्रेजी में ही दर्ज की जाये।

Beneficiary Name – हितग्राही (आवेदक) का नाम अंग्रेजी में दर्ज करें

Gender(M/F/O) – Gender में पुरुष होने पर M, महिला होने पर F दर्ज करें

Bank Name – बैंक को पूरा नाम लिखें। उदा. CENTRAL BANK OF INDIA

Account Number – हितग्राही की बैंक/पोस्ट ऑफिस की पासबुक में उल्लेखित खाता नम्बर दर्ज करें

IFS Code - हितग्राही की बैंक/पोस्ट ऑफिस की पासबुक में उल्लेखित IFS Code दर्ज करें

State – राज्य का नाम पूरा लिखें । MADHYA PRADESH

District - जिले का नाम पूरा लिखें ।

Address Line 1 – स्थानीय निकाय का नाम अंग्रेजी में लिखे

State Specific Id – हितग्राही (आवेदक) की 9 अंकों की समग्र आईडी लिखें।

Download की गई Template (Excel File) में हितग्राही की जानकारी को दर्ज कर उक्त Template (Excel File) को .xlsx extension में save कर ही DigiFMS पर अपलोड करें

S.No.	Beneficiary Name	Father/Husband Name	Gender(M/F/O)	Bank Name	Account Number	IFS Code	State	District	Address Line 1	Address Line 2	Address Line 3	Aadhaar No.	State Specific Id
1	SAVITA BAIRAGI		F	CENTRAL BA	2912659	CBIN0284168	MADHYA PRADE	JABALPUR	NP BARELA				6037549

National Social Assistance Programme (NSAP)
Social Justice and Empowerment of Persons With Disabilities Department-Bhopal, Madhya Pradesh

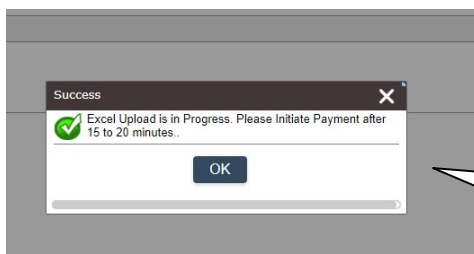
Manage Inbox | Dashboard | **My Modules**

Upload Beneficiary Data

Financial Year: 2022-2023 | Beneficiary Type: BPL Family | Payment Mode: ☒ Bank Account ☐ Aadhaar

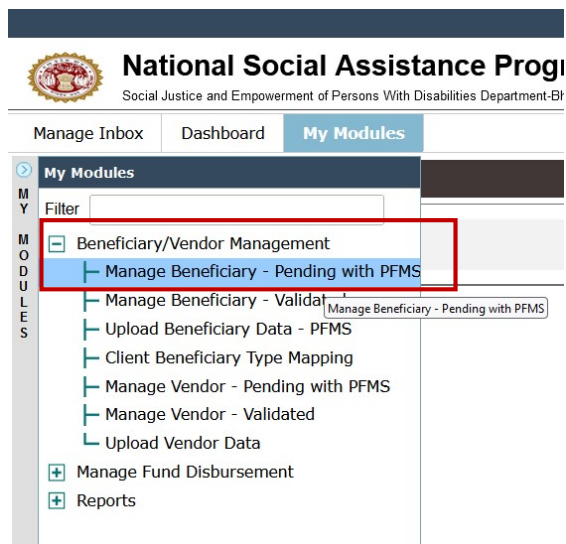
Upload File

Upload File पर क्लिक कर हितग्राहियों की Excel File को अपलोड करें



फाइल अपलोड होने पर यह मैसेज प्रदर्शित होगा।

My Module >> Beneficiary/Vendor Management >> Manage Beneficiary – Pending with PFMS पर क्लिक करें



Manage Beneficiary – Pending with PFMS पर क्लिक करने पर निम्नानुसार पेज प्रदर्शित होगा:-

The screenshot shows the 'Manage Beneficiary - Pending With PFMS' form. The form includes fields for 'Created By', 'Beneficiary Type', 'Account No.', 'Payment Mode', 'District', 'Beneficiary Unique Code', and 'Beneficiary Name'. The 'Beneficiary Type' dropdown is set to 'Please Select'. The 'Search' and 'Reset' buttons are visible at the bottom of the form.

The screenshot shows the 'Manage Beneficiary - Pending With PFMS' form with the 'Beneficiary Type' dropdown open. The 'BPL Family' option is selected. The 'Search' button is also highlighted with a red box.

Beneficiary Type: BPL Family का चयन करें

Beneficiary Type में BPL Family का चयन कर Search button पर क्लिक करें

Search button पर क्लिक करने पर एक्सेल शीट के माध्यम अपलोड किये गये हितग्राहियों अथवा पोर्टल पर दर्ज किये गये हितग्राहियों की सूची प्रदर्शित होगी:-

National Social Assistance Programme (NSAP)
Social Justice and Empowerment of Persons With Disabilities Department-Bhopal, Madhya Pradesh

Manage Beneficiary - Pending With PFMS

Created By *
☒ Me ☐ All

Beneficiary Type *
BPL Family

Account No.

Payment Mode
☒ Bank Account ☐ Aadhaar

District
Enter Value and Press Enter to

Beneficiary Unique Code

Beneficiary Name

Status
Please Select

Search Reset

Total Records 1

Sr. No.	Beneficiary Name	Beneficiary Type	Beneficiary Unique Code	Bank Name	Account No.	Status	Reject Reason	Action
1	SAVITA BAIRAGI	BPL Family	3426855	CENTRAL BANK OF INDIA	1912659	Pending for Validation		

Add Beneficiary button पर क्लिक कर one by one भी हितग्राहियों का पंजीयन किया जा सकता है।

Validation का Status : Pending for Validation प्रदर्शित होगा

Add Beneficiary

Fields marked with * are mandatory

Add Beneficiary

Beneficiary Type *
BPL Family

Personal Details

Beneficiary Name *
MUNNALAL

Gender *
Male

Date of Birth

Father/Husband Name

Mobile No.

Email

PAN No.

State Specific Id
167770

Address Details

Address Line1 *
NAGAR NIGAM JABALPUR

Address Line2

Address Line3

Country *
India

State *
Madhya Pradesh

District *
JABALPUR

Pincode

Payment Mode

Payment Mode *
☒ Bank Account ☐ Aadhaar

Bank Details

IFSC Code Search
CNRB0006148

Bank Name *
CANARA BANK

Branch *
JABALPUR AMARKANTAK ROAD

IFSC Code
CNRB0006148

Account No. *
101002409

Add

Sr. No.	Bank Name	Branch	IFSC Code	Account No.	Action
	CANARA BANK	JABALPUR AMARKANTAK ROAD	CNRB0006148	101002409	

Save Close

हितग्राही (आवेदक) की 9 अंकों की समग्र आईडी लिखें।

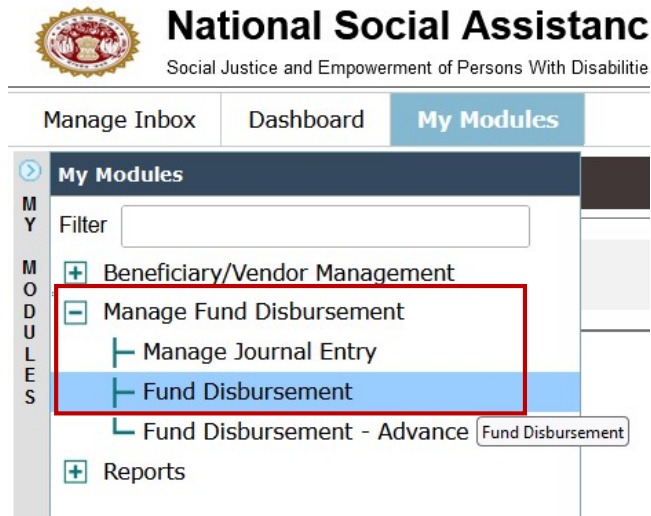
जहां-जहां * है, उक्त जानकारी को दर्ज करना अनिवार्य है।

हितग्राही की जानकारी दर्ज कर Add पर क्लिक करें इसके उपरांत Save बटन पर क्लिक करें।

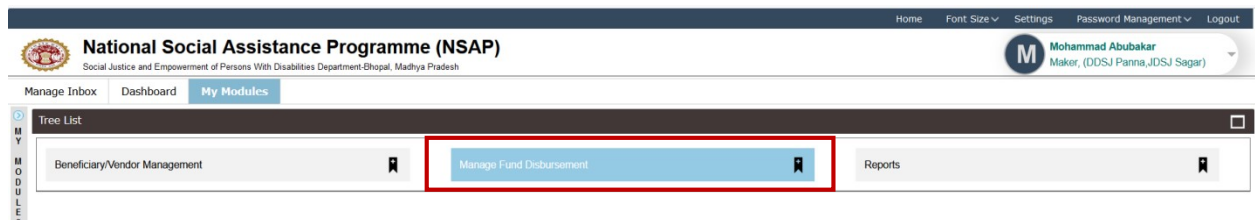
Validation होने के उपरांत Pending for Validation से नाम हट जायेगा। भुगतान की कार्यवाही प्रारंभ की जा सकती है।

Validation होने के उपरांत भुगतान की कार्यवाही निम्नानुसार की जाना होगा:-

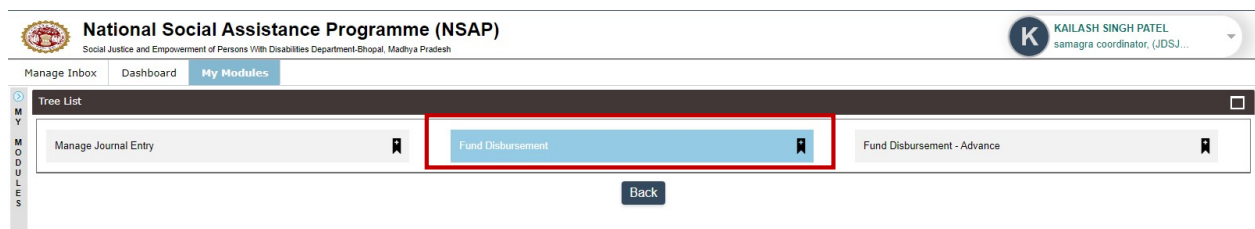
My Module >> Manage Fund Disbursement >> Fund Disbursement पर क्लिक करें



अथवा



Manage Fund Disbursement पर क्लिक करें



Fund Disbursement पर क्लिक करें

Manage Inbox Dashboard My Modules

Fund Disbursement - Expenditure

Financial Year *
2022-2023

Entity/DDO *
DDSJ Panna

Nature of Payment *
☒ Beneficiary ☐ Vendor

Type *
Beneficiary

Scheme *
YA PARIWAR SAHAYATA YOJNA

Payment Mode *
☒ Beneficiary Selection ☐ Bulk Upload

Beneficiary By *
☒ Created By Me ☐ All

Beneficiary *

Beneficiary Details

Sr. No.	Beneficiary Unique Code	Beneficiary Name	Bank Name
Activity *	Allocated Budget	Fund Disbursed Till Date	Disbursement in Progress
Letter/Office Order No	Sanction Date *	Physical Unit	Ledger *
Fund to be Disbursed	Purpose *		Please Select

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Beneficiary Search करने हेतु Search Icon पर क्लिक कर Open करें

Type : Beneficiary

Scheme : Rashtriya Parivar Sahayata Yojna

Beneficiary By : Created By Me

का चयन कर Beneficiary Search करने हेतु Search Icon पर क्लिक कर Open करने पर निम्नानुसार पेज प्रदर्शित होगा :-

National Social Assistance Programme (NSAP)

Search Beneficiary

Beneficiary Type *
BPL Family

District
Enter Value and Press Enter to

Beneficiary Unique Code

Beneficiary Name

Account No.

☐ Include Already Paid Beneficiaries

Total Records 2

Beneficiary Name	Beneficiary Type	Beneficiary Unique Code	Bank Name	Account No.	Name as per bank
MUNNALAL	BPL Family	MGJMA00099031	CANARA BANK	002409	NA
SAVITA BAIRAGI	BPL Family	MGJMA00099032	CENTRAL BANK OF INDIA	559	NA

☒ ☒ ☒

M2012K11AI



National Social Assistance Programme (NSAP)

Social Justice and Empowerment of Persons With Disabilities Department-Bhopal, Madhya Pradesh



KAILASH SINGH PATEL
samagra coordinator, (JDSJ...

Manage Inbox

Dashboard

My Modules

Fund Disbursement - Expenditure

Financial Year *

2022-2023

Entity/DDO *

JDSJ Jabalpur

Nature of Payment *

☒ Beneficiary ☐ Vendor

Type *

Beneficiary

Scheme *

RASTRIYA PARIWAR SAHAYATZ

Payment Mode *

☒ Beneficiary Selection
☐ Bulk Upload
☐ File Upload

Beneficiary By *

☒ Created By Me ☐ All

Beneficiary *

MUNNALAL [MGJMA00099031]

Beneficiary Details

Sr. No.	Beneficiary Unique Code	Beneficiary Name	Bank Name	Branch Name	Account No.
1	MGJMA00099031	MUNNALAL	CANARA BANK	JABALPUR AMARKANTAK ROAD	02409
1	MGJMA00099032	SAVITA BAIRAGI	CENTRAL BANK OF INDIA	BARELA	9

Activity *

Allocated Budget

0.00

Fund Disbursed Till Date

0.00

Disbursement in Progress

0.00

Letter/Office Order No

Sanction Date *

20-Mar-2023

Physical Unit

Ledger *

Please Select

Fund to be Disbursed

Purpose *

Please Select



National Social Assistance Programme (NSAP)

Social Justice and Empowerment of Persons With Disabilities Department-Bhopal, Madhya Pradesh



KAILASH SINGH PATEL
samagra coordinator, (JDSJ...

Manage Inbox

Dashboard

My Modules

Fund Disbursement - Expenditure

Financial Year *

2022-2023

Entity/DDO *

JDSJ Jabalpur

Nature of Payment *

☒ Beneficiary ☐ Vendor

Type *

Beneficiary

Scheme *

RASTRIYA PARIWAR SAHAYATZ

Payment Mode *

☒ Beneficiary Selection
☐ Bulk Upload
☐ File Upload

Beneficiary By *

☒ Created By Me ☐ All

Beneficiary *

MUNNALAL

Beneficiary Details

Sr. No.	Beneficiary Unique Code	Beneficiary Name	Bank Name	Branch Name	Account No.
1	MGJMA00099031	MUNNALAL	CANARA BANK	JABALPUR AMARKANTAK ROAD	02409
1	MGJMA00099032	SAVITA BAIRAGI	CENTRAL BANK OF INDIA	BARELA	9

Activity *

Allocated Budget

0.00

Fund Disbursed Till Date

0.00

Disbursement in Progress

0.00

Letter/Office Order No

Sanction Date *

20-Mar-2023

Physical Unit

Ledger *

Please Select

Fund to be Disbursed

Purpose *

Please Select

Search

Scheme Name

RASTRIYA PARIWAR SAHAYATA YOJNA

Family Benefit

Family Benefit

01 - Family Benefit

01 - Family Benefit

OK

Close

National Social Assistance Programme (NSAP)

Social Justice and Empowerment of Persons With Disabilities Department-Bhopal, Madhya Pradesh

KAILASH SINGH PATEL
samagra coordinator, (JDSJ...

Manage Inbox

Dashboard

My Modules

Activity *

Family Benefit

Allocated Budget

5500000.00

Fund Disbursed Till Date

0.00

Disbursement in Progress

0.00

Letter/Office Order No

Sanction Date *

20-Mar-2023

Physical Unit

2

Ledger *

Family Benefit

Fund to be Disbursed

20000.00

Purpose *

Financial and Social Assistance

Payment from date *

18-Mar-2023

Payment to date *

20-Mar-2023

Attachment *

(Max: 1 Attachment of 10 MB)

Add

हितग्राहियों की संख्या जिन्हें भुगतान किया जाना है

प्रति हितग्राही को जिस राशि का भुगतान किया जाना है उक्त राशि दर्ज करें। उदा. के लिये राशि रू. 20000.00/-

11

National Social Assistance Programme (NSAP)
Social Justice and Empowerment of Persons With Disabilities Department Bhopal, Madhya Pradesh

Manage Inbox Dashboard My Modules

Activity *
Family Benefit

Letter/Office Order No.
Fund to be Disbursed
20000.00

Narration

Office Order Letter Attachment *
[Attach File\(s\)](#) [Max: 1 Attachment of 10 MB]

Allocated Budget
5500000.00

Sanction Date *
20-Mar-2023

Purpose *
Financial and Social Assistance

Payment from date *
18-Mar-2023

Disbursement in Progress
0.00

Ledger *
Family Benefit

File Upload
Specify a file located in your local system [Browse...](#)
[Upload](#) [Cancel](#)

स्वीकृति आदेश को अपलोड करें। एक से अधिक आदेश को merge कर एक ही फाईल बनाई जाये।

[Add](#)

National Social Assistance Programme (NSAP)
Social Justice and Empowerment of Persons With Disabilities Department Bhopal, Madhya Pradesh

Manage Inbox Dashboard My Modules

Fund to be Disbursed

Narration M2012K11A1

Office Order Letter Attachment *
[Attach File\(s\)](#) [Max: 1 Attachment of 10 MB]

Purpose *
Financial and Social Assistance

Payment from date *
17-Mar-2023

Payment to date *
20-Mar-2023

[Add](#)

Add Button पर क्लिक करें

Sr. No.	Beneficiary Unique Code	Beneficiary Name	Account No.	Entity/DDO	Activity	Fund to be Disbursed	Action
1	MGJMA00099031	MUNNALAL	102409	JDSJ Jabalpur	Family Benefit	20000.00	Delete
2	MGJMA00099032	SAVITA BAIRAGI	2659	JDSJ Jabalpur	Family Benefit	20000.00	Delete

राशि में संशोधन किया जा सकता है।

[Validate](#) [Validate](#)

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National Social Assistance Programme (NSAP)
Social Justice and Empowerment of Persons With Disabilities Department Bhopal, Madhya Pradesh

Manage Inbox Dashboard My Modules

Fund to be Disbursed

Narration

Office Order Letter Attachment *
[Attach File\(s\)](#) [Max: 1 Attachment of 10 MB]

Purpose *
Financial and Social Assistance

Payment from date *
17-Mar-2023

Payment to date *
20-Mar-2023

[Add](#)

Sr. No.	Beneficiary Unique Code	Beneficiary Name	Account No.	Entity/DDO	Activity	Fund to be Disbursed	Action
1	MGJMA00099031	MUNNALAL	102409	JDSJ Jabalpur	Family Benefit	20000.00	Delete
2	MGJMA00099032	SAVITA BAIRAGI	659	JDSJ Jabalpur	Family Benefit	20000.00	Delete

Total Fund to be Disbursed: 40000.00

[Validate](#) [Submit](#) [Submit](#)

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Validate करने के उपरांत submit button पर क्लिक करें

National Social Assistance Programme (NSAP)
Social Justice and Empowerment of Persons With Disabilities Department-Bhopal, Madhya Pradesh

Manage Inbox Dashboard My Modules

Fund to be Disbursed

Purpose * Financial and Social Assistance

Narration

Payment from date * 17-Mar-2023

Payment to date * 20-Mar-2023

Office Order Letter Attachment *
Attach File(s) [Max: 1 Attachment of 10 MB]

Confirm
Do you want to disburse funds?

Yes No

Sr. No.	Beneficiary Unique Code	Beneficiary Name	Activity	Fund to be Disbursed	Action
1	MGJMA00099031	MUNNALAL	Family Benefit	20000.00	
2	MGJMA00099032	SAVITA BAIRAGI	JDSJ Jabalpur		

Validate Submit

भुगतान करने हेतु सहमति की स्थिति में Yes Button पर क्लिक करें।

Yes Button पर क्लिक करने पर निम्नानुसार मैसेज प्रदर्शित होगा

National Social Assistance Programme (NSAP)
Social Justice and Empowerment of Persons With Disabilities Department-Bhopal, Madhya Pradesh

Manage Inbox Dashboard My Modules

Fund to be Disbursed

Purpose * Financial and Social Assistance

Narration

Payment from date * 17-Mar-2023

Payment to date * 20-Mar-2023

Success
Request submitted successfully to checker MANOJ KUMAR SINGH, Deputy Director

OK

Maker द्वारा भुगतान की अनुशंसा Approver को प्रेषित की जा चुकी है

Maker द्वारा भुगतान की अनुशंसा के उपरांत Approver द्वारा Login किया जायेगा।

Login by Approver

Manage Inbox

National Social Assistance Programme (NSAP)
Social Justice and Empowerment of Persons With Disabilities Department-Bhopal, Madhya Pradesh

Manage Inbox Dashboard My Modules

Legends ■ New ■ Other

Search records where At least one field Contains

View: Detail View

Document No.	Document Type	Description	Unit	Received Date	Total Records : 1
JDSJ Jabalpur/MAKER_IRP/2023/7349	File	Fund Disbursement Request, FB 01.01 - 01 - Family Benefit, Disbursement Amount - INR 40000.00		20-Mar-2023	

Maker द्वारा भुगतान की अनुशंसा Approver के लॉगईन पर Manage Inbox में प्रदर्शित होगी। Document No. पर क्लिक करें

File Details [Vertical View] - [File No.:JDSJ Jabalpur/MAKER_JBP/2023/7349] [Process:Fund Disbursement] MANOJ KUMAR SINGH (Deputy Director , JDSJ Jabalpur)

FILE DETAILS

Basic Info

Physical Unit

Office Order Letter Attachment

Verifier Recommendation

Recommended Not Recommended

Beneficiary Unique Code	Beneficiary Name	Account No.	Activity	Fund to be Disbursed	Status	Delete
MGJMA00099031	MUNNALAL	409	Family Benefit	20000.0	In-Progress	
MGJMA00099032	SAVITA BAIRAGI	59	Family Benefit	20000.0	In-Progress	

Total Records: 2

hereby certify that I have read the remarks entered by verifier under noting section.

hereby certify that I have checked all the Mandatory documents for the eligibility of the scheme and found the beneficiary(s) eligible.

Approve Reject Close

Total Fund to be Disbursed: 40000.0

Confirm

Do you want to save details?

Yes No

Aadhaar OTP Authentication

OTP will be sent to Registered Mobile Number.

Aadhaar Number XXXXX-XXXX-3637

Submit

आधार से लिंक मोबाइल नम्बर पर OTP प्राप्त करने हेतु Submit Button पर क्लिक करें

Success

OTP sent successfully.

OK

Success

Case approved successfully..

OK

आधार से लिंक मोबाइल नम्बर पर प्राप्त OTP को दर्ज कर भुगतान हेतु Approval प्रदान करें। Approval के उपरांत बैंक द्वारा भुगतान की कार्यवाही प्रारंभ की जायेगी।