



सत्यमेव जयते

Office of Controller General of Accounts  
Public Financial Management System

**PFMS Sanction ID User creation Application Form**

(IN CAPITAL LETTERS ONLY)

Sl. No.	Particulars			
1.	Name*		First Name	Last Name
2.	Designation*			
3.	Department			
4.	Type of User*			
5.	Controller Code*			
6.	PAO Code (if any)			
7.	DDO Code (if any)			
8.	Gazetted/ Non-Gazetted			
9.	Preferred Login ID*	1.	2.	3.
10.	Date of joining in Govt. Service (DD/MM/YYYY)			
11.	Date of Superannuation (DD/MM/YYYY)			
12.	Govt. E-mail ID(Gov/NIC)*			
13.	MHA/Office ID Card No.			
14.	ID Card Validity			
15.	Residential Address			
16.	Permanent Address			
17.	Office Address			
18.	Telephone number(Office)			
19.	Mobile number*			
20.	Counter Signed by			
20(a)	Name			
20(b)	Designation			
20(c)	e-mail id			
20(d)	Phone			

Document enclosed:

- Attested copy of MHA/Office ID card.

Signature of Officer/Official

Date: \_\_\_\_\_

Place: \_\_\_\_\_

No: \_\_\_\_\_

Date: \_\_\_\_\_

Certified that the above particulars have been verified from the service records of the official. It is verified that the mandatory fields in the form have been filled.

**Forwarded by:**

(Signature with Official Seal) \_\_\_\_\_

Name of Officer(Block letter) \_\_\_\_\_

Designation \_\_\_\_\_

Phone No \_\_\_\_\_

Mobile No. \_\_\_\_\_

E-mail ID \_\_\_\_\_

### **Instruction for filling the form**

1. Form should be filled in Capital Letters only.
2. It must be ensured that all mandatory fields marked with asterisk (\*) have not been left blank and are duly filled in.
3. New account request will be accepted from authorized Govt. officials only.
4. E-mail and mobile number filled in the form should be correct to get the activation link and OTP sent by PFMS.
5. New User registration will only be accepted for email domain [xx@gov.in](mailto:xx@gov.in) and [xxx@nic.in](mailto:xxx@nic.in).
6. Every request for new login id creation will be verified by two-way authentication.
7. As per existing restriction e-mail and mobile number can be used for creation of maximum three user ids for new user Id creations keeping in view of multiple charges handled by users in field offices.
8. User should take action on the activation link send by PFMS on email of applicant for editing/verifying his/her profile before expiring of prescribed time limit.
9. The approved user ID will be activated after 24 hours of its approval.
10. The initiation of the enabling process of this disabled user ID, if required will be done by 1st level approving authority & its approval is to be done by 2<sup>nd</sup> level approving authority.
11. Please obtain NIC-VPN certificate. PFMS operation will soon be restricted to NIC-NET/Intra-CGA VPN/NIC-VPN only.
12. Don't share your login credentials.
13. Don't share your digital certificate if any.
14. You are advised to disable your login credential in PFMS upon your transfer/retirement etc.
15. Please check all your e-mails/sms being sent from PFMS & report suspicious activity if any.
16. For any support etc. PFMS may be contacted at the numbers available at <http://cga.nic.in/Page/Contact-Us-.aspx> link at [cga.nic.in](http://cga.nic.in)