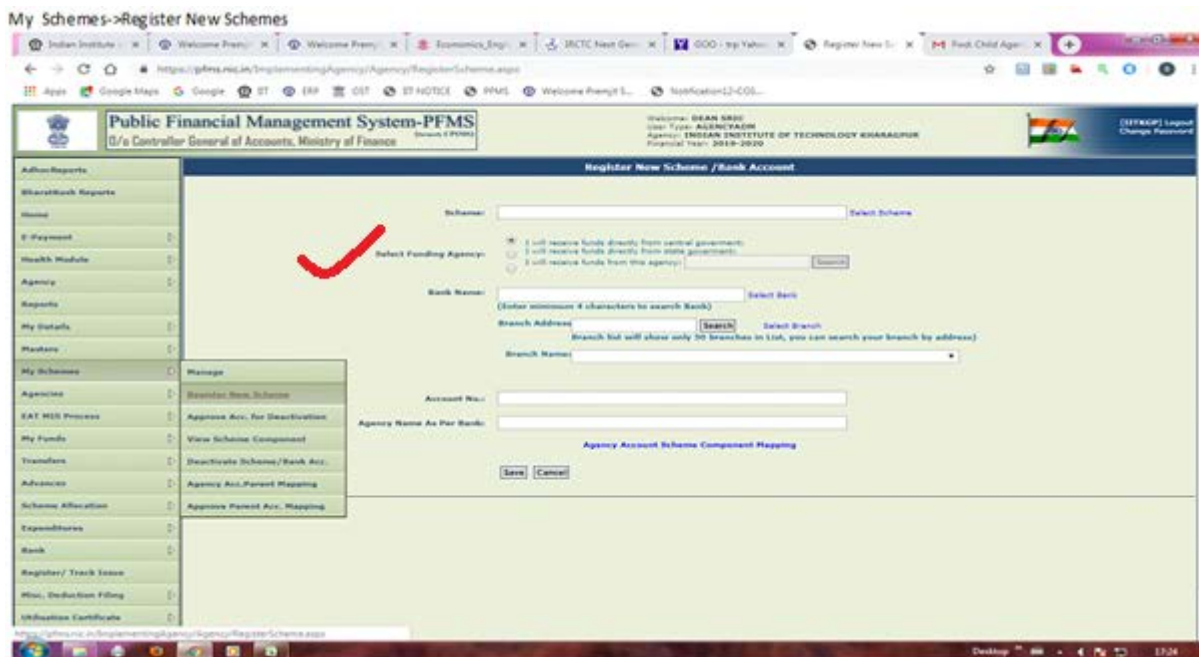


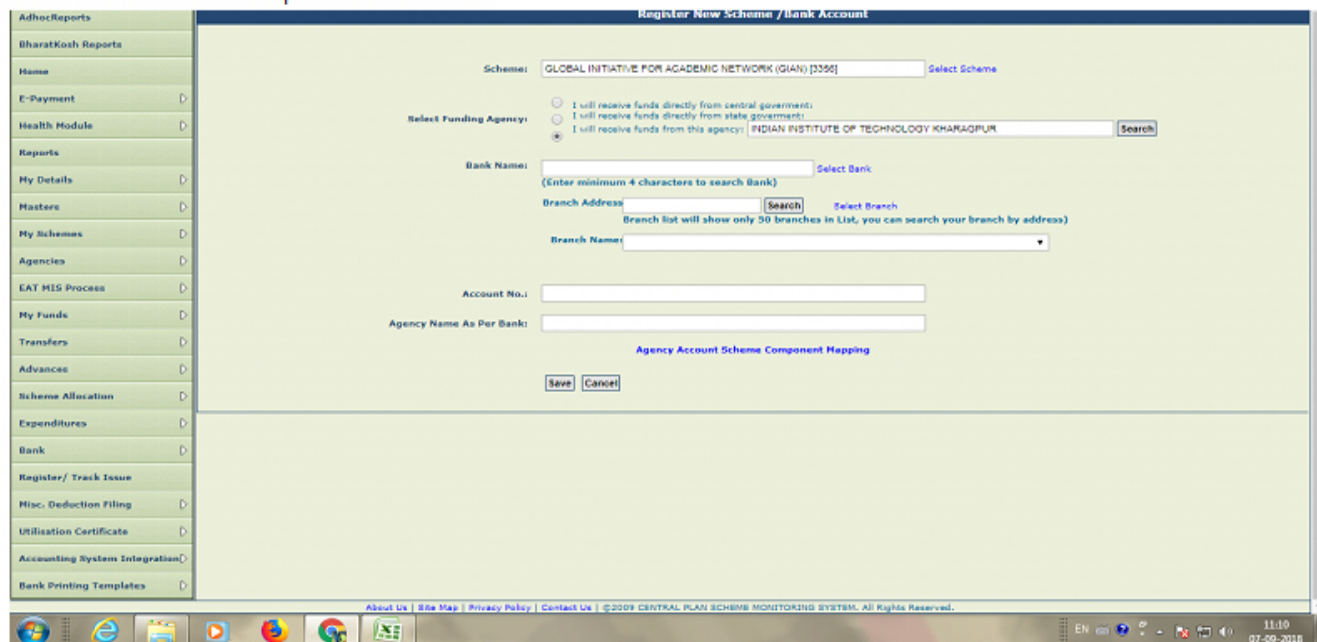
Registration and Mapping of GIAN Scheme

- 1. Log in to PFMS --> My Scheme --> Register New Scheme
- 2. Select Scheme : Global Initiative for Academic Network [3356]
- 3. In the item "Select Funding Agency" choose the option "I will receive funds from this agency" which should be "INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR" i.e, IITKGP
- 4. The other details including bank should be filled by you.
- 5. After completing the process, please inform Mr. Pintu Sahoo, Asst Registrar, for confirmation (pintu.sahoo@adm.iitkgp.ac.in)

See the attachment below:



Select scheme 3356 and fill up bank detail and save



If you have any technical problem please call as per below call list .

Shri Abhishek - 7417458860
(PFMS coordinator ministry of HRD).

Shri H S Viridi - 23381346 , 9868732262
(SAO, Ministry of HRD).

Shri Sujit Singh- 23074046 , 8700938930
(AAO, Ministry of HRD).

Upload procedure of the "expenditure" details in the PFMS portal.

Login to pfms.nic.in with your login details

Submit expenditure details

1. Go to "EAT MIS Process" --> "Exp/Adv. upload"
2. Select Scheme-Global Initiative for academic network (3356)
3. Select Bank A/C from the drop down list
4. Select Transaction type - Expenditure,
5. Download template in excel,
6. Fill the excel sheet
7. Enter total amount and remarks, if any
8. Upload the filled excel sheet
9. Check the excel upload history and ensure status as "Successfully Complete"

Approve expenditure details

1. Go to "EAT MIS Process" --> "Manage Exp/Adv. MIS data"
2. Select Scheme-Global Initiative for academic network (3356)
3. Select Bank A/C from the drop down list
4. Select the same excel file as File Name from the drop down list
5. Select status as submitted
6. Click Search and then approve

Submit the "return fund" details

1. Go to "My funds" --> "Received from other agency",
2. Select Scheme-Global Initiative for academic network (3356)
3. Select Bank A/C from the drop down list
4. Select status as Received
5. Select individual course from the list below and enter the relevant details with status as "Return fund"
6. Ensure the final status as "released" for successful entry.