



No.UHF/Bud/2-36/2025/- 12112-42

Dated: 10.03.2026

OFFICE ORDER

In order to ensure the smooth, transparent and accurate functioning of the **Public Financial Management System (PFMS)** in the University, the Hon'ble Vice Chancellor has been pleased to assign the duties of **Data Operator(s)** in favour of the following officials under their respective controlling officers for entering bills on the PFMS portal, in accordance with PFMS guidelines:

S/N	Name of Office	Name and designation of nominated Data Operator for PFMS
1	Registrar's Office	Sh Jai Kishan, Sr. Asstt. Sh Aditya, JOA (IT)
2	Directorate of Research	Sh Kuldeep Kumar, JOA (IT) Sh Sunny Kumar, JOA (IT)
3	Directorate of Extension Education	Sh Tapender Singh, Sr. Asstt. Sh Parveen Guleria, JOA (IT)
4	College of Horticulture	Mrs Kamlesh Rani, Sr. Asstt., Deptt. of Fruit Sci. Mrs Arpana Garg, Sr. Asstt., O/O the Dean, COH
5	College of Forestry	Sh Pankaj Singh, JOA (IT), O/O the Dean, COF Sh Mukesh Chauhan, JOA (IT), Deptt. of Forest Products
6	COH&F, Neri	Sh Rakesh Kumar, JOA (IT) Sh Ashok Kumar, JOA (IT)
7	COH&F, Thunag	Sh Vijay Kumar, Sr. Asstt. Sh Dushyant Kumar, Clerk
8	Estate Organization	Sh Jai Kant Gautam, JOA (IT) Sh Sunil Kumar, Clerk
9	Student Welfare Organization	Ms Jyoti Sharma, Matron Mr Manish Sharma (already having Data Operator ID)
10	SNS Library	Sh Mahender Singh Tanwar, Sr. Asstt. Sh Nikhil Rana, Library Asstt.

Note:

The Data Operators mentioned at S/N 2 and 3 shall look after the assigned work in respect of all **RHR&TS and KVKs**, respectively. However, the Data Operators mentioned at S/N 4 and 5 shall look after the assigned work in respect of all the departments of their respective colleges.

Duties of the Data Operator (PFMS)

The designated Data Operators shall perform the following duties related to PFMS in addition to their own duties:

1. The login credentials for PFMS shall be obtained from the PFMS Admin, CIC, UHF Nauni by providing the requisite details for generation of the PFMS Data Operator ID. The login credentials shall be kept strictly confidential.
2. The Data Operators shall ensure that the bills are completed in all respects and verified by the Planning and Budget Branch before uploading/entering the same on the PFMS portal.
3. **Instructions for Entering/Uploading Bills on PFMS Portal**
 - Select the appropriate module in PFMS portal i.e. TSA, TSA-Hybrid, or Non-TSA.

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- Select the PFMS scheme as per the bill and choose the relevant allocation of the project/scheme accordingly. (The above details may be clarified from the **Principal Investigator/Coordinator** of the scheme.)
 - Select the vendor/beneficiary and verify the details including **name, bank account number, and IFSC code.**
 - Enter the amount and upload the required supporting documents.
 - Select the relevant **Component/Head/Sub-Head** for booking the expenditure.
 - Validate the expenditure entries/bills and submit them for further processing at the **DDO/Data Approver/Checker level.**
 - The hard copies of the **pre-audited bills** shall be forwarded to the **Accounts Branch, Office of the Comptroller**, along with a forwarding letter.
 - In case the bills are returned by the **Checker/Approver**, the necessary corrections shall be made and the bills shall be resubmitted.
4. The **DDOs of all functionaries of the University** shall ensure proper maintenance of records of bills processed through PFMS to facilitate audit, inspection and reconciliation.
5. Advances shall be drawn through the **Advance Module**, and expenditure shall be booked through the **Expenditure Module** in PFMS.
6. Further, in cases where a **combined PFMS limit exists for two or more project schemes**, it shall be the responsibility of the concerned **PI/DDO** to ensure that the expenditure remains restricted to the allocated budget as per the **Sanction Order of the Funding Agency.**
7. In case of **shifting/transfer of the above-mentioned officials**, the concerned controlling officer may assign these duties to another appropriate officer/official.
8. **Role of the Comptroller's Office**

To check the bills submitted on PFMS through **Data Approver/Checker/DDO ID** and approve the same, if found in order, with reference to the hard copies of **pre-audited bills** received from the various functionaries of the University.

This shall come into force with immediate effect.

Endst. No. Even 12112-42

Dated: 10.03.2026

Comptroller

Copy of the above is forwarded to the following for information and necessary action:

1. All the Statutory Officers, Dr. YS Parmar UH&F, Nauni, Solan.
2. All the Professors & Heads/Heads of the Departments, Dr. YSP UH&F, Nauni, Solan
3. All the Associate Directors (R&E)/Incharges/Heads of Outstations including KVKs
4. The Officer Incharge, CIC, Dr. YS Parmar UH&F, Nauni, Solan with the request to direct the concerned person to generate the user IDs in favour of the above-mentioned Data Operators immediately. The details of Data Operators supplied by the concerned departments are also enclosed herewith. He is further requested to upload this document on the official website.
5. The Secretary to the Vice Chancellor, Dr. YS Parmar UH&F, Nauni, Solan
6. The Section Officer, Accounts/Pay Cell/Pension/IIW, O/o the Comptroller, Dr. YS Parmar UH&F, Nauni, Solan
7. Guard File

Comptroller