



भारत सरकार GOVERNMENT OF INDIA
वित्त मंत्रालय MINISTRY OF FINANCE
राजस्व विभाग DEPARTMENT OF REVENUE
केंद्रीय अप्रत्यक्ष कर और सीमा शुल्क बोर्ड CENTRAL BOARD OF INDIRECT TAXES AND CUSTOMS
आयुक्त का कार्यालय OFFICE OF THE COMMISSIONER
केंद्रीय कर और केंद्रीय उत्पाद शुल्क CENTRAL TAX AND CENTRAL EXCISE
कोच्ची आयुक्तालय KOCHI COMMISSIONERATE

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C.No. III/2/6/2021-22 Accts

CIRCULAR

Subject: Implementation of e-bill module for end to end digitization of Bill processing in PFMS- reg.

- Reference: 1) OM issued by O/o GCA dated 30.03.2022
2) Circular issued by O/o Pr. CCA, CBIC, New Delhi under file no. Pr.CCA/CBIC/Expdr-Coord/e-bill/2024-25/117 dated 12.07.2024
3) Letter No. PAO CGST/CHN/ADMIN/E-bill/2024-25 dated 18.07.2024.

It is here by communicated that the e-bill system has been implemented in the Commissionerate with effect from 01.08.2024. The e-bill module will enable End-to-End electronic processing and payments of claims/invoices received from claimants like vendors/agencies/government employees through PFMS. The e-bill system aims to reduce the payment cycle time and hence transparency and efficiency in Government payment system.

2. In order to achieve the above objective, the following procedures/steps are required to be followed by the claimants in PFMS.

Creation of Login ID for the Claimant:

- (i) The claimant who is a Vendor/Agency/Government Employee will require a unique login ID in the PFMS. Government Employees by default have a login ID in PFMS.

(ii) The Vendors/Agencies who do not have unique login ID in the PFMS may be encouraged by the sections concerned (PRO/Systems/Legal/Training/Administration/Official language Cell) to generate a login ID.

(iii) Sections concerned, who deal with vendors/agencies, need to create Login ID for the respective dealing staff as Sanction Maker (PD maker) in PFMS.

Generation of e-claim by the Claimant

(i) Government employees (claimant) who have to submit a claim will have to login in PFMS using the Unique login ID, to generate a unique e-claim reference number (CRN), against which e-claim will be submitted.

(ii) Claimant shall scan the original invoice and related supporting documents and upload these documents in PFMS and submit e-claim with e-sign (AADHAR OTP)/DSC for further processing.

(iii) Vendor/Agencies (claimant) that provide goods and services to the department shall generate the claims respectively in PFMS. However in such cases, where the unique ID is yet to be generated for the vendor/agencies, Sanction Maker (PD maker) of the concerned section shall create, the e-claim for the vendor/agencies as specified in step (i) and (ii) above.

(iv) All Claimants shall note the e-claim reference number (CRN) on the respective claims and submit it to CRU section for further processing up to PAO and final payment.

3. All the above mentioned procedures/steps must be complied by the claimant for smooth functioning of e-bill module.

Encl : Reference letters

(T G Venkatesh)
Commissioner

Copy submitted to:

- 1. The Chief Commissioner, Central Tax, Central Excise & Customs, Thiruvananthapuram Zone.**
- 2. The Joint Commissioner, Central Tax, Central Excise & Customs, Thiruvananthapuram Zone.**
- 3. The Deputy/Assistant Commissioner, Central Tax & Central Excise, (Ernakulam/ Kakkanad/ Aluva/ Thrissur/ Chalakudy/ Perumbavoor/ Idukki Division).**
- 4. Additional Commissioner/ Joint Commissioner , Central Tax & Central Excise, Kochi**
- 5. The Assistant Commissioner - (PRO)**
- 6. The Deputy Commissioner – (Systems)**
- 7. The Deputy Commissioner - (Legal)**
- 8. The Deputy Commissioner - (Official Language Cell)**
- 9. The Deputy Commissioner - (Administration)**
- 10. The Deputy Commissioner - (Training)**