GOVERNMENT OF ODISHA

DEPARTMENT OF WOMEN & CHILD DEVELOPMENT

No. WCD-WE&A-SCHM-0002-2025-4600 **/WCD,Dt.**17-02-2025

From

Sri Asutosh Behera

Under Secretary to Govt.

To

All DSWOs

Sub: Training manual of SNA sparsh.

Madam/Sir,

In inviting a reference to the subject cited above, I am directed to forward training manual of SNA sparsh model for onboarding IA under the scheme & payment of bills to vendors under the scheme.

Therefore you are , requested as per training manual(Copy enclosed) to complete following steps:

Roles of DDO:

1. IA detail capture
2. Creation of user credential for IA
3. provide proper access to IA
4. Allocation of Virtual Allotment from DDO
5. IA mapping
6. IA allotment & distribution
7. Claim consolidation & preparation of bill
8. approve the Bill
9. generates e-book of drawal

Roles of IA:

1. Register Beneficiary
2. Preparation of Claim
3. Claim generation

This is for information & necessary action.

Yours faithfully,

Behera 17.2.25

Under Secretary to Govt.

WCD-WE&A-SCHM-0002-2025/01/2025

Memo No. 4601 /W&CD, Dated: 17-02-2025

Copy forwarded to the Supdt & Ex-Officio Additional Secretary to Principal Secretary/ Director, ICDS & SW for kind information of Principal Secretary/ Director, ICDS & SW of Department of W&CD.

17.2.25
Under Secretary to Govt.

Memo No. 4602 /W&CD, Dated: 17-02-2025

Copy forwarded to Sri Satya Narayan Rout, PFMS Consultant, W&CD Deptt for information & necessary action.

17.2.25
Under Secretary to Govt.

WCD-WE&A-SCHM-0002-2025/01/2025

SNA SPARSH

Training Manual for DDOs and IAs

Team SNA-SPARSH,
DT&I(O)

11/7/2024

Training Manual on SNA-SPARSH

- ✓ The DDO has to visit IFMS Home Page
- ✓ Click on DDO Interface
- ✓ Enter the DDO login credentials

- ✓ After Successful login the above screen will appear.

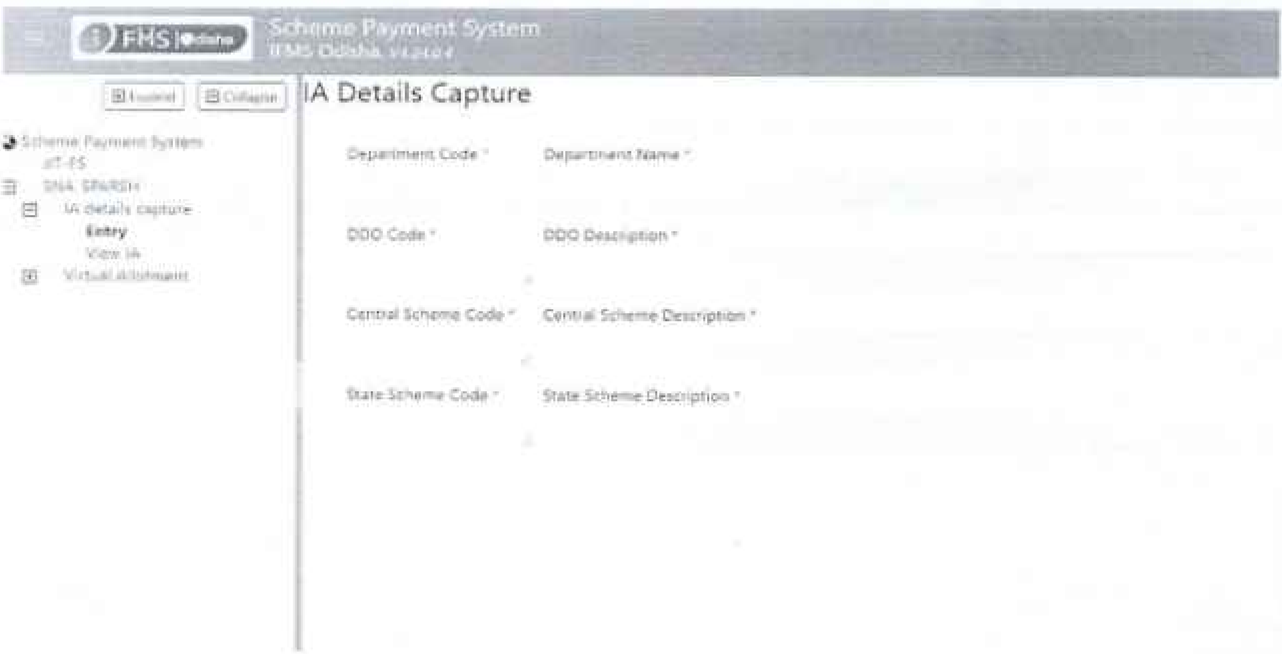
✓ Click on "Scheme Payment System" menu.

✓ If the "Scheme Payment System" menu is not showing under Application List, then DDO has to request for the Scheme

✓ Click on "SNA-SPARSH" menu.

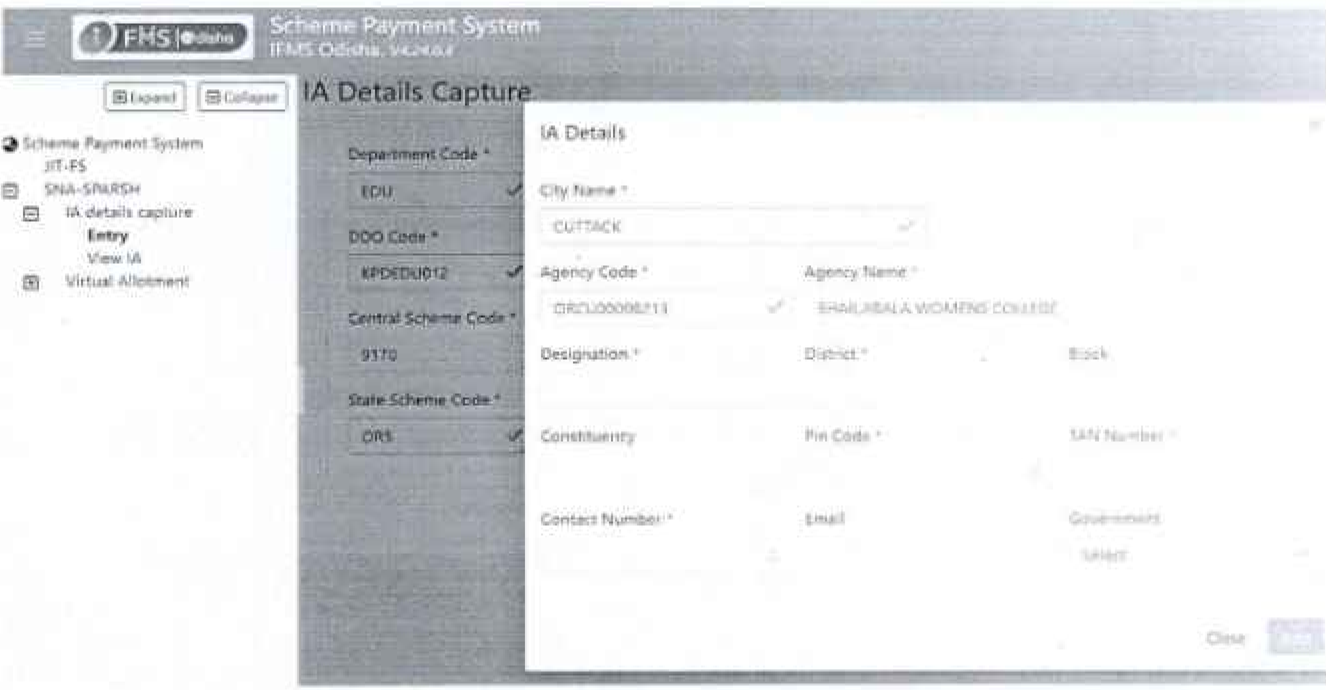
✓ Click on IA detail Capture.

✓ Click on "Entry"

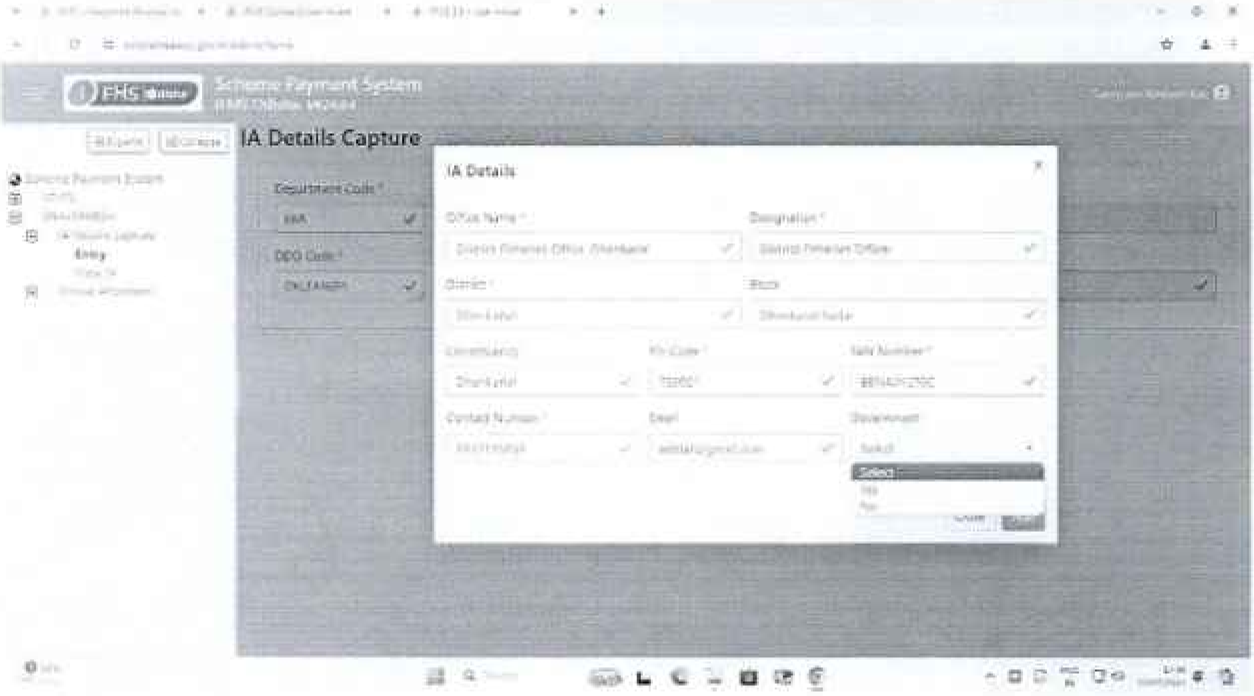


✓ Select the Department Code
✓ Enter the DDO code.
✓ The Department Name and DDO Description will be auto-populated.

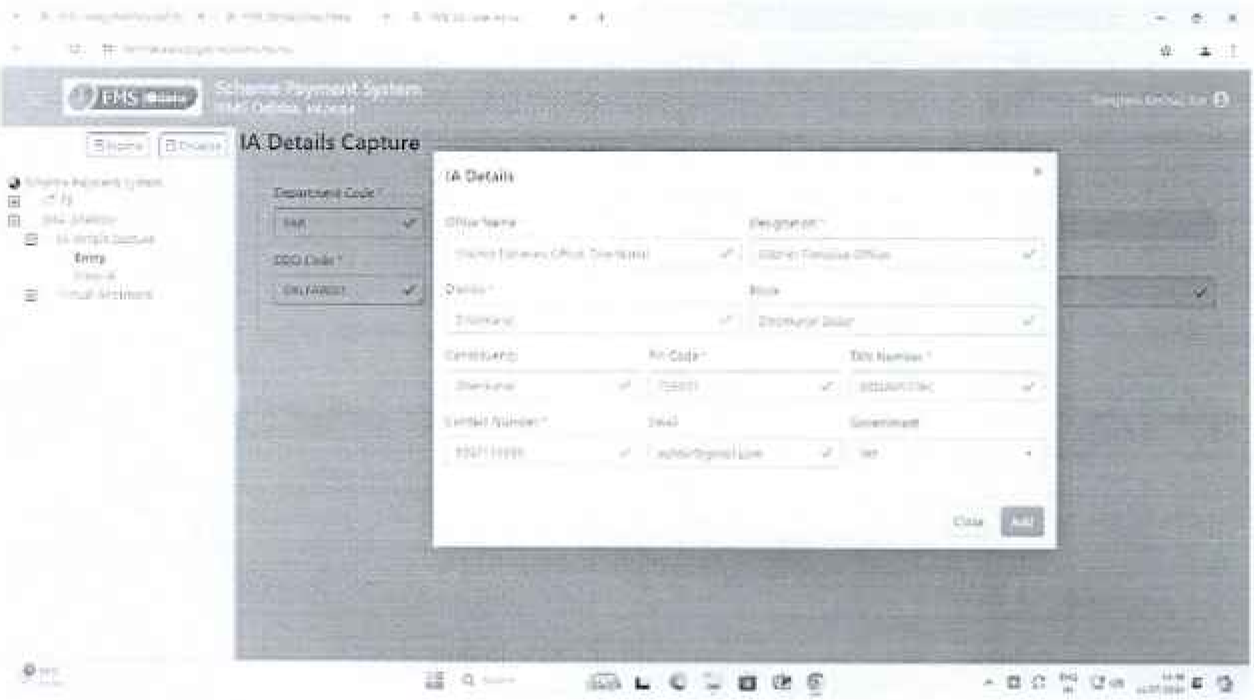
✓ Click on "Add IA"

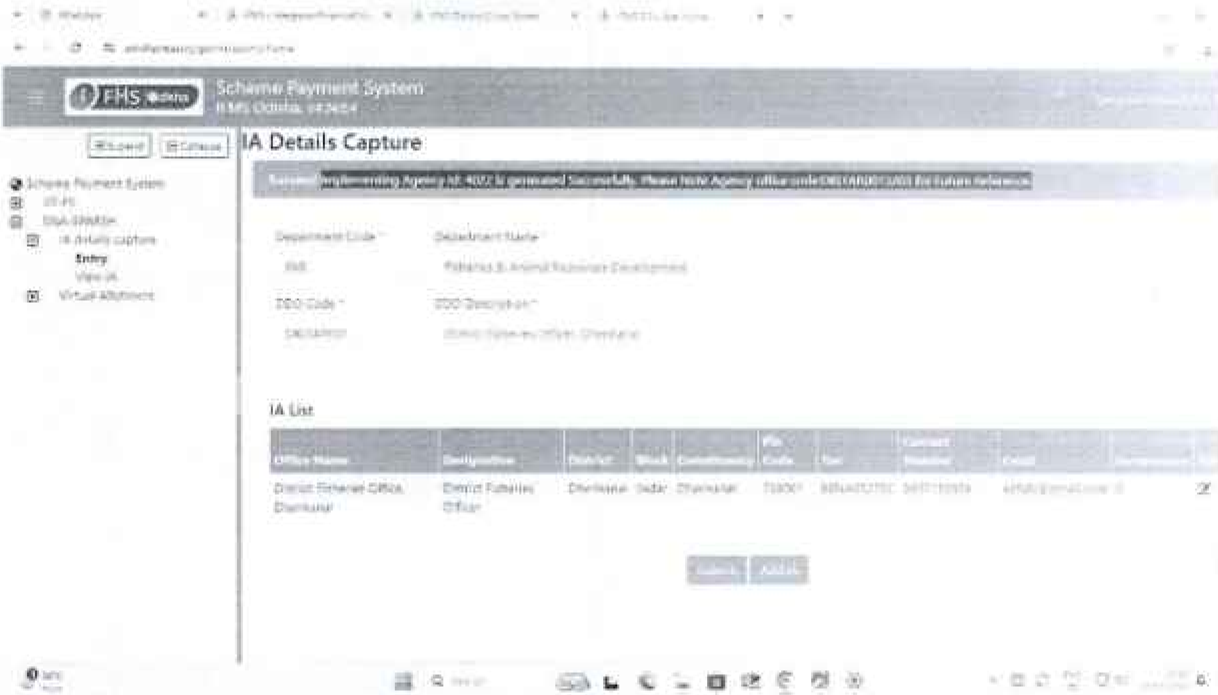


✓ Enter all the fields under IA details page.


Scheme Payment System
IA Details Capture
IA Details
Department Code *
DDO Code *
Office Name *
Designation *
District *
Block
Constituency
Pin Code *
Contact Number *
Email
Government
Select
Entry

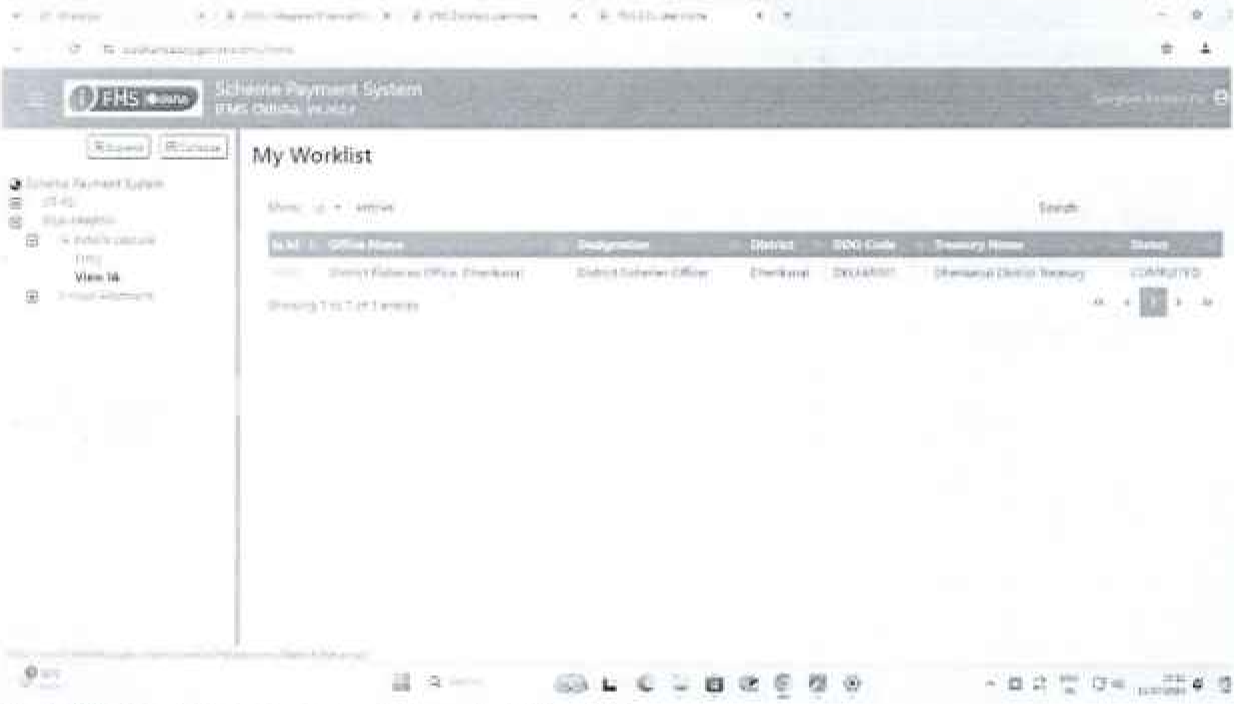
✓ Click on " ADD"


Scheme Payment System
IA Details Capture
IA Details
Department Code *
DDO Code *
Office Name
Designation *
District *
Block
Constituency
Pin Code *
Contact Number *
Email
Government
Entry
Close
Add

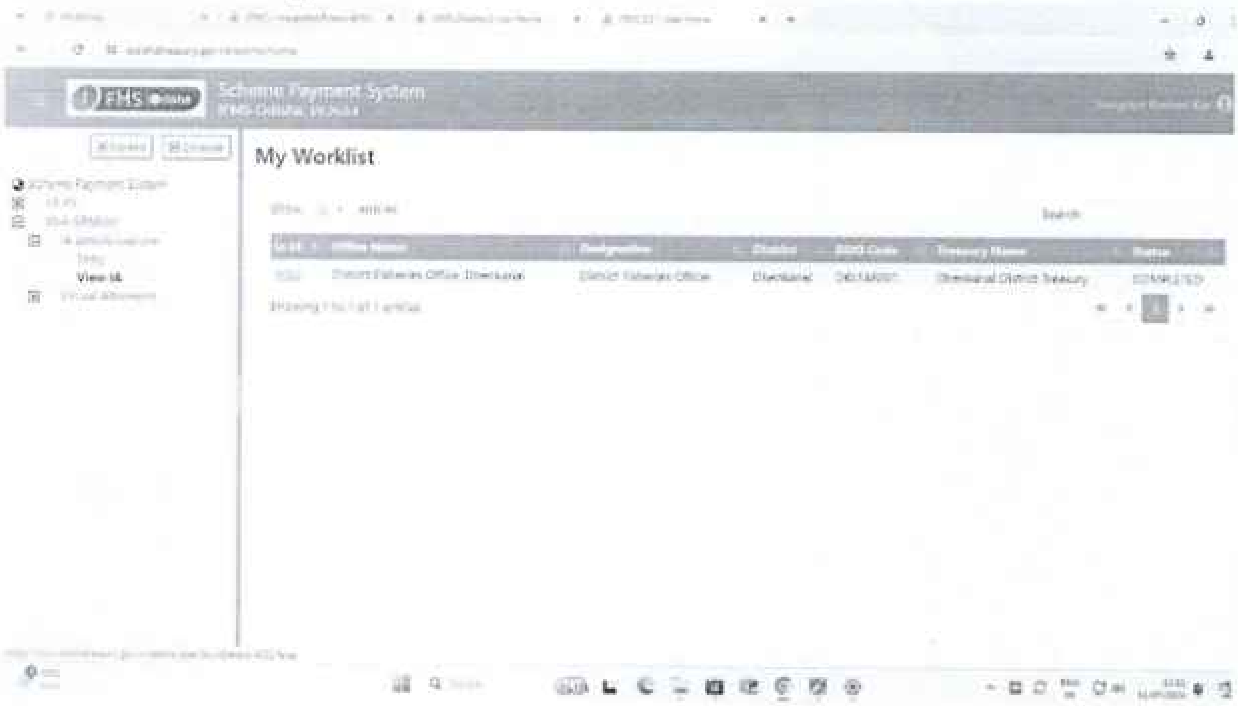


- ✓ Unique Implementing Agency ID and Office code will be generated by the System
- ✓ Save it for future reference

✓ The DDO can add another IA by going back to IA Entry menu



✓ The DDO can view the registered IAs under 'View IA' menu



Scheme Payment System
IFMS Odisha

IA Details View

Grantee Details

Department Code *	Department Name *
FAR	Fisheries & Animal Resources Development

DDO Code *	DDO Description *
[illegible]	District Fisheries Office, Dhenkanal

SSU/IO Details

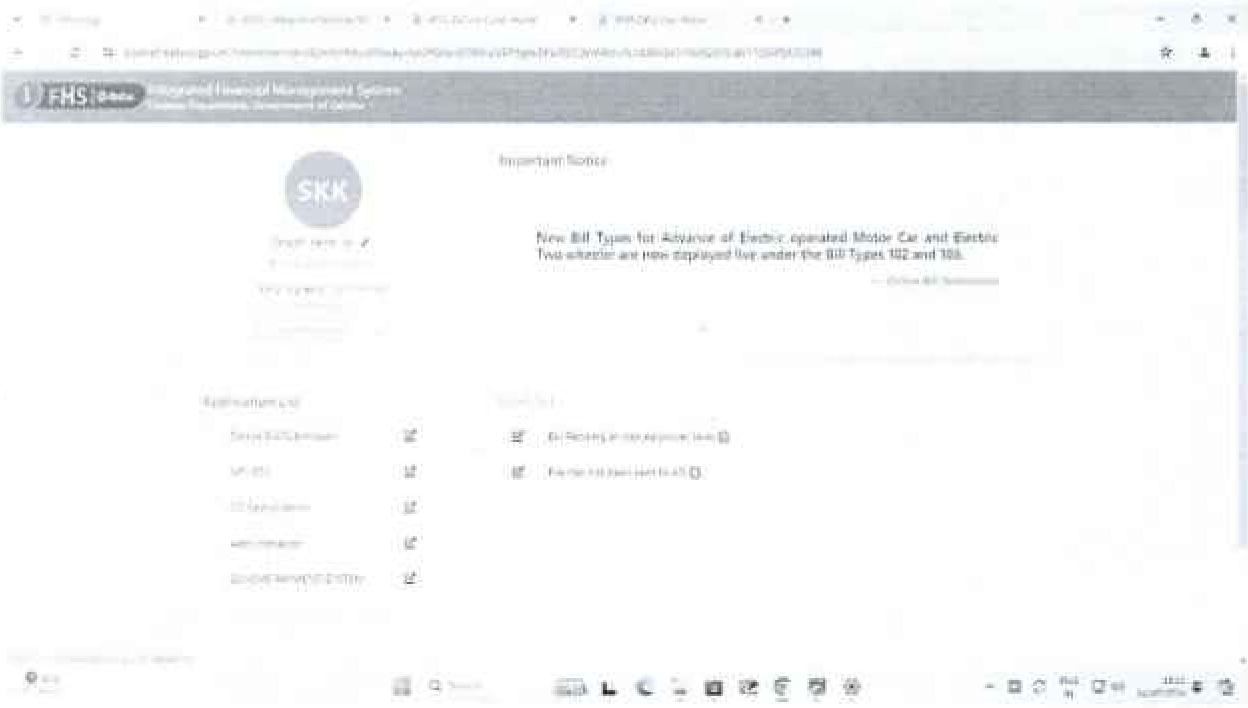
Office Name *	Designation *
District Fisheries Office, Dhenkanal	District Fisheries Officer

District *	Block
Dhenkanal	[illegible]

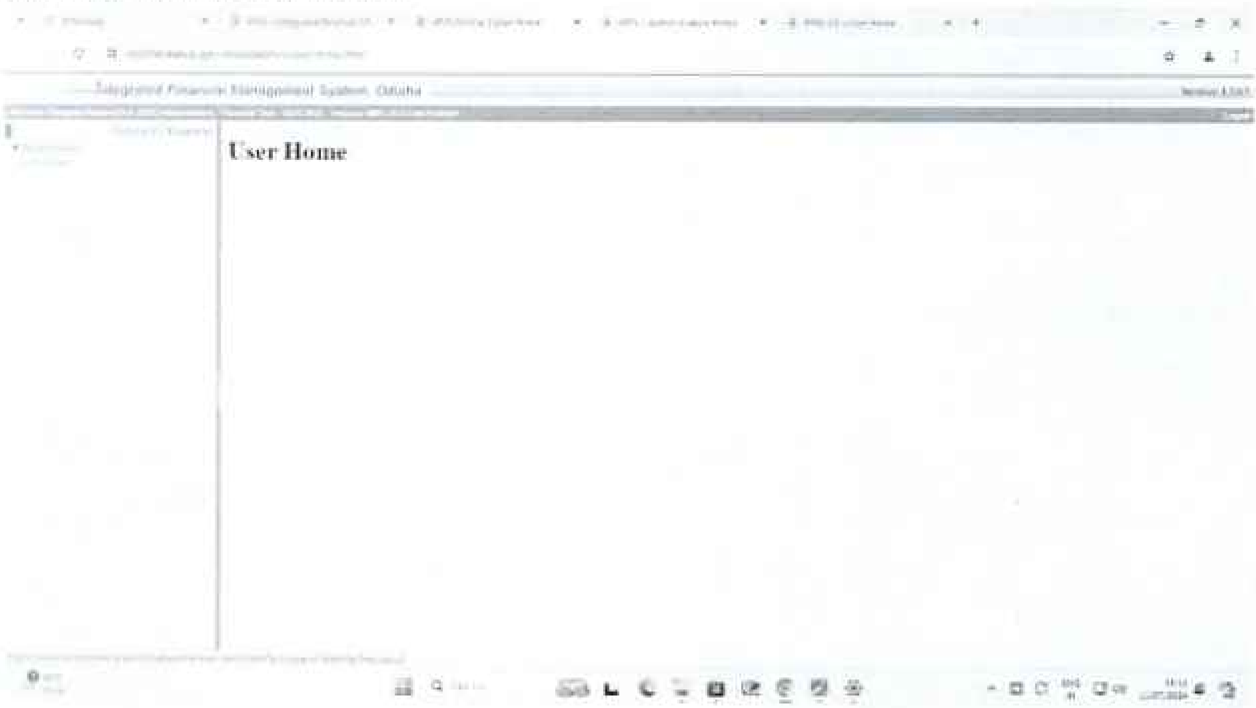
Constituency	Pin Code *	[illegible]
Dhenkanal	[illegible]	[illegible]

Contact Number *	Email	[illegible]
[illegible]	[illegible]	[illegible]

Creation of User Credentials for the Implementing Agency by the DDO:

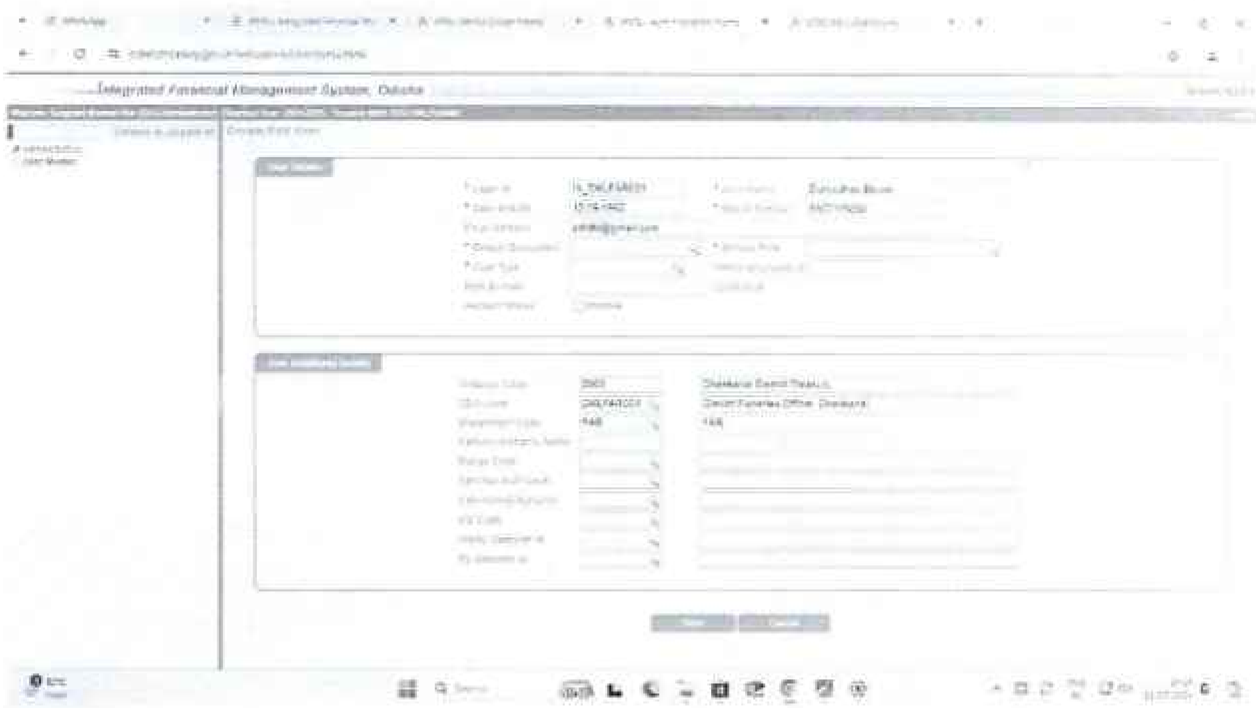


- ✓ The DDO goes to his 'Application List'
- ✓ Selects the 'Administration' Menu



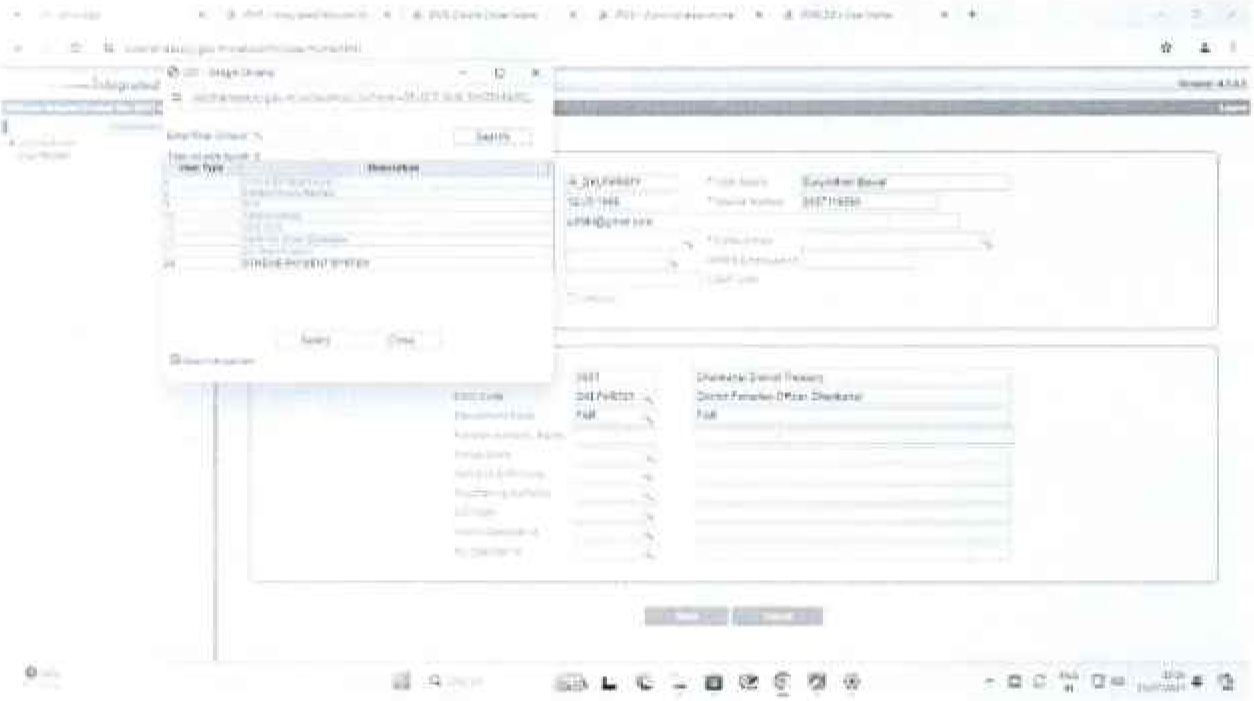
- ✓ Click On 'User Master'

- ✓ Click on 'Create User'
- ✓ Fill the details
- ✓ Enter the Desired Login ID (If Available), User name, DoB etc.

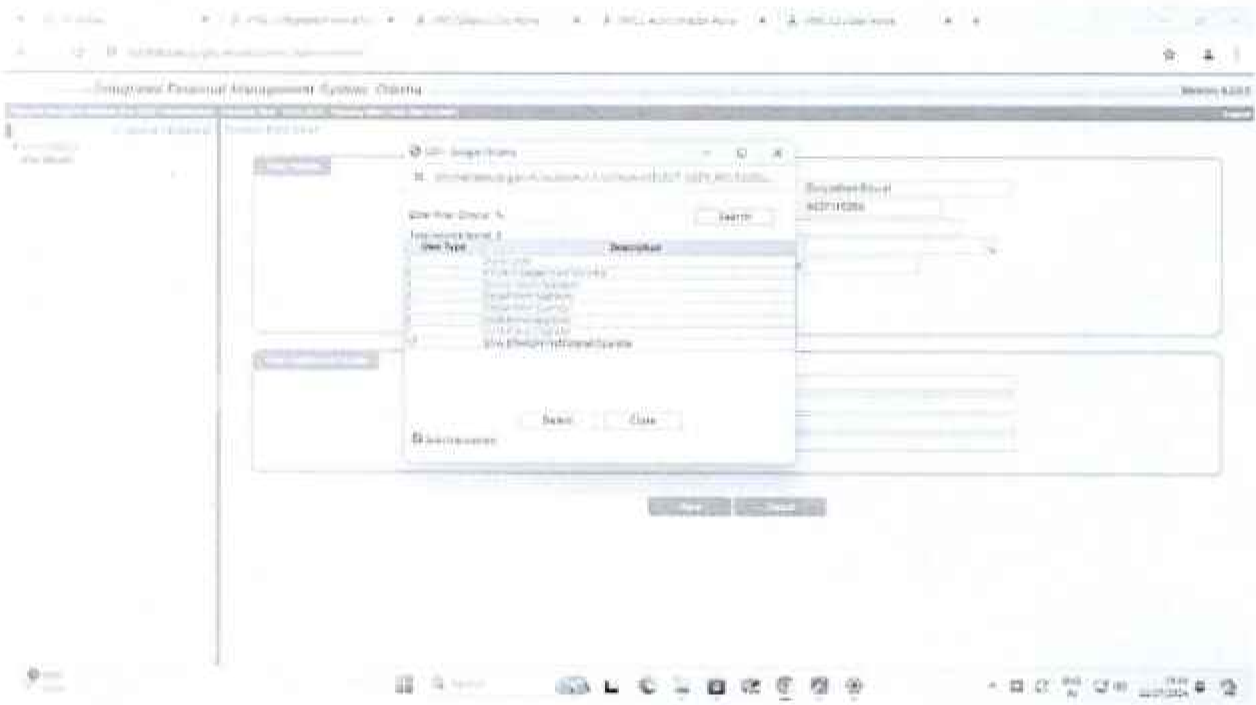


- ✓ DDO fills correct 'User Details' and 'User Additional Details'

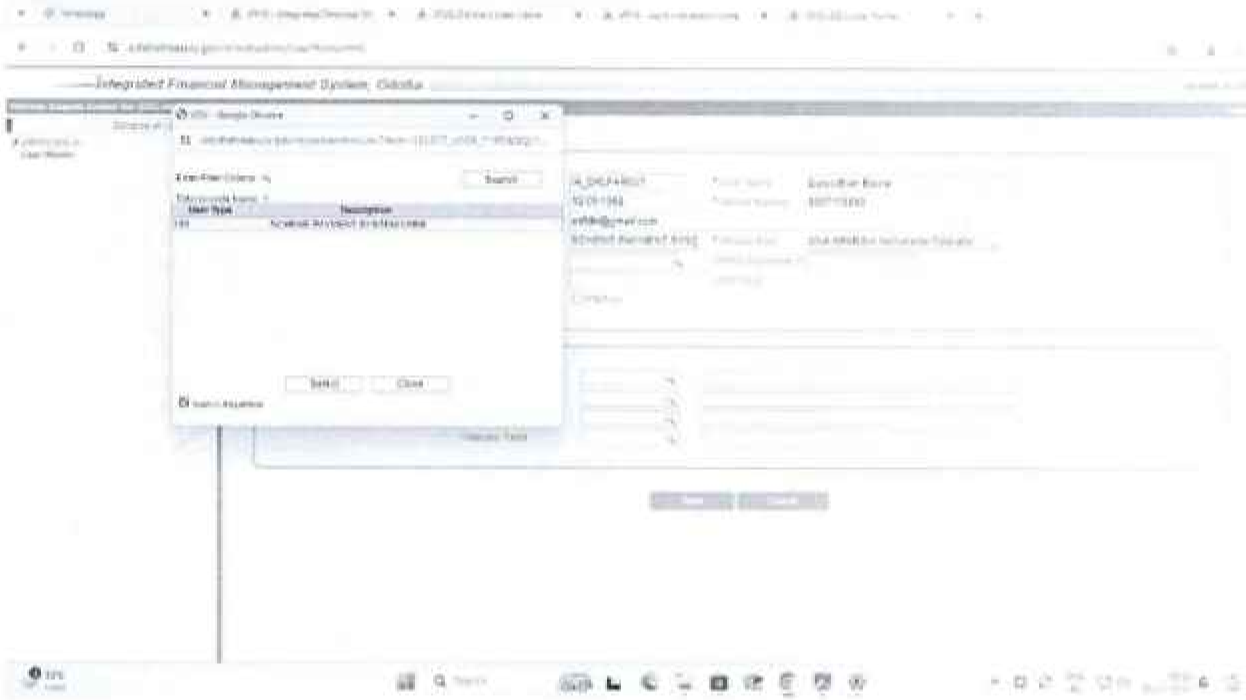
✓ DDO chooses 'Default Subsystem' as "SCHEME PAYMENT SYSTEM"



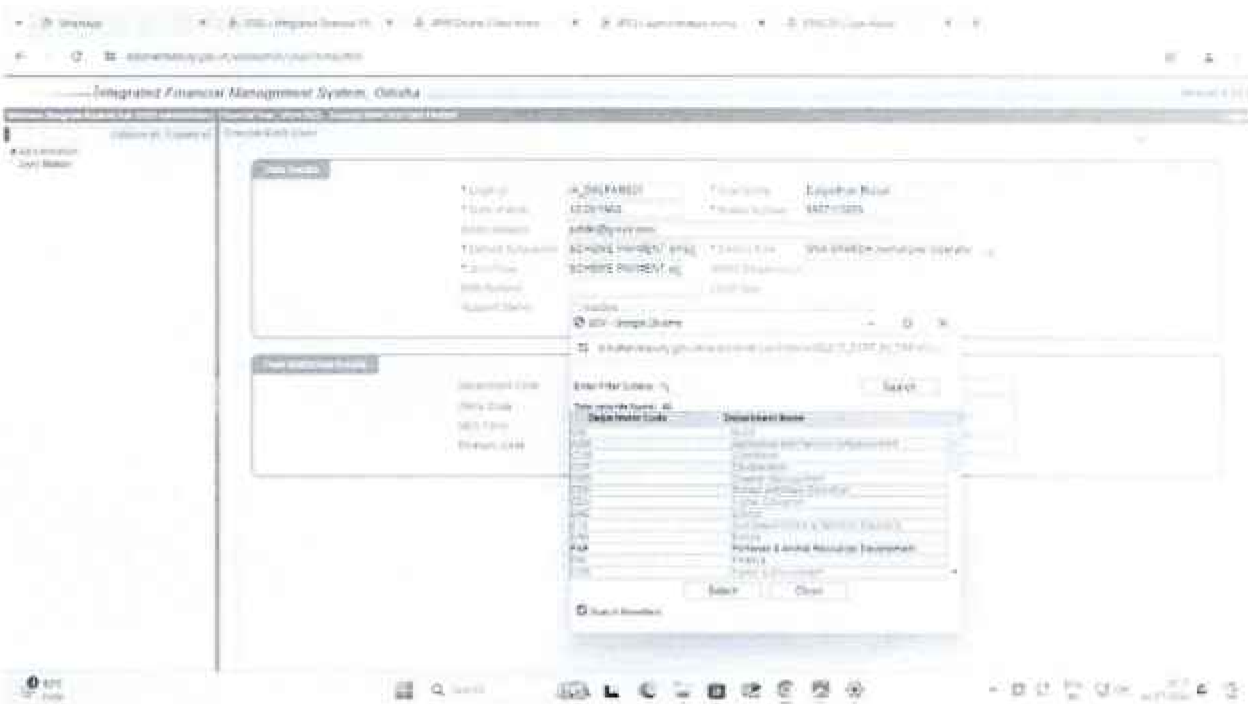
✓ DDO chooses 'Default Role' as "SNA SPARSH Institutional Operator"

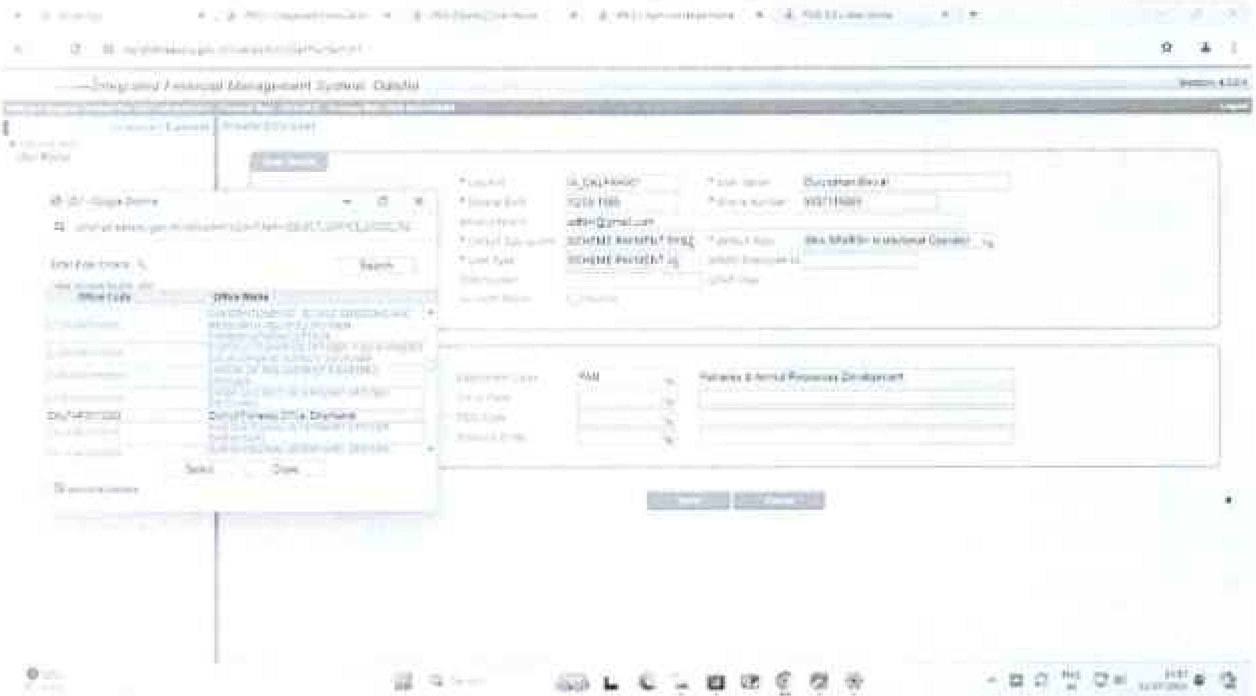


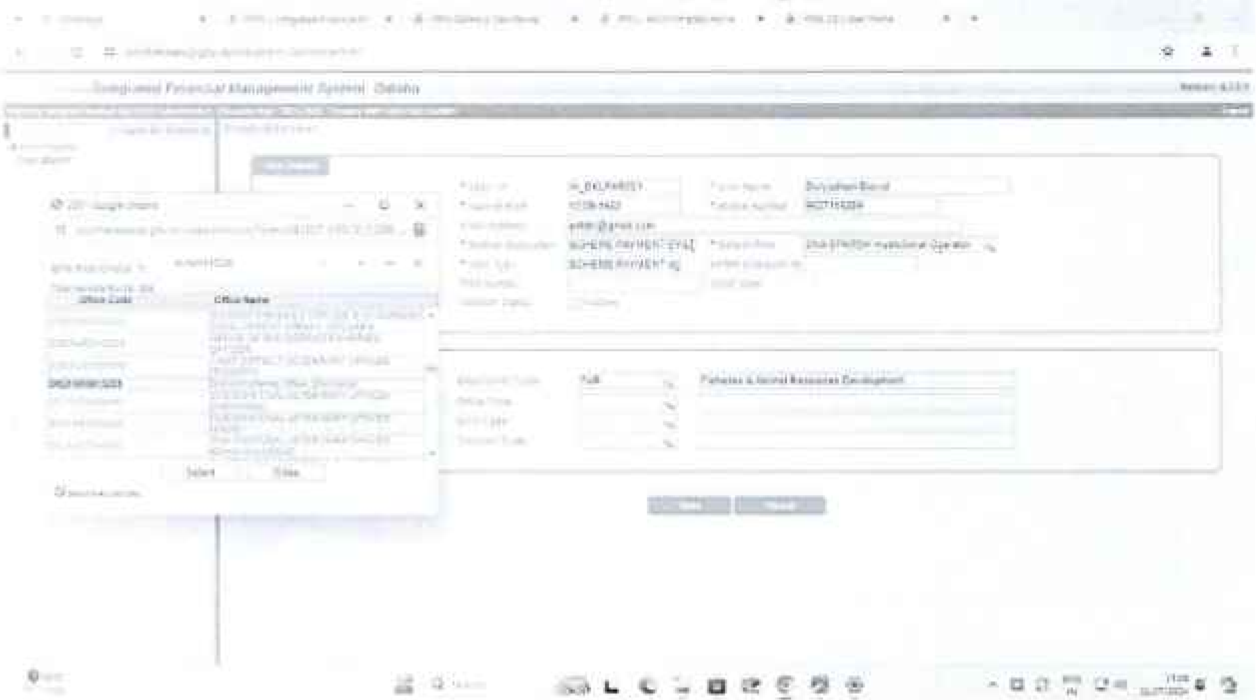
✓ DDO chooses 'User Type' as "SCHEME PAYMENT SYSTEM USER"

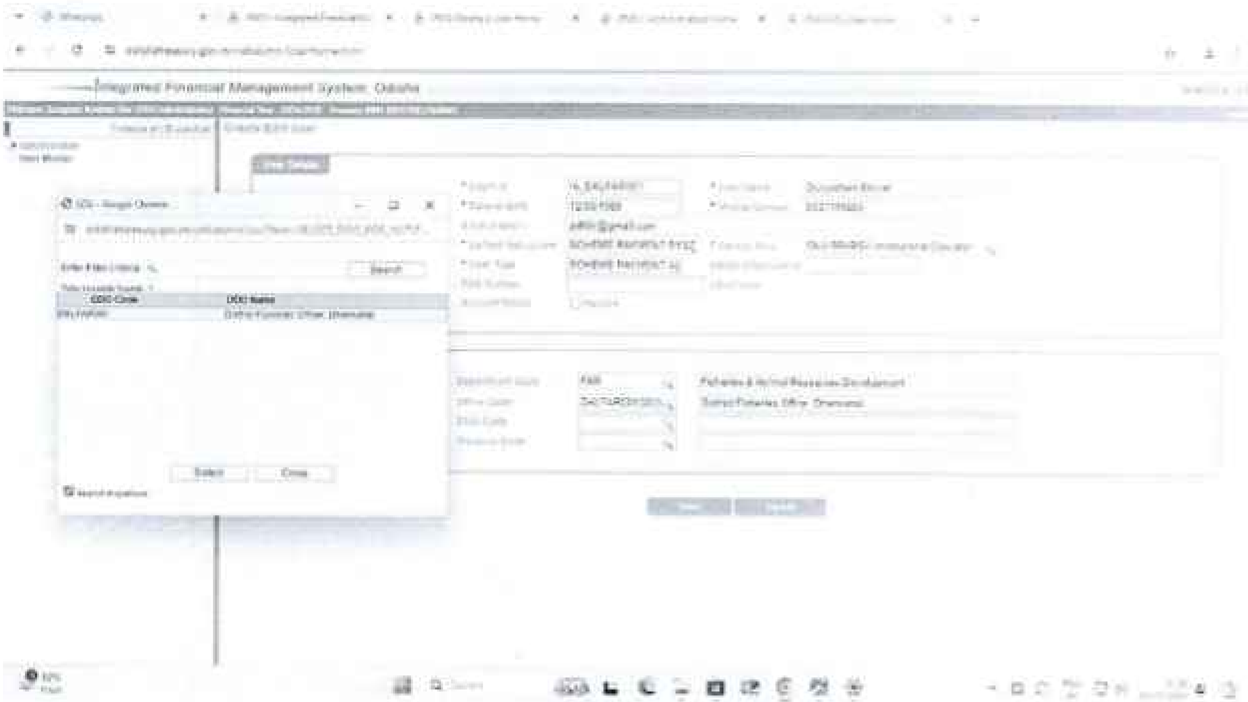


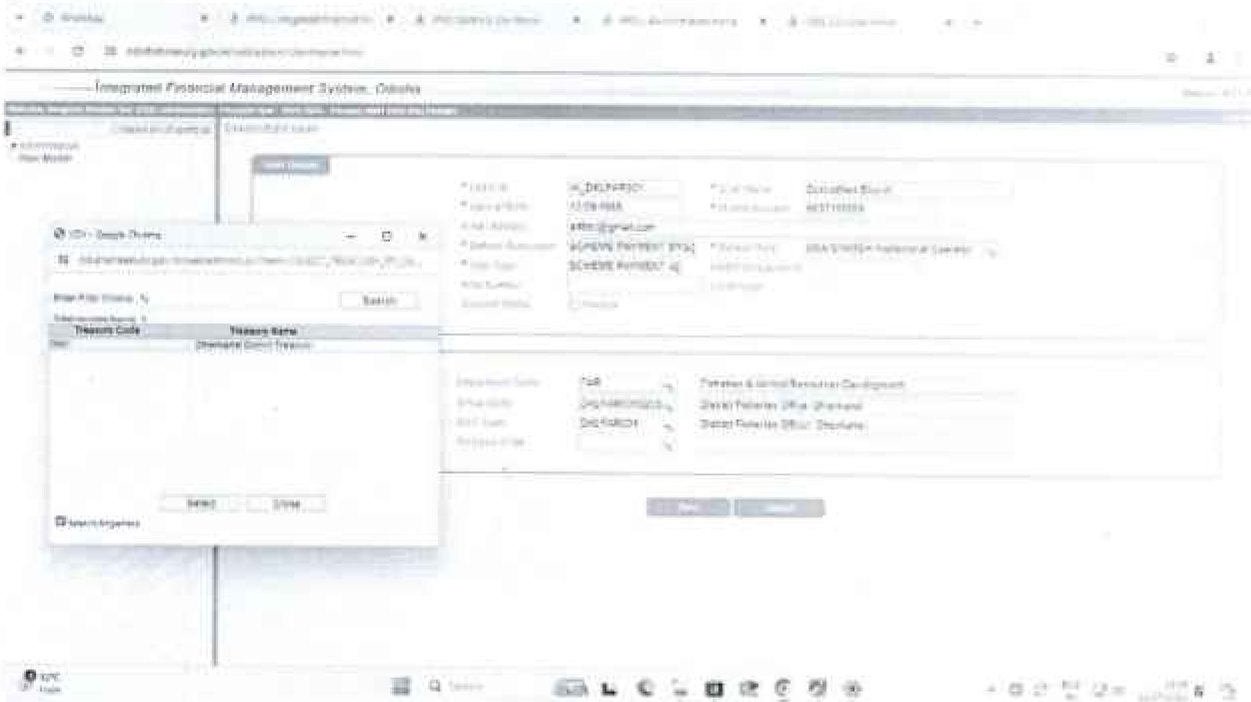
✓ DDO selects correct 'Department Code', 'Office Code', 'DDO Code' and 'Treasury Code'



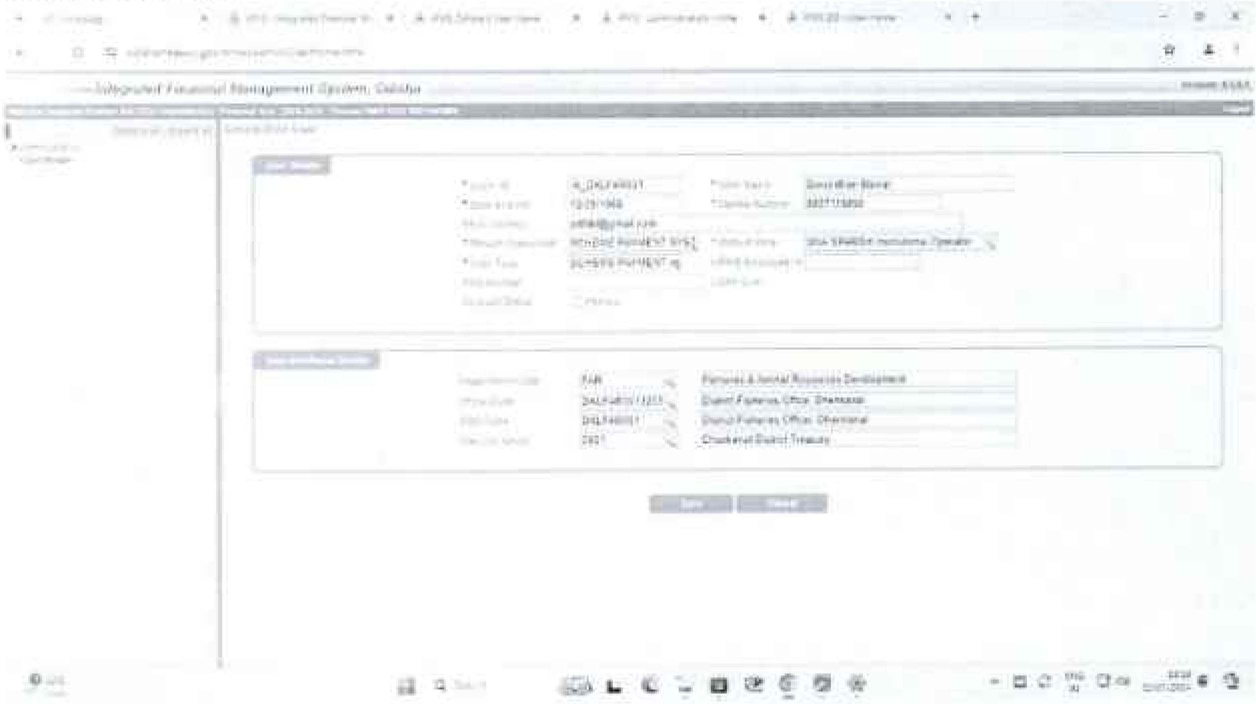

Integrated Financial Management System: Odisha
Search
Office Code
Office Name
Select
Close
Fisheries & Animal Resources Development


Integrated Financial Management System: Odisha
Office Code
Office Name
Select
Close
Fisheries & Animal Resources Development

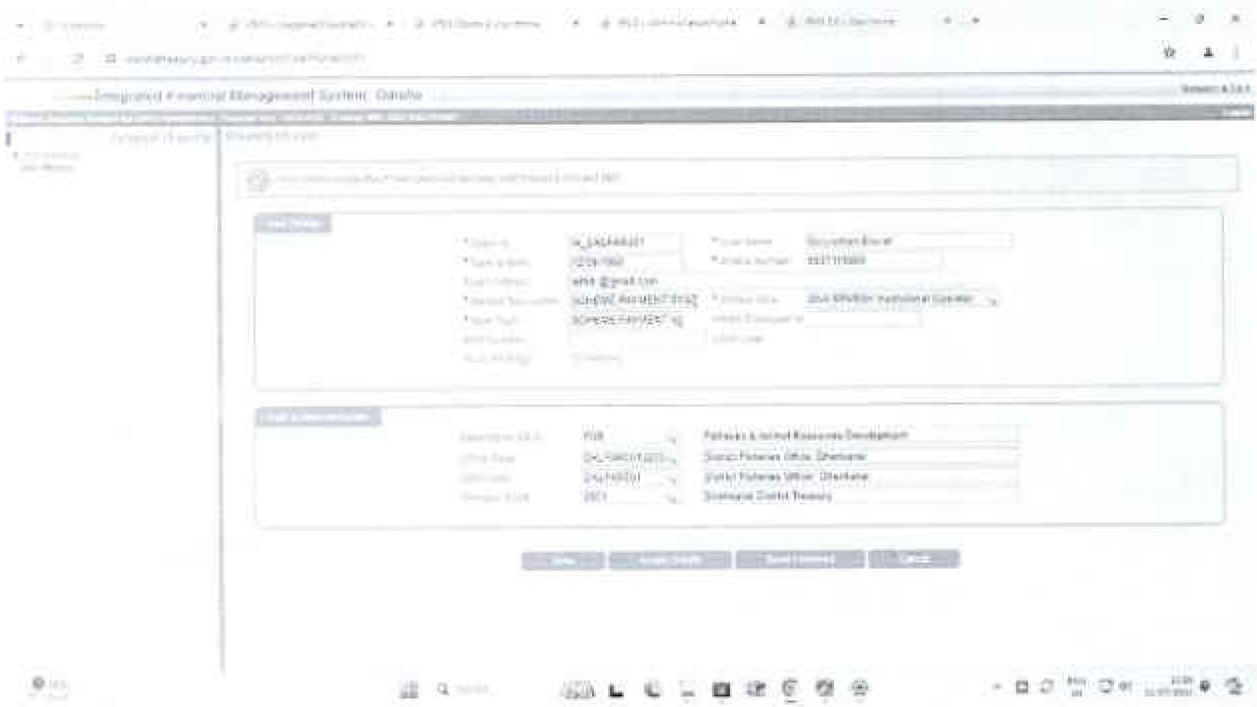

Integrated Financial Management System, Odisha

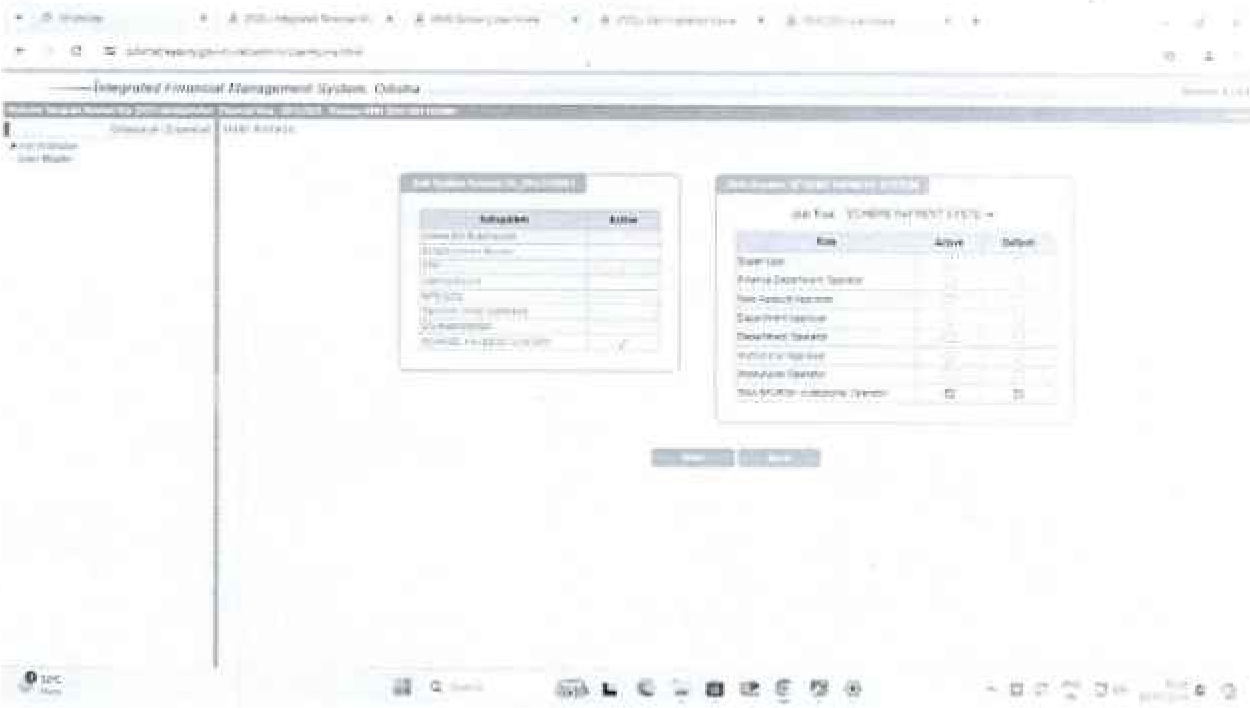

Integrated Financial Management System, Odisha

- ✓ DDO clicks on 'Save'

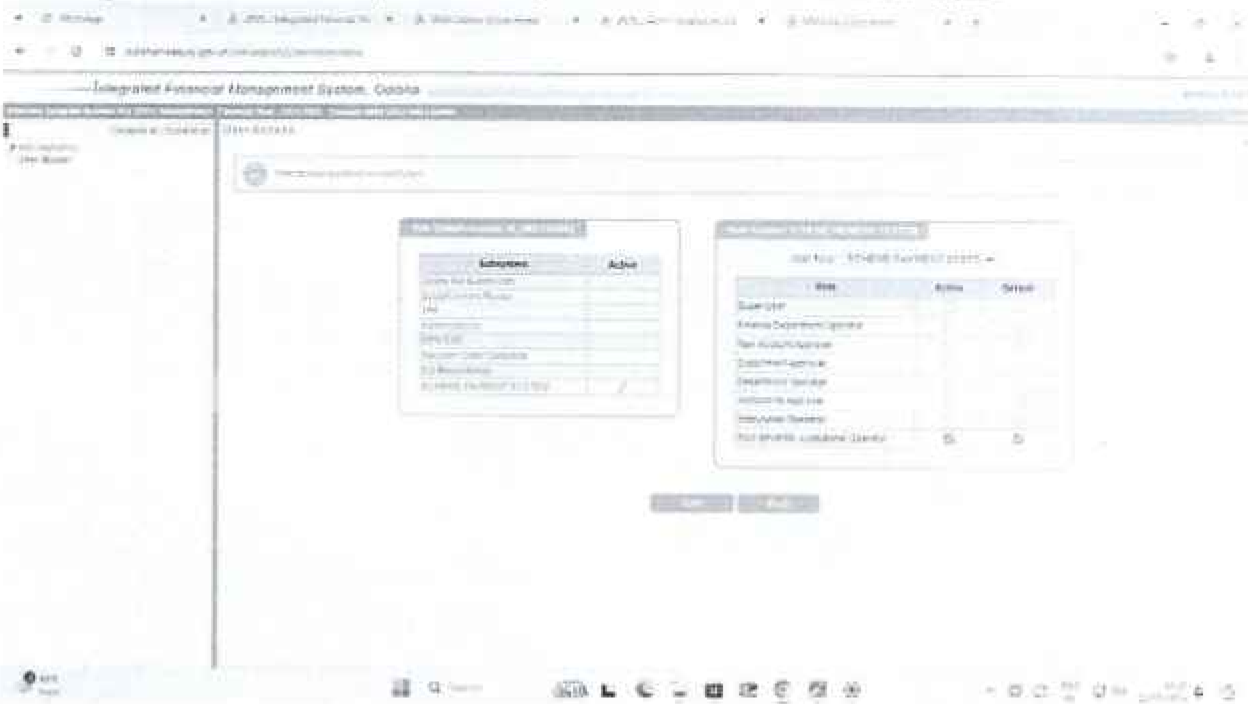


- ✓ Successful User Creation message is displayed.
- ✓ DDO then clicks on 'Access Details' to provide proper access to created IA



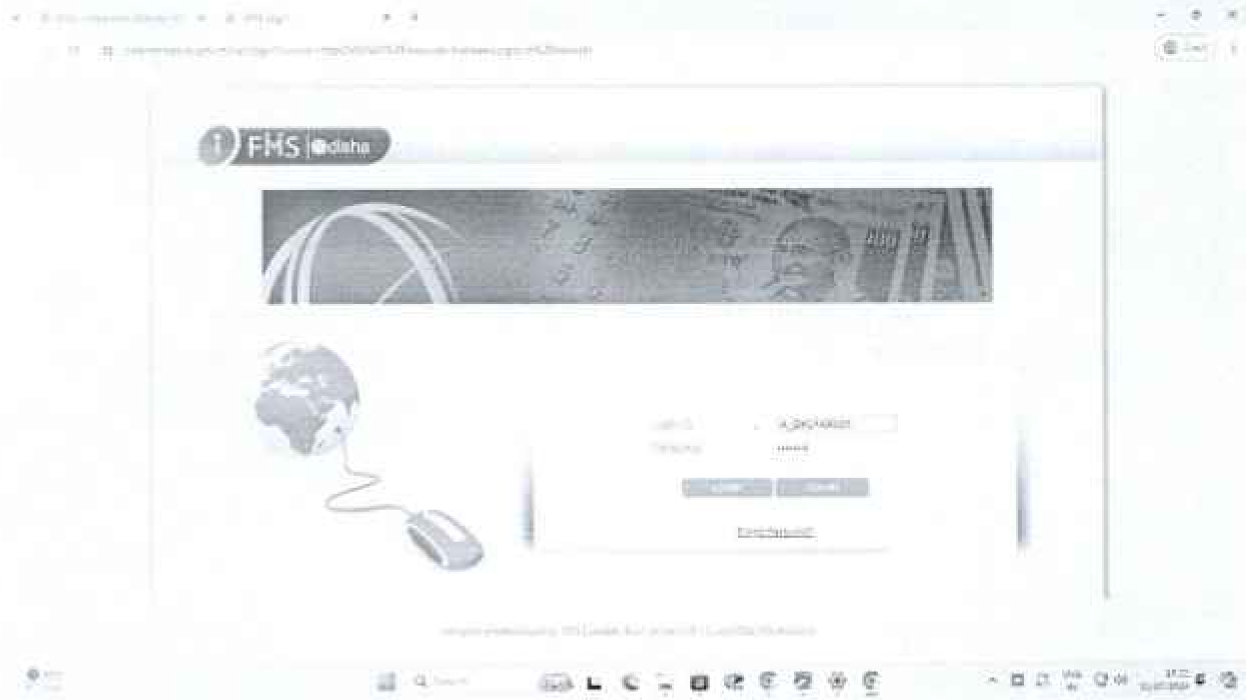


✓ DDO checks and verifies 'Sub System Access', and 'Role Access' and clicks on 'Save'.

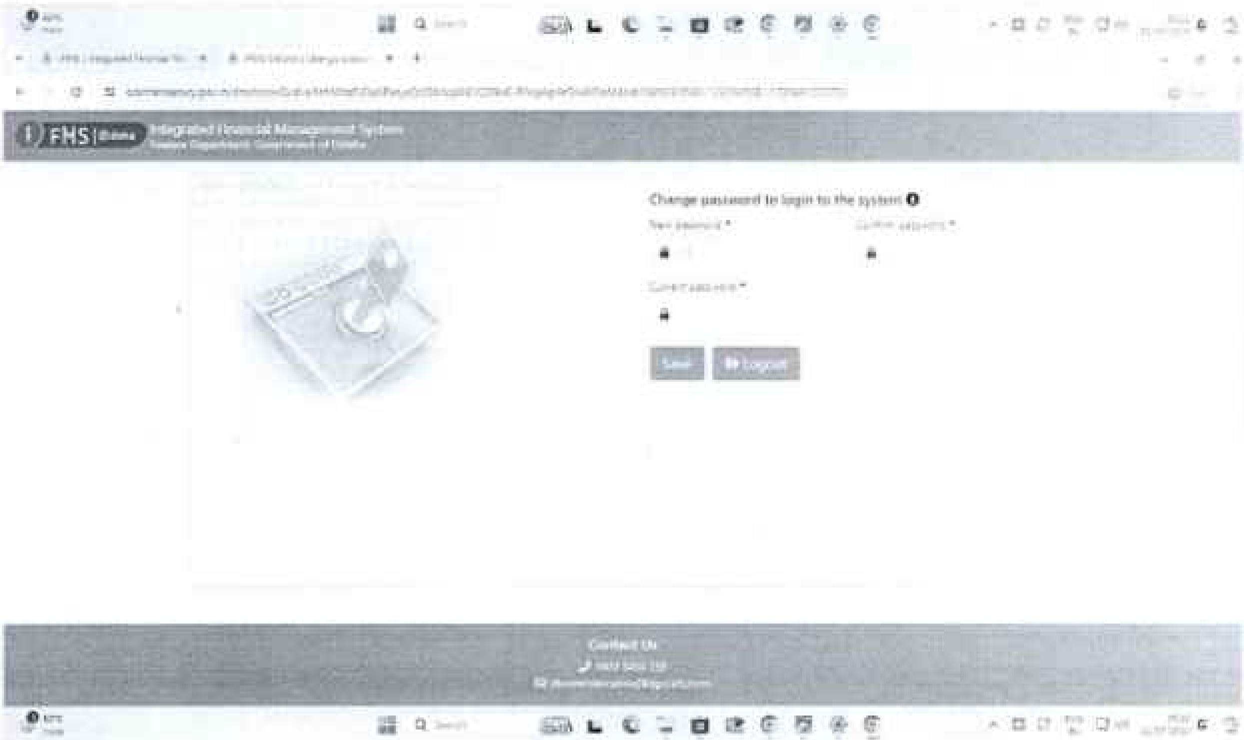


Implementing Agency Log In

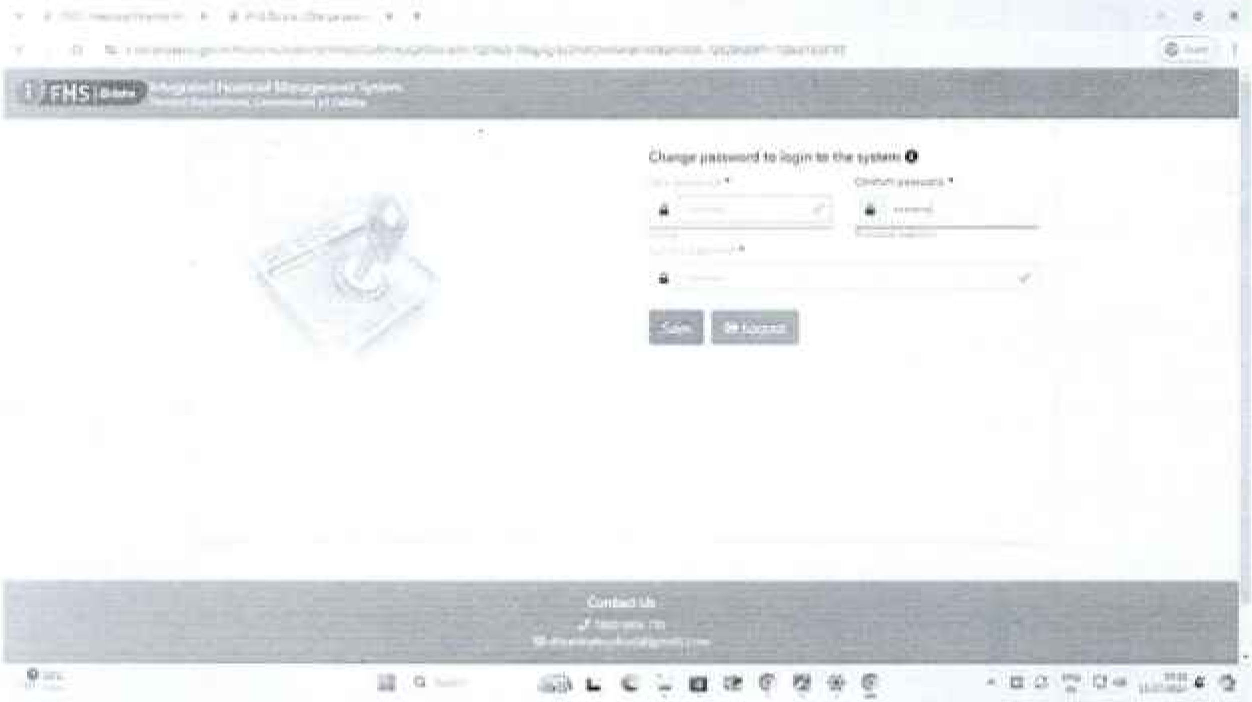
- ✓ IA opens IFMS Odisha official web portal
- ✓ Clicks on 'DDO Interface'
- ✓ Enters his / her 'Login Id' (as created by DDO) and 'Password' (received in Mobile SMS)

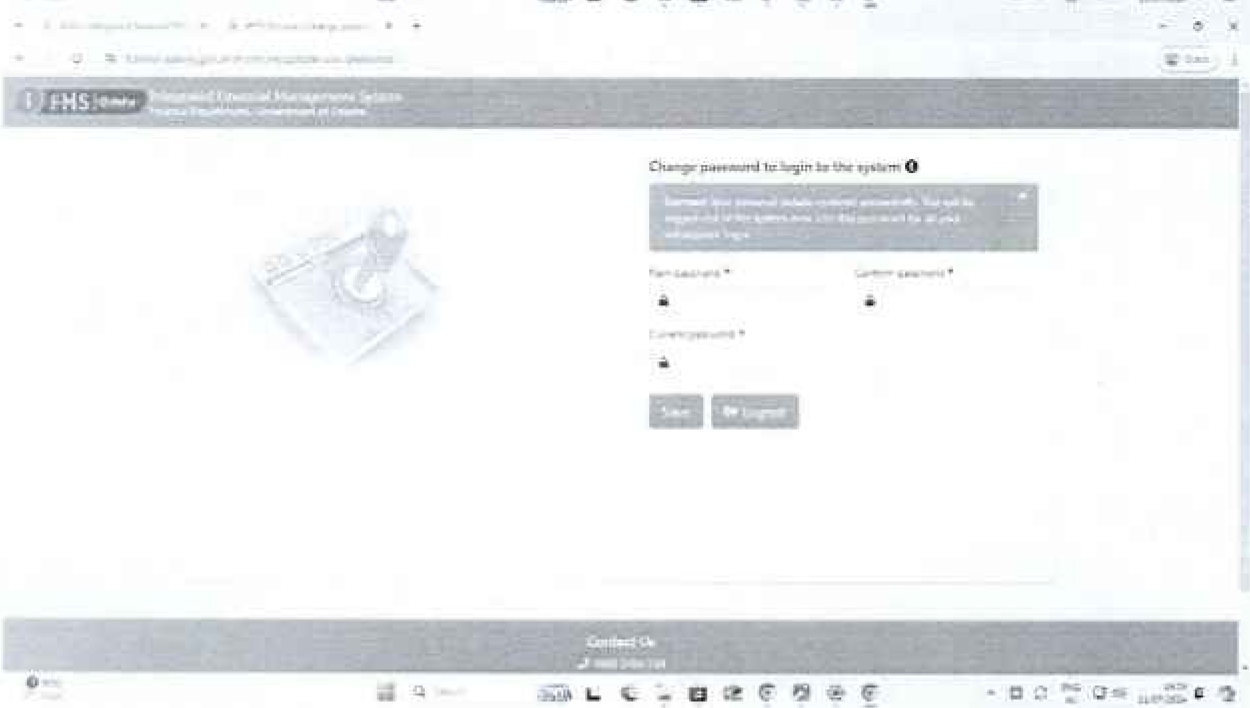



Two step authentication


Integrated Financial Management System
Change password to login to the system
Save
Logout
Contact Us

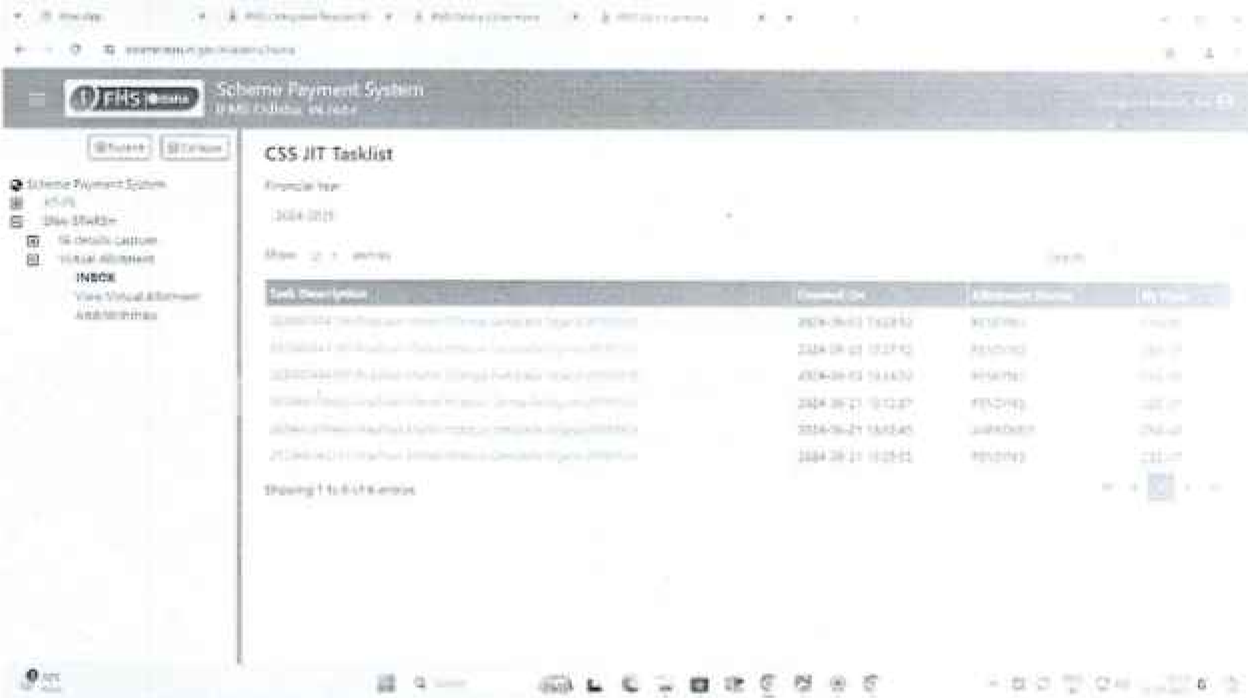
✓ IA changes the Login Password

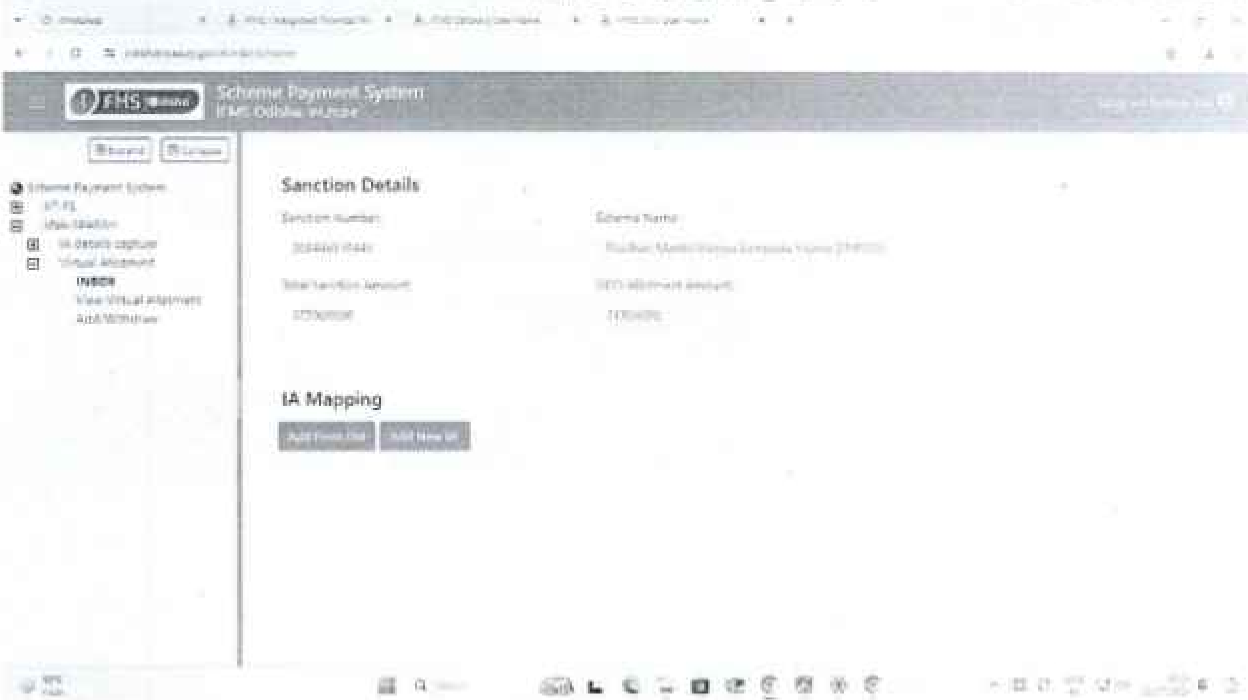




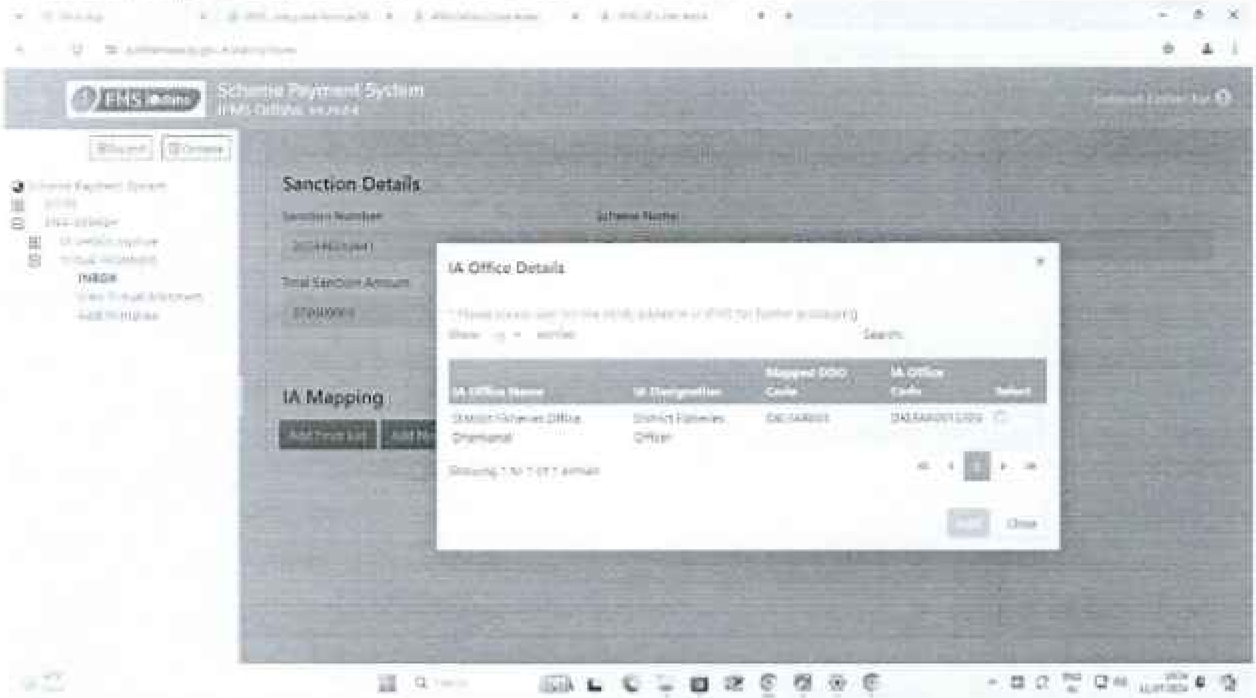
Allocation of Virtual Allotment from DDO to IA

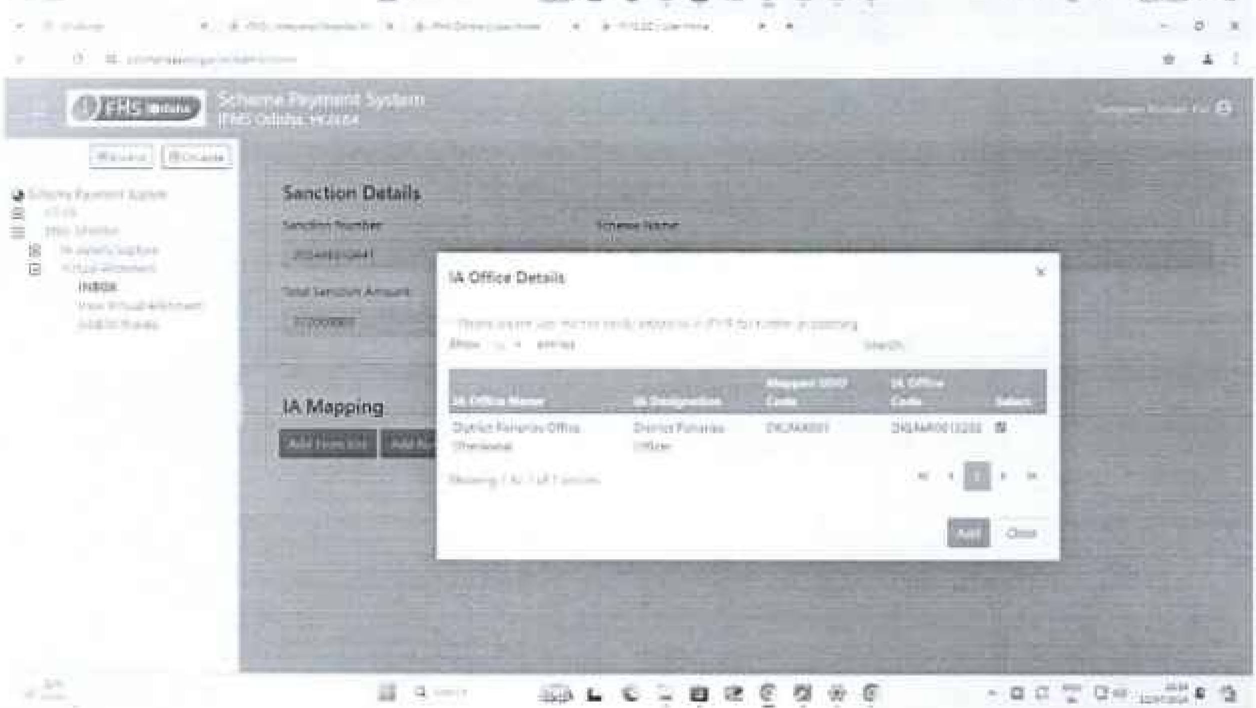
- ✓ DDO logs in to system and Clicks on SNA-SPARS >>Virtual Allotment>>INBOX
- ✓ DDO clicks on a particular Sanction Order shown in 'Task Description'



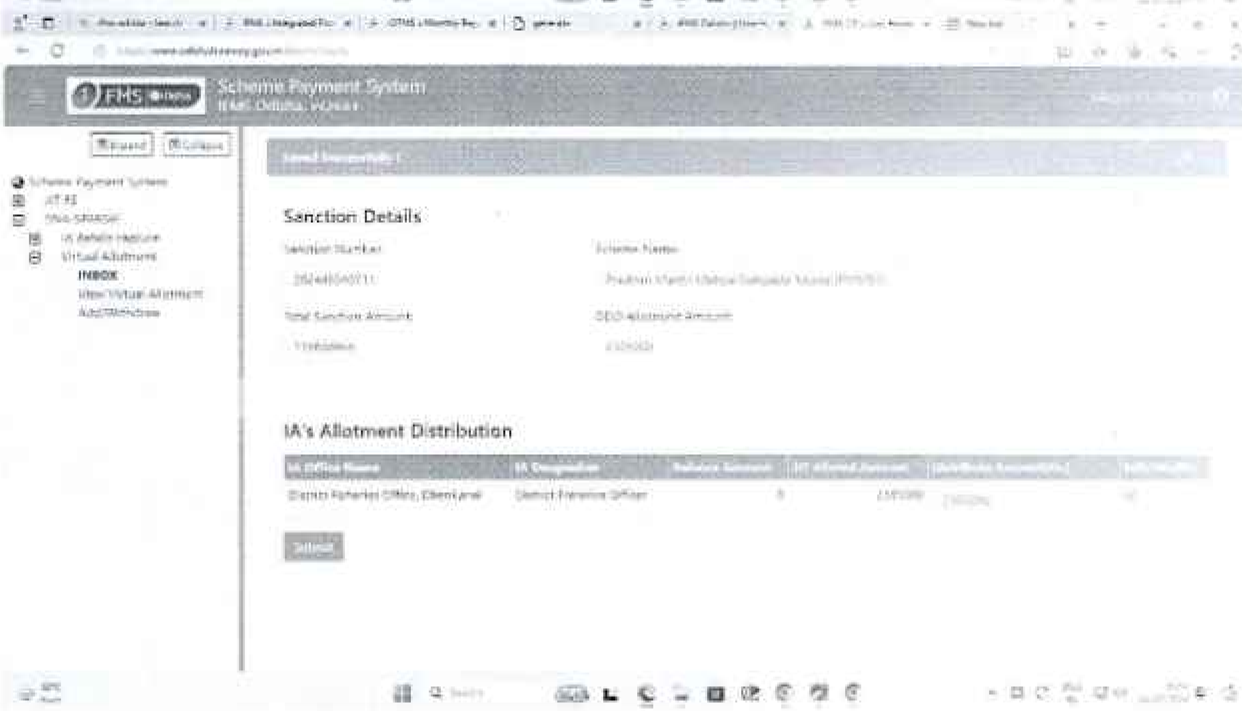


- ✓ DDO verifies the 'Sanction Details' and clicks on IA Mapping>>Add From List
- ✓ DDO selects IA(s) to allocate Virtual Allotment and clicks on 'Add'

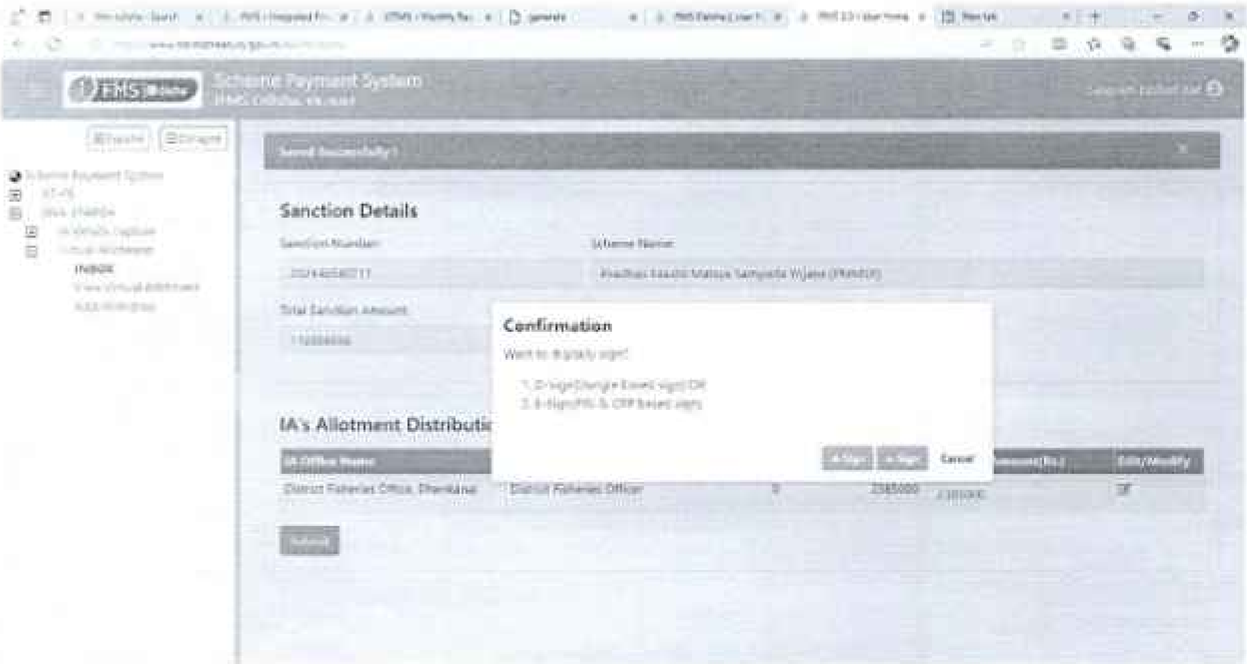


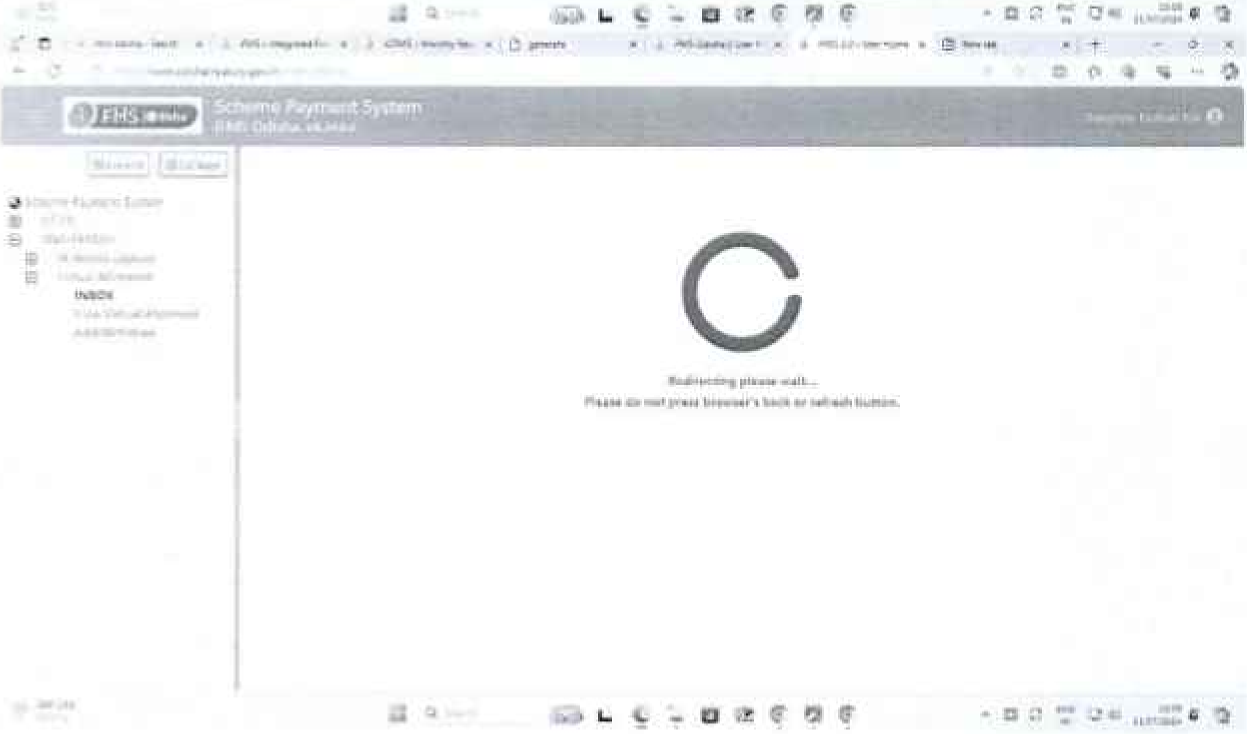


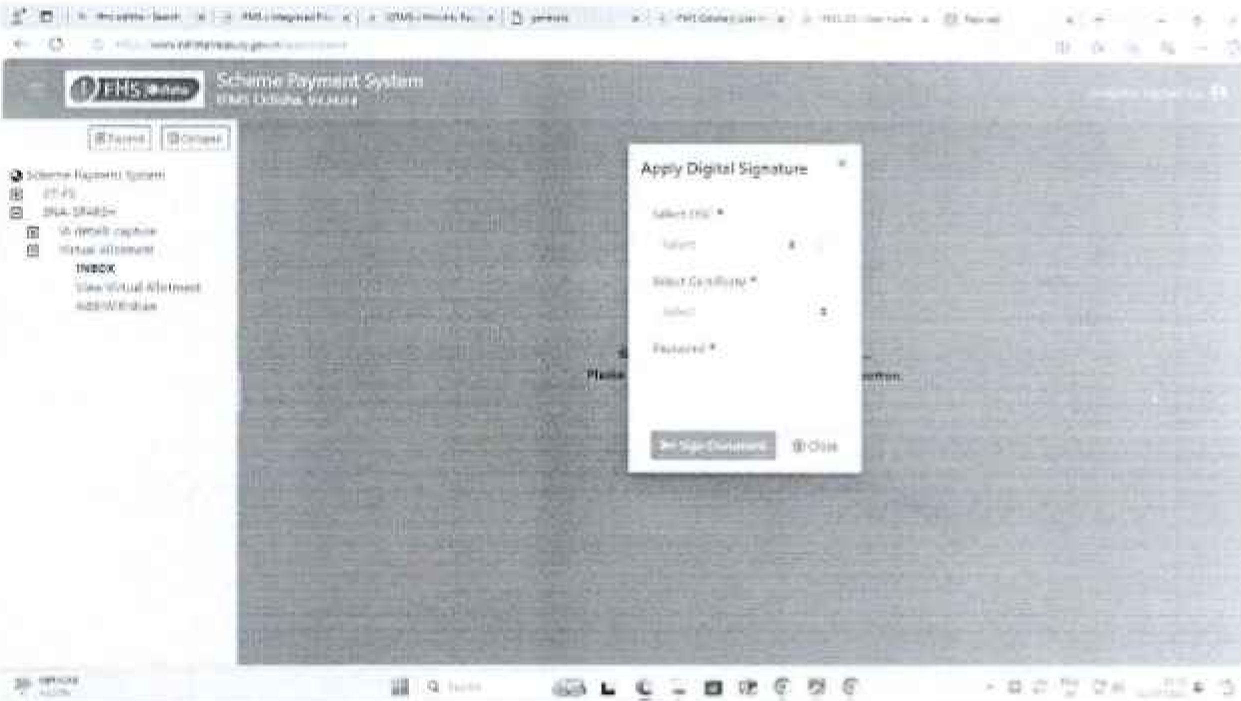
✓ DDO clicks on 'Save' icon and then clicks on 'Submit' icon



✓ DDO digitally signs

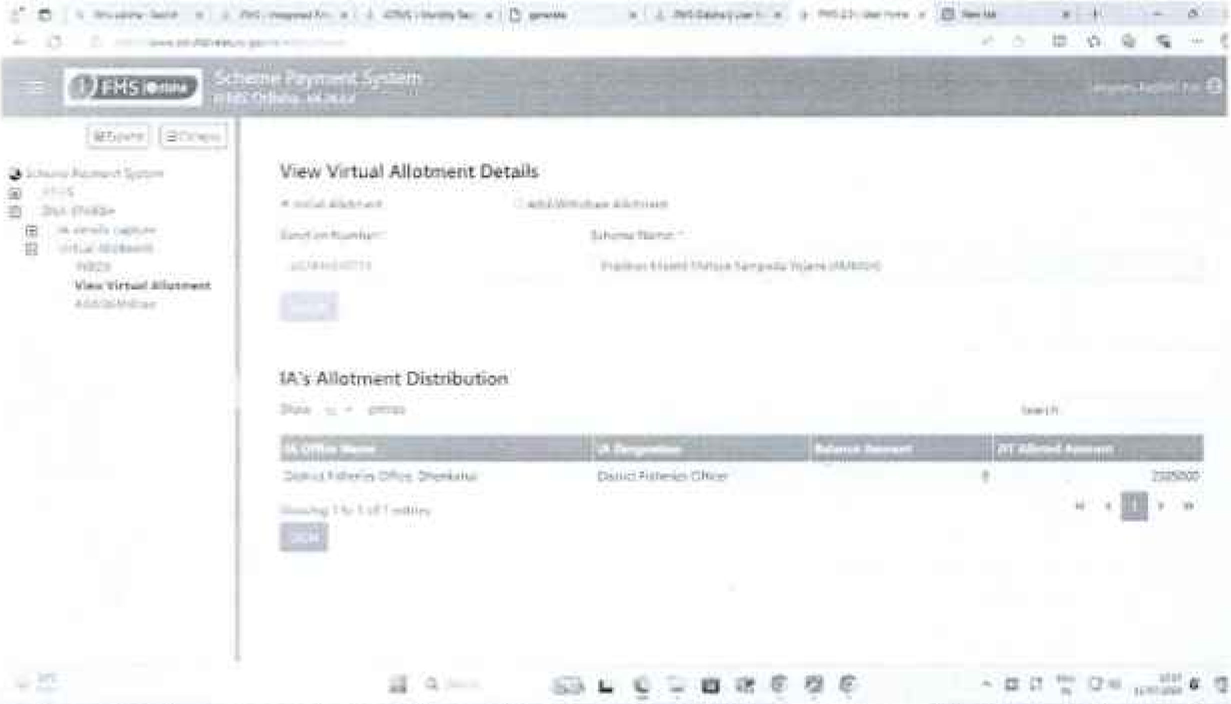


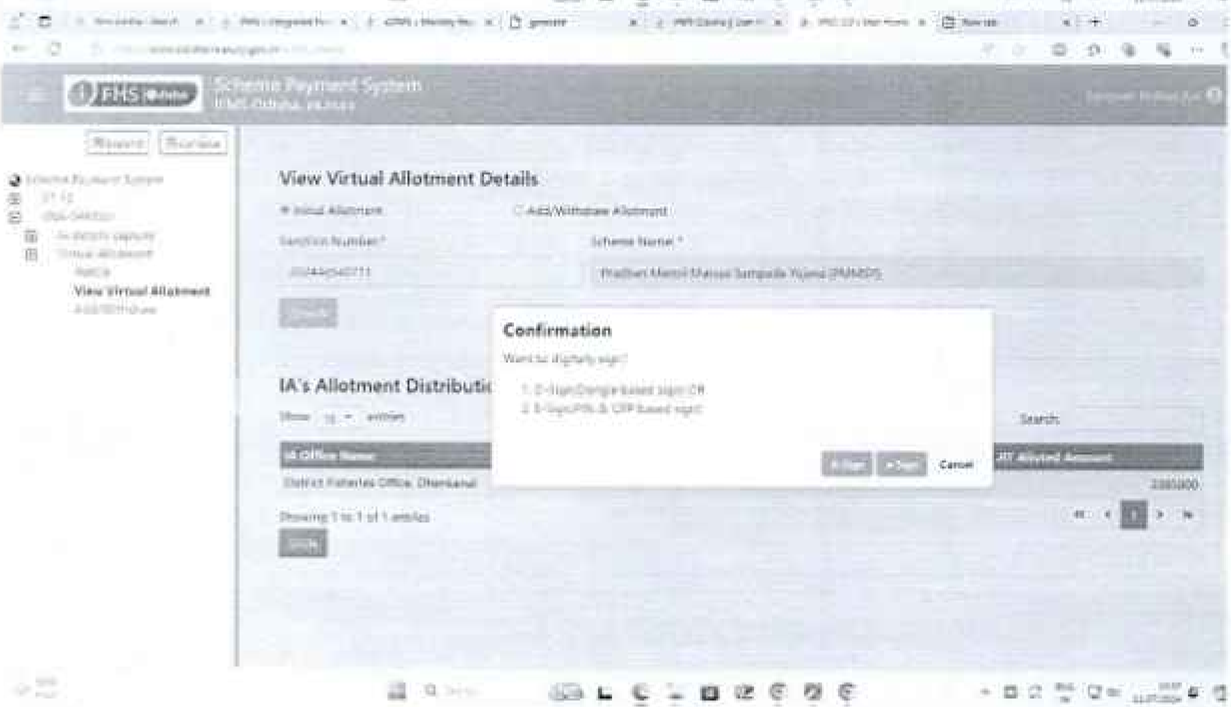


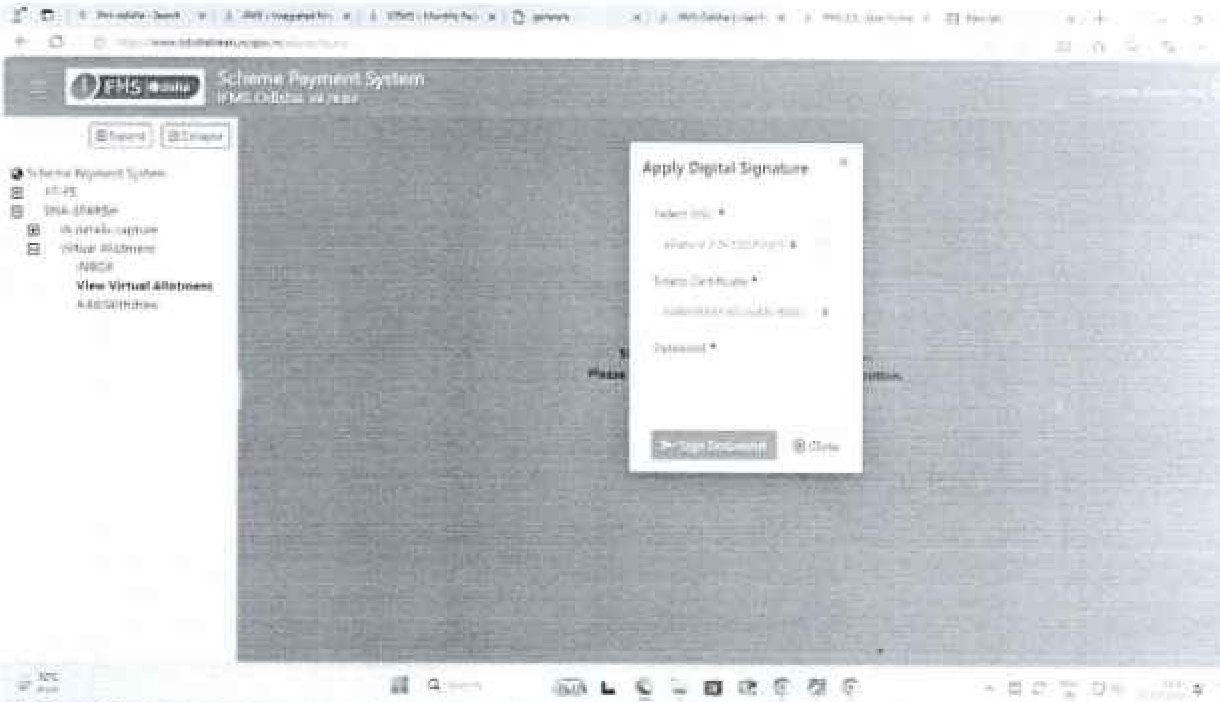


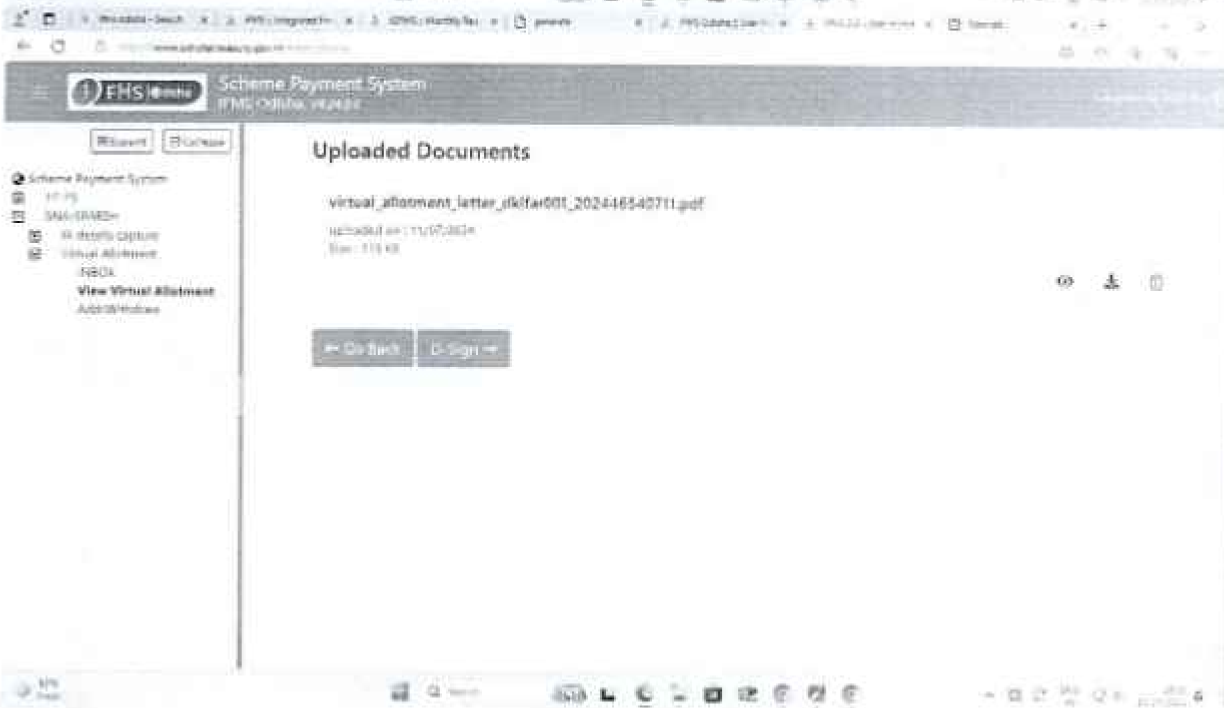
- ✓ Successful Allotment Submission and Approval Message gets displayed on system
- ✓ DDO can now 'Generate Letter' regarding Virtual Allotment Distribution to IAs by clicking on 'Generate_Letter' icon

✓ Following the same procedure, DDO can allocate Virtual Allotment to IAs






Scheme Payment System
Apply Digital Signature
View Virtual Allotment
Sign Document


Scheme Payment System
Uploaded Documents
View Virtual Allotment
Go Back
D-Sign

Role of Implementing Agency (IA)

✓ The Implementing Agency logs into system using his / her valid IFMS credentials

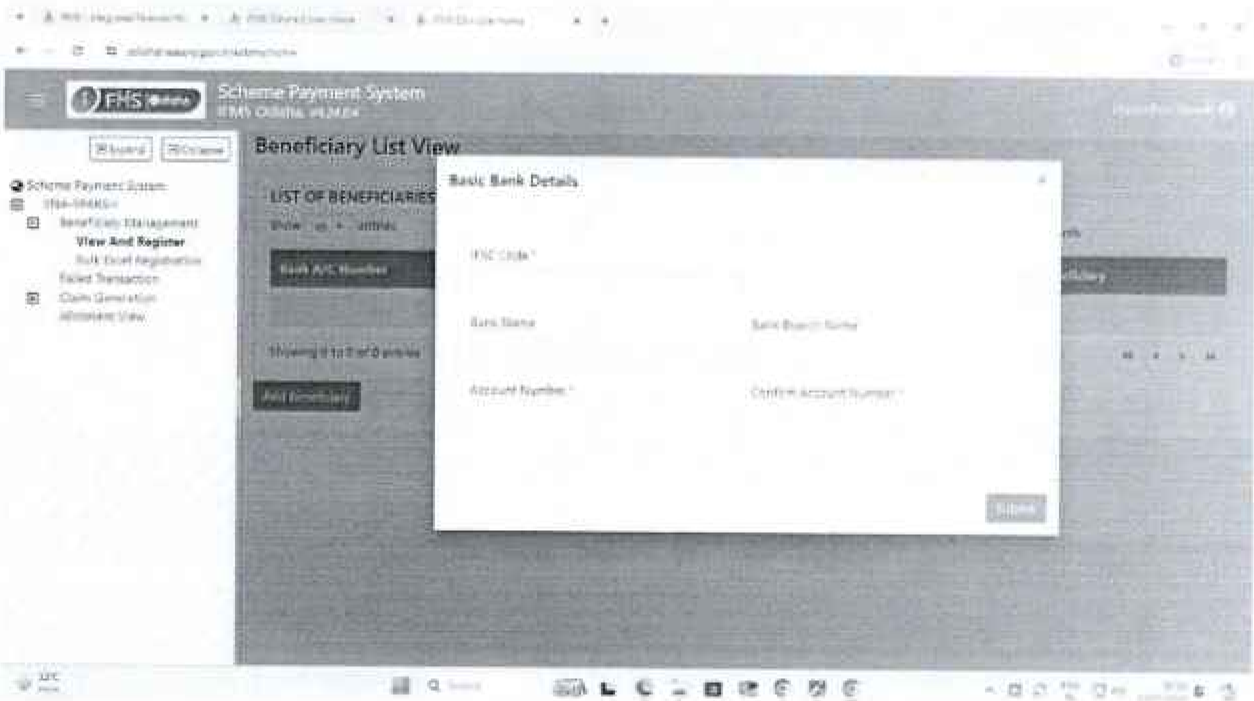
✓ IA clicks on SNA-SPARSH icon

✓ IA clicks on Beneficiary Management

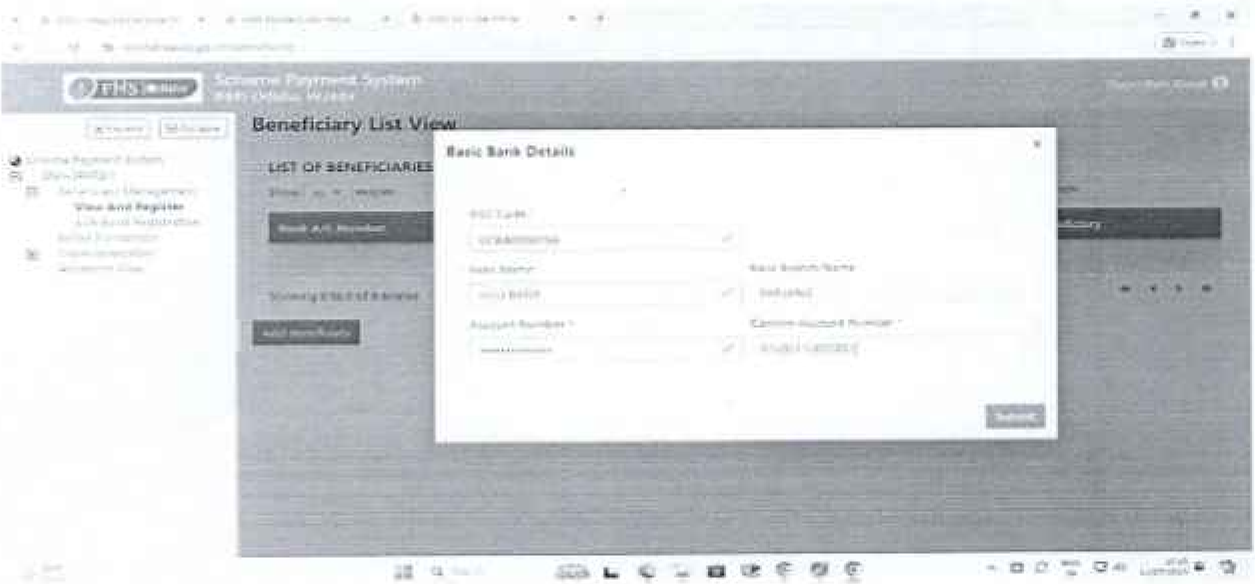
✓ IA clicks on 'View And Register' to register a new Beneficiary

- ✓ IA Clicks on 'Add Beneficiary'

- ✓ Basic Bank Details page opens up
- ✓ IA carefully fills Bank IFSC Code Details
- ✓ 'Bank Name' and 'Bank Branch Name' gets auto-populated
- ✓ IA verifies Bank Details and enters 'Account Number'

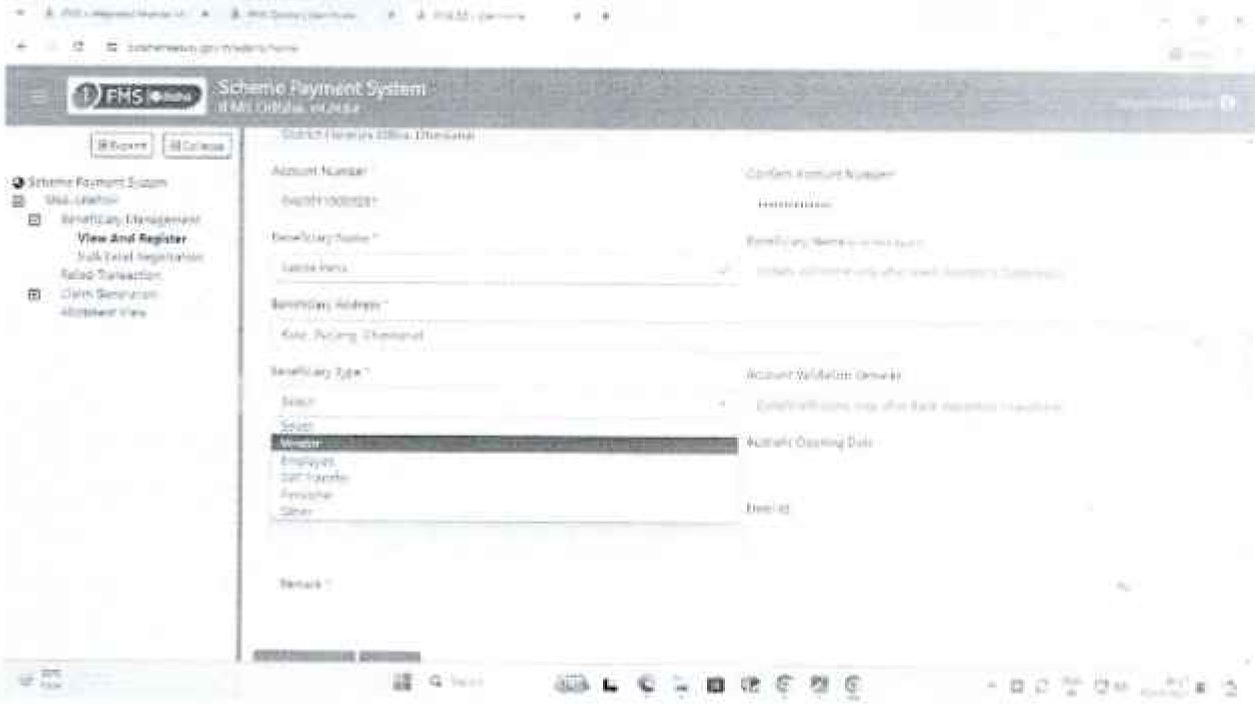


✓ Confirming Account Number, IA clicks on 'Submit'

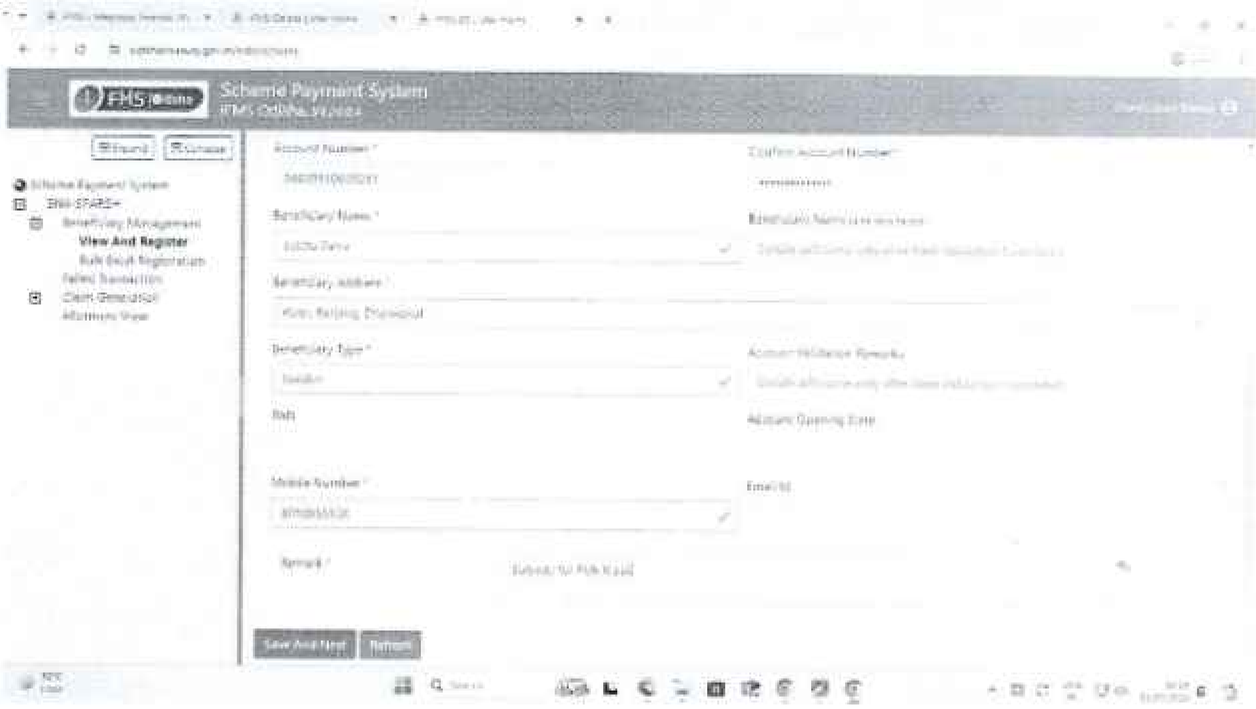


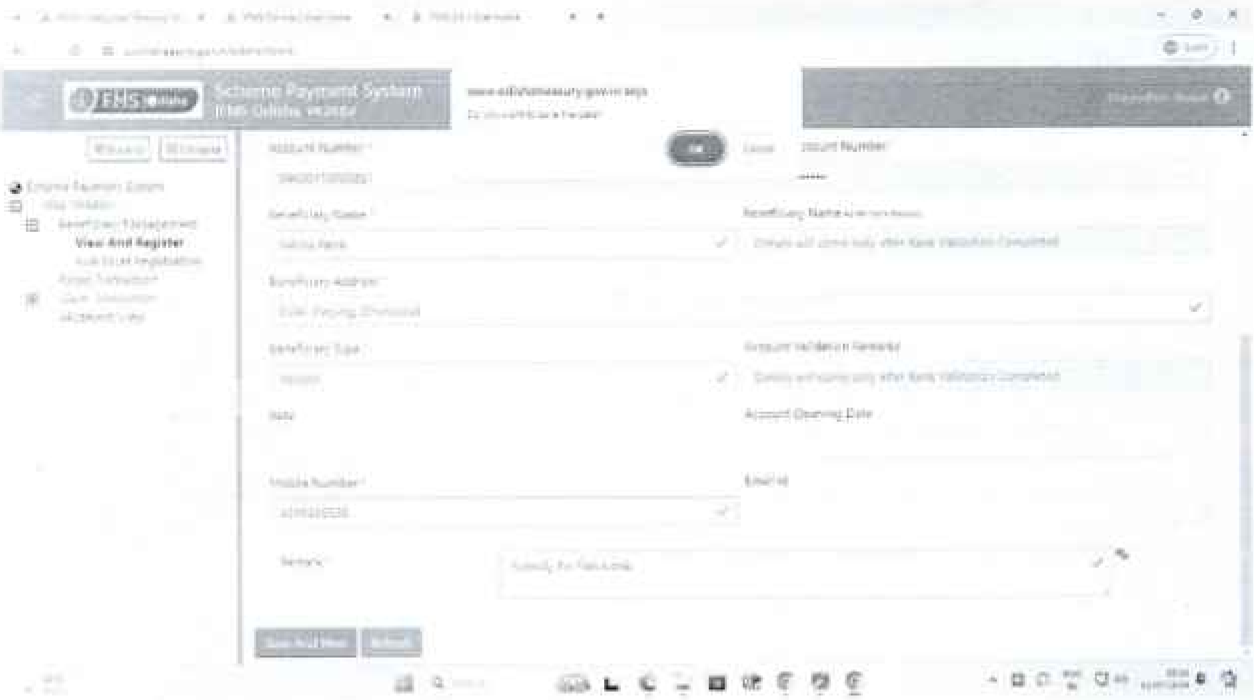
✓ IA needs to fill the 'Beneficiary Name', 'Beneficiary Address'
✓ IA chooses 'Beneficiary Type'
✓ IA enters 'Beneficiary Mobile Number' and fill the 'Remarks' field

✓ IA chooses 'Beneficiary Type'

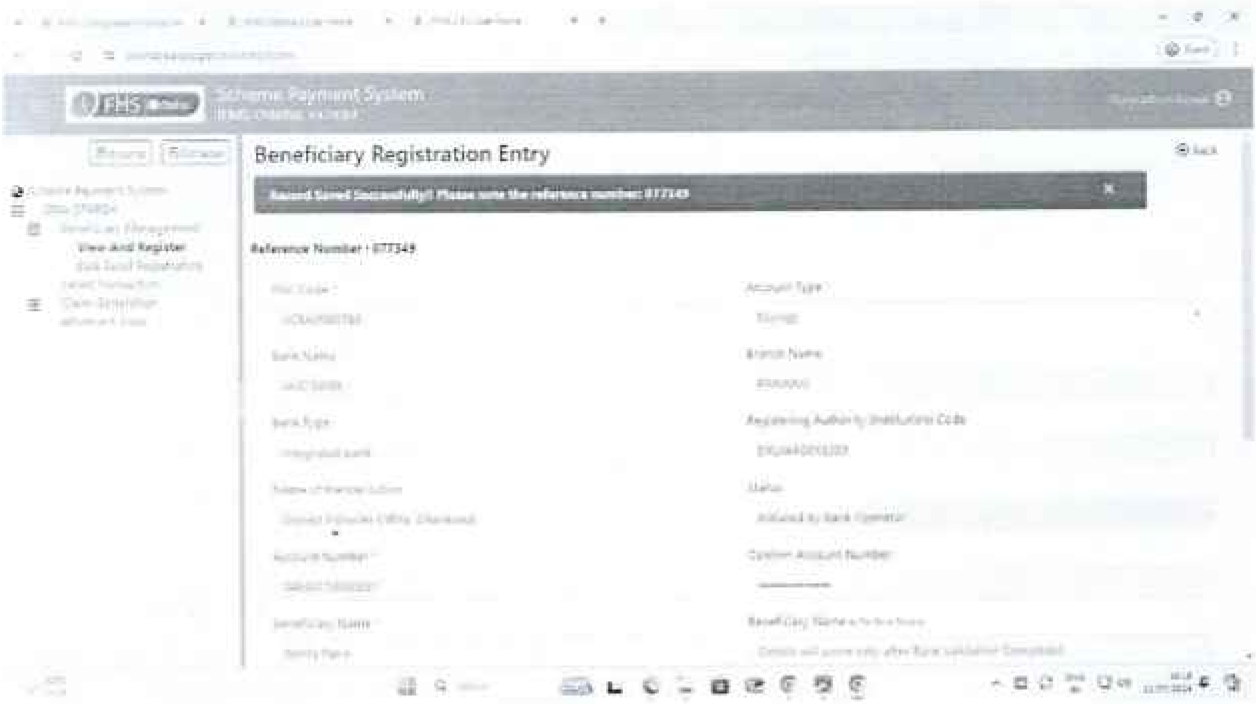


✓ IA carefully verifies Beneficiary Bank Details and clicks on 'Save and Next'

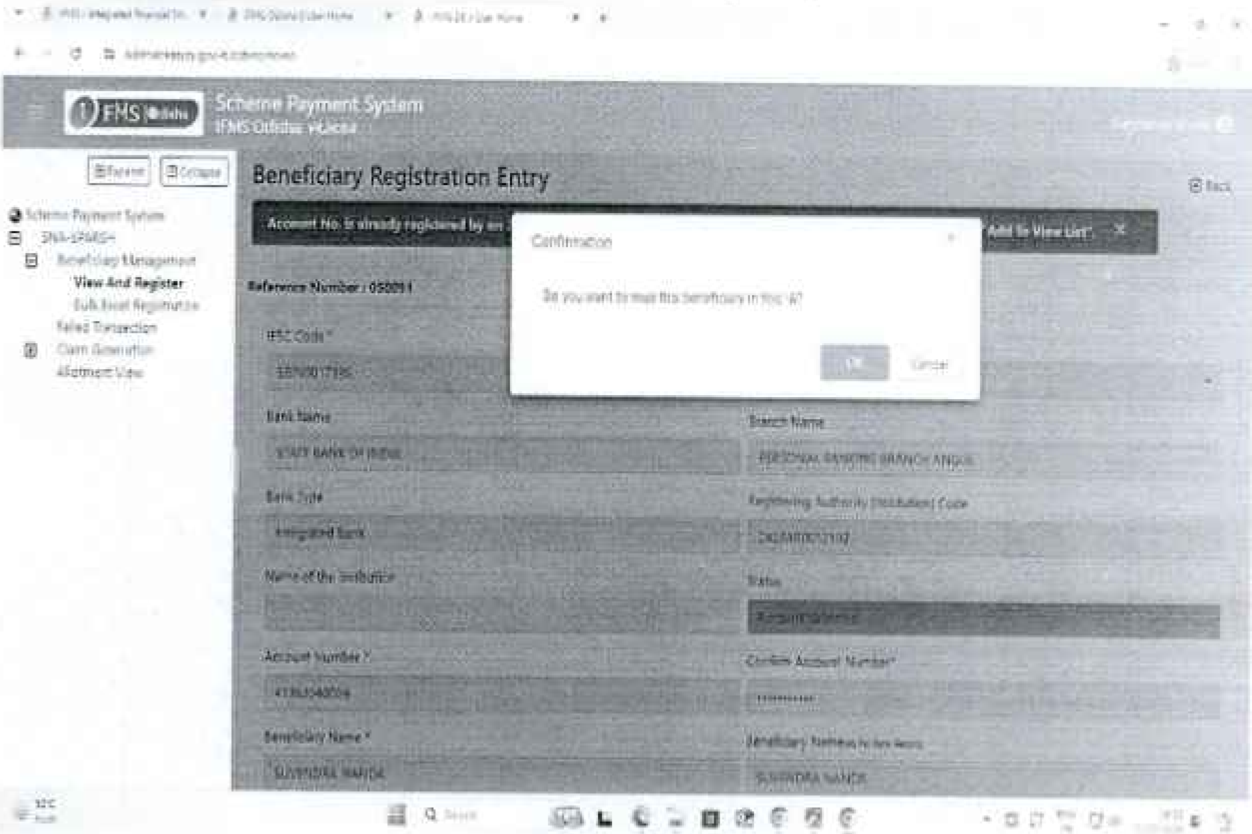


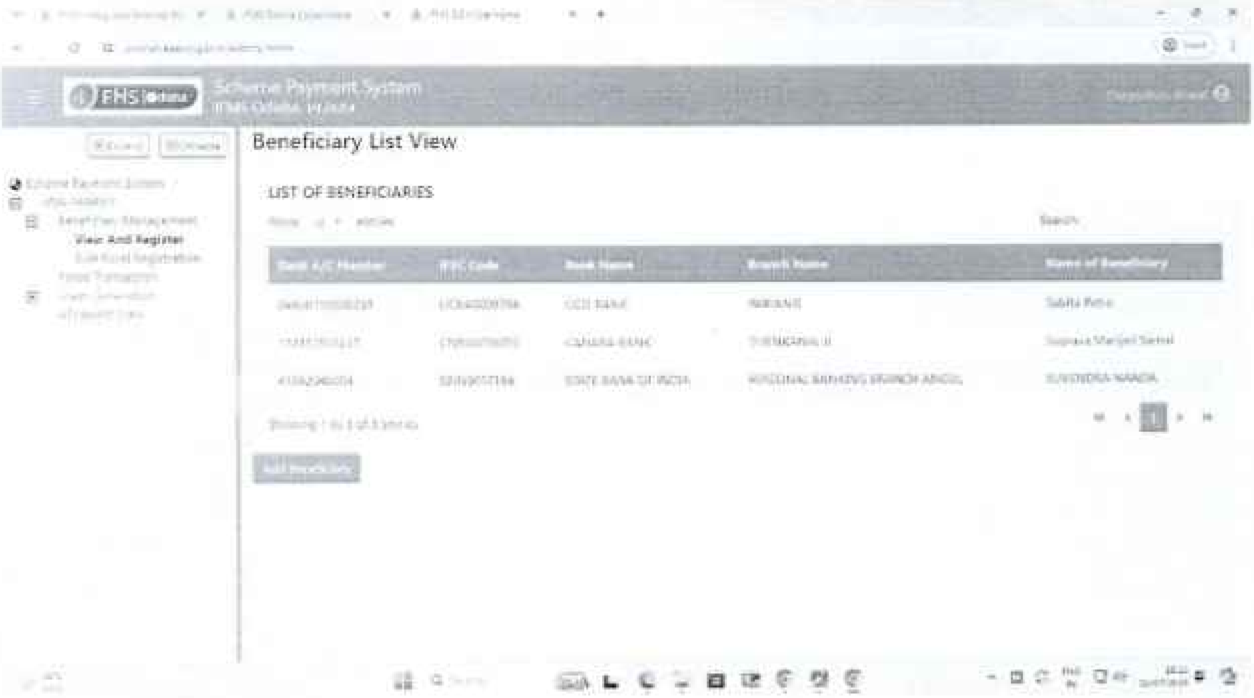


✓ Beneficiary Bank Details gets Saved.



- ✓ If a Beneficiary Details is already available in the System, this page opens up.
- ✓ IA clicks on the 'OK' option confirming to map this Beneficiary in his/ her IA.



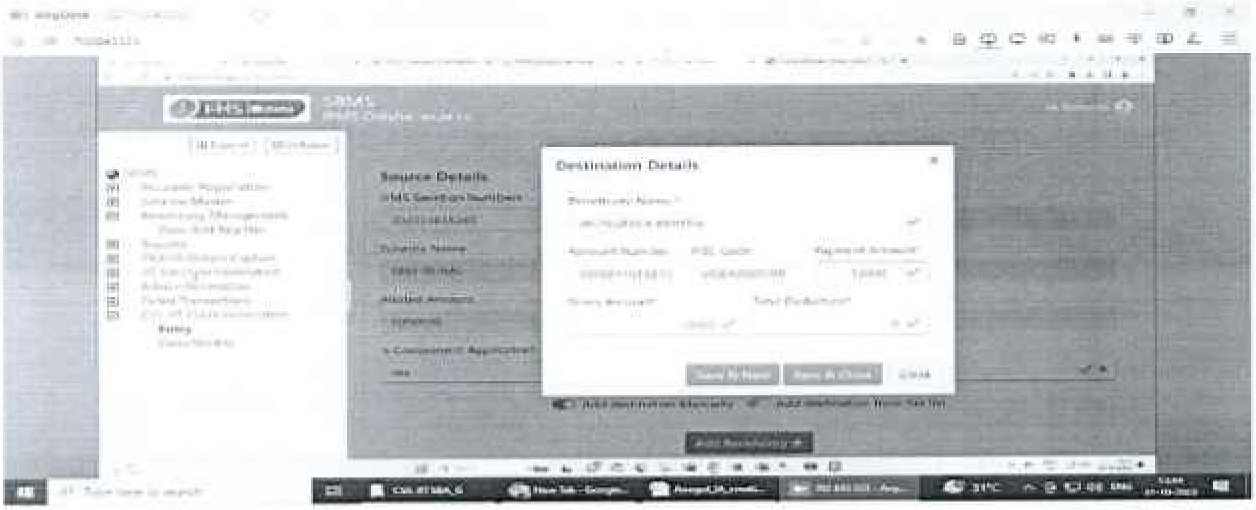


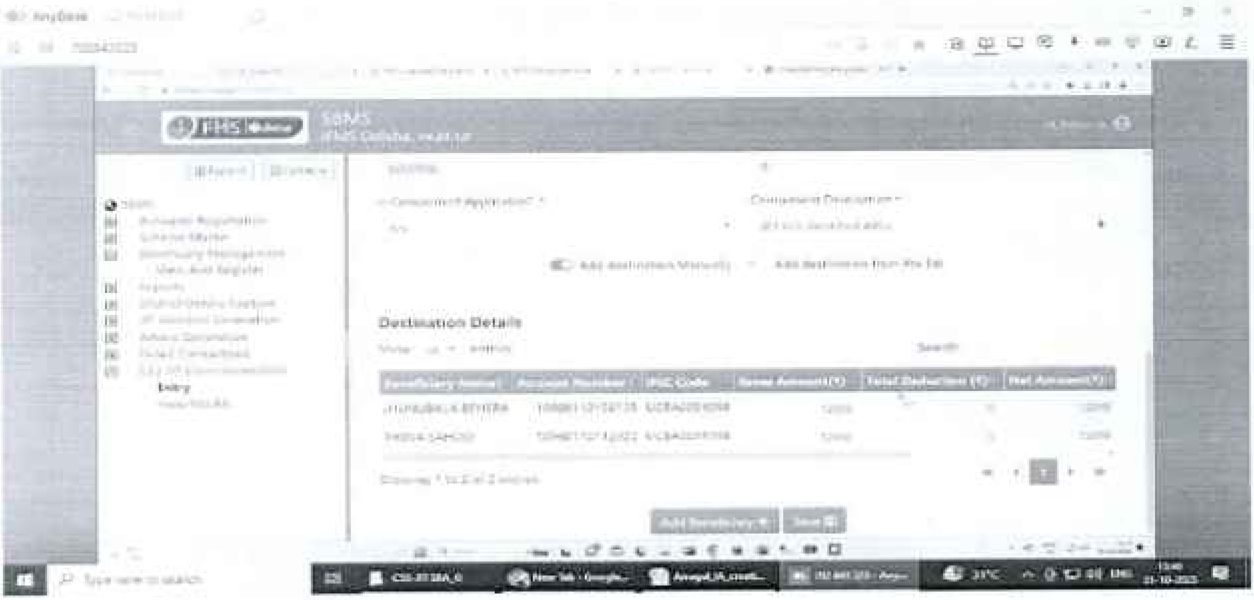
- ✓ IA can enter a large number of Beneficiary Bank Details using 'Bulk Excel Registration'
- ✓ IA first downloads the given Excel Template and carefully fills the Sheet and uploads in System

Preparation of Claim by the Implementing Agency (IA):

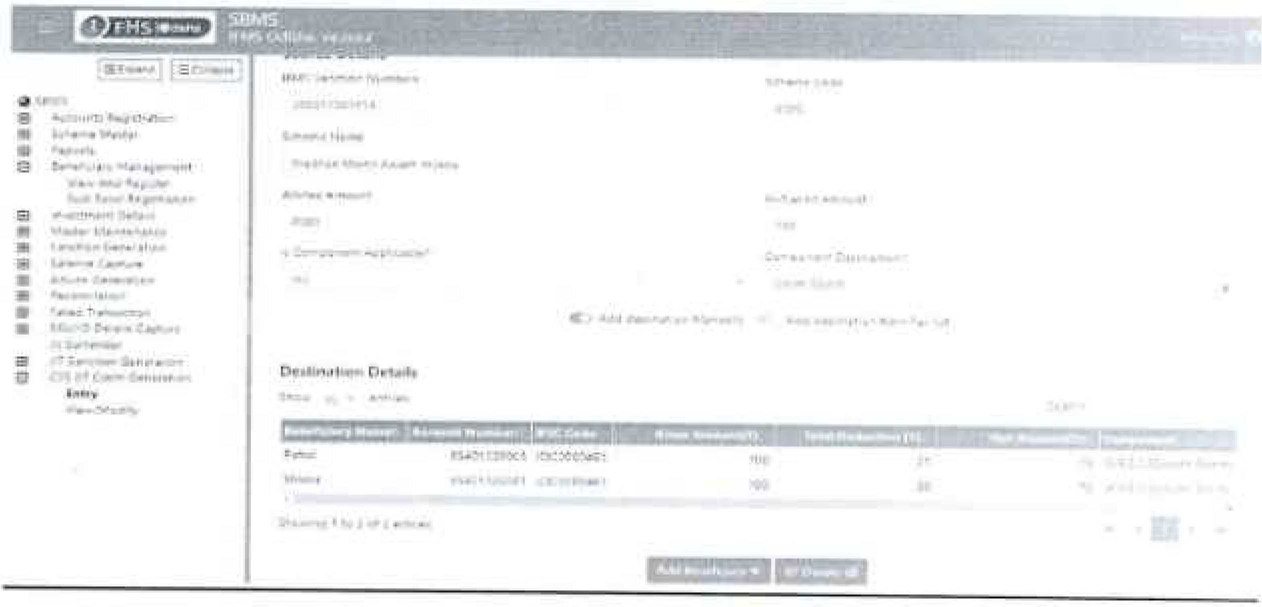
- ✓ IA clicks on 'Claim Generation'
- ✓ IA clicks on 'Entry'
- ✓ IA needs to verify 'Institution Code' and 'Name of the Office'
- ✓ IA clicks on 'IFMS Sanction Numbers' and enter the Sanction Number

- ✓ Once IA enters correct IFMS Sanction Number, 'Sanction Category', 'Scheme Code', 'Allotted Amount', 'In-Transit Amount', 'Available Balance' fields get auto-populated
- ✓ IA must strictly verify above said Data and proceed only if all the fields show correct information.
- ✓ IA chooses 'If Component Available'.
- ✓ IA clicks on 'Add Beneficiary' and selects correct Beneficiaries
- ✓ IA submits/saves the Claim Details

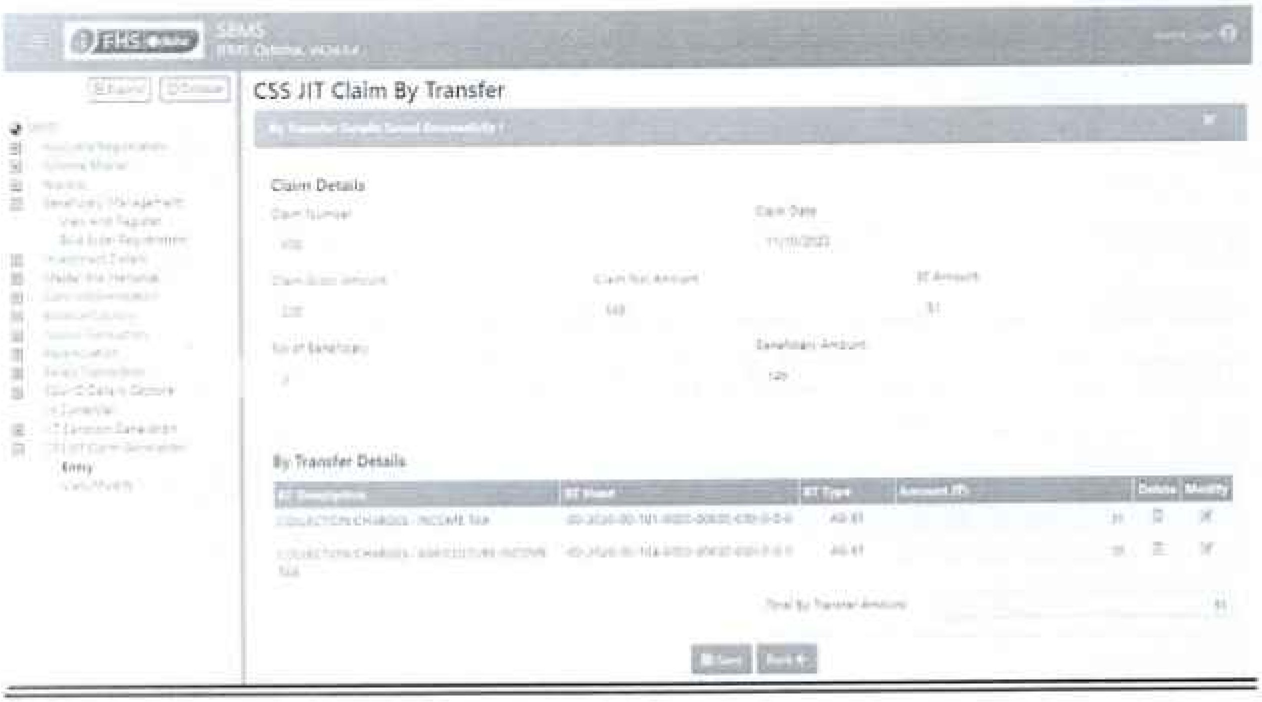

SBMS
Source Details
Destination Details
Close

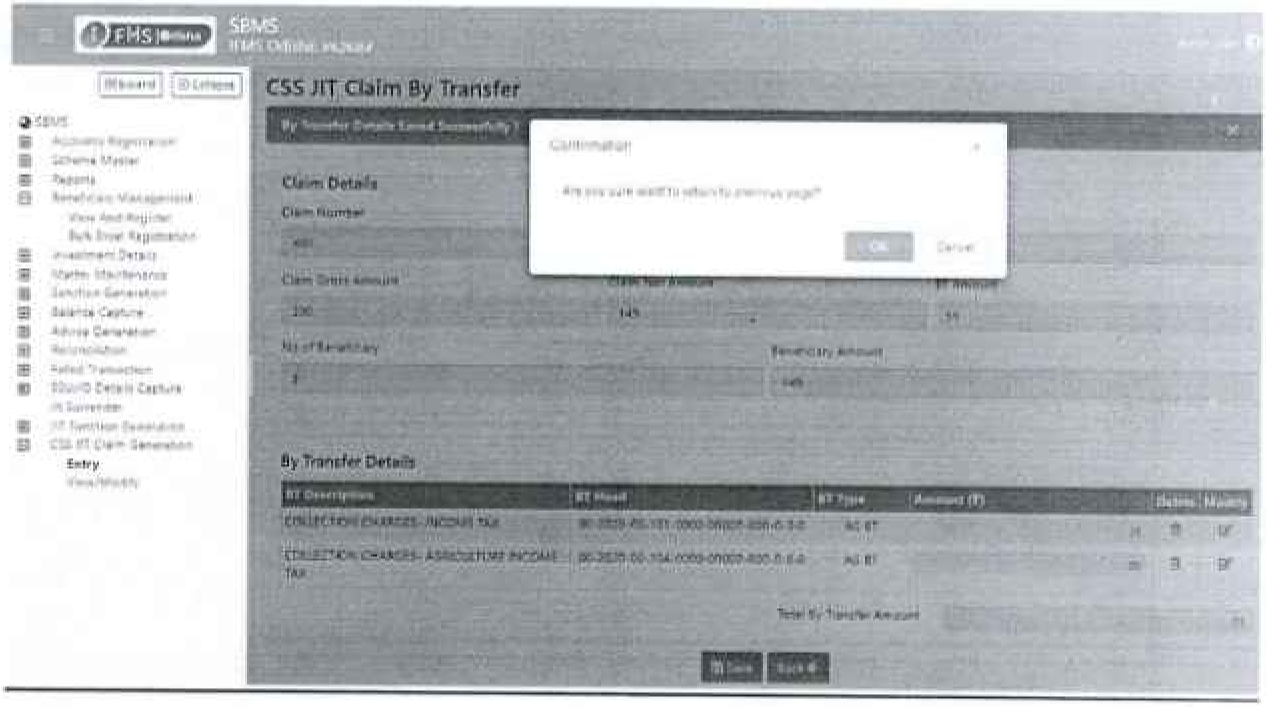

SBMS
Destination Details
Search

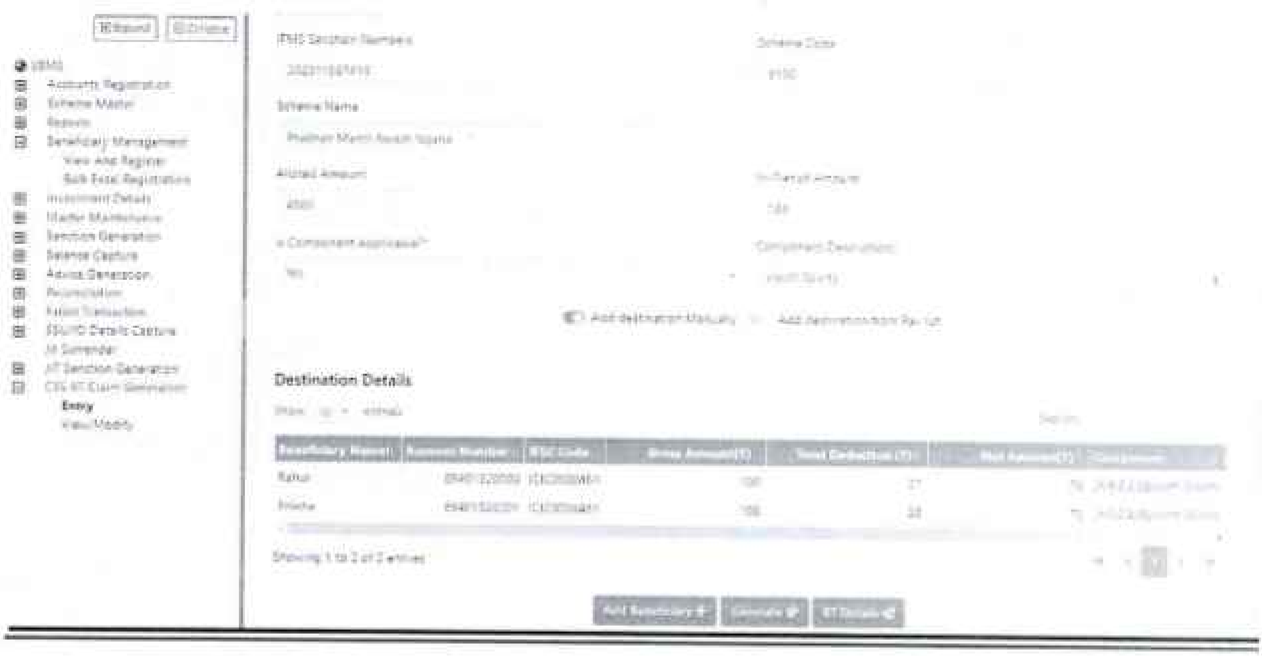
Click on ***BT Details*** , if there is any deduction will be generated and no modification will be allowed.

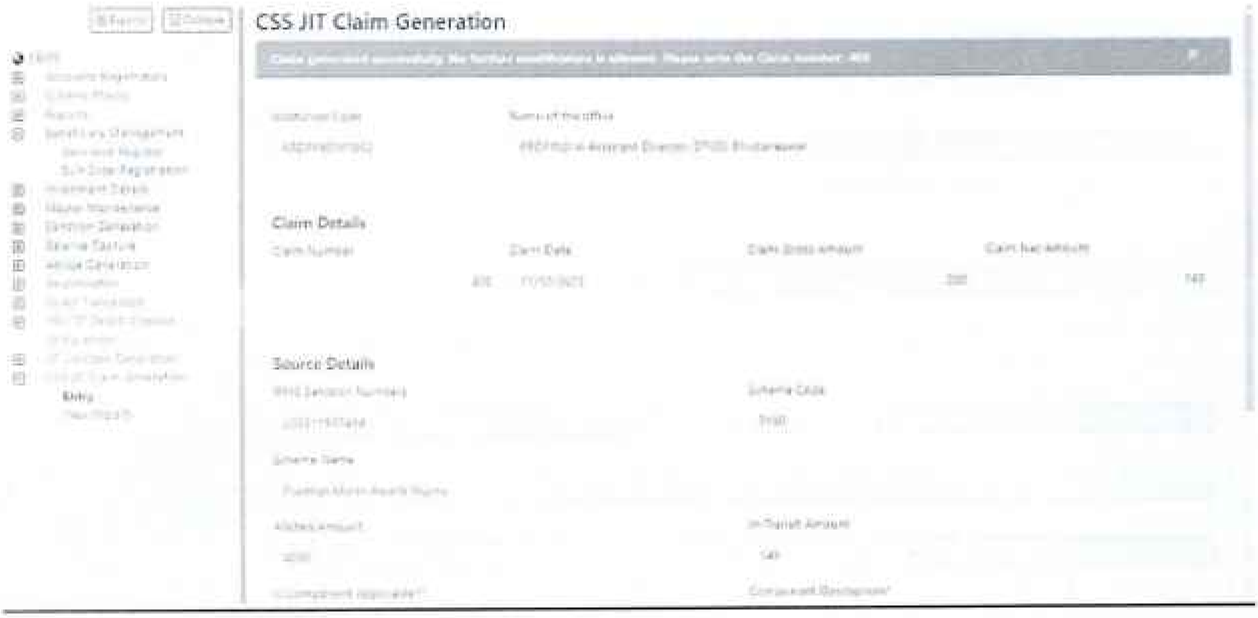



SBMS
CSS JIT Claim By Transfer
Claim Details
Confirmation
By Transfer Details


SBMS
CSS JIT Claim By Transfer
Claim Details
By Transfer Details


SBMS
CSS JIT Claim By Transfer
Confirmation
Claim Details
Claim Number
By Transfer Details
OK


Scheme Name
Destination Details


CSS JIT Claim Generation
Claim Details
Source Details
Scheme Name
Entry


My Worklist
11-10-2023
Generated
149 Pradhan Mantri Awash Yojana
Claim letter generated
View/Modify

SBMS
IFMS Odisha

Expand | Collapse

- SBMS
- Accounts Registration
- Scheme Master
- Reports
- Beneficiary Management
  - View And Register
  - Bulk Excel Registration
- Investment Details
- Master Maintenance
- Sanction Generation
- Balance Capture
- Advice Generation
- Reconciliation
- Failed Transaction
- [illegible] Details Capture of Surrender
- JIT Sanction Generation
- CSS JIT Claim Generation
  - Entry
  - **View/Modify**

IFMS Sanction Numbers: [illegible]
Scheme Code: [illegible]
Scheme Name: Pradhan Mantri Awash Yojana
Allotted Amount: [illegible]
In-Transit Amount: [illegible]
Is Component Applicable?: [illegible]
Component Description: [illegible]

Add destination Manually | Add destination from file list

Destination Details

Show 10 entries | Search:

Beneficiary Name	Account Number	IFSC Code	Gross Amount(₹)	Total Deduction (₹)	Net Amount(₹)	Component
Rahul	[illegible]	[illegible]	100	[illegible]	[illegible]	[illegible]
Sneha	[illegible]	[illegible]	100	[illegible]	[illegible]	[illegible]

Showing 1 to 2 of 2 entries

View Report

CSS_JIT_CLAIM_[illegible].pdf

CSS JIT Claim Generation Details

District Fisheries Office, Dhenkanal-Fisheries & Animal Resources Development

Dhenkanal

Claim No.: [illegible]
Claim Date: [illegible]
HOA: [illegible]
Gross Claim Amount: Rs. 600000 (Six Lakh Rupees)
Net Claim Amount: Rs. 600000 (Six Lakh Rupees)
Scheme: Pradhan Mantri Matsya Sampada Yojana (PMMSY)

Annexure I: Subsidy for the scheme: Pradhan Mantri Matsya Sampada Yojana (PMMSY)

Beneficiary Details :-

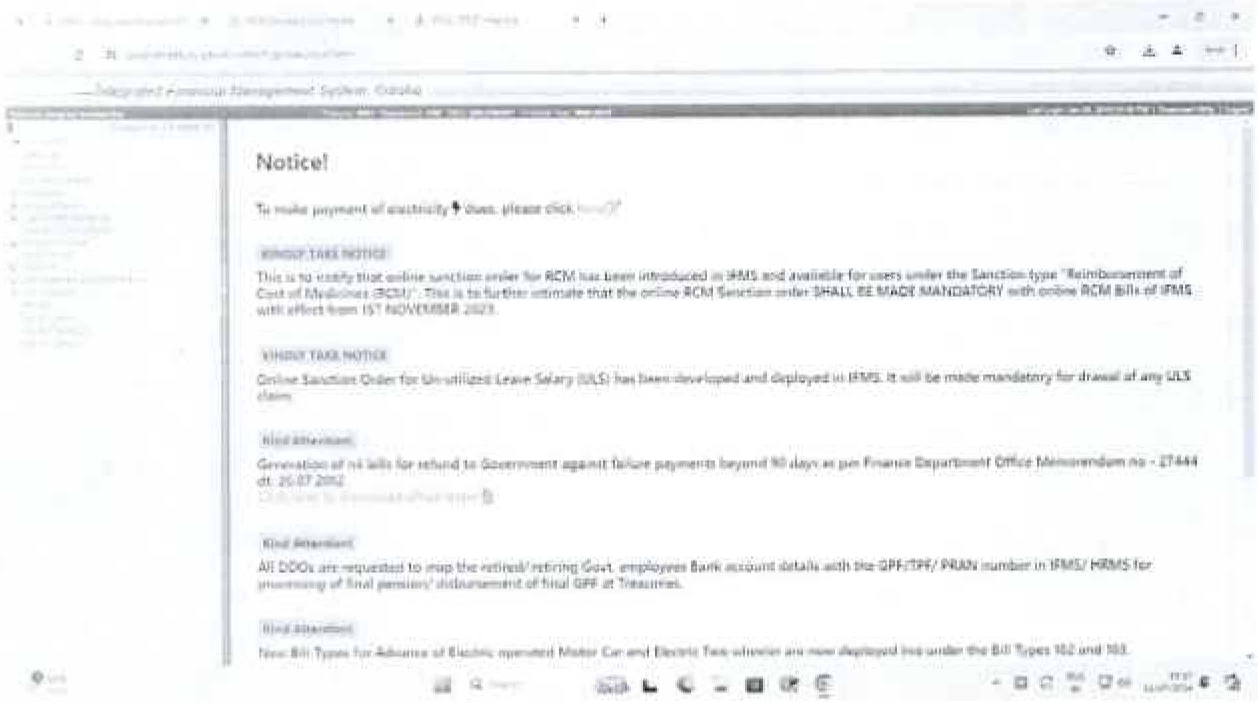
Sl No.	Benf Name	Account No.	IFSC Code	Amount	Gross Amount	Deduct Amount	Component Description
1	[illegible]	[illegible]	[illegible]	600000	600000	0	SUBSIDY TOWARDS CONSTRUCTION OF FISH KIOSK
		Total :		600000	600000	0	

District Fisheries Officer, Dhenkanal
District Fisheries Office, Dhenkanal

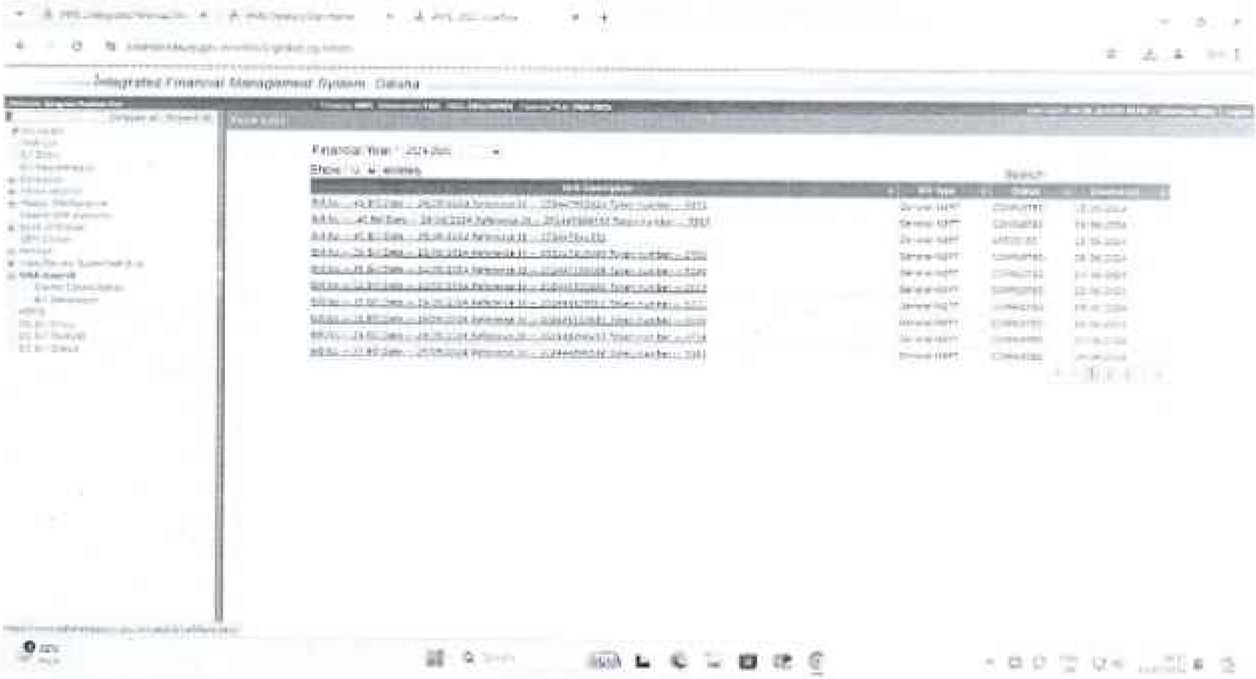
Claim consolidation & Generation of Bill by DDO:

- ✓ DDO logs into system
- ✓ DDO clicks on 'Online Bill Submission' option

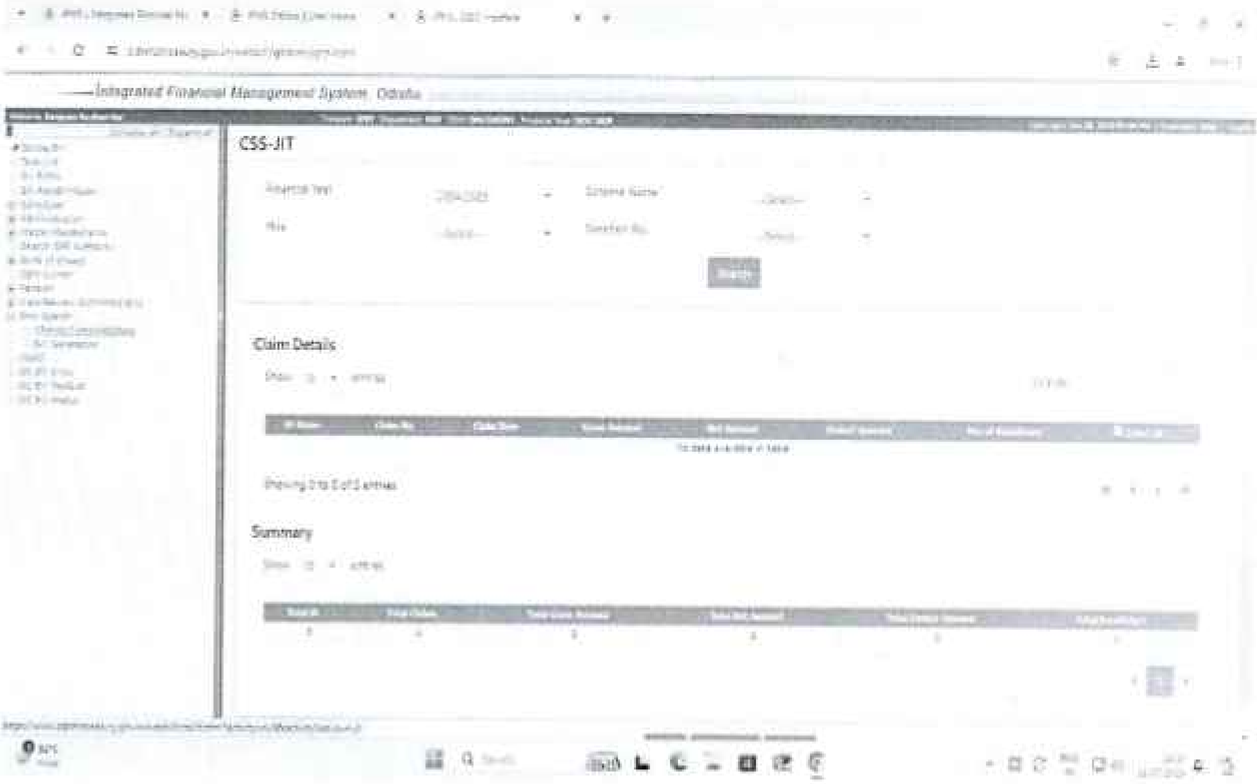
- ✓ DDO clicks on 'SNA SPARSH' icon



✓ DDO clicks on 'Claims Consolidation'



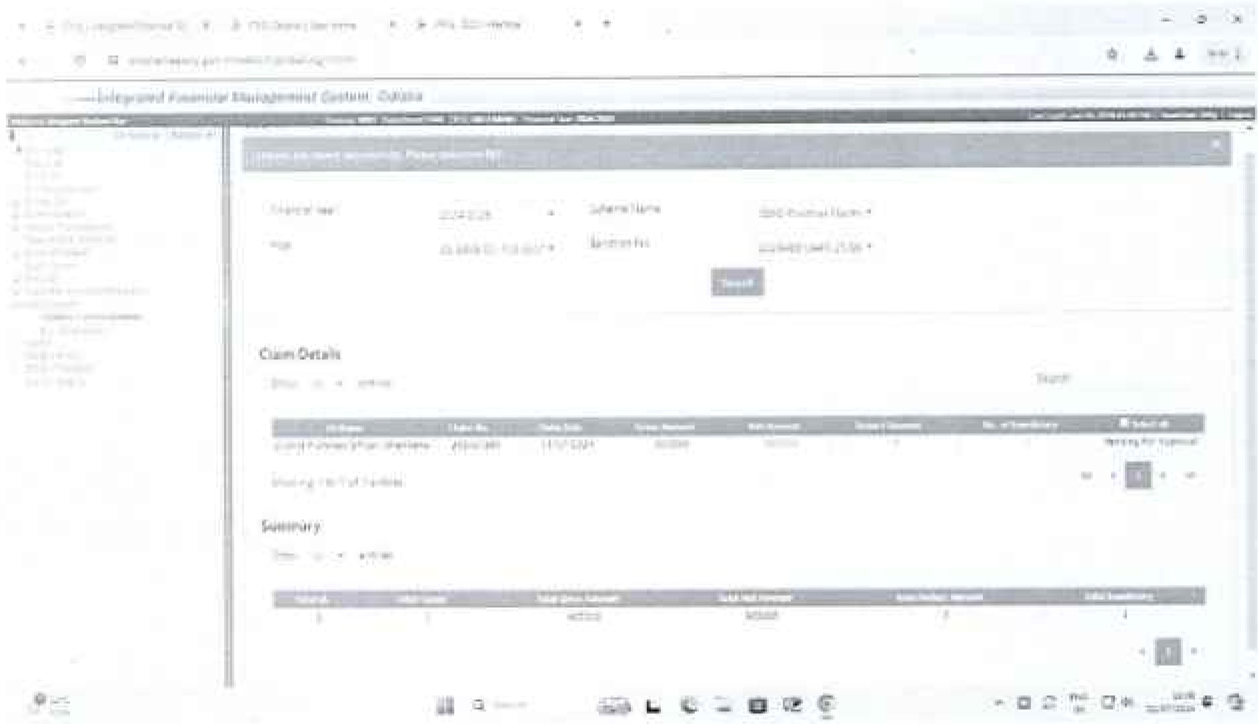
✓ DDO chooses correct 'Scheme Name', 'HoA' and 'Sanction no.' and clicks on 'Search'

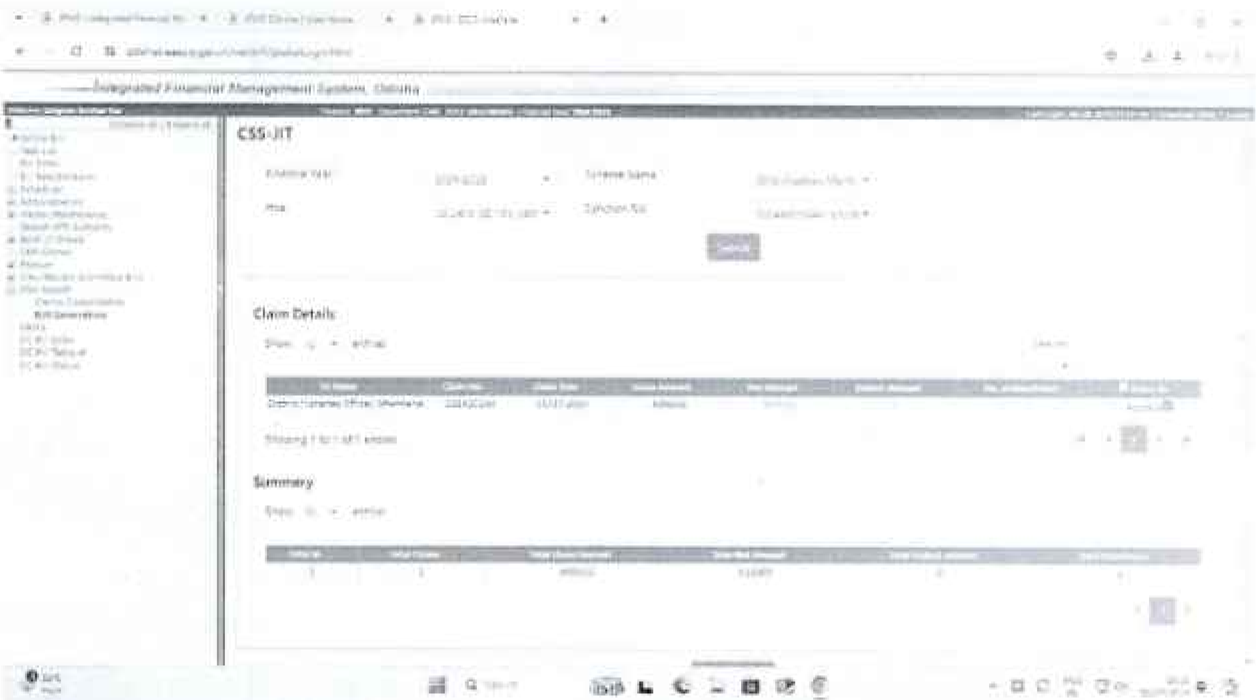


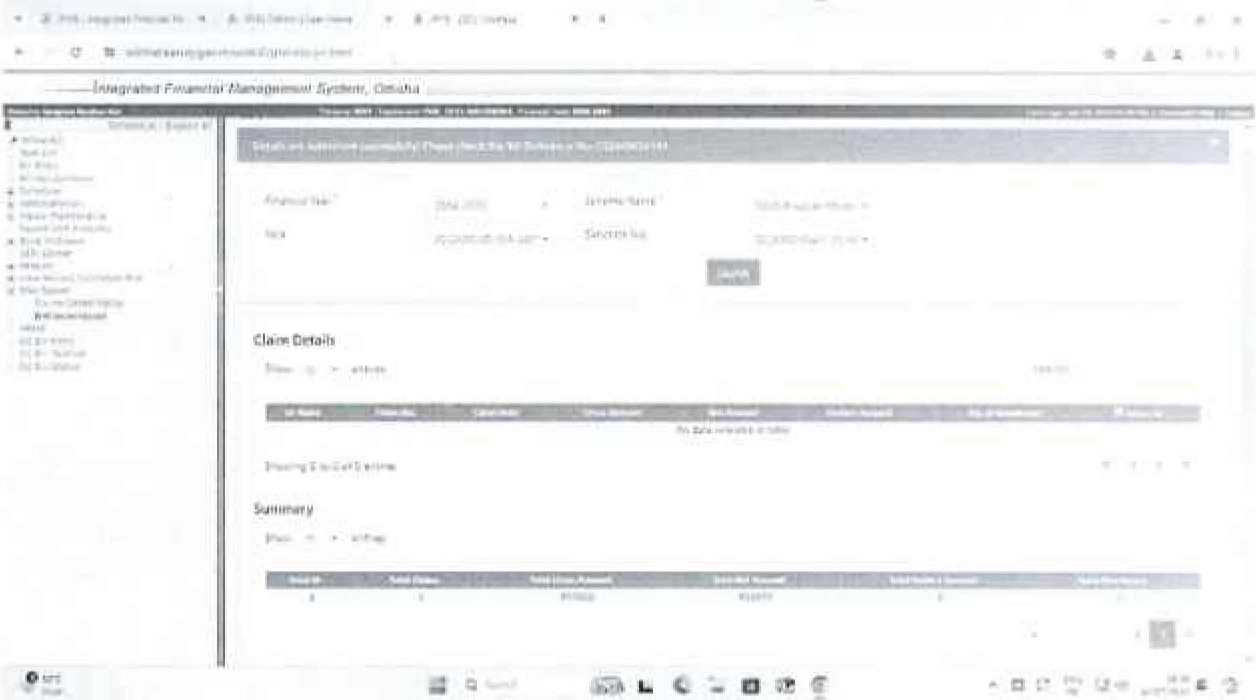
✓ DDO selects multiple/ single Claim(s) to consolidate into a single Bill

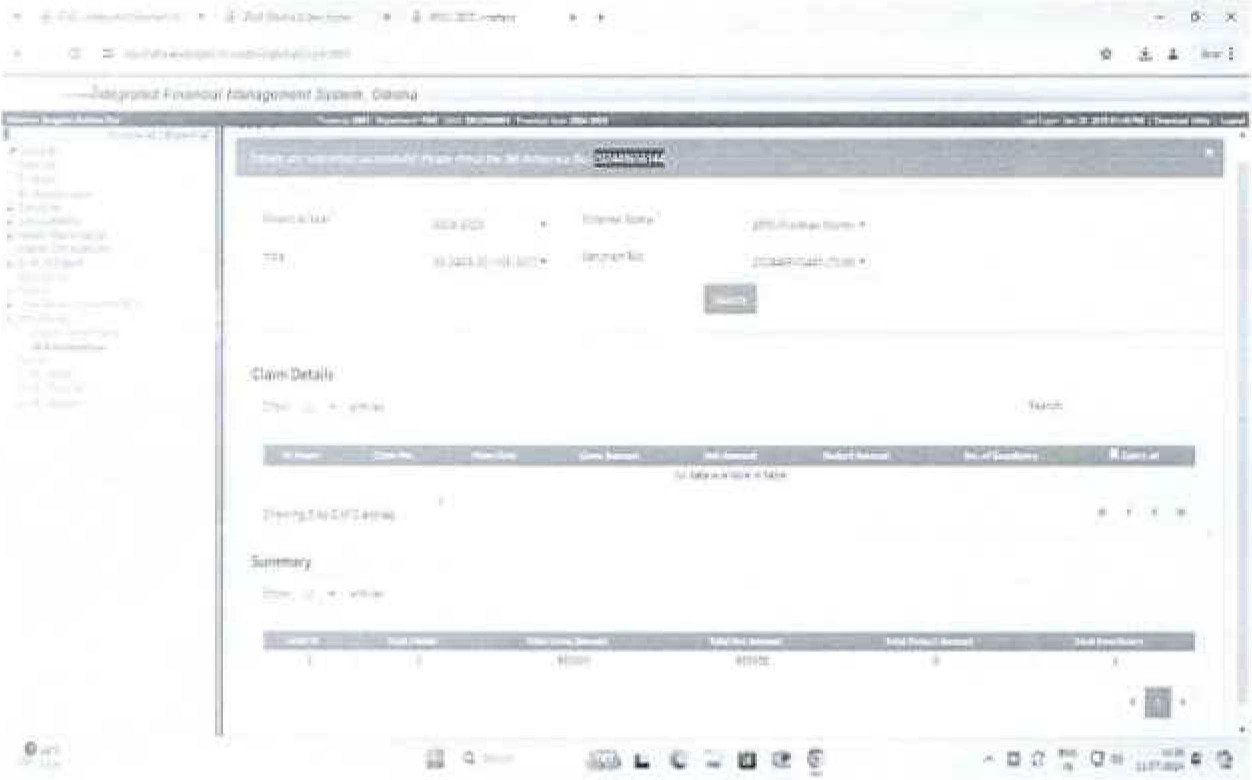
✓ DDO clicks on 'Submit'

✓ If he/ she finds any error, he can also 'send back' the claim to concerned IA



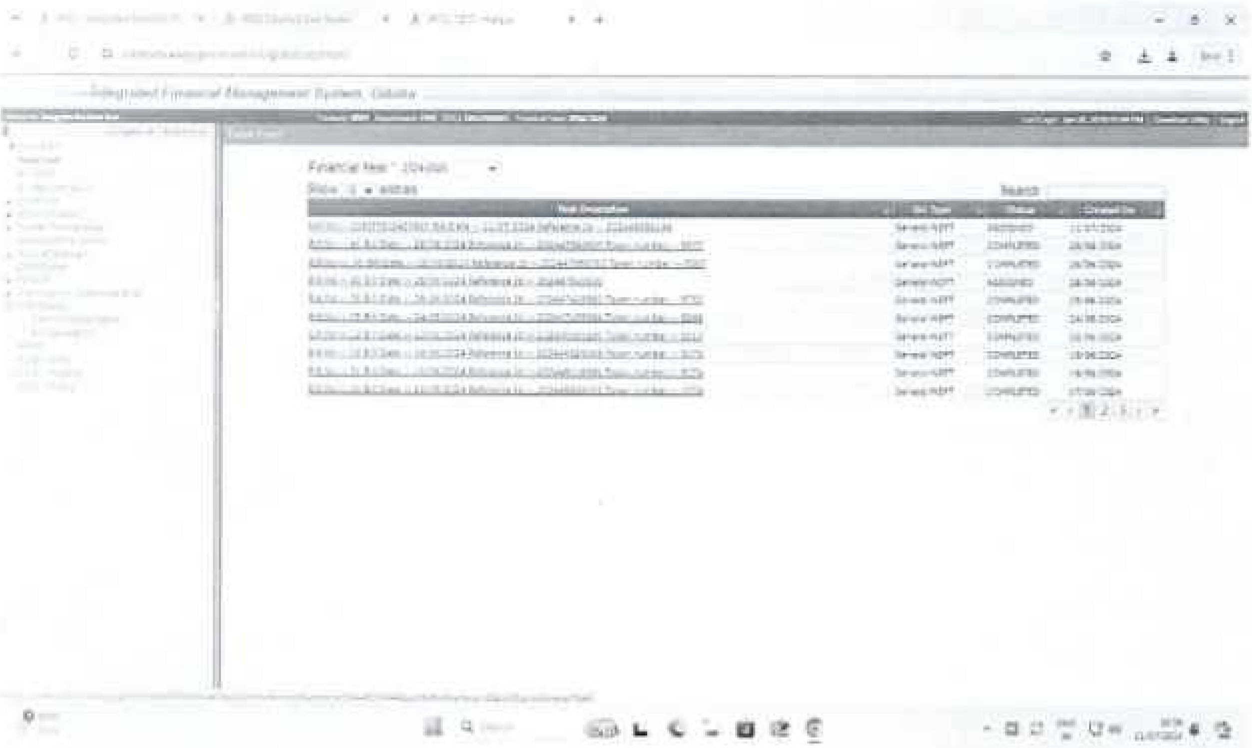

Integrated Financial Management System, Odisha
CSS-JIT
Claim Details
Summary


Integrated Financial Management System, Odisha
Claim Details
Summary



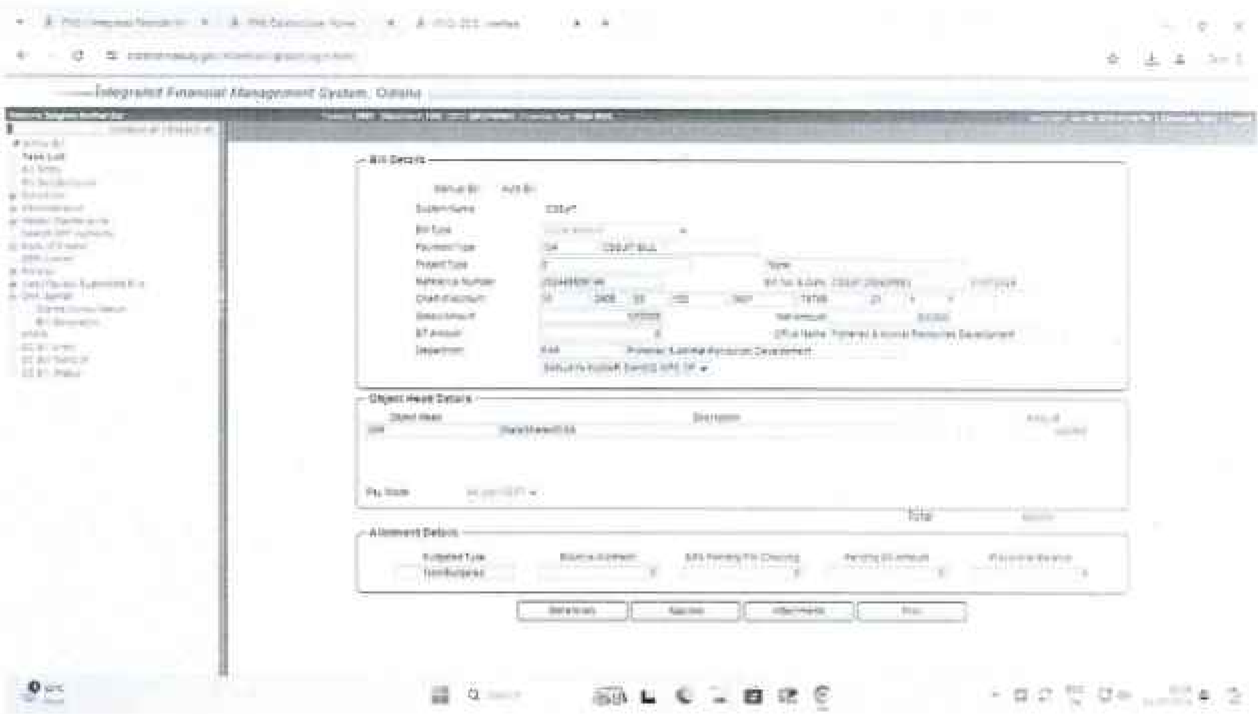
✓ DDO clicks on 'Task List'

✓ DDO clicks on the Desired Bill

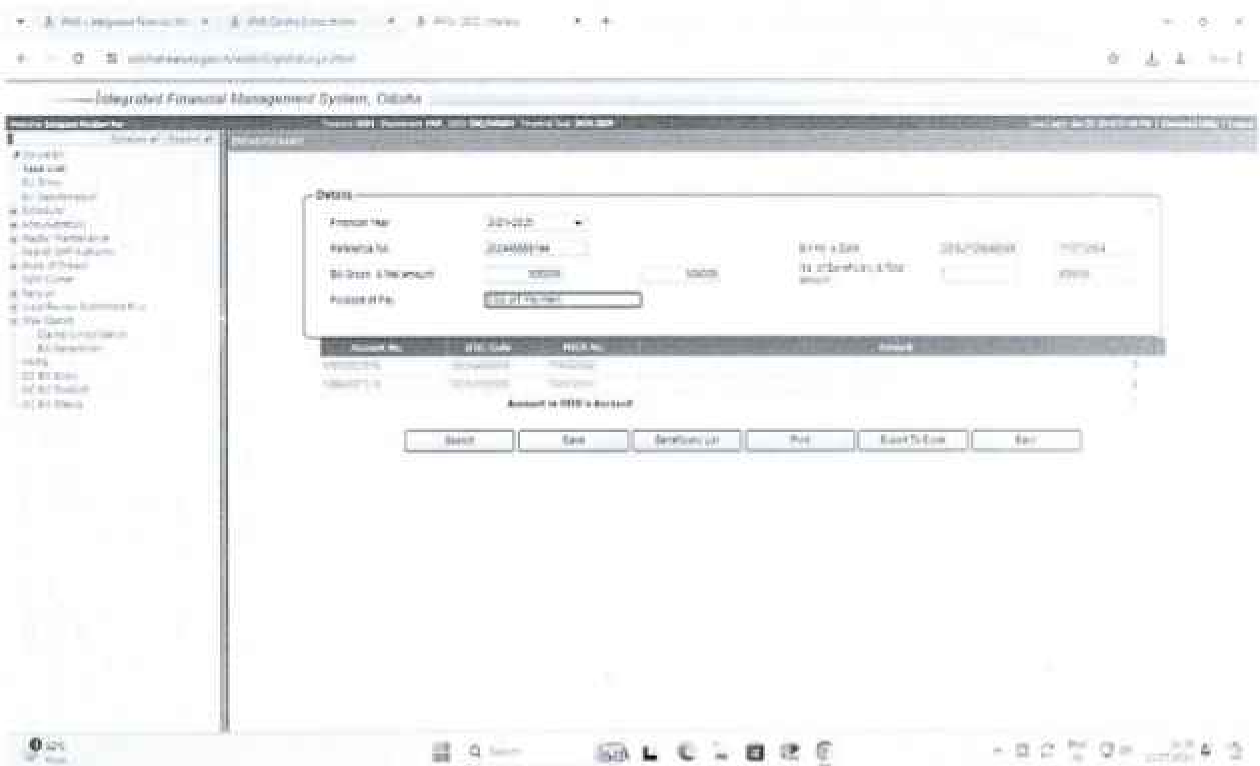


✓ IFMS generates a CSS-JIT Bill

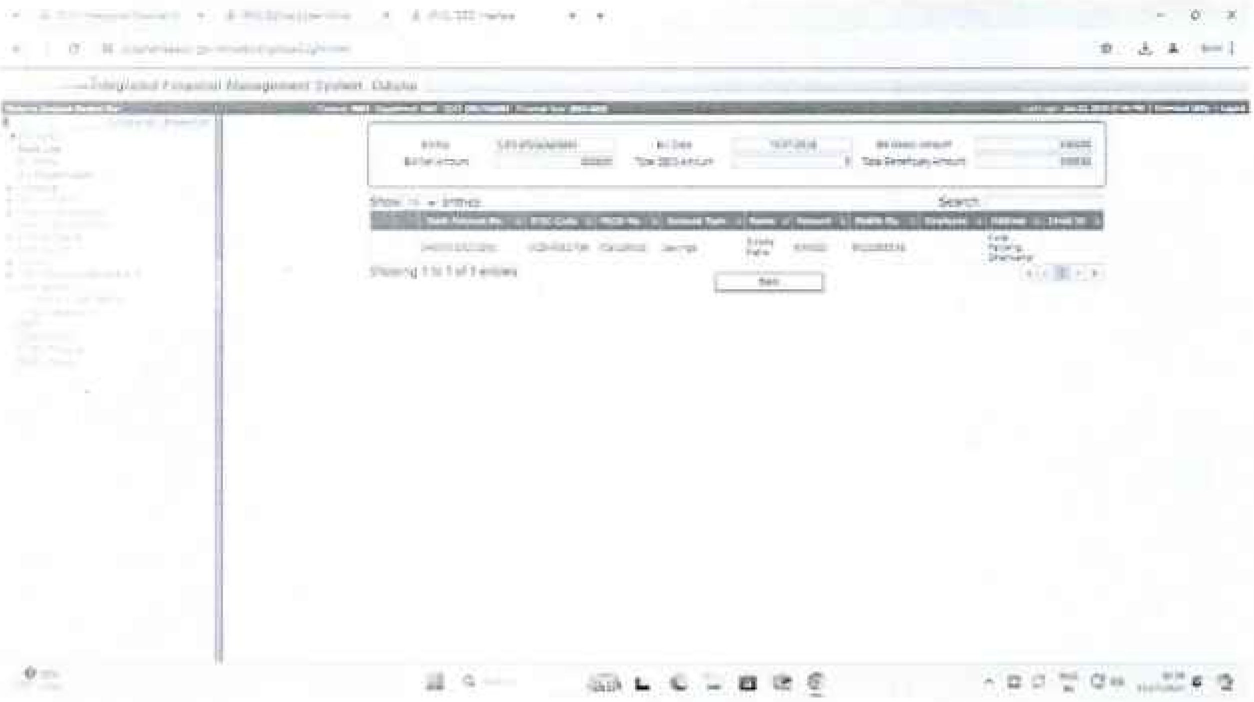
✓ DDO checks 'Beneficiary' details



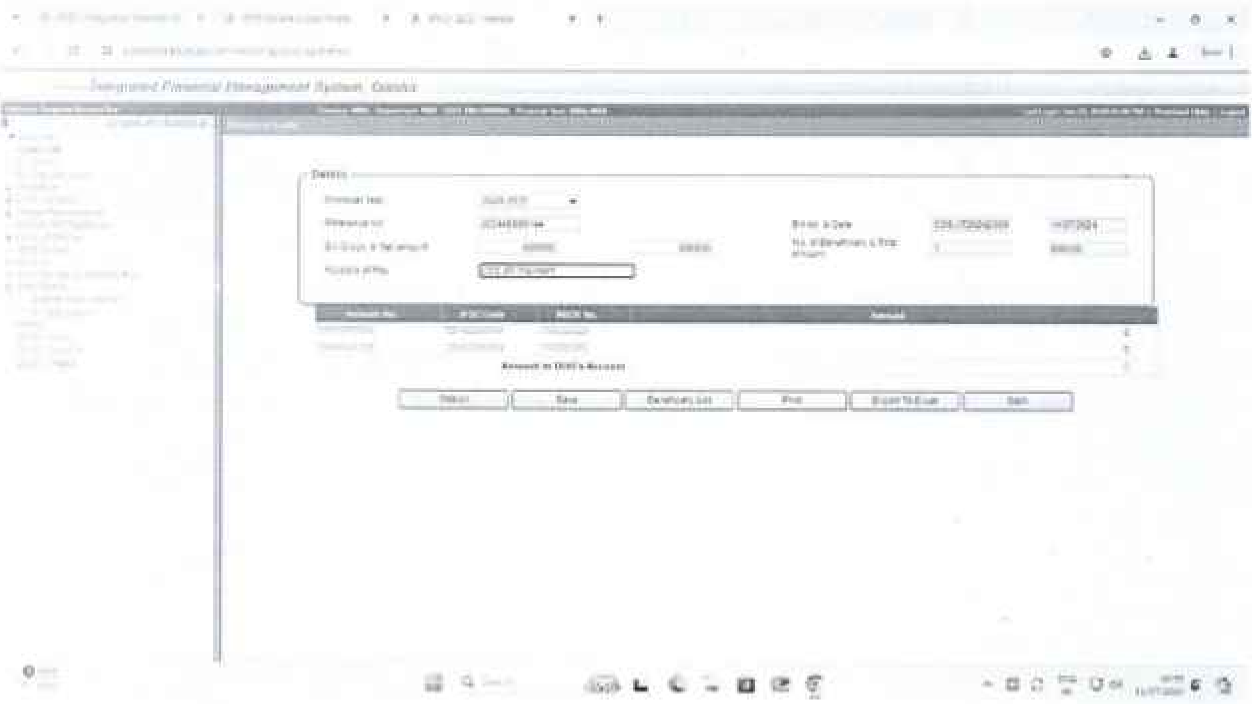
✓ DDO clicks on 'Beneficiary List'



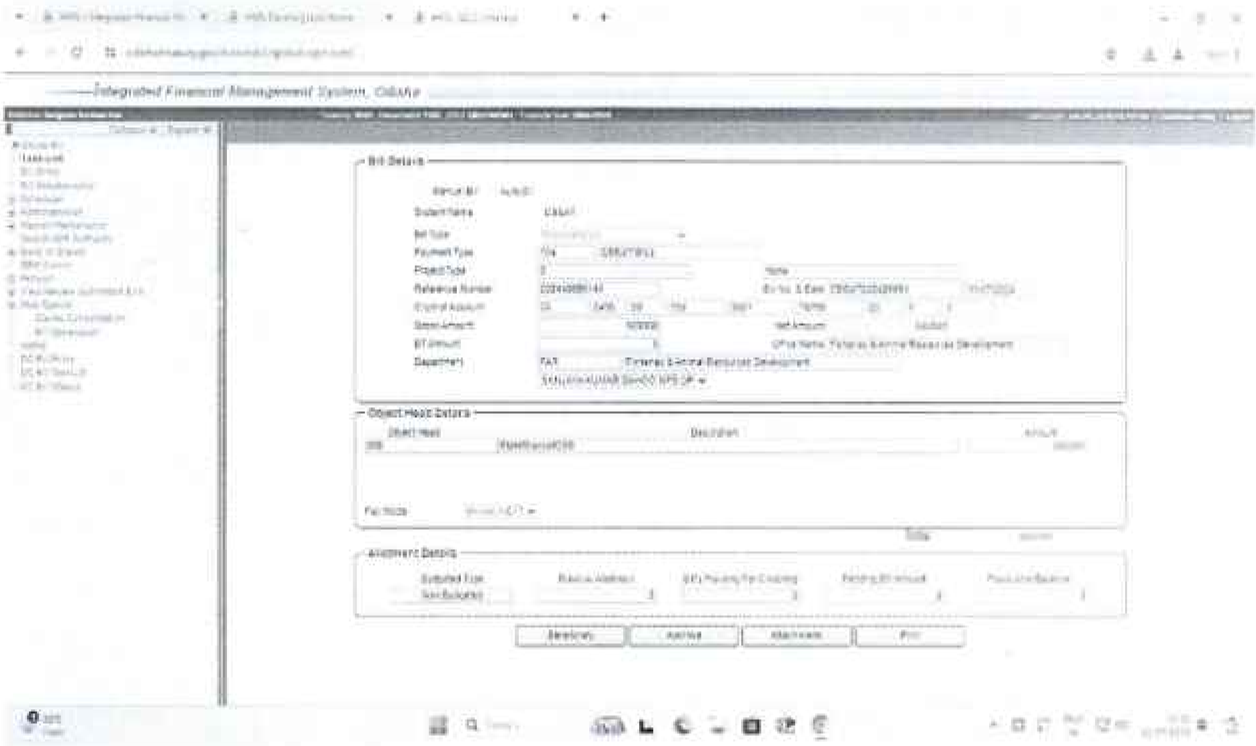
✓ DDO verifies 'Beneficiary Details' and clicks on 'Back'



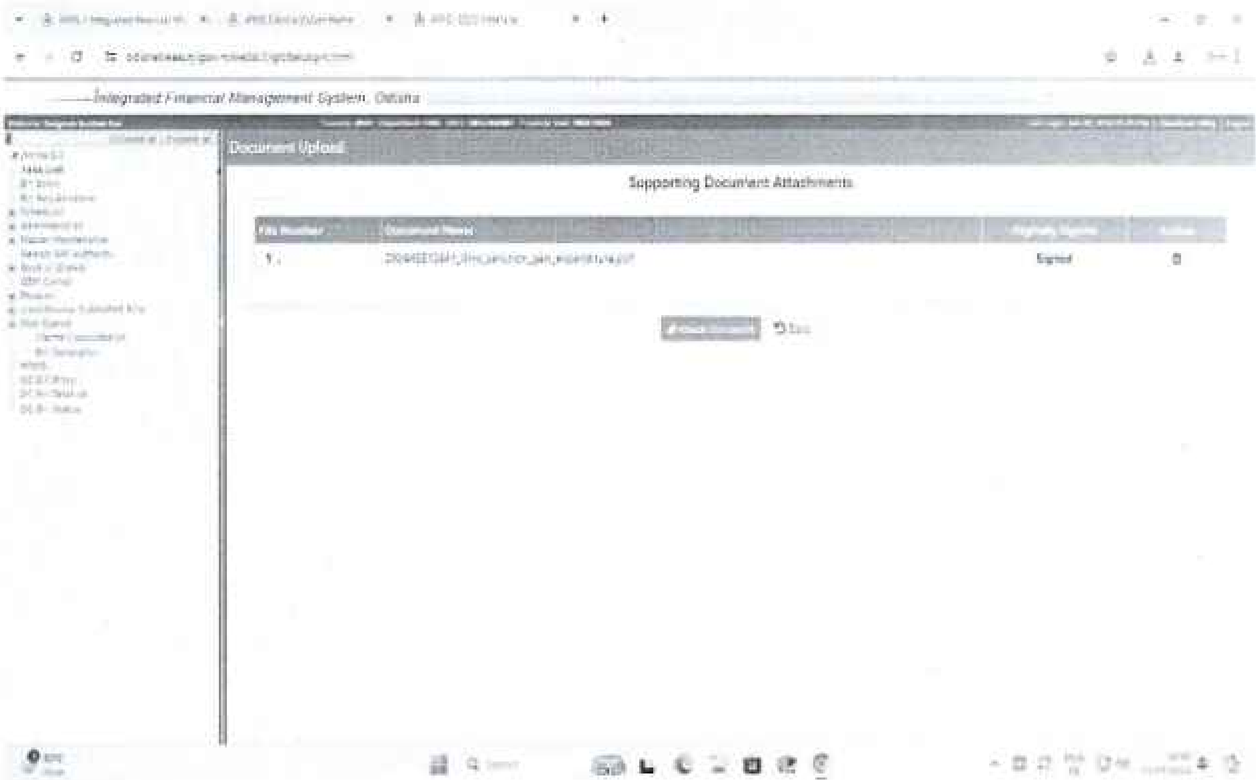
✓ DDO clicks on 'Back'



✓ DDO clicks on 'Attachment'



✓ DDO adds Attachment (if any) clicking on 'Attach Document'



- ✓ DDO clicks on 'Browse' icon and selects the desired file
- ✓ DDO clicks on 'Upload' to upload the file

- ✓ DDO then clicks on 'Return' icon
- ✓ DDO signs the attached file using his / her DSC
- ✓ DDO then clicks on 'Return' icon
- ✓ DDO clicks on 'Approve' icon and approves the Bill.
- ✓ DDO clicks on 'Book of Drawal' and generates e-book of drawal