GOVERNMENT OF TELANGANA
Directorate of Treasuries and Accounts, Hyderabad

Cir.Memo No. D1/3758 / 2022 **Dated:23/06/2025**

Sub: Public Service – CPS/NPS - Instructions for Timely Submission and Processing of Monthly CPS Bills and Handling of e-Kuber Returns – Reg.

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The attention of the Nodal Officers (DTOs/STOs) in the State is invited to the subject cited. All options available in **SA Login and STO Login** under IFMIS - CPS Module, along with their respective functionalities, are detailed in the **Annexure.**

As per the options and workflow in the IFMIS portal, the following instructions are hereby issued for strict compliance by all Nodal Officers:

Monthly CPS Bills (Regular):

- The submission of **CPS Bills (Regular)** shall be initiated in **SA Login between the 22nd to 25th** of every month. The scheduled time line for this submission every month is prescribed as follows:

Month	Date Range	Initiation for uploading
January	1st to 28th February	22nd to 25th March
February	1st to 31st March	22nd to 25th April
March	1st to 30th April	22nd to 25th May
April	1st to 31st May	22nd to 25th June
May	1st to 30th June	22nd to 25th July
June	1st to 31st July	22nd to 25th August
July	1st to 30th August	22nd to 25th September
August	1st to 30th September	22nd to 25th October
September	1st to 31st October	22nd to 25th November
October	1st to 30th November	22nd to 25th December
November	1st to 31st December	22nd to 25th January
December	1st to 31st January	22nd to 25th February

- It must be ensured that the deductions are correctly captured within the selected Date Range by comparing the contribution amounts reflected in Column **Form 47 Bill Paid Amount** under **Form-47 Recon Report,** so to ensure that all deducted contributions are included in the CPS Bill.
  - *Use option DOWNLOAD to generate "TXT file" (File generated should not altered/edited)*
  - *Convert "TXT file" to "FVU file"*
  - *Upload "FVU File" in CRA System (NPSCAN)*
  - *Remove "ERROR" Message Records till Generation of "Transaction ID"*
  - *Exact Error Message shown in CRA System should be entered while removing the record. It should not be altered/edited.*

- The submission of the CPS Bill shall be done by entering the "<u>Transaction ID</u>" generated in the CRA system in appropriate field.
- The Approval of the submitted CPS Bills must be carried out immediately by the DTO/STO concerned in their **STO Login** without delay.

Handling Bills Approved After Transaction ID Lapse:

- CPS Bills that are approved by the Government after the lapse of the Transaction ID will appear under **e-Kuber Returns** in **STO Login**.
- These Bills must be immediately processed by choosing the appropriate option (**Generate** or **Adjust**) in the system (<u>as shown in Annexure</u>).
- The submission of the CPS Bill shall be done by entering the Transaction ID generated in the CRA system.

Rectification and Resubmission of Removed Employee Records:

- Records displayed under **"CPS Bills Removed Employees"** (due to CRA system errors) shall be **re-added to the applicable Date Range** after necessary rectification.
- Rectification shall be done strictly as per **Cir. Memo No. D1/3758/2022, dated 31-01-2025**.
- All records that were found as **error records** and subsequently rectified and the records that were not included in the **initial SCF File** must be **re-initiated for uploading.**
- The submission of the CPS Bill shall be done by entering the Transaction ID generated in the CRA system

After the payment of the CPS bill, the Nodal Officers must ensure that, **the status of the Transaction ID has been "<u>Matched and Booked</u>"** in CRA System.

All District Treasury Officers are requested to monitor and ensure that their respective Nodal Officers (DT/ST) complete the uploading within the prescribed timelines without fail.

These instructions must be disseminated to all concerned staff and compliance ensured without fail.

Any deviation will be taken seriously, and appropriate action will be initiated against those responsible.

Sd/- K.SRC Murthy
Director of Treasuries and Accounts

To
All the Nodal Officers (District Treasuries/Sub Treasuries)
through the concerned District Treasury Officers in the State.

// Forwarded :: By Order //

Junior Accounts Officer

ANNEXURE

The list of all options available under SA Login and STO Login in the IFMIS - CPS Module, along with their respective functionalities, is provided below

SA Login		STO Login	
CPS	**Submit CPS Bills** SA-Admin shall initiate for by taking Date Range	CPS	• **Approve CPS Bill** *Displays all CPS Bills which are pending for approval (initiated in SA Login) – FY wise*
	Submitted CPS Bills *Displays list of CPS Bills Submitted, showing details and Bill Status – FY wise*		• **Submitted CPS Bills** *Displays list of CPS Bills Submitted, showing details and Bill Status – FY wise*
			• **Submitted Missing CPS Bills** *Displays list of Submitted CPS Bills (Missing Credits prior to the year 2020), showing details and Bill Status – FY wise*
		CPS BILLS ADMIN	• View Current CPS Admin • To Edit CPS Admin
		EKUBER RETURNS	• **Generate/Adjust Challan** o *Display CPS Bills cleared by Govt after Lapse of Trans ID (Pending under e-Kuber Returns)* o *Each e-Kuber Return Bill has an option (Generate or Adjust) for further process* o *Use Existing FVU file (created initially and submitted CPS Bill) for obtaining New Transaction ID in CRA system* o *If there is no ERROR, Transaction ID will be Generated in CRA System AND the CPS Bill can be submitted by selecting option "GENERATE" by entering New Transaction ID at given field.* o *If there are any ERROR records with existing FVU file, the CPS Bill shall initiate process for "Challan Generation" by selecting option "ADJUST"* o *For further process select* **Generate/Adjust Return Bill**
			• **Generate/Adjust Return Bill** o *Display Pending CPS Bills (for GENERATE/ADJUST) – FY wise* o *Select CPS Bill. As per Type of Bill initiate for GENERATE or ADJUST* *If Type of CPS Bill is GENERATE on submission process is completed.* *If Type of CPS Bills is AJUSTMENT. For further process select* **Submit Adjusted Bill under E-Kuber Return Adjusted Bills**
			• **Pending Adjustment Challans** *Displays Pending Adjustment Challans – FY wise*

<table>
<tr><td></td><td></td><td rowspan="3">EKUBER RETURN ADJUSTED BILLS</td><td>Submit Adjusted Bill
On entering relevant Challan Number in appropriate FY, display the Total Records of the CPS Bill.
Use option DOWNLOAD to generate "TXT file" (File generated should not altered/edited)
Convert "TXT file" to "FVU file"
Upload "FVU File" in CRA System (NPSCAN)
Remove "ERROR"Message Records till Generation of "Transaction ID"
Exact Error Message shown in CRA System should be entered while removing the record. It should not be altered/edited.
Submit CPS Bill by entering New Transaction ID at given field</td></tr>
<tr><td></td><td></td><td>Rejected Employees
Upon selecting the Financial Year and the relevant Challan, the system "Displays rejected records" for Bill Adjustment, showing the error message encountered during SCF upload in the CRA system.</td></tr>
<tr><td></td><td></td><td>Submitted Adjustment Bills
To view Submitted Adjustment Bills – Fin Year wise</td></tr>
<tr><td></td><td></td><td>PENDING BILLS REPORT</td><td>CPS Pending Bills Report
On selecting Date Range - Displays all CPS Bills (CPS Bill for Transfer of Funds to NPS Trust) pending for clearance of Government, along with transaction details</td></tr>
<tr><td></td><td></td><td>FORM-47 RECON REPORT</td><td>FORM-47 Recon Report
On selecting Month, Year and STO Code – Displays a report as under:
<table>
<tr><th>Form 47 Bill Paid Amount</th><th>SCF Generated</th><th>SCF Not Generated</th><th>Removed</th></tr>
<tr><td>Total Amount/Records received on deductions from Form-47 in a month</td><td>Total Amount/Records captured and accepted in SCF File</td><td>Total Amount/Records not captured (in Date Range) and not covered in SCF File</td><td>Total Amount/Records removed while generating SCF due to ERRORs shown in CRA system</td></tr>
</table></td></tr>
<tr><td></td><td></td><td rowspan="3">CPS BILLS REMOVED EMPLOYEES</td><td>Employee Code
Display of Removed Records due to ERROR message in CRA – Employee Code wise/FY Wise</td></tr>
<tr><td></td><td></td><td>Bank Account Number
Display of Removed Records due to ERROR message in CRA – Bank Account Number wise/FY Wise</td></tr>
<tr><td></td><td></td><td>STO Code
Display of Total Removed Records due to ERROR message in CRA – Financial Year Wise</td></tr>
</table>

Sd/- K.SRC Murthy
Director of Treasuries & Accounts

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Junior Accounts Officer