

## Instructions to Schools for Registration on PFMS

1. <https://pfms.nic.in/Users/LoginDetails/Login.aspx>
2. Go to 'Register Agency'. A page with instructions will be displayed, read through and collect all required information, and press 'Continue'.
3. A new page will open- fill in all details of agency, agency is the school in this case.
4. For type of registration- select the category based on the following-  
*Selection is based on the legal status of the Agency. If agency is, (i) Registered with Registrar of Society → Registered Society. If sponsored by Government then it is of the Registered Societies (Autonomous Body, Government of India) type if not then it is Registered Society (NGO) Type. (ii) If Registered with Charity Commissioner then it is a "Trust" (iii) If Registered under Companies Act then it is Private Sector Company. Depending on the stake of Government (Central or State) it would be a Central Government PSU or State Government PSU. (iv) If agency is created by an Act of Parliament or State Legislative Assembly (SLA) then it is a statutory body. (v) If Registered outside Indian then it is an International Organisation. (vi) Individuals getting grant may register as Individual type.*
5. Registration No, TIN/ TAN/ PAN - will depend on type of registration. Please check with your registering body for the same.
6. Unique Agency Code is a system generated Code to uniquely Identify an agency. Kindly note it- it will be required for future reference. The school is required to inform the Unique Agency Code to NITI Aayog through email (md-aim@gov.in), to facilitate transfer of funds.
7. For selection/ addition of bank-  
(i) Select Bank name (ii) Go to Address bar, put the keyword like place or pin code in it (for example Khan Market, Delhi) (iii) Press Search button (iv) Go to Branch – drop down menu ▼ Bank branches will appear in drop down (v) Select the relevant branch.
8. For scheme details- 'type 9461' and select 'New Schemes'