

ELECTRONIC TRANSFER MANDATE FORM

(This mandate form is to be filled in and submitted with each proposal for Grant)

1. Institution/Organisation/Society's Name & Address :

2. PI's i) e-mail ID (For mail alert) :
ii) Mobile No. (For SMS alert) :

3. Unique Agency Code (Registered in PFMS) :
4. Unique Id (Registered in NGO Darpan Portal*) :
5. PAN of NGO/Trust updated with NGO Darpan Portal*:
6. Particulars of Bank Account of the Institution/Organisation/Society :
 - A. Bank Name & Branch :
 - B. Account Number as appearing on the Cheque Book :
 - C. Account type (S.B. Account /Current Account or Cash Credit) :
 - D. 9-digit code of the Bank and Branch Appearing On the MICR cheque issued by the bank :
 - E. IFSC Code :

I/We, hereby declare that the particulars given above are correct and complete. If the transaction is delayed for reasons of incomplete or incorrect information, I/We will not held the user institution responsible.

Date:

Signature of the Director/
Registrar/Finance Officer/Accts Officer

CERTIFICATE OF THE PAYEE/GRANTEE'S BANK

Certified that the particulars furnished above are correct as per our records.

Bank's Stamp

Date:

Name & Signature of the
Authorized official from the Bank

Tele / Mob. No :

To,
Pay & Accounts Officer,
Dept. of Space,
Antariksh Bhavan,
Bangalore – 560 231.
Tele : 080-2217 2253

Steps for Agency Registration in PFMS

Visit URL: <https://pfms.nic.in>


Before registering an agency, concerned agency may check whether their Institution / University is already registered in PFMS.

For this purpose, please check the link (Manage Registered Agency) provided in the Home page. After opening the same link, they can provide any one of the details and then click on search option. Preferably Please Check with their agency bank account number or agency name (Institution /University).

If already registered, Agency details will be populated, please note down the **Unique Agency code** and same may be communicated along with Bank EFT Form to Concerned Programme Office in ISRO i.e., RESPOND/Space Science Office/NNRMS.

In case Agency is not registered, the following steps have to be followed.



1. Click on  in the home page of PFMS website.
2. Click on the “Register Agency” link.
3. Read all the Instructions and click on Continue Button.
4. Fill agency details completely as applicable to your agency. While registering, no need to fill “*Unique Agency Code*” details, so keep it blank and fill word verification code then click on “*next*” option, the **Unique Agency code** will populate automatically.
5. Then proceed for Scheme selection using “*Select Scheme*” option.

For Respond Projects – **Space Sciences (2792)**

For Conferences/Symposiums/workshops/Seminars related to RESPOND Programme Office – **Space Technology (2810)**

For NNRMS – **Space Applications (3508)**

For Space Science office – **Space Sciences (2792)**

For IGBP Projects – **Space Sciences (2792)**

6. Enter agency bank details.
7. Finally click on submit button. On submission one message will appear on the top of the screen, showing *agency registration successful*. Note down this unique agency code and communicate to Concerned programme offices of ISRO/Dept. of Space.