

# ***Public Financial Management System***

## ***( PFMS )***

<https://cpsms.nic.in>

### ***Utilization Certificate Module***

#### ***User Manual for Agencies***

***Controller General of Accounts***

***Ministry of Finance***

***Department of Expenditure***

***Government of India***

AMENDMENT LOG

| Version Number | Date                       | Change Number | Summary of Changes | Sections Changed |
|----------------|----------------------------|---------------|--------------------|------------------|
| 1.0            | 22nd Aug 2013              | -             | First Release      | -                |
| 2.0            | 31 <sup>st</sup> July 2015 |               |                    |                  |
|                |                            |               |                    |                  |

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## 1. INTRODUCTION

All agencies receiving sanctions have to mandatorily submit Utilization Certificates against the sanction amount received by them. Agencies need to certify that the amount received by it from the Central government has been utilized entirely or the balance amount will either be surrendered or adjusted towards grants in aids payable during the subsequent year.

Currently data of releases since 2009 has been recorded in PFMS, but there are no records of Utilization Certificates.

## 2. IDENTIFIED STAKEHOLDERS/USER GROUPS

The following stakeholders/user categories are authorized users of the UC module

- Agency Administrator
- Agency Maker
- Agency Checker
- Program Division ( PD )
- Pay and Accounts Officer ( PAO )

Every user of the system would have the User name and password for authentication.

## 3. FUNCTIONS OF DIFFERENT STAKEHOLDERS/USERS

### 3.1 Role of Agency Administrator

- Creates credentials (username,password) for Agency Maker and Agency Checker.
- Agency Administrator can perform all functions of Agency Maker and Agency Checker.

### 3.2 Role of Agency Maker

- Enters and Submits UC – An agency maker can enter Utilisation Certificate details of current fiscal year as well as previous fiscal year's for the various schemes mapped to him.
- Can View UC and Modify Submitted UC.
- Digitally Sign the UC (Optional )/ Manually sign the UC.
- Generates GFR19 ( In case of manual sign ).

- Upload UC ( In case of manual sign )

### 3.3 Role of Agency Checker

- Approves UC – approves the UC that has been uploaded or digitally signed by the Agency Maker.

### 3.4 Role of Program Division User

- Approves/Returns UC
  - Verifies & approves the UC uploaded by Agency
  - In case Agency has digitally signed the UC, digitally counter-signs the UC.

### 3.5 Role of PAO

- Records ( Accepts ) / Returns UC
  - Verifies accepts the UC which has been approved by PD user.
  - In case PD has digitally signed the UC, digitally counter-signs the UC.

## 4. FUNCTIONAL FLOW

1. Agency maker enters the UC details against each sanction and submits the UC. Utilised amount against multiple sanctions can be added in one UC. On submitting the UC the system generates a Utilisation Certificate Id.
2. Agency Maker can digitally sign or upload manually signed UC. In case of digital signature, the agency maker digitally signs UC and proceeds to step 6.
3. Agency Maker generates the GFR 19 and prints it ( In case of manual signing ).
4. Agency Maker signs the above print - out and scans the signed document in pdf format. ( in case of manual signing ).
5. Uploads the manually signed Scanned GFR19 document (in case of manual signing ).
6. Once the UC is uploaded/digitally signed it flows to the Agency Checker, the agency maker cannot make any modifications once UC is uploaded/ digitally signed.

7. The Agency Checker approves or rejects the UC. The Agency Checker can also digitally sign the UC ( Optional ).
8. After approval the UC moves to the Program Division user and in case of rejection it moves back to Agency maker who can then make the necessary rectifications.
9. The Program Division user verifies & approves the UC or returns it back to the Agency. On approval by PD, UC flows to PAO and on return it flows back to Program division.
10. The PAO either Records ( Accepts ) the UC or returns it to PD.
11. The acceptance of UC by PAO completes the process.

## 5. AGENCY MAKER

### 5.1 Agency Maker – Entering and Submitting a UC

When Agency Maker logs in, the following screen appears. Select the option **Utilization Certificate – Add New UC** from the menu as shown below

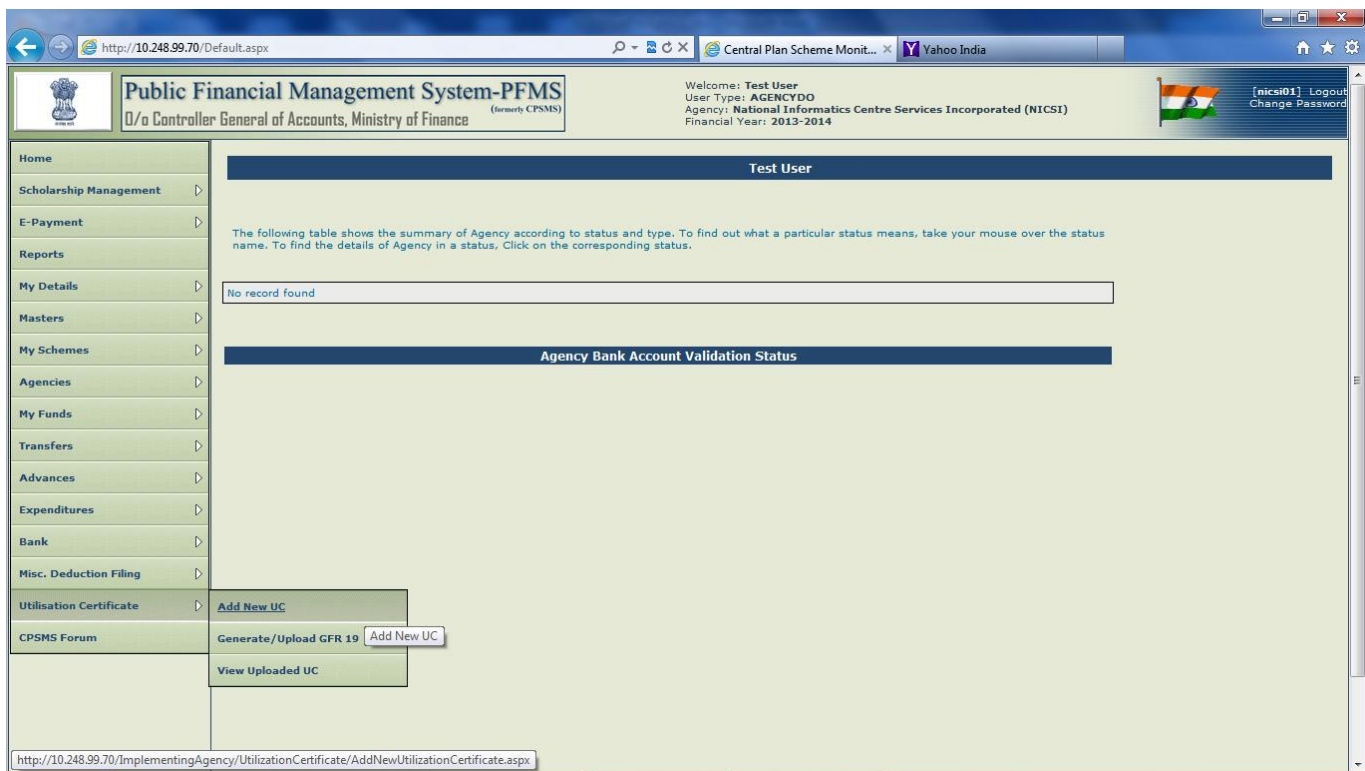


Figure 1.0 Main Menu

On choosing **Add New UC** option, the screen shown below appears, the user needs to choose the Scheme and Financial Year.

Figure 2.0 UC Data-Entry Screen1

On the basis of the Scheme the details of all the sanctions for the selected Financial Year will be displayed. See screen-shot below. Enter the details against each sanction and select 'Add' button. On completion of data entry, click on the **Submit** button.

| Select                              | Sanction Number            | Sanction Date (MM/DD/YYYY) | Sanction Amount (Rs) | Utilised Amount(Rs) | Surrenderd Amount(Rs) | Amount to be adjusted next year(Rs) | UC DUE DATE |
|-------------------------------------|----------------------------|----------------------------|----------------------|---------------------|-----------------------|-------------------------------------|-------------|
| <input checked="" type="checkbox"/> | BT/PR12930/AGR/36/450/2009 | 05/21/2010                 | 4147000.00           | 4147000             | 0                     | 0                                   | 01/04/2012  |
| <input checked="" type="checkbox"/> | BT/PR13349/PIQ/06/484/2009 | 10/01/2010                 | 1780000.00           | 1780000             | 0                     | 0                                   | 01/04/2012  |
| <input checked="" type="checkbox"/> | BT/PR13463/PIQ/06/488/2010 | 11/16/2010                 | 873000.00            | 873000              | 0                     | 0                                   | 01/04/2012  |
| <input type="checkbox"/>            | BT/PR13559/Med/30/283/2010 | 01/31/2011                 | 5246000.00           | 0                   | 0                     | 0                                   | 01/04/2012  |
| <input type="checkbox"/>            | BT/PR13667/PIQ/06/495/2010 | 12/09/2010                 | 1054400.00           | 0                   | 0                     | 0                                   | 01/04/2012  |
| <input type="checkbox"/>            | BT/PR13668/PIQ/06/496/2010 | 03/25/2011                 | 804400.00            | 0                   | 0                     | 0                                   | 01/04/2012  |
| <input type="checkbox"/>            | BT/PR13805/PIQ/06/550/2010 | 01/05/2011                 | 1389800.00           | 0                   | 0                     | 0                                   | 01/04/2012  |
| <input type="checkbox"/>            | BT/PR66179/BRB/10/421/2005 | 08/06/2010                 | 120000.00            | 0                   | 0                     | 0                                   | 01/04/2012  |
| <input type="checkbox"/>            | BT/PR/261/MED/14/1005/2006 | 02/21/2011                 | 75000.00             | 0                   | 0                     | 0                                   | 01/04/2012  |
| <input type="checkbox"/>            | BT/PR/654/BRB/10/520/2006  | 05/21/2010                 | 532000.00            | 0                   | 0                     | 0                                   | 01/04/2012  |

Sanction Amount: 680000.00  
 Utilised Amount from previous year: 70400.00 [Click here to adjust previous year amount](#)  
 Amount Surrenderd: 0  
 Surrender / Office Order No:   
 Surrender Through: --Select mode of surrendered--  
 Utilised Amount: 6800000  
 Total Utilised Amount: 6870400.00  
 Amount to be adjusted next year: 0  
 Office Order Date:   
 Interest Earned:   
 Submit Cancel

Figure 2.1 UC Data-Entry Screen2

Click here to adjust unutilized amount from previous years.

After Clicking on the link button following screen will appear.

Public Financial Management System-PFMS

D/o Controller General of Accounts, Ministry of Finance

Home

Orders Circulars Panel

Final Book Of Accounts

E-Payment

Scholarship Management

Agency

Reports

My Details

Master

My Schemes

Agencies

My Funds

Transfers

Advances

Scheme Allocation

Expenditures

Bank

Misc. Deduction Filing

Utilisation Certificate

CPSMS Forum

Accounting System Integration

Bank Printing Templates

Schemes

Opening Balance

Select

Sanction Number

Sanction Amount

Utilised Amount from previous year

Amount Surrendered

Surrender / Office Order No.

Surrender Through

Submit

Cancel

| Financial Year                           | Sanction No.                | Date       | Amount       |
|--|-----------------------------|------------|--------------|
| <input type="checkbox"/> 2010            | BT/IN/ELU/17/5N/2009        | 19-03-2010 | 5016500.0000 |
| <input checked="" type="checkbox"/> 2010 | BT/PR11632/Med/30/162/08    | 22-03-2010 | 2000.0000    |
| <input checked="" type="checkbox"/> 2010 | BT/PR-13040/FNS/20/416/2009 | 02-02-2010 | 6000.0000    |
| <input checked="" type="checkbox"/> 2010 | BT/PR13250/GBD/27/234/2009  | 21-12-2009 | 7000.0000    |
| <input checked="" type="checkbox"/> 2010 | BT/PR-13343/FNS/20/425/2009 | 05-02-2010 | 400.0000     |
| <input checked="" type="checkbox"/> 2010 | BT/PR6179/BRB/10/421/2005   | 23-10-2009 | 400.0000     |
| <input checked="" type="checkbox"/> 2010 | BT/PR7171/MED/14/962/2006   | 28-01-2010 | 50000.0000   |
| <input checked="" type="checkbox"/> 2010 | BT/PR7951/MED/14/1193/2006  | 05-05-2009 | 6000.0000    |
| <input checked="" type="checkbox"/> 2010 | BT/PR7968/MED/14/1206/2006  | 19-08-2009 | 600.0000     |
| <input type="checkbox"/> 2010            | BT/PR8793/GBD/27/25/2006    | 25-11-2009 | 3000.0000    |
| <input type="checkbox"/> 2010            | BT/PR9249/MED/30/18/2007    | 30-06-2009 | 8000.0000    |
| <input type="checkbox"/> 2010            | BT/PR9546/MED/12/349/2007   | 09-06-2009 | 2000.0000    |

Amount to be adjusted next year (Rs)

UC DUE DATE

Ado

Edit

By default all the checkboxes will be unchecked. Please check the boxes if you want to adjust previous year unutilized amount and click on submit button.

Figure 2.2 UC Data-Entry Screen3



After Clicking on Submit button, a confirm pop up will shown where Total Adjusted amount and Total checked sanction is displayed in the message click Ok on pop up if agree for the same.

| Financial Year                           | Sanction No.                | Date       | Amount       |
|--|-----------------------------|------------|--------------|
| <input type="checkbox"/> 2010            | BT/PR/EL/17/5N/2009         | 19-03-2010 | 5016500.0000 |
| <input checked="" type="checkbox"/> 2010 | BT/PR/11632/Med/30/162/08   | 22-03-2010 | 2000.0000    |
| <input checked="" type="checkbox"/> 2010 | BT/PR-13040/FNS/20/416/2009 | 02-02-2010 | 6000.0000    |
| <input checked="" type="checkbox"/> 2010 | BT/PR/13250/GBD/27/234/2009 | 21-12-2009 | 7000.0000    |
| <input checked="" type="checkbox"/> 2010 | BT/PR-13343/FNS/20/425/2009 | 05-02-2010 | 400.0000     |
| <input checked="" type="checkbox"/> 2010 | BT/PR6179/BRB/10/421/2005   | 23-10-2009 | 400.0000     |
| <input checked="" type="checkbox"/> 2010 | BT/PR7171/MED/14/962/2006   | 28-01-2010 | 50000.0000   |
| <input checked="" type="checkbox"/> 2010 | BT/PR7951/MED/14/1193/2006  | 05-05-2009 | 6000.0000    |
| <input checked="" type="checkbox"/> 2010 | BT/PR7968/MED/14/1206/2006  | 19-08-2009 | 600.0000     |
| <input type="checkbox"/> 2010            | BT/PR8793/GBD/27/25/2006    | 25-11-2009 | 3000.0000    |
| <input type="checkbox"/> 2010            | BT/PR9249/MED/30/18/2007    | 30-06-2009 | 8000.0000    |
| <input type="checkbox"/> 2010            | BT/PR9546/MED/12/349/2007   | 09-06-2009 | 2000.0000    |

Message from webpage

Are you sure to submit ?  
Total Adjusted is Rs. 72400.00  
Total : 8 sanction checked/selected

OK Cancel

Figure 2.3 UC Data-Entry Screen3

After clicking on Ok button on pop up.  
 Total Amount from previous year and Total Utilized Amount Text Box value get updated.

Utilization Certificate

Scheme: 0150-RESEARCH AND DEVELOPMENT DEPARTMENT OF BIOTECHNOLOGY

Financial Year: 2010-2011

Opening Balance: 4534900.00

Expenditure Amount: 0.00

| Select                              | Sanction Number            | Sanction Date (MM/DD/YYYY) | Sanction Amount (Rs) | Utilised Amount(Rs) | Surrender Amount(Rs) | Amount to be adjusted next year(Rs) | UC DUE DATE |  |  |
|-------------------------------------|----------------------------|----------------------------|----------------------|---------------------|----------------------|-------------------------------------|-------------|--|--|
| <input checked="" type="checkbox"/> | BT/PR12930/AGR/36/650/2009 | 05/21/2010                 | 4147000.00           | 4147000             | 0                    | 0                                   | 01/04/2012  |  | <a href="#">Add</a> <a href="#">Edit</a> |
| <input checked="" type="checkbox"/> | BT/PR13349/PID/06/484/2009 | 10/01/2010                 | 1780000.00           | 1780000             | 0                    | 0                                   | 01/04/2012  |  | <a href="#">Add</a> <a href="#">Edit</a> |
| <input checked="" type="checkbox"/> | BT/PR13463/PID/06/488/2010 | 11/16/2010                 | 873000.00            | 873000              | 0                    | 0                                   | 01/04/2012  |  | <a href="#">Add</a> <a href="#">Edit</a> |
| <input type="checkbox"/>            | BT/PR13559/Med/30/283/2010 | 01/31/2011                 | 5246000.00           | 0                   | 0                    | 0                                   | 01/04/2012  |  | <a href="#">Add</a> <a href="#">Edit</a> |
| <input type="checkbox"/>            | BT/PR13667/PID/06/495/2010 | 12/09/2010                 | 1054400.00           | 0                   | 0                    | 0                                   | 01/04/2012  |  | <a href="#">Add</a> <a href="#">Edit</a> |
| <input type="checkbox"/>            | BT/PR13668/PID/06/496/2010 | 03/25/2011                 | 804400.00            | 0                   | 0                    | 0                                   | 01/04/2012  |  | <a href="#">Add</a> <a href="#">Edit</a> |
| <input type="checkbox"/>            | BT/PR13805/PID/06/550/2010 | 01/05/2011                 | 1389800.00           | 0                   | 0                    | 0                                   | 01/04/2012  |  | <a href="#">Add</a> <a href="#">Edit</a> |
| <input type="checkbox"/>            | BT/PR6179/BRB/10/421/2005  | 08/06/2010                 | 120000.00            | 0                   | 0                    | 0                                   | 01/04/2012  |  | <a href="#">Add</a> <a href="#">Edit</a> |
| <input type="checkbox"/>            | BT/PR7261/MED/14/1005/2006 | 02/21/2011                 | 75000.00             | 0                   | 0                    | 0                                   | 01/04/2012  |  | <a href="#">Add</a> <a href="#">Edit</a> |
| <input type="checkbox"/>            | BT/PR7654/BRB/10/520/2006  | 05/21/2010                 | 532000.00            | 0                   | 0                    | 0                                   | 01/04/2012  |  | <a href="#">Add</a> <a href="#">Edit</a> |

Sanction Amount: 6800000.00

Utilised Amount: 6800000

Utilised Amount from previous year: 72400.00 [Click here to adjust previous year amount](#)

Total Utilised Amount: 6872400

Amount Surrendered: 0

Amount to be adjust next year: 0

Surrender / Office Order No:

Office Order Date:

Surrender Through: --Select mode of surrendered--

Interest Earned:

Submit

Cancel

Figure 2.4 UC Data-Entry Screen3

When the **Submit** button is clicked the **system generates a unique Utilisation Certificate ID ( UC-ID )**, which is required for all operations here-after. Using this UC-ID the user will be able to view / edit / approve the Utilisation Certificate. An e-mail containing the UC-ID is also sent to the agency maker. See Screen-Shot below

Home

Orders Circulars Panel

FirstBookOfAccounts

E-Payment

Scholarship Management

Agency

Reports

My Details

Masters

My Schemes

Agencies

My Funds

Transfers

Advances

Scheme Allocation

Expenditures

Bank

Misc. Deduction Filing

Utilisation Certificate

CPSMS Forum

Accounting System Integration

Bank Printing Templates

Utilization Certificate

Schemes: 0150-RESEARCH AND DEVELOPMENT DEPARTMENT OF BIOTECHNOLOGY

Financial Year: 2010-2011

Opening Balance: 4934909.00

ExpenditureAmount: 0.00

| Select                   | Sanction Number            | Sanction Date (MM/DD/YYYY) | Sanction Amount (Rs) | Utilised Amount(Rs) | Surrenderd Amount(Rs) | Amount to be adjusted next year(Rs) | UC DUE DATE |     |      |
|--------------------------|----------------------------|----------------------------|----------------------|---------------------|-----------------------|-------------------------------------|-------------|-----|------|
| <input type="checkbox"/> | BT/PR13559/Med/30/263/2010 | 01/31/2011                 | 5249000.00           | 0                   | 0                     | 0                                   | 01/04/2012  | Add | Edit |
| <input type="checkbox"/> | BT/PR13667/PED/06/495/2010 | 12/09/2010                 | 1054400.00           | 0                   | 0                     | 0                                   | 01/04/2012  | Add | Edit |
| <input type="checkbox"/> | BT/PR13668/PED/06/496/2010 | 03/25/2011                 | 804400.00            | 0                   | 0                     | 0                                   | 01/04/2012  | Add | Edit |
| <input type="checkbox"/> | BT/PR13605/PED/06/550/2010 | 01/05/2011                 | 1389900.00           | 0                   | 0                     | 0                                   | 01/04/2012  | Add | Edit |
| <input type="checkbox"/> | BT/PR6179/BRB/10/421/2005  | 08/06/2010                 |                      |                     |                       |                                     | 01/04/2012  | Add | Edit |
| <input type="checkbox"/> | BT/PR7261/MED/14/1005/2006 | 02/21/2011                 |                      |                     |                       |                                     | 01/04/2012  | Add | Edit |
| <input type="checkbox"/> | BT/PR7654/BRB/10/520/2006  | 05/21/2010                 |                      |                     |                       |                                     | 01/04/2012  | Add | Edit |
| <input type="checkbox"/> | BT/PR7968/MED/14/1206/2006 | 08/17/2010                 | 165222.00            | 0                   | 0                     | 0                                   | 01/04/2012  | Add | Edit |
| <input type="checkbox"/> | BT/PR9249/MED/30/18/2007   | 06/01/2010                 | 622000.00            | 0                   | 0                     | 0                                   | 01/04/2012  | Add | Edit |
| <input type="checkbox"/> | BT/PR9359/MED/29/20/2007   | 03/30/2011                 | 1459000.00           | 0                   | 0                     | 0                                   | 01/04/2012  | Add | Edit |

Sanction Amount: 72400.00

Utilised Amount: 5672400

Amount Surrenderd: 0

Amount to be adjust next year: 0

Surrender / Office Order No: 0

Office OrderDate: 0

Surrender Through: -Select mode of surrendered -

Interest Earned: 0

Click here to adjust previous year amount

Click here to continue

Cancel

Saved Successfully ,your utilisation certificate id=12677044, Email could not be sent due to network issue.

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Figure 2.5 UC Data-Entry Screen3

Note:

If you are not able to submit UC for the particular year (say 2013-2014)  
 You will get a message on screen that "**Please make sure, you have submitted all previous year outstanding UC**"

It implies that UC is not submitted for previous years .

So please change financial year drop down and check whether UC is submitted for previous years (say 2009-2010).

If previous year UC is not submitted/uploaded then system will not allow you to move further.

Figure 2.5 UC Data-Entry Screen3

## 5.2 Agency Maker – Modifying UC

To view or modify the submitted UC, Select the option *Utilization Certificate – Manage UC* from the

List of Utilization Certificates

FinancialYear

--All--

Certificate Status:

--All--

UC Id

search





| UC Id  | SchemeName            | Financial Year | Sanction Amount | Utilised Amount | Surrenderd Amount | Amount to be adjust next year(Rs) |      |        |
|--|-----------------------|----------------|-----------------|-----------------|-------------------|-----------------------------------|------|--------|
|  6083   | ELECTRONIC GOVERNANCE | 2009-2010      | 23976000.00     | 23975000.00     | 500.00            | 500.00                            | Edit | Upload |
|  6084   | ELECTRONIC GOVERNANCE | 2009-2010      | 5351000.00      | 5351000.00      | 0.00              | 0.00                              | Edit | Upload |
|  6085  | ELECTRONIC GOVERNANCE | 2009-2010      | 384000.00       | 384000.00       | 0.00              | 0.00                              | Edit | Upload |
|  6086 | ELECTRONIC GOVERNANCE | 2009-2010      | 6500000.00      | 5000000.00      | 500000.00         | 1000000.00                        | Edit | Upload |

Figure 3.0 List of UC for Edit

menu. By default all UC's pertaining to the agency are displayed as shown in Figure 3.0 . The user can then filter on the basis of desired Financial Year, Certificate Status , or UC ID if required. Click on [Edit](#) to make changes . Screen shown below appears, make necessary changes and click on update button. Please note Uploaded or Digitally signed UC's cannot be edited.

Update Utilization Certificate

Scheme: BIOINFORMATICS

Financial Year: 2009-2010

Opening Balance: 500000.00

| Sanction Number      | Sanction Date (MM/DD/YYYY) | Sanction Amount(Rs) | Utilised Amount(Rs) | Surrenderd Amount (Rs) | Amount Carry Forward(Rs) | UC DUE DATE |  |                                |
|----------------------|----------------------------|---------------------|---------------------|------------------------|--------------------------|-------------|--|--------------------------------|
| BT/Med-II/EP/05/2009 | 05/27/2009                 | 255131.00           | 50000.00            | 5000.00                | 200131.00                | 01/04/2011  |  | <div>Add</div> <div>Edit</div> |

Sanction Amount: 0.00

Any other Utilised Amount : 300000.00

Amount Surrenderd: 0.00

Order No: odac123

Surrender Through: Cheque

Cheque No 1234356

Utilised Amount: 0.00

Total Utilised Amount: 300000.00

Amount Carry Forward: 0.00

OrderDate: 17/04/2014

Interest Earned: 5000.00

Cheque Date 15/04/2014

Update

Back

Figure 3.1 Update UC

## 5.3 Agency Maker – Manual Signing and Uploading UC

After submitting the UC, the Agency Maker needs to Generate the form GFR 19, print it, sign it manually and upload the signed scanned document. Steps are described in detail below.

### 5.3.1 Generating GFR 19

On selecting [Utilization Certificate - Generate/Upload GFR 19](#) from the menu, the screen shown below appears. Select the desired UC Id for which GFR 19 has to be generated. Only UC ID's which have not yet been uploaded or digitally signed will appear in pull pull-down list. ( Uploaded or digitally signed UC's will not appear.) Click on [Generate GFR19](#) button.

**GFR 19 FORM VIEW/UPLOAD**

**Select**

☒ Generate Form GFR19

☐ Upload Signed GFR19

☐ Digitally Signed GFR19

**Utilization CertificateId**

6084 / 13-08-2013

☒ 001-Cash book verified regularly

☒ 002-Bank Pass Book verified

☒ 003-Stock Register verified

☐ 004-Chartered Accountant checked the expenses and certified

☐ 005-Ledger

☐ 006-Payment vouchers

☐ 007-Bank Reconciliation

☐ 008-Inventory

☐ 009-Vouchers

☐ 010-Account audited by competent authority

☐ 011-Committed expenditure calculated w.r.t salary of staff ,travel and various other liabilities

☐ 012-Allotment Register

☐ 013-Bills

☐ 014-Placing order generally on lowest quotation basis for supply after verification of approved heads A/C

☐ 015-Passing of Bills with entries in Budget Register

☐ 016-Checking of Bidget Register before making any payment

☐ 017-Keeping of Assests Register

☐ 018-Keeping of Salary Register

☐ 019-Any other as applicable

**Generate GFR19**

**Figure 4.0 Generate GFR 19**

The GFR 19 is generated as displayed below. Take a print-out of it, sign-it manually and then scan it ( as pdf ). This pdf document has to be uploaded. ( See Section on uploading)

**FORM GFR 19**

UC ID: 60855

**FORM GFR 19-A**

[See Rule 212(1)]

**Form of Utilization Certificate**

| Sl No | Sanction Number      | Sanction Date | Amount(Rs) |
|-------|----------------------|---------------|------------|
| 1     | BT/Med-11/EP/05/2009 | 27-05-2009    | 255131.00  |

2.Certified that I have satisfied myself that the condition on which the grants-in-aid was sanctioned have been duly fulfilled/are being fulfilled and that I have exercised the following checks to see that the money was actually utilised for the purpose for which it was sanctioned.

*Kinds Of checks exercised*

- Cash book verified regularly
- Bank Pass Book verified
- Stock Register verified
- Chartered Accountant checked the expenses and certified
- Ledger

Signature.....

Designation.....

Date.....

**print**

**Figure 4.1 Generated GFR19**



### 5.3.2 Uploading GFR 19

On selecting **Utilization Certificate - Generate/Upload GFR 19** from the menu, the screen shown in Figure 5 appears. Choose **Upload Signed GFR-19**. Screen-shot as shown below appears, select the desired UC Id, choose the pdf file created in previous step and click on **upload** button to upload the file.( Imp Note – After uploading the UC no further amendments can be made by Agency Maker ) Once the UC is uploaded it flows to Agency Checker

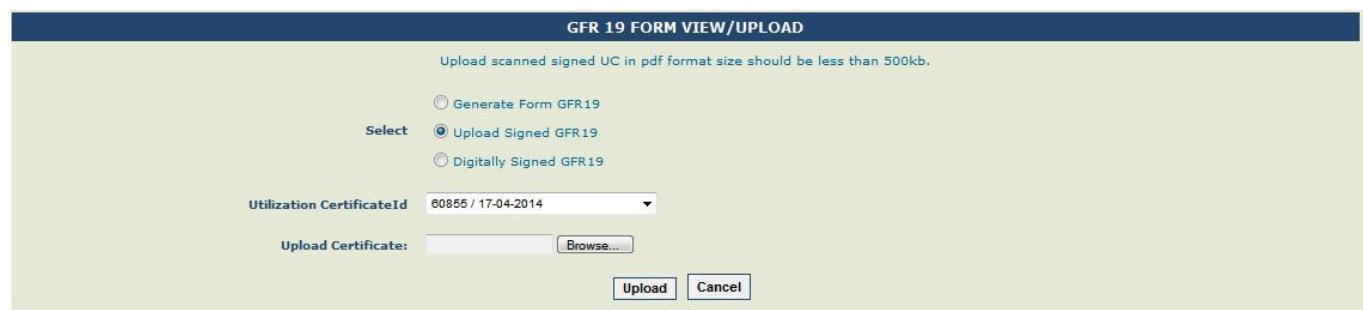


Figure 5.0 Upload GFR19

### 5.4 Agency Maker – Digitally Signing the UC

Digitally signing the UC is not mandatory. In case user does not want to digitally sign, the steps given in section 5.3 need to be performed. For digitally signing the user needs to first Enrol his/her digital signature. ( For Enrolment Refer User – Manual available on PFMS site ).

Select **Utilization Certificate - Generate/Upload GFR 19** option from the menu, the screen shown below appears. Select **Digitally Sign GFR19** and choose the desired UC-Id and click on **SignDigitally**. Follow steps given in to Figure 6.1 to **Error! Reference source not found..**



Figure 6.0 Digitally Sign GFR19

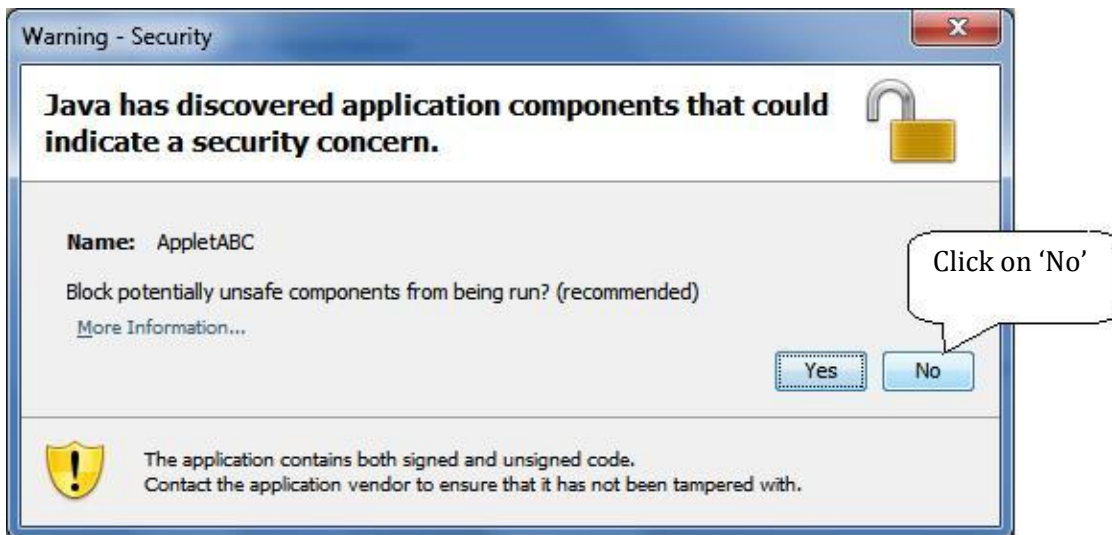


Figure 6.1 Digital Signature step1



Figure 6.2 Digital Signature step2



Figure 6.3 Digital Signature step2

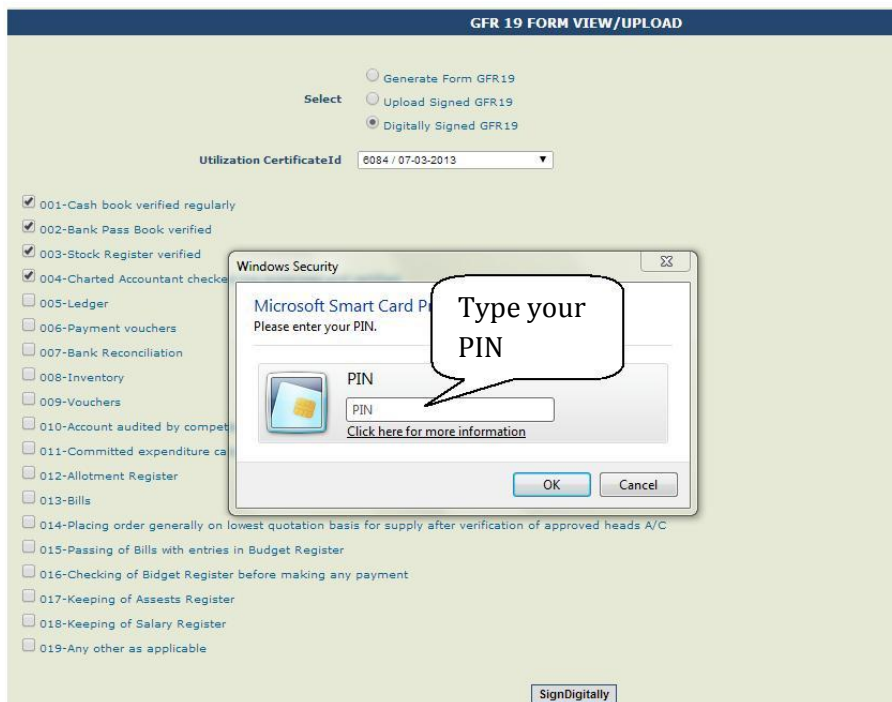


Figure 6.4

**GFR 19 FORM VIEW/UPLOAD**

Select ☐ Generate Form GFR19  
☐ Upload Signed GFR19  
☒ Digitally Signed GFR19

Utilization CertificateId 6084 / 07-03-2013

☒ 001-Cash book verified regularly  
☒ 002-Bank Pass Book verified  
☒ 003-Stock Register verified  
☒ 004-Chartered Accountant checked the expenses and certified  
☐ 005-Ledger  
☐ 006-Payment vouchers  
☐ 007-Bank Reconciliation  
☐ 008-Inventory  
☐ 009-Vouchers  
☐ 010-Account audited by competent authority  
☐ 011-Committed expenditure calculated w.r.t sanctioned amount  
☐ 012-Allotment Register  
☐ 013-Bills  
☐ 014-Placing order generally on lowest quotation basis for supply after verification of approved heads A/C  
☐ 015-Passing of Bills with entries in Budget Register  
☐ 016-Checking of Budget Register before making any payment  
☐ 017-Keeping of Assets Register  
☐ 018-Keeping of Salary Register  
☐ 019-Any other as applicable

**Information**

**Uc has been successfully Signed**

Figure 6.5

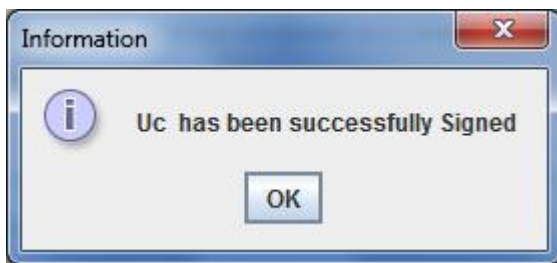


Figure 6.6

**FORM GFR 19**

UC ID: 6084

FORM GFR 19-A  
[See Rule 212(1)]

Form of Utilization Certificate

| Sl No | Sanction Number | Sanction Date | Amount(Rs)    |
|-------|-----------------|---------------|---------------|
| 1     | 8(62)/2009-EG-1 | 24-08-2010    | 4633000000.00 |

Certified that Out Of Rs. 4633000000.00 Grants-in-aid Sanctioned during the year 2010-2011 in Favour Of National Informatics Centre Services Incorporated (NICSI) under this Ministry/Department Letter No. given in the margin and Rs. 4633000000.00 has been utilized for the purpose of for which it was sanctioned and that the balance of Rs 0.00 remaining unutilized at the end of year has been surrendered to Government (vide No 100718/NDC dated 06/09/2011 )/ will be adjusted towards the grants-in-aid payable during the next year 2011-2012 Interest earned is 5405167.00

2.Certified that I have satisfied myself that the condition on which the grants-in-aid was sanctioned have been duly fulfilled/are being fulfilled and that I have exercised the following checks to see that the money was actually utilised for the purpose for which it was sanctioned.

*Kinds Of checks exercised*

- Cash book verified regularly
- Bank Pass Book verified
- Stock Register verified
- Chartered Accountant checked the expenses and certified

Digitally Signed By: RAUSHAN RATNESH  
 Designation: .....  
 ACCOUNTS INFORMATICS DIVISION  
 Date:27/01/2014

Note:-This GFR 19 is electronically generated and digitally signed by concerned authority.

Figure 7.0 Digitally Signed GFR19



Figure 8.0 Details of Digital Signature

## 6. AGENCY CHECKER

Once the Agency Maker user uploads a scanned copy of GFR19(UC) or digitally signs the UC, it then flows to the Checker. An Agency Checker user has the authority to either approve or reject the UC. After approval the UC flows to the concerned Ministry, and status of UC is reflected as '*Approved and Submitted to GOI*'. In case UC is rejected it flows back to Agency Maker.

### 6.1 Agency Checker – Approve/Reject UC

Login to the PFMS system and select *Utilization Certificate – Approve UC* option from the menu, the following screen appears.

| UC Id | SchemeName            | Financial Year | Sanction Amount(Rs.) | Utilised Amount(Rs.) | Surrendered Amount(Rs.) | Amount to be adjust next year(Rs.) | Certificates | UC Signed By | UC Status   | Reason for reject | Digital Sign |
|-------|-----------------------|----------------|----------------------|----------------------|-------------------------|------------------------------------|--------------|--------------|---|-------------------|--------------|
| 6083  | ELECTRONIC GOVERNANCE | 2009-2010      | 23976000.00          | 23975000.00          | 500.00                  | 500.00                             | View Signed  | nicsi0       | Approved and submitted to GOI                     |                   |              |
| 6084  | ELECTRONIC GOVERNANCE | 2009-2010      | 5351000.00           | 5351000.00           | 0.00                    | 0.00                               | View UC      |              | Signed UC is not uploaded or not digitally signed |                   |              |
| 6085  | ELECTRONIC GOVERNANCE | 2009-2010      | 384000.00            | 384000.00            | 0.00                    | 0.00                               | View UC      |              | Signed UC is not uploaded or not digitally signed |                   |              |
| 6086  | ELECTRONIC GOVERNANCE | 2009-2010      | 6500000.00           | 5000000.00           | 500000.00               | 1000000.00                         | View UC      |              | Signed UC is not uploaded or not digitally signed |                   |              |

Figure 9.0 Approve UC

The Agency Checker can view the UC, before approving, for this click on [View UC](#) or [View Signed](#) under the 'Certificates' Column. To view the details of Digital Signature click on button under the column 'UC Signed By'.

To approve or reject click on [Approve](#) or [Reject](#) button. Only UC's which are *Pending for approval* can be approved or rejected. On clicking [Approve](#) button, the user is asked to confirm by stating 'I peruse the UC and authorize UC to be sent to grant Sanctioning Authority' as shown below. Click on to continue or else ||.

FinancialYear






--All--

Certificate Status:

--All--

UC Id

search

| UC Id   | SchemeName                 | Financial Year | Sanction Amount (Rs.) | Utilised Amount (Rs.) | Surrenderd Amount (Rs.) | Amount to be adjust next year (Rs.) | Certificates                | UC Signed By            | UC Status   | Reason for reject | Digi               |
|---|----------------------------|----------------|-----------------------|-----------------------|-------------------------|-------------------------------------|-----------------------------|-------------------------|---|-------------------|--------------------|
|  60833 | NATIONAL KNOWLEDGE NETWORK |                |                       |                       |                         |                                     | <a href="#">View Signed</a> | <a href="#">rjbu000</a> | Approved and submitted to GOI                     |                   |                    |
|  60834 | NATIONAL KNOWLEDGE NETWORK |                |                       |                       |                         |                                     | <a href="#">View UC</a>     |                         | Approved and submitted to GOI                     |                   |                    |
|  60835 | NATIONAL KNOWLEDGE NETWORK |                |                       |                       |                         |                                     | <a href="#">View UC</a>     |                         | Peding for approval                               |                   |                    |
|  60836 | NATIONAL KNOWLEDGE NETWORK | 2010-2011      | 200000000.00          | 200000000.00          | 0.00                    | 0.00                                | <a href="#">View Signed</a> | <a href="#">rjbu000</a> | Peding for approval                               |                   | <a href="#">Di</a> |
|  60839 | NATIONAL KNOWLEDGE NETWORK | 2011-2012      | 1950000000.00         | 1950000000.00         | 0.00                    | 0.00                                | <a href="#">View UC</a>     |                         | Signed UC is not uploaded or not digitally signed |                   |                    |

1

2


3

Approve

Reject

Cancel

Message from webpage

 I persue the UC and authorized UC to sent to grant sanctioning authority.?

OK

Cancel



## 7. AGENCY ADMINISTRATOR

The agency administrator is responsible for user management i.e creating users, editing user details, resetting password of users, and enabling/disabling user accounts. The agency administrator creates user-id's for agency maker and checker and manages their account. The agency administrator can also perform all operations of Agency Maker and Checker.

### 7.1 Agency Administrator – User Creation

When Agency Administrator logs in, the following screen appears. To create a new user select the option **Masters -> Users -> Add New** from the menu as shown below.

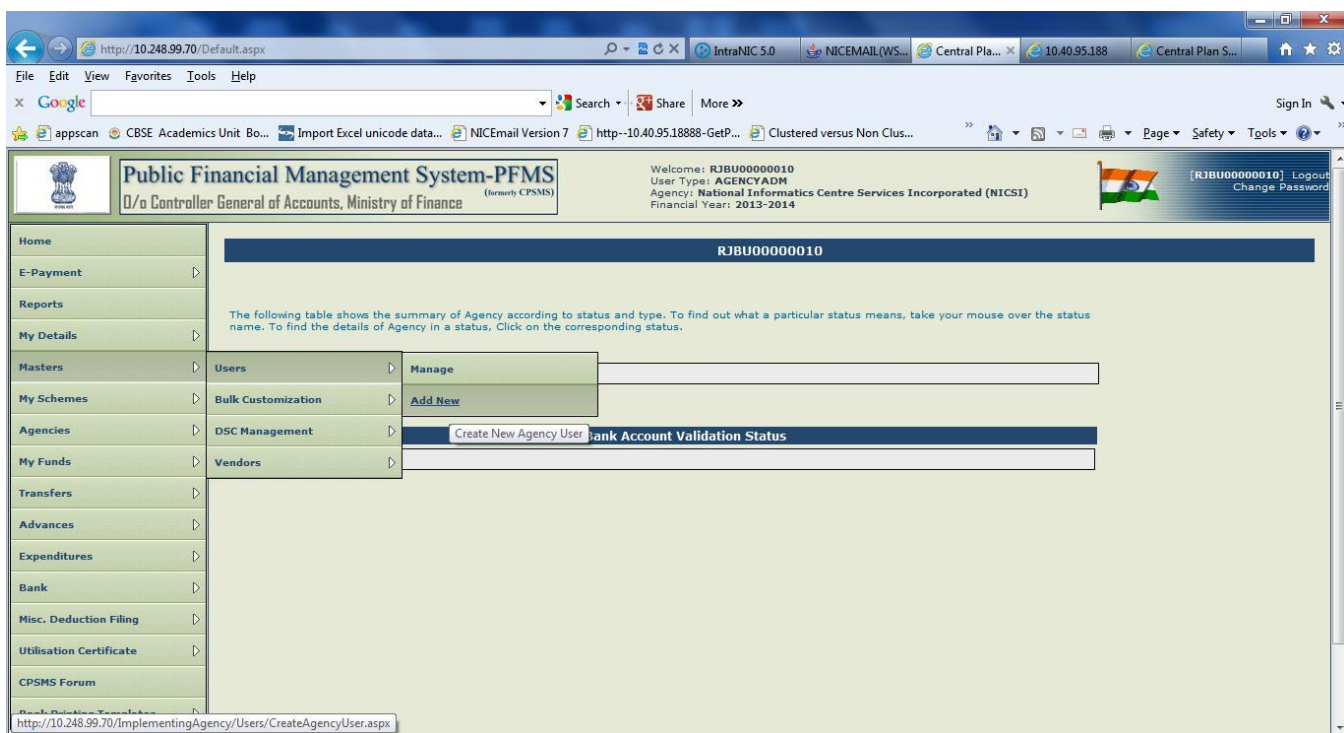


Figure 9.0 Menu for Agency Administrator

On selecting this option the following screen appears (Figure 10.0 ). Choose the type of user to be created from the pull down. To create Agency Maker user choose Agency Data Operator, and for creating Agency Checker choose Agency Data Approver. Enter all other details and click on Submit button. The user is created and password e-mailed to user.

Public Financial Management System-PFMS (formerly CPMS)

0/a Controller General of Accounts, Ministry of Finance

Welcome: RJB000000010  
User Type: AGENCYADM  
Agency: National Informatics Centre Services Incorporated (NICSI)  
Financial Year: 2013-2014

**Create Agency User**

Type of Users: --Select--

First Name: Agency Data Administrator

Last Name: Agency Data Operator

Email: This is created for Beneficiary E-Payment module user  
HOPE: This type of user will be creator of transaction data like event records, salary record, etc.  
HOPE: This type of user will be checker/verifier of transaction data like event records, salary record, etc.  
HOPE: This type of user will be approver of transaction data like event records, salary record, etc.  
HOPE: This type of user will be responsible for configuration of programmes.

Phone No:

Mobile No:

Login ID: (Login ID minimum 4 characters).

Submit Cancel

Figure 10.0 Creating user Screen1

Public Financial Management System-PFMS (formerly CPMS)

0/a Controller General of Accounts, Ministry of Finance

Welcome: RJB000000010  
User Type: AGENCYADM  
Agency: National Informatics Centre Services Incorporated (NICSI)  
Financial Year: 2013-2014

**Agency Users Mapping**

Record saved successfully, your password has been sent on your email address

Login Id: anitag

User Type: Agency Data Operator

First Name: a

Last Name: g

Phone: 0

Mobile:

Email: anitag@nic.in

Status: Enabled

Created By: RJB000000010

Created Time: 11/04/2014

Modified By:

Change Scheme(s): All

Change Location(s): All

Edit Disable Reset Password Back

Figure 10.1 Creating User Screen2



## 7.2 Agency Administrator – Manage User

To manage users select the option **Masters -> Users -> Manage** from the menu. On selecting this option the following screen appears. Click on **Search** button, the screen shown in Figure 11.0 appears.

**Public Financial Management System-PFMS**  
(formerly CPMS)

0/o Controller General of Accounts, Ministry of Finance

Welcome: RJBUD00000010  
User Type: AGENCYADM  
Agency: National Informatics Centre Services Incorporated (NICSI)  
Financial Year: 2013-2014

**Manage Agency Users**

Login Id:  (Please provide at least 4 characters)

User Type:

First Name:

Last Name:

Status:

Figure 11.0 Managing User ( Screen 1)

**Public Financial Management System-PFMS**  
(formerly CPMS)

0/o Controller General of Accounts, Ministry of Finance

Welcome: RJBUD00000010  
User Type: AGENCYADM  
Agency: National Informatics Centre Services Incorporated (NICSI)  
Financial Year: 2013-2014

**Manage Agency Users**

Login Id:  (Please provide at least 4 characters)

User Type:

First Name:

Last Name:

Status:

| User Name     | First Name    | Last Name | Email                  | Status   | User Type | Created On |
|---------------|---------------|-----------|------------------------|----------|-----------|------------|
| anitag        | Anita         | G         | anitag@nic.in          | Enabled  | AGENCYDO  | 11/04/2014 |
| nicai01       | Test          | User      | ratnesh.raushan@nic.in | Enabled  | AGENCYDO  | 14/10/2013 |
| nicai02       | Test          | Approver  | ratnesh.raushan@nic.in | Enabled  | AGENCYDO  | 14/10/2013 |
| RJBUD00000010 | RJBUD00000010 |           | bdo.bun.kpat@gmail.com | Approved | AGENCYADM | 14/12/2011 |

Figure 11.1 Managing User ( Screen 2)

Click on desired user name ( from first column ). The details of the user is displayed as shown in Figure 11.2

**Public Financial Management System-PFMS**  
(formerly CPMS)

Welcome: R3BU000000010  
User Type: AGENCYADM  
Agency: National Informatics Centre Services Incorporated (NICSI)  
Financial Year: 2013-2014

[R3BU000000010] Logout  
Change Password

**Agency Users Mapping**

Login Id: anitag  
User Type: Agency Data Operator  
First Name: Anita  
Last Name: G  
Phone: 24308102  
Mobile: anitag@nic.in  
Status: Enabled  
Created By: R3BU000000010  
Created Time: 11/04/2014  
Modified By: R3BU000000010  
Scheme(s): All  
Location(s): All

Buttons: Disable, Reset Password

Callouts:  
- Modify user details (points to the 'Edit' button)  
- Disable User (points to the 'Disable' button)  
- Password is reset by system and new password e-mailed to the user (points to the 'Reset Password' button)

Figure 11.2 Managing User ( Screen 3)

On clicking Edit button, the screen shown below appears, modify the desired details and click on Update button.

**Public Financial Management System-PFMS**  
(formerly CPMS)

Welcome: R3BU000000010  
User Type: AGENCYADM  
Agency: National Informatics Centre Services Incorporated (NICSI)  
Financial Year: 2013-2014

[R3BU000000010] Logout  
Change Password

**Edit Agency User**

Type of User: Agency Data Operator  
First Name: a  
Last Name: g  
Email: anitag@nic.in  
Phone No: 0  
Mobile No:   
Login ID: anitag

Buttons: Update, Back

Figure 11.3 Editing user details

On clicking Disable button in Figure 11.4 , the screen shown below appears, select the reason for disable and enter all other details and click on **Save** button.

The screenshot displays the 'Agency Users Mapping' interface in the Public Financial Management System (PFMS). A 'Disable User' dialog box is open, prompting the user to provide details for disabling a user. The dialog box includes the following fields:

- Reason For Disable:** A dropdown menu currently set to '--Select--'.
- Disable Effective Date:** A date selection field.
- Remarks:** A text area for additional comments.

At the bottom of the dialog box are 'Save' and 'Cancel' buttons. Below the dialog box, on the main screen, are links for 'Change Scheme(s): All' and 'Change Location(s): All', and a row of buttons: 'Edit', 'Disable', 'Reset Password', and 'Back'.

**Figure 11.4** Disabling User

