

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 st 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

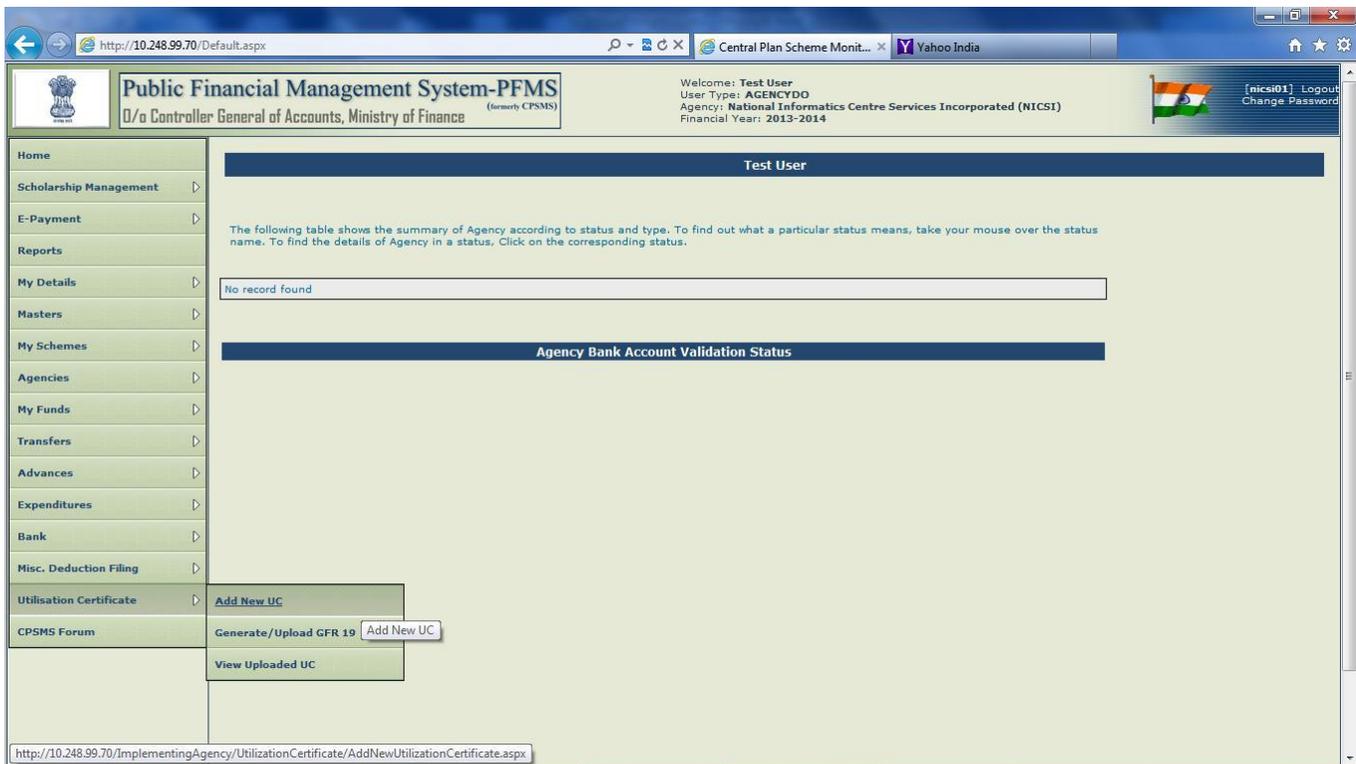


Figure 1.0 Main Menu

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/36/650/2009	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/PR6179/BRB/10/421/2005	08/06/2010	120000.00	0	0	0	01/04/2012
<input type="checkbox"/>	BT/PR7261/MED/14/1005/2006	02/21/2011	75000.00	0	0	0	01/04/2012
<input type="checkbox"/>	BT/PR7654/BRB/10/520/2006	05/21/2010	532000.00	0	0	0	01/04/2012

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.

The screenshot displays the 'UC Data-Entry Screen' in the PFMS. It features a table with columns for Financial Year, Sanction No., Date, and Amount. The table lists various sanctions for the year 2010. A 'Submit' button is visible at the top of the table. A red dashed box with an arrow pointing to the checkboxes contains the following text:

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/IN/EU/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/GBO/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/PR7551/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/GBO/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

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	<input style="width: 80px;" type="text" value="4147000"/>	<input style="width: 80px;" type="text" value="0"/>	<input style="width: 80px;" type="text" value="0"/>	<input style="width: 80px;" type="text" value="01/04/2012"/>	<input type="button" value="Add"/>	<input type="button" value="Edit"/>
<input checked="" type="checkbox"/>	BT/PR13349/PID/06/484/2009	10/01/2010	1780000.00	<input style="width: 80px;" type="text" value="1780000"/>	<input style="width: 80px;" type="text" value="0"/>	<input style="width: 80px;" type="text" value="0"/>	<input style="width: 80px;" type="text" value="01/04/2012"/>	<input type="button" value="Add"/>	<input type="button" value="Edit"/>
<input checked="" type="checkbox"/>	BT/PR13463/PID/06/488/2010	11/16/2010	873000.00	<input style="width: 80px;" type="text" value="873000"/>	<input style="width: 80px;" type="text" value="0"/>	<input style="width: 80px;" type="text" value="0"/>	<input style="width: 80px;" type="text" value="01/04/2012"/>	<input type="button" value="Add"/>	<input type="button" value="Edit"/>
<input type="checkbox"/>	BT/PR13559/Med/30/283/2010	01/31/2011	5246000.00	<input style="width: 80px;" type="text" value="0"/>	<input style="width: 80px;" type="text" value="0"/>	<input style="width: 80px;" type="text" value="0"/>	<input style="width: 80px;" type="text" value="01/04/2012"/>	<input type="button" value="Add"/>	<input type="button" value="Edit"/>
<input type="checkbox"/>	BT/PR13667/PID/06/495/2010	12/09/2010	1054400.00	<input style="width: 80px;" type="text" value="0"/>	<input style="width: 80px;" type="text" value="0"/>	<input style="width: 80px;" type="text" value="0"/>	<input style="width: 80px;" type="text" value="01/04/2012"/>	<input type="button" value="Add"/>	<input type="button" value="Edit"/>
<input type="checkbox"/>	BT/PR13668/PID/06/496/2010	03/25/2011	804400.00	<input style="width: 80px;" type="text" value="0"/>	<input style="width: 80px;" type="text" value="0"/>	<input style="width: 80px;" type="text" value="0"/>	<input style="width: 80px;" type="text" value="01/04/2012"/>	<input type="button" value="Add"/>	<input type="button" value="Edit"/>
<input type="checkbox"/>	BT/PR13805/PID/06/550/2010	01/05/2011	1389800.00	<input style="width: 80px;" type="text" value="0"/>	<input style="width: 80px;" type="text" value="0"/>	<input style="width: 80px;" type="text" value="0"/>	<input style="width: 80px;" type="text" value="01/04/2012"/>	<input type="button" value="Add"/>	<input type="button" value="Edit"/>
<input type="checkbox"/>	BT/PR6179/BRB/10/421/2005	08/06/2010	120000.00	<input style="width: 80px;" type="text" value="0"/>	<input style="width: 80px;" type="text" value="0"/>	<input style="width: 80px;" type="text" value="0"/>	<input style="width: 80px;" type="text" value="01/04/2012"/>	<input type="button" value="Add"/>	<input type="button" value="Edit"/>
<input type="checkbox"/>	BT/PR7261/MED/14/1005/2006	02/21/2011	75000.00	<input style="width: 80px;" type="text" value="0"/>	<input style="width: 80px;" type="text" value="0"/>	<input style="width: 80px;" type="text" value="0"/>	<input style="width: 80px;" type="text" value="01/04/2012"/>	<input type="button" value="Add"/>	<input type="button" value="Edit"/>
<input type="checkbox"/>	BT/PR7654/BRB/10/520/2006	05/21/2010	532000.00	<input style="width: 80px;" type="text" value="0"/>	<input style="width: 80px;" type="text" value="0"/>	<input style="width: 80px;" type="text" value="0"/>	<input style="width: 80px;" type="text" value="01/04/2012"/>	<input type="button" value="Add"/>	<input type="button" value="Edit"/>

Sanction Amount:
Utilised Amount:

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

Amount Surrendered:
Amount to be adjusted next year:

Surrender/ Office Order No:
Office Order Date:

Surrendered Through: --Select mode of surrendered--
Interest Earned:

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
- FinalBookOfAccounts
- 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

Opening Balance: 4934999.00

Financial Year: 2010-2011

ExpenditureAmount: 0.00

Select	Sanction Number	Sanction Date (MM/DD/YYYY)	Sanction Amount (Rs)	Utilised Amount(Rs)	Surrendered Amount(Rs)	Amount to be adjusted next year(Rs)	UC DUE DATE		
<input type="checkbox"/>	BT/PR13559/Mkd/30/263/2010	01/31/2011	5245000.00	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	01/04/2012	<input type="button" value="Add"/>	<input type="button" value="Edit"/>
<input type="checkbox"/>	BT/PR13667/PID/06/495/2010	12/09/2010	1054400.00	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	01/04/2012	<input type="button" value="Add"/>	<input type="button" value="Edit"/>
<input type="checkbox"/>	BT/PR13668/PID/06/496/2010	03/25/2011	804400.00	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	01/04/2012	<input type="button" value="Add"/>	<input type="button" value="Edit"/>
<input type="checkbox"/>	BT/PR13805/PID/06/550/2010	01/05/2011	1389800.00	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	01/04/2012	<input type="button" value="Add"/>	<input type="button" value="Edit"/>
<input type="checkbox"/>	BT/PR6179/BRB/10/421/2005	08/06/2010		<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	01/04/2012	<input type="button" value="Add"/>	<input type="button" value="Edit"/>
<input type="checkbox"/>	BT/PR7261/MED/14/1005/2006	02/21/2011		<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	01/04/2012	<input type="button" value="Add"/>	<input type="button" value="Edit"/>
<input type="checkbox"/>	BT/PR7654/BRB/10/520/2006	05/21/2010		<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	01/04/2012	<input type="button" value="Add"/>	<input type="button" value="Edit"/>
<input type="checkbox"/>	BT/PR7968/MED/14/1206/2006	08/17/2010	165222.00	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	01/04/2012	<input type="button" value="Add"/>	<input type="button" value="Edit"/>
<input type="checkbox"/>	BT/PR9248/MED/30/18/2007	06/01/2010	622000.00	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	01/04/2012	<input type="button" value="Add"/>	<input type="button" value="Edit"/>
<input type="checkbox"/>	BT/PR9339/MED/30/20/2007	03/30/2011	1459000.00	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	01/04/2012	<input type="button" value="Add"/>	<input type="button" value="Edit"/>

Sanction Amount:

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

Amount Surrendered:

Surrender / Office Order No.:

Surrender Through: -Select mode of surrendered-

Utilised Amount:

Total Utilised Amount: 5872400

Amount to be adjust next year:

Office OrderDate:

Interest Earned:

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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.

Utilization Certificate

Please make sure, you have submitted all previous year outstanding UC.

Scheme: 0150-RESEARCH AND DEVELOPMENT DEPARTMENT OF BIOTECHNOLOGY

Financial Year: 2011-2012

Opening Balance: 4870500.00

ExpenditureAmount: 0.00

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	<input type="text"/>	search						
UC Id	SchemeName	Financial Year	Sanction Amount	Utilised Amount	Surrenderd Amount	Amount to be adjust next year(Rs)	Edit	Upload
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	Add Edit
Sanction Amount: 0.00		Utilised Amount: 0.00					
Any other Utilised Amount : 300000.00		Total Utilised Amount: 300000.00					
Amount Surrenderd: 0.00		Amount Carry Forward: 0.00					
Order No: odac123		OrderDate: 17/04/2014					
Surrender Through: Cheque		Interest Earned: 5000.00					
Cheque No 1234356		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 GFR.19
 Upload Signed GFR.19
 Digitally Signed GFR.19

Utilization CertificateId

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 Budget Register before making any payment
 017-Keeping of Assests Register
 018-Keeping of Salary Register
 019-Any other as applicable

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

Certified that Out Of Rs. 255131.00 Grants-in-aid Sanctioned during the year 2009-2010 in Favour Of National Informatics Centre Services Incorporated (NICSI) under this Ministry/Department Letter No. given in the margin and Rs.500000.00 on account of unspent balance of the previous year, a sum of Rs. 350000.00 has been utilized for the purpose of for which it was sanctioned and that the balance of Rs 1003121.00 remaining unutilized at the end of year has been surrendered to Government (vide No cdac123 dated 17/04/2014 /), will be adjusted towards the grants-in-aid payable during the next year 2010-2011 Interest earned is 5000.00

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 utilized 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.....

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

GFR 19 FORM VIEW/UPLOAD

Upload scanned signed UC in pdf format size should be less than 500kb.

Select

Generate Form GFR19

Upload Signed GFR19

Digitally Signed GFR19

Utilization CertificateId: 60855 / 17-04-2014

Upload Certificate:

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..**

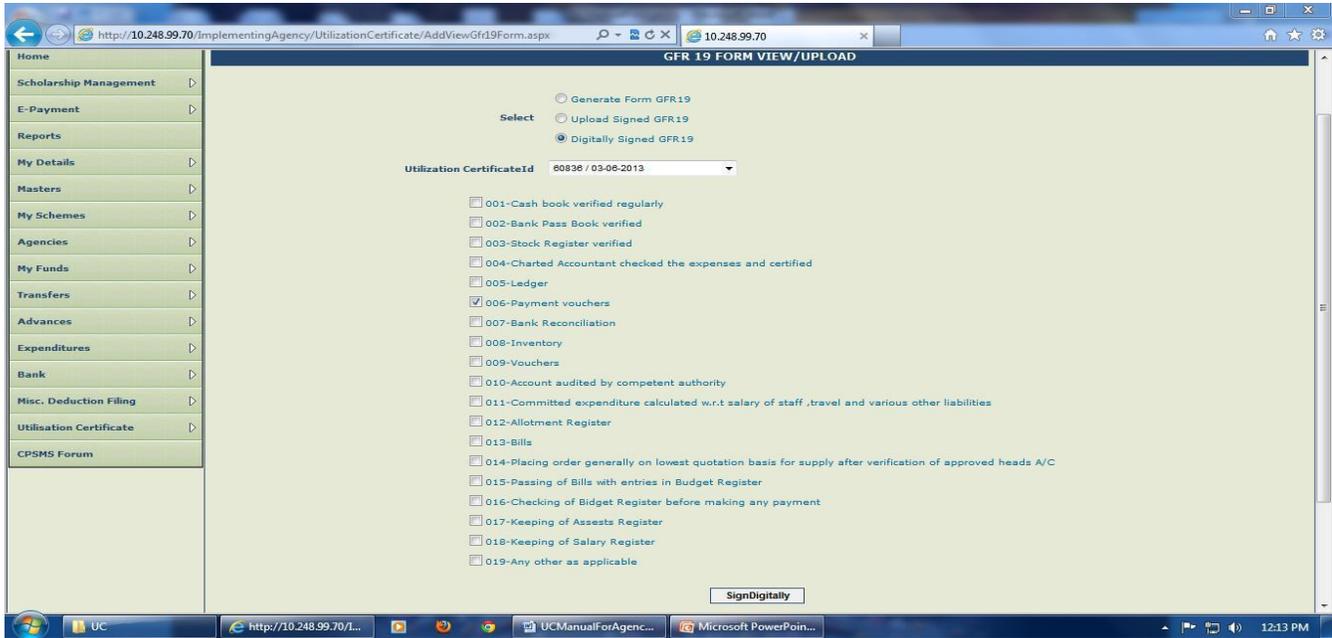


Figure 6.0 Digitally Sign GFR19



Figure 6.1 Digital Signature step1



Figure 6.2 Digital Signature step2



Figure 6.3 Digital Signature step2

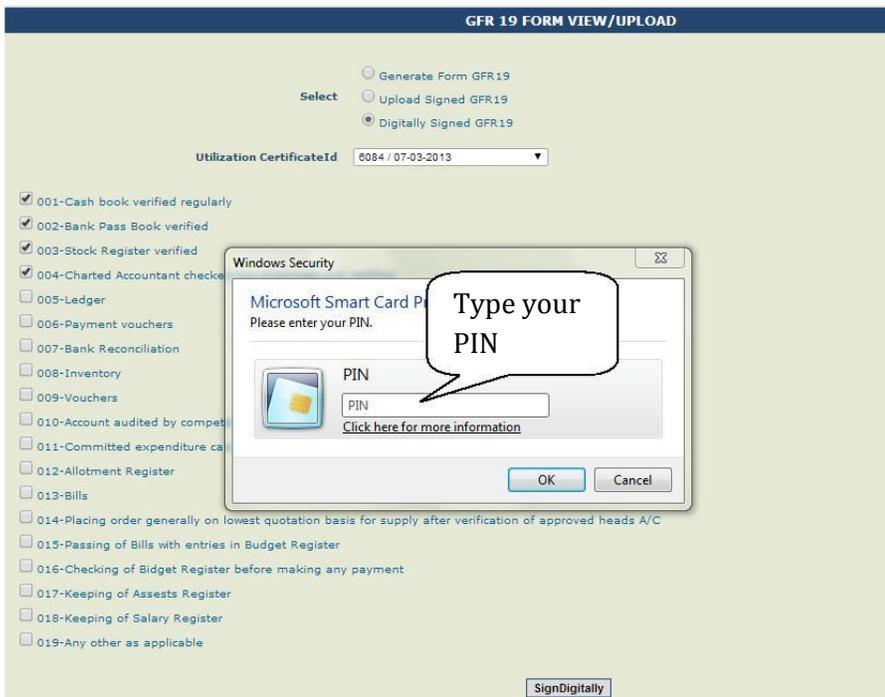


Figure 6.4

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	463300000.00

Certified that Out Of Rs. 463300000.00 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. 463300000.00 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.

Certificate Approval												
FinancialYear: --All--			Certificate Status: --All--									
UC Id		search										
All	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
<input type="checkbox"/>	6083	ELECTRONIC GOVERNANCE	2009-2010	23976000.00	23975000.00	500.00	500.00	View Signed	nicis10	Approved and submitted to GOI		
<input type="checkbox"/>	6084	ELECTRONIC GOVERNANCE	2009-2010	5351000.00	5351000.00	0.00	0.00	View UC		Signed UC is not uploaded or not digitally signed		
<input type="checkbox"/>	6085	ELECTRONIC GOVERNANCE	2009-2010	384000.00	384000.00	0.00	0.00	View UC		Signed UC is not uploaded or not digitally signed		
<input type="checkbox"/>	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--

UC Id:

Certificate Status: --All--

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						View Signed	rjbu000	Approved and submitted to GOI		
60834	NATIONAL KNOWLEDGE NETWORK						View UC		Approved and submitted to GOI		
60835	NATIONAL KNOWLEDGE NETWORK						View UC		Peding for approval		
60836	NATIONAL KNOWLEDGE NETWORK	2010-2011	200000000.00	200000000.00	0.00	0.00	View Signed	rjbu000	Peding for approval		<input type="button" value="Di"/>
60839	NATIONAL KNOWLEDGE NETWORK	2011-2012	1950000000.00	1950000000.00	0.00	0.00	View UC		Signed UC is not uploaded or not digitally signed		

1 | 2 | 3

Message from webpage

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

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.

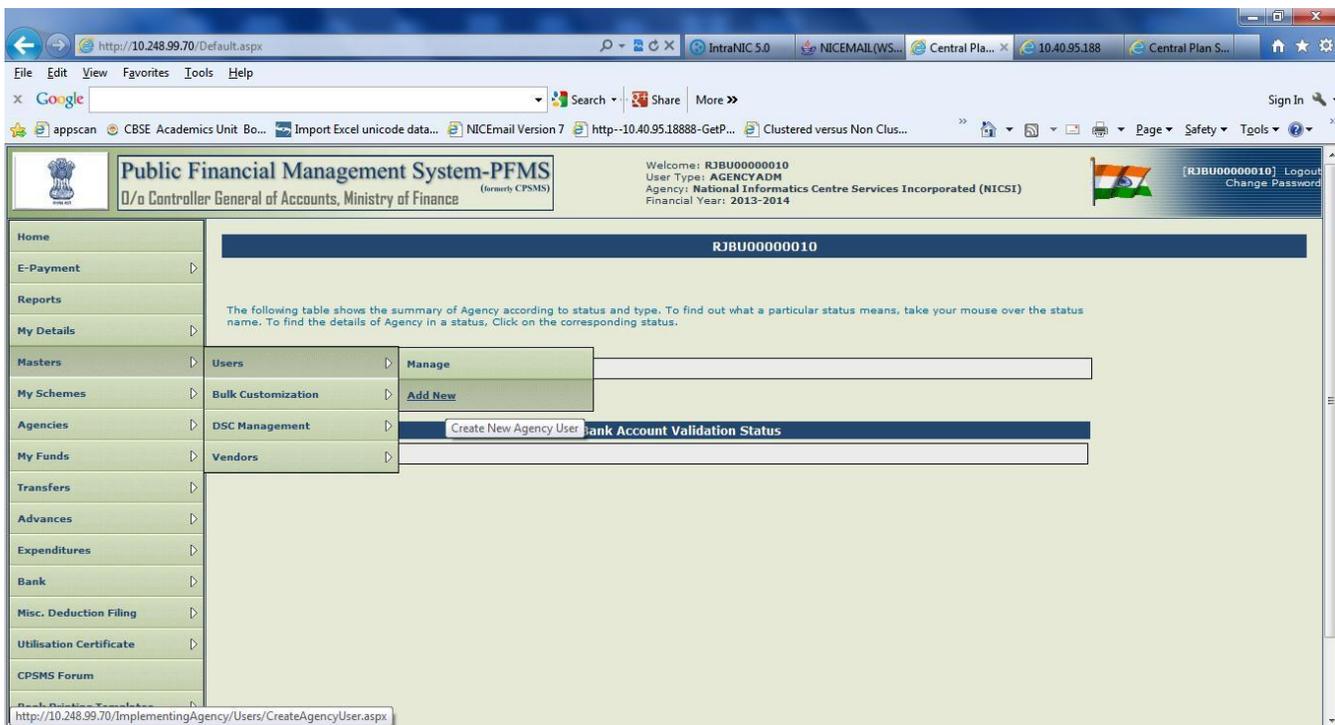


Figure 9.0 Menu for Agency Administrator

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.

Figure 10.0 Creating user Screen1

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.

Figure 11.0 Managing User (Screen 1)

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	AGENCYDA	14/10/2013
RJB00000010	RJB00000010		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

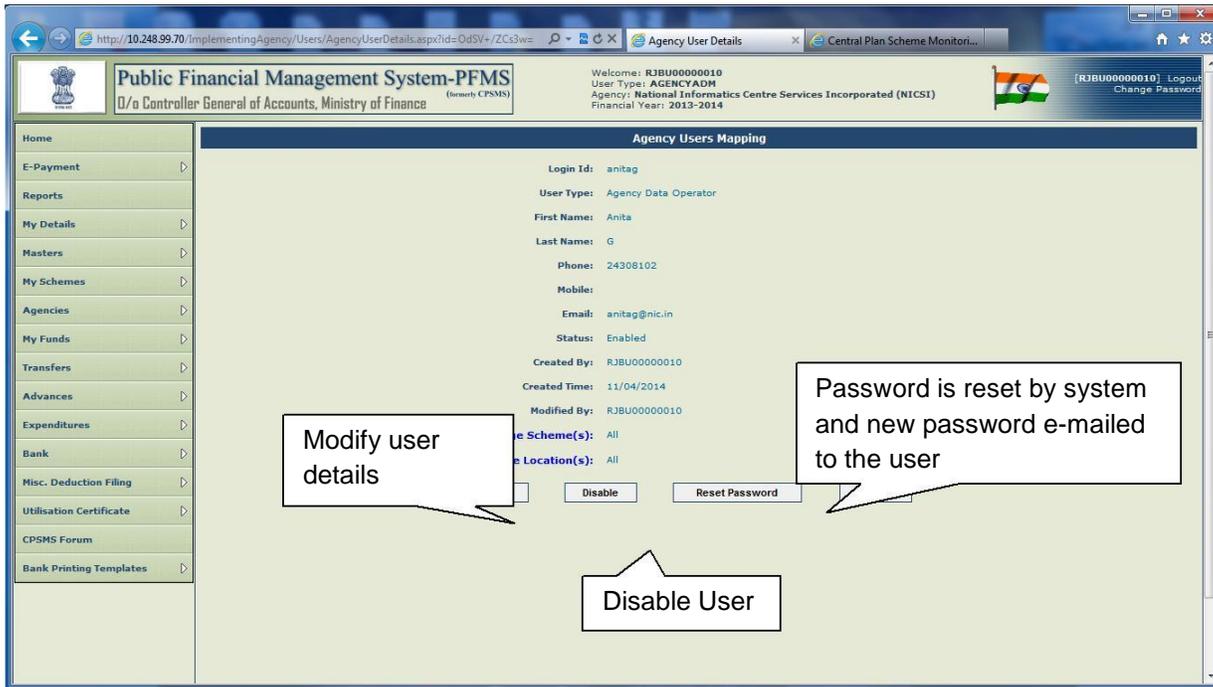


Figure 11.2 Managing User (Screen 3)

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

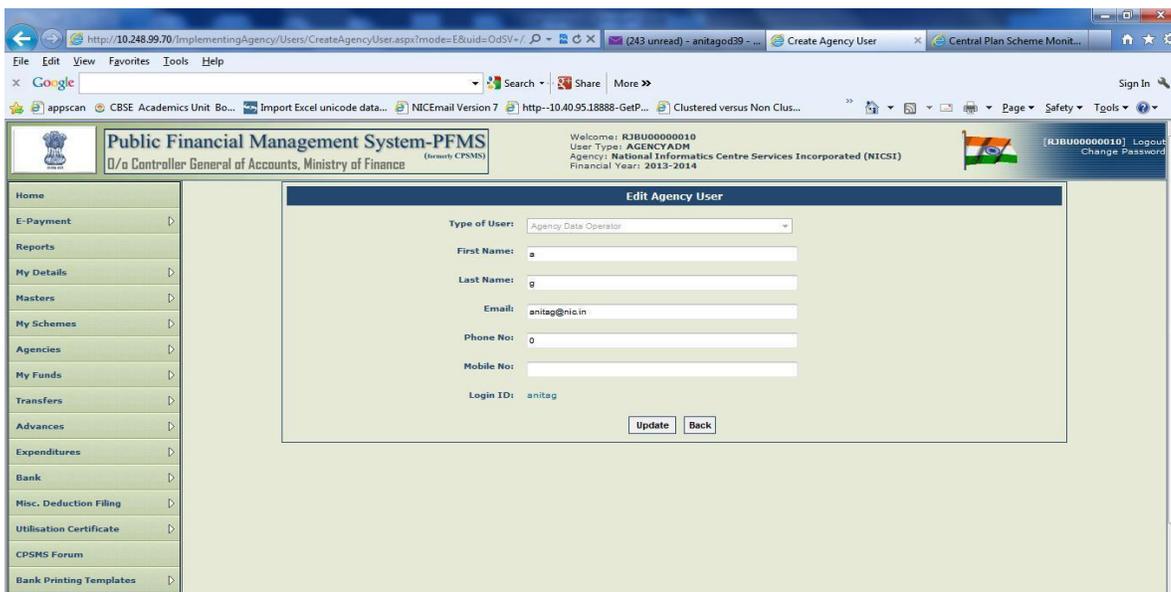


Figure 11.3 Editing user details

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' page in the Public Financial Management System (PFMS). A modal dialog box titled 'Disable User' is open, containing the following fields and controls:

- Reason For Disable:** A dropdown menu currently showing '--Select--'.
- Disable Effective Date:** A date selection field with a calendar icon.
- Remarks:** A text area for entering details.
- Buttons:** 'Save' and 'Cancel' buttons.

Below the dialog box, the user's details are visible: Login Id: anitag, User Type: Agency Data Operator, and First Name: a. There are also options to 'Change Scheme(s): All' and 'Change Location(s): All', along with 'Edit', 'Disable', 'Reset Password', and 'Back' buttons.

Figure 11.4 Disabling User

