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 perfom 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).

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• 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 generarates 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.

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- 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

C 🔿 🧭 http://10.248.99.70/[Default.aspx D + 🗟 C × 🧔 Central Plan Scheme Monit × 🕅 Yahoo India	î ★ ‡
	Inancial Management System-PFMS re Beneral of Accounts, Ministry of Finance (unity CFNNS) Welcome: Test User User Type:: AcCRCYDO Agency: National Informatics Centre Services Incorporated (NICSI) Financial Year: 2013-2014	[nicsi01] Logout Change Password
Home	Test User	
Scholarship Management		
E-Payment	The following table shows the summary of Agency according to status and type. To find out what a particular status means, take your mouse over the status	
Reports	name. To find the details of Agency in a status, Click on the corresponding status.	
My Details	No record found	
Masters D		
My Schemes	Agency Bank Account Validation Status	
Agencies D		E
My Funds		
Transfers D		
Advances D		
Expenditures		
Bank D		
Misc. Deduction Filing		
Utilisation Certificate	Add New UC	
CPSMS Forum	Generate/Upload GFR 19 Add New UC	
	View Uploaded UC	
http://10.248.99.70/ImplementingAg	ency/UtilizationCertificate/AddNewUtilizationCertificate.aspx	-

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.

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										×
(+) 😔 🧟 htt	tp://10.248.99.70/Ir	nplementingAgency/Utilizat	ionCertificate/AddNe	ewUtiliz 🔎 - 🔽 🖒	× 🏉 10.248	.99.70 × 🛐	Yahoo India		☆ 🕆	¢
		nancial Manage r General of Accounts, M					ces Incorporated (NICS	1) 7	[nicsi01] Logo Change Passwo	ut
Home					Utiliza	tion Certificate				
Scholarship Mana E-Payment Reports My Details	igement D	Scheme: Opening Balance: No Sanction data for upi	-Select Value 0		•	Financial Year	Select value	•		=]
Masters	D									
My Schemes Agencies My Funds										
Transfers Advances	D									
Expenditures	D									

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 'Ad d' button. On completion of data entry, click on the Submit button.

					Utilization Certificate					
	Scheme:	0150-RESEARCH AN	D DEVELOPMENT DEPARTMENT OF E			Financial Yes	ar 2010-2011	~		
	Opening Balance:	4934900.00				ExpenditureAmoun	t: 0.00			
Select	t Sanction Nun	ıber	Sanction Date (MM/DD/YYYY)	Sanction Amount (Rs)	Utilised Amount(Rs)	Surrenderd A	mount(Rs)	Amount to be adjusted next year(Rs)	UC DUE DATE	
V	BT/PR12930/AGR/36/650/2009		05/21/2010	4147000.00	4147000	0		0	01/04/2012	Add
Ø	BT/PR13349/PID/06/484/2009		10/01/2010	1780000.00	1780000	0		a	01/04/2012	 Add
Ø	8T/PR13463/PID/06/488/2010		11/16/2010	873000.00	873000	0		0	01/04/2012	Add
	BT/PR13559/Med/30/283/2010		01/31/2011	5246000.00	0	0		0	01/04/2012	Add
	BT/PR13667/PID/06/495/2010		12/09/2010	1054400.00	0	0		0	01/04/2012	Add
	BT/PR13668/PID/06/496/2010		03/25/2011	804400.00	0	0		0	01/04/2012	Adi
	BT/PR13805/PID/06/550/2010		01/05/2011	1389800.00	0	0		0	01/04/2012	Adi
	BT/PR6179/BRB/10/421/2005		08/05/2010	120000.00	0	0		0	01/04/2012	Ad
	BT/PR7261/MED/14/1005/2006		02/21/2011	75000.00	0	0		0	01/04/2012	Ad
	BT/PR7654/BRB/10/520/2006		05/21/2010	532000.00	0	0		0	01/04/2012	 Ade
	1		1	1	1 2				1	
	Sanction Amount	6800000.00				Utilised Amou	nt: 6800000			
Ut	ilised Amount from previous years	70400.00	Click here to adjust previous	year amount		Total Utilised Amount	6870400.00			
	Amount Surrenderd	0			Amou	nt to be adjust next yes	ars 0			
	Surrender/ Office Order No:	. [Office OrderDal	ter			
	Surenderd Through:	-Select mode of surr	endered V			Interest Earne	sd:			
					Submit Cancel	l				
			About Lin J Cito Man J Deluncu Della	L Contract In L (2000) CEN	AL PLAN SCHEME MONITORING SYST	TEM All Diable Dessent				

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After Clicking on the link button following screen will appear.

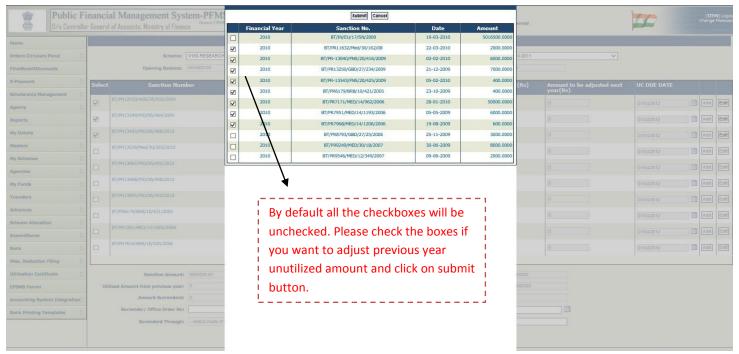


Figure 2.2 UC Data-Entry Screen3

For Agencies

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.

		ial Management System-PFM			Submit Cancel			16		14		
🕮 🛛 🖉 🖉 🖉		al of Accounts, Ministry of Finance		Financial Year	Sanction No.	Date	Amount	ennai		participant .		
Hame				2010	BT/IN/EU/17/SN/2009	19-03-2010	5016500.0000					
		Scheme: 0150-RESEARCH		2010	BT/PR11632/Med/30/162/08	22-03-2010	2000.0000					
Orders Circulars Panel				2010	BT/PR-13040/FNS/20/416/2009	02-02-2010	6000.0000	0-2011	×			
FinalBookOfAccounts		Opening Balances 4934909.00		2010	BT/PR13250/GBD/27/234/2009	21-12-2009	7000.0000					
E-Payment	Selec	t Sanction Number		2010	BT/PR-13343/FNS/20/425/2009	05-02-2010	400.0000	(Rs)	Amount to be adjusted next year(Rs)	UC DUE DATE		
Scholarship Management			Ø	2010	BT/PR6179/BRB/10/421/2005	23-10-2009	400.0000		year(Rs)			
Agency				2010	BT/PR7171/MED/14/962/2006	28-01-2010	50000.0000					Edit
Reports	121	8T/PR13349/PID/06/484/2009		2010	BT/PR7951/MED/14/1193/2006	05-05-2009	6000.0000					Edit
My Details				2010	BT/PR7968/MED/14/1206/2005	19-08-2009	600.0000					
	82			2010	BT/PR8793/GBD/27/25/2006	25-11-2009	3000.0000					Edit
Masters		8T/PR13558/Med/30/283/2010		2010	BT/PR9249/MED/30/18/2007	30-06-2009	8000.0000					
My Schemes				2010	BT/PR9546/MED/12/349/2007	09-00-2009	2000.0000	J				
Agencies												
My Funds		6T/PR13666/PID/06/496/2010										
Transfers	n in											
Advances	5				Message from webpage	×						
				1		11						
					Are you sure to submit ?							
Expenditures		87/PR7654/BRB/10/520/2006			Total Adjusted is Rs. 72400.00							
Bank					Total : 8 sanction checked/selec	ted						
Misc. Deduction Filling	P.							-			 	_
Utilisation Certificate	b)	Sanction Amount: 8800000.00						5000G				
CPSMS Forum	U	Ellised Amount from previous years			OK Ca	ncel		058300				
Accounting System Integration	6	Amount Sumenderd: 0		- Contraction of the second seco								
Bank Printing Templates	6	Surrender/ Office Order No:										
	100	Surenderd Through: -Select mode of						2				

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.

						1				
1					Utilization Certificate					
	Scheme:	0150-RESEARCH	ND DEVELOPMENT DEPARTMENT OF	BIOTECHNOLOGY V		Financial Year 2010	-2011			
	Opening Balance:	4934900.00				ExpenditureAmount: 0.00				
	/				-					
Select	Sanction Num	iber	Sanction Date (MM/DD/YYYY)	Sanction Amount (Rs)	Utilised Amount(Rs)	Surrenderd Amount(Rs) Amount to be adjusted next year(Rs)	UC DUE DATE		
	BT/PR12930/AGR/36/650/2009		05/21/2010	4147000.00	4147000	0	0	01/04/2012	Add	Edit
	BT/PR13349/PID/06/484/2009		10/01/2010	1780000.00	1780000	0	a	01/04/2012	Add	Edit
	BT/PR13463/PID/06/488/2010		11/16/2010	873000.00	873000	0	0	01/04/2012	bbA [Edit
	BT/PR13559/Med/30/283/2010		01/31/2011	5246000.00	0	0	0	01/04/2012	bbA [Edit
	BT/PR13667/PID/06/495/2010		12/09/2010	1054400.00	0	0	0	01/04/2012	Add	Edit
	BT/PR13668/PID/06/496/2010		03/25/2011	804400.00	0	0	a	01/04/2012	Add	Edit
	BT/PR13805/PID/06/550/2010		01/05/2011	1389800.00	0	0	0	01/04/2012	DbA [Edit
	BT/PR6179/BRB/10/421/2005		08/06/2010	120000.00	0	0	0	01/04/2012	bbA [Edit
	BT/PR7261/MED/14/1005/2006		02/21/2011	75000.00	0	0	0	01/04/2012	Add	Edit
	BT/PR7654/BRB/10/520/2006		05/21/2010	532000.00	0	0	a	01/04/2012	Add	Edit
	·				12				<u> </u>	_
	Sanction Amount:	6800000.00				Utilised Amount: 6800	0000			
Ut	ilised Amount from previous year:	72400.00	Click here to adjust previou	is year amount		Total Utilised Amount: 6872	2400			
	Amount Surrenderd:	0			Amo	unt to be adjust next year: 0				
	Surrender/ Office Order No:					Office OrderDate:				
	Surenderd Through:	-Select mode of a	surrendered V			Interest Earned:				
					Submit Cance	н				
			About Us Site Map Privacy Pol	KY CONCRET US @2009 CENTR	KAL PLAN SCHEME MONITORING SYS	stem, an kights keserved.				

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					Utilization Certificate				
Orders Circulars Panel		Scheme: 0150-RESEARCH AI	O DEVELOPMENT DEPARTMENT OF 8	IOTECHNOLOGY V		Financial Year 2010-2011	Ý		
FinalBookOfAccounts		Opening Balancer 4954990.00			1	ExpenditureAmount: 0.00			
E-Payment	Select	Sanction Number	Sanction Date (MM/DD/YYYY)	Sanction Amount	Utilised Amount(Rs)	Surrenderd Amount(Rs)	Amount to be adjusted next year(Rs)	UC DUE DATE	
Scholarship Hanagement			01/31/2013	(Rs)			year(KS)		
Agency									
Reports		87/PR13667/PID/06/495/2010							
My Details									
Masters D		8T/PR13805/PED/06/550/2010		1389800.00					
My Schemes			08/06/2010			10			
Agencies D				ssfully ,your utilisation certi be sent due to ne	ificate id=12677044, Email could not etwork issue.				
My Funds		BT/PR7261/MED/14/1005/2006	02/21/2011	Click here to	continue	0			
Transfers D			05/21/2010	Cilck Here to		0			
Advances D	0	8T/PR7968/MED/14/1206/2006		165222.00					
Scheme Allocation		6T/PR9249/MED/30/18/2007							
Expenditures 0									
Bank D		8T/PR9359/MED/29/20/2007		1459000.00					
Nisc. Deduction Filing		Sanction Amount:				Utilised Amount:			
Utilisation Certificate	10	illsed Amount from previous years 72408.00	Click here to adjust previous	year amount	Ť	otal Utilised Amounts 6872400			
CPSMS Forum		Amount Surrenderd:			Amount to	be adjust next years			
Accounting System Integration()		Surrender/ Office Order Not				Office OrderDate:			
Bank Printing Templates		Surenderd Through: -Select mode of au				Interest Earned:			
					Cancel				
	10		About Us Site Map Privacy Policy	Y Contact Us (52009 CENTR	AL PLAN SCHEME MONITORING-SYSTEM.	All Rights Reserved.			

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.

		ion Certificate 🦷		
		mitted all previous year outstanding UC.	ke sure, you	Please mat
~	2011-2012	Financial Year	~	0150-RESEARCH AND DEVELOPMENT DEPARTMENT OF BIOTECHNOLOGY
	0.00	ExpenditureAmount:		4870500.00

Figure 2.5 UC Data-Entry Screen3

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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								
	FinancialYearAll UC Id search	×	Certificate Stat	us: -All-		×		
UC Id	SchemeName	Financial Year		Utilised Amount		Amount to be adjust next year(Rs)		
UC Id	SchemeName ELECTRONIC GOVERNANCE				Amount	adjust next	Edit	Upload
oras te ri		Year	Amount A	Amount	Amount 500.00	adjust next year(Rs) 500.00	0.0000	Upload Upload
1 6083	ELECTRONIC GOVERNANCE	Year 2009-2010	Amount 23976000.00	Amount 23975000.00	Amount 500.00	adjust next year(Rs) 500.00 0.00	Edit	

Figure 3.0 List of UC for Edit

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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 Ce	rtificate			
Scheme: Opening Balance:	BIOINFOR			*	Financial Year	2009-2010	•	
Sanction Number	•	Sanction Date (MM/DD/YYYY)	Sanction Amount(Rs)	Utilised Amount(Rs)	Surenderd Amount (Rs)	Amount Carr Forward(Rs)	y UC DUE D	ATE
BT/Med-II/EP/05/200	9	05/27/2009	255131.00	50þ00.00	5000.00	200131.00	01/04/2011	Add Edit
Any other Utilised Amount :	0.00 300000.00 0.00 cdec123 Cheque 1234356	-			Utilised Amount: otal Utilised Amount: nount Carry Forward: OrderDate: Interest Earned: Cheque Date	0.00 300000.00 0.00 17/04/2014 5000.00 15/04/2014		

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.

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	GFR 19 FORM VIEW/UPLOAD
	Generate Form GFR19
Select	O Upload Signed GFR19
	O Digitally Signed GFR19
Utilization CertificateId	6084 / 13-08-2013
🗹 001-Cash book verified regularly	
🔽 002-Bank Pass Book verified	
☑ 003-Stock Register verified	
🔲 004-Charted 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 c	of staff ,travel and various other liabilities
012-Allotment Register	
013-Bills	
🗌 014-Placing order generally on lowest quotation bas	is 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		
SI No	Sanction Number	Sanction Date	Amount(Rs)	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 Midhar //Department Letter No. given in the margin		
1	BT/Med-II/EP/05/2009	27-05-2009	255131.00	and Rs.500000.00 on account of unspent balance of the previous the pre		
				year has been surrenderd 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		
Kinds Of ch Cas Bar Sto	se for which it was sanctioned. Hecks exercised ah book verified regularly hic Pass Book verified ck Register verified arted Accountant checked the expense ger	s and certified				
				Signature Designation		
				Designation		
				print		

Figure 4.1 Generated GFR19

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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.
	C Generate Form GFR19
Select	Upload Signed GFR19
	O Digitally Signed GFR19
Utilization CertificateId	60855 / 17-04-2014 🔻
Upload Certificate:	Browse
	Upload Cancel

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.

- 🕢 🧭 http://10.248.99.70/ImplementingAge	ency/UtilizationCertificate/AddViewGfr19Form.aspx 🔎 🗧 🕈 🎽 🏉 10.248.99.70 🗙	ስ 😒
lome	GFR 19 FORM VIEW/UPLOAD	
cholarship Management		
-Payment	C Generate Form GFR19	
	Select O Upload Signed GFR19	
teports	Oigitally Signed GFR19	
ty Details	Utilization CertificateId 80836 / 03-08-2013 👻	
lasters D		
ty Schemes	001-Cash book verified	
Agencies D	002-Stock Register verified	
	004-Charted Accountant checked the expenses and certified	
	005-Ledger	
ransfers D	006-Payment vouchers	
Advances D	007-Bank Reconciliation	
xpenditures D	008-Inventory	
lank D	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	
Itilisation Certificate	012-Allotment Register	
PSM5 Forum	013-bins 014-Placing order generally on lowest guotation 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	
	SignDigitally	
🤧 🚺 UC	0.248.99.70/L 🔽 😻 🧿 🖬 UCManualForAgenc 🧑 Microsoft PowerPoin	🔺 🏴 🛄 🌒 12:13 PN

Figure 6.0 Digitally Sign GFR19

Warning -	Security	
	has discovered application components that could ate a security concern.	
	e: AppletABC potentially unsafe components from being run? (recommended) Information Yes	Click on 'No'
Û	The application contains both signed and unsigned code. Contact the application vendor to ensure that it has not been tampered with.	

Figure 6.1 Digital Signature step1

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Figure 6.2 Digital Signature step2

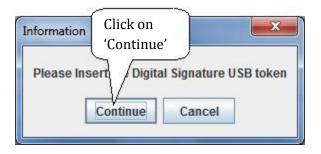


Figure 6.3 Digital Signature step2

Generate Form GFR19 Select Upload Signed GFR19 © Digitally Signed GFR19 Utilization CertificateId 6084/07-03-2013 th book verified regularly k Pass Book verified kc Register verified windows Security
k Pass Book verified ck Register verified
arted Accountant checke
ger ment vouchers kk Reconciliation entory chers bunt audited by compet mmitted expenditure ca
tment Register OK Cance
ing order generally on lowest quotation basis for supply after verification of approved heads A sing of Bills with entries in Budget Register scking of Bidget Register before making any payment sping of Assests Register ping of Salary Register other as applicable

Figure 6.4

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	GFR 19 FORM VIEW/UPLOAD
	Generate Form GFR19
Select	O Upload Signed GFR19
	Digitally Signed GFR19
Utilization CertificateId	6084 / 07-03-2013
@ 001-Cash book verified regularly	
2 002-Bank Pass Book verified	
✓ 003-Stock Register verified	
@ 004-Charted Accountant checked the expenses and	certified
005-Ledger	
006-Payment vouchers	rmation 🛛 🕄
007-Bank Reconciliation	
008-Inventory	Uc has been successfully Signed
009-Vouchers	
010-Account audited by competent authority	OK
011-Committed expenditure calculated w.r.t same	
012-Allotment Register	
013-Bills	
014-Placing order generally on lowest quotation bas	is 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	
	SignDigitally

Figure 6.5

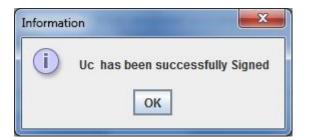


Figure 6.6

		e expenses and certified Digitally Signed By: RAUSHAN RATNESH Designation:		
				UC ID: 6084
SI No	Sanction Number	Constitue Data	A	Certified that Out Of Rs. 463300000.00 Grants-in-aid Sanctioned during the year 2010-2011 in Favour Of
SINO	8(62)/2009-EG-I		A MORE CONTRACTOR	National Informatics Centre Services Incorporated (NICSI) under this Ministry/Department Letter No. given in the margin and Rs. 46330000.00 has been utilized for the purpose of for which it was sanctioned and that the
-	0(02)/2005 EG 1	24 00 2010	40330000100	100718/NDC dated 06/09/2011)/ will be adjusted towards the grants-in-aid payable during the next year
utilised fo Kinds Of cl Ca Ba Sto	r the purpose for which it was sar hecks exercised sh book verified regularly nk Pass Book verified ock Register verified acted Accountant checked the exi	nctioned.		
				Digitally Signed By: RAUSHAN RATNESH
				Designation:
				ACCOUNTS INFORMATICS DIVISION
				Date:27/01/2014
		Note:-TI	his GFR 19 is electronically ge	nerated and digitally signed by concerned authority.
				print

Figure 7.0 Digitally Signed GFR19

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View Digital Sign Details							
Serial Number: 110106EE96E75EB66502							
DSC O=NIC	Locality: OU=ACCOUNTS INFORMATICS DIVISION S=DELHI PostalCode=110003						
Valid From: 08/05/2013	Valid To: 07/05/2015						
	Close						
	CIOSE						

Figure 8.0 Details of Digital Signature

Version 2.0.0	

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 Sumitted 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.

					_	cate Approval					- 21-22	
	Fi	UC Id	sea	arch		Cer	tificate Status:	All			•	
- 11	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	Digit 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	650000.00	500000.00	500000.00	100000.00	View UC	1	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

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Fin	uc Id	se	arch	•		Certificat	e Status: -All-				•
UC Id	SchemeName	Financial Year	Sanction Amount (Rs.)	Utilised Amount (Rs.)	Surrenderd Amount (Rs.)	Amount to be adjust next year (R5)	Certificates	UC Signed By	UC Status	Reason for reject	Digi
€ 60833	NATIONAL KNOWLEDGE NETWORK	Message from				×	View Signed	rjbu00(Approved and submitted to GOI		
€ 60834	NATIONAL KNOWLEDGE NETWORK		persue the UC and a authority.?	authorized UC to se	ent to grant sanct	loning	View UC		Approved and submitted to GOI		
60835	NATIONAL KNOWLEDGE NETWORK				ОК	Cancel	View UC		Peding for approval		
60836	NATIONAL KNOWLEDGE NETWORK	2010-2011	20000000.00	20000000.00	0.00	0.00	View Signed	rjbu00(Peding for approval		Di
€ 60839	NATIONAL KNOWLEDGE NETWORK	2011-2012	1950000000.00	195000000.00	0.00	0.00	View UC		Signed UC is not uploaded or not digitally signed		
	К	4,11		•	1 2 3		•	vi: v		Les	- F
				Арргоуе	Reject	Cancel					

7. AGENCY ADMINSTRATOR

The agency administrator is responsible for user management i.e creating users, editing user details, reseting 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.

									- 0 ×
				P-BC× (IntraNIC 5.0	🗄 NICEMAIL(WS 🥝	Central Pla × 🔏 10.40.9	5.188 🤇 Central Plan	s 🗎 🛧 🌣
<u>File Edit View Favori</u>	ites <u>T</u> oo	ols <u>H</u> elp							
× Google			👻 🔧 Sear	ch 🔹 🔣 Share 🛛	More »				Sign In 🔌 👻
👍 🛃 appscan 💿 CBSE	Academi	cs Unit Bo 🔄 Import Excel unicod	le data 🗿 NICEmail Version 7 🎒	http10.40.95.18888	-GetP 🧃 Clus	tered versus Non Clus	″ 🏠 ▼ 🖾 × 🛛	I I Page • Safety	· ▼ T <u>o</u> ols ▼
		inancial Managemen er General of Accounts, Ministry		User Type Agency: 1	: RJBU00000010 : AGENCYADM lational Informa Year: 2013-2014	atics Centre Services Inco	rporated (NICSI)	(кави	00000010] Logout Change Password
Home					RJBU00000	0010			
E-Payment	D								
Reports		The following table shows the s	ummary of Agency according to stat	us and type. To fin	d out what a par	ticular status means, tak	your mouse over the stat	115	
My Details	D	name. To find the details of Ag	ency in a status, Click on the corres	ponding status.	a out mat a par				
Masters	D	Users D	Manage						
My Schemes	D	Bulk Customization	Add New						E
Agencies	D	DSC Management	Create New Agency User	ink Account Vali	dation Status				
My Funds	D	Vendors D							
Transfers	D								
Advances	D								
Expenditures	D								
Bank	D								
Misc. Deduction Filing	D								
Utilisation Certificate	D								
CPSMS Forum									
http://10.248.99.70/Implem	nentingAg	ency/Users/CreateAgencyUser.aspx							•

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.

Comparison (1) (1) (1) (1) (1) (1) (1) (1) (1) (1)	eAnencyUser.asm	
File Edit View Favorites Tools Help		
× Google	👻 🛃 Sear	ch 🔹 🚰 Share 🛛 More » Sign In 🔍 🔹
👍 🎒 appscan 🍥 CBSE Academics Unit Bo 🔄 Import Excel uni		
Public Financial Manageme D/o Controller General of Accounts, Minist		Welcome: R2BU00000010 User Type: AGENCYADM Agency: National Informatics Centre Services Incorporated (NICSI) Financial Year: 2013-2014
Home		Create Agency User
E-Payment	Type of User:	-Seled-
Reports	First Name:	-Seleci - Administrator Agency Data Administrator Agency Data Operator
My Details	Last Name:	Agency Data Approver This is created for Beneficiary E-Payment module user Agency Data Operator
Masters D	Email:	HOPE: This type of user will be creator of transaction data like event records, sanary records etc. HOPE: This type of user will be checker/verifier of transaction data like event records, salary reco HOPE: This type of user will be approver of transaction data like event records, salary records, etc.
My Schemes D	Phone No:	HOPE: This type of user will be responsible for configuration of programmes.
Agencies	Mobile No:	
My Funds		
Transfers D	Login ID:	(Login ID minimum 4 characters).
Advances D		
Expenditures D		Submit Cancel
Bank D		
Misc. Deduction Filing		
Utilisation Certificate		
CPSMS Forum		
Bank Printing Templates		*

Figure 10.0 Creating user Screen1

← → @ http://10.248.99.70/1	mplementingAgency/Users/AgencyUserDetails.aspx?msg=a&id=0dSV+/ZC D 🗢 🗟 C X 🔞 IntraNIC 5.0 🔄 NICEMAIL(WS 🥝 Agency Us X 🤄 10.40.95.188 🤅 Central Plan S 🕇 🛧 🔅
<u>File Edit View Favorites Too</u>	is Help
× Google	🗸 🚼 Search 👻 🛃 Share 🛛 More >> Sign In 🔦 💊
👍 🛃 appscan 🍥 CBSE Academi	cs Unit Bo 🔄 Import Excel unicode data 👸 NICEmail Version 7 🧃 http:-10.40.95.18888-GetP 🧃 Clustered versus Non Clus 🦈 🏠 🔻 🔝 🔻 🖃 🖶 2age 💌 Safety 👻 Tools 🕶 🔞 💌
	inancial Management System-PFMS (formerby CFSNIS) Welcome: RJBU00000010 User Type: AGENCYADM Agency: National Informatics Centre Services Incorporated (NICSI) (Change Password Change Passwor
Home	Agency Users Mapping
E-Payment	Record saved successfully, your password has be sent on your email address
Reports	Login Id: anitag
My Details	User Type: Agency Data Operator
Masters D	First Name: a
	Last Name: g
My Schemes D	Phone: 0
Agencies D	Mobile:
My Funds	Email: anitag@nic.in
Transfers D	Status: Enabled
Advances	Created By: RJBU0000010 Created Time: 11/04/2014
Expenditures D	Modified By:
Bank D	Change Scheme(s): All
Misc. Deduction Filing	Change Location(s): All
Utilisation Certificate	Edit Disable Reset Password Back
CPSMS Forum	
Bank Printing Templates	

Figure 10.1 Creating User Screen2

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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.

Ì	<) / htt	tp: <mark>//10.248.99.70</mark> /1	mplementingAgency/Users/Mana	geAgencyUsers.aspx	오 - 🗟 Ĉ X 🧔 Man	age Agency Users 🛛 🗙		<u> </u>
			inancial Managem r General of Accounts, Minist	ent System-PFMS (formerly CPSMS) try of Finance	Welcome: RJBU User Type: AGE Agency: Nation: Financial Year: 1	NCYADM I Informatics Centre Services Incorpo	rated (NICSI)	[RJBU0000010] Logout Change Password
	Home				Manag	je Agency Users		
	E-Payment E-Payment Reports My Details My Schemes Agencies My Funds Transfers Advances Expenditures Bank Misc, Deduction F Utilisation Cartifit CPSMS Forum	cate D	Login Id: First Name: Status:		ide at least 4 characters)	Use	r Type: _Select- •	

Figure 11.0 Managing User (Screen 1)

Home		istry of Finance (former)	Fi	nancial Year: 2013-2014 Manage Agency Users		-	
				Hundye Agency Osers			
-Payment	Login I	d:/	lease provide at least 4 cl		User Type:	Seled ¥	
eports	First Nam			(aracters)	Last Name:		
y Details					Last Hame.		
	Statu	s: -All-	•				
asters				Search			
y Schemes 👂	User Name	First Name	Last Name	Email	Status	User Type	Created On
jencies D	anitag	Anita	G	anitag@nic.in	Enabled	AGENCYDO	11/04/2014
	nicsi01	Test	User	ratnesh.raushan@nic.in	Enabled	AGENCYDO	14/10/2013
y Funds	nicsi02	Test	Approver	ratnesh.raushan@nic.in	Enabled	AGENCYDA	14/10/2013
ransfers	RJBU00000010	RJBU00000010		bdo.bun.kpat@gmail.com	Approved	AGENCYADM	14/12/2011
Advances D Expenditures D Bank D							
isc. Deduction Filing							
sc. Deduction Filing D							

Figure 11.1 Managing User (Screen 2)

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

← → € http://10.248.99.70/	mplementingAgency/Users/AgencyUserDetails.aspx?id=OdSV+/ZCs3w= 👂 🗸 📱	🖀 C 🗙 🧔 Agency User Details 🛛 🗴 🎑 Central Plan Scheme Monitori	
	inancial Management System-PFMS r General of Accounts, Ministry of Finance	Welcome: RJBU00000010 User Type: ACENCYADM Agency: National Informatics Centre Services Incorporated (NICSI) Financial Year: 2013-2014	[R]BU00000010] Logout Change Password
Home		Agency Users Mapping	
E-Payment D Reports D My Details D My Schemes D Agencies D My Funds D Transfers D Advances D Expenditures D Bank D Misc. Deduction Filing D	User Typ First Name Last Name Mobile Email Statu Created Br Created Tim Modify User details	Id: anitag Agency Data Operator Anita G C C Addition Anita C Addition Anita C Addition C Additi	
Utilisation Certificate D CPSHS Forum Bank Printing Templates D		Disable User	

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.

	ntingAgency/Users/CreateAgencyUser.aspx?mode=E&uid=OdSV+	(🄎 👻 🕏 🗙 🔛 (243 unread) - anitagod39 遵 C	reate Agency User 🛛 🗙 🍊 Central Plan Scheme Monit	n 🛧 🌣
<u>File Edit View Favorites Iools Help</u>	p			
× Google	👻 🔧 Sea	rch 🔹 🚰 Share 🛛 More ≫		Sign In 🔌
🍰 🗃 appscan 💿 CBSE Academics Unit B	30 🔄 Import Excel unicode data 🎒 NICEmail Version 7 🎒	http10.40.95.18888-GetP 餐 Clustered versus Non Clus	🦥 👻 🔝 👻 🖃 🖶 👻 <u>P</u> age 🕶 <u>S</u> afety '	• T <u>o</u> ols • @ • `
	cial Management System-PFMS ral of Accounts, Ministry of Finance	Welcome: RJBU0000010 User Type: ACENCYADM Agency: National Informatics Centre Services Financial Year: 2013-2014		00000010] Logout Change Password
Home		Edit Agency User		
E-Payment	Type of User:	Agency Data Operator		
Reports	First Name:	2		
My Details	Last Name:	8		
Masters D	Email:			
My Schemes		anitag@nic.in		
Agencies D	Phone No:	0		
My Funds	Mobile No:			
Transfers D	Login ID:	anitag		
Advances		Update Back		
Expenditures	L			
Bank				
Misc. Deduction Filing				
Utilisation Certificate				
CPSMS Forum				
Bank Printing Templates				

Figure 11.3 Editing user details

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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.

	2 00 70 /Jan	where we have a set of the set of the	encyUserDetails.aspx?id=OdSV /ZCs3wa	0 - BdX		A	N Con		- • * #
File Edit View Favorite			encyoserbetalistaspx:10=003v72Cs3w	- Preor	🞽 (243 unread) - anitagod39	Agency User Details	× Centra	I Plan Scheme Monit	
× Google			-	Search 🔹 🌉 Share	More »				Sign In 🔌 🕶
	Academic	s Unit Bo 🔄 Import Excel u	nicode data 🗿 NICEmail Version 7			n Clus 🦉 🎽 🔻 🛛	5 · 🗆 🖶	▼ Page ▼ Safety ▼	T <u>o</u> ols ▼ @ ▼ [™]
		nancial Managen General of Accounts, Mini	nent System-PFMS stry of Finance	User Ti Agency	ns: RJBU00000010 /ps: AGENCYADM : National Informatics Centre Se al Year: 2013-2014	rvices Incorporated (NICSI))		00010] Logout nange Password
Home					Agency Users Mapping				
E-Payment	D			Login Id: anit					
Reports				User Type: Age	ncy Data Operator				
My Details	D			First Name: a			1		
Masters	D			Disable Use	r				
My Schemes	D	Reason For Disable:	Select				•		E
Agencies	D	Disable Effective Date:							
My Funds	₽		*						
Transfers	₽	Remarks:	Ψ.						
Advances	Þ			Save	el				
Expenditures	Þ		Change	scheme(s): All					
Bank	Þ			Location(s): All					
Misc. Deduction Filing	₽		Edit	Disable	Reset Password	Back			
Utilisation Certificate	Þ								
CPSMS Forum									
Bank Printing Templates	D								

Figure 11.4 Disabling User

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