Instructions for the Agencies about using UC module in PFMS:

W.E.F. 1/4/2015, Agencies will have to enter & upload the UCs in PFMS portal besides sending it in physical form to their respective Program Division. The below mentioned steps may be followed for entering and uploading the UCs in their PFMS Account:

1. Login into https://pfms.nic.in and open your pfms Account. In case, Agencies don't have the password, they can retrieve the same from the link http://pfms.nic.in/ImplementingAgency/Users/GetLoginDetails.aspx).
2. Go to Utilization Certificate module of PFMS.
3. Enter Utilisation Certificate details of current fiscal year as well as previous fiscal year's for the various releases made to him and then submit.
4. Generate GFR19 (UC).
5. Manually sign the UC.
6. Upload the UC.
7. Approve 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 the Agency in PFMS.

For any further clarification or assistance, kindly contact Ms Asha Rani Sharma, Sr. Accounts Officer, Principal Accounts Office at ph: 011 26511766 or email prao.dl.dst@nic.in