

क्रमांक: प.1(22)विमा/2021-22

जयपुर, दिनांक: 13 JAN 2026

परिपत्र

विषय:— PFMS के e-UC पोर्टल के माध्यम से केन्द्रीय प्रवर्तित योजनाओं (CSSs) के उपयोगिता प्रमाण—पत्र ऑनलाईन प्रेषित किए जाने बाबत्।

संदर्भ:— वित्त मंत्रालय, भारत सरकार के पत्रांक F.No. 08/(06)/PFMS/2022 दिनांक 17.02.2025 एवं F.No. 08/(06)/PFMS/2022(Pt-2) दिनांक 26.12.2025

राज्य में संचालित केन्द्रीय प्रवर्तित योजनाओं (CSSs) के अन्तर्गत जारी सहायता अनुदान के व्यय के उपयोगिता प्रमाण—पत्र भारत सरकार को वर्तमान में भौतिक रूप से प्रेषित किए जा रहे हैं। वित्त मंत्रालय, भारत सरकार ने इस व्यवस्था को ऑनलाईन किए जाने का निर्णय संदर्भित पत्रों द्वारा लिया गया है।

केन्द्रीय प्रवर्तित योजनाओं (CSSs) के अन्तर्गत जारी सहायता अनुदान के व्यय के उपयोगिता प्रमाण—पत्र भारत सरकार के सामान्य वित्तीय नियम—2017 के नियम 239 के तहत विहित प्रारूप (form 12-C) में PFMS पर विकसित किए गए e-UC मॉड्यूल के माध्यम से दिनांक 01.01.2026 से भारत सरकार को अनिवार्य रूप से ऑनलाईन प्रेषित किया जाना निर्धारित किया गया है।

अतः समस्त केन्द्रीय प्रवर्तित योजना संचालित विभाग/एजेन्सी आदि उक्तानुसार उपयोगिता प्रमाण—पत्र भारत सरकार को e-UC मॉड्यूल के माध्यम से अनिवार्य रूप से ऑनलाईन प्रेषित किया जाना सुनिश्चित करावें।

नवीन e-UC portal से संबंधित किसी तकनीकी सहायता हेतु श्री नीकेश मुदगल, AAO (email id : nikesh.mudgal@gov.in) एवं श्री राहुल गर्ग, Asst. Controller General of Accounts (email id : rahulg.13@gov.in) से सम्पर्क किया जा सकता है।

संलग्न:— संदर्भित पत्र एवं यूजर मैन्यूअल।

19/13/01/26
(राजन विशाल)
शासन सचिव, वित्त (बजट)

प्रतिलिपि निम्न को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है:—

- समस्त अतिरिक्त मुख्य सचिव/प्रमुख शासन सचिव/शासन सचिव/विशिष्ट शासन सचिव, राजस्थान।
- शासन सचिव, वित्त (व्यय) विभाग।
- समस्त विभागाध्यक्ष, राजस्थान।

4. निदेशक एवं पदेन संयुक्त शासन सचिव, कोष एवं लेखा विभाग, राजस्थान, जयपुर।
5. समर्त वित्तीय सलाहकार एवं नोडल अधिकारी, केन्द्रीय प्रवर्तित योजना संचालित विभाग / एजेन्सी, राजस्थान।
6. सिस्टम एनालिस्ट, वित्त (कम्प्यूटर) विभाग को साईट पर अपलोड किए जाने हेतु।

*कृष्ण
किशोर
शर्मा*
(बृजेश किशोर शर्मा)
निदेशक, वित्त (बजट)

F. No. 08/(06)/PFMS/2022(Pt-2)
Government of India
Ministry of Finance
Department of Expenditure

Kartavya Bhawan-1,
New Delhi, 26th December, 2025

To

Chief Secretaries/Principal Secretaries (Finance): All States/UTs
Subject: Mandatory Submission of GFR 12C through eUC portal- reg.

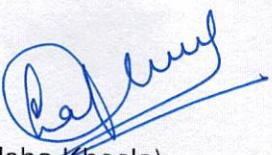
Madam/Sir,

Reference is invited to Department of Expenditure, Ministry of Finance letter dated 17th February 2025 (copy enclosed) wherein State Governments were requested to submit electronic Utilization Certificate (e-UC) for grant in aid received by the State Governments under various Centrally Sponsored Schemes (CSS) through e-UC module developed by PFMS. The e-UC is as per form 12-C prescribed under Rule 239 of General Financial Rule 2017.

2. To ensure uniformity, transparency, and efficiency in the submission process, it has been decided that the submission of UCs through the e-UC portal will be mandatory for all states from 1st January, 2026.

3. All States are requested to ensure strict compliance of the directive and submit UCs only through the e-UC portal on PFMS. For any technical assistance or queries related to the e-UC portal, states may contact Shri Nikesh Mudgal, AAO (email id: nikesh.mudgal@gov.in) and Shri Rahul Garg, Astt. Controller General of Accounts (email id: rahulg.13@gov.in).

Encl: As above



(Isha Khosla)
Director
Tel. No. 24012032-33

Copy to:

1. Secretaries of all Departments/Ministries, Government of India
2. Financial Advisers of all Ministries of Government of India
3. Pr. CCAs/CCAs of all Ministries of Government of India
4. Addl. CGA (PFMS), O/o CGA, INA, New Delhi

F. No. 8(06)/PFMS/2022
Government of India
Ministry of Finance
Department of Expenditure
PFMS Division

North Block
New Delhi, 17th February, 2025

To

Chief Secretaries/Principal Secretaries (Finance): All States/UTs

Subject: Roll Out of e-UC Module for submission of Utilization Certificates for Centrally Sponsored Schemes as per Form 12-C of GFRs-2017.

The undersigned is directed to inform that a facility to submit electronic Utilization Certificate (e-UC) for grant in aid received by the State Governments under various Centrally Sponsored Schemes (CSS) has been developed in PFMS. The e-UC is as per form 12-C prescribed under Rule 239 of General Financial Rule 2017. State Governments are requested to direct the officers concerned to use the facility for all CSS being implemented in their State. It is also informed that the existing system of submitting physical UC will continue along with submission of e-UC until further instructions.

2. User manual for e-UC is enclosed. PFMS division, O/o CGA will organize training sessions to familiarize officials with the e-UC facility.

Prateek Kumar Singh
13/2/25
(Prateek Kumar Singh)
Director

Encl: As above

Copy to –

1. Secretaries to Ministries/Departments in Government of India
2. Financial Advisers to Ministries/Departments in Government of India
3. Pr. CCAs to Ministries/Departments in Government of India
4. Addl CGA, PFMS, O/o CGA

User Manual

UTILIZATION CERTIFICATE (FOR STATE GOVERNMENTS) (Where expenditure incurred by Govt. bodies only)

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*Prepared for-
PFMS, Controller General of Accounts
Ministry of Finance, Department of Expenditure*

16 January 2025

Revision and Signoff Sheet

Document Creation History

Version	Date	Author	Designation
1.0	05-11-2024	Abhishek Sharma	Business Analyst
1.1	16-01-2025		

Reviewers

Version	Date	Reviewed By	Designation
1.0 - 1.1		Mr. Ratnesh Raushan	Joint Director(IT), NIC
1.0 - 1.1		Mr. Punit Srivastava	Sr. Director(IT), NIC

Approvers

Version	Date	Approved By	Designation
1.0 - 1.1		Mr. Rahul Garg	ACGA (TRM)

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INTRODUCTION-

All state treasury receiving fund under CSS, have to mandatorily submit Utilization Certificates (UC) against the sanction amount received by them. State treasury need to certify that the amount received 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.

PURPOSE-

The purpose of this manual is to explain about the process for Utilization certificate (for state governments, where expenditure incurred by govt. bodies only) systematically to the users.

DESCRIPTION-

The procedure to 'ADD/Manage UC' has been extended for all Centrally Sponsored Schemes. In addition, a separate report is there to view detailed UC information as submitted by state treasury against the individual sanction released during the year.

STAKEHOLDERS -

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

- State Scheme Manager (SSM) - State Level
- Scheme Signing Authority (SSA) - State Level
- State Finance Department User (SFDU) - State Level
- Program Division (PD) - Ministry Level

Role of State Scheme Manager (SSM) -

State Scheme Manager (SSM) is authorised to perform creation of State Signing Authority (SSA) and initiate the E-UC_CSS process.

Creation of SSA -

State Scheme Manager user will navigate to main menu 'User' -> sub menu 'User Registration', After clicking on the sub menu a screen will be visible to the user -

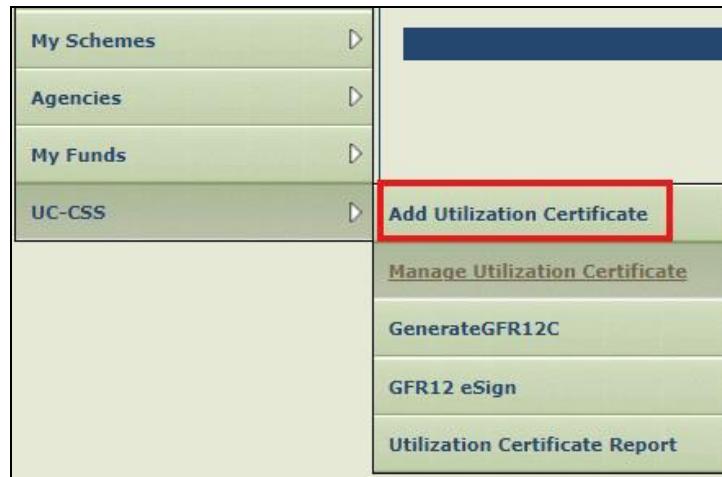
SSM will select 'Scheme Signing Authority' from 'Type of User' select box and will fill-up all required details including Name, official email address, Mobile no., Scheme, State (State will be auto selected) etc., and then need to click on 'Submit' button,

After submission, this 'Registration Form' will be visible at State Finance Department user (SFDU) login for review and further process, SFDU will review and approve or reject the creation of the SSA with remarks.

Note: '*' refers to mandatory fields.

Add Utilization Certificate -

Navigate to Main Menu 'UC-CSS' -> Sub Menu 'Add Utilization Certificate'



After clicking on 'Add Utilization Certificate', a new page will be open 'ADD Utilization Certificate'.

User need to select Financial Year, State, CSS and other parameters accordingly and then click on 'Search' button.

After clicking on 'Search' button, a new grid view will be available containing Select, Sanction Number, Sanction Date, Release Amount, Sub UC Due Date, Reference Letter Number, Reference Letter Date, Utilized Amount, Surrendered Amount (Instrument no. & Instrument Date), Carry Forward Amount and Sub UC Number.

User need to fill/perform all required fields and also need to upload 'Supporting Document' in PDF format (PDF file size should be up to 10MB) and then click on 'Submit' button. (User can also cancel the entire action by clicking on 'Cancel' button.)

Add Utilization Certificate

FY of Release * <input style="width: 100%;" type="text" value="2019-2020"/>	State * <input style="width: 100%;" type="text" value="KARNATAKA"/>	CSS * <input style="width: 100%;" type="text" value="(0150) BIOTECHNC"/>								
Sanction From Date: <input style="width: 100%;" type="text" value="dd/mm/yyyy"/> <input type="button" value="Calendar"/>	Sanction To Date: <input style="width: 100%;" type="text" value="dd/mm/yyyy"/> <input type="button" value="Calendar"/>	Sanction Number <input style="width: 100%;" type="text" value="BT/HRD/01/01/2014"/>								
<input checked="" type="radio"/> Releases Due for UC <input type="radio"/> Releases not Due for UC										
<input type="button" value="Search"/> <input type="button" value="Reset"/>										
Select	Sanction Number	Sanction Date	Release Amount	Sub UC Due Date	Reference Letter Number	Reference Letter Date	Utilized Amount	Surrendered Amount	Carry Forward Amount	Sub UC Number
<input type="radio"/>	BT/HRD/01/01/2014	20/11/2019	491280.00	01/04/2021 <input type="button" value="Calendar"/>		29/07/2024 <input type="button" value="Calendar"/>	0	0	0	
Instrument No Instrument Date <input style="width: 100px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 100px; height: 20px; border: 1px solid black;" type="text" value="29/07/2024"/>										
Upload Supporting Document: * <input type="button" value="Choose File"/> No file chosen										
<i>Note: PDF file size should be up to 10MB</i>										
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>										

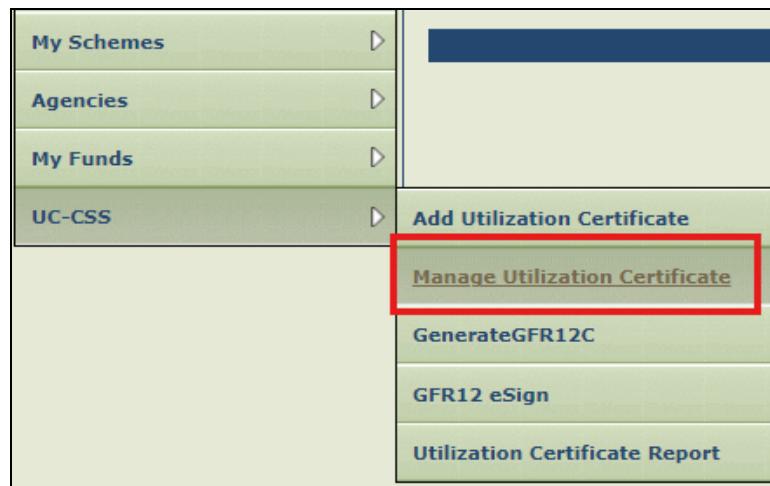
After submission, a message 'Utilization Certificate Saved Successfully' and a Sub UC number will be generated in the last column of the grid.

Add Utilization Certificate

FY of Release * <input style="width: 100%;" type="text" value="2019-2020"/>	State * <input style="width: 100%;" type="text" value="KARNATAKA"/>	CSS * <input style="width: 100%;" type="text" value="(0150) BIOTECHNC"/>								
Sanction From Date: <input style="width: 100%;" type="text" value="dd/mm/yyyy"/> <input type="button" value="Calendar"/>	Sanction To Date: <input style="width: 100%;" type="text" value="dd/mm/yyyy"/> <input type="button" value="Calendar"/>	Sanction Number <input style="width: 100%;" type="text" value="--All--"/>								
<input checked="" type="radio"/> Releases Due for UC <input type="radio"/> Releases not Due for UC										
<input type="button" value="Search"/> <input type="button" value="Reset"/>										
Select	Sanction Number	Sanction Date	Release Amount	Sub UC Due Date	Reference Letter Number	Reference Letter Date	Utilized Amount	Surrendered Amount	Carry Forward Amount	Sub UC Number
<input type="radio"/>	BT/RLF/Re-entry/42/2013	13/12/2019	1860895.00	01/04/2021 <input type="button" value="Calendar"/>	1121	30/07/2024 <input type="button" value="Calendar"/>	1000.00	200.00	1859695.00	SUBUC0150201-1
Instrument No Instrument Date <input style="width: 100px; height: 20px; border: 1px solid black;" type="text" value="1130"/> <input style="width: 100px; height: 20px; border: 1px solid black;" type="text" value="30/07/2024"/>										
Upload Supporting Document: * <input type="button" value="Choose File"/> No file chosen										
<input type="button" value="Cancel"/>										

Manage Utilization Certificate -

To manage the submitted UC(s), user may navigate to Main Menu '**UC-CSS**' -> Sub Menu '**Manage Utilization Certificate**'



After clicking on 'Manage Utilization Certificate', a new page will be open 'Manage Utilization Certificate'.

User need to select Financial Year, State (State will be automatically populated as per SSM login), CSS and other parameters accordingly and then click on 'Search' button.

After clicking on search button, a grid view will be available (prior submitted details) containing Sr. No., Sanction Number, Sanction Date, Release Amount, Sub UC Due Date, Reference Letter Number, Reference Letter Date, Utilized Amount, Surrendered Amount, Carry Forward Amount and Sub UC Number.

Manage Utilization Certificate

FY of Release *	State *	CSS *								
2019-2020	KARNATAKA	(0150) BIOTECHNOLOGY								
Sanction From Date:	Sanction To Date:	Sanction Number								
dd/mm/yyyy	dd/mm/yyyy	-All-								
<input checked="" type="radio"/> Releases Due for UC <input type="radio"/> Releases not Due for UC										
<input type="button" value="Search"/> <input type="button" value="Reset"/>										
Sr.No.	Sanction Number	Sanction Date	Release Amount	Sub UC Due Date	Reference Letter Number	Reference Letter Date	Utilized Amount	Surrendered Amount	Carry Forward Amount	Sub UC Number
1	BT/RLF/Re-entry/42/2013	13/12/2019	1860895.00	01/04/2021	1121	30/07/2024	1000.00	200.00	1859695.00	SUBUC0150201-1

Sub UC number will be a hyperlink, user may click on the same to perform further action, after clicking on Sub UC Number, a new grid will be open for selected Sub UC, containing Sanction/Carry Forwarded Amount, Utilized Amount, Reference Letter no., Reference Letter Date, Carry Forward Amount, Surrendered Amount (Instrument no. & Instrument Date), Sub UC no., GFR Status and Action button to Add/Delete the submitted details.

Manage Utilization Certificate

Utilization Certificate saved successfully.

FY of Release *	State *	CSS *								
2019-2020	KARNATAKA	(0150) BIOTECHNOL								
Sanction From Date:	Sanction To Date:	Sanction Number								
dd/mm/yyyy	dd/mm/yyyy	-All-								
<input checked="" type="radio"/> Releases Due for UC <input type="radio"/> Releases not Due for UC										
<input type="button" value="Search"/> <input type="button" value="Reset"/>										
Sr.No.	Sanction Number	Sanction Date	Release Amount	Sub UC Due Date	Reference Letter Number	Reference Letter Date	Utilized Amount	Surrendered Amount	Carry Forward Amount	Sub UC Number
1	BT/RLF/Re-entry/42/2013	13/12/2019	1860895.00	01/04/2021	1121	30/07/2024	1000.00	200.00	1859695.00	SUBUC0150201-1

Financial Year: 2019-2020 Sanction Amount: 1860895.00 Utilized Amount: 1000.00 Carry Forward Amount 1859695.00 Surrended Amount 200.00

Sr.No.	Sanction/CF Amount	Utilized Amount	Reference Letter Number	Reference Letter Date	Carry Forward Amount	Surrendered Amount		Sub UC No.	GFR Status	Action
1	1860895.00	1000.00	1121	30/07/2024	1859695.00	200.00		SUBUC0150201-1	GFR12-C Pending	<input type="button" value="Add"/>
						Instrument No 1130	Instrument Date 30/07/2024			

Upload Supporting Document: * No file chosen

Note:PDF file size should be up to 10MB

(User may also download the submitted Supporting Document by clicking on 'Download Document' hyperlink)

Note –

- User can only manage/delete the submitted Sub UC details of which he/she has not generated GFR 12-C.
- In case if GFR 12-C is generated for selected Sub UC and user clicks on delete button, then the system will throw a pop-up message 'Not Available to Delete', GFR 12-C generated for selected Sub UC'.

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Generate GFR 12-C -

Navigate to Main Menu 'UC-CSS' -> Sub Menu 'Generate GFR 12-C'



After clicking on sub menu, a new page will be visible to the user, he/she need to select Financial Year of Release, State, CSS and other parameters accordingly and then click on 'Search' button.

After clicking on search button, a grid view will be available containing Select Checkbox, Sanction Number, Sanction Date, Release Amount, UC Due Date, Reference Letter Number, Reference Letter Date, Utilized Amount, Surrendered Amount, Carry Forward Amount and Sub UC Number.

Generate GFR 12C

FY of Release * <input type="text" value="2019-2020"/>	State * <input type="text" value="HIMACHAL PRADESH"/>	CSS * <input type="text" value="(3546) FLOOD MANAGEI"/>
Sanction From Date: <input type="text" value="dd/mm/yyyy"/> <input type="button" value="Calendar"/>	Sanction To Date: <input type="text" value="dd/mm/yyyy"/> <input type="button" value="Calendar"/>	Sanction Number: <input type="text" value="--All--"/>
<input checked="" type="radio"/> Releases Due for UC <input type="radio"/> Releases not Due for UC		
<input type="button" value="Search"/> <input type="button" value="Reset"/>		

Select	Sanction Number	Sanction Date	Release Amount	UC Due Date	Reference Letter Number	Reference Letter Date	Utilized Amount	Surrendered Amount	Carry Forward Amount	Sub UC No.
<input type="checkbox"/>	Z-15014/16/2017-FM/1924-43	26/06/2019	882025894.00	01/04/2021	a1	13/08/2024	5567.00	0.00	882020327.00	SUBUC3546201-1
	Sr.No.	Sanction/CF Amount	Utilized Amount	Reference Letter Number	Reference Letter Date		Carry Forward Amount	Surrendered Amount	Sub UC No.	
	1	882025894.00	2333.00	a1	8/13/2024 12:00:00 AM	882023561.00	0.00		SUBUC3546201-1	
	2	882023561.00	3234.00	a2	8/13/2024 12:00:00 AM	882020327.00	0.00		SUBUC3546201-2	

Purpose of Utilization:

Kinds Of Checklist/Remarks:

Provisional UC
 Final UC

User may select the Sub UC by clicking on checkbox and need to fill 'Purpose of Utilization' and 'Kinds of checklist/Remarks' in the text boxes below the grid and need to select Provisional UC and Final UC accordingly, then click on 'Generate GFR 12C' button.

- Provisional UC – If the user is submitting provisional UC, then he/she need to select radio button of 'Provisional UC'
- Final UC - If the user is submitting Final UC, then he/she need to select radio button of 'Final UC'

After submission, 'Form GFR 12C' will be visible to the screen and downloaded into the system.

E-Sign GFR 12C

FY of Release * 2020-2021 State * DELHI

CSS * (1962) Pradhan Mantri Awas Yojna

Sr.No.	UC Number	Action	Status	Sanction Number	Sub UC Number	Remarks
1	UC1992211	Pending-E-Sign	GFR-Generated	N-11016/7/2017-HFA IV SECTION (EFS-9022635)	SUBUC1992211-1, SUBUC1992211-2	

☰ UCCSSHandle... 1 / 1 | - 78% + | ☰ ⌂ ☰

Proforma 'A'

FORMS
GFR 12 C
[See Rule 239]

Form of Utilization Certificate
(For State Government)

(Where expenditure incurred by Government bodies only)

Sl. No.	Letter No.and date.	Amount	Certified that out of 1990000000.00 of grants sanctioned during the year 2020-2021 in favour of DELHI under the Ministry / Department Letter No. given in the margin and 0 on account of unspent balance of the previous year, a sum of 547112.00 has been utilized for the purpose of xyz for which it was sanctioned and that the balance of 0.00 remaining unutilized at the end of the year has been surrendered to Government (vide No.) will be adjusted towards the grants payable during the next year
1	N-11016/7/2017-HFA IV SECTION (EFS-9022635) 30-Apr-2020	1990000000.00	

2. Certified that I have satisfied myself that the conditions 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 propose for which it was sanctioned.

Kinds of checks exercised

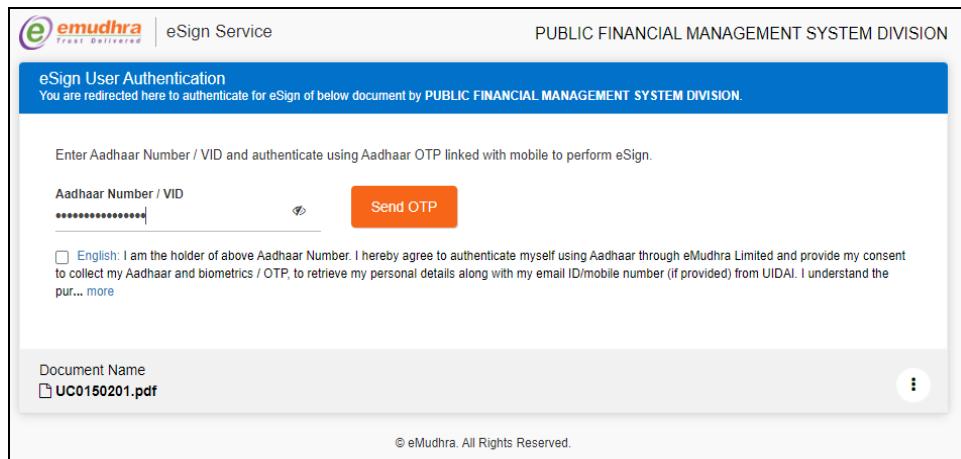
1. ss
2. yy

Signature Authority Name * XYZ

Forward to SSA * Sanjay Kumar (deployment1-pfms@supportgov.in)

User need to fill Scheme Signing Authority name and select (Concerned) SSA name from the dropdown menu of 'Forward to SSA'.

After clicking on 'E-sign and Submit to SSA' button, page will be redirected to e-mudra (e-sign service) portal for e-sign process.



The image shows a screenshot of an eSign User Authentication form. At the top left is the eMudhra logo with the text 'eSign Service'. At the top right is the text 'PUBLIC FINANCIAL MANAGEMENT SYSTEM DIVISION'. A blue header bar contains the text 'eSign User Authentication' and 'You are redirected here to authenticate for eSign of below document by PUBLIC FINANCIAL MANAGEMENT SYSTEM DIVISION.' Below this, a message says 'Enter Aadhaar Number / VID and authenticate using Aadhaar OTP linked with mobile to perform eSign.' There is a text input field for 'Aadhaar Number / VID' containing '*****' and a 'Send OTP' button. Below the input field is a checkbox agreement: 'English: I am the holder of above Aadhaar Number. I hereby agree to authenticate myself using Aadhaar through eMudhra Limited and provide my consent to collect my Aadhaar and biometrics / OTP, to retrieve my personal details along with my email ID/mobile number (if provided) from UIDAI. I understand the pur... more'. A 'Document Name' section shows 'UC0150201.pdf'. At the bottom is a copyright notice: '© eMudhra. All Rights Reserved.'

User need to e-sign the file by entering Aadhaar Number/VID and OTP verification, after performing said actions, GFR 12-C form will be sent to '**Scheme Signing Authority (SSA)**' for further process.

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GFR12 E-sign -

User can perform e-sign process for generated GFR's (Generated and pending for e-sign) by navigating to main menu '**UC-CSS**' -> sub menu '**GFR12 eSign**'.



After clicking on sub menu, a new page 'E-Sign GFR 12C' will be visible to the user, he/she need to select Financial Year of Release, State and CSS and then click on 'Search' button.

E-Sign GFR 12C					
FY of Release *	2020-2021	State *	DELHI	CSS *	(34501) ESTA
<input type="button" value="Search"/> <input type="button" value="Reset"/>					

After clicking on search button, a grid view will be available containing UC Number, Action, Status, Sanction Number, Sub UC Number and Remarks.

User may click on 'Pending E-Sign' hyperlink in 'Action' column to proceed further.

E-Sign GFR 12C

FY of Release *	<input type="text" value="2020-2021"/>	State *	<input type="text" value="DELHI"/>	CSS *	<input type="text" value="(34501) ESTABLIS"/>	
<input type="button" value="Search"/> <input type="button" value="Reset"/>						
Sr.No.	UC Number	Action	Status	Sanction Number	Sub UC Number	Remarks
1	UC3450121	Pending- E-Sign	GFR- Generated	HVSTransferRange1, TransferNEcheck02	SUBUC34501211-1, SUBUC34501211-10, SUBUC34501211-11, SUBUC34501211-12, SUBUC34501211-2, SUBUC34501211-3, SUBUC34501211-4, SUBUC34501211-5, SUBUC34501211-6, SUBUC34501211-7, SUBUC34501211-8, SUBUC34501211-9	

After clicking on 'Pending E-Sign' hyperlink, 'Form GFR 12C' will be visible on the screen -

UCCSSHandler.ashx

1 / 1 | - 61% + | ☰

Proforma 'A'

**FORMS
GFR 12 C**
[See Rule 239]

Form of Utilization Certificate
(For State Government)
(Where expenditure incurred by Government bodies only)

Sl. No.	Letter No. and date.	Amount
1	HVSTransferRange1/ 30-Sep-2020	5110000.00
2	TransferNEcheck 02/ 12-Oct-2020	500.00

Certified that out of 5110000.00 of grants sanctioned during the year 2020-2021 in favour of DELHI under the Ministry / Department Letter No. given in the margin and 0 on account of unspent balance of the previous year, a sum of 9349.00 has been utilized for the purpose of dal for which it was sanctioned and that the balance of 0.00 remaining unutilized at the end of the year has been surrendered to Government (vide No.) will be adjusted towards the grants payable during the next year

2. Certified that I have satisfied myself that the conditions 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
1. ds

Signature.....
Designation.....
Date.....

Signature Authority Name *

Forward to SSA *

User need to fill Scheme Signing Authority name and select (Concerned) SSA name from the dropdown menu of 'Forward to SSA'.

After clicking on 'E-sign and Submit to SSA' button, page will be redirected to e-mudra (e-sign service) portal for e-sign process.

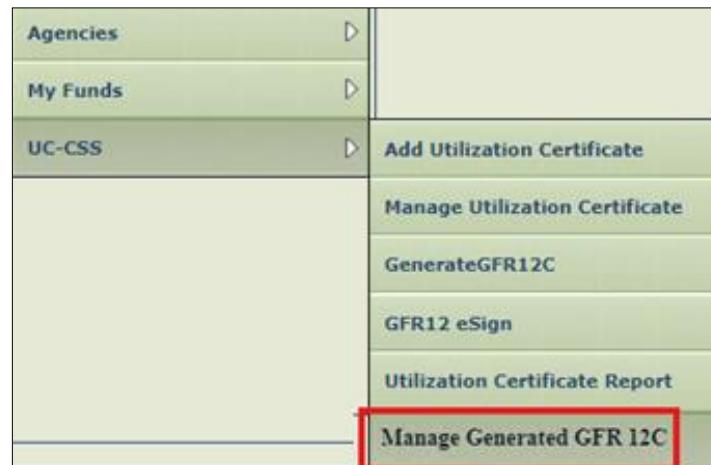
The screenshot shows the eSign User Authentication page. At the top left is the eMudra logo with the tagline 'Trust Delivered'. Next to it is the text 'eSign Service'. On the right, it says 'PUBLIC FINANCIAL MANAGEMENT SYSTEM DIVISION'. Below this is a blue header bar with the text 'eSign User Authentication' and 'You are redirected here to authenticate for eSign of below document by PUBLIC FINANCIAL MANAGEMENT SYSTEM DIVISION.' In the main content area, there is a text input field for 'Aadhaar Number / VID' containing '*****'. To its right is an orange 'Send OTP' button. Below this is a checkbox with the text: 'English: I am the holder of above Aadhaar Number. I hereby agree to authenticate myself using Aadhaar through eMudra Limited and provide my consent to collect my Aadhaar and biometrics / OTP, to retrieve my personal details along with my email ID/mobile number (if provided) from UIDAI. I understand the pur... more'. Underneath is a 'Document Name' field containing 'UC0150201.pdf'. At the bottom right of the page is a small copyright notice: '© eMudra. All Rights Reserved.'

User need to e-sign the file by entering Aadhaar Number/VID and OTP verification, after performing said actions, GFR 12-C form will be sent to '**Scheme Signing Authority (SSA)**' for further process.

CONFIDENTIAL

Manage Generated GFR 12C -

To manage the already generated GFR 12C (not e-signed), User needs to navigate to Main Menu 'UC-CSS' -> Sub Menu 'Generate GFR 12C'



After clicking on the menu, a page 'Manage Generated GFR 12C' will be visible to the user.

Generated GFR 12C will be available here (prior to e-sign process), a grid containing UC no., Purpose, Status, FY, State and Scheme.

UC Number is a hyperlink, user need to click on the same.

Manage Generated GFR 12C							
FY of Release *	State *		CSS *				
	HIMACHAL PRADEH						
Sr.No.	UC Number	Purpose	Status	Financial Year	State	Scheme	
1	UC9150213	gnhghghf	GFR-Generated	2020-2021	HIMACHAL PRADESH	JAL JEEVAN MISSION(JJM)/NATIONAL RURAL DRINKING WATER MISSION	

After clicking on hyperlink, a grid will be available to the user, user may fill 'Purpose of Utilization' and 'Kinds of checklist/Remarks' and then click on 'Update Generated GFR 12C'

Select	Sanction Number	Sanction Date	Release Amount	UC Due Date	Reference Letter Number	Reference Letter Date	Utilized Amount	Surrendered Amount	Carry Forward Amount	Sub UC No.
<input checked="" type="checkbox"/>	G-11011/1/2020-JJM-I-DDWS	30/05/2020	484346000.00	01/04/2022	jhgjj	18/09/2024	60000.00	0.00	484286000.00	SUBUC9150212-1
	Sr.No.	Sanction/CF Amount	Utilized Amount	Reference Letter Number	Reference Letter Date	Carry Forward Amount	Surrendered Amount	Sub UC No.		
	1	484346000.00	50000.00	jhgjj	9/18/2024 12:00:00 AM	484296000.00	0.00	SUBUC9150212-1		
	2	484296000.00	10000.00	hgfghfghf	10/4/2024 12:00:00 AM	484286000.00	0.00	SUBUC9150212-2		

Purpose of Expenditure on Utilization: Capital //

Kinds Of All Checks performed

Checklist/Remarks: //

[Update Generated GFR 12C](#) [Cancel](#)

After clicking on the same, GFR 12C will be updated.

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Role of Scheme Signing Authority (SSA) -

After submission of GFR 12C by SSM, GFR 12C form will be available at Scheme Signing Authority (SSA) level.

SSA user will navigate to main menu '**UC-CSS**' -> sub menu '**GFR 12C UC Approval**'



After clicking on sub menu, a new page will be visible to the user '**GFR 12C UC Approval**', he/she need to select Financial Year of Release, State), CSS, UC number and Status, then click on 'Search' button

GFR12C Utilization Certificate Approval

FY of Release *	2019-2020	State *	KARNATAKA	CSS *	(0150) BIOTE
UC Number	--All--	Status	--All--		
<input type="button" value="Search"/> <input type="button" value="Reset"/>					

After clicking on 'Search' button, a grid will be visible to the user containing UC Number, UC Date, Submitted By, Signed GFR by SSM, Status, Action and Supporting Document.

GFR12C Utilization Certificate Approval

FY of Release *	2019-2020	State *	HIMACHAL PRADI	CSS *	(3546) FLOOI		
UC Number	--All--	Status	--All--				
<input type="button" value="Search"/> <input type="button" value="Reset"/>							
Sr. Number	UC Number	UC Date	Submitted By	Signed GFR By SSM	Status	Action	Supporting Document
1	UC3546201	13-Aug-2024	HPSSM01	View	GFR E-Signed By SSM	Preview	Download

User may click on 'Preview' button in 'Action' column to view the submitted GFR, can view the signed GFR by SSM by clicking on 'View' hyperlink in 'Signed GFR by SSM' column and can also download the 'Supporting Document' uploaded by SSM.

After clicking on 'Preview' button, GFR will be visible to the user.

Proforma 'A'

FORMS
GFR 12 C
[See Rule 239]

**Form of Utilization Certificate
(For State Government)**

(Where expenditure incurred by Government bodies only)

Sl. No.	Letter No.and date.	Amount	Certified that out of <u>1990000000.00</u> of grants sanctioned during the year <u>2020-2021</u> in favour of <u>DELHI</u> under the Ministry / Department Letter No. given in the margin and 0 on account of unspent balance of the previous year, a sum of <u>5471112.00</u> has been utilized for the purpose of <u>xyz</u> for which it was sanctioned and that the balance of <u>0.00</u> remaining unutilized at the end of the year has been surrendered to Government (vide No.) / will be adjusted towards the grants payable during the next year
1	N-11016/7/2017- HFA IV SECTION (EFS-9022635)/ 30-Apr-2020	1990000000. 00	

2. Certified that I have satisfied myself that the conditions 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 propose for which it was sanctioned.

Kinds of checks exercised

1. ss
2. yy

Signature Authority Name * abc

Remark * ok

E-Sign and Submit to PD **Reject** **Cancel**

User can view the submitted GFR and may forward to PD Maker for further process by clicking on 'E-sign and submit to PD' button after filling 'SSA Name' and 'Remarks'

After clicking on 'E-sign and Submit to PD Maker' button, page will be redirected to e-mudra (e-sign service) portal for e-sign process.

The screenshot shows the eSign User Authentication interface. At the top, the eMudhra logo and 'eSign Service' are on the left, and 'PUBLIC FINANCIAL MANAGEMENT SYSTEM DIVISION' is on the right. A blue header bar reads 'eSign User Authentication' and 'You are redirected here to authenticate for eSign of below document by PUBLIC FINANCIAL MANAGEMENT SYSTEM DIVISION.' Below this, a text box says 'Enter Aadhaar Number / VID and authenticate using Aadhaar OTP linked with mobile to perform eSign.' There is a text input field for 'Aadhaar Number / VID' with placeholder '*****', a 'Send OTP' button, and a consent checkbox with the text: 'English: I am the holder of above Aadhaar Number. I hereby agree to authenticate myself using Aadhaar through eMudhra Limited and provide my consent to collect my Aadhaar and biometrics / OTP to retrieve my personal details along with my email ID/mobile number (if provided) from UIDAI. I understand the pur... more'. At the bottom, it shows 'Document Name: UC0150201.pdf' and a copyright notice: '© eMudhra. All Rights Reserved.'

User need to e-sign the file by entering Aadhaar Number/VID and OTP verification, after performing said actions, GFR 12-C form will be sent to 'Program Division (PD)' for approval/rejection process.

In case of rejection, SSA user may reject the GFR by clicking on 'Reject' button and needs to fill the remarks.

After rejection, GFR form will be sent back to SSM user, SSM user may work accordingly.

Role of State Finance Department User (SFDU) -

The State Finance Department User (SFDU) will approve or reject the creation of the SSA user with remarks.

State Finance Department user (SFDU) will login into the system using their credentials, and then navigate to main menu 'User' -> sub menu 'Manage', After clicking on the sub menu a screen 'Manage Users' will be visible to the user -

Manage Users

<p>Login Id: <input type="text"/></p> <p>First Name: <input type="text"/></p> <p>Status: <input type="text" value="Created"/></p> <p>User Type: <input type="text" value="Ok"/></p> <p>UniqueAgencyCode : <input type="text"/></p>	<p>Mobile No : <input type="text"/></p> <p>Last Name: <input type="text"/></p> <p>Division: <input type="text"/></p> <p>Email Id: <input type="text"/></p>
<input type="button" value="Search"/>	

SFDU needs to enter search parameters such as Login ID, Status or User Type and then need to click on 'Search' button, after clicking on search button a detailed grid view will be visible to the user.

Manage Users

<p>Login Id: <input type="text"/></p> <p>First Name: <input type="text"/></p> <p>Status: <input type="text" value="Created"/></p> <p>User Type: <input type="text" value="Ok"/></p> <p>UniqueAgencyCode : <input type="text"/></p>	<p>Mobile No : <input type="text"/></p> <p>Last Name: <input type="text"/></p> <p>Division: <input type="text"/></p> <p>Email Id: <input type="text"/></p>
<input type="button" value="Search"/>	

Login Id	First Name	Last Name	Designation	Status	Email	Mobile No	Agency Unique Code	User Type	Date Created	Division	Data Source
demo212	TEST	TEST		Created	demo345345@g.in	9999999999		123	5/01/2023		

Login ID in the first column will be a hyperlink to view further user details, if the user clicks on the hyperlink, a new page 'User Details' will be appear.

User Details										
Login ID: demo212 First Name: TEST Last Name: TEST Phone: Mobile No: 9999999999 Email: demo345345@g.in Designation: Status: Created Created By: root Created Time: 1/5/2023 10:55:13 AM										
Back										
Pending Requests For This User										
Login Name	First Name	Last Name	Phone No	Mobile No	Email	Designation	Division	User Type	Created Date	
demo212	TEST	TEST		9999999999	demo345345@g.in			123	5/01/2023	

Login Name in the first column will be hyperlink, SFDU user needs to click on the same, after clicking on the login name, a new page 'Approve/Reject User' will be visible, SFDU user needs to 'Approve' or 'Reject' the user after filling 'Remarks'.

Approve/ Reject User										
Edited By: root root (Phone : 0) Login Id: demo212 Controller: PAO: DDO: First Name: TEST Last Name: TEST Phone: Email: demo345345@g.in MobileNo: 9999999999 Designation: Status: Created Created By: root Created Time: 1/5/2023 10:55:13 AM Remarks: Approved										
Approve Reject Back										

- If SFDU approves the form, then the system will send 'User Credentials' on the registered email address and mobile no. of SSA.
- In case of rejection, 'Rejected Registration Form' will be available at SSM end with remarks of SFDU, SSM will work accordingly and re-submit the form to SFDU.

Role of Program Division (PD) -

After submission of GFR 12C by Scheme Signing Authority (SSA), GFR 12C form will be available at PD level.

Two users of ministry level will be involved in the process –

1. PD Maker - PD maker will have option to forward the GFR 12C with 'Remarks' to PD checker.
2. PD Checker - PD Checker will have option to 'Accept' or 'Reject' the GFR 12C.

PD Maker -

Navigate to Main Menu '**UC-CSS**' -> Sub Menu '**GFR 12C UC Approval**'



After clicking on sub menu, a new page will be visible to the user 'GFR 12C Approval', he/she need to select Financial Year of Release, State, CSS, UC number and Status, then click on 'Search' button.

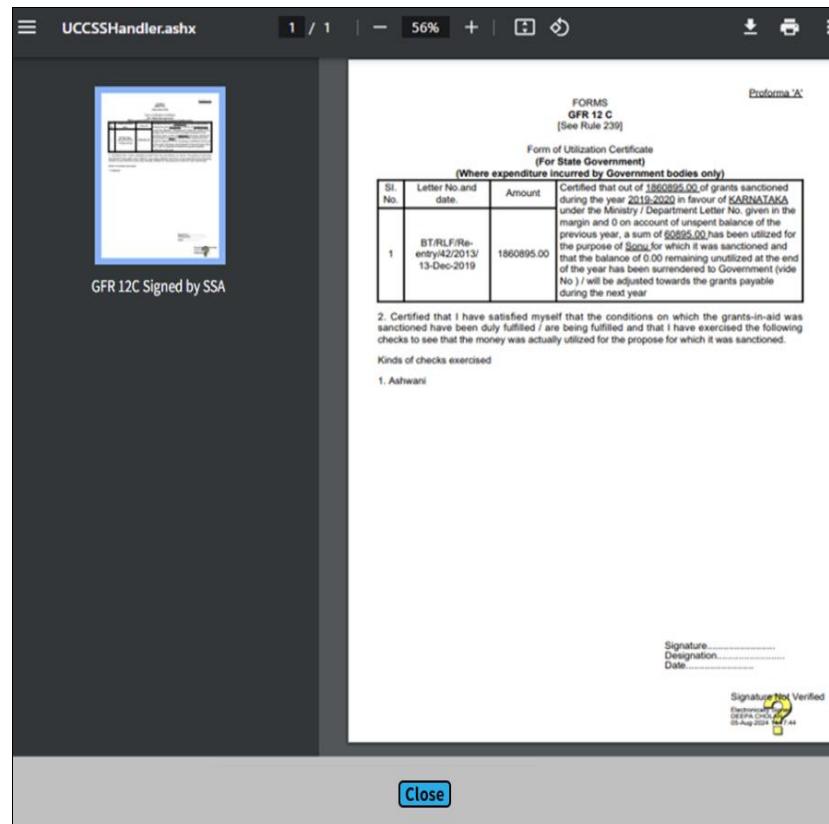
GFR12C Utilization Certificate Approval					
FY of Release *	2019-2020	State *	KARNATAKA	CSS *	(0150) BIOTE
UC Number	-All-	Status	-All-		
<input type="button" value="Search"/> <input type="button" value="Reset"/>					

After clicking on Search button, a grid view will be available to the user containing Sr. No., UC no., UC Date, Submitted by, SSA Remark, Status, View (View PDF signed by SSM), Supporting Document and Action (forward the GFR form to PD checker).

GFR12C Utilization Certificate Approval									
FY of Release *	2019-2020	State *	HIMACHAL PRAD	CSS *	(3546) FLOOI				
UC Number	-All-	Status	-All-						
<input type="button" value="Search"/> <input type="button" value="Reset"/>									
Sr. No.	UC Number	UC Date	Submitted By	SSA Remark	Status	View	Supporting Document	Action	
						View PDF (Signed GFR By SSA)		Forward to PD Checker	

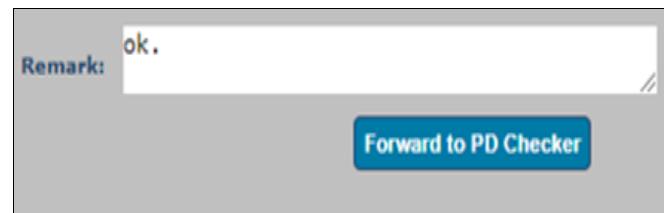
PD maker may click on 'View PDF' hyperlink to view GFR signed by SSA in 'View' column and can also download the 'Supporting Document' (Uploaded by SSM) by clicking on the hyperlink.

If user clicks on 'View PDF signed by SSA' then below GFR will available on the screen –



PD Maker may forward the GFR to PD checker for further process by clicking on 'Forward to PD checker' button after filling 'Remarks'.

After clicking on 'Forward to PD checker' button, a pop up confirmation will be available on the screen, user needs to fill 'Remarks' and then click on 'Forward to PD Checker' button.



After clicking on button, GFR form will be sent to 'PD Checker'.

PD Checker -

Navigate to Main Menu 'UC-CSS' -> Sub Menu '**GFR 12C UC Approval**'



After clicking on sub menu, a new page will be visible to the PD checker '**GFR 12C UC Approval**', he/she need to select Financial Year of Release, State, CSS, UC number and Status, then click on 'Search' button.

GFR12C Utilization Certificate Approval

FY of Release *	2019-2020	State *	KARNATAKA	CSS *	(0150) BIOTE
UC Number	--All--	Status	--All--		
<input type="button" value="Search"/> <input type="button" value="Reset"/>					

After clicking on Search button, a grid view will be available to the user containing Sr. No., UC no., UC Date, Submitted by, SSA Remark, PD Maker Remark, Status, View (View PDF signed by SSA), Supporting Document and Action (Approve/Reject).

GFR12C Utilization Certificate Approval

FY of Release *	2019-2020	State *	HIMACHAL PRADI	CSS *	(3546) FLOOI				
UC Number	--All--	Status	--All--						
<input type="button" value="Search"/> <input type="button" value="Reset"/>									
Sr. No.	UC Number	UC Date	Submitted By	SSA Remark	PD Maker Remark	Status	View	Supporting Document	Action
							View PDF (Signed GFR By SSA)	Download	Approve/Reject

PD checker may click on 'View PDF' hyperlink to view GFR signed by SSA in 'View' column and can also download the 'Supporting Document' (Uploaded by SSM) by clicking on the hyperlink.

If user clicks on 'View PDF signed by SSA' then below GFR will available on the screen –

FORMS
GFR 12 C
[See Rule 239]

Form of Utilization Certificate
(For State Government)

(Where expenditure incurred by Government bodies only)

Sl. No.	Letter No.and date.	Amount	Certified that out of 1990000000.00 of grants sanctioned during the year 2020-2021 in favour of DELHI under the Ministry / Department Letter No. given in the margin and 0 on account of unspent balance of the previous year, a sum of 5471112.00 has been utilized for the purpose of xyz for which it was sanctioned and that the balance of 0.00 remaining unutilized at the end of the year has been surrendered to Government (vide No) / will be adjusted towards the grants payable during the next year
1	N-11016/7/2017-HFA IV SECTION (EFS-9022635)/ 30-Apr-2020	1990000000.00	

2. Certified that I have satisfied myself that the conditions 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 propose for which it was sanctioned.

Kinds of checks exercised

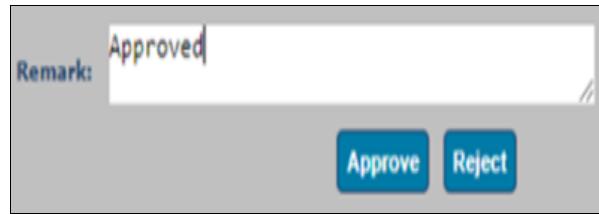
1. ss
2. yy

Remark: ok

Save/Keep Provisional UC Reject Close

PD Checker may 'Save/Keep Provisional UC' or 'Reject' (in case of Provisional UC only) and 'Approve' or 'Reject' (in case of Final UC only) after filling 'Remarks'.

After clicking on 'Save/Keep Provisional UC' / 'Approve/Reject' button, a pop up confirmation will be available on the screen, user can act accordingly.



After approval, system will show a message 'Keep Provisional UC Successfully' or 'Approved Successfully' accordingly on the screen.

GFR12C Utilization Certificate Approval

Keep Provisional UC Successfully

FY of Release * 2020-2021

State * DELHI

CSS * (1992) Pradhan Mantri Awz

UC Number -All-

Status -All-

Search Reset

In case of rejection, the rejected GFR will be available at SSA login (for 'View' purpose only) and at SSM end, SSM user can work on GFR accordingly.

Note - The Role of PD maker and checker will be accomplished here.

CONFIDENTIAL

Utilization Certificate Report (CSS) –

A detailed drilldown report is there to view UC details –

Navigate to Main Menu 'UC-CSS' -> Sub Menu '**Utilization Certificate Report**'.



After clicking on 'Utilization Certificate Report', a report page 'Utilization Certificate CSS Report' will be available.

User need to select State and CSS name (for state treasury admin user, state will be auto selected) and then click on 'View Report'.

The screenshot shows a report page with a header 'Utilization Certificate CSS Report'. Below the header are two dropdown menus: 'State' (selected as 'DELHI') and 'Centrally Sponsored Scheme' (selected as '(0150) BIOTECHNOLOGY RESEARCH AND DEVELOPMENT'). At the bottom of the page is a blue 'View Report' button.

After clicking on view report, a new grid report will be visible to the user containing Financial Year, No. of UC, Amount, Utilized Amount, Surrendered Amount and Due Amount, user can drilldown the report by clicking on the Financial Year hyperlink.

Utilization Certificate CSS Report

State	<input type="text" value="DELHI"/>	Centrally Sponsored Scheme	<input type="text" value="(0150) BIOTECHNOLOGY RESEARCH AND DEVELOPMENT"/>																				
<input type="button" value="View Report"/>																							
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Financial Year</th> <th style="width: 15%;">Number Of UC</th> <th style="width: 15%;">Amount</th> <th style="width: 15%;">Utilized Amount</th> <th style="width: 15%;">Surrendered Amount</th> <th style="width: 15%;">Due Amount</th> </tr> </thead> <tbody> <tr> <td>2020-2021</td> <td>1</td> <td>687800.00</td> <td>100.00</td> <td>0.00</td> <td>687700.00</td> </tr> <tr> <td>2023-2024</td> <td>1</td> <td>900000.00</td> <td>12000.00</td> <td>8000.00</td> <td>896000.00</td> </tr> </tbody> </table>						Financial Year	Number Of UC	Amount	Utilized Amount	Surrendered Amount	Due Amount	2020-2021	1	687800.00	100.00	0.00	687700.00	2023-2024	1	900000.00	12000.00	8000.00	896000.00
Financial Year	Number Of UC	Amount	Utilized Amount	Surrendered Amount	Due Amount																		
2020-2021	1	687800.00	100.00	0.00	687700.00																		
2023-2024	1	900000.00	12000.00	8000.00	896000.00																		
<input type="button" value="Print"/>																							

If user clicks on Financial Year, a new grid report will be appear containing State, No. of UC, Amount, Utilized Amount, Surrendered Amount and Due Amount.

Note: User can print the page by clicking on 'Print' button.

Utilization Certificate CSS Report

State	<input type="text" value="DELHI"/>	Centrally Sponsored Scheme	<input type="text" value="(0150) BIOTECHNOLOGY RESEARCH AND DEVELOPMENT"/>																				
<input type="button" value="View Report"/>																							
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Financial Year</th> <th style="width: 15%;">Number Of UC</th> <th style="width: 15%;">Amount</th> <th style="width: 15%;">Utilized Amount</th> <th style="width: 15%;">Surrendered Amount</th> <th style="width: 15%;">Due Amount</th> </tr> </thead> <tbody> <tr> <td>2020-2021</td> <td>1</td> <td>687800.00</td> <td>100.00</td> <td>0.00</td> <td>687700.00</td> </tr> <tr> <td>2023-2024</td> <td>1</td> <td>900000.00</td> <td>12000.00</td> <td>8000.00</td> <td>896000.00</td> </tr> </tbody> </table>						Financial Year	Number Of UC	Amount	Utilized Amount	Surrendered Amount	Due Amount	2020-2021	1	687800.00	100.00	0.00	687700.00	2023-2024	1	900000.00	12000.00	8000.00	896000.00
Financial Year	Number Of UC	Amount	Utilized Amount	Surrendered Amount	Due Amount																		
2020-2021	1	687800.00	100.00	0.00	687700.00																		
2023-2024	1	900000.00	12000.00	8000.00	896000.00																		
<p>Financial Year : 2020-2021</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Sr.NO</th> <th style="width: 15%;">State</th> <th style="width: 15%;">Number Of UC</th> <th style="width: 15%;">Amount</th> <th style="width: 15%;">Utilized Amount</th> <th style="width: 15%;">Surrendered Amount</th> <th style="width: 15%;">Due Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>DELHI</td> <td>1</td> <td>687800.00</td> <td>100.00</td> <td>0.00</td> <td>687700.00</td> </tr> </tbody> </table>						Sr.NO	State	Number Of UC	Amount	Utilized Amount	Surrendered Amount	Due Amount	1	DELHI	1	687800.00	100.00	0.00	687700.00				
Sr.NO	State	Number Of UC	Amount	Utilized Amount	Surrendered Amount	Due Amount																	
1	DELHI	1	687800.00	100.00	0.00	687700.00																	
<input type="button" value="Print"/>																							

'State Name' is hyperlink, if the user will click on the hyperlink, a detailed grid report will be open containing Sanction no., CSS, Amount, Utilized Amount, Surrendered Amount, Due Amount and UC Number.

Utilization Certificate CSS Report

State	<input type="text" value="DELHI"/>	Centrally Sponsored Scheme	<input type="text" value="(0150) BIOTECHNOLOGY RESEARCH AND DEVELOPMENT"/>	<input type="button" value="View Report"/>
-------	------------------------------------	----------------------------	--	--

Financial Year	Number Of UC	Amount	Utilized Amount	Surrendered Amount	Due Amount
2020-2021	1	687800.00	100.00	0.00	687700.00
2023-2024	1	900000.00	12000.00	8000.00	896000.00

Financial Year : 2020-2021

Sr.NO	State	Number Of UC	Amount	Utilized Amount	Surrendered Amount	Due Amount
1	DELHI	1	687800.00	100.00	0.00	687700.00

State : DELHI

Serial Number	Sanction Number	CSS	Amount	Utilized Amount	Surrendered Amount	Due Amount	UC Number
1	BT/HRD/35/01/04/2019	BIOTECHNOLOGY RESEARCH AND DEVELOPMENT	900000.00	1000.00	0.00	899000.00	UC720243-1
2	BT/HRD/35/01/04/2019	BIOTECHNOLOGY RESEARCH AND DEVELOPMENT	899000.00	5000.00	0.00	894000.00	UC720243-2
3	BT/HRD/35/01/04/2019	BIOTECHNOLOGY RESEARCH AND DEVELOPMENT	894000.00	6000.00	8000.00	880000.00	UC720243-3
4	BT/HRD/01/01/2014	BIOTECHNOLOGY RESEARCH AND DEVELOPMENT	687800.00	100.00	0.00	687700.00	UC720245-1

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