

बिहार सरकार

वित्त विभाग

प्रेषक,

आलोक कुमार,

संयुक्त आयुक्त ।

सेवा में,

अपर मुख्य सचिव/प्रधान सचिव/सचिव,

शिक्षा विभाग/समाज कल्याण विभाग/लोक स्वास्थ्य अभियंत्रण विभाग/कृषि विभाग/पशु एवं मत्स्य संसाधन विभाग/खाद्य एवं उपभोक्ता संरक्षण विभाग/उद्योग विभाग/स्वास्थ्य विभाग/नगर विकास एवं आवास विभाग/ ग्रामीण विकास विभाग/पथ निर्माण विभाग/जल संसाधन विभाग/योजना एवं विकास विभाग/गृह विभाग/ग्रामीण कार्य विभाग/लघु जल संसाधन विभाग/भवन निर्माण विभाग/विधि विभाग/पिछड़ा वर्ग एवं अति पिछड़ा वर्ग कल्याण विभाग/अनु० जाति एवं अनु० जनजाति कल्याण विभाग/सहकारिता विभाग/पर्यावरण, वन एवं जलवायु परिवर्तन विभाग/श्रम संसाधन विभाग/पंचायती राज विभाग/अल्पसंख्यक कल्याण विभाग, बिहार, पटना।

पटना, दिनांक—27.02.2025

विषय:—

**Roll out of e-UC Module for submission of Utilization Certificates for Centrally Sponsored Schemes as per Form12-C GFRs-2017-reg.**

प्रसंग:—

PFMS डिवीजन, व्यय विभाग, वित्त मंत्रालय, भारत सरकार का पत्रांक—  
F.No.8(06)/PFMS/2022 दिनांक—17.02.2025

महाशय,

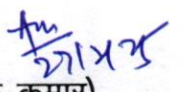
निदेशानुसार, उपर्युक्त विषयक प्रासंगिक पत्र के संबंध में कहना है कि केन्द्र प्रायोजित योजनाओं के तहत सहायता अनुदान (GIA) के लिए इलेक्ट्रॉनिक्स उपयोगिता प्रमाण-पत्र (e-UC) जमा करने की सुविधा PFMS में विकसित की गई है। इलेक्ट्रॉनिक्स उपयोगिता प्रमाण-पत्र (Electronic Utilization Certificate) GFR 2017 के विहित नियम 239 के अनुसार फॉर्म 12-C है।

2. इलेक्ट्रॉनिक्स उपयोगिता प्रमाण-पत्र के साथ ही अगले निदेश प्राप्त होने तक भौतिक (Physical) रूप से भी उपयोगिता प्रमाण पत्र जमा किया जा सकेगा।

3. इलेक्ट्रॉनिक्स उपयोगिता प्रमाण-पत्र जमा करने से संबंधित एक User Manual आवश्यक कार्रवाई हेतु संलग्न है।

अनुलग्नक: यथोक्त ।

विश्वासभाजन,

  
(आलोक कुमार)

संयुक्त आयुक्त ।

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

North Block  
New Delhi, 17<sup>th</sup> 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*  
17/2/25  
(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)

*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



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## 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 –

The screenshot shows a web-based registration form titled "User Registration For all Type". The form contains the following fields and controls:

- Type of User:** A dropdown menu with "Scheme Signing Authority" selected.
- First Name:** A text input field with an asterisk (\*) indicating it is mandatory.
- Last Name:** A text input field with an asterisk (\*) indicating it is mandatory.
- Official Email ID:** A text input field with an asterisk (\*) indicating it is mandatory.
- Phone No.:** A text input field with an asterisk (\*) indicating it is mandatory. Below it, a note says "(Phone Number Starting with Country Code, STD Code)".
- Mobile No.:** A text input field with an asterisk (\*) indicating it is mandatory. Below it, a note says "(Mobile Number Starting with Country Code)".
- State Assigned:** A dropdown menu with "--Select--" selected.
- Schemes:** A text input field with a "Select Scheme" button to its right.
- Designation:** A text input field with an asterisk (\*) indicating it is mandatory.
- Aadhaar Number:** A text input field with an asterisk (\*) indicating it is mandatory.
- Date of Joining to PFMS:** A date picker field with the format "dd/mm/yyyy".
- Date of Superannuation/End Date:** A date picker field with the format "dd/mm/yyyy".
- Date of Birth:** A date picker field with the format "dd/mm/yyyy".
- Hint Question?** A dropdown menu with "--Select--" selected.
- Answer:** A text input field with an asterisk (\*) indicating it is mandatory.
- Confirm Answer:** A text input field with an asterisk (\*) indicating it is mandatory.
- Word Verification:** A section containing a CAPTCHA image showing the number "290f37" and a text input field with the instruction "Enter the letters as they are shown in the image above." Below the input field are "Submit" and "Cancel" buttons.

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,

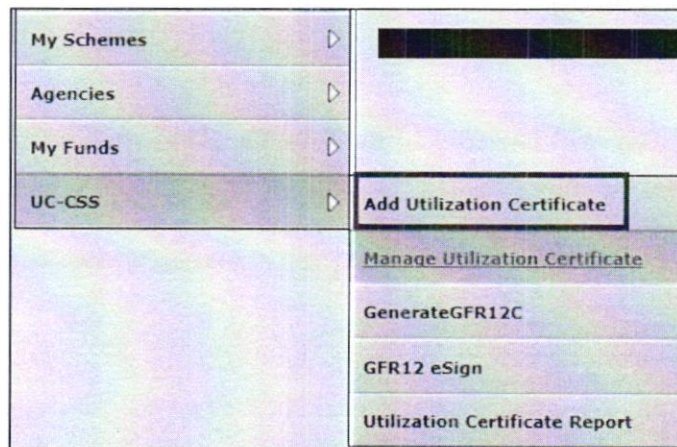
After submission, this 'Registration Form' will be visible at State Finance Department user (SFDU) login for review and further process, SFDU will review and approve or reject the creation of the SSA with remarks.

**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.)

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**Add Utilization Certificate**

FY of Release \* 2019-2020 State \* KARNATAKA CSS \* (0150) BIOTECHNC

Sanction From Date: dd/mm/yyyy Sanction To Date: dd/mm/yyyy Sanction Number BT/HRD/01/01/2014

☒ Releases Due for UC ☐ Releases not Due for UC

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		29/07/2024	0	0	0	
						<div>Instrument No</div> <div>Instrument Date</div>				
						29/07/2024				

Upload Supporting Document: \*  No file chosen

Note: PDF file size should be up to 10MB

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**

Utilization Certificate saved successfully.

FY of Release \* 2019-2020 State \* KARNATAKA CSS \* (0150) BIOTECHNC

Sanction From Date: dd/mm/yyyy Sanction To Date: dd/mm/yyyy Sanction Number --All--

☒ Releases Due for UC ☐ Releases not Due for UC

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/PLF/Re-entry/42/2013	13/12/2019	1860895.00	01/04/2021	1121	30/07/2024	1000.00	200.00	1859695.00	SUBUC0150201-1
						<div>Instrument No</div> <div>Instrument Date</div>				
						1150 30/07/2024				

Upload Supporting Document: \*  No file chosen



## Manage Utilization Certificate –

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

My Schemes	▶	
Agencies	▶	
My Funds	▶	
UC-CSS	▶	<div><div>Add Utilization Certificate</div><div><b>Manage Utilization Certificate</b></div><div>GenerateGFR12C</div><div>GFR12 eSign</div><div>Utilization Certificate Report</div></div>

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.

Manage Utilization Certificate			
FY of Release *	2019-2020	State *	KARNATAKA
Sanction From Date:	dd/mm/yyyy	Sanction To Date:	dd/mm/yyyy
<input checked="" type="radio"/> Releases Due for UC		<input type="radio"/> Releases not Due for UC	
		CSS *	(0150) BIOTECHNOLOGY RE
		Sanction Number	--All--
		<div>Search</div>	<div>Reset</div>

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.



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Manage Utilization Certificate											
FY of Release *		2019-2020		State *		KARNATAKA		CSS *		(0150) BIOTECHNOLOGY	
Sanction From Date:		dd/mm/yyyy		Sanction To Date:		dd/mm/yyyy		Sanction Number		--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 *		2019-2020		State *		KARNATAKA		CSS *		(0150) BIOTECHNOL				
Sanction From Date:		dd/mm/yyyy		Sanction To Date:		dd/mm/yyyy		Sanction Number		--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 Surrendered 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	ADD				
						<table border="1"> <thead> <tr> <th>Instrument No</th> <th>Instrument Date</th> </tr> </thead> <tbody> <tr> <td>1130</td> <td>30/07/2024</td> </tr> </tbody> </table>		Instrument No	Instrument Date	1130	30/07/2024			
Instrument No	Instrument Date													
1130	30/07/2024													
Upload Supporting Document: * <input type="button" value="Choose File"/> No file chosen <input type="button" value="Download Document"/>														
Note: PDF file size should be up to 10MB														
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>														

(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'.

CONFIDENTIAL



## Generate GFR 12-C -

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

My Schemes	▶	
Agencies	▶	
My Funds	▶	
UC-CSS	▶	Add Utilization Certificate Manage Utilization Certificate <b>GenerateGFR12C</b> GFR12 eSign Utilization Certificate Report

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.

Generate GFR 12C			
FY of Release *	2019-2020 ▼	State *	KARNATAKA ▼
Sanction From Date:	dd/mm/yyyy	Sanction To Date:	dd/mm/yyyy
<input checked="" type="radio"/> Releases Due for UC		<input type="radio"/> Releases not Due for UC	
CSS *	(0150) BIOTECHN ▼	Sanction Number:	--All-- ▼
<input type="button" value="Search"/> <input type="button" value="Reset"/>			

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 \*  State \*  CSS \*

Sanction From Date:  Sanction To Date:  Sanction Number:

☒ Releases Due for UC ☐ Releases not Due for UC

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.

FF of Release: 2020-2021 State: DELHI

Search Reset

Sr.No.	UC Number	Action	Status	Sanction Number	Sub UC Number	Remarks
1	UC190211	Pending-E-Sign	GFR-Generated	N-11016/7/2017-HFA IV SECTION (EFS-9022635)	SUBUC190211-1, SUBUC190211-2	

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	Remarks
1	N-11016/7/2017-HFA IV SECTION (EFS-9022635) 30-Apr-2020	1990000000.00	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 \$471112.00 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

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: Sarjay Kumar (deployment:pfms@supportgovt)


E-Sign and Submit to SSA Cancel

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.



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 eSign Service

PUBLIC FINANCIAL MANAGEMENT SYSTEM DIVISION

**eSign User Authentication**  
You are redirected here to authenticate for eSign of below document by PUBLIC FINANCIAL MANAGEMENT SYSTEM DIVISION.

Enter Aadhaar Number / VID and authenticate using Aadhaar OTP linked with mobile to perform eSign.

Aadhaar Number / VID  
\*\*\*\*\*

Send OTP

☐ 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

Document Name  
☐ UC0150201.pdf

© 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.



## 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'.

Agencies	▷	
My Funds	▷	
UC-CSS	▷	Add Utilization Certificate
		Manage Utilization Certificate
		Generate GFR12C
		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 ▼
Search		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 \* 2020-2021 State \* DELHI CSS \* (34501) ESTABLIS

Search Reset

Sr.No.	UC Number	Action	Status	Sanction Number	Sub UC Number	Remarks
1	UC3450121	<a href="#">Pending-E-Sign</a>	GR-Generated	HVSTransferRange1, TransferEcheck02	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 -

UCCSSHHandler.ashx 1 / 1 61%

**FORUS**  
**GFR 12 C**  
[See Rule 230]

Form of Utilization Certificate  
(For State Government)

(Where expenditure incurred by Government bodies only)

Sl. No.	Letter No. and date	Amount	Remarks
1	HVSTransferRange1/ 30-Sep-2020	5110000.00	Certified that out of 5110000.00 of grants sanctioned during the year 20-2021 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 500.00 has been utilized for the purpose of dg/ 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	TransferEcheck 02/ 12-Oct-2020	500.00	

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 purpose for which it was sanctioned.

Kinds of checks exercised

1. ds

Signature \_\_\_\_\_  
Designation \_\_\_\_\_  
Date \_\_\_\_\_

Signature Authority Name \*

Forward to SSA \* --Select--

E-Sign and Submit to SSA Cancel



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 of the eMudhra portal. The header includes the eMudhra logo, 'eSign Service', and 'PUBLIC FINANCIAL MANAGEMENT SYSTEM DIVISION'. The main heading is 'eSign User Authentication' with a sub-message: 'You are redirected here to authenticate for eSign of below document by PUBLIC FINANCIAL MANAGEMENT SYSTEM DIVISION.' Below this, a text prompt 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 '\*\*\*\*\*', a 'Send OTP' button, and a checkbox for consent. The consent text reads: '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 put... more'. At the bottom, the 'Document Name' is listed as 'UC0150201.pdf'. A footer note states '© 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.

## 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'

Agencies	▷	
My Funds	▷	
UC-CSS	▷	<a href="#">Add Utilization Certificate</a> <a href="#">Manage Utilization Certificate</a> <a href="#">GenerateGFR12C</a> <a href="#">GFR12 eSign</a> <a href="#">Utilization Certificate Report</a> <a href="#">Manage Generated GFR 12C</a>

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 * --Select--		State * HIMACHAL PRADI		CSS * --Select--		
		Search		Reset		
Sr.No.	UC Number	Purpose	Status	Financial Year	State	Scheme
1	UC9150213	gnhghgh	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-DM-I-DDWS	30/05/2020	484345000.00	01/04/2022	jhhgj	18/09/2024	60000.00	0.00	484286000.00	SUBUC9150212-1
	<b>Sr.No.</b>	<b>Sanction/CF Amount</b>	<b>Utilized Amount</b>	<b>Reference Letter Number</b>	<b>Reference Letter Date</b>	<b>Carry Forward Amount</b>	<b>Surrendered Amount</b>	<b>Sub UC No.</b>		
	1	484346000.00	50000.00	jhhgj	9/18/2024 12:00:00 AM	484296000.00	0.00	SUBUC9150212-1		
	2	484296000.00	10000.00	hgfhghgf	10/4/2024 12:00:00 AM	484286000.00	0.00	SUBUC9150212-2		

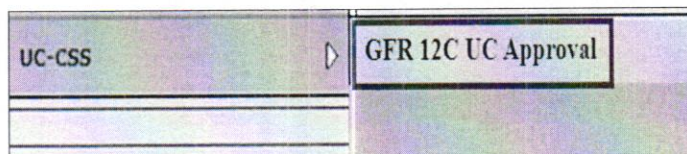
Purpose of Utilization: Expenditure on Capital  
 Kinds Of Checklist/Remarks: All Checks performed

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

## 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
UC Number	--All--	Status	--All--
		CSS *	(0150) BIOTE
		Search	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--				
		Search	Reset				
Sr. Number	UC Number	UC Date	Submitted By	Signed GFR By SSM	Status	Action	Supporting Document
1	UC3546201	13-Aug-2024	HPSSM01	<a href="#">View</a>	GFR E-Signed By SSM	<a href="#">Preview</a>	<a href="#">Download</a>

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.

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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	N-11016/7/2017-HFA IV SECTION (EFS-9022635) 30-Apr-2020	1990000000.00	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

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

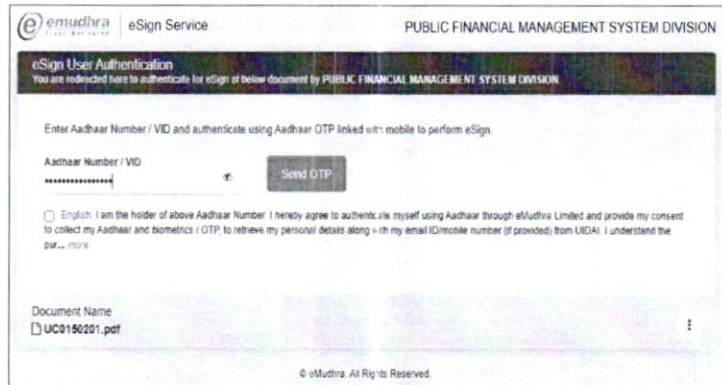
Signature Authority Name \* abc

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.



**eMudhra** eSign Service PUBLIC FINANCIAL MANAGEMENT SYSTEM DIVISION

**eSign User Authentication**  
You are redirected here to authenticate for eSign of below document by PUBLIC FINANCIAL MANAGEMENT SYSTEM DIVISION.

Enter Aadhaar Number / VID and authenticate using Aadhaar OTP linked with mobile to perform eSign.

Aadhaar Number / VID

☐ 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 privacy policy.

Document Name  
☐ UC0150201.pdf

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

[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) -

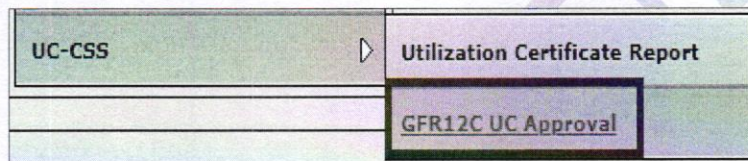
After submission of GFR 12C by Scheme Signing Authority (SSA), GFR 12C form will be available at PD level.

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 GRF 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--		
		Search		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 PRADI	CSS *	(3546) FLOOI			
UC Number	--All--	Status	--All--					
		Search		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 –

UCCSSHandler.ashx 1 / 1 56%

FORMS  
GFR 12 C  
(See Rule 276)

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

Sl. No.	Letter No. and date.	Amount
1	T.R.L.F. No. entry 42/2013 11-Dec-2019	1860895.00

2. Certifies that I have satisfied myself that the conditions on which the grant-in-aid was sanctioned have been duly fulfilled / are being fulfilled and that I have exercised the following checks to - ensure that the money was actually utilized for the purpose for which it was sanctioned.

Kinds of checks exercised

1. Ashwin

Signature \_\_\_\_\_  
Designation \_\_\_\_\_  
Date \_\_\_\_\_

Signature Not Verified

Close

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.

Remark: ok.

Forward to PD Checker

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'

UC-CSS	Utilization Certificate Report
	<b>GFR12C UC Approval</b>

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
UC Number	--All--	Status	--All--
		CSS *	(0150) BIOTE
Search		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--						
Search		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 be available on the screen –

UCCSSHandler.aspx 1 / 1 98%

FORMS  
GFR 12 C  
[See Rule 239]

Proforma 'A'

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

Sl. No.	Letter No. and date.	Amount	
1	N-11016/7/2017-HFA IV SECTION (EFS-9022635) 30-Apr-2020	1990000000.00	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

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

- ss
- 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.

Remark: Approved

Approve Reject



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 *	State *	CSS *
2020-2021	DELHI	(1992) Pradhan Mantri Awa
UC Number	Status	
--All--	--All--	
<input type="button" value="Search"/> <input type="button" value="Reset"/>		

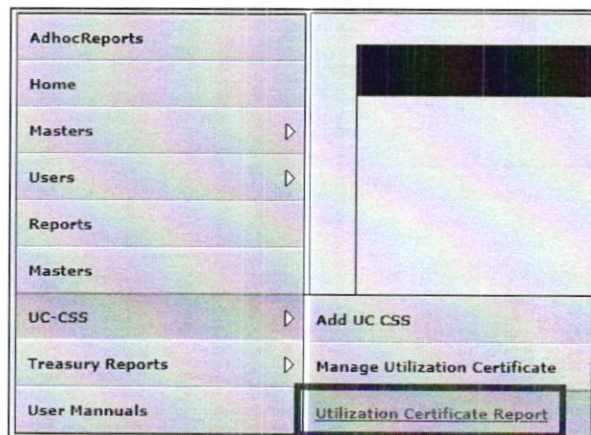
In case of rejection, the rejected GFR will be available at SSA login (for 'View' purpose only) and at SSM end, SSM user can work on GFR accordingly.

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

## 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'.

Utilization Certificate CSS Report

State: DELHI ▼

Centrally Sponsored Scheme: (0150) BIOTECHNOLOGY RESEARCH AND DEVELOPMENT ▼

View Report

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: DELHI Centrally Sponsored Scheme: (0150) BIOTECHNOLOGY RESEARCH AND DEVELOPMENT

[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

[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: DELHI Centrally Sponsored Scheme: (0150) BIOTECHNOLOGY RESEARCH AND DEVELOPMENT

[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

[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:  Centrally Sponsored Scheme:

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	6000.00	894000.00

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	886000.00	UC720243-3
4	BU/HRD/01/01/2014	BIOTECHNOLOGY RESEARCH AND DEVELOPMENT	687800.00	100.00	0.00	687700.00	UC720245-1