

STANDARD OPERATING PROCEDURE FOR UPLOADING UTILIZATION CERTIFICATE (UC) THROUGH EAT (EXPENDITURE, ADVANCES AND TRANSFERS) MODULE ON PFMS PORTAL

1. Login on PFMS portal 'https://pfms.nic.in/' by entering user id and password.

The screenshot displays the PFMS (Public Financial Management System) portal. The header includes the PFMS logo, the text "Public Financial Management System - PFMS", and "O/o Controller General of Accounts, Ministry of Finance". A "Login" button is visible in the top right corner. The main banner features a portrait of Prime Minister Narendra Modi on the left, a central text area for "Azadi Ka Amrit Mahotsav" with the slogan "Let us SING THE NATIONAL ANTHEM" and a "Participate Now" button, and a collage of people on the right. Below the banner is a dashboard with several widgets:

| | | | |
|--|---|---------------------------|--|
| Today's Transactions Count: 1,24,606 Amount (Crores): 173 | FY 2021 - 22 Transactions Count: 1,25,54,62,150 Amount (Crores): 31,24,473 | Know your Payments | Get Login Details If Agency is already registered |
| What's New ? | Publications | Track NSP Payments | Manage Registered Agency |
| | | Help Desk | |

At the bottom, a yellow banner states: "All payment and other messages from PFMS will also be sent through 'Sandesh' (Government Instant Messaging System). Use link [https://pfms.nic.in/](\"https://pfms.nic.in/\")". The browser's address bar shows "https://pfms.nic.in/NewDefaultHome.aspx". The Windows taskbar at the bottom indicates the date is 10-02-2022 and the time is 11:08.

2. Go to My Schemes — View scheme components and note down ‘scheme components’ of relevant scheme, against which expenditure is to be captured in UC.

The screenshot displays the PFMS web application interface. The top navigation bar includes the PFMS logo, the user's name (Director VNIT), and the agency name (VISHVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY, NAGPUR). The left sidebar contains a menu with various options such as AdhocReports, BharatKosh Reports, Home, User Manuals, Masters, E-Payment, Health Module, Agency, Reports, My Details, Masters, My Schemes, Agencies, EAT MIS Process, My Funds, Transfers, Advances, Scheme Allocation, Expenditures, Bank, Register/ Track Issue, Misc. Deduction Filing, Utilisation Certificate, Accounting System Integration, and Bank Printing Templates. The main content area shows the 'Scheme Detail' page for the selected scheme '1817 - Science and Technology Institutional and Human Capacity Building'. Below this, there is an 'Instructions' section and a 'View Disabled Components' section. The 'View Disabled Components' section lists various components under different categories, including [01]Research & Development Support, [01.1]FIST Program, [01.1.1]Grants-in-aid General, [01.2]PURSE Program, [01.2.1]Grants-in-aid General, [01.3]SAIF Program, [01.3.1]Grants-in-aid General, [01.4]DST-RC UK Programs, [01.4.1]Grants-in-aid General, [01.5]Cognitive Science Research Initiative [CSRI], and [1.5.1]Grant-in-aid General. Each component is further detailed with sub-items like Equipment, Networking & Computational Facility, Research Infrastructure, Maintenance, Consumables, Travel, Conference/Workshop/Contingency/Maintenance, and Manpower Cost.

3. Go to EAT MIS Process → Exp/ Adv upload. Enter Scheme and appropriate Account Number and download excel template in which expenditure details are to be captured.

https://vnit.ac.in x Inboxes (118) - dr_acct@vnit.ac.in x Inboxes - sachin.jagdale@vnit.ac.in x (2 unread) - sachins24@yahoo.co.in x Excel Upload Data x +

pfms.nic.in/GXLUplod/ExcelUploadData.aspx?activityType=7G2d8TVMszg%3d

Apps BillDesk https://vnit.ac.in Gmail New Tab PFMS Dashboard VNIT PAY Online Po... (1 unread) - sachins... FreeJobAlert.Com ...

Public Financial Management System-PFMS
(Formerly CPMS)

Welcome: Director VNIT
User Type: AGENCYADM
Agency: VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY, NAGPUR
Agency Unique Code: VNIT
Financial Year: 2021-2022

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AdhocReports
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Health Module
Agency
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Masters
My Schemes
Agencies
EAT MIS Process
My Funds
Transfers
Advances
Scheme Allocation
Expenditures
Bank
Register/ Track Issue
Misc. Deduction Filing
Utilisation Certificate
Accounting System Integration
Bank Printing Templates

Expenditure/Advance MIS Data Uploading

Scheme : 1817 - Science and Technology Institutional and Human Capacity
Account Number: 3124101005638 - VISVESVARAYA NATIONAL INSTITUTE OF TECH
Template : Excel_Based_EAT_MIS_Upload Download Template
Select Excel File: Choose file No file chosen Upload File
Transaction Type: ☒ Expenditure ☐ Advances ☐ AdvanceSettlement
Total Amount:
Remarks: Please Enter Maximum 200 characters

Excel Upload History Refresh Upload History

| FileName | Template | Scheme | Total Records | Valid Records | Invalid Records | Status | Uploaded on | Uploaded By |
|--|----------------------------|---|---------------|---------------|-----------------|-----------------------|---------------------|-------------|
| Jan-2022.xls | Excel_Based_EAT_MIS_Upload | 3670 - Support to National Institutes of Technology (NITs) and IIST | 3 | 3 | 0 | Successfully Complete | 03/02/2022 04:53 PM | VNIT |
| UC_VNIT Nagpur- SC_Scholarship_87000.xls | Excel_Based_EAT_MIS_Upload | 0962 - Top Class Education Scheme for SC | 1 | 1 | 0 | Successfully Complete | 03/02/2022 10:45 AM | nitingolait |
| UC_VNIT Nagpur- SC_Scholarship_87000.xls | Excel_Based_EAT_MIS_Upload | 0962 - Top Class Education Scheme for SC | 1 | 0 | 1 | Validation Errors | 02/02/2022 04:26 PM | nitingolait |
| UC_VNIT Nagpur- SC_Scholarship_87000.xls | Excel_Based_EAT_MIS_Upload | 0962 - Top Class Education Scheme for SC | 1 | 0 | 1 | Validation Errors | 02/02/2022 03:50 PM | nitingolait |

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javascript:WebForm_DoPostBackWithOptions(new WebForm_PostBackOptions("ctl00\$ctl00\$cphBody\$lnkTemplateDownload","",true,"","",false,true))

4. Complete the excel sheet carefully, as indicated. Refer instructions in the second worksheet, if required and save the template.

6.213 202021 [Compatibility Mode] - Microsoft Excel

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q |
|----|-----------------------------|---------|---------------------|-----------------|-----------------------|--------------------|---------------|-------------|--------|---------------------|---------|---|---|---|---|---|---|
| | SchemeSpecificTransactionID | Project | OfficeOrderNo | OfficeOrderDate | ActualTransactionDate | ReceivingPartyName | ComponentCode | ExpenseType | Amount | ExpenditureorRefund | Remarks | | | | | | |
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| 2 | DST/SSTP/2018/76(G) | | DST/SSTP/2018/76(G) | 02.12.2019 | 31.03.2021 | VNIT Nagpur | 03 | R | 988916 | | | | | | | | |
| 3 | DST/SSTP/2018/76(G) | | DST/SSTP/2018/76(C) | 02.12.2019 | 31.03.2021 | VNIT Nagpur | 03 | C | 525525 | | | | | | | | |
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Sheet1 Instructions

Ready Type here to search

27°C AQI 107 17:53 09-02-2022

5. Enter total amount as shown (should match with expenditure captured in excel template) and upload excel, using upload file tab.

Browser tabs: VNIT PAY Online Portal, Inbox (118) - dr_acct@vnit.ac.in, Inbox - sachin.jagdale@vnit.ac.in, sachin.j24@yahoo.co.in - Yahoo, Excel Upload Data

Address bar: pfms.nic.in/GXUpload/ExcelUploadData.aspx?activityType=7G2d8TVMszg%3d

Public Financial Management System-PFMS (formerly CPMS)

Welcome: Director VNIT
User Type: AGENCYADM
Agency: VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY, NAGPUR
Agency Unique Code: VNIT
Financial Year: 2021-2022

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Advances
Scheme Allocation
Expenditures
Bank
Register/ Track Issue
Misc. Deduction Filing
Utilisation Certificate
Accounting System Integration
Bank Printing Templates

Expenditure/Advance MIS Data Uploading

Scheme : 1817 - Science and Technology Institutional and Human Capacity
Account Number: 3124101005638 - VISVESVARAYA NATIONAL INSTITUTE OF TECH
Template : Excel_Based_EAT_MIS_Upload
Select Excel File: Choose file No file chosen
Download Template
Upload File

Transaction Type: ☒ Expenditure ☐ Advances ☐ AdvanceSettlement
Total Amount: 1514441
Remarks: Please Enter Maximum 200 characters

Excel Upload History

| FileName | Template | Valid Records | Invalid Records | Status | Uploaded on | Uploaded By |
|--|----------------------------|---------------|-----------------|-----------------------|---------------------|-------------|
| 6.213 202021.xls | Excel_Based_EAT_MIS_Upload | 0 | 2 | Pending | 09/02/2022 05:56 PM | VNIT |
| 6.213 202021.xls | Excel_Based_EAT_MIS_Upload | 3 | 0 | Validation Errors | 09/02/2022 04:34 PM | VNIT |
| Jan-2022.xls | Excel_Based_EAT_MIS_Upload | 0 | 0 | Successfully Complete | 03/02/2022 04:53 PM | VNIT |
| UC_VNIT Nagpur- SC_Scholarship_87000.xls | Excel_Based_EAT_MIS_Upload | 1 | 0 | Successfully Complete | 03/02/2022 10:45 AM | nitingolait |
| UC_VNIT Nagpur- SC_Scholarship_87000.xls | Excel_Based_EAT_MIS_Upload | 1 | 1 | Validation Errors | 02/02/2022 04:26 PM | nitingolait |
| UC_VNIT Nagpur- SC_Scholarship_87000.xls | Excel_Based_EAT_MIS_Upload | 1 | 1 | Validation Errors | 02/02/2022 03:50 PM | nitingolait |

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Windows taskbar: Type here to search, 27°C Haze, 17:56, 09-02-2022

6. Status of excel file should be 'Successfully complete'. If there are validation errors, the excel sheet needs to be corrected and uploaded again.

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pfms.nic.in/GXLUUpload/ExcelUploadData.aspx?activityType=7G2d8TVMSzg=

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Public Financial Management System-PFMS
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Welcome: Director VNIT
User Type: AGENCYADH
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Agency Unique Code: VNIT
Financial Year: 2021-2022

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Expenditure/Advance MIS Data Uploading

Scheme : --Select--
Account Number: --Select--
Template : Excel_Based_EAT_MIS_Upload Download Template
Select Excel File: Choose file | No file chosen Upload File
Transaction Type: ☒ Expenditure ☐ Advances ☐ AdvanceSettlement
Total Amount:
Remarks: Please Enter Maximum 200 characters

Excel Upload History Refresh Upload History

| FileName | Template | Scheme | Total Records | Valid Records | Invalid Records | Status | Uploaded on | Uploaded By |
|--|----------------------------|--|---------------|---------------|-----------------|-----------------------|---------------------|-------------|
| 6.213 202021.xls | Excel_Based_EAT_MIS_Upload | 1817 - SAT INSTITUTIONAL AND HUMAN CAPACITY BUILDING | 2 | 2 | 0 | Successfully Complete | 09/02/2022 05:56 PM | VNIT |
| 6.213 202021.xls | Excel_Based_EAT_MIS_Upload | 1817 - SAT INSTITUTIONAL AND HUMAN CAPACITY BUILDING | 2 | 0 | 2 | Validation Errors | 09/02/2022 04:34 PM | VNIT |
| Jan-2022.xls | Excel_Based_EAT_MIS_Upload | 3670 - Support to National Institutes of Technology (NITs) and IIEST | 3 | 3 | 0 | Successfully Complete | 03/02/2022 04:53 PM | VNIT |
| UC_VNIT Nagpur- SC_Scholarship_87000.xls | Excel_Based_EAT_MIS_Upload | 0962 - Top Class Education Scheme for SC | 1 | 1 | 0 | Successfully Complete | 03/02/2022 10:45 AM | nitingolait |
| UC_VNIT Nagpur- SC_Scholarship_87000.xls | Excel_Based_EAT_MIS_Upload | 0962 - Top Class Education Scheme for SC | 1 | 0 | 1 | Validation Errors | 02/02/2022 04:26 PM | nitingolait |
| UC_VNIT Nagpur- SC_Scholarship_87000.xls | Excel_Based_EAT_MIS_Upload | 0962 - Top Class Education Scheme for SC | 1 | 0 | 1 | Validation Errors | 02/02/2022 03:50 PM | nitingolait |

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7. Go to EAT/ MIS Process —→ Manage Exp/ Adv MIS Data. Select Scheme and Bank Account and search for excel file uploaded. Enter maker remark as 'ok' and submit the file for approval.

https://vnit.ac.in x | Inbox (118) - dr_acct@vnit.ac.in x | Inbox - sachin.jagdale@vnit.ac.in x | EAT Data Upload For MIS x +

pfms.nic.in/ImplementingAgency/FundsExpenditure/EATDataUploadForMIS.aspx

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Public Financial Management System-PFMS
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0/a Controller General of Accounts, Ministry of Finance

Welcome: Director VNIT
User Type: AGENCYADH
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Agency Unique Code: VNIT
Financial Year: 2021-2022

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EAT Data Upload For MIS

Module : ☒ Expenditure ☐ Advances ☐ AdvanceSettlement

Schemes : * 1817 - Science and Technology Institutional and Human Capacity Building

Bank Account : * 3124101005638 - VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY

File Name : --Select--

Status : --Select--

Maker Remark : OK

Export To Excel Search

| Select | File Name | No. of Debits | Amount | Uploaded By | Upload Date | Status |
|----------------------------------|------------------|---------------|--------------|-------------|---------------------|---------|
| <input checked="" type="radio"/> | S.213.202021.xls | 2 | 1514441.0000 | VNIT | 2/9/2022 5:56:27 PM | Created |

Submit Cancel Close

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pfms.nic.in/ImplementingAgency/FundsExpenditure/EATDataUploadForMIS.aspx

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Financial Year: 2021-2022

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EAT Data Upload For MIS

Module : ☒ Expenditure ☐ Advances ☐ AdvanceSettlement

Schemes : * 1817 - Science and Technology Institutional and Human Capacity Building

Bank Account : * 3124101005638 - VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY

File Name : --Select--

Status : --Select--

Maker Remark : OK

Checker Remark : OK

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| Select | File Name | No. of Debits | Amount | Uploaded By | Upload Date | Status |
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| <input checked="" type="radio"/> | 6.212.202021.xls | 2 | 1514441.0000 | VNIT | 2/9/2022 5:56:27 PM | Submitted |

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9. Once the status of file is 'Approved' process of upload of UC is complete.

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pfms.nic.in/ImplementingAgency/FundsExpenditure/EATDataUploadForMIS.aspx

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Bank Printing Templates

EAT Data Upload For MIS
Approved Successfully!

Module : ☒ Expenditure ☐ Advances ☐ AdvanceSettlement

Schemes : * 1817 - Science and Technology Institutional and Human Capacity Building

Bank Account : * 3124101005638 - VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY

File Name : --Select--

Status : --Select--

Export To Excel Search

| Select | File Name | No. of Debits | Amount | Uploaded By | Upload Date | Status |
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| <input type="radio"/> | 6-213-202021.xls | 2 | 1514441.0000 | VNIT | 2/9/2022 5:56:27 PM | Approved |

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