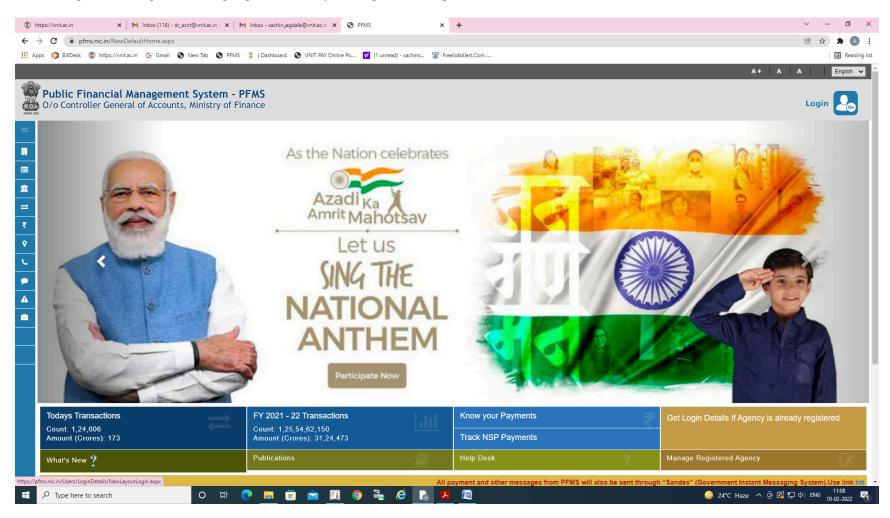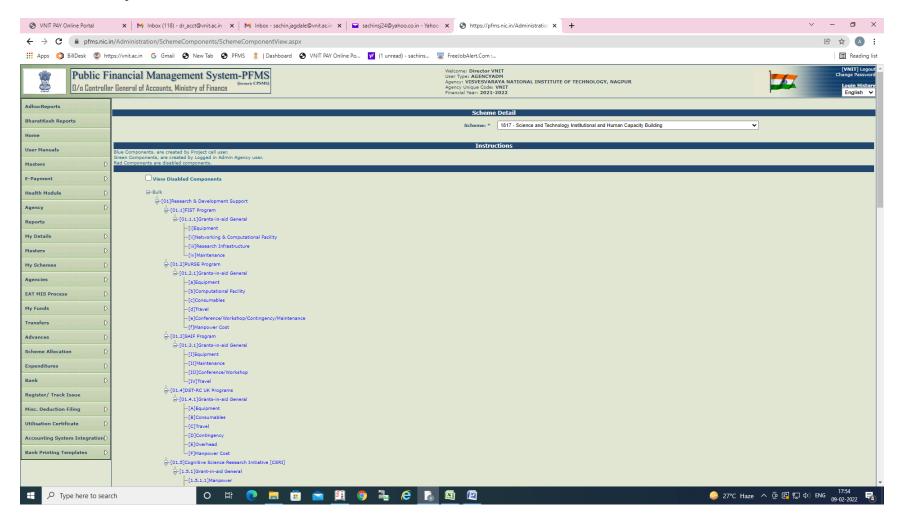## STANDARD OPERATING PROCEDURE FOR UPLOADING UTILIZATION CERTIFICATE (UC) THROUGH EAT (EXPENDITURE, ADVANCES AND TRANSFERS) MODULE ON PFMS PORTAL
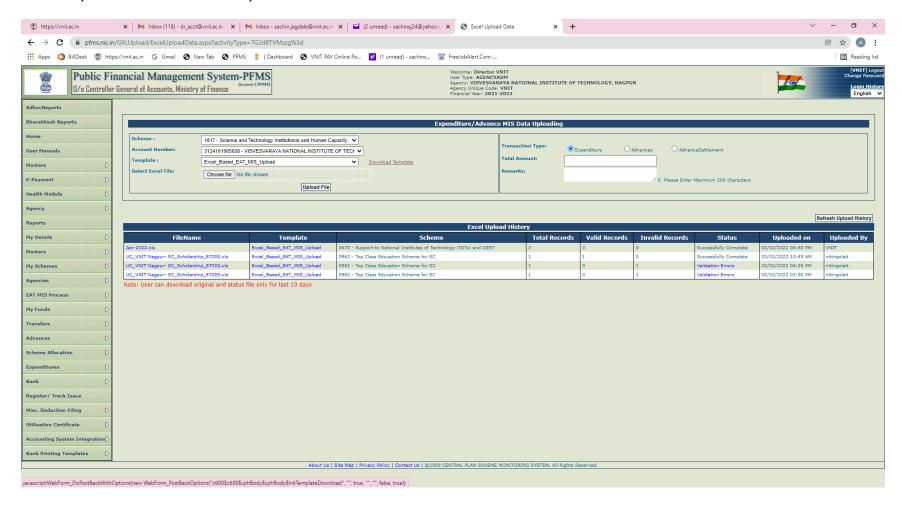
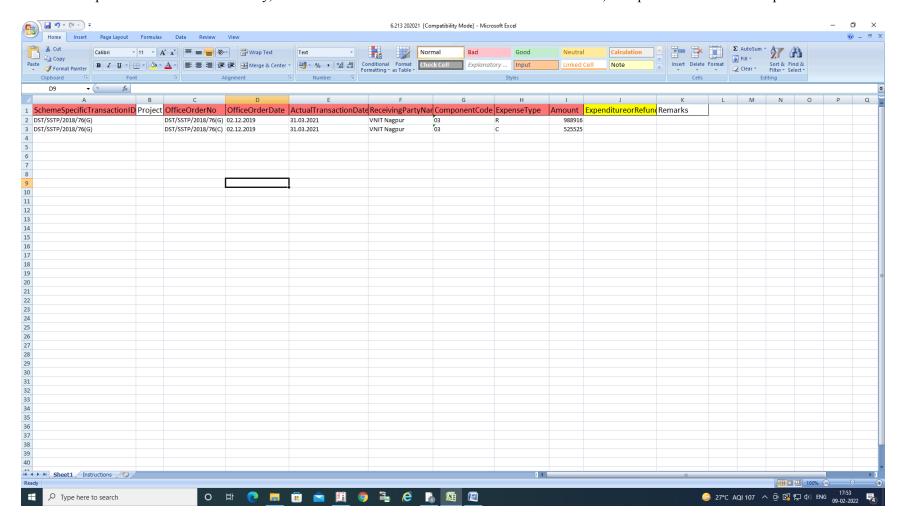1. Login on PFMS portal …..'https://pfms.nic.in/' by entering user id and password.

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.
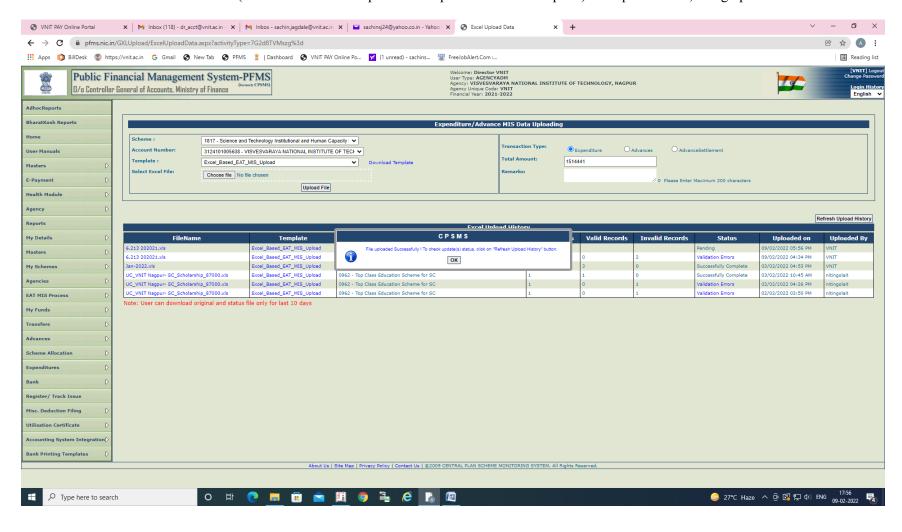
3. Go to EAT MIS Process ⟶ Exp/ Adv upload. Enter Scheme and appropriate Account Number and download excel template in which expenditure details are to be captured.
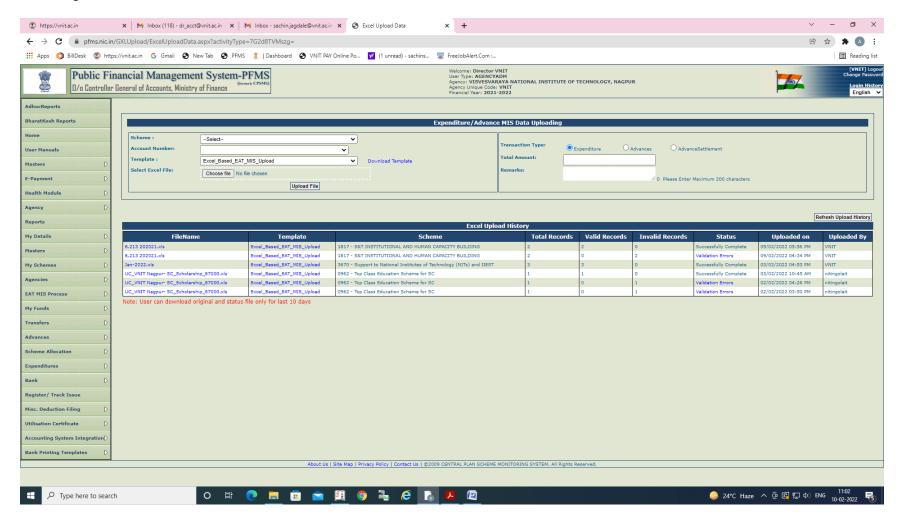
4. Complete the excel sheet carefully, as indicated. Refer instructions in the second worksheet, if required and save the template.

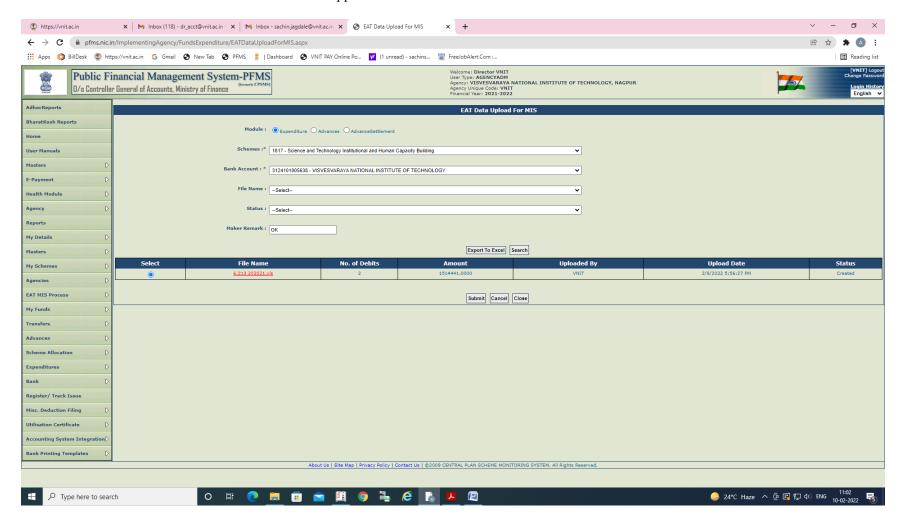|	A	B	C	D	E	F	G	H	I	J	K
1	SchemeSpecificTransactionID	Project	OfficeOrderNo	OfficeOrderDate	ActualTransactionDate	ReceivingPartyName	ComponentCode	ExpenseType	Amount	ExpenditureorRefund	Remarks
2	DST/SSTP/2018/76(G)		DST/SSTP/2018/76(G)	02.12.2019	31.03.2021	VNIT Nagpur	03	R	988916		
3	DST/SSTP/2018/76(G)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

5. Enter total amount as shown (should match with expenditure captured in excel template) and upload excel, using upload file tab.
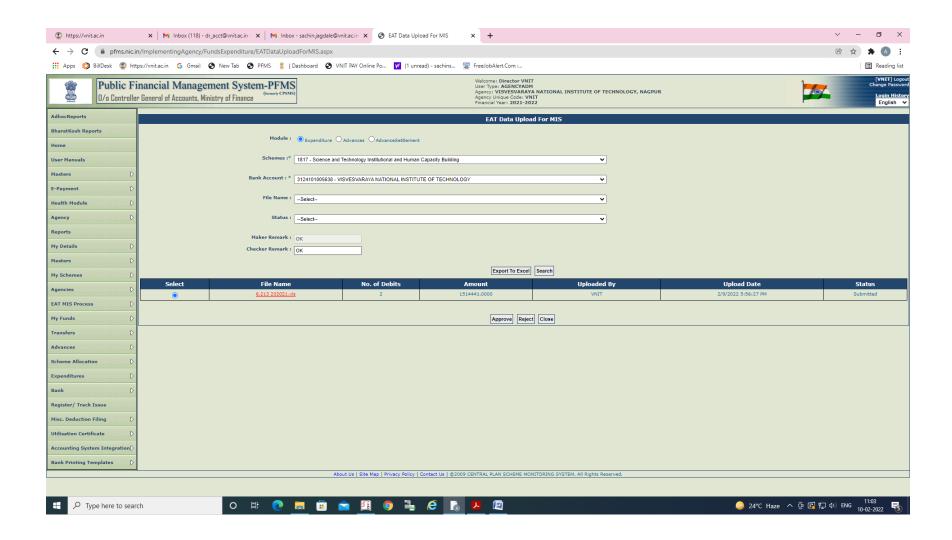
6. Status of excel file should be 'Successfully complete'. If there are validation errors, the excel sheet needs to be corrected and uploaded again.

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.

8. Go to EAT/ MIS Process ──────Manage Exp/ Adv MIS Data. Select Scheme and Bank Account and search for excel file uploaded. Enter checker remark as 'ok' and approve the excel file.

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

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