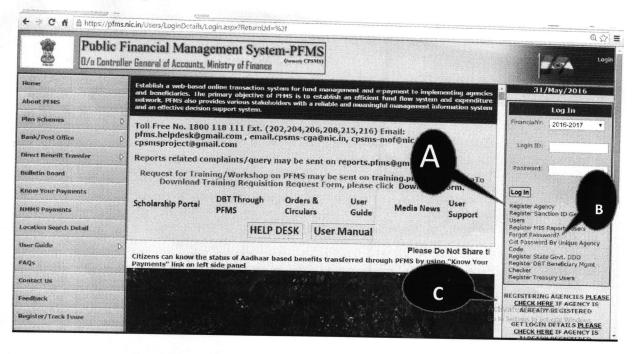
Process for registration on Public Financial Management System (PFMS)

The URL is https://pfms.nic.in

Please ensure you have to the following details of the college/university/institution

The correct name and address, telephone no, mobile no, email address and bank account details.

From PFMS Home Page



Click on the link which says (Baloon C)

REGISTERING AGENCIES PLEASE CHECK HERE IF AGENCY IS ALREADY REGISTERED

And enter either the college/university/institution name or the Bank account no in the column and click on search button



by clicking on the forgot password (Baloon A) on home page.

If the college/university/ institution is registered the details would appear in a grid and there would be a agency unique id which needs to be shared with the college for them to retrieve the password

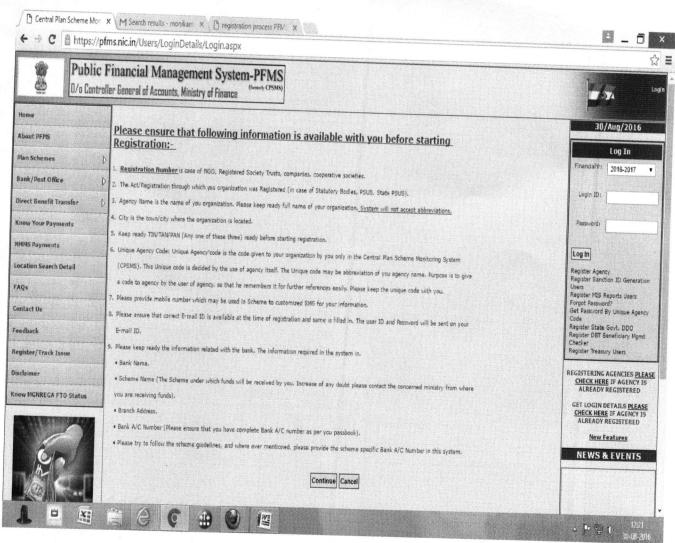
Should they not be able to retrieve these details, get a mail from the college/university/institution principal/registrar/director indicating

- 1. The college/university/institution Name
- 2. Address
- 3. Bank Account details (Bank Name and Account No)

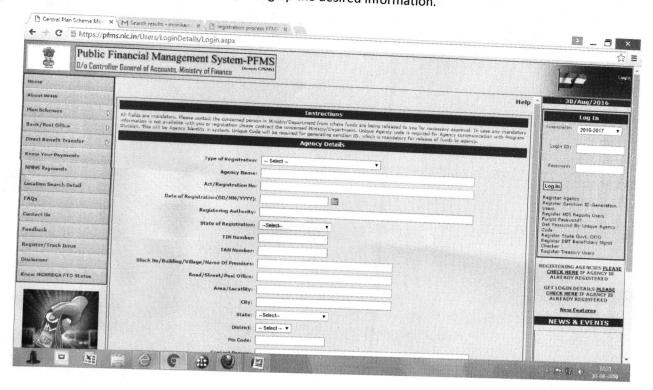
And mail the above information through the Regional Office Coordinator to Mr. S. Francis Sr. AO in PFMS (cpsms.f@gmail.com)

Scenario 1 – if college/university/institution is not registered

If no data is retrieved click on Register Agency (Baloon B) , the following screen will appear . Read the instructions carefully and proceed by clicking on 'continue' button.



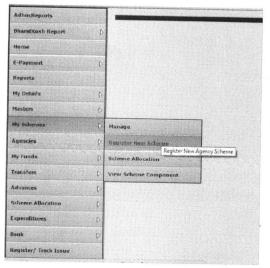
Complete the registration process by filling up the desired information.



Kindly ensure that you take the Scheme code as 0875 (University Grants Commission) and the funding level should be the concerned state level agency which can be located by entering your unique code which has already been shared with your by the concerned state consultants.

Once the registration is complete, then with the SHEC login id you will be able to approve these registrations.

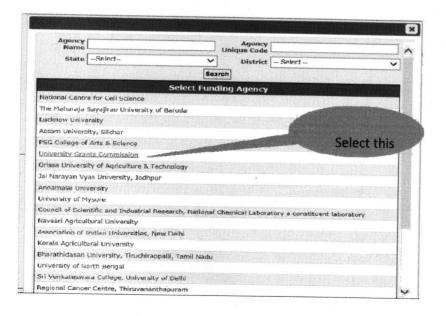
Scenario 2 - If the college is already registered



If the college is registered kindly instruct the college/ university/institution to log in and go the My scheme tab appearing on the left side and select register new scheme (shown in the image below. And then add the details

Again they have to ensure that they also ensure that you take the Scheme code as 0875 UGC and the funding level should UGC (Second option) which can be located by Entering the unique code UGC on the pop up which will appear while selecting funding agency and selecting University Grants Commission which will appear in Blue colour.

| | 0875 | |
|-----------------------|--|---------------|
| Adhockeparts | | |
| EheratKosh Report | UGC Register New Scheme /Bank Account | |
| Home | Scheme: | |
| E-Payment | Select Scheme | |
| Reports | Select Funding Agency: I mill receive funds directly from sentral government: I mill receive funds from this agency: | |
| My Details | Bank Name: Search | |
| Masters | (Enter minimum 4 characters to search Bank) Select Bank | |
| My Schemes | Branch Address Search Select Branch Branch list will show only 50 branches in List, you can search your branch by address | |
| Agencies | Branch Rame: | |
| Hy Funds | | |
| Transfers | Account No.: | |
| Advances | Agency Name As Per Bank: | Click here |
| Scheme Allocation | Agency Account Scheme Component Mapping | to select UGC |
| *penditures | Save Cancel | |
| ank D | | |
| egister/ Track Issue | Activaté Windows | |
| isc, Deduction Filing | So to Servings to private Windows | |



Once this is completed the UGC will approve the registration.

Similarly, the following scheme codes are to be registered for receiving these fellowships.

RAJIV GANDHI NATIONAL FELLOWSHIP FOR SCs SJE 0961

MAULANA AZAD NATIONAL FELLOWSHIP FOR MINORITY STUDENTS And 1338 9830

NATIONAL FELLOWSHIP FOR HIGHER EDUCATION OF ST STUDENTS

Note:

In case of colleges

If college is not registered, Send details to the Regional Office (RO) to get your college registered with

In case of any query, Kindly contact UGC nodal officers. PFMS can be directly contacted through the email id cpsms.f@gmail.com.