

## 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

The screenshot shows the PFMS Home Page. Callout A points to the 'Forgot Password?' link in the 'Log In' section. Callout B points to the 'Log In' button. Callout C points to the 'REGISTERING AGENCIES PLEASE CHECK HERE IF AGENCY IS ALREADY REGISTERED' link.

**Public Financial Management System-PFMS**  
(Formerly CPMS)

31/May/2016

**Log In**

FinancialYr: 2016-2017

Login ID:

Password:

**Log In**

Register Agency  
Register Sanction ID Gen  
Users  
Register MIS Report Users  
Forgot Password?  
Get Password By Unique Agency  
Code  
Register State Govt. DDIO  
Register DBT Beneficiary Mgmt  
Checker  
Register Treasury Users

**REGISTERING AGENCIES PLEASE  
CHECK HERE IF AGENCY IS  
ALREADY REGISTERED**

**GET LOGIN DETAILS PLEASE  
CHECK HERE IF AGENCY IS  
ALREADY REGISTERED**

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

**Manage Agency**

Scheme:

Agency Status:

State:

Agency Name:

Account No:

Agency Type:

District:

Unique Code:

**Search** **Add New Agency**

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](mailto: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.

Central Plan Scheme Mon X Search results - monikam X registration process PFMS X

https://pfms.nic.in/Users/LoginDetails/Login.aspx

**Public Financial Management System-PFMS**  
(Formerly CPSMS)  
D/o Controller General of Accounts, Ministry of Finance

30/Aug/2016

**Log In**

Financial Year: 2016-2017

Login ID:

Password:

**Log In**

Register Agency  
Register Sanction ID Generation Users  
Register MIS Reports Users  
Forgot Password?  
Get Password By Unique Agency Code  
Register State Govt. DDO  
Register DBT Beneficiary Mgmt Checker  
Register Treasury Users

**REGISTERING AGENCIES PLEASE CHECK HERE IF AGENCY IS ALREADY REGISTERED**

**GET LOGIN DETAILS PLEASE CHECK HERE IF AGENCY IS ALREADY REGISTERED**

**New Features**

**NEWS & EVENTS**

**Please ensure that following information is available with you before starting Registration:-**

1. **Registration Number** is case of NGO, Registered Society Trusts, companies, cooperative societies.
2. The Act/Registration through which you organization was Registered (in case of Statutory Bodies, PSUs, State PSUs).
3. Agency Name is the name of your organization. Please keep ready full name of your organization. System will not accept abbreviations.
4. City is the town/city where the organization is located.
5. Keep ready TIN/TAN/PAN (Any one of these three) ready before starting registration.
6. Unique Agency Code: Unique Agency code is the code given to your organization by you only in the Central Plan Scheme Monitoring System (CPSMS). This Unique code is decided by the use of agency itself. The Unique code may be abbreviation of your agency name. Purpose is to give a code to agency by the user of agency, so that he remembers it for further references easily. Please keep the unique code with you.
7. Please provide mobile number which may be used in Scheme to customized SMS for your information.
8. Please ensure that correct E-mail ID is available at the time of registration and same is filled in. The user ID and Password will be sent on your E-mail ID.
9. Please keep ready the information related with the bank. The information required in the system in.
  - Bank Name.
  - Scheme Name (The Scheme under which funds will be received by you. Increase of any doubt please contact the concerned ministry from where you are receiving funds).
  - Branch Address.
  - Bank A/C Number (Please ensure that you have complete Bank A/C number as per your passbook).
  - Please try to follow the scheme guidelines, and where ever mentioned, please provide the scheme specific Bank A/C Number in this system.

**Continue** **Cancel**

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  
UGC

### Register New Scheme / Bank Account

Scheme:  Select Scheme

Select Funding Agency: ☐ I will receive funds directly from central government.  
☒ I will receive funds from this agency:  Search

Bank Name:  Select Bank  
 (Enter minimum 4 characters to search Bank)

Branch Address:  Search Select Branch  
 Branch list will show only 50 branches in List, you can search your branch by address

Branch Name:

Account No.:

Agency Name As Per Bank:

Agency Account Scheme Component Mapping

Save Cancel

Activate Windows  
Go to Settings to activate Windows.

Click here to select UGC

Agency Name:  Agency Unique Code:

State:  District:

Search

#### Select Funding Agency

National Centre for Cell Science
The Maharaja Sayajirao University of Baroda
Lucknow University
Assam University, Silchar
PSG College of Arts & Science
University Grants Commission
Orissa University of Agriculture & Technology
Jai Narayan Vyas University, Jodhpur
Annamalai University
University of Mysore
Council of Scientific and Industrial Research, National Chemical Laboratory a constituent laboratory.
Naveeni Agricultural University
Association of Indian Universities, New Delhi
Kerala Agricultural University
Bharathidasan University, Tiruchirappalli, Tamil Nadu
University of North Bengal
Sri Venkateswara College, University of Delhi
Regional Cancer Centre, Thiruvananthapuram

Select this

Once this is completed the UGC will approve the registration.

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

- 0961 RAJIV GANDHI NATIONAL FELLOWSHIP FOR SCs SJE
- 1338 MAULANA AZAD NATIONAL FELLOWSHIP FOR MINORITY STUDENTS And
- 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 their log in id.

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