Pradhan Mantri Matru Vandana Yojana
(PMMVY)

SOFTWARE USER MANUAL

Ministry of Women and Child Development
Government of India
New Delhi
September, 2017
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<td>ANC</td>
<td>Ante-Natal Check-up</td>
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<td>ANM</td>
<td>Auxiliary Nurse &amp; Midwife</td>
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<td>ASHA</td>
<td>Accredited Social Health Activist</td>
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<td>Bacille Calmette Guerin</td>
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<td>Common Application Software</td>
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<td>CGMS</td>
<td>Continuous Glucose Monitoring System</td>
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<td>12.</td>
<td>CMO</td>
<td>Chief Medical Officer</td>
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<td>DAVP</td>
<td>Directorate of Advertising and Visual Publicity</td>
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<td>Direct Benefit Transfer</td>
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<td>DDO</td>
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<td>Diphtheria, Pertussis and Tetanus</td>
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<td>IGMSY</td>
<td>Indira Gandhi Matritva Sahyog Yojana - Also known as ‘old MBP’</td>
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<td>India Post Payments Bank</td>
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<td>Janani Suraksha Yojana</td>
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<td>71.</td>
<td>ULB</td>
<td>Urban Local Bodies</td>
</tr>
<tr>
<td>72.</td>
<td>UT</td>
<td>Union Territory</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>-----------------------------------------------------------------</td>
</tr>
<tr>
<td>73</td>
<td>VHSNC</td>
<td>Village Health, Sanitation and Nutrition Committee</td>
</tr>
<tr>
<td>74</td>
<td>VHSND</td>
<td>Village Health Sanitation and Nutrition Day</td>
</tr>
<tr>
<td>75</td>
<td>V/T/C</td>
<td>Village/Town/City</td>
</tr>
<tr>
<td>76</td>
<td>WCD</td>
<td>Women and Child Development</td>
</tr>
</tbody>
</table>
List of Error Message on PMMVY System

The following table lists all possible cases where a user may encounter an error messages:

<table>
<thead>
<tr>
<th>Error Code</th>
<th>Screen</th>
<th>Field Name</th>
<th>Case</th>
<th>Error Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>Er 101</td>
<td>Login Page</td>
<td>Email</td>
<td>No input</td>
<td>Please enter valid Email ID</td>
</tr>
<tr>
<td>Er 102</td>
<td>Login Page</td>
<td>Email/Password</td>
<td>Wrong Email and/or Wrong Password</td>
<td>Please enter valid Email ID and Password</td>
</tr>
<tr>
<td>Er 103</td>
<td>Login Page</td>
<td>Password</td>
<td>No input</td>
<td>Please enter valid Password</td>
</tr>
<tr>
<td>Er 104</td>
<td>Login Page</td>
<td>Captcha</td>
<td>No Input / Incorrect Captcha</td>
<td>Invalid Captcha</td>
</tr>
<tr>
<td>Er 201</td>
<td>New User Creation</td>
<td>Block</td>
<td>No input</td>
<td>Please fill mandatory fields</td>
</tr>
<tr>
<td>Er 202</td>
<td>New User Creation</td>
<td>Block</td>
<td>No input</td>
<td>Please fill mandatory fields</td>
</tr>
<tr>
<td>Er 203</td>
<td>New User Creation</td>
<td>Confirm Password</td>
<td>Password not match</td>
<td>Password and Confirm Password do not match</td>
</tr>
<tr>
<td>Er 204</td>
<td>New User Creation</td>
<td>Email</td>
<td>Already exists</td>
<td>Email already exists</td>
</tr>
<tr>
<td>Er 205</td>
<td>New User Creation</td>
<td>Email</td>
<td>Not Valid</td>
<td>Please enter a valid Email ID</td>
</tr>
<tr>
<td>Er 206</td>
<td>New User Creation</td>
<td>Old Password</td>
<td>Invalid password</td>
<td>Please enter a valid Password</td>
</tr>
<tr>
<td>Er 207</td>
<td>New User Creation</td>
<td>Password</td>
<td>Password policy</td>
<td>Password must be between 8 and 14 characters and a combination of letters, numbers and special characters</td>
</tr>
<tr>
<td>Er 208</td>
<td>New User Creation</td>
<td>Permissions</td>
<td>No input</td>
<td>Select a Permission</td>
</tr>
<tr>
<td>Er 209</td>
<td>New User Creation</td>
<td>User Type</td>
<td>No input</td>
<td>User Type is Required</td>
</tr>
<tr>
<td>Er 501</td>
<td>Reset Password</td>
<td>Confirm New Password</td>
<td>Password policy</td>
<td>Password must be between 8 and 14 characters and a combination of letters, numbers and special characters</td>
</tr>
<tr>
<td>Error Code</td>
<td>Component</td>
<td>Field</td>
<td>Error Description</td>
<td></td>
</tr>
<tr>
<td>------------</td>
<td>-----------</td>
<td>------------------------</td>
<td>-----------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Er 502</td>
<td>Reset</td>
<td>New Password</td>
<td>Password not match</td>
<td></td>
</tr>
<tr>
<td>Er 503</td>
<td>Reset</td>
<td>Wrong Password</td>
<td>Password not match</td>
<td></td>
</tr>
<tr>
<td>Er 601</td>
<td>Beneficiary List</td>
<td>ID Proof/Aadhaar Number</td>
<td>Input value does not exactly match with any existing ID proof number</td>
<td></td>
</tr>
<tr>
<td>Er 602</td>
<td>Beneficiary List</td>
<td>Identity Proof</td>
<td>Invalid proof</td>
<td></td>
</tr>
<tr>
<td>Er 603</td>
<td>Beneficiary List</td>
<td>Mobile Number</td>
<td>Not 10 digit numeric</td>
<td></td>
</tr>
<tr>
<td>Er 604</td>
<td>Beneficiary List</td>
<td></td>
<td>No search input</td>
<td></td>
</tr>
<tr>
<td>Er 701</td>
<td>Registration Page</td>
<td>Aadhaar Number</td>
<td>Invalid Aadhaar</td>
<td></td>
</tr>
<tr>
<td>Er 702</td>
<td>Registration Page</td>
<td>Account Number</td>
<td>Not Valid as per string length</td>
<td></td>
</tr>
<tr>
<td>Er 703</td>
<td>Registration Page</td>
<td>Account Number</td>
<td>Not numeric value</td>
<td></td>
</tr>
<tr>
<td>Er 704</td>
<td>Registration Page</td>
<td>Date</td>
<td>Future Date</td>
<td></td>
</tr>
<tr>
<td>Er 705</td>
<td>Registration Page</td>
<td>Date of Reg. of MCP card at AWC/Subcentre</td>
<td>Date Validations Date of Reg. of MCP card at AWC/Subcentre should be less or equal to Registration Date</td>
<td></td>
</tr>
<tr>
<td>Er 706</td>
<td>Registration Page</td>
<td>IFSC/EMO Code</td>
<td>Please fill valid IFSC/EMO Code</td>
<td></td>
</tr>
<tr>
<td>Er 707</td>
<td>Registration Page</td>
<td>LMP Date</td>
<td>Date Validations LMP Date must not exceed Date of Reg. of MCP card at AWC/Subcentre and Registration Date</td>
<td></td>
</tr>
<tr>
<td>Er 708</td>
<td>Registration Page</td>
<td>Mandatory Fields</td>
<td>No input Mandatory field is required to fill</td>
<td></td>
</tr>
<tr>
<td>Er 709</td>
<td>Registration Page</td>
<td>Mobile Number</td>
<td>Not numeric / not 10 digit number</td>
<td></td>
</tr>
<tr>
<td>Er 710</td>
<td>Registration Page</td>
<td>Name</td>
<td>Only Numeric</td>
<td></td>
</tr>
</tbody>
</table>

XIII
<table>
<thead>
<tr>
<th>Code</th>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Er 711</td>
<td>Registration Page</td>
<td>Pin code Not Valid Please enter valid 6 digit Pin code</td>
</tr>
<tr>
<td>Er 712</td>
<td>Registration Page</td>
<td>Registration Date Prior to 1st Jan. 2017 Registration Date must not be before 01/01/2017</td>
</tr>
<tr>
<td>Er 901</td>
<td>Beneficiary Profile</td>
<td>Number of Living Children Exceeds The beneficiary will not be eligible to apply for any benefits under the scheme as the number of living children exceeds 0</td>
</tr>
<tr>
<td>Er 902</td>
<td>Beneficiary Profile</td>
<td>Ineligible The beneficiary will not be eligible to apply for benefits under the scheme as the beneficiary has received first and second instalment under old MBP scheme (IGMSY)</td>
</tr>
<tr>
<td>Er 903</td>
<td>Beneficiary Profile</td>
<td>Pending for Approval Data does not exist</td>
</tr>
<tr>
<td>Er 904</td>
<td>Beneficiary Profile</td>
<td>Ineligible Beneficiary cannot apply for First &amp; Second Instalment as she has already registered under existing old MBP scheme (IGMSY)</td>
</tr>
<tr>
<td>Er 905</td>
<td>Beneficiary Profile</td>
<td>Pending for Approval</td>
</tr>
<tr>
<td>Er 906</td>
<td>Beneficiary Profile</td>
<td>Ineligible The beneficiary will not be eligible to apply for any benefits under the scheme as she is applying after 730 days of LMP Date</td>
</tr>
<tr>
<td>Er 907</td>
<td>Beneficiary Profile</td>
<td>Ineligible The beneficiary will not be eligible to apply for any benefits under the scheme as the beneficiary LMP date is earlier than April 1, 2016</td>
</tr>
<tr>
<td>Er 908</td>
<td>Beneficiary Profile</td>
<td>Received First Instalment Beneficiary cannot apply for First Instalment as she has already received First Instalment</td>
</tr>
<tr>
<td>Er 909</td>
<td>Beneficiary Profile</td>
<td>Pending for Approval</td>
</tr>
</tbody>
</table>

The beneficiary will not be eligible to apply for any benefits under the scheme as the beneficiary Date of Registration of MCP Card at
<table>
<thead>
<tr>
<th>Error Code</th>
<th>Instalment Type</th>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Er 1001</td>
<td>First Instalment</td>
<td>Ineligible</td>
<td>AWC/ Sub Center is earlier than April 1, 2016.</td>
</tr>
<tr>
<td>Er 1002</td>
<td>First Instalment</td>
<td>Ineligible</td>
<td>Date of Reg. of MCP card at AWC/ Health Sub Centre exceeds 150 days from LMP Date. First Instalment will not be processed as the difference is more than 150 days</td>
</tr>
<tr>
<td>Er 1003</td>
<td>First Instalment</td>
<td>Ineligible</td>
<td>Beneficiary is ineligible for First Instalment as LMP Date + 150 Days is than Jan 1, 2017</td>
</tr>
<tr>
<td>Er 1101</td>
<td>Second Instalment</td>
<td>ANC Date</td>
<td>Date Validations</td>
</tr>
<tr>
<td>Er 1102</td>
<td>Second Instalment</td>
<td>ANC Date</td>
<td>No input</td>
</tr>
<tr>
<td>Er 1103</td>
<td>Second Instalment</td>
<td>ANC Date</td>
<td>Date Validations</td>
</tr>
<tr>
<td>Er 1104</td>
<td>Second Instalment</td>
<td>Date of Claim at the Field Functionary Centre</td>
<td>No input</td>
</tr>
<tr>
<td>Er 1105</td>
<td>Second Instalment</td>
<td>Date of Claim at the Field Functionary Centre</td>
<td>Date Validations</td>
</tr>
<tr>
<td>Er 1106</td>
<td>Second Instalment</td>
<td>Date of Claim at the Field Functionary Centre</td>
<td>Date Validations</td>
</tr>
<tr>
<td>Er 1107</td>
<td>Second Instalment</td>
<td>Ineligible</td>
<td>Ineligible</td>
</tr>
<tr>
<td>Er 1108</td>
<td>Second Instalment</td>
<td>LMP Date</td>
<td>Ineligible</td>
</tr>
<tr>
<td>Er 1201</td>
<td>Third Instalment</td>
<td>Date of completion of all vaccinations</td>
<td>Eligibility</td>
</tr>
<tr>
<td>---------</td>
<td>------------------</td>
<td>----------------------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Er 1202</td>
<td>Third Instalment</td>
<td>Date of completion of all vaccinations</td>
<td>Date Validations</td>
</tr>
<tr>
<td>Er 1203</td>
<td>Third Instalment</td>
<td>Date of completion of all vaccinations</td>
<td>Date Validations</td>
</tr>
<tr>
<td>Er 1204</td>
<td>Third Instalment</td>
<td>Date of completion of all vaccinations</td>
<td>Date Validations</td>
</tr>
<tr>
<td>Er 1205</td>
<td>Third Instalment</td>
<td>Date of Delivery</td>
<td>No input</td>
</tr>
<tr>
<td>Er 1206</td>
<td>Third Instalment</td>
<td>Date of Delivery</td>
<td>Date Validations</td>
</tr>
<tr>
<td>Er 1207</td>
<td>Third Instalment</td>
<td>Name of Institute of Delivery</td>
<td>No input</td>
</tr>
<tr>
<td>Er 1208</td>
<td>Third Instalment</td>
<td>Number of Children</td>
<td>Checks</td>
</tr>
<tr>
<td>Er 1209</td>
<td>Third Instalment</td>
<td></td>
<td>No input</td>
</tr>
<tr>
<td>Er 1210</td>
<td>Third Instalment</td>
<td>Vaccinations given</td>
<td>Checks</td>
</tr>
<tr>
<td>Er 1211</td>
<td>Third Instalment</td>
<td>Aadhaar not Authenticated</td>
<td></td>
</tr>
<tr>
<td>Er 1212</td>
<td>Third Instalment</td>
<td>Aadhaar not available</td>
<td>Aadhaar Number not available</td>
</tr>
<tr>
<td>Er 1301</td>
<td>Re-Registration</td>
<td></td>
<td>No input</td>
</tr>
<tr>
<td>Er 1302</td>
<td>Re-Registration</td>
<td>Date of Reg. of MCP card at AWC/Subcentre</td>
<td>Date Validations</td>
</tr>
<tr>
<td>---------</td>
<td>-----------------</td>
<td>-------------------------------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>Er 1303</td>
<td>Re-Registration</td>
<td>Date of Reg. of MCP card at AWC/Subcentre</td>
<td>Date Validations</td>
</tr>
<tr>
<td>Er 1304</td>
<td>Re-Registration</td>
<td>LMP Date</td>
<td>Date Validations</td>
</tr>
<tr>
<td>Er 1305</td>
<td>Re-Registration</td>
<td>Number of Live Children *</td>
<td>Eligibility</td>
</tr>
<tr>
<td>Er 1306</td>
<td>Re-Registration</td>
<td>LMP Date</td>
<td>Date Validations</td>
</tr>
<tr>
<td>Er 1601</td>
<td>Approval Queue/ Exceptional Queue</td>
<td>Reject Reason</td>
<td>No input</td>
</tr>
<tr>
<td>Er 1602</td>
<td>Approval Queue/ Exceptional Queue</td>
<td>Correction Reason</td>
<td>No input</td>
</tr>
<tr>
<td>Er 2101</td>
<td>Add Field Functionary</td>
<td>Field Functionary Block</td>
<td>No input</td>
</tr>
<tr>
<td>Er 2102</td>
<td>Add Field Functionary</td>
<td>Field Functionary Name</td>
<td>No input</td>
</tr>
<tr>
<td>Er 2103</td>
<td>Add Field Functionary</td>
<td>Field Functionary Village/Town/City</td>
<td></td>
</tr>
</tbody>
</table>
CHAPTER I

I. GENERAL INSTRUCTIONS
1.1 User Manual Overview

The purpose of the user manual is to familiarize the user about the Pradhan Mantri Matru Vandana Yojana (PMMVY) Internet Based Software. The user manual covers all the aspects regarding use of software while using manuals. The users at various levels should go through the roles & responsibilities assigned to him/her under the Scheme Guidelines.

1.2 PMMVY Scheme Overview

1.2.1 Implementing Department

The details of implementing Department as informed by the States/UTs are given at Annexure A of Scheme Implementation Guidelines, accordingly the users ID have been created for respective States/UTs. The States/UTs where Scheme is being implementing through WCD/Social Welfare Department, the ICDS platform will be used and in respect of the States where scheme is being implemented by Health, Health Department Platform will be used.

Effective Date : 1st January 2017

Eligibility : Pregnant Women and Lactating Mothers (PW&LM) for first living child in family

Benefit : ₹5,000 Payable in Three Instalments

1.2.2 Conditionalities for Benefits Payment

The brief detail of conditionalities is given in following Table 1. For detail Scheme Implementation Guidelines may be referred.

Table 1: Conditionalities for Benefits Payment

<table>
<thead>
<tr>
<th>Instalment</th>
<th>Conditions</th>
<th>Documents Required</th>
<th>Amount (In ₹)</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Instalment</td>
<td>Early Registration of Pregnancy</td>
<td>• Duly filled Application Form 1A&lt;br&gt;• Copy of MCP Card&lt;br&gt;• Copy of Aadhaar Card/Identity Proof&lt;br&gt;• Copy of Bank/Post Office Account Passbook</td>
<td>₹1,000</td>
</tr>
<tr>
<td>Second Instalment</td>
<td>Received at least one ANC (to be claimed after 6 months of pregnancy)</td>
<td>• Duly filled Application Form 1B&lt;br&gt;• Copy of MCP Card</td>
<td>₹2,000</td>
</tr>
</tbody>
</table>
### 3.3 Beneficiaries under the old MBP scheme (also known as IGMSY)

Beneficiaries who are in receipt of the first instalment under the old MBP (IGMSY) scheme can claim for the third instalment under the PMMVY scheme, subject to meeting the eligibility criteria of PMMVY. The beneficiaries who have registered under the old MBP scheme (IGMSY) but have received any instalment may register under the PMMVY Scheme provided they fulfil the eligibility criteria of PMMVY Scheme.

Beneficiaries who have registered under the old MBP (IGMSY) scheme:

1. Have not claimed any instalment can claim for all three instalments under the PMMVY scheme, subject to meeting the eligibility criteria of PMMVY.
2. Have claimed the first instalment under the old MBP (IGMSY) scheme, can claim only the third instalment under the PMMVY scheme, provided they fulfil the eligibility criteria of PMMVY Scheme.

### 3.4 Cut off Dates for Submission of Applications:

The beneficiary can only apply for the scheme within 730 days from the date of beneficiary’s Last Menstrual Period subject to the eligibility conditions of the scheme.

### 3.5 Payments to the Beneficiaries

All eligible beneficiaries who have applied and who have been approved by the competent authority will receive payments through Direct Benefit Transfer (DBT) to their individual Bank/Post Office Accounts that is specified by them in their application forms.

### 3.6 Types of Forms

i. **Form 1 series** is for registration and claiming various instalments of maternity benefit under the scheme. This series consists of three forms:
   - **Form 1-A** is the form to be filled for registration of a new beneficiary under the scheme at any stage and for claiming first instalment under the scheme.
   - **Form 1-B** is the form to be filled for the beneficiary to claim the 2nd Instalment.
   - **Form 1-C** is the form to be filled for the beneficiary to claim the 3rd Instalment.

ii. **Form 2 series** is for Aadhaar seeding of Bank/Post office account and for Aadhaar enrolment and change/update in details registered with UIDAI. The series consists of three forms:
   - **Form 2-A** is the form to be filled by the beneficiary for Aadhaar seeding of her Bank Account, if not seeded earlier.
• **Form 2-B** is the form to be filled by the beneficiary for Aadhaar seeding of her Post Office Account, if not seeded earlier.

• **Form 2-C** is the form to be filled by the beneficiary/ her husband to enrol for Aadhaar or update details registered with UIDAI.

iii. **Form 3** is for updating of details such as mobile number, Address, Aadhaar details, bank details and replacing Identity Proof with Aadhaar.

iv. **Form 4 Series** is the monthly record of all beneficiaries in the AWC/Village/Approved Health Facility. It can be maintained in the form of a register. It consists of two Forms;

• **Form 4-A** is the cover page of Monthly Progress Report (MPR) for the reporting month.

• **Form 4-B** is for recording the details of beneficiaries registered at AWC/Village/Approved Health Facility and their status. The status at the end of month shall be reported to the Supervisor/ANM in the form of MPR. This form serves as the register for the year, as well as the MPR. A beneficiary’s progress is tracked in this form until she exits from Scheme.

### 1.2.7 Roles and Responsibilities of Stakeholders in the PMMVY Software

For the States/UTs implementing the scheme through WCD/Social Welfare Department, ICDS Project under Anganwadi Services shall be the unit for entering data into IT system. The officer at project level (CDPO) shall be responsible for administering the scheme; he/she may enter data into the system or delegate the work to another person through creation of a CDPO Data Entry User.

For the States/UTs implementing the scheme through Health/Health and Family Welfare Department, Health Block shall be the unit from where the data will be entered into the system.

The States/UTs may designate an officer at Health Block level for administering the scheme, the officer may enter data into the system or delegate the work to another person through creation of MO Data Entry User.

The officer at project level (CDPO), in case of States/UTs implementing the scheme through WCD/Social Welfare Department and Medical Officers designated at the level of Health Block, in case of States/UTs implementing the scheme through Health/Health and Family Welfare Department, will be the Sanctioning Officer for beneficiary registration in the system and for amount to be credited in the account of beneficiaries.

The States/UTs may designate an officer at the district level as District Nodal Officer (DNO). The DNO will be responsible for the following:

1. Creation of Users IDs at the CDPO/Health Block Level.

2. Ensuring up to date Master Data in PMMVY System.

3. Monitor timely approval of beneficiaries at CDPO/Health Block Level through the Delayed Approval Report.

The States/UTs may designate an officer at State/UT level as State Nodal Officer (SNO). The SNO will be responsible for the following:

1. Creation of Users at the District Nodal Officer Level and below.

2. Process Payments to Beneficiaries
3. Monitor Scheme Implementation through State Level Dashboard.

MWCD may designate one officer as Central Nodal Officer (CNO). The CNO will be responsible for the following:

1. Creation of Users at State Nodal Officer Level.
2. Monitor Scheme Implementation through National Level Dashboard.
The roles and responsibilities of the various users are explained in the Table 2 below.

**Table 2: Roles & Responsibilities of Users**

<table>
<thead>
<tr>
<th>Function</th>
<th>Level</th>
<th>CDPO/MO/Data Entry User</th>
<th>CDPO/MO Sanctioning Officer</th>
<th>District Nodal Officer</th>
<th>State Nodal Officer</th>
<th>Central Nodal Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Data Entry</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registration</td>
<td>Entry User</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instalment 2</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instalment 3</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Approvals</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registration</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instalment 1</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instalment 2</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instalment 3</td>
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<td>✓</td>
<td></td>
<td></td>
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</tr>
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<td>Payment</td>
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<td></td>
<td></td>
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<td>✓</td>
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</tr>
<tr>
<td><strong>Master Data Mapping</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>To Block</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>To Village</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td><strong>User Creation</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Nodal Officer</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>District Nodal Officer</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Sanctioning Officer</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>CDPO/MO/Data Entry User</td>
<td></td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td><strong>Reporting</strong></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>National Level Dashboard</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>State Level Dashboard</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Delayed Approval Report</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Payment Report</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>
1.3 Do’s and Don’ts

1.3.1 Do’s for PMMVY System

- The Beneficiary Personal Details (Aadhaar/ Alternate ID details, Bank/ Post Office Account details, Name and Mobile Number) should be stored securely. All provisions of Aadhaar Act, IT Act regarding security of data must be adhered.
- In case of a Rejection or Correction case by the Sanctioning Officer (SO), the exact reason for rejection/correction request should be entered as per details available on the system.
- The Sanctioning Officer should ensure all mandatory fields are filled as per details recorded in the physical Forms.
- The passwords should not be shared.
- Ensure usage of latest browser with correct browser settings and proper internet connectivity.
- Always log out before leaving the system.
- Regularly change the password.
- PMMVY CAS runs on Internet Explorer, Google Chrome, Firefox Mozilla etc. available on Desktop/Laptop and do not support android on mobile.

1.3.2 Don’ts for PMMVY System

- Never update or make changes to the Master Data fields that doesn’t correspond to the Local Government Directory Codes. (example: Addition of a new AWC Code by the District Nodal Officer)
- Beneficiary details (Aadhaar/ Alternate ID details, Account Details) should not be stored out of the PMMVY system and should not be visible on any reports generated from the PMMVY system.
- In case the system shows an error on account of ineligibility as per the data inputs, do not tamper with the data to resolve the error.
- Do not take screenshots of Beneficiary Details while working on the system.
- Do not share your passwords with other users.
- Do not write your passwords down.

...
CHAPTER - II

II. MANUAL FOR DATA ENTRY
2.1 Getting Started with PMMVY Software

2.1.1 Opening the Website

I. Open any Web browser (Internet Explorer, Google Chrome, Firefox Mozilla etc.) available on your desktop/laptop. Google Chrome is preferred.

II. On the address bar type https://pmmvy-cas.gov.in or https://pmmvy-cas.nic.in and then press “ENTER” key from your keyboard. Then, the following page will open as shown in Figure 1.

![Home Page](image1)

**Figure 1 : Home Page**

2.1.2 Log in Procedure

I. Enter your registered Email ID and Password in the space provided as shown in Figure 2.

![Log in Page](image2)

**Figure 2 : Log in Page**

II. Click on the “Login” button.
III. If it is your first time logging in to the system you will be required to change your password.

IV. After successful Login, you will be redirected to the “Beneficiary List” page as shown in Figure 3 below.

Figure 3 : Beneficiary List

2.1.3 Log out Procedure

I. To log out, click on the link where your “Email ID” is displayed at the upper right corner of the page. Refer to Figure 4.

Figure 4 : Log out Procedure 1
II. Click on “Log Out” option as shown in Figure 5.

![Image](72x451 to 96x460)

**Figure 5: Log out Procedure 2**

**Automatic Logout** – User will be automatically log out from the CAS in case he/she is inactive for more than 15 mins. And 15 second before automatic logout, a pop up window will open.

2.1.4 Change Password

I. To Change Password, Click on “Change Password” button as shown in Figure 5.

II. Following screen will appear in front of the user. Please input your Old as well as new password and then Click on “Submit” as shown in Figure 6

![Image](72x110 to 96x119)

**Figure 6: Reset Password**

**Note:**

**Password** – Followings points should be ensured while choosing a new password:
- The Password must be between 8 and 14 characters.
- The Password must be a combination of letters, numbers and special characters. For Example: MBP12345#, MBP12345@ etc.
- The password should not be same as the latest old password.

2.1.5 Forgot Password

I. If you have forgotten your password, navigate to the PMMVY Software Home page.
II. Click on “Forgot Password” as shown in Figure 7.

![Figure 7: Forgot Password -1](image)

III. You will be redirected to the screen shown below. Please enter your Email ID in the space provided and click on “Email Link”, as shown in Figure 8 below. Instructions on how to reset your password will be provided to you over email.

**Note:**

- **Password** – Followings points should be taken into account while deciding password:
  - Password must be between 8 and 14 characters
  - Must be a combination of letters, numbers and special characters
  - For Example: MBP12345#, MBP12345@ etc.
  - The password should not be same as the latest old password.
2.2 Searching for a Beneficiary

I. After logging in as explained above the CDPO/MO/Data Entry User will see the screen as shown in Figure 9.

II. The CDPO/MO/Data Entry User can search for an individual beneficiary by selecting a Beneficiary ID Proof from below (Figure 10) and providing the ID Number:
   1. Aadhaar Number
   2. Aadhaar Enrolment ID
   3. Bank Photo Passbook
   4. Voter ID Card
   5. Ration Card
   6. Kissan Photo Passbook
   7. Passport
   8. Driving Licence
   9. PAN Card
   10. MGNREGS Job Card
   11. Employee Photo ID – GOI or PSUs
   12. Any other Photo ID – State Government or UT Admin
   13. Certificate of Identity with Photograph – Gazetted Officer
   14. Any other document specified by the State Government or UT Admin
   15. Health Card Issued by PSU or Government Hospital

I. Mobile Number
II. Selecting a Field Functionary Centre from the drop down list. Refer Figure 11.
III. After clicking on “Search” as shown in Figure 9. The details of beneficiary will be shown as per screen shown in Figure 12 or Figure 13.

Note:

- **Sort** - Click on field name to sort the search results in ascending or descending as shown in Figure 13. Arrow near field name indicate order of sorting.

- **Filter** - To filter search result, click on triangular sign present near the field name as shown in Figure 13. Following are the search type available for filter:
  - Equals
  - Contains
  - Starts With
  - Ends With

Click on “Apply” after selecting filter type & value as shown in Figure 13. Click on “Clear Filter” to clear filter.

Figure 10: Identity Proof

Figure 11: Search by Field Functionary
Figure 12: Search by ID Proof Number

- Click on field name to sort
- Arrow near field name indicate order of sorting either ascending or descending

- Click here to filter search results
- Click here to clear filter

Figure 13: Search by Field Functionary
2.3 Registering a New Beneficiary

I. After logging into the PMMVY system as explained above, click on “New Beneficiary” button as shown in the Figure 14.

II. The Beneficiary Registration form will appear in front of the CDPO/MO/Data Entry User as shown in Figure 15. The Beneficiary Registration Form is to be filled up by referring to Physical Form 1A and the enclosed copies of MCP Card (Mother and Child Protection Card), Proof of Identity of Beneficiary and Husband (Aadhaar Card or permitted Alternate ID Proof) and Bank/ Post Office Account Details of the beneficiary.
III. **Fill up the Basic Details**: The First Section of the Beneficiary Registration form is Basic Details as shown in Figure 16. Fill up the requisite information in the form like Registration Date, Number of living children in the field, Name, ID Proof Number, Mobile number, LMP Date, Pregnancy Registration date, category etc.
Note:

a) “Beneficiary already enrolled in existing MBP Scheme” Field – CDPO/MO/Data Entry User will see two radio buttons Yes and No as shown in Figure 17. By default the selection will be “No” and if the CDPO/MO/Data Entry User selects option as ‘Yes’, following field will show on screen and user will have to choose one of the three radio buttons i.e. “No Instalment, “Only First Instalment” and First and Second Instalments” and if user selects “First and Second Instalments”, beneficiary is not eligible to receive any benefits from scheme.

b) “Does Beneficiary have an Aadhaar Card?” – CDPO/MO/Data Entry User will see two radio buttons Yes and No as show in Figure 18. By default the selection will be “Yes” and in this case click on the “Scan Aadhaar Card” button to scan the aadhaar using “QR Code Reader” and once the Aadhaar is scanned and submitted, “Name as in Aadhaar Card and “Aadhaar Number” field will be auto populated as shown in Figure 19 and Figure 20. Alternatively, the 12 digit Aadhaar number can be entered manually by the CDPO/MO/Data Entry user and would be required to enter the name of the person as per the Aadhaar Card, in case the CDPO/MO/Data Entry user doesn’t have an Aadhaar scanner. And if the CDPO/MO/Data entry User Selects option as ‘No’, then he/she has to select the identity proof from dropdown and then fill the identity number as shown in figure 18 below. The CDPO/MO/Data Entry user are required to click on the CHECK button, which will ensure that the
Aadhaar number of the beneficiary doesn’t already exist in the PMMVY-CAS system OR if the format is right or wrong. If the Aadhaar number entered already exists in the system then a pop shall appear stating that “The entered Beneficiary’s Aadhaar already exists in the system” and the details of the existing beneficiary will be shown along with the pop up message as shown in Figure 21. If the Aadhaar entered doesn’t exist in the system then, the message beneath the Check button will appear as “Aadhaar is allowed for Registration”. If the Aadhaar number entered is not in a proper format then, the message beneath the Check button will appear as “The entered Aadhaar Number is invalid. Please enter again”. Also, if the Identity Proof given by the beneficiary is other than Aadhaar/ Aadhaar enrolment ID, then by clicking on the Check button, will ensure that the ID given doesn’t already exist in the PMMVY-CAS system. If the ID already exists in the system then, the message beneath the Check button will appear as “The entered Beneficiary’s Alternate ID exists in the system” the details of the existing beneficiary will be shown along with the pop up message. If the identity entered doesn’t exist in the system then, the message beneath the Check button will appear as “Id Proof Number is allowed for Registration”.

Figure 18: Beneficiary Registration with Aadhaar ID or Alternate ID

Figure 199: Aadhaar scan – Popup window
c) **Selecting Beneficiary Category** – Click on the drop down menu and select the category from the drop down list. Refer to Figure 22.
d) “Number of living Children in the Family” Field- User is allowed to select only “None” or “1 or more than 1” options and if user selects “1 or more than 1”, Beneficiary will not be eligible to receive any instalment. Refer Figure 23.

![Number of living children in the family](image)

Figure 203 : Number of living children in the family

e) “Last Menstrual Period(LMP) date” & “Date of Registration Pregnancy” Field -

MP Date & pregnancy registration should be filled from the MCP Card. Input the date by clicking on the Calendar button and choosing appropriate date. Refer Figure 24.

![Calendar](image)

Figure 214 : Calendar

IV. **Fill up the Present Address Details**: The second Section of the Beneficiary Registration form is Present Address, while filling into the system check that the details provided in Form 1A, match with the address proofs attached. Refer Figure 25.

![Present Address](image)

Figure 225 : Present Address

V. **Fill up the Bank/PO Account**: The third Section of the Beneficiary Registration form is Bank Account Details (Figure 26). First select the type of the financial institution (i.e, Bank or PO). By default the selection is ‘Bank’. Fill up the requisite information in the form like IFSC, Account Number, Bank Name, Account Holders Name, Branch,etc. Ensure that details entered from Form 1A match with the copy of the Bank Account Passbook provided.
**Note:**

“IFSC/EMO code” Field-

1. **Check** - If IFSC/EMO code is available, enter it in “IFSC” field. Then click on “Check”. “Bank name” and “Branch” will auto populate. Refer Figure 26.

2. **Find** - If IFSC code is not available, click on “Find” and then following screen will appear. Refer Figure 27. Select Bank and State and click on “FIND”. Search results will be available in below section of page. Select any branch by clicking on radio button and then click on “OK”.

   If EMO code is not available, click on “Find” and then following screen will appear. Refer Figure 28. Select Bank and State and enter the Pin code. Click on “FIND”. Search results will be available in below section of page. Select any branch by clicking on radio button and then click on “OK”.

3. **Clear** - To clear the search results click on “Clear”
Figure 247: Check for IFSC

Figure 258: Check for EMO code
VI. Click on “verify” button to verify the entered beneficiary registration details. A popup window will open. After verifying the beneficiary registration details, click on “submit” button as shown in Figure 29.

![Beneficiary Registration Details](image)

*Figure 269: Popup window*

For successful registration, beneficiary profile window will be shown as in Figure 30.
Once the beneficiary detail has been successfully submitted, the beneficiary details are sent to the Sanctioning Officer for approval. If in case of any issue with the beneficiary details the submitted form, the Sanctioning Officer can send the form back to the CDPO/MO/Data Entry User, these forms can be viewed by clicking on Correction Queue.

2.4 Beneficiary Profile View

I. Follow Step 1 and Step 2 as explained in “Beneficiary Search” above.
II. Click on hyperlink button as shown in Figure 31. Then, following screen will appear. User can see complete details of Beneficiary on this screen like Name, Aadhaar Number, Alternate ID number, Mobile Number, Beneficiary Name etc.
III. Following screen will appear in front of the user. User will see three sections in Beneficiary Registration form i.e. Beneficiary Details, History & Instalment Forms.

For each transaction, there are few options like:

“View” - Click to view form. Refer Figure 32.

“Withdraw” - This function can be used to withdraw the form from SO approval queue and can be used in case of Data Entry error. Refer Figure 32.

“Edit” - Click to Edit the withdrawn form. Refer Figure 32.

Status in the history table give the exact status of the form as shown in Figure 32.
2.5 Entering Beneficiary Claim for Instalment

2.5.1 First Instalment Form (Form 1A)

In the PMMVY Software, the details for First Instalment are retrieved from “Registration Form”, entered into the system. The approval of registration form by Sanctioning Officer is a prerequisite for accessing the claim forms of beneficiary.
**Figure 33: Pending for SO Approval**

<table>
<thead>
<tr>
<th>Application Type</th>
<th>CDPO Name</th>
<th>Pregnancy No.</th>
<th>Instament Date</th>
<th>Status</th>
<th>Status as on date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Installation</td>
<td>KIRLI</td>
<td>1</td>
<td>01/01/2017</td>
<td>Pending</td>
<td>16/10/2017</td>
<td>VIEW</td>
</tr>
</tbody>
</table>

**Figure 34: Beneficiary Approved by SO**

<table>
<thead>
<tr>
<th>Application Type</th>
<th>CDPO Name</th>
<th>Pregnancy No.</th>
<th>Instament Date</th>
<th>Status</th>
<th>Status as on date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Installation</td>
<td>KIRLI</td>
<td>1</td>
<td>01/01/2017</td>
<td>Approved</td>
<td>16/10/2017</td>
<td>VIEW</td>
</tr>
</tbody>
</table>
2.5.2 Second Instalment Form (Form 1B)

I. Search for the beneficiary for whom the Second Instalment Form has to be filled up.

II. To fill up the Second Instalment Form, the CDPO/MO/Data Entry User should click on “Second Instalment” form as shown in Figure 35.

III. The CDPO/MO/Data Entry User will be redirected to the Second Instalment form as shown in Figure 36.

IV. The CDPO/MO/Data Entry User should fill up the form by referring to the physical Form- 1B and copy of MCP Card showing proof of completion of ANC after six months of pregnancy.

   Note : “ANC date” should be before “Date of Claim at the Field Functionary Centre”.

V. Status of second instalment form can be checked from Beneficiary profile page.
2.5.3 Third Instalment Form (Form 1C)

I. Search for the beneficiary for whom the Third Instalment Form has to be filled up.

II. User can see “Third Instalment” form under the label “Claim Forms”. Click on “Third Instalment”. Refer Figure 37.

III. Now you can see Third Instalment form on your screen. Fill in all the requisite information and user must click on “Save” button. Refer Figure 38.

Note – 1. All the immunizations are mandatory to proceed. Please check copy of MCP card for Child has received all first cycle of immunization.

2. Date of completion of all vaccinations must not be earlier than 90 days from the Delivery Date.
Note – 1. If Beneficiary is not eligible for any instalment, Instalment forms will be greyed out and reasons for ineligibility can be check by hovering over that instalment forms. Refer Figure 39.

![History](image)

**Figure 299 : Ineligible for Instalment**

2. If the aadhaar is not provided, the beneficiary is ineligible to avail the third instalment (This condition does not apply to the Assam, J&K and Meghalaya State. Refer Figure 40.

![Fill up the below information](image)

**Figure 40 : Ineligible for Third Instalment**
2.6 Updating Beneficiary Details (Form 3)

I. Search for the beneficiary as explained in above section.

II. After Selecting the Beneficiary for whom the details are to be updated, the CDPO/MO/Data Entry User will be redirected to the Beneficiary profile page as shown in Figure 41.

III. To update the beneficiary details, Click on “Edit Enrolment Details”. 

IV. A form similar to the “Registration Form” will open as shown in Figure 42. The CDPO/MO/Data Entry User can modify any editable field. All fields are editable except for “Registration Date”, “LMP Date”, “District” & “State”. After updating fields click on “verify” to verify the beneficiary registration details. Then click on “submit”.

V. The updated beneficiary details can be viewed in beneficiary profile page.

Figure 41: Beneficiary Profile

Click here to withdraw the form

After withdrawing the form, click here to update the details
Figure 42: Update Beneficiary details

**Note** – “Edit Enrolment details” will only be available only if no instalment is pending for approval or pending in process for the payment
2.7 Re-Registration of Beneficiary

A beneficiary has to be re-registered into the PMMVY system in case the beneficiary comes to claim benefits for a new pregnancy for claim of remaining instalments. The beneficiary can only be registered if she fulfils conditions as per scheme guidelines.

I. Search for the beneficiary.
II. Open beneficiary profile page.
III. Following screen will appear in front of the user. Click on “Re-Registration”.

![Beneficiary Details](image)

*Figure 43: Re-Registration*

IV. A pop up message will show on the screen “Do you want to proceed?” Click “Ok” to proceed and “Cancel” to go back. Refer Figure 44.

![Confirmation of Re-Registration](image)

*Figure 44: Confirmation of Re-Registration*

V. Following screen will appear in front of the user as shown in Figure 45. Fill in all the requisite information and user must click on “Save” button.
VI. Status of re-registration can be checked from “Important Dates” section of beneficiary profile page as shown in Figure 46

![Beneficiary New Pregnancy Registration Form](image)

- The number of live children must not exceed 0.
- Last Menstrual Period (LMP) should be prior to Date of Claim

![Figure 46: Re-Registration Form](image)

- Delivery number indicates that beneficiary has re-registered for second pregnancy

![Figure 306: Re-registration status](image)
2.8 Correction Queue

Sanctioning officer can send records for correction to CDPO/MO/Data Entry user because of any reasons like “Deviation or Mismatch from the Physical Form”, “Physical Document Missing”, “or any other reason. Such records come in “Correction Queue” of Data Entry User. The forms can be sent for correction because of any reasons like Aadhaar Authentication Failure”, Bank Account Validation Failure, “Payment Failure”.

I. Select “Correction Queue” from dropdown of “Beneficiary” tab or from “Beneficiary List” page. Refer Figure 47.

II. User can also sort or filter the list. Click on hyperlink to see details. Refer Figure 48.

III. CDPO/MO/Data Entry user can do correction in Forms as per mentioned in the “Reason of Correction” field.

Figure 317 : Correction Queue

Figure 328 : Correction Queue List
IV. When the Registration form is sent for correction due to “Failure in Aadhaar Validation”, click on “Beneficiary Registration” as shown in Figure 42. The following screen will be shown. Refer Figure 49.
V. When the Registration form is sent for correction due to “Failure in Bank account Validation” / Payment Failure, click on “Beneficiary Registration” as shown in Figure 48. The following screen will be shown. Refer Figure 50.

### Beneficiary Registration

<table>
<thead>
<tr>
<th>Basic Details</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Date</td>
<td>MM/DD/YYYY</td>
</tr>
<tr>
<td>Number of living children in the family</td>
<td>0-1 or more than 1</td>
</tr>
<tr>
<td>Does Beneficiary have an Aadhaar card?</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Identity Number</td>
<td>Aadhaar Number</td>
</tr>
<tr>
<td>Name as in Identity Proof</td>
<td>Name</td>
</tr>
<tr>
<td>Aadhaar Enrolment ID</td>
<td>Aadhaar Enrolment ID</td>
</tr>
<tr>
<td>Last MIS (LMP) Date</td>
<td>MM/DD/YYYY</td>
</tr>
<tr>
<td>Date of Reg of MCH (AOG)</td>
<td>MM/DD/YYYY</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Present Address</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>House No./Apt</td>
<td>Street/Road/Lane</td>
</tr>
<tr>
<td>Landmark</td>
<td>Area/Location</td>
</tr>
<tr>
<td>Field Functionary</td>
<td>Village</td>
</tr>
<tr>
<td>Village</td>
<td>Local Govt.</td>
</tr>
<tr>
<td>Verifier</td>
<td>Sector</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Account Details</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Select PO/Bank</td>
<td>Bank/Post Office</td>
</tr>
<tr>
<td>IFSC Code</td>
<td>Bank/Post Office Name</td>
</tr>
<tr>
<td>Account Number</td>
<td>Branch</td>
</tr>
</tbody>
</table>

**Click here to edit the Bank account details**

Figure 50: Correction Queue – Bank Account Validation Failure / Payment Failure
2.9 Payment Reports

The CDPO/MO/Data Entry User can generate an Anganwadi Centre/Health Facility wise report with application status and payment status which are to be provided to both supervisors and sanctioning officers on monthly basis and as per requirement.

I. Select “Payment Reports” from dropdown of “Report” tab. Refer Figure 51.

II. Payment reports will open as shown in Figure 52. He/She can filter the reports by month, year and verifier. Payments reports by verifier by field functionary in alphabetical order will populate. Click on “Print Reports” to print the report. He / She can also print consolidated reports of all verifier by selecting “Select All” in Verifier filter.
Figure S2: Payment Reports
III. There are five sections in the payment report. The first section is “List of Beneficiaries to whom payment was made during the period”. This section includes the list of beneficiaries to whom the payment is made during the selected period. Refer Figure 53.

![Figure 53: Payment Reports - List of Beneficiaries to whom payment was made during the period](image)

IV. The second section of payment report is “Status of Application Processing”. This section includes the list of beneficiaries with their application status like “Payment Details Verified”, Approved by Sanctioning Officer”, Pending Sanctioning Officer Approval”, Withdraw” and other status. Refer Figure 54.

![Figure 54: Payment Reports – Status of Application Processing](image)

V. The Third section of the payment report is “Application failed Authentication (UIDAI and PFMS). This section includes the list of beneficiaries whose Aadhaar validation or Bank account validation failed. Refer Figure 55.
VI. The fourth section of the payment report is “Ineligible Applications (Applications Ineligible as per Scheme Guidelines). This section includes the list of beneficiaries whose application is ineligible. Refer Figure 56.

VII. The fifth section of the payment report is “Rejected Application (Rejected by the Sanctioning Officer)”. This section includes the list of beneficiaries which are rejected by the sanctioning officer. Refer Figure 57.
2.10 FAQs

1. What to do if the website is not opening/loading?
   - Check for working Internet Connection
   - Check if correct URL address is entered in the Browser Address bar

2. How do I change my password?
   - Refer to section 2.1.4 (Change Password)

3. What should I do if I forgot my password?
   - Refer to section 2.1.5 (Forgot Password)

4. How do I search Beneficiary?
   - Refer section 2.2

5. How do I enter Beneficiary detail?
   a) If you want register a new beneficiary please refer section 2.3
   b) If you want to update existing beneficiary details, please refer section 2.6

6. How to view Beneficiary Details?
   Refer to section 2.4

7. How to add Post office account?
   Refer to Figure 24

8. How to update Beneficiary details?
   Refer to section 2.6

9. How to generate Reports?
   - Refer to section 2.9

10. I entered incorrect details of beneficiary and saved the form. How should I correct this?
    In this case you have to withdraw the respective form before approval by sanctioning officer.
    Withdrawing form will enable you to Edit/update the details in the form. Please refer step3
    of section 2.3

11. How to check Payment status?
    Payment status of individual beneficiary can be checked on Beneficiary profile. Refer to
    section 2.4

12. Sanctioning officer has sent form to correct. How can I find those records?
    Refer section 2.8

13. I am unable to save the form?
    Check the error code and take action accordingly. Refer List of Error Codes.

14. How do I enter Aadhaar Details for a beneficiary who provided other alternate ID for 1st
    and 2nd Instalment?
    Refer section 2.6

15. How do I correct Aadhaar Failure cases which have come in Correction Queue?
    Refer section 2.8

16. How do I correct Bank Account Failure cases which have come in Correction Queue?
    Refer section 2.8

...
CHAPTER – III

III. MANUAL FOR SANCTIONING OFFICER
3.1 Getting Started With PMMVY Software

3.1.1 Opening the Website

I. Open any Web browser (Internet Explorer, Google Chrome, Firefox Mozilla etc.) available on your desktop/laptop. Google Chrome is preferred.

II. On the address bar type https://pmmvy-cas.gov.in or https://pmmvy-cas.nic.in and then press "ENTER" key from your keyboard. Then, the following page will open as shown in Figure 58.

![Figure 58: Home Page](image)

3.1.2 Log in Procedure

I. Enter your registered Email ID and Password in the space provided as shown in Figure 59.

II. Click on the “Login” button.

III. If it is your first time logging in to the system you will be required to change your password.

![Figure 34: Log in Page](image)
IV. After successful Login, you will be redirected to the “Beneficiary Approval” page as shown in Figure 60 below.

![Figure 60: Landing Page](image)

3.1.3 Log out Procedure

I. To log out, click on the link to “Username” located at the upper right corner of the page. Refer to Figure 61 below.

![Figure 61: Log out Step 1](image)

II. Click on “Log Out” option as shown in Figure 62.

III. **Automatic Logout** – User will be automatically log out from the CAS in case he/she is inactive for more than 15 mins. And 15 second before automatic logout, a pop up window will open.
3.1.4 Change Password

I. To Change Password, follow initial two steps same as explained above in ‘Log Out Procedure’

II. Following screen will appear in front of the user. Click on “Submit” as shown in Figure 63.
Note:

Password – Followings points should be ensured while choosing a password:
- The Password must be between 8 and 14 characters.
- The Password must be a combination of letters, numbers and special characters. For Example: MBP12345#, MBP12345@ etc.
- The password should not be same as the latest old password.

3.1.5 Forgot Password

I. If you have forgotten your password, navigate to the PMMVY Software Home page as explained in ‘Opening the Website’.
II. Click on “Forgot Password” as shown in Figure 64.

![Image of Login screen](image)

Figure 64: Forgot Password -1

III. You will be redirected to the screen shown below Please enter your Email ID in the space provided and click on “Email Link”, as shown in Figure 65. Instructions on how to reset your password will be provided to you over email.

![Image of Forgot your password screen](image)

Figure 65 : Forgot Password -2
Note:

Password – Followings points should be taken into account while choosing a password:

- Password must be between 8 and 14 characters
- Must be a combination of letters, numbers and special characters
  For Example: MBP12345#, MBP12345@ etc.
- The password should not be same as the latest old password.

3.2 User Creation

a) The Sanctioning officer has the authority to create CDPO/MO/Data entry users.

b) The Sanctioning officer should ensure, CDPO/MO/Data entry users are created under his/her jurisdiction

3.2.1 New User Creation

I. Login to the PMMVY Software.
II. Click on the “Set Up” button on the landing page. Refer to Figure 66.

![Figure 66: New User Creation](image)

III. The Sanctioning Officer is redirected to the User List Page as shown in Figure 67. The Sanctioning Officer is able to see the complete list of users in his/her jurisdiction.

![Figure 67: User Creation Process Step 3](image)

IV. Click on “Create New user”, as shown in Figure 67.
V. After clicking on “Create New User”, screen shown in Figure 68 will appear in front of the user. Fill up the requisite information in the form like Email ID, Name, Password, Permissions, Mobile Number, Departments, Designations, Contact Address.

VI. Click on save button as shown in Figure 68.

VII. Click on “Create Bulk New Users” as shown in Figure 67.

VIII. After clicking on “Create Bulk New Users”, Screen shown in Figure 70 will appear in front of the user. Download the user format by clicking on the “Download User Format” button. Fill up the requisite information in the downloaded file like Name, Email ID, User Type, Password, Mobile Number, Departments, Designations, Contact Address, State, District and CDPO/MO Block. After filling all the mandatory details save the file. Upload the filled user format file by clicking on “Upload” button as shown in Figure 70.

Figure 68: User Creation form
VI. Click on save button as shown in Figure 68.

VII. Click on “Create Bulk New Users” as shown in Figure 67.

VIII. After clicking on “Create Bulk New Users”, Screen shown in Figure 70 will appear in front of the user. Download the user format by clicking on the “Download User Format” button. Fill up the requisite information in the downloaded file like Name, Email ID, User Type, Password, Mobile Number, Departments, Designations, Contact Address, State, District and CDPO/MO Block. After filling all the mandatory details save the file. Upload the filled user format file by clicking on “Upload” button as shown in Figure 70.

Figure 69: User Format
Note – All asterisk (*)-marked field are mandatory to fill.

Note:

a. **Password** – Followings points should be taken into account while deciding password:
   - Password must be between 8 and 14 characters
   - Must be a combination of letters, numbers and special characters
     For Example: MBP12345#, MBP12345@ etc.
   - The password and confirmation password must match

3.2.2 **Editing/Reset Password/Activating and Deactivating the User**

I. Login to the PMMVY Software.
II. The Sanctioning Officer will be able to see the full list of CDPO/MO/Data Entry users in the same jurisdiction.
III. To deactivate the users click on “Deactivate” and to edit the CDPO/MO/Data Entry details, click on the “Edit” button as shown in Figure 71.
IV. Following screen will appear in front of user. The Sanctioning Officer can change all details related to the CDPO/MO/Data Entry user. Once the required changes have been done, Click on “Save” button. Refer to Figure 72.

- Click on “Edit” button to edit the User Details.
- Click on “Reset Password” button to reset the password.
- Click on “Deactivate”/“Activate” button to Deactivate /Activate the User.
V. To Reset the password, click on “Reset Password”. Enter new password and confirm password as show in Figure 73

VI. The user can be searched by using the filters like “Email ID”, “State Name”, “District Name” and “Block Name”. Click on the “▼” Icon. Pop up window will open as shown in Figure 74. Select the type listed in drop down. Enter the Email ID/State Name/ District Name/Block Name in the “Value” field. Click on apply as shown in Figure 74.
Note:

**Filter** - To filter search result, click on triangular sign present near the field name as shown in Figure 13. Following are the search type available for filter:

- Equals
- Contains
- Starts With
- Ends With

Click on “Apply” after selecting filter type & value as shown in Figure 74. Click on “Clear Filter” to clear filter.

3.3 Approval

The Sanctioning Officer has to regularly log into the PMMVY software and approve the registrations and instalment claims of the beneficiaries after verification of data entered by CDPO/MO/Data Entry users against physical forms.

3.3.1 Beneficiary Registration (Approval)

I. Login to the PMMVY Software. Click on “Beneficiary” button on the landing page. Refer to Figure 75.
II. Click on “Approval Queue” from the drop down menu as shown in Figure 75.

III. The Sanctioning Officer will be redirected to the screen shown in Figure 76, which contains the list of all the beneficiaries pending for registration approval.
IV. The Sanctioning Officer can select beneficiaries by clicking on radio buttons on the left side of screen as shown in Figure 75. A small tick mark will appear if the beneficiary selection is done. The Sanctioning Officer may also select multiple number of beneficiaries in one go by clicking on additional radio button as shown in Figure 77.

V. After selection of a beneficiary or multiple beneficiaries, the sanctioning officer should view their details before they proceed to either approve, reject, correct their registration application by clicking on “Approve”, “Reject”, “Correct” button.

VI. Different buttons in approval queue:

a) Details – User can see Beneficiary Name, ID Proof, ID Number, Field Functionary Code, Field Functionary Name, LMP Date, Registration of Pregnancy, Date of Registration, Bank/Post Office Name and Account Number by clicking on the “Details” button as shown in Figure 77. A pop up window will appear after clicking on the Details button as shown in Figure 78.
b) **Approve** – Click on “Approve” button to approve the forms.

c) **Correct** – Sanctioning officer can send form back to “CDPO/MO/Data Entry User” if any correction required.

**Reason for Correction** – By selecting “Correct” a confirmation message window will pop up stating “Do you want to proceed?”. Click “OK” to proceed and “Cancel” to terminate.

If “OK” is selected, again a pop window will open asking for “Reason for Correction” as shown in Figure 79. Select reason of correction from dropdown. Following can be reason for correction:

- a. Deviation/Mismatch from the physical forms
- b. Physical Document missing
- c. Others – Selecting others will open a free text field. And user can type any reason other than above two.

After selecting reason click “Correct” to send record in correction queue of “CDPO/MO/Data Entry user. Also he/she can click on “Close” to go back.
d) **Reject** - The Sanctioning Officer can reject the form by clicking on “Reject”.

**Reason for Rejection** – By selecting “Reject” a confirmation message window will pop up stating “Do you want to proceed?”. Click “OK” to proceed and “Cancel” to go back.

If “OK” is selected, again a pop window will open asking for “Reason for Rejection”. Add reason for rejection in free text field. And then click on “Reject” to reject the record as shown in Figure 80. The reason entered for rejection will subsequently be visible in all future reports.

![Figure 80: Reason for Rejection](image)

**Note**: Reject Option is to be chose only if the Beneficiary Record has to be rejected outright and there is no scope for correction either by Data Entry Official or by getting new details from the beneficiary. Once a Record has been Rejected it cannot be edited further in the future.

e) **Form** – The Sanctioning Officer can access the form by clicking on hyperlink “Beneficiary Registration” link as shown in Figure 81.

![Figure 81: Accessing Beneficiary Registration Form](image)
3.3.2 Beneficiary Instalment Claim (Approval)

The Sanctioning Officer is authorized to “Approve”, “Reject” or send back for “Correction” of instalment forms. Second Instalment and Third Instalment form comes under “Instalment Approval” Queue.

I. Login to the PMMVY Software. Click on “Beneficiary” button on the landing page. Refer to Figure 84.

II. Drop down list will appear in front of user, click on “Approval Queue”. Refer to Figure 84.
III. The Sanctioning Officer will be redirected to the screen. To view the Instalment Claims pending for approval, click on the “INSTALMENT APPROVAL” tab as shown in Figure 85. The list of beneficiaries form pending for approval will be visible as shown in Figure 86.

Functionality and procedure for Approval/Rejection/Correction and checking details are same. Sanctioning Officer can also see instalment forms filled by data entry by clicking on hyperlink values under “Instalment Type” field.
Figure 86: Instalment Approval Queue

Click here to Approve / Reject / Correct the multiple beneficiary profile

Click here to see the details of the beneficiary

Click here to Approve / Reject / Correct the individual beneficiary profile

Figure 87: Second Instalment Claim Detail

Click here to Approve / Reject / Correct the individual beneficiary profile.
I. Login to the PMMVY Software. Click on “Beneficiary” button on the landing page. Refer to Figure 89.

II. Click on “Approval Queue” from the drop down menu as shown above in Figure 89.

III. The Sanctioning Officer will be redirected to the screen shown in Figure 90, which contains three tabs “Registration Approval”, “Instalment Approval”, “Re-Registration Approval”, “Migration Approval” & “IGMSY Approval”
Re-Registration Approval – A beneficiary can re-register into the scheme in the case of still birth/miscarriage/infant mortality. Beneficiary is eligible to receive benefits under the scheme only once. In case of miscarriage/still birth/infant mortality, the beneficiary would be eligible to claim the remaining instalment(s) in event of any future pregnancy. Refer Figure 91.

Migration Approval - In case of intra-State or inter-State migration due to any reason, the beneficiary can avail the remaining benefit(s) on production of MCP card and Aadhaar number at the nearest AWC/ approved Health facility (depending on implementing agency at State/ UT level) and after fulfilling the conditions for each instalment. Refer Figure 92.
Figure 92: Migration Approval

**IGMSY Approval** - In case of Beneficiary already registered in old MBP scheme (IGMSY) and has received First instalment under old MBP scheme, she can take benefit of Third instalment under PMM Vy scheme. Approval of such beneficiary will come under this queue. Refer Figure 93.

Functionality and procedure for Approval/Rejection/Correction and checking details are same as discussed above. Sanctioning Officer can also see instalment forms filled by data entry by clicking on values under “Instalment Type” field.

Figure 93: IGMSY Approval
3.3.4 Withdrawal Queue

The Data Entry Officer registers the beneficiary. When the beneficiary form is filled and submitted, the respective form will be sent to the Sanctioning Officer for Approval. When the form is sitting in the SO Approval queue, it cannot be edited. In this case Data Entry Officer can click on “withdraw” to edit the beneficiary form/Claim form as shown in Figure 41. If the withdrawn form is not actioned then those forms will appear in Withdrawal Queue.

I. Login to the PMMVY Software. Click on “Beneficiary” button on the landing page. Refer to Figure 94.

II. Click on “Withdrawal Queue” from the drop down menu as shown in Figure 94.

III. The Sanctioning Officer will be redirected to the screen shown in Figure 95, which contains all forms withdrawn by Data entry operator.
3.3.5. Second Instalment Due

This list refers to the list of beneficiaries eligible for second instalment (criteria for eligibility are: Beneficiaries whose PFMS ID is generated First Claim status is either 'PAID' or 'SENT' to PFMS for processing & Difference b/w LMP and Current date is greater than 180) but not yet claimed their second instalment in the system.

I. Login to the PMMVY Software. Click on “Beneficiary” button on the landing page. Refer to Figure 96.

3.3.5. Second Instalment Due

This list refers to the list of beneficiaries eligible for second instalment (criteria for eligibility are: Beneficiaries whose PFMS ID is generated First Claim status is either 'PAID' or 'SENT' to PFMS for processing & Difference b/w LMP and Current date is greater than 180) but not yet claimed their second instalment in the system.

I. Login to the PMMVY Software. Click on “Beneficiary” button on the landing page. Refer to Figure 96.
II. Click on “Second Instalment Due” from the drop down menu as shown in Figure 96.

III. The Sanctioning Officer will be redirected to the screen shown in Figure 97, which contains all the second instalment forms which are due for payment.

![Figure 97: Second Instalment Due - 2](image)

3.3.6. Third Instalment Due

This list refers to the list of beneficiaries eligible for third instalment (criteria for eligibility are: Beneficiaries whose PFMS ID is generated First Claim status or Second Claim status is either ‘PAID’ or ‘SENT’ to PFMS for processing & Difference b/w LMP and Current date is greater than 370 days) but not yet claimed their third instalment in the system.
I. Login to the PMMVY Software. Click on “Beneficiary” button on the landing page. Refer to Figure 98.

Figure 98: Third Instalment Due

II. Click on “Third Instalment Due” from the drop down menu as shown in Figure 98.

III. The Sanctioning Officer will be redirected to the screen shown in Figure 99, which contains all the third instalment forms which are due for payment.

Figure 99: Third Instalment Due-2

3.4 Payment Reports

The Sanctioning Officer User can generate an Anganwadi Centre/Health Facility wise report with application status and payment status which are to be provided to both supervisors and sanctioning officers on monthly basis and as per requirement.
I. Select “Payment Reports” from dropdown of “Report” tab as shown in Figure 100.

II. Payment reports will open as shown in Figure 101. He/She can filter the reports by month, year and verifier. Payments reports by verifier by field functionary in alphabetical order will populate. Click on “Print Reports” to print the report. He/She can also print consolidated reports of all verifier by selecting “Select All” in Verifier filter.
### Figure 101: Payment Report 2

#### PRADHAN MANTRI MATRU VANDANA YOJANA REPORT

<table>
<thead>
<tr>
<th>Reporting Period</th>
<th>Month</th>
<th>January</th>
<th>Year</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>State</td>
<td>District</td>
<td>GOPALAKRISHNAN NAGAM</td>
<td>Division</td>
<td>CODE</td>
</tr>
<tr>
<td></td>
<td>Block</td>
<td>Name</td>
<td>Block Code</td>
<td>TESA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Applications Submitted</th>
<th>Applications Eligible</th>
<th>Applications Processed by Sanctioning Officer</th>
<th>Applications Processed Under Processing</th>
<th>Applications Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>9</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

#### I. List of Beneficiaries to whom payments were made during the Reporting Period

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Beneficiary Name</th>
<th>Mobile Number</th>
<th>Application Date</th>
<th>Application Type</th>
<th>Aadhaar Availability (Y/N)</th>
<th>IMPS/IFSC</th>
<th>Bank Status</th>
<th>Amount Paid</th>
<th>Status Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Annu Vats</td>
<td>8993838383</td>
<td>20/03/2018</td>
<td>Registration</td>
<td>Y</td>
<td>IFSC</td>
<td>Pending</td>
<td></td>
<td>10012018</td>
</tr>
<tr>
<td>2</td>
<td>Harshita Singh</td>
<td>9893838383</td>
<td>20/04/2018</td>
<td>Registration</td>
<td>Y</td>
<td>IFSC</td>
<td>Pending</td>
<td></td>
<td>10012018</td>
</tr>
<tr>
<td>3</td>
<td>Nisha Nair</td>
<td>9893838383</td>
<td>20/05/2018</td>
<td>Registration</td>
<td>N</td>
<td>IFSC</td>
<td>Received</td>
<td></td>
<td>10012018</td>
</tr>
<tr>
<td>4</td>
<td>Reena Reddy</td>
<td>9893838383</td>
<td>20/06/2018</td>
<td>Registration</td>
<td>N</td>
<td>IFSC</td>
<td>Received</td>
<td></td>
<td>10012018</td>
</tr>
<tr>
<td>5</td>
<td>Reena Reddy</td>
<td>9893838383</td>
<td>20/07/2018</td>
<td>Registration</td>
<td>N</td>
<td>IFSC</td>
<td>Received</td>
<td></td>
<td>10012018</td>
</tr>
<tr>
<td>6</td>
<td>Reena Reddy</td>
<td>9893838383</td>
<td>20/08/2018</td>
<td>Registration</td>
<td>N</td>
<td>IFSC</td>
<td>Pending</td>
<td></td>
<td>10012018</td>
</tr>
<tr>
<td>7</td>
<td>D.N. Sharma</td>
<td>9893838383</td>
<td>20/09/2018</td>
<td>Registration</td>
<td>Y</td>
<td>IFSC</td>
<td>Pending</td>
<td></td>
<td>10012018</td>
</tr>
<tr>
<td>8</td>
<td>D.N. Sharma</td>
<td>9893838383</td>
<td>20/10/2018</td>
<td>Registration</td>
<td>Y</td>
<td>IFSC</td>
<td>Pending</td>
<td></td>
<td>10012018</td>
</tr>
<tr>
<td>9</td>
<td>Shreya Shreya</td>
<td>9893838383</td>
<td>20/11/2018</td>
<td>Registration</td>
<td>Y</td>
<td>IFSC</td>
<td>Pending</td>
<td></td>
<td>10012018</td>
</tr>
</tbody>
</table>

#### II. Status of Application Processing

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Beneficiary Name</th>
<th>Mobile Number</th>
<th>Application Date</th>
<th>Application Type</th>
<th>Aadhaar Availability (Y/N)</th>
<th>IMPS/IFSC</th>
<th>Bank Status</th>
<th>Amount Paid</th>
<th>Status Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Rodol Vaishnav</td>
<td>9893838383</td>
<td>10/11/2018</td>
<td>Registration</td>
<td>Y</td>
<td>IFSC</td>
<td>Received</td>
<td></td>
<td>10012018</td>
</tr>
</tbody>
</table>

#### III. Applications Processed Under Authentication (UIDAI and PFMS)

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Beneficiary Name</th>
<th>Mobile Number</th>
<th>Application Date</th>
<th>Application Type</th>
<th>Aadhaar Availability (Y/N)</th>
<th>IMPS/IFSC</th>
<th>Bank Status</th>
<th>Amount Paid</th>
<th>Status Date</th>
</tr>
</thead>
</table>

#### IV. Ineligible Applications (Applications ineligible as per scheme Guidelines)

There is no data.

#### V. Rejected Applications (Rejected by the sanctioning Officer)

There is no data.
III. There are five sections in the payment report. The first section is “List of Beneficiaries to whom payment was made during the period”. This section includes the list of beneficiaries to whom the payment is made during the selected period. Refer Figure 102.

![Figure 102: Payment Reports - List of Beneficiaries to whom payment was made during the period](image)

IV. The second section of payment report is “Status of Application Processing”. This section includes the list of beneficiaries with their application status like “Payment Details Verified”, Approved by Sanctioning Officer”, Pending Sanctioning Officer Approval”, Withdraw” and other status. Refer Figure 103.

![Figure 103: Payment Reports – Status of Application Processing](image)

V. The Third section of the payment report is “Application failed Authentication (UIDAI and PFMS). This section includes the list of beneficiaries whose Aadhaar validation or Bank account validation failed. Refer Figure 104.
VI. The fourth section of the payment report is “Ineligible Applications (Applications Ineligible as per Scheme Guidelines). This section includes the list of beneficiaries whose application is ineligible. Refer Figure 105.

VII. The fifth section of the payment report is “Rejected Application (Rejected by the Sanctioning Officer)”. This section includes the list of beneficiaries which are rejected by the sanctioning officer. Refer Figure 106.
3.5 FAQs

1. **What to do if the website is not opening/loading?**
   Check for working Internet Connection
   Check if correct URL address is entered in the Browser Address bar

2. **How do I change my password?**
   Refer to section 3.1.4 (Change Password)

3. **What should I do if I forgot my password?**
   Refer to section 3.1.5 (Forgot Password)

4. **What to do if Beneficiary form contains some mistake?**
   Send the form to CDPO/MO/Data Entry user for correction by clicking on “Correct” button.
   Refer step 6 of section 3.3

5. **How to view Field Functionary wise Reports?**
   Refer section 3.4

6. **How do I update details of CDPO/MO/Data Entry user?**
   Refer section 3.2.2

7. **How do I view the status of beneficiaries approved by me?**
   Refer section 3.3.5 and 3.3.6

8. **How do I deactivate the User Details of a DEO who has left?**
   Refer section 3.2.2

...
CHAPTER– IV

IV. MANUAL FOR DISTRICT NODAL OFFICER
4.1 Getting Started with PMMVY Software

4.1.1 Opening the Website

I. Open any Web browser (Internet Explorer, Google Chrome, Firefox Mozilla etc.) available on your desktop/laptop. Google Chrome is preferred.

II. On the address bar type https://pmmvy-cas.gov.in or https://pmmvy-cas.nic.in and then press “ENTER” key from your keyboard. Then, the following page will open as shown in Figure 107.

![Home Page District Nodal Officer](image1)

Figure 107: Home Page District Nodal Officer

4.1.2 Log in Procedure

I. Enter your registered Email ID and Password in the space provided as shown in Figure 108.

II. Click on the “Login” button.

III. If it is your first time logging in to the system you will be required to change your password.
IV. After successful Login, you will be redirected to the “Field Functionary Mapping” page as shown in Figure 109 below.

Figure 109: Field Functionary Mapping

4.1.3 Log out Procedure

I. To log out, click on the link where you’re “Email ID” is displayed at the upper right corner of the page. Refer to Figure 110.

Figure 110: Log out Procedure
II. Click on “Log Out” option as shown in Figure 111.

**4.1.4 Change Password**

I. To Change Password, Click on “Change Password” button as shown in Figure 111.
II. Following screen will appear in front of the user. Please input your Old as well as new password and then Click on “Submit” as shown in Figure 112.

![Reset Password Screen](image)

**Note:**

**Password** – Followings points should be ensured while choosing a new password:
- The Password must be between 8 and 14 characters.
- The Password must be a combination of letters, numbers and special characters. For Example: MBP12345#, MBP12345@ etc.
- The password should not be same as the latest old password.

**4.1.5 Forgot Password**

I. If you have forgotten your password, navigate to the PMMVY Software Home.
II. Click on “Forgot Password” as shown in Figure 113.

![Click Here](Figure 113: Forgot Password -1)

III. You will be redirected to the screen shown below. Please enter your Email ID in the space provided and click on “Email Link”, as shown in Figure 114 below. Instructions on how to reset your password will be provided to you over email.

![Forgot your password?](Figure 114: Forgot Password -2)

**Note:**

**Password** – Followings points should be taken into account while deciding password:
- Password must be between 8 and 14 characters
- Must be a combination of letters, numbers and special characters
  For Example: MBP12345#, MBP12345@ etc.
- The password should not be same as the latest old password.

4.2 Types of District User

There are mainly two types of District Users like District Nodal Officer and District Report.

1. District Nodal Officer user has the access to User Creation, Field Functionary Mapping, Dashboards and Reports. Refer Figure 115.
II. District Report user has the access only to Dashboard and Report. Refer Figure 115A

4.3 User Creation

- The District Nodal Officer has the authority to create Sanctioning Officer & CDPO/MO/Data entry users.
- The District Nodal Officer should ensure, users are created under his/her jurisdiction

4.3.1 New User Creation

I. Login to the PMMVY Software.
II. Click on “Users” button of “Setup” tab. Refer to Figure 116.

![Figure 116: Navigation to Users Page](image)

III. The DNO is redirected to the User List Page as shown in Figure 117. The Sanctioning Officer is able to see the complete list of users in his/her jurisdiction.

![Figure 117: User Creation Process Step 3](image)

IV. Click on “Create New user”, as shown in Figure 117.

V. After clicking on “Create New User”, screen shown in Figure 118 will appear in front of the user. Fill up the requisite information in the form like Email ID, Name, Password, Permissions,
VI. Click on “Create Bulk New Users” as shown in Figure 117.

VII. After clicking on “Create Bulk New Users”, Screen shown in Figure 119 will appear in front of the user. Download the user format by clicking on the “Download User Format” button. Fill up the requisite information in the downloaded file like Name, Email ID, User Type, Password, Mobile Number, Departments, Designations, Contact Address, State, District and CDPO/MO Block. After filling all the mandatory details save the file. Click on the “Upload” button to upload the filled user format.
**Note** – All asterisk (*)-marked field are mandatory to fill.

**Note:**

a. **Password** – Followings points should be taken into account while deciding password:
   - Password must be between 8 and 14 characters
   - Must be a combination of letters, numbers and special characters
     For Example: MBP12345#, MBP12345@ etc.
   - The password and confirmation password must match

### 4.3.2 Editing/Reset Password/Activating and Deactivating of User

I. Click on “Users” button from “Setup” tab
II. The District Nodal Officer will be able to see the full list of users in his/her district.
III. To deactivate the users click on “Deactivate” and to edit the CDPO/MO/Data Entry details, click on the “Edit” button as shown in Figure 121.
<table>
<thead>
<tr>
<th>Email ID</th>
<th>User Name</th>
<th>District</th>
<th>Block Name</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:abcd@abc.com">abcd@abc.com</a></td>
<td>abcd</td>
<td>Kerala</td>
<td>Pathanamthitta</td>
<td>Active</td>
</tr>
<tr>
<td><a href="mailto:efgh@efgh.com">efgh@efgh.com</a></td>
<td>efgh</td>
<td>Kerala</td>
<td>Pathanamthitta</td>
<td>Active</td>
</tr>
<tr>
<td><a href="mailto:ijkl@ijkl.com">ijkl@ijkl.com</a></td>
<td>ijkl</td>
<td>Kerala</td>
<td>Pathanamthitta</td>
<td>Active</td>
</tr>
<tr>
<td><a href="mailto:mnop@mnop.com">mnop@mnop.com</a></td>
<td>mnop</td>
<td>Kerala</td>
<td>Pathanamthitta</td>
<td>Active</td>
</tr>
<tr>
<td><a href="mailto:qrst@qrst.com">qrst@qrst.com</a></td>
<td>qrst</td>
<td>Kerala</td>
<td>Pathanamthitta</td>
<td>Active</td>
</tr>
<tr>
<td><a href="mailto:uvwx@uvw.com">uvwx@uvw.com</a></td>
<td>uvwx</td>
<td>Kerala</td>
<td>Pathanamthitta</td>
<td>Active</td>
</tr>
</tbody>
</table>

Figure 38: User List

Click here to edit the user details
Click here to reset the password
Click here to Activate/Deactivate the user
IV. Following screen will appear in front of user. He/She can change all details related to the users. Once the changes done, click on “Save” button. Refer to Figure 122.

![User details](image)

**Figure 39 : User details**

V. User can be searched by using the filters like “Email ID”, “State Name”, “District Name” and “Block Name”. Click on the “🔍” Icon. Pop up window will open as shown in Figure 123. Select the type listed in drop down. Enter the Email ID/State Name/ District Name/Block Name in the “Value” field. Click on apply as shown in Figure 12.

![User search](image)

**Figure 403 : User search**

**Note:**

- **Filter** - To filter search result, click on triangular sign present near the field name as shown in Figure 123. Following are the search type available for filter:
  - Equals
  - Contains
  - Starts With
  - Ends With

Click on “Apply” after selecting filter type & value as shown in Figure 13. Click on “Clear Filter” to clear filter.
4.4 Field Functionary Mapping

4.4.1 Field Functionary Mapping to LGD Block & V/T/C

I. After logging in as explained above – “Getting Started”, click on “Setup” button on the landing page. Drop down list will appear in front of user, click on Field Functionary Maintenance. Refer Figure 124.

II. The following screen will appear in front of the user as shown in Figure 125.
III. Click on Drop down arrow of Block (CDPO/MO) field. User will be able to see complete list of CDPO/MO Blocks in their district.

IV. After selection of Block as explained above, list of all Field Functionaries in the district will show up in “Mapped Field Functionaries” field.

V. Fill all requisite information and click on “Save” button to save the changes.
4.4.2 Field Functionary Mapping to Block

I. After logging in as explained above – “Getting Started”, click on “Setup” button on the landing page. Refer to Figure 126.

II. Drop down list will appear in front of user, click on Block Level Field Functionary Mapping.

III. A screen will appear in front of the user as shown in Figure 127.

IV. Click on Drop down arrow of Block (CDPO/MO) field. User will be able to see complete list of CDPO/MO Blocks in their district as shown in Figure 127.
V. After selection of Block as explained above, list of all Field Functionaries in the district will show up in “All Field Functionaries” field. Refer to Figure 128.

Figure 128: Field Functionary Mapping & new Block creation

**Note-**

1. **New Block (CDPO/MO)** - To add new CDPO/MO block click on “New Block (CDPO/MO)”. A new form will open. Fill all the fields and then click “Save”. Refer Figure 129.

Figure 129: Add New Block (CDPO/MO)

2. **New Field Functionary** – To add new field functionary click on “New Field Functionary”. A form will open. Fill up the requisite information. Refer Figure 130.
4.5 Dashboards

The District Nodal Officer has the access to Different dashboards to monitor the scheme like “Program Summary”, “Application Status”, “Scheme Outreach – Total Beneficiaries”, “Scheme Outreach – Timeliness in Payment Processing”, “Scheme Outreach – Ageing Report” and “Funds Disbursed”.

I. After logging in as explained above – “Getting Started”, click on “Dashboard” button on the landing page. Refer to Figure 131.

II. Different dashboards are available for District nodal officer to monitor the scheme. Refer Figure 131 till Figure 136.

III. The Program Summary Dashboard shows the summary of the beneficiary, Funds disbursed and time taken for Fund Disbursed.

Note:

a. Total Beneficiaries refers to the unique number of beneficiaries with the date of registration in the scheme in a given period.

b. Funds Disbursed refers to the total money disbursed across all instalments to these unique number of beneficiaries in a given period.
c. **Average Time Taken for Disbursement** refers to the time difference between Date of Payment and Date of Registration in PMMVY-CAS across all instalments in a given period. Registration date for all applications are considered to be on or after 01 September 2017.

![Program Summary Dashboard](image)

**Figure 451: Program Summary Dashboard**

IV. **Application Status Dashboard** shows the number of applications as per their statuses like Applications Received, Applications Paid, Applications Pending for Payment and Applications Rejected.

**Note:**

a. **Applications Received** refers to the total number of unique instalment applications received from beneficiaries for whom the date of claim falls in that period.

b. **Applications Paid** refers to the total number of applications for which payment has been received by the beneficiaries in that period.

c. **Application Pending for Payment** refer to the total number of applications which are currently under processing and not yet paid, where the claim date of the beneficiary falls in that period.

d. **Applications Rejected** refers to the total number of instalment applications which have been deemed ineligible due to not meeting the conditions of PMMVY and/or have been rejected by the Sanctioning Officer where the claim date falls in that period.
V. The Scheme Outreach – Total Beneficiaries Dashboard shows the Total number of beneficiaries who has received the payment. Total number of beneficiaries are shown category and block wise.

Note:

a. The Block in the “Scheme Outreach – Total Beneficiaries” Dashboard refers to the LGD Block.
VI. **The Scheme Outreach – Timeliness in Payment Dashboard** shows the number of beneficiaries on the basis of average time taken for payment like less than 30 days, 30 days to 60 days and greater than 60 days.
VII) The Scheme Outreach – Funds Disbursed Dashboard the total money paid across all instalments.

Figure 134: Scheme Outreach - Timeliness in Payment

Figure 475: Scheme Outreach - Funds Disbursed
VII. The Scheme Outreach – Ageing Report Dashboard shows the total number of instalments entered in the PMMVY-CAS but pending for payment, on the basis on number of days like Less than 30 days, 30 days to 60 days, greater than 60 days.

![Ageing Reports](image)

Figure 136: Scheme Outreach – Ageing Report

4.6 Delayed Approval Report

The District Nodal Officer User can view the list of applications with the details like Claim date, Type of claim, CDPO name, Village name and Anganwadi name, which are pending for Sanctioning Officer approval for more than 15 days.

I. Select “Delayed Approval Report” from dropdown of “Report” tab as shown in Figure 137.
II. Delayed Approval Report will open as shown in Figure 138. He/She can filter the report by Beneficiary name, Claim date, Days pending for approval, Type, CDPO/MO name, Village name or Field Functionary Name. Click on “Print Report”, to print the report.

Figure 138: Reports – Delayed Approval Report

VIII. The beneficiary can be searched by using the filters like “Beneficiary Name “Claim Date”, “Days pending Approval”, “Type”, “CDPO/MO Name”, “Village Name” and “Field Functionary Name”. Click on the “▼” Icon. Pop up window will open as shown in Figure 139. Select the type listed in drop down. Enter the Email ID/State Name/ District Name/Block Name in the “Value” field. Click on apply as shown in Figure 139.
4.7. Pending SO Approval

The District Nodal Officer User can view the number of applications pending for Sanctioning Officer Approval in his/her district.

I. Select “Pending SO Approval” from dropdown of “Report” tab as shown in Figure 140.

Figure 140: Reports – Pending SO Approval Report
II. Pending SO Approval will open as shown in Figure 141. He/she can filter the report by CDPO name or Number of applications pending for approval. Click on “Print Report” to print the report.

Figure 141: Reports – Pending SO Approval Report -2

4.8. Payment Reports

The District Nodal Officer User can generate an Anganwadi Centre/Health Facility wise report with application status and payment status which are to be provided to both supervisors and sanctioning officers on monthly basis and as per requirement

I. Select “Payment Reports” from dropdown of “Report” tab as shown in Figure 142.

Figure 142: Payment Report
II. Payment reports will open as shown in Figure 143. He/ She can filter the reports by month, year and verifier. Payments reports by verifier by field functionary in alphabetical order will populate. Click on “Print Reports” to print the report. He / She can also print consolidated reports of all verifier by selecting “Select All” in Verifier filter.
### Figure 143: Payment Report 2

#### Payment Report

**MINISTRY OF WOMEN & CHILD DEVELOPMENT**
**PRADHAN MANTRI MATRU VANDANA YOJANA**

**Status of Application Processing**

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Beneficiary Name</th>
<th>Beneficiary Husband Name</th>
<th>Mobile Number</th>
<th>Application Date</th>
<th>Application Type</th>
<th>Auditor Availability (Y/N)</th>
<th>ISMEV(Y/N)</th>
<th>Application Status</th>
<th>Status Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Aarya Vats</td>
<td>Anga Kumar Vats</td>
<td>9876543</td>
<td>01/02/2018</td>
<td>First</td>
<td>Y</td>
<td>N</td>
<td>Approved</td>
<td>14/02/2018</td>
</tr>
<tr>
<td>2</td>
<td>Aarya Vats</td>
<td>Anga Kumar Vats</td>
<td>9876543</td>
<td>02/02/2018</td>
<td>Second</td>
<td>Y</td>
<td>N</td>
<td>Approved</td>
<td>15/02/2018</td>
</tr>
<tr>
<td>3</td>
<td>Aarya Vats</td>
<td>Anga Kumar Vats</td>
<td>9876543</td>
<td>03/02/2018</td>
<td>Third</td>
<td>Y</td>
<td>N</td>
<td>Approved</td>
<td>16/02/2018</td>
</tr>
<tr>
<td>4</td>
<td>Aarya Vats</td>
<td>Anga Kumar Vats</td>
<td>9876543</td>
<td>04/02/2018</td>
<td>Registration</td>
<td>N</td>
<td>N</td>
<td>Rejected</td>
<td>17/02/2018</td>
</tr>
<tr>
<td>5</td>
<td>Pashana Dugga</td>
<td>Yogendra Singh</td>
<td>9876543</td>
<td>05/02/2018</td>
<td>First</td>
<td>Y</td>
<td>N</td>
<td>Approved</td>
<td>18/02/2018</td>
</tr>
<tr>
<td>6</td>
<td>Nareeta Rupal</td>
<td>Yogendra Singh</td>
<td>9876543</td>
<td>06/02/2018</td>
<td>Second</td>
<td>Y</td>
<td>N</td>
<td>Approved</td>
<td>19/02/2018</td>
</tr>
<tr>
<td>7</td>
<td>Nareeta Rupal</td>
<td>Yogendra Singh</td>
<td>9876543</td>
<td>07/02/2018</td>
<td>Third</td>
<td>Y</td>
<td>N</td>
<td>Approved</td>
<td>20/02/2018</td>
</tr>
<tr>
<td>8</td>
<td>Nareeta Rupal</td>
<td>Yogendra Singh</td>
<td>9876543</td>
<td>08/02/2018</td>
<td>Registration</td>
<td>N</td>
<td>N</td>
<td>Rejected</td>
<td>21/02/2018</td>
</tr>
<tr>
<td>9</td>
<td>Nidhi Rupal</td>
<td>Yogendra Singh</td>
<td>9876543</td>
<td>09/02/2018</td>
<td>First</td>
<td>Y</td>
<td>N</td>
<td>Approved</td>
<td>22/02/2018</td>
</tr>
<tr>
<td>10</td>
<td>Renuka Rupal</td>
<td>Yogendra Singh</td>
<td>9876543</td>
<td>10/02/2018</td>
<td>Second</td>
<td>Y</td>
<td>N</td>
<td>Approved</td>
<td>23/02/2018</td>
</tr>
<tr>
<td>11</td>
<td>Reetu Rupal</td>
<td>Yogendra Singh</td>
<td>9876543</td>
<td>11/02/2018</td>
<td>Third</td>
<td>Y</td>
<td>N</td>
<td>Approved</td>
<td>24/02/2018</td>
</tr>
<tr>
<td>12</td>
<td>Reetu Rupal</td>
<td>Yogendra Singh</td>
<td>9876543</td>
<td>12/02/2018</td>
<td>Registration</td>
<td>N</td>
<td>N</td>
<td>Rejected</td>
<td>25/02/2018</td>
</tr>
<tr>
<td>13</td>
<td>Reetu Rupal</td>
<td>Yogendra Singh</td>
<td>9876543</td>
<td>13/02/2018</td>
<td>First</td>
<td>Y</td>
<td>N</td>
<td>Approved</td>
<td>26/02/2018</td>
</tr>
<tr>
<td>14</td>
<td>Reetu Rupal</td>
<td>Yogendra Singh</td>
<td>9876543</td>
<td>14/02/2018</td>
<td>Second</td>
<td>Y</td>
<td>N</td>
<td>Approved</td>
<td>27/02/2018</td>
</tr>
<tr>
<td>15</td>
<td>Reetu Rupal</td>
<td>Yogendra Singh</td>
<td>9876543</td>
<td>15/02/2018</td>
<td>Third</td>
<td>Y</td>
<td>N</td>
<td>Approved</td>
<td>28/02/2018</td>
</tr>
<tr>
<td>16</td>
<td>Reetu Rupal</td>
<td>Yogendra Singh</td>
<td>9876543</td>
<td>16/02/2018</td>
<td>Registration</td>
<td>N</td>
<td>N</td>
<td>Rejected</td>
<td>29/02/2018</td>
</tr>
<tr>
<td>17</td>
<td>Reetu Rupal</td>
<td>Yogendra Singh</td>
<td>9876543</td>
<td>17/02/2018</td>
<td>First</td>
<td>Y</td>
<td>N</td>
<td>Approved</td>
<td>01/03/2018</td>
</tr>
</tbody>
</table>

**Applications Rejected by the Sanctioning Officer**

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Beneficiary Name</th>
<th>Beneficiary Husband Name</th>
<th>Mobile Number</th>
<th>Application Date</th>
<th>Application Status</th>
<th>Status Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Renuka Rupal</td>
<td>Yogendra Singh</td>
<td>9876543</td>
<td>01/03/2018</td>
<td>Rejected</td>
<td>02/03/2018</td>
</tr>
</tbody>
</table>

**Applications Rejected by the Sanctioning Officer**

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Beneficiary Name</th>
<th>Beneficiary Husband Name</th>
<th>Mobile Number</th>
<th>Application Date</th>
<th>Application Status</th>
<th>Status Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Renuka Rupal</td>
<td>Yogendra Singh</td>
<td>9876543</td>
<td>01/03/2018</td>
<td>Rejected</td>
<td>02/03/2018</td>
</tr>
</tbody>
</table>

**Applications Rejected by the Sanctioning Officer**

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Beneficiary Name</th>
<th>Beneficiary Husband Name</th>
<th>Mobile Number</th>
<th>Application Date</th>
<th>Application Status</th>
<th>Status Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Renuka Rupal</td>
<td>Yogendra Singh</td>
<td>9876543</td>
<td>01/03/2018</td>
<td>Rejected</td>
<td>02/03/2018</td>
</tr>
</tbody>
</table>

**Applications Rejected by the Sanctioning Officer**

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Beneficiary Name</th>
<th>Beneficiary Husband Name</th>
<th>Mobile Number</th>
<th>Application Date</th>
<th>Application Status</th>
<th>Status Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Renuka Rupal</td>
<td>Yogendra Singh</td>
<td>9876543</td>
<td>01/03/2018</td>
<td>Rejected</td>
<td>02/03/2018</td>
</tr>
</tbody>
</table>
III. There are five sections in the payment report. The first section is “List of Beneficiaries to whom payment was made during the period”. This section includes the list of beneficiaries to whom the payment is made during the selected period. Refer Figure 144.

![Figure 144: Payment Reports - List of Beneficiaries to whom payment was made during the period](image)

IV. The second section of payment report is “Status of Application Processing”. This section includes the list of beneficiaries with their application status like “Payment Details Verified”, Approved by Sanctioning Officer”, Pending Sanctioning Officer Approval”, Withdraw” and other status. Refer Figure 145.

![Figure 145: Payment Reports – Status of Application Processing](image)

V. The Third section of the payment report is “Application failed Authentication (UIDAI and PFMS). This section includes the list of beneficiaries whose Aadhaar validation or Bank account validation failed. Refer Figure 146.
VI. The fourth section of the payment report is “Ineligible Applications (Applications Ineligible as per Scheme Guidelines). This section includes the list of beneficiaries whose application is ineligible. Refer Figure 147.

VII. The fifth section of the payment report is “Rejected Application (Rejected by the Sanctioning Officer)”. This section includes the list of beneficiaries which are rejected by the sanctioning officer. Refer Figure 148.
4.7 FAQs

1. **What to do if the website is not opening/loading?**
   Check for working Internet Connection
   Check if correct URL address is entered in the Browser Address bar

2. **How do I change my password?**
   Refer to section 4.1.4 (Change Password)

3. **What should I do if I forgot my password?**
   Refer to section 4.1.5 (Forgot Password)

4. **How to view Delayed Approval Reports?**
   Refer section 4.5

5. **How do I update details or create new user?**
   Refer section 4.3

...
CHAPTER – V

V. MANUAL FOR STATE NODAL OFFICER
5.1 Getting Started with PMMVY Software

5.1.1 Opening the Website

I. Open any Web browser (Internet Explorer, Google Chrome, Firefox Mozilla etc.) available on your desktop/laptop. Google Chrome is preferred.

II. On the address bar type https://pmmvy-cas.gov.in or https://pmmvy-cas.nic.in and then press “ENTER” key from your keyboard. Then, the following page will open as shown in Figure 149.

![Figure 149: Home Page](image)

5.1.2 Log in Procedure

I. Enter your registered Email ID and Password in the space provided as shown in Figure 150.

![Figure 150: Log in Page](image)

II. Click on the “Login” button.

III. If it is your first time logging in to the system you will be required to change your password.
IV. After successful Login, you will be redirected to the “PFMS Batch Approval” page as shown in Figure 151 below.

![Home Page](image)

**Figure 151: Home Page**

5.1.3 Log out Procedure

I. To log out, click on the link where you’re “Email ID” is displayed at the upper right corner of the page. Refer to Figure 152 below.

![Log out Procedure](image)

**Figure 48: Log out Procedure**

II. Click on “Log Out” option. Refer Figure 153.
III. **Automatic Logout** – User will be automatically log out from the CAS in case he/she is inactive for more than 15 mins. And 15 second before automatic logout, a pop up window will open.

### 5.1.4 Change Password

I. To Change Password, Click on “Change Password” button as shown in Figure 153.

II. Following screen will appear in front of the user. Please input your Old as well as new password and then Click on “Submit” as shown in Figure 154.

---

**Note:**

**Password** – Followings points should be ensured while choosing a new password:

- The Password must be between 8 and 14 characters.
- The Password must be a combination of letters, numbers and special characters. For Example: MBP12345#, MBP12345@ etc.
- The password should not be same as the latest old password.

### 5.1.5 Forgot Password

I. If you have forgotten your password, navigate to the PMMVY Software Home page.
II. Click on “Forgot Password” as shown in Figure 155

III. You will be redirected to the screen shown below Please enter your Email ID in the space provided and click on “Email Link”, as shown in Figure 156 below. Instructions on how to reset your password will be provided to you over email.

Note:

**Password** – Followings points should be taken into account while deciding password:
- Password must be between 8 and 14 characters
- Must be a combination of letters, numbers and special characters
  For Example: MBP12345#, MBP12345@ etc.
- The password should not be same as the latest old password.

5.2 Types of State User

There are mainly two types of State Users like State Nodal Officer and State Report.

I. State Nodal Officer user has the access to User Creation, PFMS Batch Approval, Dashboards and Reports. Refer Figure 157.
II. District Report user has the access only to Dashboard and Report. Refer Figure 158.

![Figure 158: State Report Landing Page](image)
5.3 User Creation

- The State Nodal Officer has authority to create District Nodal Officer, District Report ID, Sanctioning Officer & CDPO/MO/Data entry users.
- The State Nodal Officer should ensure, users are created under his/her jurisdiction

5.3.1 New User Creation

I. Login to the PMMVY Software.
II. Click on “Users” button of “Setup” tab. Refer to Figure 159.

III. The SNO is redirected to the User List Page. He/she will be able to see the complete list of users in his/her jurisdiction. Refer Figure 160.
IV. Click on “Create New user”, as shown in Figure 160.

V. After clicking on “Create New User”, screen shown in Figure will appear in front of the user. Fill up the requisite information in the form like Email ID, Name, Password, Mobile Number, Departments, Designations, Contact Address. Refer Figure 161.

VI. Click on “Create Bulk New Users” as shown in Figure 160.

VII. After clicking on “Create Bulk New Users”, Screen shown in Figure 163 will appear in front of the user. Download the user format by clicking on the “Download User Format” button. Fill up the requisite information in the downloaded file like Name, Email ID, User Type, Password, Mobile Number, Departments, Designations, Contact Address, State, District and
CDPO/MO Block. After filling all the mandatory details save the file. Click on “upload” to upload the filled user format file.

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Password</th>
<th>User Type</th>
<th>Mobile-Number</th>
<th>Department</th>
<th>Designation</th>
<th>Contact Address</th>
<th>State LGD Code</th>
<th>District LGD Code</th>
<th>CDPO/MO Block Code</th>
</tr>
</thead>
</table>

Figure 512: User Format

Click on Choose file and select the appropriate file and then click on upload to create the users.

Figure 163: Bulk User Creation

Note

- All asterisk-marked field are mandatory to fill.

Note:

Password – Followings points should be taken into account while deciding password:

- Password must be between 8 and 14 characters
- Must be a combination of letters, numbers and special characters.
- For Example: MBP12345#, MBP12345@ etc.
- The password and confirmation password must match

5.3.2 Editing/Reset Password/Activating and Deactivating User

I. Click on “Users” button from “Setup” tab
II. The State Nodal Officer will be able to see the full list of users in the same jurisdiction.
III. To activate/deactivate the users click on “Active/Deactive” and to edit the CDPO/MO/Data Entry details, click on the “Edit” button as shown in Figure 164. Following screen will appear in front of users.
IV. He/she can change all details related to the users. Once the required changes have been done. Click on “Save” button. Refer to Figure 165.
V. The user can be searched by using the filters like “Email ID”, “State Name”, “District Name” and “Block Name”. Click on the “▼” Icon. Pop up window will open as shown in Figure 74. Select the type listed in drop down. Enter the Email ID/State Name/ District Name/Block Name in the “Value” field. Click on apply as shown in Figure 166.

![Image of User Search](image)

**Figure 166: User Search**

**Note:**
- **Filter** - To filter search result, click on triangular sign present near the field name as shown in Figure 166. Following are the search type available for filter:
  - Equals
  - Contains
  - Starts With
  - Ends With

Click on “Apply” after selecting filter type & value as shown in Figure 166.
Click on “Clear Filter” to clear filter.

5.4 Dashboards

The State Nodal Officer has an access to dashboard for monitoring of scheme implementation at state level like “Program Summary”, “Application Status”, “Scheme Distribution”, “Scheme Outreach – Total Beneficiaries”, “Scheme Outreach – Timeliness in Payment Processing”, “Scheme Outreach – Ageing Report” and “Funds Disbursed”.

I. After logging into the system click on “Dashboard”. Different dashboards are available for State Nodal officer to monitor the scheme. Refer Figure 167 till Figure 173.

II. **The Program Summary Dashboard** shows the summary of the beneficiary, Funds disbursed and time taken for Fund Disbursed.
Note:

a. **Total Beneficiaries** refers to the unique number of beneficiaries with the date of registration in the scheme in a given period.

b. **Funds Disbursed** refers to the total money disbursed across all instalments to these unique number of beneficiaries in a given period.

c. **Average Time Taken for Disbursement** refers to the time difference between Date of Payment and Date of Registration in PMMVY-CAS across all instalments in a given period. Registration date for all applications are considered to be on or after 01 September 2017.

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**III. Application Status Dashboard** shows the number of applications as per their statuses like Applications Received, Applications Paid, Applications Pending for Payment and Applications Rejected.

Note:

a. **Applications Received** refers to the total number of unique instalment applications received from beneficiaries for whom the date of claim falls in that period.

b. **Applications Paid** refers to the total number of applications for which payment has been received by the beneficiaries in that period.
c. **Application Pending for Payment** refer to the total number of applications which are currently under processing and not yet paid, where the claim date of the beneficiary falls in that period.

d. **Applications Rejected** refers to the total number of instalment applications which have been deemed ineligible due to not meeting the conditions of PMMVY and/or have been rejected by the Sanctioning Officer where the claim date falls in that period.

![Dashboard Application Status](image)

**Figure 168**: Dashboard Application Status

**IV. The Scheme Outreach – Scheme Distribution Dashboard** shows the district wise details of total beneficiaries, Fund disbursed and average time taken for fund disbursement.
V. The Scheme Outreach – Total Beneficiaries Dashboard shows the Total number of beneficiaries who has received the payment. Total number of beneficiaries are shown category and block wise.

Note:

a. The Block in the “Scheme Outreach – Total Beneficiaries” Dashboard refers to the LGD Block.
VI. The Scheme Outreach – Timeliness in Payment Dashboard shows the number of beneficiaries on the basis of average time taken for payment like less than 30 days, 30 days to 60 days and greater than 60 days.
VII. The **Scheme Outreach – Funds Disbursed Dashboard** shows the total money paid across all instalments.

![Scheme Outreach - Funds Disbursed Dashboard](image)

*Figure 172: Scheme Outreach - Funds Disbursed*

VIII. The **Scheme Outreach – Ageing Report Dashboard** shows the total number of instalments entered in the PMMVY-CAS but pending for payment, on the basis on number of days like Less than 30 days, 30 days to 60 days, greater than 60 days.
The State Nodal Officer User can view the number of applications pending for Sanctioning Officer Approval in his/her district.

I. Select “Pending SO Approval” from dropdown of “Report” tab as shown in Figure 174.
II. Pending SO Approval will open as shown in Figure 175. He/she can filter the report by District, CDPO name or Number of applications pending for approval. Click on “Print Report” to print the report.
5.6. Payment Reports

The State Nodal Officer User can generate an Anganwadi Centre/Health Facility wise report with application status and payment status which are to be provided to both supervisors and sanctioning officers on monthly basis and as per requirement.

I. Select “Payment Reports” from dropdown of “Report” tab as shown in Figure 176.

![Figure 176: Payment Report](image)

II. Payment reports will open as shown in Figure 177. He/She can filter the reports by month, year and verifier. Payments reports by verifier by field functionary in alphabetical order will populate. Click on “Print Reports” to print the report. He/She can also print consolidated reports of all verifier by selecting “Select All” in Verifier filter.
Figure 177: Payment Report-2
III. There are five sections in the payment report. The first section is “List of Beneficiaries to whom payment was made during the period”. This section includes the list of beneficiaries to whom the payment is made during the selected period. Refer Figure 178.

![Figure 178: Payment Reports - List of Beneficiaries to whom payment was made during the period](image)

IV. The second section of the payment report is “Status of Application Processing”. This section includes the list of beneficiaries with their application status like “Payment Details Verified”, Approved by Sanctioning Officer”, Pending Sanctioning Officer Approval”, Withdraw” and other status. Refer Figure 179.

![Figure 179: Payment Reports – Status of Application Processing](image)

V. The Third section of the payment report is “Application failed Authentication (UIDAI and PFMS). This section includes the list of beneficiaries whose Aadhaar validation or Bank account validation failed. Refer Figure 180.

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VI. The fourth section of the payment report is “Ineligible Applications (Applications Ineligible as per Scheme Guidelines). This section includes the list of beneficiaries whose application is ineligible. Refer Figure 181.

VII. The fifth section of the payment report is “Rejected Application (Rejected by the Sanctioning Officer)”. This section includes the list of beneficiaries which are rejected by the sanctioning officer. Refer Figure 182.
5.7 Payment Batch History

Payment Batch History includes the list of Batch IDs to which the payment is made.

III. Select “Payment Batch History” from drop down of “Report” tab as shown in Figure 183.

IV. Payment Batch History will open as shown in Figure 184. Click on “details” as shown in Figure 184.
Figure 184: Reports - Payment Batch History -2

V. Popup window will open with the District Wise Report as shown in Figure 185.

Figure 185: District Wise Details
5.8 Payment Batch History

The State Nodal Officer is responsible to approve the payments to beneficiaries through the PMMVY software. The payments can be sent for approval through the PFMS Batch Approval process.

I. Click on “Setup” and select the “PFMS Batch Approval” from the drop down as shown in Figure 186.

![Figure 186: PFMS Batch Approval](image)

II. Following screen will be shown. Refer Figure 187.

![Figure 187: PFMS Batch Approval-2](image)

III. Click on verify as shown in Figure 185. The following Popup window is shown. Refer Figure 188.
IV. Click on “Approve” as shown in Figure 188, to approve the batch.
5.9 FAQs

1. **What to do if the website is not opening/loading?**
   - Check for working Internet Connection
   - Check if correct URL address is entered in the Browser Address bar

2. **How do I change my password?**
   - Refer to section 5.1.4 (Change Password)

3. **What should I do if I forgot my password?**
   - Refer to section 5.1.5 (Forgot Password)

4. **How to view Dashboards?**
   - Refer section 4.5

5. **How do I update details or create new user?**
   - Refer section 5.3

6. **How do I view the status of beneficiaries approved by me?**
   - Refer section 5.7

7. **How do I deactivate the User Details of an officer who has left?**
   - Refer section 5.2.2

8. **How do I update the details of a new officer against an official email id in User List?**
   - Refer section 5.2.2