



Pradhan Mantri Matru Vandana Yojana (PMMVY)



SOFTWARE USER MANUAL

Ministry of Women and Child Development

Government of India

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List of Abbreviations

Sl. No.	Abbreviations	Description
1.	ANC	Ante-Natal Check-up
2.	ANM	Auxiliary Nurse & Midwife
3.	ASHA	Accredited Social Health Activist
4.	AWC	Anganwadi Centre
5.	AWH	Anganwadi Helper
6.	AWW	Anganwadi Worker
7.	BCG	Bacille Calmette Guerin
8.	CAS	Common Application Software
9.	CDPO	Child Development Project Officer
10.	CGMS	Continuous Glucose Monitoring System
11.	CHC	Community Health Centre
12.	CMO	Chief Medical Officer
13.	DAVP	Directorate of Advertising and Visual Publicity
14.	DBT	Direct Benefit Transfer
15.	DDO	Drawing and Disbursing Officer
16.	DEO	Data Entry Operator
17.	DG	Director General
18.	DNO	District Nodal Officer
19.	DPO	District Programme Officer
20.	DPT	Diphtheria, Pertussis and Tetanus
21.	DSC	Digital Signature Certificate
22.	EID	Aadhaar Enrolment ID
23.	Er	Error
24.	FAQs	Frequently Asked Questions
25.	GOI	Government of India
26.	H&FW	Health and Family Welfare
27.	ICDS	Integrated Child Development Services
28.	IEC	Information Education and Communication
29.	IFSC	Indian Financial System Code
30.	IGMSY	Indira Gandhi Matritva Sahyog Yojana -Also known as 'old MBP'
31.	IPPB	India Post Payments Bank

32.	JAM	Jan Dhan Account, Aadhaar and Mobile Number
33.	JSY	Janani Suraksha Yojana
34.	LGD	Local Government Directory
35.	LMP	Last Menstrual Period
36.	MBP	Maternity Benefit Programme
37.	MCH	Mother and Child Health
38.	MCP	Mother and Child Protection
39.	MCTS	Mother & Child Tracking System
40.	MGNREGS	Mahatma Gandhi National Rural Employment Guarantee Scheme
41.	MH&FW	Ministry of Health and Family Welfare
42.	MO	Medical Officer
43.	MPR	Monthly Progress Report
44.	MWCD	Ministry of Women & Child Development
45.	NER	North Eastern Region
46.	NGO	Non-Governmental Organisation
47.	NHM	National Health Mission
48.	NIPCCD	National Institute of Public Cooperation and Child Development
49.	OBGY	Obstetrician/ Gynaecologist
50.	OPV	Oral Polio Vaccine
51.	PAN	Permanent Account Number
52.	PDS	Public Distribution System
53.	PFMS	Public Financial Management System
54.	PHC	Primary Health Centre
55.	PMSMA	Pradhan Mantri Surakshit Matritva Abhiyan
56.	PMMVY	Pradhan Mantri Matru Vandana Yojana
57.	PO	Post Office
58.	PRI	Panchayati Raj Institutions
59.	PSU	Public Sector Undertaking
60.	PW&LM	Pregnant Women & Lactating Mother
61.	RCH	Reproductive & Child Health
62.	SC	Schedule Caste
63.	SHG	Self Help Group
64.	SMC	Steering and Monitoring Committee
65.	SNO	State Nodal Officer
66.	SoE	Statement of Expenditure
67.	SO	Sanctioning Officer
68.	ST	Schedule Tribe
69.	SW	Social Welfare
70.	UIDAI	Unique Identification Authority of India
71.	ULB	Urban Local Bodies
72.	UT	Union Territory

73.	VHSNC	Village Health, Sanitation and Nutrition Committee
74.	VHSND	Village Health Sanitation and Nutrition Day
75.	V/T/C	Village/Town/City
76.	WCD	Women and Child Development

List of Error Message on PMMVY System

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

Error Code	Screen	Field Name	Case	Error Message
Er 101	Login Page	Email	No input	Please enter valid Email ID
Er 102	Login Page	Email/Password	Wrong Email and/or Wrong Password	Please enter valid Email ID and Password
Er 103	Login Page	Password	No input	Please enter valid Password
Er 104	Login Page	Captcha	No Input / Incorrect Captcha	Invalid Captcha
Er 201	New User Creation	Block	No input	Please fill mandatory fields
Er 202	New User Creation	Block	No input	Please fill mandatory fields
Er 203	New User Creation	Confirm Password	Password not match	Password and Confirm Password do not match
Er 204	New User Creation	Email	Already exists	Email already exists
Er 205	New User Creation	Email	Not Valid	Please enter a valid Email ID
Er 206	New User Creation	Old Password	Invalid password	Please enter a valid Password
Er 207	New User Creation	Password	Password policy	Password must be between 8 and 14 characters and a combination of letters, numbers and special characters
Er 208	New User Creation	Permissions	No input	Select a Permission
Er 209	New User Creation	User Type	No input	User Type is Required
Er 501	Reset Password	Confirm New Password	Password policy	Password must be between 8 and 14 characters and a combination of letters, numbers and special characters

Er 502	Reset Password	New Password	Password not match	New Password and Confirm New Password do not match.
Er 503	Reset Password	Wrong Password	Password not match	Please enter a valid Password
Er 601	Beneficiary List	ID Proof/Aadhaar Number	Input value does not exactly match with any existing ID proof number	Please fill valid ID Proof Number
Er 602	Beneficiary List	Identity Proof	Invalid proof	Please fill valid ID Proof Number
Er 603	Beneficiary List	Mobile Number	Not 10 digit numeric	Please enter valid 10 digit Mobile Number
Er 604	Beneficiary List		No search input	Please fill any of the search criteria to proceed
Er 701	Registration Page	Aadhaar Number	Invalid Aadhaar	Please fill valid Aadhaar Number
Er 702	Registration Page	Account Number	Not Valid as per string length	Please fill valid Account Number
Er 703	Registration Page	Account Number	Not numeric value	Please fill valid Account Number
Er 704	Registration Page	Date	Future Date	Future dates are not allowed to be filled.
Er 705	Registration Page	Date of Reg. of MCP card at AWC/Subcentre	Date Validations	Date of Reg. of MCP card at AWC/Subcentre should be less or equal to Registration Date
Er 706	Registration Page	IFSC/EMO Code		Please fill valid IFSC/EMO Code
Er 707	Registration Page	LMP Date	Date Validations	LMP Date must not exceed Date of Reg. of MCP card at AWC/Subcentre and Registration Date
Er 708	Registration Page	Mandatory Fields	No input	Mandatory field is required to fill
Er 709	Registration Page	Mobile Number	Not numeric / not 10 digit number	Enter valid Mobile number
Er 710	Registration Page	Name	Only Numeric	Please enter valid Name

Er 711	Registration Page	Pin code	Not Valid	Please enter valid 6 digit Pin code
Er 712	Registration Page	Registration Date	Prior to 1st Jan. 2017	Registration Date must not be before 01/01/2017
Er 901	Beneficiary Profile		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
Er 902	Beneficiary Profile		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)
Er 903	Beneficiary Profile		Pending for Approval	Data does not exist
Er 904	Beneficiary Profile		Ineligible	Beneficiary cannot apply for First & Second Instalment as she has already registered under existing old MBP scheme (IGMSY)
Er 905	Beneficiary Profile		Pending for Approval	
Er 906	Beneficiary Profile		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
Er 907	Beneficiary Profile		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
Er 908	Beneficiary Profile		Received First Instalment	Beneficiary cannot apply for First Instalment as she has already received First Instalment
Er 909	Beneficiary Profile			The beneficiary will not be eligible to apply for any benefits under the scheme as the beneficiary Date of Registration of MCP Card at

				AWC/ Sub Center is earlier than April 1, 2016.
Er 1001	First Instalment		Ineligible	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
Er 1002	First Instalment		Ineligible	Beneficiary is ineligible for First Instalment as LMP Date + 150 Days is than Jan 1, 2017
Er 1003	First Instalment		Ineligible	Beneficiary cannot apply for First Instalment as she has not provided LMP Date
Er 1101	Second Instalment	ANC Date	Date Validations	ANC Date must not exceed the Date of Claim at the Field Functionary Centre
Er 1102	Second Instalment	ANC Date	No input	ANC Date is required
Er 1103	Second Instalment	ANC Date	Date Validations	ANC Date must not be earlier than Date of Registration of Pregnancy
Er 1104	Second Instalment	Date of Claim at the Field Functionary Centre	No input	Date of Claim at the Field Functionary Centre is required
Er 1105	Second Instalment	Date of Claim at the Field Functionary Centre	Date Validations	Date of Claim at the Field Functionary Centre must not be before 01/01/2017
Er 1106	Second Instalment	Date of Claim at the Field Functionary Centre	Date Validations	Date of Claim at the Field Functionary Centre must not be before Registration date
Er 1107	Second Instalment	Ineligible	Ineligible	Claim Date is less than 180 days from LMP Date. Second Instalment will not be processed as the difference is less than 180 days
Er 1108	Second Instalment	LMP Date	Ineligible	Beneficiary cannot apply for Second Instalment as she has not provided LMP Date

Er 1201	Third Instalment	Date of completion of all vaccinations	Eligibility	Date of completion of all vaccinations is required
Er 1202	Third Instalment	Date of completion of all vaccinations	Date Validations	Date of completion of all vaccinations must not exceed Date of Claim at the Field Functionary Centre
Er 1203	Third Instalment	Date of completion of all vaccinations	Date Validations	Date of completion of all vaccinations must not be before Date of Delivery
Er 1204	Third Instalment	Date of completion of all vaccinations	Date Validations	Date of completion of all vaccinations must not be before Date of Registration of Pregnancy
Er 1205	Third Instalment	Date of Delivery	No input	Date of Delivery is required
Er 1206	Third Instalment	Date of Delivery	Date Validations	Date of Delivery must not be before ANC Date
Er 1207	Third Instalment	Name of Institute of Delivery	No input	Name of Institute of Delivery is required
Er 1208	Third Instalment	Number of Children	Checks	Please select Number of Children
Er 1209	Third Instalment		No input	Please select Male/Female/Still Born children
Er 1210	Third Instalment	Vaccinations given	Checks	All the above mentioned immunizations are mandatory to proceed. Please take all the immunization before applying for the claim
Er 1211	Third Instalment	Aadhaar not Authenticated		Aadhaar Details are not authenticated yet. Third Instalment will be processed only after Aadhaars are authenticated.
Er 1212	Third Instalment	Aadhaar not available	Aadhaar Number not available	Beneficiary has not provided her Aadhaar Number yet. Third Instalment will only be processed after Aadhaar Number is provided
Er 1301	Re-Registration		No input	Please fill all mandate fields

Er 1302	Re-Registration	Date of Reg. of MCP card at AWC/Subcentre	Date Validations	Date of Claim of Re-registration at the Field Functionary Centre must not be before Date of Pregnancy Registration
Er 1303	Re-Registration	Date of Reg. of MCP card at AWC/Subcentre	Date Validations	Date of Pregnancy Registration must not be before LMP Date
Er 1304	Re-Registration	LMP Date	Date Validations	Date of Re-Registration must not be before LMP Date
Er 1305	Re-Registration	Number of Live Children *	Eligibility	The beneficiary will not be eligible to apply for any benefits under the scheme as the number of living children exceeds 0
Er 1306	Re-Registration	LMP Date	Date Validations	LMP Date should be post last claimed date
Er 1601	Approval Queue/ Exceptional Queue	Reject Reason	No input	Please select reason for rejection
Er 1602	Approval Queue/ Exceptional Queue	Correction Reason	No input	Please select reason for correction
Er 2101	Add Field Functionary	Field Functionary Block	No input	Please fill mandatory field
Er 2102	Add Field Functionary	Field Functionary Name	No input	Please fill mandatory field
Er 2103	Add Field Functionary	Field Functionary Village/Town/City		Please fill mandatory field

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

Instalment	Conditions	Documents Required	Amount (In ₹)
First Instalment	Early Registration of Pregnancy	<ul style="list-style-type: none">Duly filled Application Form 1ACopy of MCP CardCopy of Aadhaar Card/Identity ProofCopy of Bank/Post Office Account Passbook	₹ 1,000
Second Instalment	Received at least one ANC (to be claimed after 6 months of pregnancy)	<ul style="list-style-type: none">Duly filled Application Form 1BCopy of MCP Card	₹2,000

Third Instalment	<ul style="list-style-type: none"> - Child Birth is registered - Child has received first cycle of immunizations of BCG,OPV,DPT and Hepatitis B or its equivalent/substitute 	<ul style="list-style-type: none"> • Duly filled Application Form 1C • Copy of MCP Card • Copy of Aadhaar Card 	₹2,000
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1.2.3 Beneficiaries under the old MBP scheme (also known as IGMSY)

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

1.2.4 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.

1.2.5 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.

1.2.6 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

Function	Level	CDPO/MO/Data Entry User	CDPO/MO Sanctioning Officer	District Nodal Officer	State Nodal Officer	Central Nodal Officer
Data Entry	Registration (Instalment 1)	✓				
	Instalment 2	✓				
	Instalment 3	✓				
Approvals	Registration		✓			
	Instalment 1		✓			
	Instalment 2		✓			
	Instalment 3		✓			
	Payment				✓	
Master Data Mapping	To Block			✓		
	To Village			✓		
User Creation	State Nodal Officer					✓
	District Nodal Officer				✓	✓
	Sanctioning Officer			✓	✓	✓
	CDPO/MO/Data Entry User		✓	✓	✓	✓
Reporting	National Level Dashboard					✓
	State Level Dashboard				✓	
	Delayed Approval Report			✓		
	Payment Report	✓	✓			

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.

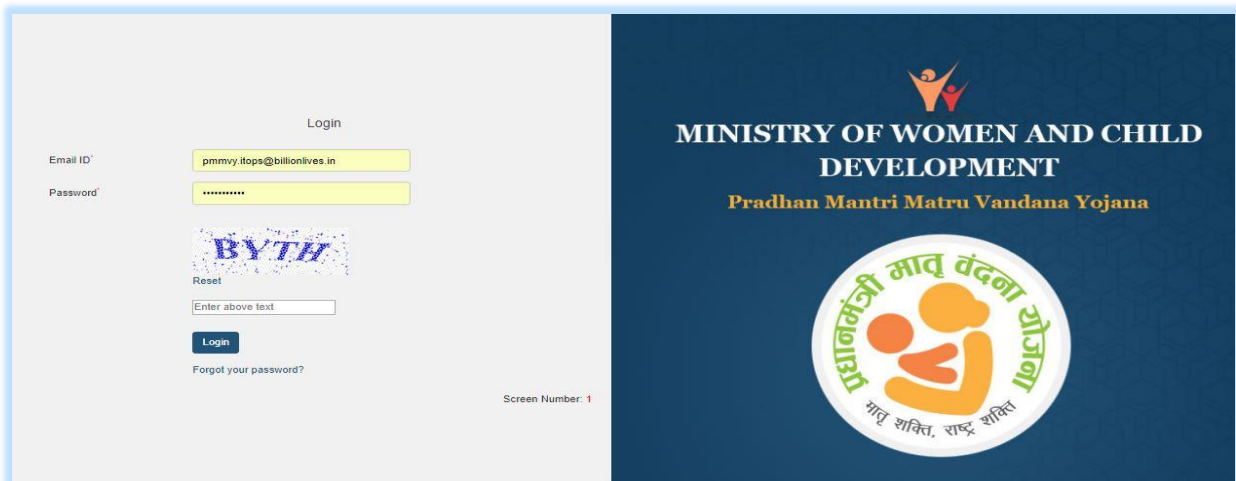


Figure 1 : Home Page

2.1.2 Log in Procedure

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

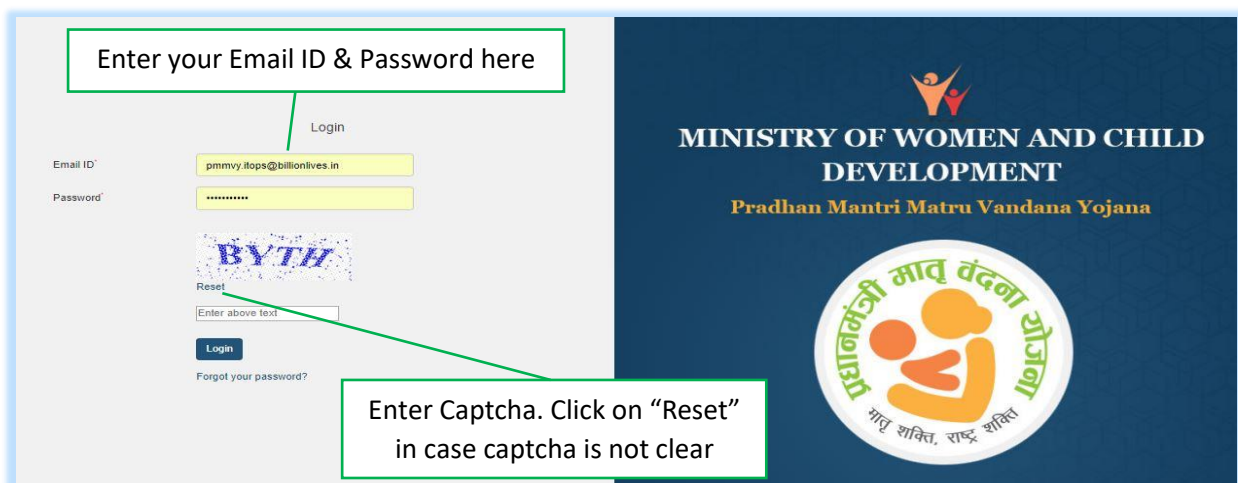


Figure 2 : Log in Page

- 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.

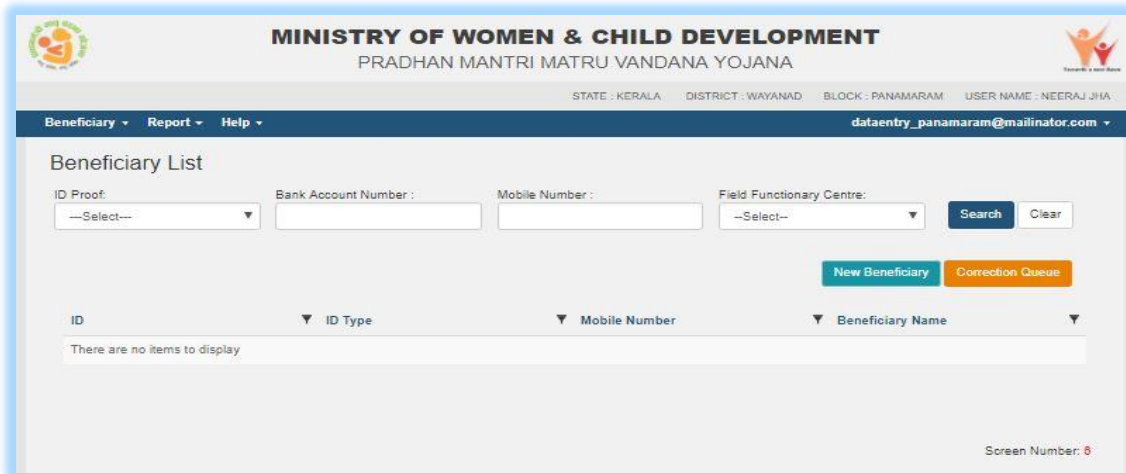


Figure 3 : Beneficiary List

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.

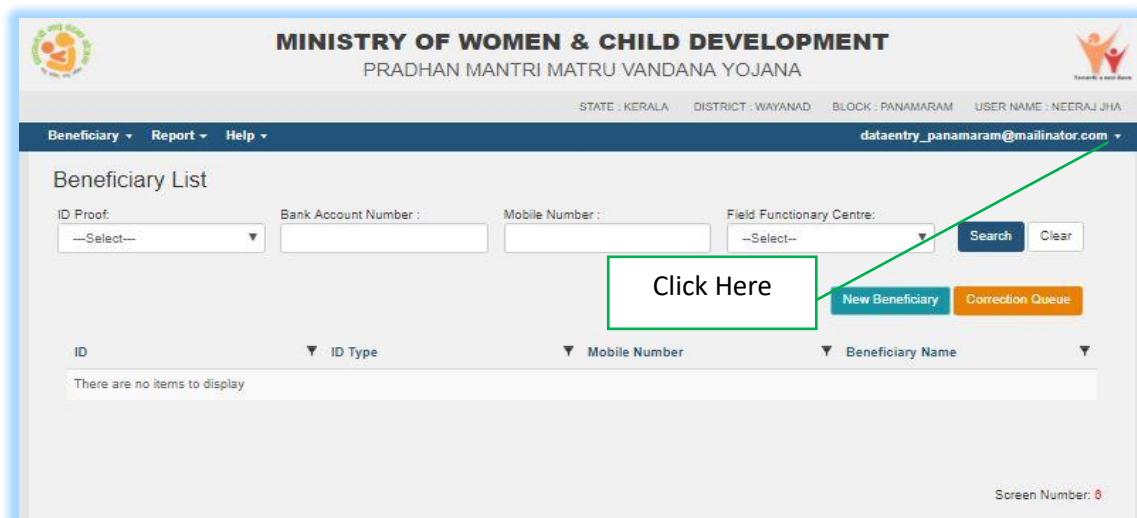


Figure 4 : Log out Procedure 1

- II. Click on “Log Out” option as shown in Figure 5.

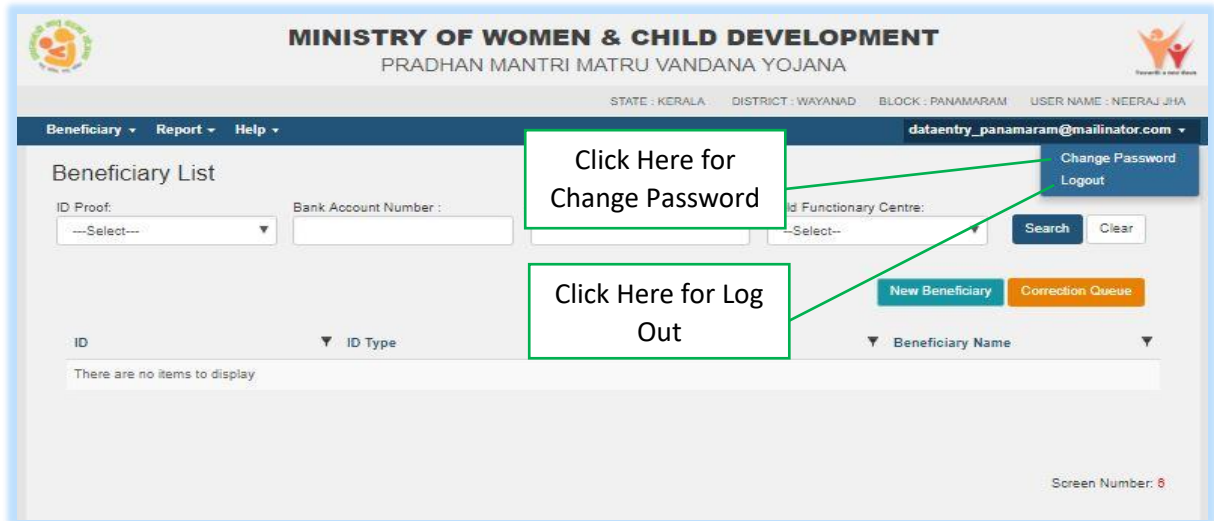


Figure 5 : Log out Procedure 2

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

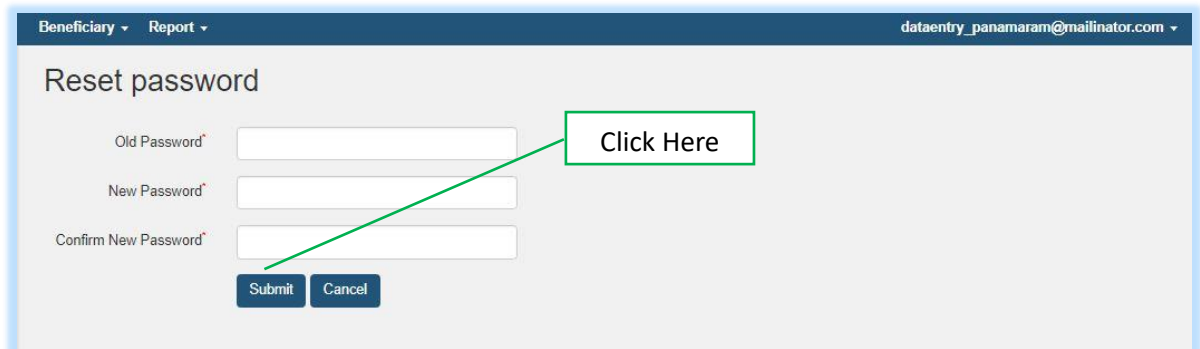


Figure 6 : Reset Password

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

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:

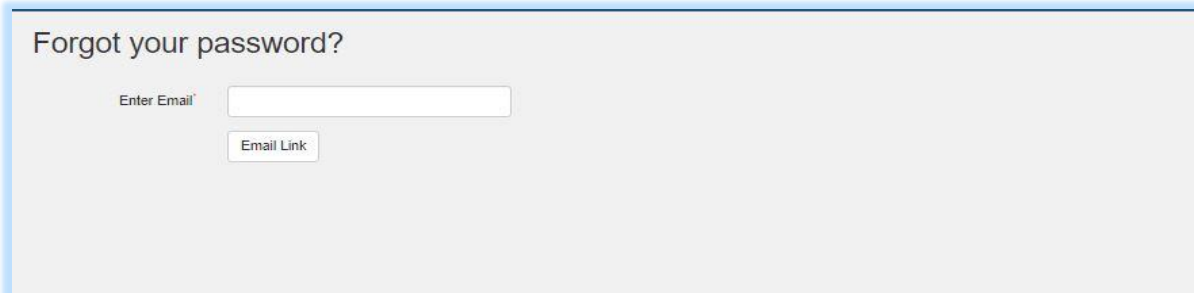


Figure 8 : Forgot Password -2

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 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.

The screenshot shows the web interface for the Pradhan Mantri Matru Vandana Yojana. At the top, it displays the logo of the Ministry of Women & Child Development and the text 'MINISTRY OF WOMEN & CHILD DEVELOPMENT' and 'PRADHAN MANTRI MATRU VANDANA YOJANA'. Below this, there is a navigation bar with 'Beneficiary', 'Report', and 'Help' menus. The user's location and name are shown as 'STATE : KERALA', 'DISTRICT : WAYANAD', 'BLOCK : PANAMARAM', and 'USER NAME : NEERAJ JHA'. The main content area is titled 'Beneficiary List' and contains search filters for 'ID Proof', 'Bank Account Number', 'Mobile Number', and 'Field Functionary Centre'. There are 'Search' and 'Clear' buttons. Below the filters, there are two buttons: 'New Beneficiary' and 'Correction Queue'. A green arrow points to the 'New Beneficiary' button. Below the buttons, there is a table with columns for 'ID', 'ID Type', 'Mobile Number', and 'Beneficiary Name'. The table currently shows 'There are no items to display'. The screen number '6' is visible in the bottom right corner.

Figure 9 : Beneficiary Search

- 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.

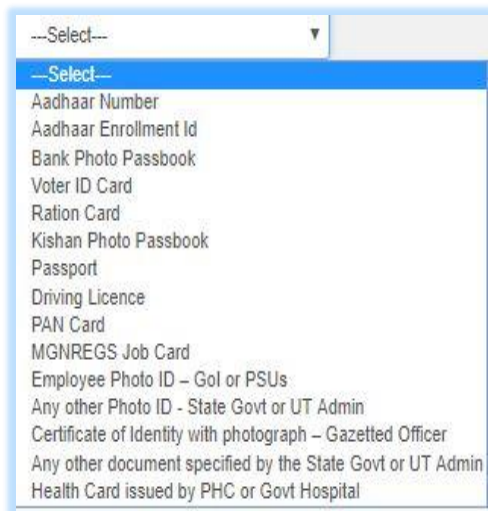


Figure 10 : Identity Proof

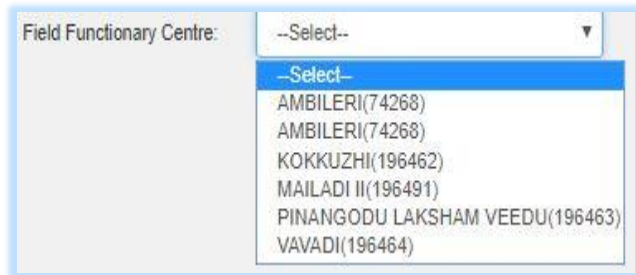


Figure 11 : Search by Field Functionary

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.

MINISTRY OF WOMEN & CHILD DEVELOPMENT
PRADHAN MANTRI MATRU VANDANA YOJANA

STATE : KERALA DISTRICT : WAYANAD BLOCK : PANAMARAM USER NAME : NEERAJ JHA

Beneficiary Report Help dataentry_panamaram@mailinator.com

Beneficiary List

ID Proof: Aadhaar Number (523834271501) Bank Account Number: Mobile Number: Field Functionary Centre: --Select-- Search Clear

New Beneficiary Correction Queue

ID	ID Type	Mobile Number	Beneficiary Name
523834271501	Aadhaar	9836483824	Askriti Verma

Screen Number: 6

Figure 12 : Search by ID Proof Number

MINISTRY OF WOMEN & CHILD DEVELOPMENT
PRADHAN MANTRI MATRU VANDANA YOJANA

STATE : KERALA DISTRICT : WAYANAD BLOCK : PANAMARAM USER NAME : NEERAJ JHA

Beneficiary Report Help dataentry_panamaram@mailinator.com

Beneficiary List

ID Proof: --Select-- Bank Account Number: Mobile Number: Field Functionary Centre: MAILADI III (196491) Search Clear

New Beneficiary Correction Queue

ID	ID Type	Mobile Number	Beneficiary Name
512327153574	Aadhaar	9998886665	Suma P
337928677372	Aadhaar	9980132453	Sirisha M
414815144305	Aadhaar	9980132452	Kisha H
443981218985	Aadhaar	9980132456	Sasha
389250318326	Aadhaar	9980132458	Nisha J
587659237068	Aadhaar	9000000100	Garima Sane
562263801272	Aadhaar	9000000091	Soma Hayne
817242234700	Aadhaar	9000000088	Makara Sidhu
703922551556	Aadhaar	9000000086	Kumudavati Shanker
818278293773	Aadhaar	9834567890	Rani Deshmukh

1 2

Screen Number: 6

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

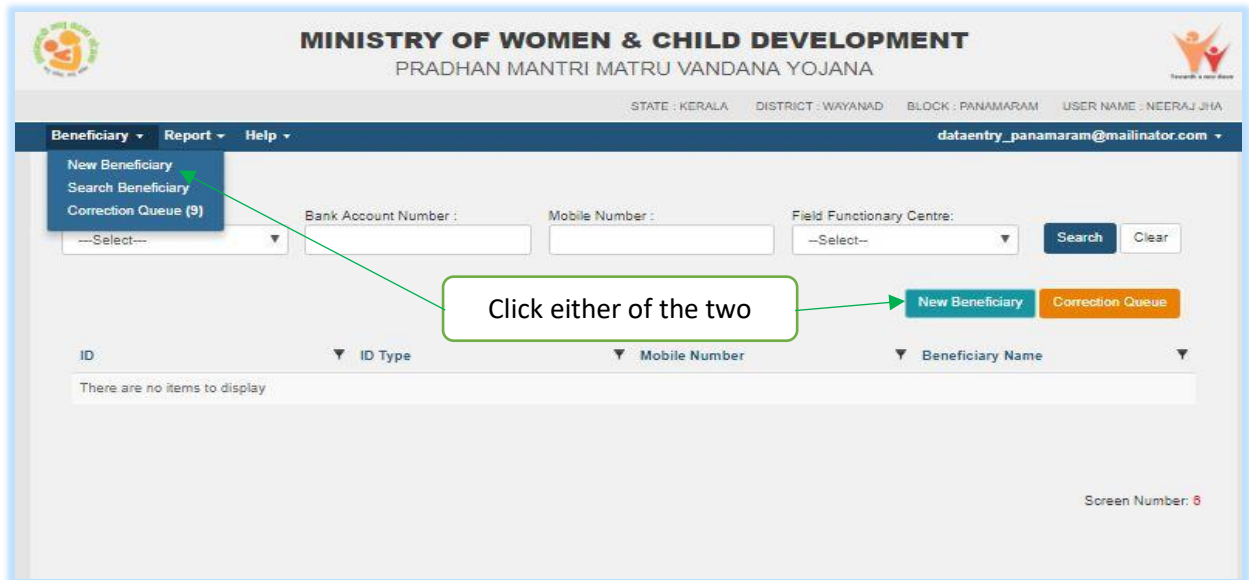
- Click here to filter search results

- 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.



The screenshot displays the PMMVY system interface. At the top, it shows the logo of the Ministry of Women & Child Development and the text 'MINISTRY OF WOMEN & CHILD DEVELOPMENT' and 'PRADHAN MANTRI MATRU VANDANA YOJANA'. Below this, there is a navigation bar with 'Beneficiary', 'Report', and 'Help' menus. The user's session information is shown as 'STATE : KERALA DISTRICT : WAYANAD BLOCK : PANAMARAM USER NAME : NEERAJ JHA' and 'dataentry_panamaram@mailinator.com'. The main content area features a search form with fields for 'Bank Account Number', 'Mobile Number', and 'Field Functionary Centre'. A dropdown menu is open under 'Beneficiary', showing options: 'New Beneficiary', 'Search Beneficiary', and 'Correction Queue (9)'. A green box highlights the 'New Beneficiary' and 'Correction Queue' buttons, with a callout box containing the text 'Click either of the two'. Below the search form is a table with columns for 'ID', 'ID Type', 'Mobile Number', and 'Beneficiary Name', which currently shows 'There are no items to display'. The screen number '6' is visible in the bottom right corner.


Figure 14 : New Beneficiary

- 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.



MINISTRY OF WOMEN & CHILD DEVELOPMENT

PRADHAN MANTRI MATRU VANDANA YOJANA



STATE : KERALA DISTRICT : WAYANAD CDPO/MO BLOCK : PANAMARAM USER NAME : VIKASH

Beneficiary ▾ Report ▾ Help ▾
dataentry_panamaram@mailinator.com ▾

Beneficiary Registration

Basic Details

<p>Registration Date * <input type="text" value=""/></p> <p>Beneficiary already enrolled in old MBP scheme (IGMSY) * <input type="radio"/> Yes <input checked="" type="radio"/> No</p>	<p>Number of living children in the family * <input checked="" type="radio"/> None <input type="radio"/> 1 or more than 1</p>
--	---

<p>Does Beneficiary have an Aadhaar card? * <input checked="" type="radio"/> Yes <input type="radio"/> No Scan Aadhaar Card</p> <p>Name as in Aadhaar Card * <input type="text" value="Name as in Aadhaar"/></p> <p>Aadhaar Number * <input type="text" value="Aadhaar Number"/> CHECK</p> <p>Mobile Number <input type="text" value="Mobile Number"/></p> <p>Category * <input type="text" value="Select Category"/></p> <p>Health Id <input type="text" value="Health Id"/></p>	<p>Does Husband have an Aadhaar card? * <input checked="" type="radio"/> Yes <input type="radio"/> No Scan Aadhaar Card</p> <p>Name as in Aadhaar Card * <input type="text" value="Name as in Aadhaar"/></p> <p>Aadhaar Number * <input type="text" value="Aadhaar Number"/> CHECK</p> <p>Last Menstrual Period (LMP) Date <input type="text" value=""/></p> <p>Date of Reg of MCP card at AWC/ Subcenter * <input type="text" value=""/></p>
--	--

Present Address

<p>House No/ Bldg./Apt. <input type="text" value="House No/ Bldg./Apt."/></p> <p>Landmark <input type="text" value="Landmark"/></p> <p>Field Functionary * <input type="text" value="-- Select Field Functionary --"/></p> <p>Village * <input type="text" value="-- Select Village --"/></p> <p>LGD Block * <input type="text" value="-- Select Block --"/></p> <p>Verifier * <input type="text" value="-- Select Verifier --"/></p>	<p>Street/Road/Lane <input type="text" value="Street/Road/Lane"/></p> <p>Area/Locality * <input type="text" value="Area/Locality"/></p> <p>Post Office <input type="text" value="Post Office"/></p> <p>District * <input type="text" value="WAYANAD"/></p> <p>State * <input type="text" value="KERALA"/></p> <p>Pincode <input type="text" value="Pincode"/></p>
---	---

Account Details

<p>Select PO/Bank * <input checked="" type="radio"/> Bank <input type="radio"/> Post Office</p> <p>IFSC/EMO Code * <input type="text" value="IFSC/EMO Code"/> FIND CHECK CLEAR</p>	<p>Bank/Post Office Name * <input type="text" value="Bank/Post Office Name"/></p> <p>Branch * <input type="text" value="Branch"/></p> <p>Account Number * <input type="text" value="Account Number"/></p> <p>Name of Account Holder * <input type="text" value="Name of Account Holder"/></p>
---	---

VERIFY
CANCEL

Screen Number: 7
Version : 2.3.3

Figure 15 : Beneficiary Registration Form

- 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.

MINISTRY OF WOMEN & CHILD DEVELOPMENT
PRADHAN MANTRI MATRU VANDANA YOJANA

STATE : KERALA DISTRICT : WAYANAD CDPO/MO BLOCK : SULTHANBATHERY USER NAME : RAVI

Beneficiary Report Help dataentry_sulthanbathery@mailinator.com

Beneficiary Registration

Basic Details

Registration Date* (date of form filling)

Number of living children in the family None 1 or more than 1

Beneficiary already enrolled in old MBP scheme (IGMSY)* Yes No

Does Beneficiary have an Aadhaar card?* Yes No

Does Husband have an Aadhaar card?* Yes No

Name as in Aadhaar Card*

Name as in Aadhaar Card*

Aadhaar Number*

Aadhaar Number*

Figure 16 : Beneficiary Basic Details

Please click on "Check" after entering the ID to check whether ID already exist in CAS database or not

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.

Beneficiary already enrolled in old MBP scheme (IGMSY)* Yes No

Select the instalment already received by beneficiary under old MBP scheme (IGMSY)* None Only first instalment First and Second instalments

Figure 17 : Beneficiary already enrolled in old MBP 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"**

Click here to scan the Aadhaar

Click here for drop down list.

Figure 18 : Beneficiary Registration with Aadhaar ID or Alternate ID

Click here after scanning the Aadhaar using QR code reader

Figure 199 : Aadhaar scan – Popup window

Does Beneficiary have an Aadhaar card? * Yes No Scan Aadhaar Card

Name as in Aadhaar Card *

Aadhaar Number *

CHECK

Figure 20 : Aadhaar scan – Autopopulated Aadhaar details

Beneficiary Details □

The entered Beneficiary's Aadhaar already exists in the system.

Beneficiary Name

State

District

Block

Village

Anganwadi

Register New With Different Id
Edit Existing Beneficiary

Figure 21 : Pop up window if the Beneficiary ID already exists in CAS system

- c) **Selecting Beneficiary Category** – Click on the drop down menu and select the category from the drop down list. Refer to Figure 22.

Category *

of Children *

- Select Category
- General
- SC
- ST
- OBC

Figure 22 : Category Dropdown

- 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.

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.

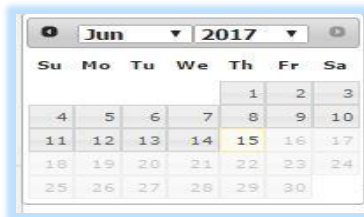


Figure 214 : Calendar

- 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.

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.

Figure 236 :Bank/PO Account Details

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”

FIND YOUR BANK ✕

Bank: State: District:

City: Branch:

BANK	STATE	DISTRICT	City	BRANCH	ADDRESS	IFSC CODE
<input type="radio"/> ICICI BANK LTD	MAHARASHTRA	Pune	Pune	PUNE BRANCH	'A', Shangrila Gardens, Bund Garden Road, PUNE - 411001.	ICIC0000005
<input type="radio"/> ICICI BANK LTD	MAHARASHTRA	Brihan Mumbai	Mumbai	ANDHERI BRANCH	Sagar Avenue, Ground Floor, S.V. Road, Andheri (W), MUMBAI - 400 058.	ICIC0000011
<input type="radio"/> ICICI BANK LTD	MAHARASHTRA	Thane	Mira-Bhayendar	MIRA ROAD BRANCH	Surya Shopping Centre, Shrishti Residential Complex, Sector V, Mira Road, THANE - 401104.	ICIC0000019
<input type="radio"/> ICICI BANK LTD	MAHARASHTRA	Brihan Mumbai	Mumbai	POWAI BRANCH	Galleria, Hiranandani Gardens, Powai, MUMBAI - 400078.	ICIC0000020
<input type="radio"/> ICICI BANK LTD	MAHARASHTRA	Thane	Vasai	VASAI BRANCH	Vimal Shopping Centre, Main Road, Vasai (West), THANE - 401 202.	ICIC0000022

1 2 3 ... 140 »

Screen Number: 3

Click here to check more search results.

Figure 247 : Check for IFSC

FIND YOUR BANK ✕

Bank: State: District:

Pin: City: Branch:

BANK	STATE	DISTRICT	City	BRANCH	ADDRESS	IFSC CODE
<input type="radio"/> INDIA POST	KARNATAKA	UDUPI	Navunda	Navunda S.O	Kundapura H.O	POST0050897

Screen Number: 3

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			
Beneficiary Registration			
Basic Details			
Registration Date (date of form filling) :	01/05/2018	Number of living children in the family :	None
Beneficiary already enrolled in old MBP scheme (IGMSY) :	No		
Does Beneficiary have an Aadhaar card? :	No	Does Husband have an Aadhaar card? :	No
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>			

Figure 269 : Popup window

For successful registration, beneficiary profile window will be shown as in Figure 30.

MINISTRY OF WOMEN & CHILD DEVELOPMENT
PRADHAN MANTRI MATRUJ VANDANA YOJANA

STATE : MADHYA PRADESH DISTRICT : SAGAR BLOCK : KESLI USER NAME : YOGESH

deo_sagar2@training.com

Beneficiary Details

The beneficiary application form is sent for approval

Beneficiary Name Kantil Pandey	Aadhaar Number 583970517409	Identity Proof Not Applicable
Mobile Number	Husband Name Wam Pandey	Field Functionary MANKAULIH
Village MANKAULIH	Block KESLI	District SAGAR
State MADHYA PRADESH	Entered By Yogesh	Verified By Not Yet Verified
Bank Account/Post Office Name STATE BANK OF INDIA	Bank Account/Post Office Number 300000205	

[EDIT ENROLMENT DETAILS](#) [RE-REGISTRATION](#)

Beneficiary Registration Saved Successfully

History

Application Type	CDPO Name	Pregnancy No	Enrolment Date	Status	Status as on date	Action
Registration	KESLI	1	01/01/2017	Pending Sanctioning Officer Approval	16/10/2017	VIEW WITHDRAW
First Instalment	KESLI	1	01/01/2017	Pending Sanctioning Officer Approval	16/10/2017	VIEW WITHDRAW

[First Instalment](#) [Second Instalment](#) [Third Instalment](#)

Screen Number: 9

Figure 30 : Beneficiary Successful Registration

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.

MINISTRY OF WOMEN & CHILD DEVELOPMENT
PRADHAN MANTRI MATRU VANDANA YOJANA

STATE : MADHYA PRADESH DISTRICT : SAGAR BLOCK : KESLI USER NAME : YOGESH

Beneficiary - Report - Help - deo_sagar2@training.com

Beneficiary List

ID Proof: Aadhaar Number: 860970517499

Bank Account Number: []

Mobile Number: []

Field Functionary Centre: --Select--

[Search] [Clear]

[New Beneficiary] [Correction Queue]

ID	ID Type	Mobile Number	Beneficiary Name
860970517499	Aadhaar		KanakPandey

Screen Number: 6

Figure 31 : Beneficiary search result

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.

Beneficiary Details

The beneficiary application form is sent for approval

Beneficiary Name KanakPandey	Aadhaar Number 860970517499	Identity Proof Not Applicable
Mobile Number	Husband Name WazirPandey	Field Functionary MANKAPUR
Village MANKAPUR	Block KESLI	District SAGAR
State MADHYA PRADESH	Entered By Yogesh	Verified By Not Yet Verified
Bank Account/Post Office Name STATE BANK OF INDIA	Bank Account/Post Office Number 3000000206	

EDIT ENROLMENT DETAILS RE-REGISTRATION

History

Application Type	CDPO Name	Pregnancy No	Instalment Date	Status	Status as on date	Action
Registration	KESLI	1	01/01/2017	Pending Sanctioning Officer Approval	16/10/2017	VIEW WITHDRAW
First Instalment	KESLI	1	01/01/2017	Pending Sanctioning Officer Approval	16/10/2017	VIEW WITHDRAW

- Click "View" to see details of Claim Form and "Withdraw" to withdraw form

First Instalment Second Instalment Third Instalment

Figure 32 : Beneficiary Profile

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.

Beneficiary - Report - Help - deo_sagar2@training.com

Beneficiary Details

The beneficiary application form is sent for approval

Beneficiary Name <input type="text" value="KanakPandey"/>	Aadhaar Number <input type="text" value="860970517499"/>	Identify Proof <input type="text" value="Not Applicable"/>
Mobile Number <input type="text"/>	Husband Name <input type="text" value="WazirPandey"/>	Field Functionary <input type="text" value="MANKAPUR"/>
Village <input type="text" value="MANKAPUR"/>	Block <input type="text" value="KESLI"/>	District <input type="text" value="SAGAR"/>
State <input type="text" value="MADHYA PRADESH"/>	Entered By <input type="text" value="Yogesh"/>	Verified By <input type="text" value="Not Yet Verified"/>
Bank Account/Post Office Name <input type="text" value="STATE BANK OF INDIA"/>	Bank Account/Post Office Number <input type="text" value="3000000206"/>	

History

Application Type	CDPO Name	Pregnancy No	Instalment Date	Status	Status as on date	Action
Registration	KESLI	1	01/01/2017	Pending Sanctioning Officer Approval	16/10/2017	VIEW WITHDRAW
First Instalment	KESLI	1	01/01/2017	Pending Sanctioning Officer Approval	16/10/2017	VIEW WITHDRAW

Figure 33: Pending for SO Approval

MINISTRY OF WOMEN & CHILD DEVELOPMENT
PRADHAN MANTRI MATRU VANDANA YOJANA

STATE : MADHYA PRADESH DISTRICT : SAGAR BLOCK : KESLI USER NAME : YOGESH

Beneficiary - Report - Help - deo_sagar2@training.com

Beneficiary Details

Beneficiary Name <input type="text" value="KanakPandey"/>	Aadhaar Number <input type="text" value="860970517499"/>	Identify Proof <input type="text" value="Not Applicable"/>
Mobile Number <input type="text"/>	Husband Name <input type="text" value="WazirPandey"/>	Field Functionary <input type="text" value="MANKAPUR"/>
Village <input type="text" value="MANKAPUR"/>	Block <input type="text" value="KESLI"/>	District <input type="text" value="SAGAR"/>
State <input type="text" value="MADHYA PRADESH"/>	Entered By <input type="text" value="Yogesh"/>	Verified By <input type="text" value="YogeshSO"/>
Bank Account/Post Office Name <input type="text" value="STATE BANK OF INDIA"/>	Bank Account/Post Office Number <input type="text" value="3000000206"/>	

History

Application Type	CDPO Name	Pregnancy No	Instalment Date	Status	Status as on date	Action
Registration	KESLI	1	01/01/2017	Approved by Sanctioning Officer	16/10/2017	VIEW
First Instalment	KESLI	1	01/01/2017	Approved by Sanctioning Officer	16/10/2017	VIEW

Figure 34 : Beneficiary Approved by SO

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.

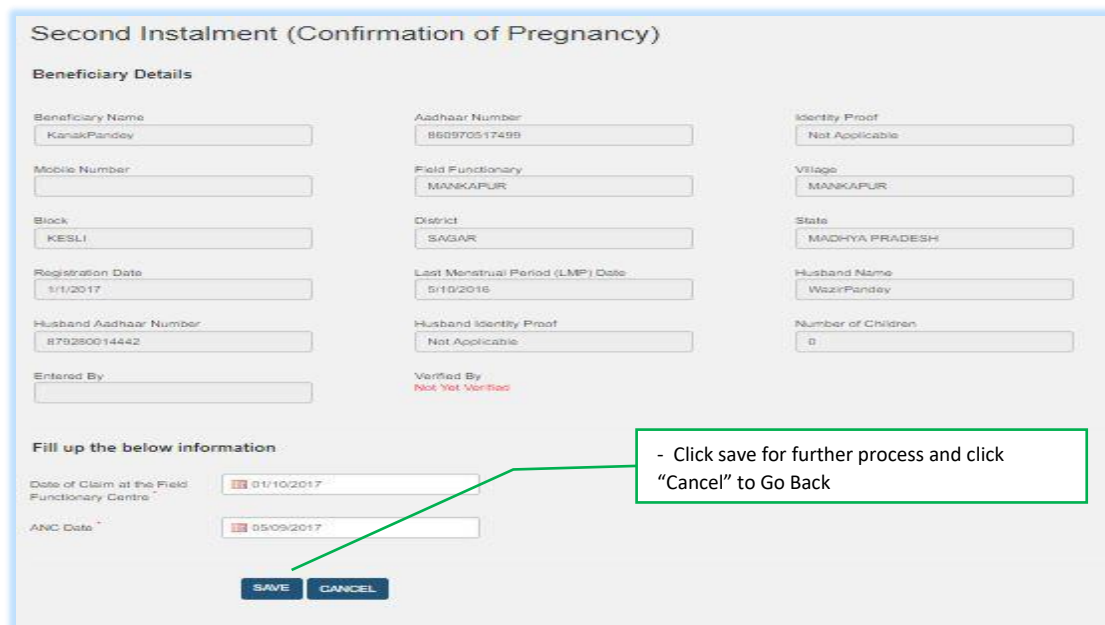


The screenshot shows a 'History' section with a table of application records. Below the table is a navigation bar with three buttons: 'First Instalment', 'Second Instalment', and 'Third Instalment'. The 'Second Instalment' button is highlighted with a green box.

Application Type	CDPO Name	Pregnancy No	Instalment Date	Status	Status as on date	Action
Registration	KESLI	1	01/01/2017	Approved by Sanctioning Officer	16/10/2017	VIEW
First Instalment	KESLI	1	01/01/2017	Approved by Sanctioning Officer	16/10/2017	VIEW

Figure 35 : Applying for Second Instalment

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



The screenshot shows the 'Second Instalment (Confirmation of Pregnancy)' form. It contains various input fields for beneficiary details, registration information, and dates. A callout box with a green border points to the 'SAVE' and 'CANCEL' buttons at the bottom of the form. The callout text reads: '- Click save for further process and click "Cancel" to Go Back'.

Figure 276 : Second Instalment Form

- 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.

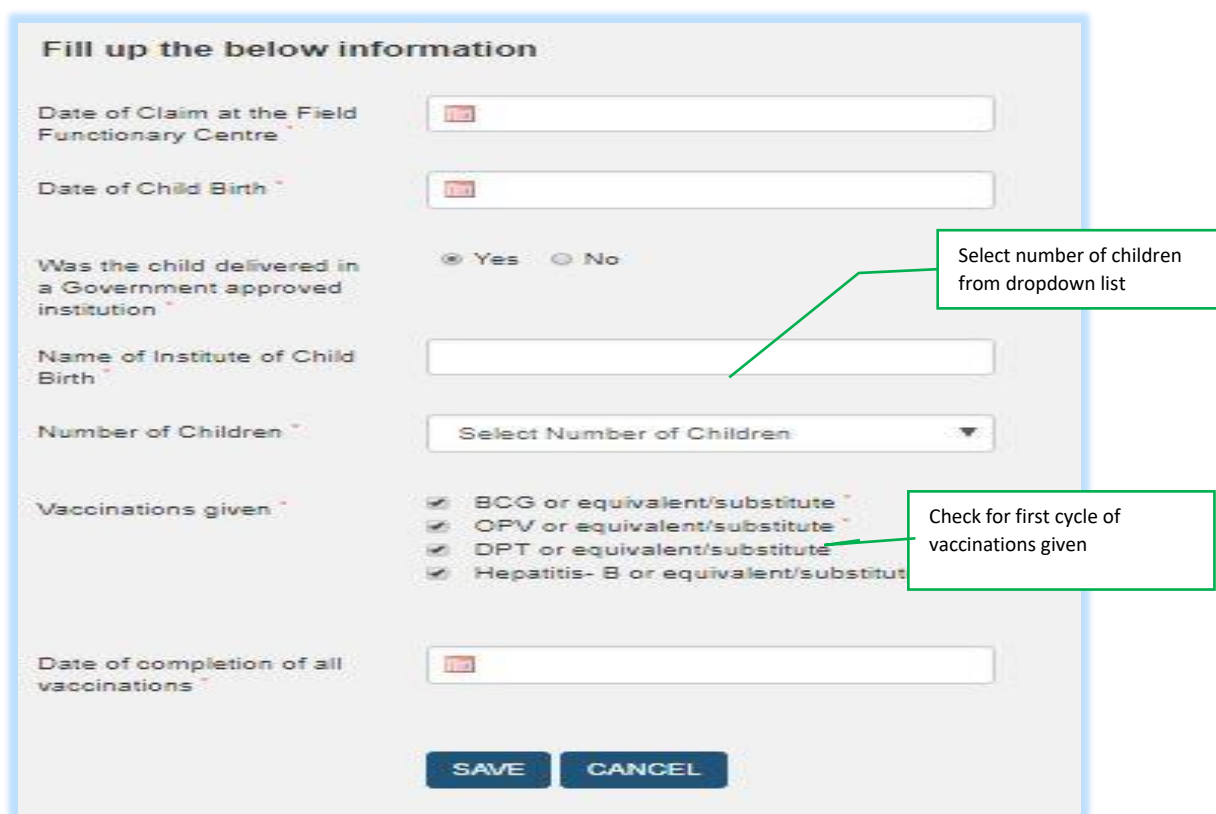


Application Type	CDPO Name	Pregnancy No	Instalment Date	Status	Status as on date	Action
Registration	KESLI	1	01/01/2017	Approved by Sanctioning Officer	16/10/2017	VIEW
First Instalment	KESLI	1	01/01/2017	Approved by Sanctioning Officer	16/10/2017	VIEW

Buttons: First Instalment, Second Instalment, **Third Instalment**

Figure 37 : Apply for Third Instalment

- 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.



Fill up the below information

Date of Claim at the Field Functionary Centre

Date of Child Birth

Was the child delivered in a Government approved institution Yes No

Name of Institute of Child Birth

Number of Children

Vaccinations given BCG or equivalent/substitute OPV or equivalent/substitute DPT or equivalent/substitute Hepatitis- B or equivalent/substitute

Date of completion of all vaccinations

SAVE CANCEL

Annotations:
- Select number of children from dropdown list (points to Number of Children field)
- Check for first cycle of vaccinations given (points to BCG checkbox)

Figure 288 : Third Instalment Form

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

Application Type	CDPO Name	Pregnancy No	Instalment Date	Status	Date	
Registration	Panamaram	1	11/07/2017	Rejected by Sanctioning Officer	14/08/2017	EDIT
Third Instalment	Panamaram		10/08/2017	Ineligible Case		VIEW WITHDRAW

Instalment Form is greyed out because she is ineligible for "First Instalment". Reason for ineligible can be checked by hovering on the form button

First Instalment Second Instalment Third Instalment

Beneficiary cannot apply for First Instalment as beneficiary has not specified the LMP Date

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

Date of Claim at the Field Functionary Centre *

Date of Child Birth *

Was the child delivered in a Government approved institution * Yes No

Name of Institute of Child Birth *

Number of Children *

Vaccinations given * BCG or equivalent/substitute * OPV or equivalent/substitute * DPT or equivalent/substitute * Hepatitis- B or equivalent/substitute *

Date of completion of all vaccinations *

Ineligible Case(s)

1. Aadhar of both Husband and Beneficiary are mandatory. Third Instalment will be processed only after both the aadhar's are linked to the System

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.

MINISTRY OF WOMEN & CHILD DEVELOPMENT
PRADHAN MANTRI MATRU VANDANA YOJANA

STATE : KERALA DISTRICT : WAYANAD CDPO/MO BLOCK : SULTHANBATHERY USER NAME : RAVI

Beneficiary - Report - Help - dataentry_sulthanbathery@mailinator.com

Beneficiary Details

The beneficiary application form is sent for approval

Beneficiary Name: Shaina Aadhaar Number: 435439686649 Identity Proof: Not Applicable

Mobile Number: Husband Name: Shikhar Field Functionary: ALAKANDY

Village: Nalloomad Block: SULTHAN BATHERY District: WAYANAD

State: KERALA Entered By: Ravi Verified By: Vivek

Bank Account/Post Office Name: STATE BANK OF INDIA Bank Account/Post Office Number: 987456785467

[EDIT ENROLMENT DETAILS](#) [RE-REGISTRATION](#)

Enrolment Saved Successfully


Application Type	CDPO Name	Pregnancy No	Instalment Date	Status	Status as on date	Action
Registration	SulthanBathery	1	01/02/2017	Pending Sanctioning Officer Approval	07/05/2018	VIEW WITHDRAW
First Instalment	SulthanBathery	1	01/02/2017	Pending Sanctioning Officer Approval	07/05/2018	VIEW WITHDRAW
Second Instalment	Panamaram	1	29/04/2017	Pending Sanctioning Officer Approval	19/03/2018	VIEW WITHDRAW
Third Instalment	SulthanBathery	1	02/10/2017	Pending Sanctioning Officer Approval	07/05/2018	VIEW WITHDRAW

First Instalment Second Instalment Third Instalment

Screen Number : 9
Version : 2.3.7


Figure 41 : Beneficiary Profile

- 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.



MINISTRY OF WOMEN & CHILD DEVELOPMENT

PRADHAN MANTRI MATRU VANDANA YOJANA



STATE : KERALA DISTRICT : WAYANAD CDPO/MO BLOCK : SULTHANBATHERY USER NAME : RAVI

Beneficiary ▾ Report ▾ Help ▾
dataentry_sulthanbathery@mailinator.com ▾

Beneficiary Registration

Basic Details

Registration Date * <input type="text" value="1/2/2017"/> <small>(date of form filling)</small>	Number of living children in the family * <input checked="" type="radio"/> None <input type="radio"/> 1 or more than 1
Beneficiary already enrolled in old MBP scheme (IGMSY) * <input type="radio"/> Yes <input checked="" type="radio"/> No	

Does Beneficiary have an Aadhaar card? * <input checked="" type="radio"/> Yes <input type="radio"/> No Scan Aadhaar Card	Does Husband have an Aadhaar card? * <input checked="" type="radio"/> Yes <input type="radio"/> No Scan Aadhaar Card
Name as in Aadhaar Card * <input type="text" value="Shaina"/>	Name as in Aadhaar Card * <input type="text" value="Shikhar"/>
Aadhaar Number * <input type="text" value="435439686649"/> CHECK	Aadhaar Number * <input type="text" value="813765603418"/> CHECK
Mobile Number <input type="text" value="9988990099"/>	Last Menstrual Period (LMP) Date <input type="text" value="7/10/2016"/>
Category * <input type="text" value="ST"/>	Date of Reg of MCP card at AWC/ Subcenter * <input type="text" value="23/11/2016"/>
Health Id <input type="text" value="H8899887"/>	

Present Address

House No/ Bldg./Apt. <input type="text" value="786"/>	Street/Road/Lane <input type="text" value="7th Cross"/>
Landmark <input type="text" value="Landmark"/>	Area/Locality * <input type="text" value="Edavaka"/>
Field Functionary * <input type="text" value="ALAKANDY (74303)"/>	Post Office <input type="text" value="Nalloomad"/>
Village * <input type="text" value="Nalloomad (627302)"/>	District * <input type="text" value="WAYANAD"/>
LGD Block * <input type="text" value="SULTHAN BATHERY (6100)"/>	State * <input type="text" value="KERALA"/>
Verifier <input type="text"/>	Pincode <input type="text" value="778899"/>

Account Details

Select PO/Bank * <input checked="" type="radio"/> Bank <input type="radio"/> Post Office	Bank/Post Office Name * <input type="text" value="STATE BANK OF INDIA"/>
IFSC/EMO Code * <input type="text" value="SBIN0070193"/>	Branch * <input type="text" value="SULTHAN BATHERY"/>
FIND CHECK CLEAR	Account Number * <input type="text" value="987456785467"/>
	Name of Account Holder * <input type="text" value="Shaina"/>

VERIFY
CANCEL

Screen Number: 7
Version : 2.3.4

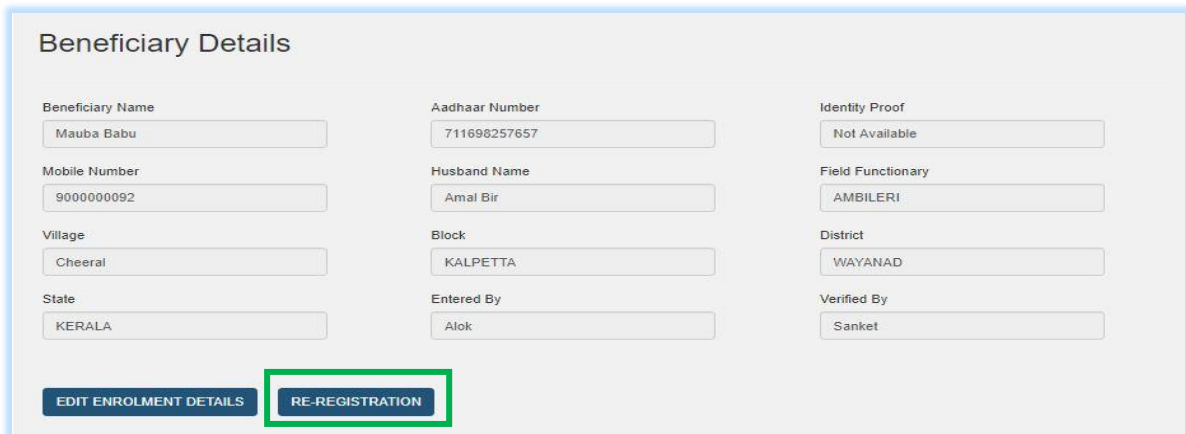
Figure 42: Update Beneficiary details

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”.



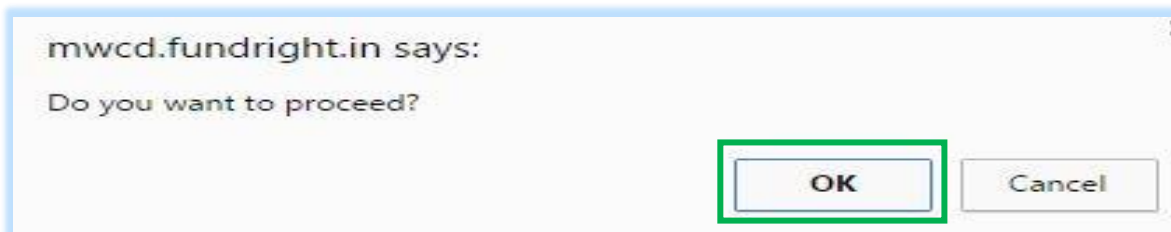
The screenshot shows a form titled "Beneficiary Details" with the following fields and values:

Beneficiary Name	Aadhaar Number	Identity Proof
Mauba Babu	711698257657	Not Available
Mobile Number	Husband Name	Field Functionary
9000000092	Amal Bir	AMBILERI
Village	Block	District
Cheerat	KALPETTA	WAYANAD
State	Entered By	Verified By
KERALA	Alok	Sanket

At the bottom of the form, there are two buttons: "EDIT ENROLMENT DETAILS" and "RE-REGISTRATION". The "RE-REGISTRATION" button is highlighted with a green border.

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.



The screenshot shows a confirmation pop-up message from mwcd.fundright.in. The text reads: "mwcd.fundright.in says: Do you want to proceed?". At the bottom right, there are two buttons: "OK" and "Cancel". The "OK" button is highlighted with a green border.

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.

Figure 45: Re-Registration Form

- VI. Status of re-registration can be checked from “Important Dates” section of beneficiary profile page as shown in Figure 46

Application Type	CDPO Name	Pregnancy No	Instalment Date	Status	Date	
Registration	Panamaram	1	22/08/2017	Approved by Sanctioning Officer	23/08/2017	VIEW
First Instalment	Panamaram	2	22/08/2017	Approved by Sanctioning Officer	23/08/2017	VIEW

Figure 306 : Re-registration status

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.

Number in bracket represent number of items pending for correction

Figure 317 : Correction Queue

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



Type	Beneficiary	Entry Date	Reason for Correction
Beneficiary Registration	Reema	04/01/2018	Physical Documents Missing
First Instalment	Nishmitha	01/01/2018	Invalid Bank/Post Office Name
Beneficiary Registration	Amritha	01/12/2017	Physical Documents Missing
Beneficiary Registration	Adhithi	24/11/2017	Husband's Name does not match Aadhaar
Beneficiary Registration	Sheeba	10/11/2017	Husband's Aadhaar No 363196204230 is Invalid.
Beneficiary Registration	Anandi	10/11/2017	Beneficiary's Aadhaar No 995337407569 is Invalid.

Click here to see beneficiary/ instalment forms

Figure 328 : Correction Queue List

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

- 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.


MINISTRY OF WOMEN & CHILD DEVELOPMENT
 PRADHAN MANTRI MATRU VANDANA YOJANA
 

STATE : KERALA DISTRICT : WAYANAD CDPO/MO BLOCK : SULTHANBATHERY USER NAME : RAVI

Beneficiary ▾ Report ▾ Help ▾
dataentry_sulthanbathery@mailinator.com ▾

Beneficiary Registration

Basic Details

Registration Date*

Beneficiary already enrolled in old MBP scheme (IGMSY)* Yes No

Number of living children in the family* None 1 or more than 1

Does Beneficiary have an Aadhaar card?* Yes No Scan Aadhaar Card

Name as in Aadhaar Card*

Aadhaar Number*

CHECK

Does Husband have an Aadhaar card?* Yes No Scan Aadhaar Card

Name as in Aadhaar Card*

Aadhaar Number*

CHECK

Mobile Number Date of Reg of MCP card at AWC/ Subcenter*

Category* Date of Reg of MCP card at AWC/ Subcenter*

Health Id

Present Address

House No/ Bldg./Apt.

Landmark

Field Functionary*

Village*

LGD Block*

Verifier*

Street/Road/Lane

Area/Locality*

Post Office

District*

State*

Pincode

Account Details

Select PO/Bank* Bank Post Office

IFSC/EMO Code*

Bank/Post Office Name*

Branch*

Account Number*

Name of Account Holder*

VERIFY
CANCEL

Screen Number: 7
Version : 2.3.7

Figure 339 : Correction Queue – Aadhaar Validation Failure

- 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.

MINISTRY OF WOMEN & CHILD DEVELOPMENT
PRADHAN MANTRI MATRU VANDANA YOJANA

STATE : KERALA DISTRICT : WAYANAD CDPO/MO BLOCK : SULTHANBATHERY USER NAME : RAVI

Beneficiary Registration

Basic Details

Registration Date* 22/3/2017
 Beneficiary already enrolled in old MBP scheme (IGMSY)* Yes No
 Number of living children in the family* None 1 or more than 1

Does Beneficiary have an Aadhaar card?* Yes No **Scan Aadhaar Card**
 Identity Proof* Passport
 Identity Number* Passport3322 **CHECK**
 Name as in Identity Proof* Mahi Mani
 Aadhaar Enrollment Id Aadhaar Enrollment Id
 Mobile Number Mobile Number
 Category* SC
 Health Id Health Id

Does Husband have an Aadhaar card?* Yes No **Scan Aadhaar Card**
 Identity Proof* Passport
 Identity Number* Passport3344 **CHECK**
 Name as in Identity Proof* Mani
 Aadhaar Enrollment Id Aadhaar Enrollment Id
 Last Menstrual Period (LMP) Date 12/10/2016
 Date of Reg of MCP card at AWC/ Subcenter* 18/10/2016

Present Address

House No/ Bldg./Apt. House No/ Bldg./Apt. Street/Road/Lane Street/Road/Lane
 Landmark Landmark Area/Locality* panamaram
 Field Functionary* MANIYANCODE (458723) Post Office Post Office
 Village* Edavaka (627301) District* WAYANAD
 LGD Block* SULTHAN BATHERY (6100) State* KERALA
 Verifier* Sector7 Pincode Pincode

Account Details

Select PO/Bank* Bank Post Office Bank/Post Office Name* STATE BANK OF INDIA
 IFSC/EMO Code* SBIN0000058 Branch* COOCHBEHAR
FIND CHECK CLEAR Account Number* 454534342221
 Name of Account Holder* Mahi Mani

Click here to edit the Bank account details

VERIFY CANCEL

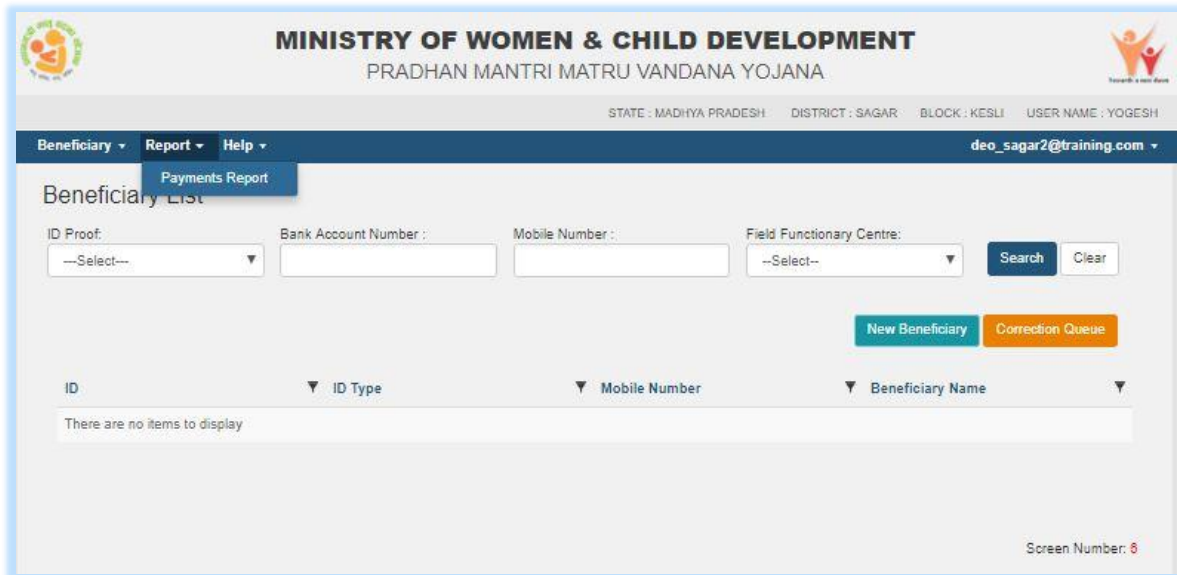
Screen Number: 7
Version : 2.3.7

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.



The screenshot displays the web application interface for the Ministry of Women & Child Development, Pradhan Mantri Matru Vandana Yojana. The header includes the ministry logo, name, and project title. Below the header, the user's location (STATE: MADHYA PRADESH, DISTRICT: SAGAR, BLOCK: KESLI) and user name (YOGESH) are shown. A navigation menu contains 'Beneficiary', 'Report', and 'Help'. The 'Report' menu is expanded, showing 'Payments Report' as the selected option. Below the menu, there are search filters for ID Proof, Bank Account Number, Mobile Number, and Field Functionary Centre, along with 'Search' and 'Clear' buttons. There are also 'New Beneficiary' and 'Correction Queue' buttons. A table with columns for ID, ID Type, Mobile Number, and Beneficiary Name is shown, but it is currently empty with the message 'There are no items to display'. The screen number '8' is visible in the bottom right corner.

Figure 51: Navigation to Payment Reports

- 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.


MINISTRY OF WOMEN & CHILD DEVELOPMENT
PRADHAN MANTRI MATRU VANDANA YOJANA


STATE : KERALA DISTRICT : WAYANAD CDPO/MO BLOCK : SULTHANBATHERY USER NAME : RAVI

Beneficiary - Report - Help -
dataentry_sulthanbathery@mailinator.com -

Filter by:
 Filter by:

PRADHAN MANTRI MATRU VANDANA YOJANA REPORT



Reporting Period	Month	January	Year	2018
State	District	CDPO/MO block	Verifier	Field Functionary Code
KERALA	WAYANAD	SulthanBathery ()	Sector1	74303
Field Functionary Name	ALAKANDY			
Applications Received	Applications Ineligible	Applications Rejected by Sanctioning Officer	Applications Failed Authentication	Applications Under Processing
10	0	0	1	9
Applications Paid	0			

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

Beneficiary Details								Payment Details	
S.No.	Beneficiary Name	Beneficiary Husband Name	Mobile Number	Application Date	Application Type	Aadhaar Availability (Y/N)	IGMSY (Y/N)	Date of Payment	Amount Paid
There is no data									

II. Status of Application Processing

Beneficiary Details									
S.No.	Beneficiary Name	Beneficiary Husband Name	Mobile Number	Application Date	Application Type	Aadhaar Availability (Y/N)	IGMSY(Y/N)	Application Status	Status Date
1	Arya Vats	Anjan Kishan Vats		10/01/2018	Registration	Y	N	Pending Sanctioning Officer Approval	10/01/2018
2	Namrith Singh	Nehal Rajpal Singh		10/01/2018	Registration	Y	N	Pending Sanctioning Officer Approval	10/01/2018
3	Nethra	Namrith		24/01/2018	Registration	N	Y	Pending Sanctioning Officer Approval	24/01/2018
4	Reema	Aldon		04/01/2018	Registration	N	N	Sent for Correction by Sanctioning Officer	04/01/2018
5	Reema	Aldon		09/03/2017	First Instalment	N	N	Sent for Correction by Sanctioning Officer	04/01/2018
6	Reema	Aldon		14/09/2017	Second Instalment	N	N	Pending Sanctioning Officer Approval	04/01/2018
7	S. N. Sharma	S. N. Shashank		10/01/2018	Registration	Y	N	Pending Sanctioning Officer Approval	10/01/2018
8	S. N. Sharma	S. N. Shashank		09/01/2018	First Instalment	Y	N	Pending Sanctioning Officer Approval	10/01/2018
9	Shreya	Shreyas KK		03/01/2017	First Instalment	Y	N	Pending Sanctioning Officer Approval	13/02/2018

III. Applications failed Authentication (UIDAI and PFMS)

Beneficiary Details									
S.No.	Beneficiary Name	Beneficiary Husband Name	Mobile Number	Application Date	Application Type	Aadhaar Availability (Y/N)	IGMSY(Y/N)	Application Status	Status Date
1	Ridhi Vaidya	Rakesh		10/01/2018	Registration	Y	N	PFMS Rejected	10/01/2018

IV. Ineligible Applications (Applications Ineligible as per Scheme Guidelines)

Beneficiary Details									
S.No.	Beneficiary Name	Beneficiary Husband Name	Mobile Number	Application Date	Application Type	Aadhaar Availability (Y/N)	IGMSY(Y/N)	Application Status	Status Date
There is no data									

V. Rejected Applications (Rejected by the Sanctioning Officer)

Beneficiary Details									
S.No.	Beneficiary Name	Beneficiary Husband Name	Mobile Number	Application Date	Application Type	Aadhaar Availability (Y/N)	IGMSY(Y/N)	Application Status	Status Date
There is no data									

Screen Number: 15
 Version : 2.3.4

Figure 52: 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.

I. List of Beneficiaries to whom payments was made during the Reporting Period									
Beneficiary Details								Payment Details	
S.No.	Beneficiary Name	Beneficiary Husband Name	Mobile Number	Application Date	Application Type	Aadhaar Availability (Y/N)	IGMSY (Y/N)	Date of Payment	Amount Paid
1	Srikrupa	Sriram	*****5544	09/01/2017	First Instalment	Y	N	01/01/2018	1000

Figure 53: Payment Reports - List of Beneficiaries to whom payment was made during the period

- 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.

II. Status of Application Processing									
Beneficiary Details									
S.No.	Beneficiary Name	Beneficiary Husband Name	Mobile Number	Application Date	Application Type	Aadhaar Availability (Y/N)	IGMSY(Y/N)	Application Status	Status Date
1	Anusha	Ameeth Kumar		08/01/2018	Registration	Y	N	Payment Details Verified	08/01/2018
2	Anusha	Ameeth Kumar		13/06/2017	Second Instalment	Y	N	Approved by Sanctioning Officer	08/01/2018
3	Anusha	Ameeth Kumar		21/12/2017	Third Instalment	Y	N	Approved by Sanctioning Officer	08/01/2018
4	Apeksha	Arun	*****5443	05/08/2017	First Instalment	N	N	Approved by Sanctioning Officer	19/01/2018
5	Arthi	Anup		08/01/2018	Registration	Y	N	Approved by Sanctioning Officer	08/01/2018
6	Arthi	Anup		26/01/2017	First Instalment	Y	N	Approved by Sanctioning Officer	08/01/2018
7	Arthi	Anup		19/09/2017	Second Instalment	Y	N	Approved by Sanctioning Officer	08/01/2018
8	Chinmay	Chirag		10/01/2018	Registration	N	N	Approved by Sanctioning Officer	10/01/2018

Figure 54: Payment Reports – Status of Application Processing

- 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.

III. Applications failed Authentication (UIDAI and PFMS)									
Beneficiary Details									
S.No.	Beneficiary Name	Beneficiary Husband Name	Mobile Number	Application Date	Application Type	Aadhaar Availability (Y/N)	IGMSY(Y/N)	Application Status	Status Date
1	Poojitha	Prasad		28/12/2017	Registration	Y	N	Beneficiary Aadhaar verified and Husband Aadhaar verification failed	10/01/2018

Figure 55: Payment Reports – Applications failed Authentication (UIDAI and PFMS)

- 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.

IV. Ineligible Applications (Applications Ineligible as per Scheme Guidelines)									
Beneficiary Details									
S.No.	Beneficiary Name	Beneficiary Husband Name	Mobile Number	Application Date	Application Type	Aadhaar Availability (Y/N)	IGMSY(Y/N)	Application Status	Status Date
There is no data									

Figure 56: Payment Reports – Ineligible Applications (Applications Ineligible as per Scheme Guidelines)

- 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.

V. Rejected Applications (Rejected by the Sanctioning Officer)									
Beneficiary Details									
S.No.	Beneficiary Name	Beneficiary Husband Name	Mobile Number	Application Date	Application Type	Aadhaar Availability (Y/N)	IGMSY(Y/N)	Application Status	Status Date
There is no data									

Figure 57: Payment Reports – Rejected Applications (Rejected by the Sanctioning Officer)

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 [section 2.8](#)
- 16. How do I correct Bank Account Failure cases which have come in Correction Queue?**
 - Refer section [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

3.1.2 Log in Procedure

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

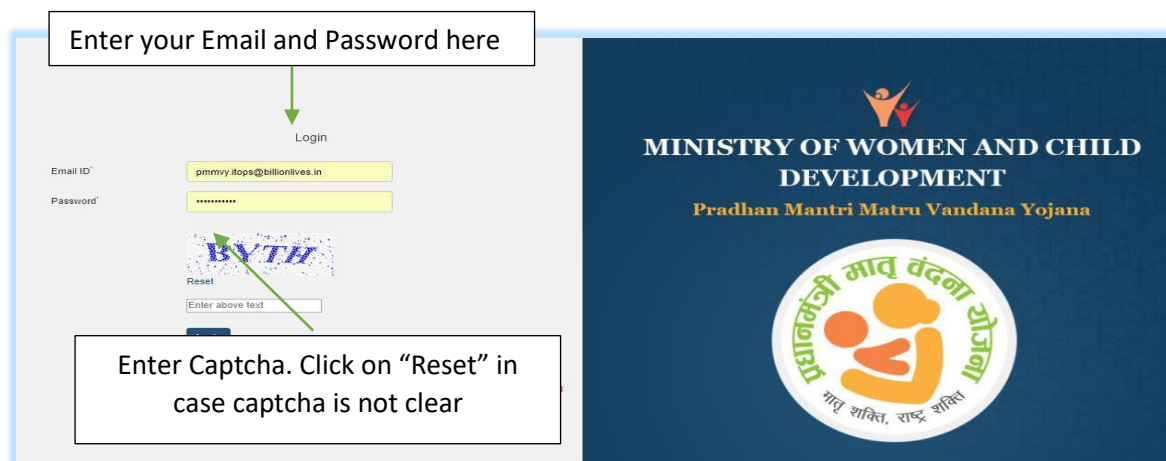


Figure 34 : Log in Page

- 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 Approval" page as shown in Figure 60 below.



Figure 60 : Landing Page

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.

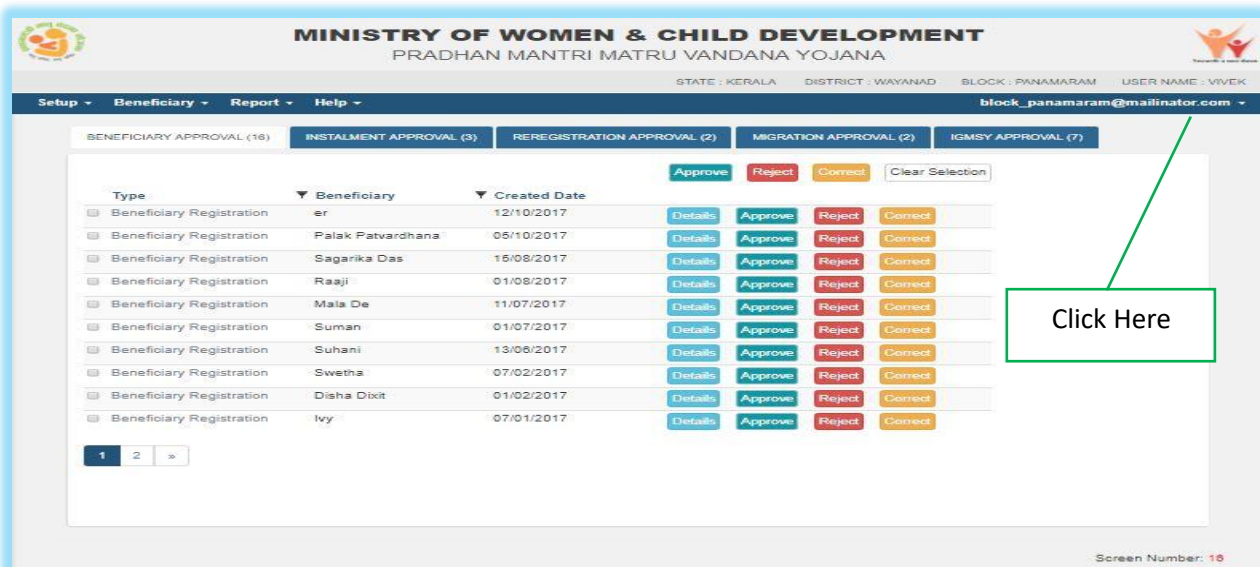


Figure 61 : Log out Step 1

- 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.

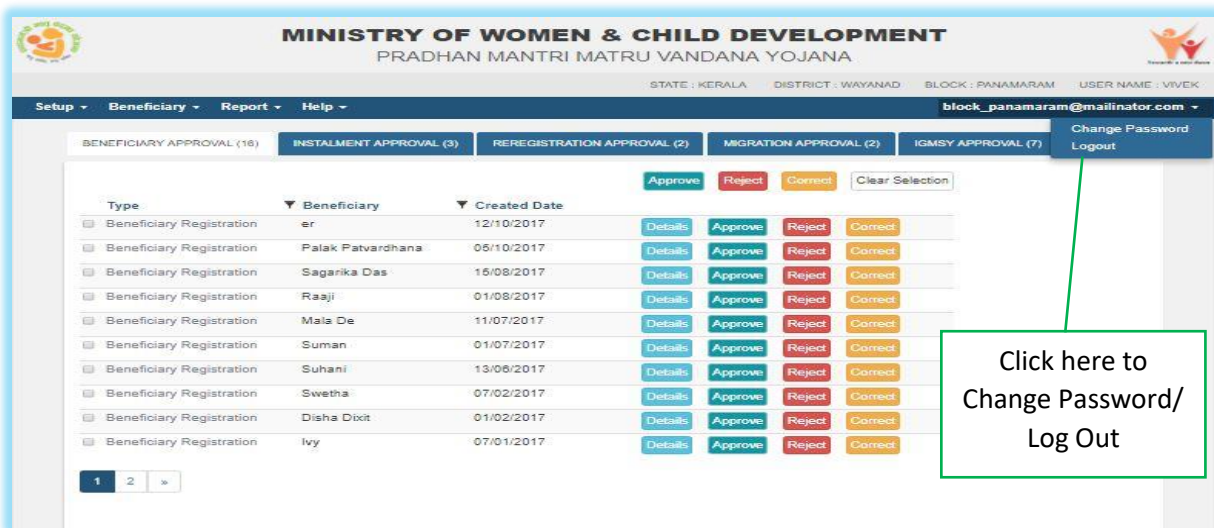


Figure 62: Log out Step 2

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.

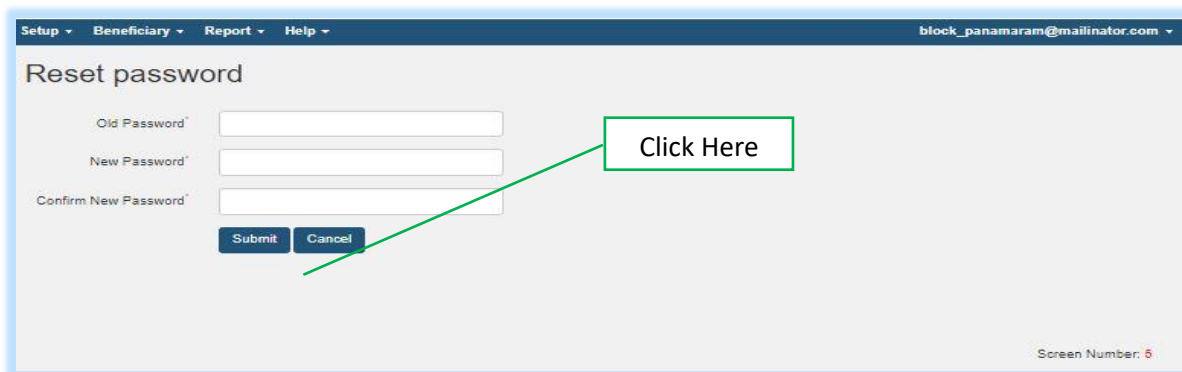


Figure 63 : Reset Password

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.



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.

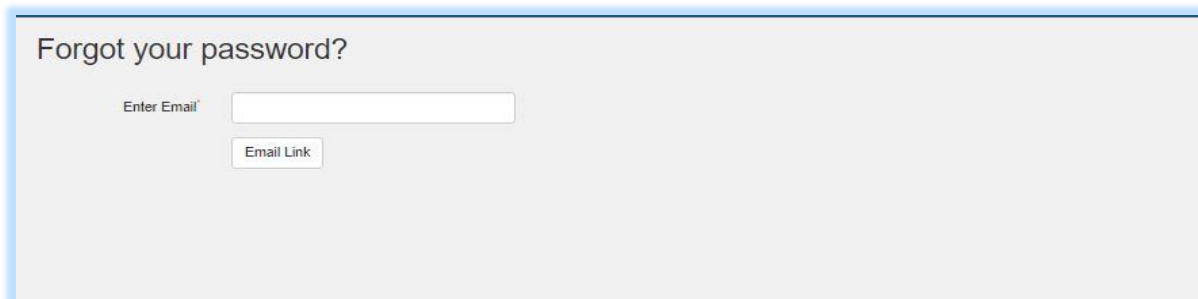


Figure 65 : Forgot Password -2

MINISTRY OF WOMEN & CHILD DEVELOPMENT
PRADHAN MANTRI MATRU VANDANA YOJANA

STATE : KERALA DISTRICT : WAYANAD CDPO/MO BLOCK : SULTHANBATHERY USER NAME : SO

so_sulthanbathery@mailinator.com

User List

Select Data Entry Operator List

Create Bulk New Users Create New User

Email ID	State Name	District Name	Block Name	Status				
dataentry_sulthanbathery@mailinator.com	KERALA	WAYANAD	SulthanBathery	Active	Edit	Reset Password	Deactivate	
deo1_sulthanbathery@mailinator.com	KERALA	WAYANAD	SulthanBathery	Active	Edit	Reset Password	Deactivate	
deo_sulthanbathery@mailinator.com	KERALA	WAYANAD	SulthanBathery	Inactive	Edit	Reset Password	Activate	
newuser@mailinator.com	KERALA	WAYANAD	SulthanBathery	Inactive	Edit	Reset Password	Activate	
test007@example.com	KERALA	WAYANAD	SulthanBathery	Active	Edit	Reset Password	Deactivate	
test008@example.com	KERALA	WAYANAD	SulthanBathery	Active	Edit	Reset Password	Deactivate	
test088@example.com	KERALA	WAYANAD	SulthanBathery	Active	Edit	Reset Password	Deactivate	
test089@example.com	KERALA	WAYANAD	SulthanBathery	Active	Edit	Reset Password	Deactivate	
test08@example.com	KERALA	WAYANAD	SulthanBathery	Active	Edit	Reset Password	Deactivate	
test1234@example.com	KERALA	WAYANAD	SulthanBathery	Active	Edit	Reset Password	Deactivate	
test123@example.com	KERALA	WAYANAD	SulthanBathery	Active	Edit	Reset Password	Deactivate	
test1@test.com	KERALA	WAYANAD	SulthanBathery	Inactive	Edit	Reset Password	Activate	
testing_trial@mailinator.com	KERALA	WAYANAD	SulthanBathery	Inactive	Edit	Reset Password	Activate	
test_deo2@mailinator.com	KERALA	WAYANAD	SulthanBathery	Inactive	Edit	Reset Password	Activate	
test_deo@mailinator.com	KERALA	WAYANAD	SulthanBathery	Inactive	Edit	Reset Password	Activate	
Test_district1_deo@g.com	KERALA	WAYANAD	SulthanBathery	Active	Edit	Reset Password	Deactivate	
test_new@mailinator.com	KERALA	WAYANAD	SulthanBathery	Inactive	Edit	Reset Password	Activate	
test_sulthanbathery@mailinator.com	KERALA	WAYANAD	SulthanBathery	Inactive	Edit	Reset Password	Activate	
test_trial@mailinator.com	KERALA	WAYANAD	SulthanBathery	Inactive	Edit	Reset Password	Activate	

Screen Number: 3
Version : 2.3.4

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.

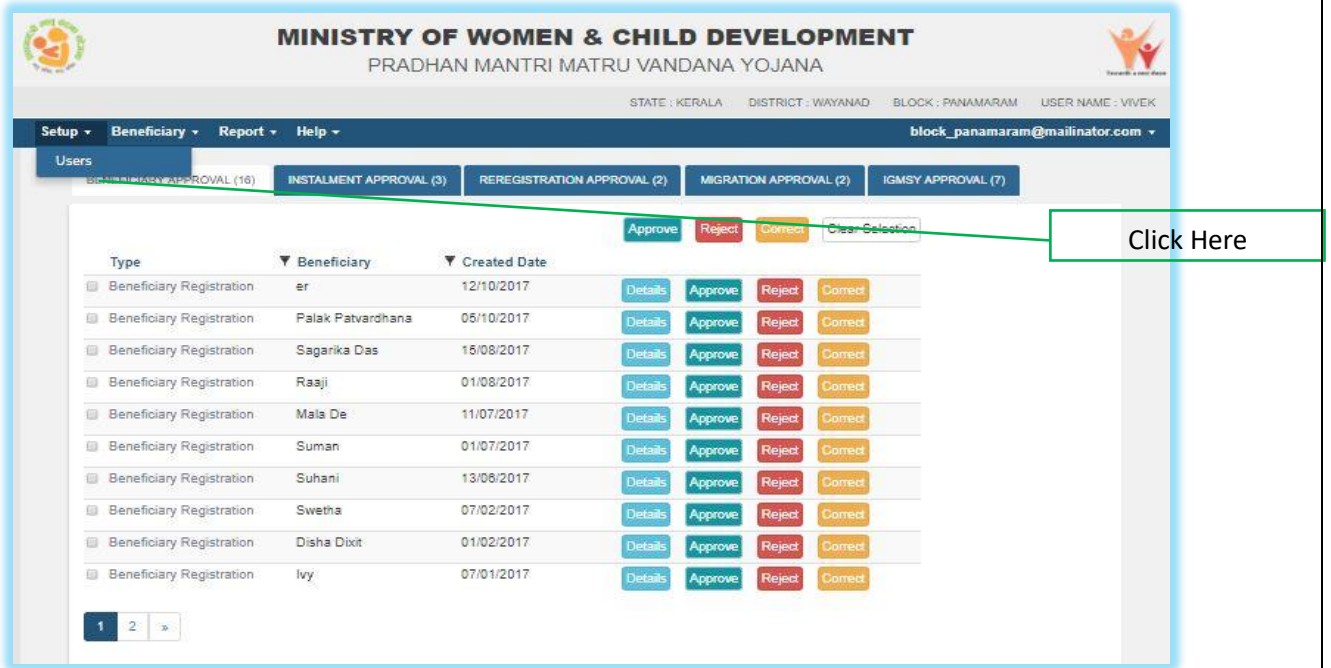


Figure 66 : New User Creation

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. Click here to create new Data Entry User

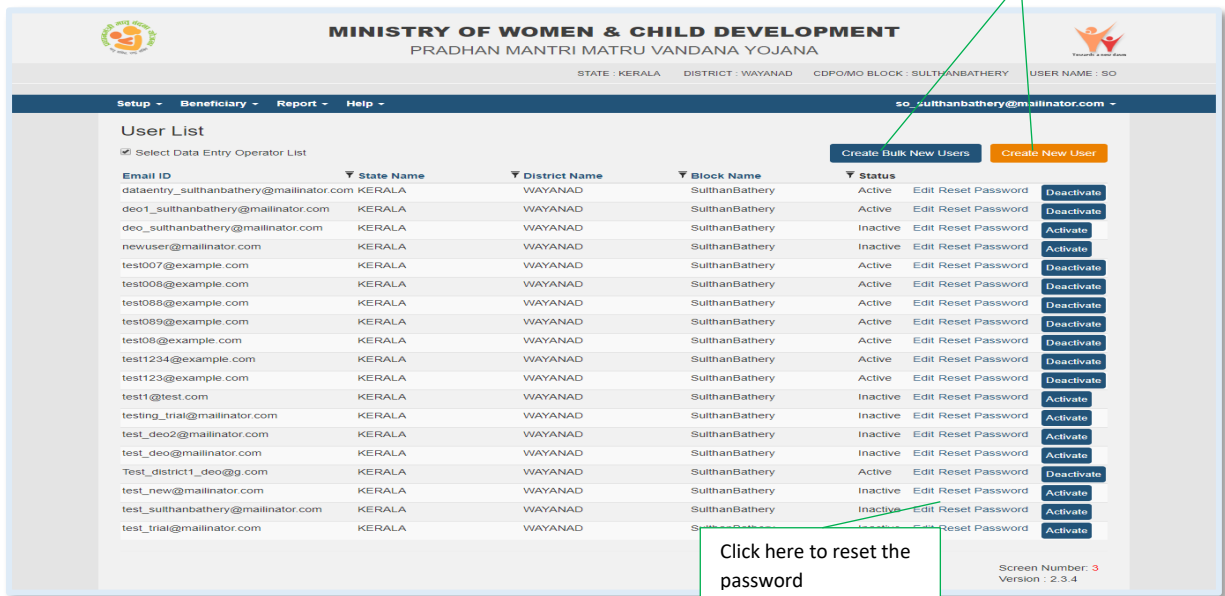


Figure 67: User Creation Process Step 3

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.

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.

Name*	Email*	Password*	User Type*	Mobile Number*	Department	Designation	Contact Address	State LGD Code*	District LGD Code*	CDPO/MO Block Code*

Figure 69: User Format

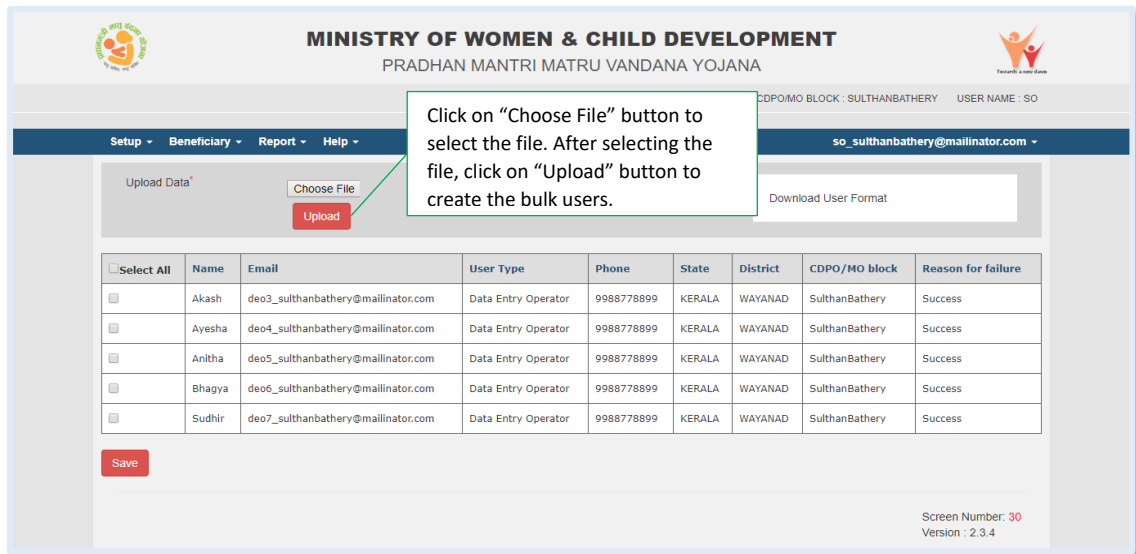


Figure 70: Bulk User Creation

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.

MINISTRY OF WOMEN & CHILD DEVELOPMENT
PRADHAN MANTRI MATRU VANDANA YOJANA

STATE : KERALA DISTRICT : WAYANAD CDPO/MO BLOCK : SULTHANBATHERY USER NAME : SO

so_sulthanbathery@mailinator.com

User List

Select Data Entry Operator List

[Create Bulk New Users](#) [Create New User](#)

Email ID	State Name	District Name	Block Name	Status			
dataentry_sulthanbathery@mailinator.com	KERALA	WAYANAD	SulthanBathery	Active	Edit	Reset Password	Deactivate
deo1_sulthanbathery@mailinator.com	KERALA	WAYANAD	SulthanBathery	Active	Edit	Reset Password	Deactivate
deo_sulthanbathery@mailinator.com	KERALA	WAYANAD	SulthanBathery	Inactive	Edit	Reset Password	Activate
newuser@mailinator.com	KERALA	WAYANAD	SulthanBathery	Inactive	Edit	Reset Password	Activate
test007@example.com	KERALA	WAYANAD	SulthanBathery	Active	Edit	Reset Password	Deactivate
test008@example.com	KERALA	WAYANAD	SulthanBathery	Active	Edit	Reset Password	Deactivate
test088@example.com	KERALA	WAYANAD	SulthanBathery	Active	Edit	Reset Password	Deactivate
test089@example.com	KERALA	WAYANAD	SulthanBathery	Active	Edit	Reset Password	Deactivate
test08@example.com	KERALA	WAYANAD	SulthanBathery	Active	Edit	Reset Password	Deactivate
test1234@example.com	KERALA	WAYANAD	SulthanBathery	Active	Edit	Reset Password	Deactivate
test123@example.com	KERALA	WAYANAD	SulthanBathery	Active	Edit	Reset Password	Deactivate
test1@test.com	KERALA	WAYANAD	SulthanBathery	Inactive	Edit	Reset Password	Activate
testing_trial@mailinator.com	KERALA	WAYANAD	SulthanBathery	Inactive	Edit	Reset Password	Activate
test_deo2@mailinator.com	KERALA	WAYANAD	SulthanBathery	Inactive	Edit	Reset Password	Activate
test_deo@mailinator.com	KERALA	WAYANAD	SulthanBathery	Inactive	Edit	Reset Password	Activate
Test_district1_deo@g.com	KERALA	WAYANAD	SulthanBathery	Active	Edit	Reset Password	Deactivate
test_new@mailinator.com	KERALA	WAYANAD	SulthanBathery	Inactive	Edit	Reset Password	Activate
test_sulthanbathery@mailinator.com	KERALA	WAYANAD	SulthanBathery	Inactive	Edit	Reset Password	Activate
test_trial@mailinator.com	KERALA	WAYANAD	SulthanBathery	Inactive	Edit	Reset Password	Activate

Screen Number: 3
Version : 2.3.4

Figure 71: User List

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

- 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.

MINISTRY OF WOMEN & CHILD DEVELOPMENT
PRADHAN MANTRI MATRU VANDANA YOJANA

STATE : KERALA DISTRICT : WAYANAD CDPO/MO BLOCK : SULTHANBATHERY USER NAME : SO

so_sulthanbathery@mailinator.com

Enter User Details

Email ID*

Name*

Mobile Number*

Department

Designation

Contact Address

Click here to save the changes

Figure 72 : User Detail

- V. To Reset the password, click on “Reset Password”. Enter new password and confirm password as show in Figure 73

MINISTRY OF WOMEN & CHILD DEVELOPMENT
PRADHAN MANTRI MATRU VANDANA YOJANA

STATE : KERALA DISTRICT : WAYANAD BLOCK : PANAMARAM USER NAME : VIVEK

block_panamaram@mailinator.com

Reset Password

New Password*

Confirm New Password*

Screen Number: 6

Figure73: Reset Password

- 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.

MINISTRY OF WOMEN & CHILD DEVELOPMENT
PRADHAN MANTRI MATRU VANDANA YOJANA

STATE : KERALA DISTRICT : WAYANAD CDPO/MO BLOCK : SULTHANBATHERY USER NAME : SO

so_sulthanbathery@mailinator.com

User List

Select Data Entry Operator List [Create Bulk New Users](#) [Create New User](#)

Email ID	State Name	District Name	Block Name	Status			
dataentry_sulthanbathery@	KERALA	WAYANAD	SulthanBathery	Active	Edit	Reset Password	Deactivate
deo1_sulthanbathery@n		WAYANAD	SulthanBathery	Active	Edit	Reset Password	Deactivate
deo2_sulthanbathery@n		WAYANAD	SulthanBathery	Active	Edit	Reset Password	Deactivate
deo_sulthanbathery@m		WAYANAD	SulthanBathery	Inactive	Edit	Reset Password	Activate
newuser@mailinator.com		WAYANAD	SulthanBathery	Inactive	Edit	Reset Password	Activate
test007@example.com		WAYANAD	SulthanBathery	Active	Edit	Reset Password	Deactivate
test008@example.com		WAYANAD	SulthanBathery	Active	Edit	Reset Password	Deactivate

Figure74: User Search

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.

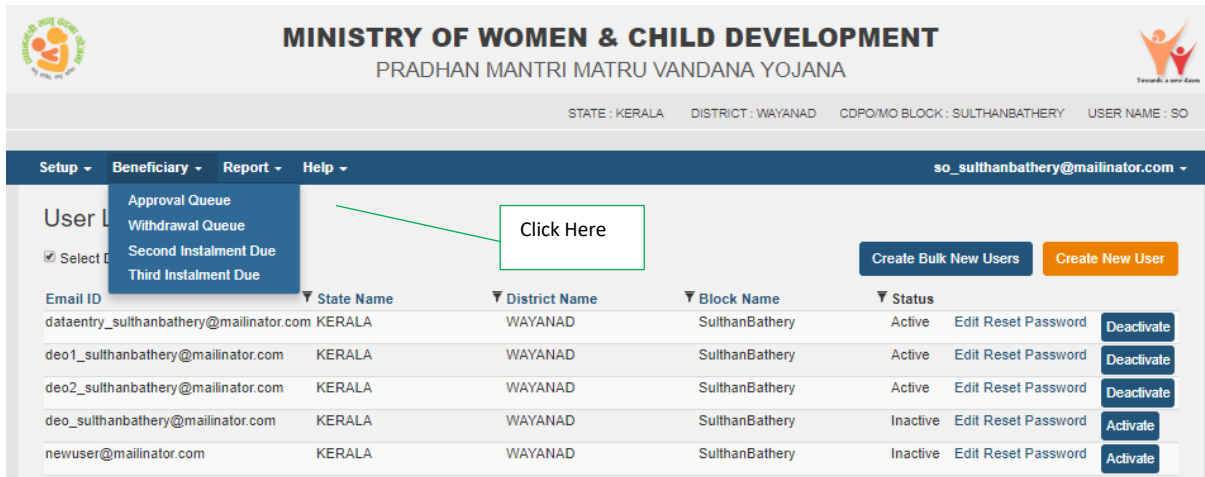


Figure 75: Beneficiary Registration Approval Process

- 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.

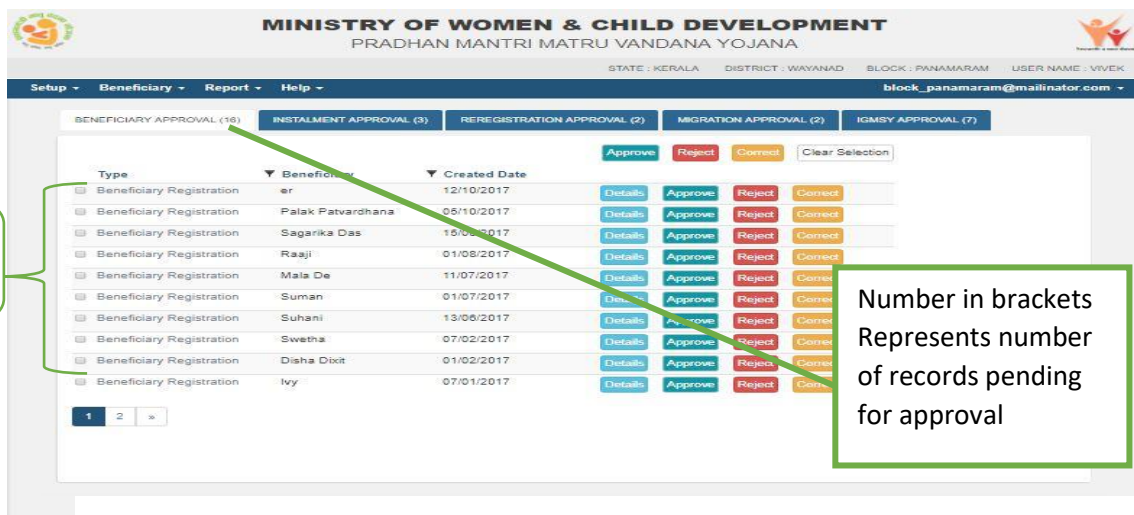


Figure 76 : Beneficiary Registration approval

- 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.

MINISTRY OF WOMEN & CHILD DEVELOPMENT
PRADHAN MANTRI MATRU VANDANA YOJANA

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block_panamaram@mailinator.com

BENEFICIARY APPROVAL (16) INSTALMENT APPROVAL (3) REREGISTRATION APPROVAL (2) MIGRATION APPROVAL (2) IGMSY APPROVAL (7)

Type	Beneficiary	Created Date	Approve	Reject	Correct	Clear Selection
Beneficiary Registration	er	12/10/2017	Details	Approve	Reject	Correct
Beneficiary Registration	Palak Patvardhana	05/10/2017	Details	Approve	Reject	Correct
Beneficiary Registration	Sagarika Das	15/08/2017	Details	Approve	Reject	Correct
Beneficiary Registration	Raaji	01/08/2017	Details	Approve	Reject	Correct
Beneficiary Registration	Mala De	11/07/2017	Details	Approve	Reject	Correct
Beneficiary Registration	Suman	01/07/2017	Details	Approve	Reject	Correct
Beneficiary Registration	Suhani	13/06/2017	Details	Approve	Reject	Correct
Beneficiary Registration	Swetha	07/02/2017	Details	Approve	Reject	Correct
Beneficiary Registration	Disha Dixit	01/02/2017	Details	Approve	Reject	Correct
Beneficiary Registration	Ivy	07/01/2017	Details	Approve	Reject	Correct

1 2 >

Click here for multiple Approval/Rejection/Correction in one go

Click here for individual Approval/Rejection/Correction

Click here to see details of the beneficiary

Figure 77 : Approval Queue

- 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:
- 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.

Pop Up Window

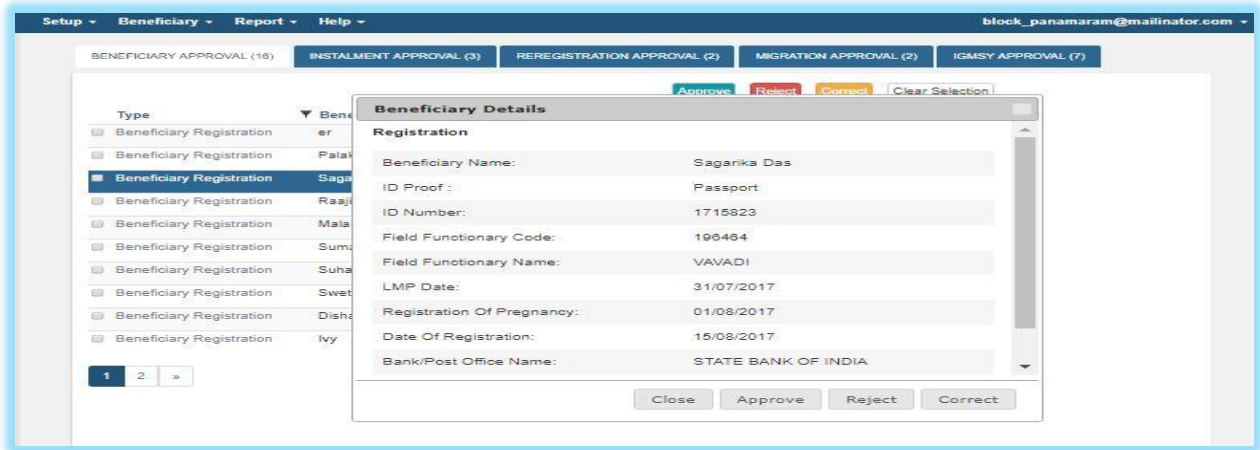


Figure 78 : Beneficiary Detail Pop Up

- 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.

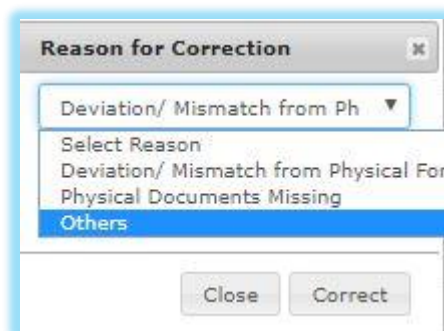


Figure 79 : Reason for Correction

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.

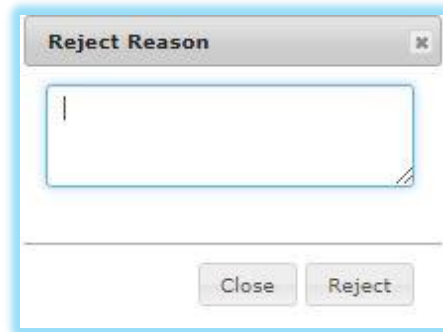


Figure 80 : Reason for Rejection

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.

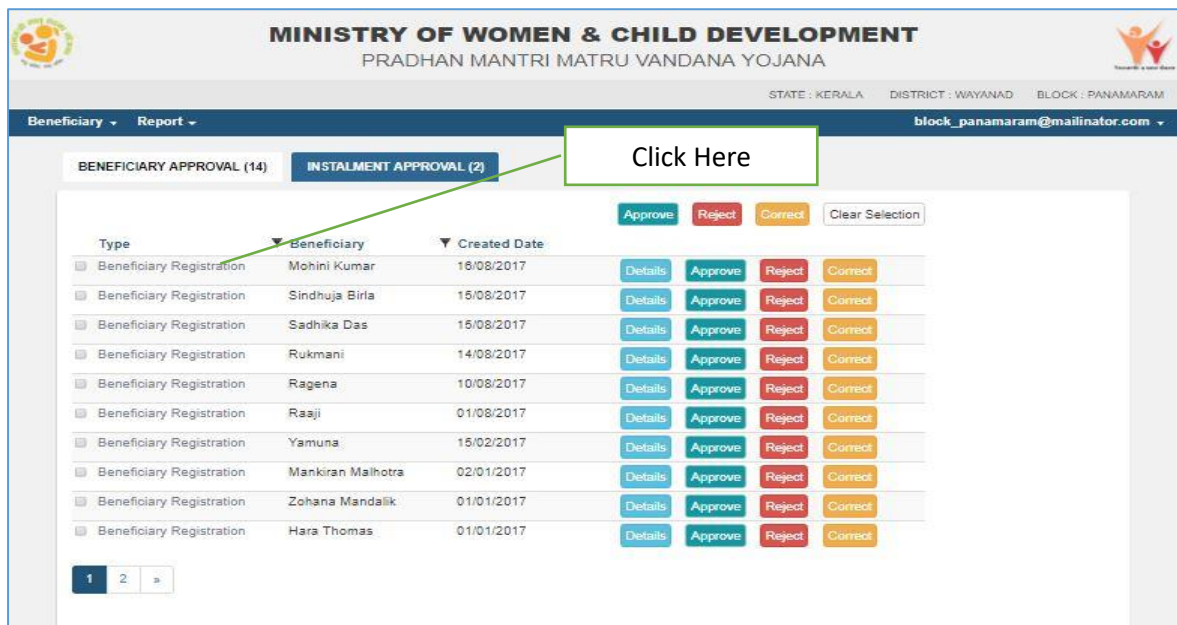




Figure 81 : Accessing Beneficiary Registration Form


MINISTRY OF WOMEN & CHILD DEVELOPMENT
 PRADHAN MANTRI MATRU VANDANA YOJANA



STATE : KERALA DISTRICT : WAYANAD CDPO/MO BLOCK : SULTHANBATHERY USER NAME : SO

so_sulthanbathery@mailinator.com

Beneficiary Registration

Basic Details

Registration Date * <input type="text" value="22/2/2017"/> <small>(date of form filling)</small> Beneficiary already enrolled in old MBP scheme (IGMSY) * <input type="radio"/> Yes <input checked="" type="radio"/> No	Number of living children in the family * <input checked="" type="radio"/> None <input type="radio"/> 1 or more than 1
Does Beneficiary have an Aadhaar card? * <input type="radio"/> Yes <input checked="" type="radio"/> No Scan Aadhaar Card Identity Proof * <input type="text" value="Driving Licence"/>	Does Husband have an Aadhaar card? * <input type="radio"/> Yes <input checked="" type="radio"/> No Scan Aadhaar Card Identity Proof * <input type="text" value="Driving Licence"/>
Identity Number * <input type="text" value="DL9000"/> CHECK	Identity Number * <input type="text" value="DL9005"/> CHECK
Name as in Identity Proof * <input type="text" value="Sumona"/>	Name as in Identity Proof * <input type="text" value="Suhas"/>
Aadhaar Enrollment Id <input type="text" value="Aadhaar Enrollment Id"/>	Aadhaar Enrollment Id <input type="text" value="Aadhaar Enrollment Id"/>
Mobile Number <input type="text" value="9980768900"/>	Last Menstrual Period (LMP) Date <input type="text" value="3/1/2017"/>
Category * <input type="text" value="Others"/>	Date of Reg of MCP card at AWC/ Subcenter * <input type="text" value="8/2/2017"/>
Health Id <input type="text" value="Health Id"/>	

Present Address

House No/ Bldg./Apt. <input type="text" value="House No/ Bldg./Apt."/>	Street/Road/Lane <input type="text" value="Street/Road/Lane"/>
Landmark <input type="text" value="Landmark"/>	Area/Locality * <input type="text" value="Periya"/>
Field Functionary * <input type="text" value="PULIYARMALA (458727)"/>	Post Office <input type="text" value="Periya"/>
Village * <input type="text" value="Periya (627298)"/>	District * <input type="text" value="WAYANAD"/>
LGD Block * <input type="text" value="SULTHAN BATHERY"/>	State * <input type="text" value="KERALA"/>
Verifier * <input type="text" value="Sector2"/>	Pincode <input type="text" value="890768"/>

Account Details

Select PO/Bank * <input checked="" type="radio"/> Bank <input type="radio"/> Post Office	Bank/Post Office Name * <input type="text" value="ICICI BANK LIMITED"/>
IFSC/EMO Code * <input type="text" value="ICIC0000016"/>	Branch * <input type="text" value="COIMBATORE - TRICHY ROAD-á"/>
	Account Number * <input type="text" value="00169876578"/>
	Name of Account Holder * <input type="text" value="Sumona"/>

VERIFY
CANCEL

Screen Number: 7
 Version : 2.3.7

Figure 82 : Accessing Beneficiary Registration Form-2

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.

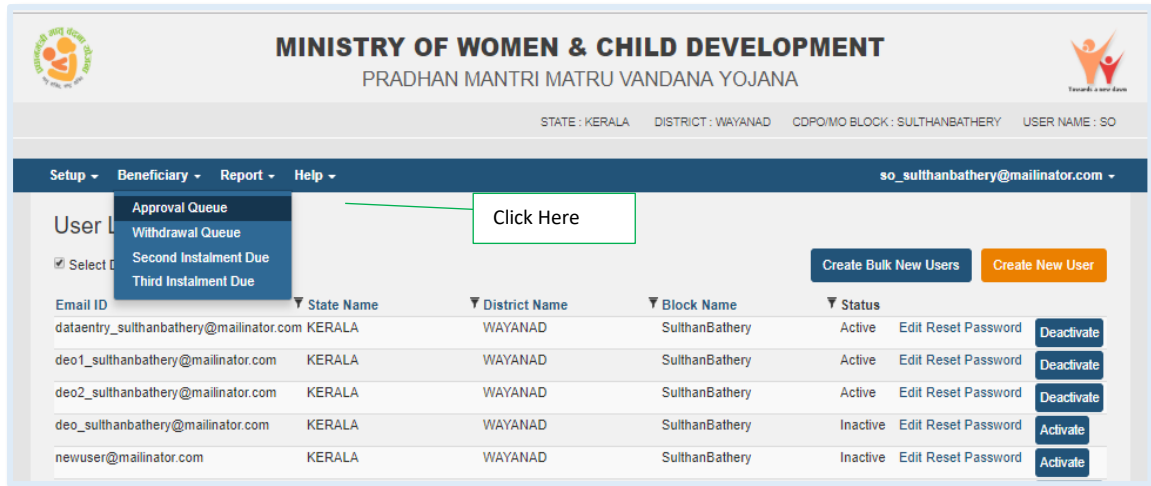


Figure 84 : Beneficiary Instalment Claim Approval Process

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.

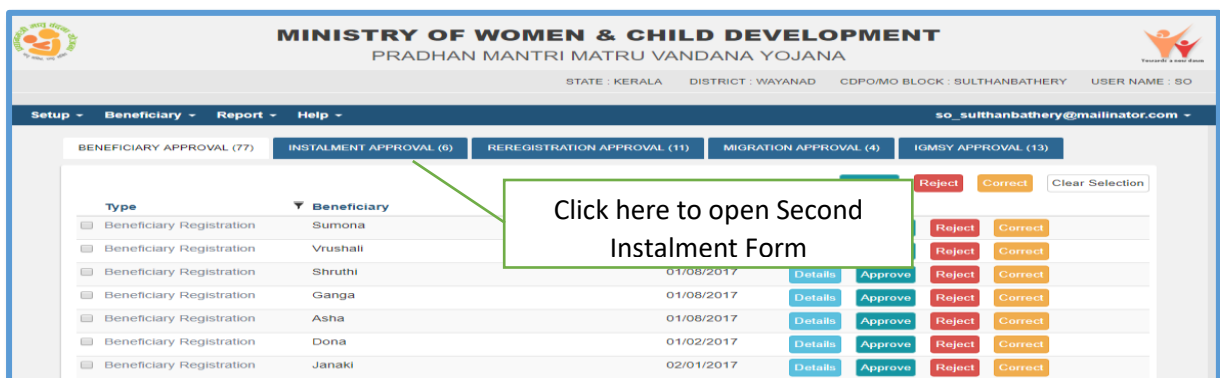


Figure 85 : Beneficiary Instalment Claim Approval Process - 2

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Setup ▾ Beneficiary ▾ Report ▾ Help ▾

BENEFICIARY APPROVAL (16) INSTALMENT APPROVAL (3) REREGISTRATION APPROVAL (2) MIGRATION APPROVAL (2) IGMSY APPROVAL (6)

Type	Beneficiary	Entry Date	Details	Approve	Reject	Correct
Third Instalment	Ashia Malviya	18/08/2017	Details	Approve	Reject	Correct
Second Instalment	Rukmani	22/08/2017	Details	Approve	Reject	Correct
Second Instalment	Rita	18/08/2017	Details	Approve	Reject	Correct

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 86: Instalment Approval Queue

MINISTRY OF WOMEN & CHILD DEVELOPMENT
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Setup ▾ Beneficiary ▾ Report ▾ Help ▾

BENEFICIARY APPROVAL (20) INSTALMENT APPROVAL (2) REREGISTRATION APPROVAL (2) MIGRATION APPROVAL (2) IGMSY APPROVAL (6)

Type	Beneficiary
Second Instalment	Rukmani
Second Instalment	Rita

Beneficiary Claim Details

Second Instalment

Beneficiary Name: Rukmani

ID Proof: Ration Card

ID Number: Ration1000

Field Functionary Code: 198484

Field Functionary Name: VAVADI

LMP Date: 10/01/2017

ANC Date: 19/08/2017

Date Of Second Instalment Claim: 22/08/2017

Bank/Post Office Name: STATE BANK OF INDIA

Account Number: 9876543218912

Close Approve Reject Correct

Screen Number: 18

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

Figure 87 : Second Instalment Claim Detail

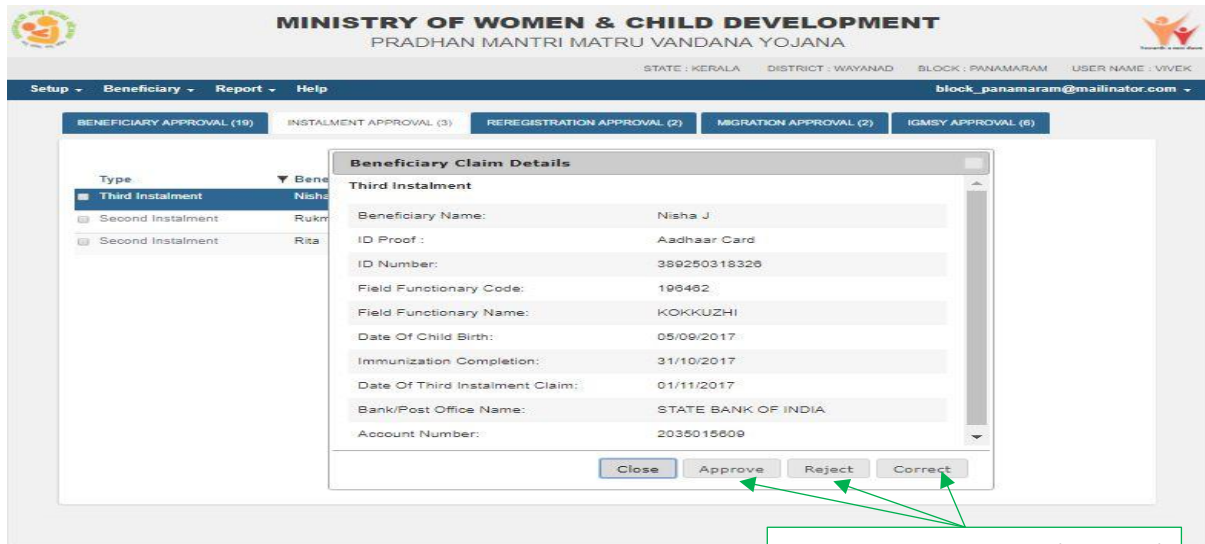


Figure 88 : Third Instalment Claim Detail

3.3.3 Other Approval Queue

- I. Login to the PMMVY Software. Click on “Beneficiary” button on the landing page. Refer to Figure 89.

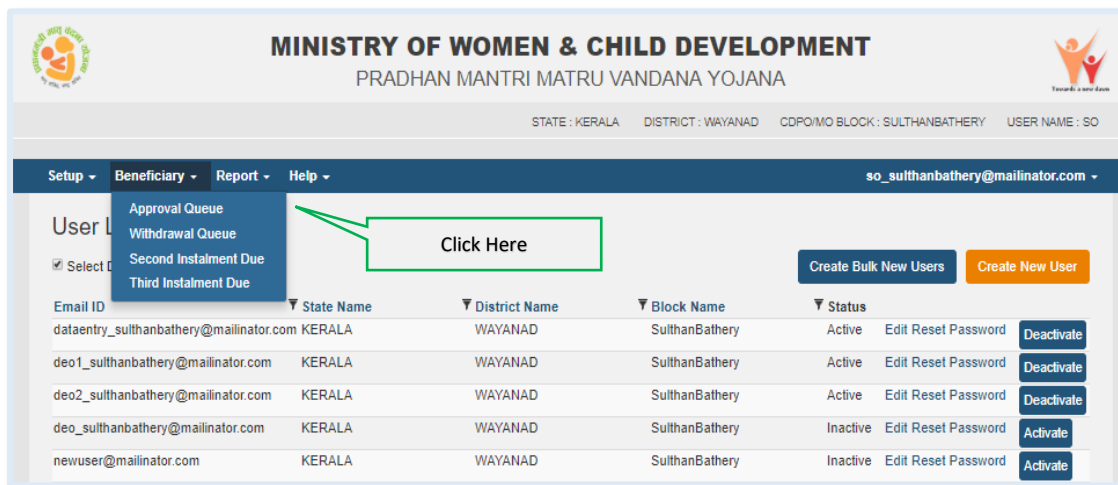


Figure 89 : Approval Process

- 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”

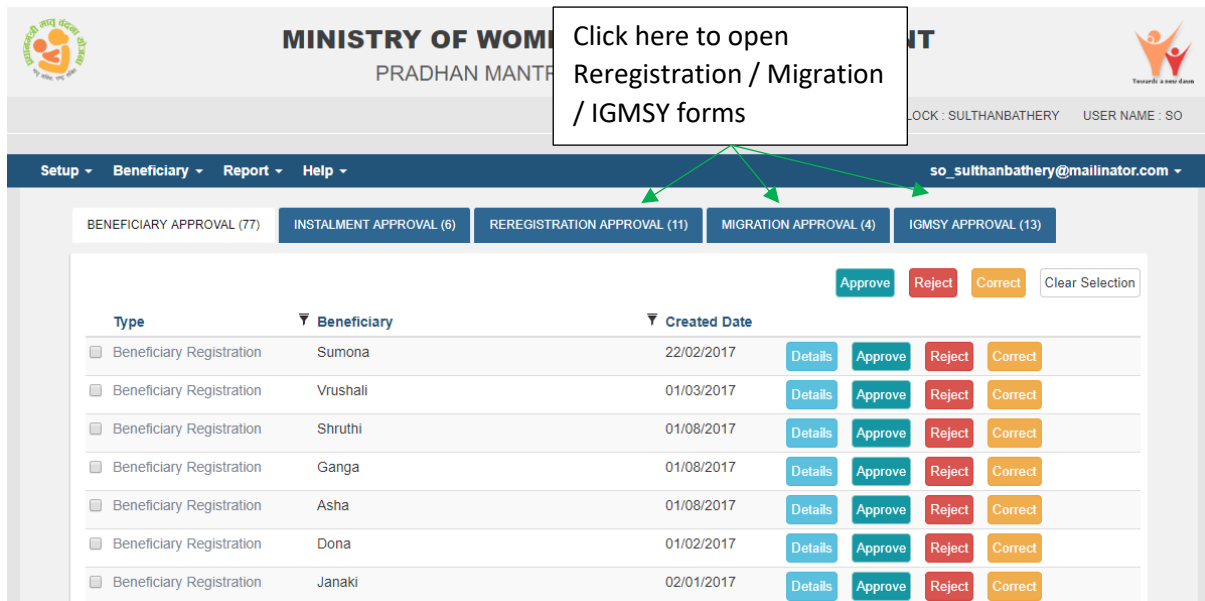


Figure 90 : Approval Process-2

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.



Figure 91 : Re- Registration Approval

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.

Beneficiary Claim Details	
Third Instalment	
Beneficiary Name:	Priyanka
ID Proof :	Aadhaar Card
ID Number:	456160267387
Field Functionary Code:	458723
Field Functionary Name:	MANIYANCODE
Migrated From Block :	Panamaram
Migrated From District:	WAYANAD
Migrated From State:	KERALA
Date Of Child Birth:	15/06/2017
Immunization Completion:	20/10/2017

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 PMMVY 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.

MINISTRY OF WOMEN & CHILD DEVELOPMENT
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BENEFICIARY APPROVAL (19) INSTALMENT APPROVAL (2) REREGISTRATION APPROVAL (2) MIGRATION APPROVAL (2) IGMSY APPROVAL (6)

Beneficiary Details

Registration

Beneficiary name: Kirti Mara
 ID Proof : Aadhaar Card
 ID number: 851252295919
 Field Functionary Code: 196464
 Field Functionary Name: VAVADI
 LMP Date: Not Available
 Registration Of Pregnancy: null
 Date Of Registration: 15/01/2017
 Bank/Post Office Name: STATE BANK OF INDIA

Screen Number: 18

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.

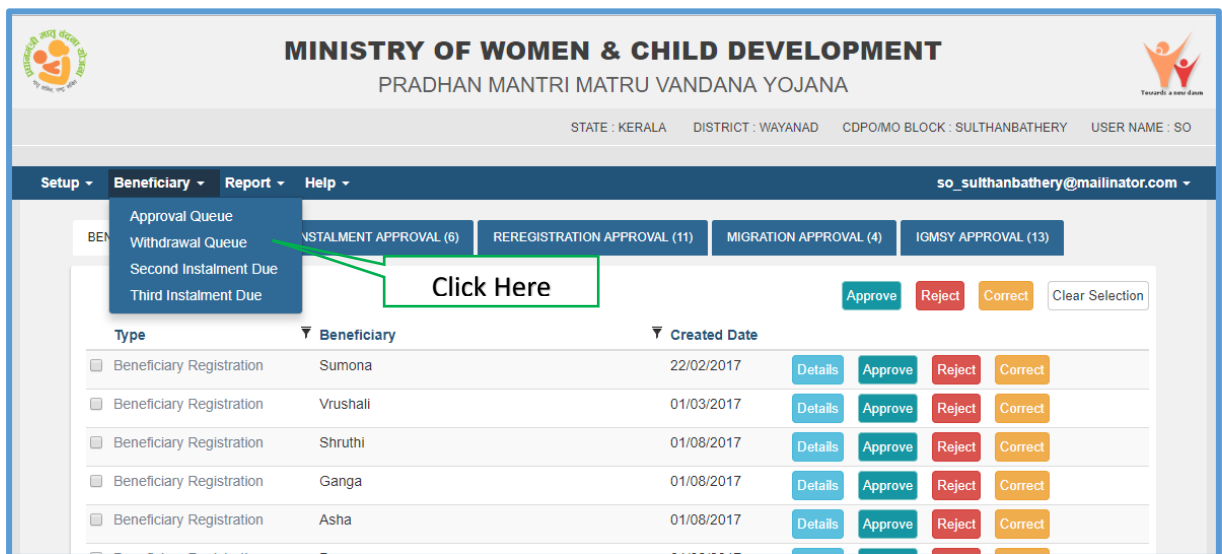


Figure 35: Withdrawal Queue

- 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.

Type	Beneficiary	Entry Date
First Instalment	Palak Patvardhana	05/10/2017
Third Instalment	Anusuha Misra	18/09/2017
First Instalment	Niti	21/08/2017
Beneficiary Registration	Aastha Sharma	21/08/2017
First Instalment	Mohini Kumar	18/08/2017
Beneficiary Registration	Sadhika Das	15/08/2017
Third Instalment	Mala De	10/08/2017
Beneficiary Registration	Aakriti Verma	03/08/2017
Second Instalment	Lakshmi	18/07/2017
Beneficiary Registration	An	01/07/2017

Figure 36: Withdrawal Queue - 2

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.

Type	Beneficiary	Created Date	Details	Approve	Reject	Correct
Beneficiary Registration	Sumona	22/02/2017	Details	Approve	Reject	Correct
Beneficiary Registration	Vrushali	01/03/2017	Details	Approve	Reject	Correct
Beneficiary Registration	Shruthi	01/08/2017	Details	Approve	Reject	Correct
Beneficiary Registration	Ganga	01/08/2017	Details	Approve	Reject	Correct
Beneficiary Registration	Asha	01/08/2017	Details	Approve	Reject	Correct

Figure 96: Second Instalment Due

- 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.

MINISTRY OF WOMEN & CHILD DEVELOPMENT
PRADHAN MANTRI MATRU VANDANA YOJANA

STATE : KERALA DISTRICT : WAYANAD CDPO/MO BLOCK : SULTHANBATHERY USER NAME : SO

so_sulthanbathery@mailinator.com

Beneficiary Second Instalment Due

Beneficiary Name	LMP Date	Verifier Name	Field Functionary Name
Sindhu	10/08/2017	Sector7	MANIYANCODE
Geetha	14/06/2017	Sector7	MANIYANCODE
Shikha	09/06/2017	Sector7	MARAVAYAL
Nirmala	05/04/2017	Sector7	MANIYANCODE
Renuka	05/03/2017	Sector7	MARAVAYAL
Riya	15/02/2017	Sector7	MARAVAYAL
Harshitha	01/02/2017	Sector7	MANIYANCODE
Anitha	01/02/2017	Sector7	MARAVAYAL
Harini	15/01/2017	Sector7	MANIYANCODE
Ruhl	05/01/2017	Sector7	MANIYANCODE
Sheethal	01/01/2017	Sector6	THURAKKODUKUNNU
Krithi	01/01/2017	Sector7	MARAVAYAL
Shaila R	18/10/2016	Sector7	MANIYANCODE
Mahi Mani	12/10/2016	Sector7	MANIYANCODE
Sheela	11/10/2016	Sector7	MANIYANCODE
Suhana	01/10/2016	Sector7	MANIYANCODE
Radhika	01/10/2016	Sector7	MANIYANCODE
Anu	05/09/2016	Sector7	MANIYANCODE
Madhura	01/09/2016	Sector6	THURAKKODUKUNNU
Shanthala	01/09/2016	Sector7	MARAVAYAL
Sunaina	01/09/2016	Sector6	THURAKKODUKUNNU
Shakira	01/06/2016	Sector7	MANIYANCODE
Divya	01/05/2016	Sector7	MANIYANCODE
Jeevika	01/05/2016	Sector7	MANIYANCODE

Note: Following Criteria to be met for populating this table.

- 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

Screen Number: 32
Version : 2.3.4

Figure 97: Second Instalment Due - 2

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.

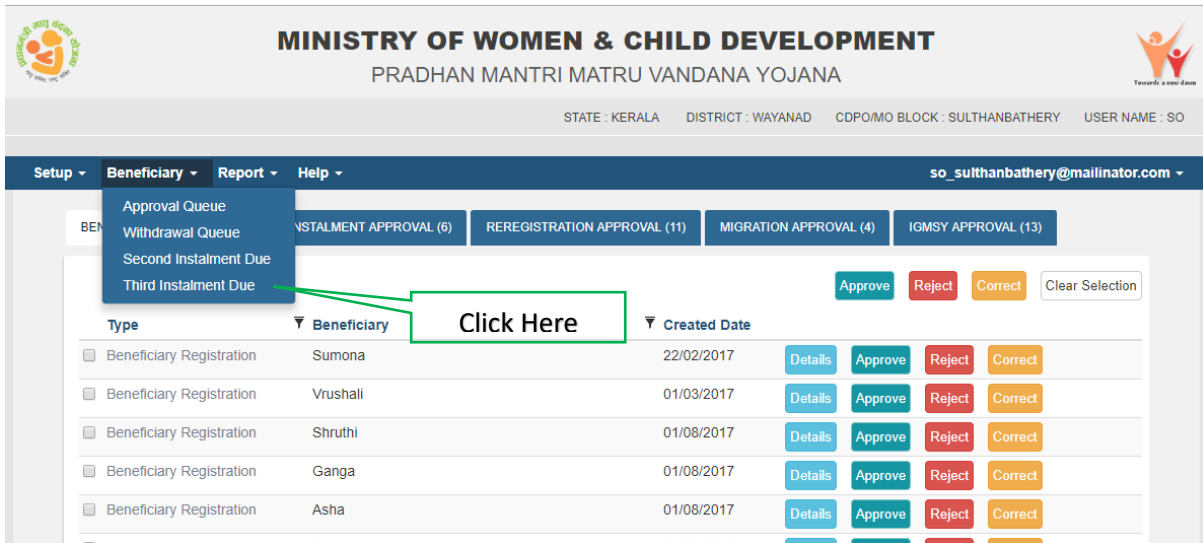


Figure 98: Third Instalment Due

- 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.

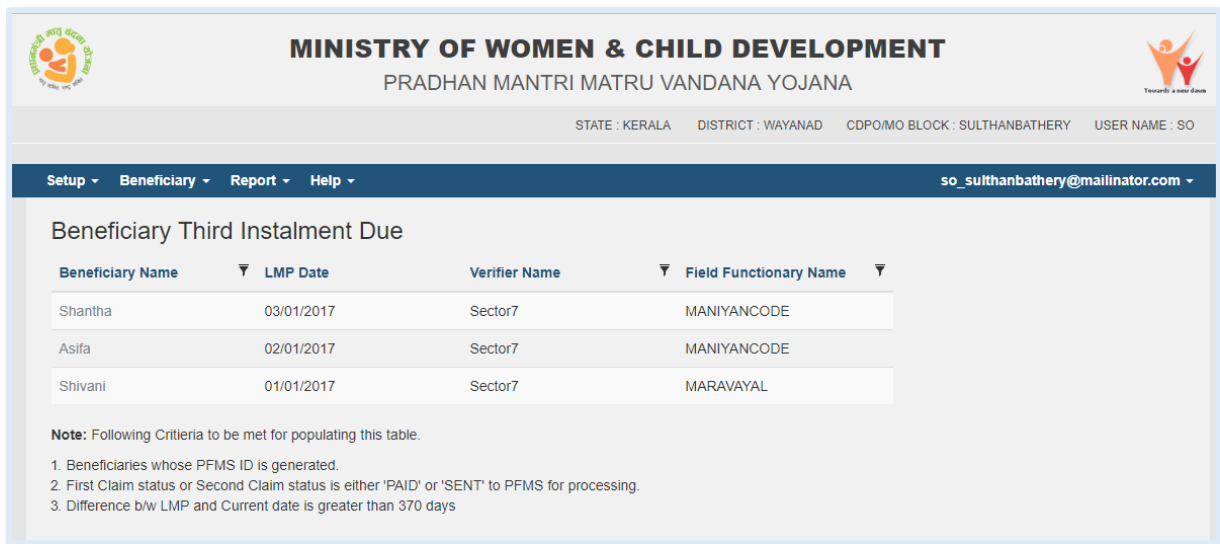


Figure 99: Third Instalment Due-2

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.

MINISTRY OF WOMEN & CHILD DEVELOPMENT
PRADHAN MANTRI MATRU VANDANA YOJANA

STATE : KERALA DISTRICT : WAYANAD BLOCK : PANAMARAM USER NAME : VIVEK
block_panamaram@mailinator.com

Setup Beneficiary Report Help

Payments Report

BENEFICIARY APPROVAL (16) INSI ALMENT APPROVAL (3) REREGISTRATION APPROVAL (2) MIGRATION APPROVAL (2) IGMSY APPROVAL (7)

Approve Reject Correct Clear Selection

Type	Beneficiary	Created Date	Details	Approve	Reject	Correct
Beneficiary Registration	er	12/10/2017	Details	Approve	Reject	Correct
Beneficiary Registration	Palak Patvardhana	05/10/2017	Details	Approve	Reject	Correct
Beneficiary Registration	Sagarika Das	15/08/2017	Details	Approve	Reject	Correct
Beneficiary Registration	Raaji	01/08/2017	Details	Approve	Reject	Correct
Beneficiary Registration	Mala De	11/07/2017	Details	Approve	Reject	Correct
Beneficiary Registration	Suman	01/07/2017	Details	Approve	Reject	Correct
Beneficiary Registration	Suhani	13/06/2017	Details	Approve	Reject	Correct
Beneficiary Registration	Swetha	07/02/2017	Details	Approve	Reject	Correct
Beneficiary Registration	Disha Dixit	01/02/2017	Details	Approve	Reject	Correct
Beneficiary Registration	Ivy	07/01/2017	Details	Approve	Reject	Correct

1 2 »

Click on Payment Report

Figure 100 : Payment Report

- 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.



MINISTRY OF WOMEN & CHILD DEVELOPMENT
PRADHAN MANTRI MATRU VANDANA YOJANA



STATE : KERALA DISTRICT : WAYANAD CDPO/MO BLOCK : SULTHANBATHERY USER NAME : SO

Setup - Beneficiary - Report - Help -

so_sulthanbathery@mailinator.com -

Filter by: January 2018

Filter by: Sector1 ALAKANDY (742)

Submit

PRINT REPORT

PRADHAN MANTRI MATRU VANDANA YOJANA REPORT



Reporting Period	Month	January	Year	2018	
State	District	CDPO/MO block	Verifier	Field Functionary Code	
KERALA	WAYANAD	SulthanBathery ()	Sector1	74303	
				Field Functionary Name	
				ALAKANDY	
Applications Received	Applications Ineligible	Applications Rejected by Sanctioning Officer	Applications Failed Authentication	Applications Under Processing	Applications Paid
10	0	0	1	9	0

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

Beneficiary Details								Payment Details	
S.No.	Beneficiary Name	Beneficiary Husband Name	Mobile Number	Application Date	Application Type	Aadhaar Availability (Y/N)	IGMSY (Y/N)	Date of Payment	Amount Paid
There is no data									

II. Status of Application Processing

Beneficiary Details									
S.No.	Beneficiary Name	Beneficiary Husband Name	Mobile Number	Application Date	Application Type	Aadhaar Availability (Y/N)	IGMSY(Y/N)	Application Status	Status Date
1	Anya Vats	Anjan Kishan Vats		10/01/2018	Registration	Y	N	Pending Sanctioning Officer Approval	10/01/2018
2	Namrith Singh	Nehal Rajpal Singh		10/01/2018	Registration	Y	N	Pending Sanctioning Officer Approval	10/01/2018
3	Nethra	Namith		24/01/2018	Registration	N	Y	Pending Sanctioning Officer Approval	24/01/2018
4	Reema	Aldon		04/01/2018	Registration	N	N	Sent for Correction by Sanctioning Officer	04/01/2018
5	Reema	Aldon		09/03/2017	First Instalment	N	N	Sent for Correction by Sanctioning Officer	04/01/2018
6	Reema	Aldon		14/09/2017	Second Instalment	N	N	Pending Sanctioning Officer Approval	04/01/2018
7	S. N. Sharma	S. N. Shashank		10/01/2018	Registration	Y	N	Pending Sanctioning Officer Approval	10/01/2018
8	S. N. Sharma	S. N. Shashank		09/01/2018	First Instalment	Y	N	Pending Sanctioning Officer Approval	10/01/2018
9	Shreya	Shreyas KK		03/01/2017	First Instalment	Y	N	Pending Sanctioning Officer Approval	13/02/2018

III. Applications failed Authentication (UIDAI and PFMS)

Beneficiary Details									
S.No.	Beneficiary Name	Beneficiary Husband Name	Mobile Number	Application Date	Application Type	Aadhaar Availability (Y/N)	IGMSY(Y/N)	Application Status	Status Date
1	Ridhi Vaidya	Rakesh		10/01/2018	Registration	Y	N	PFMS Rejected	10/01/2018

IV. Ineligible Applications (Applications Ineligible as per Scheme Guidelines)

Beneficiary Details									
S.No.	Beneficiary Name	Beneficiary Husband Name	Mobile Number	Application Date	Application Type	Aadhaar Availability (Y/N)	IGMSY(Y/N)	Application Status	Status Date
There is no data									

V. Rejected Applications (Rejected by the Sanctioning Officer)

Beneficiary Details									
S.No.	Beneficiary Name	Beneficiary Husband Name	Mobile Number	Application Date	Application Type	Aadhaar Availability (Y/N)	IGMSY(Y/N)	Application Status	Status Date
There is no data									

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Figure 101 : 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 102.

I. List of Beneficiaries to whom payments was made during the Reporting Period									
Beneficiary Details								Payment Details	
S.No.	Beneficiary Name	Beneficiary Husband Name	Mobile Number	Application Date	Application Type	Aadhaar Availability (Y/N)	IGMSY (Y/N)	Date of Payment	Amount Paid
1	Srikrupa	Sriram	*****5544	09/01/2017	First Instalment	Y	N	01/01/2018	1000

Figure 102: Payment Reports - List of Beneficiaries to whom payment was made during the period

- 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.

II. Status of Application Processing									
Beneficiary Details									
S.No.	Beneficiary Name	Beneficiary Husband Name	Mobile Number	Application Date	Application Type	Aadhaar Availability (Y/N)	IGMSY(Y/N)	Application Status	Status Date
1	Anusha	Ameeth Kumar		08/01/2018	Registration	Y	N	Payment Details Verified	08/01/2018
2	Anusha	Ameeth Kumar		13/06/2017	Second Instalment	Y	N	Approved by Sanctioning Officer	08/01/2018
3	Anusha	Ameeth Kumar		21/12/2017	Third Instalment	Y	N	Approved by Sanctioning Officer	08/01/2018
4	Apeksha	Arun	*****5443	05/08/2017	First Instalment	N	N	Approved by Sanctioning Officer	19/01/2018
5	Arthi	Anup		08/01/2018	Registration	Y	N	Approved by Sanctioning Officer	08/01/2018
6	Arthi	Anup		26/01/2017	First Instalment	Y	N	Approved by Sanctioning Officer	08/01/2018
7	Arthi	Anup		19/09/2017	Second Instalment	Y	N	Approved by Sanctioning Officer	08/01/2018
8	Chinmay	Chirag		10/01/2018	Registration	N	N	Approved by Sanctioning Officer	10/01/2018

Figure 103: Payment Reports – Status of Application Processing

- 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.

III. Applications failed Authentication (UIDAI and PFMS)									
Beneficiary Details									
S.No.	Beneficiary Name	Beneficiary Husband Name	Mobile Number	Application Date	Application Type	Aadhaar Availability (Y/N)	IGMSY(Y/N)	Application Status	Status Date
1	Poojitha	Prasad		28/12/2017	Registration	Y	N	Beneficiary Aadhaar verified and Husband Aadhaar verification failed	10/01/2018

Figure 104: Payment Reports – Applications failed Authentication (UIDAI and PFMS)

- 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.

IV. Ineligible Applications (Applications Ineligible as per Scheme Guidelines)									
Beneficiary Details									
S.No.	Beneficiary Name	Beneficiary Husband Name	Mobile Number	Application Date	Application Type	Aadhaar Availability (Y/N)	IGMSY(Y/N)	Application Status	Status Date
There is no data									

Figure 105: Payment Reports – Ineligible Applications (Applications Ineligible as per Scheme Guidelines)

- 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.

V. Rejected Applications (Rejected by the Sanctioning Officer)									
Beneficiary Details									
S.No.	Beneficiary Name	Beneficiary Husband Name	Mobile Number	Application Date	Application Type	Aadhaar Availability (Y/N)	IGMSY(Y/N)	Application Status	Status Date
There is no data									

Figure 106: Payment Reports – Rejected Applications (Rejected by the Sanctioning Officer)

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.

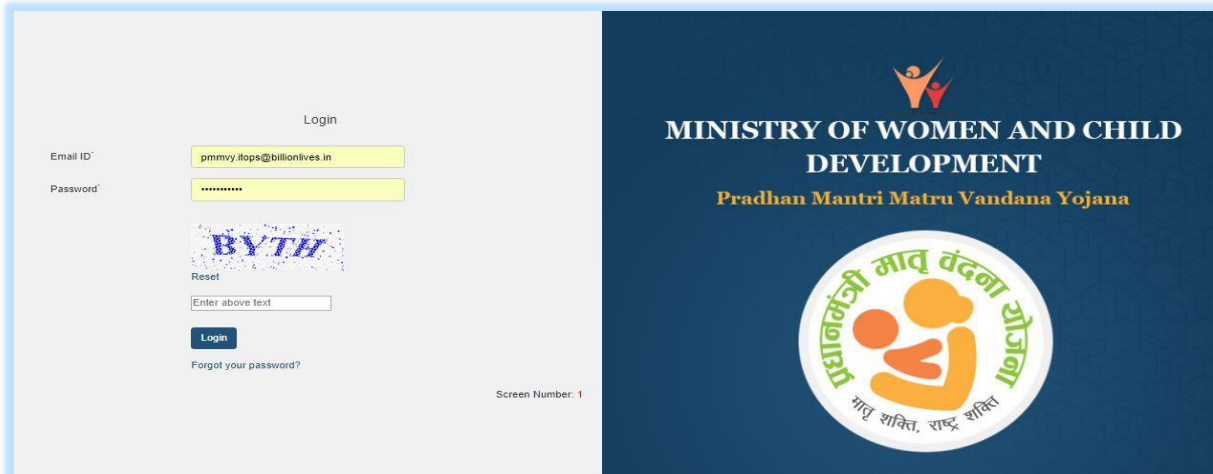


Figure 107 : Home Page District Nodal Officer

4.1.2 Log in Procedure

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

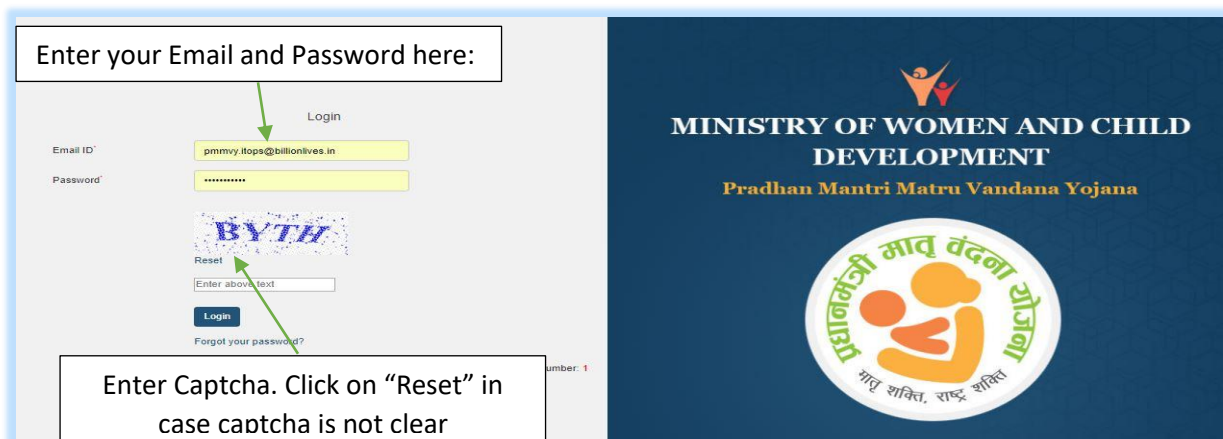


Figure 37 : Log in Page

- 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 "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.

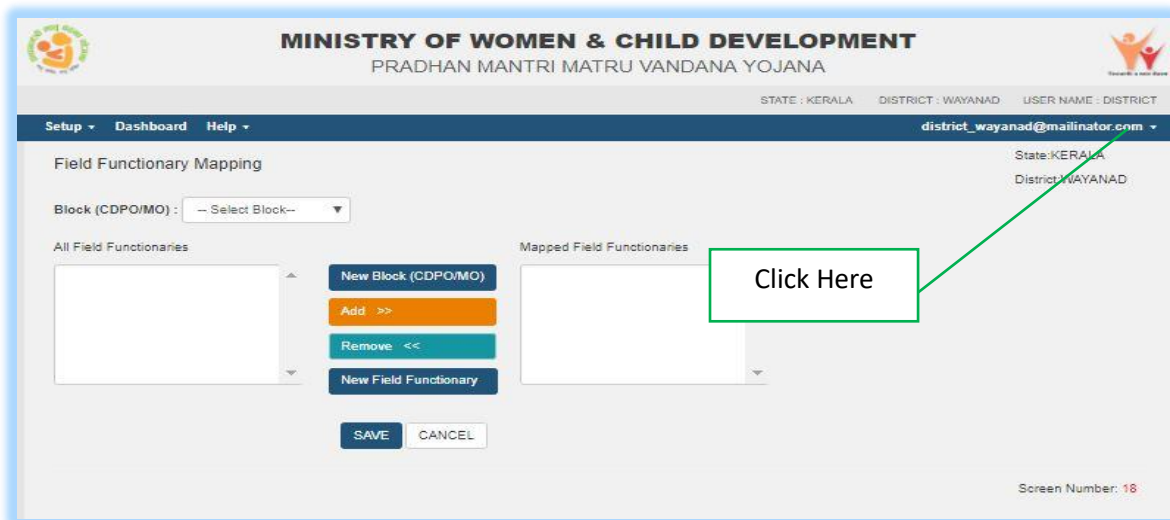


Figure 110 : Log out Procedure

II. Click on “Log Out” option as shown in Figure 111.

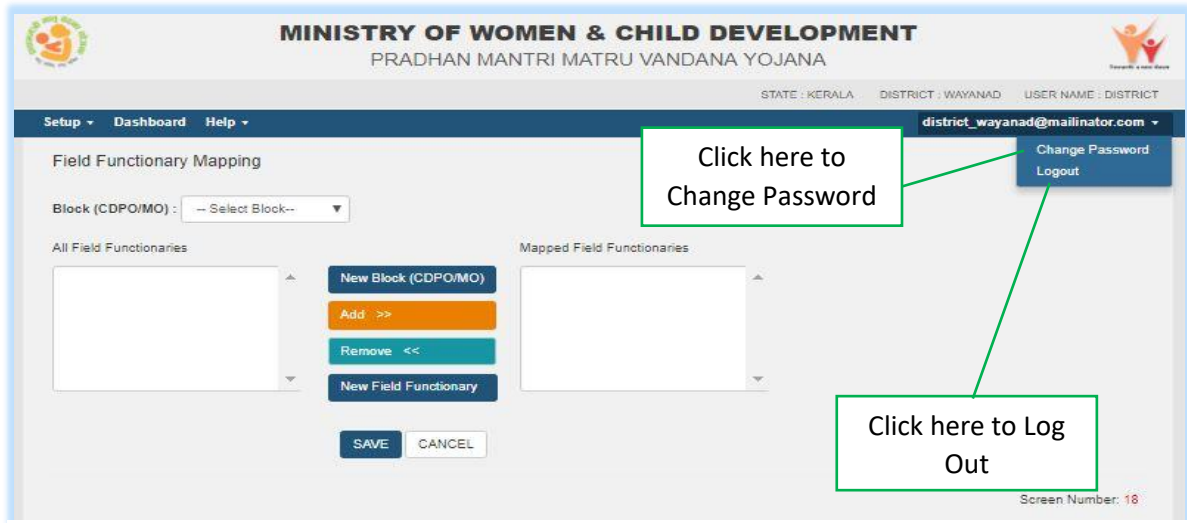


Figure 111 : Log out Procedure 2

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.

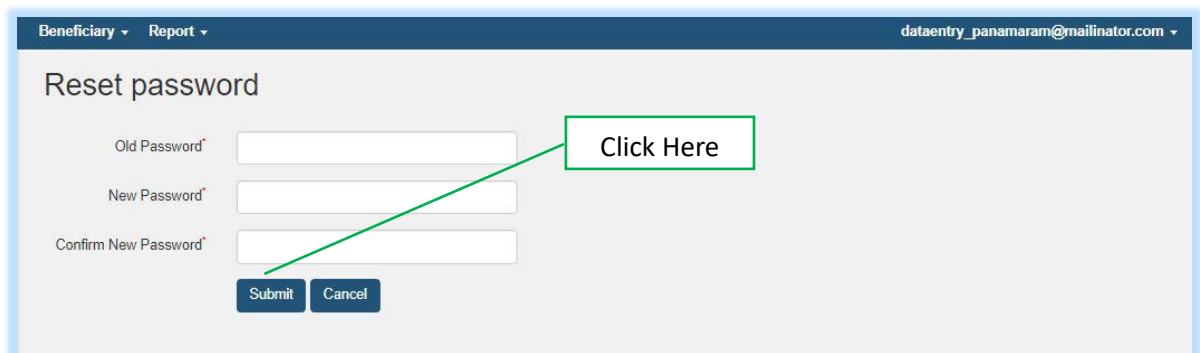


Figure 112 : Reset Password

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.

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.



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.

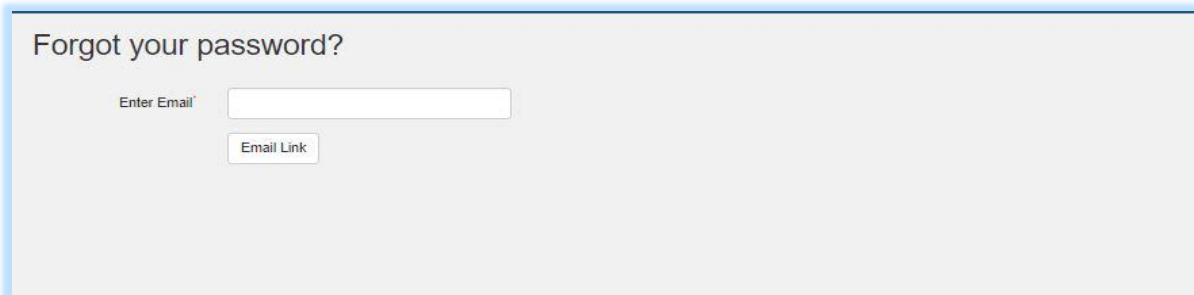


Figure 114 : Forgot Password -2

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.

- I. District Nodal Officer user has the access to User Creation, Field Functionary Mapping , Dashboards and Reports. Refer Figure 115.

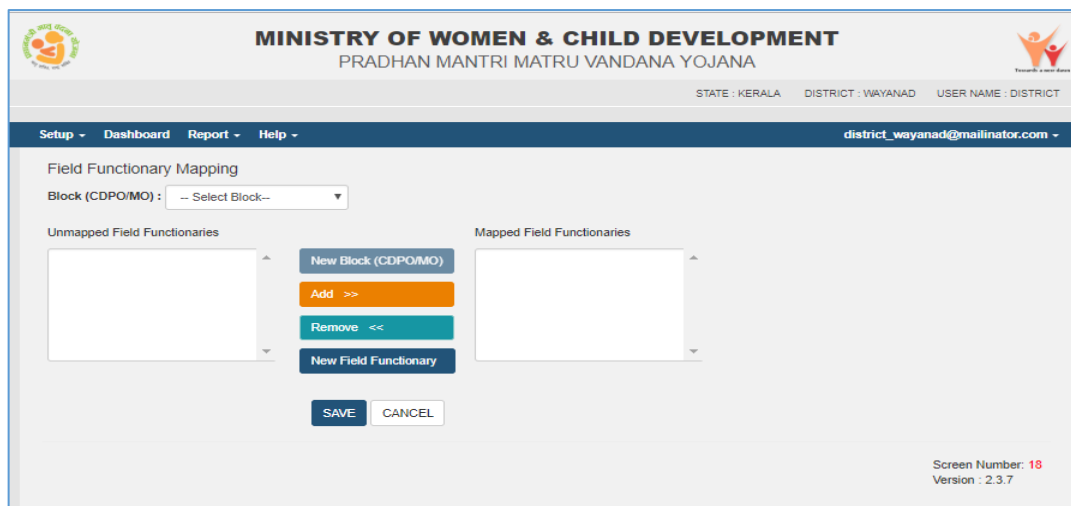


Figure 115: District Nodal Officer Landing Page

- II. District Report user has the access only to Dashboard and Report. Refer Figure 115A

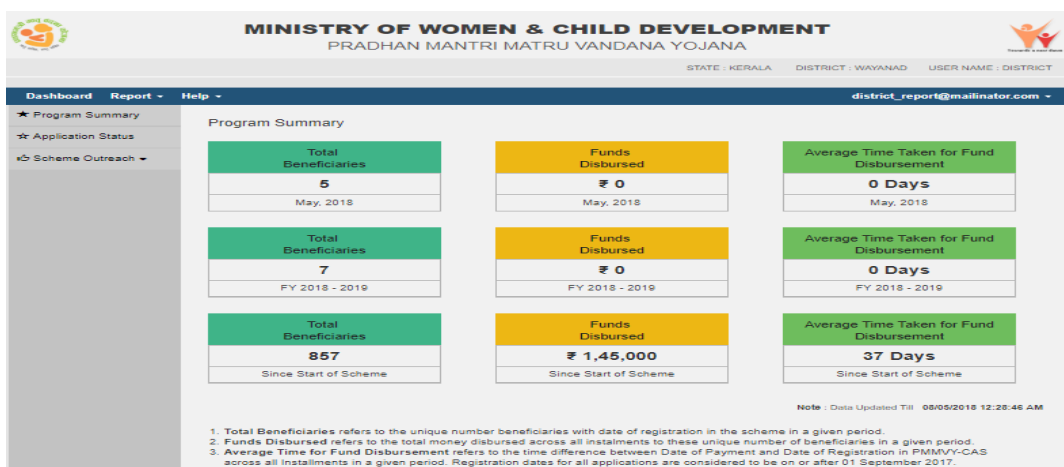


Figure 115 A: District Report Landing Page

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

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.

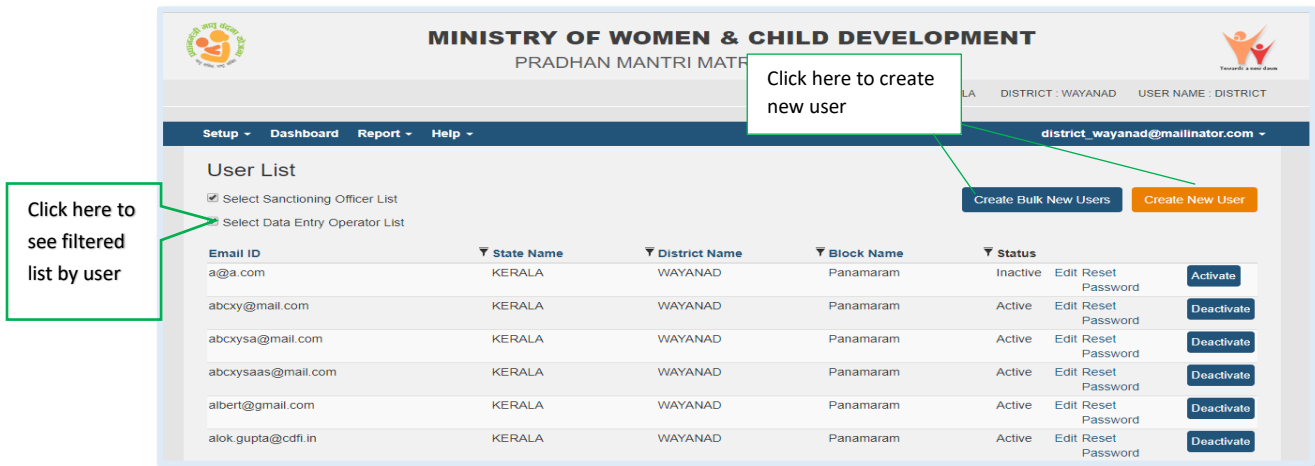


Figure 117: User Creation Process Step 3

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,

MINISTRY OF WOMEN & CHILD DEVELOPMENT
PRADHAN MANTRI MATRU VANDANA YOJANA

STATE : KERALA DISTRICT : WAYANAD USER NAME : DISTRICT

district_wayanad@mailinator.com

Enter User Details

Email ID*

Name*

Password*

Confirm Password*

User Type* Sanctioning Officer Data Entry Operator

Mobile Number*

Department

Designation

Contact Address

Click here after filling all the mandatory fields

Figure118: User Creation form

- 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.

MINISTRY OF WOMEN & CHILD DEVELOPMENT
PRADHAN MANTRI MATRU VANDANA YOJANA

STATE : KERALA DISTRICT : WAYANAD USER NAME : DISTRICT

district_wayanad@mailinator.com

Upload Data*

Download User Format

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

<input type="checkbox"/> Select All	Name	Email	User Type	Phone	State	District	CDPO/MO block	Reason for failure
<input type="checkbox"/>	Akash	deo9_sulthanbathery@mailinator.com	Data Entry Operator	9988778899	KERALA	WAYANAD	Sulthanbathery	Success
<input type="checkbox"/>	Ayesha	deo8_sulthanbathery@mailinator.com	Data Entry Operator	9988778899	KERALA	WAYANAD	Sulthanbathery	Success
<input type="checkbox"/>	Anitha	SO1_sulthanbathery@mailinator.com	Data Entry Operator	9988778899	KERALA	WAYANAD	Sulthanbathery	Success
<input type="checkbox"/>	Bhagya	SO6_sulthanbathery@mailinator.com	Data Entry Operator	9988778899	KERALA	WAYANAD	Sulthanbathery	Success
<input type="checkbox"/>	Sudhir	SO7_sulthanbathery@mailinator.com	Data Entry Operator	9988778899	KERALA	WAYANAD	Sulthanbathery	Success

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Version : 2.3.4

Figure 119: Bulk User Creation

Name*	Email*	Password*	User Type*	Mobile Number*	Department	Designation	Contact Address	State LGD Code*	District LGD Code*	CDPO/MO Block Code*

Figure 120: Bulk User Creation

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.

MINISTRY OF WOMEN & CHILD DEVELOPMENT
PRADHAN MANTRI MATRU VANDANA YOJANA

STATE : KERALA DISTRICT : WAYANAD USER NAME : DISTRICT

Setup - Dashboard Report - Help - district_wayanad@mailinator.com

User List

Select Sanctioning Officer List Select Data Entry Operator List

[Create Bulk New Users](#) [Create New User](#)

Email ID	State Name	District Name	Block Name	Status		
a@a.com	KERALA	WAYANAD	Panamaram	Inactive	Edit	Reset Password
abcy@mail.com	KERALA	WAYANAD	Panamaram	Active	Edit	Reset Password
abcy@a@mail.com	KERALA	WAYANAD	Panamaram	Active	Edit	Reset Password
abcy@a@s@mail.com	KERALA	WAYANAD	Panamaram	Active	Edit	Reset Password
albert@gmail.com	KERALA	WAYANAD	Panamaram	Active	Edit	Reset Password
alok.gupta@cdfi.in	KERALA	WAYANAD	Panamaram	Active	Edit	Reset Password
binoy@gmaila.com	KERALA	WAYANAD	Panamaram	Active	Edit	Reset Password
block_2807_2@mailinator.com	KERALA	WAYANAD	Block78	Active	Edit	Reset Password
block_kalpetta@mailinator.com	KERALA	WAYANAD	Kalpetta	Active	Edit	Reset Password
block_mananthavady@mailinator.com	KERALA	WAYANAD	Mananthavady	Active	Edit	Reset Password
block_manthavady@mailinator.com	KERALA	WAYANAD	Mananthavady	Active	Edit	Reset Password
block_panamaram@mailinator.com	KERALA	WAYANAD	Panamaram	Active	Edit	Reset Password
block_sample@mailinator.com	KERALA	WAYANAD	Sample	Active	Edit	Reset Password
block_sulthanbathery@mailinator.com	KERALA	WAYANAD	SulthanBathery	Active	Edit	Reset Password
Block_Test5@mailinator.com	KERALA	WAYANAD	Kalpetta	Active	Edit	Reset Password
cdac@test.ab	KERALA	WAYANAD	Panamaram	Active	Edit	Reset Password
CDPOGOVINDGARH007@GMAIL.COM	KERALA	WAYANAD	SulthanBathery	Active	Edit	Reset Password
cdpo_panamaram@mailinator.com	KERALA	WAYANAD	Panamaram	Active	Edit	Reset Password
dataentry@mailinator.com	KERALA	WAYANAD	POMO	Inactive	Edit	Reset Password
dataentryoperator_panamaram@mailinator.com	KERALA	WAYANAD	Panamaram	Active	Edit	Reset Password
dataentry_kalpetta@mailinator.com	KERALA	WAYANAD	Kalpetta	Inactive	Edit	Reset Password
dataentry_mananthavady@mailinator.com	KERALA	WAYANAD	Mananthavady	Active	Edit	Reset Password
dataentry_panamaram@mailinator.com	KERALA	WAYANAD	Panamaram	Active	Edit	Reset Password
dataentry_sulthanbathery@mailinator.com	KERALA	WAYANAD	SulthanBathery	Active	Edit	Reset Password
de-test-10@example.com	KERALA	WAYANAD	Panamaram	Inactive	Edit	Reset Password
de-test-11@example.com	KERALA	WAYANAD	Panamaram	Active	Edit	Reset Password
de-test-12@example.com	KERALA	WAYANAD	Panamaram	Inactive	Edit	Reset Password
de-test-13@example.com	KERALA	WAYANAD	Panamaram	Active	Edit	Reset Password
de-test-14@example.com	KERALA	WAYANAD	Panamaram	Active	Edit	Reset Password
de-test-15@example.com	KERALA	WAYANAD	Panamaram	Inactive	Edit	Reset Password
de-test-16@example.com	KERALA	WAYANAD	Panamaram	Active	Edit	Reset Password
de-test-17@example.com	KERALA	WAYANAD	Panamaram	Active	Edit	Reset Password
de-test-18@example.com	KERALA	WAYANAD	Panamaram	Active	Edit	Reset Password
de-test-19@example.com	KERALA	WAYANAD	Panamaram	Active	Edit	Reset Password
de-test-1@example.com	KERALA	WAYANAD	Panamaram	Active	Edit	Reset Password
de-test-20@example.com	KERALA	WAYANAD	Panamaram	Active	Edit	Reset Password
de-test-2@example.com	KERALA	WAYANAD	Panamaram	Active	Edit	Reset Password
de-test-3@example.com	KERALA	WAYANAD	Panamaram	Active	Edit	Reset Password
de-test-4@example.com	KERALA	WAYANAD	Panamaram	Active	Edit	Reset Password
de-test-5@example.com	KERALA	WAYANAD	Panamaram	Active	Edit	Reset Password
de-test-6@example.com	KERALA	WAYANAD	Panamaram	Active	Edit	Reset Password
de-test-7@example.com	KERALA	WAYANAD	Panamaram	Active	Edit	Reset Password
de-test-8@example.com	KERALA	WAYANAD	Panamaram	Active	Edit	Reset Password
de-test-9@example.com	KERALA	WAYANAD	Panamaram	Active	Edit	Reset Password
deo1_sulthanbathery@mailinator.com	KERALA	WAYANAD	SulthanBathery	Active	Edit	Reset Password
deo2_sulthanbathery@mailinator.com	KERALA	WAYANAD	SulthanBathery	Active	Edit	Reset Password
deo_panam@mailinator.com	KERALA	WAYANAD	Panamaram	Active	Edit	Reset Password
deo_panamaram@mailinator.com	KERALA	WAYANAD	Panamaram	Active	Edit	Reset Password
deo_panamaram_demo@mailinator.com	KERALA	WAYANAD	Panamaram	Active	Edit	Reset Password
deo_sulthanbathery@mailinator.com	KERALA	WAYANAD	SulthanBathery	Inactive	Edit	Reset Password

1 2 3 4 >

Screen Number: 5
Version: 2.3.4

Figure 38 : User List

Click here to edit the user details

Click here to Activate/Deactivate the user

Click here to reset the password

- 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.

The screenshot shows the 'Enter User Details' form. The fields are: Email ID (albert@gmail.com), Name (Albert), User Type (Sanctioning Officer selected), Mobile Number (9446123456), Department, Designation, Contact Address, and Block (Panamaram). A 'Save' button is highlighted with a green box and a callout that says 'Click here to save the changes'.

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.

The screenshot shows the 'User List' table with columns: Email ID, State Name, District Name, Block Name, and Status. A search filter is applied to the 'Email ID' column, showing a dropdown menu with 'Type: Equals' and 'Value: albert@gmail.com'. A callout box says 'Click on Apply after filling the value in the value field'.

Email ID	State Name	District Name	Block Name	Status	Actions
11deo_user333@mailinator.at	WAYANAD	WAYANAD	Panamaram	Active	Edit Password Deactivate
123deo_user150@mailinator.c	WAYANAD	WAYANAD	Panamaram	Active	Edit Password Deactivate
125deo_user150@mailinator.c	WAYANAD	WAYANAD	Panamaram	Active	Edit Password Deactivate
2000deo_user150@mailinator	WAYANAD	WAYANAD	Panamaram	Active	Edit Password Deactivate
a@a.com	WAYANAD	WAYANAD	Panamaram	Inactive	Edit Password Activate

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.



Figure 414 : Field Functionary Block Mapping

- II. The following screen will appear in front of the user as shown in Figure 125.

MINISTRY OF WOMEN & CHILD DEVELOPMENT
PRADHAN MANTRI MATRU VANDANA YOJANA

STATE : KERALA DISTRICT : WAYANAD USER NAME : DISTRICT

Setup ▾ Dashboard Report ▾ Help ▾ **district_wayanad@mailinator.com ▾**

Field Functionary Maintenance

Block (CDPO/MO):

Mapped Field Functionaries

- ALAKANDY (74303)
- ARAMBATTAKUNNU (74305)
- BANK KUNNU (74307)
- DAMSITE (74304)
- ERANJANIKUNNU (74319)
- MADAKKIMALA (74323)
- MANDAD I (74330)
- MANIYANCODE (458723)
- MANJOORA (74308)

Field Functionary Code :

Field Functionary Name :

Field Functionary Worker Name :

Field Functionary Worker Aadhar :

Field Functionary Worker Mobile Number :

Field Functionary Helper Name :

Field Functionary Helper Aadhaar :

Field Functionary Helper Mobile Number :

Field Functionary Block(CDPO/MO) :

Field Field Functionary Verifier :

Field Functionary Village/Town/City :

Field Functionary LGD Block :

Field Functionary PostOffice :

Figure 125 : Field Functionary Maintenance

- 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.

The screenshot shows the 'Field Functionary Mapping' interface. At the top, it displays the logo of the Ministry of Women & Child Development and the Pradhan Mantri Matru Vandana Yojana. The header includes the state 'KERALA', district 'WAYANAD', and user name 'DISTRICT'. The user's email 'district_wayanad@mailinator.com' is also visible. The main content area features a 'Block (CDPO/MO)' dropdown menu currently set to '-- Select Block--'. Below this are two columns: 'All Field Functionaries' and 'Mapped Field Functionaries'. Between these columns are buttons for 'New Block (CDPO/MO)', 'Add >>', 'Remove <<', and 'New Field Functionary'. At the bottom, there are 'SAVE' and 'CANCEL' buttons. The screen number '18' is displayed in the bottom right corner.

Figure 426 : Field Functionary Mapping to Block Step One

- 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.

This screenshot shows the same 'Field Functionary Mapping' interface as Figure 426, but with the 'Block (CDPO/MO)' dropdown menu open. The dropdown list contains the following items: '-- Select Block--', 'SulthanBathery', 'Kalpetta', 'Panamaram', 'Mananthavady', 'POMO', 'test2708172', 'test270804', 'test270808', 'dsdsd', 'asas', '12345', 'KOCHI', 'Panama_01', 'Sulthan_Bathery', 'TestUser', 'Tester', 'DataEntryOperator', and 'Raipur'. A green box with the text 'Select a Block from the List' is positioned to the right of the dropdown menu, with a green arrow pointing to the dropdown list. The 'SAVE' and 'CANCEL' buttons are visible at the bottom. The screen number '18' is in the bottom right corner.

Figure 437 : Field Functionary Mapping to Block Step Four

- 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.

The screenshot shows a form titled 'Add Block (CDPO/MO)'. It has two input fields: 'Block (CDPO/MO) Code:' and 'Block (CDPO/MO) Name:'. At the bottom right, there are 'Save' and 'Cancel' buttons.

Figure 44 : 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.

Figure 130 : New Field Functionary

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.

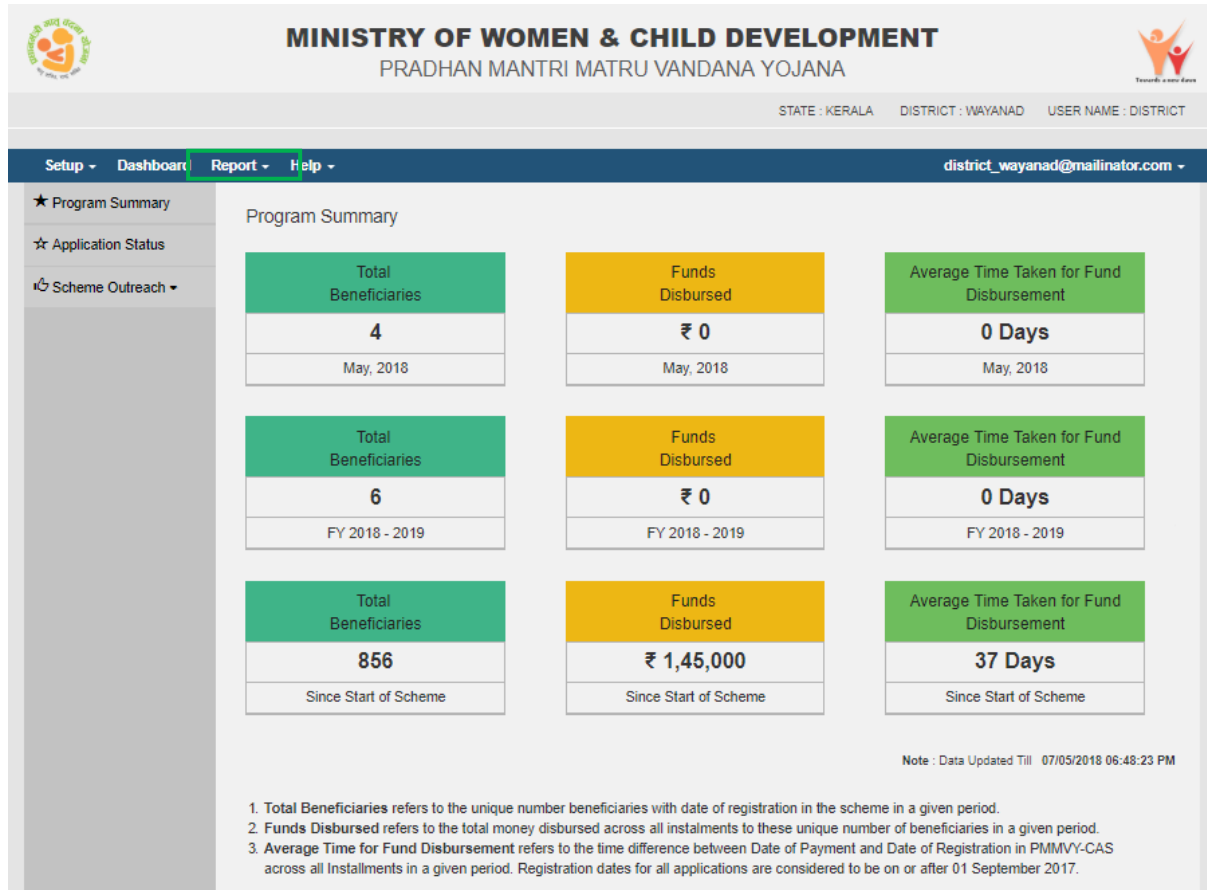


Figure 451 : Program Summary Dashboard

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:

- Applications Received** refers to the total number of unique instalment applications received from beneficiaries for whom the date of claim falls in that period.
- Applications Paid** refers to the total number of applications for which payment has been received by the beneficiaries in that period.
- 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.
- 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.

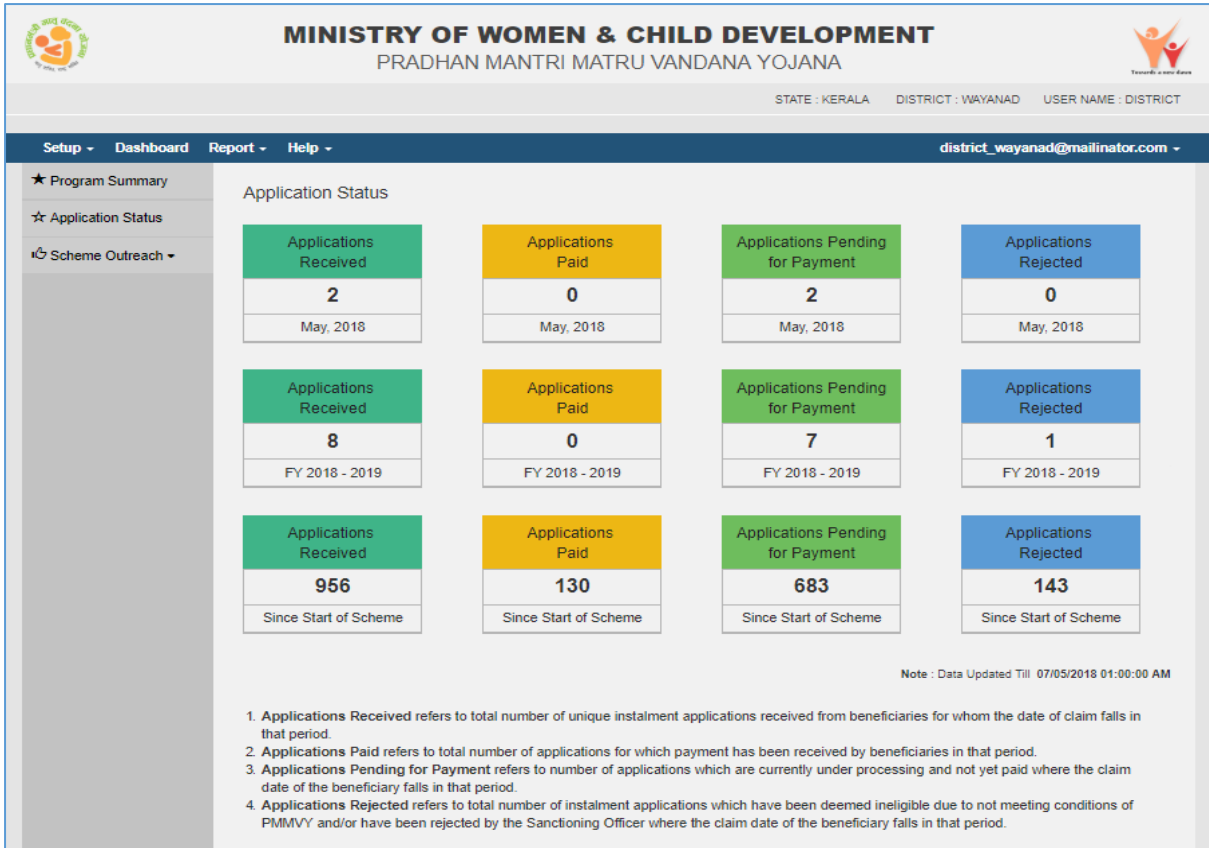


Figure 462 : Application Status Dashboard

- 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.

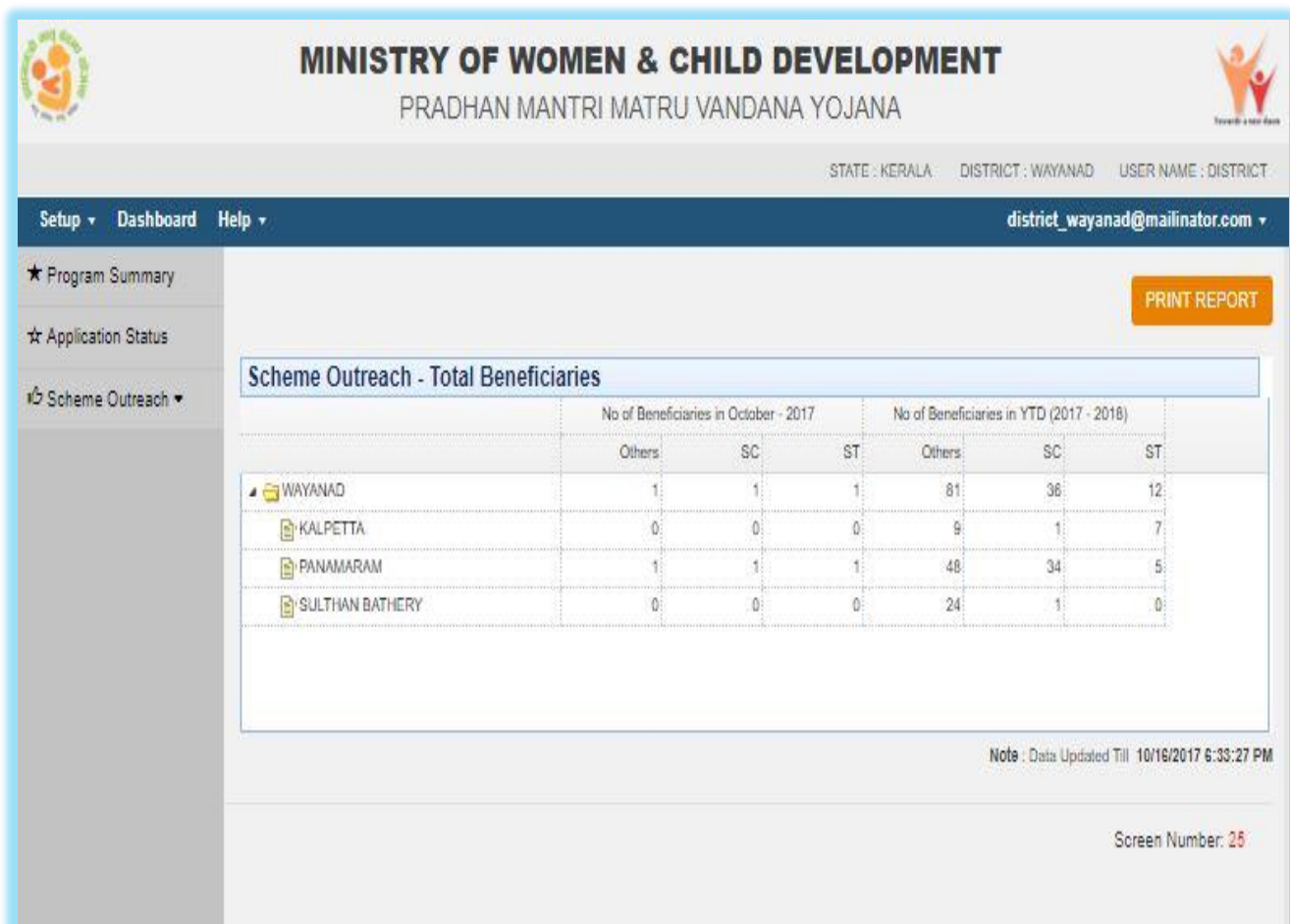


Figure 133 : Scheme Outreach - Total Beneficiaries

- 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.

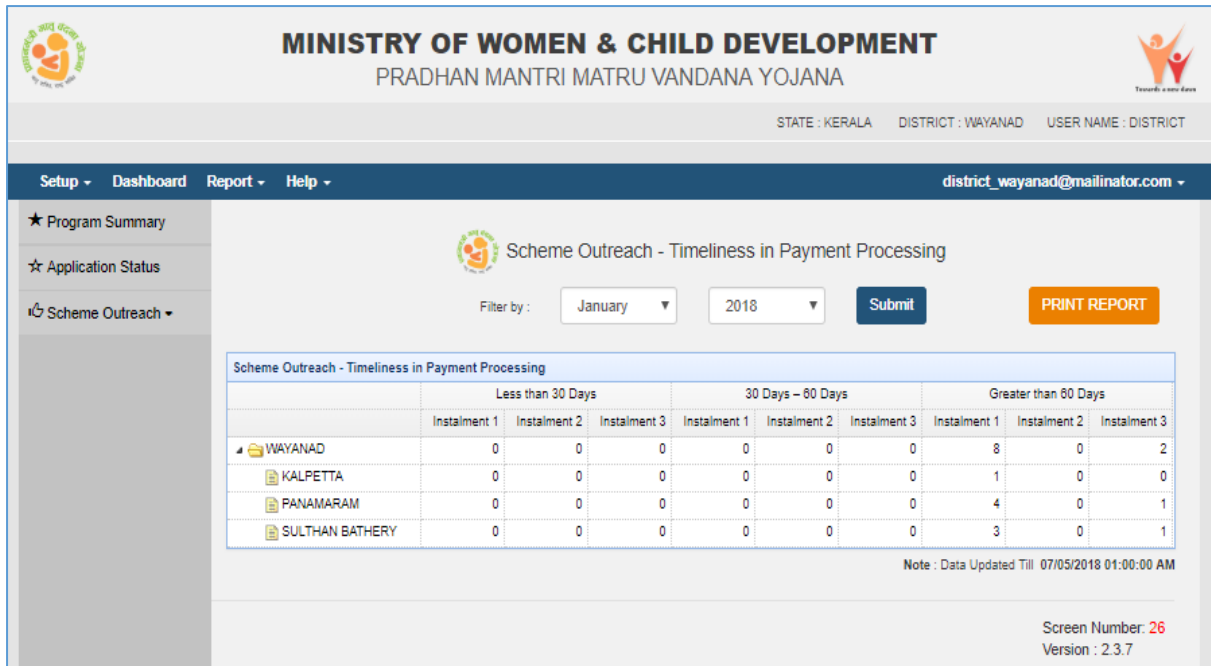


Figure 134: Scheme Outreach - Timeliness in Payment

VII) The Scheme Outreach – Funds Disbursed Dashboard the total money paid across all instalments.

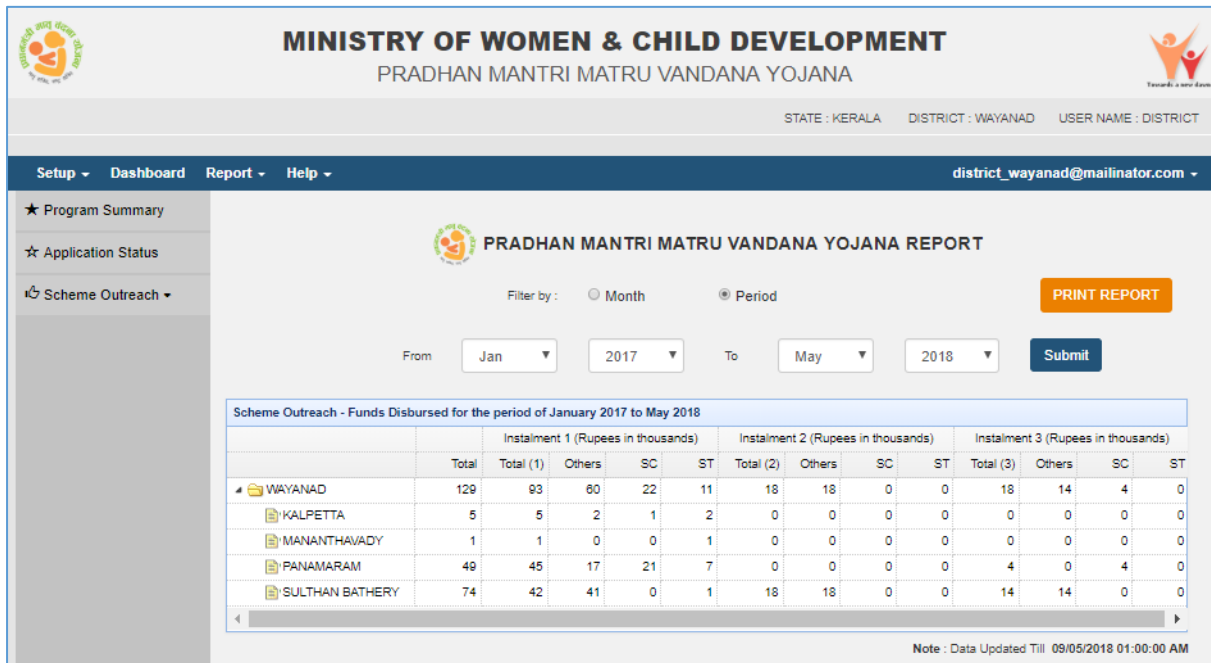


Figure 475: Scheme Outreach - Funds Disbursed

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.

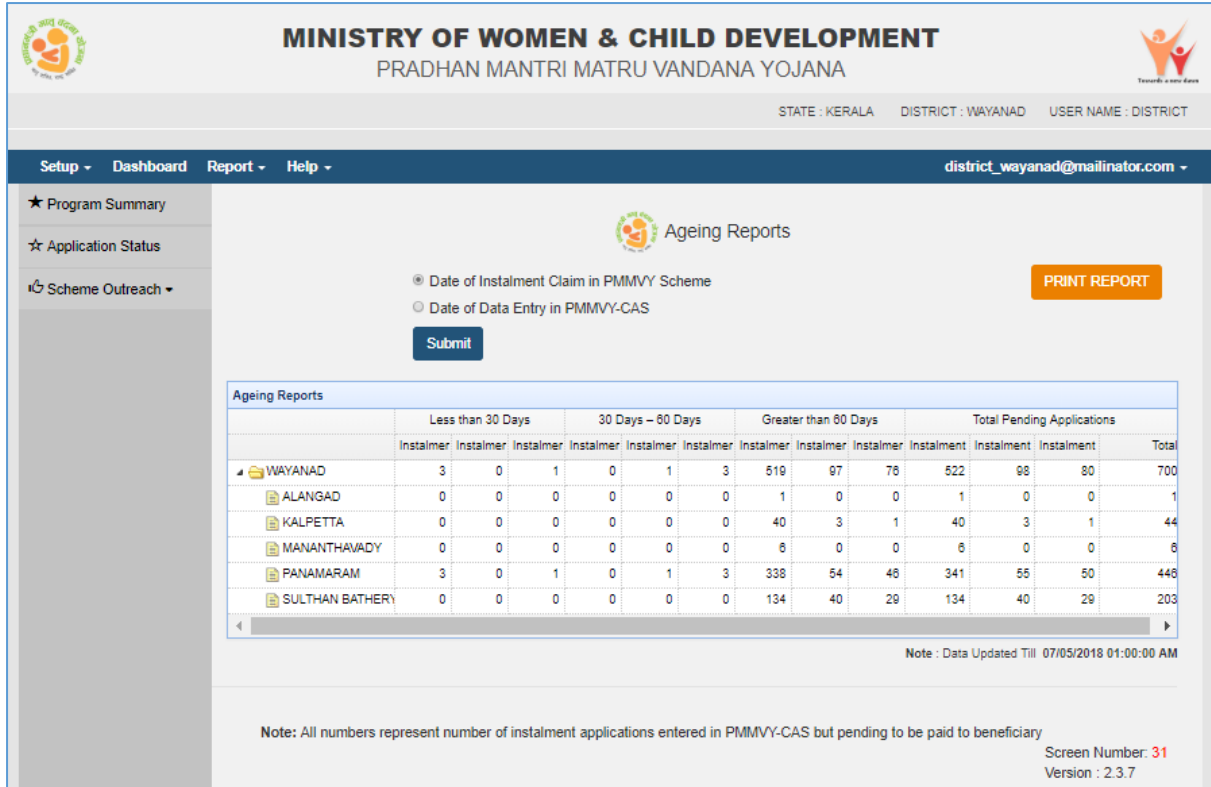


Figure 136: Scheme Outreach – Ageing Report

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.

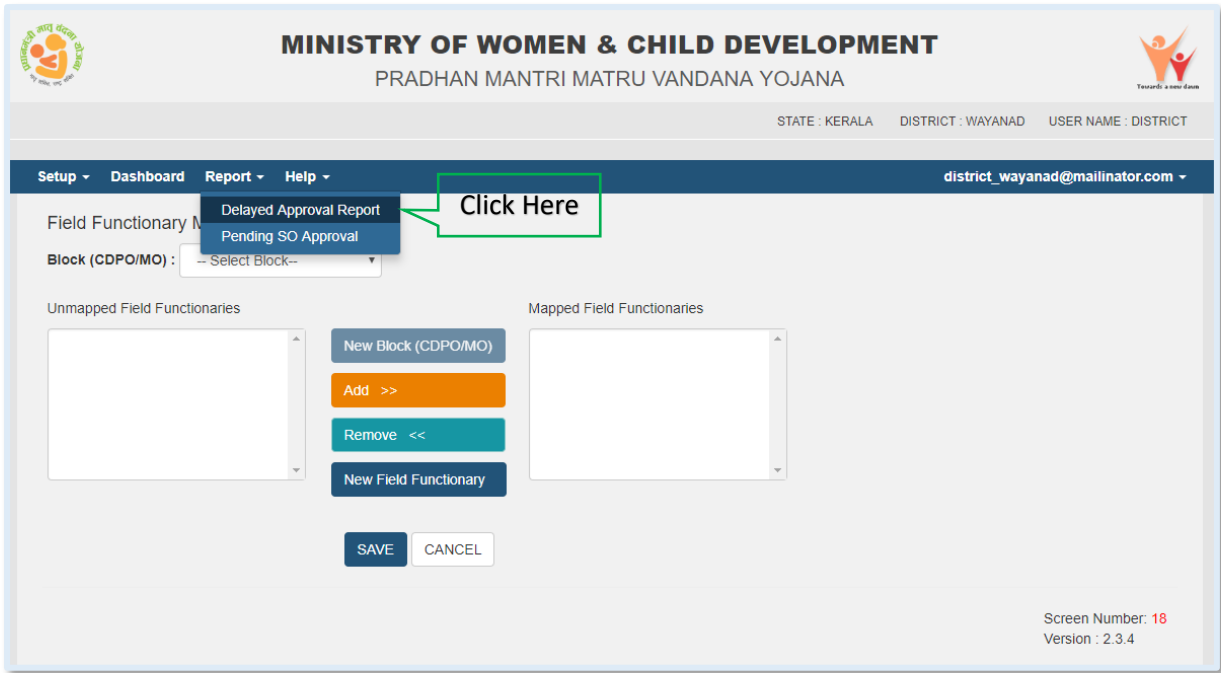


Figure 137: Reports

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.

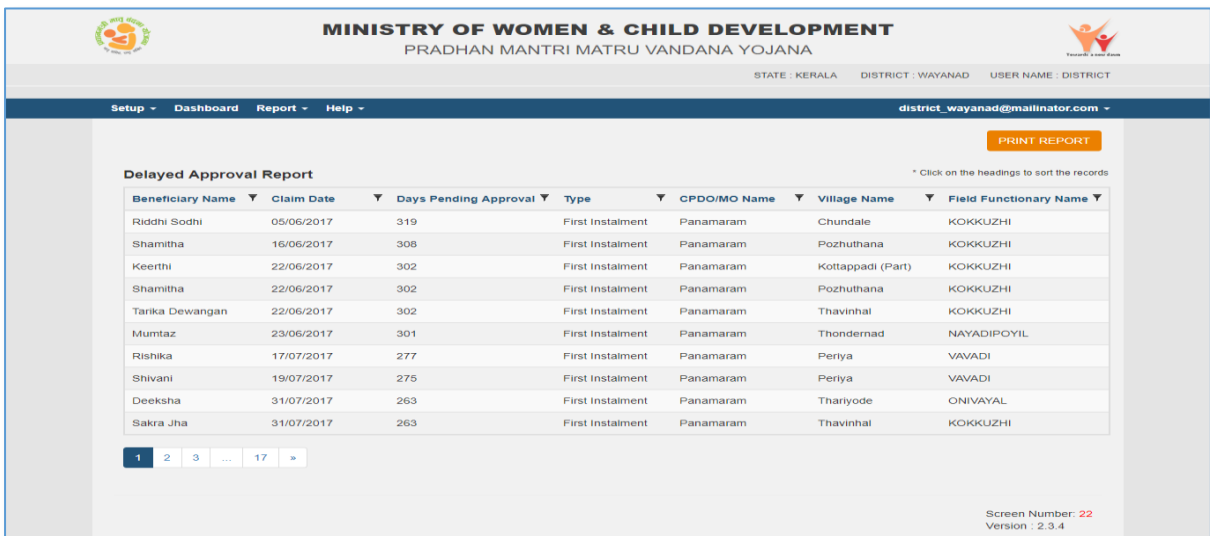



Figure 138 : Reports – Delayed Approval Report

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.

MINISTRY OF WOMEN & CHILD DEVELOPMENT
PRADHAN MANTRI MATRU VANDANA YOJANA

STATE : KERALA DISTRICT : WAYANAD USER NAME : DISTRICT

district_wayanad@mailinator.com

Delayed Approval Report PRINT REPORT

* Click on the headings to sort the records

Beneficiary Name	Claim Date	Days Pending Approval	Type	CPDO/MO Name	Village Name	Field Functionary Name
Shan	01/07/2017	325	First Instalment	Panamaram	Pozhuthana	KOKKUZHI
Keerthi	01/07/2017	319	First Instalment	Panamaram	Kottappadi (Part)	KOKKUZHI
Shan	01/07/2017	319	First Instalment	Panamaram	Pozhuthana	KOKKUZHI
Tarika	01/07/2017	319	First Instalment	Panamaram	Thavinhal	KOKKUZHI
Mumukshu	01/07/2017	318	First Instalment	Panamaram	Thondernad	NAYADIPOYIL
Rishika	17/07/2017	294	First Instalment	Panamaram	Periya	VAVADI

Figure 139:: Reports – Delayed Approval Report -Search

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.

MINISTRY OF WOMEN & CHILD DEVELOPMENT
PRADHAN MANTRI MATRU VANDANA YOJANA

STATE : KERALA DISTRICT : WAYANAD USER NAME : DISTRICT

district_wayanad@mailinator.com

Setup ▾ Dashboard **Report ▾** Help ▾

Field Functionary Name: [Dropdown]

Block (CDPO/MO): [-- Select Block--]

Unmapped Field Functionaries: [Empty List]

Mapped Field Functionaries: [Empty List]

Buttons: New Block (CDPO/MO), Add >>, Remove <<, New Field Functionary, SAVE, CANCEL

Screen Number: 18
Version: 2.3.4

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.

The screenshot displays the 'MINISTRY OF WOMEN & CHILD DEVELOPMENT' portal for the 'PRADHAN MANTRI MATRU VANDANA YOJANA'. The user is logged in as 'DISTRICT' for 'WAYANAD' in 'KERALA'. The 'Report' menu is active, showing a 'Pending SO Approval Report' for the district of Wayanad. The report table lists four CDPOs: Edappally (2 applications), SulthanBathery (111 applications), Kalpetta (6 applications), and Panamaram (79 applications). A 'PRINT REPORT' button is visible in the top right corner.

District Name	CDPO Name	Application Pending Approval
WAYANAD	Edappally	2
WAYANAD	SulthanBathery	111
WAYANAD	Kalpetta	6
WAYANAD	Panamaram	79

Note : Data Updated Till 20/04/2018 01:00:00 AM

Screen Number: NA
Version : 2.3.4

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.

The screenshot shows the 'Report' dropdown menu open, with 'Payments Report' highlighted. A green box with the text 'Click Here' points to the 'Payments Report' option. The background shows the 'Field Functionary M' and 'Block (CDPO/IO)' fields, along with 'Unmapped Field Functionaries' and 'Mapped Field Functionaries' lists. Buttons for 'New Block (CDPO/IO)', 'Add >>', 'Remove <<', and 'New Field Functionary' are visible, along with 'SAVE' and 'CANCEL' buttons at the bottom.

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.



MINISTRY OF WOMEN & CHILD DEVELOPMENT
 PRADHAN MANTRI MATRU VANDANA YOJANA
 

STATE : KERALA DISTRICT : WAYANAD USER NAME : DISTRICT

Setup - Dashboard Report - Help -
district_wayanad@mailinator.com -

Filter by: January 2018
 Filter by: SulthanBathery Sector1 All Submit
PRINT REPORT

PRADHAN MANTRI MATRU VANDANA YOJANA REPORT



Reporting Period	Month	January	Year	2018
State	District	CDPO/MO block	Verifier	Field Functionary Code
KERALA	WAYANAD	SulthanBathery ()	Sector1	0
Field Functionary Name	All			

Applications Received	Applications Ineligible	Applications Rejected by Sanctioning Officer	Applications Failed Authentication	Applications Under Processing	Applications Paid
18	0	0	1	17	0

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

Beneficiary Details								Payment Details	
S.No.	Beneficiary Name	Beneficiary Husband Name	Mobile Number	Application Date	Application Type	Aadhaar Availability (Y/N)	IGMSY (Y/N)	Date of Payment	Amount Paid
There is no data									

II. Status of Application Processing

Beneficiary Details									
S.No.	Beneficiary Name	Beneficiary Husband Name	Mobile Number	Application Date	Application Type	Aadhaar Availability (Y/N)	IGMSY(Y/N)	Application Status	Status Date
1	Anya Vats	Anjan Kishan Vats		10/01/2018	Registration	Y	N	Pending Sanctioning Officer Approval	10/01/2018
2	Anya Vats	Anjan Kishan Vats		05/02/2017	First Instalment	Y	N	Approved by Sanctioning Officer	10/01/2018
3	Anya Vats	Anjan Kishan Vats		10/08/2017	Second Instalment	Y	N	Approved by Sanctioning Officer	10/01/2018
4	Anya Vats	Anjan Kishan Vats		21/12/2017	Third Instalment	Y	N	Approved by Sanctioning Officer	10/01/2018
5	Fathima	Babu		02/12/2017	Registration	N	N	Withdraw	17/01/2018
6	Namrth Singh	Nehal Rajpal Singh		10/01/2018	Registration	Y	N	Pending Sanctioning Officer Approval	10/01/2018
7	Namrth Singh	Nehal Rajpal Singh		04/01/2017	First Instalment	Y	N	Approved by Sanctioning Officer	10/01/2018
8	Namrth Singh	Nehal Rajpal Singh		10/07/2017	Second Instalment	Y	N	Approved by Sanctioning Officer	10/01/2018
9	Nethra	Namrth		24/01/2018	Registration	N	Y	Pending Sanctioning Officer Approval	24/01/2018
10	Reema	Aldon		04/01/2018	Registration	N	N	Sent for Correction by Sanctioning Officer	04/01/2018
11	Reema	Aldon		09/03/2017	First Instalment	N	N	Sent for Correction by Sanctioning Officer	04/01/2018
12	Reema	Aldon		14/09/2017	Second Instalment	N	N	Pending Sanctioning Officer Approval	04/01/2018
13	S.N. Sharma	S.N. Shashank		10/01/2018	Registration	Y	N	Pending Sanctioning Officer Approval	10/01/2018
14	S.N. Sharma	S.N. Shashank		09/01/2018	First Instalment	Y	N	Pending Sanctioning Officer Approval	10/01/2018
15	Shreya	Shreyas KK		03/01/2017	First Instalment	Y	N	Pending Sanctioning Officer Approval	13/02/2018
16	Shreya	Shreyas KK		02/08/2017	Second Instalment	Y	N	Approved by Sanctioning Officer	10/01/2018
17	Shreya	Shreyas KK		01/01/2018	Third Instalment	Y	N	Approved by Sanctioning Officer	10/01/2018

III. Applications failed Authentication (UIDAI and PFMS)

Beneficiary Details									
S.No.	Beneficiary Name	Beneficiary Husband Name	Mobile Number	Application Date	Application Type	Aadhaar Availability (Y/N)	IGMSY(Y/N)	Application Status	Status Date
1	Ridhi Vaidya	Rakesh		10/01/2018	Registration	Y	N	PFMS Rejected	10/01/2018

IV. Ineligible Applications (Applications ineligible as per Scheme Guidelines)

Beneficiary Details									
S.No.	Beneficiary Name	Beneficiary Husband Name	Mobile Number	Application Date	Application Type	Aadhaar Availability (Y/N)	IGMSY(Y/N)	Application Status	Status Date
There is no data									

V. Rejected Applications (Rejected by the Sanctioning Officer)

Beneficiary Details									
S.No.	Beneficiary Name	Beneficiary Husband Name	Mobile Number	Application Date	Application Type	Aadhaar Availability (Y/N)	IGMSY(Y/N)	Application Status	Status Date
There is no data									

Screen Number: 15
 Version : 2.3.7

Figure 143 : 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 144.

I. List of Beneficiaries to whom payments was made during the Reporting Period									
Beneficiary Details								Payment Details	
S.No.	Beneficiary Name	Beneficiary Husband Name	Mobile Number	Application Date	Application Type	Aadhaar Availability (Y/N)	IGMSY (Y/N)	Date of Payment	Amount Paid
1	Srikrupa	Sriram	*****5544	09/01/2017	First Instalment	Y	N	01/01/2018	1000

Figure 144: Payment Reports - List of Beneficiaries to whom payment was made during the period

- 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.

II. Status of Application Processing									
Beneficiary Details									
S.No.	Beneficiary Name	Beneficiary Husband Name	Mobile Number	Application Date	Application Type	Aadhaar Availability (Y/N)	IGMSY(Y/N)	Application Status	Status Date
1	Anusha	Ameeth Kumar		08/01/2018	Registration	Y	N	Payment Details Verified	08/01/2018
2	Anusha	Ameeth Kumar		13/06/2017	Second Instalment	Y	N	Approved by Sanctioning Officer	08/01/2018
3	Anusha	Ameeth Kumar		21/12/2017	Third Instalment	Y	N	Approved by Sanctioning Officer	08/01/2018
4	Apeksha	Arun	*****5443	05/08/2017	First Instalment	N	N	Approved by Sanctioning Officer	19/01/2018
5	Arthi	Anup		08/01/2018	Registration	Y	N	Approved by Sanctioning Officer	08/01/2018
6	Arthi	Anup		26/01/2017	First Instalment	Y	N	Approved by Sanctioning Officer	08/01/2018
7	Arthi	Anup		19/09/2017	Second Instalment	Y	N	Approved by Sanctioning Officer	08/01/2018
8	Chinmay	Chirag		10/01/2018	Registration	N	N	Approved by Sanctioning Officer	10/01/2018

Figure 145: Payment Reports – Status of Application Processing

- 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.

III. Applications failed Authentication (UIDAI and PFMS)									
Beneficiary Details									
S.No.	Beneficiary Name	Beneficiary Husband Name	Mobile Number	Application Date	Application Type	Aadhaar Availability (Y/N)	IGMSY(Y/N)	Application Status	Status Date
1	Poojitha	Prasad		28/12/2017	Registration	Y	N	Beneficiary Aadhaar verified and Husband Aadhaar verification failed	10/01/2018

Figure 146: Payment Reports – Applications failed Authentication (UIDAI and PFMS)

- 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.

IV. Ineligible Applications (Applications Ineligible as per Scheme Guidelines)									
Beneficiary Details									
S.No.	Beneficiary Name	Beneficiary Husband Name	Mobile Number	Application Date	Application Type	Aadhaar Availability (Y/N)	IGMSY(Y/N)	Application Status	Status Date
There is no data									

Figure 147: Payment Reports – Ineligible Applications (Applications Ineligible as per Scheme Guidelines)

- 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.

V. Rejected Applications (Rejected by the Sanctioning Officer)									
Beneficiary Details									
S.No.	Beneficiary Name	Beneficiary Husband Name	Mobile Number	Application Date	Application Type	Aadhaar Availability (Y/N)	IGMSY(Y/N)	Application Status	Status Date
There is no data									

Figure 148: Payment Reports – Rejected Applications (Rejected by the Sanctioning Officer)

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

5.1.2 Log in Procedure

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

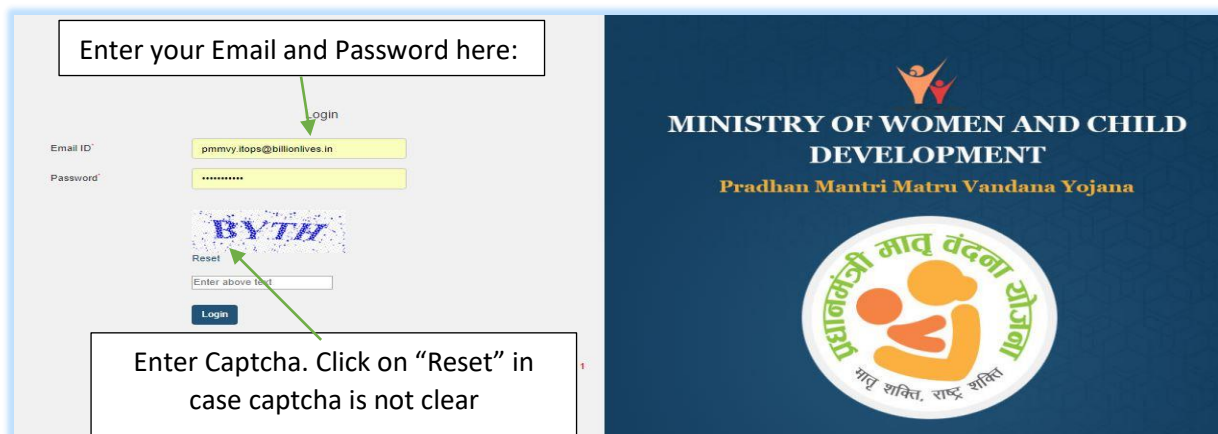


Figure 150 : Log in Page

- 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.

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.

Figure 48 : Log out Procedure

- II. Click on "Log Out" option. Refer Figure 153.

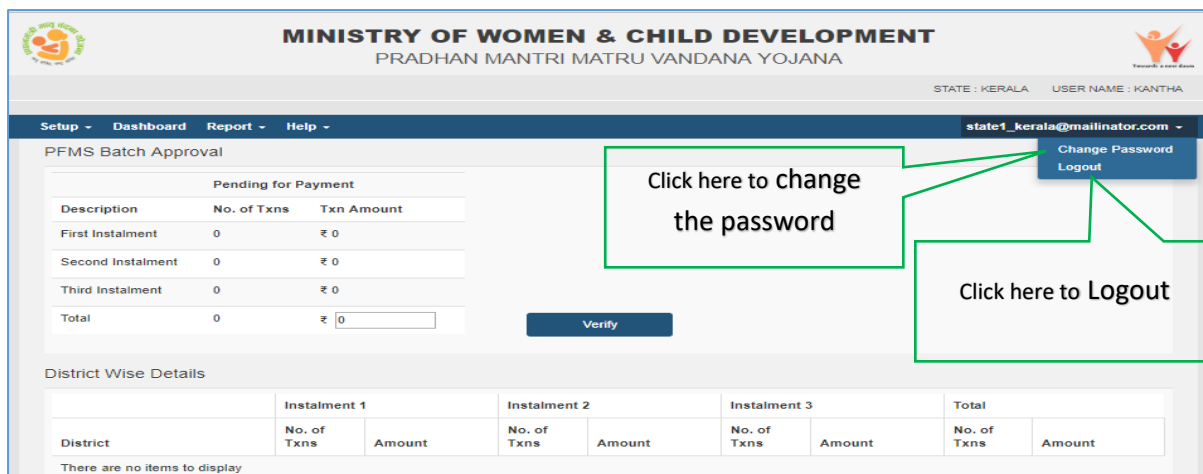


Figure 153: Log Out Procedure 2

- 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.

Figure 154: 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.

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



Figure 155 : 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 156 below. Instructions on how to reset your password will be provided to you over email.

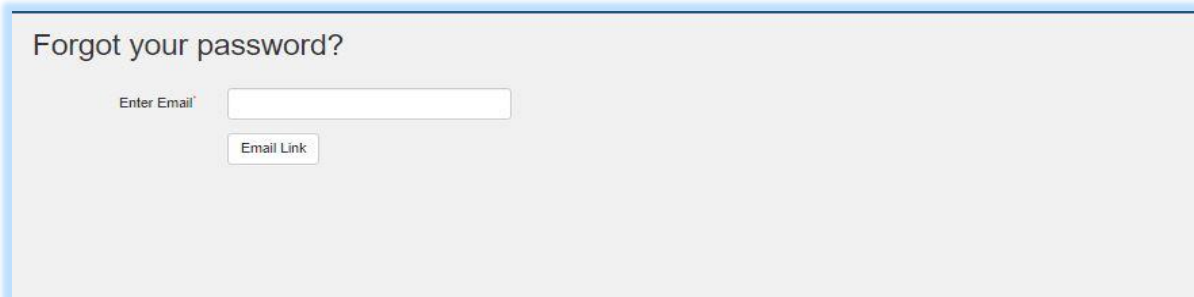


Figure 4956 : Forgot Your Password

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.

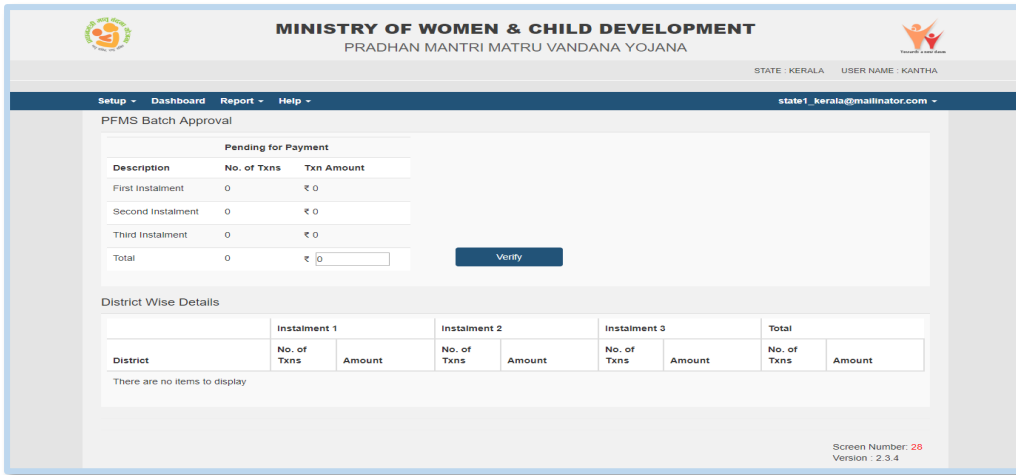


Figure 157: State Nodal Officer Landing Page

- II. District Report user has the access only to Dashboard and Report. Refer Figure 158.

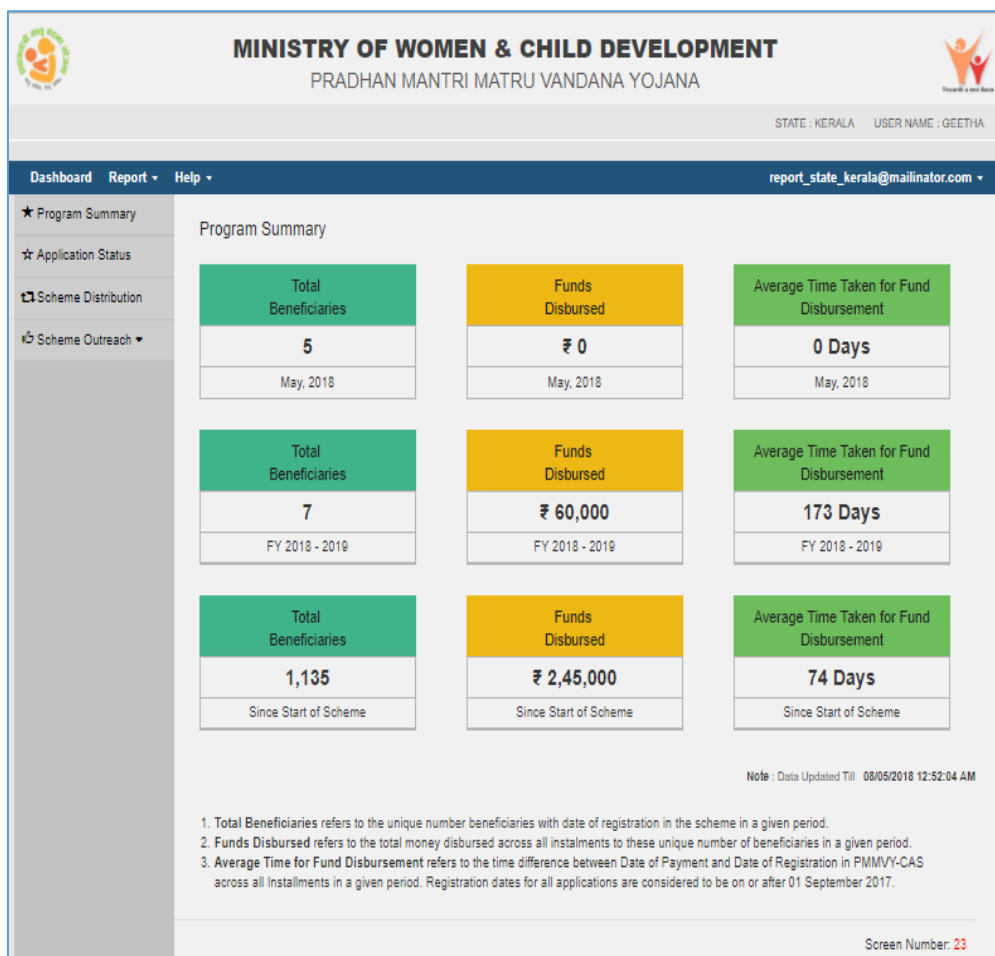


Figure 158: State Report Landing Page

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.

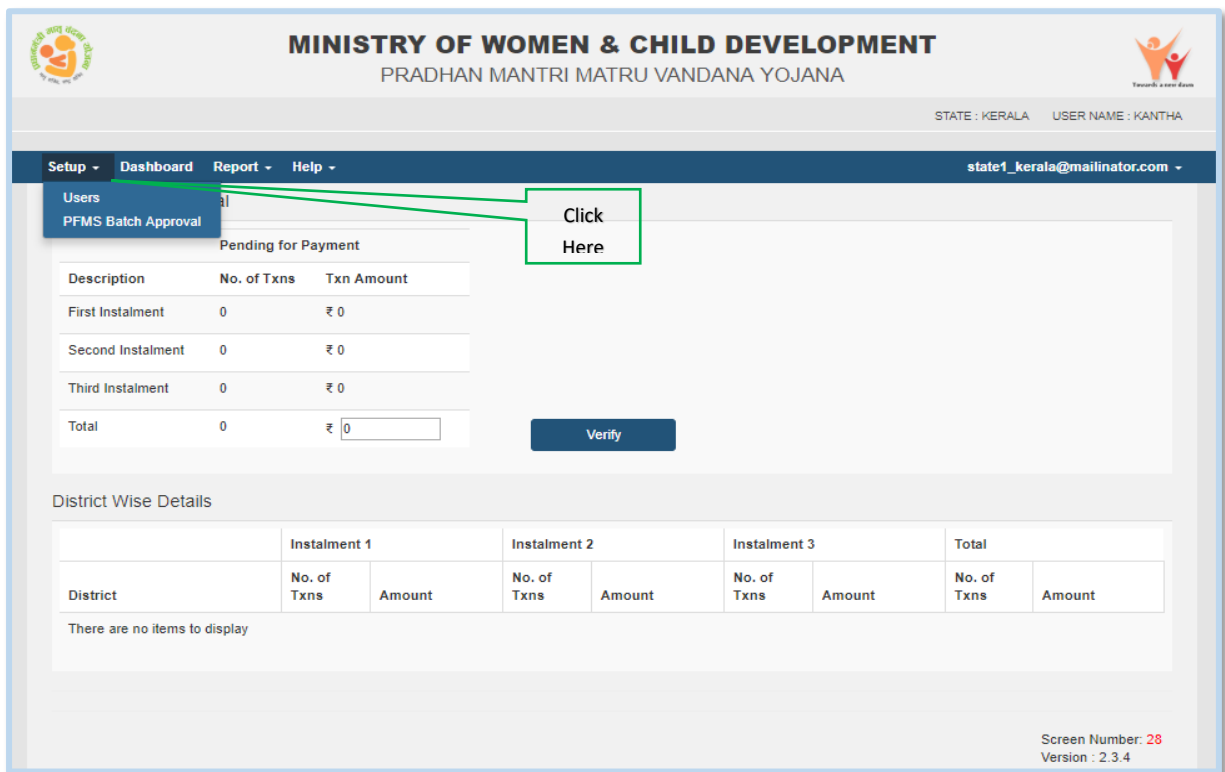


Figure 159 : Navigation to Users Page

- 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.

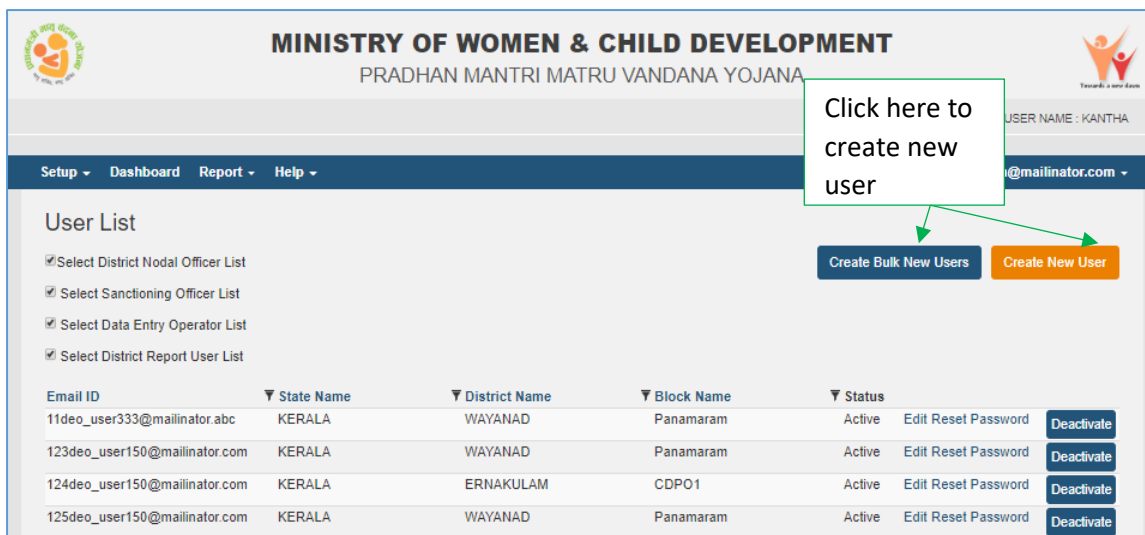


Figure 160: User creation process step 3

- 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.



Figure 501: User Details Form

- 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.

Name*	Email*	Password*	User Type*	Mobile Number*	Department	Designation	Contact Address	State LGD Code*	District LGD Code*	CDPO/MO Block Code*

Figure 512: User Format

MINISTRY OF WOMEN & CHILD DEVELOPMENT
PRADHAN MANTRI MATRU VANDANA YOJANA

STATE : KERALA USER NAME : KANTHA

Setup Dashboard Report Help state1_kerala@mailinator.com

Upload Data Choose File Upload Download User Format

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

Select All	Name	Email	User Type	Phone	State	District	CDPO/MO block	Reason for failure
<input type="checkbox"/>	Anitha	anitha@gmail.com	District Nodal Officer	9988778899	KERALA	Wayanad		Success
<input type="checkbox"/>	Akash	akash@gmail.com	Data Entry Operator	9988778899	KERALA	Wayanad	Sulthanbathery	Success
<input type="checkbox"/>	Jitendra	Jitu@gmail.com	District Report User	9988778899	KERALA	Wayanad		Success
<input type="checkbox"/>	Rakesh	Rakesh@gmail.com	Sanctioning Officer	9988778899	KERALA	Wayanad	Sulthanbathery	Success

Save

Screen Number: 30
Version : 2.3.7

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.

MINISTRY OF WOMEN & CHILD DEVELOPMENT
PRADHAN MANTRI MATRU VANDANA YOJANA

STATE : KERALA USER NAME : KANTHA

state1_kerala@mailinator.com

User List

Select District Nodal Officer List
 Select Sanctioning Officer List
 Select Data Entry Operator List
 Select District Report User List

[Create New User](#)

Email ID	State Name	District Name	Block Name	Status			
11deo_user333@mailinator.abc	KERALA	WAYANAD	Panamaram	Active	Edit	Reset Password	Deactivate
1deo_user223@mailinator.com	KERALA	ERNAKULAM	CDPO1	Active	Edit	Reset Password	Deactivate
251017@mailinator.com	KERALA	ERNAKULAM	Block-10	Active	Edit	Reset Password	Deactivate
280717_06@mailinator.com	KERALA	ERNAKULAM		Active	Edit	Reset Password	Deactivate
a@a.com	KERALA	WAYANAD	Panamaram	Inactive	Edit	Reset Password	Activate
abc@abc.com	KERALA	KANNUR		Active	Edit	Reset Password	Deactivate

Figure 164: User List

Click here to edit the user details.

Click here to reset the password

Click here to Activate/Deactivate the user

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.

MINISTRY OF WOMEN & CHILD DEVELOPMENT
PRADHAN MANTRI MATRU VANDANA YOJANA

STATE : KERALA USER NAME : KANTHA

state1_kerala@mailinator.com

Enter User Details

Email ID* 1deo_user223@mailinator.com

Name* deouser2

User Type* District Nodal Officer Sanctioning Officer
 Data Entry Operator District Report User

Mobile Number* 9988998899

Department Health

Designation DEO

Contact Address Kerala

District* ERNAKULAM

Block* CDPO1

[Save](#)

Click here to save the changes

Screen Number: 4
Version : 2.3.4

Figure 165 : User Detail Form

- 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.

The screenshot displays the 'User List' interface for the Ministry of Women & Child Development. The page header includes the ministry's name and logo, along with the state 'KERALA' and user name 'KANTHA'. The navigation menu shows 'Setup', 'Dashboard', 'Report', and 'Help'. The 'User List' section has several checkboxes for selecting user types and two buttons: 'Create Bulk New Users' and 'Create New User'. The table below lists users with columns for Email ID, State Name, District Name, Block Name, and Status. A search filter is applied to the 'State Name' column, showing a dropdown menu with 'Type: Equals' and 'Value: albert@gmail.com'. A green box highlights the 'Apply' button and the text 'Click Here'.

Email ID	State Name	District Name	Block Name	Status	
11deo_user333@ma	KERALA	WAYANAD	Panamaram	Active	Edit Reset Password Deactivate
123deo_user150@m	KERALA	WAYANAD	Panamaram	Active	Edit Reset Password Deactivate
124deo_user150@m	KERALA	ERNAKULAM	CDPO1	Active	Edit Reset Password Deactivate
125deo_user150@m	KERALA	WAYANAD	Panamaram	Active	Edit Reset Password Deactivate
1deo_user223@ma	KERALA	ERNAKULAM	CDPO1	Active	Edit Reset Password Deactivate
2000deo_user150@	KERALA	WAYANAD	Panamaram	Active	Edit Reset Password Deactivate
251017@mailinator.com	KERALA	ERNAKULAM	Block-10	Active	Edit Reset Password Deactivate

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.

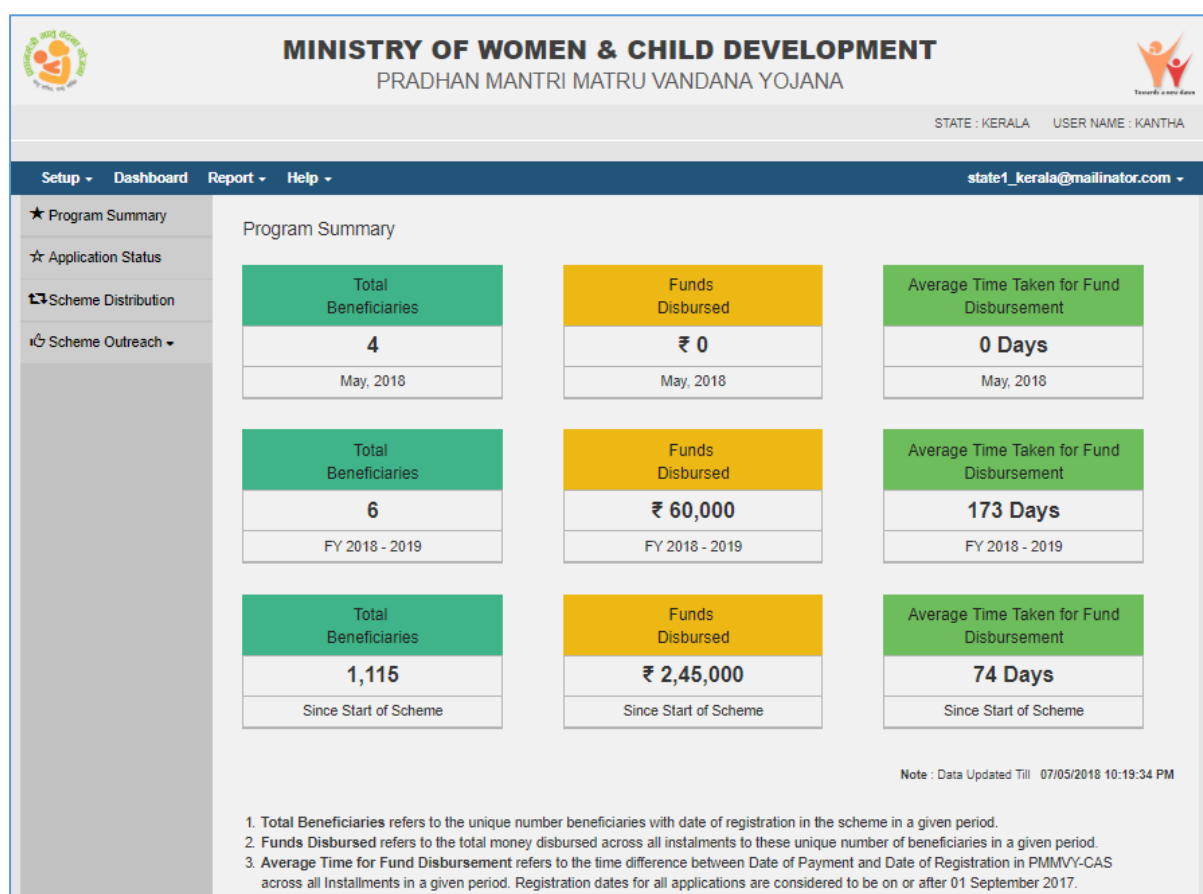


Figure 167 : Dashboard -Program Summary

- 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.



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.

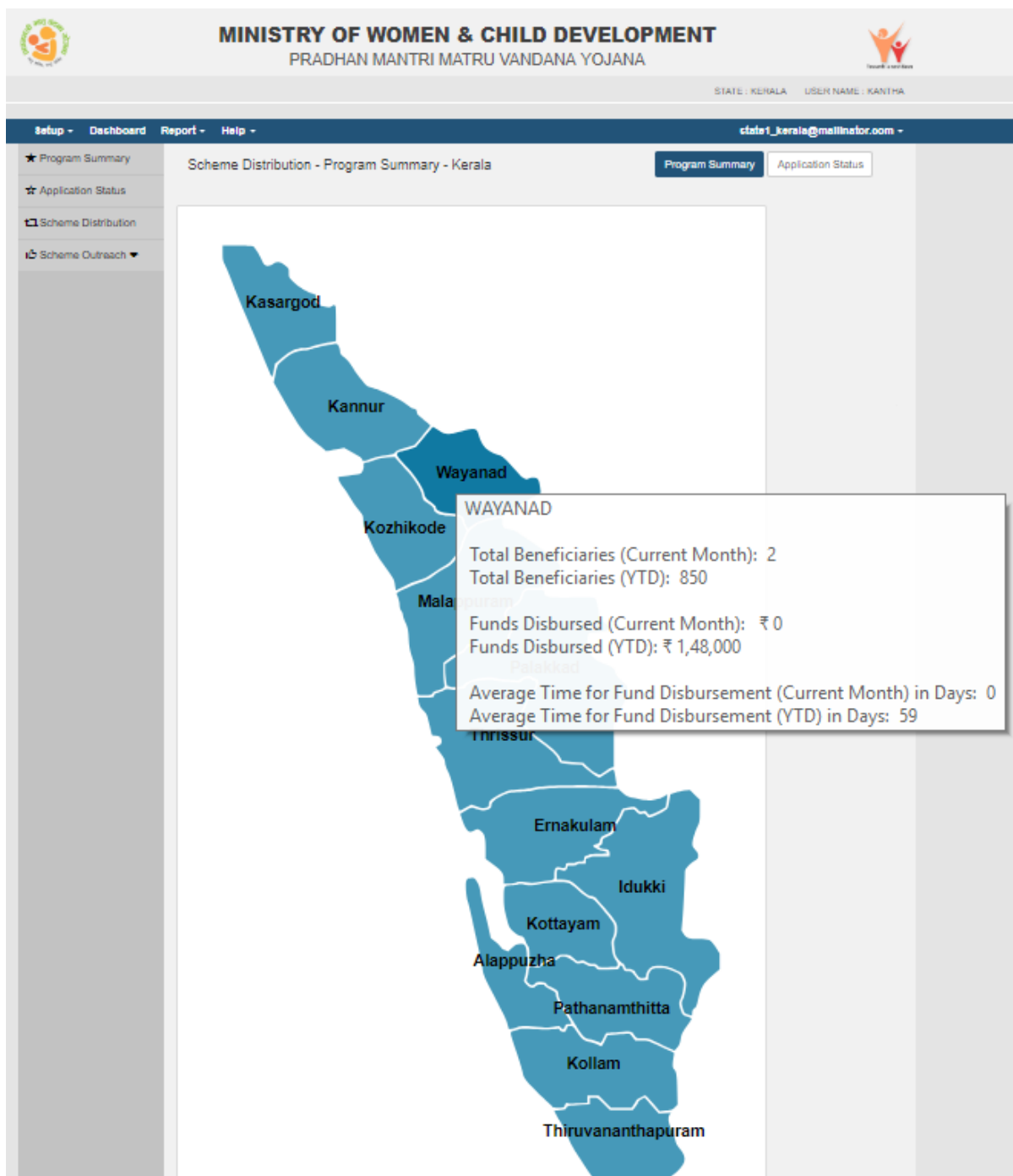


Figure 169 : Scheme Distribution

- 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.

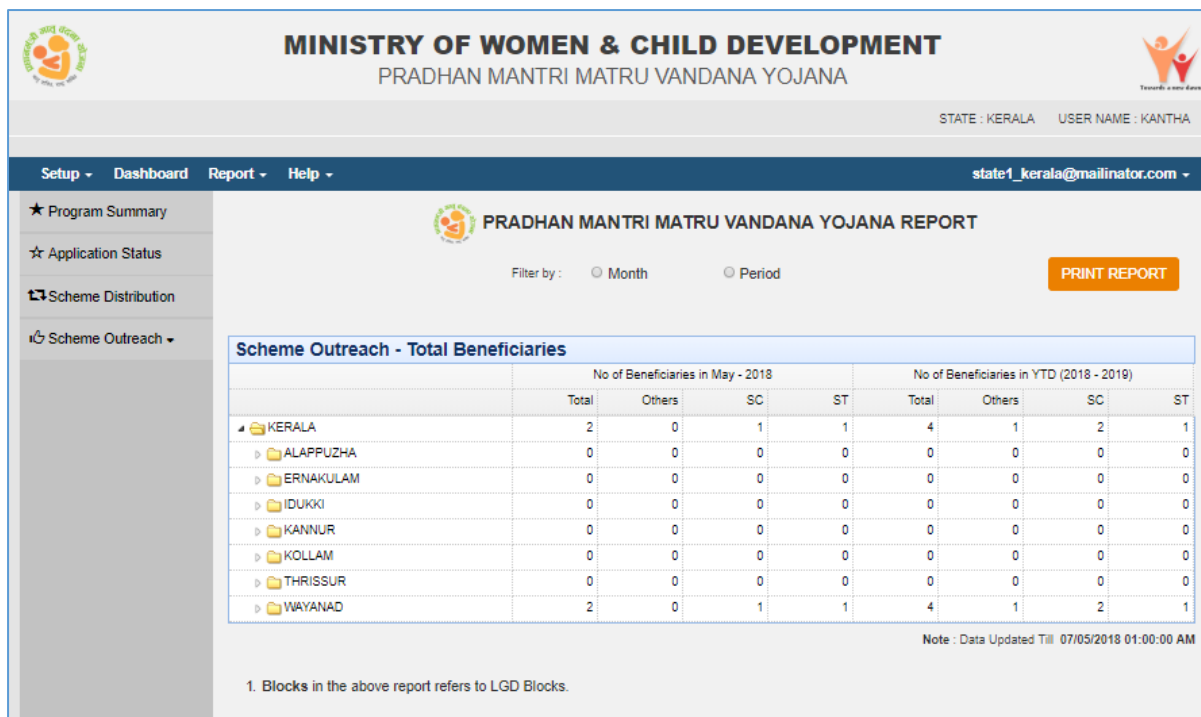


Figure 170: Scheme Outreach – Total Beneficiaries

- 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.

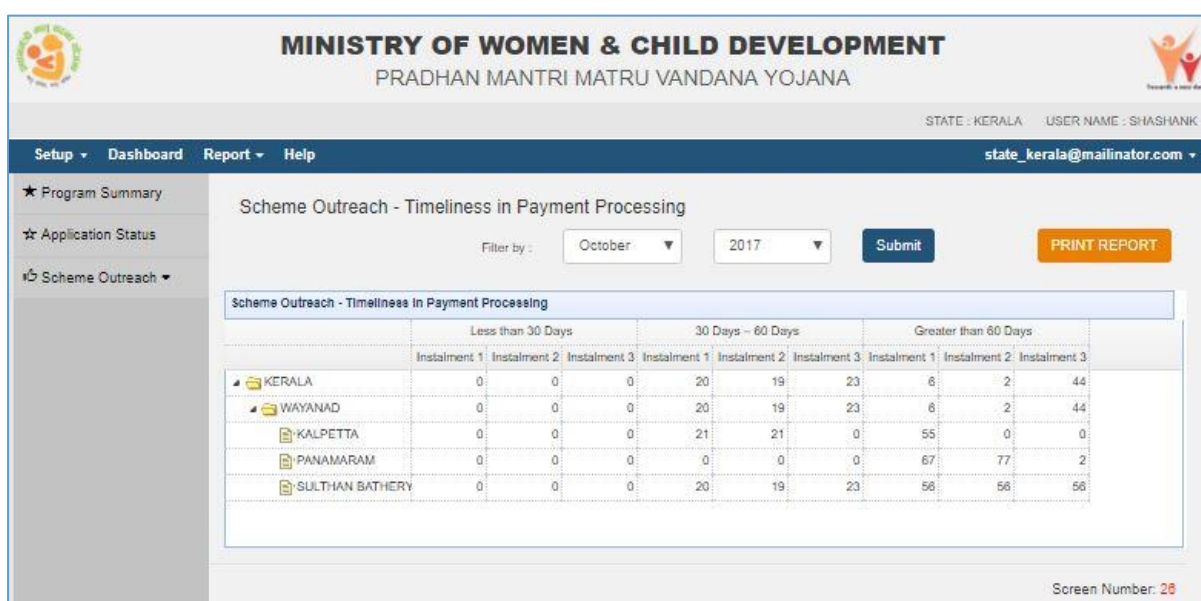


Figure 171: Scheme Outreach - Timeliness in Payment Processing

VII. The **Scheme Outreach – Funds Disbursed Dashboard** the total money paid across all instalments.

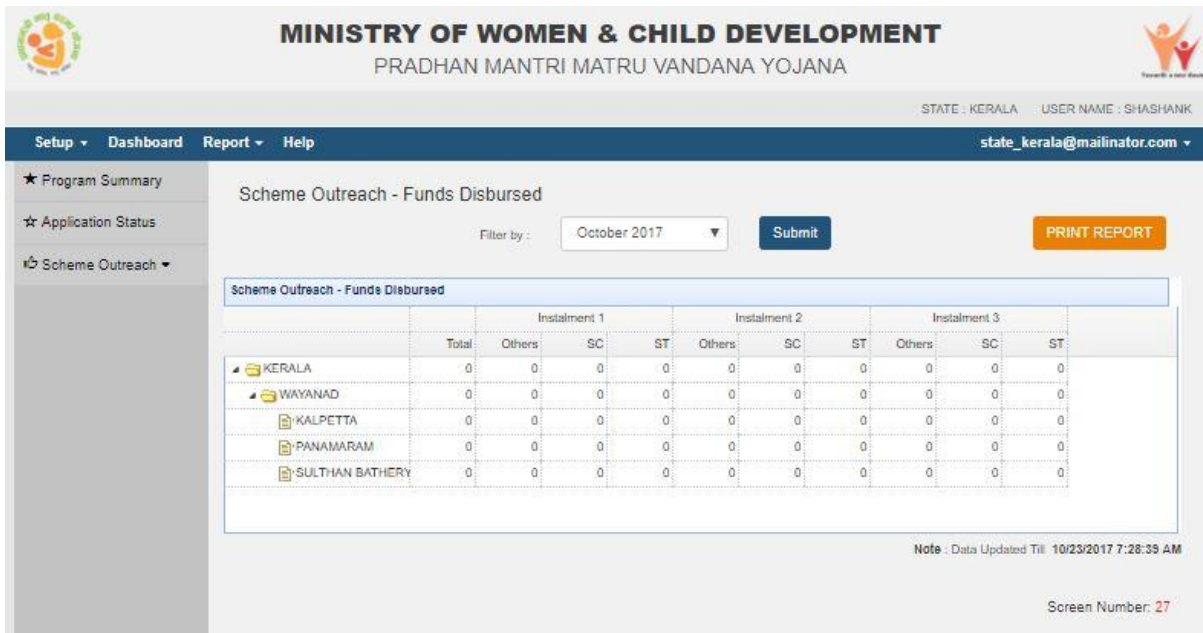


Figure 172: Scheme Outreach - Funds Disbursed

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.

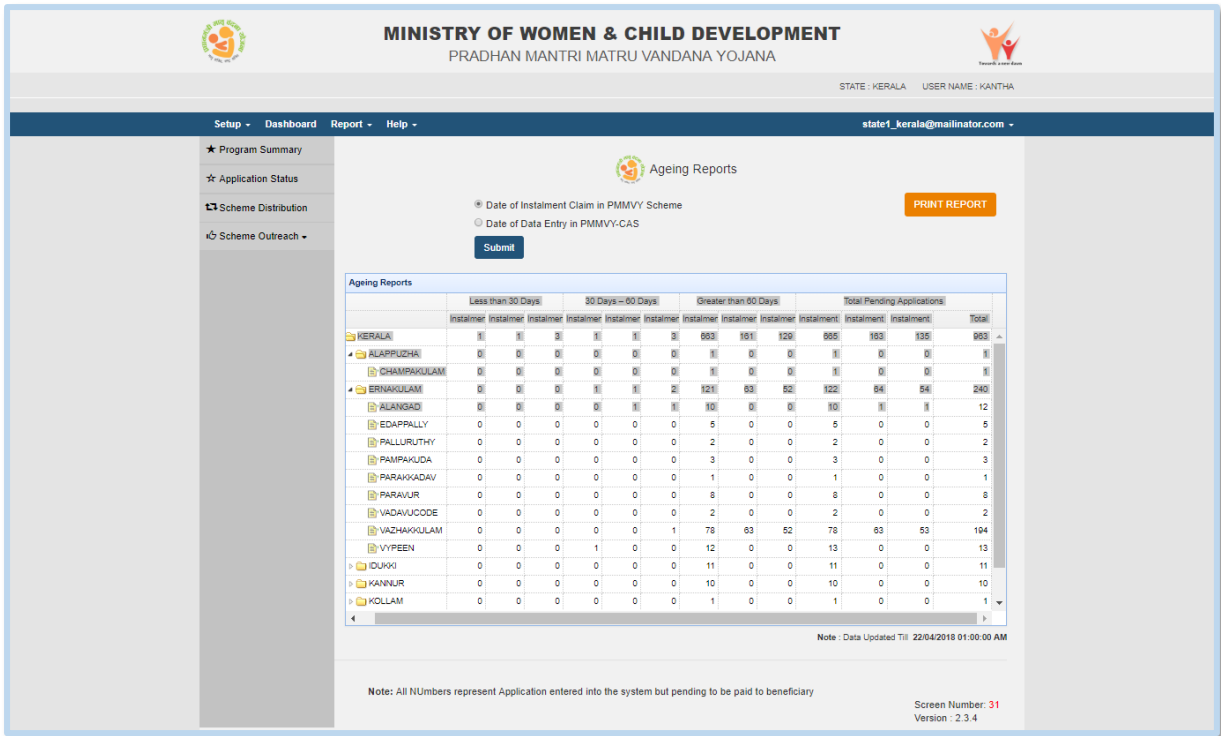


Figure 173: Scheme Outreach – Ageing Report

5.5. Pending SO Approval Report

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.

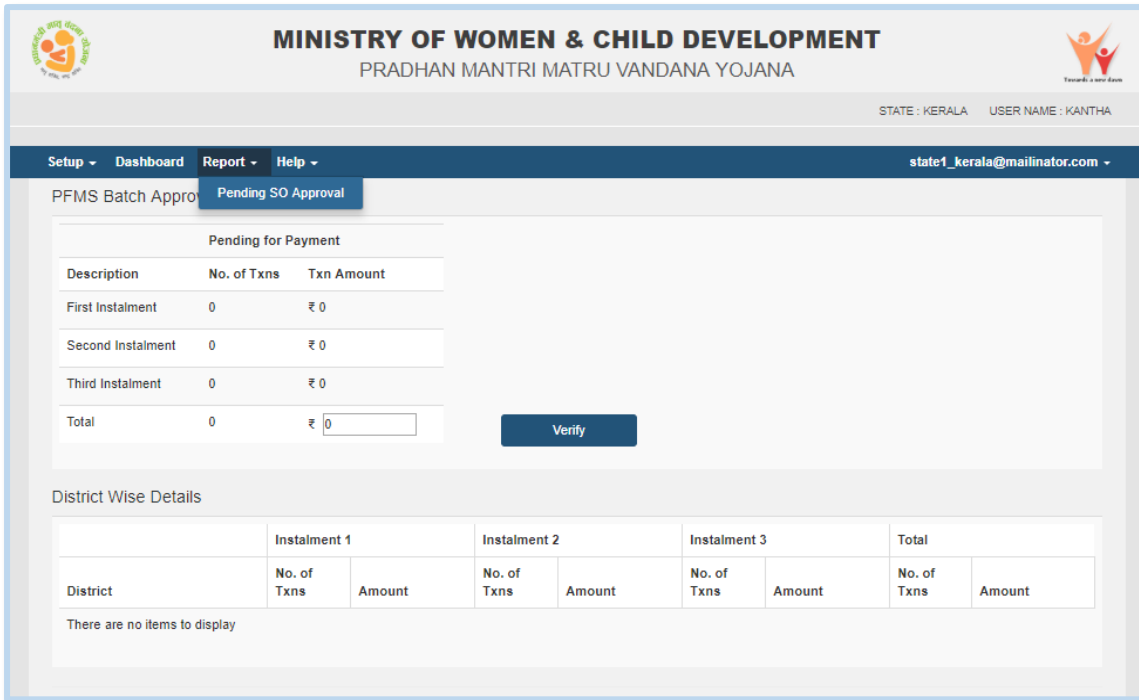


Figure 174: Report

- 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.



Figure 175: Report - Pending SO Approval 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.

The screenshot shows the web interface for the Ministry of Women & Child Development, Pradhan Mantri Matru Vandana Yojana. The header includes the ministry logo, name, and state/user information (STATE: KERALA, USER NAME: KANTHA). The navigation menu has 'Setup', 'Dashboard', 'Report', and 'Help'. The 'Report' dropdown is open, showing options: 'Pending SO Approval', 'Payments Report', and 'Payment Batch History'. A green box highlights 'Payments Report' with the text 'Click Here'. Below the dropdown is a table with columns 'Description', 'No. of Txns', and 'Txn Amount'. The table shows one instalment of ₹ 2,000. A 'Verify' button is present. Below the table is a 'District Wise Details' table with columns for 'District', 'Instalment 1', 'Instalment 2', 'Instalment 3', and 'Total', each with sub-columns for 'No. of Txns' and 'Amount'.

Description	No. of Txns	Txn Amount	Instalment 1		Instalment 2		Instalment 3		Total	
			No. of Txns	Amount	No. of Txns	Amount	No. of Txns	Amount	No. of Txns	Amount
First Instalment	1	₹ 2,000	1	₹ 2,000	0	₹ 0	0	₹ 0	1	₹ 2,000
Second Instalment	0	₹ 0	0	₹ 0	0	₹ 0	0	₹ 0	0	₹ 0
Third Instalment	0	₹ 0	0	₹ 0	0	₹ 0	0	₹ 0	0	₹ 0
Total	1	₹ 2,000	1	₹ 2,000	0	₹ 0	0	₹ 0	1	₹ 2,000

Figure 176 : Payment Report

- 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.



Filter by: January 2018
 Filter by: WAYANAD SuthanBathery Sector1 All **Submit**

PRINT REPORT

PRADHAN MANTRI MATRU VANDANA YOJANA REPORT



Reporting Period	Month	January	Year	2018	
State	District	CDPO/MO block	Verifier	Field Functionary Code	
KERALA	WAYANAD	SuthanBathery ()	Sector1	0	
				All	
Applications Received	Applications Ineligible	Applications Rejected by Sanctioning Officer	Applications Failed Authentication	Applications Under Processing	Applications Paid
18	0	0	1	17	0

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

Beneficiary Details							Payment Details		
S.No.	Beneficiary Name	Beneficiary Husband Name	Mobile Number	Application Date	Application Type	Aadhaar Availability (Y/N)	IGMSY (Y/N)	Date of Payment	Amount Paid
There is no data									

II. Status of Application Processing

Beneficiary Details									
S.No.	Beneficiary Name	Beneficiary Husband Name	Mobile Number	Application Date	Application Type	Aadhaar Availability (Y/N)	IGMSY(Y/N)	Application Status	Status Date
1	Anya Vats	Anjan Kishan Vats		10/01/2018	Registration	Y	N	Pending Sanctioning Officer Approval	10/01/2018
2	Anya Vats	Anjan Kishan Vats		05/02/2017	First Instalment	Y	N	Approved by Sanctioning Officer	10/01/2018
3	Anya Vats	Anjan Kishan Vats		10/08/2017	Second Instalment	Y	N	Approved by Sanctioning Officer	10/01/2018
4	Anya Vats	Anjan Kishan Vats		21/12/2017	Third Instalment	Y	N	Approved by Sanctioning Officer	10/01/2018
5	Fathima	Babu		02/12/2017	Registration	N	N	Withdraw	17/01/2018
6	Namrith Singh	Nehal Rajpal Singh		10/01/2018	Registration	Y	N	Pending Sanctioning Officer Approval	10/01/2018
7	Namrith Singh	Nehal Rajpal Singh		04/01/2017	First Instalment	Y	N	Approved by Sanctioning Officer	10/01/2018
8	Namrith Singh	Nehal Rajpal Singh		10/07/2017	Second Instalment	Y	N	Approved by Sanctioning Officer	10/01/2018
9	Nethra	Namrith		24/01/2018	Registration	N	Y	Pending Sanctioning Officer Approval	24/01/2018
10	Reema	Aldon		04/01/2018	Registration	N	N	Sent for Corredion by Sanctioning Officer	04/01/2018
11	Reema	Aldon		09/03/2017	First Instalment	N	N	Sent for Corredion by Sanctioning Officer	04/01/2018
12	Reema	Aldon		14/09/2017	Second Instalment	N	N	Pending Sanctioning Officer Approval	04/01/2018
13	S.N. Sharma	S.N. Shashank		10/01/2018	Registration	Y	N	Pending Sanctioning Officer Approval	10/01/2018
14	S.N. Sharma	S.N. Shashank		09/01/2018	First Instalment	Y	N	Pending Sanctioning Officer Approval	10/01/2018
15	Shreya	Shreyas KK		03/01/2017	First Instalment	Y	N	Pending Sanctioning Officer Approval	13/02/2018
16	Shreya	Shreyas KK		02/08/2017	Second Instalment	Y	N	Approved by Sanctioning Officer	10/01/2018
17	Shreya	Shreyas KK		01/01/2018	Third Instalment	Y	N	Approved by Sanctioning Officer	10/01/2018

III. Applications failed Authentication (UIDAI and PFMS)

Beneficiary Details									
S.No.	Beneficiary Name	Beneficiary Husband Name	Mobile Number	Application Date	Application Type	Aadhaar Availability (Y/N)	IGMSY(Y/N)	Application Status	Status Date
1	Ridhi Vaidya	Rakesh		10/01/2018	Registration	Y	N	PFMS Rejected	10/01/2018

IV. Ineligible Applications (Applications Ineligible as per Scheme Guidelines)

Beneficiary Details									
S.No.	Beneficiary Name	Beneficiary Husband Name	Mobile Number	Application Date	Application Type	Aadhaar Availability (Y/N)	IGMSY(Y/N)	Application Status	Status Date
There is no data									

V. Rejected Applications (Rejected by the Sanctioning Officer)

Beneficiary Details									
S.No.	Beneficiary Name	Beneficiary Husband Name	Mobile Number	Application Date	Application Type	Aadhaar Availability (Y/N)	IGMSY(Y/N)	Application Status	Status Date
There is no data									

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.

I. List of Beneficiaries to whom payments was made during the Reporting Period									
Beneficiary Details								Payment Details	
S.No.	Beneficiary Name	Beneficiary Husband Name	Mobile Number	Application Date	Application Type	Aadhaar Availability (Y/N)	IGMSY (Y/N)	Date of Payment	Amount Paid
1	Srikrupa	Sriram	*****5544	09/01/2017	First Instalment	Y	N	01/01/2018	1000

Figure 178: Payment Reports - List of Beneficiaries to whom payment was made during the period

- 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 179.

II. Status of Application Processing									
Beneficiary Details									
S.No.	Beneficiary Name	Beneficiary Husband Name	Mobile Number	Application Date	Application Type	Aadhaar Availability (Y/N)	IGMSY(Y/N)	Application Status	Status Date
1	Anusha	Ameeth Kumar		08/01/2018	Registration	Y	N	Payment Details Verified	08/01/2018
2	Anusha	Ameeth Kumar		13/06/2017	Second Instalment	Y	N	Approved by Sanctioning Officer	08/01/2018
3	Anusha	Ameeth Kumar		21/12/2017	Third Instalment	Y	N	Approved by Sanctioning Officer	08/01/2018
4	Apeksha	Arun	*****5443	05/08/2017	First Instalment	N	N	Approved by Sanctioning Officer	19/01/2018
5	Arthi	Anup		08/01/2018	Registration	Y	N	Approved by Sanctioning Officer	08/01/2018
6	Arthi	Anup		26/01/2017	First Instalment	Y	N	Approved by Sanctioning Officer	08/01/2018
7	Arthi	Anup		19/09/2017	Second Instalment	Y	N	Approved by Sanctioning Officer	08/01/2018
8	Chinmay	Chirag		10/01/2018	Registration	N	N	Approved by Sanctioning Officer	10/01/2018

Figure 179: Payment Reports – Status of Application Processing

- 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.

III. Applications failed Authentication (UIDAI and PFMS)									
Beneficiary Details									
S.No.	Beneficiary Name	Beneficiary Husband Name	Mobile Number	Application Date	Application Type	Aadhaar Availability (Y/N)	IGMSY(Y/N)	Application Status	Status Date
1	Poojitha	Prasad		28/12/2017	Registration	Y	N	Beneficiary Aadhaar verified and Husband Aadhaar verification failed	10/01/2018

Figure 180: Payment Reports – Applications failed Authentication (UIDAI and PFMS)

- 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.

IV. Ineligible Applications (Applications Ineligible as per Scheme Guidelines)									
Beneficiary Details									
S.No.	Beneficiary Name	Beneficiary Husband Name	Mobile Number	Application Date	Application Type	Aadhaar Availability (Y/N)	IGMSY(Y/N)	Application Status	Status Date
There is no data									

Figure 181: Payment Reports – Ineligible Applications (Applications Ineligible as per Scheme Guidelines)

- 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.

V. Rejected Applications (Rejected by the Sanctioning Officer)									
Beneficiary Details									
S.No.	Beneficiary Name	Beneficiary Husband Name	Mobile Number	Application Date	Application Type	Aadhaar Availability (Y/N)	IGMSY(Y/N)	Application Status	Status Date
There is no data									

Figure 182: Payment Reports – Rejected Applications (Rejected by the Sanctioning Officer)

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.

The screenshot shows the Ministry of Women & Child Development portal. The header includes the logo, the name of the ministry, and the user information (STATE: KERALA, USER NAME: KANTHA). The navigation menu includes Setup, Dashboard, Report, and Help. The Report dropdown menu is open, showing options like Pending SO Approval, Payments Report, and Payment Batch History. A callout box points to the Payment Batch History option with the text "Click Here".

Description	No. of Txns	Txn Amount
First Instalment	1	₹ 2,000
Second Instalment	0	₹ 0
Third Instalment	0	₹ 0
Total	1	₹ 2,000

Verify

District Wise Details

District	Instalment 1		Instalment 2		Instalment 3		Total	
	No. of Txns	Amount	No. of Txns	Amount	No. of Txns	Amount	No. of Txns	Amount
ERNAKULAM	1	₹ 2,000	0	₹ 0	0	₹ 0	1	₹ 2,000
Total	1	₹ 2,000	0	₹ 0	0	₹ 0	1	₹ 2,000

Figure 183 : Reports - Payment Batch History

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

MINISTRY OF WOMEN & CHILD DEVELOPMENT
PRADHAN MANTRI MATRU VANDANA YOJANA

STATE : KERALA USER NAME : KANTHA

Setup - Dashboard Report - Help - state1_kerala@mailinator.com

Payment Batch History

Approval Date & Time	Batch ID	Approved		Sent		Paid		Rejected		In Process		Details	Remarks
		No. of Txns	Amount	No. of Txns	Amount	No. of Txns	Amount	No. of Txns	Amount	No. of Txns	Amount		
07/05/2018 10:41:41	0039DBTPAYREQ0705201831	1	₹ 2,000	1	₹ 2,000	1	₹ 2,000	0	₹ 0	0	₹ 0	Details	
07/05/2018 10:05:47	0039DBTPAYREQ0705201830	1	₹ 2,000	1	₹ 2,000	1	₹ 2,000	0	₹ 0	0	₹ 0	Details	
07/05/2018 10:01:21	0039DBTPAYREQ0705201829	1	₹ 2,000	1	₹ 2,000	1	₹ 2,000	0	₹ 0	0	₹ 0	Details	
07/05/2018 09:23:19	0039DBTPAYREQ0705201828	1	₹ 2,000	1	₹ 2,000	1	₹ 2,000	0	₹ 0	0	₹ 0	Details	
07/05/2018 09:20:50	0039DBTPAYREQ0705201827	1	₹ 2,000	1	₹ 2,000	1	₹ 2,000	0	₹ 0	0	₹ 0	Details	
07/05/2018 08:52:49	0039DBTPAYREQ0705201826	1	₹ 2,000	1	₹ 2,000	1	₹ 2,000	0	₹ 0	0	₹ 0	Details	
07/05/2018 08:51:23	0039DBTPAYREQ0705201825	1	₹ 2,000	1	₹ 2,000	1	₹ 2,000	0	₹ 0	0	₹ 0	Details	
07/05/2018 08:36:28	0039DBTPAYREQ0705201824	1	₹ 2,000	1	₹ 2,000	0	₹ 0	0	₹ 0	1	₹ 2,000	Details	
07/05/2018 08:35:25	0039DBTPAYREQ0705201823	1	₹ 2,000	1	₹ 2,000	1	₹ 2,000	0	₹ 0	0	₹ 0	Details	
07/05/2018 08:30:12	0039DBTPAYREQ0705201822	1	₹ 2,000	1	₹ 2,000	0	₹ 0	0	₹ 0	1	₹ 2,000	Details	

1 2 3 ... 11 >

Click Here

Figure 184 : Reports - Payment Batch History -2

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

District Wise Details

District	Sent		Paid		Rejected		In Process	
	No. of Txns	Amount	No. of Txns	Amount	No. of Txns	Amount	No. of Txns	Amount
ALAPPUZHA	0	₹ 0	0	₹ 0	0	₹ 0	0	₹ 0
ERNAKULAM	1	₹ 2,000	1	₹ 2,000	0	₹ 0	0	₹ 0
IDUKKI	0	₹ 0	0	₹ 0	0	₹ 0	0	₹ 0
KANNUR	0	₹ 0	0	₹ 0	0	₹ 0	0	₹ 0
KASARAGOD	0	₹ 0	0	₹ 0	0	₹ 0	0	₹ 0
KOLLAM	0	₹ 0	0	₹ 0	0	₹ 0	0	₹ 0
KOTTAYAM	0	₹ 0	0	₹ 0	0	₹ 0	0	₹ 0
KOZHICODE	0	₹ 0	0	₹ 0	0	₹ 0	0	₹ 0
MALAPPURAM	0	₹ 0	0	₹ 0	0	₹ 0	0	₹ 0
PALAKKAD	0	₹ 0	0	₹ 0	0	₹ 0	0	₹ 0
PATHANAMTHITTA	0	₹ 0	0	₹ 0	0	₹ 0	0	₹ 0
THIRUVANANTHAPURAM	0	₹ 0	0	₹ 0	0	₹ 0	0	₹ 0

Close

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.

MINISTRY OF WOMEN & CHILD DEVELOPMENT
PRADHAN MANTRI MATRU VANDANA YOJANA

STATE : KERALA USER NAME : KANTHA

state1_kerala@mailinator.com

Setup - Dashboard Report - Help -

Users
PFMS Batch Approval

Pending for Payment

Description	No. of Txns	Txn Amount
First Instalment	1	₹ 2,000
Second Instalment	0	₹ 0
Third Instalment	0	₹ 0
Total	1	₹ 2,000

Verify

District Wise Details

District	Instalment 1		Instalment 2		Instalment 3		Total	
	No. of Txns	Amount	No. of Txns	Amount	No. of Txns	Amount	No. of Txns	Amount
ERNAKULAM	1	₹ 2,000	0	₹ 0	0	₹ 0	1	₹ 2,000
Total	1	₹ 2,000	0	₹ 0	0	₹ 0	1	₹ 2,000

Figure 186 : PFMS Batch Approval

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

MINISTRY OF WOMEN & CHILD DEVELOPMENT
PRADHAN MANTRI MATRU VANDANA YOJANA

STATE : KERALA USER NAME : KANTHA

state1_kerala@mailinator.com

Setup - Dashboard Report - Help -

PFMS Batch Approval

Pending for Payment

Description	No. of Txns	Txn Amount
First Instalment	1	₹ 2,000
Second Instalment	0	₹ 0
Third Instalment	0	₹ 0
Total	1	₹ 2,000

Verify

District Wise Details

District	Instalment 1		Instalment 2		Instalment 3		Total	
	No. of Txns	Amount	No. of Txns	Amount	No. of Txns	Amount	No. of Txns	Amount
ERNAKULAM	1	₹ 2,000	0	₹ 0	0	₹ 0	1	₹ 2,000
Total	1	₹ 2,000	0	₹ 0	0	₹ 0	1	₹ 2,000

Figure 187 : PFMS Batch Approval-2

- III. Click on verify as shown in Figure 185. The following Popup window is shown. Refer Figure 188.

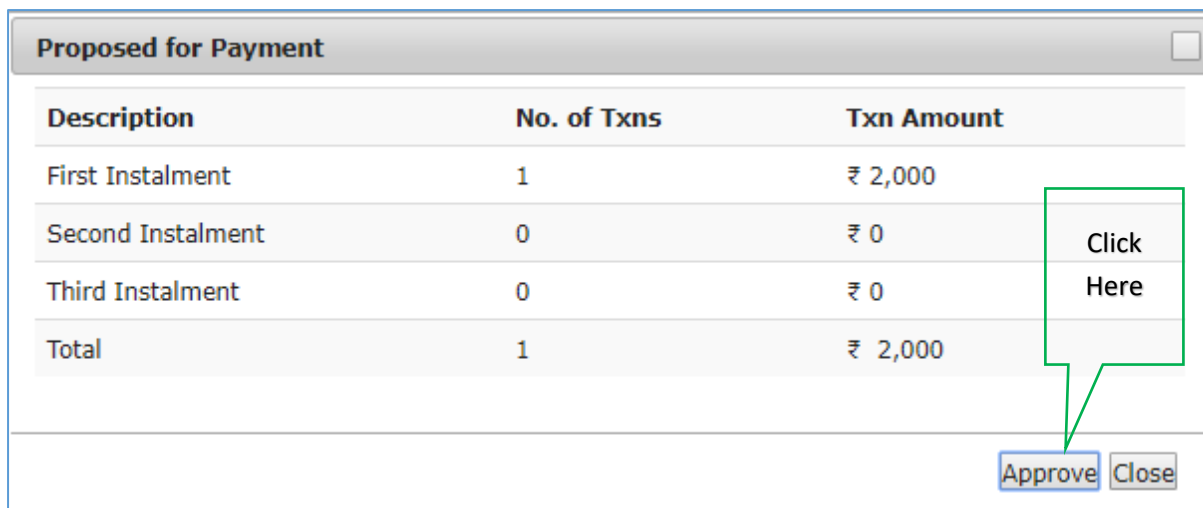


Figure 188 : Popup Window

- 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](#)

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सत्यमेव जयते

Ministry of Women and Child Development
Government of India New Delhi

www.wcd.nic.in



एक कदम स्वच्छता की ओर