Pradhan Mantri Matru Vandana Yojana (PMMVY)
Pradhan Mantri Matru Vandana Yojana (PMMVY)

SOFTWARE USER MANUAL

Ministry of Women and Child Development
Government of India
New Delhi
September, 2017
## Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>List of Figures</td>
<td>IV</td>
</tr>
<tr>
<td>List of Abbreviations</td>
<td>VII</td>
</tr>
<tr>
<td>List of Error Message on PMMVY System</td>
<td>X</td>
</tr>
<tr>
<td>CHAPTER I</td>
<td>1</td>
</tr>
<tr>
<td>1. GENERAL INSTRUCTIONS</td>
<td>1</td>
</tr>
<tr>
<td>1.1 User Manual Overview</td>
<td>2</td>
</tr>
<tr>
<td>1.2 PMMVY Scheme Overview</td>
<td>2</td>
</tr>
<tr>
<td>1.2.1 Implementing Department</td>
<td>2</td>
</tr>
<tr>
<td>1.2.2 Conditionalities for Benefits Payment</td>
<td>2</td>
</tr>
<tr>
<td>1.2.3 Beneficiaries under the old MBP scheme (also known as IGMSY)</td>
<td>3</td>
</tr>
<tr>
<td>1.2.4 Cut off Dates for Submission of Applications:</td>
<td>3</td>
</tr>
<tr>
<td>1.2.5 Payments to the Beneficiaries</td>
<td>4</td>
</tr>
<tr>
<td>1.2.6 Types of Forms</td>
<td>4</td>
</tr>
<tr>
<td>1.2.7 Roles and Responsibilities of Stakeholders in the PMMVY Software</td>
<td>5</td>
</tr>
<tr>
<td>1.3 Do’s and Don’ts</td>
<td>7</td>
</tr>
<tr>
<td>1.3.1 Do’s for PMMVY System</td>
<td>7</td>
</tr>
<tr>
<td>1.3.2 Don’ts for PMMVY System</td>
<td>7</td>
</tr>
<tr>
<td>CHAPTER II</td>
<td>8</td>
</tr>
<tr>
<td>2. MANUAL FOR DATA ENTRY</td>
<td>8</td>
</tr>
<tr>
<td>2.1 Getting Started with PMMVY Software</td>
<td>9</td>
</tr>
<tr>
<td>2.1.1 Opening the Website</td>
<td>9</td>
</tr>
<tr>
<td>2.1.2 Log in Procedure</td>
<td>9</td>
</tr>
<tr>
<td>2.1.3 Log out Procedure</td>
<td>10</td>
</tr>
<tr>
<td>2.1.4 Change Password</td>
<td>11</td>
</tr>
<tr>
<td>2.1.5 Forgot Password</td>
<td>12</td>
</tr>
<tr>
<td>2.2 Searching for a Beneficiary</td>
<td>13</td>
</tr>
<tr>
<td>2.3 Registering a New Beneficiary</td>
<td>16</td>
</tr>
<tr>
<td>2.4 Beneficiary Profile View</td>
<td>23</td>
</tr>
<tr>
<td>2.5 Entering Beneficiary Claim for Instalment</td>
<td>24</td>
</tr>
<tr>
<td>2.5.1 First Instalment Form (Form 1A)</td>
<td>24</td>
</tr>
<tr>
<td>2.5.2 Second Instalment Form (Form 1B)</td>
<td>26</td>
</tr>
<tr>
<td>2.5.3 Third Instalment Form (Form 1C)</td>
<td>27</td>
</tr>
<tr>
<td>2.6 Updating Beneficiary Details (Form 3)</td>
<td>29</td>
</tr>
<tr>
<td>2.7 Re-Registration of Beneficiary</td>
<td>31</td>
</tr>
</tbody>
</table>
4.4.1 Field Functionary Mapping to LGD Block & V/T/C ........................................................ 67
4.4.2 Field Functionary Mapping to Block ............................................................................. 69
4.5 Delayed Approval Reports .................................................................................................... 71
4.6 FAQs ...................................................................................................................................... 73

CHAPTER V .......................................................................................................................................... 74

5. MANUAL FOR STATE NODAL OFFICER ......................................................................................... 74
5.1 Getting Started with PMMVY Software ................................................................................ 75
  5.1.1 Opening the Website ....................................................................................................... 75
  5.1.2 Log in Procedure ............................................................................................................ 75
  5.1.3 Log out Procedure ......................................................................................................... 76
  5.1.4 Change Password .......................................................................................................... 77
  5.1.5 Forgot Password ........................................................................................................... 78
5.2 State Nodal Officer Permissions ........................................................................................... 79
  5.2.1 “Admin” Permission ...................................................................................................... 79
  5.2.2 Dashboard Permission .................................................................................................. 80
5.3 User Creation ........................................................................................................................ 80
  5.3.1 New User Creation ....................................................................................................... 80
  5.3.2 Editing/Deleting User Details ....................................................................................... 83
5.4 Dashboards ........................................................................................................................... 84
5.5 FAQs ...................................................................................................................................... 86
List of Figures

Figure 1: Home Page .......................................................................................................................... 9
Figure 2: Log in Page .......................................................................................................................... 9
Figure 3: Beneficiary List .................................................................................................................... 10
Figure 4: Log out Procedure 1 .......................................................................................................... 10
Figure 5: Log out Procedure 2 .......................................................................................................... 11
Figure 6: Reset Password .................................................................................................................... 11
Figure 7: Forgot Password -1 ............................................................................................................ 12
Figure 8: Forgot Password -2 .......................................................................................................... 12
Figure 9: Beneficiary Search ............................................................................................................. 13
Figure 10: Identity Proof ..................................................................................................................... 14
Figure 11: Search by Field Functionary .............................................................................................. 14
Figure 12: Search by ID Proof Number .............................................................................................. 15
Figure 13: Search by Field Functionary .............................................................................................. 15
Figure 14: New Beneficiary ............................................................................................................... 16
Figure 15: Beneficiary Registration Form ........................................................................................... 17
Figure 16: Beneficiary Basic Details .................................................................................................. 18
Figure 17: Beneficiary already enrolled in old MBP scheme ............................................................... 18
Figure 18: Beneficiary Registration with Aadhaar ID or Alternate ID ................................................ 19
Figure 19: Category Dropdown .......................................................................................................... 19
Figure 20: Number of living children in the family .......................................................................... 19
Figure 21: Calendar ............................................................................................................................. 20
Figure 22: Present Address ............................................................................................................... 20
Figure 23: Bank/PO Account Details .................................................................................................. 20
Figure 24: Check for IFSC .................................................................................................................. 21
Figure 25: Beneficiary Successful Registration .................................................................................. 22
Figure 26: Beneficiary search result .................................................................................................. 23
Figure 27: Beneficiary Profile ............................................................................................................ 24
Figure 28: Pending for SO Approval ................................................................................................ 25
Figure 29: Beneficiary Approved by SO ............................................................................................. 25
Figure 30: Applying for Second Instalment .................................................................................... 26
Figure 31: Second Instalment Form ..................................................................................................... 26
Figure 32: Apply for Third Instalment ............................................................................................... 27
Figure 33: Third Instalment Form ....................................................................................................... 27
Figure 34: Ineligible for Instalment .................................................................................................... 28
Figure 35: Beneficiary Profile ............................................................................................................ 29
Figure 36: Update Beneficiary details ............................................................................................... 30
Figure 37: Re-Registration ............................................................................................................... 31
Figure 38: Confirmation of Re-Registration ...................................................................................... 31
Figure 39: Re-Registration Form ........................................................................................................ 32
Figure 40: Re-registration status ...................................................................................................... 32
Figure 41: Correction Queue ............................................................................................................. 33
Figure 42: Correction Queue List ...................................................................................................... 33
Figure 43: Navigation to Payment Reports .......................................................................................... 34
### List of Abbreviations

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Abbreviations</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>ANC</td>
<td>Ante-Natal Check-up</td>
</tr>
<tr>
<td>2.</td>
<td>ANM</td>
<td>Auxiliary Nurse &amp; Midwife</td>
</tr>
<tr>
<td>3.</td>
<td>ASHA</td>
<td>Accredited Social Health Activist</td>
</tr>
<tr>
<td>4.</td>
<td>AWC</td>
<td>Anganwadi Centre</td>
</tr>
<tr>
<td>5.</td>
<td>AWH</td>
<td>Anganwadi Helper</td>
</tr>
<tr>
<td>6.</td>
<td>AWW</td>
<td>Anganwadi Worker</td>
</tr>
<tr>
<td>7.</td>
<td>BCG</td>
<td>Bacille Calmette Guerin</td>
</tr>
<tr>
<td>8.</td>
<td>CAS</td>
<td>Common Application Software</td>
</tr>
<tr>
<td>9.</td>
<td>CDPO</td>
<td>Child Development Project Officer</td>
</tr>
<tr>
<td>10.</td>
<td>CGMS</td>
<td>Continuous Glucose Monitoring System</td>
</tr>
<tr>
<td>11.</td>
<td>CHC</td>
<td>Community Health Centre</td>
</tr>
<tr>
<td>12.</td>
<td>CMO</td>
<td>Chief Medical Officer</td>
</tr>
<tr>
<td>13.</td>
<td>DAVP</td>
<td>Directorate of Advertising and Visual Publicity</td>
</tr>
<tr>
<td>14.</td>
<td>DBT</td>
<td>Direct Benefit Transfer</td>
</tr>
<tr>
<td>15.</td>
<td>DDO</td>
<td>Drawing and Disbursing Officer</td>
</tr>
<tr>
<td>16.</td>
<td>DEO</td>
<td>Data Entry Operator</td>
</tr>
<tr>
<td>17.</td>
<td>DG</td>
<td>Director General</td>
</tr>
<tr>
<td>18.</td>
<td>DNO</td>
<td>District Nodal Officer</td>
</tr>
<tr>
<td>19.</td>
<td>DPO</td>
<td>District Programme Officer</td>
</tr>
<tr>
<td>20.</td>
<td>DPT</td>
<td>Diphtheria, Pertussis and Tetanus</td>
</tr>
<tr>
<td>21.</td>
<td>DSC</td>
<td>Digital Signature Certificate</td>
</tr>
<tr>
<td>22.</td>
<td>EID</td>
<td>Aadhaar Enrolment ID</td>
</tr>
<tr>
<td>23.</td>
<td>Er</td>
<td>Error</td>
</tr>
<tr>
<td>24.</td>
<td>FAQs</td>
<td>Frequently Asked Questions</td>
</tr>
<tr>
<td>25.</td>
<td>GOI</td>
<td>Government of India</td>
</tr>
<tr>
<td>27.</td>
<td>ICDS</td>
<td>Integrated Child Development Services</td>
</tr>
<tr>
<td>28.</td>
<td>IEC</td>
<td>Information Education and Communication</td>
</tr>
<tr>
<td>29.</td>
<td>IFSC</td>
<td>Indian Financial System Code</td>
</tr>
<tr>
<td>30.</td>
<td>IGMSY</td>
<td>Indira Gandhi Matritva Sahyog Yojana -Also known as ‘old MBP’</td>
</tr>
<tr>
<td>31.</td>
<td>IPPB</td>
<td>India Post Payments Bank</td>
</tr>
<tr>
<td>No.</td>
<td>Abbreviation</td>
<td>Description</td>
</tr>
<tr>
<td>-----</td>
<td>--------------</td>
<td>-------------</td>
</tr>
<tr>
<td>32</td>
<td>JAM</td>
<td>Jan Dhan Account, Aadhaar and Mobile Number</td>
</tr>
<tr>
<td>33</td>
<td>JSY</td>
<td>Janani Suraksha Yojana</td>
</tr>
<tr>
<td>34</td>
<td>LGD</td>
<td>Local Government Directory</td>
</tr>
<tr>
<td>35</td>
<td>LMP</td>
<td>Last Menstrual Period</td>
</tr>
<tr>
<td>36</td>
<td>MBP</td>
<td>Maternity Benefit Programme</td>
</tr>
<tr>
<td>37</td>
<td>MCH</td>
<td>Mother and Child Health</td>
</tr>
<tr>
<td>38</td>
<td>MCP</td>
<td>Mother and Child Protection</td>
</tr>
<tr>
<td>39</td>
<td>MCTS</td>
<td>Mother &amp; Child Tracking System</td>
</tr>
<tr>
<td>40</td>
<td>MGNREGS</td>
<td>Mahatma Gandhi National Rural Employment Guarantee Scheme</td>
</tr>
<tr>
<td>41</td>
<td>MH&amp;FW</td>
<td>Ministry of Health and Family Welfare</td>
</tr>
<tr>
<td>42</td>
<td>MO</td>
<td>Medical Officer</td>
</tr>
<tr>
<td>43</td>
<td>MPR</td>
<td>Monthly Progress Report</td>
</tr>
<tr>
<td>44</td>
<td>MWCD</td>
<td>Ministry of Women &amp; Child Development</td>
</tr>
<tr>
<td>45</td>
<td>NER</td>
<td>North Eastern Region</td>
</tr>
<tr>
<td>46</td>
<td>NGO</td>
<td>Non-Governmental Organisation</td>
</tr>
<tr>
<td>47</td>
<td>NHM</td>
<td>National Health Mission</td>
</tr>
<tr>
<td>48</td>
<td>NIPCCD</td>
<td>National Institute of Public Cooperation and Child Development</td>
</tr>
<tr>
<td>49</td>
<td>OBGY</td>
<td>Obstetrician/ Gynaecologist</td>
</tr>
<tr>
<td>50</td>
<td>OPV</td>
<td>Oral Polio Vaccine</td>
</tr>
<tr>
<td>51</td>
<td>PAN</td>
<td>Permanent Account Number</td>
</tr>
<tr>
<td>52</td>
<td>PDS</td>
<td>Public Distribution System</td>
</tr>
<tr>
<td>53</td>
<td>PFMS</td>
<td>Public Financial Management System</td>
</tr>
<tr>
<td>54</td>
<td>PHC</td>
<td>Primary Health Centre</td>
</tr>
<tr>
<td>55</td>
<td>PMSMA</td>
<td>Pradhan Mantri Surakshit Matritva Abhiyan</td>
</tr>
<tr>
<td>56</td>
<td>PMMVY</td>
<td>Pradhan Mantri Matru Vandana Yojana</td>
</tr>
<tr>
<td>57</td>
<td>PO</td>
<td>Post Office</td>
</tr>
<tr>
<td>58</td>
<td>PRI</td>
<td>Panchayati Raj Institutions</td>
</tr>
<tr>
<td>59</td>
<td>PSU</td>
<td>Public Sector Undertaking</td>
</tr>
<tr>
<td>60</td>
<td>PW&amp;LM</td>
<td>Pregnant Women &amp; Lactating Mother</td>
</tr>
<tr>
<td>61</td>
<td>RCH</td>
<td>Reproductive &amp; Child Health</td>
</tr>
<tr>
<td>62</td>
<td>SC</td>
<td>Schedule Caste</td>
</tr>
<tr>
<td>63</td>
<td>SHG</td>
<td>Self Help Group</td>
</tr>
<tr>
<td>64</td>
<td>SMC</td>
<td>Steering and Monitoring Committee</td>
</tr>
<tr>
<td>65</td>
<td>SNO</td>
<td>State Nodal Officer</td>
</tr>
<tr>
<td>66</td>
<td>SoE</td>
<td>Statement of Expenditure</td>
</tr>
<tr>
<td>67</td>
<td>SO</td>
<td>Sanctioning Officer</td>
</tr>
<tr>
<td>68</td>
<td>ST</td>
<td>Schedule Tribe</td>
</tr>
<tr>
<td>69</td>
<td>SW</td>
<td>Social Welfare</td>
</tr>
<tr>
<td>70</td>
<td>UIDAI</td>
<td>Unique Identification Authority of India</td>
</tr>
<tr>
<td>71</td>
<td>ULB</td>
<td>Urban Local Bodies</td>
</tr>
<tr>
<td>72</td>
<td>UT</td>
<td>Union Territory</td>
</tr>
<tr>
<td>73</td>
<td>VHSNC</td>
<td>Village Health, Sanitation and Nutrition Committee</td>
</tr>
<tr>
<td></td>
<td>Acronym</td>
<td>Description</td>
</tr>
<tr>
<td>----</td>
<td>---------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>74.</td>
<td>VHSND</td>
<td>Village Health Sanitation and Nutrition Day</td>
</tr>
<tr>
<td>75.</td>
<td>V/T/C</td>
<td>Village/Town/City</td>
</tr>
<tr>
<td>76.</td>
<td>WCD</td>
<td>Women and Child Development</td>
</tr>
</tbody>
</table>
## List of Error Message on PMMVY System

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

<table>
<thead>
<tr>
<th>Error Code</th>
<th>Screen</th>
<th>Field Name</th>
<th>Case</th>
<th>Error Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>Er 101</td>
<td>User Creation</td>
<td>Block</td>
<td>No input</td>
<td>Please fill mandatory fields</td>
</tr>
<tr>
<td>Er 102</td>
<td>User Creation</td>
<td>Block</td>
<td>No input</td>
<td>Please fill mandatory fields</td>
</tr>
<tr>
<td>Er 103</td>
<td>User Creation</td>
<td>Confirm Password</td>
<td>Password not match</td>
<td>Password and Confirm Password do not match</td>
</tr>
<tr>
<td>Er 104</td>
<td>User Creation</td>
<td>Email</td>
<td>Already exists</td>
<td>Email already exists</td>
</tr>
<tr>
<td>Er 105</td>
<td>User Creation</td>
<td>Email</td>
<td>Not Valid</td>
<td>Please enter a valid Email ID</td>
</tr>
<tr>
<td>Er 106</td>
<td>User Creation</td>
<td>Old Password</td>
<td>Invalid password</td>
<td>Please enter a valid Password</td>
</tr>
<tr>
<td>Er 107</td>
<td>User Creation</td>
<td>Password</td>
<td>Password policy</td>
<td>Password must be between 8 and 14 characters and a combination of letters, numbers and special characters</td>
</tr>
<tr>
<td>Er 108</td>
<td>User Creation</td>
<td>Permissions</td>
<td>No input</td>
<td>Select a Permission</td>
</tr>
<tr>
<td>Er 109</td>
<td>User Creation</td>
<td>User Type</td>
<td>No input</td>
<td>User Type is Required</td>
</tr>
<tr>
<td>Er 201</td>
<td>Login Page</td>
<td>Email</td>
<td>No input</td>
<td>Please enter valid Email ID</td>
</tr>
<tr>
<td>Er 202</td>
<td>Login Page</td>
<td>Email/Password</td>
<td>Wrong Email and/or Wrong Password</td>
<td>Please enter valid Email ID and Password</td>
</tr>
<tr>
<td>Er 203</td>
<td>Login Page</td>
<td>Password</td>
<td>No input</td>
<td>Please enter valid Password</td>
</tr>
<tr>
<td>Er 204</td>
<td>Login Page</td>
<td>Captcha</td>
<td>No Input / Incorrect Captcha</td>
<td>Invalid Captcha</td>
</tr>
<tr>
<td>Er 301</td>
<td>Reset Password</td>
<td>Confirm New Password</td>
<td>Password policy</td>
<td>Password must be between 8 and 14 characters and a combination of letters, numbers and special characters</td>
</tr>
<tr>
<td>Error Code</td>
<td>Module</td>
<td>Field</td>
<td>Error Description</td>
<td>Action Suggested</td>
</tr>
<tr>
<td>------------</td>
<td>-----------------</td>
<td>----------------------</td>
<td>------------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------</td>
</tr>
<tr>
<td>Er 303</td>
<td>Reset Password</td>
<td>Wrong Password</td>
<td>Password not match</td>
<td>Please enter a valid Password</td>
</tr>
<tr>
<td>Er 401</td>
<td>Registration</td>
<td>Aadhaar Number</td>
<td>Invalid Aadhaar</td>
<td>Please fill valid Aadhaar Number</td>
</tr>
<tr>
<td>Er 402</td>
<td>Registration</td>
<td>Account Number</td>
<td>Not Valid as per string length</td>
<td>Please fill valid Account Number</td>
</tr>
<tr>
<td>Er 403</td>
<td>Registration</td>
<td>Account Number</td>
<td>Not numeric value</td>
<td>Please fill valid Account Number</td>
</tr>
<tr>
<td>Er 404</td>
<td>Registration</td>
<td>Date</td>
<td>Future Date</td>
<td>Future dates are not allowed to be filled.</td>
</tr>
<tr>
<td>Er 405</td>
<td>Registration</td>
<td>Date of Reg. of MCP card at AWC/Subcentre</td>
<td>Date Validations</td>
<td>Date of Reg. of MCP card at AWC/Subcentre should be less or equal to Registration Date</td>
</tr>
<tr>
<td>Er 406</td>
<td>Registration</td>
<td>IFSC/EMO Code</td>
<td></td>
<td>Please fill valid IFSC/EMO Code</td>
</tr>
<tr>
<td>Er 407</td>
<td>Registration</td>
<td>LMP Date</td>
<td></td>
<td>LMP Date must not exceed Date of Reg. of MCP card at AWC/Subcentre and Registration Date</td>
</tr>
<tr>
<td>Er 408</td>
<td>Registration</td>
<td>Mandatory Fields</td>
<td>No input</td>
<td>Mandatory field is required to fill</td>
</tr>
<tr>
<td>Er 409</td>
<td>Registration</td>
<td>Mobile Number</td>
<td>Not numeric / not 10 digit number</td>
<td>Enter valid Mobile number</td>
</tr>
<tr>
<td>Er 410</td>
<td>Registration</td>
<td>Name</td>
<td>Only Numeric</td>
<td>Please enter valid Name</td>
</tr>
<tr>
<td>Er 411</td>
<td>Registration</td>
<td>Pin code</td>
<td>Not Valid</td>
<td>Please enter valid 6 digit Pin code</td>
</tr>
<tr>
<td>Er 412</td>
<td>Registration</td>
<td>Registration Date</td>
<td>Prior to 1st Jan. 2017</td>
<td>Registration Date must not be before 01/01/2017</td>
</tr>
<tr>
<td>Er 501</td>
<td>Beneficiary List</td>
<td>ID Proof/Aadhaar Number</td>
<td>Input value does not exactly match with any existing ID proof number</td>
<td>Please fill valid ID Proof Number</td>
</tr>
<tr>
<td>Er 502</td>
<td>Beneficiary List</td>
<td>Identity Proof</td>
<td>Invalid proof</td>
<td>Please fill valid ID Proof Number</td>
</tr>
<tr>
<td>Er 503</td>
<td>Beneficiary List</td>
<td>Mobile Number</td>
<td>Not 10 digit numeric</td>
<td>Please enter valid 10 digit Mobile Number</td>
</tr>
<tr>
<td>Er 504</td>
<td>Beneficiary List</td>
<td>No search input</td>
<td>Please fill any of the search criteria to proceed</td>
<td></td>
</tr>
<tr>
<td>--------</td>
<td>------------------</td>
<td>-----------------</td>
<td>-----------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Er 601</td>
<td>Beneficiary Profile</td>
<td>Number of Living Children Exceeds</td>
<td>The beneficiary will not be eligible to apply for any benefits under the scheme as the number of living children exceeds 0</td>
<td></td>
</tr>
<tr>
<td>Er 602</td>
<td>Beneficiary Profile</td>
<td>Ineligible</td>
<td>The beneficiary will not be eligible to apply for benefits under the scheme as the beneficiary has received first and second instalment under old MBP scheme (IGMSY)</td>
<td></td>
</tr>
<tr>
<td>Er 603</td>
<td>Beneficiary Profile</td>
<td>Pending for Approval</td>
<td>Data does not exist</td>
<td></td>
</tr>
<tr>
<td>Er 604</td>
<td>Beneficiary Profile</td>
<td>Ineligible</td>
<td>Beneficiary can not apply for First &amp; Second Instalment as she has already registered under existing old MBP scheme (IGMSY)</td>
<td></td>
</tr>
<tr>
<td>Er 605</td>
<td>Beneficiary Profile</td>
<td>Pending for Approval</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Er 606</td>
<td>Beneficiary Profile</td>
<td>Ineligible</td>
<td>The beneficiary will not be eligible to apply for any benefits under the scheme as she is applying after 730 days of LMP Date</td>
<td></td>
</tr>
<tr>
<td>Er 607</td>
<td>Beneficiary Profile</td>
<td>Ineligible</td>
<td>The beneficiary will not be eligible to apply for any benefits under the scheme as the beneficiary LMP date is earlier than April 1, 2016</td>
<td></td>
</tr>
<tr>
<td>Er 608</td>
<td>Beneficiary Profile</td>
<td>Received First Instalment</td>
<td>Beneficiary can not apply for First Instalment as she has already received First Instalment</td>
<td></td>
</tr>
<tr>
<td>Er 609</td>
<td>Beneficiary Profile</td>
<td></td>
<td>The beneficiary will not be eligible to apply for any benefits under the scheme as the beneficiary Date of</td>
<td></td>
</tr>
<tr>
<td>Error Code</td>
<td>Component</td>
<td>Status</td>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>------------</td>
<td>-----------</td>
<td>--------</td>
<td>-------------</td>
<td></td>
</tr>
<tr>
<td>Er 701</td>
<td>First Instalment</td>
<td>Ineligible</td>
<td>Registration of MCP Card at AWC/ Sub Center is earlier than April 1, 2016.</td>
<td></td>
</tr>
<tr>
<td>Er 702</td>
<td>First Instalment</td>
<td>Ineligible</td>
<td>Date of Reg. of MCP card at AWC/ Health Sub Centre exceeds 150 days from LMP Date. First Instalment will not be processed as the difference is more than 150 days</td>
<td></td>
</tr>
<tr>
<td>Er 703</td>
<td>First Instalment</td>
<td>Ineligible</td>
<td>Beneficiary is ineligible for First Instalment as LMP Date + 150 Days is than Jan 1, 2017</td>
<td></td>
</tr>
<tr>
<td>Er 801</td>
<td>Second Instalment</td>
<td>ANC Date</td>
<td>Date Validations</td>
<td>ANC Date must not exceed the Date of Claim at the Field Functionary Centre</td>
</tr>
<tr>
<td>Er 802</td>
<td>Second Instalment</td>
<td>ANC Date</td>
<td>No input</td>
<td>ANC Date is required</td>
</tr>
<tr>
<td>Er 803</td>
<td>Second Instalment</td>
<td>ANC Date</td>
<td>Date Validations</td>
<td>ANC Date must not be earlier than Date of Registration of Pregnancy</td>
</tr>
<tr>
<td>Er 804</td>
<td>Second Instalment</td>
<td>Date of Claim at the Field Functionary Centre</td>
<td>No input</td>
<td>Date of Claim at the Field Functionary Centre is required</td>
</tr>
<tr>
<td>Er 805</td>
<td>Second Instalment</td>
<td>Date of Claim at the Field Functionary Centre</td>
<td>Date Validations</td>
<td>Date of Claim at the Field Functionary Centre must not be before 01/01/2017</td>
</tr>
<tr>
<td>Er 806</td>
<td>Second Instalment</td>
<td>Date of Claim at the Field Functionary Centre</td>
<td>Date Validations</td>
<td>Date of Claim at the Field Functionary Centre must not be before Registration date</td>
</tr>
<tr>
<td>Er 807</td>
<td>Second Instalment</td>
<td>Ineligible</td>
<td>Ineligible</td>
<td>Claim Date is less than 180 days from LMP Date. Second Instalment will not be processed as the difference is less than 180 days</td>
</tr>
<tr>
<td>Er 808</td>
<td>Second Instalment</td>
<td>LMP Date</td>
<td>Ineligible</td>
<td>Beneficiary can not apply for Second Instalment as she has not provided LMP Date</td>
</tr>
<tr>
<td>--------</td>
<td>-------------------</td>
<td>----------</td>
<td>------------</td>
<td>--------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Er 901</td>
<td>Third Instalment</td>
<td>Date of completion of all vaccinations</td>
<td>Eligibility</td>
<td>Date of completion of all vaccinations is required</td>
</tr>
<tr>
<td>Er 902</td>
<td>Third Instalment</td>
<td>Date of completion of all vaccinations</td>
<td>Date Validations</td>
<td>Date of completion of all vaccinations must not exceed Date of Claim at the Field Functionary Centre</td>
</tr>
<tr>
<td>Er 903</td>
<td>Third Instalment</td>
<td>Date of completion of all vaccinations</td>
<td>Date Validations</td>
<td>Date of completion of all vaccinations must not be before Date of Delivery</td>
</tr>
<tr>
<td>Er 904</td>
<td>Third Instalment</td>
<td>Date of completion of all vaccinations</td>
<td>Date Validations</td>
<td>Date of completion of all vaccinations must not be before Date of Registration of Pregnancy</td>
</tr>
<tr>
<td>Er 905</td>
<td>Third Instalment</td>
<td>Date of Delivery</td>
<td>No input</td>
<td>Date of Delivery is required</td>
</tr>
<tr>
<td>Er 906</td>
<td>Third Instalment</td>
<td>Date of Delivery</td>
<td>Date Validations</td>
<td>Date of Delivery must not be before ANC Date</td>
</tr>
<tr>
<td>Er 907</td>
<td>Third Instalment</td>
<td>Name of Institute of Delivery</td>
<td>No input</td>
<td>Name of Institute of Delivery is required</td>
</tr>
<tr>
<td>Er 908</td>
<td>Third Instalment</td>
<td>Number of Children</td>
<td>Checks</td>
<td>Please select Number of Children</td>
</tr>
<tr>
<td>Er 909</td>
<td>Third Instalment</td>
<td></td>
<td>No input</td>
<td>Please select Male/Female/Still Born children</td>
</tr>
<tr>
<td>Er 910</td>
<td>Third Instalment</td>
<td>Vaccinations given</td>
<td>Checks</td>
<td>All the above mentioned immunizations are mandatory to proceed. Please take all the immunization before applying for the claim</td>
</tr>
<tr>
<td>Er 911</td>
<td>Third Instalment</td>
<td>Aadhaar not Authenticated</td>
<td></td>
<td>Aadhaar Details are not authenticated yet. Third Instalment will be processed only after Aadhaars are authenticated.</td>
</tr>
<tr>
<td>Error Code</td>
<td>Action</td>
<td>Field</td>
<td>Validation</td>
<td>Details</td>
</tr>
<tr>
<td>------------</td>
<td>--------</td>
<td>-------</td>
<td>------------</td>
<td>---------</td>
</tr>
<tr>
<td>Er 912</td>
<td>Third Instalment</td>
<td>Aadhaar not available</td>
<td>Aadhaar Number not available</td>
<td>Beneficiary has not provided her Aadhaar Number yet. Third Instalment will only be processed after Aadhaar Number is provided</td>
</tr>
<tr>
<td>Er 1001</td>
<td>Re-Registration</td>
<td></td>
<td>No input</td>
<td>Please fill all mandate fields</td>
</tr>
<tr>
<td>Er 1002</td>
<td>Re-Registration</td>
<td>Date of Reg. of MCP card at AWC/Subcentre</td>
<td>Date Validations</td>
<td>Date of Claim of Re-registration at the Field Functionary Centre must not be before Date of Pregnancy Registration</td>
</tr>
<tr>
<td>Er 1003</td>
<td>Re-Registration</td>
<td>Date of Reg. of MCP card at AWC/Subcentre</td>
<td>Date Validations</td>
<td>Date of Pregnancy Registration must not be before LMP Date</td>
</tr>
<tr>
<td>Er 1004</td>
<td>Re-Registration</td>
<td>LMP Date</td>
<td>Date Validations</td>
<td>Date of Re-Registration must not be before LMP Date</td>
</tr>
<tr>
<td>Er 1005</td>
<td>Re-Registration</td>
<td>Number of Live Children *</td>
<td>Eligibility</td>
<td>The beneficiary will not be eligible to apply for any benefits under the scheme as the number of living children exceeds 0</td>
</tr>
<tr>
<td>Er 1006</td>
<td>Re-Registration</td>
<td>LMP Date</td>
<td>Date Validations</td>
<td>LMP Date should be post last claimed date</td>
</tr>
<tr>
<td>Er 1101</td>
<td>Approval Queue/Exceptional Queue</td>
<td>Reject Reason</td>
<td>No input</td>
<td>Please select reason for rejection</td>
</tr>
<tr>
<td>Er 1102</td>
<td>Approval Queue/Exceptional Queue</td>
<td>Correction Reason</td>
<td>No input</td>
<td>Please select reason for correction</td>
</tr>
<tr>
<td>Er 1201</td>
<td>Add Field Functionary</td>
<td>Field Functionary Block</td>
<td>No input</td>
<td>Please fill mandatory field</td>
</tr>
<tr>
<td>Er 1202</td>
<td>Add Field Functionary</td>
<td>Field Functionary Name</td>
<td>No input</td>
<td>Please fill mandatory field</td>
</tr>
<tr>
<td>Er 1203</td>
<td>Add Field Functionary</td>
<td>Field Functionary Village/Town/City</td>
<td></td>
<td>Please fill mandatory field</td>
</tr>
</tbody>
</table>
CHAPTER I

1. GENERAL INSTRUCTIONS
1.1 User Manual Overview

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

1.2 PMMVY Scheme Overview

1.2.1 Implementing Department

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

- **Effective Date**: 1st January 2017
- **Eligibility**: Pregnant Women and Lactating Mothers (PW&LM) for first living child in family
- **Benefit**: ₹5,000 Payable in Three Instalments

1.2.2 Conditionalities for Benefits Payment

The brief detail of conditionalities is given in following Table 1. For detail Scheme Implementation Guidelines may be referred.
### Table 1: Conditionalities for Benefits Payment

<table>
<thead>
<tr>
<th>Instalment</th>
<th>Conditions</th>
<th>Documents Required</th>
<th>Amount (In ₹)</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Instalment</td>
<td>Early Registration of Pregnancy</td>
<td>• Duly filled Application Form 1A</td>
<td>₹1,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Copy of MCP Card</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Copy of Aadhaar Card/Identity Proof</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Copy of Bank/Post Office Account Passbook</td>
<td></td>
</tr>
<tr>
<td>Second Instalment</td>
<td>Received at least one ANC</td>
<td>• Duly filled Application Form 1B</td>
<td>₹2,000</td>
</tr>
<tr>
<td></td>
<td>(to be claimed after 6 months of pregnancy)</td>
<td>• Copy of MCP Card</td>
<td></td>
</tr>
<tr>
<td>Third Instalment</td>
<td>Child Birth is registered</td>
<td>• Duly filled Application Form 1C</td>
<td>₹2,000</td>
</tr>
<tr>
<td></td>
<td>- Child has received first cycle of immunizations of BCG,OPV,DPT and Hepatitis B or its equivalent/substitute</td>
<td>• Copy of MCP Card</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Copy of Aadhaa Card</td>
<td></td>
</tr>
</tbody>
</table>

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.

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 2<sup>nd</sup> Instalment.
   - **Form 1-C** is the form to be filled for the beneficiary to claim the 3<sup>rd</sup> Instalment.

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

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

iv. **Form 4 Series** is the monthly record of all beneficiaries in the AWC/Village/Approved Health Facility. It can be maintained in the form of a register. It consists of two Forms;
   - **Form 4-A** is the cover page of Monthly Progress Report (MPR) for the reporting month.
   - **Form 4-B** is for recording the details of beneficiaries registered at AWC/Village/Approved Health Facility and their status. The status at the end of month shall be reported to the Supervisor/ANM in the form of MPR. This form serves as the register for the year, as well as the MPR. A beneficiary’s progress is tracked in this form until she exits from Scheme.
1.2.7 Roles and Responsibilities of Stakeholders in the PMMVY Software

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

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

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

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

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

1. Creation of Users IDs at the CDPO/Health Block Level.
2. Ensuring up to date Master Data in PMMVY System.
3. Monitor timely approval of beneficiaries at CDPO/Health Block Level through the Delayed Approval Report.

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

1. Creation of Users at the District Nodal Officer Level and below.
2. Process Payments to Beneficiaries
3. Monitor Scheme Implementation through State Level Dashboard.

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

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

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

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

1.3.1 Do’s for PMMVY System

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

1.3.2 Don’ts for PMMVY System

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

***
CHAPTER - II

2. 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

II. Click on the “Login” button.

Figure 2 : Log in Page
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.

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

![Figure 5: Log out Procedure 2](image)

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](image)

**Note:**

**Password** – Followings points should be ensured while choosing a new password:
- The Password must be between 8 and 14 characters.
- The Password must be a combination of letters, numbers and special characters.
  For Example: MBP12345#, MBP12345@ etc.
2.1.5 Forgot Password

I. If you have forgotten your password, navigate to the PMMVY Software Home page.

II. Click on “Forgot Password” as shown in Figure 7.

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

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

![Figure 8: Forgot Password -2](image)

**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.
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.

![Figure 9: Beneficiary Search](image)

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 Enrollment 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

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

Note:

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

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

Click on “Apply” after selecting filter type & value as shown in Figure 13. Click on “Clear Filter” to clear filter.
Figure 12: Search by ID Proof Number

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

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

II. The Beneficiary Registration form will appear in front of the CDPO/MO/Data Entry User as shown in Figure 15. The Beneficiary Registration Form is to be filled up by referring to Physical Form 1A and the enclosed copies of MCP Card (Mother and Child Protection Card), Proof of Identity of Beneficiary and Husband (Aadhaar Card or permitted Alternate ID Proof) and Bank/Post Office Account Details of the beneficiary.
**Figure 15: Beneficiary Registration Form**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Basic Details</strong></td>
<td></td>
</tr>
<tr>
<td>Registration Date</td>
<td>Number of living children in the family (*)</td>
</tr>
<tr>
<td>Beneficiary already enrolled in old MNP</td>
<td>Yes/No</td>
</tr>
<tr>
<td>scheme (IGMSY)</td>
<td></td>
</tr>
<tr>
<td>Does Beneficiary have an Aadhaar card?</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Name as in Aadhaar Card</td>
<td></td>
</tr>
<tr>
<td>Aadhaar Number</td>
<td>Aadhaar Number</td>
</tr>
<tr>
<td>Mobile Number</td>
<td>Mobile Number</td>
</tr>
<tr>
<td>Category</td>
<td>Select Category</td>
</tr>
<tr>
<td>Present Address</td>
<td></td>
</tr>
<tr>
<td>House No./Bldg./Apt.</td>
<td>Street/Road/Lane</td>
</tr>
<tr>
<td>Landmark</td>
<td>Area/Locality</td>
</tr>
<tr>
<td>Field Functionary</td>
<td>Post Office</td>
</tr>
<tr>
<td>Village</td>
<td>District</td>
</tr>
<tr>
<td>Block</td>
<td>State</td>
</tr>
<tr>
<td>Village Verifier</td>
<td>Pincode</td>
</tr>
<tr>
<td>Account Details</td>
<td></td>
</tr>
<tr>
<td>IFSC</td>
<td>Account Number</td>
</tr>
<tr>
<td>Bank Name</td>
<td>Name of Account Holder</td>
</tr>
<tr>
<td>Branch</td>
<td></td>
</tr>
</tbody>
</table>

*Note: (*) Indicates mandatory fields.*
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.

![Figure 16: Beneficiary Basic Details](image-url)

**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.

![Figure 17: Beneficiary already enrolled in old MBP scheme](image-url)
b) “Does Beneficiary have an Aadhaar Card?” – CDPO/MO/Data Entry User will see two radio buttons Yes and No as shown in Figure 18. By default the selection will be “Yes” and in this case “Name as in Aadhaar” and “Aadhaar number should be filled. And if the CDPO/MO/Data Entry User selects option as ‘No’, then he/she has to select identity proof from dropdown and then fill identity number as shown in

![Figure 18: Beneficiary Registration with Aadhaar ID or Alternate ID](image)

- Click here for drop down list.

- Click here for drop down list.

  ![Figure 18: Beneficiary Registration with Aadhaar ID or Alternate ID](image)

  c) Selecting Beneficiary Category – Click on the drop down menu and select the category from the drop down list. Refer to Figure 19.

  ![Figure 19: Category Dropdown](image)

  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 20.

  ![Figure 20: Number of living children in the family](image)
e) “Last Menstrual Period (LMP) date” & “Date of Registration Pregnancy” Field - LMP 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 21.

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 22.

V. Fill up the Bank/PO Account: The third Section of the Beneficiary Registration form is Bank Account Details (Figure 23). Fill up the requisite information in the form like IFSC,
Account Number, Bank Name, Account Holders Name, Branch, etc. Ensure that details entered from Form 1A match with the copy of the Bank Account Passbook provided.

Note:

“IFSC/EMO code” Field-

1. If IFSC/EMO code is available, enter it in “IFSC” field. Then click on “Check”. “Bank name” and “Branch” will auto populate. Refer Figure 23.

2. If IFSC code is not available, click on “Find” and then following screen will appear. Refer Figure 24. 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”.

3. To clear the search results click on “Clear”

VI. Click on “Save” button . For successful registration, beneficiary profile window will be shown as in Figure 25.

Once the beneficiary detail has been successfully saved, the beneficiary details are sent to the Sanctioning Officer for approval. If in case of any issue with the beneficiary details in the
submitted form, the Sanctioning Officer will 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 26. Then, following screen will appear. User can see complete details of Beneficiary on this screen like Name, Aadhaar Number, Alternate ID number, Mobile Number, Beneficiary Name etc.

III. Following screen will appear in front of the user. User will see three sections in Beneficiary Registration form i.e. Beneficiary Details, History & Instalment Forms.

For each transaction, there are few options like:
“View”- Click to view form. Refer Figure 27.

“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 27.

“Edit”- Click to Edit the form. Refer Figure 27.

Status in the history table give the exact status of the form as shown in Figure 27.
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. Only after the approval of the beneficiary can the CDPO/MO/Data Entry User access the Beneficiary Details to fill further instalments.
**Figure 28: Pending for SO Approval**

```
<table>
<thead>
<tr>
<th>Application Type</th>
<th>CSPOD Name</th>
<th>Pregnancy No</th>
<th>Instalment Date</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td>Panamaram</td>
<td>1</td>
<td>01/01/2017</td>
<td>Pending Sanctioning Officer Approval</td>
<td>EDIT</td>
</tr>
<tr>
<td>First installment</td>
<td>Panamaram</td>
<td>1</td>
<td>01/01/2017</td>
<td>Pending Sanctioning Officer Approval</td>
<td>VIEW</td>
</tr>
</tbody>
</table>
```

**Figure 29: Beneficiary Approved by SO**

```
<table>
<thead>
<tr>
<th>Application Type</th>
<th>CSPOD Name</th>
<th>Pregnancy No</th>
<th>Instalment Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td>Panamaram</td>
<td>1</td>
<td>01/01/2017</td>
<td>Approved by Sanctioning Officer</td>
</tr>
<tr>
<td>First installment</td>
<td>Panamaram</td>
<td>1</td>
<td>01/01/2017</td>
<td>Approved by Sanctioning Officer</td>
</tr>
</tbody>
</table>
```
2.5.2 Second Instalment Form (Form 1B)

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

II. To fill up the Second Instalment Form, the CDPO/MO/Data Entry User should click on “Second Instalment” form as shown in Figure 30.

III. The CDPO/MO/Data Entry User will be redirected to the Second Instalment form as shown in Figure 31.

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.

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 32.

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 33.
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 Delivery Date.

Note - 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 34.

Figure 34 : Ineligible for 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 35.

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 36. The CDPO/MO/Data Entry User can modify any editable field. All fields are editable but for “Registration Date”, “LMP Date”, “District” & “State”. After updating fields click on “save”.

Figure 35: Beneficiary Profile
V. The updated beneficiary details can be viewed in beneficiary profile page.

![Beneficiary Registration Form](image_url)

**Note** – “Edit Enrolment details” will only be available only if no instalment is pending approval or pending 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”.

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 38.

V. Following screen will appear in front of the user as shown in Figure 39. Fill in all the requisite information and user must click on “Save” button.
VI. Status of re-registration can be checked from “Important Dates” section of beneficiary profile page as shown in Figure 40.

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

Delivery number indicates that beneficiary has re-register for second pregnancy
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.

I. Select “Correction Queue” from dropdown of “Beneficiary” tab or from “Beneficiary List” page. Refer Figure 41.

II. User can also sort or filter the list. Click on hyperlink to see details. Refer Figure 42.

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

Figure 41: Correction Queue

Figure 42: Correction Queue List
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 43.

![Figure 43: Navigation to Payment Reports](image)

II. Payment reports will open as shown in Figure 44. He/She can filter the reports by month, year and verifier. Payments reports by verifier by field functionary in alphabetical order will populate. Click on “Print Reports” to print the report. He/She can also print consolidated reports of all verifier by selecting “Select All” in Verifier filter.
Figure 44: Payment Reports
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 to 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 step 3 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.

...
CHAPTER – III

3. 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 45.

![Figure 45: Home Page](image)

3.1.2 Log in Procedure

I. Enter your registered Email ID and Password in the space provided as shown in Figure 46

![Figure 46: Log in Page](image)

II. Click on the “Login” button.

III. If it is your first time logging in to the system you will be required to change your password.
IV. After successful Login, you will be redirected to the “Beneficiary Approval” page as shown in Figure 47 below.

![Figure 47: Landing Page](image)

3.1.3 Log out Procedure

I. To log out, click on the link to “Username” located at the upper right corner of the page. Refer to Figure 48 below.

![Figure 48: Log out Step 1](image)

II. Click on “Log Out” option as shown in Figure 49.
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 50.
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.

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 51

![Figure 51: Forgot Password -1](image)

III. You will be redirected to the screen shown below. Please enter your Email ID in the space provided and click on “Email Link”, as shown in Figure 52. Instructions on how to reset your password will be provided to you over email.

![Figure 52: Forgot Password -2](image)
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.

### 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

The permissions are selected according to the functional requirement of the CDPO/MO/Data Entry User. The different type of permissions which can be allocated to users are:

A. **Data Entry** - Data entry permission allows user to add new beneficiary, search beneficiary in database, update beneficiary details, fill Re-Registration Forms and allow corrections in any form

B. **Reports/MIS** – Reporting permission in the software allows the CDPO/MO/Data Entry users to see all the reports relevant to their jurisdiction.

#### 3.2.1 New User Creation

I. Login to the PMMVY Software.

II. Click on the “Beneficiary” button on the landing page. Refer to Figure 53.
III. The Sanctioning Officer is redirected to the User List Page as shown in Figure 54. The Sanctioning Officer is able to see the complete list of users in his/her jurisdiction.

![Image of User List Page]

Click here to create new Data Entry user

**Figure 54: User Creation Process Step 3**

IV. Click on “Create New user”, as shown in Figure 55.

V. After clicking on “Create New User”, screen shown in Figure 57 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.

![Image of User Creation Form]

Click “Save” after filling all mandatory fields.

**Figure 55: User Creation form**
Note – All asterisk (*)-marked field are mandatory to fill.

VI. Choose Appropriate Permissions for the CDPO/MO/Data Entry user as discussed above in section 3.2.

VII. Click on “Save” button as shown in Figure 57.

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

b. Permissions – Selection of permissions will depend on the functional requirement of the user.

3.2.2 Editing/Deleting User Details

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 delete the users click on “Delete” and to edit the CDPO/MO/Data Entry details, click on the “Edit” button as shown in Figure 56.

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 57.
Figure 57: User Detail

Click here to Save the changes
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 58

II. Click on “Approval Queue” from the drop down menu as shown in Figure 58.

III. The Sanctioning Officer will be redirected to the screen shown in Figure 59, which contains the list of all the beneficiaries pending for registration approval.

Figure 58: Beneficiary Registration Approval Process

Figure 59: 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 62. 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 60.

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

VI. Different buttons in approval queue:
a) **Details** – User can see Beneficiary Registration details like Name, ID Number, Field Functionary Centre, Date of Registration, LMP Date by clicking on the “Details” button as shown in Figure. A pop up window will appear after clicking on the Details button as shown in Figure 61.

![Pop Up Window](Figure 61 : 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 62. Select reason of correction from dropdown. Following can be reason for correction:

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

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

**Reason for Correction** – 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 63.

![Figure 62: Reason for Correction](image)

![Figure 63: Reason for Rejection](image)
e) **Form** – The Sanctioning Officer can access the form by clicking on hyperlink “Beneficiary Registration” link as shown in Figure 64.

![Figure 64: Accessing Beneficiary Registration Form](image)

3.3.2 **Beneficiary Instalment Claim (Approval)**

The Sanctioning Officer is authorized to “Approve”, “Reject” or send back for “Correction” of instalment forms. Second Instalment and Third Instalment form comes under “Instalment Approval” Queue.
I. Login to the PMMVY Software. Click on “Beneficiary” button on the landing page. Refer to Figure 65.

II. Drop down list will appear in front of user, click on “Approval Queue”. Refer to Figure 65.

III. The Sanctioning Officer will be redirected to the screen. To view the Instalment Claims pending for approval, click on the “INSTALMENT APPROVAL” tab. The list of beneficiaries form pending for approval will be visible as shown in Figure 66.

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 65: Beneficiary Instalment Claim Approval Process

Figure 66: Instalment Approval Queue
3.3.3 Exception Queue

I. Login to the PMMVY Software. Click on “Beneficiary” button on the landing page. Refer to Figure 67.

II. Click on “Exception Queue” from the drop down menu as shown in Figure 67.

III. The Sanctioning Officer will be redirected to the screen shown in Figure 68, which contains three tabs “Re-Registration Approval”, “Instalment Approval” & “Migration Approval”

Re-Registration Approval – A beneficiary can re-register into the scheme in the case of still birth/miscarriage/infant mortality. Beneficiary is eligible to receive benefits under the scheme only once. In case of miscarriage/still birth/infant mortality, the beneficiary would be eligible to claim the remaining instalment(s) in event of any future pregnancy.

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.

Functionality and procedure for Approval/Rejection/Correction and checking details are same as discussed above. Sanctioning Officer can also see instalment forms filled by data entry by clicking on values under “Instalment Type” field.
Figure 68: Exception Queue
3.4 Payment Reports

The Sanctioning Officer User can view an Anganwadi Centre/Health Facility wise report with application status and payment status.

I. Select “Payment Reports” from dropdown of “Report” tab as shown in Figure 69.

II. Payment reports will open as shown in Figure 70. 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.
**Pradhan Mantri Matri Vandana Yojana Report**

Reporting Period: July 2017

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

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Beneficiary Name</th>
<th>Beneficiary Husband Name</th>
<th>Mobile Number</th>
<th>Application Date</th>
<th>Application Type</th>
<th>Account Availability (YN)</th>
<th>IDMV (Y/N)</th>
<th>Date of Payment</th>
<th>Amount Paid</th>
<th>Transaction Reference</th>
<th>Bank Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Shweta</td>
<td>Shalini</td>
<td>98981234567</td>
<td>1/10/2017</td>
<td>3rd Installment</td>
<td>Y</td>
<td>N</td>
<td>1/10/2017</td>
<td>2000</td>
<td>12345678901234</td>
<td>STATE BANK OF INDIA</td>
</tr>
<tr>
<td>2</td>
<td>Usha</td>
<td>Umesh</td>
<td>5554455555</td>
<td>2/10/2017</td>
<td>3rd Installment</td>
<td>Y</td>
<td>N</td>
<td>1/10/2017</td>
<td>2000</td>
<td>12345678901234</td>
<td>STATE BANK OF INDIA</td>
</tr>
</tbody>
</table>

### II. Status of Application Processing

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Beneficiary Name</th>
<th>Beneficiary Husband Name</th>
<th>Mobile Number</th>
<th>Application Date</th>
<th>Application Type</th>
<th>Account Availability (YN)</th>
<th>IDMV (Y/N)</th>
<th>Application Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Shreya</td>
<td>Sharan</td>
<td>7777888888</td>
<td>7/2/2017</td>
<td>2nd Installment</td>
<td>Y</td>
<td>N</td>
<td>Rejected by Sanctioning Officer</td>
</tr>
<tr>
<td>2</td>
<td>Shanti K.</td>
<td>Latha M.</td>
<td>9265865285</td>
<td>7/14/2017</td>
<td>3rd Installment</td>
<td>N</td>
<td>N</td>
<td>Pending for Approval by Sanctioning Officer</td>
</tr>
</tbody>
</table>

*Figure 70: Payment Report 2*
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](#)

---

...
CHAPTER– IV

4. 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 71.

![Home Page State Nodal Officer](image1.png)

4.1.2 Log in Procedure

I. Enter your registered Email ID and Password in the space provided as shown in Figure 72.

![Log In Page](image2.png)

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 73 below.

![Field Functionary Mapping](image1)

Figure 73: Field Functionary Mapping

4.1.3 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 74.

![Log out Procedure](image2)

Figure 74: Log out Procedure
II. Click on “Log Out” option as shown in Figure 75.

![Figure 75: Log out Procedure 2]

4.1.4 Change Password

I. To Change Password, Click on “Change Password” button as shown in Figure 76.
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 76.

![Figure 76: 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.

### 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 77.

![Figure 77: Forgot Password -1](image)

III. You will be redirected to the screen shown below. Please enter your Email ID in the space provided and click on “Email Link”, as shown in Figure 78 below. Instructions on how to reset your password will be provided to you over email.

![Figure 78: Forgot Password -2](image)
**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.

### 4.2 District Level User Permissions

A District level user can be created with different set of Permissions/Rights. Permissions are selected according to the functional requirement of District level user. There are two types of Permissions which can be selected while creating a District level user. Following Permissions are available in the system:

#### 4.2.1 “Admin” Permission

Admin permission in the software allows the user to create new users, Field Functionary mapping to Block & V/T/C and it also allows user to edit the permission/rights of users under the same jurisdiction. District level user having Admin rights can access the complete list of users and can also edit the permissions of other users under his/her jurisdiction. Refer Figure 79.
4.2.2 “Reporting” Permission

Reporting permission in the software allows the user to see Delayed Approval report of their jurisdiction. Refer Figure 80.

Figure 80: Delayed Approval Report

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 81.
III. The DNO is redirected to the User List Page as shown in Figure 82. The Sanctioning Officer is able to see the complete list of users in his/her jurisdiction.

IV. Click on “Create New user”, as shown in Figure 82.
V. After clicking on "Create New User", screen shown in Figure 83 will appear in front of the user. Fill up the requisite information in the form like Email ID, Name, Password, Permissions, Mobile Number, Departments, Designations, Contact Address.

VI. Choose Appropriate Permissions for the Sanctioning Officer & CDPO/MO/Data Entry user.

- Select Admin, Approve & Report / MIS permissions for creating Sanctioning Officer User.
- Select Data Entry and Report/MIS permissions for creating CDPO/MO/Data Entry User.

VII. Click on “Save” button as shown in Figure 83.

Note: All asterisk (*)-marked field are mandatory to fill.

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

b. Permissions – Selection of permissions will depend on the functional requirement of the user.


4.3.2 Editing/Deleting User Details

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 delete the users click on “Delete” and to edit user details, click on the “Edit” button as shown in Figure 84.

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 85.
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 86.

![Figure 86: Field Functionary Block Mapping](image)
II. The following screen will appear in front of the user as shown in Figure 87.

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 88.

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 88.

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 89.

---

**Figure 88**: Field Functionary Mapping to Block Step One

**Figure 89**: Field Functionary Mapping to Block Step Four
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 90.

**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 91.
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 92.

![New Field Functionary Form](image)

**Figure 92**: New Field Functionary

### 4.5 Delayed Approval Reports

The District Nodal Officer User can view CDPO/MO Block wise pending approval report and take necessary action accordingly.

I. After logging in as explained above – “Getting Started”, click on “Report” button on the landing page. Refer to Figure 93 below.

II. Click on Delayed Approval Reports from dropdown. Delayed approval report by Block will open. DNO can also print this report by clicking on “Print”. Refer Figure 94.
### Figure 93: Delayed Approval Report

- Click here to Print the Report

### Figure 94: Delayed Approval Report

<table>
<thead>
<tr>
<th>Beneficiary Name</th>
<th>Claim Date</th>
<th>Days Pending Approval</th>
<th>Type</th>
<th>CDPO Name</th>
<th>Village Name</th>
<th>Anganwadi Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shriya</td>
<td>3/10/2010 12:00 AM</td>
<td>332</td>
<td>Second Instalment</td>
<td>Paramaram</td>
<td>Thirumalai</td>
<td>KOKKUZHI</td>
</tr>
<tr>
<td>Sudha</td>
<td>4/1/2018 12:00 AM</td>
<td>510</td>
<td>First Instalment</td>
<td>Paramaram</td>
<td>Periya</td>
<td>VARKADI</td>
</tr>
<tr>
<td>Srinivas</td>
<td>5/1/2018 12:00 AM</td>
<td>408</td>
<td>First Instalment</td>
<td>Paramaram</td>
<td>Periya</td>
<td>VARKADI</td>
</tr>
<tr>
<td>Harini</td>
<td>7/1/2015 12:00 AM</td>
<td>408</td>
<td>Second Instalment</td>
<td>Paramaram</td>
<td>Thirumalai</td>
<td>KOKKUZHI</td>
</tr>
<tr>
<td>Joana</td>
<td>7/2/2015 12:00 AM</td>
<td>408</td>
<td>First Instalment</td>
<td>Paramaram</td>
<td>Periya</td>
<td>VARKADI</td>
</tr>
<tr>
<td>Sindhura</td>
<td>8/2/2019 12:00 AM</td>
<td>304</td>
<td>Second Instalment</td>
<td>Paramaram</td>
<td>Periya</td>
<td>VARKADI</td>
</tr>
<tr>
<td>Srinivas</td>
<td>10/2/2018 12:00 AM</td>
<td>304</td>
<td>Third Instalment</td>
<td>Paramaram</td>
<td>Podhurthana</td>
<td>KOKKUZHI</td>
</tr>
<tr>
<td>Dinesh</td>
<td>12/1/2018 12:00 AM</td>
<td>272</td>
<td>First Instalment</td>
<td>Paramaram</td>
<td>Periya</td>
<td>VARKADI</td>
</tr>
<tr>
<td>Richa</td>
<td>1/1/2017 12:00 AM</td>
<td>261</td>
<td>First Instalment</td>
<td>Paramaram</td>
<td>Periya</td>
<td>VARKADI</td>
</tr>
</tbody>
</table>
4.6 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

5. 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 96.

![Figure 95: Home Page](image)

5.1.2 Log in Procedure

I. Enter your registered Email ID and Password in the space provided as shown in Figure 96.

![Figure 96: Log in Page](image)

II. Click on the “Login” button.

III. If it is your first time logging in to the system you will be required to change your password.
IV. After successful Login, you will be redirected to the “PFMS Batch Approval” page as shown in Figure 97 below.

![Home Page](image1)

Figure 97: Home Page

5.1.3 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 98 below.

![Log out Procedure](image2)

Figure 98: Log out Procedure
II. Click on “Log Out” option. Refer Figure 99.

![Click Here to Change Password](image1)

![Click Here for Log Out](image2)

Figure 99: Log Out Procedure 2

5.1.4 Change Password

I. To Change Password, Click on “Change Password” button as shown in Figure 105.
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 100.

![Click Here](image3)

Figure 100: 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.

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 101.

![Figure 101: Forgot Password -1](image)

III. You will be redirected to the screen shown below Please enter your Email ID in the space provided and click on “Email Link”, as shown in Figure 102 below. Instructions on how to reset your password will be provided to you over email.

![Figure 102: Forgot Your Password](image)
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.

5.2 State Nodal Officer Permissions

A State Nodal Officer user can be created with different set of Permissions/Rights. Permissions are selected according to the functional requirement of State level user. There are two types of Permissions which can be selected while creating a State Nodal user. Following Permissions are available in the system.

5.2.1 “Admin” Permission

Admin permission in the software allows the user to create new users and approve PFMS payment batch. State Nodal Officer User having Admin rights can access the complete list of users and can also edit the permissions of other users under his/her jurisdiction. Refer Figure 103.

![Figure 103: Admin Permissions](image-url)
5.2.2 Dashboard Permission

Dashboard permission in the software allows the user to see dashboards of their jurisdiction. Refer to Figure 104.

5.3 User Creation

- The State Nodal Officer has authority to create District Nodal Officer, 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 105.
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 106.

IV. Click on “Create New user”, as shown in Figure 107.
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, Permissions, Mobile Number, Departments, Designations, Contact Address. Refer Figure 108.

![User Details Form](image)

**Figure 107: User Details Form**

**Note** – All asterisk-marked field are mandatory to fill.

VI. Choose Appropriate Permissions for the users.
- Select Admin & Report/MIS permissions for creating District Nodal Officer.
- Select Admin, Approve & Report / MIS permissions for creating Sanctioning Officer.
- Select Data Entry and Report/MIS permissions for creating CDPO/MO/Data Entry officer.

VII. Click on “Save” button as shown in Figure 109.

**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

**Permissions** – Selection of permissions will depend on the functional requirement of the user.
5.3.2 Editing/Deleting User Details

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 delete the users click on “Delete” and to edit the CDPO/MO/Data Entry details, click on the “Edit” button as shown in Figure 108. Following screen will appear in front of users.

IV. He/She can change all details related to the users. Once the required changes have been done. Click on “Save” button. Refer to Figure 109.
5.4 Dashboards

The State Nodal Officer has an access to dashboard for monitoring of scheme implementation at state level.

I. After logging into the system click on “Dashboard”. SNO can see two Dashboard “Program Summary” & “Application Status”. Refer Figure 110 & Figure 111.

![Dashboard - Program Summary](image-url)
5.5 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 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