

सत्यमेव जयते



नए समाज की ओर
Towards a new dawn

Pradhan Mantri Matru Vandana Yojana (PMMVY)



SOFTWARE USER MANUAL

Ministry of Women and Child Development

Government of India

New Delhi

September, 2017



Pradhan Mantri Matru Vandana Yojana (PMMVY)



SOFTWARE USER MANUAL

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

Contents

	Page
List of Figures.....	IV
List of Abbreviations	VII
List of Error Message on PMMVY System	X
CHAPTER I	1
1. GENERAL INSTRUCTIONS	1
1.1 User Manual Overview	2
1.2 PMMVY Scheme Overview	2
1.2.1 Implementing Department	2
1.2.2 Conditionalities for Benefits Payment	2
1.2.3 Beneficiaries under the old MBP scheme (also known as IGMSY)	3
1.2.4 Cut off Dates for Submission of Applications:	3
1.2.5 Payments to the Beneficiaries	4
1.2.6 Types of Forms.....	4
1.2.7 Roles and Responsibilities of Stakeholders in the PMMVY Software	5
1.3 Do's and Don'ts.....	7
1.3.1 Do's for PMMVY System	7
1.3.2 Don'ts for PMMVY System.....	7
CHAPTER - II.....	8
2. MANUAL FOR DATA ENTRY.....	8
2.1 Getting Started with PMMVY Software	9
2.1.1 Opening the Website	9
2.1.2 Log in Procedure	9
2.1.3 Log out Procedure.....	10
2.1.4 Change Password	11
2.1.5 Forgot Password	12
2.2 Searching for a Beneficiary	13
2.3 Registering a New Beneficiary	16
2.4 Beneficiary Profile View	23
2.5 Entering Beneficiary Claim for Instalment.....	24
2.5.1 First Instalment Form (Form 1A).....	24
2.5.2 Second Instalment Form (Form 1B)	26
2.5.3 Third Instalment Form (Form 1C)	27
2.6 Updating Beneficiary Details (Form 3)	29
2.7 Re-Registration of Beneficiary	31

2.8	Correction Queue.....	33
2.9	Payment Reports.....	34
2.10	FAQs	36
CHAPTER – III		37
3.	MANUAL FOR SANCTIONING OFFICER	37
3.1	Getting Started With PMMVY Software	38
3.1.1	Opening the Website	38
3.1.2	Log in Procedure	38
3.1.3	Log out Procedure.....	39
3.1.4	Change Password	40
3.1.5	Forgot Password	41
3.2	User Creation	42
3.2.1	New User Creation	42
3.2.2	Editing/Deleting User Details.....	44
3.3	Approval.....	46
3.3.1	Beneficiary Registration (Approval)	46
3.3.2	Beneficiary Instalment Claim (Approval)	50
3.3.3	Exception Queue	52
3.4	Payment Reports.....	54
3.5	FAQs	56
CHAPTER– IV		57
4.	MANUAL FOR DISTRICT NODAL OFFICER	57
4.1	Getting Started with PMMVY Software	58
4.1.1	Opening the Website	58
4.1.2	Log in Procedure	58
4.1.3	Log out Procedure.....	59
4.1.4	Change Password	60
4.1.5	Forgot Password	61
4.2	District Level User Permissions	62
4.2.1	“Admin” Permission	62
4.2.2	“Reporting” Permission.....	63
4.3	User Creation	63
4.3.1	New User Creation	63
4.3.2	Editing/Deleting User Details	66
4.4	Field Functionary Mapping	67

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

	Page
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

Figure 44: Payment Reports.....	35
Figure 45 : Home Page	38
Figure 46 : Log in Page	38
Figure 47 : Landing Page	39
Figure 48 : Log out Step 1	39
Figure 49 : Log out Step 2	40
Figure 50 : Reset Password	40
Figure 51 : Forgot Password -1	41
Figure 52 : Forgot Password -2	41
Figure 53 : New User Creation	42
Figure 54: User Creation Process Step 3	43
Figure 55: User Creation form	43
Figure 56 : User List.....	44
Figure 57 : User Detail.....	45
Figure 58 : Beneficiary Registration Approval Process	46
Figure 59 : Beneficiary Registration approval.....	46
Figure 60 : Approval Queue	47
Figure 61 : Beneficiary Detail Pop Up	48
Figure 62 : Reason for Correction	49
Figure 63 : Reason for Rejection	49
Figure 64 : Accessing Beneficiary Registration Form	50
Figure 65 : Beneficiary Instalment Claim Approval Process	51
Figure 66: Instalment Approval Queue.....	51
Figure 67 : Exception Queue Approval Process	52
Figure 68: Exception Queue	53
Figure 69 : Payment Report	54
Figure 70 : Payment Report 2	55
Figure 71 : Home Page State Nodal Officer	58
Figure 72 : Log in Page	58
Figure 73 : Field Functionary Mapping	59
Figure 74 : Log out Procedure.....	59
Figure 75 : Log out Procedure 2	60
Figure 76 : Reset Password	60
Figure 77 : Forgot Password -1	61
Figure 78 : Forgot Password -2	61
Figure 79 : Landing Page	62
Figure 80 : Delayed Approval Report.....	63
Figure 81 : Navigation to Users Page	64
Figure 82: User Creation Process Step 3	64
Figure 83: User Creation form	65
Figure 84 : User List.....	66
Figure 85 : User details	66
Figure 86 : Field Functionary Block Mapping.....	67
Figure 87 : Field Functionary Maintenance	68
Figure 88 : Field Functionary Mapping to Block Step One.....	69
Figure 89 : Field Functionary Mapping to Block Step Four.....	69
Figure 90 : Field Functionary Mapping & new Block creation	70

Figure 91 : Add New Block (CDPO/MO)	70
Figure 92 : New Field Functionary	71
Figure 93 : Delayed Approval Report	72
Figure 94 : Delayed Approval Report	72
Figure 95 : Home Page	75
Figure 96 : Log in Page	75
Figure 97 : Home Page	76
Figure 98 : Log out Procedure	76
Figure 99: Log Out Procedure 2	77
Figure 100: Reset Password	77
Figure 101 : Forgot Password -1	78
Figure 102 : Forgot Your Password	78
Figure 103 : Admin Permissions.....	79
Figure 104: Dashboard Permissions.....	80
Figure 105 : Navigation to Users Page	81
Figure 106: User Creation Process Step 3.....	81
Figure 107: User Details Form.....	82
Figure 108 : User List.....	83
Figure 109 : User Detail Form	83
Figure 110 : Dashboard -Program Summary.....	84
Figure 111 : Dashboard Application Status.....	85

List of Abbreviations

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

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

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

List of Error Message on PMMVY System

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

Error Code	Screen	Field Name	Case	Error Message
Er 101	User Creation	Block	No input	Please fill mandatory fields
Er 102	User Creation	Block	No input	Please fill mandatory fields
Er 103	User Creation	Confirm Password	Password not match	Password and Confirm Password do not match
Er 104	User Creation	Email	Already exists	Email already exists
Er 105	User Creation	Email	Not Valid	Please enter a valid Email ID
Er 106	User Creation	Old Password	Invalid password	Please enter a valid Password
Er 107	User Creation	Password	Password policy	Password must be between 8 and 14 characters and a combination of letters, numbers and special characters
Er 108	User Creation	Permissions	No input	Select a Permission
Er 109	User Creation	User Type	No input	User Type is Required
Er 201	Login Page	Email	No input	Please enter valid Email ID
Er 202	Login Page	Email/Password	Wrong Email and/or Wrong Password	Please enter valid Email ID and Password
Er 203	Login Page	Password	No input	Please enter valid Password
Er 204	Login Page	Captcha	No Input / Incorrect Captcha	Invalid Captcha
Er 301	Reset Password	Confirm New Password	Password policy	Password must be between 8 and 14 characters and a combination of letters, numbers and special characters
Er 302	Reset Password	New Password	Password not match	New Password and Confirm New Password do not match.

Er 303	Reset Password	Wrong Password	Password not match	Please enter a valid Password
Er 401	Registration Page	Aadhaar Number	Invalid Aadhaar	Please fill valid Aadhaar Number
Er 402	Registration Page	Account Number	Not Valid as per string length	Please fill valid Account Number
Er 403	Registration Page	Account Number	Not numeric value	Please fill valid Account Number
Er 404	Registration Page	Date	Future Date	Future dates are not allowed to be filled.
Er 405	Registration Page	Date of Reg. of MCP card at AWC/Subcentre	Date Validations	Date of Reg. of MCP card at AWC/Subcentre should be less or equal to Registration Date
Er 406	Registration Page	IFSC/EMO Code		Please fill valid IFSC/EMO Code
Er 407	Registration Page	LMP Date	Date Validations	LMP Date must not exceed Date of Reg. of MCP card at AWC/Subcentre and Registration Date
Er 408	Registration Page	Mandatory Fields	No input	Mandatory field is required to fill
Er 409	Registration Page	Mobile Number	Not numeric / not 10 digit number	Enter valid Mobile number
Er 410	Registration Page	Name	Only Numeric	Please enter valid Name
Er 411	Registration Page	Pin code	Not Valid	Please enter valid 6 digit Pin code
Er 412	Registration Page	Registration Date	Prior to 1st Jan. 2017	Registration Date must not be before 01/01/2017
Er 501	Beneficiary List	ID Proof/Aadhaar Number	Input value does not exactly match with any existing ID proof number	Please fill valid ID Proof Number
Er 502	Beneficiary List	Identity Proof	Invalid proof	Please fill valid ID Proof Number
Er 503	Beneficiary List	Mobile Number	Not 10 digit numeric	Please enter valid 10 digit Mobile Number

Er 504	Beneficiary List		No search input	Please fill any of the search criteria to proceed
Er 601	Beneficiary Profile		Number of Living Children Exceeds	The beneficiary will not be eligible to apply for any benefits under the scheme as the number of living children exceeds 0
Er 602	Beneficiary Profile		Ineligible	The beneficiary will not be eligible to apply for benefits under the scheme as the beneficiary has received first and second instalment under old MBP scheme (IGMSY)
Er 603	Beneficiary Profile		Pending for Approval	Data does not exist
Er 604	Beneficiary Profile		Ineligible	Beneficiary can not apply for First & Second Instalment as she has already registered under existing old MBP scheme (IGMSY)
Er 605	Beneficiary Profile		Pending for Approval	
Er 606	Beneficiary Profile		Ineligible	The beneficiary will not be eligible to apply for any benefits under the scheme as she is applying after 730 days of LMP Date
Er 607	Beneficiary Profile		Ineligible	The beneficiary will not be eligible to apply for any benefits under the scheme as the beneficiary LMP date is earlier than April 1, 2016
Er 608	Beneficiary Profile		Received First Instalment	Beneficiary can not apply for First Instalment as she has already received First Instalment
Er 609	Beneficiary Profile			The beneficiary will not be eligible to apply for any benefits under the scheme as the beneficiary Date of

				Registration of MCP Card at AWC/ Sub Center is earlier than April 1, 2016.
Er 701	First Instalment		Ineligible	Date of Reg. of MCP card at AWC/ Health Sub Centre exceeds 150 days from LMP Date. First Instalment will not be processed as the difference is more than 150 days
Er 702	First Instalment		Ineligible	Beneficiary is ineligible for First Instalment as LMP Date + 150 Days is than Jan 1, 2017
Er 703	First Instalment		Ineligible	Beneficiary can not apply for First Instalment as she has not provided LMP Date
Er 801	Second Instalment	ANC Date	Date Validations	ANC Date must not exceed the Date of Claim at the Field Functionary Centre
Er 802	Second Instalment	ANC Date	No input	ANC Date is required
Er 803	Second Instalment	ANC Date	Date Validations	ANC Date must not be earlier than Date of Registration of Pregnancy
Er 804	Second Instalment	Date of Claim at the Field Functionary Centre	No input	Date of Claim at the Field Functionary Centre is required
Er 805	Second Instalment	Date of Claim at the Field Functionary Centre	Date Validations	Date of Claim at the Field Functionary Centre must not be before 01/01/2017
Er 806	Second Instalment	Date of Claim at the Field Functionary Centre	Date Validations	Date of Claim at the Field Functionary Centre must not be before Registration date
Er 807	Second Instalment	Ineligible	Ineligible	Claim Date is less than 180 days from LMP Date. Second Instalment will not be processed as the difference is less than 180 days

Er 808	Second Instalment	LMP Date	Ineligible	Beneficiary can not apply for Second Instalment as she has not provided LMP Date
Er 901	Third Instalment	Date of completion of all vaccinations	Eligibility	Date of completion of all vaccinations is required
Er 902	Third Instalment	Date of completion of all vaccinations	Date Validations	Date of completion of all vaccinations must not exceed Date of Claim at the Field Functionary Centre
Er 903	Third Instalment	Date of completion of all vaccinations	Date Validations	Date of completion of all vaccinations must not be before Date of Delivery
Er 904	Third Instalment	Date of completion of all vaccinations	Date Validations	Date of completion of all vaccinations must not be before Date of Registration of Pregnancy
Er 905	Third Instalment	Date of Delivery	No input	Date of Delivery is required
Er 906	Third Instalment	Date of Delivery	Date Validations	Date of Delivery must not be before ANC Date
Er 907	Third Instalment	Name of Institute of Delivery	No input	Name of Institute of Delivery is required
Er 908	Third Instalment	Number of Children	Checks	Please select Number of Children
Er 909	Third Instalment		No input	Please select Male/Female/Still Born children
Er 910	Third Instalment	Vaccinations given	Checks	All the above mentioned immunizations are mandatory to proceed. Please take all the immunization before applying for the claim
Er 911	Third Instalment	Aadhaar not Authenticated		Aadhaar Details are not authenticated yet. Third Instalment will be processed only after Aadhaars are authenticated.

Er 912	Third Instalment	Aadhaar not available	Aadhaar Number not available	Beneficiary has not provided her Aadhaar Number yet. Third Instalment will only be processed after Aadhaar Number is provided
Er 1001	Re-Registration		No input	Please fill all mandate fields
Er 1002	Re-Registration	Date of Reg. of MCP card at AWC/Subcentre	Date Validations	Date of Claim of Re-registration at the Field Functionary Centre must not be before Date of Pregnancy Registration
Er 1003	Re-Registration	Date of Reg. of MCP card at AWC/Subcentre	Date Validations	Date of Pregnancy Registration must not be before LMP Date
Er 1004	Re-Registration	LMP Date	Date Validations	Date of Re-Registration must not be before LMP Date
Er 1005	Re-Registration	Number of Live Children *	Eligibility	The beneficiary will not be eligible to apply for any benefits under the scheme as the number of living children exceeds 0
Er 1006	Re-Registration	LMP Date	Date Validations	LMP Date should be post last claimed date
Er 1101	Approval Queue/ Exceptional Queue	Reject Reason	No input	Please select reason for rejection
Er 1102	Approval Queue/ Exceptional Queue	Correction Reason	No input	Please select reason for correction
Er 1201	Add Field Functionary	Field Functionary Block	No input	Please fill mandatory field
Er 1202	Add Field Functionary	Field Functionary Name	No input	Please fill mandatory field
Er 1203	Add Field Functionary	Field Functionary Village/Town/City		Please fill mandatory field

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

Instalment	Conditions	Documents Required	Amount (In ₹)
First Instalment	Early Registration of Pregnancy	<ul style="list-style-type: none"> • Duly filled Application Form 1A • Copy of MCP Card • Copy of Aadhaar Card/Identity Proof • Copy of Bank/Post Office Account Passbook 	₹ 1,000
Second Instalment	Received at least one ANC (to be claimed after 6 months of pregnancy)	<ul style="list-style-type: none"> • Duly filled Application Form 1B • Copy of MCP Card 	₹2,000
Third Instalment	<ul style="list-style-type: none"> - Child Birth is registered - Child has received first cycle of immunizations of BCG,OPV,DPT and Hepatitis B or its equivalent/substitute 	<ul style="list-style-type: none"> • Duly filled Application Form 1C • Copy of MCP Card • Copy of Aadhaar Card 	₹2,000

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 2nd Instalment.
 - **Form 1-C** is the form to be filled for the beneficiary to claim the 3rd Instalment.
- ii. **Form 2 series** is for Aadhaar seeding of Bank/Post office account and for Aadhaar enrolment and change/update in details registered with UIDAI. The series consists of three forms:
 - **Form 2-A** is the form to be filled by the beneficiary for Aadhaar seeding of her Bank Account, if not seeded earlier.
 - **Form 2-B** is the form to be filled by the beneficiary for Aadhaar seeding of her Post Office Account, if not seeded earlier.
 - **Form 2-C** is the form to be filled by the beneficiary/ her husband to enrol for Aadhaar or update details registered with UIDAI.
- iii. **Form 3** is for updating of details such as mobile number, Address, Aadhaar details, bank details and replacing Identity Proof with Aadhaar.
- iv. **Form 4 Series** is the monthly record of all beneficiaries in the AWC/Village/Approved Health Facility. It can be maintained in the form of a register. It consists of two Forms;
 - **Form 4-A** is the cover page of Monthly Progress Report (MPR) for the reporting month.
 - **Form 4-B** is for recording the details of beneficiaries registered at AWC/Village/Approved Health Facility and their status. The status at the end of month shall be reported to the Supervisor/ANM in the form of MPR. This form serves as the register for the year, as well as the MPR. A beneficiary's progress is tracked in this form until she exits from Scheme.

1.2.7 Roles and Responsibilities of Stakeholders in the PMMVY Software

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

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

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

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

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

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

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

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

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

1. Creation of Users at State Nodal Officer Level.
2. Monitor Scheme Implementation through National Level Dashboard.

The roles and responsibilities of the various users are explained in the Table 2 below.

Table 2 : Roles & Responsibilities of Users

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

1.3 Do's and Don'ts

1.3.1 Do's for PMMVY System

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

1.3.2 Don'ts for PMMVY System

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

...

CHAPTER - II

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

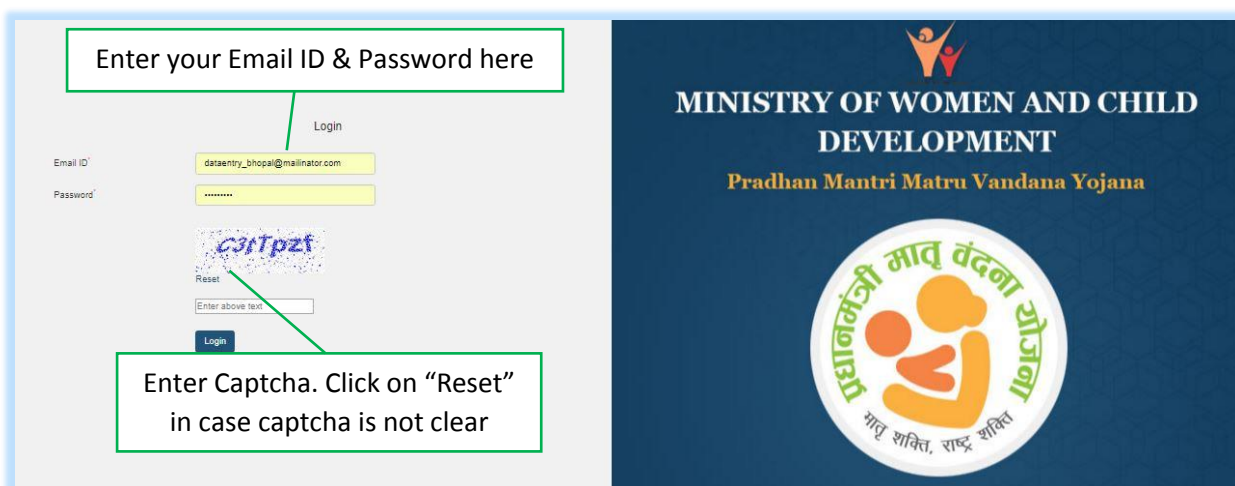


Figure 2 : Log in Page

- II. Click on the “Login” button.

- III. If it is your first time logging in to the system you will be required to change your password.
- IV. After successful Login, you will be redirected to the "Beneficiary List" page as shown in Figure 3 below.

The screenshot shows the 'Beneficiary List' page of the Ministry of Women & Child Development, Pradhan Mantri Matru Vandana Yojana. The page header includes the ministry name and the scheme name. Below the header, there are navigation tabs for 'Beneficiary' and 'Report'. The main content area contains a search form with fields for 'ID Proof' (a dropdown menu), 'Mobile Number' (a text input), and 'Field Functionary Centre' (a dropdown menu). There are 'Search' and 'Clear' buttons. Below the search form, there are two buttons: 'New Beneficiary' and 'Correction Queue'. At the bottom, there is a table header with columns: 'ID', 'ID Type', 'Mobile Number', and 'Beneficiary Name'. The table body shows 'There are no items to display'.

Figure 3 : Beneficiary List

2.1.3 Log out Procedure

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

This screenshot is identical to Figure 3, showing the 'Beneficiary List' page. A green callout box with the text 'Click Here' is positioned over the email ID 'dataentry_panamaram@mailinator.com' in the top right corner of the page header. A green arrow points from the callout box to the email ID.

Figure 4 : Log out Procedure 1

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

Figure 5 : Log out Procedure 2

2.1.4 Change Password

- I. To Change Password, Click on “Change Password” button as shown in Figure 5.
- II. Following screen will appear in front of the user. Please input your Old as well as new password and then Click on “Submit” as shown in Figure 6

Figure 6 : Reset Password

Note:

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

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

2.1.5 Forgot Password

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

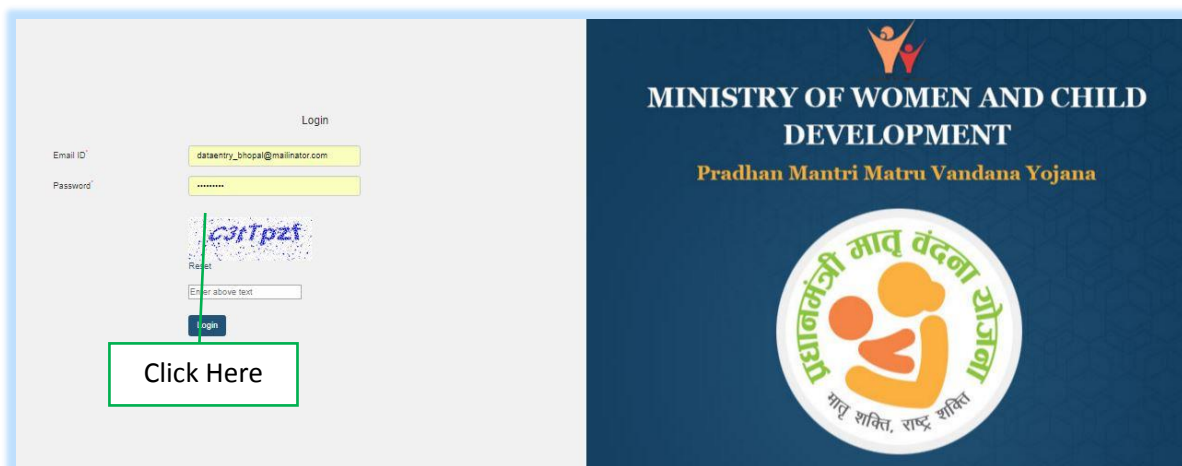


Figure 7 : Forgot Password -1

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

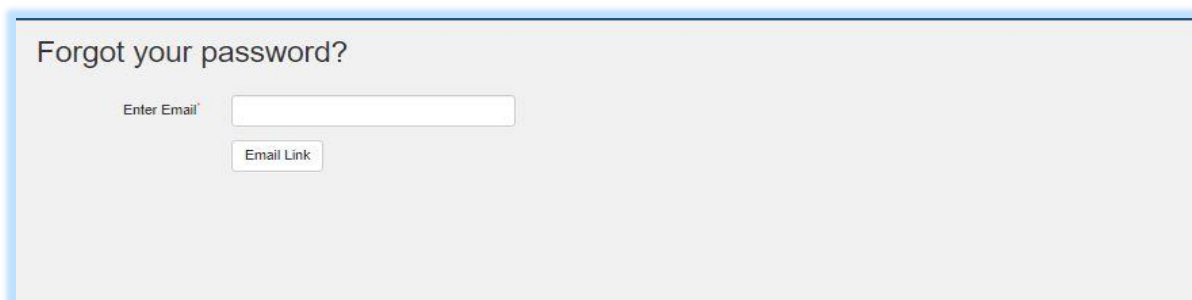


Figure 8 : Forgot Password -2

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 charactersFor 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.

The screenshot shows the web interface for the Ministry of Women & Child Development, Pradhan Mantri Matru Vandana Yojana. The header includes the ministry name and the scheme name. Below the header, there are navigation tabs for 'Beneficiary' and 'Report'. The 'Beneficiary' tab is active. The main content area is titled 'Beneficiary List'. It contains three input fields: 'ID Proof' with a dropdown menu showing '---Select---', 'Mobile Number' with a text input field, and 'Field Functionary Centre' with a dropdown menu showing '---Select---'. A green arrow points to the 'Search' button. There is also a 'Clear' button. Below the search fields, there are two buttons: 'New Beneficiary' and 'Correction Queue'. At the bottom, there is a table header with columns: 'ID', 'ID Type', 'Mobile Number', and 'Beneficiary Name'. The table body shows 'There are no items to display'.

Figure 9 : Beneficiary Search

- II. The CDPO/MO/Data Entry User can search for an individual beneficiary by selecting a **Beneficiary ID Proof** from below (Figure 10) and providing the ID Number:
1. Aadhaar Number
 2. Aadhaar 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.

--Select--

- Select--
- Aadhaar Number
- Aadhaar Enrollment Id
- Bank Photo Passbook
- Voter ID Card
- Ration Card
- Kishan Photo Passbook
- Passport
- Driving Licence
- PAN Card
- MGNREGS Job Card
- Employee Photo ID – Gol or PSUs
- Any other Photo ID - State Govt or UT Admin
- Certificate of Identity with photograph – Gazetted Officer
- Any other document specified by the State Govt or UT Admin
- Health Card issued by PHC or Govt Hospital

Figure 10 : Identity Proof

Field Functionary Centre: --Select--

- Select--
- AMBILERI(74268)
- AMBILERI(74268)
- KOKKUZHI(196462)
- MAILADI II(196491)
- PINANGODU LAKSHAM VEEDU(196463)
- VAVADI(196464)

Figure 11 : Search by Field Functionary

- III. After clicking on “Search” as shown in Figure 9. The details of beneficiary will be shown as per screen shown in Figure 12 or Figure 13.

Note :

- **Sort** - Click on field name to sort the search results in ascending or descending as shown in Figure 13. Arrow near field name indicate order of sorting.
- **Filter** - To filter search result, click on triangular sign present near the field name as shown in Figure 13. Following are the search type available for filter:
 - Equals
 - Contains
 - Starts With
 - Ends With

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

Click on “Clear Filter” to clear filter.

MINISTRY OF WOMEN & CHILD DEVELOPMENT
PRADHAN MANTRI MATRU VANDANA YOJANA

STATE : KERALA DISTRICT : WAYANAD BLOCK : PANAMARAM

Beneficiary Report dataentry_panamaram@mailinator.com

Beneficiary List

ID Proof: Aadhaar Number 945138809883

Mobile Number:

Field Functionary Centre: --Select--

Search Clear

New Beneficiary Correction Queue

ID	ID Type	Mobile Number	Beneficiary Name
945138809883	Aadhaar	9876543212	Nirmala

Figure 12 : Search by ID Proof Number

MINISTRY OF WOMEN & CHILD DEVELOPMENT
PRADHAN MANTRI MATRU VANDANA YOJANA

STATE : KERALA DISTRICT : WAYANAD BLOCK : PANAMARAM

Beneficiary Report dataentry_panamaram@mailinator.com

Beneficiary List

ID Proof: ---Select---

Mobile Number:

Field Functionary Centre: VAVADI(106547)

Search Clear

New Beneficiary Correction Queue

ID	ID Type	Mobile Number	Beneficiary Name
513515872901	Aadhaar	9900889988	Shama H
216525083826	Aadhaar	9988117722	Shravani
477960521850	Aadhaar	9876543212	Nimisha
458332773419	Aadhaar	9524895786	Sadhana Vad
840293404857	Aadhaar	8819829889	Nia Sharma
858799693154	Aadhaar	9000000094	Harsha Basu
703922551556	Aadhaar	9000000088	Kumudavati Shanker
443981218985	Aadhaar	9980132455	Sasha
226888776824	Aadhaar	9988076587	Sumana G
216799429812	Aadhaar	8108823100	Sithara

1 2 3 ... 7 »

Annotations:

- Click on field name to sort
- Arrow near field name indicate order of sorting either ascending or descending
- Click here to filter search results
- Click here to clear filter

Figure 13 : Search by Field Functionary

2.3 Registering a New Beneficiary

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

The screenshot displays the PMMVY system interface. At the top, the header reads "MINISTRY OF WOMEN & CHILD DEVELOPMENT" and "PRADHAN MANTRI MATRU VANDANA YOJANA". Below this, the location is set to "STATE : KERALA", "DISTRICT : WAYANAD", and "BLOCK : PANAMARAM". The user's email address "dataentry_panamaram@mailinator.com" is visible in the top right. On the left, a "Beneficiary" dropdown menu is open, showing options: "New Beneficiary", "Search Beneficiary", and "Correction Queue (111)". A green box with the text "Click either of the two" has arrows pointing to the "New Beneficiary" option in the dropdown and the "New Beneficiary" button at the bottom right. The main form area contains fields for "ID Type" (a dropdown menu), "Mobile Number" (a text input field), and "Field Functionary Centre" (a dropdown menu). Below these fields are "Search" and "Clear" buttons. At the bottom, there are two buttons: "New Beneficiary" (in teal) and "Correction Queue" (in orange). Below the buttons, there is a table header with columns: "ID", "ID Type", "Mobile Number", and "Beneficiary Name". The table currently shows "There are no items to display".

Figure 14 : New Beneficiary

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



MINISTRY OF WOMEN & CHILD DEVELOPMENT
PRADHAN MANTRI MATRU VANDANA YOJANA



STATE : KERALA DISTRICT : WAYANAD BLOCK : PANAMARAM

Beneficiary Report

dataentry_panamaram@mailinator.com

Beneficiary Registration

Basic Details

Registration Date Number of living children in the family ☒ None ☐ 1 or more than 1

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

Does Beneficiary have an Aadhaar card? ☒ Yes ☐ No

Name as in Aadhaar Card

Does Husband have an Aadhaar card? ☒ Yes ☐ No

Name as in Aadhaar Card

Aadhaar Number

Aadhaar Number

Mobile Number

Last Menstrual Period (LMP) Date

Category

Date of Reg of MCP card at AWC/ Subcenter

Present Address

House No/ Bldg./Apt.

Street/Road/Lane

Landmark

Area/Locality

Field Functionary

Post Office

Village

District

Block

State

Verifier

Pincode

Account Details

IFSC

Account Number

Bank Name

Name of Account Holder

Branch

Figure 15 : Beneficiary Registration Form

- III. **Fill up the Basic Details:** The First Section of the Beneficiary Registration form is Basic Details as shown in Figure 16. Fill up the requisite information in the form like Registration Date, Number of living children in the field, Name, ID Proof Number, Mobile number, LMP Date, Pregnancy Registration date, category etc.

STATE : KERALA DISTRICT : WAYANAD BLOCK : PANAMARAM

Beneficiary Report dataentry_panamaram@mailinator.com

Beneficiary Registration

Basic Details

Registration Date *

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

Does Beneficiary have an Aadhaar card? * ☒ Yes ☐ No

Name as in Aadhaar Card *

Aadhaar Number *

Mobile Number *

Category *

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

Does Husband have an Aadhaar card? * ☒ Yes ☐ No

Name as in Aadhaar Card *

Aadhaar Number *

Last Menstrual Period (LMP) Date *

Date of Reg of MCP card at AWC/ Subcenter *

Mobile number should be off 10 digits

LMP date should not be later than the Registration Date

Figure 16 : Beneficiary Basic Details

Note:

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

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

Select the instalment already received by beneficiary under old MBP scheme (IGMSY) *

☐ None

☐ Only first instalment

☐ First and Second instalments

Figure 17 : Beneficiary already enrolled in old MBP scheme

- b) **“Does Beneficiary have an Aadhaar Card?”** – CDPO/MO/Data Entry User will see two radio buttons Yes and No as show in Figure 18. By default the selection will be “Yes” and in this case “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

Does Beneficiary have an Aadhaar card? ☒ Yes ☐ No

Name as in Aadhaar Card

Aadhaar Number

Does Beneficiary have an Aadhaar card? ☐ Yes ☒ No

Identity Proof

Identity Number

Name as in Identity Proof

Click here for drop down list.

Figure 18 : Beneficiary Registration with Aadhaar ID or Alternate ID

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

Category

of Children

Click here for drop down list.

Figure 19 : Category Dropdown

- d) **“Number of living Children in the Family” Field-** User is allowed to select only “None” or “1 or more than 1” options and if user selects “1 or more than 1”, Beneficiary will not be eligible to receive any instalment. Refer Figure 20.

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

Figure 20 : Number of living children in the family

- 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.



Figure 21 : Calendar

- IV. **Fill up the Present Address Details:** The second Section of the Beneficiary Registration form is Present Address, while filling into the system check that the details provided in Form 1A, match with the address proofs attached. Refer Figure 22.

Present Address

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

By selecting “Field Functionary” from dropdown list, village, block and verifier will auto populate

Pin code should be of 6 digit

Figure 22 : Present Address

- 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,

Bank Details

IFSC *	<input type="text"/>	Account Number *	<input type="text"/>
<input type="button" value="FIND"/> <input type="button" value="CHECK"/>			
Bank Name *	<input type="text"/>	Name of Account Holder *	<input type="text"/>
Branch *	<input type="text"/>		

- Click to check IFSC code
- Bank Name & Branch will auto populate if correct IFSC code entered

Figure 23 :Bank/PO Account Details

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”

FIND YOUR BANK

Bank:

State:

District:

City:

Branch:

FIND

Select Bank Name & State and then click Find
- To search account in Post Office , select “India Post”

BANK	STATE	DISTRICT	City	BRANCH	ADDRESS	IFSC CODE
<input type="radio"/> AXIS BANK	DELHI	DELHI	DELHI	ROSHANARA ROAD	GROUND FLOOR, PROPERTY NO.8380/7, ROSHANARA ROAD, ADJACENT DELHI FLOOR MILL, DELHI, PIN 110007	UTIB0001889
<input type="radio"/> AXIS BANK	DELHI	DELHI	DELHI	CHAWRI BAZAAR	FIRST FLOOR, PROPERTY 3978-80, CHAWRI BAZAR, DELHI 110008	UTIB0001548
<input type="radio"/> AXIS BANK	DELHI	DELHI	DELHI	JYOTI NAGAR	GROUND FLOOR, PLOT NO. 6 - 36, EAST JYOTI NAGAR, DELHI 110093	UTIB0001925
<input type="radio"/> AXIS BANK	DELHI	DELHI	DELHI	SEC 7 DWARKA	GROUND FLOOR, RZ-G-1, DEV KUNJ, RAJ NAGAR PART - II, SECTOR -7, DWARKA, NEW DELHI-110077	UTIB0001601
<input type="radio"/> AXIS BANK	DELHI	DELHI	DELHI	WEST ENCLAVE	GROUND FLOOR, C-1/4, WEST ENCLAVE, PITAMPURA, DELHI, PIN -110034	UTIB0002195

1 2 3 ... 27 >

Click here to check more search results

OK Clear

Figure 24 : Check for IFSC

- 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.

The screenshot shows a web application interface for the Ministry of Women & Child Development, Pradhan Mantri Matru Vandana Yojana. The header includes the ministry logo, name, and the scheme name. Below the header, there are navigation tabs for 'Beneficiary' and 'Report'. The main section is titled 'Beneficiary Details' and contains a form with various fields for beneficiary information. A red message at the top of the form states: 'Beneficiary is not yet solicited. Details to sent for approval'. The form fields are organized into three columns: Beneficiary Name, Aadhaar Number, Identity Proof, Mobile Number, Husband Name, Field Functionary, Village, Block, District, State, Entered By, and Verified By. Below the form, there are two buttons: 'EDIT ENROLMENT DETAILS' and 'RE-REGISTRATION'. The 'History' section displays a table with columns: Application Type, CDPO Name, Pregnancy No, Instalment Date, Status, Date, and Action. The table shows two entries: 'Registration' and 'First Instalment', both with a status of 'Pending Sanctioning Officer Approval'. At the bottom, there are three buttons: 'First Instalment', 'Second Instalment', and 'Third Instalment'.

MINISTRY OF WOMEN & CHILD DEVELOPMENT
PRADHAN MANTRI MATRU VANDANA YOJANA

STATE : KERALA / DISTRICT : WAYANAD / BLOCK : PANAMARAM

Beneficiary * Report * detentry_panamaram@gmail.com

Beneficiary Details

Beneficiary is not yet solicited. Details to sent for approval

Beneficiary Name: Sarita, Aadhaar Number: 627526454709, Identity Proof: Not Available

Mobile Number: 7526454709, Husband Name: Sohan, Field Functionary: VAWADI

Village: Periya, Block: PANAMARAM, District: WAYANAD

State: KERALA, Entered By: Vikash, Verified By: Not Yet Verified

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

History

Application Type	CDPO Name	Pregnancy No	Instalment Date	Status	Date	Action
Registration	Panamaram	1	01/08/2017	Pending Sanctioning Officer Approval		VIEW WITHDRAW
First Instalment	Panamaram	1	01/08/2017	Pending Sanctioning Officer Approval		VIEW WITHDRAW

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

Figure 25 : Beneficiary Successful Registration

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.

The screenshot shows the 'Beneficiary List' search results page. At the top, it displays the Ministry of Women & Child Development logo and the Pradhan Mantri Matru Vandana Yojana title. Below this, the location is set to STATE: KERALA, DISTRICT: WAYANAD, and BLOCK: PANAMARAM. The user is logged in as dataentry_panamaram@mailinator.com. The search criteria are: ID Proof: Aadhaar Number, ID: 627526454709, Mobile Number: (empty), and Field Functionary Centre: --Select--. There are 'Search' and 'Clear' buttons. Below the search criteria, there are two buttons: 'New Beneficiary' and 'Correction Queue'. The search results are displayed in a table with columns: ID, ID Type, Mobile Number, and Beneficiary Name. The first row shows ID: 627526454709, ID Type: Aadhaar, Mobile Number: 7526454709, and Beneficiary Name: Sarita. The ID column is highlighted with a green box.

ID	ID Type	Mobile Number	Beneficiary Name
627526454709	Aadhaar	7526454709	Sarita

Figure 26 : Beneficiary search result

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

For each transaction, there are few options like:

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

Beneficiary Details

Beneficiary Name

Aadhaar Number

Identify Proof

Mobile Number

Husband Name

Field Functionary

Village

Block

District

State

Entered By

Verified By

PFMS Beneficiary Code

Green tick mark indicate successful Aadhaar authentication

History

Application Type	CDPO Name	Pregnancy No	Instalment Date	Status	Date	
Registration	Panamaram	1	17/08/2017	Pending Sanctioning Officer Approval		VIEW WITHDRAW
First Instalment	Panamaram	1	17/08/2017	Pending Sanctioning Officer Approval		VIEW WITHDRAW

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

Figure 27 : Beneficiary Profile

2.5 Entering Beneficiary Claim for Instalment

2.5.1 First Instalment Form (Form 1A)

In the PMMVY Software, the details for First Instalment are retrieved from "Registration Form", entered into the system. The approval of registration form by Sanctioning Officer is a prerequisite for accessing the claim forms of beneficiary. Only after the approval of the beneficiary can the CDPO/MO/Data Entry User access the Beneficiary Details to fill further instalments.

Beneficiary ▼ Report ▼ dataentry_panamaram@mailinator.com ▼

Beneficiary Details

Beneficiary is not yet activated. Details is sent for approval

Beneficiary Name Nidra Peri	Aadhaar Number 716456443015	Identity Proof Not Available
Mobile Number 9000000022	Husband Name Ekadanta Pal	Field Functionary VAVADI
Village Periya	Block PANAMARAM	District WAYANAD
State KERALA	Entered By Vikash	Verified By Not Yet Verified

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

History

Application Type	CDPO Name	Pregnancy No	Instalment Date	Status	Date	
Registration	Panamaram	1	01/01/2017	Pending Sanctioning Officer Approval		EDIT
First Instalment	Panamaram	1	01/01/2017	Pending Sanctioning Officer Approval		VIEW WITHDRAW

Figure 28 : Pending for SO Approval

Beneficiary ▼ Report ▼ dataentry_panamaram@mailinator.com ▼

Beneficiary Details

Beneficiary Name Nidra Peri	Aadhaar Number 716456443015	Identity Proof Not Available
Mobile Number 9000000022	Husband Name Ekadanta Pal	Field Functionary VAVADI
Village Periya	Block PANAMARAM	District WAYANAD
State KERALA	Entered By Vikash	Verified By Vivek

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

History

Application Type	CDPO Name	Pregnancy No	Instalment Date	Status	Date	
Registration	Panamaram	1	01/01/2017	Approved by Sanctioning Officer	24/07/2017	VIEW
First Instalment	Panamaram	1	01/01/2017	Approved by Sanctioning Officer	24/07/2017	VIEW

Figure 29 : Beneficiary Approved by SO

2.5.2 Second Instalment Form (Form 1B)

- I. Search for the beneficiary for whom the Second Instalment Form has to be filled up.
- II. To fill up the Second Instalment Form, the CDPO/MO/Data Entry User should click on “Second Instalment” form as shown in Figure 30.

The screenshot shows a 'History' section with a table containing two rows of application data. Below the table are three navigation buttons: 'First Instalment', 'Second Instalment' (highlighted with a green box), and 'Third Instalment'.

Application Type	CDPO Name	Pregnancy No	Instalment Date	Status	Date	
Registration	Panamaram	1	01/01/2017	Approved by Sanctioning Officer	24/07/2017	VIEW
First Instalment	Panamaram	1	01/01/2017	Approved by Sanctioning Officer	24/07/2017	VIEW

First Instalment **Second Instalment** Third Instalment

Figure 30 : Applying for Second Instalment

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

The screenshot shows the 'Second Instalment (Confirmation of Pregnancy)' form. It contains sections for 'Beneficiary Details' and 'Fill up the below information'. A green box highlights the 'SAVE' and 'CANCEL' buttons, with a callout stating: '- Click save for further process and click "Cancel" to Go Back'.

Second Instalment (Confirmation of Pregnancy)

Beneficiary Details

Beneficiary Name: Sakra Jha Aadhaar Number: 897794238669 Identity Proof: Not Available

Mobile Number: 9459876325 Field Functionary: KOKKUZHI Village: Thavinhai

Block: PANAMARAM District: WAYANAD State: KERALA

Registration Date: 20/6/2017 Last Menstrual Period (LMP) Date: Husband Name: Bali Sahu

Husband Aadhaar Number: 210585196823 Husband Identity Proof: Not Available Number of Children: 0

Fill up the below information

Date of Claim at the Field Functionary Centre: 25/6/2017

ANC Date: 20/6/2017

SAVE CANCEL

- Click save for further process and click "Cancel" to Go Back

Figure 31 : Second Instalment Form

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

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

Application Type	CDPO Name	Pregnancy No	Instalment Date	Status	Date	
Registration	Panamaram	1	01/01/2017	Approved by Sanctioning Officer	24/07/2017	VIEW
First Instalment	Panamaram	1	01/01/2017	Approved by Sanctioning Officer	24/07/2017	VIEW

First Instalment Second Instalment **Third Instalment**

Figure 32 : Apply for Third Instalment

- III. Now you can see Third Instalment form on your screen. Fill in all the requisite information and user must click on “Save” button. Refer Figure 33.

The screenshot shows the 'Fill up the below information' form for the Third Instalment. The form contains several fields and checkboxes. Two annotations are present: one pointing to the 'Number of Children' dropdown list and another pointing to the 'Vaccinations given' checkboxes.

Fill up the below information

Date of Claim at the Field Functionary Centre: 25/6/2017

Date of Delivery: 13/6/2017

Was the child delivered in a Government approved institution: ☒ Yes ☐ No

Name of Institute of Delivery: Test

Number of Children: 2 (dropdown list)

Live Male: 1

Live Female: 1

Still Born: 0

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

Date of completion of all vaccinations: 16/6/2017

SAVE CANCEL

Select number of children from dropdown list

Check for first cycle of vaccinations given

Figure 33 : Third Instalment Form

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

2. Date of completion of all vaccinations must not be earlier than 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.

History

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

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

First Instalment Second Instalment Third Instalment

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

Figure 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.

Beneficiary Details

Beneficiary is not yet activated. Details is sent for approval

Beneficiary Name: Nidra Peri

Aadhaar Number: 716456443015

Identity Proof: Not Available

Mobile Number: 9000000022

Husband Name: Ekadanta Pal

Field Functionary: VAVADI

Village: Periya

Block: PANAMARAM

District: WAYANAD

State: KERALA

Entered By: Vikash

Verified By: Not Yet Verified

EDIT ENROLMENT DETAILS **RE-REGISTRATION**

History

Application Type	CDPO Name	Pregnancy No	Instalment Date	Status	Date	
Registration	Panamaram	1	01/01/2017	Pending Sanctioning Officer Approval		EDIT
First Instalment	Panamaram	1	01/01/2017	Pending Sanctioning Officer Approval		VIEW WITHDRAW

First Instalment **Second Instalment** **Third Instalment**

Figure 35 : Beneficiary Profile

- III. To update the beneficiary details, Click on “Edit Enrolment Details”.
- IV. A form similar to the “Registration Form” will open as shown in Figure 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”.

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

The screenshot displays a web application interface for 'Beneficiary Registration'. The top navigation bar includes 'Beneficiary' and 'Report' dropdowns, and a user email 'dataentry_panamaram@mailinator.com'. The form is divided into three main sections: 'Basic Details', 'Present Address', and 'Account Details'.

Basic Details: This section contains fields for 'Registration Date' (1/1/2017), 'Number of living children in the family' (radio buttons for None, 1 or more than 1), 'Beneficiary already enrolled in old MBP scheme (IGMSY)' (radio buttons for Yes, No), 'Does Beneficiary have an Aadhaar card?' (radio buttons for Yes, No), 'Name as in Aadhaar Card' (Nidra Peri), 'Does Husband have an Aadhaar card?' (radio buttons for Yes, No), 'Name as in Aadhaar Card' (Ekadanta Pal), 'Aadhaar Number' (718455443015), 'Aadhaar Number' (248034779848), 'Mobile Number' (9000000022), 'Last Menstrual Period (LMP) Date' (20/10/2016), 'Category' (Others), and 'Date of Registration Pregnancy' (30/11/2018).

Present Address: This section includes fields for 'House No/ Bldg./Apt.' (House No/ Bldg./Apt.), 'Street/Road/Lane' (Street/Road/Lane), 'Landmark' (Landmark), 'Area/Locality' (Periya), 'Field Functionary' (VAVADI (198464)), 'Post Office' (Panamaram), 'Village' (Periya (827298)), 'District' (WAYANAD), 'Block' (PANAMARAM), 'State' (KERALA), and 'Pincode' (123456).

Account Details: This section contains fields for 'IFSC' (ALLA0212731), 'Account Number' (100000000022), 'Bank Name' (ALLAHABAD BANK), 'Name of Account Holder' (Nidra Peri), and 'Branch' (THRIPUNITHURA). There are 'FIND' and 'CHECK' buttons between the IFSC and Account Number fields.

At the bottom of the form, there are 'SAVE' and 'CANCEL' buttons.

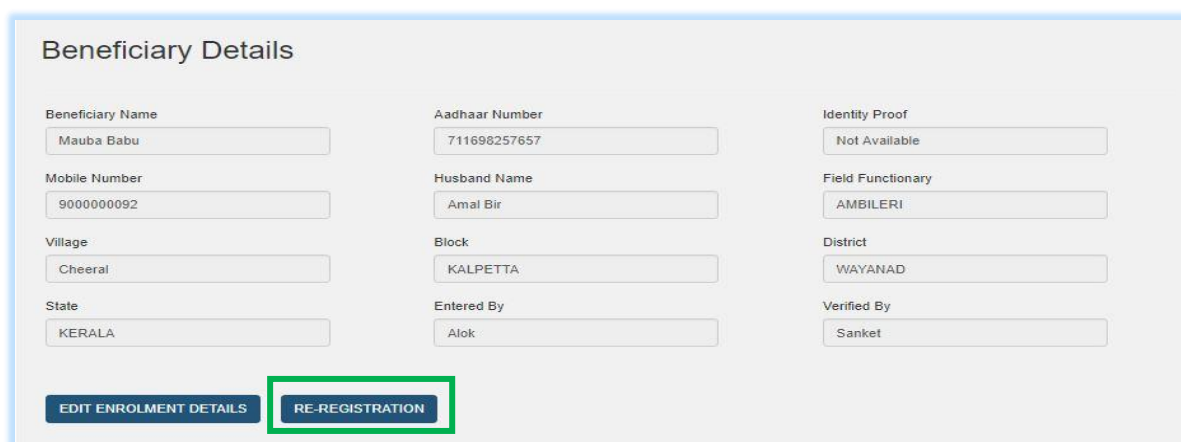
Figure 36 : Update Beneficiary details

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”.



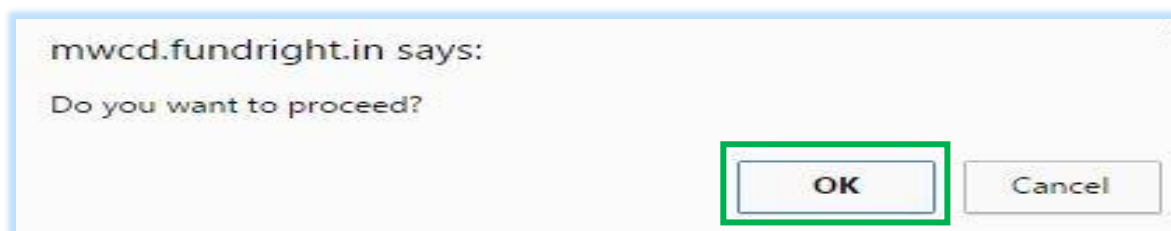
The screenshot shows a form titled "Beneficiary Details" with the following fields and values:

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

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

Figure 37 : 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.



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

Figure 38 : Confirmation of Re-Registration

- 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.

Beneficiary New Pregnancy Registration

Please fill in the below Details

Date of Instalment at the Field Functionary Centre *

Date of Reg of MCP card at AWC/ Subcenter *

Number of Live Children *

Last Menstrual Period (LMP) Date *

Please specify the Reason for applying again *

CANCEL SAVE

- The number of live child must not exceed 0.

- Last Menstrual Period (LMP) should be prior to Date of Claim

Figure 39 : Re-Registration Form

- VI. Status of re-registration can be checked from “Important Dates” section of beneficiary profile page as shown in Figure 40.

History

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

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

Figure 40 : Re-registration status

2.8 Correction Queue

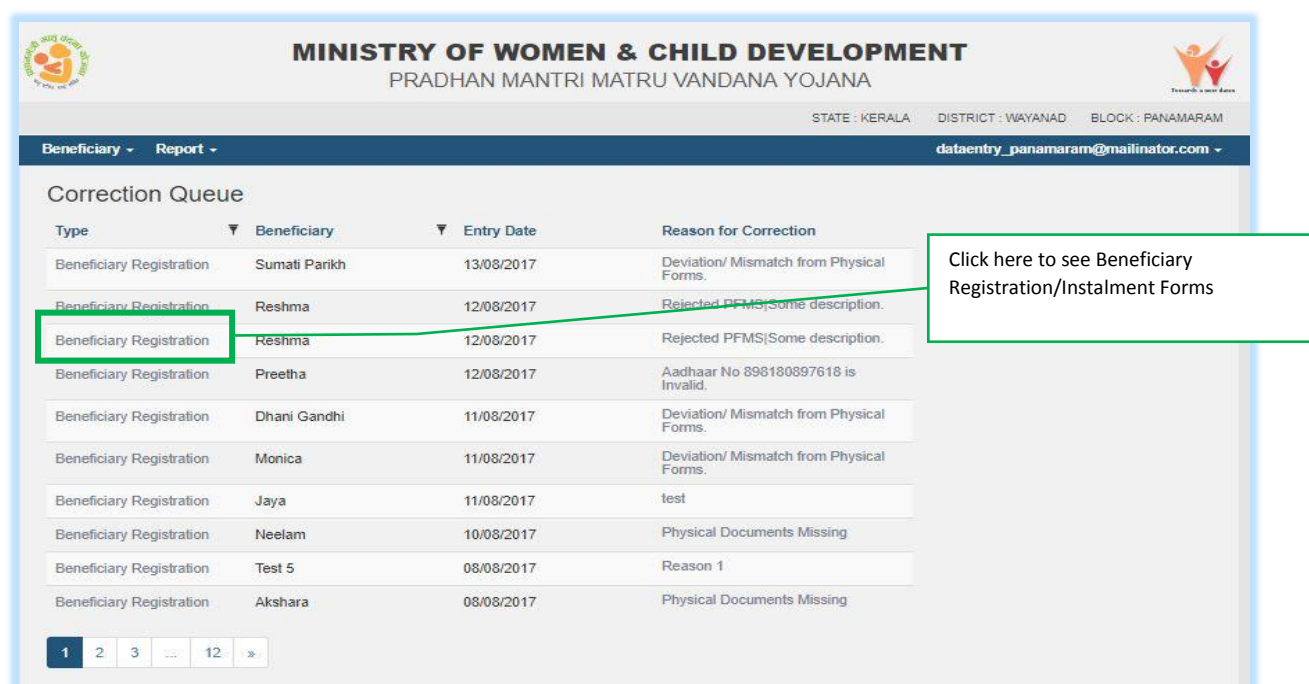
Sanctioning officer can send records for correction to CDPO/MO/Data Entry user because of any reasons like “Deviation or Mismatch from the Physical Form”, “Physical Document Missing” or any other reason. Such records come in “Correction Queue” of Data Entry User.

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



Figure 41 : Correction Queue

- 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.



Type	Beneficiary	Entry Date	Reason for Correction
Beneficiary Registration	Sumati Parikh	13/08/2017	Deviation/ Mismatch from Physical Forms.
Beneficiary Registration	Reshma	12/08/2017	Rejected PFMS Some description.
Beneficiary Registration	Reshma	12/08/2017	Rejected PFMS Some description.
Beneficiary Registration	Preetha	12/08/2017	Aadhaar No 896180897618 is Invalid.
Beneficiary Registration	Dhani Gandhi	11/08/2017	Deviation/ Mismatch from Physical Forms.
Beneficiary Registration	Monica	11/08/2017	Deviation/ Mismatch from Physical Forms.
Beneficiary Registration	Jaya	11/08/2017	test
Beneficiary Registration	Neelam	10/08/2017	Physical Documents Missing
Beneficiary Registration	Test 5	08/08/2017	Reason 1
Beneficiary Registration	Akshara	08/08/2017	Physical Documents Missing

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.


The screenshot shows the web interface of the Ministry of Women & Child Development, Pradhan Mantri Matru Vandana Yojana. The header includes the ministry name and the scheme name. Below the header, there are navigation tabs for 'Beneficiary' and 'Report'. The 'Report' tab is selected, and a dropdown menu is open, showing 'Payments Report' as the selected option. The page also displays a search form with fields for 'ID Proof', 'Mobile Number', and 'Field Functionary Centre', along with 'Search' and 'Clear' buttons. There are buttons for 'New Beneficiary' and 'Correction Queue'. At the bottom, a table header is visible with columns: ID, ID Type, Mobile Number, and Beneficiary Name. The table currently shows 'There are no items to display'.

Figure 43: Navigation to Payment Reports

- 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.



MINISTRY OF WOMEN & CHILD DEVELOPMENT
PRADHAN MANTRI MATRU VANDANA YOJANA




STATE : KERALA
DISTRICT : WAYANAD
BLOCK : PANAMARAM

Beneficiary ▾ Report ▾
dataentry_panamaram@mailinator.com ▾

Filter by: July ▾ 201 ▾ Sek ▾ Submit PRINT REPORT

PRADHAN MANTRI MATRU VANDANA YOJANA REPORT



Reporting Period : July 2017

State	District	CDPO/MO block	Verifier	Field Functionary Code	Field Functionary Name
KERALA	WAYANAD	Panamaram	onivayal_verifier	195551	MAILADI II

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

Beneficiary Details								Pay	
S.No.	Beneficiary Name	Beneficiary Husband Name	Mobile Number	Application Date	Application Type	Aadhaar Availability (Y/N)	IGMSY(Y/N)	Date of Payment	Amount Paid
1	Swetha	Swamy	9955113344	7/10/2017	Third Instalment	Y	N	1/1/0001	2000
2	Uthra	Umesh	9933445566	7/10/2017	Third Instalment	Y	N	1/1/0001	2000

II. Status of Application Processing

Beneficiary Details								Application Status
S.No.	Beneficiary Name	Beneficiary Husband Name	Mobile Number	Application Date	Application Type	Aadhaar Availability (Y/N)	IGMSY(Y/N)	Application Status
1	Shreeya	Sharan	7777788866	7/5/2017	Second Instalment	Y	N	Rejected by Sanctioning Officer
2	Srishti K	Latha M	9205895258	7/14/2017	First Instalment	N	N	Pending for Approval by Sanctioning Officer
3	Latha M	Rakesh	9511598525	7/5/2017	Third Instalment	N	N	Pending for Approval by Sanctioning Officer
4	Latha M	Rakesh	9511598525	7/25/2017	First Instalment	N	N	Pending for Approval by Sanctioning Officer
5	Anuradha	Anirudh	8899778866	7/5/2017	First Instalment	Y	N	Pending for Approval by Sanctioning Officer

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 register a new beneficiary please refer [section 2.3](#)
- b) If you want to update existing beneficiary details, please refer [section 2.6](#)

6. How to view Beneficiary Details ?

Refer to [section 2.4](#)

7. How to add Post office account?

Refer to Figure 24

8. How to update Beneficiary details?

Refer to [section 2.6](#)

9. How to generate Reports?

- Refer to [section 2.9](#)

10. I entered incorrect details of beneficiary and saved the form. How should I correct this?

In this case you have to withdraw the respective form before approval by sanctioning officer. Withdrawing form will enable you to Edit/update the details in the form. Please refer step3 of [section 2.3](#)

11. How to check Payment status?

Payment status of individual beneficiary can be checked on Beneficiary profile. Refer to [section 2.4](#)

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

Refer [section 2.8](#)

13. I am unable to save the form?

Check the error code and take action accordingly. Refer List of Error Codes.

...

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

3.1.2 Log in Procedure

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

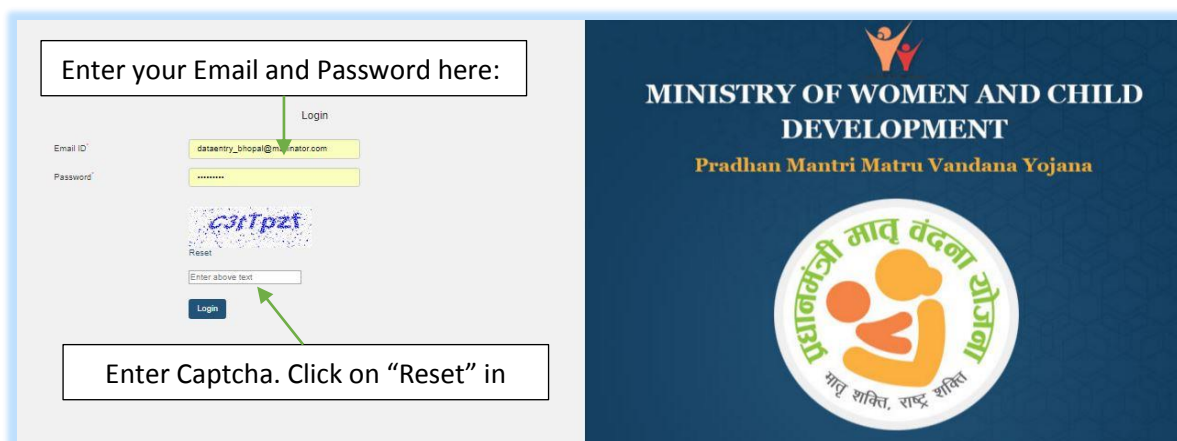


Figure 46 : Log in Page

- 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.

MINISTRY OF WOMEN & CHILD DEVELOPMENT
PRADHAN MANTRI MATRU VANDANA YOJANA

STATE : KERALA DISTRICT : WAYANAD BLOCK : PANAMARAM

Beneficiary Report block_panamaram@mailinator.com

BENEFICIARY APPROVAL (11) INSTALMENT APPROVAL (1)

Approve Reject Correct Clear Selection

Type	Beneficiary	Created Date	Details	Approve	Reject	Correct
Beneficiary Registration	Sarita	01/08/2017	Details	Approve	Reject	Correct
Beneficiary Registration	Vidhya	05/04/2017	Details	Approve	Reject	Correct
Beneficiary Registration	Swetha	07/03/2017	Details	Approve	Reject	Correct
Beneficiary Registration	Roopa	05/03/2017	Details	Approve	Reject	Correct
Beneficiary Registration	Charitha	22/02/2017	Details	Approve	Reject	Correct
Beneficiary Registration	Srinidhi	14/02/2017	Details	Approve	Reject	Correct
Beneficiary Registration	Payal	07/02/2017	Details	Approve	Reject	Correct
Beneficiary Registration	Sarayu	18/01/2017	Details	Approve	Reject	Correct
Beneficiary Registration	Teena	17/01/2017	Details	Approve	Reject	Correct
Beneficiary Registration	Usha Kyada	08/01/2017	Details	Approve	Reject	Correct

1 2 >

Figure 47 : Landing Page

3.1.3 Log out Procedure

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

MINISTRY OF WOMEN & CHILD DEVELOPMENT
PRADHAN MANTRI MATRU VANDANA YOJANA

STATE : KERALA DISTRICT : WAYANAD BLOCK : PANAMARAM

Beneficiary Report block_panamaram@mailinator.com

BENEFICIARY APPROVAL (11) INSTALMENT APPROVAL (1)

Approve Reject Correct Clear Selection

Type	Beneficiary	Created Date	Details	Approve	Reject	Correct
Beneficiary Registration	Sarita	01/08/2017	Details	Approve	Reject	Correct
Beneficiary Registration	Vidhya	05/04/2017	Details	Approve	Reject	Correct
Beneficiary Registration	Swetha	07/03/2017	Details	Approve	Reject	Correct
Beneficiary Registration	Roopa	05/03/2017	Details	Approve	Reject	Correct
Beneficiary Registration	Charitha	22/02/2017	Details	Approve	Reject	Correct
Beneficiary Registration	Srinidhi	14/02/2017	Details	Approve	Reject	Correct
Beneficiary Registration	Payal	07/02/2017	Details	Approve	Reject	Correct
Beneficiary Registration	Sarayu	18/01/2017	Details	Approve	Reject	Correct
Beneficiary Registration	Teena	17/01/2017	Details	Approve	Reject	Correct
Beneficiary Registration	Usha Kyada	08/01/2017	Details	Approve	Reject	Correct

1 2 >

Click Here

Figure 48 : Log out Step 1

- II. Click on "Log Out" option as shown in Figure 49.



Figure 49 : Log out Step 2

3.1.4 Change Password

- I. To Change Password, follow initial two steps same as explained above in 'Log Out Procedure'.
- II. Following screen will appear in front of the user. Click on "Submit" as shown in Figure 50

Home Setup

dataentry_panamaram@mailinator.com

Reset password

Old Password*

New Password*

Confirm New Password*

Submit Cancel

Click Here

Figure 50 : Reset Password

Note:

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

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

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

- 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.

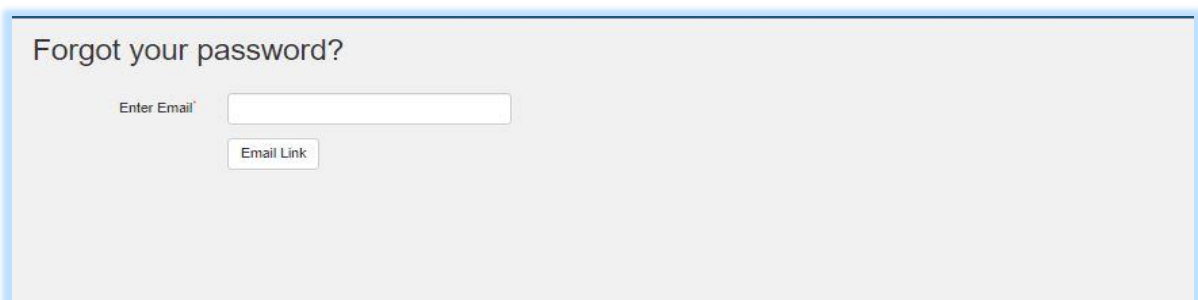


Figure 52 : Forgot Password -2

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.



Figure 53 : New User Creation

- 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.

MINISTRY OF WOMEN & CHILD DEVELOPMENT
PRADHAN MANTRI MATRU VANDANA YOJANA

STATE : KERALA DISTRICT : WAYANAD BLOCK : PANAMARAM

Beneficiary Report block_panamaram@mailinator.com

User List

☒ Select Data Entry Operator List

Click here to create new Data Entry user

Create New User

Email ID	State Name	District Name	Block Name	Edit	Delete
odac@test.ab	KERALA	WAYANAD	Panamaram	Edit	Delete
dataentry_panamaram@mailinator.com	KERALA	WAYANAD	Panamaram	Edit	Delete
deo_panamaram@mailinator.com	KERALA	WAYANAD	Panamaram	Edit	Delete
keraladno2so1@mailinator.com	KERALA	WAYANAD	Panamaram	Edit	Delete
keraladno2so1deo2@mailinator.com	KERALA	WAYANAD	Panamaram	Edit	Delete
sample@email.tst	KERALA	WAYANAD	Panamaram	Edit	Delete
sample@email.tst	KERALA	WAYANAD	Panamaram	Edit	Delete
yogesh_deo_panamaram@mailinator.com	KERALA	WAYANAD	Panamaram	Edit	Delete

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.

MINISTRY OF WOMEN & CHILD DEVELOPMENT
PRADHAN MANTRI MATRU VANDANA YOJANA

STATE : KERALA DISTRICT : WAYANAD BLOCK : PANAMARAM

Beneficiary Report block_panamaram@mailinator.com

Enter User Details

Email ID*

Name*

Password*

Confirm Password*

Permissions* Data Entry ☒ Reports/MIS ☐

Mobile Number*

Department*

Designation*

Contact Address*

Save Cancel

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.

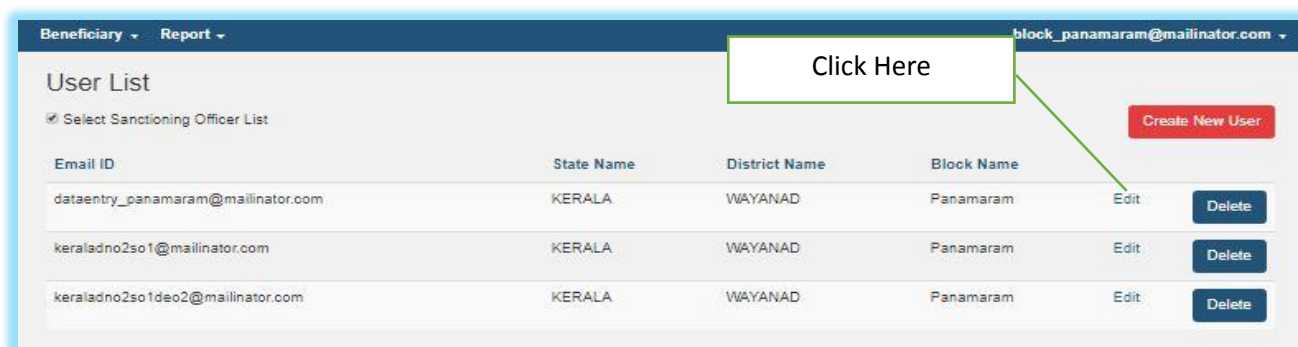


Figure 56 : User List



MINISTRY OF WOMEN & CHILD DEVELOPMENT
PRADHAN MANTRI MATRU VANDANA YOJANA



STATE : KERALA DISTRICT : WAYANAD BLOCK : PANAMARAM

Beneficiary ▾ Report ▾ **block_panamaram@mailinator.com ▾**

Enter User Details

Email ID*

dataentry_panamaram@mailinator.com

Name*

Vikash

Permissions*

Data Entry ☒ Reports/MIS ☒

Mobile Number*

9876543214

Department

Designation

Contact Address

Save

Cancel

Click here to Save the changes

Figure 57 : User Detail

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



Figure 58 : Beneficiary Registration Approval Process

- 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 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.

MINISTRY OF WOMEN & CHILD DEVELOPMENT
PRADHAN MANTRI MATRU VANDANA YOJANA

STATE : KERALA DISTRICT : WAYANAD BLOCK : PANAMARAM

Beneficiary Report block_panamaram@mailinator.com

BENEFICIARY APPROVAL (11) INSTALMENT APPROVAL (1)

Type	Beneficiary	Created Date	Details	Approve	Reject	Correct
<input type="checkbox"/> Beneficiary Registration	Sarita	01/08/2017	Details	Approve	Reject	Correct
<input type="checkbox"/> Beneficiary Registration	Vidhya	05/04/2017	Details	Approve	Reject	Correct
<input type="checkbox"/> Beneficiary Registration	Swetha	07/03/2017	Details	Approve	Reject	Correct
<input type="checkbox"/> Beneficiary Registration	Roopa	05/03/2017	Details	Approve	Reject	Correct
<input type="checkbox"/> Beneficiary Registration	Charitha	22/02/2017	Details	Approve	Reject	Correct
<input type="checkbox"/> Beneficiary Registration	Srinidhi	14/02/2017	Details	Approve	Reject	Correct
<input type="checkbox"/> Beneficiary Registration	Payal	07/02/2017	Details	Approve	Reject	Correct
<input type="checkbox"/> Beneficiary Registration	Sarayu	18/01/2017	Details	Approve	Reject	Correct
<input type="checkbox"/> Beneficiary Registration	Teena	17/01/2017	Details	Approve	Reject	Correct
<input type="checkbox"/> Beneficiary Registration	Usha Kyada	08/01/2017	Details	Approve	Reject	Correct

1 2 »

Click here for multiple Approval/Rejection/Correc

Click here for individual Approval/Rejection/Corre

Click here to see details of Beneficiary

Figure 60 : Approval Queue

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

- 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.

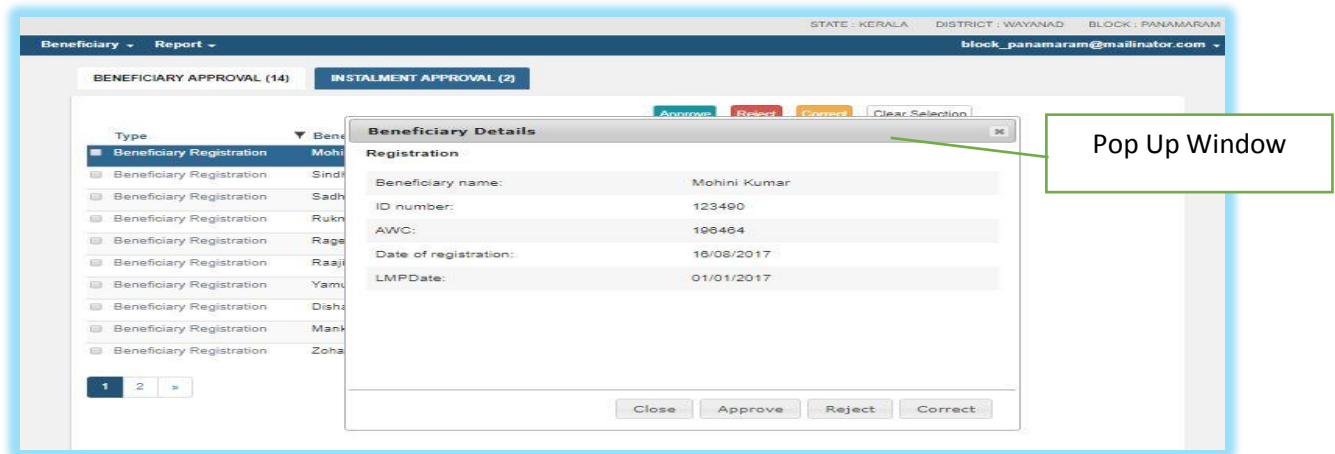


Figure 61 : Beneficiary Detail Pop Up

- 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.

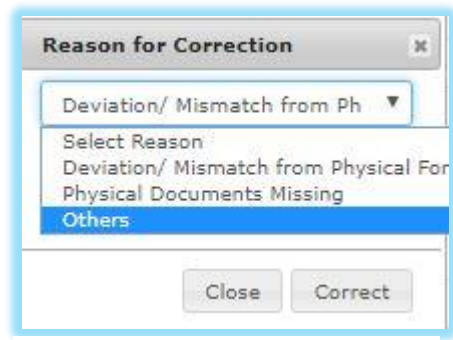


Figure 62 : Reason for Correction

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.

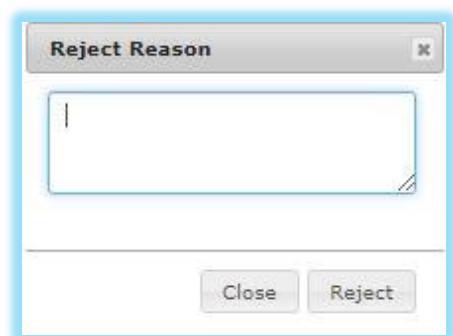


Figure 63 : Reason for Rejection

- e) **Form** – The Sanctioning Officer can access the form by clicking on hyperlink “Beneficiary Registration” link as shown in Figure 64.

MINISTRY OF WOMEN & CHILD DEVELOPMENT
PRADHAN MANTRI MATRU VANDANA YOJANA

STATE : KERALA DISTRICT : WAYANAD BLOCK : PANAMARAM

block_panamaram@mailinator.com

BENEFICIARY APPROVAL (14) **INSTALMENT APPROVAL (2)**

[Click Here](#)

Type	Beneficiary	Created Date	Details	Approve	Reject	Correct
Beneficiary Registration	Mohini Kumar	16/08/2017	Details	Approve	Reject	Correct
Beneficiary Registration	Sindhuja Birla	16/08/2017	Details	Approve	Reject	Correct
Beneficiary Registration	Sadhika Das	16/08/2017	Details	Approve	Reject	Correct
Beneficiary Registration	Rukmani	14/08/2017	Details	Approve	Reject	Correct
Beneficiary Registration	Ragena	10/08/2017	Details	Approve	Reject	Correct
Beneficiary Registration	Raaji	01/08/2017	Details	Approve	Reject	Correct
Beneficiary Registration	Yamuna	16/02/2017	Details	Approve	Reject	Correct
Beneficiary Registration	Mankiran Malhotra	02/01/2017	Details	Approve	Reject	Correct
Beneficiary Registration	Zohana Mandalik	01/01/2017	Details	Approve	Reject	Correct
Beneficiary Registration	Hara Thomas	01/01/2017	Details	Approve	Reject	Correct

1 2 »

Figure 64 : Accessing Beneficiary Registration Form

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.



Figure 65 : Beneficiary Instalment Claim Approval Process

- III. The Sanctioning Officer will be redirected to the screen. To view the Instalment Claims pending for approval, click on the “INSTALMENT APPROVAL” tab. 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.

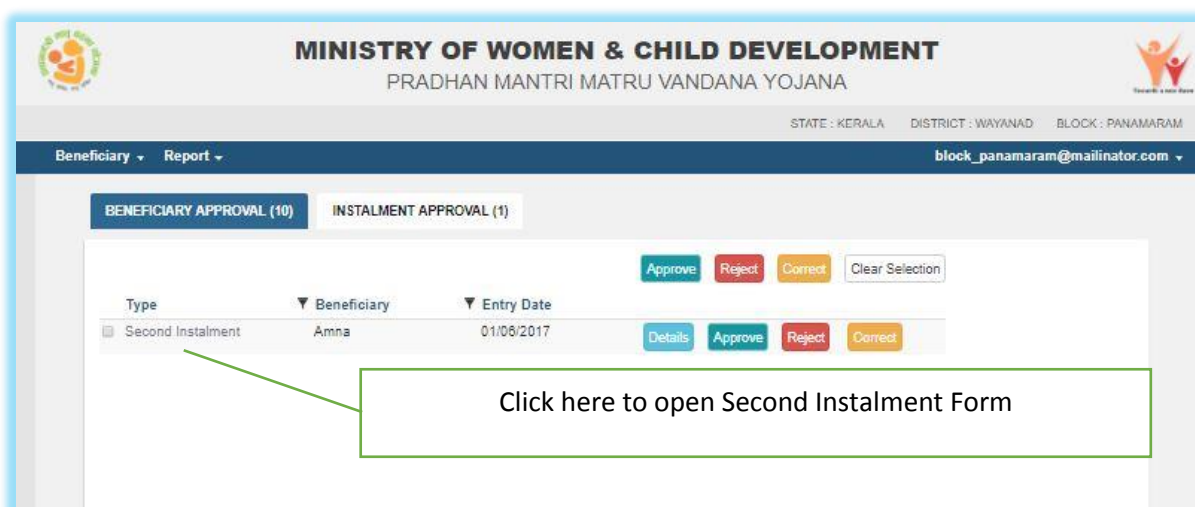


Figure 66: Instalment Approval Queue

3.3.3 Exception Queue

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




Figure 67 : Exception Queue Approval Process

- 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.



MINISTRY OF WOMEN & CHILD DEVELOPMENT
 PRADHAN MANTRI MATRU VANDANA YOJANA



STATE : KERALA DISTRICT : WAYANAD BLOCK : PANAMARAM

Beneficiary Report block_panamaram@mailinator.com

RE-REGISTRATION APPROVAL (12) **INSTALLMENT APPROVAL** MIGRATION APPROVAL

Approve Reject Correct Clear Selection

Type	Beneficiary	Created Date				
Beneficiary Registration *	Maya B	09/08/2017	Details	Approve	Reject	Correct
Beneficiary Registration *	Aarthi	08/08/2017	Details	Approve	Reject	Correct
Beneficiary Registration *	Shubah S	07/08/2017	Details	Approve	Reject	Correct
Beneficiary Registration *	Keerthi	02/08/2017	Details	Approve	Reject	Correct
Beneficiary Registration *	Latha M	26/07/2017	Details	Approve	Reject	Correct
Beneficiary Registration *	Kumudavati Shanker	16/07/2017	Details	Approve	Reject	Correct
Beneficiary Registration *	Srishti K	14/07/2017	Details	Approve	Reject	Correct
Beneficiary Registration *	Anuradha	06/07/2017	Details	Approve	Reject	Correct
Beneficiary Registration *	Poornima	07/06/2017	Details	Approve	Reject	Correct
Beneficiary Registration *	Meena	05/06/2017	Details	Approve	Reject	Correct

1 2 »

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.

MINISTRY OF WOMEN & CHILD DEVELOPMENT
PRADHAN MANTRI MATRU VANDANA YOJANA

STATE : KERALA DISTRICT : WAYANAD BLOCK : PANAMARAM

block_panamaram@mailinator.com

Beneficiary Report


BENEFICIARY APPROVAL (10) INSTALLMENT APPROVAL (1)

Click on Payment Report

Type	Beneficiary	Created Date	Details	Approve	Reject	Correct
Beneficiary Registration	Sarita	01/08/2017	Details	Approve	Reject	Correct
Beneficiary Registration	Vidhya	06/04/2017	Details	Approve	Reject	Correct
Beneficiary Registration	Swetha	07/03/2017	Details	Approve	Reject	Correct
Beneficiary Registration	Roopa	06/03/2017	Details	Approve	Reject	Correct
Beneficiary Registration	Charitha	22/02/2017	Details	Approve	Reject	Correct
Beneficiary Registration	Payal	07/02/2017	Details	Approve	Reject	Correct
Beneficiary Registration	Sarayu	18/01/2017	Details	Approve	Reject	Correct
Beneficiary Registration	Teena	17/01/2017	Details	Approve	Reject	Correct
Beneficiary Registration	Usha Kyada	08/01/2017	Details	Approve	Reject	Correct
Beneficiary Registration	Sakita s	01/01/2017	Details	Approve	Reject	Correct

Figure 69 : Payment Report

- 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.




MINISTRY OF WOMEN & CHILD DEVELOPMENT
PRADHAN MANTRI MATRU VANDANA YOJANA

STATE : KERALA DISTRICT : WAYANAD BLOCK : PANAMARAM

Beneficiary Report block_panamaram@mellinfor.com

Filter by: July 2017 Select Submit **PRINT REPORT**

PRADHAN MANTRI MATRU VANDANA YOJANA REPORT



Reporting Period : July 2017

State	District	CDPO/MO block	Verifier	Field Functionary Code	Field Functionary Name
KERALA	WAYANAD	Panamaram	onivayal_verifier	196551	MAILADI II

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

Beneficiary Details								Payment Details			
S.No.	Beneficiary Name	Beneficiary Husband Name	Mobile Number	Application Date	Application Type	Aadhaar Availability (Y/N)	IGMS(Y/N)	Date of Payment	Amount Paid	Transaction Reference	Bank Name
1	Swatha	Swamy	9955113344	7/10/2017	Third Instalment	Y	N	1/1/0001	2000		STATE BANK OF INDIA
2	Uthra	Umash	9933445566	7/10/2017	Third Instalment	Y	N	1/1/0001	2000		STATE BANK OF INDIA

II. Status of Application Processing

Beneficiary Details								Application Status
S.No.	Beneficiary Name	Beneficiary Husband Name	Mobile Number	Application Date	Application Type	Aadhaar Availability (Y/N)	IGMS(Y/N)	Application Status
1	Shreeya	Sharan	7777766666	7/5/2017	Second Instalment	Y	N	Rejected by Sanctioning Officer.
2	Srishti K	Latha M	9205895258	7/14/2017	First Instalment	N	N	Pending for Approval by Sanctioning Officer

Figure 70 : Payment Report 2

3.5 FAQs

1. What to do if the website is not opening/loading?

Check for working Internet Connection

Check if correct URL address is entered in the Browser Address bar

2. How do I change my password?

Refer to [section 3.1.4](#) (Change Password)

3. What should I do if I forgot my password?

Refer to [section 3.1.5](#) (Forgot Password)

4. What to do if Beneficiary form contains some mistake?

Send the form to CDPO/MO/Data Entry user for correction by clicking on “Correct” button.

Refer step 6 of [section 3.3](#)

5. How to view Field Functionary wise Reports?

Refer [section 3.4](#)

6. How do I update details of CDPO/MO/Data Entry user?

[Refer section 3.2.2](#)

...

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.



Figure 71 : Home Page State Nodal Officer

4.1.2 Log in Procedure

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

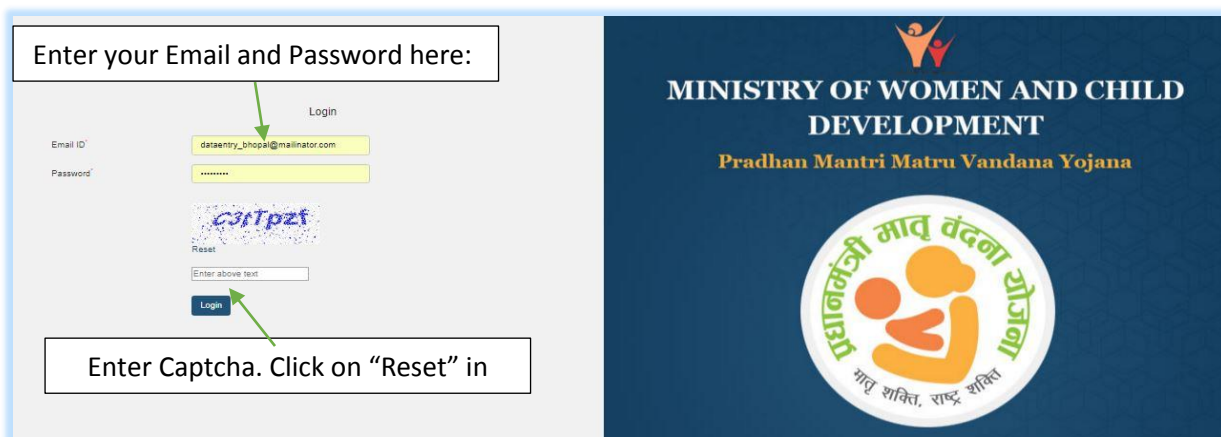


Figure 72 : Log in Page

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

- IV. After successful Login, you will be redirected to the "Field Functionary Mapping" page as shown in Figure 73 below.

The screenshot shows the 'Field Functionary Mapping' page. At the top, there's a header for the 'MINISTRY OF WOMEN & CHILD DEVELOPMENT' and 'PRADHAN MANTRI MATRU VANDANA YOJANA'. The user is logged in as 'district_wayanad@mailinator.com' from 'STATE : KERALA' and 'DISTRICT : WAYANAD'. The page has a 'Setup' and 'Report' menu. Below the menu, there's a 'Field Functionary Mapping' section. It includes a 'Block (CDPO/MO)' dropdown menu set to '-- Select Block--'. There are two main columns: 'All Field Functionaries' and 'Mapped Field Functionaries'. Between these columns are buttons: 'New Block (CDPO/MO)', 'Add >>', 'Remove <<', and 'New Field Functionary'. At the bottom of the page are 'SAVE' and 'CANCEL' buttons.

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.

This screenshot is identical to Figure 73, but it includes a green callout box with the text 'Click Here' pointing to the email ID 'district_wayanad@mailinator.com' in the top right corner of the page header.

Figure 74 : Log out Procedure

- II. Click on “Log Out” option as shown in Figure 75.

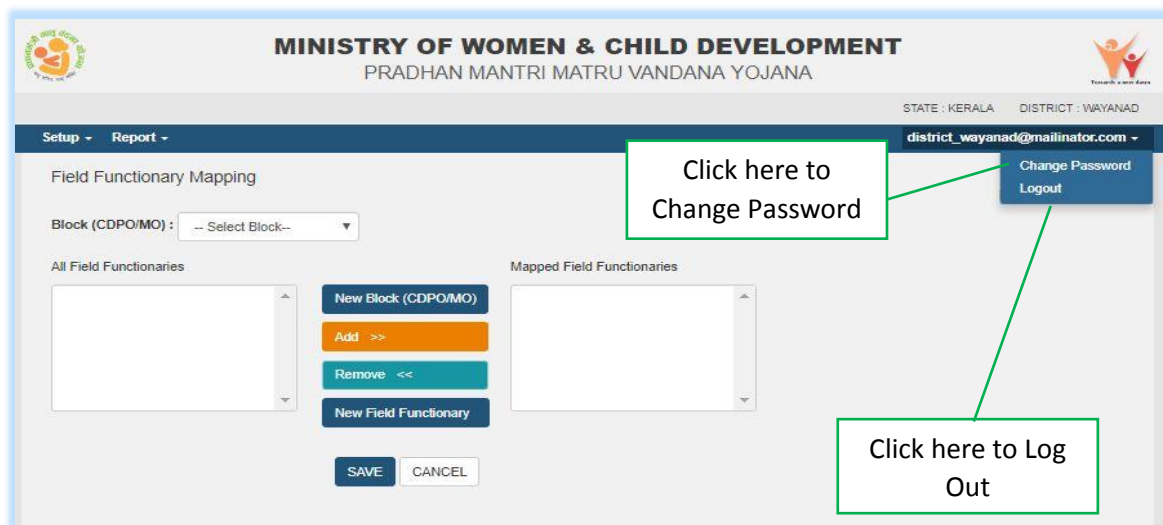


Figure 75 : Log out Procedure 2

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.

Beneficiary Report

dataentry_panamaram@mailinator.com

Reset password

Old Password*

New Password*

Confirm New Password*

Submit Cancel

Click Here

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

- 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.

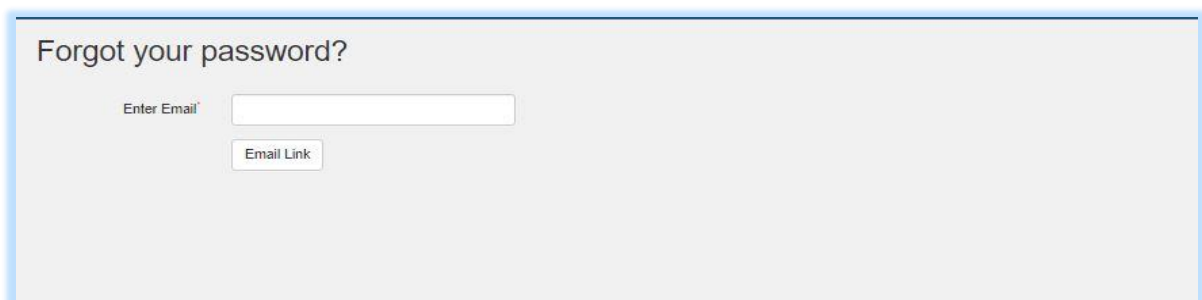


Figure 78 : Forgot Password -2

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.

The screenshot displays the 'MINISTRY OF WOMEN & CHILD DEVELOPMENT' interface for the 'PRADHAN MANTRI MATRU VANDANA YOJANA'. The header includes the state 'KERALA' and district 'WAYANAD'. The user is logged in as 'district_wayanad@mailinator.com'. The 'Setup' menu is open, showing options for 'Users', 'Block Level Field Functionary Mapping', and 'Field Functionary Maintenance'. The 'Users' option is selected. Below the menu, there are two columns: 'All Field Functionaries' and 'Mapped Field Functionaries'. Between these columns are buttons for 'New Block (CDPO/MO)', 'Add >>', 'Remove <<', and 'New Field Functionary'. At the bottom, there are 'SAVE' and 'CANCEL' buttons. The interface also shows a 'Block (CDPO/MO)' dropdown menu with the text 'Select block'.

Figure 79 : Landing Page

4.2.2 “Reporting” Permission

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

MINISTRY OF WOMEN & CHILD DEVELOPMENT
PRADHAN MANTRI MATRU VANDANA YOJANA

STATE : KERALA DISTRICT : WAYANAD

district_wayanad@mailinator.com

Setup Report

Delayed Approval Report

Field Functionary Mapping

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

All Field Functionaries

Mapped Field Functionaries

New Block (CDPO/MO)

Add >>

Remove <<

New Field Functionary

SAVE CANCEL

State: KERALA
District: WAYANAD

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.

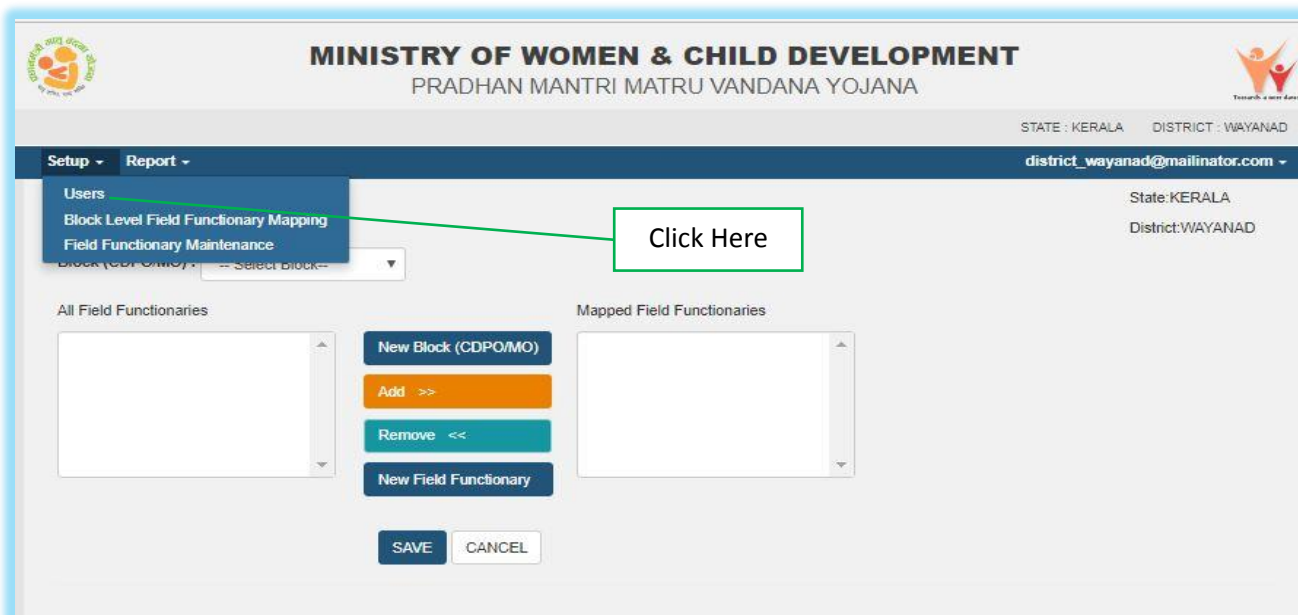


Figure 81 : Navigation to Users Page

- 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.

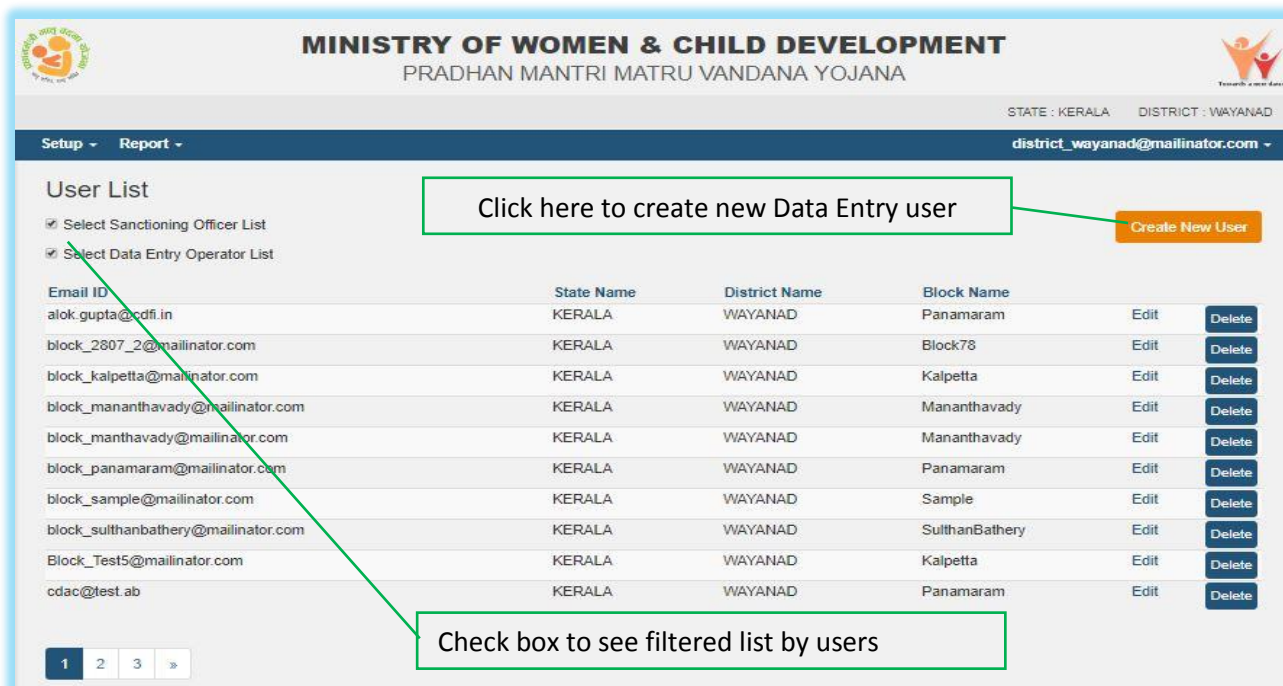


Figure 82: User Creation Process Step 3

- 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.

The screenshot shows a web application interface for the Ministry of Women & Child Development, Pradhan Mantri Matru Vandana Yojana. The header includes the ministry name and state/district information (Kerala, Wayanad). The main section is titled 'Enter User Details' and contains several form fields with asterisks indicating mandatory fields: Email ID (alok.gupta@cdfi.in), Name (Alok), User Type (Sanctioning Officer), Permissions (Admin, Reports/MIS), Mobile Number (9818188244), Department (1), Designation (1), and Contact Address (3137 Laguna Street). At the bottom are 'Save' and 'Cancel' buttons. A green callout box points to the 'Save' button with the text: 'Click “Save” after filling all mandatory fields.'

Figure 83: User Creation form

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

- 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:

- 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.

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.



MINISTRY OF WOMEN & CHILD DEVELOPMENT
PRADHAN MANTRI MATRU VANDANA YOJANA

STATE : KERALA DISTRICT : WAYANAD

district_wayanad@mailinator.com

User List

☒ Select Sanctioning Officer List
☒ Select Data Entry Operator List

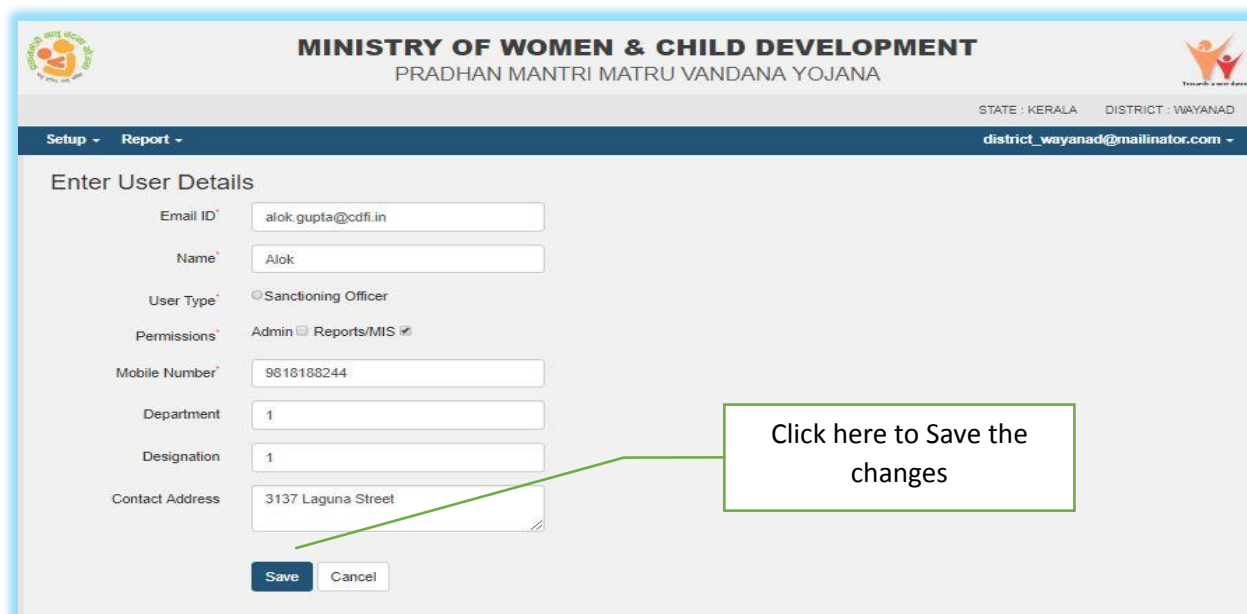
[Create New User](#)

Email ID	State Name	District Name	Block Name	Edit	Delete
alok.gupta@cdfi.in	KERALA	WAYANAD	Panamaram	Edit	Delete
block_2807_2@mailinator.com	KERALA	WAYANAD	Block78	Edit	Delete
block_kalpetta@mailinator.com	KERALA	WAYANAD	Kalpetta	Edit	Delete
block_mananthavady@mailinator.com	KERALA	WAYANAD	Mananthavady	Edit	Delete
block_manthavady@mailinator.com	KERALA	WAYANAD	Mananthavady	Edit	Delete
block_panamaram@mailinator.com	KERALA	WAYANAD	Panamaram	Edit	Delete
block_sample@mailinator.com	KERALA	WAYANAD	Sample	Edit	Delete
block_sulthanbathery@mailinator.com	KERALA	WAYANAD	SulthanBathery	Edit	Delete
Block_Test5@mailinator.com	KERALA	WAYANAD	Kalpetta	Edit	Delete
cdac@test.ab	KERALA	WAYANAD	Panamaram	Edit	Delete

1 2 3 >

Figure 84 : User List

- 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.



MINISTRY OF WOMEN & CHILD DEVELOPMENT
PRADHAN MANTRI MATRU VANDANA YOJANA

STATE : KERALA DISTRICT : WAYANAD

district_wayanad@mailinator.com

Enter User Details

Email ID*

Name*

User Type* ☒ Sanctioning Officer

Permissions* Admin ☐ Reports/MIS ☒

Mobile Number*

Department

Designation

Contact Address

[Save](#) [Cancel](#)

Click here to Save the changes

Figure 85 : User details

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.

The screenshot displays the web interface of the Ministry of Women & Child Development, specifically the Pradhan Mantri Matru Vandana Yojana (PMMVY) portal. The header includes the ministry's logo, name, and the scheme name. The user is logged in as 'district_wayanad@mailinator.com' for the state of Kerala and district of Wayanad. The 'Setup' menu is open, showing options like 'Users', 'Block Level Field Functionary Mapping', and 'Field Functionary Maintenance'. A green box with the text 'Click Here' points to the 'Field Functionary Maintenance' option. Below the menu, there are two main sections: 'All Field Functionaries' and 'Mapped Field Functionaries'. Between these sections are buttons for 'New Block (CDPO/MO)', 'Add >>', 'Remove <<', and 'New Field Functionary'. At the bottom, there are 'SAVE' and 'CANCEL' buttons.

Figure 86 : Field Functionary Block Mapping

MINISTRY OF WOMEN & CHILD DEVELOPMENT
PRADHAN MANTRI MATRU VANDANA YOJANA

STATE : KERALA DISTRICT : WAYANAD

district_wayanad@mailinator.com

Field Functionary Maintenance State:KERALA District:WAYANAD

Block (CDPO/MO): Kalpetta

Mapped Field Functionaries

- New (195535)
- ADLAID (195538)
- GUDALLAIKUNNU (195539)
- PULPARA (195540)
- PERUNTHATTA (195541)
- Nevan (195542)
- EDAGUNI (720895)

New Field Functionary

Field Functionary Name : ADLAID

Field Functionary Worker Name :

Field Functionary Worker Aadhar :

Field Functionary Worker Mobile Number :

Field Functionary Helper Name :

Field Functionary Helper Aadhaar :

Field Functionary Helper Mobile Number :

Field Functionary Block(CDPO/MO) : CDPO1

Field Functionary Verifier : Verifier1

Field Functionary Village/Town/City : Thariyode

Field Functionary LGD Block : KALPETTA

Field Functionary PostOffice :

SAVE CANCEL

Figure 87 : Field Functionary Maintenance

- 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.

The screenshot shows the 'MINISTRY OF WOMEN & CHILD DEVELOPMENT' portal for the 'PRADHAN MANTRI MATRU VANDANA YOJANA'. The user is logged in as 'district_wayanad@mailinator.com'. The page is titled 'Field Functionary Mapping'. On the right, it shows 'State: KERALA' and 'District: WAYANAD'. The main area has a 'Block (CDPO/MO)' dropdown menu set to '-- Select Block--'. Below this are two columns: 'All Field Functionaries' and 'Mapped Field Functionaries'. Between these columns are buttons: 'New Block (CDPO/MO)', 'Add >>', 'Remove <<', and 'New Field Functionary'. At the bottom are 'SAVE' and 'CANCEL' buttons.

Figure 88 : Field Functionary Mapping to Block Step One

- II. Drop down list will appear in front of user, click on Block Level Field Functionary Mapping.
- III. A screen will appear in front of the user as shown in Figure 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.

This screenshot is similar to Figure 88, but the 'Block (CDPO/MO)' dropdown menu is open, displaying a list of blocks. The list includes: 'SulthanBathery', 'Kalpetta', 'Panamaram', 'Mananthavady', 'POMO', 'test2706172', 'test270604', 'test270608', 'dsdsd', 'asas', 'Test', 'r', 'test190717', 'Block78', 'Test270717_2cdpo_1', 'Test dslsdf', 'Test s,mdfcsdf', and 'Sample'. A green box with the text 'Select a Block from the List' has an arrow pointing to the dropdown menu. The 'Mapped Field Functionaries' column is empty.

Figure 89 : Field Functionary Mapping to Block Step Four

- V. After selection of Block as explained above, list of all Field Functionaries in the district will show up in “All Field Functionaries” field. Refer to Figure 90.

MINISTRY OF WOMEN & CHILD DEVELOPMENT
PRADHAN MANTRI MATRU VANDANA YOJANA

STATE : KERALA DISTRICT : WAYANAD

district_wayanad@mailinator.com

Field Functionary Mapping

Block (CDPO/MO) : Panamaram

All Field Functionaries

- VEETIKAMOOLA (74299)
- MUNDAKUTTY II (74310)
- NJATTALAPADY (74311)
- CHULLIYANA (74313)
- PERINGOTTUKUNNU (74315)
- KUTTIYAM VAYAL (74317)
- PILACHERI (74321)
- EDAKKADAN MUKKU (74322)
- MADAKKIMALA (74323)

Mapped Field Functionaries

- VADOTH (74276)
- KURUNIAN NAGAR (74277)
- PUZHAMUDI (74278)
- PINANGODU LAKSHAM VEEDU (74279)
- KOKKUZHI (198546)
- VAYADI (198547)
- ONIVAYAL (198548)
- ONIVAYAL (198549)
- MAILADULLI (198550)

Click here to add new Block

Click here to add new Field functionary

Figure 90 : Field Functionary Mapping & new Block creation

Note-

1. **New Block(CDPO/MO)** - To add new CDPO/MO block click on “New Block (CDPO/MO)”. A new form will open. Fill all the fields and then click “Save”. Refer Figure 91.

Add Block (CDPO/MO)

Block (CDPO/MO) Code:

Block (CDPO/MO) Name:

Save Cancel

Figure 91 : Add New Block (CDPO/MO)

2. **New Field Functionary** – To add new field functionary click on “New Field Functionary”. A form will open. Fill up the requisite information. Refer Figure 92.

Add Field Functionary

Field Functionary Name:*

Functionary Worker Name :

Field Functionary Worker Aadhaar :

Field Functionary Worker Mobile Number :

Field Functionary Helper Name:

Field Functionary Helper Aadhaar:

Functionary Helper Mobile Number :

Field Functionary Block(CDPO/MO):*

Field Functionary Verifier:*

Functionary Village/Town/City:*

Field Functionary LGD Block:*

Field Functionary PostOffice :

Save **Cancel**

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.

MINISTRY OF WOMEN & CHILD DEVELOPMENT
PRADHAN MANTRI MATRU VANDANA YOJANA

STATE : KERALA DISTRICT : WAYANAD

district_wayanad@mailinator.com

Field Functionaries

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

All Field Functionaries

Mapped Field Functionaries

New Block (CDPO/MO)

Add >>

Remove <<

New Field Functionary

SAVE CANCEL

Figure 93 : Delayed Approval Report

MINISTRY OF WOMEN & CHILD DEVELOPMENT
PRADHAN MANTRI MATRU VANDANA YOJANA

STATE : KERALA DISTRICT : WAYANAD

district_wayanad@mailinator.com

Click here to Print the Report

PRINT REPORT

Delayed Approval Report

Beneficiary Name	Claim Date	Days Pending Approval	Type	CDPO Name	Village Name	Anganwadi Name
Shamitha	3/16/2016 12:00:00 AM	532	Second Instalment	Panamaram	Pozhuthana	KOKKUZHI
Seetha	4/1/2016 12:00:00 AM	516	First Instalment	Panamaram	Thavinhal	KOKKUZHI
Sandhya	6/1/2016 12:00:00 AM	455	First Instalment	Panamaram	Periya	VAVADI
Sindhura	6/30/2016 12:00:00 AM	426	Third Instalment	Panamaram	Thrissillery	MAILADI II
Harini	7/1/2016 12:00:00 AM	425	Second Instalment	Panamaram	Periya	VAVADI
Josna	7/2/2016 12:00:00 AM	424	First Instalment	Panamaram	Thavinhal	KOKKUZHI
Sandhya	8/1/2016 12:00:00 AM	394	Second Instalment	Panamaram	Periya	VAVADI
Shamitha	10/31/2016 12:00:00 AM	303	Third Instalment	Panamaram	Pozhuthana	KOKKUZHI
Daru Agharia	12/1/2016 12:00:00 AM	272	First Instalment	Panamaram		PERAL
Rishika	1/1/2017 12:00:00 AM	241	First Instalment	Panamaram	Periya	VAVADI

1 2 3 ... 22 >

Figure 94 : Delayed Approval Report

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.

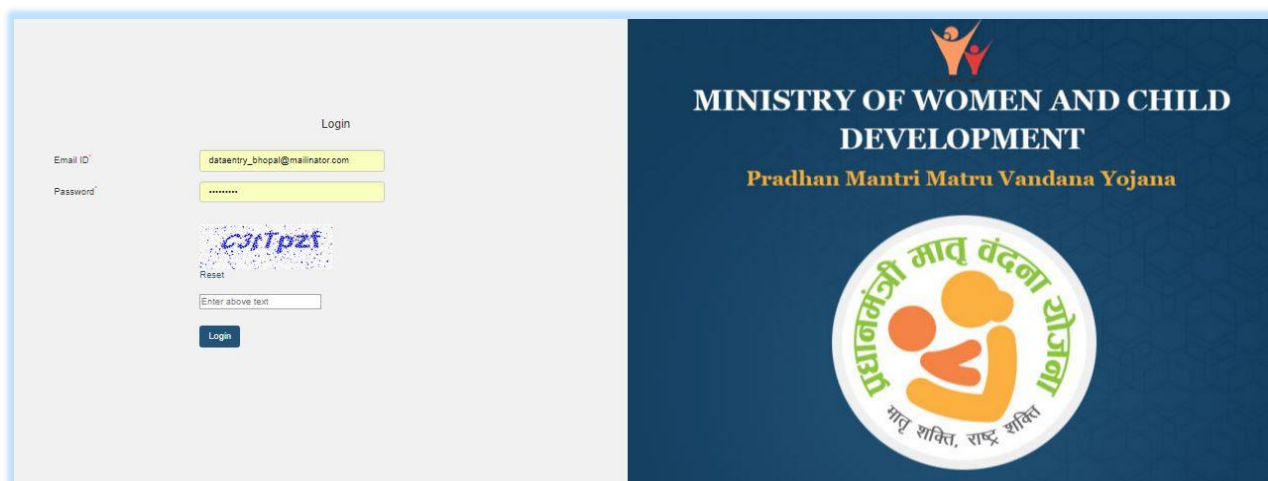


Figure 95 : Home Page

5.1.2 Log in Procedure

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

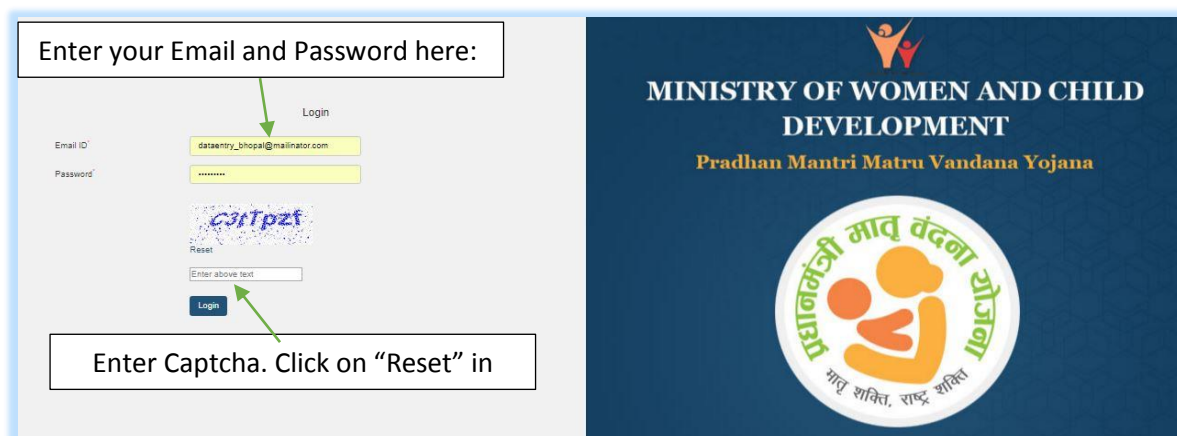


Figure 96 : Log in Page

- 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.



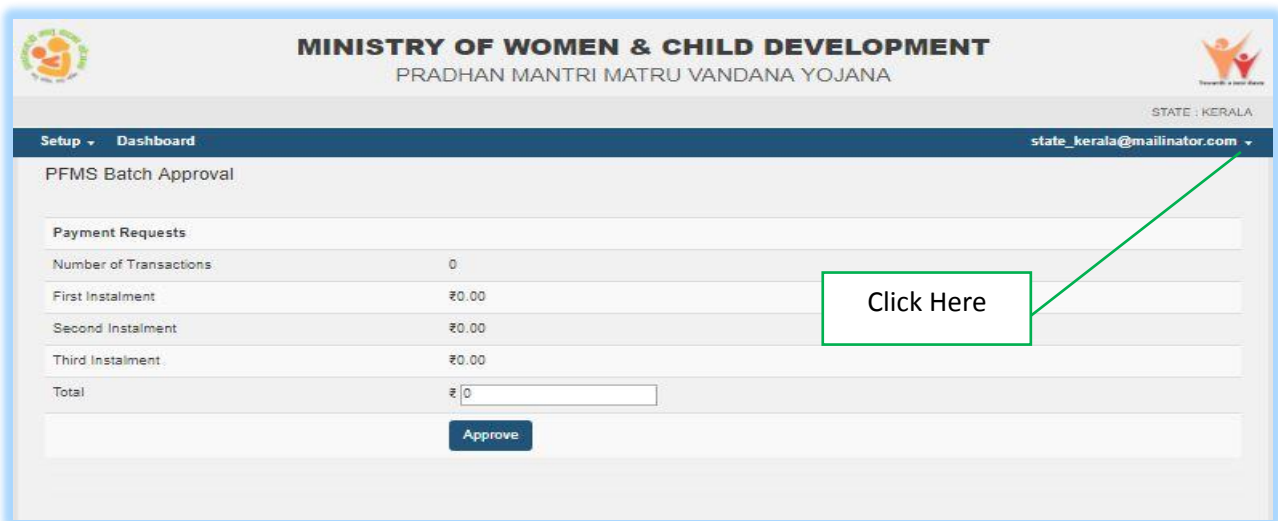
Payment Requests	
Number of Transactions	0
First Instalment	₹0.00
Second Instalment	₹0.00
Third Instalment	₹0.00
Total	₹0

Approve

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.



Payment Requests	
Number of Transactions	0
First Instalment	₹0.00
Second Instalment	₹0.00
Third Instalment	₹0.00
Total	₹0

Approve

Figure 98 : Log out Procedure

- II. Click on “Log Out” option. Refer Figure 99.

MINISTRY OF WOMEN & CHILD DEVELOPMENT
PRADHAN MANTRI MATRU VANDANA YOJANA

STATE : KERALA

Setup ▾ Dashboard

state_kerala@mailinator.com ▾

PFMS Batch Approval

Payment Requests

Number of Transactions	0
First Instalment	₹0.00
Second Instalment	₹0.00
Third Instalment	₹0.00
Total	₹0

Approve

Change Password
Logout

Click Here to Change Password

Click Here for Log Out

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.

Beneficiary ▾ Report ▾

dataentry_panamaram@mailinator.com ▾

Reset password

Old Password*

New Password*

Confirm New Password*

Submit Cancel

Click Here

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

- If you have forgotten your password, navigate to the PMMVY Software Home page.
- Click on “Forgot Password” as shown in Figure 101.



Figure 101 : Forgot Password -1

- 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.

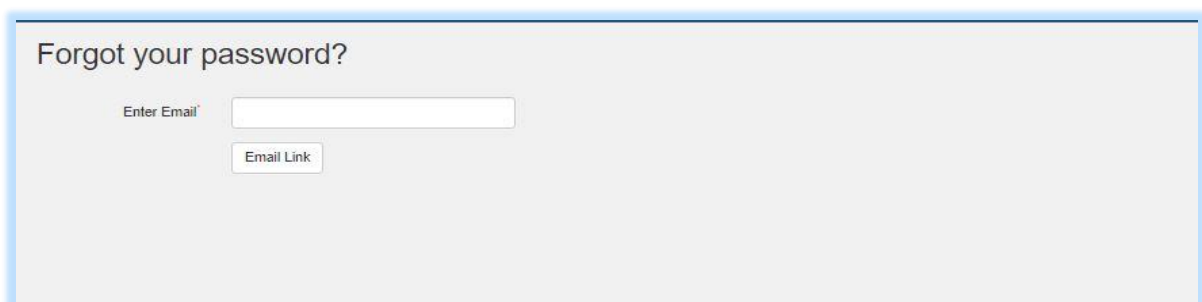


Figure 102 : Forgot Your Password

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.

The screenshot displays the user interface of the Ministry of Women & Child Development portal. At the top, the header includes the ministry's name, the Pradhan Mantri Matru Vandana Yojana logo, and the state 'KERALA'. A navigation bar at the top contains 'Setup' and 'Dashboard' tabs. A dropdown menu is open under 'Setup', showing 'Users' and 'PFMS Batch Approval' options. The 'Users' option is highlighted. Below the navigation bar, the 'Payment Requests' section is visible, showing a table with columns for 'Number of Transactions', 'First Instalment', 'Second Instalment', 'Third Instalment', and 'Total'. The 'Total' row shows a value of ₹0. An 'Approve' button is located at the bottom of the table.

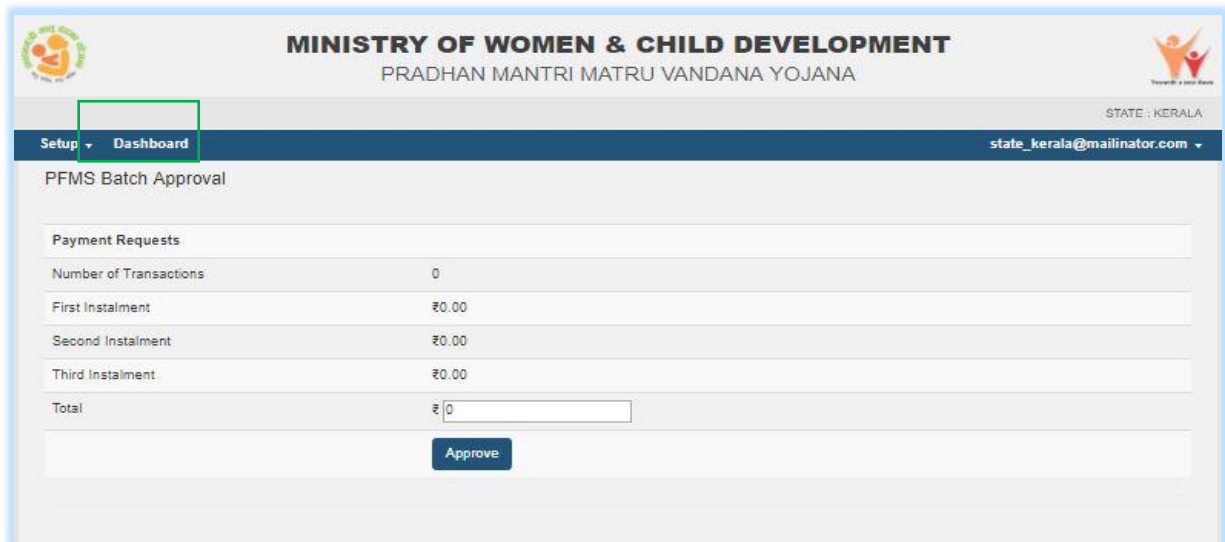
Payment Requests	
Number of Transactions	0
First Instalment	₹0.00
Second Instalment	₹0.00
Third Instalment	₹0.00
Total	₹0

Approve

Figure 103 : Admin Permissions

5.2.2 Dashboard Permission

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



MINISTRY OF WOMEN & CHILD DEVELOPMENT
PRADHAN MANTRI MATRU VANDANA YOJANA

STATE : KERALA
state_kerala@mailinator.com

Setup ▾ **Dashboard**

PFMS Batch Approval

Payment Requests	
Number of Transactions	0
First Instalment	₹0.00
Second Instalment	₹0.00
Third Instalment	₹0.00
Total	₹0

Approve

Figure 104: Dashboard Permissions

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.

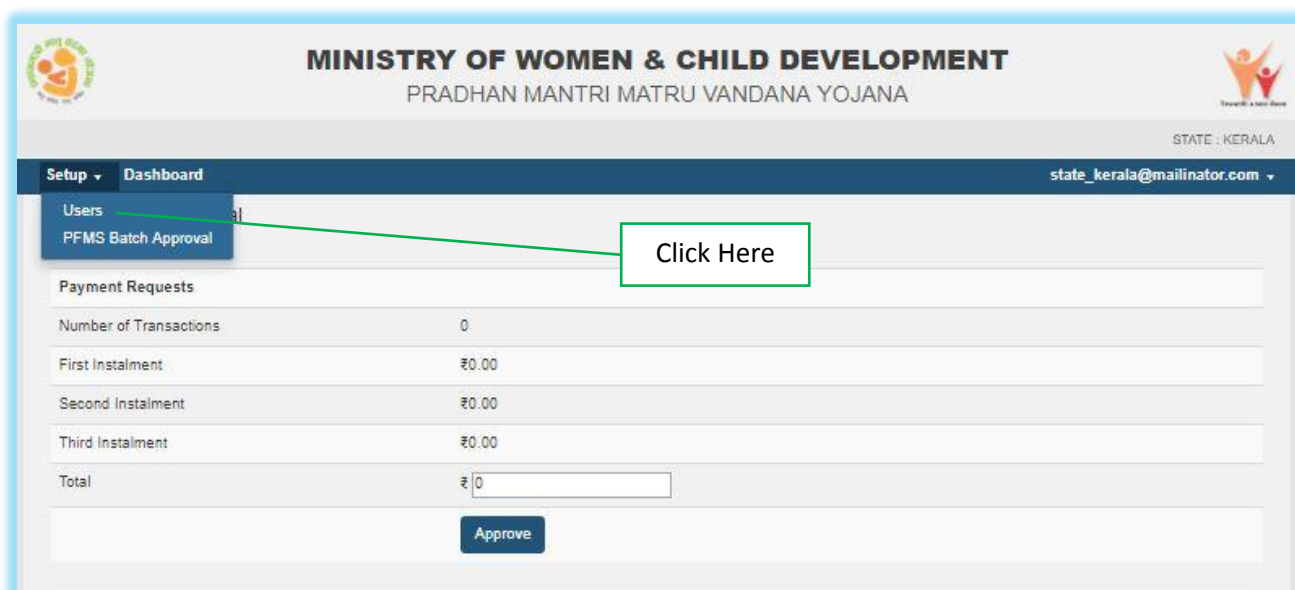


Figure 105 : Navigation to Users Page

- III. The SNO is redirected to the User List Page. He/She will be able to see the complete list of users in his/her jurisdiction. Refer Figure 106.

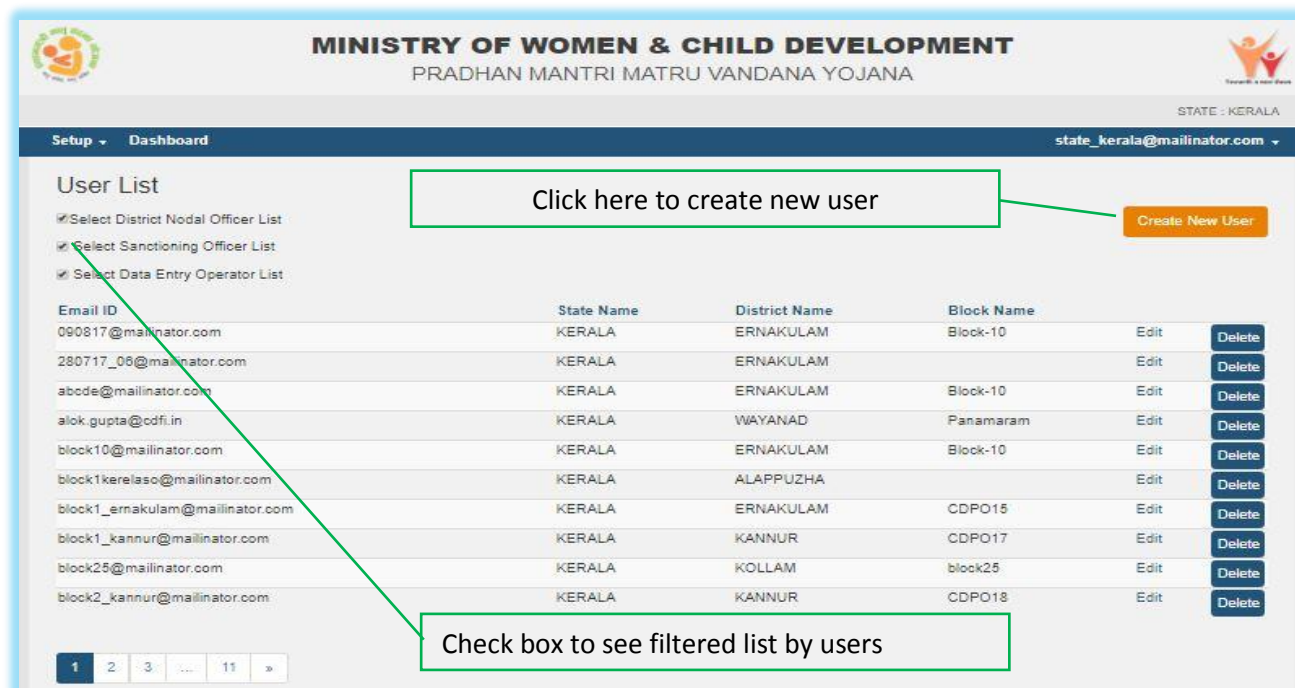


Figure 106: User Creation Process Step 3

- 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.

MINISTRY OF WOMEN & CHILD DEVELOPMENT
PRADHAN MANTRI MATRU VANDANA YOJANA

STATE : KERALA
state_kerala@mailinator.com

Setup ▾ Dashboard

Enter User Details

Email ID*

Name*

Password*

Confirm Password*

User Type* ☐ District Nodal Officer ☐ Sanctioning Officer

Permissions* Admin ☐ Reports/MIS ☐

Mobile Number*

Department

Designation

Contact Address

Click “Save” after filling all mandatory fields.

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.



MINISTRY OF WOMEN & CHILD DEVELOPMENT
PRADHAN MANTRI MATRU VANDANA YOJANA

STATE : KERALA
state_kerala@mailinator.com

Setup ▾ Dashboard

User List

- ☒ Select District Nodal Officer List
- ☒ Select Sanctioning Officer List
- ☒ Select Data Entry Operator List

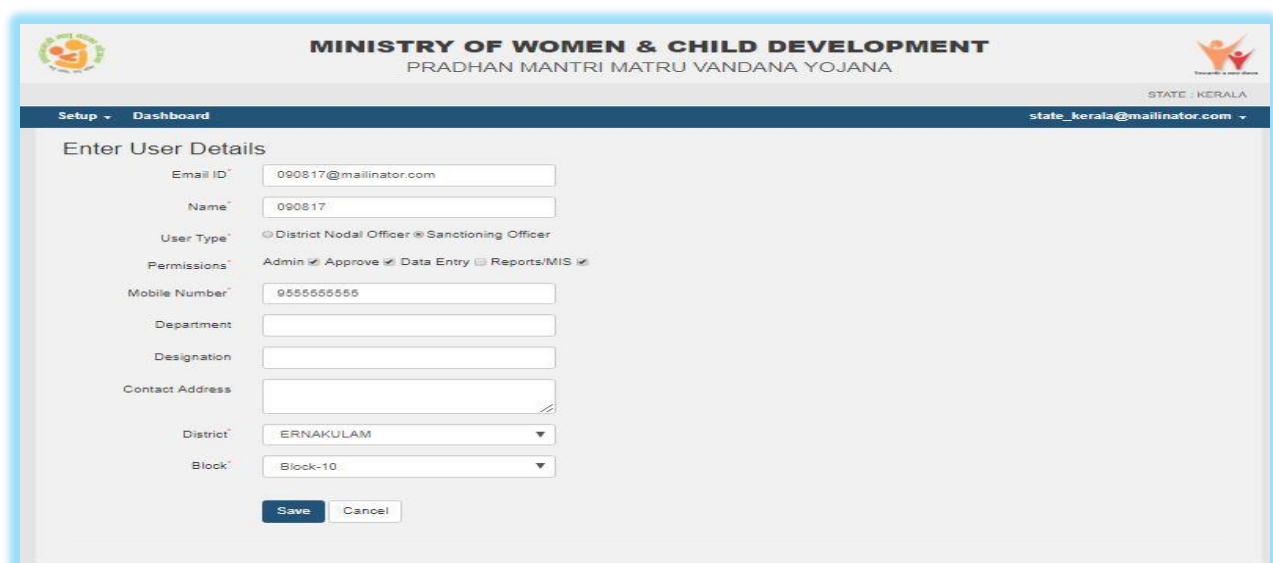
Create New User

Email ID	State Name	District Name	Block Name		
090817@mailinator.com	KERALA	ERNAKULAM	Block-10	Edit	Delete
280717_06@mailinator.com	KERALA	ERNAKULAM		Edit	Delete
abode@mailinator.com	KERALA	ERNAKULAM	Block-10	Edit	Delete
alok.gupta@cdfi.in	KERALA	WAYANAD	Panamaram	Edit	Delete
block10@mailinator.com	KERALA	ERNAKULAM	Block-10	Edit	Delete
block1keralaso@mailinator.com	KERALA	ALAPPUZHA		Edit	Delete
block1_ernakulam@mailinator.com	KERALA	ERNAKULAM	CDPO15	Edit	Delete
block1_kannur@mailinator.com	KERALA	KANNUR	CDPO17	Edit	Delete
block25@mailinator.com	KERALA	KOLLAM	block25	Edit	Delete
block2_kannur@mailinator.com	KERALA	KANNUR	CDPO18	Edit	Delete

1 2 3 ... 11 »

Figure 108 : User List

- 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.



MINISTRY OF WOMEN & CHILD DEVELOPMENT
PRADHAN MANTRI MATRU VANDANA YOJANA

STATE : KERALA
state_kerala@mailinator.com

Setup ▾ Dashboard

Enter User Details

Email ID* 090817@mailinator.com

Name* 090817

User Type* ☐ District Nodal Officer ☒ Sanctioning Officer

Permissions* Admin ☒ Approve ☒ Data Entry ☐ Reports/MIS ☒

Mobile Number* 9555555555

Department

Designation

Contact Address

District* ERNAKULAM

Block* Block-10

Save Cancel

Figure 109 : User Detail Form

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.

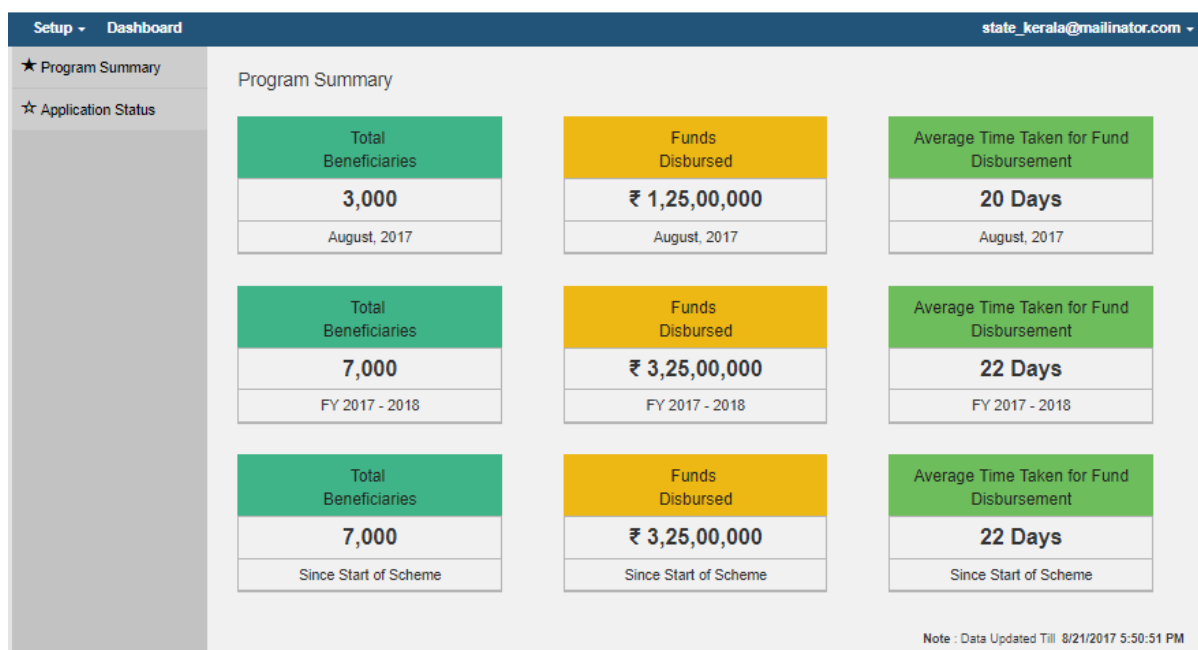


Figure 110 : Dashboard -Program Summary

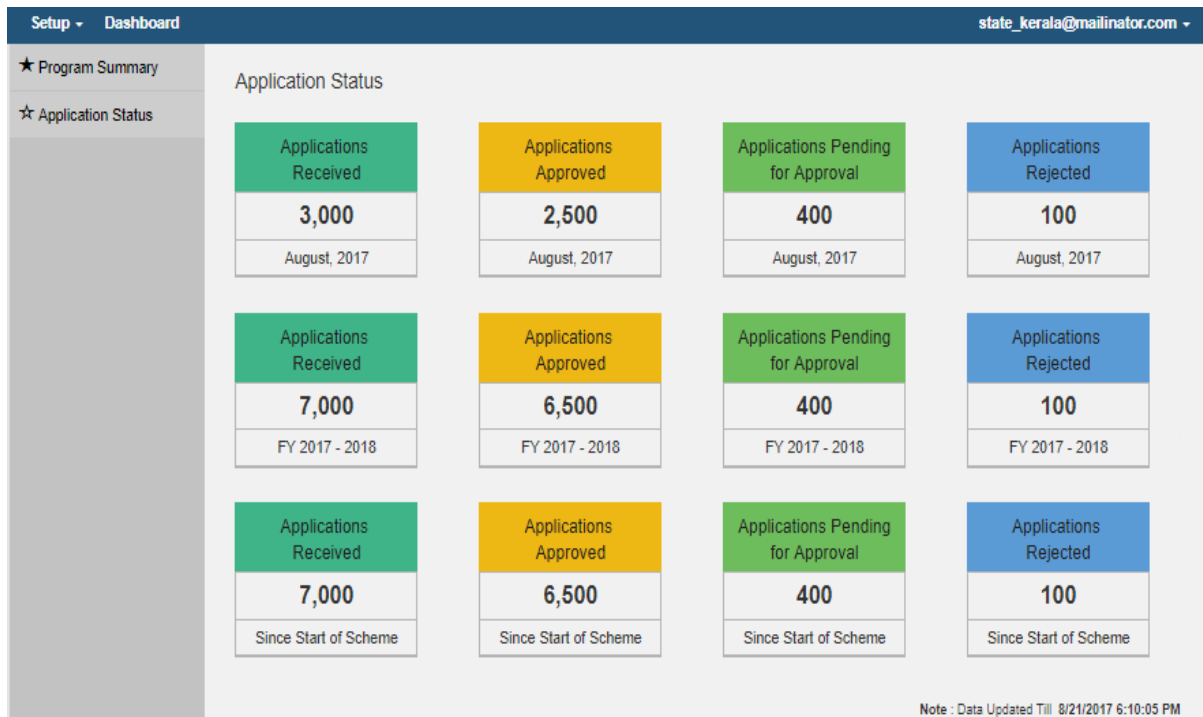


Figure 111 : Dashboard Application Status

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](#)

...



सत्यमेव जयते

Ministry of Women and Child Development
Government of India
New Delhi

www.wcd.nic.in



एक कदम स्वच्छता की ओर