PMMVY-CAS Training

Pradhan Mantri Matru Vandana Yojana (PMMVY)
MINISTRY OF WOMEN & CHILD DEVELOPMENT
GOVERNMENT OF INDIA
## Training Agenda

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Session</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>PMMVY Scheme Overview</td>
<td>20 Min</td>
</tr>
<tr>
<td>2</td>
<td>PMMVY Software Overview</td>
<td>20 Mins</td>
</tr>
<tr>
<td>3</td>
<td>Q&amp;A Session &amp; Break</td>
<td>20 mins</td>
</tr>
<tr>
<td>4</td>
<td>PMMVY Software Live Demonstration &amp; Hands-on Session.</td>
<td>60 Mins</td>
</tr>
<tr>
<td>5</td>
<td>Lunch Break</td>
<td>30 Mins</td>
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<tr>
<td>6</td>
<td>Revision: CDPO/MO Data Entry &amp; Sanctioning Officer</td>
<td>30 Mins</td>
</tr>
<tr>
<td>7</td>
<td>Revision: District Nodal Officer</td>
<td>20 Mins</td>
</tr>
<tr>
<td>8</td>
<td>Revision: State Nodal Officer</td>
<td>10 Mins</td>
</tr>
<tr>
<td>9</td>
<td>Master Trainer Checklists</td>
<td>15 Mins</td>
</tr>
</tbody>
</table>
PMMVY Scheme Overview

Module -1

Pradhan Mantri Matru Vandana Yojana (PMMVY)
MINISTRY OF WOMEN & CHILD DEVELOPMENT
GOVERNMENT OF INDIA
Introduction

The **Pradhan Mantri Matru Vandana Yojana** was announced in the Prime Minister’s address to the nation on 31st December 2016 to benefit pregnant women and lactating mothers. The basic features of the scheme is given in following table.

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>1st January 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eligibility</td>
<td>Pregnant Women and Lactating Mothers (PW&amp;LM) for first live child in family</td>
</tr>
<tr>
<td>Benefits</td>
<td>₹5,000 Payable in Three Instalments.</td>
</tr>
<tr>
<td>Implementing Platform</td>
<td>Integrated Child Development Services /Health Infrastructure</td>
</tr>
</tbody>
</table>
| Implementing Departments | • Department of Women and Child Development or Department of Social Welfare of the respective State/UT except for seven states/UT.  
• Department of Health or Department of Health and Family Welfare will administer the scheme in the states of Andhra Pradesh, Chandigarh, Dadar & Nagar Haveli, Daman & Diu, Meghalaya, Tamil Nadu, Telangana, Uttar Pradesh and West Bengal |
# Scheme Conditions

<table>
<thead>
<tr>
<th>Instalment</th>
<th>Conditions</th>
<th>Documents Required</th>
<th>Amount (in ₹)</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Instalment</td>
<td>Requires mother to:-</td>
<td>• Duly filled Application Form 1A</td>
<td>₹ 1,000</td>
</tr>
<tr>
<td></td>
<td>· Register her pregnancy in the MCP card along with required documents</td>
<td>• Copy of MCP Card</td>
<td></td>
</tr>
<tr>
<td></td>
<td>within 150 days from LMP.</td>
<td>• Copy of Identity Proof</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Copy of Bank/Post Office Account Passbook</td>
<td></td>
</tr>
<tr>
<td>Second Instalment</td>
<td>- At least one Ante Natal Check Up</td>
<td>• Duly filled Application Form 1 B</td>
<td>₹ 2,000</td>
</tr>
<tr>
<td></td>
<td>· Can be claimed post 180 days of Pregnancy</td>
<td>• Copy of MCP Card</td>
<td></td>
</tr>
<tr>
<td>Third Instalment</td>
<td>· Child Birth is registered.</td>
<td>• Duly filled Application Form 1C</td>
<td>₹ 2,000</td>
</tr>
<tr>
<td></td>
<td>· Child has received first cycle of immunizations of BCG,OPV,DPT and</td>
<td>• Copy of MCP Card</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hepatitis B.</td>
<td>• Copy of Aadhaar ID</td>
<td></td>
</tr>
<tr>
<td></td>
<td>· Aadhaar is mandatory in all states except for J&amp;K, Assam, Meghalaya</td>
<td>• Copy of Child Birth Registration Certificate</td>
<td></td>
</tr>
</tbody>
</table>

**Note** - Beneficiaries who have received only the first instalment under the **old MBP (IGMSY)** scheme can claim only third instalment under the PMMVY scheme, subject to meeting the criteria of PMMVY.
Physical Forms - Walkthrough

Form 1-A, Form 1-B and Form 1-C are the three forms that have to be filled up by a beneficiary to claim instalments under PMMVY.
Supporting Documents- Bank Account Passbook Copy

Details to be taken from Bank/ Post Office Account Passbook are highlighted with Blue Box. Aadhaar Seeding Details can be checked through the passbook.

Ministry of Women and Child Development
Supporting Documents - MCP Card Copy & Aadhaar Card Copy

Details to be taken from MCP Card Copy and Aadhaar Card are highlighted with Blue Box.

Health ID Number
Date of Registration of Pregnancy and LMP Date.
Precautions for the PMMVY Scheme

- The Beneficiary Details (Aadhaar/ Alternate ID details, Bank/ Post Office Account details) should be stored securely. All provisions of Aadhaar Act regarding security of Aadhaar Data must be adhered.

- The physical forms and the photocopy of the Beneficiary details should be secured under lock and should be maintained as per scheme guidelines.

- The physical forms if being filled in English should be be filled in CAPITAL LETTERS to ensure minimal errors while entering the data in the PMMVY portal.

- All mandatory fields should be filled in the Instalment Claim Forms.

- All data should be entered into the system as present in the physical forms and supporting documents only.

- All Field Functionaries (Anganwadi Centers/ ASHAs/ANMs) must be made aware of their Field Functionary Code as provided by the States and mention correct codes while filling up the physical forms.
Beneficiary Application Processing

Anganwadi Worker/ASHA to collect forms and hand over to Supervisor/ANM for verification.

Data Entry Operator

Form entered by Data Entry Operator goes to Sanctioning Officer for Approval.

Sanctioning Officer

Payment Credit to Beneficiary Account.

Authentication of Beneficiary and Husband Aadhaar Details and Account details

Payments Approval by State Nodal Officer

State Nodal Officer

Payments Approval by State Nodal Officer

PFMS

Payment Debit from State Escrow Account

Correction Queue

Authentication Failure

PFMS

Correction Queue

Authentication of Beneficiary and Husband Aadhaar Details and Account details

Ministry of Women and Child Development
Sample Timeline of Beneficiary in PMMVY Scheme

1. Registration of Pregnancy
   - Jan 2017
   - Feb 2017
   - Mar 2017
   - Apr 2017
   - May 2017
   - Jun 2017
   - Jul 2017
   - Aug 2017
   - Sep 2017
   - Oct 2017
   - Nov 2017
   - Dec 2017

2. Ante Natal Checkup
   - Last Menstrual Period

3. Date of Child Birth
   - Date of Claim of 1st Instalment

4. Date of Immunizations
   - Date of Claim of 2nd Instalment
   - Date of Claim of 3rd Instalment
## Date Validations in the PMMVY Software

<table>
<thead>
<tr>
<th>Registration and Instalment 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. (Date of Registration in PMMVY Scheme) – (Last Menstrual Period Date) ≤ 730 Days</td>
</tr>
<tr>
<td>2. (Date of Registration of Pregnancy in MCP Card) ≤ (Date of Registration in PMMVY Scheme)</td>
</tr>
<tr>
<td>3. (Date of Registration in PMMVY Scheme) ≥ 1st Jan 2017</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Instalment 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. (The Date of Claim of 2nd Instalment) ≥ (Date of Registration in PMMVY Scheme)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Instalment 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. (Date of Child Birth) ≥ 1st Jan 2017</td>
</tr>
<tr>
<td>2. (Date of Claim of 3rd Instalment) ≥ (Date of Claim of 2nd Instalment)</td>
</tr>
<tr>
<td>3. (Date of claim of 3rd Instalment) – (Date of Child Birth) ≤ 460 days</td>
</tr>
<tr>
<td>4. In case child birth has occurred and LMP is not known only 3rd Instalment can be given.</td>
</tr>
</tbody>
</table>
PMMVY-CAS
Software Overview
Module -2

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GOVERNMENT OF INDIA
Login Procedure

- To Login to the PMMVY Software, please visit [https://pmmvy-cas.nic.in](https://pmmvy-cas.nic.in)
- Users can receive login details from his/her superior. Following details are required to create a User Login: Name, Designation, Department, Contact details
Change Password

- The Password has to be changed after First Login.
- 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.
PMMVY-CAS Demonstration Videos

CDPO/MO Data Entry Process
A. BeneficiaryRegistration
B. Instalment2Entry
C. Instalment3Entry

CDPO/MO Sanctioning Officer Approval Process
A. SOApproval
B. InstalmentApproval

District Nodal Officer Process
A. DistrictUserCreation
B. EditFieldFunctionary
Q&A SESSION
Lunch Break

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GOVERNMENT OF INDIA
PMMVY Software Live Demo & Hands-on Session
Module -3

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GOVERNMENT OF INDIA
Handson Session

Getting Started:

- Please visit [http://training2.pmmvy-cas.nic.in](http://training2.pmmvy-cas.nic.in), in your browser.
- Enter Data Entry Operator Login Credentials as provided in Handouts.

Beneficiary Cases to be covered through live demonstration:

- Case 1: Registration+1st instalment Case
- Case 2: IGMSY Case (1st instalment paid under IGMSY)
- Case 3: Re-registration case (Beneficiary coming for second instalment)
- Case 4: Migration case (Beneficiary coming for second instalment)
- Case 5&6 : 2 Cases for 3rd instalment (Aadhaar and Bank details pre-verified)
- Case 7: Correction Case – Update Back Account Details
- Case 8: Updation Case- Update Mobile Number
OLD MBP Scheme (IGMSY)

- Beneficiaries who have received only the first instalment under the old MBP (IGMSY) scheme can claim third instalment under the PMMVY scheme, subject to meeting the criteria of PMMVY.

Beneficiary Registration

Basic Details

- Registration Date
- Number of living children in the family
- Beneficiary already enrolled in old MBP scheme (IGMSY)
- Select the instalment already received by beneficiary under old MBP scheme (IGMSY)

- None
- Only first instalment
- First and Second instalments

• If a beneficiary has already registered under old MBP scheme (IGMSY) select “Yes” and select instalment already received.

*If a beneficiary has already received First & Second Instalments in the old MBP (IGMSY) scheme, she is not eligible to get any benefits under the PMMVY scheme.
Re-Registration

A 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 instalments in event of any future pregnancy.

• If Beneficiary comes for Registration for new Pregnancy, all details of new pregnancy and reason for applying again have to be captured.
Reporting System Issues

A. In case of software related issues faced by the user, Please drop a mail to pmmyhelpdesk@gmail.com with the following details:
   a) Name:
   b) Your User ID:
   c) Task being Performed:
   d) Problem Encountered:
   e) Screenshot of Problem Encountered:

B. Please mention only one problem in one email.
Revision CDPO/MO Data Entry
User & Sanctioning Officer

Module -4

Pradhan Mantri Matru Vandana Yojana (PMMVY)
MINISTRY OF WOMEN & CHILD DEVELOPMENT
GOVERNMENT OF INDIA
Roles and Responsibility of CDPO/MO Data Entry User

1. Collection of Forms from Supervisor
2. Data Entry in PMMVY System
3. Update Beneficiary Details in System
4. Reports Generation
5. Storage of Physical Forms
How to Register a Beneficiary in PMMVY Software

1. How to enter Instalment Claim forms?
2. How to Search/View registered Beneficiaries in PMMVY system?
3. How to View Beneficiary Profile Details?
How to Add a New Beneficiary

Click here to go on Registration Page
**Entering Beneficiary Registration Form in the System**

### Physical Form

#### PERSONAL DETAILS

<table>
<thead>
<tr>
<th>1. Beneficiary Details</th>
<th>2. Husband Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Does Beneficiary have an Aadhaar card?</td>
<td>Yes</td>
</tr>
<tr>
<td>II. Name of Beneficiary (in Aadhaar Card)*:</td>
<td></td>
</tr>
<tr>
<td>III. Aadhaar Number*:</td>
<td></td>
</tr>
<tr>
<td>IV. Aadhaar Enrolment ID (EID):</td>
<td></td>
</tr>
<tr>
<td>V. Name of Beneficiary (in Identity Card)*:</td>
<td></td>
</tr>
<tr>
<td>VI. Identity Number*:</td>
<td></td>
</tr>
</tbody>
</table>

*Mandatory fields.

### Online Form

**Beneficiary Registration**

**Basic Details**
- Registration Date
- Beneficiary already enrolled in old MGNREGA scheme (Y/N)
- Does Beneficiary have an Aadhaar card?
- Name as in Aadhaar Card
- Aadhaar Number
- Mobile Number
- Category
- Date of Birth
- MUICP Date

**Present Address**
- House No. Block
- Street/Road Lane
- Pincode

**Account Details**
- IFSC Code
- Bank Name
- Name of Account Holder
- Acccount Number

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Beneficiary Registration Form

The Beneficiary Registration Form consists of three sections:

1. Basic Details (Pregnancy Details and Identity Details)
2. Present Address Details
3. Bank Account or Post Office Account Details

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Section 1 – Basic Details
Section 2 – Present Address

![Present Address Form](image-url)
Section 3 – Account Details

- Click to check IFS / MO code
- Bank/PO Name & Branch will automatic populate if correct IFS/MO code entered

Select Bank Name & State and then click Find for Post office select “India Post”

Click on radio buttons to select

Click here to check more search results

After filling all mandatory field in forms, click on SAVE button
Applying for Second & Third Instalments

- Click Here to open Instalment forms for Second and Third Instalment.
Second Instalment Form

Physical Form

Online Form

- Fill Claim Date & ANC Date details from the dropdown calendar.
- Click save for further process and click “Cancel” to not save the changes.
Third Instalment Form

Physical Form

Online Form
Search for Beneficiaries by Field Functionary Centre

- CDPO/MO Data Entry user can search Beneficiary by ID Proof number or Mobile Number.
- CDPO/MO Data Entry user can also see list of Beneficiary under his/her jurisdiction by selecting Field Functionary Centre from dropdown

- Click on field name to sort
- Arrow near field name indicate order of sorting either ascending or descending
Search for Beneficiaries by ID Proof

-Click here to see Beneficiary Profile
How to View Beneficiary Profile Details

• After Successful Search for a Beneficiary, the Beneficiary Profile Page with all details provided during time of registration is visible.

• If the Beneficiary Form was successfully saved by CDPO/MO Data Entry user it goes to Sanctioning Officer for Approval.
Correction Queue

Number in bracket represents the number of items in the Correction Queue.
Updating Beneficiary Details

Physical Form

Online Form

To Update Beneficiary details:
- Open Beneficiary Profile
- Click on “Edit Enrolment Details”.

Note: If the Instalment Application Form has been approved by the Sanctioning Officer, the beneficiary details cannot be updated until the payment cycle has been completed.
• Scheme Facilitator can update field as per details received in physical update form.

• After updating details of Beneficiary, the beneficiary details will go for Sanctioning Officer Approval.
Roles and Responsibility of Sanctioning Officer

1. CDPO/MO Data Entry User Setup in the PMMVY System
2. Approvals of Beneficiary Registration and Instalment Claims
3. Payment Reports
4. Periodic Review of PMMVY Implementation
5. Grievance Handling and Escalation at the Block Level
User Creation

- Sanctioning Officer can create logins for CDPO/MO Data Entry user. He can also edit or delete existing CDPO Data Entry user account by clicking on Edit or Delete.
User Creation

- Fill user details to create account for logins
- Email ID, Password, Permissions and Mobile number are mandatory field.
- Ensure permission rights for creating users
The Sanctioning Officer opens the Approval Queue.

The Sanctioning Officer can Approve or send for correction or Reject Beneficiary Applications after viewing their Details.
Instalment Approval Queue

The Sanctioning Officer opens the Claim Approval Queue.

The Sanctioning Officer can Approve or Reject Beneficiary Claim Applications after viewing their Details.

If Sanctioning officer selects “Correct” the application goes to “Correction Queue”

<table>
<thead>
<tr>
<th>Type</th>
<th>Beneficiary</th>
<th>Entry Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Second Instalment</td>
<td>Rukmani</td>
<td>22/08/2017</td>
</tr>
<tr>
<td>Second Instalment</td>
<td>Rita</td>
<td>18/08/2017</td>
</tr>
<tr>
<td>Second Instalment</td>
<td>Ahalya Nakhtare</td>
<td>31/07/2017</td>
</tr>
</tbody>
</table>
Exception Queue

- The Sanctioning Officer opens the under the Beneficiary Tab Exception Queue.
- Re-registration, Instalments approvals for Re-registration and Migration approval form comes under Exception queue.
- The Sanctioning Officer can Approve or Reject Beneficiary Claim Applications after viewing their Details.
- CDPO/MO Data Entry user can check or print report by month and year by Verifier.
- Reports are displayed in alphabetical order of Verifier and Field Functionary.
Revision District Nodal Officer

Module -5

Pradhan Mantri Matru Vandana Yojana (PMMVY)
MINISTRY OF WOMEN & CHILD DEVELOPMENT
GOVERNMENT OF INDIA
Roles and Responsibility of District Nodal Officer

1. User Creation – Sanctioning Officer and CDPO/MO Data Entry user
2. Field Functionary Maintenance
3. Block Level Field Functionary Mapping
4. Delayed Approval Report
The PMMVY System captures details of Field Functionary Workers and Field Functionary Helpers to enable tracking of scheme implementation Field Functionary wise.
• The PMMVY System maps each Field Functionary to their respective Blocks to enable effective monitoring of scheme performance and also allow to add new Block (CDPO/MO) or new field functionary
Delayed Approval Reports

- District Nodal Officer can view all cases for which approval is pending for more than 30 days in the Delayed Approval Report and take necessary action.
Revision State Nodal Officer

Module -6

Pradhan Mantri Matru Vandana Yojana (PMMVY)
MINISTRY OF WOMEN & CHILD DEVELOPMENT
GOVERNMENT OF INDIA
Roles and Responsibility of State Nodal Officer

1. User Creation – District Nodal Officer, Sanctioning Officer and CDPO/MO Data Entry user
2. Payments Approval
3. Tracking of Scheme through Dashboards
Payments Approval by State Nodal Officer

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

**Step 1:** State Nodal Officer Logins into PMMVY System and chooses PFMS Batch Approval.

**Step 2:** State Nodal Officer can customize and pass the Payment Request values based on fund availability in Escrow Account.

**Note:** Unlike IGMSY only State Nodal Officer will interact with PFMS. No print advice is required by PFMS. All this process is backend process.
The Program Summary Dashboard provides details on Total Beneficiaries, Funds Disbursed and Average Time Taken for Fund Disbursement in 3 Time Buckets:

- Current Month, Financial Year Till Date, Since Start of Scheme.
- The Application Status Dashboard provides details on Application Processing in 3 Time Buckets:
  - Current Month, Financial Year Till Date, Since Start of Scheme.
Q&A SESSION
Master Trainer – Readiness Check List

- Ensure all IT Infrastructure for trainees is present at venue.
- Check Internet Connectivity for all systems.
- Ensure availability of physical user manuals for the delegates.
- Ensure creation of login ids for all the delegates.
- Ensure availability of master data for the delegates jurisdiction.
- Ensure availability of sample beneficiary forms for the delegates.
- Ensure availability of sample supporting documents for the beneficiaries.
Components of Master Data - WCD

- State
  - State Nodal Officer

- District
  - District Nodal Officer

- CDPO Block/Project
  - Sanctioning Officer
  - CDPO data entry

- Supervisor/Sector

- Anganwadi Center

- All CDPO Blocks/Project should report to a District
- All Supervisor/ Sectors should report to a CDPO Block/ Project.
- All AWCs should map with a Village/ Town/ City
- All AWCs should be reporting into a Sector.
Components of Master Data - Health

- State
  - State Nodal Officer
- District
  - District Nodal Officer
- Health Block/MO
  - Sanctioning Officer
  - MO data entry
- ANM
- ASHA/ANM

- All Health Blocks/ MO should report to a District
- All ANM should report to a Health Block/MO
- All ASHA/ANM should map with a Village/ Town/ City
- All ASHAs should be reporting into a ANM.
THANK YOU