Pradhan Mantri Awas Yojana
Housing for All (Urban)

Manual
On
How to Apply for PMAY (U) Awards 2019

www.pmay-urban.gov.in

Mission Directorate, PMAY (U)
Ministry of Housing and Urban Affairs
## Table of Contents

<table>
<thead>
<tr>
<th>Sl.No</th>
<th>Title</th>
<th>Page No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>PMAY(U) Awards</td>
<td>3</td>
</tr>
<tr>
<td>2.</td>
<td>Eligibility for the PMAY(U) awards</td>
<td>4</td>
</tr>
<tr>
<td>3.</td>
<td>Category and Number of Awards</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Submission of Nominations for Awards</td>
<td>8</td>
</tr>
<tr>
<td>5.</td>
<td>Contact details</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Submission of Nomination for Parameter D: Outreach and Transparency</td>
<td>13</td>
</tr>
<tr>
<td></td>
<td>From State/UT Login</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Top 3 Municipalities in each State/UT</td>
<td></td>
</tr>
<tr>
<td></td>
<td>From Municipal Corporation Login</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Submission of Nomination for Special Awards for Best Practices/Innovation in State/UT</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>From State/UT Login</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Beneficiary Awards for Best Houses Construction</td>
<td>28</td>
</tr>
<tr>
<td></td>
<td>From State/UT Login</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Final Submission of Nomination to the Ministry</td>
<td>35</td>
</tr>
</tbody>
</table>

**Website:** [www.pmay-urban.gov.in](http://www.pmay-urban.gov.in)  
**Mobile App:** PMAY (U) available on
**Pmay (U) Award**

The Ministry of Housing and Urban Affairs, Government of India has instituted ‘Pmay(U)awards for Implementation and Innovation’ in order to recognize the outstanding performance by States/UTs, Urban Local Bodies and Beneficiaries under Pmay(U) Mission since inception. The awards have broadly been classified into three levels:

1. Pmay(U) Awards – for States/ UTs, Municipal Corporations & Municipalities
2. CLSS Awards – for Primary Lending Institutes (PLIs) and State/UT
3. Beneficiary Awards

**Eligibility for the Pmay (U) Awards**

All States/UTs, Municipal Corporations & Municipalities are eligible for consideration of the Award. The State Level Nodal Officer/ Mission Director of Pmay (U) shall be the focal person for awards in the respective State/UT. Since Municipal Corporations are eligible to apply directly, the concerned Municipal Commissioner/ Additional Municipal Commissioner will be the focal person. The Municipalities (Municipal Council, Nagar Panchayat) are eligible to apply through their respective State Governments where the State/UT shall be nominating three best performing ULBs based on criteria described in the SoP document.

**Category and Number of Awards**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Award</th>
<th>Group I Awards</th>
<th>Group II Awards</th>
<th>Total Awards</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Best Performing State</td>
<td>3</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>2</td>
<td>Best Performing Municipal Corporation</td>
<td>3</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>3</td>
<td>Best Performing Municipalities (Municipal Council, Nagar Panchayat)</td>
<td>5</td>
<td>3</td>
<td>8</td>
</tr>
<tr>
<td>4</td>
<td>Special Awards for Best Practices/Innovation</td>
<td></td>
<td></td>
<td>9</td>
</tr>
<tr>
<td>5</td>
<td>Best House Construction (for 3 Beneficiaries from each of 35 States/UTs)</td>
<td></td>
<td></td>
<td>105</td>
</tr>
</tbody>
</table>

*Note: For further details, please refer to detailed Standard Operating System (SoP) on Pmay (U) Awards.*
Submission of Nominations for Awards

**Step 1:** Open PMAY (U) website [www.pmay-urban.gov.in](http://www.pmay-urban.gov.in)

**Step 2:** Click on Sign-In button (displayed at right hand corner of the home page). On click, system will display login screen as shown below. The user has to enter their login credentials and captcha as shown in screen and click on “Sign-In” button.
How to Apply for PMAY (U) Awards 2019

**Step 3:** Each State/UT and Municipal Corporation will login from this screen separately, through their respective login IDs and passwords to submit nominations for PMAY (U) Awards. For Municipality awards, the State/UT will nominate 3 best Municipality performers through State/UTs Login. The username and temporary password of State/UT and Municipal Corporation is being shared to State/UT with the letter.

**Step 4:** On successful login by entering user name and temporary password, system will mandatorily ask user to change password. For changing password, the concerned user has to enter his/her Name, Designation, Mobile number and Email-ID. Once user enters all the details, system will send OTP to entered mobile number and will enable user to change password.

**Step 5:** On successfully change of password, system will prompt user to login again with same user name and changed password.

**Step 6:** After login, upon click on ‘Awards’ tab on the left panel bar, the system will display below screen along with the name of the State/UT/Municipal Corporation on the top.
**Step 7:** On left panel, there is an option of “**SOP on Awards**”. States/UTs and Municipal Corporation are advised to download and read SOP on awards before submission of nomination for PMAY (U) awards.
Step 8. On clicking on the ‘Apply for PMAY (U) Awards’ icon under the State/UT login, following screen will be displayed. (*The screen for Municipal Corporation has been described separately in this document*).

![Screen of PMAY (U) Awards](image)

Step 9: On clicking ‘State/UT/Municipalities’ icon three icons as shown in the screen below will be displayed enabling the user:

1. To apply for PMAY(U) Awards
2. To enter Contact details of all officers/staff at State/UT level.
3. To view Reports related to PMAY (U) Awards.
4. To review nomination submitted by Municipal Corporation and forwarding the same to the Ministry.
**Step 10:** On clicking the **“State Contact”** icon, user has to update the contact details of below mentioned officers/Staff at State/UT level as per the screen shown below.

1. Mission Director
2. Municipal Commissioner
3. SLNA
4. IEC Expert
5. MIS Expert
6. GIS Expert
7. SLTC
8. CLTC

*Note: The Ministry will send notifications and updates on these entered contact details about PMAY (U) through email and SMS.*
**Step 11:** After updating contact details, click on “Apply for PMAY (U) Awards” icon wherein a separate window will be displayed to the State as shown below. *(This screen will not be visible under UT login. However, UT shall automatically be directed to fill in the details as per Parameter D).*
Using above screen, the State is required to submit the details under Parameter D (for Best State awards) by clicking apply button of State icon. On clicking the Municipalities icon, the State is required to fill the details under Parameter D for 3 best Municipalities (for Municipal Awards), using ranking report visible under “Report” tab in PMAY(U) MIS www.pmaymis.gov.in

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If user is from Municipal Corporation, system will directly take the user to fill in the details as per Parameter D: Outreach and Transparency. Once Municipal Corporation submits their nomination, system will automatically send nomination to respective State/UT login for review at their end. System will allow State/UT to either forward nomination back to respective Municipal Corporation for further correction of entries in nominations or Forward to Ministry for final submission and evaluation. If State/UT, forward nomination back to the Municipal Corporation, then system will send SMS/email reminder to Municipal Commissioner to login and edit nomination again.
1. On successful login by entering user name and temporary password*, system will mandatorily ask user to change password by entering Name, Designation, Mobile number and Email-Id. Once user enters all the details, system will send OTP to entered mobile number and will enable user to change password.

2. State/UTs/ Municipal Corporations are requested to ensure appropriate authorization/ security of Login ID and passwords.

3. Authorized Officials:
   a) State/UTs level – Mission Director/ Additional Mission Director
   b) Municipal Corporation - Municipal Commissioner/ Additional Municipal Commissioner

4. State/UT and Municipality (Parameter D: Outreach and Transparency) :
   - For State/UT
     - Select 3 Top Municipalities
     - Submit Nomination for 3 top municipalities for Parameter D: Outreach and Transparency
   - Submit Nominations for other Award Categories for State/UT only
     - Upload SLSMC Minutes Copy and enter Date of SLSMC Meeting and Forward nominations to the Ministry for Evaluation

5. Special Awards for States for Best practices and Innovation.
6. Beneficiary Award for best House Construction.

30th June, 19
Submission of Nomination for Parameter D: Outreach and Transparency

In order to achieve the goal of ‘Housing for All’ by 2022, widespread awareness generation about the Mission and its modalities along with transparency and quality is of vital importance. At the same time, adoption of digital technology such as social media, web portal, Mobile App etc. ensures wide outreach of the Mission. In view of the same, a weightage of 15 marks has been assigned. For Parameter D: Outreach and transparency which is category under sections mentioned below:

I. Best IEC campaigns conducted by States/UTs

Recognising the significance of IEC activities, this section has been given 5 marks. It will be evaluated on the basis of below listed activities with corresponding marks. The documentary evidence of doing these activities needs to be submitted with the nomination.

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Indicator</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>i.</td>
<td>Documentary (film)</td>
<td>2.0</td>
</tr>
<tr>
<td>ii.</td>
<td>Active Facebook Account</td>
<td>0.5</td>
</tr>
<tr>
<td>iii.</td>
<td>Active Twitter Account</td>
<td>0.5</td>
</tr>
<tr>
<td>iv.</td>
<td>YouTube videos</td>
<td>0.5</td>
</tr>
<tr>
<td>v.</td>
<td>Hoardings &amp; Banners</td>
<td>0.5</td>
</tr>
<tr>
<td>vi.</td>
<td>Brochure/Leaflet/Pamphlet/Newsletter</td>
<td>0.5</td>
</tr>
<tr>
<td>vii.</td>
<td>Street Plays</td>
<td>0.5</td>
</tr>
<tr>
<td></td>
<td><strong>Total Marks</strong></td>
<td><strong>5</strong></td>
</tr>
</tbody>
</table>

II. Social Audit & TPQMA: The State/ULB which has conducted Social Audit and TPQMA will get 1 mark each.

III. Web portal/ Mobile App on PMAY (U): The evaluation of this section will be based on the Content, Design & Photos in the Portal/ App.

IV. Grievance Redressal System: On presence of the online grievance redressal/helpline/Toll free number and separate help desk for PMAY (U) will get 1 mark each in case these grievance redressals are also functional.

V. PMAY (U) Logo: More than 75% presence of logo in all BLC houses will
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get full marks else nil marks shall be given.

Condition to fill nomination for Parameter D:

1. ONE NOMINATION ONLY FROM EACH STATE/UTs.
2. ONE NOMINATION ONLY FROM EACH MUNICIPAL CORPORATION.
3. NOMINATION OF TOP 3 MUNICIPALITIES FROM EACH STATE/UT.

Screen to Submit nomination for State/UT
Screen to Submit nomination for Top 3 Municipalities in State/UT

Note: Please submit nominations of 3 top Municipalities based on Ranking report under PMAY (U) MIS system under State Login.
In this category, user will enter following details and submit supporting documents, videos, images, youtube link, URL etc.

<table>
<thead>
<tr>
<th>D.I. Best IEC campaigns conducted by States/UTs</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Documentary (film)</td>
<td>a) Title: -</td>
</tr>
<tr>
<td></td>
<td>b) Upload Film</td>
</tr>
<tr>
<td></td>
<td>c) Details</td>
</tr>
<tr>
<td></td>
<td>d) Youtube link (if any)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Active Facebook Account</th>
<th>Yes, or No If Yes, then</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>a) Facebook Account Name</td>
</tr>
<tr>
<td></td>
<td>b) Facebook Account Link</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Active Twitter Account</th>
<th>Yes or No If Yes, then</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>a) Twitter Account Name</td>
</tr>
<tr>
<td></td>
<td>b) Twitter Account Link</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>YouTube Videos</th>
<th>a) Videos Link 1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>b) Videos Link 2</td>
</tr>
<tr>
<td></td>
<td>c) Videos Link 3</td>
</tr>
<tr>
<td></td>
<td>d) Videos Link 4</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Independent YouTube Account</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>a) Youtube Channel Link</td>
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</tbody>
</table>
How to Apply for PMAY (U) Awards 2019

<table>
<thead>
<tr>
<th>Hoardings &amp; Banners</th>
<th>Media Plan Implemented</th>
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<tbody>
<tr>
<td></td>
<td>a) Upload Document 1</td>
</tr>
<tr>
<td></td>
<td>b) Upload Document 1</td>
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</table>

<table>
<thead>
<tr>
<th>Brochure/Leaflet/Pamphlet/Newsletter</th>
<th>Creative</th>
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<tbody>
<tr>
<td>a) Document Type</td>
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</tr>
<tr>
<td>b) Brochure/Leaflet/Pamphlet/Newsletter</td>
<td>Document Name</td>
</tr>
<tr>
<td>c) Document Name</td>
<td></td>
</tr>
<tr>
<td>d) Upload Document 1</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Street Plays</th>
<th>a) Street Play Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>b) Street Play Video upload</td>
<td></td>
</tr>
<tr>
<td>c) Street Play youtube link(if any)</td>
<td></td>
</tr>
<tr>
<td>d) Remarks</td>
<td></td>
</tr>
</tbody>
</table>

Social Audit, TPQMA

<table>
<thead>
<tr>
<th>No. of cities for Social Audit</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. of Projects for TPQMA Audit</td>
</tr>
</tbody>
</table>

Dedicated PMAY(U) webpage on State/UT website

<table>
<thead>
<tr>
<th>State/UT website URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>PMAY(U) webpage URL</td>
</tr>
</tbody>
</table>

Grievances redressal mechanism

<table>
<thead>
<tr>
<th>Presence of the online grievance redressal system</th>
<th>Yes or No If Yes, Details</th>
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</thead>
<tbody>
<tr>
<td>Helpline No</td>
<td>Yes or No If Yes, Number</td>
</tr>
</tbody>
</table>

Separate help desk for PMAY (U)

<table>
<thead>
<tr>
<th>Yes or No If Yes, Details</th>
</tr>
</thead>
</table>

Any MIS System of submission of grievance

| Details |

PMAY Logo on the houses

| Percentage of Logo on PMAY(U) BLC houses |

Note: Nominations will be verified from random verification of completed house geo-tagged.
Note:

Once Municipal Corporation submits their nomination from their separate login user name and password, system will automatically send nomination to respective State/UT for review at their end. System will allow State/UTs to either forward nomination back to respective Municipal Corporation for further correction of entries in nominations or Forward to Ministry for final submission and evaluation. If State/UT, forward nomination back to the Municipal Corporation, then system will send SMS/email reminder to Municipal Commissioner to login and edit nomination again.
1. On successful login by entering user name and temporary password*, system will mandatorily ask user to change password by entering Name, Designation, Mobile number and Email-id. Once user enters all the details, system will send OTP to entered mobile number and will enable user to change password.

2. State/UTs/ Municipal Corporations are requested to ensure appropriate authorization/ security of Login ID and passwords.

3. Authorized Officials:
   a) State/UTs level – Mission Director/ Additional Mission Director
   b) Municipal Corporation - Municipal Commissioner/ Additional Municipal Commissioner

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Submission of Nomination for Special Awards for Best Practices/Innovation in State

These State/UT level awards are conceived for special recognition to the best practices by the State/UTs with respect to innovation in policy, design, construction, monitoring, project, convergence etc. There will be no scoring mechanism for these awards. Being special category awards, the award Screening Committee will recommend and Empowered Committee would decide the winner in each sub-category. The State/UT might need to make a presentation before the screening committee which will be communicated at appropriate stage. The members of the Committee may also visit the States for final selection for the award in each sub-category. It may be noted that submission of nomination under this category is optional.

For submission of nomination under this category user has to click on second icon i.e. "Special Award for Best Practices/Innovation" as shown in below screen. Only one nomination under each category of award is allowed from State/UT. However, State/UT can submit nomination under multiple categories.
On click of the icon, system will display below screen to submit nomination for State under 8 categories of Awards:

**Special Awards For Best Practices / Innovation**

These State/UT level awards are conceived for special recognition to the best practices by the State/UTs with respect to Innovation in policy, design, construction, monitoring, project, convergence etc. There will be no scoring mechanism for any of these awards. Being special category awards, the award screening committee will recommend and Empowered Committee would decide the winner in each sub-category. The States/UTs might need to make an evaluation before the screening committee, if required. States/UTs can submit only one nomination in each sub-category of special awards.

1. **Project Monitoring methods/Tools**
   - The selection of the award will be on the basis of best innovative mechanism to monitor the progress of PMAY (U) project apart from regular mechanism such as geo-tagging, field visit etc. The nomination should include the details on:
     1. Methodology/Process (online/offline)
     2. No. of projects and 1st monitored
     3. Levels of monitoring
     4. Frequency of monitoring
     5. Manpower involved

2. **Policy Initiatives to promote affordable housing, which has resulted in transformation of the lives of urban poor**
   - The State/UT best policy to promote affordable housing, which has resulted in transformation of the lives of urban poor. Thus nomination should bring out following aspects clearly:
     1. Housing land rights/penta to homeless (lease or ownership)
     2. No. of Beneficiaries
     3. Efforts on financial inclusion-tie-up with banks for loan
     4. Collection of beneficiary share

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Page 23 of 36
User has to upload supporting documents, videos, images, YouTube link, URLs etc as per categories mentioned below:

<table>
<thead>
<tr>
<th>S.No</th>
<th>State Name</th>
<th>Details</th>
</tr>
</thead>
</table>
| 1.   | **Project Monitoring methods/Tools:** | The selection of the award will be on the basis of best innovative mechanism to monitor the progress of PMAY (U) project apart from regular mechanism such as geo-tagging, field visit etc. The nomination should include the details on:  
  - Methodology/Process (online-offline)  
  - No. of projects and DUs monitored  
  - Levels of monitoring  
  - Frequency of monitoring  
  - Manpower involved |
|      | **Policy Initiatives** | The State/UT best policy to promote affordable housing, which has resulted in transformation of the lives of urban poor. Thus, nomination should bring out following aspects clearly:  
  - Providing land rights/patta to landless (lease or ownership)  
  - No. of beneficiaries  
  - Efforts on financial inclusion-tie up with banks for loan  
  - Collection of beneficiary share |
### 3. Adoption of fast track and alternate construction technologies for AHP/ISSR houses.

This award is to recognize the State/UT adopting fast track and alternate construction technology for AHP/ISSR houses. It will be evaluated on the basis of percentage of total AHP/ISSR houses using alternate technology against total grounded houses. Thus, the proposal should furnish following details:

- Description of technology
- No. of houses constructed through new technology
- Completion period
- Cost of each house unit
- Adoption of green technology
- Earthquake/disaster resilience features
- SoR for new technology by the State
- Any other innovative feature-solar, energy efficient

**Upload Supporting Document**

### 4. Community Mobilization Initiative activity in project implementation, social audit, Training, women empowerment.

**Upload Supporting Document**

### 5. Best AHP Project on Public land:

The selection for this award will be based on completed AHP project on public land on combination of factors including

- State policy
- Design parameters & Aesthetics
- Green initiatives
- Convergence
- Completion period
- No. of EWS beneficiaries in the project
- Connectivity with public transport
- Provision of basic infrastructure
- Occupancy details

**Annexure ID (as per PMAY(U) MIS system)**

**Upload Supporting Document**
6. **Best AHP Project on Private land:**
   In order to promote affordable housing on private land the award will recognize the best project as nominated by State/UTs. The selection for this award will be based on combination of factors including grounding, policy, design, aesthetic, green initiatives and convergence.

   Promotion of developers for affordable housing
   State policy
   - Design parameters & Aesthetics
   - Green initiatives
   - Convergence
   - Completion period
   - No. of EWS beneficiaries in the project
   - Connectivity with public transport
   - Provision of basic infrastructure
   - Occupancy details

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7. **Best ISSR Project:**
   The State with highest number of completed houses under ISSR project as on 31st May 2019 will be rewarded. The factors of evaluation would include:
   - Existence of Slum Rehabilitation policy of the State
   - No. of slum dwellers rehabilitated
   - Completion period
   - Convergence
   - Occupancy

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8. **Convergence No of projects convergence with other Gol schemes/ State schemes**
   The State/ UTs having maximum projects of convergence with other Gol schemes/ State schemes would be selected for award. Thus the proposal should mention:
   - Number of schemes converged with PMAY
   - No. of HHs benefited
   - No. of projects with convergence

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Annexure ID (as per PMAY(U) MIS system)
Upload Supporting Document
**Note:**

1. *State can edit their nominations till final submission of nominations.*
2. *After successfully submission of SLSMC minutes and forwarding of nomination to the Ministry, system will not allow user to edit their nomination entries.*
Beneficiary Awards for Best Houses Construction
The States/UTs are required to send photographs of 10 best aesthetically constructed BLC houses. Transparent mechanism should be adopted in selection of these 10 houses. These 10 houses are to be selected from pool of 3 best houses photos selected from each ULB.

The Ministry of Housing and Urban Affairs (MoHUA) has launched PMAY (U) mobile application on 14th Feb 2019 which allows beneficiaries of PMAY(U): 1. to capture and upload 02 high resolution photographs of completed houses along with their families; 2. to capture and upload 02 selfies of beneficiary with her house and 3. to upload, 01 video clip (30 - 60 seconds) where beneficiaries can share their stories of owning a house under PMAY (U). These stories would be emotional recount of experiences such as increased self-esteem, sense of pride and dignity, improved social status, safety and security for the family, protected environment for the girl child and children’s education among others.

The mobile application is available on Google Play Store and App Store.

Google Play Store Link for PMAY (U) Mobile Application

App Store
https://itunes.apple.com/in/app/pmay-urban/id1454478722?mt=8
The PMAY (U) Mobile Application is integrated with PMAY(Urban) MIS, to validate beneficiaries’ details in PMAY (U) MIS through registered mobile number of beneficiary. If beneficiary enters the mobile number, the mobile application after validating the mobile number entered by user will receive SMS based on cases mentioned below: -

1. If Mobile number exists in same State, then user will receive OTP.
2. If Mobile number doesn’t exist, then user will receive SMS “To Kindly contact concerned ULB to update your mobile number in PMAY (U) MIS.”

The application allows beneficiaries of all components i.e. Beneficiary Led Construction (BLC), Affordable Housing in Partnership (AHP), Insitu Slum Redevelopment (ISSR) and Credit Linked Subsidy Scheme (CLSS) to capture and upload photos and videos of completed houses along with testimonies.

The photos, selfies and video bank of beneficiary’s testimonies will be scrutinized at State and central level through Content Management System (CMS).
How to Apply for PMAY (U) Awards 2019

FLOW CHART FOR BENEFICIARY AWARD FOR BEST HOUSE CONSTRUCTION

1. On successful login by entering user name and temporary password*, system will mandatorily ask user to change password by entering Name, Designation, Mobile number and Email-id. Once user enters all the details, system will send OTP to entered mobile number and will enable user to change password.

2. State/UTs/ Municipal Corporations are requested to ensure appropriate authorization/ security of Login ID and passwords.

3. Authorized Officials:
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   b) Municipal Corporation - Municipal Commissioner/ Additional Municipal Commissioner

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Page 30 of 36
How to Apply for PMAY (U) Awards 2019

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Steps to Participate in PMAY(U) 2019 AWARDS through Mobile App

1. Download PMAY(U) Mobile Application from Google Play Store and App Store
2. Beneficiary will enter mobile number as registered in PMAY(U) MIS.
3. Enter OTP
4. Verify OTP
5. Mobile application will display details as per PMAY MIS: State Name, City Name, Component Name, Project Name, Beneficiary Name, Beneficiary ID
6. Beneficiary will upload 2 photos i.e. completed houses along with beneficiary's family and;
7. Beneficiary will upload 1 video clip (30 - 45 seconds) of success stories
8. Preview of photos, selfie and video uploaded
9. Click on Send Option (to finally submit on server)

Submitted to State for Review

Website: www.pma.gov.in @PMAYUrban pmayurban pmayurban
Condition to Fill nomination for Beneficiary Award for Best House Construction: -

1. Selection of 3 BLC beneficiaries’ house photos from each ULB.
2. Selection of 10 BLC Beneficiaries from already selected pool from all ULB.
3. Beneficiary’s photos will be selected only from those which will come through PMAY (U) mobile application and validated by State.

Google Play Store Link for PMAY (U) Mobile Application

Website to Approve photos at State and Centre Level
https://pmay-urban.gov.in/

For submission of nomination under this category user will click on third icon i.e. “Beneficiary Award for Best House Construction” as shown on home screen (after login).
On click of this icon, system will display below screen. User has to select city from the dropdown menu.
On selection of city, system will display photos of houses which have been uploaded by the beneficiaries through Mobile App and moderated by both State and Central level.

Based on house construction, State/UT (user) will select 3 best houses construction picture from each ULB and system will display all shortlisted beneficiaries in second block.

After selection of 3 best houses photos from all ULBs, user will select final best 10 photos from the selected pool (from the second block as shown in the picture) and will click on save and continue button.
Final Submission of Nomination to the Ministry

This provision is available only for the State/UT login to submit SLSMC Minutes before forwarding nomination of States/UTs and Municipalities to the Ministry for evaluation.

Note: - This provision is not applicable to the user of Municipal Corporation. Their nomination will be forwarded to the Ministry automatically once user SUBMITS their nomination as final.

To forward nominations to the Ministry, user will click on fourth icon as i.e. “Submission of Nomination to Ministry” as shown on home screen (after login).
On click of this block, system will display below screen where States/UT user has to enter SLSMC conducted date and upload copy of SLSMC minutes in .pdf format.

Once User Click on Submit button, system will save and lock nomination and nomination will be forwarded to central login for evaluation.

Note: - After successfully submission of SLSMC minutes and forwarding of nomination to the Ministry, system will not allow user to edit their nomination entries.