Pradhan Mantri Awas Yojana
Housing for All (Urban)

Management Information System (MIS)

Standard Operating Procedure (SOP)
on
Submission of Monthly Progress Report (MPR)on each project by ULB
# Table of Contents

<table>
<thead>
<tr>
<th>S.No</th>
<th>Title</th>
<th>Page No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>PMAY(Urban) MIS</td>
<td>3</td>
</tr>
<tr>
<td>2.</td>
<td>Profile Page</td>
<td>4</td>
</tr>
<tr>
<td>3.</td>
<td>Monthly Progress Report</td>
<td>7</td>
</tr>
<tr>
<td>4.</td>
<td>Work Order/Contractor Detail Entry</td>
<td>8</td>
</tr>
<tr>
<td>5.</td>
<td>Monthly Progress Report- Physical Progress</td>
<td>12</td>
</tr>
<tr>
<td>7.</td>
<td>Category Gender Modification in Project Annexure Request</td>
<td>38</td>
</tr>
</tbody>
</table>
PMA Y (Urban) MIS

PMA Y (Urban) MIS (https://pmaymis.gov.in/): - It is a major source of monitoring the progress of the Mission of PMA Y (U) in which ULBs and SLNAs enter the data pertaining to beneficiaries and projects approved under the Mission of PMA Y (U). MIS is implemented in 4331 statutory towns which includes 7 types of stake holders (with unique user accounts), 12 modules to monitor the projects and the entire scheme.

PMA Y MIS is accessible to all stakeholders consisting group like City/ULB, State, PMU, Appraisal Agency, CSMC at Centre in a single window interface to play different roles in the PMA Y MIS for all housing related activities. This is an important tool for the senior officials to monitor the scheme effectively from their place.
Profile Page - Add/Update Technical Person Profile for the Project

Profile page has been designed and developed in order to capture details of technical person involved in the execution of the project. This provision will enable Ministry to send SMS to all officials in order to remind them to submit MPR data (Physical and Financial) against project approved by 5th of every month.

This provision is available under login of SLNA and ULB under “Admin” tab (as per the below screen).

**Step 1:** To submit details of project wise details of technical person, please click on “Admin” tab and then select option “Add/Update Technical Person Profile for the project”.

![Image](image_url)

**Note**: if Technical Person profile of selected project is available, then system will allow ULB to enter MPR details otherwise system will generate an error to submit contact details of Technical Officer first.

**Step 2:** On screen, please select Mission component from the dropdown menu.

Page 4 of 46
Step 3: After selection of Mission Component, please select project from the drop down list (as approved by CSMC from central login) and click on show button.

Step 4: Screen will display project details like Total Dwelling Units, Annexure ID, Project Name and Mission Component as per the Annexure entry in PMAY (Urban) MIS system.

Step 5: on screen, please enter details of Technical Person in charge of execution of selected project such as Name, Designation, Mobile number, Email –ID and Appointment details. After successfully entry of all details, please click on Save button to submit details in PMAY (Urban) MIS.

Note:* if you want to update details of Technical Person the above procedure is to be adopted again.
Note: *

1. Technical Officer should not be below the rank of Junior Engineer. He should be solely responsible to monitor the execution/progress of project on ground and also to update correct status of project in MIS.

2. Technical Officer has to ensure timely submission of MPR in PMAY (Urban) MIS by 5th of every month.

3. If any officer change/transfer then States/UTs are requested to update new officer details in PMAY (Urban) MIS immediately.

4. In order to send SMS to concerned officer, State/UTs are requested to enter latest updated contact details of officer with correct mobile number.
Monthly Progress Report (MPR)

Introduction
In order to monitor the progress of CSMC approved projects under PMAY (Urban), Ministry has developed data entry format with the objective to capture updated progress status of each approved project in PMAY (Urban) MIS system on monthly basis by ULB.

Monthly Progress Report (MPR) has been designed into three screens namely:-

1. Physical Progress Status
2. Financial Progress Status
3. Work Order details of AHP/ISSR Projects

This provision will allow ULBs to submit progress status of all CSMC approved projects under Mission Components (except CLSS component).
Work Order/Contractor Details Entry

This provision will enable ULB to submit project wise details of all work orders issued to vendors/contractors under AHP/ISSR Mission Component, in order to track work progress status on ground with respect to work order issued (as per the below screen).

Step 1: In order to submit work order detail, ULB has to select Work Order/Contractor Details Entry option under MPR tab inside ULB login.

Step 2: On screen, select Mission Component i.e. AHP or ISSR. On selection of Mission Component, system will display all CSMC approved projects under selected Mission Component in drop down list. Please select show button to display details of work order or select cancel button to select any other project or Mission Component.
Step 3: on selection of show button, system will display details of work order details of selected projects (already entered in MIS system) like Work Order No, Work Order Date, Contractor Details, Address, Phone Number, Email ID, Subject of work order, Name of works, Estimated cost of work (in Rs.), Awarded cost of work (in Rs.), Duration of Work (in Months.), Work Start Date, Work End Date (as per work order issued).

Step 4: if ULB want to add more work order details then click on ADD New Record option available at the bottom of the screen.
**Step 5:** on click on option ADD New Record, system will display below screen where ULB will enter all details related to work order issued to vendor/contractor. Mandatory fields are marked with stars in red colors. After submission of all details, please select the options as under.

**Save as Draft:** - To submit work order detail in draft mode in MIS system.

**Save as Final:** - To submit work order details as Final in MIS system

**Cancel:** - Cancel to reset value.

---

Note: *

1. It is mandatory for all States/UTs to submit project wise details of all work order issued to vendor/contractors.
2. States/UTs are requested to update correct details of Vendors/Contractors like Name, Address, email-id and phone no.
3. This provision is available only for AHP and ISSR approved projects.
4. If there are multiple works in same work order then mention all works name in Name of Work textbox.
5. This provision is only for multiple types of works for a same project where vendor/contractor is same.
Month Progress Report- Physical Progress
(Cumulative Report)

This provision will enable ULB to submit updated physical progress status of approved project in MIS system. Provision is available inside ULB login under MPR tab (as per below screen).

In physical progress, ULB will enter (monthly) progress of project as on date (cumulative) in respect of

1. Total number of houses at ground/foundation level (houses for which Foundation started),
2. Total number of houses at plinth level (houses with plinth filling & plinth beam) houses completed,
3. Total number of houses at Lintel level (Includes lintels and door frame fixing),
4. Total number of Houses at Roof level for BLC or superstructure completed for AHP/ISSR (RCC frame + roof +walling +door, window, clerestoty window frames),
5. Total number of houses completed.
6. Total number of houses completed with infrastructure (Power supply /electricity connection, water supply & drainage/sanitation),
7. Category Wise and Owner wise- total number of houses Allotted (In AHP/ISSR)/occupied (In BLC) -

Note *-

1. ULB will enter cumulative figure in Physical Progress Report i.e. Total No. Houses reached at level).
2. User may start filling the data from the column 6.2 onwards and fill remaining details in upwards.
3. System will calculate no of houses not started automatically. It is not editable.
4. In AHP the sum of entry made on the column 1.1 to 1.4 should be equal to the column no 1(no of houses not started).
Pradhan Mantri Awas Yojana
Housing for All (Urban)

State Name: Uttar Pradesh
City Name: Lucknow

Today's Log in User

Pradhan Mantri Awas Yojana
Housing for All (Urban)
AHP/ISSR Project: Month Progress Report- Physical Progress

Step 1: To Enter Physical progress of AHP/ISSR approved project, please select option **MPR-physical** option under MPR tab. On selection, system will display below screen.

![MPR Monthly Progress Report - Physical Progress](image)

**Step 2:** Select Mission Component i.e. **AHP/ISSR** from the drop down list.

![Mission Component Selection](image)

**Step 3:** select approved project under selected Mission Component from the drop down list.
Step 4: select period of MPR as mentioned below and click on show button.

- **Since Inception upto 31st Dec, 2018**
- **Financial Year – select year from 2019 and month.**

Note: if Technical Person profile of selected project is available, then system will allow ULB to enter MPR details (physical & financial) otherwise system will generate an error to submit contact details of Technical Officer first.

Step 5: On click on show button, system will display details of project as per the annexure entry and beneficiary attachment. First section will display details of project like name of project, whether project belong to planning areas/development area, project sanction date and status of project whether project has been revised or not.

Step 6: Second section will display details of beneficiary as per the annexure entry of approved CSMC project like total DUs, total DUs as per the category and gender count including minorities and person with disabilities.
**Step 7:** Third section will display details of attached beneficiaries in the project as per the category and gender count including minorities and person with disabilities.

**Step 8:** In Status Tab, ULB will enter Physical Status of Houses:-

1. No. of houses for which have not been tendered
2. No. of Houses for which Tender has been floated/Under process
3. No. of Houses for which Tender has been awarded but work order not issued.
4. No. of houses for which Work Order has been issued to Contractor
5. Houses at Ground/Foundation level (Houses for which Foundation started)
6. Houses at Plinth level (Houses with plinth filling & plinth beam)
7. Houses at Lintel level (Includes lintels and door frame fixing)
8. Superstructure completed (RCC frame + roof +walling+ door, window, clerestory window frames etc.)
9. Houses completed with pending infrastructure
10. Construction completed with Infrastructure (Power supply/electricity connection, water supply & drainage/sanitation etc.)
11. Scheduled completion date of project
12. Remarks if any, pertaining to not-started dwelling units, execution of project, allotment of Dwelling units or any other important
**Step 9:** In Allotment Status Tab, ULB will enter category wise and ownership wise number of houses allotted to beneficiaries **till reporting month (cumulative value)**. System will also populate total number of allotment letters generated by ULB for select project in PMAY (Urban) MIS.
**Step 10:** In Occupancy Status Tab, ULB will enter category wise and owner ship wise number of houses occupied by the beneficiaries **till reporting month (cumulative value):**

![Occupancy Status Table]

**Step 11:** After successful entries of all parameters, ULB will select on checkbox to confirm that MPR data entered is as per the approval of the competent authority. Only then system will allow ULB to save entered MPR in DRAFT mode or Submit as Final in MIS system.

![Consent from ULB]

**Note:** *

1. **Enter Physical Progress (cumulative value) i.e. Total No. of houses reached at level till reporting month.**
2. **MIS system has linked Allotment/Occupancy entries with category and gender counts as entered in DPR in Annexure entry in AHP/ISSR projects. Therefore, if system display any error:**
a. Please enter value less than or equal to category and gender count entered in Annexure.

b. If you want to revise count of category and gender in Annexure then use “Caste and Gender Modification Request” available under ULB login where ULB will submit request to central to revise count of category and gender subject to the condition Total DUs will remain same.

3. Schedule completion of date: please enter estimate date of completion of project. First time entry of this date will be stored in Annexure directly. ULB can also edit this date with future date (if required) in MPR.

4. Cost Estimates and Awarded cost of selected project will come automatically from the sum of all entries of work order details of selected project entered by the ULB using provision “Work Order Details/Contractor Details”.

5. Start entering Progress Status of Houses (First section) from 6.2 onwards and then go above.

Note * -

- ULB will enter cumulative figure in Physical Progress Report i.e. Total No. Houses reached at level).
- User may start filling the data from the column 6.2 onwards and fill remaining details in upwards.
- System will calculate no of houses not started automatically. It is not editable.
- In AHP the sum of entry made on the column 1.1 to 1.4 should be equal to the column no 1(no of houses not started).

6. If ULB enters value in allotment textbox, then ULB is requested to kindly see number of allotment letter generated from PMAY (Urban) MIS system at column no. 5 under Allotment section. If
number of allotment letter generated is less than then value of allotment, then ULB is requested to kindly generate allotment letter from MIS system in order to sync data.

7. If system displays 0 in category and gender count in Annexure entry then States/UTs are requested to kindly submit request to the central to revise total count in gender and category (only) in Annexure. ULB while generating a request will enter revised counts in text boxes and will also upload signed copy of Annexure.

8. The auto value displayed in the column no 6 should always be greater than or equal to the previous month value.

9. The auto value displayed in the no 1 should be always less than or equal to the previous months value(expect since exception).
**BLC- New or Enhancement Project: Monthly Progress Report – Physical Progress**

**Step 1:** To Enter Physical progress of **BLC- New or Enhancement Project** approved project, please select option **MPR-physical** option under MPR tab. On selection, system will display below screen.

**Step 2:** Select Mission Component i.e. **BLC- New or Enhancement** from the drop down list.

**Step 3:** select approved project under selected Mission Component from the drop down list.
Step 4: select period of MPR as mentioned below and click on show button.

- **Since Inception upto 31st Dec, 2018**
- **Financial Year – select year from 2019 and month.**

Note*: if Technical Person profile of selected project is available, then system will allow ULB to enter MPR details otherwise system
will generate an error to submit contact details of Technical Officer first.

**Step 5:** On click on show button, system will display details of project as per the annexure entry and beneficiary attachment. First section will display details of project like name of project, whether project belong to planning areas/development area, project sanction date and status of project whether project has been revised or not.

**Step 6:** Second section will display details of beneficiary as per the annexure entry of approved CSMC project like total DUs, total DUs as per the category and gender count including minorities and person with disabilities.

**Step 7:** Third section will display details of attached beneficiaries in the project as per the category and gender count including minorities and person with disabilities.
**Step 8:** In Status Tab, ULB will enter Physical Status of Houses:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>No. of houses for which no action has been taken</td>
</tr>
<tr>
<td>2.</td>
<td>Houses at Ground/Foundation level (Houses for which Foundation started)</td>
</tr>
<tr>
<td>3.</td>
<td>Houses at Plinth level (Houses with plinth filling &amp; plinth beam)</td>
</tr>
<tr>
<td>4.</td>
<td>Houses at Lintel level (Includes lintels and door frame fixing)</td>
</tr>
<tr>
<td>5.</td>
<td>Houses at Roof Level</td>
</tr>
<tr>
<td>6.</td>
<td>Houses completed with pending infrastructure</td>
</tr>
<tr>
<td>7.</td>
<td>Construction completed with Infrastructure (Power supply/electricity connection, water supply &amp; drainage/sanitation etc.)</td>
</tr>
<tr>
<td>8.</td>
<td>Scheduled completion date of project</td>
</tr>
<tr>
<td>9.</td>
<td>Remarks if any, pertaining to not-started dwelling units, execution of project, allotment of Dwelling units or any other important matter etc. <em>(if any)</em></td>
</tr>
</tbody>
</table>

**Note *:-**Start entering Progress Status of Houses *(First section)* from 6.2 onwards and then go above upto column 2. System will automatically calculate value of column 1 i.e. No of houses on which no action has been taken. No. of houses for which no action have been taken $1 = total\ DUs - \sum (2+3+4+5+6)$.
Step 9: In Occupancy Status Tab, ULB will enter category wise and owner ship wise number of houses occupied by the beneficiaries till reporting date (cumulative value):-
**Step 10:** After successful entries of all parameters, ULB will select on checkbox to confirm that MPR data entered is as per the approval of the competent authority. For the save as draft the above selection is not required. For the final submit the above selection is mandatory.

**Note * -

1. MIS system has linked Occupancy entries with count of Beneficiaries attached in BLC – New or Enhancement projects.
2. Schedule completion of date: please enter estimate date of completion of project. First time entry of this date will be stored in Annexure directly. ULB can also edit this date with future date (if required) in MPR.
3. Start entering Progress Status of Houses (First section) from 6.2 onwards and then go above upto column 2. System will automatically calculate value of column 1 i.e. No of houses on which no action has been taken. No. of houses for which no action have been taken 1 = total DUs - sum of (2+3+4+5+6).
4. The auto value displayed in the column no 6 should always be greater than or equal to the previous month value.
5. The auto value displayed in the no 1 should be always less than or equal to the previous months value (expect since exception).
6. If the data is saved in draft format it can be modified at n times. After the final submit data cannot be allowed to modify. Please be careful while submitting the final “Submit”.
Month Progress Report - Financial Progress
(Expenditure during the month)

Introduction
In order to monitor fund disbursement to beneficiaries/vendors against CSMC approved projects under PMAY (Urban), Ministry has developed data entry format with the objective to capture Financial Progress of each approved project in PMAY (Urban) MIS system on monthly basis by ULB.

This provision will allow ULBs to submit progress status of all CSMC approved projects under Mission Components (except CLSS component).
AHP/ISSR Project: Month Progress Report- Financial Progress

**Step 1:** In order to enter financial progress of AHP/ISSR approved projects please use option MPR-Financial under MPR tab (as per below screen).

**Step 2:** On screen, select Mission Component and CSMC approved project from the drop down list.

**Step 3:** Select period to enter Financial Progress and click on show button:

- **Since Inception upto 31st Dec, 2018**
- **Financial Year – select year from 2019 and month.**
Note*: if Technical Person profile of selected project is available, then system will allow ULB to enter MPR details otherwise system will generate an error to submit contact details of Technical Officer first.

Step 4: On click on show button, system will display details of project as per the annexure entry and beneficiary attachment. First section will display details of project like name of project, whether project belong to planning areas/development area, Implementing agency name, project sanction date and status of project whether project has been revised or not. System will also display total number of beneficiaries as per approved DPR in Annexure entry and total number of beneficiaries attached with the project.
Step 5: In First section, screen will display project cost (in Lakhs.) including Central share, State Share, City Share and Beneficiary Share as per the approved DPR in Annexure Entry.
**Step 6:** In Second section, system will display total expenditure reported till last month MPR entry consisting Central share, State Share, City Share and Beneficiary Share.

**Step 7:** In the Third section, ULB will enter value related to expenditure made in the reported month i.e. payment made to constructing agencies:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Column</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Amount of beneficiary contribution received by ULB/Implementing Agency (in Rupees.)</td>
</tr>
<tr>
<td>2.</td>
<td>Payment made by ULB to constructing agencies out of Central Funds (in Rupees.)</td>
</tr>
<tr>
<td>3.</td>
<td>Payment made by ULB to constructing agencies out of State Funds (in Rupees.)</td>
</tr>
<tr>
<td>4.</td>
<td>Payment made by ULB to constructing agencies out of ULB Funds (in Rupees.)</td>
</tr>
<tr>
<td>5.</td>
<td>Payment made by ULB to constructing agencies out of Beneficiary Funds (in Rupees.)</td>
</tr>
<tr>
<td>6.</td>
<td>Payment made by ULB to constructing agencies out of Private Developer Share (in Rupees.) *(only in case of AHP-PPP model)*</td>
</tr>
<tr>
<td>7.</td>
<td>Total Expenditure Incurred through Aadhaar Authenticate/Validate Transaction (in Rs.)</td>
</tr>
<tr>
<td>8.</td>
<td>Remarks *(if any)*</td>
</tr>
</tbody>
</table>
Step 8: After successful entries of all parameters, ULB will select on checkbox to confirm that MPR data entered is as per the approval of the competent authority. For the save as draft the above selection is not required. For the final submit the above selection is mandatory.

Note*:

1. Please enter expenditure made during the month.
2. System will check total expenditure made against central share with total central share amount entered in DPR in annexure entry.
3. In case of AHP-PPP, please enter payment made to constructing agency out of private developer share (if any)
**BLC Project: Month Progress Report - Financial Progress**

**Step 1:** In order to enter financial progress of BLC new or enhancement approved projects please use option MPR-Financial under MPR tab (as per below screen).

**Step 2:** On screen, select Mission Component i.e. BLC new or enhancement and CSMC approved project from the drop down list.
**Step 3:** Select period to enter Financial Progress and click on show button:

- **Since Inception upto 31st Dec, 2018**
- **Financial Year – select year from 2019 and month.**

**Note**: if Technical Person profile of selected project is available, then system will allow ULB to enter MPR details otherwise system
will generate an error to submit contact details of Technical Officer first.

Step 4: On click on show button, system will display details of project as per the annexure entry and beneficiary attachment. First section will display details of project like name of project, whether project belong to planning areas/development area, Implementing agency name, project sanction date and status of project whether project has been revised or not. System will also display total number of beneficiaries as per approved DPR in Annexure entry and total number of beneficiaries attached with the project.

Step 5: In First section, screen will display project cost (in Lakhs.) including Central share, State Share, City Share and Beneficiary Share as per the approved DPR in Annexure Entry.
**Step 6:** In Second section, system will display total expenditure report till last month MPR entry consisting Central share, State Share, City Share and Beneficiary Share.

**Step 7:** In the Third section, ULB will enter value related to expenditure made in the reported month i.e. payment made to beneficiaries:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Column</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Total Transactions through electronic mode</td>
</tr>
<tr>
<td>2.</td>
<td>Total Transaction through other mode</td>
</tr>
<tr>
<td>3.</td>
<td>Total Fund transferred to beneficiaries against Central Fund</td>
</tr>
<tr>
<td>4.</td>
<td>Total Fund transferred to beneficiaries against State Fund</td>
</tr>
<tr>
<td>5.</td>
<td>Total Fund transferred to beneficiaries against ULB Share</td>
</tr>
<tr>
<td>6.</td>
<td><strong>Total number of beneficiaries got benefitted during this month</strong></td>
</tr>
<tr>
<td>7.</td>
<td>Total number of new beneficiaries who got first time payments during this month**(out of column 6)**</td>
</tr>
<tr>
<td>8.</td>
<td>Remark**(if any)**</td>
</tr>
</tbody>
</table>

**Note:** The value entered in the column no 3(Number of unique beneficiaries for benefitted) multiplied by 1.5 lakhs should be greater than or equal to column no entered in 2.1. The total no of transaction (Column no 1) should be greater than or equal to no column(3). Column no 3.1 should be less than or equal to 3.
Step 8: After successful entries of all parameters, ULB will select on checkbox to confirm that MPR data entered is as per the approval of the competent authority. Only then system will allow ULB to save entered MPR in DRAFT mode or Submit as Final in MIS system.

Note*:

1. Please enter expenditure made during the month.
2. If ULB is reporting expenditure against central share then it mandatory to enter number of beneficiaries in column no. 3, otherwise system will generate an error.
3. System will check total expenditure made against central share with total central share amount entered in DPR in annexure entry.
4. Total number of transactions should be equal or less than total beneficiaries attached in MIS in this project.
5. The value entered in the column no 3(Number of unique beneficiaries for benefitted) multiplied by 1.5 lakhs should be greater than or equal to column no entered in 2.1. The total no of transaction (Column no 1) should be greater than or equal to no column(3). Column no 3.1 should be less than or equal to 3.
Category Gender Modification Request under PMAY (U)

Introduction

PMAY (U) MIS has recently imposed one validation/check on “Beneficiary Attachment” provision in all components (i.e. BLC-New, BLC-E, ISSR, AHP) in order to check/allow ULB’s to attach beneficiaries in the approved project as per the total Dwelling Unit count, total count in gender and category as entered in Annexure in MIS system.

In MIS, if ULB attach beneficiaries more than the count mentioned in the annexure, then system is generating an error. In order to rectify this, PMAY (U) has developed a provision under ULB login to raise a request to the central to revise total count in gender and category (only) in Annexure. ULB while generating a request will enter revised counts in text boxes and will also upload signed copy of Annexure.

At the central level, the Ministry will download all such request and will take to CSMC meeting for its approval. Once CSMC approve all request, then central will approve request on MIS system and this will enable ULBs to attach beneficiaries as per the revised counts (gender and category).

Note ** = While generating request/updating new count, MIS system will allow ULB to enter revised count greater than the count already attached in MIS system.
Login in PMAY (U) MIS from ULB
Select “Annexure” Tab
Select “Category Gender Modification Request” option under “Annexure”
Select Mission Component and Project (approved in CSMC)
System will display modification request screen for selected project along with Status of Beneficiary Category/Gender count as per Annexure and Status of Beneficiaries already attached in the Project.
ULB enter revised count (gender or category)
If revised entered count is greater than count of Beneficiaries already attached in the Project
Yes
Error Message to enter count again and greater
No
Upload signed copy of “Annexure” with revised count (as submitted in request)
If uploaded request in .PDF format
Yes
Submit request to central login
No
Error Message to upload annexure in .pdf format
On Central Login Select “Update Category/Gender-wise Count in Annexure” option to view request
Download the approved Signed Copy of Revised Annexure
CSMC approval??
No
Reject request from central login
Yes
Approve updation request from central login
Login in PMAY (U) MIS from ULB
Attach beneficiaries are per revised counts
Page 3 of 36
Step-by-Step Process

**Step 1:** Open PMAY (U) MIS System at [http://pmaymis.gov.in/](http://pmaymis.gov.in/).

**Step 2:** On home page click on PMAY MIS button.

**Step 3:** Once user clicks on PMAY MIS button, system will open PMAY (U) MIS login page.

**Step 4:** On the Login Screen, Please enter valid ULB user-id, password and captcha code and then click on login button.
**Step 5:** On successfully login of ULB, system will display home page of ULB. On Menu there is an option **“Category Gender Modification Request”** inside “Annexure” Tab to send request to raise a request to the central to revise total count in gender and category (only) in Annexure.

**Step 6:** Once ULB select this page, then system display screen to generate/submit request for revision of counts in gender/category in the annexure.
Step 7: On screen, ULB first select mission component name from the dropdown list.

Step 8: After selection of the mission component name, ULB will select approved project name from the dropdown under the selected component. After selection of project, ULB will click on show button.
**Step 9:** Once ULB click on show button, system will display below mentioned status in two grids:

There are 2 grids available with details of attachment of beneficiary as per Annexure

1. **Beneficiary category count as per Annexure (as per the information entered by the ULB)** - In this grid, system will display no. of beneficiary counts as per Gender (male, female, transgender) and category wise (General, OBC, SC, ST) as entered in the Annexure.

2. **Status of beneficiary’s attachment in MIS in the selected Annexure** - In this grid no., system will display no of beneficiary attached in the selected project w.r.t gender wise (male, female, transgender) and category wise (General, OBC, SC, and ST).

**Step 10:** **Modify Beneficiary Category in the Annexure:** - At the bottom of the screen, system will allow ULB to update desired count in gender or in category in the Annexure in textboxes accordingly.
ULB while generating a request will enter revised counts in text boxes and will also upload signed copy of Annexure in .pdf format.

**Note** **=** While generating request/updating new count, MIS system will allow ULB to enter revised count greater than the count already attached in MIS system.

**Step 11:** After entering/updating of desired counts in gender or category and uploading of signed copy of annexure, ULB will click on submit button to submit request to central level for approval on revision of count in the annexure.
Step 12: After submission of revision request to the central level. The Ministry will download all such request and copy of revised annexure and take to CSMC meeting for seeking its approval. Once CSMC approve all request, then central will approve request on MIS system and this will enable ULBs to attach beneficiaries as per the revised counts (gender and category) mentioned in the revised annexure.