



# Pradhan Mantri Awas Yojana Housing for All (Urban)

**Management Information System (MIS)** 

http://pmaymis.gov.in/

Standard Operating Procedure (SOP)
For New Provisions/Validations in MIS



Government of India

Ministry of Housing and Urban Affairs (MoHUA)

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### 1. <u>Category Gender Modification in Project Annexure</u> Request under PMAY (U)

#### Introduction

PMAY (U)-MIS is major source of monitoring the progress of the Mission of PMAY (U) in which ULBs and SLNAs enter the data pertaining to beneficiaries and projects approved under the Mission of PMAY (U). Recently Ministry has observed certain discrepancy in the data uploaded by the States and ULBs like; beneficiaries have not been attached as per the Annexure data entry.

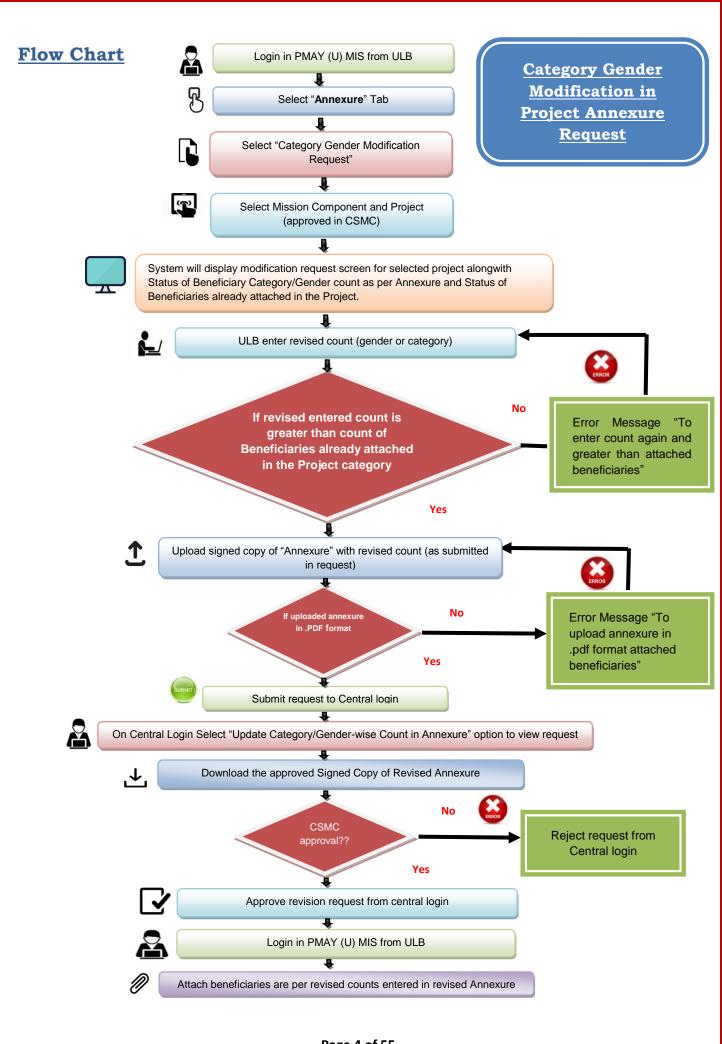
In order to avoid this type of data mismatch in future, PMAY (U) MIS has recently imposed one validation/check on "Beneficiary Attachment" provision in all components (i.e. BLC-New, BLC-E, ISSR, AHP) in order to check/allow ULB's to attach beneficiaries in the approved project as per the total Housing Unit count, total count in gender and category as entered in Annexure in the MIS system.

In MIS, if ULB attach beneficiaries more than the counts mentioned in the Annexure against Category and Gender, and then system willgenerate an error.

In order to rectify present data discrepancy, 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 submit in 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.



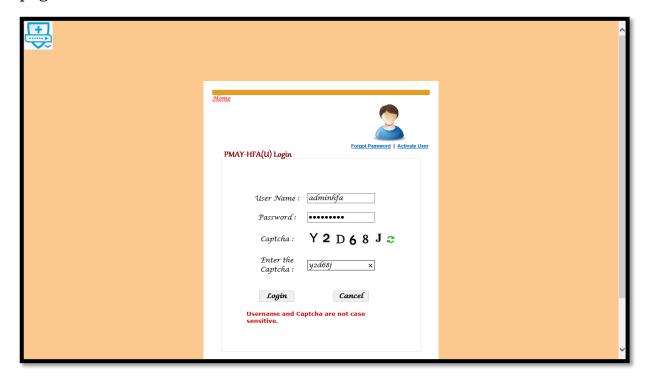
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#### **Step-by-Step Process**

- **Step 1:** Open PMAY (U) MIS System at <a href="http://pmaymis.gov.in/">http://pmaymis.gov.in/</a>.
- **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.



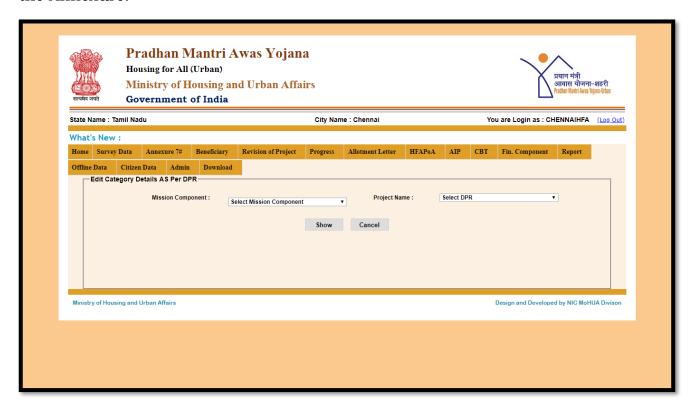
**Step 4:** On the Login Screen, Please enter valid ULB User-ID, password and captcha code and then click on login button.

**Step 5:** On successfully login of ULB, system will display home page of ULB. On Menu there is an option **"Category Gender Modification Request"** under "Annexure" Tab to

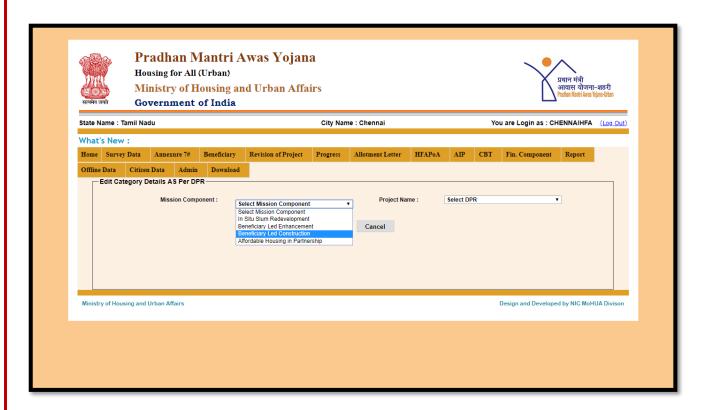
send request to raise a request to the Central to revise total count in gender and category (only) in Annexure.



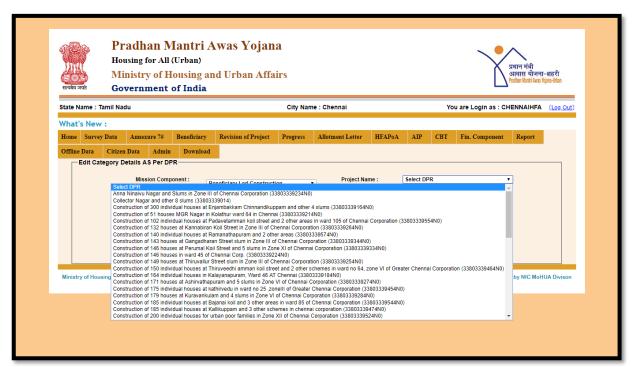
**Step 6:** Once ULB selects the Category/Gender modification request, then system will display screen to generate/submit request for revision of counts in gender/category in the Annexure.



Step 7: On screen, ULB will select Mission component name from the dropdown list.



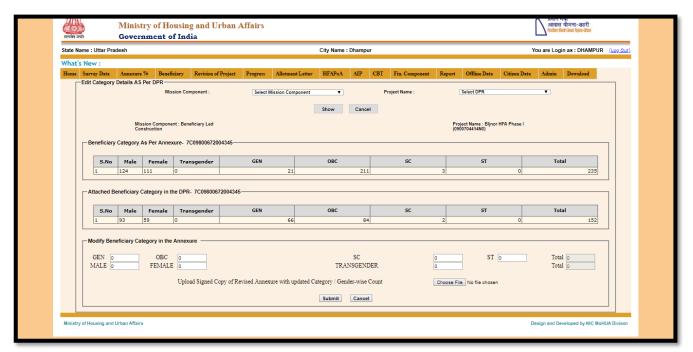
**Step 8:** After selection of the Mission component name, ULB will select approved project name from the dropdown under the selected component. After selection of project, ULB will click on show button.



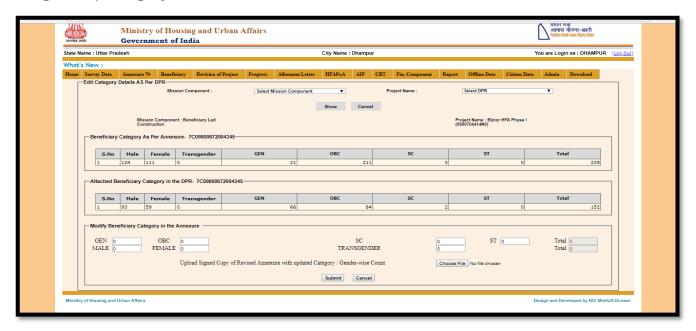
**Step 9:** Once ULB click on show button, system will display below mentioned status in two grids available with details of attachment of beneficiary as per Annexure

- 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 already entered in the selected project Annexure.
- 2. Status of beneficiary's attachment in MIS in the selected Annexure- In this grid, system will display no of beneficiary attached in the selected project w.r.t

gender wise (male, female, transgender) and category wise (General, OBC, SCand ST).

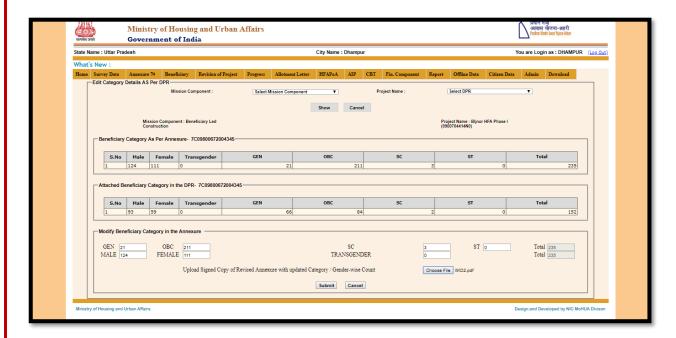


**Step 10: Modify Beneficiary Category/Gender count in the Annexure: -**At the bottom of the screen, system will allow ULB to modify desired count in the Annexure for gender/category.

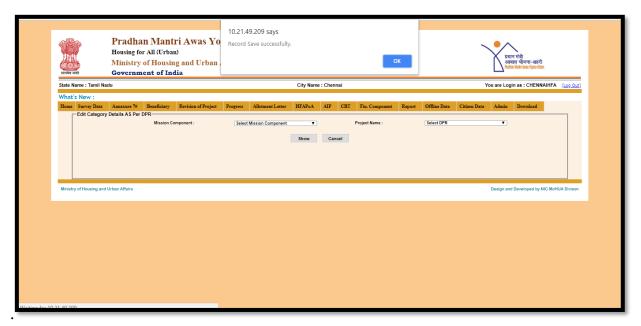


ULB while generating a request will enter revised counts in text boxes and will also upload signed copy of Annexure in .pdf format.

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 approval. After approval of CSMC, 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.

# 2. <u>Capturing of Joint Holder Name in Survey and against</u> already attached beneficiaries in PMAY (U) MIS

#### Introduction

As per PMAY (U) guidelines, the houses constructed / acquired with Central Assistance under Mission **should be registered in the name of female head of the household or joint name**. The aforesaid house can be in the name of male member of the household in following cases:-

- 1. Adult unmarried male
- 2. Divorced male
- 3. Widower.

From the PMAY (U)-MIS data entries following observation has been made:-

- 1. Entries of male beneficiaries are greater than then female beneficiaries.
- 2. For registered male beneficiaries with married status, wife information is missing with joint holder information.
- 3. For registered single male beneficiaries family details are missing.

Therefore, in order to avoid such gaps in data, MIS has recently imposed provision to capture:-

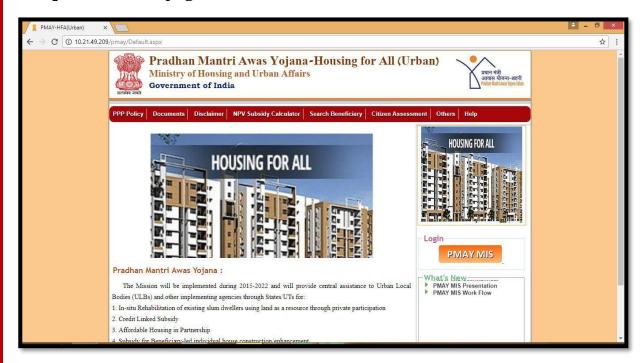
- 1. Joint holder details in Survey Data Format 4(a) and Format 4(b) in PMAY (U)-MIS.
- 2. Updation of Joint holder details for Beneficiaries already attached with projects in MIS

NOTE: \*\* From 15th Oct, 2018, MIS system will not allow to attach beneficiary in survey data if beneficiary in survey Data has been entered as a male married and his wife details are missing in family details with joint holder tick.

### **Flow Chart** Capturing of Joint Holder Name in Survey and against already attached beneficiaries in PMAY (U) MIS For Retrospective For Survey Data /Historical Data Login in PMAY (U) MIS from ULB Updation of Joint holder details for Joint holder details in Survey Data Beneficiaries already attached Format 4(a) and Format 4(b) Select "Beneficiary" option for Add/Edit Select "Survey Data" Beneficiary Joint Holder Details ULB will enter the mandatory fieldincluding Select project and beneficiary name gender, marital status I Male **Female** Male **Female** Single Marital Single Married Select checkbox Married of Joint holder Enter family details Enter wife detail family details along with Enter family details Aadhaar Number **Aadhaar Virtual Number** Is Survey Select checkbox of Joint holder ownership Save entered family details Select checkbox "Applicant agrees to share his/her Aadhaar number with PMAY." Save survey information Page 11 of 55

# 1. Joint holder details in Survey DataFormat 4(a) and Format 4(b) inPMAY (U)-MIS

- **Step 1:** Open PMAY (U) MIS System at <a href="http://pmaymis.gov.in/">http://pmaymis.gov.in/</a>.
- **Step 2:** On home page click on PMAY MIS button.



**Step 3:** After clicking PMAY MIS button on home page, system will open PMAY (U) MIS login page.



**Step 4:** Please enter valid ULB user-id, password and captcha codes and then click on login button.

**Step 5:** On successfully login of ULB, system will display home page of ULB.



Step 6:On ULB Menu, "Survey Data" tab is available to enter survey from ULB level. Under this tab following options are available:-

- 1. Format 4A (In-Situ)
- 2. Format 4B
- 3. Delete Survey Data
- 4. Transfer Survey Data
- 5. Update Caste & Gender Details of Survey & Beneficiary

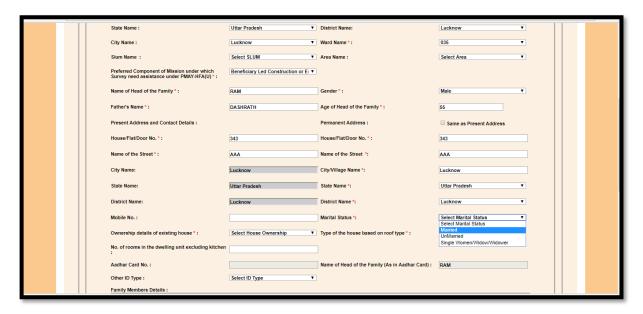


**Step 7:** Provision has already been in-placed in survey format i.e. Format 4(a) and Format 4(b) to capture joint holder name in survey data.

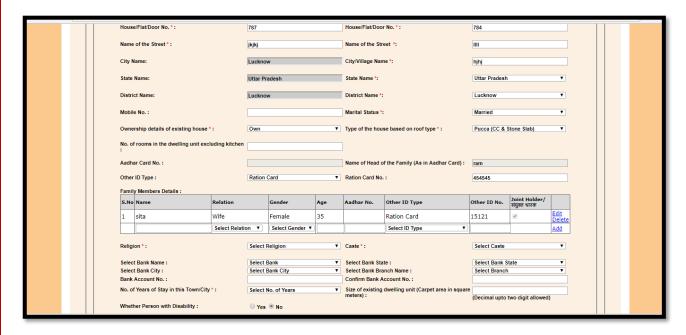
**Step 8:** After Selecting Add Survey Information option, system will display screen with an option for ULB to enter survey with or without Aadhaar number.



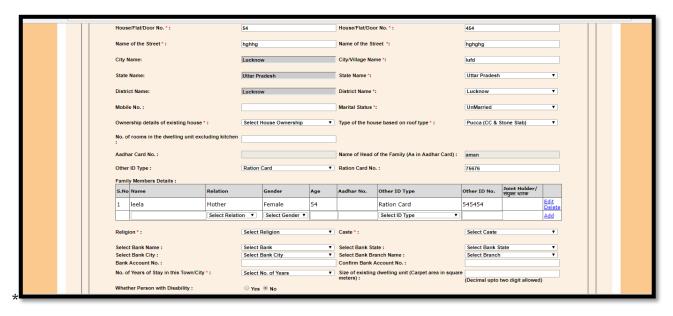
**Step 9:** After selection of any option, system will display survey format where ULB will enter the entire mandatory field including gender, marital status. ULB will also enter family details of the applicant.



NOTE:\*\* If ULB selects male in Gender and married in Marital Status then it is mandatory to provide his Wife details in a Family Members Details and mark check on Joint Holder checkbox. Otherwise system will generate an error.



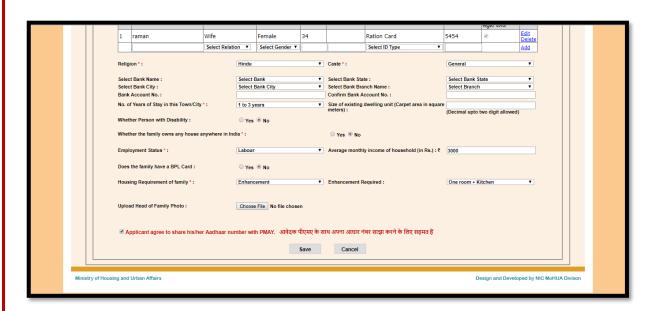
(b) If ULB selects male as a Gender and single in a Marital Status then it is mandatory to provide his Family Members Details. The Joint Holder option will be disabled for this case (below screen).



**Step 10:** After filling of alldesired information as per the survey format, ULB will select checkbox (mentioned at the bottom of the screen), if ULB is entering survey information through Aadhaar number:

# Applicant agrees to share his/her Aadhaar number with PMAY.

Step 10: ULB will click on **save** button to save survey information in PMAY MIS system.

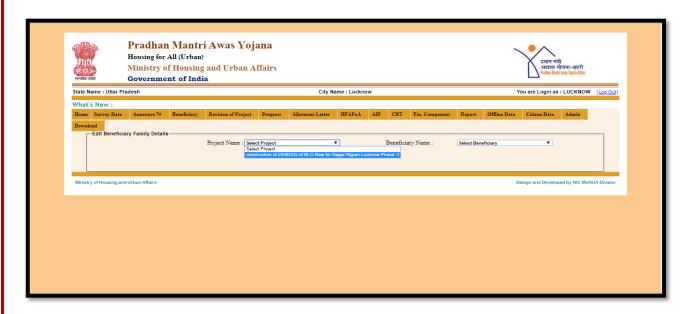


# 2. Updation of Joint holder details for Beneficiaries already attached with projects in MIS

There is an option "Add/Edit Beneficiary Joint Holder Details" under "Beneficiary" menu in MIS under ULB Login to updateJoint holder details for beneficiaries already attached with projects in MIS system.



Step 1: Once ULB select this option, system will display below screen:-



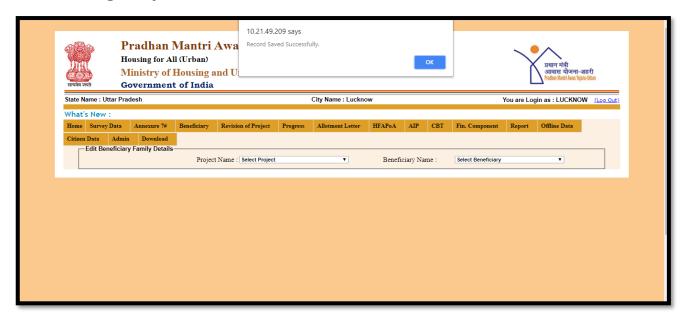
**Step 2:** ULB will select project name and beneficiary name from the available dropdown menu and click on show button.



- **Step 3:** System will display details of the selected beneficiary as entered in MIS during survey like Project Name, Beneficiary Name, Gender, Marital Status, Category and Aadhaar number.
- **Step 4:** Bottom of screen will allow ULB to enter family details of the beneficiaries with an option to check joint holder ownership with family details.



**Step 5:** After Adding of family details ULBwill select Save Button to update family details alongwith joint holder information.



NOTE: \*\* From 15<sup>th</sup> Oct, 2018, MIS system will not allow to attach beneficiary from the survey data if Survey Data has been entered as a male married beneficiary and his wife details are missing in family details with joint holder tick.

### 3. Introduction- Monthly Progress Report (MPR)

In order to monitor implementation progress on each approved project in PMAY (Urban) alongwith tracking of fund disbursement to beneficiaries through Central share, state share or ULB share, a provision has been designed and developed in PMAY (U) MIS under ULB login to enter progress of each approved project in two step:-

- 1. Physical Progress
- 2. Financial Progress

Note: \*\* Project wise (monthly) Progress of the projects as on data has to be entered for all the projects.

#### **Physical Progress**

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

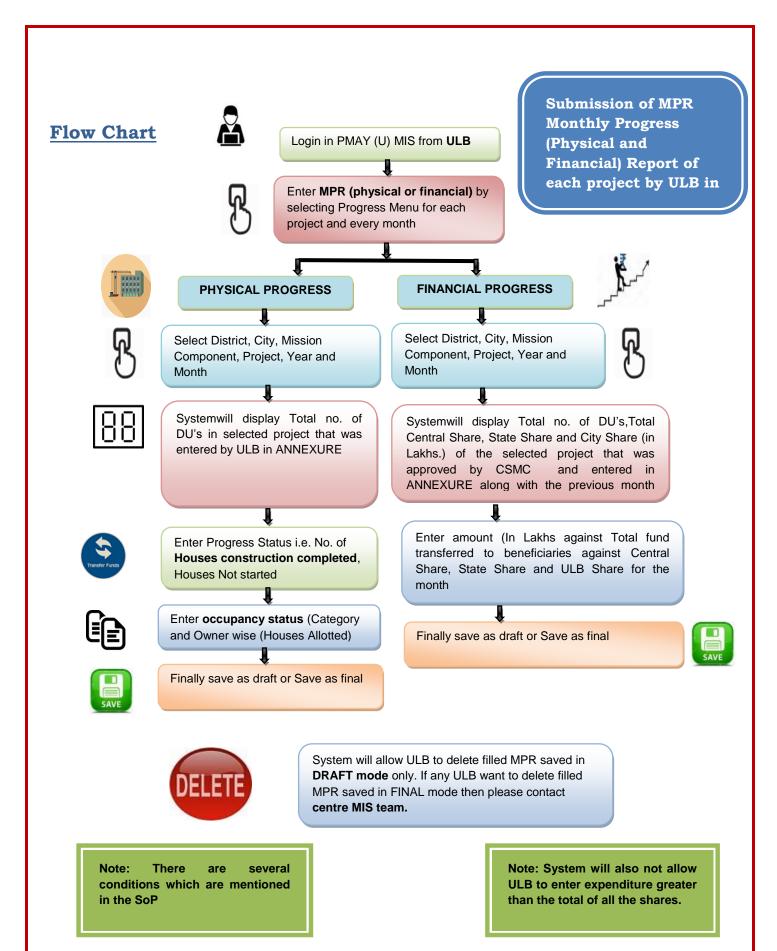
- 1. Total number of houses at ground/foundation level (houses for which Foundation started),
- 2. Total number of houses at plinth level (houses with plinth filling & plinth beam) houses completed,
- 3. Total number of houses at Lintel level (Includes lintels and door frame fixing),
- 4. Total number of Houses at Roof level for BLC or superstructure completed for AHP/ISSR (RCC frame + roof +walling +door, window, clerestory 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: \*\* Please enter count in allotment/occupation of houses less than or equal to the count of category entered in Annexure.

#### **Financial Progress**

It is observed that the financial disbursal under PMAY (U) is a de-centralized process, wherein ULBs disburse funds to beneficiaries/contractors in the last mile through their own system. Therefore, an online MPR system to report financial progress has been incorporated in PMAY-MIS for tracking of fund disbursement to beneficiaries through Central share, state share or ULB share.

The States/UT's Government have been requested to update their reports (MPR) through ULBs regularly on monthly basis for each project.



#### **Step-by-Step Process**

**Step 1:**PMAY MIS Software is web-enable software available for 24X7 at web address <a href="http://pmaymis.gov.in">http://pmaymis.gov.in</a> from any internet browser. If you type <a href="http://pmaymis.gov.in">http://pmaymis.gov.in</a> then the home page of the PMAY MIS will appear.

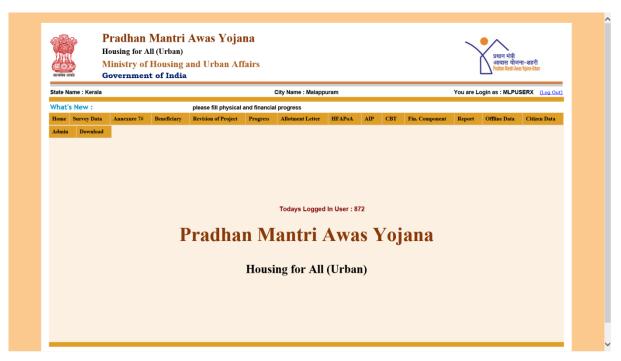


On successfully clicking on PMAY MIS button on home page, system will open PMAY (U) MIS login page.

**Step 2:**On login page, Please enter City/ULB user-id and password and enter captcha code and press the "Login" button to login. If all the user credentials are ok login will be successful otherwise you will get the error message.



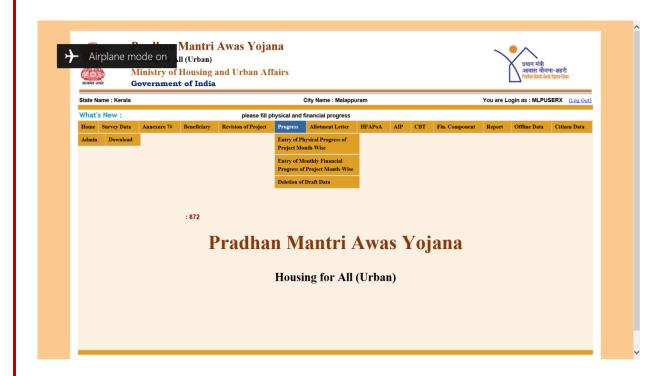
**Step 3:** On successfully login of City, system will display home page of City/ULB.



**Step 4:** On Menu bar there is a Progress header. Once ULB click on tab Progress, system will display three provisions as under:

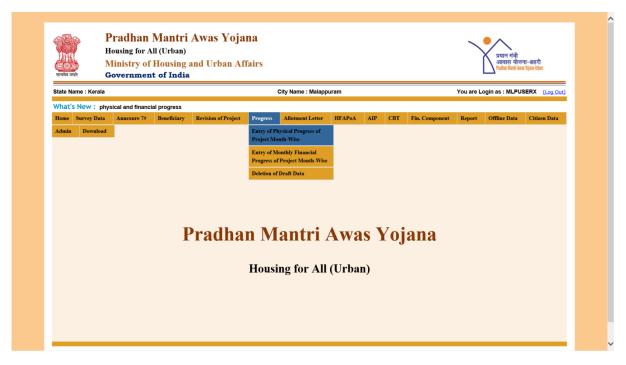
- 1. Entry of Physical Progress on each Project on monthly basis.
- 2. Entry of Monthly Financial Progress on each project on monthly basis.
- 3. Deletion of MPR Draft Data.

**Step 5:** Project wise (monthly) Physical Progress and Financial Progress of the projects as on date has to be entered for all the projects. The latest stageachieved and fund transferred to beneficiaries/vendor during the month has to be entered for each project by ULBs.



## 1. Entry of Physical Progress on each Project on monthly basis:

**Step 1:** To enter physical progress, ULB will select first option under Progress button.



**Step 2:** On clicking this option, system will open below screen to allow ULB to enter Monthly Physical Progress of project. Screen will automatically display district and city name on the dropdown list.



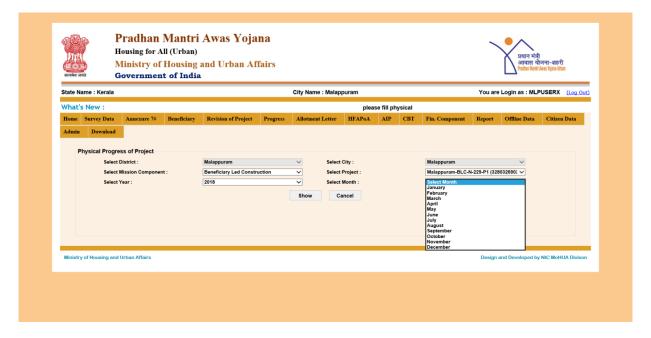
**Step 3:** On the screen, ULB will first select Mission component from the dropdown list i.e. BLC,BLE,AHP or ISSR.



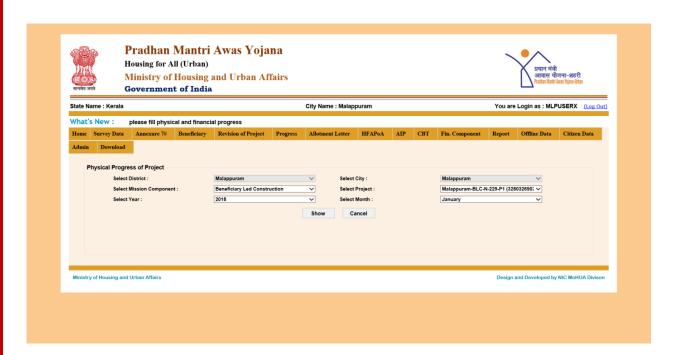
**Step 4:** Once ULB selects any one Mission component, system will populated list of all projects approved in CSMC in the selected component. ULB will select project from the list.



**Step 5:** On selection of project, system will populate year and month in drop down list. ULB will select year and month for which ULB wants to enter progress of the selected project.



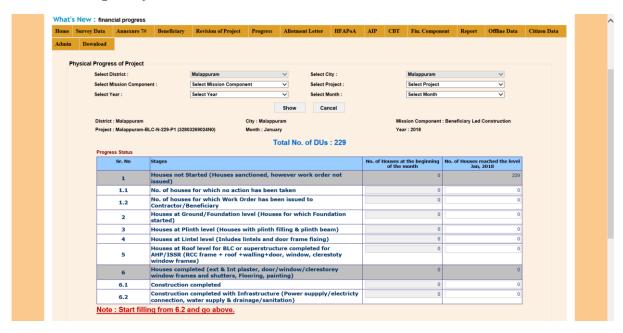
**Step 5:** After selection of all fields like Mission component, project, year and month, ULB will press on SHOW button to enter progress or press on CANCEL button to refresh selection.

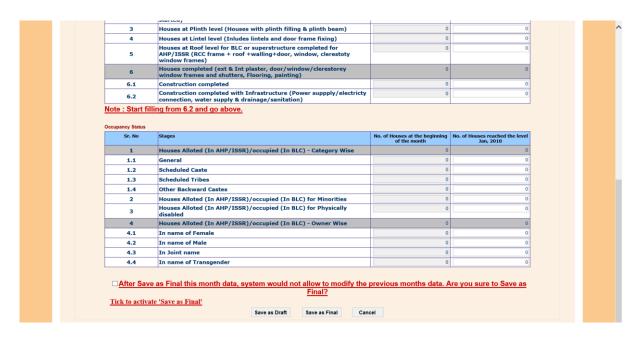


**Step 6:** Once ULB press on SHOW button, system will display following screen with information like District name, city name, Mission component name, project name and Month and year for which ULB is going to enter physical progress. System will also display Total no. of DUs in selected project that was entered by ULB in ANNEXURE.

#### Physical progress form is divided into two categories:

- 1. Progress Status and;
- 2. Occupancy





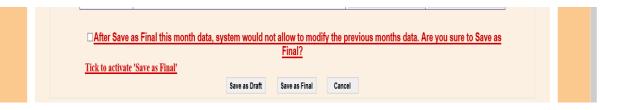
Step 7: Conditions Incorporated on the Physical Progress

It is advisable to fill the information from 6.2 onwards (Bottom to TOP)

S.No.	Conditions
	Progress Status
1.	<b>Sum of sr. no. 2</b> . Houses at Ground/Foundation level (Houses for which Foundation started), sr. no. 3. Houses at Plinth level (Houses with plinth filling & plinth beam), sr. no. 4. Houses at Lintel level (Includes lintels and door frame fixing) <b>and</b> sr. no. 5. Houses at Roof level for BLC or superstructure completed for AHP/ISSR (RCC frame + roof +walling + door, window, clerestory window frames) <b>is equal to</b> sr. no 1. Houses not Started (Houses sanctioned, however work order not issued).
2.	<b>Sum of sr. no. 6.1</b> Construction completed <b>and</b> sr. no. 6.2 Construction completed with Infrastructure (Power supply/electricity connection, water supply & drainage/sanitation) <b>is equal to</b> sr. no 6. The houses included in 6.2 should not be included in 6.1. Houses completed (ext∬ plaster, door/window/clerestory window frames and shutters, Flooring, painting).
3.	Column no 1. Automatically displays the No of DU's- The sum of column no 2,3,4,5,6
4.	Sum of sr. no. 1.1 No. of houses for which no action has been taken and sr. no. 1.2 No. of houses for which Work Order has been issued to Contractor/Beneficiary is equal to sr. no. 1. Houses not Started (Houses sanctioned, however work order not issued) For Component BLC and BLE.
5.	<b>Sum of sr. no. 1 Houses not started Sum of sr. no. 2</b> . Houses at Ground/Foundation level (Houses for which Foundation started), sr. no. 3. Houses at Plinth level (Houses with plinth filling & plinth beam), sr. no. 4. Houses at Lintel level (Includes lintels and door frame fixing), sr. no. 5. Houses at Roof level for BLC or superstructure completed for AHP/ISSR (RCC frame + roof +walling + door, window, clerestory

	window frames) and sr. no. 6. Houses completed (ext∬ plaster, door/window/clerestory window frames and shutters, Flooring, painting) <b>Should not greater then no of DU.</b>
6.	<b>Sum of sr. no. 1.1</b> No. of houses for which no action has been taken, sr. no. 1.2 No. of Houses for which Tender has been floated/Under process <b>(Only for AHP/ISSR)</b> , sr. no. 1.3 No. of Houses for which Tender has been awarded (Only for AHP/ISSR) and sr. no. 1.4 No. of houses for which Work Order has been issued to Contractor/Beneficiary <b>Is equal to Sr. no 1.Houses not Started</b> (Houses sanctioned, however work order not issued) For Component In-Situ and AHP.
7.	Sr. no. 1.1 No. of houses for which no action has been taken No. of Houses at the beginning of the month should be less than or equal to No. of Houses reached the level As on Date.
8.	Occupancy Status  Sr. no. 1. Houses Allotted (In AHP/ISSR)/occupied (In BLC) - Category Wise should not greater then total number of DU.
9.	Sum of sr. no. 1.1General, sr. no. 1.2Scheduled Caste, sr. no. 1.3 Scheduled Tribes and sr. no. 1.4Other Backward Castes will be automatically displayed in sr.no. 1.Houses Allotted (In AHP/ISSR)/occupied (In BLC) - Category Wise.
10.	Sr. no. 4.Houses Allotted (In AHP/ISSR)/occupied (In BLC) - Owner Wise should not greater then total number of DU.
11.	Sum of sr. no. 2. Houses Allotted (In AHP/ISSR)/occupied (In BLC) for Minorities and 3. Houses Allotted (In AHP/ISSR)/occupied (In BLC) for physically disabled should not greater then sr.no.1. Houses Allotted (In AHP/ISSR)/occupied (In BLC) - Category Wise.
12.	Sum of sr. no. 4.1, In name of Female, sr. no. 4.2In name of Male, sr. no. 4.3In Joint name and sr. no. 4.4In name of Transgender will be automatically displayed in sr. no. 4.Houses Allotted (In AHP/ISSR)/occupied (In BLC) - Owner Wise.
13.	Sr. no. 1. Houses Allotted (In AHP/ISSR)/occupied (In BLC) - Category Wise Is equal to sr. no. 4. Houses Allotted (In AHP/ISSR)/occupied (In BLC) - Owner Wise.
14.	Sr. no. 5. Houses Occupied (In AHP/ISSR) should not greater then Total number of DU.

**Step 8:** After filling all the information, ULB will have two optionsi.e. either to save entered progress data in DRAFT mode of save as FINAL. If ULB is saving data in "DRAFT" mode then system will allow ULB to delete DRAFT data and enter progress again.



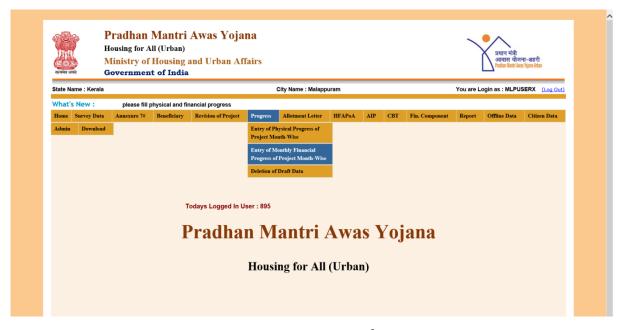
If the ULB wants to save monthly progress as final, then ULB user needs to tick on check box to activate system to submit entered data in FINAL mode. It should be noted that after the final submit, system won't allow ULB user to modify the details. After entering the present month progress system won't allow you to enter the previous month progress.

#### Other points to be noted

- 1. If you do not "Save as Final" previous month data and come to enter current month data as "Save as Draft" or "Save as Final" then automatically previous month data will be saved as "Save as Final".
- 2. In all the reports of MPR only "Save as Final" data will be reflected.
- 3. System will not allow skipping any month data entry between the two months data. For example if you submit the data for the month of April and then you go to enter the June data. System will not allow it. It will show warning to please enter the previous month data.

# 2. Entry of Monthly Financial Progress on each project on monthly basis:

**Step 1:** This provision is available to track year and month wise DBT expenditure/Funds transferred to beneficiaries on each project. Also to track funds transferred against Central Share, State Share and from the ULB share. To enter monthly financial progress of the project, ULB will select second option under Progress button.



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**Step 2:** On clicking this option, system will open below screen to allow ULB to enter Monthly Financial Progress of project. Screen will automatically display district and city name on the dropdown list.



**Step 3:** On the screen, ULB will first select Mission component from the dropdown list i.e. BLC, BLE, AHP or ISSR.



**Step 4:** Once ULB selects any Mission component, system will populated list of all projects approved in CSMC in selected component. ULB will select project from the list.



**Step 5:** On selection of project, system will populate year and month in drop down list. ULB will select year and month for which ULB wants to enter progress of the selected project.

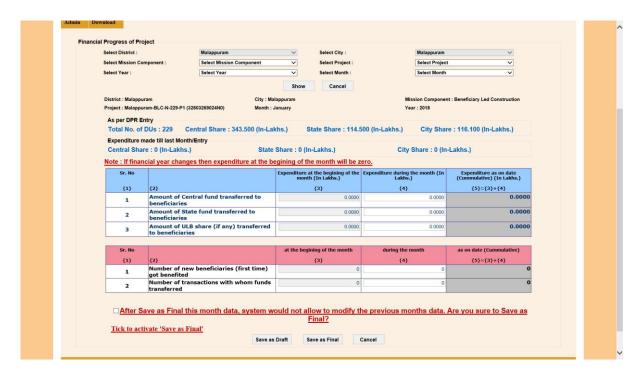


**Step 6:** After selection of all fields like Mission component, project, year and month, ULB will press on SHOW button to enter progress or press on CANCEL button to refresh selection.



**Step 7:** Once ULB press on SHOW button, system will display following screen with information like District name, city name, Mission component name, project name and Month and year for which ULB is going to enter financial progress. System will also display Total no. of DUs, Total Central Share, State Share and City Share (in Lakhs.) of the selected project that was entered by ULB in ANNEXURE.

**Step 8:** Screen will also display financial/ expenditure entered by ULB for the project till last month against Central Share, State Share and City Share (in Lakhs.)



**Step 9:**It should be noted that, while entering financial progress, if financial year changes then expenditure at the beginning of the month will be zero otherwise expenditure at the beginning of the month will be cumulative sum of all months as entered by the ULB.ULB user will enter amount value (in lakhs) in column no 4 for selected month for row 1, 2 and 3. i.e.

Row 1: Total Fund Transferred to beneficiaries in selected month against Central share.

Row 2: Total Fund Transferred to beneficiaries in selected month against State share.

Row 3: Total Fund Transferred to beneficiaries in selected month against ULBshare (if any).

System will automatically calculate cumulative expenditure by adding value displaying in column 3 and column 4 i.e. expenditure reported till last month and expenditure reported this month. System will also not allow ULB to enter expenditure greater than the total of Central Share, State Share and ULB Share as reported in ANNEXURE.



**Step 10:** After filling all the information, ULB will have two options i.e. either to save entered progress data in **DRAFT** mode or to**Save as FINAL**. If ULB is saving data in "DRAFT" mode then system will allow ULB to delete DRAFT data and enter progress again.

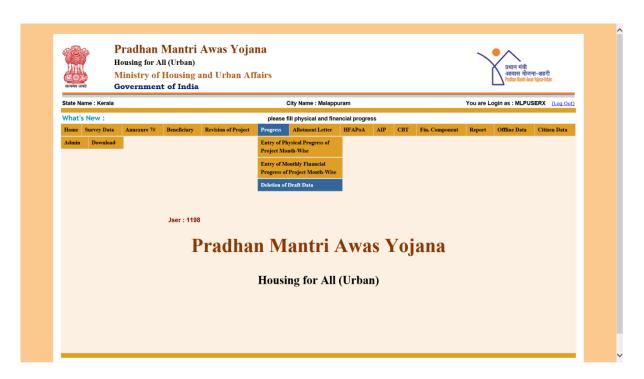
**Step 11:**If the ULB wants to save monthly progress as final, then ULB user needs to tick on check box to activate system to submit entered data in FINAL mode. It should be noted that after the final submit, system won't allow ULB user to modify the details. After entering the present month progress system won't allow you to enter the previous month progress.

### Other points to be noted

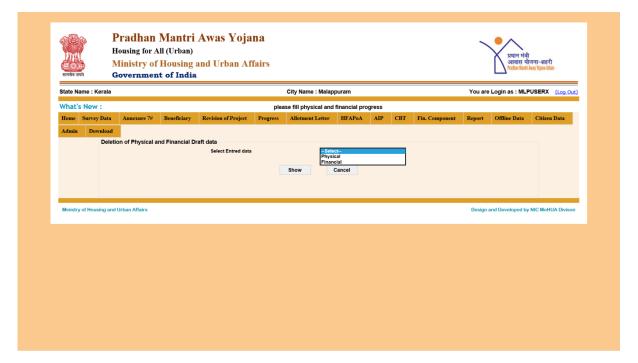
- 1. If you do not "Save as Final" previous month data and come to enter current month data as "Save as Draft" or "Save as Final" then automatically previous month data will be saved "Save as Final".
- 2. In all the reports only "Save as Final" data reflects.
- 3. System will not allow skipping any month data entry between the two months data. For example if you submit the data for the month of April and then you go to enter the June data. System will not allow it. It will show warning to **please** enter the previous month data.

#### **Deletion of Draft Data**

**Step 1:** This provision is available for ULB to delete entered Monthly Progress data (Physical or Financial) which was saved in DRAFT mode. To deletemonthly progress data (Physical or Financial) of the project, ULB will select third option **Deletion of DraftData**under Progress button.

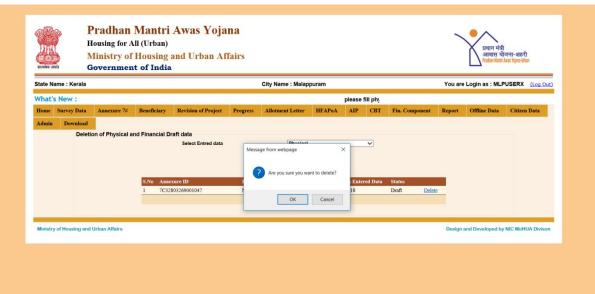


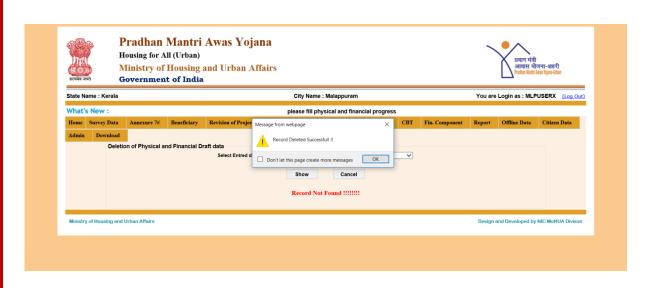
**Step 2:** On clicking this option, system will open below screen to allow ULB to delete Monthly Progress of project. Screen will display option to select Physical data or financial data entered in MIS on the dropdown list.



**Step 3:** On selection, system will display report of all Projects where progress report has been entered. ULB will select on delete option to further delete this entered MPR (saved as DRAFT mode) from the MIS system.



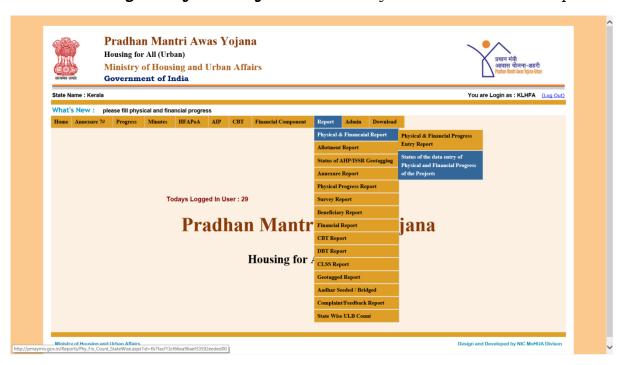




#### Report to monitor entering of MPR at SLNA level

State SLNA can monitor Status of the data entry of Physical and Financial Progress of the Projects from the report available under SLNA login.

**Step 1:**SLNA will select second report "Status of the date entry of Physical and Financial Progress of the Project" under "Physical and Financial Report".



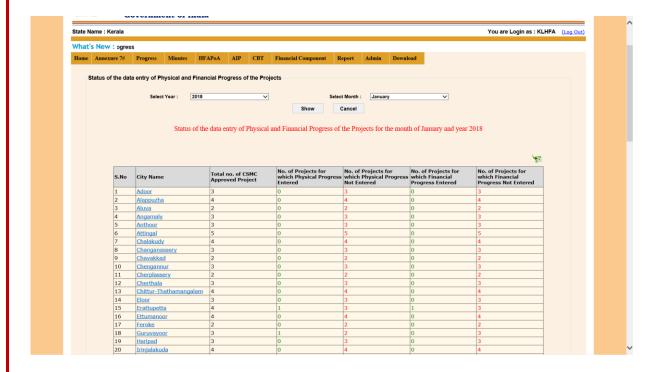
**Step 2:** On clicking this report, system will display below screen and allow ULB to check status after selecting year and month.



**Step 3:** Once ULB selects year and month and press on SHOW button, system will display city wise status of data entry of Physical and financial progress of the projects. This can also be downloaded in excel format for monitoring at SLNA level.

#### This report will display

- 1. Total no. of CSMC approved projects in city.
- 2. Total No. of Project for which physical progress entered.
- 3. Total No. of Project for which physical progress not entered.
- 4. Total No. of Project for which financial progress entered.
- 5. Total No. of Project for which financial progress not entered.



## 4. Revision of Project under PMAY (U)

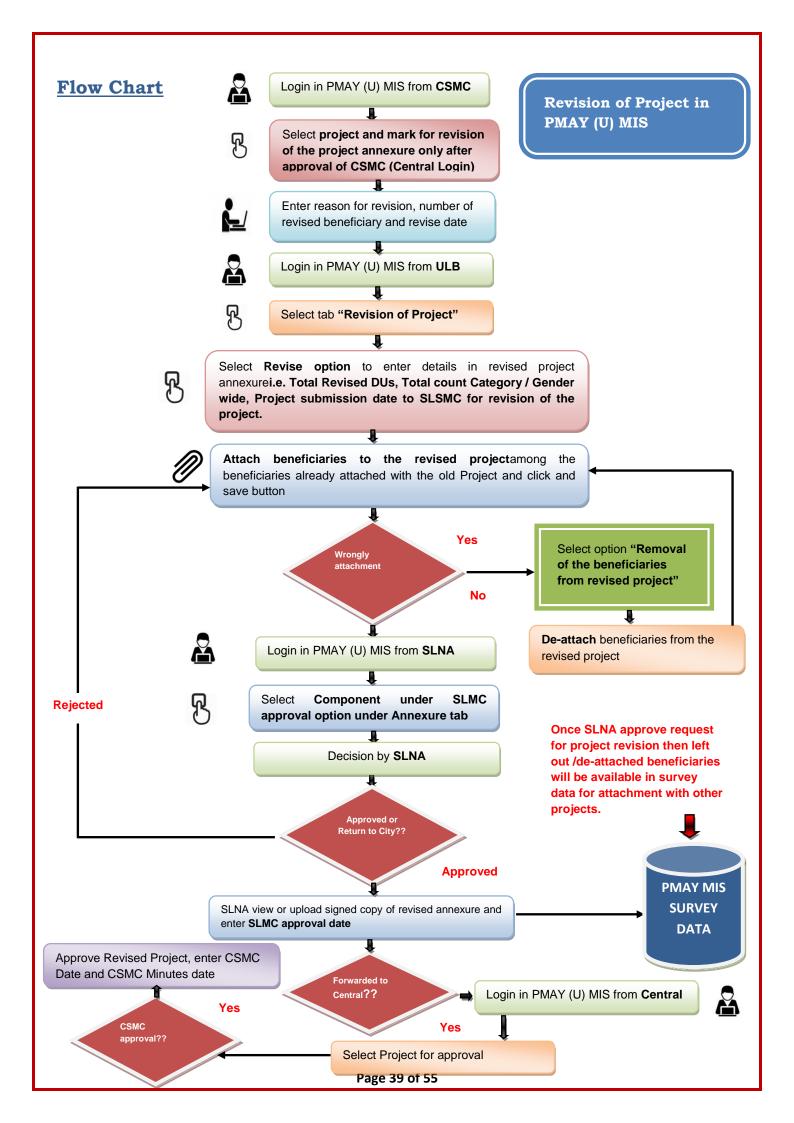
#### Introduction

Revision of Project means curtailment of beneficiaries in the Project and for revision of any project, approval of the CSMC is mandatory. ULB should have attached all the beneficiaries with a project before coming for revision of the project to CSMC.In the revised project ULB can select/de-select beneficiaries from their old (original) project only.

After the approval of CSMC, ULB can send request of Revision of Project to SLNA and SLNA after accepting the request will forward it to Central. After accepting the request by Central, ULB can revise their project within 15 days from the date of acceptance by Central. After the stipulated period (15 days) system won't allow to remove the beneficiary from the revised project.

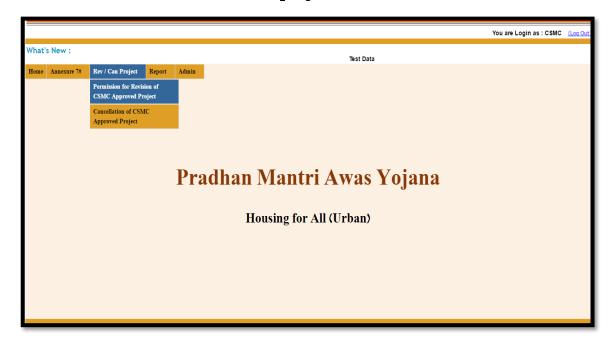
Note \*\* = In Revision of Project, ULB's can only remove the beneficiaries from the beneficiaries already attachedin the original project, and will not allow adding any beneficiaries.

- 1. For revision of any projects, approval of the CSMC is required.
- 2. Revision means, removal/reduction beneficiary.
- 3. After the approval of CSMC, cities will be allowed to revise/modify the CSMC approvedprojects.
- 4. Cities/ULBs want to revises their project; they have to contact Central MIS Expert to give the approval in the CSMC login.
- 5. Before approaching the MIS expert for the revision, Cities have to attach all thebeneficiaries in the CSMC approved project.
- 6. After the CSMS approval, in the revised project cities will be allowed to remove/reducethe beneficiary. It won't allow the cities to add any new beneficiaries in the revised project.
- 7. After the CSMC approval for revision, cities have to revise their project within 15 daysfrom the date of CSMC approval.
- 8. After the stipulated period (15 days) system won't allow to remove/reduce the beneficiary from the revised project.
- 9. After the approval of CSMC, the user has to revise the project, the old project details will be automatically shown in the revised project, as per the revision, the details will be modified and they have to attach the beneficiaries from the old project to the revised project.
- 10. System won't allow you to attach any new beneficiary in the revised project other thanthe beneficiaries in the old project. So attaching all the beneficiary with the project shouldbe completed before the submission of revision.
- 11. After the revision new project code will be assigned to the revised project, and the oldproject details will be archived for future reference.



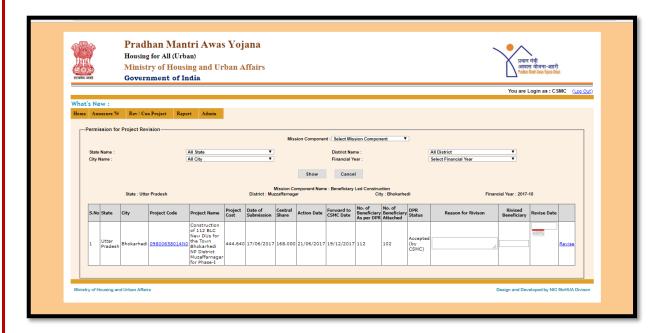
#### **Step-by-Step Process**

**Step 1: CSMC approval for Revision of project:**After approval of CSMC, Central can check request on CSMC Login for the revision of project, after the successfully login in MIS under the head of **Rev/Can project** as shown in screen below.



**Step 2:** After the selection of **Permission for revision of CSMC Approved Project** the following screen will appear. Select the component and the other details as per the user request and press the show button to display the projects details.





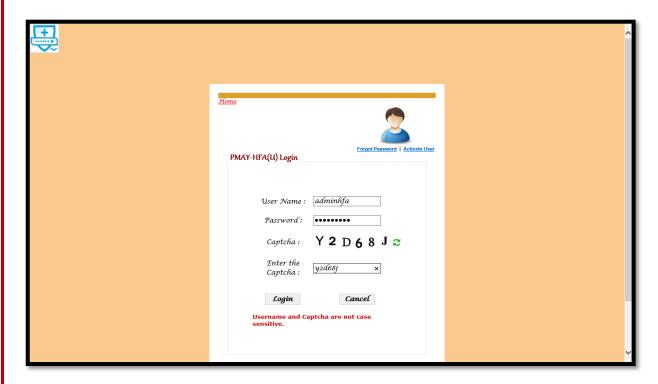
**Step 3:** Enter the reason for revision, number of revised beneficiary, revise date and then press the **Revise** to give permission to ULB to revise the project. Revision period will start automatically from the revise permission date.

#### Procedure to be followed at ULB level to revise the CSMC approved Projects

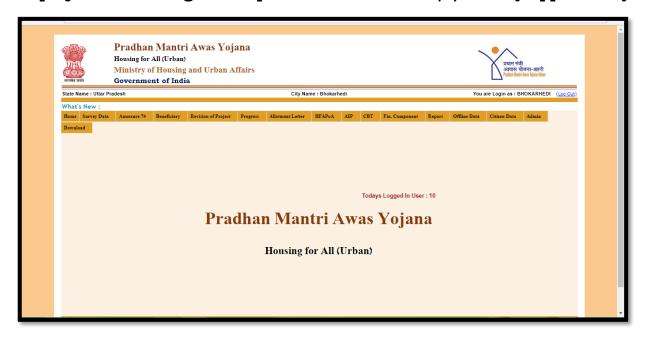
**Step 4:** Click on PMAY MIS button on home page, systemwill open PMAY (U) MIS login page.



**Step 5:** Please enter ULB user-id and password and entercaptcha code and click on login button.

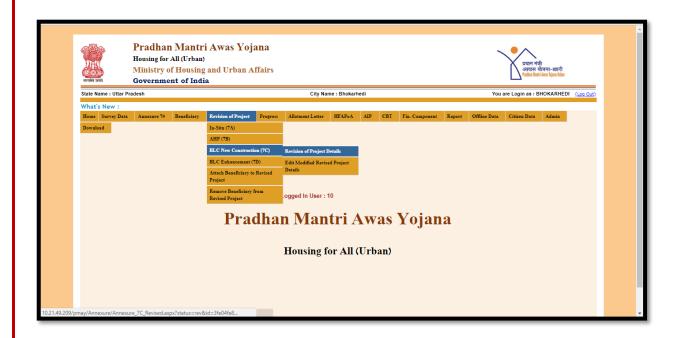


Step 6: On successfully login of ULB, system will displayhome page of ULB. On Menu barthere is option of Revision of Project to capture information related to Revision of projects according to components under PMAY (U) already approved by CSMC.



**Step 7: Under** ULB login user can select Revision of project for any component Mission under PMAY (U). Under each component two options will be available

- 1. Revision of Projects details and
- 2. Edit Modified Revised Projects Details

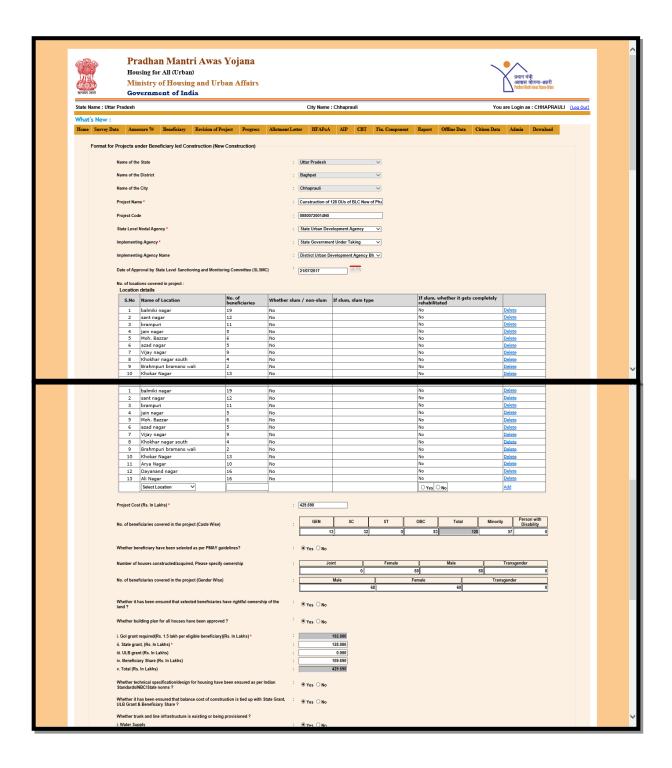


Step 8: While selecting the option "Revision of Project", system will display the projects for which the CSMC has given the permission to revises the project. If there is no project appearing that means CSMC (NMMU) has not given the revision permission and ULB have tocontact the NMMU team.

**Step 9:** Once ULB select the **Revision of Projects Details**the following screen will display.



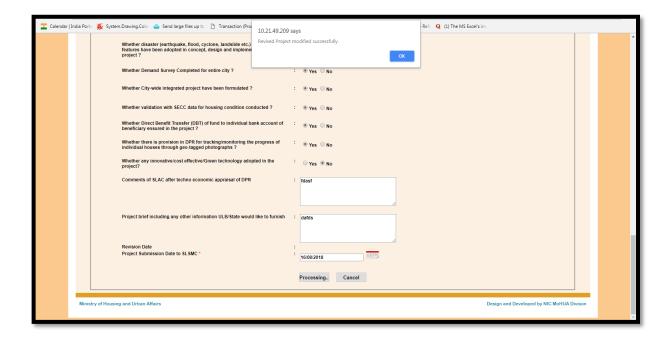
**Step 10:** ULB can select **Revise** option to enter details of revised project. After selecting Revise option, the old project details will be automatically shown in the project to be revised as shown in screen below.



Note: \*\* System won't allow you to attach/de-attach any new beneficiary in the revised project other than the beneficiaries already attached in the old project. So attachment of allthe beneficiaries with the project should be completed before the submission of revision.

**Step 11:** ULB has to enter information according to revised projects under sections as mentioned below:-

- 1. Delete no of location of covered in the project.
- 2. Change no of beneficiaries covered in the project Category-wise and Genderwise.
- 3. Comments under comment box of SLAC after appraisal of DPR.
- 4. Some brief of Project including any information ULB like to inform.
- 5. Enter revision date on which project submission to SLSMC and click on **Save** Button.
- 6. After clicking onsave, the message "Revised Project modified successfully" will be displayed.



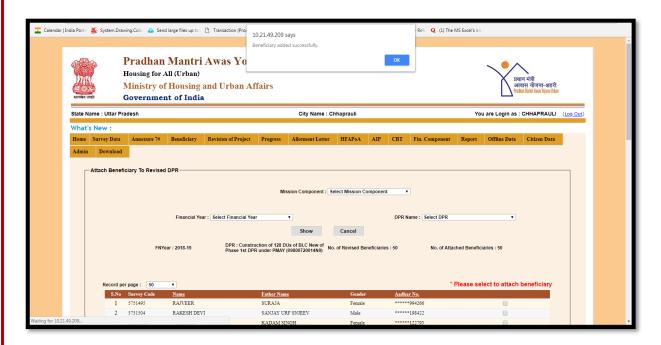
**Step 12:** After Save successfully ULB can go to option **Attach beneficiary to revise project on screen .**ULB selects component and financial year and DPR name of revised project and then click on show button.



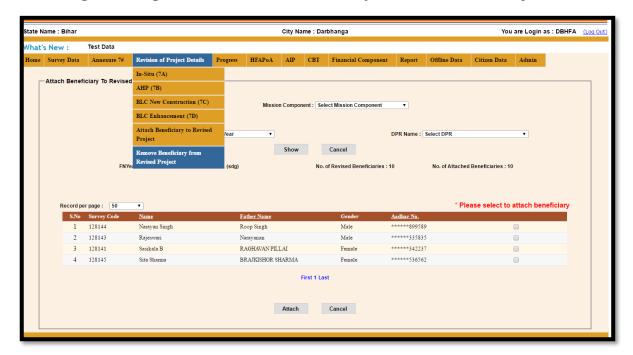
**Step 13:** After saving the project details, users has to attach the beneficiaries with this revised project from the old project beneficiaries. After clicking show button the grid of beneficiary details will open as shown in screen below.



**Step 14:** After selecting beneficiary of revised project user can click on Attach button then the message of **Beneficiary Added Successfully**will be shown on screen. Now the request of revision of project will go to SLNA from ULB.

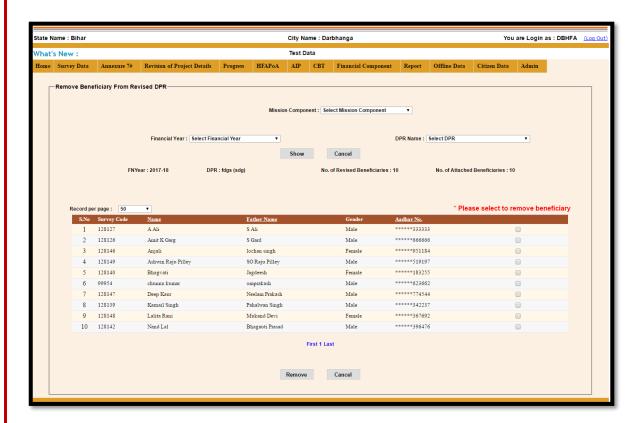


**Step 15:** In case while attaching beneficiaries, if ULB hasattached any beneficiary wrongly, then wrong beneficiary can be removed from the revised project by using the following menu option "Remove Beneficiary from Revised Project"

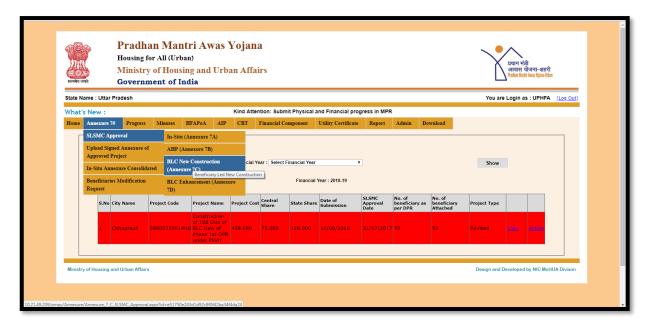


**Step 16:** While selecting "**Remove beneficiary from revised project**" system will display all the beneficiaries attached with that revised project. ULB can select the beneficiary to be removed and then press the remove button.

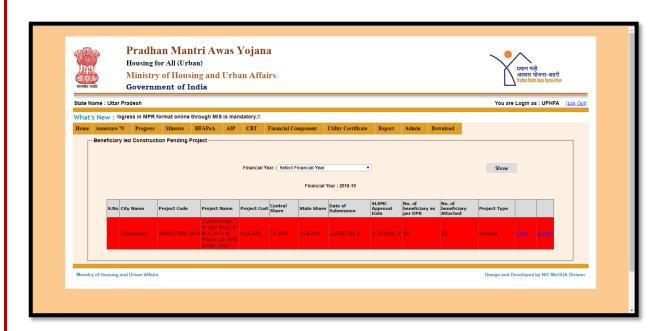
Note: \*\* This provision can be done till SLNA doesn't approve the revision request and upload signed copy of revised Annexure in PMAY MIS.



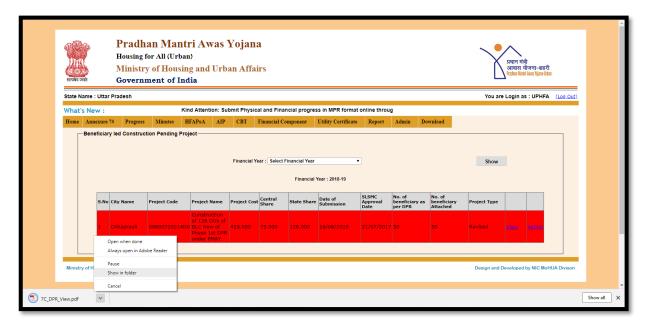
**Step 17:**After the revision of project, the revised project will be shown in the Annexure menu of the SLNA login.

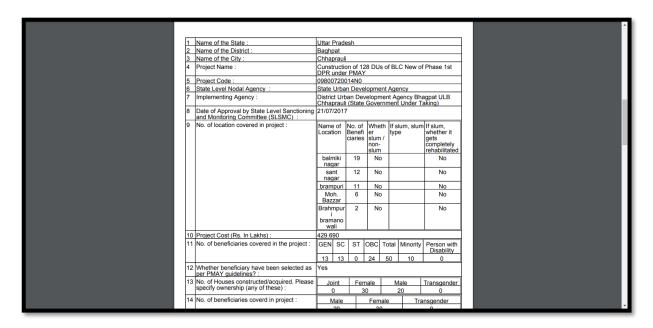


**Step 18:** Therewill be two options will be available for SLNA i.e.**View** and **Action** on request for revision of project.

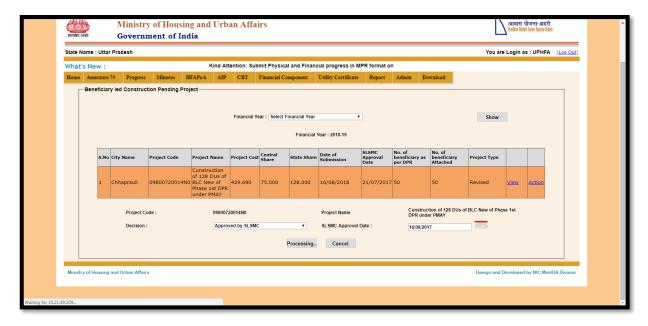


**Step 19:** After selecting View option, the PDF of revised Annexure would be available for check.SLNA can download and check the new Annexure of revised project. After the revision new Annexure ID (project code) will be assigned to the revised project, and the old project details will be archived for future reference.

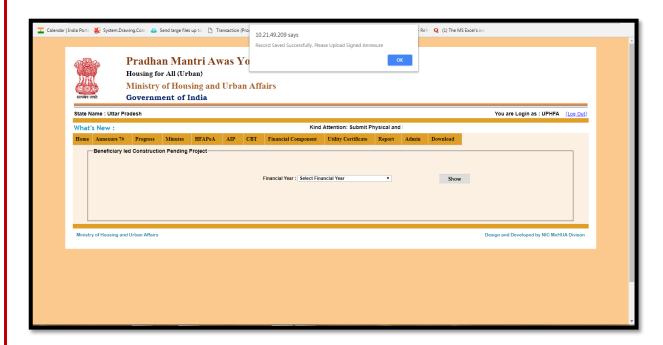




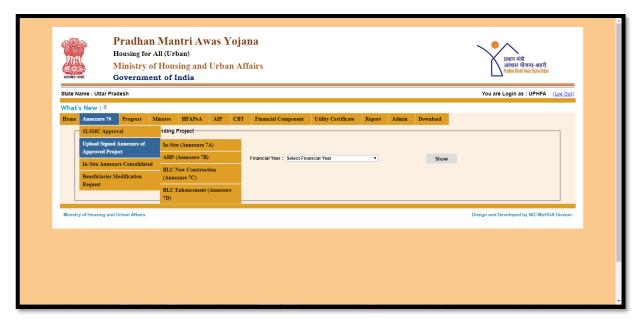
**Step 20:** After View the revised Annexure SLNA can select **Action** option and fill Decision taken by SLNAand SLSMC Approve Date.



Now after Action taken by SLNA the message for upload signed Annexure will be shown on screen.



Step 21: Now SLNA can select option "Upload Signed Annexure of Approved Project" for uploading.



**Step 22:** After the approval of SLNA, the beneficiaries those who were attached in the old project but later left out in the revised project will be available in the survey to attach with new project (Annexure)



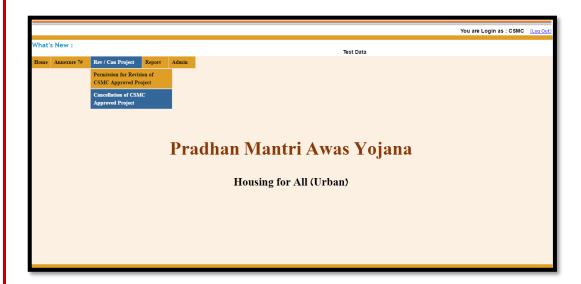
**Step 23:** The revised projects are shown in the different colour (red) and the project type as revised.SLNA can take print of the Annexure of the revised project and then select **"Action"** option. After selection Action the following screen will display:

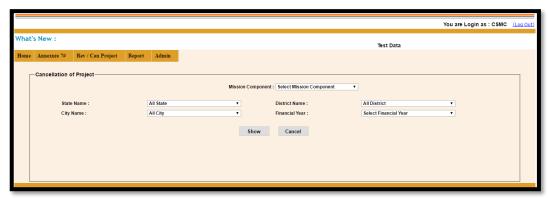


**Step 24:** In above screen SLNA can write his/her remarks and select the decision date. Thereafter SLNA has to upload the signed Annexure and will click on save button. Now revised project will be shown under Central login.

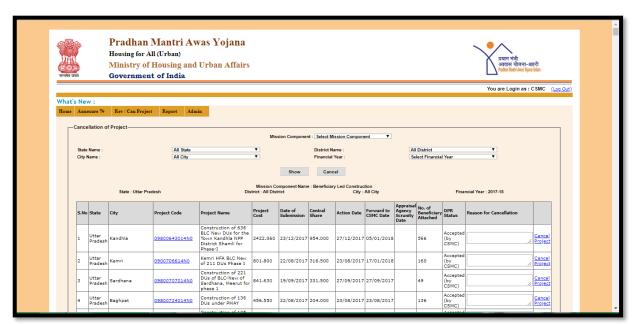
### **CSMC Login Cancellation decision**

**Step 1: Cancellation of Project:** CSMC can cancel the projects even afterCSMC approvalunder option Rev/Can Projects from Central login.





**Step 2:** Enter the reason for cancelation and then select the cancel projects.



Once the project is cancelled by CSMC, then all the beneficiaries attached with that project will be released and available to ULB to attach with other project.

Note:\*\* The above said ULB and SLNA login activities have to be completed in the stipulated time period from the date of approval of CSMC. After the time period lapsed, system will not allow ULB and State to perform any activity in the revised project.

# For any clarification/query kindly contact the below

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# PMAY URBAN MIS PMAY GEOTAGGING

