



महिला एवं
बाल विकास मंत्रालय
MINISTRY OF
WOMEN AND
CHILD DEVELOPMENT



PRADHAN MANTRI MATRU VANDANA YOJANA (PMMVY)

PMMVY TOOLKIT



Government of India
Ministry of Women and Child Development



PRADHAN MANTRI MATRU VANDANA YOJANA (PMMVY)

PMMVY TOOLKIT

**Government of India
Ministry of Women and Child Development**



CONTENTS

ITEM 1: Clearing Due-list Pendency	9
AWW/ASHA — Roles and Responsibilities	9
Supervisor/ANM — Roles and Responsibilities	10
Sanctioning Officer (CDPO/MO) — Roles and Responsibilities	11
DNO & SNO — Roles and Responsibilities	11
 ITEM 2A: Clearing Pre-registered Cases: Pending FRS / Face-Auth	 12
AWW/ASHA — Roles and Responsibilities	12
Supervisor/ANM — Roles and Responsibilities	14
Sanctioning Officer (CDPO/MO) — Roles and Responsibilities	14
DNO & SNO — Roles and Responsibilities	14
 ITEM 2B: Clearing Pre-registered Cases: NPCI Pendency	 15
AWW/ASHA— Roles and Responsibilities	15
Supervisor/ANM — Roles and Responsibilities	18
Sanctioning Officer (CDPO/MO) — Roles and Responsibilities	18
DNO & SNO — Roles and Responsibilities	18
 ITEM 3: Clearing First-Child Second-Instalment (FCSI) Cases	 19
AWW/ASHA — Roles and Responsibilities	19
Supervisor/ANM — Roles and Responsibilities	20
Sanctioning Officer (CDPO/MO) — Roles and Responsibilities	21
DNO & SNO — Roles and Responsibilities	21
 ITEM 4: Reducing Zero Enrolment/ Entered AWCs	 22
AWW/ASHA— Roles and Responsibilities	22
Supervisor/ANM — Roles and Responsibilities	23
Sanctioning Officer (CDPO/MO) — Roles and Responsibilities	23
DNO & SNO — Roles and Responsibilities	23



ITEM 5: Clearing Pending Applications – Supervisor, SO, SNO	24
Supervisor/ANM – Roles and Responsibilities	24
Sanctioning Officer (CDPO/MO) – Roles and Responsibilities	25
DNO – Roles and Responsibilities	25
SNO – Roles and Responsibilities	25
ITEM 6: Clearing Grievances and Appeals – SO, SNO & SAA	26
Sanctioning Officer (CDPO/MO) – Roles and Responsibilities	26
SNO – Roles and Responsibilities	26
State Appellate Authority (SAA) – Roles and Responsibilities	26
ITEM 7: Add Aadhaar Details of Field Functionaries (AWW/ASHA)	27
AWW/ASHA – Roles and Responsibilities	27
Supervisor/ANM – Roles and Responsibilities	28
Sanctioning Officer (CDPO/MO) – Roles and Responsibilities	28
ITEM 8: Registration of e-signature	29
Sanctioning Officer (CDPO/MO) – Roles and Responsibilities	29
SNO – Roles and Responsibilities	30
Annexure 1	31
AWW/ASHA Troubleshooting Quick-Reference	31
Annexure 2	32
All Tutorial Videos Links and QR Codes	32
Annexure 3	34
All Awareness Video Links and QR Codes	34
Annexure 4	35
Key Reports and Indicators	35



Acronyms

Acronym	Full Form
ANC	Antenatal Care
ANM	Auxiliary Nurse Midwife
ASHA	Accredited Social Health Activist
AWC	Anganwadi Centre
AWW	Anganwadi Worker
BASE	Bharat Aadhaar Seeding Enabler
CBE	Community-Based Event
CDPO	Child Development Project Officer
DBT	Direct Benefit Transfer
DNO	District Nodal Officer
FCSI	First-Child Second-Instalment
FF	Field Functionary
FRS	Facial Recognition System
IPPB	India Post Payments Bank
LGD	Local Government Directory
LMP	Last Menstrual Period
MCP Card	Mother and Child Protection Card
MIS	Management Information System
MO	Medical Officer
NPCI	National Payments Corporation of India
OTP	One-Time Password
PFMS	Public Financial Management System
PMMVY	Pradhan Mantri Matru Vandana Yojana
PT	Poshan Tracker
QR (code)	Quick Response (code)
SAA	State Appellate Authority
SNO	State Nodal Officer
SO	Sanctioning Officer
ULB	Urban Local Body
UIDAI	Unique Identification Authority of India
VHSND	Village Health Sanitation and Nutrition Day
WCD	Women and Child Development





ITEM 1:

CLEARING DUE-LIST PENDENCY

The Anganwadi Worker can enrol a beneficiary in two ways:

1. Beneficiary Registration [**Home Screen** → **Beneficiary Registration**]
2. Due-List [**Home Screen** → **Due-List of Potential Beneficiaries from Poshan Tracker**] — a list that is generated automatically from Poshan Tracker once the AWW registers a woman for Anganwadi services. For regular and prompt registration, AWWs must clear their due-list regularly to ensure that eligible cases do not lapse.

 **YouTube Tutorials:**



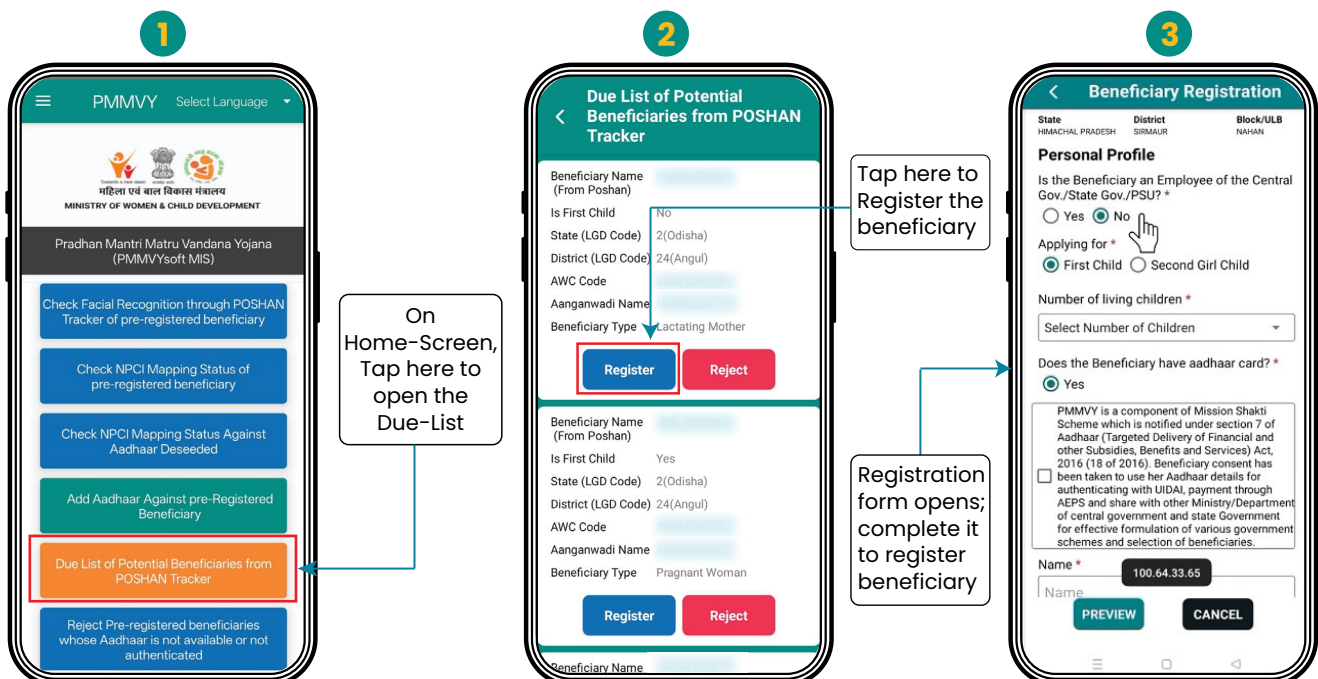
[Hindi
Due-list](#)



[English
Due-list](#)

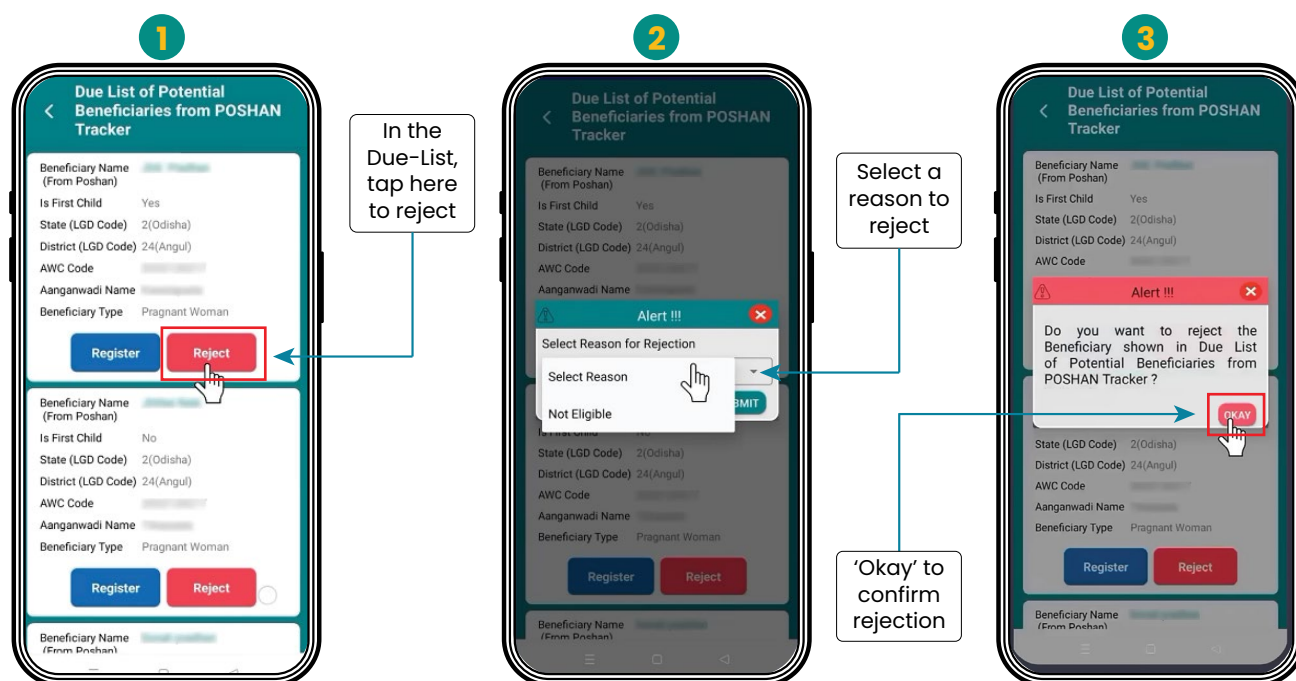
AWW/ASHA — Roles and Responsibilities

1. Registration through Due-list



Before submitting for registration, confirm that the beneficiary is not a government employee/functionary, as well as the number of children, Aadhaar number, date of birth, pregnancy-related information, and eligibility documents.

2. Rejection through Due-list



- When to reject: If the beneficiary is already registered, a duplicate entry, not eligible under PMMVY, or doesn't belong to your Anganwadi Centre.
- If an eligible beneficiary is rejected by mistake, use "Beneficiary Registration" on the home page to restart the process and register her.

Supervisor/ANM – Roles and Responsibilities

- Monitor which AWCs in the sector have pending due-list cases, and which cases have lapsed (due-list entries that have surpassed LMP + 570 days lapse).
- Reports to check:
 - **Due-list of the potential beneficiaries from Poshan Tracker for PMMVY report** [Reports: Due-List from Poshan Tracker → Due-list of the potential beneficiaries from Poshan Tracker for PMMVY report]. In this report, check Column (B): 'Time lapsed cases' (these cases should not increase further) and Column (E): 'Total remaining of due-list to take action' (this number for each AWC should ideally be zero, i.e., no case pending in Due-List).
 - **Due-list Segmented by Time-Left for Registration** [Reports: Due-List from Poshan Tracker → Due-List Segmented by Time-left for Registration]. In this report, check and ensure rapid action on cases lapsing in 30 days (Column A) and make sure that no cases lapse.
- Review pending cases with the concerned AWWs during the sector meeting and get them cleared.
- Share Due-list tutorials and orient them on the process during sector meetings.

Sanctioning Officer (CDPO/MO) – Roles and Responsibilities

- Monitor due-list pendency consolidated across all sectors/Supervisors in the project/block.
- Reports to check: Same as mentioned in Supervisor Section.
- Organise monthly review meetings with Supervisors; follow up on sectors/AWCs with high pendency or lapsed cases.

DNO & SNO – Roles and Responsibilities

- Monitor District-wise/Project-wise due-list clearance rate and lapsed-case trend. Identify districts and projects with higher Due-list pendency and increasing lapsed cases.
- Reports to check: Same as mentioned in Supervisor Section.
- Flag underperforming districts/projects to the DNO/CDPO and track the state-wide clearance trend over time.
- Plan and strategize orientations, refreshers and open-house sessions, especially for districts/projects that have higher pendency.

Key Reports Snapshot:

- Due-list of the potential beneficiaries from Poshan Tracker for PMMVY report:

Due List of the Potential Beneficiaries from POSHAN Tracker for PMMVY Report

Excel Print < Back

S.No	State	No. of Records shown at AWC (whose AWC Codes are matching with POSHAN Tracker) (A)	Time Lapsed Cases (B)	Beneficiary entered on or after 01-07-2025 (C)	No. of Rejected Records (D)	Total cases remaining of due list to take action (E = A - (B+C+D))	Beneficiaries who have been rejected from PT due-list but directly entered through PMMVYsoft MIS on or after 01-07-2025
	Total	19862643	6461771	3730490	4574942	5095440	1012763
1	ANDAMAN AND NICOBAR ISLANDS	3346	306	1153	1571	316	228

Column (B): 'Time lapsed cases' (these cases should not increase further)

Column (E): 'Total remaining of due-list to take action' (this number for each AWC should ideally be zero, i.e., no case pending in Due-List).

- Due-list Segmented by Time-Left for Registration

Due-list segmented by time left for registration Report

Excel Print < Back

S.No	State	Cases lapsing in less than 30 days (A)	Cases lapsing in 31-90 days (B)	Cases lapsing in more than 90 days (C)	Total Cases (A+B+C)
	Total	699336	1081723	3314281	5095340
1	ANDAMAN AND NICOBAR ISLANDS (35)	25	38	253	316

Column (A): Cases lapsing in 30 days, ensure rapid action on these cases and make sure that no cases lapse.

ITEM 2A:

CLEARING PRE-REGISTERED CASES: PENDING FRS / FACE-AUTH

Beneficiaries whose face is not recognised during registration accumulate in the pre-registered category. Their face recognition can be done through following two ways in the PMMVY Portal:

1. FRS through Poshan Tracker: **[Home Screen → Check Facial Recognition through Poshan Tracker of pre-registered beneficiary]**
2. Face Authentication through Mobile App: **[Home Screen → Face Authentication of pre-registered beneficiaries whose FRS from PT not done]**

 **YouTube Tutorials FRS:**



[Hindi FRS](#)



[English FRS](#)

 **YouTube Tutorials Face-Auth:**



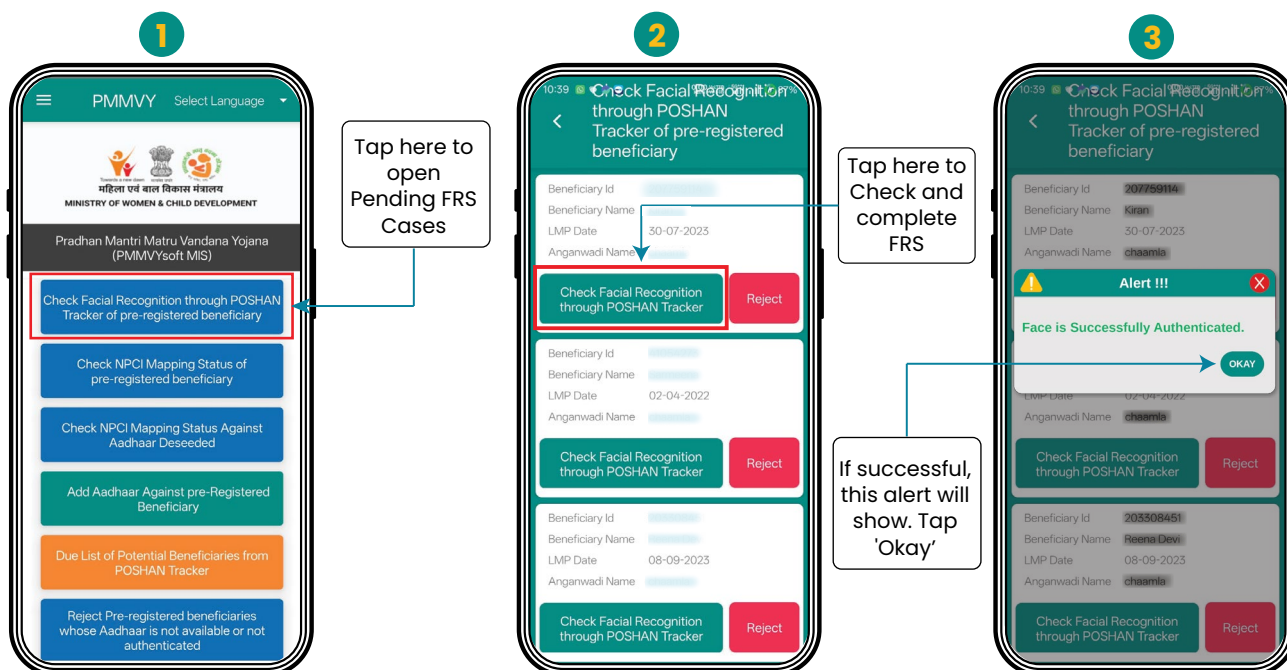
[Hindi Face-Auth](#)



[English Face-Auth](#)

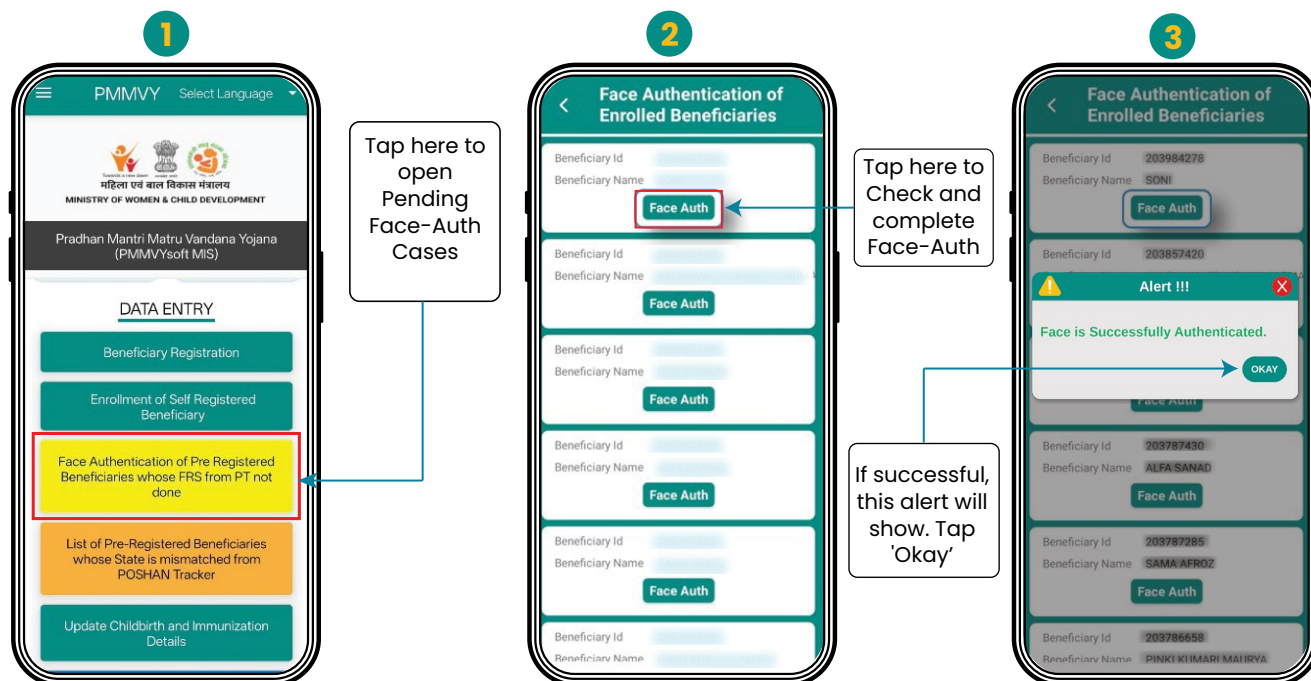
AWW/ASHA — Roles and Responsibilities

1. Check Facial Recognition Through Poshan Tracker



- If the Check FRS is not working you can clear the cache and retry again.
- If Check FRS is not successful, try Face-Authentication.

2. Face-Authentication of Pre-registered Beneficiaries



- It is crucial to install the Aadhaar FaceRD app from the Play-Store before doing this step.
- Capture the photo correctly: switch to the back camera if the front one opens by default; ensure good lighting and a plain, light-coloured background; keep the beneficiary's face straight and clearly visible.
- When the face fits the frame correctly, the frame turns green — ask the beneficiary to blink and the photo captures automatically.
- If Face Authentication indicates that the biometrics do not match, retry after some time.
- If it still doesn't work, update the Aadhaar biometrics at the nearest Aadhaar Seva Kendra and retry after the biometrics are updated.



Supervisor/ANM – Roles and Responsibilities

- Monitor AWC-wise FRS/Face-Auth pendency across the sector.
- Reports to check:
 - **Pre-registered Beneficiaries in PMMVY report** [Reports: Pre-registered Beneficiaries → Pre-registered beneficiaries in PMMVY]. Key Indicators in the report: 'Total Pre-registered Beneficiaries', 'Beneficiaries for whom neither FRS from Poshan Tracker nor Face Authentication from UIDAI has been completed' and 'Beneficiaries not mapped with NPCI'.
- Follow up with AWWs at the sector meeting on AWCs with high pendency.
- Ensure timely verification of the applications of such beneficiaries, as they are already delayed.
- Orient AWWs on the right procedures through the YouTube Tutorials.

Sanctioning Officer (CDPO/MO) – Roles and Responsibilities

- Monitor sector-wise consolidated FRS/Face-Auth pendency.
- Reports to check: Same as mentioned in Supervisor Section.
- Review with Supervisors; follow up on sectors that are lagging or showing no progress.

DNO & SNO – Roles and Responsibilities

- Monitor state-wide FRS/Face-Auth pendency trend.
- Reports to check: Same as mentioned in Supervisor Section.
- Flag underperforming districts/projects to the DNO/CDPO and track the state-wide clearance trend over time.
- Plan and strategize orientations, refreshers and open-house sessions, especially for districts/projects that have higher pendency.

Key Reports Snapshot:

- Pre-registered Beneficiaries in PMMVY report

Pre-registered Beneficiaries in PMMVY Report

Excel Print

< Back

Search:

S.No	State	Total Pre Registered Beneficiaries	Beneficiaries Without Aadhaar or Aadhaar is not Authenticated	Rejected Beneficiaries without Aadhaar or Aadhaar is not Authenticated	Beneficiaries Not mapped with NPCI	Beneficiaries for whom neither FRS from POSHAN Tracker nor Face Authentication from UIDAI has been completed	Rejected beneficiaries for whom neither FRS from POSHAN Tracker nor Face Authentication from UIDAI has been completed	Face Authentication of Beneficiaries is mandatory after 24 Hrs of Registration because FRS is done from different State/UT in POSHAN Tracker (Face Auth of only two such beneficiary can be done in a day)	Rejected Pre-Registered Beneficiaries
	Total	1211642	54990	13002	616753	542753	29564	4198	43952
1	ANDAMAN AND NICOBAR ISLANDS (35)	110	3	0	69	33	10	1	10

Key Indicators:

Total Pre-registered Beneficiaries

Total NPCI Pendency

Total FRS/Face-Auth Pendency

ITEM 2B:

CLEARING PRE-REGISTERED CASES: NPCI PENDENCY

A beneficiary's bank account must be Aadhaar-seeded/NPCI-mapped for the beneficiary to be successfully enrolled and to receive the maternity benefit under PMMVY. Two actions address these challenges:

1. Check NPCI mapping status [**Home Screen → Check NPCI Mapping Status of pre-registered beneficiary.**]
2. Check NPCI mapping status Aadhaar de-seeded [**Home Screen → Check NPCI Mapping Status Against Aadhaar Deseeded**]. This is to address those cases where Aadhaar was seeded during the time of enrolment, but was found to be not seeded during the payment process.

 **YouTube Tutorials:**



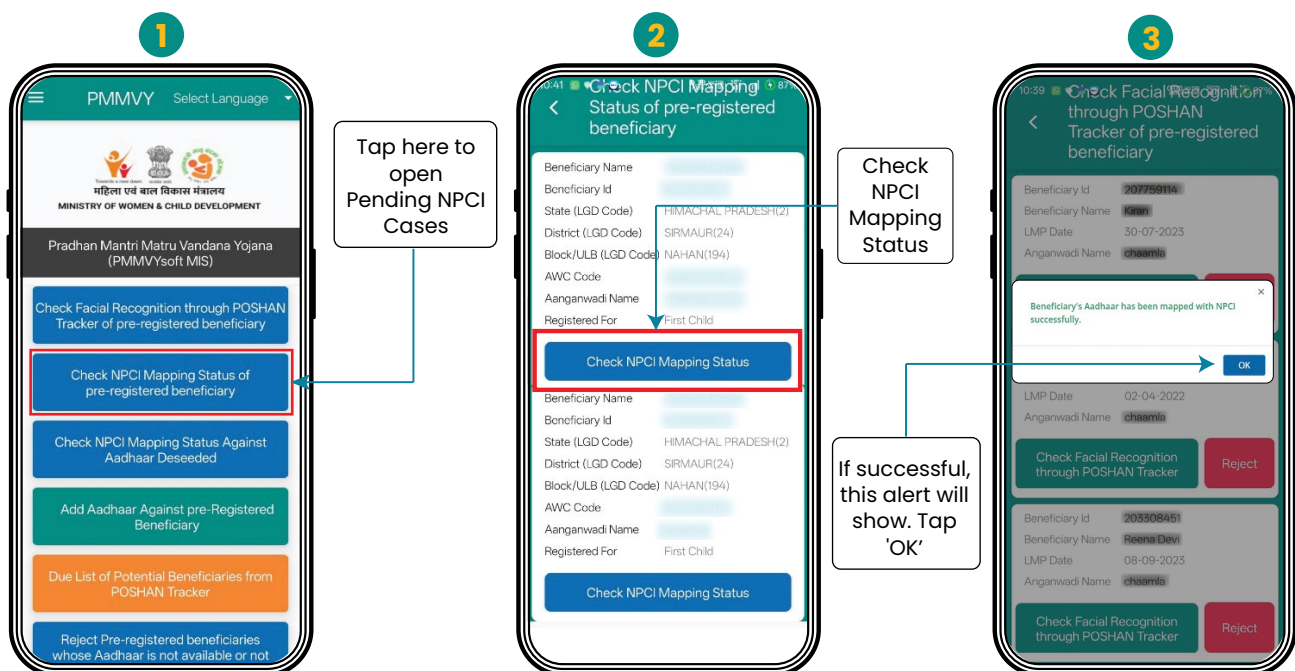
[Hindi Aadhaar Seeding/
NPCI Mapping](#)



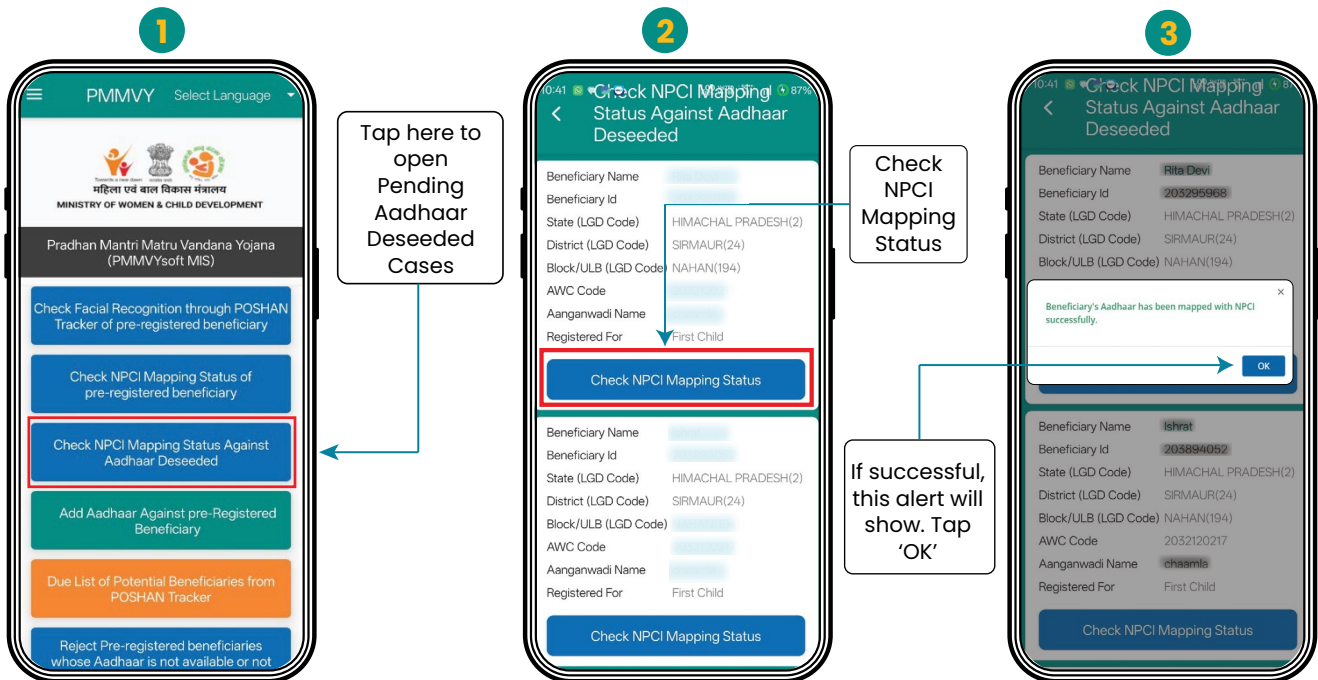
[English Aadhaar Seeding/
NPCI Mapping](#)

AWW/ASHA — Roles and Responsibilities

1. Check NPCI mapping status of Pre-registered Beneficiaries



2. Check NPCI mapping status Aadhaar de-seeded



- Guide the beneficiary to complete Aadhaar seeding through any one of the following methods:
 - The NPCI/BASE portal ([NPCI Website Link](#), See process 3)
 - Directly through the bank branch, or
 - A new Aadhaar-seeded, DBT-enabled account through India Post Payments Bank (IPPB)



- If the beneficiary's bank name doesn't show in the list of banks on the BASE portal, she will have to go to a bank branch to get NPCI mapping done or open a new NPCI mapped post-office account.
- If you can't access the BASE portal, try switching to incognito mode in your browser.

3. Process to do NPCI Mapping (go to <https://www.npci.org.in/>)



Supervisor/ANM – Roles and Responsibilities

- Monitor AWC-wise NPCI mapping pendency across the sector.
- Reports to check:
 - **Pre-registered Beneficiaries in PMMVY report** [[Reports: Pre-registered Beneficiaries → Pre-registered beneficiaries in PMMVY](#)]. Key Indicators in the report: 'Total Pre-registered Beneficiaries', 'Beneficiaries not mapped with NPCI' and 'Beneficiaries for whom neither FRS from Poshan Tracker nor Face Authentication from UIDAI has been completed'.
- Follow up with AWWs at the sector meeting on beneficiaries still not DBT-enabled.
- Ensure timely verification of the applications of such beneficiaries, as they are already delayed.
- Orient on how to do online NPCI mapping through BASE Portal using the tutorials.
- Support in micro-planning of camps.
- Guide AWWs to promote financial inclusion and awareness in their villages/wards.

Sanctioning Officer (CDPO/MO) – Roles and Responsibilities

- Monitor sector-wise consolidated NPCI mapping pendency.
- Reports to check: Same as mentioned in Supervisor Section.
- Review with Supervisors; follow up on sectors with high pendency.
- Plan NPCI mapping and Face-Authentication Pendency clearance camps, especially in the high pendency sectors.

DNO & SNO – Roles and Responsibilities

- Monitor district/state-wide NPCI-mapping status.
- Reports to check: Same as mentioned in Supervisor Section.
- Flag underperforming districts/projects to the DNO/CDPO and track the state-wide clearance trend over time.
- Ensure Pre-registered beneficiary pendency is one of the key indicators reviewed during PMMVY review meetings.

ITEM 3:

CLEARING FIRST-CHILD SECOND-INSTALMENT (FCSI) CASES

The second instalment of ₹2,000 for the first child is released after the child's birth and immunisation details are updated in the 2nd instalment form. The application for the 2nd instalment automatically opens after LMP + 368 days and can be accessed under "Update Childbirth and Immunisation" on the portal. AWWs must update these details promptly to ensure that eligible mothers receive the second instalment on time.

YouTube Tutorials:



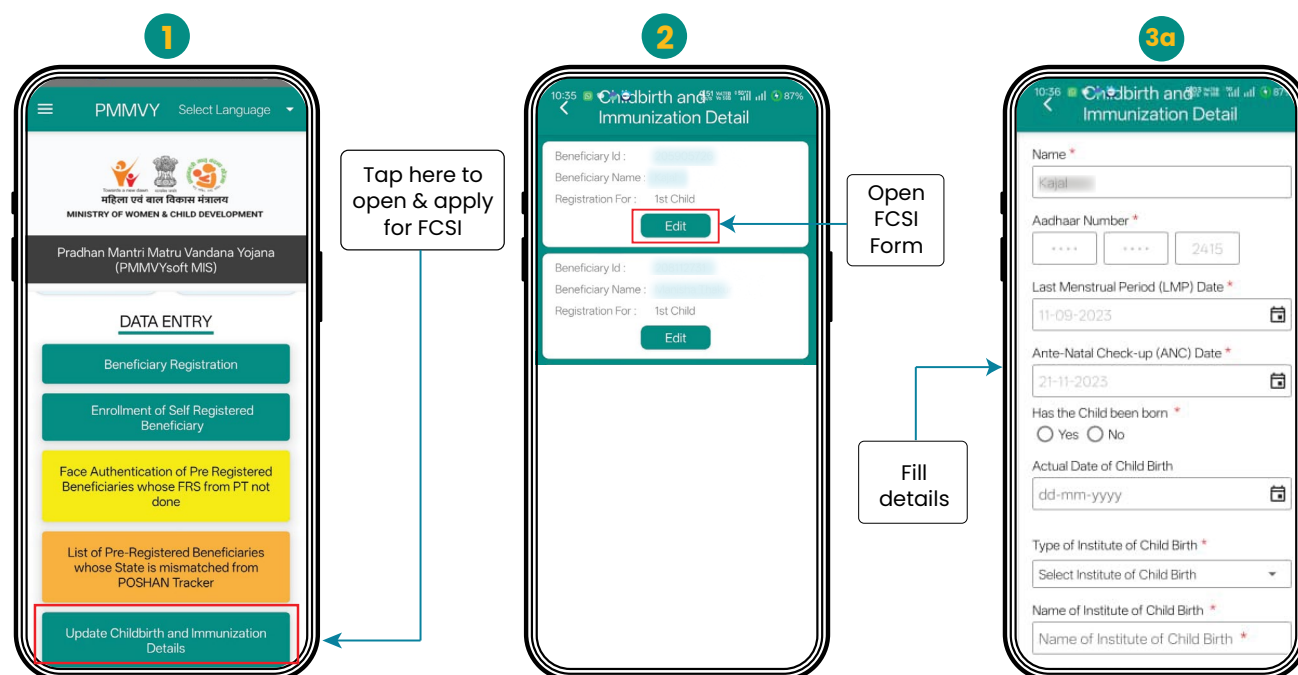
[Hindi FCSI Application](#)



[English FCSI Application](#)

AWW/ASHA — Roles and Responsibilities

1. Applying for First Child Second Instalment (FCSI) | Update Childbirth and Immunisation





To keep pendency low, review the “Update Childbirth and Immunisation” tab after every VHSND session and make sure all due entries are filled and submitted for verification.

If successful, this alert will show. Tap 'Okay'

4

Immunization Detail

Gender_Child1 *

☐ Male ☒ Female

Availed JSY Benefit

☐ Yes ☒ No

Was Vaccination Recorded on MCP Card? *

☐ Yes ☒ No

Alert !!!

Immunization detail has been added successfully.

OKAY

22-03-2025

☒ Vaccination on 10th week

24-04-2025

☒ Vaccination on 14th week

26-05-2025

SUBMIT CANCEL

Fill details and submit

3b

Name of Institute of Child Birth *

Name of Institute of Child Birth *

Number of Children Born in this Pregnancy

Select Number of Children

Availed JSY Benefit

☐ Yes ☒ No

Was Vaccination Recorded on MCP Card? *

☐ Yes ☒ No

Vaccinations Given *

☐ Vaccination at Birth

dd-mm-yyyy

☐ Vaccination on 6th week

dd-mm-yyyy

☐ Vaccination on 10th week

dd-mm-yyyy

☐ Vaccination on 14th week

dd-mm-yyyy

SUBMIT CANCEL

Vaccination schedule

Sr. No.	Timing
1	At birth
2	6 weeks
3	10 weeks
4	14 weeks

Supervisor/ANM – Roles and Responsibilities

- Mission mode monitoring and follow-up of AWC-wise pendency of 2nd-instalment (childbirth/Immunisation update) cases.
- Reports to check:
 - **LGD-WCD Hierarchy Pendency Status:** [Reports: Pendency at Stakeholder Level → LGD-WCD Hierarchy Pendency Status]. In this report check and monitor indicator “Pending at FF for filling up”. This is the total number of FCSI pending at AWW login.
 - **Descriptive Status- Instalment wise (since 01-04-2025):** [Reports: Important Statistics of PMMVY → Descriptive Status- Instalment wise (since 01-04-2025)]. In this report, total FCSI applications (in the last two years) applied and paid can be tracked.
- Extensively disseminate tutorial videos on FCSI among AWWs. Give hands-on orientation of same during sector meetings.
- Timely verify the submitted FCSI applications.

Sanctioning Officer (CDPO/MO) – Roles and Responsibilities

- Monitor sector-wise 2nd-instalment pendency, consolidated across Supervisors.
- Reports to check: Same as mentioned in Supervisor Section.
- Ensure timely payment generation and sanction of the pending cases.
- Review with Supervisors; ensure verified cases are approved without delay.
- Conduct field visits to identify the reasons for persistent FCSI pendency.

DNO & SNO – Roles and Responsibilities

- Monitor district-wide and state-wide 2nd-instalment disbursement rate/pendency.
- Reports to check: Same as mentioned in Supervisor Section.
- Plan a mission mode strategy to reduce FCSI pendency at the earliest.

Key Reports Snapshot:

- LGD-WCD Hierarchy Pendency Status:

LGD – WCD Hierarchy Pendency Status Report

[Excel](#) [Print](#)

Second Instalment								
Pending at FF for filling up	Pending at FF for verification (Self Registered Beneficiary)	Pending at SUP for verification	Pending at SO for approval	Pending at SO for payment generation	Pending at SO for payment Approval	Pending at SNO for onward pushing to PFMS	Total Pendency at Stakeholder Level	Pending for Payment at PFMS
1962062	13252	240221	83305	91350	65964	91647	585739	2122073
311	0	25	9	14	63	3	114	591

Total Pending FCSI

- Descriptive Status – Instalment wise (since 01-04-2025) report:

Descriptive Status – Instalment-wise (Since 01-04-2025) Report

Select Financial Year*

All

[Excel](#) [Print](#)

S.No	State	First Child - First Instalment Applied	First Child - First Instalment Paid	% of First Child - First Instalment Paid	First Child - Second Instalment Applied	First Child - Second Instalment Paid
	Total	13414008	8732167	65.10	8500153	4959812
1	ANDAMAN AND NICOBAR ISLANDS	3325	2187	65.77	2343	1583

Tracking FCSI Applied

ITEM 4:

REDUCING ZERO ENROLMENT/ ENTERED AWCs

A “Zero AWC” is an Anganwadi Centre that hasn’t registered a single PMMVY beneficiary in the given period (a financial year unless specified). The goal is to identify such AWCs and get eligible beneficiaries enrolled in these AWCs.

 **YouTube Tutorials:**



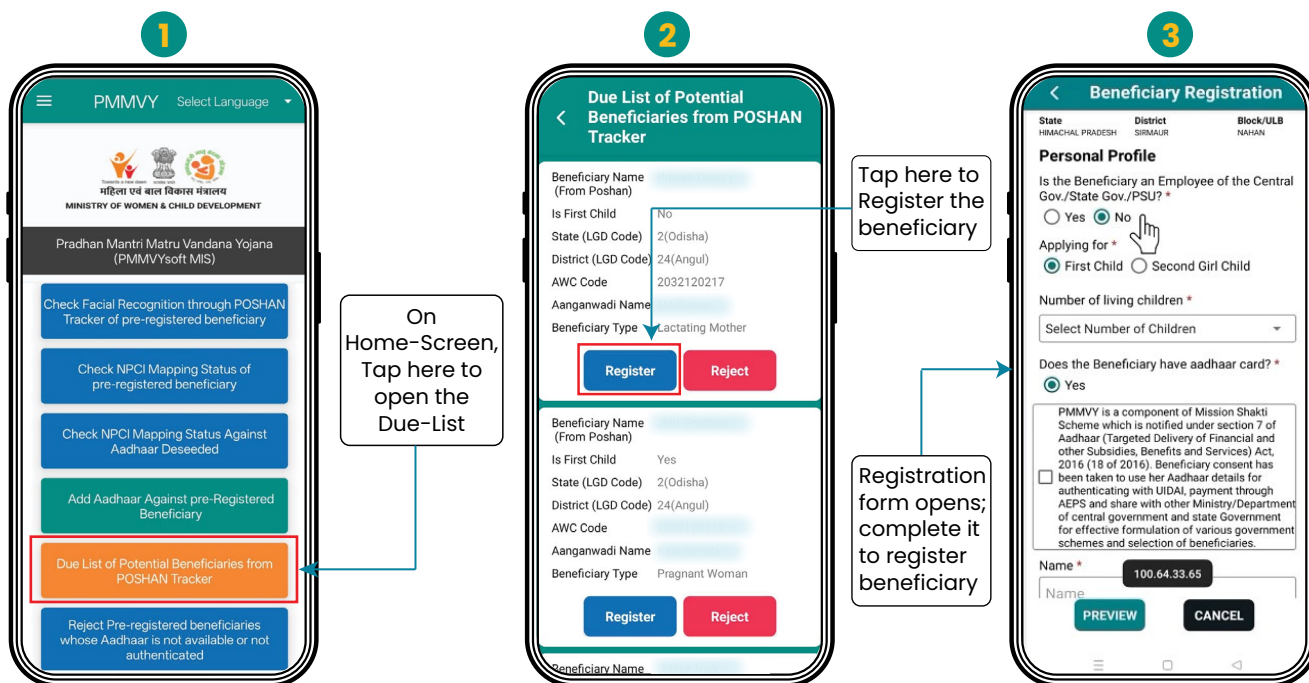
[Hindi
Due-list](#)



[English
Due-list](#)

AWW/ASHA — Roles and Responsibilities

- Check the due-list and any known eligible pregnant women/lactating mothers in the AWCs coverage area.



1

On Home-Screen, Tap here to open the Due-List

2

Tap here to Register the beneficiary

Registration form opens; complete it to register beneficiary

3

Beneficiary Registration

State: HIMACHAL PRADESH District: SIRMAUR Block/ULB: NAHAN

Personal Profile

Is the Beneficiary an Employee of the Central Gov./State Gov./PSU? *

☐ Yes ☒ No

Applying for *

☒ First Child ☐ Second Girl Child

Number of living children *

Select Number of Children

Does the Beneficiary have aadhaar card? *

☒ Yes

PMMVY is a component of Mission Shakti Scheme which is notified under section 7 of Aadhaar (Targeted Delivery of Financial and other Subsidies, Benefits and Services) Act, 2016 (18 of 2016). Beneficiary consent has been taken to use her Aadhaar details for authenticating with UIDAI, payment through AEPS and share with other Ministry/Department of central government and state Government for effective formulation of various government schemes and selection of beneficiaries.

Name *

100.64.33.65

PREVIEW CANCEL

- Check Poshan Tracker beneficiaries that have been registered in Poshan Tracker and can be possible beneficiaries of PMMVY.
- Coordinate with the ANM to obtain a complete list of women who were pregnant in the village/ward during the last one and a half years.

- Check and clear all pendencies related to pre-registered beneficiaries.
- Mobilise community through VHSND and other CBEs to reach out for registration in PMMVY.
- Reports to check:
 - **PMMVY Implementation Status financial year wise:** [Reports: *WCD Hierarchy Wise → PMMVY Implementation Status Financial Year-wise*]; Check “Entered” and “Enrolled” in this and last financial year through this report.
 - **Pre-registered beneficiaries in PMMVY:** [Reports: *Pre-registered Beneficiaries → Pre-registered beneficiaries in PMMVY*]; Check ‘Total Pre-registered Beneficiaries’, ‘Beneficiaries not mapped with NPCI’ and ‘Beneficiaries for whom neither FRS from Poshan Tracker nor Face Authentication from UIDAI has been completed’.
 - **Due-list of the potential beneficiaries from Poshan Tracker for PMMVY:** [Reports: *Due-List from Poshan Tracker → Due-list of the potential beneficiaries from Poshan Tracker for PMMVY*]. In this report check, Column (B): ‘Time lapsed cases’ (these cases should not increase further) and Column (E): ‘Total remaining of due-list to take action’ (this number for each AWC should ideally be zero, i.e., no case pending in Due-List).

Supervisor/ANM – Roles and Responsibilities

- Monitor the list of Zero AWCs in the sector in this financial year and the last financial year. Reach out to AWWs who have zero enrolment in both years.
- Reports and indicators to check: Same as mentioned in AWW section.
- Review the same during the sector meetings.

Sanctioning Officer (CDPO/MO) – Roles and Responsibilities

- Monitor the sector-wise count of Zero AWCs across the project/block and identify sectors with a higher percentage of Zero AWCs in this financial year.
- Review with Supervisors; follow up on AWCs that stay at zero over multiple review cycles.

DNO & SNO – Roles and Responsibilities

- Monitor the sector-wise Zero AWC count and trend. Identify whether there are any clustered, demographic, or geographical issues, or whether the trend is linked to a skill gap among field functionaries.
- Coordinate with the Department of Health to enable smoother coordination in the field among AWW, ASHA and ANM.
- Reports to check:
 - **Status of Institution having no Entered/Enrolled Beneficiary FY 26-27:** [Reports: *Monitoring reports – FY 26-27 → Status of Institution having no entered/enrolled Beneficiary FY 26-27*]
 - **Anganwadi Centres having no beneficiary entered/ enrolled in FY 26-27:** [Reports: *Monitoring reports – FY 26-27 → Anganwadi Centres having no beneficiary entered/ enrolled in FY 26-27*]



ITEM 5:

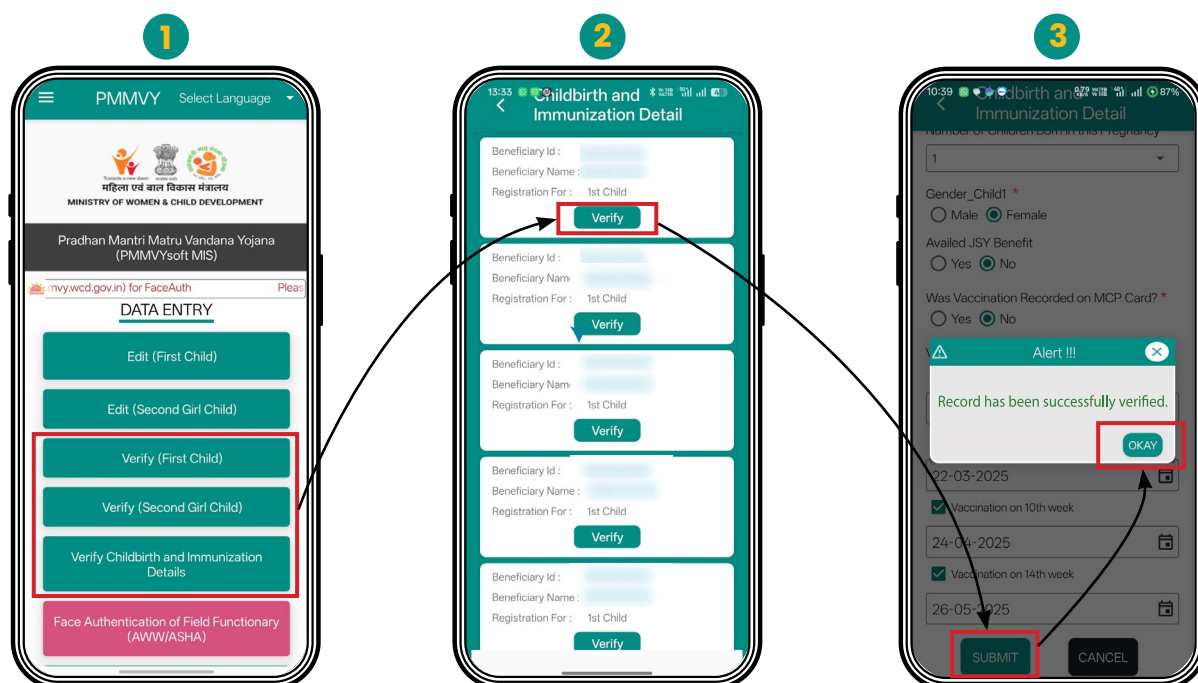
CLEARING PENDING APPLICATIONS — SUPERVISOR, SO, SNO

Supervisors must ensure that each application is duly checked and verified.

Supervisor/ANM – Roles and Responsibilities

- Verify (or Not Verify) pending Beneficiary Registration forms — First Child and Second Girl Child — without delay.
 - Where: [\[Data Entry → Verify \(First Child\) / Verify \(Second Girl Child\)\]](#)
- Verify pending Childbirth & Immunisation details submitted by AWWs.
 - Where: [\[Data Entry → Verify Childbirth and Immunisation Details\]](#)
- Reports to check: **LGD-WCD Hierarchy Pendency Status:** [\[Reports: Pendency at Stakeholder Level → LGD-WCD Hierarchy Pendency Status\]](#).

Verification by Supervisor



Sanctioning Officer (CDPO/MO) – Roles and Responsibilities

- Approve (or Reject) pending Beneficiary Registration forms already verified by Supervisors.
 - Where: [\[Data Entry → First Child Registration/ Second Girl Child Registration\]](#)
- Approve pending Childbirth & Immunisation details already verified by Supervisors.
 - Where: [\[Data Entry → Immunisation approval/ Second Girl Child Immunisation approval\]](#)
- Reports to check: **LGD-WCD Hierarchy Pendency Status:** [\[Reports: Pendency at Stakeholder Level → LGD-WCD Hierarchy Pendency Status\]](#).
- Once Approved, SOs will have to do Payment Generation of the approved applications.

DNO – Roles and Responsibilities

- Regularly monitor and review the performance of all projects in the district, including pendency across all application types (SO, Supervisor and AWW).
- Regularly track the pendency status and share it with CDPOs.

SNO – Roles and Responsibilities

- SNOs will have to complete Payment Approval of all the cases received from the SO.
- Monitor overall pendency across all verification/approval stages at the state level.
- Reports to check: **LGD-WCD Hierarchy Pendency Status:** [\[Reports: Pendency at Stakeholder Level → LGD-WCD Hierarchy Pendency Status\]](#).
- Review and follow up on projects with higher SO and Supervisor level pendency.



ITEM 6:

CLEARING GRIEVANCES AND APPEALS — SO, SNO & SAA

Grievances logged by beneficiaries need timely redressal by the Sanctioning Officer and the SNO.

Sanctioning Officer (CDPO/MO) — Roles and Responsibilities

- Review and resolve grievances logged at the project/block level.
 - Where: [\[Complaint → Pending Complaints → View details → Add closing remarks → Close\]](#)

State Nodal Officer (SNO) — Roles and Responsibilities

- Monitor state-wide grievance-redressal rate, pendency and dispose all pending grievances.
 - Where: [\[Complaint → Pending Complaints → View details → Add closing remarks → Close\]](#)
- For review and monitoring: [\[Complaint → Grievance Report\]](#)
- Resolve Appeals
 - Where: [\[Grievance Appeal → Pending Appeals → View details → Add closing remarks → Close\]](#)

State Appellate Authority (SAA) — Roles and Responsibilities

- Resolve all the appeals that have been escalated to SAA.
 - Where: [\[Grievance Appeal → Pending Appeals → View details → Add closing remarks → Close\]](#).

ITEM 7:

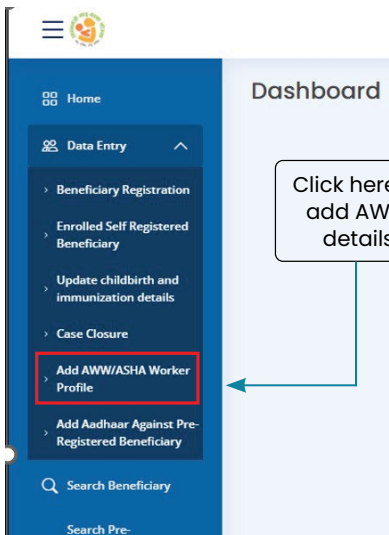
ADD AADHAAR DETAILS OF FIELD FUNCTIONARIES (AWW/ASHA)

For the incentive module to function in the intended manner, all AWW/ASHA need to add their Aadhaar details on the PMMVY Portal.

AWW/ASHA — Roles and Responsibilities

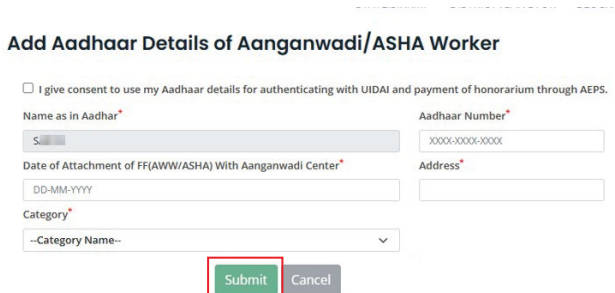
1. AWW/ASHA has to update her Aadhaar and other details on the PMMVY portal.

1



Click here to add AWW details

2

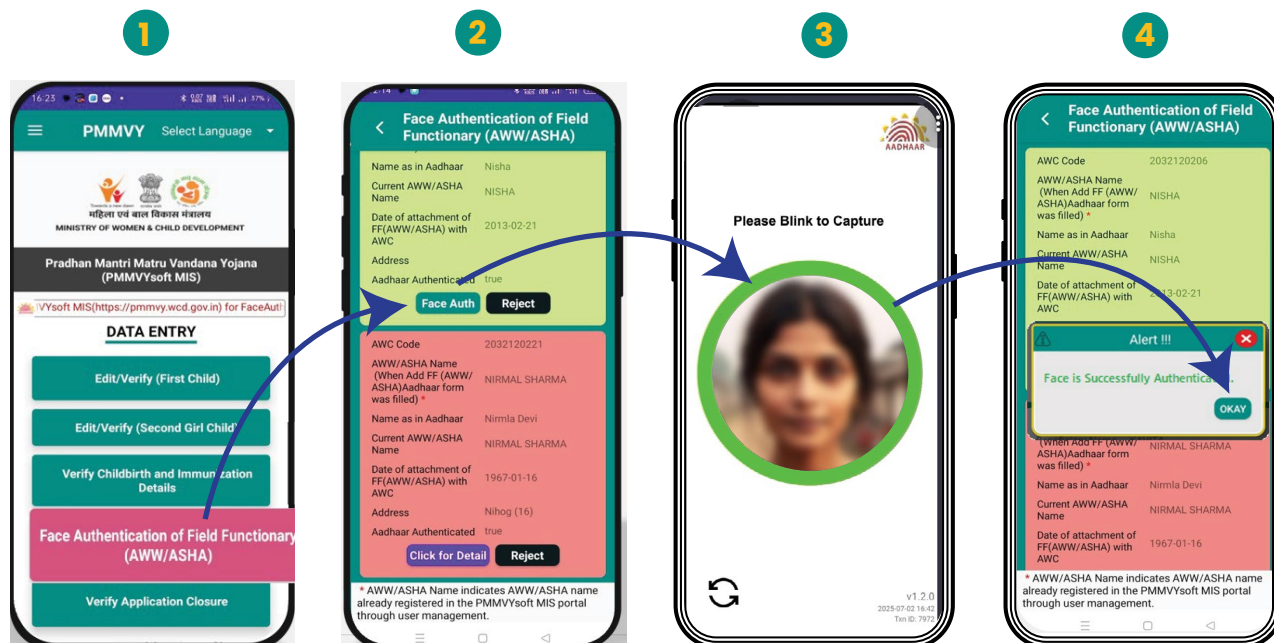


Enter Aadhaar, Date of Attachment, Address, Category and Submit.

Supervisor/ANM – Roles and Responsibilities

- Supervisor/ANM needs to verify and complete the face authentication of field functionaries.

2. Face Authentication of Field Functionary by Supervisor



- Supervisor/ANM also needs to update the residency period of AWWs/ASHAs.
 - Steps to Update Residency Period: Log in to the PMMVY App → Update Residency Period of FF (AWW/ASHA) in AWC → Submit

Sanctioning Officer (CDPO/MO) – Roles and Responsibilities

- SOs have to approve details of field functionaries to finalize the FF profile.
 - Steps: Log in to the PMMVY Portal → Data entry → FF Aadhaar details Approval for Incentive → Action → Approve/Reject
- Additionally, SOs have to approve "Residency period" of FF.
 - Steps: Data entry → Approval of Residency period of FF (AWW/ASHA) for incentive → Action → Approve/Reject

ITEM 8:

REGISTRATION OF e-SIGNATURE

All SOs and SNOs have to add their Aadhaar details on the PMMVY portal to enable e-Signature.

Sanctioning Officer (CDPO/MO) – Roles and Responsibilities

- To complete e-sign registration, SOs have to follow the steps stated below:

The screenshot illustrates the e-sign registration process on the PMMVY portal, divided into three numbered steps:

- Step 1:** The user is on the 'Dashboard'. In the left sidebar, the 'E-sign Registration' option is highlighted with a red box and a 'NEW' badge. A callout box points to this option, stating: 'Click on the "E-sign Registration" option to enter the Aadhaar details of SO'.
- Step 2:** The user is on the 'Add Aadhaar Details of Sanctioning Officer (CDPO/MO/THO) for e-Sign' form. The form includes fields for: Name as in Aadhar (with a note: '(If name is not same as in Aadhaar, Please contact to your concerned State Nodal Officer(SNO))'), Mobile Number, Aadhaar Number, Gender (a dropdown menu), and Date of Attachment of Sanctioning Officer (CDPO/MO/THO) with 'Urban Slum (1122503)' project. There are 'Submit' and 'Cancel' buttons at the bottom right. A callout box points to the form fields, stating: 'Enter required details and Submit'.
- Step 3:** A green confirmation message states: 'Record has been updated successfully.'

- Once the SO has submitted these details, it will proceed for SNO's approval.

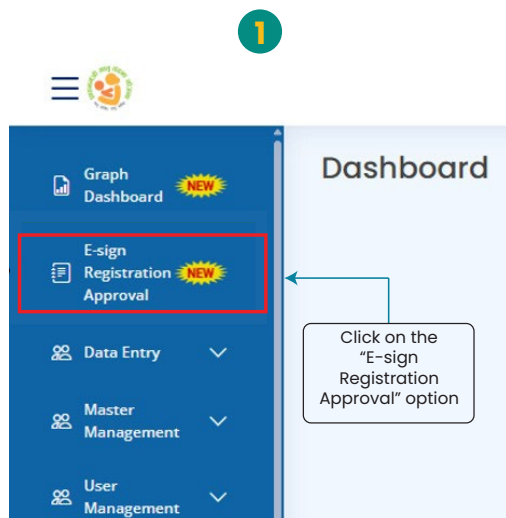


- In case of unsuccessful Aadhaar authentication, you may contact your SNO for correcting your name through User Management.
- In case, your name is already correct in User Management then please correct your name in Aadhaar.
- If the form is not being populated, then please contact your SNO to mark your Project code i.e., District => Block/ULB => Project code combination as "Correct Mapped" by using "Master Data Management".

SNO — Roles and Responsibilities

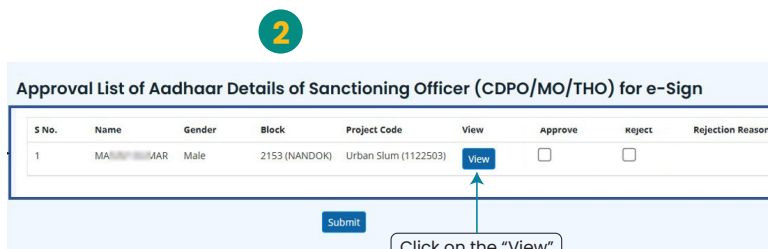
- SNO will approve Aadhaar details of SO (See process below).

1



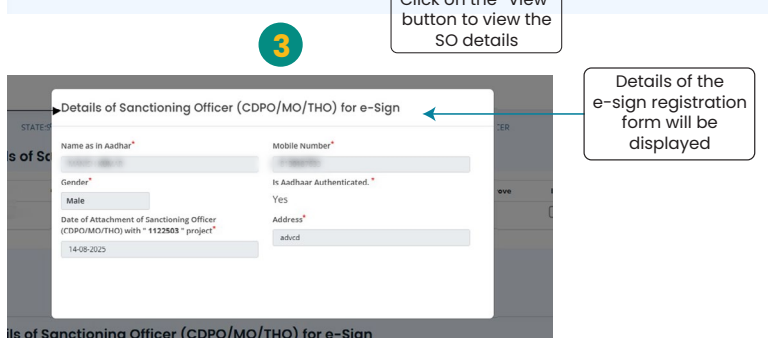
Click on the "E-sign Registration Approval" option

2



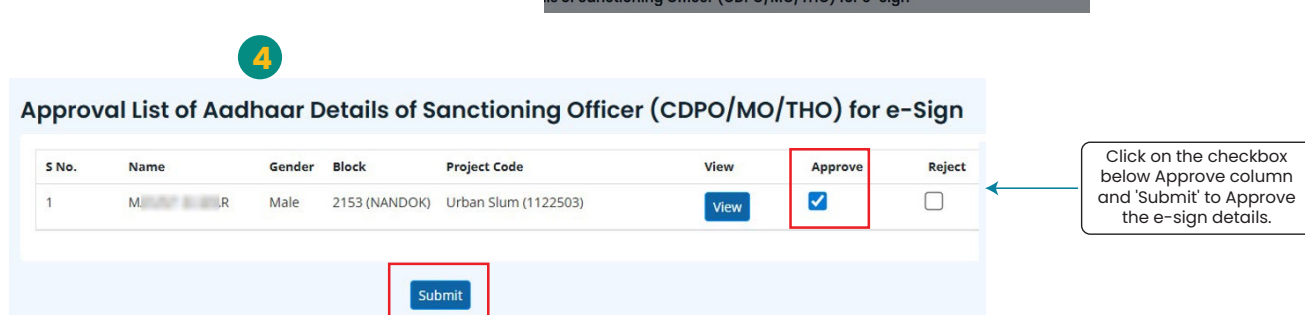
Click on the "View" button to view the SO details

3



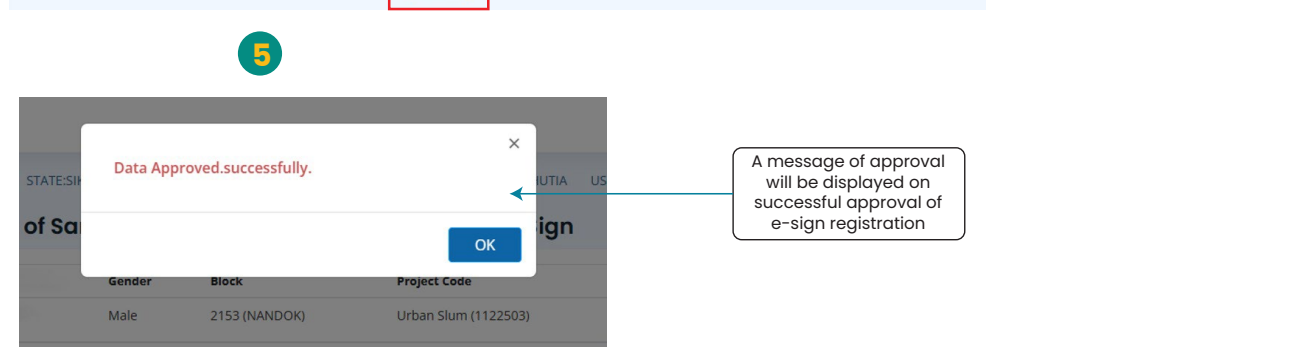
Details of the e-sign registration form will be displayed

4



Click on the checkbox below Approve column and 'Submit' to Approve the e-sign details.

5



A message of approval will be displayed on successful approval of e-sign registration

- Additionally, SNOs will update their own Aadhaar details; the process is similar to that for SOS' e-signatures.

Annexure – 1

AWW/ASHA Troubleshooting Quick-Reference

Issue	Suggestion
Face not recognized	Ensure adequate lighting. Keep the face straight and within the round frame. Remove spectacles if needed.
App running slowly	Clear the app cache: Apps → long-press the App Icon → App Info → Storage & Cache → “Clear Cache”. Then try again.
OTP not received	Check the mobile network. Ensure the mobile number is registered on the PMMVY Portal. Wait 10 minutes and try again.
Face Authentication not working	Before starting registration, ensure the AadhaarFaceRD app is installed from the Google Play Store.
Aadhaar authentication failed	Confirm the Aadhaar number entered matches the beneficiary and retry the face scan in better lighting. If the beneficiary’s Aadhaar is very old, get her bio-metrics updated at the Aadhaar Seva Kendra, then retry. Always keep Geo-location turned on.
App crashes during submission	Check the internet connection. Restart the PMMVYSoft app and log in again. Don’t close the app while filling the form.



Annexure – 2

All Tutorial Videos Links and QR Codes

1A How to change
PMMVY-Soft password

[Password Change](#)



1B PMMVY-Soft का पासवर्ड
कैसे बदले

[पासवर्ड चेंज](#)



2A How to register or reject
beneficiaries from Poshan
Tracker Due-list

[Due-List](#)



2B पोषण ट्रैकर से प्राप्त ड्यू-लिस्ट
से कैसे लाभार्थियों को
रजिस्टर या रिजेक्ट करें

[ड्यू-लिस्ट](#)

3A How to Register in
PMMVY using “FRS
through Poshan Tracker”
option

[FRS](#)



3B पोषण ट्रैकर के FRS के माध्यम
से PMMVY योजना में
लाभार्थियों का पंजीकरण
कैसे करें

[एफआरएस](#)



4A How to register for
PMMVY scheme through
Face Authentication
(Face-Auth)

[Face-Auth](#)



4B PMMVY ऐप में
Face Auth के माध्यम से
लाभार्थी पंजीकरण
कैसे करें?

[फेस-ऑथ](#)

5A Using Due-list for
PMMVY Registration

[Using Due-List](#)



5B ड्यू लिस्ट का प्रयोग करके
PMMVY योजना में
पंजीकरण

[ड्यू-लिस्ट का प्रयोग](#)



6A How to make your Bank
Account Aadhaar
Seeded/ DBT Enabled /
NPCI Mapped?

[NPCI Mapping](#)



6B बैंक अकाउंट को
आधार सीड/
डीबीटी इनेबल्ड / NPCI मैप
कैसे करें?

[NPCI मैपिंग](#)

7A AWW | How to apply
for the First Child –
Second Instalment
under PMMVY

[FCSI](#)



7B प्रधानमंत्री मातृ वंदना योजना
(PMMVY) के अंतर्गत पहले
बच्चे की दूसरी किश्त के लिए
आवेदन कैसे करें?

[दूसरी किश्त](#)



Annexure – 3

All Awareness Video Links and QR Codes

1A PMMVY - योजना का संक्षिप्त विवरण

[PMMVY - योजना का संक्षिप्त विवरण](#)



1B PMMVY - Scheme Overview

[PMMVY Overview](#)



2A PMMVY_Financial Benefit

[PMMVY- Financial Benefit](#)



2B PMMVY_सबसे अहम मोड़ पर ज़रूरी आर्थिक सहारा

[PMMVY- आर्थिक सहारा](#)

Annexure – 4

Key Reports and Indicators

S. No.	Report Name	Address	Key Indicators Available
1	PMMVY Implementation Status Financial year-wise	<i>Reports: WCD Hierarchy Wise → PMMVY Implementation Status Financial year-wise</i>	Financial year wise: Entered, Enrolled , Beneficiaries paid, Amount paid, instalment paid, Aadhaar not seeded, Face-Auth/FRS not done, Verification Status, Approval Status, Payment generated by SO, Approved by SNO, Sent to PFMS
2	Descriptive Status (Since inception of the scheme)	<i>Reports: Important Statistics of PMMVY → Descriptive Status (Since inception of the scheme)</i>	All time: Enrolled, Paid (at least one instalment), Total Amount Paid
3	Descriptive Status - Instalment wise (Since 01-04-2025)	<i>Reports: Important Statistics of PMMVY → Descriptive Status - Instalment wise (Since 01-04-2025)</i>	Instalment Applied, Instalment Paid, First Child Second Instalment (FCSI) Applied
4	Pre-registered Beneficiaries in PMMVY	<i>Reports: Pre-registered Beneficiaries → Pre-registered Beneficiaries in PMMVY</i>	All time: Total Pre-registered beneficiaries , Aadhaar not authenticated, NPCI not mapped, Face-auth/FRS not done
5	Due-list of potential beneficiaries from Poshan Tracker for PMMVY	<i>Reports: Due-List from Poshan Tracker → Due-list of potential beneficiaries from PT for PMMVY</i>	Total Cases pending in due-list, Time-lapsed cases, Total Cases received from PT



S. No.	Report Name	Address	Key Indicators Available
6	Due-list Segmented by time-left for registration	<i>Reports: Due-List from Poshan Tracker → Due-list segmented by time left for registration</i>	Cases lapsing within 30 days
7	LGD-WCD Hierarchy Pendency Status	<i>Reports: Pendency at Stakeholder Level → LGD-WCD Hierarchy Pendency Status</i>	All time: Instalment wise Application, Pendency of applications at each level, First Child Second Instalment (FCSI) Pending
8	Status of Institution having no Entered/ Enrolled Beneficiary - FY 26-27	<i>Reports: Monitoring reports - FY 26-27 → Status of Institution having no entered/ enrolled Beneficiary - FY 26-27</i>	AWC with Zero entered, AWC with Zero enrolled (only for FY 26-27)
9	Anganwadi Centres having no beneficiary entered/ enrolled in FY 26-27	<i>Reports: Monitoring reports - FY 26-27 → Anganwadi Centres having no beneficiary entered/ enrolled in FY 26-27</i>	District-wise line list of AWCs with Zero entered and Zero enrolment
10	Grievance 14/21 Day report	<i>Reports: Grievances → Dashboard → Reports → Grievance 14/21 Day report</i>	At SO/SNO level: Pending for 0-14 days, Pending for 15-21 days, Pending for more than 21 days (Similarly for disposed)

