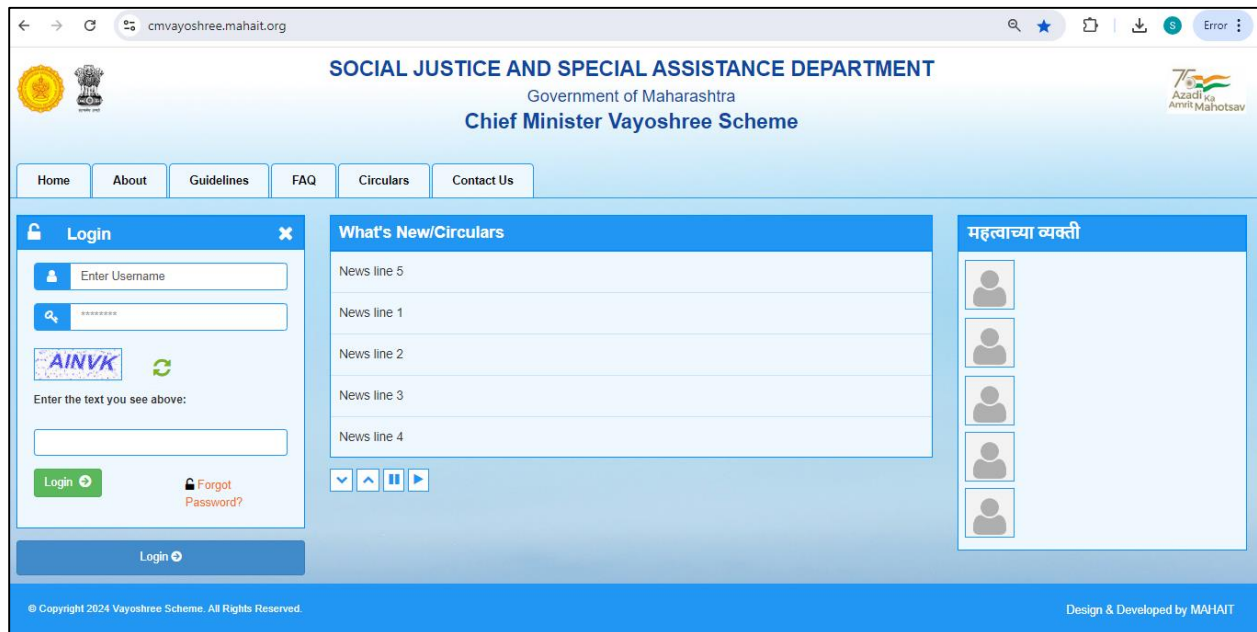


# Steps to Upload Beneficiary Data on the Chief Minister Vayoshree Portal

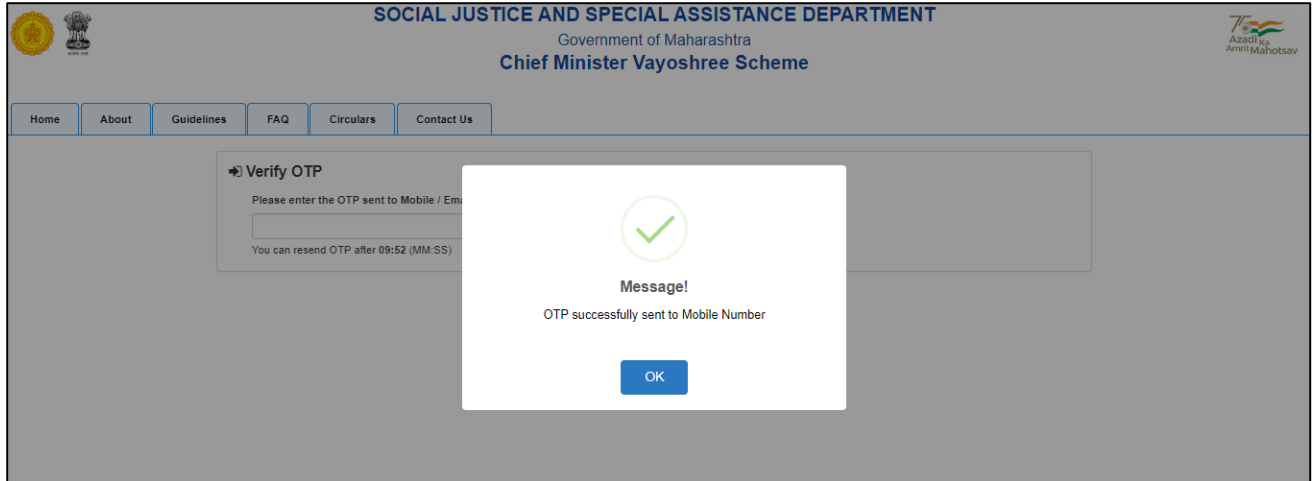
## A. District Login

- To login into District Level, user need to open a compatible browser, type the URL of the portal – <https://cmvayoshree.mahait.org/> and hit enter.

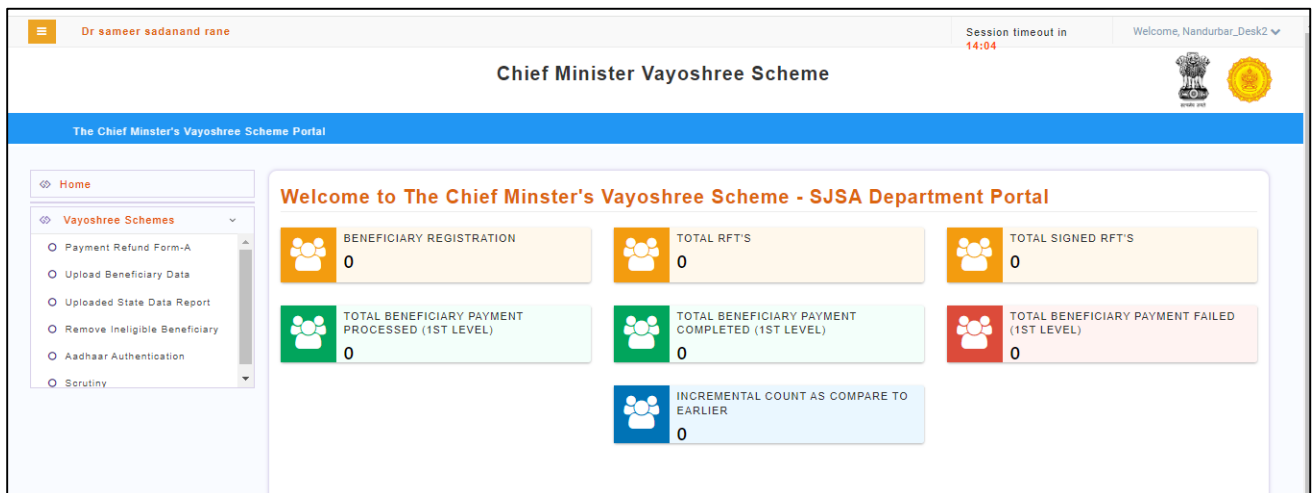


Landing Page of the Portal

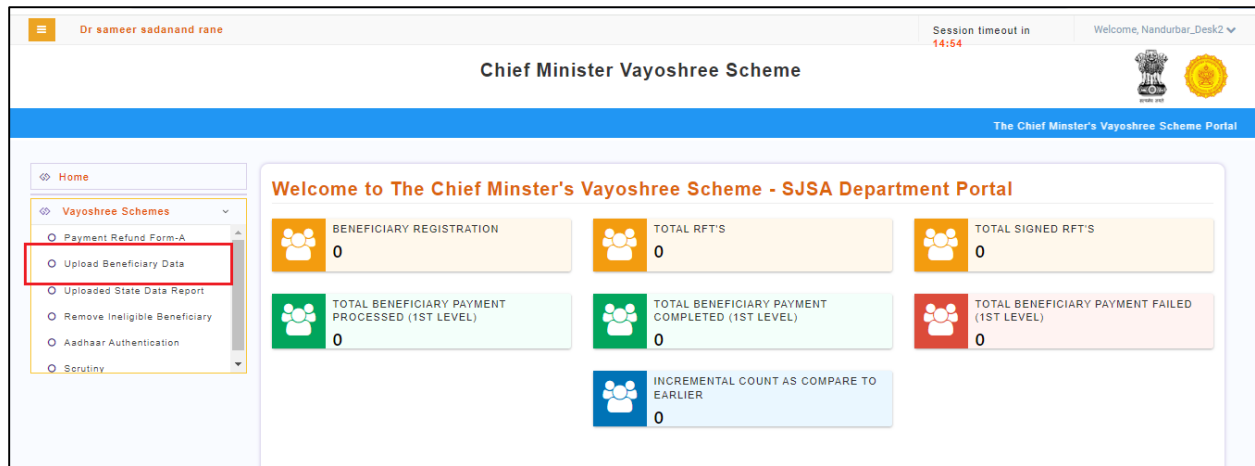
- MahaiT has provided all district logins to the Social Justice and Special Assistance (SJSA) department.
- After the Web Portal is open on screen, the User needs to enter the Username and Password in the login section available on the portal.
- After entering the user credentials OTP will be sent to the registered mobile number of the District User.



- The District User will enter the OTP received on their Mobile
- After entering the OTP and clicking on the Verify OTP button the user will be successfully logged into the portal.




## B. Beneficiary Data Upload from District Login



The screenshot shows the Chief Minister Vayoshree Scheme portal. The user is logged in as 'Dr sameer sadanand rane'. The dashboard displays the following statistics:

Category	Value
BENEFICIARY REGISTRATION	0
TOTAL RFT'S	0
TOTAL SIGNED RFT'S	0
TOTAL BENEFICIARY PAYMENT PROCESSED (1ST LEVEL)	0
TOTAL BENEFICIARY PAYMENT COMPLETED (1ST LEVEL)	0
TOTAL BENEFICIARY PAYMENT FAILED (1ST LEVEL)	0
INCREMENTAL COUNT AS COMPARE TO EARLIER	0

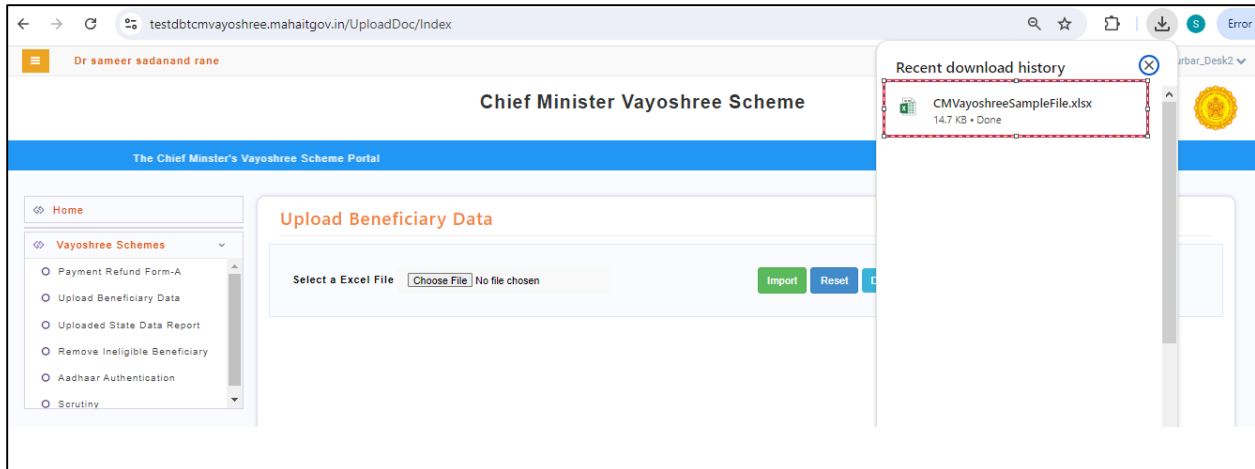
- The District user has to click on the Upload Beneficiary Data tab
- After clicking on the Upload Beneficiary Data tab, the below screen will be displayed



The screenshot shows the 'Upload Beneficiary Data' screen. The user is logged in as 'Dr sameer sadanand rane'. The screen displays the following options:

Select a Excel File  No file chosen

- The user should first download the pre-defined Excel file to insert the beneficiary data. The district user can download the Excel file by clicking on the Download Sample File button.
- After clicking on the Download Sample File button the Excel file will get downloaded on the system.



- The district user has to open the downloaded Excel file and insert the beneficiary data strictly as per the defined columns and dropdowns present in the Excel.
- **\*The user is not allowed to change the format of the Excel and should not add, edit, delete, or update the Excel headings or the sequence of the columns.\***

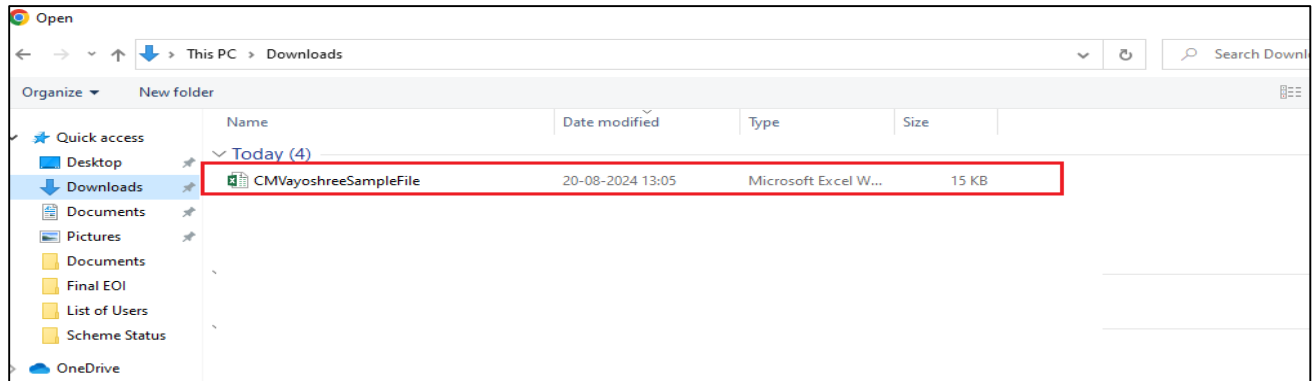
	A	B	C	D	E	F	G	H	I	J	K	L
1	app_first_name	app_middle_name	app_last_name	father_husband_name	name_as_per_aadhaar	addressline1	addressline2	addressline3	addressline4	pincode	villagename	talukan
2	Saurabh	Ravindra	Yatam		Saurabh Ravindra Yatam	Goregaon	Goregaon	Goregaon	Goregaon	400104	Mumbai	Boriv
3												
4												

- The Excel column headings highlighted in RED are mandatory and the district user should enter the beneficiary data in the defined format only and the mandatory fields should not be kept blank

## Excel Sheet Validations

Sr. No.	Field Name	Data & Its Format	Field Mandatory or Optional
1	<b>app_first_name</b>	Saurabh	Mandatory
2	<b>app_middle_name</b>	Ravindra	Mandatory
3	<b>app_last_name</b>	Yatam	Mandatory
4	<b>father_husband_name</b>		Optional
5	<b>name_as_per_aadhaar</b>	Saurabh Ravindra Yatam	Mandatory
6	<b>addressline1</b>	Goregaon	Mandatory
7	<b>addressline2</b>	Goregaon	Optional
8	<b>addressline3</b>	Goregaon	Optional
9	<b>addressline4</b>	Goregaon	Optional
10	<b>pincode</b>	400104	Mandatory
11	<b>villagename</b>	Mumbai	Optional
12	<b>talukaname</b>	Borivali	Optional
13	<b>districtname</b>	Nandurbar	Mandatory & Select from the drop down
14	<b>dateofbirth (dd/mm/yyyy)</b>	24-09-1992	Mandatory
15	<b>yearofbirth</b>	1992	Mandatory
16	<b>age</b>	31	Mandatory
17	<b>gender</b>	Male	Mandatory & Select from the drop down
18	<b>mobilenumber</b>	9664123456	Mandatory
19	<b>aadhaarnumber</b>	859632147896	Mandatory
20	<b>beneficiarycast_category</b>	General	Optional, Select from the drop down
21	<b>disabilitytype</b>	N/A	Mandatory & Select from the drop down
22	<b>annualincomeoffamily</b>	1000000	Mandatory
23	<b>bankname</b>	SBI	Mandatory
24	<b>accountnumber</b>	214120000000	Mandatory
25	<b>ifsccode</b>	SBIN0070001	Mandatory

- After successfully inserting the beneficiary data in the Excel, The district user have to save the Excel file in the system and upload it on the portal.
- To upload the Excel file, the district user has to click on the Choose File button available on the portal, and the window will be opened. The user has to select the Excel file which is to be uploaded onto the portal

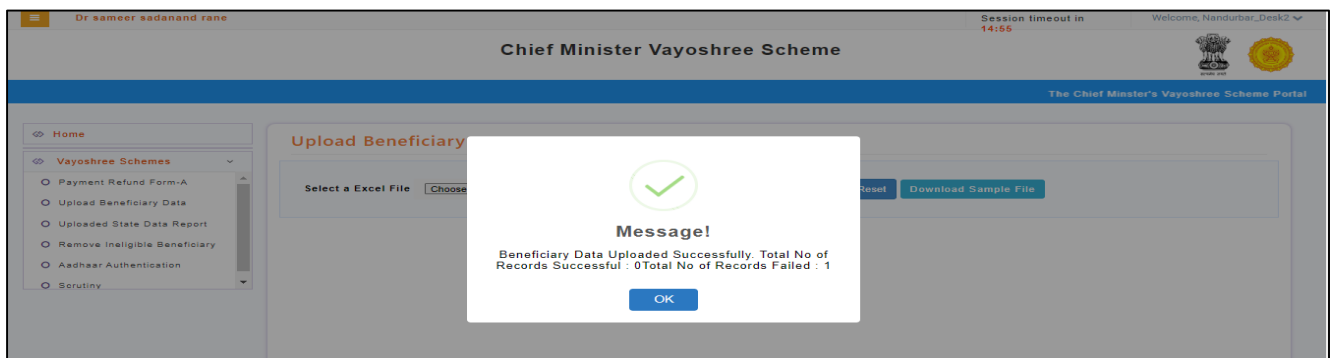


After selecting the file the file name will appear on the portal which means the file is uploaded onto the portal

- The District User has to click on the Import Button available on the portal



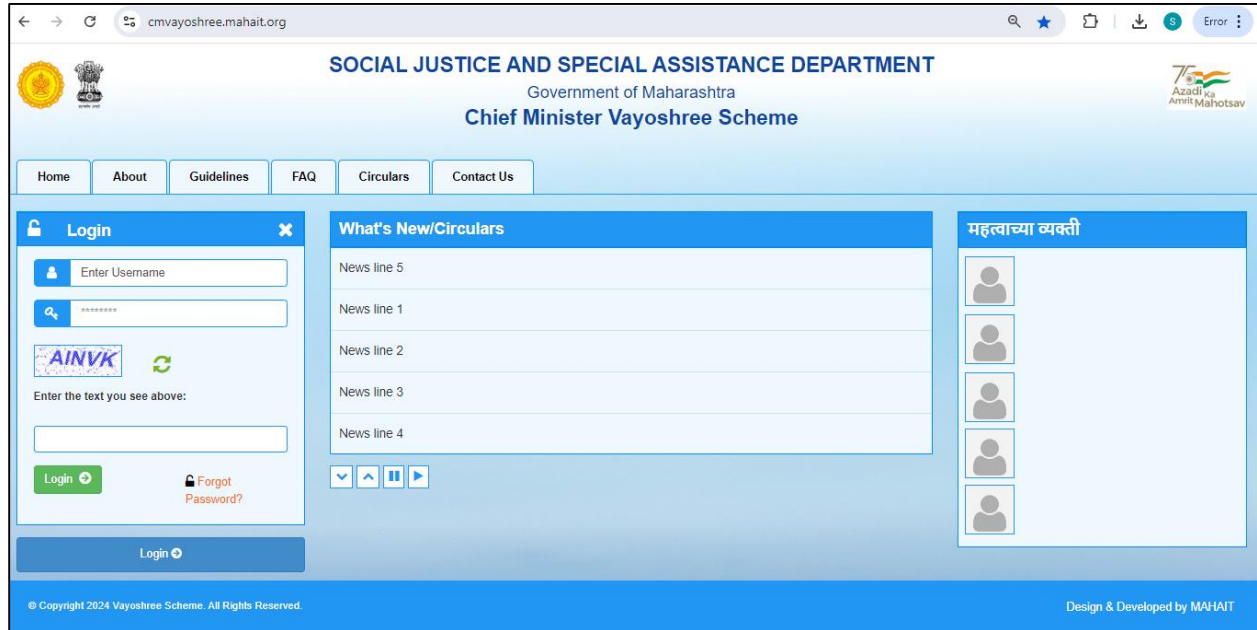
- After clicking on the Import button the beneficiary data will get uploaded on to the portal and the count of successful and failed records will be displayed.



# Steps to Perform Scrutiny on the Chief Minister Vayoshree Portal

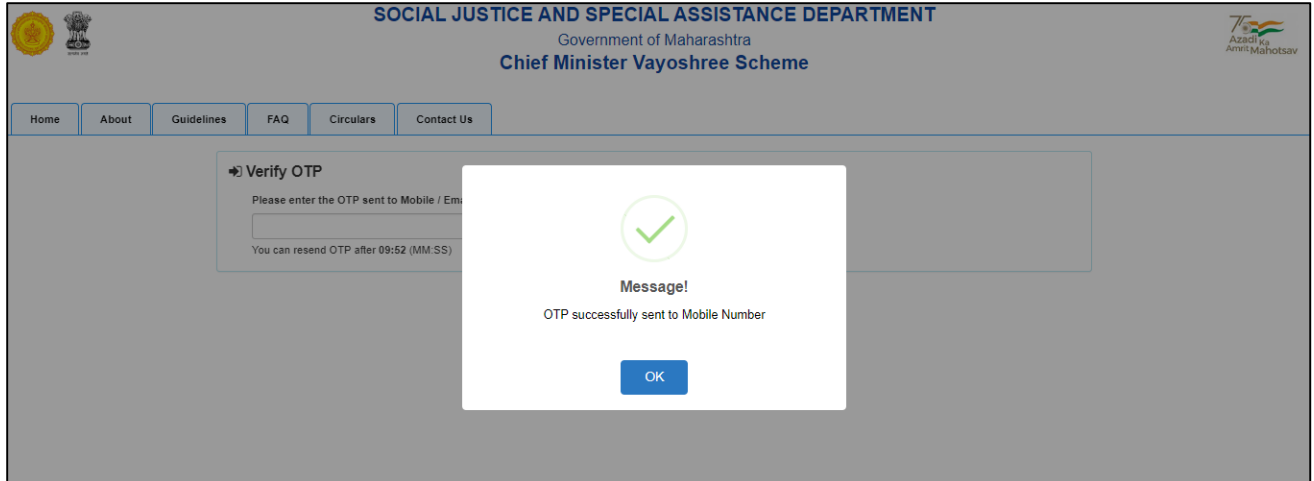
## A. District Login

- To login into District Level, user need to open a compatible browser, type the URL of the portal – <https://cmvayoshree.mahait.org/> and hit enter.

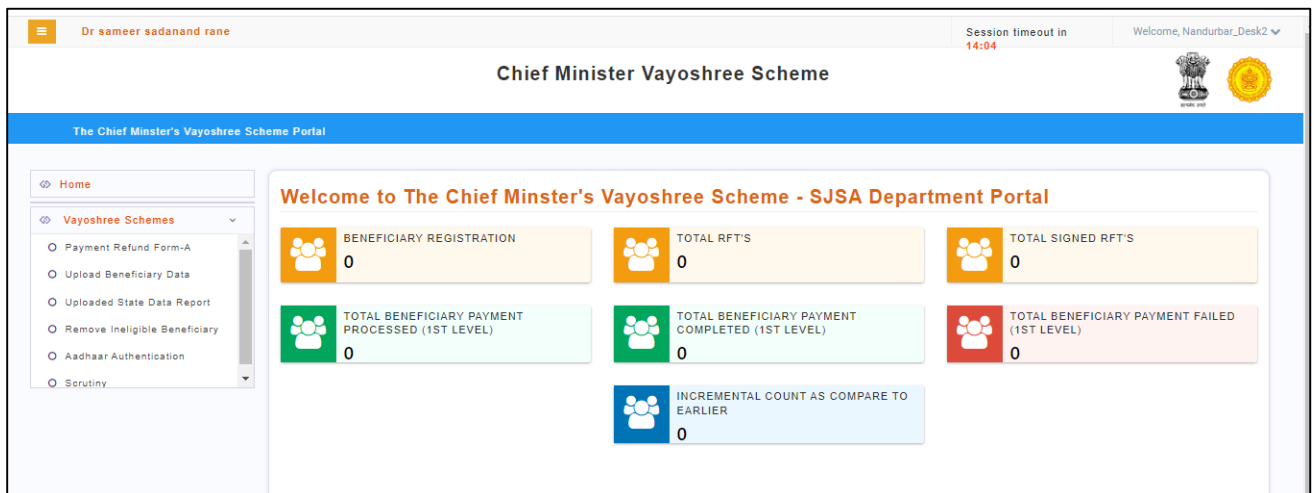


Landing Page of the Portal

- MahaIT has provided all district logins to the Social Justice and Special Assistance (SJSA) department.
- After the Web Portal is open on screen, the User needs to enter the Username and Password in the login section available on the portal.
- After entering the user credentials OTP will be sent to the registered mobile number of the District User.



- The District User will enter the OTP received on their Mobile
- After entering the OTP and clicking on the Verify OTP button the user will be successfully logged into the portal.





## B. Bulk Aadhar Authentication-

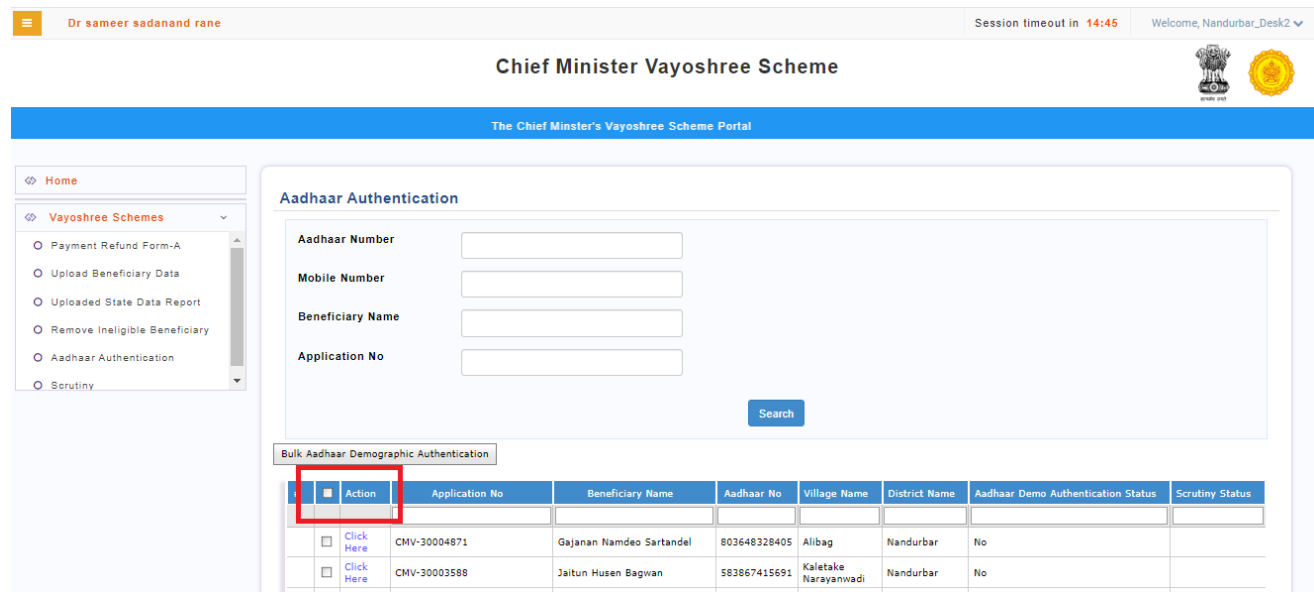
- The user can perform the Aadhar Demographic Authentication in bulk.



The screenshot shows the user interface of the Chief Minister Vayoshree Scheme portal. The user is logged in as 'Dr sameer sadanand rane'. The main heading is 'Chief Minister Vayoshree Scheme'. Below this is a blue banner with the text 'The Chief Minister's Vayoshree Scheme Portal'. On the left, there is a sidebar menu with 'Home' and 'Vayoshree Schemes'. Under 'Vayoshree Schemes', several options are listed: 'Payment Refund Form-A', 'Upload Beneficiary Data', 'Uploaded State Data Report', 'Remove Ineligible Beneficiary', 'Aadhaar Authentication' (highlighted with a red box), and 'Scrutiny'. The main content area displays a welcome message: 'Welcome to The Chief Minister's Vayoshree Scheme - SJSA Departm'. Below this is a table showing the status of reports for various districts.

District Name	Successfully Uploaded Reports	Aadhaar authentication s
Kolhapur	26	0
Palghar	621	2
Jalna	3	0
Amravati	50	0
Nandurbar	216	0

To perform the Bulk Aadhar Authentication user has to click on the Aadhar Authentication Tab

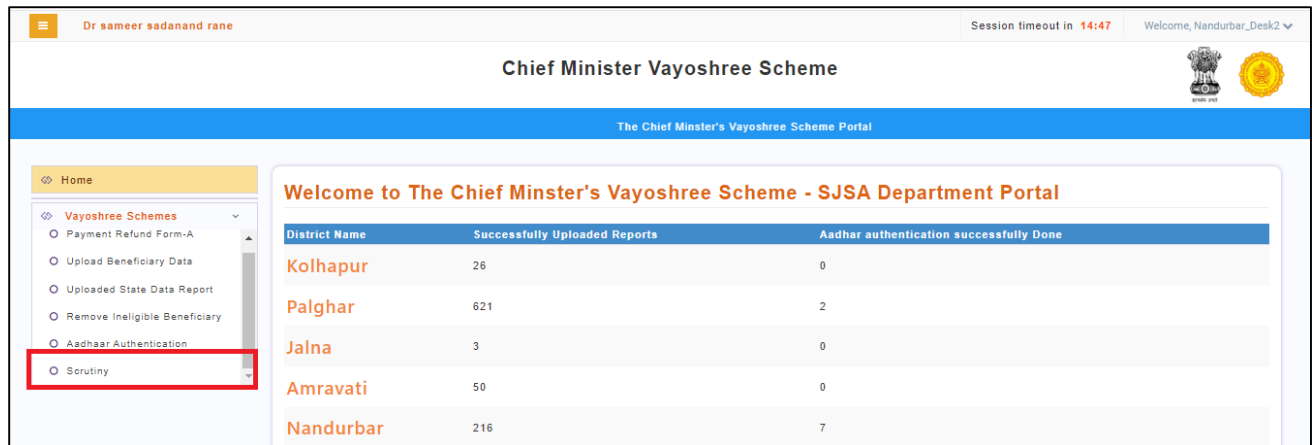


The screenshot shows the 'Aadhaar Authentication' form in the Chief Minister Vayoshree Scheme portal. The user is logged in as 'Dr sameer sadanand rane'. The main heading is 'Chief Minister Vayoshree Scheme'. Below this is a blue banner with the text 'The Chief Minister's Vayoshree Scheme Portal'. On the left, there is a sidebar menu with 'Home' and 'Vayoshree Schemes'. Under 'Vayoshree Schemes', several options are listed: 'Payment Refund Form-A', 'Upload Beneficiary Data', 'Uploaded State Data Report', 'Remove Ineligible Beneficiary', 'Aadhaar Authentication' (highlighted with a red box), and 'Scrutiny'. The main content area displays the 'Aadhaar Authentication' form with fields for 'Aadhaar Number', 'Mobile Number', 'Beneficiary Name', and 'Application No'. Below the form is a 'Search' button. Below the search button is a table titled 'Bulk Aadhaar Demographic Authentication' with columns for 'Application No', 'Beneficiary Name', 'Aadhaar No', 'Village Name', 'District Name', 'Aadhaar Demo Authentication Status', and 'Scrutiny Status'. The table contains two rows of data. The first row has 'Application No' CMV-30004871, 'Beneficiary Name' Gajanan Namdeo Sartandel, 'Aadhaar No' 803648328405, 'Village Name' Alibag, 'District Name' Nandurbar, 'Aadhaar Demo Authentication Status' No, and 'Scrutiny Status'. The second row has 'Application No' CMV-30003588, 'Beneficiary Name' Jaitun Husen Bagwan, 'Aadhaar No' 583867415691, 'Village Name' Kaletake Narayanwadi, 'District Name' Nandurbar, 'Aadhaar Demo Authentication Status' No, and 'Scrutiny Status'. The 'Action' column in the table has a red box around it, and there are 'Click Here' links in the first column of the table.

Action	Application No	Beneficiary Name	Aadhaar No	Village Name	District Name	Aadhaar Demo Authentication Status	Scrutiny Status
<a href="#">Click Here</a>	CMV-30004871	Gajanan Namdeo Sartandel	803648328405	Alibag	Nandurbar	No	
<a href="#">Click Here</a>	CMV-30003588	Jaitun Husen Bagwan	583867415691	Kaletake Narayanwadi	Nandurbar	No	

The user has to select all application by clicking on the checkbox, all the applications will get selected then user has to click on Bulk Aadhar Demographic Authentication button to perform the Aadhar Authentication in bulk.

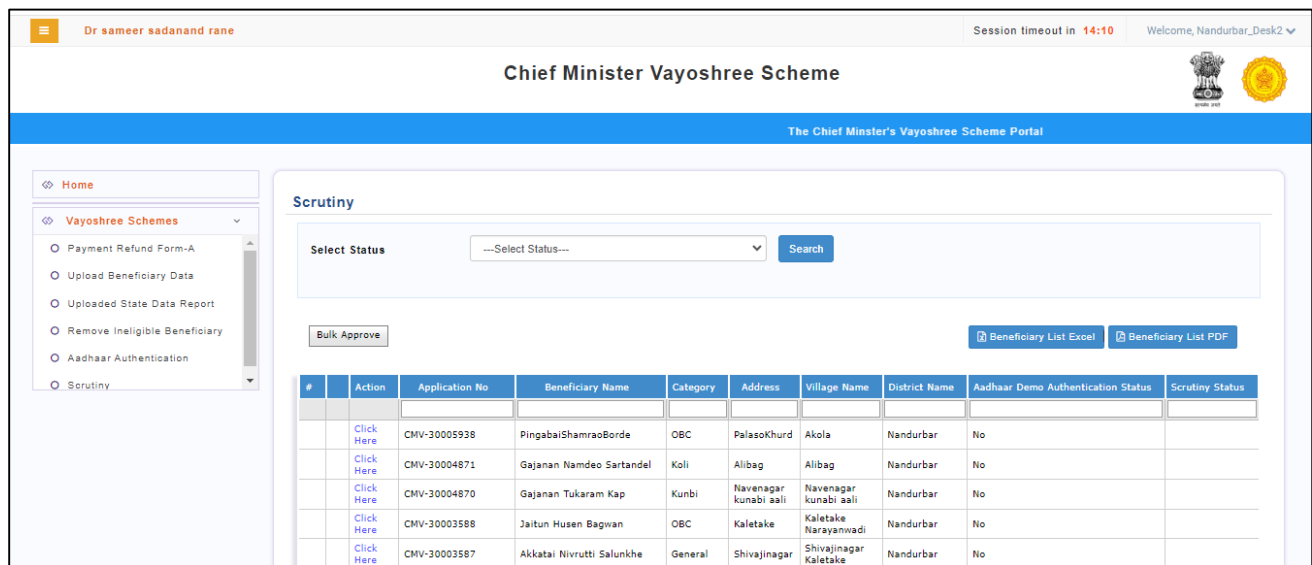
## C. Scrutiny- District Login



The screenshot shows the Chief Minister Vayoshree Scheme portal. The sidebar on the left has the 'Scrutiny' option highlighted with a red box. The main content area displays a welcome message and a table with the following data:

District Name	Successfully Uploaded Reports	Aadhar authentication successfully Done
Kolhapur	26	0
Palghar	621	2
Jalna	3	0
Amravati	50	0
Nandurbar	216	7

- The District user has to click on the Scrutiny tab
- After clicking on the Scrutiny tab, the below screen will be displayed



The screenshot shows the Chief Minister Vayoshree Scheme portal with the 'Scrutiny' tab selected. The page features a search bar with a dropdown menu for 'Select Status' and a 'Search' button. Below the search bar are buttons for 'Bulk Approve', 'Beneficiary List Excel', and 'Beneficiary List PDF'. A table of beneficiary records is displayed with the following columns: #, Action, Application No, Beneficiary Name, Category, Address, Village Name, District Name, Aadhaar Demo Authentication Status, and Scrutiny Status. The table contains five rows of data, each with a 'Click Here' link in the Action column.

#	Action	Application No	Beneficiary Name	Category	Address	Village Name	District Name	Aadhaar Demo Authentication Status	Scrutiny Status
	<a href="#">Click Here</a>	CMV-30005938	PingabaiShamraoBorde	OBC	PalasoKhurd	Akola	Nandurbar	No	
	<a href="#">Click Here</a>	CMV-30004871	Gajanan Namdeo Sartandel	Koli	Alibag	Alibag	Nandurbar	No	
	<a href="#">Click Here</a>	CMV-30004870	Gajanan Tukaram Kap	Kunbi	Navenagar kunabi aali	Navenagar kunabi aali	Nandurbar	No	
	<a href="#">Click Here</a>	CMV-30003588	Jaitun Husen Bagwan	OBC	Kaletake	Kaletake Narayanwadi	Nandurbar	No	
	<a href="#">Click Here</a>	CMV-30003587	Akkatal Nivrutti Salunkhe	General	Shivajinagar	Shivajinagar Kaletake	Nandurbar	No	

- The list of beneficiary records will be displayed, to perform the scrutiny on beneficiary application user has to click on “Click Here” option.
- After clicking on the Click Here option the beneficiary application will be opened

Dr sameer sadanand rane Session timeout in 14:51 Welcome,Nandurbar\_Desk2

### Chief Minister Vayoshree Scheme

The Chief Minister's Vayoshree Scheme Portal

Home

Vayoshree Schemes

- Payment Refund Form-A
- Upload Beneficiary Data
- Uploaded State Data Report
- Remove Ineligible Beneficiary
- Aadhaar Authentication
- Scrutiny

#### Aadhaar Authentication Scrutiny

Back

Scheme Name	Chief Minister Vayoshree	Application No	CMV-30005938
-------------	--------------------------	----------------	--------------

Personal Details

First Name	Pingalabai	Middle Name	Shamrao	Last Name	Borde	Father Name	Shamrao
Aadhaar Number	972674304153	Name as per Aadhaar	PingalabaiShamraoBorde	Mobile Number	9378144636	Date of Birth	31-01-1946
Year of Birth	1946	Age	78	Gender	Female		

Permanent Address Details

Address	Palasokhurd Akola Akola	State	Maharashtra	District	Nandurbar	Taluka	Akola
Village	Akola	Pin Code	444102				

Other Details

Caste	OBC		
Type of Disability	N/A	Annual Income of Family	35000

Aadhaar Authentication

Aadhaar Number *	972674304153	<input type="button" value="Get OTP for Aadhaar Verification"/> <input type="button" value="Submit for Demographic Verification"/>
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Bank Details

Bank Name	BankofMaharashtra	Account Number	80057585638	IFSC Code	MAHB0000994
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Scrutiny Remark

- The district user has to verify the beneficiary application details and once details are verified user can approve or reject the application.
- To approve the beneficiary application user has to click on “Application Approved” button.

### Chief Minister Vayoshree Scheme

The Chief Minister's Vayoshree Scheme Portal

Scrutiny

Select Status

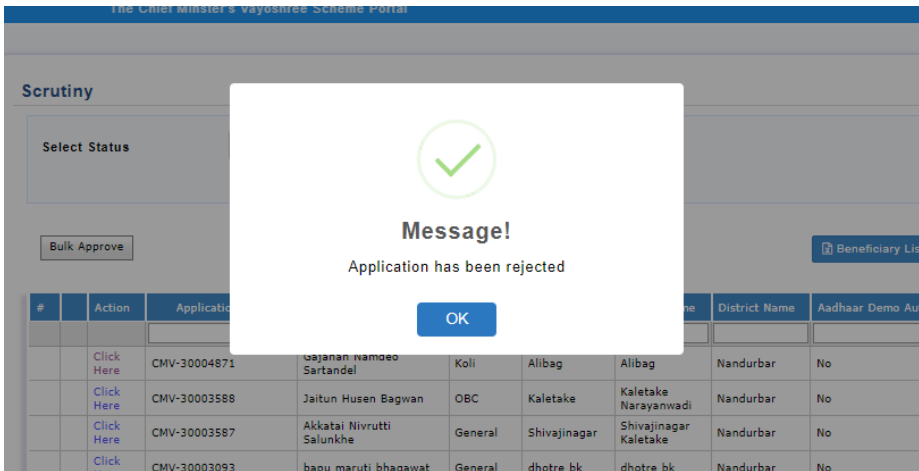
Bulk Approve

**Message!**

Application is approved

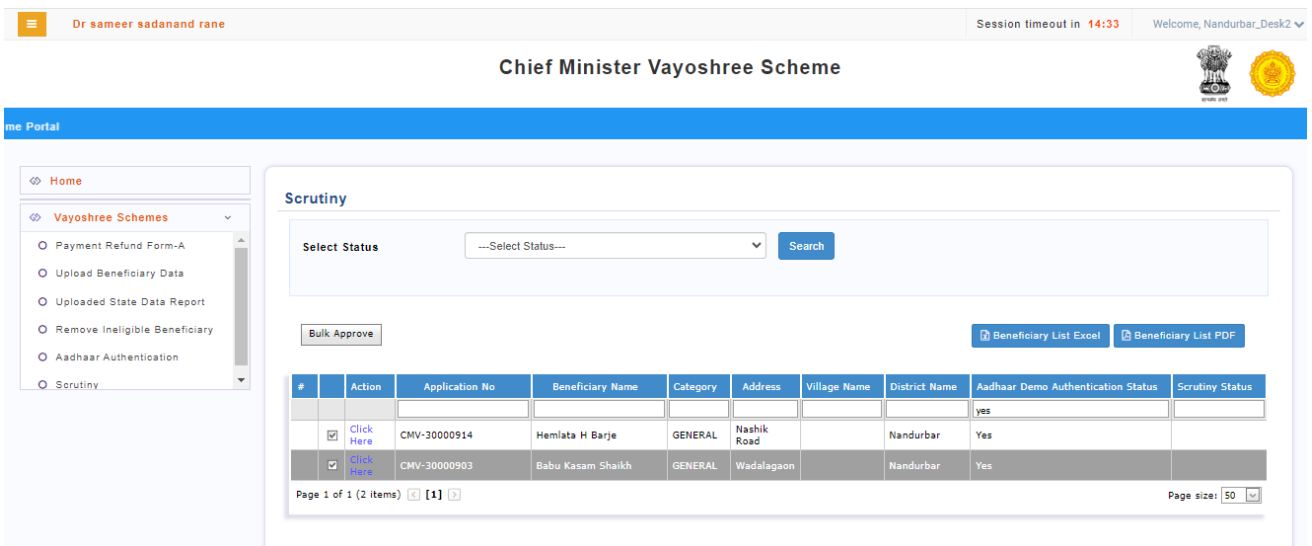
#	Action	Application No	Name	District Name	Aadhaar Demo Authentication
	<a href="#">Click Here</a>	CMV-30004871	Gajanan ramdeo Sartandel	Koli Alibag Alibag	Nandurbar No
	<a href="#">Click Here</a>	CMV-30004870	Gajanan Tukaram Kap	Kunbi Navenagar kunabi aali Navenagar kunabi aali	Nandurbar No
	<a href="#">Click Here</a>	CMV-30003588	Jaitun Husen Bagwan	OBC Kaletsake Kaletsake	Nandurbar No

- In case of any discrepancy found in the application user can reject the beneficiary application by clicking on “Application Rejected” button.



#### D. Bulk Approval Process-

- The user can approve the Aadhar Authenticated applications in bulk.



To approve the Aadhar Authenticated Applications user has to search the applications in the given search box who's Aadhar Authentication Status is yes.

Then user has to select the Aadhar Authenticated applications and click on “Bulk Approve’ button.

Clicking on the “Bulk Approve’ button following message will be displayed-

Are you sure, Do you want to bulk approve?

testdbtcmvayoshree.mahaitgov.in/Scrutiny/BeneficiaryListScrutiny

Dr sameer sadanand rane

testdbtcmvayoshree.mahaitgov.in says  
Are you sure,Do you want to Bulk Approve?

OK Cancel

Session timeout in 14:44 Welcome, Nandurbar\_Desk2

Home

Vayoshree Schemes

- Payment Refund Form-A
- Upload Beneficiary Data
- Uploaded State Data Report
- Remove Ineligible Beneficiary
- Aadhaar Authentication
- Scrutiny

Scrutiny

Select Status: ---Select Status---

Bulk Approve

Beneficiary List Excel Beneficiary List PDF

#	Action	Application No	Beneficiary Name	Category	Address	Village Name	District Name	Aadhaar Demo Authentication Status	Scrutiny Status
	<input type="checkbox"/>							yes	
	<input checked="" type="checkbox"/>	CMV-30000914	Hemlata H Barje	GENERAL	Nashik Road		Nandurbar	Yes	
	<input checked="" type="checkbox"/>	CMV-30000903	Babu Kasam Shaikh	GENERAL	Wadalagaon		Nandurbar	Yes	

Page 1 of 1 (2 items) [1]

Page size: 50

After clicking on the OK button, applications will be approved in bulk and below success message will be displayed

The Chief Minister's Vayoshree Scheme Portal

Scrutiny

Select Status

Bulk Approve

Beneficiary List

Message!

Bulk Records Approved

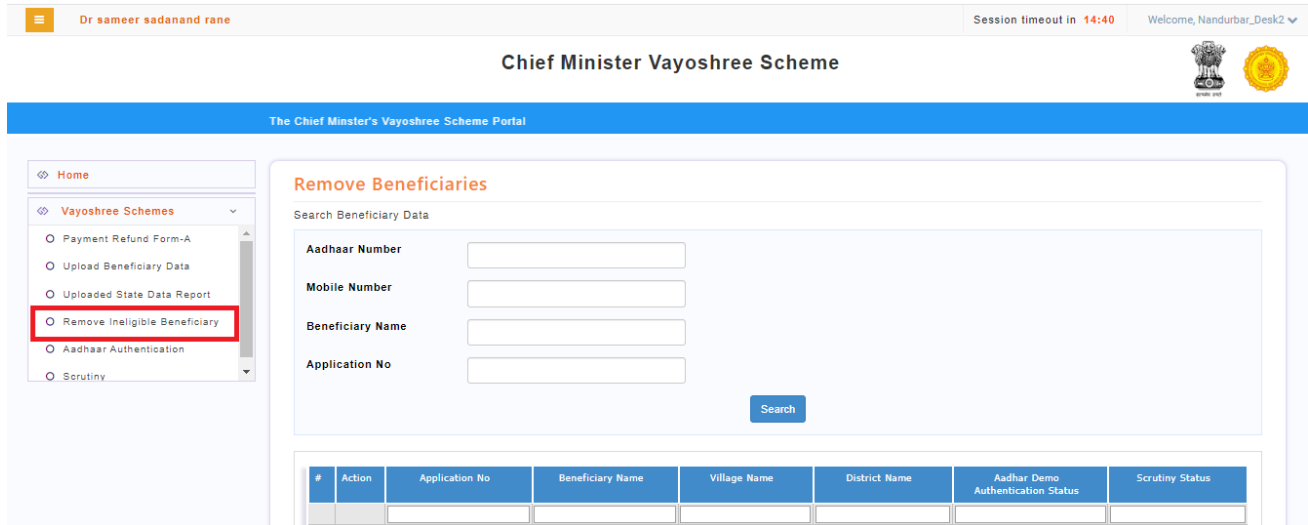
OK

#	Action	Application No	Beneficiary Name	Category	Address	Village Name	District Name	Aadhaar Demo Auth
	<input type="checkbox"/>							yes
	<input checked="" type="checkbox"/>	CMV-30000914	Hemlata H Barje	GENERAL	NASHIK Road		Nandurbar	Yes
	<input checked="" type="checkbox"/>	CMV-30000903	Babu Kasam Shaikh	GENERAL	Wadalagaon		Nandurbar	Yes

Page 1 of 1 (2 items) [1]

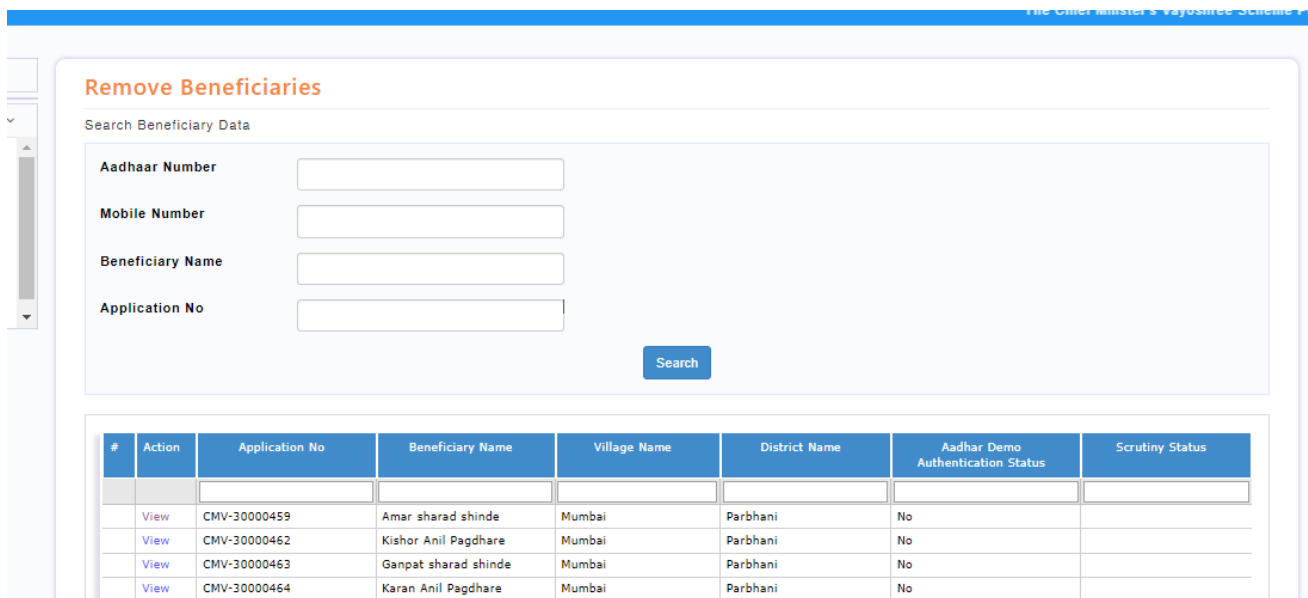
## E. Remove Ineligible Beneficiary-

District users can remove the ineligible beneficiaries by using the Remove Ineligible Beneficiary Tab



The screenshot shows the 'Chief Minister Vayoshree Scheme' portal. The user is logged in as 'Dr sameer sadanand rane'. The page title is 'Chief Minister Vayoshree Scheme'. The sidebar menu is open, and the 'Remove Ineligible Beneficiary' option is highlighted with a red box. The main content area is titled 'Remove Beneficiaries' and contains a search form with the following fields: Aadhaar Number, Mobile Number, Beneficiary Name, and Application No. Below the search form is a table with the following columns: #, Action, Application No, Beneficiary Name, Village Name, District Name, Aadhar Demo Authentication Status, and Scrutiny Status. The table is currently empty.

Clicking on Remove Ineligible Beneficiary Tab list of uploaded beneficiaries will be opened



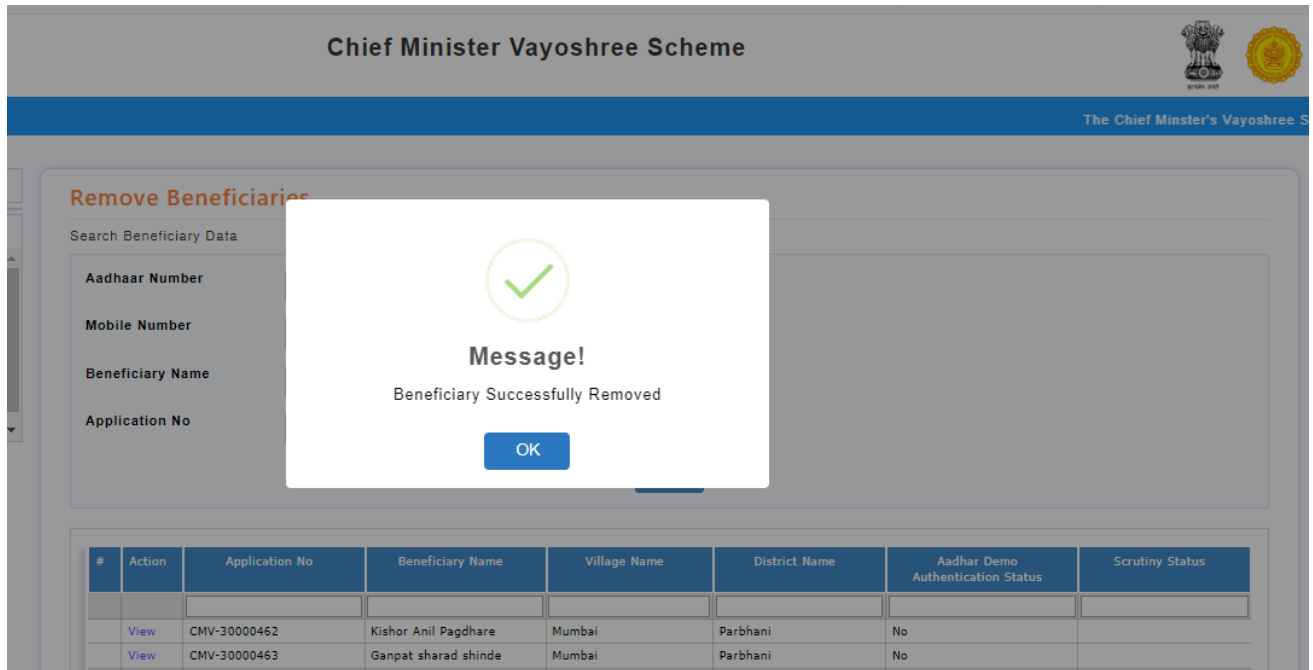
The screenshot shows the 'Remove Beneficiaries' page. The search form is visible, and the table below it displays a list of beneficiaries. The table has the following columns: #, Action, Application No, Beneficiary Name, Village Name, District Name, Aadhar Demo Authentication Status, and Scrutiny Status. The table contains four rows of data, each with a 'View' link in the Action column.

#	Action	Application No	Beneficiary Name	Village Name	District Name	Aadhar Demo Authentication Status	Scrutiny Status
	<a href="#">View</a>	CMV-30000459	Amar sharad shinde	Mumbai	Parbhani	No	
	<a href="#">View</a>	CMV-30000462	Kishor Anil Pagdhare	Mumbai	Parbhani	No	
	<a href="#">View</a>	CMV-30000463	Ganpat sharad shinde	Mumbai	Parbhani	No	
	<a href="#">View</a>	CMV-30000464	Karan Anil Pagdhare	Mumbai	Parbhani	No	

Clicking on the view option, beneficiary application form will be displayed

User has to enter the remark before removing the beneficiary and click on Remove button

Clicking on the remove button that particular beneficiary will be removed from the list and following message will be displayed



The screenshot displays the 'Chief Minister Vayoshree Scheme' web interface. At the top, the title 'Chief Minister Vayoshree Scheme' is centered, with the Indian national emblem and a state emblem on the right. Below the title, a blue header bar contains the text 'The Chief Minister's Vayoshree S'. The main content area is titled 'Remove Beneficiaries' and includes a search form with fields for 'Aadhaar Number', 'Mobile Number', 'Beneficiary Name', and 'Application No'. A modal dialog box is overlaid on the search form, featuring a green checkmark icon and the text 'Message! Beneficiary Successfully Removed' with an 'OK' button. Below the search form, a table lists beneficiaries with columns for '#', 'Action', 'Application No', 'Beneficiary Name', 'Village Name', 'District Name', 'Aadhar Demo Authentication Status', and 'Scrutiny Status'. The table contains two rows of data.

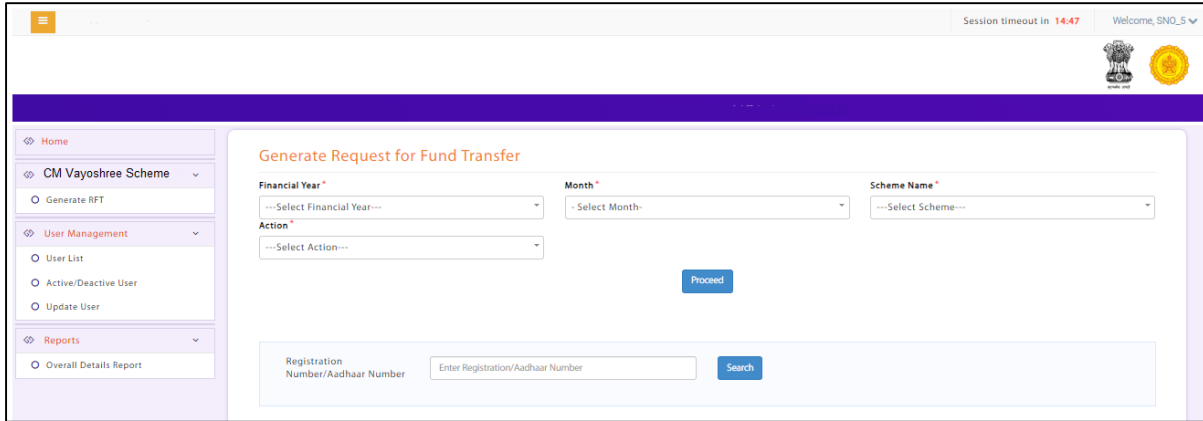
#	Action	Application No	Beneficiary Name	Village Name	District Name	Aadhar Demo Authentication Status	Scrutiny Status
	<a href="#">View</a>	CMV-30000462	Kishor Anil Pagdhare	Mumbai	Parbhani	No	
	<a href="#">View</a>	CMV-30000463	Ganpat sharad shinde	Mumbai	Parbhani	No	

## F. Request for Fund Transfer Generation- State Nodal Officer (SNO) Login

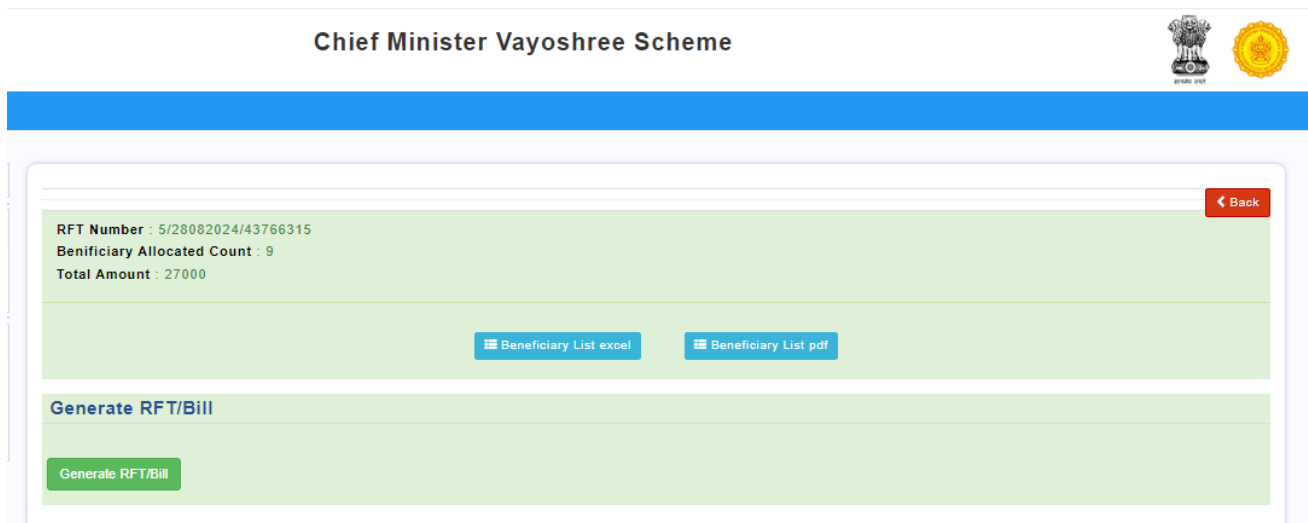
All the approved application from the district users will be appeared in the State Nodal Officer (SNO) Login

State user will be able to generate Request for Fund Transfer (RFT) against the beneficiaries

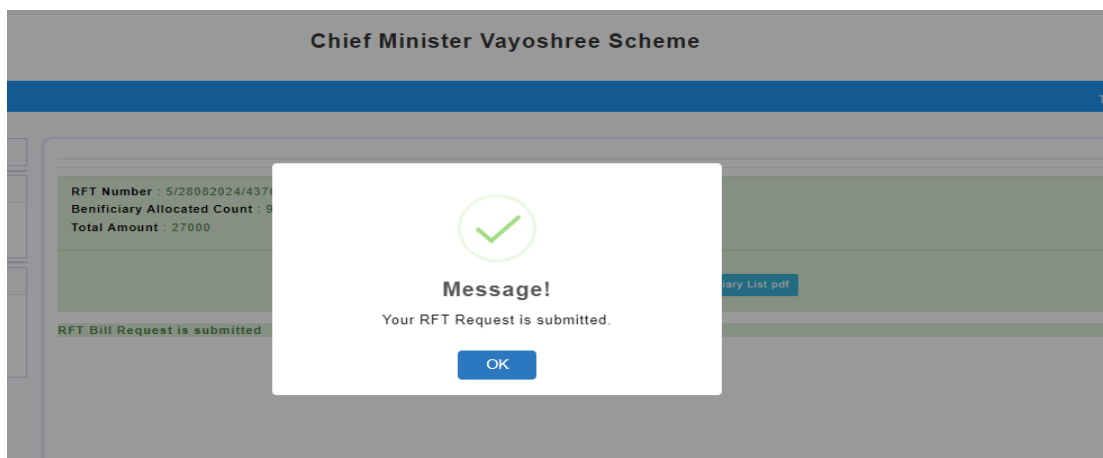
State user will select the Financial year, Month, Scheme name and Action as Generate RFT and Download RFT form



State user will generate the RFT by clicking on the Proceed Button and RFT will get generate against the beneficiaries.



Clicking on the Generate RFT Bill following success message will be displayed

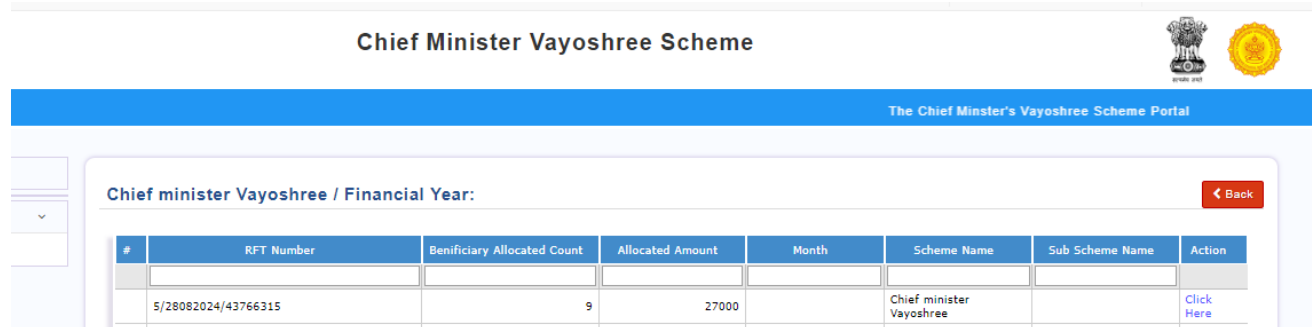




## DDO RFT Signing-

The RFT generated by the State Nodal Officer (SNO) will be forwarded to DDO to digitally sign the RFT

DDO has to select the Financial Year and scheme name and click on Proceed button, the RFT generated count and amount will be displayed



The screenshot shows the 'Chief Minister Vayoshree Scheme' portal. At the top, there is a header with the scheme name and logos. Below the header, a blue bar reads 'The Chief Minister's Vayoshree Scheme Portal'. The main content area is titled 'Chief minister Vayoshree / Financial Year:' and includes a 'Back' button. A table displays RFT details:

#	RFT Number	Beneficiary Allocated Count	Allocated Amount	Month	Scheme Name	Sub Scheme Name	Action
	5/28082024/43766315	9	27000		Chief minister Vayoshree		<a href="#">Click Here</a>

The DDO has to select the click here option



The screenshot shows the 'Chief Minister Vayoshree Scheme' portal with the financial year set to '2023-2024'. The page displays 'RFT Details' for RFT Number 5/28082024/43766315, showing a Beneficiary Allocated Count of 9 and a Total of 27000. Below the details, there are three buttons: 'Beneficiary List excel', 'Beneficiary List pdf', and 'Sign RFT Bill'. A 'Proceed for Payment' section is visible at the bottom with a 'Proceed for Payment' button.

The DDO has to connect the DSC dongle and click on sign RFT button, the RFT will get digitally signed and DDO has to click on proceed for payment button and success message will get displayed.