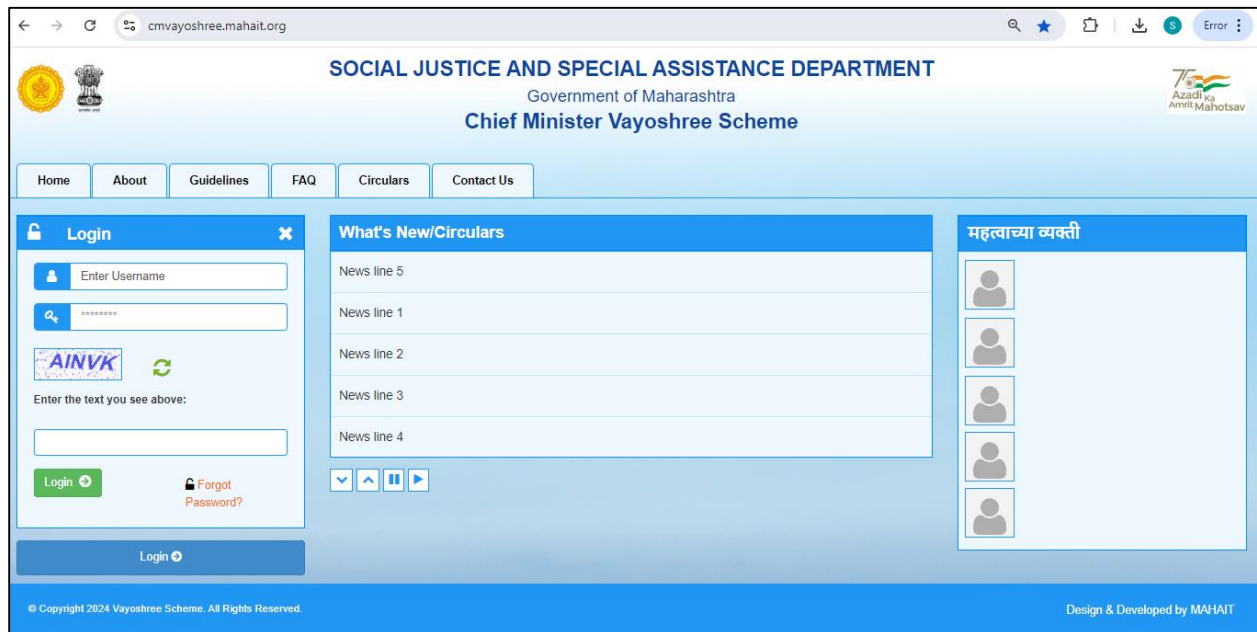


# Steps to Upload Beneficiary Data on the Chief Minister Vayoshree Portal

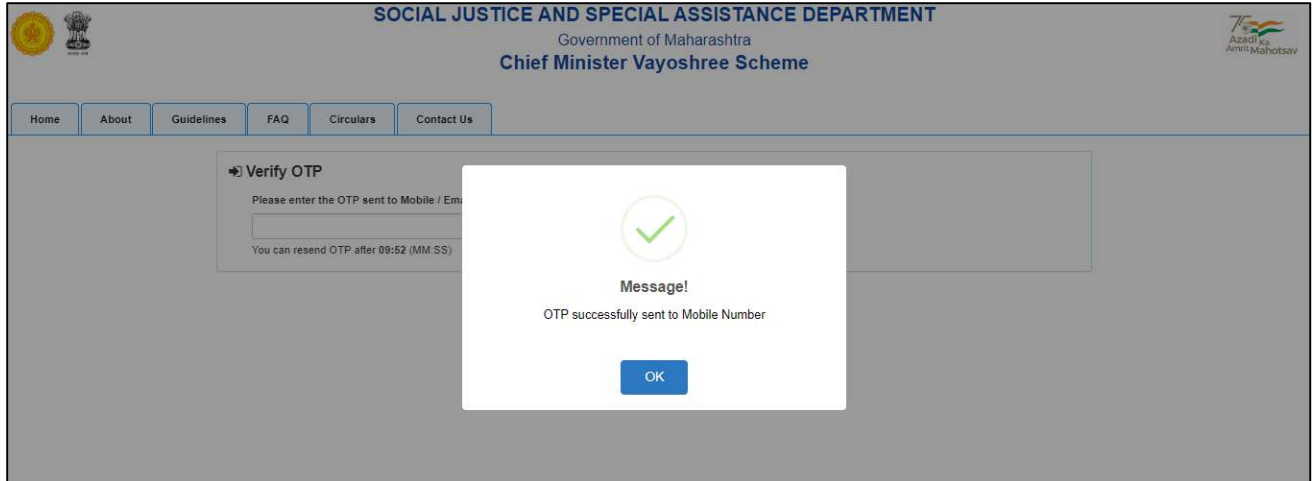
## A. District Login

- 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

Dr sameer sadanand rane

Session timeout in 14:54

Welcome, Nandurbar\_Desk2

### Chief Minister Vayoshree Scheme

The Chief Minister's Vayoshree Scheme Portal

Welcome to The Chief Minister's Vayoshree Scheme - SJSA Department Portal

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		

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

- 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

Dr sameer sadanand rane

Session timeout in 14:03

Welcome, Nandurbar\_Desk2

### Chief Minister Vayoshree Scheme

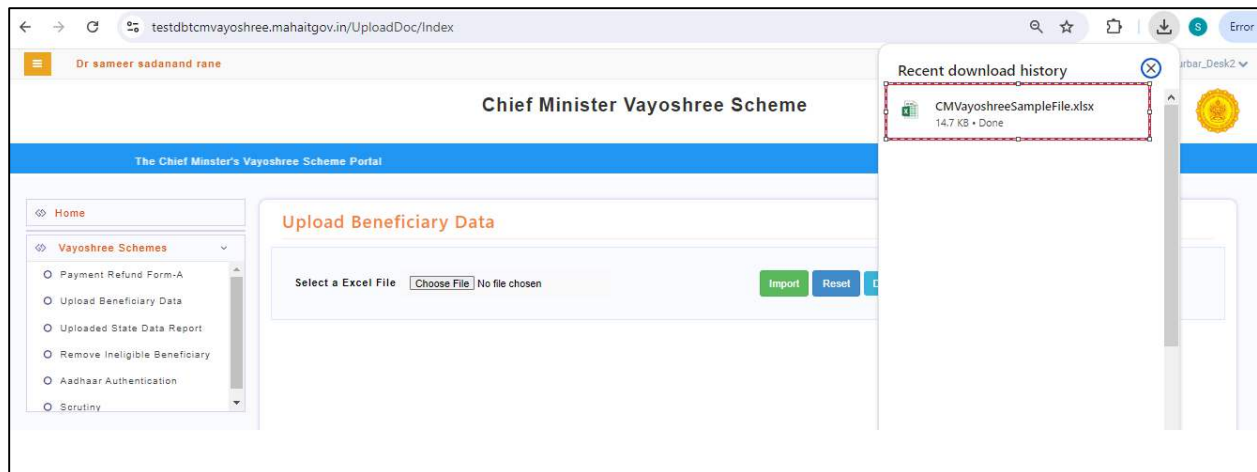
The Chief Minister's Vayoshree S

Upload Beneficiary Data

Select a Excel File  No file chosen

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

- 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.\***

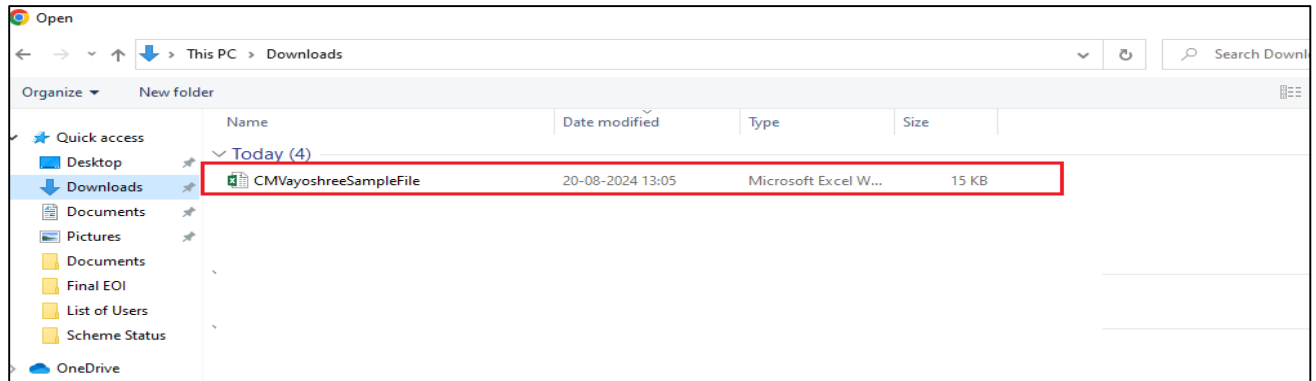
	A	B	C	D	E	F	G	H	I	J	K	L
1	app_first_name	app_middle_name	app_last_name	father_husband_name	name_as_per_aadhaar	addressline1	addressline2	addressline3	addressline4	pincode	villagename	talukan
2	Saurabh	Ravindra	Yatam		Saurabh Ravindra Yatam	Goregaon	Goregaon	Goregaon	Goregaon	400104	Mumbai	Boriv
3			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

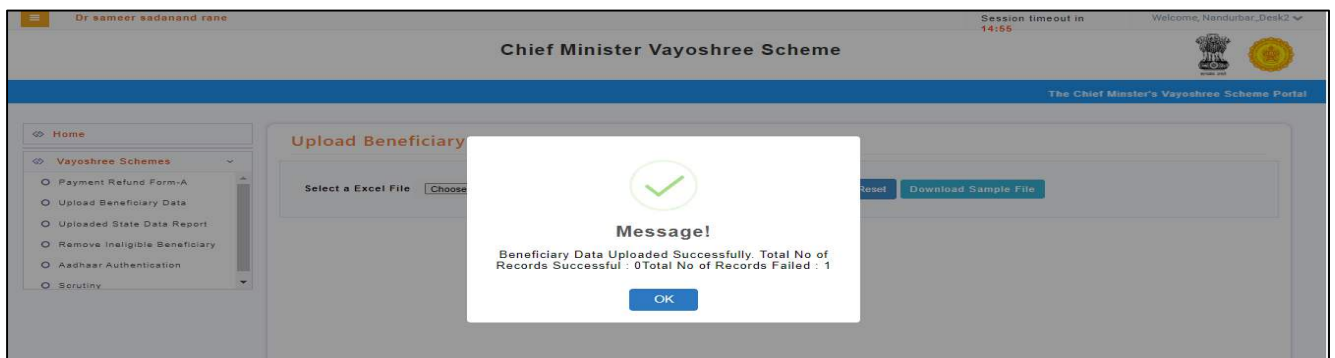


After selecting the file the file name will appear on the portal which means the file is uploaded onto the portal

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



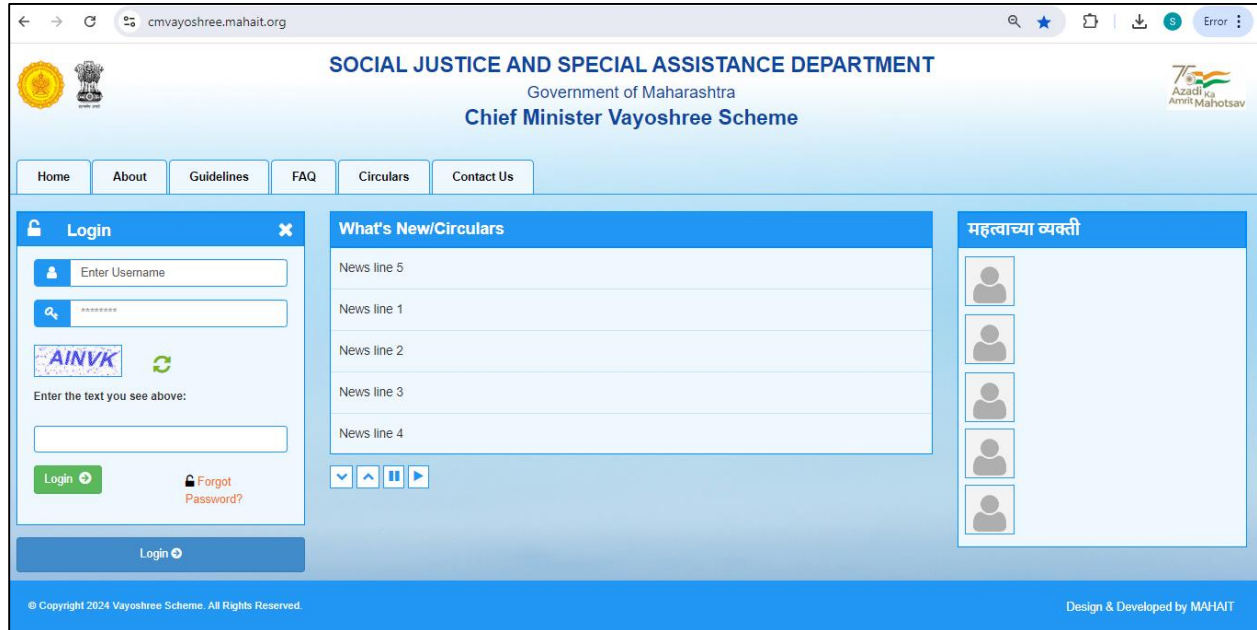
- After clicking on the Import button the beneficiary data will get uploaded on to the portal and the count of successful and failed records will be displayed.



# Steps to Perform Scrutiny on the Chief Minister Vayoshree Portal

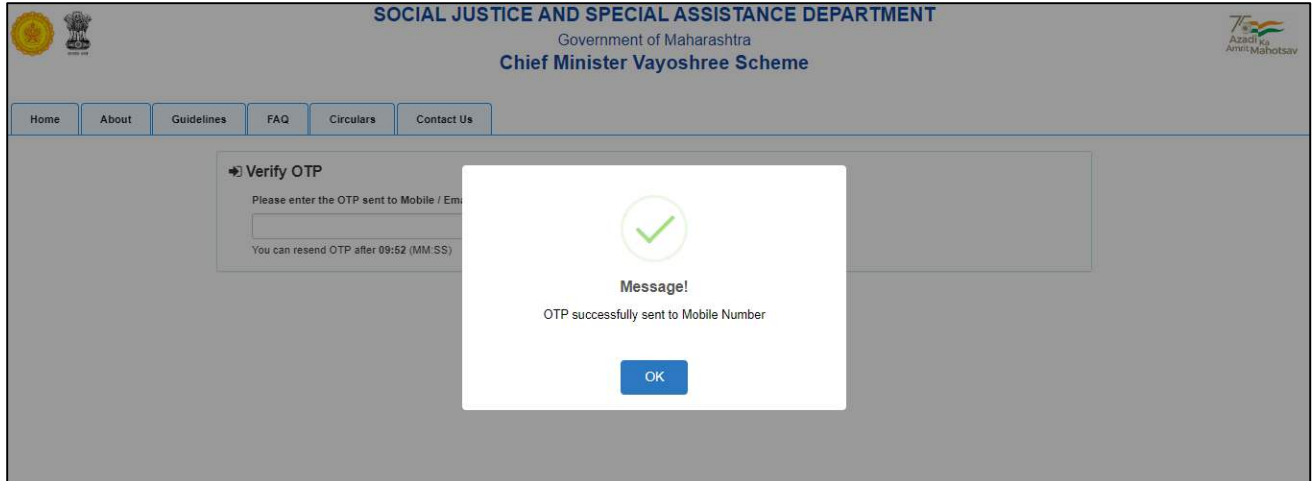
## A. District Login

- 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 it, a blue banner reads 'The Chief Minister's Vayoshree Scheme Portal'. On the left, a sidebar menu is visible with 'Aadhaar Authentication' highlighted in a red box. The main content area displays a welcome message and a table with the following data:

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 it, a blue banner reads 'The Chief Minister's Vayoshree Scheme Portal'. On the left, a sidebar menu is visible with 'Aadhaar Authentication' highlighted in a red box. The main content area displays the 'Aadhaar Authentication' form with fields for Aadhaar Number, Mobile Number, Beneficiary Name, and Application No. Below the form, there is a 'Bulk Aadhaar Demographic Authentication' button. Below the button, there is a table with the following data:

Action	Application No	Beneficiary Name	Aadhaar No	Village Name	District Name	Aadhaar Demo Authentication Status	Scrutiny Status
<input type="checkbox"/>	CMV-30004871	Gajanan Namdeo Sartandel	803648328405	Alibag	Nandurbar	No	
<input type="checkbox"/>	CMV-30003588	Jaitun Husen Bagwan	583867415691	Kaletake Narayanwadi	Nandurbar	No	
<input type="checkbox"/>				Shivastinagar			

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 Aadhaar 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' tab 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 page. The page includes a search bar with a dropdown menu for 'Select Status' and a 'Search' button. Below the search bar, there 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, Aadhar 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	Aadhar 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	Akkatali 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

Or sameer sadashid pane Session timeout in 14:51 | Welcome, Nandubhai Desai2

## Chief Minister Vayoshree Scheme

The Chief Minister's Vayoshree Scheme Portal

Home

Vayoshree Schemes

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

### Aadhaar Authentication Scrutiny

Scheme Name: Chief Minister Vayoshree
Application No: CMV-30005933

#### Personal Details

First Name: Pingalabai	Middle Name: Shamrao	Last Name: Borde	Father Name: Shamrao
Aadhaar Number: 972674304153	Name as per Aadhaar: Pingalabai Shamrao Borde	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:

Dial OTP for Aadhaar Verification
Submit for Demographic Verification

#### Bank Details

Bank Name: Bank of Maharashtra	Account Number: 80857555838	IFSC Code: MAHB0001994
--------------------------------	-----------------------------	------------------------

#### Scrutiny Remark

Application Approved
Application Rejected

- 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

Beneficiary List Export

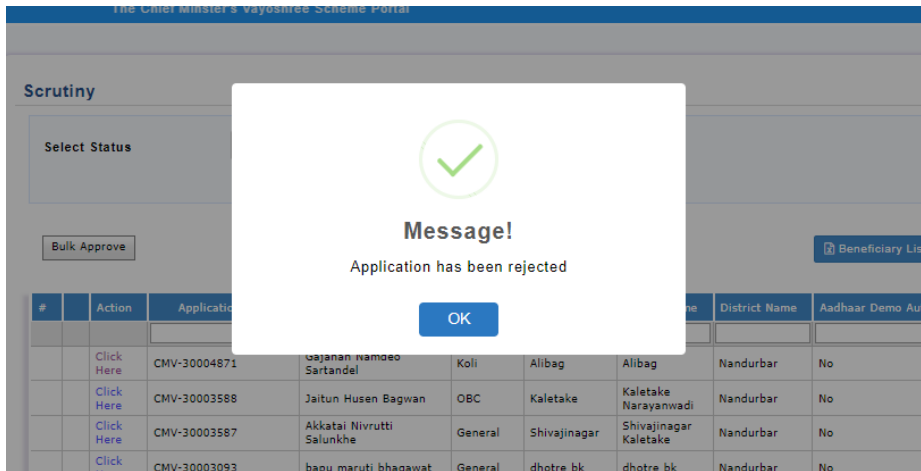
**Message!**

Application is approved

OK

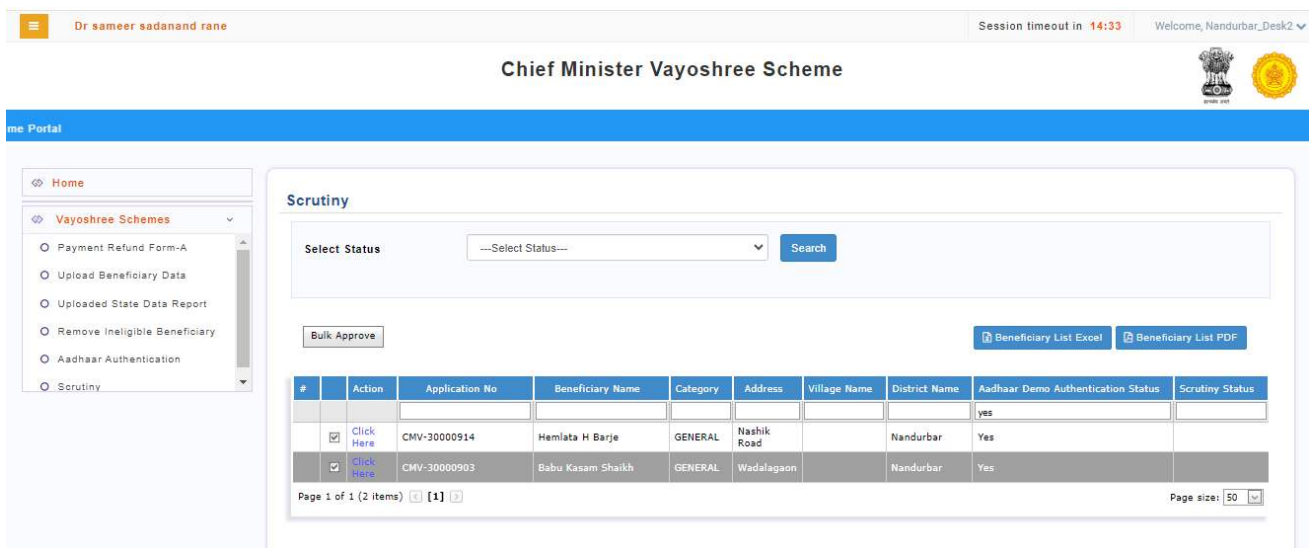
#	Action	Application No	Name	District Name	Aadhaar Demo Authentication
	<a href="#">Click Here</a>	CMV-30004871	Gajanan Ramdeo Sartandel	Koli, Alibag	Nandurbar, No
	<a href="#">Click Here</a>	CMV-30004870	Gajanan Tukaram Kap	Kunbi, Navenagar, kunabi aali	Nandurbar, No
	<a href="#">Click Here</a>	CMV-30003588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

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
								yes	
	<input checked="" type="checkbox"/> <a href="#">Click Here</a>	CMV-30000914	Hemlata H Barje	GENERAL	Nashik Road		Nandurbar	Yes	
	<input checked="" type="checkbox"/> <a href="#">Click Here</a>	CMV-30000903	Babu Kasam Shaikh	GENERAL	Wadalagaon		Nandurbar	Yes	

Page 1 of 1 (2 items) [1] [2]

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

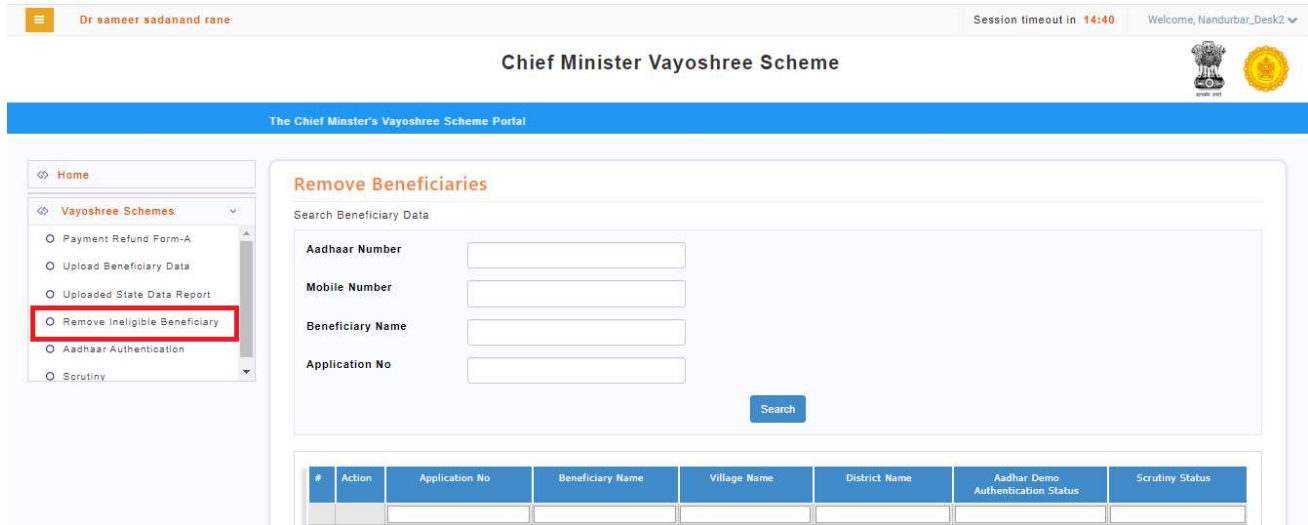
OK

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

Page 1 of 1 (2 items) [1] [2]

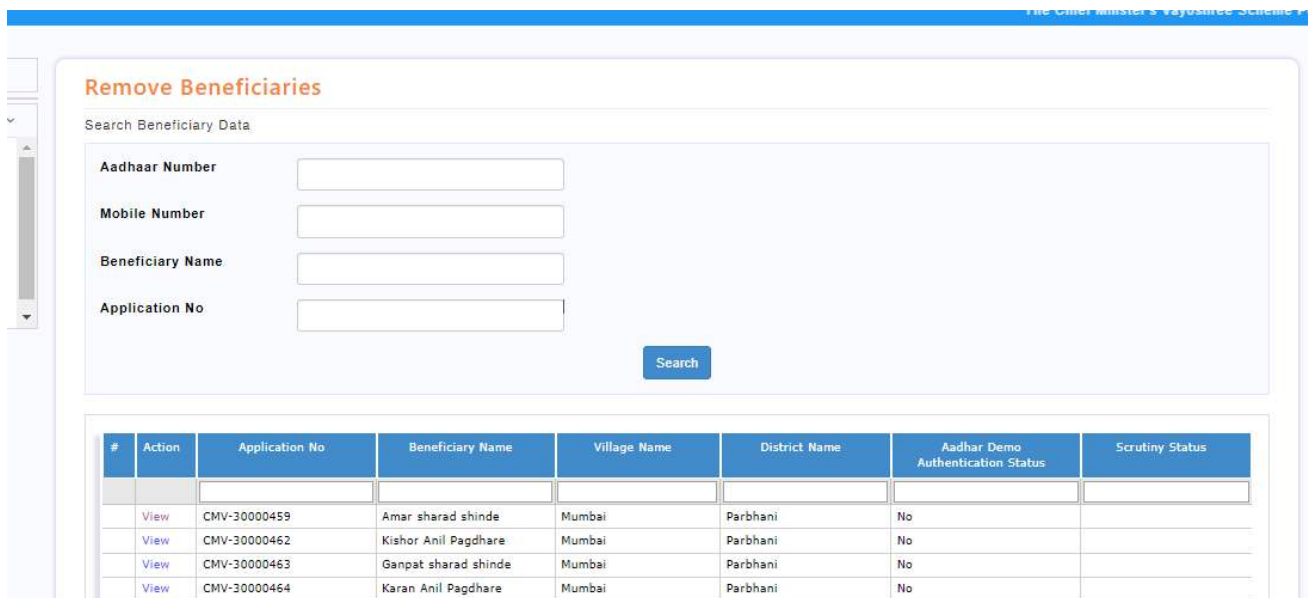
## E. Remove Ineligible Beneficiary-

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 session timeout is 14:40, and the user is welcomed as 'Nandurbar\_Desk2'. The main heading is 'Chief Minister Vayoshree Scheme'. The sidebar menu includes 'Home', 'Vayoshree Schemes', 'Payment Refund Form-A', 'Upload Beneficiary Data', 'Uploaded State Data Report', 'Remove Ineligible Beneficiary' (highlighted with a red box), 'Aadhaar Authentication', and 'Scrutiny'. The main content area is titled 'Remove Beneficiaries' and contains a search form for beneficiary data with fields for Aadhaar Number, Mobile Number, Beneficiary Name, and Application No, and a 'Search' button. Below the search form is a table with columns: #, Action, Application No, Beneficiary Name, Village Name, District Name, Aadhar Demo Authentication Status, and Scrutiny Status.

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



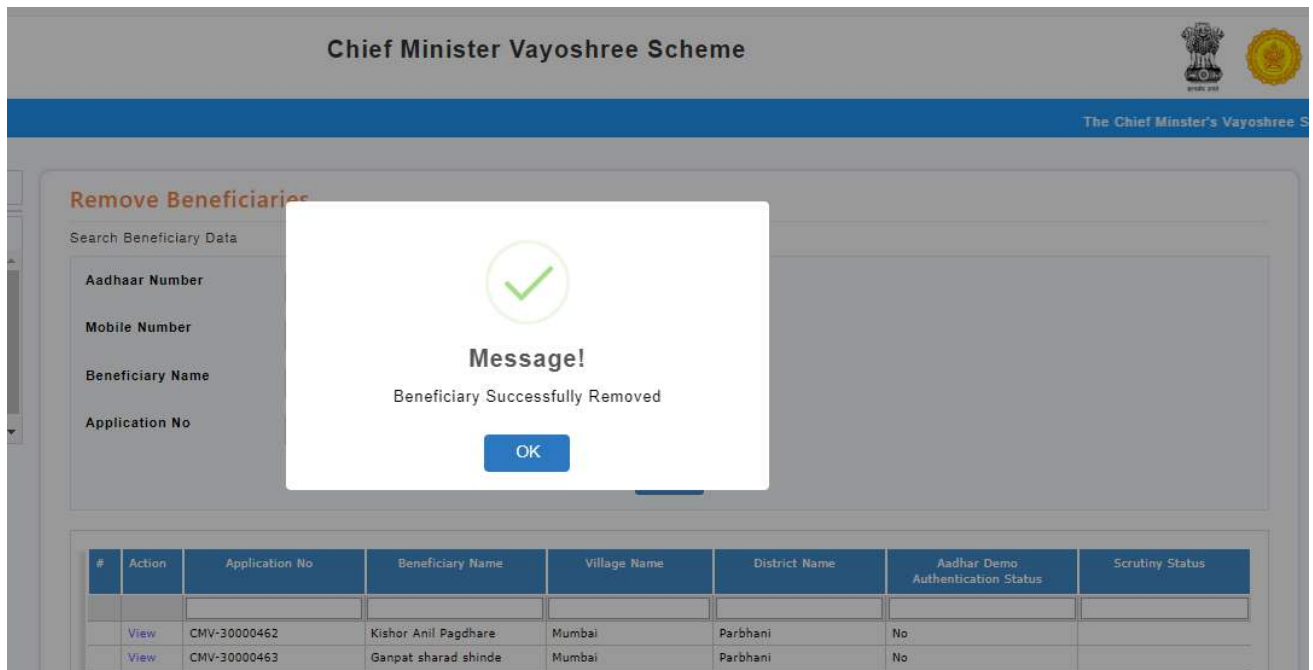
The screenshot shows the 'Remove Beneficiaries' page with the search form and a table of beneficiaries. The table has columns: #, Action, Application No, Beneficiary Name, Village Name, District Name, Aadhar Demo Authentication Status, and Scrutiny Status. The table contains four rows of data, each with 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' interface. At the top, there is a header with the scheme name and logos. Below the header, a 'Remove Beneficiaries' section is visible, featuring a search form with fields for Aadhaar Number, Mobile Number, Beneficiary Name, and Application No. A modal message box is overlaid on the search form, containing a green checkmark icon, the text 'Message!', and '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.

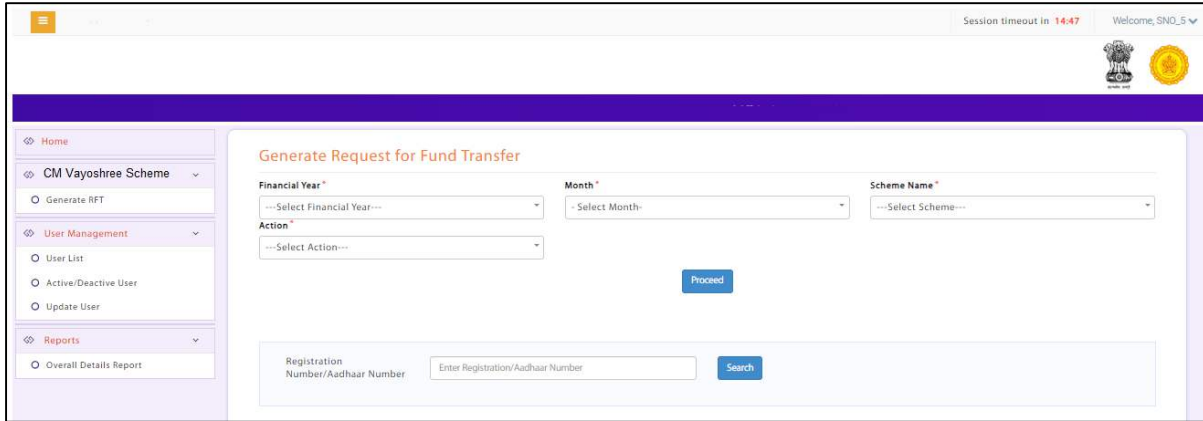
#	Action	Application No	Beneficiary Name	Village Name	District Name	Aadhar Demo Authentication Status	Scrutiny Status
	<a href="#">View</a>	CMV-30000462	Kishor Anil Pagdhare	Mumbai	Parbhani	No	
	<a href="#">View</a>	CMV-30000463	Ganpat sharad shinde	Mumbai	Parbhani	No	

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

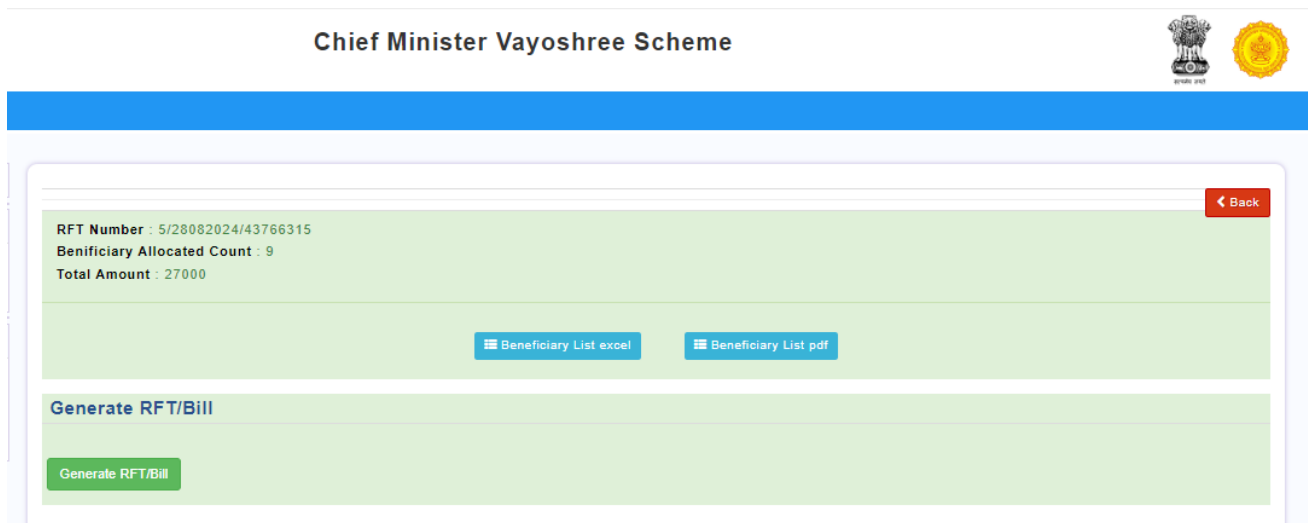
All the approved application from the district users will be appeared in the State Nodal Officer (SNO) Login

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

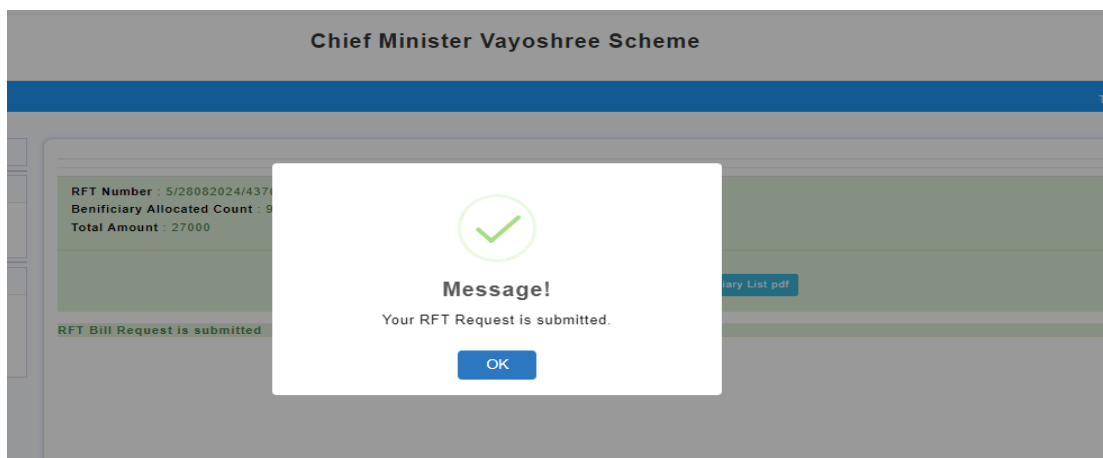
State user will select the Financial year, Month, Scheme name and Action as Generate RFT and Download RFT form



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

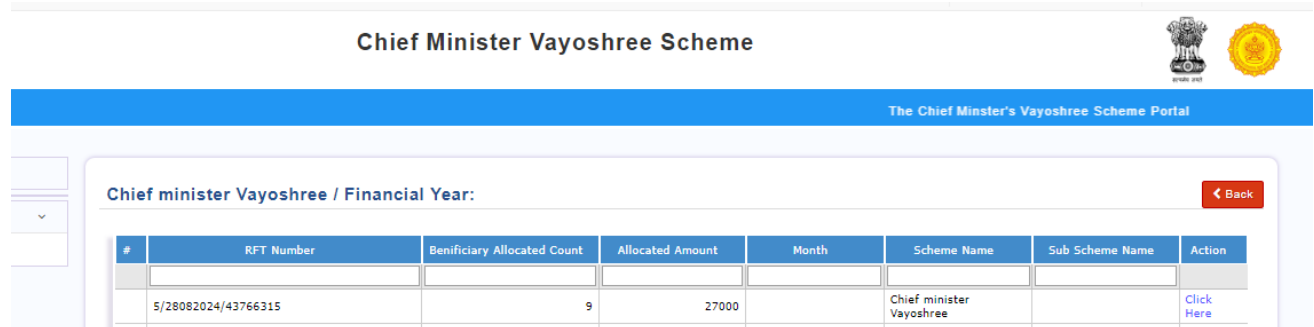




## DDO RFT Signing-

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 are logos of India and the scheme. 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:' with 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 'RFT Details' section displays:

- RFT Number : 5/28082024/43766315
- Beneficiary Allocated Count 9
- Total 27000

Below the details, there are three buttons: 'Beneficiary List excel', 'Beneficiary List pdf', and 'Sign RFT Bill'. The 'Proceed for Payment' section contains 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.