



Pradhan Mantri Awas Yojana

Housing for All (Urban)

Management Information System (MIS)
(<https://pmaymis.gov.in>)

Standard Operating Procedure (SOP)

on

**Additon/Updation of Beneficiary's Death
Certificate Details by ULB**

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Addition/Updation of Beneficiary's Death Certificate Details by ULB under PMAY (U)

Introduction

Addition/Updation of Beneficiary's Death Certificate Details Module has been developed in PMAY (U) MIS to edit /update the legal heir details of the house after death of the actual beneficiary of the house. To Addition/Updation of Beneficiary's Death Certificate the following may be noted:

- 1-Before updating the legal heir details, the details of the beneficiary's family members should have been entered in PMAY (U) MIS.
- 2-The family member whose Aadhaar details are entered in MIS and age is more than 18 years, can be selected as a legal heir of the house.
- 3-For Updating legal heir details, after entering all the required details against legal heir, ULB should forward a request to SLNA. Who will validate the legal heir details, and forward the request to the Central Government and after accepting the request by Central Government the legal heir details will be updated in PMAY(U) MIS.

In cases wherein:

- 1: The details of family member who could be selected as legal heir are not updated in MIS at the time of entering survey details**
- 2: The family member details are available in PMAY (U) MIS, but their Aadhaar details are not available**

How to Addition/Updation of Beneficiary's Death Certificate Details by ULB

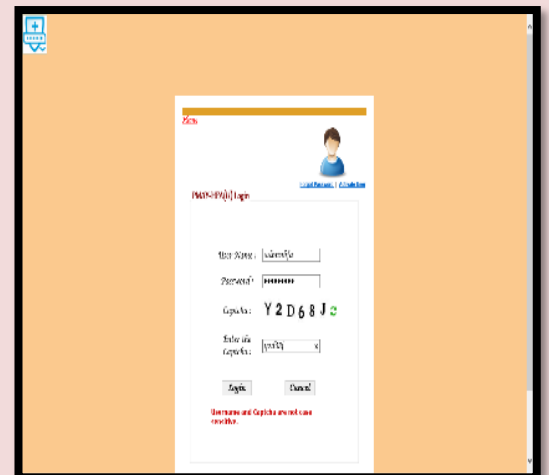
Step-by-Step Process

Step 1: Open PMAY (U) MIS System at <https://pmaymis.gov.in/>.

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



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



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

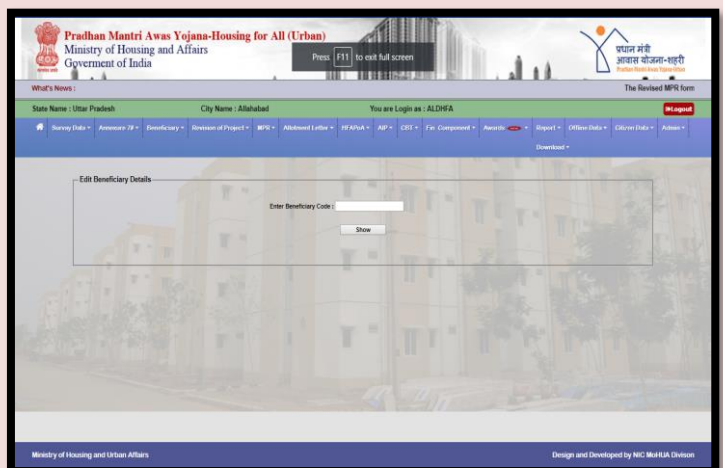


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Step 5: On successfully login of ULB, the system will display home page of ULB. On Menu there is an option **“Add/Update Beneficiary Death Certificate Details by ULB”** under **“Beneficiary”** Tab.



Step 6: Once ULB selects the **“Add/Update Beneficiary Death Certificate Details”**, the system will display screen as under.

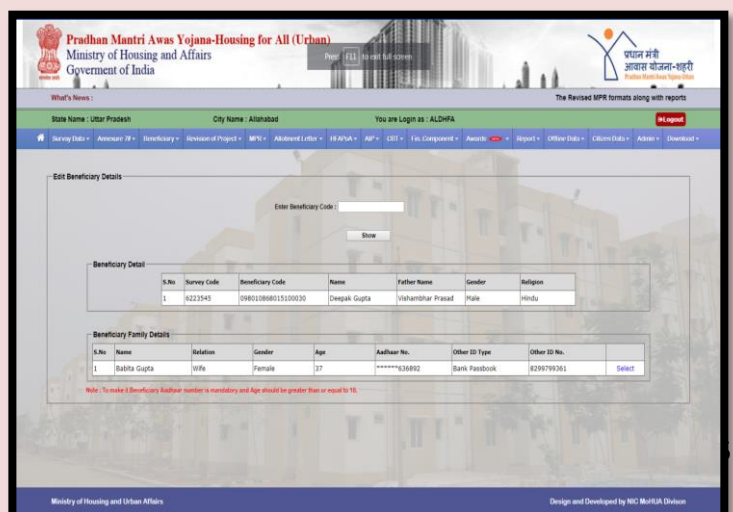


Step 7: On screen, the ULB is required to enter beneficiary code and click on the **“Show”** button.

Step 8: After entering the beneficiary code and clicking on show button, system will display mentioned status in two grids showing details of beneficiary and family details of beneficiary as submitted by ULB during beneficiary attachment in PMAY(U)-MIS.

The following details will be shown under grids:-

- 1. Beneficiary detail (as per the information entered by the ULB)** - In this grid, system will display Survey



SOP of Death Cases

code, Beneficiary code, Name, Father's name, Gender and Religious as already entered in the project Annexure.

- 2. Beneficiary's Family Detail as per format 4A or 4B (as per the information entered by the ULB) in MIS** - In this grid, system will display Name, Relation, Gender, Age, Aadhaar No, Other ID Type and Other ID no. of Family Member .

Step 9: In beneficiary's family details grid, there is an option 'select'. Using select option, ULB has to 'select' one family member as a legal heir of the house. While selecting the family member please note that:

1-Before updating the legal heir details, the details of all beneficiary's family members have been entered in PMAY (U) MIS.

2-The family member whose Aadhaar details are entered in MIS and age is more than 18 years, can be selected as a legal heir of the house.

In cases where:

1: The details of family member who could be selected as legal heir are not updated in MIS at the time of entering survey details

2: If family member details are available in PMAY (U) MIS, but their Aadhaar details are not available

In such cases, to **"Add/Update Beneficiary's Death Certificate Details"** by ULB, it has to either add or edit family member details in MIS by selecting option **Add/Edit Beneficiary's Family Details** under 'Beneficiary' tab.



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After entering the details of family members the ULB will click on “Save” button in MIS. Thereafter, family member details will be available for selecting legal heir of dead beneficiary.

The screenshot shows the 'Edit Beneficiary Family Details' form in the MIS. The form is titled 'Edit Beneficiary Family Details' and contains the following sections:

- Project Name:** Select Project (dropdown)
- Beneficiary Name:** Select Beneficiary (dropdown)
- Show** and **Cancel** buttons.
- Beneficiary Details:**
 - Project Name:** Construction of ZID OUs for Beneficiary Led Construction-New for the Town Allahabad Nagar Nigam District Allahabad for Phase 1
 - Beneficiary Name:** AASHWA BEGAM
 - Gender:** Female
 - Marital Status:** Married (dropdown)
 - Caste:** SC
 - Aadhaar No.:** 5707287322
- Beneficiary Family Details:**

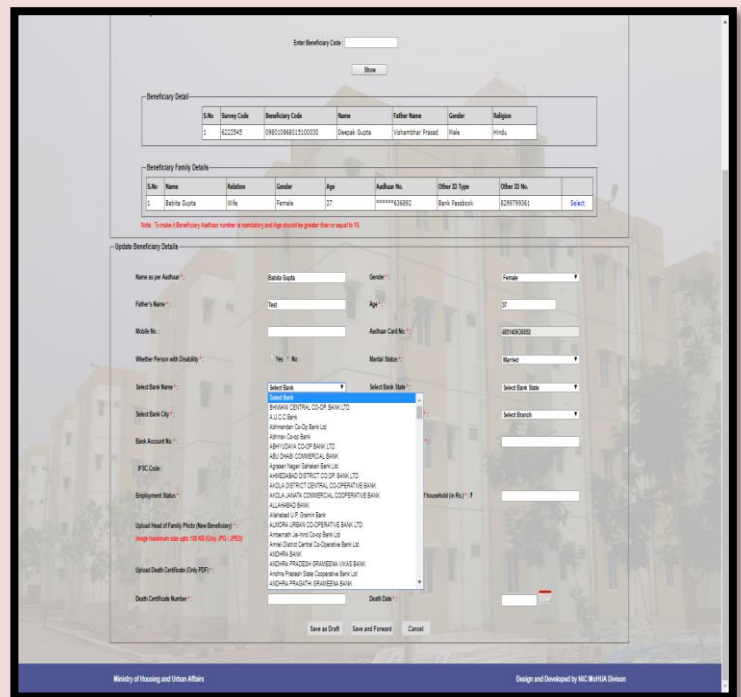
S.No	Name	Relation	Gender	Age	Aadhaar/Virtual ID No./AOTI/सुलभ आइडें प्रण	Other ID Type	Other ID No.	Joint Holder/संयुक्त धारक
		Select Relation	Select Gender			Select ID Type		
- Save** and **Cancel** buttons.

The footer of the page reads: 'Ministry of Housing and Urban Affairs' and 'Design and Developed by NIC MoHUA Division'.

Step 9: Addition/Updation of Beneficiary Death Certificate Details: -After selecting “select” option by ULB, the system will allow it to edit the legal heir details against dead beneficiary in MIS.

Step 10: ULB should enter following mandatory fields :-

1. Name as per Aadhaar
2. Gender
3. Father’s name
4. Age
5. Mobile No.
6. Aadhaar no.
7. Whether Person with Disability (Yes or No)
8. Marital Status (**from dropdown list**)
9. Bank Name (**from dropdown list**)
10. Bank state (**from dropdown list**)
11. Bank city (**from dropdown list**)
12. Bank branch (**from dropdown list**)
13. Bank Account Details (**from dropdown list**)
14. Employment Status (**from dropdown list**)
15. Average monthly Income (in Rs.)
16. Upload Photo of family member (New Beneficiary) in jpg/jpeg format
17. Death Certificate of Old beneficiary in pdf format
18. Death Certificate no.
19. Date of Death



Step 15: After entering all the above details (from serial No. 1 to 15), the ULB needs to upload the photo of legal heir as a new beneficiary against the dead beneficiary.

While uploading image of legal heir, please note that:

1. Image should be in jpg/jpeg format,
2. Size of image should not be greater than 100 kb.

Step 16: After uploading image, ULB uploads Death certificate of old beneficiary in pdf format and enters Death certificate no and Date of Death.

Step 17: After entering/updating all desired fields, ULB should take the following necessary steps:

- 1. Save as Draft:** To save the entered details. In this case, User will be able to edit details of beneficiary entered in PMAY(U) MIS till selection of **“Save and forward button”**.

- 1- Save and forward:** The ULB will not be able to edit or change any of the details once it has forwarded the same for State level approval..

- 3- Cancel:** To close the screen

How to Accept/Reject request of Beneficiary's Death Certificate Details by State Login

Step 1: On successfully login of State, system will display home page of SLNA.



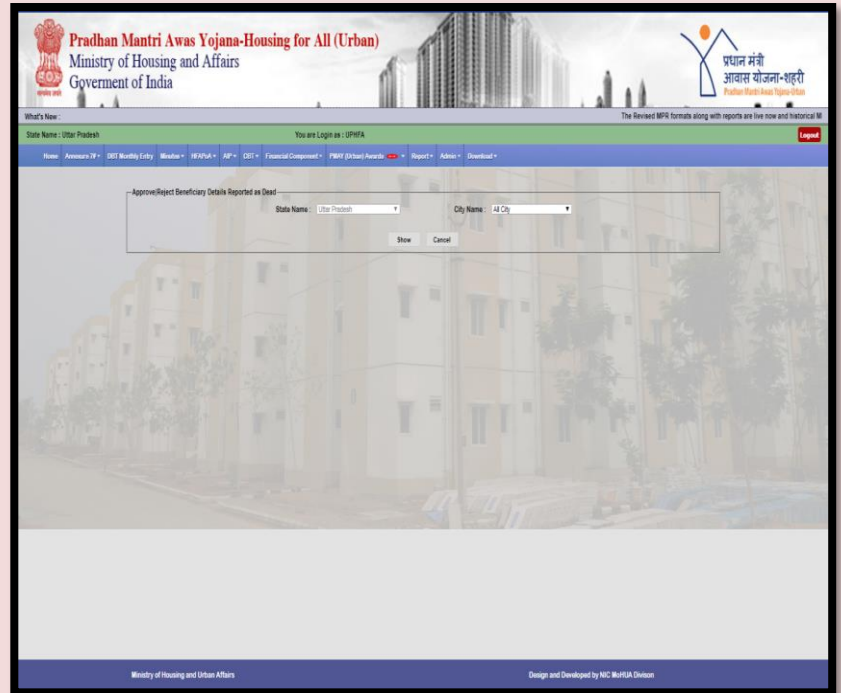
Step 2: On Menu there is an option **“Approve/Reject Beneficiary reported as Dead”** under **“Admin”** Tab.



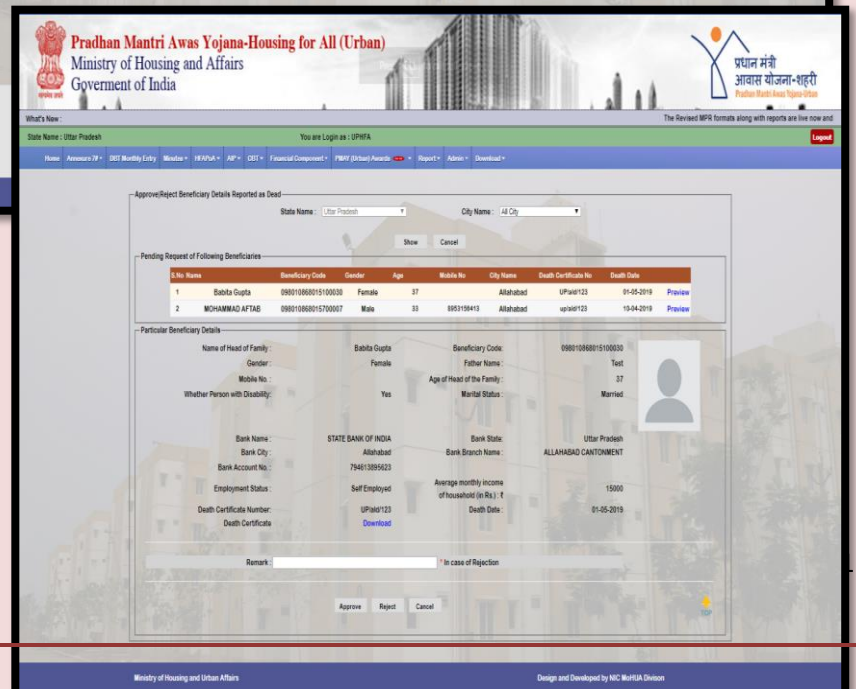
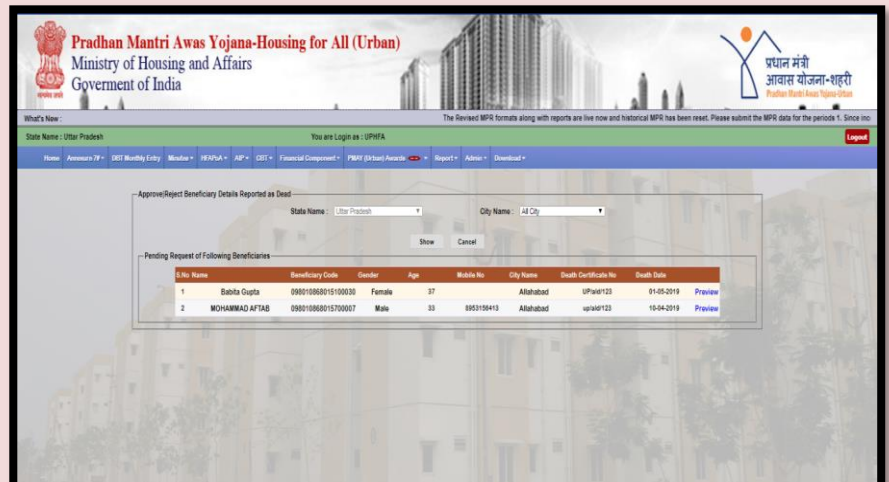
Once SLNA selects/Clicks on **Approve/Reject Beneficiary reported as Dead** button, the system will display the screen as mentioned below.

SOP of Death Cases

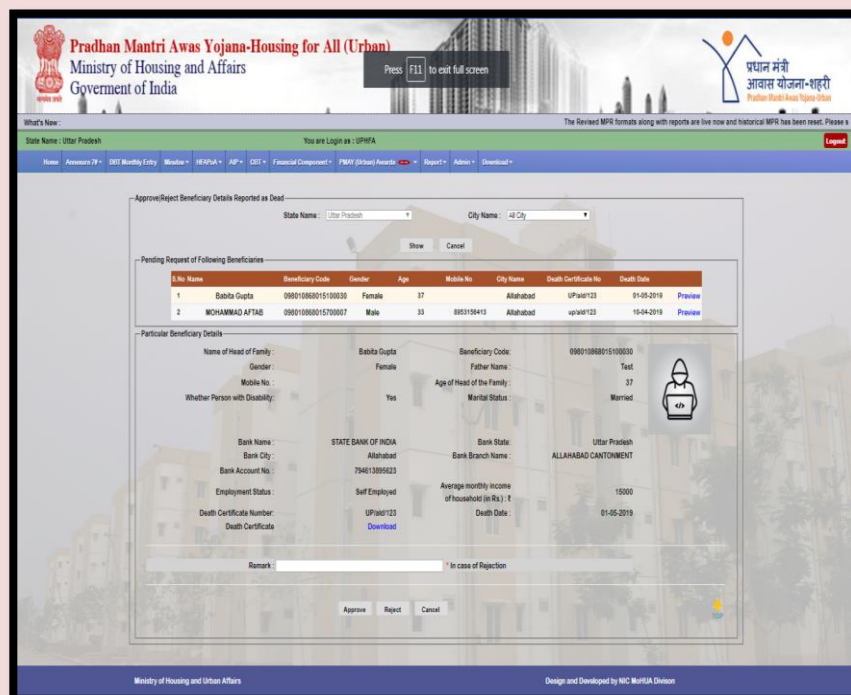
Step 3: After selecting the city name from drop down list, the user will select **Show** button to view all the requests forwarded by ULBs. The System will display the List of Pending request with the details of Beneficiary Name ,Beneficiary Code ,Gender, Mobile No ,Death Certificate number and Date of Death.



Step 4: After selecting the **“Preview”** button the user can preview the request forwarded by ULB as per screen below.



Step 5: The SLNA can download the Death certificate to validate details entered by ULB. After validating details, SLNA can take the following decisions:



- **Approve:** To approve the request. After selecting this button, request will be forwarded to the Central Government.
- **Reject:** To reject the request with rejection reason in Remarks. After selecting this button, request will be returned back to the ULB.
- **Cancel:** To close the screen.

SOP of Death Cases

Step 6: If SLNA approves the request, the message for confirmation (Are you sure, Do you want to approve it?) will be displayed on the screen.

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10.196.69.104 says
Are you Sure! Do you want to Approve it?

OK Cancel

What's New: Historical MPR has been reset. Please submit the MPR data for the periods 1. Since inception upto Dec-2018 and 2. Jan-2019 latest by 15-02-2019.

State Name: Uttar Pradesh You are Login as: UPHTA

Home | Accounts | 79 | GET Monthly City | Monitor | 18,0754 | AP | GET | Financial Component | PMU (Shani) Awas | Report | Admin | Download

Approve/Reject Beneficiary Details Reported as Dead

State Name: Uttar Pradesh City Name: All City

Show Cancel

Pending Request of Following Beneficiaries

S.No	Name	Beneficiary Code	Gender	Age	Mobile No.	City Name	Death Certificate No.	Death Date
1	Babita Gupta	098010868015100030	Female	37		Allahabad	UP/A0123	01-05-2019
2	MOHAMMAD AFTAB	098010868015700007	Male	33	895195413	Allahabad	UP/A0123	19-04-2019

Particular Beneficiary Details

Name of Head of Family: Babita Gupta Beneficiary Code: 098010868015100030
 Gender: Female Father Name: Test
 Mobile No.: Age of Head of the Family: 37
 Whether Person with Disability: Yes Marital Status: Married

Bank Name: STATE BANK OF INDIA Bank State: Uttar Pradesh
 Bank City: Allahabad Bank Branch Name: ALLAHABAD CANTONMENT
 Bank Account No.: 794013895823
 Employment Status: Self Employed Average monthly income of household (in Rs.): ₹. 15000
 Death Certificate Number: UP/A0123 Death Date: 01-05-2019
 Death Certificate Download

Remark: Approve In case of Rejection

Approve Reject Cancel

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Step 7: After clicking **OK** on confirmation message by SLNA, the message for **Record Approved Successfully and forward to Central** will be displayed on the screen.

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Government of India

10.196.69.104 says
Record Approved Successfully and Forwarded to NIMU !!

OK

What's New: to Dec-2018 and 2. Jan-2019 latest by 15-02-2019.

State Name: Uttar Pradesh You are Login as: UPHTA

Home | Accounts | 79 | GET Monthly City | Monitor | 18,0754 | AP | GET | Financial Component | PMU (Shani) Awas | Report | Admin | Download

Approve/Reject Beneficiary Details Reported as Dead

State Name: Uttar Pradesh City Name: All City

Show Cancel

Pending Request of Following Beneficiaries

S.No	Name	Beneficiary Code	Gender	Age	Mobile No.	City Name	Death Certificate No.	Death Date
1	Babita Gupta	098010868015100030	Female	37		Allahabad	UP/A0123	01-05-2019
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Particular Beneficiary Details

Name of Head of Family: Babita Gupta Beneficiary Code: 098010868015100030
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 Bank Account No.: 794013895823
 Employment Status: Self Employed Average monthly income of household (in Rs.): ₹. 15000
 Death Certificate Number: UP/A0123 Death Date: 01-05-2019
 Death Certificate Download

Remark: Approve In case of Rejection

Approve Reject Cancel

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How to Accept/Reject request of Beneficiary Death Certificate Details by Central Login

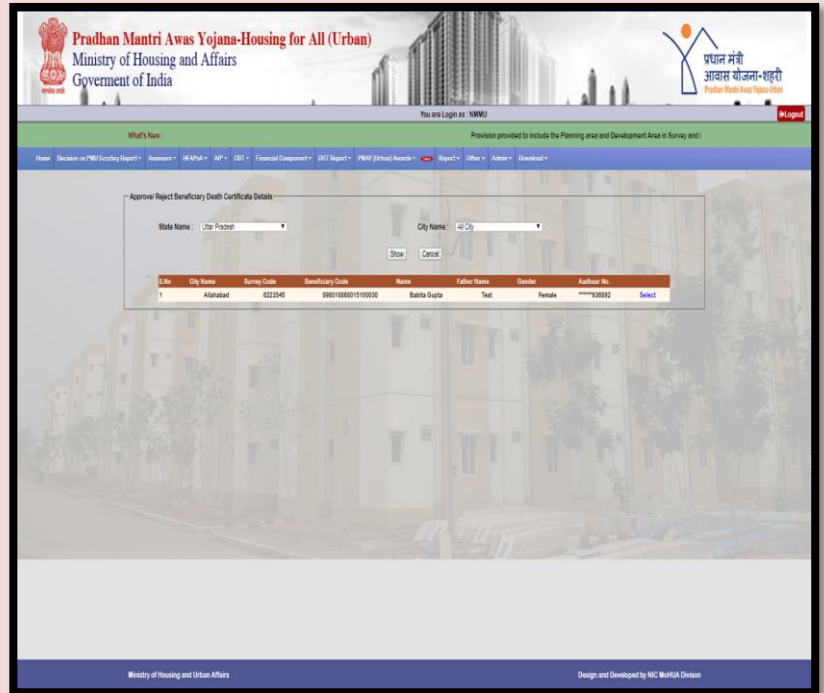
Step 1: On successful login by the Central login, system will display the home page. In the Menu there is an option **“Approve/Reject Beneficiary Death Certificate Details”** under **“Admin”** Tab to enter details to Approve/Reject request raised by SLNA



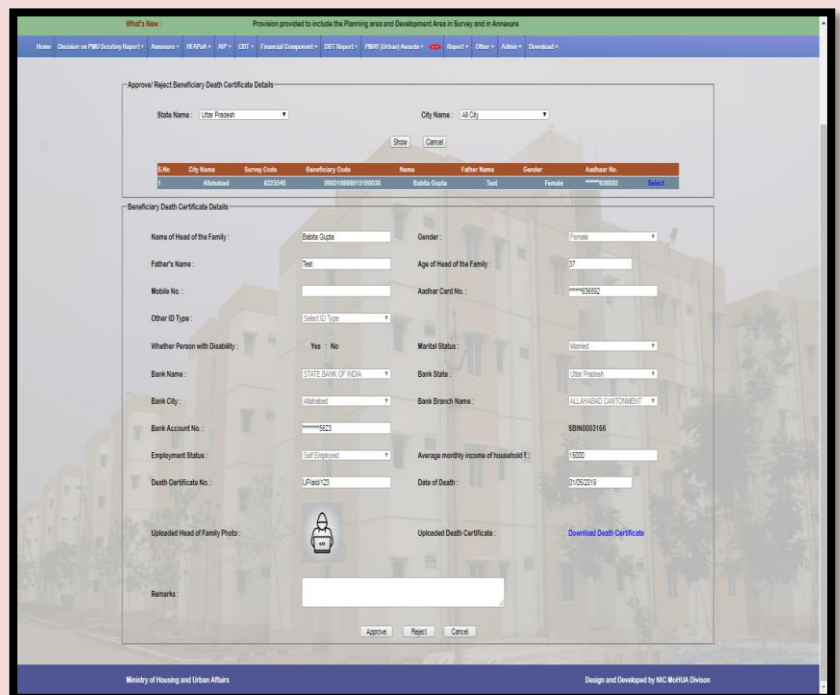
Step 2: After selecting State name and city name from drop down list, User will select **Show** button to view all the requests forwarded by city of respective State. System will display the List of Pending requests with the details of Beneficiary Name, Beneficiary Code, Gender, Mobile No, Death Certificate no and Date of Death.



Step 3: User will click the “Select” option .After which the user can preview the request forwarded by SLNA as per the screen below.



Step 4: User after validating details can take the following decisions:

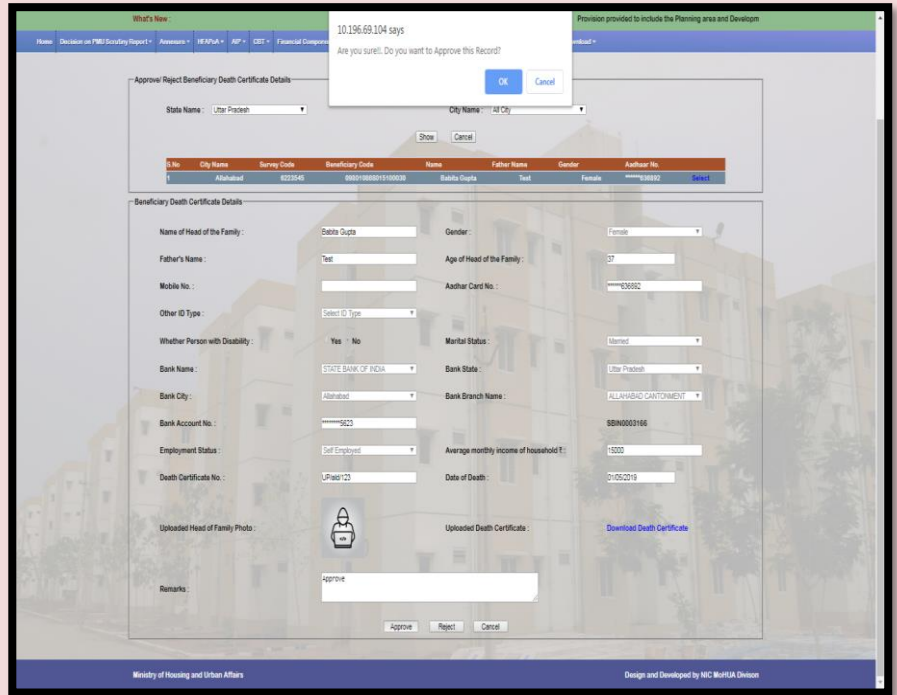


1- Approve: To approve the request. After selecting this button, the details against dead beneficiary will be replaced by her/his legal heir.

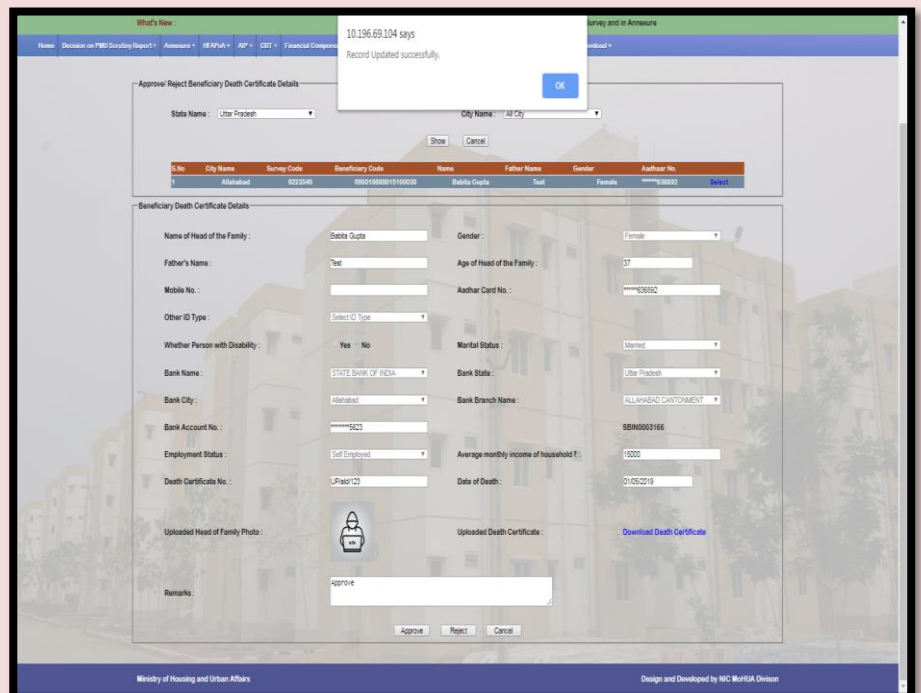
2- Reject: To reject the request with rejection reason in Remarks. After selecting this button, request will be returned back to ULB.

3- Cancel: To close the screen.

Step 5: If Central approves the request, the message for confirmation (Are you sure, Do you want to approve the record?) will be displayed on the screen.



Step 6: After clicking **OK** on confirmation message by Central, the message “**Record updated successfully**” will be displayed on the screen.



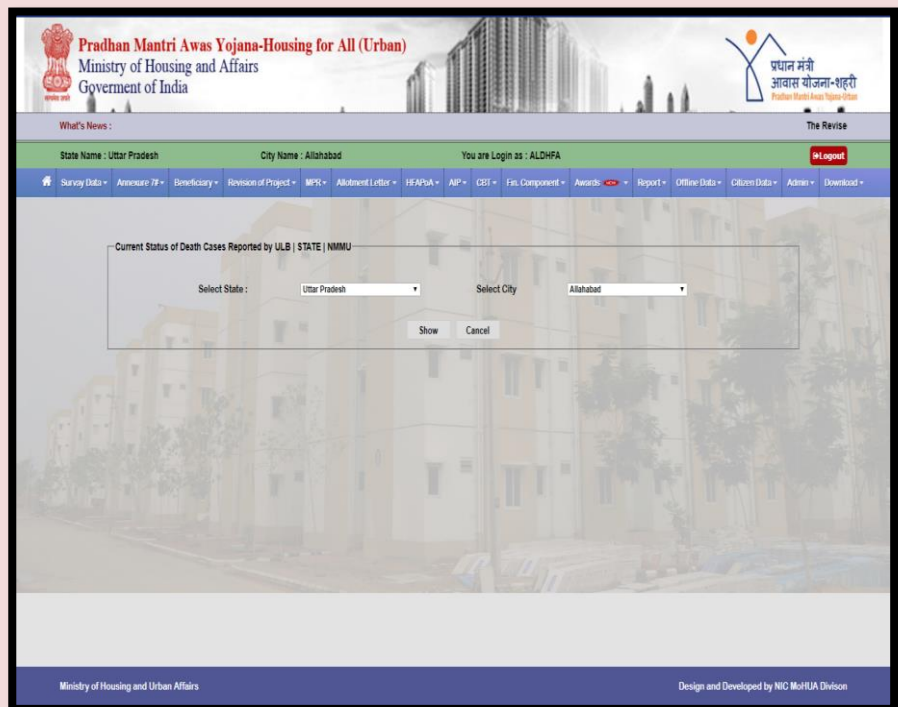
Reports on 'Addition/Updation of Beneficiary Death Certificate Details' Module in PMAY(U) MIS:

REPORT 1: Current Status of Death Cases Reported by ULB/ State/Central

Step 1: User will select report **“Current Status of Death Cases Reported by ULB/ State/Central”** under **“Beneficiary Report”** section under Report tab.

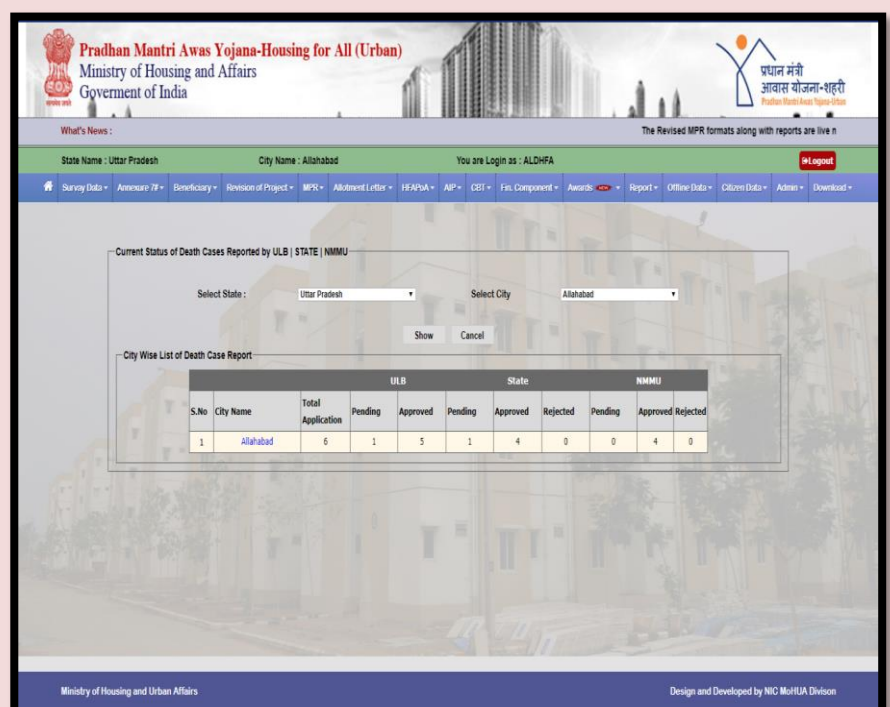


Step 2:- On clicking “**Current Status of Death Cases Reported by ULB/ State/Central**”, system will display screen.



Step 3: Once ULB selects State and City from drop down lists and clicks on **SHOW** button, system will display city wise status of total applications of death cases under all Logins of ULB, State and Central. Report will display ULB wise, State wise and Central wise approved, pending, rejected counts of applications on death cases as per below screen.

Step 4: Once the ULB click’s on City name, system will display List of all Beneficiaries Death Case of the selected city reported by ULB as shown in screen below.



Note

1. ULB | STATE | NMMU Status: A[Approved], P [Pending], R [Rejected]

2. Blue Colored row indicates that the requests have been approved by ULB, STATE and Central

3. Yellow Colored row indicates that the requests have been approved by ULB but pending at STATE level

4. White Colored row indicates that the requests have been pending at ULB level.

What's News : The Revised MPR formats along with reports are live now and historical MPR has been reset. Please submit the MPR data for the periods 1. Since 1

State Name : Uttar Pradesh City Name : Allahabad You are Login as : ALDHFA [Logout](#)

Survey Data - Amexure 7F - Beneficiary - Revision of Project - MPR - Allotment Letter - HF/HA - AIP - CBT - Fin. Component - Awards - Report - Offline Data - Citizen Data - Admin - Download

Current Status of Death Cases Reported by ULB | STATE | NMMU

Select State : Uttar Pradesh Select City : Allahabad [Show](#) [Cancel](#)

List of Beneficiaries Death Case, Reported by ULB|STATE|NMMU

S.No	City Name	Beneficiary Code	Beneficiary Name	Father Name	Gender	Age	Death Certificate No	Death Date	ULB Status	State Status	NMMU Status	Status
1	Allahabad	098010868014600019	Hori Lal	Mataru Lal	01	32	12345678	01-05-2019	A	A	A	View
2	Allahabad	098010868014600021	Rita Devi	mera lal	02	38	up/ald/123	28-04-2019	A	A	A	View
3	Allahabad	098010868015000016	Arti Devi	SHYAM JI SONI	02	27	up/ald/159	08-04-2019	A	A	A	View
4	Allahabad	098010868015600014	Gita Devi	chhedilal	02	33	up/ald/asknagar/123	03-04-2019	A	A	A	View
5	Allahabad	098010868015700007	MOHAMMAD AFTAB	Aftab	01	33	up/ald/123	10-04-2019	A	P		View
6	Allahabad	098010868020900079	RAKESH NISHAD	asdf	01	35	asdf/54	06-05-2019	P			View

Note

- 1. ULB|STATE|NMMU Status : A [Approved], P [Pending], R [Rejected]
- 2. Colored row indicates that the requests have been approved by ULB, STATE and NMMU

City Wise List of Death Case Report

S.No	City Name	Total Application	ULB			State			NMMU	
			Pending	Approved	Pending	Approved	Rejected	Pending	Approved	Rejected
1	Allahabad	6	1	5	1	4	0	0	4	0

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Step 5: After clicking on view, system will display current status of action taken by ULB/State/Central along with action Dates and Remark (if any).

Current Status of Death Cases Reported by ULB | STATE | NIMMU

Select State: Select City:

Show Cancel

List of Beneficiaries Death Case, Reported by ULB|STATE|NIMMU

S.No	City Name	TAKEN BY	CURRENT STATUS	ACTION DATE	REMARK	ULB Status	State Status	NIMMU Status
1	Alhabad	ULB	Approved	06-05-2019		A	A	A
2	Alhabad	STATE	Approved	06-05-2019		A	A	A
3	Alhabad	NIMMU	Approved	16-05-2019		A	A	A
4	Alhabad							
5	Alhabad							
6	Alhabad	09802086020900019	KARESH NESHAD	not	01/05/2019	P		

Note

- 1. ULB|STATE|NIMMU Status - A [Approved], P [Pending], R [Rejected]
- 2. Colored row indicates that the requests have been approved by ULB, STATE and NIMMU

City Wise List of Death Case Report

S.No	City Name	ULB		State		NIMMU				
		Total Application	Pending	Approved	Rejected	Pending	Approved	Rejected		
1	Alhabad	6	1	5	1	4	0	0	4	0

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Current Status of Death Cases Reported by ULB | STATE | NIMMU

Select State: Select City:

Show Cancel

List of Beneficiaries Death Case, Reported by ULB|STATE|NIMMU

S.No	City Name	TAKEN BY	CURRENT STATUS	ACTION DATE	REMARK	ULB Status	State Status	NIMMU Status
1	Alhabad	ULB	Approved	06-05-2019		A	A	A
2	Alhabad	STATE	Pending					
3	Alhabad	NIMMU	Approved	16-05-2019		A	A	A
4	Alhabad							
5	Alhabad							
6	Alhabad	09802086020900019	KARESH NESHAD	not	01/05/2019	P		

Note

- 1. ULB|STATE|NIMMU Status - A [Approved], P [Pending], R [Rejected]
- 2. Colored row indicates that the requests have been approved by ULB, STATE and NIMMU

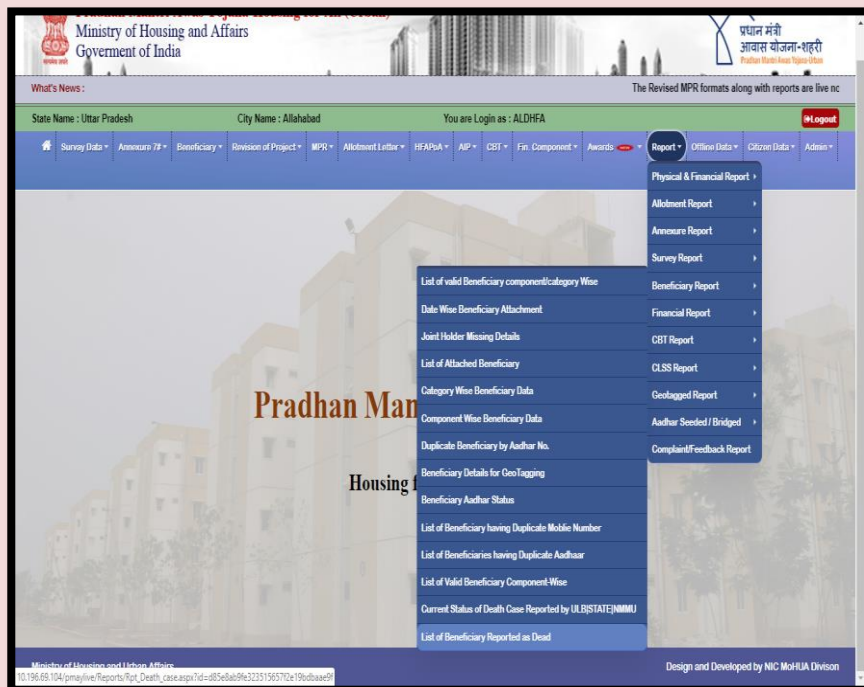
City Wise List of Death Case Report

S.No	City Name	ULB		State		NIMMU				
		Total Application	Pending	Approved	Rejected	Pending	Approved	Rejected		
1	Alhabad	6	1	5	1	4	0	0	4	0

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REPORT 2: List of Beneficiary reported as DEAD

Step 1: User will select report **“List of Beneficiary reported as DEAD”** under **“Beneficiary Report”** section of report of **“beneficiary”** Tab.



Step 2: Once the User selects report **“List of Beneficiary reported as DEAD”** the system will display the grid showing updated details of legal heir against dead beneficiary such as beneficiary Code, Beneficiary Name, Gender, Age, Father Name, Date of Death, Death Certificate No and Death Certificate (with download option).



SOP of Death Cases