Revision and cancelation of CSMC approved Projects, and Removal/modification of Beneficiaries from CSMC approved projects

Procedure and the steps to be followed at different credentials have been explained along with the screen shot.
**Revision of Project**

- For revision of any projects, approval of the CSMC is required.
- Revision means, removal/reduction beneficiary.
- After the approval of CSMC, cities will be allowed to revise/modify the CSMC approved projects.
- City/ULB wants to revise their project they have contact Central MIS Expert to give the approval in the CSMC login.
- Before approaching the MIS expert for the revision, Cities has to attach all the beneficiaries in the CSMC approved project.
- After the CSMS approval, in the revised project cities will be allowed to remove/reduce the beneficiary. It won’t allow the cities to add any more beneficiaries in the revised project.
- After the CSMC approval for revision, cities have to revise their project within 15 days from the date of CSMC approval.
- After the stipulated period (15 days) system won’t allow to remove/reduce the beneficiary from the revised project.
  - After the approval of CSMC, the user has to revise the project, the old project details will be automatically shown in the revised project, as per the revision, the details will be modified and they have to attach the beneficiaries from the old project to the revised project.
  - System won’t allow you to attach any new beneficiary in the revised project other than the beneficiaries in the old project. So attaching all the beneficiary with the project should be completed before the submission of revision.
  - After the revision new project code will be assigned to the revised project, and the old project details will be archived for future reference.

**CSMC approval for Revision of project:**

After the city request, for the revision of project click on Rev/Can project, then this screen appears.
After the selection of “permission for revision of CSMC Approved Project” then this screen appears.

Select the mission component and the other details as per the user request press the show button to display the projects as per the data provided in the above screen.

Enter the reason for revision, number revised beneficiary and then press the “revise” to give permission to cities to revise the project. Revision period will start automatically from the revise permission date.
PROCEDURE TO BE FOLLOWED at CITY LEVEL TO REVISE THE CSMC APPROVED Projects.

After the CSMC approval, in the city login please select the Revision of project option then this screen appears.

Select the component from the above screen, and then the CSMC permission obtained projects will be displayed like this. From the below screen select the project which you want to revise.

After pressing “Revise” link the following screen appears with old project details.
### Format for Projects under Affordable Housing in Partnership (AHP)

#### Project Details

- **Name of the State:** [Input]
- **Name of the District:** [Input]
- **Name of the City:** [Input]
- **Project Name:** [Input]
- **Project Code:** [Input]
- **State Level Housing Agency:** [Input]
- **Implementing Agency:** [Input]
- **Implementing Agency Name:** [Input]
- **Cops of approved by State Level Housing and Monitoring Committee (SLHMC):** [Input]

<table>
<thead>
<tr>
<th>No. of households covered in the project</th>
<th>[Select]</th>
<th>[Enter]</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. of DHR beneficiaries covered in the project</td>
<td>[Select]</td>
<td>[Enter]</td>
</tr>
<tr>
<td>Whether DHR beneficiaries have been selected as per PMAY guidelines?</td>
<td>[Yes]</td>
<td>[No]</td>
</tr>
<tr>
<td>Number of houses constructed/purchased, please specify number of houses constructed/purchased</td>
<td>[Select]</td>
<td>[Enter]</td>
</tr>
<tr>
<td>Number of beneficiaries covered in project</td>
<td>[Select]</td>
<td>[Enter]</td>
</tr>
<tr>
<td>Construction Cost of DHR unit (Rs. in Lakh)</td>
<td>[Select]</td>
<td>[Enter]</td>
</tr>
<tr>
<td>Project Location (in Latitude)</td>
<td>[Input]</td>
<td>[Input]</td>
</tr>
<tr>
<td>Whether rate is provided by State/UT?</td>
<td>[Yes]</td>
<td>[No]</td>
</tr>
<tr>
<td>Credit of DHR unit (Rs. in Lakh)</td>
<td>[Select]</td>
<td>[Enter]</td>
</tr>
<tr>
<td>Total No. of houses proposed in the project</td>
<td>[Select]</td>
<td>[Enter]</td>
</tr>
<tr>
<td>LHR of DHR unit</td>
<td>[Select]</td>
<td>[Enter]</td>
</tr>
<tr>
<td>No. of DHR units</td>
<td>[Select]</td>
<td>[Enter]</td>
</tr>
<tr>
<td>No. of DHR units with</td>
<td>[Select]</td>
<td>[Enter]</td>
</tr>
<tr>
<td>No. of Commercial units</td>
<td>[Select]</td>
<td>[Enter]</td>
</tr>
<tr>
<td>Whether Rag and Transparent procedure has been followed to select plots in DHR units if any?</td>
<td>[Yes]</td>
<td>[No]</td>
</tr>
<tr>
<td>No. of DHR beneficiaries eligible for Credit Assistance</td>
<td>[Select]</td>
<td>[Enter]</td>
</tr>
<tr>
<td>LHR of DHR unit</td>
<td>[Select]</td>
<td>[Enter]</td>
</tr>
<tr>
<td>GSA</td>
<td>[Select]</td>
<td>[Enter]</td>
</tr>
<tr>
<td>Other</td>
<td>[Select]</td>
<td>[Enter]</td>
</tr>
<tr>
<td>Total No. of houses (Rs. in Lakh)</td>
<td>[Select]</td>
<td>[Enter]</td>
</tr>
<tr>
<td>Whether DHR beneficiaries of poor households have been considered as per PMAY guidelines?</td>
<td>[Yes]</td>
<td>[No]</td>
</tr>
<tr>
<td>Whether Government is providing or being provided through IMPS or any other scheme?</td>
<td>[Yes]</td>
<td>[No]</td>
</tr>
<tr>
<td>Whether the provision of Better Education has been made as per applicable State rules of PMSSD scheme or other schemes?</td>
<td>[Yes]</td>
<td>[No]</td>
</tr>
<tr>
<td>Whether Mobile Bank Branches have been established as per applicable State rules of PMSSD scheme or other schemes?</td>
<td>[Yes]</td>
<td>[No]</td>
</tr>
<tr>
<td>Whether other amenities like water supply etc. have been considered in design and implementation of the project?</td>
<td>[Yes]</td>
<td>[No]</td>
</tr>
<tr>
<td>Whether Quality Assurance is part of the project?</td>
<td>[Yes]</td>
<td>[No]</td>
</tr>
<tr>
<td>Whether GSA is part of project?</td>
<td>[Yes]</td>
<td>[No]</td>
</tr>
<tr>
<td>Whether any relevant and available for the project?</td>
<td>[Yes]</td>
<td>[No]</td>
</tr>
<tr>
<td>Comments of BLA after the line item 7</td>
<td>[Input]</td>
<td>[Input]</td>
</tr>
</tbody>
</table>

#### Project Information

- **Project Status:** [Select] | [Enter]
- **Project Details:** [Input]
Modify the project details as per your revision and then press “Save” button to save the revised project details. After saving the project details, the successful message will be displayed.

After saving the project details, users has to attach the beneficiaries with this revised project from the old project beneficiaries.

Select the beneficiaries who are to be attached with the revised project, and then press the “Attach” button to attach with revised project.

In case while attaching beneficiaries, if you attached any beneficiary wrongly, then he/she can be removed from the revised projects by using the following menu.
While selecting ‘Remove beneficiary from revised project’ then it will display all the beneficiaries attached with that revised project. Select the beneficiary to remove and then press the “remove button”.

After the revision project, the revised project will be treated as a new project and it has to get the approval from the state, PMU, Central, CSMC like a new project. The process is same as new project. The revised projects will be shown in the Annexure 7 menu of the state login.

The above said city login activities has to be completed in the stipulated time period (15 days) from the date of approval of CSMC.
After the stipulated time period (15 days) system won’t allow you to perform any activity in the revised project.

The revised projects are shown in the different colour (red) and the project type as revised.

State login
Beneficiary Edit Request

Steps for Modification of beneficiaries – Please note this module to be strictly used for erroneous entry such as duplicate attachment, not a beneficiary of this project, beneficiary died and being replaced by heir, minor correction in the name etc.

Any Project once edited for erroneous entry will be allowed to be modified only once.

Once approved by CSMC for removal and editing, project will be open only for 15 days for ULB to remove beneficiaries.

Login as City

A. Marking Record for removal
1) Click on Annexure 7 – Beneficiaries Modifications Request- Select Project- List of Beneficiaries s will be displayed
2) Select the beneficiaries to be removed along with reason
3) Click on Submit to save the removal of beneficiaries.
4) Your submission has to be approved by the state through their login.

B. Report to view details of Marked Records for removal
1) Click on Report- Annexure Report- Track Beneficiaries Edit Request
2) Select Project- Only the Project where beneficiaries modification is marked will be listed in the drop down
3) Complete list with State decision will be shown

After the City submission, Login as State and perform the following activities.

A. Approve or reject records marked for removal
1) Click on Annexure 7 – Beneficiaries Modifications Request- Select Project- List of Beneficiaries marked by ULB will be displayed
2) Select action (approve or reject) against each record. For Rejection give reason in text box
3) Click on Approve to be reflected at ULB level. Till the time State does not forward to Centre, SLNA/state can change the decision. Once approved by State, the check box for removal will not appear for that beneficiary.

The after state approval the state approved decision on the removal will displayed like this in the city level

At City level

At State Level

B. Forward records for removal due to erroneous entry to Centre
1) Once records are forwarded to Centre for according approval, ULBs will not be able to revert back any decision
2) Click on Forward to Centre.
3) After the forwarding to centre, these projects won’t be appearing in drop down for the removal of beneficiary at city level login.

4) Once approved at Central level, Approve button will not be visible at State level, but rejected records will be visible. State can further reject those records which will start showing up at ULB level

**At State level after approval from Centre**

5) Once Centre forwards to CSMC, State will not be able to perform any action on project

6) Once approved by CSMC, ULBs can remove the beneficiaries from project within 15 days of the CSMC approval date

**Login as City**

1) Once CSMC has approved, login as City Click on menu Annexure 7- “remove Beneficiary”

2) Only the beneficiaries approved in CSMC will be visible for removal
Cancellation of Project

Only CSMC can cancel the CSMC approved projects.

Enter the reason for cancelation and then select the cancel projects.

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