



Ministry of Housing and Urban Affairs
Government of India

Pradhan Mantri Awas Yojana - Urban 2.0

Unified Web Portal



Standard Operating Procedure Verifier User Manual

Ministry of Housing and Urban Affairs
Government of India



Verifier User Manual

- The Verifier is responsible for conducting on-site visits to beneficiary locations to confirm the accuracy of the information provided by the applicant.
- This includes verifying various aspects of the applicant's housing situation and supporting documentation.

Key responsibilities

1. Physical Site Verification

- The Verifier must assess the condition of the construction site and the applicant's current living conditions.
- This includes verifying whether the applicant owns a pucca house, whether they possess any other properties, and ensuring that the physical infrastructure aligns with the applicant's claims, and applicant is eligible as per the PMAY-U 2.0 scheme guidelines.

2. Document Verification

- The Verifier is required to check the original documents submitted by the applicant, which were uploaded during the online form submission process.
- The verifier will be ensuring that all documents are authentic and meet the necessary criteria.

3. Systematic Data Entry and Correction

- If discrepancies or inaccuracies are found during the verification process.
- The Verifier will make necessary edits and updates to the beneficiary details and family information under the PMAY-U 2.0 platform.

The Verifier will gather comprehensive data on each beneficiary, including personal information, family composition, socioeconomic status, and housing needs, alongside supporting documentation.

All information should be verified for accuracy to ensure data integrity. By maintaining accuracy and ensuring that all beneficiary information is properly verified and recorded, the Verifier plays a crucial role in upholding the integrity of the PMAY-U 2.0 program.

Verifier Login Creation

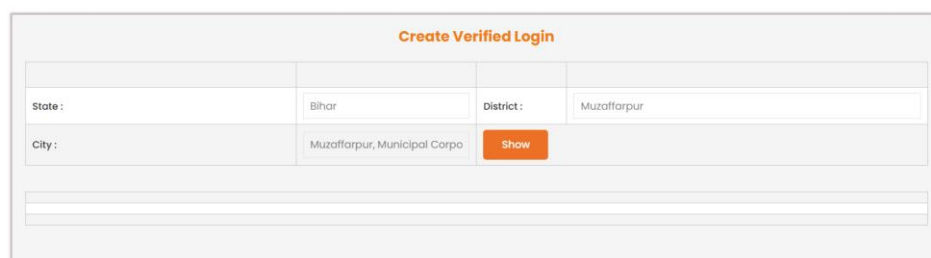
Verifier login credentials will be created by the ULB by logging into ULB portal. ULB can create one or more Verifier credentials as required for the smooth implementation of the verification process.

The following steps can be followed to create Verifier:

Step 1: Click on “**Create Verifier Login**” visible on the menu bar

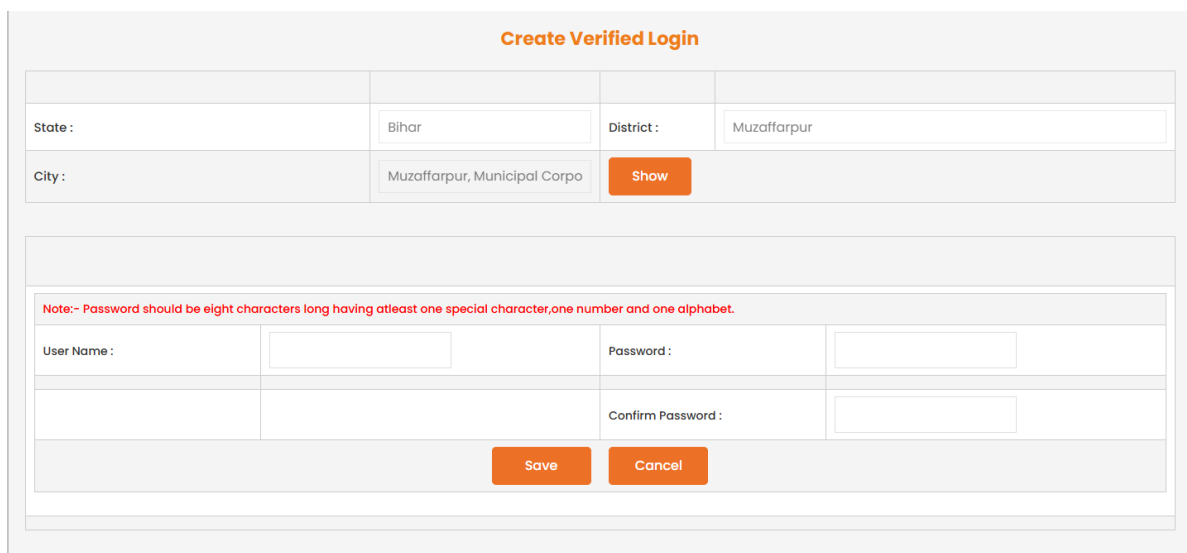


The screenshot shows the top of the Pradhan Mantri Awas Yojana - Urban 2.0 portal. The header includes the Ministry of Housing and Urban Affairs logo, the PMAY-U 2.0 logo, and the user's login status: "Logged in as : MFPHFATEST (City : Muzaffarpur, Municipal Corporation)". The navigation bar contains links: Home, Action, Reports, FAQs, Guidelines, Track Application, Change Password, and **Create Verifier Login**.



The screenshot shows the "Create Verified Login" form. It has a table with the following fields: State (Bihar), District (Muzaffarpur), and City (Muzaffarpur, Municipal Corpo). There is a "Show" button next to the City field.

Step 2: Click on **Show** to view the list of created Verified Login that are already existing.



The screenshot shows the "Create Verified Login" form. It has a table with the following fields: State (Bihar), District (Muzaffarpur), and City (Muzaffarpur, Municipal Corpo). There is a "Show" button next to the City field. Below the table, there is a note: "Note:- Password should be eight characters long having atleast one special character,one number and one alphabet." and a form with fields for User Name, Password, and Confirm Password. There are "Save" and "Cancel" buttons at the bottom.

Step 3: Enter the Username and password and click on Save to create User.

pmaymis.gov.in says
Verified Created Successfully!

Create Verified Login

State : Bihar District : Muzaffarpur

City : Muzaffarpur, Municipal Corpo [Show](#)

Note:- Password should be eight characters long having atleast one special character,one number and one alphabet.

User Name : verfiertest Password :

Confirm Password :

[Save](#) [Cancel](#)

[^TOP](#)

The system will generate a pop up displaying the successful creation of User.

Create Verified Login

State : Bihar District : Muzaffarpur

City : Muzaffarpur, Municipal Corpo [Show](#)

State : Bihar District : Muzaffarpur City : Muzaffarpur, Municipal Corporation

S.No	User Name	Change Password	Change Account Status
1	VERIFIERTEST	Change Password	Activate/Inactivate
	Create New Credential		

Once created, the new user will be visible in the table. ULB can activate/deactivate the user id as required.

Create Verified Login

State :	Bihar	District :	Muzaffarpur
City :	Muzaffarpur, Municipal Corpo	<button>Show</button>	

State : Bihar	District : Muzaffarpur	City : Muzaffarpur, Municipal Corporation
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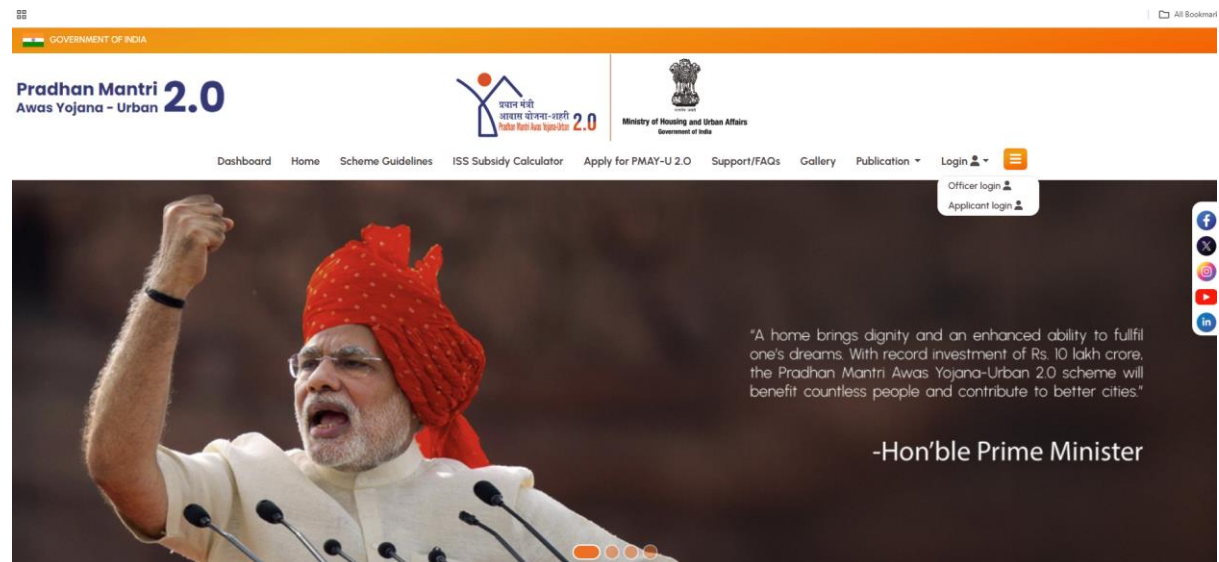
S.No	User Name	Change Password	Change Account Status
1	VERIFIERTEST	Change Password	Activate/Inactivate
	Create New Credential		

User Name :	VERIFIERTEST	Account Status :	<input checked="" type="radio"/> Active	<input type="radio"/> Inactive
<div><button>Save</button><button>Cancel</button></div>				

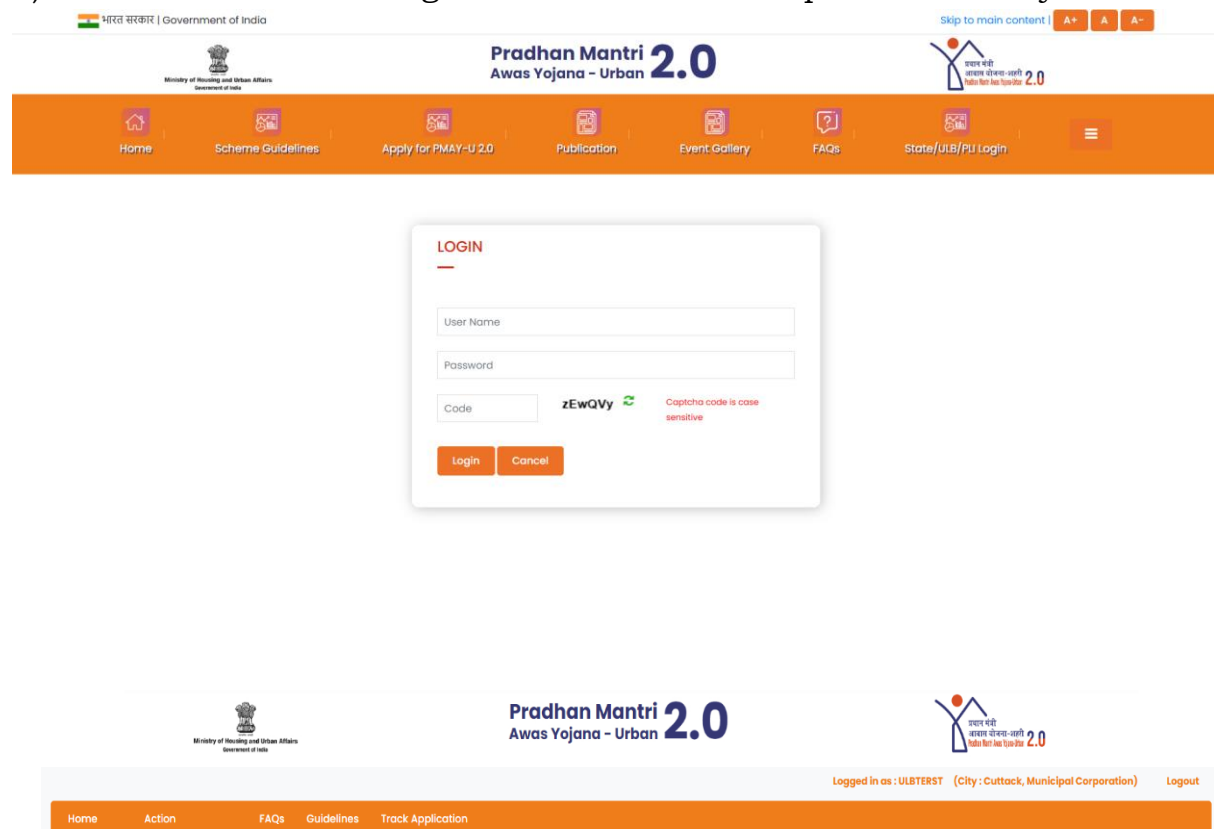
Verifier Dashboard

Once the login credentials are created and shared with the designated individuals, user can login through the Officer Login Page.

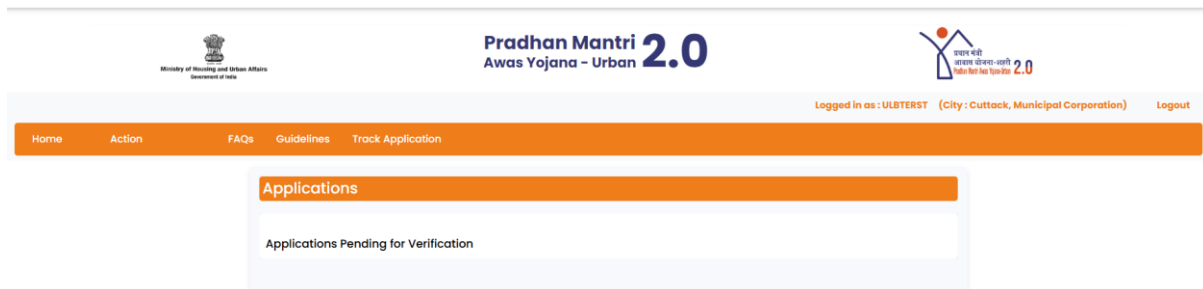
1) Click on Login-> **Officer Login**



2) Use the login credentials provided by ULB.



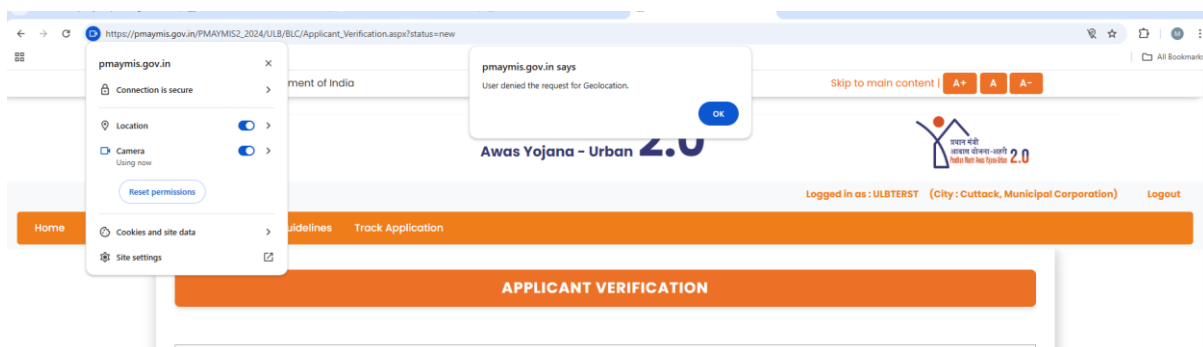
3) Click on **Action-> Applications->** Applications pending for Verification



4) System will display the list of applications pending for edit/verification



Note: User must give Camera and Location permission while doing the application/field verification process.



5) The application form is divided into six tabs-

- Personal Details
- Family member Details
- Household Details
- Address Details
- Bank Details
- Subsidy Details

The screenshot shows the Pradhan Mantri Awas Yojana - Urban 2.0 application form. The top navigation bar includes the Ministry of Housing and Urban Affairs logo, the scheme name, and a login status for 'ULBTERST (City: Cuttack, Municipal Corporation)'. The main content area is titled 'APPLICANT VERIFICATION' and contains six tabs: Personal Details, Family Member Details, Household Details, Address Details, Bank Details, and Scheme Details. The 'Personal Details' tab is active, displaying a form with the following fields:

Preferred Component of Scheme/ चयन का पसंदीदा घटक:	Affordable Housing in Partnership		
Application ID	000235002581408149		
Name of the Applicant / आवेदक का नाम *	SAKUNTALA SATAPATHY	Aadhaar No. / आधार संख्या *	*****9588
PAN Card No. / पैन कार्ड संख्या:	PSRPS4716P	Date of Birth / जन्म की तारीख:	12/07/1985

6) Verify the details on each tab and click on Verify & Continue for each tab.

The screenshot shows the verification step for the 'Educational Qualification' tab. The form displays the following information:

Educational Qualification / शैक्षणिक योग्यता *	Intermediate
Do you belong to Beneficiaries of PM SVANidhi, Building and Construction worker, Anganwadi Worker,Artisans Under PM Vishwakarma,Safai Karmi Slum/chawl residents / क्या आप पीएम स्वनिधि, भवन और निर्माण श्रमिक, आंगनवाड़ी कार्यकर्ता, पीएम विश्वकर्म के रहत कार्यरत, सफाई कर्मी, झुग्गी/चौल निवासी के लाभार्थियों में से हैं? *:	
<input type="radio"/> Yes <input checked="" type="radio"/> No	
<input type="button" value="Verify & continue"/>	

7) In the last tab, mention the State Scheme ID, Ward Number, select the Parliamentary Constituency and State Constituency. If the applicant is Person with Disability/Divyang.

APPLICANT VERIFICATION

Personal Details

Family Member Details

Household Details

Address Details

Bank Details

Scheme Details

State Scheme ID1:

State Scheme ID2:

Ward No./ वार्ड सं. :*

Parliamentary Constituency / संसदीय निर्वाचन क्षेत्र*

Select Constituency

State Constituency / विधानसभा निर्वाचन क्षेत्र :*

Select State Constituency

Whether applicant belongs to Person With Disability/Divyang :

☐ Yes

☒ No

Application Acceptance :

☐ Reject

☒ Approve

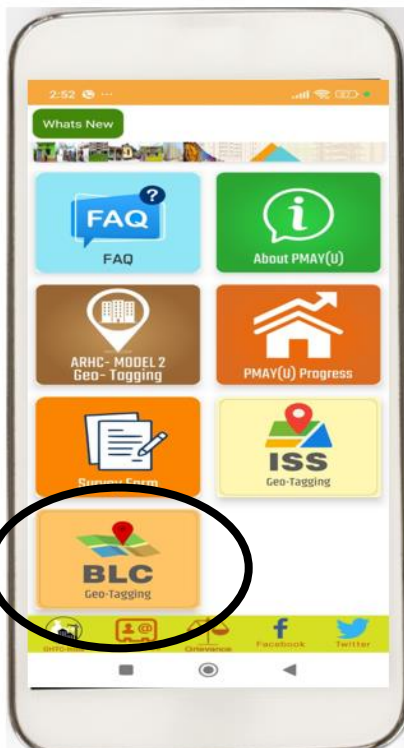
Approve Application

BLC Geo-tagging Process

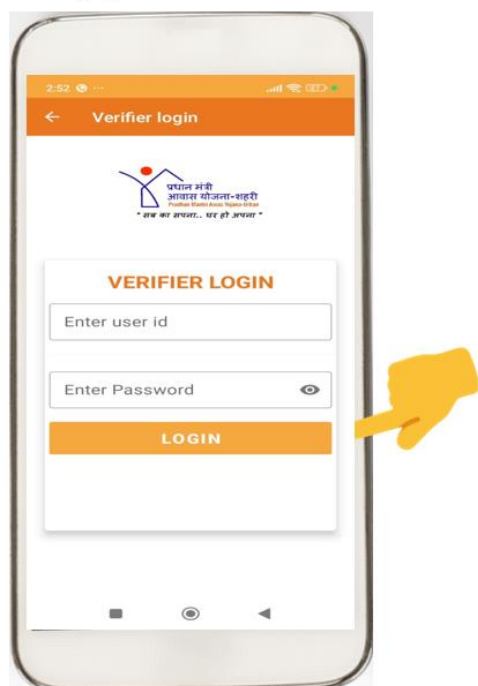
The Geo-Tagging of the property is done using the “Mobile Application” of PMAY-U 2.0



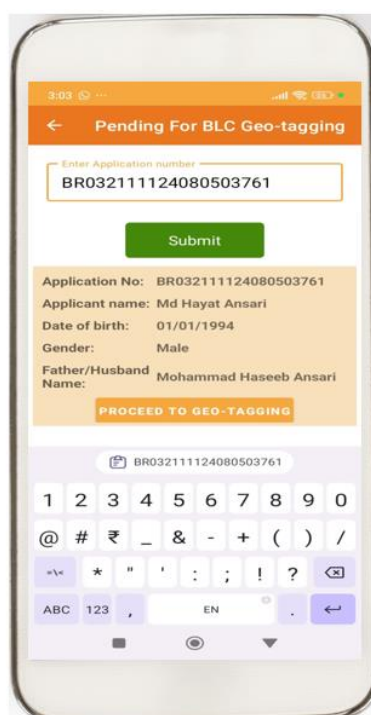
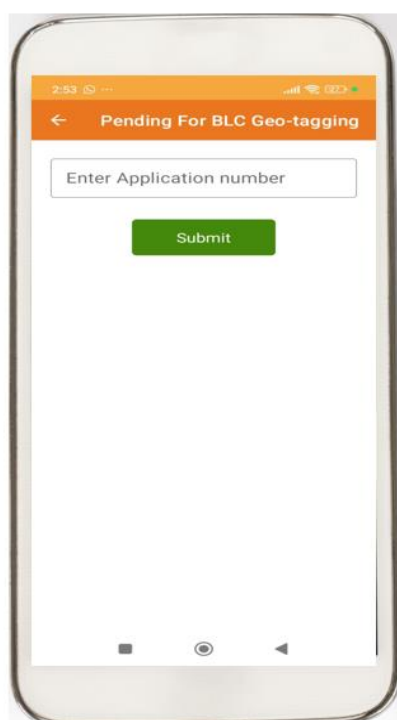
Install the PMAY (Urban) Application.



Click on “**BLC Geo-Tagging**”



The system will display the login page for the Verifier. Enter the login credentials as provided by the ULB. Click on “Login”.



Once logged in, the Verifier need to enter the Application Number which is pending for BLC Geo-tagging. The system would display the Applicant details such as Application Number, Applicant Name, Date of Birth, Gender and Father/Husband Name. Once the Applicant details are cross-checked, click on “Proceed to Geo-Tagging”.



The system will display the page for Geo-Tagging. Click on the grey box “Click here to take Property image 1” to open the camera and take property image.

Once clicked, the image would be displayed on the screen. Click on Submit. “Image Submitted Successfully” message would be displayed once the Geo-tagging is done successfully.

