

MMPSY ENROLLMENT – CSC HANDOUT

Key Responsibilities of the CSCs

- Guide the beneficiary on eligibility, requirements & application process for the MMPSY scheme and encourage all eligible beneficiaries to apply for the same.
- Fill up beneficiary details on MMPSY portal (including Family details and member-wise scheme details). The CSC shall ensure that the information filled in the portal is as per the documents provided by the citizen at the time of enrollment.
- Create Maandhan account of the eligible beneficiaries (if not created already) and ensure that there is no discrepancy in beneficiary data entered on the Maandhan portal and MMPSY portal.
- Ensure that eligible beneficiaries are registered in Pradhan Mantri Jivan Jyoti Bima Yojana (PMJJBY) & Pradhan Mantri Suraksha Bima Yojana (PMSBY) by checking their passbook for premium deduction of INR 330/- for PMJJBY & INR 12/- for PMSBY
- Take a print-out of the filled MMPSY form and ask the citizen to verify the information by physically signing the form. Upload the signed document on the MMPSY portal.
- Provide a print-out of the Parivar Pehchan Patra (PPP) e-cards to the citizen.

Detailed Tasks to be performed by the CSCs

Step 1: Ask for documents

The CSC shall ask for the following documents/information from the citizen:

- a. Parivar Pehchan Patra Number (If available)
- b. Aadhar Card of all family members of the family (Compulsory)
- c. Bank Account Passbook of all members of the family eligible for MMPSY.
- d. Maandhan IDs of all eligible family members.
- e. Passbook entry of eligible members to confirm registration under PMJJBY & PMSBY

The CSC shall move to the next step only if the above set of documents/information is provided by citizen at the time of application.

Step 2: Fill/Update Family Details Form

- a. In case the citizen provides the family ID, the CSC shall:
 - i. Input family ID in Family details form to pre-populate data in the form.

- ii. Fill in the missing data & edit/update the pre-populated data based on the documents and verification provided by the citizen.
- b. In case the citizen does not have a family ID, the CSC shall:
 - i. Fill in the Aadhar numbers of all family members in a separate screen provided on MMPSY portal. In case a family ID is linked to any of the Aadhar IDs, the same shall be displayed on screen. If family ID found, then move to Step 2a, above.
 - ii. Fill in the data based on the documents and verification provided by the citizen in the blank Family details form, incase no Family ID is found.

Step 3: Select Member-wise Schemes

- a. The CSC shall select the scheme(s) required for each member of the family as decided by the beneficiary.
- b. The CSC also fills in the bank account details and Maandhan IDs of all the members as required by the system for the respective schemes.
- c. Incase citizen or his family did not have a Family ID, the same shall be generated by the system. CSC shall provide the same to the citizen.

Step 4: Creation of Maandhan ID

In case, the system prompts for the Maandhan ID, and the same has not been created by the respective beneficiary, then the CSC shall register the beneficiary on the Maandhan portal and update the Maandhan ID received from the portal in the MMPSY form.

Step 5: Declare Information correctness

- a. CSC shall ensure that the data filled in the form is as per the documents and information provided by the citizen. CSC shall be required to submit a declaration in this regard in the system by clicking a checkbox on the MMPSY form.
- b. Post declaration, the CSC shall take a printout of the application. The citizen shall sign this copy and provide it to the CSC.
- c. The CSC shall upload a scanned copy of the same on the portal and return the hardcopy of the printout to the beneficiary.

Step 6: Submit Application

- a. Once the scanned copy is uploaded, the CSC shall submit the application.
- b. CSC shall inform the citizen that Family ID shall be used for any further correspondence on his/her MMPSY application.

Step 7: Print out Parivar Pehchan Patra (PPP) e-Card

Once the application is submitted, the CSC shall provide a printout of the PPP e-card by clicking on a button available on the system for the same.