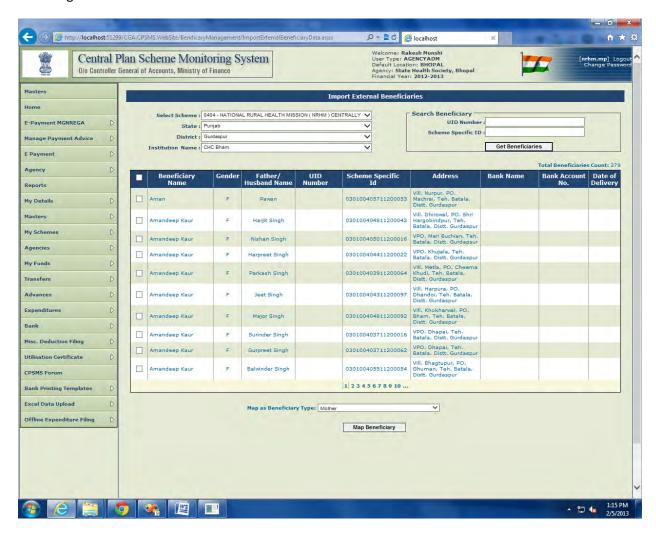
Date: 05-Feb-2013

Process for using MCTS Beneficiaries in CPSMS for JSY Payments

Functionality is available in 'Date Operator or Maker Login' in CPSMS to import and map beneficiary data taken by CPSMS from external systems like MCTS. Each agency can import and map the relevant beneficiaries with himself. After import of Beneficiary Data by the Agency in CPSMS, beneficiary details can be edited in the CPSMS using the login of 'Maker' e.g. if the Bank details or UID details have not come or are not correct, these can be edited in CPSMS by the Agency using 'Maker' login. This new functionality can be used presently only for importing JSY Beneficiaries and very soon it will be extended for importing beneficiaries who are availing Scholarship through 'Post Matric Scholarship for SC Students'

This step is alternative to 'Upload Beneficiary Data' through excel file used for registration of beneficiaries and this upload process will be withdrawn from CPSMS for JSY beneficiaries and agencies mandatorily need to use this new facility for registering beneficiaries.

Following is the screen shot for the screen



How to Use this screen

- Login with Maker User name
- Click on link name 'Import Beneficiary Data' available under the menu option Masters ->
 Beneficiary Management -> Import Beneficiary Data
- Use filters to search the beneficiaries
 - Select the Scheme Name
 - User can choose State and District . Based on chosen district, list of Institution Names will be available in Institute Name 'Drop Down' and user can choose any one Institute name. Data will be populated in the grid immediately after choosing the Institute Name.
- Or User can provide either UID or Scheme Specific Id (Scheme Specific ID is same as MCTS ID/Mother ID received from MCTS for JSY Beneficiaries) and Click on 'Get Beneficiaries'

- Data will be populated in the grid matching with the search condition. PI choose the beneficiaries for which data needs to be imported to CPSMS for making the payment
- Choose Beneficiary Type for attaching to the chosen beneficiaries.
- Click on 'Map Beneficiary'.
- With this, import process is over and beneficiaries will be immediately available in 'Edit Beneficiary Option'.
- PI review the beneficiary details using 'Edit Beneficiary' option to confirm that all the required details are available. If any of the required details are not available/incomplete, please use this Edit option and update the details.
- Rest of processes are same as you were doing in case the beneficiaries were uploaded through 'Upload Beneficiary Data' through excel file.

Note: Agencies are suggested to import and map the beneficiaries as soon as they are available in CPSMS and should not wait till the payment time. This is required so that beneficiary's bank accounts get validated well in advance and payment is not delayed later on.