User Manual
For
_Wage Compensation Scheme_
_For_
_Pregnant Women of Tea Garden Areas Of Assam (WCS)_
_Under_
_Integrated MIS-GIS System_
_(Version 1.0)_
_(Date of Publication: 30th August 2018)_

National Health Mission
Department of Health & Family Welfare
Govt. of Assam
Aim of the scheme:

- To provide better health and nutrition supplement to pregnant woman so that she can look after herself and her unborn baby without compromising the livelihood of her family.

- To prevent pregnant women to work during advanced phase of pregnancy by providing financial support for the requirements of nutritional foods.

Background:

- Generally it has been observed that both infant mortality as well as maternal mortality is high in those areas surrounded by tea gardens.

So, it is decided to introduce some scheme which would benefit those pregnant women which are residing in the tea garden areas.

- The approach is to suitably compensate these pregnant women financially such that they are able to look after themselves when they are pregnant.

- This will help in leading to safe delivery and consequent reduction in infant mortality as well as maternal mortality.
Identification of Beneficiaries:

- ASHA of the concerned tea garden will confirm the pregnancy through pregnancy test kit and inform the ANM of Sub Center to which the tea garden belongs.

- Once the pregnancy is confirmed the ASHA will identify whether she is eligible for the Scheme based on the gravida (no. of pregnancy), residence (within tea garden/ outside tea garden).

- If the pregnant women are eligible for the Scheme, ASHA will facilitate the pregnant women to get the compensation card.

- The card will be issued along with the MCTS Id and Mother and Child Protection Card (MCP) by ANM of concerned sub center as is being done in case of all other pregnant women.
Eligibility Criteria:

Figure: Conditions for eligibility criteria for the scheme
Eligibility for the scheme:

- The pregnant woman must be a resident of the tea garden area. The Pregnant woman must reside inside tea garden area.

- Pregnant women should be certified from tea garden management that she is resident of tea Garden Area. Certificate which is part of Compensation Card

- Families conforming to the **Government policy of Two (2) Children** only will be eligible.

- Pregnant woman should not be below 18 years’ age.

- Pregnant woman should be a citizen of India.

- In case of women death during pregnancy period, husband/ guardian cannot claim benefit of the scheme.
Distribution of payment among Beneficiaries:

1\textsuperscript{st} Installment: during ANC registration - Rs. 2,000/-
2\textsuperscript{nd} Installment: 6\textsuperscript{th} month of the pregnancy - Rs. 4,000/-
3\textsuperscript{rd} Installment: during delivery at government/government approved health institution - Rs. 3,000/-
4\textsuperscript{th} Installment: sixth week post-delivery - Rs. 3,000/-

Figure: Installments with their periods and amount (Rs)
Payment terms:

- The Payment to the beneficiaries will be given without any conditionality in normal circumstances.

- But in case of Death of pregnant women, abortion/miscarriage the subsequent payment will not be given.

- To ensure quality ANC and post natal services ANM, ASHA should provide following services during the period of instalments as given below.

<table>
<thead>
<tr>
<th>Instalment</th>
<th>Services to be provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Instalment</td>
<td>Early registration of pregnancy and ANC preferably in 1st trimester</td>
</tr>
<tr>
<td>2nd Instalment</td>
<td>One ANC should be done preferably by medical Officer in third trimester</td>
</tr>
<tr>
<td>3rd Instalment</td>
<td>Institutional delivery</td>
</tr>
<tr>
<td>4th Instalment</td>
<td>Birth Registration of Child&amp;Immunization of first cycle of BCG,OPV, DPT, Hepatitits-B or their equivalent/substitute</td>
</tr>
</tbody>
</table>
Conditions about payment against 1\textsuperscript{st} and 3\textsuperscript{rd} Installment:

<table>
<thead>
<tr>
<th>Instalment</th>
<th>Condition for payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1\textsuperscript{st} Instalment</td>
<td>Only payable if ANC registration is done within 3 months from LMP date.</td>
</tr>
<tr>
<td>3\textsuperscript{rd} Instalment</td>
<td>Only payable if Institutional delivery is done at govt. or govt. aided hospital.</td>
</tr>
</tbody>
</table>

**Condition about period of installments:**

The installments will be allowed to be paid only if their due date is not earlier than month of October 2018.
Document to be enclosed along with the application:

- Compensation card duly certified by ASHA, ANM, AWW and tea garden management
- Photocopy of MCP Card issued with MCTS id of the pregnant women
- Photo copy of the first page of the pass book of the pregnant women for cross verification of bank account information

ASHA Incentive under the scheme:

- Present status of ASHA Incentive from Govt. of India fund under NHM:
  - Rs. 50/- for early registration of pregnancy within 1st Trimester,
  - Another Rs. 400/- for full ANC (Rs. 100/- for full ANC & Rs. 300/- under JSY)
  - Rs. 300/- for institutional delivery
- Additional incentive to ASHAs from State health budget @ Rs. 200/- per pregnant women will be paid as follows:
  - Rs. 50/- for ensuring early registration of pregnancy and opening of bank account of beneficiary,
  - Rs. 100/- for ensuring one ANC by MO in the third trimester
  - Rs. 50/- for Institutional delivery of the beneficiary.
- ASHA incentive will be paid through DBT mode only
Process Flow:

1. Registration of pregnant women at Block Level
2. Verification of Beneficiary Bank Account through PFMS
3. Enter monthly service delivery at Block Level
4. Monthly payment process at Block Level after verification
5. Forward monthly payment slip to State HQ
6. Approval of payment at State HQ
7. Generate payment schedule based on LMP date
8. Generate monthly report based on schedule
9. Upload signed copy of the payment slip
10. Payment to beneficiary account through PFMS
11. Verification and Approval at District Level
Fund flow mechanism:

- A **separate portal** is being designed for the scheme.

- The **Block shall ensure** necessary entries to be made in the online portal.

- The **beneficiary should have a bank account**, if not facilitation may be made by the ANM/ASHA to open bank account in the nearest bank branch.

- **Entries will be verified at block level** and signed line list of the beneficiaries will be uploaded in the portal and hard copy will be sent at state Headquarter.

- **State will directly release the fund** in the beneficiaries account once in a month based on the entries available in the portal.

- The **Medical officer in-charge for the block PHC will be responsible** for ensuring correctness of the list of beneficiaries submitted for Payment.

- **Fund under the Scheme will be kept in separate bank account** in a scheduled/designated bank at the state.

- **Direct bank transfer** will be made to the beneficiaries.
Key implementation activities:

- **Introduce the scheme-Mapping of tea gardens:**
  - Notify Guidelines by the state Government
  - Finalization of the Mapping format at State level
  - Communication to the districts
  - Collection of tea garden wise data by Block PHCs
  - Compilation of data at block level and submission to district
  - Compilation of data at district level and submission to State HQ
  - Compilation of data at State HQ

- **Dissemination of guidelines for the programme:**
  - Circulation of guidelines with districts
  - Circulation of guidelines with tea gardens, ASHAs etc.
Monitoring mechanism:

**State level steering committee for implementation of the scheme**

<table>
<thead>
<tr>
<th>Position</th>
<th>Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal Secretary/ Commissioner &amp; Secretary to the Government of Assam, Health &amp; FW Department</td>
<td>Chairman</td>
</tr>
<tr>
<td>Principal Secretary/ Commissioner &amp; Secretary to the Government of Assam, Social Welfare Department</td>
<td>Co-Chairman</td>
</tr>
<tr>
<td>Principal Secretary/ Commissioner &amp; Secretary to the Government of Assam, Labour Department</td>
<td>Co-Chairman</td>
</tr>
<tr>
<td>Secretary to the Government of Assam, Health &amp; Family Welfare Department</td>
<td>Member</td>
</tr>
<tr>
<td>Mission Director, National Health Mission, Assam (State Nodal Agency)</td>
<td>Member Secretary and Convener</td>
</tr>
<tr>
<td>Jt. Secy/Deputy Secretary (I/c Planning) to the Government of Assam, Health &amp; FW Department</td>
<td>Member</td>
</tr>
<tr>
<td>Executive Director, NHM, Assam</td>
<td>Member</td>
</tr>
<tr>
<td>Director, Social Welfare Department</td>
<td>Member</td>
</tr>
<tr>
<td>Director of Health Services, Assam</td>
<td>Member</td>
</tr>
<tr>
<td>Director of Health Services (FW), Assam</td>
<td>Member</td>
</tr>
<tr>
<td>Sr. Finance &amp; Accounts Officer, Health &amp; FW Department.</td>
<td>Member</td>
</tr>
<tr>
<td>Director, Finance. &amp; Accounts, NHM, Assam</td>
<td>Member</td>
</tr>
</tbody>
</table>
About Wage Compensation System for Pregnant Women of Tea Garden Areas of Assam:

- It is an online web application to give wage compensation to pregnant women of tea garden areas of Assam on installment basis.
- Pregnant women of tea garden areas will get Rs 12,000 through the system in 4(four) installment.
- Data of the pregnant women of tea gardens will be kept in the system after ANC registration is completed.
- Every month block needs to approve installments of eligible pregnant women.
- Districts will verify and approve the payments of blocks.
- State HQ. approves the payment and makes monthly payment using DBT mode to the beneficiaries through the system.
The modules of the System:

- **Master**
  - Payment Installment List
  - Tea Garden Master
  - ASHA List
  - ANM List

- **Entry Forms**
  - PGW Registration Entry (for block)
  - PGW Registration Edit (for block)
  - High Risk Pregnancy (HRP) Entry (for block)
  - Payment Entry (for block)
  - Upload Payment Scan Copy (for block)
  - Submit Payment (for block)
  - Approve Payment Entries (for districts)
  - Upload Signed Payment Advice Copy (for districts)
  - Submit Payment (for districts)
  - Payment Process (for state)
  - Payment Process List (for state)

- **Reports**
  - List of Beneficiary/PGW
  - Beneficiary Wise Installment Report
  - Beneficiary Wise Bank Account Details
  - List of Payment Entry
  - Payment Process Report
How to access the online system:

URL: [http://nrhmassam.info/](http://nrhmassam.info/)


Then above page will be loaded.

Click on the icon named “Wage Compensation System”.
How to Login:

After clicking the “Wage Compensation System” icon, following screen will be appeared with a login form:

Login using the username and password provided by MIS Cell, NHM, State HQ, Assam.
After successful login, user will be landed in the following page:

Welcome to

Wage Compensation System for Pregnant Women of Tea Garden Areas of Assam

(WCS)
How to access the system:

We can access different modules of the system using the vertical menu. The menu has the following options:
Then the following modules will be seen in the form of sub menus:

1. **Masters:**
   1.1: Payment Installment List
   1.2: Tea Garden Master
   1.3: ASHA List
   1.4: ANM List

2. **Entry Forms**
   2.1: PGW Registration Entry (block level)
   2.2: PGW Registration Edit Form (block level)
   2.3: High Risk Pregnancy (HRP) Entry (block level)
   2.4: Payment Entry (block level)
   2.5: Upload Signed Payment Advice Copy (block level)
   2.6: Submit Payment (block level)
   2.7: Approve Payment Entries (district level)
   2.8: Upload Signed Payment Advice Copy (district level)
   2.9: Submit Payment (district level)
   2.10: Payment Process (district level)
   2.11: Payment Process List (state level)

3. **Reports**
   3.1: List of Beneficiary/PGW
   3.2: Beneficiary Wise Installment Report
   3.3: Beneficiary Wise Bank Account Details
   3.4: List of Payment Entry
   3.5: Payment Process Report
1. Masters

Some data is used throughout the system. For example Tea Garden Name, ASHA Name, ANM Name etc. So it is necessary to keep the list of the master data in the system. The master module contains the list of the master entities.

The section has following menus:

- Payment Installment List
- Tea Garden Master
- ASHA List
- ANM List

To go to “Master” module, hover over the menu named “Master” like following.

![Tree View Diagram]

Welcome to
Payment Installment List
Tea Garden Master
ASHA List
ANM List

Welcome to
Wage Compensation Scheme for Pregnant Women of Tea Garden Areas of Assam (WCS)
Following are the master pages:

1.1 Payment Installment List

To go to the page, click on “Masters-> Payment Installment List”. In the page, user can view list of payment installments and their details.

The page displays the information about installments of the wage compensation.
1.2 Tea Garden Master:

To go to the page, go to “Masters->Tea Garden Master”. In the page, user can view list of Tea Gardens. To view tea garden list, the user need to select District and BPHC name. If user has authorization, he can add new “Tea Garden”.

![Image of Tea Garden Master page]

Welcome to 
Wage Compensation System for Pregnant Women of Tea Garden Areas of Assam

(Regions)
If the user has authorization, “Add Tea Garden” link will be appeared. Clicking on the link, the following page will be appeared.

<table>
<thead>
<tr>
<th>Basic Details:</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>District:*</td>
<td>Select</td>
<td>BPHC:*</td>
</tr>
<tr>
<td>Tea Garden Name:*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name of the owner company:*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Association Name:*</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hospital Information:</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Is Hospital available:*</td>
<td>Yes @</td>
<td>No @</td>
</tr>
<tr>
<td>No. of beds in the Hospital:*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is NBCC Available:*</td>
<td>Yes @</td>
<td>No @</td>
</tr>
<tr>
<td>Is OT Available:*</td>
<td>Yes @</td>
<td>No @</td>
</tr>
<tr>
<td>No. of doctors available:*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No. of ANM:*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No. of Laboratory, Technician Available:*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name of the Tea Garden Hospital:*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is Labor room available:*</td>
<td>Yes @</td>
<td>No @</td>
</tr>
<tr>
<td>Is NSU available:*</td>
<td>Yes @</td>
<td>No @</td>
</tr>
<tr>
<td>Is Laboratory available:*</td>
<td>Yes @</td>
<td>No @</td>
</tr>
<tr>
<td>No. of Staff:*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No. of Pharmacies:*</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Submit
1.3 ASHA List

To go to the page, go to the “Masters->ASHA List” from menu. In the page, user can view list of ASHA.
ASHA List Page:

Select District

Select BPHC

Click Search
### Wage Compensation Scheme for Pregnant Women of Tea Garden Areas of Assam

#### ASHA List

<table>
<thead>
<tr>
<th>S.No</th>
<th>ASHA ID</th>
<th>ASHA Name</th>
<th>Health Facility</th>
<th>Sub Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>33080</td>
<td>Afsha Begum</td>
<td>Dibрагah SD</td>
<td>Ward No-16</td>
</tr>
<tr>
<td>2</td>
<td>33070</td>
<td>Amrita Begum</td>
<td>Dibрагah SD</td>
<td>Ward No-11</td>
</tr>
<tr>
<td>3</td>
<td>39928</td>
<td>Amita Dihingia</td>
<td>Kolakkowa MPHC</td>
<td>Lepai SC</td>
</tr>
<tr>
<td>4</td>
<td>31209</td>
<td>Anita Sakkia</td>
<td>Kolakkowa MPHC</td>
<td>Kolakkowa SC</td>
</tr>
</tbody>
</table>
1.4 ANM List:

To go to the page, go to “Masters->ANM List”.

[Image of a webpage with the following steps highlighted:
- Click on ANM List
- Select district
- Select bphc
- Click to view ANM list]
## Wage Compensation Scheme for Pregnant Women of Tea Garden Areas of Assam

<table>
<thead>
<tr>
<th>S/No</th>
<th>ANM ID</th>
<th>ANM Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>HealthA-22500</td>
<td>Ayja Begum</td>
</tr>
<tr>
<td>2</td>
<td>HealthA-23523</td>
<td>ANJALI DOWARAH</td>
</tr>
<tr>
<td>3</td>
<td>HealthA-20100</td>
<td>Arati Saha</td>
</tr>
<tr>
<td>4</td>
<td>NRHM-25173</td>
<td>Aruna Bora</td>
</tr>
<tr>
<td>5</td>
<td>HealthA-08380</td>
<td>ARLINA BORAH</td>
</tr>
<tr>
<td>6</td>
<td>NRHM-08841</td>
<td>BHABA KANTI SAKIA</td>
</tr>
<tr>
<td>7</td>
<td>HealthA-08598</td>
<td>Bharati Banath</td>
</tr>
<tr>
<td>8</td>
<td>HealthA-19657</td>
<td>Bharati Boragahia</td>
</tr>
<tr>
<td>9</td>
<td>HealthA-08902</td>
<td>Bhavna Pithak</td>
</tr>
<tr>
<td>10</td>
<td>NRHM-17900</td>
<td>Bonali Banath</td>
</tr>
<tr>
<td>11</td>
<td>NRHM-08788</td>
<td>Chandra Deori</td>
</tr>
</tbody>
</table>
3. Entry Forms:
Entry forms are found under the menu “entry Forms”.

2.1 PGW (Pregnant Woman) Registration Entry (Block Level):
For pregnant woman registration entry, go to menu “Entry Forms->PGW Registration Entry”.

![Image of Health Services Monitoring System](image_url)
In the form, fields with star marks are mandatory.
In the “Status”, select box, user need to select the status of the woman. If status is “delivered”, user need to give the delivery date. If the status is “abortion”, abortion date should be given. If status is “maternal death”, then enter death of the pregnant woman.

Gravida is the no. of times the woman become pregnant.

Parity is the no. of the living children of the woman.

**About dates and installments:**

LMP Date(Last Menstruation Date): User need to select the LMP date of the pregnant woman from calendar.

Then Expected Date of Delivery (EDD) and the installments month will be shown except first installment.

Then user needs to select ANC Registration Date from calendar. Then after selecting ANC date, the 1st Installment month will be automatically shown.

**ANM Details:**

We can select ANM name from ANM select box. The list shows the list of ANM under the BPHC. If an ANM name is not present in the list, select first option “OTHER”. Then a text box to enter ANM name will be appeared. The we need to enter the ANM name.

After filling up the mandatory fields we can submit the form. To submit the form, click the submit button.
After clicking “Submit” button, the following page will be displayed:

Success page:

If we click “View Detail”, the following page will be displayed where details of the pregnant woman will be shown:
2.2 Edit Pregnant Woman (PGW) Registration (Block Level):
We can edit data for Pregnant Women in the Edit Pregnant Woman Registration form. To go to the page, click “Entry Forms → Edit PGW Registration Data”.

Then the following search page will be displayed.

The “District” and “BPHC” will be filled automatically according to user login. In the form, we can select “Tea Garden” and “Status”. After clicking “Search”, the list of the beneficiaries will be loaded.
Then we need to click on “Edit” hyperlink in the list to go to “Edit” form. After clicking an “edit” link, following page will be loaded against the beneficiaries:

<table>
<thead>
<tr>
<th>Basic Details:</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCTS ID: 433434534544</td>
</tr>
<tr>
<td>Name of the Pregnant Woman: Hitu Bari</td>
</tr>
<tr>
<td>Date of Birth: 02-08-1990</td>
</tr>
<tr>
<td>Type: Permanent Worker</td>
</tr>
<tr>
<td>Status of the woman: Pregnant</td>
</tr>
<tr>
<td>Gravida and Parity: 0, Parity:</td>
</tr>
</tbody>
</table>

We can modify data if required for each section. Then need to click “Update”. After successfully updating a section, a success message will be shown.
2.3 High Risk Pregnancy (HRP) Entry (Block Level):
It is the form where we can identify High Risk Pregnancy (HRP) among the list of registered pregnant woman in a block and mark them as High Risk Pregnant Woman. To go the page, click on “Entry Forms-> High Risk Pregnancy (HRP) Entry” in the top menu.

After clicking the link, the list of the beneficiaries under the block will be shown.

<table>
<thead>
<tr>
<th>S.No</th>
<th>District</th>
<th>BPHC</th>
<th>Tea Garden</th>
<th>Pregnant Woman Name</th>
<th>MCTS ID</th>
<th>Age</th>
<th>Husband Name</th>
<th>Mobile No</th>
<th>Status</th>
<th>Check if HRP</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Dibrugarh</td>
<td>Bara</td>
<td>Hathola Tea Estate</td>
<td>Hira Tati</td>
<td>435345345345</td>
<td>20</td>
<td>Hitesh Tati</td>
<td>9085544433</td>
<td>pregnant</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Dibrugarh</td>
<td>Bara</td>
<td>Aditya Tea Estate</td>
<td>Manas Tati</td>
<td>6554443222</td>
<td>30</td>
<td>Manish Tati</td>
<td>908574532</td>
<td>delivered</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Dibrugarh</td>
<td>Bara</td>
<td>kanai TE</td>
<td>Shri Kumar</td>
<td>7654333333</td>
<td>10</td>
<td>Bijji Kumar</td>
<td>0436834863</td>
<td>pregnant</td>
<td></td>
</tr>
</tbody>
</table>

To mark a beneficiary as High Risk Pregnant (HRP) Woman, check in the check box name “Check if HRP” against the beneficiary in the list. After checking the check box for High Risk Pregnant Women, we need to click submit to save the data.
After clicking “Submit” button, it will be redirected to success page.

After successfully submitting data, we can view the updated status in the “Reports->List of Beneficiary/PGW” page.
2.4 Payment Entry (Block Level):
It is the form where Block user need to make payment entry for the installments of eligible pregnant women for a selected month. After submitting the form, a PDF is generated as “payment entry advice”. User need to download the PDF and signed the PDF copy by authorized persons.

To go to the “Payment Entry”, click on the “Entry Forms ➔ Payment Entry”.

After clicking the link, the following search page will be shown

**Month Selection:** We need to select month up to which payment needs to be made. Suppose, If we select “July”, the list of beneficiaries with all the installments up to “July” for which payment is not approved yet will be shown.
After selecting month, we need to click “Process”.

List of Pregnant Women whose payment is not approved yet

<table>
<thead>
<tr>
<th>SI No</th>
<th>Tea Garden</th>
<th>MCTS ID</th>
<th>Pregnant Woman Name</th>
<th>Age</th>
<th>LMP Date</th>
<th>Instalments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Kumar TE</td>
<td>765433333</td>
<td>Stuti Karmi</td>
<td>19</td>
<td>01-01-2018</td>
<td>1st - 2nd</td>
</tr>
<tr>
<td>2</td>
<td>Hikhola Tea Estate</td>
<td>435345345345</td>
<td>Hira Tati</td>
<td>28</td>
<td>02-10-2017</td>
<td>1st - 2nd</td>
</tr>
<tr>
<td>3</td>
<td>Aditya Tea Estate</td>
<td>65344433222</td>
<td>Manoni Tati</td>
<td>30</td>
<td>10-10-2017</td>
<td>1st - 2nd</td>
</tr>
</tbody>
</table>

Then list of eligible beneficiaries with installments to be paid will be shown.

Before submitting the form, we need to verify the beneficiaries one by one. For this we need to click on the link “verify” in the right side against the beneficiary name.
After clicking the link, we will be landed in an “Approval” page. In the page we will see the details of the beneficiary. We will see the form fields in the lower side of the page.

List of installments to be paid up to selected month

**After clicking the link, we will be landed in an “Approval” page. In the page we will see the details of the beneficiary. We will see the form fields in the lower side of the page.**
Payment Form in the bottom of the page:

In the “status” select box, there will be 3(three) options. They are 1) Approve 2) Pended 3) Reject.

To approve the installments for the payment, we need to select the “Approve”. To make the installments pended for the payment, we need to select “Pended”. To reject the installments for the payment, we need to select “Reject”.

If we select “Reject” or “Pended”, the installments will not be considered for payment.

Then we need to submit the form by clicking “Submit” button.

Submission of the form will be redirected to “Payment Entry” page. In the data will be loaded automatically as the earlier selection condition. The month will be selected automatically and list of beneficiaries will be loaded. The latest update of verification will be reflected against the beneficiary for whom we “approve/reject/pended” the payment.
Similarly we need to do verification process for other beneficiaries. Finally, we need to submit “Payment Entry” form. We can only submit the form after verifying all the beneficiaries. To submit the form, click on the “Submit” button.

Submission of the form will be redirected to a success page like following:
In the “success” page, we will see the following links:

1) **Link to Payment Detail page** (view detail): If we click the link, it will take us to the payment entry details page.

2) **Link to download PDF file of Payment Entry Advice** (Download Payment Advice Copy): If we click the link, PDF file for Payment Entry Advice will be downloaded. We need to download this PDF file and sign by the authorized persons.
The PDF Payment Advice copy is like following:

![Payment Entry Advice]

We need to take the print out of the payment advice copy. It needs to be signed by following authorized persons mentioned in the advice copy.

Then we need to upload the signed copy in the “Upload Signed Payment Advice Copy” page.
3) **Link to download “excel sheet”**: If we click the link, excel sheet containing list of beneficiaries of payment entry will be downloaded.

2.10 **Upload Signed Payment Advice Copy (Block Level)**:
In this step, we need to upload scan copy of payment advice signed by authorized persons.
To go to the page, we need to click on “Entry Forms->Upload Signed Payment Advice Copy”.

Then the following form will be displayed.

The “District” and “BPHC” will be auto selected depending on the logged in user. Then we need to click on the “Search” button. Clicking the “Search” button, the list of “Payment Entry” will be loaded for which “Signed Payment Advice Copy” is not uploaded yet.
To go the upload signed scan copy form, we need to click on a “Payment Entry Code” for which we want to upload.
After click the link, we will be redirected to the following upload form:

We need to select the “Signed Payment Advice Copy” from our hard drive and click submit.
After selecting the file, click the “Submit” button to submit data.

After submitting successfully, the following success page will be displayed.

If we click “View Payment Scan Copy”, then the uploaded signed payment advice copy will be downloaded.
Wage Compensation Scheme for Pregnant Women of Tea Garden Areas of Assam

Payment Entry Advice

Payment Entry No.: 1  
Date of Processing: Sep 30, 2018

Payment Entry Reference No.: TG/PAYMENT/Dhrugarh/Barhara BPHC/2018-19-05/331

District: Dhrugarh  
BPJC: Barhara BPHC

To,  
Office of The Mission Director  
National Health Mission, Assam

Christian hospital, Guwahati-I.

We authorize the State Programme Management Unit (NMP) to authorize the batch amount for 2 beneficiaries to make payment under Wage Compensation For Pregnant Women of Tea Garden Areas of Assam.

No. of Beneficiaries: 2

Agency Seal

agency's Copy(SPMU acknowledgment)

To,  
Barhara BPHC  

We confirm having received the payment processing advice to approve the payment today for further processing as per arrangement of Integrated MIS GIS System of NHM. Assam.

No. of Beneficiaries: 2  
Total Amount (Rs) 24000.00

Date & Time:  
Accounts Manager Consult. Maternal Health Consultant Planning Fin. Advisor Director of Finance Mission Director, NHM

List of Beneficiaries:

ANNEXURE-I  
(All pages to be folded and initial and last pages to be signed in red ink with stamp)

Payment Entry Code: TG/PAYMENT/Dhrugarh/Barhara BPHC/2018-19-05/331

<table>
<thead>
<tr>
<th>SI No</th>
<th>Beneficiary Name</th>
<th>Tea Garden Name</th>
<th>MCTB ID</th>
<th>Installments</th>
<th>Payment Entry Amount (Rs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Hirak Tati</td>
<td>Ratkella Tea Estate</td>
<td>45545345345</td>
<td>1st 2nd 3rd 6th</td>
<td>12000.00</td>
</tr>
<tr>
<td>2</td>
<td>Mamoni Tati</td>
<td>Aditya Tea Estate</td>
<td>65544433222</td>
<td>1st 2nd 3rd 4th</td>
<td>12000.00</td>
</tr>
</tbody>
</table>
2.11 Submit Payment (Block Level)

After uploading the signed payment advice copy, block needs to “Submit Payment”. To go the page, click “Entry Forms->Submit Payment”.

After clicking, the following search form will be shown.

The “District” and “BPHC” is auto selected. We need to click “Search” button. After clicking “Search” button, the list of payment entries will be loaded for the block for which “Signed Payment Advice Copy” is uploaded but payment is not submitted yet.
To submit a payment, we need to click on the “Payment Entry Code” link to go to the “Submit Payment Form”.

After clicking any payment entry code link, the following submit payment form will be displayed.

Click on the “Submit” button to submit the payment entry.

After successfully submitting the data, following success page will be displayed.

At this step, the tasks of the block lever user is finished. Now next final step will be completed by District Level user.
3.8. Approve Payment Entries (District Level)

This module can be accessed by district users only. In the page, district user will approve the payment entries of blocks.

To go to the page, click on “Entry Forms->Approve Payment Entry”.

In the page, the list of the payment entries under the district will be shown.

We need to click “verify” link against the block payment entry codes. After clicking “verify” link, it will be landed in the approval page.
To approve the payment entry of the block, click on the submit button. After submit the data, it will be redirected the “Approve Payment Entry” page again.
Similarly, we can verify payment entries of all the blocks.

<table>
<thead>
<tr>
<th>Sl No</th>
<th>Payment Entry Code</th>
<th>District</th>
<th>BPHC</th>
<th>Month</th>
<th>Payment Entry Date</th>
<th>No. of Beneficiaries</th>
<th>Total Amount(Rs)</th>
<th>Scanned Copy Uploaded</th>
<th>Payment Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>TG/PAYMENT Dhibragh KHOWANG 2018-09-27/243</td>
<td>Dhibragh</td>
<td>KHOWANG</td>
<td>October</td>
<td>2018-09-27</td>
<td>2</td>
<td>6000.00</td>
<td>yes</td>
<td>Approved</td>
</tr>
<tr>
<td>2</td>
<td>TG/PAYMENT Dhibragh BARBARUAIH 2018-09-26/244</td>
<td>Dhibragh</td>
<td>BARBARUAIH</td>
<td>September</td>
<td>2018-09-26</td>
<td>3</td>
<td>12000.00</td>
<td>yes</td>
<td>Approved</td>
</tr>
</tbody>
</table>

Click to submit the data

After successfully submitting data. The following page will be displayed.

District user needs to download “Payment Advice Copy” and it should be signed by Jt. DHS, DAM, DPM and DCM.
The Print Payment Advice at District Level will be look like following PDF:

---

**Wage Compensation Scheme for Pregnant Women of Tea Garden Areas of Assam**

**Payment Entry Advice (District Level)**

**Payment Details:**

Payment Entry Reference No.: DIST/BULK/9/2018-09-27/162  
Date of Processing: Sep 27th, 2018

District: Dibrugarh  
Advice Print Date: Sep 2018, 2018

---

**To,**

Office of The Mission Director  
National Health Mission, Assam  
Christian Basti, Gauhati-5

We authorize the State Programme Management Unit, NHM, Assam to approve batch amount for 5 beneficiaries to make payment under Wage Compensation For Pregnant Women of Tea Garden Areas of Assam as per ANNEXURE-I.

Total Amount to approve: Rs 18,000.00  
Amount in Words: Rs Eighteen Thousands

Batch No. DIST/BULK/9/2018-09-27/162

---

**No. of Beneficiaries as per Annexure-I**

---

**Agency Seal**

---

**To,**

Payment Processed Code:  
We confirm having received the payment processing advice to approve the payment today for further processing as per arrangement of Integrated MIS-GIS System of NHM, Assam.

No of Beneficiaries 5  
Total Amount (in Rs) 18,000.00

---

**Date & Time:**

---

**Accounts Manager**  
Consult. Maternal Health  
Consultant Planning  
Fin. Advisor  
Director of Finance  
Mission Director, NHM

---

**ANNEXURE-I**

(All page to be stamped and initial and last page to be signed in FULL with stamp)

**Payment Entry Code: DIST/BULK/9/2018-09-27/162**

---

<table>
<thead>
<tr>
<th>Sl No</th>
<th>Beneficiary Name</th>
<th>Tea Garden Name</th>
<th>MCTIS ID</th>
<th>Installments</th>
<th>Payment Entry Amount(Rs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Nirma Das</td>
<td>Durgapur TE</td>
<td>6789679679</td>
<td>2nd</td>
<td>4,000.00</td>
</tr>
<tr>
<td>2</td>
<td>Smita Burmi</td>
<td>Aditya Tea Estate</td>
<td>54147547</td>
<td>2nd</td>
<td>4,000.00</td>
</tr>
<tr>
<td>3</td>
<td>TEST123</td>
<td>Ghior Band Tea Estate</td>
<td>5675475745</td>
<td>2nd</td>
<td>4,000.00</td>
</tr>
<tr>
<td>4</td>
<td>Shruti Burmi</td>
<td>Mepla Tea Estate</td>
<td>2376883264</td>
<td>3rd</td>
<td>3,000.00</td>
</tr>
<tr>
<td>5</td>
<td>Sujeeta Tati</td>
<td>Amaranath Tea Company Ltd.</td>
<td>954859347</td>
<td>3rd</td>
<td>3,000.00</td>
</tr>
</tbody>
</table>

**Total Amount(Rs):** 18,000.00
3.9 Upload Signed Payment Advice Copy (District level)

In this page, district user need to upload signed scan copy of the “Payment Entry Advice” of district level which is downloaded in the previous steps. The scan copy should be signed by the authorized persons.

To go to the page, click on “Entry Forms-> Upload Signed Payment Advice Copy” in the menu.

After clicking the link, the page will be loaded with list of “Payment Entries” of the logged in user’s district will be loaded for which signed scan copy is not uploaded yet.

To upload signed scan copy, we need to click on the “Payment Entry Code”.

Click on the upload page to go the upload scan copy page
**Wage Compensation Scheme for Pregnant Women of Tea Garden Areas of Assam**

### Payment Entries Approved By District

<table>
<thead>
<tr>
<th>#</th>
<th>District</th>
<th>BPHC</th>
<th>Payment Entry Code</th>
<th>Total Amount(Rs)</th>
<th>No. of Beneficiaries</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Dihinghat</td>
<td>BARBARUAH</td>
<td>TG/PAYMENT/Dihinghat/BARBARUAH-2018-09-27/764</td>
<td>12,000.00</td>
<td>3</td>
</tr>
<tr>
<td>2</td>
<td>Dihinghat</td>
<td>KOHANG</td>
<td>TG/PAYMENT/Dihinghat/KOHANG-2018-09-27/943</td>
<td>6,000.00</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Total(Rs)</strong></td>
<td><strong>18,000</strong></td>
</tr>
</tbody>
</table>

---

**After uploading scan copy and submit the page, it will be redirected to the success page.**

---

**Payment Scan Copy is uploaded successfully.**

- [View Payment Scan Copy](#)

- [Go back to Payment Entry Detail](#)
3.10 Submit Payment (District Level)

This step is also done by district user. In the page district user submit the payment of his district.

To go to the page, user needs to click on “Entry Forms->Submit Payment”.

In the page, the list of district payment entries will be shown for which scan copy is uploaded but payment is not submitted.
After clicking the payment entry code in the list, it will be redirected to the “Submit Payment” page.

Finally, we need to click submit button to submit data. After successfully submitting data, the following success page will be shown.

Now, the tasks of the district level is finished here. Next, state will process the payment for all the districts.
3.11 Payment Process (State Level):

This is to be done by user of State HQ, NHM. This is the final step in the system. Here final approval of each payment entry of district levels will be done. Then submit the all approved district level payment entries. An excel sheet will be generated containing list of beneficiaries with payment amount which will be uploaded in PFMS portal for DBT payment.

This page is only authorized for state user. Block or district level user cannot access the page.

First login in to the system, as state user.
Then go to “Entry Forms->Payment Process”.

Following page will be loaded.

The page containing the list of district level payment entries which is submitted after uploading signed scan copy.

We need to approve district level entry one by one. For this, click on the approve link against a payment entry.

![Payment Process Image]

Click to verify district level entry
Then following approval page for the selected district will be loaded.

In the page, the details of the payment will be shown in top. In the bottom, there is a select box for “status”. The value of the “status” are 1) Approve 2) Reject 3) Pended.

For approval of payment, we need to select “Approve”,
For rejecting of payment, we need to select “Reject”.
For pending of payment, we need to select “Pended”.

Then to submit the form, click on the “Submit” button.
Similarly, we can approve payment for other districts.

Then finally, we need to click “Submit” button to submit the data.

Then following success page will be loaded.

In the success page, there will be link to download excel sheet to upload in PFMS. Click to download the excel sheet. Then upload the excel sheet in PFMS for payment.
Following is the excel sheet for PFMS:

![Excel Sheet]

In the excel sheet, the CPSMS beneficiary code will be the mapping key between the system and PFMS portal for beneficiaries.
“Payment To Date” in the excel sheet is the payment process date.
“Payment From Date” in the excel sheet is the first date of the month.
“Scheme Specific ID” will be the MCTS ID of the beneficiaries.

**Upload excel sheet in PFMS Portal and Generate Print Payment Advice:**
Now, the excel sheet to upload PFMS portal is ready. We need to upload excel sheet in PFMS portal as maker and then approve the payment as checker.
Then take print out of the print payment advice from PFMS portal. Then submit the print payment advice to the bank and bank will automatically transfer installment amounts (Rs) in to the bank accounts of the beneficiaries.
3.12 Payment Process List:

This page is only authorized for state user. In this page, we can get the list of payment processed by users.

To go to the page, click “Entry Forms->Payment Process List”.

After clicking, the following page will be loaded with the list of payment processed by state.

There will be hyperlink “Excel For PFMS” in the right side against each “payment process code”.

To download the excel sheet, click on the link.
3 Reports:

3.1: List of Beneficiary/PGW

The page displays the list of beneficiaries based on selected criteria. To go the page, go to “Reports->List of Beneficiary/PGW”.

The following search page will be displayed.

We need to select at least “District” name in the “Search Form”. Then we need to click “Search” Button.
After clicking “Search” button, the list of the beneficiaries under the selected condition will be shown.

In the list, “Is HRP” indicates whether a beneficiary is “High Risk Pregnant Woman” or not. To view details of a beneficiary, we need to click on the “Pregnant Woman Name”.

### 3.2 Beneficiary Wise Installment Report:
The page shows the list of beneficiaries with installment details. For each beneficiary, we can see installments approved, installments pended, installments rejected, amount approved, installments for which payment entry done, installments and amount(rs) which are processed by State HQ, NHM, Assam. To go the page, click on “Reports->Beneficiary Wise Payment Report”.

---

Welcome to
Wage Compensation System for Pregnant Women of Tea Garden Areas (WCS)
Then following search form will be shown.

![Search Form]

In the search form, select District and BPHC name.

![Search Form]

Click search

Then list of beneficiary will be loaded with installment details.

![Beneficiary List]

<table>
<thead>
<tr>
<th>Sl No</th>
<th>District</th>
<th>BPHC</th>
<th>Beneficiary Name</th>
<th>MCTS ID</th>
<th>Age</th>
<th>Status</th>
<th>Installments Approved</th>
<th>Installments Pending</th>
<th>Installments Rejected</th>
<th>Approved Amount(Rs)</th>
<th>Payment Entry Date For Installments</th>
<th>Installments Processed by State HQ</th>
<th>Proc. Amt. by State HQ(Rs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Dibrugarh</td>
<td>Barbarah BPHC</td>
<td>Hira Tea</td>
<td>453454345345</td>
<td>28</td>
<td>Pregnant</td>
<td>1st,2nd,3rd,4th</td>
<td></td>
<td></td>
<td>12000</td>
<td>1st,2nd,3rd,4th</td>
<td>1st,2nd,3rd,4th</td>
<td>12000</td>
</tr>
<tr>
<td>2</td>
<td>Dibrugarh</td>
<td>Barbarah BPHC</td>
<td>Manpreet Tea</td>
<td>65444533222</td>
<td>30</td>
<td>Delivered</td>
<td>1st,2nd,3rd,4th</td>
<td></td>
<td></td>
<td>12000</td>
<td>1st,2nd,3rd,4th</td>
<td>1st,2nd,3rd,4th</td>
<td>12000</td>
</tr>
<tr>
<td>3</td>
<td>Dibrugarh</td>
<td>Barbarah BPHC</td>
<td>Simi Senior</td>
<td>764533333</td>
<td>19</td>
<td>Pregnant</td>
<td>1st,2nd</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
3.3 Beneficiary Wise Bank Account Details:
The page shows beneficiary wise bank account details which includes bank account, bank name, branch name and PFMS Beneficiary Code. To go to the page, click on the “Reports -> Beneficiary Wise Bank Account Details”.

The page contains a search form like following.

We need to select at least “District” and “BPHC” to search the list of beneficiaries. Then need to click search.
Then list of beneficiary will be loaded against the search condition.

<table>
<thead>
<tr>
<th>SI No</th>
<th>District</th>
<th>BPHC</th>
<th>Beneficiary Name</th>
<th>MCTS ID</th>
<th>Age</th>
<th>Status</th>
<th>Bank Account</th>
<th>Bank Name</th>
<th>Branch</th>
<th>IFSC Code</th>
<th>PFMS Beneficiary Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Sonitpur</td>
<td>Golpuru BPHC</td>
<td>Pranati Toli</td>
<td>870654444</td>
<td>20</td>
<td>Pregnant</td>
<td>87755443333</td>
<td>ASSAM CO-OP APEX BANK LTD.</td>
<td>Golpuru</td>
<td>UTB00RREBAGB</td>
<td>BASG000223</td>
</tr>
<tr>
<td>2</td>
<td>Sonitpur</td>
<td>Golpuru BPHC</td>
<td>Nita Toli</td>
<td>770654444</td>
<td>24</td>
<td>Delivered</td>
<td>78805544433</td>
<td>ASSAM CO-OP APEX BANK LTD.</td>
<td>Golpuru</td>
<td>UTB00RREBAGB</td>
<td>BASG00088</td>
</tr>
<tr>
<td>3</td>
<td>Dibrugarh</td>
<td>Barbarah BPHC</td>
<td>Soori Komi</td>
<td>765733333</td>
<td>18</td>
<td>Pregnant</td>
<td>48790473434</td>
<td>ASSAM CO-OP APEX BANK LTD.</td>
<td>Dibrugarh</td>
<td>UTB00RREBAGB</td>
<td>BASG000333</td>
</tr>
<tr>
<td>4</td>
<td>Dibrugarh</td>
<td>Barbarah BPHC</td>
<td>Haris Toli</td>
<td>435345345345</td>
<td>28</td>
<td>Pregnant</td>
<td>98654534333</td>
<td>STATE BANK OF INDIA</td>
<td>Dibrugarh</td>
<td>UTB00RREBAGB</td>
<td>BASG024280</td>
</tr>
<tr>
<td>5</td>
<td>Dibrugarh</td>
<td>Barbarah BPHC</td>
<td>Mamoni Toli</td>
<td>65544433222</td>
<td>30</td>
<td>Delivered</td>
<td>78345343345</td>
<td>ASSAM CO-OP APEX BANK LTD.</td>
<td>Barbarah</td>
<td>UTB0223</td>
<td>BASG903887</td>
</tr>
</tbody>
</table>
3.4: List of Payment Entry

The page show the list of “payment entry” under a District and BPHC. To go to the page, click on “Reports->List of Payment Entry” page.

![List of Payment Entry Page]

The following is the “List of Payment Entry” page where there is a search form.

![Search Form]

In the search for, we need to select at least “District” name. Then click on “Search” button.

After clicking search button, a list of payment entries will be shown for selected condition.

![List of Payment Entry]

To view detail of a payment entry, click on the “Payment Entry Code”. It will be redirected to “Payment Entry Details” page.
3.5: Payment Process Report

The page displays the list of payment processed by state head quarter, NHM, Assam. To go the page, click on “Reports-> Payment Process Report”.

Then following page will be displayed with the list of payment processed.
The End