



# USER MANUAL PM-KISAN PORTAL



## Table of Contents

1.	PM-KISAN Scheme .....	3
1.1	Introduction .....	3
1.2	Benefits.....	3
1.3	Definition of Farmers' Family .....	3
1.4	Exclusion Criterion .....	3
1.5	Exemptions for Special States.....	4
2.	PM-KISAN Portal .....	4
2.1	Validation Rules .....	5
2.2	Operational Flow.....	5
2.3	Users.....	6
3.	How to register Farmers under PM-KISAN Scheme?.....	7
3.1	Direct Entry Method .....	7
3.2	Bulk Upload Method .....	9
3.3	Self-Registration by Farmers .....	11
3.3.1	Approval of Self-Registered Farmers by the State.....	12
3.3.2	Edit/Update Application of a Self-Registered Farmer .....	14
4.	How to correct the Farmer Records? .....	15
4.1	Invalid XML Data Rural/Urban.....	15
4.1.1	Single Farmer – Invalid XML Data – Rural/Urban .....	15
4.1.2	Bulk Method – First Level Rejected Records Correction .....	16
4.2	First Level PFMS Rejected Data .....	17
4.2.1	Report .....	17
4.2.2	Single Farmer - First Level PFMS Rejected Data .....	18
4.2.3	Bulk Method – PFMS Rejected Records Correction .....	19
4.3	Remark Wise Correction .....	21
4.4	Stop Payment Correction Window.....	21
4.5	Correction of Bank Details Correction .....	23
4.6	Approval of Bank Details .....	25
4.7	Death/Ineligibility Cases.....	26
4.8	Death/Ineligibility Cases Approval.....	28
4.9	Transaction Failure Records .....	29
4.10	Revoke Stop Payment Rejections.....	31
4.11	Correction of Aadhaar Rejected Data .....	32

4.11.1	Edit Aadhaar No. ....	33
4.11.2	Approval for Changed Aadhaar No.....	34
5.	How to approve the payment of farmers? .....	35
5.1	Status of Open Lots .....	36
5.2	Valid and Invalid Farmer List for Payment .....	36
5.3	Stop Payment Activity .....	37
5.4	Demand Generation (FTO) .....	39
6.	How to initiate Refund from the Farmers? .....	40
7.	Farmer's Corner.....	42
7.1	New Farmer Registration.....	43
7.2	Updation of Self-Registration .....	45
7.3	Edit Aadhar Failure Record .....	46
7.4	Beneficiary Status.....	47
7.5	Beneficiary List.....	48
7.6	Status of Self-Registered/CSC Farmer.....	50
8.	User Management .....	51
8.1	Create User .....	51
8.2	DSC Registration.....	52
8.3	Update User .....	53
8.4	Change Password .....	54
9.	Reports .....	55
10.	PFMS Reports.....	61
	Annexures .....	63
	Annexure – 1: SOP for change of Aadhaar Number and Name of the Beneficiary .....	63
	Annexure – 2: SOP for Transaction Failure Records in PM-KISAN .....	66
	Annexure – 3: SOP for Refund of Money from Farmers .....	69
	Annexure – 4: SOP for Check against Income Tax Records to ascertain Barred and Non-Barred Farmers .....	74

## 1. PM-KISAN Scheme

### 1.1 Introduction

Pradhan Mantri Kisan SAMman Nidhi (PM-KISAN) was launched on 1<sup>st</sup> December 2018 by Government of India with a view to provide income support to all the landholding farmers' family in the country, having cultivable land.

### 1.2 Benefits

Under the scheme, a benefit of Rs 6000/- per year is released by the Central Government online directly into the bank accounts of the eligible farmers under Direct Benefit Transfer mode, subject to exclusions. This payment is done on quarterly basis in three installments of Rs 2000/- each.

### 1.3 Definition of Farmers' Family

A landholder farmer's family is defined as "a family comprising of husband, wife and minor children who own cultivable land as per land records of the concerned State/UT".

### 1.4 Exclusion Criterion

The following categories of beneficiaries of higher economic status shall not be eligible for benefit under the scheme:

(a) All Institutional Land holders; and

(b) Farmer families in which one or more of its members belong to following categories:

- i. Former and present holders of constitutional posts
- ii. Former and present Ministers/ State Ministers and former/present Members of Lok Sabha/ Rajya Sabha/ State Legislative Assemblies/ State Legislative Councils, former and present Mayors of Municipal Corporations, former and present Chairpersons of District Panchayats.
- iii. All serving or retired officers and employees of Central/ State Government Ministries /Offices/Departments and its field units Central or State PSEs and Attached offices /Autonomous Institutions under Government as well as regular 3 employees of the Local Bodies (Excluding Multi-Tasking Staff / Class IV/Group D employees)
- iv. All superannuated/retired pensioners whose monthly pension is Rs.10000/-or more (Excluding Multi-Tasking Staff / Class IV/Group D employees)
- v. All Persons who paid Income Tax in last assessment year.
- vi. Professionals like Doctors, Engineers, Lawyers, Chartered Accountants, and Architects registered with Professional bodies and carrying out profession by undertaking practices.

## 1.5 Exemptions for Special States

- **Manipur:** Certificate Issued by Village authority, namely the Chairman/Chief authorizing tribal family to cultivate a piece of land (duly authenticated by concerned sub-divisional officers) shall be accepted. All exclusions under the Guidelines to be applicable.
- **Nagaland:** (i) In case of community owned cultivable land in the state of Nagaland which is under permanent cultivation, for identification of beneficiaries under PM- KISAN, the certificate issued by the village council/authority/village chieftain regarding land holding, duly verified by the administrative head of the circle/ sub division and countersigned by the Deputy Commissioner of the District shall suffice subject to the exclusions under the operational guidelines.  
  
(ii) In case of cultivable land in the State of Nagaland which is categorised as Jhum land as per definition under Section – 2 (7) of the Nagaland Jhum Land Act, 1970 and which is owned by the community / clan / village council / village chieftan, the identification of beneficiaries under PM-Kisan scheme, shall be on the basis of certification of land holding by the village council / chief / head of the village, duly verified by the administrative head of the circle/sub division and countersigned by the Deputy Commissioner of the District. Provided that the name of the beneficiary is included in the state of Nagaland's Agriculture Census of 2015-16. This proviso shall not be applicable in cases of succession and family partition. The list of such beneficiaries shall be subject to the exclusions under the operational guidelines.
- **Protecting rights of forest dwelling tribes:** Tribal Holding 'Pattas' under the Scheduled Tribes and Other Traditional Forest Dwellers(Recognition of Forest Rights) Act,2006 shall be eligible for receiving the benefits under the PM KISAN scheme, subject to other eligibility conditions.
- **Issue of Jharkhand relating to absence of updated land records -** Vanshawali/lineage linked to the entry of land records comprising ancestral names and a chart of succession, containing the present holders to be approved by Gram Sabha, authenticated by village/Circle level revenue officials and counter-signed by District Revenue Authority.

## 2. PM-KISAN Portal

An integrated platform by the name of PM-KISAN Portal at URL (<http://pmkisan.nic.in>) is available to assist the concerned stakeholders at all levels. This portal provides with an integrated platform for the States, districts and blocks to register the farmers under the PM-KISAN Scheme. The farmer records registered under the scheme goes through an intricate process of validations and authentications to ensure that the correct beneficiary is receiving the benefit under the scheme via electronic transfer mode. The portal also provides the users to correct the details of the farmers in case of any rejections, approve/stop the payment of farmers at any point of time during the payment process and to check the status of the beneficiaries registered under the system.

## 2.1 Validation Rules

The benefit under the PM-KISAN scheme is being paid to the farmers via Electronic Transfer Mode, hence it is important to ensure that the benefit is being transferred to the right beneficiary in the right bank account at the right time. To ensure this, the records are being processed via a number of validation checks which are outlined below:-

1. A farmer should be Aadhar authenticated.
2. First Level validation checks eliminates duplicate and incomplete records
3. Bank account details are verified by PFMS (which includes bank account no and IFSC code)

## 2.2 Operational Flow

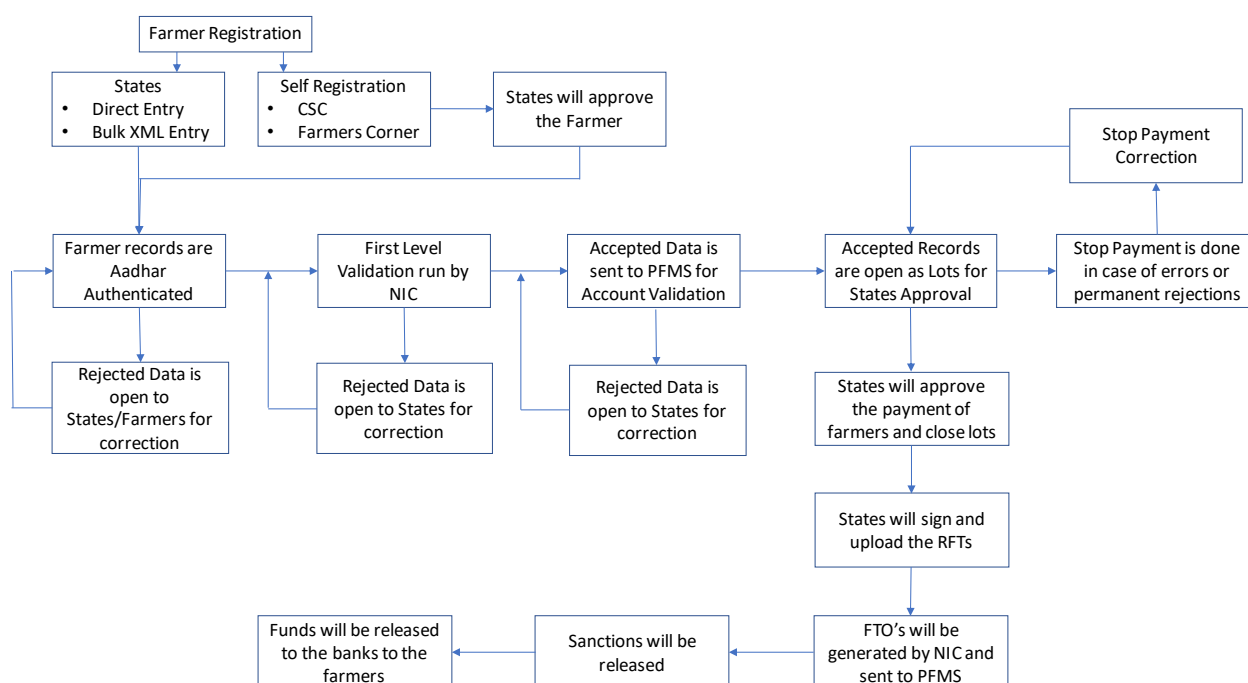


Figure 1: Process Flow in PM-KISAN

Step – 1 – Registration of beneficiaries list by the States/UTs is done by 3 methods: direct entry on the portal or uploading bulk data of beneficiaries in XML file format or by the farmer itself via CSC or Farmers Corner or PM-KISAN Mobile App. The self-registered farmer records need to be approved by the States for registration under PM-KISAN scheme.

Step – 2 – All the farmer records are passed through Aadhar Authentication. This means that the name of the registered farmer should be in accordance with the Aadhar details. The records which fail the Aadhar authentication and open to the farmers as well as for the states for Name correction.

Step – 3 - First level validation is done by NIC to eliminate any duplicate records, incorrect records or incomplete records

Step 4 – The rejected records are shared with the state to enable them to correct the data and resend for first level validation.

Step 5 - The records accepted after first level validation are sent to PFMS for second level validation. PFMS checks the records for bank account details and rejects any data with either incorrect bank account number, IFSC number or bank account type.

Step 6 - The records rejected by PFMS due to errors in bank account details is then shared with the states for correction

Step 7 – The PFMS accepted data is formed into lots and open for the states to give approval for the payment. The states/UTs can stop payment for the records due to multiple reasons such as incorrect details, ineligibility, death, change of occupation etc. and close the lot for the remaining beneficiaries. The incorrect records can be corrected in the Stop Payment correction window.

Step 8 – The States then sign the RFTs for the approved number of farmers and upload on the PM-KISAN portal.

Step 9 – FTO is generated by NIC against signed RFT and sent to PFMS for validation.

Step 10 – PFMS sends the approved FTO's to the PFMS account of Farmer's Welfare Division for approval. The sanctions are then released by the Division and simultaneously funds are transferred to the banks in accordance to the FTO generated.

Step 11 – Once the funds are sanctioned and approved by PFMS. NPCI transfers the funds to the respective beneficiaries' accounts and send a notification flag against each farmer record confirming the status of the bank transaction.

## 2.3 Users

PM-KISAN portal can be accessed by users at all levels for data entry, record correction, checking the status and reporting purpose. The portal also has a functionality which is open for the public to check the status, register themselves and view the list of beneficiaries. There are mainly four types of users:

S. No.	Users	Roles
1	Block level	Data Entry, Data Correction and Reports
2	District level	Data Entry, Data Correction, Approval of cases and Reports
3	State level	Data Entry, Data Correction, Approval of cases, Approval of payment (lot closure and RFT signing), User Management and Reports
4	National level	User Management and Reports

### 3. How to register Farmers under PM-KISAN Scheme?

At the lowest level, applications are being submitted by the farmers to the Field Functionary for registering themselves under the PM-KISAN scheme. The details of the farmers are then being verified by the Field Officials and approved by them for being uploaded in the system. Another method which has been recently launched is by the Government is self – registration by the farmers. Farmer's Corner has been launched via which the farmers can submit their application online or via CSC's. The details of these farmers will be sent to the States for verification and approval. In the PM-KISAN portal, there are three methods of registering farmers under the scheme. Each of the methods are discussed in detail below.

#### Registration of Farmers in PM-KISAN Portal

##### States

##### Self-Registration by Farmers

Direct Entry  
Method

Bulk Upload  
Method

Farmer's  
Corner

CSCs

PM-KISAN  
Mobile App

#### 3.1 Direct Entry Method

One farmer record at a time can be done via Direct Entry Method. PM-KISAN portal has been provided with options to register both rural and urban farmers separately.





Welcome **Mr Ram Prasad Rao** Application User District **ANANTAPUR , ANDHRA PRADESH** 01/Apr/2020 Logout

### New Farmer Registration Form

State\* ANDHRA PRADESH District\* ANANTAPUR Sub-District\* --Select Sub District-- Block\* --Select Block-- Village\*

**Farmer Personal Details - Mandatory Parameters**

Farmer Name\* Gender\* Category\*  
 Farmer Name --Select Gender-- --Select Category--

Farmer Type\* Select ID type\* Type of Identity Proof\*  
 --Select Farmer Type-- Aadhar ID Aadhar Card

Identity Proof No\* IFSC Code\* Bank Name\*  
 Aadhar Number IFSC Code

Account No.\* Address Consent Given\*  
 Account No. Address Submit for Aadhar Authentication

**Farmer Other Details - Non Mandatory Parameters**

Mobile No Date of Birth Father/Mother/Husband Name  
 Mobile DD/MM/YYYY Father's Name

Ownership (Land Holding)  
☒ Single ☐ Joint

Sr_No	Survey/ Khata No.	Dag/ Khasra No.	Area (In Ha)	Action
				Add

## User Accessibility – Block and District

The following steps need to be considered for registering a farmer via Direct Entry method on the PM-KISAN Portal:

1. Open the website i.e. [www.pmkisan.gov.in](http://www.pmkisan.gov.in)
2. Click on login tab to enter the PM-KISAN portal using the credentials (username and password).
3. Go on to the Direct Entry tab, there are two options given to register rural and urban farmers separately.
4. To register a rural farmer, click on the “New Registration (Rural)” option. The registration window opens.
5. In the registration window, select the hierarchy under which the farmers need to be registered i.e. District, Sub-District, Block and Village from the drop-down menu. The only difference between the urban and rural farmer registration window is the hierarchy under which the farmer is registered. For urban farmers, the hierarchy is district, town and ward.
6. The Registration window captures the following fields of the farmer: -

<b><i>Mandatory Parameters</i></b>	<b><i>Non-mandatory Parameters</i></b>
<ul style="list-style-type: none"> <li>○ Farmer Name</li> <li>○ Gender</li> <li>○ Category</li> <li>○ Farmer Type</li> <li>○ Aadhar No.</li> <li>○ IFSC Code</li> <li>○ Bank Name</li> <li>○ Account No.</li> </ul>	<ul style="list-style-type: none"> <li>○ Date of Birth</li> <li>○ Father/Mother/Husband Name</li> </ul>

<ul style="list-style-type: none"> <li>○ Address</li> <li>○ Land Details</li> <li>○ Mobile No.</li> </ul>	
---	--

7. Fill the details of the farmer and click on Submit button. A temporary registration ID of the farmer will be generated by the system automatically.

Points to be noted:

- The farmer registered via Direct Entry method are passed for first level validation checks when the system scheduler runs at the end of each day after 10 PM.
- In case, a farmer's data has been filled incorrectly, such records can be corrected in the window "Edit Farmer Details (Rural)" for rural farmers and "Update Farmer Details (Urban)" for urban farmers.
- The user can click on the window, select the hierarchy in which the farmer was registered. It will show the records of all the farmers registered under the selected hierarchy.
- User can select the farmer whose details need to be corrected. The registration window displaying the details of the farmer opens.
- User can edit the details of the farmer and click on Update/Save button.
- It is important to note that the user can edit the details of such farmers on the same day of registration. Following that, these farmers are passed through first level validation.

### 3.2 Bulk Upload Method

This method can be used to register multiple farmers on PM-KISAN portal. This method can be used by District and State level users to upload XML file containing the details of farmers to be registered.



Welcome **Mr Ram Prasad Rao**
Application User
District **ANANTAPUR , ANDHRA PRADESH** 01/Apr/2020

**Upload XML File**

☒ Rural

☐ Urban

☐ For Correction

☐ PFMS Correction

☐ Aadhar Correction

☐ Invalid/Wrong Aadhar Correction

[Download XML Format for Rural](#)

Xml File Name  Choose File No file chosen Upload

From Date \*

To Date \*

File Name \*

Search

S.No.	User Name	User File	Uploaded Time	File Size	Type
1	ANA01	DBT.xml	2/21/2019 4:17:55 PM	0.0083 MB	
2	ANA01	222222222222222222.xml	2/21/2019 4:17:41 PM	0.0083 MB	
3	ANA01	malharpeth2.xml	2/17/2019 8:38:12 PM	0.0792 MB	
4	ANA01	BBBBBBBBB.xml	2/17/2019 8:37:39 PM	0.0083 MB	

1 2

For more details [click here](#).

**Help**

- You can upload the XML file from this screen.
- The structure of the xml can be downloaded from the link given above.
- You can also download the script for validating xml from the link given above.
  - Download the script, extract file and install it on your local system.
  - Installation is one time exercise. When it is run, it will ask for name of xml file to be validated.
  - Provide the name and it will display the result of validations.
- You can view uploaded data by clicking the link 'View Uploaded XML Data'. This data can be viewed until this page is open.

[Download Offline Validation Utility](#)

[View Uploaded XML Data](#)

\* The Number of Records in XML File should not exceed 1,00,000 and file size should not be greater then 32 MB for smooth uploading.

## User Accessibility – State and District

The following steps need to be considered for registering a farmer via Bulk Upload method on the PM-KISAN Portal:

- Open the website i.e. [www.pmkisan.gov.in](http://www.pmkisan.gov.in)
- Click on login tab to enter the PM-KISAN portal using the credentials (username and password).
- Go on to the XML Upload tab, from the drop-down menu select the option “Upload Farmer Data”.
- This window has 5 radio buttons which may be used for uploading the following types of data:
  - Rural – For uploading rural farmers to be newly registered on the PM-KISAN Portal.
  - Urban – For uploading urban farmers to be newly registered on the PM-KISAN Portal.
  - For Correction – For uploading the data which has been corrected after being first level rejected.
  - PFMS Correction – For uploading the data of farmers whose bank details have been corrected after being rejected by PFMS during the process of account validation.
  - Aadhar correction – For uploading the data of farmers whose name correction has been done as per the Aadhar details.
- User may select *Rural/Urban* radio button for uploading the data of the respective rural/urban farmers for registration.

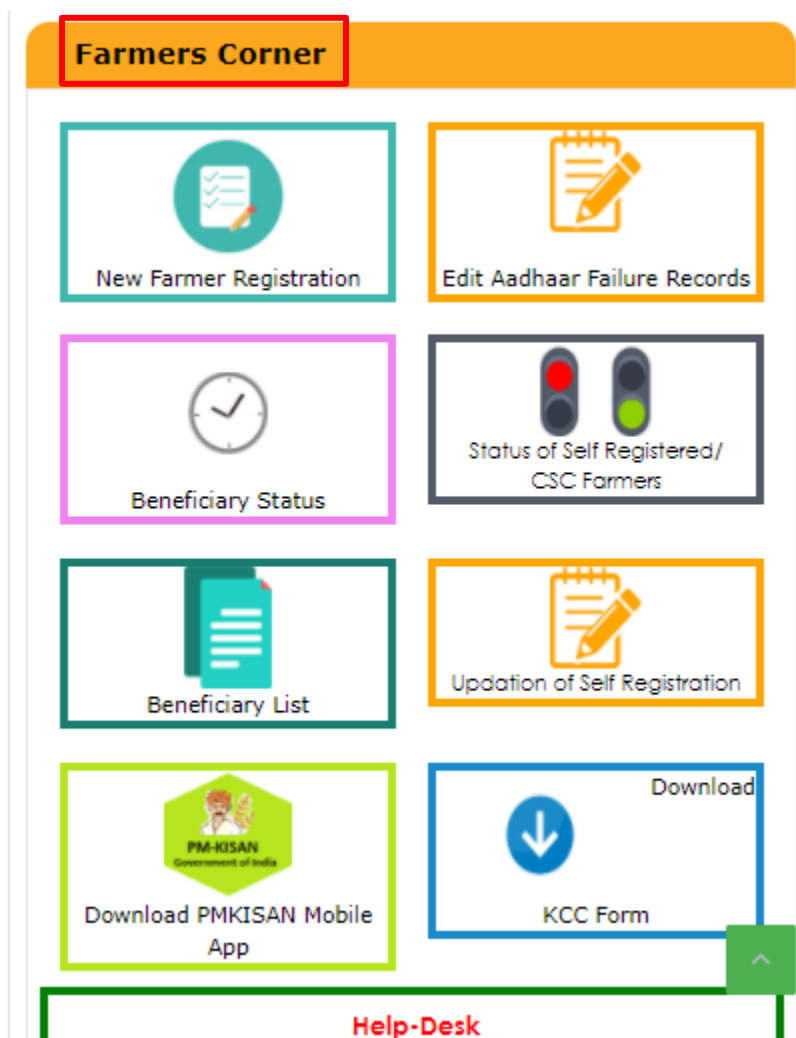
6. Click on “Choose File” button to upload the desired xml file and click on “Upload” button.

Points to be Noted:

- The format of xml file is provided in the window for each of the options. Click on the option and the link has been provided to download the XML format.
- The number of records in each XML file should not exceed 1,00,000 records and file size should not be greater than 32 MB to ensure smooth uploading.
- The history of XML files uploaded by the user is given at the bottom of the window. User may select the period for which one wishes to view the XML file upload details.

### 3.3 Self-Registration by Farmers

Farmers have been provided with the facility of self-registering themselves under PM-KISAN scheme. This functionality has been introduced on the portal to encourage left-out farmers to register themselves under the PM-KISAN scheme. There are two methods provided to farmers for self-registration:



1. Farmers Corner: A functionality provided on the PM-KISAN website i.e. [www.pmkisan.gov.in](http://www.pmkisan.gov.in) A farmer may follow the steps given below for registering himself under PM-KISAN scheme:
  - a. Go on the website [www.pmkisan.gov.in](http://www.pmkisan.gov.in)
  - b. Click on the tab Farmers Corner from the menu bar on the webpage.
  - c. From the drop-down menu, select the option “New Farmer Registration”.
  - d. Farmer will enter his/her Aadhar no and captcha image. The system will check if the Aadhar no is already registered with PM-KISAN as it is one of the unique identifiers in the system. If the Aadhar is not found in the system, it will display the message that “Aadhar no was not found in the system. Do you want to register yourself with PM-KISAN?” To proceed with registration, the farmer will click on Yes.
  - e. Farmer registration page opens. Farmer can fill in the details and certify that the details filled in by the farmer are correct and click on Save.
  - f. A message will be displayed that the farmer has been successfully registered in the system. These details will now be sent to the concerned State Nodal Officer for approval.
2. Common Service Centers: Ministry of Agriculture, Cooperation and Farmers Welfare have partnered with Common Service Centers across the country to support the farmers for registering themselves under the PM-KISAN scheme. A farmer can directly approach the VLEs at the CSC and submit the application form. The CSC will register the farmers on the PM-KISAN portal and will take a nominal charge from the farmer. The farmer records registered via CSCs are also sent to the State Nodal Officers for approval.
3. PM-KISAN Mobile App: Ministry of Agriculture, Cooperation and Farmers Welfare has launched PM-KISAN Mobile App on 24<sup>th</sup> February 2020 by Hon’ble Minister of Agriculture. This App has been launched with an aim to provide an opportunity to the farmers to check their status or new farmers to submit their application for registration under the scheme directly from their smartphones. This application is easily available on Google Play Store. It provides the following the user with the following functionalities:
  - a. Beneficiaries Status
  - b. Edit Aadhaar Details (Only Name Correction is allowed)
  - c. Status of Self-Registered Farmer
  - d. New Farmer Registration
  - e. About the Scheme
  - f. PM-KISAN Helpline

### 3.3.1 Approval of Self-Registered Farmers by the State

The farmers who have self-registered themselves by any of the above-mentioned methods will have to be approved by the State. It is only after approval by the state that farmers are considered successfully registered under PM-KISAN scheme.

## USER MANUAL PM-KISAN



**PM Kisan Samman Nidhi**  
Department of Agriculture, Cooperation & Farmers Welfare  
Ministry of Agriculture & Farmers Welfare  
Government of India

Direct Entry XML Upload PFMS/FTO Correction Module Reports PFMS Reports User M

Approval for Changed Aadhaar No  
Upload Video  
SNO Registration  
**Approval of Self Registered Farmer**

Welcome Dr LalithaVK Admin

**Functionalities available to State nodal Officer**

- Following facilities are available in the State's Login
- Uploading of Existing List of SMF farmers in XML format
- List of Uploaded SMF will be visible to the State

Approval Form

Find Farmer By: State Wise Date Wise

State: KERALA District: ALAPPUZHA Sub-District: Ambalappuzha Block: AMBALAPPUZHA Village: --Select Village--

Search

Search Farmer By: Aadhaar No

Approve Export to Excel (Farmer Details)

Select the farmer to be approved by ticking the check box for Approve click on Approve Button

For Approve	S.No	Farmer Name	Father Name	Gender	Mobile No	Aadhaar No	Bank Account Number	IF SC Code	Sub District Name	Block Name	Village Name	Source of Registration
<input type="checkbox"/>	1	vineeshkumar T	Thankappan	Male	9557435238	906279589076	97297753945	SBIN0070475	Ambalappuzha	AMBALAPPUZHA	AmbalappuzhaSouth(GP)8E*WardNo.1	
<input type="checkbox"/>	2	A P DASAPPAN	PETER	Male	9946553703	209810508947	12690100237548	FDRL0001299	Ambalappuzha	AMBALAPPUZHA	Paravoor	
<input type="checkbox"/>	3	ABY PETER	PATHROSE	Male	7510755102	839501041989	12690100174865	FDRL0001299	Ambalappuzha	AMBALAPPUZHA	Alappuzha West	
<input type="checkbox"/>	4	AISHAKUNJU	ABDUL AZEEZ	Female	6282703688	239726044012	97087670749	SBIN0070475	Ambalappuzha	AMBALAPPUZHA	PunnpraNorth(GP)8E*WardNo.17	CSC

The facility for approval of self-registered farmers has been provided to both state and district level users. It is the responsibility of state, district and block level field functionary to verify the applications of the farmers submitted online. They need to ensure that the farmer is legitimate and is eligible for registration under the scheme. However, it may be noted that any duplicate entries, if any are filtered out by the PM-KISAN portal at the back end and the entries visible to the farmers are new applications. Users may approve/reject the farmer applications on the PM-KISAN portal by following the steps given below:

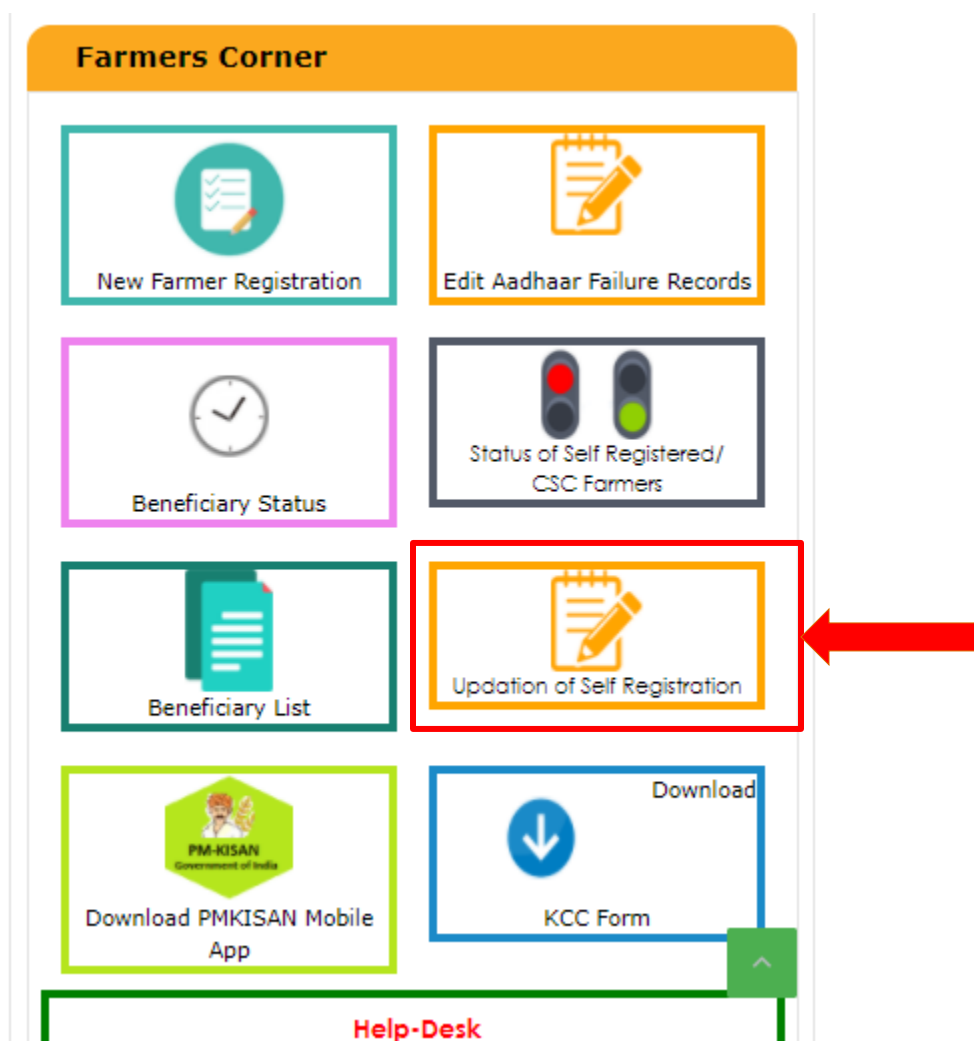
1. User will login into the PM-KISAN portal using their credentials.
2. On the home page, select the option “Direct Entry” from the menu bar.
3. From the drop down, select the option “Approval of Self Registered Farmer”.
4. On the approval window, the user may sort the list of farmers location wise or date wise.
5. User will select the sub-district, block and village and then click on Search. The list of farmers registered under that location will be displayed.
6. User may export the list of farmers in excel using the “Export to excel” button.

7. User will then verify the details of the farmer (physical verification by concerned officials) and then may approve/reject the farmer.
8. For approving a farmer, the user will select the check box under the “For Approve” column and click on Approve button on the top of the page.
9. For rejecting a farmer, the user will select the Reject button against the farmer name, and it will open a text box for entering reason of rejection. User will enter the reason of rejection and click on Update button.

The farmer records who are approved by the state will then go through the entire process of validations to proceed with the payments.

### 3.3.2 Edit/Update Application of a Self-Registered Farmer

It has been observed that due to human errors at the time of registration of a farmer, wrong/incorrect details may be entered on the portal. These applications may then be rejected by the State Nodal Officer/not responded at all. In such cases, the farmer can edit his application via the Farmer’s Corner or via reaching out to the Nearest CSC. The edited application will then be again sent to the State Nodal Officer for approval.



*Note: It is important to note that if in case, there is an error in the application earlier which was rejected by the State Nodal Officer. The farmer cannot register or submit a new application. This is forbidden by the system. Hence, the only available option is to edit/update the earlier submitted application.*

## 4. How to correct the Farmer Records?

A farmer record passes through several checks and validations to ensure that the details entered for the farmer are valid and the payment may be processed. During this entire process, the farmer records may be rejected due to many reasons such as incorrect bank details, invalid bank account type, first level rejections, incorrect gender etc. A correction window has been provided to the States/Districts/Blocks in order to enable them to correct the details of farmers. Any farmer record which has been rejected is available under the respective option available in the correction window in accordance with the rejected data. In the following document, we will go through the different options available under the correction window.

### 4.1 Invalid XML Data Rural/Urban

Farmer records which are accepted during the first stage of validation are available for the states for correction. User may edit all the farmer fields at this stage. The records are available under this window 1-2 days post its date of registration on the PM-KISAN portal.

#### 4.1.1 Single Farmer – Invalid XML Data – Rural/Urban

User may correct one record at a time from this window available in the correction module.





**Search Farmer Detail**

State: KERALA

Users: --Select Users--

Select Remark:

User total count

No. of records for correction :	Corrected :	Pending :	Deleted :
---------------------------------	-------------	-----------	-----------

User Accessibility: State, District and Block

User may follow the steps given below for correcting the first level rejected records:

1. User will login into the PM-KISAN portal using their credentials.
2. On the home page, select the option “Correction Module” from the menu bar.
3. From the drop down, select the option “Invalid XML Data – Rural/Urban” for correcting rural/urban records respectively.
4. Select the User by which the data had been uploaded from the drop-down box. Then select the Remark which illustrates the reason of rejection from the drop-down box. Click on View.
5. The list of rejected farmer records is displayed on the page. User may click on Edit button against the farmer record to correct the details and then click on Update.

## 4.1.2 Bulk Method – First Level Rejected Records Correction

User may use the bulk method for pushing the first level corrected data of multiple farmers on the PM-KISAN portal to save time.



Welcome **Mr Ram Prasad Rao**
Application User
District **ANANTAPUR , ANDHRA PRADESH** 01/Apr/2020

**Upload XML File**

☒ Rural

☐ Urban

☐ For Correction

☐ PFMS Correction

☐ Aadhar Correction

☐ Invalid/Wrong Aadhar Correction

[Download XML Format for Rural](#)

Xml File Name

No file chosen

From Date \*

To Date \*

File Name \*

S.No.	User Name	User File	Uploaded Time	File Size	Type
1	ANA01	DBT.xml	2/21/2019 4:17:55 PM	0.0083 MB	
2	ANA01	222222222222222222.xml	2/21/2019 4:17:41 PM	0.0083 MB	
3	ANA01	malharpeth2.xml	2/17/2019 8:38:12 PM	0.0792 MB	
4	ANA01	BBBBBBBBB.xml	2/17/2019 8:37:39 PM	0.0083 MB	

1
2

For more details [click here](#).

\* [Download Offline Validation Utility](#)

\* [View Uploaded XML Data](#)

\* The Number of Records in XML File should not exceed 1,00,000 and file size should not be greater than 32 MB for smooth uploading.

**Help**

1. You can upload the XML file from this screen.
2. The structure of the xml can be downloaded from the link given above.
3. You can also download the script for validating xml from the link given above.
 

(I). Download the script, extract file and install it on your local system.

(II). Installation is one time exercise. When it is run, it will ask for name of xml file to be validated.

(III). Provide the name and it will display the result of validations.
4. You can view uploaded data by clicking the link 'View Uploaded XML Data'. This data can be viewed until this page is open.

In this case, the user may upload XML file by following the steps given below:

1. Open the website i.e. [www.pmkisan.gov.in](http://www.pmkisan.gov.in)
2. Click on login tab to enter the PM-KISAN portal using the credentials (username and password).
3. Go on to the XML Upload tab, from the drop-down menu select the option “Upload Farmer Data”.
4. Click on the Radio Button “For Correction” for uploading the corrected data.
5. Click on “Choose File” button to upload the desired xml file and click on “Upload” button.

User will follow the same conditions for uploading the XML file as outlined in the Bulk Upload Method Section of the document.

## 4.2 First Level PFMS Rejected Data

Farmer records are sent to PFMS for validating bank account details provided by the farmer. PFMS checks the account number and IFSC code provided by the farmer against their master data and sends a response to PM-KISAN portal against each record. PFMS accepted data is open to the states in Lots for approval of the due payment. However, the rejected records are available for the states in the Correction Module.

### 4.2.1 Report

User can check the number of records rejected by PFMS under the PFMS Reports section. In the PFMS Reports tab, R1 – Data Rejected by PFMS report gives the number of records rejected by PFMS against each district. User may click on the hyperlink and download the rejected records in

an excel file. Against each record, at the end a column is added where the reason of rejection is mentioned such as Account no invalid, Bank is not registered in PFMS, IFSC code and account number is not related to each other. User may reach out to the farmer and get the correct bank details for updating in the portal.

**PM Kisan Samman Nidhi**  
Department of Agriculture, Cooperation & Farmers Welfare  
Ministry of Agriculture & Farmers Welfare  
Government of India

Upload ▾ PFMS/FTO ▾ Correction Module ▾ Reports ▾ PFMS Reports ▾ User Management ▾ Downloads ▾

Welcome Dr LalithaVK Admin

**Functionalities available to State nodal O**

- ▶ Following facilities are available in the State
- ▶ Uploading of Existing List of SMF farmers
- ▶ List of Uploaded SMF will be visible to the State
- ▶ Facility for viewing correct and incorrect data
- ▶ Facility to Download the incorrect data and
- ▶ Submission of data to PFMS for bank account
- ▶ Verifying/confirming the name and bank account
- ▶ Approval of SMF List of SMF farmers through DSC by the State for FTO generation

**PFMS Reports**

- Stop Payment Corrected but Aadhar Failed
- Stop Payment Installment Wise
- Transaction Failure Installment Wise
- NPSI Payment Reversal Report
- R1-Data Rejected by PFMS**
- R1/R/FTO Bank Payment Status Report
- Lot wise Beneficiaries List
- R3-Data Rejected by PFMS in Bank Transaction
- R4-Stop Payment Correction Report

**List of records rejected by PFMS**

☒ Over all Rejected data ☐ Rejection Summary wise Data

State: GOA

S.No	State Name	No. of records
1	GOA	127
Total		

#### 4.2.2 Single Farmer - First Level PFMS Rejected Data

User may correct the PFMS rejected record for one farmer at a time in the Correction Module.



Department of Agriculture, Cooperation & Farmers Welfare  
Ministry of Agriculture & Farmers Welfare  
Government of India

XML Upload ▾ PFMS/FTO ▾ Correction Module ▾ Reports ▾ PFMS Reports ▾ U

Welcome

**Functionalities available to State nodal O**

- ▶ Following facilities are available in the State
- ▶ Uploading of Existing List of SMF farmers
- ▶ List of Uploaded SMF will be visible to the State
- ▶ Facility for viewing correct and incorrect data
- ▶ Facility to Download the incorrect data and
- ▶ Submission of data to PFMS for bank account
- ▶ Verifying/confirming the name and bank account
- ▶ Approval of SMF List of SMF farmers through DSC by the State for FTO generation

**Correction Module**

- Correction of Invalid Account Type
- Revoke Stop Payment Rejections
- Death/Ineligibility Cases
- Remark Wise Correction
- Bank Details Correction
- Approval of Bank Details
- Death/Ineligibility Cases Approval
- Invalid XML data-Rural
- First Level PFMS Rejected Data**
- INVALID XML DATA-URBAN

**PFMS Rejected 1 St Level Rejection**

State: KERALA District: ERNAKULAM Sub District: Aluva Block: --Select Block-- Village: --Select Village-- Get Data

Total Records for Correction : 389 Total Records Corrected : 0 Total Records Pending for Correction : 389

Search By : ☐ Aadhaar Number ☐ Farmer Name ☐ Account No  Search

**Partial List of Records Pending for Correction**

S.No	Reg No	State Name	DistrictName	SubDistrictName	Block Name	Village Name	Bank Name	Gender	Farmer Name	IFSC Code	Bank Account Number	Already Corrected but Rejected again with Remarks	Action
1	KL211679079	KERALA	ERNAKULAM	Aluva	PARAKKADAV	Nedumbassery (CT)		Male	A C YACOB	FDR0001048	1048010000830		<span>Edit</span>
2	KL158456938	KERALA	ERNAKULAM	Aluva	ANGAMALI	Mattoor (CT)		Male	A. K. Sahadevan	SBIN0070717	67002013616		<span>Edit</span>
3	KL144307037	KERALA	ERNAKULAM	Aluva	PARAKKADAV	Chengamanad (CT)	STATE BANK OF INDIA	Male	ABOUL ASSIS K H	SBIN0070147	670218194725		<span>Edit</span>
4	KL211688387	KERALA	ERNAKULAM	Aluva	VAZHAKKULAM	Choomikkara(GP)§6WardNo.14	STATE BANK OF INDIA	Male	ABOUL KHADER	SBIN0070368	24626870368		<span>Edit</span>

User Accessibility: State, District and Block

User may follow the steps given below for correcting the bank details of a PFMS Rejected Farmer:

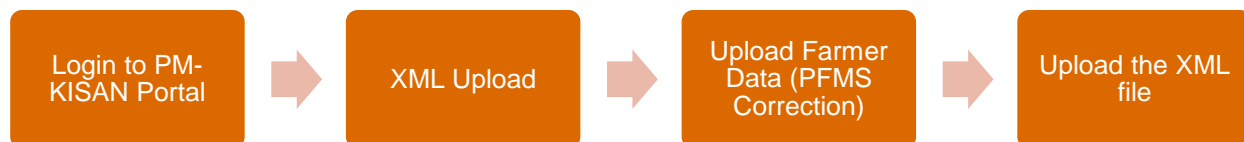
1. User will login into the PM-KISAN portal using their credentials.
2. On the home page, select the option “Correction Module” from the menu bar.
3. From the drop down, select the option “First Level PFMS Rejected Data”.
4. Select the hierarchy under which the farmer has been registered i.e. district/sub-district/block/village and click on Get Data.
5. The list of rejected farmer records is displayed on the page. User may also search an individual farmer from the list by using the Search Radio buttons i.e. Aadhar number, Farmer Name and Account No. given on the top of the page.
6. User will click on the edit button given against the farmer record whose detail needs to be corrected.
7. In this window, user can edit the following fields for a given farmer:
  - a. Bank Name
  - b. Gender
  - c. Farmer Name
  - d. IFSC Code
  - e. Bank Account Number

Next Steps: Farmer records who are corrected via this window, will again be sent to PFMS for account validation. In case, a record is rejected again even, the rejection reason is given in the column “Already Corrected but Rejected again with Remarks”.

### 4.2.3 Bulk Method – PFMS Rejected Records Correction

User may use the bulk method for pushing PFMS corrected data of multiple farmers on the PM-KISAN portal to save time.

## USER MANUAL PM-KISAN



**PM Kisan Samman Nidhi**  
Department of Agriculture, Cooperation & Farmers Welfare  
Ministry of Agriculture & Farmers Welfare  
Government of India

Dashboard ▾ Direct Entry ▾ **XML Upload ▾** PFMS/FTO ▾ Correction Module ▾ Reports

Rejected XML File  
**Upload Farmer Data**  
View Uploaded Data  
View Validated Data  
View Invalid Data  
XML Upload History

Welcome **Mr Ram Prasad Rao** Application User District **ANANTAPUR , ANDHRA PRADESH** 01/Apr/2020

**Upload XML File**

☒ Rural  
☐ Urban  
☐ For Correction  
☒ **PFMS Correction**  
☐ Aadhar Correction  
☐ Invalid/Wrong Aadhar Correction

[Download XML Format for Rural](#)

Xml File Name  Choose File No file chosen

From Date \*   
 To Date \*   
 File Name \*

S.No.	User Name	User File	Uploaded Time	File Size	Type
1	ANA01	DBT.xml	2/21/2019 4:17:55 PM	0.0063 MB	
2	ANA01	22222222222222222222.xml	2/21/2019 4:17:41 PM	0.0063 MB	
3	ANA01	malharpath2.xml	2/17/2019 8:38:12 PM	0.0792 MB	
4	ANA01	BBBBBBBBB.xml	2/17/2019 8:37:39 PM	0.0063 MB	

1 2

For more details [click here](#).

\* [Download Offline Validation Utility](#)  
 \* [View Uploaded XML Data](#)  
 \* The Number of Records in XML File should not exceed 1,00,000 and file size should not be greater than 32 MB for smooth uploading.

**Help**

- You can upload the XML file from this screen.
- The structure of the xml can be downloaded from the link given above.
- You can also download the script for validating xml from the link given above.
  - Download the script, extract file and install it on your local system.
  - Installation is one time exercise. When it is run, it will ask for name of xml file to be validated.
  - Provide the name and it will display the result of validations.
- You can view uploaded data by clicking the link 'View Uploaded XML Data'. This data can be viewed until this page is open.

In this case, the user may upload xml file by following the steps given below:

- Open the website i.e. [www.pmkisan.gov.in](http://www.pmkisan.gov.in)
- Click on login tab to enter the PM-KISAN portal using the credentials (username and password).
- Go on to the XML Upload tab, from the drop-down menu select the option "Upload Farmer Data".

4. Click on the Radio Button “PFMS Correction” for uploading the PFMS corrected data.
5. Click on “Choose File” button to upload the desired xml file and click on “Upload” button.

User will follow the same conditions for uploading the XML file as outlined in the Bulk Upload Method Section of the document.

### 4.3 Remark Wise Correction

As mentioned in the Operational Flow section of this document earlier, once the data is first level accepted, it is then validated again before sending to PFMS. In this stage, it is checked whether all the PFMS conditions for a record is being fulfilled. In case, there is any discrepancy, it is available for the states to correct under the module “Remark Wise Correction”.

In this category, the data is mainly rejected due to the following reasons/remarks:

1. Bank Not registered in PFMS:
2. Duplicate Bank Account Number
3. Invalid Bank Account Number
4. Invalid IFSC Code
5. Invalid Identity



User may select each remark and may download the records that have been rejected due to this reason. User may then correct the records accordingly as per each reason of rejection.

*Note: Please note that such records are not available in the First Level PFMS Rejected Data Correction Window as these records were never sent to PFMS for account validation due to the missing/incorrect information. In the beneficiary status window, the status of “Transfer to PFMS” will be “Not Transferred”.*

### 4.4 Stop Payment Correction Window

Farmer records which are stopped by the state at the time of lot closure are available to the states for stop payment correction window. It has been observed that Stop Payment is done by the State due to one of the following reasons:

1. Incorrect Bank Account Details
2. Ineligible/Death of the Farmer

Users are supposed to correct such records by following the method illustrated below:

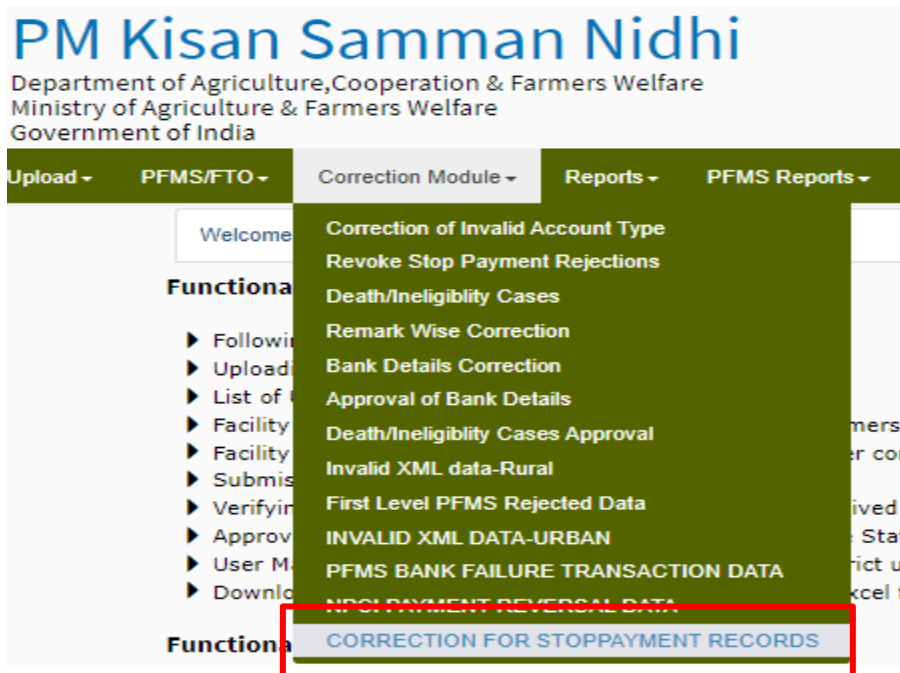
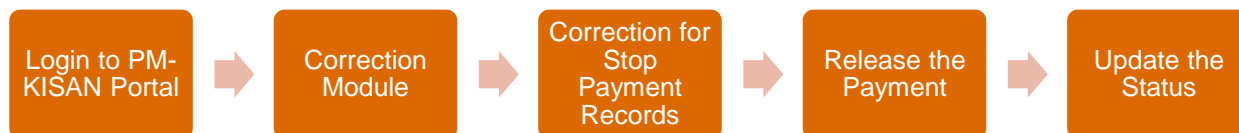
## Account Correction Needed

- User will correct the bank details of the Farmer from the "Bank Details Correction" window
- When the details have been approved by the State and accepted by PFMS. The State will Release the payment of the farmer from the "Stop Payment Correction" window.

## Death/Ineligible Case

- For a farmer who has been identified as Dead/ineligible. His/her payment will be stopped from the "Stop Payment Activity" window
- This record will be marked as Death/Ineligible in the "Death/Ineligible Cases" window.

The Stop Payment Correction window has been created for the purpose of releasing the payments to the farmers whose necessary changes have been corrected in the Portal. This window provides the functionality to the state to release the payments of the farmers once the record has been corrected.



**Correction process for records stopped by state**

State:  District:  Sub District:  Financial Year:  Installment No.:

No. of records for correction : 95 Accepted/Released : 85 Rejected : 0 Pending/Hold : 10

Search By : ☐ Beneficiary Name ☐ Unique Beneficiary Id ☐ Account No

Green Unique Beneficiary Id -> Aadhaar authenticated, name correction not allowed. Red Unique Beneficiary Id -> Aadhaar not authenticated, name correction allowed.

S.No	User	Sub District	Village	Unique Beneficiary Id	Beneficiary Name	Beneficiary Name as per Bank	Gender	Bank Name	IF SC code	Account No.	Lot Type	Action
1	GOAA01	Pernem	Agarvado	GA159875906	Sangeeta Dnyaneshwar Raut	Mrs. SANGEETA DNYANESHWAR RAUT	F	STATE BANK OF INDIA	SBIN0006438	31769518789	Normal Lot	<input type="button" value="Release"/>
2	GOAA01	Pernem	Aloma	GA146081808	Digambar Bablo Raul	Mr. DIGAMBER BABLO RAUL	M	CENTRAL BANK OF INDIA	CBIN0280722	3769668029	Normal Lot	<input type="button" value="Release"/>

## User Accessibility: State and District

User may follow the steps given below to accept/reject a record after the stop payment:

1. User will login into the PM-KISAN portal using their credentials.
2. On the home page, select the option “Correction Module” from the menu bar.
3. From the drop down, select the option “Correction of Stop Payment Records”.
4. Select the hierarchy under which the farmer has been registered i.e. district/sub-district/block/village and click on Get Data.
5. The list of rejected farmer records is displayed on the page. User may also search an individual farmer from the list by using the Search Radio buttons i.e. Aadhar number, Farmer Name and Account No. given on the top of the page.
6. If the user wants to release the payment of the farmer, then he will click on the Release button given against the farmer record and Update it. This farmer will then be included in the payment process for the release of the payments.

## 4.5 Correction of Bank Details Correction

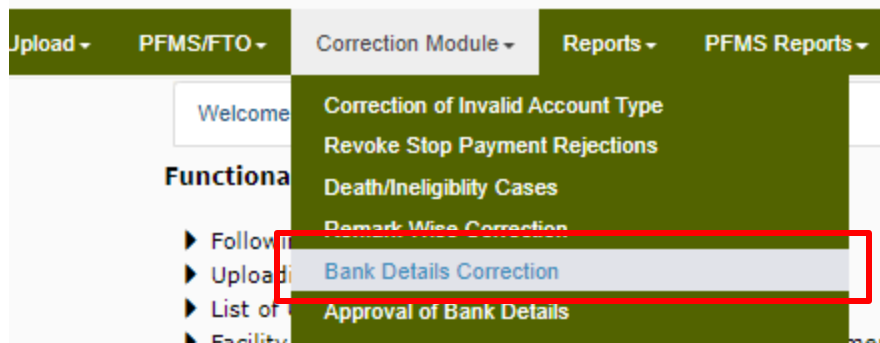
It has been observed that due to many varied reasons, there is a request from the farmer to change the bank account. Also, all those records whose transaction has been failed in any of the previous installments due to any issues with the bank accounts, needs to be corrected/changed by the State. All such bank account corrections can be done via Bank Detail Correction Window.





# PM Kisan Samman Nidhi

Department of Agriculture, Cooperation & Farmers Welfare  
Ministry of Agriculture & Farmers Welfare  
Government of India



**Update Bank Details**

\* Only PFMS accepted and Aadhar verified accounts can be corrected.

Aadhar No.       Account No.       Registration No.

Or      Or

**Farmer Details**

Registration No  
 Name  
 Father Name  
 Village  
 AadharNo  
 IFSC Code  
 Bank Name  
 Account No.

User accessibility – State, District and Block

User may follow the steps given below to change the bank account details of a farmer:

1. User will login into the PM-KISAN portal using their credentials.
2. On the home page, select the option “Correction Module” from the menu bar.
3. From the drop down, select the option “Correction of Invalid Account Type/Bank Details Correction”.
4. User may search an individual farmer by using the Search Radio buttons i.e. Aadhar number, Account No and Registration No. given on the top of the page.
5. The farmer details will be displayed on the window. User may click on Edit button to change the bank details of the farmer.
6. User will have to enter the IFSC code, bank account number, select the bank name from the drop down.
7. User will also have to select the reason of changing the bank details from the drop-down menu and then click on Submit

*Points to Note:*

1. Only PFMS accepted and Aadhar authenticated records can be corrected in this window.
2. The bank details edited by a user (block/sub-district/district) will have to be approved by one level higher user via Approval of Bank Details window. This means that a bank details edited by Block/Sub-district will be approved by District and if edited by district will be approved by the state. However, in case of a State level user, they can approve the case on their own via the approval window.

## 4.6 Approval of Bank Details

As detailed in the section above, the bank details which are corrected/changed by any user is to be approved by a one upper level user in order to process the record for further validation. User may approve the bank details changed by the lower level's users via "Approval of Bank Details" window. In one go, a user can approve/reject the bank details of 20 farmers.



**PM Kisan Samman Nidhi**  
Department of Agriculture, Cooperation & Farmers Welfare  
Ministry of Agriculture & Farmers Welfare  
Government of India

Functionalities: IL Upload, PFMS/FTO, Correction Module, Reports, PFMS Reports

Correction Module dropdown options:  
 Correction of Invalid Account Type  
 Revoke Stop Payment Rejections  
 Death/Ineligibility Cases  
 Remark Wise Correction  
 Bank Details Correction  
 Approval of Bank Details  
 Death/Ineligibility Cases Approval

**Approval Dashboard**

Buttons: Individual Case, Duplicate Case, Transaction Failed Case, Invalid Case

**Updated Bank Details for Approval - Individual**

\* Approve/ Reject will be done one level above depending upon who has submitted the record. For example - if data is submitted at sub district/ block level level then it can be at the state level.  
 \* Only 20 records can be updated at a time.

Form fields:  
 State: KERALA  
 District: --Select District--  
 Sub-District: --Select SubDistrict--  
 OR  
☒ Aadhar Number ☐ Registration Number  
 Enter Adhar:   
 Get Data:

## User Accessibility – State and District

User may follow the steps given below to approve/reject the bank account details of a farmer:

1. User will login into the PM-KISAN portal using their credentials.
2. On the home page, select the option “Correction Module” from the menu bar.
3. From the drop down, select the option “Approval of Bank Details”.
4. User will select the type of cases which needs to be approved from the 4 tabs given on the top of the window.
5. User will then select the State and district to display the list of records to be approved in the respective district.
6. User may also search a beneficiary via Aadhaar number or Registration number.
7. User may select the farmer to approve/reject a farmer record (at max 20 farmer records at one time), followed by the reason of approval/rejection mentioned on the top of the window (i.e. individual case, duplicate case and invalid case) and then click on the Accept/Reject button at the bottom of the window.
8. Once a record is accepted, it will be sent to PFMS for revalidation of account details.
9. If accepted, it will be processed for further payments, in case, it is rejected, it will be available in the PFMS Rejection window for correction of the bank details.

### 4.7 Death/Ineligibility Cases

In case, a farmer dies or is identified as ineligible at any point of time by the state/field functionaries, the portal has been equipped with the functionality to permanently stop this farmer for processing any future payments under this scheme. This can be done by “Death/Ineligibility Cases” window provided in the correction module.





**Permanent Stop for Death/ Ineligibility Case**

Note :  
 Kindly Report here : 1. Death Cases  
 2. Ineligibility Cases : The beneficiary who are registered by mistake in the PMKISAN portal but falls in the exclusion category of PMKISAN guidelines.  
 The beneficiaries request submitted through this window will be treated as permanently deleted data from the PMKISAN Portal. No corrections will be entertained for these beneficiaries. Do not register here for incorrect bank details/ farmer details, there will be a separate window for such corrections.

Aadhar No. Or Account No. Or Registration No.

**Farmer Details**

Registration No  
 Name  
 Father Name  
 Village  
 AadharNo  
 IF SC Code  
 Bank Name  
 Account No.

Please select an action

User accessibility – State, District and Block

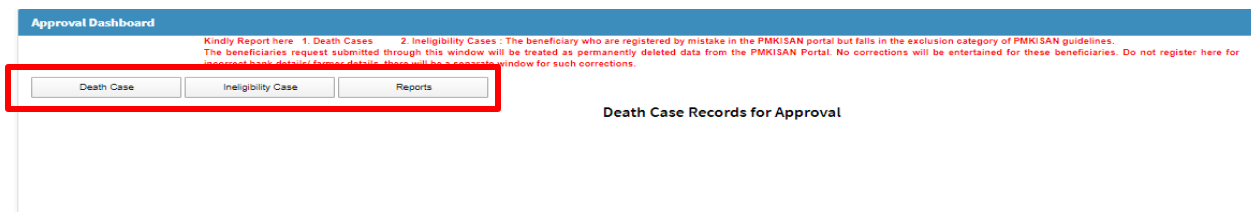
User may follow the steps given below to change the bank account details of a farmer:

1. User will login into the PM-KISAN portal using their credentials.
2. On the home page, select the option “Correction Module” from the menu bar.
3. From the drop down, select the option “Death/Ineligibility Cases”.
4. User may search an individual farmer by using the Search Radio buttons i.e. Aadhar number, Account No and Registration No. given on the top of the page.
5. The farmer details will be displayed on the window. User may select the reason for permanently stopping this record from the drop-down menu i.e. Death Case update or Ineligible case and update the record.
6. This record will then be sent to the State Nodal Officer’s level for approval. Once, approved by the SNO, it will be marked as permanently deleted from the system.

## 4.8 Death/Ineligibility Cases Approval

As detailed in the section above, the farmer records who have been marked as death or ineligible cases must be approved by the SNO to mark them for permanent deletion from the system. SNO user may approve such cases via “Death/Ineligibility Cases Approval” window.





## User Accessibility – State

User may follow the steps given below to approve the death/ineligible cases:

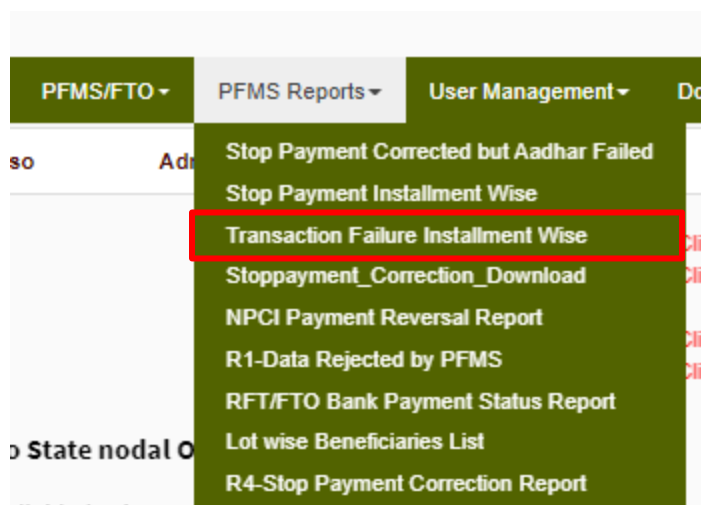
1. User will login into the PM-KISAN portal using their credentials.
2. On the home page, select the option “Correction Module” from the menu bar.
3. From the drop down, select the option “Death/Ineligibility Cases Approval”.
4. There are three tabs on the top left corner of the window:
  - a. Death Case – Select to display the death cases pending for approval
  - b. Ineligibility Case – Select to display the ineligible cases pending for approval
  - c. Report – Select to view the status of such cases approved/pending for approval by the State
5. User may select the farmer and click on Select button against the farmer to approve/reject a farmer record.
6. User will then Accept/Reject the farmer record, marking the reason in the text box displayed at the bottom of the window and click on Submit.

## 4.9 Transaction Failure Records

During the process of making the payment to the farmer bank accounts, there have been cases where the bank transaction failure happens. These bank transaction failure cases may be due to network issues with the banks or issues with the bank details provided at the time of registration. In this case, such records are made available for the state to correct the bank details to enable the transfer of benefits to such farmers again. A report is made available to the states where they can see the list of the records where the transaction failed along with the reason of transaction failure against each record. This report is provided under the PFMS Reports tab named as “Transaction Failure Installment Wise”.

This report enables the user to filter the transaction failure records as per the financial year and installment no. This report will give the details of the number of records whose transaction failed, who have been corrected, opened in lots for the release of payments and the success of payment thereafter. The User can also download the list of records whose transaction failed for a respective installment. The downloaded excel file will give all the details of each record along with the reason of transaction failure. The process to be followed for correction of transaction failure records is highlighted below:





List of Transaction Failure Records

31/08/2020

Financial Year

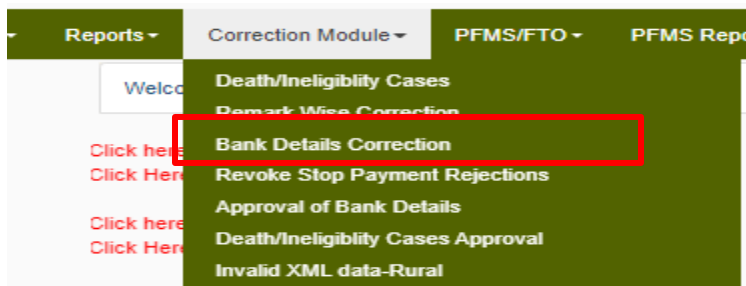
2019-20

Installment No

2

Get Data

S.No	State Name	District Name	Total Transaction Failure	Total Pending for Lot	Total Pending for Correction	Transaction failure Data Re open in Lot	Payment Failed	Payment Success
1	GOA	NORTH GOA	47	1	40	6	0	0
2	GOA	SOUTH GOA	30	0	27	3	0	0
		Grand Total	77	1	0	9	0	0



### Update Bank Details

\* Only PFMS accepted and Aadhar verified accounts can be corrected.

Aadhar No.

Account No.

Registration No.

Or Or

Search

### Farmer Details

Registration No

Name

Father Name

Village

AadharNo

IFSC Code

Bank Name

Account No.

## User accessibility – State, District and Block

User may follow the steps given below to change the bank account details of a farmer:

1. User will login into the PM-KISAN portal using their credentials.
2. On the home page, select the option “PFMS Reports” from the menu bar.
3. From the drop down, select the option “Transaction Failure Installment Wise”.
4. User will select the financial year and installment no to see the details of transaction failure records for each installment released in that financial year.
5. This report can be drilled down to district level. The line list of the records can be downloaded by clicking on the hyperlinked number.
6. The excel file which is downloaded will give the details of all the records whose transaction has failed. It will also give the reason for the transaction failure against each record. This reason will help the user to understand the issue with the bank account and resolve accordingly.
7. There are two possible scenarios:
  - a. Bank Account Correction is not needed: In this case, go to the “Approval of Bank Detail” window. Select the tab “Transaction Failure cases” from the top of the window. User may select one case or multiple cases where no bank account correction is needed and click on the “Accept” button at the bottom of the page. This will be considered as a request from the state to process the failed installment in the same bank account which is saved in the system.
  - b. Bank Account Correction is needed: In this case, the user may go to “Bank Details Correction” window. User may search an individual farmer by using the Search Radio buttons i.e. Aadhar number, Account No and Registration No. given on the top of the page. Update/edit the bank details of the farmer. These bank details will then be approved by one higher level of authority. This record once accepted by PFMS will be considered as corrected and will be open in the lots for processing the failed installments.

### Points to Note:

1. *Standard Operating Procedure is being developed to open only those records to the State where any correction pertaining to the bank account details is needed. The records which need no bank account correction will be processed by the system automatically.*
2. *However, till the system is devised, the States will have to correct only those records under this window where the reason of failure is due to changes or errors in the account details. In case the failure is due to network failure, state is not to make any changes in the details. They have to provide confirmation that no correction is needed via the method detailed above and such records will be processed for further payments.*

## 4.10 Revoke Stop Payment Rejections

During the process of lot closure wherein states give approval of payments to the farmers who are due, stop payment is done by the states for a few farmers. This may be done in case the details of the farmers are incorrect or any other such reason. In case, user has accidentally rejected the farmer



in the stop payment correction window and wishes to revoke this. This can be done via “Revoke Stop Payment Rejection” window. This will move the record from the permanent rejection to Stop Payment Correction window. User will then be able to correct the farmer details and Accept the record for processing further payments.



#### User Accessibility – State

User may follow the steps given below to revoke the stop payment rejections:

1. User will login into the PM-KISAN portal using their credentials.
2. On the home page, select the option “Correction Module” from the menu bar.
3. From the drop down, select the option “Revoke Stop Payment Rejections”.
4. User may select the district and sub-district under which the farmers have been registered.
5. User will then select the farmers whose stop payment command needs to be revoked and update accordingly.
6. These records will then be available under the Stop Payment Correction window for further corrections and acceptance for processing payments.

#### 4.11 Correction of Aadhaar Rejected Data

PM-KISAN Portal has been provided with a functionality to edit the name of the farmer as per the Aadhar details. This functionality has been provided in the open forum to the farmers in

the Farmer's corner to speed up Aadhar correction, as the payment is made only to the beneficiaries whose Aadhar details have been authenticated. Farmer may also reach out to Common Service Centers for correcting the details.

In addition to this, the Aadhaar correction facility is also provided to the State and District users to speed up Aadhaar correction for the farmers. It was observed that in few cases the Aadhaar number itself was incorrect. Hence, provision was made to change the Aadhaar number by the state/district. However, any changes made by the districts is to be approved by the State for the system to consider it updated.

#### 4.11.1 Edit Aadhaar No.

In this window, the users can either edit the name of the farmer as per the Aadhaar details or can edit the Aadhaar no, if it is invalid/incorrect.

The flowchart illustrates the process for editing Aadhaar details: Login to PM-KISAN Portal → Direct Entry → Edit Aadhaar No → Search the Farmer → Update the record.

The screenshot shows the PM Kisan Samman Nidhi portal interface. The header includes the Government of India emblem and the text 'PM Kisan Samman Nidhi', 'Department of Agriculture, Cooperation & Farmers Welfare', 'Ministry of Agriculture & Farmers Welfare', and 'Government of India'. The navigation bar contains 'Direct Entry', 'XML Upload', 'Reports', 'Correction Module', 'PFMS/FTO', and 'PFMS'. The 'Direct Entry' dropdown menu is expanded, showing options like 'Approval of Self Registered Farmer', 'Enter Contact Details for Grivances', 'Approval for Changed Aadhaar No', 'Upload Video', and 'Edit Aadhaar No' (highlighted with a red box). The user is logged in as 'Shri Rajendralal T V' with 'Admin' privileges. The 'Enrollment List' section is visible, featuring filters for State (KERALA), District (--Select District--), Sub-District (--Select Sub District--), Block (--Select Block--), and Village. A 'Get Report' button is next to these filters. Below the filters, there is a 'Search By' section with radio buttons for 'Beneficiary Name', 'Unique Beneficiary Id', 'Account No', and 'Aadhar No' (selected). A search input field and a 'Search' button are also present.

User Accessibility – State, District

User may follow the steps given below to revoke the stop payment rejections:

1. User will login into the PM-KISAN portal using their credentials.
2. On the home page, select the option “Direct Entry” from the menu bar.
3. From the drop down, select the option “Edit Aadhaar No.”.
4. User may select the district and sub-district under which the farmers have been registered.
5. User may also search the farmer by one of the parameters such as Beneficiary Name/Unique Beneficiary ID/Account No/Aadhaar No.
6. User can then select the farmer whose detail needs to be edited and update the record.

#### 4.11.2 Approval for Changed Aadhaar No.

In this window, the State user will approve/reject all the change requests pushed by the district users pertaining to change in the Aadhaar details.



Direct Entry - XML Upload - Reports - Correction Module - PFMS/FTO - PFMS Reports - User Management - Downloads - LOCATION DIRECTORY -

Welcome Shri Rajendralal T V Admin State KERALA 17/Aug/2020 Logout

Approval Form for Aadhaar Number Corrected (Given New Aadhaar Number) by Farmers/Users

State Wise

State: KERALA District: ALAPPUZHA Sub-District: --Select Sub District-- Block: --Select Block-- Village: --Select Village--

Search

Approve Export to Excel (Farmer Details)

Select the farmer to be approved by ticking the check box for Approve click on Approve Button

For Approve	For Reject	S.No	Old Farmer Name	Father Name	Corrected Farmer Name	Old Aadhaar No	Corrected Aadhaar No	Sub District Name	Block Name	Village Name	Source of Correction
<input type="checkbox"/>	<input type="checkbox"/>	1	AMBILY	RAMACHANDRAN	Ambily C	601305007118	601305007118	Karthikappally	HARIPPAD	Karthikappally (CT)	By User
<input type="checkbox"/>	<input type="checkbox"/>	2	KUNJIKUTTY	GANGADHARAN	Kunjukutty	587092228078	587092228078				By User
<input type="checkbox"/>	<input type="checkbox"/>	3	RAJENDRAN M	MADHAVAN	Rajendran M	747701607352	747701607352	Karthikappally	HARIPPAD	Karthikappally (CT)	By User

## User Accessibility – State

User may follow the steps given below to revoke the stop payment rejections:

1. User will login into the PM-KISAN portal using their credentials.
2. On the home page, select the option “Direct Entry” from the menu bar.
3. From the drop down, select the option “Approval of Changed Aadhaar No.”
4. User may select the district and sub-district under which the farmers have been registered.
5. The list of change requests made by the state will be displayed including all the details of previous Name or Aadhar No.
6. User can then accept/reject each farmer. Farmers can be approved in bulk by selecting all the farmers to be approved by clicking on the tick box and then clicking “Approve” button at the top of the window.

## 5. How to approve the payment of farmers?

As discussed in the document earlier, once farmer records have been authenticated by Aadhar and validated by PFMS, such records are open to the states for approval of payment. This approval is taken by the state as the process of validation takes time (approx. a month) during this span of time, the status of farmer may change or at times a farmer may even be identified by the field functionaries as ineligible. This process is termed as Lot Closure. The state is to follow the steps given below to complete this process to enable the farmer to get the payment:

1. Check the lots open for the states for each installment.
2. Stop the payment of farmers, if any
3. Close the lots
4. Sign and upload the signed RFTs

This activity of approving the payment of the farmers and uploading the signed RFT’s can be done by State users only. We will briefly discuss the process of lot closure in this document below.

## 5.1 Status of Open Lots

The lots of farmers due for installments are opened at the backend by the technical team. The states can check the details of the lots open for each of the installment along with details of the batch and number of farmers in each batch in the form of a report. This report is available under the PFMS/FTO tab in the PM-KISAN portal.



Status of Open lots will give a brief summary of total number of farmers for which the lots are open under each installment. However, if the user wishes to check the details of each batch/lot, then he may click on “List of Open Lots” hyperlink given on the top right corner of the page. This will give details of each batch which is open to the state for closure.

## 5.2 Valid and Invalid Farmer List for Payment

Once the lots are open for the states, the states can download the list of farmers which are open for approval of further payments. This list can be downloaded from “Valid and Invalid Farmer List of Payment”. States may download this list and share with the respective districts for approval of further payments.





(State / Districtwise) Valid and Invalid SMF List for Payment

Financial Year 2020-21 ▾	Installment No 1 ▾
Lot No 102 ▾	Trimester No APRIL-JULY ▾
State BIHAR ▾	

Get Data

User may use the following filters to download the list of farmers:

- Financial Year
- Installment No.
- Lot No.
- Trimester No.
- State

District wise count of beneficiaries is displayed, user may download the list of farmers by clicking on the hyperlink.

### 5.3 Stop Payment Activity

User may be able to proceed with stop payment of farmers and lot closure via “Stop Payment Activity” window. It is important to note that user must first complete the stop payment of farmers in a lot and then proceed with lot closure. Once the lot is closed, then user will not be able to stop the payment of farmers in the respective lot.



PM Kisan Samman Nidhi  
Department of Agriculture, Cooperation & Farmers Welfare  
Ministry of Agriculture & Farmers Welfare  
Government of India

Upload ▾ PFMS/FTO ▾ Correction Module ▾ Reports ▾ PFM

Status of Open Lots  
Valid Invalid RFT - FTO  
Valid and Invalid Farmer List for Payment  
**Stop Payment Activity**

Adn  
nodal Officer  
the State's Lo

Stop Correction Activity

Record correction process

FinYear Trimester Installment Batch

2020-21 1 5 28

Submit

### User accessibility – State

User may follow the steps given below to proceed with lot closure:

1. User will login into the PM-KISAN portal using their credentials.
2. On the home page, select the option “PFMS/FTO” from the menu bar.
3. From the drop down, select the option “Stop Payment Activity”.
4. User will have to select the financial year, trimester, installment and batch no. Click on Submit.
5. Two radio buttons for individual and bulk will be displayed on the left side of the window to enable stop payment of farmers in this batch.
6. There are two methods for stop payment illustrated below:
  - a. Individual: A single farmer may be stopped via this method. Follow the steps given below:
    - i. Click on Individual Radio button.
    - ii. Enter the farmer registration number for which the payment needs to be stopped.
    - iii. The farmer details will be displayed on the window. User may select the reason of stop payment from the drop-down menu and click on Submit.
  - b. Bulk: This method may be used for doing stop payment of multiple farmers at a time. Follow the steps given below:
    - i. Click on Bulk Radio button.
    - ii. Upload the excel file with list of farmers whose payment needs to be stopped.
    - iii. It is important to note that the excel file should not have more than 10,000 records. It should be in “.xlsx” format of Excel support Microsoft office

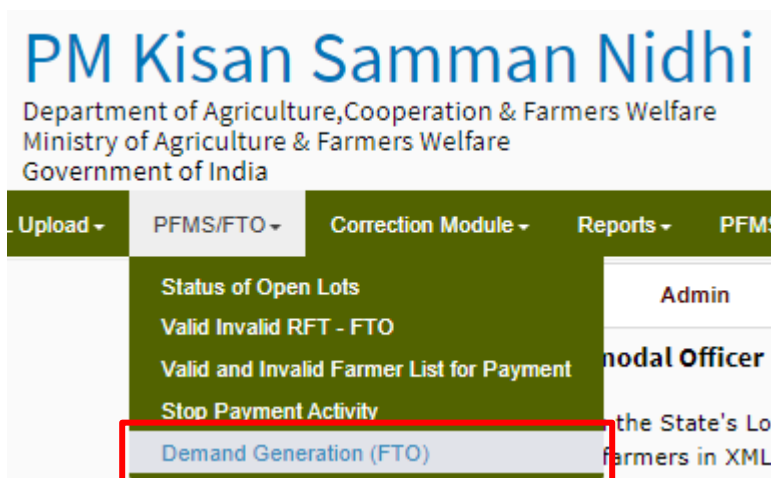
2007. The excel sheet should have one column only (very first column) outlining the beneficiary IDs.

iv. Check whether the excel file has a header or not and Click on Upload.

7. Once the stop payment activity is completed for a batch, user may proceed with the lot closure.
8. User will select the financial year, trimester, installment and batch no. Click on Submit.
9. Followed by this, user will click on the “Stop Correction Activity” blue colored button given on the top left corner of the window.
10. A window will open, and user will again select the financial year, trimester, installment no and batch no. Click on Submit.
11. This will complete the process of lot closure and user will proceed for RFT signing for these beneficiaries.

#### 5.4 Demand Generation (FTO)




Once the lots have been closed, the next step is to upload the signed RFTs. This step is essential to proceed for further payments. This can be done via “Demand Generation (FTO)” in the PFMS/FTO tab.





## Sanction Order Details

Note:

- Click on count to view FTO.
- Click on  to upload signed scanned copy.
- Click on  to view signed copy.
- Click on  to view DSC signed pdf

- Trimester No 1 (April to July)
- Trimester No 2 (August to Nov)
- Trimester No 3 (December to March)

Financial Year










ALL ▼

Installment Number

ALL ▼




Batch/Lot Number

ALL ▼

							SC Count			ST Count			GEN Count			
S.No.	State Name	Financial Year	Installment No.	Trimester No.	Batch No.	Date	PFMS Accepted	Stop Payment	Demand	PFMS Accepted	Stop Payment	Demand	PFMS Accepted	Stop Payment	Demand	Total Demand Count
1	GOA	2018-19	1	3	3	22/02/2019	0	0	5	0	0	119	344	0	344	468
																
2	GOA	2019-20	2	1	3	13/05/2019	11	0	11	825	0	825	1523	0	1,523	2,359
																
3	GOA	2018-19	1	3	6	05/03/2019	2	0	2	13	0	13	177	0	177	192
																

## User accessibility – State

User may follow the steps given below to proceed with signing and uploading the RFTs

1. User will login into the PM-KISAN portal using their credentials.
2. On the home page, select the option “PFMS/FTO” from the menu bar.
3. From the drop down, select the option “Demand Generation (FTO)”.
4. This window displays the category wise lots for each installment closed by the user.
5. It is important to note that  symbol denotes that RFT has been signed and uploaded and  symbol denotes that the RFT is pending to be signed and uploaded.
6. RFT can either be signed manually or digitally:
  - a. Click on the hyperlinked number to generate the automated RFT. Click on the download PDF button to download the PDF file for RFT. Sign the RFT manually and upload the signed RFT's by clicking on the  symbol and uploading the PDF file.
  - b. In order to digitally signing the RFT, first generate the automated RFT. Check on the Confirm digital signing option and click on the button “Sign the RFT Digital”. Follow the steps for digitally signing the RFT using the registered digital signature.

## 6. How to initiate Refund from the Farmers?

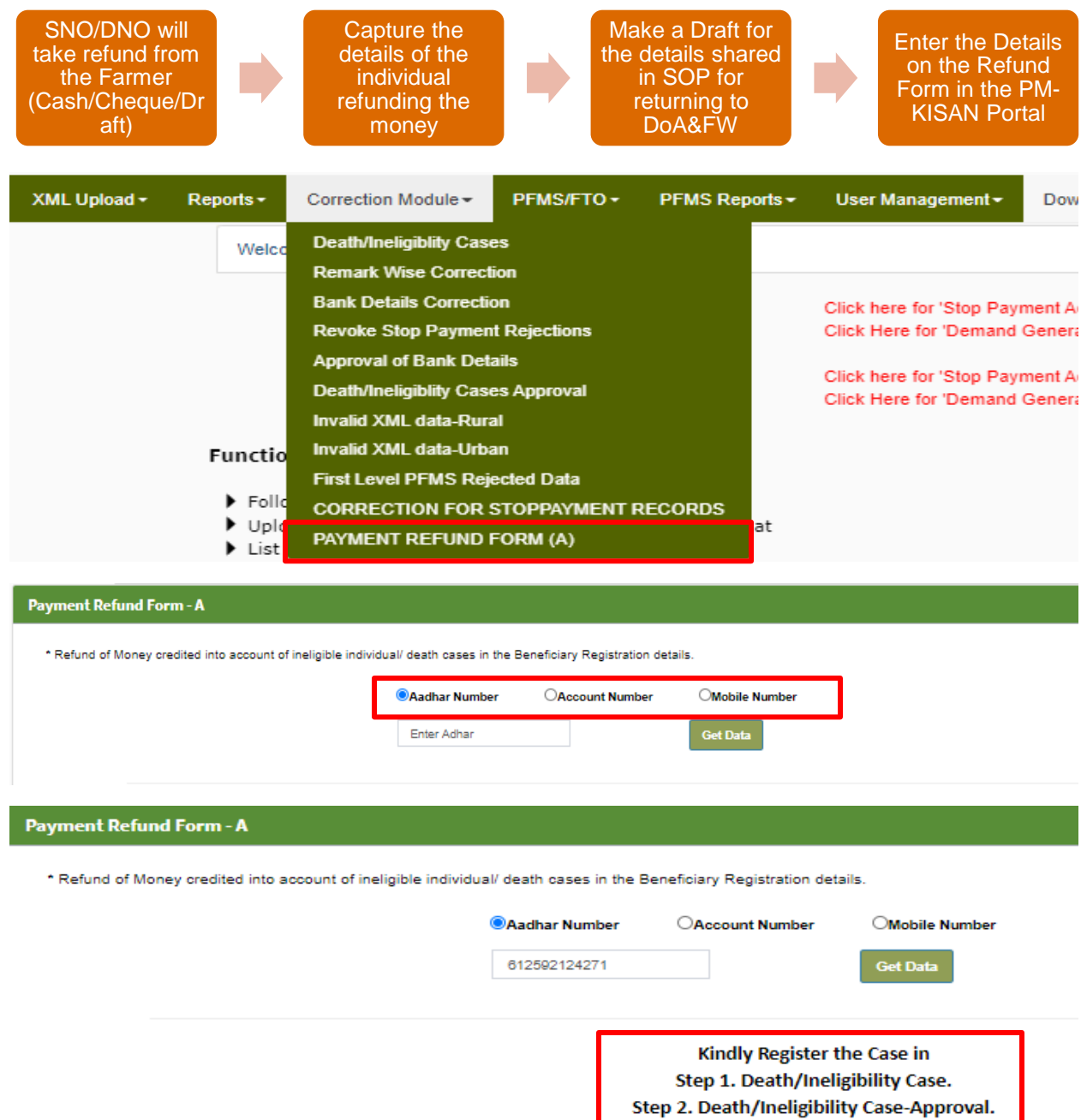
It has been observed that there have been instances where the financial benefit has been released by the PM-KISAN system has been transferred to the individuals who are ineligible or to incorrect bank accounts. In addition to this, as per the exclusion criterion of PM-KISAN, all those farmers who have paid Income tax in the previous Assessment year are identified as “Ineligible” under the scheme. Since, this check was not placed in the portal earlier, hence, the beneficiaries which have now been identified as Ineligible, must refund all the installments that have been paid to them.

This module is used to initiate the refund for such case scenarios. The detailed SOP has been shared with the States/UTs earlier. There are two types of Refund modules available in the Correction Module:

**Form A:** This form is to be used for those beneficiaries who are already registered on the PM-KISAN Portal. However, either these beneficiaries have been identified as ineligible at some stage or they have voluntarily decided to give up their registration under the scheme and the benefits provided thereof.

**Form B:** This form is for those individuals who are not registered under the PM-KISAN Portal, but they have wrongly received benefits under the scheme due to wrongly entered Bank Account against a registered beneficiary.

The process to be followed for initiating the refund from the beneficiaries and processing them on PM-KISAN Portal:



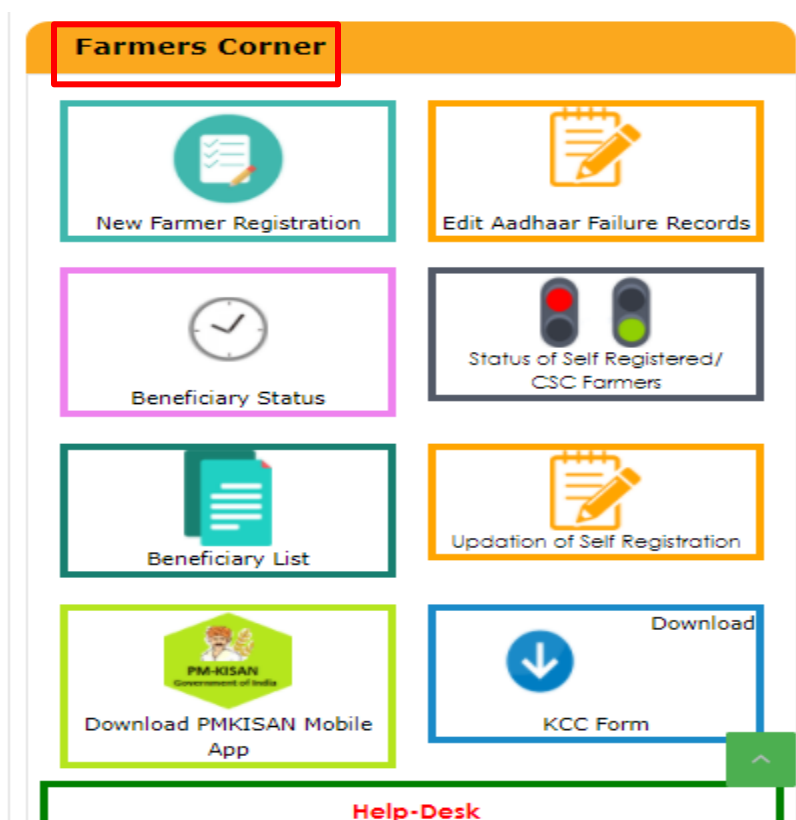
## User accessibility – State

User may follow the steps given below to proceed with Filling the Refund Form:

1. User will login into the PM-KISAN portal using their credentials.
2. On the home page, select the option “Correction Window” from the menu bar.
3. From the drop down, select the option “Payment Refund Form A”.
4. User may search an individual farmer by using the Search Radio buttons i.e. Aadhar number, Account No and Mobile No. given on the top of the page.
5. The Refund form will open and display the details of the farmer. Select the check box for all the installments for which the refund is to be made.
6. Fill in the necessary details such as – Refund mode, Cheque No, Refund Date (the date on which refund was made by the farmer), Receipt No (in case of cash refund mode)
7. Enter all the above details and Submit the form.

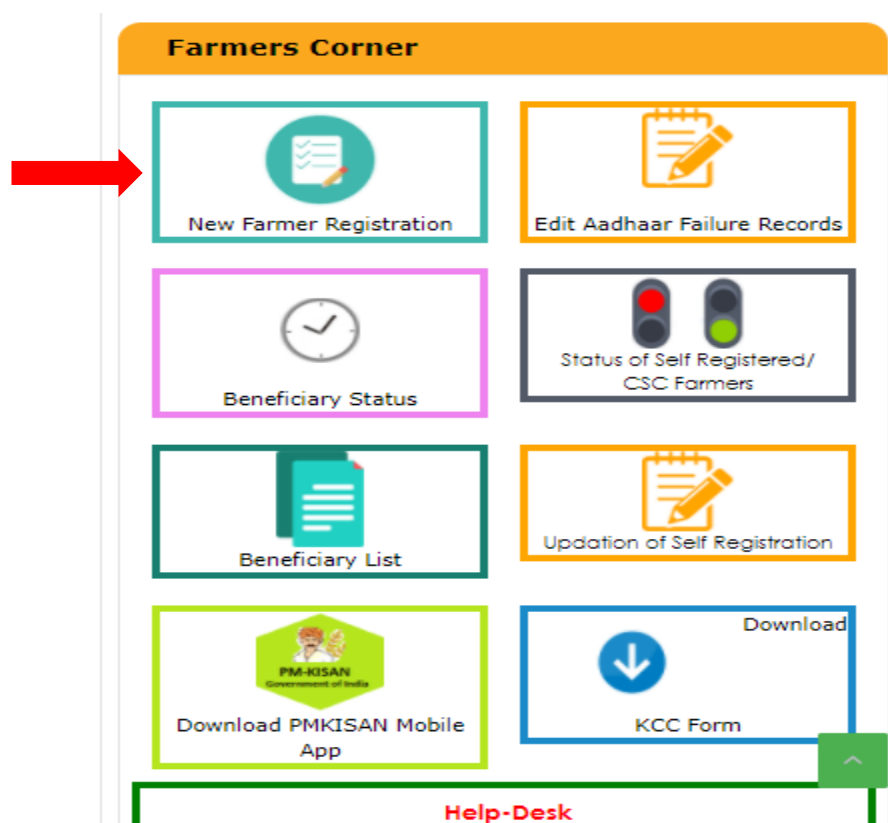
## 7. Farmer’s Corner

In order to address the issues of reaching out to left outs farmers and expedite the correction of farmer records as per Aadhar details, Farmer’s corner was introduced on the PM-KISAN Portal. This corner enables the farmers to self-register themselves, check their application/payment status and correct their names as per the Aadhar details. This can be accessed by the farmers without requiring any login credentials and is available on the open public forum.



## 7.1 New Farmer Registration

A farmer can self-register himself online by submitting an online application via the Farmer Corner. The beneficiary should have a Aadhar number and it should not be registered in the farmer's database on the PM-KISAN portal as duplicate Aadhar numbers are not allowed. A farmer can also reach out to the nearest Common Service Center to self-register themselves.

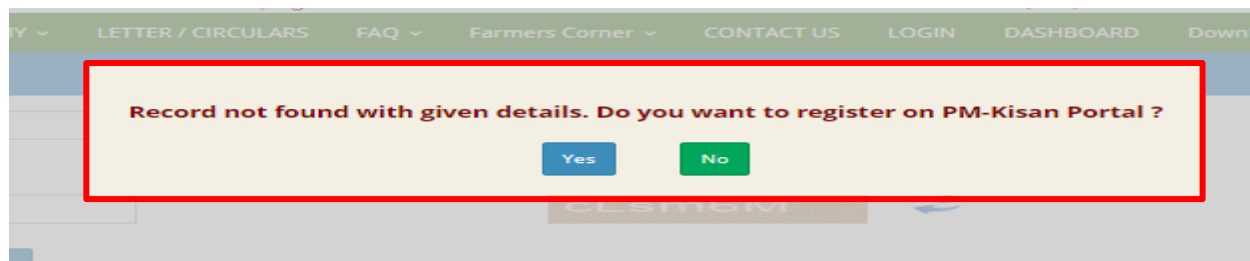


**New Farmer Registration Form**

Enter Aadhaar No :

Enter Image Text :  cLsm6M

[Click here to continue](#)



**Registration Form**

[Back](#)

**Farmer Personal Details - Mandatory Parameters**

<b>State*</b> --Select State--	<b>District*</b> --Select District--	<b>Sub-District*</b> --Select Sub District--	<b>Block*</b> --Select Block--	<b>Village*</b> --Select Village--
<b>Farmer Name *</b> Farmer Name	<b>Gender*</b> --Select Gender--	<b>Category*</b> --Select Category--		
<b>Farmer Type*</b> --Select Farmer Type--	<b>Select ID type*</b> @Aadhar ID	<b>Type of Identity Proof*</b> Aadhar Card		
<b>Identity Proof No*</b> 452496905979	<b>IFSC Code*</b> IFSC Code	<b>Bank Name*</b> --Select Bank--		
<b>Account No.*</b> Account No	<b>Address</b> Address	<b>Consent Given*</b> <a href="#">Submit for Aadhar Authentication</a>		

User may follow the steps given below for registering themselves on the PM-KISAN portal:

1. Open the website i.e. [www.pmkisan.gov.in](http://www.pmkisan.gov.in)
2. Go to the Farmers Corner and click on New Farmers Registration.
3. Enter your Aadhar number and the captcha text and click on “Click here to continue” button. The system will check whether the Aadhar number is registered in the system. If not, it will ask whether the user wants to register himself under the PM-KISAN scheme. Click on yes to proceed further.
4. On the self-registration window, select the hierarchy under which the farmers need to be registered i.e. District, Sub-District, Block and Village from the drop-down menu.
5. The Registration window captures the following fields of the farmer: -

<b>Mandatory Parameters</b>	<b>Non-mandatory Parameters</b>
<ul style="list-style-type: none"> <li>○ Farmer Name</li> <li>○ Gender</li> <li>○ Category</li> <li>○ Farmer Type</li> <li>○ Aadhar No.</li> <li>○ IFSC Code</li> <li>○ Bank Name</li> <li>○ Account No.</li> <li>○ Address</li> <li>○ Land Details</li> <li>○ Mobile No.</li> </ul>	<ul style="list-style-type: none"> <li>○ Date of Birth</li> <li>○ Father/Mother/Husband Name</li> </ul>

6. Click on the Submit for Aadhar authentication button which gives us consent to check for Aadhar details.

7. Check on the check box to certify that the details have been filled in correctly and click on Save button.

## 7.2 Updation of Self-Registration

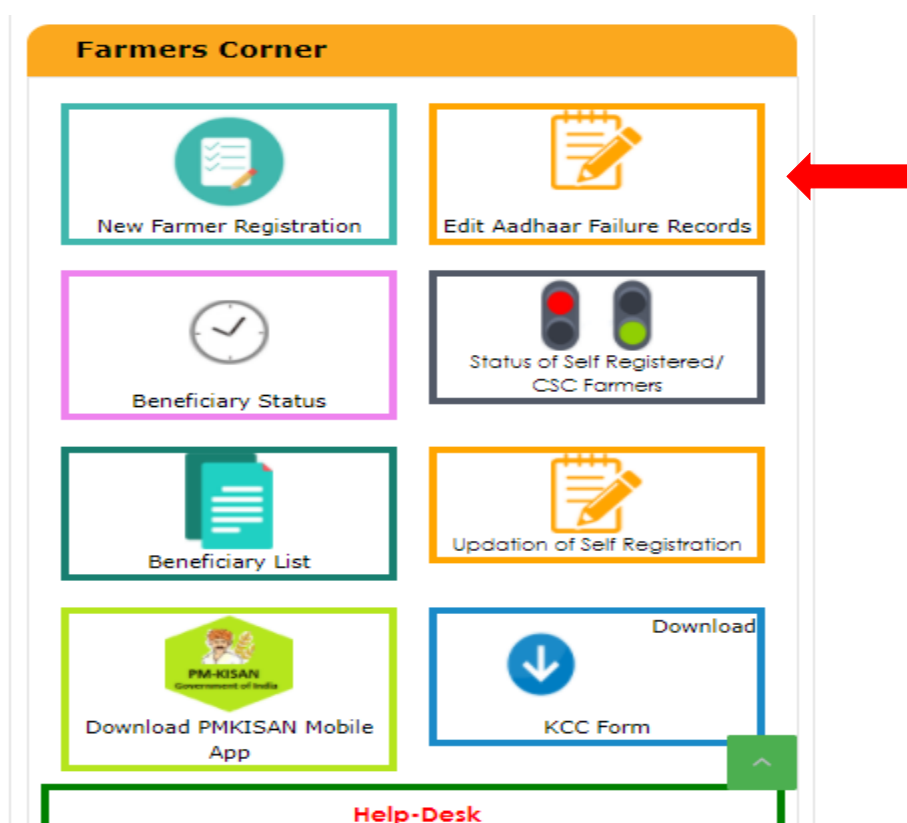
It has been observed that due to human errors at the time of registration of a farmer, wrong/incorrect details may be entered on the portal. These applications may then be rejected by the State Nodal Officer/not responded at all. In such cases, the farmer can edit his application via the Farmer's Corner or via reaching out to the Nearest CSC. The edited application will then be again sent to the State Nodal Officer for approval.



*Note: It is important to note that if in case, there is an error in the application earlier which was rejected by the State Nodal Officer. The farmer cannot register or submit a new application. This is forbidden by the system. Hence, the only available option if to edit/update the earlier submitted application.*

### 7.3 Edit Aadhar Failure Record

PM-KISAN Portal has been provided with a functionality to edit the name of the farmer as per the Aadhar details. This functionality has been provided in the open forum to the farmers in the Farmer's corner to speed up Aadhar correction, as the payment is made only to the beneficiaries whose Aadhar details have been authenticated. Farmer may also reach out to Common Service Centers for correcting the details.



#### Edit Aadhaar Details

Enter Aadhaar No :

Enter Image Text :

5KxGS1

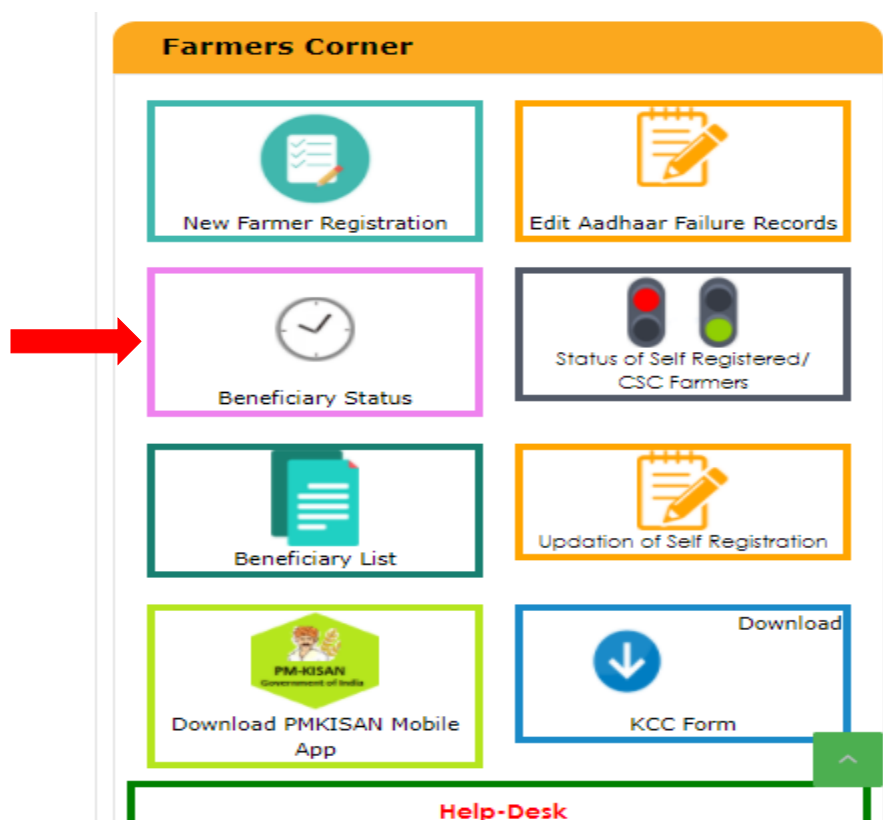
**Search**

User may follow the steps given below to check the status of a beneficiary: -

1. Go on the website [www.pmkisan.gov.in](http://www.pmkisan.gov.in)
2. Click on the tab Farmers Corner from the menu bar on the webpage.
3. From the drop-down menu, select the option “Edit Aadhar Failure Record”.
4. Enter your Aadhar number and the captcha text and click on “Click here to continue” button.
5. Click on the Edit button against the details of the farmer. Edit the correct name of the farmer and click on Submit.
6. The name of the farmer is authenticated with the Aadhar details on a real time basis. If the name is incorrect, it will display a message to correct it again. If the name is correct, then it will be authenticated, and message will be displayed mentioning the same.

## 7.4 Beneficiary Status

PM-KISAN portal has been provided with a functionality to check the status of a beneficiary registered under the PM-KISAN scheme. This functionality is provided to the public in the open forum where a beneficiary does not need any credentials to login. He/she may check their status using their mobile number/Aadhar number/bank account number.





### Know Beneficiary Status

☒ Aadhar Number
 ☐ Account Number
 ☐ Mobile Number

### Farmer Application Status

Farmer Name : S K Chikkavenkatarayappa

Mobile Number: \*\*\*\*\*5650

Aadhar Number: \*\*\*\*\*8789

State: KARNATAKA

District: CHIKBALLAPUR

Village: Somakalahalli

Account Number: \*\*\*\*\*7749 (IFSC: SBMY0040303)

Town: NA

Ward: NA

Registration Status: Registration done ( KA225699095 )

Registration Date: 22/02/2019

Active/InActive: Active

PFMS / Bank Status: Farmer Record has been accepted by PFMS / Bank

PFMS Response Date: 14/10/2019

Aadhar Status: Aadhar Number is Verified

1st Installment	2nd Installment	3rd Installment	4th Installment	5th Installment
Payment Status: Rft Signed by State For 1st Installment	Payment Status: -----	Payment Status: -----	Payment Status: -----	Payment Status: -----

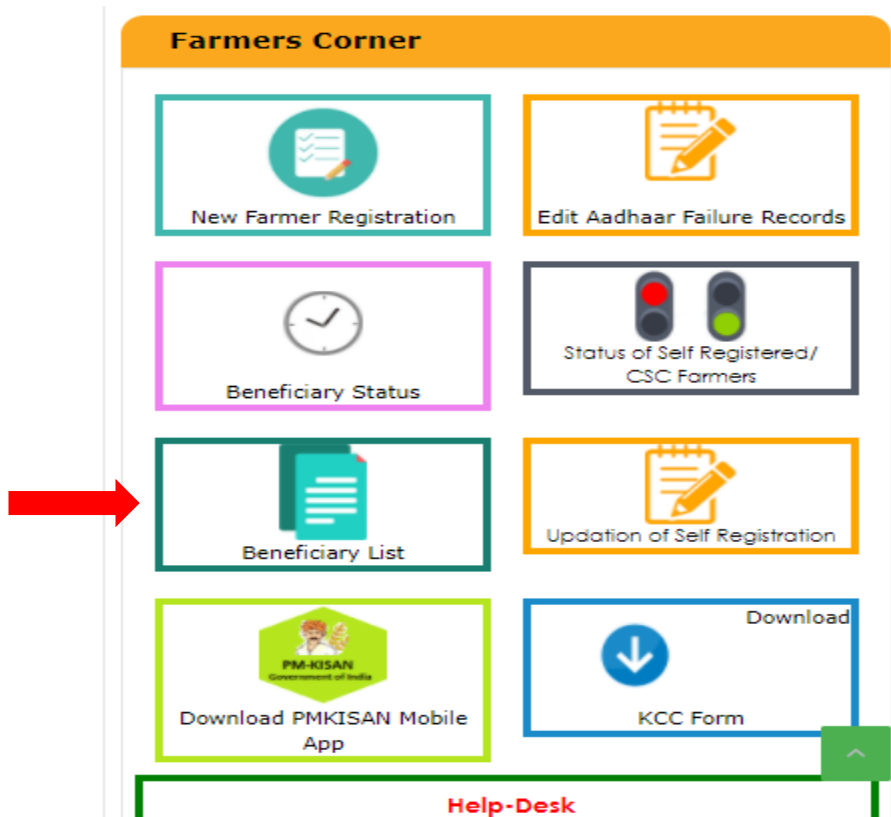
User may follow the steps given below to check the status of a beneficiary: -

1. Go on the website [www.pmkisan.gov.in](http://www.pmkisan.gov.in)
2. Click on the tab Farmers Corner from the menu bar on the webpage.
3. From the drop-down menu, select the option “Beneficiary Status”.
4. User may search the farmer record using their registered Aadhar number/Bank Account Number or Mobile Number and click on Get Data button.
5. In case the farmer is registered in the system, the status of the farmer is displayed. The registration details, bank account details, payment details status is available for a registered farmer record.
6. In case a farmer is not registered in the system, the page will show a message “Either details are not registered in the portal or rejected due to wrong details”

## 7.5 Beneficiary List

PM-KISAN portal has been provided with a functionality for the tehsildars to view the list of beneficiaries who have been paid the benefits under this scheme. This list can be generated from the Beneficiary list window in the Farmers Corner.

## USER MANUAL PM-KISAN



Beneficiaries list under PMKisan

07/04/2020 05:03 PM

State \* District \* Sub-District \* Block \* Village \*

--Select State-- --Select District-- --Select Sub District-- --Select Block--

Get Report

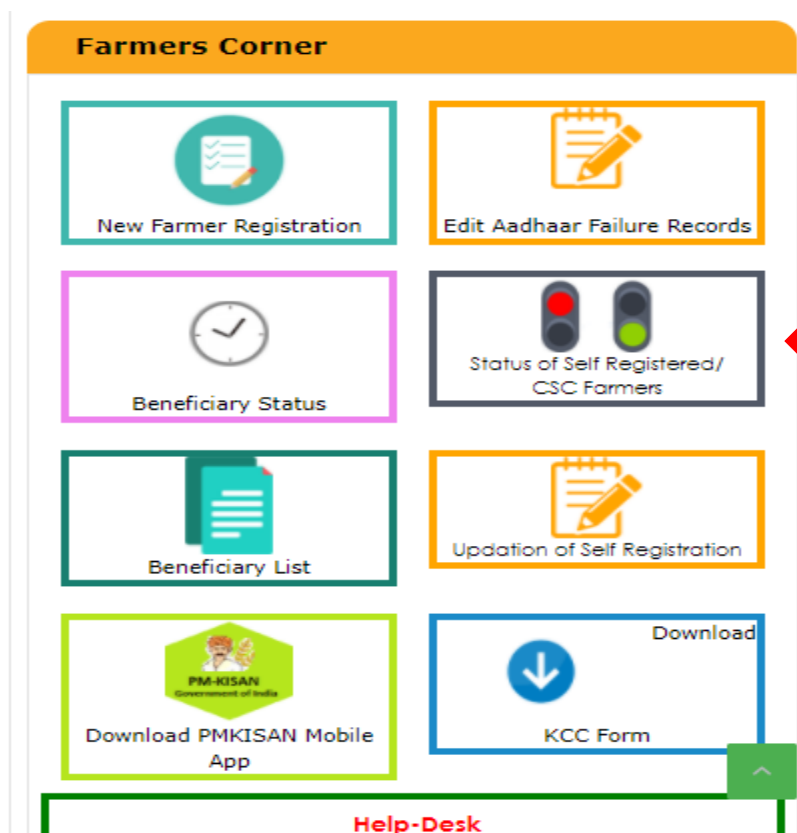
S.No.	Farmer Name	Gender
1	ABHAY KUMAR	
2	AKHILESH SINGH	M
3	AMAR DAYAL SINGH	M
4	AMARNATH PRASAD	M
5	ANIL SINGH	M
6	ANJU DEVI	F
7	BAJNATH PRASAD SINGH	M
8	BALESHWAR SINGH	M

User may follow the steps given below to check the status of a beneficiary: -

1. Go on the website [www.pmkisan.gov.in](http://www.pmkisan.gov.in)
2. Click on the tab Farmers Corner from the menu bar on the webpage.
3. From the drop-down menu, select the option “Beneficiary List”.
4. Select the hierarchy i.e. State, district, sub-district, block and village under which the farmers have been registered. Click on Get Report.

## 7.6 Status of Self-Registered/CSC Farmer



PM-KISAN portal has been provided with a functionality for the farmers to self-register themselves under the scheme. Once, a farmer submits his/her application online, they are shared with the respective State Nodal Officers for verification and approval. For the ease of such farmers, functionality has been provided to check their self-registered application status on the portal under the Farmers Corner. This functionality is provided to the public in the open forum where a beneficiary does not need any credentials to login.



**Status of Self Registered/CSC Farmer**

Enter Aadhaar No :

Enter Image Text :

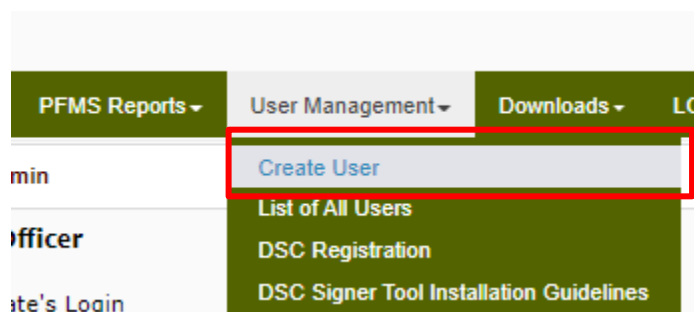
User may follow the steps given below to check the status of the online application: -

1. Go on the website [www.pmkisan.gov.in](http://www.pmkisan.gov.in)
2. Click on the tab Farmers Corner from the menu bar on the webpage.
3. From the drop-down menu, select the option “Status of Self-Registered/CSC Farmer”.
4. Enter your Aadhar number and the captcha text and click on “Click here to continue” button.
5. The farmer details will be displayed on the window along with the status whether it has been accepted/rejected/pending with the state for approval and verification.

## 8. User Management

PM-KISAN Portal has been provided with a functionality to create and manage lower level users. The State User can create district level users and further, the district level users can create block level users.

### 8.1 Create User



User may follow the steps given below to create users: -

1. Go on the website [www.pmkisan.gov.in](http://www.pmkisan.gov.in)
2. On the home page, select the option “User Management” from the menu bar.
3. From the drop-down menu, select the option “Create User”.
4. There are two sections in this window that needs to be filled i.e. Organization details and User Details.
5. User will select the level of user. State level district can create district users and District level users can create block users.
6. Under the user details, the user will enter the following details for which the user is being created:
  - a. Name
  - b. Designation
  - c. Email
  - d. Mobile
  - e. Role

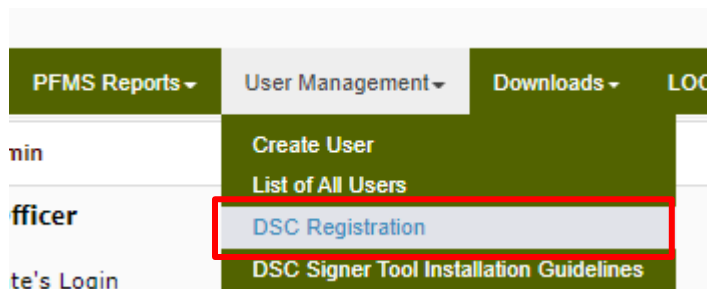
It must be noted that the above-mentioned details of the user should be accurate as an OTP is sent to the given email address/mobile number for login and resetting password.

7. Click on Submit and the user login details will be generated.

## 8.2 DSC Registration

As we discussed in the section earlier that States may sign the RFT’s digitally via DSC signatures. In order to sign the RFTs digitally, it is important to register the DSC signature of the State Nodal Officer with the PM-KISAN Portal.

## USER MANUAL PM-KISAN



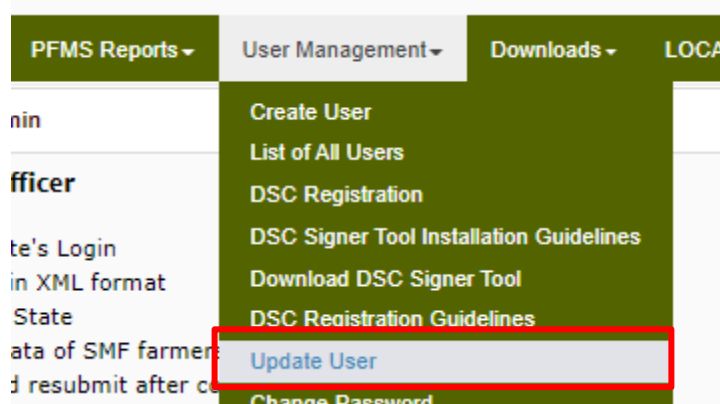
User may follow the steps given below to register/activate DSC Signature: -

1. Go on the website [www.pmkisan.gov.in](http://www.pmkisan.gov.in)
2. On the home page, select the option “User Management” from the menu bar.
3. From the drop-down menu, select the option “DSC Signature”.
4. Plugin the DSC USB drive in the computer and click on Show Certificates button.
5. The details of the user will be displayed on the window. The user will check the details and if found correct, will click on the radio button against the correct and verified details and Click on Register.
6. When registered successfully, a message will be displayed that the DSC signature has been successfully registered in the PM-KISAN portal.

### 8.3 Update User

In case, where the District or Block Nodal Officer changes, the details of the respective user can be changed by the concerned authority from the “Update User” module.





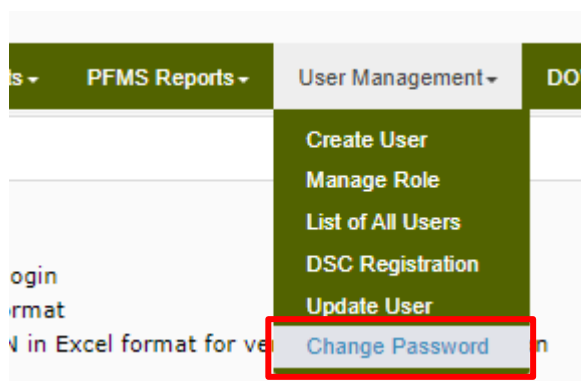
User List								
S.No	Full Name	User ID	Designation	State	Mobile	Email	Active	Deactive
1		WEST01	Director	WEST BENGAL	XXXXXX		Edit	Deactivate
2	A.P. Saini	DELH01	Director	DELHI	XXXXXX3129	jdagridelhi@gmail.com	Edit	Deactivate
3	Abhilasha Aggarwal	DAMA01	Director	DAMAN AND DIU	XXXXXX3816	fish-daman-dd@nic.in	Edit	Deactivate
4	Atul Roy	ANDA01	Director	ANDAMAN AND NICOBAR ISLANDS	XXXXXX3726	dirpanch@gmail.com	Edit	Deactivate
5	B M Mishra	UKND01	Director	UTTARAKHAND	XXXXXX9091	boardofrevenue-uk@gov.in	Edit	Deactivate
6	Bimbadhar Pradhan	admin-ssfa	Joint Director		XXXXXX8295	b.pradhan@nic.in	Edit	Deactivate
7	cca agriculture	CCA-AGRI	Director		XXXXXX9220	pmkisan-funds@gov.in	Edit	Deactivate

User may follow the steps given below to update the user details: -

1. Go on the website [www.pmkisan.gov.in](http://www.pmkisan.gov.in)
2. On the home page, select the option “User Management” from the menu bar.
3. From the drop-down menu, select the option “Update User”.
4. The window will display the list of users created by the Login user (state/district).
5. Login user can select the user whose details is to be edited and click on the Edit button against that user.
6. Edit the details of the user in the window and click on Submit button.
7. Followed by this, activate the user: User Management --> Update User --> Click on Activate button against the edited user.

## 8.4 Change Password





 A screenshot of the 'Change Password' form. The form has a title 'Change Password' at the top. Below it are three input fields: 'Old Password', 'New Password', and 'Retype New Password'. Each field has a small lock icon on the right. At the bottom right is a green 'Change Password' button. At the bottom left is a 'Go to Dashboard' link.

User may follow the steps given below to change password: -

1. Go on the website [www.pmkisan.gov.in](http://www.pmkisan.gov.in)
2. On the home page, select the option “User Management” from the menu bar.
3. From the drop-down menu, select the option “Change Password”.
4. Enter the old password and new password. Click on Change Password button. The password will be changed successfully.

## 9. Reports

Several user-based reports have been developed and is available to the users on the PM-KISAN Portal. These reports enable the users at all levels to monitor the progress of their state/district/block under the scheme. These reports also gives them a brief summary of payments made to the farmers registered under the scheme. In this section, we will briefly discuss these reports:

S. No.	Report Name	Details
--------	-------------	---------



1.	Saturation Report	This report will give the status of the total farmers registered under the scheme against the estimated landholdings. It will give a complete picture of the data accepted and payment made to the farmers (1 <sup>st</sup> and 2 <sup>nd</sup> installment)
2.	Aadhar Correction Status	This report gives the status of number of farmers who have corrected their Aadhaar details online i.e. via Farmers Corner and CSCs mode.
3.	Bank Details Correction	This report helps the state user to monitor the requests made by the district and block level users for changing the bank account details of the farmers. The state can check the number of requests made and the number of requests pending/approved/rejected against it. The report has been provided with a functionality to download the farmer records whose change request has been made by clicking on the hyperlinked number and circulate it further for correction.
	Transaction Failed Data Progress Report	This report helps the user to see the progress of all the transaction failure records. It shows the detailed status of action taken against all the transaction failure records for each installment for a respective financial year.
	Refund Benefits Monitoring Report	This report is developed to monitor the Refunds made by the States via Refund Module. The main report gives a brief summary of No. of farmers for whom refund has been made along with the total amount refunded. By clicking on the State Name, user can drill down upto the district level and from district to the line list of farmers for whom the refund has been made. The line list will give the details of each farmer such as Name, Category, Gender, Registration Date, Status in PM-KISAN Portal, Refund Installment No. (Installment No, for which refund has been made), Refund Amount, Receipt No. Farmer Refund date is the date on which the farmer made the fund to the State/District whereas Reporting date on portal is the date captured by the portal automatically, they day is reported by the User.
	Village Dashboard Report	This report gives the line list of beneficiaries down to the village level. It will give the list of all the beneficiaries registered in the village who have received x number of installments successfully as

		per their registration date. An option has been provided against each beneficiary which upon clicking will give the all the details of the beneficiary.
4.	List of Invalid Data	This report gives the number of farmer records rejected due to invalid account type. The State users need to correct the bank account details via Bank Account Details Correction Module/First Level PFMS Rejected Data Module. The user can drill it down further to check the district wise status. The report has been provided with a functionality to download the rejected records file by clicking on the hyperlinked number and circulate it further for correction.
	Current Status of Benefit Transfer	This report will give the detailed view of payments made to the farmers in each quadrimester against the number of farmers registered in the given period.
	Death/Ineligibility Status Report	This report gives the status of death and ineligible cases marked by the Districts/blocks users. The States can get a brief summary of the total number of cases marked against the total number of cases approved/pending for approval by the state. User can also download the line list of such records to view the details by clicking on the hyperlinked number.
5.	Status of Aadhar Failure	This report will give the state user a gist of Aadhar authentication status of farmers registered under this scheme. The user can drill it down further to check the district wise status. The report has been provided with a functionality to download the rejected records file by clicking on the hyperlinked number and circulate it further for correction.
6.	Payment Credited Account Details	This report is only available for Andhra Pradesh and Telangana state users where Aadhaar based payments are being made to the beneficiaries. This report gives the details of the bank account in which the benefit has been credited to the user via Aadhar mode.
7.	List of Banks Download	State users can download the list of banks registered under PFMS via this report.
8.	Self-Registered Farmers Approval Report	This report can help the state users review the status of total number of applications received by farmers via Farmers corner and CSC mode. State may also monitor the district wise status of such applications

		and drill it down further to block level. They can check the number of farmer applications approved/rejected/pending against the total applications received.
9.	PFMS Status of Self-Registered Farmers	The farmer records which have been approved by the state are then processed for further validations. The PFMS account validation status of such farmer records can be monitored via this report. It gives a district wise status of number of records that have been accepted/rejected/pending for validation via PFMS.
10.	Invalid RFT	This report gives the status of records that have been rejected during the time of FTO generation. State may download the details of such records reason wise by clicking on the hyperlink in the form of an excel file. Such records may be corrected by the Bank Account Details Correction window in the correction module.
	Lot Closure Report	Lot Closure report has been developed for the user to check the progress of lots closed for each installment in a respective financial year. User may select the financial year, trimester no and installment no. This report will give the details upto the payment response received for those beneficiaries whose lot was open in the respective period.
11.	Beneficiary List	This report gives the list of all the beneficiaries who have been successfully paid the benefits under this scheme. The report can be downloaded village wise. It will give the name of the farmer along with gender, category and status of first three installments.
12.	Overall Summary Report (State/Sub-district)	This report gives a picture of registration period wise details of payments made to the farmers. This report gives the details of farmers registered during a trimester, the records which were validated along with number of farmer records paid a due installment during that trimester. The report may be downloaded district wise.
13.	DB1: First Level Validation Report	This report is available for the state user to monitor the progress of the state under the scheme. This report gives a gist of total data entered by the state (direct entry/bulk method) along with the status of total records accepted at first level and the records

		rejected (including both permanent and first level rejections)
14.	DB2, DB3A, B, C, D and E	These reports give the brief details of first, second, third, fourth, fifth and sixth installments respectively. This report is divided into two parts. This report can be drilled down to the district level for the state to monitor accordingly. This report gives the details of number of records validated by PFMS, rejected by PFMS, number of records which have been opened as lots for the states to close, status of the lots including stop payment done by the states. Part two of the report gives the status of records for which RFTs have been signed, FTO's generated, payment response against the FTOs generated.
15.	DB 4: Data Rejected at various levels	This report gives the status of records which are rejected at various level such as First level rejection, PFMS rejection, Permanent Rejection, Stop Payment done by the state, rejection due to invalid bank account type and others.
16.	P1: Demand Generation Report	This report gives the status of lots which are closed by the states and the status of RFTs signed against the same and uploaded. As discussed in the section earlier, it gives the batch wise and category wise details of the lots closed by the state for each installment.
17.	P2: Installment wise Payment Success Report	This report gives us a brief status of total number of beneficiaries paid 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> and 4 <sup>th</sup> installment respectively. This report can be drilled down further to the village level by clicking on the hyperlink. The list of beneficiaries may be downloaded for the block level and village level beneficiaries.
18.	Beneficiary Status	PM-KISAN portal has been provided with a functionality to check the status of a beneficiary registered under the PM-KISAN scheme. This functionality is also provided to the public in the open forum where a beneficiary does not need any credentials to login. In order to check the beneficiary status, a farmer's mobile number/Aadhar number/bank account number may be used as a filter to check the payment status.
19.	User wise Data Uploaded	For the states to monitor the progress of their districts and blocks, this report has been provided. This gives the summary of the number of records

		uploaded by the user against the total number of records accepted and rejected further.
20.	Overall summary report (State wise)	This report gives a picture of registration period wise details of payments made to the farmers. This report gives the details of farmers registered during a trimester, the records which were validated along with number of farmer records paid a due installment during that trimester. This report gives the state wise data. This report will also give a brief summary of data rejected levels along with the status of correction done by the state.
21.	Overall Summary Report	This report gives a picture of registration period wise details of payments made to the farmers. This report gives the details of farmers registered during a trimester, the records which were validated along with number of farmer records paid a due installment during that trimester. This can be drilled down to the district level by clicking on the hyperlink.
22.	Drilldown of Uploaded data	this report gives a brief summary of data uploaded by the state along with the data accepted from the total records. This report can be drilled down to the district level by clicking on the hyperlink.
23.	P3: Trimester wise Payment status	This report gives the status of FTO generated and payment success for a respective installment. This report can be drilled down to district level and the user may utilize the given filters to extract the details of a respective installment.
24.	List of Banks	This window gives the functionality to check the details of the banks registered on the PM-KISAN portal. User may enter the IFSC code or Bank name to extract the details of the respective banks.

Points to Note:

1. It must be noted that under PM-KISAN three installments are paid to a farmer in one financial year. However, as PM-KISAN scheme was launched on 24th February 2019. Hence, the installments are termed accordingly starting from the inception trimester i.e. Dec'18 to Mar'19.

First Installment	Dec'18 to Mar'19
Second Installment	Apr'19 to Jul'19
Third Installment	Aug'19 to Nov'19
Fourth Installment	Dec'19 to Mar'20

<i>Fifth Installment</i>	<i>Apr'20 to Jul'20</i>
<i>Sixth Installment</i>	<i>Aug'20 to Nov'20</i>

2. All the reports are updated daily. The scheduler runs at night (after 10 PM). Hence, the data is updated at a 24 hours interval.
3. Most of the reports have been provided with a download and print button at the top right corner. The report can be printed directly or downloaded in excel format for the ease of the user.
4. The following reports may be ignored by the User as they are developed for Central team or specific states
  - a. ABA District wise Report
  - b. ABA Report
  - c. NITI Aayog Aspirational District Report

## 10. PFMS Reports

S. No.	Report Name	Details
1.	Stop Payment Corrected but Aadhar Failed	This report gives the details of such records which were stopped by the state first. The states corrected the names of such records via Stop Payment correction window. However, when sent for Aadhaar authentication, these records were rejected by UIDAI. Hence, this report has been provided to the state to check the status and correct the names accordingly from the Aadhaar details correction window. The user can generate this report at the sub-district level.
2.	Stop Payment Installment wise	This report gives the installment wise list of beneficiaries whose stop payment has been done. The report can be drilled down to the district level. The beneficiary list can be downloaded as an excel file at the district level by clicking the hyperlinked number. The report can be generated by using the financial year and installment number filters.
3.	Transaction Failure Installment wise	This report gives the list of beneficiaries whose transaction failure happened. The report can be drilled down to the district level. The beneficiary list can be downloaded as an excel file at the district level by clicking the hyperlinked number. The report can be generated by using the financial year and installment number filters. The list of records downloaded have a rejection narration against each

		beneficiary to enable the users to correct such records for processing them again.
	Stop Payment Correction Download	This report has been created for the States to keep a track of their stop payment records. This report gives a brief summary district wise of all the records stopped, corrected and pending for correction. The state user can drill down to district wise list and download the line list of such records by clicking on the hyperlink.
4.	R1: Data Rejected by PFMS	All the records which are rejected by PFMS during the process of account validation are available under this report. The report can be drilled down to the district level. The beneficiary list can be downloaded as an excel file at the district level by clicking the hyperlinked number. The list of records downloaded have a rejection narration against each beneficiary to enable the users to correct such records under the PFMS rejection correction window in the Correction module tab.
5.	RFT/FTO Bank Payment Status Report	This report gives us a brief status of total number of beneficiaries paid 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> and 4 <sup>th</sup> installment respectively for a respective lot. This report can be drilled down further to the district level by clicking on the hyperlink. It gives a brief summary of payment success/failure and FTO generated against the total RFT signed for a respective lot.
6.	Lot wise Beneficiaries List	This report generates the list of beneficiaries category wise whose payment attempt was made. User may generate the list using the filters: financial year, installment number, lot number, trimester, state and transaction type (all, success or failure). The report can be drilled down to district level and the beneficiary list can be downloaded category wise by clicking on the hyperlinked numbers.
8.	R4: Stop Payment Correction Report	This report gives the list of beneficiaries whose details have been corrected by the state, after their stop payment was done. User may utilize the given filters to generate the list of records: district, sub-district, financial year, installment number and status (all, accepted or rejected).



## Annexures

### Annexure – 1: SOP for change of Aadhaar Number and Name of the Beneficiary

1-6/2019-FWS-Part(1)/FTS- 76845  
Government of India  
Ministry of Agriculture & Farmers' Welfare  
Department of Agriculture, Cooperation, and Farmers' Welfare  
Farmers' Welfare Division  
\*\*\*\*

247, Krishi Bhawan, New Delhi  
Dated February 5<sup>th</sup>, 2020

To  
State Nodal Officers, PM-KISAN  
(All States/UTs)

Subject: Standard Operating Procedure (SOP) for Change of Aadhaar number and Name of the beneficiary in PM-KISAN – reg.

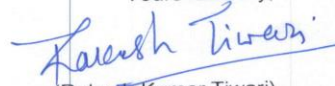
Madam/Sir,

It has been increasingly observed that the Aadhaar card details entered by the beneficiary are not correct. This may be because the beneficiary has provided Aadhaar details of a family member as he/she does not have an Aadhaar, or it was a data entry error at the end of data entry operator or beneficiary etc. In such a situation the requirement is to allow the States/UTs to edit either the name of the beneficiary or the Aadhaar number of the beneficiary.

2. To tackle such cases, a Standard Operating Procedure (SOP) has been developed which outlines the steps to be followed to change the Aadhaar number and or the Name of the beneficiary by the States/UTs and is being enclosed with this letter for information and necessary action at your end in dealing with such cases.

Enc. A/A

Yours faithfully,



(Rakesh Kumar Tiwari)  
Director (FW)

Email: [rakeshk.tiwari81@gov.in](mailto:rakeshk.tiwari81@gov.in)

Copy to:

1. Secretary (AC&FW)
2. SS&FA/ SS(RV)
3. JS (FW) & CEO, PM-KISAN
4. Dy. CGA, PFMS
5. DS (FW)
6. STD, NIC



## **Standard Operating Procedure for Change of Aadhar Number and Name of the beneficiary in PM-KISAN portal**

**PM-KISAN:** PM-KISAN is a central scheme under Government of India wherein a benefit of Rs 6000/- per year is released to eligible farmer families by the Central Government under Direct Benefit Transfer mode. This payment is released in three installments of Rs 2000/- each. The whole year is divided in three equal payment periods of 4 months viz. Dec-Mar, Apr-Jul, Aug-Nov.

**Process Flow:** The farmer can register themselves in this scheme or the States/UTs can register the eligible farmers in this scheme using the PM-KISAN Portal. To register the farmer or the States/UTs are required to provide beneficiary information on the PM-KISAN portal. (providing the Aadhar Card details are mandatory for registration). This beneficiary information is validated at the first stage by PM-KISAN portal, thereafter the details of the beneficiaries are sent to PFMS for account validation. After successful validation of beneficiary information, the beneficiaries are bundled in what is called as 'Lots', which are created by the PM-KISAN central team. These Lots are opened to States/UTs for verification and closure on the PM-KISAN portal. The States/UTs verify the beneficiary data and close the lots on the portal itself. For every successful closure of one 'Lot' one RFT (Request for Fund Transfer) is generated. The States/UTs are required to provide digital signature of these RFTs. The states may at times also stop payment for farmers who either die, are found ineligible etc. Once, the RFTs are signed FTOs (Fund Transfer Orders) are generated by the PM-KISAN portal. Finally, sanction of the payment is issued by Program Division.

The records rejected at various levels are made available to the States/UTs in the correction module of PM-KISAN portal for correction. The payment response against each record is then received from PFMS from Banks/NPCI and the same is passed on to PM-KISAN portal.

**Problem Statement:** It has been increasingly observed that the Aadhar card details entered by the beneficiary are not correct. This may be because the beneficiary has provided Aadhar details of a family member as he/she does not have an Aadhar, or it was a data entry error at the end of data entry operator or beneficiary etc. In such a situation the requirement is to allow the States/UTs to edit either the name of the beneficiary or the Aadhar number of the beneficiary. This document outlines the steps to be followed to change the Aadhar number and or the Name of the beneficiary by the States/UTs.

**C. Change in Both Name and Aadhar Number**

There may be a possibility where Demo-Auth is not successful after Aadhar number change as mentioned in case A. It means that applicant originally entered Aadhar number of someone else in the application and the name entered in the application also requires spelling correction.

In such scenario, Respective State Nodal Officer must verify that Name Correction is only to remove spelling errors, surname addition/removal or any prefix/suffix removal/addition. New Aadhar number should be that of applicant and applicant only. Any drastic change in name which gives a slightest hint that beneficiary is being changed altogether must be carefully verified at the ground level.

## Annexure – 2: SOP for Transaction Failure Records in PM-KISAN

1-6/2019-FWS-Part(1)/FTS- 76845  
Government of India  
Ministry of Agriculture & Farmers' Welfare  
Department of Agriculture, Cooperation, and Farmers' Welfare  
Farmers' Welfare Division  
\*\*\*\*

247, Krishi Bhawan, New Delhi

Dated January 14<sup>th</sup>, 2020

To  
State Nodal Officers, PM-KISAN  
(All States/UTs)

Subject: Standard Operating Procedure (SOP) for Transaction failure records in PM-KISAN – reg.

Madam/Sir,

It has been observed in our analysis that a few farmers have not received benefits under the PM-KISAN scheme due to transaction failure. This is contributed to by many reasons like incorrect bank details, network failure etc.

To tackle such cases and process the payment to these records, a Standard Operating Procedure (SOP) has been developed and is being enclosed with this letter for information and necessary action at your end in dealing with transaction failure cases.

Enc. A/A

Yours faithfully,

  
(Rakesh Kumar Tiwari)

Director (FW)

Email: [rakeshk.tiwari81@gov.in](mailto:rakeshk.tiwari81@gov.in)

Copy to:

1. Secretary (AC&FW)
2. SS&FA/ SS(RV)
3. JS (FW) & CEO, PM-KISAN
4. Dy. CGA, PFMS
5. DS (FW)
6. STD, NIC

## **Standard Operating Procedure for Transaction Failure Records in PM-KISAN**

**PM-KISAN:** PM-KISAN is a central scheme under Government of India wherein a benefit of Rs 6000/- per year per is released to eligible farmer families by the Central Government online under Direct Benefit Transfer mode. This payment is released in three installments of Rs 2000/- each. The whole year is divided in the payment periods three equal periods of 4 months viz. Dec-Mar, Apr-Jul, Aug-Nov.

**Process Flow:** The States/UTs register the eligible farmers in this scheme on PM-KISAN Portal. Such uploaded data is validated at the first stage by PM-KISAN portal, thereafter the details of the beneficiaries sent to PFMS to check for account validation. After the validation of accounts, Lots are created by PM-KISAN and these Lots are opened to States/ UTs for closure as well as signature of RFTs, after the closure of Lots. The states may also stop payment for farmers who either die, are found ineligible etc. Once, the RFTs are signed FTOs are generated by the PM-KISAN portal. Finally, sanction of the payment is issued by Program Division.

The records rejected at various levels are made available to the States/ UTs in the correction module of PM-KISAN portal for correction. The payment response against each record is then received from PFMS from Banks/NPCI and the same is passed on to PM-KISAN portal. Presently, the payment success for PM-KISAN has been approx. 98%.

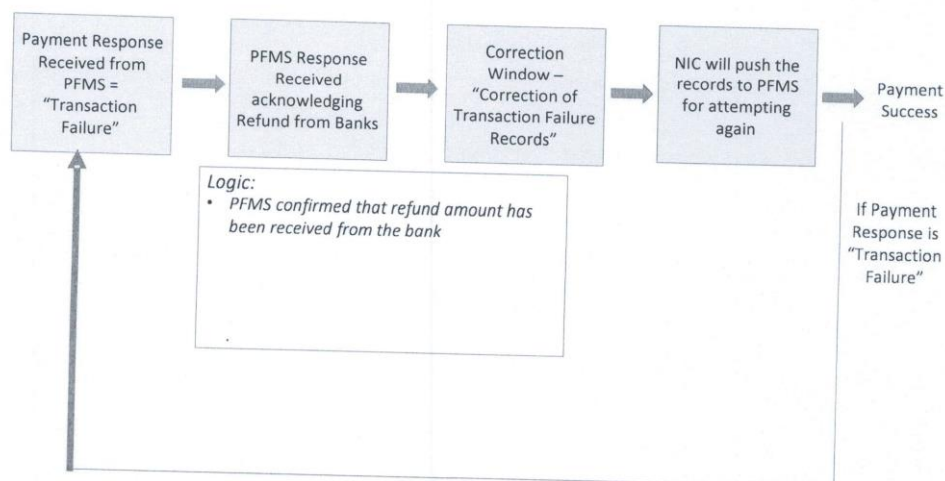
**Problem Statement:** During the analysis of Payment response from PFMS it has been observed that a few farmers do not receive payment due to transaction failure. This may be due to multiple reasons such as incorrect bank details, network failure etc. This document outlines the steps to be followed to tackle these records and process the payment to these records.

### ***Steps to be followed in case of Transaction Failure Records:***

- **Step 1** -The records, for which the response received from PFMS is “transaction failure”, and where States/ UTs have to take corrective measure only those records will be opened to the States/ UTs for correction under the “Correction Module” tab of PM-KISAN Portal. The rights to correct the details of such records should be given to State, district and block level users.
- **Step 2** –PM-KISAN portal will check all those records where confirmation of refund is received from PFMS.
- **Step 3** –Against all the records so checked by the PM-KISAN portal, it will further check the records of “transaction failure” cases corrected by the States as well as other “transaction failure” records where no corrective intervention was required by the States/ UTs like “Network Failure” cases etc.



- Step 4 – All such records, as identified at Step 3 will be sent to PFMS again without opening the new Lots for all such cases as States have already signed RFTs against these beneficiaries, for the payment of the respective installment.



- Step 5 - The FTOs will be generated at the center level against which the sanctions will be released by P&AO. These FTOs which will be generated for attempting the payment second time will not be included to the Total FTO figures as they have already been included earlier. A separate report will be created to show the details of the payment attempted again along with the payment response received against it from PFMS.
- Step 6 -A report to be added under the "Reports" section of the PM-KISAN portal at all levels (National, State, District and Block) which will show the details of the total records for which transaction failed, the total number of records that have been corrected (bank details corrected) and also the total number of records for which the payment has been processed again. This report will enable the stakeholders at all levels to check the progress of this data.
- Step 7 – The records for which the payment has been attempted again and the payment response received from PFMS is "transaction failure" should follow the process from Step -1 till the payment response is "Success" or "Stop Payment" is done by the State/ UT for such a beneficiary.

### Annexure – 3: SOP for Refund of Money from Farmers

F.No. 1-6/2019-FWS  
Government of India  
Ministry of Agriculture & Farmers Welfare  
Department of Agriculture, Co-operation & Farmers Welfare  
(Farmers Welfare-II Section)  
\*\*\*

Krishi Bhawan  
New Delhi.

Dated, the 2<sup>nd</sup> June, 2020

#### **OFFICE MEMORANDUM**

Subject:- Standard Operating Procedure (SoP) for refund of money, which has been credited to incorrect/ineligible beneficiaries under PM-KISAN Scheme – reg.

In connection with above mentioned subject, the undersigned is directed to forward herewith a final copy of approved Standard Operating Procedure (SoP) for compliance and further necessary action.

Yours faithfully,



(Sowmya Srikanth)

Under Secretary to the Govt. of India

E-mail : [s.srikanth@nic.in](mailto:s.srikanth@nic.in)

- (i) CCA, DAC&FW
- (ii) Joint Secretary, Farmers' Welfare and CEO PM-KISAN
- (iii) Shri Subodh Mathur, PFMS with the request to depute a suitable officer.
- (iv) DDG, NIC (Dr. Ranjana Nagpal)
- (v) DIR (FW)/DS (FW)/Guard file

## **Pradhan Mantri Kisan Samman Nidhi (PM-KISAN)**

### **Standard Operating Procedure (SOP) for Refund of Money credited into the account of ineligible individuals / incorrect accounts**

**I** PM-KISAN is a Central Sector Scheme under which financial benefit of Rs 6000/- per year is transferred into the bank accounts of farmers' families across the country, subject to certain exclusion criteria relating to higher income status, through Direct Benefit Transfer (DBT) mode. The amount is transferred in three equal installments of Rs 2000/- every four months, viz. April-July, August-November and December-March.

**II Process Flow:** (i) The farmers may register themselves through the mechanism devised by the State Nodal Officers (SNOs) or by self-registration through the Farmers Corner in PM-KISAN portal or the PM-KISAN Mobile App or through the Common Service Centers (CSCs) upon payment of certain minimal fees.

(ii) To register, the farmers are required to provide some mandatory and some optional information about themselves on the PM-KISAN portal, Aadhaar Number being one of the mandatory fields. This beneficiary information / data filled in by the farmers or provided by them to SNOs are validated at the first stage by PM-KISAN portal. Thereafter the details of the beneficiaries are sent to PFMS for account validation.

(iii) After successful validation of beneficiary information, the beneficiaries are bundled in 'Lots' by the PM-KISAN Central team. These Lots are opened to States/UTs for verification and closure on the PM-KISAN portal. The States/UTs verify the beneficiary data and close the lots on the portal itself. For every successful closure of one 'Lot' one RFT (Request for Fund Transfer) is generated. The States/UTs are required to provide digital signature on these RFTs.

(iv) The states may at times also exercise the option of 'stop payment' in respect of data belonging to dead farmers or ineligible farmers, etc. Once, the RFTs are signed, FTOs (Fund Transfer Orders) are generated by the PM-KISAN portal. Finally, sanction of the payment is issued by Program Division.

(v) The records rejected at various levels are made available to the States/UTs in the correction module of PM-KISAN portal for correction. The payment response against each record is then received by PFMS from Banks/NPCI and the same is passed on to PM-KISAN portal.

**III Problem Statement:** There have been cases where the financial benefit released by the PM-KISAN system have been transferred to ineligible individuals or the

benefit of eligible beneficiary farmer has been credited into the account of another individual. This document outlines the steps to be followed in the following scenarios: -

- 1) In case the ineligible recipient of money voluntarily wants to return the money;
- 2) In case the State Government identifies the recipient as an ineligible individual;
- 3) In case the financial benefit of an eligible beneficiary farmer is credited into the account of another individual;
- 4) In case of a dead beneficiary farmer as per the record of the beneficiary's bank.

**IV Refund Mechanism:** The concerned amount should be directly deposited to Pay & Accounts Office (PAO), Ministry of Agriculture & Farmers Welfare, Department of Agriculture, Cooperation & Farmers Welfare, through a cheque/DD by the concerned Nodal Officer. NIC in charge of the Department of Agriculture, Cooperation & Farmers Welfare will provide the requisite payment gateway in-coordination with SBI technical team.

**V Technical Intervention:** There will be a Refund Module on the PM-KISAN portal as well as on the PM-Kisan Mobile App, developed by the NIC, through which the user will have the option to fetch the details of the farmer/ beneficiary like Aadhaar number, Category (ie. GEN/SC/ST), all the transactions made into the account by entering Bank account number where the money was wrongly credited. Also, option to fill correct beneficiary account, in case money is earlier gone to wrong account with approval option and Cheque/ DD number of the refund amount deposited by the SNO.

NIC will develop the facility to check category of the farmer / person who is refunding the money, so that the SNO can deposit/refund the money category wise.

**VI For SNO/ concerned Nodal Officer (NO):**

(i) In case the wrong / ineligible recipient himself / herself wants to return money, he/she will have to approach concerned State Nodal Officer (SNO) through cash or cheque or any other method accepted by the State Government.

(ii) In case the wrong / ineligible recipient is identified by the State Government, the State Government will recover the money from that individual and give an acknowledgement to the individual therefor. The recovered money from individual can be deposited in a bank account. The Administrative Expenses account of the States/ UTs can be used for the purpose. Further, concerned officer of State/UT will make a list of all such returns, category wise and once it sends the Cheque/ DD of refund money to Pay & Accounts Office (PAO), Ministry of Agriculture & Farmers Welfare, Department of Agriculture, Cooperation & Farmers Welfare, the details of all such beneficiaries must be filled in the facility developed on the portal.



Here it is to clarify that money can be refunded for many beneficiaries through one Cheque/ DD for one category like GEN/SC/ST, however, details of beneficiaries has to be entered individually on portal.

(iii) The concerned Nodal Officer will fetch the details of the individual returning the money like his / her Category, the financial year in which the amount was wrongly credited, etc. from the facility developed by the NIC as per above. The SNO will refund the money of a particular category person through single Cheque/ DD.

(iv) The concerned SNO will open the Refund Module on PM-KISAN portal where the following inputs are available:

1. Concerned S(NO) will be asked to enter either the Bank Account number or the Aadhaar number of the individual to whom the amount was transferred incorrectly.
2. Concerned S(NO) will verify the Copy of the Bank passbook of the account in which the money was wrongly transferred.
3. Based on the account number, the details will be fetched from the Central Data Base and displayed.
4. As the details of the wrong recipient are filled in, the system will fetch the details of the payments made against the bank account, Category of the individual and the Financial Year.
5. Concerned S(NO) will select the installment number (1st, 2nd, 3rd, etc.) for which the money is returned.
6. Concerned S(NO) will enter the Cheque/ DD number of refunded money for reconciliation purpose.

**VII For Corrections, the SNO will enter:**

1. Account details of the valid beneficiary in case payment was earlier made to wrong account.
2. Cheque/ DD number of refunded money.

**VIII Information desired by PAO: -**

Cheque/ DD wise information is required by PAO in the following format.

Financial year	Category	Amount
	General/SC/ST	

**Sample cases:**

**Scenario 1: - If the wrong recipient individual voluntarily wants to return the money being ineligible or if the State identifies him / her as ineligible:**

- **Step 1** – Concerned S(NO) will perform the functions as mentioned above for SNO/ concerned NO.
- **Step 2**– All these individuals will be marked as ineligible and their registration will be closed at PM-KISAN portal and at PFMS level.
- **Step 3** – On receipt of money PAO and NIC will match the details.
- **Step 3** – NIC will share information with PFMS for MIS as per mutually decided format.

**Scenario 2: - In case the state identifies that the money meant for one farmer has been transferred to another individual's account or an individual informs the State Government that he / she has wrongly got the money:**

- **Step 1** - Concerned NO will perform the functions as mentioned above for SNO/ concerned NO.
- **Step 2** - On receipt of money PAO and NIC will match the details.
- **Step 3** – After matching the details PM-KISAN will initiate the process for refund to correct account.
- **Step 4**- PM-KISAN would open a separate lot for such cases similar to transaction failure cases.
- **Step 5**- States will close the lots and sign the RFT. No Stop payment facility will be provided for such cases. Accordingly, FTOs will be generated.
- **Step 6** – NIC will share information with PFMS for MIS as per mutually decided format.

**Scenario 3: - In case of dead beneficiary as per the record of the bank:**

The beneficiary's bank will return the amount, credited after death of the beneficiary farmer, to Nodal bank and the Nodal bank will in turn inform the Accredited bank and return the money to Accredited bank. Finally, Accredited bank will share the scroll of such refund cases directly to PAO and also with PM-KISAN portal. All such cases will be opened to States to mark the beneficiary as ineligible due to death. After States mark them all such cases will be permanently deleted from the system.

**[It is also to be noted that for reporting purposes all such transactions would be kept separate]**

\*\*\*\*

**Annexure – 4: SOP for Check against Income Tax Records to ascertain Barred and Non-Barred Farmers**

F.No. 1-1/2020-FWS  
Government of India  
Ministry of Agriculture & Farmers Welfare  
Department of Agriculture, Co-operation & Farmers Welfare  
(Farmers Welfare-I Section)  
\*\*\*

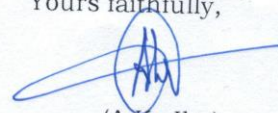
Krishi Bhawan  
New Delhi.  
Dated, the 19<sup>th</sup> August, 2020

**OFFICE MEMORANDUM**

Subject:- Standard Operating Procedure (SoP) for Check against Income Tax Records to ascertain barred and Non-barred farmers – reg.

In connection with above mentioned subject, the undersigned is directed to forward herewith a final copy of approved Standard Operating Procedure (SoP) for compliance and further necessary action.

Yours faithfully,



(A.K. Jha)

Under Secretary to the Govt. of India

Tel.- 011-23383627

E-mail : akjha.72@gov.in

- (i) State Nodal Officers all States/UTs
- (ii) CCA, DAC&FW
- (iii) Shri Subodh Mathur, PFMS
- (iv) DDG, NIC (Dr. Ranjana Nagpal)
- (v) DIR (FW)/DS (FW)/Guard file



### **Pradhan Mantri Kisan Samman Nidhi (PM-KISAN)**

#### **Standard Operating Procedure (SOP) for Check against Income Tax Records to ascertain Barred and Non-Barred Farmers.**

PM-KISAN is a Central Sector Scheme under which financial benefit of Rs 6000/- per year is transferred into the bank accounts of farmers' families across the country, subject to certain exclusion criteria relating to higher income status, through Direct Benefit Transfer (DBT) mode. The amount is transferred in three equal installments of Rs 2000/- every four months, viz. April-July, August-November and December-March each financial year.

**Problem Statement:** With respect to the recent notification by CDBT dated 21<sup>st</sup> July 2020 notified under Section 138 of the Income Tax Act, JS(FW) is authorized to get the Income Tax payee information for verification of the beneficiaries registered under PM KISAN scheme. This document attempts to address this scenario taking into consideration the following scenarios:

1. Verify all the beneficiaries in the PM-KISAN database with the Income Tax database and flagging them as "Ineligible on account of IT tax Payee".
2. Outline the process to be followed for paying the benefits to the eligible beneficiaries each financial year.
3. List out all the farmers who have been paid the benefits incorrectly. Share this list with the States/UTs to enable them to initiate refund of the respective installments.

#### **Exclusion Criteria As per the Revised Operational Guidelines 29.03.2020:**

Farmer families in which one or more of its members belong to following categories:

1. Former and present holders of constitutional posts.
2. Former and present Ministers / State Ministers and former / present Members of Lok Sabha / Rajya Sabha / State Legislative Assemblies / State Legislative Councils, former and present Mayors of Municipal Corporations, former and present Chairpersons of District Panchayats.
3. All serving or retired officers and employees of Central / State Government Ministries / Offices / Departments and their field units, Central or State PSEs and Attached offices / Autonomous Institutions under Government as well as regular employees of the Local Bodies (Excluding Multi-Tasking Staff / Class IV / Group D employees)
4. All superannuated / retired pensioners whose monthly pension is Rs.10,000/- or more (Excluding Multi-Tasking Staff / Class IV / Group D employees)
5. ***All Persons who paid Income Tax in last assessment year.***
6. Professionals like Doctors, Engineers, Lawyers, Chartered Accountants, and Architects registered with Professional bodies and carrying out profession by undertaking practices.



**Description of the exclusion criteria pertaining to Income Tax Payees:**

*"All Persons who paid Income Tax in last assessment year."*

This refers to any beneficiary who would have filed his returns and paid taxes in the last assessment year will be considered as Ineligible under the PM-KISAN scheme. Since the scheme was launched on 24<sup>th</sup> Feb'2019, hence, while identifying the ineligible beneficiaries, we will verify our PM-KISAN database against the IT database starting from the assessment year 2017-18 till present.

**Process to be followed for weeding out Income tax paying Farmers from the PM KISAN scheme:**

**1. Verification of all the existing beneficiaries in the PM-KISAN database for identifying "Ineligible Beneficiaries on account of Income Tax Payee"**

**Step 1** Verify all the beneficiaries registered under PM-KISAN against the Income Tax database of the Assessment Year 2017-18, 2018-19 and 2020-21.

**Step 2** Prepare a list of farmers who have paid Income Tax in any of the assessment years. Mark them as "Ineligible Beneficiaries on account of Income Tax Payee"

**Step 3** The list of such beneficiaries along with the details of number of installments wrongly credited to be published on the portal under SNO/ DNO/ BNO logins.

**Step 4** The States/UTs will initiate recovery of all the identified installments from the respective beneficiary. The States/UTs may refer to the Standard Operating Procedure of Refund of Money credited into the accounts of ineligible individuals/incorrect accounts for this purpose.

**Step 5** A separate beneficiary status window to be developed for such beneficiaries. The applicant may check the status of his/her application rejection under PM-KISAN.

**2. Verification check for Income Tax Compliance of all the newly registered farmers on the PM-KISAN portal:**

**Step 1** Any new farmer registered on the PM-KISAN portal will be checked for Income Tax Compliance before processing for the payments of benefits.

**Step 2** If the farmer has paid income tax for the previous Assessment year, he/she will be marked as "Ineligible on account of Income Tax Payee".

**Step 3** These beneficiaries will not be registered under PM-KISAN scheme and will be marked as permanently ineligible. The same beneficiary should not be able to get registered, if any attempt is made by the same beneficiary in future to get registered. The list of such beneficiaries, however, should be made available to the SNO/ DNO/ BNO logins so that they are aware and may communicate the same to the farmer in case of a grievance.

**Step 4** A separate beneficiary status window to be developed for such beneficiaries. In case of grievance or application check, the farmer may check the status of his/her application rejection under PM-KISAN.

**3. Income Tax Compliance run on all data (including Barred list) before each subsequent trimester release:**

Before processing for fund release for every subsequent quadrimester, the PM KISAN system will perform a validation check on all the beneficiaries to check for Income Tax compliance before opening the lots for the States/UTs. If any farmer is found to be in the "Ineligible" under IT Payee category, he/she will not be processed for further release of PM-KISAN benefits. Further, he/ she will be permanently marked as ineligible.

**4. Refund Mechanism:**

PM KISAN system would generate list of "Ineligible beneficiaries on account of IT Payee" farmers along with the details of installments which needs to be refunded. This list will be made available to the States on the PM-KISAN Portal. The SNOs would be instructed to initiate recovery proceedings of the identified farmers as per the Standard Operating Procedure (SOP) for Refund of Money credited into the account of ineligible individuals / incorrect accounts.

\*\*\*\*