

NO. J-11012/1/2013-NSAP
Government of India
Ministry of Rural Development
Department of Rural Development
(NSAP Division)

Krishi Bhawan, Dr. Rajendra Prasad Road,
New Delhi – 110 014.

Dated : 13th March, 2014

To
The Principal Secretaries / Secretaries,
{In-charge of National Social Assistance Programme (NSAP)}
All States & Union Territories.

Subject: Revised of guidelines for the schemes under National Social Assistance Programme (NSAP)

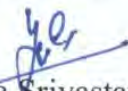
Sir / Madam,

You are aware that at present schemes of National Social Assistance Programme (NSAP) are under State Plan and funds are released as Additional Central Assistance (ACA). It has been decided that from the next financial year (2014-15), the schemes of NSAP would be converted into Centrally Sponsored Scheme (CSS).

2. In the process of converting NSAP into CSS, Ministry of Rural Development has revised the existing guidelines for the implementation of the schemes of NSAP. Since the schemes of NSAP are implemented by the State Governments and Union Territories, the suggestions of the State Governments and Union Territories would be vital for finalizing the guidelines.

3. In this connection, I request you to examine the draft guidelines prepared by the Ministry of Rural Development and convey your suggestions on the same latest by 30th March, 2014. The guidelines prepared by Ministry of Rural Development are available at www.nsap.nic.in.

Yours faithfully,


(Vijaya Srivastava)
Joint Secretary to Govt. of India
Tel: 23385484

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CHAPTER – I

HISTORICAL BACKGROUND

1.1 Introduction

1.1.1 The Directive Principles of State Policy in the Constitution of India enjoin upon the State to undertake within its means a number of welfare measures, targeting the poor and the destitute in particular. Article 41 of the Constitution of India directs the State to provide public assistance to its citizens in the case of unemployment, old age, sickness and disablement as well as in other cases of undeserved want, within the limit of the State's economic capacity and development. Social security, invalid and old age pensions figure as items 23 and 24 of the 7th Schedule of the Constitution of India in the Concurrent List. It is in compliance of these guiding principles, that the Government of India introduced on Independence Day, 1995 the National Social Assistance Programme (NSAP) as a fully funded Centrally Sponsored Scheme targeting the destitutes to be identified by the States and UTs with the objective of providing a basic level of financial support.

1.1.2 Destitutes are defined as any person who has little or no regular means of subsistence from his / her own source of income or through financial support from family members or other sources. In order to determine destitution, the criteria (if any) in force in the States / UTs could also be followed.

1.1.3 The NSAP initially had the three following components:-

- a) National Old Age Pension Schemes (NOAPS)
- b) National Family Benefit Scheme (NFBS)
- c) National Maternity Benefit Scheme (NMBS)

1.2 Changes in the composition of NSAP

1.2.1 *Transfer of National Maternity Benefit Scheme to Department of Family Welfare*

The National Maternity Benefit Scheme was transferred to the Department of Family Welfare to become part and parcel of the Population Stabilization Programme w.e.f. **1.4.2001**.

1.2.2 *Introduction of Annapurna Scheme*

On **1st April 2000**, a new scheme known as the Annapurna Scheme was introduced to provide 10 kgs of food grains per month free of cost to eligible beneficiaries not covered under NOAPS.

1.2.3 In the year **2002-03**, NSAP was transferred to the State Plan and funds were, from then on, released as Additional Central Assistance (ACA) to States and UTs with the Ministry of Finance releasing funds to the States Consolidated Fund as a single allocation for all the sub-schemes with the freedom given to the States to allocate to the individual sub-schemes as per their requirement. In the case of Union Territories (UTs), the Ministry of Home Affairs makes the release.

1.2.4 From the year **2007**, the scheme was expanded to cover all eligible persons **Below Poverty Line (BPL)**. The scheme for old age persons was renamed as Indira Gandhi National Old Age Pension Scheme (IGNOAPS).

1.2.5 *Introduction of Indira Gandhi National Widow Pension Scheme (IGNWPS) and Indira Gandhi National Disability Pension Scheme (IGNDPS)*

NSAP was expanded in 2009 to cover more vulnerable groups. In **February 2009**, Government of India approved pension to BPL widows in the age group of 40-64 years. This scheme was named **Indira Gandhi National Widow Pension Scheme (IGNWPS)**.

Government of India also approved pension to BPL persons suffering from severe or multiple disabilities in the age group of 18-64 years. This scheme was named **Indira Gandhi National Disability Pension Scheme (IGNDPS)**. For the purpose of defining severe or multiple disabilities the following legal provisions will be followed:-

- (a) As per Section 56(4) of the Persons with Disabilities Act, 1995 (PWD Act, 95), “persons with severe disability” means a person with 80% or more of one or more disabilities.

- (b) As per Section 2(h) of the National Trust for the Welfare of Persons with Autism, Cerebral Palsy, Mental Retardation and Multiple Disabilities Act, 1999 (National Trust Act,1999), “Multiple Disabilities” means combination of 2 or more disabilities.

CHAPTER – II

SALIENT FEATURES OF SCHEMES OF NSAP

2.1 Components of NSAP

The NSAP at present includes five sub-schemes as its components :-

- a) Indira Gandhi National Old Age Pension Scheme (IGNOAPS)
- b) Indira Gandhi National Widow Pension Scheme (IGNWPS)
- c) Indira Gandhi National Disability Pension Scheme (IGNDPS)
- d) National Family Benefit Scheme (NFBS)
- e) Annapurna Scheme

2.2 Eligibility Criteria and Scale of Assistance

The assistance under the sub-schemes of NSAP are applicable only for persons belonging to Below Poverty Line (BPL) category. The other eligibility criteria and the scale of assistance under the sub-schemes of NSAP are as follows :-

- **Indira Gandhi National Old Age Pension Scheme (IGNOAPS):** The eligible age for IGNOAPS is 60 years. The pension is Rs.200 p.m. for persons between 60 years and 80 years. For persons who are 80 years and above the pension is Rs.500/- per month.
- **Indira Gandhi National Widow Pension Scheme (IGNWPS):** The eligible age is 40 years and the pension is Rs.300 per month. After attaining the age of 80 years, the beneficiary will get Rs.500/- per month.

- **Indira Gandhi National Disability Pension Scheme (IGNDPS):** The eligible age for the pensioner is 18 years and the amount is Rs.300 per month. After attaining the age of 80 years, the beneficiary will get Rs.500/- per month.

- **National Family Benefit Scheme (NFBS):** Rs. 20000/- will be given as one time assistance to the bereaved household in the event of death of the bread-winner. A woman in the family, who is a home maker, is also considered as a „bread-winner“ for this purpose. The family benefit will be paid to such surviving member of the household of the deceased poor, who after local enquiry, is found to be the head of the household. For the purpose of the scheme, the term “household” would include spouse, minor children, unmarried daughters and dependent parents. In case of death of an unmarried adult, the term household would include minor brothers/ sisters and dependent parents. The death of such a bread-winner should have occurred whilst he/she is more than 18 years of age and less than 60 years of age.

- **Annapurna Scheme:** 10 kg of food grain (wheat or rice) per month per beneficiary. The scheme aims at providing food security to meet the requirement of those eligible old aged persons who have remained uncovered under the IGNOAPS.

2.3 Norms for Central Assistance

Central assistance to States / UT under NSAP is determined on the basis of BPL population of the State. The numerical ceiling for each State / UT has been fixed taking into account the population figures as per the census of 2001 and the poverty ratio determined by the Planning Commission. The numerical ceiling of the number of beneficiaries under the different schemes of NSAP is at **Annexe – I (Scheme-wise)**. **However, if there are more deserving beneficiaries, the State has the option to give them pension from their own resources.**

2.3.1 States are urged to provide an additional amount at least equivalent to the assistance provided by the Central Government so that the beneficiaries can get a decent level of assistance.

2.3.2 Many State Governments have their own social pension schemes for vulnerable groups. Some of them started even before the Central Government. Naturally there is wide variance in guidelines, eligibility conditions and assistance norms across the country. This has created differences in the level of social assistance and eligibility criteria among different States / UTs.

CHAPTER III

IMPLEMENTATION

3.1 Selection of Beneficiaries

3.1.1 Awareness generation :

One of the main tasks for attaining the objective of the schemes of NSAP is awareness generation among the people about eligibility, scale of assistance and the procedure to be followed for obtaining benefits. District, Block/Intermediate and Village level panchayats and urban local governments should play a vital role in creating awareness among the people. States should ensure wide and continuous publicity about the entitlement under the schemes of NSAP and the procedure for claiming them through posters, brochures, media and other means.

3.1.2 Confirmation of the existing beneficiaries :

There is a need for annual verification of the existing beneficiaries under NSAP. The States may constitute Special Verification Teams for the purpose under an authorized officer. The teams should include representatives of Non-Government Organisations of repute which are active in the locality. Details of members of the team and the process may be given wide publicity.

After the verification, lists of persons proposed to be confirmed or deleted should be published separately. The list proposed for deletion should also give the reasons for deletion. It may be indicated that any interested person may file claims and objections within 15 days to the head of the Verification Team.

Those persons who are proposed to be deleted should be individually intimated giving reasons for the proposed deletion and should be given a chance to file an appeal to the head of the Verification Team who should take a decision within 15 days. If there is any second appeal, it should be made before the Revision Authority mentioned in para 3.3.

3.1.3 Identification of new beneficiaries:

For the identification of new beneficiaries, Gram Panchayats / Municipalities should be given the central role. Elected heads and representatives should be sensitized on the criteria and processes of NSAP. The state Government should launch an awareness campaign on NSAP through the media and locally through the Gram Panchayats / Municipalities. Based on the available BPL list, the beneficiaries should be proactively identified by reaching out to their households.

Applications are needed for enrollment of a new beneficiary. A specimen form is given as Annexure. The States may prepare simple format in the local language and make the application forms available widely, free of cost. Also it should be downloadable from the website. Field level workers / officials should be entrusted with the task of identifying beneficiaries and getting the forms filled up. Also support should be provided to get the requisite certificates from the authorities concerned.

For age, the birth certificate or school certificate may be relied on. In their absence ration card and EPIC may be considered. If there is no valid document, any Medical Officer of any government hospital may be authorized to issue the age certificate. In the case of widows, the State may designate a Revenue Authority to issue the certificate. In case of persons with disability, the State should mandatorily organize camps at convenient localities to which the potential beneficiaries are taken by vehicle free of cost. Disability Certificates should be issued on the spot.

3.1.4 Verification of applications

The States may designate a Verification Officer or Verification Team under an authorized officer to verify the applications. This should be completed within two weeks from the date of receipt of the application. The Verification Officer should make the necessary recommendation for sanction or rejection with reasons.

3.1.5 Discussion in the Gram Sabha / Ward Sabha / Area Sabha.

The list of applicants with the recommendations of the Verifying Authority should be discussed in the Gram Sabha in rural areas or Ward Sabha / Area Sabha or

assemblies designated by the State Government in urban areas and thereafter in the Gram Panchayats and Municipalities and suggestions of these fora should be considered and reported on by the Verification Officer. If the time limits are not adhered to by Gram Sabha / Ward Sabhas, Gram Panchayats / Municipalities the Verification Officers would submit his recommendations to the Scrutinizing Officer under intimation to the Gram Panchayat / Municipality.

3.2 **Sanction :**

3.2.1 Every State shall designate “Sanctioning Authority” at the appropriate level – Municipality / Block level. After receipt of applications which are verified and recommended by the Gram Sabha / Mohalla Committee, the Sanctioning Authority will convey approval to the applicant in the form of a Sanction Order with a copy to Gram Panchayat / Municipality concerned.

3.2.2 The time for processing of application from the time of receipt till sanction or rejection should not exceed four weeks.

3.2.3 The Sanctioning Authority will issue Sanction Order under his seal in the prescribed format as given in the **Annexe – V**.

3.2.4 Every beneficiary who has been sanctioned pension under schemes of NSAP shall be issued a Pensioner’s Passbook. The Passbook shall contain details of the Sanction Order, particulars of the pensioner and disbursement details. Suggested format of Pensioner’s Passbook is enclosed at **Annexe – VI**.

3.3 **Appeal and Review :**

In case of rejection of the application, the ground for rejection has to be recorded and has to be intimated to the beneficiary with a copy to Gram Panchayat / Municipality. Such applicant may prefer first appeal to the Sanctioning Authority who has rejected the application and the second appeal to the authority above the Sanctioning Authority. It is suggested that the sub divisional magistrate be designated as the authority to decide second appeals.

3.4 **Record of applications :**

The list of beneficiaries to whom sanctions are issued should be displayed at the Gram Panchayat / Ward / Municipal Office and updated every three months. A file containing photocopies of all applications, the register recording receipt of applications and Sanction Orders and Rejections shall be kept open and accessible for inspection at the gram Panchayat Office. The same procedure should be adopted in Municipalities.

3.5 **Timeline for different processes relating to schemes of NSAP :**

| | |
|--|---------|
| Verification after submission of applications | 10 days |
| Gram Sabha / Ward Sabha | 20 days |
| Gram Panchayat / Municipality | 15 days |
| Sanction of Pension | 10 days |
| Time period for disposal of Appeals (if pension is not sanctioned) | 15 days |
| Time period for disposal of second Appeal | 15 days |

The administrative arrangement should be given wide publicity and displayed on notice boards in Gram Panchayats and Municipalities.

3.6 **Administrative Arrangements :** At the district level the implementation of the scheme should be entrusted to Zilla Parishad or its equivalent. At the local level, the Gram Panchayat /Municipality would implement the programmes. If the Gram Panchayat is found to be small to implement the scheme, the State may entrust the task to the intermediate level. In such cases, Gram Panchayats should be given clear roles in selection of beneficiaries and in supervision and monitoring. The administrative functions at the State / UT level, District level and Panchayat / Municipality level are as follows :-

3.6.1 State / UT Level

- (i) Nodal Department at State level should ensure timely disbursement of funds to districts/Municipality after ascertaining what amount is to be allocated to each sub scheme. The State Nodal Department should ensure collection and submission of quarterly reports of expenditure to the Ministry in the format at **Annexe- II.**
- (ii) Comply with any modifications that Ministry of Rural Development may make, based on review.
- (iii) Intimate to the Ministry the number of beneficiaries under each scheme of NSAP, through MPR in prescribed format.
- (iv) Constitute State level and District level Committees for implementation, review and evaluation of NSAP. This would include Social Audit also.
- (v) Identify/nominate, at least one Nodal Officer of suitable rank each at the district and block level with supporting staff for effective implementation of NSAP.
- (vi) Furnish a certificate annually by 15th December of each year indicating the number of persons covered under the schemes of NSAP (format is at **Annexe – III**)

3.6.2 District Level

- (i) Efficient implementation of the NSAP in accordance with the guidelines and the procedures therein.
- (ii) Giving wide publicity to NSAP-awareness generation.
- (iii) Convening meetings of the District level Committee regularly.
- (iv) Monitoring and compiling information about the implementation of the scheme and furnishing it to the State authorities on a quarterly basis, for onward transmission to the Ministry.

3.6.3 Panchayats / Municipality Level

- (i) Disseminating information about NSAP regarding procedure for obtaining benefits. In this task, they should involve voluntary organizations, SHGs, Aasha workers, Aaganwadi workers etc.
- (ii) Periodic reviews Discussions should be held in Gram Sabhas/ Ward level meetings.
- (iii) Wherever SHGs of NULM or NRLM are in existence, they should be involved in identification of beneficiaries.
- (iv) The Gram Panchayats / Municipalities should play an active role in the identification of the beneficiaries under all the schemes of NSAP. An annual survey should be conducted by the Gram Panchayats / Municipality and it shall be compared with the approved BPL list. This will help to enlist all eligible persons under the schemes of NSAP so that universal coverage is achieved
- (v) The identification could be based on (a) application by the candidate or (b) own volition of Gram Panchayat / Municipality or (c) report of any other competent authority. In all such cases the application form has to be filled up. However, due care should be taken, to ensure minimum load on beneficiary, considering their vulnerability.
- (vi) Monitoring and necessary follow-up in sanctions and disbursement.
- (vii) The Gram Panchayats / Municipalities shall report every case of death of pensioner to the designated Sanctioning Authority. Cases of mistaken / false identity should also be reported immediately for corrective action.
- (viii) Disbursement of Pension should be made on a monthly basis as far as possible on a designated date which should be widely publicized

CHAPTER IV

ALLOCATION, RELEASE AND DISBURSEMENT OF FUNDS

4.1 Allocation of Central Funds – Criteria

4.1.1 Funds are allocated by the Planning Commission for the schemes of NSAP. As per the existing criteria funds are allocated between States / UTs based on the estimated number of beneficiaries under the different schemes of NSAP in each State / UT. The estimated number of beneficiaries for each State / UT is calculated taking into account the Census of 2001 and the poverty ratio determined by the Planning Commission. If the States / UTs report a lower coverage of beneficiaries than the estimated number, the allocation of funds for such State / UT would be based on the reported number.

4.1.2 Till the Socio-Economic Caste Census (SECC) is finalized, the allocation of funds among the States / UTs would be based on the existing criteria as mentioned in the above paragraph. Once the SECC is finalized, the allocation of funds to the States / UTs for the schemes of NSAP would be on the basis of the number of old age, widows and disabled people from among the BPL population once the Socio-Economic Caste Census (SECC) currently under way is finalized. It will be based on criteria fixed by the Ministry of Rural Development.

4.1.3 In case the number of eligible beneficiaries is more than the estimated number of beneficiaries in any State / UT, the expenditure on excess number of beneficiaries can be met from the resources of the State/UT.

4.1.4 Three percent of the funds allotted to a State/UT may be used for administrative expenses.

4.1.5 The States / UTs shall intimate the distribution of the total Central Assistance between the sub schemes of NSAP to the Ministry of Rural Development within a month after the allocation of State/UTs is conveyed to them.

4.2 Release of Funds

4.2.1 Funds for the schemes of National Social Assistance Programme (NSAP) would be released to the Consolidated Fund of the State Government. The releases shall be as follows :-

- a) The annual allocation will be released in two installments.
- b) First installment shall be equal to 50% of annual allocation fixed in accordance with the provision mentioned in para 4.1.
- c) Second installment shall be equal to the annual allocation minus first installment, as per conditions listed in para 4.4.

4.3 Procedure for release of First Installment

- a) First installment shall be released to all the States who have taken the second installment in the previous year.
- b) States who have not received the second installment in the previous financial year, will have to submit proposals for first installment alongwith all requisite documents which were required to be submitted for the release of second installment of the previous financial year.
- c) States will also have to submit documents with proof of fulfillment of conditionalities, if any, indicated during earlier releases.

4.4 Procedure for release of Second Installment

Release of second installment to the State will be subject to the following conditions:-

- a) Utilisation of at least 60% of total available funds (including opening balance plus releases during the year and miscellaneous receipts).
- b) Fulfillment of conditionalities, if any, indicated during earlier releases.

The State Government shall furnish the following documents alongwith the proposal:-

- a) The application for release of 2nd installment should be submitted by the State Government in the prescribed proforma at **Annexe – VII**.
- b) The proposal for release of 2nd installment should be submitted by 15thDecember. No proposal for release of 2nd installment would be considered after 15thDecember, unless there is a justifiable reason for delay.
- c) Utilization Certificate (for State as a whole) for the funds received during the previous financial year in the prescribed proforma (**Annexe - VIII**). This should indicate scheme-wise utilization.
- d) Utilization Certificate for the funds received during the current financial year in the prescribed proforma (**Annexe – VIII**).
- e) A certificate that the 3% administrative expenses have been incurred on permissible items within the approved ceiling. (**Annexe VII**)
- f) A certificate that the funds have been transferred to the beneficiaries as per provisions of the guidelines. (**Annexe VII**)
- g) Non-diversion and non-embezzlement certificate (**Annexe VII**)

4.5. Disbursement of Pensions.

4.5.1 The guiding principle for disbursement of pension has to be convenience of the beneficiary. Given their physical, social and economic vulnerability, it should be ensured that the beneficiary will not have to travel more than 3 kms to access his/her pension account. As far as possible, for people who cannot cover the distance physically, the goal should be to provide door step services.

4.5.2 The possible modes of payment are Banks, Post Office Account, Money Order and Cash disbursement. Since inception of the Scheme, all the above modes of payment were suggested and States have followed different methods based on the convenience of the beneficiaries and feasibility. However the preferred mode of payment should be Bank Account or Post Office Savings Account. At the same time it is observed that in some areas,

the spread of banks and post offices across the country is not even. Crediting the pension amount into the bank/post office may not entirely serve the purpose as the old age pension beneficiaries and disabled beneficiaries may find it difficult to travel to the nearest bank/post office branch. In order to deliver the pension at the door step, banking correspondent/banking facilitator model should be adopted as per the instructions issued by the RBI.

4.5.3 Postal Money Order ensures door step delivery of pension, and has been adopted by many States successfully. However, to encourage savings, to ensure financial inclusion, the States should consciously encourage transfer to Bank/Post Office Accounts, which when enabled through IT intervention will result in timely delivery, and there will be no leakage or delays in disbursement.

4.5.4 Payment of assistance in cash to beneficiaries should be adopted only if other modes are not workable. If the payment is to be made in cash, the following measures should be adopted :-

- a) The payment will be disbursed in public meetings such as Gram Sabha in rural areas and Mohalla Committees in urban areas.
- b) The payment should be made on a specific day of every month which is widely publicized.
- c) The amount of pension due will be disbursed to the beneficiaries in terms of Rs.100.00 denomination by the Block Development Officer or any other officer subordinate to him in rural areas and the Distt. Social Welfare Officer (DSWO) or any officer sub-ordinate to him in the urban areas. The idea is to prevent harassment of the beneficiaries for change etc. which they may not be able to provide.
- d) In extreme hard cases where a beneficiary is found to be incapable of receiving his / her pension due at the specified place of disbursement, door step delivery of the pension dues shall be ensured within **seven days**.

- e) Necessary arrangements must be made by the BDO / DSWO at the places of disbursement for convenience of the beneficiaries especially during the summer and rainy seasons.
- f) The list of beneficiaries in respect of that particular Gram Panchayat / Ward in vernacular language must be displayed at the place of disbursement for information of general public on the day of disbursement.
- g) Adequate security arrangements must be ensured by the officer concerned at the place of pension disbursement and for transportation of the pension funds.
- h) Receipt of payment shall be taken from the beneficiary and kept on record in the Gram Panchayat / Ward Office.
- i) The name of the beneficiary should be announced in the Gram Sabha / Ward meetings in the presence of all members.
- j) The case disbursement process should be verified specifically in Social Audit.

CHAPTER V

ELECTRONIC / IT ENABLED TRANSFER OF PENSIONS

5.1 Use of Information Technology

5.1.1 In NSAP, the requirement for efficient service delivery would entail time bound sanction, release and disbursement of pensions within a specified and published time frame. It has been observed that a multilayered fund flow management across administrative levels leads to delays, parking of unutilized funds and prevents timely accounting and recovery of unutilized funds. In order to enhance efficiency in implementing NSAP both for sanction and disbursement of pensions, use of IT has been encouraged. States have gradually adopted an IT based implementation strategy, which has helped overcome problems of leakage, duplication and at the same time supports financial inclusion.

5.2 NSAP - MIS

5.2.1 To put in place a fund management system that is IT-enabled, the Ministry has developed a software through NIC, which is transaction / work-flow based. It can also be used by States / UTs for their own pension schemes. The Ministry has developed this MIS for all States and UTs to adopt. However, many States and UTs have developed their own software, therefore, such States and UTs will have to ensure porting of their information / data onto NSAP-MIS through a bridge-software. In the subsequent paras, the main functional features of the MIS have been described. The detailed Guidelines for use of NSAP-MIS may be seen at **Annexe IX**.

5.2.2 **Beneficiaries Database** - The States are required to maintain a database of eligible beneficiaries and upload it in the public domain. The beneficiary data should include all details of the beneficiary including his / her photograph. Since belonging to a BPL family is a pre-condition for sanction of pension the proposed link with the BPL database should be used to avoid duplication of pensioners.

5.2.3 Legacy Data - This legacy database is required to be uploaded on the NSAP website. For this purpose, legacy data formats for IGNOAPS, IGNWPS and IGNDPS are

placed on the NSAP website. Since legacy data is very large in number, it can be entered in the legacy data formats which are downloadable from the NSAP website and entered offline (without continuous use of internet) and sent to Ministry / NIC Delhi for processing and uploading. The data should be complete in all respects and the mandatory fields must be filled. **The new pensioners' data needs to be entered online.**

5.2.4 Process flow for new beneficiaries - For new pensioners, the data entry should be made directly on the NSAP website, using the State / District / Sub-district logins. The identification form of a new beneficiary is filled by the „**application receiver**’, the verification is done by the „**verifying officer**’, the sanctioning and issue of sanction order is done by „**sanctioning authority**’ and disbursement is done by the “**Pension Disbursing Authority (PDA)**”. There are separate logins created for each role in the whole procedure.

5.2.5 Fund Flow - The fund flow contains the estimation of funds required, allocation and release. Estimation is done from bottom – up i.e, village or ward to District to State and then Ministry, as per number of beneficiaries. Allocation and release is done from top to down i.e., Ministry to State to District, upto the level of the PDA.

5.2.6 Pension Disbursing Authorities - State Governments are required to nominate and designate the „**Pension Disbursing Authority**’. Depending upon the mode of disbursement, the PDA can be created at State / District / Sub-District / GP or Municipality level.

5.2.7 Acquittance Roll - In order to disburse pension to the beneficiaries under the jurisdiction of a PDA, Gram Panchayat wise or Ward wise *Acquittance* roll is to be generated every month and used for disbursing the pension. The *Acquittance* roll would indicate the name of the beneficiary and the amount due to her / him.

5.2.8 Updation of the Disbursement Ledger - Once the pension has been disbursed and the disbursement details of the pensioners, amount paid, signatures of pensioner are taken on the *Acquittance* roll, these details need to be updated in the disbursement ledger in NSAP website to enable updation of disbursement to the beneficiaries for information of pension due for future and for updating fund availability status with the PDAs for further allocation.

5.2.9 Discontinuation – There is provision of entering the result of the periodic / annual verification. In case a pensioner's pension has to be discontinued, due to death / migration / above BPL or any other ineligibility condition, this facility can be used to stop the pension.

5.2.10 Reinstate – In case a pension has been discontinued, but the pensioner becomes eligible, he / she appeals to the Sanctioning Authority. If fund eligible, he can be reinstated.

5.2.11 Central Plan Scheme Monitoring System (CPSMS) – CPSMS is a web-based online transaction system for fund management and e-payment to implementing agencies and beneficiaries. The primary objective of CPSMS is to establish an efficient fund flow system and expenditure network. It generates scheme specific MIS on utilization of funds released from Consolidated Fund of India on real time basis. Accordingly, States / UTs should use CPSMS for disbursing the funds under the schemes of NSAP.

5.2.12 Aadhaar based platform for pension disbursement :- This platform will further enhance efficiency in the sanction, payment and disbursement process. Many States and UTs have reached an advanced stage in Aadhaar enrolment of beneficiaries, recognizing the fact that this will help in reduction of leakages and duplication. It would also provide mobility to the pensioner in case of migration from one place to another. This platform will support financial inclusion also.

The State should develop a careful plan sensitive to the special needs of the beneficiaries to enable them to get Aadhaar numbers through proactive outreach. This should be followed up by seeding the Aadhaar numbers in the Bank / Post Office accounts. It should be ensured that no beneficiary is denied his or her entitlements for the reason that she has no bank / Post Office account and/or Aadhaar number.

CHAPTER VI

MONITORING AND EVALUATION

6.1 Advisory Committees.

6.1.1 National Social Assistance Advisory Committee (NSAAC) for NSAP

An Advisory Committee will be established at the all India level to assist the Ministry of Rural Development in the monitoring and evaluation of the NSAP and to advise on matters related to its effective implementation. The National Social Assistance Advisory Committee (NSAAC) for the schemes of NSAP will review implementation of the schemes of NSAP in various States, assess adequacy of funds available with different States and will suggest suitable policy recommendations. The NSAAC members may include representatives from the related Ministries or Departments of the Central Government viz., Ministry of Social Justice and Empowerment, Ministry of Women and Child Development, Ministry of Health and Family Welfare, Ministry of Labour, upto 5 members of civil society organization and 5 Secretaries from State Governments involved in execution of the scheme. The NSAAC may meet at least twice in a year.

6.1.2 State Level Committee

State level Committee should be headed by the Chief Secretary or Additonal Chief Secretary nominated by Chief Secretary and will include (a) Secretaries of concerned Departments such as Finance, Rural Development, Panchayati Raj, Municipal Affairs, Social Welfare, Health, Revenue, Women and Child Development, Minorities, SC, ST etc., (b) two Representatives of Banks/Post Office (c) two Chairpersons of Zilla Parishad (d) Collectors from 4 districts in rotation, and (e) four independent experts and representatives of NGOs. This Committee will be responsible for implementation, monitoring and evaluation of the programme and matters concerned therewith and to report to the Government of India. State Committees should meet at least twice a year.

6.1.3 District Level Committee

District level Committee will be headed by the Chief Executive Officer, Zilla Parishad and will include (a) District level officials of concerned Departments (b) four representatives from among Chairpersons of Panchayat Samitis and Municipalities and (c) four independent experts and representatives of NGOs working in this area. The District level Committee will be responsible for implementation, monitoring and evaluating the programme and for matters concerned therewith. They should submit their reports to the State nodal department

6.2 State Nodal Department

6.2.1 The States / UTs should as far as possible implement the Scheme through one nodal department. If this is not feasible, the nodal department will be responsible for coordinating with the different implementing departments for periodic review and submission of reports.

6.3 Monthly Progress Reports

6.3.1 State Governments through the Nodal department will submit physical and financial progress under different schemes of NSAP to the Central Government. For this, monthly progress reports (MPRs) have been prescribed as at *Annex- II*. The MPR have to be furnished online by the State Nodal Department by 15th of every month. This would make it mandatory for the Nodal department to obtain reports from the Districts and field offices in a regular manner. As far as possible, a system of on-line reporting should be followed to enable regular flow of information. The MPRs will be generated automatically in NSAP-MIS.

6.4 Nodal Officers Meeting

6.4.1 All the State Governments are required to designate an officer of appropriate rank, other than Secretary of the Nodal Department, as a State nodal officer for NSAP. The State nodal officer is responsible for furnishing of Monthly Progress Reports and any other information required by the Ministry of Rural Development from time to time. The nodal officer is also required to attend the nodal officers meeting which is held every quarter by

the Ministry of Rural Development. Ministry may be updated about any change of nodal officer in the State.

6.5 Performance Review Committee (PRC)

6.5.1 The progress of all rural development programmes are reviewed by the Secretary, Ministry of Rural Development with the Secretaries of the concerned departments in the State Government during PRC meetings held at the end of every quarter. The progress of NSAP is also included as one of the agenda items during the PRC meetings. In the PRC Meetings, States may raise issues relating to implementation and also share their experiences and give suggestions for improvements.

6.6 Area Officers

6.6.1 Area Officers are designated from among officers of Ministry of Rural Development, State Governments and District level for field visits and interaction with beneficiaries, and local public representatives.

6.6.2 Area Officers report will be shared with the concerned State Government for improving implementation of schemes.

6.7 National Level Monitors

6.7.1 National Level Monitors (third party monitors) are appointed by the Ministry of Rural Development to undertake field visits and report to the Central Government regarding implementation of various rural development programmes. The NLMs are assigned to different States and are provided with questionnaires of different schemes for the purpose of assessment of implementation of schemes in the field. The NLMs are also asked to review implementation of schemes under NSAP and the concerned State Nodal Departments are requested to assist NLMs and facilitate their inspection. The reports of NLMs will be shared with the concerned State Government for necessary action.

6.8 **Vigilance and Monitoring Committees:** The VMCs at the State and District levels are also forum for review of implementation of the programme.

6.9 **Grievance Redressal Mechanism :** The State should put in place a grievance redressal system at the Block, District, Municipality levels, and designate an officer of appropriate seniority to whom the grievances can be addressed. Timelines for dealing with grievances should be fixed. Complainant must be given a receipt, indicating the time line for redressal. The office of the designated officer must keep record of complaints received, action taken and outcome. The complainant must be informed in writing about action taken.

6.10 **Social Audit**

6.10.1 Participation of the public in decision making and policy execution is one of the tenets of good governance. If the members of the society particularly the stakeholders of a scheme are involved in scrutinizing and evaluating the implementation of the scheme at the field level, the learnings can help to implement the scheme in a more meaningful manner and the shortcomings, if any, found and brought the fore, could be eliminated. It is for this purpose that „Social Audit“ is essential in implementation and monitoring of the schemes under NSAP. Social Audit not only leads to the refinement of the schemes but also enhances transparency and accountability, and also helps redress grievances in public matters.

6.10.2 Social Audit is to be conducted by the Gram Sabha / Ward Committee. Social Audit under NSAP should be held at least **once in every six months**. Hence, one of the agenda items of at least two Gram Sabhas / Ward meetings convened by the Gram Panchayat/ Ward / Municipalities during the year needs to be “Conduct of Social Audit for schemes of NSAP”. The announcement of the Social Audit should be made by the District Officer at least **30 days** in advance. For each Social Audit by the Gram Sabha / Ward, the Gram Sabha / Ward will elect for itself a **Social Audit Committee** comprising the current beneficiaries of the schemes under NSAP. It should be ensured that women beneficiaries and beneficiaries from amongst SCs, STs and Minorities should be represented in this Social Audit Committee. The Gram Panchayat / Ward / Municipality / Block / District

Officer shall ensure that all relevant information such as names, addresses, mode of disbursement of pension, amount of pension disbursed etc about the beneficiaries residing under the jurisdiction of that Gram Panchayat / Ward are made available to the Social Audit Committee at least 15 days in advance. The Committee can verify the information if it desires to do so, by physically visiting the beneficiaries. The Committee should also review action taken on complaints from the record of the officer designated for grievance redressal.

6.10.3 The Social Audit Committee will read out its findings publicly in the Gram Sabha/ Ward meeting on the scheduled date for Social Audit. The staff implementing the programme at Gram Panchayat / Block / Ward / Municipality level shall also be present during the Social Audit. Participants shall be given an opportunity to seek and obtain information from the Gram Panchayat / Ward and the officials concerned and verify records. The Action Taken Report relating to the previous Social Audit shall be read out at the beginning of each Social Audit. The Minutes of the Social Audit held shall be recorded by Secretary of the Gram Panchayat / Ward and signed by all the participants, and sent to the District Officer.

6.10.4 The State nodal department should obtain reports of Social Audit conducted and report the same to the Ministry of Rural Development in NSAP-MIS or MPR.

Chapter VII

ADMINISTRATIVE EXPENSES, CONVERGENCE

7.1 Provision

7.1.1 State Governments are permitted to utilize upto 3% of the NSAP funds released during the year towards administrative expenses to streamline implementation of Schemes under NSAP subject to the conditions mentioned in following paras.

7.1.2 The provision is meant to enable effective implementation of NSAP Schemes. The States can decide the norms and formula for allocating this 3% as per their requirement.

7.2 Eligible items of expenditure

7.2.1 Activities permissible under administrative activities are :

- (a) Printing and distribution of Pension cards, printing of application forms.
- (b) Organising Camps for issue of disability certificates to disability pension beneficiaries
- (c) Information, Education & Communication (IEC) - awareness generation activities
 - Preparation and dissemination of IEC material
 - Community mobilization
 - Use of media
- (d) Training - Nodal officers, officials of PRIs, Urban local bodies, NGOs
 - Development of training modules and materials
 - Organization of training programmes
 - Current impact assessment
- (e) MIS
 - Data Entry
 - Report generation
 - Training of stakeholders in MIS

(f) Quality supervision

- Annual Verification
- Conducting Evaluation Studies and Impact assessment studies
- Social audit meetings
- Audit Costs

(g) Operational Expenses

- Expenses related to the implementation of NSAP such as Bank/Post Office charges, use of Common Service Centres, Banking Correspondents related etc.

(j) Stationery related to computational processes/MIS

7.3 Items of expenditure not permissible

7.3.1 These would include -

- (a) Salaries/ remunerations/ honoraria of functionaries already engaged by the Government / PRIs/ Municipalities / any other implementing agency
- (b) Purchase of new vehicles and repair of old vehicles
- (c) Civil works

7.4 One time expenses

7.4.1 Under administrative charges one time expenses may be allowed on following items:

- (a) Augmentation of computational facilities at the Block level
- (b) Almirahs for record-keeping and functional furniture.

7.5 Other Conditions

7.5.1 The administrative expenses will be met from the funds available with the State Government and will not be released separately.

7.5.2 Administrative expenses are over and above the expenditure States already incur in implementation of NSAP Schemes and not meant to replace them.

7.5.3 Further as per para 2.3.4(v) State Governments have to identify/create, out of their own resources, at least one programme officer of suitable rank each at the district and block levels with supporting staff for effective implementation of NSAP.

7.5.4 The State will distribute the administrative expenses under NSAP among the State headquarters/districts/blocks.

7.5.5. Expenditure incurred on administrative expenses will be intimated by the State Government to the Central Government at the end of every financial year in the consolidated utilization certificate of the State.

7.6 **Convergence :**

7.6.1 In order to ensure wider social security it is necessary to converge different anti-poverty programmes with NSAP. The following convergence should be automatic :-

- (1) All the NSAP beneficiaries should be enrolled to RSBY or State level health insurance schemes.
- (2) All the NSAP beneficiaries should be covered under Aam Adami Bima Yojana.
- (3) Special efforts should be made to provide housing under Indira Awaas Yojana to eligible beneficiaries under NSAP.
- (4) The State Livelihood Missions, both rural and urban, should proactively enroll the NSAP beneficiaries including all the women beneficiaries in the SHGs.
- (5) It should be ensured that all NSAP beneficiaries automatically get the benefit of food security.

At the micro-level, using the NHG network data on the needs of each family should be collective in respect of every beneficiary and consolidated at the Panchayat, block and district level and used for Planning Commission. In order to facilitate convergence, States/UTs should set up Convergence Committee under the State Secretary or under the Chief Secretary consisting of Secretaries and Heads of Departments in-charge of the Department of Social Justice, Social Welfare, Disability, SC/ST Development, Rural Development, Panchayati Raj, Health, etc.

SCHEME-WISE CEILING IN NSAP (Numerical ceiling of beneficiaries: NFBS)

| Sl. No. | States/UTs | Numerical Ceiling (in age -group of 18-59 years) |
|----------------|--------------------------|--|
| 1 | 2 | 3 |
| 1 | Andhra Pradesh | 18700 |
| 2 | Bihar | 35859 |
| 3 | Chhattisgarh | 12801 |
| 4 | Goa | 225 |
| 5 | Gujarat | 10695 |
| 6 | Haryana | 4154 |
| 7 | Himachal Pradesh | 684 |
| 8 | J & K | 435 |
| 9 | Jharkhand | 14148 |
| 10 | Karnataka | 18312 |
| 11 | Kerala | 4358 |
| 12 | Madhya Pradesh | 30826 |
| 13 | Maharashtra | 34987 |
| 14 | Odisha | 24697 |
| 15 | Punjab | 2673 |
| 16 | Rajasthan | 12347 |
| 17 | Tamilnadu | 18445 |
| 18 | Uttar Pradesh | 73075 |
| 19 | Uttarakhand | 4808 |
| 20 | West Bengal | 21553 |
| 21 | Arunachal Pradesh | 346 |
| 22 | Assam | 8524 |
| 23 | Manipur | 669 |
| 24 | Meghalaya | 781 |
| 25 | Mizoram | 197 |
| 26 | Nagaland | 535 |
| 27 | Sikkim | 175 |
| 28 | Tripura | 984 |
| | Sub Total | 355993 |
| | Union Territories | |
| 29 | A&N Islands | 86 |
| 30 | Chandigarh | 80 |
| 31 | D&N Haveli | 95 |
| 32 | Daman & Diu | 24 |
| 33 | NCT Delhi | 2270 |
| 34 | Lakshadweep | 9 |
| 35 | Pondicherry | 283 |
| | Sub Total | 2847 |
| | GRAND TOTAL | 358840 |

SCHEME-WISE CEILING IN NSAP Annexure-I (Contd.)

Numerical Ceiling of Beneficiaries : IGNOAPS

| Sl. No. | States/UTs | IGNOAPS beneficiaries excluding widows and persons with severe and multiple disabilities in the age group of 60-79 years covered under IGNWPS and IGNDPS | | |
|--------------------------|--------------------|--|-----------------|-----------------|
| | | 80 years and above | 60-79 years | Total |
| 1 | 2 | 3 | 4 | 5 |
| 1 | Andhra Pradesh | 93640 | 1042576 | 1136216 |
| 2 | Bihar | 300826 | 2695646 | 2996472 |
| 3 | Chhattisgarh | 73122 | 571307 | 644429 |
| 4 | Goa | 1609 | 11450 | 13059 |
| 5 | Gujarat | 81156 | 499550 | 580706 |
| 6 | Haryana | 31945 | 226638 | 258583 |
| 7 | Himachal Pradesh | 8913 | 89455 | 98368 |
| 8 | J & K | 5421 | 133904 | 139325 |
| 9 | Jharkhand | 79712 | 913855 | 993567 |
| 10 | Karnataka | 137544 | 829051 | 966595 |
| 11 | Kerala | 60098 | 389060 | 449158 |
| 12 | Madhya Pradesh | 194634 | 1374993 | 1569627 |
| 13 | Maharashtra | 275988 | 2005113 | 2281101 |
| 14 | Odisha | 155709 | 1262922 | 1418631 |
| 15 | Punjab | 27926 | 173113 | 201039 |
| 16 | Rajasthan | 121322 | 678314 | 799636 |
| 17 | Tamilnadu | 146081 | 1091728 | 1237809 |
| 18 | Uttar Pradesh | 523702 | 3821312 | 4345014 |
| 19 | Uttarakhand | 32050 | 207448 | 239498 |
| 20 | West Bengal | 203066 | 1220126 | 1423192 |
| 21 | Arunachal Pradesh | 1217 | 28073 | 29290 |
| 22 | Assam | 42982 | 664945 | 707927 |
| 23 | Manipur | 6535 | 49510 | 56045 |
| 24 | Meghalaya | 2742 | 75238 | 77980 |
| 25 | Mizoram | 4267 | 20984 | 25251 |
| 26 | Nagaland | 2634 | 41896 | 44530 |
| 27 | Sikkim | 611 | 15807 | 16418 |
| 28 | Tripura | 16363 | 125147 | 141510 |
| | Sub Total | 2631815 | 20259161 | 22890976 |
| Union Territories | | | | |
| 29 | A&N Islands | 429 | 5495 | 5924 |
| 30 | Chandigarh | 449 | 4662 | 5111 |
| 31 | D&N Haveli | 341 | 7717 | 8058 |
| 32 | Daman & Diu | 128 | 712 | 840 |
| 33 | NCT Delhi | 12314 | 107089 | 119403 |
| 34 | Lakshadweep | 62 | 507 | 569 |
| 35 | Puducherry | 2509 | 15204 | 17713 |
| | Sub Total | 16232 | 141386 | 157618 |
| | GRAND TOTAL | 2648047 | 20400547 | 23048594 |

SCHEME-WISE CEILING IN NSAP
Numerical Ceiling of Beneficiaries : IGNWPS

Annexure-I
(contd.)

| Sl. No. | States/UTs | IGNWPS beneficiaries in age group of 60-79 years | IGNWPS beneficiaries in age group of 40-59 years | Total IGNWPS beneficiaries in age group of 40-79 years |
|--------------------------|--------------------|--|--|--|
| 1 | 2 | 3 | 4 | 5 |
| 1 | Andhra Pradesh | 239266 | 181871 | 421137 |
| 2 | Bihar | 393363 | 241332 | 634695 |
| 3 | Chhattisgarh | 158808 | 101817 | 260625 |
| 4 | Goa | 4665 | 3495 | 8160 |
| 5 | Gujarat | 132676 | 85719 | 218395 |
| 6 | Haryana | 35092 | 22057 | 57149 |
| 7 | Himachal Pradesh | 11230 | 6749 | 17979 |
| 8 | J & K | 5370 | 2964 | 8334 |
| 9 | Jharkhand | 147300 | 124808 | 272108 |
| 10 | Karnataka | 263177 | 202186 | 465363 |
| 11 | Kerala | 134209 | 75027 | 209236 |
| 12 | Madhya Pradesh | 347640 | 188772 | 536412 |
| 13 | Maharashtra | 600547 | 323936 | 924483 |
| 14 | Odisha | 334191 | 194379 | 528570 |
| 15 | Punjab | 26929 | 15258 | 42187 |
| 16 | Rajasthan | 179481 | 99231 | 278712 |
| 17 | Tamilnadu | 299921 | 249163 | 549084 |
| 18 | Uttar Pradesh | 626324 | 365460 | 991784 |
| 19 | Uttarakhand | 57942 | 37371 | 95313 |
| 20 | West Bengal | 373114 | 271476 | 644590 |
| 21 | Arunachal Pradesh | 1716 | 1849 | 3565 |
| 22 | Assam | 73623 | 63840 | 137463 |
| 23 | Manipur | 4737 | 3306 | 8043 |
| 24 | Meghalaya | 4177 | 4321 | 8498 |
| 25 | Mizoram | 1034 | 891 | 1925 |
| 26 | Nagaland | 1759 | 1961 | 3720 |
| 27 | Sikkim | 913 | 701 | 1614 |
| 28 | Tripura | 10495 | 7432 | 17927 |
| | Sub Total | 4469699 | 2877372 | 7347071 |
| Union Territories | | | | |
| 29 | A&N Islands | 723 | 781 | 1504 |
| 30 | Chandigarh | 485 | 457 | 942 |
| 31 | D&N Haveli | 782 | 606 | 1388 |
| 32 | Daman & Diu | 262 | 208 | 470 |
| 33 | NCT Delhi | 20397 | 15964 | 36361 |
| 34 | Lakshadweep | 158 | 127 | 285 |
| 35 | Puducherry | 5586 | 4199 | 9785 |
| | Sub Total | 28393 | 22342 | 50735 |
| | GRAND TOTAL | 4498092 | 2899714 | 7397806 |

SCHEME-WISE CEILING IN NSAP
Numerical Ceiling of Beneficiaries : IGDPS

Annexure-I (contd.)

| Sl. No. | States/UTs | IGDPS beneficiaries in age group of 60-79 years | IGDPS beneficiaries in age group of 18-59 years | Total IGDPS beneficiaries in age group of 18-79 years |
|--------------------------|--------------------|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| 1 | Andhra Pradesh | 10919 | 30942 | 41861 |
| 2 | Bihar | 25810 | 100346 | 126156 |
| 3 | Chhattisgarh | 8996 | 23089 | 32085 |
| 4 | Goa | 104 | 364 | 468 |
| 5 | Gujarat | 7670 | 25867 | 33537 |
| 6 | Haryana | 3160 | 8377 | 11537 |
| 7 | Himachal Pradesh | 905 | 2220 | 3125 |
| 8 | J & K | 568 | 2221 | 2789 |
| 9 | Jharkhand | 6673 | 24613 | 31286 |
| 10 | Karnataka | 9869 | 33770 | 43639 |
| 11 | Kerala | 9194 | 20741 | 29935 |
| 12 | Madhya Pradesh | 27872 | 72052 | 99924 |
| 13 | Maharashtra | 21787 | 68731 | 90518 |
| 14 | Odisha | 24261 | 66493 | 90754 |
| 15 | Punjab | 1554 | 4919 | 6473 |
| 16 | Rajasthan | 15889 | 40965 | 56854 |
| 17 | Tamilnadu | 12902 | 66414 | 79316 |
| 18 | Uttar Pradesh | 40845 | 141978 | 182823 |
| 19 | Uttarakhand | 3757 | 10629 | 14386 |
| 20 | West Bengal | 16834 | 69916 | 86750 |
| 21 | Arunachal Pradesh | 203 | 1081 | 1284 |
| 22 | Assam | 4286 | 14630 | 18916 |
| 23 | Manipur | 291 | 716 | 1007 |
| 24 | Meghalaya | 208 | 761 | 969 |
| 25 | Mizoram | 74 | 326 | 400 |
| 26 | Nagaland | 194 | 766 | 960 |
| 27 | Sikkim | 159 | 658 | 817 |
| 28 | Tripura | 545 | 1599 | 2144 |
| | Sub Total | 255529 | 835184 | 1090713 |
| Union Territories | | | | |
| 29 | A&N Islands | 53 | 248 | 301 |
| 30 | Chandigarh | 27 | 177 | 204 |
| 31 | D&N Haveli | 51 | 203 | 254 |
| 32 | Daman & Diu | 13 | 53 | 66 |
| 33 | NCT Delhi | 992 | 5329 | 6321 |
| 34 | Lakshadweep | 11 | 40 | 51 |
| 35 | Puducherry | 308 | 951 | 1259 |
| | Sub Total | 1455 | 7001 | 8456 |
| | GRAND TOTAL | 256984 | 842185 | 1099169 |

Annexure II

Monthly Progress Report(MPR)/Quarterly Report*

| | |
|---|--|
| 1. Opening balance under NSAP as on 1 st April (in lakh) | |
| 2. Funds released for NSAP, upto month of reporting (in lakh) | |
| 3. Total available funds | |

| Item | Indira Gandhi National Old Age Pension Scheme (IGNOAPS) | Indira Gandhi National Widow Pension Scheme (IGNWPS) | Indira Gandhi National Disability Pension Scheme (IGDNDPS) | National Family Benefit Scheme (NFBS) | Annapurna |
|---------------------------------------|---|--|--|---------------------------------------|-----------|
| 1. Total Funds Utilized (in lakh) | | | | | |
| 2. Mode of Disbursement (in numbers) | | | | | |
| a. Bank Account | | | | | |
| b. Post Office Account | | | | | |
| c. Money Order | | | | | |
| d. Cash | | | | | |
| 3.Total number beneficiaries | | | | | |

*Reports for every Quarter (June, September, December, March) should come in the same format with cumulative figures.

*State to ensure that similar reports are received monthly from districts and Municipalities.

*Release for next quarter will be based on figures reported in MPR.

Signature of Designated Officer

Name

Designation.....

Seal.....

Certificate of Coverage
(To be submitted by 15th December)

Government of

Year _____

INDIRA GANDHI NATIONAL OLD AGE PENSION SCHEME (IGNOAPS)

This is to certify that _____ (number) persons eligible and belonging to Below Poverty Line (BPL) household both in rural and urban areas have been covered under IGNOAPS and are receiving the pension.

It is also confirmed that for the purpose of identifying new eligible beneficiaries under IGNOAPS, the Guidelines of NSAP, have been followed.

(Signature)
Secretary of Nodal Department for NSAP

or

Officer designated.

Date.....

Seal

Certificate of Coverage
(To be submitted by 15th December)

Government of

Year _____

INDIRA GANDHI NATIONAL WIDOW PENSION SCHEME (IGNWPS)

This is to certify that _____ (number) persons eligible and belonging to Below Poverty Line (BPL) household both in rural and urban areas have been covered under IGNWPS and are receiving the pension.

It is also confirmed that for the purpose of identifying new eligible beneficiaries under IGNWPS, the Guidelines of NSAP, have been followed.

(Signature)
Secretary of Nodal Department for NSAP

or

Officer designated.

Date.....

Seal

Certificate of Coverage
(To be submitted by 15th December)

Government of

Year _____

INDIRA GANDHI NATIONAL DISABILITY PENSION SCHEME (IGNDPS)

This is to certify that _____ (number) persons eligible and belonging to Below Poverty Line (BPL) household both in rural and urban areas have been covered under IGNDPS and are receiving the pension.

It is also confirmed that for the purpose of identifying new eligible beneficiaries under IGNDPS, the Guidelines of NSAP, have been followed.

(Signature)
Secretary of Nodal Department for NSAP

or

Officer designated.

Date.....

Seal

Certificate of Coverage
(To be submitted by 15th December)

Government of

Year _____

NATIONAL FAMILY BENEFIT SCHEME (NFBS)

This is to certify that _____ (number) persons eligible and belonging to Below Poverty Line (BPL) household both in rural and urban areas have been covered under NFBS and received the onetime benefit.

It is also confirmed that for the purpose of deciding eligibility under NFBS, the Guidelines of NSAP, have been followed.

(Signature)
Secretary of Nodal Department for NSAP

or

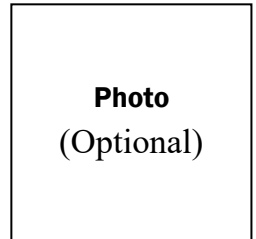
Officer designated.

Date.....

Seal

APPLICATION FOR NATIONAL SOCIAL ASSISTANCE PROGRAMME (NSAP)

Pension Scheme: IGNOAPS IGNWPS IGNDPS



Name of Pensioner : _____

Father's/Mother's Name
Or
Husband's/Wife's Name : _____

Gender (Male/Female) : _____

Date of Birth _____ / _____ / _____
or
(Proof of Birth) _____

Category : _____
(SC/ST/OBC/Minority/Gen.)

Address : _____

Village/locality: _____

GramPanchayat:/Ward: _____

Sub District/Block : _____

District : _____

State : _____ PIN _____

Aadhar no.: _____ Ration Card no.: _____

Electoral Photo Identity Card (EPIC) no. _____

BPL Detail: Year: _____ Location: _____ Family ID no.: _____

Member ID no.: _____

In case of Disability Pension- Type of Disability _____
(As indicated in certificate)

Details of Bank/ Post Office Account of Pensioner: _____
(if available)

Signature of the Applicant/Thumb Impression

Counter Signature
of Verification Officer _____

Name _____

Designation _____

APPLICATION FOR BENEFIT UNDER NFBS

A. Details of Deceased

Name : _____ S/o _____
Gender (Male/Female) : _____ Age at the Time of Death: _____
Address:: _____
Village: _____
Gram Panchayat:/Ward/locality : _____
Sub District/Block : _____
District : _____
State : _____ PIN _____

BPL Details

Year: _____ Location: _____ Family ID No.: _____
Member ID No.: _____

B. Details of the Family Member to be provided Assistance

Name : _____ S/o _____
Gender (Male/Female) : _____ Date of Birth(with proof): _____
Address:: _____
Village: _____
Gram Panchayat:/Ward/locality : _____
Sub District/Block : _____
District : _____
State : _____ PIN _____

BPL Details

Year: _____ Location: _____ Family ID No.: _____
Member ID No.: _____

Signature of the Applicant/Thumb Impression

Counter Signature
Of Verification Officer _____

Name _____

Designation _____

NATIONAL SOCIAL ASSISTANCE PROGRAMME(NSAP)

SANCTION ORDER

IGNOAPS / IGNWPS / IGNDPS*

Sanction Order no. _____ Date ____/____/____

Until further notice on the expiry of every month be pleased to pay
Shri/Smt/Ms. _____ Father's/Husband's
name _____, Age _____ Gram
Panchayat / Ward / Municipality Name _____ Sub
District _____ Area _____ District _____,
State _____, at the rate of Rs. _____ per month from _____.
Pension Disbursement Authority (PDA) Name _____

Signature & Seal of

Sanctioning Authority _____

***Strike off which is not applicable**

NATIONAL SOCIAL ASSISTANCE PROGRAMME(NSAP)

SANCTION ORDER

NATIONAL FAMILY BENEFIT SCHEME (NFBS)

Sanction Order no. _____ Date ____/____/____

Please pay (Name of the Applicant)_____ Father's /
Husband's name _____Rs._____, under National Family Benefit
Scheme on account of death of (Name of deceased person)_____ Age (of deceased
person)_____ Gram Panchayat/ Ward/Municipality _____Sub
District _____ District _____,
State_____.

Signature & Seal of

Sanctioning Authority _____

***Strike off which is not applicable**

NATIONAL SOCIAL ASSISTANCE PROGRAMME (NSAP)

Pensioner's Pass Book

IGNOAPS / IGNWPS / IGNDPS

Name of Pensioner _____,

S/O - W/o _____

Address _____

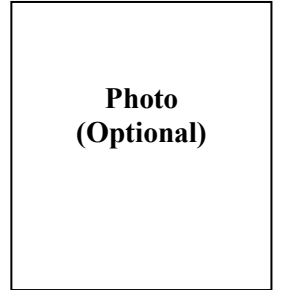
Village / Ward _____

Gram Panchayat / Municipality _____

Sub District/Block _____ **District** _____

State _____

Sanction Order no. _____ **Date** _____



Name of Pensioner : _____

Father's /Husband's Name : _____

Date of Birth _____ / _____ / _____ or Proof of Birth _____

Category : _____ Gender (Male/Female) : _____
(SC/ST/OBC/Minority/Gen.)

In case of Disability Pension, Type of Disability _____
(As specified in disability certificate)

Mode of Disbursement: Bank / Post Office Account / M.O. / Cash

UID No.: _____ Electoral Photo Identity Card (EPIC) No.: _____

Ration Card No.:(if available) _____

BPL Details

Year: _____ Location: _____ Family ID No.: _____

Member ID No.: _____

PENSION DISBURSEMENT DETAILS

Date of Sanction _____ / Sanction Order No. _____

| Year | April | | May | | June | | July | | August | | September | |
|------|-------|------|------|------|------|------|------|------|--------|------|-----------|------|
| | Amt. | Sign | Amt. | Sign | Amt. | Sign | Amt. | Sign | Amt. | Sign | Amt. | Sign |
| 2014 | | | | | | | | | | | | |
| 2015 | | | | | | | | | | | | |
| 2016 | | | | | | | | | | | | |
| 2017 | | | | | | | | | | | | |
| 2018 | | | | | | | | | | | | |
| 2019 | | | | | | | | | | | | |

| | October | | November | | December | | January | | February | | March | |
|------|---------|------|----------|------|----------|------|---------|------|----------|------|-------|------|
| Year | Amt. | Sign | Amt. | Sign | Amt. | Sign | Amt. | Sign | Amt. | Sign | Amt. | Sign |
| 2014 | | | | | | | | | | | | |
| 2015 | | | | | | | | | | | | |
| 2016 | | | | | | | | | | | | |
| 2017 | | | | | | | | | | | | |
| 2018 | | | | | | | | | | | | |
| 2019 | | | | | | | | | | | | |

NATIONAL SOCIAL ASSISTANCE PROGRAMME
PROFORMA FOR RELEASE OF SECOND INSTALMENT

1. Year: _____
2. Name of State/UT : _____

3. Central Allocation for the current year: _____ (Rs in lakh)
4. Funds received as First Installment: _____ (Rs. in lakh)
5. Funds carried over from previous year: _____ (Rs. in lakh)
6. Total Available Funds: _____ (Rs. in lakh)
7. Utilization Certificate for the previous year to be enclosed in proforma (Annexure VIII).
8. Audit report of the previous year with the relevant certificates duly recorded by the Auditor is enclosed.
9. It is certified that:
 - (i) No major irregularities such as embezzlement, diversion of funds etc., have been noticed in the audit report for the previous year in respect of any implementing agency under National Social Assistance Programme;
 - (ii) Necessary action has already been initiated to rectify the defects pointed out in the Audit Report for the previous year and earlier years and compliance would be sent/has been sent to Ministry shortly; (Strike off if not applicable)
 - (iii) All conditions laid down in the NSAP guidelines are being fulfilled while implementing the scheme.
 - (iv) 3 % expenditure has been incurred on permissible items with in the approved ceiling.

Signature of the Designated Officer _____

Name: _____

Designation: _____

UTILISATION CERTIFICATE

(NATIONAL SOCIAL ASSISTANCE PROGRAMME)

Name of the State/UT _____

Utilization Certificate for the year _____

- (a) Unspent balance from previous year _____
- (b) Total grants received as Additional Central Assistance(ACA) during the year _____
- (c) Miscellaneous receipts of the State, if any under NSAP & Annapurna _____
- (d) Total funds available _____ (Rs. in lakh)

Certificate that a sum of Rs. _____ lakh was received by the State of _____ as Central Assistance during _____ from Government of India (Ministry of Rural Development) under National Social Assistance Programme including Annapurna Scheme. Further a sum of Rs. _____ (Rs. _____ only) being unspent balance of the previous year _____ was allowed to be brought forward for utilization during the current year _____. The miscellaneous receipts of the State/Its during the year were Rs. _____ lakh.

2. It is also certified that out of the total available funds of Rs. _____ (Rupees _____) Sum of Rs. _____ (Rupees _____) has been utilized by State/UTs for the purpose for which it was sanctioned which includes an amount of Rs. _____ towards Administrative charges.

It is further certified that the unspent balance of Rs. _____(Rupees _____) remaining at the end of the year will be utilized for the programme next year / remaining part of the year.

3. Certified that I have satisfied myself that the conditions on which grant-in-aid was sanctioned have been duly fulfilled/are being fulfilled and that I have exercised the reasonable checks to see that the money has been actually utilized for the purpose for which it was sanctioned.

Dated _____

Signature: _____

Name: _____

Designation & Seal of Nodal Secretary _____