



GOVERNMENT OF KERALA

Abstract

Local Self Government Department-Rollout for Direct Benefit Transfer (DBT) Phase II using Aadhar to the schemes of National Social Assistance Programme (NSAP) - Orders issued.

LOCAL SELF GOVERNMENT (DA) DEPARTMENT

G.O.(Rt)No.1322/13/LSGD Dated, Thiruvananthapuram, 18.05.2013.

Read:-(1) Letter D.O.J-11011/5/2012-NSAP dated 23.04.2013 from the Secretary, Ministry of Rural Development Department, Government of India.

(2) Minutes of the meeting conducted by Additional Secretary, Ministry of Rural Development, Government of India held on 10.05.2013.

ORDER

In letter read as 1st paper above the Secretary, Ministry of Rural Development Department, Government of India has informed that the three pension schemes of the Ministry of Rural Development, Government of India namely, Indira Gandhi National Oldage Pension, Indira Gandhi National Widow Pension and Indira Gandhi National Disabled Pension will be brought under Direct Benefit Transfer Phase II in the selected 11 districts in Kerala. It is decided that the Direct Benefit Transfer scheme will be effected in all 14 districts.

A detailed guideline is finalised and approved in this regard is annexed for completing the activities of updating data base of beneficiaries with the Aadhar and Bank account of all pension beneficiaries of NSAP by 30.06.2013 in a time bound manner.

By Order of the Governor
Reetha.S.Prabha
Under Secretary to Government

To

The District Collector,
Pathanamthitta, Wayanad, Palakkad, Kottayam, Ernakulam,
Alappuzha, Idukki, Thiruvananthapuram, Kozhikode,
Thrissur, Kannur.

The Director, Social Justice Department, Thiruvananthapuram.
Shri.M.Girish Kumar, I.A.S, Officer on Special duty
Finance Resource, Finance Department,

The State Informatic Officer, National Informatic Centre,
KELTRON House, C-DAC Building, Vellayambalam,
Thiruvananthapuram -33.

The Director, I.K.M, Thiruvananthapuram.

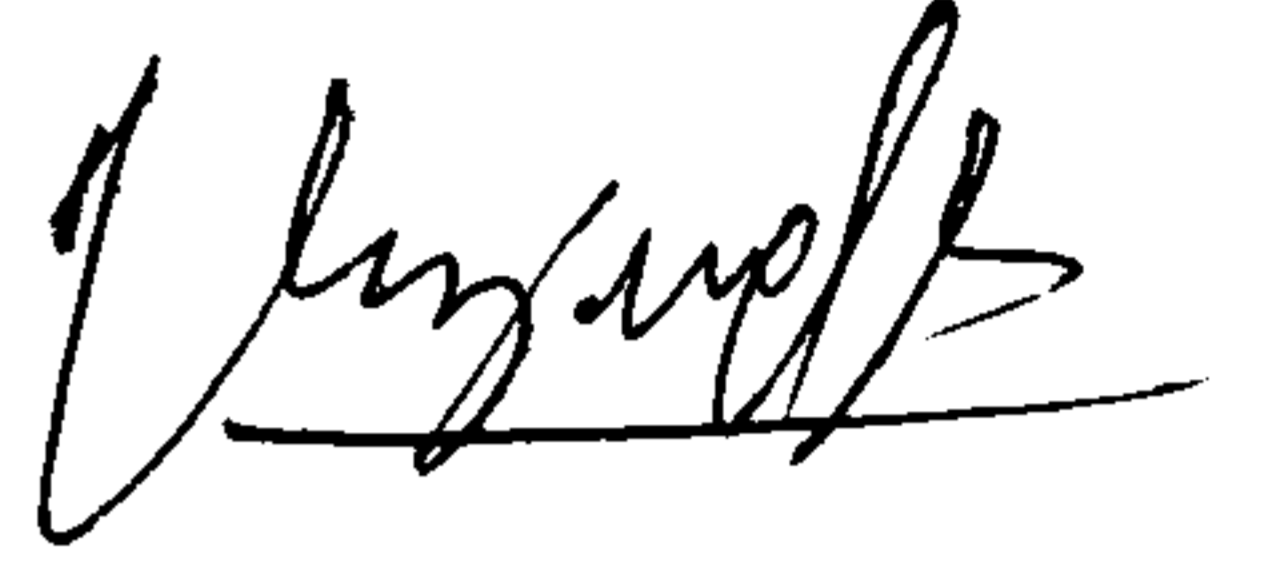
The Director of Panchayat, Thiruvananthapuram.

The Director of Urban Affairs, Thiruvananthapuram.

The Commissioner of Land Revenue, Thiruvananthapuram.

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Section Officer

Direct Benefit Transfer Guidelines

TRANSFER GUIDELINES

1. Government have decided to introduce the Direct Benefit Transfer (DBT) system to the pension schemes of National Social Assistance Programme (NSAP), namely, IGNOAPS, IGDPS and IGWPS. This would enable the pension, to flow directly into the post office / bank account of the beneficiary concerned. The DBT involves the following steps, namely,

- A) Updating, completing and digitising the database of all pension beneficiaries.
- B) Opening Post office / Bank account for all beneficiaries.
- C) Enrolling all beneficiaries in Aadhaar.
- D) Seeding digital database of beneficiaries with Aadhaar number.
- E) Seeding Post office / Bank account number with Aadhaar number and
- F) Sending payment advice to Post office / Banks through Central Plan Scheme Monitoring System(CPSMS).

2. In order to accomplish the above task, it is necessary to launch an intensive drive to open post Office/Bank accounts for all pensioners and to enrol them in Aadhaar. Through IKM, LSGD has already developed DBT software named "Sevana Pension" for disbursement of social security pension direct to the beneficiaries. The database of all beneficiaries under SSP schemes are made available in the software. Now this data with their Post office /Bank account and Aadhaar number is to be uploaded on to the LSGD - Website. The database should be updated by the Secretaries of the concerned local bodies and uploaded to the LSGD website periodically.

The following strategy can be adopted to operationalise DBT system under the pension schemes of NSAP.

Step1

District Collector shall convene a meeting of Deputy Director of Panchayats, Municipal Secretaries, District Superintendent of Post Offices, Lead Bank District Managers, District informatics Officer of NIC, DTOs and Coordinators of IKM, DMCs of Kudumbashree, Coordinator of Akshay to finalize the plan of Action as well as the implementation of calendar.

Step 2

District Collector shall hold a meeting of Municipal Chairpersons, Grama Panchayat Presidents, and Secretaries and discuss overall frame work, the LSG level implementation strategy, plan of action and implementation calendar of DBT.

Step 3

Direct Benefit Transfer Guidelines

District Collector shall take a special meeting of the District Level Bankers Committee to discuss the modalities of opening bank account / post office saving bank accounts for the pensioners. District Superintendent of Post Offices may be specially invited to the above meeting.

Step 4

Special meeting of the Municipal Council / Panchayat Committee may be convened to finalize the Panchayat / Municipality level plan of action. The CDS chairperson and Akshaya entrepreneurs may be invited to the above meeting. The venue, date and logistics of Panchayat level camps may be planned in this meeting. Opening bank/Post Office accounts and Aadhaar enrolments may be completed on camp mode. The mobilisation of beneficiaries to the camps can be facilitated by CDS. In the case of completely bed ridden and invalid pensioners, Akshaya entrepreneurs will go to their houses and enrol them in Aadhaar as per the prevailing instructions in this regard.

Step 5

The Panchayat/Municipal Secretary of the concerned local body shall seed the data base of the pensioners with Aadhaar Number and SB account details. The same shall be uploaded to the LSGD website through the Sevana Software locally. Bank Manager/Post Master shall seed the bank account number of the pensioners with Aadhaar Number. The DDP, concerned postal authorities, LDM will closely monitor the progress of this activity.

Step 6

Information Kerala Mission will facilitate uploading of database of beneficiaries to NSAP and CPSMS database through an interface.

CPSMS will process both Aadhaar Payment Bridge(APB) as well as National Electronic Fund Transfer(NEFT) in the case of delays in seeding of Aadhaar.

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3. The indicative calendar of activities is given below.

Sl No.	Activity	Responsibility	Time line
1.	Updating, completing and digitising the database of pensioners	Panchayat Secretary/Municipal Secretary/ IKM	20/ 05/ 2013
2.	District level meeting of Key players	District Collector / DDP	20/ 05/ 2013
3.	District level meeting of LSG Heads and Secretaries	District Collector / DDP	21/ 05/ 2013
4.	District level bankers/supt. of post offices meeting	District Collector/ Supt. of Post Office/Lead Bank Manager	25/ 05/ 2013
5.	LSG level meeting	Panchayat Secretary/ municipal Secretary	30/ 05/ 2013
6.	Organising camps for Aadhaar enrolment opening of SB Accounts	Municipal Secretary / Panchayat Secretary / Akshaya co-ordinator	01/06/ 2013 to 15/06/ 2013
7.	Seeding of Aadhaar with LSGD database and bank/post office SB account	Municipal Secretary /Panchayat Secretary / Supt. of Post Office/Bank Manager	01/06/ 2013 to 25/06/ 2013
8.	Uploading database of pensioners to LSGD Website	Municipal Secretary /Panchayat Secretary	Before 30/ 06/ 2013
9.	Readiness to switch over to Aadhaar enabled DBT		01/ 07/ 2013

* The dates may be finalized by the District Collector by keeping 1st July 2013 as the cut off date for switching over to Aadhaar enabled DBT.

Direct Benefit Transfer Guidelines

4. Action Plan at Government level, District level and Panchayat level

Government level

SI No.	Activity	Responsibility	Time line
1.	Design of New Fund Flow mechanism	Secretary, Finance	31 / 05/ 2013
2.	Constituting Core Group at Govt level	Secretary, LSGD	10 /05/ 2013
3.	Issue of operational guideline	Secretary, LSGD	18/ 05/ 2013
4.	Opening dedicated Bank Account for DP	Secretary, Finance	31/ 05/ 2013
5.	Releasing of State share to DP	Secretary, Finance	/ 05/ 2013
6.	Interface with MRD ,GOI	Secretary, LSGD	15/06/ 2013
7.	Pushing SHG Mode of banking correspondence with State Lead Bank and bank account	Secretary, LSGD	15 /06/ 2013
8.	Direction to IKM to develop an interface with NSAP/CPSMS for pension disbursement	Secretary, LSGD	20/ 05/ 2013
9	State level Meeting and follow up	Secretary, LSGD	31/05/2013
10	Video Conference dates	Secretary, LSDG/ Director SJ	30/05/2013

Direct Benefit Transfer Guidelines

District level

SI No.	Activity	Responsibility	Time line
1	Conducting orientation meetings regarding the scheme to all the key stakeholders	District Collector	/05/2013
2.	Conducting Trg Programme for Key Stakeholders	District Collector	/ 05/ 2013
3	Resolving transitional issues	District Collector	/ 05/ 2013
4	Constituting Core Group at District level and designating a Nodal officer	District Collector	/ 05/ 2013
5	District level Supt. of Post Offices/ bankers meeting	District Collector	/05/ 2013
6	Reporting to Secretary LSGD weekly	District Collector	

*The dates may be finalized by the District Collector by keeping 1st July 2013 as the cut off date for switching over to Aadhar enabled DBT.

Panchayat level

SI No.	Activity	Responsibility	Time line
1.	Updating, completing and digitising the database of pensioners	Panchayat Secretary/Municipal Secretary/ IKM	/ 05/ 2013
5.	Organising camps for Aadhaar enrolment & opening of SB Accounts	Panchayat Secretary/ municipal Secretary	/ 05/ 2013
6.	Mobilising beneficiaries to the camp	CDS/ Kudumbasree Akshaya co-ordinator	01/06/ 2013 to 15/06/ 2013
7.	Seeding of Aadhaar with LSGD database and Savings account	Municipal secretary Panchayat Secretary / Post Master/Bank Manager	01/06/ 2013 to 25/06/ 2013
8.	Uploading database of pensioners to NSAP - Website	DDP / DIO	Before 30/ 06/ 2013
9.	Readiness to switch over to Aadhaar enabled DBT		01/ 07/ 2013

* The dates may be finalized by the District Collector by keeping 1st July 2013 as the cut off date for switching over to Aadhar enabled DBT.

Direct Benefit Transfer Guidelines

5. General guidelines

- i. District Collector may prepare a good awareness campaign so that the beneficiaries will be coming to the camps.
- ii. It is voluntary on the part of the beneficiary to open a post office or bank account.
- iii. No beneficiary will be denied pension for want of Bank Account or Aadhar number, however encourage all to open a bank account for easy transaction.
- iv. All the post offices/banks may be oriented properly so that the camp arrangements are tied up properly.
- v. The Agencies/ Unit doing Aadhar cards may be oriented properly so that the camps arrangements are tied up properly.
- vi. All District may send a report on weekly basis on activities conducted and progress made to Government and suggestions if any. The report may be sent on the following email address.
- v. For any clarification feel free to communicate to

Ms Reetha S Prabha Under Secretary LSGD,
Mobile - 9446041415
Email address: uslsgd@gmail.com