

NATIONAL SOCIAL ASSISTANCE PROGRAMME

PROGRAMME GUIDELINES



Government of India
Ministry of Rural Development
October, 2014

Recall the face of the poorest and the weakest man (woman) whom you may have seen, and ask yourself, if the step you contemplate is going to be of any use to him (her). Will he (she) gain anything by it? Will it restore him (her) to a control over his (her) own life and destiny? In other words, will it lead to swaraj (freedom) for the hungry and spiritually starving millions?

.....MAHATMA GANDHI

“Father of the Nation”

Article 41 of the Indian Constitution

(Right to work, to education and to public assistance in certain cases)

“The State shall, within the limits of its economic capacity and development, make effective provision for securing the right to work, to education, and to public assistance in cases of unemployment, old age, sickness and disablement, and in other cases of undeserved want.”

CONTENTS

Chapter	Content and Sub-heads	Page no.
I	Historical Background	1
	1.1 Introduction	1
	1.2 Changes in the composition of NSAP	1
II	Salient Features of Schemes of NSAP	4
	2.1 Key Principles	4
	2.2 Components of NSAP	6
	2.3 Eligibility Criteria and Scale of Assistance	6
	2.4 Norms for Central Assistance	7
III	Implementation	9
	3.1 Selection of Beneficiaries	9
	3.2 Sanction	11
	3.3 Appeal and Review	12
	3.4 Record of applications	12
	3.5 Timeline for different processes relating to schemes of NSAP	12
	3.6 Administrative Arrangements	13
IV	Allocation, Release and Disbursement of Funds	16
	4.1 Allocation of Central Funds – Criteria	16
	4.2 Release of Funds	16
	4.3 Procedure for release of First Installment	17
	4.4 Procedure for release of Second Installment	17
	4.5 Disbursement of Pensions	18
V	Electronic / IT enabled transfer of pensions	21
	5.1 Use of Information Technology	21
	5.2 NSAP-MIS	21

VI	Monitoring and Evaluation	24
	6.1 Advisory Committees	24
	6.2 State Nodal Department	25
	6.3 Monthly and Quarterly Progress Reports	25
	6.4 Nodal Officers Meeting	25
	6.5 Performance Review Committee (PRC)	25
	6.6 Area Officers	26
	6.7 National Level Monitors	26
	6.8 Vigilance and Monitoring Committees	26
	6.9 Grievance Redressal Mechanism	26
	6.10 Social Audit	27
VII	Administrative Expenses	29
	7.1 Provision	29
	7.2 Eligible items of expenditure	29
	7.3 Items of expenditure not permissible	30
	7.4 One time expenses	30
	7.5 Other conditions	30
VIII	Convergence	32
IX	State Specific Variations in Guidelines	33
	9.1 Formulation of State Specific Guidelines and approval	33

CHAPTER – I

HISTORICAL BACKGROUND

1.1 Introduction

1.1.1 The Directive Principles of State Policy of 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, 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, to be identified by the States and UTs, with the objective of providing a basic level of financial support.

1.1.2 The NSAP initially had the following three 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 who could not be covered under NOAPS.

1.2.3 *Transfer to State Plan as Additional Central Assistance (ACA)*

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, and with the freedom given to the States to allocate to the individual sub-schemes as per need. In the case of Union Territories (UTs), the Ministry of Home Affairs made the releases.

1.2.4 *Expansion to cover all eligible BPL persons*

From the **year 2007**, the scheme was expanded to cover all eligible persons **Below Poverty Line (BPL)**. The scheme for old aged 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 below poverty line. In **February 2009**, Government of India approved pension to widows below poverty line in the age group of 40-64 years. This scheme was named **Indira Gandhi National Widow Pension Scheme (IGNWPS)**. It also approved pension to 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 are 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.

1.2.6 ***Reconversion to Centrally Sponsored Scheme (CSS)***

From 1st April, 2014, NSAP has again become a Centrally Sponsored Scheme (CSS) under the Ministry of Rural Development. Funds are now released by the Ministry of Rural Development to all States and Union Territories, based on annual allocation, sub-scheme wise.

CHAPTER- II

SALIENT FEATURES OF SCHEMES OF NSAP

2.1 Key Principles

In this segment, the guiding principles of the NSAP have been highlighted. These are non-negotiable features, based on the Constitutional provisions. We must not lose sight of the fact that the persons eligible for pensions/assistance under this scheme belong to the most vulnerable category of society. Therefore, it becomes the moral duty of the implementing agency to ensure least burden on them, in the identification, sanction and verification processes. The key principles are enlisted below, and in the following chapters they have been discussed in detail.

a) Universal coverage of eligible persons and pro-active identification :

In this process it may be ensured that onus is not on the beneficiary to prove her/his eligibility. The implementing agency should also ensure coverage on special priority for the vulnerable groups like manual scavengers, persons affected by leprosy, AIDS, Cancer, TB and other serious ailments, bonded labourers, families affected due to natural or man-made disaster etc. Transgender, Dwarfs who fulfill the eligibility criteria must also be included.

b) Transparent and people friendly process for application, sanction, appeal and review:

This would include providing support to the eligible people in obtaining their documents to establish their eligibility. States may devise methods for certification by local governments, if documents are not available with the eligible persons.

- c) **Regular monthly disbursement of pensions and benefits preferably at the door-step of the beneficiaries-** This should be achieved in the shortest possible period. As far as possible monthly disbursement should be ensured; if not done already it has to be achieved in the shortest possible time.

- d) **Electronic Transfer-** The mode of disbursement may be decided on the basis of choice and convenience of the beneficiaries. However to ensure efficiency and regular transfer, payment into the bank account/ post office account or through electronic money order is preferred. A system of SMS alert and door step payment through BC or any other mode should be ensured.

- e) **Robust Social Audit and Annual Verification**

- f) **Key role for local self-government institutions**

- g) **IT based MIS -** for sanction, disbursement and monitoring

- h) **Robust grievance redressal system -** with provision for appeal and review

- i) **Automatic Convergence -**with other schemes to provide maximum benefit as the beneficiaries under the NSAP are from BPL families which are the target group in most other Schemes. Every beneficiary should be enrolled under Rashtriya Swasthya Bima Yojana (RSBY).

- j) **State Specific Guidelines-**There are variations in the methods/processes adopted for implementation. It would not be possible to harmonize all the variations, since they are largely based on precedents and local situations. Therefore States may suggest variations needed while complying with the key principles and requirements of the Guidelines, and submit the same **within three months**, for a one time approval of the National Social Assistance Advisory Committee in the Ministry of Rural Development (See Chapter 6, para 6.1.1)

2.2 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

2.3 Eligibility Criteria and Scale of Assistance

The assistance under the sub-schemes of NSAP are applicable 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 79 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 above and the disability level has to be 80%. The amount is Rs.300 per month and after attaining the age of 80 years, the beneficiary will get Rs.500/- per month. **Dwarfs will also be an eligible category for this pension.**

- **National Family Benefit Scheme (NFBS):** Rs. 20000/- will be given as a lumpsum assistance to the bereaved household in the event of death of the bread-winner. It is clarified that any event of death (natural or otherwise) would make the family eligible for assistance. 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 inquiry, 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. **The assistance would be given to every case of death of breadwinner in a family.**

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

2.4 Norms for Central Assistance

Central assistance to States / UT under NSAP is determined on the basis of BPL population of the State. For calculating the estimated number of beneficiaries under each scheme for each State/UT, the population figures as per the census of 2001 and the poverty ratio determined by the Planning Commission have been taken into account. The estimated number of beneficiaries each year is determined on the reports of the previous year submitted by the State Governments. In view of the limitation of fund available, **if there are more deserving beneficiaries, the State has the option to give them pension from its own resources.**

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

2.4.2 Many State Governments have their own social pension schemes for vulnerable groups, some of which had been started even before the Central Government pension schemes. 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.

2.4.3 Priority to particularly vulnerable individuals and families under all the sub-schemes of NSAP:

It is the responsibility of the implementing authorities to adhere to a policy of prioritising in favour of those applicants whose socio-economic and health condition is vulnerable. Thus, persons who are suffering from long-term/terminal ailments like leprosy, TB, AIDS, Cancer and such like ailments deserve special attention. Similarly, transgender, manual scavengers, bonded labourers, women victims of crime and harassment, deserted women also deserve to be addressed on priority. It is clarified that only BPL persons from the eligible categories would be considered under NSAP except widows suffering from AIDS who will be considered if they are not attracted by any of the exclusion criteria of having a job in government, owning five acres of land or more or owning a four wheeler for own use.

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 government institutions should play a vital role in creating awareness among the people. Self-Help Groups (SHGs) of the poor also have a critical role to play. States should ensure wide and continuous publicity about the entitlements 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 special Verification Team whose details would be clearly indicated.

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. Based on the available BPL list, the beneficiaries should be proactively identified by reaching out to their households. However if an eligible person's name does not figure in the BPL list, he/she should not be left out. Following the directions of the Hon'ble Supreme Court of India in W.P no. 196 of 2001, the deserving person's eligibility should be established and included in the select list.

Applications are needed for enrollment of a new beneficiary. A specimen form is given as **Annexe III**. The States may prepare a simple format in the local language and make the application forms available widely, free of cost. Also it should be downloadable from the website. While individuals can file applications, it is incumbent on the authorized officials to reach out to potential beneficiaries on an 'out today' approach and get the application forms filled up and provide assistance to get the relevant records. 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. States may also ensure that authorities issuing death certificates for married males, must ensure that name of the surviving wife(widow) is mentioned in the death certificate. It has been reported in several instances, that deserving women are unable to submit their claim for IGNWPS, because the death certificate of their husband does not have their name, to prove their eligibility.

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 with reference to facts related to eligibility. 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 as designated by the State Government in urban areas and thereafter in the Gram Panchayats and Municipalities. 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 could submit his recommendations to the Sanctioning Authority 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 / Ward Committee / Area Sabha, 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 sixty days.

3.2.3 The Sanctioning Authority will issue Sanction Order under his seal. The model format for sanction order is suggested in **Annexe – IV**.

3.2.4 Every beneficiary who has been sanctioned pension under schemes of NSAP shall be issued a **Pension 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 – V**.

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 an Appellate Authority and the second appeal (review) to a Reviewing Authority. Both the Appellate and Reviewing Authorities shall be nominated by the State Governments, and their role should be publicized in such a manner that beneficiaries, public representatives, CSOs are aware.

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 respective offices.

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

Verification after submission of applications	15 days
Gram Sabha / Ward	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 arrangements should be given wide publicity and displayed on notice boards in the Gram Panchayats and Municipalities for public awareness.

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 Panchayat. 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) 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- I**.
- (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 Intermediate Panchayat / Municipality 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 (the format is at **Annexe – II**)

- (vii) Adopt and use NSAP-MIS. If the state has its own MIS software, it should enable it to port the required data to NSAP-MIS.

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 and generation of awareness.
- (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 Gram / Intermediate Panchayat / Municipality Level

- (i) Disseminating information about NSAP regarding procedure for obtaining benefits. In this task, voluntary organizations, SHGs, Aasha workers, Aaganwadi workers etc. can be involved actively.
- (ii) Periodic reviews, discussions should be held in Gram Sabha/ Ward level meetings.
- (iii) Wherever SHGs of NULM or NRLM are in existence, they should be actively 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.
- (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 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.

CHAPTER IV

ALLOCATION, RELEASE AND DISBURSEMENT OF FUNDS

4.1 Allocation of Central Funds – Criteria

4.1.1 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. 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 BPL population. 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 aged, widowed and disabled people from among the eligible population arrived at using the SECC data for which criteria will be 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 funds received 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 the annual allocation fixed in accordance with the provisions 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 automatically to all the States who have taken the second installment in the previous year.
- b) **The unspent balance, if any, will be temporarily deducted from the first installment and made good at the time of the second installment if the dues to the beneficiaries of the previous financial year have been fully cleared and the amount spent by the State Government.**
- c) 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.
- d) 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) **The second installment of the Administrative funds be released upon the utilization of 60% of the available Administrative funds and subject to fulfillment of conditions, if any, stipulated during the previous release.**
- c) 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 – VI**.
- 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 - VII**). This should indicate scheme-wise utilization.
- d) Utilization Certificate for the funds received during the current financial year in the prescribed proforma (**Annexe – VII**).
- e) A certificate that the 3% administrative expenses have been incurred on permissible items within the approved ceiling. (**Annexe VI**)
- f) A certificate that the funds have been transferred to the beneficiaries as per provisions of the guidelines. (Annexe VI)
- g) Non-diversion and non-embezzlement certificate (Annexe VI)
- h) The Audit report of the previous financial year has been received from all implementing agencies which has been examined and found to be in order.

4.5. Disbursement of Pensions.

4.5.1 The guiding principle for disbursement of pension has to be the convenience and choice of the beneficiary. Given their physical, social and economic vulnerability, it should be ensured that an infirm/old 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 objective 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. However the preferred mode of payment should be Bank Account or Post Office Savings Account. At the same time in some areas, crediting the pension amount into the bank/post office may not entirely serve the purpose as the 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 model could be adopted as per the instructions issued by the RBI.

4.5.3 Postal Money Order ensures door step delivery of pension and can be used where beneficiaries prefer that mode. However, to encourage savings, and to ensure financial inclusion, the States should consciously encourage transfer to Bank/Post Office Accounts, which when enabled through IT 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 Ward Committees / Area Sabhas 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 100 rupee notes by a designated officer of suitable rank. The idea is to prevent harassment of the beneficiaries.
- d) In extreme 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 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 if required.
- h) Receipt of payment shall be taken from the beneficiary and kept on record in the Gram Panchayat / Municipal Office.

- i) The name of the beneficiary should be announced in the Gram Sabha / Ward Committee / Area Sabha meetings in the presence of all members.
- j) The cash 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. In order to enhance efficiency in implementing NSAP both for sanction and disbursement of pensions, use of IT is essential.

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, 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. States and UTs which have developed their own software will have to ensure porting of their information / data onto NSAP-MIS through a bridge-software. **It is mandatory that, the States having their own software must ensure/enable porting of data on the Ministry's NSAP-MIS.** The detailed Guidelines for use of NSAP-MIS may be seen at **Annexe VIII**. The functional features of NSAP-MIS include:-

5.2.2 **Beneficiaries Database** - The States /UTs 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 huge, 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 data on new pensioners' 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 module 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 set up at State / District / Block / 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 pension amount paid, signatures of pensioners are taken on the *Acquittance* roll, these details need to be updated in the disbursement ledger in the NSAP website to enable updation of disbursement to the beneficiaries and for updating fund availability status with the PDAs for further allocation.

5.2.9 Discontinuation – There is provision for entering the results of the periodic verification. In case a pensioner’s pension has to be discontinued, due to death / migration / crossing BPL or any other reason, 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 later, he / she can appeal to the Sanctioning Authority. If found 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 could also provide mobility to the pensioners 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 at the same time 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)

A National Social Assistance 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 policy and its effective implementation. It will also clear state specific variations in guidelines within the overall framework of NSAP. 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 Disability Affairs, Ministry of Women and Child Development, Ministry of Health and Family Welfare, Ministry of Labour, upto five representatives from civil society organizations and academic institutions and five Secretaries from State Governments on rotation covering all regions of the country. The NSAAC may meet at least twice in a year.

6.1.2 State Level Committee

The State level Committee should be headed by the Chief Secretary or Additonal Chief Secretary nominated by Chief Secretary and should include (a) Secretaries of Departments concerned 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) Four Chairpersons, 2 each of Zilla Parishad and Municipalities (d) Collectors from three 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. State Committees should meet at least twice a year.

6.1.3 District Level Committee

District level Committee may be headed by the Chairperson Zilla Parishad / Chief Executive Officer, Zilla Parishad / District Collector and should include (a) District level officials of Departments concerned (b) four representatives from among Chairpersons of

Gram /Intermediate Panchayats 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 within the district and for matters concerned therewith. They should submit their reports to the State nodal department on a monthly basis.

6.2 State Nodal Department

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

6.3 Monthly and Quarterly Progress Reports

6.3.1 State Governments through the Nodal department will submit physical and financial progress under different schemes of NSAP to the Government of India. For this, Quarterly/Monthly Progress Reports have been prescribed as at *Annexe- I*. The Monthly/Quarterly Progress Reports have to be furnished online by the State Nodal Department by 15th of every month after obtaining reports from the district and field offices in a regular manner. The Quarterly/Monthly Progress Reports will be generated automatically once NSAP-MIS is fully operational.

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 has to be kept informed 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 State departments 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, for field visits and interaction with beneficiaries, and local public representatives.

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

6.7 National Level Monitors (NLMs)

6.7.1 National Level Monitors (third party monitors) are appointed by the Ministry of Rural Development to undertake field visits and report on the implementation of various rural development programmes. The NLMs are assigned to different States and are provided with questionnaires for the purpose of assessment of implementation of schemes in the field. The NLMs review would also monitor schemes under NSAP and the State Nodal Department have to proactively assist NLMs and facilitate their visits. The reports of NLMs will be shared with the State Government for follow-up action.

6.8 **Vigilance and Monitoring Committees:** The VMCs at the State and District levels are also a 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 Gram / Intermediate Panchayat / 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 a record of complaints received, action taken and the 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 the 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, besides redressing grievances of the beneficiaries.

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/ Municipality 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, the Gram Sabha / Ward will elect for itself a **Social Audit Committee** comprising at least two beneficiaries from each of the schemes under NSAP of which one shall be a woman in addition to its regular members (appointed for Social Audit of MGNREGA / IAY). It should be ensured beneficiaries from amongst SCs, STs and Minorities also are represented in the Social Audit Committee. The Gram Panchayat / Municipality / Block / District Officers shall ensure that all relevant information such as names and addresses of beneficiaries, mode of disbursement of pension, amount of pension disbursed etc., 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 meetings on the scheduled date for Social Audit. The staff implementing the programme at Gram / Intermediate Panchayat / Municipality level shall also be present during the Social Audit. Participants shall be given an opportunity to seek and obtain

information from 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 Social Audit held shall be recorded by an officer authorized, signed by all the participants, and sent to the District Officer.

6.10.4 The State nodal department should monitor reports of Social Audits conducted and send reports to the Ministry of Rural Development in NSAP-MIS.

Chapter VII

ADMINISTRATIVE EXPENSES

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 local requirements.

7.2 Eligible items of expenditure

7.2.1 Activities permissible under administrative activities are :

(a) Printing and distribution of Pension Passbook, printing of application forms.

(b) Organising Camps for issue of disability certificates to disability pension beneficiaries

(c) **1% of the administrative expenses** may be earmarked for 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

(e) Impact assessment

(f) MIS

- Data Entry
- Report generation
- Training of stakeholders in MIS

(g) Quality supervision

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

(h) Operational Expenses

- Expenses related to the disbursement of NSAP such as Bank/Post Office charges, and money order charges.

(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 it.

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 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/Gram/Intermediate Panchayat / Municipalities as per need.

7.5.5. Expenditure incurred on administrative expenses will be intimated by the State Government to the Government of India at the end of every financial year in the consolidated utilization certificate of the State (Para 2 in Annexure VII).

Chapter VIII

CONVERGENCE

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

- a) All the NSAP beneficiaries should be enrolled for benefits under RSBY or State plevel health insurance schemes.
- b) All the NSAP beneficiaries should be covered under Aam Adami Bima Yojana.
- c) Special efforts should be made to provide housing under Indira Awaas Yojana and urban housing schemes to eligible beneficiaries under NSAP.
- d) The State Livelihood Missions, both rural and urban, should proactively enroll all the women beneficiaries of NSAP in the SHGs of NRLM / NULM.
- e) It should be ensured that all NSAP beneficiaries automatically get the benefit of food security.
- f) NSAP beneficiaries of rural areas and / or their family members should be given job cards and proactively provided employment under MGNREGA.
- g) NSAP beneficiaries and / or their children should be given preference for training under Ajeevika Skills Programme.

8.2 At the micro-level, using the SHG network data on the needs of each family should be collected and converged. NSAAC should specifically coordinate the convergence exercise.

8.3 The above suggestions are not exhaustive. The States may have their own schemes for the betterment of the lives of the poor families. There may be new schemes in the future also. There should be a conscious effort to refer to the data base of the NSAP beneficiaries whenever identification of beneficiaries in other schemes is done, because given their vulnerable socio-economic and health conditions, the NSAP beneficiaries would be eligible for the other schemes also.

Chapter IX

STATE SPECIFIC VARIATION OF GUIDELINES

9.1 Formulation of State Specific Variation of Guidelines

In Chapter 2 of the guidelines the key-principle governing the implementation of the schemes under NSAP have been highlighted. These principles should be the guiding factor in the implementation plan of NSAP at the State / District and local level. In the subsequent Chapters, the processes and procedures have been discussed in detail.

However, it has been observed that there are variations in the methods that the States adopt. It is also understood that these variations are as a result of local requirements. It will definitely take time to harmonise and come up with a uniform procedure.

Therefore the States are permitted to come out with variations within the framework of the key principles of NSAP. These guidelines will be subject to a one-time approval of the National Social Assistance Advisory Committee constituted in the Ministry of Rural Development.

The State guidelines should contain the following details:

- Procedure for identification of beneficiaries, sanction of pension
- Time lines for the different process including appeal and review.
- Administrative arrangements
- Mode of disbursement
- Process for social audit and annual verification
- Road map for electronic transfer, MIS and monitoring.

The state guidelines should be submitted to the National Committee within three months from the date of issue of these guidelines.

Monthly/ Quarterly Progress 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 Quarterly Progress Report/Monthly Progress Reports (MPRs)

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

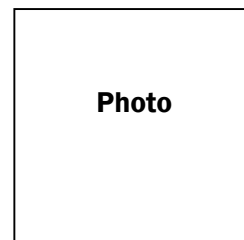
Officer designated.

Date.....

Seal

**MODEL APPLICATION FORM 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_____

MODEL APPLICATION FORM 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)

MODEL 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 _____ Sub
District _____ Area _____ District _____,
State _____, at the rate of Rs. _____ per month from _____.
Pension Disbursement Authority (PDA) _____, _____.

Signature & Seal of

Sanctioning Authority _____

***Strike off which is not applicable**

NATIONAL SOCIAL ASSISTANCE PROGRAMME(NSAP)

MODEL 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-Model

IGNOAPS / IGNWPS / IGNDPS

Name of Pensioner _____,

S/o / W/o _____

Address _____

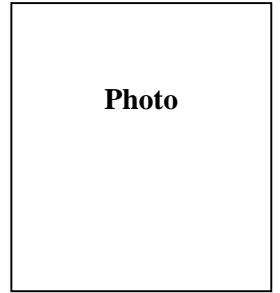
Village / Ward _____

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

Aadhaar No.: _____.

Electoral Photo Identity Card (EPIC) No.: _____

Ration Card No.:(if available) _____

BPL Details

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

Member ID No.: _____

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. Total funds utilized _____(Rs. in lakh)
8. Percentage of utilization _____
9. Utilization Certificate for the previous year to be enclosed in proforma (Annexe VIII).
10. It is certified that:
 - (i) The Audit report of the previous financial year has been received from all implementing agencies which has been examined and found to be in order.
 - (ii) 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;
 - (iii) The funds have been transferred to the beneficiaries as per provisions of the guidelines.
 - (iv) All conditions laid down in the NSAP guidelines are being fulfilled while implementing the scheme.
 - (v) 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 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/UTs 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_____