

GOVERNMENT OF ASSAM
PANCHAYAT AND RURAL DEVELOPMENT (C) DEPARTMENT
DISPUR :: GUWAHATI-6

ORDERS BY THE GOVERNOR OF ASSAM

NOTIFICATION

Dated, Dispur the 28th September, 2018

No. RDD.142/2017/79: Pursuant to approval of the Hon'ble State Cabinet in its meeting held on 25th September, 2018, the Governor of Assam is pleased to notify the Guidelines for implementation of the Scheme **Old Age Pension from State Contribution (Universal Coverage of Left Out Eligible Beneficiaries)** under Panchayat and Rural Development Department, Govt. of Assam as below :-

1. Introduction

Government of Assam proposes universalization of old age pension. This universalization of old age pension is extended to all the senior citizens of the State except Government pensioners/and those who are already covered under PRANAM Act. An estimated 16 lakh such elderly persons are in the State and keeping this in mind, Government of Assam has made an allocation of Rs. 400crore in Budget of FY 2018-19.

2. Eligibility Criteria

- The minimum age to be eligible to avail pension under this scheme is 60 years.
- A person who is not a Government pensioner, is eligible to apply for pension under this scheme.
- A person who is receiving any pension (like NSAP etc) under Government schemes will not be eligible for this scheme.
- Anyone receiving pension under any National Pension Schemes will not be eligible to receive the Old Age Pension.
- Persons with children working in Central/State Governments, Armed Forces, Para Military Forces, etc. in Grade I and Grade II will not be eligible to receive Old Age Pension.
- Anyone who is an income tax payee and his income is above Rs. 2.50 lakh per annum will not be eligible to receive the Old Age Pension.

3. Scale of Assistance and Mode of Assistance

- 1) The pension is Rs 250 per person per month from the date of sanction, on a monthly basis.
- 2) The payment will be made to the beneficiary bank account every month through DBT.

4. Administrative Arrangements

1. At the district level implementation of the scheme is entrusted to Zilla Parishads (DRDAs in case of Six-Scheduled districts).
2. At the intermediate level implementation of the scheme is entrusted to Anchalik Panchayats.

3. At local level the implementation (Rural) of the scheme is entrusted to Gaon Panchayats. In case of districts in which Gaon Panchayats are not available, implementation would be done by Block Development Offices.
4. At local level the implementation (Urban) of the scheme is entrusted to Municipal Corporation / Municipal Boards / Town Committees.
5. Application forms would be collected online only. Gaon Panchayat Offices (or Block Development Office in case of Six Scheduled districts), Municipal Corporation / Municipal Boards / Town Committees would assist beneficiaries in submission of online application form. There will also provision for collecting hard copies and the data will entered in application module by the Government officials.
6. Sanctions to new applications would be accorded by Chief Executive Officer, Zilla Parishad or PD, DRDA in Sixth Scheduled Districts.
7. Gaon Panchayat Offices (or Block Development Office in case of Six Scheduled districts), Municipal Corporation / Municipal Boards / Town Committees would report every case of death of pensioner to the designated Sanctioning Authority.
8. All the applicants should have a bank account or should open a bank account to avail this pension
9. All the applicants have to provide a proof of age to avail the benefit. For this any Government document which shows date of birth of the applicant can be accepted. These could be school leaving certificate, birth certificate, PAN Card etc. In case, if any document is not available then a certificate from the Circle Officer or BDO or Sub Divisional Medical Officer certifying that the applicant is above 60 years may be accepted.
10. The application will be scrutinized by Gaon Sabhas / Ward Sabhas before finalizing the list of beneficiaries.

5. Process to be followed

1. Aspiring beneficiaries would submit online application or hard copies.
2. Gaon Panchayats (Rural - Panchayati Raj districts), Block Development Office (Rural - Six Scheduled districts), Municipal Corporation / Municipal Boards / Town Committees (Urban) would print list and paste in notice board.
3. Special Gaon Sabha (Rural) / Ward Sabha (Urban) will be organised for vetting of the list.
Gaon Sabhas / Ward Sabhas can delete beneficiaries but cannot add new names.
4. Beneficiaries approved by Gaon Sabhas / Ward Sabhas would be approved by CEO Zilla Parishad (PRI districts) and PD DRDA (Six Scheduled districts).
5. A Call Centre will be opened by Panchayat & Rural Development Department for addressing the grievances.
6. The Old Age Pension will be on AADHAAR linked, whenever AADHAAR enrolment is completed in the State of Assam.
7. Finance Department will release 50% of fund up front in the month of April to Panchayat & Rural Development Department to ensure timely and monthly payment of pension to the Old Age Pension beneficiaries.

8. Finance Department will also allow Panchayat & Rural Development Department to open up separate Bank Account for this purpose and this account will be PFMS linked.
9. If any beneficiary does not withdraw the Pension from his account for one year then it will be presumed that the beneficiary has either died or the beneficiary does not need the pension and the pension will be stopped for the beneficiary.
10. Every beneficiary will have to provide a self certification to the Bank once in a year stating that he or she is alive.
11. In the month by April/May every Gaon Panchayat/ Town Committee will conduct a verification exercise to delete the names of dead beneficiaries and add the name of new beneficiaries who have attained the age of 60 years in the preceding year. The new added beneficiaries will be given pension from the month of June.

6. Timeline

Activity	Date	Remarks
Start date of collection of Application Form (online only)	T	Only online applications will be collected
Last date of submission of Application Form by applicants	T + 45 days	
List of Applicants to be displayed in website of P&RD Department and notice board of Gaon Panchayat Offices (or Block Development Office in case of Six Scheduled districts), Municipal Corporation / Municipal Boards / Town Committees	T + 50 days	
Special Gaon Sabha / Ward Sabha for vetting of list	T + 60 days	Gaon Sabha / Ward Sabha cannot add new names and can only delete existing names.
Vetted List verified by Local Body and sent to respective Blocks	T + 67 days	<ul style="list-style-type: none"> • Gaon Panchayats to send list to Block Development Offices. • If Block Development Office / Municipal Corporation / Municipal Boards / Town Committees is preparing the list, this step may be skipped.
Submission of list to Zilla Parishads (or equivalent)	T + 74 days	
Sanction by CEO, Zilla Parishad (or equivalent)	T + 90 days	

7. Use of Information Technology

For efficient service delivery, time bound sanction, release and disbursement of pension is mandatory. In order to enhance efficiency in implementation of the scheme NSAP PPS would be used, which is integrated with PFMS.

Application will be collected through website of 'Office of Commissioner, Panchayat & Rural Development, Assam'. Only beneficiaries vetted by Gaon Sabha / Ward Sabha would be entered in NSAP PPS.

8. Advisory Committee

8.1. State Level Advisory cum Monitoring Committee

The State Level Advisory cum Monitoring Committee should be headed by the Chief Secretary or Additional Chief Secretary nominated by Chief Secretary and should include (a) Senior-most Secretaries of Departments concerned such as Finance, Panchayat & Rural Development, (b) Representatives of Nodal Bank (c) Four Chairpersons, 2 each of Zilla Parishad and Anchalik Panchayat (d) Deputy Commissioner from three districts in rotation, and (e) four Social Workers (nominated by head of the committee).

This Committee will be responsible for implementation, monitoring and evaluation of the programme and matters concerned therewith. State Level Advisory cum Monitoring Committee should meet at least once a year.

8.2. District Level Advisory cum Monitoring Committee

The District Level Advisory cum Monitoring Committee would be headed by Chairperson Zilla Parishad / Head of Autonomous Councils and would include (a) Deputy Commissioner / Principal Secretary (Autonomous Councils), (b) Chief Executive Officer, Zilla Parishad (or equivalent in case of Six Scheduled districts), (c) Block Development Officer from two blocks in rotation, (d) Four Gaon Panchayat Presidents, and (e) four Social Workers.

This Committee will be responsible for implementation, monitoring and evaluation of the programme and matters concerned therewith within the District. The District Level Committees should meet at least once in a quarter and would submit report to State Nodal Department once in a quarter. The existing DPMU looking after NSAP will also serve as DPMU for this schemes at the district level.

8.3 Grievance Redressal

Each district will have a designated nodal officer not less than Addl. Deputy Commissioner rank who will serve as liaison officer and for grievance redressal.

9. State Nodal Department

The scheme would be implemented by Panchayat & Rural Development Department and Commissioner, Panchayat & Rural Development Department (or his/her representative would be State Nodal Officer.

10. Forms and Formats

10.1. Beneficiary Application Form

Old Age Pension scheme from State Contribution	
<u>Application Form</u>	Photo <Upload>
<p>a. Name of Applicant:<TextBox></p>	
<p>b. Father's / Mother's / Husband's / Wife's Name:<TextBox></p>	
<p>c. Gender:.....<DropDown> (Male/Female/Transgender)</p>	
<p>d. Date of birth:/...../..... (dd/mm/yy)<Calendar><Upload document></p>	
<p>e. Category:.....<DropDown>(Gen/ST/SC/OBC)</p>	
<p>f. Address:</p>	
a. District:.....<DropDown>	
b. Block:.....<DropDown>	
c. Panchayat / VDC/ VCCD /MAC/ Town.....<DropDown>	
d. Village:.....<DropDown>	
e. Ward No..... <DropDown>	
f. Landmark / House No:.....<TextBox>	
<p>g. Bank Details:</p>	
a. Bank Name:.....<DropDown>	
b. Branch Name:.....<DropDown>	
c. IFS Code:.....<DropDown>	
d. Account Number:.....<TextBox>	
e. Name in Bank Account:.....<TextBox>	
<p>h. Proof of identity: (atleast 1 is mandatory)</p>	
a. PAN Number (If available):.....<TextBox>	
b. Voter Id Card Number (If available):..... <TextBox>	
c. Aadhar Number (If available):.....<TextBox>	
d. Ration / PDS Photo card (If available):.....<TextBox>	
e. Driving License (If available):.....<TextBox>	
f. NREGS Job Card (If available):.....<TextBox>	
g. Freedom Fighter Photo Card (If available):.....<TextBox>	
h. Driving License (If available):.....<TextBox>	
<Upload document>	
<p>i. Mobile No:<Number></p>	

There will be an option given to the applicant which will read as "If your child/children are capable of supporting you then you need not apply and let the pension be availed by those who genuinely need them".

Sd/- Dr. J.B. Ekka, IAS
Principal Secretary to the Govt. of Assam,
Panchayat and Rural Development Department.

Memo No. RDD.142/2017/79-A

Dated, Dispur the 28th September, 2018

Copy for information and necessary action to:-

- 1) The Accountant General (Audit), Assam, Maidamgaon, Beltola, Guwahati – 29.
- 2) The Commissioner, Panchayat and Rural Development, Assam, Panjabari, Juripar, Guwahati – 37 with a request to circulate the Guidelines amongst all concerned.
- 3) All Divisional Commissioner, Assam.
- 4) All Commissioner & Secretary/Secretary to the Govt. of Assam, Dispur.
- 5) All Principal Secretary, Autonomous Councils.
- 6) All Heads of Department.
- 7) All Deputy Commissioner/Sub-Divisional Officers.

- 8) The Additional Secretary to the Govt. of Assam, Political (Cabinet Cell) Department, Dispur for kind information with reference to their endorsement dated 28/09/2018 with a copy of the Notification.
- 9) All Chief Executive Officer, Zilla Parishads/All Project Director, DRDAs.
- 10) The State Mission Director, Assam State Rural Livelihoods Mission Society, Navajyoti Nagar, S.N. Gogoi Path, Panjabari, Guwahati – 37.
- 11) The Director, State Institute of Panchayat & Rural Development, Assam, Khanapara, Guwahati – 22.
- 12) The Director, Assam Government Press, Bamunimaidan, Guwahati for publishing the same in the next issue of the Assam Gazette.
- 13) P.S. to Hon'ble Minister, Panchayat and Rural Development, Assam, Dispur.
- 14) S.O. to Chief Secretary, Assam, Dispur for kind appraisal to the Chief Secretary.
- 15) P.S. to Principal Secretary to the Govt. of Assam, Chief Minister's Secretariat, Dispur.
- 16) P.S. to Principal Secretary to the Govt. of Assam, Panchayat and Rural Development Department, Dispur.
- 17) P.A. to Secretary to the Govt. of Assam, Panchayat and Rural Development Department, Dispur.
- 18) The Content Manager, Panchayat & Rural Development Department for uploading the Guidelines in the Departmental website.

By orders etc.,



Deputy Secretary to the Govt. of Assam,
Panchayat and Rural Development Department.

