

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Pensions – Old Age Pensions, Widow Pensions, Disabled Pensions and Weavers Pensions – Guidelines for distribution and disbursement of Pensions under various Pension Schemes in **rural** areas of the State – Orders – Issued.
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PANCHAYAT RAJ AND RURAL DEVELOPMENT (RD-II) DEPARTMENT

G.O.Ms.No.24

Dated: 20-01-2007
Read the following:-

1. G.O.Ms.No.83, PR & RD (RD.II) Department, Dated: 27.03.2006
2. G.O.Ms.No.89, PR & RD (RD.II) Department, Dated: 29.03.2006

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ORDER:

The Government issued detailed operational guidelines in references 1st read above for implementation of the pension schemes in the State through the Department of Rural Development. 30.96 lakhs pensioners are provided pensions under the above mentioned pensions schemes, including 8.99 lakhs under INDIRAMMA, with an estimated cost of Rs.743 crores per annum.

2. Reaffirming the commitment to the vulnerable sections in society, the Government have decided on universal coverage of pensions in a phased manner under INDIRAMMA Programme.

3. Further, the Government in the reference 2nd read above enhanced the rate of pension from Rs.100/- to Rs.200/- per month per pensioner with effect from 01.04.2006.

4. In order to demonstrate highest levels of efficiency in the implementation of the Pensions Scheme, Government hereby issue the following guidelines for streamlining the distribution of pensions in the State:

4.1 The Pension scheme shall be managed by the Project Directors, DRDA through the computer software called Social Security Pensions Software (SSPS) developed by the Department of Rural Development.

4.2 All types of pensions shall be distributed to the pensioners on 1st of every month in every habitation. The District Collectors shall notify the date and place for distribution of pensions habitation wise in the local newspapers in the last week of March every year and also communicate the list of places to the people's representatives to enable them to be present at as many places as possible on the day of distribution.

- 4.3 The pensions shall be distributed in public at Gram Panchayat building or at Government school building or any other Government institution in every habitation.
 - 4.4 The presence of people's representatives such as MLAs, elected representatives of PRI bodies and members of INDIRAMMA monitoring committee shall be solicited to oversee the disbursement of pensions and wherever they are present, their signatures shall be obtained on the acquittance list to record their presence at the time of distribution of pensions.
 - 4.5 The acquittance list with the signatures / thumb impression of the pensioners in token of having received pension together with the list of death cases/temporary migration cases and undisbursed amount shall be submitted to the Mandal office on 1st evening itself, by the functionary authorized for distribution of pensions by the Collector.
 - 4.6 On the day of distribution of pensions i.e., on 1st of every month, a communication shall be sent to those pensioners who have not been able to come on that day, to receive the pensions 4 days later i.e. on 5th of the month at the same site.
 - 4.7 The MPDO shall collect the Acquittance lists pertaining to all villages, prepare Mandal Acquittance abstract and prepare utilization certificates by 8th of every month and hand over the (3) documents to PD, DRDA along with the Demand Draft for un-disbursed amount.
 - 4.8 The updating of the data base based on the acquittance received shall be completed by District Rural Development Agency by 15th of every month.
5. In order to facilitate transparency and social audit of pensions distribution programme, Government have decided to keep the entire information with the particulars of pensioners and month wise disbursement status in the web site. The web site shall be updated by 15th of every month.
- 6. The following transactions shall be made only through the Social Security Pensions Software (SSPS) of the Department of Rural Development provided to the District Rural Development Agencies:**
- 6.1 District Collector shall issue financial approval to the pensions mandal wise in the first week of every financial year. Financial approval shall be generated only through SSPS live data base containing names of the pensioners mandal wise.
 - 6.2 As and when new pensions are sanctioned by the Mandal Parishad Development Officers to fill the death vacancies or vacancies arising due to permanent migration (*) or in case of additional quota allotted to the Mandal, the sanction proceedings of the MPDO shall be communicated to the DRDA. The DRDAs should update the data base with the particulars of newly sanctioned pensions. In all such cases supplemental financial approval for each Mandal should be generated by the computer and communicated to the Mandals after obtaining approval of the District Collector.

(*) Migration of the pensioner for more than six months shall be treated as permanent migration and the names of such pensioners shall be deleted from the live list and it will be treated as vacancy.

6.3 Every month, the District Collector will issue a release order in the following format.

Sl.No.	Name of the Mandal	Number of pensions to be distributed	Amount

The note file has to be generated through software only.

The DRDA after obtaining the approval of the District Collector, will issue the proceedings alongwith the cheques and acquittance lists.

6.4 The District Collector shall issue authorization to all MPDOs to sanction new cases as and when additional quota is allotted.

7. Soon after receipt of Collector's authorization, Mandal Parishad Development Officers shall sanction fresh cases, following the guidelines already issued. The list of freshly sanctioned cases along with the copies of the sanction proceedings of the Mandal Parishad Development Officers shall be sent to Project Directors, DRDA for updating the live data base in the computer.

8. No person shall be given pension unless Financial approval is given by the District Collector and Executive Chairman, District Rural Development Agency.

9. Expenditure incurred for the amount i.e. in excess of computer generated estimated amount shall be deemed as irregular expenditure and Project Directors will be personally responsible for the lapse.

10. The District Collectors shall adopt election type approach for achieving highest efficiency in the distribution of pensions. The strategy should cover the following processes:

- a. Notification of date and venue for distribution of pensions.
- b. Appointment of designated functionaries for each habitation for distribution of pensions.
- c. Establishment of distribution centres by opening special counters at Mandal offices for distribution of computer generated acquittance list to the designated functionaries for distribution of pensions together with the cash.
- d. Appointment of supervisory officers for overseeing distribution of pensions on the 1st / 5th of every month.
- e. Distribution of undisbursed pensions to be made on 5th of the month by the same designated officials.
- f. Collection of acquittance and undisbursed cash on 1st / 5th evening by setting up reception centres in every MPDO office.
- g. Submission of 1) acquittance list 2) Mandal abstract 3) Utilization Certificate and 4) DD for undisbursed amount to Project Director, District Rural Development Agency by 8th of every month.

- h. The Project Director, District Rural Development Agency shall open special counters for receiving the 1) acquittance lists 2) Mandals abstract 3) Utilization Certificates and 4) DD for undisbursed amount from every MPDO and cross check whether entire undisbursed amount is received.
- i. Updating the database based on acquittance and uploading to web-site by 15th of every month.

11. In the districts which are utilizing the services of Mandal Samakhya/Village Organizations network for disbursement of pensions, the Project Director, District Rural Development Agency shall release money through DDs/Cheques to Mandal Samakhya which in turn will have distribution counters to distribute DDs/Cheques to the Village Organizations (VO). The Village Organizations shall distribute pensions on 1st of every month in every habitation in the Gram Panchayat or Government School building or in any other Government institution in the presence of Sarpanch/GP members. They should obtain signature of people's representatives on the acquittances wherever they are present. Undisbursed pensions if any, shall be distributed again on 5th in the same venue by the Village Organization. Undisbursed amount and acquittances shall be returned to Mandal Samakhya on 5th evening itself. Acquittances and undisbursed amount along with mandal abstract and utilization certificate shall reach District Rural Development Agency from Mandal Samakya by 8th of every month.

12. The Department of Rural Development developed website on social security pensions which is available under www.rd.ap.gov.in/pensions. Any citizen can access the website for sanction and disbursement of pension details, progress and analytical reports.

13. A copy of this order is available on the Internet and can be accessed at the address <http://www.rd.ap.gov.in>.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

K.RAJU
PRL. SECRETARY TO GOVERNMENT

To
All the District Collectors
All the Project Directors of DRDAs
The Principal Secretary, Social Welfare Department
The Principal Secretary, Women Development, Child Welfare and
Disabled Welfare Department
The Principal Secretary, Industries & Commerce Department
The Principal Secretary, Municipal Admn. & Urban Development Department
The Principal Secretary, PR & RWS, PR & RD Department
The Chief Executive Officer, SERP, AP Hyderabad.
The Commissioner, Rural Development
The Commissioner, Panchayat Raj, AP Hyderabad
The Commissioner Social Welfare Department
The Commissioner, Disabled Welfare Department

The Commissioner, Handlooms & Textiles Department
The Commissioner, Municipal Administration.
The Director of Treasuries and Accounts, Hyderabad

Copy to:

All the District Treasury Officers in the State
The Accountant General, A.P., Hyderabad
The Special Secretary to Chief Minister
The PS to Minister, RD and RWS
The PS to Minister, Social Welfare
The PS to Minister, WD, CW & DW
The PS to Minister, Industries
The PS to Minister, Municipal Administration
The PS to Chief Secretary to Government
The PS to Principal Secretary (RD)
The Commissioner, AMR-APARD, Rajendrangar, Hyderabad
The Web Manager, Rural Development Website O/o the Commissioner (RD)
PR & RD Department.
SF/SC.

Forwarded :by: order

Section Officer