

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Pensions – Old Age Pensions, Widow Pensions, Disabled Pensions and Weavers pensions – Common operational guidelines for implementation of the Pension Schemes in the **urban** areas of the State – Orders – Issued.

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PANCHAYAT RAJ & RURAL DEVELOPMENT (RD. II) DEPARTMENT

G.O.Ms. No. 82

Dated 25.03.2006

ORDER:

As part of its welfare programmes, the Government of Andhra Pradesh is implementing various pension schemes for the most needy and vulnerable people i.e. the persons in old age, widows, people with disabilities and weavers to provide them some succor. Realizing the need to universalize the pensions, the Government has decided to take up one-third of wards in the Municipalities for saturation each year in a period of three years under 'INDIRAMMA' programme starting from 2006-07.

2. All these pensions till now are handled by different departments following different procedures. Old Age Pensions and Weavers pensions are handled by the Rural Development Department, Widow Pensions by Social Welfare Department and Disabled Pensions by Women Development, Child Welfare and Disabled Welfare Department.

3. In order to bring in uniformity in the process and to ensure payment of all types of pensions on a single day every month, the Government has decided to bring all the pensions under the single umbrella of Rural Development department. The Department of Rural Development will be the nodal agency at the State Level with effect from 01.04.2006 for drawing and disbursing the above Pensions.

4. The Government, after careful consideration of the matter, hereby issues the following operational guidelines for implementation of all the Pension Schemes in the urban areas of the State through the Department of Rural Development.

4.1. Types of Pensions covered

- a. Old Age Pension
- b. Weavers Pension
- c. Widow Pension
- d. Disabled Pension

4.2. Eligibility Criteria

a. Eligibility criteria common to all Pensions

- i. The proposed beneficiary shall be from BPL family.
- ii. He/she shall be a local resident of the district.
- iii. He/she are not covered under any other Pension Scheme.

b. Old Age Pension

Old age persons, both male and female, who are 65 years of age or above and are destitute (with little or no means of subsistence and no family or relative to depend upon).

c. *Weavers Pension*

Weaver is 50 years of age or above and destitute.

d. *Widow Pension*

Widows irrespective of age limit.

e. *Disabled Pension*

Disabled persons having a minimum of 40% disability and are above 18 years of age.

4.3. *Pension Amount*

The scale of benefit under each pension will be notified by the Government shortly.

4.4. *Sanctioning Authority*

The Municipal Commissioner is the sanctioning authority in respect of all pensions, in favour of eligible persons recommended by the Municipal Ward Sabha.

4.5. *Sanction Procedure for New Pensions*

Government will make district-wise allocation of new pensions to be sanctioned under INDIRAMMA program. The District Collector shall allocate Municipality-wise pensions based on eligible pensioners identified in Ward Sabhas. The Municipal Commissioner shall make Ward-wise allocation based on the eligible pensioners identified in the Ward Sabhas. The procedure is given in detail below:

- a. The Ward Sabha resolution recommending the pensions to the eligible persons shall sent by the bill collector to the Municipal Commissioner.
- b. Municipality shall maintain a separate Register for each ward, on pensions with Part-A of the Register containing list of the all the persons who are receiving pensions and Part-B containing list of eligible persons identified in the Ward Sabha who have not been sanctioned pensions.
- c. The Register will be sent to the Municipal Commissioner along with the Resolution.
- d. The Municipal Commissioner scrutinizes the eligibility of the persons recommended by the Ward Sabha and draws up the list of new pensioners keeping in view the number allotted to each Municipality.
- e. The sanction proceedings in the Format given in Annexure-I will be given by the Municipal Commissioner.
- f. A copy of the sanction proceedings will be despatched to the Project Director, DRDA for maintaining the data-base. Another copy of the proceedings shall be handed over to the pensioners in the Municipality.
- g. The names of the persons sanctioned pensions shall be rounded off in the Part B of the register and shall be added to Part A of the register with the proceedings number. The entries made in the Part A should be duly authenticated with the seal of the Municipal Commissioner at the end of the list. The register along with copies of the sanction proceedings shall be returned to the Ward.

4.6. Sanction procedure for filling up death vacancies

Whenever a pensioner dies, the municipality should select the most deserving person from out of the eligible list of persons who are not yet sanctioned pensions (Part B) so that the new pensioner receives pension from the next month onwards. The procedure to be followed is detailed below.

- a. The selection of pensioners from among the eligible persons, should be done as per the order of priority mentioned above.
- b. The Municipal Commissioner after satisfying herself/ himself about the veracity of the selection, shall issue sanction orders within 10 days of receipt of the resolution which will be issued to the pensioners through the bill collectors, with copies to the Project Director, DRDA and Chairperson of the Municipality/Corporation. On receipt of the sanction orders from the Municipal Commissioner, entries should be made by the bill collector in the Pension Register.
- c. The sanctioning authority shall have the right to stop/ recover payments of any pension sanctioned on the basis of faulty or mistaken information about eligibility.
- d. Entire selection process till payment of pensions should be completed within 30 days. Disciplinary action will be taken against the Municipal Commissioner, in case of any delay.
- e. The data from urban areas will also be part of the centralized data-base being maintained by Project Director, DRDA.

4.7. Disbursement of Pensions

Government in Panchayat Raj & Rural Development Department will issue budget release orders and administrative sanctions for every quarter for implementation of the Scheme. The Commissioner, Rural Development will disburse the funds to the DRDAs on quarterly basis.

- a. By 20th of every month PD DRDA shall take computer print out containing the details of the pensions to be disbursed on the 1st of next month. This list is called Pensions Acquittance List. The PD DRDA shall send the lists together with the fund required for each Municipality to the Municipal Commissioners, by way of cheque.
- b. The Municipal Commissioner will hand over the Pensions Acquittance List relating to each ward to the concerned Bill Collector and issue cheques in the name of the Bill Collector by 25th of every month
- c. The Bill Collector shall disburse Pension directly to the pensioners in the Ward in the presence of Ward members, and the office bearers of DWCUA, on 1st of every month.
- d. If the pensioner has not turned up at the time of disbursal, due to any reason, the Bill Collector shall take the help of the DWCUA members and arrange to door deliver the pensions.
- e. The Bill Collector shall furnish Pensions Acquittance List with the signatures or thumb impressions of the pensioners, countersigned by Ward member, within a week to the Municipal Commissioner. The Municipal Commissioner in turn will furnish the same to the DRDA by 12th of every month.
- f. The Bill Collector shall also provide to the Municipal Commissioner a list of death-vacancies and the substitutes proposed by the Ward Sabha.

4.8. Role & Responsibility of various Functionaries

a. Commissioner, Rural Development

The Commissioner, RD is responsible for release of funds to the District Collectors based on the allocation made by the State Government.

b. Chief Executive Officer, Society for Elimination of Rural Poverty

- i. The CEO, SERP closely monitors the pension scheme and submits monthly reports to the Government on the funds utilized and district wise no of pensions disbursed.
- ii. He is responsible to submit utilization certificates for the amounts disbursed on quarterly basis to the Government.
- iii. He is also responsible to maintain the Welfare Pensions Website which shall be updated by 15th of every month.
- iv. The CEO will commission evaluation studies once a year and submit comprehensive report to the Government on the implementation of the Pensions scheme.

c. Project Director, District Rural Development Agency

- i. Will administer the pension scheme in the district in such a way that the pensioners should receive pensions on first of every month without fail.
- ii. Releases funds to the Municipalities and conducts quarterly review with them.
- iii. Maintains a central database using the software provided and updates the Welfare Pension Scheme Website on monthly basis.
- iv. Maintains accounts and gets them audited.
- v. Sends monthly report to the CEO, SERP.

d. Municipal Commissioner

- i. Sanctioning authority for pensions in urban areas.
- ii. Releases funds to the bill collectors and reviews with them on the implementation of the pensions.
- iii. Reports to the Municipal Council about the implementation of the scheme.
- iv. Monitoring and follow up of delays, if any, in disbursement and sanction of new cases.
- v. Sends utilization certificate, acquittance and monthly report to the DRDA by 12th of every month.
- vi. Maintains accounts and gets it audited every year.
- vii. Redressal of grievances.

e. Bill Collector

- i. Shall disburse pensions directly to the pensioners in their ward in the presence of Ward member on monthly basis on 1st of every month at a public place.
- ii. The bill collector shall furnish acquittance within a week to the Municipal Commissioner.
- iii. Shall maintain the Pension register and shall update it every month.

- iv. Shall report the death vacancy to the Municipal Commissioner within 2 days of the vacancy having occurred.
- v. Shall forward the resolution of the ward sabha to the Municipal Commissioner selecting beneficiaries against the death vacancy/new sanction
- vi. Sends monthly report to the Municipal Commissioner.
- vii. Returns undisbursed amounts to the Municipal Commissioner by the month end.

4.9. Accounts

- a. DRDA shall maintain separate accounts for each type of Pension at the district level.
- b. The Municipal Commissioner shall furnish UC to the Project Director, DRDA by 12th of every month.
- c. The accounts shall be audited every year at Municipality level and audit reports along with UCs should be furnished to the Project Director, DRDA.
- d. The accounts at the DRDA level shall be audited every year and pension wise audit reports, Utilization Certificates should be furnished by the Project Director, DRDA to the CEO, SERP every year.
- e. The PD, DRDA shall furnish annual accounts in respect of all Pensions to the Accountant General Office, Hyderabad every year marking a copy to the CEO, SERP.

4.10. Registers

- a. Pensions Register consists of four sections, each section for each type of pension. Each section will have two parts, part A and part B. Part A will contain names of all existing pensioners and Part B will consist of list of eligible persons identified in the Gram Sabha who have not been sanctioned pensions.
- b. Project Director, DRDA shall maintain pension wise master register/database for all pensions separately.
- c. Pensions Register shall be maintained by the Municipal Commissioner ward-wise. The Municipal Commissioner will enter the disbursements, death, new sanctions etc from time to time and shall update the register once in a month.
- d. Project Director, DRDA shall maintain pension wise master register/data-base for all pensions separately.

4.11. Reports

- a. Monthly report in the format prescribed should be furnished by the Municipal Commissioner to the DRDA by 10th of every month in respect of disbursement, new sanctions, death cases, stoppage cases, changed residence cases etc.
- b. The centralized database of DRDA shall be updated once a month based on the above-mentioned reports.

4.12. Software

Project Director, DRDA shall manage the pensions through the software that is already developed by the Department of RD and host the pension data in the website that is exclusively being designed, on a monthly basis.

4.13. Monitoring & Evaluation

- a. The DRDA shall maintain the database of pensions in the software provided.
 - b. The DRDA shall hold quarterly meeting for monitoring the programme and for related matters with the Municipal Commissioners and shall furnish quarterly reports to the CEO, SERP and Commissioner, RD.
 - c. DRDA shall send online monthly report to the CEO, SERP by 15th of every month.
5. 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 GOVERNOR OF ANDHRA PRADESH)

K. RAJU
PRINCIPAL 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 Commissioner Social Welfare Department
The Commissioner, Disabled Welfare Department
The Commissioner, Handlooms & Textiles Department
The Commissioner, Municipal Administration.
The Commissioner, Rural Development
The Chief Executive Officer, SERP, AP Hyderabad.
The Commissioner, Panchayat Raj, AP Hyderabad

Copy to:

The Special Secretary to Chief Minister
The PS to Chief Secretary to Government
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 Principal Secretary (RD)
The Web Manager, Rural Development Website, O/o the Commissioner (RD)
PR & RD Department.
SF/SC.

//Forwarded :: By Order//

Assistant Secretary to Govt.