

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 **rural** areas of the State – Orders – Issued.

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PANCHAYAT RAJ & RURAL DEVELOPMENT (RD. II) DEPARTMENT

G.O.Ms. No. 83,

Dated 27.03.2006

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 villages 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 field functionaries of Departments such as Rural development, Handlooms and Textiles, Social Welfare, Women Development, Child Welfare and Disabled Welfare Department will continue to assist the Gram Panchayats in identifying the eligible persons for receiving the pensions, as per the eligibility criteria specific to each type of pension.

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

5.1. Types of Pensions covered

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

5.2 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.

5.3. Pension Amount

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

5.4. Sanctioning Authority

The MPDO is the sanctioning authority for all pensions, in favour of eligible persons recommended by the Gram Sabha.

5.5. Sanction Procedure for New Pensions

Government will make district-wise allocation of new pensions to be sanctioned under INDIRAMMA programme. The District Collector shall allocate Mandal-wise pensions based on eligible pensioners identified in Gram Sabhas. The MPDO shall make Panchayat-wise allocation based on the eligible pensioners identified in the Gram Sabhas. The procedure is given in detail below:

- a. The Gram Sabha resolution recommending the pensions to the eligible persons shall be sent by the Panchayat Secretary to the MPDO.
- b. Gram Panchayat shall maintain a separate Register on pensions. Part-A of the Register contains list of the all the persons who are receiving pensions and Part-B contains list of eligible persons identified in the Gram Sabha who have not been sanctioned pensions.
- c. The Register will be sent to the MPDO along with the GP resolution.
- d. The MPDO scrutinizes the eligibility of the persons recommended by the Gram Sabha and draws up the list of new pensioners keeping in view the number allotted to each Panchayat.
- e. The sanction proceedings will be given by the MPDO in the Format given in Annexure-I.

- f. Copies of the sanction proceedings will be sent to the PD, DRDA and also to the pensioners in the village. A copy of the same shall also be sent to the Village Organization for securing greater transparency.
- g. The names of the persons who are 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 MPDO at the end of the list. The register along with copies of the sanction proceedings shall be returned to the GP.

5.6. Sanction procedure for filling up death vacancies

Whenever a pensioner dies, the GP in consultation the VO should select the most deserving person from the Part-B of the Register so that the new pensioner receives pension from the next month onwards. The procedure to be followed is detailed below.

- a. The criteria for selection shall be as detailed below.
 - i. In the case of old-age pensions, old widows shall be given first preference.
 - ii. The person who is older (both male or female) shall be given preference over the rest in the case of old age pensions.
 - iii. Person with a higher degree of disability shall be given preference in the case of disability pensions.
- b. The MPDO after satisfying herself/himself with the selection, shall issue sanction orders within 10 days of receipt of the resolution which are handed over to the pensioners through the Panchayat Secretary, with copies to the Project Director, DRDA, the Gram Panchayat and the VO.
- c. The name of the newly sanctioned pensioner will be entered in the Part A and shall be deleted from the Part B of the Register.
- d. 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.
- e. Entire selection process till payment of pension should be completed within 30 days.

5.7. Disbursement of Pensions

Government in PR and RD Dept 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, the Project Director, DRDA shall take the 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 shall send the lists together with the funds required for each Mandal to the MPDOs by way of cheque.
- b. The MPDO will hand over the Pensions Acquittance List relating to each GP to the concerned Panchayat Secretaries and will issue cheques in the name of the Panchayat Secretaries by 25th of every month.

- c. The Panchayat Secretary shall disburse pensions directly to the pensioners in the village in the presence of Sarpanch, GP members and the office bearers of Village Organization on 1st of every month.
- d. If the pensioner has not turned up at the time of disbursal, due to any reason, the Panchayat Secretary shall take the help of the VO and arrange to door deliver the pension through the Village organization.
- e. The Panchayat Secretary shall furnish Pensions Acquittance List with the signatures or thumb impressions of the pensioners, countersigned by Sarpanch within a week to the MPDO and MPDO in turn will furnish the same to the DRDA by 12th of every month.
- f. The Panchayat Secretary shall also provide to the MPDO a list of death-vacancies and the substitutes proposed by the GP.

5.8. 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 MPDOs 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.
- vi. Puts in place a strategy to strengthen and build the capacities of MS and VO to gradually shift to disbursement of pensions through the CBOs.

d. Mandal Parishad Development Officer

- i. Sanctioning authority for pensions in rural areas.
- ii. Releases funds to the Panchayat Secretary. Reviews with the Panchayat Secretaries on the implementation.
- iii. Reports to the Mandal Parishad about the implementation of the scheme.
- iv. Reviews on a monthly basis death vacancies and their filling up with eligible beneficiaries with the Panchayat Secretary.
- 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. Panchayat Secretary

- i. Shall disburse pensions directly to the pensioners in the village in the presence of Sarpanch and the members of Gram Panchayat on 1st of every month at a public place in every habitation.
- ii. The Panchayat Secretary shall furnish acquittance countersigned by Sarpanch within a week to the MPDO.
- iii. The Panchayat Secretary shall also provide to the MPDO a list of death-vacancies that have occurred.
- iv. Shall maintain the Pension register and shall update it every month.
- v. Shall report the death vacancy to the Gram Panchayat within 2 days of the vacancy having occurred.
- vi. Shall forward the resolution of the Gram Sabha to the MPDO selecting beneficiaries against the new sanction.
- vii. Sends monthly report to the MPDO.
- viii. Returns undisbursed amounts to the MPDO by the month end.

5.9. Accounts

- a. DRDA shall maintain separate accounts for each type of Pension at the district level.
- b. Panchayat Secretary shall furnish Utilization Certificates to the MPDO by 8th of every month and MPDO in turn shall furnish UC to the Project Director, DRDA by 12th of every month.
- c. The accounts shall be audited every year at MPDO 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.

5.10. 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. Gram Panchayat and MPDO shall maintain pension registers and will enter the disbursements, death, new sanctions etc from time to time. The Panchayat Secretary shall update the register once in a month.
- d. A copy of the same will be placed with the VO, MS, MPDO and Project Director, DRDA.

5.11. Reports

- a. Monthly report in the format prescribed should be furnished by the Panchayat Secretary to the MPDO by 6th of every month and in turn MPDO to the DRDA by 10th of every month in respect of disbursement, new sanctions, death cases, stoppage cases, changed residence cases etc.
- b. MPDO shall send the report to the DRDA in respect of newly sanctioned cases on or before 10th of every month.
- c. The centralized database of DRDA shall be updated once a month based on the above mentioned reports.

5.12. Distribution of Pensions through Mandal Samakhya & Village Organization

Not with standing the procedure contained in para 5.7, wherever the MS have emerged as a self-reliant and self managed institution and have demonstrated the ability to deliver services to the poor more effectively and in a transparent manner, the District Collectors can channelise funds through the MS and VOs and secure disbursement of pensions by the VO in the presence of the Sarpanch and Ward Members. All the guidelines, covering all other aspects of the pensions contained in this GO will have to be followed. Even where disbursement of pensions happens through the VO, identification of new pensioners to fill up the vacancies shall be done by GP only in consultation with the VO.

5.13. 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. He/she shall update the disbursement status, data on filling up of death vacancies, temporary migration etc. in the data base by 15th of every month.

5.14. 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 MPDOs 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.

6. 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.