सामाजिक अर्थसहाय्य योजना
१. इंदिरा गांधी राष्ट्रीय विधवा निवृत्ती वेतन योजना
२) इंदिरा गांधी राष्ट्रीय अपंग निवृत्ती वेतन योजना.

महाराष्ट्र शासन

सामाजिक न्याय व विशेष सहाय्य विभाग
शासन निर्णय क्रमांक : विसयो-२०१०/प्र.क्र.३३/विसयो-२
मंत्रालय विस्तार भवन, मुंबई - ४०० ०३२.
दिनांक : १३ जुलै, २०१०

वाचा :- १) शासन निर्णय सामाजिक न्याय व विशेष सहाय्य विभाग,
क्रमांक विसयो-२००८/प्र.क्र.७८/विसयो-१, दि.३० स्प्टेंबर, २००८
२) कार्यालयीन ज्ञापन, ग्राम विकास मंत्रालय, नवी दिल्ली,
क्रमांक .जे-११०१२/१/२००९-एनएसएपी, दिनांक ३० सप्टेंबर,२००९

प्रस्तावना :-

संदर्भाधीन दिनांक ३० सप्टेंबर,२००८ च्या शासन निर्णयान्वये इंदिरा गांधी राष्ट्रीय वृध्दापकाळ निवृत्ती वेतन योजनेबाबत आदेश निर्गमित करण्यात आले आहेत. हा शासन निर्णय निर्गमित केल्यानंतर फेब्रुवारी,२००९ मध्ये केंद्र शासनाने इंदिरा गांधी राष्ट्रीय विधवा निवृत्ती वेतन योजना व इंदिरा गांधी राष्ट्रीय अपंग निवृत्ती वेतन योजना अशा दोन योजना जाहीर केल्या आहेत. या योजनांच्या पात्रतेच्या अटी संदर्भाधीन क्रमांक २ येथील कार्यालयीन ज्ञापनाद्वारे केंद्र शासनाने निर्गमित केल्या आहेत.

केंद्र शासनाने एक वर्षापासून इंदिरा गांधी राष्ट्रीय वृध्दापकाळ निवृत्तीवेतन योजना ऑनलाईन सुरु केलेली आहे. याच ऑनलाईन अर्जासोबत इंदिरा गांधी राष्ट्रीय विधवा निवृत्ती वेतन योजना व इंदिरा गांधी राष्ट्रीय अपंग निवृत्ती वेतन योजना या योजनांचीही फॉर्म भरण्याकरीता सोबत जोडलेले आहेत. मध्यंतरी एक वर्षाच्या कालावधीमध्ये ऑनलाईन अर्ज कसे भरावे, वृध्दापकाळ योजनेचा लीगसी डाटा (अंदाजे १०.२५ लक्ष लाभार्थी) भरण्याची प्रक्रीया सुरु असल्यामुळे ही प्रक्रीया पूर्ण झाल्यानंतरच इंदिरा गांधी राष्ट्रीय विधवा निवृत्ती वेतन योजना व इंदिरा गांधी राष्ट्रीय अपंग निवृत्ती वेतन योजना याबाबत विचार करणे क्रमप्राप्त झाले होते.

राज्य शासन पुरस्कृत संजय गांधी निराधार योजनेतील अंदाजे ४.२५ लक्ष निराधारांपैकी काहींना केंद्र शासनाने नव्याने जाहीर केलेल्या इंदिरा गांधी राष्ट्रीय विधवा निवृत्ती वेतन योजना व इंदिरा गांधी राष्ट्रीय अपंग निवृत्ती वेतन योजनांचे निश्चित केलेले निकष विचारात घेता, सदर योजनांमध्ये राज्यातील पात्र विधवा व अपंग लाभार्थ्यांचा अंतर्भाव करण्याची बाब शासनाच्या विचाराधीन होती. तद्नुसार पुढीलप्रमाणे निर्णय घेण्यात येत आहे.

ROTA।H 155203-00-7-201031

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शासन निर्णय :-

(१) इंदिरा गांधी राष्ट्रीय विधवा निवृत्ती वेतन योजना:-

संजय गांधी निराधार अनुदान योजनेतील, दारिद्रय रेषेखालील नोंद असलेल्या ४० ते ६४ वयोगटातील विधवा, इंदिरा गांधी राष्ट्रीय विधवा निवृत्ती वेतन योजने अंतर्गत निवृत्तीवेतन मिळण्यास पात्र असतील. या अनुषंगाने पात्र लाभार्थ्यांना केंद्र शासनाकडून रु.२००/- प्रतीमहा व राज्य शासनाकडून संजय गांधी निराधार अनुदान योजने अंतर्गत अनुज्ञेय असलेले रु.३००/- प्रतीमहा असे एकूण रु.५००/- प्रतीमहा निवृत्तीवेतन अनुज्ञेय राहील.

(२) इंदिरा गांधी राष्ट्रीय अपंग निवृत्ती वेतन योजना:-

संजय गांधी निराधार अनुदान योजनेमधील दारिद्रय रेषेखालील नोंद असलेल्या अपंग लाभार्थ्यांपैकी फक्त १८ ते ६४ वयोगटातील ८०% हून जास्त अपंगत्व असलेले तसेच एक किंवा एका पेक्षा जास्त अपंगत्व असलेले किंवा बहू अपंगत्व असलेले (दोन किंवा त्यापेक्षा जास्त अपंगत्व) असलेले लाभार्थी (केंद्र शासनाच्या दिनांक ३०/०९/२००९ च्या ज्ञापनानुसार) , इंदिरा गांधी राष्ट्रीय अपंग निवृत्ती वेतन योजनेंतर्गत निवृत्तीवेतन मिळण्यास पात्र राहतील. या अनुषंगाने पात्र लाभार्थ्यांना केंद्र शासनाकडून रु.२००/- प्रतीमहा व राज्य शासनाकडून संजय गांधी निराधार अनुदान योजनेंतर्गत अनुज्ञेय असलेले रु.३००/- प्रतीमहा असे एकूण रु.५००/- प्रतीमहा निवृत्तीवेतन अनुज्ञेय राहील.

२.	वरील पात्र लाभार्थ्यांव्यतिरिक्त, संदर्भाधीन क्रमांक २ येथील केंद्र शासनाच्या दिनांक ३० सप्टेंबर, २००९ च्या कार्यालयीन ज्ञापनानुसार पात्र असलेले लाभार्थी (संजय गांधी निराधार अनुदान योजनेत जरी लाभ घेत नसले तरी) संबंधित तहसिलदार, नायब तहसिलदार यांच्याकडे स्वतंत्रपणे नव्याने अर्ज करु शकतील.

३.	योजनेबाबतच्या सविस्तर अटी व शर्ती संदर्भाधीन क्रमांक २ येथील केंद्र शासनाच्या दिनांक ३० सप्टेंबर, २००९ च्या कार्यालयीन ज्ञापनानुसारच राहतील.(सुलभ संदर्भासाठी प्रती सोबत जोडल्या आहेत.) तसेच हे अर्ज ऑनलाईन पध्दतीने कशाप्रकारे भरावेत त्याचाही तपशील सोबत जोडला आहे.

४.	वरील दोन्ही योजनेचे अर्ज दिनांक १ ऑगस्ट, २०१० पासून ऑनलाईन पध्दतीने भरण्यात यावेत. यामध्ये पहिल्या टप्प्यात तहसिल कार्यालयाच्या संजय गांधी निराधार अनुदान योजनेचा लाभ घेत असलेले पात्र लाभार्थी केंद्र शासनाच्या वरील दोन्ही योजनेत वर्ग करण्यात यावेत. याबाबतचे अर्ज ऑनलाईन पध्दतीने भरणे आवश्यक राहील.

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५. याबाबतचे लेखाशिर्ष स्वतंत्रपणे कळविण्यात येईल. हा शासन निर्णय वित्त विभागाच्या अनौपचारिक संदर्भ क्रमांक ९३/व्यय-१४/१०,दिनांक ६ मार्च,२०१० अन्वये निर्गमित करण्यात आला आहे.

६. सदर शासन निर्णय महाराष्ट्र शासनाच्या वेबसाईटवर उपलब्ध करण्यात आला असून, त्याचा संगणक सांकेतांक क्रमांक - २०१००७१३२१२३५२००१ असा आहे.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने,

(सतिश गवई)
प्रधान सचिव, महाराष्ट्र शासन

प्रति,
मा.राज्यपालांचे सचिव
मा.मुख्यमंत्र्याचे प्रधान सचिव
मा.उप मुख्यमंत्र्याचे सचिव
सर्व जिल्हयांचे पालक मंत्री
सर्व मंत्र्यांचे खाजगी सचिव
सर्व राज्यमंत्र्यांचे खाजगी सचिव
सर्व जिल्हा परिषदांचे अध्यक्ष
मुख्य सचिव, महाराष्ट्र राज्य
महालेखापाल (लेखा व अनुज्ञेयता / लेखा परीक्षा) १/२, महाराष्ट्र राज्य, मुंबई / नागपूर
सचिव, ग्रामीण विकास मंत्रालय, भारत सरकार, कृषि भवन, नवी दिल्ली
महासंचालक, माहिती व जनसंपर्क महासंचालनालय, मंत्रालय, मुंबई
संचालक, नागरी प्रशासन, नवीन प्रशासकीय इमारत, मुंबई
वित्त विभाग (व्यय-१४ / अर्थसंकल्प -७), मंत्रालय, मुंबई
सर्व मंत्रालयीन विभाग / सर्व विभागीय आयुक्त / सर्व महापालिका आयुक्त / सर्व पोलीस आयुक्त
सर्व जिल्हाधिकारी   / सर्व जिल्हा पोलीस अधीक्षक / सर्व जिल्हा परिषदांचे मुख्य कार्यकारी अधिकारी
संचालक, समाजकल्याण, महाराष्ट्र राज्य, पुणे
संचालक, लेखा व कोषागारे, मुंबई
संचालक, अर्थ व सांख्यिकी संचालनालय, मुंबई
अधिदान व लेखा अधिकारी व लेखा कार्यालय, मुंबई
विभागीय समाजकल्याण अधिकारी (मुंबई/नाशिक/पुणे/औरंगाबाद/अमरावती/नागपूर)
सर्व उप विभागीय उप जिल्हाधिकारी (प्रांत अधिकारी) /सर्व तहसिलदार / सर्व नायब तहसिलदार (संगायो)
सर्व कोषगार अधिकारी / सर्व पंचायत समितींचे गट विकास अधिकारी
सर्व उप कोषगार अधिकारी / सर्व पंचायत समितींचे गट विकास अधिकारी
सर्व अधिकारी, सा.न्या.व वि.स.विभाग,मंत्रालय, मुंबई
निवड नस्ती / का.विसयो-१

(हस्तलिखित:) जा.संगायो-कार्ड-३६९,
जिल्हाधिकारी कार्यालय रत्नागिरी
दिनांक- २९/८/२०१०

(हस्तलिखित:) तहसिलदार सर्व मोजळे माहितीसी व पुढील प्रयोग कार्यवाही व्हावी

३

जिल्हाधिकारी रत्नागिरी करिता

5

OFFICE MEMORANDUM

Subject: Guidelines for central assistance under the Indira Gandhi National Widow Pension Scheme (IGNWPS) as part of the National Social Assistance Programme (NSAP).

....

I   Name of the Scheme

The scheme is known as 'Indira Gandhi National Widow Pension Scheme' (IGNWPS). It will come into existence from February, 2009.

II   Eligibility Criteria of Beneficiary

For purpose of claiming central assistance, the following criteria shall apply :

i) The age of the widow shall be between 40-64 years.
ii) The applicant must belong to a household below the poverty line according to the criteria prescribed by the Government of India.

III   Amount of pension

The central assistance under IGNWPS will be provided at the rate of Rs.200 per month per beneficiary. The State Governments are urged to contribute at least equally towards the pension amount.

IV   Specific condition regarding sanction of pension

Sanction of pension to a beneficiary has to be made only after placing the database of beneficiary in the public domain/ website of the Ministry or State.

V   Mode of Payment

The pension is to be credited into a post office or public sector bank account of the beneficiary.

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VI   Identification of beneficiary

        The Gram Panchayat/ Municipalities are expected to play an active role in identification of beneficiaries under the scheme.

VII   Certificate of coverage

        The States / UTs are required to furnish a certificate that all eligible widows have been covered under IGNWPS.

VIII   Number of eligible beneficiaries under IGNWPS

        The number of eligible beneficiaries to be assisted under IGNWPS will be determined as per the field report of all the beneficiaries who satisfy the eligibility criteria.
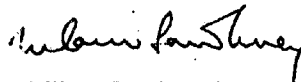

IX   Allocation of Funds

        The funds for operation of the schemes relating to IGNOAPS, IGNDPS, IGNWPS and National Family Benefit Scheme as part of National Social Assistance Programme and Annapurna will continue to be released in a combined manner.

X   Discontinuation of pension

        Pension will be discontinued in the following case:-
        (i)   In case of remarriage
        (ii)   Once the widows move above the poverty line

                                                        (Nilam Sawhney)
                                        Joint Secretary to the Government of India

Secretary
(in charge of NSAP)
All States/Union Territories

7

No. J-11012/1/2009-NSAP
Government of India
Ministry of Rural Development

Krishi Bhawan, New Delhi
Dated : 30th September,2009

OFFICE MEMORANDUM

Subject: Guidelines for central assistance under the Indira Gandhi National Disability Pension Scheme (IGNDPS) as part of the National Social Assistance Programme(NSAP).

I   Name of the Scheme

The scheme is known as 'Indira Gandhi National Disability Pension Scheme' (IGNDPS). It comes into existence from February 2009.

II   Eligibility criteria of Beneficiary

(A) For purpose of claiming central assistance, the following criteria shall apply:

(i)   The age of disabled shall be between 18-64 years.

(ii)   The applicant must belong to a household below the poverty line according to the criteria prescribed by the Government of India

(iii)   The applicant should be suffering from severe or multiple disabilities as defined in' Persons with Disabilities Act, 1995 (PWD Act 1995) and the 'National Trust for the Welfare of Persons with Autism, Cerebral Palsy, Mental Retardation and Multiple Disabilities Act, 1999(National Trust Act 1999) revised from time to time and any other guidelines issued by the Ministry of Social Justice and Empowerment in this regard.

(B)   For the purpose of defining severe or multiple disabilities the following may be considered:-

(i)   As per clause (i) of section 2 of the PwD Act, 'Disability' means (i) blindness, (ii) low vision, (iii) leprosy cured, (iv) hearing impairment, (v) loco motor disability, (vi) mental retardation and (vii) mental illness.

(ii)   As per clause (t) of section 2 of the PwD Act, 'persons with disability' means a person suffering from not less than forty percent of any disability as certified by medical authority.

(iii) As per clause (4) of section 56 of the PwD Act, "Persons with severe disability" means a person with eighty percent or more of one or more disabilities.

(iv) As per clause (h) of section 2 of the National Trust Act, 'Multiple Disabilities' means combination of two or more disabilities as defined in clause (i) of section 2 of Persons with Disabilities (Equal Opportunities, Protection of Right and Full Participation) Act, 1995.

(C) For the purpose of certification of disabilities covered under the scheme, the following may be considered:-

(i) The applicant shall submit a medical certificate from 'medical authority' as per the provision of clause (p) of Section 2 of the PwD Act and para B (ii) above.

(ii) The findings of the competent medical authority on the extent of disability would be treated final.

(D) The State Government will facilitate in obtaining the certificate of severe or multiple disability of such persons who applies for assistance under the scheme by inviting the medical authority at Block/ Tehsil/ Mandal level or as admissible so that distance may not act as deterrent and such persons do not face harassment.

III   Amount of pension
The Central assistance under IGNDPS will be provided at the rate of Rs.200 per month per beneficiary. The State Governments are urged to contirbute at least equally towards the pension amount.

IV   Specific condition regarding sanction of pension
Sanction of pension to a beneficiary has to be made only after placing the database of beneficiary in the public domain/ website of the Ministry or State.

V   Mode of payment
The pension is to be credited into a post office or public sector bank account of the beneficiary.

VI   Identification of beneficiary
The Gram Panchayat/ Municipalities are expected to play an active role in identification of beneficiaries under the Scheme.
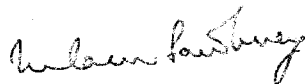
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VII   Certificate of coverage
The States/ UTs are required to furnish a certificate that all eligible disabled have been covered under IGNDPS.

VIII   Number of eligible beneficiaries under IGNDPS
The number of eligible beneficiaries to be assisted under IGNDPS will be determined as per the field report of all the beneficiaries who satisfy the eligibility criteria.

IX   Allocation of funds
The funds for operation of the scheme relating to IGNOAPS, IGNDPS, IGNWPS, National Family Benefit Scheme as part of National Social Assistance Programme and Annapurna will continue to be released in a combined manner.

(Nilam Sawhney)
Joint Secretary to the Government of India

Secretary
(in charge of NSAP)
All States/Union Territories

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IGNWPS (RURAL)
Procedure to open the database for adding names

1. Double Click the MDB file. A pop up window appears asking for open.

Note: *It is advisable that data entry is done using the form provided so that data is entered with proper validations.*

Data Entry Manual for Entering Data of Pensioners at Rural Areas

1. Select State (Mandatory)
2. Select District (Mandatory)
3. Select Sub District/Block (Mandatory)
4. Select Gram Panchayat (Mandatory)
5. Select Village (Mandatory)
6. Enter Habitation, *should not exceed 80 characters*
7. Enter First Name (Mandatory), *should not exceed 100 characters*
8. Enter Middle Name, *should not exceed 100 characters*
9. Enter Last Name / Surname , *should not exceed 100 characters*
10. Enter Father / Husband Name (Mandatory), *should not exceed 100 characters*
11. Enter Contact Person Name, *should not exceed 100 characters*
12. Enter Contact Person Mobile Number, *should not exceed 10 digits*

Address Details

13. Enter House No., *should not exceed 100 characters*
14. Enter Street, *should not exceed 100 characters*
15. Enter Locality, *should not exceed 100 characters*
16. Enter 6 digit Pincode
17. Enter 2 digit Beat Code (If Beat Code is not known, enter 1)

BPL Details

18. Enter BPL Survey Year in YYYY format, *for example: 1999*
19. Enter Below Poverty Line Location which may be Panchayat or Village, *should not exceed 40 characters*
20. Enter 12 Digit Below Poverty Line Family ID (Mandatory)
21. Enter 2 Digit Below Poverty Line Member ID (Mandatory)

(10)

Personal Details

22. Enter Age (Mandatory), *should be >= 40 and <= 64*
23. Enter Date of Birth in DD-MM-YYYY format, *example: 22-12-1945*, if not known, leave it blank
24. Select Caste Category
25. Select Minority Status
26. Select Disability Status
27. Select Disability Type First, if Disability Status is "Yes"
28. Select Disability Type Second, if more then one disability exists
29. Enter Disability % for First Disability
30. Enter Disability % for Second Disability, if more then one disability exists
31. Enter Annual Income
32. Enter EPIC No, *should not exceed 16 characters*
33. Enter Ration Card No, *should not exceed 12 characters*

Sanction Details

34. Enter Sanctioning Authority, *should not exceed 60 characters*
35. Enter Sanction Order Number, *should not exceed 100 characters*
36. Enter Sanction Date in DD-MM-YYYY format, *example: 18-04-2002*
37. Enter IGNWPS beneficiary number *should not exceed 10 characters*

Disbursement Details

38. Select Pension Disbursement Mode (Mandatory)
39. Enter Bank/PO Account No, if selected Disbursement Mode is "Bank Account" or "Post Office Account", *should not exceed 20 digits*
40. Select Disbursement Up to Month in MM-YYYY format, *example: 08-2008 (Must be greater than Sanction date)*

Certificate Details

41. Enter Age Certificate Issuing Authority, *should not exceed 100 characters*
42. Enter Age Certificate Issue Date in DD-MM-YYYY format, *example: 18-04-2002*
43. Enter Income Certificate Issuing Authority, *should not exceed 100 characters*
44. Enter Income Certificate Issue Date in DD-MM-YYYY format, *example: 18-04-2002*
45. Enter Residence Certificate Issuing Authority, *should not exceed 100 characters*
46. Enter Residence Certificate Issue Date in DD-MM-YYYY format, *example: 18-04-2002*

47. Enter Disability Certificate Issuing Authority, *should not exceed 100 characters*
48. Enter Disability Certificate Issue Date in DD-MM-YYYY format, *example: 18-04-2002*
49. Enter Husband's Death Certificate Issuing Authority, *should not exceed 100 characters*
50. Enter Husband's Death Certificate Issue Date in DD-MM-YYYY format, *example: 18-04-2002*

Note:

1. *All Mandatory fields are marked (*) on data entry form.*
2. *Tool tip is available for all the fields; please move mouse icon on the field to see the tool tip.*

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IGNWPS (Urban)
Procedure to open the database for adding names

1. Double Click the MDB file. A pop up window appears asking for open.

Note: *It is advisable that data entry is done using the form provided so that data is entered with proper validations.*

Data Entry Manual for Entering Data of Pensioners at Urban Areas

1. Select State (Mandatory)
2. Select District (Mandatory)
3. Enter Municipal Area (Mandatory) , *should not exceed 80 characters*
4. Enter Ward (Mandatory) , *should not exceed 80 characters*
5. Enter First Name (Mandatory), *should not exceed 100 characters*
6. Enter Middle Name, *should not exceed 100 characters*
7. Enter Last Name / Surname *should not exceed 100 characters*
8. Enter Father / Husband Name (Mandatory), *should not exceed 100 characters*
9. Enter Contact Person Name, *should not exceed 100 characters*
10. Enter Contact Person Mobile Number, *should not exceed 10 digits*

Address Details

11. Enter House No., *should not exceed 100 characters*
12. Enter Street, *should not exceed 100 characters*
13. Enter Locality, *should not exceed 100 characters*
14. Enter 6 digit Pincode
15. Enter 2 digit Beat Code (if Beat Code is not known, enter 1)

BPL Details

16. Enter BPL Survey Year in YYYY format, *for example: 1999*
17. Enter Below Poverty Line Location which may be Panchayat or Village, *should not exceed 40 characters*
18. Enter 12 Digit Below Poverty Line Family ID (Mandatory) First 2 digits to be made '99' in case dummy BPL id is being entered
19. Enter 2 Digit Below Poverty Line Member ID (Mandatory)

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Personal Details

20. Enter Age (Mandatory), *should be >= 40 and <= 64*
21. Enter Date of Birth in DD-MM-YYYY format, *example: 22-12-1945, if not known, leave it blank*
22. Select Caste Category
23. Select Minority Status
24. Select Disability Status
25. Select Disability Type First, if Disability Status is "Yes"
26. Select Disability Type Second, if more then one disability exists
27. Enter Disability % for First Disability
28. Enter Disability % for Second Disability, if more then one disability exists
29. Enter Annual Income
30. Enter EPIC No, *should not exceed 16 characters*
31. Enter Ration Card No, *should not exceed 12 characters*

Sanction Details

32. Enter Sanctioning Authority, *should not exceed 60 characters*
33. Enter Sanction Order Number, *should not exceed 100 characters*
34. Enter Sanction Date in DD-MM-YYYY format, *example: 18-04-2002*
35. Enter IGNWPS beneficiary number *should not exceed 10 characters*

Disbursement Details

36. Select Pension Disbursement Mode (Mandatory)
37. Enter Bank/PO Account No, if selected Disbursement Mode is "Bank Account" or "Post Office Account", *should not exceed 20 digits*
38. Select Disbursement Up to Month in MM-YYYY format, *example: 08-2008 (Must be greater than Sanction date)*

Certificate Details

39. Enter Age Certificate Issuing Authority, *should not exceed 100 characters*
40. Enter Age Certificate Issue Date in DD-MM-YYYY format, *example: 18-04-2002*
41. Enter Income Certificate Issuing Authority, *should not exceed 100 characters*
42. Enter Income Certificate Issue Date in DD-MM-YYYY format, *example: 18-04-2002*
43. Enter Residence Certificate Issuing Authority, *should not exceed 100 characters*

44. Enter Residence Certificate Issue Date in DD-MM-YYYY format, *example: 18-04-2002*
45. Enter Disability Certificate Issuing Authority, *should not exceed 100 characters*
46. Enter Disability Certificate Issue Date in DD-MM-YYYY format, *example: 18-04-2002*
47. Enter Husband's Death Certificate Issuing Authority, *should not exceed 100 characters*
48. Enter Husband's Death Certificate Issue Date in DD-MM-YYYY format, *example: 18-04-2002*

Note:

1. *All Mandatory fields are marked (*) on data entry form.*
2. *Tool tip is available for all the fields; please move mouse icon on the field to see the tool tip.*

IGNDPS (Rural)
Procedure to open the database for adding names

1. Double Click the MDB file. A pop up window appears asking for open.

Note: *It is advisable that data entry is done using the form provided so that data is entered with proper validations.*

Data Entry Manual for Entering Data of Pensioners at Rural Areas

1. Select State (Mandatory)
2. Select District (Mandatory)
3. Select Sub District/Block (Mandatory)
4. Select Gram Panchayat (Mandatory)
5. Select Village (Mandatory)
6. Enter Habitation, *should not exceed 80 characters*
7. Enter First Name (Mandatory), *should not exceed 100 characters*
8. Enter Middle Name, *should not exceed 100 characters*
9. Enter Last Name / Surname , *should not exceed 100 characters*
10. Enter Father / Husband Name (Mandatory), *should not exceed 100 characters*
11. Enter Contact Person Name, *should not exceed 100 characters*
12. Enter Contact Person Mobile Number, *should not exceed 10 digits*

Address Details

13. Enter House No., *should not exceed 100 characters*
14. Enter Street, *should not exceed 100 characters*
15. Enter Locality, *should not exceed 100 characters*
16. Enter 6 digit Pincode
17. Enter 2 digit Beat Code (If Beat Code is not known, enter 1)

BPL Details

18. Enter BPL Survey Year in YYYY format, *for example: 1999*
19. Enter Below Poverty Line Location which may be Panchayat or Village, *should not exceed 40 characters*
20. Enter 12 Digit Below Poverty Line Family ID (Mandatory)
21. Enter 2 Digit Below Poverty Line Member ID (Mandatory)

Personal Details

22. Select Gender (Mandatory)
23. Enter Age (Mandatory), *should be >= 18 and <= 64*
24. Enter Date of Birth in DD-MM-YYYY format, *example: 22-12-1945, if not known, leave it blank*
25. Select Caste Category
26. Select Minority Status
27. Select Widow Status
28. Select Disability Type First, (Mandatory)
29. Select Disability Type Second, if more then one disability exists
30. Enter Disability % for First Disability, (Mandatory), *should be >=80% if only one disability exists or should be >= 40% if multiple disabilities exists*
31. Enter Disability % for Second Disability, *should be >= 40%*
32. Enter Annual Income
33. Enter EPIC No, *should not exceed 16 characters*
34. Enter Ration Card No, *should not exceed 12 characters*

Sanction Details

35. Enter Sanctioning Authority, *should not exceed 60 characters*
36. Enter Sanction Order Number, *should not exceed 100 characters*
37. Enter Sanction Date in DD-MM-YYYY format, *example: 18-04-2002*
38. Enter IGNDPS beneficiary number *should not exceed 10 characters*

Disbursement Details

39. Select Pension Disbursement Mode (Mandatory)
40. Enter Bank/PO Account No, if selected Disbursement Mode is "Bank Account" or "Post Office Account", *should not exceed 20 digits*
41. Select Disbursement Up to Month in MM-YYYY format, *example: 08-2008 (Must be greater than sanction date)*

Certificate Details

42. Enter Age Certificate Issuing Authority, *should not exceed 100 characters*
43. Enter Age Certificate Issue Date in DD-MM-YYYY format, *example: 18-04-2002*
44. Enter Income Certificate Issuing Authority, *should not exceed 100 characters*
45. Enter Income Certificate Issue Date in DD-MM-YYYY format, *example: 18-04-2002*

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46. Enter Residence Certificate Issuing Authority, *should not exceed 100 characters*
47. Enter Residence Certificate Issue Date in DD-MM-YYYY format, *example: 18-04-2002*
48. Enter Disability Certificate Issuing Authority, *should not exceed 100 characters*
49. Enter Disability Certificate Issue Date in DD-MM-YYYY format, *example: 18-04-2002*
50. Enter Husband's Death Certificate Issuing Authority, *should not exceed 100 characters*
51. Enter Husband's Death Certificate Issue Date in DD-MM-YYYY format, *example: 18-04-2002*

Note:

1. *All Mandatory fields are marked (*) on data entry form.*
2. *Tool tip is available for all the fields; please move mouse icon on the field to see the tool tip.*

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IGNDPS (Urban)
Procedure to open the database for adding names

1. Double Click the MDB file. A pop up window appears asking for open.

Note: It is advisable that data entry is done using the form provided so that data is entered with proper validations.

Data Entry Manual for Entering Data of Pensioners at Urban Areas

1. Select State (Mandatory)
2. Select District (Mandatory)
3. Enter Municipal Area (Mandatory) , *should not exceed 80 characters*
4. Enter Ward (Mandatory) , *should not exceed 80 characters*
5. Enter First Name (Mandatory), *should not exceed 100 characters*
6. Enter Middle Name, *should not exceed 100 characters*
7. Enter Last Name / Surname *should not exceed 100 characters*
8. Enter Father / Husband Name (Mandatory), *should not exceed 100 characters*
9. Enter Contact Person Name, *should not exceed 100 characters*
10. Enter Contact Person Mobile Number, *should not exceed 10 digits*

Address Details

11. Enter House No., *should not exceed 100 characters*
12. Enter Street, *should not exceed 100 characters*
13. Enter Locality, *should not exceed 100 characters*
14. Enter 6 digit Pincode
15. Enter 2 digit Beat Code (If Beat Code is not known, enter 1)

BPL Details

16. Enter BPL Survey Year in YYYY format, *for example: 1999*
17. Enter Below Poverty Line Location which may be Panchayat or Village, *should not exceed 40 characters*
18. Enter 12 Digit Below Poverty Line Family ID (Mandatory) First 2 digits to be made '99' in case dummy BPL id is being entered
19. Enter 2 Digit Below Poverty Line Member ID (Mandatory)

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Personal Details

20. Select Gender, (Mandatory)
21. Enter Age (Mandatory), *should be >= 18 and <= 64*
22. Enter Date of Birth in DD-MM-YYYY format, *example: 22-12-1945,* if not known, leave it blank
23. Select Caste Category
24. Select Minority Status
25. Select Widow Status
26. Select Disability Type First, (Mandatory)
27. Select Disability Type Second, if more then one disability exists
28. Enter Disability % for First Disability, (Mandatory), *should be >=80% if only one disability exists or should be >= 40% if multiple disabilities exists*
29. Enter Disability % for Second Disability, *should be >= 40%*
30. Enter Annual Income
31. Enter EPIC No, *should not exceed 16 characters*
32. Enter Ration Card No, *should not exceed 12 characters*

Sanction Details

33. Enter Sanctioning Authority, *should not exceed 60 characters*
34. Enter Sanction Order Number, *should not exceed 100 characters*
35. Enter Sanction Date in DD-MM-YYYY format, *example: 18-04-2002*
36. Enter IGNDPS beneficiary number *should not exceed 10 characters*

Disbursement Details

37. Select Pension Disbursement Mode (Mandatory)
38. Enter Bank/PO Account No, if selected Disbursement Mode is "Bank Account" or "Post Office Account", *should not exceed 20 digits*
39. Select Disbursement Up to Month in MM-YYYY format, *example: 08-2008 (Must be greater than sanction date)*

Certificate Details

40. Enter Age Certificate Issuing Authority, *should not exceed 100 characters*
41. Enter Age Certificate Issue Date in DD-MM-YYYY format, *example: 18-04-2002*
42. Enter Income Certificate Issuing Authority, *should not exceed 100 characters*
43. Enter Income Certificate Issue Date in DD-MM-YYYY format, *example: 18-04-2002*

44. Enter Residence Certificate Issuing Authority, *should not exceed 100 characters*
45. Enter Residence Certificate Issue Date in DD-MM-YYYY format, *example: 18-04-2002*
46. Enter Disability Certificate Issuing Authority, *should not exceed 100 characters*
47. Enter Disability Certificate Issue Date in DD-MM-YYYY format, *example: 18-04-2002*
48. Enter Husband's Death Certificate Issuing Authority, *should not exceed 100 characters*
49. Enter Husband's Death Certificate Issue Date in DD-MM-YYYY format, *example: 18-04-2002*

Note:

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