

GOVERNMENT OF WEST BENGAL  
DEPARTMENT OF PANCHAYATS & RURAL DEVELOPMENT  
JESSOP BUILDING (1ST FLOOR),  
63, NETAJI SUBHAS ROAD, KOLKATA-700 001.

**No 7139(18)-PN/P/II/1M-3/20**

**dated: 4.10.10.**

To  
The District Magistrate  
----- (All)

**Sub: Guidelines on verification of IGNOAPS beneficiaries identified as on 1.1.2010.**

Sir,

Your kind attention is drawn to the fact that the projected figure for IGNOAPS beneficiaries in rural areas of West Bengal has been assessed to be around 10.46 lakh by the MoRD Deptt. of the Govt. of India. But at present (as on 1.4.2010), around 16 lakh IGNOAPS beneficiaries have been identified only in rural West Bengal, which is almost 60% more than the estimate made by the Planning Commission. The last list of IGNOAPS beneficiaries published with respect to 1.1.2009 reflected 12.59 lakh beneficiaries. In this context, a huge increase of around 4 lakh beneficiaries is noticed in the list of beneficiaries identified with respect to 1.1.2010.

In the meantime serious complaints are being received from different corners that in certain instances the RHS id of a BPL household is being used by a non- BPL person for getting enrolled as an IGNOAPS beneficiary. Report on age tampering in the RHS database has also been received, where an under-aged person is being shown to be 65 years and above, without any verification of supporting documents. Names of dead beneficiaries and those getting pension from other schemes, still exist in the database.

The above matter was discussed in details in the monthly conference of the D.P. & R.D.O.s held on 23<sup>rd</sup> September, 2010 at Panchayat Bhavan in the presence of the Hon'ble M.I.C., P&RD Deptt. , Govt. of West Bengal. As per his kind instructions the following steps are required to be taken from your end in your district.

- (i) Physical verification has to be done in case of each of those beneficiaries who have been newly identified with respect to 1.1.2010 and the prospective beneficiaries whose details have been entered in RHS database. Blocks who have not imported 2010 data in the SEBA database will only generate the list of prospective beneficiaries and verify them in field.
- (ii) No pension will be disbursed to these beneficiaries until and unless their physical verification is complete, even though fund may have been released from the State for payment of their pension.
- (iii) The B.I.O. / Nodal Officer (I.T.) of Panchayat Samities will generate sansad-wise list of those beneficiaries who have been newly identified with respect to 1.1.2010 and the Executive Officer of the concerned Panchayat Samity will send the same to the respective Gram Panchayats for physical verification. The necessary SQL for generating this list will

- be posted in the official website of the P&RD Deptt. ([www.wbprd.org/rhs](http://www.wbprd.org/rhs)) by the I.T. Cell of the Deptt.
- (iv) On receipt of the aforesaid list, the Executive Assistant or the G.P. Secretary (where the post of E. A. is vacant) shall verify first, the age of each of the listed beneficiaries with the Birth Certificate/ Driving Licence/ PAN Card/ School leaving Certificate/current Electoral Roll. If in any instance the age of a beneficiary in the Electoral Roll or above documents appears to be less than that in the RHS database, then such a name is to be noted in the format given for reporting and necessary steps must be initiated for deletion of that particular name.
  - (v) The E.A./Secretary will also be required to verify whether any such listed beneficiary is receiving pension under any other pension scheme. Such person should be identified and the scheme from which he is receiving pension apart from IGNOAPS should also be noted in the format supplied.
  - (vi) Further, the E.A./Secretary will have to identify those beneficiaries who died and also to note the date of death and consulted documents to ascertain such fact in the prescribed format enclosed.
  - (vii) On completion of verification, the E.A./Secretary will have to submit the format report as said above in Format-A (copy will be generated and electronically mailed by IT Cell of the P&RD Deptt.), to the concerned Executive Officer along with a certificate to the effect that he has personally verified the list of newly identified beneficiaries with respect to 1.1.2010 and that the report submitted by him is correct in all respects and not a single name which appears in the said list of beneficiaries, supplied from the Panchayat Samity has been left out from verification.
  - (viii) Further, a list of probable duplicate names will be generated (Format-B) and electronically mailed to the District/ Block. The Executive Officer will cause an enquiry to identify the actual duplicate names and delete them from the database after documenting them in the Format-B.
  - (ix) On the basis of report received in Format A & B (specimen enclosed) by him, the Executive Officer shall then take all necessary steps to delete such names which are ineligible for receiving IGNOAPS pension after giving the incumbent concerned an opportunity of being heard.
  - (x) A reasoned order has to be passed by the concerned Executive Officer before deleting any such name from the list. All such deletions are to be given effect in the existing RHS database and SEBA and the cleaned database then must have to be handed over to the District Panchayat & Rural Development Officer for onward transmission to the I.T. Cell of the P&RD Deptt.
  - (xi) Until and unless this exercise of verification of the list of newly identified IGNOAPS beneficiaries with respect to 1.1.2010 and the prospective beneficiaries whose details have been entered in RHS database is complete, the disbursement of pension to these enhanced beneficiaries must remain held up.

(xii) However, pension of the approved IGNOAPS beneficiaries who have been identified with respect to 1.1.2009, must be disbursed in cash, even if they have not yet opened Bank/P.O. Account, before the Pujas by organizing special camps, where representatives of local Bank Branches may be invited for spot opening of residual Bank Accounts.

(xiii) For rest of the beneficiaries, arrangements/ steps are required to be taken for disbursement of pension through their Bank/P.O. Accounts before the ensuing festival.

You are requested to kindly instruct all the Executive Officers of your district to strictly adhere to the above guidelines and take immediate steps for verification of such beneficiaries, pending which no fund can be disbursed to them.

Yours faithfully,

Enclo : As stated.

(B. Ghosh)  
Joint Secretary  
to the Govt. of West Bengal

No 7139(18/1(19))-PN/P/II/1M-3/20

dated 4.10.10.

Copy forwarded for information and taking necessary action to:

- 1) The Commissioner, Panchayats and Rural Development, West Bengal, Panchayat Bhavan, 11 A, K.S. Roy Road, Kolkata-1.
- 2) The District Panchayats & Rural Development Officer, \_\_\_\_\_ (All).

(B. Ghosh)  
Joint Secretary  
to the Govt. of West Bengal

**FORMAT-A****VERIFICATION REPORT OF IGNOAPS/IGNWPS/IGNDPS BENEFICIARIES IDENTIFIED ON 1.1.2010**

District \_\_\_\_\_

Block \_\_\_\_\_ Gram Panchayat \_\_\_\_\_

Village \_\_\_\_\_

Sl. No.	Name of the Beneficiary	Father/Husband's Name	RHS ID	Relationship		Reasons for Deletion									Remarks	Date of Verification	Verifier
				Relationship from Database	Actual after verification	(i) Age Less than prescribed years			(ii) Death		(iii) Recipient of pension from any other pension scheme			(iv) Others			
						Age as per SEBA	Age as per Document verified	Documents consulted to ascertain age	Date of Death	Documents consulted to ascertain death	Name of the Pension Scheme	Name of the Deptt. sanctioning the scheme	Amount of Pension drawn	Duplicate/ Shifted/ Presently Non-BPL/ Others (Specify)			

**Certified that all particulars furnished in respect of the beneficiaries covered under IGNOAPS are correct and I have personally verified all connected documents.**

Full Signature

Date:

Name :

Designation : Executive Assistant/ Secretary

\_\_\_\_\_ Gram Panchayat

***NB ( No column will remain blank. Write NA for not applicable)***

**FORMAT-B**

**VERIFICATION REPORT ON PROBABLE DUPLICATE IGNOAPS BENEFICIARIES**

District \_\_\_\_\_

Block \_\_\_\_\_

RHS ID	Name of the Beneficiary	Father's/Husband's Name	Bank/ P.O. Account No.	Bank/ P.O. Branch	Remarks ( Write 'D' if Duplicate and 'S' if Separate)

Full Signature

Name :

Designation :

Executive Assistant/ Secretary  
\_\_\_\_\_ Gram Panchayat