



GOVERNMENT OF KERALA

Abstract

SOCIAL WELFARE – NATIONAL SOCIAL ASSISTANCE PROGRAMME (NSAP) –
IMPLEMENTATION OF THE PROGRAMME – SANCTION ISSUED

SOCIAL WELFARE (B) DEPARTMENT

G.O.(P) No.47/95 Dated, Thiruvananthapuram, 13th December 1995.

Read:- D.O. letter No. P-18020/1/95-NSAP dated 14.08.1995 and 24.08.1995 from
Shri.Vinay Shanker, Secretary to Government of India, Ministry of Rural
Development

ORDER

Government of India have launched a new Programme viz., National Social Assistance Programme (NSAP) for the poor for implementation in the State/Union Territories as a 100% centrally sponsored programme. The Programme has been included in the Central budget for 1995-96 and has come into effect from 15.08.1995.

The Programme has three components as detailed below:

(i) *National Old Age Pension Scheme (NOAPS)*

This scheme envisages financial assistance of Rs.75 p.m. to the destitutes of and above the age of 65

(ii) *National Family Benefit Scheme (NFBS)*

Under this scheme, a one time assistance will be paid in case of death of primary breadwinner of the family whose earning contributes the largest proportion of the total household income. Financial assistance of Rs.5000 in case of ordinary death, and Rs.10,000 in case of accidental death will be given under this scheme

(iii) *National Maternity Benefit Scheme (NMBS)*

Under this scheme pregnant women and above the age of 19 belonging to poor families will be given an assistance of Rs.300 each for the first two live births.

A scheme for payment of pension at the rate of Rs.80 p.m old age destitute of an above the age of 65 years is already under implementation in the State. The beneficiaries under the State Scheme are eligible for pension under the NOAPS. The existing State Scheme will therefore be merged with the National Scheme and the amount of pension be enhanced to

Rs.100 p.m. The expenditure over and above the Central assistance of Rs.75 p.m. per beneficiary will be met by the State Government.

In the circumstances, Government are pleased to accord sanction for the following:

- (i) the three components viz., the NOAPS, NFBS and NMBS under the NSAP as envisaged in the scheme appended will be implemented in the State with effect from 01.11.1995;
- (ii) the existing Old Age Destitute Pension Scheme of the State will be merged with NOAPS and the beneficiaries will be paid a monthly pension of Rs.100;
- (iii) The District Collectors will open a separate P.D. Account for NSAP in the treasury and the funds from Government of India will be credited to this Account;

The programme will be implemented through Grama Panchayats, Block Panchayats and Municipal Councils/Corporations. At the District level, the District Collector will be the Nodal Officer in charge of the Programme.

The District Collectors will give wide publicity to the programme.

Keeping in view, the guidelines issued by Government of India a detailed scheme for implementation of the three components under NSAP is given in Appendix I to this order.

The Rules for implementation of the Scheme under NSAP are appended to this order (Appendix II, III, IV).

By Order of the Governor,
MATHEW C.KUNNUMKAL,
Secretary

To

The Secretary, Board of Revenue (LR), Thiruvananthapuram.

All District Collectors

All Secretaries of Grama Panchayats, Block Panchayats, Municipal Councils/Corporations

The Finance Department

The Health & Family Welfare Department

The Local Administration Department

The Rural Development Department

The General Administration (SC) Department

The Director of Health Services, Thiruvananthapuram

The Accountant General Audit / (A&E), Thiruvananthapuram

Copy to:

The Director of Public Relations, Thiruvananthapuram

Private Secretary to Chief Minister

Private Secretary to Minister (Fin.)

Private Secretary to Minister (P &SW)

D.S. to Chief Secretary.

C.A. to Secretary (LA & SW)

APPENDIX-I

SCHEMES UNDER NATIONAL SOCIAL ASSISTANCE PROGRAMME (NSAP) (100% CSS)

Introduction

The National Social Assistance Programme (NSAP) announced by the Prime Minister envisages a scheme of social assistance for the poor throughout the country and represents a significant step towards the fulfilment of the Directive Principles in Article 41 and 42 of the Constitution recognizing the concurrent responsibility of the Central and State Governments in the matter.

The Scheme is a 100% Centrally Sponsored Scheme. The Scheme has been included in the Central budget for 1995-96 and has come into effect from 15.08.1995.

Main features and objectives of the Scheme

The NSAP will have 3 components viz.

- (i) National Old Age Pension Scheme (NOAPS)
- (ii) National Family Benefit Scheme (NFBS)
- (iii) National Maternity Benefit Scheme (NMBS)

The Old Age Pension under the NSAP provides for financial assistance to destitutes of the age of 65 years or higher belonging to poor families. The Family-Benefit Scheme is intended to give financial assistance in case of death of the primary breadwinner whose earnings contribute to the largest proportion to the total household income. Under Maternity Benefit Scheme financial assistance is to be given to a pregnant woman of the age of 19 years and above belonging to the poor families. The benefit will be restricted upto the first two live births. The Scheme thus aims to ensure minimum national standards in addition to the benefits that the states are currently providing for the destitutes and poor. The intention in providing 100 per cent Central Assistance is to ensure that social protection to the beneficiaries everywhere in the country is uniformly available without interruption. Accordingly the

Central Assistance Schemes supplemented to the states assistance to the poor and is not intended to displace the states own expenditure.

Procedure for implementation of the Scheme

(i) National Old Age Pension Scheme

(a) *Rural Areas*- The application for pension in the prescribed form shall be filed before the Secretary of the Grama Panchayat. It shall be got enquired into by the Village Extension Officer attached to the Panchayat or any other officer authorised by the Secretary for the purpose. The application with the enquiry report and the remarks of the Ward Member and the Secretary of the Panchayat will be placed before the Panchayat Committee for a decision. The Panchayat Samithi will be the sanctioning authority and after it is sanctioned the Panchayat shall refer the case to the District Collector for approval and release of funds. The list of cases sanctioned shall be read out at the next meeting of The Grama Sabha and the views of the Grama Sabha shall be given due consideration.

(b) *Urban Areas*-In urban areas the application in the prescribed form will be submitted to the Secretary of the Municipality. The Secretary will get the application enquired into by the Inspector or by any officer attached to the Municipality. The application with the enquiry report and the remarks of the concerned Ward Councillor will be placed before the Municipal Council or in the case of a Corporation the Municipal Corporation for sanction and after sanction the Secretary will forward such application to the District Collector for approval and release of funds.

In case of sanction to any ineligible person the amount if any paid be recovered from the persons responsible for the sanction, primarily from the persons who have recommended the sanction, whether it be the officials or non-officials as the case may be.

(ii) National Maternity Benefit Scheme

The maternity benefit is to be disbursed 12 to 8 weeks prior to the delivery. The application will be submitted to the Primary Health Centre/in respect of rural areas, and to the community health centre/Taluk hospital or the Area Development Society in the case of Municipalities/Corporation of urban areas. The Panchayat Samithi/Municipal Council will be the sanctioning authority. The application received with the recommendation of the concerned Ward Member or Councillor will be placed before the Grama Panchayat Committee or Municipality for sanction and will be forwarded to the District Collector for approval and release of funds.

(iii) National Family Benefit Scheme

In respect of Family Benefit the sanctioning authority may be the District Collector or officers delegated by him may sanction the benefit after such enquiries as deemed necessary. The list of cases shall be placed in the notice boards of Panchayat and Municipality/Corporation.

General conditions and method of implementation

A scheme for payment of pension to Old Age Destitute is already under implementation in the State. Under this scheme a person above 65 years of age without any source of income or having only nominal income below 200 p.m and has no son of and above the age of 20 years or husband/wife provided that he/she will be deemed to be a destitute is none of the above mentioned relatives has a monthly income above Rs. 100. The Old Age Pension Scheme under NSAP is similar to the existing State Scheme of Old Age Pension Scheme. The State Scheme will be merged into the Central Scheme under NSAP and renamed as NOAPS. Under central Scheme the rate of pension is Rs. 75 p.m. In addition to this assistance, an amount of Rs. 25 may be provided by the State enhancing the total monthly pension to Rs. 100 p.m.

As per the details furnished by the Board of Revenue total number of beneficiaries under old age pension/widow pension is 1,89,263 (Please see Statement I)

The ceiling on the total number of old age pension for purpose of claiming central assistance for the State of Kerala has been fixed by the Central Government. As per the above ceiling the number of cases that can be sanctioned for the entire state is 1,44,500. The Qualifying Financial Entitlement is Rs. 13 crores.

Based on the above ceiling the number of old age pension that can be sanctioned for each district had been worked out and is given in the Statement II.

Considering that the actual number of beneficiaries under the old age pension scheme is only about 57000; the total financial requirement per annum under the scheme would be Rs. 684 lakhs. Of this amount the State can avail Rs. 513 lakhs as per the Central assistance and the balance amount of Rs. 171 lakhs will alone be the States liability. As per the existing scheme the State's liability for payment of old age pension to all the beneficiaries under the scheme amounts to Rs. 547.20 lakhs and by introducing NOAPS there will be a savings of Rs. 376.20 lakhs. This amount can be used for enhancing the pension amount to the widow destitutes.

The following conditionalities are applicable for the National Family Benefit Scheme.

(1) Central Assistance will be available for a lumpsum family benefit for households under the poverty line on the death of the primary breadwinner in the bereaved family provided:-

- (i) The primary breadwinner will be the member of the household-male or female-whose earnings contribute the largest proportion to the total household income.
- (ii) The death of such a primary breadwinner should have occurred whilst he/she is in the age group of 18 to 64 age.
- (iii) The bereaved household qualifies as one under the poverty line according to the criteria prescribed by the Government of India.

- (iv) One time assistance of Rs. 5000 in the case of death due to natural causes and Rs. 10,000 in the case of death due to accidental causes will be given to the bereaved family.

The above scheme is a new scheme and can be introduced in the State as per the guidelines prescribed by Government of India.

The numerical ceiling prescribed in the State for the above scheme is 4500 and the Qualifying Financial Entitlement is Rs. 247.50 lakhs.

The number of cases that can be considered for each district based on population has been worked out as can be seen from the Statement II. It may be seen that the total number of cases would come to 5900 whereas the ceiling fixed by Government of India is 4500. Therefore initially the number can be limited to the ceiling prescribed by Government of India and the matter taken up with the Government of India for enhancement of the number of cases to 5900 later.

For the National Maternity Benefit Scheme the following conditions are applicable.

The Maternity benefit will be restricted to:-

- (i) Pregnant women upto the first two live births provided they are of 19 years of age and above.
- (ii) The beneficiary should belong to a household below the poverty line.
- (iii) The ceiling on the amount of the benefit for purposes of claiming Central Assistance will be Rs. 300.

The numerical ceiling prescribed for the above scheme by Government of India is 75,100 and the Financial Entitlement is Rs. 225.3 lakhs.

Based on the population the break up for each district has been worked out and the same can be seen in Statement II. It may be seen that the number conforming to the number as prescribed as the ceiling prescribed by the Government of India.

Other conditions for the implementation of the scheme

Formation of State Level Committee

A State Level Committee headed by the Chief Secretary and consists of the Secretaries of Local Administration and Social Welfare, Finance, Rural Development, Health, Revenue, a nominee of the Ministry of Rural Area and Employment and independent experts and representatives of NGOs. This committee will be responsible for monitoring and evaluation of the programme and matters concerned therewith and to report to the Government of India.

Formation of District Level Committee

The District Level Committee may be headed by the Collectors and may include members of Parliament from the District, about 1/3rd of the Members of the Assembly from the District, Chairperson of the District Panchayat, the District Medical Officer, the District Social Welfare Officer, Chairperson of a Municipality/Corporation and independent experts and representatives of NGOs. The District Level Committee will be responsible for monitoring and evaluating the programme and for matters concerned therewith.

Formula for Allocation of Funds

NOAPS

Numerical Ceiling: $\text{Population} \times \text{Poverty Ratio} \times \text{Proportion of 65 + age group in total population} \times 0.5$

QFE : $\text{Numerical Ceiling} \times 1200$

NFBS : $\text{Number of deaths in the 20-59 Age group in households below the poverty line} - \text{Population} \times \text{Poverty Ratio} \times \text{proportion of 20-59 Age group in total population} \times \text{Age specific mortality in 20-59 age group.}$

Numerical Ceiling: Half the number of such deaths are assumed to relate to the primary breadwinner.

90% of the above numerical ceiling will be assumed to be due to natural causes and the balance due to accidental causes.

QFE (1) $\text{Numerical ceiling} \times 5000$

(2) Numerical ceiling X 10000

NMBS (National Maternity Benefit Scheme)

Numerical Ceiling :Population X poverty

Ratio X Crude Birth Rate X proportion of first
two births in total live births.

QFE: Numerical Ceiling X 300

Implementing Agency

At the District level, the District Collector will be the nodal officer in charge of the schemes. Responsibility for implementation of the schemes will be the Village Panchayats and the Municipalities.

The District Collector will give wide publicity to the NSAP and its procedures.

Monitoring & Evaluation

The Committee will report progress of implementation to Government at regular intervals

Operation of Funds

The District Collector shall open a separate PD Account for NSAP in the Treasury and the funds from Government of India will be credited to this account. The payment to the beneficiaries under the various scheme shall be through the Post Office Savings Bank or an Account in a Commercial Bank or through Money Order. The sanctioning authority will be responsible for arranging the payment of the assistance to the beneficiaries.

Organisational set up at Government level

The NSAP Programme is a Centrally Sponsored Scheme will 100% assistance to the tune of Rs. 1773.3 lakhs. As per the guidelines of Government of India the State Government has to implement, monitor and evaluate the progress of the Schemes and also to furnish regularly to Government of India, periodical reports, monitoring and evaluation details

and such other matter required from time to time. As a Centrally Sponsored Scheme the progress of expenditure/claiming of Central Assistance have to be watched closely and full utilisation of the fund and enrolling of maximum number of beneficiaries be ensured by State Government. The scheme may be monitored by the Social Welfare Department in Government.

STATEMENT I
Kerala Destitute Pension (G.A.P. & W.P.)

No. of Beneficiaries upto 31.03.1995

	<i>District</i>	<i>Old Age Pension</i>	<i>Widow Pension</i>	<i>Total</i>
1	Thiruvananthapuram	5608	15728	21336
2	Kollam	6359	9630	15989
3	Alappuzha	4092	10631	14723
4	Pathanamthitta	1554	3819	5373
5	Idukki	521	1380	1901
6	Kottayam	1988	4553	6541
7	Ernakulam	7887	8962	16849
8	Thrissur	6988	7527	14515
9	Palakkad	10189	13050	23239
10	Malappuram	2810	19300	22110
11	Kozhikode	4198	21046	25244
12	Wayanad	489	1675	2164
13	Kannur	3176	8877	12053
14	Kasargod	947	6279	7226
	Total	56,806	1,32,457	1,89,263

STATEMENT II
National Social Assistance Programme (NSAP)
District-wise Allotments

District	Popln. 000s	<u>Old Age Pension</u>		<u>Family Benefits</u>		<u>Maternity Benefits</u>		Total Financial Entlment	
		Nos.	Financial Entlment Rs.	Nos.	Financial Entlment Rs.	Nos.	Financial Entlment Rs.		
1	Thiruvananthapuram	2939	14628	13165200	597	3283500	7602	2280600	18729300
2	Kollam	2398	11935	10741500	487	2678500	6203	1860900	15280900
3	Pathanamthitta	1186	5903	5312700	241	1325500	3068	920400	7558600
4	Alappuzha	1991	9909	8918100	405	2227500	5150	1545000	12690600
5	Kottayam	1825	9083	8174700	371	2040500	4721	1416300	11631500
6	Ernakulam	2812	13996	12596400	571	3140500	7274	2182200	17919100
7	Idukki	1077	5360	4824000	219	1204500	2786	835800	6864300
8	Thrissur	2735	13612	12250800	556	3058000	7075	2122500	17431300
9	Palakkad	2376	11826	10643400	483	2656500	6146	1843800	15143700
10	Malappuram	3093	15394	13854600	629	3459500	8000	2400000	19714100
11	Kozhikode	2614	13010	11709000	531	2920500	6762	2028600	16658100
12	Wayanad	671	3340	3006000	136	748000	1736	520800	4274800
13	Kannur	2245	11174	10056600	456	2503000	5807	1742100	14306700
14	Kasargode	1071	5330	4797000	218	1199000	2770	331000	6827000
Total		29033	144500	130050000	5900	32450000	75100	22530000	185030000

APPENDIX II
RULES
FOR IMPLEMENTATION OF
NATIONAL OLD AGE PENSION SCHEME
RULES

1. *Short Title and Commencement:-* (i) These Rules may be called the “National Old Age Pension Rules, 1995”

(ii) They shall be deemed to have come into force with effect from 01.11.1995.

2. *Scope and Purpose-*These Rules provide for the payment of Pension to destitutes of the age of 65 years or higher belonging to poor family.

3. *Applicability of the Scheme-* These scheme as per these Rules shall apply to destitute persons who are Keralites

Note:- All persons who are residing within the Kerala State for a continuous period of not less than three years immediately preceding the date of application shall be treated as “Keralites for the purpose of the Scheme”.

4. *Definitions-* In these Rules unless the context otherwise requires.

(a) ‘Old Age Destitute’ means a person above 65 years of age without any source of income or having a family income of or less than Rs.5,000 in the case of rural areas and Rs. 5,500 in the case of urban areas.

(b) ‘Family’ includes husband/wife, sons of and above 20 years of age:

Provided that he/she will be deemed to be destitute in the family if the verifying authority or the pension sanctioning authority is/are convinced on detailed enquiry and for reasons to be recorded that none of the above members of the family looks after him/her.

5. *Conditions for Grant of Pension-* (i) Notwithstanding anything contained in these rules, no person shall be eligible for payment or continuous payment of pension if,-

(a) he/she resorts to habitual begging; or

(b) he/she is admitted to a poor home run by or with the aid of the Government or Local Authority.

Note:- 1. The word 'begging' shall have the meaning assigned to it under the law relating to prevention of begging for the time being in force.

2. No person shall be eligible for the pension, if he/she is in receipt of any pension or grant-in-aid under any other Welfare Scheme instituted by the Central or State Government or by a Local Authority or by any Organisation run with the aid of the Central or State Government or Local Authority.

6. *Amount of Pension*:- The amount of pension shall be Rs. 100 (Rupees one hundred only) per month.

7. *Mode of Application*:- (1) Application for Old Age Pension shall be filed in duplicate in Form OAP-I before:

(a) Grama Panchayat in the case of rural areas; and

(b) Municipal Offices/Corporations in the case of urban areas.

(2) The application shall be either in printed or manuscript form. The application forms will be made available by the concerned offices at Grama Panchayat/Municipality/Corporation.

(3) The applications received shall be verified as to the eligibility of the applicant through:-

(a) the Village Extension Officer attached to the Panchayat or any other Officer authorised by the Secretary, Grama Panchayats in the case of rural areas.

(b) the Inspector or any other Officer authorised by the Secretary, Municipal Council/Corporation in the case of urban areas.

(4) Application with enquiry report, and remarks of the Ward Member and Secretary, Panchayat shall be placed before the Panchayat Committee for decision.

- (5) Application with enquiry report and remarks of the concerned Ward Councillor and the Secretary/Municipal Council/Corporation shall be placed before the Municipal Council/Corporation for decision.
 - (6) The sanctioned applications will be forwarded by the Secretary, Grama Panchayat/Municipal Council/Corporation to the District Collector for approval and for release of funds.
 - (7) The list of cases sanctioned shall be read out at the Grama Sabha and their views shall be given due consideration.
 - (8) In every case of rejections of application the applicant shall be informed of accordingly by the Secretary, Grama Panchayat/Municipal Council/Corporation.
 - (9) The Secretary, Grama Panchayat/Municipal Council/Corporation shall maintain a register in OAP-II of details of applications received.
 - (10) They shall also keep a register in OAP-III of pensions sanctioned.
8. *Approval* :- (1) The District Collector or an officer authorised by him for the purpose shall be the Authority for approving the pension. How-ever the overall responsibility for proper implementation of the scheme shall rest with the District Collector concerned.
- (2) The Pension Approving Authority shall maintain a register Panchayat wise/Municipality wise/Corporation wise details of pension sanctioned and amount released.
 - (3) The total number of applications and amount sanctioned shall be within the ceiling fixed as per the Statement II appended to the order.
 - (4) On receipt of approval from the District Collector or the Officer Authority by him for the purpose, necessary entries will be made in the OAP-II by the Secretary, Grama Panchayat/Municipal Council/Corporation. Necessary entries regarding the death of a pensioner or the cessation of pension shall also be made in this register as and when necessary.

- (5) The District Collector will send every month a consolidated statement showing the number of cases sanctioned to Government.
9. *Appeal:-* Any person aggrieved by an order of Pension Sanctioning Authority can file an appeal before the Pension Approving Authority within 30 days from the date of receipt of the order of the Pension Sanctioning Authority. The appeal shall be accompanied by a copy of the orders appealed against.
10. *Annual Verification:-* (1) The Secretary, Grama Panchayat/Secretary, Municipal Council/Corporation or an officer authorised for the purpose shall make annual verification, immediately after the close of the financial year in April, as to whether the sanctioned pensioners are alive and continue to be destitute persons as described in these rules.
- (2) They shall furnish the report on such verification by 15th of May to the Pension Sanctioning Authority.
11. *Reporting of Deaths:-* (1) The Secretary, Grama Panchayat shall report every case of death of a pensioner immediately after its occurrence to the Pension Sanctioning Authority/pension Approving Authority. In the case of urban areas, such intimation shall be given by the Secretary, Municipal Council/Corporation.
- (2) Pension shall cease to be payable from the month in which the pensioner dies.
- (3) Arrears of pension consequent on the death of pensioner shall in all deserving cases, be granted to the legal heirs. The discretion in this regard shall rest with the Pension Approving Authority.
12. *Cessation of Pension:-* The Collector or Pension Approving Authority shall have the power to stop payment of pension sanctioned on mistaken grounds or on false information about the eligibility of the applicant or on the Pensioner ceasing to be a destitute.
13. *Disbursement of Pension:-* (1) The pension shall be payable from the month of issue of sanction order.

- (2) The pension shall become due for payment only on the expiry of the month to which it relates.
- (3) Pension shall be disbursed by Money Order.
- (4) Disbursement of pension shall be made on bi-monthly basis, i.e., in the months of July, October, January and April of every year.
- (5) In the case of Money Order the pension shall be remitted without deducting the Money Order commission from the pension amount.

14. *Sanction of Pension to Ineligible Person:-* In case of sanction of pension to any ineligible person the amount if any paid shall be recovered from the persons responsible for the sanction, primarily from the persons who have recommended the sanction, whether it be the officials or non-officials as the case may be.

15. *Supersession:-* (1) These rules will supersede all the existing rules on the subject.

- (2) Notwithstanding such supersession, the beneficiaries under the existing scheme for Old Age Destitute shall not file fresh applications as per these rules, and they shall continue to receive pension at the rate approved in these rules.

FORM OAP-I
Application Form for Old Age Pension
I (To be filled up by the applicant)

District _____ Block/Municipality/Village/
Panchayat/Mohalla/Ward/House No.

1. Sri/Srimathi
2. Name of Father or husband
3. Full Address
4. Categories: SC/ST/Woman/Landless/
Handicapped/General
5. Age on the date of application
6. Identification mark of the applicant
7. I solemnly affirm that :-
 - (1) I do not have any family income of Rs. 5,000 pe annum or more.
 - (2) I have/have not applied previously for grant of old age pension under NSAP/or any other scheme.
 - (3) I am a resident of
(District/State) where I have been residing during the three years immediately preceding the date of this application.
 - (4) I declare that the information furnished in this application is true and correct to the best of my knowledge and belief.

Place

Signature or Thumb impression

Date

of the applicant.

**Result of Preliminary Enquiry by Village Extension Officer
Inspector**

II (To be filled by the enquiry Officer)

1. Age
2. Income/Destitution
3/4780/95/MC.
3. Category, domicile
4. Whether applying for the first time. If not, the decision on the last application
5. Recommendation

Date:

Signature of verifying officer at
Panchayat/Municipal/Corporation level
Full Address

Note:- This application should be sent with full particulars to the Panchayat Samithi/Municipal Council/Corporation concerned.

Remarks of the
Ward Member of
Grama Panchayath/
Municipal Council/
Corporation.

Name and signature of the Ward
Member of Grama Panchayath/
Municipal Council/Corporation.

Remarks of the Secretary
Grama Panchayat/Municipal
Council/Corporation.

Signature of Secretary Grama
Panchayat/Municipal Council
Corporation

Date:

Decision:

**FORM OAP -II
Urban Local Body/Grama Panchayat-wise list Application for
Old Age Pension**

1. Sl. No
2. Date of receipt from Grama Panchayat

3. Name of the applicant with father's or husband's name
4. Full Address: Town/Village, Post Office, Taluk.
5. Recommendation to the Pension Sanctioning Authority
6. Date of sending the application form
7. Orders of the Sanctioning Authority

FORM OAP-III

Urban Local Bodies/Panchayat Samiti-wise Register of Sanctioned Pensions

1. Sl.No.
2. Name and address of the Pensioner
3. Date of sanction of the Pension
4. Pension Reference No. allotted to the pensioner
5. Date of intimation of the sanction order
6. Mode of payment
7. Remarks

APPENDIX III
RULES
FOR THE NATIONAL FAMILY BENEFIT SCHEME
RULES

1. *Short Title and commencement:-* (i) These Rules may be called “The National Family Benefit Rules, 1995”

(ii) They shall be deemed to have come into force with effect from 01.11.1995.

2. *Scope and purpose:-* These rules provide for the payment of a lumpsum amount as financial assistance for households below the poverty line, on the death of the primary breadwinner in the bereaved family.

Note:- (1) The primary breadwinner will be a member of the household-male or female whose earnings contributed to the total household income;

(2) the death of such a primary breadwinner should have occurred whilst he or she is in the age group of eighteen to sixty four years, i.e., above eighteen years and below sixty five years;

(3) the bereaved household qualifies as one below the poverty line according to criterion prescribed by Government of India from time to time.

3. *Applicability of the Scheme:-* This scheme shall apply to bereaved households who are Keralites, in the event of death of the primary breadwinner in the circumstances explained in Rule 2.

Note:- (1) All persons who are residing within the Kerala State for a continuous period of not less than three years immediately preceding the date of application shall be treated as ‘Keralites’ for the purpose of this scheme.

4. *Definitions:-* (a) 'Primary breadwinner' means a person who is a member of the household-male or female, whose earnings contribute the largest proportion to the total household income.
- (b) 'Household' include spouse, minor children, unmarried daughters and dependent parents.
5. *Amount of Assistance:-* A lumpsum amount of Rs. 5,000 in the case of death due to natural cause and Rs. 10,000 in the case of death due to accidental cause will be given to bereaved household, as one time assistance.
6. *Eligibility to Receive Assistance :-* (1) Any member of the bereaved family is eligible to apply for assistance under this scheme.
7. *Mode of Application:-* (1) Application for assistance shall be submitted in duplicate in the prescribed format along with death certificate within a period of one month from the date of death:
- Provided that the Sanctioning Authority may condone the delay upto a period of two months for valid reasons to be recorded.
- (2) The application shall be submitted before the Sanctioning Authority.
8. *Scrutiny of the Application:-* (1) District Collector or the authorised Officer shall conduct an enquiry into the details given in the application and satisfy themselves that:-
- (i) the nature of death of the primary breadwinner i.e., whether natural or accidental;
 - (ii) the primary breadwinner was a resident of the Panchayat/ Municipality/Corporation concerned;
 - (iii) the applicant is a genuine member of the bereaved family, i.e., dependent/eldest son/daughter/father/mother;
 - (iv) the primary breadwinner was in the age group of 18 to 64 years;
 - (v) the bereaved family of the primary breadwinner is below the poverty line.
9. *Procedure for Sanctioning Assistance:-* (1) The Sanctioning Authority shall be the District Collector or any Officer authorised by him for the purpose.

- (2) The Sanctioning Authority shall satisfy himself as to the eligibility and other particulars and pass order on the application for granting assistance to the bereaved family.
- (3) The total number of such sanction shall be within the ceiling limit for each districts given in Statement II to the order.
- (4) The Sanctioning Authority shall have the right to recover payments made on the basis of false or mistaken information about the eligibility

10. Disbursement Procedure:- The amount will be given by cash or cheque. The Sanctioning Authority shall give such information of sanction and disbursement of assistance to the concerned Grama Panchayat/ Municipality/Corporation.

FORM
APPLICATION FORM FOR FAMILY BENEFIT
(To be filled by the applicant)

District Block/Municipality/Village/
Panchayat/Mohalla/Ward/House No.

1. Name of the applicant
2. Name of the deceased person
3. Relationship of the applicant
with the deceased person
4. Age of the deceased person
at the time of his death
5. Whether the death was due to
 - (i) natural
 - (ii) accidental.
6. Whether death certificate from
the competent authority is enclosed
7. I solemnly affirm that:
 - (i) I do not have any family income of Rs. 5,000 or more
 - (ii) I am the Son/daughter/husband/wife/father/mother
of (the deceased)
 - (iii) the deceased was a resident of
where he/she has been residing during the three years
immediately preceding the date of his/her death.
 - (iv) I declare that the information furnished in the application is
true and correct to the best of my knowledge and belief.

Signature or Thumb impression
of the applicant.

Place:

Date:

Enquiry report:

Date:

Signature of the authorised officer.
Designation.

Orders of the Sanctioning Authority

**APPENDIX IV
RULE FOR THE
NATIONAL MATERNITY BENEFIT SCHEME
RULES**

1. *Short title and Commencement:-* (i) These Rules may be called "The National Maternity Benefit Rules, 1995"
(ii) These Rules shall be deemed to have come into force with effect from 01.11.1995.
2. *Scope and Purpose of the Scheme:-* These Rules are to provide for the payment of a lumpsum cash assistance of Rs.300 to a pregnant woman, of or above the age of 19 and who is below the poverty line, upto two live births, for pre natal and post natal care.
3. *Applicability of the Scheme:-* The scheme, as per these rules, shall apply to Keralite women.

Note:- All women who are residing within Kerala State for a continuous period of not less than three years immediately preceding the date of application shall be treated as 'Keralite' for the purpose of this scheme.
4. *Conditions of Eligibility:-* The conditions of eligibility for the assistance shall be:-
 - (a) the beneficiary shall belong to a family below the poverty line.
 - (b) the beneficiary should be domicile of the State of Kerala.
 - (c) the minimum age of the beneficiary shall be 19 years, at the time of submitting the application.
 - (d) the beneficiary should have registered with the nearest Primary Health Centre or Health Centre for ante natal care.
5. *Submission of application and procedure for sanction:-*

- (1) Application for Maternity Benefit shall be submitted in duplicate in Form MB-1, to the Primary Health Centre in the case of rural areas and Taluk Hospital/Area Development Society in the case of urban areas.
 - (2) The applications shall be registered in the Primary Health Centre/Taluk Hospital/Area Development Society and forward to the Grama Panchayat/Municipal Council/Corporation.
 - (3) The Ward Member or Councillor of the Municipal Council/Corporation shall verify the applications and record their remarks thereon.
 - (4) Duty verified applications shall be placed before the Panchayat Committee/Municipal Council/Corporation for sanction.
 - (5) The Sanctioning Authority shall forward sanctioned applications to the District Collector or an Officer authorised by him, for approval and release of funds.
 - (6) The approving authority shall maintain a register Panchayat-wise/Municipality-wise/Corporation-wise details of assistance sanctioned, and amount released.
 - (7) List of sanctioned cases shall be published in the Notice Board of Grama Panchayat/Municipal Council/Corporation as the case may be.
 - (8) The total number of such sanctions shall be within the ceiling limit for each district given in Statement II to this order.
6. *Sanction of Assistance to ineligible Persons-* In case of sanction of assistance to an ineligible person the amount paid shall be recovered from the persons responsible for the sanction, primarily from the persons who have recommended the sanction whether it be the officials or non-officials as the case may be. The Approving Authority shall have the power to recover the amount.
7. *General:-* It should be ensured that the new born child has received one dose of oral polio and BCG vaccination at birth and 1st dose of DPT and Polio vaccine in the 6th week by Primary Health Centre/Taluk Hospital/Area Development Committee.

FORM M.B 1
Application Form for Maternity Benefit
I (To be filled up by the applicant)

District _____ Block/Panchayat _____
Samiti/Municipality/Village/ Panchayat/Mohalla/Ward/House No. _____

1. Srimathi ..
2. Name of Husband ..
3. Full Address ..
4. Categories: SC/ST/Woman/Landless/
Handicapped/General ..
5. Age on the date of application ..
6. Identification mark of the applicant ..
7. I solemnly affirm that:-
 1. I do not have any family income of Rs. 5,000 per annum or more.
 2. This is my application with regard to FIRST/SECOND pregnancy.
 3. I am a resident of
(District/State) where I have been residing during the three years immediately preceding the date of this application.
 4. I declare that the information furnished in this application is true and correct to the best of my knowledge and belief.

Place: _____ Signature or Thumb impression
Date: _____ of the applicant.

II (To be filled by the Ward Member/Councillor)

Verification by Ward Member or Councillor of Municipal Council/
Corporation

1. Age ..
2. Income ..
3. Category, domicile ..
4. Whether applying in case of first/
second pregnancy ..
5. Whether registered with Primary ..
Health Centre/Health Centre/
Taluk Hospital/ Area Development Society
6. Remarks

Date:

Signature of the Ward Member or Councillor
of Municipal Council/Corporation

Full Address

Note:- This application should be sent with full particulars to the Secretary,
Grama Panchayat/Secretary, Municipal Council/Corporation.

Decision

Signature of the Sanctioning Authority
Address

Date: