

GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI
OFFICE OF THE ADDL. COMMISSIONER
DEPARTMENT OF FOOD SUPPLIES & CONSUMER AFFAIRS
K-BLOCK, VIKAS BHAWAN, I.P. ESTATE, NEW DELHI-110002

No.F.1(9)/2012/PLC/F&S/Pactfile-V/685-692 Dated: 18.04.2013

Circular

Enclosed herewith are the guidelines for identification of most vulnerable and vulnerable households through the circle Vigilance Committees for providing benefit under Delhi Annshree Yojana.

All the FSOs are directed to fix the meetings of circle Vigilance Committees before 25th April, 2013 and must issue the notice by 21st April, 2013.

Ravi Dadhich

(Ravi Dadhich)
Addl. Commissioner

1. All Asstt. Commissioners to closely monitor the progress for strict compliance of timelines and adherence of guidelines.
2. All the FSOs through Asstt. Commissioners, F&S.

Copy for information to:-

1. P.S. to Commissioner-cum-Secretary, F&S.
 2. P.A. to Spl. Commissioner
 3. P.A. to Addl. Commissioner
 4. P.A. to Jt. Commissioner, F&S.
 5. All Branch Incharges of Headquarter, F&S
- 6. S.A (Computer), F&S Department for uploading on website.*

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**OFFICE OF NATIONAL CAPITAL TERRITORY OF DELHI
OFFICE OF THE ADDITIONAL COMMISSIONER
DEPARTMENT OF FOOD SUPPLIES & CONSUMER AFFAIRS
K-BLOCK, VIKAS BHAWAN, I.P. ESTATE, NEW DELHI-110 002**

No.F.1(9)/2012/P&C/F&S/Part file-VI/685-692

Dated : 18.9.2013

Guidelines for identification of most vulnerable and vulnerable households through the circle Vigilance Committees for providing benefit under Delhi Annshree Yojana.

1. It has been decided to allow each circle Vigilance Committee constituted vide order No. F. 3(11)/F&S/P&C/2008/75 dated 16.02.2009 and 09.03.2009 to recommend a maximum of 500 most vulnerable and vulnerable families for providing benefit under the Delhi Annshree Yojana.
2. The criteria for classifying a family as vulnerable and most vulnerable which were notified by the Govt. of NCT of Delhi vide order No. F.4/23/OS/AR/8562-8676/C dated 27.08.08 will be applicable for this purpose, a copy of the said order is enclosed as Annexure to these guidelines.
3. The following procedure will be followed for identification and recommendation of beneficiaries (upto a maximum of 500 per circle) by the Vigilance Committee:-
 - (i) The list of eligible beneficiary families who fulfill the criteria as per order dated 27.08.2008 may **either** be provided by the area MLA/chairperson of the vigilance committee **or** by the members of the vigilance committee **or** by both through joint consultation.

- (ii) The list so prepared shall be scrutinized by the vigilance committee under the chairmanship of Hon'ble MLA in a special vigilance committee meetings to be held for the purpose to ensure eligibility of the beneficiary. List of beneficiary families found eligible will be prepared after the scrutiny.
 - (iii) Atleast a maximum of 50% of members of the vigilance committee shall be present in such meetings to finalize the list of eligible beneficiaries.
 - (iv) The proceedings of the meeting shall be drawn and appended to the list finalized by the committee.
 - (v) The approved list of such beneficiaries will be handed over to the FSO who is also the Member Secretary of the vigilance committee and the Assistant Commissioner of the zone. The FSOs will maintain a proper data base/ register of all such cases.
4. The FSO shall get the forms filled up for each such family and will get the field verification of the beneficiaries done by his staff to ascertain their eligibility under the scheme.
 5. The FSO shall also facilitate the beneficiaries in getting Aadhaar cards and opening of bank account through the concerned Gender Resource Centre(GRC). Special camps may also be organized by the FSO for this purpose.
 6. The Assistant Commissioner of the zone shall co-ordinate with all FSOs/area banks/UIDAI authorities/GRCs & Mission Convergence to facilitate issue of Aadhaar cards, opening of bank accounts etc. and also for organizing special camps.
- 6.1 The Vigilance Committee members shall assist the FSO in the following matters for speedy opening of Aadhaar enabled bank accounts of the beneficiaries. They are:-

- (i) Identification of female head, if no female head, then senior most female member (only if there is no female head or any adult female member, then male head) of vulnerable/most vulnerable household will be identified.
- (ii) Bank account details of female head, if no female head, then senior most female member (only if there is no female head or any adult female member then male head) of family, is to be gathered and incorporated in the data base. (If there is no bank account of female head of family, the vigilance committee members will facilitate the opening of No Frill Account of female head of family in the nearest aadhaar enabled bank).
- (iii) Aadhaar card of the female head, if no female head, then senior most female member (only if there is no female head or any adult female member, then male head) of family will be collected.
- (iv) Verify and correct (if required), available information in the form with the help of male/female HOF of household during field verifications.
- (v) Request the applicant to attach copies of the following documents of the female head of family, if no female head, then senior most female member (only if there is no female head or any adult female member, then male head):
 - (a) Photograph
 - (b) Aadhaar Card of Female Head of Family
 - (c) Ration card (if available).
 - (d) Bank account details of female head.
- (vi) The application should be signed by the female head of family, if no female head, then senior most female member (only if there is no

female head of any adult female member, men, male head, in the presence of the vigilance committee members.

7. In case, applicant is found to be having AAY/BPL/, APL(JRC), APL (stamped), APL (RCRC) card she will be declared ineligible for this scheme, and this fact will be recorded on the application and same will be returned to the FSO, where appropriate entry will be made against the said name with the reasons of becoming ineligible.
8. **Facilitation by Chairman Vigilance Committee & area MLA**
 - (a) Provide list of vulnerable & most vulnerable families as per criteria to the FSO/Member Secretary of Vigilance Committee for putting up in the meeting of the Vigilance Committee.
 - (b) Facilitate in filling up of application forms of beneficiaries recommended by Vigilance Committee and there verification.
 - (c) Attest the applicant's photograph as well as wrote recommendation on application forms and will also attest the following accompanying documents:-
 - (i) Aadhaar card of female head of the family
 - (ii) Ration card, if available
 - (iii) Bank account details of female head
9. **Action by FSO & Area Inspectors**
 - (a) FSO shall convene the meetings of Vigilance Committee in consultation with area MLA place the list of families provided by Chairperson/Members of the Committee in the meeting, get the minutes of the meeting and list recommended by the committee signed and maintain proper record/register.
 - (b) Get the forms of recommended beneficiaries filled up and get the details and eligibility of beneficiaries physically verified by the area inspector.

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- (c) Necessary documents shall be collected during field inspection.
 - (d) FSO shall match the name, address & photograph of applicant as per particulars of Aadhaar card/ Bank account details. Further, the FSO shall also verify the applicant's merit as per data-base of BPL/AAY/JRC/RCRC/APL(S) details. They shall not insist for Aadhaar Card and bank account as a precondition. The forms shall be accepted without Aadhaar card & Bank account as the same can be facilitated by GRC's, after approval of forms.
 - (e) Area Inspector shall fill up the form and shall verify the details of beneficiaries and documents of applicants, mentioned in application form & subsequently put his signature at specified space in application form.
 - (f) After approval of "Vigilance Committee" and field verification the Aadhaar Card & Aadhaar enabled Bank Account Number may be enrolled in data-base of Dilli Annshree Yojana.
 - (g) In case of non-availability of Aadhaar Card/Bank Account, the circle FSO shall coordinate with the concerned GRC to make it available within 10 days. For opening of new bank account in the name of beneficiary, if required, preferably following 15 banks may be approached.
 1. Allahabad Bank
 2. Axis Bank Ltd.
 3. Bank of Broda(BoB)
 4. Bank of India(BoI)
 5. Bank of Maharashtra
 6. Canara Bank

7. Corporation Bank
8. ICICI Bank Ltd.
9. Indian Overseas Bank(IOB)
10. Oriental Bank of Commerce(OBC)
11. Punjab and Sindh Bank
12. Punjab National Bank(PNB)
13. State Bank of India(SBI)
14. Syndicate Bank
15. Union Bank of India(UBI)

- (h) The circle FSO & concerned Zonal Asstt. Commissioner shall thereafter put attestation at specified space in the application form and upload on NIC portal for issuance of financial sanctions by the HQ accounts wing.
- (i) The AC's shall send the completed forms to Project Management Unit of Mission Convergence for uploading it on portal and Mission Convergence shall take steps for NPCI mapping. The completed forms shall be sent quickly without waiting for 500 forms to be completed in one go.
- (j) The whole exercise must be completed latest by 15th May, 2013, so as the approval of Finance Department, GNCTD may be obtained & details may be forwarded to concerned bank for release of grant to beneficiaries.

Ravi Dadhich

(Ravi Dadhich)
Additional Commissioner