

Government of West Bengal
Panchayats and Rural Development Department
63, N.S. Road, Jessop Building, Kolkata-700 001

Memo No. 5278(18)/RD(SGSY)/20M-6/05-Pt-I

Date : 17/7/2007

From: Dr. M.N. Roy, IAS
Principal Secretary
To the Government of West Bengal

To : The District Magistrate (All)

Sub: Summation of Guidelines on RHS and Road Map of works to be done under Various Schemes
(**Guideline-V**)

Sir,

This department has issued four guidelines vide this office No076/JS(DG)/007/SGSY/20M-6/05 dated 2nd Apr., 2007; No. 079/JS(DG)/2007/SGSY/20M-6/05 dated 4th April, 2007; No. 2654(18) /SGSY/20M-6/05 dated 13th Apr., 2007 and No. 3070-RD/SGSY/20M-6/05(Pt.I) dated 3rd May, 2007 and No 3583(18)-RD/SGSY/20M-6/2005 (PT-I) Dated : 25/05/2007 delineating the works and scope of work of publication of BPL list, suggested list of IAY and work related to identification of beneficiaries of NOAPS, AY etc. In the mean time, the Food and Supplies Department vide their No. has also issued a circular regarding the modalities to be adopted for renewal of ration card and identification of eligible beneficiaries for AAY and BPL ration cards. Now, it is imperative to consolidate the guidelines and make some working formula for immediate works indicating the time line. This guideline attempts to consolidate these issues.

1. Publication of list of all households and subsequent jobs

- It was mentioned in our GO.no. 5555 RD dated 29 9 2006 and reiterated in our no 3583 (18) dated 25. 05 2007 that Identification of all head of Family with name of Father/ Husband by the **Gram Sansad** should be complete within 30 days of publication of list. For recording the names of the Father /Husband's no separate format is to be devised. It may be recorded in the blank space provided below the name of the head of the household. Subsequently, these information should be incorporated in the database through RHS 2.0.0 software'
- **Identification of Social Status i.e. SC/ST/Minority.** It was mentioned in our guideline no. 3 sent vide no 3070 (32)-RD(SGSY)/20-M-6/2005 part I dated 03 05 2007 that the data regarding SC/ST/Minority is to be collected through local knowledge. The information may be recorded in the blank space after the total score provided in the printout.
- **Gram Panchayats** are to verify the list submitted by the sansad within 7 days of its receipt of the report and submit the same to the BDO
- **BDO** will compile the lists detailed above and enter the data in the RHS Database at the block level.

2. Steps to be taken for publication of BPL List and subsequent jobs:

- The BPL List as Published by the BDO is to be put up in all Gram Panchayats and **Gram Sansads** for information of all concerned.
- If anyone has any objection to the scores obtained by any household the person can submit his claim and Objection in writing noting down scores obtained against any or all parameters specifically mentioning what should be the actual score against such parameter/parameters.

Objections may also be received from households which do not feature in the BPL list at present but there are factual errors in respect of entries made against these households.

- The objection so received should be recorded in register at the Gram Panchayat level as per format given below. Bankura has devised a format in Bengali for receiving claims and objections including suo motu change on the basis of enquiry conducted by government functionaries. The formats for application are Annexure A to C of this guideline. The districts may use these formats if they have not devised such formats for this purpose. A register in the following format to record the applications received shall be maintained at the GP level

Form-A

Sl No.	Date of receipt of application	Name of the Head of the Household for which the claim/objection has been received	RHS ID		Details of corrections applied for	Score*			Name of the applicant, relationship with the Head of the Family if any
						P1....		P12	
					As mentioned in the existing list				
					Corrections prayed for in the application				

**There should be one column for each score in the register*

- The Sansad will prepare a list of such persons who are ineligible but are found to have been included in the list due to factual mistake in one or many enumeration point/s for exclusion from the BPL list.
- The Sansad will prepare a list of those who have left the area or have expired during the intervening period for necessary correction in the list.

All the Claims and Objections so submitted should be recorded and sent to the **Gram Panchayat**. It may be noted that the Gram Sansads have been given the authority of only recommending the names of those households who appear in the BPL category by mistake so that no benefit, earmarked for the BPL households, are extended to such families and their names are eventually taken out of the BPL list so as to accommodate those households who should have been included. If their scores are found to have been erroneously increased the Gram Sansad may advise those families to submit applications to the Gram Panchayats specifically mentioning the indicators score/scores that have wrongly been recorded so that the same could be verified through enquiry in due course. A receipt may be issued against the application received by the GP in this behalf preferably in a standard format to be devised by the district.

- The **Gram Panchayats** will maintain registers of all claims and objections that may be raised against the scores obtained at Rural Household Survey as per the format A above.

3. Steps to be taken for preparing permanent list for IAY at the Gram Sansad level:

- The Suggested IAY List will be published at Sansads on the basis of total score ≤ 33 and P2=1 as given by the BDO as detailed in guideline No.3

- A list of all such households who have already received benefit under IAY/PMGY (GA)/SGRY(IFS) or under any other government scheme will be prepared and these household will be excluded from such final list of eligible households.
- A list of all such persons who are ineligible but are included in the list due to factual mistake in one or many of the enumeration points may also prepared and these households be excluded from final list.
- A list of Households who have left the area or have expired during the intervening period shall also be prepared for exclusion from final list.
- The list of families whose houses have to be shifted within the current year for construction of roads under PMGSY or the houses which have been totally destroyed by any natural calamity after the survey and the loss of the family will be such that its status will come down to BPL category their list and scores are to be separately forwarded to the Zilla Parishad via the Gram Panchayat and the Panchayat Samiti. The Gram Samsad will be required to endorse this list-also.

The names of the Households who are being excluded from the suggested IAY List is to be separately prepared citing the reason for exclusion against each case and submitted to the Gram Panchayat as per format given below:

Form-B : Format for exclusion from IAY

Sl.No.	Name of Head of Family	RHS-ID	Reason for exclusion

Where **1= Previous beneficiary**

2= Ineligible as some or all parameters are wrong (please Specify)

- 4) Identification of an adult women member of the household in whose name the benefit is to be distributed; preferably mother of the Head of Family if she is part of the household or spouse of the head of the family if she is alive.
- The total time period within which the work is to be completed is 15 days after the publication of the list at Gram Sansad level and to be submitted to **the Gram Panchayats. The Gram Panchayats will check the list within another week before sending the same to the BDO**, for publication of final list in five parts for SC, ST, Minority and General in ascending order as per format given.
 - On receipt of the list **BDOs** will have to check the facts with available data and publish the PERMANENT WAIT LIST SANSAD WISE.

Format for collecting data for preparation of IAY permanent wait list

Form-C

Sl. No	Name Of Head Of Family	RHS-ID	Total Score (Ascending order)	Name of adult woman who will be beneficiary.	Relation-ship of the woman to the HoF	Social Status (SC/ST)	Minority	General
a	b	c	d	e	f	g	h	i

These data are available in the original survey form. These may be collected from these forms . If these are not available, data may be collected from field survey.

4. Steps for identification of eligible persons for NOAPS and Other Pension Scheme

Sansads will identify members above the age of 65 whose score is ≤ 33 . A combined proforma for collecting the data for NOAPS, AY, AAY and BPL ration card is given in the form-D Mentioned in the next section.

The lists should then be forwarded to the **BDO** for **verification and compilation** of beneficiary list and to be **forwarded to DPRDO** for consideration if some of the eligible beneficiaries who have not received any benefit under any scheme can be covered under the AY schemes.

5. Steps for identification of eligible persons for BPL and AAY Ration Card

Inspectorate staff of Food and Supplies department will do the following work after getting the Total RHS Data from the Gram Panchayat as instructed by the Food and Supplies Department vide their no 2841(130)-FS/Food/5R-4/07 dated 8th May 2007:

- Preparation of list of all members of Household scoring between 28 and 33(both scores inclusive) for issuance of BPL Ration Card taking details from RHS-DATA
- Preparation of list of all Members of households having scored ≤ 27 for issuance of AAY Ration Card taking details from RHS-DATA
- For all such members in BPL households who are above 65 years of age and not getting the benefit of pension scheme for AY Ration Card **Forma D** may be used
- The Head of the Family as per RHS or his/her representative will appear before the inspector with all the ration cards and corresponding EPIC where applicable. Even if one member of the family is an EPIC holder the family ration card will be renewed and the EPIC number will be entered in the Ration Card with red ink.
- In case where there is a decline in the family members the I.R.C. is to be cancelled forthwith.
- In case there is an increase in number of family members the same is to be incorporated in the family ration card but corresponding I.R.C. will be issued at a later date. **In the first phase the work will be done only for existing card holders.**
- Issuance of 'changed' cards to those households whose status has changed from general to BPL or BPL to AAY and vice-versa will be considered in second phase.

Form-D

Combined Format for preparing list for collecting data for NOAPS/AY/ BPL/AAY Ration Card

SI No	RHS ID	Name of the Head of the Household	Total Score*	Name of the member	Previous status for ration card		Relationship with head of the household	Age	If a beneficiary of existing poverty alleviation scheme, mention its name	EPIC No	Ration Card No
					BPL	AAY					
##											

Separate Rows should be used for separate member of a household. For each family, there will be a distinct RHS ID

* If the Total Score is ≤ 27 , the household will be currently be eligible for AAY and if the score is more than 27 but less than or equal to 33, they will be currently eligible for BPL card.

The works stated hereinabove shall be completed at **Gram Panchayat level** within 1 month of Publication of the list and the list is to be jointly signed by the Official of the Food and Supplies Department and Pradhan and sent to the Sub-divisional Controller of Foods, who in turn will send the list to the District Controller of Foods.

6. An user manual of the software RHS 2.0.0 for incorporating all the data collected by adopting the methods narrated above is also annexed with this letter.

7. Now, after delineating the work and drawing the time frame, the Government is of the opinion that given the magnitude of the work and the problems relating to publication being reported by the district the time line fixed earlier is required to be extended. Now

after considering all the aspects it is decided that all the work including receiving the claims and objections should be completed by 15th August, 2007. It is also decided that pending the disposal of the claims and objections the BPL list already published based on the Rural Household Survey, 2005 will be effective for identification of all the beneficiaries to be covered under different poverty alleviation programmes. The procedure for disposal of the claims and objections will be communicated later.

Yours faithfully

(M.N.Roy)