

STATE URBAN DEVELOPMENT AGENCY

"ইলগাস ভবন", এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা ৭০০ ১০৬, পশ্চিমবঙ্গ।

"ILGUS BHAVAN", H-C Block, Sector-III, Bidhannagar, Kolkata 700 106, West Bengal

SUDA-14011/1/2024-IT SEC(SUDA)-SUDA/ 7383

Date: 11.09.2025

From : Shri Joly Chaudhuri, WBCS(Exe.),
Director, SUDA.

To : (1) Chairperson , (All ULBs) Municipality/ NAA
(2) Commissioner, (All ULBs) Municipal Corporation
(3) Administrator , (All ULBs) Municipality.

Sub: Collection of Digital Life Certificate (DLC) through Aadhar Based Mobile Application for NSAP beneficiaries

Sir/Madam,

With reference to DO No. J-11018/1/2024-(e-387770) dated 03.03.2025 of the Sr. Economic Adviser, Ministry of Rural Development, Govt of India read with Memo No. 122-P&RD/o/NSAP-11/2-018 dated 09.06.2025 of the Sr. Deputy Secretary, P&RD Department, Government of West Bengal, I am to state that collection of Digital Life Certificates (DLC) through **door-to-door survey** using **Aadhaar-Based Mobile Application** need to be carried out to determine eligible beneficiaries by deleting Dead/Migrated/Duplicate/getting pension from other pension Scheme/ineligible beneficiaries to prepare an error-free comprehensive list of all existing eligible NSAP beneficiaries.

The enumeration is scheduled to be conducted from **12th September, 2025 and to be completed by 24th September 2025.**

Now, in order to foster transparency, ease of implementation, swiftness in delivery and monitoring using **Aadhaar-Based Mobile Application**, the modalities of the task are outlined below:

1. Preparatory Activities:

- Selection of Nodal Officer:** The Joint Municipal Commissioner in case of Kolkata Municipal Corporation and Commissioner/Secretary in case of other Corporations and the Executive Officer in case of Municipality and N.A.A. will act as the Nodal Officer. ULB may also suitably designate **Assistant Nodal Officer** for overall monitoring and supervision of entire activities under the control of the **Nodal Officer**
- Selection of Master trainer:** Personnel conversant with mobile applications and IT-related matters should be identified as Master Trainer at the ULB level.
- Identification of Field Functionary:** ULBs should nominate suitable personnel ie. Honorary Health Workers/Nirmal Sathis/ House to House Workers of VBD (with expertise in handling mobile apps) to be engaged as Enumerators and Supervisors for entire verification exercise.
- NSAP MIS Personnel:** Officer/Staff dealing with NSAP MIS should also be identified for smooth data handling and uploading of verified details in NSAP MIS
- Awareness campaign :** The scheme related beneficiaries are to be intimated in advance and all important documents of the beneficiaries (ie, **Aadhaar Number, Bank Details , EPIC Card, Ration Card , Mobile No etc.**) will be verified on the spot .
- Training:** Training from SUDA has already been provided to all ULBs thorough virtual mode on 2nd August, 2025 and all technical aspects has been shared in this regard. ULB-level Master Trainers in turn shall provide training to field functionaries.
- Submission of List of Field functionaries to SUDA :** ULBs are required to submit the detailed list of Nodal Officer, Assistant Nodal Officer , Nodal Officer/Staff dealing with NSAP , Master Trainer, Enumerator and Supervisor to SUDA as per prescribed format at **Annexure-A**. Engagement of field functionaries should be realistic and need based according to the quantum of the survey.

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h. Beneficiary List : Preparation of Ward wise list of beneficiaries with all relevant details is to be prepared for verification.

2. Field Level Activities :

- Submission of updated list to field functionary for physical verification :** Ward wise List need to be provided to field functionaries to carry out Physical Verification and uploading of desired information for checking and verification of adhar no, bank account and other important details.
- Physical Verification:** On receipt of ward wise list of existing beneficiaries door-to door physical verification need to be carried out for collecting and verification of useful documents & incorporation of quality photographs of the beneficiaries and other relevant details using **Aadhaar-Based Mobile Application** and submission of acknowledgement copies to beneficiaries. Enumerator/s should record any discrepancy/change noticed during verification vis-a-vis the information captured earlier.
- Supervisions:** To ensure completeness and accuracy of records random supervision of the enumerated data needs to be done by supervisors

3. Post-Enumeration

- Uploading of Verified Data in NSAP MIS:** IT personnel looking after NSAP MIS should check that all beneficiary signatures and related data are accurately captured before uploading the verified records into the portal.
- Certification:** The Commissioner/Executive Officer will certify that all entries in NSAP-MIS have been made in compliance based on the verified data **Aadhaar-Based Mobile Application**

An honorarium of Rs 20/- per beneficiary to be paid to the enumerators for such verification/collection of useful documents through Mobile Application. Costs incidental to such Verification, Monitoring and supervision, data entry and other relevant expenses including data entry cost may be met out from administrative expenses will be provided from SUDA as per the eligible amount mentioned in **Annexure B**. However such administrative expenses shall be released initially as 1st instalment to the quantum of 50% of the total eligible amount and the remaining 50% shall be released on completion of verification activities and complete submission of desired documents by ULBs to SUDA as well as complete submission of UC of 1st instalment.

You are therefore requested to adhere strictly to the above guidelines and ensure execution of the entire process within the stipulated timeframe. Your cooperation in this matter is highly solicited.

Yours faithfully,

Director, SUDA

Date: 11.09.2025

SUDA-14011/1/2024-IT SEC(SUDA)-SUDA/ 73831/(3)
Copy forwarded for information and necessary action to:

- Secretary, Municipal Corporation (Concerned)
- Executive Officer, Municipality (Concerned)
- Nodal Officer looking after NSAP Programme (Concerned)

Director, SUDA

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রাজ্য নগর উন্নয়ন সংস্থা

SUDA

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SUDA-14011/1/2024-IT SEC(SUDA)-SUDA/7883/1(3)/1(3)

Date: 11.09.2025

Copy forwarded for information to:

1. Sri Ahsan Ali, Deputy Director, SUDA
2. Private Secretary to the Hon'ble Minister-In-Charge, , UD & MA Department. Govt. of West Bengal.
3. Sr. PS to the Principal Secretary, UD & MA Department, Govt. of West Bengal.

Dandhu 11.09.2025
Director, SUDA