

পশ্চিমবঙ্গ সরকার

গৌর বিজয়ক দপ্তর

রাজ্য নগর উন্নয়ন সংস্থা

“ইবগাস ভবন”, এইচ. সি. ব্লক, সেক্টর-৩, বিধাননগর,
কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ ☎ : ০৩৩-৬৬৩৬ ৬৬০০



GOVERNMENT OF WEST BENGAL
DEPARTMENT OF MUNICIPAL AFFAIRS
STATE URBAN DEVELOPMENT AGENCY

“ILGUS BHAVAN”, HC Block, Sector-III, Bidhannagar,

☎ : 033-6636 6600, e-mail : wbsudadir@gmail.com

SUDA-14011/1/2024-IT SEC(SUDA)-SUDA/ 5240(128)

Date: 19.06.2026
22

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

To : (1) Municipal Commissioner/ Commissioner, (All) Municipal Corporation
(2) Administrator, (All ULBs) Municipality/NAAs
(3) Executive Officer, (All ULBs) Municipality/NAAs

Sub: Annual Physical Verification of all existing NSAP beneficiaries under NSAP

Sir/Madam,

As per guideline the Annual Physical Verification of all existing beneficiaries under National Social Assistance Programme needs to be taken up **once in a year**. For the Financial Year 2026-27 the process of Annual Physical Verification be initiated in all ULBs through **door-to-door survey** to determine eligible beneficiaries by deleting Dead/Migrated/Duplicate/getting pension from other pension Scheme/ineligible beneficiaries strictly adhering to the scheme guidelines (**copy enclosed**). The enumeration is scheduled to be conducted from **1st July, 2026 and to be completed by 19th August, 2026**.

Now, in order to foster transparency, ease of implementation, swiftness in delivery and monitoring, 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**
- 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 Verifiers and Supervisors for entire verification exercise and capturing of DLC for residual beneficiaries.
- 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**
- Formation of verification Team:** The verification Team for each Ward may comprise of 4-5 members. Door to door physical verification need to be carried out for collecting and verification of useful documents and **capturing of DLC for residual beneficiaries, if not captured earlier**.
- 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 will be provided to all ULBs in due course through virtual mode. ULB-level Nodal Officer/ Assistant Nodal Officer in turn shall provide training to field functionaries.
- Submission of List of Field functionaries to SUDA :** ULBs are required to submit the detailed list to SUDA for Nodal Officer, Assistant Nodal Officer , Nodal Officer/Staff dealing with NSAP , Verifier and Supervisor entrusted for verification, as per prescribed format at **Annexure-A. Engagement of field functionaries should be realistic and need based according to the quantum of the survey.**
- Verification Form:** Download Verification Form from verification menu>Verification form in PDF in NSAP-MIS portal. This list will be available at ULB level under Maker Log in.

J. Chaudhuri
19.06.2026



- i. **Beneficiary List** : Preparation of Ward wise list of beneficiaries strictly from NSAP MIS with all relevant details as per template to be prepared for verification. **(Copy annexed)**

2. Field Level Activities :

- a. **Submission of updated list to field functionary for physical verification** : Ward wise List along with Beneficiary wise pre-populated Verification Report need to be provided to field functionaries to carry out Physical Verification and uploading of desired information for checking and verification
- b. **Physical Verification**: On receipt of both ward wise list and beneficiary wise pre-populated Verification Report of existing beneficiaries, door-to-door physical verification need to be carried out for collection and verification of useful documents and submission of duly signed acknowledgement copies Verification Report to the beneficiaries. Verifier/s should record any discrepancy/change noticed during verification vis-a-vis the information captured earlier.
- c. **Supervisions**: To ensure completeness and accuracy of records random supervision of the Verified data needs to be done by supervisors
- d. **Discontinuation of ineligible beneficiaries**: Ineligible beneficiaries as per Guidelines should be deleted, based on the findings of the verification.
- e. **NSAP beneficiary's vs SIR Updated List**: All details of beneficiaries of NSAP are to be verified with the data of Dead, Shifted, Deleted and Absentee electors identified during SIR, 2026, Deleted cases in the 2nd list after publication of draft roll, deleted cases after adjudication, ASD found during Voters' slip distribution, cases who have filed appeal before State Tribunal/applied under CAA. The data to be verified with the electoral roll data and identify the matched beneficiaries and compile the data in Excel and share the list for such cases in the same excel sheet of cases **'fit for deletion'** with the State for taking further guidance in this regard.

3. Post-Enumeration

- a. **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 and updated before uploading the verified records into the portal.
- b. **Certification**: The Commissioner/Executive Officer will certify that all entries in NSAP-MIS have been made in compliance based on the verified data **(copy enclosed)**

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,

[Signature] 19-06-2026
Director, SUDA

SUDA-14011/1/2024-IT SEC(SUDA)-SUDA/5240(128)/1(4) Date: 19.06.2026
Copy forwarded for information to:

1. Dr. Madhusudan Mondal, WBCS (Exe), Deputy Director, SUDA
2. Software Manager, SUDA
3. Private Secretary to the Hon'ble Minister-In-Charge, MA Department. GoWB
4. Sr. PS to the Additional Chief Secretary, UD & MA Department, Govt. of West Bengal.

[Signature] 19-06-2026
Director, SUDA

Government of West Bengal
Panchayats & Rural Development Department
Jesab Building (1st Floor)
63, N. S. Road, Kolkata - 700 001

No. 1308/PN/P/II/3F-9/2006(Pl.II).

Dated, the 28th March, 2013.

ORDER

Consequent upon enhancement of rate of pension from Rs.200/- to Rs.300/- per month under IGNWPS and IGNDPS with effect from 01.10.2012 as well as increased rate of the grant from Rs.10,000/- to Rs.20,000/- under NFBS with effect from 18.10.2012, vide No.J-11015/1/2012-NSAP dated 08.11.2012 of Ministry of Rural Development, GOI, enhancement of rates of respective state shares was under active consideration of the Government.

Now, in modification of this Department No. 1023 /PN/P/II/3F-9/2006(Pl.II) dtd. 12.03.2013, the Governor has been pleased to accord approval towards payment of pension under IGNWPS and IGNDPS and grant under NFBS at revised rates (comprising of Central share and State share) and under revised norms as follows :-

Sl. No.	Schemes	Revised Eligibility Criteria	Revised Rate of Assistance	Date of Effect
(1)	(2)	(3)	(4)	(5)
1	IGNWPS	BPL Widows in age group 40-79 years or above	Rs.600/- p.m.	01.10.2012
2	IGNDPS	BPL persons with severe or multiple disabilities in age group 18-79 years	Rs.600/- p.m.	01.10.2012
3	IGNDAPS	(i) BPL persons of age 60-79 years (excluding BPL widows and BPL persons with severe or multiple disabilities)	Rs.400/- p.m.	01.10.2012
4	NFBS	(ii) BPL persons of 80 years or above The death of a "primary bread winner" (male or female) of a BPL household should have occurred while he or she is in the age group of 18 to 59 years, i.e. more than 18 years of age and less than 60 years of age.	Rs.1000/- p.m. Rs.10,000/-	01.10.2012 18.10.2012

The other provisions will remain the same as were mentioned in the earlier guidelines.
This order issues with concurrence of Finance Department of this Government, vide Gr. -R UO No. 0502 dtd. 21.03.2013.

Sd/-
(S. Das)
Principal Secretary to the
Government of West Bengal

Contd-2

ULB Name				ANNUAL PHYSICAL VERIFICATION : NSAP															WARD NO		
Srl	Sanction Order No	Scheme	Name of the Beneficiaries	Father Husbands Name	Address	Age (as on 01.01.26)	Gender	BPL ID	Personal Mobile No	Ration card No	Voter Card No.	Constituency	Part No.	Srl No.	Whether Resident of ULB (Yes/No)	Photocopy of Voter Card Collected (Yes/No)	Photocopy of Adhar Card Collected (Yes/No)	Geo Tagged Photograph of the Beneficiary Captured (Yes/No)	DLC Captured (Yes/No)	Eligibility Status (Eligible/ Ineligible/fit for deletion)	Specific Comments
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
1																					
2																					
3																					
4																					
5																					
6																					
7																					
8																					
Name of the Verifier (In Full)				Compiled & Updated in both Excel & MIS by:					Name of the Supervisor (In Full)												
Designation of the Verifier (In Full)									Designation of the Supervisor (In Full)												
Mobile No of the Verifier									Mobile No of the Supervisor												
Date of Verification(Specify Date)									Date of Supervision (Specify Date)												

Verification For Scheme: IGNOAPS Year 2026

DISTRICT:HOOGHLY
GRAM-PANCHAYAT/WARD:1
Sanction Order No:WB-S-08485611
Father/ Husband Name:LT KANCHAN MONDAL

If not alive, Date of Death

AHL TIN:

DRC No. :

Epic No. :WB26179507273

Status :SO_SAVED

Aadhaar Status. :Available

Social Group :GEN

(if change, Tick the Correct : SC / ST / OBC-A / OBC-B / MIN / GEN)

Migrated (Y/N)

Last Payment Details. :

Payment Mode. :apb

Account Holder. :LICHU MONDAL

IFSC Code. :

SUB-DISTRICT/MUNICIPAL:UTTARPARA KOTRUNG
VILLAGE:

Name:LICHU MONDAL

Address. :228, K.G.T.ROAD, 228 A Kotrung G T Road

Age (As on 18.JUNE.2026):76

(Verify the necessary document, if age is more than 100)

Receipt of Other Pension :

Bank Name :UCO BANK

Branch Name : KOTRUNG

IFSC No :UCBA0000305

Account No. :03050110011218

Mobile No. :8100811522

Photo Upload Status: Yes

Remarks :Eligible / Not Eligible

Bank Po Account Number. :03050110011218

Bank Name. :UCO BANK

Signature of Verifying Officer with Designation and Date

Verification For Scheme: IGNOAPS Year 2026

DISTRICT:HOOGHLY
GRAM-PANCHAYAT/WARD:1
Sanction Order No:WB-S-08486087
Father/ Husband Name:Lt Abdul Mujid

If not alive, Date of Death

AHL TIN:

DRC No. :

Epic No. :WB26179477066

Status :SO_SAVED

Aadhaar Status. :Available

Social Group :GEN

(if change, Tick the Correct : SC / ST / OBC-A / OBC-B / MIN / GEN)

Migrated (Y/N)

Last Payment Details. :

Payment Mode. :apb

Account Holder. :SEKH ABDUL RAHIM

IFSC Code. :

SUB-DISTRICT/MUNICIPAL:UTTARPARA KOTRUNG
VILLAGE:

Name:SEKH ABDUL RAHIM

Address. :5, DARGATALA LANE, 5 Dargatala Lane Hindmotor Hooghly

Age (As on 18.JUNE.2026):92

(Verify the necessary document, if age is more than 100)

Receipt of Other Pension :

Bank Name :UCO BANK

Branch Name : KOTRUNG

IFSC No :UCBA0000305

Account No. :03050110008447

Mobile No. :8274960387

Photo Upload Status: No

Remarks :Eligible / Not Eligible

Bank Po Account Number. :03050110008447

Bank Name. :UCO BANK

Signature of Verifying Officer with Designation and Date

ANNEXURE -A

Annual Physical Verification -NSAP

Detailed list of Nodal Officer, Assistant Nodal Officer, Master Trainer, Supervisor, Enumerator, & NSAP MIS Personnel

Details of Nodal Officer

Srl	Name	Designation	Mobile Number
1			

Details of Assistant Nodal Officer

Srl	Name	Designation	Mobile Number
1			
2			

Details of the Supervisor

Srl	Name	Designation	Mobile Number
1			
2			
3			

Details of the Verifier

Srl	Name	Designation	Mobile Number
1			
2			

3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

Details of NSAP MIS Personnel			
Srl	Name	Designation	Mobile Number
1			
2			

TIME SCHEDULE

ANNUAL PHYSICAL VERIFICATION AS ON 01.01.2026

(BENEFICIARIES UNDER NATIONAL SOCIAL ASSISTANCE PROGRAMME)

Srl	Assignment	Time Schedule
1	Training by SUDA to all ULB's	By 24 th June,26
2	Submission of information to SUDA regarding nomination of Nodal Officer / Assist. Nodal Officer/ NSAP MIS Personnel/Verifier and Supervisor	By 25 th June,26
3	Preparation of Ward wise Pre-populated list of beneficiaries and Printing for Door to Door Verification by Verifier (as per template provided by SUDA)	By 27 th June,26
4	Preparation and Printing of Verification report strictly for NSAP MIS [(Two Copies in One Page 1) Verifier 2) Handed over to beneficiary]	By 27 th June,26
5	Training of field functionaries by ULB	By 29 th June,26
6	Intimation to the beneficiaries well in advance	By 30 th June,26
7	Door to Door Physical Verification	From 1 st July,26 to 30 th July,26
8	Updation of Excel sheet by incorporation of verified data	By 14 th August,26
9	Submission of Compilation Certificate	By 19 th August,26

Certificate of Compliance- Annual Physical Verification (NSAP)

Corporation /Municipality/ / N.A.A.....

This is to certify that following criteria fulfilled in adherence to the Guidelines issued from SUDA [Memo No: **SUDA-14011(99)/I/2021-ITSEC(SUDA)-SUDA/5240 Dated 22.06.2026**] in respect of **Annual Physical Verification as on 01.01.2026 & uploading of verified documents in NSAP MIS** under NSAP:

1. Each & every existing beneficiary have been verified physically and the beneficiary who are dead/duplicate/migrated/ineligible or who are receiving any other pension (other than NSAP pension) have been excluded from the beneficiary list.
2. No beneficiary has been excluded without proper & justified reason
3. Each & every beneficiary details (including their eligibility criteria, Aadhar & Bank Account details and Mobile Number) have been checked to fullest satisfaction of the undersigned.
4. After all entries completed & all necessary updations, corrections & exclusions made, the Number of Beneficiary in the NSAP-MIS stand are :

Sri	Scheme	Eligibility Criteria	No. of existing eligible beneficiaries (in Nos)
1	IGNOAPS	i) BPL persons of age 60-79 years (excluding BPL widows and BPL disabled persons) (ii) BPL persons of 80 years and above	
		IGNOAPS TOTAL	
2	IGNWPS	BPL widows in the age group of 40-79 Years	
j	IGNDPS	BPL persons with severe or multiple disabilities in the age group of 18-79 Years	
Total NSAP Beneficiaries			

**Signature with date
of the Secretary/ Executive Officer/Finance Officer**

**Signature with date
of the
Chairperson/Administrator/
Commissioner**