

রাজ্য নগর উন্নয়ন সংস্থা
STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচসি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ
“ILGUS BHAVAN”, HC Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

SUDA-14013(17)/1/2020-IT SEC(SUDA)-SUDA/3155

Dated : 19/04/2023

From : Director, SUDA

To :

- 1) The Chairperson,.....Municipality/NAA
- 2) The Municipal Commissioner, Kolkata Municipal Corporation
- 3) The Commissioner,.....Municipal Corporation

Sub : SOPs related to updation of NSAP-MIS in error-free & comprehensive manner

Ref: 1. SUDA-14013(17)/1/2020-ITSEC (SUDA)-SUDA Dated. 29.03.2022.

2. SUDA-14013(17)/1/2020-ITSEC (SUDA)-SUDA/8877(125) Dated 12.04.2022.

3. SUDA-14013(17)/1/2020-ITSEC (SUDA)-SUDA/510(128) Dated 31.01.2023.

Sir/Madam,

In continuation of above letters, you are hereby requested to take following actions in order to prepare a comprehensive error-free database of NSAP beneficiaries strictly in NSAP MIS :

1. **Inclusion of the name of existing eligible beneficiaries in NSAP MIS** : Existing and alive beneficiaries who are receiving pension through DBT mode, but absent in NSAP MIS should be included in NSAP MIS portal with all their required details (provided such beneficiaries are found alive and eligible after physical verification). In this context, it may please be noted that such inclusion is only applicable for physically verified, existing and alive beneficiaries. It must be kept in mind that this ‘inclusion’ of beneficiaries is NOT inclusion of any new beneficiary. It is only inclusion of such existing beneficiaries who are already getting pension via DBT mode but not yet entered in NSAP-MIS (provided they are found by physical verification to be alive & eligible). and no new beneficiaries should be included in such list.
2. **Exclusion of the name of beneficiaries from NSAP MIS**: Name of such beneficiaries for which requests have been sent by ULBs to SUDA to stop pension payment due to death/migration/ineligible/or any other reason but who are still exists in NSAP MIS, should be excluded from NSAP MIS portal.

By following both SOPs for inclusion & exclusion, after the **completion** of NSAP-MIS updation process preceded by physical verification of beneficiaries, the ULBs will have to furnish the certificate (to be jointly signed by Commissioner & Secretary/ Secretary & Finance Officer/ Chairperson & Executive Officer/ Executive Officer & Finance Officer) along with a list of all beneficiaries, both excel



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STATE URBAN DEVELOPMENT AGENCY

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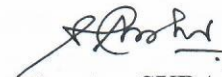
copy and PDF copy (PDF copy to be signed in every page of the list by the Commissioner & Secretary/ Secretary & Finance Officer/ Chairperson & Executive Officer/ Executive Officer & Finance Officer) in the following format :

1. No new beneficiary has been entered. Only those beneficiaries who are presently receiving NSAP pension, but whose details are not available in the NSAP-MIS portal has been entered.
2. 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.
3. No beneficiary has been excluded without proper & justified reason
4. After all entries completed & all necessary updations & corrections & inclusions & exclusions made, the Number of beneficiaries in the NSAP-MIS stands are IGNOAPS....., IGNWPS....., IGNDPS..... (Lists enclosed) as on(date)
5. Each & every beneficiary details (including their eligibility criteria, Aadhar & Bank Account details) have been checked to fullest satisfaction of the undersigned

This exercise is required to bring all eligible and alive beneficiary details of ULBs under single Platform ie. NSAP MIS for the purpose of implementation of Adhar based Payment System (ABPS).

This may kindly be treated as **extremely urgent**.

Yours faithfully,


Director, SUDA 19/4/23

SUDA-14013(17)/1/2020-IT SEC(SUDA)-SUDA/3155/1(5)

Dated : 19.04.2023

Copy forwarded for kind information to :

1. District Magistrate (All) – with a request to instruct OCMA to monitor the exercise
2. Joint Director, SUDA
3. Software Manager, SUDA
4. Private Secretary to the Hon'ble Minister-In-Charge, UD & MA Department, Govt. of West Bengal.
5. Personal Secretary to the Principal Secretary, UD & MA Department, Govt. of West Bengal.


19/4/2023
Director
State Urban Development Agency
Govt. of West Bengal