

## **CheckList for Online Data Entry for Aadhaar Seeding**

**Website Address : [www.nsap.nic.in](http://www.nsap.nic.in) maintained Centrally by NIC, Ministry of Rural Development (MoRD), Govt. of India**

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### **Basic Objective of Online NSAP MIS :**

- **To capture Aadhaar & other important details against all eligible NSAP beneficiaries as on date after verification** of all relevant details of each individual beneficiaries & **Upload** the same into the [www.nsap.nic.in](http://www.nsap.nic.in) maintained centrally by NIC, Govt. of India.
- **Urban Legacy Data (as on 1.12014) as received from 127 ULBs** with Beneficiary Details, Bank/Post Office A/c Details with IFSC Code, Disbursement Details as well as Aadhaar No. ,EPIC No, Ration Card No and Contact Mobile No has already been sent to P&RD Dept. and **uploaded into the NSAP-MIS.**
- **Inclusion of newly identified beneficiaries are restricted at this moment .**
- **TOPMOST PRIORITY** to be given to complete the assignment within the given time frame of capturing Aadhaar & other important details for all of the eligible NSAP beneficiaries & Upload the same into the [www.nsap.nic.in](http://www.nsap.nic.in) maintained centrally by NIC, Govt. of India.
- After completion of the assignment of uploading Aadhaar and other relevant details of the NSAP beneficiaries , ULB may scan and upload relevant documents like Pension Information form, Aadhaar Number, EPIC Number, Ration Card Number, Bank/Post Office Account Details, Disability Certificate (applicable only for IGNDPS Beneficiaries), Husband's Death Certificate (applicable only for IGNDPS Beneficiaries), as the **NEXT PRIORITY** for ULB level data preservation purpose.
- Any sort of correction/modification ( ie. **spelling mistakes, surname change, Ward Number Change, Address Change, Family ID Change, Gender Change , Age & date of Birth change, Caste category & Minority status change, Disbursement Details Change, EPIC/Ration Card/Aadhaar No./Mobile No. Change , Disability Status Change**) can be made in the Software
- **Do not Change Beneficiary Number, Member ID & BPL Year**
- Data for **beneficiary name and father/husband's name can't be changed at a time whatsoever for a particular record,** for which a separate **tracking module will be generated both at State & Central as well regarding such violation, if it is done by the ULBs.**

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➤ Following Information are mandatory :

a)State b)District c)Area d) ULB Name e)Ward No f)First name [ Middle Name & Last Name not required at all] g) Fathers/ Husband name h) Contact Mobile No i) UID(Aadhaar Number of 12 digit)/ EID (Enrolment ID of 14 digit)/TIN Number j) Gender ( “M”for Male , “F” for Female) k) Age l) Date of Birth m) Caste Category (GEN/SC/ST/OBC) n) Disability Code & disability percentage (applicable only for IGNDPS) o) EPIC No. p) Ration Card No. q) Minority Status r) Application Date s) Sanction Date t) Disbursement mode ie, Bank or Post Office or Money Order u)Bank/Post Office Account No. v) IFSC Code applicable for Bank Account w)PDA Code applicable for Post Office Account

**TOPMOST IMPORTANT:**

***[ Address & Passport Photo of the beneficiary concerned are not required at all, since the data will be automatically captured from Aadhaar/EID details ]***

**[ i) For the beneficiary with BPL Year 2008**

**Place Application Date 01-11-2007 & Sanction Date 01-01-2008 ( Two months before of Sanction)**

**ii) For the beneficiary with BPL Year 2010**

**Place Application Date 01-11-2009 & Sanction Date 01-01-2010 ( Two months before of Sanction)**

**iii) For the beneficiary with BPL Year 2011**

**Place Application Date 01-11-2010 & Sanction Date 01-01-2011 ( Two months before of Sanction)**

**iv) For the beneficiary with BPL Year 2012**

**Place Application Date 01-11-2011 & Sanction Date 01-01-2012 ( Two months before of Sanction)**

**v) For the beneficiary with BPL Year 2013**

**Place Application Date 01-11-2012 & Sanction Date 01-01-2013 ( Two months before of Sanction)**

**vi) For the beneficiary with BPL Year 2014**

**Place Application Date 01-11-2013 & Sanction Date 01-01-2014 ( Two months before of Sanction)]**

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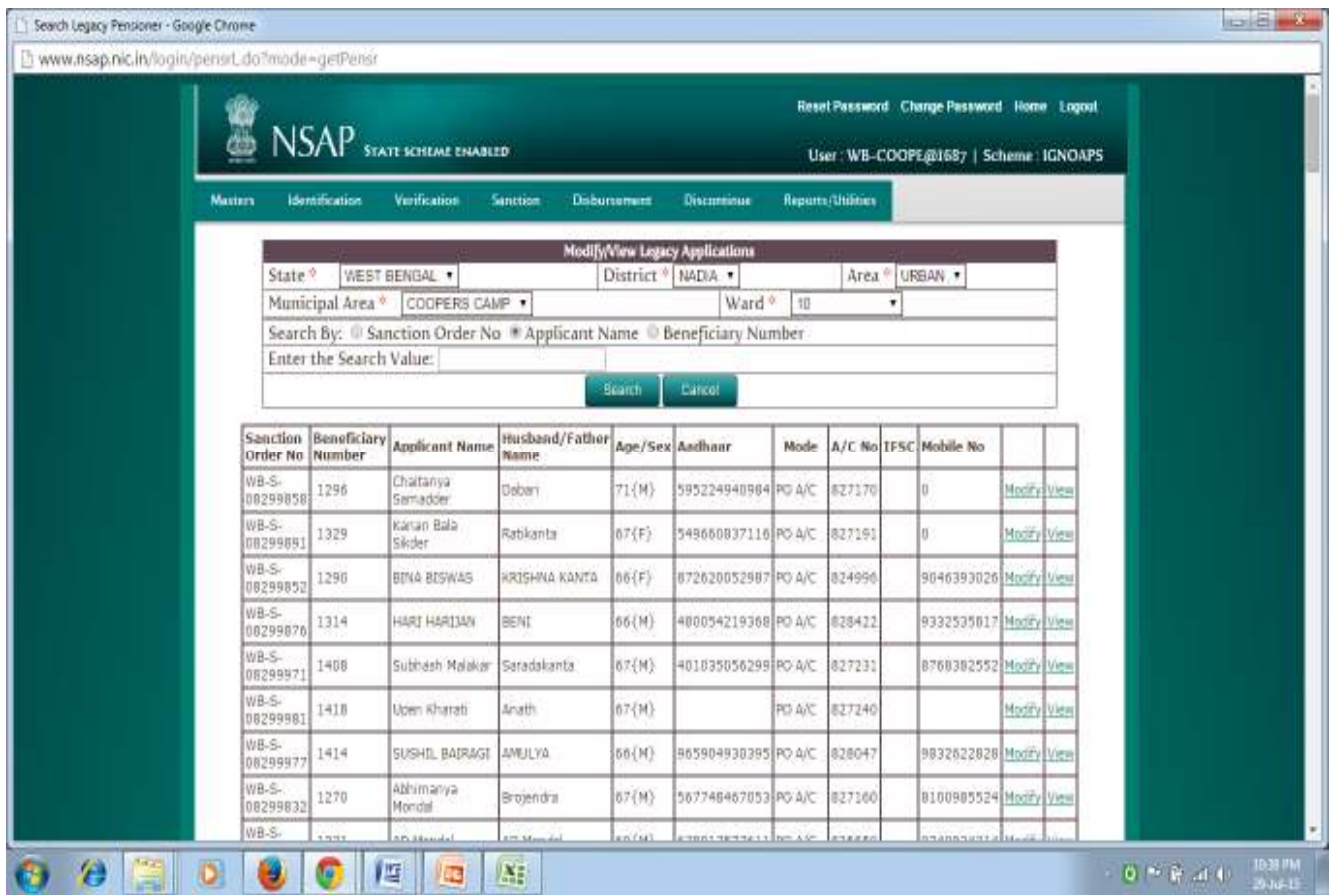
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### For Online Data Entry following steps to be taken :

- 1) After providing user-id & pass word for the ULB following screen will appear for IGNOAPS, IGNWPS, IGNDPS. Click on IGNOAPS while working on IGNOAPS, Click on IGNWPS while working on IGNWPS, Click on IGNDPS while working on IGNDPS



- 2) Go to **Identification** Menu , Click on **Existing Pensioner** and then click on **Modify** Option, it will automatically select State, District, Area, Sub District Municipal Area Name. You have to select the **Ward Number** and select **Applicant's Name** or **Beneficiary wise search** it will show all the



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beneficiaries of that particular scheme for that specified Ward like following screen:

3) Now Click on to **Modify** Option to Modify collected and verified data , following Screen will appear

The screenshot shows the 'Application Form For Legacy Data' web form. The form is titled 'Application Form For Legacy Data' and has an 'Application Number: WB-A-07520943'. It is divided into several sections: 'Applicant Details', 'Personal Details', and 'Sanction Details'. The 'Applicant Details' section includes fields for State (WEST BENGAL), District (BANKURA), Area (URBAN), Municipal Area (BISHNUPUR), Ward (1), First Name (Aji Kumar Bagdi), Middle Name, Last Name, Husband/Father Name (Late Haspada Bagdi), Nominee Name, Address, House No, Street, Location, Contact Person Mobile Number, UID Number, EID NO, TIN NO, Locality, Family Id No (2119-52), Pincode, and Member Id (1). The 'Personal Details' section includes Gender (MALE), Age (82), Date of Birth (01-07-1953), Category (SCHEDULE CASTE), Annual Income (0), Widow (No), Disability (No), Percentage of Disability, Disability Type 1 (SELECT), Disability Type 2 (SELECT), Disability Type 3 (SELECT), EPIC No, Ration Card No, Minority Status (Yes), Beneficiary Number (\*1), Scheme (IGNOAPS), and Application Date (07-07-2015). The 'Sanction Details' section is partially visible at the bottom.

The screenshot shows the 'Sanction Details' and 'Certificate Details' web form. The 'Sanction Details' section includes Sanctioning Authority, Sanction Date, and Sanction Order No (WB-S-08290858). The 'Disbursement Details' section includes Disbursement (POST OFFICE ACCOUNT), PDA Code, Bank/PO Account No (827170), and Disbursement Upto. The 'Certificate Details' section includes a table for certificates with columns for Certificate Type, Date of Issue, and Issuing Authority. The certificates listed are Age Certificate, Income Certificate, Residence Certificate, Disability Certificate, and Husband's Death Certificate. Below the table, there are sections for uploading and viewing certificates: Photo, Age Certificate, Income Certificate, Residence Certificate, and Disability Certificate. Each section has a 'View' link and an 'Upload New' section with a 'Choose File' button and 'No file chosen' text.

4) After completion of necessary correction and incorporation of verified data, select **submit** button, entered data will be saved automatically. After submitting the record you can move on to the next record.

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### IMPORTANT NOTE :

- [It is not at all required to enter **Middle Name, Last Name, Nominee Name, House No, Location, Locality, Street Name, Pincode, Annual Income , sanctioning authority**]
- [ **IFSC Code** only applicable for Bank Account. It will come through drop down menu by clicking on to **IFSC Code**. By selecting proper IFSC code, system will automatically choose the Bank Name and Branch as well]
- [ **PDA Code** only applicable for Post Office Account. It will come through drop down menu by clicking on to **PDA Code**. By selecting proper PDA code system will automatically choose the Post Office Name and Post Office Address as well]
- [ If **Application Date** is already filled by a Dummy Data , **Delete** the Dummy Data & put the **Application Date & Sanction Date** as mentioned earlier, otherwise Error will show “**Application Date** can’t be greater than **Sanction Date**” or “ **Some Error Occurred**” ]
- [ No such **special character** like \*, ?,/, #, &,%,#,@,-, \_ not be allowable to entry]
- [ **Verified Corrected Age** can be entered at any point of time]
- [If Bank & Post Office account was not found in the drop Down Menu during online data entry please e-mail to cp.suda@yahoo.co.in for those Bank/ Post office in the following manner to update the master data centrally by NIC:

### For Bank

Name of the Bank:  
Branch name:  
IFS Code:  
MICR Code:

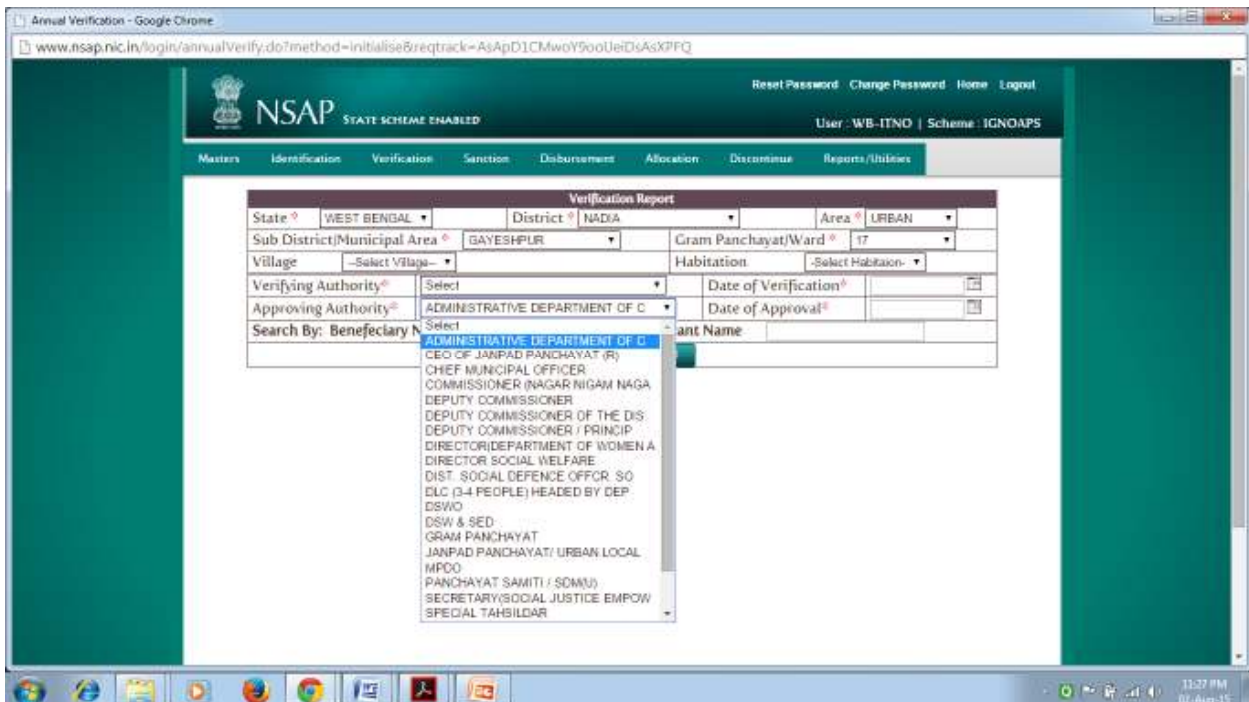
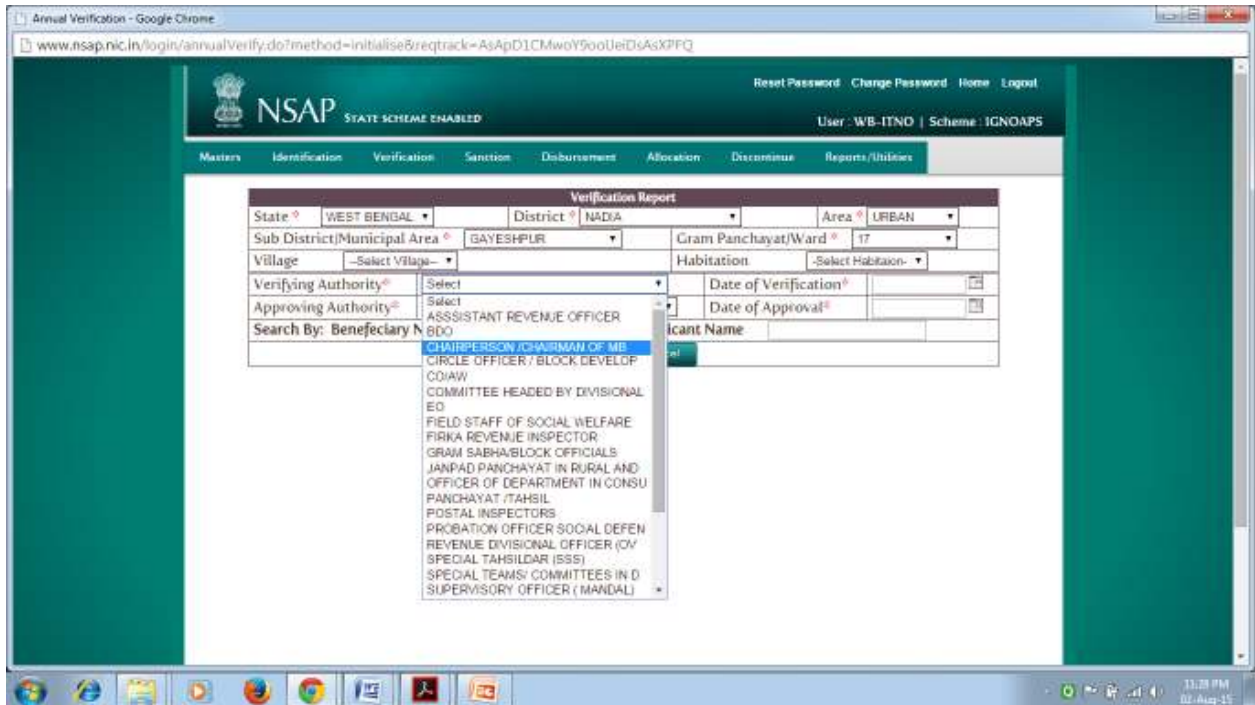
### Post Office :

Name of the Post Office/Sub Post Office:  
Post office Short Name:  
Word:  
Address:  
Pin Code:

- 5) **For Discontinue Pension [REVISED PROCEDURE]**: Go to Verification Menu , then click onto the Periodic Verification following Screens will appear . You have to select Ward No then provide Verifying authority as “ **Chairperson /Chairman of MB**” , Verification Date, Approving Authority as “**Administrative Department**” & Approving Date and Verification Status like DEAD, MIGRATED OR INELIGIBLE to discontinue the Pension from the Urban Legacy Data by selecting **NO** , Proposed date of Discontinuation by specific remarks and selecting this particular record.

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The screenshot shows the 'Annual Verification' page on the NSAP portal. At the top, there are navigation tabs: Masters, Identification, Verification, Sanction, Disbursements, Allocation, Discontinues, and Reports/Utilities. The 'Verification Report' form is displayed with the following details:

- State: WEST BENGAL
- District: NADIA
- Area: URBAN
- Sub District/Municipal Area: GAYESHPLUR
- Gram Panchayat/Ward: 14
- Village: --Select Village--
- Habitation: --Select Habitation--
- Verifying Authority: CHAIRPERSON /CHAIRMAN OF MB
- Date of Verification: 08-08-2014
- Approving Authority: ADMINISTRATIVE DEPARTMENT OF C
- Date of Approval: 10-07-2015

Below the form is a table of beneficiaries with columns: Sanction Order No., Pensioner Name, Father/Husband Name, Benef. No., Status, To be Continued, Proposed Date of Discontinuation, Remarks in Detail, and Select All.

Sanction Order No.	Pensioner Name	Father/Husband Name	Benef. No.	Status	To be Continued	Proposed Date of Discontinuation	Remarks in Detail	Select All
WB-S-08301441	aboni Shil	Intramohan	447	ELIGIBLE	Yes			
WB-S-08301442	ADHIR PARADER	SUSHIL	448	DEAD	Yes			
WB-S-08301443	AJOY ROY	NIBARAN	449	MIGRATED TEMPORARILY	Yes			
WB-S-08301444	AMAL Das DDM	LT ATUL	450	MIGRATED PERMANENTLY	Yes			
WB-S-08301445	AMAL BANERJEE	LT ANANDA	451	INELIGIBLE-ABOVE BPL	Yes			
WB-S-08301446	Amal Sarkar	Bhagrath	452	INELIGIBLE-DUPLICATE	Yes			
WB-S-08301447	AMIYA CHAKRABORTY	NITYANANDA	453	INELIGIBLE-AGE	Yes			
WB-S-08301448	AMIYO LAHA	BAISHNABCHARAN	454	INELIGIBLE-OTHERS	Yes			
WB-S-08301449	Amulya Biswas	Amulya Biswas	455	ELIGIBLE	Yes			

- 6) **For Migrate Pension:** Go to **Report/Utilities Menu** , Following Screen will appear . Now select Ward No and Age Criteria for whom Pension needs to be migrated from IGNOAPS to IGNWPS/IGNDPS to get additional benefit. Select the Scheme where the Pensioner to be Migrated and Click OK

The screenshot shows the 'Transfer Status' form on the NSAP portal. The form is titled 'Transfer Status' and includes the following fields:

- State: WEST BENGAL
- District: NADIA
- Area: URBAN
- Municipal Area: COOPERS CAMP
- Ward: 12
- Village: --Select Village--
- Habitation: --Select Habitation--
- Age: 76 TO 79

Below the form is a table of beneficiaries with columns: Sanction Order No., Benef. No., Pensioner Name, Father/Husband Name, Age, Village Name, and Select.

Sanction Order No.	Benef. No.	Pensioner Name	Father/Husband Name	Age	Village Name	Select
WB-S-08300111	1548	SPRINDRA NATH HOUDASER	SINCHARAN	76		--Select--
WB-S-08300168	1505	SANTOSI RAJUMDER	NARAYAN	76		--Select--

- 7) **For Data Download:** After completion of Data Entry , Go to **Report/Utilities Menu** , Following Screen will appear . Now select **Data Download in MDB (MS- Access)** to take the Data Backup for your ULB

The screenshot shows the 'Download Master Data' form on the NSAP portal. The form is titled 'Download Master Data' and includes the following fields:

- State: WEST BENGAL
- District: NADIA
- Area: URBAN
- Municipal Area: --Select Municipal Area--

Below the form are three buttons: GetWebService, Download in MDB, and Download in CSV, along with a Cancel button.

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**If any Technical issues appeared during Online Data Entry :-**

- Please send e-mail to [cp.suda@yahoo.co.in](mailto:cp.suda@yahoo.co.in) about the type of problem **PROPERLY** during online data entry under the signature of the Nodal Officer designated for Aadhaar Seeding purpose against all NSAP beneficiaries to take up the matter and resolve the issues in support with National Informatics Centre (NIC) at Central Level, GoI.
- Job related to Scanning and uploading of Xerox copy of Adhaar card, Ration Card, Epic Card, Husband's Death Certificate may be taken as next priority.