

Objective of Aadhaar Seeding : Aadhaar platform is an important tool to eliminate proxy and fake data in the system concerning National Social Assistance Programme (NSAP). The basic objective of Direct Benefit Transfer (DBT) is to ensure that the beneficiary gets benefit through Aadhaar Enabled Payment System (AEPS) which is an accountable, cost-effective and transparent.

Process of Aadhaar Seeding and Collection of other important details for all NSAP existing eligible beneficiaries

- In this process the scheme related beneficiaries are to be intimated in advance to attend a particular camp being organized by ULBs and the other important details of the beneficiaries (ie, Aadhaar Number, EPIC Card, Ration Card , Mobile No etc.) will be verified on the spot
- Collected and verified data to be uploaded into the databases of the schemes maintained at the Central Server of NSAP MIS ie. www.nsap.nic.in for which a separate user-id & password for each ULB will be given from SUDA
- ULBs may also upload data of scanned copy of other useful documents like Pension Information forms used for Aadhaar Seeding purpose, death certificate , Voter Card, Aadhaar Card for future reference
- Urban Legacy Data of the respective ULB has already been uploaded in the website www.nsap.nic.in through “Annual Verification” done by the ULB in the last year.
- Corrected and verified data on “Pension Information Form” to be uploaded Online ie, all the corrected verified information on each individual beneficiaries need to be incorporated/updated in the NSAP-MIS online. It is worthwhile to mention here that, correction of name of the beneficiary and Scheme can be modified at any point of time for a particular beneficiary. However, name of the Death / Migrated/Duplicate/ In-eligible beneficiaries are to be deleted online from the beneficiary List on the basis of documentary evidence. In the NSAP-MIS, substitution of beneficiary name is totally restricted for which separate tracking module has been generated and substituted name can't be uploaded
- Inclusion of newly identified beneficiaries is restricted at this moment.

Activity required to be taken by the ULBs:

- Commissioner/ Joint Municipal Commissioner/Secretary in case of Corporation and Executive Officer / Finance Officer (in absence of Executive Officer) and Office Superintendent/ Head Clerk (in absence of Executive officer & Finance Officer) in case of Municipality/N.A.A will act as the Nodal Officer for the entire Aadhaar Seeding process.
- ULBs to nominate & issue formal order to the appropriate field functionary to recognition/verification/collection of useful documents from the beneficiary for that an honorarium of Rs 5/- per beneficiary to be paid for such verification/collection of useful documents

- Printing of the “**Pension Information Form**” of existing eligible NSAP Beneficiaries (2 set) as per prescribed format provided from SUDA. One set to be used for Verification & Compilation Purpose whereas other set to be preserved by the Beneficiary after proper verification by the field functionary
- **Awareness Campaign & Local Publicity:**
 - a. All the NSAP beneficiaries are to be well informed to furnish Xerox copy of Aadhaar Number, EPIC Card, Ration Card, Bank/Post Office Account details and other important details, if necessary along with the “**Pension Information Form**”
 - b. Special drive to be taken by the ULBs to provide Aadhaar Number to the beneficiaries having no Aadhaar Card Number using the service of Aadhaar Centre existing at each ULB.
 - c. Special drive also needs to be taken by the ULBs for the NSAP beneficiaries having Post Office Account / Money Order for immediate opening of Bank Account in Commercial Bank with active support from Banks (it is mandatory for Direct Benefit Transfer)
- **Orientation Programme** to be organized for Councillors regarding the Aadhaar Seeding process
- **Training Programme** to be organized for Field functionaries. Field functionary shall have to verify supporting documents like Aadhaar Card Number /EPIC Card Number /Ration Card Number/Bank or Post Office Details/Mobile Number, as available at the time of such data collection and verification. Field functionaries have caused to incorporate discrepancies/changes, if any, in the “**Pension Information Form**” during data collection and verification and to hand over the corrected duplicate copy to the concerned beneficiaries for their preservation. Corrected and verified data on “**Pension Information Form**” to be uploaded Online.
- **EID Number (Enrollment ID)** will be required for those NSAP beneficiaries having No Aadhaar Card Number. This EID Number will be provided from the Permanent Aadhaar Centre existing at each ULB.
- **Declaration Camp** as per requirement need to be set-up by the ULB for minimum 10 days for data collection and verification. This model is quite fast than the “Door to Door Survey” as more number of beneficiaries are covered as they are available in a given location in a given period of time.
- Some **photograph** need to be captured by the ULBs for a) Training Programme b) Orientation Programme for the Councillors c) Declaration Camp/Door to Door Survey (is in progress) and to be submitted to SUDA after completion of the entire process
- ULB to submit **Report I & Report II** to SUDA in scanned copy within 17.07.2015 and 07.08.2015 respectively by email to cp.suda@yahoo.co.in or by FAX (033-2358-5800)
- After completion of Online Data Entry Final List of NSAP beneficiaries to be placed in BOC Meeting and copy of BOC resolution and completion certificate on Online MIS need to be submitted to SUDA within 07.08.2015