



वसुधैव कुटुम्बकम्
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केंद्र शासित प्रदेश लद्दाख प्रशासन
समाज एवं आदिवासी कल्याण विभाग
सिविल सचिवालय, लद्दाख

THE ADMINISTRATION OF
UNION TERRITORY OF LADAKH,
SOCIAL & TRIBAL WELFARE DEPARTMENT,
Civil Secretariat, Ladakh.

File No: A/235/2021-S&TW SEC-Part(1)-86-109

ई-मेल/Email: swladakh@gmail.com

दूरभाष/Phone No: 01982-258365

Subject: National Social Assistance Programme (NSAP)- regarding.

- Reference - NSAP Programme Guidelines, MoRD, Oct., 2014, Gol.**
- Order No. 372-LA(GAD) of 2022 dated: 09.12.2022 reg. Constitution of UT Level and District Level Committees for NSAP in UT of Ladakh.
 - Order No. 03/ S&TW of 2023 dated: 04.01.2023 reg. Nomination of Officers and Constitution of Committee under NSAP.

Circular No: 01/S&TW of 2023.

Dated: 05/01/2023.

The National Social Assistance Programme (NSAP) aims at universal coverage of eligible persons and pro-active identification, transparent and people friendly process for application, sanction, appeal and review and regular monthly disbursement of pensions and benefits. The programme also emphasises on robust Social Audit and Annual Verification with key role for local self-government institutions in the implementation of the programme.

2. The Audit Report by the Office of the Principal Director General of Audit, reg the NSAP implementation in Ladakh has made certain observations and accordingly it is directed that all Officials/authorities responsible for the implementation of the Programme shall ensure that the process laid down in the NSAP Guidelines is closely followed.

3. Pursuant to the NSAP Programme Guidelines, the Districts and the Directorate shall take up the following action as per the prescribed timelines:

- The selection of beneficiaries shall be taken up as per the process detailed out in the NSAP Guidelines that includes awareness generation, confirmation of the existing beneficiaries, publishing list of confirmed/deleted beneficiaries for filing of claims and objections.
- Identification of new beneficiaries through Gram Panchayats/ Municipalities, applications in the formats specified, verification, discussion in the Gram Sabha/ Ward Sabha/ Area Sabha shall be taken up as per the laid-down procedure in the Guidelines.

- c. The “**Sanctioning Authority**” shall to be constituted by the Deputy Commissioners as given vide **Order No. 03/ S&TW of 2023 dated: 04.01.2023** for sanctioning of pension under NSAP.
- d. After receipt of applications which are verified and recommended by the Gram Sabha/ Ward Committee/ Area Sabha, the Sanctioning Authority will convey approval to the applicant in the form of a **Sanction Order** given as **Annexe– IV** in the Guidelines with a copy to Gram Panchayat/ Municipality concerned.
- e. The time for processing of application from the time of receipt till sanction or rejection should not exceed sixty days.

Verification after submission of applications	15 days
Gram Sabha / Ward	20 days
Gram Panchayat / Municipality	15 days
Sanction of Pension	10 days
Time period for disposal of Appeals (if pension is not sanctioned)	15 days
Time period for disposal of second Appeal	15 days

- f. Every beneficiary who has been sanctioned pension under schemes of NSAP shall be issued a **Pension Passbook**. The Passbook shall contain details of the Sanction Order, particulars of the pensioner and disbursement details. The format of Pensioner’s Passbook is given as **Annexe– V** in the NSAP Guidelines.
- g. The list of beneficiaries to whom sanctions are issued should be displayed at the Gram Panchayat/ Ward/ Municipal Office and updated **every three months**. A file containing photocopies of all applications, the register recording receipt of applications and Sanction Orders and Rejections shall be kept open and accessible for inspection at respective offices.
- h. The District Level Committees constituted vide Order No. **372-LA(GAD) of 2022 dated: 09.12.2022** shall function as detailed out in the Guidelines.
- i. The Gram Panchayat/Municipality shall take up the following role:
- i. Disseminating information about NSAP regarding procedure for obtaining benefits. In this task, voluntary organizations, SHGs, Asha workers, Anganwadi workers etc. can be involved actively.
 - ii. Periodic reviews, discussions should be held in Gram Sabha/ Ward level meetings.
 - iii. Wherever SHGs of NULM or NRLM are in existence, they should be actively involved in identification of beneficiaries.



- iv. The Gram Panchayats/ Municipalities should play an active role in the identification of the beneficiaries under all the schemes of NSAP.
 - v. The identification could be based on (a) application by the candidate or (b) own volition of Gram Panchayat/ Municipality or (c) report of any other competent authority. In all cases the application form has to be filled up. However, due care should be taken, to ensure minimum load on beneficiary, considering their vulnerability.
 - vi. Monitoring and necessary follow-up in sanctions and disbursement.
 - vii. The Gram Panchayats/ Municipalities shall report every case of death of pensioner to the designated Sanctioning Authority. Cases of mistaken/ false identity should also be reported immediately for corrective action.
 - viii. In case the number of eligible beneficiaries is more than the estimated number of beneficiaries in any State/ UT, the expenditure on excess number of beneficiaries can be met from the resources of the State/UT.
- j. The annual allocation will be released in two instalments as specified in Guidelines. **The second instalment will be released upon the utilization of 60% of the funds and subject to fulfilment of conditions.** Utilisation Certificate, Audit report are essential for release of subsequent instalments.
- k. The preferred mode of payment should be Bank Account or Post Office Savings Account. In order to deliver the pension at the door step, banking correspondent model could be adopted as per the instructions issued by the RBI.
- l. Data shall be uploaded on the Ministry's NSAP-MIS using the State/ District/ Sub-district logins. The detailed Guidelines for use of NSAP-MIS may be seen at **Annexe-VIII** of the Guidelines.
- m. Director Social & Tribal Welfare department has been designated as the **Pension Disbursing Authority** and **State Nodal Officer** vide **Order No. 03/ S&TW of 2023 dated: 04.01.2023** and shall carry out the duties specified in the Guidelines.
- n. **Acquittance roll** is to be generated every month and used for disbursing the pension. The Acquittance roll would indicate the name of the beneficiary and the amount due to her / him.
- o. Once the pension has been disbursed and the disbursement details of the pension amount paid, signatures of pensioners are taken on the *Acquittance* roll, these details need to be updated in the **Disbursement Ledger** in the NSAP website.
- p. There should be seeding of the **Aadhaar numbers** in the Bank/ Post Office accounts. At the same time no beneficiary is to be denied his or her entitlements for the reason that she has no bank/ Post Office account and/or Aadhaar number.

- q. The **Monthly/ Quarterly Progress Reports** will be generated automatically on NSAP-MIS and have to be furnished online by the State Nodal Officer by **15th of every month**.
- r. District Level Committee shall also work as **Vigilance and Monitoring Committees** at the District level for review of implementation of the programme.
- s. **Grievances** shall be addressed to the Programme Officer and the grievance shall be addressed within 15 days with communication to the applicant. The email ID/ Phone no for grievance should be widely publicised.
- t. **Social Audit** is to be conducted by the Gram Sabha/ Ward Committee at least **once every six months**. Hence, one of the agenda items of at least two Gram Sabha/ Ward meetings convened by the Gram Panchayat/ Municipality during the year needs to be “Conduct of Social Audit for schemes of NSAP”.
- u. The following convergence should be automatic:
- All NSAP beneficiaries should be enrolled under RSBY or State level health insurance schemes.
 - All NSAP beneficiaries should be covered under Aam Aadmi Bima Yojana.
 - Special efforts should be made to provide housing under Indira Awaas Yojana and urban housing schemes to eligible beneficiaries under NSAP.
 - State Livelihood Missions, both rural and urban, should proactively enroll all the women beneficiaries of NSAP in the SHGs of NRLM / NULM.
 - All NSAP beneficiaries automatically get the benefit of food security.
 - NSAP beneficiaries of rural areas and / or their family members should be given job cards and proactively provided employment under MGNREGA.
 - NSAP beneficiaries and / or their children should be given preference for training under Aajeevika Skills Programme.

Sd/-
(Padma Angmo) IIS/पद्मा अंगमो,
Commissioner/ Secretary/आयुक्त /सचिव
Social & Tribal Welfare Dept./ समाज एवं आदिवासी कल्याण विभाग

Copy to:

- 1. Deputy Commissioner/CEO LAHDC Leh, UT of Ladakh.**
- 2. Deputy Commissioner/CEO LAHDC Kargil, UT of Ladakh.**
- 3. Director, Social and tribal Welfare Dept., UT of Ladakh.**



Copy also to:

1. Chief Economic Advisor, Ministry of Rural Development, Gol, New Delhi.
2. Deputy Commissioner/ Chairperson, District Skill Committee, Leh/Kargil, UT of Ladakh.
3. Director, Rural Development Dept., UT of Ladakh.
4. Director, Urban Local Bodies, UT of Ladakh.
5. District Programme Officer ICDS, Leh/Kargil, UT of Ladakh.
6. Superintendent of Post Office, Ladakh Division, Leh, UT of Ladakh.
7. District Social Welfare Officer Leh/Kargil, Social and Tribal Welfare Dept., UT of Ladakh.
8. District Informatics Officer, NIC, for uploading of accessible PDF format on the website.
9. OSD to the Hon'ble Lt. Governor, UT of Ladakh, for the kind info. of the Hon'ble Lt. Governor.
10. Executive Officer, Municipality, Leh/Kargil, UT of Ladakh.
11. Zonal Head, J&K Bank Ltd., UT of Ladakh.
12. PPS to Joint Secretary, Ministry of Rural Development, Gol, New Delhi.
13. PS to the Advisor to the Hon'ble Lt. Governor, UT of Ladakh, for kind info. of the Advisor
14. PA to Pr. Secretary, HUDD, UT of Ladakh, for kind info. of Pr/Secy.
15. PA to Comm/Secy., Rural Dev. and Panchayati Raj, UT of Ladakh, for kind info. of C/Secy.
16. P.A to Comm/Secy., S&TW, UT of Ladakh, for kind info. of C/Secy.
17. Office Record/ Circular file.



Stanzin Shakya (Ph.D.) स्तंज़िन शाक्य

OSD to Commissioner/ Secretary/आयुक्त सचिव के ओएसडी
Social & Tribal Welfare Dept./ समाज एवं आदिवासी कल्याण विभाग



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संघ राज्य प्रशासन, लद्दाख

THE ADMINISTRATION OF
UNION TERRITORY OF LADAKH

सामान्य प्रशासन विभाग

GENERAL ADMINISTRATION
DEPARTMENT

F.No: A/538/2022-GAD SEC-Part(4)

ई-मेल/email:

gad.utladakh@ladakh.gov.in

यूटी सचिवालय/UT Secretariat

लेह/Leh, Dated:- 09.12.2022

Subject: Constitution of UT Level and District Level Committees for National Social Assistance Programme (NSAP) in Union territory of Ladakh.

Ref:- U.O. No. A/235/2021-S&TW SEC-Part(1) from Social & Tribal Welfare Department.

Order No:-372-LA(GAD) of 2022

Dated: -09.12 .2022

Sanction is hereby accorded to the constitution of UT Level Committee and District Level Committee for implementation of the Social Welfare Scheme for National Social Assistance Programme (NSAP) in the Union territory of Ladakh.

I. UT Level Committee:

1.	Advisor to the Hon'ble Lt. Governor, Ladakh	Chairperson
2.	Administrative Secretary Finance Department	Member
3.	Administrative Secretary, Revenue Department	Member
4.	Administrative Secretary, Health and Medical Education Department.	Member
5.	Administrative Secretary Rural Development & Panchayati Raj Department	Member
6.	Administrative Secretary, Housing and Urban Development Department.	Member
7.	Administrative Secretary, Social and Tribal Welfare Department.	Member
8.	Deputy Commissioner, Leh/Kargil	Member
9.	Director, Social and Tribal Welfare.	Member Secretary
10.	One Councillor each nominated by HCEC LAHDC Leh/Kargil	Member
11.	President, Municipal Committee, Leh/Kargil	Member
12.	Two Representatives of Banks/Post Office to be nominated by Finance Department	Member
13.	Four representatives of NGOs/Experts to be identified by Social Welfare Department	Members

The Terms of reference of the Committee: -

The Committee will be responsible for efficient implementation, monitoring and evaluation of the NSAP and matters concerned therewith in accordance with the guidelines and the procedures therein.

The committee shall meet at least twice a year.

Amman
9.12.2022

II. District Level Committee.

1.	Deputy Commissioner/CEO LAHDC, Leh/Kargil	Chairperson
2.	District Programme Officer, ICDS, Leh/Kargil	Member
3.	Assistant Commissioner Dev., Leh/Kargil	Member
4.	Assistant Commissioner Revenue, Leh/Kargil	Member
5.	Chief Planning Officer, Leh/Kargil	Member
6.	Chief Medical Officer, Leh/Kargil	Member
7.	District Social Welfare Officer, Leh/Kargil	Member Secretary
8.	President Municipal Committee Leh / Kargil	Member
9.	Chairperson Block Development Council on annual rotation basis to be appointed by the Chairman of the Committee	Member
10.	Two (02) Sarpanches on annual rotation basis to be appointed by the Chairman of the Committee.	Members
11.	Four independent experts and representatives of NGOs working in this area to be nominated by the Chairperson.	Members

Terms of reference of the Committee: -

The District Level Committee will be responsible for implementation, monitoring and evaluating the programme within the district and matters concerned therewith in accordance with the guidelines and the procedures therein.

The committee shall submit report to the S&TW department on a monthly basis.

By order of Lt. Governor, Ladakh.

Sd/-

(Ajeet Kumar Sahu/ अजीत कुमार साहू) IAS

Commissioner/Secretary/ आयुक्त/ सचिव
General Administration Department

Copy to all officers /members of the Committees as above.

Copy to the:

1. All Administrative Secretaries, UT Administration of Ladakh.
2. Administrative Secretary, Social and Tribal Welfare Department, Ladakh. The U.O. file is returned herewith.
3. Deputy Commissioner/ CEO, LAHDCs Leh and Kargil.
4. District Informatics Officer, NIC, Ladakh for uploading the order on UT website.
5. Private Secretary to the Advisor to Hon'ble Lt. Governor, Ladakh for information of Advisor to Hon'ble Lt. Governor, Ladakh.
6. Order file/e-office file

(Sonam Chhosdon/ सोनम छोसडोन)

Deputy Secretary/ उप सचिव
General Administration Department



केंद्र शासित प्रदेश लद्दाख प्रशासन
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THE ADMINISTRATION OF
UNION TERRITORY OF LADAKH,
SOCIAL & TRIBAL WELFARE DEPARTMENT
Civil Secretariat, Ladakh

File No: A/235/2021-S&TW SEC-Part 1/ 55-68

ई-मेल/Email: swladakh@gmail.com

दूरभाष/Phone No: 01982-258365

Subject : Nomination of officers and constitution of Committees under National Social Assistance Programme (NSAP)

**Ref : 1. NSAP Programme Guidelines, Ministry of Rural Dev. Oct. 2014, GoI.
2. Order No. 372-LA(GAD) of 2022 dated: 09.12.2022 for Constitution of the UT Level and District Level Committees for NSAP**

**Order No: 03 /S&TW of 2023
Dated: 04/01/2023**

Sanction is hereby accorded for designating the following officers for implementation of National Social Assistance Programme as per the NSAP Guidelines:

I. UT Level:

1.	Pension Disbursing Authority	Director, Social & Tribal Welfare
2.	State Nodal Officer	Director, Social & Tribal Welfare

II. District Level:

1.	Reviewing Authority	Deputy Commissioner
2.	Appellate Authority	District Social Welfare Officer
3.	Programme Officer	District Social Welfare Officer

The officers shall work under the overall supervision of the UT Level Committee/District Level Committee respectively constituted vide order referred above.

2. The Deputy Commissioner shall immediately constitute the following Committee as **Sanctioning Authority** for examining the applications and sanctioning the pension for each Block/Tehsil, as mentioned in the NSAP Guidelines:

- a) Senior- most Tehsil Social Welfare Officer in the district – Chair.

- b) Social Worker Grade-I of the respective Block/Tehsil.
- c) Supervisor/s of the respective Block/Tehsil.
- d) One Panchayat Secretary nominated from the respective Block/Tehsil.

Note: The Social Worker/Supervisor shall be member of Committee to examine and sanction applications from their Block/Tehsil.

Note: One Panchayat Secretary shall be nominated for each Block/Tehsil to examine and sanction applications for that Block/Tehsil.

3. Deputy Commissioner shall also constitute a **Verification Team** as per the NSAP Guidelines.
4. Copy of the orders shall be marked to the Department.

Sd/-

(Padma Angmo) IIS/पद्मा अंगमो,
Commissioner/ Secretary/आयुक्त /सचिव
Social & Tribal Welfare Dept./ समाज एवं आदिवासी कल्याण विभाग

Copy to:

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2. Deputy Commissioner/CEO LAHDC Kargil.
3. Director, Social and Tribal Welfare Dept., UT of Ladakh

Copy also to:

1. Chief Economic Advisor, Ministry of Rural Development, GoI.
2. Director, Rural Development Dept., UT of Ladakh.
3. District Programme Officer ICDS, Leh/Kargil.
4. District Social Welfare Officer, Leh/Kargil.
5. DIO NIC, for uploading of digitally signed readable PDF on website.
6. OSD to the Hon'ble Lt. Governor, UT of Ladakh, for the kind info. of the HLG
7. PS to the Advisor to the Hon'ble Lt. Governor, for the info. of the Advisor to HLG.
8. PA to Comm./Secy., S&TWD, UT of Ladakh, for the info. of the Comm./Secy.
9. PA to Comm./Secy., Rural Development Dept., UT of Ladakh, for the info. of the C/S.

Stanzin Shakya (Ph.D.) स्तंजिन शाक्य
OSD to Commissioner/ Secretary/आयुक्त सचिव के ओएसडी
Social & Tribal Welfare Dept./ समाज एवं आदिवासी कल्याण विभाग