



आर्थिक सहायता अनुभाग Financial Assistance Section  
समाज कल्याण विभाग, राष्ट्रीय राजधानी क्षेत्र, दिल्ली सरकार  
Department of Social Welfare, Govt. of NCT of Delhi  
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F 41(169)/FAS/DSW/Enhance. of Cap- OAP (LG)/14-'15/~~4880~~ 95 Dated: 25 FEB 2017

### ORDER

As per Cabinet Decision no. 2430 dated 29.09.2016, the ceiling in the number of beneficiaries in Old Age Pension Scheme has been enhanced by 1 lakh and is now been fixed at 5.3 lakh beneficiaries. Therefore, as per the approval of the Govt, Department of Social Welfare will now begin to accept new application forms under the scheme with immediate effect at the respective District Social Welfare Offices. Application forms can also be received at the offices of MP/MLA/Councillors also. The enhanced cases have been distributed evenly across Delhi in proportion to the total number of voters in each constituency as per the approval of the Cabinet. Accordingly, a list of the total number of forms to be accepted in each constituency of different districts is enclosed.

In supercession to all earlier orders and notifications regarding process of acceptance of forms, new applications forms for Old Age Pension Scheme against the quota assigned for each constituency will now be accepted from any of the following modes-

- a) online on [www.edistrict.delhigovt.nic.in](http://www.edistrict.delhigovt.nic.in), or
- b) in the office of area MPs/MLAs/Municipal Councillors, or
- c) District Social Welfare Office of the respective constituency

The applications may be received physically in the concerned district offices or they may be submitted online on the online web portal [www.edistrict.delhigovt.nic.in](http://www.edistrict.delhigovt.nic.in). In case any applicant wants to submit application at the District Office, he/she will have to come personally for the same alongwith original documents. In such cases, the forms will be entered online there and then and receipt generated online will be handed over to the applicant. Application forms received online only will be processed.

The steps to be followed in submission of form are outlined below. Kindly ensure that all concerned staff are aware of these steps. Also, please instruct all concerned to clarify and consult with you in case of any doubt, but to not take any arbitrary decisions. Please impress upon everybody that this process of receipt of application forms will be closely watched by people and any errors/ miscommunication on our part can have serious consequences.

It will be mandatory for the applicant to submit application form complete in all respects including Aadhaar number. The mandatory documents required to be submitted with the application form are-

1. Age proof
2. Proof of residence and length of stay (they may be same or different documents)
3. Bank passbook
4. Aadhaar number

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The form as well as the supporting documents will be required to be only self-attested. Recommendation of MPs/MLAs/Municipal Councillors or the Gazetted Officers is not required and will have no bearing on the sanction process. Applications cannot be refused on grounds of not being recommended/attested by MPs/MLAs/Municipal Councillors/Gazetted Officer.

In case of submission of forms at District Office, the supporting documents will be verified from the originals at the time of submission. The form will then be entered online immediately, (as mentioned above) and submitted online alongwith supporting documents. Thereafter an acknowledgment receipt as generated by the portal will be given to the applicant.

In case of any error in the details as per the receipt generated to the applicant, it will be the responsibility of the applicant to bring it to the notice of the concerned district office within 15 days of the application. This has to be clearly explained to the applicant while giving the receipt. Notices to this effect are also be displayed prominently.

In case, the applicant has not yet enrolled in Aadhaar, kindly ask the staff to guide such persons to the Permanent Enrolment Centers (PEC).

In case any person approaches the District Office/District Officer regarding submission of application for Old Age Pension of a severely ill, bed ridden or very old applicants or those who do not have any assistance to approach the district office, exception may be made in such cases and application form may be accepted on behalf of the applicant and form submitted online.

In case of such requests, you shall then depute staff to do the home visit and complete the application requirement from the residence of the applicant or any other place (like hospital, institution etc) where the applicant may be admitted. Under no circumstances the application is to be refused for non-availability of medical record at the time of submission of application. However, in order to safeguard your interest, alongwith the form of such applicants you may ask for and retain a copy of the medical record/ any other relevant record showing the inability of the applicant to come in person at the time of home visit.


At the time of verification of applications, care must be taken that the deficiency report, if any, is generated at the preliminary stage itself and applicant informed accordingly, so that the deficiency may be removed earlier rather than later. The applicant may be called for verification with original documents in case of any discrepancy in the details provided by the applicant and the uploaded documents. If need be, exception in personal appearance may be made, at the discretion of the District Officer, in cases of severely ill, bed ridden or very old applicants or those who do not have any assistance to approach the district office. Home visits will need to be done in such cases as mentioned above.

A 5% ex-post facto test check by verification through home visit by any official deputed by the District Officer may be conducted for all sanctioned new cases in each constituency. Thereafter, in case of 30% or more discrepancies found in the home visits as against the information provided by the applicant, 100% verifications through home visits may be conducted for all newly sanctioned cases of the particular constituency.

After verification, District Officer will examine each case as per established process and sanction the case, if eligible. The sanction month will be considered from the month subsequent to the receipt of application complete in all respect.

Advertisements are also being carried out in the leading newspapers about online receipt of application.

This is issued with prior approval of Competent Authority.

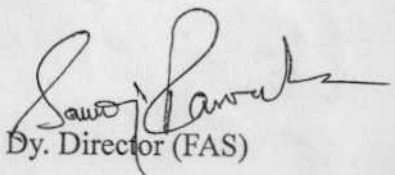
  
(Saroj Rawat)  
Dy. Director (FAS)

To  
All District Social Welfare Officers

F 41(169)/FAS/DSW/Enhance. of Cap- OAP (LG)/'14-'15 <sup>4880-95</sup> Dated: 25 FEB 2017

Copy for information to:

1. Secretary to Minister, Social Welfare, Delhi Secttt
2. P.A. to Secretary (SW), GNCT of Delhi
3. P.A. to Director (SW), GNCT of Delhi
4. P.A. to ~~Asst.~~ Director (SW), GNCT of Delhi
5. Asst. Programmer, Computer Cell for uploading on website
6. Guard File

  
Dy. Director (FAS)