Department of Social Welfare
Government of NCT of Delhi
GLNS Complex, Delhi Gate
New Delhi- 110 002

F.41(228)/DSW/FAS/e-District/16-17 (pt-1)/ 457-463   Dated: 11-10-19

Office Order

In the meeting taken by the Hon'ble Committee on Welfare of Scheduled Castes and Scheduled Tribes at Vidhan Sabha premises on 20.09.2019 with the Officers of the Department of Social Welfare, the issue about many beneficiaries not getting their pensions and other benefits was raised.

Keeping in view the concerns of the Hon'ble Members, the following schedule about the sub-activities in processing of the file shall be followed in the FAS Branch, compliance of which shall be the responsibility of the Dy. Director (FAS) and Office Superintendent (FAS) :-

1. Ongoing /Existing Cases -
(i) Initiation of file from the branch for the payment of financial assistance towards old age scheme and persons with special needs scheme- by 20th of every month for current month.
(ii) Vetting by accounts functionary- within 1 day.
(iii) Concurrence of Competent Authority- 1 day.
(iv) Issue of sanction to DDO/HQ, Accounts Branch to generate bill and presenting of bill to PAO for issue of token number- 1 day.
(v) Uploading payment files on PFMS portal- 2-3 days.
(vi) Release of payment to beneficiaries by PAO- 2-3 days.

The entire process shall be completed by the branch as per the above schedule so that payment pertaining to the current month is released/credited to the respective accounts of the beneficiaries by 5th day of the next month.

2. New cases/ Old returned and Correction Cases -
(i) DBT return cases from District offices to be sent by- 25th of every month
(ii) Downloading approved/ sanctioned list of beneficiaries from e-District Portal- 20th of every month.
(iii) Uploading of data of new and correction cases on PFMS for validation and generation of CPSMS code- 4-5 days.
(iv) Downloading the generated CPSMS Code from PFMS portal- 1-2 days.
(v) Addition of new beneficiaries in Master (existing) database (MS-Access) whose data is validated on PFMS after checking duplicacy in existing database- 1 day.
(vi) Updation of CPSMS Code of correction cases in the Master (existing) database (MS-Access)- 1-2 days.
(vii) Initiation of file for payment and follow up of process- 10 days.
(viii) Data of cases not validated on PFMS (new as well as correction cases) to be re-sent to respective District Offices for updation. These cases will be taken up as outlined above once updated is received.

The entire process shall be completed by the branch upto 10th day of the month so that payments are released / credited into the respective accounts of the beneficiaries by 15th day of every month.

(S. B. Shashank)
Director, SW

Copy to:
1. Hon'ble Chairman, Committee on Welfare of SC & ST, Delhi Vidhan Sabha.
2. OSD to Hon'ble Minister (Social Welfare), GNCTD.
3. OSD to Chief Secretary, GNCTD.
4. PS to Secretary, DSW, GLNS Complex, Delhi Gate, Delhi – 02
5. All the concerned DSWOs, Department of Social Welfare, GNCTD.
6. System Analyst, Computer Cell, Department of Social Welfare, Delhi Gate, New Delhi 110002 for uploading on the department website.
7. Guard File
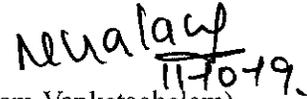
(Neelam Venkatachalam)
Dy. Director, FAS