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GOVERNMENT OF KERALA
INFORMATION TECHNOLOGY (B) DEPARTMENT

No. 2607/B1/2012/ITD.

Thiruvananthapuram,
Dated:11.06.2013.

CIRCULAR

Sub:-ITD -Roll out of DBT Scheme-Instructions issued-reg.

Government of India has introduced the **Direct Benefits Transfer (DBT)** System to transfer benefits to the beneficiaries of selected welfare schemes across 43 districts in 18 states as Phase -I from 01-01-2013, leveraging Aadhaar identity platform. The pilot districts identified for Direct Benefits Transfer Programme Phase-I in Kerala are Pathanamthitta and Wayanad, considering their high Aadhaar coverage. Though 34 schemes has been identified by Government of India for implementation, only the following 10 schemes are existing in Kerala and are being implemented in pilot districts:

- Post Metric Scholarship for SC students.
- Pre Metric Scholarship for SC students.
- Post Metric Scholarship for OBCs.
- National means cum merit scholarship.
- National incentive for the girls child for secondary education.
- Post Metric Scholarship Scheme, S/T Development Department.
- Merit cum Means Scholarship.
- Post Metric Scholarship Scheme, Collegiate Education.
- Maulana Azad National Fellowship.
- Janani Suraksha Yojana.

2. Based on Aadhaar enrollment, Government of India has decided to rollout of DBT in another 78 districts for Phase-II from 01-07-13 including following districts from Kerala in addition to the pilot districts of Pathanamthitta and Waynad.

2

1. Kannur 2. Kozhikode 3. Palakkad 4. Thrissur 5. Ernakulam 6. Kottayam
7. Idukki 8. Alappuzha 9. Thiruvananthapuram.

3. 26 schemes identified by Government of India for DBT Phase II are placed at Annexure-1. The LPG subsidy is being implemented only in Pathanamthitta and Wayanad districts. Though Government of India has identified 26 schemes, only 17 schemes are existing in Kerala. List of 17 schemes and controlling departments is appended as Annexure-II.

4. It has been learnt with the experience of Phase-I DBT rollout that certain pre conditions are essential for a successful DBT rollout, which inter alia includes;

- (i) Digitization of beneficiary database of the department
- (ii) Aadhaar enrolment and opening of bank account for beneficiaries.
- (iii) Seeding of Aadhaar number with digitized department data base and also with bank account of beneficiaries.

Heads of Departments and District Collectors have an important role and responsible to make the above initiative successful.

5. In order to make DBT Phase II operational following instructions are issued:

- All Heads of Departments and District Collectors concerned are informed that 5 steps which is enclosed as Annexure-III are to be followed to ensure DBT using Aadhaar linked bank accounts.
- Heads of Departments should furnish a complete digitized list of beneficiaries with Aadhaar and Bank account Number to District Collectors by 22-06-13.
- In case of beneficiaries not having Aadhaar or bank account Heads of Departments should take initiative to bring them under Aadhaar/Bank account, coverage by setting up special camps if necessary. LSG Department (Director (Panchayats) and Director (Urban Affairs)) should take special interest in conducting camps as their schemes have largest number of beneficiaries .

- Akshaya/Keltron enrolment agencies will undertake the enrolment of all the DBT beneficiaries on priority basis. Bank authorities have assured that they will immediately open bank account in respect of beneficiaries. Therefore Heads of Departments are directed to send a list of beneficiaries with Aadhaar or UID number and photograph to concerned bank, if not done so far.
- Special scheme of delivery of Aadhaar enrolment at the houses of bedridden, disabled and pregnant ladies as ordered in GO(Ms)No. 3/13/ITD, dated 31-01-13 and GO(Ms) 15/13/ITD, dated 03-06-13 may be made use of, if such categories are also included in the beneficiary lists. District Collectors/Heads of Departments may immediately bring to the notice of Director (Akshaya), Director (KSITM), Convenor, SLBC if any difficulty/ hazards confronted with them in respect of Aadhaar enrolment or opening of bank accounts.
- It is the primary and most vital duty of the Head of Departments and District Collectors to ensure that beneficiary list with Aadhaar and bank account number should be ready at least by 30-06-13.
- All Heads of Departments should identify a district level officer as Nodal Officer exclusively for DBT schemes, who will act as a link between Departments and District Collectors/Government. Names of nodal officer with designation, address, phone number (office and mobile) fax number, email-id etc. should be furnished to District Collector/ Government by 20-06-13., In addition to this DIO, NIC will act as District Co-ordinator for all schemes of the district. District Collector may appoint district co-ordinator immediately and send his name, office address mobile phone/office phone email-id, fax etc to all Head of Departments/State Government/Government of India.
- All Heads of Departments are requested to take up proposal, which requires Government sanction in connection with the implementation of DBT scheme, with their Administrative Department. for eg. Director Panchayat /Districts shall move for Government in LSGD for

including two state schemes viz. Agricultural Labourers Pension and Unmarried Women Pension under DBT scheme.

- All District Collectors are requested to furnish details in the format appended as Annexure 4 by 20-06-13, to State Nodal Officer of DBT Scheme and Principal Secretary, IT and to continue to furnish the details fortnightly till Aadhaar Seeding and bank linking attains 100%, for each and every beneficiaries.
- All District Collectors and Heads of Departments are instructed to look in to the matter of concern raised by beneficiaries in connection with DBT scheme and to redress their grievances immediately.

E.K. BHARAT BHUSHAN

CHIEF SECRETARY

To

All Secretaries to Government.

All Heads of Departments.

All District Collectors.

Director, Kerala State IT Mission, Thiruvananthapuram..

Director, Akshaya. Thiruvananthapuram

Managing Director, Keltron, Thiruvananthapuram

Convenor, SLBC, Circle Office, MG Road, Spencer Junction, Thiruvanthapuram.

Web & New Media, I&PRD. (For uploading in the websites).

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Section Officer

Copy to:

A.S to Chief Secretary.

P.S to Principal Secretary (IT).

LIST OF 26 SCHEMES IDENTIFIED FOR DIRECT BENEFIT TRANSFER

		4	CS	Stipend to trainees under the Scheme of Welfare of SC/ST job seekers through Coaching, Guidance and Vocational Training.
		5	CSS	Payment of stipend to trainees under the Scheme of Skill Development in 34 Districts affected by Left Wing Extremism (LWE).
	Total	25		

List of Schemes of Direct Benefits Transfer roll-out for Subsidy

Sl No.	Name of the scheme	Date of Commencement
1	LPG Subsidy	15.5.2013 in 20 districts.

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Annexure -

LIST OF 26 SCHEMES IDENTIFIED FOR DIRECT BENEFIT TRANSFER

Sl. No	Ministry/ Department	No. of Schemes	CS/ CSS	Name of the Scheme
1	M/o Social Justice & Empowerment	1	CSS	Post Matric Scholarship for SC Students.
		2	CSS	Pre-Matric Scholarship for SC Students.
		3	CSS	Pre-Matric Scholarship for Children of those engaged in unclean occupations.
		4	CS	Upgradation of merit of SC Students.
		5	CSS	Post Matric Scholarship for OBCs.
		6	CS	Top Class Education Scheme.
2	M/o Human Resources Development, D/o Higher Education	1	CS	Scholarship to Universities/College Students.
		2	CS	Fellowship Schemes of UGC.
		3	CS	Fellowship Schemes of AICTE.
3	M/o Human Resources Development, D/o School Education & Literacy	1	CS	National Means cum Merit Scholarship.
		2	CS	National Scheme for Incentive for the girl child for secondary education.
4	M/o Tribal Affairs	1	CSS	Post Matric Scholarship Scheme for ST
		2	CS	Top Class Education System.
		3	CS	Rajiv Gandhi National Fellowship.
5	M/o Minority Affairs	1	CSS	Matric Scholarship Scheme.
		2	CS	Maulana Azad National Fellowship.
		3	CSS	Merit cum Means Scholarship Scheme.
6	M/o Women and Child Development	1	CSS	Indira Gandhi Matritva Sahyog Yojana (IGMSY).
		2	CS	Dhanalakshmi Scheme.
7	M/o Health & Family Welfare	1	CSS	Janani Suraksha Yojana.
8	M/o Labour and Employment	1	CS	Scholarship to the Children of beedi workers.
		2	CS	Housing subsidy to beedi workers.
		3	CSS	Stipend to children in the special schools under the Child Labour Project.

ANNEXURE II

List of Schemes selected for Phase-II DBT Schemes in Kerala

Sl.No	Name of Union Ministry/Department	Name of Scheme	State Department	Implementation Officer
1	Ministry of Social Justice	Post Matric Scholarship for SC Students	SC Department	SC Director
2	Ministry of Social Justice	Pre Matric Scholarship for SC Students	SC Department	SC Director
3	Ministry of Social Justice	Post Matric Scholarship for OBCs	SC Department	SC/OBC Director
4	Ministry of Social Justice	Pre Matric Scholarship for children of those engaged in unclean occupation in Thrissur	SC Department	SC Director
5	Ministry of HRD	Post Matric Scholarship for ST	Gen Education Department	DPI
6	Ministry of HRD	National Incentive for the Girls Child for Secondary Education	Gen Education Department	DPI
7	Ministry of Tribal Affairs	Post Matric Scholarship for ST	ST Department	ST Director
8	Ministry of Minority Affairs	Merit Cum Mean Scholarship	Higher Education Department	DTE
9	Ministry of Minority Affairs	Post Matric Scholarship Scheme	Higher Education Department	DCE
10	Ministry of Minority Affairs	Maulana Azad National Fellowship		
11	Ministry of Health &FW	Janani Suraksha Yojana	Health Department	NRHM
12	M/O Rural Development	Indira Gandhi National Old Age Pension Scheme	Social Welfare Department	Panchayat/Urban Affairs Director
13	M/O Rural Development	Indira Gandhi National Widow Pension Scheme	Social Welfare Department	Panchayat/Urban Affairs Director
14	M/O Rural Development	Indira Gandhi National Disability Pension Scheme	Social Welfare Department	Panchayat/Urban Affairs Director
15	Ministry of Labour & Employment	Scholarship to Children of Beedi Workers (in Kannur & Thrissur)		
16	Ministry of Labour & Employment	Housing Subsidy to Beedi Workers (Kannur & Thrissur)		
17	M/O Petroleum	LPG SUBSIDY (in Waynad & Pathanamthitta)	Food & Civil Supplies Department	Oil Companies/ Director, Civil Supplies

5 Steps to ensure Direct Benefits Transfer using Aadhaar/UID

1. Digitize the data of all the beneficiaries of the department.

This may be done using the NIC generic software developed or through the Department's existing software available. If database is already digitized using an existing software, then it is well and good. Three more data fields need to be added to that database in the existing software for entry of Aadhaar data (UID and EID) and Bank account details. Suitable security may be added while digitizing database by including login/password and digital signatures to ensure authenticity of the database.

2. Seeding of Aadhaar numbers into the Digitized database:

Next step is to seed (enter into the database) the Aadhaar numbers of all the beneficiaries of the scheme into the above database. For this, either the department may develop their own software (as stated above in point 1) or may use already existing NIC's generic software for seeding. NIC can easily customize the seeding software for any department in one day and for free. This seeding of database should be done by the Approved users only. Admin Department may issue an order to the beneficiaries to go and give their Aadhaar numbers (UID and EID) and Bank account numbers at the seeding centres by a cut off date (Say Jun 15, 2012). The Aadhaar numbers and Bank account numbers can be entered into the Seeding software by Head masters/schools, at Panchayat office, at Akshaya centre or any office designated by the concerned Department (preferably at the Department's point of contact of people).

3. Linking of Aadhaar numbers with bank accounts:

The beneficiaries should be also requested to open bank accounts (if not already opened) and give their UID number to the bank, so that the bank account becomes Aadhaar linked. For those who have not linked by themselves, the approved District Officers may give authenticated list of beneficiaries, UID Numbers and Bank account numbers (collected as above) to the District Collectors. The District Collectors shall give this list to the Lead Bank Managers who shall link these beneficiaries' Aadhaar numbers and bank account numbers.

4. Enter the digitized database into CPSMS (Central Plan Scheme Monitoring Software):

The Head of Department should first open an bank account for each scheme who shall be the Sponsor Bank. If bank account already exists, the HoD may nominate the same as Sponsor Bank. The Banks will be more than happy to become one.

The Head of Department may nominate two officers as 'maker' and 'checker', who will get login/password from CPSMS team (o/o Controller General of Accounts (CGA), Ministry of Finance, GoI). The 'maker' shall upload the approved, authenticated digitized database into the CPSMS software. The 'verifier' shall verify and approved the entered list.

5. Making Direct Benefit Transfer:

At the time of DBT of a particular benefit, the HoD just needs to download the beneficiary list, with amounts to be transferred, and sign the downloaded form and submit it to the Sponsor Bank. It is the responsibility of the Sponsor bank and the CPSMS to make the payment to the Aadhaar linked bank account of the beneficiaries.

DBT PHASE-II
LIST OF SCHEMES

ANNEXURE IV

Sl No.	Name of Union Ministry/Department	Name of Scheme	State Department	Implementa tion Officer	Total No. Of beneficiaries	No. of Aadhaar seeded	No. of Bank Account linked	Total No. with both Aadhaar & Bank account linked	Remarks
1	Ministry of Social Justice	Post Matric Scholarship For SC Students	SC Department	SC Director					
2	Ministry of Social Justice	Pre Matric Scholarship For SC Students	SC Department	SC Director					
3	Ministry of Social Justice	Post Matric Scholarship For Obcs	SC Department	SC/OBC Director					
4	Ministry of Social Justice	Pre Matric Scholarship For Children Of Those Engaged In Unclean Occupation (in Thrissur)	SC Department	SC Director					
5	Ministry of HRD	National Means Cum Merit Scholarship	Gen Education Department	DPI					
6	Ministry of HRD	National Schemes For Incentive For The Girls Child For Secondary Education	Gen Education Department	DPI					
7	Ministry of Tribal Affairs	Post Matric Scholarship For ST	ST Department	ST Director					
8	Ministry of Minority Affairs	Merit Cum Mean Scholarship Scheme	Higher Education Department	DTE					
9	Ministry of Minority Affairs	Post Matric Scholarship Scheme	Higher Education Department	DCE					
10	Ministry of Minority Affairs	Maulana Azad National Fellow Ship							
11	Ministry of Health &FW	Janani Suraksha Yojana	Health Department	NRHM					

13	M/O Rural Development	Indira Gandhi National Widow Pension Scheme	Social Welfare	Panchayat/ Urban Affairs Director					
14	M/O Rural Development	Indira Gandhi National Disability Pension Scheme	Social Welfare	Panchayat/ Urban Affairs Director					
15	Ministry of Labour & Employment	Scholarship To Children Of Beedi Workers(In Kannur & Thrissur)							
16	Ministry of Labour & Employment	Housing Subsidy To Beedi Workers (Kannur & Thrissur)							
17	M/O Petroleum	Lpg Subsidy (Only In Waynad & Pta)	Food & Civil Supplies	Oil Companies/ Director, Civil Supplies					