

39/C

STANDARD OPERATING PROCEDURE FOR ACCEPTANCE OF FINANCIAL ASSISTANCE TO POOR WIDOWS FOR MARRIAGE OF THEIR DAUGHTERS AND ORPHAN GIRLS FORM ON e - DISTRICT PORTAL

PROVISION	PROCEDURE
Receipt of application form	<p>Departmental Login</p> <ul style="list-style-type: none"> - The forms have to be submitted online with scanned copies of the supporting documents on the e-District Portal. For this login id and password will be provided to all District Officers of the Department of Women and Child Development. The registration form will be available on the e-district portal. <p>Citizen Login</p> <ul style="list-style-type: none"> - The Citizen can apply Online on e-District Portal with scanned copies of the supporting documents. The portal provides for verification of the Aadhaar number through UIDAI. The Aadhaar number is mandatory for online application of Pension to Women in Distress. - From applicant in person at District Officer (WCD)- the form will have to be entered online with scanned copies of the supporting documents and submitted on the e-District Portal.
Recommendation, attestation of documents	<p>The application shall contain the recommendation from the Member of Legislative Assembly of National Capital Territory of Delhi or the member of the parliament of the area concerned</p>
Verification of applicants and documents	<p>Prior to sanction, application and all uploaded documents are downloaded and verified.</p> <p>For Departmental logins or forms submitted through District Office verification may be done at the time of filing up of the application. Applicants themselves may be called along with relevant documents by the District Officer for verification in doubtful cases / Home visit will be done if required.</p> <p>For Citizen logins verification of documents to be done at the uploader level of data entry operator within 15 days of receipt of application.</p>
Procedure	<p>For online applications, at the intermediate level after the application has been accepted and uploaded by the Data Entry Operator verification at level one will be done by the Welfare Officer or any other officer at the District Level assigned this work by the District Officer before the application is sent to the District Officer for approval and sanction which is depicted by the following flow chart -</p> <p style="text-align: center;"> Verification of Online Widow Pension Application Form Date Entry Operator (uploading the application) (20 days) ↓ Welfare Officer / Any other Officer at District Level (Verifier) (20 days) ↓ Superintendent / District Officer (Approval and Sanctioning) </p>

(20 days)

Date of acceptance of form (for the purpose of month of sanction of pension)	The applications shall be considered accepted from the date of receipt of complete application. To avoid delay in sanction or rejection of application, it is imperative that correct documents are uploaded to prove eligibility so that there is no deficiency. Eligibility criteria and list of mandatory documents are given below.
Acknowledgement receipt for application forms	In case of citizen login i.e online submission of forms by the applicant themselves; they shall be responsible to keep the receipt of submission. Department/District Office will not be responsible for giving receipts. Department shall only provide receipt for forms submitted directly by the applicants in District Offices.
Eligibility Criteria	<ol style="list-style-type: none"> 1. The financial assistance to the poor widow, Divorced, Separated, Abandoned, Deserted or Destitute women for performing the marriage of their daughters 2. Residence of more than 5 years in Delhi before the date of application 3. Annual individual income of less than Rs 60,000 from all sources (including rent, interest/dividends on savings & investments, earnings from farm, property sale proceeds etc.) of the applicant. Applicant has to give a self-declaration regarding income in the appropriate column provided in the application form. (pending notification –cabinet approval given) 4. The applicant should have an Aadhaar number or should have enrolled with UIDAI for Aadhaar number. 5. The applicant should have a 'singly-operated' account in any Bank in National Capital Territory of Delhi only, for receiving the payment. 6. The financial assistance can be granted for performing marriage of up two daughters only.
Mandatory documents (list of documents attached)	<ol style="list-style-type: none"> 1. Widow as applicant want to apply for marriage of her girl under the scheme then Aadhar Card of widow as applicant is mandatory and Aadhar Card of girl's marriage will be optional. 2. Orphan girl as applicant want to apply for her marriage under the scheme then Aadhar card is Orphan Girl as applicant is mandatory.]] 3. Proof of residence, which clearly shows at least five years of residence in Delhi. Any one of the followings of any of the family members. may be submitted for residence proof (Family means children, unmarried, divorced or separated daughters / sisters, parents who are solely dependent on the applicant) – <ul style="list-style-type: none"> - Aadhaar card; - Ration card; - Voter card; - Passport; - Driving Licence; - Birth Certificate issued by MCD / Registrar – Births & Deaths; - Death Certificate issue by MCD/ Registrar – Births & Deaths; - Insurance policy document; - Immunization card of any family member;

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- Medical records of treatment in Delhi;
- Electricity bill;
- Water bill;
- Telephone bill;
- Gas connection receipt;
- Bank Passbook;
- Caste Certificate issued in Delhi;
- Student I – Card;
- Service identity card of public / private sector company / established concerned;
- Property document which clearly shows at least 5 years of residence in Delhi;

1. Proof of age – any one of the following documents may be submitted for proof of age –

- (a) Aadhaar Card
 - (b) Birth certificate issued by MCD / Registrar of Births & Deaths;
 - (c) School leaving certificate of class last attended;
 - (d) Matriculation / 10th Certificate;
 - (e) Hospital discharge slip at the time of birth of the child;
 - (f) Driving licence;
 - (g) Passport;
 - (h) PAN CARD;
 - (i) Ration Card;
 - (j) Voter Card;
 - (k) Immunization Card;
 - (l) Age assessment medical certificate;
 - (m) Any document issued by the Government / Govt. recognized body stating date and place of birth;
2. A self declaration by the applicant regarding her income as written in the form.
 3. All documents shall be self – attested.
 4. In case 'No Documentary Evidence' is available with the applicant in respect of proof of residence, **any two** of the following shall be admissible :-
- The applicant may produce any of the two witnesses from the following list in front of the DWCD / any official deputed by the DWCD for the said purpose.

a) President or General Secretary of RWA of the locality.

b) Registered shopkeepers / Registered Doctors working in the locality (with their registration number).

c) Two neighbours of the applicant with their contact details.

5. A marriage invitation card of the marriage for which the financial assistance is sought.
6. The marriage photographs of the couple for which the financial assistance is sought

7. SIR report to be submitted on e-district at district level.

Handwritten signature
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Things to check before submission of application	<p>While uploading the documents, pl verify/ensure the following-</p> <ul style="list-style-type: none"> i) Photo being uploaded is that of the applicant only ii) Correct documents, as required in the scheme, are being uploaded. Uploading of incorrect documents or dummy documents or unreadable is liable to delay processing of the application or even get it rejected. iii) Verify the mandatory documents with originals to screen any tampering with the documents (like overwriting, pasting/cutting/defacing etc.) iv) Correct account details and aadhaar number is entered and also ask the applicant to get her bank account linked with their aadhaar number. Pension, if sanctioned, will be remitted through Aadhaar Payment Bridge System to the Aadhaar linked bank account of the applicant. v) All documents are self-attested before being uploaded
e-SLA of acceptance and rejection of application form	The e-SLA of acceptance / rejection and sanctioning for payment of application form for pension is 60 days including the process at District Level.
Appellate mechanism	In case of any grievance, the Appellate Authority is Director, Department of Women and Child Development.

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