

GOVERNMENT OF ASSAM
FINANCE (INSTITUTIONAL FINANCE) DEPARTMENT
DISPUR ::: GUWAHATI

ORDER BY THE GOVERNOR OF ASSAM
NOTIFICATION

Dated Dispur the 14th August 2020

No.FIF.89/2020/48 : In its endeavour to empower the women of the state and to provide financial support to the economically vulnerable families, the Governor of Assam is pleased to issue the following guidelines for implementation of the Scheme "**ORUNODOI**".

1. Objective of the Scheme:

Orunodoi Scheme, described as the 'foremost bead' among the *Ashtadash Mukutar Unnoyonee Maala*, was announced by the Finance Minister in his Budget Speech 2020-21. (Para 152 to para 167)

The Scheme envisages poverty eradication and socio-economic inclusion of financially vulnerable families of the state through sustained financial assistance by DBT, leveraging cash transfer on a monthly basis, so that underprivileged families are assured of minimum monthly cash flow. The other objective is to minimise multiplicity of schemes and consolidate them through the DBT platform in aid of better delivery and outcomes.

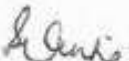
2. Definitions:

For the purpose of this scheme, the terminologies used shall have the following meaning:

- i. **Household:** A 'household' shall comprise the eldest primary bread earner (male), his wife, their dependent children and their dependent relatives who normally reside together and take their meals from a common kitchen / common cooking.

If a group of unrelated persons reside in the same house but are maintaining separate food arrangement / kitchens, then they are not constituent of a common household. Each such person should be treated as a separate household.

- ii. **Adult female member of the household:** The adult woman who is not less than eighteen years of age, in every household. A household can nominate a woman of their house to avail this benefit.
- iii. In case of a household wherein the only female in the household is below eighteen (18) years of age on the cut-off date. In that case the nominated


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'Male Head' may be considered, subject to meeting the eligibility criteria till the female member attains the age of 18 years.

- iv. **Direct Benefit Transfer:** Direct Benefit Transfer (DBT) is a scheme to transfer the benefits and subsidies of various social welfare schemes directly in the bank account of the beneficiary.
- v. **Distribution of Target:** The distribution of target shall be 15,000 beneficiaries per Legislative Assembly Constituency (LAC) and if the population of LAC exceeds 2 Lakhs then target shall be 17,000 beneficiaries per LAC. However, for the sake of administrative convenience, for identification of beneficiaries, this target will be further divided Gaon Panchayat wise in rural areas and Village Council Development Committee (VCDC) wise in Sixth Schedule Areas etc., Similarly, in urban areas, it will be divided among municipal corporation, municipalities, and town committees, Assembly segment wise. Overall, the scheme will benefit 19 lakh households in the state.
- vi. It is possible that a Legislative Assembly Constituency falls in two districts. In this case, the number of beneficiaries for part of the LAC in one district will be proportionate to the number of voters in that district. However, the District Level Monitoring Committee may marginally alter this number of beneficiaries, keeping in mind the fact that the total number of beneficiaries assigned to a particular LAC should not be ideally changed.

3. Scope of the Scheme:

Government of Assam will provide monthly financial assistance to the eligible beneficiaries for procuring medicines, pulses and sugar wherein Rs 400 per family per month is to be given to each beneficiary family for procuring medicines for taking care of their health needs, Rs 200 per family per month to provide for 50% subsidy for the 4 Kgs of pulses a family consumes in a month and Rs 80 per month per family which will effectively subsidize 50% of the monthly expenditure they will spend on the 4 Kgs of sugar that they will purchase for the house every month. Separately, Rs 150 per family per month would be provided for purchase of essential fruits and vegetables over and beyond what they grow in their homestead farms. The medical and nutritional support will have a consolidated inflow of Rs 830 per month to a family.

#	Purpose	Amount
1	Procure medicines	INR 400
2	50% subsidy for 4 kgs of pulses	INR 200
3	50% subsidy for 4 kgs of sugar	INR 80

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4	Fruits and vegetables	INR 150
Total Amount		INR 830

Financial Assistance shall be provided to economically backward households of Assam through Direct Benefit Transfer. In the first phase, approximately 19 lakh households will be covered at the rate of 15000 households per Legislative Assembly constituency. Moreover, the LAC with more than 2 lakh voters, will get additional target of 2000 households.

4. Target Beneficiaries:

The eligibility conditions for benefiting under this Scheme are:

- i. Applicant should be a permanent resident of Assam.
- ii. Applicant should be presently resident in Assam.
- iii. Composite Household Income of the Applicant should be less than Rs. 2 Lakh per annum.
- iv. The beneficiary (nominated female member) should have a bank account wherein the name in the bank records should match the scheme records. In case, the beneficiary does not possess a bank account then a bank account would be required to be opened prior to the date of approval of the application.

4(a) Priority should be given to those households which

- i. Has widows, divorced female / unmarried female / separated females and any specially-abled member of the House Hold.
- ii. Priority will be given to poorer families whether they are covered under NFSA or not.

4(b) The following households shall be automatically excluded from the scheme:

- i. Household without any female member.
- ii. Former and current Members of Parliament (MPs), Member of Legislative Assembly (MLAs),
- iii. Current Members of Panchayati Raj Institutions and Urban Local bodies.
- iv. All regular serving or retired officers and employees of Central/ State Government Ministries / Offices / Departments and its field units Central or State PSEs and attached offices /Autonomous Institutions under Government as well as regular employees of the Local Bodies and PSUs.
- v. All regular serving employees of Cooperatives Societies registered under the Assam Co-operative Societies Act 2007 and is partially / fully funded

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by the Govt. of Assam or Govt. of India or any of its Ministries / Departments / Offices.

- vi. Doctors, Engineers, Lawyers, Chartered Accountants, Architects and Registered Govt. contractors.
- vii. Income tax payers.
- viii. Farmer families which own more than 15 Bighas of agricultural land.
- ix. Household owning a tractor.
- x. Household owning four wheeler or mechanised boat. (Having two wheeler is **not** an exclusion criterion).
- xi. Household owning a refrigerator or Washing machine or Air Conditioner

The cut-off date for determination of eligibility of beneficiaries under the Scheme shall be 01.04.2020 and shall be considered for eligibility of benefit under the Scheme for next one year.

5. Implementation of the Scheme

5.1. Implementation Structure:

- i. Finance Department, Government of Assam will ensure rollout, implementation and operational monitoring of the Scheme. It will be implemented under the supervision of Commissioner & Secretary, Finance Department, which will be the State-level Nodal Scheme Implementation Agency.
- ii. The overarching implementation strategy of the Scheme at the district level will be executed under the direct supervision of respective Deputy Commissioners.
- iii. A District Level Monitoring Committee (DLMC) comprising the following members shall be constituted to monitor the progress of this Scheme:
 - a. Deputy Commissioner - Chairperson
 - b. All MLAs of the district – Members
 - c. District Development Commissioner – Member- Secretary
 - d. ADC Development – Member
(ADC Development will act as member secretary in the absence of DDC in the district)
 - e. CEO, Zilla Parishad – Member
 - f. Three members to be nominated by the State Government.
- iv. To facilitate the implementation process at district level and to assist the applicants in each district, 4 (four) Orunodoi Sahayak may be appointed at a fixed pay of Rs. 15000/- per Sahayak / month in all the Legislative Assembly segments for a period of two months in all districts.

The qualification of the Orunodoi Sahayak shall be determined by the District Level Monitoring Committee. However, preference may be given to those candidates who possess the following eligibility conditions.

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- a. She/ he should be a graduate in any stream
- b. She / he should hold certificate in one-year computer diploma course
- c. She / he should not be more than 35 years of age, on the day of publishing of the recruitment advertisement.

A District Level Monitoring Committee under the chairmanship of the DC will appoint them after a process of scrutiny of applications

5.2. Implementation Process

The implementation of the Scheme would comprise of the following sequential steps:

- i. **Launch of the Scheme:** The Scheme may be formally launched and widely published in print, audio / visual media, social media, etc. for widespread awareness among its intended beneficiaries, from 2nd October, 2020.
- ii. **Selection of prospective beneficiary households:** The District Level Monitoring Committee may devise modalities for preparing the list of eligible beneficiaries strictly as per the Guidelines. The preliminary selection of the beneficiaries will be done at the level of Gaon Panchayat(GP)/ Village Council Development Committee (VCDC)/Urban Local Body (ULB) based on eligibility/ineligibility conditions as mentioned at para 5.1 above.

An undertaking cum checklist of the eligibility/ineligibility conditions has been prepared for use at GP / VCDC / ULB level which is attached at **Annexure 'A'**. Only one such undertaking cum checklist should be prepared against each proposed beneficiary household.
- iii. **Compilation at LAC level:** The undertaking cum checklist, forwarded by the Gaon Panchayat / VCDC / ULB, will be compiled LAC wise by Member Secretary, DLMC to be put up to the District Level Monitoring Committee for prioritisation/selection.
- iv. **Prioritisation of list of applicants by District Level Monitoring Committee:** The District level Monitoring Committee will meet to prioritise and finalise the received list of applicants submitted by the GP/VCDC/ULBs, based on the priority criteria mentioned above.
- v. **Filling up the application forms:** The District Level Monitoring Committee after prioritization and selection of the beneficiaries will ensure the filling up of the **Detailed Application Form (DAF)**, as provided at **Annexure 'B'**, to be filled up by the approved beneficiaries. *Orunodoi Sahayaks* at GP / VCDC / ULB shall facilitate this process. DAF shall be used to collect the bank details and other information. The DAF also contains a **self-affidavit** to be signed by the selected beneficiaries specifying the eligibility conditions.

- vi. **Uploading of the approved list:** After approval of the final list, the same will be uploaded and disseminated. However, care should be taken to avoid disclosure of personal data beyond what is necessary for the sake of transparency and disclosure.
- vii. **Beneficiary Validation:** DBT Cell within the Finance (IF) Department, Govt. of Assam will validate the beneficiary details (name, account number, IFSC code, etc.), through a web-portal. The GP Secretary / Executive Officer of ULB / Municipal Commissioner of ULB will be responsible for necessary coordination and rectification of incorrect beneficiary details. SMS based intimation shall be provided to the applicant as well as the concerned GP Secretary / Executive Officer of ULB / Municipal Commissioner of ULB, in case rectification is required.
- viii. **Transfer of money on DBT mode:** After validating the bank account details of the beneficiaries are verified and validated through PFMS, the Finance Department shall ensure transfer of money on a periodic basis, based on the timeline fixed by the Finance Department. The money shall be transferred to the identified beneficiary account only.
- ix. **Annual Rectification:** The approved beneficiary list will be reviewed after the end of each financial year, for errors of inclusion / exclusion in a Special Gaon Sabha / General Body of the ULB. The Gaon Sabha of GP/ Gaon Sabha of VCDC / General Body of ULB may put up requests for exclusion / inclusion in the beneficiary list, subject to the overall limit as prescribed by the District Committee. Each such request shall be verified on a case-to-case basis by the District Committee, and care should be taken not to deprive any eligible person who is already benefiting from the Scheme.

6. Use of Information Technology Platform:

Finance (IF) Department, Govt. of Assam shall be responsible to develop a centralised portal and dashboard for receiving of online application, uploading of draft and final list of beneficiaries, uploading of objection / grievances, decision making, etc.

- i. The Finance (IF) Department will maintain all data related to beneficiaries in soft format centrally in a database.
- ii. The Deputy Commissioners will store all the records and supporting documentation and maintain the records for future requirements. In this regard, assistance may be taken from Circle Office, Block Development Offices, ULB's and Gaon Panchayat Offices.

- 7. Administrative expenses:** It is proposed that an amount of 3% of the scheme outlay shall be committed towards administrative expenses including IEC activities, Development & Support of Online portal, and other administrative

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activities associated with running schemes at state and district level including appointment/ remuneration of contractual *Orunodoi Sahayaks* etc.

8. **Power to remove difficulties:** If any difficulty arises in giving effect to the provisions of the Scheme or any instructions issued thereunder, the Finance Department, Govt. of Assam may take necessary actions by way of issuing necessary instructions to remove such difficulties.
9. **Recovery in case of Fraudulent claim:** If at any point of time, it is found that any applicant has made a false claim and is not eligible to receive benefit under this Scheme, she/he shall be liable to refund with interest the entire amount received.

Samir K Sinha 14/8/20

(Samir K Sinha, IAS)

Principal Secretary to the Government of Assam,
Finance Department

Memo No: FIF.89/2020/48-A

Dated Dispur the 14th August 2020

Copy for favour of kind information to:

1. The Chief Secretary to the Govt. of Assam.
2. The Principal Secretary to the Hon'ble Chief Minister of Assam.
3. The Addl. Chief Secretary/ Principal Secretary/ Commissioner & Secretary/ Secretary to the Govt. of Assam..... (All Departments).
4. The Accountant General (A&E) Assam, Maidamgaon, Beltola, Guwahati-29.
5. Chief General Manager, State Bank of India, Dispur, Convener, SLBC Guwahati-6.
6. All Deputy Commissioners for information & necessary action.
7. All SDO(Civil)
8. The Deputy Secretary to the Govt. of Assam, Finance (Budget) Department.
9. All Treasury Officers/ Sub-Treasury Officers.
10. The Director, Printing & Stationery, Assam, Guwahati-21. He is requested to publish the above Notification in the Extra Ordinary Assam Gazette and supply 100 (One hundred) copies to this department immediately
11. The Dy. Secretary to the Govt. of Assam, Finance (e-Governance Unit). He is requested to upload the notification in Finance Department's website.

[Signature]
Deputy Secretary to the Government of
Assam
Finance Department