

YSR CHEYUTHA SOP FOR DATA COLLECTION AND VALIDATION

Sl. No.	Activity	Action to be taken	Responsible Officer/ Staff/ Persons
1	Display Scheme criteria	YSR Cheyutha Scheme guidelines and eligible criteria posters will be displayed in all Village/Ward Secretariats Schedule of data collection dates	Welfare & Education Assistant/ Ward Welfare & Development Secretary
2	Collection of applicant data	Visit the allotted Houses and collect details of women members in the age group of above 45 and below 60 and enter the following details in mobile application. 1. Name of the applicant 2. Aadhar 3. Mobile number 4. Family Income certificate 5. Caste certificate 6. Land property (if any) 7. Vehicle details (if any) 8. Property details in Municipal Areas 9. Details of employees in the family. 10. Collect Bank Account number 11. IFSC Code 12. Take the photo of the applicant	Village/Ward Volunteer

3	Validation	<p>All the data collected through Mobile application will reach to concerned Secretariat WEA/WWDS login.</p> <p>The System will validate the following parameters with departmental data</p> <table><tr><th>Sl. No.</th><th>Name of the validation parameter</th><th>Department</th></tr><tr><td>1</td><td>Beneficiary Age</td><td>GSWS</td></tr><tr><td>2</td><td>Caste</td><td>GSWS</td></tr><tr><td>3</td><td>Family Member Details</td><td>GSWS</td></tr><tr><td>4</td><td>Landholding of Family</td><td>Web land</td></tr><tr><td>5</td><td>Four-wheeler</td><td>RTA</td></tr><tr><td>6</td><td>Govt. Employee</td><td>CFMS</td></tr><tr><td>7</td><td>Electricity consumption</td><td>Transco</td></tr><tr><td>8</td><td>Property in Municipal area</td><td>MAUD</td></tr><tr><td>9</td><td>Income Tax</td><td>RTGS</td></tr></table>	Sl. No.	Name of the validation parameter	Department	1	Beneficiary Age	GSWS	2	Caste	GSWS	3	Family Member Details	GSWS	4	Landholding of Family	Web land	5	Four-wheeler	RTA	6	Govt. Employee	CFMS	7	Electricity consumption	Transco	8	Property in Municipal area	MAUD	9	Income Tax	RTGS	API from concerned Departments
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4	Printing of draft eligible/ ineligible lists	After system validation draft eligible and draft ineligible list will be generated in WEA/WWDS logins. WEA/WWDS will take printout of the draft eligible/ineligible lists	Welfare & Education Assistant/ Ward Welfare & Development Secretary
5	Social Audit	Draft eligible/ineligible lists were placed in the notice board of Secretariat for Social Audit. Receive grievances.	WEA/WWDS
6	Verification of Grievances	Received grievances will be verified by the WEA/WWDS duly visit applicant's house and verify the content of grievances Take up verification all the parameters mentioned in the application, departmental remarks with scheme eligible criteria given in Annexure and record the observations during the verification.	WEA/WWDS
7	Update of Filed verification report	Update the field observations against each parameter and upload mandatory documents in the WEA/WWDS login and submit to MPDOs/Municipal Commissioners login.	WEA/WWDS
8	Scrutiny of application	Scrutiny of applicant details, documents attached, departmental validation remark and field observations of WEA/WWDS with reference to scheme guidelines and eligible criteria shown in Annexure and accept or reject the application.	MPDOs/ Municipal Commissioners
9	Preparation of Final List	MPDO/MCs will finalise the list and sent to the District level Executive Directors of the concerned Corporations.	MPDO/ Municipal Commissioners
10	Approval	Executive Directors, SC, BC, ST and Minority Corporations should process file and obtain the approval of the District Collector on final list. After approval of District Collector the data will	Executive Director, BC, SC, ST & Minority Corporations

		be transferred to SERP through their logins.	
11	Distribution of Sanction Orders & HCM Letter	<p>YSR Cheyutha Sanction orders will be enabled in the GSWS portal in WEA/WWDS login.</p> <p>WEa/WWDS will take print out of Sanction orders</p> <p>Sanction orders and HCM Message letter will be distributed to the beneficiaries through Volunteers at the doorsteps of the beneficiaries duly obtaining biometric acknowledgement.</p>	WEA/WWDS and Village/Ward Volunteers

Annexure

Eligible criteria – To be verified

Sl. No.	Criteria	Documents to be verified
1	Total family income should be less than Rs.10000/- per month in Rural areas and Rs.12000/- per month in Urban areas	Income certificate issued by Revenue Department
2	Age	To determine the age of YSR Cheyutha beneficiaries from Aadhar age only.
3	Total land holding of the family should be less than 3.00 acres of wet (or) 10.00 acres of dry (or) 10.00 acres of both wet and dry land together	1. Certificate from Revenue Department 2. Pattadar passbook 3. Ascertain Land possession 4. Land transfer
4	Family should not own a	1. on who's name the vehicle registered

	four wheeler (Taxi, Tractors, Autos are exempted).	2. whether the vehicle is in possession 3. Whether vehicle disposed
5	No family member should be Government employee or Pensioner	1. Details of employee/pensioner 2. Whether working in Government/Private 2. Relation to applicant 3. Son/Daughter working 4. Department/firm 5. Approximate salary per month 6. Retired/resigned
7	Family in municipal areas who owns less than 1000 sq ft of built up area.	1. Built up area 2. Whose name the property registered 3. Family members Name? 4. Amount of property tax paid
8	No family member should be an income tax payee	Verify with RTGS data received from Income Tax dept. 1. Applicant is paying Income tax 2. Son/Daughter paying income tax.