**Proposal Form Checklist – PMFBY**

1. Farmer Signature/Thumb Impression should be there on the form.
2. Check whether all the KYC documents are present or not. i.e.

* PAN Card/Voter ID card/Aadhar Card/Any govt authorised photo ID proof.
* Bank Account passbook copy (Only nationalised banks) with IFSC Code. Also, please be noted that post office account would not be accepted.
* Land Document(Parccha/dolil/deed) (required ONLY for land owners)
* Phone number of the farmer

1. Check that the Same Bank details has been provided in both receipt portion and KYC portion or not.
2. For share cropper/tenant farmer/any other farmer who does not possess the land in his/her own name, Gram Panchayat Pradhan/member’s signature along with authorised stamp should be present on the form.
3. The declared area Insured MUST be equal to or less than the area furnished through land document copy. If the area mentioned in the land document copy is less than the area insured (declared in the proposal part), then the lesser value has to be taken.
4. To check, if there is any other crop sown. If any other crop sown is mentioned in the proposal form, then there has to be a separate entry for the same farmer but for the other crop. If the land details of the other crop is not provided, then there is no need to enter the details for that crop. Which means, if a farmer wants to insure more than one crop then he has to fill up separate rows for different crops. The land details of both the crops has to be provided separately.
5. To do the serial numbering of each form in a certain pattern. Pattern to be decided by the data entry agency. For instance, if block name is Pataspur and Gram Panchayat (GP) is Noipur, then the serial numbering can be done as NP/PT/001.
6. The data entry agency should tear the receipt part while doing the scrutiny and keep it with them in the same bunch wise order in which they would have received the forms. The receipt is to be handed over to Saferisk Insurance Brokers Pvt Ltd.