

No 176/Welfare/Obs/KSB/2017

30 Oct 2017

**FINANCIAL ASSISTANCE UNDER PENURY RENEWAL FOR FY 2017-18**

1. Please refer to this office letter No 175/welfare/Penury/Grant dated 04 Jan 2017 vide which all RSBs/ZSBs were informed about two under mentioned modes of fwd Penury Renewal applications by ESM belonging to their area of jurisdiction for FY 2016-17 latest by 31<sup>st</sup> Mar 2017:-
  - (a) ZSBs to forward life certificates submitted to them by ESM through DAK in a consolidated manner to KSB latest by 31<sup>st</sup> Mar 2017.
  - (b) ESM to upload life certificate on KSB Website [www.ksb.gov.in](http://www.ksb.gov.in) for pnury renewal latst by 31<sup>st</sup> Mar 2017.
2. All ESM whose correctly prepared life certificates for FY 2016-17 were received by DAK or online by 31<sup>st</sup> Mar 2017 have been paid penury renewal grant.
3. Erroneously prepared life certificates received after 31<sup>st</sup> Mar 2017 have been returned to originators (ZSBs/ESM) with advise to apply online on KSB Website for FY 2017-18 between 01<sup>st</sup> Dec 2017 to 01<sup>ST</sup> Mar 2018.
4. Vide KSB letter at Para 1 above, all RSB & ZSBs were informed to advise ESM to compulsorily upload life certificate for FY 2017-18 on KSB Webite [www.ksb.gov.in](http://www.ksb.gov.in) between 01<sup>st</sup> Dec 2017 to 01<sup>st</sup> Mar 2018. It was also informed that no life certificates will be accepted manually by DAK for Penury Renewal for FY 2017-18.
5. It is re-iterated that all ESM sanctioned Penury Grant manually in 2016-17 & earlier need to register themselves on KSB Websites and obtain log-in-id & password. Password should not be shred with anybody after successfully registering themselves on KSB Website. All ESM applicants sanctioned penury must upload applications for penury renewal by uploading under mentioned documents:-
  - (a) Life Certificate.
  - (b) Uploading bank details (1<sup>st</sup> Page of bank passbook / cancelled chq) & Aadhar Card with life certificates.
6. All successfully registered applicants must adhare to under mentioned instructions while filling up online form for penury renewal for FY 2017-18:-
  - (a) Fill up online form completely & correctly.
  - (b) ESM Name, Bank a/c number, IFSC Code and bank branch details should be

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filled exactly as mentioned in bank records or else KSB bankers may not be able to credit the grant in their account. ESM are in a habit of adding Zeros or special characters while filling up bank account details which often results in payment failure by KSB Bankers.

(c) Please use correct format of penury life certificate available on KSB Website. The form should be filled correctly & completely. Applicant must sign or affix his/her left thumb impression on life certificate. Life certificate should be countersigned with date by ZSWO and affixed with his seal & designation stamps.

7. ZSWOs & RSBs are not passing on the instructions of KSB to ESM, resulting in applicants directly contacting KSB, thus adversely affecting functioning of KSB, which causes a slowdown at KSB affecting approval of online applications & subsequently payments to ESMs.

8. Presently numerous penury renewal applications for FY 2017-18 have been found uploaded on KSB website after 01<sup>st</sup> Apr 2017 which are erroneous. All ZSBs are requested to kindly reject all applications for Penury Renewal uploaded between 01<sup>st</sup> Apr 2017 to 30 Nov 2017 being erroneous as neither these applications will be processed by KSB nor these applications will permit successful uploading of online application for penury renewal between 01 Dec 2017 to 01 Mar 2018.

9. All RSBs are requested to instruct their ZSWOs to exhort ESM in their area of jurisdiction to complete following actions prior to 30 Nov 2017:-

(a) All ESM who were sanctioned penury grant manually through physical applications must obtain log-in-id & password, which should be noted & not shared with any one.

(b) While registering themselves on KSB Website ESM must note mobile number & e-mail id uploaded in the form by them. After correct uploading of application on website ESM must verify the status of their application by re-checking the same. ESM must regularly check their e-mail id & mobile number to monitor any message from ZSB/RSE regarding observations on their application which must be rectified within 15 days of intimation by sender ie ZSB Admin & KSB User / Admin.

(c) ESM must verify whether their penury renewal application is being generated by Website data base or not, by uploading the ESM number on their dashboard after logging in, prior to 30 Nov 2017. If the penury renewal application number is being generated by website prior to 30 Nov 2017 then it will be generated post 1<sup>st</sup> Dec 2017 also and they will not have to face problem between 1<sup>st</sup> Dec 2017 to 1<sup>st</sup> Mar 2018, while uploading their correct online penury renewal application for 2017-18.

(d) If penury renewal applications is uploaded by mistake by ESM prior to 30 Nov 2017, the same should be got rejected by informing ZSWO.

(e) Prior to 30 Nov 2017, application number for penury renewal may not generate for two under mentioned reasons:-

- (i) Penury initial sanctioned in r/o applicant ESM has not been granted.
- (ii) The penury initial sanctioned record is not updated in database in r/o the ESM querying same.

(f) In case of any problem regarding generation of penury renewal online application number ESM must contact their ZSWO who should contact JD Automation / KSB Automation Section on KSB helpline number 1800115250 or e-mail id [kswwebsitehelpline@gmail.com](mailto:kswwebsitehelpline@gmail.com).

10. The date for uploading online life certificate for FY 2017-18 is 01<sup>st</sup> Dec 2017 to 01<sup>st</sup> Mar 2018. No action will be taken on application uploaded prior to 01<sup>st</sup> Dec 2017 & post 01 Mar 2018.

11. On unfortunate demise of ESM who was in receipt of penury grant, his widow after attaining 65 yrs of age may apply online for penury grant for relevant year. Penury grant once sanctioned to ESM is automatically not granted to his widow, therefore the widow must apply online for penury initial grant.

12. All ZSBs are requested not to recommended any erroneous incomplete application to KSB. Kindly rectify all such applications at your level prior to recommending the same to KSB.

13. All ZSBs are requested to process all penury renewal online applications by 08 Mar 2018 to enable their processing by KSB prior to 31<sup>st</sup> Mar 2018.

14. ZSBs must prevent uploading of double applications for any welfare schemes by ESM by either keeping manual record or generating "double applications report" facility provided on their portal, and if any double application are shown through this module on their portal, such applications should be disposed off on priority.

15. Kindly ensure contents of this letter are passed on to ESM, to avoid any representations later.

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Email to all ZSBs on 31/10/17

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