COMMISSIONERATE OF
REVENUE ADMINISTRATION AND DISASTER MANAGEMENT

From
Thiru K. Phanindra Reddy, I.A.S.,
Additional Chief Secretary /
Commissioner of Revenue Administration,
Chepauk, Chennai 600 005.

To
All District Collectors.
(we)

Lr. No. RA VI (1) / 24083 / 2020, dated 07.11.2020

Sir / Madam,

Sub: **Pradhan Mantri Kisan Samman Nidhi Scheme (PM-KISAN)** – Verification of beneficiaries – Standing Operating Procedure as approved by the Government of India – Sent.

Ref: Agricultural Production Commissioner D.O. Letter No.377 / APC & PS / 2020, dated 03.11.2020.

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I invite attention to the references cited, wherein the Government in Agriculture Department have informed that in order to prevent the ineligible persons to enroll under Pradhan Mantri Kisan Samman Nidhi Scheme **(PM-KISAN)** and to further strengthen the verification and approval of new beneficiaries, a Standard Operating Procedure (SOP) has been prepared and got approved by the Government of India. As per the new SOP, the beneficiary verification with exclusion criteria has to be carried out at Village level by Village Administrative Officer and subsequently, cross verification will be carried out jointly by the Tahsildar and Assistant Director of Agriculture at Block level, and Revenue Divisional Officer, Deputy Director of Agriculture at Divisional level. At District level, the beneficiary list will be finalised by the District Collector and sent to State Nodal Officer in the prescribed format.

2) The Standard Operating Procedure as received from the Government is sent herewith. I, request that the same may scrupulously be followed in verification and approval / rejection of beneficiaries under PM-KISAN scheme. Receipt of this reference along with its enclosure may be acknowledged.

Yours faithfully,
(Sd/-) K. Phanindra Reddy,
Additional Chief Secretary /
Commissioner of Revenue Administration

Copy to:

The Agricultural Production Commissioner &
the Principal Secretary to Government,
Agriculture Department,
Secretariat, Chennai 600 009.

// forwarded // by order //

Superintendent

Gagandeep Singh Bedi, I.A.S.,
Agricultural Production Commissioner &
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DO LETTER NO. 377/APC&PS/2020, DATED: 3.11.2020

Dear Sir,

Sub: Agriculture – Implementation of PM-KISAN scheme – Standard Operating Procedure (SOP) approved by Government of India – Verification of Beneficiaries – Approval by District Collectors – Regarding.

Ref : 1. G.O.Ms.No.42, Agriculture (AP5) Department, dated 09.02.2019.
2. G.O.Ms.No.45, Agriculture (AP5) Department, dated 13.02.2019.

I wish to inform that Pradhan Mantri Kisan Samman Nidhi Scheme to extend financial assistant of Rs.6000/- per year to all the farm families having cultivable land was launched by Hon'ble Prime Minister during February 2019. In this regard, Government in the above orders have nominated **Commissioner of Revenue Administration shall be the State Coordination officer responsible for monitoring the scheme implementation by the field level officials in the District and Director of Agriculture shall be the State Nodal Officer for the operational implementation of the scheme.**

Accordingly, 38 Lakh Farmer Beneficiaries have been enumerated jointly by Revenue and Agriculture Department officials and sent to Government of India for extending the benefit till August 2019. Consequent to the introduction of Farmers Corner provision in Government of India PM-KISAN portal during September, 2019 for facilitating the self registration of new farmers. Subsequently, huge numbers of ineligible persons have been registered in nexus with the fraudsters, which was unearthed and recovery process is going on with the support from District Collectors.

To prevent the ineligible persons enrolling under this scheme and to further strengthen the verification and approval of new beneficiaries, a Standard Operating Procedure (SOP) has been prepared and got approved by the Government of India. As per the new SOP, the beneficiary verification with exclusion criteria has to be carried out at Village level by Village Administrative Officer and subsequently, cross verification will be carried out jointly by Tashildar and Assistant Director of Agriculture at Block level, and Revenue Divisional Officer, Deputy Director of Agriculture at Divisional level. At District level, the beneficiary list will be finalised by District Collector and sent to State Nodal Officer in the prescribed format. A copy of the SOP is attached herewith.

In this regard, I wish to state that new farmer self registration is also dynamically happening in PMKISAN portal which needs to be verified by Revenue and Agriculture Department officials by duly following the SOP and approved by the State Nodal Officer for extending the benefit by Government of India.

Therefore, I request that suitable directions may kindly be given to all District Collectors for verification and approval / rejection of beneficiaries for effective implementation of Hon'ble Prime Minister Flagship scheme.

I request your kind cooperation in this regard.

Regards

Yours sincerely,

To

Thiru K. Phanindra Reddy, IAS.,
Additional Chief Secretary/ Commissioner,
Revenue Administration,
Chepauk, Chennai – 5.(w.e)

STANDARD OPERATING PROCEDURE (SOP) FOR VERIFICATION AND APPROVAL OF FARMERS TO GET BENEIFT UNDER PM-KISAN SCHEME

PM-KISAN is a Central Sector Scheme under which financial assistance of Rs.6000/- per year is transferred into the bank accounts of Farmers' families across the country, through Direct Benefit Transfer (DBT) mode. Subject to certain exclusion criteria relating to higher income status, the amount is transferred in three equal instalments of Rs.2000/- every Trimester (once in Four Months)., viz. April-July, August - November and December – March.

Existing Procedure for Approval of Farmers

Step – 1 – Registration of beneficiaries is done in three methods:

    i.   **Direct entry on the portal using Block level officer login;**

    ii.   **Common Service Centre;**

    iii.   **Farmers' Corner provision in PM-KISAN portal.**

Step -2 - Approval Hierarchy for registered beneficiaries

1. The self-registered farmer records through Common Service Center / Farmer's corner will appear in the portal pages related to concerned Block/ District level officer for approval;

2. The data entered through Login of Block level officials will be approved by next higher level officer. (For ex: Beneficiary registered by Block level officer has to be approved by District Joint Director of Agriculture).

Step – 3 – Field Verification

The details of self registered farmers (CSC & Farmer corner) as well as farmer registered through Block officer login should be verified at field level with land records, AADHAAR card, Bank Passbook and Ration card. In addition, the verification officials should ensure that **the beneficiary is not coming under any of following exclusion criteria.**

(a) All Institutional Land holders; and

(b) Farmer families in which one or more of its members belong to following categories:

i. Former and present holders of constitutional posts;

ii. Former and present Ministers/ State Ministers and former and present Members of Lok Sabha/ Rajya Sabha/ State Legislative Assemblies/ State Legislative Councils, former and present Mayors of Municipal Corporations, former and present Chairpersons of District Panchayats;

iii. All 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 (excluding Multi-Tasking Staff / Class IV/Group D employees);

iv. All superannuated/retired pensioners whose monthly pension is Rs.10000/-or more (excluding Multi-Tasking Staff / Class IV/Group D employees);

v. All Persons who paid Income Tax in last assessment year;

vi. Professionals like Doctors, Engineers, Lawyers, Chartered Accountants and Architects registered with Professional bodies and carrying out profession by undertaking practices.

Step - 4 : After verification of the farmer, the farmer details will be approved by the Block/ District officer for receiving the benefits from that trimester onwards.

In order to further strengthen the above existing verification & approval procedure, the following **Revised Standard Operating Procedure (SOP)** is proposed for verification as well as approval of newly /Already registered farmers.

APPROVAL OF NEWLY REGISTERED FARMERS

- The New Farmer registration may be done only through Common Service Centre and Farmer corner in PM-KISAN portal;
- The new farmer registration through District/Block level login may be dispensed with;
- The self registered farmer details such as **District, Sub-District, Block, Village, Farmer Name, Gender, Category, Farmer Type, Aadhaar No., IFSC Code, Bank Name, Account No., Address, Land Details, Mobile**

No.(Date of Birth, Father/Mother / Husband Name are non mandatory) Village wise farmers details will be sent in excel format by the State Nodal Officer to the concerned District Collector with a copy to District Joint Director of Agriculture on weekly basis in lots with unique lot number;

- The District Collector will give suitable instructions to Revenue officials;
- The District Administration will send the details to respective Village Administrative Officer (VAO) for verification;
- The VAO should verify the registered list in the following format.

DISTIRCT :   BLOCK :   VILLAGE :

S. No	Lot No	Temporary Beneficiary ID while registered in PM-KISAN portal	Name as in Aadhaar Card #	Father Name	Name in Patta *	Gender	Survey No.	Sub Div. No	Patta No.	Total Land Extent (in Hect .& Ars.)	AADHAAR NUMBER
1	2	3	4	5	6	7	8	9	10	11	12

BANK A/c NO	BANK IFSC CODE	Mobile Number	Ration Card No.	Category (Gen/ SC/ST)	Self Declaration Form Submitted	Eligible or Ineligible	If ineligible, furnish the reason	Verified by VAO
13	14	15	16	17	18	19	20	21

- Name as in Aadhaar (English or Tamil)   * - Name in Patta in Tamil Unicode Font

- An exclusive software module called **"PM-KISAN Beneficiary Verification System (PM-KISAN BVS)"** will be developed by National Informatics Centre, Chennai.
- After verification, the Eligible beneficiaries should be uploaded in the PM-KISAN BVS module incorporated in Tamil Nilam portal by Village Administrative officer through his login credentials already provided.
- While entering the beneficiary details in PM-KISAN BVS module, it will validate the ownership of land and ration card number confirming that not more than one member in a family is getting the benefit.

- The list uploaded by the VAO will be displayed in Tahsildar login page along with auto generated 25 percent of the beneficiaries list of that lot randomly which has to be cross verified by Tahsildar and Block Assistant Director of Agriculture / Block Assistant Director of Horticulture in The Nilgiris District.

- The Tahsildar and Block Assistant Director of Agriculture / Block Assistant Director of Horticulture in The Nilgiris District should jointly sign the entire lot physically and approve the total list for onward transmission to Revenue Divisional Officer.

- The lot details will be displayed in Revenue Divisional Officer login page along with auto selected 10 percent of the beneficiaries list randomly. This has to be cross verified by Revenue Divisional Officer and Deputy Director of Agriculture (GOI) / Joint Director of Horticulture, The Nilgiris.

- The Revenue Divisional Officer and Deputy Director of Agriculture (GOI) / Joint Director of Horticulture, The Nilgiris should jointly sign the entire lot and the printout copy of the same along with Abstract should be submitted to District Collector for approval.

- The final verified list should be approved by District Collector and **jointly signed by Joint Director of Agriculture/ Joint Director of Horticulture, The Nilgris and District Revenue Officer** and sent to State Nodal Officer, PM-KISAN / Director of Agriculture for giving approval / rejection in the portal within one month from the date of receipt of the lot.

Verification of Beneficiaries for already registered farmers to release further instalments

- An exclusive software module called **"PM-KISAN Beneficiary Verification System (PM-KISAN BVS)"** will be developed by National Informatics Centre, Chennai.

- An Application Programming Interface (API) may be created to migrate the beneficiary data from PM-KISAN portal to PM-KISAN BVS module hosted in Tamil Nilam portal.

- The PM-KISAN BVS software will verify each beneficiary with the following database integrated with above software.

  o **Land record Database** – to confirm ownership of cultivable land.

- o **Ration Card database** – to confirm the correctness of the Ration card No. with PDS database. The duplication of the Ration card will be checked by the PM-KISAN BVS module to confirm whether more than one member in a family is not getting the benefit.

The State Nodal officer /Director of Agriculture may give approval only for the PM-KISAN BVS software verified data in GOI -PM-KISAN portal.

Formation of PM-KISAN cell at State Headquarters

Under PM-KISAN a sum of Rs. 4365 Crores has been disbursed to more than 40 Lakh of beneficiaries in six instalments. On receipt of beneficiary registration from respective States in portal, Government of India has got following set of procedure to effect the payment.

1) First Level validation (Duplication, Invalid AADHAAR number and bank IFSC Code);
2) PFMS verification-Checking Bank Account number and IFSC code;
3) Aadhaar Correction-Aadhaar name mismatch correction; and
4) Banking transaction Failure correction.

The above validation and correction procedures are being adhered to for more than 40 lakhs beneficiaries every time before the release of each instalment. The error records generated in every verification category will be again sent back to districts for correction. As this is a continuous management of larger volume of beneficiary data process, it mandates more man power for seamless/systematic implementation of the scheme. Hence, **an exclusive PM-KISAN cell may be formed with One Deputy Director of Agriculture along with four Agricultural officers at State Headquarter.**

ROLES AND RESPONSIBILITIES OF PM-KISAN CELL AT STATE HEADQUARTER

APPROVAL OF FARMERS

- The districts of Tamil Nadu will be divided into four zones based on the number of PM-KISAN beneficiaries and each zone will consist of equal number of PM-KISAN beneficiaries.

- Each zone may be allotted with one Agricultural officer (Zonal Officer).
- All the four zonal officers will work under one Deputy Director of Agriculture at State Headquarters.
- The list verified by the District Collector will be forwarded to the State Nodal Officer for approval in PM-KISAN portal.
- The Concerned Zonal Officer should verify the list using the PM-KISAN BVS software module.
- After verification from the software module, the eligible/Ineligible beneficiary list should be submitted to the State Nodal Officer.
- On approval by the State Nodal Officer, the Deputy Director of Agriculture may give approval in PM-KISAN portal on behalf of State Nodal Officer.
- The Concerned zonal officer at PMKISAN cell should maintain the database of new beneficiary approvals.

PFMS CORRECTION:

- The beneficiary approved by the State Nodal officer will be processed by GOI portal for verification of Account number and IFSC code using Public Finance Management System (PFMS).
- The PFMS rejected data will be forwarded to State Nodal Officer for correction.
- The concerned Zonal Agricultural Officer should send the data to the concerned districts for correction.
- After correction by the concerned districts, the data will be consolidated at the PM-KISAN cell.
- The consolidated list should be got approved by State Nodal officer.
- Approved list will be uploaded as XML file in PM-KISAN portal for further process.

SIGNING OF RFT

For newly registered Farmers

- The data accepted by the Public Finance Management System (PFMS) will be consolidated as lots in GOI portal.
- The lots will be opened for state as **Request for Fund Transfer (RFT).**

- As the newly registered farmers are verified through Multi tier verification system, the lots opened for First Instalment can be closed without doing any Stop Payment.
- The abstract of the generated RFT should be submitted to the State Nodal officer for approval.
- After approval by the State Nodal Officer, the RFT will be digitally signed and uploaded in PM-KISAN portal.

For Already Benefitted Farmers

The Farmers who have already received instalments will be **again be validated by Public Finance Management System (PFMS)** by Government of India **in each quarter** for the release of next instalment.

- The data accepted by the Public Finance Management System (PFMS) will be consolidated as a lots in GOI portal.
- The lots will be opened for state as **Request for Fund Transfer (RFT).**
- **The beneficiaries in the RFT should be validated through PM-KISAN BVS software module again to confirm the correctness of beneficiaries with regard to his current eligibility (especially for land ownership and one beneficiary per family criterion based on Ration card).**
- After verification from the module, the eligible beneficiary list and Ineligible list should be submitted to the State Nodal Officer.
- After approval from the State Nodal Officer, **the Stop payment option should be enabled for the ineligible beneficiaries** and the same should be made ineligible also in PM-KISAN portal.
- The abstract of the generated RFT, after stop payment if any, should be submitted to the State Nodal officer for approval.
- After approval by the State Nodal Officer, the RFT will be digitally signed and uploaded in PM-KISAN portal.

FUND TRANSFER ORDER (FTO) GENERATION

- On signing of the RFT by the State Nodal officer, the Fund Transfer Order (FTO) will get generated in PM-KISAN portal and the funds will be transferred to the beneficiaries through DBT mode.

- If there is any difference in the number of beneficiaries approved for payment by the State Nodal Officer and number of beneficiaries indicated in Fund Transfer Order (FTO) for fund disbursement, the portal will show those beneficiaries records with remarks.Those records should be corrected in PMKISAN portal by the concerned Zonal Agricultural Officer in coordination with the Districts.

BANK FAILURE TRANSACTION

- While the funds are transferred from GOI through DBT mode, there is a chance for transaction failure at recipient bank due to network error or invalid type of account.
- The concerned Zonal Agricultural Officer should correct the Bank Failure Transaction records in coordination with the Districts.
- The corrected records should be got approved by State Nodal officer and again uploaded in Portal.

BANK DETAILS CORRECTION

- If a Beneficiary wants to change his account number, the beneficiary should approach the concerned Block Agricultural Office and submit his request.
- The concerned Block Assistant Director of Agriculture / Block Assistant Director of Horticulture, The Nilgiris should verify and forward to District Joint Director of Agriculture/ Joint Director of Horticulture, The Nilgiris.
- The District Joint Director of Agriculture / Joint Director of Horticulture, The Nilgiris after verification should forward it to State Nodal officer to make correction in portal.
- On approval by State Nodal officer, the necessary Bank details correction can be updated in Portal by concerned Zonal Agricultural Officer.

INELIGIBLE CASES

Type - I

- If a Beneficiary is found to be ineligible in future, the concerned Agricultural Officer/ Horticultural Officer/ Deputy Agricultural Officer/

Deputy Horticultural Officer & Revenue Inspector should verify and forward those details to District Joint Director of Agriculture / Joint Director of Horticulture, The Nilgiris.

- The District Joint Director of Agriculture / Joint Director of Horticulture, The Nilgiris along with District Revenue Officer should jointly certify that the beneficiary is ineligible and send the details to State Nodal Officer.

- The District Joint Director of Agriculture / Joint Director of Horticulture, The Nilgiris and District Revenue Officer should recover already transferred benefit to ineligible beneficiary bank account in coordination with concerned Bank and remit in District PM-KISAN Administration account.

- On approval by State Nodal officer, the individual should be made ineligible in portal and recovery details will be updated in Portal by concerned Zonal Agricultural Officer.

Type – II

- If a Beneficiary enrolled initially as eligible one and becomes ineligible in future due to **sale of Agricultural land or later belonging to any one of exclusion categories**, the concerned Agricultural Officer/ Horticultural Officer/ Deputy Agricultural Officer/ Deputy Horticultural Officer & Revenue Inspector should verify and forward those details to District Joint Director of Agriculture / Joint Director of Horticulture, The Nilgiris.

- The District Joint Director of Agriculture / Joint Director of Horticulture, The Nilgiris along with District Revenue Officer should jointly certify that the beneficiary is ineligible and send the details to the State Nodal Officer.

- On approval by State Nodal officer, the individual should be made ineligible in portal by concerned Zonal Agricultural Officer so that further instalments can be stopped to that person.

DEATH CASES

- If any PM-KISAN beneficiary is found as dead, the concerned Agriculture Officer / Horticultural Officer and Revenue officer should verify and forward details to District Joint Director of Agriculture / Joint Director of Horticulture, The Nilgiris.

- In any case, the death records available in the Revenue /health records to be examined one month before the release of the next trimester and such PM-KISAN beneficiaries who have died, to be informed to be deleted before the release of next instalment.

- The District Joint Director of Agriculture / Joint Director of Horticulture, The Nilgiris along with District Revenue Officer should certify that the beneficiary is dead and send details to State Nodal Officer.

- On approval by State Nodal officer, the beneficiary should be indicated as dead in portal by concerned Zonal Agricultural Officer.

AADHAAR CORRECTION

- There was a name mismatch between AADHAAR card and name registered in PM-KISAN portal for the farmers registered before the introduction of Farmer corner.

- In this regard, the concerned Zonal Agricultural Officer in State Headquarters will correct the AADHAAR mismatch records in coordination with Districts.

- The corrected consolidated list should be got approved by State Nodal Officer.

- On approval from the State Nodal Officer, the XML file will be uploaded in PM-KISAN portal for further process.

Gagandeep Singh Bedi,
Agricultural Production Commissioner
and Principal Secretary to Government

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Section Officer 21/09/20