



Government of West Bengal  
Office of the District Magistrate, Paschim Medinipur  
Social Welfare Section

Ph./Fax.: 03222 265996

Email: pmdswo@gmail.com

Memo No.: 381 (3)/SW

Date: 18/06/ 2019

To,

1. The Principal/Principal-in-Charge (All College),  
Paschim Medinipur District.
2. The District Inspector of School (Secondary Education),  
Paschim Medinipur.
3. The District Inspector of School (Primary Education),  
Paschim Medinipur.

**Sub:- Distribution of MANABIK Form.**

This is to inform you that "MANABIK PRAKALPA" has been implemented in our state on and from 01.04.2018 and the guidelines in respect of MANABIK PRAKALPA is attached herewith for your kind referral.

I, therefore, request you kindly to distribute the form among the students who will come under purview of the criteria laid down in the guidelines.

Treat it most urgent.

Enclosure :-as stated above

  
District Magistrate,  
Paschim Medinipur.

Memo No.: 381 (3)/SW

Date: 18/06/ 2019

Copy forwarded for information to:-

1. The Sub-Divisional Officer, Medinipur/Kharagpur/Ghatal, Paschim Medinipur.
2. The Block Development Officer (All), Paschim Medinipur.

  
District Magistrate,  
Paschim Medinipur.

Department of Women & Child Development and Social Welfare  
Government of West Bengal

**MANABIK**  
Application Form

[To be filled up in English Capital letters only]

Attach  
Passport Size  
colored  
Photograph

Acknowledgement No.  
(To be filled up by the office)

**PERSONAL DETAILS**

1. Name of Applicant\*
2. Aadhaar No.
3. Voter ID No.
4. Gender\*
5. Date of Birth\*
6. Father's Name/Mother's Name/Guardian's Name\*
7. Religion\*
8. Caste\*
9. Monthly Family Income\*

**CONTACT DETAILS**

1. House/Premise No.
2. Village/Town/City\*
3. GP/Ward No.\*
4. Block/Municipality\*
5. Police Station
6. Post Office\*
7. Sub-Division\*
8. District\*
9. PIN\*
10. State\*
11. Mobile No.
12. Landline No.
13. E-mail ID (if any)

**Acknowledgement Copy for "MANABIK" application**

Acknowledgement No.

Date:

Name of Applicant :

-----  
Signature of Receiver with Stamp

**FOR 'MANABIK'**

1. Type of Disability\*
2. Percentage of Disability\*  
(as mentioned in the Disability Certificate)
3. Authority Issuing Disability Certificate\*

**1. BANK ACCOUNT DETAILS (Attach Copy of Bank Pass Book)**

1. Bank Name\*
2. Branch\*
3. Account No.\*
4. IFS Code\*

**ENCLOSURE LIST**

1. Copy of Residential Certificate (Self declaration)\*
2. Copy of Income Certificate (Self declaration) \*
3. Copy of Disability Certificate from appropriate authority duly self attested \*
4. Copy of Aadhaar self-attested
5. Copy of Voter ID self-attested
6. Copy of Ration Card self-attested
7. Copy of Bank Pass Book self-attested
8. Others (please specify)

**Declaration:** (strike out which is not applicable)

(i) If Aadhaar card has been provided.

I give/do not give consent to the use of the Aadhaar number for authenticating my identity for 'MANABIK' financial assistance.

(ii) I am not getting any type of Government Pension

**Date:**

.....  
**Signature of Applicant**

**\*Marked fields are mandatory**

**For office use only**

1. Acknowledgement No.
2. Name and designation of the Enquiry Officer
3. Name and designation of the Recommending Authority

**Date:**

.....  
**Signature of Enquiry Officer with comments**

**Date:**

.....  
**Signature of Recommending Authority with comments**

## MANABIK PENSION SCHEME, 2018

1. **Short title and commencement-** (1) This scheme may be called as "MANABIK", Pension scheme, 2018 for disabled persons.  
(2) It shall come into force with effect from 01.04.2018.
2. **Application of the Scheme-** (1) This scheme shall apply to a Person with Disability entitled to receive financial assistance under this scheme, if the Person with Disability satisfies the following conditions:-
  - (a) The person should have 50 percent or more disability ;
  - (b) The family income of the person with disability does not exceed Rs. 1,00,000.00 (one lakh) per annum ;
  - (c) The Person with Disability is a citizen of India and resident of the state namely West Bengal for not less than 10 years on the date of making application for Pension ;

Provided that in case of the disabled person whose age is below 10 years, the period of residence shall be limited to the period covered by the date of birth and date of submission of the application.

- Note** :- (1) The persons having 50 percent or more disability and meeting the income criteria and already included in the existing Disability Pension Scheme of 2010 will be brought under the "Manabik" Pension Scheme, 2018 with effect from. 01.04.2018. They will be discontinued from the existing Disability Pension Scheme of 2010.
- (2) "Manabik" Pension Scheme, 2018 will be demand driven. All eligible disabled persons will be brought under this scheme.
  - (3) MANABIK beneficiaries will not get any other disability pension from any state or Central Government
  - (4) The Persons with Disability who are a recipient of "Widow Pension", "Old Age Pension", "Farmers' Pension" or financial assistance under "Family Pension Scheme" of the State Government/the Central Government / Other concerns, shall not be entitled to the "Manabik" Pension Scheme in addition to those assistances.

(5) The eligible disabled persons will get financial assistance @ Rs. 1000/- per month with effect from 01.04.2018 under the "MANABIK" Pension Scheme.

3. **Definition-** In this scheme, unless there is anything repugnant in the subject or context –

- (a) "Application" means an application for Financial assistance;
- (b) "Form" means a form as prescribed by the State Government in this behalf;
- (c) "District Officer" means the District Magistrate of the District;
- (d) "The Person with Disability" is a person with specified disability defined in sec 2(zc) and detailed in the Schedule of the Rights of Persons with Disabilities Act, 2016.
- (e) "Medical Authority" means an authority competent to issue certificate of disability as defined in Sec 57(1) & (2) of the Rights of Persons with Disabilities Act, 2016. "MANABIK" pension will not be admissible to a Person with Disability with degree of disability of less than 50 percent;
- (f) "MANABIK" pension means Disability Financial assistance under this Scheme;
- (g) Recipient means Person with Disability receiving "MANABIK" pension.
- (h) "Secretary" means and includes the Secretary or the Principal Secretary to the Government of West Bengal, Department of Women & Child Development and Social Welfare;
- (i) "State Government" means the State Government in the Department of Women and Child Development and Social Welfare;
- (j) "State" means the State of West Bengal.

4. **Method of Applying for "MANABIK" Pension Scheme -** (1) Application Form (**Appendix-A**) for "MANABIK" pension scheme may be obtained free of cost from following offices, apart from the site [www.wbcdwds.wb.gov.in](http://www.wbcdwds.wb.gov.in), namely:-

- (a) Office of the Block Development Officer or the Executive Officer of the concerned Panchayat Samity in case the applicant resides in the rural areas under the said Panchayat Samity;
- (b) Office of the Sub-Divisional Officer in case the applicant resides in Municipal/ Notified areas besides the areas of Kolkata Municipal Corporation, and

(c) Office of the Controller of Vagrancy, West Bengal situated at Purta Bhawan, Bidhan Nagar, Kolkata 700091, in case the applicant resides within the areas under Kolkata Municipal Corporation.

(2) Application Form for "MANABIK" pension scheme shall be addressed to:-

(a) the District Magistrate of the concerned District and shall be submitted to the Block Development Officer or the Executive Officer of the Panchayat Samity in case of the applicant residing in the rural areas under a Panchayat Samity;

(b) the District Magistrate of the concerned District and shall be submitted to the Sub-Divisional Officer in case of the applicant residing in Municipal/ Notified areas outside the areas of Kolkata Municipal Corporation; and

(c.) the Controller of Vagrancy, West Bengal and shall be submitted to the Controller of Vagrancy, West Bengal in case of the applicant residing within the areas under Kolkata Municipal Corporation.

5. **Verification of Application-** (1) All applications received shall be serially numbered and verified as follows:-

(a) in case of the applicant residing in the rural areas under a Panchayat Samity, or under a Municipal ./ Notified areas outside the areas of Kolkata Municipal Corporation and if the application is found in order, the concerned Sub-Divisional Officer or the Block Development Officer, as the case may be, shall cause an enquiry through the Block Welfare Officer or through any other Officer authorized in this regard.

(b) After the enquiry the concerned Block Development Officer or the Sub-Divisional Officer, as the case may be, shall send the application along with the enquiry report and comments of the Panchayat Samity (in case of Rural areas) or comments of the Local Authority to the District Officer for decision.

(c) In case of the areas falling within the jurisdiction of Kolkata Municipal Corporation, the Controller of Vagrancy, West Bengal shall dispose of the application after causing necessary enquiries through any Officer authorized on his behalf.

- (2) The Persons with Disability, applying for the "MANABIK" pension scheme if suffering from terminal diseases like cancer and AIDS, shall be given priority in enquiry and sanction.

**Note-** While verifying the eligibility of the Persons with Disability applying for the "MANABIK" pension scheme, the certificate of the respective Medical Authority may be treated as a valid document for proof of his/her disability.

6. **Sanction of "MANABIK" Pension** - (1) The District Magistrate of the concerned District shall be the sanctioning authority of MANABIK Pension, in respect of cases for the District and the Controller of Vagrancy, West Bengal shall be the sanctioning authority in respect of cases within Kolkata Municipal Corporation.

(2) Notwithstanding anything contained in clauses 4 and 5, the State Government may suo moto consider an application after getting necessary enquiry report from the District Officer, Sub-Divisional Officer, the Block Divisional Officer or the Controller of Vagrancy, West Bengal, as the case may be, and if the State Government thinks fit and proper, may sanction financial assistance at the rate mentioned in sub-clause (5) under Note in clause 2 or may ask the concerned District Officer, Sub-Divisional Officer, Block Divisional Officer or the Controller of Vagrancy, West Bengal, to consider the application for sanctioning the Financial assistance.

(3) The selection of beneficiaries under MANABIK scheme & all matters related with it shall be determined by the State Government and the decision of the State Government shall be final.

7. **Provision of Funds and its allotment-** (1) Necessary funds for "MANABIK" pension scheme shall be met out of the budget provision for the Department of Women and Child Development and Social Welfare. Funds shall be allotted, under intimation to the concerned treasury/ Kolkata Pay and Accounts Officer, to the District Officers and the Controller of Vagrancy, West Bengal for expenditure in this connection.

(2) (a) The District Officers shall sub-allot necessary amount of funds to the Block Development Officers who shall be the drawing and disbursing officers in respect of the "MANABIK" pension scheme for cases of the areas within the jurisdiction of the Panchayat Samities.

(b) The District Officers shall sub-allot necessary amount of fund to the Sub-Divisional Officers who shall be the drawing and disbursing officers in respect of "MANABIK" pension cases of the areas within the jurisdiction of the Municipal/ Notified areas outside the Kolkata Municipal Corporation.

(c) In respect of "MANABIK" pension cases of the areas within the jurisdiction of the Kolkata Municipal Corporation, the Controller of Vagrancy, West Bengal or an Officer authorized by him in this behalf shall be the drawing and disbursing officer.

8. **Payment of "MANABIK" pension** - Financial assistances, sanctioned under this scheme in the areas within the jurisdiction of the Kolkata Municipal Corporation shall be paid through transfer to Bank account of the recipient with effect from the first day of the month following the date of order of the sanctioning authority as indicated in the order of the Controller of Vagrancy, West Bengal. In the areas outside the jurisdiction of the Kolkata Municipal Corporation, the District Officer, the Sub-Divisional Officer, the Block Development Officer as the case may be, shall arrange for the disbursement of the financial assistance through transfer to the Bank account of the recipient with effect from the first day of the month following the date of order of the sanctioning authority as indicated in the order of the District Officer.

The beneficiaries of the 'MANABIK' pension scheme who are unable to go to bank will get the said pension through money order.

9. **Stopping or withholding of Financial assistance-** The State Government and also the sanctioning authorities may, after giving the recipient of MANABIK an opportunity of being heard, stop or withhold financial assistance if-

- (1) the financial assistance has been sanctioned on mistaken grounds ; or
- (2) the condition for the granting of financial assistance no longer exists.

10. **Information about change of address-** A recipient shall notify within a month to the District Magistrate, the Sub-Divisional Officer, the Block Development Officer or the Executive Officer of the Panchayat Samity or the Controller of Vagrancy, West Bengal, as the case may be, any change of his residential address. "MANABIK" Pension shall be remitted to the above recipient by the erstwhile drawing and disbursing officer as before to his/ her new address on receiving eligibility report. There is no necessity to transfer the case to the District where the recipient of MANABIK has migrated.



11. **Information about Death of the Recipient of MANABIK-** The District Officer, the Sub-Divisional Officer, the Block Development Officer or the Executive Officer of the Panchayat Samity or the Controller of Vagrancy, West Bengal, as the case may be, on receipt of information of the death of a recipient of MANABIK and after proper verification of such information, shall take steps to have necessary entries made in their own records and to inform the Accountant General, West Bengal and also the treasury/ Sub-treasury officer concerned . In case of death of a recipient of MANABIK, the amount due to the deceased recipient of MANABIK till the date of his/her death shall be paid to his/her son or daughter, provided the son or daughter produces a certificate from the Sabhapati of the Panchayat Samity (in the case of rural areas) or a representative of a corporation or municipality (in case of urban areas) to the effect that he or she was the son or daughter to the deceased recipient of MANABIK.
12. **Officers to visit the areas-** (1) The Controller of Vagrancy, West Bengal / the District Officer / the Sub-Divisional Officer/ the Executive Officer of the Panchayat Samity may depute one or more officers to visit, as often as may be possible but not less than once in six months to the areas in which the recipient of MANABIK is recorded to live so as to be satisfied that the recipient of MANABIK is alive and continues to be eligible for financial assistance.
- (2) In case of transfer of financial assistance to another State, periodical check may be arranged through the State government of that State where the recipient of MANABIK resettles with previous sanction of the State Government.
13. **Registers to be maintained-** (1) Panchayat Samities and the office of the Sub-Divisional Officer shall maintain a complete record of payment of MANABIK Pension Scheme in a separate bound register which contains page numbers. This register and other relevant records shall be opened for inspection by any officer of the State Government as may be nominated by the District Officer or the controlling Department for the purpose.
- (2) A bound register with pages numbered shall also be maintained in the office of the Controller of Vagrancy, West Bengal / District Officer containing particulars as the name, address and age of the applicant, name of the recommending authority and his recommendation, medical certificate issuing authority , percentage of disability, number and date of

# FORM

## Life Certificate

Certified that I have seen Shri / Shrimati .....  
Son/ daughter of .....  
residing at .....  
holder of Disability Financial assistance MANABIK sanctioned by  
.....  
and that he/she is alive on the date. He/she has signed/ put his/her left thumb  
impression in my presence.

Signature or L.T.I. of the recipient of MANABIK

Name .....

Designation .....

Seal .....

.....

Place .....

Date .....

.....

Signature of the Authorised Officer

order of approval, amount of financial assistance sanctioned, name of the treasury/ Sub-treasury and name of the office where from the Disability Financial assistance is payable and such other relevant information as it considered necessary.

**14. Yearly Production of the Life Certificate of the Recipient of MANABIK-**(1) A recipient of MANABIK shall receive the financial assistance after production of a life certificate signed by the functionaries mentioned in the sub-rule (2) of rule 4.171 of the West Bengal Treasury Rules, 2005 in prescribed Form. Life certificate must be submitted to the sanctioning authority once in a year by the first week of November each year.

(2) The disbursing officer shall be personally responsible for any payment wrongly made.

**15. Saving-** Notwithstanding anything contained in any other provisions of this scheme, anything done or any action taken or any action required to be taken under the MANABIK Pension Scheme, 2018 shall be deemed to have been done, or taken or required to be taken under the corresponding provisions of this scheme.