

GOVERNMENT OF ASSAM  
FINANCE (INSTITUTIONAL FINANCE) DEPARTMENT  
DISPUR, GUWAHATI, ASSAM

**ORDER BY THE GOVERNOR OF ASSAM**  
**NOTIFICATION**

Dated Dispur the. 19<sup>th</sup> September 2024

**ECF 337737/88**: The Governor of Assam is pleased to issue guidelines for implementation of *ORUNODOI 3.0*. This will be in supersession of all earlier Notifications/ Scheme Guidelines/ Office Memorandum/ SOP etc. issued from time to time with regards to *Orunodoi* Scheme.

**1. Objective**

*Orunodoi*, described as the 'foremost bead' among the *Ashtadash Mukutar Unnoyonee Maala*, was announced by then Hon'ble Finance Minister in his Budget Speech 2020-21. The Scheme envisages women empowerment, poverty alleviation and socio-economic inclusion of financially vulnerable women of the state through sustained financial assistance on a monthly basis, so that they are assured of minimum monthly cash flow. Since substantial time has elapsed, it is essential to update information and implement the scheme with improved standards and procedures. It is necessary to phase out *Orunodoi 1.0* and *Orunodoi 2.0*, without transferring any legacy data, to effectively launch *Orunodoi 3.0*. However, while selecting the beneficiaries of *Orunodoi 3.0*, the district administration will take utmost care that the eligible beneficiaries of *Orunodoi 1.0* and *Orunodoi 2.0* are not removed/deleted from the scheme whimsically, unless they now do not conform to the *Orunodoi 3.0* guidelines.

The basic precondition to become a beneficiary for *Orunodoi 3.0* is that the individual must be enrolled under National Food Security Act (NFSA) as a beneficiary. For the purpose of implementation of this scheme, definition of Household, family, income criterion etc will be as per extant NFSA guidelines. This new phase of *Orunodoi* will have provision of automatic AADHAAR seeding of beneficiaries, a proven method for efficiently disbursing benefits to Antyodaya across the country, as in Assam almost every NFSA beneficiary are already AADHAAR seeded.

**2. Identification of Beneficiaries**

**2.1.** A household must nominate an adult woman, aged 18 or older, to receive benefits under the *Orunodoi 3.0* scheme.

2.1.1. If a household has a *Divyangjan* person, that household shall nominate the *Divyangjan* as the beneficiary irrespective of gender.

**2.2. Eligibility Criteria**

2.2.1 Both the following criteria mandatorily need to be met by the applicant:

- i. Applicant should be a permanent resident of Assam and presently residing in Assam.



ii. Applicant should have a valid AADHAAR- seeded Ration Card.

2.2.2. Beneficiary should have a KYC verified/ updated Savings Bank Account in her/ his name, wherein bank records should match the scheme records.

### 2.3. Inclusion criteria:

If any of the following criteria is observed in case of an applicant, it will be sufficient for inclusion under *Orunodoi* 3.0:

- i. Widow, unmarried (above the age of 45 yrs), divorced and deserted woman
- ii. Transgender
- iii. Person with disability, as defined in the Rights of Persons with Disabilities Act, 2016, irrespective of gender
- iv. Old/Infirm woman including those residing in Government registered old age home
- v. Women of the Household, where earning members are either disabled or aged (more than sixty years of age)
- vi. Woman in household, where any member is suffering from HIV/ Thalassemia/ Haemophilia/ Cerebral Palsy/ Leprosy/ Autism spectrum disorder
- vii. Woman in household without shelter
- viii. Destitute woman living on alms
- ix. *Antyodaya Anna Yojana* (AAY) woman beneficiary
- x. Women in the household, composite income of which is less than ₹2 lacs per annum.

### 2.4. Exclusion Criteria:

The beneficiary shall be automatically excluded from the scheme, or the applicant will not be considered for inclusion in the Scheme, if any of the following exclusion criteria is observed in her case or that of her household at any stage:

#### Household of -

- i. MPs, MLAs, CEMs, EMs, Ex MPs, Ex MLAs, Ex-CEMs, Ex-EMs.
- ii. Current Members of Panchayati Raj Institutions, Urban Local Bodies and Autonomous Councils/ VCDCs etc (in Sixth Scheduled districts).
- iii. Doctors, Engineers, Architects, Chartered Accountants, Bank officials, Lawyers.
- iv. University, College, Higher Secondary, Junior College, High School, Upper Primary and Lower Primary School teachers including contractual/ temporary.
- v. Any Government regular employee, pensioner or contractual employee (including Anganwadi worker, Mid-day meal worker, ASHA worker, ASHA supervisor, Gaon Pradhan)
- vi. Government contractors and suppliers, real estate builders, industrialists, trade license holders who pay income tax.
- vii. Businessmen/entrepreneurs, Shopkeepers, traders who pay income tax.
- viii. Land holders other than small and marginal categories.
- ix. Owning motorized four-wheeler vehicles.
- x. Beneficiary under the '*Orunodoi* Plus' scheme and any beneficiary of similar scheme, receiving the same cash benefit from State as *Orunodoi* 3.0, or more than that.

- xi. Composite household income exceeds the limits notified in the extant "Assam Food Security Rules" under the "National Food Security Act, 2013" (NFSA)

The eligibility for benefits under the Scheme shall continue until any of the exclusion criteria is met. For example - if any member of an *Orunodoi* household secures a government job, the household becomes ineligible, and the beneficiary must voluntarily opt out of the scheme

### **2.5. Priority Criteria:**

**2.5.1.** Efforts shall be made so that the poorest of the poor only are covered under the ambit of *Orunodoi* scheme. As *Orunodoi* 3.0 links beneficiary under it to Ration Card, there is a probability of a greater number of applications being received than the target earmarked for the districts.

**2.5.2.** Priority criteria denote the priority on which an applicant shall be considered in such a scenario. The priority applicants will always have to be given primacy over the non-priority applicant during selection of beneficiaries at any level.

Priority should be given to the following kinds of beneficiaries:

- i. Widow, divorced woman, deserted woman, unmarried woman above the age of 45 years.
- ii. Deserted woman living in Government registered old age home/ institution.
- iii. Person with disability irrespective of gender, disability as defined in the Rights of Persons with Disabilities Act, 2016.
- iv. Antyodaya Anna Yojana (AAY) woman beneficiary.
- v. Destitute woman living on alms.
- vi. Women in the household, composite income of which is less than ₹2 lacs per annum.

### **3. Distribution of Target**

**3.1** The scheme will cover a fixed 'State Target' for a financial year for inclusion of beneficiaries across the State. The 'State Target' will be divided and allocated to the districts as 'District Target', which will be further divided into three pools:

- i. DLMC
- ii. DC discretionary and
- iii. State discretionary

**3.1.1** There will be District Level Monitoring Committee (DLMC) in every district for selection of beneficiaries under DLMC quota. Each district will have their own target for DLMC quota and DC discretionary quota.

### **3.2 Discretionary Quota:**

It has been observed that many women who are homeless, destitute, or beggars, as well as transgender individuals and disaster-affected families, may be living under immense socio-economic distress and may not be able to enrol in the scheme in a timely manner. To facilitate the inclusion of women beneficiaries of such household, Discretionary Quota has been earmarked as follows:

3.2.1. A State discretionary quota will be available with the Finance Department and beneficiaries may be included in the scheme database under this quota with the approval of Hon'ble Chief Minister, Assam throughout the year. The target for this quota will be 1% of the 'District Target'. District Commissioner will forward the proposal to Finance (IF) Department for necessary processing and approval. Necessary verification, data upload, record keeping will be carried out by the respective District Commissioner.

3.2.2. Additionally, the District Commissioner shall be provided with a DC discretionary quota with flexibility for distributing the total basket of discretionary quota available with her/him in any fashion within her/his respective district based on the local needs but fully adhering to the Scheme Guidelines. The target for this quota will be 5% of the District Target. However, the discretionary quota will be filled up by the District Commissioner in consultation with the Hon'ble Guardian Minister of that district only.

*Details of district-wise targets (DLMC, DC discretionary quota and State discretionary quota) is enclosed as Annexure-A*

#### **4. Entitlement**

##### **4.1 Cash benefit:**

Every beneficiary shall be entitled to ₹1,250 per month directly credited to their bank account through DBT. However, State Government in Finance Department may revise this benefit quantum from time to time, depending on the resource position of the State and other competitive priorities.

**4.1.1.** The entitlement under *Orunodoi* has been provided for nutritional support and as subsidy for electricity directly credited to the account of the beneficiary. Details are as follows:

#	Purpose	Amount
1	Procure medicines	₹ 400
2	50% subsidy for 4 kgs of pulses	₹ 200
3	50% subsidy for 4 kgs of sugar	₹ 80
4	Fruits and vegetables	₹ 150
5	Covid 19 expansion	₹ 170
6	Subsidy for 50 units of electricity	₹ 250
<b>Total</b>		<b>₹ 1,250</b>

#### **5. Implementation of the Scheme**

##### **5.1. Implementation Structure:**

Finance Department, Government of Assam will ensure the issuance of necessary SOP, supervision/monitoring of implementation and operation of the Scheme. The overarching implementation strategy of the Scheme at the district level will be executed under the direct supervision of the respective District Commissioner.

**5.1.1.** A District Level Monitoring Committee (DLMC) under the Chairmanship of District Commissioner shall be constituted to monitor the progress of this Scheme and the selection of beneficiaries except that of discretionary quota.

- a. Hon'ble Gurdian Minister – Special Invitee
- b. District Commissioner – Chairperson

- c. All MLAs of the district – Member
- d. District Development Commissioner - Member Secretary
- e. ADC Development – Member (ADC Development will act as member secretary in the absence of DDC in the district)
- f. CEO, Zilla Parishad – Member
- g. District Social Welfare Officer - Member
- h. Deputy Director of Supplies or District Head of Food, Public Distribution and Consumer Affairs Department - Member
- i. Four (4) members to be nominated by the State Government

**5.1.2.** To facilitate the implementation of the process, in absence of PRI members as of now, the District Commissioners will constitute, with the approval of Hon'ble Guardian Minister, a three (3) member committee for every polling station (PS) area of Rural Assam. However, if the District Commissioner feels that there is a requirement of one more member, the committee may be increased to four (4) members. As in grass root/ ground level necessary updated detailed data /details is available polling station wise, it may be considered as the preliminary unit for selection of beneficiaries. Gaon Panchayat Secretary will provide required assistance to the mentioned committee specifically for smooth conduct of Gaon Sabhas.

## **5.2. Implementation Timeline:**

The implementation of *Orunodoi* 3.0 would comprise the following sequential steps:

**5.2.1. 1<sup>st</sup> DLMC Meeting:** In this meeting, the guidelines of *Orunodoi* 3.0 will be explained and the targets for GPs, VCDCs, VDCs, Municipal Wards will be finalized. In case of Karbi Anglong, West Karbi Anglong and Dima Hasao, the targets will be fixed MAC wise. District Commissioners will distribute Application Forms as per the target fixed for GP/ VCDCs/ VDCs/ Municipal Wards etc. The targets of GPs, VCDCs, VDCs, Municipal Wards etc. will further be decentralized to polling station area wise. Although it is not mandatory to follow specific formula for decentralization of targets to the polling station area level, District Commissioners will ensure equitable distribution across all PS areas as per the socio-economic conditions therein.

**5.2.2. Selection of prospective beneficiary households:** The District Level Monitoring Committee (DLMC) may devise modalities for preparing the list of eligible beneficiaries strictly as per the Guidelines. The selection of the beneficiaries will be done at the level of Gaon Panchayat (GP)/ Village Council Development Committee (VCDC)/ Urban Local Body (ULB)/ Village Development Committee (VDC) based on inclusion/exclusion conditions. The Gaon Sabhas / Ward Sabhas or equivalent in VCDC will be held PS wise for the purpose. The selection process will also include approval of the beneficiary list by the DLMC and Hon'ble Guardian Minister.

**5.2.3 Filling up the Detailed Application Form (DAF):** Each District will be provided with number of Forms equivalent to that of its target assigned to it plus additional 1%. Gaon Sabha/Ward Sabha shall forward filled up Forms only to DLMC, as per the target fixed. After proper verification and

approval of DLMC, these Forms will be digitized by District Commissioners' office in secured environment. This will primarily capture bank details and all other relevant information like Ration Card, EPIC, AADHAAR, Mobile No etc. It must be ensured by the District Commissioner that only valid ration card numbers are uploaded for each beneficiary. Application Form will also include consent from the beneficiary for using AADHAAR, Ration Card and EPIC for Scheme implementation. District Commissioner shall ensure collection and upload of undertaking as per format on plain paper duly signed by the selected beneficiary, specifying fulfilling of the inclusion criterion and not violating any exclusion criterion.

**5.2.4. Uploading of the approved list:** The data from the DAF will be uploaded by District Administration in the unified DBT platform in a secured environment. Utmost care should be taken to avoid disclosure of personal data beyond what is necessary for the sake of transparency and disclosure. Details of all the new applicants will have to be digitized in the unified DBT platform with relevant data like Ration Card, bank account details, EPIC, AADHAAR, mobile number etc. Data entry must be validated by the District Commissioner in the portal, ensuring that only data from the approved DAF is digitized. Once the beneficiary data is approved by the District Commissioner in the portal, it will be frozen to prevent further modifications. Further, uploaded and approved beneficiary list in the portal shall be brought to notice of DLMC for any error checking and record keeping. A Quality Check (QC) of the data entry will be conducted as follows: 0.5% by the District Commissioner (DC), 1% by the DLMC Member Secretary and 2% by the Circle Officer.

**5.2.5. Beneficiary Validation:** The Finance (IF) Department, Government of Assam, will establish a mechanism to validate Ration Card numbers with NFSA source data. Based on the Ration Card number, relevant data available in the NFSA database shall be retrieved and considered accurate. *Orunodoi* beneficiary data will be periodically validated against the NFSA database for any exclusions, modifications, or data enrichment and through AADHAAR seeding non-duplicity shall be ensured. This will also incorporate AADHAAR seeding to check genuineness of beneficiaries and avoid any duplicity of benefits to same person. Finance (IF) Department will validate the beneficiary bank account details through a unified DBT system. The District Administration shall be responsible for the necessary coordination and rectification of incorrect beneficiary details. Email-based/ Portal based notifications will be provided to District Administration, in case any rectification is required.

**5.2.6. Transfer of money on DBT mode:** After validating the bank account details of the beneficiaries, the Finance Department may ensure the transfer of fund on 12<sup>th</sup> of every month starting from the timeline fixed by the Finance Department. In case of 12<sup>th</sup> being a holiday, the fund will be transferred on the next working day. The money shall be transferred to the approved beneficiary bank account only.

### **5.3 Annual Rectification:**

Since the *Orunodoi* 3.0 database will be linked to the NFSA, any updates to the status of NFSA beneficiaries will automatically be reflected in the *Orunodoi* data. Food, Public Distribution &

Consumer Affairs Department shall give priority to verify the status of those Ration Card holders annually, who are included under the *Orunodoi* scheme.

#### **5.4 Voluntary Opt-out provision:**

If any of the exclusion criterion is met with in case of selected Beneficiary or her Household at any stage of implementation of *Orunodoi* 3.0, she is supposed to voluntarily opt out from the Scheme. Mechanism for voluntary Opt out will be designed by Finance dept and notified separately in due course. If beneficiary does not opt out voluntarily but is proved that she has become ineligible or it is a case of migration to outside State or demise, District Commissioner shall take steps to delete her name from *Orunodoi* 3.0 database.

#### **5.5 Grievance Redressal mechanism:**

*Orunodoi* Grievance Redressal Officer at district level, not below the rank of Additional District Commissioner (ADC) shall be notified for prompt handling of grievances in district. Position of *Orunodoi Sahayak* will be created in each Block, but no new post creation for the same will be done. GAD from existing pool of personnel will post *Orunodoi Sahayak* in the scale of Grade III.

**5.6** The principle of "One household, One Scheme" will be followed and only one *Orunodoi* benefit will be disbursed against one Ration Card, ensuring no duplication of benefits in the same household.

*Detailed timelines for implementation shall be notified in due course by Finance Department.*

#### **6 Use of Information Technology Platform**

A unified DBT platform and dashboard will be managed by Finance (IF) Department for receiving online applications/ data entry from Detailed Application Form (DAF), uploading of list of beneficiaries, uploading of objection/ grievances, voluntary opt-out etc, where:

- i. The Finance (IF) Department will maintain all data related to beneficiaries in soft format centrally in a database.
- ii. The District Commissioners will store all the records and supporting documentation and maintain the records for future requirements.

#### **7 Administrative Expenses**

An amount of 1% of the annual scheme outlay shall be committed towards administrative expenses including IEC activities, development, support and upgradation of the unified DBT platform, and other administrative activities associated with running schemes at the state and district level. This fund will be made available at the State level and will be shared with districts and other entities, as and when required.

#### **8 Recovery in case of Fraudulent Claims**

If at any point in time, it is found that any applicant has made a false claim and is not eligible to receive benefit under this Scheme, she/ he shall be liable to refund with interest the entire amount received.

#### 9 Power to remove difficulties

If any difficulty arises in giving effect to the provisions of the Scheme or any instructions issued thereunder, the Finance Department, Government of Assam may take necessary actions by way of issuing necessary instructions/OM/notification etc. to remove such difficulties.



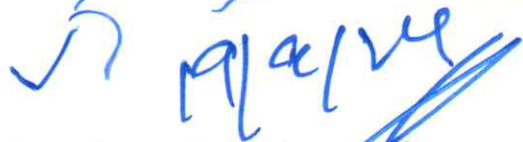
Commissioner & Secretary to the Govt of Assam,  
Finance Department

Memo No: ECF 337737/88-A

Dated: 19<sup>th</sup> September 2024

Copy for the favour of kind information to:

1. PPS to Hon'ble Chief Minister for kind appraisal of Hon'ble Chief Minister
2. PS to Hon'ble Finance Minister for kind appraisal of Hon'ble Finance Minister
3. PS to Hon'ble Minister, Food, Public Distribution & Consumer Affairs Department for kind appraisal of Hon'ble Minister
4. PS to Hon'ble Minister, Panchayat & Rural Development Department for kind appraisal of Hon'ble Minister
5. PS to Hon'ble Guardian Minister ..... (All Districts) for kind appraisal of the Hon'ble Guardian Ministers
6. The Chief Secretary to the Govt of Assam.
7. The Addl. Chief Secretary/ Principal Secretary/ Commissioner & Secretary/ Secretary to the Govt of Assam ..... (All Departments).
8. The Accountant General (A&E) Assam, Maidamgaon, Beltola, Guwahati-29.
9. All District Commissioners for information & necessary action.
10. Chief General Manager, State Bank of India, Dispur, Convener, SLBC Assam
11. Finance (Budget) Department, Assam for kind information and necessary action
12. Finance e-Governance Unit, with a request to upload the notification in Finance Department's website.
13. All Treasury Officers / Sub-Treasury Officers.
14. The Director, Printing & Stationery, Assam, Guwahati-21. He is requested to publish the above Notification in the Extra Ordinary Assam Gazette and supply 100 (One hundred) copies to this department immediately.
15. Office Copy



Commissioner & Secretary to the Govt of Assam,  
Finance Department