

**GOVERNMENT OF ANDHRA PRADESH**  
**SOCIETY FOR ELIMINATION OF RURAL POVERTY**  
**(Dept. of Rural Development)**  
NTR - Administrative Block, PNBS, Vijayawada - 520001

**G.Veerapandian, IAS.,**  
**Chief Executive Officer**

Ph: 0866 - 2410018

**Circular No. 2629295/NTRBPS/SERP/2024/ Dated 22/11/2024**

Sub:-SERP – NTR Bharosa Pension Scheme – **Sanction of Spouse Pension** –  
Standard Operating Procedure (SOP) - Issued – Reg.

Ref:-Memo No.2624637/RD.I/A1/2024, PR&RD(RD.I) Dept\, dated 20.11.2024.

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In the reference cited, the Government has communicated the Minutes of the Meeting approved by the Hon'ble Minister for MSME, SERP, NRI Empowerment & Relations on NTR Bharosa Pensions held on 14.11.2024. Wherein, decision has been taken for sanction of spouse pension to support the deceased family under NTR Bharosa Pension Scheme.

In pursuance to the above instructions, the following Standard Operating Procedure (SOP) issued for sanction of spouse pension (widow):

**Standard Operating Procedure (SOP) for Sanction of Spouse Pension**

**Objective: Spouse Pension(Widow) will be sanctioned in the event of death of existing pensioner under NTR Bharosa Pension Scheme every month to support the family.**

1. The pensioner's death occurred on or after 01.11.2024, spouse pension will be processed from 01.12.2024.
2. After completion of disbursement of pensions every month, unpaid pensioners remarks capture provision will be enabled in mobile app to be captured by disbursement functionary.
3. While capturing Death remark for a male pensioner, the details of the spouse shall be taken like spouse AADHAAR number and contact number.
4. Deceased pensioner details marked by Pension Disbursement Functionary shall be sent to Panchayat Secretary (PS) / Ward Administrative Secretary(WAS) for confirmation.
5. Welfare & Education Assistant (WEA)/ Ward Welfare & Development Secretary (WWDS) shall upload the Death certificate and validate with common eligible criteria of spouse.
6. In the event of death after the receiving of pension, Spouse pension can also be processed in WEA/ WWDS login in SS Pensions portal along with the required documents like Pensioner Death certificate and Spouse Aadhaar number.

7. Eligible applications will be sent to MPDO / Municipal Commissioners for sanction of pension.
8. MPDO/Municipal Commissioners will sanction / reject as per the eligibility.
9. Individual sanction proceedings shall be enabled in WEA/WWDS login.
10. Endorsement will be generated and handed over to applicant for ineligible cases.
11. The Spouse pension is (Widow) sanctioned before 15<sup>th</sup> of every month, pension will be released in succeeding month by the CEO, SERP.

All the MPDOs/ Municipal Commissioners are directed to take necessary action for sanction of spouse pension every month.

All the PS/WAS and WEA/WWDS should adhere the above SOP for sanction of spouse pensions.

The Project Director, DRDAs shall monitor the process and submit report to District Collectors.

District Collectors are directed to take necessary action immediately and ensure that this SoP is implemented without any deviation.

**G Veerapandian**

**Chief Executive Officer**

To

All the District Collectors in the State

All the Project Directors in the State

All the MPDOs/Municipal Commissioners in the state

All the Panchayat Secretaries/ Ward Administrative Secretaries in the state

All the Welfare & Education Assistant/Ward welfare Development Secretaries in the state.

Copy to:

The Divisional Level Development Officers in the state.

PS to Hon'ble Minister for MSME, SERP, NRI Empowerment & Relations

PS to Principal Secretary, PR & RD Department