

**GOVERNMENT OF ANDHRA PRADESH  
PANCHAYAT RAJ & RURAL DEVELOPMENT (RD.I) DEPARTMENT**

**Memo No. 3407491/RD.I/A1/2026,**

**Dated: 06.09.2026.**

**Sub:** PR & RD Dept. - Process for New Pension Applications under NTR Bharosa Pension Scheme through Swarna Grama and Swarna Wardu - Guidelines – Issued.

- Ref:**
1. G.O.Ms.No.174, PR&RD (RD.I) Dept dated 13.12.2019.
  2. G.O.Ms.No. 22, PR&RD (RD.I) Dept dated 16.06.2022.
  3. Memo No.1148399/RD.I/A1/2022, PR&RD(RD.I) Dept, dated 09.09.2022.
  4. From the CEO, SERP, Vijayawada, e\_file No. SERP/579/2026-SPA-SS-SERP/579/2026-SPA-SS-SERP (Computer No.3407491), dated 06.09.2026

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The Government is committed to the welfare and development of all segments of society. The NTR Bharosa Pension Scheme is a major welfare measure intended to ameliorate the hardships of poor and vulnerable sections of society, particularly the old and infirm, widows, persons with disabilities and other eligible categories, and to enable them to lead a dignified life.

2. Accordingly, in the reference 4<sup>th</sup> cited, the Chief Executive Officer, Society for Elimination of Rural Poverty, A.P., Vijayawada, has submitted proposals to the Government for issuing instructions regarding the process and timelines for receiving and processing of new pension applications under the NTR Bharosa Pension Scheme through Swarna Grama and Swarna Wardu in the State.

3. Government, after careful examination of the matter, hereby issues the following guidelines and time lines regarding the process for receiving and processing of new pension applications under the NTR Bharosa Pension Scheme through Swarna Grama and Swarna Wardu in the State.

4. New pensions will be sanctioned category-wise in a phased manner, in accordance with the prescribed eligibility criteria and the orders issued by the Government from time to time.

5. The New Pension Application Service under the NTR Bharosa Pension Scheme shall be made available through all Swarna Grama and Swarna Wardu offices in the State for receiving new pension applications from eligible applicants.

6. The detailed procedure and timelines for receiving, verifying, processing and sanctioning new pension applications are specified in the Annexure-I .

7. The details of pension categories and the documents required to be submitted along with the new pension application are specified in the Annexure-II.

8. The Director, Swarna Grama/Swarna Wardu Department shall enable the New Pension Application Service for receiving new pension applications under the NTR Bharosa Pension Scheme through Swarna Grama and Swarna Wardu in accordance with the timelines specified.

9. The Commissioners of Handlooms & Textiles and Fisheries, the Director, Social Welfare, the Commissioner of Health & Family Welfare, and the Commissioner of Prohibition & Excise shall issue necessary instructions to their respective district-level officers for verification and processing of new pension applications and for undertaking State-level scrutiny and approval, wherever applicable, within the prescribed timelines.

10. All the District Collectors in the State are requested to closely monitor the new pension application process and ensure timely disposal of applications within the prescribed timelines.

11. The Chief Executive Officer, Society for Elimination of Rural Poverty, A.P., Vijayawada, shall communicate these orders to all concerned and take necessary further action accordingly.

KARUNA VAKATI  
EX-OFFICIO SECRETARY TO GOVERNMENT

To

The Chief Executive Officer, Society for Elimination of Rural Poverty, A.P., Vijayawada.

The Director, Swarna Grama/Swarna Wardu Department.

The Commissioners of Handlooms & Textiles.

The Commissioner of Fisheries.

The Director, Social Welfare.

The Commissioner, Health & Family Welfare

The Commissioner, Prohibition & Excise Department

All the Managing Directors of the Welfare Corporations.

All the District Collectors in the State

All the Project Directors in the State

All the District SGSW Officers in the State

All the DLDOs in the State

All the MPDOs/Municipal Commissioners in the State

All the Swarna Grama/Swarna Wardus in the State

Copy to:

PS to Spl. Chief Secretary to Govt., I & C Dept.

PS to Spl. Chief Secretary to Govt., AH, DD & F Dept.

PS to Spl. Chief Secretary to Govt., EWS Dept.

PS to Spl. Chief Secretary to Govt. PR & RD Dept.

PS to Prl. Secretary to Govt., MA & UD Dept.

PS to Prl. Secretary to Govt. (Proh.&Excise), Revenue Dept.

PS to Secretary to Govt., SG & SW Dept.

PS to Secretary to Govt., Social Welfare Dept.

PS to Secretary to Govt., Tribal Welfare Dept.

PS to Secretary to Govt., Health & Family Welfare Dept.

PS to Secretary to Govt., Revenue (Endowments) Dept.

PS to Secretary to Govt., BC Welfare Dept.

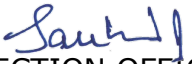
PS to Secretary to Govt., Minorities Welfare Dept.

OSD to Chief Secretary to Government.

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PS to Secretary to Hon'ble Chief Minister.  
OSD to Hon'ble Dy. Chief Minister.  
PS to Hon'ble Minister for SERP, MSME & NRI E&R.  
PS to Hon'ble Minister for Social Welfare.

// FORWARDED BY ORDER //

  
SECTION OFFICER

## **ANNEXURE-I**

### **Procedure for Process of New Pension Applications under NTR Bharosa Pension Scheme**

#### **1. Availability of Application:**

The prescribed **New Pension Application Form** shall be made available at all **Swarna Grama and Swarna Wardu offices** across the State. The application form shall also be made available for download on the **SGSW website and NTR Bharosa Pension Scheme website**.

#### **2. Receipt of Application:**

##### **a) Submission of Application**

Duly filled-in application form shall be submitted at their respective **Swarna Grama/Swarna Wardu office**, along with all relevant supporting documents/certificates.

##### **b) Receipt and Online Registration**

The **Digital Assistant/Ward Education and Data Processing Secretary (WEDPS)** shall receive the new pension applications, verify the basic details and upload the application particulars in the **SGSW New Pension Service**.

A **system-generated acknowledgement** shall be issued to the applicant upon successful registration of the application.

##### **c) eKYC validation:**

The system shall validate the applicant's particulars against the **eKYC details**.

If any discrepancy/deviation is identified between the application details and eKYC details, the same shall be displayed in the system for necessary action.

Where the application particulars and eKYC details are found to be matching, the application shall proceed to the next stage. In case of mismatch the applicant shall be informed of the same and asked to bring the correct particulars.

#### **3. Common Eligibility Validation**

The applications shall be validated as per the **common eligibility criteria prescribed under the NTR Bharosa Pension Scheme guidelines** issued vide G.O.Ms.No.174, PR&RD (RD.I) Dept dated 13.12.2019 and with the existing pensioner's database.

- i. Applications found **ineligible at this stage** shall be rejected with reasons, and a system-generated endorsement shall be made available.
- ii. The endorsement shall be handed over to the applicant.

- iii. Eligible applications shall be forwarded to the **Welfare & Education Assistant (WEA)/Ward Welfare Development Secretary (WWDS)** for physical verification.

#### **4. Physical Verification:**

##### **a)Physical Verification**

The WEA/WWDS shall take a printout of the Physical Verification Form from their login and furnish the same to the concerned SGSW staff. The SGSW staff shall visit the applicant's residence and conduct physical verification as per the scheme guidelines. During the field visit, the SGSW staff shall:

- i. Verify the applicant's eligibility as per the prescribed criteria.
- ii. Verify the supporting documents/certificates.
- iii. Record the findings in the Physical Verification Form.

##### **b) eKYCvalidation:**

In case eKYC has not been obtained at the time of application, the SGSW staff shall obtain the applicant's eKYC during the physical verification visit.

##### **c) Submission of Physical Verification Details**

After completion of the physical verification, SGSW staff shall handover the filled-in physical verification form with observations to the WEA/WWDS. The WEA/WWDS shall upload the verification observations and supporting details in their respective logins and submit Old Age, Widow, and Disabled pension application to the MPDO/Municipal Commissioner. In respect of Single Women, application shall submit to concerned Thasildar. In respect of Weavers, Fishermen, Dappu Artists, Traditional Cobblers and Transgender, applications shall submit to the concerned district level officers through their login.

#### **5. Scrutiny by Tahsildar/concerned District-level Officers and their recommendation:**

a) In respect of **Weavers, Fishermen, Dappu Artists, Traditional Cobblers, Taddy tappers and Transgender** categories, the concerned District-level Officer or officer specifically designated for the purpose by him/her shall verify the applications and update the verification details in their respective logins and forwarded to MPDO/Municipal Commissioners with observations.

b) In respect of Single women applications Thasildars shall verify the details and send to MPDOs/Municipal Commissioners with observations.

#### **6. Scrutiny by MPDO/Municipal Commissioner and recommendation:**

a) The **MPDO/Municipal Commissioner** shall scrutinize the application based on:

- i. Applicant's details
- ii. Supporting documents/certificates;
- iii. Common eligibility validation;

- iv. Existing pensioners database validation;
- v. Physical verification report and observations; and
- vi. eKYC details.

The MPDO/Municipal Commissioner shall determine the **eligibility/ineligibility** of the applicant.

**b) Recommendation of Eligible Applications**

The MPDO/Municipal Commissioner shall update the eligibility/ineligibility status in the **SGSW login**.

Eligible applications shall be processed further as follows:

| Sl. No. | Category of Pension                       | Application to be sent to                     |
|---------|-------------------------------------------|-----------------------------------------------|
| 1       | Old Age, Widow, Single Women and Disabled | CEO, SERP                                     |
| 2       | Weavers                                   | State-level Handlooms & Textiles Department   |
| 3       | Fishermen                                 | State-level Fisheries Department              |
| 4       | Dappu Artists                             | State-level Social Welfare Department         |
| 5       | Traditional Cobblers                      | State level Social Welfare Department         |
| 6       | Transgender                               | Commissioner, Health & Family Welfare Dept.   |
| 7       | Taddy Tappers                             | Commissioner, Prohibition & Excise Department |

**Note: The MPDO shall not give any sanctions. He/She will only recommend eligible applications.**

**c) State Level Approval:**

**At the state level the SGSW, RTGS and SERP will undertake verification before giving the final sanction**

In respect of **Weavers, Fishermen, Dappu Artists, Traditional Cobblers, Taddy tappers and Transgender** categories, the concerned State level Department will finalize the eligibility/ineligibility and send to SERP.

**d) Endorsement of Ineligible Applications:**

- In respect of applications determined as **ineligible**, an endorsement clearly indicating the **reasons for ineligibility** shall be generated and made available in the WEA/WWDS login.
- The WEA/WWDS shall take a printout of the endorsement and hand it over to the applicant.

**7. Final validation and Budget Proposal by SERP :**

SERP shall undertake final validation of eligible applications and prepare Welfare Corporation wise budget proposals and submit to the Government for approval and allocation of budget.

**8. Government Approval and Release of Pension**

Pensions shall be sanctioned and released **subject to Government approval and availability/release of budget.**

**9. Effective Date of Pension**

The pension shall be **sanctioned and released only from the month in which SERP issues the sanction and enables/release the pension, and shall not be payable retrospectively from the date of application or the date on which the applicant became eligible.**

**10. Issue of Sanction Orders**

For eligible applications, **sanction orders** shall be generated in the system and made available in the **WEA/WWDS login.**

The concerned WEA/WWDS shall take a printout of the sanction order and communicate/hand over the same to the beneficiary as prescribed.

**TIME LINES**

| <b>Sl. No.</b> | <b>Activity</b>                                                                                                                  | <b>Officer(s) Concerned</b>                                     | <b>Date</b>                    | <b>No. of Days</b> |
|----------------|----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|--------------------------------|--------------------|
| 1              | Receipt and online registration of New Pension Applications and eKYC validation                                                  | Digital Assistant / WEDPS, SGSW                                 | 07.09.2026<br>to<br>16.09.2026 | 7 working days     |
| 2              | Common eligibility validation                                                                                                    | SGSW, RTGS & SERP Department                                    | 17.09.2026                     | 5 working days     |
| 3              | a)Physical Verification<br>b)Departmental verification – Weavers, Fishermen, Dappu Artists, Traditional Cobblers and Transgender | Concerned department for occupational pensions                  | to<br>21.09.2026               |                    |
| 4              | Scrutiny and determination of eligibility and recommendation of eligible applications                                            | MPDO / Municipal Commissioner/<br>District Head/<br>State Level | 22.09.2026<br>to<br>24.09.2026 | 3 working days     |
| 5              | Budget Proposal and Government Approval                                                                                          | SERP                                                            | 25.09.2026<br>to<br>26.09.2026 | 2 working days     |

KARUNA VAKATI  
EX.OFFICIO SECRETARY TO GOVERNMENT

## ANNEXURE-II

### Documents required for all categories of Pensions under NTR Bharosa Pensions

1. Aadhaar card
2. Rice Card/Income Certificate
3. Other certificates as detailed below

| Sl. No. | Category of Pension  | Certificates/Documents required                                   |
|---------|----------------------|-------------------------------------------------------------------|
| 1       | Old Age Pension      | adhaar card for Age Proof                                         |
| 2       | Widow Pensions       | Husband's Death Certificate<br>Husband's Aadhaar Number           |
| 3       | Single Women         | In case Married – Divorce Decree from Court/ Adalat               |
|         |                      | In case unmarried – Non Marriage certificate from Tahsildar       |
| 4       | Disabled             | SADAREM Certificate with benchmark disability i.e. 40% and above. |
| 5       | Weaver               | Certificate from Handloom & Textile Department                    |
| 6       | Fishermen            | Certificate from Fisheries Department                             |
| 7       | Dappu Artists        | Certificate from Social Welfare Department                        |
| 8       | Traditional Cobblers | Certificate from Social Welfare Department                        |
| 9       | Taddy Tappers        | Certificate from Prohibition & Excise Department                  |
| 10      | Transgender          | Certificate from District Medical Board.                          |

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