FLOW CHART

390/c

☒ **APPLICATIONS RECEIVED ONLINE ON e-DISTRICT PORTAL DELHI**
→ e-District Link: https://edistrict.delhi.gov.in

✓ WHO CAN APPLY FOR WIDOW PENSION ?

ELIGIBILITY CRITERIA

☑ A woman who is a widow, divorced, separated, abandoned, deserted or destitute women above the age of 18 years to lifelong.
☑ Residence of minimum 5 years in Delhi before the date of application.
☑ Annual income of applicant should be less than Rs 1,00,000/- per annum from all sources.
☑ Applicant should have the Aadhar number
☑ The Applicant should have single-operated Aadhar linked account with any bank in NCT of Delhi only.
☑ Must not be receiving any pension/ financial assistance from Central Govt./ State Govt./MCD or NDMC and other Governmental/local bodies or any other source for this purpose.

WHAT IS REQUIRED?

DOCUMENTS REQUIRED TO AVAIL WIDOW PENSION BENEFITS

✓ Aadhar Card of the applicant.
✓ Self-attested documentary proof for following to be scanned and uploaded in pdf format under 100 KB.
✓ Age proof of applicant.
✓ Proof of Death of Husband/ Divorce decree/ Separation paper/ Divorce proceedings/ any other document which establishes abandoned/separation.
✓ Proof of last 5 year residence in Delhi as per notification.
Link : https://wcd.delhi.gov.in/wcd/delhi-pension-scheme-women-distress-widows-divorced-separated-destitute-abandoned-women
✓ Singly –operated adhaar linked Bank Account number in NCT Of Delhi only.
✓ Bank passbook / Account statement for the last one year.
✓ One recent passport size photo of applicant and in JPG/JPEG format under 50 kb.
✓ Income self-declaration (Format given on the portal can be used)
WCD website link: https://wcd.delhi.gov.in/wcd/delhi-pension-scheme-women-distress-widows-divorced-separated-destitute-abandoned-women

---

LINKAGE OF ADHAAAR NUMBER ON NPCI IS MANDATORY

Adhaar Number of the beneficiary/Applicant must be linked with her bank account on NPCI-DBT Mapper through their concerned bank to get the remittance of Widow Pension.

NPCI FORM LINK: chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/ https://dbtbharat.gov.in/data/dbt_payments/Step-by-Step-guide-for-getting-Aadhaar-Seeding.pdf

PROCEDURE FOR APPLYING FOR WIDOW PENSION ON e-DISTRICT PORTAL

Application to be made online on e-District portal (Delhi)
Link : https://edistrict.delhigovt.nic.in/

↓

Log on https://edistrict.delhigovt.nic.in/

↓

Under Citizen Corner click on New User

↓

Click on select the document – Aadhar or Voter ID

↓

Enter your Aadhar Card Number/Voter ID Card Number

↓

Type the Captcha in the box shown

↓

Citizen Registration Form will Open

Fill up all fields including details of Present Residential Address

Enter Captcha, Click on Continue.

Login ID and Pass word will be received on given mobile number/e-mail address.

Now Registration on e-district portal is complete

↓

Registration for Financial Assistance Services

↓

- Click on Registered User Login

↓

- Enter given login ID and Password

↓

- Enter Captcha and Click on Login

↓

- Go to Main Page (Main Page) will open click on apply online.

↓

- Drop Box apply for services will open – click

↓

- List of Departments providing online services shall open –

↓

- Select on Department of Women & Child Development.

↓

- Three Financial Assistance Schemes will be shown. Choose the relevant and Click on Apply.

↓

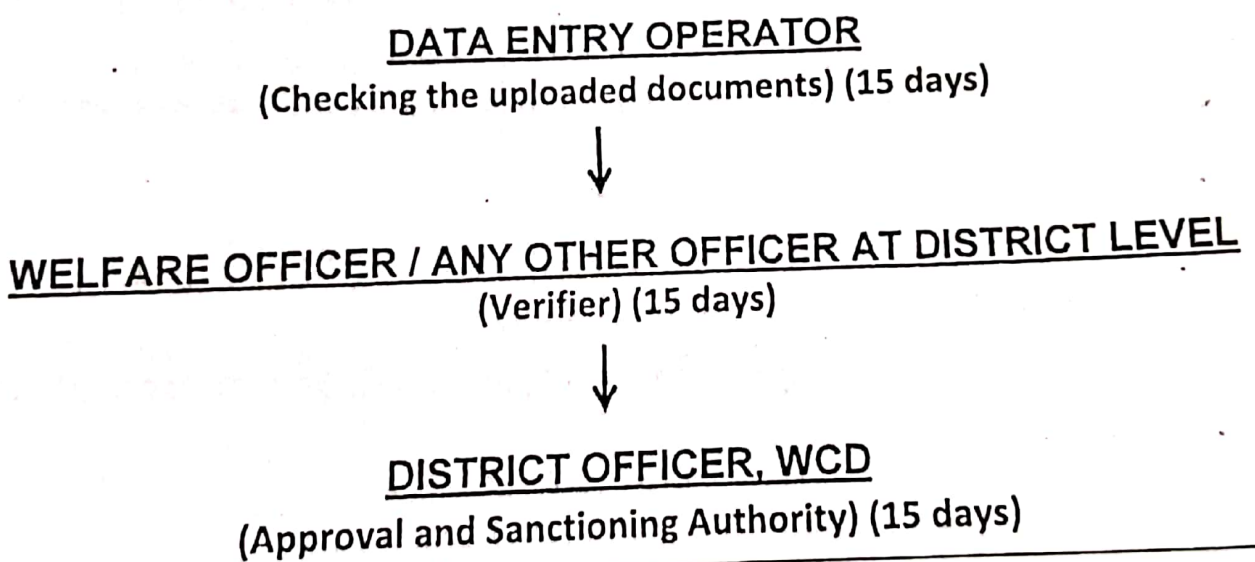- **Check the BASIC/PERSONAL DETAILS FORM and click on Continue.**

↓

- Form will open fill up all required fields & uploads all required documents as per requirement of scheme selected.

↓

- Then click next and upload photograph

↓

- Then click on finish.

↓

- One OTP will be received on registered mobile number.

↓

- Enter OTP and Submit.

↓

FINAL STAGE- Acknowledgement of successful submission shall be generated .

TIMELINE FOR DISPOSING APPLICATIONS AT THE LEVEL OF DISTRICT OFFICE

☞ Application has been accepted on e-District portal.

☞ Then, Scrutiny of uploaded data and documents of the applications have been done by the Data Entry Operator of District Office WCD and put his/her remarks for the next Level after scrutiny.

☞ Then, Verifier (Welfare Officer or any other officer) verified the uploaded data and documents and also verify the remarks of previous level and again put her/his remark before sending to the next level.

☞ Then, Approval and Sanctioning Authority (District W&CD Officer) will check overall and take decision on the application as per rules

Steps of Verification of online widow pension application form at the level of District Office WCD depicted by the follow in flow chart -

DATA ENTRY OPERATOR
(Checking the uploaded documents) (15 days)

↓

WELFARE OFFICER / ANY OTHER OFFICER AT DISTRICT LEVEL
(Verifier) (15 days)

↓

DISTRICT OFFICER, WCD
(Approval and Sanctioning Authority) (15 days)

✎ THINGS TO CHECK BEFORE SUBMISSION OF APPLICATION

hile uploading the documents, please verify/ensure the following-

1. Photo being uploaded is that of the applicant only and in JPG/JPEG format under 50 Kb.

2. Correct documents, as required in the scheme, are uploaded and in pdf format under 100 Kb. Uploading of incorrect/dummy/unreadable documents is liable to delay the processing of application and Rejection.

☑ Verify the mandatory documents with originals to screen any tampering-with the documents (like overwriting/pasting/cutting/defacing etc. before uploading

☑ Correct account details and aadhaar number is entered.

☑ Applicant to get her bank account linked with her aadhaar number on NPCI-DBT Mapper through concerned bank.

☑ Pension, if sanctioned, will be remitted through Aadhaar Payment Bridge System into the Aadhaar linked bank account of the beneficiary..

☑ All documents are self-attested before being uploaded

→ **Note:** *All the documents uploaded is in pdf format under 100 KB and Passport size photo is in JPG/JPEG format under 50 Kb.*

E-SLA OF ACCEPTANCE AND REJECTION OF APPLICATION FORM

The **e-SLA timeframe** for disposing of the applications by District Officer WCD on e-District portal under widow pension scheme is **45 days.**

APPELLATE MECHANISM

In case of any grievance, on decision of Sanctioning Authority i.e., District W&CD Officer, the Appellate Authority is Director, Department of Women and Child Development.