

**GOVERNMENT OF ODISHA**  
**DEPARTMENT OF WOMEN & CHILD DEVELOPMENT**

No.WCD-SUBH-SCHM-0029-2024- 26139 /WCD, Date: 11/11/2024

From

**Sri Jyotishankar Mohapatra, OAS**  
Joint Secretary to Govt.

To

All Collector/ Municipal Commissioners.

Sub: Forwarding of SUBHADRA SOP (English)-reg.

Madam/Sir,

In inviting a reference to the subject cited above, I am directed to enclose herewith the **Standard Operating Procedure of "SUBHADRA"** in English for information and necessary action at your end.,

Yours faithfully,

  
Joint Secretary to Government

Memo No. 26140 /W&CD, Dtd. 11/11/2024

Copy with copy of the enclosure forwarded to the PS to Hon'ble Chief Minister/ PS to Hon'ble Deputy Chief Minister/ PS to Chief Secretary/ PS to DC-cum-ACS/ Ps to ACS to Govt., Home Department/ PS to ACS to Govt, R & DM Department/ PS to Principal Secretary to Govt., W & CD Deptt./ PS to Principal Secretary to Govt., E & IT Deptt./ PS to Principal Secretary to Govt., I & PR Deptt./ PS to Principal Secretary to Govt., PR & DW Deptt for kind information of Hon'ble Chief Minister/ Hon'ble Deputy Chief Minister/ Chief Secretary/ DC-cum-ACS/ ACS to Govt., Home Department/ ACS to Govt, R & DM Department/ Principal Secretary to Govt., W & CD Deptt./ Principal Secretary to Govt., E & IT Deptt./ Principal Secretary to Govt., I & PR Deptt./ Principal Secretary to Govt., PR & DW Deptt.

  
Joint Secretary to Government

Memo No. 26141 /W&CD, Dtd. 11/11/2024

Copy forwarded to All RDCs/ all DSWOs for information and necessary action

  
Joint Secretary to Government

Memo No. 26142 /W&CD, Dtd. 11/11/2024

Copy forwarded to GM, OCAC for information and necessary action

  
Joint Secretary to Government



WCD-SUBH-SCHM-0029-2024/01/2024



***A FLAGSHIP SCHEME FOR THE  
WELFARE OF WOMEN IN THE STATE***  
**STANDARD OPERATING PROCEDURE  
(SOP)**

**October, 2024**

**WOMEN AND CHILD DEVELOPMENT  
DEPARTMENT**

## TABLE OF CONTENTS

| SI. NO | TOPIC                                                        | PAGE NUMBER |
|--------|--------------------------------------------------------------|-------------|
| 1.     | INTRODUCTION                                                 | 3           |
| 2.     | APPLICATION FORM DISTRIBUTION AND SUBMISSION                 | 3           |
| 3.     | APPROVAL COMMITTEES                                          | 4           |
| 4.     | APPLICATION SCRUTINY                                         | 5           |
| 4.1.   | Electronic Know Your Customer (e-KYC)                        | 6           |
| 4.2.   | Applicants available in existing Databases (NFSA/SFSS)       | 6           |
| 4.3.   | Applicants not available in existing Databases (NFSA/SFSS)   | 6           |
| 4.4.   | Responsibilities at Block/ULB Level                          | 7           |
| 4.5.   | Responsibilities at District Level                           | 8           |
| 4.6.   | Responsibilities at Municipal Corporation level              | 8           |
| 4.7.   | Responsibilities at State Level                              | 9           |
| 5.     | APPLICATION PROCESS FOR BENEFICIARIES OPTING OUT OF SUBHADRA | 9           |
| 6.     | DISPLAY OF BENEFICIARY LIST                                  | 10          |
| 7.     | PAYMENT PROCESS                                              | 10          |
| 8.     | RECONCILIATION PROCESS                                       | 10          |
| 9.     | ORGANISATION OF SUBHADRA SAMPARKA ABHIYAN                    | 11          |
| 10.    | GRIEVANCES                                                   | 11          |
| 11.    | SUO-MOTO COGNIZANCE                                          | 12          |
| 12.    | ANNEXURE - 1                                                 | 13          |
| 13.    | ANNEXURE - 2                                                 | 14          |
| 14.    | ANNEXURE - 3                                                 | 15          |

## 1. INTRODUCTION

- a. SUBHADRA initiative is built on Odisha's strong political will and commitment to women's welfare, reflecting the state's dedication to advancing women's status through targeted financial support and comprehensive social protection measures. Drawing inspiration from successful cash and financial benefit transfer programs across the world, as well as various state-specific schemes in India, SUBHADRA leverages best practices in direct benefit transfers to address poverty, enhance educational and health outcomes, and promote overall development of womenfolk in Odisha. This initiative is meticulously designed to offer direct financial assistance to women, giving them the freedom to use these benefits for their crucial needs, thereby ensuring a holistic approach to empowerment.
- b. By integrating lessons learnt from global and national experiences, SUBHADRA not only addresses the immediate financial needs of women but also aims to create long-term positive impact on their socio-economic condition.
- c. Against this backdrop, the Government of Odisha approved and launched SUBHADRA, which aims at financially empowering women and providing a safety net for them and their families. This comprehensive initiative underscores the government's commitment towards improving the socio-economic status of women, enhancing their financial independence, and providing them with the tools necessary for personal and professional growth. The launch of 'SUBHADRA' is a landmark initiative in the direction of women empowerment in Odisha. It is the largest, single women-centric scheme in the history of the state and is expected to cover more than 1 Crore women.

## 2. APPLICATION FORM DISTRIBUTION AND SUBMISSION

- a. The application forms will be made available **free of cost** in Anganwadi Centres, Block Offices, Urban Local Body Offices, Mo Seba Kendras (MSKs), Common Service Centres (CSCs), etc. and other offices as decided by the district administration.
- b. In case, any applicant is not able to fill the form herself, the applicant would be provided assistance by the Anganwadi Worker, help desk in CDPO Office or staff present in the CSCs/MSKs.
- c. In case the applicant does not have an Aadhaar card, she is required to apply for the same at the existing offices for this purpose of Aadhaar camps setup by the district administration. The applicant will also be able to update her Aadhaar details at such offices/ camps.
- d. The duly filled in form is to be submitted at the CSCs/MSKs. The applicants are required to go to the CSCs/MSKs physically for submitting their filled application forms.
- e. The submission of forms at CSCs/ MSKs is **free of cost**.
- f. The applicants are required to carry their filled in application form, Aadhaar card/Aadhaar number and their Aadhaar linked mobile number at the time of submission.

- g. Upon successful submission of the application form, all applicants will be provided with a Colour printed acknowledgment receipt with a unique number.
- h. The unique application number can be used to track the application status and the a SMS would be sent to the applicant at every step of the process.
- i. The application forms received through the CSCs/MSKs, would be uploaded on the portal by the CSC/ MSK operator. The physical application forms would be handed over to the CDPOs and shall be stored in their office after segregating them into GP/wards for further processing.

### 3. APPROVAL COMMITTEES

The following committees have been constituted for the effective implementation and oversight of SUBHADRA. Each committee would require the presence of the Chairperson, Member convenor and atleast three members as quorum to conduct its business.

- a. In **Urban Local Bodies (ULB)**, a **ULB Level Scrutiny Committee (ULSC)** would be established which would be responsible for the overall supervision and implementation of the scheme. The committee will include the following:
  - i. Executive Officer (Chairperson)
  - ii. Tehsildar (Co-Chairperson)
  - iii. Marketing Inspector
  - iv. Block Social Security Officer
  - v. 2 Bankers with service area in the ULB and
  - vi. Two women social workers who have worked for women empowerment at the grass roots nominated by the Chairperson.
  - vii. CDPO (Member Convener)
- b. At the **Municipal Corporation level**, **Municipal Level Scrutiny Committee (MLSC)** would be established which would be responsible for the overall supervision and implementation of the scheme. The committee will include the following:
  - i. Municipal Commissioner (Chairperson)
  - ii. Project Director, District Urban Development Agency
  - iii. Deputy Commissioner
  - iv. Community Organizer
  - v. Two women social workers who have worked for women empowerment at the grass roots nominated by the Chairperson.
  - vi. 2 Bankers within the service area
  - vii. Child Development Project Officer (CDPO) (Member Convener)

c. At the **Block level, Block Level Scrutiny Committee (BLMC)** shall be established which will be responsible for the overall supervision and implementation of the scheme. The committee will include the following:

- i. Block Development Officer (Chairperson)
- ii. Tehsildar (Co-Chairperson)
- iii. Marketing Inspector
- iv. Block Social Security Officer
- v. 2 Bankers with service area in the Block and
- vi. Two women social workers who have worked for women empowerment at the grass roots nominated by the Chairperson.
- vii. Child Development Project Officer (Member Convener)

d. At the **District level, District Level Scrutiny Committee (DLSC)** shall be established which will be responsible for the overall supervision and implementation of the scheme. The committee will include the following:

- i. Collector & District Magistrate (Chairperson)
- ii. Additional District Magistrate (ADM)
- iii. Chief Development Officer (CDO) cum Executive Officer (EO), Zila Parishad.
- iv. Civil Supplies Officer
- v. District Social Security Officer
- vi. Lead District Manager and
- vii. Two women social workers who have worked for women empowerment at the grass roots nominated by the Chairperson.
- viii. District Social Welfare Officer (Member Convener)

Each committee plays a crucial role in the meticulous review and approval process at different administrative levels.

e. At the state level, SUBHADRA Society would be responsible for the overall supervision and implementation of the scheme.

#### **4. APPLICATION SCRUTINY**

Upon submission of the application through the Common Service Centres(CSCs)/ Mo Seba Kendras (MSKs)/camps, the applications would be segregated between those who are included in the National Food Security Act(NFSA)/ State Food Security Scheme(SFSS) database and those who are not in that (NFSA/SFSS) database.

#### **4.1. Electronic Know Your Customer (e-KYC)**

- a. All applicants must be e-KYC compliant. The e-KYC must be done only through biometric method ( using iris or fingerprint) or by facial recognition.
- b. All applicants whose e-KYC was not completed previously, must complete the verification process (biometric method) in order to comply with the SUBHADRA guidelines.
- c. Applicants who have completed e-KYC by OTP based method will be required to undergo a more secure verification method, using biometric data (such as fingerprints or iris scans) to confirm the user's identity.
- d. Applicants who have recently completed their eKYC verification for other Government schemes such as PM KISAN, NFSA, and SFSS etc. need not go through the process again. Their data shall be provided by OCAC from existing Government database.

#### **4.2. Applicants available in existing Databases (NFSA/SFSS)**

- a. All the applications that are available in the NFSA / SFSS database will be further screened by OCAC (Odisha Computer Application Centre) using the Eligibility and Exclusion Criteria mentioned in the SUBHADRA guidelines enclosed at Annexure 1 & 2, and will then be cross-validated with all available databases, to identify eligible as well as ineligible beneficiaries.
- b. Once this process is completed, the eligible as well as ineligible list shall be submitted by OCAC to the Department for processing the same for approval by the Government. Upon approval by the Government, the CEO, SUBHADRA Society shall prepare an approved list as well as rejected list. The approved as well as rejected list (along with the reasons of rejection) of applications organized on the basis of District, Block/ULB, Sector, Panchayat, and Village/Ward level will be published on the portal and notice boards for information. SMS will also be sent to the applicants informing them about their status.
- c. The list of approved beneficiaries would then be processed for Direct Benefit Transfer (DBT)/ Central Bank Digital Currency (CBDC)\* through OCAC following due procedure.

*\*CBDC (Central Bank Digital Currency) - A pilot digital currency initiative of RBI as a mode of transfer of financial assistance for a move towards digital transactions & greater transparency. It is akin to a wallet and the beneficiary may use it for making or receiving payments.*

#### **4.3. Applicants not available in existing Databases (NFSA/SFSS)**

- a. Where the applicant is not included in the NFSA/ SFSS database, OCAC would cross-check whether the applicant is prima facie ineligible by running it against the available exclusion criteria database.
- b. The ineligible list (with reasons of ineligibility) would be communicated to Department of W & CD for approval. Upon approval, the rejected list shall be displayed on the

portal. In case of any grievance against the rejected applications, enquiry may be conducted if necessary.

- c. The remaining applications would then be forwarded to relevant BLSC/ ULSC/ MLSC as the case may be through the portal. The physical application forms of such applicants would also be made available at the concerned Block / ULB/ MLSC by the CDPO.
- d. Once the application reaches the relevant BLSC/ULSC/ MLSC, the application will be scrutinized in the following steps as mentioned.

#### **4.4. Responsibilities at Block/ULB Level**

- a. A BLSC / ULSC meeting will be convened to plan the enquiry process with respect to all the applications received by them through the SUBHADRA portal or the physical forms.
- b. Based on the number of applications received, the BLSC / ULSC will constitute Field Enquiry Teams (FETs) with relevant officials, with each FET having at least 2 members. The BLSC/ULSC will assign the applications to the FETs through the online portal.
  - i. The FET will be constituted and headed by either the Extension Officers from Block Office (Like GPDO, WEO, CEO, MI, JE, and AE etc.) or Revenue Inspector from the Tehsil Offices. Other available manpower such as PEO, Asst. Revenue Inspector, Amin, Accountant cum Data Entry Operator (ADEO), Gram Rojgar Sevak (GRS) or any other officer as deemed fit may also be part of the FET. Anganwadi Workers (AWW) and ASHA Workers will assist the FET.
  - ii. For ULBs, the FET will be constituted and headed by an equivalent officer of the ULB not below the rank of Extension Officer at the Block Level or Revenue Inspector from the Tehsil Offices. Other available manpower such as Asst. Revenue Inspector, Amin, Ward Officer or any other officer as deemed fit may also be part of the FET. Anganwadi Workers (AWW) and ASHA Workers will assist the FET.
- c. The Head of the FET will be the nodal official and will register herself/himself on the SUBHADRA Portal to enable them to view the assigned applications and submit their recommendations.
- d. The FETs will examine the applicant's eligibility for SUBHADRA based on the eligibility and exclusion criteria as per Para 5 of SUBHADRA guidelines enclosed at Annexure 1 & 2, as well as conducting field verification wherever necessary. For every field verification, the FETs will make the entry as per the Field Verification Template on the SUBHADRA Mobile Application and upload the signed copy of the Eligibility Self-Certification Document enclosed at Annexure 3 signed by the applicant and countersigned by the FET members.
- e. The draft approved / rejected list of applications as enquired by FETs would be published GP-wise / Ward-wise in the SUBHADRA portal, GP / Ward offices along with proposed reasons of rejection.

- f. Objections would be invited for a period of 7 days. Such objections, if any, will be placed before BLSC / ULSC for consideration and further enquiry, if needed.
- g. Based on the reports submitted by the FETs and objections received, meeting of BLSC/ULSC will be scheduled, to prepare
  - i. A list of beneficiaries, wherein the applications are found to be eligible, as per recommendation of FET
  - ii. A list of applicants, wherein the applications are found to be ineligible, as per recommendation of FET
  - iii. BLSC/ ULSC may over rule recommendation of FETs assigning due reason.
- h. Random checking of 5% cases shall be done by the BLSC / ULSC. These cases shall be automatically generated by the portal.
- i. BLSC / ULSC then forward both the lists along with their recommendation to DLSC for further processing

#### **4.5. Responsibilities at District Level**

- a. A Meeting of DLSC will be scheduled to examine the recommendations on the lists received from all the Blocks / ULBs.
- b. Random checking of 1% cases shall be done by the DLSC. These cases shall be automatically generated by the portal.
- c. The DLSC will approve/ reject applications based on recommendation of the BLSC. It may also over rule recommendation of BLSC assigning due reason
- d. It shall then forward the lists (approved / rejected) to the Department of W & CD through the SUBHADRA portal.

#### **4.6. Responsibilities at Municipal Corporation level**

- a. A MLSC meeting will be convened to plan the enquiry process with respect to all the applications received by them through the SUBHADRA Portal or the physical forms.
- b. Based on the number of applications received, the MLSC will constitute Field Enquiry Teams (FETs) with relevant officials as deemed fit, with each FET having at least 2 members.
- c. For Municipal Corporations, the FET will be constituted and headed by an equivalent officer of the Corporation not below the rank of Extension Officer at the Block Level or Revenue Inspector from the Tehsil Offices. Other available manpower such as Asst. Revenue Inspector, Amin, Ward Officer or any other officer as deemed fit may also be part of the FET. Anganwadi Workers (AWW) and ASHA Workers will assist the FET.
- d. One member of the FET will be the nodal official and will register themselves on the SUBHADRA Portal to enable them to view the assigned applications and submit their recommendations.

- e. The FETs will examine the applicant's eligibility for SUBHADRA based on the eligibility and exclusion criteria as per Para 5 of SUBHADRA guidelines enclosed at Annexure 1 & 2, as well as conducting field verification wherever necessary. For every field verification, the FETs will make the entry as per the Field Verification Template on the SUBHADRA Mobile Application and upload the signed copy of the Eligibility Self-Certification Document signed by the applicant.
- f. The draft approved / rejected list of applications as enquired by FETs would be published Ward-wise in the SUBHADRA portal & Ward offices along with proposed reasons of rejection.
- g. Objections would be invited for a period of 7 days. Such objections, if any, will be placed before MLSC for consideration and further enquiry if needed.
- h. Based on the reports submitted by the FETs and objections received, meeting of MLSC will be scheduled, to prepare
  - i. An approved list of beneficiaries, wherein the applications are found to be eligible, as per recommendation of FET
  - ii. A rejected list of applicants, wherein the applications are found to be ineligible, as per recommendation of FET
  - iii. MLSC may over rule recommendation of FETs assigning due reason.
  - iv. MLSC will then forward both the lists to Department of W & CD for further processing
- i. Random checking of 5% cases shall be done by the MLSC. These cases shall be automatically generated by the portal.

#### **4.7. Responsibilities at State Level**

- a. The Department of W & CD will forward the approved/rejected applicants, as approved by all the districts and Municipal Corporations to CEO, SUBHADRA Society
- b. CEO, SUBHADRA Society will ensure that all approved and rejected applications are displayed on the SUBHADRA Portal and an SMS is sent to the applicant.
- c. CEO of SUBHADRA Society would send the approved list to OCAC for processing the DBT payment using Aadhaar Payment Bridge System (APBS) and for CBDC, following due procedure.
- d. For FY 2024-25, all beneficiaries would receive the full benefit of Rs. 10,000 under SUBHADRA from the date of launch of the scheme, regardless of the date of approval.

### **5. PROCESS FOR OPTING OUT OF SUBHADRA BY EXISTING BENEFICIARIES & APPLICANTS**

Beneficiaries, who are eligible under SUBHADRA, may also opt out of the Scheme at any stage or at any time.

- a. A beneficiary may choose to opt out of SUBHADRA thereby passing on the benefit to support the empowerment and well-being of her fellow sisters in Odisha.

- b. The beneficiaries can opt out of SUBHADRA by logging in the SUBHADRA portal with their Aadhaar number.
- c. The applicant will receive a confirmation of their successful opt-out request via SMS.
- d. The beneficiary records will be updated in the SUBHADRA Portal to reflect the opt-out status. This will ensure that the beneficiary no longer receives benefits under SUBHADRA.

## **6. DISPLAY OF BENEFICIARY LIST**

- a. The list of beneficiaries who are approved, as well as rejected will be displayed to ensure transparency and complete information to the general public.
- b. BDOs / Executive Officer (EO) for NAC Areas and Commissioner or Deputy Commissioner for Municipality Areas will ensure display of the beneficiary list in Gram Panchayat Office, CDPO Office, Block Office and Urban Local Body Office for the benefit of the public for a period of 7 days.
- c. BDOs / Executive Officer (EO) for NAC Areas and Commissioner or Deputy Commissioner for Municipality Areas will ensure that the list is prominently displayed for the entire period in a manner that is easily accessible to the intended beneficiaries and general public.
- d. DWCD will ensure that the beneficiary list is also displayed on the SUBHADRA Portal as well as the website of the Department.

## **7. PAYMENT PROCESS**

- a. Upon receipt of list of approved beneficiaries, the payment files will be created and shared to the Sponsor Bank as per the instructions received from SUBHADRA Society.
- b. OCAC has to ensure that response files from the Sponsor Bank are received for all the transactions and apprise DWCD the reasons of rejection of payment, if any.

## **8. RECONCILIATION PROCESS**

- a. Basis the payment files provided by OCAC, some beneficiaries may be rejected for either of two reasons – NPCI Rejected and Bank Rejected.
- b. For the beneficiaries rejected by Bank, OCAC will provide the data of such cases to the Sponsor Banks. The Sponsor Banks in turn will distribute the Destination Bank-wise list to respective banks. The Destination Banks shall take due action for resolving the beneficiary issues at the own branch which shall be monitored closely by the Sponsor Banks. The Destination Banks will provide the list of cases resolved and unresolved (with reasons) for preparation of updated payment files by OCAC
- c. For the beneficiaries rejected by NPCI, OCAC shall prepare the payment files again and process the same for payment to the Sponsor Banks.
- d. List of beneficiaries with inactive accounts and invalid Aadhar numbers will be provided by OCAC which in turn shall be shared with District Collectors for further action at field level. Lead District Managers would then work to ensuring financial

*Frederick*

inclusion of these beneficiaries as well as making their accounts Aadhaar enabled for receiving assistance under SUBHADRA. ICDS functionaries, Bank mitras and banking correspondents would assist in this exercise.

## **9. ORGANISATION OF SUBHADRA SAMPARKA ABHIYAN**

SUBHADRA Samparka Abhiyan would be organised at the District, Municipal Corporation, Block & ULB level, where the beneficiaries will be sensitized and provided with necessary support and guidance for proper utilization of funds released in favour of them for livelihood generation and income augmentation.

## **10. GRIEVANCES**

- a. Grievances or objections can be filed online through the portal.
- b. In case any grievance is received offline during the grievance camps, the same shall be captured/ uploaded in the portal for better tracking and speedy resolution in the following manner:
  - i. Grievances received at the block level shall be uploaded by the BDO
  - ii. Grievances received at the District level shall be uploaded by the DSWO
  - iii. Grievances received at the State level shall be uploaded by the CEO, SUBHADRA Society.
- c. Applicants can file grievance on the portal by logging in with their Aadhar numbers and provide details of their grievance.
- d. General Citizens may file objections on the portal. For this purpose, the objector must first log-in to the SUBHADRA portal and provide their details, to ensure proper follow-up and correspondence. Then the details of the person against whom the grievance is raised along with the grievance shall be registered on the portal.
- e. The identity of the person filing the grievance would not be disclosed to the general public.
- f. For cases with respect to applicants like AWWs/AWHs etc. who have been rejected inadvertently due to their inclusion in the HRMS portal, the following steps are to be taken:
  - i. The Collectors/Municipal Commissioners shall take suo-moto cognizance of all such cases and get summary enquiry done to ensure that these individuals are otherwise eligible. DSWOs/CDPOs shall assist in this exercise.
  - ii. A list of all eligible applicants shall be prepared and placed before the BLSC/ULSC and MLSC for consideration and the recommended cases would be forwarded to CEO, SUBHADRA society for further necessary action.
  - iii. All grievances received with respect to the above mentioned cases shall also be disposed of in similar manner by the District Collectors.

- g. All grievances and objections filed shall be enquired by the BLSC/ ULSC and disposed of assigning due reason. Necessary follow up action if any, shall be recommended by BLSC/ ULSC to the DLSC.
- h. All recommendations received by DLSC shall be examined and approved/ rejected and final report submitted through portal to CEO, SUBHADRA society.
- i. All grievances and objections filed at the level of Municipal Corporations shall be enquired by MLSC and disposed of assigning due reason. Thereafter, a final report shall be submitted to CEO, SUBHADRA society.
- j. Once a complaint is filed against an approved beneficiary, the enquiry will be comprehensive and eligibility, with respect to All inclusion and exclusion criteria mentioned in the guidelines shall be examined. Thus, even if the grievance pertains to one exclusion criteria or more, the enquiry would establish its complete eligibility.
- k. CEO of SUBHADRA society shall ensure that approved and rejected list of applicants are corrected immediately as per recommendation of DLSC/ MLSC.
- l. CEO of SUBHADRA society shall review the disposal of grievances/ objections and follow up actions recommended after enquiry, while compiling the report on approved/ rejected applicants.
- m. SUBHADRA Shibira (grievance camps) would also be organised at the District, Municipal Corporation, Block & ULB level to address the people's problems.

## **11. SUO-MOTO COGNIZANCE**

- a. District Collectors/Municipal Commissioners & Secretary, Department of Women and Child Development can take suo-moto cognizance to any error in the published list (both approved as well as rejected).
- b. Upon taking cognizance they can withhold benefits allowed, if any, and can direct further enquiry.
- c. Based on the findings an application can be reprocessed and if needed, process of recovery can be initiated.
- d. In case of exigency and to ensure public interest is served, relaxation or suitable modification of this SOP may be done by Department of Women and Child Development from time to time.

**1. ELIGIBILITY CRITERIA**

The women beneficiary must meet the following eligibility criteria to avail the benefits of this scheme:

- a. The applicant must be a resident of Odisha.
- b. The applicant should be covered under National Food Security Act (NFSA) / State Food Security Scheme (SFSS). Any woman from a family without an NFSA or SFSS Card can apply under SUBHADRA if her family income is not more than Rs. 2.50 lakh (Rupees Two Lakhs and Fifty Thousand only).
- c. To be eligible under the scheme, the applicant's age should be 21 years or more and less than 60 years as on the qualifying date. The date of birth, as recorded in the Aadhaar card would be taken as the final date for the calculation of her age.
- d. For financial year 2024-25, the woman must be 21 years or more and less than 60 years, as on 01.07.2024. Therefore, the applicant must be born on 02.07.1964 or later and born on 01.07.2003 or earlier. The date of birth, as recorded in the Aadhaar card would be taken as the final date for the calculation of her age.
- e. For 2024-25, if a woman attains the age of 21 years after 01.07.2024, she will get Rs.10,000 per year, only for the remaining years of the scheme period. In 2024-25, women who complete 60 years of age after 01.07.2024, will not receive the benefits for the remaining years of the scheme period.

**2. EXCLUSION CRITERIA**

Women falling under any of the following categories shall be ineligible to receive the benefits under the scheme:

- a. Any woman receiving financial assistance such as pension, scholarship etc. of Rs.1500 per month or more or Rs.18,000 per annum or more under any State or Central Government Scheme would be ineligible.
- b. Any woman who either herself or whose family member is: -
  - i. A current or former Member of Parliament (MP) or Member of the Legislative Assembly (MLA).
  - ii. An Income Tax Payee.
  - iii. An elected public representative in any Urban Local Body or Panchayati Raj Institution (excluding Ward Member / Councillor)
  - iv. Employed as a regular or contractual employee in State Government or Government of India or Public Sector Undertaking or Board or Local Body or Government Organization or is receiving pension after retirement. However, all workers receiving honorarium such as ASHA, Anganwadi Worker, Community Resource Person, Master Book Keeper, etc. and all those engaged through outsourcing agencies would be considered, if otherwise eligible under this Scheme.
  - v. An elected / nominated / appointed representative in any Government Department or Undertaking or Board or Organization of Government of India or State Government.
  - vi. An owner of a 4-wheeler Motor Vehicle except tractors, mini-trucks, small commercial vehicles and other similar light goods vehicles.
- c. The family of the applicant owns more than 5 acres of irrigated land or 10 acres of non-irrigated land.

[N.B: For the purpose of this Scheme, the definition of family would be as defined in National Food Security Act (NFSA) / State Food Security Scheme (SFSS).]

3. **SELF-DECLARATION FORM.****SUBHADRA Application ID no-****Self-Declaration under SUBHADRA**

In continuation of my declaration submitted along with the SUBHADRA application form, I \_\_\_\_\_, daughter/wife of \_\_\_\_\_, Age: \_\_\_\_\_, Mobile No: \_\_\_\_\_, Aadhaar No. \_\_\_\_\_ do hereby declare that the following income & assets of my family is true to the best of my knowledge and I have not suppressed any fact. That, I am solely responsible for the accuracy of the declaration and information furnished and liable for action under **section 236, 237 and 318 of Bharatiya Nyaya Sanhita, 2023** and other relevant laws/rules in case of wrong declaration and information. Also, I am well aware of the fact that the benefits availed by me shall be recovered in case of wrong declaration and information.

**Gross Annual Income of the family (during preceding financial year):**

| Sl No.       | Source                                                                              | Income(Rs.) |
|--------------|-------------------------------------------------------------------------------------|-------------|
| 1            | Agriculture (including plantation, horticulture, dairying, poultry, fisheries etc.) |             |
| 2            | Salary/ Wages/ Remuneration etc.                                                    |             |
| 3            | Trade/ Business/ Profession(please specify)                                         |             |
| 4            | Other sources (please specify)                                                      |             |
| <b>Total</b> |                                                                                     |             |

**Asset Details**

| Sl No.       | Asset                                                                         | Area(in Ac./Sq. yd./Sq.ft) | Location |
|--------------|-------------------------------------------------------------------------------|----------------------------|----------|
| 1            | Agricultural Land                                                             |                            |          |
| 2            | Residential Land                                                              |                            |          |
| 3            | Residential Plot in the urban area<br>Municipal Corporation/Municipality/NAC  |                            |          |
| 4            | Residential Plot in areas other than the urban areas stated above(rural area) |                            |          |
| <b>Total</b> |                                                                               |                            |          |

Place:

Date:

Signature of the Applicant

Signature of FET Member-1

Signature of FET Member-2

Signature of FET Member-3

Name:

Name:

Name:

