

मिसिल संख्या 11-18/2020-FWS/e-87619  
Government of India/भारत सरकार  
Ministry of Agriculture & Farmers' Welfare  
कृषि एवं किसान कल्याण मंत्रालय  
Department of Agriculture, Cooperation and Farmers Welfare  
कृषि, सहकारिता एवं किसान कल्याण विभाग  
Farmers Welfare Section  
किसान कल्याण अनुभाग  
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Room No. 440, Krishi Bhawan  
New Delhi  
Dated 2<sup>nd</sup> March 2021

To

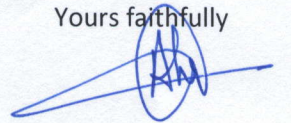
State Nodal Officer (PM-KISAN)  
All States/UTs

**Subject: SOP for approving self registered farmers-reg**

**Sir/Madam,**

I am directed to forward herewith a copy of Standard Operating Procedure (SOP) for approving self registered farmers for information and necessary action for smooth implementation of PM-KISAN scheme.

Yours faithfully



A.K.Jha

Under Secretary to the Government of India

Email: [akjha.72@gov.in](mailto:akjha.72@gov.in)

- Copy to: 1. DDG, NIC  
2. PPS to JS (FW) & CEO PM KISAN  
3. PS to Director (FW)  
4. Treasurer, NFWPIS

## **Standard Operating Guidelines for Self-Registered Farmer Applications under PM-KISAN**

**Problem Statement** – It has been observed that a lot of self-registered farmer applications are pending for approval with States. Some states have not taken significant steps to act on them whereas some states have reported bulk approval of multiple fraud beneficiaries by misusing the credentials of block/district users. Although, states have been informed to cautiously use their credentials and share the details with trusted officials, but such mis happenings are still being reported quite often. Hence, it is important to set some alerts in the system so that such incidents can be identified rapidly, and corrective measures can be taken to avoid the entry of ineligible/fraud farmers in the PM-KISAN database.

**Proposed Preventive Measures** – The following proposed preventive measures may be taken to reduce the fraud/ghost beneficiaries being registered and approved under PM-KISAN:

### **1. Authenticate the farmer mobile no at the time of registration:**

- Mobile No. of the farmer to be made mandatory at the time of registration.
- The Mobile no. entered will be verified with an OTP. If the verification is failed, the application will be not be submitted on the Portal.
- Duplicity check will be applied to ensure that mobile no. is unique for each farmer application received on the portal.

### **2. Upload Supporting documents at the time of registration:**

- The farmer will upload the following supporting documents at the time of registration on the PM-KISAN Portal:
  - i. Land Record Details
  - ii. Photocopy of Aadhar No.
  - iii. Photocopy of Bank Passbook
- These documents will be available to the state/district/block users for verification of the farmer details before approving/rejecting the application on the PM-KISAN Portal.
- These documents will be uploaded in permissible formats such as .pdg and .jpg.

- Two level approval to be implemented as it is done in Bank account correction. First level verification by Block/sub-district/district /State followed by 2<sup>nd</sup> level verification by higher authority.
- Number of uploading documents, Size of uploading documents and number of pages to be limited and the details to be provided on the window for the user's reference.

### **3. Mandatory Information to be entered at the time of registration by the Farmer:**

- Father's name field to be made mandatory at the time of registration.
- The selection of hierarchy i.e. State, District, Sub-district, Block and Village mandatory for submitting application on the PM-KISAN Portal.
- A minimum of 15 characters will be mandatory to enter in the address data field.
- Mandatory data field for Land Registration ID, Ration Card No and PIN Code to be added on the registration form for the Self-Registered farmer applications.

### **4. Integration of PM-KISAN Portal with Land Record System:**

- A few states have digitalized land record database which may be useful in verifying the eligibility of the farmer under the PM-KISAN scheme.
- PM-KISAN portal may be integrated with Land Record database, in which case the system will fetch the details of land records and show it to the user who is evaluating the self-registered farmer application.
- In case of integration of portal with these databases, duplicity checks may be put up in place, which will assist in rejecting the farmer applications automatically. This will reduce the burden on the field functionaries and ensure no ineligible individuals are on boarded under the scheme.
- Standard uniform input, output parameters may be worked out after consulting with states. Common unique identifier is needed for integration.

### **5. Integration of PM-KISAN Portal with Family Database System:**



- A few states have a digital family database which may be useful in verifying the eligibility of the farmer under the PM-KISAN scheme.
- PM-KISAN portal may be integrated with Family database, in such case the portal will be able to assess if more than one family member has applied under the scheme. This may assist in evaluating the eligibility of the farmer under the scheme.
- Standard uniform input, output parameters may be worked out after consulting with states. Common unique identifier is needed for integration.
- In case of integration of portal with these databases, duplicity checks may be put up in place, which will assist in rejecting the farmer applications automatically. This will reduce the burden on the field functionaries and ensure no ineligible individuals are on boarded under the scheme.

#### **6. Integrate with Account Validation System at the time of registration**

- PM-KISAN system may be integrated with the account validation system (API) provided by NPCI.

This API may be used to check if the bank account belongs to the beneficiary who is applying under the scheme. It will return the name of the beneficiary against which the bank account is registered.

*Note: There are financial implications associated with this method as there is cost which is incurred for each validation.*

#### **7. Eliminate Duplicate cases with a two-step approval process**

- Self-registered farmer applications will pass through a two-step approval process. The district/block level users will verify the self-registered farmer applications at the first stage and approve them after verification. The following duplicate cases will be identified with PM-KISAN database and will be available to the State/district/block users for taking appropriate action:
  - Records with duplicate phone numbers
  - Records with duplicate account numbers
  - Records with Account number belonging to other state (IFSC code may be used as a referral point for the same)
  - Records with same Sur Name

- Records with same Father Name
- Records with same address filled in the Address Field
- This will provide the approving users with enough information to ensure that valid and eligible beneficiaries are being registered under the scheme.
- The applications approved by the district users will be displayed to the State users for a second stage approval. The State users should also be shown all the duplicate cases (on the same parameters mentioned above), if approved by the districts. The states users will be given a functionality to reject these cases and send it back to the districts for reverification or approve these cases and register them under PM-KISAN.
- State are advised to check such cases and ensure that the documents and all the necessary details of such beneficiaries are being physically verified before being registered under the scheme.

## 8. Dashboard for the State Nodal Officers

A dashboard may be developed for the State Nodal Officers where they will get a quick update regarding the progress made by the districts on key parameters of PM-KISAN scheme. The dashboard will give daily updates with scheduler running at an interval of 24 hours. This will indicate the actual progress made by the districts and the State Nodal Officer may take corrective measures as and when desired. All the indicators on the dashboard will give the cumulative progress and progress made the previous day and week. This will help the official to monitor the progress made by the districts on a periodically.

The dashboard will show the following indicators:

- Status of physical verification.
- Status of Grievance Redressal.
- Status of Bank Account corrections.
- Status of Farmers marked as Ineligible/Death
- Status of Transaction Failure Corrections
- Gap analysis of farmers registered and farmers paid
- An automated alert mechanism may be built in the system to identify changes in trend where more than 15 self – registered farmer applications are approved by a user in one day. Such alerts will help the State Nodal Officer to identify if the user ids have been misused by an individual. This will facilitate them in taking immediate corrective measures.
- District wise status of self-registered applications approved.

District Name	User Id	Total Self-Registered Farmers	Total Farmers Approved	Total Farmers Rejected	Total Farmers Pending for Action	Applications approved yesterday

