



Ministry of Housing and Urban Affairs  
Government of India

**SOP**

Standard  
Operating  
Procedure

For the

**SVANidhi se Samriddhi Camps**

PM Street Vendor's AtmaNirbhar Nidhi (PM SVANidhi)





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# Introduction

*SVANidhi se Samridhhi, an additional component of PMSVANidhi scheme, was rolled out on 4th January 2021 in 125 cities, in its first phase. Under this program, socio-economic profiling of PM SVANidhi beneficiaries and their families is conducted. The profile so generated, identifies their potential eligibility for select Central government schemes (See Annexure A for selected Schemes).*

*To ensure speedy linkages to these Schemes, one week long campaign, SVANidhi se Samridhhi - City level camps, will be organised, starting on the first monday of every month, by the District Level committee (DLC), under the chairmanship of the District Collector/ Municipal Commissioner. National Nodal officers, State Nodal officers, City Level Nodal Officers (CLNOs) deployed by the Concerned Ministries of the various Central Schemes will ensure Scheme Linkages in these Camps (See Annexure B for details of Nodal Officers).*

## 1. Data collection and assessing eligibility

Data collection for Socio-economic profiling of PM SVANidhi beneficiaries and their families is done by ULB officials through a web-based/mobile application. The list of PMSVANidhi beneficiaries (disbursed loans) is available on the IT portal designed for this program. The profile so generated identifies the eligibility of the beneficiaries for select Central government schemes, and text messages are delivered to the Street Vendors on their registered mobile number. The progress of the activities can be seen on the IT portal by ULB and state level officials.

## 2. Linkages to Central Schemes

District Level committees will play an important role in ensuring scheme linkages to eligible PM SVANidhi beneficiaries and their families.

### 2.1 Constituting State and District Level Committees

For effective scheme implementation and monitoring, a State / UT Level Monitoring Committee headed by the Principal Secretary Urban Development / Municipal Administration and District Level Monitoring Committees (DLCs) chaired by District Collectors (DC)/ Municipal Commissioners (MC) are to be constituted. City Level Nodal Officers (CLNOs), deployed by concerned Ministries, will be co-opted members of the District Level Committees. (See Annexure C for Composition of DLC)

The Role of the District Level Committee (DLC) is to supervise the

entire exercise of socio-economic profiling and facilitate the camps for scheme linkages. DLCs should meet every month- end for preparation of the upcoming camps and deliberate on the following:

- Assess the eligibility data of PMSVANidhi beneficiaries and their families for each of the selected schemes.
- Plan of action for camps to be organised in the first week of the following month.
- The targets for the camps will be the eligibility data till date of the camp.
- Designate relevant on-ground officials for conducting the camps and filling of application forms of the schemes
- Plan of action to mobilise the Street Vendors for the camps - IEC activities, adherence to COVID-19 restrictions during camp mobilization etc.

## **2.2. Appointment of the CLNOs**

City Level Nodal Officers (CLNOs) have been deployed by the Concerned Ministries for each of the selected Schemes are to be appointed as the co-opted members of the DLC. CLNOs are assigned specific roles as under:

1. CLNOs, under the leadership of the District Collector/ Municipal Commissioners (MC), will coordinate with ULB officials to organise the city level Camps.
2. CLNOs will deploy on ground officials to conduct the camps and ensure form filling of the applications.
3. CLNOs will report the applications and sanctions of the schemes on the IT portal designed for socio economic profiling (CLNOs are provided with Login credentials).

## **2.3 Organising Camps**

City level Camps titled “SVANidhi se Samriddhi Camps” should be organised in the first week of every month by the CLNOs to facilitate linkage of eligible Schemes. Following steps should be kept in mind while organising the Camps:

### **2.3.1 One-time visits for Street Vendors in the Camps**

Camps should be organised in such a way that one -time visits by the Street Vendors and her/ his family members will enable them to apply for all the eligible schemes. The CLNOs and their representatives should be present in all five days of the camp.

### **2.3.2 Filling applications at Camps**

1. PM Shram Yogi Maandhan Yojana has an online application process. Common Service Centres (CSCs) are authorised to make applications for this scheme via online portal and facilitate the payment procedure of the first instalment of Rs. 55-Rs.200.

DLCs and the ULB officials should contact the local Common Service Centres (CSCs) for this purpose. Eligible Street Vendors and their family members should be advised to bring necessary cash amount for scheme linkage (See Annexure D for age wise first installment details).

CSCs have been instructed to be present at the ULB level camps by the Ministry of Labour and Employment to facilitate the scheme applications.

2. **Registration under BoCW-** The application mode used in the State, online/offline, may be used for making applications for the scheme. CLNOs must ensure due diligence required at the camp location to facilitate successful applications.
3. **PM Jeeban Jyoti Yojana, PM Suraksha Bima Yojana and PM Jan Dhan Yojana** have bank specific forms. Lead District Managers may deploy relevant bank officials to set up desks at the camps to fill application forms of the eligible beneficiaries.
4. **PM Matru Vandana Yojana & Janani Suraksha Yojana** have offline modes of application. The relevant CLNOs of both the concerned departments may deploy officials (ASHA/ Anganwadi/ ANM workers) to ensure successful scheme applications. Keeping in mind the convenience of the pregnant eligible beneficiaries, home visits are encouraged for making the applications.
5. **One Nation One Ration Card** - Beneficiaries eligible for this scheme can avail the portability benefits of ration cards whenever they relocate or have migrated to the current city. The CLNOs present at the camps may facilitate information about the nearest FPS/ PDS shop through ONORC mobile application. Beneficiaries can be informed about the benefits of portability and the process to do the same. Chandigarh, Dadar & Nagar Haveli and Puducherry have got separate application forms. These UTs may ensure scheme applications accordingly.

### **2.3.3 Documents to be carried by Street Vendors**

To ensure hassle free process of Scheme applications, Street Vendors should be informed prior to the camps to carry a list of documents (See Annexure E). This is an indicative list, for accurate details ULB officials may prepare a checklist of documents required for enrolment in specific schemes, with the help of the CLNOs.

### **2.3.4 Mobilisation of Street Vendors through IEC activities**

Effective IEC activities undertaken at ULB level will play a vital role to communicate to the street Vendors about the camps. These could be in the forms of hoardings at important locations in the cities, announcements through mobile vehicles, radio jingles, flyers etc. PMSVANidhi beneficiaries could also be informed about the camps (following month) during the data collection activity by the data enumerators. Exact dates and locations of the camps should be communicated to the Street Vendors by the month end.

### **2.3.5 Infrastructure for Camps**

Following are the indicative list of infrastructure requirements that should be arranged at the Camps. This is an indicative list, ULBs may improvise for efficient and speedy work. It is suggested that data feeding for the applications and sanctions may be done in the camps itself, by the CLNO:

- Speedy internet connection
- Minimum of 4-5 Computers
- Printers, Scanners and Photocopying services should be available at the camps
- Proper Seating arrangements, drinking water facility, public utilities

### **2.3.6 Adherence to COVID-19 restrictions**

SVANidhi se Samriddhi Shivar should be organised with strict adherence to the COVID - 19 restrictions, and social distancing norms. Care should be taken to ensure all necessary infrastructure (Sanitisers, thermal scanning machines etc).

## **3. Reporting Structure for CLNOs**

CLNOs play an important role in timely data feeding on the portal about the successful applications made, sanctions and rejections of the Schemes.

- Every CLNO is provided a login ID and password for accessing the portal.
- List of the eligible vendors can be searched by vendor's name, PMS number, mobile number.
- As per the successful applications made in the Camps, CLNO should update the reference no. of the scheme application in the 'Action' column.
- Once the application is completed, the CLNO has to undertake further procedures for scheme.
- linkage and update the status of application as sanctioned or rejected.
- CLNO has access to information of Total eligible beneficiaries, total applications completed and total sanctions on the Dashboard.

Once the CLNOs mark applications made, and sanctioned, the dashboard will show accurate graphical representation.

## Annexure A: List of schemes

Sl.No	Schemes	Ministries
1	Pradhan Mantri Jan Dhan Yojana and issuance of RuPay Card	Department of Financial Services
2	Pradhan Mantri Jeevan Jyoti Bima Yojana	
3	PM Suraksha Bima Yojana	
4	Registration under BoCW	Ministry of Labour and Employment
5	Pradhan Mantri Shram Yogi Maandhan Yojana	
6	NFSA portability benefits – One Nation One Ration Card (oNoRc)	Ministry of Consumer Affairs, Food and Public distribution
7	Janani Suraksha Yojana	Ministry of Health and Family Welfare
8	Pradhan Mantri Matru Vandana Yojana (PMMVY)	Ministry of Women and child Development

## Annexure B: List of National, State and City Nodal officers

S.No	Schemes	Ministries	National Nodal	State Nodal Officers	City Nodal Officers
1	Pradhan Mantri Jan Dhan Yojana and issuance of RuPay Card	Department of Financial Services	Director, DFS	State Level Banking Committee Convenor (SLBC)	Lead District Bank Manager (LDM) of the district
2	Pradhan Mantri Jeeban Jyoti Bima Yojana				
3	PM Suraksha Bima Yojana				
4	Registration under BoCW	Ministry of Labour and Employment	Director, BoCW, MoLE	Principal Secretary/ Secretary Labour of the State	Assistant Labour Commissioner / Deputy Labour commissioner of the district
5	Pradhan Mantri Shram Yogi Maandhan Yojana		Director, PMSYMY, MoLE		
6	NFSA portability benefits - One Nation One Ration Card (oNoRc)	Ministry of Consumer Affairs, Food and Public Distribution	Director	Principle Secretaries/ Secretaries, Department Food and supplies	District Food Supply Officer
7	Janani Suraksha Yojana	Ministry of Health and Family Welfare	Director, MoHFW	Principal Secretary, Health	Chief Medical Officer / District Health office
8	Pradhan Mantri Matru Vandana Yojana (PMMVY)	Ministry of Women and child Development	Director, MWCD	Principal Secretary, Women and Child Development	Project Director/ District Project Manager (DPM), ICDS

## **Annexure C: District Level Monitoring Committee**

<b>Designation</b>	<b>Member</b>
<b>District Collector / Municipal Commissioner</b>	<b>Chairperson</b>
<b>Add. Collector/ Chief Development Officer/ Joint Collector</b>	<b>Member</b>
<b>Municipal Commissioners/ Dy. Municipal Commissioner</b>	<b>Member</b>
<b>District Civil Supplies officer</b>	<b>Member</b>
<b>District Assistant / Deputy Labor commissioner</b>	<b>Member</b>
<b>Chief Medical/ Health Officer</b>	<b>Member</b>
<b>Lead District Bank Manager</b>	<b>Member</b>
<b>Any other relevant officer(s)</b>	<b>Member</b>

**CLNOs will be co-opted members**

## Annexure D: Entry age specific monthly contribution for Pradhan Mantri Shram Yogi Maandhan Yojana

Entry Age (Yrs) (A)	Superannuation Age (B)	Member's monthly contribution (Rs) (C)	Central Govt's monthly contribution (Rs) (D)	Total monthly contribution (Rs) (Total = C + D)
18	60	55.00	55.00	110.00
19	60	58.00	58.00	116.00
20	60	61.00	61.00	122.00
21	60	64.00	64.00	128.00
22	60	68.00	68.00	136.00
23	60	72.00	72.00	144.00
24	60	76.00	76.00	152.00
25	60	80.00	80.00	160.00
26	60	85.00	85.00	170.00
27	60	90.00	90.00	180.00
28	60	95.00	95.00	190.00
29	60	100.00	100.00	200.00
30	60	105.00	105.00	210.00
31	60	110.00	110.00	220.00
32	60	120.00	120.00	240.00
33	60	130.00	130.00	260.00
34	60	140.00	140.00	280.00
35	60	150.00	150.00	300.00
36	60	160.00	160.00	320.00
37	60	170.00	170.00	340.00
38	60	180.00	180.00	360.00
39	60	190.00	190.00	380.00
40	60	200.00	200.00	400.00

## Annexure E: List of Documents to be brought to camps by street vendors for scheme linkages.

Scheme	Documents required
PM Jeevan Jyoti Bima Yojana	<ol style="list-style-type: none"> <li>1. Proof of bank account (copy of passbook, cancelled cheque)</li> <li>2. Proof of age</li> <li>3. Premium amount- Rs. 330/-</li> </ol>
PM Suraksha Bima Yojana	<ol style="list-style-type: none"> <li>1. Proof of bank account (copy of passbook, cancelled cheque)</li> <li>2. Proof of age</li> <li>3. Premium amount- Rs. 12/-</li> </ol>
Pradhan Mantri Jan Dhan Yojana	<ol style="list-style-type: none"> <li>1. Proof of bank account (copy of passbook, cancelled cheque)</li> <li>2. Proof of age</li> </ol>
Registration under Building and other Construction Workers (BoCW)	<ol style="list-style-type: none"> <li>1. Proof of bank account (copy of passbook, cancelled cheque)</li> <li>2. Proof of age</li> <li>3. Residence proof</li> <li>4. Detail of dependents and employer's certificate of working for 90 days as construction worker and nomination form.</li> </ol> <p>State/district may be add to list of requirement based on the State level BoCW registration forms and process of application</p>
PM Shram Yogi Maandhan Yojana	<ol style="list-style-type: none"> <li>1. Proof of age</li> <li>2. Proof of bank account (copy of passbook, cancelled cheque)</li> <li>3. Monthly contributions ranging between Rs 55/- to Rs 200/- per month till they attain the age of 60.</li> <li>4. Attested copy of Income certificate</li> </ol>
One Nation One Ration Card	<ol style="list-style-type: none"> <li>1. Proof of age</li> <li>2. Residence proof</li> <li>3. Proof of bank account (copy of passbook, cancelled cheque)</li> <li>4. Copy of Ration card</li> <li>5. Recent Passport Size Photo</li> </ol>
Janani Suraksha Yojana	<ol style="list-style-type: none"> <li>1. ID Proof</li> <li>2. Copy of Aadhaar card</li> <li>3. Proof of bank account (copy of passbook, cancelled cheque)</li> <li>4. Copy of BPL card, if any</li> <li>5. SC/ST certificate, if any</li> </ol>
PM Matru Vandana Yojana	<ol style="list-style-type: none"> <li>1. Copy of MCP Card (Mother and Child Protection Card)</li> <li>2. Aadhaar card of eligible beneficiary and husband</li> <li>3. Proof of bank account (copy of passbook, cancelled cheque)</li> </ol>



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