



Scheme: Jagananna AmmaVodi

STANDARD OPERATING PROCEDURE

1. Description of the Scheme

The primary objective of Jagananna Amma Vodi scheme is to provide financial assistance to each unique mother or recognized guardian in the absence of mother, who is below poverty line household, irrespective of caste, creed, religion and region to enable her to educate child/children from Class I to XII.

2. Functionary Responsible for Scheme Delivery

Welfare and Education Assistant, Ward Education Data Processing Secretary

3. Eligibility Criteria

The beneficiary must meet the following criteria to become eligible for financial assistance under this scheme:

Sr. No.	Criteria	Conditions
1.	Citizenship	Should be a permanent resident of Andhra Pradesh
2.	Total Family Income	Total family Income should be less than Rs. 10,000/- per month in Rural areas and Rs. 12,000/- per month in Urban areas (BPL)
3.	Mother/beneficiary possess	The beneficiary/mother should possess white ration card and a valid Aadhar card issued by Govt.
4.	Government Employee/ Pensioner	No family member should be a government employee or Government pensioner. The families of Sanitary workers are exempted.
5.	Four-wheeler	Family should not own a four-wheeler (Taxis, Tractors, Autos are exempted).
6.	Electricity consumption	Monthly electricity consumption of a family dwelling unit (own/rent) should be on average below 300 units.
7.	Income Tax	No family member should be an income tax payee.
8.	Municipal property	Land in municipal area should be less than 1000 Sq. ft
9.	Age & Gender	Not Applicable
10.	Date of Birth Proof	Aadhar card /Integrated Certificate
11.	Bank Account Details	Mother/ recognized guardian of the beneficiary should have an account linked with Aadhar card & must be active.
12.	Attendance	Beneficiaries to ensure that the child should clock 75% attendance.



Scheme: Jagananna AmmaVodi

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4. Workflow for the Scheme

Workflow	Responsible Authority	Service Level Agreement
Data Collection and validation by School Education Department & Board of Intermediate from Childinfo / UDISE	School Headmaster / Inter College Principal	Not Applicable
Eligibility Check (6 Step Validation)		
Display of Provisional Eligible list for social Audit	Welfare & Education Assistant & Ward Education Data Processing Secretary	Not Applicable
Display of Ineligible List with Reasons for Social Audit		Not Applicable
Process as per SOP for Grievance Management for Schemes through NBM Portal	Digital Assistant/Ward Education Data Processing Secretary	Not Applicable
Is Beneficiary Eligible?		
Communication of rejection sent to citizen		
Preparation of Final List	Welfare & Education Assistant/Ward Education & Data Processing Secretary	Not Applicable
Approval	District Collector	
EkyC of Mothers Beneficiary through Biometric	Volunteers/Welfare & Education Assistant/Ward Education & Data Processing Secretary	Not Applicable
Payment Released to beneficiary		Not Applicable
Payment Acknowledgement from Mothers through eKYC (Biometric Authentication)	Volunteers /Welfare Education Assistant/Ward Education data Processing Secretary	Not Applicable

	Scheme: Jagananna AmmaVodi
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5. Immediate Appellate Authority

Respective School Headmaster / Inter College Principal

6. Reference Documents

Sr. No.	Description	Document No.
1.	Jagananna Amma Vodi GO	G.O. MS. No. 79, Dated: 04-11-2019

7. G. O. Amendment History

Rev. No.	Revision Date	Amendment Details

8. SOP Amendment History

Rev. No.	Revision Date	Amendment Details
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9. Contact for technical issues

Citizen can reach out to: 9705655349, 9705454869

Email: apcse.ap.gov.in



Scheme: Jagananna Vidya Deevena

STANDARD OPERATING PROCEDURE

1. Description of the Scheme

The objective of the scheme is to extend financial assistance to students belonging to SC, ST, BC, EBC (other than Kapu), Kapu, Minority and Differently Abled categories who are pursuing the post metric courses from ITI to Ph.D except Intermediate by way of full fees reimbursement.

2. Functionary Responsible for Scheme Delivery

Welfare & Education Assistant / Ward Education Data Processing Secretary

3. Eligibility Criteria

The beneficiary must meet the following criteria to become eligible for financial assistance under this scheme:

Sr. No.	Criteria	Conditions									
1.	Citizenship	He/she should be a permanent resident of Andhra Pradesh									
2.	Total Family Income	The total family annual income to be less than or equal to Rs. 2.50 lakhs.									
3.	Total family Land holding	Beneficiaries should only have the wetland below 10 acres/ agricultural land below 25 acres/ or wetland and agricultural land under 25 acres.									
4.	Government Employee/ Pensioner	No family member should be a government employee or Government pensioner. The families of Sanitary workers are exempted.									
5.	Course Completion	The students must have availed admission in the colleges / universities or institutes recognized in regular courses.									
6.	Eligibility Courses	<table border="1"><tr><td>B. Tech</td><td>B. Pharmacy</td><td>ITI</td></tr><tr><td>Polytechnic</td><td>B. Ed</td><td>M. Tech</td></tr><tr><td>M. Pharmacy</td><td>MBA</td><td>Other Degree / PG Courses</td></tr></table> <p>* For PG Courses only Government/University Colleges are eligible.</p>	B. Tech	B. Pharmacy	ITI	Polytechnic	B. Ed	M. Tech	M. Pharmacy	MBA	Other Degree / PG Courses
B. Tech	B. Pharmacy	ITI									
Polytechnic	B. Ed	M. Tech									
M. Pharmacy	MBA	Other Degree / PG Courses									
7.	Institution	The students enrolled in the following institutions are eligible: <ul style="list-style-type: none">Government or Government AidedPrivate Colleges affiliated to State Universities / Boards.Day scholar students, students in College Attached Hostels (CAH) and Department Attached Hostels (DAH)									
8.	Attendance	Aggregate attendance should be 75%									



Scheme: Jagananna Vidya Deevena

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9.	List of Documents Required	<ol style="list-style-type: none">1. Aadhaar Card2. Rice Card / Income certificate3. College admission particulars4. Parents details5. Declaration of No Government Employee / Pensioner6. Non-taxpayer declaration / No Four-Wheeler / No Urban Property beyond 1500 Square feet / No agriculture land beyond the prescribed limit
10.	Four-wheeler	No member of the family should own a four-wheeler (Taxis / Tractors/ Autos are exempted)
11.	Municipal Landholding	A family who owns no property or less than 1500 sq. ft. of built-up area (Residential or Commercial) in urban areas is eligible
12.	Income Tax	No family member should be an income tax payee
13.	Age & Gender	Both Male & Female, Age should be depending on the Eligible of prescribed courses.
14.	Caste & Category	Students belonging to SC, ST, BC, EBC (other than Kapu), Kapu, Minority and Differently Abled categories are eligible.
15.	Ineligibility	<ul style="list-style-type: none">• This scheme is not applicable to deemed and private varsities (Except for Government Quota).• The scheme is not applicable to students studying through distance learning and correspondence courses.• This scheme is not applicable to the student belonging to management and NRI quotas.



Scheme: Jagananna Vidya Deevena

STANDARD OPERATING PROCEDURE

4. Workflow for the Scheme

Workflow	Responsible Authority	Service Level Agreement
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 5px auto;">Display of Applications in Navasakem Login</div>	Jnanabhumi Technical Team	Not Applicable
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 5px auto;">Scrutiny of Applications & 5 Step validation</div>	Welfare & Education Assistant / Ward Education Data Processing Secretary	Not Applicable
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 5px auto;">Eligibility Check (6 Step Validation)</div>		
<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 5px; width: 45%;"> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 5px auto;">Display of Provisional Eligible List for Social Audit</div> </div> <div style="border: 1px solid black; padding: 5px; width: 45%;"> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 5px auto;">Display of Provisional Ineligible List with Reasons for Social Audit</div> </div> </div>	Welfare & Education Assistant / Ward Education Data Processing Secretary	Not Applicable
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 5px auto;">Process as per SOP for Grievance Management for Schemes through NBM Portal</div>	Welfare & Education Assistant / Ward Education Data Processing Secretary	Not Applicable
<div style="display: flex; justify-content: center; align-items: center;"> <div style="border: 1px solid black; padding: 5px; width: 150px; height: 40px; margin-right: 10px;">Communication of rejection sent to citizen</div> <div style="border: 1px solid black; padding: 5px; width: 80px; height: 40px; display: flex; align-items: center; justify-content: center;"> <div style="font-size: 10px; margin-right: 5px;">No</div> <div style="font-size: 20px;">❖</div> </div> <div style="border: 1px solid black; padding: 5px; width: 100px; height: 40px; display: flex; align-items: center; justify-content: center;"> <div style="font-size: 10px; margin-right: 5px;">Is Beneficiary Eligible?</div> </div> <div style="border: 1px solid black; padding: 5px; width: 80px; height: 40px; display: flex; align-items: center; justify-content: center;"> <div style="font-size: 10px; margin-right: 5px;">Yes</div> <div style="font-size: 20px;">❖</div> </div> </div>		
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 5px auto;">Final Eligible List will be displayed in Navasakem Portal</div>	Welfare & Education Assistant / Ward Education Data Processing Secretary	Not Applicable
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 5px auto;">Approval</div>	District Collector	Not Applicable
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 5px auto;">eKYC of Beneficiaries through Biometric Authentication for 2nd, 3rd, 4th Quarter Fees</div>	Welfare & Education Assistant / Ward Education Data Processing Secretary	Not Applicable
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 5px auto;">Fees Credited to Respective Mothers Bank Accounts</div>		
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 5px auto;">Payment Acknowledgement through eKYC (Biometric Authentication) Mothers should pay credited amount to the respective College Institutions within 3 Weeks</div>	Volunteers/ Welfare & Education Assistant / Ward Education Data Processing Secretary	Not Applicable



Scheme: Jagananna Vidya Deevena

STANDARD OPERATING PROCEDURE

5. Immediate Appellate Authority

Mandal Parishad Development Officer / Municipal Commissioner

6. Reference Documents

Sr. No.	Description	Document No.
1.	Jagananna Vidya Deevena Scheme GO	G.O. MS. No. 115, Dated: 30-11-2019

7. G. O. Amendment History

Rev. No.	Revision Date	Amendment Details
00	dd-mm-yy	

8. SOP Amendment History

Rev. No.	Revision Date	Amendment Details
00	dd-mm-yy	

9. Contact for Technical Issues

Citizens can reach out to Toll Free No.: 1902 for raising a grievance (or) can email to:

jnanabhumi.jvdschemes@gmail.com

For more information visit

<https://navasakam.ap.gov.in/>



STANDARD OPERATING PROCEDURE

Scheme: YSR Kapu Nestham

1. Description of the Scheme

The objective of the scheme is to financially empower Kapu, Balija, Telaga, Ontari women between the age of 45-60 years by enhancing their livelihood opportunities and living standards with financial assistance of a total amount of Rs.75,000/- over the period of 5 years i.e., Rs.15,000/- per annum.

2. Functionary Responsible for Scheme Delivery

Welfare & Education & Assistant -Village/ Ward Welfare & Development Secretary – Ward

3. Eligibility Criteria

The beneficiary must meet the following criteria to become eligible for financial assistance under this scheme:

Sr. No.	Criteria	Conditions
1.	Citizenship	Should be a permanent resident of Andhra Pradesh
2.	Total Family Income	Total family Income should be less than Rs.10,000/- per month in Rural areas and Rs.12,000/- per month in Urban areas.
3.	Total family Land holding	Total land holding of the family should be less than 3.00 Ac. of Wet (or) 10 Ac. of Dry land (or) 10 Acres of land put together for this purpose.
4.	Government Employee/ Pensioner	No family member should be a government employee or Government pensioner. The families of Sanitary workers are exempted.
5.	Four-wheeler	Family should not own a four-wheeler (Taxis, Tractors, Autos are exempted).
6.	Electricity consumption	Monthly electricity consumption of a family dwelling unit (own/rent) should be less than 300 units.
7.	Income Tax	No family member should be an income tax payee.
8.	Municipal property	Less than 750 sq. feet of built-up area (Residential or commercial)
9.	Age & Gender	Should be between 45 – 60 Years & Female
10.	Date of Birth Proof	<ul style="list-style-type: none">• Integrated Caste Certificate (which includes Caste, Date of Birth & Nativity), or• Birth Certificate/ SSC Marks Sheet, or• Voter ID card, or• Pension Card issued by Govt of AP.
11.	Category	Must belong to the Kapu community (Kapu, Balija, Telaga and Ontari Communities)




STANDARD OPERATING PROCEDURE

Scheme: YSR Kapu Nestham

4. Workflow for the Scheme

Workflow	Responsible Authority	SLA
Display Scheme criteria	Welfare and Education Assistant / Ward Welfare & Development Secretary	Not Applicable
Identification & Collection of Applicant Data	Volunteers / Welfare & Education Assistant / Ward Welfare & Development Secretary	Not Applicable
Scrutiny of Application by Welfare & Education Assistant / Ward Welfare & Development Secretary	Welfare and Education Assistant / Ward Welfare & Development Secretary	Not Applicable
Scrutiny of Application by Mandal Parishad Development Officer / Municipal Commissioner	Mandal Parishad Development Officer / Municipal Commissioner	Not Applicable
Scrutiny of Application by Executive Director's of BC Corporations	ED's of Backward Classes Corporations	Not Applicable
Eligibility Check (6 Step & Other Validation)		
Display of Provisional Eligible List for Social Audit		
Display of Provisional Ineligible List With reasons for Social Audit		
Process as per SOP for Grievance Management for Schemes through NBM Portal		
Is Beneficiary Eligible?		
Communication of rejection sent to citizen		
Preparation of Final Eligibility List		
eKYC of Beneficiary through Biometric Authentication	Volunteers / Welfare & Education Assistant / Ward Welfare & Development Secretary	Not Applicable
Approval	District Collector	Not Applicable
Payment Released to the Beneficiary		
Payment Acknowledgement through eKYC (Biometric Authentication)	Volunteers / Welfare & Education Assistant / Ward Welfare & Development Secretary	Not Applicable

	STANDARD OPERATING PROCEDURE
	Scheme: YSR Kapu Nestham

5. Immediate Appellate Authority

- Mandal Parishad Development Officer
- Municipal Commissioner

6. Reference Documents

Sr. No.	Description	Document No.
1.	YSR Kapu Nestham Scheme GO	G.O. MS. No. 4, Dated: 28-01-2020

7. G. O. Amendment History

Rev. No.	Revision Date	Amendment Details
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8. SOP Amendment History

Rev. No.	Revision Date	Amendment Details
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9. Contact for Technical Issues

Citizens can reach out Help Desk Number: 6305159559 for raising a grievance(or) can visit apkwdc@gmail.com



Scheme: YSR Cheyutha

STANDARD OPERATING PROCEDURE

1. Description of the Scheme

The objective of the scheme is to extend financial assistance to the women belonging to BC, SC, ST and Minority Communities who are in the age group of 45 – 60 years (except the women beneficiaries already covered under YSR Pension Kanuka) with a sum of Rs. 75,000/- in four phases (in four years) through various Welfare Corporations. This will create access to enhanced livelihood opportunities, income generation and wealth creation at the household level, on a sustainable basis leading to better standards of living.

2. Functionary Responsible for Scheme Delivery

Welfare & Education & Assistant / Ward Welfare & Development Secretary

3. Eligibility Criteria

The beneficiary must meet the following criteria to become eligible for financial assistance under this scheme:

Sr. No.	Criteria	Conditions
1.	Citizenship	Should be a permanent resident of Andhra Pradesh
2.	Total Family Income	Total family Income should be less than Rs. 10,000/- per month in Rural areas and Rs. 12,000/- per month in Urban areas.
3.	Total family Land holding	Total land holding of the family should be less than 3.00 Ac. of Wet (or) 10 Ac. of Dry land (or) 10 Acres of land put together for this purpose.
4.	Government Employee/ Pensioner	No family member should be a government employee or Government pensioner. The families of Sanitary workers are exempted.
5.	Four-wheeler	Family should not own a four-wheeler (Taxis, Tractors, Autos are exempted).
6.	Electricity consumption	Monthly electricity consumption of a family dwelling unit (own/rent) should be less than 300 units.
7.	Income Tax	No family member should be an income tax payee.
8.	Municipal property	In Municipal areas, a family who owns no property or less than 1000 sq. feet of built-up area (Residential or commercial) is eligible.
9.	Age & Gender	Female. 45 – 60 Years, (except the women beneficiaries already covered under YSR Pension Kanuka)
10.	Date of Birth Proof	<ul style="list-style-type: none">• Integrated Caste Certificate (which includes Caste, Date of Birth & Nativity) or• Birth Certificate/ SSC Marks Sheet or• Voter ID card.
11.	Caste Certificate & Bank Account Details	The beneficiary shall submit valid caste certificate and shall furnish details of an unencumbered bank account opened in her name in any of the Scheduled Commercial Banks for crediting the financial assistance.




Scheme: YSR Cheyutha

STANDARD OPERATING PROCEDURE

4. Workflow for the Scheme

Workflow	Responsible Authority	SLA
	Welfare and Education Assistant / Ward Welfare & Development Secretary	Not Applicable
	Volunteers / Welfare & Education Assistant / Ward Welfare & Development Secretary	Not Applicable
	Welfare and Education Assistant / Ward Welfare & Development Secretary	Not Applicable
	Mandal Parishad Development Officer / Municipal Commissioner	Not Applicable
	ED's of Backward Classes, Scheduled Caste, Schedule Tribe and Minority Corporations	Not Applicable
	Volunteers / Welfare & Education Assistant / Ward Welfare & Development Secretary	Not Applicable
	District Collector	Not Applicable
	Volunteers / Welfare & Education Assistant / Ward Welfare & Development Secretary	Not Applicable

	Scheme: YSR Cheyutha
	STANDARD OPERATING PROCEDURE

5. Immediate Appellate Authority

- Mandal Parishad Development Officer
- Municipal Commissioner

6. Reference Documents

Sr. No.	Description	Document No.
1.	YSR Cheyutha Scheme – Operational Guidelines	G.O. MS. No. 636, Dated: 12-06-2020
2.	YSR Cheyutha Scheme – Guidelines/Workflow for implementation of the scheme	Memo No. 1168432/RD.I/A1/2020

7. G. O. Amendment History

Rev. No.	Revision Date	Amendment Details

8. SOP Amendment History

Rev. No.	Revision Date	Amendment Details
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9. Contact for Technical Issues

Citizens can reach out to toll Free Nos – 1902 for raising a grievance(or) can visit www.navasakam2.apfss.in



Scheme: YSR Matsyakara Bharosa

STANDARD OPERATING PROCEDURE

1. Description of the Scheme

The aim of this scheme is to provide an amount of Rs.10,000/- as ban relief to all sea going fishermen families who are not able to earn their livelihood during the ban or lean period of marine fishing from April 15th to June 14th every year (61 days) (both days inclusive). Functionary Responsible for Scheme Delivery

Fisheries Assistant

2. Eligibility Criteria

The beneficiary must meet the following criteria to become eligible for financial assistance under this scheme:

Sr. No.	Criteria	Conditions
1.	Citizenship	Should be permanent resident of Andhra Pradesh
2.	Total Family Income	Total family Income should be less than Rs. 120,000/- per annum in Rural areas and Rs. 144,000/- per annum in Urban areas
3.	Total family Land holding	Total land holding of the family should be less than 3.00 Ac. of Wet (or) 10 Ac. of Dry land (or) 10 Acres of land put together for this purpose
4.	Government Employee/Pensioner	No family member should be a government employee or Government pensioner. The families of Sanitary workers are exempted
5.	Four-wheeler	Family should not own a four-wheeler (Taxis, Tractors, Autos are exempted)
6.	Electricity consumption	Monthly electricity consumption of a family dwelling unit (own/rent) should be less than 300 units.
7.	Income Tax	No family member should be an income tax payee.
8.	Municipal property	In Municipal areas, a family who owns no property /less than 1000 sq. feet of built-up area (Residential or commercial) is eligible.
9.	Age & Gender	Should be a male between 18 - 60 years
10.	Date of Birth Proof	Aadhaar card, Occupational certificate, Voter ID card, Rice card of all crew
11.	Craft wise Crew Allowable	1. Mechanized boats with OAL above 18 Mtrs- 10 crew members maximum (Excluding boat owner) 2. Mechanized boats with OAL above 10 Mtrs- 8 crew members max (Excluding boat owner) 3. Motorized boat - 6 crew members maximum (Including boat owner) 4. Non-Motorized - 3 crew members maximum (Including boat owner)
12.	HSD oil Utilization	1. Mechanized boats - Should utilize High Speed Diesel (HSD) oil minimum 1000 litres 2. Motorized boats - Should utilize High Speed Diesel (HSD) oil minimum 100 litres
13.	Specific Ineligibility Conditions or Exclusions	<ul style="list-style-type: none">Fishing boats which are imposed penalty under APMFR Act during the previous financial year are not eligible for payment of ban reliefThe beneficiary should not be covered in any other government DBT schemes like Archakas, Chedodu, Rythu Bharosa, Vidya Deevena, Vasati Deevena, Vahana Mitra, Kapu Nestham, Pastor, YSR Cheyutha



Scheme: YSR Matsyakara Bharosa

STANDARD OPERATING PROCEDURE

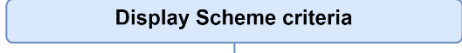
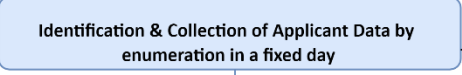
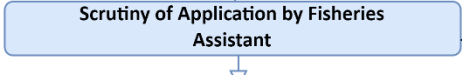
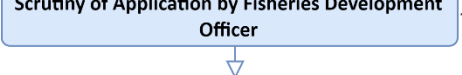
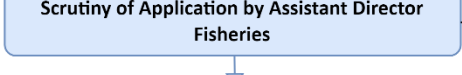


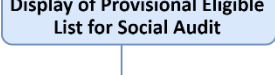
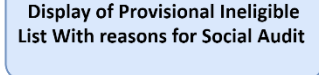
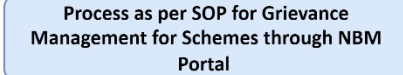
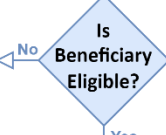
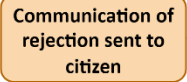
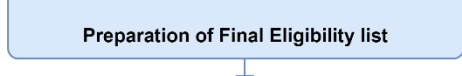
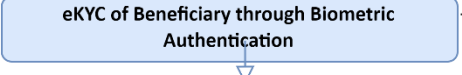

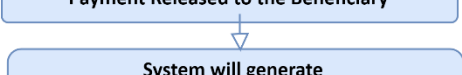
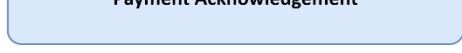
		and any other type of schemes and any pensions. Only one benefit will be extended to one family by considering the Household as a unit and household is treated as family.
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Scheme: YSR Matsyakara Bharosa

STANDARD OPERATING PROCEDURE

3. Workflow for the Scheme

Workflow	Responsible Authority	Service Level Agreement
	Fisheries Assistant	Not Applicable
	Volunteer/ Fisheries Assistant	Not Applicable
	Fisheries Assistant	Not Applicable
	Fisheries Development Officer	Not Applicable
	Assistant Director Fisheries	Not Applicable
	District Fisheries Officer	Not Applicable
		
		
		
		
		
		
		
	Volunteer/ Fisheries Assistant	Not Applicable
	District Collector	Not Applicable
		
	Volunteer/ Fisheries Assistant	Not Applicable

	Scheme: YSR Matsyakara Bharosa
	STANDARD OPERATING PROCEDURE

4. Immediate Appellate Authority

1. Village Fisheries Assistant
2. Fisheries Development Officer

5. Reference Documents

Sr. No.	Description	Document No.
1.	YSR Matsyakara Bharosa	Memo No. 124/J1/2022
2.	YSR Matsyakara Bharosa – Ban Period – Operational Guidelines – Amendment	G.O. Rt. No. 74 dated 06/04/2022
3.	YSR Matsyakara Bharosa – Ban Period – Operational Guidelines	G.O. Rt. No. 56 dated 04/03/2022

6. G. O. Amendment History

Rev. No.	Revision Date	Amendment Details
00	dd-mm-yy	

7. SOP Amendment History

Rev. No.	Revision Date	Amendment Details
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8. Contact for Technical Issues

Citizens can reach out to toll Free Nos 18004251188 or 155251 for raising a grievance(or) can visit

<http://ematsyakar.com:8080/kcc/index.jsp> or <https://navasakam.ap.gov.in/>

For AP Aquaculture Information System

<https://apsac.ap.gov.in/dashboard-staging/ap-aquaculture-information-system/>

Fish Andhra Call center Number 7416616685



Scheme: YSR Rythu Bharosa

STANDARD OPERATING PROCEDURE

1. Description of the Scheme

The objective of this scheme is to support the cultivators in meeting the investment needs during the crop season and to enable higher crop productivity and provide financial assistance to landless tenant farmers & Record of Forest Rights (ROFR) Cultivators belonging to SC, ST, BC, and minority categories. The benefit of this scheme will be transferred in 3 instalments every year i.e., in the month of May, October & January.

Note: Farmers with Crop Cultivator Rights Card (CCRC) will be paid Rs.13,500/- at once by the State Government only.

2. Functionary Responsible for Scheme Delivery

Village Agriculture/ Horticulture/ Sericulture Assistant

3. Eligibility Criteria

The beneficiary must meet the following criteria to become eligible for financial assistance under this scheme:

Sr. No.	Criteria	Conditions
1.	Citizenship	Should be a permanent resident of Andhra Pradesh
2.	Total Family Income	Total family Income should be less than Rs. 10,000/- per month in Rural areas. A farmer family is defined as a family comprising of husband, wife, and children. Married children are considered as Separate Unit for considering assistance.
3.	Total family Land holding	<p>Land Less Cultivators</p> <ul style="list-style-type: none">The tenant farmer/family member should not have any Agriculture/Horticulture/Sericulture Land of their own.Minimum Area to be taken on lease by a single individual Landless Tenant is as below.<ol style="list-style-type: none">All Agriculture, Horticulture, and Sericulture Crops – 1.0 Acre.Vegetables, Flowers, and Fodder Crops – 0.5 Acre.Betel Vine – 0.1 Acre. <p>Landowner Farmer Families</p> <ul style="list-style-type: none">Irrespective of Size of Holding, benefit will be extended to only one cultivator per Landowner family.Farmer families cultivating under ROFR Lands & D Patta Lands.In case of joint holding, the benefit will be transferred to the bank account of the person within the family with highest quantum of landholding.If the quantum of cultivable land owned by two or more individual family members is same, the benefit will be transferred to the bank account of the elder/eldest, as the case may be, of such members of that farmer family



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4.	Government Employee/ Pensioner	No family member should be a government employee or Government pensioner.
5.	Income Tax	No family member should be an income tax payee.
6.	Specific Ineligibility	<ul style="list-style-type: none">• All Institutional Land holders• Former and present holders of constitutional posts like ministers, MLAs, MPs, Mayors of Municipal Corporations, Chairpersons of District Panchayats• Former and present employees of Central, State Government Ministries, Offices, Departments, PSEs, local bodies, Autonomous Institutions under Government• Retired pensioners whose monthly pension is Rs. 10,000 or more• All Persons who paid Income Tax in last assessment year• Professionals registered with Professional bodies, e.g., CA, Doctor, Architect, Lawyers, Engineers, etc.• Persons owning farmlands converted into House sites, Aquaculture, or any other non-agriculture usage• Persons who have paid Commercial Tax/ Professional Tax/ GST during last assessment year.



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4. Workflow for the Scheme

Workflow	Responsible Authority	Service Level Agreement
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 5px auto;">Display Scheme criteria</div>	Village Agriculture/Horticulture/Sericulture Assistant	Not Applicable
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 5px auto;">Identification & Collection of Applicant Data (Khatha number)</div>	Volunteer, Agriculture/Horticulture/Sericulture Assistant & VRO	Not Applicable
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 5px auto;">Scrutiny of Application by Agriculture/Horticulture/Sericulture Assistant</div>	Village Agriculture/Horticulture/Sericulture Assistant	Not Applicable
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 5px auto;">Scrutiny of Application by Mandal Agriculture Officer</div>	Mandal Agriculture Officer	Not Applicable
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 5px auto;">Eligibility Check (6 Step & Other Validation)</div>		
<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 5px; width: 45%;">Display of Provisional Eligible List for Social Audit</div> <div style="border: 1px solid black; padding: 5px; width: 45%;">Display of Provisional Ineligible List with reasons for Social Audit</div> </div>	Village Agriculture/Horticulture/Sericulture Assistant	
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 5px auto;">Process as per SOP for Grievance Management for Schemes through NBM portal</div>		
<div style="display: flex; align-items: center; justify-content: center;"> <div style="border: 1px solid black; padding: 5px; width: 150px; height: 30px; margin-right: 10px;">Communication of rejection sent to citizen</div> <div style="border: 1px solid black; padding: 5px; width: 60px; height: 30px; display: flex; align-items: center; justify-content: center;"> <div style="font-size: 10px;">No</div> <div style="font-size: 12px; margin: 0 5px;">←</div> </div> <div style="border: 1px solid black; padding: 5px; width: 80px; height: 30px; display: flex; align-items: center; justify-content: center;"> <div style="font-size: 10px;">Is Beneficiary Eligible?</div> </div> <div style="font-size: 10px; margin-left: 10px;">Yes</div> </div>		
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 5px auto;">Preparation of Final Eligibility List</div>		
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 5px auto;">Approval</div>	Agriculture Commissioner	Not Applicable
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 5px auto;">Payment Released to the Beneficiary</div>		
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 5px auto;">Payment Acknowledgement through eKYC (Biometric Authentication)</div>	Volunteer/ Agriculture/Horticulture/Sericulture Assistant	Not Applicable



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5. Immediate Appellate Authority

1. Village Agriculture/Horticulture/Sericulture Assistant
2. Mandal Agriculture Officer

6. Reference Documents

Sr. No.	Description	Document No.
1.	YSR Rythu Bharosa Scheme GO	G.O. MS. No. 113, Dated: 26-11-2019
2.	YSR Rythu Bharosa Scheme GO	G.O. MS. No. 96, Dated: 19-09-2019

7. G. O. Amendment History

Rev. No.	Revision Date	Amendment Details
G.O. MS. No. 113	26-11-2019	The land-owning farmer families who collectively own cultivable land irrespective of size of land holdings will be provided a benefit of Rs. 13,500/- per farmer family per year, instead of Rs. 12,500/-.

8. SOP Amendment History

Rev. No.	Revision Date	Amendment Details
00	dd-mm-yy	

9. Contact for Technical Issues

- Citizens can reach out to Toll Free Nos.: 1907 or 1902 or 1100 for raising a grievance (or) can visit - <https://ysrhythubharosa.ap.gov.in/RBApp/index.html>
- To check out the Payment Status:
<https://ysrhythubharosa.ap.gov.in/RBApp/RB/Phase3Paymentstatus>
- To check out the Grievance Status:
<https://ysrhythubharosa.ap.gov.in/RBApp/RB/Phase2Grievancestatus>