

Government of Himachal Pradesh
Department of Social Justice & Empowerment-(B)

No. SJE-B-F(1)-3/2008 Dated: Shimla-2, the **30th June, 2010.**

NOTIFICATION

The Governor, Himachal Pradesh, in supersession of Himachal Social Security (Concessions to Senior Citizens) Rules, 2002 notified vide notification No. WLF-A (10)-1/97 dated: 6th September, 2002 is pleased to issue the revised **“Himachal Pradesh Senior Citizens Identity Card Rules, 2010”**, as under:-

1. Title & Commencement:

These rules shall be called **“Himachal Pradesh Senior Citizen’s Identity Card Rules, 2010”** and shall come into force from the date of its publication.

2. Aims & Objectives:

The main purpose of issuing Identity Cards to Senior Citizens is to empower them with access to various benefits/concessions provided by Central / State Government from time to time. The Identity Card will be acceptable to all authorities offering such benefits to the Senior Citizens

3. Definitions:

- (i) **“Department”** means Department of Social Justice & Empowerment, Himachal Pradesh.
- (ii) **“Director”** means Director, Department of Social Justice & Empowerment, Himachal Pradesh.
- (iii) **“District Welfare Officer”** means District Welfare Officer of the concerned District.
- (iv) **“Lokmitra Kendras”** means Common Service Centres (CSCs) set up at Panchayat level through Service Centre Agency.
- (v) **“Service Centre Agency”(SCA)** means agency identified by the Department of Information Technology, Himachal Pradesh for the implementation of Lokmitra Kendra Project.

- (vi) **“Senior Citizen”** means the person who have attained the age of 60 years or above.

--2--

- (vii) **“Tehsil Welfare Officer”** means Tehsil Welfare Officer of the concerned Tehsil.
- (viii) **“Village Level Entrepreneur”** means the Common Service Centre Operator identified by the concerned Service Centre Agency.

4. Eligibility:

Any person who has attained the age of 60 years or above will be issued Senior Citizen’s Identity Card.

5. Application:

The application for Senior Citizen’s Identity Card shall be made by the Senior Citizen to the concerned District Welfare Officer or Tehsil Welfare Officer or Lokmitra Kendras on the prescribed application form appended at Annexure-I along with the following documents:-

- (i) Proof of age (Birth Certificate issued by Registrar Birth & Death./School leaving Certificate/ Matriculation Certificate/Date of Birth duly certified by the concerned Gram Panchyat Vikas Adhikari.)
- (ii) Proof of Address (Ration Card/Electricity/Water Bill etc.)

6. Identity Card:

The Senior Citizen’s Identity Card will be issued on the prescribed format appended at Annexure-II.

7. Issuing Authority:

The District Welfare Officer or Tehsil Welfare Officer will be the competent Authority to issue the identity cards to the senior citizens.

8. Procedure:

- (a) The Senior Citizen’s Identity Card will be issued either by Tehsil Welfare Officer or by District Welfare Officer as per following procedures alternatively available to the eligible Senior Citizens:-

- (i) The desirous person will apply for the identity card on the prescribed form appended at **Annexure-I** along with the documents as detailed in Rule 5
- (ii) An amount of Rs 20/- as service charges will be deposited by the applicant in the office of District Welfare Officer or Tehsil Welfare Officer who will issue proper receipt on TR-5 to the applicant. The amount will be taken in the cash book and will be deposited in a separate saving bank account. The

--3--

amount collected at the tehsil level office will be transferred to the bank account of the concerned District Welfare Officer.

- (iii) Photograph of the applicant will be taken through web camera in the office of District Welfare Officer or Tehsil Welfare Officer.
 - (iv) The concerned District Welfare officer or Tehsil Welfare Officer will check the completeness of the application. Incomplete application will be returned to the applicant forthwith.
 - (v) In case of complete application, Identity Card will be issued to the applicant on the same day through “e-Pehchan” software.
- (b)** To facilitate the senior citizens residing in rural areas, the identity cards will be delivered through **Lokmitra Kendras (CSCs)** for which the following procedure shall be adopted:-
- (i) The applicant will apply for the issuance of identity card on the prescribed form appended at **Annexure-I** along with proof of age and address which will be accepted at Lokmitra Kendra by Village Level Entrepreneur.
 - (ii) The Village Level Entrepreneur will enter minimal details like name, father’s name and address of applicant and also ensure scanning and uploading of scanned documents in the Service Centre Agency (SCA) portal and generate the receipt number against the application details entered and the same

will be written by the Village Level Entrepreneur on the application form submitted by the applicant at the space provided on the application form. The Village Level Entrepreneur will also print the receipt and issue to the applicant for future reference.

- (iii) An amount of Rs 20/- as service charges will be deposited by the applicant with Lokmitra Kendra. In addition, Rs 10/- will be deposited by the applicant as courier charges with the Lokmitra Kendra, if he / she desires the identity card to be delivered directly to his/her home through courier. Out of Rs 20/- charged at Lokmitra Kendra by the Village Level Entrepreneur, an amount of Rs 9/- will be retained by

--4--

Lokmitra Kendra as service charges for performing activities like providing application forms, filling up and uploading of application, collection of fee and internet charges etc. Balance amount of Rs 11/- will be transferred through on line credit limit account maintained with the Service Center Agency in the bank account of respective District Welfare Officer. The Lokmitra Kendra will ensure that the bank transaction process is completed within 24 hours in the designated bank account with complete Management Information System report, failing which the Master Service Agreement signed by Service Centre Agency with the Department of Information Technology will come into operation.

- (iv) In order to enter the complete details of applicant along with photograph, the Village Level Entrepreneur will login into e-pehchan software. A unique reference number will be generated by the e-pehchan software which will also be noted on the application number at the space provided. At this stage the applications entered by Village Level Entrepreneur will be available to the District Welfare Officer automatically.
- (v) The Service Centre Agency will ensure the sending of hard copies of the documents to the District Welfare Officer through courier within three days.

- (vi) On receipt of hard copies of applications and documents and receipt of fee against the application in the account of District Welfare Officer, the District Welfare Officer will check the payment received option in e-pehchan software. Once the payment received is indicated in the e-pehchan software, the application entered by the Village Level Entrepreneur will be available for acceptance / rejection. When the District Welfare Officer indicates the receipt of payment, an entry of Rs 11/- will be made into the cashbook of the concerned District Welfare Officer automatically.
- (vii) If the application is accepted by the concerned District Welfare Officer, the identity card can be generated by the Dealing Assistant of the office of concerned District Welfare Officer. The finalized identity card will be picked up by the Service Centre Agency from the office of

--5--

concerned District Welfare Officer as per the arrangements of the Department of Information Technology with Service Centre Agency. If the application is rejected, then along with rejection the concerned District Welfare Officer will have to mention the reasons. The Village Level Entrepreneur can see the rejected application by entering the reference number generated through e-pehchan software.

- (viii) Depending upon whether the applicant has desired to get the identity card by courier, same can be sent to the applicant through courier otherwise the applicant will have to visit Lokmitra Kendra for obtaining the identity card.

9. Utilization of service charges :

The service charges collected from the applicants by the District Welfare Officer/ Tehsil Welfare Officer will be utilized for the purchase of computer stationary, lamination of cards, toners, repair and maintenance, purchase of hardware etc.

10. Issue of Duplicate Identity Card :

In case the card is lost, mutilated or destroyed, the card holder will have to inform the issuing authority and a duplicate card will be issued on payment of Rs 20/- as the service charges.

11. The Director, Department of Social Justice & Empowerment will be competent to issue any amendment in the operating procedures for the issuance of identity card from time to time.

By Order

Prem Kumar

Pr. Secretary (Social Justice & Emp.) to the
Government of Himachal Pradesh

Endst. No. SJE-B-F(1)-3/2008 Dated: Shimla-2, the **30th June, 2010**

Copy to:-

- 1 All Additional Chief Secretaries to the Government of Himachal Pradesh, Shimla-2.
- 2 All Pr. Secretaries/Secretaries to the Government of Himachal Pradesh Shimla-2.
3. The Pr. Secretary to the Hon'ble Chief Minister, Himachal Pradesh, H.P. Secretariat, Shimla-2.

--6--

4. The Secretary, HE the Governor, Himachal Pradesh Shimla-2.
5. The Pr. Accountant General/Sr. DAG (A&E), H.P. Shimla-3
6. All Divisional Commissioners/HODs/DCs in Himachal Pradesh.
7. The Director, Social Justice & Empowerment, Himachal Pradesh, SDA complex, Shimla-9 with 50 spare copies. It is requested that the aforesaid rules may be got printed from the HP Govt. Printing Press, Shimla -5 and its 25 copies may be supplied to the Government.
8. The Special Secretary (GAD) to the Government of Himachal Pradesh, Shimla-2 for information and necessary action in compliance to decision of the CMM dated 9.6.2010 against item No. 4.
9. All Private Secretaries of the Ministers/CPS/PS in HP Sectt., Shimla-2.
10. The Controller, Printing & Stationary, H.P. Shimla-5 for printing in State Gazette as the same has been uploaded on e-Gazette.
11. Guard file/spare copies-25.

Sd/-

Under Secretary (SJ&E) to the
Government of Himachal Pradesh

Application Form

Receipt No.....
(to be entered by SCA)

e-Pehchan ref. No.....

1. **Name.....**
2. **Father's Name.....**
3. **Date of Birth.....**
4. **Gender.....**
5. **Caste/category.....**
6. **Religion.....**
7. **Address.....**
.....
8. **District.....Tehsil.....Panchayat.....**
Constituency.....
9. **Occupation.....**
10. **Qualification.....**
11. **Tel. No./Mobile No.....**
12. **Type of Pension being received by the applicant(if any).....**

Signature of Applicant

Annexure-II

<p>SENIOR CITIZEN IDENTITY CARD</p> <p>I Card No.....</p> <p>Name</p> <div data-bbox="548 604 704 718" style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;">Space for photo</div> <p>Date of Birth S/O, D/O,W/O: Occupation Address</p> <p>Telephone No. Date of Issue Valid upto:</p> <p style="text-align: right;">Signature of issuing authority</p>	<p>GOVERNMENT OF HIMACHAL PRADESH</p> <p>Department of Social Justice & Empowerment</p> <p style="text-align: center;">IDENTITY CARD For Senior Citizens</p> <p><i>This identity card is valid for availing benefit/concessions subject to conditions prescribed by the appropriate authority from time to time.</i></p>
---	--