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A COMPENDIUM of Important Circulars



2003

**Government of West Bengal
Department of Relief
Writers' Buildings, Kolkata.**

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2003

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Department of Relief
Writers' Buildings, Kolkata.**

SHRI HAFIZ ALAM SAIRANI



Minister-in-Charge
Relief Department
Government of West Bengal

FORWORD

Relief Department is one of the primary departments of the Govt. of West Bengal. Based on the experience and for streamlining the relief activities, Govt. orders are being issued from time to time. So long there was no compendium of Govt. orders. In this treatise an attempt has been made to publish almost all the relevant Govt. orders subject-wise.

I believe that this publication will be useful to all the officials and employees dealing with relief work in the districts, Directorate and in the Secretariat.

(HAFIZ ALAM SAIRANI)

MIC, RELIEF

Dated, Kolkata, the 5th February, 2003

SRI NIKHILESH DAS, I.A.S



PRINCIPAL SECRETARY
GOVERNMENT OF WEST BENGAL
DEPARTMENT OF RELIEF
WRITERS' BUILDINGS
KOLKATA-700 001
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No.....

Dated, the.....200...

PREFACE

Whenever people are in distress, the Relief Department stands by the side of them with relief materials and other assistances to mitigate their miseries as far as practicable and also to maintain a certain standard of economic health. For performing the duties properly and effectively with transparency, Government in Relief Department issued numbers of orders and circulars at different times.

In this booklet an attempt has been made to bring out a compendium of related government circulars and orders which have been considered essential for proper discharge of the responsibilities of the officials connected with relief operations.

I believe that this will be a useful publication.

(Nikhilesh Das)
Principal Secretary
Relief Department

Dated, Kolkata, the 5th February, 2003

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A KEY NOTE ON THE ACTIVITIES OF RELIEF DEPT.

The relief activities of Relief Department may be divided into three categories-

1. Normal Relief

- I. Gratuitous Relief (G.R.)
- II. Special G.R. (Leprosy)
- III. Starvation G.R.
- IV. Special Relief to Rape-Seed Oil Victims of Behala & its adjoining areas.

2. Emergency Relief

- I. Special G.R.
- II. Relief Contingency
- III. Relief Materials
- IV. House Building Grant
(Administration of such relief requires submission of C.A.-II report to Govt.).

3. Other Assistance

- a). Ex-Gratia Grant to the bereaved families of victims of natural calamities.
- b). Financial assistance from Prime Minister's National Relief Fund.
- c). Ex-Gratia Grant to the bereaved families of victims of riots, arson, etc..
- d). Economic Rehabilitation Grant.
- e). Scheme for construction of :- (i) Relief Godown / Stores & (ii) Flood / Cyclone Shelters.

I. GRATUITOUS RELIEF

Rule 126 of Relief Manual contains the provision :-

The following persons shall be entitled to G.R. provided they have no relatives able, and by customs of the country bound, to support them: -

- a). Idiots and lunatics,
- b). Cripples,
- c). Blind persons,
- d). All persons who from age or physical infirmity are incapable of earning their living,
- e). All persons whose attendance on sick or on infant children in their own houses is absolutely necessary,
- f). Women of respectable birth who are debarred by natural custom from appearing in public and are in danger of starvation &
- g). Such other persons who cannot work and cannot be provided with work.

Present Coverage under G.R.= 0.25% (1988)

Selection of list of recipients = G.P. / U.A.

Approval of list

= In rural areas:- Panchayat Samity (by resolution) or the Pradhan of the concerned Gram Panchayat, if authorised by the P.Samity
In urban areas:- Urban Advisory Committee/ concerned S.D.O. in superseded municipalities and in areas not covered by a Municipality or Panchayat.

Scale = 12 Kgs. wheat or Rs.60/- per month per adult and half of the scale for minor.

Urban Advisory Committee :-

Advisory Committee for administration of relief in the Urban / Municipal areas has been constituted under G.O. No. 158-FR dated 27.01.85 and its subsequent amendments with the following members:-

- | | |
|--|------------------|
| 1. Chairman of the Municipality | Chairman. |
| 2. Local M.L.A. or M.L.As. (If the MLA is a Minister his authorised representative) | Member. |
| 3. Two Social Workers (one male & one female) to be nominated by the Govt. in Relief Department. | Members. |
| 4. Two Ward Commissioners (to be selected by the Chairman of the Municipality). | Members. |
| 5. Sub-Divisional Relief Officer concerned. | Member-Convenor. |

II. SPECIAL G.R. (LEPROSY)

Leprosy colony dwellers are provided with such G.R. monthly @ 12 Kgs. food grains (fine rice) per adult and half of the scale per minor.

Such colonies presently exist in Bankura, Burdwan, Hoogly, Paschim Medinipur and Purulia districts only.

III. STARVATION G. R.

Cash G.R. is provided to prevent death out of starvation on need base cases.

(one full unit of cash G.R. = Rs.60/- per month per adult or half of the rate for a minor).

IV. SPECIAL RELIEF TO RAPE- SEED OIL VICTIMS OF BEHALA:-

Victims of Behala and its adjoining areas, who consumed adulterated rape-seed oil in July, 1988, and, thereby, suffering still from neurological abnormality of different magnitudes (Very Severe / Severe / Moderate / Mild), are provided with special G.R. at the following scales per month as prevailing at present

Very Severe : @Rs.300/- plus Rs.60/-* to 16 Persons [* Rs.60/- is in lieu of rice] .

Severe : @ Rs.200/- plus Rs.60/-* to 66 Persons [* Rs.60/- is in lieu of rice] .

Moderate : @ Rs.100/- plus Rs.60/-* to 59 Persons [* Rs.60/- is in lieu of rice]

Mild : @ Rs.50/- plus Rs.60/-* to 119 Persons [* Rs.60/- is in lieu of rice]

EMERGENCY RELIEF

C.A. - II REPORT

Special attention should be given to fill up the following information meticulously in the CA-II format, so as to enable the Relief Department to include the particulars in the report of the State Govt. to the Govt. of India, to facilitate release of fund from the Centre.

01. Name of the district :
02. Name of the Calamity :
03. Period of occurrence of the Calamity :
04. Area affected in Sq.K.M. :
05. No. & Name of villages affected :
06. No. of people affected :

07. No. of houses damaged / destroyed :
 Fully = Money Value =
 Partly = Money Value =
08. No. of human lives lost :
09. Cattle lost:- No..... Approx. Value.....
10. Crop areas damaged (in Hecter) : Loss of Crop in M.T.....
11. Value of the crops damaged :
12. Damage to properties other than crops and houses
Name of properties Value of damage
 i)
 ii)
 iii)
13. Total Loss (7+9+12) : Rs.....
14. Relief Measures Taken :

I. SPECIAL G. R.

Special G.R. is granted in kind (Wheat / Rice) as emergency relief for a temporary period to the marooned people out of any natural calamity as well as to the victims of fire accident / riot / arson.

II. RELIEF CONTINGENCY

Relief Contingency is utilised for payment of hiring cost of boats used in rescue and relief operation, preparation of temporary shelters, transportation of food and other relief & rescue materials, purchase of dry foods, maintenance of gruel kitchen, etc. etc.

III. RELIEF MATERIALS

Relief materials like tarpaulin, dhuty, sharee, lungi, children garment, blanket, milk powder, etc. are distributed to the victims of natural calamities and of accidental fire on need base cases.

IV. HOUSE BUILDING GRANT

House Building Grant is paid to the indigent families who are living Below Poverty Line and whose total family income do not exceed Rs.1, 000/- per month, to rebuild or repair their damaged / destroyed dwelling houses as a result of natural calamities and accidental fire.

In case of damage to dwelling houses by any natural calamity: -

A joint inspecting team consisting of one representative each from the concerned Gram Panchayat, Panchayat Samity and Block Development Officer (for rural areas) OR from the concerned Municipality / Urban Area Authority and the Sub-Divisional Officer, will cause inquiry into the damages to the houses along with the pecuniary condition of the victims in the prescribed brief proforma and will submit draft priority lists of deserving families for H.B.Grant assistance, to the concerned B.D.O. (for rural areas) or the S.D.O. (for urban areas) who will cause the lists published for three days at the offices of the Gram Panchayat and Panchayat Samity or Municipality / Urban Area Authority and Sub-Divisional Officer. The B.D.O. (with the concurrence of the Savapati of the Panchayat Samity) or the S.D.O. will prepare and approve the priority lists in final form after disposal of the claims and objections, if any, by them. Fund for H.B.Grant available from the concerned District Magistrate, should be distributed on the basis of the approved priority lists.

In Kolkata Municipal Corporation, application for H.B.Grant will be received from the affected persons in the prescribed format. The Commissioner, K.M.C., or an officer, as authorised in this regard, will prepare a priority of prospective beneficiaries in consultation with a body as may be decided by the Corporation. The Commissioner, K.M.C., will arrange for disbursement of H.B.Grant to the deserving persons and immediately after disbursement will send the Master Rolls together with the Utilisation Certificate to the Director of Relief, West Bengal, for transmission of the same to Relief Department.

In case of damage to dwelling houses by accidental fire: -

The same procedure as in the cases of natural calamities may also be followed for damages to houses by accidental fire. But, as sanction and allotment of fund for H.B.Grant (fire) from the State Govt. will be made on verification of duly filled in and recommended M – Form, it is advisable that the joint inspecting team should use the M – Form (as per Relief Manual) in stead of the simplified brief proforma prescribed for the cases out of natural calamity. The duly filled in M-Form should be recommended by the concerned B.D.O., Savapati of the Panchayat Samity / Chairman of the Urban Authority, S.D.O. and D.M. / A.D.M.

The present scale for payment of H.B.Grant :-

- a) For fully damaged houses : Rs.2000/- per family
- b) For partly damaged houses :Rs1000/-per family

OTHER ASSISTANCE

EX-GRATIA GRANT TO THE BEREAVED FAMILIES OF VICTIMS OF NATURAL CALAMITY / ACCIDENTAL FIRE.

Ex-Gratia Grant is paid to the next of kin of the person who suffers loss of life due to Natural Calamity such as flood, cyclone, earthquake, tornado, hailstorm, lightning, etc. as well as for accidental fire. It may be pointed out here that Ex-Gratia Grant is not paid to the bereaved family of the person who suffers loss of life due to snakebite during any natural calamity.

Present scale of payment of such Grant is Rs.20,000/- per deceased.

Essential papers required for sanction of Ex-Gratia Grant by the concerned District Magistrates:-

- a). Application of the claimant(s),
- b). Attested copy of death certificate,
- c). Attested copy of Post-Mortem Report,
- d). Police Report,
- e). Proforma Report with recommendations of the Gram Panchayat Pradhan, B.D.O., Savapati of the Panchayat Samity / Chairman of the Municipality/Urban Authority, & S.D.O. concerned.

In Kolkata Municipal Corporation area, the Director of Relief, West Bengal will sanction the Grant to the next of kin of the deceased. The Proforma Report required to be recommended by the Deputy Director of Relief and preferably by the local Ward Councilor.

FINANCIAL ASSISTANCE FROM P. M. N. R. F.

The next of kin of the person who suffers loss of life due to Natural Calamity such as flood, cyclone, earthquake, tornado, hailstorm are paid such financial assistance at the present scale of Rs.50,000/- per deceased from P.M.N.R.F. In fact, the Prime Minister's Office, New-Delhi, specifies the incident of a particular date / year for which assistance will be made available from an allotment of P.M.N.R.F.

vi). The Screening Committee to scrutinise all proposals for E.R. Grant & Artisans' Grant and to furnish its recommendation in each case to the District Magistrate along with a list of deserving cases in order of priority.

vii). In urban / municipal areas these cases be processed by the concerned ward commissioners and be approved by the concerned Advisory Committee after making such inquiries as it may deem necessary. The applications along with reports / recommendations be submitted to the concerned S.D.O. who will take necessary action as indicated in (iv) above.

viii). In superseded municipality and in areas not covered by a municipality or Panchayat and in Notified Areas, the processing of E.R. / Artisans' Grants cases may be made by the concerned S.D.O. in consultation with the local M.L.A. or his authorised representative, the Administrator / Executive Officer of the Municipality / Notified Area Authority as well as Advisory Committee, if any.

ix). In Kolkata, the Director of Relief, W.B. after receiving such applications should get them inquired by the Inspectors of Relief under his disposal. After inquiry, he should submit to the Department of Relief all the applications along with the inquiry reports with his recommendations and an abstract with itemwise information on: -

- a). Total No. of applications received
- b). Total No. of cases recommended
- c). Total No. of cases sanctioned and disbursed prior to the present proposal
- d). Total amount disbursed during the current financial year upto the date of report
- e). Amount available, if any, out of previous allotment &
- f). Further amount required.

x). In districts the District Magistrates on the basis of the recommendations of the Screening Committee, shall submit specific proposals to the Govt. for the purpose of obtaining allotment with item-wise information enumerated at items (a) to (f) in (ix) above.

4. Sanctioning Authority: - Govt. of West Bengal in Relief Department.

5. Restrictions: - E.R. Grant should not be sanctioned to a family more than once.

6. Remarks: - Tentative targets for each district is fixed in each year considering the budgetary allocation of the year. Coverage of S.C. and S.T. beneficiaries under this scheme should be at least 24% and 6% respectively.

The present scales of assistance under E.R. Grant to destitute family/Ex-T.B. patient are as under:-

- # Purchase of sewing machine : Not exceeding Rs.2,000/- per beneficiary.
Other individual cases : Not exceeding Rs.1,000/- per beneficiary.

SCHEME FOR CONSTRUCTION OF

(i) RELIEF GODOWN / STORES & (ii) FLOOD / CYCLONE SHELTERS.

Release of fund for such constructions is restricted to the limit as under,-

- i). Relief godown at Block / Sub-Divisional Hqrs. : Rs.3,00,000/-
- ii). Relief godown at District : Rs.5,00,000/-
- iii). Flood / Cyclone Shelter : Rs.8,00,000/-

Proposals for such constructions should be submitted justifying the necessity and enclosing two copies (at least one must be in original) of duly vetted Estimates & Plans mentioning therein the District, Police Station, Mouja, J.L.No., Khatian No., Plot No., Area, Campus, etc.

Percentage of S.C. & S.T. population with reference to the total population of the areas to be covered by such construction should be indicated.

Construction of Flood / Cyclone shelters should be on safe high lands in flood / cyclone prone areas of concerned districts only.

EX-GRATIA GRANT TO THE BEREAVED FAMILIES OF VICTIMS OF RIOTS, ARSON, ETC.

Payment of such Ex-Gratia Grant by the Govt. is made through Relief Department to the victimised families for their rehabilitation at the following scale: -

a). Death:	Rs.20,000/-
b). Permanent incapacitation:	Rs.5,000/-
c). Temporary incapacitation:	Rs.1,000/-
d). Grievous hurt short of incapacitation:	Rs.500/-
e). Loss of movable properties:	Rs.2,000/-
f). Loss of Kachha House:	Rs.5,000/-
g). Partially damaged Pucca House:	Rs.10,000/-
h). Fully damaged Pucca House:	Rs.15,000/-
i). Loss of earning assets like Vehicles, Boats, Bullocks, Etc.:	Rs.2,000/-

Special G.R., clothing, etc. are provided to the riot affected families in the scale as prescribed in case of natural calamities.

ECONOMIC REHABILITATION GRANT

1. Object: - The Scheme is designed to ensure economic rehabilitation of distressed families of this State which are capable of taking some productive occupation by arranging exgratia grants for purchase of stock-in-trade like groceries or miscellaneous appliances like sewing machines, carpenter's tools, looms, Amber Charka, cycles for paddlery including trades like poultry, dairy, blacksmithy, etc. and other occupation / business which will ensure gainful rehabilitation of the families.

2. Scope: - The scheme should be restricted to such families as are eligible for G.R. or have no income or whose monthly income does not exceed the ceiling as may be decided by the Govt. from time to time (presently Rs.1000/- per month). Preference should be given to the families of G.R. recipients. G.R. should be stopped immediately after the E.R. Grant is disbursed to such family.

3. Procedure for sanction: -

- i). Application in the prescribed proforma be sent to the respective B.D.O.-Cum-Executive Officer, Panchayat Samity through the concerned Gram Panchayat Pradhan or suo-moto.
- ii). Inquiry by the B.R.Os. or other officers with the assistance of concerned G.P.
- iii). History of each case, findings of inquiry and applications in original be sent to the concerned S.D.O. with recommendations of G.P. Pradhan & Savapati of Panchayat Samity.
- iv). The concerned S.D.O. will scrutinise the applications, reports and documents sent by the B.D.O.-Cum- E.O. Panchayat Samity and submit all documents to the D.M. after countersigning the same along with his recommendations.
- v). The office of the District Magistrate will scrutinise the documents received from the S.D.Os. and place it before the Screening Committee set up in the district with the following: -
 - a). Savadhipati of Zilla Parishad or his representative.
 - b). A.D.M. in-charge of Relief.
 - c). Karmadhyaksha, Sthayee Samity on Relief in Zilla Parishad.
 - d). One female member of the Zilla Parishad.
 - e). District Relief Officer or O/C. Relief - - - Member Secretary.

Government of West Bengal
Relief & Welfare Department, Relief Branch
Writers' Buildings, Calcutta.

No. 158(18)-F.R./5F-18/81

Dated, the 27th January, 1983.

From : Shri K. K. Naskar, Joint Secretary to the Govt. of West Bengal.

To 1) The District Magistrate/Deputy Commissioner,
.....District.
2) The Divisional Commissioner,
.....Division

Sub : Setting up of an Advisory Committee for Administration of relief in the Urban/Municipal areas.

Sir,

I am directed to say that in supersession of all previous order about setting up of Advisory Committee for supervision and implementation of all relief programmes in the Urban/Municipal areas it has been decided by Government to set up an Advisory Committee in each municipal area with the following :

- | | |
|--|------------------|
| 1) Chairman of the Municipality | Chairman |
| 2) Local Member(s) of the West Bengal Legislative Assembly | Members |
| 3) Two Social Workers (one Male & another Female) | Members |
| 4) Two Ward Commissioners | Members |
| 5) District Relief Officer/Officer-in-charge of Relief | Member Convenor. |

2. Selection of the two Social Workers as indicated against item (3) above will be made by the Chairman of the concerned Municipality in consultation with the Minister of State in Charge of Relief & Welfare (Relief) Deptt., Govt. of West Bengal. The Chairman of the Municipality may also select the two Ward Commissioners for inclusion as Members in the Advisory Committee.

3. The function of the Committee will be to finalise the list of the indigent persons eligible for gratuitous relief as also for employment under Employment Generation Works, if taken up in the Municipal areas, and to exercise supervision during distribution of G. R. and implementation of Employment Generation Works, if taken up in the municipal areas, and to exercise supervision during distribution of G. R. and implementation of Employment Generation Works and in all matters of administration of relief in the municipal area.

4. In superseded municipalities, the Sub-divisional Officer will undertake such relief programmes in consultation with the local M. L. A., or his authorised representative, the Administrator/Executive Officer of the Municipality as well as the Advisory Committee, if any.

5. Advisory Committee in the manner indicated above may be set up immediately in the municipal areas of each district for the purpose indicated above and progress made in the matter may please be reported as early as possible.

Yours faithfully
Sd/-
Joint Secretary.

No. 158 (18)/1(9)-FR.

Copy forwarded to :

- 1) Local Govt. & Urban Development Deptt. of this Govt.
- 2) Development & Planning (Rural Development) Deptt. of this Govt.
- 3) Agriculture Deptt. of this Govt.
- 4) Fisheries Deptt. of this Govt.
- 5) Public Works Deptt. of this Govt.
- 6) Public Works (Roads) Deptt. of this Govt.
- 7) Irrigation & Waterways Deptt. of this Govt.
- 8) Finance Deptt. of this Govt.
- 9) Director of Relief, West Bengal for information.

Sd/-
Joint Secretary.

Government of West Bengal
Relief & Welfare Department, Relief Branch
Writers' Buildings, Calcutta.

No. 11157 (20)-FR
8C-1/86

Date : 24.4.1986.

From : Deputy Secretary to the Govt. of West Bengal.

To The District Magistrate/The Divl. Commissioner of Divn.
.....

Sub : Setting up of an Advisory Committee for administration of Relief in the Urban/Municipal area.

Sir,

I am directed to refer to G. O. No. 158(18)-FR dt. 27.1.83 on the above subject and to say that in partial modification of the said G. O. it has been decided by Govt. that in case of all Municipalities in Sadar Sub-division including the headquarters of the district, the District Relief Officer/Officer-in-charge of Relief of the district will act as the Member Convenor of the Advisory Committees and in case of Municipalities in the outlying Sub-divisions including the Sub-Divisional headquarters, if it is a Municipal/Urban Area, the Chief Inspectors of Relief attached to the office of the Sub-Divisional Officer will act as the Member-Convenors of the concerned Advisory Committees with immediate effect in order to gear up the administration of relief, especially in the event of any natural calamities.

Yours faithfully
Sd/- P. K. Majumdar,
Deputy Secretary.

No. 11157(20)/1(9)-FR dt. 24.4.86.

Copy forwarded for information to :

- 1) Local Govt. & Urban Development Deptt.
- 2) Dev. & Planning deptt.
- 3) Agr. Deptt.
- 4) Fisheries Deptt.
- 5) P. W. Deptt.
- 6) P. W. (Roads) Deptt.
- 7) Irrign. Deptt.
- 8) Finance Deptt.
- 9) Director of Relief.

Sd/-
Deputy Secretary.

Government of West Bengal
Relief & Welfare Department,
Writers' Buildings, Calcutta.

No. 2361(19)-F.R.

Dated, Calcutta, the 12th July, 1989.

From : The Deputy Secretary to the Govt. of West Bengal.

- To 1) The District Magistrate (all)
2) Divl. Commissioner (all)

*Sub : Setting up of an Advisory Committee for administration of relief in Urban/
Municipal areas.*

Sir,

I am directed to refer to G. O. No. 11157(20)-FR dt. 24.4.86 on the above subject and to say that in partial modification of the said G. O. it has been decided by Govt. that in case of all Municipalities in Sadar Sub-division including the Headquarters of the districts, the Chief Inspectors of Relief attached to the office of the S. D. O. Sadar will act as the Member-convenor of the Relief Advisory Committees like the Chief Inspectors of Relief attached to the outlying sub-division including the sub-divisional headquarters in respect of Municipal/Urban areas with immediate effect in order to gear up the administration of relief.

Yours faithfully,

Sd/- D. K. Ghoshal
Deputy Secretary.

No. 2361/1(25)-FR dt. 12/7.89.

Copy forwarded for information to –

- 1) Local Govt. and Urban Development Deptt. of this Govt.
- 2) Development & Planning (Rural Development) Deptt. of this Govt.
- 3) Agriculture Deptt. of this Govt.
- 4) Fisheries Deptt. of this Govt.
- 5) P. W. Deptt. of this Govt.
- 6) P. W. (Road) Deptt. of this Govt.
- 7) Irrigation & Waterways Deptt. of this Govt.
- 8) Finance Deptt. of this Govt.,
- 9) Director of Relief, 103A, S. N. Banerjee Road, Calcutta-700 013.
- 10) Sabhadhipati.....Zilla Parishad.

Deputy Secretary.

Government of West Bengal
Relief Department,
Writers' Buildings, Kolkata.

No. 1337(20)FR

Dated the 13th February, 1995.

From : The Joint Secretary to the Govt. of West Bengal

To 1) The District MagistrateDistrict
2) The Divisional Commissioner.....Division

Sub : Setting up of Advisory Committee for administration of Relief
in the Urban/Municipal areas-partial Modification thereof.

Sir,

In partial modification of the orders as contained in para 2 of this Department Circular no. 158 (18)-FR/5F-18/81 dated 27th January, 1983 regarding setting up of advisory Committee as mentioned above, I am directed to say that henceforth nomination of the two Social workers (one male and the other female) as members of Relief Advisory Committee of different Municipalities will be made by the Government and not from the list given by the District Authority or the Municipal Authority.

This Department order dated 27.1.83 stands modified to the extent as indicated above.

This has been effective from 9.12.94.

Yours faithfully,
Joint Secretary.

No. 1337/1 (10)-FR dt. 13.2.95

Copy forwarded to :

- 1) Local Govt. & Urban Development of this Govt.
- 2) Development & Planning (Rural Dev.) Deptt. of this Govt.
- 3) Agriculture Deptt. of this Govt.
- 4) Fisheries Deptt. of this Govt.
- 5) Public Works Deptt. of this Govt.
- 6) Public Works (Roads) Deptt. of this Govt.
- 7) Irrigation and Waterways Deptt. of this Govt.
- 8) Finance Deptt. of this Govt.
- 9) Social Welfare Deptt. of this Govt. and
- 10) Directorate of Relief, West Bengal for information.

Assistant Secretary.

Government of West Bengal
Relief & Welfare Department, Relief Branch
Writers' Buildings, Kolkata.

No. 815 (18) FR
8C-3/2001

Date : 08.4.2002.

From : Shri Supriya Kumar Deb, I. A.S.
Joint Secretary to the Govt. of West Bengal.

To : The District Magistrate
P.O. & Dist.....

*Sub : Advisory Committee for Administration of relief in the Urban/
Municipal areas.*

*Ref. : Govt. Order No. 158 (18)-FR/5F-18/81
dated 27/1/1983 of the Relief Deptt.*

Sir,

I am directed to say that serial no. 2 para 1 of the above mentioned order has been modified as follows

:

Local Member(s) of the West Bengal Legislative Assembly, not being ministers Members.

It is provided that when an MLA becomes a minister there will be a permanent representative in the Advisory Committee on behalf of him.

Yours faithfully,
Sd/-

No. 815 (18)/1(118)-FR Date : 08/4/2002

Copy forwarded for information and necessary action to—

- 1) P.S. to M.I.C., Relief Deptt.
- 2) Chairman.....Municipality,
P.O. Dist.

Sd/-
Joint Secretary

Government of West Bengal
Relief & Welfare Department, Relief Branch
Writers' Buildings, Calcutta.

No. 2809-F.R.
6S-4/66

Dated, Calcutta, the 28th February, 1966.

From : Shri P. C. Mukherjee, W.B.C.S.
Deputy Secretary to the Govt. of West Bengal.

To The District Magistrate, Birbhum.

Sub : Issue of House Building grants to indigent persons.

Sir,

I am directed to refer to your No. 1773-R.R., dated 20.10.65 subject and to say that the spirit of rules 249, 251 of the Manual for Relief of distress is that loans will be given under the Agricultural Loans Act, 1884 to those who have got sufficient immovable property in the shape of arable land to secure the loan and that grant will be given to those who do not possess sufficient arable land to provide security for the loan. Indigence should be a criterion for both loan and grant and indigence in this case would mean lack of financial resources to rebuild or repair the house without aid. It is, however, left to your discretion to decide if the area of land in possession of a person in need of aid is enough to cover the amount of loan.

Yours faithfully,

Sd/- P. C. Mukherjee,
Deputy Secretary.

No. 2809/1-F.R.

Copy forwarded for information to :

- 1) The District Officer.....
- 2) The Commissioner of.....Division
- 3) The Deputy Director of Relief.....

Calcutta,

The 28th February, 1966.

Sd/- P. C. Mukherjee,
Deputy Secretary.

Government of West Bengal
Relief & Welfare Department, Relief Branch
Writers' Buildings, Calcutta.

No. 89 (18) FR
8P-2/84

Dated the 15th January, 1985.

From : Shri H. Ghosh, I. A.S.
Secretary to the Govt. of West Bengal.

To 1) All District Magistrates/Dy. Commissioners
.....
2) All Commissioners
....., Divisions.

Sub : Procedure for distribution of House Building grant to indigent persons affected by natural calamities and accidental fire.

Sir,

I am directed to say that it has been felt necessary to consolidate various instructions issued by the Government relating to the procedure for distribution of House-building Grant, and to issue fresh instructions on certain matters. The Governor is accordingly pleased to give the following directions, in supersession of all earlier orders in this regard, for the guidance of all concerned in the discharge of their functions in connection with distribution of House-building Grant to indigent persons for repair/reconstruction of their dwelling houses damaged or destroyed as a result of natural calamities and accidental fire.

2. Immediately after occurrence of any natural calamity or fire accident, the Block Development Officer-cum-Executive Officer of the concerned Panchayat Samity should obtain applications from the indigent persons whose houses have either been damaged or destroyed with necessary particulars as enumerated in Form 'M' of the Manual for Relief of Distress in plain paper through the Prodhan of the concerned Gram Panchayat suo-motu. In the former case, the Gram Panchayat should make a preliminary enquiry and forward the applications to the Block Development Officer-cum-Executive Officer of the Panchayat Samity with its recommendations. On receipt of the applications, the Block Development Officer-cum-Executive Officer of the Panchayat Samity should make necessary enquiries through the Inspector of Relief and other Officers under him. The assistance of the Gram Panchayat may be taken during the enquiry. After enquiry, the Block Development Officer-cum-Executive Officer, Panchayat Samity should prepare a report in Form 'M' in triplicate and submit the same in duplicate to the concerned Sub-Divisional Officer along with the Applications duly countersigned by the Sabhapati, Panchayat Samity. The cases should be processed within one and half a months of the occurrence of each calamity. On receipt of such documents from the Block Development Officer-cum-Executive Officer of the Panchayat Samity, the Sub-Divisional Officer Should scrutinise the applications and entries made in the form and submit all the documents to the District Magistrate/Deputy Commissioner after countersigning the same along with his recommendations. The Sub-

Divisional Officer may also cause enquiry into any case, if he considers it necessary. The submission of all documents to the District Magistrate/Deputy Commissioner by the Sub-Divisional Officer should be made positively within three weeks from the date of receipt of the same from the Block Development Officer-cum-Executive Officer, Panchayat Samity.

3. On receipt of the documents from the Sub-Divisional Officer(s) with his/their recommendations, the applications and other documents should be scrutinised in the Collectorate and placed before a Screening Committee to be set up in each district with the following :

- (a) Sabhadhipati of the Zilla Parishad or his authorised representative;
- (b) Additional District Magistrate in charge of Relief ;
- (c) Karmadhakshaya, Sthayee Samity on Relief in Zilla Parishad ;
- (d) One Female Member of the Zilla Parishad ;
- (e) District Relief Officer/Officer-in-Charge of Relief–Member Secretary.

The function of the Screening Committee will be to scrutinise all proposals for House-building Grant and to furnish its recommendations in each case as well as a list of deserving cases in order of priority to the District Magistrate/Deputy Commissioner. The Committee should process the cases expeditiously so that the affected persons receive assistance within three months of the occurrence of the natural calamity or fire.

4. For the purpose of obtaining allotment of funds from Government, the District Magistrate/Deputy Commissioner, on the basis of the recommendations of the above Committee, shall submit specific proposal to Government for the purpose through the Divisional Commissioner with an abstract of the Form 'M' furnishing information on following items :

- (i) Total Number of applications received ;
- (ii) Total Number of cases recommended ;
- (iii) Total Number of houses collapsed ;
- (iv) Total Number of houses damaged ;
- (v) Total amount recommended for the owners of houses which have been collapsed ;
- (vi) Total amount recommended for the owners of houses which have been damaged ; and
- (vii) Amount sanctioned and disbursed, if any, on emergent basis in favour of owners of houses collapsed or damaged separately.

For meeting emergent cases, the Block Development Officer-cum-Executive Officer, Panchayat Samity may submit a proposal for allotment of funds for house-building purposes pending detailed enquiries into individual cases, to the Sub-Divisional Officer in consultation with the Sabhapati, Panchayat Samity. The Sub-Divisional Officer on being satisfied may forward a requisition for funds to the District Magistrate/Deputy Commissioner with his recommendations. The District Magistrate/Deputy Commissioner in his turn may move Government for sanction of funds on an ad hoc basis for meeting such emergent cases. It should however be ensured that the enquiries into individual cases are made expeditiously.

6. On receipt of funds from Government, the District Magistrate/Deputy Commissioner may sanction fund in each case after considering the recommendations of the Screening Committee on each case as also

taking into account funds allotted to him by Government for the purpose. The District Magistrate/Deputy Commissioner may sub-allot funds to the Sub-divisional Officer, who in his turn, prepare necessary bill for each Block and endorse the same to the concerned Block Development Officer-cum-Executive Officer, Panchayat Samity for Drawal and disbursement. In emergent cases, drawal may be made by the District Magistrate/Deputy Commissioner for crediting the same to the account of the Block Development Officer-cum-Executive Officer, Panchayat Samity under intimation to the Sub-divisional Officer.

7. Processing and disbursement of all cases of House-building Grant should be completed within three months from the date of occurrence of each calamity.

8. Disbursement in all cases should be made by the Block Development Officer-cum-Executive Officer, Panchayat Samity in the presence of the concerned Pradhan of the Gram Panchayat or his authorised representative who will identify each individual recipient.

9. In areas where a Gram Panchayat does not function for any reason enquiries, processing and disbursement of House-building Grant in that area should be made by the concerned Block Development Officer-cum-Executive Officer of the Panchayat Samity in consultation with the Sabhapati, Panchayat Samity.

10. In Urban/Municipal areas, the cases of persons eligible for House-building Grant should be processed by the concerned Ward Commissioners and be approved by the concerned Advisory Committees set up for administration of relief in the Urban/Municipal areas in terms of Relief & Welfare (Relief) Deptt. No. 158 (18)-FR dated 27th January, 1983 after making such enquiries as it may deem necessary. The application along with reports in 'M' Forms should thereafter be submitted to the Sub-divisional Officer who will take necessary action as indicated in paragraph (2) above.

11. In superseded municipalities and in areas not covered by a Municipality or Panchayat and in the Notified Areas, the processing and disbursement of House-building Grant may be made by the concerned Sub-divisional Officer in consultation with the local M.L.A. or his authorised representative, the Administrator/Executive Officer of the Municipality/Authorities of the Notified Area as well as Advisory Committee, if any.

12. Muster rolls in respect of disbursement of House-building Grant should be maintained by the disbursing authorities. Immediately after disbursement, a certificate indicating the amount actually disbursed with the number of beneficiaries should be furnished by the disbursing authority to the District Magistrate/Deputy Commissioner. On the basis of those certificates, the District Magistrate/Deputy Commissioner will furnish a certificate to this Department covering the entire amount so disbursed against allocations made by Government from time to time for record. Muster Rolls indicated above should be carefully preserved by the disbursing authorities for presentation to Audit.

13. The supervision of disbursement of H. B. Grant in any area under the Gram Panchayat shall, be done by the concerned Panchayat in terms of Order No. 8157-Panch dated 15.4.80 issued by the Panchayats & C. D. (Panchayats) Department of the State Government, wherever necessary.

The supervision of disbursement in any area may also to done by the District Officer or S. D. O. or any officer Authorised by the District Officer or the S. D. O. of the State Government.

14. Audit of all accounts shall be done as early as possible by the Auditor appointed by the State Government under the West Bengal Panchayat Act, 1973 (West Bengal Act XLI of 1973).

15. Indigence of a person applying for House-building Grant should be determined after taking into account the extent of damage caused to his/her dwelling house and his/her capability to undertake necessary repair work. Indigence would mean lack of financial resources to rebuild or repair the damaged/destroyed house without financial assistance from Government provided the affected person has not got sufficient immovable property in the shape of land to provide security for any assistance in the shape of loan.

16. Refugee families, living in Government sponsored colonies, private colonies, squatters' colonies etc. and who have their own houses should also be considered to be eligible for House-building Grant for repair/rebuilding their houses damaged/destroyed by natural calamities or accidental fire.

17. Persons who have no land of their own but have built their houses on other's lands with the owner's permission are also eligible for House-building Grant provided they are indigent and the owners of lands have no objection to such repair/reconstruction.

18. The indigent share-croppers/Adhiars may also get House-building Grant, if their houses have been damaged or destroyed by natural calamities and accidental fire provided they are not considered credit worthy for house-building loan.

19. No. house-building grant should be given to unauthorised occupiers of Government or private lands.

20. The ceiling on House-building Grant both in cases of natural calamities and accidental fire is Rs. 300/- (Rupees three hundred) only per family as fixed in G.O. No. 10324 (15)-FR dated 21st June, 1984. The amount of assistance to be given to each eligible person should be fixed by the sanctioning authority after due consideration of the facts indicated in para (15) above.

21. The aforesaid procedure for sanction and disbursement of house-building grant has the concurrence of Finance Deptt. vide that Deptt. U. O. No. Group E/42 dated 14.1.85.

Yours faithfully,

Sd/-

Secretary.

No. 89/1 (72) FR

Copy forwarded for information and guidance to—

- 1) Subhadhipati.....Zilla Parishad.
- 2) Sub-Divisional Officer of.....Dist.....
- 3) Director of Relief, West Bengal, 103A, S.N. Banerjee Road, Calcutta.

Sd/-

Secretary

Kolkata, the 15th January, 1985.

No. 89/2 (3) FR

Copy forwarded for information to the —

- 1) Panchayats & C.D. (Panchayats) Department
- 2) Local Govt. and Urban Development Department.
- 3) Home (P & A. R.) Deptt.

Sd/-

Secretary

Calcutta, the 15th January, 1985.

FORM — M

(Paragraph 294)

Detailed particulars in respect of families affected by Fire accident/Natural Calamity (with indication of the Specific Nature of the Calamity proposed to be given House Building Grant.

Sl. No.	Name of the head of the family	Village	Police Station	Present monthly income of the family	Extent of arable land in possession	Date of occurrence	No. of houses destroyed or damaged	Detailed particulars of loss		Whether indigent or credit worthy	Nature of assistance recommended		Remarks
								On account of damage to house	On other accounts		House building grant	Agricultural loan for H.B. Purposes.	
1	2	3	4	5	6	7	8	9	10	11	12	13	14

Recommendations :

Certified that the above families belong to Below Provery Line category are holders of B.P.L. Cards and the total family income of each does not exceed Rs. 1000/- per month.

Savapati

Chairman

Block Dev. Officer

Sub-Divisional Officer

Dist. Magistrate

.....Panchayati Samiti

.....Municipality

.....

.....

Government of West Bengal
Relief & Welfare Department, Relief Branch
Writers' Buildings, Calcutta.

No. 300 (18) FR
8P-2/84

Dated the 4th February, 1985.

From : Shri H. Ghosh, I. A.S.
Secretary, Govt. of West Bengal.

To 1) The District Magistrate/Dy. Commissioner
.....
2) The Commissioner
....., Division.

Sub : Procedure for distribution of House Building grant to indigent persons
affected by natural calamities and accidental fire.

Sir,
I am directed to refer to paragraph (10) of G. O. No. 89 (18) FR dated 5th January, 1985 on the above subject and to say that in the urban/municipal areas, disbursement of House-building grant in all cases should be made by the Chief Inspector of Relief/Inspector of Relief or any other Officer authorised by the Sub-Divisional Officer in the presence of the concerned Ward Commissioner or any other person duly authorised by the Chairman of the Municipality in writing who will identify the recipients.

Yours faithfully,
Sd/-
Secretary.

No. 300/1 (75)-FR Dated the 4th February, 1985.

Copy forwarded to—

- 1) Sabhadhipati of.....Zilla Parishad.
- 2) Sub-Divisional Officer.....Dist.....
- 3) Director of Relief, West Bengal, 103A, S. N. Banerjee Road, Calcutta.
- 4) Panchayats & C.R. (Panchayats) Department of Panchayat Bhavan, K. S. Roy Rd. Calcutta.
- 5) Local Govt. and Urban Development Department of this Govt.
- 6) Home (P & A. R.) Deptt.

Sd/-
Secretary.

Government of West Bengal
Relief & Welfare Department, Relief Branch
Writers' Buildings, Calcutta.

No. 40621-F.R.

Dated, 20.10.1986.

From : Shri D. K. Ghoshal,
Deputy Secretary to the Govt. of West Bengal.

To 1) The Commissioner, Calcutta Municipal Corporation,
5, S. N. Banerjee Road, Calcutta-700 013.

Sub : Sanction of House Building Grant to the families affected by Natural Calamities within Calcutta Municipal Corpn. areas.

Sir,

I am directed by order of the Governor to say that the Govt. has been pleased to sanction to you an ad-hoc allotment of Rs. 12,38,000 (Rupees twelve lakh thirtyeight thousand) only under the head "289-on account of Natural calamity and Flood Cyclone etc.-III-Gratuitous Relief 4 Housing (s) Housing other charges" of current year's Budget for sanction and distribution of H. B. grant to the indigent families re-construction/repair of their houses destroyed/damaged by Natural Calamities like excessive rains, water logging etc. during Sept. Oct. in Calcutta Municipal areas) in accordance with Govt. Orders No. 89(1) dt. 15.1.85 read with Govt. Orders Nos. 35996(16)-FR dt. 19.8.86 37416(16)-FR dt. 2.10.86 (copies enclosed).

The charges involved will be met from the provision under same head in the current year's budget.

The Governor is also pleased to declare you as the competent authority to sanction H. B. Grant to individual family out of the allotted fund. You are also hereby declared as the drawing and disbursing Officer in respect of above allotment. Expenditure in respect of the above allotment is also hereby sanctioned.

The application will be received from the affected persons in the proforma as enclosed herewith. The Commissioner of Calcutta Municipal Corporation or an Officer as authorised in this regard will prepare a priority list of prospective beneficiaries in consultation with a Body as may be decided by Corporation.

Immediately after disbursement of the aforesaid H. B. Grant, master roll together with utilisation certificate to be given shall be submitted to the Director of Relief, West Bengal who will submit the utilisation certificate with his counter signature to the Relief & Welfare Deptt.

The Accountant General West Bengal and the Pay & Accounts Officer Calcutta Pay & Accounts Office are to be informed.

This has the concurrence of F. D. vide their U/O. No. on E/606 dated 20.10.86.

Yours faithfully,
Sd/-
Deputy Secretary.

No. 40621/1()-FR

Copy forwarded for information and necessary action to the :

- 1) Accountant General W. B., 18, Rabindra Sarani Calcutta.
- 2) Pay & Accounts Officer, Calcutta Pay & Accounts Office, 81/2/2, Phears Lane, Calcutta.
- 3) Finance (B) Deptt. of this Govt.
- 4) Director of Relief, W. B., 103A, S. N. Banerjee Road, Calcutta.
- 5) Budget Cell of this Deptt.

Deputy Secretary.
Sd/-

Government of West Bengal
Relief & Welfare Department, Relief Branch
Writers' Buildings, Calcutta.

No. 50459(19)-FR/8P-2/84

Dated 3.1.1987.

From : Sri D. K. Ghoshal, Deputy Secretary to the Govt. of West Bengal.

To : The District Magistrate,

.....
: Commissioner, Calcutta Municipal Corpn.

5, S. N. Banerjee Road, Calcutta-700 013.

: Commissioner of.....

.....Division.

Sub : Simplified procedure for House Building grant to indigent families affected by natural calamities and accidental fire.

Sir,

I am directed to say that it has been felt necessary to simplify the procedure laid down in this department G. O. 89 (18) FR dt. January 15, 1985 on the above noted subject. In continuation and in partial modification of the aforesaid Govt. order, the Governor has been pleased to decide as following as regards the procedure to be followed in connection with the disbursement of House Building grant to the indigent persons affected by natural calamities and accidental fires for repair/reconstruction of their dwelling houses :

A) Procedure for districts (Rural Areas)–

Applications will be received from the affected persons in the prescribed Form A as enclosed herewith. After scrutiny of the applications received in respect of flood affected Block, the Block Development Officer will cause enquiry into the applications by deploying the Relief Inspector or any other staff of the Block Office on an emergency basis. The applications having been recommended by the Prodhan, Gram Panchayat concerned and having been enquired into, will be placed by the B. D. O. before Sthayee Samity (Tran) of the Panchayat Samity for approval. On the basis of the recommendation by the said Sthayee Samity, priority list will be prepared by the B. D. O. -cum-Executive Officer, Panchayat Samity and sent to the District Magistrate. The District Magistrate in consultation with the Sabhadhipati of Zilla Parishad will approve the Block-wise priority lists on merit and after taking into account the allotment received by him from this Deptt. and then sub-allot fund out of such allotment to the respective B. D. O's. The B. D. O.-cum-Executive Officer, Panchayat Samity will draw and disburse the H. B. Grant accordingly.

B. Procedure for areas under Municipality/Town Committee/ Notified Areas–

The applications from the affected persons will be in Form B as enclosed herewith. After scrutiny of the applications duly recommended by the Municipal Commissioner concerned and received in respect of a flood affected Municipality/Town Committee or Notified Area, the Sub-divisional Officer, or an Officer to be authorised by him in this regard will cause due enquiry, in respect of the petitions by deploying the Relief Inspector or any other staff under his control. Then he will place such applications before the Advisory Committee constituted by the Relief & Welfare Deptt. The priority list prepared by the S. D. O. on the basis of the recommendations of the Advisory Committee will be forwarded to the District Magistrate who will thereupon approve the priority list and sub-allot the required fund out of the allotment made by this Deptt. The S. D. O. will be the Drawing and Disbursing Officer for this purpose. In respect of Howrah and Chandannagar Corporation areas, S. D. O. will consult Member, Mayor in council before sanction of the prayer.

C. Procedure for Calcutta Municipal Corporation Area–

The procedure laid down in G. O. No. 40621 FR dt. 20.10.86 will remain in vogue.

2. The Block Development Officer or the Sub-divisional Officer as the case may be will furnish Utilisation Certificate counter-signed by the District Magistrate concerned to the Relief & Welfare Deptt. in respect of the Rural and Urban areas of the Districts and the Commissioners of the Calcutta Municipal Corpn. will furnish Utilisation Certificate to the Relief & Welfare Deptt. in respect of Calcutta Municipal Corpn. area within 3 months from the date of disbursement.

3. Instructions contained in paras 14 to 19 of this Deptt. G. O. No. 89 (18) FR dt. 15.1.85 on procedure for disbursement of House Building grant to indigent persons affected by natural calamity should be followed.

This has the concurrence of Finance Department vide that Deptt. U.O.No. Group E/727 dt. 10.12.86.

Yours faithfully,

Sd/-

Deputy Secretary to the Govt. of West Bengal.

No. 50459(19)/1(60)-FR Dated 29.12.1986.

Copy forwarded to the –

- 1) Sub-Divisional Officer of.....
- 2) Director of Relief, West Bengal.
- 3) SabhadhipatiZilla Parishad.

Sd/-

Deputy Secretary.

No. 50459(19)/2(2)-FR Dated 29.12.1986.

Copy forwarded for information to–

- 1) The Panchayat Samity (C. D.) Department.
- 2) Local Govt. and Urban Development Department.

Sd/-

Deputy Secretary.

Government of West Bengal
Relief & Welfare Department, Relief Branch
Writers' Buildings, Calcutta.

No. 22548(19)FR
6F-20/86

Dated the 17th July, 1987.

From : Sri D. K. Ghosal,
The Deputy Secretary, Govt. of West Bengal.

To 1) The District Magistrate,
.....
2) Commissioner of
....., Division.

Sub : Simplified procedure for House Building grant to indigent families affected by natural calamities and accidental fire.

Sir,

I am directed to say that the Governor has been pleased to delete the word flood occurring in paras 1(A) and 1(B) in G. O. No. 50459(19) F. R. dt. 29.12.86 on the above subject. The procedure for sanction of House Building grant outlined in the aforesaid Government Order should be followed for all cases of Natural Calamities including flood and accidental fire.

This has the concurrence of Finance Department vide their u/o No. Group-E/182 dt. 13.7.87.

Yours faithfully,

Sd/-

Deputy Secretary.

No. 22548/1(67) FR., Dt. 17.7.1987.

Copy forwarded for information and guidance to—

- 1) Sub-Divisional Officer of.....
- 2) Sabhadhipati of.....Zilla Parishad.
- 3) Director of Relief, West Bengal, 103A, S. N. Banerjee Road, Calcutta.

Sd/-

Deputy Secretary.

No. 22548/1(3) FR., Dt. 17.7.1987.

Copy forwarded for information to the—

- 1) Panchayats & C.D. (Panchayats) Department of this Govt.
- 2) Local Govt. and Urban Development Department of this Govt.
- 3) Commissioner, Calcutta Corporation.

Sd/-

Deputy Secretary.

Government of West Bengal
Relief & Welfare Department, Relief Branch
Writers' Buildings, Calcutta.

No. 163(32)-F.R.
8P-2/89

Dated the 16th January, 1991.

From : Sri R. K. Raichoudhuri, E. R. O. & Ex-Officio Asstt. Secretary to the Govt. of West Bengal.

To : The District Magistrate,
.....

: The Sabhadhipati,
.....

.....Zilla Parishad

Sub : Simplified procedure for House Building grant to indigent families affected by natural calamities and accidental fire.

Ref : This Department order No. 50459(19)-F. R./8P-2/84 dt. 29.12.86.

Sir,

I am directed to say that it has been brought to the notice of this Deptt. that in some districts some delay is made in according final approval to the list of recipients for H. B. grant at the district level. In accordance with para A of G. O. No. 50459(19)-FR dated 29.12.86, the priority list for H. B. grant will require final approval of the District Magistrate, who will accord his approval in consultation with the Sabhadhipati of Zilla Parishad. It was earlier decided that on receipt of such priority Janakalyan Sthayee Samiti of the Panchayat Samity concerned, District Magistrate will approve of the priority list in consultation with the Sabhadhipati of the Zilla Parishad.

I am now directed by order of the Governor to say that Governor has, after careful consideration, been pleased to direct, in partial modification of the aforesaid Govt. Order, that District Magistrate will henceforth place the aforesaid priority list, immediately but not later than 15 days from the date of receipt of the list to the Zilla Parishad with request to place the same for concurrence of the Kshudra Silpa Tran-O-Janakalyan Sthayee Samiti of Zilla Parishad. Such approval of the Kshudra Silpa Tran-O-Janakalyan Sthayee Samiti of Zilla Parishad should be accorded after due examination, within two weeks from the date of receipt of the list from the District Magistrate concerned.

The District Magistrate sub-allots the funds for H. B. Grant to the affected blocks, on receipt of allotment of funds from this Deptt. Henceforth, the D. M. should make such sub-allotment of funds to the blocks, according to the gravity of natural calamity and number of eligible cases in each block, after obtaining the concurrence of Kshudra Silpa Tran-O-Janakalyan Sthayee Samiti of the Zilla Parishad concerned. Sub-allotment of funds of H. B. Grant to the people in the affected Municipalities and Notified Areas should be

made by the D. M. to the S. D. O. concerned on receipt of priority lists from Local Bodies concerned, with prior recommendation of the S. D. O. after taking into account of damage caused and availability of funds placed by the Government.

Other instructions contained in G. O. No. 50459(19)-FR dated 29.12.86 and G. O. No. 11718-F dated 26.10.87 will remain unchanged. This has the concurrence of Finance Department vide that Deptt. U/O. No. Group E/326, Dated 21.12.89.

Yours faithfully,

Sd/-

E. R. O. & Ex-Officio
Assistant Secretary.

No. 163/1(75)-FR dt. 16.1.91.

Copy forwarded to the

- 1) Commissioner,.....Division.
- 2) Director of Relief, Govt. of West Bengal.
- 3) Sub-Divisional Officer.....
- 4) District Relief Officer,.....District.
- 5) Panchayat (C. P.) Department.
- 6) Local Govt. and Urban Development Department.
- 7) Finance Department of this Govt.
- 8) P. A. to Chief Secretary.

Sd/-

E. R. O. & Ex-Officio
Assistant Secretary.

Government of West Bengal
Relief Department,
Writers' Buildings, Calcutta.

No. 2529(17)-FR/7M-21/93

Dated the 22.9.1997.

From : Shri B. C. Ghosh, I.A.S.
Joint Secretary to the Govt. of West Bengal.

To : The District Magistrate.....

Sub : Enhancement of the rates of House Building Grant for the destitute people affected by natural calamities and accidental fire.

Sir,

I am directed by order of the Governor to say that in partial modification of this department's G.O. No.8924(17)FR/Cell-I/7M-21/93 dated 29.7.93 the Governor has been pleased to sanction the raising of the rates of House Building grant @ Rs. 2,000/- (Rupees two thousand) only from Rs. 1,000/- (Rupees one thousand) only for fully damaged house per family and @ Rs. 1,000/- (Rupees one thousand) only from Rs. 500/- (Rupees five hundred) only for partially damaged house per family affected by natural calamities and accidental fire on account of all round increase in prices of building materials.

2. The A. G. W. B. is being informed.
3. This order will take effect from the date of its issue.
4. This order issues with the concurrence of Finance Deptt. Vide their U. O. No. Group-E 539 dated 17.9.97.

Yours faithfully,

Sd/-
Joint Secretary.

Government of West Bengal

Relief Department,
Writers' Buildings, Calcutta.

No. 2591(40)-FR
7M-79/2000

Dated the 2nd October, 2000.

From : Sri S. Halder, W.B.C.S. Deputy Secretary to the
Govt. of West Bengal.

- To : 1) The District Magistrate.....
2) The Sabhadhipati,.....Zilla Parishad.
3) Commissioner, Calcutta Municipal Corpn.
5, S. N. Banerjee Road, Calcutta-700 013.
4) Commissioner,.....Division.

Sub : Simplified procedure for House Building Grant to indigent families affected by natural calamities and accidental fire.

Ref : This Department Order No. 163(32) FR dt. 16.01.1991 and No. 50459(19) FR/8P-2/84 dt. 29.12.86.

Sir,

I am directed to state that it has been brought to the notice of the State Govt. that the present procedure for sanction of House Building Grant is time consuming. Now, therefore, I am directed by the order of the Governor to say that the Governor has, after careful consideration, been pleased to direct the following simplified procedure for sanction of House Building Grant to indigent family affected by Natural Calamity will come into force with immediate effect, in modification of the procedure prescribed in G. O. No. 163(32) FR dt. 16.01.1991 and No. 50459(19) FR/8P-2/84 dt. 29.12.86.

A. Procedure for Rural Area.

On receipt of information regarding damage of residential Houses due to natural calamity from any village, a joint inspecting team constituted of a representative of the Gram Panchayat concerned, a representative of the Panchayat Samity concerned and a representative of the B.D.O. concerned will cause an enquiry. The inspection report in the simplified form annexed herewith to be submitted to the Panchayat Samity and Gram Panchayat concerned. The said list will be displayed forthwith publicly in both Panchayat Samity and Gram Panchayat concerned for three days so as to allow members of public to inspect and raise objection if they so desire. After taking such objection (if any) into account, the list will be approved by the B.D.O. with the concurrence of the Sabhapati of the Panchayat Samity and thereafter, House Building Grant recommended should be sanctioned by the Block Development Officer. Services of the Block Relief Officer may be utilised appropriately by the Block Development Officer. Every attempt shall be made to complete finalisation of priority list within 15 days. The District Magistrate shall sub-allot fund for House Building Grant to the affected Block on receipt of allotment of fund from the Relief Department and in proportion to number of eligible cases in each Block.

Complaints regarding inclusion/exclusion of priority list should be enquired into separately by the Panchayat Samity concerned and a decision to be taken appropriately. The Zilla Parishad shall have an

overall monitoring role and shall ensure speedy finalisation of priority list and settlement of dispute.

B. Procedure for Municipal Area.

On receipt of information regarding damage of residential houses due to natural calamity from any Municipality, an enquiry should be caused through field verification by joint inspecting team constituted of a representative of the Municipality and a representative of the Sub-Divisional Officer. The priority list as recommended by them will be submitted to the S.D.O. who will keep the list displayed for 3 days in the S.D.O.'s Office and the Municipal Office to enable members of the public to inspect the list and to raise objection of the list if they so desire. The S.D.O. concerned will dispose of such objection, if any, after due enquiry and sanction the House Building Grant recommended. The District Magistrate will sub-allot the fund to the S.D.O. for this purpose.

C. Procedure for Calcutta Municipal Corporation Area.

The existing procedure laid down in G.O. No. 40621-FR dt. 20.10.86 will remain in vogue.

2. The Block Development Officer or the Sub-Divisional Officer as the case may be will furnish Utilisation Certificate countersigned by the District Magistrate concerned to the Relief Deptt. in respect of the Rural and Urban areas of the districts and the Commissioners of the Calcutta Municipal Corpn. will furnish Utilisation Certificate to the Relief Deptt. in respect of Calcutta Municipal Corpn. area within 3 months from the date of disbursement.

3. Instructions contained in paras 14 to 19 of the Deptt. G.O. No. 89 (18) FR dt. 15.01.85 on procedure for disbursement of House Building Grant to indigent persons affected by natural calamity should be followed.

This has the concurrence of Finance Deptt. vide that Deptt. U.O. No. Group-E-170 dt. 02.10.2000.

Yours faithfully,

Sd/-

Deputy Secretary.

Enclosure : A proforma.

INSPECTION REPORT

Detailed particulars in respect of the families affected by Fire Accident/Flood/Cyclone/Landslides etc. on Natural Calamity (with indication of the specific nature of the calamity) proposed to be given House Building Grant

Sl. No.	Name of the head of the family	Village	Police Station	Extent of damage		Whether the family belongs to Economically weaker section	Signature/LTI of the head of the family	Remarks
				Partly	Fully			
1	2	3	4	5	6	7	8	9

Sanctioned Rs.

Recommended by

Designated Officer :

1.
the Joint Inspection
Team.

Signatures of the Members
of the Joint Inspection Team

Government of West Bengal
Department of Relief
Writers Buildings, Koldkata.

No.2454((40)FR/7M-79/00(Pt.1)

Dated ,Kolkata, the 19th December,2002.

From : Shri A.S.Banerjee,I.A.S.
Joint Secretary to the Govt. of West Bengal.

To :1) The District Magistrate:
2) The Sabhadhipati :..... Zilla Paarishad,
3) The Commissioner, Kolkata Municipal Corporation,
5, S.N.Banerjee Road, Kolkata 13.
4) Commissioner,Division.

Sub: Simplified procedure for House Building Grant to indigent families
affected by Natural Calamities and Accidental Fire.

Sir,

It was under active consideration of the Govt. in Relief Department to define more precisely the term "indigent" while sanctioning House Building Grant to the families affected by Natural Calamities and Accidental Fire. After careful consideration of the matter the Governor has been pleased to decide that a family should be considered as indigent one when the family is belonging to below Poverty Line category, as defined by the Panchayat and Rural Development Department of this Govt. from time to time, and whose total monthly income does not exceed Rs. 1,000/- (Rupees one thousand) only.

The Para- 15 of this Department's Order No. 89(18)-FR dated 15/01/85 stands modified accordingly. The terms "indigent family" and "family belongs to economically weaker section" as used in subsequent orders for sanctioning of House Building Grant, should be constructed on the line as stated in the foregoing para.

The aforesaid ceiling of monthly income of an indigent family will remain in force until it is revised afterwards.

This order takes effect from the date of its issue.

This has the concurrence of the Finance Department, vide their U.O.No.Group-E 135, dated 18.12.02.

Yours faithfully,
Sd/-
Joint Secretary.

No. 2454 (40) /1 (11) - FR

Dated, Kolkata, the 19th, December, 2002

Copy forwarded for information and necessary action to the ;

1) Principal Accountant General (Audit), West Bengal; 4, Brabourne Road; Kolkata-700 001. &
***** Others. Joint Secretary

Government of West Bengal
Relief & Welfare Department, Relief Branch
Writers' Buildings, Calcutta.

No. 23941(17)-F.R.
6S-2/86

Dated, Calcutta, the 9th December, 1987.

From : Shri R. K. Midha, Secretary to the Govt. of West Bengal.

To 1) The District Magistrate,
.....
.....

2) The Deputy Director of Relief, Calcutta,
103A, S. N. Banerjee, Road, Calcutta-700 014.

Sub : Scheme for rehabilitation and payment of Exgratia Grant to the bereaved families of victims of riots.

Sir,

I am directed by order of the Governor to say that the State Government in the Department of Relief & Welfare has been rendering immediate relief to and providing prompt and adequate financial assistance for rehabilitation of the families of the victims of riot, arson etc. in the absence of any elaborate scheme in the matter.

2. The Governor has now been pleased to sanction the following scales for payment of Ex-gratia grant by the Govt. through the Department of Relief & Welfare to such victimised families for their rehabilitation with immediate effect after due observance of the norms and guidelines as mentioned hereunder :

1) Death (whether of earning or non-earning member of family)	Rs. 20,000
2) Permanent incapacitation (whether of earning or non-earning member of family)	Rs. 5,000
3) Temporary incapacitation	Rs. 1,000
4) Grievous hurt short of incapacitation	Rs. 500
5) Loss of movable property	Rs. 2,000
6) Loss of Kachha House	Rs. 5,000
7) Partially damaged Pucca House	Rs. 10,000
8) Fully damaged Pucca House	Rs. 15,000
9) Loss of earning assets like vehicles, boats or bullocks etc	Rs. 2,000

As regards immediate relief, the members of the riot affected families should be provided with special G. R. Clothings etc. in the scales as prescribed in case of natural calamities.

3. For expeditious allotment, sanction and disbursement of such assistance within the shortest possible time immediately after incidence of any riots/arson etc. necessary enquiries should be made in consultation

with the respective Panchayats/Municipal authorities as the case may be, by the local Officers and a report should be sent to the Relief Branch of the Relief & Welfare Deptt. with necessary details of the victims, loss of properties and the amount recommended in terms of the scales as fixed in the preceding paragraph for providing immediate assistance to the affected person/family.

4. In Calcutta, such enquiries should be made in consultation with the respective ward Councillors of Calcutta Municipal Corporation by the Deputy Director of Relief, Calcutta who should take necessary action as indicated in paragraph (3) above.

5. On receipt of reports from the District Magistrate/Deputy Director of Relief, Calcutta requisite fund will be placed at the disposal of the concerned District Magistrates and the Deputy Director of Relief, Calcutta by this Deptt. within available resources for payment of ex-gratia, other relief at the prescribed rates to the families affected. After disbursement, a Utilisation Certificate should be sent by the District Magistrate/Deputy Director of Relief, Calcutta to this Deptt. for record.

6. The expenditure in respect of the Scheme is debitable under the head "2235 Social Security and Welfare (Social Welfare) Non Plan-60-Other Social Security and Welfare Programmes-200-Other Schemes-(6) Relief to persons affected by riots grants in aid/contribution".

7. The Accountant General, West Bengal and the Pay & Accounts Officer, Calcutta are being informed.

8. This order issues with the concurrence of Finance Deptt. vide their U/O No. Group E/503 dated 25.11.1987.

Yours faithfully,
Sd/-
Secretary.

No. 23941/1(27)F.R., Dt. 9.12.1987.

Copy forwarded for information and necessary action to the—

- a) The Accountant General, W. B., 18, Rabindra Sarani, Calcutta-700 001.
- b) The Pay & Accounts Officer, Calcutta, Pay & Accounts Office, 81/2/2, Phears Lane, Calcutta-700 012.
- c) The Commissioner,.....Division,
- d) Finance (Budget)Deptt., of this Govt.
- e) Finance (Group E) Deptt. of this Govt.
- f) Home (Political) Deptt. of this Government
- g) The Director of Information, W. B. I & C A Deptt. of this Govt.
- h) The Director of Relief, W. B., 103A, S. N. Banerjee Road, Calcutta-700 014.
- i) Private Secretary to Minister of State (Relief)
- j) Sabhadhipati,.....Zilla Parishad.

Sd/-
Secretary.

Government of West Bengal
Relief Department,
Writers' Buildings, Kolkata.

No. 3677(17)-F.R.

Dated ,Calcutta, the 29th August, 1990.

From : The Secretary to the Govt. of West Bengal

To 1) The District Magistrate
.....
2) Director of Relief, West Bengal,
103A, S.N. Banerjee Road, Calcutta-700 014

Sub : Payment of exgratia grant to the legal heir(s) of the deceased person in the cases of death due to accidentia fire.

Sir,

Government has for sometime past been considering the question of payment of exgratia grant to the legal heir(s) of the person (s) who suffer loss of life due to accidental fire. I am now directed by order of the Governor to say that the Governor has been pleased to accord administrative approval and sanction to the payment of exgratia grant in favour of the legal heir(s) of the persons, who suffer loss of life due to accidental fire, as a token of Govt. sympathy to te bereaved family @ Rs. 5,000/- per death case irrespective of the age and income of the deceased.

The sanction is subject of the following conditions :

- a) The cases to be considered under this scheme should not come under Person Accident Insurance Security Scheme, and vice-versa.
- b) The cases of self-immolation, suicide or other criminal offences should not be covered under this relief programme.
- c) Enquiry should prove beyond doubt that th accidental fire took place purely by accident, and not as a result of deliberate violation of any civic rues or lawa like storage of incendiary materials causing fire in the premises in and around which the victims lived, etc.
- d) The deceased must have been the citizens of India beyond doubt and inhabitants of this state.
- e) The legal heir(s) must be the citizens of India beyond doubt.

For the purpose of expeditious allotment, sanction and disbursement of such assistance within the shortest possible time I am further directed by order of the Governor to say that immediately after incidence of such death necessary enquiries should be made by the local officers of this Deptt. in the district and a report along with the application for exgratia grant from the legal heir(s) sent by the Dist. Authority to this Deptt. within a fortnight with necessary details about the deceased person(s) and the concerned legal heir(s) in the proforma prescribed in the case of sanction of exgratia payment on death due to matural calamity, duly recommended by the concerned Tran-O-Kshudra Silpa Samity attached to concerned Gram Panchayat Samity, concerned B.D.O. (in the case of rural area) and Chairman/Councilor of concerned Municipality/ .Municipal Corporation and /or concerned authority of the notified area in the case of urban area). In the case

of Calcutta such enquiry should be made by the Deputy Director of Relief and specific proposal sent to this Deptt. along with the proforma aforesaid duly filled in, together with recommendations of the D.D.R., Calcutta and/or D.R.W.B., for consideration of this Deptt.

This order takes immediate effect.

This order issues with the concurrence of Finance Deptt. vide their U/O No. Gr.-E211 dt. 20.8.90

Yours faithfully

Secretary.

No. 3677/I(25)-FR. dt. 29.8.90

Copy forwarded for information to the :

- 1) Accountant General, West Bengal, 18, Rabindra Sarani, Cal.
- 2) commissioner, Presidency/Jalpaiguri/Burdwan Division.
- 3) Subhadhipati of Zilla Parishad.
- 4) Financer (Budget) Deptt.
- 5) Finance (Gr. E.) Deptt.
- 6) Budget Cell of Relief Branch.
- 7) Jt. Secy., Welfare Br. of the Relief & Welfare Deptt. of this Govt.

E.R.O. & Ex-Officio

Assistant Secretary.

Government of West Bengal
Relief & Welfare Department, Relief Branch
Writers' Buildings, Kolkata.

No. 3939(36)/FR
8P-2/90

Dated the 5th October, 1990.

From : The Deputy Secretary, Govt. of West Bengal.

- To
- 1) The District Magistrate,.....
 - 2) Director of Relief, W. B. 103A, S. N. Banerjee Road, Calcutta.
 - 3) Commissioner,Division.
 - 4) Sabhadhipati,.....Zilla Parishad

Sub : Payment of Exgratia grant in the cases of death due to Natural Calamity.

Sir,

I am directed to say that the Department has been sanctioning fund for payment of Exgratia grant to the bereaved family of the person who suffers loss of life due to Natural Calamity such as flood, cyclone, earthquake, tornado, hailstorm, lightning etc. and anything directly and indirectly resulting from natural calamity, as a demonstration of Govt. Sympathy for the bereaved family, vide G. O. No. 7297(19) FR dated 28.3.85, as amended from time to time by G. O. S. No.....

- 1) 1665(16) FR dt. 3.3.87.....
- 2) 22364(16) FR dt. 30.6.87.....and
- 3) 328(16) FR dt. 6.2.89.....

Sometimes inordinate delay is made in submitting relevant proposals to this Department and very often they remain incomplete and naturally sanction from this end is badly delayed, defeating the very purpose of the scheme.

So, I am directed to place herein below in a consolidated manner the salient features of the modifications, amendments, clarifications made from time to time in this regard for the sake of expedition—

- 1) All cases of death due to natural calamity, irrespective of age or income of the deceased, shall be entitled to exgratia grant at the rate of Rs. 5,000/- per each death case repeat per each death case.
- 2) Any citizen of India residing in West Bengal will be accommodated under this scheme. The legal heir(s) must be the citizen of India beyond doubt. The beggars and vagrants having no fixed habitation will not be considered under this scheme.
- 3) After incidence of such a death necessary enquires should be made by the local officers and a report should be sent to this department with necessary details in the enclosed proforma

normally within a fortnight from the date of incident. In case of Calcutta, such enquires should be made by the Deputy Director of Relief, Calcutta and specific proposal sent to this Deptt. along with the proforma aforesaid duly filled in, together with recommendations of the DDR, Calcutta and/or DR, W. B. as the case may be, for consideration of this Department. The Report should accompany original petition of the legal heir(s) and death certificate of the concerned deceased person(s) issued by the competent authority.

- 4) In the case of rural area there should be recommendation of the B. D. O. and A. D. M. or D. M., as the case may be on the aforesaid proforma report and in the case of urban area, of concerned S. D. O., besides DM/ADM.
- 5) In the case of rural area the proposals should be processed through the concerned Panchayat Tran Sthayee Samity at Block level and the Municipal/Notified Area Authorities in the case of Municipal/Notified Area and their recommendation should be got recorded in the Proforma report.
- 6) The cases to be considered under this scheme and/or the cases where payment of Ex-gratia grant has been sanctioned under this scheme should not come under Personal Accident Insurance Social Security Scheme administered by the Welfare Branch of R. & W Deptt. and vice-versa and a certificate to this office from the Dist. Magistrate/DRWB should accompany each proposal for exgratia grant.
- 7) Fund should be disbursed to the legal heir(s) of the deceased persons within a fortnight from the date of receipt of the Govt. order allotting and sanctioning funds for the purpose. After disbursement, Utilisation Certificate(s) should be sent to this Deptt. for record. In case it is not possible to disburse the amount of exgratia grant to the legal heir(s) of the deceased for any reason immediately or even in near future the same should be surrendered to this Deptt. forthwith. Holding of money for a long period without using it for the specific purpose is likely to lead to misappropriation of Govt. money which must be guarded against.

Yours faithfully,

Enclosure : As above

Deputy Secretary.

PROFORMA

Name of the deceased person (with father's/ husband's name)	Address of the deceased person	Cause of death with date	Age	Sex	Name and address of the legal heir(s) of the deceased person	Whether death certificate/ petition of legal heir(s) being sent herewith

- i) Recommendation of the Kshudra Silpa-O-Tran Committee attached to Panchayat Samity (in the case of rural area)
- ii) Recommendation of the B. D. O. (in the case of rural area)
- iii) Recommendation of the Municipal/Notified Area Authorities (in the case of urban area)
- iv) Recommendation of S. D. O.
- v) Recommendation of D. M./A.D.M.
- vi) Recommendation of the D.R. W.B./DDR, Cal (in case of Calcutta)
- vii) Certificate from D.M./D.R.W.B. that no proposal under the personal Accident Insurance Social Security Scheme has been initiated in respect of this case and will not be initiated.

Government of West Bengal
Relief Department,
Writers' Buildings, Calcutta.

No. 2283(17)-FR/8P-2/89

Dated 3.3.1994.

To : The District Magistrate,
.....

Form : The Joint Secretary to the Govt. of West Bengal.

Sub : Payment of Ex-Gratia grant in the cases of death due to Natural Calamity and Accidental Fire.

Sir,

With Reference to this Deptt.'s G. O. No. 3939 (36)-FR dated 5.10.90 and 3677 (17)-FR dated 29.8.90, I am directed to say that it has been experienced that in most of the cases inordinate delay is made in submitting proposals regarding exgratia grant and off and on the proposals are furnished with incomplete papers and relevant documents required in support of the claims. As a result further correspondences are required to be made which causes unnecessary delay in disposing of the cases defeating the very purpose of the scheme.

Accordingly, I am directed to request you to kindly ensure that all the following relevant papers/documents are furnished along with the proposal regarding Ex-Gratia Grant. Otherwise, for want of relevant papers and supporting documents it may not be possible for this deptt. to grant Ex-Gratia payments to the bereaved families :

1. Proforma Report recommended by B.D.O. : S.D.O.
2. Recommendation of Tran-O-Janakalyan Sthayee Samity attached to Panchayat Samity in case of Rural areas. Recommendation of the Municipal/Notified Area Authorities in the case of Urban areas.
3. Original petition of the legal heir with signature of or thumb impression.
4. Police Report.
5. Post Mortem Report.
6. Death Certificate.
7. Certificate that no proposal has been initiated under PAISS Scheme.
8. Recommendation of D.M./A.D.M. for grant of exgratia grant.

The abovementioned papers and documents are essentially needed for processing proposals for exgratia grant.

Yours faithfully,
Sd/-
Joint Secretary

Government of West Bengal
Relief Department,
Writers' Buildings, Calcutta.

No. 12918(40)/FR
RL/N/VIII/4P-3/95

Dated the 2nd November, 1995.

From : The Joint Secretary to the Govt. of West Bengal.

To : The District Magistrate,
.....

*Sub : Payment of Ex-gratia Grant in the cases of death due to natural calamities,
such as Flood, Cyclone, Accidental Fire etc.*

Sir,

In partial modification of para-I of this department G.O. No. 3939 (36) F.R. dated 5.10.90 and No. 3677 (38) F.R. dated 29.8.90 read with this Department No. 8822 (38) F.R. dated 28.7.93, I am directed to say that the Governor has been pleased to sanction the raising of the rate of Ex-Gratia payment at the rate of Rs. 20,000/- (Rupees Twenty thousand) only as per death case in place of Rs. 10,000/- (Rupees ten thousand) only with effect from 26.9.95.

2. This has the concurrence of the Finance Department of this Govt. vide their U/O. No. 377 (Gr-E) dated : 26.10.1995.

3. The Accountant General, West Bengal and Pay and Accounts Officer are being informed.

Yours faithfully,
Sd/-
Joint Secretary.

Government of West Bengal
Department of Relief
Writers' Buildings, Kolkata-700 001.

No. 1773(40) - FR / RL/O/VIII/8P-2/90(Pt.I)

Dated, Kolkata, the 26th. Aug, 2002.

From : S.K.Deb, I.A.S.
Joint Secretary

To : 1) The Sabhadhipati , _____ Zilla Parishad.
2) The Commissioner, _____ Division.
3) The District Magistrate, _____
4) The Director of Relief, West Bengal,
87A, S.N.Banerjee Road, Kolkata-14.

Sub : Payment of Ex-gratia Grant in the cases of death due to natural calamity/Accidental fire.
Sir,

I am directed to say that the question of expeditious sanction and disbursement of Ex-gratia Grant on account of death due to natural calamity / accidental fire within shortest possible time, has been under consideration of the government for sometime past. After careful consideration, the Governor, in partial modification of all the Govt. orders in this regard has been pleased to decide that henceforth the District Magistrate concerned / Director of Relief, West Bengal in case of Kolkata Municipal Corporation area, will administer and sanction ex-gratia grant @ Rs.20,000/= [Rupees Twenty thousand] only in each death case , to the next of kin of the person who was killed as a result of natural calamity like flood, cyclone, earthquake tornado, hailstorm, lightening etc. and anything directly or indirectly resulting from natural calamity, viz. house/wall collapse, drowning, fall of tree, electrocution, etc. or as a result of accidental fire subject to obtaining the following papers / documents and on being satisfied about the genuineness of the case for payment of the ex-gratia grant and observing procedure as laid down in the G.O.s issued from time to time in this regard.

- i) Proforma report about the death case with the views of B.D.O. / S.D.O. concerned, to be submitted to the District Magistrate along with a certificate of recommendation from the concerned Pradhan of the Gram Panchayat, Savapati of Panchyat Samity / Chairman of the Municipal Authority / Urban Authority, as the case may be. In case of Kolkata Municipal Corporation area , Dy. Director of Relief will be recommending authority .
- ii) Original petition of the legal heir(s) claiming ex-gratia grant.
- iii) Police Report in details stating the exact cause and date of death with the officials seal of the concerned police station.
- iv) Attested copy of the death certificate.
- v) Attested copy of the Post-Mortem Report with the opinion of the Autopsy Surgeon as to the cause of death.

2. The District Magistrate concerned / Director of Relief, West Bengal shall make payment of the ex-gratia grant out of the allotted fund received from this Department for this purpose from time to time.

3. Detailed report about the payment of each case of ex-gratia grant shall be furnished by the District Magistrate concerned / Director of Relief to this department within a month from the date of disbursement of such grant.
4. Unutilised fund allotted by this Deptt. for this purpose shall have to be surrendered before the end of the financial year .
5. All the proposals for the payment of ex-gratia grant already submitted by District Magistrate / Director of Relief to the Relief Department will be disposed of by this department.
6. This order is issued with the concurrence of the Finance Department , vide their U.O. No. Group – E 102... dated...14.08.2002.

Yours faithfully,

Sd/-

Joint Secretary

N0. 1773(40) / 1(4) - FR / RL/O/VIII/8P-2/90(Pt.I).

Dated, Kolkata, the 26th. Aug, 2002.

Copy forwarded for favour of information to:-

- 1). The Accountant General, West Bengal; 18,Rabindra Sarani; Kolkata-700 001.
- 2). Finance (Budget) Department; Govt. of West Bengal; Writers' Buildings, Kolkata-700001.
- 3). Finance (Group – E) Department; Govt. of W.B.; Writers' Buildings; Kolkata-700001.
- 4). Budget Cell of Relief Department; Govt. of W.B.

Joint Secretary

Relief Department

Government of West Bengal
Relief & Welfare Department, Relief Branch
Writers' Buildings, Calcutta.

No. 131 (15) FR
8P-2/84

Dated the 17th January, 1984.

From : Shri H. Ghosh, I. A.S.
Secretary to the Govt. of West Bengal.

To : The District Magistrate/Dy. Commissioner
.....

Sub : Procedure for distribution of Gratuitous Relief.

Sir,

I am directed to say that it has been felt necessary to consolidate various instructions issued by the Government relating to the procedure for distribution of Gratuitous Relief and to issue fresh instructions on certain matters. The Governor is accordingly pleased to give the following directions, in supersession of all earlier orders in this regard, for the guidance of the Gram Panchayats, the Panchayat Samities, the Zilla Parishads and also of the Advisory Committees set up for administration of relief in the urban/municipal areas in terms of this Department No. 158 (18) F.R. dated 27th January, 1983 in the discharge of their functions in connexion with distribution of gratuitous relief in their respective areas.

2. The distribution of gratuitous relief in the rural areas should be made by the Gram Panchayats on the basis of priority lists through gratuitous relief dealers.

2.1 The priority lists for distribution of gratuitous relief should be prepared by each Gram Panchayat. The lists shall be approved by the concerned Panchayat Samity by Resolution. The Panchayat Samity may, however, authorise the Prodhan of the concerned Gram Panchayat to approve the same. The approved priority lists for distribution of gratuitous relief should be preserved in bound books. A register should be maintained by each Gram Panchayat for recording the particulars regarding the petitioner's name, address etc., the date of receipt of petitions for gratuitous relief, the names and designations of the officers deputed for enquiry, dates of receipt of the enquiry, dates of receipt of the enquiry reports and the final orders passed on the petitions. The approved petitions should be preserved village-wise and the rejected petitions should also be maintained separately.

3. In areas where a Gram Panchayat does not function for any reason, the distribution of gratuitous relief in that area may be made by the concerned Panchayat Samity.

4. In the urban/municipal areas, priority lists for gratuitous relief should be prepared by the concerned Ward Commissioner and should be approved by the concerned Advisory Committee which will also exercise supervision during distribution of gratuitous relief. Priority lists should be maintained in the manner indicated in para 2.1 above.

4.1 In superseded municipalities and in areas not covered by a Municipality or a Panchayat, the distribution of gratuitous relief will be made by the concerned Sub-Divisional Officer in consultation with the local M.L.A. or his authorised representative, the Administrator/Executive Officer of the Municipality as well as the Advisory Committee, if any.

5. The concerned Panchayat Samity should appoint a local Modified Rationing dealer or any suitable person as the gratuitous relief dealer. In the urban/municipal areas, the concerned Advisory Committee should prepare a panel for appointment of a gratuitous relief dealer and submit the same to the Sub-Divisional Officer who will appoint a gratuitous relief dealer from such panel. In case no one in the panel is found suitable by the S.D.O., he may ask the advisory committee to suggest a fresh panel of dealers. No Panchayat representative and member of the Advisory Committee or Ward Commissioner should be appointed as gratuitous relief dealer even on a temporary basis. If the situation so warrants, more than one dealer may be appointed for distribution of gratuitous relief.

Yours faithfully,
Sd/-
Secretary.

No. 131(15)/1 (20)-FR

Copy forwarded to—

- 1) the Commissioner of.....Division.
- 2) Sabhadhipati of.....Zilla parishad.
- 3) Director of Relief, West Bengal, 103A, S. N. Banerjee Road, Calcutta.
- 3) Panchayats & C.D. (Panchayats) Department of this Govt.
- 4) Local Govt. and Urban Development Department of this Govt.
for information.

Calcutta, the 17th January, 1984.

Sd/-
Secretary.

Government of West Bengal
Relief & Welfare Department, Relief Branch
Writers' Buildings, Calcutta.

No. 1741-F.R.
5F-10/88

Dated, the 19th May, 1989.

From : Shri R. K. Midha, I. A. S.
Secretary to the Govt. of West Bengal.

To The Commissioner of Calcutta Corporation
5, S. N. Banerjee, Road, Calcutta-700 014.

Sir,

This Deptt. has been considering for sometime past to hand over the responsibility of distribution of G. R. in Calcutta Corporation area including the newly added areas of Garden Reach, Behala and Jadavpur to Calcutta Corporation. This is in consonance with the practice of involving Gram Panchayats in the distribution of G. R. in the rural areas of the state. I am directed by order of the Governor to say that Calcutta Corporation will distribute G. R. in the aforesaid Calcutta Corporation area with effect from 1st January, 1989. In the matter of distribution of G. R. following conditions shall be observed :

- 1) The existing list of G. R. recipients, both for Old Corporation area and newly added areas, will be handed over to the Mayor, Calcutta Corporation by Director of Relief, Govt. of West Bengal. The ceiling of G. R. recipients shall be limited to the number of 750 for the Old Corporation areas and 2730 for the newly added areas. The existing list of G. R. recipients may be prepared/reviewed by the Chairman Borough Committee, Calcutta Corporation in consultation with concerned Councillors of Calcutta Corporation and while reviewing and preparing afresh a new list, the existing list of G. R. recipients shall be the basis. The G. R. recipients should, however, be in extreme destitution, almost in starving condition and should qualify for such assistance in terms of rule 126 of the Relief Manual. The list shall be approved by Mayor, Calcutta, Corporation under his own signature and office seal.
- 2) Government reserves the right to intervene if the situation so demands by bringing about the required modification in the priority list of the G. R. recipients. The list should however be reviewed once in 3 months. Nobody should be treated as permanent liability, because the condition of each G. R. recipient may change for the better after some months.
- 3) The Dy. Director of Relief, Calcutta will draw the amount to be allotted by this Department for this purpose and endorse the cheque in favour of Commissioner, Calcutta Corporation. The Commissioner, Calcutta Corporation will arrange for maintaining completely separate accounts and cash book. This fund shall never merge with general consolidated fund of Calcutta Corporation. The accounts and cash book may be inspected by an officer of this Deptt. not below the rank of Asstt. Director of Relief, Calcutta. Commissioner, Calcutta Corporation, will arrange for maintaining the muster rolls properly and preserve the

same as long as these are necessary after Audit/Inspection.

- 4) The 2nd advance of the allotted amount shall not be drawn till the 1st advance is adjusted with Muster Rolls within 60 days from the date of drawal of the bill. The muster rolls shall be countersigned by the D. D. R. Calcutta.
- 5) Distribution of G. R. shall be made in the respective Borough offices/Municipal offices with prior notice to the G. R. recipients, after appropriate identification by the Councillors of the Corporation. Distribution of Cash G. R. by money order shall not be resorted to, unless this is necessary for preservation of human life when recipients are too weak to come to the distribution centre.
- 6) Director of Relief will depute several Inspectors of Relief for rendering necessary assistance to Calcutta Corporation in the preparation of priority list, distribution of G. R. maintenance of Accounts etc. Distribution of G. R. shall be made only in presence of a Relief Officer, not below the rank of Relief Inspector.
- 7) No agency charge shall be paid to Calcutta Corporation for the services rendered by the Corporation under this Government order.

Yours faithfully,

Sd/- R. K. Midha,

Secretary to the Govt. of W. Bengal.

No. 1741/1(8)-FR

Copy forwarded for information and necessary action to :

- 1) Accountant General, West Bengal
- 2) Pay and Accounts Office Calcutta
- 3) Finance (Budget) Department of the Govt. of West Bengal
- 4) Director of Relief, West Bengal.
- 5) Deputy Director of Relief, Calcutta
- 6) Budget Cell of this Department
- 7) Audit Cell of this Department
- 8) Private Secretary to the Minister of Relief.

Calcutta,

The 19th May, 1989.

Sd/-

Deputy Secretary.

Government of West Bengal
Relief Department,
Writers' Buildings, Calcutta.

No. 12746-FR

Dated 30.10.1995.

Form : Shri S. Halder, O.S.D. & Ex-Officio Deputy Secretary to the Govt. of West Bengal.

To : The District Magistrate,
South 24-Pgs., P. O. Alipore, Calcutta-700 027

Sir,

In inviting a reference to your Office Memo No. FR/204, dated 04.08.95 and FR/273-E.N., dated 11.10.95 seeking allotment of funds towards distribution of Special G. R. in Cash among the Oil-Victims of Behala and its adjoining areas, I am directed, by order of the Governor, to say that the Governor has been pleased to sanction Rs. 93,000/- (Rupees Ninety three thousand) only from the head "2235-Social Security & Social Welfare (Social Welfare)-60-Other Social Security & Welfare Programmes-200-other programmes-Non-Plan-other ex-gratia payments-1409-Grants-in-aid/contribution" of current year's budget, towards meeting the arrear claim in respect of Special relief in lump for the period from July, 1994 to December, 1994 at the Old Scales of Special Relief in lump.

The Governor is further pleased to sanction another ad-hoc allotment of Rs. 2,37,300/- (Rupees Two lakhs thirty seven thousand and three hundred) only from the head "2235-Social Security & Welfare (Social Welfare)-6--Other Social Security & Welfare Programmes-200-Other programmes-Non Plan-other Ex-gratia payments-1409-Grants-in-aid/contribution" of current year's budget for providing Special relief in lump among those 334 (three hundred thirty four) oil-victims who have still been suffering from neurological abnormality caused by consumption of adulterated rapeseed oil, at the proposed amended rate of Rs. 300/- (Rupees three hundred) only per month for a very severely affected person, (ii) Rs. 200/- (Rupees two hundred) only per month for a severely affected person, (iii) Rs. 100/- (Rupees One hundred) only per month for a moderately affected person and (iv) Rs. 50/- (Rupees fifty) only for a mildly affected person for the period from January, 1995 to June, 1995. The disability grading mentioned here is based on the report of medical examination, copy of which has also been sent to you by H. & F. W. Deptt. Expenditure in respect of both the above allotments is hereby sanctioned. Charge will be met from the provisions under the same head of account mentioned hereinabove. Accounts and others concerned informed. Advances drawn in terms of this order should be adjusted against vouchers etc. as soon as the distribution of special relief is over. Distribution of Special relief in cash sanctioned hereinabove should be made in consultation with the concerned Member, Mayor-in-council, Calcutta Municipal Corporaion among the Oil-victims indicated above excluding those 108 (One hundred and eight) oil victims who did not turn up before the recently constituted Medical Board and those 150 (One hundred and fifty) oil-victims who have been found normal on medical examination conducted by the Medical Board. Date, time and venue of distribution should be intimated to the Director of Relief West Bengal and the Deptt. of H. & F. W. well ahead of distribution. It

may please be noted that final monthly quota of Special G. R. in kind and Special relief in lump as also the scales of special relief in lump will be fixed up as soon as the opinion of the Health & Family Welfare Deptt. in this regard is received at this end. The adjustments in respect of the allotments for the purpose for the period from July 1994 to December, 1994 may please be submitted to the Treasury immediately under an intimation to this Deptt. This has the concurrence of Finance Deptt. vide their U/O. No. Group E/335, dated 26.09.95 read with their U/O. No. Group E/347, dated 27.09.95.

Yours faithfully,
Sd/-
O. S. D. & Ex-Officio
Deputy Secretary

No. 12746/1(18)-FR, dt. 30.10.1995.

Copy forwarded for information and necessary action to :

1. Accountant General West Bengal, 18, Rabindra Sarani, Calcutta.
2. Finance (Budget) Department of this Government.
3. Finance (Group E) Department of this Government.
4. Food & Supplies Deptt. 11/A, Mirza Ghalib St., Calcutta-16.
5. Director of D. D. P. & S., 11/A, Mirza Ghalib St., Calcutta-16.
6. D. C. F. & S., South 24-Parganas, Stephen House, Calcutta.
7. Commissioner, C. M. C., 5, S. N. Banerjee Road, Calcutta-13.
8. Commissioner, Presidency Division, Calcutta.
9. Deputy Secretary, Health & Family Welfare Department.
10. Director of Relief, W. B., 103A, S. N. Banerjee Road, Calcutta.
11. Director of Information, I. & C A. Department.
12. Treasury Officer, South 24-Parganas.
13. Sabhadhipati, South 24-Parganas Zilla Parishad, P. O. Alipore, Calcutta-27.
14. P. S. to Minister-in-Charge (Relief).
15. Section Officer, Budget Cell of this Department.
16. Head Assistant Audit Cell of this Department.
17. A. G., W. B. (Audit-I), Brabourne Road, Calcutta-1.
18. A. G. W. B. (A. & E.), Treasury Buildings, Calcutta-1.

Sd/-
O. S. D. & Ex-officio
Deputy Secretary.

Government of West Bengal
Relief Department,
Writers' Buildings, Kolkata.

No. 628 (18) FR

Dated the 19th March, 2002.

From : Shri S. K. Deb, I. A.S.
Joint Secretary, Govt. of West Bengal.

To : The District Magistrate
P. O. & Dist.....Pin.....

Sir,

I am directed by order of the Governor to state that in view of all round increase in operational cost of G. R. cereals in this State due to price hike of diesel and difficulties faced by the Storing Agents/GR Distributors/GR Dealers in transporting food-grains for GR Distribution System, it has become necessary to enhance and also to rationalise transport rebate allowed to Storing Agents/GR Distributors/GR Dealers.

The Governor is, therefore, in supersession of all G. O.s issued earlier in this respect for all M. R., S. R., riverine areas of North & South 24-Parganas, Hill areas of Darjeeling District and areas within Purba Medinipur & Paschim Medinipur, Uttar Dinajpur & Dakshin Dinajpur Districts, pleased to allow the Transport Rebate at the following rates to the abovementioned distributors/storing agents dealers of aforesaid areas of West Bengal with effect from the date of issue of this order :

- I. For all areas of M. R. & S. R. other than riverine areas of North & South 24-Pgs., areas within Midnapore, Uttar Dinajpur & Dakshin Dinajpur Districts and Hill areas of Darjeeling District.
- | | |
|--|--|
| a) For any distance upto first 8kms. from feeder godowns | Rs. 9.08 (Rupees nine and paise eight) per qtl. |
| b) For any distance beyond 8kms. from feeder godowns upto 40 kms. | @ 58 paise per qtl. per km. subject to a maximum of Rs. 20.68 (Rupees twenty and paise sixty-eight) per qtl. including the basic rate of Rs. 9.08 per qtl. |
| c) For any distance beyond 40 kms. from feeder godowns upto 60 kms. | @23 paise per qtl. per km. subject to a maximum of Rs. 22.98 (Rupees twentytwo & paise ninety eight) per qtl. including Rs. 20.68 for first 40 kms. |
| d) For any distance beyond 60 kms. from feeder godowns upto 120 kms. | @15 paise per qtl. per km. subject to a maximum of Rs. 31. 98 (Rupees thirtyone & paise ninety eight) per qtl. including Rs. 22.98 for first 60 kms. |

- e) For any distance beyond 120 kms. from feeder godowns @10 paise per qtl. per km. in addition to Rs. 31.98 (Rupees thirty one & paise ninetyeight) for the first 120 kms.

II. Reverine areas of North & South 24-Pgs. involving transhipment.

- a) For any distance upto 8 kms. from feeder godowns Rs. 17.08 (Rupees seventeen & paise eight) (Rs. 9.08+8.00) for transhipment per qtl.
- b) For distance beyond 8 kms. the rates laid down in sub-para (b),(c), (d) & (e) of para I above shall be applicable in addition to Rs. 8.00 per qtl. for transhipment.

III. Hill areas of Darjeeling District.

- a) For any distance upto 10 kms. from feeder godowns. Rs. 9.50 (Rupees nine & paise fifty) per qtl.
- b) For any distance beyond the first 10 kms. from feeder godowns. Rs. 1.06 (Rupees one & paise six) per qtl. per km. in addition to Rs. 9.50 for the first 10kms.

IV. Areas within Purba Medinipur, Paschim Medinipur, Uttar Dinajpur & Dakshin Dinajpur Districts.

- a) For any distance upto first 8kms. from feeder godowns Rs. 9.08 (Rupees nine and paise eight) per qtl.
- b) For any distance beyond the first 8kms. from feeder godowns upto a distance of 60 kms. @ 58 paise per qtl. per km. subject to a maximum of Rs. 23.65 (Rupees twentythree and paise sixty-five) per qtl. including the basic rate of Rs. 9.08 per qtl. for the first 8 kms.
- c) For any distance beyond 60 kms. from feeder godowns upto 120 kms. @15 paise per qtl. per km. subject to a maximum of Rs. 32.65 (Rupees thirtytwo & paise sixty-five) including the basic rate of Rs. 23.65 for the first 60 kms.
- d) For any distance beyond 120 kms. from feeder godowns. @10 paise per qtl. per km. in addition to Rs. 32. 65 per qtl. for the first 120 kms.

Yours faithfully,

Sd/-

Joint Secretary to the Govt. of
West Bengal.

No. 628(18)/1(50)FR dated 19.3.2002

Copy forwarded for information and necessary action to the :

- 1) A. G.W. B., 18, Rabindra Sarani, Kolkata-700 001. (audit-II)
- 2) Finance (Group E) Deptt. of the Govt.
- 3) Finance (Budget) Deptt. of this Govt.
- 4) Internal Audit Wing, Todi Mansion, 8th floor, P-15, India Ex. Place extn, Kolkata-700 073.
- 5) Commissioner,.....Division,
P.O.....Dist.....Pin.....
- 6) Director of Relief, West Bengal, Tran Bhavan, 87A, S. N. Banerjee Rd. Kol-700 014.
- 7) Food & Supplies Deptt. of this Govt. 11A, Mirza Ghalib St., Kolkata700-087.
- 8) Panchayat Deptt. of this Govt.
- 9) Development & Planning Deptt. of this Govt.
- 10) Sabhadhipati,.....Zilla Parishad,
P.O.....Dist.....Pin.....
- 11) P. S. to M. I. C. (Relief)

Sd/-

Joint Secretary.

Government of West Bengal
Relief Department,
Writers' Buildings, Kolkata.

No. 629-FR/RL/N/II
5F-11/88

Dated the 19.3.2002.

From : The Jt. Secretary to the Govt. of West Bengal.
To : The District Magistrate, Darjeeling
P. O. & Dist. Darjeeling
Pin.

Sub : Sanction of transport rebates at special rates for rice and wheat to G.R. dealers of hill areas of Darjeeling District.

Sir,
In continuation of this Deptt. Order No. 1964(17) FR dt. 29/9/1999 regarding transport rebate allowable to the Storing Agents/G.R. Distributors/Dealers, I am directed by order of the Governor to state that in view of the peculiar climatic condition and difficulty in communication in hill areas of Darjeeling District, the Governor has further been pleased to accord sanction, in addition to the transport rebate, a loading and unloading charge @ Rs. 1.15 (Rupee One and paise fifteen) only per quintal to the modified ration dealers in this area which will be included in their special transport rebate.

This order will take immediate effect.

Yours faithfully,
Sd/-
Joint Secretary.

No. 629/1 (8)-FR

Dated the, 19th March, 2002.

Copy forwarded for information and taking necessary action to—

- 1) The A. G. (A &E), W. B.
- 2) Finance (Gorup E) Deptt.
- 3) The Finance (Budget) Deptt.
- 4) The Dy. Commissioner, Darjeeling.
- 5) The Chief Executive Officer, D.G.H.C.
- 6) Private Secy. to the M.I.C. (R)
- 7) Jt. Secretary (T), F & S Deptt.
- 8) Internal Audit Wing, TODI MANSION, 8th Floor,
P-15, India Exchange Place Extension, Kolkata-73.

Sd/-
Jt. Secretary.

Government of West Bengal
Relief Department
Writers' Buildings :: Kolkata-1.

No. 2070(18)-FR / 7M-59 / 02

Dated, the 7th. October 2002.

From: The Deputy Secretary to the Govt. of West Bengal.
To : All District Magistrates.

FAX NO.....

MEMORANDUM

In order to ensure timely distribution of Normal G.R., the Governor has been pleased to authorise the District Magistrates to draw the amount, allotted on Normal G.R. Account, in advance in a.c. bill subject to the fulfillment of the following conditions: -

- i). That the advance so drawn should, in no case, remain unadjusted for a period exceeding 60 (sixty) days;
- ii). That allotment of fund on normal G.R. account for a period will not ordinarily be made available unless a report confirming the adjustment of the previous advance drawn for the purpose, is received by this Department.

This order is issued with the concurrence of the Finance Department vide its U/O No. Group - E/86 dt. 10.9.2002 read with U/O No. 2098 / Group - T dt. 9.9.2002.

Sd/ N.N.Das.
Deputy Secretary.

No. 2070/1(18)-FR

Date 7.10.02.

Copy forwarded by post in confirmation to the District Magistrate,

Sd/
Deputy Secretary.

No. 2070 / 2(47) – FR

Date 7.10.02.

Copy forwarded for information and necessary action to the: -

1. A.G.,W.B. (Audit), 4,Brabourne Road, Kolkata – 1
2. Finance (Budget) Dept. of this Govt.
3. Finance (Group E) Dept. of this Govt.
4. Internal Audit Wing, Finance Department, TODI MANSION, 8th. Floor, P – 25, India Exchange Place Extension, Kolkata – 73.
5. Commissioner,..... Division.
6. Treasury Officer.....
7. Savadhipati....., Zilla Parishad.
8. Director of Relief, West Bengal, Tran Bhavan, 87A-S.N.Banerjee Road, Kolkata – 14.
9. S.O. Audit Cell of this Department.
10. S.O. Budget Cell of this Department.
11. P.S. to M. I. C., Department of Relief.
12. Chief Executive Officer, Darjeeling Gorkha Hill Council.

Sd/
Deputy Secretary.

Government of West Bengal
Relief & Welfare Department, Relief Branch
Writers' Buildings, Calcutta.

No. 19311 (18) – FR/
8P-3/85

Dated the 31st July, 1985.

From : Shri R. K. Midha,
Secretary, Govt. of West Bengal.

To 1) The District Magistrate
.....
2) The Commissioner
....., Division.

Sub : Procedure for processing and distribution of Economic Rehabilitation Grant and Artisans' Grant out of funds provided by the Relief & Welfare (Relief) Department.

Sir/Madam,

I am directed by order of the Governor to say that the Governor has been pleased to give the following directions, in supersession of all earlier orders regarding processing and disbursement of grants under the Economic Rehabilitation Scheme as also grants to distressed artisans out of allocation of funds made by the Relief & Welfare (Relief) Department.

(1) The Block Development Officer-cum-Executive Officer of each Panchayat Samity should obtain applications for Economic Rehabilitation Grant and Artisans' Grant in the prescribed form through the Prodhan of the concerned Gram Panchayat suo motu. In the former case, the Gram Panchayat should make a preliminary enquiry and forward the application with its recommendation to the Block Development Officer-cum-Executive Officer of the Panchayat Samity. On receipt of such applications, the Block Development Officer-cum-Executive Officer, Panchayat Samity should make necessary enquiry through the Inspectors of Relief and other officers-under him. The assistance of the Gram Panchayat may be taken during the enquiry. After enquiry, the Block Development Officer-cum-Executive Officer, Panchayat Samity should prepare a report indicating the history of each case and the findings of enquiry and send a copy of the said report along with the application forms in original to the concerned Sub-Divisional Officer duly countersigned by the Sabhapati, Panchayat Samity. The cases should be processed within one and half a months of the receipt of applications.

(2) On receipt of such documents indicated at para (1) above from the Block Development Officer-cum-Executive Officer, Panchayat Samity, the Sub-Divisional Officer should scrutinise the applications and the reports and submit all documents to the District Magistrate after countersigning the same along with his

recommendations. The Sub-Divisional Officer may also cause enquiry into any case, if he considers it necessary. Submission of all documents to the District Magistrate by the Sub-Divisional Officer should be made positively within three weeks from the date of receipt of the same from the Block Development Officer-cum-Executive Officer, Panchayat Samity.

(3) On receipt of the documents from the Sub-divisional Officer (s) with his/their recommendations, the applications and other documents should be scrutinised in the Collectorate and placed before the Screening committee already set up in terms of G. O. No. 89 (18)-FR dated 15th January, 1985 for scrutinising House-building grant cases. The function of the Screening Committee will henceforth be to scrutinise all proposal for Economic Rehabilitation Grant as well as Artisans' Grant and to furnish its recommendations in each case to the District Magistrate along with a list of deserving cases in order of priority. The Committee should process the cases expeditiously so that the distressed persons receive assistance within three months from the date of submission of their applications for such assistance.

(4) For the purpose of obtaining allotment of funds from Government, the District Magistrate on the basis of the recommendations of the above committee shall submit specific proposals to Government for the purpose with the following information separately for Economic Rehabilitation Grant and Grants to Artisans :

- (a) Total number of applications received
- (b) Total number of cases recommended ;
- (c) Total number of cases sanctioned and disbursed prior to the present proposal ;
- (d) Total amount disbursed during the current financial year upto the date of his report
- (e) Amount available, if any, out of previous allotment ; and
- (f) Further amount required

A copy of the said proposal should also be endorsed to the Commissioner of Division for information.

(5) On receipt of funds from Government, the District Magistrate may sanction fund in each case after considering the recommendations of the Screening Committee on each case as also taking into account funds allotted to him by Government for the purpose. The District Magistrate may sub-allot funds to the Sub-divisional Officer, who in his turn, prepare necessary bill for each Block and endorse the same to the concerned Block Development Officer-cum-Executive Officer, Panchayat Samity for drawal and disbursement.

(6) Disbursement in all cases should be made by the Block Dev. Officer-cum-Executive Officer, Panchayat Samity in the presence of the concerned Pradhan of the Gram Panchayat or his authorised representative who will identify each individual recipient.

(7) Procedure for processing such cases in areas not under the Panchayats may be followed in accordance with the guidelines issued in G. O. No. 89 (18)0FR dated 15th January, 1985

(8) In Calcutta, the Director of Relief after receiving such applications should get them enquired by the

Inspectors of Relief under his disposal. After enquiry, he should submit all the applications along with the enquiry reports with his recommendations and an abstract with item wise information enumerated at items (a) to (f) in paragraph (4) above to the Deptt. for scrutiny. Requisite funds will thereafter be made available to him, according to availability of resources, for disbursement.

(9) The aforesaid procedure for sanction and disbursement of Economic Rehabilitation Grant and Grants to artisans has the concurrence of Fin. Deptt. vide that Deptt. U/O. No. Group E/793 dt. 16.7.85.

Yours faithfully,
Sd/-
Secretary to the Govt. of West Bengal.

No. 19311(18)/1(3)-FR 31.7.1985.

Copy forwarded for information and guidance to :

- 1) Sabhadhipati of.....Zilla Parishad.
- 2) Sub-Divisional Officer.....Dist.....
- 3) Director of Relief, West Bengal, 103A, S. N. Banerjee Road, Calcutta.

Sd/-
Secretary.

No. 19311(18)/2(4)-FR 31.7.1985.

Copy forwarded to :

- 1) Fin. Deptt. of this Govt.
- 2) Financial Advisor of this Deptt.
- 3) Panchayats & C.D. (Panchayats) Department.
- 4) Home (P & A. R.) Deptt.
for information.

Sd/-
Secretary.

Government of West Bengal
Relief Department,
Writers' Buildings, Calcutta.

No. 673-FR/7F-2/95

Dated the 18.01.1996.

From : Sri D. K. Ghosh, Asstt. Secretary
To : The Accountant General, (Audit)-II, W. B.,
18, Rabindra Sarani, Calcutta-1

Sub : E. R. Grant.

Sir,

In cancellation of this Deptt's G. O. No. 228-FR dt. 5.1.96 I am directed by the order of the Governor to say that the Governor, in modification of this Deptt's G. O. No. 7096-FR dt. 31/3.92, and G. O. No. 14872-FR dt. 13/8/92, has been pleased to accord sanction to the revision of the quantum of grant under the Economic Rehabilitation (General) scheme and Economic Rehabilitation to destitute Ex-T. B. patient scheme as follows with immediate effect :

E. R. Grant (General Scheme for destitute family)

	<u>Existing rate</u>	<u>Revised rate</u>
a) Quantum of grant to each individual	Not exceeding Rs. 750/- per beneficiary	Not exceeding Rs. 1000/- per beneficiary
b) Quantum of grant for purchase of sewing machine	Not exceeding Rs. 1500/- per beneficiary	Not exceeding Rs. 2000/- per beneficiary

E. R. Grant to Ex-T. B. patient scheme

a) Quantum of grant to Ex-T. B. patient	Not exceeding Rs. 850/- per beneficiary	Not exceeding Rs. 1000/- per beneficiary.
b) Quantum of grant for purchase of sewing machine	Not exceeding Rs.. 1500/- per beneficiary	Not exceeding Rs. 2000/- per beneficiary.

The monthly income ceiling for determining the destitute character of a family for its being eligible for the Grant should remain unchanged as provided in G. O. s referred to above.

This order issues with the concurrence of Finance Deptt. vide their U. O. No. Group-E 448 dated 20.12.95.

Yours faithfully,
Sd/-
Joint Secretary.

No. 673/1(85)-FR, dt. 18.1.1996.

Copy forwarded for information and necessary action to the :

1. The District Magistrate.....
2. The Director of Relief, West Bengal,
103A, S. N. Banerjee Road, Calcutta-14.
3. The Commissioner
4. Finance (Budget) Department.
5. Director of Treasuries and Accounts,
6. The Pay & Accounts Officer, Calcutta Pay & A/cs. Office,
81/2/2/, Phears Lane, Calcutta-12.
7. Sabhadhipati,..... Zilla Parishad,
8. The Treasury Officer.....
9. The Chief Inspector of Relief.....
10. District Relief Officer.....
11. Budget Cell /Guard file of this Deptt.

Sd/-
Assistant Secretary

Government of West Bengal
Relief Department,
Writers' Buildings, Calcutta.

No. 5068-FR/WB/X/IX/7F-14/96

Dated the 25th July, 1996.

From : Sri S. Halder, Officer on Spl. Duty & Ex. Officio Deputy Secretary to the
Govt. of West Bengal.

To : The Accountant General, (Audit)-II, W. B.,
18, Rabindra Sarani, Calcutta-1

Sub : Economic Rehabilitation Grant to destitute family and destitute Ex. T. B.
Patient in the State of West Bengal.

Sir,

In supersession of this Deptt's G. O. No. 14872-FR dated 13th August, 1992 and in continuation of this Deptt's No. 673-FR dt. 18.1.96 on the above subject, I am directed by order of the Governor, to say that the Governor has further been pleased to accord approval to the revision of monthly income ceiling for determining the destitute character of a family for its being eligible for E. R. Grant from Rs. 500/- (Five hundred) only to Rs. 1000/- (one thousand) only

This order will be effective from the date of issue of this order.

This order issues with the concurrence of Finance deptt. Vide their U. O. No. Group-E 103 dated 19.7.97.

Yours faithfully,

Sd/-
O.S.D. & Ex-Officio
Deputy Secretary.

No. 5068/1(50)-FR, dt. 25.7.1996.

Copy forwarded for information and necessary action to :

1. The District Magistrate.....
2. The Director of Relief, West Bengal.
3. The CommissionerDistricts.
4. Finance (Budget) Department.
5. Director of Treasuries and Accounts,
6. The Pay & Accounts Officer, Calcutta Pay & A/cs. Office, 81/2/2/, Phears Lane, Calcutta-12.
7. Dy. Director of Relief, W. B.
8. Sabhadhipati,..... Zilla Parishad,
9. The Treasury Officer.....Dist.
10. The Chief Inspector of Relief.....Dist.
11. District Relief Officer.....Dist.
12. Budget Cell /Guard File of this Deptt.

Sd/-
O.S.D. & Ex-Officio
Dy. Secretary

Government of West Bengal
Department of Relief
Writers' Buildings, Calcutta.

No. 2954(32)-F.R.

Dated, Calcutta, the 8th September, 1989.

From : Shri D. K. Ghoshal, Dy. Secretary to the Govt. of West Bengal.

To All District Magistrates, Sabhapaties & Zilla Parishad

Sub : Rules and regulations regarding issue of Exemption certificate to the Voluntary organisations of the state.

Sir,

You are aware voluntary organisations often pray for exemption from Customs duty in respect of relief goods imported from abroad. I am directed to say that the following principles and guidelines will be followed in this matter –

- 1) The Exemption Certificate shall be issued only by the Department of Relief and Welfare, after due enquiry either by the Director of Relief or by the District Magistrate, in case, it is considered necessary.
- 2) The enquiry report should contain a specific report on general performance of the concerned voluntary organisation bonafides of the organisation, Utilisation of articles received earlier from abroad, audit report, whether licence given to the organisation under the appropriate Act. or Rules by the appropriate authority.
- 3) The petitioner organisation shall undertake to distribute the articles received in areas and to the beneficiaries in consultation with the Director of Relief in Calcutta and District Magistrate/Sabhadhipati Zilla Parishad/Sabhadhipati Panchayat Samity in the Districts.
- 4) The articles received shall not be distributed by the organisation without prior intimation to the DM/ S. D. O./B. D. O. in the districts and the Director of Relief in Calcutta. A representative of the D. M./S. D. O./ B. D. O. and the Director of Relief may remain present at the time and place of distribution.
- 5) If used clothings or garments are imported from outside India, these should be fumigated and hygienically made safe in presence of an expert and a certificate to this effect shall be given by this organisation before these articles are imported to India.
- 6) The applicant organisations shall submit their prayer for exemption certificate at least three months before the expected date of arrival of the consignment. This is necessary for completion of required enquiry before exemption certificate is granted by this Deptt. The applicant organisation shall indicate the number/ quantity of articles likely to be received. The applicant organisations shall also be registered in the appropriate Deptt.
- 7) The Distribution Certificate/Utilisation Certificate shall ordinarily be submitted within one year from the date of receipt of the articles or earlier, if any earlier date is not mentioned in the exemption certificate. In the event of failure of the recipient organisation to submit utilisation/distribution certificate, duly

countersigned by authorised officer, customs authority should realise full customs duty from the concerned organisation in respect of the articles imported into India, with prior intimation to this Deptt., District Magistrate, and the Director of Relief.

8) In case, any medicine is imported from a broad, the desirability or validity of such medicine imported should be checked up by a competent official of the Health and Family Welfare Deptt., an officer not below the rank of Sub-divisional Medical Officer in the districts and Asstt. Director of Health Services or Presidency Surgeon or any medical officer of any of the Govt. Hospital in Calcutta. The importing organisation shall also produce such fitness certificate from the donor countries,

9) Usual restrictions prohibiting distribution of such imported articles in the tribal areas of all the districts of the state shall remain inforce until further orders. Even, if, these articles find their way to the tribal areas of all districts of the state through some other indigeneous or local voluntary organisation, this shall not be allowed.

10) Whenever such organisations will apply for any grant from the Social Welfare Branch of this Deptt., it shall be verified whether these organisations have received any foreign aid, in kind or cash, for running the programme for which financial grant is prayed for in the Social Welfare Branch of this Deptt. The applicant organisation should submit a clear report on this point which should be verified during enquiry.

Yours faithfully,

Sd/- D. K. Ghoshal,
Deputy Secretary.

No. 2954/1(3)-FR Dt. 08/09/89.

Copy frowarded for information and necessary action to the –

- 1) Director of Relief, West Bengal, 103A, S. N. Banerjee Road, Calcutta-700 014.
- 2) Director of Social Welfare, West Bengal, 45, Ganesh Ch. Avenue, Cal.
- 3) Social Welfare Branch of Relief and Welfare Deptt. Special attention is drawm to guideline No. 10 above.

Government of West Bengal
Relief & Welfare Department, Relief Branch
Writers' Buildings, Calcutta.

No. 3387 (17) FR
6F-32/89

Dated Calcutta, the 2nd Nov., 1989.

From : Shri D. K. Ghoshal,
Dy. Secretary to the Govt. of West Bengal.

To 1) The District Magistrate.....
2) Director of Relief, West Bengal, 103A, S. N. Banerjee Rd., Cal.

Sub : Instructions in connection with expenditure of relief contingent fund.

I am directed to say that Relief & Welfare Deptt. allots funds to you as relief contingency to enable you to meet incidental expenditure connected with rescue and relief operations. In G. O. No. 21884 (14)-FR dated 27.5.87 necessary guidelines were given as to the items of expenditure to be met from fund on account of contingency. Many instances have come to the notice of Govt. where departure from the above Guidelines was made. I am accordingly directed to intimate in supersession of G. O. No. 21884(14)-FR dated 27.5.87 that henceforth relief contingency should be utilised for the following purposes only.

- 1) Transport Charges can be met at the rate approved by Govt. or when approval by Govt. is not possible, at the rate approved by District Magistrate (in the case of District) for goods moved on relief account, when normal transport charges at the approved rate cannot be claimed from the Govt. under the appropriate head of transport charges because of the emergency situation. Even if, the members of the Panchayat Bodies or other agencies arrange for transport, in Govt. approved rates or rates approved by the District Magistrate (in the case of District) should be paid after observing due formalities.
- 2) Hiring charges of boats or transport deployed for rescue of marooned people or transport of foodgrains for urgent relief purposes can be met from this. The hire charges of boats/transport should be fixed at the rates approved by the Govt., if available or by the District Magistrates (in the case of District). The number of boats hired should be justified by the number of persons actually rescued and trips made for such purpose or for carrying foodstuff. There should be a log book for such use of transport and boats .
- 3) Reasonable expenditure, may be incurred at the rate approved by the Govt. if available, or by the District Magistrate, for disposal of corpses or carcasses, if fund from concerned deptts. are not immediately available. Very urgent office expenses like purchase of papers etc. are also allowed provided such expenditure is connected directly with relief and rescue operations. Contingent expenditure is allowed for maintaining sanitation in relief camps. Maintenance of sanitation in relief camps should be the concern of Health and F. W. Deptt. However, in case if Health or P.H.E. Department does not readily intervene, very urgent expenditure for the purpose of preventing spread of epidemic may be undertaken.
- 4) Purchase of dry food like Chira, Gur etc. after observing financial rule or rules for emergency purpose, is allowed.
- 5) Cost of light and pretty appliances like buckets, shovels etc. is also allowed.

6) It is reiterated once again that expenditure on account of hiring of W. B.Y. Car purchases of Xerox machine or Type-Writers, purchase of office furniture, payment of tiffin bills, Repair of Office Buildings etc. should be strictly forbidden under this item of expenditure. Justification for expenditure of relief contingency should always lie in the number of persons actually rescued and sheltered in Relief Camps.

Yours faithfully,
Sd/-
Deputy Secretary.

No. 3387/1(3)-FR

Copy forwarded to the Commissioner-
Division for information.

Dated, Calcutta,
The 2nd Nov., 1989.

Sd/-
Deputy Secretary.

Government of West Bengal
Department of Relief
Writers' Buildings, Calcutta.

From : Sri S. Halder, O. S. D. & E. O. Deputy Secretary

To : The District Magistrate,
.....

2. The Director of Relief, West Bengal,
103A, S. N. Banerjee Road, Calcutta-14.

3. Commissioner,.....Division

No. 1647(21)-FR/7M-54/95

Dated 14.02.96.

Sub : Scales of different items of relief assistance.

Sir,

I am directed by order of the Governor to say that a proposal for revision of existing scale of Cash dole has been under consideration of Government for some time past.

Now in cancellation of Relief & Welfare Deptt. (Relief) order no. 37416(16) FR dt. 2.10.86 the Governor has been pleased to sanction enhancement of the scale of cash dole under item no. 1 (b) (ii) of that order as given below. The Governor has also been pleased to sanction the scales of other items of relief assistance indicated therein as detailed below :

Sl. No.	Item	Scales of Relief
1. (a)	Gratuitous Relief	
	Ex-gratia payment for loss of a limb or both eyes.	Rs. 2500/- (Rupees two thousand five hundred) only per head.
(b)	Relief to the old, infirm, destitute children and persons coming under rule 126 of the manual for Relief of Distress for subsistence of life	(i) When issued entirely in kind 12 (twelve) kg. of foodgrains per adult per month and for a child 1/2 (half) of this rate ; (ii) When issued entirely in cash, Rs. 60/- (Rupees sixty) only per adult per month and for a child 1/2 (half) of this rate ; (iii) When G. R. in kind is given in wheat, small cash grant shall be Rs. 4/- (Rupees four) only per adult per month and when given in kind other than wheat small cash grant shall be Re. 1/- (Rupee one) only per adult per

(c) Relief Camps.

month and 1/2 (half) of this rate for a child.

Rs. 4/- (Rupees four) only per head per day including cost of temporary shelter fuel and other costs involved in cooking and transport cost from the nearest relief godown to the relief camps. In case, cooked food is not supplied, the scale should be as at (b) above plus cost of temporary shelter.

(d) Clothings & utensils for families whose houses have been washed away.

Rs. 100/- (Rupees one hundred) only for cloth ings and Rs. 100/- (Rupees one hundred) only for utensils per family.

dred)

2. Assistance for repair/restoration of damaged houses due to natural calamities and fire.

- i) Relocation and construction Rs. 1000/- (Rupees one thousand) only per family.
- ii) Construction of a fully damaged house Rs.1000/ (Rupees one thousand) only per family.
- iii) Repair of partially damaged house Rs. 500/- (Rupees five hundred) only per family.

(ii) & (iii) Already mentioned in G. O. No. 8924(17) FR dt. 29.7.93 .

3. The scale of ex-gratia payment to families of deceased presons (Rupees twenty thousand) only per death case vide the G. O. No. 12918 (40) FR dt. 2.11.95 shall remain unaltered.

4. This order issues with the concurrence of the Finance Deptt. vide their U. O. No. Group E-532 dt. 6.2.96.

5. Accounts are being informed.

Yours faithfully,

Sd/-

O. S. D. & E. O. Deputy Secretary.

No. 1647/1(40) FR dt. 14.2.96

Copy forwarded for information to the—

1. A. G. (A & E.) W. B., 2, Govt. Place (West) Calcutta-700 001.
2. A. G., W. B. (Audit-II), 18, Rabindra Sarani, Calcutta-700 001.
3. Finance (Group-E) Deptt. of this Govt.
4. Finance (Budget) Deptt. of this Govt.
5. Sabhadhipati,.....Zilla Parishad.
6. Treasury Officer,.....
7. Director of Information, I. & C. A Deptt. of this Govt.

Sd/-

Government of West Bengal
Relief Department,
Writers' Buildings, Calcutta.

From : Shri K. Routh,
O.S.D. & Ex-Officio Dy. Secretary,
Govt. of West Bengal.

To : The District Magistrates (all)

FAX MESSAGE

No. 530(17)-FR

Dated the 19th March, 1999.

Refer to this Department's Fax Message number 2739-FR dtd. 7/11/97 regarding furnishing of monthly report on stock position of Relief Articles lying at your district godown. Now you are requested to send the same report fortnightly instead of monthly to this Department regularly. This may be treated as extremely urgent.

Yours faithfully,

Sd/- (K. Routh)
O. S. D. & Ex-Officio
Deputy. Secretary.

Government of West Bengal
Department of Relief
Writers' Buildings, Calcutta-700 001.

No. 2664 (40)-FR

Date : 11.10.2000.

From : Shri D. Saha, W. B. C. S. (EXE.)
O.S.D. & Ex-Officio Deputy Secretary to the Govt. of West Bengal.

To : The District Magistrates (All)
The Sabhadhipatis (All).....Zilla Parishad
The Commissioners (All).....Division.

Sub : Revised procedure to be followed for distribution of Relief materials including Spl. G. R./Tarpaulin/Garments in the aftermath of flood emergency prevailing in the state.

Sir,

In view of the unprecedented flood emergency, in order to ensure speedy and smooth distribution of relief materials, I am directed to state that the Governor has been pleased, after careful consideration, to direct that henceforth for each Gram Panchayat, a joint team comprising of one representative of Panchayat Samity, one representative of the B. D. O. and one representative of the Gram Panchayat concerned shall be in charge of distribution of relief materials including Spl. G. R., Milk Powder, Tarpaulins, Clothings etc. within the Gram Panchayat. The said Committee shall be incharge of

- i) Preparation of list of affected persons/families in respect of each item of relief materials to be distributed ;
 - ii) Distribution of materials received for that Gram Panchayat ;
 - iii) Submission of utilisation certificates in respect of the items distributed to the beneficiaries along with muster rolls duly countersigned by each member of the joint inspection team to the B. D. O. forthwith.
2. Distribution of Special G. R. will of course, follow the usual practice of issuing delivery orders signed by the B. D. O. on the basis of priority list drawn up by the abovementioned team and submitted to the B. D. O.
3. For municipal areas, a joint team comprising of a representative of the S. D. O. and a representative of the municipality shall perform the same functions and be vested mutatis mutandis with similar powers.
4. This order is issued in supersession of all earlier such orders issued in this respect.

5. This order is issued with the concurrence of Finance Deptt. vide their U. O. No. Group E No. 190 dt. 10.10.2000.

Yours faithfully,
Sd/-
O.S.D. & Ex-Officio Dy. Secretary
to the Govt. of West Bengal.

No. 2664/1(16)-FR

Dt. 11.10.2000

Copy forwarded for information to the—

- 1) Panchayat and Rural Development Deptt. of this Govt.
- 2) Municipal Affairs Deptt. of this Govt.
- 3) Finance (Group E) Deptt. of this Govt.
- 4) Director of Information, I & C. A. Deptt. of this Govt.
- 5) P. S. to M. I. C. (Relief).
- 6) P. A. to Principal Secretary (Relief)
- 7)Cell of this Deptt.

Sd/-
O.S.D. & Ex-Officio Dy. Secretary
to the Govt. of West Bengal.

Government of West Bengal
Relief Department,
Writers' Buildings, Kolkata.

No. 608(15)-FR

Dated the 8th March, 2001

From : RELSWEL : KOLKATA

To : THE DISTRICT MAGISTRATE
(Except The D. M. Howrah and South 24-Parganas)

WIRELESS

Rescue and Relief operation, as and when are required ; in the event of flood makes it necessary to hire boats with boatmen at the District level. Since daily wages and prices of Essential Commodities have gone up and due to existing rates of hiring charges of boats including boatmen it has become very difficult for the district authority to procure sufficient number of boats during exigencies, the proposal for revision of rates of hiring charges of boats including boatmen has been considered by the State Government . Accordingly in modification of this Department's No. 38-FR dtd. 8.1.99 the Governor has been pleased to sanction the raising of the rates of hiring charges of boats including boatmen to be used in Rescue and Relief operation in the event of flood in the district of this state as indicated herein below :

Size of Boats	Revised rates of Boat
i) Small size Boat	Rs. 113/- (Rupees one hundred thirteen) only per Boat per day
ii) medium size Boat	Rs. 140/- (Rupees one hundred forty) only per Boat per day.
iii) Large size Boat	Rs. 175/- (Rupees one hundred seventy five) only per Boat per day.
iv) Extra large size Boat	Rs. 350/- (Rupees Three hundred fifty) only per Boat per day.

No other payment towards hiring of boats will be entertained in any case. This order issues with the concurrence of the Finance Department vide their U. O. No. Group E 24 dtd. 26.2.2001. The Accountant General West Bengal is being informed. This order will take effect from 1.4.2001.

To
The Register,
West Bengal Police Directorate
Writers' Buildings, Kolkata-700 001.

Please transmit the above message through Wireless at once.

No. 608/1(15)-FR

Dated, the 8th March, 2001.

Copy forwarded, by post, to the District Magistrate.....in confirmation.

Yours faithfully,
Sd/-
Joint Secretary.

No. 608/2(11)-FR, dt. 8th March, 2001.

Copy forwarded for information to the.:

1. Commissioner.....Division.
2. Accountant General (A & E), West Bengal, 2, Govt. Place (West), Kolkata-700 001.
3. Accountant General (Audit-II), West Bengal, 18, Rabindra Sarani, Kolkata-700 001.
4. Finance (Budget) Department of this Govt.
5. Finance (Group E) Department of this Govt.
6. Transport Department of this Govt.
7. Home (Civil Defence) Department of this Govt.
8. Sabhadhipati,..... Zilla Parishad,
9. Finance (Internal Audit Wing) Department of this Govt.
Todi Mansion, 8th floor, P-15, India Exchange place Extn., Kolkata-700 073.
10. P. A. to Chief Secretary of this Govt.
11. P. A. to Principal Secretary, Relief.

Sd/-
Joint Secretary

Government of West Bengal
Relief Department,
Writers' Buildings, Kolkata.

No. 1890 (17)-FR
6S-4/2001

Date : 12th Sept. 2001.

From : Shri N. N. Das, (EXE.)
OSD & E.O. Dy. Secretary

To : The District Magistrate,
.....

Sub : Proposal for construction of District/Sub-division/Block Relief Godowns/
Stores

Sir,

I am directed to say that in the cases of proposals for construction of District/Sub-division/Block Relief Godowns/Stores, the Govt. in Relief Deptt. imposes the following restrictions considering its limited resources :

	Approximate plinth area	Fund be allotted by Govt. upto
a) District Relief Godown/Stores	1000 sq. ft.	Rs. 5.00 lakh
b) Sub-Division/Block Relief Godown/Stores	600 sq. ft.	Rs. 3.00 lakh

In doing so, I am directed to request you kindly to arrange to submit this department separately the following information while submitting any proposal for constructin/reconstruction/repair of District/ Sub-division/Block Relief Godown/Stores.

- i) Position of the existing Relief Godown ;
- ii) Reasons behind submission of the present proposal ;
- iii) Plinth area & floor/carpet area of the proposed construction/re-construction ;
- iv) Quantity of relief materials that may be stored if the proposed scheme is implemented ;
- v) Cost involvement in the proposal and the source for meeting up the additional cost beyond Rs. 5.00 lakh (for District)/Rs. 3.00 lakh (for Sub-division & Block) if any.
- vi) Whether at least two copies of the vetted plan & Estimates (out of which at least one must be in original) have been submitted ?
- vii) Who will be the executing agency of the scheme ?

Yours faithfully,

Sd/-

OSD & E.O. Dy. Secretary.

Government of West Bengal
Relief Department
Writers' Buildings :: Kolkata-1.

From: - Sri N.N.Das, WBCS (Exe.).
Deputy Secretary.

To: - The District Magistrate (All)

FAX MESSAGE

No. 969(18)-FR

Dated, 30. 4. 2002.

Sub: - Submission of report on stock position of relief materials as they stood on 1st. day of every month at Blocks and Sub-Divisions level.

Sir,

With reference to the above noted subject, I am directed to request you to kindly submit the report on stock position of relief materials stored at Blocks and Sub-Divisions level as those stood on 1st. day of every month and to ensure that such consolidated report (for Blocks and Sub-Divisions) from your district should reach this Department by 10th. of that month for taking necessary action from this end..

It may kindly be noted that such monthly report is in addition to the existing system of submission of regular fortnightly report on stock position of relief materials at district godowns vide No. 530(17)-FR dt. 19.3.99, of this Department.

Yours Faithfully,

Sd/ N.N.Das
Deputy Secretary.

Government of West Bengal
Department of Relief and Welfare
Writers' Buildings, Kolkata.
Relief Branch

No. 23-FR
7M-22/88.

Dated Kolkata, the 02nd January, 1991.

NOTIFICATION

The crisis Management Committee both at the State Level and at the District Level was constituted in this department's Notification No. 3777-FR/7M-22/88, dated 17.8.88 and expanded from time to time vide Notifications No. 1649-FR, dated 10.5.89 No. 3352-FR, dated 26.10.89, No. 418-FR, dated 13.2.90 and No. 3584-FR, dated 17.8.90 for management of natural disasters which include floods, major earthquake, cyclone, tornado and hurricane in the State of West Bengal.

2. The Government now proposes to reconstitute the above crisis Management Committee both at the State Level and District Level. The Governor is accordingly pleased to reconstitute, in supersession of aforesaid Notifications, the crisis Management Committee both at the State Level and District Level for the purpose of suggesting and taking advance precautionary measures to mitigate the sufferings of distressed people and also for initiating measures to be taken in the post-calamity period for ensuring quickest possible relief to the affected people.

3. The composition of the State Level Crisis Management Committee for management of natural disasters shall be as follows :

Chief Secretary, West Bengal	: Chairman
1. Secretary, Relief & Welfare Department	: Convener-Member
2. Secretary, Home Department	: Member
3. Secretary, Transport Deptt.	: "
4. Secretary, Health & Family Welfare Deptt.	: "
5. Secretary, Agriculture Department	: "
6. Secretary, Food & Supplies Department	: "
7. Secretary, Irrigation & Waterways Deptt.	: "
8. Secretary, Public Works Deptt.	: "
9. Secretary, Local Govt. & Urban Development Deptt.	: "
10. Secretary, Metropolitan Development Deptt.	: "
11. Secretary, Public Health Engineering Deptt.	: "
12. Secretary, Animal Resources Development Deptt.	: "
13. Secretary, Power Department	: "
14. Secretary, Minor Irrigation Department	: "
15. Secretary, Fisheries Department	: "
16. Secretary, Forests Department	: "

