

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

Dated 15th January 1985.

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

TO : (1) All District Magistrates/Deputy Commissioners

(2) All Commissioners of Divisions.

Sub : Procedure for distribution of House-building Grant to indigent persons affected by natural calamities and accidental fire.

S i r,

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 supercession 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 house 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 house 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 Pradhan of the concerned Gram Panchayat or suomoto. 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

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Officer, Panchayat Samity should prepare a report in Form 'M' in triplicate and submit the same in duplicate to the concerned sub-Divisional Officer alongwith the applications, duly countersigned by the Subhapati, 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 alongwith 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) Subhadhipati of the Zilla Parishad or his authorised representative;
- (b) Additional District Magistrate in charge of Relief ;
- (c) Karmadhakhya, 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 month of the occurrence of the natural calamity *ex fice*.

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.

5. 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 Subhapati, 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 prodhan 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 dt. 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 authority. 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 these certificates, the District Magistrate/Deputy Commissioner will furnish a certificate to this Department covering the entire amount سدس against allocations made by Government from time to time