

**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 Sabhadhipati 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.