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Government of West Bengal
Department of Disaster Management & Civil Defence
Nabanna, Mandirtala
325, Sarat Chatterjee Road, Shibpur, Howrah-711102.

No.1244(23) –DM/V/DMCD-11015(16)/5/2017Dated, Howrah, the 19th June, 2019.From : The Joint Secretary to the Govt. of West Bengal.To : (1) The Director of Disaster Management, West Bengal,
Tran Bhavan, 87A, S.N. Banerjee Road,
Kolkata – 700 014.(2) The District Magistrate,

Sub. : Procedure for processing and distribution of Economic Rehabilitation Grant by the Department of Disaster Management & Civil Defence.

Sir,

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 out of allocation of funds made by the Department of Disaster Management & Civil Defence.

1. Object :-

The scheme is designed to ensure economic rehabilitation of distressed families of this State who are capable of taking some productive occupation after getting grants from the State Government for purchase of stock-in-trade like groceries or miscellaneous appliances like Carpenter's, Tools, Looms, Ambar Charka or for starting trades like Pottery, Dairy, Blacksmithy, Laundry, Radio Repairing, Tea Stall, Goat/Pig rearing, Muri/Chira making, Selling of vegetables, Mobile repairing etc. or by getting Sewing Machine in kind, which will ensure gainful rehabilitation of the families, D.R.D.C./S.G.S.Y approved schemes may be selected giving due care to the local resource, local demand and feasibility of the scheme.

2. Scope :-

The scheme will be restricted to such families as are eligible for Normal Gratuitous Relief or have no income or whose monthly income does not exceed the ceiling as may be decided by the Govt. from time to time (Present ceiling of the family income per month is Rs.2,500/-). Preference should be given to the enlisted beneficiaries of Normal Gratuitous Relief.

3. Eligibility criterion :-

The beneficiaries should have own shop/stall/dwelling house for starting small trade. The beneficiaries of Sewing Machine should have pass certificates from Govt. recognized/registered institution regarding knowledge of tailoring.

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4. Restrictions :-

Economic Rehabilitation Grant will not be sanctioned to a family for more than once.

5. Methodology :-

- a. The Block Development Officer will receive applications for E.R. Grant in the prescribed form direct from the beneficiaries or from the Prodhans of Gram Panchayats. On receipt of such applications, the Block Development Officer should make necessary enquiry through the Block Disaster Management Officer or other officers under him. The assistance of the Gram Panchayat may be taken during the enquiry. After enquiry, the Block Development Officer 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 in the Block within one month from the date of the receipt of the applications.
- b. In Urban/Municipal areas, the cases will be received at the office of the Chairpersons of the Municipality, enquired by the concerned Ward Commissioner and recommended by the concerned Municipality after making such enquiries as it deems necessary. The applications along with reports/recommendations would be submitted to the concerned Sub-Divisional Officer for further action.
- c. In superseded Municipality and in areas not covered by the municipality or Panchayet and in Notified Areas, the processing of E.R. Grant cases will be done in the office of the concerned Sub-Divisional Officer. The proposal would be processed in consultation with the local Member of Legislative Assembly or his authorized representative and the Administrator of Notified Area Authority.
- d. On receipt of such documents from the Block Development Officer or Chairperson of any Municipality, the Sub-Divisional Officer should scrutinize the applications and the reports and submit all documents alongwith the applications received in his/her office as indicated at Para (c) above. The Sub-Divisional Officer would make specific recommendation in every case to the District Magistrate. He/She may also cause enquiry into any case received from the Block/Municipality, if it is considered necessary. Submission of all documents to the District Magistrate by the Sub-Divisional Officer alongwith recommendation should be made positively within two weeks from the date of receipt of the same from the Block/Municipality or in his office.
- e. On receipt of proposals from the Sub-Divisional Officer with his recommendations, the same should be scrutinized in the Collectorate and placed before the Screening Committee already set up in terms of G.O. No.89(18)-FR dt. 15.01.1985 for scrutinizing cases under Economic Rehabilitation Grant. The Screening Committee will scrutinize all proposals for Economic Rehabilitation Grant and make specific recommendations in each case to the District Magistrate.
- f. On the basis of recommendation of the above Committee, the District Magistrate shall submit specific proposals to this Department category wise alongwith Utilisation Certificates for allotments of the previous years. Proposals from districts without U.C. would not be entertained by the Department. A copy of the said proposal should be endorsed to the Divisional Commissioner for information.

g. In the areas under Kolkata Municipal Corporation, the Director of Disaster Management, West Bengal will receive application and get these enquired by the Disaster Management Officers under his disposal. After enquiry, he would submit to the Department of Disaster Management & Civil Defence all applications and the enquiry reports alongwith his recommendations.

6. Mode of disbursement :-

- a. On receipt of funds from this Department, the District Magistrate would allot fund to the Sub-Divisional Officers, who in their turn would prepare necessary bills for each Block and endorse the same to the concerned Block Development Officer for drawal and disbursement.
- b. Disbursement in all cases of Gram Panchayat would be made by the Block Development Officer in the presence of the concerned Prodhan of the Gram Panchayat or his authorized representative who will identify each beneficiary.
- c. In Notified/Municipal/Other area which does not fall within the jurisdiction of either a Municipality or Panchayat Samity/superseded Municipality, disbursement should be made by the Sub-Divisional Officer in the presence of representative of the Administrator/Ward Commissioner or his authorized representative/representative of the local Member of the Legislative Assembly, who will identify each individual recipient.
- d. For Kolkata Municipal Corporation, disbursement would be made by the Director of Disaster Management, West Bengal in presence of Ward Councilor or his authorized representative, who will identify each individual recipient.
- e. Sewing machines would be produced by the District Magistrate/Director of Disaster Management and supplied in kind to the beneficiaries.
- f. Payment for small trades will in all cases be made through account payee cheques to the beneficiaries.

7. Amount of E.R. Grant :-

- a. Not exceeding Rs.10,000/- in case of sewing machine.
- b. Not exceeding Rs.15,000/- in case of small trade. Amount may vary from Rs.5,000/- to Rs.15,000/- for standard schemes mentioned below, guidelines of which have been enclosed.
 - i. Kite making Rs.7,000/-
 - ii. Saloon Rs.15,000/-
 - iii. Laundry Rs.15,000/-
 - iv. Readymade garment selling Rs.15,000/-
 - v. Rickshaw Van Rs.15,000/-
 - vi. Tea Stall Rs.15,000/-
 - vii. Thonga making Rs.5,000/-
 - viii. Vegetable Selling Rs.15,000/-
 - ix. Book Binding Rs.8,000/-
 - x. Muri Making Rs.10,000/-
 - xi. Repairing of Rickshaw Van Rs.15,000/-
 - xii. Fruit Selling Rs.15,000/-

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- xiii. Radio Repairing Rs.10,000/-
- xiv. Pan Bici Stall Rs.15,000/-
- xv. Mobile Repaicinr Rs.15,000/-
- xvi. For other schemes amount of grant may be the rate as recommended by the District Magistrate/Director of Disaster Management.

All proposals for E.R. Grant should henceforth be processed strictly as per these guidelines.

This order issues with the concurrence of the Finance Department, Group-N vide their U.O. No.3829 dated 09.03.2019.

Yours faithfully,

n 19/06/19
Joint Secretary

No.1244(23)/1(100)-DM

Dated, Howrah, the 19th June, 2019.

Copy forwarded for information and necessary action to the :-

1. P.S. to Hon'ble MIC of this Department.
2. Sr. P.A. to the Principal Secretary of this Department.
3. Principal Secretary, Department of Panchayat & Rural Development.
4. The Commissioner, _____.
5. The Sub-Divisional Officer (All), _____.
6. The Commissioner, Kolkata Municipal Corporation.
7. Office Copy/Extra Copy.
8. The Sabhadhipati (All) _____.

n 19/06/19
Joint Secretary

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