

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In urban areas:- Urban Advisory Committee/ concerned S.D.O. in superseded municipalities and in areas not covered by a Municipality or Panchayat.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.

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 Proadhan 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.