

Government of West Bengal  
Department of Disaster Management  
Writers Buildings, Kolkata - 700 001

14/11/2013  
Sunder  
Borlas

No. 2011(40)-F.R./8C-01/04.

Dated, Kolkata the 3<sup>rd</sup> November, 2008

From : Shri D. Pal, I.A.S.,  
Joint Secretary to the Government of West Bengal.

To : The District Magistrate, Howrah, P.O. Howrah, Pin. 711101  
The Sabhadhipati Zilla Parishad,  
The Commissioner Division

ADM(DM)  
Aund Ali

Sub. : Revised procedure to be followed for distribution of Relief materials including Spl. G.R. / Tarpaulins / 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, one representative of Panchayat Samity, one representative of the B.D.O., one representative of the Gram Panchayat concerned and the opposition leader of that Gram Panchayat or an Ex-officio member from the Opposition Party (Elected Member of Panchayat Samity from the concerned Gram Panchayat) or one independent elected member of the concerned Gram Panchayat in absence of any elected member from opposition party shall form the joint team to be in charge of distribution of relief materials including Spl. G.R., Milk Powder, Tarpaulins, Clothings etc. within the Gram Panchayat. The said Committee of four members shall be in-charge 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 Utilization 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 above mentioned Team and submitted to the B.D.O.
  3. For Municipal areas a Joint Team comprising a representative of the B.D.O., a representative of the Chairman of the Municipality and leader of the opposition elected from that Municipality, shall perform the said functions and be vested mutatis mutandis with similar powers.
  4. This Order is issued in supersession of Order No. 2664(40)-P.R. dt. 11.10.2008 issued in this respect.
  5. This Order issues with the concurrence of Finance Department vide their U.O.No. 1379, Group - "N", dt. 21.10.2008.

Yours faithfully,

*[Signature]*  
3/11/08

Joint Secretary to the Government of West Bengal

Contd... 2.....

BRO  
On circulate  
to all G.P.S  
immediately & return  
new urban committee  
accordingly  
in Samity meeting  
10/11/2012

No. 2012(40)1(7)-F.R.

dt. 03.11.2008

Copy forwarded for information and necessary action to the ;

1. Panchayat & Rural Development Department of this Government.
2. Municipal Affairs Department of this Government.
3. Finance ( Group - "N") Department of this Government.
4. Director of Information, I. & C. A. Department of this Government.
5. P.S. to Minister-in-Charge, Disaster Management Department of this Government.
6. P.A. to the Principal Secretary of this Department.
7. Head Assistant to Cell-1 of this Department.

*[Signature]*  
 6.11.08  
 Assistant Secretary to the  
 Government of West Bengal.

Stamp: 5.11.2008

Govt. of West Bengal  
 Office of the District Magistrate, Howrah  
 Disaster Management Department

Memorandum No. R21851(3)FR Dated - 12.12.08

Copy forwarded for information necessary action to the

1. Sakhatipati Howrah zilla Parishad
2. Commissioner Howrah Municipal Corporation
- 3/4 S.D.O. Sadar / Uluberia
- 5/6 " " " " Municipality / Uluberia Municipality
- 7/8 A.S. Bagman / 13.D.O's
- 9/10 A.S. Sabhapati Panchayat Samiti

Mem. No. 3067(F) Dated - 19.12.08  
 Copy forwarded for information to  
 The Pradhan (as) . . . . . S.P.

*[Signature]*  
 Head Development Officer  
 Panchayat Howrah

a/c

*[Signature]*  
 Head Disaster Management Officer  
 HOWRAH 12/12/08