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

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

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

To: The District Magistrate, Howrah, P.D. Howrah, P.M. 7/1/01
The Subdivision Commissioner
Zilla Parishad, Division

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 an 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 Municipalities, a joint Team comprising a representative of the S.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)-F.R. dt. 11.10.2006, issued in this
respect.

5. This Order issues with the concurrence of Finance Department vide their U.O.No. 1379,

Yours faithfully,

[Signature]

[Official Seal]

Joint Secretary to the Government of West Bengal

Contd...

(Handwritten note: M. Circulars to all G.R. forehead immediately submit reply to Secretariat)
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-I of this Department.

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

Sun 03.11.2008