

For office use only

A COMPENDIUM of Important Circulars



2005

Government of West Bengal
Department of Relief
Writers' Buildings, Kolkata

A COMPENDIUM of Important Circulars



2005

**Government of West Bengal
Department of Relief
Writers' Buildings, Kolkata**

CONTENTS

| <u>Sl. No.</u> | <u>Subjects</u> | <u>G.O. No. & Date</u> | <u>Page No.</u> |
|----------------|--|----------------------------|-----------------|
| A. | <u>RECRUITMENT POLICY AND SERVICE MATTERS</u> | | |
| 1. | Method of Recruitment to the post of Inspector of Relief | 9789-FR, dt. 06.09.1995 | 1 |
| 2. | Method of Recruitment to the post of District Relief Officer | 10813-FR, dt. 22.09.1995 | 2 |
| 3. | Method of Recruitment to the post of Personal Assistant to the Director of Relief | 1868-FR, dt. 25.07.1997 | 3 |
| 4. | Mode of Recruitment of Assistant Director of Relief | 709-FR, dt. 16.04.04 | 4 |
| 5. | Re-designation of the post of Inspector and Chief Inspector of Relief | 1327-FR, dt. 22.07.03 | 5 |
| 6. | General Instruction regarding initiation, review and acceptance of A.C.R. in respect of Relief Cadre Officers under the Deptt. of Relief, Govt. of West Bengal | 2320-FR, dt. 02.08.05 | 6 |
| B | <u>HOUSE BUILDING GRANT</u> | | |
| 7. | Eligibility Criteria for sanction of House Building Grant | 579(10)- FR, dt.21.03.2003 | 7 |
| 8. | Allotment of Spl. House Building Grant to the families who have lost their houses including land due to change of course of river | 1574-FR, dt. 26.08.03 | 8 |
| 9. | Sanction of Spl. H.B. Grant for the erosion affected families who have lost their dwelling houses along with land in the District of Malda | 1733-FR, dt. 18.09.03 | 10 |
| C. | <u>FORMATION OF COMMITTEES</u> | | |
| 10. | Construction of a State Level Committee and a core Sub- Committee for administering Calamity Relief Fund | 1173-FR, dt. 11.06.01 | 12 |
| 11. | Construction of a Crisis Management Committee both at the State & District Levels | 2203-FR, dt. 16.11.04 | 14 |
| 12. | Construction of State Level Steering Committee on NCRMP | 932-FR, dt. 25.04.05 | 18 |
| 13. | Decentralisation of Delivery of Relief Materials | 961(4)-FR, dt. 29.04.05 | 20 |
| 14. | Constitution of Checking Committee for Checking the Quality of all Relief Materials (agri-films, clothings etc.) for Malda Zonal Godown | 1146-FR, dt. 02.06.05 | 21 |
| 15. | Constitution of Checking Committee for Checking the Quality of all Relief Materials (agri-films, clothings etc.) for Siliguri Zonal Godown | 1147-FR, dt. 02.06.05 | 22 |
| D. | <u>DISASTER RISK MANAGEMENT PROGRAMME</u> | | |
| 16. | Opening of District Specific Bank Account on D.R.M.P. | 810-FR, dt. 07.05.04 | 23 |
| 17. | Key Outputs for States/UTs based on the National Framework for Disaster Management | 844(29)-FR, dt. 17.05.04 | 25 |
| 18. | Monitoring of DRMP by the Sthayee Samities | 2120(10)-FR, dt. 02.11.04 | 29 |

| <u>Sl. No.</u> | <u>Subjects</u> | <u>G.O. No. & Date</u> | <u>Page No.</u> |
|----------------|--|----------------------------|-----------------|
| E. | <u>EX- GRATIA GRANT TO BEREAVED FAMILIES</u> | | |
| 19. | Payment of EX-Gratia Grant in the Cases of Death due to Natural Calamity/Accidental Fire | 2042-FR, dt. 23.06.05 | 30 |
| 20. | Payment of Ex-Gratia Grant in the Cases of Death caused by Sunstroke/Snakebite | 2043-FR, dt. 23.06.05 | 32 |
| F. | <u>REPORTS & RETURNS</u> | | |
| 21. | Utilisation Certificates in respect of Grants-in-Aid | 822(19)-FR, dt. 09.04.02 | 34 |
| 22. | Submission of C.A.-II Report, FIR on Natural Calamity, Situation Report on Natural Calamity and Reports on Monthly/Fortnightly Stock Positions | 48(18).JS/1, dt. 30.10.03 | 35 |
| 23. | Submission of Reports on Stock Position of Relief Materials on Fortnightly basis | 878(20)-FR, dt. 18.04.05 | 41 |
| 24. | Transperancy in Relief Operations-Right to Information | 1989(18)-FR, dt. 04.11.03 | 43 |
| 25. | Transperancy in Relief Operations-Right to Information | 2381-FR, dt. 31.12.03 | 44 |
| 26. | Submission of Status Report Regarding Construction of Flood Shelters & Relief Godowns | 2039(18)-FR, dt. 23.06.05 | 46 |

Note : In the last publication of the Compendium (2003) some relevant Govt. Orders relating to the period 1995 to 2002 were inadvertently left out which have been included in the present publication.

**Government of West Bengal
Department of Relief
Writers' Buildings, Calcutta**

No. 10813-FR

Dated, the 22nd September, 1995

N O T I F I C A T I O N

In exercise of the power conferred by the proviso to article 309 of the Constitution of India, and in supersession of all previous notifications on the subject, the Governor is pleased to make the following rules regulating recruitment to the post of District Relief Officers under the Department of Relief, Government of West Bengal.

R U L E S

The method of recruitment to the post of District Relief Officers under the Department of Relief shall be as detailed below :

- | | | |
|--------------------------|---|---|
| 1. Name of the Post | : | District Relief Officer under the Department of Relief, Govt. of West Bengal. |
| 2. Appointing Authority | : | The Governor of West Bengal. |
| 3. Method of Recruitment | : | i) By promotion from the posts of Chief Inspectors of Relief (now termed as Sub-divisional Relief Officers when posted in Sub-Divisions) under the Department of Relief who have completed at least 5 years' service in that capacity. ii) By transfer of Officers from West Bengal Civil Service (Executive) Cadre. |

Provided that 75% of the posts shall be filled up by promotion.

By Order of the Governor
N. L. Basak
Secretary
Dated, the 22nd Sept. 1995

No. 10813/1(45)-FR

Copy forwarded for information & necessary action to the :

- 1) G. (A &E), W.B. Treasury Buildings, Calcutta – 700 001.
- 2) Public Service Commission, West Bengal
61A, S. P. Mukherjee Road, Calcutta – 700 026
This has the reference to their letter No. 51/P.S.C./ERC/IR-42/75 dated 20.7.95
- 3) Pay & Accounts Officer, Calcutta Pay & Accounts Office, 81/2/2, Phears Lane, Calcutta.
- 4) Divisional Commissioner, _____
- 5) District Magistrate _____
- 6) Home (P & AR) Department _____
- 7) Finance Department of this Government.
- 8) D.R.W.B., 103A, S. N. Banerjee Road, Calcutta – 14
- 9) Treasury Officer _____

Assistant Secretary

Government of West Bengal
Department of Relief
Writers' Buildings, Calcutta-700 001

No. 1868-FR/RL/ON/7E-45/95

Dated, Calcutta the 25th July, 1997

N O T I F I C A T I O N

In exercise of the power conferred by the proviso to article 309 of the Constitution of India, and in supersession of all previous notifications on the subject, the Governor is pleased hereby to make the following rules regulating the recruitment to the post of Personal Assistant to the Director of Relief, West Bengal, under the Department of Relief, Government of West Bengal.

R U L E S

The Method of, and the qualifications required for recruitment to the post of Personal Assistant to the Director of Relief, West Bengal under the Department of Relief, Government of West Bengal shall be as detailed below :

1. Appointing authority : Secretary, Department of Relief, Government of West Bengal.
2. Method of Recruitment : By promotion in consultation with Public Service Commission, West Bengal, of the incumbent of the post of Chief Inspector Relief (also termed as Sub-Divisional Relief Officer when posted in a Sub-Division) and the Directorate of Relief under the Department of Relief, Government of West Bengal, who has put in three years' service as such.

Note : — The scale of pay of the post shall be as follows :

Scale No. 13 Rs. 1560-65-2210-80-3170-100-3570/-,

Present Scale of pay : Rs. 5000-175-5700-200-6500-225-8525-250-11,275/-

By order of the Governor,
Sd/- N. K. S. Jhala,
Secy. to the Govt. of
West Bengal.

No. 1868/1(40) F.R.

Copy forwarded for information & necessary action to the :

- (2) Accountant General (A & E), West Bengal, Treasury Buildings, Calcutta-1
- (3) Home (PAR) Department of this Govt.
- (4) Finance Department of this Govt.
- (5) Law Department of this Govt.
- (6) Public Service Commission, West Bengal, 161A, S. P. Mukherjee Road, Calcutta - 700 026
- (7) Commissioner, _____ Division.
- (8) District Magistrate, _____
- (9) Director of Relief, West Bengal, 87A, S.N. Banerjee Road, Calcutta 700 014

Calcutta,
The 25th July, 1997

Deputy Secretary to the
Government of West Bengal

Government of West Bengal
Department of Relief
Writers' Buildings, Kolkata-700 001

N O T I F I C A T I O N

No. 709-FR/RL/O/V/7E-45/95 dt. 16.4.2004. In exercise of the power conferred by the proviso to article 309 of the Constitution of India, and in supersession of all previous notifications on the subject, the Governor is pleased hereby to make the following rules regulating the recruitment to the posts of Assistant Director of Relief under the Department of Relief, Government of West Bengal :

R U L E S

The Method of, and the qualifications required for, recruitment to the posts of Assistant Director of Relief under the Department of Relief, Government of West Bengal, shall be as detailed below :

- | | | |
|--|---|---|
| 1. Appointing authority | : | Governor of West Bengal : |
| 2. Method of and the qualifications required for recruitment | : | (a) By transfer of officers from the West Bengal Civil Service (Executive) Cadre, or (b) by promotion, in consultation with the Public Service Commission, West Bengal, of the incumbents of the post of Head Clerk/Superintendent, Government Relief Stores under the Directorate of Relief under the Department of Relief, Government of West Bengal, who have put in a minimum of three years' service in any of the said posts or the posts taken together : |
- Provided that at least 50% of the posts shall be filled up by promotion.

Note :— The scale of pay of the post shall be as follows : —

- | | | |
|-------------------|---|---|
| (A) For (a) above | — | Grade pay. |
| (B) for (b) above | — | Rs. 5000-175-5700-200-6500-225-8525-250-11275/- |

By Order of the Governor,
TRILOCHAN SINCH
Secretary to the Govt. of West Bengal.

No. 709/1(27)-FR

Dated, the 16th April, 2004.

Copy forwarded for information and necessary action to the

1. Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata-1
2. Home (PAR) Department of this Govt.
3. Finance Department of this Govt.
4. Law Department of this Govt.
5. Public Service Commission, West Bengal, 161A, S. P. Mukherjee Road, Kolkata-700 026
6. Commissioner _____ Division.
7. District Magistrate _____
8. Director of Relief, West Bengal, 87A. S. N. Banerjee Road, Kolkata-700 014

Deputy Secretary to the
Govt. of West Bengal

**Government of West Bengal
Department of Relief
Writers' Buildings, Kolkata-700 001**

No. 1327-FR/V/7E-19/02

Dated : 22nd July, 2003

From : Shri N. N. Das, W.B.C.S. (Exe.),
Deputy Secretary to the Government of West Bengal.

To : The Accountant General, West Bengal (A & E).
Treasury Building, Kolkata-700 001.

Subject : Re-designation of the Posts of inspector and Chief Inspector of Relief.

Sir,

The question of re-designation of the post of Inspector of Relief and Chief Inspector of Relief posted at the Relief Directorate in Kolkata was under active consideration of the Government for sometime past.

2. After careful consideration of the matter the Governor has been pleased to direct that the nomenclature of the post of Inspector of Relief and Chief Inspector of Relief should be changed as Relief Officer and Senior Relief Officer respectively. All other terms and conditions regarding the recruitment, status, functions, scale of pay and nature of duties and responsibilities of the aforesaid posts will remain unchanged.

3. The Relief Officers when posted in Blocks will be designated as Block Relief Officer, while the Senior Relief Officers posted in Sub-Division will be designated as Sub-Divisional Relief Officer. A Block Relief Officer will also function as a Relief Officer in Municipal areas, if any, entrusted to him.

4. This re-designation of the posts would take effect from 01.07.2003.

5. The Rules regulating the recruitment to the post of Inspector of Relief, vide Notification No. 9789-FR/7E-19/94 dated 06.09.1995 will continue to apply for recruitment of Relief Officers till the same is modified.

6. This order issues with the concurrence of Finance Department vide their U.O. No. 3505 Group P (Service) Dated 02.07.2003 read with the U.O. No. 2416 Group P (Services) dated 17.07.03.

7. This order supersedes this Department's G.O. No. 9541-FR/V/7E-22/91 dated 05.08.93.

Yours faithfully,
Joint Secretary

No. 1327/1(24)-FR/V/7E-19/02

Dated : 22nd July 2003

Copy forwarded for information and necessary action to the :

1. Director of Relief, West Bengal, 87A, S. N. Banerjee Road, Kolkata-14
2. Chief Accounts Officer, Relief Dte, 87A, S. N. Banerjee Road, Kolkata-14
3. Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata – 12
4. District Magistrate (all).
5. Finance Department (Group P – Service) of this Government.
6. Chairman, Public Service Commission, West Bengal, 161A, S.P. Mukherjee Road, Kolkata – 26
7. Board Demand File of Cell – V.

Joint Secretary
Department of Relief

Government of West Bengal
Department of Relief
Writers' Buildings, Kolkata-700 001

No. 2320-FR/7E-17/05

Dated 2/8/2005

Sub : General instruction regarding initiation review and acceptance of A.C.R. in respect of Relief Cadre Officers under the Deptt. of Relief, West Bengal.

M E M O R A N D U M

1. The channel of submission of A.C.R. in respect of Relief Cadre Officials of the State of West Bengal, will be as follows :—

| Category of Officer | Reporting Authority | Reviewing Authority | Accepting Authority |
|--|------------------------------|------------------------|---------------------|
| Block Relief Officer | BDO | SDO | Director of Relief |
| Sub-Divisional Relief Officer | SDO | ADM (Relief) | Director of Relief |
| District Relief Officer | ADM (Relief) | District Magistrate | Director of Relief |
| Relief Officer posted at the Directorate of Relief | Assistant Director of Relief | Dy. Director of Relief | Director of Relief |
| Sr. Relief Officers of the rank of Sub-Divisional Relief Officer | Assistant Director of Relief | Dy. Director of Relief | Director of Relief |
| PA to the Director of Relief | Director of Relief | — | Director of Relief |

2. Reporting of the ACR by the Reporting Authority shall be done within one month of completion of the Financial year and sent to the Reviewing Authority, who shall review the ACR and give his comments within one month and send ACR to the Accepting Authority. The Accepting Authority shall do the needful within next one month.
3. All ACRs shall be written in original in duplicate.
The other formalities in this regard should be observed as per usual norms.

Secretary
to the Government of West Bengal

No. 2320/1(20)-F.R.

dt. 2.8.2005

Copy forwarded for information and necessary action to :—

1. The Secretary Public Service Commission, 16/A, S.P. Mukherjee Road, Kolkata-700 026
2. The Director of Relief, W.B., 87A, S.N. Banerjee Road, Kolkata-14
3. The District Magistrate (All) _____
(He is requested to circulate this Order to all S.D.O.s and B.D.O.s under his control for necessary guidance).

Deputy Secretary.

**Government of West Bengal
Department of Relief
Writers' Buildings, Kolkata-700 001**

No. 579(10)-FR/7M-79/00(PT)

Dated 21st March 2003

From : Shri N. N. Das, W.B.C.S.
Joint Secretary to the Government of West Bengal.

To : The District Magistrate,
..... [All]
Director of Relief, Government of West Bengal

Subject : Eligibility criteria for sanction of House Building Grant.

On 12-3-03 severe hailstorm accompanied by thundersquall hit different districts of this State and widespread damage caused to houses and agriculture crops. There was also death and injury of considerable number of people. Thousands of houses have been fully or partly damaged in the districts of Hooghly & Bankura. Most of the victims may not be in a position to rebuild their houses from their own resources. Considering the plight of these victims State Government took sympathetic view for providing House Building Grant to those victims who are not in a position to re-build/repair their houses from their own resources.

After careful consideration of the matter the Governor has been pleased to decide that henceforth House Building Grant should be made available to the victims of natural calamities who have become destitute and not in a position to re-build/repair their houses from their own resources. Before sanctioning such grant District Administration should verify the credential of the claims and if they are satisfied that such suffering people cannot re-build their houses from their own resources they may be provided with House Building Grant at the scale prescribed by this Govt. from time to time. Priority may be given to the effected persons belonging to economically weaker sections.

This order is issued in partial modification of the G.O. No. 2454(40)-FR/7M 79/00(pt) dated 19-12-02.

This has the concurrence of the Finance Department vide their U.O. No. Group-E 68 dated 21-3-03.

This order will take immediate effect.

Joint Secretary

**Government of West Bengal
Department of Relief
Writers' Buildings, Kolkata-700 001**

**Tel. No. 2214-4005
Tel-Fax No. 2214-3674
E- Mail :**

No. 1574-FR/I/7M-21/93Pt

Dated, Kolkata, the 26th August, 2003

From : Shri Trilochan Singh, I.A.S.
Secretary to the Govt. of W.B.

To : The District Magistrate, Malda

Subject : Allotment of Special House Building Grant to the families who have lost their houses including land due to change of course of river.

The Change of course of river/river erosion caused a substantial loss to land including houses thereon in recent past and the same is still going on with greater intensity in some parts of Malda. The Government, with a view to taking some immediate steps separately to ameliorate the miseries of the people, is of the opinion that Special House Building Grant needs to be sanctioned to the affected families in Malda.

After careful consideration of the present critical situation, the Governor has been pleased to direct that Special House Building Grant @ Rs. 5000/- (Rupees five thousand) only per family may be sanctioned to those who have lost their land with houses by the recent change of course of river/river erosion in the district of Malda.

The guiding principles and procedure for issue of Special House Building Grant, as sanctioned above to the affected families in Malda district, will be those as contained in G.O. No. 89 [18]-F.R. dated 15-1-85. In addition to that the quantum of land lost by each of the affected families will be required to be certified by the Block Land & Land Reforms Officer concerned. The enquiry report should be prepared in Form-M as prescribed in the Relief Manual and the filled-in form should be recommended by the concerned Gram Panchayat, Panchayat Samiti and Sub-Divisional Officer. The District Magistrate, Malda, will have the power to sanction the grant. District administration may request the concerned Panchayat Samiti to help the affected families in getting suitable land for construction of houses.

The Governor has further been pleased to sanction a sum of Rs. 3.00 Crore [Rupees Three Crore] only and allot the amount in favour of the District Magistrate, Malda to enable him to meet up the requirement in this regard in his district.

The charge involved on the above account will be debitable to the head -- "2245-Relief on Account of Natural Calamities-02-floods, cyclones etc.-101-Gratuitous Relief-N.P.-Non Plan-004-Housing-V-Voted-50-Other Charges" in the current year's budget. The expenditure on the above account is also hereby sanctioned.

A list of persons selected for Special H.B. Grant should be hung up on the Notice Boards of each Gram Panchayat/Panchayat Samiti offices concerned for information of the public.

This order has been issued with the concurrences of the Finance Department Vide their U/O No. Group 'E' 138 dated 26.08.03 read with U/O No. Group 'E' 139 dated 26.08.03.

Utilisation Certificate [in duplicate] in respect of the above allotment may please be furnished to this Department in due course.

Secretary

No. 1574/1(16)-FR/I/7M-21/93

Dated, Kolkata, the 26th August, 2003

Copy forwarded for information and necessary action to the :

1. Accountant General (A & E) West Bengal, 2 Govt. Place West, Kolkata 700 001
2. Principal Accountant General (Audit) West Bengal, 4, Brabourne Rd. Kolkata-700 001
3. Accountant General (Local Bodies Audit) West Bengal; 1, Rabindra Sarani, Kolkata –1
4. Finance (Budget) Dept. of this Government.
5. Finance (Group E) Dept. of this Government.
6. Finance (Audit) Dept. of this Govt.
7. Finance (Internal Audit Wing) Dept. of this Govt., Todi Mansion, 8th Floor, P-15 India Exchange Place Extn. Kolkata 700 073
8. Commissioner, Jalpaiguri Division, P.O. & District – Jalpaiguri.
9. Sabhadhipati, Malda Zilla Parishad, P.O. – Malda.
10. Director of Treasuries & A/Cs. West Bengal, 4, B. B. D. Bag (East), Kolkata-1.
11. Director of Information, I & C A Dept. of this Govt.
12. Treasury officer, Malda, P.O.-Malda.
13. P.S. to the Hon'ble M.I.C., Relief.
14. Extra Copy to Emergency Relief Cell/Budget Cell/Statistical Cell of this Dept.

Joint Secretary

**Government of West Bengal
Department of Relief
Writers' Buildings, Kolkata-700 001**

No. 1733-FR/7M-21/93(Pt.-II)

Dated, the 18th September, 2003

From : Shri Trilochan Singh, I.A.S.
Secretary to the Govt. of West Bengal

To : The District Magistrate, Malda

Subject : Sanction of Spl. H.B. Grant for the erosion affected families who have lost their dwelling houses along with land in the district of Malda.

Ref. : Your No. 416 / GL (R) Dated 03.9.2003

Sir,

Please refer to your No. on the subject cited above. I am directed by the Order of the Governor to say that on special consideration of the matter the Governor has been pleased to accept the following revised measures in connection with disbursement of **Special House Building Grant** to the families who have lost their dwelling houses alongwith land due to river erosion in the District of Malda :

1. The requirement of the certificate of the concerned B.L. & L.R.O., regarding loss of quantum of land by each of the affected families is done away with provided the B.L. & L.R.O is also made a member of the committee consisting of the concerned members of Gram Panchayat, Panchyat Samity and Zilla Parishad and one representative of the concerned Block Development Officer not below the rank of Extension Officer to prepare the preliminary list of beneficiaries ;
2. The Below Poverty Line criteria may not be followed. The criteria in the use of grant of Special House Building Assistance should be whether the affected person has lost his land and dwelling house.
3. The Special House Building Grant may not be given in cash to the selected beneficiaries direct. Instead, such payments may be made to the concerned landowners direct on execution of the registered deeds of conveyance of land in favour of the beneficiaries. In that event, in addition to the money receipt to be given by the concerned landowner, duly countersigned by the concerned Gram Panchyat Pradhan, the certificate acknowledging receipt of possession of land should be given by the selected beneficiaries themselves, duly attested by the Pradhan of the concerned Gram Panchayat where land has been purchased. The money receipt and the certificate should be kept by the District Magistrate to satisfy the Audit.
4. M-Form as prescribed in the Manual for Relief of Distress at page 265 should be utilised for preparation of the list of beneficiaries and incorporation of the recommendations of all concerned at the bottom of the Form / each Form.

The relevant provisions of the G.O. No. 1574-FR dated 26.08.03 stand modified with the issue of this Order.

This has a concurrence of the Finance Department vide its U.O. No. 152 of Group-E, Dated 18.09.03.

Yours faithfully,
Secretary

Copy forwarded for information and necessary action to the :

1. Accountant General (A&E) West Bengal, 2, Govt. Place West, Kolkata-700 001.
2. Principal Accountant General (Audit) West Bengal, 4, Brabourne Road, Kolkata-1
3. Accountant General (Local Bodies Audit) West Bengal, 1, Rabindra Sarani, Kolkata-1
4. Finance (Budget) Department of this Govt.
5. Finance (Group E) Department of this Government.
6. Finance (Audit) Department of this Govt.
7. Finance (Internal Audit Wing) Dept. of this Govt., Todi Mansion, 8th Floor, P-15 India Exchange Place Extn. Kolkata – 700 073
8. Commissioner, Jalpaiguri Division, P.O. & District Jalpaiguri
9. Sabhadhipati, Malda Zilla Parishad, P.O. Malda.
10. Director of Treasuries & A/cs., West Bengal, 4, B.B.D. Bag (East), Kolkata-1
11. Director of Information, I & C.A. Department of this Govt.
12. The District Registrar, Malda
13. Treasury Officer, Malda, P.O. Malda
14. P.S. to the Hon'ble M.I.C. Relief.
15. Extra Copy to Emergency Relief Cell/Budget Cell/Statistical Cell of this Dept.

Joint Secretary

**Government of West Bengal
Department of Relief
Writers' Buildings, Kolkata-700 001**

No. 1173-F.R.
3F-9/01

Dated, Kolkata the 11th June, 2001

N O T I F I C A T I O N

In pursuance of the recommendations of the Eleventh Finance Commission, which have been accepted by the Government of India, a "Calamity Relief Fund" with certain corpus as fixed by the Commission for each year for the financial years from 2000-01 to 2004-05 has been constituted vide Finance (Budget) Department No. 366-F.B. read with No. 1633-F.B. as per provision laid down in Para 4 of the "Scheme for Constitution and Administration of the Calamity Relief Fund and Investments therefrom". Contribution to the Fund would be made by the Government of India to the extent of 75 per cent in the form of non-plan grant. The State Government shall contribute the balance 25 per cent.

2. To administer the "Calamity Relief Fund" as per provision laid down in Para 8.1 and 8.2 of the said "Scheme", the Government of West Bengal has decided to constitute a State-level Committee consisting of the following officials and experts :

| | | |
|-----|--|-----------------|
| 1. | Chief Secretary | Chairman |
| 2. | Principal Secretary, Home Department | Member |
| 3. | Principal Secretary, Finance Department | Member |
| 4. | Principal Secretary, Panchayat & R.D. Department | Member |
| 5. | Secretary, Agriculture Department | Member |
| 6. | Principal Secretary, Public Works Department | Member |
| 7. | Secretary, Health and F.W. Department | Member |
| 8. | Principal Secretary, Public Health Engineering Department | Member |
| 9. | Principal Secretary, Fisheries Department | Member |
| 10. | Secretary, Irrigation & Waterways Department | Member |
| 11. | Secretary, C. & S. S. I. Department | Member |
| 12. | Principal Secretary, Animal Resources Development Department | Member |
| 13. | Principal Secretary, Food & Supply Department | Member |
| 14. | Secretary, Department of Co-operation | Member |
| 15. | Principal Secretary, Department of Relief | Member/Convenor |

3. Subject to overall control and direction of the Cabinet Committee on Natural Calamities, the State-level Committee will

1. administer the C.R.F.
2. decide on all matters connected with financing of relief expenditure,
3. assess the situation arising from flood, cyclone and other major natural calamities.
4. review the progress of relief and restoration measure, and
5. take such action as may be necessary for proper and effective administration of C.R.F. and matter connected therewith.

4. It has also been decided by the Government to constitute a Core Sub-Committee in connection with the work of the above Committee under the Chairmanship of Chief Secretary with the Principal Secretary, Department of Relief and the Principal Secretary, Finance Department to carry on day-to-day relief operations in the State. The Secretaries of the concerned Department/Departments may assist the Sub-Committee, when necessary.

5. This has the concurrence of Finance Department vide U.O. No. 0580 Group 'N', dt. 08.06.2001.

O R D E R

Ordered that the NOTIFICATION be published in the Calcutta Gazette and copies thereof be forwarded to all Members of the State-Level Committee for C.R.F./Departments of the Government/ Collectors/ District Magistrates.

By Order of the Governor
P.S. Ingty
Principal Secretary
to the Government of West Bengal

No. 1173/1(45)-F.R. dt. 11.06.2001

Copy forwarded to _____

for information and necessary action.

Principal Secretary to
the Government of West Bengal

**Government of West Bengal
Department of Relief
Writers' Buildings, Kolkata-700 001**

No. 2203-FR/7M-10/04

Dated the 16th Nov. 2004

NOTIFICATION

Crisis Management Committees both at the State and District Levels were constituted in this Deptt.'s Notification No. 23-F.R. dt. 02.1.91 for management of Natural Calamities like Flood, Earthquake, Cyclone, Tornado, Hurricane etc. in the State of West Bengal. The Govt. now proposes to reconstitute the State Level Crisis Management Committee with a view to manage not only natural calamities but a host of man-made calamities also which are enumerated below :

- I
 - i. Terrorist outrages,
 - ii. Breakdown of services,
 - iii. Man-made disasters
 - iv. Natural Disasters,
 - v. Law & Order
 - vi. Oil Spill
 - vii. Cyber Terrorism
 - viii. Situations having national/global impact and requiring national assistance/co-ordination.
 - ix. Nuclear disasters.
- 2) The Governor is accordingly pleased to reconstitute, in supersession of the aforesaid Notification, the Crisis Management Committees both at the State and District Level for the following purposes, viz.
- i. Overall supervision and management of Calamities/Crisis of all kinds,
 - ii. Suggesting and taking advance precautionary measures to mitigate the sufferings of people,
 - iii. Formulating plans for their prevention, precaution and post-disaster restoration and
 - iv. Initiating measures to be taken in the Post-Calamity period for providing quickest possible relief to the affected people.
- 3) The composition of the State Crisis Management Committee for management of all types of disasters shall be as follows :
- | | |
|--|-------------------|
| 1. Chief Secretary, West Bengal | — Chairman |
| 2. Pr. Secretary/Secretary, Relief Deptt. | — Member-Convener |
| 3. Pr. Secretary/Secretary, Home Deptt. | — Member |
| 4. Pr. Secretary/Secretary, Transport Deptt. | — Member |
| 5. Pr. Secretary/Secretary, Health & Family Welfare Deptt. | — Member |
| 6. Pr. Secretary/Secretary, Agriculture Deptt. | — Member |
| 7. Pr. Secretary/Secretary, Food & Supplies Deptt. | — Member |
| 8. Pr. Secretary/Secretary, Science & Technology Deptt. | — Member |
| 9. Pr. Secretary to the Chief Minister | — Member |
| 10. Pr. Secretary/Secretary, Irrigation & Waterways Deptt. | — Member |
| 11. Pr. Secretary/Secretary, PWD Deptt. | — Member |
| 12. Pr. Secretary/Secretary, Municipal Affairs Deptt. | — Member |
| 13. Pr. Secretary/Secretary, Urban Development Deptt. | — Member |

| | | | |
|-----|---|---|--------|
| 14. | Pr. Secretary/Secretary, PHE Deptt. | — | Member |
| 15. | Pr. Secretary/Secretary, ARD Deptt. | — | Member |
| 16. | Pr. Secretary/Secretary, Power Deptt. | — | Member |
| 17. | Pr. Secretary/Secretary, W.I. & D. Deptt. | — | Member |
| 18. | Pr. Secretary/Secretary, Fisheries Deptt. | — | Member |
| 19. | Pr. Secretary/Secretary, Forest Deptt. | — | Member |
| 20. | Pr. Secretary/Secretary, Finance Deptt. | — | Member |
| 21. | Pr. Secretary/Secretary, Panchayat & Rural Development Deptt. | — | Member |
| 22. | Pr. Secretary/Secretary, Environmental & Pollution Control | — | Member |
| 23. | Pr. Secretary/Secretary, Housing Deptt. | — | Member |
| 24. | Pr. Secretary/Secretary, Women & Child Development & Special Welfare Deptt. | — | Member |
| 25. | Commissioner, K.M.C. | — | Member |
| 26. | D.G. & I. G. of Police, West Bengal | — | Member |
| 27. | Commissioner of Police, Kolkata | — | Member |
| 28. | Regional Director, R.M.C., Kolkata | — | Member |
| 29. | G.M., Eastern Railway, Kolkata | — | Member |
| 30. | G.M., South Eastern Railway, Kolkata | — | Member |
| 31. | G.M., Metro Railway, Kolkata | — | Member |
| 32. | G.M. North-East Frontier Railway, Assam | — | Member |
| 33. | Chief General Manager, Kolkata Telephones | — | Member |
| 34. | General Manager, Telecom Circle, West Bengal | — | Member |
| 35. | General Officer Commanding, Bengal Area, Fort William | — | Member |
| 36. | Director General Geological Survey of India, Kolkata | — | Member |
| 37. | Air Officer, Commanding Advance Air HQs, Eastern Air Command, I.A.F., Fort William, Kolkata | — | Member |
| 38. | Commander, Kolkata Sub-Area Mukhyalaya, Alipore, Kolkata | — | Member |
| 39. | G.M. Indian Oil Corpn., Kolkata | — | Member |
| 40. | Inspector General, B.S.F., West Bengal | — | Member |

The State Crisis Management Committee for management of all types of disasters shall meet at least twice a year to oversee the implementation of measures on disaster management. The Chairman of the Committee may decide to hold a meeting with only concerned members of the Committee in case of any emergency/crisis.

The Composition of the District Level Crisis Management Committee shall be as follows :—

| | | | |
|-----|---|---|--------------|
| 1. | District Magistrate | — | Chairperson, |
| 2. | Additional District Magistrate (Relief) | — | Member |
| 3. | Additional District Magistrate (General) | — | Member |
| 4. | Additional District Magistrate (Zilla Parishad) | — | Member |
| 5. | Superintendent of Police | — | Member |
| 6. | Chief Medical Officer of Health | — | Member |
| 1. | Superintending/Executive Engineer, P.W.D./P.H.E., I&W.D./ Minor Irrigation Deptt. | — | Member |
| 8. | Principal Agriculture Officer | — | Member |
| 9. | Divisional Engineer, WBSEB | — | Member |
| 10. | District Food & Supply Officer | — | Member |
| 11. | Deputy Director, Animal Husbandry | — | Member |
| 12. | Engineer, Pollution Control Board | — | Member |
| 13. | Factory Inspector | — | Member |
| 14. | District Level Officer, Forest Deptt./ Fisheries Deptt./ | | |

| | | | |
|-----|--|---|-----------------|
| | Animal Resource Development Deptt. | — | Member |
| 15. | District Level Authority of Railway Ministry | — | Member |
| 16. | District Level Authority of Army/Air Force/Navy/B.S.F. | — | Member |
| 17. | District Level Representative of India Oil Corporation | — | Member |
| 18. | District telecom Officer | — | Member |
| 19. | District Relief Officer/Officer-in-charge, Relief | — | Member-Convenor |
| 20. | Chairman of Municipal Body | — | Member |
| 21. | Chairman, Development Authority | — | Member |

The District Level Committee shall meet at least twice a year to prepare and review the measures on preparedness on all kinds of disasters and to frame advance plan every year. The Chairman of the Committee may decide to hold a meeting with only concerned members of the Committee in case of any emergency/crisis.

O R D E R

Ordered that the Notification be published in the Kolkata Gazette and copies thereof be forwarded to the Chairman and other members of the Committee.

By Order of the Governor
Sd/- T. Singh
Secretary to the
Government of West Bengal
Department of Relief

No. 2203/1(67)—F.R. Date : 16.11.2004

Copy forwarded for information and necessary action to the :—

1. Chief Secretary, West Bengal,
2. Pr. Secretary/Secretary, Relief & Welfare Deptt.
3. Pr. Secretary/Secretary, Home Deptt.
4. Pr. Secretary/Secretary, Transport Deptt.
5. Pr. Secretary/Secretary, Health & Family Welfare Deptt.
6. Pr. Secretary/Secretary, Agriculture Deptt.
7. Pr. Secretary/Secretary, Food & Supplies Deptt.
8. Pr. Secretary/Secretary, Irrigation & Waterways Deptt.
9. Pr. Secretary/Secretary, P.W.D. Department.
10. Pr. Secretary/Secretary, Municipal Affairs Deptt.
11. Pr. Secretary/Secretary, Urban Development Deptt.
12. Pr. Secretary/Secretary, P.H.E. Deptt.
13. Pr. Secretary/Secretary, A.R.D. Deptt.
14. Pr. Secretary/Secretary, Power Deptt.
15. Pr. Secretary/Secretary, W.I. & D. Deptt.
16. Pr. Secretary/Secretary, Fisheries Deptt.
17. Pr. Secretary/Secretary, Forest Deptt.
18. Pr. Secretary/Secretary, Finance Deptt.
19. Pr. Secretary/Secretary, Panchayat & Rural Development Deptt.
20. Pr. Secretary/Secretary, Environmental & Pollution Control.
21. Pr. Secretary/Secretary, Housing Deptt.
22. Pr. Secretary/Secretary, Science & Technology Deptt.

23. Pr. Secretary to the Chief Minister
24. Commissioner, C.M.C.
25. D.G. & I. G. of Police, West Bengal.
26. Commissioner of Police, Kolkata
27. Regional Director, R.M.C., Kolkata
28. District Magistrate _____

29. G.M., Eastern Railway, Kolkata
30. G.M., South-Eastern Railway, Kolkata
31. G.M. Metro Railway, Kolkata
32. G.M., North-East Frontier Railway, Assam.
33. Chief General Manager, Kolkata Telephones
34. General Manager, Telecom Circle, West Bengal
35. General Officer Commanding, Bengal Area, Fort William
36. Director General Geological Survey of India, Kolkata
37. Air Officer, Commanding Air HQs., Eastern Air Command, I.A.F., Fort William, Kolkata
38. Pr. Secretary/Secretary, Woman & Child Development & Social Welfare Department.
39. Commander, Kolkata Sub-Area Mukhalaya, Alipore, Kolkata,
40. G.M., Indian Oil Corporation, Kolkata
41. Inspector General, B.S.F., West Bengal
42. Jt. Secretary, Home (Pol) Department, West Bengal.
43. Director of Relief, West Bengal.
44. P.S. to MIC (Relief), West Bengal.
45. P.A. to the Chief Secretary, West Bengal.
46. Cabinet Secretary, Government of India, New Delhi.
47. Jt. Secretary, (S.R.), Ministry of Agriculture, Government of India, Krishi Bhawan, New Delhi

Deputy Secretary to the
Government of West Bengal
Department of Relief

No. 2203/1-F.R.

dt. 16. 1.2004

Copy with a copy of Notification No. 2203-F.R. dt. 16.11.2004 forwarded to the Superintendent, Government Printing, West Bengal, Government Press, Alipore, Kolkata – 27 with the request to Publish the Notification No. 2203-F.R. dt. 16.11.2004 in the Kolkata Gazette and supply 100 copies of the Notification to this Department.

Deputy Secretary to the
Government of West Bengal
Department of Relief

**Government of West Bengal
Department of Relief
Writers' Buildings, Kolkata-700 001**

No. 932(4)-FR/7M-32/05

Dated, Kolkata the 25th April, 2005

Notification

The Govt. of India, Ministry of Home Affairs has drawn up a National Cyclone Risk Mitigation Project (NCRMP) to be implemented with the World Bank assistance in 13 Coastal and Island States/UTs including the state of West Bengal.

One of the project elements is to support States/UTs to identify and implement high priority activities for cyclone risk mitigation (i.e. construction of cyclone shelters, shelter belt plantation, preservation/regeneration of mangrove forest, construction of embankment of missing road links/culverts/bridges etc.) and commissioning of technical assistance/studies to sustain these initiatives, besides strengthening coastal zone management framework in the States/UTs. It is envisaged that the States/UTs would draw up project proposals to suit their local needs for effective mitigation of cyclone risks.

The project extending over a period of 6(six) years from 2004-2010 will cover 6(six) districts of the state of West Bengal viz. Purba Medinipur, Paschim Medinipur, North 24-Parganas, South 24-Parganas, Howrah & Hooghly.

In order to monitor & review the implementation of the National Cyclone Risk Mitigation Project (NCRMP) in the state of West Bengal, the Governor is pleased hereby to constitute a State Level Steering Committee comprising the following members :

| | | |
|-----|---|------------------|
| 1. | Chief Secretary to the Govt. of West Bengal | Chairman |
| 2. | Pr. Secretary & Secretary, Home Deptt. | Member |
| 3. | Pr. Secretary & Secretary, Finance Deptt. | Member |
| 4. | Pr. Secretary & Secretary, P.W. Deptt. | Member |
| 5. | Pr. Secretary & Secretary, Panchayat & RD Deptt. | Member |
| 6. | Pr. Secretary & Secretary, Sundarban Unnayan Deptt. | Member |
| 7. | Pr. Secretary & Secretary, I & W Deptt. | Member |
| 8. | State Representative of the World Bank | Member |
| 9. | District Magistrate, Purba Medinipur | Member |
| 10. | District Magistrate, Paschim Medinipur | Member |
| 11. | District Magistrate, North 24-Parganas | Member |
| 12. | District Magistrate, South 24-Parganas | Member |
| 13. | District Magistrate, Howrah | Member |
| 14. | District Magistrate, Hooghly | Member |
| 15. | Dy. Director General of Meteorology, RMC, Kolkata | Member |
| 16. | Pr. Secretary & Secretary, Relief Department | Member-Secretary |

The committee may co-opt. any member as per its requirement.

The committee will scrutinise the investment proposals submitted by the Line Deptts. and ensure that the investment proposals are strictly in keeping with the prescribed norms and guidelines provided by MHA & World Bank. This apart, the committee will decide on the prioritization of the

activities and interallocation of resources among various activities proposed to be taken up and will meet as often as required to review and monitor the progress of implementation of the programme.

The committee will start functioning with immediate effect.

By order of the Governor

(A. Purkayastha)
Secretary to the Govt. of West Bengal

No.-932/1(20)-FR/7M-32/05

Dated the 25th April, 2005

Copy forwarded for information and necessary action to the :—

1. P.A. to the Chief Secretary to the Govt. of West Bengal.
2. Pr. Secretary & Secretary, Home Deptt.
3. Pr. Secretary & Secretary, Finance Deptt.
4. Pr. Secretary & Secretary, PW Deptt.
5. Pr. Secretary & Secretary, Panchayat & RD Deptt.
6. Pr. Secretary & Secretary, Sundarban Unnayan Deptt.
7. Pr. Secretary & Secretary, I & W Deptt.
8. State Representative of the World Bank
9. District Magistrate, Purba Medinipur
10. District Magistrate, Paschim Medinipur
11. District Magistrate, North 24-Parganas
12. District Magistrate, South 24-Parganas
13. District Magistrate, Howrah
14. District Magistrate, Hooghly
15. Dy. Director General of Meteorology, RMC Kolkata
16. Pr. Secretary & Secretary, Relief Department
17. P.S. to the Hon'ble M.I.C. Relief & Co-Operation Deptt.
18. Special Secretary, Relief Deptt.
19. Deputy Secretary, Relief Deptt.
20. OSD & Ex-officio Dy. Secretary, Relief Deptt. & State Project Officer, NCRMP

OSD & Ex-officio Dy. Secretary
to the Govt. of West Bengal.

Government of West Bengal
Department of Relief
Writers' Buildings, Kolkata-700 001

No. 961(4)-FR/6F-1/05

Dated 29-4-2005

From : Shri S. K. Dutta, WBCS (Exe.),
OSD & EO Dy. Secy to the Govt. of West Bengal
To : (1) The Director of Relief, W.B. 87A, S.N. Banerjee Road, Kolkata-14
(2) The District Magistrate, Malda
(3) The District Magistrate, Darjeeling,
(4) The Sub-divisional Officer, Siliguri, Dist. Darjeeling

Sir,

I am directed to say that for the purpose of shelter and rehabilitation of the affected people during cyclone/Monsoon season in this State, the Govt. provides relief materials like Tarpeulin, Blankets, Dhoti, Saree, Lungi etc. The Govt. in Relief Department has decided to procure additional relief materials and store them in the 3(three) Central/Zonal Godowns as detailed below :—

| Items | Kolkata Central Godown | Malda Zonal Godown | Siliguri Zonal Godown |
|-------------------|-----------------------------------|---------------------------------------|---|
| Tarpaulin | Pieces 1,00,000 (one lakh) | Pieces 50,000 (fifty thousands) | Pieces 25,000 (twenty five thousands) |
| Dhoti | 20,000 (twenty thousands) | 10,000 (ten thousands) | 5,000 (five thousands) |
| Saree | 40,000 (forty thousands) | 15,000 (fifteen thousands) | 10,000 (ten thousands) |
| Lungi | 15,000 (fifteen thousands) | 5,000 (five thousands) | 5,000 (five thousands) |
| Children Garments | 10,000 (ten thousands) | 10,000 (ten thousands) | 15,000 (fifteen thousands) |
| Cotton Blankets | 10,000 (ten thousands) | 15,000 (fifteen thousands) | 15,000 (fifteen thousands) |
| Woolen Blankets | 25,000 (twenty five thousands) | 10,000 (ten thousands) | 20,000 (twenty thousands) |

It was also decided that delivery of relief materials would be decentralized and the suppliers be asked to deliver the materials to be stated in the 3(three) Central/Zonal Godowns directly.

The process of procurement of the relief materials is under process and will be completed very shortly.

It is therefore, requested that necessary initiative may kindly be taken at your end for keeping the Central/Zonal Godowns in readiness for storing the relief materials for the quantities as mentioned above.

This may kindly be treated as extremely urgent.

Yours faithfully
OSD & EO Dy. Secretary.

No. 961/1(7) FR Dt. 29/4/05

Copy forwarded for information and necessary action to the :—

1. P.A. to the Secretary, Relief Deptt.
2. P.S. to M.I.C. (Relief)
3. Spl. Secy. Relief Deptt.
4. Dy. Secy. Relief Deptt.
5. H.A. Dist./Dte. Estt. Cell No-V
6. H.A. Budget Cell No. VI
7. H.A. E.R. Cell No. I

O.S.D. & E.O. Dy Secretary

**Government of West Bengal
Department of Relief
Writers' Buildings, Kolkata-700 001**

No. 1146-FR/6F-1/05

Dated the 2nd June, 2005

ORDER

Quality of Relief materials supplied to the indigent people of this State has often been subject of resentment among their recipients. In Order to ensure quality of such materials the Governor has been pleased to constitute a checking Committee Comprising the following members for checking the quality of all relief materials (agri-films, Clothings etc.) purchased by Government in the Relief Department or received from them until further orders.

- | | | |
|-----|--|-------------------|
| (1) | The Additional District Magistrate (Relief) — | Chairman Malda |
| (2) | Shri Gokul Roy, Member, Legislative Assembly, West Bengal Karandighi, Ukil Para, Raiganj, Uttar Dinajpur | Member |
| (3) | The Sub-Divisional Officer, Malda Sadar, Dist. Malda | Member |
| (4) | One Representative of Director of Relief. West Bengal | Member |
| (5) | The District Relief Officer, Malda, Dist. Malda, | Member – Convenor |

The Committee shall conduct detailed checking of goods and articles for relief (agri-films, clothings etc.) at the time of their receipt from suppliers, after purchase.

Acceptance and rejection of goods will be done as per recommendation of checking Committee.

The Challan of the relief materials so received shall bear the certificate of the checking Committee

The Committee shall conduct detailed checking of physical stock of relief materials at the stores/warehouses from time to time and record their findings.

The Committee shall submit report to the Secretary to the Government of West Bengal, Department of Relief for information and immediate necessary action

Special Secretary to the Govt. of West Bengal

No. 1146/1(13)-FR, Dt. 02.06.2005

Copy forwarded for information and necessary action to the :

1. Finance (Gr. E) Deptt. of this Govt.
2. District Magistrate, Malda
3. Director of Relief, West Bengal 87A, S.N. Banerjee Road, Kolkata-14
4. Additional District Magistrate, Relief Malda, District Malda.
5. Shri Gokul Roy, MLA, Karandighi, Ukilpara, P.O.-Raiganj, Dist.-Uttar Dinajpur
6. Sub-Divisional Officer, Malda Sadar Dist. – Malda
7. District Relief Officer/Officer in charge (Relief) Malda.
8. Store Superintendent Director of Relief, West Bengal.
9. P.S. to MIC (Relief)
10. P.A. to the Secretary, Relief.
11. Special Secretary, Relief.
12. Deputy Secretary Relief
13. H.A., E.R.

OSD & Ex-Officio Deputy Secretary

**Government of West Bengal
Department of Relief
Writers' Buildings, Kolkata-700 001**

No. 1147-FR/6F-1/05

Dated the 2nd June, 2005

ORDER

Quality of Relief materials supplied to the indigent people of this State has often been subject of resentment among their recipients. In Order to ensure quality of such materials the Governor has been pleased to constitute a checking Committee comprising the following members for checking the quality of all relief materials (agri-films, clothings etc.) purchased by Government in the Relief Department or received from them until further orders.

- | | | |
|-----|---|-------------------|
| (1) | The Additional District Magistrate (Relief) — Darjeeling. Dist. Darjeeling | Chairman |
| (2) | Shri Paresh Adhikary Member, Legislative Assembly, West Bengal Mekhliganj, P.O.—Mekhliganj, dist.—Cooch Behar | Member |
| (3) | The Sub-Divisional Officer, Siliguri, Dist. Darjeeling | Member |
| (4) | One Representative of Director of Relief. West Bengal | Member |
| (5) | The Sub-divisional Relief Officer, Siliguri, Dist. Darjeeling | Member – Convenor |

The Committee shall conduct detailed checking of goods and articles for relief (agri-films, tarpaulin etc.) at the time of their receipt from suppliers, after purchase.

Acceptance and rejection of goods will be done as per recommendation of checking Committee.

The Challan of the relief materials so received shall bear the certificate of the checking Committee

The Committee shall conduct detailed checking of physical stock of relief material at the stores/warehouses from time to time and record their findings.

The Committee shall submit report to the Secretary to the Government of West Bengal Department of Relief for information and immediate necessary action

Special Secretary to the Govt. of West Bengal

No. 1471(13)-FR, Dt. 02.06.2005

Copy forwarded for information and necessary action to the :

1. Finance (Gr. E) Deptt. of this Govt.
2. District Magistrate, Darjeeling
3. Additional District Magistrate (Relief), Darjeeling
4. Director of Relief, West Bengal, 87A, S.N. Banerjee Road, Kolkata-14
5. Shri Paresh Adhikary, MLA, Mekhliganj, P.O.—Mekhliganj, Dist – Cooch Behar
6. Sub-Divisional Officer, Siliguri, Dist. Darjeeling,
7. Sub-Divisional Relief Officer, Siliguri
8. Store Superintendent Director of Relief, West Bengal.
9. P.S. to MIC (Relief)
10. P.A. to the Secretary, Relief.
11. Special Secretary, Relief.
12. Deputy Secretary Relief
13. H.A., E.R., Cell

OSD & Ex-Officio Deputy Secretary

**Government of West Bengal
Department of Relief
Writers' Buildings, Kolkata-700 001**

No. 810-FR /7M-8/03

Dated the 7th May, 2004

M E M O R A N D U M

The undersigned is directed by Order of the Governor to say that it has been decided in the second meeting of the State Steering Committee on Disaster Risk Management Programme that District specific Bank A/C. will be opened in the programme districts for implementation of Govt. of India U N D P Disaster Risk Management Programme in the districts.

2. That the name of the S.B. Account will be "(Name of the District) Disaster Risk Management Programme".
2. That the above account will be operated jointly by the District Magistrate and the District Project Officer for Govt. of India U N D P Disaster Risk Management Programme in the respective districts.
3. That funds not required immediately may be kept in short term deposits at the district level ;
4. The Governor has now been pleased to accord approval to the opening of bank account and also to the modus operandi of the account as stated hereinabove ;
5. This order issues with the concurrence of the Finance department vide Group T U/O. No. 162 dt. 30.04.2004.

All concerned informed.

By order of the Governor
Deputy Secretary to the
Govt. of West Bengal

No. 810/1(28)-FR

Dated, the 7th May, 2004

Copy forwarded for information to :

1. Accountant General (A & E), West Bengal, 2, Govt. Place West, Kolkata -1
2. Principal Accountant General (Audit), West Bengal, Treasury Buildings, Kolkata-1
3. Accountant General (Local Bodies Audit), West Bengal, C.G.O. Complex, M.S.O. Building (5th floor), D. K. Block, Salt Lake City, Kolkata – 64
4. Pay & Accounts Officer-I, Kolkata Pay & Accounts Office, 81/2/2, Phears Lane, Kolkata-12
5. Finance (Group E) Deptt. of this Govt..
6. Finance (Group T) Department of this Govt.
7. Finance (Group N) Department of this Govt.
8. District Magistrate.
 - i) Burdwan, (ii) Jalpaiguri (iii) Cooch Behar (iv) Murshidabad.(v) Nadia (vi) North 24-Parganas (vii) Purulia (viii) South 24-Parganas (ix) Uttar Dinajpur (x) Ma da – They are requested kindly to act according to para 1, 2, 3 & 4 of this G.O. and report compliance thereof with detailed of bank

account opened and their modas operandi. This is in continuation of the G.O. Nos. 204/1(20)-FR dt. 6.2.04 ad 23/1(18)-FR dt. 05.01.04.

9. Director of Relief, West Bengal, 87A, S. N. Banerjee Road, Kolkata-14
10. Joint Secretary of this Department.
11. Programme Associate, U N D P
12. Assistant General Manager, Allahabad Bank, Kolkata Main Branch, 14, India Exchange Place, Kolkata-1
13. P.S. to M.I.C. (Relief) of this Department.
14. P.A. to Chief Secretary of this Govt.
15. P.A. to Secretary (Relief) of this Department.
16. Section Officer, Statistical Cell of this Department.
17. Section Officer, Budget Cell of this Department.
18. Guard File (10 Copies).

Deputy Secretary

Government of West Bengal
Department of Relief
Writers' Buildings, Kolkata-700 001

No. 844(29)-FR/II/7M-35/04

Dated 17/5/04

From : Shri D. Pal, W.B.C.S. (Exe.)

Deputy Secretary to the Govt. of West Bengal, & State Project Officer, W.B. Disaster Risk Management Programme

To : 1) The Principal Secretary/Secretary/Director/Chairman.

2) The District Magistrate _____

Sub : Key Outputs for States/UTs based on the National Frame-Work for Disaster Managemet

Sir/Madam,

The Ministry of Home Affairs, Govt. of India has developed a list of Key Outputs for States/UTs based on the National Framework for Disaster Management.

The Ministry is in the process of developing a web-based Computerised monitoring systems to track the progress on various key outputs under the national roadmap. It will ultimately be hosted on the existing online inventory portal www.idrn.gov.in with limited access.

This department has been requested to send programme outputs every month to the Ministry of Home Affairs, GOI in a prescribed Format, or preparing report on Key Outputs under the National Framework for Disaster Management intervention of all State Government Departments is urgently required. If necessary feedback is not supplied by concerned State Government Departments on related key outputs, this department will not be in a position to send report in any month.

In view of the above we are to set up a monthly reporting system with the following departments/agencies on corresponding output :

| Name of Deptt./Agency | No. of Series (as per Enclosed list) |
|---------------------------|---|
| PWD | 12,13,14 |
| I & W | 13, 14 |
| Agriculture | 13,14 |
| Fisheries | 13 14 |
| ARD | 13, 14 |
| Public Service Commission | 15 to 21, 23 – 24 |
| School Education Deptt. | 22 |
| State A T I | 25 |
| Civil Defence Deptt. | 30 |
| D.M.s. | 34,40 |
| S I P R D | 38 |
| U D Deptt. | 50 |

In forwarding a proforma list of expected programme output, I am directed to request you kindly to send a report on monthly basis to this department on programme output as scheduled above for the sake of regular and proper reporting to the Ministry of Home Affairs, GOI.

Enclo : As stated

Yours faithfully,

Deputy Secretary
State Project Officer

NATIONAL DISASTER MANAGEMENT PROGRAMME MONITORING

State Name : West Bengal
Reported Month :

List of expected programme outputs

Fill the "Target" column with quantitative figures (except if when yes = 1 and No = 0) as per the State/Districts/ULBs profiles and the expected achievement of the outputs.

Fill the "Actual" column on the current achievements in the state, district and ULB levels.

| Series | STATE LEVEL | Target | Actual | Observations |
|--------|--|--------|--------|--------------|
| 1. | Orientation meetings with Senior Officers and policy makers (including legislators) | — | | |
| 2. | State Disaster Management Policy approved (if yes=1, No=0) | 1 | | |
| 3. | State Disaster Management Authority set up (if yes=1, No=0) | 1 | | |
| 4. | State Disaster Management Authority set up (if yes=1, No=0) | 1 | | |
| 5. | Redesignation of nodal department as department of DM (if yes=1, No=0) | 1 | | |
| 6. | State Disaster Management Plan finalized (if yes=1, No=0) | 1 | | |
| 7. | State Search & Rescue team formed and Members trained (if yes=1, No=0) | 1 | | |
| 8. | Equipments procured for State Search and Rescue team (if yes=1, No = 0) | 1 | | |
| 9. | EOC strengthened and equipped (if yes=1, No=0) | 1 | | |
| 10. | State Relief Code amended to include preparedness, mitigation and prevention (if yes = 1, No = 0) | 1 | | |
| 11. | Building by laws amended to include provision for multi-hazard safety as per BIS code | 1 | | |
| 12. | State Hazard Safety Cell established in public works dept. (if Yes=1, No = 0) | 1 | | |
| 13. | Funds made available under ongoing schemes for mitigation (if Yes = 1, No = 0) | 1 | | |
| 14. | State plan schemes finalized for preparedness and mitigation by State DM Dept (if Yes = 1, No = 0) | 1 | | |
| 15. | DM included in State civil service curriculum (if Yes=1, No=0) | 1 | | |
| 16. | DM included in State Police Service curriculum (if Yes=1, No=0) | 1 | | |
| 17. | DM included in State Agriculture service curriculum (if Yes=1, No=) | 1 | | |
| 18. | DM included in State Health service curriculum (if Yes=1, No=0) | 1 | | |
| 19. | DM included in State Rural development service curriculum (if Yes=1, No=0) | 1 | | |
| 20. | DM included in State Water service curriculum (if Yes=1, No=0) | 1 | | |
| 21. | DM included in State revenue service curriculum (if Yes=1, No=0) | 1 | | |
| 22. | DM included in School curriculum (if Yes = 1, No = 0) | 1 | | |
| 23. | Dm included in engineers curriculm (if Yes = 1, No = 0) | 1 | | |
| 24. | DM included in Architects School curriculum (if Yes=1, No=0) | 1 | | |

| | | | | |
|------------------------------|---|---|--|--|
| 25. | Number of people trained by NDM cell of ATI | | | |
| 26. | Number of Professional bodies sensitized (engineers, architects, associations.) | | | |
| 27. | Number of corporate sector bodies sensitized (CII,...) | | | |
| 28. | Manuals and SOP finalized and approved for different hazards | | | |
| 29. | Civil Defence training institute strengthened to train local volunteers S & R teams (if Yes=1, No.=0) | 1 | | |
| 30. | Number of local S&R volunteers teams trained by the Civil Defence State training institute | | | |
| 31. | Fire services upgraded as a multi-hazard response unit (if Yes=1, No=0) | 1 | | |
| 32. | Awareness campaigns conducted (TV, Radio, Newspaper) | | | |
| Series DISTRICT LEVEL | | | | |
| 33. | District Disaster Management Committees formed (1 per district) | | | |
| 34. | District Disaster Management Plans finalized (1 per district) | | | |
| 35. | Number of District Search and Rescue Teams formed/trained | | | |
| 36. | Emergency Operation Centre strengthened and equipped (1 per district) | | | |
| 37. | Emergency kits/Search & rescue kits provided (1 per district) | | | |
| 38. | Number of Panchayati Raj Institution Members trained in Disaster Management | | | |
| 39. | Number of teachers trained . oriented in Disaster Management | | | |
| 40. | Number of NSS & NYKS volunteers trained in Disaster Management | | | |
| 41. | Number of Architects trained in Disaster resistant technologies | | | |
| 42. | Number of Engineers trained (DM & Disaster resistance technologies) | | | |
| 43. | Number of Disaster resistant technology demonstration units constructed (including retrofitting) | | | |
| 44. | Number of Mock drills realized | | | |
| 45. | Number of Districts having completed data to the IDRN | | | |
| 46. | Number of District DM plans updated by District Disaster Management committees | | | |
| Series ULB LEVEL | | | | |
| 47. | City Disaster Management plans finalized (1 per city) | | | |
| 48. | City Emergency Operation centre strengthened and equipped (1per city) | | | |
| 49. | Number of Municipalities having amended building by laws | | | |
| 50. | Number of Lifeline buildings retrofitted | | | |
| 51. | Number of Mock drill realized | | | |
| 52. | Number of Mock drill realized | | | |

Government of West Bengal
Department of Relief
Writers' Buildings, Kolkata-700 001

No. 2120(10) FR-7M-8/03

Dated 2-11-2004

From : The Secretary to the Govt. of West Bengal

To : The District Magistrate,
North 24-Pgs. South 24-Pgs., Burdwan, Nadia, Purulia, Malda, Murshidabad, Uttar Dinajpur,
Jalpaiguri and Cooch Behar.

FAX No. _____

Sub : GOI-UNDP West Bengal Disaster Risk Management Programme (DRMP)

Sir,

In the context of implementation strategy of the aforesaid programme, Panchayat and Rural Development Department of the State Government has intimated that at all levels of the PRI set-up excepting Gram Sansad, Standing Committees are there to look after various activities. The Nodal Standing Committee for disaster control and preparedness at the Zilla Parishad level and Panchayat Samity level is Sishoo O Nari Unnayan, Janakalyan O Tran Sthayee Samiti and at Gram Panchayat level Artho O Parikalpana Upa-samiti.

For successful implementation of the DRMP in your district monitoring of the activities of the programme should be done in these Sthayee Samities where all concerned State Govt. Officials and Panchayat Raj functionaries may be coopted as and when required. A representative of the Relief Department may also be inducted in the committee upto block level from the district level. A Gram Sansad level, Gram Unnayan Samiti, if constituted, may also be utilised for the purpose.

Yours faithfully

Secretary

No : 2120/1(34) FR dt. 2/11/04

Copy forwarded for information and necessary action to :

- 1-10 The Subhadhipati _____ Zilla Parishad
- 11-20 The Additional District Magistrate (Relief) _____
- 33. P.S. to MIC (Relief) of this Deptt.
- 22-31. The District Project Officer, _____ District.
- 33. P.A. to the Chief Secretary of this Govt.
- 1. P.A. to the Secretary, P & RD Deptt. of this Govt.
- 34. P.A. to the Joint Secretary of this Deptt.

Deputy Secretary
State Project Officer (DRMP)

Government of West Bengal
Department of Relief
Writers' Buildings, Kolkata-700 001

No. 2042-FR/4P-3/04

Dated 23/6/2005

From : Shri M. A. Alam
Special Secretary to the Government of West Bengal

To : (1) The Sabhadhipati _____ Zilla Parishad
(2) The Commissioner, _____ Division
(3) The District Magistrate, _____
(4) The Director of Relief, West Bengal, Tran Bhawan, 87A, S. N. Banerjee Road, Kol-14

Sub : Payment of Ex-gratia Grant in the cases of death due to Natural Calamity/Accidental Fire.

Sir,

I am directed to say that the question of expeditious sanction and disbursement of Ex-gratia Grant on account of death due to Natural Calamity/Accidental Fire within shortest possible time, has been under consideration of the Government for sometime past. After careful consideration, the Governor, in supersession of all such previous Orders in this regard, has been pleased to decide that the District Magistrate concerned/Director of Relief, West Bengal in case of Kolkata Municipal Corporation area, will sanction and administer Ex-gratia grant @ 20,000/- (Rupees twenty thousand) only in each death case, to the next-of-kin(s) of the person who was killed as a result of Natural Calamity like Flood, Cyclone, Earthquake, Tornade, Hailstorm, Lightning etc. and anything directly or indirectly resulting from Natural Calamity viz. House/Wall collapse, Drowning, Fall of tree, Electrocution, etc. or as a result of accidental fire, on being satisfied about the genuineness of the case of death after obtaining the following papers/ documents :—

- i) Proforma report about the death with the views of B.D.O./S.D.O. concerned, to be submitted to the District Magistrate along with a certificate of recommendation from the concerned Pradhan of the Gram Panchayat, Sabhapati of Panchayat Samity/Chairman of the Municipal Authority/Urban Authority, as the case may be. In case of Kolkata Municipal Corporation area, Deputy Director of Relief will be recommending authority.
- ii) Original petition of the next-of-kin(s) claiming ex-gratia grant.
- iii) Police Report in details stating the exact cause and date of death with the officials seal of the concerned Police Station.
- iv) Attested copy of Death Certificate.
- v) Attested copy of the Post-Mortem Report with the opinion of the Autopsy Surgeon as to the cause of death.

2. Next-of-Kin(s), referred above, means spouse/children/step children or dependant parents/widowed daughter/sister of the deceased or father/mother/legal guardian where deceased was minor, as determined by the revenue authority of the District.

1. The District Magistrate concerned / Director of Relief, West Bengal shall make payment of the ex-gratia grant out of the allotted fund received from this Department for this purpose from time to time.

2. The charge is debitable to the head "2245-Relief on account of Natural Calamities-02-Floods, Cyclone etc.-111-Ex-gratia payments to bereaved families-N.P.-Non Plan-001-Ex-gratia payments to

families of dead/missing persons due to flood, cyclone etc.-V-Voted-50-Other Charges” of the State Budget.

3. Detailed report about the payment of each case of Ex-gratia Grant shall be furnished by the District Magistrate concerned/Director of Relief to this Department within a month from the date of disbursement of such grant indicating the following informations :—

- a) Name of the deceased (Male/Female) with his/her age.
- b) Name of the next-of-kin(s) of the deceased.
- c) Exact cause and date of death.

4. Un-utilised fund allotted by this Department for this purpose shall have to be surrendered before the end of the financial year.

5. This Order issued with the concurrence of the Finance Department vide their U/O No. Group-E 68 dated 13-6-2005.

Yours faithfully

Special Secretary to
the Government of West Bengal

No : 2042/1 (4) date 23/6/2005

Copy forwarded for favour of information to :

- 1) The Accountant General, West Bengal, Treasury Buildings, Kolkata - 700 001.
- 2) Finance (Budget) Department, Government of West Bengal, Writers' Buildings, Kolkata-1
- 3) Finance (Group –E) Department, Govt. of West Bengal, Writers' Buildings, Kolkata - 1
- 4) Budget Cell of Relief Department, Government of West Bengal.

Special Secretary

Government of West Bengal
Department of Relief
Writers' Buildings, Kolkata-700 001

No. 2043-FR/4P-3/04

Dated 23/6/2005

From : Shri M. A. Alam, I.A.S.
Special Secretary to the Government of West Bengal

To : (1) The Sabhadhipati _____ Zilla Parishad
(2) The Commissioner, _____ Division
(3) The District Magistrate, _____
(4) The Director of Relief, West Bengal, Tran Bhawan, 87A, S. N. Banerjee Road, Kol-14

Sub : Payment of Ex-gratia Grant in the cases of death caused by Sun Stroke/Snake Bite

Sir, ●
I am directed to say that the question of extending payment of Exgratia Grant to the families of indigent victims due to death caused by Sun Stroke/Snake Bite has been under consideration of the Government for sometime past. After careful consideration, the Governor has been pleased to decide that the District Magistrate concerned/Director of Relief, West Bengal in case of Kolkata Municipal Corporation area, will sanction and administer ex-gratia grant @ Rs. 20,000/- (Rupees twenty thousand) only in each death case, to the next-of-kin(s) of the indigent person who was died as a result of Sun Stroke/Snake Bite, on being satisfied about the genuineness of the case of death, after obtaining the following papers/documents :—

- i) Proforma report about the death with the views of B.D.O./S.D.O. concerned, to be submitted to the District Magistrate along with a certificate of recommendation from the concerned Pradhan of the Gram Panchayat, Sabhapati of Panchayat Samity/Chairman of the Municipal Authority/Urban Authority, as the case may be. In case of Kolkata Municipal Corporation area, Deputy Director of Relief will be recommending authority.
- ii) Original petition of the next-of-kin(s) claiming ex-gratia grant.
- iii) Police Report in details stating the exact cause and date of death with the officials seal of the concerned Police station.
- iv) ATTESTED COPY of DEATH CERTIFICATE
- v) Attested copy of the Post-Mortem Report with the opinion of the Autopsy Surgeon as to the cause of death.

2. Next-of-kin(s), referred above, means spouse/children/step children or dependant parents/widowed daughter/sister of the deceased or father/mother/legal guardians where deceased was minor, as determined by the revenue authority of the District.

3. The District Magistrate concerned/Director of Relief, West Bengal shall make payment of the ex-gratia grant out of the allotted fund received from this Department for this purpose from time to time.

4. The charge is debitable to the head "2235-Social Security and Welfare (Social Welfare) 60-Other Social Security and Welfare Programmes-200-Other Programmes-NP-Non Plan-042-Ex-gratia payments to the families of indigent victims due to death caused by Sun Stroke/Snake Bite - 31 - Grants-in-aid-02-Other Grant-V-Voted" of the State Budget.

- i. Detailed report about the payment of each case of Ex-gratia Grant shall be furnished by the District Magistrate concerned/Director of Relief to this Department within a month from the date of disbursement of such grant indicating the following informations :
 - i) Name of the deceased (Male/Female) with his/her age.
 - ii) Name of the next-of-kin(s) of the deceased.
 - iii) Exact cause and date of death.
6. Un-utilised fund allotted by this Department for this purpose shall have to be surrendered before the end of the financial year.
7. This Order will have effect from 01.04.2005.
8. This Order issued with the concurrence of the Finance Department vide their U/o. No. Group-'E'-68 dt. 13.06.2005.

Yours faithfully,
Special Secretary to the
Government of West Bengal

No. 2043/1(4)-F.R. dt. 23.06.2005

Copy forwarded for favour of information to :—

- 1) The Accountant General, West Bengal, Treasury Buildings, Kolkata - 700 001.
- 2) Finance (Budget) Department, Government of West Bengal, Writers' Buildings, Kolkata-1
- 3) Finance (Group -E) Department, Govt. of West Bengal, Writers' Buildings, Kolkata - 1
- 4) Budget Cell of Relief Department, Government of West Bengal.

Special Secretary to the
Government of West Bengal

**Government of West Bengal
Department of Relief
Writers' Buildings, Kolkata-700 001**

No. 822 (19)-F.R.
10M-6/02

Dated , Kolkata the 9th April, 2002

From : Shri N. N. Das, W.B.C.S. (Exe.),
Deputy Secretary to the Government of West Bengal.

To : The District Magistrate,

2. Director of Relief, West Bengal.

Subject : Furnish of Utilisation Certificate in respect of grants-in-aid.

Sir,

I am directed to enclose herewith a copy of the Fin. (Audit) Department's No. 2679 (65) F dt.01.03.2002 on the above subject and to request you to kindly furnish the Utilisation Certificates with additional information as has been mentioned in the letter under reference in respect of the grants-in-aid sanctioned by this Department under the Major Head of A/cs. "2235-Social Security and Welfare" and "2245-Relief on account of Natural Calamities" to this Department under intimation to Fin. (Audit) Department within 6 (six) months from the date of issue of sanction.

Yours faithfully

Deputy Secretary to the
Government of West Bengal

**Government of West Bengal
Department of Relief
Writers' Buildings, Kolkata-700 001**

**Tel-Fax No.2212145855
Dated, Kolkata, the 30th October, 2003**

No. 48(18)/JS/I

From : Shri Ardhendu Sekhar Banerjee, I.A.S.
Joint Secretary to the Govt. of W.B

To : All District Magistrates,
S.D.O. Siliguri

Sub : Submission of C.A. II Report, F.I.R. on Natural Calamity, Situation Report on Natural Calamity and Reports on Monthly/Fortnightly Stock Positions.

Sir,

In times of any Natural Calamity, a number of reports such as C.A. II, GOI-formulated 19 point FIR, and Situation Report become necessary. Also the reports on Monthly and Fortnightly Stock Positions of all kinds of Relief Materials are required every month.

A. Regarding submission of reports on Stock Position, it has been seen that most of the districts are not sticking to the time frame of submission of Reports on Monthly and Fortnightly Stock Positions though time and again necessary instructions were sent, the latest being No. 100/JS/I Dated 22nd July, 2003. Once again, it is requested that

(i) **Report on Monthly Stock Position** of Relief Materials be sent with complete information of stock at all Blocks, Sub Divisions, Municipalities, District Godown and Zonal Godown as on the 1st day of every month **by the 3rd/4th day of every month** and (ii) **the Report on Fortnightly Stock Position** with information of stock at the District Godown and Zonal Godown (in case of Darjeeling and Malda) as on the 15th day of every month be sent **by the 17th day of every month**. Utmost care should henceforth be ensured in sending these reports in time.

B. During any kind of natural calamity, **Situation Report** in the enclosed format has to be sent by 2 p.m. regularly till the calamity is over. This has been introduced for preparing reports for the Hon'ble M.I.C., the Chief Secretary and other high officials. **Along with this Situation Report, F.I.R. (in 19 columns) for GOI and C.A.II Report should also be sent as usual.** No other report on damage by Natural Calamities is required to be sent without being asked for. While filling up the reports, care is expected to be taken in providing the **Money Value** of the damages caused to houses, crops and public property. It has been observed that instead of money value, a comment "**Being Assesed**" is given in some reports. When such comment is inevitable at the initial stage of any Natural Calamity, it has been observed that even the last

F.I.R. does not show the estimated value. Naturally it stands in the way of preparation of a complete report of damage and loss. **Hence all columns of C.A.II and F.I.R must be filled up with due care.**

Copies of Reports on Monthly and Fortnightly Stock Positions, C.A.II, 19 point F.I.R. for GOI on Natural Calamity and the Format of Situation Report on Natural Calamity **are again enclosed** as ready reference for all concerned.

Enclo : As above

Yours faithfully,

(Ardhendu Sekhar Banerjee)

Joint Secretary to the Govt. of W.B.

No. 48(18)/I/JS/I

Dated, the 30th October, 2003

Copy forwarded to the Director of Relief, West Bengal, 87A, S N Banerjee Road, Kolkata-14 for information and necessary action.

Joint Secretary to the Govt. of W.B.

Block Position of Relief Materials as on the 1st day of 2003 at

| 1 | Name of Sub-Division/Block/Municipality | Tarpaulin Pcs. | Polly Roll pcs. | Dhuti pcs. | Saree pcs. | Lungi pcs. | Children's Garments pcs. | Blankets Pcs. | | Any other items, if any |
|----|---|----------------|-----------------|------------|------------|------------|--------------------------|---------------|--------|-------------------------|
| | | | | | | | | Cotton | Woolen | |
| 2 | | | | | | | | | | |
| 3 | | | | | | | | | | |
| 4 | | | | | | | | | | |
| 5 | | | | | | | | | | |
| 6 | | | | | | | | | | |
| 7 | | | | | | | | | | |
| 8 | | | | | | | | | | |
| 9 | | | | | | | | | | |
| 10 | | | | | | | | | | |
| | Total | | | | | | | | | |
| 3 | District Head Quarter | | | | | | | | | |
| 4 | Malda Zonal Godown | | | | | | | | | |
| 5 | Grand Total | | | | | | | | | |
| 6 | Siliguri Zonal Godown | | | | | | | | | |

- Signature with date & seal

Format for fortnightly report

Stock position of relief materials as on the 15th, 2003

District

| Tarpaulin pcs. | Poly Roll pcs. | Dhuti pcs. | Saree pcs. | Lungi pcs. | Children's Garments pcs. | Blankets pcs. | | Any other items, if any |
|----------------|----------------|------------|------------|------------|--------------------------|---------------|--------|-------------------------|
| | | | | | | Cotton | Woolen | |
| | | | | | | | | |

**FIRST INFORMATION REPORT (FIR) ON OCCURRENCE OF A NATURAL DISASTER
STATUS REPORT ON FLOOD/LANDSLIDE/EROSION**

State : West Bengal

| Sl. No. | Item | Date of Report |
|---------|---|----------------|
| 1, | Amount of Rainfall received during Monsoon till date | |
| 2 | Natural Disaster | |
| 3 | Date & time of occurrence | |
| 4 | Amount of rainfall received on the day of occurrence of flood | |
| 5 | Total No. of districts | |
| 6 | No. of districts affected by flood | |
| 7 | Name of districts affected by flood | |
| 8 | No. of Taluks affected by flood | |
| 9 | No. of villages affected by flood | |
| 10 | Population affected | |
| 11 | No. of human lives lost | |
| 12 | No. of cattle/livestock lost | |
| 13 | Crop area affected by (in lakh hectre) | |
| 14 | Estimated value of damaged crop (Rs. in lakh) | |
| 15 | No. of houses damaged | |
| 16 | Estimated value of damage to houses (Rs. in lakh) | |
| 17 | Estimated value of damage to Public property (Rs. in lakh) | |
| 18 | Any other information | |
| 19 | Details of relief measures taken by State or U.T. | |

Situation Report on the condition of flood in the district of as on.....

| Sl. No. | Information | Data | |
|---------|---|----------|--|
| | | | |
| 1 | No. of Block affected | | |
| 2 | Name of Block affected | | |
| 3 | No. of GPs affected | | |
| 4 | No. of villages affected | | |
| 5 | Total Area affected | | |
| 6 | No. of houses damaged <u>Fully</u> <u>partly</u> | | |
| 7 | Crop area affected | | |
| 8 | No. of Relief centres opened | | |
| 9 | Population affected | | |
| 10 | | | |
| 11 | | Affected | |
| 12 | | started | |

Relief measures undertaken for flood –victims

| Sl. No. | Information | | Quantity/Amount | |
|---------|------------------------------|------------------|-----------------|--|
| | | | | |
| A | Distribution of Special G.R. | Rice | | |
| | | Wheat | | |
| B | Distribution of Tarpaulin | | | |
| C | Distribution of Clothing's | Dhuti | | |
| | | Saree | | |
| | | Lungi | | |
| | | Children Garment | | |
| D | Distribution of Cash G.R. | | | |
| E | Distribution of Dry Food | | | |

Water Level in main rivers

| Name of district | Name of the river | Present Water Level | Extreme Danger Level |
|------------------|-------------------|---------------------|----------------------|
| | | | |
| | | | |
| | | | |
| | | | |

Details of Relief Measures taken by the state up-to-date

| Sl. No. | Relief Materials | Quantity (in M.T.) Amount in lakh |
|---------|------------------|-----------------------------------|
| | | |

Stock Position of Relief Materials as on the 1st day of 2003 at

| 1 | Name of Sub-Division/Block/Municipality | Tarpaulin pcs. | Poly Roll pcs. | Dhuti pcs. | Saree pcs. | Lungi pcs. | Children's Garments pcs. | Blankets pcs. | | Any other items, if any |
|----|---|----------------|----------------|------------|------------|------------|--------------------------|---------------|--------|-------------------------|
| | | | | | | | | Cotton | Woolen | |
| 2 | | | | | | | | | | |
| 3 | | | | | | | | | | |
| 4 | | | | | | | | | | |
| 5 | | | | | | | | | | |
| 6 | | | | | | | | | | |
| 7 | | | | | | | | | | |
| 8 | | | | | | | | | | |
| 9 | | | | | | | | | | |
| 10 | | | | | | | | | | |
| | Total | | | | | | | | | |
| | | | | | | | | | | |
| B. | District Head-Quarter | | | | | | | | | |
| | Grand Total | | | | | | | | | |
| C. | Malda Zonal Godown | | | | | | | | | |
| D. | Siliguri Zonal Godown | | | | | | | | | |

Signature with date & seal

Format for fortnightly report

Stock position of relief materials as on the 15th, 2003

District

| Tarpaulin pcs. | Poly Roll pcs. | Dhuti pcs. | Saree pcs. | Lungi pcs. | Children's Garments pcs. | Blankets Pcs. | | Any other items, if any |
|----------------|----------------|------------|------------|------------|--------------------------|---------------|--------|-------------------------|
| | | | | | | Cotton | Woolen | |
| | | | | | | | | |

**Government of West Bengal
Department of Relief
Writers' Buildings, Kolkata-700 001**

No. 878(20)-FR/7M-28/05

Dated 18-4-2005

From : M.A. Alam, I.A.S.
Spl. Secy. to the Govt. of West Bengal

To : (1) The District Magistrate, (All)

- (2) The Sub-Divisional Officer, Siliguri, Dist. Darjeeling
(3) The Director of Relief, West Bengal

Sub : Submission of reports on stock position of Relief Materials on Fortnightly basis.

Sir,

Your are aware that the Relief Department is receiving the Fortnightly and Monthly reports of stock position of relief materials from the District Magistrate/D.R., WB/S.D.O. Siliguri to have a clear picture of the stock position of the relief materials in the Districts including Blocks/Municipalitis/District Head Quarters/Zonal Godown to ensure release of relief articles to the Dist. Administration in time.

It has been decided that Fortnightly report of stock position as on the 15th and the last day of every month at the Block/Municipality/Sub-division/District Head Quarters/Zonal level shall henceforth be, submitted to Govt. in Relief Department instead of the present ones.

In the changed circumstances, you are, accordingly, requested to take necessary action to ensure that the Fortnightly report in respect of your District reaches Relief Department by the 1st and 16th day of every month positively. The report may be sent to the OSD & EO Deputy Secretary, Govt. of West Bengal Department of Relief (FAX 2214 3526) Writers' Buildings, Kolkata-1 with a copy of the same to the Director of Relief, West Bengal, Tran Bhavan, 87A, S.N. Banerjee Road, Kol-14 (FAX No. 2244-2795)

A prescribed format is enclosed for necessary action.

Enclo : As stated above.

Special Secretary

No : 878/1(19)-FR Dt. 18/4/05.

Copy with the copies of the formats forwarded to (1) The Supdt. of Stores, Dte. of Relief, W.B.

- (2) The District Relief Officer/Officer-in-Charge (Relief) (All district)
for necessary action.

OSD & EO'DY. Secretary

No. 878/2(6)-FR Dt. 18/4/05.

Copy forwarded for information to the :—

1. P.A. to the Secretary, Relief Deptt.
2. Spl. Secy. to the Govt. of W.B. Relief Deptt.
3. Dy. Secretary, Deptt. of Relief.
4. S.O. Statistical Cell of this Deptt.
5. H.A. Budget Cell of this Deptt.
6. H.A. Emergency Relief Cell of this Deptt.

OSD & EO Dy. Secretary

FORMAT FOR FORTNIGHTLY REPORT OF STOCK POSITION

| Sl. No. | Name of Sub-Division/Block | Tarpaulin Pcs. | Poly Roll Pcs. | Dhuti Pcs. | Saree Pcs. | Lungi Pcs. | Children Garments Pcs. | Blankets Pcs. | | Any other Items |
|---------|----------------------------|----------------|----------------|------------|------------|------------|------------------------|---------------|--------|-----------------|
| | | | | | | | | Cotton | Woolen | Utensil |

Total
Dist. H.Q.
Grand Total.

**Government of West Bengal
Department of Relief
Writers' Buildings, Kolkata-700 001**

No. 1989(18)-F.R
7M-74/03

Dated, Kolkata, the 4th November, 2003

From : Shri D. Pal, W.B.C.S. (Exe.)
O.S.D. & Ex-officio Deputy Secretary

To : The District Magistrate,
All Districts.

Sub : Transparency in Relief Operations – Right to information.

Sir,

I am directed to send herewith a copy of lette No. 32-41/ 2003-N.D.M.I. dated 29/30.09.2003 issued by the Director (N.D.M.I.), Ministry of Home Affairs (NDM Division), Government of India, on the above-noted subject for favour of your kind information and necessary action. You are requested in this context to kindly pay attention to the observations made therein.

An action taken report may please be furnished to this Department accordingly.

Encl. : As stated

Yours faithfully,
O.S.D. & Ex-officio
Deputy Secretary

No. 1989/1(19)-F.R.

dt. 04.11.2003

Copy with a copy of the aforesaid letter No. 32-41/2003 NDMI dated 29/30.09.2003 of the Director (N.D.M.I.) forwarded for information to the

1. Sabhadhipati _____
2. Chief Executive Officer, Darjeeling Gorkha Hill Council, P.O. & Dist. – Darjeeling.

O.S.D. & Ex-officio
Deputy Secretary

No. 1989/2-F.R.

Dt. 04.11.2003

Copy forwarded for information to the Director (N.D.M.I.), Ministry of Home Affairs, Government of India, North Block, New Delhi.

O.S.D. & Ex-officio
Deputy Secretary to the
Government of West Bengal

**Government of West Bengal
Department of Relief
Writers' Buildings, Kolkata-700 001**

No. 2381-FR/II/7M-74/03

Dated the 31st Dec., 2003

From : Shri D. Pal, W.B.C.S. (Exe.)
O.S.D. & Ex-officio Deputy Secretary

To : The District Magistrate,
All Districts.

Sub : Transparency in Relief Operations – Right to information.

Sir,

I am directed to refer to this Deptt.'s letter No. 1989 (18)-FR dated 04.11.2003 along with an enclosure and request you to furnish an 'action taken report' as asked for therein immediately to this department.

This may please be treated as extremely urgent.

Yours faithfully,

O.S.D. & E. O. Deputy Secretary
to the Govt. of West Bengal

No. 2381/1-FR

Dated : 31.12.2003

Copy forwarded for information to the Director (N.D.M.I.), M.H.A., Govt. of India, North Block, New Delhi in continuation to this deptt.'s letter No. 1989/2-FR dated 04.11.2003.

O.S.D. & E.O. Deputy Secretary
to the Govt. of West Bengal.

F.No. 32-41/2003-NDM.I
Government of India
Ministry of Home Affairs
(NDM Division)

North Block, New Delhi
Dated the 30th September, 2003

To

1. Chief Secretaries (All States/UTs)
2. Relief Commissioners (All States/UTs)

Subject : Transparency in Relief Operations – Right to information.

Sir,

I am directed to say that schemes of Calamity Relief Fund (CRF) and National Calamity Contingency Fund (NCCF) are primarily meant for providing relief to the people affected in the wake of natural disasters. It is also a fact that it is only the poor and weaker sections of the society who are affected the most in such disasters. As such, a major chunk of relief goes to these sections including the small and marginal farmers.

2. As relief is required to be accounted for, it is presumed that the State Governments maintain proper record of relief operations and relief distribution. It is every citizen's right to know the relief available to him in the event of disasters and what has actually been distributed. In fact, it should form a part of the citizens charter. Also transparency in relief operations and relief distribution is very critical to ensure that not only the relief operations and distribution is fair and just but also to ensure that there are no complaints or counter complaints in this matter.

3. In line with the Govt.'s policy of transparency, it is proposed that a list giving the details of beneficiaries with their name and address along with quantity/volume and quality of relief distributed, may be prepared ward-wise both for urban and rural areas and may be made available to the local representatives of the public in Panchayats and Municipalities and should also be displayed in the offices of Panchayats and Municipalities. The consolidated list should also be maintained and displayed at the Block level/Taluka level. These lists could be made available to general public on demand on nominal charges say of Rs. 10/- for each list.

4. It is requested that the State Government may kindly take necessary action in this regard and a copy of the instructions issued may also be sent to this Ministry for information and record.

(S.K. Swami)
Director (NDM.I)
Tel No. 23092698/Fax : 23093750
Mobile : 9811061089
E-mail:skswami@hub.nic.in

Copy for necessary action to :

1. Resident Commissioners at New Delhi – All States
 2. PMO (Shri Ashwini Vaishnaw, DS)
 3. Cabinet Secretariat (Shri Anoop Mishra, Joint Secretary)
- Copy to : OSD/PS to MOS(C) / Sr. PPS to HS/PPS to Secretary (BM)/JS(NDM)
Director (NDM.I)/Master Folder

**Government of West Bengal
Department of Relief
Writers' Buildings, Kolkata-700 001**

Memo No. 2039(18)-FR

Dated, Kolkata, the 23rd June, 2005

**From : S. K. Dutta, WBCS(Exe.)
OSD & Ex-Officio Deputy Secretary
to the Govt. of West Bengal.**

**To : The District Magistrate
All Districts**

**Sub : Submission of Status Report regarding construction of Flood
Shelters & Relief Godowns in your district.**

Sir,

In view of Finance Deptt.'s observations & suggestions noted in different files regarding sanction and allotment of Flood/Cyclone Shelters & Relief Godowns in various districts of the state, I am directed to request you to provide us with a 'Status Report' about the construction already completed, yet to be completed and proposed to be built, under such schemes in your districts at an early date, in the line as prescribed in the proforma enclosed.

Moreover, all new proposals for construction of flood shelters/relief godowns and all requests for releasing balance amount for the ongoing constructions etc. should be submitted together with an updated status report for the districts henceforth as per the enclosed format.

Yours faithfully

OSD & Ex-Officio Deputy Secretary

Printed at Silpabarta Printing Press Limited, 25 & 27, Canal South Road, Kolkata-700 015.