

M 3 (N)

11

GOVERNMENT OF THE PUNJAB,
RELIEF DEPARTMENT,
BOARD OF REVENUE, LAHORE.

Dated the 24th September, 86.

NOTIFICATION.

No. 1366-86/ 1116 /CR.I. In exercise of the powers conferred under Section 4(1) of the Punjab National Calamities (Prevention and Relief) Act, 1958, and in partial modification of the standing Instructions circulated vide this Department Memo. No. 2189-81/2037-CR.I, dated 7-40-1981, the Government of the Punjab is pleased to issue the following revised procedure and standing Instructions for the utilization of Government Grants under the Head "481-Relief Measures" or other Funds for providing immediate relief to the population affected by any calamity as enumerated under Section 3 of the said Act, with immediate effect:-

PROCEDURE & STANDING INSTRUCTIONS.

1. The following instructions will govern the use of all Government grants placed at the disposal of Commissioners and Deputy Commissioners in the Punjab for providing relief and financial assistance to the victims of the calamities as enumerated in Section 3 of the Punjab National Calamities (Prevention & Relief) (Amendment) Act, 1958 (hereinafter referred to as the said Act) viz:-

"Flood, rains, hail storm, fire, earthquake, famine, locust or any other pest, epidemic or any other calamity which, in the opinion of the Government, warrants action under this Act".

- i) Where an area is declared as "Calamity Affected" by the Relief Commissioner, the Deputy Commissioner concerned would automatically acquire authority to provide relief according to the prescribed scale;
- ii) The information regarding calamity would be immediately conveyed, loss/damage assessed within 24 hours or as immediately as possible and relief start flowing also within this period.

2. These instructions are in addition to the general finance and accounts instructions for spending Government Funds and maintenance of Accounts.

3. The expenditure involved on the items specified in these instructions only would be debited to the head of account "481-Relief Measures".

4. The purposes for which the grant may be utilized are as follows:-

- (a) Provision of free food and fodder to destitutes;
- (b) Compassionate grant to bereaved families who lost their bread-winners and other persons directly due to any calamity;
- (c) Grant in Aid for repair and reconstruction of damaged/collapsed houses to eligible persons;
- (d) Distribution of quilts and approved winter-conforts among eligible sufferers of calamities;
- (e) To cover the cost of petrol, oil and lubricants etc. for transport directly required in connection with relief operations;
- (f) Hire charges of transport used for relief work;
- (g) Hire charges of tent equipage and cost of temporary camps constructed in connection with the evacuation operations and relief purposes;
- (h) Cost of temporary staff required for relief work;
- (i) Hire charges for agricultural machinery used for ploughing in areas affected by calamities;
- (j) Expenditure incurred by the Deputy Commissioner/Commissioner, in the absence of availability of other departmental funds, for the protection of flood embankments and bunds or to check imminent danger of damage to public or private property;

Provided that the amount of such expenditure would ultimately be reimbursed and the financial liability for such works shall be of the Department, in whose interest the work is undertaken. In case of doubt, the matter would be referred to and decided by the Relief Commissioner, Punjab, as to whether the work is in the interest of any Department or it should be borne from the Relief Grant under the head "481-Relief Measures";

- (k) Expenditure incurred on the repairs and maintenance of flood boats;
- (l) Expenditure incurred on the use of diesel and POL for running the de-watering pumping sets during training of the personnel by the Civil Defence Department.

5. The distribution of relief shall be made by the Committees constituted by the Deputy Commissioners according to the extent or nature of calamity. The MNA/MPA concerned shall be the Chairman of the Committee. However, the Deputy Commissioner will be personally responsible for ensuring that relief is given to deserving persons only.

6. The categories of persons eligible to receive grants as mentioned above are:-

URBAN AREAS

- (a) Widows & Orphans or dependents of those who lost their lives in calamities;
- (b) Un-skilled labourers;
- (c) Persons whose income or salary was Rs. 500/- P.M.

RURAL AREAS

- (a) Widows & Orphans or dependents of those who lost their lives in calamities;
- (b) Landless tenants and village mueens;
- (c) Tenant Purchasers under the Land Reforms;
- (d) Persons paying land revenue between Rs. 10/- and Rs. 40/-

The decision of extending gratuitous relief to higher categories will be determined by the severity and the extent of the calamity and the funds available.

7. Distribution of Food.

Food should be distributed where local charity cannot be motivated. Free food should be distributed at the scale of 7 KGS of wheat/atta or $\frac{3}{4}$ kgs of rice and 2 kgs of Sugar per head per month subject to a maximum period of three months, extendable with the prior permission of the Relief Commissioner, to the destitute victims of a calamity as a temporary relief.

8. Purchase of food grains for free distribution.

The Deputy Commissioners would request the District Food Authorities direct for arranging food grains from the

nearest Government Food Depots, etc. The food grains released from Government Depots will be paid for direct by the Deputy Commissioners out of the grants placed at their disposal for providing gratuitous relief.

9. Relief Grants - Ex-gratia.

As laid down in paragraph (4) above, ex-gratia relief grant can be given in the cases and in the manner as enumerated below:-

(i) Loss of lives - The following categories of persons/families are eligible for the grant of ex-gratia relief on account of loss of life and the amount to be paid, per family:-

	<u>Amount to be paid.</u>
(a) Loss of bread-winner if not covered by the Insurance Policy of the Federal Govt.	Rs. 5,000/- ✓
(b) Loss of a family member other than the bread-winner.	Rs. 2,500/- ✓

(ii) Grants for repair/reconstruction of houses - The following affectees whose houses are damaged/destroyed due to calamities are entitled for the grant of gratuitous relief:-

- (a) Very poor persons having no land/proper means of income.
 - (b) Those widows who have got minor children with no major child;
 - (c) Those widows who have got no means of livelihood;
- Ex-gratia grant may be distributed according to the following scales:-

i) Repair of Kachha house.	Rs. 2500/-	per family/ house.
ii) Repair of Pacca house.	Rs. 5000/-	per family/ house.
iii) For reconstruction of Kacha house completely destroyed.	Rs. 5000/-	per family/ house.
iv) For reconstruction of Pacca house completely demolished.	Rs. 8000/-	per family/ house.

The above financial assistance in rural areas is to be provided only to persons with holding of less than 12½ acres, and in urban areas to the really deserving poor

people according to the circumstances keeping in view the number of affectees and funds provided by Government for the purpose so that only genuine sufferers are compensated. Such grants need not be allowed in cases where the person claiming relief is left with an un-affected shelter.

10. In respect of items not included in these instructions and connected with a particular locality, the Deputy Commissioner may make out a special case and forward it to the Relief Commissioner, Punjab, through the Commissioner of his Division before any expenditure is incurred.

11. Accounts - All officers entrusted with the distribution of gratuitous relief are required to note that the expenditure incurred by them is subject to audit which will be undertaken periodically by the appropriate local Audit Authority. The existence of an emergency does not permit any relaxation of audit rules. It is, therefore, emphasised that they should exercise utmost care and avoid incurring of any expenditure out of such grants on any subject not specifically covered by the Standing Instructions and that separate accounts of the expenditure incurred out of each grant should be properly maintained. A cash book should be kept for record of day to day transactions connected with the Government grants. The supporting vouchers and the other documents should be filed serially in accordance with the entries in the cash book. A monthly statement of account in the following form should be prepared in the first week of every month and a copy thereof sent to the Relief Commissioner, Punjab, by the 15th of that month :-

S.No.	No. & date of the Govt. letter sanctioning the grant.	Amount sanctioned.	Cash balance in hand at the end of the last month.	Amount drawn during the month.
1.	2.	3.	4.	5.
Total	Amount expended	Balance at the end of	Remarks.	

12. The grants under the head "481-Relief Measures" are lapsable and only expendable in the financial year during which the sanction was accorded and the amount sanctioned.

13. If, in the event of an emergency caused by a calamity, an amount is required to be disbursed by a Deputy Commissioner or the Commissioner of a Division, an abstract bill for the estimated amount should be presented to the District Accounts Officer concerned. The sanctioned amount should not be drawn in lumpsum in anticipation of expenditure and deposited in the Personal Ledger Account.

14. In no circumstances the amount sanctioned for a specific purpose debitible to the budget grant under the head "481-Relief Measures" should be kept in the Personal Ledger Account unless and until specifically authorised by the Relief Commissioner, Punjab/Finance Department.

15. The Officer disbursing the grant will give a certificate indicating the amount of the grant disbursed by him and the names of the recipients and clearly state in the certificate to the best of his knowledge and belief, that the recipients deserved the relief granted to them.

16. The unspent amount of the grant, if already drawn, should be refunded to the head "XLVI-Miscellaneous-J Misc:-Other Items" under intimation to the Relief Commissioner. The undrawn portion of the grant lapses at the end of the financial year and should not be drawn. The Relief Commissioner should be informed not later than the end of February, what part of the grant already sanctioned is not required that would enable him to utilize the amount elsewhere.


17. A consolidated return on the following proforma should be supplied to the Relief Commissioner at the close of the flood season (in no case later than 31st March)

23 52

-: 7 :-

indicating the amount not utilized :

S.No.	No. & date of letter sanctioning the grant.	Amount sanctioned.	Amount withdrawn.	Amount expired.
1.	2.	3.	4.	5.
Balance.	No. & date of challan with which unspent amount was refunded to the head "XLVI-Misc:Other Items".			
6.	7.			


 (HUMAYUN FAIZ RASUL),
 Relief Commissioner/Secretary to
 Government Punjab, Relief Deptt.

No. 1366 -86/1117 /CR.I, dated the 24th September, 1986.

A copy is forwarded to the Superintendent, Government Printing Press, Lahore, for publication in the extra-ordinary issue of the Gazette.

2. He is requested to supply 500 printed copies.


 Director(Operations),
 for Relief Commissioner, Punjab.

No. 1366 -86/1118 /CR.I, dated the 24th September, 1986.

A copy is forwarded, for information and necessary action, to:-

1. All Commissioners of Divisions in the Punjab;
2. All Deputy Commissioners in the Punjab;
3. All District Accounts Officers in the Punjab;
4. All Assistant Commissioners in the Punjab.


 Director(Operations),
 for Relief Commissioner, Punjab.