

*of 1118 Relief -  
dt 28/10/13*

Government of West Bengal  
Disaster Management Department  
Nabanna, 2<sup>nd</sup> Floor  
325, Sarat Chatterjee Road  
Howrah-711102

No. RL/N/VI-3F-02/2013

Date: October 23, 2013

MEMORANDUM

**Sub : Assistance to persons affected by natural calamities-providing disaster kits to families who have lost their houses**

The matter regarding quick assistance to victims of natural calamities has been under active consideration of the Government for sometime. After detailed consideration of the matter, Government has decided to provide disaster kits to the families, whose houses have been completely damaged during natural calamities.

2. The disaster kits to be provided to victims of natural calamities would comprise of three sub-kits, viz.

- (i) Shelter and Clothing kit
- (ii) Utensil kit
- (iii) Food kit

The detailed composition of each type of kit is given in the annexure. All these kits are presently being packed in a single polythene bag and are being centrally supplied from the State headquarters to the districts for distribution among the affected families.

3. In view of the perishable nature of items in the food kit, it has since been decided that food kits would not be prepared centrally. These would be prepared at the district level and thereafter supplied to victims of natural calamities who have lost their houses and belongings during the calamities. The composition of food kit has also been revised and the same would be as follows:-

Rice	10 Kg.
Chira	500 Gm.
Gur	100 Gm.
Potato	5 Kg.
Biscuit Thin Arrowroot	2 pkt. of 200 Gm. each
Muri	500 Gm.

4. Persons who are eligible for disaster kit would get all three sub-kits viz. Shelter and Clothing kit, Utensil kit and Food kit. Under no circumstances, these kits can be segregated and given to the separate beneficiaries.

5. In the kits being supplied till now by the Department, rice was being procured as per the approved rates of Government, i.e. Rs. 21.85/Kg. for Grade-A Par Boiled Rice. This was being procured from two Govt. Organizations, viz. (i) WBECSC and (ii) CONFED. The rice procurement may be made from these two agencies or from other sources. However, under no circumstances the rates for rice can exceed the rates as fixed by the Government. All other items of food kit would be procured following the standard laid down procedure.

6. The funds for food kits would be allotted to the districts simultaneously alongwith allotment order of Disaster kit.

**By Order of the Governor**  
**Sd/-**  
**(Indevar Pandey)**  
**Principal Secretary to the Govt. of West Bengal**  
**Disaster Management Department**

### Composition of different Disaster Kit

Each disaster kit is to comprise of three sub-kits with the following composition:-

#### Utensil Kit

Sl. No.	Item	Quantity
1.	Bucket with lid	1 pc.
2.	Jug(Plastic)	1 pc.
3.	Mug(Plastic)	1 pc.
4.	Thala	2 pcs.
5.	Bati	2 pcs.
6.	Glass	2 pcs.
7.	Handi with lid	1 pc.
8.	Kadai	1 pc.
9.	Khunti	1 pc.
10.	Hata	1 pc.
11.	Tumbler	1 pc.
12.	Bowl	1 pc.
13.	Side tank stove	1 pc.

#### Shelter & Clothing Kit

Sl. No.	Item	Quantity
1.	Tarpaulin	2 pcs.
2.	Saree	2 pcs.
3.	Dhuti	1 pc.
4.	Lungi	1 pc.
5.	Wrapper	2 pcs.
6.	Children garments	1 set

#### Food Kit

Sl. No.	Item	Quantity
1.	Rice or Chira/Gur	5 kg. Rice
2.	Biscuits(Thin Arrowroot type)	2 packets of 200 gm. each

KDM (C) (C) for n/a pl

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Disaster Relief dt 06/11/13

3581/04 DDMO m/o

BY FAX/POST

Government of West Bengal Deptt of Disaster Management NABANNA,HRBC Buildings, Howrah-711102.

No. 1910(49)-FR/6F-35/13

Dated : 30.10.2013.

From :- Sri Amit Chaudhuri, WBCS(Exe) Jt. Secy. to the Govt. of West Bengal.

To: (1)The District Magistrate, ..... P.O. .... Dist. .... (2)The Sabhadhipati,.....Zilla Parishad (3)The Commissioner..... Division.

Sub: Revised procedure to be followed for distribution of Relief Materials including Spl. G.R. Rice/Tarpaulins/Garments in the aftermath of flood emergency prevailing in the State.

Sir, In view of the unprecedented flood emergency, in order to ensure speedy and smooth distribution of relief materials, I am directed to state that the Governor has been pleased to modify the Joint Team Formation who will be in charge of distribution of relief materials including Spl. G.R. Rice, Milk Powder, Tarpaulins, clothing etc. within the Gram Panchayet. Now the new Joint Team Formation will be in the following manner :-

- (a) One representative from Concerned Gram Panchayat. (b) One representative from Concerned P.S. (c) One representative from Concerned B.D.O. (d) One representative from Concerned M.L.A. (e) One representative from Concerned Member from Zilla Parishad. (f) Opposition leader of the concerned Gram Panchayet or one independent elected member of the concerned gram panchayet in absence of any elected member from opposition party

Selection of beneficiaries and distribution of relief materials may be done by the consent and approval of majority of the members of the Committee. After agreement of majority of the members mentioned above if any member refuses to sign, that should not be the impediment for relief operation. The said Committee shall be in charge of :-

- (i) Preparation of list of a affected persons/families in respect of each item of relief materials to be distributed. (ii) Distribution of materials received for that Gram Panchayet. (iii) Submission of utilisation Certificates in respect of the item distributed to the beneficiaries along with muster rolls duly countersigned by each member of the Joint Inspection Team in the BDO forthwith.

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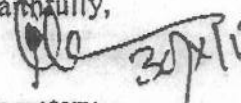
Pranab kishor PI circulate the G.O to all SDOS @ BDOs 13/11/13

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2. Distribution of special G.R. Rice will of course follow the usual practice of issuing delivery orders signed by the BDO on the basis of priority list drawn up by the above mentioned Team and submitted to the BDO.
3. For Municipal areas, a Joint Team Comprising a representative of the SDO, a representative of the Chairman of the Municipality and leader of the opposition elected from that Municipality shall perform the said functions and be vested mutatis mutandis with similar powers.
4. This order is issued in suspension of order No. 2011(40)-FR/8C-01/04 issued in this respect.

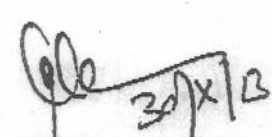
Yours faithfully,


  
Joint Secretary.

No. 1910(49)/1(14)-FR Dated : 30.10.2013

Copy forwarded for information to the :-

1. Pr. A.G.(Audit),WB, Try. Bldgs., Kol-1.
2. A.G.(A&E),WB, Try. Bldgs., Kol-1.
3. Finance(Budget)Deptt.
4. Finance Deptt. Internal Audit Wing, Todi Mansion, Kol-73.
5. Director of Treasuries & A/cs. WB, Lyons Range, 2<sup>nd</sup> Floor, Kol-1.
6. Secretary to the Hon'ble Chief Minister, CMO.
7. P.S. to Chief Secy. Of this Govt.
8. P.S. to MIC of this Deptt.
9. Sr. P.A. (Gr-II) to the Pr. Secy. Of this Deptt.
10. Joint Secy. -I of this Deptt.
11. S.O. Budget Cell
12. H.A. Stat. Cell.
13. H.A. E.R.Cell
14. Guard file.


  
Joint Secretary.